



Semi-Annual Report User Guide

Thank you for reviewing ACHD’s Semi-Annual Report User Guide. This guide will walk through the steps required to complete the submission of a semiannual report. The first section will illustrate each step using a Responsible Official REP login. The next section addresses submitting the report as a Consultant REP login and the last section shows how a Responsible Official approves a Consultant Submitted Report.

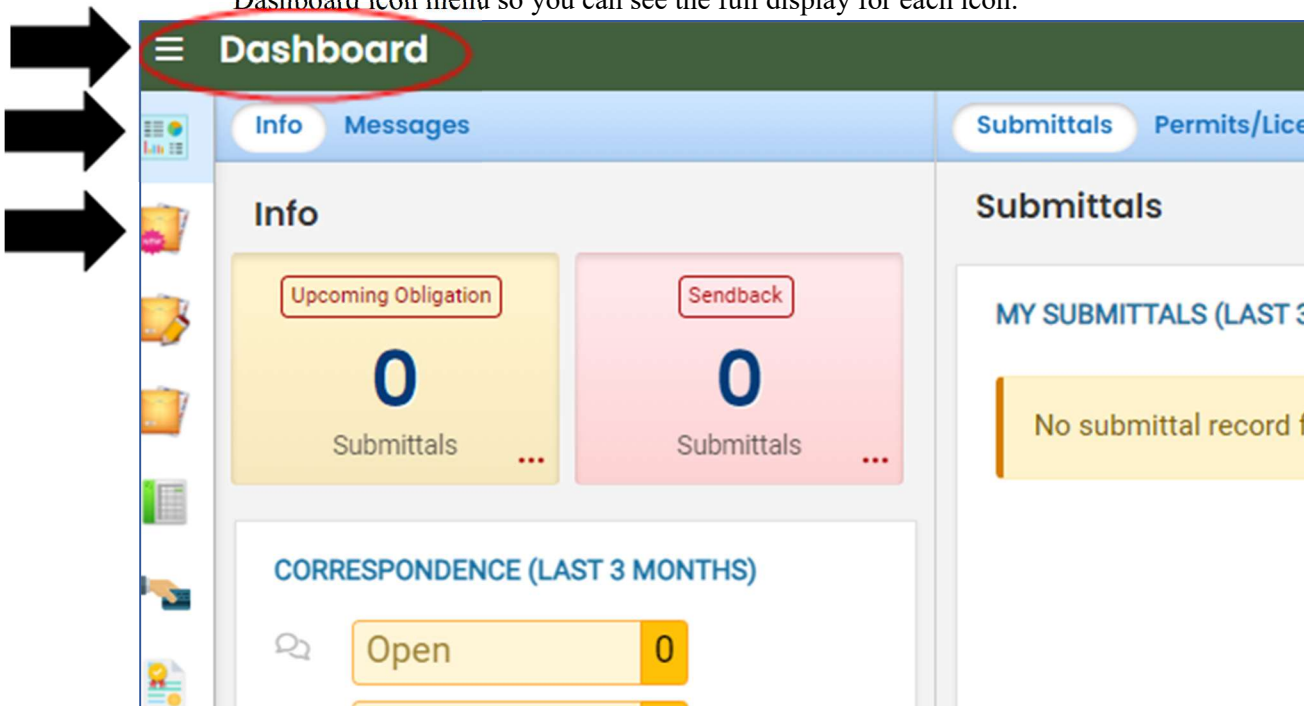
Submitting A Semi-annual Report Using a Responsible Official User Account

1. Login to REP using your credentials, in this case the Responsible Official (“RO”) for your Facility. If you are having issues seeing your Facility please email AQREP@AlleghenyCounty.US



2. Start at your Dashboard; the icon (Top, Far Left) will take you to the Dashboard.

The Dashboard is your “Front Page”, containing a collected overview of Obligations and Submittals. Note: Clicking the “hamburger” icon (three stacked horizontal lines) expands the Dashboard icon menu so you can see the full display for each icon.



