EPA Webinar About Manufacturer Information Module Redesign & Testing Information

January 27, 2021

Agenda

- Introduction
- ► Highlights
- Demo of Redesigned Module
- Things Manufacturers Need To Do Before Production Release
- Things Manufacturers Need To Do After Production Release
- Manufacturer Testing Information
- Questions?
- Appendix- Screenshots of Redesigned & Legacy Manufacturer Information Modules

Introduction

Introduction

- The Manufacturer Information module is being redesigned to improve the user experience and ensure accurate and complete information for all industries
 - Production release targeted for Spring 2021. EPA will notify manufacturers when a date has been finalized
 - Manufacturers will have an opportunity to test the redesigned module from March 8, 2021 through March 12, 2021
 - IMPORTANT: There are things every manufacturer will have to do before and after the redesigned module is released to production
 - For additional details about the redesigned module, see the October 2020 presentation at <u>https://www.epa.gov/ve-</u> <u>certification/manufacturer-information-redesign</u>

Highlights -EV-CIS Roles & Manufacturer Information Module -Annual Affirmation -Locking Feature -Updated List of Industries -Data Migration

Highlight: EV-CIS Roles & Manufacturer Information

EV-CIS Role	Access
CAO	 Read-Only View
CROMERR Signer	 Read-Only View Affirmation Checkbox on Review & Confirm Screen
EV-CIS Submitter	 Ability to View & Edit

Note: For the same user to be able to edit <u>and</u> affirm the Manufacturer Information, they will need both the EV-CIS Submitter and CROMERR Signer roles

- Every 365 days, a CROMERR Signer must affirm that the Manufacturer Information for their Manufacturer Code is accurate and complete
 - The initial affirmation will be required within 30 days after the production release in Spring 2021
 - ▶ The 365-day clock will reset at the time of each affirmation
 - Affirmation can be completed as frequently as desired
 - If more than one CROMERR Signer exists for your company, all will be able to perform the affirmation, but only one must do it every 365 days

- Users who have been granted the EV-CIS CROMERR Signer role will:
 - See a warning message on the EV-CIS Home beginning 15 days prior to the annual deadline and continuing until the annual affirmation has been completed by the CROMERR Signer
 - See and be able to check an affirmation checkbox on the Manufacturer Information "Review & Confirm" screen after confirming that all information is accurate and complete
 - Receive email notifications in their CDX inbox and to email addresses provided for any Contacts that have "CROMERR Signer" selected as a Contact Role at 45 days, 30 days, and 15 days prior to the annual affirmation deadline

On EV-CIS Home, users with only the **CROMERR** Signer role will see any applicable affirmation warning messages (yellow or red), as well as the normal links to the Maintain Manufacturer Information, **Request Certificate** or CSI Update, and Update Introduction to Commerce Date



CROMERR Signer-Only View of EV-CIS Home

Highlight: Annual Affirmation

CROMERR Signer-Only View of Manufacturer Information Review Screen

Users with only ۲ the **CROMERR** Signer role will see the readonly Manufacturer Information Review & Confirm screen plus the CROMERR Signer affirmation checkbox and Submit button

SEPA EV-CIS Engines and Vehides - Compliance Information System	My CDX CDX Inbox
Manufacturer Information	
Manufacturer Name: Environmental Protection Agency EPA Mar	anufacturer Code. EPA
Review & Confirm	
Review & Confirm	
Show All Sections	
+ Applicable Industries	Show
+ Locations (21)	Show
+ Contacts (25)	Show
+ Divisions (7)	Show
+ Alternate Manufacturers (19)	Show
Comments: EPA comments while testing 5th DEV deployment.	
I affirm that the manufacturer information entered is accurate and complete.	
Exit	Submit →

- Users who have been granted the EV-CIS CROMERR Signer role will <u>not</u> be able to:
 - Submit requests for certificates or CSI updates if the annual affirmation deadline has passed without affirming their Manufacturer Information, since the "Request Certificate or CSI Update" button on EV-CIS Home will be deactivated. These features will be restored once the affirmation is completed
 - Edit any of the Manufacturer Information except for selecting the affirmation checkbox unless they also have the EV-CIS Submitter role. To learn how to add roles to existing EV-CIS user accounts, see: <u>https://www.epa.gov/sites/production/files/2020-</u> 03/documents/evcis-role-sponsorship-user-guide-2020-04-03.pdf

Highlight: Annual Affirmation

CROMERR Signer-Only View of EV-CIS Home When Affirmation Deadline Has Passed

On EV-CIS • **EV-CIS Home** Home, when the affirmation 🚺 Because your company has not met the annual requirement for affirming the information in your manufacturer profile, your company's CROMERR 🕺 Signers are currently unable to request certificates of conformity and Certification Summary Information (CSI) updates. Even if no changes are deadline has necessary, a CROMERR Signer must affirm that the information in your manufacturer profile is accurate and complete passed, a red What would you like to do? warning message will be displayed and the Request Certificate or Request Certificate Submit Maintain Certification Information or CSI Update Manufacturer Information CSI Update link, normally available for CROMERR Submit Fuel Economy Submit Update Introduction Signers, will be Label Information Compliance Information to Commerce Date deactivated

CROMERR Signer & Submitter View of Manufacturer Information Review Screen

• Users with the CROMERR Signer & Submitter roles will be able to edit information on any of the tabs and see the Review screen which includes the **CROMERR** Signer affirmation checkbox and a Submit button

Manufacturer Information	
Go to Request EPA Manufacturer Code (temporary link)	
Manufacturer Name: Environmental Protection Agency EPA Manufacturer Code: EPA	
Applicable Industries Locations Contacts Divisions Alternate Manufacturers Review & Confirm	
Review & Confirm	
Show All Sections	
+ Applicable Industries	Show
+ Locations (21)	Show
+ Contacts (25)	Show
+ Divisions (7)	Show
+ Alternate Manufacturers (19)	Show
Comments: EPA comments while testing 5th DEV deployment.	
I affirm that the manufacturer information entered is accurate and complete.	
← Back Exit	Submit →

