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] 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.
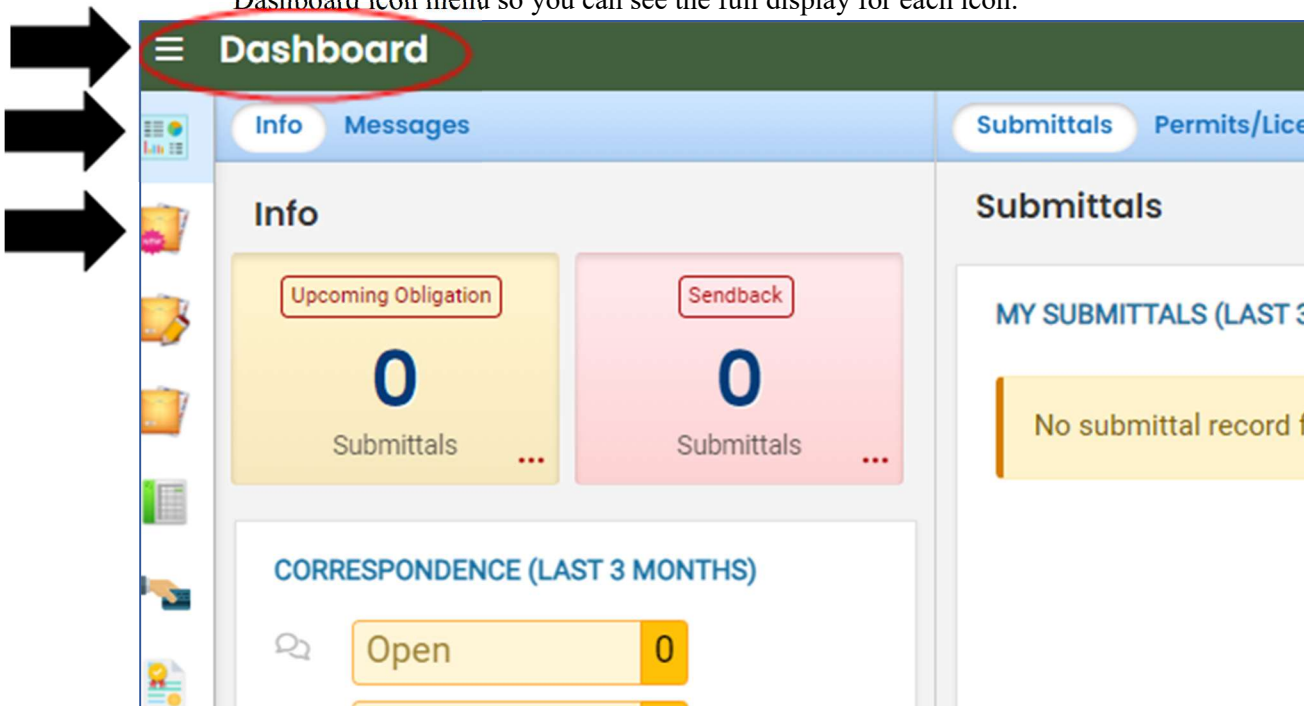
