




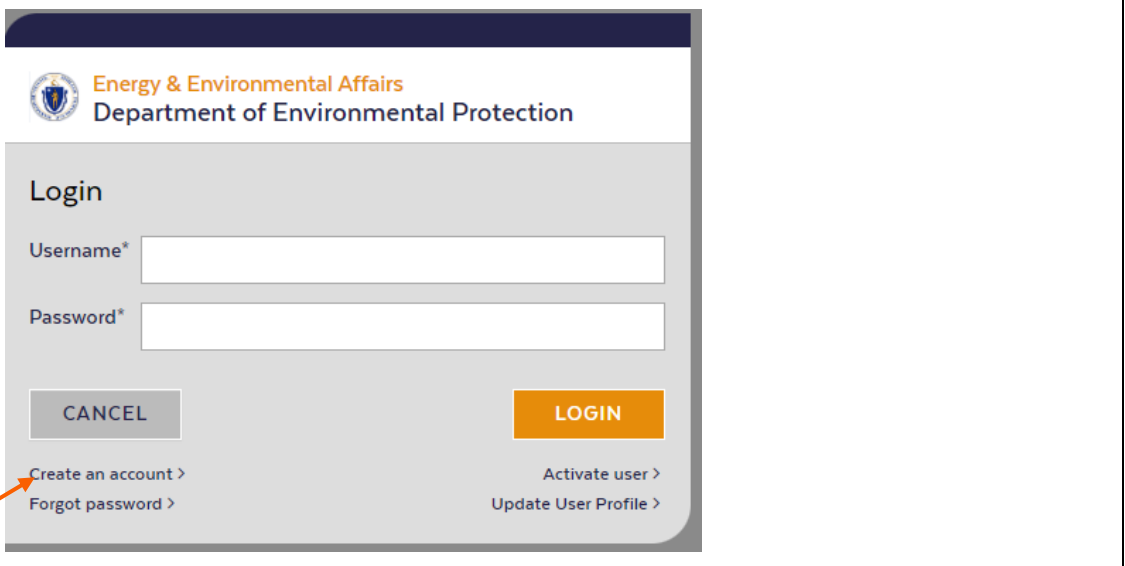
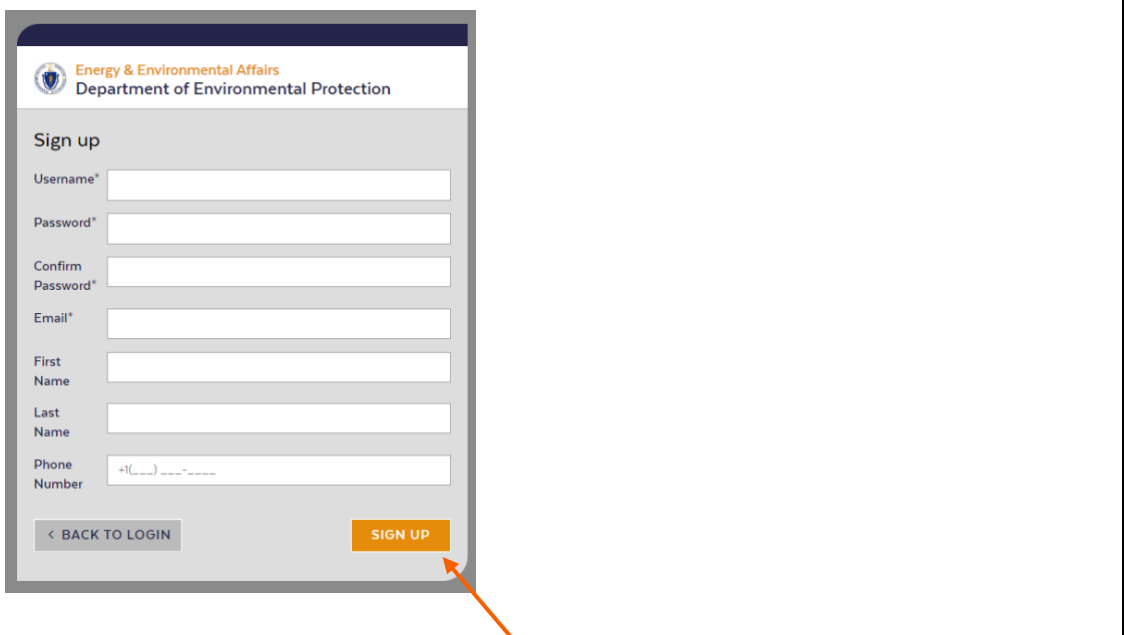
Executive Office of Energy & Environmental Affairs