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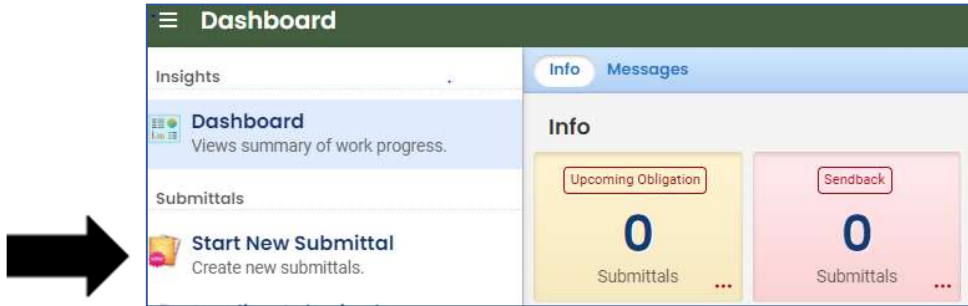





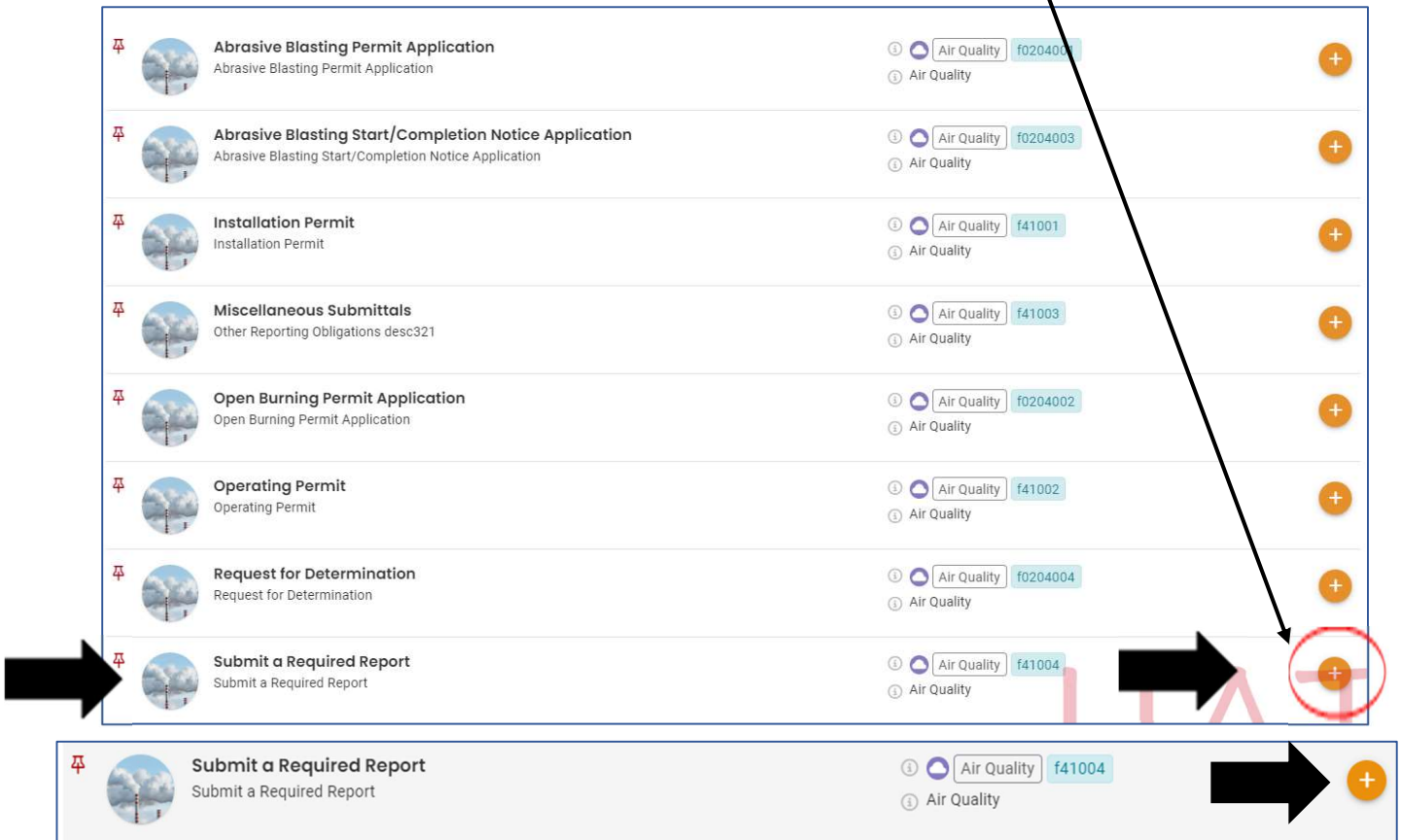
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3. Click the New Submittal Icon. It is directly below the Dashboard icon. The New Submittal is available without going to the Dashboard first, but it is important to be aware of the Dashboard.



