

Navigating the My Reports Dashboard

This job-aid guides you through navigating the CEDRI My Reports dashboard. Selecting either 'My Reports' or 'Complete Reports Under Development' (Exhibit 1) takes you to the 'My Reports' page where you are able to view all reports that have been created, but not yet been submitted to EPA.

The screenshot displays the EPA CEDRI (Compliance and Emissions Data Reporting Interface) dashboard. At the top, the user is logged in as Kyle Speight, a Certifier. The 'My Reports' tab is selected and highlighted with a red box. Below the navigation bar, there are four main action buttons: 'Create a Report', 'Complete Reports Under Development' (highlighted with a red box), 'View Submitted Reports', and 'Manage Facilities'. The 'Complete Reports Under Development' button includes the subtext 'View and edit reports in progress.' To the right, the 'My Notifications' section shows '1 Reports Pending Signature' and '72 Reports Under Development'. Below this, the 'My Resources' section lists links for CEDRI Help, CEDRI Homepage, CEDRI Change Log, List of Rules, FAQ Document, ERT, and WebFIRE. The 'My Profile' section shows the user's name (Kyle Speight), role (Certifier), and email (kyle.speight@cgifederal.com). The 'My Regulations' section indicates a feature is coming soon. The 'My Facilities' section shows one facility managed and provides options for List View and Map View.

Exhibit 1

My Reports Page

There are two tables on the 'My Reports' page (Exhibit 2):

1. **Reports Under Development:** This table displays reports that are being prepared for submission and require additional information in order to receive the status of 'Pending Signature'.
2. **Reports Pending Signature:** This table displays reports that are no longer under development and a Certifier has been notified that the reports are awaiting signature and submission to EPA.

You may also begin preparation of a new report from this page by clicking the 'Create New Report' button.

My Reports 3 [Create New Report](#)

You are currently registered under the "Certifier" role and may prepare and certify reports electronically for your associated facilities. Reports that have been selected and not yet started, or have been started, but are not yet complete can be found in the 'Reports Under Development' section. Reports that are complete, but awaiting certification can be found in the 'Reports Pending Signature' section. [Read More...](#)

1 **▼ Reports Under Development**

ID	Report Name	Updated Date	Status	Facility Name
<input type="checkbox"/> 1954775	70.6(c)(5)(iii) Annual Compliance Certification Report	2023-08-01 03:07:53 pm	Under Development (Step 3)	
<input type="checkbox"/> 1893352	60.5420a(b) Annual Report (Spreadsheet Template)	2023-02-13 01:54:10 pm	Under Development (Step 3)	
<input type="checkbox"/> 1893393	60.5420a(b) Annual Report (Spreadsheet Template)	2023-02-13 01:52:07 pm	Under Development (Step 3)	
<input type="checkbox"/> 1755965	ERT Performance Report	2022-06-24 06:49:07 pm	Under Development (Step 2)	
<input type="checkbox"/> 1755964	ERT Performance Report	2022-06-24 06:49:07 pm	Under Development (Step 2)	
<input type="checkbox"/> 1609015	ERT Performance Report	2021-12-06 10:07:34 am	Under Development (Step 2)	
<input type="checkbox"/> 1591527	63.9(b) Initial notifications for an area source reclassifying to major source who had previously been subject to major source rule (a major to area back to major transition)	2021-10-11 11:06:29 am	Under Development (Step 5)	
<input type="checkbox"/> 1587765	63.7751(a) Semiannual Compliance Report (Spreadsheet Template)	2021-09-24 11:06:07 am	Under Development (Step 3)	
<input type="checkbox"/> 1575962	ERT Performance Report	2021-08-04 01:44:44 pm	Under Development (Step 3)	
<input type="checkbox"/> 1575963	ERT Performance Report	2021-08-04 01:44:25 pm	Under Development (Step 2)	

Showing 1 to 10 of 72 First < 1 2 3 4 5 ... > Last

[Edit Selected Report\(s\)](#) [Delete Selected Report\(s\)](#)

2 **▼ Reports Pending Signature**

ID	Report Name	Updated Date	Status	Facility Name
<input type="checkbox"/> 1476858	63.655(h)(8) Fenceline Monitoring Report	2021-03-30 11:23:53 am	Pending Signature (Step 2)	MALLARD EXPLORATION

[Edit Selected Report\(s\)](#) [Delete Selected Report\(s\)](#) [Submit Selected Report\(s\)](#)

Exhibit 2

1. [Reports Under Development](#)
2. [Reports Pending Signature](#)
3. [Create New Report](#)

Reports Under Development

The 'Reports Under Development' table displays reports that are being prepared for submission but do not yet have a Certifier assigned to sign and submit the report (Exhibit 3). When a report is complete and a Certifier is notified, the report is placed in 'Pending Signature' status and moved to the 'Reports Pending Signature' table.

