Updated June 11, 2021

How Do I Submit to EIS Using the Web Client?

Introduction

The Emissions Inventory System (EIS) receives and stores emissions inventory data and generates emission inventories. Data are submitted to the EIS using the Consolidated Emission Reporting Schema (CERS). State, Local, and Tribal Agencies can submit emissions inventory data to EIS using any one of the following mechanisms:

1. **Full Node**. Exchange Network Node that allows machine-to-machine transactions.

2. **Node Client**. Software that can be downloaded and installed on your desktop.

3. **Web Client**. A web-based submission method that does not require installing node software.

This section of the EIS User Manual focuses on submitting data using the Web Client.

The **Exchange Network Services Center** (ENSC) is a web-based tool (https://enservices.epa.gov/login.aspx) designed to allow Exchange Network users the ability to easily send, get, and download information from other partners on the Exchange Network.

The Exchange Network Services Center utilizes three methods for the exchange of environmental information:

- **Send Info:** Submit documents or information to another system on the Exchange Network.

- **Get Info:** Retrieve information from another system on the Exchange Network. This information is retrieved immediately through query services or requested and then downloaded through solicit services.

- **Download:** Download a document from another system on the Exchange Network with a transaction or document ID.

The Services Center provides two options for using data services. **Guide Me Step-by-Step** guides more novice users through the steps necessary to complete the transaction. **Express Request** allows advanced users to quickly complete their transaction (see "Exchange Network Services" for more information). The Service Center tracks a user's previously used services and past activity for easy use in the future.

After 20 minutes of inactivity, a user's EN Services Center session will time out. The user will need to log back in to access the application.

Step 1: Registering for an EIS Account

The first step in the process for submitting data is to register for an EIS account. You do this by following the instructions in the section of the EIS User's Manual entitled "How Do I Request Access to the EIS Gateway." You can find the document at this web site: https://www.epa.gov/air-emissions-inventories/emissions-inventory-system-eis-usersmanual-and-how-tos .

Step 2: Creating your XML file for Submission

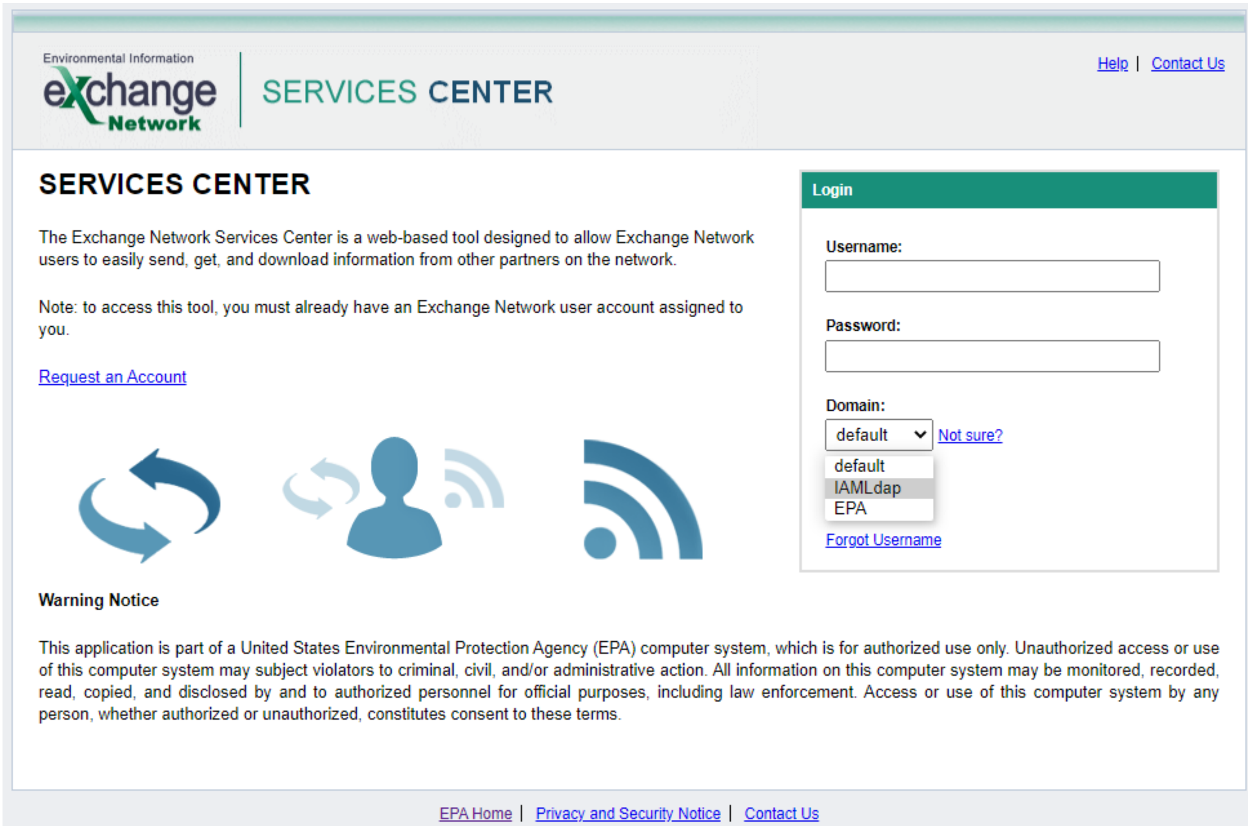
The next step in the submission process is to generate your EIS CERS XML file. An XML file can be generated using your own internal system or by using the Bridge Tool. The Bridge Tools can be downloaded from: https://www.epa.gov/air-emissions-inventories/eis-bridge-tools. You can find the instructions for the Bridge Tool at this website: https://www.epa.gov/air-emissions-inventories/emissions-inventory-system-eis-usersmanual-and-how-tos .

