

## **CAMD Business System (CBS) Tutorial**

Welcome to the CAMD Business System. The purpose of this document is to guide CBS users through the modules in the updated CAMD Business System.

You may use the CAMD Business System to:

1. View and modify your user profile;
2. Manage general accounts;
3. Transfer allowances;
4. Submit annual compliance information;
5. Manage agent relationships;
6. Manage feedback recipient relationships;
7. Manage Certificates of Representation, including information regarding plants, units, designated representatives, owners/operators, and generators, and
8. Manage responsible officials.

You can jump to any topic you are interested in by clicking on the topic in the table of contents. Within the application, you may select the Help Link at the top of any page to open this document.

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## **CAMD BUSINESS SYSTEM (CBS) –LOGIN TUTORIAL**

You must be recognized as a designated representative (primary or alternate) or an agent of a representative in the CAMD database in order to submit data to EPA using CBS.

Once you are recognized as either a designated representative or an agent in the CAMD database, you may register to use CBS. The necessary steps should be taken in the following order:

1. **Submit a hard copy Electronic Signature Agreement (ESA).**

The ESA provides a wet-ink signature that identifies each CBS/ECMPS user and provides rules with which each user needs to comply to maintain his or her user name and password. You only need to submit the ESA once. EPA must receive the ESA in hard copy.

Visit the section of the Clean Air Markets website containing forms to download the [ESA form and see the mailing address](#). You are strongly encouraged to use overnight mail.

2. **Obtain a user name and temporary password for CBS/ECMPS.**

After CAMD receives and processes your hard copy ESA form, you may obtain a user name and temporary password by **CALLING** one of the following:

Karen Vansickle: 202-343-9220

Paula Branch: 202-343-9168

User names and passwords cannot be sent via email and must be given directly to the recipient.

3. **Log into CBS and change your temporary password.**

After receiving a user name and temporary password, you must log into CBS and change your temporary password. You must **NOT** share your user name and password with others. Please note that you must change your CBS password every 90 days. You will receive a reminder email 30 days before your password expires. Your user name and password are the same for CBS and ECMPS.

4. **Answer and maintain five challenge questions.**

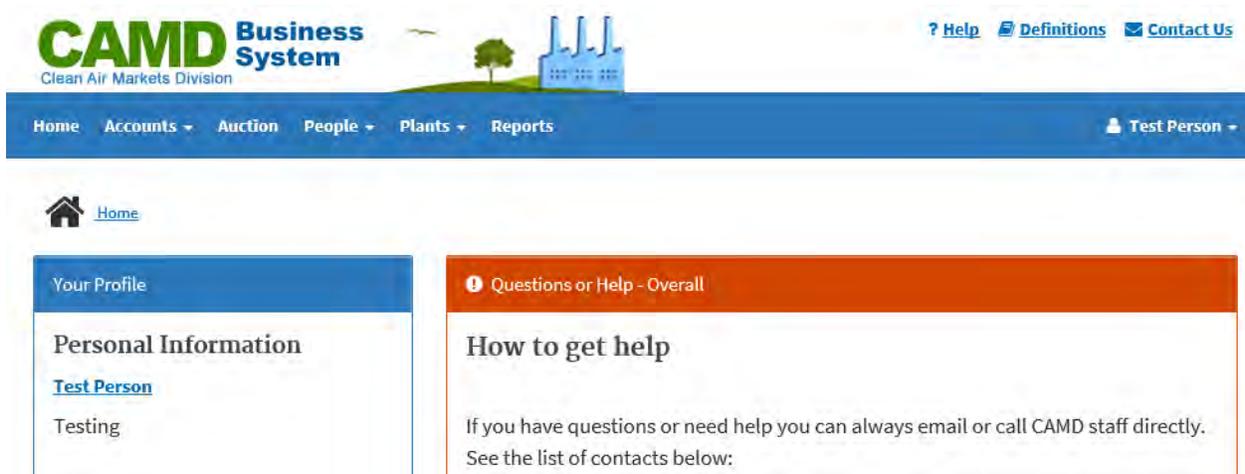
There is a list of 20 questions from which to select. These questions are similar to those you might see at a banking website and ask you for information only you should know. You may change your challenge questions and answers at any time, but you must always maintain at least five questions. If you do not select your challenge questions, you will not be able to submit data using CBS or ECMPS. CAMD cannot retrieve your challenge question answers for you.

5. **Providing security information upon the submission of data.**

Upon submission of data through CBS or ECMPS, you will have to enter your user name, password, and the answer to one randomly chosen challenge question. You will have three chances to enter this information correctly, or you will be locked out of the data systems.

## CAMD BUSINESS SYSTEM (CBS) – YOUR PROFILE TUTORIAL

The purpose of this tutorial is to guide CBS users through the ‘Your Profile’ module in the CAMD Business System (CBS). ‘Your Profile’ can be found on the left side of the landing screen after logging in.



You may also access this information by selecting your name on the far right-side of the Main Menu.



From the ‘Your Profile’ screen, you may:

- Edit your Personal Information
- Change your Password
- Edit your Challenge Questions/Answers

### **What if I have questions about managing sections of Your Profile?**

If you have questions about managing sections of ‘Your Profile’, select the Contact Us link at the top right of your screen to send your question to CAMD.



## **YOUR PROFILE**

## PERSONAL INFORMATION

To edit your personal information, select your name. If you edit personal information, enter the required fields in the 'Security Check' section, and select the 'Save' button. If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed. If you do not edit any contact information, select the 'Cancel' button.

### Security Check

If you edited data on this page, enter the required fields below and click Save.

**User Name\***

  
**Password\***

**Challenge Question: What was your high school mascot?\***

[Cancel](#)

After selecting 'Save', an Authorization of Submission Certification Statement popover will be displayed. Read the certification statement and select 'Agree' to continue with the submission or select 'Cancel' to cancel the submission.

Once your data has been submitted successfully, you will see a 'Your changes have been saved' message. You will also receive an email for your records.

## CHANGE YOUR PASSWORD

You must change your password every 90 days. CBS will display the date on which your password will expire.

## Password

Your Password will expire on Tuesday, January 9, 2018.

[Change Password](#) 

Select the 'Change Password' link to change your password. The Password Requirements can be found on the upper right side of the screen. Enter your new password in the 'New Password' field, and re-enter your new password in the 'Confirm New Password' field.

 [Home](#) > [Your Profile](#) > [Change Password](#)

### Change Password

Your Password will expire on Thursday, February 8, 2018.  
Password last changed: 11/09/2017 2:50 PM

**\*required**

Enter New Password

New Password\*

Confirm New Password\*

### Security Check

If you edited data on this page, enter the required fields below and click Save.

User Name\*

Current Password\*

Challenge Question: What was the model of your first car?\*

### Password Requirements:

- Password must contain at least 8 and no more than 20 characters.
- Password must contain at least 1 letter.
- Password must contain at least 1 number.
- Password must not contain spaces.
- Password must not be one of your 10 previous passwords.

Enter the required fields in the 'Security Check' section, and select the 'Save' button. Please note that you should enter your current password in the 'Current Password' field of the 'Security Check' section, not the new password you are assigning. If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed.

Once your data has been submitted successfully, you will see a 'Your changes have been saved' message. You will also receive an email for your records.

## EDIT YOUR CHALLENGE QUESTIONS/ANSWERS

As part of the Security Check, you will be required to answer a randomly selected challenge question when you submit data to the EPA. You will choose your five challenge questions the

first time you login to the application. You may change the answers to your questions, and you may remove and add challenge questions at any time. You must always maintain at least five challenge questions and answers as part of your user profile for CBS.

Select the 'Edit Challenge Questions/Answers' link. You will see the current list of 'Answered Challenge Questions' you have already selected.

### **Existing Challenge Questions**

What is your mother's maiden name?

What was your first pet's name?

What is your youngest sibling's middle name?

What is your oldest sibling's birthday month and year (e.g., January 1970)?

What is your favorite sport?

[Edit Challenge Questions/Answers](#) 

### **EDIT AN ANSWER**

To edit the answer to an existing question, select the question link. Enter the new answer to the question you selected. Enter the required fields in the 'Security Check' section, and select the 'Submit to EPA' button. If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed.

## Answered Challenge Questions

\*required

[What is your mother's maiden name?](#)

[What is your youngest sibling's middle name?](#)

[What is the name of the hospital in which you were born?](#)

[What was the model of your first car?](#)

**What was your high school mascot?**

Edit your answer

## Security Check

If you edited data on this page, enter the required fields below and click Save.

**User Name\***

Enter your user name



**Password\***

Enter your password



**Submit to EPA**

[Cancel](#)

Once your data has been submitted successfully, you will see a 'Your changes have been saved' message. You will also receive an email for your records.

## ADD A NEW QUESTION

To add a new question, select the 'Add New Question' button.

# Challenge Questions

You must always maintain 5 or more challenge questions.

[+ Add New Question](#)

A popover screen will appear. Select the 'New Question' field to see the list of available challenge questions. Select the question you wish to add to your profile. Enter your answer in the 'Answer' field, and select the 'Apply' button.

**Add Question** ×

---

\*required

**New Question\***

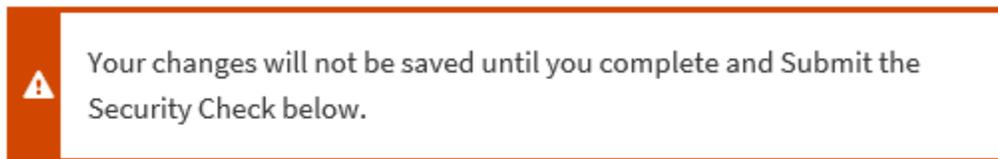
Select a question ▼

**Answer\***

Enter your answer

**Apply** Cancel

You will receive the warning message 'Your changes will not be saved until you complete and Submit the Security Check below.' Enter the required fields in the 'Security Check' section, and select the 'Submit to EPA' button. If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed.



### Answered Challenge Questions

\*required

Once your data has been submitted successfully, you will see a 'Your changes have been saved' message. You will also receive an email for your records.

## REMOVE A QUESTION

If you have more than five challenge questions selected, the 'Remove Question' button will appear. To remove a question, select the 'Remove Question' button.

# Challenge Questions

You must always maintain 5 or more challenge questions.

+ Add New Question

Remove Question

A popover screen will appear listing your currently selected challenge questions. Select the checkbox next to the question(s) you wish to remove, and select the 'Apply' button. Remember, you must always maintain at least five challenge questions.

Remove Questions

×

## Answered Challenge Questions

- What is your mother's maiden name?
- What is your youngest sibling's middle name?
- What is the name of the hospital in which you were born?
- What was the model of your first car?
- What was your high school mascot?
- What is your favorite pizza topping?

Apply

Cancel

You will receive the warning message 'Your changes will not be saved until you complete and Submit the Security Check below.' Enter the required fields in the 'Security Check' section, and select the 'Submit to EPA' button. If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed.

Once your data has been submitted successfully, you will see a 'Your changes have been saved' message. You will also receive an email for your records.

## **CAMD BUSINESS SYSTEM (CBS) - MANAGE GENERAL ACCOUNTS TUTORIAL**

The purpose of this tutorial is to guide CBS users through the 'Manage General Accounts' module in the CAMD Business System (CBS). 'Manage General Accounts' can be found under the Accounts tab of the Main Menu.

### **What are General Accounts?**

A general account may be opened by any person, company, or organization to hold and transfer allowances. General accounts are not tied to specific plants and are not considered compliance accounts.

A general account management agent has the authority to add or edit account information for existing general accounts (e.g., adding or editing designated representatives and binding party information), or they can add a new general account. General account management agents have access to all accounts for a representative.

### **Reports**

**General Account Report:** You can generate a 'General Account Report' to view all the general account information including account representatives, programs, and binding parties for a selected general account. Select 'Reports' in the Main Menu. Under 'Report Type' select 'Account Reports.' Under 'Specific Report,' select 'General Account Report.' A grid will appear that displays all general accounts for which you can run a General Account Report. Select the general account by using the links in the grid.



[Home](#) > Reports

# Reports

\*required

Report Type

Account Reports

Specific Report\*

General Account Report

This report displays account information including programs, representatives and binding parties for the selected general account.

Select the general account for which you want to view account information by using the links in the list below.

Account Number	Account Name	Program(s)
<a href="#">999900001268</a>	CAMD Test Account	ARP, CSNOX, CSNOXOS, CSSO2G1
<a href="#">999900001518</a>	General Account C	ARP, CSSO2G1
<a href="#">999900001519</a>	Test Account	ARP, CSOSG2

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

## What if I have questions about managing General Accounts?

If you have questions about managing general accounts, select the Contact Us link in the upper right-hand corner of your screen to send your question to CAMD.



## MANAGING GENERAL ACCOUNTS

To manage general accounts, select 'General Accounts' under the Accounts tab in the Main Menu.



A grid will appear that displays all the general accounts you can manage. Select the general account for which you want to add or update account information by using the links in the grid.

[Home](#) > [Accounts](#) > [General Accounts](#)

## Manage General Accounts

### General Account List

Below is the list of all the general accounts for which you are responsible. If you cannot find the general account and you wish to add the general account to the database, click the Add New General Account button.

Account Number	Account Name	Program(s)	Primary Representative	Alternate Representative
<a href="#">999900001268</a>	CAMD Test Account	ARP, CSNOX, CSNOXOS, CSSO2G1	Representative, Authorized	Person, Test
<a href="#">999900001518</a>	General Account C	ARP, CSSO2G1	Person, Test	
<a href="#">999900001519</a>	Test Account	ARP, CSOSG2	Person, Test	User, New

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

[+ Add New General Account](#)

### Update an Existing General Account

After selecting the General Account by using the links in the grid, you can update the following information: Account Representatives, Programs, Binding Parties and Account Demographics by selecting the appropriate link, button or tab.

# General Accounts

[Test Account](#) (999900001519)

Programs    ARP, CSOSG2

<b>Account Representatives</b>	Programs	Binding Parties	Account Demographics
--------------------------------	----------	-----------------	----------------------

## Primary Representative

### [Test Person](#)

Effective Date: 11/09/2017

Testing

PO Box 123  
City, LA 12345-1234

(111) 222-3333 Ext 5  
602478@invalid.energy

Submitted Electronic Signature Agreement: Yes

## Alternate Representative

### [New User](#)

Effective Date: 11/10/2017

Test Co

123 Test St  
Anywhere, AL 12121

(123) 123-1234  
new@user.com

Submitted Electronic Signature Agreement: Yes

<a href="#">+ Select a New Alternate</a>	<a href="#">Remove Alternate</a>
--	----------------------------------

To edit existing account representatives, select the representative's name to access the Edit Contact Information screen for that representative. You can edit the primary representative's contact information, but cannot remove the primary representative. Be sure to select the 'Add to Pending Submissions' button at the bottom of the edit contact information screen to save the changes entered before navigating to a different tab/section. The changes will be added to the pending submissions queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

To remove an alternate representative, select the 'Remove Alternate' button. A popover message will appear to confirm your removal of the alternate representative. The change will be added to the pending submissions queue, but still needs to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

To choose an alternate representative, select the 'Select a New Alternate' button. A popover message will appear to confirm that you want to assign a new alternate representative. Begin by searching the database for the person you wish to add as an alternate representative.

Search CBS to find the person you would like to add. If the results do not include the person you searched for, add a new person. Please use correct capitalization and punctuation.

\*required

Search Name\*

Enter name

Search

Clear

Type the person's last name into the 'Search Name' box and select the 'Search' button. You may search by first name, but searching by last name may narrow the number of matches. Select the alternate representative you want to add by using the links in the search results grid. A popover message will appear to confirm your selection for alternate representative. The alternate representative selection will be added to the pending submissions queue, but still needs to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

### **Missing Contact Information**

If the person you selected as the alternate representative is missing contact information, you must first enter the missing information on the 'Edit Contact Information' screen. Then, select the 'Add to Pending Submissions' button to continue and return to the General Accounts screen. Your contact information update and selection for alternate representative will be added to the pending submissions queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

### **No Matching Results or Person is not in the List of Matching Results**

If your search returns no matching results or the person you are searching for does not appear in the search results grid, you can add the person to the database. The 'Add New Person' button will appear after you search. Select the 'Add New Person' button to enter all the required contact information for the new person on the 'Add New Person' screen. Then select the 'Add to Pending Submissions' button to continue. A popover message will appear to confirm you want to make the newly added person the alternate representative. The updates will be added to the pending submissions queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

### **Add a New General Account**

If you do not find the general account in the grid, you may add a new general account to the database. To add a new general account, select the 'Add New General Account' button.

# Manage General Accounts

## General Account List

Below is the list of all the general accounts for which you are responsible. If you cannot find the general account and you wish to add the general account to the database, click the Add New General Account button.