- Users with any EV-CIS role(s) will:
 - See a warning message on the EV-CIS Home beginning 15 days prior to the annual deadline and continuing until the annual affirmation has been completed by the CROMERR Signer
- Users with EV-CIS Submitter and/or CROMERR Signer roles will:
 - See the "Deadline for Next Affirmation by a CROMERR Signer" on the confirmation screen after each Manufacturer Information submission
 - However, users who only have the CAO role cannot submit and therefore will not see the submission confirmation screen

Highlight: Annual Affirmation



Highlight: Annual Affirmation

• After submitting an update to Manufacturer Information, users with the **CROMERR** Signer and/or Submitter roles will see the Complete screen which includes the Deadline for **Next Affirmation** by a CROMERR Signer

SEPA EV-CIS Engines and Vehicles - Compliance Information System	My CDX CDX Inbox
Manufacturer Information	
Go to Request EPA Manufacturer Code (temporary link)	
Manufacturer Name: Environmental Protection Agency	EPA Manufacturer Code: EPA
Applicable Industries Locations Contacts Divisions	Alternate Manufacturers Review & Confirm
Complete Your manufacturer information has been submitted to EPA. If you have any que	uestions, please contact EPA at (888) 890-1995 or email <u>evcishelpdesk@epacdx.net</u> .
Date	Manufacturer Code
01/14/2021	EPA
Manufacturer Name Environmental Protection Agency	Transaction ID _3b0ab083-2481-45b5-a49d-e0be92aff7f2
Deadline for Next Affirmation by a CROMERR Signer 01/15/2021	

Highlight: Locking Feature

- When one user enters the Manufacturer Information module or while submitted updates to the Manufacturer Information are still processing, the module will be "locked" so that any subsequent users will only have read-only access
 - In read-only mode, users will see all the information for their Manufacturer Code on the Review screen
 - CROMERR Signers will <u>not</u> be able to complete the annual affirmation in read-only mode
 - The module will be unlocked as soon as the other user exits the module and as soon as any submitted updates have completed processing

Highlight: Locking Feature

SEPA EV-CIS Engines and Compliance	d Vehicles - e Information System	My CDX	CDX Inbox	
Manufacturer Information	Notice	×		
Manufacturer Name: Environmental	Your company's Manufacturer Information will be opened in read-only mode because either another user has it open or submitted changes ar still being processed. Note: Any pending changes will not be visible in read-only mode. Do you want to continue?	re		
EV-CIS QUICK LINKS EV-CIS Home Maintain Manufacturer Information Update Introduction to Commerce Date	Return to EV-CIS Home Continu Contact Us Help Desk (888) 890-1995 Help Desk Email	R LINK box Privacy and S Terms and Co	Security Notice	

Highlight: Locking Feature

SEPA EV-CIS Engines and Vehicles - Compliance Information System		My CDX	CDX Inbox	•
Manufacturer Information				
Manufacturer Name: Environmental Protection Agency	EPA Manufacturer Code:	EPA		
Show All Sections				
+ Applicable Industries				Show
+ Locations (25)				Show
+ Contacts (29)				Show
+ Divisions (7)				Show
+ Alternate Manufacturers (19)				Show
Comments: EPA comments while testing 5th DEV deployment; completing required affirmation				
E	Exit			Submit →

Highlight: Updated Industries

- The list of industries in Manufacturer Information will be updated to be consistent with the list used on the Submit Certification Information and Submit Compliance Information buttons on the EV-CIS Home page- instead of using the previously consolidated industries
 - Some industries have been removed from Manufacturer Information (e.g., Aircraft, Alternate Fuel Converter, ICI, etc.)
 - Heavy-Duty Highway Engines will be separated into two separate industries for Diesel and Gasoline Engines
 - Nonroad Evaporative Components and Equipment/Vessels will be separated into six separate industries for Diurnal, Equipment, Fuel Caps, Fuel Lines, Fuel Tanks, and Equipment

Highlight: Updated Industries

New Separated Industry Name	Legacy Consolidated Industry Name
Heavy-Duty Highway Diesel Engines	Heavy-Duty Highway Gas and Diesel Engines
Heavy-Duty Highway Gasoline Engines	Heavy-Duty Highway Gas and Diesel Engines
Nonroad Evaporative Diurnal	Nonroad Evaporative Components and Equipment/Vessels
Nonroad Evaporative Equipment	Nonroad Evaporative Components and Equipment/Vessels
Nonroad Evaporative Fuel Caps	Nonroad Evaporative Components and Equipment/Vessels
Nonroad Evaporative Fuel Lines	Nonroad Evaporative Components and Equipment/Vessels
Nonroad Evaporative Tanks	Nonroad Evaporative Components and Equipment/Vessels
Nonroad Evaporative Vessels	Nonroad Evaporative Components and Equipment/Vessels

Highlight: Data Migration

- Legacy manufacturer information will be migrated as-is to the redesigned module with a few exceptions:
 - Any information associated with the formerly combined industries will be copied over to <u>all</u> the newly separated industries
 - The new Location Type field will be blank for all migrated Locations except for those that are test labs which will have a system-assigned value of "Test Lab"
 - You may see new Locations/Test Labs that were system-generated if you had any test labs in the legacy module that either referenced another manufacturer's test lab or that have a duplicate address with your other test labs
 - The legacy Test Lab ID# will be system-assigned to the new Location/Test Lab
 - The legacy Test Lab Name will be system-assigned to the Location Name for the new system-generated Location

Highlight: Data Migration

- Legacy manufacturer information will be migrated as-is to the redesigned module with a few exceptions:
 - Any legacy values for State and Country that are being modified in this release will be migrated to the new equivalent value in the redesigned module (e.g., revised State or Country names, some States will now be Countries, and some Countries will now be States)
 - Some existing contacts may not have any values selected for Contact Role after migration since only the legacy values for Contact Role that are not being modified in this release will be migrated
 - All Industry/Compliance Program combinations selected for a Contact will be migrated with the Notification Indicator set to "No" however, when an Industry/Compliance Program selected for a Contact includes one of the legacy combined industries, new records will be systemgenerated for all the new separated industries
 - None of the legacy notification emails will be migrated and will need to be re-entered for specific contacts in the redesigned module

