

IMERC: Create a New Reporting User Account

1

Navigate to

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

2

Click "Create a new account"



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, New Jersey, New York, North Carolina, Rhode Island, Vermont, and Washington.

Registration, and Phase-out Exemption processes, including form and attachment requirements 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 information provided by the IMERC Coordinator.

For more information and its activities, visit www.newmoa.org/prevention/mercury/imerc or contact imerc@newmoa.org. IMERC is a program of the Northeast Waste

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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.



Create Account

For new user account establishment. (*) Denotes a required field.

General Information

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* First Name: * Last Name: * User Name:

Business Name: Job Title:

* Address Line 1: Address Line 2:

* City: Country: * State: * Zip:

* Primary Phone Number: Extension: Mobile Phone Number: Mobile Provider:

I want to receive SMS messages through a mobile phone.

Fax Number: * Email:

4 Enter your Last Name.



Create Account

For new user account establishment. (*) Denotes a required field.

General Information

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* First Name: * Last Name: * User Name:

Business Name: Job Title:

* Address Line 1: Address Line 2:

* City: Country: * State: * Zip:

* Primary Phone Number: Extension: Mobile Phone Number: Mobile Provider:

I want to receive SMS messages through a mobile phone.

Fax Number: * Email:

5

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



Create Account

For new user account establishment. (*) Denotes a required field.

General Information

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* First Name: * Last Name: * User Name:

Business Name: Job Title:

* Address Line 1: Address Line 2:

* City: Country: * State: * Zip:

* Primary Phone Number: Extension: Mobile Phone Number: Mobile Provider:

I want to receive SMS messages through a mobile phone.

Fax Number: * Email:

6

Enter the Business Name (optional).

Create Account

For new user account establishment. (*) Denotes a required field.

General Information

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* First Name: * Last Name: * User Name:

Business Name: Job Title:

* Address Line 1: Address Line 2:

* City: Country: * State: * Zip:

* Primary Phone Number: Extension: Mobile Phone Number: Mobile Provider:

I want to receive SMS messages through a mobile phone.

Fax Number: * Email:

7 Enter your Job Title.

Create Account

For new user account establishment. (*) Denotes a required field.

General Information

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* First Name:	* Last Name:	* User Name:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Business Name:	Job Title:		
<input type="text"/>	<input type="text"/>		
* Address Line 1:	Address Line 2:		
<input type="text"/>	<input type="text"/>		
* City:	Country:	* State:	* Zip:
<input type="text"/>	United States	AK	<input type="text"/>
* Primary Phone Number:	Extension:	Mobile Phone Number:	Mobile Provider:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> I want to receive SMS messages through a mobile phone.			
Fax Number:	* Email:		
<input type="text"/>	<input type="text"/>		

8 Enter the business address for your company.

Create Account

For new user account establishment. (*) Denotes a required field.

General Information

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* First Name:	* Last Name:	* User Name:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Business Name:	Job Title:		
<input type="text"/>	<input type="text"/>		
* Address Line 1:	Address Line 2:		
<input type="text"/>	<input type="text"/>		
* City:	Country:	* State:	* Zip:
<input type="text"/>	United States	AK	<input type="text"/>
* Primary Phone Number:	Extension:	Mobile Phone Number:	Mobile Provider:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> I want to receive SMS messages through a mobile phone.			
Fax Number:	* Email:		
<input type="text"/>	<input type="text"/>		

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9 Enter your primary phone number.

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* First Name:	* Last Name:	* User Name:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Business Name:	Job Title:		
<input type="text"/>	<input type="text"/>		
* Address Line 1:	Address Line 2:		
<input type="text"/>	<input type="text"/>		
* City:	Country:	* State:	* Zip:
<input type="text"/>	United States	AK	<input type="text"/>
* Primary Phone Number:	Extension:	Mobile Phone Number:	Mobile Provider:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> I want to receive SMS messages through a mobile phone.			
Fax Number:	* Email:		
<input type="text"/>	<input type="text"/>		

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10 Enter your email address.

Business Name:	Job Title:		
<input type="text"/>	<input type="text"/>		
* Address Line 1:	Address Line 2:		
<input type="text"/>	<input type="text"/>		
* City:	Country:	* State:	* Zip:
<input type="text"/>	United States	AK	<input type="text"/>
* Primary Phone Number:	Extension:	Mobile Phone Number:	Mobile Provider:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> I want to receive SMS messages through a mobile phone.			
Fax Number:	* Email:		
<input type="text"/>	<input type="text"/>		

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11 Click "Next"

Business Name: Job Title:

★ Address Line 1: Address Line 2:

★ City: Country: ★ State: ★ Zip:

★ Primary Phone Number: Extension: Mobile Phone Number: Mobile Provider:

I want to receive SMS messages through a mobile phone.