Step 3: Login to the Web Client

When you are ready to submit your file, log onto the Web Client at the following web site: Environmental Exchange Network | Services Center (enservices.epa.gov)

Specify your Central Data Exchange (CDX) username, along with your password and appropriate domain to authenticate your account. The domain is tied to your user account. The appropriate domain must be provided to successfully log in. Most SLT EIS users have a domain of "IAMLdap". This allows your CDX account to be accessed using the same password as your EIS account (which is authenticated against a different system called "Wide Area Access (WAA)".You will use the same User ID and password to log on to the Web Client that you use for the EIS Gateway. **Please note that the User ID is case sensitive**.

After you have entered the User ID and password, select IAMLdap as the Domain.

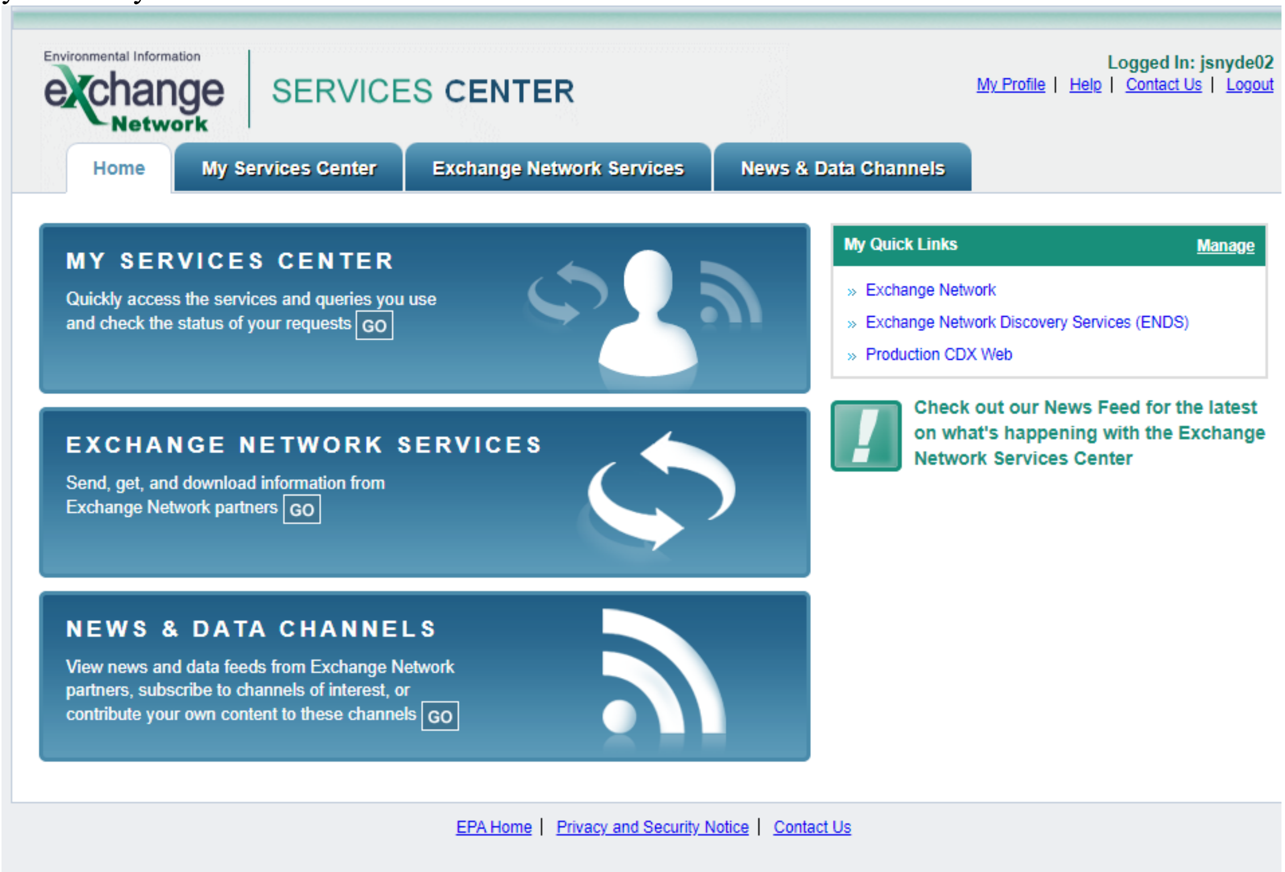


Step 4: Selecting the File You Want to Submit