Demo of Redesigned Manufacturer Information Module

Things Manufacturers Need To Do Before The Production Release

Things To Do Before Production Release-IMPORTANT

- For any certificates needed before mid-April, submit your certificate requests by March 16, 2021 to increase the likelihood that your certificate requests are completed prior to the production deployment
 - Any requests submitted after March 16, 2021 may need to be "denied" since all requests need to be processed prior to the deployment
 - If your request is denied, you will need to update your Manufacturer Information, reprocess your certification family datasets, and then resubmit your certificate request



Things To Do Before Production Release

- Review your current Manufacturer Information details and identify any needed updates
 - Some editing is possible now in the legacy module, and even more editing will be allowed in the redesigned module
 - Identify any records that are no longer used for EPA certification or compliance activities and change the status to "inactive" (either now in the legacy module or later in the redesigned module)
 - Review all email addresses entered on the Notification Emails tab and determine which Contact(s) each email should be added to (either now in the legacy module as the Secondary Email or later in the redesigned module as an Additional Email)

Things To Do Before Production Release

- Review your current Manufacturer Information details and identify any needed updates
 - Identify any Test Labs that have the same address selected as other Test Labs
 - If the selected address is incorrect, either create a new Test Lab now in the legacy module with the correct address (and make the incorrect one inactive) or be ready to correct the address of the new systemgenerated Location/Test Lab in the redesigned module
 - Identify any Test Labs that are owned by a different manufacturer but that were not entered by referencing the owner's EPA Manufacturer Code and EV-CIS Test Lab ID#.
 - Either create new Test Labs now in the legacy module or later in the redesigned module since existing Test Lab information cannot be edited (Enter "EPA" and "1" to reference EPA's Ann Arbor NVFEL lab)

Things To Do Before Production Release

- Participate in the manufacturer testing of the redesigned module from March 8th through March 12th
 - This will be an opportunity to test out the things you will need to do immediately after the production release in order to have the ability to submit any certification and compliance information to EV-CIS
- Create records of your current Manufacturer Information details (e.g., printouts or screenshots) so that you will be able to confirm successful data migration to the redesigned module
- Identify a CROMERR Signer for your company who will be ready to perform the required Affirmation within 30 days of the production release

Things Manufacturers Need To Do After The Production Release

Things To Do After Production Release-IMPORTANT

- Do not attempt to submit certification information, compliance information, or certificate requests until you have updated your Manufacturer Information
 - New business rules will prevent the submission of these datasets until you update the Applicable Industries and the details for <u>all</u> Locations and Contacts
- After updating your Manufacturer Information, you will then need to reprocess any certification and compliance datasets that reference the updated Locations and Contacts before submitting a Request for Certificate or CSI Update
 - New business rules will block any requests for certificates or CSI updates for any datasets that were not reprocessed



Things To Do After Production Release: Applicable Industries

- Select all industries for your company's current EPA certification or post-certification compliance activities
 - The list of industries in Manufacturer Information has been updated to include the full list of regulated industries, instead of using some consolidated industries (see next slide for details of modified industries)
 - For each selected industry, at least one Contact must be entered in the Industry/Compliance Program/Notifications section
 - Certification and compliance information can only be submitted for selected industries
 - The Divisions and Alternate Manufacturers tabs will only show up if "Light-Duty Vehicles and Trucks" or "Heavy-Duty Highway Class 2b/3 Vehicles" is selected

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Industries Tab Screenshot

Applicable

Things To Do After Production Release: Applicable Industries

- Deselect all industries that are no longer needed for any EPA certification or post-certification compliance activities
 - It was not possible to deselect industries in the legacy module
 - Any Industry/Compliance Program associations on the Contacts tab for each deselected industry will also need to be deleted. It will be possible to reselect the industry during the same session if it was deselected by mistake
 - If both "Light-Duty Vehicles and Trucks" and "Heavy-Duty Highway Class 2b/3 Vehicles" are deselected, the Divisions and Alternate Manufacturers tabs will not be accessible



Things To Do After Production Release: Locations

- If needed, update the Location Name to facilitate selecting the correct Location in other EV-CIS modules
- If needed, correct any address details
- Change the Location Status to "Inactive" for any Locations that are no longer used for EPA certification or compliance purposes
 - Only active Locations/Test Labs can be selected in certification and compliance datasets
- Enter any additional Locations that are used by your company for EPA certification and compliance purposes



Things To Do After Production Release: Locations

- Select all applicable values for the new Location Type field for <u>all</u> locations
 - This will be blank for all Locations the first time the redesigned module is accessed except for Test labs that were migrated from the legacy module which will already have "Test Lab" selected as a Location Type
 - Many EV-CIS certification and compliance datasets have Location and Test Lab fields with drop-down lists that will only include <u>active</u> Locations that have a specific value selected for Location Type (see next two slides for details)
 - The drop-down list of any manufacturing/assembly-related fields in certification datasets will only include active Locations that have "<u>Manufacturing Facility/Assembly Plant</u>" selected as a Location Type
 - The drop-down list of any Test Lab-related fields in certification datasets will only include active Locations that have "<u>Test Lab</u>" selected as a Location Type
 - (MC/ATV-Only) The drop-down list of the Catalyst Manufacturer Name field in the certification dataset will only include active Locations that have "<u>Third</u> <u>Party</u>" selected as a Location Type