4. To **SUBMIT A REQUIRED REPORT**, you will need to click the  on the right to begin the submittal.




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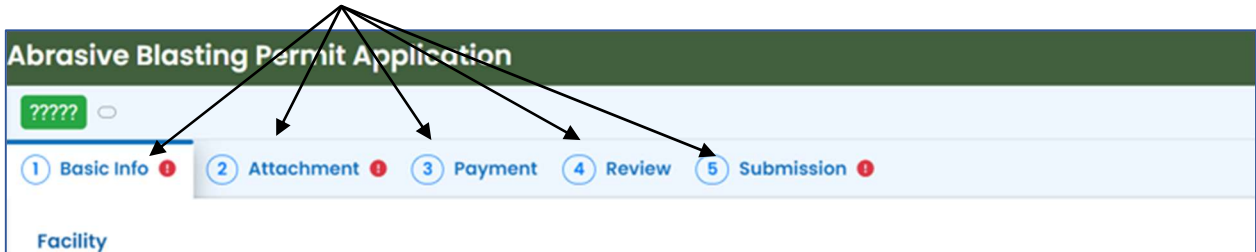
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5. Next you will be presented with the first of 5 submission tabs for a report. The five pages are seen in the image below and described in the next 5 sections. Watch for the  symbol, this indicates that there required items on these pages.

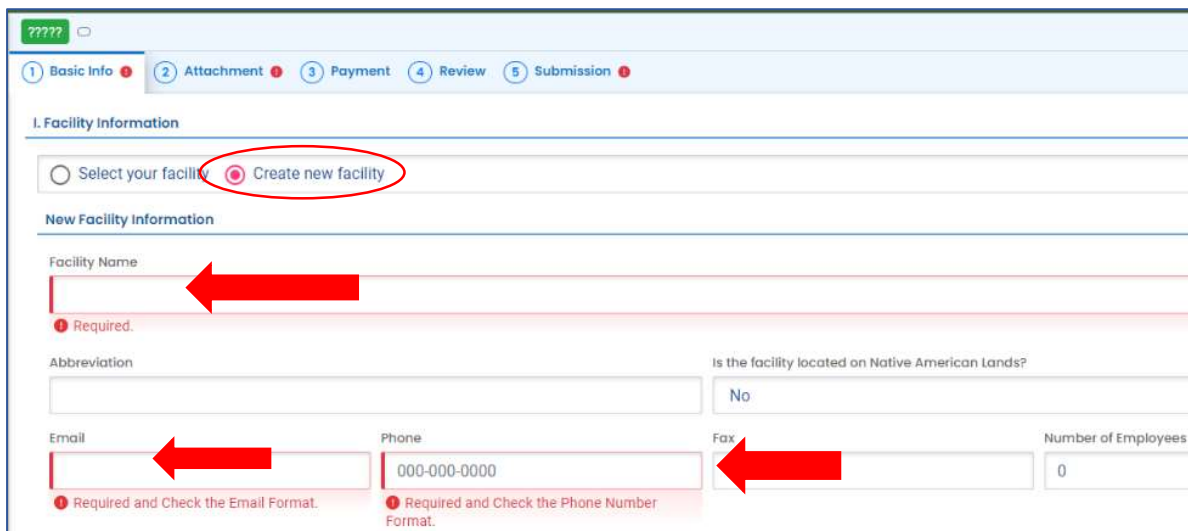


6. Basic Info Tab:

- a. Select your facility using the drop down menu. Unless you are the RO for multiple facilities, you should only be able to select the facility that has been linked to your username. If nothing is shown in the drop-down menu, check your profile, or contact the Department via email at AQREP@AlleghenyCounty.US.



b. New Facility:



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- c. Choose the *Semi-Annual Report*
- d. Once *Semi-Annual Report* is selected you will be given three date requirements to fill out. The dates can either be entered in manually or entered using the calendar at the far right of the date requirement box.

The screenshot shows a form titled "Reporting Type" with three radio button options: "Semi-Annual Report" (selected), "Annual Compliance Certification", and "Other Reporting Obligations". Below are three date fields: "Period Start Date", "Period End Date", and "Report Due Date", each with a "Required" label and a calendar icon circled in red.

7. Attachment Tab – This tab is the location to upload the **required** Semi-Annual Report.

- a. To add the Semi-Annual Report, note the Upload button:
- b. Drag your document into the gray area, or simply click and select the file to upload from the normal file structure.
- c. With each document uploaded, you will see a visual representation of that file and a GREEN Data Entry arrow. The file name will be visible.

The screenshot shows a file upload interface with a table of files. The first file is "REPORT.PNG", 7 KB, dated 3/15/2024. It has a green arrow icon and a "SUB. New REQUIRED REPORT" label. Below the file is a yellow box with the text "Click on the document to identify the attachment type." and a "1 Results" button at the bottom.



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- d. The next required step is to identify the document. Clicking on the file or the green triangle will give two new entry fields; Document Type and a Comment field. For Document Type, choose the Semi-Annual Report. For the Comment field, add any additional comments.

The screenshot shows a file upload interface. At the top, there is a header with 'File Names' and 'Type / Size / Date'. Below this, a file named 'IMG_0049.jpg' is listed with a 'New' badge, a thumbnail, and details: 'JPG', '3,145 KB', and '3/21/2024'. Below the file list, there is a 'Doc Type' dropdown menu with 'Semi-Annual Report' selected. A black arrow points to this dropdown menu. Below the dropdown menu is a 'Comment' text area with a '(Remaining Length: 4000)' indicator. At the bottom of the interface, there is a '1 Results' button and a dashed box with the text 'Click to Upload or Drag Files Over Here'.

- 8. Payment Tab – There is no payment required to submit a Semi-Annual Report. The total should be shown as \$0.00 on this tab.

The screenshot shows a payment tab interface. At the top, there is a navigation bar with five tabs: '1 Basic Info', '2 Attachment', '3 Payment' (selected and circled in red), '4 Review', and '5 Submission'. Below the navigation bar, there is a red message box that says 'Please ensure all required data is entered on the submittal form and required attachments are provided before you can pur'. Below this, there is a light blue message box that says 'There is no payment due at this time.'. Below the message boxes, there is a payment summary table with three columns: 'Fee', 'Paid', and 'Balance'. The values are: 'Fee: \$ 0.00', 'Paid: \$ 0.00', and 'Balance: \$ 0.00'. Below the payment summary table, there are two sections: 'Fees' and 'Payment Transactions'. The 'Fees' section says 'Fee is not required at this time.' and the 'Payment Transactions' section says 'No payment transaction'.



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9. Review: If any required fields or submission types are missing, this tab will inform you.

The screenshot shows a web browser window with a navigation bar at the top containing five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review (circled in red), and 5 Submission (with a red error icon). Below the tabs is a yellow instruction box: "Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission." The main content area is titled "Submittal Form(s) Summary" and contains a green box with instructions: "Please check if the following sections are completed. Click on the PDF (PDF icon) hyperlink to open/save/print the PDF form." Below this are sections for "Basic Info" (checked), "Fees/Payments" (showing \$0.00 Fee, \$0.00 Paid, \$0.00 Balance), "Mandatory Attachment" (with a green box stating "All required attachments were included."), and "Uploaded Attachment" (showing "REPORT.PNG" for "Annual Compliance Certification" with "PNG" and "7 KB" buttons). A yellow box at the bottom left states: "The submission of attachment by 'Mail' is not supported by this submittal form. Please upload your attachment as electronic file online." A red error icon is visible in the bottom right corner of the interface.

Note: The tabs will indicate with the  sign if there is a submission error. The image above shows an **error** on the Submission tab. Return to the tab with an error and resolve the error.



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- Submission Tab – Review and check the Certification Statement. Answer the Security Questions and enter PIN. Without all three correctly entered, you cannot finish the submission.

I have read and agree to the above certification statement

Security Question

Security Question: what is the name of your home town newspaper? *

Show Question Answer

PIN Number

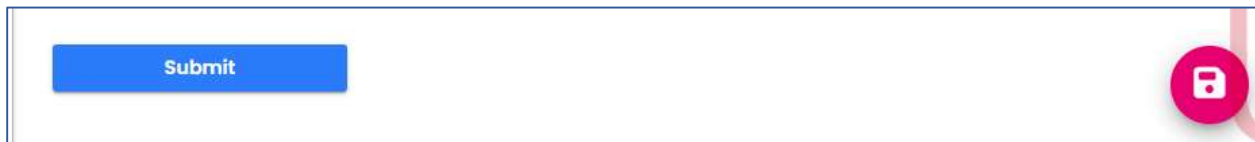
PIN: *

.....

- SUBMIT:** With all three fields completed, the gray SUBMIT button at the bottom will turn blue.



- SAVE:** If, at any time, you need to save your work and return later, be sure to hit the Save button.



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- 13. Successful Submission - After you click Submit, you will be redirected to a page indicating a successful submission. This page allows you to print a pdf of your submission and provides details like the submittal date and ID. At the bottom of the page other options for Finish, Receipt, and Print are available.

3515 Complete Submittal

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

Please click **Receipt** to print your receipt.

Submittal Summary	Submittal Form Info
Submittal ID: 3515	Name: Submit a Required Report
Submittal Date: 3/15/2024, 03:31 PM	Method: Online Submission
Submittal By: Go Live Test User RO	
Owner Information: Go Live Test User RO	

REPORT.PNG
Annual Compliance Certification
PNG 7 KB

Finish **Receipt** **Submittal Form**



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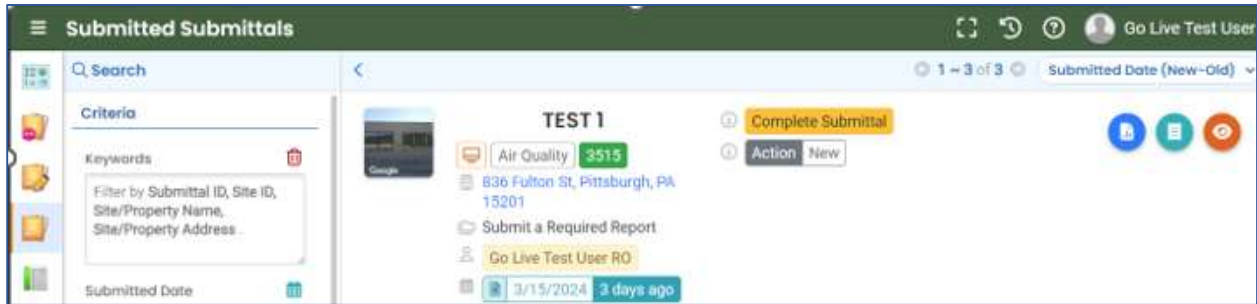
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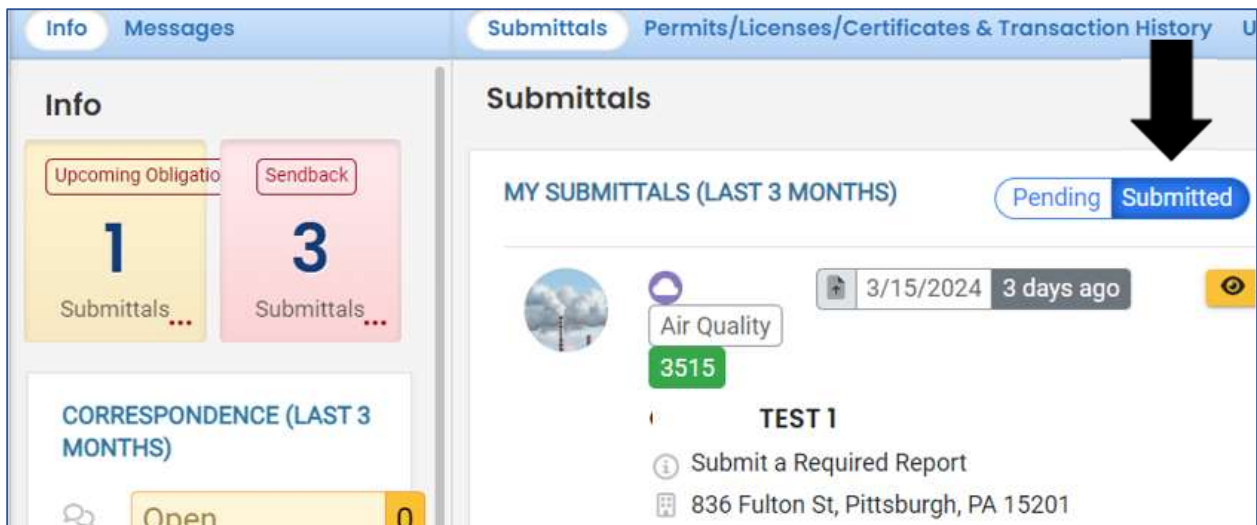


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14. If you click Finish, you will be redirected to the Submitted Submittals Page and will be able to see your complete submittal.



