



Instructions for Completing the Electronic Signature Application and Subscriber Agreement

Use these instructions to complete the editor(s) and submitter application and subscriber agreement to facilitate electronic filing of specified documents with DEP (DEP-AIR-ESIG-APP-003A). All applicable regulations should be reviewed prior to completing this application and subscriber agreement. It is the regulated entity's responsibility to comply with all applicable regulations. Subsequent electronic submissions shall be on forms furnished or prescribed by the commissioner.

Introduction

Owners and operators of entities subject to the Regulations of Connecticut State Agencies (RCSA) pertaining to the control of air pollution are required to submit reports the Connecticut Department of Environmental Protection's (DEP) Bureau of Air Management. *The Electronic Signature Application and Subscriber Agreement* provides a mechanism to leverage existing technology to allow electronic submission of reports to the DEP using the DEP's Emissions Inventory Reporting System (EMIT).

Submittal - When complete, please send one copy of this electronic signature application and subscriber agreement with original signatures to the following address:

Air Technical Services
Bureau of Air Management
Connecticut Department of Environmental Protection
79 Elm St., 5th Floor
Hartford, CT 06106
Attn.: E-Reporting

Electronic Reporting - At this time the EMIT system is unable to accommodate submission of any electronic reporting beyond the Emissions Statement but other electronic reporting will become available in the near future.

Part I: Company Information

- 1. Company Name**—Indicate the name of the parent corporation for the facility which is the regulated entity for which electronic submittal authorization is being sought.
- 2. Physical Address/Location**—Indicate the site where the facility is located and the contact person who is responsible for environmental reporting.
- 3. Mailing Address**—Indicate the mailing address of the company or contact person, if the address or the contact person is different than identified above.
- 4. Preparer of this application and agreement**—Indicate the name of the preparer's company, the mailing address, site address for the facility, and the preparer's name and contact information.

Part II: Submitter Certification

Identify the Submitter - This will often be the person who is responsible for environmental reporting. The submitter must have the requisite authority, signatory authority under section 22a-174-2a of the Regulations of Connecticut State Agencies as applicable, to originate the transaction at the time of transmittal on behalf of the company/regulated entity identified in *Part I: Company Information* paragraph 1.

Terms & Conditions – The submitter shall understand and/or agree, as applicable, with the terms and conditions of the application and subscriber agreement as provided in *Part II: Submitter Certification* paragraphs 1 through 20.

Sign & Date - The submitter shall sign and date the *Electronic Signature Application and Subscriber Agreement*. The company name of the entity for which electronic submittal authorization is being sought shall be included. This company name should match the company name provided in *Part I: Company Information* paragraph 1.

Only One Submitter - At this time the EMIT system is unable to accommodate more than one submitter per company/regulated entity, at a particular physical location.

Part III: Editor Certification

Identify the Editor - This will be a person or persons responsible for compiling the environmental reporting for the submitter.

Terms & Conditions – Each editor shall understand and/or agree, as applicable, with the terms and conditions of the application and subscriber agreement as provided in *Part III; Editor Certification* paragraphs 1 through 6, which includes *Part II; Submitter Certification* paragraphs 2 through 5 and paragraph 18.

Sign & Date - Each editor shall sign and date the *Electronic Signature Application and Subscriber Agreement*. The company name of the entity for which electronic submittal authorization is being sought shall be included. This company name should match the company name provided in *Part I: Company Information* paragraph 1. The company name of the editor's employer if different than the entity for which editor status is being sought shall be included.

Authorization – A representative of the company/entity for which editor status is being sought shall sign the *Electronic Signature Application and Subscriber Agreement* authorizing the editor to edit on behalf of the company/entity.

Check the box if there is more than one editor and include additional editor pages and renumber pages.

EMIT ONLINE

Electronic Access- Your emissions statement is accessible at depapps.ct.gov.

New Submitters and Editors - A log in name and temporary password will be provided to you by DEP upon review and approval of a submitted agreement form. Insert your username (provided to you under a separate cover) and [temporary] password to start. Your temporary password is depemit (all lowercase). You will be prompted to change to a permanent password to continue. You will also be prompted to provide answers to challenge questions for the sake of security when logging in. The security information provided should be known only to you.

Password - You are legally responsible for the use of your password and it becomes the cornerstone of electronic signature process; therefore, it should be viewed as privileged not to be transferred or assigned. Each editor or submitter must provide a properly executed Electronic Signature Application and Subscriber Agreement.

Existing Submitters and Editors - The new *Electronic Signature Application and Subscriber Agreement* is not required to be submitted to the DEP unless any of the information changed in the previous year. If so, please explain the change(s) in a cover letter. For those who used the system last year you may re-use your log-in and will be prompted to renew your password. If you have difficulties please contact the EMIT Online helpdesk.

EMIT Online helpdesk - If you need assistance or have questions about emissions statement reporting, contact the EMIT Online helpdesk between 8:30 am and 4:30 pm Monday through Friday at 860-424-3882. You can also contact the EMIT Online helpdesk at dep.helpdesk@ct.gov.