Location fields In Certification Datasets

Industry/Dataset	Data Element Name (DE#)	Required Location Type
Heavy-Duty Highway Engines (Diesel, Gasoline) / Certification	Plant Address Identifier (DE 51)	Manufacturing Facility/Assembly Plant
Heavy-Duty Highway Vehicles / Certification	Vehicle Assembly Plant Name (DE 29)	Manufacturing Facility/Assembly Plant
Nonroad SI (Large, Marine, Small) / Certification	Manufacturing Facility(s) (DE 115)	Manufacturing Facility/Assembly Plant
Marine CI / Certification	Manufacturing Plants building these Engines (DE 53)	Manufacturing Facility/Assembly Plant
Nonroad CI / Certification	Manufacturing Plants building these Engines (DE 43)	Manufacturing Facility/Assembly Plant
NRSI Evaporative (Diurnal, Equipment, Fuel Caps, Fuel Lines, Fuel Tanks, Vessels) / Certification	Manufacturing Facilities (DE 81)	Manufacturing Facility/Assembly Plant
Motorcycle-ATV / Certification	Catalyst Manufacturer Name (MC-866)	Third Party
Test Lab Fields In Certification Datasets

Industry/Dataset	Data Element Name (DE#)	Required Location Type
Heavy-Duty Highway Engines (Diesel, Gasoline)/ Certification	Test Laboratory Code (HDH-159)	Test Lab
Heavy-Duty 2b/3 & Light-Duty / Test Information	Verify Test Lab ID (LD-TI-7)	Test Lab
Heavy-Duty 2b/3 & Light-Duty / IUVP Test Information	EV-CIS Test Lab ID (IT-7)	Test Lab
Nonroad SI (Large, Marine, Small)/Certification	U.S. Based Engine Testing Facility(s) (DE 116)	Test Lab
Nonroad SI (Large, Marine, Small)/Certification	Test Lab ID (DE 182)	Test Lab
Marine CI/Certification	U.S. Test Facility (DE 56)	Test Lab
Marine CI/Certification	Test Laboratory Code (DE 171)	Test Lab
Nonroad CI/Certification	Test Laboratory Code (DE 164)	Test Lab
NRSI Evaporative (Diurnal, Equipment, Fuel Caps, Fuel Lines, Fuel Tanks, Vessels)/Certification	Test Lab ID (DE 82)	Test Lab

Things To Do After Production Release: Locations

- Confirm that all system-generated Locations/Test Labs that were created during migration to the redesigned module are correct and still used for EPA certification/compliance purposes
 - Make the system-generated Location inactive if the Test Lab is no longer used
 - If the incorrect address was selected for the test lab in the legacy module, you can correct the address for the new system-generated Location/Test Lab (except for referenced test labs)
 - The Location Name for the new Location will be system-assigned to be the same as the legacy Test Lab Name, but can be modified if desired



Things To Do After Production Release: Locations

- Confirm that all test labs that are owned by a different company which has their own EPA Manufacturer Code are entered by referencing the test lab owner's Manufacturer Code and Test Lab ID
 - EPA's NVFEL test lab in Ann Arbor, Michigan must be referenced since no manufacturer Locations in the redesigned module will be allowed to have an address of "2000 Traverwood" or "2565 Plymouth"
 - See instructions on the next slide



Things To Do After Production Release: Locations

- ► How to reference a different manufacturer's test lab:
 - 1. Change the Status to "Inactive" for any existing Locations/Test Labs that do not reference the test lab owner's EV-CIS Test Lab details
 - 2. Contact the test lab where your EPA certification or compliance tests were (or will be) conducted to request their EPA Manufacturer Code and EV-CIS Test Lab ID
 - 3. Click the "+ Add Location" button and enter a Location Name and select "Test Lab" for Location Type
 - 4. Answer "Yes" for the question "Is this test lab owned by another company that has its own EPA Manufacturer Code?"
 - 5. Enter the values received in Step 2 for EPA Manufacturer Code of Test Lab Owner and EV-CIS Test Lab ID of the Test Lab Owner (enter "EPA" and "1" for EPA's NVFEL test lab in Ann Arbor, Michigan). After submitting this information, the new Test Lab will be assigned its own EV-CIS Test Lab ID for your Manufacturer Code
 - 6. If needed, update any in-progress family datasets (e.g., CSIs, Applications, Engine/Evaporative/Vehicle Family datasets) with the new Test Lab ID received in Step 5, since all Test Lab IDs must be active in order to be included in certification or compliance datasets

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Things To Do After Production Release: Contacts

- Confirm there is a Contact record for all individuals who support your EPA certification and compliance activities and if needed, create new Contacts
- For <u>all</u> Contacts, select all applicable Contact Roles from the updated list of values. This field will be blank for most Contacts the first time the redesigned module is accessed, since many of the values for Contact Role have changed
 - In order to be able to submit information to EV-CIS, including Certification and Compliance datasets, all individuals who have already been assigned the CAO, CROMERR Signer, or Submitter roles for your company must have a Contact record in Manufacturer Information with the corresponding value(s) selected for the Contact Role field
 - However, just selecting any of the EV-CIS role values for the Contact Role field does not automatically give that person that role in EV-CIS. These Contact Roles should only be selected after completing the separate process for adding EV-CIS roles to EV-CIS user accounts

Things To Do After Production Release: Contacts

- Select all applicable Industry/Compliance Program combinations for each Contact
 - Especially pay attention to the new, separated Industries
 - You may need to deselect some of the Industry/Compliance Program records that were system-generated for the separated industries if a Contact is only associated some, but not all, of the separated industries
 - Notification Indicators will default to "Off" and must be changed to "Yes" in order to receive email notifications
 - Many EV-CIS certification and compliance datasets have Contact fields with drop-down lists that will only include active contacts that have a specific value selected for Contact Role (i.e., "Agent for Service", "Buyer", or "Importer") and that have the applicable industry and Compliance Program selected (see next slide for details)