Account Number	Account Name	Program(s)	Primary Representative	Alternate Representative
<a href="#">999900001268</a>	CAMD Test Account	ARP, CSNOX, CSNOXOS, CSSO2G1	Representative, Authorized	Person, Test
<a href="#">999900001518</a>	General Account C	ARP, CSSO2G1	Person, Test	
<a href="#">999900001519</a>	Test Account	ARP, CSOSG2	Person, Test	User, New

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

[+ Add New General Account](#)



A popover message will appear to confirm you want to add a general account and become the primary representative for that account. Next, enter the account name and select the 'Add to Pending Submissions' button.

## General Accounts

\*required

### Add General Account Demographics

Account Name\*

Enter account name



[+ Add to Pending Submissions](#)

[Cancel](#)

You must add a program or programs for which the account is authorized to hold allowances and a binding party or parties.

# General Accounts

General Account C

Programs None

**The following validation errors occurred for General Account C**

- You need to add a program.
- You need to add a binding party.

## Add Programs

To add a program(s), select the Programs tab. Select one or more programs by using the checkboxes on the screen. Then select the ‘Add to Pending Submissions’ button. The updates will be added to the pending submissions queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

If you are editing programs, you may not uncheck a program if the general account currently holds allowances for that program.

[Account Representatives](#) **Programs** [Binding Parties](#) [Account Demographics](#)

**This account is authorized to hold allowances in these programs**

- Check All
- Acid Rain Program
- Cross-State Air Pollution Rule NOx Annual Program
- Cross-State Air Pollution Rule NOx Ozone Season Program
- Cross-State Air Pollution Rule NOx Ozone Season Program Group 1
- Cross-State Air Pollution Rule NOx Ozone Season Program Group 2
- Cross-State Air Pollution Rule SO2 Annual Program Group 1
- Cross-State Air Pollution Rule SO2 Annual Program Group 2

**+ Add to Pending Submissions**

## Binding Parties

To add the binding party or parties, select the Binding Parties tab. Then select the ‘Add Binding Party’ button to add a binding party.

Account Representatives Programs **Binding Parties** Account Demographics

Current + Add Binding Party

Binding Party Name
No data available in table

Showing 0 to 0 of 0 entries First Previous Next Last

i There are no active binding parties.

You must search the database for the binding party. You may search by company name or person.

## General Accounts

### Add Binding Party

Select Binding Party Type:

Company Name  Person

Search CBS to find the person you would like to add. If the results do not include the person you searched for, add a new person. Please use correct capitalization and punctuation.

**\*required**

**Search Name\***

Enter name

**Search** [Clear](#)

Select the company or person as the binding party by using the links in the search results grid. If the company or person you are searching for does not appear in the search results grid you can add the company or person to the database by selecting the 'Add New Company' or 'Add New Person' buttons that appear after searching. Enter the required information in the popover message and select the 'Apply' button to continue.

Each account must have at least one binding party. If more than one binding party exists, a 'Remove' button will appear. To remove a binding party, use the checkboxes on the screen and select the 'Remove' button. Select the 'Previous' tab to view binding parties that have been removed.

Account Representatives	Programs	<b>Binding Parties</b>	Account Demographics
-------------------------	----------	------------------------	----------------------

Current	Previous	<a href="#">+ Add Binding Party</a>
---------	----------	-------------------------------------

<input type="checkbox"/>	Binding Party Name
<input type="checkbox"/>	Air Pollution Testing, Inc.
<input type="checkbox"/>	Test Company

Showing 1 to 2 of 2 entries

First Previous **1** Next Last



The binding party or parties that were added or removed will be added to the pending submissions queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

### Account Demographics

You may also add or edit account demographics by selecting the Account Demographics tab. This screen contains information about how the account will be used if the authorized account representative is employed by an allowance brokerage firm and what types of businesses are represented by the owner(s) of allowances in the account.

Is the authorized account representative employed by an allowance brokerage firm?

No



**What types of business are represented by the owner(s) of allowances in this account?**

- Utility
- Non-Utility Generators of Electricity
- Industrial Boiler
- Pollution Control Equipment Manufacturer or Distributor

Fuel Supplier

- Coal
- Gas
- Oil
- Other Fuel Supplier

Public Interest Group

- Consumer
- Environmental
- Other Public Interest Group

Other Type of Business

**+ Add to Pending Submissions**

Make selections by using the dropdown and checkboxes on the screen. Then save the data to the pending submissions queue by selecting the 'Add to Pending Submissions' button. To submit the data to EPA, see the section titled **REVIEW AND SUBMIT**.

## REVIEW AND SUBMIT

Once you have made all the required changes in the General Accounts module, you must review and submit the data to EPA. You must submit the data to EPA before you navigate to a different module within CBS, or all changes will be lost.

To review your changes, select the 'Review/Submit' button in the upper right-hand corner of your screen.



The 'Confirm General Account Changes' screen will appear displaying all of your pending submissions.

### Continue Managing General Accounts

If you determine after reviewing your pending changes that you need to continue managing General Accounts, select the 'Continue Managing General Accounts' button to return to the 'Manage General Accounts' grid. Your changes will remain in the pending submissions queue.

### Submit to EPA

If you determine after reviewing your pending changes that you are ready to submit the data to EPA, read the Certification Statements, check the 'I Agree' box, and select the 'Submit to EPA' button. If you are missing any required information, you will receive a warning message. You must enter the missing information before you can proceed.

## Certification Statements

### Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

I Agree 

[Submit to EPA](#)

[« Continue Managing General Accounts](#)

[Cancel](#)

Once your data have been submitted successfully, you will be returned to the 'Manage General Accounts' grid where you will see a 'Submission Successful' message. You will also receive a confirmation email for your records.

## **CAMD BUSINESS SYSTEM (CBS) – ALLOWANCE TRANSFER TUTORIAL**

The purpose of this tutorial is to guide CBS users through the ‘Allowance Transfer’ module in the CAMD Business System (CBS). ‘Allowance Transfer’ can be found under the Allowances tab of the Main Menu.

### **Who can Submit Allowance Transfers?**

Primary and alternate representatives and their Allowance Transfer agents can use the Allowance Transfer module to transfer allowances.

### **What if I have questions about allowance transfers?**

If you have questions about transferring allowances, select the Contact Us link at the top right of your screen to send your question to CAMD.



### **Allowance Transfer**

Allowances may be transferred in one of two ways. To submit an XML file containing transfer details, select File Submission under the Allowances tab of the Main Menu. To submit transfers interactively, select the program for which you plan to submit allowances from the options presented under the Allowances tab from the Main Menu.

### **Acid Rain Program Private Transfer**

To transfer allowances interactively for the Acid Rain Program, select Acid Rain Program Private Transfer under the Allowances tab of the Main Menu.



A table will appear, displaying your Acid Rain Program Accounts. Select the Account you wish to transfer allowances from by selecting the account number.

# Acid Rain Program Private Transfer

Account Number	Account Name	Program(s)
<a href="#">999900001518</a>	General Account C	ARP, CSS02G1
<a href="#">999900001519</a>	Test Account	ARP, CSOSG2

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

Use the search box under Transferee Account to find the account you want to transfer allowances to. You can search by the account name or the account number.

# Acid Rain Program Private Transfer

\*required

**Program\***  
Acid Rain Program

**Transfer Date** 11/09/2017

**Transferor Account\***  
Test Account (999900001519)

**Rep Authorizing Transfer\***  
Test Person (602478)

**Transferee Account\***  
Test A  
CAMD Test Account (999900001268)  
Test AAABBB (999900001516)  
Test Account (999900001519)

**Allowances**

Account Number	Account Name	Program(s)
----------------	--------------	------------

Pick the Representative authorizing the transfer from the dropdown under Transferee Account. If the Representative's name is greyed out (i.e., not selectable) you will not be able to perform a transfer to that account until the representative corrects whatever is needed. Sometimes, you may be unable to select the representative you want to. Some reasons you may not be able to select a representative include

- The representative has not signed all required certification statements
- The representative does not have a username
- Or, the representative does not have a valid unexpired password.

**Transferee Account\***

CAMD Test Account (999900001268)

**Rep Authorizing Transfer\***

Select Authorizing Rep  
Authorized Representative (605715)

Select the allowance block(s) you wish to transfer from the grid. If you want the allowances to be transferred in perpetuity, check the box next to 'Perpetuity?' above the grid.

## Acid Rain Program Private Transfer

\*required

**Program\***  
Acid Rain Program

**Transfer Date** 11/09/2017

**Transferor Account\***  
Test Account (999900001519)

**Transferee Account\***  
Test 1111 (999900001517)

**Rep Authorizing Transfer\***  
Test Person (602478)

**Rep Authorizing Transfer\***  
Test Testerson (3000009)

Perpetuity?

<input type="checkbox"/>	Year	Serial Range	Starting Serial Number	Ending Serial Number	Total	Transferable
<input checked="" type="checkbox"/>	2041	315854 - 315963	315854	315963	110	Yes
<input type="checkbox"/>	2042	315854 - 315963	315854	315963	110	Yes
<input type="checkbox"/>	2043	315854 - 315963	315854	315963	110	Yes

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

[Next >](#) [Cancel](#)

Select Next at the bottom of the page to continue.

Use the Review Transfer page to confirm the details of the allowance transfer. You can edit the Starting or Ending Serial Number or the Total Allowances to be transferred. To do so, select the appropriate box and either type in the correct number, or use the up or down arrows within the box to get to the desired number. Select 'Submit to EPA' when you are ready to submit, or 'Cancel' to be taken back to the Private Transfer starting page.

# Acid Rain Program Private Transfer

## Review Transfer

**Transfer Date** 11/14/2017  
**Program** Acid Rain Program  
**Transferor Account\*** Test Account (999900001519)  
**Transferee Account\*** CAMD Test Account (999900001268)  
**Rep Authorizing Transfer\*** Test Person (602478)  
**Rep Authorizing Transfer\*** Test Person (602478)

**Perpetuity?** No

Year	Starting Serial Number	Ending Serial Number	Total
2043	<input type="text" value="315854"/>	<input type="text" value="315963"/>	<input type="text" value="110"/>

Total: 110

### Certification Statements

#### Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

I Agree

[Submit to EPA](#) [Cancel](#)

You may see a Transfer Status page which will refresh automatically every 15 seconds until the transfer has completed processing.

# Transfer Status

 This page will refresh every 15 seconds

**Transaction Number**                      Not Assigned  
**Transaction Status**                      PENDING - Pending

When the transfer is complete, you will be shown the Transfer Confirmation Page. This will have the Transaction Number, a Transaction Status of either Complete or Rejected, and the details of the transfer. If the transfer was rejected, messages will explain any errors.

## Transfer Confirmation

 Please review the data below for the results of the transaction submission.  
 A transaction confirmation email has also been sent.  
 Transaction Number: 212066  
 Transaction Status: Complete

<b>Transfer Date</b>	11/09/2017	<b>Transferee Account*</b>	Test 1111 (999900001517)
<b>Program</b>	Acid Rain Program	<b>Rep Authorizing Transfer*</b>	Test Testerson (3000009)
<b>Transferor Account*</b>	Test Account (999900001519)		
<b>Perpetuity?</b>	No		

**Transaction Block Information**

Year	Serial Range	Starting Serial Number	Ending Serial Number	Total
2041	315854 - 315963	315854	315963	110

Showing 1 to 1 of 1 entries First   Previous   **1**   Next   Last

[Perform Another Transfer](#)

Select 'Perform Another Transfer' if you wish to submit another allowance transfer, or use the Main Menu to navigate elsewhere within the application if you are finished transferring allowances.

### Cross-State Air Pollution Rule Private Transfer

To transfer allowances interactively for the Cross-State Air Pollution Rule, select Cross-State Air Pollution Rule Private Transfer under the Allowances tab of the Main Menu.



A table will appear, displaying your Cross-State Air Pollution Rule Accounts. Select the Account you wish to transfer allowances from by selecting the account number.

[Home](#) > Allowances > Cross-State Air Pollution Rule Private Transfer

## Cross-State Air Pollution Rule Private Transfer

Account Number	Account Name	Program(s)
<a href="#">999900001517</a>	Test 1111	ARP, CSNOX, CSNOXOS, CSOSG1, CSOSG2, CSS02G1, CSS02G2

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Use the search box under Transferee Account to find the account you want to transfer allowances to. You can search by the account name or the account number.

**Program\***  
 Cross-State Air Pollution Rule NOx Annual Program

**Transfer Date** 11/09/2017

**Transferor Account\***  
 Test 1111 (999900001517)

**Rep Authorizing Transfer\***  
 Test Testerson (3000009)

**Transferee Account\***  
 9999

000658FACLT (999900001085)  
 002131FACLT (999900001442)  
 0053820CCCT1 (999900000715)

**Allowances**

Pick the Representative authorizing the transfer from the dropdown under Transferee Account. If the Representative's name is greyed out (i.e., not selectable) you will not be able to perform a transfer to that account until the representative corrects whatever is needed. Sometimes, you may be unable to select the representative you want to. Some reasons you may not be able to select a representative include

- The representative has not signed all required certification statements
- The representative does not have a username
- Or, the representative does not have a valid unexpired password.

Select the allowance block(s) you wish to transfer from the grid.

**Program\***  
 Cross-State Air Pollution Rule NOx Annual Program

**Transfer Date** 10/08/2017

**Transferor Account\*** CSAPR Test (999900001516)

**Transferee Account\***

**Rep Authorizing Transfer\*** Test User (3000000)

**Rep Authorizing Transfer\*** Test User (3000000)

Allowances						
<input type="checkbox"/>	Year	Serial Range	Starting Serial Number	Ending Serial Number	Total	Transferable
<input checked="" type="checkbox"/>	2015	1247649 - 1247649	1247649	1247649	1	Yes
<input checked="" type="checkbox"/>	2015	1247650 - 1247654	1247650	1247654	5	Yes

Select Next at the bottom of the page to continue.

Use the Review Transfer page to confirm the details of the allowance transfer. You can edit the Starting or Ending Serial Number or the Total Allowances to be transferred. To do so, select the appropriate box and either type in the correct number, or use the up or down arrows within the box to get to the desired number. Select 'Submit to EPA' when you are ready to submit, or 'Cancel' to be taken back to the Private Transfer starting page.

# Review Transfer

**Transfer Date** 11/14/2017  
**Program** Cross-State Air Pollution Rule NOx Annual Program  
**Transferor Account\*** TestCT (001230FACTLY)  
**Transferee Account\*** CAMD Test Account (999900001268)  
**Rep Authorizing Transfer\*** Test Person (602478)  
**Rep Authorizing Transfer\*** Test Person (602478)

Year	Starting Serial Number	Ending Serial Number	Total
2018	<input type="text" value="909949"/>	<input type="text" value="910082"/>	<input type="text" value="134"/>

Total: 134

## Certification Statements

### Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

I Agree

[Cancel](#)

You may see a Transfer Status page which will refresh automatically every 15 seconds until the transfer has completed processing.



# Transfer Status

**i** This page will refresh every 15 seconds

**Transaction Number** Not Assigned  
**Transaction Status** PENDING - Pending

When the transfer is complete, you will be shown the Transfer Confirmation Page. This will have the Transaction Number, a Transaction Status of either Complete or Rejected, and the details of the transfer. If the transfer was rejected, messages will explain any errors.

## Transfer Confirmation

**✓** Please review the data below for the results of the transaction submission.  
A transaction confirmation email has also been sent.  
Transaction Number: 20708  
Transaction Status: Complete

**Transfer Date** 11/14/2017  
**Program** Cross-State Air Pollution Rule NOx Annual Program  
**Transferor Account\*** CAMD Test Account (999900001268)  
**Rep Authorizing Transfer\*** Test Person (602478)  
**Transferee Account\*** TestCT (001230FACTLY)  
**Rep Authorizing Transfer\*** Test Person (602478)

### Transaction Block Information

Year	Serial Range	Starting Serial Number	Ending Serial Number	Total
2018	909949 - 910082	909949	910082	134

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

[Perform Another Transfer](#)

Select 'Perform Another Transfer' if you wish to submit another allowance transfer, or use the Main Menu to navigate elsewhere within the application if you are finished transferring allowances.

## File Submission

To submit allowance transfers using an XML file containing transfer details, select 'File Submission' under the Allowances tab of the Main Menu.



From the File Submission landing page, select 'Choose File' to browse for the XML file you wish to submit. The name of the selected file will appear to the right of the 'Choose File' button. Select the box for 'Submit for Validation Only' if you just want to check that your XML file has proper formatting.' See the sections **XML File Format** and **XML File Requirements** for information on the appropriate formatting for the file.

# File Submission

\*required

File to Submit\*

No file selected.

Submit for Validation Only

## Certification Statements

### Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

I Agree

[Cancel](#)

Once you are ready to submit, read the Certification Statements, select the 'I Agree' box and select 'Submit to EPA'.

