

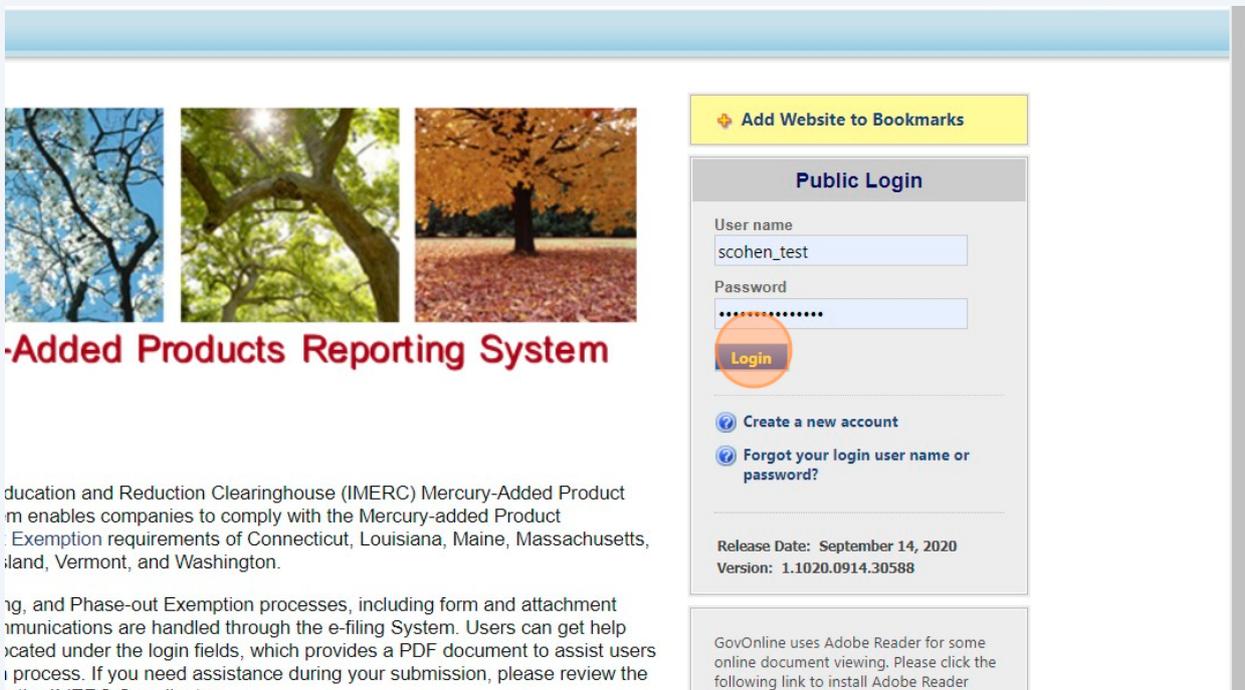
# IMERC: How To Submit a Phase-Out Exemption Application

1

Navigate to <https://imerc.newmoa.org/Public/EnSuite/Shared/Pages/Main/Login.aspx?returnUrl=http%3a%2f%2fimerc.newmoa.org%2fPublic%2fEnSuite%2fShared%2fPages%2fMain%2fAppHome.aspx>

2

Login.



**Mercury-Added Products Reporting System**

Education and Reduction Clearinghouse (IMERC) Mercury-Added Product Exemption enables companies to comply with the Mercury-added Product Exemption requirements of Connecticut, Louisiana, Maine, Massachusetts, Maryland, Vermont, and Washington.

Registration, and Phase-out Exemption processes, including form and attachment 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 process. If you need assistance during your submission, please review the information provided by the IMERC Coordinator.

**Public Login**

User name  
scohen\_test

Password  
.....

Login

Create a new account

Forgot your login user name or password?

Release Date: September 14, 2020  
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 "Notification"

**GovONLINE**

Home **Notification** My Profile

**Notification Renewal Quick Access**

- Mercury-Added Product Notification**  
To submit a Triennial or Updated Notification Form based on your previous filings, click this link to access your previously submitted material. You may also use the "Approved Notification(s)" link under the System Quick Access.
- Alternative Labeling Plan**  
To submit a Triennial or Updated Notification Form based on your previous filings, click this link to access your previously submitted material. You may also use the "Approved Notification(s)" link under the System Quick Access.
- Phase-Out Exemption**  
To submit a Triennial or Updated Notification Form based on your previous filings, click this link to access your previously submitted material. You may also use the "Approved Notification(s)" link under the System Quick Access.