Screenshots of Redesigned A

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Contacts Tab

Contact Fields In Certification & Compliance Datasets

Industry/Dataset	Data Element Name (DE#)	Industry/Compliance Program	Contact Role
Heavy-Duty Highway Engines (Diesel, Gasoline)/Certification	US Agent for Service Identifier (DE 56)	1 of the HDE Industries/Certification	U.S. Agent for Service
Heavy-Duty Highway Vehicles/Certification	Agent for Service in U.S. Name (DE 33)	HDV/Certification	U.S. Agent for Service
Nonroad SI (Large, Marine, Small)/Certification	Importers Name (DE 109)	1 of the NRSI Industries/Certification	Importer
Nonroad SI (Large, Marine, Small)/Certification	Agent for Service in U.S. Names (DE 111)	1 of the NRSI Industries/Certification	U.S. Agent for Service
Marine CI/Certification	Agent for Service in U.S. Name (DE 54)	MCI/Certification	U.S. Agent for Service
Nonroad CI/Certification	Agent(s) for Service in U.S. (DE 51)	NRCI/Certification	U.S. Agent for Service
NRSI Evaporative (Diurnal, Equipment, Fuel Caps, Fuel Lines, Fuel Tanks, Vessels)/Certification	Agent for Service in U.S. Names (DE 79)	1 of the NRSI Evaporative Industries/Certification	U.S. Agent for Service
Light-Duty Vehicles and Trucks/ Update CAFE/GHG Final Status Indicator	Official Manufacturer Contact (CA-227)	LD/FE-CAFE	Vice President/Senior Official

Things To Do After Production Release: Contacts

- Enter any additional email addresses for each Contact
 - Notification emails will be sent to <u>all</u> email addresses entered for a Contact for all Industry/Compliance Program combinations that have notifications enabled
 - None of the legacy Notification Emails will be migrated to the redesigned module since they were not linked with specific Contacts
 - Primary Email Addresses must be unique across all contacts for your company
 - If your company uses group emails, these should be entered as Additional Emails for each Contact included in that group.
 - Group emails must not be entered as a Primary Email Address for a Contact since each Contact must be a person, not a group



Things To Do After Production Release: Contacts

- Change the status to "Inactive" for any Contacts no longer with your company or no longer support your company's current EPA certification or compliance activities
 - However, only active Contacts can be included when submitting new or updated certification and compliance datasets
 - This means if you need to submit an update to a previously submitted dataset that includes a Contact which has since been made inactive, you will need to select a different Contact which is currently active



Things To Do After Production Release: Divisions

- Manufacturers with "Light-Duty Vehicles and Trucks" and/or "Heavy-Duty Highway Class 2b/3 Vehicles" should do the following:
 - Change the status to "Inactive" for any Divisions that are inaccurate or no longer used for EPA certification and compliance purposes
 - Create new Divisions if needed



Things To Do After Production Release: Alternate Manufacturers

- After the redesigned module is deployed to production, manufacturers with "Light-Duty Vehicles and Trucks" and/or "Heavy-Duty Highway Class 2b/3 Vehicles" should do the following:
 - Change the status to "Inactive" for any Permissions that are inaccurate or no longer needed
 - Create new Permissions if needed



Things To Do After Production Release: Review & Confirm

- Once the redesigned module is released to production, a CROMERR signer for each manufacturer code must affirm within 30 days that all the Manufacturer Information is accurate and complete (affirmation by a CROMERR Signer will then be required at least every 365 days)
 - Review all information included on the Review & Confirm screen
 - Click on the box next to the affirmation statement at the bottom of the Review & Confirm screen
 - Click the "Submit" button
- If any CROMERR Signers also want to be able to submit Manufacturer Information updates, add the EV-CIS Submitter role to their CDX accounts



Things To Do After Production Release: Complete Screen

- A CROMERR Signer must affirm your company's Manufacturer Information within 30 days of the production release
- Review the date for Deadline for Next Affirmation by a CROMERR Signer that will be included on the Complete screen for every Manufacturer Information submission
- If the next required affirmation date is approaching, contact a CROMERR Signer within your company so they can complete the annual affirmation before the deadline so that their ability to submit Requests for Certificates is not suspended
 - A list of CROMERR Signers for your company is available on the EV-CIS Home page for all users who do not have the EV-CIS CROMERR Signer role



- The manufacturer testing period is scheduled for Monday, March 8th through Friday, March 12th
 - A Testing Kickoff meeting will be scheduled at 10AM ET on March 8, 2021
 - Testing Feedback meetings will be scheduled at 3PM ET on Tuesday, March 9, 2021 and Thursday, March 11, 2021
 - Details for these meetings will be sent out prior to the testing kickoff meeting

- Those wishing to participate in the upcoming Manufacturer Information testing should email a completed EV-CIS User Registration Spreadsheet to <u>verify@epa.gov</u> with a subject of "Manufacturer Information Testing"
 - https://www.epa.gov/sites/production/files/2018-04/ev-cis-userregistration-information-spreadsheet-2018-04.xlsx
 - > You do not need to mail the spreadsheet to the Fairfax, VA address
 - Users should request the same roles they have in production for testing purposes (e.g., only EV-CIS Submitter, only CROMERR Signer, both EV-CIS Submitter and CROMERR Signer, only CAO, etc.).
 - In order to test the new annual affirmation requirement, one of your testers will need the CROMERR Signer role.

- We will provide you with scenarios to practice/test in the test environment in order to enable a smoother transition to the redesigned module. Some examples include:
 - Selecting/Deselecting industries so that only the industries your company currently submits certification and compliance information and then updating Contacts as needed
 - Updating details for all Locations and Contacts, especially the Location Types and Contact Roles fields, notification emails, and the applicable Industries/Compliance Programs for each Contact so that the intended locations/contacts can be selected in your certification and compliance datasets
 - Submitting a Test Lab that is owned by another manufacturer by referencing the Test Lab Owner's EPA Manufacturer Code and Test Lab ID#

Questions?



Questions?

- Email any questions about the Manufacturer Information module redesign to <u>verify@epa.gov</u>
 - Include "Manufacturer Information Redesign" in the subject line of the email

Appendix-Screenshots of Redesigned & Legacy Manufacturer Information Modules

Redesigned Manufacturer Information Module

Screenshots of Redesigned Module

Note: Right-click on any of the slide thumbnails in this presentation and then select "Go To Slide" to view the full-size mockup, or while in presentation mode just click on the slide thumbnail.