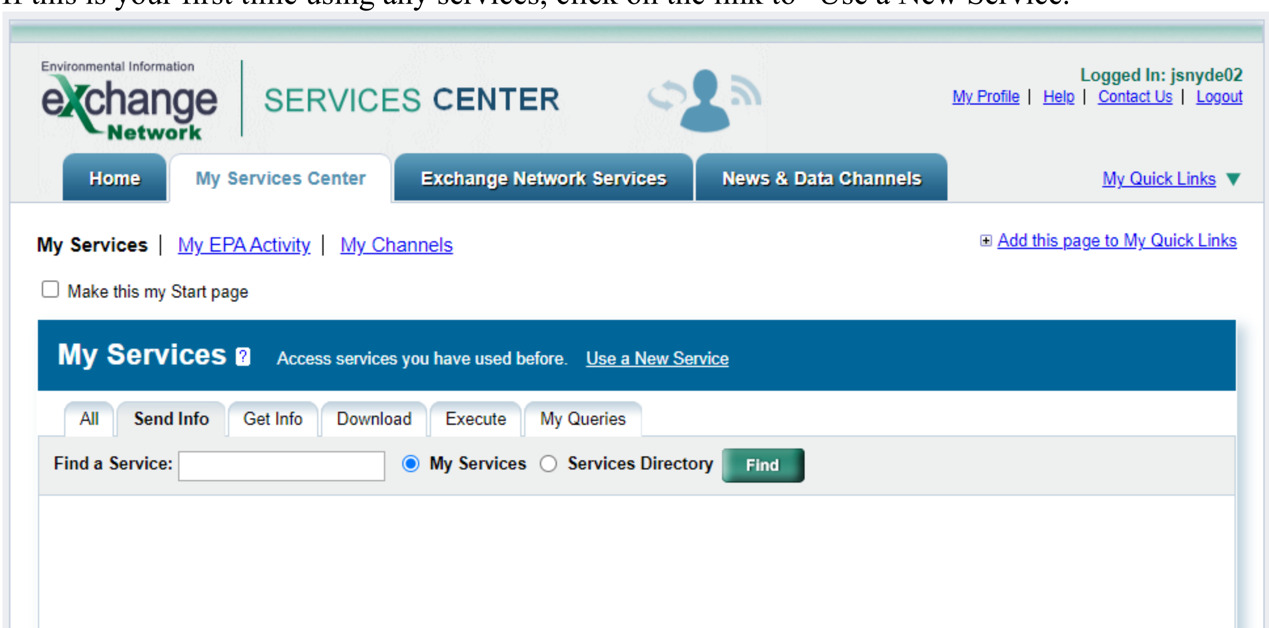
Before you select a file to submit, remember these rules about the EIS CERS XML file:

- The EIS submission file consists of an XML document, made up of the Exchange Header (Version 2.0) and the payload, and any attached file.
- The Payload is the actual EIS data, adhering to the structure of the CERS.
- Any supporting documents (for the NMIM activity data or GIS files) are attached in the form of binary attachments. These data attachments are referenced by name in the CERS payload section of the document, but the data attachment content exists as separate documents external to the Document structure.
- **All of these items are submitted in a single compressed '.zip' file**.
- Only **one** category of data (i.e., FacilityInventory, Point, Nonpoint, Mobile, Events) is allowed to be included in each .zip file; more than one category of data will cause the entire file to be rejected by EIS.