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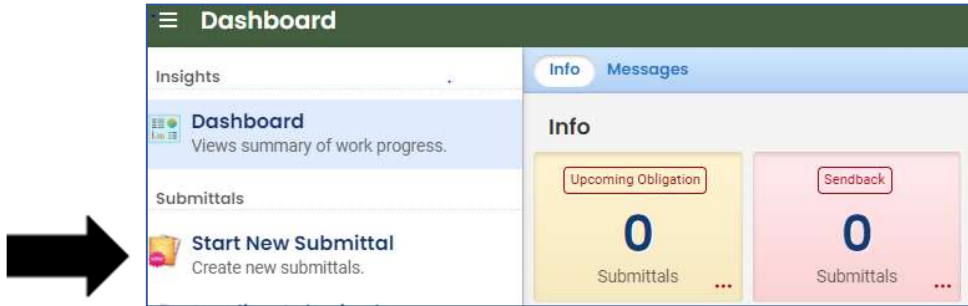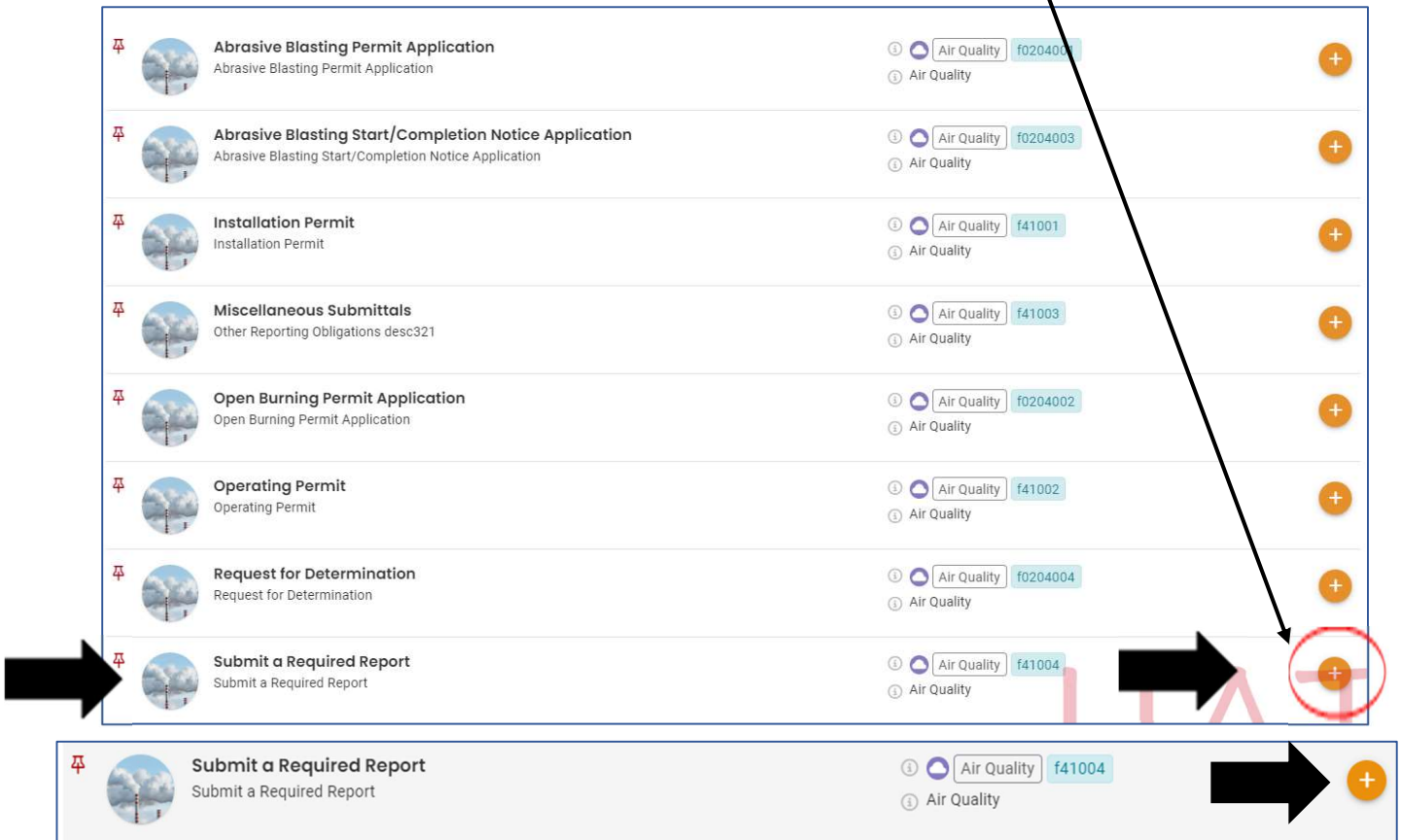WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

