

IMERC: Deleting Draft or Incomplete Notifications

When "extra" submissions are not removed from the system, it causes applications to link incorrectly. You must delete any erroneous applications from your Pending Notifications.

1

Navigate to

<https://imerc.newmoa.org/Public/EnSuite/Shared/Pages/Main/Login.aspx>

2

Login.

-Added Products Reporting System

education and Reduction Clearinghouse (IMERC) Mercury-Added Product Reporting System enables companies to comply with the Mercury-added Product Reporting System Exemption requirements of Connecticut, Louisiana, Maine, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Rhode Island, Vermont, and Washington.

Reporting, and Phase-out Exemption processes, including form and attachment requirements. Communications are handled through the e-filing System. Users can get help located under the login fields, which provides a PDF document to assist users in the reporting process. If you need assistance during your submission, please review the information on the IMERC Coordinator page.

Public Login

User name
scohen_test

Password
.....

Login

[Create a new account](#)

[Forgot your login user name or password?](#)

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Version: 1.1020.0914.30588

GovOnline uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader

3 Click "Edit Pending Notification" to view your pending applications.

The screenshot shows the NEWMOA user interface. At the top right, there is a logo for NEWMOA and a user greeting "Hello, Shaina" with a "Logout" button. The main content area is divided into three sections:

- Pending Notification(s) List:** A table listing three notifications:

Application ID	Notification Type	Status
3443	Mercury-Added Product Notification	Renewal
3442	Mercury-Added Product Notification	Renewal
3440	Mercury-Added Product Notification	Amend
- System Quick Access:** A sidebar menu with options: "Edit Pending Notification" (highlighted with an orange circle), "Submitted Notification(s)", and "Approved Notification(s)". Below this is a "My Profile" section with links for "Basic Information", "Password", and "Security Questions".
- Footer:** Copyright © 1994-2024 enfoTech & Consulting Inc. All rights reserved. | Terms of Use | Privacy Statement. (Last modified Time: 2020-09-14 05:59 PM)

4 Click "Approved Notification(s)." Notice that application #3340 is in Amend status. This was the original application submitted to IMERC for review, and should be the one we end up submitting.

The screenshot shows the NEWMOA user interface with the "Notification" tab selected. The breadcrumb trail is "Application > Application Management > Edit Pending Notification". A yellow message box states: "To edit a pending Notification, click on the 'Edit' icon below. Do not delete a pending Notification until you have discussed your submission with your filing." Below this is a search bar for "Application ID" with a "Search" button and a link to "Advanced Search".

The "Approved Notification Management" section is highlighted with an orange circle. Below it, the "Search Result" section displays a table with 3 items:

Delete	Edit	Application ID	Notification Type	Notification Form	Status	Updated Date
		3443	Triennial Notification	Single Manufacturer	Renewal	07/10/2024
		3440	Triennial Notification	Single Manufacturer	Amend	07/10/2024
		3442	Triennial Notification	Single Manufacturer	Renewal	07/10/2024

The footer contains the same copyright and modification information as the previous screenshot.

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The system will allow you to "Renew" the same application multiple times. Be careful NOT to do this.

The screenshot shows the GovOnline interface. At the top, there is a navigation bar with 'Home', 'Notification', and 'My Profile'. Below this, a breadcrumb trail reads 'Application > Approved Notification Management > Approved Notification(s)'. A yellow note states: 'Note: Previous approval letters sent before the e-filing system was launched are not available for viewing. If you would like PDF copies'. Under the 'Search Result' section, it says '1 - 1 of 1 item(s)'. A table with the following columns is displayed: 'View Approval Letter', 'Renew/Update', 'Application ID', 'Notification Type', 'Notification Form', and 'Notification Year'. The table contains one row with Application ID 3436, Notification Type 'First Notification', and Notification Form 'Single Manufacturer' for the year 2018. The 'Renew/Update' column for this row has a 'Renew' button highlighted with a red circle.