The application verifies that you have authority to transfer the allowances in the account, that the account contains the specified allowances and that the account receiving the allowances is valid and under the control of the specified authorized representative. If the transfer is validated, you will see a confirmation page and you and the transferee will receive an email confirming the

transfer. If the transfer is not valid, the application displays a transaction error page and an email is sent to the transferor.

You will be taken to the Transfer Status page, which will refresh automatically every 15 seconds until the allowance transfer is complete and either accepted or rejected.

 [Home](#) > [Allowances](#) > [Acid Rain Program Private Transfer](#) > [Transfer Status](#)

# Transfer Status

 This page will refresh every 15 seconds

<b>Transaction Number</b>	Not Assigned
<b>Transaction Status</b>	PENDING - Pending

If there are no errors, the Confirmation Page will show a Transaction Number, a status of 'Complete,' and all the details of the transaction.

 Please review the data below for the results of the transaction submission. A transaction confirmation email has also been sent.

Transaction Number: 204132  
Transaction Status: Complete

If you have another file to submit, select 'Perform another transfer' at the bottom of the page.

## XML File Format

The .xml file format contains all of the information which you would submit interactively, including account numbers, serial blocks, etc.

## XML File Requirements

The following .xml file specifications must be used for files containing allowance transfers.

```
<!ELEMENT Transactions>  
<!ELEMENT Transaction (PrgCd, SellAcct, BuyAcct, SellaAR,  
  BuyAAR, Perpetuity, SerialBlocks)>  
<!ELEMENT PrgCd (##PCDATA)>  
<!ELEMENT SellAcct (##PCDATA)>
```

```

<!ELEMENT BuyAcct (##PCDATA)>
<!ELEMENT SellaAR (##PCDATA)>
<!ELEMENT BuyAAR (##PCDATA)>
<!ELEMENT Perpetuity (##PCDATA)>
<!ELEMENT SerialBlocks (SerialBlock)+>
<!ELEMENT SerialBlock (AllwYear, SerStart, SerEnd)>
<!ELEMENT AllwYear (##PCDATA)>
<!ELEMENT SerStart (##PCDATA)>
<!ELEMENT SerEnd (##PCDATA)>

```

### Example .XML File

```

<Transactions>
<Version>1.0</Version>
<Transaction xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:noNamespaceSchemaLocation="somexsd.xsd">
<PrgCd>ARP</PrgCd>
<SellAcct>999900000141</SellAcct>
<BuyAcct>999900000140</BuyAcct>
<SellaAR>975</SellaAR>
<BuyAAR>500056</BuyAAR>
<Perpetuity>N</Perpetuity>
<SerialBlocks>
<SerialBlock>
<AllwYear>2000</AllwYear>
<SerStart>250001</SerStart>
<SerEnd>250010</SerEnd>
</SerialBlock>
<SerialBlock>
<AllwYear>2001</AllwYear>
<SerStart>253831</SerStart>
<SerEnd>253850</SerEnd>
</SerialBlock>
</SerialBlocks>
</Transaction>
</Transactions>

```

Please note that for CSAPR Allowance transfers, the Perpetuity flag should be set to "N."

### Manage Allowance Transfer Contacts

An Allowance Transfer Contact is someone who receives notification regarding allowance transfers for your accounts. To manage allowance transfer contacts, select 'Manage Allowance Transfer Contacts' under the Allowances tab of the Main Menu.



The table at the top of Manage Allowance Transfer Contacts displays the individuals who already receive notification based on their existing relationships. You may add up to five other individuals by email address using the ‘Add Allowance Transfer Contact’ button.

**Relationship**

Allowance Trading Agent

Allowance Trading Agent

**+ Add Allowance Transfer Contact**

	Date Added
	11/09/2017

First Previous **1** Next Last

Begin by searching the database for the email address of the person you wish to add as an allowance transfer contact. Select the email address from the drop-down list of results, and select ‘Apply’. If the email address is not already in the database, type it in the search box and select ‘Apply’.

## Add Allowance Transfer Contact

×

Contact Email Address\*

test@

×

test@test.com

Apply

Cancel

If the user you want to add as an allowance transfer contact is in the table of users who already receive allowance notifications, you will not be able to add that person as a contact in the lower table.

You may remove individuals by selecting the checkbox next to the person in the Contacts grid and selecting 'Remove'.



[Home](#) > Allowances > Manage Allowance Transfer Contacts

## Manage Allowance Transfer Contacts

Notification regarding allowance transfers will be sent to the following people based on existing relationships.

Additionally, you may add up to 5 additional allowance transfer contacts. To add new allowance transfer contacts, click the Add Allowance Transfer Contact button. To remove a current allowance transfer contact, click the checkbox next to the allowance transfer contact(s) you wish to remove and click the Remove button.

Name	Email Address	Relationship
Test, Consultant	consultant@test.com	Allowance Trading Agent
Testerson, Test B	test2@test.com	Allowance Trading Agent

Contacts

+ Add Allowance Transfer Contact

<input checked="" type="checkbox"/>	Contact Email Address	Contact Name	Date Added
<input checked="" type="checkbox"/>	consultant@test.com	Test, Consultant	11/09/2017

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Remove



## Reports

Details concerning your Allowance accounts can be viewed via various reports. Select 'Reports' in the Main Menu. Under 'Report Type' select 'Account Reports'.

# Reports

\*required

**Report Type**

Account Reports

**Specific Report\***

Account Balance Report

## **Account Balance Report**

Use the Account Balance Report to view designated and alternate representative information as well as the allowance holdings for that account by program.

## **Allowance Accounts by User**

Run the Allowance Accounts by User Report to view all the accounts with which you are associated.

## **Allowance Accounts by Plant**

Run the Allowance Accounts by Plant Report to view the allowance accounts associated with a particular plant.

## **Total Allowances Report**

Use the Total Allowances Report to view the total allowances held per program by account for any selected year.

## **Transfer Confirmation Report**

The Transfer Confirmation Report can be used to view the report originally generated after an allowance transfer. Search by program, transaction number and/or date to find the report.

## **CAMD BUSINESS SYSTEM (CBS) – COMPLIANCE TUTORIAL**

The purpose of this tutorial is to guide CBS users through the 'Compliance' module in the CAMD Business System (CBS).

### **What is Compliance?**

Compliance allows you to submit draft or final Acid Rain Program (ARP) or Cross State Air Pollution Rule (CSNOX, CSSO2G1, CSSO2G2, CSOSG1, CSOSG2) annual compliance information for your facilities or units respectively, and allows you to identify allowances to be deducted for annual compliance.

### **What is draft compliance?**

Draft compliance is a compliance "dry run" that enables a primary representative, alternate representative, or compliance agent to see whether his or her facilities have enough allowances to cover emissions for a specific program and control period without actually deducting allowances to account for emissions. If draft compliance is run before the allowance transfer deadline, and running draft compliance shows that there are not enough allowances to cover emissions for a facility, additional allowances can be transferred to the compliance account for the facility before the transfer deadline to prevent costly excess emissions penalties.

### **When can I run draft compliance for my facilities?**

Draft compliance can be run after all data for the quarters covered by the control period is successfully submitted to CAMD and before final compliance is run (either by the primary and alternate representatives, or compliance agent(s)) associated with the facilities or by CAMD).

### **What is final compliance?**

Final compliance is deducting allowances to cover emissions for a specific program and control period for a facility or facilities.

### **When can I run final compliance for my facilities?**

Final compliance can be run by the primary and alternate representatives or their compliance agent(s) associated with the facilities after the allowance transfer deadline for the program, and after all data for the quarters covered by the control period are successfully submitted to, and accepted by CAMD and before final compliance is run by CAMD.

### **Who has access to Compliance?**

Compliance is available for primary representatives, alternates representatives, and compliance agents.

## Reports

**Detailed Compliance Report:** You can generate a ‘Detailed Compliance Report’ to view the compliance history for all your accounts by program and year. Select ‘Reports’ in the Main Menu. Under ‘Specific Report’, select ‘Detailed Compliance Report’.

**CAMD Business System**  
Clean Air Markets Division

Home Accounts - Allowances - Auction People - Plants - Reports

Home > Reports

# Reports

**Report Type** \*required

Account Reports

**Specific Report\***

Detailed Compliance Report

This report displays allowance deductions for the selected program, year and account.

This report requires that you first select the program and year. Then select the account for which you want to view compliance information by using the links in the list below.

**Program\*** \*required

Select program

**Year\***

Select a Year

Search Clear

A program and year dropdown will appear. Select a program and year to display a grid of all accounts for which final compliance was run for that program and year. Select the Account Number to view the Detailed Compliance Report for the account. Select ‘Clear’ to clear the results grid and selections from the program and year dropdown.

# Reports

\*required

Report Type

All

Specific Report\*

Detailed Compliance Report

This report displays allowance deductions for the selected program, year and account.

This report requires that you first select the program and year. Then select the account for which you want to view compliance information by using the links in the list below.

\*required

Program\*

Acid Rain Program

Year\*

2015

Search Clear

Account Number	Account Name	Program(s)
<a href="#">000008FACILITY</a>	Gorgas - test	ARP, CSNOX, CSNOXOS, CSOSG2, CSSO2G2
<a href="#">001230FACILITY</a>	TestCT	ARP, CSNOX, CSOSG2, CSSO2G2
<a href="#">003943FACILITY</a>	Fort Martin Power Station	ARP, CSNOX, CSNOXOS, CSOSG2, CSSO2G1
<a href="#">055042FACILITY</a>	Test Plant 2	ARP

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

## What if I have questions about Compliance?

If you have questions about running compliance or specifying deductions, select the Contact Us link at the top right of your screen to send your question to CAMD.



## COMPLIANCE

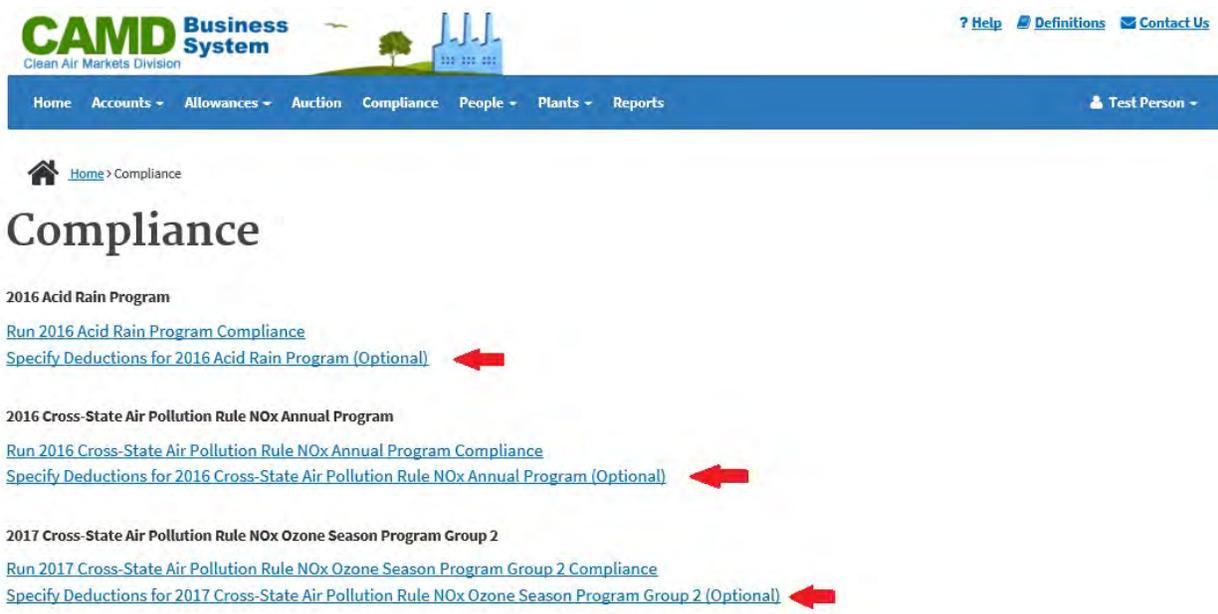
Select Compliance on the Main Menu. The ‘Compliance’ landing page will appear, displaying all available programs.



Compliance is available for programs depending on the date. For annual programs (ARP, CSNOX, CSSO2G1, CSSO2G2), compliance is available starting January 1<sup>st</sup> for the previous year (example, on January 1, 2018, draft compliance is available for CSNOX 2017). For ozone programs (CSOSG1, CSOSG2), compliance is available starting October 1<sup>st</sup> for the current year (for example, on October 1, 2017, draft compliance is available for CSOSG2 2017). Compliance for a specific program will be unavailable after the program end date.

## SPECIFY DEDUCTIONS

From the ‘Compliance’ landing page, select “Specify Deductions for...” for any program to navigate to the Specify Deductions landing page for that program.



You may submit allowance deduction information in two manners. Please note that any subsequent submissions overwrite previous submissions.

1. Interactive Deductions - Use this option to deduct allowances using on-screen information. Allows you to submit deduction information interactively, in an informed

manner. You must provide the required deduction information in a specified order, one facility at a time. Select the link for the account number to select the account for which you wish to specify allowances for deduction.

2. File Submission - Use this option to deduct allowances by submitting previously prepared files. Consult the Help area of this site for more information about file formatting requirements. Allows you to submit an .xml or .csv file containing the annual deduction information. The .xml file format contains all of the information which you would submit interactively, and you may submit one file for multiple facilities. The .csv file is account specific and therefore can only be submitted for a single facility.

## Interactive Deductions

The Specify Deductions landing page displays an interactive grid containing all available accounts with allowances available for deduction. Only accounts for which final compliance has not been run may be selected from the grid. Accounts for which final compliance has been run may not be selected.

Select an Account Number from the grid to select allowance deductions for that account.

Account Number	Account Name
<a href="#">000127FACILITY</a>	General Test Account
<a href="#">003476FACILITY</a>	General Account 2
<a href="#">003477FACILITY</a>	ARP Test Account
<a href="#">003478FACILITY</a>	Test Account
<a href="#">006139FACILITY</a>	Test Account 2
<a href="#">007902FACILITY</a>	Test Account 3

Showing 1 to 6 of 6 entries

First Previous **1** Next Last

[+ File Submission](#)

Check the allowances that you would like to identify for deductions. You may select all the rows by selecting the checkbox in the column header.

Allowances							
<input type="checkbox"/>	Order	Program	Year	Starting Serial Number	Ending Serial Number	Total	Identified for Deduction
<input checked="" type="checkbox"/>		CSS02G2	2015	667123	667123	1	No
<input checked="" type="checkbox"/>		CSS02G2	2016	178214	178214	1	No
<input type="checkbox"/>		CSS02G2	2016	354510	354514	5	No
<input type="checkbox"/>		CSS02G2	2016	354515	354518	4	No
<input type="checkbox"/>		CSS02G2	2016	354519	354519	1	No
<input type="checkbox"/>		CSS02G2	2016	354520	354524	5	No
<input type="checkbox"/>		CSS02G2	2016	907706	907706	1	No

Showing 1 to 7 of 7 entries

First Previous **1** Next Last

[Next >](#) [Cancel](#)

If you want to identify additional allowances for deduction, or change those previously identified, select the blocks you wish to identify for deduction and select 'Next'. Select 'Cancel' to return to the Specify Deductions landing page.

Enter the new order in the left-hand column. You may edit the Starting Serial Number, Ending Serial Number, or Total as desired.

## Specify Deductions for 2016 ARP (Optional)

Test Plant 2 (003476FACTY) – TX

Enter the new order in the left-hand column, edit the Starting Serial Number, Ending Serial Number, or Total as desired, and click Next. (Please note that subsequent submissions overwrite any previous submissions.)

Order	Year	Program	Starting Serial Number	Ending Serial Number	Total	
<input type="text" value="1"/>	2016	ARP	<input type="text" value="7753608"/>	<input type="text" value="7753612"/>	<input type="text" value="5"/>	<a href="#">Split 2016 7753608-7753612</a>
<input type="text" value="2"/>	2016	ARP	<input type="text" value="7753613"/>	<input type="text" value="7753617"/>	<input type="text" value="5"/>	<a href="#">Split 2016 7753613-7753617</a>
<input type="text" value="3"/>	2016	ARP	<input type="text" value="7753618"/>	<input type="text" value="7753622"/>	<input type="text" value="5"/>	<a href="#">Split 2016 7753618-7753622</a>
<input type="text" value="4"/>	2016	ARP	<input type="text" value="7753623"/>	<input type="text" value="7753627"/>	<input type="text" value="5"/>	<a href="#">Split 2016 7753623-7753627</a>

Total Identified for Deduction: 20

In the right-hand column, select 'Split [Year] [Serial Number Range]' to open a 'Split Allowance Block' popover.

Order	Year	Program	Starting Serial Number	Ending Serial Number	Total	
<input type="text" value="1"/>	2016	ARP	<input type="text" value="7753608"/>	<input type="text" value="7753612"/>	<input type="text" value="5"/>	<a href="#">Split 2016 7753608-7753612</a> 

In the popover, edit the Starting Serial Number, Edit Serial Number, or Total. By default, the original allowance block may be split into two blocks. Select "Add" to add additional blocks.

