ACE Electronic Reporting – Responsible Official Manual

> The ACE Administration Team can be contacted at (518) 402-8507 Monday to Friday, 8:30 a.m. to 4:30 p.m. Eastern time, except on New York State holidays. You can email the ACE Team at E-reporting.Air@dec.ny.gov to receive a reply or phone call no later than the next business day.

INTRODUCTION

Responsible Officials (ROs) are the only individuals who can formally submit documents, reports, statements, and/or data to NYSDEC through the ACE E-Reporting web interface. (Note that facility management may designate multiple ROs simultaneously as a precaution to ensure continuous RO access.)

The RO account is the only one that must be established in order to use the ACE system. The other roles described below – Editors and Reviewers – exist for people assisting the RO in preparing data and assuring its accuracy.

Although the RO's access to the system allows him or her to perform all the steps necessary for submittal to NYSDEC, most facilities do also designate Editors and Reviewers to prepare submissions for the RO's certification and formal submittal.

> **Important Notice:** Responsible Officials will be required to affirm the statement quoted below before formally submitting any document to NYSDEC.
>
> "I certify that I have not violated any term in my Electronic Signature Agreement and that I am otherwise without any reason to believe that the confidentiality of my user ID and password have been compromised now or at any time prior to this submission."
>
> Users cannot legally share their user ID and password with any other individual.

NEW USERS

First-time ACE account holders receive login information by email after their paper application has been approved by NYSDEC. The letter attached to the email contains

- the User ID,
- a temporary password,
- a web link to the ACE login page, and
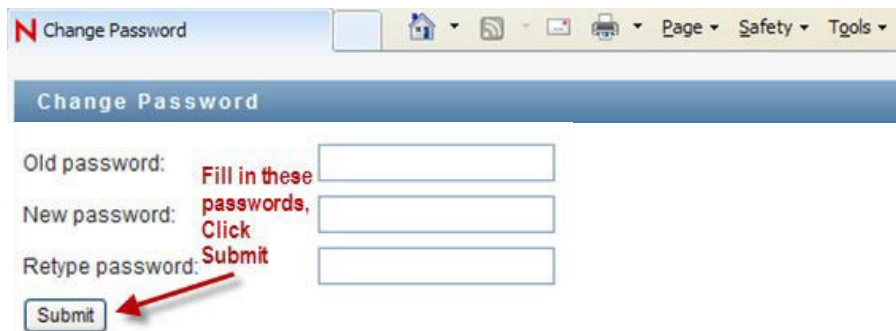- instructions for an initial login.

FIRST-TIME LOGIN

Upon receiving the email message from NYSDEC, the new user can click on the web link in the letter or copy it and paste it into any the address line of any common Internet browser:
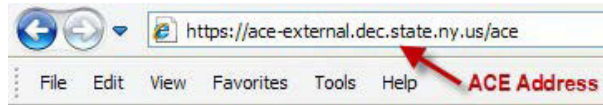
At the ACE login window, enter the User ID and the temporary password provided by NYSDEC:

When *Login* is clicked, the system presents a *Change Password* screen, shown below. Following the instructions on the screen, enter the temporary password and a new password of your choice.

If the password was successfully changed, the system will return a message indicating that.

> **Important:** After successfully changing your password, close the Internet browser completely – leaving no tabs open – and restart it before using the new password.

Once you log in with your changed password, you will be on the ACE homepage.

NOTE: Each new ACE password will expire 90 days from the day it is created.

YOUR ACE HOME PAGE: "MY FACILITIES"

NYSDEC assigns to your User ID the facility or facilities that were on the paper application submitted for approval of a new account. (NOTE: Under some circumstances new accounts have been approved and created upon receipt of an electronic version of the paper application, but applicants are still required to send a paper version to formally complete the process.)

If upon login your ACE homepage does not show the facility from your application in the "My Facilities" list, use the contact information on page 1 to contact the ACE Administration Team for assistance.

My Facilities

Examples of Facilities on the ACE Home Page

DEC ID	Facility Name
1-4728-	BEMIS COMPANY INC
8-2614-	KODAK OPERATIONS AT EASTMAN BUSINESS PARK
9-2911-	DUREZ NIAGARA

> When an Editor flags a report, the flagged report is marked in the "My Facilities" list with a link (shown below).
>
> We strongly recommend Editors apply flags to ensure their ROs can identify the report the Editor has finished preparing. The Editor must in addition contact the RO to advise them that a report has been flagged and is ready to be Certified and Submitted.