View Approval Letter	Renew/Update	Application ID	Notification Type	Notification Form	Notification Year
	Renew	3436	First Notification	Single Manufacturer	2018

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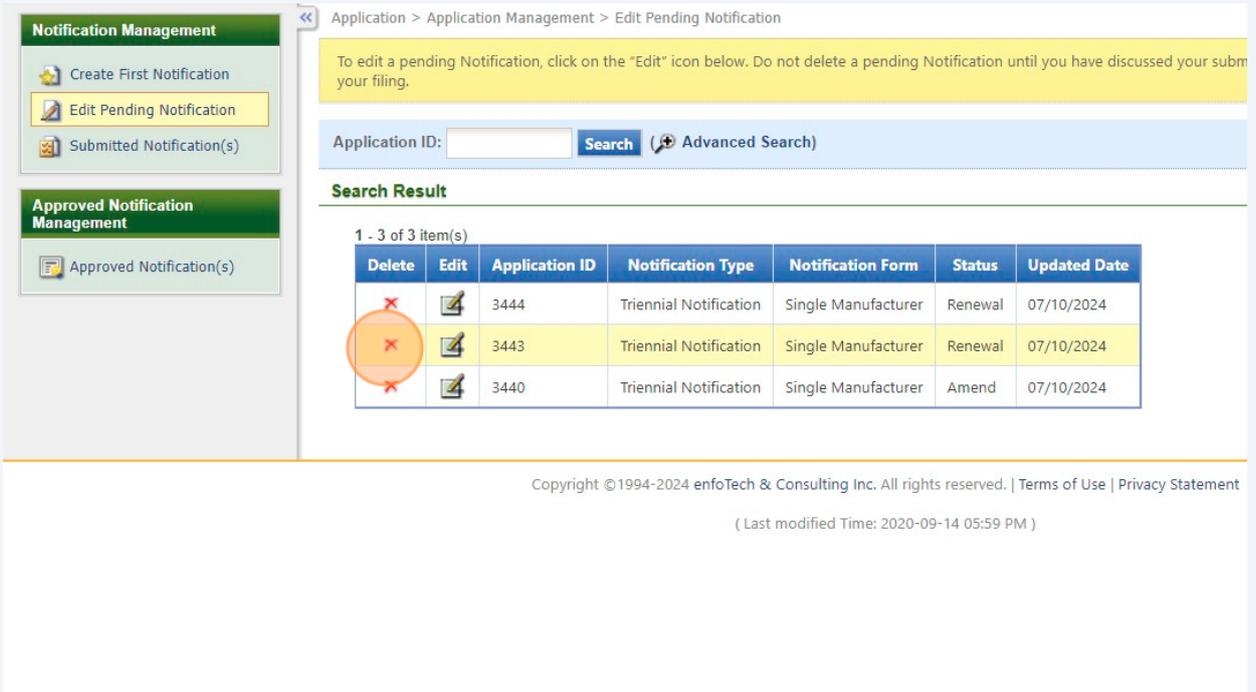
To delete a Pending Notification, click the red "X" next to the application you want to delete.

The screenshot shows the GovOnline interface for searching notifications. It includes a search bar with 'Application ID:' and a 'Search' button, along with a link to 'Advanced Search'. Below the search bar, it says 'Search Result' and '1 - 4 of 4 item(s)'. A table with the following columns is displayed: 'Delete', 'Edit', 'Application ID', 'Notification Type', 'Notification Form', 'Status', and 'Updated Date'. The table contains four rows of data. The 'Delete' column for the first three rows has a red 'X' icon, and the 'Delete' column for the fourth row has a red 'X' icon highlighted with a red circle. The data in the table is as follows:

Delete	Edit	Application ID	Notification Type	Notification Form	Status	Updated Date
X		3444	Triennial Notification	Single Manufacturer	Renewal	07/10/2024
X		3443	Triennial Notification	Single Manufacturer	Renewal	07/10/2024
X		3440	Triennial Notification	Single Manufacturer	Amend	07/10/2024
X		3442	Triennial Notification	Single Manufacturer	Renewal	07/10/2024

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7 Delete all applications except the one you are (re)submitting.



Application > Application Management > Edit Pending Notification

To edit a pending Notification, click on the "Edit" icon below. Do not delete a pending Notification until you have discussed your submission with your filing.