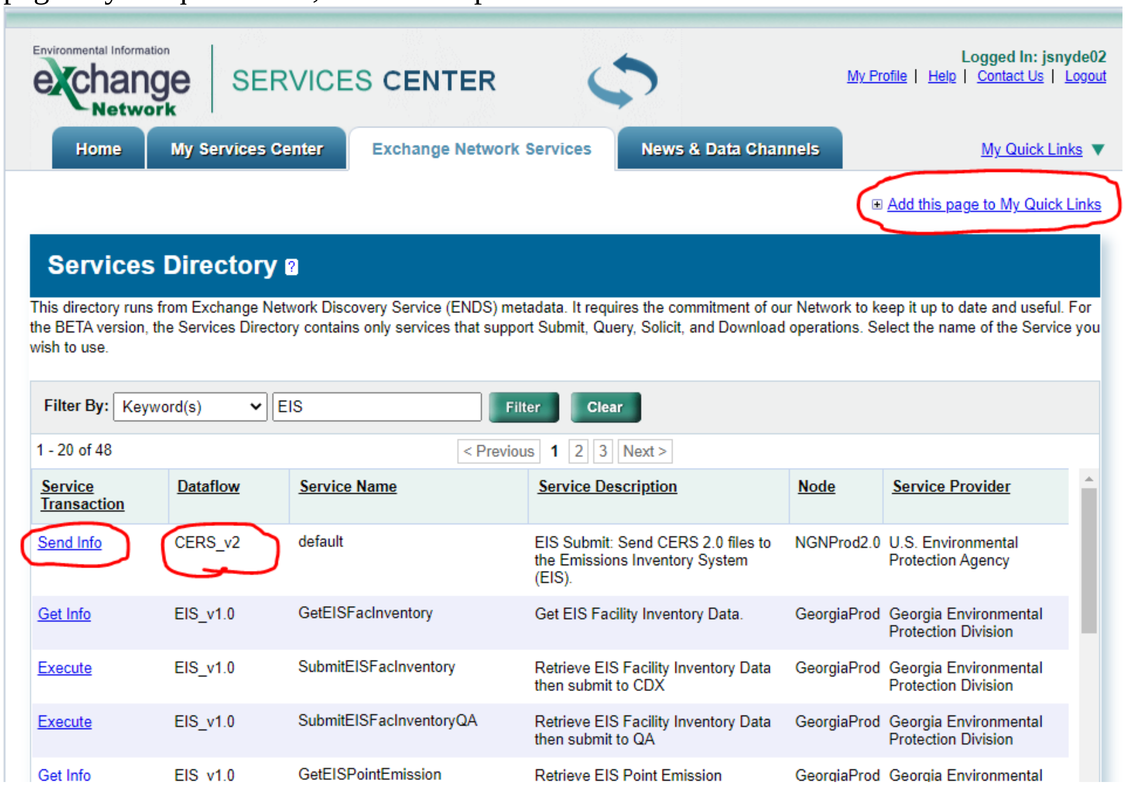
Here is a screenshot of the Landing Page. If you click on “My Services Center,” it will take you to “My Services.”



