IMERC: Create a New Reporting User Account



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

Click "Create a new account"

1

2



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 icated under the login fields, which provides a PDF document to assist users i process. If you need assistance during your submission, please review the g the IMERC Coordinator.

ind its activities, visit www.newmoa.org/prevention/mercury/imerc or contact

Add Website to Bookmarks
Public Login
User name
Password
Login
Create a new account
Forgot your login user name or password?
Release Date: September 14, 2020 Version: 1.1020.0914.30588
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3 Enter your First Name.

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reate Account			
For new user accour	nt establishment. (*) Denotes a r	equired field.	
eneral Informati	ion		
f you want to receiv	e SMS messages through a mob	vile phone, please input your mo	bile phone No. and select a service provider.
* First Name:	★ Last Name:	* User Name:	
Business Name	Job	Title:	
* Address Line	1: Add	ress Line 2:	
* City:	Country:	* State: * Zip:	
* Primary Phon	e Number: Extension:	Mobile Phone Number:	Mobile Provider:
	soive SMS meanages through	a mohila phone	
Eax Number	★ Email:	a mobile phone.	

4 Enter your Last Name.

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reate Account			
or new user account establishment. (*) Denotes a re	quired field.	
eneral Information you want to receive SMS messages t	hrough a mobil	e phone, please input your mo	obile phone No. and select a service provider.
* First Name: *	Last Name: Job T	* User Name:	
* Address Line 1:	Addre	ess Line 2:	
City: Country United	: States 🗸	★ State: ★ Zip: AK ✔	
* Primary Phone Number: Ex	tension:	Mobile Phone Number:	Mobile Provider:
I want to receive SMS messa	ges through a	mobile phone.	

5 Create a username of your choice. Remember to write it down!

Gov (Online				
reate Account					
For new user account esta	blishment. (*) Deno	tes a require	d field.		
eneral Information	messages through	a mobile ph	one, plea	ise input your mob	ile phone No. and select a service provider.
* First Name: Business Name:	★ Last Na	Job Title:		* User Name:]
★ Address Line 1:		Address L	ine 2:		
★ City:	Country: United States	*	State:	★ Zip:	
★ Primary Phone Nun	ber: Extension	n: M	obile Ph	one Number:	Mobile Provider:
☐ I want to receive S Fax Number:	MS messages thr * Email:	ough a mob	oile phor	ie.	

6 Enter the Business Name (optional).

	int establishment. (*) Denotes a r	equired field.		
eneral Informat	tion			
ou want to receiv	ve SMS messages through a mob	vile phone, plea	ase input your mot	bile phone No. and select a service provider.
* First Name:	* Last Name:		* User Name:	
		20000		
Business Name	Job	Title:		
* Address Line	1: Add	ress Line 2:		
		* State:	* Zip:	
★ City:	Country:	Otator		
★ City:	Country: United States	 AK ✓ 		
* City: * Primary Phor	Country: United States ne Number: Extension:	✓ AK ✓ Mobile Ph	ione Number:	Mobile Provider:
★ City: ★ Primary Phor	Country: United States	AK Mobile Ph	none Number:	Mobile Provider:
* City: * Primary Phor	Country: United States	AK Mobile Ph a mobile phore	none Number:	Mobile Provider:

7 Enter your Job Title.

Create Account

ou want to receive SMS n	nessages through a mobile	e phone, plea	ese input your mob	ile phone No. and select a service provider.
★ First Name:	* Last Name:		* User Name:	
Business Name:	Job T	tle:		
* Address Line 1:	Addre	ss Line 2:		
* City:	Country:	* State:	★ Zip:	
	United States 🗸 🗸	AK 🗸		
Primary Phone Numb	per: Extension:	Mobile Ph	one Number:	Mobile Provider:
I want to receive SM	AS messages through a r	nobile phor	ne.	
Fax Number:	* Email:			

8 Enter the business address for your company.

neral Information				
ou want to receive SMS mess	ages through a mobile	phone, plea	ase input your mobi	ile phone No. and select a service provider.
* First Name:	\star Last Name:		* User Name:	
Business Name:	Job Tit	le:		
Address Line 1:	Addres	s Line 2:		
City: Co	ountry: Jnited States 🗸	★ State: AK ✔	★ Zip:	
Primary Phone Number:	Extension:	Mobile Ph	ione Number:	Mobile Provider:
I want to receive SMS n	nessages through a n	nobile phor	ne.	
Fax Number:	* Email:			

9

Enter your primary phone number.

