



United States  
Environmental Protection  
Agency



# e-GGRT 101: Registering-in and Using EPA's electronic Greenhouse Gas Reporting Tool

HFC Allocation Rule Reporting

December 7, 2021

# Agenda

- HFC Allocation Rule Background
- Electronic Reporting under Part 84
- e-GGRT User Registration
- HFC Reporting System Registration
- Account Management
- HFC Landing Page orientation
- e-GGRT HFC to e-GGRT GHGRP
- Helpful Resources
- Questions

# HFC Allocation Rule Background



- The American Innovation and Manufacturing (AIM) Act of 2020
  - Enacted on December 27, 2020
  - Phases down production and consumption of HFCs by 85 percent by 2036
- The HFC Allocation Final Rule, 40 CFR Part 84
  - Published October 5, 2021
  - Establishes an HFC allowance allocation and trading system to phase down HFCs consistent with the AIM Act
  - Starting January 1, 2022, production and/or consumption allowances are needed to produce or import bulk HFCs, with limited exceptions
    - Producing HFCs requires both production and consumption allowances
    - Importing bulk HFCs requires consumption allowances
    - Application-specific allowances may also be used to produce or import HFCs for use in the six applications listed in the AIM Act

# Electronic HFC Reporting

- 40 CFR Part 84.31(a)(2): “Reports, petitions, and any related supporting documents must be submitted electronically in a format specified by EPA.”
- Most reporting will be done through EPA’s electronic Greenhouse Gas Reporting Tool (**e-GGRT**) HFC reporting system.



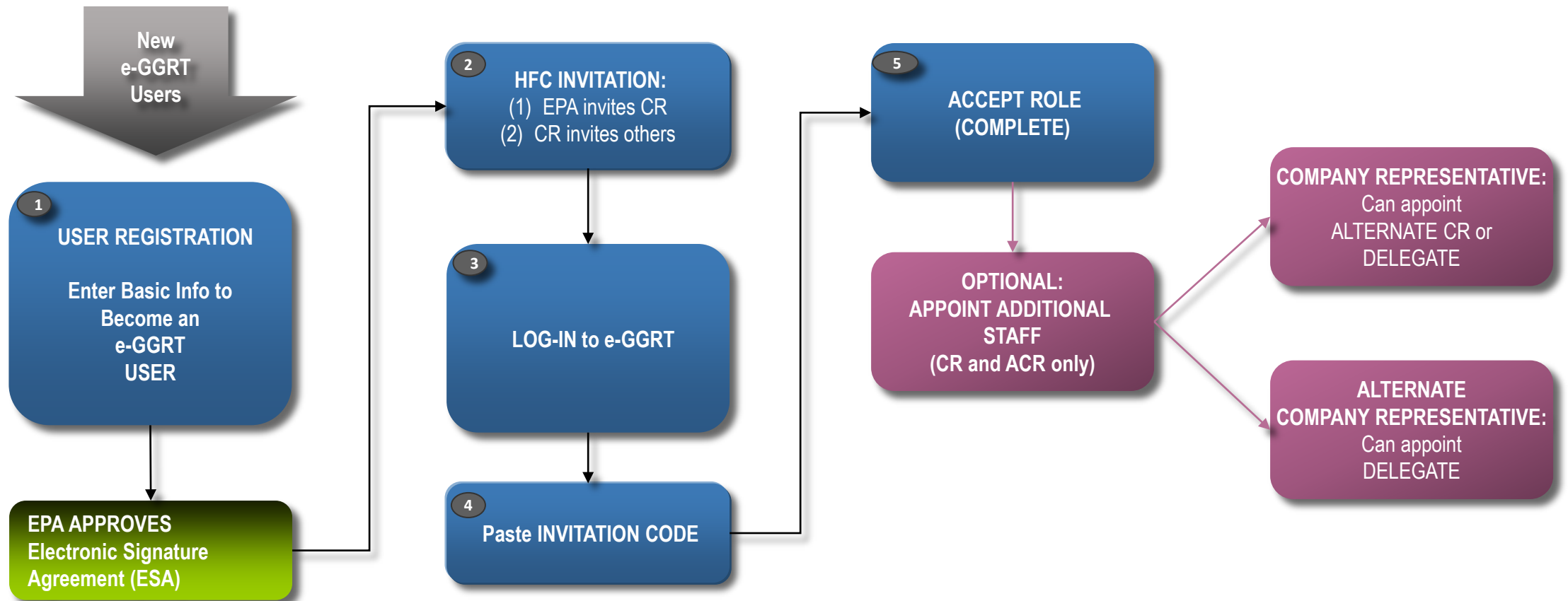
- A few forms\* require using the CDX-based Ozone Depleting Substances (ODS) application.

\* *One-Time AD/CVD Reporting, Application for Set-Aside of HFC Allowances, Petition to Import Used HFCs for Destruction*

# e-GGRT User Registration

- Use of e-GGRT HFC Reporting System requires an e-GGRT Account
- (1) Register as a USER in e-GGRT.
    - If you have an existing e-GGRT account, you may skip this step.
    - If you have an existing CDX account but not an e-GGRT account, you can use your CDX credentials to complete e-GGRT registration (shortcut).
  - (2) Register as an HFC Reporting System representative in e-GGRT.
    - EPA needs information from you to send a unique registration invitation