## Split Allowance Block

Original Allowance Block				
Year	Program	Starting Serial Number	Ending Serial Number	Total
2016	ARP	7753608	7753612	5

Split Allowance Blocks			
	Starting Serial Number	Ending Serial Number	Total
Block 1	<input type="text" value="7753608"/>	<input type="text" value="7753609"/>	<input type="text" value="2"/>
Block 2	<input type="text" value="7753610"/>	<input type="text" value="7753612"/>	<input type="text" value="3"/>
			Total: 5



Select 'Apply' to save all changes, or 'Cancel' to exit from the popover without saving. Select 'Next' when you have identified all deductions. Select 'Cancel' to return to the previous screen. If you have already designated order numbers before splitting an allowance block, you must re-enter the order numbers.

## Review and Submit

Once you have selected all allowances for deductions, review and submit the data to EPA. You must submit the data before you can move on to a different module within CBS, or all your changes will be lost. To re-order the blocks of allowances, select back in your browser or use the breadcrumbs at the top of the page.

# Compliance

## Specify Deductions for 2016 ARP (Optional)

Test Plant 2 (003476FACLT) - TX

Review the allowance deduction information below. To re-order the blocks of allowances, click back in your browser or use the breadcrumbs at the top of the page. To save and submit the allowance deductions, click the Submit to EPA button.

Order	Year	Program	Starting Serial Number	Ending Serial Number	Total
1	2016	ARP	7753608	7753609	2
2	2016	ARP	7753610	7753612	3
3	2016	ARP	7753613	7753617	5
4	2016	ARP	7753618	7753622	5
5	2016	ARP	7753623	7753627	5
				Total Identified for Deduction:	20

If you determine after reviewing your allowance deduction selections that you are ready to submit to the EPA, read the Certification Statements, select the 'I Agree' box and the 'Submit to EPA' button.

### Certification Statements

#### Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

I Agree

[Submit to EPA](#)

[Cancel](#)

Once your data has been submitted successfully, you will be taken back to the Specify Deductions landing page where you will see a 'Successful Submission' message. You will also receive an email for your records.

The allowance deduction information has been submitted. Click the Download Report (CSV) button to download the data to a CSV file. Click the Download Report (HTML) button to download the data to an HTML file. Click the Continue button to return to the Compliance screen.

Please do not send USEPA the paper Allowance Deduction forms if you submitted the data on-line.

Order	Program	Year	Starting Serial Number	Ending Serial Number	Total
1	ARP	2016	8449006	8451971	3966
2	ARP	2016	8451972	8455502	3531

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

[Download Report \(CSV\)](#) [Download Report \(HTML\)](#)

Use the 'Download Report' buttons to download the table from the confirmation page as a CSV or HTML file.

### File Submission

There are two options for file submission. The first is by using an XML file that allows for submission of multiple accounts and blocks for a program. The second is by using a CSV file that allows specification of multiple block deductions for a single account and program.

### XML File Submission

To deduct allowances by submitting a previously prepared XML file, select 'File Submission' from the Specify Deductions landing page.

Account Number	Account Name
<a href="#">000127FACILITY</a>	General Test Account
<a href="#">003476FACILITY</a>	General Account 2
<a href="#">003477FACILITY</a>	ARP Test Account
<a href="#">003478FACILITY</a>	Test Account
<a href="#">006139FACILITY</a>	Test Account 2
<a href="#">007902FACILITY</a>	Test Account 3

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

[+ File Submission](#) 

On the File Submission page, select 'Browse' to select a file from your computer. Select 'Submit for Validation Only' to submit the file for validation without identifying deductions. Then read the Certification Statements, select the 'I Agree' box, and select the 'Submit to EPA' button to initiate processing. Select 'Cancel' to return to the Specify Deductions landing page for the program.

# Compliance

## Specify Deductions for 2016 CSNOX (Optional)

### File Submission

Use the Browse button to select a file.

\*required

File to Submit\*

No file selected.

Submit for Validation Only

### Certification Statements

#### Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

I Agree

The application verifies that you have authority to deduct the allowances in the account and that the account contains the specified allowances. See section titled **XML File Format** and **XML File Requirements** for information on the appropriate formatting.

If the transaction is validated, you will be taken back to the Specify Deductions Landing page where you will see a ‘Successful Submission’ message. You will also receive an email confirming the allowance deduction for your records. If the transaction is not valid, the application displays a transaction error page.

## CSV File Submission

To deduct allowances by submitting a previously prepared CSV file, choose the desired account and then click the ‘Load Blocks from CSV’ button.

The screenshot shows the CAMD Business System interface. The header includes the logo and navigation links like 'Home', 'Accounts', 'Allowances', 'Auction', 'Compliance', 'People', 'Plants', 'Reports', and 'Consultant Access'. The breadcrumb trail is 'Home > Compliance > Specify Deductions for 2017 ARP (Optional) > Select Allowances for Test Facility (000000FACILITY) - OK'. The main heading is 'Compliance' followed by 'Specify Deductions for 2017 ARP (Optional)'. Below this is the text 'Test Facility (000000FACILITY) - OK'. A text box explains that deductions can be specified in two ways: 1. A 'Yes' in the 'Identified for Deduction' column indicates a previously identified block, and 2. 'File Submission' allows for a previously prepared CSV file. At the bottom, there is a table of allowances and a button labeled '+ Load Blocks from CSV' with a red arrow pointing to it.

You may specify deductions in two manners.

1. A "Yes" in the Identified for Deduction column indicates that the block has previously been identified for deduction in the order shown. If you want to identify additional allowances for deduction, or change those previously identified, select the blocks you wish to identify for deduction and click Next. (Please note that subsequent submissions overwrite any previous submissions.)
2. File Submission - Use this option to identify allowances for deduction by submitting a previously prepared file. Consult the Help area of this site for more information about CSV file formatting requirements. Allows you to submit a .csv file containing the annual deduction information. The .csv file format contains all of the information about the deductions that you would submit interactively.

**+ Load Blocks from CSV**

<input type="checkbox"/>	Order	Program	Year	Starting Serial Number	Ending Serial Number	Total	Identified for Deduction
<input checked="" type="checkbox"/>	1	ARP	2017	6976831	6976831	1	Yes
<input type="checkbox"/>		ARP	2017	6409875	6409879	5	No
<input type="checkbox"/>		ARP	2017	6409880	6409884	5	No

Select .csv file from file browser and click the ‘Apply’ button. The application verifies that you have authority to deduct the allowances in the account and that the account contains the specified allowances. See section titled **CSV File Format** for information on the appropriate formatting.

If the transaction is validated, you will be brought to a page where you can edit and split blocks. If a block in the .csv file is in the middle of a larger block, the system will automatically split it. This will be shown on the edit page. From this screen, the submission of blocks is the same as in the **Interactive Deductions** section.

## XML File Formats

The .xml file format should contain all the information which you would submit interactively, including account numbers, serial blocks, etc. The following .xml file specifications must be used for files containing allowance deductions. The deduction type code must be COMP (ARP Compliance).

## XML File Requirements

```
#htmleditformat("
<!ELEMENT Transactions (Transaction)+>
<!ELEMENT Transaction (Account, DeductType, SerialBlocks)>
<!ELEMENT Account (##PCDATA)>
<!ELEMENT DeductType (##PCDATA)>
<!ELEMENT SerialBlocks (SerialBlock)+>
<!ELEMENT SerialBlock (Sequence, PrgCode, AllwYear, SerStart, SerEnd)>
<!ELEMENT Sequence (##PCDATA)>
<!ELEMENT PrgCode (##PCDATA)>
<!ELEMENT AllwYear (##PCDATA)>
<!ELEMENT SerStart (##PCDATA)>
<!ELEMENT SerEnd (##PCDATA)>
")#
```

## Example .XML File

```
<?xml version="1.0"?>
<Transactions xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:noNamespaceSchemaLocation="somexsd.xsd">
  <Transaction>
    <Account>000003000003</Account>
    <DeductType>COMP</DeductType>
    <SerialBlocks>
      <SerialBlock>
        <Sequence>1</Sequence>
        <PrgCode>ARP</PrgCode>
        <AllwYear>2003</AllwYear>
        <SerStart>150001</SerStart>
        <SerEnd>203851</SerEnd>
      </SerialBlock>
      <SerialBlock>
        <Sequence>2</Sequence>
        <PrgCode>ARP</PrgCode>
        <AllwYear>2003</AllwYear>
        <SerStart>353831</SerStart>
        <SerEnd>353850</SerEnd>
      </SerialBlock>
      <SerialBlock>
        <Sequence>3</Sequence>
        <PrgCode>ARP</PrgCode>
        <AllwYear>2003</AllwYear>
      </SerialBlock>
    </SerialBlocks>
  </Transaction>
</Transactions>
```

```

        <SerStart>303831</SerStart>
        <SerEnd>303850</SerEnd>
    </SerialBlock>
</SerialBlocks>
</Transaction>
<Transaction>
    <Account>000003000001</Account>
    <DeductType>COMP</DeductType>
    <SerialBlocks>
        <SerialBlock>
            <Sequence>1</Sequence>
            <PrgCode>ARP</PrgCode>
            <AllwYear>2003</AllwYear>
            <SerStart>250001</SerStart>
            <SerEnd>253851</SerEnd>
        </SerialBlock>
        <SerialBlock>
            <Sequence>2</Sequence>
            <PrgCode>ARP</PrgCode>
            <AllwYear>2003</AllwYear>
            <SerStart>253831</SerStart>
            <SerEnd>253850</SerEnd>
        </SerialBlock>
    </SerialBlocks>
</Transaction>
</Transactions>

```

## CSV File Format

The comma separated file is organized by order of deductions, bock year, starting serial number, and ending serial number. A header containing these titles starts the .csv file and the data for each block follows in a new line. Because the .csv file specifies order, the first deduction doesn't need to be the first listed. Additionally, because you have already chosen the program and account to get to the page where a .csv file can be uploaded, this information doesn't need to be included in the file.

### Example .csv File

```

Order , Year , StartSerialNumber , EndSerialNumber
2 , 2017 , 418912 , 418918
1 , 2016 , 530183 , 530188
3 , 2017 , 530176 , 530182

```

## RUN COMPLIANCE

From the 'Compliance' landing page, select "Run [Year] [Program] Compliance" for any program to automatically run draft compliance for the selected program.



Home > Compliance

# Compliance

## 2016 Acid Rain Program

[Run 2016 Acid Rain Program Compliance](#)

[Specify Deductions for 2016 Acid Rain Program \(Optional\)](#)

## 2016 Cross-State Air Pollution Rule NOx Annual Program

[Run 2016 Cross-State Air Pollution Rule NOx Annual Program Compliance](#)

[Specify Deductions for 2016 Cross-State Air Pollution Rule NOx Annual Program \(Optional\)](#)

## 2017 Cross-State Air Pollution Rule NOx Ozone Season Program Group 2

[Run 2017 Cross-State Air Pollution Rule NOx Ozone Season Program Group 2 Compliance](#)

[Specify Deductions for 2017 Cross-State Air Pollution Rule NOx Ozone Season Program Group 2 \(Optional\)](#)

## Run Draft Compliance

Draft compliance is automatically run for all accounts for which all of the appropriate emissions data for the compliance period has been submitted. The results are displayed in the Accounts table. For each facility, the grid displays the number of allowances held, total emissions for the control period, and whether you have enough allowances to cover those emissions. The compliance status column will show "Draft," and if there is a 0 (zero) in the excess emissions column, you have enough allowances in your compliance account to cover emissions for that facility.

Any accounts with excess emissions are listed above the table.

You do not have enough allowances to cover your emissions.

- Test Plant 3 (006139FACLT)

<input type="checkbox"/>	Account Number	Account Name	State	Allowances Held	Emissions (tons)	Excess Emissions	Compliance Status	Compliance Run Date	Last Updated By	Last Updated Date
<input type="checkbox"/>	003476FACLT	Test Plant 2	TX	20	0	0	Draft	10/05/2017 12:59:20 PM	Person, Test	10/05/2017 12:59:20 PM
<input type="checkbox"/>	003477FACLT	Test Plant 4	TX	15	0	0	Draft	10/05/2017 12:59:20 PM	Person, Test	10/05/2017 12:59:20 PM
<input type="checkbox"/>	003478FACLT	Test Plant 1	TX	17	2	0	Draft	10/05/2017 12:59:20 PM	Person, Test	10/05/2017 12:59:20 PM
<input type="checkbox"/>	006139FACLT	Test Plant 3	TX	223240	223250	10	Draft	10/05/2017 12:59:20 PM	Person, Test	10/05/2017 12:59:20 PM



Draft Compliance has executed.

- Test Plant 2 (003476FACILITY)
- Test Plant 4 (003477FACILITY)
- Test Plant 1 (003478FACILITY)
- Test Plant 3 (006139FACILITY)

Accounts

<input type="checkbox"/>	Account Number	Account Name	State	Allowances Held	Emissions (tons)	Excess Emissions	Compliance Status	Compliance Run Date	Last Updated By	Last Updated Date
<input type="checkbox"/>	003476FACILITY	Test Plant 2	TX	20	0	0	Draft	10/05/2017 12:27:57 PM	Person, Test	10/05/2017 12:27:57 PM
<input type="checkbox"/>	003477FACILITY	Test Plant 4	TX	15	0	0	Draft	10/05/2017 12:27:57 PM	Person, Test	10/05/2017 12:27:57 PM
<input type="checkbox"/>	003478FACILITY	Test Plant 1	TX	17	2	0	Draft	10/05/2017 12:27:57 PM	Person, Test	10/05/2017 12:27:57 PM
<input type="checkbox"/>	006139FACILITY	Test Plant 3	TX	223240	11047	0	Draft	10/05/2017 12:27:57 PM	Person, Test	10/05/2017 12:27:57 PM

You may run draft compliance for an account as many times as you wish (e.g., after allowance transfers or emissions data resubmissions) until final compliance is run for that account.

### Run Final Compliance

After the allowance transfer deadline, you may run final compliance for an account. Select the checkbox next to the accounts for which you would like to run final compliance. Select the 'Run Final Compliance' button below the table.

Accounts

<input checked="" type="checkbox"/>	Account Number	Account Name	State	Allowances Held	Emissions (tons)	Excess Emissions	Compliance Status	Compliance Run Date	Last Updated By	Last Updated Date
<input checked="" type="checkbox"/>	003476FACILITY	Test Plant 2	TX	20	0	0	Draft	10/05/2017 12:29:15 PM	Person, Test	10/05/2017 12:29:15 PM
<input checked="" type="checkbox"/>	003477FACILITY	Test Plant 4	TX	15	0	0	Draft	10/05/2017 12:29:15 PM	Person, Test	10/05/2017 12:29:15 PM
<input checked="" type="checkbox"/>	003478FACILITY	Test Plant 1	TX	17	2	0	Draft	10/05/2017 12:29:15 PM	Person, Test	10/05/2017 12:29:15 PM
<input checked="" type="checkbox"/>	006139FACILITY	Test Plant 3	TX	223240	11047	0	Draft	10/05/2017 12:29:15 PM	Person, Test	10/05/2017 12:29:15 PM



A popover will display on the page, verifying that you wish to run final compliance. After reviewing the text, select 'Agree' to continue with running final compliance. All facilities that have been selected will undergo final reconciliation. Select 'Cancel' to close the popover without running final compliance.

## Do you wish to Run Final Compliance?

×

Do not run final compliance if your emissions data are not final. If, for a specific account, you resubmit emissions data after running final compliance for that account, and the newly reported emissions are less than the emissions were at the time final compliance was run, the emissions tonnage difference in allowances will NOT be returned to you.

Do you wish to Continue?

### Authorization of Submission

I certify that: "I am authorized to make this submission on behalf of the owners and operators of the source or units, or on behalf of the parties with an ownership interest with respect to the allowances held in the general account, for which the submission is made."

I certify under penalty of law that I have personally examined, and am familiar with, any statements or information in this submission. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

The primary representative or alternate representative must sign (i.e., agree to) this certification statement. An agent is only authorized to make the electronic submission on behalf of the primary representative, not to sign (i.e., agree to) the certification statement.

Agree

Cancel

You may be unable to select an account to run final compliance for. The reasons for this could include:

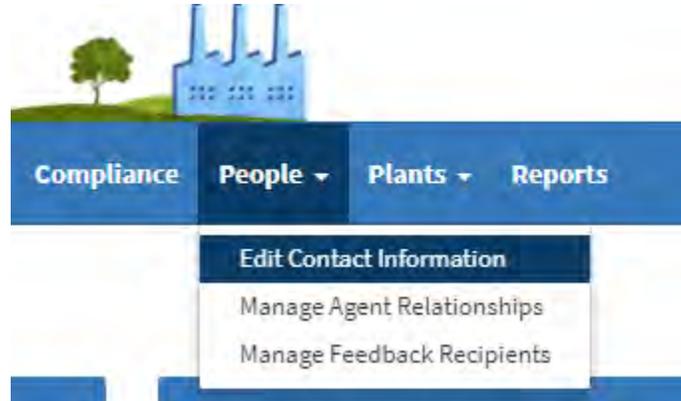
- Your emissions are in excess of your allowances held for the account.
- Your emissions data have not been accepted.
- The current date is not past the allowance transfer deadline.