My Reports Create New Report

You are currently registered under the "Certifier" role and may prepare and certify reports electronically for your associated facilities. Reports that have been selected and not yet started, or have been started, but are not yet complete can be found in the 'Reports Under Development' section. Reports that are complete, but awaiting certification can be found in the 'Reports Pending Signature' section. [Read More...](#)

▼ Reports Under Development ⓘ

<input type="checkbox"/>	ID	Report Name	Updated Date	Status	Facility Name
<input checked="" type="checkbox"/>	350368	60.5420a(b) Annual Report	2020-03-18 06:15:52 pm	Under Development (Step 2)	
<input type="checkbox"/>	350361	63.7550(h)(3) Compliance Report - (c)(3) Performance Testing option (Spreadsheet Template option)	2020-03-18 06:12:06 pm	Under Development (Step 4)	
<input type="checkbox"/>	350359	ERT Performance Report	2020-03-18 06:04:43 pm	Under Development (Step 2)	
<input type="checkbox"/>	350358	63.7550(h)(3) Compliance Report - (c)(3) Performance Testing option (Spreadsheet Template option)	2020-03-18 06:04:11 pm	Under Development (Step 3)	
<input type="checkbox"/>	349815	60.5420a(b) Annual Report	2020-03-03 03:51:57 pm	Under Development (Step 3)	

Edit Selected Report(s)
Delete Selected Report(s)

Exhibit 3

To edit reports in this table, click the checkboxes on the left-hand side, and select 'Edit Selected Report(s)'. This allows you to edit multiple submissions at once (Exhibit 3).

Note: You may select only one ERT Performance Test Report at a time to edit.

Alternatively, you may click the link in the 'ID' or 'Report Name' columns to open and edit a single report. Clicking 'Edit Selected Report(s)' initiates the Create Report process. To find more information about this process, please refer to the [Create Reports Job Aide](#).

Reports with an 'Under Development' status indicates the current step in the workflow for the report. Depending on the type of report you are submitting, 1 of 2 workflows are used as shown below.

Status	Workflow Step	
	Non-ERT* Reports	ERT* Reports
Under Development (Step 1)	Select Report Type	Select Report Type
Under Development (Step 2)	Select Your Reports	Upload Documents
Under Development (Step 3)	Upload Documents	Select Your Report
Under Development (Step 4)	Select Facility	Select Facility

* ERT – Electronic Reporting Tool (Performance Test Reports)



You can delete any reports under development by selecting the checkbox on the left and clicking the 'Delete Selected Report(s)' button (Exhibit 3). Doing so permanently deletes the selected reports from CEDRI.

Reports Pending Signature

The 'Reports Pending Signature' table displays reports that are awaiting signature by a Certifier (Exhibit 4). Like the 'Reports Under Development' table, this table displays the status of your report(s) and allows you to edit/review/sign multiple reports at once.

Note: The reports under the 'Reports Pending Signature' table are visible to the Preparer who prepared the report to be submitted by a Certifier, as well as the Certifier that was sent the report from the Preparer.

<input type="checkbox"/> ID	Report Name	Updated Date	Status	Facility Name
<input type="checkbox"/> 172186	70.6(c)(5)(iii) Annual Compliance Certification Report	2023-08-02 08:30:09 am	Pending Signature (Step 5)	ENVIROCHEM ENVIRONMENTAL SVC
<input type="checkbox"/> 172173	70.6(c)(5)(iii) Annual Compliance Certification Report	2023-08-01 04:23:15 pm	Pending Signature (Step 5)	CGI FEDERAL
<input type="checkbox"/> 153126	ERT Performance Report	2020-09-23 04:48:20 pm	Pending Signature (Step 5)	4000 TEST FACILITY
<input type="checkbox"/> 150567	63.4121(b) Notification of Compliance Status	2020-07-31 11:12:41 am	Pending Signature (Step 5)	4000 TEST FACILITY
<input type="checkbox"/> 149566	49.155 Annual Emissions Report	2020-05-20 09:41:21 am	Pending Signature (Step 5)	BROWNSVILLE ELEMENTARY SCHOOL
<input type="checkbox"/> 149552	Notice of Compliance Status (Submittal via CEDRI optional for Federal reporting)	2020-05-18 11:32:49 am	Pending Signature (Step 5)	1 STOP KITCHEN AND BATH