My Facilities

DEC ID	Facility Name
1-2820-	
1-2820-	
1-2820-	
1-2820-	
1-2824-	
1-2824-	
1-4720-	

This link appears when the Editor "flags" the report for submission.

Initiate Submission

When you click "Initiate Submission", a box will appear within the list of facilities which includes report details and a link. Click the "Open" link to proceed to the next page.

1-2824-　　　TBG COGEN FACILITY　　　Initiate Submission

Compliance Certification Reports

| Reporting Period	Due Date	Status	Action
01/01/2021 - 06/30/2021 1-2824-_____, R3	07/30/2021	Being Amended	Open

Having opened the report, the RO can click on the appropriate terms to (1) validate the report, if it has not already been validated, and (2) initiate submission.

Initiating a submission will bring up a Submission Agreement. Before clicking "Next", the RO must read the statements and affirm the Agreement by checking the box next to each statement.
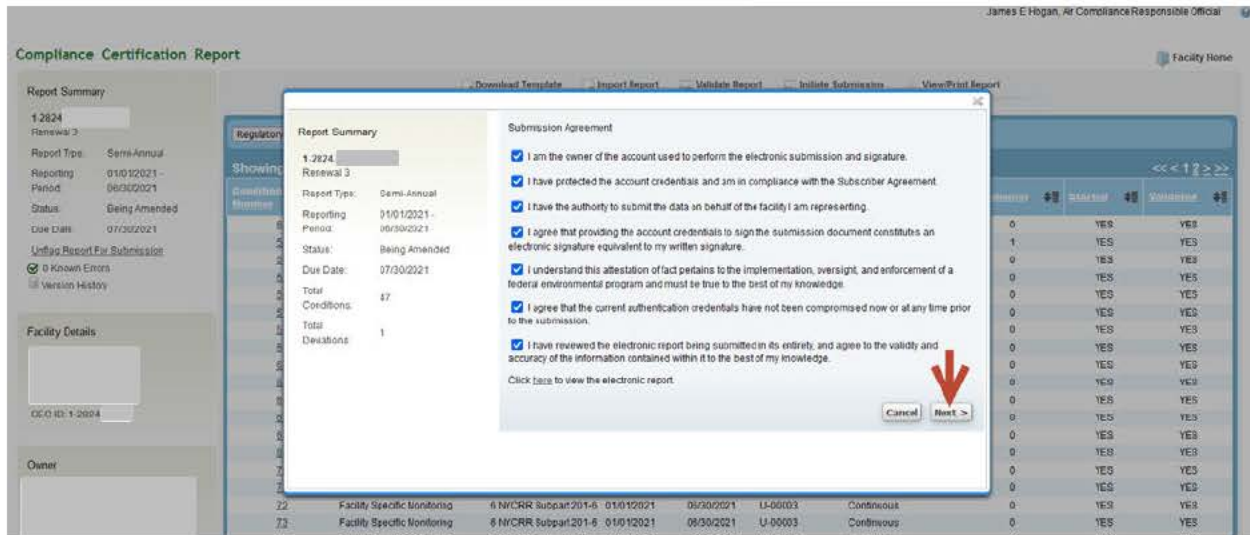
In the next window, click "Request Signature Token." Making this request automatically sends an email with a signature code to the email address listed for the RO on the application sent to NYSDEC.
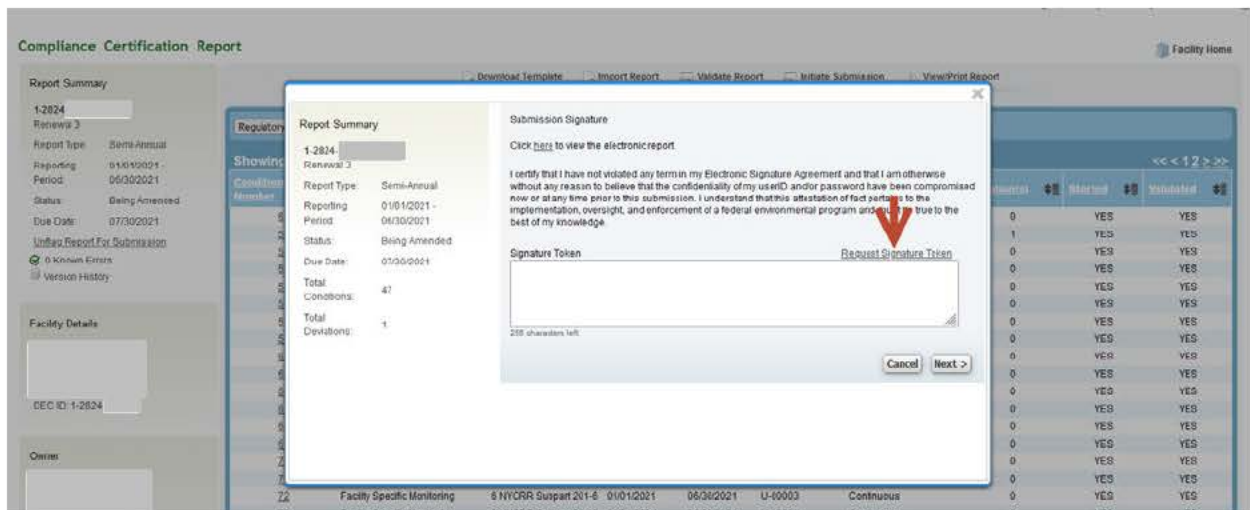
An example of the email that you will receive with your signature token is below.