A confirmation message or an excess emissions message will display above the table for the accounts on which final compliance has been executed.

For any facility, if emissions data is resubmitted after running final compliance and your emissions are lower than was originally reported, allowances will NOT be returned to you.

## **CAMD BUSINESS SYSTEM (CBS) – EDIT CONTACT INFORMATION TUTORIAL**

The purpose of this tutorial is to guide CBS users through the 'Edit Contact Information' module in the CAMD Business System (CBS). 'Edit Contact Information' can be found under the People tab of the Main Menu.



### **Whose contact information may I edit?**

Representatives and Source Management Agents may edit contact information for users associated with plants they are representatives of.

### **What if I have questions about managing Contact Information?**

If you have questions about managing agents, select the Contact Us link at the top right of your screen to send your question to CAMD.



## **EDIT CONTACT INFORMATION**

To edit contact information, select the person's name. If you edit contact information, enter your username, password, and challenge question answer and select the 'Save' button to submit changes to the EPA. You must agree to the Certification Statement that pops up after selecting 'Save' in order for your submission to be complete. Select the 'Cancel' button to return to the Edit Contact Information grid without saving any changes.

## Security Check

If you edited data on this page, enter the required fields below and click Save.

**User Name\***

**Password\***

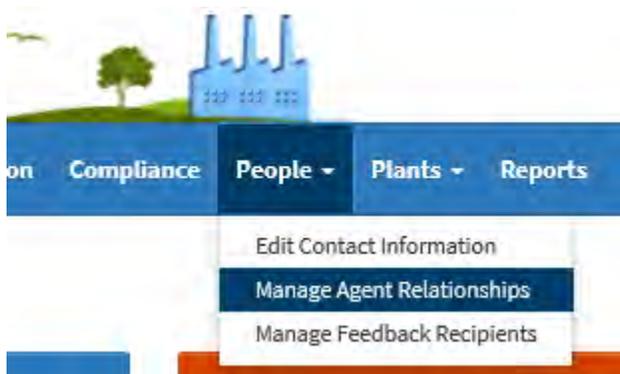
**Challenge Question: What is your youngest sibling's middle name?\***

**Save**

[Cancel](#)

## CAMD BUSINESS SYSTEM (CBS) - MANAGE AGENT RELATIONSHIPS TUTORIAL

The purpose of this tutorial is to guide CBS users through the 'Manage Agent Relationships' module in the CAMD Business System (CBS). 'Manage Agent Relationships' can be found under the People tab of the Main Menu.



### What are Agents?

An agent is someone authorized to act on behalf of a primary or alternate representative. Agents can be given varying levels of authority, and a person may be assigned more than one area of responsibility. In addition, a representative may assign more than one person the same agent type. A representative is legally responsible for actions taken by his agent(s).

Please note that a representative can only assign agents for himself. Representatives can also end their agent relationships.

Source Management agents can end agent responsibilities for their representative(s), and all agents can end their own agent responsibilities. Source Management agents cannot assign agents for a representative.

### What are the Different Agent Types?

**Allowance Trading** – An allowance trading agent has the authority to perform allowance transfers. Allowance trading agents have access to all accounts for a representative.

**Compliance** – A compliance agent has the authority to submit optional allowance deduction information and to run compliance (includes both draft 'what if' and official compliance deduction options). Compliance agents have access to all facilities for a representative.

**General Account Management** – A general account may be opened by any person, company, or organization for the purpose of holding and transferring allowances. General accounts are not tied to specific plants, and are not considered compliance accounts. In addition to the compliance accounts established for them by the EPA, members of the regulated community may also open general accounts to hold or transfer allowances.

A general account management agent has the authority to add or edit account information for existing general accounts (e.g., editing designated representative and binding party information), or they can add a new general account. General account management agents have access to all accounts for a representative. A general account management agent can replace his account representative with himself.

**Source Management** – A source management agent has the authority to add or edit facility, unit, owner, operator, or representative information (Certificates of Representation); and provide facility contact information. Source management agents have access to all facilities and units for a representative. A source management agent can replace his representative with himself.

**Retrieve Monitoring Plan, QA, and Emissions Data** – A retrieve agent has the authority to retrieve monitoring plan, QA, and emissions data from the EPA host system and load it into the ECMPS Client Tool. Retrieve agents have access to all facilities and units for a representative but CANNOT submit to the EPA host system. ECMPS Retrieve only agents DO NOT receive ECMPS feedback.

**Retrieve and Submit Monitoring Plan Data** – This type of submit agent has the authority to submit monitoring plan data from the ECMPS Client Tool to the EPA host system for units for which this responsibility has been assigned. All submit agents may also retrieve data from the EPA host system, and will receive ECMPS feedback for the plants/units to which they are assigned.

**Retrieve and Submit Monitoring Plan and QA Data** – This type of submit agent has the authority to submit monitoring plan and QA data from the ECMPS Client Tool to the EPA host system for units for which this responsibility has been assigned. All submit agents may also retrieve data from the EPA host system, and will receive ECMPS feedback for the plants/units to which they are assigned.

**Retrieve and Submit Monitoring Plan, QA and Emissions Data** – This type of submit agent has the authority to submit monitoring plan, QA and emissions data from the ECMPS Client Tool to the EPA host system, for units for which this responsibility has been assigned. All submit agents may also retrieve data from the EPA host system, and will receive ECMPS feedback for the plants/units to which they are assigned.

### **Tips for Assigning Agents**

Primary and alternate representatives should assign the same agents. This is useful if one or the other representative is unavailable or leaves the company.

Previous representative's agents do not automatically transfer to a newly assigned representative. Newly assigned representatives must assign their own agents.

If a representative is assigned to a new plant, or a new unit is added to an existing plant, that representative's current ECMPS Submit agents should be reviewed, as ECMPS Submit agents are assigned on a plant/unit basis, and agents may need to be added for the new plant and/or unit.

## Reports

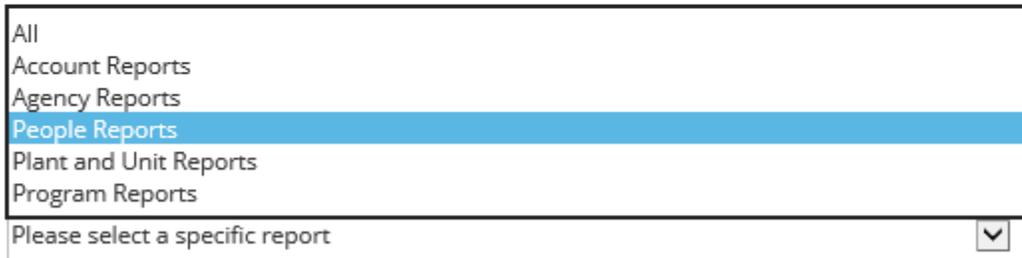
**Agent Report:** You can generate an 'Agent Report' to view all the agent responsibilities currently and previously assigned to a person. Select 'Reports' in the Main Menu.



Under 'Report Type' select 'People Reports'.



# Reports



Under 'Specific Report', select 'Agent Report'.

# Reports

\*required

**Report Type**

People Reports

Please select a specific report

- Agent Report
- Feedback Recipients by Person
- Personal Information Report
- Units by Representative Report

A grid will appear, displaying all of the agents for whom you can run an Agent Report. Select the name of the agent to view his or her Agent Report.

**Personal Information Report:** You can generate a ‘Personal Information Report’ to view all agent responsibilities currently and previously assigned to a person, as well as all the other responsibilities assigned to a person. You can also view all of the agents currently assigned to a representative. Select ‘Reports’ in the Main Menu. Under ‘Report Type’ select ‘People Reports’.

# Reports

All

- Account Reports
- Agency Reports
- People Reports
- Plant and Unit Reports
- Program Reports

Please select a specific report

Under ‘Specific Report’, select ‘Personal Information Report’.

# Reports

\*required

## Report Type

Please select a specific report
Agent Report
Feedback Recipients by Person
<b>Personal Information Report</b>
Units by Representative Report

A grid will appear, displaying all of the people for whom you can run a Personal Information Report. Select the name of a person to view his or her Personal Information Report.

### **What if I have questions about managing Agents?**

If you have questions about managing agents, select the Contact Us link at the top right of your screen to send your question to CAMD.



## MANAGING AGENT RELATIONSHIPS

To manage agents, select 'Manage Agent Relationships' under the People tab of the Main Menu.



The 'Manage Agent Relationships' grid will appear, displaying all of the agents you can currently manage. Select the 'Previous' tab to view previous agent relationships.

## MANAGE EXISTING AGENT RELATIONSHIPS

To manage existing agent relationships, select the name of the agent in the grid. You will be taken to the 'Agent Profile' page. See section titled '**Agent Profile**'.

## ADD A NEW AGENT

From the 'Manage Agent Relationships' screen, you can add new agents and relationships. To add a new agent, select the 'Add New Agent' button.



Begin by searching the database for the person you wish to add as an agent. Type the person's last name into the search box and select the 'Search' button. All the matching names will appear in a grid. You may search by first name, but searching by last name may narrow the number of matches.

## No Matching Results or Person is not in the List of Matching Results

If your search returns no matching results or the person you are searching for does not appear in the grid of matching results, you can add the person to the database. The 'Add New Person' button will appear after you search. Select the 'Add New Person' button to continue.

# Add New Agent

Search CBS to find the person you would like to add. If the results do not include the person you searched for, add a new person. Please use correct capitalization and punctuation.

\*required

Name\*

Enter name

Search

[Clear](#)

+ Add New Person



Your search returned no results.

You will be taken to the 'Add New Person' screen. Enter all the required contact information for the new person, and select the 'Add New Responsibility' button.

A popover screen will appear with a list of available responsibilities to add for the new person.

**Add New Responsibility for Test User** ×

Available Responsibilities

- Allowance Trading
- Compliance
- Source Management
- Retrieve Only - MP, QA, EM (all units)
- Submit ECMPS Data

Select access level

- Retrieve and Submit MP
- Retrieve and Submit MP, QA
- Retrieve and Submit MP, QA, EM

Apply

Select the check boxes next to the agent types you wish to assign to the new agent, and select the 'Apply' button. If you select 'Submit ECMPS Data', you will need to select an access level.

You may not see all possible responsibilities in this list. That could be due to the Agent already having that area of responsibility assigned or that responsibility might not be available based on the representatives' assignments. If the person is a representative, they can already perform all CBS/ECMPS tasks.

After you select an access level, a grid will appear below with the list of plants/units available for that access level. Select the plant name(s)/unit id(s) for which you want to grant the selected access level, and then select the 'Apply' button below.

Retrieve Only - MP, QA, EM (all units)

Submit ECMPS Data

Retrieve and Submit MP

<input type="checkbox"/>	Plant Name ▲	Plant Code ◆	Unit ID ◆
<input type="checkbox"/>	APS West Phoenix Power Plant	117	4
<input type="checkbox"/>			

You may select all the rows by selecting the checkbox next to the Plant Name column, and selecting the 'Apply' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled '**Review/Submit**'.

The grid may not show all units for which you are an agent or representative. This could happen for several reasons:

- The agent has already been assigned the selected area of responsibility for that unit.
- This person is a representative, and can already perform all CBS/ECMPS tasks.
- The representative does not represent the plant/unit.
- The unit has been Cancelled.

### Matching Results

If the person you are looking for appears in the grid, select that person's name. If there is no missing contact information, you will then be taken to the 'Agent Profile' screen. See section titled '**Agent Profile**'.

### Missing Contact Information

If the person you selected is missing contact information, you will first be taken to the 'Edit Contact Information' screen. You will need to enter the missing contact information and select the 'Add to Pending Submissions' button before you can continue. You will then be taken to the 'Agent Profile' screen. The contact information changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled '**Review/Submit**'.

## AGENT PROFILE

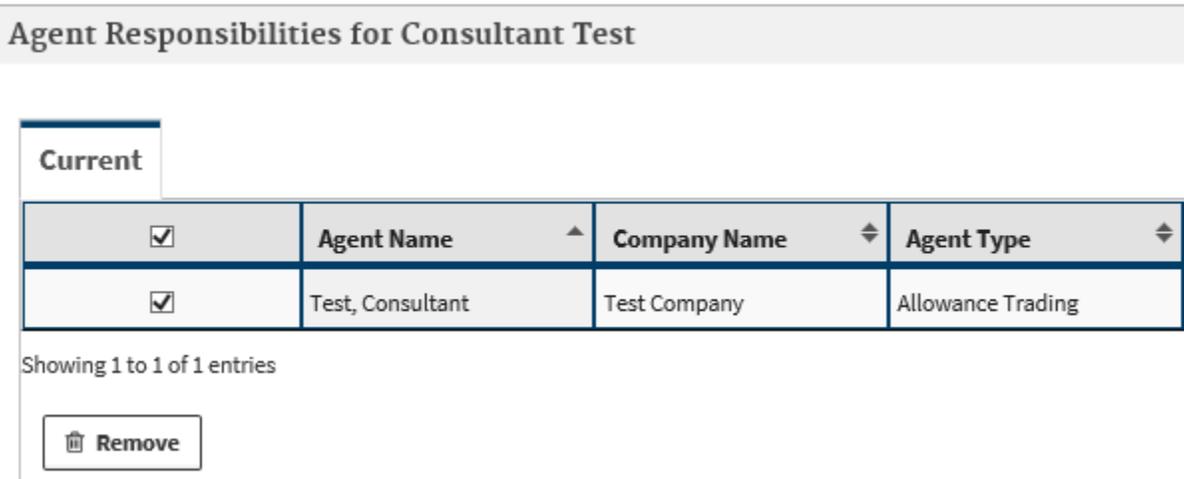
On the 'Agent Profile' screen, you may edit contact information and add or remove responsibilities.

### Edit Contact Information

To edit contact information, select the person's name. If you edit contact information, select the 'Add to Pending Submissions' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled '**Review/Submit**'. If you do not edit any contact information, select the 'Cancel' button to go back to the 'Agent Profile' screen.

### Remove an Existing Responsibility

To remove an existing responsibility, select the checkboxes next to the rows you wish to remove, and select the 'Remove' button.



The screenshot shows a web interface titled "Agent Responsibilities for Consultant Test". It features a "Current" tab and a table with the following columns: a checkbox, "Agent Name", "Company Name", and "Agent Type". The table contains one row with the following data: checked checkbox, "Test, Consultant", "Test Company", and "Allowance Trading". Below the table, it says "Showing 1 to 1 of 1 entries" and there is a "Remove" button with a trash icon.

<input checked="" type="checkbox"/>	Agent Name	Company Name	Agent Type
<input checked="" type="checkbox"/>	Test, Consultant	Test Company	Allowance Trading

Showing 1 to 1 of 1 entries

You may remove all rows by selecting the checkbox to the left of the Agent Name column, and selecting the 'Remove' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled '**Review/Submit**'.

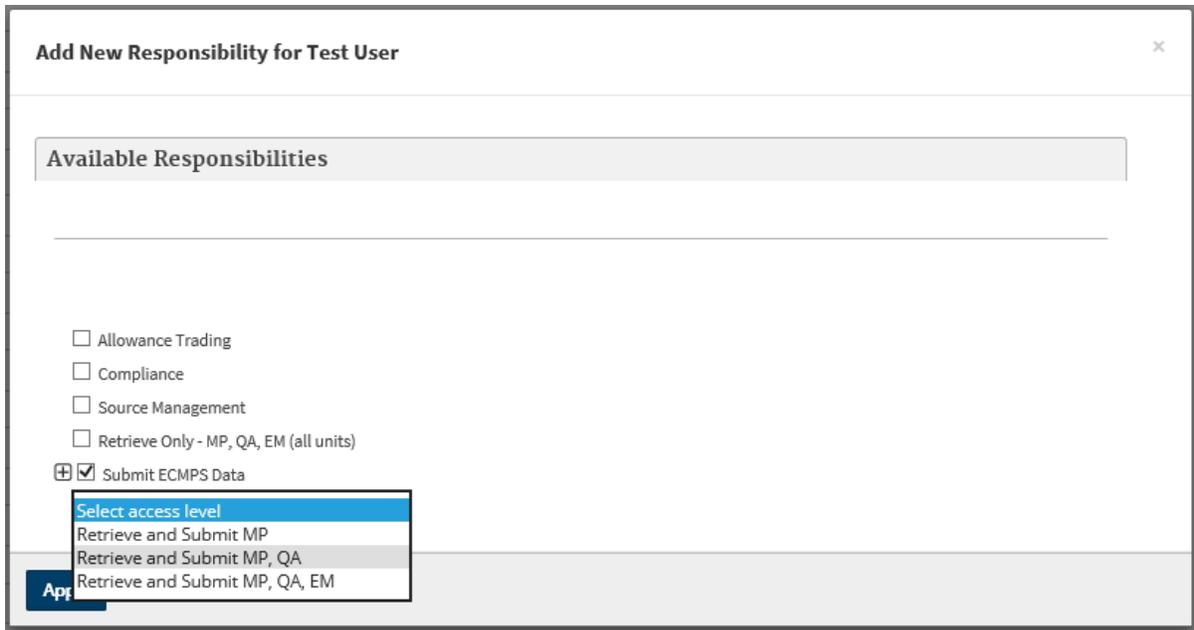
### Add a New Responsibility

To add a new responsibility for the selected person, select the 'Add New Responsibility' button.