**Pending Notification(s) List**

You do not have any pending notifications.  
To create a new notification, click the **Mercury-Added Product Notification** link under the **Quick Access** panel to the left.

[Click here for more information](#)

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### 4 Click "Apply" next to Phase-Out Exemption.

Application > Application Management > Create First Notification

Click the "Apply" button below to create an initial Mercury-Added Product Notification.

Keyword:  Application Name:  Type: (All)

**Applications**

1 - 3 of 3 item(s)

Apply Online	Application Name
<a href="#">Apply</a>	Alternative Labeling Plan
<a href="#">Apply</a>	Mercury-Added Product Notification
<a href="#">Apply</a>	Phase-Out Exemption

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## 5 Click "Next"

Wizard Panel

- 1 Application
- Phase-Out Exemption
- 2 Attachment
- 3 Validation
- 4 Submission

Application > Wizard Panel > Application

Form List Agency Comments

**Application Form List (Submission ID: 3440)**

Use the "Agency Comment" tab above to view any comments from the IMERC-member states regarding your application.

**All Applicable Forms List**

 Phase-Out Exemption

Exit Save **Next**

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## 6 Choose the company.

GOVONLINE

Home Notification My Profile

Application > Wizard Panel > Phase-Out Exemption

**Phase-Out Exemption (Application ID: 3440)**

Select the state the Phase Out Exemption Application is being request from. To apply to more than one state, repeat the submission p

**Phase-Out Exemption**

\* Associated Company \* State:

Exit Save Previous **Next**

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Select the IMERC state from which you are seeking an exemption. You have to submit a separate application for EACH state you wish to continue selling into.

The screenshot shows the 'GovOnline' interface for a 'Phase-Out Exemption' application (ID: 3440). On the left is a 'Wizard Panel' with steps: 1. Application, 2. Attachment, 3. Validation, 4. Submission. The 'Phase-Out Exemption' step is selected. The main form area contains a yellow instruction box: 'Select the state the Phase Out Exemption Application is being request from. To apply to more than one state, repeat the submission pro'. Below this is the 'Phase-Out Exemption' form with two dropdown menus: '\* Associated Company' (set to 'NEWMOA TEST') and '\* State:' (highlighted with an orange circle). At the bottom are buttons for 'Exit', 'Save', 'Previous', and 'Next'.

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Click "Save"

This screenshot is identical to the previous one, but the 'Save' button in the bottom navigation bar is now highlighted with an orange circle. The 'State' dropdown menu is now set to 'RI'.

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## 9 Click "Next"

**Wizard Panel**

- 1 Application
- Phase-Out Exemption
- 2 Attachment
- 3 Validation
- 4 Submission

**Phase-Out Exemption (Application ID: 3440)**

Select the state the Phase Out Exemption Application is being request from. To apply to more than one state, repeat the submission p

✓ Saved successfully.

**Phase-Out Exemption**

\* Associated Company \* State:  
NEWMOA TEST RI

Exit Save Previous **Next**

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## 10 Click the "Online" toggle.

**INE**

rofile

Application > Wizard Panel > Attachment

To include attachments, such as cover letters or supporting information, click the "Online" radio button and then "Add file(s)". You may attach multiple files under each category, exceed 4 MB in size. If your files exceed the maximum limit, contact the IMERC Coordinator to discuss alternative submission options.

**Application Attachment**

Phase-Out Exemption (Optional)  Online

Exit Save Previous Next

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## 11 Click "Add File(s)"

The screenshot shows the GovONLINE application wizard. The 'Attachment' step is highlighted in the wizard panel on the left. The main content area shows the 'Application Attachment' section with a radio button for 'Online' selected. A red circle highlights the 'Add File(s)' button. Below the button are 'Exit', 'Save', 'Previous', and 'Next' buttons. A yellow warning box at the top states: 'To include attachments, such as cover letters or supporting information, click the "Online" radio button and then "Add file(s)". You may exceed 4 MB in size. If your files exceed the maximum limit, contact the IMERC Coordinator to discuss alternative submission options.'

