

# IMERC: How to Submit an Alternative Labeling Plan Application

1

Navigate to

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

2

Login.



## Mercury-Added Products Reporting System

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

Reporting, and Phase-out Exemption processes, including form and attachment submission and 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 contact information for the IMERC Coordinator.

Add Website to Bookmarks

### 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 Plug-in software.

### 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](#)

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 "Apply" next to Alternative Labeling Plan.

Home **Notification** My Profile

**Notification Management**

- Create First Notification
- Edit Pending Notification
- Submitted Notification(s)

**Approved Notification Management**

- Approved Notification(s)

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
<b>Apply</b>	Alternative Labeling Plan
<b>Apply</b>	Mercury-Added Product Notification
<b>Apply</b>	Phase-Out Exemption

Copyright ©1994-2024 enfoTech & Consulting Inc. All rights reserved. | [Terms of Use](#) | [Privacy Statement](#)  
( Last modified Time: 2020-09-14 05:59 PM )

## 5 Click "Next"

The screenshot shows a web application interface with a 'Wizard Panel' on the left and a main content area. The 'Wizard Panel' has four steps: 1. Application, 2. Attachment, 3. Validation, and 4. Submission. The 'Application' step is selected, and a sub-menu item 'Alternative Labeling Plan' is highlighted. The main content area has a breadcrumb trail 'Application > Wizard Panel > Application' and two tabs: 'Form List' and 'Agency Comments'. The 'Form List' tab is active, displaying the title 'Application Form List (Submission ID: 3439)' and a yellow instruction box: 'Use the "Agency Comment" tab above to view any comments from the IMERC-member states regarding your application.' Below this is a section titled 'All Applicable Forms List' containing a table with one row: 'Alternative Labeling Plan' with a checkbox and a document icon. At the bottom, there are four buttons: 'Exit', 'Save', 'Next', and 'Previous'. The 'Next' button is highlighted with an orange circle.

Copyright ©1994-2024 enfoTech & Consulting Inc. All rights reserved. | Terms of Use | Privacy Statement

( Last modified Time: 2020-09-14 05:59 PM )

## 6 Choose the company name.

The screenshot shows a web application interface with a 'Wizard Panel' on the left and a main content area. The 'Wizard Panel' has four steps: 1. Application, 2. Attachment, 3. Validation, and 4. Submission. The 'Application' step is selected, and a sub-menu item 'Alternative Labeling Plan' is highlighted. The main content area has a breadcrumb trail 'Application > Wizard Panel > Alternative Labeling Plan' and a title 'Alternative Labeling Plan (Application ID: 3439)'. Below the title is a yellow instruction box: 'Select an associated company for the Alternative Labeling Plan.' A section titled 'Alternative Labeling Plan' contains a form with a label '★ Associated Company' and a dropdown menu showing 'NEWMOA TEST'. At the bottom, there are four buttons: 'Exit', 'Save', 'Previous', and 'Next'. The 'Next' button is highlighted with an orange circle.

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 the "Online" toggle.

The screenshot shows a web application interface. At the top, there is a blue header with the text 'NE' and a navigation bar with 'ofile' and 'H'. Below the header, a breadcrumb trail reads 'Application > Wizard Panel > Attachment'. A yellow informational box contains text about file attachments. The main section is titled 'Application Attachment' and features a tab labeled 'Alternative Labeling Plan (Optional)'. Below this tab, there are two radio buttons: 'Offline' and 'Online'. The 'Online' radio button is highlighted with an orange circle. At the bottom of the form, there are four buttons: 'Exit', 'Save', 'Previous', and 'Next'. The footer contains copyright information for enfoTech & Consulting Inc. and a last modified time of 2020-09-14 05:59 PM.

## 8 Click "Add File(s)"

This screenshot shows the same web application interface as the previous one, but with additional elements. On the left side, there is a 'Wizard Panel' with four steps: '1 Application', '2 Attachment', '3 Validation', and '4 Submission'. The 'Attachment' step is highlighted with a yellow background. The main content area is the same 'Application Attachment' form, but now the 'Online' radio button is selected (indicated by a blue dot). The 'Add File(s)' button, located below the radio buttons, is highlighted with an orange circle. The rest of the interface, including the header, breadcrumb, and footer, remains the same.

9

Upload the Alternative Labeling Request Form Table, which can be found here: <https://www.newmoa.org/programs/mercury-clearinghouse/imerc-guidance/product-labeling/>

The screenshot shows the 'Upload Attachment' dialog box. On the left is a 'Wizard Panel' with four steps: 1 Application, 2 Attachment (highlighted), 3 Validation, and 4 Submission. The main area has a breadcrumb 'Application > Wizard Panel > Attachment' and a yellow informational box about file size limits. Below this is a green 'Saved successfully' message. The dialog title is 'Upload Attachment'. It contains a 'File:' label, a 'Choose File' button (circled in orange), and the text 'No file chosen'. There is also a 'Comment:' text area with a small icon on the right. At the bottom are 'Cancel' and 'Save' buttons.

10

Click "Add File(s)"

The screenshot shows the 'Application Attachment' section. The 'Wizard Panel' on the left has steps: 1 Application, 2 Attachment (highlighted), 3 Validation, and 4 Submission. The main area has a breadcrumb 'Application > Wizard Panel > Attachment' and a yellow informational box about file size limits. Below this is a green 'Saved successfully' message. The section title is 'Application Attachment'. It shows 'Alternative Labeling Plan (Optional)' with an 'Online' radio button selected. Below this, a file 'AltRequestForm\_Table.doc' is listed with a 'TEST' label. A red 'Add File(s)' button is circled in orange. At the bottom are 'Exit', 'Save', 'Previous', and 'Next' buttons.

Copyright © 1994-2024 enfoTech & Consulting Inc. All rights reserved. | Terms of Use | Privacy Statement

( Last modified Time: 2020-09-14 05:59 PM )

11

Upload the Alternative Labeling Request Form, which can be found here: <https://www.newmoa.org/programs/mercury-clearinghouse/imerc-guidance/product-labeling/>

Wizard Panel

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

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 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

Upload Attachment

Upload Attachment

\* File: Choose File No file chosen

Comment: TEST

Cancel Save

12

Click "Save"

Upload Attachment

Upload Attachment

\* File: Choose File AltRequestForm.dot\_docx

Comment: TEST

Cancel Save





## 13 Click "Save"

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.

Alternative Labeling Plan (Optional) ☒ Online

AltRequestForm_Table.doc		TEST
AltRequestForm.dot_docx		TEST

Add File(s)

Exit Save Previous Next

Copyright © 1994-2024 enfoTech & Consulting Inc. All rights reserved. | [Terms of Use](#) | [Privacy Statement](#)

( Last modified Time: 2020-09-14 05:59 PM )



## 14 Click "Next"

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.

Alternative Labeling Plan (Optional) ☒ Online

AltRequestForm_Table.doc		TEST
AltRequestForm.dot_docx		TEST

Add File(s)

Exit Save Previous Next

Copyright © 1994-2024 enfoTech & Consulting Inc. All rights reserved. | [Terms of Use](#) | [Privacy Statement](#)

( Last modified Time: 2020-09-14 05:59 PM )

## 15 Click "Next"

The screenshot shows a web application interface. On the left is a sidebar with a 'Wizard Panel' containing four steps: 1 Application, 2 Attachment, 3 Validation, and 4 Submission. Step 3, 'Validation', is highlighted with a yellow background. The main content area has a yellow header with instructions: '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.', and 'To proceed to the Certification page, click "Next".'. Below this is the 'Application Form(s) Summary' section, which shows a green checkmark and the text 'Alternative Labeling Plan' with a document icon and a link '(Click icon to view form.)'. The 'Attachment(s) Summary' section shows a green checkmark and the text 'Attachment'. At the bottom of the main content area is a blue bar with three buttons: 'Exit', 'Previous', and 'Next'. The 'Next' button is highlighted with an orange circle. At the very bottom of the page, there is a copyright notice: 'Copyright © 1994-2024 enfoTech & Consulting Inc. All rights reserved. | Terms of Use | Privacy Statement' and a timestamp: '( Last modified Time: 2020-09-14 05:59 PM )'.

1 Application  
Alternative Labeling Plan

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**

✓ Alternative Labeling Plan (Click icon to view form.)

**Attachment(s) Summary**

✓ Attachment

Exit Previous Next

Copyright © 1994-2024 enfoTech & Consulting Inc. All rights reserved. | Terms of Use | Privacy Statement  
( Last modified Time: 2020-09-14 05:59 PM )