# e-GGRT HFC User Registration Workflow

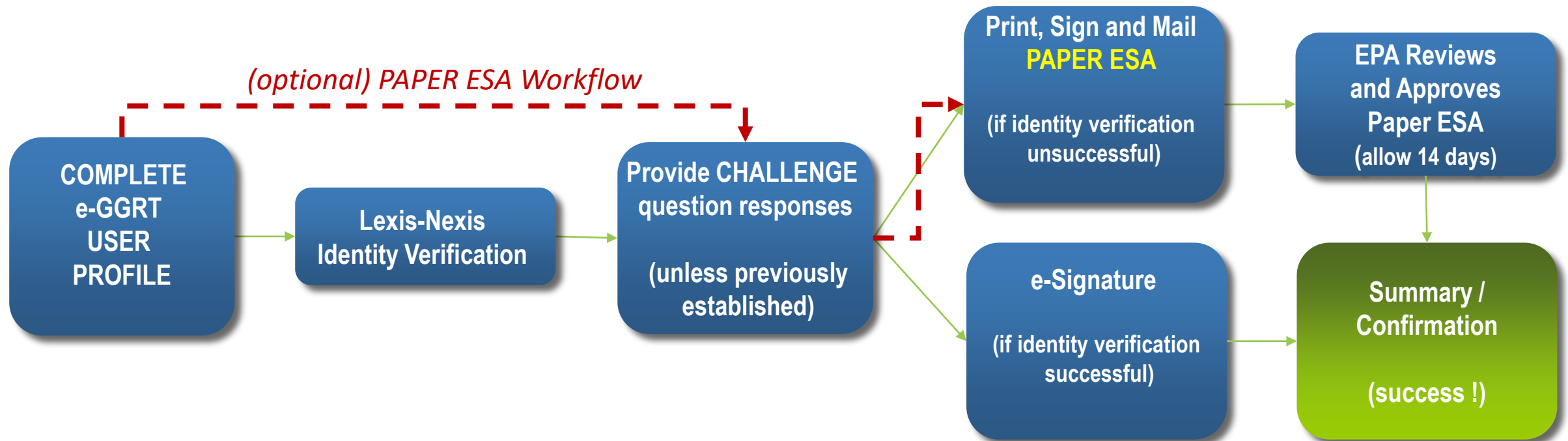


*CR = Company Representative  
ACR = Alternate Company Representative*

# Preparing to Register

- e-GGRT User Registration requires
  - An Electronic Signature Agreement (ESA)
    - Option 1: Electronic ESA issued via Lexis/Nexis ID service
    - Option 2: Paper ESA, fill-print-sign-mail (Please allow up to 14 days for delivery and EPA processing)
  - Creation of Username/Password credentials
  - Responses to 5 challenge questions (used for report submission)
  - Information you will need includes:
    - Name
    - Mailing address, Phone Number
    - Email address
    - If you are an EPA Central Data Exchange (CDX) user: CDX User Name and Password
    - Personal Identifying Information if you use ESA Option 1 (electronic)

# e-GGRT User Registration Overview





# User Registration: Login Page

The screenshot shows the EPA e-GGRT login page. The header includes the EPA logo and the text "United States Environmental Protection Agency" and "e-GGRT Electronic Greenhouse Gas Reporting Tool". A left sidebar contains "e-GGRT Help", "Login to e-GGRT", and "Log In". The main content area is titled "Welcome to EPA's electronic Greenhouse Gas Reporting Tool" and includes an "About e-GGRT" section, a "Warning Notice", and an "e-GGRT LOGIN" form with fields for "User Name:" and "Password:", a "Show Password" checkbox, and a "LOGIN" button. Below the form are links for "Need Help?" (Forgot your User Name?, Forgot your Password?) and "New to e-GGRT?" (Create your e-GGRT account). Annotations include a yellow box pointing to the "e-GGRT Help" link with the text "Context sensitive help on every page", a yellow box pointing to the "User Name:" field with the text "As a new e-GGRT user you will start at the e-GGRT login page: https://ghgreporting.epa.gov", a yellow box pointing to the "LOGIN" button with the text "If you have a CDX account then log in with your CDX credentials here", and a yellow box pointing to the "Create your e-GGRT account" link with the text "Otherwise, click the blue 'Create a new e-GGRT account' link".

**Context sensitive help on every page**

As a new e-GGRT user you will start at the e-GGRT login page:  
<https://ghgreporting.epa.gov>

**If you have a CDX account then log in with your CDX credentials here**

**Otherwise, click the blue "Create a new e-GGRT account" link**

# User Registration: On-Screen Directions

## About the e-GGRT One-time User Registration Process

### SHOULD YOU REGISTER TO USE E-GGRT?

You will need to create an e-GGRT user account if you plan to register or represent a facility or supplier affected by EPA's Mandatory Greenhouse Gas Reporting Rule.

If you are uncertain, the [Applicability Tool](#) may help you assess whether your facility is required to report greenhouse gas (GHG) emissions. Note that information tailored to Suppliers and other affected entities can also be found there.

### You are already registered if:

**You have a CDX Account.**  
CDX and e-GGRT are integrated so that both will work with your existing CDX account.

[Log in to e-GGRT](#) with your user name and password.

### User Registration Process


- |   |  |
|---|--|
| <b>1 Create User Profile</b>            | Enter identifying information (name, address, contact information); set your user name, password, and three security questions.  |
| <b>2 Pick Challenge Questions</b>       | Pick and supply answers to five challenge questions. You will be asked one of these questions anytime you certify and sign a submission in e-GGRT.   |
| <b>3 Electronic Signature Agreement</b> | Your options are: 1) electronically sign the Electronic Signature Agreement or; 2) print and submit a hard copy of the Electronic Signature Agreement.<br><br>You will not be able to use e-GGRT until EPA has approved your Electronic Signature Agreement. |
| <b>4 Print Summary</b>                  | Print the summary of your registration for your records. If you have questions regarding your registration, including the status of your Electronic Signature Agreement, you can refer to this document.   |
| <b>Start Using e-GGRT</b>               | EPA will not activate your account until your Electronic Signature Agreement has been submitted and approved. An account activation notice will be sent to the email address you used for registration. You will then be able to use e-GGRT.                 |


**BEGIN REGISTRATION**

**On-screen directions will guide you through the user registration process.**

→ **Most e-GGRT pages allow you to freely navigate and come back later to complete them. New user registration, however, requires you to complete the four steps in one session.**

# User Registration: Your User Profile

 United States Environmental Protection Agency

 e-GGRT  
Electronic Greenhouse Gas Reporting Tool

**USER REGISTRATION**

[e-GGRT Help](#)

[A User Profile](#)

