

November 2011



E-filing Training Webinars

Coinciding with the launch of its new e-filing system for mercury-added product notification reporting, IMERC is presenting a series of online training webinars to educate system users on basic functionality and features of the new product reporting system. The trainings will focus on three specific Notification Form types (Single Manufacturer, Lamp Manufacturer, Auto Manufacturer) and will walk companies through a sample submission, identifying key steps to completing the notification form. To register, visit <http://www.newmoa.org/prevention/mercury/imerc/efiling.cfm>, click on the time you wish to participate, and complete the registration process.

Note that the webinars are presented through the [GoToMeeting](#) platform and participants are encouraged to join the webinar a few minutes before the start time to download the necessary software.

About the E-filing system

In November 2011, the Interstate Mercury Education and Reduction Clearinghouse (IMERC) will launch its new e-filing system for mercury-added product notification reporting. IMERC's online e-filing system replaces the paper Mercury-added Product Notification Forms used during prior reporting periods and will enable companies to comply with the Mercury-added Product Notification requirements of Connecticut, Louisiana, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.

Beginning November 1st, IMERC will begin emailing temporary user credentials to company contacts with instructions about how to access the online reporting system. **Once receiving this initial email, companies will have one month to update their user profile and submit a notification. Each company will have a unique submission deadline based on receipt of the "welcome" email.**

PLEASE NOTE: Due to the heavy reporting traffic anticipated after launch of the system, IMERC will deliver user credentials over a two to three week period. If you do not receive a welcome email shortly after the launch date, please wait until mid-November before contacting IMERC.