 First Name: 	★ Last Name:	★ Last Name:		1
Business Name:	Job	Title:		
* Address Line 1:	Add	ress Line 2:		
* City:	Country:	* State:	★ Zip:	1
Primary Phone Nu	Mber: Extension:	Mobile Pr	ione Number:	Mobile Provider:
Fax Number:	* Email:			
ack To Login Next	>>			
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10 Enter your email address.

Business Name: Job Tit		itle:			
Address Line 1: Addre		ess Line 2:			
★ City:	Country:		* State:	★ Zip:	
Vnited States Primary Phone Number: Extension:		ion:	AK Mobile Phone Number:		Mobile Provider:
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11 Click "Next"

ousiness name:		Job Iit	le:	
Address Line 1:	1: Address Line 2:		ss Line 2:	
City:	Country: United States	~	★ State: ★ Zip:	
Primary Phone Number: Extension: M		Mobile Phone Number:	Mobile Provider:	
				~
I want to receive SN	IS messages thro	ough a m	nobile phone.	~
I want to receive SN	/S messages thro	ough a m	nobile phone.	~
I want to receive SM Fax Number: ck To Login Next >>	AS messages thro ★ Email:	ough a m	nobile phone.	✓
I want to receive SM Fax Number: ck To Login Next >>	AS messages thro ★ Email:	ough a m	nobile phone. Copyright (D1994-2024 enfoTech & Consulting Inc. All rights reserved. Terms of Use Privacy Statem

12 Select your account type.

Create Accou	nt	
For new user acc	ount establishment. (*) Denotes a required field.	
* Please select	your account type: Manufacturer Distributor/Wholesaler Importer Trade Association	_
Company Info If possible, please You may associat Click here to perf	Detailed explanations on the account type are as follows: Manufacturer: You manufacture a product for consumer, commercial, industrial, or government use in states requiring Notification to which mercury is intentionally added to the product for any reason.	using the "+" s
Company:	Distributor/Wholesaler: You sell or distribute a mercury-added product for consumer, commercial, industrial, or government use in states requiring Notification.	
🔶 \star Com	Importer: You import a formulated or fabricated product for consumer, commercial, industrial, or government use in states that require Notification to which mercury is intentionally added for any reason or that incorporates a component to which mercury was intentionally added.	
Bash Talaain	Trade Association: You report on behalf of multiple companies that fall under any of the above descriptions.	

13 Click "Select Company" to associate your account with a company that has previously reported to IMERC.

lishment. (*) Denotes a required field.
unt type: 🕢 Manufacturer 🔿 Distributor/Wholesaler 🔿 Importer 🔿 Trade Association
sur company's nine-digit DUNS number. mame with a company already in the IMERC database using the dropdown menu below or you may create a new company account using the "+" symbol. IS No. lookup
Select Company
e DUNS No. *Address 1 Address 2 *City *Country *State/Province *ZipCode
vious Next >>
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14 Click the yellow "+" to create a new company account.