IMPORTANT: If you do not receive the signature token, it may be because (1) your facility's network security program has stopped the token message or (2) the email address in DEC's records is not correct.

If the token does not arrive within a few minutes, check with your IT staff or call us to be sure the correct address is on file. As shown in the image above, the "from" name in the message is "NYS DEC SER Administrator."

Copy your signature token and paste it into the box labeled "Signature Token". Click "Next" to process the report and send it to NYSDEC. In your browser, ACE will show you the confirmation message below, which is also sent to your email address.
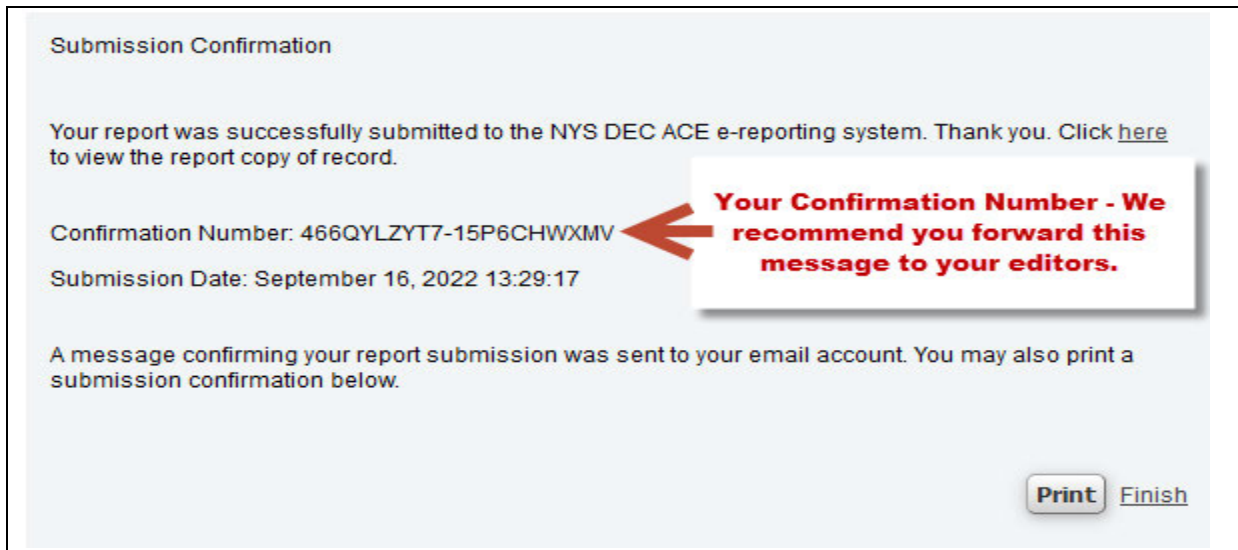
We recommend that you forward the confirmation email to your facility's other ACE users – editors, alternate ROs, etc.

After receiving confirmation that your report was successfully submitted, click "Finish" and, for security, log out of ACE using the menu bar at the top of the page.