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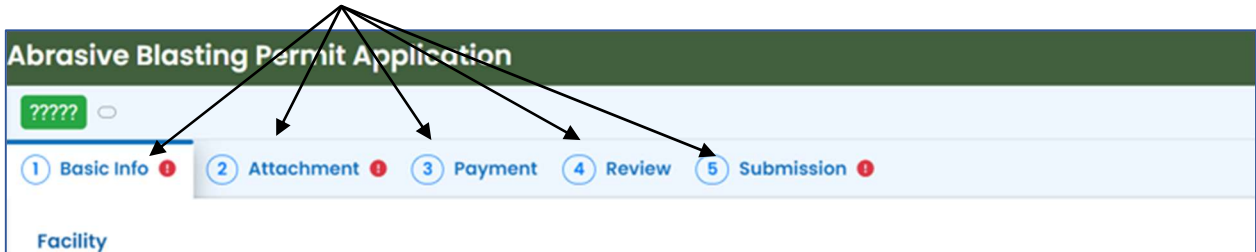**AIR QUALITY PROGRAM**
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5. Next you will be presented with the first of 5 submission tabs for a report. The five pages are seen in the image below and described in the next 5 sections. Watch for the ⚠ symbol, this indicates that there required items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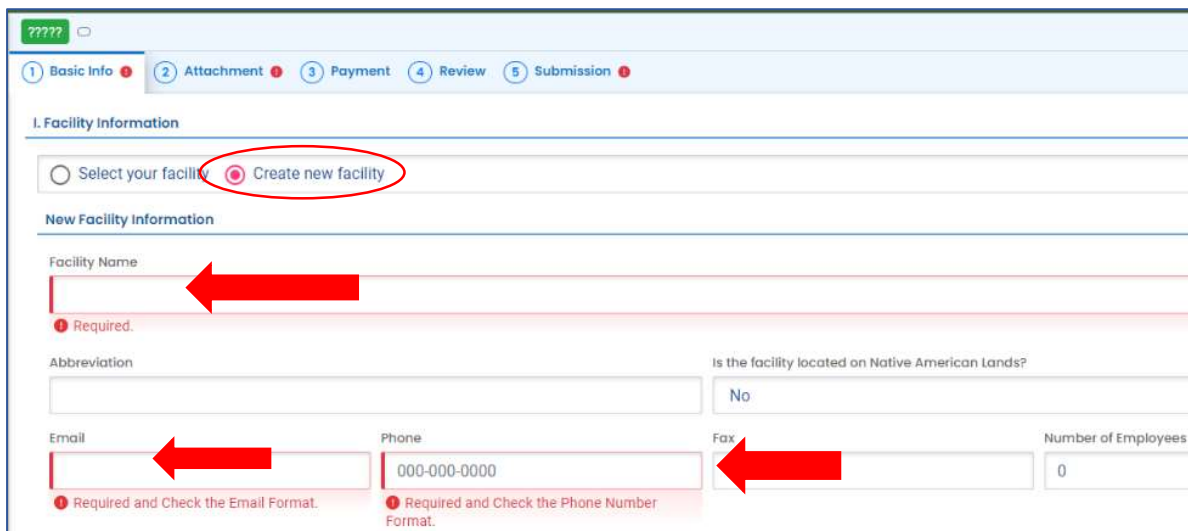