For new user account establishment. (*) Denotes a required field.
Please select one manufacturer.
* Please select your account type: @ 🔿 Manufacturer 🔿 Distributor/Wholesaler 🔿 Importer 🔿 Trade Association
Company Infomation
If possible, please include your company's nine-digit DUNS number. You may associate your username with a company already in the IMERC database using the dropdown menu below or you may create a new company account using the "+" sym Click here to perform a DUNS No. lookup
Company: Select Company Company Name DUNS No. * Address 1 Address 2 * City * Country * State/Province * ZipCode
Back To Login << Previous Next >>
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15 Enter your Company Name.

f possible, please You may associat Click here to perf	e include your company's nine-o te your username with a compar form a DUNS No. lookup	digit DUNS number. ny already in the IMERC databa	se using the dropdown menu bel	ow or you n
Company:			~	Select (
*	* Company Name	DUNS No.	★ Address 1	
Back To Login	<< Previous Next >>			

16 Enter your DUNS Number. You can perform a lookup here: <u>https://www.dnb.com/duns-number/lookup.html</u>

oossible, ple u may assoc ck here to p	ase include your company's nine- iate your username with a compa erform a DUNS No. lookup	digit DUNS number. ny already in the IMERC datab	ase using the dropdown menu belo	w or you may create a
Company:			~	Select Company
\$	* Company Name	DUNS No.	★ Address 1	Address
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17 Enter the business street address.

Please select one manufacturer.

ase select your account type: (1) Manufacturer (1) Distributor/Wholesaler (1) Importer (1) Irade
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pany Infomation

sible, please include your company's nine-digit DUNS number. Iay associate your username with a company already in the IMERC database using the dropdown menu below or you may create a new company account using the "+" symbol. nere to perform a DUNS No. lookup

mpany	npany: Select Company						
>	Company Name	DUNS No.	* Address 1	Address 2	* City	* Country	
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18 Enter the business city.

ber. IMERC databa	se using the dropdown menu belo	w or you may create a new co	ompany account using	the "+" symbol.		
	~	Select Company				
S No.	* Address 1	Address 2	* City	* Country	* State/Province	* ZipCode
				~		
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19 Click this dropdown to select the business country.

outor/Wholesaler 🔿 Importer 🔿 Trade	Association				
latabase using the dropdown menu below	or you may create a new c	ompany account using	g the "+" symbol.		
~	Select Company				
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20 Enter the business state or province.

butor/Wholesaler 🔿 Importer 🔿 Trade A	ssociation				
atabase using the dropdown menu below or	you may create a new c	ompany account usi	ng the "+" symbol.		
✓ Se	lect Company				
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21 Enter the business zip code.

/Wholesaler 🔿 Importer 🔿 Trade As	sociation				
se using the dropdown menu below or yc	ou may create a new	company account us	ing the "+" symbol.		
↓ Sele	ct Company				
★ Address 1	Address 2	* City	* Country	* State/Province	* ZipCode
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k here	to perform a DUNS No. lookup	ly alleady in the initio	c database using the dropdown menu bei	ow of you may create a new	w company account	using the + syn
omns				Select Company		
compa	INEWMOA		•	Select company		
4	* Company Name	DUNS No.	* Address 1	Address 2	≭ City	* Cour
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23 Answer the five security questions with unique responses.

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w user account establishment. (*) Denotes a rec	quired field.
urity Questions	
the following security questions will be referen	iced during the application submission process. Please answer all five questions below with unique responses.
estion 2: hat is your favorite book?	v
swer:	
hat is the name of the hospital where	you were born? V
swer:	
estion 4:	
hat is your best friend's last name? 🗸	
swer:	
estion 5:	

24 Click "Next"

What is your favorite book?	
Allowel.	
Question 3:	
What is the name of the hospital where you were b	oorn? ✓
Answer:	
Question 4:	
What is your best friend's last name? V	
Answer:	
Question 5:	
What is the last name of your favorite teacher? ~	
Answer:	
ack to Login << Previous (Next >>	
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25 Click "Create Account" to complete the registration process. You will receive an email with a temporary password after your new account has been reviewed and approved by an IMERC Coordinator.

GovOnli	NE
Create Account	
Click "Create Account" to complete the	registration process.
Note: All new company and user account 8558 for more information.	nts will be reviewed by IMERC staff prior to activation. Please allow up to 48 hours for accounts to activate. You will be not
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