**User Profile**   Challenge Questions   Signature Agreement   Print Summary

**YOUR USER PROFILE**  
By completing and saving this form you will establish your e-GGRT user profile.

**NOTE:** You will not be able to return to this screen, so please double-check the information before you save. \* denotes a required field

**Title \***

**First Name \***   
Please use your full first name and not a nickname for identity proofing purposes.

**Middle Initial**

**Last Name \***

**Suffix**

**ADDRESS INFORMATION**

**Organization (Employer) \***

**Mailing Address Line 1 \***  **Mailing address is required.**  
Maximum 50 characters

**Mailing Address Line 2**

**City \***

# User Registration: On-Screen Directions

## CONTACT INFORMATION

Email *	<input type="text" value="gpotemkin@twstl.com"/>
Phone Number *	<input type="text"/>
Phone Extension	<input type="text"/>
FAX	<input type="text"/>

**Throughout the registration process on-screen directions and validation messages will provide help**

## USER NAME & PASSWORD

Your user name may not contain spaces or symbols. Do not begin your user name with a number.

User Name \*

Your password must be at least 8 characters long and contain at least one number, one uppercase and one lowercase letter. Passwords cannot start with a number.

Password \*   Show Password

Your security questions and answers are used to authenticate you in situations where you have forgotten your user name or password. Please select three security questions which are relevant to you and provide answers which are not easily guessed by others.

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

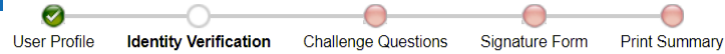
Security Answer 2 \*

Security Question 3 \*

Security Answer 3 \*

**The (3) Security Questions and Answers are used if you need to reset your password. Store this information securely.**

# User Registration: LexisNexis electronic ESA identity verification



## ADDITIONAL PROOF OF IDENTITY

e-GGRT requires additional proof of identity. Your options are to:

1. Use LexisNexis®, an independent 3rd-party electronic identity proofing service by completing the form below and clicking VERIFY, or
2. Print and submit a signed form via regular U.S. mail or overnight service to the U.S. Environmental Protection Agency. Submitting the signed form via certified U.S. mail is not recommended. [I would like to print and submit a signed form.](#)

\* denotes a required field



**Note:** By proceeding with verification you understand the service is voluntary and that you are validating personally identifying information against a 3rd-party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes. [Privacy Policy](#)

Before attempting to complete identity verification, please review the guidance below:

- Input your prior home phone number if moved within last 6 months
- Input your prior home address if moved within last 6 months

First Name	George
Last Name	Potemkin
Middle Name	<input type="text"/>
Home Address *	<input type="text"/>
Home City *	<input type="text"/>
Home State *	Select <input type="text"/>
Home Zip *	<input type="text"/>
Home Phone *	<input type="text"/>
Date of Birth *	<input type="text"/>
Last 4 of SSN *	<input type="text"/>

I am the person whose name is presented above. Please proceed with LexisNexis® validation.

VERIFY

EXIT

# User Registration: Challenge Questions

**EPA** United States Environmental Protection Agency

**USER REGISTRATION**

e-GGRT Help  
Challenge Questions

User Profile Identity Verification (Paper) **Challenge Questions** Signature Agreement

**YOUR FIVE CHALLENGE QUESTIONS**  
Select and answer five different Challenge Questions. When you use e-GGRT to sign a submission, you will be prompted to correctly answer one of these questions.

**CHALLENGE QUESTIONS**

Question 1 \* What is the first and middle name of your oldest sibling?

Answer 1 \*

Question 2 \* What is the first and middle name of your oldest sibling?

Answer 2 \*

Question 3 \* What is the first and middle name of your oldest sibling?

Answer 3 \*

Question 4 \* What is the first and middle name of your oldest sibling?

Answer 4 \*

Question 5 \* What is the first and middle name of your oldest sibling?

Answer 5 \*

**SAVE**

**E-GGRT will use Challenge Questions and Answers later to support Electronic Signatures so keep them stored securely.**

# User Registration: Electronic Signature Agreement

The screenshot shows the EPA e-GGRT user registration interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo and a user greeting 'Hello, Martin Huppert | Logout'. Below the header is a progress bar with five steps: 'User Profile', 'Identity Verification (LexisNexis®)', 'Challenge Questions', 'Signature Form' (the current step), and 'Print Summary'. The main content area is titled 'YOUR ELECTRONIC SIGNATURE AGREEMENT' and contains the following text:

e-GGRT requires an Electronic Signature Agreement. Your Electronic Signature Agreement that you submitted for CDX is **NOT** transferable to e-GGRT. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for e-GGRT.

**Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.**

Electronic Signature and Use Agreement

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account. I have reviewed and agree to the following conditions for the access and use of my account.

- (1) I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
- (2) I agree to maintain an email account. If any email sent to me by EPA is returned undeliverable, I will explain why this occurred when requested by EPA;
- (3) I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;
- (4) I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
- (5) I agree not to attempt to view, change, or delete data unless I have authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

Name: George Potemkin

Buttons: PAPER ESA, SIGN ELECTRONICALLY

Footer: Paperwork Reduction Act Burden Statement | Contact Us | e-GGRT 20.36-j1778 | UA-2

# User Registration: Electronic Signature Agreement

**EPA** United States Environmental Protection Agency


**USER REGISTRATION**

e-GGRT Help  
Electronic Signature Agreement

User Profile Identity Verification (Paper) Challenge Questions **Signature Form** Print Summary

### YOUR ELECTRONIC SIGNATURE AGREEMENT

e-GGRT requires an Electronic Signature Agreement. Your Electronic Signature Agreement that you submitted for CDX is **NOT** transferable to e-GGRT. You will not be able to use e-GGRT functionality until EPA receives this paper form. Please allow ten business days for processing.

1. Print: [Your Electronic Signature Agreement Form](#) 
2. Read your form
3. **Sign and date your form**
4. Mail your form to:  
GHGRP Help Desk  
SAIC  
12010 Sunset Hills Road, 1st Floor  
Reston, VA 20190

For quicker processing, we suggest sending your form via overnight service. We DO NOT recommend sending the form via certified mail.