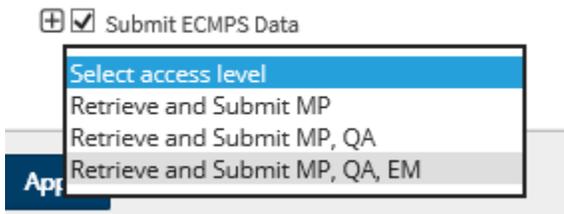
The screenshot shows the same "Agent Responsibilities for Consultant Test" interface. The "Current" tab is selected. A red arrow points to a blue button labeled "+ Add New Responsibility" located in the top right corner of the interface.

A popover screen will appear with a list of available responsibilities.



Select the check boxes next to the agent types you wish to assign, and select the ‘Apply’ button. You may not see all possible responsibilities in this list. That could be due to the Agent already having that area of responsibility assigned or that responsibility might not be available based on the representatives’ assignments. If the person is a representative, they can already perform all CBS/ECMPS tasks.

If you select ‘Submit ECMPS Data’, you will need to select an access level from the dropdown.



After you select an access level, a grid will appear below with the list of plants/units available for that access level. Select the plant name(s)/unit id(s) for which you want to grant the selected access level, and then select the ‘Apply’ button below.

The grid may not show all units for which you are an agent or representative. This could happen for several reasons:

- The agent has already been assigned the selected area of responsibility for that unit.
- This person is a representative, and can already perform all CBS/ECMPS tasks.
- The representative does not represent the plant/unit.
- The unit has been Cancelled.

Retrieve Only - MP, QA, EM (all units)

Submit ECMPS Data

Retrieve and Submit MP

<input type="checkbox"/>	Plant Name	Plant Code	Unit ID
<input type="checkbox"/>	APS West Phoenix Power Plant	117	4
<input type="checkbox"/>	...	...	...

You may select all the rows by selecting the checkbox next to the Plant Name column, and selecting the ‘Apply’ button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled ‘**Review/Submit**’.

## REVIEW/SUBMIT

Once you have made all the required changes in the Agents module, you must review and submit the data to EPA. You must submit the data before you can move on to a different module within CBS, or all your changes will be lost.

To review your changes, select the ‘Review/Submit’ button on the upper right side of your screen.

Home > People > Manage Agent Relationships > Agent Profile

**Pending Submissions**  
Review/Submit

# Agent Profile

Agent Contact Information Representative C

Review/Submit changes before leaving this section  
Your changes have been added to your Pending Submissions Queue, but they have not been submitted to the EPA.

The ‘Confirm Agent Changes’ screen will appear displaying all of your pending submissions.

## Continue Managing Agents

If you determine after reviewing your pending changes that you need to continue managing agents, select the ‘Continue Managing Agents’ button to return to the ‘Manage Agent Relationships’ grid.

Home > People > Manage Agent Relationships > Confirm Agent Changes

# Confirm Agent Changes

If you wish to make further changes before submitting to the EPA, click Continue Managing Agents.

[« Continue Managing Agents](#)

## Submit to the EPA

If you determine after reviewing your pending changes that you are ready to submit to the EPA, read the Certification Statements, select the 'I Agree' box, enter the required fields in the 'Security Check' section, and select the 'Submit to EPA' button.

I Agree

**Security Check**

\*required

**User Name\***

Enter your user name 

**Password\***

Enter your password 

**Challenge Question: What was your high school mascot?\***

Enter your challenge answer

**Submit to EPA**    << [Continue Managing Agents](#)    [Cancel](#)

If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed.

Once your data has been submitted successfully, you will be taken back to the 'Manage Agent Relationships' grid where you will see a 'Successful Submission' message. You will also receive an email for your records.

## **CAMD BUSINESS SYSTEM (CBS) - MANAGE FEEDBACK RECIPIENTS TUTORIAL**

The purpose of this tutorial is to guide CBS users through the 'Manage Feedback Recipients' module in the CAMD Business System (CBS). 'Manage Feedback Recipients' can be found under the People tab of the Main Menu.

### **What are Feedback Recipients?**

Primary and alternate representatives and their Source Management agents may assign individuals to receive ECMPS feedback. Assignments are made at the plant-level.

Representatives and Source Management agents can also end feedback recipient relationships, and feedback recipients can end their own feedback recipient relationships.

Please note that representatives and ECMPS agents may not be assigned as feedback recipients, as they already receive ECMPS feedback.

### **What are the Different Feedback Recipient Types?**

Feedback recipients can receive ECMPS feedback related to Monitoring Plant/QA or Emissions or both.

### **Reports**

**Personal Information Report:** You can generate a 'Personal Information Report' to view all feedback recipient assignments currently and previously assigned to a person, as well as all the other responsibilities assigned to a person. Select 'Reports' in the Main Menu. Under 'Report Type' select 'People Reports'. Under 'Specific Report', select 'Personal Information Report'. A grid will appear, displaying all of the people for whom you can run a Personal Information Report.

[Home](#) > Reports

## Reports

\*required

Report Type

People Reports

Specific Report\*

Personal Information Report

This report displays personal information and both current and historical representatives, agents, feedback recipients, allowance transfer contacts, and responsible officials for the selected person.

Select the person whose personal information you want to view by using the links in the list below.

### **What if I have questions about managing Feedback Recipient relationships?**

If you have questions about managing feedback recipients, select the Contact Us link at the top right of your screen to send your question to CAMD.



## MANAGING FEEDBACK RECIPIENTS

To manage feedback recipients, select 'Manage Feedback Recipients' under the People tab of the Main Menu.



The 'Manage Feedback Recipients' grid will appear, displaying all of the feedback recipients you can currently manage. Select the 'Previous' tab to view previous feedback recipient relationships.

The screenshot shows the 'Manage Feedback Recipients' page. The breadcrumb trail is 'Home > People > Manage Feedback Recipients'. There is a status bar indicating 'No Pending Submissions' and a 'Review/Submit' button. The main heading is 'Manage Feedback Recipients'. Below the heading, there are two tabs: 'Current' (selected) and 'Previous'. A '+ Add Feedback Recipient' button is located in the top right corner. The grid contains one entry:

<input type="checkbox"/>	Feedback Recipient Name	Company Name	Plant Name	Plant Code	Recipient Type	Effective Date
<input type="checkbox"/>	<a href="#">User.New</a>	Test Co	<a href="#">Test Plant</a>	1230	Emissions Feedback	11/09/2017

Showing 1 to 1 of 1 entries. Navigation: First, Previous, 1, Next, Last. A 'Remove' button is located below the grid.

## MANAGE EXISTING FEEDBACK RECIPIENTS

To manage existing feedback relationships, select the name of the feedback recipient in the grid. You will be taken to the 'Feedback Recipient Profile' page. See section titled '**Feedback Recipient Profile**'.

## ADD A NEW FEEDBACK RECIPIENT

From the 'Manage Feedback Recipients' screen, you can add new feedback recipients and relationships. To add a new feedback recipient, select the 'Add Feedback Recipient' button.

## Manage Feedback Recipients

Current Previous ➔ [+ Add Feedback Recipient](#)

<input type="checkbox"/>	Feedback Recipient Name	Company Name	Plant Name	Plant Code	Recipient Type	Effective Date
<input type="checkbox"/>	<a href="#">User New</a>	Test Co	<a href="#">Test Plant</a>	1230	Emissions Feedback	11/09/2017

Showing 1 to 1 of 1 entries First Previous **1** Next Last

[Remove](#)

You can add feedback recipient relationships by Person or by Plant.

## Add Feedback Recipient Relationship

Before adding a feedback recipient relationship, search CBS to ensure that the relationship is not already in the system.

Add relationships by:

Person  Plant

### Add a Feedback Recipient by Person

If you choose to add relationships by person, select the 'Person' radio button. You will then see a 'Name' field. Type the person's last name into the search box and select the 'Search' button. All the matching names will appear in a grid. You may search by first name, but searching by last name may narrow the number of matches.

### No Matching Results or Person is not in the List of Matching Results

If your search returns no matching results or the person you are searching for does not appear in the grid of matching results, you can add the person to the database. The 'Add New Person' button will appear after you search.

# Add Feedback Recipient Relationship

Before adding a feedback recipient relationship, search CBS to ensure that the relationship is not already in the system.

Add relationships by:

Person  Plant

Search CBS to find the person you would like to add. If the results do not include the person you searched for, add a new person. Please use correct capitalization and punctuation.

Name\* \*required

Feedback

Name	Company Name
No data available in table.	

Showing 0 to 0 of 0 entries

First Previous Next Last

Select the 'Add New Person' button to continue. You will be taken to the 'Add Industry Person' screen. Enter all the required contact information for the new person, and select the 'Add Plants' button.

A popover screen will appear with a list of available plants. Select the check boxes next to the plants you wish to assign to the new feedback recipient. You may select all rows by selecting the checkbox next to the Plant Name column. Select the Recipient Type(s) at the bottom of the popover, and select the 'Apply' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled '**Review/Submit**'.

**Add Plants for new user** ✕

<input type="checkbox"/>	Plant Name ▲	Plant Code ◆	State/Territory ◆
<input checked="" type="checkbox"/>	Test Plant	123	District Of Columbia
<input type="checkbox"/>	Test Plant 2	55042	Connecticut
<input type="checkbox"/>	TestCT	1230	Kansas

Showing 1 to 3 of 3 entries First Previous **1** Next Last

**Recipient Types\***

Emissions Feedback

Monitoring Plan and QA Feedback

Apply
Cancel

## Matching Results

If the person you are looking for appears in the grid, select that person's name. If there is no missing contact information, you will then be taken to the 'Feedback Recipient Profile' screen. See section titled '**Feedback Recipient Profile**'.

Add relationships by:

Person  Plant

Search CBS to find the person you would like to add. If the results do not include the person you searched for, add a new person. Please use correct capitalization and punctuation.

\*required

Name\*

Testerson, Test

Search
Clear

+ Add New Person

Name ▲	Company Name ◆
<a href="#">Testerson, Test</a>	Tests R Us
<a href="#">Testerson, Test B</a>	Test Company

## Missing Contact Information

If the person you selected is missing contact information, you will first be taken to the 'Edit Contact Information' screen. You will need to enter the missing contact information and select

the ‘Add to Pending Submissions’ button before you can continue. You will be taken to the ‘Feedback Recipient Profile’ screen. The contact information changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled ‘**Review/Submit**’.

## Add Feedback Recipient Relationships by Plant

If you choose to add relationships by plant, select the ‘Plant’ radio button. You will then see the list of your plants for which you can manage feedback recipients.

### Add Feedback Recipient Relationship

Before adding a feedback recipient relationship, search CBS to ensure that the relationship is not already in the system.

Add relationships by:

Person  Plant

	Plant Name	Plant Code	State/Territory
<input type="checkbox"/>	<a href="#">Test Plant</a>	1230	Kansas
<input type="checkbox"/>	<a href="#">Test Plant 2</a>	55042	Connecticut

Showing 1 to 2 of 2 entries First Previous **1** Next Last

After you select the plant to which you wish to assign the feedback recipient, you will be taken to the ‘Plant Profile’ screen for that plant.

### Plant Profile

The ‘Plant Profile’ screen displays all the current feedback recipients for the plant you selected. On this screen, you may add or remove responsibilities for existing feedback recipients by selecting or deselecting the checkboxes and selecting the ‘Add to Pending Submissions’ button. The changes will be added to the Pending Submissions queue, but still need to be submitted to the EPA. See section titled ‘**Review/Submit**’, Select the ‘Previous’ tab to view previous feedback recipient relationships.

# Plant Profile

## Test Plant (1230) - KS

Manage Feedback Recipient Relationships for: Test Plant (1230) - KS

Current Previous + Add Feedback Recipients

User, New (Test Co)

Emissions Feedback  
 Monitoring Plan and QA Feedback

+ Add to Pending Submissions [Cancel](#)

To add feedback recipients for the plant, select the 'Add Feedback Recipients' button. You will then see a 'Name' field. Type the person's last name into the search box and select the 'Search' button. All the matching names will appear in a grid. You may search by first name, but searching by last name may narrow the number of matches.

## Add Feedback Recipients

### Test Plant (1230)

Search CBS to find the person you would like to add. If the results do not include the person you searched for, add a new person. Please use correct capitalization and punctuation.

Name\* \*required

Consultant

Search [Clear](#)

+ Add New Person

Name	Company Name
<a href="#">Test_Consultant</a>	Test Company

### No Matching Results or Person is not in the List of Matching Results

If your search returns no matching results or the person you are searching for does not appear in the grid of matching results, you can add the person to the database. The 'Add New Person' button will appear after you search. Select the 'Add New Person' button to continue. You will be taken to the 'Add New Person' or 'Add Industry Person' screen, depending on your user type. Enter all the required contact information for the new person, and select the type(s) of feedback you want this new person to receive.

## Manage Feedback Recipient Relationships

### Test Plant 3 (321)

- Emissions Feedback
- Monitoring Plan and QA Feedback

[+ Add to Pending Submissions](#) [Cancel](#)

Select the 'Add to Pending Submissions' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled 'Review/Submit'.

## Matching Results

If the person you are looking for appears in the grid, select that person's name. If there is no missing contact information, you will then be taken to the 'Feedback Recipient Profile' screen. From this screen, you can select the type of feedback you wish the person to receive for the selected plant.

[Home](#) > [People](#) > [Manage Feedback Recipients](#) > [Plant Profile: Test Plant \(1230\) - KS](#) > [Add Feedback Recipients](#) >

# Feedback Recipient Profile

## Test Plant (1230)

### [Consultant Test](#)

Test Company

123 abc  
test, AL 11232

(123) 123-1234  
consultant@test.com

Submitted Electronic Signature Agreement: Yes

## Manage Feedback Recipient Relationships for: Consultant Test

### Test Plant (1230)

- Emissions Feedback
- Monitoring Plan and QA Feedback

[+ Add to Pending Submissions](#) [Cancel](#)

## Missing Contact Information

If the person you selected is missing contact information, you will first be taken to the 'Edit Contact Information' screen. You will need to enter the missing contact information and select the 'Add to Pending Submissions' button before you can continue. You will be taken to the 'Feedback Recipient Profile' screen. The contact information changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled 'Review/Submit'.

## FEEDBACK RECIPIENT PROFILE

On the 'Feedback Recipient Profile' screen, you may edit contact information and add or remove feedback recipient responsibilities.

 [Home](#) > [People](#) > [Manage Feedback Recipients](#) > Feedback Recipient Profile

No Pending Submissions

 Review/Submit

# Feedback Recipient Profile

[New User](#)

Test Co

123 Test St  
Anywhere, AL 12121

(123) 123-1234  
new@user.com

Submitted Electronic Signature  
Agreement: No

Manage Feedback Recipient Relationships for: New User

<input type="checkbox"/>	Plant Name ▲	Plant Code ◆	Recipient Type ◆	Effective Date ◆
<input type="checkbox"/>	Test Plant	1230	Emissions Feedback	11/09/2017

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

 Remove

[+ Add Plants](#)

## Edit Contact Information

To edit contact information, select the person's name. If you edit contact information, select the 'Add to Pending Submissions' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled 'Review/Submit'. If you do not edit any contact information, select the 'Cancel' button to go back to the 'Feedback Recipient Profile' screen.

# Feedback Recipient Profile

Test User

Test Company

123 ABC  
Anywhere, DC 12345

(123) 123-1234  
test@user.com

Submitted Electronic Signature Agreement: Yes

Manage Feedback Recipient Relationships for: Test User

## Remove an Existing Relationship

To remove an existing relationship, select the checkboxes next to the rows you wish to remove, and select the 'Remove' button. You may remove all rows by selecting the checkbox to the left of the Plant Name column and selecting the 'Remove' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled 'Review/Submit'.

