

IMERC: How to Submit an Alternative Labeling Application

1

Navigate to

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

2

Enter your login credentials and click "Login"



Mercury-Added Products Reporting System

Mercury-Added Product Reporting Clearinghouse (IMERC) Mercury-Added Product Reporting System provides a secure online environment for companies to comply with the Mercury-added Product Reporting requirements of Connecticut, Louisiana, Maine, Massachusetts, and Washington.

For information on the reporting and exemption processes, including form and attachment requirements, please review the user manual. Users can get help with login fields, which provides a PDF document to assist users. For additional assistance during your submission, please review the user manual.

[Add Website to Bookmarks](#)

Public Login

User name

Password

[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 notification(s).
To create a new notification, click the **M Quick Access** panel to the left.

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4 Click "Apply" next to Alternative Labeling Plan

Home **Notification** My Profile

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
Apply	Alternative Labeling Plan
Apply	Mercury-Added Product Notification
Apply	Phase-Out Exemption

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5 Click "Next"

Application > Wizard Panel > Application

Form List Agency Comments

Application Form List (Submission ID: 3571)

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

All Applicable Forms List

Alternative Labeling Plan

Exit Save **Next**

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6 Select the correct Associated Company from the dropdown menu.

GovONLINE

Home Notification My Profile

Application > Wizard Panel > Alternative Labeling Plan

Alternative Labeling Plan (Application ID: 3571)

Select an associated company for the Alternative Labeling Plan.

Alternative Labeling Plan

* Associated Company

NEWMOA

Exit Save Previous Next

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7 Click "Next"

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Notification', and 'My Profile'. Below the navigation bar is a breadcrumb trail: 'Application > Wizard Panel > Alternative Labeling Plan'. On the left, a 'Wizard Panel' sidebar lists four steps: 1. Application, 2. Attachment, 3. Validation, and 4. Submission. The 'Alternative Labeling Plan' step is currently active. The main content area is titled 'Alternative Labeling Plan (Application ID: 3571)' and contains a yellow instruction box: 'Select an associated company for the Alternative Labeling Plan.' Below this is a form section titled 'Alternative Labeling Plan' with a red asterisk indicating a required field: '* Associated Company'. A dropdown menu is set to 'NEWMOA'. At the bottom of the form are four buttons: 'Exit', 'Save', 'Previous', and 'Next'. The 'Next' button is circled in orange.

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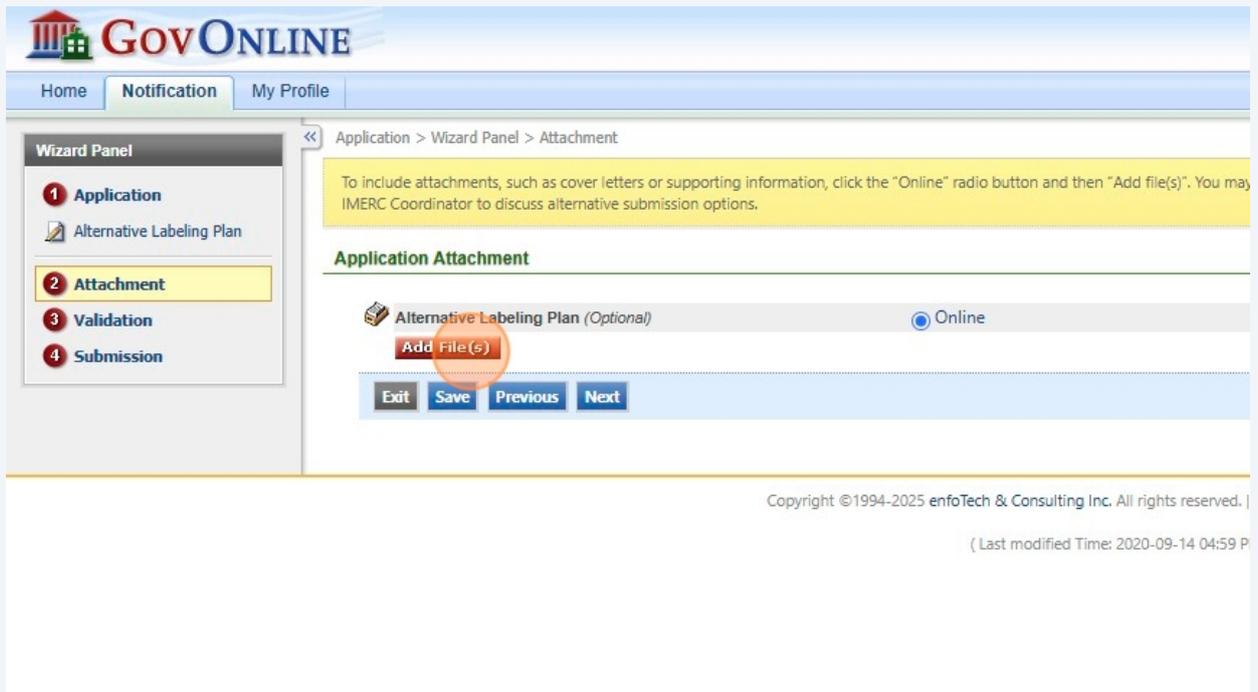
8 Click the "Online" toggle.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Notification', and 'My Profile'. Below the navigation bar is a breadcrumb trail: 'Application > Wizard Panel > Attachment'. A yellow instruction box reads: '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. IMERC Coordinator to discuss alternative submission options.' Below this is a form section titled 'Application Attachment' with a red asterisk indicating a required field: '* Associated Company'. A dropdown menu is set to 'NEWMOA'. Below the dropdown is a radio button labeled 'Online', which is circled in orange. At the bottom of the form are four buttons: 'Exit', 'Save', 'Previous', and 'Next'.