5. Wait for EPA to receive your form, after which you will receive an account activation notice by email and can begin using e-GGRT.

**NEXT**

On this final page you can print out your Electronic Signature Agreement.

You can also save a copy as a PDF file.



# Paper Electronic Signature Agreement

## Electronic Signature and Use Agreement

The electronic submittal of information to the creation and maintenance of a CDX user account and use of my account.

- (1) I understand and agree that I will be held responsible for the accuracy of the information submitted and any submission I make as I would be by making such a submission.
- (2) I agree to maintain an email account. If a problem occurs, I will explain why this occurred when requested by EPA.
- (3) I agree to protect my user name and password. I will not give my user name or password to any other individual. I will not allow my password to be written into computer files.
- (4) I agree to contact the EPA as soon as possible if my user name or password have become lost, stolen, or otherwise compromised.
- (5) I agree not to attempt to view, change, or delete any information in an unethical and trustworthy manner and to be held responsible for any such attempt.

John Metropolis  
123 Industrial Way  
Beverley Hills, CA  
90210



GHGRP Help Desk  
SAIC  
12010 Sunset Hills Road  
1st Floor  
Reston, VA 20190  
USA

Name:  
User name:  
Organization:  
Email Address: kokopeli.peter@epa.gov  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Please submit signed and dated agreement to:  
e-GGRT Help Desk  
SAIC  
8301 Greensboro Drive, Mail Stop E-11-2  
Reston, VA 20190

**You MUST sign and date your ESA**

**Please allow time to mail your Electronic Signature Agreement to EPA (~14 days for processing)**

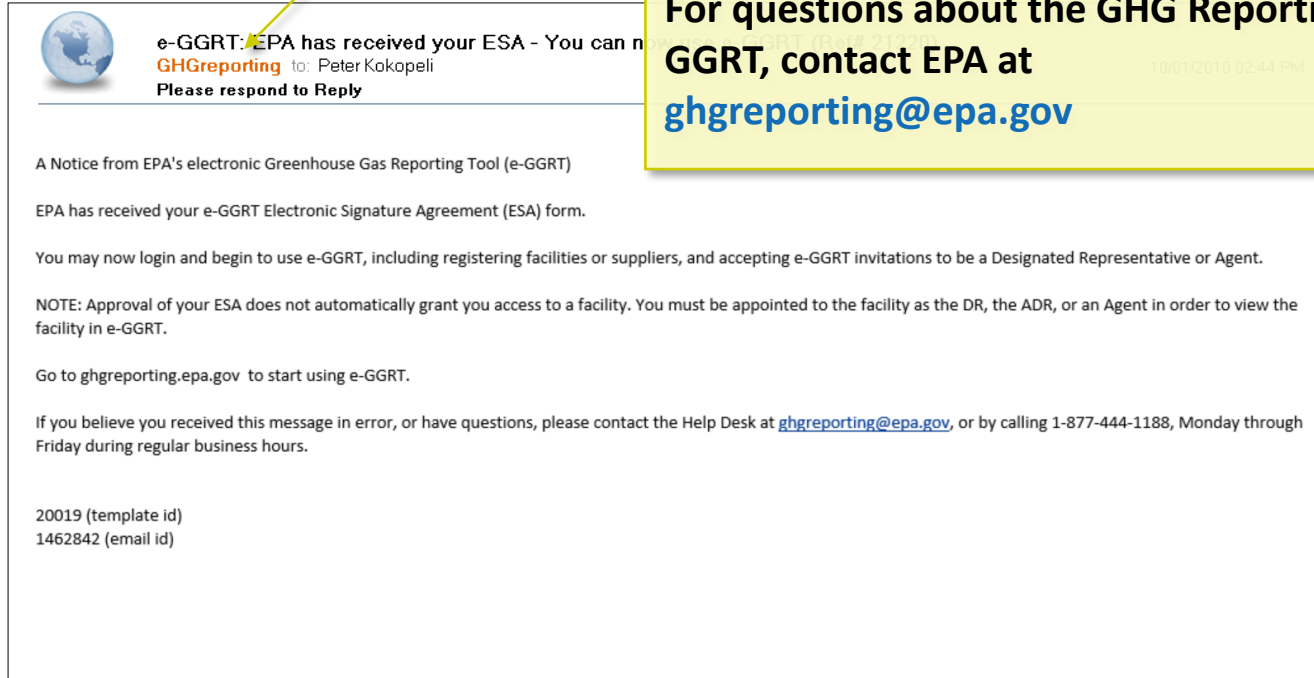


# User Registration: Electronic Signature Agreement Approved!

**Notifications from e-GGRT will be sent to the email address in your user profile.**

**Make sure your email accepts mail from [eggert@ccdsupport.com](mailto:eggert@ccdsupport.com)**

**For questions about the GHG Reporting Program or e-GGRT, contact EPA at [ghgreporting@epa.gov](mailto:ghgreporting@epa.gov)**



The screenshot shows an email notification with a globe icon on the left. The subject line reads: "e-GGRT: EPA has received your ESA - You can n...". The sender is "GHGReporting" and the recipient is "Peter Kokopeli". Below the subject line, it says "Please respond to Reply". The main body of the email contains the following text:

A Notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT)

EPA has received your e-GGRT Electronic Signature Agreement (ESA) form.

You may now login and begin to use e-GGRT, including registering facilities or suppliers, and accepting e-GGRT invitations to be a Designated Representative or Agent.