6. Basic Info Tab:
   a. Select your facility using the drop down menu. Unless you are the RO for multiple facilities, you should only be able to select the facility that has been linked to your username. If nothing is shown in the drop-down menu, check your profile, or contact the Department via email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

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.

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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.

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.

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

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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10. 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.

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

12. **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.

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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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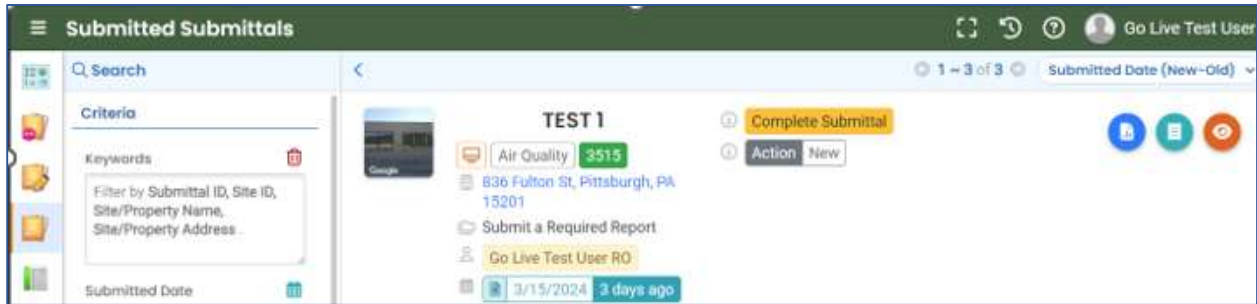**AIR QUALITY PROGRAM**
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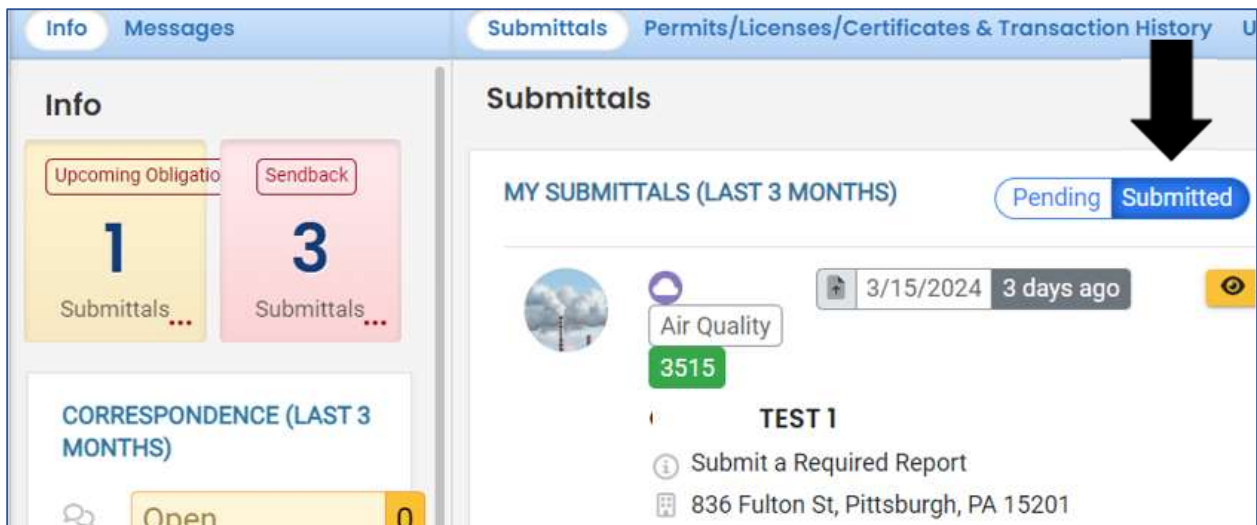WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT

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 <u>not</u> 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.

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

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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

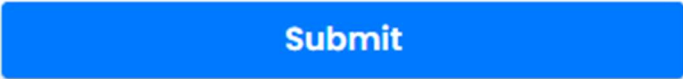Security Question: what is the name of your home town newspaper? *
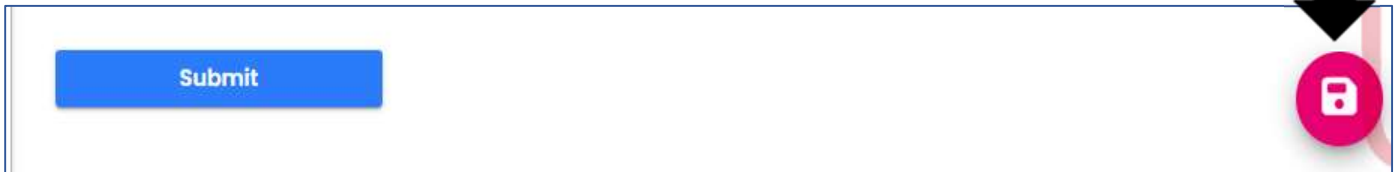
☐ Show Question Answer