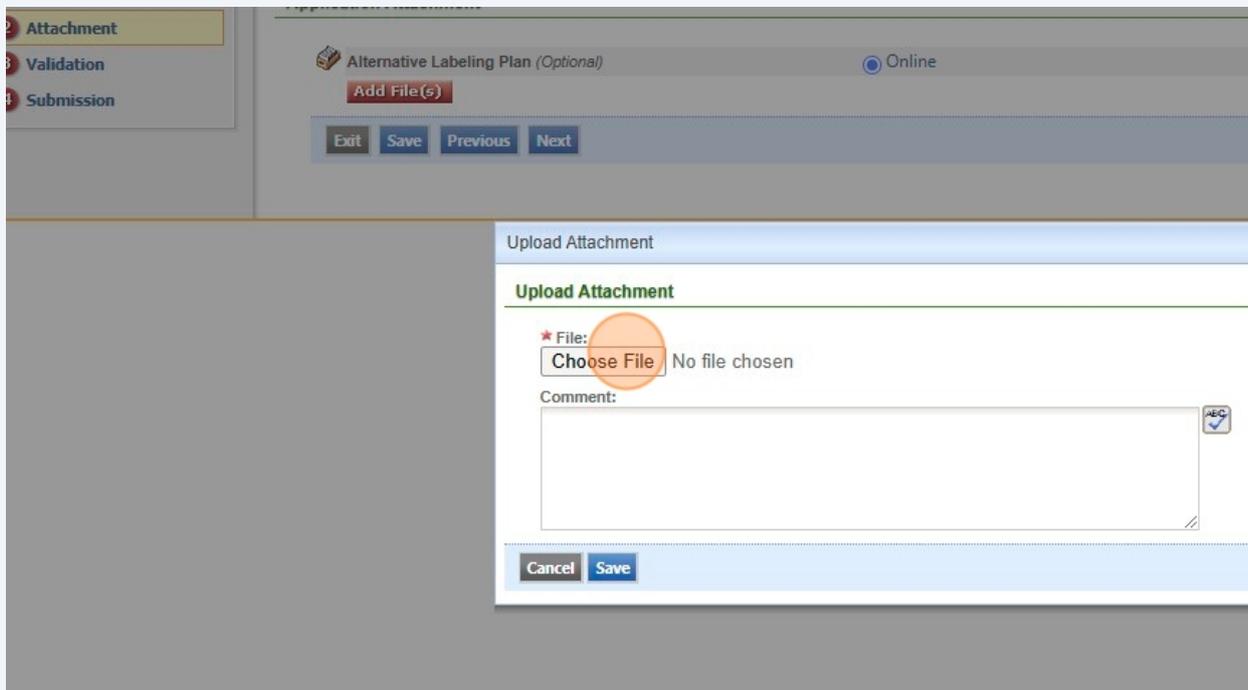
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9 Click "Add File(s)"



10 Click "Choose File"



11 Upload your application and click "Save"

Upload Attachment

Upload Attachment

★ File:
Choose File CompanyName_AlternativeLabelingApplication.pdf

Comment:

Cancel **Save**

12 Click "Add File(s)"

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 IMERC Coordinator to discuss alternative submission options.