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Applicable Industries Tab



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Applicable Industries Tab

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⊘	Nonroad Evaporative Portable Fuel Containers	0
⊘	Nonroad Evaporative Vessels	0
⊘	Off-Highway Motorcycles	0
⊘	On-Highway Electric Motorcycles	0
⊘	On-Highway Motorcycles	0
⊘	Small Nonroad Spark-Ignition Engines	0
⊘	Snowmobiles	0
⊘	Specialty Vehicle Engines	0



EPA Compliance Engineer(s)

Comments (954 characters available)

EPA comments while testing 5th DEV deployment.

Locations Tab

Manufac	turer Information				
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Applicable	e Industries Locations Contacts	Divisions Alternate Manufact	rurers		
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Locations Tab





Contacts Tab

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Screenshots of Redesigned Module

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Contacts Tab

Industry/Compliance Program(s)/Notifications

Add an entry for all applicable Industries and Compliance Programs for this contact and indicate whether EV-CIS notifications should be sent to the email addresses provided. Use an extra entry for an industry if you need to opt in or out of notifications for specific compliance programs.

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Comments (954 characters available)

EPA comments while testing 5th DEV deployment.

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Screenshots of Redesigned Module

Divisions Tab

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Review & Confirm Screen





Review & Confirm Screen

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Manufacturer Information	
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Applicable Industries Locations Contacts Divisions	Alternate Manufacturers Review & Confirm
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Marine Compression-Ignition Engines Marine Spark-Ignition Engines	Specialty Vehicle Engines OPending
 Off-Highway Motorcycles On-Highway Motorcycles 	
Small Nonroad Spark-Ignition Engines	





Complete Screen

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Applicable	e Industries	Locations	Contacts	Divisions	Alternate Manufacturers	Review & Co	onfirm	

Complete

Your manufacturer information has been submitted to EPA. If you have any questions, please contact EPA at (888) 890-1995 or email evcishelpdesk@epacdx.net.

Submission Summary

Date

01/15/2021

Manufacturer Code

Transaction ID

Manufacturer Name

Environmental Protection Agency

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Deadline for Next Affirmation by a CROMERR Signer

01/15/2021



Go to My CDX
Legacy Manufacturer Information Module



Screenshots of Legacy Manufacturer Interface Tabs

Note: Right-click on any of the slide thumbnails in this presentation and then select "Go To Slide" to view the full-size screenshot, or while in presentation mode just click on the slide thumbnail.

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Legacy Industries Tab Screenshot

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Legacy Industries Tab Screenshot

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	Nonroad Evaporative Components and Equipment/Vessels	First Model Year	2009 🔻
	Nonroad Evaporative Portable Fuel Containers	First Model Year	2009 🔻
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	Small Nonroad Spark-Ignition Engines	First Model Year	2009 🔻
	Snowmobiles	First Model Year	2009 🔻
	Specialty Vehicle Engines	First Model Year	2017 🔻
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Manufacturer Comments (1000 characters available)

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Legacy Addresses Tab Screenshot

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	Address Label *	ABC Catalyst Manufacturer, Inc.	Example: Company He	eadquarters		
	Address, First Line *	2468 Bluelyn Boulevard				
	Address, Second Line					
	Address, Third Line					
	Address, Fourth Line					
	City *	Merrowwall	Country *	United States		
	State *	MI = Michigan	▼ Zip Code *	48999		
	State/Province		Postal Code			
	Active/Inactive Status *	Active				
	Address #2					

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Legacy Addresses Tab Screenshot

City *	Merrowwall	Country *	United States v	
State *	MI = Michigan	Zip Code *	48999	
State/Province		Postal Code		
Active/Inactive Status *	Active •			
Address #2				
Address Label *	Agent for Service in US	Example: Company Heado	uarters	
Address, First Line *	2000 Traverwood			
Address, Second Line				
Address, Third Line				
Address, Fourth Line				
City *	Ann Arbor	Country *	United States v	
State *	MI = Michigan 🔻	Zip Code *	48105	
State/Province		Postal Code		
Active/Inactive Status *	Active •			
Add New Address on Address Tab				
Drint		vt s	Review & Submit	
Princ	FIGUIDUS NG		Neview & Sublint	



 Structure
 Screenshots of legacy Manufacturer Interface Tabs

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Locations Tab

Legacy Contact Info Tab Screenshot

UNITED STATES	Manufacturer Infor EV-CIS Home > Manufacturer Informa Maintain Manufacturer	rmation ation Profile	U.S. Environmental Protection Agen Logged in as, CHRISTIPOIRIER. Manufacturer: EPA - EPA (L		
bout CDX lyCDX hbox change Password requently Asked luestions lelp & Support cDX Home erms & Conditions ogout	 * = required field + = CTRL-click to select multiple value Manufacturer Addresses 	es Contact Notification Test Labs Information Emails Company Co	Divisions (Light- Duty Only) Alternate Manufacturers Representatives	!p	
	Company Contact #1 Prefix First Name * Last Name * Contact Role * Active/Inactive Status *	Select Karen Danzeisen Compliance Representative - Employee Active	Title Middle Initial Suffix Select ▼ Contact Role, If Other		
	Contact Industry/Complianc	e Programs Industry* Heavy-Duty Highway Tractors and Vocational Vehicles Light-Duty Vehicles and Trucks	Compliance Program(s)* All Certification Confirmatory Test All All Certification Delete		



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Legacy Contact Info Tab Screenshot