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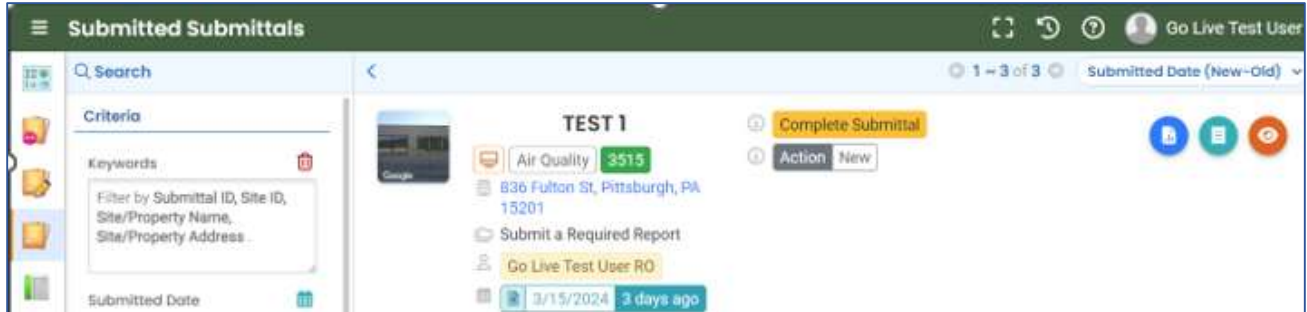**AIR QUALITY PROGRAM**
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If you have any questions regarding submitting a Semi-Annual Report as a Consultant or Responsible Official, please contact ACHD by email at AQREP@AlleghenyCounty.US

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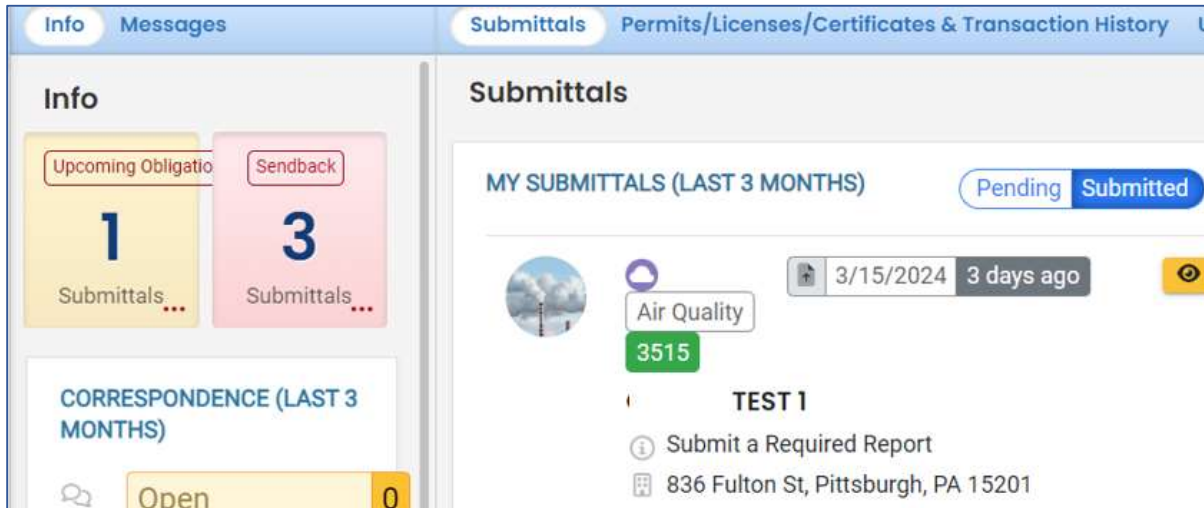WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT