RO Quick Reference Sheet

Use this easy Step by Step Guide to Certifying and Submitting Your Report to NYSDEC

> The ACE Administration Team can be contacted at 518-402-8507 Monday – Friday, from 8:30 a.m. through 4:30 p.m. EST, except on NY State holidays. You can e-mail us any time at E-reporting.Air@dec.ny.gov. You will receive a reply or phone call the next business day.

☐	Go to the ACE Login Screen and enter UserID and Password.
☐	Click on the Initiate Submission link to the right of your facility ID and Name.
☐	☐ The report must have been "flagged" for the link to appear.
☐	Click on the "Open" link under the "Action" heading.
☐	Click on the "Initiate Submission" button.
☐	Read all statements in the Submission Agreement window and check each box. Click "Next."
☐	Read the Certification Statement and click "Request Signature Token."
	☐ Open your e-mail box and look for mail from "NYS DEC SER Administrator."
	☐ Open the message, right click and copy the code number (token) in the message body.
	☐ Right click the Signature Token box in ACE and paste the code number (token).
	☐ Click "Next."
☐	Wait for the confirmation message in ACE, then click "Finish."
☐	Logout of ACE.
☐	Forward the e-mailed confirmation message to your report preparers (Editors, Reviewers).

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