15. If you want to access the Submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted under the Submittal Section.



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Creating A Semi-Annual Report Submittal with a Consultant Account.

Consultants are able to prepare Submittals on behalf of their Responsible Official. Consultants should complete all steps above until they reach the Review tab and follow the below steps to advance the Submittal to the RO for review, and submission.

16. Review Tab. Utilize the Review tab to E notify the RO at the bottom of the page. Use the dropdown menu to select the appropriate RO to notify by email to complete the submission. Click the blue eNotify button to send the RO an email to notify them that the submittal is available to be completed. If the eNotify button is not clicked, the RO will not be notified by email but the submittal will be available on the RO's dashboard. After eNotify, there are no other step that need to be completed by the Consultant.

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print

✓ Basic Info

Fees/Payments

Fee	Paid	Balance
\$ 0.00	\$ 0.00	\$ 0.00

Mandatory Attachment

All required attachments were included.


The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.

Send Notification To RO

Click 'eNotify' button to send an email notification.

Select RO:

Go Live Test User RO 4125840301





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Note that on the Submission Tab, Consultants **do not** have the ability to complete the Submission.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission 1

You are not allowed to submit this application. Please notify RO and let the RO submit the form.

Certification Statement

Declaration of accuracy information provided: *

Based on information and belief formed after reasonable inquiry, the statements and information submitted are true, accurate and complete, and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.



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Responsible Official Submitting A Consultant Created Submittal

If the Consultant clicked the eNotify button., the Responsible Official will be notified via email of the consultant's Semi-Annual Report submission. Otherwise, the submittal will be available on the RO's dashboard. The RO will be responsible to complete the Submittal otherwise it will not be received by ACHD.

17. Submission by the RO of a Consultant Created Submission. The next step in the process will be completed by the RO. The RO should login and access their dashboard by clicking the dashboard icon.



18. Check for the Pending Submittal in Submittals on the Dashboard. The Facility, Submission date and type will be indicated. The submission type for the Semi-Annual Report is Submit a Required Report. Be sure to be on the Pending Submittals section. Click the blue pencil to complete the submission. The RO may review each tab, Basic Info, Attachment, Payment, Review, and Submission for accuracy. No tab should indicate any incomplete items.



19. Submission Tab- The Submission Tab is active for the RO to Submit the Consultant created report. Review and Check the Certification Statement. Answer the Security Questions and Enter PIN. Without all three correctly entered, you cannot finish the submission.



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I have read and agree to the above certification statement

Security Question

Security Question: what is the name of your home town newspaper? *

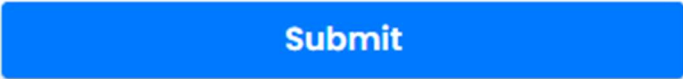
Show Question Answer

PIN Number

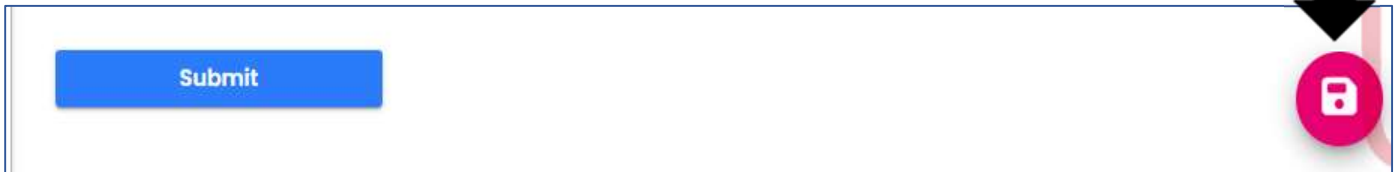
PIN: *

.....

20. **SUBMIT:** With all three fields completed, the gray SUBMIT button at the bottom will turn blue. Click the Submit button.



21. **SAVE:** If, at any time, you need to save your work and return later, be sure to hit the Save button.