## 16 Click this checkbox.

The screenshot shows a web application interface. On the left is a sidebar with a 'Wizard Panel' containing four steps: 1 Application, 2 Attachment, 3 Validation, and 4 Submission. Step 4, 'Submission', is highlighted with a yellow background. The main content area has a yellow header with the text 'Submit Application (Application ID: 3439)' and instructions: 'To complete your submission, check the Certification of Submission box and click "Submit." By clicking "Submit", you agree with the following terms and conditions.' Below this is the 'Certification of Submission' section. It contains a paragraph: '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 operation superintendent, manager of environmental programs, or person of equivalent responsibility – you must visit the IMERC website, attach a copy of the signed form to this submission, and proceed by checking the Certification of Submission box.' Below this is a paragraph: 'If the owner of this online account is a senior management official as defined above, you may certify this submission by checking the box. If the owner is not a senior management official, the certification form is not required.' Below this is a checkbox with a red star icon and the text: 'I have personally examined and am familiar with the information in this submission and all attachments thereto, and I am a senior management official responsible for obtaining the information, the submitted information is true, accurate, and complete, and that a false statement in the submitted information may be punishable as a criminal offense, in accordance with the applicable laws.' The checkbox is highlighted with an orange circle. Below this is the 'Security Precautions' section, which contains a paragraph: 'To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as physical safeguards. The security safeguards are powered by VeriSign's Secure Certificates and Authorize.NET's PCI compliant process. We are responsible for maintaining the confidentiality of the password. Please note that access to this system, irrespective of the method of access, is terminated at our discretion at any time.' Below this is a question: 'Question: What is your best friend's last name?' and an answer field. Below this is the 'Disclaimer' section, which contains a paragraph: 'Your privacy with respect to the use of this website results from a partnership between IMERC and you, the user. We agree to protect your privacy and to use your information only for the purposes for which it was collected. We will not sell or otherwise disclose your information to third parties without your consent.' At the bottom of the page, there is a copyright notice: 'Copyright © 1994-2024 enfoTech & Consulting Inc. All rights reserved. | Terms of Use | Privacy Statement' and a timestamp: '( Last modified Time: 2020-09-14 05:59 PM )'.

Application > Wizard Panel > Submit

**Submit Application (Application ID: 3439)**

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

**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 operation superintendent, manager of environmental programs, or person of equivalent responsibility – you must visit the IMERC website, attach a copy of the signed form to this submission, and proceed by checking the Certification of Submission box.

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

☐ I have personally examined and am familiar with the information in this submission and all attachments thereto, and I am a senior management official responsible for obtaining the information, the submitted information is true, accurate, and complete, and that a false statement in the submitted information may be punishable as a criminal offense, in accordance with the applicable laws.

**Security Precautions**

To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as physical safeguards. The security safeguards are powered by VeriSign's Secure Certificates and Authorize.NET's PCI compliant process. We are responsible for maintaining the confidentiality of the password. Please note that access to this system, irrespective of the method of access, is terminated at our discretion 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 partnership between IMERC and you, the user. We agree to protect your privacy and to use your information only for the purposes for which it was collected. We will not sell or otherwise disclose your information to third parties without your consent.

Copyright © 1994-2024 enfoTech & Consulting Inc. All rights reserved. | Terms of Use | Privacy Statement  
( Last modified Time: 2020-09-14 05:59 PM )



## 17 Verify your identity.

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

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

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

### Security Precautions

To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as physical system. The security safeguards are powered by VeriSign's Secure Certificates and Authorize.NET's PCI compliant process 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 best friend's last name?

Answer:

### Disclaimer

Your privacy with respect to the use of this website results from a partnership between IMERC and you, the user. We attend on this website. However, because some of the information that we receive through the website is subject to public record privacy. Information that you provide to us through this site, even personally identifiable information contained in a public under these laws. IMERC and its GovOnline system development company specifically disclaim any and all liability from reliance upon any information found herein.

[Exit](#) [Previous](#) [Submit](#)

Copyright ©1994-2024 enfoTech & Consulting Inc. All rights reserved. | [Terms of Use](#) | [Privacy Statement](#)

( Last modified Time: 2020-09-14 05:59 PM )

## 18 Click "Submit"

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

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

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

### Security Precautions

To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as physical system. The security safeguards are powered by VeriSign's Secure Certificates and Authorize.NET's PCI compliant process 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 best friend's last name?

Answer:

### Disclaimer

Your privacy with respect to the use of this website results from a partnership between IMERC and you, the user. We attend on this website. However, because some of the information that we receive through the website is subject to public record privacy. Information that you provide to us through this site, even personally identifiable information contained in a public under these laws. IMERC and its GovOnline system development company specifically disclaim any and all liability from reliance upon any information found herein.

[Exit](#) [Previous](#) [Submit](#)

Copyright ©1994-2024 enfoTech & Consulting Inc. All rights reserved. | [Terms of Use](#) | [Privacy Statement](#)

( Last modified Time: 2020-09-14 05:59 PM )