Exhibit 4

In order to sign and submit the reports from this table, click the checkboxes on the left-hand side of the reports you want to sign, and then select 'Submit Selected Report(s)' (Exhibit 4). You are taken to Step 5 of the Create Reports process, where you may review information associated with the reports you selected to sign and open each report for viewing (Exhibit 5).

Step 1 Step 2 Step 3 Step 4 Step 5

Select Report Type Upload Documents Select Your Reports Select Facility Sign and Submit

< Return to Select Facility Save and Return to My Reports Sign and Submit All Report(s) >

Step 5: Sign and Submit

Results of the performance test

Review Report Information

Certifier(s) Jacob Kora, Kyle Speight

Preparer(s) [Add/Remove Preparers](#)

Report Results of the performance test - Part 60 / Part 63 Subpart Kka / Subpart P P P P P P - Lead Acid Battery Manufacturing Plants / Lead Acid Battery Manufacturing Area Sources [Edit Report Name](#)

Report Type ERT Performance Report

Date Updated Aug 16 2023 09:50:39 AM

Status Pending Signature

Download File to Review [MARIGOLD MINE 27-JAN-2017 Marigold Mine Mercury Testing - FURNACE 01-27-2017 13-29 PKG 17 .zip](#)

Select Facility Submitting Your Report [Add Facility](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	Action
110000615344	CEDRI10041302	ENVIROCHEM ENVIRONMENTAL SVC	1005 INVESTMENT BLVD APEX, NC 27502 WAKE	

Exhibit 5

To sign your reports, select 'Sign and Submit All Report(s)' (Exhibit 5). CEDRI displays a confirmation message, asking you to verify that all information contained in your submission is accurate (Exhibit 6). After reading the message, click 'I Confirm' to continue to the eSignature signing process.

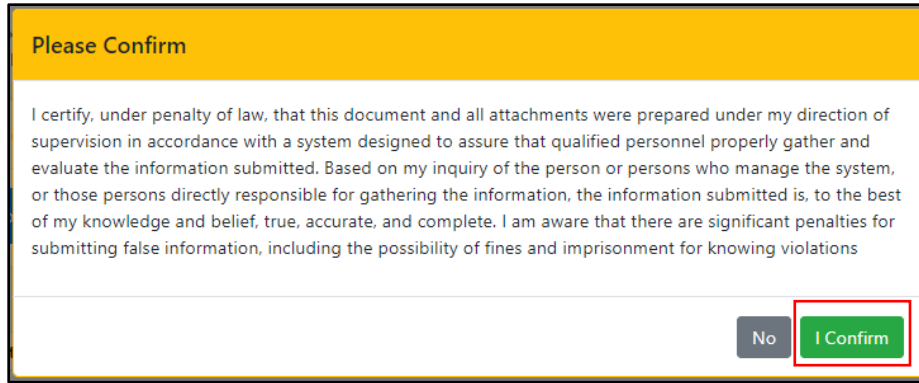


Exhibit 6

Selecting 'I Confirm' on the confirmation message launches the eSignature widget (Exhibit 7). This prompts you to enter your CDX password and the answer to one of your security questions. Once you have entered this information, select 'Sign' to sign and submit your reports.