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- 22. Successful Submission – After you click Submit, you will be redirected to a page indicating a successful submission. This page allows you to print a pdf of your submission and provides details like the submittal date and ID.

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Please click **Receipt** to print your receipt.

Submittal Summary	Submittal Form Info
Submittal ID: 3515	Name: Submit a Required Report
Submittal Date: 3/15/2024, 03:31 PM	Method: Online Submission
Submittal By: Go Live Test User RO	
Owner Information: Go Live Test User RO	

At the bottom of the page, other options to Finish, Receipt and Print are available.

REPORT.PNG
Annual Compliance Certification
PNG 7 KB

Finish **Receipt** **Submittal Form**



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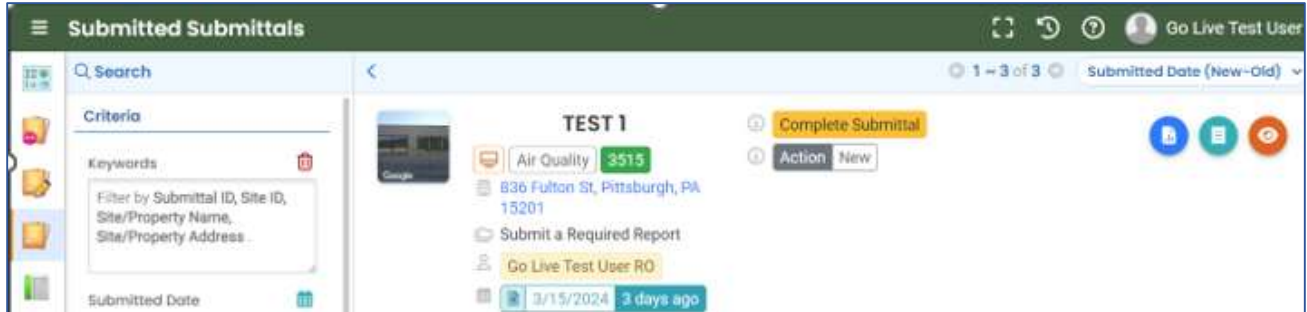
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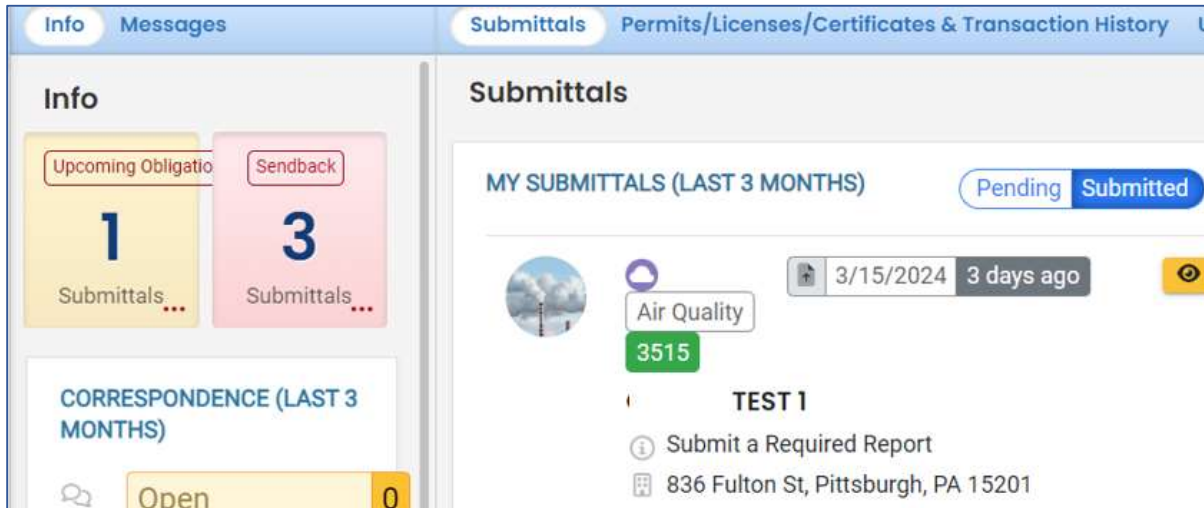


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If you want to access the Submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted under the Submittal Section.



If you have any questions regarding submitting a Semi-Annual Report as a Consultant or Responsible Official, please contact ACHD by email at AQREP@AlleghenyCounty.US



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