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## 12 Click "Choose File" and upload the Exemption Application, which can be found here: <https://www.newmoa.org/programs/mercury-clearinghouse/imerc-guidance/product-bans-phase-outs/>

The screenshot shows the GovONLINE application wizard. The 'Upload Attachment' step is highlighted in the wizard panel on the left. The main content area shows the 'Upload Attachment' section with a text input field for 'File:' and a 'Choose File' button. A red circle highlights the 'Choose File' button. Below the input field is a 'Comment:' text area. At the bottom are 'Cancel' and 'Save' buttons. A yellow warning box at the top states: 'To include attachments, such as cover letters or supporting information, click the "Online" radio button and then "Add file(s)". You may exceed 4 MB in size. If your files exceed the maximum limit, contact the IMERC Coordinator to discuss alternative submission options.'

### 13 Click "Save"

4 Submission

Upload Attachment

**Upload Attachment**

\* File:

Comment:

### 14 Click "Save"

Wizard Panel

- 1 Application
- 2 Attachment
- 3 Validation
- 4 Submission

Phase-Out Exemption

To include attachments, such as cover letters or supporting information, click the "Online" radio button and then "Add file(s)". You may exceed 4 MB in size. If your files exceed the maximum limit, contact the IMERC Coordinator to discuss alternative submission options.

**Application Attachment**

Saved successfully.

Phase-Out Exemption (Optional)  Online

ExemptionApplication.pdf  TEST

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## 15 Click "Next"

**1 Application**  
Phase-Out Exemption

**2 Attachment**

**3 Validation**

**4 Submission**

To include attachments, such as cover letters or supporting information, click the "Online" radio button and then "Add file(s)". You may exceed 4 MB in size. If your files exceed the maximum limit, contact the IMERC Coordinator to discuss alternative submission options.

### Application Attachment

✓ Saved successfully.

Phase-Out Exemption (Optional)  Online

ExemptionApplication.pdf

Add File(s)

Exit Save Previous **Next**

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## 16 Click "Next"

**1 Application**  
Phase-Out Exemption

**2 Attachment**

**3 Validation**

**4 Submission**

To review your submission from the beginning, click the link in the Application Form(s) Summary below – make sure to save any changes to your submission, click the icon next to the link.

To review any attachments, click the "Attachment" link.

To proceed to the Certification page, click "Next".

### Application Form(s) Summary

✓ Phase-Out Exemption  (Click icon to view form.)

### Attachment(s) Summary

✓ Attachment

Exit Previous **Next**

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## 17 Click this checkbox.

Application > Wizard Panel > Submit

### Submit Application (Application ID: 3440)

To complete your submission, check the Certification of Submission box and click "Submit." By clicking "Submit", you agree with the fo

#### Certification of Submission

The IMERC-member states require certification of the information in this submission by an authorized senior management official - a corporate officer or the individual responsible for the overall operation of a facility or an operator superintendent, manager of environmental programs, or person of equivalent responsibility - you must visit the IMERC w senior management official, attach a copy of the signed form to this submission, and proceed by checking the Certificatio

If the owner of this online account is a senior management official as defined above, you may certify this submission by c certification form is not required.

\* I have personally examined and am familiar with the information in this submission and all attachments thereto, an my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate, and cc that a false statement in the submitted information may be punishable as a criminal offense, in accordance with the applic

#### Security Precautions

To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as phys system. The security safeguards are powered by VeriSign's Secure Certificates and Authorize.NET's PCI compliant proces responsible for maintaining the confidentiality of the password. Please note that access to this system, irrespective of the terminated at our discretion at any time.

Question: What is your favorite book?  
Answer:

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## 18 Verify your identity.

4 Submission

superintendent, manager of environmental programs, or person of equivalent responsibility - you must visit the IMERC w senior management official, attach a copy of the signed form to this submission, and proceed by checking the Certificatio

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\* I have personally examined and am familiar with the information in this submission and all attachments thereto, an my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate, and cc that a false statement in the submitted information may be punishable as a criminal offense, in accordance with the applic

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## 19 Click "Submit"

senior management official, attach a copy of the signed form to this submission, and proceed by checking the Certificatio

If the owner of this online account is a senior management official as defined above, you may certify this submission by c certification form is not required.

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