

Processing Your Electronic Signature Agreement

Do I need an Electronic Signature Agreement?

EPA requires every e-GGRT user to have an Electronic Signature Agreement on file at EPA. Electronic Signature Agreements from other systems (e.g., CDX, CAMD, etc.) are not transferrable to e-GGRT.

How do I create an Electronic Signature Agreement?

As part of the e-GGRT user registration process, you will be prompted with the options to 1) electronically sign the Electronic Signature Agreement or; 2) print and submit a hard copy of the Electronic Signature Agreement.

Where do I send the hard copy of my Electronic Signature Agreement?

If you used the electronic option to submit your Electronic Signature Agreement, you DO NOT need to submit a hard copy of the form.

If you used the paper verification option, please print the form, sign it and date it, and submit it to EPA at the address below. Scanned or faxed copies of the form are not acceptable. Send your signed and dated hard copy Electronic Signature Agreement via regular US mail or overnight service (for quicker processing) to:

GHGRP Help Desk
SAIC
12010 Sunset Hills Road
1st Floor
Reston, VA 20190



We DO NOT recommend sending your Electronic Signature Agreement via certified US mail. The processing time for Electronic Signature Agreements sent via certified US mail is much slower than the processing time for Electronic Signature Agreements sent via regular US mail or overnight service.

After receiving the hard copy of your Electronic Signature Agreement, EPA will review it for completeness. Once your form successfully completes EPA review, EPA will send you an email notifying you that your account has been activated. You will then be able to log in to e-GGRT to perform the facility registration process.

See Also

[Electronic Signature Agreement](#)
[Registration and Reporting Deadlines](#)
[More Information about PDF Viewers](#)