# **IMERC: How to Amend a Notification**



Navigate to

1

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

## 2 Click this button.



## Added Products Reporting System

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

ng, and Phase-out Exemption processes, including form and attachment imunications are handled through the e-filing System. Users can get help ocated under the login fields, which provides a PDF document to assist users i process. If you need assistance during your submission, please review the in the IMFRC Coordinator

Public Login	
User name	
scohen_test	
Password	
Create a new account     Forgot your login user name or     password?	
Release Date: September 14, 2020 Version: 1.1020.0914.30588	No.
GovOnline uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader Plucie offuero	

Click on the "Mercury-Added Product Notification" in Amend status.

My Profile					
Quick Access	Pending Notification(s) List	System (			
ed Product Notification Ial or Updated Notification Form based on your previous k to access your previously submitted material. You may wed Notification(s)" link under the System Quick Access. beling Plan Ial or Updated Notification Form based on your previous k to access your previously submitted material. You may oved Notification(s)" link under the System Quick Access. emption Ial or Updated Notification Form based on your previous k to access your previously submitted material. You may oved Notification(s)" link under the System Quick Access.	Mercury-Added Product Notification Amend (Shaina Cohen on 07/03/2024) Click here for more	Edit Pe Edit			
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#### 4 Click the "Agency Comments" tab.

Home Notification My Pro	ofile
Wizard Panel         1       Application         2       Mercury-Added Product Notification         2       Attachment         3       Validation         4       Submission	Application > Wizard Panel > Application          Form List       Agency Comments         Application Form List (Submission ID: 3436)         Use the "Agency Comment" tab above to view any comments from the IMERC-member states regarding your application.         All Applicable Forms List         Image: Comment States         Image: Comment States
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3

**5** Review the comments, which will explain what needs to be revised on your application.

ard Panel	Application > Wizard Panel > Application     Form List Agency Comments	
Application Mercury-Added Product Notification	1 - 1 of 1 item(s)	Commented Date
Attachment	Sending back for amendment for demonstrati	on purposes. 07/03/2024
Validation		
Submission	Exit	
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		( Last modified Time: 2020-09-14 05:59 PM )

6 Return to the "Form List" tab. GOV ONLINE Notification My Profile Home Application > Wizard Panel > Application Wizard Panel Form List Agency Comments 1 Application Mercury-Added Product Notification 1 - 1 of 1 item(s) **Commented Date** Comments 2 Attachment Sending back for amendment for demonstration purposes. 07/03/2024 **3** Validation Exit 4 Submission Copyright ©1994-2024 enfoTech & Consulting Inc. All rights reserved. | Terms of Use | Privacy Statement ( Last modified Time: 2020-09-14 05:59 PM )

7 Click "Next" until you reach the portion of the application you are revising.



## 8 As an example, I went in to edit "TEST LAMP 2"

Attachment Validation Submission	Product	t Information				
	Pro	oducts	Add New	Product Information		
	3	TEST LAMP Component: HID Lamp Location:	×	Product Detail		
		Mercury: > 10 mg and	≤ 50 mg	* Product Name:		
	3	TEST LAMP 2	×	TEST LAMP		
		Location: Mercury: > 5 mg and ≤	10 mg	Manufacturer Information		
				★ Manufacturer: ✓ NEWMOA TEST		
				Product Category		
				* Super Category:		* Category:
				Lamps	~	Lamp-HID
				Description:		
				TEST LAMP		

#### Made with Scribe - https://scribehow.com

<b>9</b> After making the changes, click "Save"	
	Purpose of Mercury Purpose: TEST  Mercury Content  * Select One:  Range  Exact  > 5 mg and ≤ 10 mg  Total Mercury  Total Mercury  This product is part of a combined "Group Total"  * Exact Total: grams
Exit Save Previous Next Copyright ©1994-202	4 enfoTech & Consulting Inc. All rights reserved.   Terms of Use   Privacy Statement ( Last modified Time: 2020-09-14 05:59 PM )

## **10** Click "Next" until you reach the end of the application.

	Purpose of Marcury	
	Purpose: TEST	
	Mercury Content	
	<ul> <li>★ Select One: <ul> <li>Range <ul> <li>Exact</li> <li>Exact</li> </ul> </li> <li>The select of the select of</li></ul></li></ul>	
	Total Mercury	
	☐ This product is part of a combined "Group Total" ★ Exact Total:0	grams
Exit Save Previous Next		
Copyright ©1994-2024 enfo	Tech & Consulting Inc. All rights reserved.   Terms of Use   Privacy St ( Last modified Time: 2020-09-14 05:59 PM )	atement
	( Last modified Time: 2020-09-14 05:59 PM )	

#### **11** Click this checkbox.



## 12 Reverify your identity. unit a mise statement in the submitted information may be puttion Security Precautions To prevent your information from being used inappropriately, we i The security safeguards are powered by VeriSign's Secure Certific maintaining the confidentiality of the password. Please note that a at any time. Question: What is your best friend's last name? Answer: Disclaimer Your privacy with respect to the use of this website results from a this website. However, because some of the information that we n Information that you provide to us through this site, even persona laws. IMERC and its GovOnline system development company sp upon any information found herein.

## 13 Click "Submit"

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