For Preparers and Certifiers: Preparing and Submitting a Supplemental Submission

> **Note:** Supplemental submissions can be made to provide additional information or clarification related to an official submission and should be coordinated with your EPA Regional Office. Preparers can create a supplemental submission and enter necessary information, but only Certifiers can submit supplemental submissions to EPA. An official submission must be submitted to EPA prior to creating an associated supplemental submissions.

1. On the SPeCS for SIPs state landing page, click on the 'Supplement' button associated with the submission you would like to supplement in the Plans Submitted table (see Figure 1).

Figure 1: State Landing Page

2. The Supplemental Submission page will then appear. By default, the title of the official submission for which you are submitting supplemental information will appear at the top of the page (in the gray bar) and cannot be modified.

3. In the first text box on the page, enter a reason for the supplemental submission (see Figure 2). This is a required field.

4. Upload an official letter from your organization notifying EPA of the supplemental submission, and upload any other supporting documentation. You are required to upload at least one file related to the supplemental submission (see Figure 2). See the "Uploading Documents" job aide for more information on uploading documents.

5. Verify that you have coordinated with your EPA Regional Office prior to submitting the supplemental submission by selecting the checkbox below the file upload section (see Figure 2). This is a required field.

Note: Steps 6-10 apply only to Certifiers.

6. If you are registered as a Certifier, select the 'Submit' button to electronically sign and submit the supplemental submission (see Figure 2).

   a. If you are registered as a Preparer, a 'Ready for Certification' button appears instead of the 'Submit' button. Select the 'Ready for Certification' button to complete the preparation of the submission and notify certifiers in your state that the submission is ready for review and official submission.

Figure 2: Supplemental Submission Page

| SPeCS Home | Create OFFICIAL Submission | Create DRAFT Submission | Return to CDX | EPA Regional Contacts | Contact Us |

NY Infrastructure SIP, Maintenance Plan, and OTR

Please provide the reason for this supplemental submission and any other specific comments for EPA (e.g. which plan elements you would like to supplement). *

Please upload an official letter requesting a supplemental submission and any other supporting documentation. *

Choose File | No file chosen

Upload

Files must be less than 100 MB.
Allowed file types: gif jpg jpeg png bmp eps tif pict psd txt rtf html odf pdf doc docx ppt pptx xls xlsx xml avi mov mp3 ogg wav zip.

☐ I have coordinated with my EPA Regional Office regarding this supplemental submission. *

Cancel | Submit | Preview Submission | Save and Exit

7. A certification statement appears in a pop-up box. You are required to agree to the certification statement, in compliance with CROMERR standards. Read the statement and select the 'Accept' button to continue (see Figure 3).

Figure 3: Certification Statement

8. Once the eSignature Widget appears, enter your CDX user name and password. Note that the password is case-sensitive.

9. As a second security measure, you may either choose to answer a security question associated with your account, or receive a text message from CDX with a PIN code (see Figure 4).

Figure 4: eSignature Widget Secret Question Verification

a. If you would like to answer the security question, select the 'Answer Secret Question' radio button, enter the answer that you provided during CDX registration, and select the 'Answer' button. The answer that you provide is not case-sensitive (see Figure 4).

b. If you prefer to receive a text message from CDX with a PIN code, select the 'Send Text Message' radio button. A partially hidden instance of your mobile number will appear on the widget. Once you verify the mobile number, select the 'Send' button. Shortly after, you will receive a text message from CDX with a PIN code. Enter the PIN in the 'Enter PIN below' box on the eSignature Widget and select the 'Verify' button (see Figure 5).