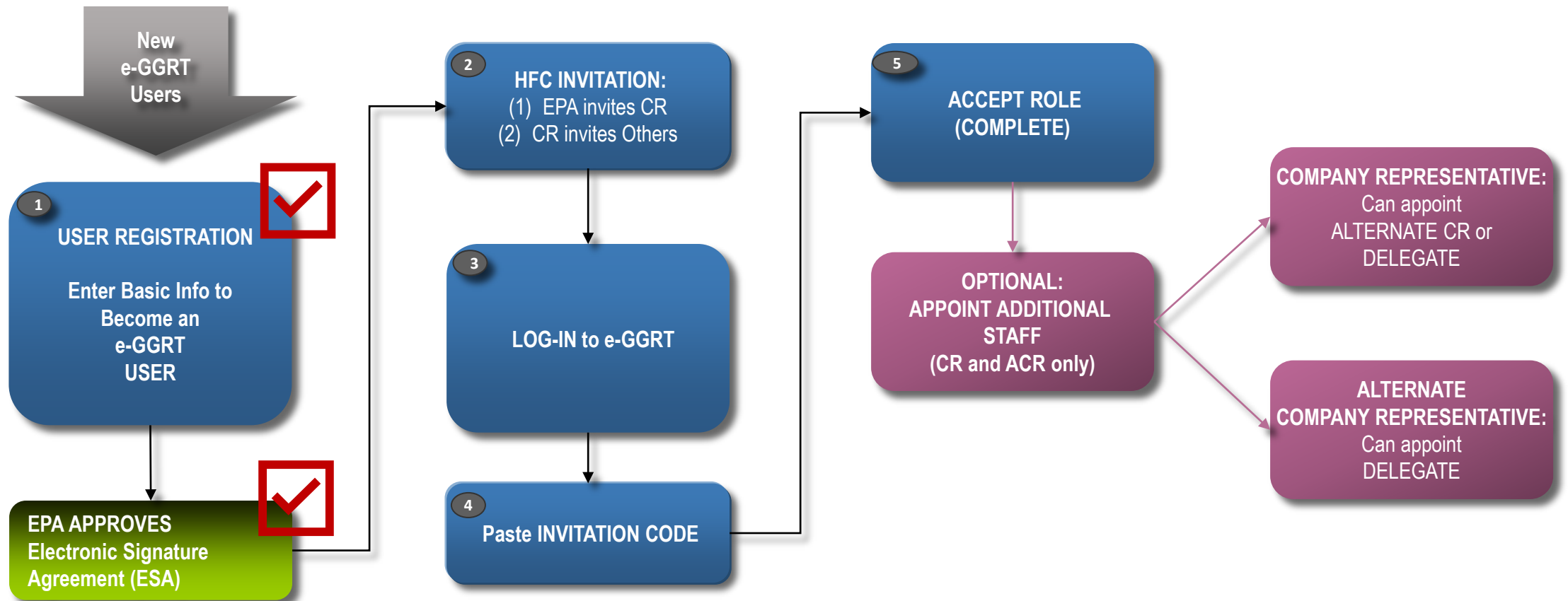
NOTE: Approval of your ESA does not automatically grant you access to a facility. You must be appointed to the facility as the DR, the ADR, or an Agent in order to view the facility in e-GGRT.

Go to [ghgreporting.epa.gov](http://ghgreporting.epa.gov) to start using e-GGRT.

If you believe you received this message in error, or have questions, please contact the Help Desk at [ghgreporting@epa.gov](mailto:ghgreporting@epa.gov), or by calling 1-877-444-1188, Monday through Friday during regular business hours.

20019 (template id)  
1462842 (email id)

# e-GGRT HFC User Registration Workflow (revisited)



CR = Company Representative  
ACR = Alternate Company Representative

# HFC Reporting System Registration



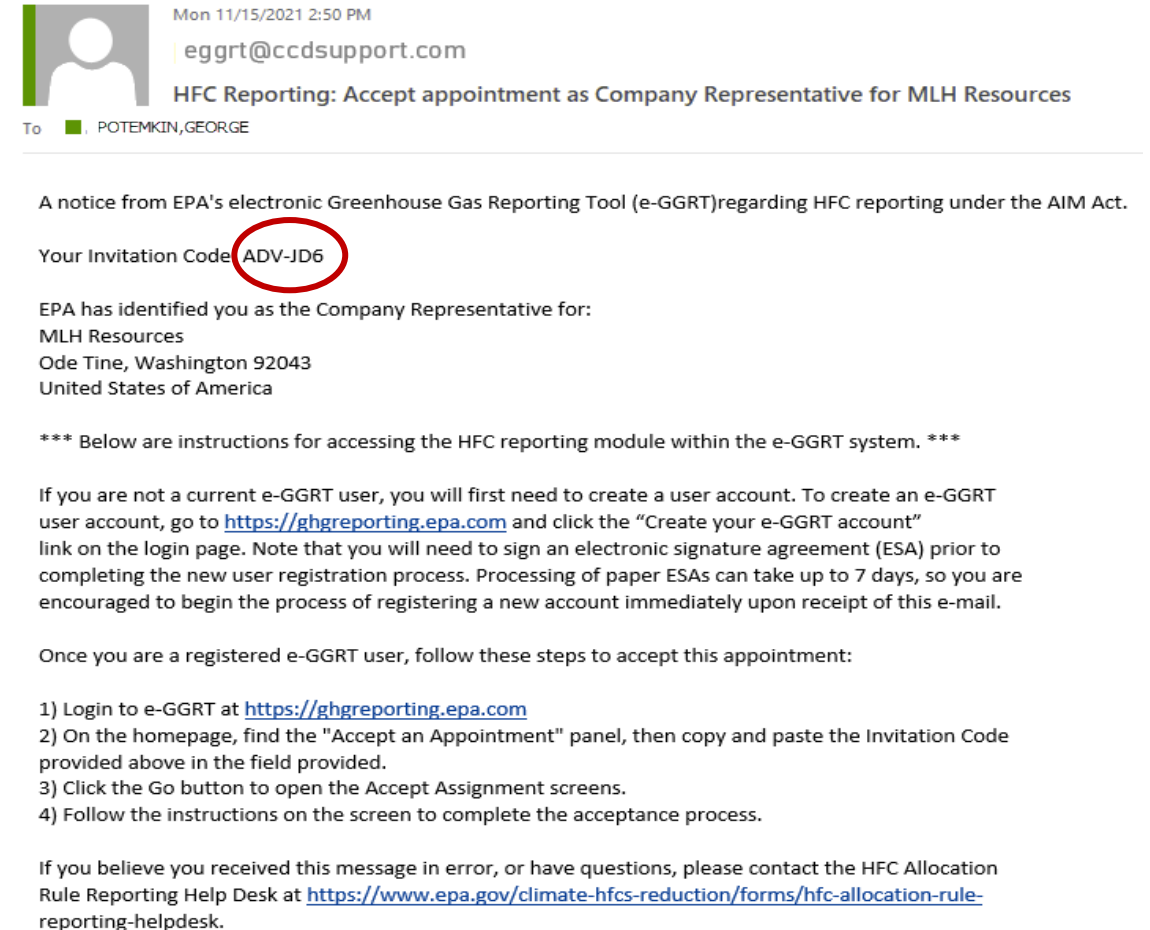
- Affected entities must provide the following information to EPA to receive a unique registration invitation:
  - **Company Name** - Companies that are majority owned and/or controlled by the same individual(s) must report to EPA under a single company name.
  - **Corporate Address**
  - **Company Representative Name** - The designated officer that will serve as the entity's main point of contact for all HFC reporting under the HFC allocation program.
  - **Company Representative Email**
  - **Company Representative Phone**