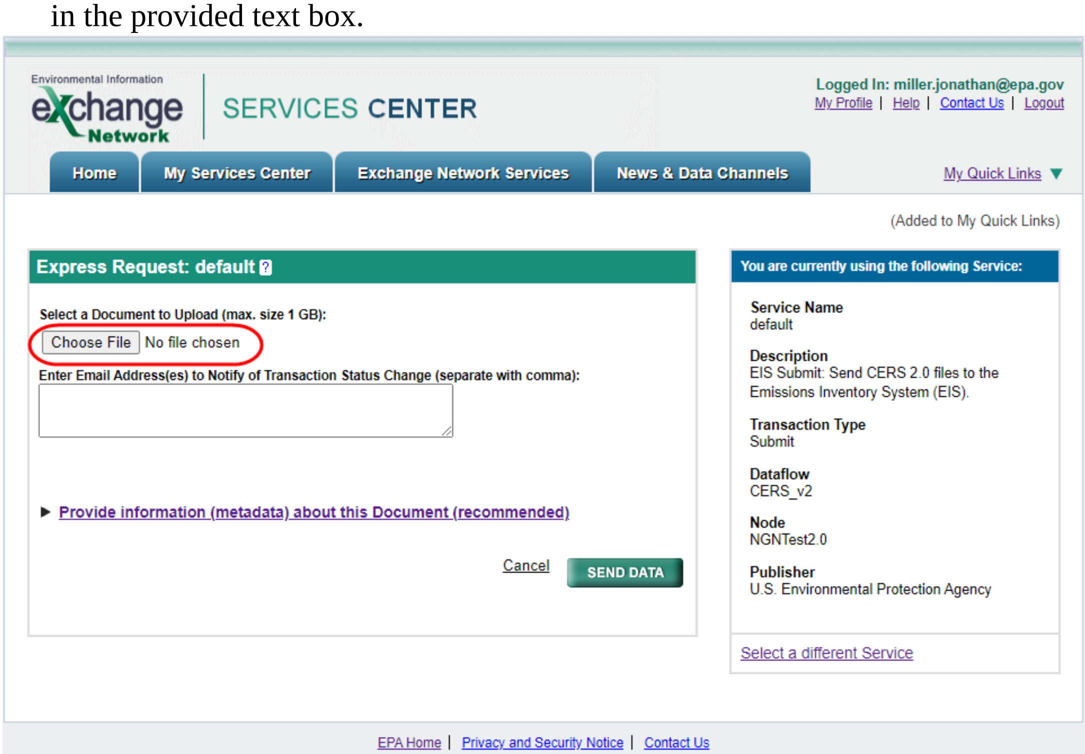
If this is your first time using any services, click on the link to “Use a New Service.”



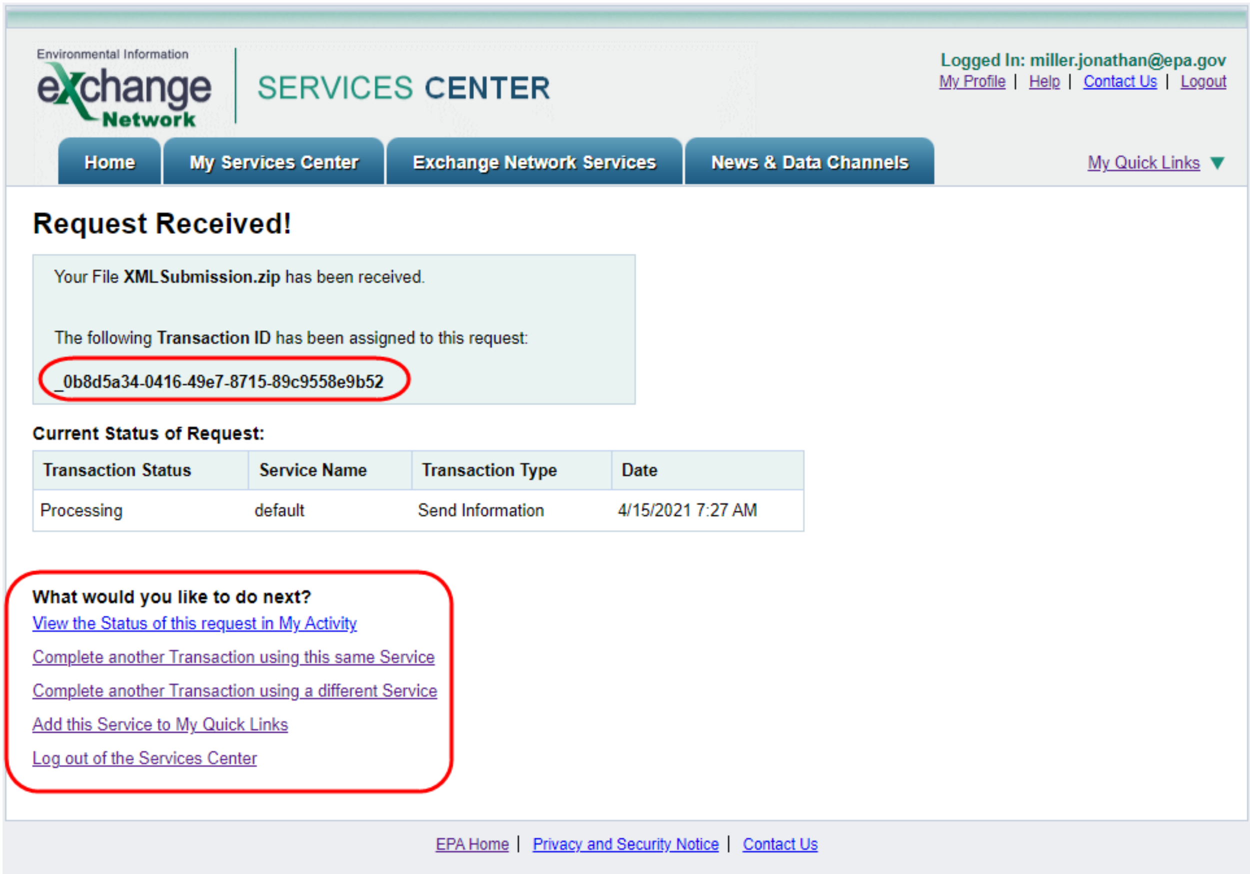
Type “EIS” where it says “enter Keywords” and hit the “filter” button. The first item in the list is the CERS_v2 Schema. Click on the link that says “send info.” You can now add this page to your quick links, for future uploads.