Figure 5: eSignature Widget SMS Verification

c. Please note: If this radio button option does not appear on your eSignature Widget, you do not have a mobile number added as a verification method on your account. To add a mobile number, navigate to the MyCDX page by selecting the 'Return to CDX' hyperlink from the navigation bar. Select the 'My Profile' tab from the homepage, and navigate to the 'Verification Methods' section. Select the 'Modify Verification Methods' button to edit or add a mobile number to your account (see Figure 6).
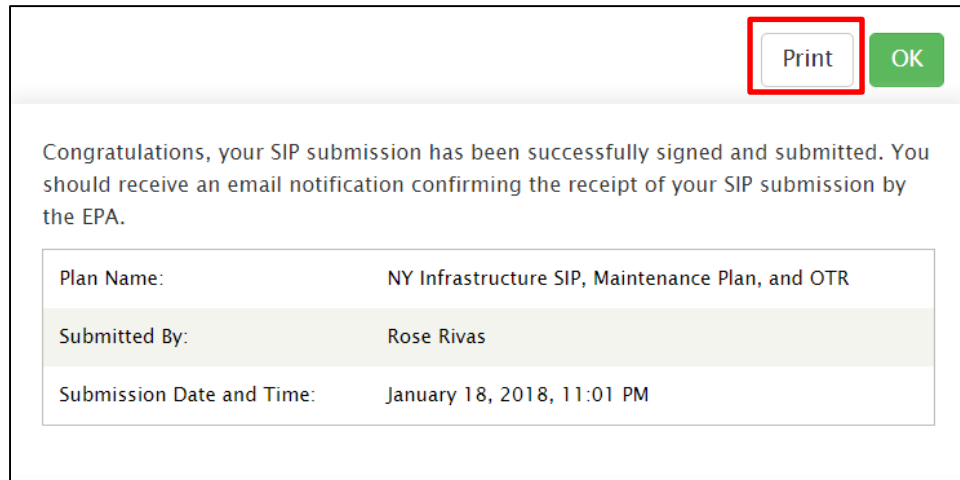
Figure 6: MyCDX Verification Methods

10. Once you have verified your account, select the 'Sign' button that appears on the eSignature Widget (see Figure 7).

Figure 7: eSignature Widget Signature Process
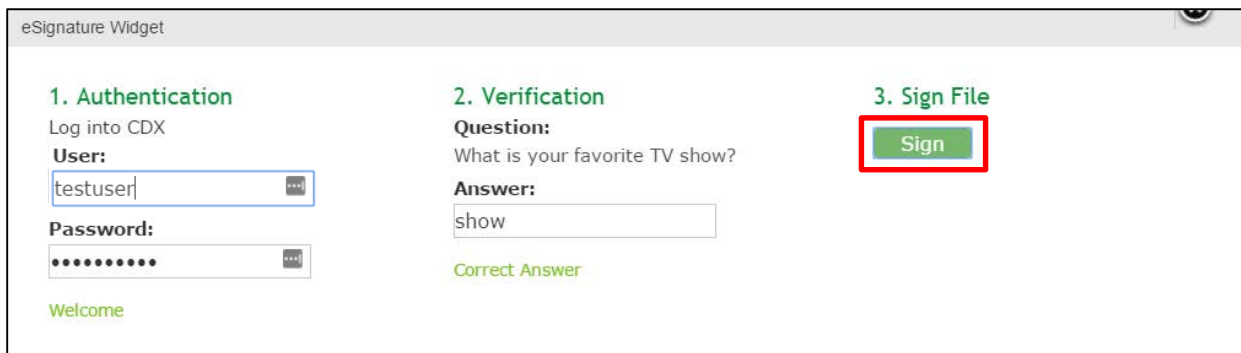
11. A submission confirmation pop-up box appears with additional details about your submission. You may select the 'Print' button to save an HTML copy of your submission details for your records (see Figure 8).

12. The submission now will be denoted as a Supplemental submission in the "Plans Submitted" table on the state landing page.

Figure 8: Submission Confirmation

> Print   OK
>
> Congratulations, your SIP submission has been successfully signed and submitted. You should receive an email notification confirming the receipt of your SIP submission by the EPA.
>
> | Plan Name: | NY Infrastructure SIP, Maintenance Plan, and OTR |
> | --- | --- |
> | Submitted By: | Rose Rivas |
> | Submission Date and Time: | January 18, 2018, 11:01 PM |

Support

If you have any questions related to submission development, please contact your EPA Regional Office contact, as listed on your state landing page.

If you have any questions related to CDX or the SPeCS for SIPs program service, please contact the CDX Help Desk at helpdesk@epacdx.net or by telephone at 888-890-1995.