Application Attachment

✓ Saved successfully.

Alternative Labeling Plan (Optional)	<input checked="" type="radio"/> Online	
CompanyName_AlternativeLabelingApplication.pdf		N/A

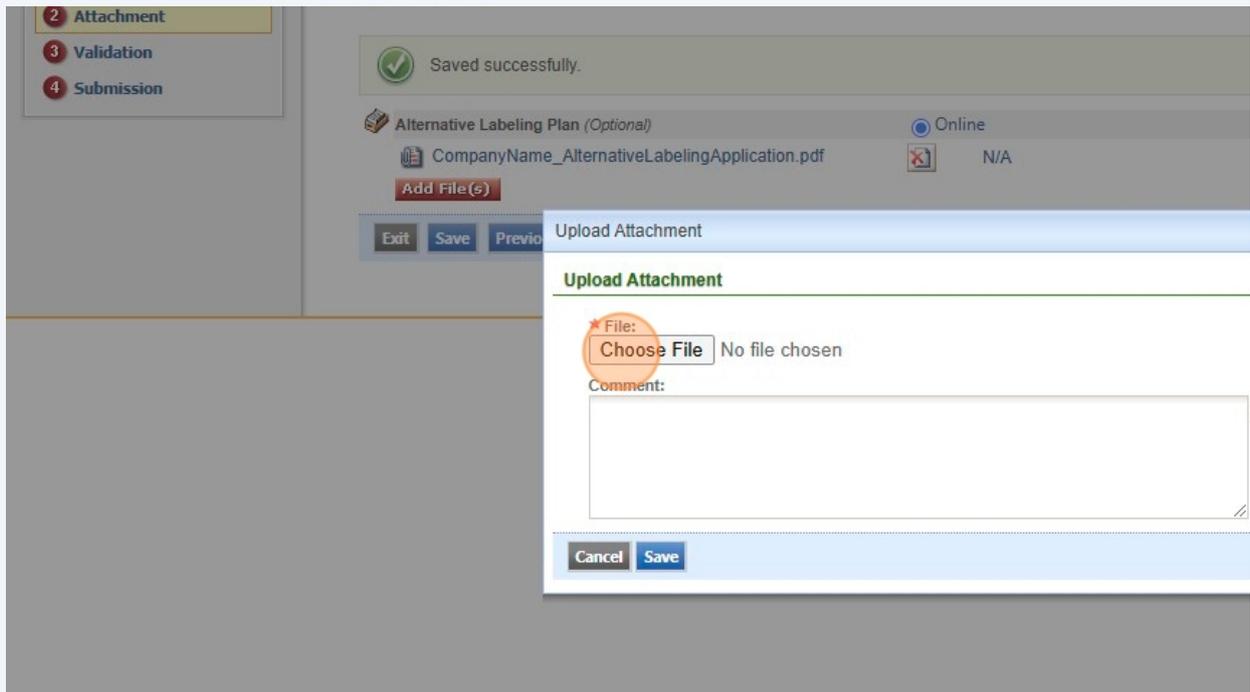
Add File(s)