1) Click on the “Choose File” button and locate the zip file you want to load. Remember that all XML files submitted to EIS must be zipped before loading. If there are people other than yourself that you want notified of this submission, enter their email addresses in the provided text box.



2) Click on the “SEND DATA” button.
3) Once the file has been sent, you will receive a screen like the following:



This provides you with the transaction id of the submission. (This information will also be emailed to you). You may use the links at the bottom to check on the status of the given submission, submit another file, or submit a file using a different service. You are all done!

Important Process Note

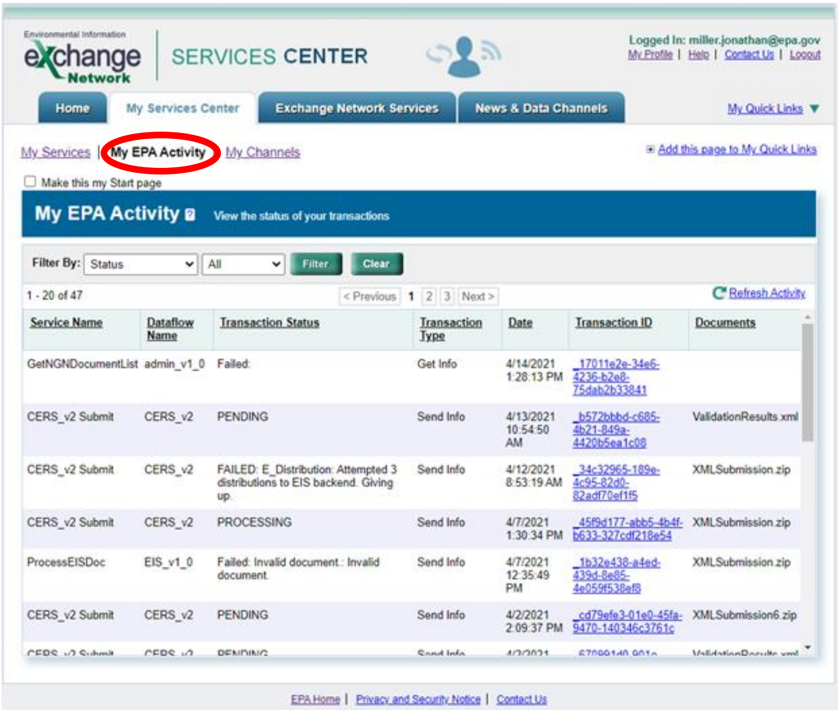
Any Email address you add in the Emails To Notify line will be the default recipient of the notifications from CDX. This means that unless the submitters address is also entered, they will not receive any email notifications from CDX.

NOTE: Repeat Step 4 for as many files as you need to submit.

Step 5: Tracking Your Submission

Once the file has been submitted, you will see a results screen that will provide a transaction ID and a status of your submission.

The “My Activity” link lists all EN Services Center transactions completed by a user. This page provides the necessary details of a transaction to include:



- The service used
- Transaction type
- Date and time of the transaction
- The transaction ID

A link is provided within the transaction ID for additional transaction details. Users can filter their activity by:

- **Status:** Filter by the status of the transactions: Completed (a transaction was successfully completed), Failed (there was an issue with the submission, and it failed) and Pending (the transaction has not completed processing yet).
- **Dataflow:** Filter by the Exchange Network dataflow from which the user submitted or obtained information.
- **Transaction Type:** Filter by Send Info, Download or Get Info transactions.
- **Most Recent:** Filter by transactions within the Last 30 Days, Last 60 Days, Last 90 Days or All Transactions.
- **Transaction Date:** Filter by a date range of transactions.
- **Transaction ID:** Filter by a specific Transaction ID.

Selecting the Clear button will remove any filters and show the full list of transactions. A Refresh Activity link is provided at the top right-hand corner of the My Activity page that is used to refresh the status of transactions as needed.

Users can select the “Make this my Start page” check box for this page to be the first page that appears when logged into the EN Services Center. Users can also click “Add this page to my Quick Links”, located in the top right corner of this page to add this page to the list of Quick Links.

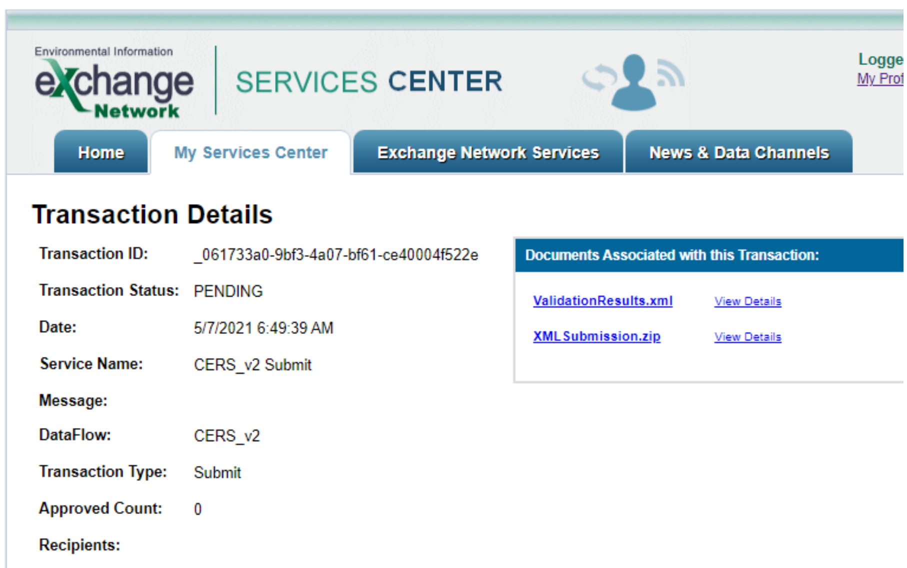
The status of “Pending” indicates your submission is being processed through CDX and the EIS.

The CDX will perform validation on the schema.

The EIS will perform quality assurance on the data in the payload.

You can click on the Transaction ID for more detailed information about your submission. You should allow a few minutes before clicking on the transaction ID to allow processing of your submission.

When you click on the Transaction ID, the following screen will appear:



This page will provide information for the transaction ID for your submission:

The Transaction Status will indicate one of the following:

- Pending
- Received (by CDX),
- Processed (CDX schema validation)
- Completed (EIS processing).

The Description identifies:

- Your file failed schema validation
- Your file failed to load into EIS
- Your file has successfully loaded into EIS (through an extract, transform, and load process).

If the Transaction Status is "Completed" your file has been loaded into EIS for Processing.

When the processing of the file is complete, you will receive an email notifying you of the status.

Step 6: More Information on the Submission

The Transaction Details screen provides more information on the status of the submission. You can click on the ValidationResults.xml to download the results of the schema validation, or XML Submission.zip to download the original XML zip file.

Step 7: Your EIS QA Feedback is Ready

When the file has been completely processed by EIS, you will receive an email stating that your QA feedback is ready and available on the EIS Gateway. Log into EIS at https://eis.epa.gov/eis-system-web/welcome.html