Fax Number: ★ Email:

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12 Select your account type.



Create Account

For new user account 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 per

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.

Distributor/Wholesaler: You sell or distribute a mercury-added product for consumer, commercial, industrial, or government use in states requiring Notification.

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.

Trade Association: You report on behalf of multiple companies that fall under any of the above descriptions.

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

Establishment. (*) Denotes a required field.

Account type: Manufacturer Distributor/Wholesaler Importer Trade Association

Your company's nine-digit DUNS number.
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.
Click here to perform a DUNS No. lookup

Company: **Select Company**

Company Name	DUNS No.	* Address 1	Address 2	* City	* Country	* State/Province	* ZipCode
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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 Information

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 "+" symbol.
Click here to perform a DUNS No. lookup

Company: **Select Company**

 Company Name	DUNS No.	* Address 1	Address 2	* City	* Country	* State/Province	* ZipCode
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15 Enter your Company Name.

Company Information

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

[Click here to perform a DUNS No. lookup](#)

Company:

	* Company Name	DUNS No.	* Address 1	
+ ×	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

* Please select your account type: Manufacturer Distributor/Wholesaler Importer Trade Association

Company Information

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 c

[Click here to perform a DUNS No. lookup](#)

Company:

	* Company Name	DUNS No.	* Address 1	Address 2
+ ×	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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17 Enter the business street address.

• Please select one manufacturer.

Please select your account type: Manufacturer Distributor/Wholesaler Importer Trade Association

Company Information

Optional, 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 "+" symbol. Click here to perform a DUNS No. lookup

Company: [Select Company](#)

* Company Name	DUNS No.	* Address 1	Address 2	* City	* Country
<input type="text"/>					

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18 Enter the business city.

Distributor/Wholesaler Importer Trade Association

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 "+" symbol.

[Select Company](#)

DUNS No.	* Address 1	Address 2	* City	* Country	* State/Province	* ZipCode
<input type="text"/>						

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19 Click this dropdown to select the business country.

istributor/Wholesaler Importer Trade Association

database using the dropdown menu below or you may create a new company account using the "+" symbol.

* Address 1	Address 2	* City	* Country	* State/Province	* ZipCode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Country"/>	<input type="text"/>	<input type="text"/>

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20 Enter the business state or province.

istributor/Wholesaler Importer Trade Association

database using the dropdown menu below or you may create a new company account using the "+" symbol.

* Address 1	Address 2	* City	* Country	* State/Province	* ZipCode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Country"/>	<input type="text" value="State/Province"/>	<input type="text"/>

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21 Enter the business zip code.

butor/Wholesaler Importer Trade Association

database using the dropdown menu below or you may create a new company account using the "+" symbol.

Select Company

* Address 1	Address 2	* City	* Country	* State/Province	* ZipCode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Country"/>	<input type="text"/>	<input type="text"/>

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22 Click "Next"

... Please select your account type: Manufacturer Distributor/Wholesaler Importer Trade Association

Company Information

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 "+" symbol.
[Click here to perform a DUNS No. lookup](#)

Company: **Select Company**

	* Company Name	DUNS No.	* Address 1	Address 2	* City	* Country
+	<input type="text" value="NEWMOA"/>	<input type="text"/>	<input type="text" value="89 South Street"/>	<input type="text" value="Suite 602"/>	<input type="text" value="Boston"/>	<input type="text" value="USA"/>

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Answer the five security questions with unique responses.



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* Security Questions

One of the following security questions will be referenced during the application submission process. Please answer all five questions below with unique responses.

Question 1:
What is the first and middle name of your oldest sibling? ▾
Answer:

Question 2:
What is your favorite book? ▾
Answer:

Question 3:
What is the name of the hospital where you were born? ▾
Answer:

Question 4:
What is your best friend's last name? ▾
Answer:

Question 5:

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Click "Next"

Question 2:
What is your favorite book? ▾
Answer:

Question 3:
What is the name of the hospital where you were born? ▾
Answer:

Question 4:
What is your best friend's last name? ▾
Answer:

Question 5:
What is the last name of your favorite teacher? ▾
Answer:

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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.