Exit **Save** **Previous** **Next**

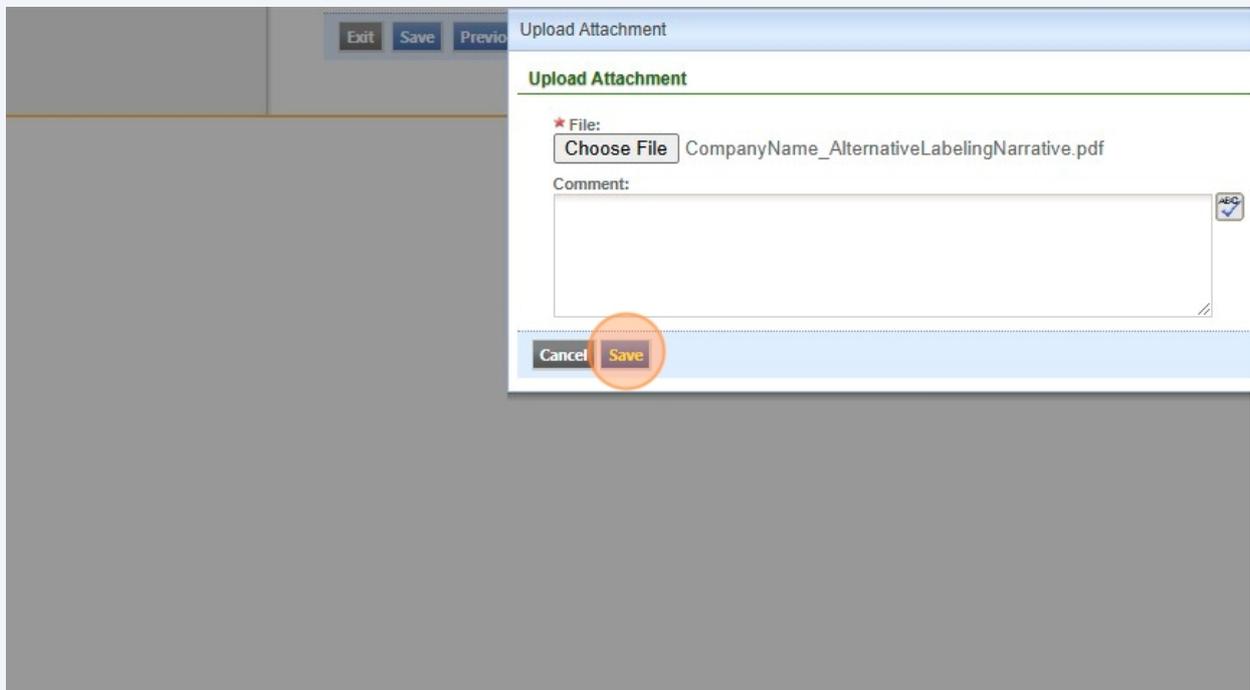
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13 Click "Choose File"



14 Upload your justification narrative and click "Save"



15 Click "Next"

Alternative Labeling Plan

2 Attachment

3 Validation

4 Submission

IMERC Coordinator to discuss alternative submission options.

Application Attachment

✓ Saved successfully.

Alternative Labeling Plan (Optional) Online

CompanyName_AlternativeLabelingApplication.pdf		N/A
CompanyName_AlternativeLabelingNarrative.pdf		N/A

Add File(s)

Exit Save Previous **Next**

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16 Click "Next"

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 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**

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17 Click this checkbox.

Home Notification My Profile

Wizard Panel

- 1 Application
- Alternative Labeling Plan
- 2 Attachment
- 3 Validation
- 4 Submission

Application > Wizard Panel > Submit

Submit Application (Application ID: 3571)

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

Certification of Submission

The IMERC-member states require certification of the information in this submission by an authorized senior management responsible for the overall operation of a facility or an operational unit of a facility, such as a plant manager, superintende a certification form to be signed by a senior management official, attach a copy of the signed form to this submission, and

If the owner of this online account is a senior management official as defined above, you may certify this submission by c

* I have personally examined and am familiar with the information in this submission and all attachments thereto, an information, the submitted information is true, accurate, and complete to the best of my knowledge and belief. I understar applicable IMERC members' state laws.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as phys Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for User ID and Password, may be terminated at our discretion at any time.

Question: What is your favorite book?
Answer:

Disclaimer

Your privacy with respect to the use of this website results from a partnership between IMERC and you, the user. We atten we receive through the website is subject to public records laws of the IMERC states, we cannot ensure absolute privacy

18 Answer your security question.

3 Validation

4 Submission

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If the owner of this online account is a senior management official as defined above, you may certify this submission by c

* I have personally examined and am familiar with the information in this submission and all attachments thereto, an information, the submitted information is true, accurate, and complete to the best of my knowledge and belief. I understar applicable IMERC members' state laws.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as phys Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for User ID and Password, may be terminated at our discretion at any time.

Question: What is your favorite book?
Answer:

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Exit Previous Submit

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19 Click "Submit"

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as physical safeguards and Authorized Personnel's PCI compliant processes. Once we provide you with a password, you are responsible for your User ID and Password, may be terminated at our discretion at any time.

Question: What is your favorite book?

Answer:

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

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