				Contacts Tab
Last Name *	Danzeisen	Suffix	Select V	
Contact Role *	Compliance Representative - Employee	 Contact Role, If Other 		
Active/Inactive Status *	Active •			
-Contact Industry/Compliance F	Programs			
	Industry*	Compliance Pro	gram(s)*	
_	Heavy-Duty Highway Tractors and Vocational Vehicles 🔻	All Certification Confirmatory T	Test	
_	Light-Duty Vehicles and Trucks 🔹	All Certification Confirmatory T	n Delete	
Ľ	Add Additional Industry/Compliance Program(s)			
Contact Address/Phone Inform	EPA & A2, EPA & Ann Arbor, 123 ABC Ave, Ann Ar	bor, MI		
	Add New Address on Address Tab		Phone Number* Phone Type*	Delete
Primary Email Address 💈	danzeisen.karen@epa.gov	А	Add Phone Number	
Secondary Email Addres	S			
Add Another Contact				

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Interface Tabs

Legacy Notification Emails Tab Screenshot

UNITED STATES
A AGE
TWAL PROTECTIO

About CDX MyCDX Inbox Change Password Frequently Asked Questions Help & Support CDX Home Terms & Conditions Logout

Manufacturer Informatio	n						
EV-CIS Home > Manufacturer Information				Logged in as,	CHRISTIPOIRIER. Manu	facturer: EPA - EPA (<u>Logout</u>)	
Maintain Manufacturer Profile							
* = required field						Help	
+ = CTRL-click to select multiple values Manufacturer Addresses Cont Inform	act Notification T Notification T	est Labs Divis	ions (Light- uty Only)	Alternate Manufacturers	EPA Compliance Representatives		
	Broadcast Not	ification Emai	Address In	formation			
Use this form to indicate to which email addres	ses Verify should send broadcast no	otifications.					
Notification Email Address #6							
Notification Email Address *	danzeisen.karen@epa.gov		Email Notificatio	n Type \star	Confirmatory Test Noti	fications v	
Industry * +	All Industries Aircraft All-Terrain Vehicles						
Active/Inactive	Active •						
Add Another Notification Email Add	ress						
Print	< P1	revious Next >			Review 8	Submit	

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U.S. Environmental Protection Agency

Legacy Test Labs Tab Screenshot

About CDX	U.S. Environmental Protection Agence Manufacturer Information Logged in as, CHRISTIPOIRIER. Manufacturer: EPA - EPA (Logo Maintain Manufacturer Profile	
Inbox Change Reserverd	* = required field + = CTRL-click to select multiple values	
Frequently Asked Questions	Manufacturer Addresses Contact Information Notification Emails Test Labs Divisions (Light- Duty Only) Alternate EPA Compliance	
Help & Support CDX Home Terms & Conditions Logout	Manufacturer Test Labs	
2000	Verify Test Lab ID 1	
	Is this test lab owned by another manufacturer? * Active/Inactive Status * Active	
	Test Lab Description	
	Test Lab Name * LOD	
	Test Lab Address * NVFEL- Lab Building, 2565 Plymouth Rd, Ann Arbor, MI V	
	Add New Address	
	High Altitude? * No Vumber of Analyst Sites * 2	
	Number of Climate Chambers * 1 Number of Dynos/Sheds/Test Sites * 4	
	Test Lab Reference EPA Manufacturer Code of the Test Lab Owner VERIFY Test Lab ID of the Test Lab Owner	

Locations Tab

Legacy Test Labs Tab Screenshot

Verif	y Test Lab ID 4				
n	nanufacturer? *	Yes v	Active/Inactive Status *	Active v	
	Test Lab Description				
	Test Lab Name				
	Test Lab Address	Select	٧		
		Add New Address	1		
	High Altitude?	Select V	Number of Analyst Sites		
	Number of Climate Chambers		Number of Dynos/Sheds/Test Site	s	
	Test Lab Reference				
	EPA Manufacturer Code of the Test Lab Owner *	CSC	VERIFY Test Lab ID of th *	he Test Lab Owner 6	

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Legacy Divisions Tab Screenshot

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Maintain Manufac	turer Profile						
= required field = CTRL-click to select mult Manufacturer Add	resses Contact Information	Notification Emails Test Labs	Divisions (Light- Duty Only)	Alternate Manufacturers	EPA Compliance Representatives	Help	
Division information is or	ly required for certain industries	Manufac	turer Divisions				
Verify Division Code # 1 Division Short Name	* Green		Division Full Name *	Green			
Active/Inactive Statu	s * Active	T					

Sale: Right-click on any a	/ the dide thursboals in this pre	weitafian and then wheet "Go T	s Side" to
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Legacy Divisions Tab Screenshot

Verify Division Code #2				
Division Short Name *	S-Green	Division Full Name *	Super Green	
Active/Inactive Status *	Active •			
Verify Division Code #3				
Division Short Name *	Clean	Division Full Name *	Clean	
Active/Inactive Status *	Active •			
Verify Division Code #4				
Division Short Name *	S-Clean	Division Full Name *	Super Clean	
Active/Inactive Status *	Active •			
Add Another Division				
Print	< Prev	ious Next >	Review	v & Submit

Screenshots of Legacy Manufacture

Interface Tabs

Divisions Tab

Legacy Alternate Manufacturers Tab Screenshot

UNITED STATES	U.S. Environmental Protection Agency						
San Isa	Manufacturer Information		Logge	ad in as CHRISTIPOIRIER Manufacturer	EPA = EPA (Logout)	197. 12 . 10 . 10 . 10 . 10 . 1	
AGE	EV-CIS Home > Manufacturer Information				EIN EIN(Edgout)		
REWIAL PROTECTION	Maintain Manufacturer Profile						
About CDX MyCDX Inbox	* = required field				Help		
Change Password	+ = CTRL-click to select multiple values	Notification	Divisions (Light-	EDA Compliance			
Questions	Manufacturer Addresses Informatio	n Emails Test Labs	Duty Only) Manufactur	ers Representatives			
rieip & Support CDX Home Terms & Conditions Logout							
	Use this form to give permission for your test data f This is only applicable for certain industries such as	or a given industry to be referenced by oth Light-Duty Vehicles and Trucks.	er manufacturers as part of their submissions.				
	Alternate Manufacturer #1						
	Approved Alternate Manufacturer Code *	LOD	Active/Inactive Status *	Active •			
	Industry *	Light-Duty Vehicles and Trucks	T				
	Grant Permission Type *	By Model Year of Test	¥				
	Model Year *	2012 🔻	Engine Family/Test Group				
	Manufacturer Division Code		Evaporative/Refueling Family				
	CarLine Code		Verify Test Number				
	Alternate Manufacturer #2						