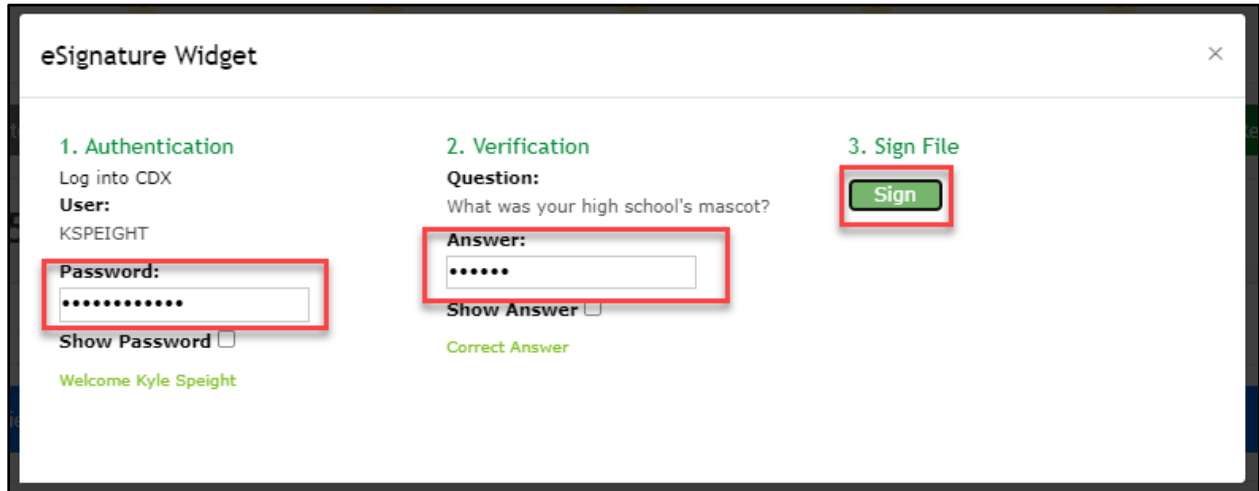


Exhibit 7

After clicking the Sign button, a 'Submission Receipt' displays showing details of the report(s) submitted. By clicking the 'View/Print Receipt' button (Exhibit 8), you are able to print or view the report details.

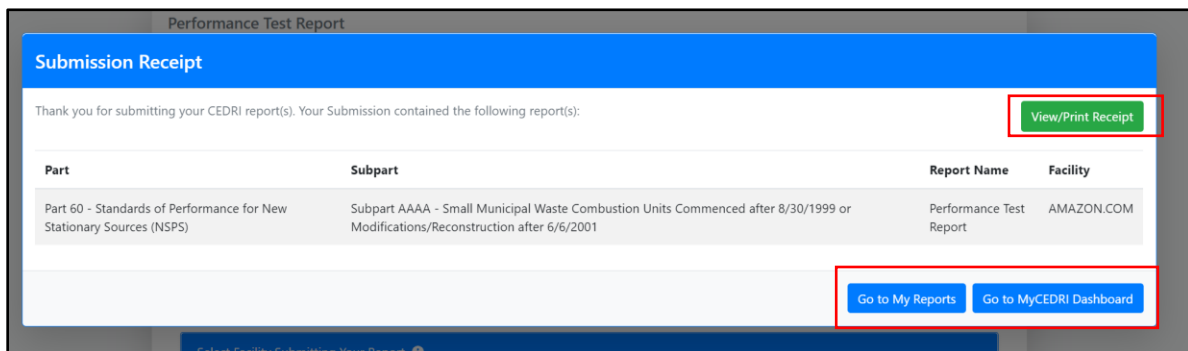


Exhibit 8

Click 'Go to My Reports' to return to the 'My Reports' dashboard, or 'Go to MyCEDRI Dashboard' to return to the CEDRI homepage.

Create New Report

Clicking 'Create New Report' (Exhibit 9) allows you to start a new report from the beginning. For more information on creating a new report please refer to the [Create Reports Job Aide](#).

The screenshot shows the 'My Reports' dashboard interface. At the top, there are navigation links: 'My Reports', 'CEDRI History', and 'Manage Users'. On the right side, there are links for 'CBI Disclaimer', 'Return to CDX', 'Logout', and 'Ad'. The main heading is 'My Reports'. Below the heading, there is a blue button labeled 'Create New Report' which is highlighted with a red rectangular box. Below the button, there is a paragraph of text explaining the user's role as a 'Certifier' and where to find reports in different stages. A 'Read More...' link is provided. Below the text, there is a section titled 'Reports Under Development' with a dropdown arrow and an information icon. This section contains a table with the following data:

ID	Report Name	Updated Date	Status	Facility Name
170226	MultiPart Testing Using Current PROD template	2023-08-16 09:49:04 am	Resubmission Under Development (Step 2)	ENVIROCHEM ENVIRONMENTAL SVC

Exhibit 9