# HFC Reporting System Registration

## Invitation Code e-mail

- You will receive an e-mail from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com)
- The e-mail contains an invitation code
- Make sure emails from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com) are not sent to your spam/junk folder

*\*\*The HFC Reporting System is a new application that is currently under development. Therefore, many of the screenshots provided in this presentation are subject to change as text is finalized and more functionality in the system is implemented and refined.\*\**



Mon 11/15/2021 2:50 PM  
eggrt@ccdsupport.com  
HFC Reporting: Accept appointment as Company Representative for MLH Resources

To: POTEMKIN, GEORGE

A notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) regarding HFC reporting under the AIM Act.

Your Invitation Code **ADV-JD6**

EPA has identified you as the Company Representative for:  
MLH Resources  
Ode Tine, Washington 92043  
United States of America

\*\*\* Below are instructions for accessing the HFC reporting module within the e-GGRT system. \*\*\*

If you are not a current e-GGRT user, you will first need to create a user account. To create an e-GGRT user account, go to <https://ghgreporting.epa.com> and click the "Create your e-GGRT account" link on the login page. Note that you will need to sign an electronic signature agreement (ESA) prior to completing the new user registration process. Processing of paper ESAs can take up to 7 days, so you are encouraged to begin the process of registering a new account immediately upon receipt of this e-mail.

Once you are a registered e-GGRT user, follow these steps to accept this appointment:

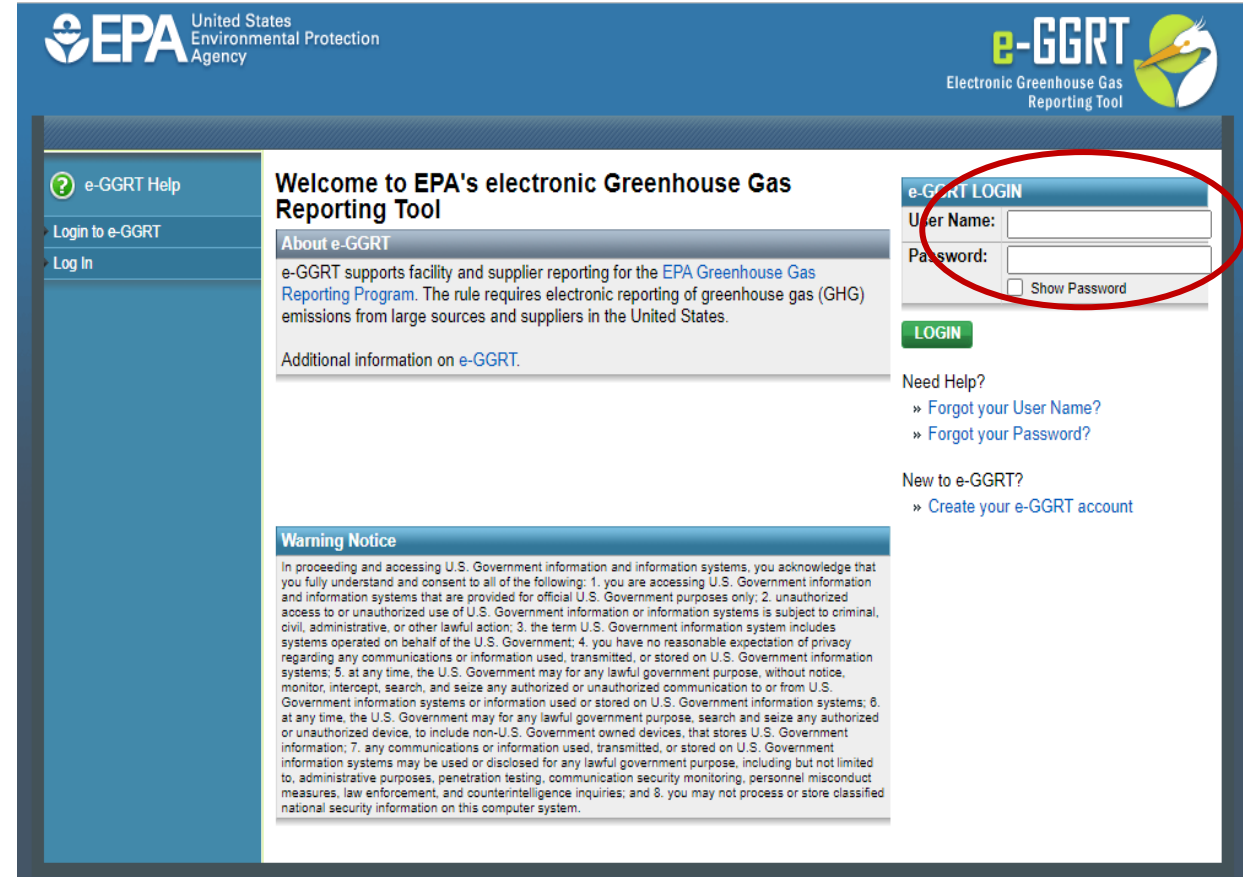
- 1) Login to e-GGRT at <https://ghgreporting.epa.com>
- 2) On the homepage, find the "Accept an Appointment" panel, then copy and paste the Invitation Code provided above in the field provided.
- 3) Click the Go button to open the Accept Assignment screens.
- 4) Follow the instructions on the screen to complete the acceptance process.