 Screenshots of Legacy Anufacturer

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Alternate Manufacturers Tab

Legacy Alternate Manufacturers Tab Screenshot

inducty w	Light-Duty Vehicles and Trucks	¥	
Grant Permission Type *	By Model Year of Test	¥	
Model Year *	2012 🔻	Engine Family/Test Group	
Manufacturer Division Code		Evaporative/Refueling Family	
CarLine Code		Verify Test Number	
Iternate Manufacturer #2			
Approved Alternate Manufacturer Code *	LRD	Active/Inactive Status *	Active •
Industry *	Light-Duty Vehicles and Trucks	۲	
Grant Permission Type *	By Model Year of Test	¥	
Model Year *	2011 🔻	Engine Family/Test Group	
Manufacturer Division Code		Evaporative/Refueling Family	
CarLine Code		Verify Test Number	

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Legacy EPA Reps Tab Screenshot

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Manufactu	rer informa	ation				Loggodii	a as CHRISTIROIRIER Manufr	acturor: EBA EBA (Logo	
EV-CIS Home > Man	facturer Information					Loggeui	Tas, CHRISTIPOIRIER, Manua	acturer. EFA - EFA (LUGU	
Maintain Man	ufacturar Dra	file							
		me							
th – required field									
+ = CTPL click to cold	set multiple values							Help	
= CTRL-click to set	ect multiple values	Contact	Notification		Divisions (Light-	Alternate	EPA Compliance		
Manufacturer	Addresses	nformation	Emails	lest Labs	Duty Only) Ma	anufacturers	Representatives		_ i
This is a list of all	EPA Compliance Repr	resentatives that	have been assigned for ea	ach of your Indus	stry/Compliance Programs				
This is a list of all	EPA Compliance Repr	oresentatives that	have been assigned for ea	ach of your Indus	stry/Compliance Programs	A Compliance	2 Renresentatives		
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This is a list of all	EPA Compliance Repr Heavy-Duty Highwa Heavy-Duty Highwa	Industry/Co ay Class 2b/3 Ve ay Class 2b/3 Ve	have been assigned for ea ompliance Program hicles / Averaging, Banking hicles / Certification	ach of your Indus g, and Trading	stry/Compliance Programs Assigned EP Name Poirier, Christi (Primary) Zaremski, Sara (Primary)	A Compliance Phone 734-214- 4808 734-223- 0957	e Representatives Email poirier.christi@stg-epa.gov zaremski.sara@stg-epa.gov		
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This is a list of all	EPA Compliance Repr Heavy-Duty Highwa Heavy-Duty Highwa Heavy-Duty Highwa	Industry/Co ay Class 2b/3 Ve ay Class 2b/3 Ve	have been assigned for ea ompliance Program hicles / Averaging, Banking hicles / Certification	ach of your Indus g, and Trading	stry/Compliance Programs Assigned EP Name Poirier, Christi (Primary) Zaremski, Sara (Primary) Zaremski, Sara (Alternate) Poirier, Christi (Primary)	A Compliance Phone 734-214- 4808 734-223- 0957 734-223- 0957 734-223- 0957 734-214- 4808	e Representatives Email poirier.christi@stg-epa.gov Zaremski.sara@stg-epa.gov Zaremski.sara@stg-epa.gov poirier.christi@stg-epa.gov		
This is a list of all	EPA Compliance Repr Heavy-Duty Highwa Heavy-Duty Highwa Heavy-Duty Highwa	resentatives that Industry/Co ay Class 2b/3 Ve ay Class 2b/3 Ve	have been assigned for ea ompliance Program hicles / Averaging, Banking hicles / Certification	ach of your Indus	stry/Compliance Programs Assigned EP Name Poirier, Christi (Primary) Zaremski, Sara (Primary) Zaremski, Sara (Alternate) Poirier, Christi (Primary) Zaremski, Sara (Primary)	A Compliance Phone 734-214- 4808 734-223- 0957 734-223- 0957 734-214- 4808 734-223- 0957	e Representatives Email poirier.christi@stg-epa.gov Zaremski.sara@stg-epa.gov Zaremski.sara@stg-epa.gov poirier.christi@stg-epa.gov Zaremski.sara@stg-epa.gov		
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This is a list of all	EPA Compliance Repr Heavy-Duty Highwa Heavy-Duty Highwa Heavy-Duty Highwa Heavy-Duty Highwa Benete	resentatives that Industry/Co ray Class 2b/3 Ve ray Class 2b/3 Ve	have been assigned for ea ompliance Program hicles / Averaging, Banking hicles / Certification hicles / Confirmatory Testin	ach of your Indus g, and Trading ing	stry/Compliance Programs Assigned EP Name Poirier, Christi (Primary) Zaremski, Sara (Primary) Zaremski, Sara (Alternate) Poirier, Christi (Primary) Zaremski, Sara (Alternate) Zaremski, Sara (Alternate) Poirier, Christi (Primary) Zaremski, Sara (Alternate) Poirier, Christi (Primary)	A Compliance Phone 734-214- 4808 734-223- 0957 734-223- 0957 734-223- 0957 734-223- 0957 734-223- 0957 734-223- 0957	Representatives Email poirier.christi@stg-epa.gov zaremski.sara@stg-epa.gov zaremski.sara@stg-epa.gov poirier.christi@stg-epa.gov zaremski.sara@stg-epa.gov zaremski.sara@stg-epa.gov zaremski.sara@stg-epa.gov zaremski.sara@stg-epa.gov zaremski.sara@stg-epa.gov zaremski.sara@stg-epa.gov zaremski.sara@stg-epa.gov		

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Interface Tabs

Screenshots of Legacy Manufacture