Application ID: [Search](#) [Advanced Search](#)

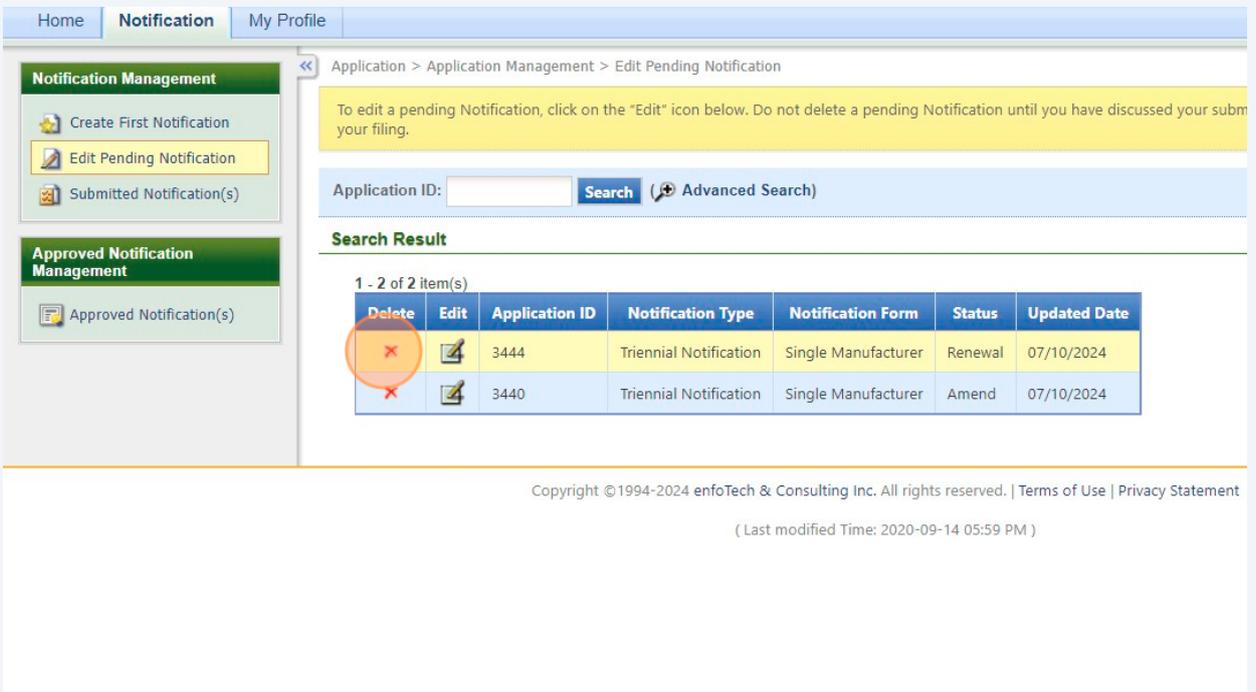
Search Result

1 - 3 of 3 item(s)

Delete	Edit	Application ID	Notification Type	Notification Form	Status	Updated Date
		3444	Triennial Notification	Single Manufacturer	Renewal	07/10/2024
		3443	Triennial Notification	Single Manufacturer	Renewal	07/10/2024
		3440	Triennial Notification	Single Manufacturer	Amend	07/10/2024

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8 Delete all applications except the one you are (re)submitting.



Home | **Notification** | My Profile

Application > Application Management > Edit Pending Notification

To edit a pending Notification, click on the "Edit" icon below. Do not delete a pending Notification until you have discussed your submission with your filing.

Application ID: [Search](#) [Advanced Search](#)

Search Result

1 - 2 of 2 item(s)

Delete	Edit	Application ID	Notification Type	Notification Form	Status	Updated Date
		3444	Triennial Notification	Single Manufacturer	Renewal	07/10/2024
		3440	Triennial Notification	Single Manufacturer	Amend	07/10/2024

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When you have one Pending Notification remaining, click the image to start editing your submission.

Home Notification My Profile

Application > Application Management > Edit Pending Notification

To edit a pending Notification, click on the "Edit" icon below. Do not delete a pending Notification until you have discussed your submission with your filing.

Application ID: Search  Advanced Search

Search Result

1 - 1 of 1 item(s)

Delete	Edit	Application ID	Notification Type	Notification Form	Status	Updated Date
		3440	Triennial Notification	Single Manufacturer	Amend	07/10/2024

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