If you believe you received this message in error, or have questions, please contact the HFC Allocation Rule Reporting Help Desk at <https://www.epa.gov/climate-hfcs-reduction/forms/hfc-allocation-rule-reporting-helpdesk>.

# HFC Reporting System Registration

## Log into e-GGRT

- Visit <https://ghgreporting.epa.gov>
- Enter your Username and Password
- If you haven't used your e-GGRT account for 90 days, you will have to update your password
- If you don't already have an e-GGRT account, visit <https://ccdsupport.com/confluence/display/help/Basic+User+Registration>



**EPA** United States Environmental Protection Agency

**e-GGRT** Electronic Greenhouse Gas Reporting Tool

**Welcome to EPA's electronic Greenhouse Gas Reporting Tool**

**e-GGRT LOGIN**

User Name:

Password:

Show Password

**LOGIN**

Need Help?  
» [Forgot your User Name?](#)  
» [Forgot your Password?](#)

New to e-GGRT?  
» [Create your e-GGRT account](#)

**About e-GGRT**

e-GGRT supports facility and supplier reporting for the EPA Greenhouse Gas Reporting Program. The rule requires electronic reporting of greenhouse gas (GHG) emissions from large sources and suppliers in the United States.

[Additional information on e-GGRT.](#)

**Warning Notice**

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following: 1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only; 2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action; 3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government; 4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems; 5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems; 6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information; 7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and 8. you may not process or store classified national security information on this computer system.

# HFC Reporting System Registration

## Accept an Appointment

- An invitation code can be used by any e-GGRT user (not just the email recipient)
- The invitation code can only be used once
- Copy and paste the invitation code into the “Accept an Appointment” panel
- Click “Go”

The screenshot shows the EPA e-GGRT web interface. The top navigation bar includes 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'DATA REPORTING'. The user is logged in as 'George Potemkin'. The main content area is divided into three sections: 'REGISTER A FACILITY', 'ACCESS YOUR FACILITIES', and 'ACCEPT AN APPOINTMENT'. The 'ACCEPT AN APPOINTMENT' section contains a text box for pasting an invitation code and a 'GO' button, which are circled in red. Below this is an 'EPA Correspondence Folder' section showing 0 messages.

GHGRP ID	Facility or Supplier	Your Role
544405	MLH Test Facility	AGENT

# HFC Reporting System Registration

## Accept the Role

- View the name and address of the company
- You may edit the corporate address following acceptance of the appointed role
- Select the “Yes” radio button and click “OK”

The screenshot shows the EPA HFC Reporting System interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the HFC logo and 'PHASED DOWN American Innovation & Manufacturing (AIM) Act A U.S. Environmental Protection Agency Program'. Below the header, the user is logged in as 'George Potemkin' with links for 'My Profile' and 'Logout'. The main heading is 'MLH Resources (AIM368)' with a breadcrumb trail 'Home » Accept Role'. A blue box contains the instruction: 'Accept an appointed role for this Company. Please review the information below and indicate if you accept the role of Company Representative for the reporting entity listed. Note that you may edit the corporate address following acceptance of the appointed role.' A red asterisk indicates a required field. Below this, the company information is displayed: 'MLH Resources, 9 Main St, Ode Tine, Washington 92043, United States of America'. The question 'Do you accept this role?' is followed by two radio buttons: 'No' and 'Yes'. The 'Yes' radio button is circled in red. At the bottom, there are two buttons: 'OK' and 'CANCEL'. The 'OK' button is also circled in red.

*If you are not the Company Representative for the company listed, select ‘Cancel’ and either (1) forward the invitation code to the correct person that will serve as the Company Representative or (2) contact the [EPA HFC Allocation Rule Reporting Help Desk](#).*



# Company Management

- Appoint an alternate company representative
- Reassign the company representative
- Appoint delegates
- Edit company address
- Add a new facility

The screenshot shows the EPA HfC PHASED DOWN website. The top navigation bar includes 'Home', 'Company Management' (circled in red), and 'Import Petitions'. The user is logged in as 'George Potemkin'. A sidebar on the right contains an appointment acceptance form and a notification about EPA's Greenhouse Gas Reporting Program. The main content area features a landscape image and a notice about OMB approval. Below this is a table titled 'Access your AIMRS Companies' with a 'Manage' button circled in red for the 'MLH Resources' company.

United States Environmental Protection Agency

Home **Company Management** Import Petitions

Hello, George Potemkin | My Profile | Logout

**Accept an appointment:**

If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.

**GO**

You are also a reporter under EPA's Greenhouse Gas Reporting Program (40 CFR Part 98)

➔ Go to e-GGRT for GHG Reporting

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-XXXX). Responses to this collection of information are mandatory (40 CFR 84). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 6.5 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden including through the use of automated collection techniques to the Director, Regulatory Support Division, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

**Access your AIMRS Companies**

Company	Comp ID	Your Role	Actions
MLH Resources	AIM364	Company Representative	<b>Manage</b>

# Company Management

## Appoint Alternate Company Representative

### Company Profile

Company ID	AIM368	Created Date	10/26/2021
Company Name	MLH Resources	Company Status	
Corporate Address	9 Main St Ode Tine Washington 92043 United States of America (Edit Address)		

### Company Representatives and Delegates

Role	Name	Date Added	Actions
Company Representative	George Potemkin	10/26/2021	
Alternate Company Representative	none		<a href="#">Appoint</a>

[Add a Delegate](#)

### Your Company's Facilities

Facility	Facility ID	Created Date (By)	Last Modified Date (By)	Actions
----------	-------------	-------------------	-------------------------	---------

[Add a Facility](#)

[CANCEL](#)

# Company Management

## Appoint an ACR

- Enter ACR nominee's name, phone, and e-mail
- They will receive an e-mail from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com) with an invitation code
- They must log into e-GGRT and paste the nomination code into "Accept an Appointment" panel
- After accepting the nomination, the ACR gains access all company data
- ACR has the same data access and reporting rights as the CR

**EPA** United States Environmental Protection Agency

Home Company Management Import Petitions

Hello, George Potemkin | My Profile | Logout

### MLH Resources

Home » Company Summary » **Appoint ACR**

#### Company Summary

Use the form below to appoint an Alternate Company Representative. Complete the required information and click the Send Invitation button. AIMRS will send the appointee an email invitation with instructions on how to login and accept the role. Click the Cancel button if you do not want to proceed with appointing an Alternate Company Representative.