Manage Feedback Recipient Relationships for: New User

Current + Add Plants

<input type="checkbox"/>	Plant Name	Plant Code	Recipient Type	Effective Date
<input type="checkbox"/>	Test Plant	1230	Emissions Feedback	11/09/2017

Showing 1 to 1 of 1 entries First Previous 1 Next Last



## Add a New Relationship

To add a new relationship for the selected person, select the 'Add Plants' button.

Manage Feedback Recipient Relationships for: New User

Current + Add Plants 

<input type="checkbox"/>	Plant Name	Plant Code	Recipient Type	Effective Date
<input type="checkbox"/>	Test Plant	1230	Emissions Feedback	11/09/2017

Showing 1 to 1 of 1 entries First Previous 1 Next Last

A popover screen will appear with a list of available plants. Select the check boxes next to the plants you wish to assign to the new feedback recipient. You may select all rows by selecting the checkbox next to the Plant Name column. Select the Recipient Type(s) at the bottom of the popover, and select the 'Apply' button. The changes will be added to the Pending Submission queue, but still need to be submitted to the EPA. See section titled **'Review/Submit'**.

**Add Plants for new user** ×

<input type="checkbox"/>	Plant Name ▲	Plant Code ◆	State/Territory ◆
<input checked="" type="checkbox"/>	Test Plant	123	District Of Columbia
<input type="checkbox"/>	Test Plant 2	55042	Connecticut
<input type="checkbox"/>	TestCT	1230	Kansas

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

**Recipient Types\***

- Emissions Feedback
- Monitoring Plan and QA Feedback

**Apply** Cancel

You may not see all of the feedback types in this list. This could be because the person you wish to add is an ECMPS agent and already receives feedback for the missing recipient type.

## REVIEW/SUBMIT

Once you have made all the required changes in the Feedback Recipients module, you must review and submit the data to the EPA. You must submit the data before you can move on to a different module within CBS or all your changes will be lost.

To review your changes, select the 'Review/Submit' button on the upper right side of your screen. The 'Confirm Feedback Recipient Changes' screen will appear displaying all of your pending submissions.

## Confirm Feedback Recipient Changes

If you wish to make further changes before submitting to the EPA, click Continue Managing Feedback Recipients.

« Continue Managing Feedback Recipients

### Feedback Recipient Relationships Added

Feedback Recipient Name	Company Name	Plant Name	Plant Code	Recipient Type	Effective Date
Recipient, Feedback	Test Company	Test Plant 3	321	Emissions Feedback	10/10/2017
Recipient, Feedback	Test Company	Test Plant 3	321	Monitoring Plan and QA Feedback	10/10/2017
Recipient2, Feedback	Test Company	Test Plant 3	321	Emissions Feedback	10/10/2017

### Feedback Recipient Relationships Ended

Feedback Recipient Name	Company Name	Plant Name	Plant Code	Recipient Type	Effective Date	End Date
User, Test	Test Company	Test Plant 1	1234	Emissions Feedback	10/10/2017	10/10/2017

### Feedback Recipient Changes

Feedback Recipient2

Added

Test Company

Test Address 123

Test City, AZ 12345

## Continue Managing Feedback Recipients

If you determine after reviewing your pending changes that you need to continue managing feedback recipients, select the 'Continue Managing Feedback Recipients' button to return to the 'Manage Feedback Recipients' grid.

## Confirm Feedback Recipient Changes

If you wish to make further changes before submitting to the EPA, click Continue Managing Feedback Recipients.

« Continue Managing Feedback Recipients

## Submit to the EPA

If you determine after reviewing your pending changes that you are ready to submit to the EPA, read the Certification Statements, select the 'I Agree' box, enter the required fields in the 'Security Check' section, and select the 'Submit to EPA' button. If you are missing any required information, you will receive a warning message, and you must enter the missing information before you can proceed.

I Agree

**Security Check**

**\*required**

**User Name\***  
 

**Password\***  
 

**Challenge Question: What is the name of the hospital in which you were born?\***

[Cancel](#)

Once your data has been submitted successfully, you will be taken back to the 'Manage Feedback Recipients' grid where you will see a 'Successful Submission' message. You will also receive an email for your records.

## **CAMD BUSINESS SYSTEM (CBS) – CERTIFICATE OF REPRESENTATION TUTORIAL**

The purpose of this tutorial is to guide CBS users through the ‘Certificate of Representation’ module in the CAMD Business System (CBS). ‘Manage Certificate of Representation’ is found under the Plants tab of the Main Menu.

### **What is a Certificate of Representation?**

The Certificate of Representation is used to appoint the designated representatives for a plant (primary and alternate), and edit plant, unit, owner/operator, and generator information. You may also view unit-level program details.

### **Who can submit Certificate of Representation data?**

Primary and alternate representatives and their source management agents can use the Certificate of Representation module to manage plant and unit-level data.

### **How do I submit a Certificate of Representation for a new Plant or a new Unit?**

To submit a Certificate of Representation for a new plant, you must submit the paper ‘Certificate of Representation’ form. Select the ‘Forms’ tab on the Clean Air Markets Business Center website at <https://www.epa.gov/airmarkets/business-center> for the paper form. The completed and signed Certificate of Representation can be emailed to Laurel DeSantis at [desantis.laurel@epa.gov](mailto:desantis.laurel@epa.gov) or Craig Hillock at [hillock.craig@epa.gov](mailto:hillock.craig@epa.gov)

## **Reports**

**Certificate of Representation Report:** You can generate a ‘Certificate of Representation Report’ to view the current designated representatives, plant, unit, owner/operator, and generator information for a plant. Select ‘Reports’ in the Main Menu. Under ‘Report Type’ select ‘Plant and Unit Reports.’ Under ‘Specific Report,’ select ‘Certificate of Representation Report.’ A grid will appear that displays all plants for which you can run a Certificate of Representation Report. Select the plant by using the links in the grid.

# Reports

\*required

**Report Type**

Plant and Unit Reports

**Specific Report\***

Certificate of Representation Report

This report displays the current Certificate of Representation data for a plant, including representatives, units and generators.

Select the plant for which you want to view certificate of representation data by using the links in the list below.

Plant Name	Plant Code	State/Territory
<a href="#">Test Plant</a>	123	District Of Columbia
<a href="#">Test Plant 2</a>	55042	Connecticut
<a href="#">TestCT</a>	1230	Kansas

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

## What if I have questions about managing Certificates of Representation?

If you have questions about managing Certificates of Representation, select the Contact Us link in the upper right-hand corner of your screen to send your question to CAMD.



## MANAGE CERTIFICATE OF REPRESENTATION

To manage Certificates of Representation, select 'Certificate of Representation' under the Plants tab of the Main Menu.



A grid will appear that displays all the plants you can manage. Select the plant for which you want to add or edit certificate of representation information by using the links in the grid.

# Manage Certificate of Representation

Manage Certificates of Representation for your plants using the links in the list below.

Plant Name	Plant Code	State/Territory	Primary Representative	Alternate Representative
<a href="#">Test Plant</a>	123	District Of Columbia	Person, Test	User, New
<a href="#">Test Plant 2</a>	55042	Connecticut	Person, Test	User, New
<a href="#">TestCT</a>	1230	Kansas	Person, Test	Testerson, Test

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

[+ Assume Responsibility for an Existing Plant](#)

## Assume Responsibility for an Existing Plant

If you do not see the plant you want to select in the grid, select the 'Assume Responsibility for an Existing Plant' button. This functionality allows you to search for any plant in the database and make yourself the primary representative for that plant. Doing so will end all responsibilities for the current primary representative. You can then manage plant, unit, owner/operator, and generator information for that plant.

After selecting a plant by using the links in the grid, you will navigate to the 'Manage Certificate of Representation' screen where you can view and update the following information:

- Plant-level data
- Representative data
- Unit-level data
- Owner/Operator data
- Generator data

You can also view unit-level program data from this screen. If you need to update unit program details, contact Craig Hillock at [hillock.craig@epa.gov](mailto:hillock.craig@epa.gov).

# Manage Certificate of Representation

## Test Plant (123) - DC

State District Of Columbia  
County District of Columbia  
Latitude 12  
Longitude -12

- Representatives**
- Units
- Owners/Operator
- Generators
- Programs

### Primary Representative

#### [Test Person](#)

Effective Date: 11/10/2017  
Testing

PO Box 123  
City, LA 12345-1234

(111) 222-3333 Ext 5  
602478@invalid.energy

Submitted Electronic Signature Agreement: Yes

### Alternate Representative

#### [New User](#)

Effective Date: 11/10/2017  
Test Co

123 Test St  
Anywhere, AL 12121

(123) 123-1234  
new@user.com

Submitted Electronic Signature Agreement: Yes

 [Select a New Alternate](#)

 [Remove Alternate](#)

## MANAGE PLANT DATA

To edit plant data, select the plant name to access the 'Plant Details' screen.

# Plant Details

If you need to update plant details, contact Craig Hillock at [hillock.craig@epa.gov](mailto:hillock.craig@epa.gov).

\*required

**Plant Name\***

**Plant Code**            123  
**State/Territory**        AZ  
**County**                Gila  
**EPA Region**  
**Latitude**                32.3182  
**Longitude**               -86.9023  
**NERC Region**

**State ID**

**EPA AIRS ID**

**FRS ID**

If you modify any of the editable fields, you must select the ‘Add to Pending Submissions’ button before you can continue. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**. If you do not edit any plant information, select the ‘Cancel’ button to return to the ‘Manage Certificate of Representation’ screen.

If changes are required to non-editable fields, contact Craig Hillock at [hillock.craig@epa.gov](mailto:hillock.craig@epa.gov),

## MANAGE REPRESENTATIVE DATA

To manage representative data for the selected plant, select the ‘Representatives’ tab on the ‘Manage Certificate of Representation’ screen. The current primary and alternate representatives will be displayed.

### Edit Contact Information

To edit contact information for a representative, select the person’s name. If you enter changes on the ‘Edit Rep Contact’ screen, you must select the ‘Add to Pending Submissions’ button. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**. If you do not edit any contact information, select the ‘Cancel’ button to return to the ‘Manage Certificate of Representation’ screen.

Representatives	Units	Owners/Operator	Generators	Programs
-----------------	-------	-----------------	------------	----------

**Primary Representative**

[Test Person](#) 

Effective Date: 11/10/2017  
Testing

PO Box 123  
City, LA 12345-1234

(111) 222-3333 Ext 5  
602478@invalid.energy

Submitted Electronic Signature Agreement: Yes

**Alternate Representative**

[New User](#) 

Effective Date: 11/10/2017  
Test Co

123 Test St  
Anywhere, AL 12121

(123) 123-1234  
new@user.com

Submitted Electronic Signature Agreement: No

## Changing Designated Representatives

A plant must always have a primary representative. Assigning an alternate representative is optional, but is highly recommended. The primary representative is a person chosen by the owner(s) and operator of a plant to act on their behalf to provide required submissions to EPA. Although the primary representative may assign an alternate representative to act on his or her behalf, the primary representative is ultimately responsible for ensuring that accurate, complete, and timely submissions are made.

The actions you can take with regards to changing the designated representatives depend upon your relationship to the plant and/or representatives. The following rules govern representative assignments:

- A representative may not replace himself with someone else.
- A primary representative can add or remove an alternate representative.
- An alternate representative or a source management agent can make himself the primary representative.
- An alternate representative can remove himself.
- A source management agent can remove an alternate representative.
- A source management agent can make himself the alternate.
- Primary representatives, alternate representatives, and source management agents can make themselves a primary representative for any plant in the database.
- A plant must have the same primary and alternate representatives for all programs.

## Replacing the Primary Representative

If you can replace the primary representative, you will see the 'Make Myself the Primary' button on the Representatives screen.

Representatives	Units	Owners/Operator	Generators	Programs
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Primary Representative</b></p> <p><u>Test Person</u></p> <p>Effective Date: 11/10/2017 Testing</p> <p>PO Box 123 City, LA 12345-1234</p> <p>(111) 222-3333 Ext 5 602478@invalid.energy</p> <p>Submitted Electronic Signature Agreement: Yes</p> <p><a href="#">Make Myself the Primary</a> </p> </div> <div style="width: 45%;"> <p><b>Alternate Representative</b></p> <p><u>New User</u></p> <p>Effective Date: 11/10/2017 Test Co</p> <p>123 Test St Anywhere, AL 12121</p> <p>(123) 123-1234 new@user.com</p> <p>Submitted Electronic Signature Agreement: Yes</p> <p><a href="#">Remove Alternate</a></p> </div> </div>				

If you wish to become the primary representative, select the ‘Make Myself the Primary’ button. A popover message will appear confirming that you want to assign yourself as the primary representative and end all responsibilities for the current primary representative. Select the ‘Yes’ button and the changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

### Select a New Alternate Representative

If you can select a new alternate representative, you will see the ‘Select a New Alternate’ button on the Representatives screen. Select the button to select a new alternate representative.

Representatives	Units	Owners/Operator	Generators	Programs
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Primary Representative</b></p> <p><u>Test Person</u></p> <p>Effective Date: 11/10/2017 Testing</p> <p>PO Box 123 City, LA 12345-1234</p> <p>(111) 222-3333 Ext 5 602478@invalid.energy</p> <p>Submitted Electronic Signature Agreement: Yes</p> </div> <div style="width: 45%;"> <p><b>Alternate Representative</b></p> <p><u>New User</u></p> <p>Effective Date: 11/10/2017 Test Co</p> <p>123 Test St Anywhere, AL 12121</p> <p>(123) 123-1234 new@user.com</p> <p>Submitted Electronic Signature Agreement: No</p> <p> <a href="#">Select a New Alternate</a> <a href="#">Remove Alternate</a></p> </div> </div>				

A popover message will appear confirming that you want to assign a new alternate representative. Select the 'Yes' button and the 'Select an Alternate Representative' screen will appear. Begin by searching the database for the person you wish to designate as an alternate representative.



[Home](#) > [Plants](#) > [Certificate of Representation](#) > [Test Plant 4 \(3477\) - TX](#) > Select an Alternate Representative

# Select an Alternate Representative

Search CBS to find the person you would like to add. If the results do not include the person you searched for, add a new person. Please use correct capitalization and punctuation.

\*required

Name\*

Search

Clear

Type the person's last name into the 'Name' box and select the 'Search' button. You may search by first name, but searching by last name may narrow the number of matches. All the matching names will appear in a grid. Select the alternate representative by using the links in the grid. The alternate representative selection will be added to the pending submissions queue, but still needs to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

## Missing Contact Information

If the person you selected as the alternate representative is missing contact information, you must first enter the missing information on the 'Edit Rep Contact' screen and select the 'Add to Pending Submissions' button. You will then be returned to the 'Manage Certificate of Representation' screen. The contact information updates and alternate representative selection will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

## No Matching Results or Person is not in the List of Matching Results

If your search returns no matching results or the person you are searching for does not appear in the search results grid, you can add the person to the database. The 'Add New Person' button will appear after you search.

Name\*  
people

Search Clear

 [+ Add New Person](#)

Name	Company Name
People, Test	Test Company

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Select the ‘Add New Person’ button to access the ‘Add Rep Contact’ screen. Enter all the required contact information for the new person and select the ‘Add to Pending Submissions’ button. You will return to the ‘Manage Certificate of Representation’ screen where you will see the new alternate representative. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

### Removing the Alternate Representative

If you want to remove the alternate representative, select the ‘Remove Alternate’ button.

Representatives Units Owners/Operator Generators Programs

Primary Representative

[Test Person](#)

Effective Date: 11/10/2017  
Testing

PO Box 123  
City, LA 12345-1234

(111) 222-3333 Ext 5  
602478@invalid.energy

Submitted Electronic Signature Agreement: Yes

Alternate Representative

[New User](#)

Effective Date: 11/10/2017  
Test Co

123 Test St  
Anywhere, AL 12121

(123) 123-1234  
new@user.com

Submitted Electronic Signature Agreement: No

[+ Select a New Alternate](#) [Remove Alternate](#) 

A popover message will appear confirming that you want to remove the alternate representative. Select the ‘Yes’ button and you will return to the ‘Manage Certificate of Representation’ screen where you will see the alternate representative has been removed. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

### MANAGE UNIT-LEVEL DATA

To manage unit-level data for the selected plant, select the ‘Units’ tab on the ‘Manage Certificate of Representation’ screen. The units currently associated with the plant will be displayed in a grid. To view unit details, select the unit ID in the grid.

# Manage Certificate of Representation

## Test Plant (123) - DC

State District Of Columbia  
County District of Columbia  
Latitude 12  
Longitude -12

Representatives Units Owners/Operator Generators Programs

Unit ID	Operating Status	Commence Operation Date	Commence Commercial Operation Date	Unit Type
1	Operating	01/01/2017	01/01/2017	Wet bottom turbo-fired boiler

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

A popover screen will appear displaying unit details. Select the unit ID link to view editable fields.

### Unit Details

If you need to update unit details, contact Craig Hillock at [hillock.craig@epa.gov](mailto:hillock.craig@epa.gov).

**Unit 1**

Is this unit in Indian Country?	No
Was the unit moved from another facility?	No
Operating Status	Operating
Commence Operation Date	01/01/2017
Commence Commercial Operation Date	01/01/2017
Unit Type	Wet bottom turbo-fired boiler
Source Category	Electric Utility
NAICS Code	221112 - Fossil fuel electric power generation
Does Unit Serve a Generator?	Yes

Close

If you make any revisions to the unit data, select the 'Add to Pending Submissions' button. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**. If you do not edit information, select the 'Cancel' button to return to the 'Manage Certificate of Representation' screen.

If changes are required to non-editable fields or to add a new unit, contact Craig Hillock at [hillock.craig@epa.gov](mailto:hillock.craig@epa.gov).

## MANAGE OWNERS/OPERATOR DATA

To manage owner or operator data, select the 'Owners/Operator' tab on the 'Manage Certificate of Representation' screen. The current owner(s) and operator for each unit will be displayed in a grid. There must be at least one owner assigned to each unit. Multiple owners may be assigned. There can be only one operator assigned to a unit. To view previous owner and operator data, select the 'Previous' tab.

## Manage Certificate of Representation

### Test Plant (123) - DC

State District Of Columbia  
County District of Columbia  
Latitude 12  
Longitude -12

Representatives	Units	Owners/Operator	Generators	Programs
Current		Previous	Remove Owner + Add Owner Replace Operator	
Unit ID	Company Name	Type		
1	International Test	Operator		
1	Test Company	Owner		
1	International Test	Owner		
Showing 1 to 3 of 3 entries			First	Previous 1 Next Last

### Add Owner

To add an owner, select the 'Add Owner' button and a popover screen will appear. Search the database for the owner you wish to add by company name. Select the owner from the dropdown list that appears. Or you may enter a new company name in the search box and that company will be added to the database.

## Add Owner

×

### Company Name\*

Enter company name

Search CBS for the company name. If the results do not include the company name, the name you enter will be added to the database. Please use correct capitalization and punctuation.

### Units\*

- Check All  
 1  
 2  
 3

Apply

Cancel

Select the unit(s) to which you want to add the owner by using the checkboxes on the screen and select the 'Apply' button. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

## Remove Owner

If there is more than one owner assigned to a unit, the 'Remove Owner' button will appear. To remove an owner, select the 'Remove Owner' button. A popover screen will appear. Units that have only one owner will not appear in the grid. Select the owner(s) you wish to remove by using the check boxes in the grid. Select the 'Apply' button. You will receive an error message if you attempt to remove all owners for a unit. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

### Remove Owner

A Unit must have at least one Owner at all times.

<input type="checkbox"/>	Unit ID	Company Name
<input type="checkbox"/>	1	Test Company
<input checked="" type="checkbox"/>	1	International Test

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

Apply Cancel

## Replace Operator

There can be only one operator assigned to a unit. You can replace the current operator by selecting the 'Replace Operator' button. A popover screen will appear.

**Replace Operator** ×

---

**Company Name\***

Search CBS for the company name. If the results do not include the company name, the name you enter will be added to the database. Please use correct capitalization and punctuation.

**Unit ID**

Check All

1

2

3

Apply Cancel

Search the database for the operator you wish to designate by company name. Select the operator from the dropdown list that appears. Or you may enter a new company name in the search box and that company will be added to the database.

Select the unit(s) to which you want to designate the operator by using the checkboxes on the screen and select the 'Apply' button. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

## MANAGE GENERATOR DATA

To manage generator data, select the 'Generators' tab on the 'Manage Certificate of Representation' screen. The current generators and the list of units linked to the generators will appear in a grid. If you have questions about generators, contact Craig Hillock at [hillock.craig@epa.gov](mailto:hillock.craig@epa.gov).

### Add a New Generator

To add a new generator, select the 'Add New Generator' button. Enter the new generator ID in the 'Generator ID' field. Select the unit(s) to link to the new generator by using the checkboxes on the screen. Some units may not be listed. If a unit is already linked to this generator, is not marked as 'affected' for any EGU programs or has been cancelled, it will not be listed.

# Manage Certificate of Representation

[Test Plant \(123\) - DC](#)

State District Of Columbia  
 County District of Columbia  
 Latitude 12  
 Longitude -12

Representatives Units Owners/Operator **Generators** Programs

Generator ID	Units Linked To Generator	Acid Rain Program Nameplate Capacity (MWe)	Other Programs Nameplate Capacity (MWe)
1	1	50,000	50,000

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

[+ Add New Generator](#)

After selecting the unit(s), the ‘Generator Nameplate Capacity’ fields will appear for the appropriate program(s). Enter the nameplate capacity for the appropriate program(s), and select the ‘Add to Pending Submissions’ button. The changes will be added to the pending submissions queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

## Add New Generator

\*required

Generator ID\*

Units Linked To Generator\*

Check All  
 1  
 2

Generator Nameplate Capacity

Acid Rain Program Nameplate Capacity (MWe)\*

Other Programs Nameplate Capacity (MWe)\*

[+ Add to Pending Submissions](#) [Cancel](#)

### Link Unit to a Generator

To link a unit to a generator, select the generator ID in the grid.

Generator ID	Units Linked To Generator	Acid Rain Program Nameplate Capacity (MWe)	Other Programs Nameplate Capacity (MWe)
1	1, 2	50.000	50.000
2	1	50.000	50.000

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

[+ Add New Generator](#)

On the generator screen, select the 'Link Unit(s) to Generator' button.

## Generator 2

Generator Information

Acid Rain Program Nameplate Capacity (MWe)  
50.000

Other Programs Nameplate Capacity (MWe)  
50.000

[Remove Unit Relationship](#) [+ Link Unit\(s\) to Generator](#)

Generator	Units Linked To Generator	Programs
2	1	ARP, MATS

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

A popover screen will appear.

**Add Unit Relationship** ×

---

Generator 2

Units Linked To Generator\*

2

[Apply](#) [Cancel](#)

Select the unit(s) to which you want to link the generator by using the checkboxes on the screen and select the 'Apply' button. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

You may not see all units in the popover display as available to link to the generator. This could be because the unit is already linked to this generator, the unit is not marked as 'Affected' for any EGU programs, or the unit has been cancelled.

## Remove a Unit Relationship

To remove a Unit Relationship, select the generator ID in the grid.

Representatives	Units	Owners/Operator	Generators	Programs
Generator ID	Units Linked To Generator	Acid Rain Program Nameplate Capacity (MWe)	Other Programs Nameplate Capacity (MWe)	
1	1,2	50.000	50.000	
2	1	50.000	50.000	

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

+ Add New Generator

On the generator screen, select the 'Remove Unit Relationship' button.

## Generator 2

### Generator Information

Acid Rain Program Nameplate Capacity (MWe)  
50.000

Other Programs Nameplate Capacity (MWe)  
50.000

 [Remove Unit Relationship](#) [+ Link Unit\(s\) to Generator](#)

Generator	Units Linked To Generator	Programs
2	1	ARP, MATS

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

A popover screen will appear.

### Remove Unit Relationship

#### Generator 2

Unit ID

1

Apply

Cancel

Select the unit(s) for which you want to remove the unit relationship by using the checkboxes on the screen and select the ‘Apply’ button. The changes will be added to the pending submission queue, but still need to be submitted to EPA. See section titled **REVIEW AND SUBMIT**.

## VIEW PROGRAM DATA

To view program data, select the ‘Programs’ tab on the ‘Manage Certificate of Representation’ screen.

### Test Plant (123) - DC

State District Of Columbia  
 County District of Columbia  
 Latitude 12  
 Longitude -12

Representatives Units Owners/Operator Generators **Programs**

Current Previous

Program	Unit ID	Unit Classification	Unit Monitor Certification Begin Date	Unit Monitor Certification Deadline	Emissions Recording Begin Date
<a href="#">ARP</a>	1	Phase 2	01/01/2017	04/01/2017	03/31/2017
<a href="#">ARP</a>	2	Phase 2	01/01/2017	04/01/2017	03/31/2017
<a href="#">MATS</a>	1	Affected			

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Use the links in the grid to view unit-level program data. To view previous program data, select the ‘Previous’ tab. To add a program to a unit, you must submit a revised Certificate of Representation form. If you need to update unit program details, contact Craig Hillock at [hillock.craig@epa.gov](mailto:hillock.craig@epa.gov).

## REVIEW AND SUBMIT

Once you have made all the desired changes for the plant in the Certificate of Representation module, you must review and submit the data to EPA. You must submit the data to EPA before you navigate to a different module within CBS, or all changes will be lost.

To review your changes, select the ‘Review/Submit’ button in the upper right-hand corner of your screen. The ‘Confirm Plant Changes’ screen will appear displaying all of your pending submissions.

## Continue Managing Certificate of Representation

If you determine after reviewing your pending changes that you need to continue managing Certificate of Representation, select the ‘Continue Managing Certificate of Representation’ button to return to the ‘Manage Certificate of Representation’ grid. Your changes will remain in the pending submissions queue.

### Submit to EPA

If you determine after reviewing your pending changes that you are ready to submit to EPA, read the Certification Statements, check the 'I Agree' box, enter the required fields in the 'Security Check' section, and select the 'Submit to EPA' button.

I Agree

### Security Check

**\*required**

**User Name\***

**Password\***

**Challenge Question: What was the model of your first car?\***

**Submit to EPA**

**« Continue Managing Certificate of Representation**

**Cancel**

If you are missing any required information, you will receive a warning message. You must enter the missing information before you can proceed.

Once your data have been submitted successfully, you will return to the 'Manage Certificate of Representation' grid where you will see a 'Submission Successful' message. You will also receive a confirmation email for your records.

## CAMD BUSINESS SYSTEM (CBS) –MANAGE RESPONSIBLE OFFICIALS TUTORIAL

If you have questions about the Manage Responsible Officials Module, please select the Contact Us link at the top right of your screen to send your question to CAMD.



## **CAMD BUSINESS SYSTEM (CBS) –UNIT EXEMPTIONS TUTORIAL**

For information about Retired Unit and New Unit Exemptions, please go to the [Clean Air Markets Business Center](#) page and click on the Forms tab.

For the Retired Unit Exemption form, go to the section ‘View and Download Forms,’ and select the ‘Acid Rain Program, CSAPR, and MATS Forms’ link.

For the New Unit Exemption form, go to the section ‘View and Download Forms’ and select the ‘Acid Rain Permitting’ link.

If you have questions about the Unit Exemptions Module, please select the Contact Us link at the top right of your screen to send your question to CAMD.



## CAMD BUSINESS SYSTEM (CBS) –REPORTS TUTORIAL

Details about some reports (General Account Report, Detailed Compliance, Allowance Transfers, etc.) can be found within their respective Help topics. For all other questions concerning Reports, please select the Contact Us link at the top right of your screen to send your question to CAMD.



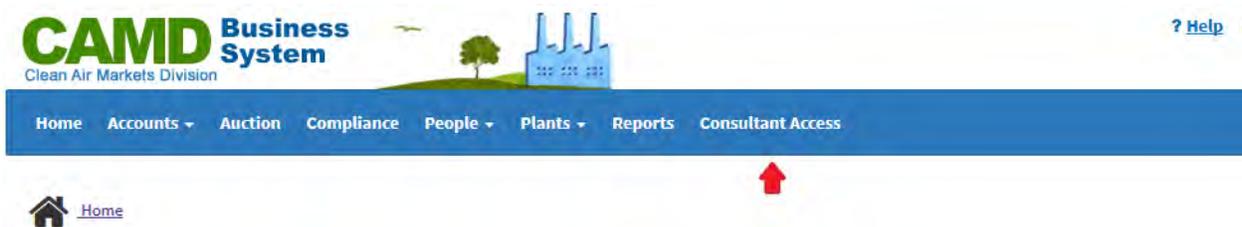
## CAMD BUSINESS SYSTEM (CBS) MANAGE CONSULTANT ACCESS TUTORIAL

The purpose of this tutorial is to guide CBS users through the 'Consultant Access' module in the CAMD Business System (CBS).

### What is Consultant Access?

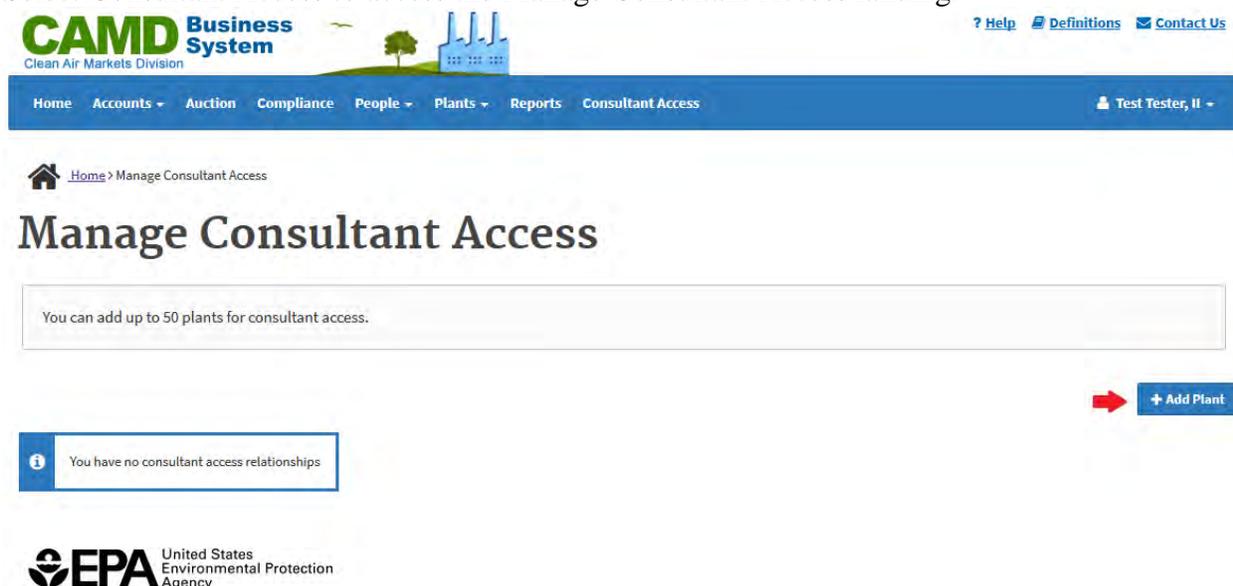
CAMD Business System (CBS) allows test contractors and environmental consultants to use the Emissions Collection and Monitoring Plan System Client Tool (ECMPS). The intent is to provide test contractors and environmental consultants the ability to enter test data into ECMPS in the required format, and run meaningful electronic validation checks on the data, before forwarding that data to their clients. A test contractor or environmental consultant must request consultant access to CBS/ECMPS in writing. Note, test contractors and environmental consultants WILL NOT have ECMPS Client Tool data submission rights, and therefore will not be able to submit data to EPA on behalf of their clients. In order to submit monitoring plan, QA, or emissions data to the EPA on a client's behalf, the Primary or Alternate Representative must appoint the test contractor or environmental consultant as his/her Agent.

CBS users with consultant access will see Consultant Access in the Main Menu.



### Manage Consultant Access

Select Consultant Access to access the Manage Consultant Access landing.



## Add Plants

CBS allows you to add up to 50 plants for consultant access. To add plants, select the Add Plant button.

### Add Plants ×

---

**Plant**

**State/Territory**

[Clear](#)

---

Search for the plant(s) you want to add by plant name, plant code or state/territory. Use the checkboxes in the search results grid to select the plant(s) you want to add and select the Apply button.

### Add Plants

---

**Plant**

**State/Territory**

[Clear](#)

<input type="checkbox"/>	Plant Name <span style="float: right;">▲</span>	Plant Code <span style="float: right;">↕</span>	State/Territory <span style="float: right;">↕</span>
<input type="checkbox"/>	Meg Test Plant	123456	Virginia
<input type="checkbox"/>	Test Plant	999	Alabama
<input type="checkbox"/>	Test Plant	123	District Of Columbia
<input type="checkbox"/>	Test Plant 2	55042	Connecticut

Showing 1 to 4 of 4 entries First Previous 1 Next Last

↓

---

To remove plants from the list, use the checkboxes in the grid to select the plant(s) you want to remove and select the Remove button.

 [Home](#) > Manage Consultant Access

## Manage Consultant Access

You can add up to 50 plants for consultant access.

[+ Add Plant](#)

<input type="checkbox"/>	Plant Name ^	Plant Code v	Effective Date v
<input type="checkbox"/>	Test 2	9000	11/16/2017
<input type="checkbox"/>	Test Plant	999	11/16/2017
<input type="checkbox"/>	Test Plant 2	55042	11/16/2017
<input type="checkbox"/>	Test Power Plant	1416	11/16/2017

Showing 1 to 4 of 4 entries

First Previous **1** Next Last

 Remove