Once this person becomes an Alternate Company Representative they will have access to all AIMRS data for this company, which may include sensitive business information.

#### New ACR Information

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Phone*	<input type="text"/>
Email*	<input type="text"/>
Re-enter Email*	<input type="text"/>

**Send Invitation** **Cancel**

Paperwork Reduction Act Burden Statement | AIMRS Help

AIMRS 21.1.1-j216 | CM-6

# Company Management

## Reassign a CR or ACR

### Company Profile

Company ID	AIM368	Created Date	10/26/2021
Company Name	MLH Resources	Company Status	
Corporate Address	9 Main St Ode Tine Washington 92043 United States of America (Edit Address)		

### Company Representatives and Delegates

Role	Name	Date Added	Actions
Company Representative	George Potemkin	10/26/2021	<i>Nominate New CR - Coming Soon</i>
Alternate Company Representative	Tom Marker	11/04/2021	Remove

**Add a Delegate**

# Company Management

## Appoint a Delegate

- There is no limit on the number of Delegates a company can appoint
- Enter delegate nominee's name, phone, and e-mail
- They will receive an e-mail from [eGGRT@ccdsupport.com](mailto:eGGRT@ccdsupport.com) with an invitation code
- They must log into e-GGRT and paste the nomination code into "Accept an Appointment" panel
- After accepting the nomination, the Delegate gains access to all company data
- A Delegate has the same data access and reporting rights as the CR and ACR

**Company Profile**

Company ID	AIM368	Created Date	10/26/2021
Company Name	MLH Resources	Company Status	
Corporate Address	9 Main St Ode Tine Washington 92043 United States of America (Edit Address)		

**Company Representatives and Delegates**

Role	Name	Date Added	Actions
Company Representative	George Potemkin	10/26/2021	
Alternate Company Representative	Tom Marker	Invitation Pending	

**Add a Delegate**

**Your Company's Facilities**

Facility	Facility ID	Created Date (By)	Last Modified Date (By)	Actions
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**Add a Facility**

# Company Management

## Edit the Company Address

**Company Profile**

Company ID	AIM368	Created Date	10/26/2021
Company Name	MLH Resources	Company Status	
Corporate Address	9 Main St Ode Tine Washington 92043 United States of America (Edit Address)		

**Company Representatives and Delegates**

Role	Name	Date Added	Actions
Company Representative	George Potemkin	10/26/2021	
Alternate Company Representative	none		Appoint

**Add a Delegate**

**Your Company's Facilities**

Facility	Facility ID	Created Date (By)	Last Modified Date (By)	Actions
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**Add a Facility**

**CANCEL**

# Company Management

## Add a Facility

- Certain HFC activities are reported to EPA at the facility-level, not the company-level
- Facility-level information is not required for reporting on petitions to import HFCs
- Additional information on the *Add a Facility* feature is coming soon

### Company Profile

Company ID	AIM368	Created Date	10/26/2021
Company Name	MLH Resources	Company Status	
Corporate Address	9 Main St Ode Tine Washington 92043 United States of America (Edit Address)		

### Company Representatives and Delegates

Role	Name	Date Added	Actions
Company Representative	George Potemkin	10/26/2021	
Alternate Company Representative	none		Appoint

[Add a Delegate](#)

### Your Company's Facilities

Facility	Facility ID	Created Date (By)	Last Modified Date (By)	Actions
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[Add a Facility](#)

CANCEL

# HFC Landing Page Orientation



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## Access your Companies

Company	Comp ID	Your Role	Actions
UAT Company 13	AIM800	Delegate	<a href="#">Report</a>   <a href="#">Manage</a>

## Accept an appointment:

If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.

Need to register a facility for the *Greenhouse Gas Reporting Program (40 CFR Part 98)*?

[Go to e-GGRT for GHG Reporting](#)



# Helpful Resources

- [HFC Allocation Final Rule](https://www.epa.gov/climate-hfcs-reduction/final-rule-phasedown-hydrofluorocarbons-establishing-allowance-allocation)  
(<https://www.epa.gov/climate-hfcs-reduction/final-rule-phasedown-hydrofluorocarbons-establishing-allowance-allocation>)
- [HFC Allocation Program Reporting and Recordkeeping web page](https://www.epa.gov/climate-hfcs-reduction/hfc-allocation-rule-reporting-and-recordkeeping)  
(<https://www.epa.gov/climate-hfcs-reduction/hfc-allocation-rule-reporting-and-recordkeeping>)
  - Reporting Forms
  - Webinar Recordings and Presentation Slides (coming soon)
  - Reporting Instructions (coming soon)
- [EPA's electronic Greenhouse Gas Reporting Tool \(e-GGRT\)](https://ghgreporting.epa.gov/ghg/login.do)  
(<https://ghgreporting.epa.gov/ghg/login.do>)
- [HFC Allocation Rule Reporting Help Desk](https://www.epa.gov/climate-hfcs-reduction/forms/hfc-allocation-rule-reporting-helpdesk)  
(<https://www.epa.gov/climate-hfcs-reduction/forms/hfc-allocation-rule-reporting-helpdesk>)

*This presentation will be posted to EPA's Reporting and Recordkeeping website*