Compliance Reporting System

Login/Create an Account User Guide

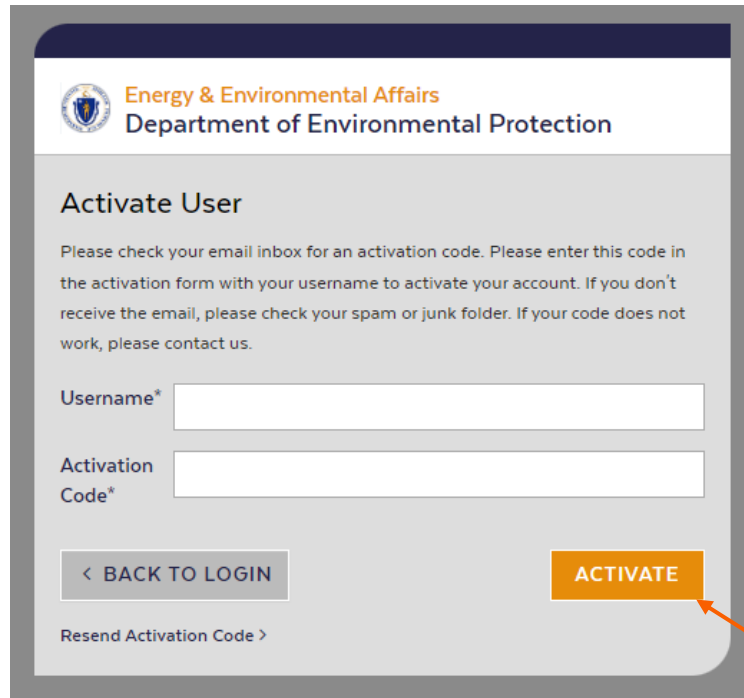
Login/Create an Account

Login/Signup/Activate User Account

| | |
|---|--|
| <p>1. On Home Page for Compliance Reporting System ... click on LOGIN/SIGNUP button in the upper right corner of the screen.</p> |  <p>The screenshot shows the 'Energy & Environmental Affairs Compliance Reporting System' home page. In the top right corner, there are two buttons: 'STATE EMPLOYEE LOGIN' and 'LOGIN/SIGNUP'. An orange arrow points to the 'LOGIN/SIGNUP' button. Below the header, there is an 'Alerts' section with two messages. The main content area features a large blue banner with the text 'Upload Compliance Monitoring Reports and Certifications' and an image of a smartphone displaying a cloud upload icon.</p> |
| <p>2. For returning users, proceed to Step 6 for instructions on Logging into an existing account.</p> <p>For first time users of the System, on the bottom of the Login screen click on the Create an account > link</p> |  <p>The screenshot shows the 'Login' screen for the 'Energy & Environmental Affairs Department of Environmental Protection'. It includes fields for 'Username*' and 'Password*', a 'CANCEL' button, and a 'LOGIN' button. At the bottom, there are links for 'Create an account >', 'Forgot password >', 'Activate user >', and 'Update User Profile >'. An orange arrow points to the 'Create an account >' link.</p> |
| <p>3. In the Sign-up screen complete, at minimum, all required fields highlighted with an asterisk to begin the account creation process. Click on the SIGN UP button when all required fields have been completed.</p> |  <p>The screenshot shows the 'Sign up' screen for the 'Energy & Environmental Affairs Department of Environmental Protection'. It includes fields for 'Username*', 'Password*', 'Confirm Password*', 'Email*', 'First Name', 'Last Name', and 'Phone Number'. At the bottom, there are buttons for '< BACK TO LOGIN' and 'SIGN UP'. An orange arrow points to the 'SIGN UP' button.</p> |

Login/Create an Account

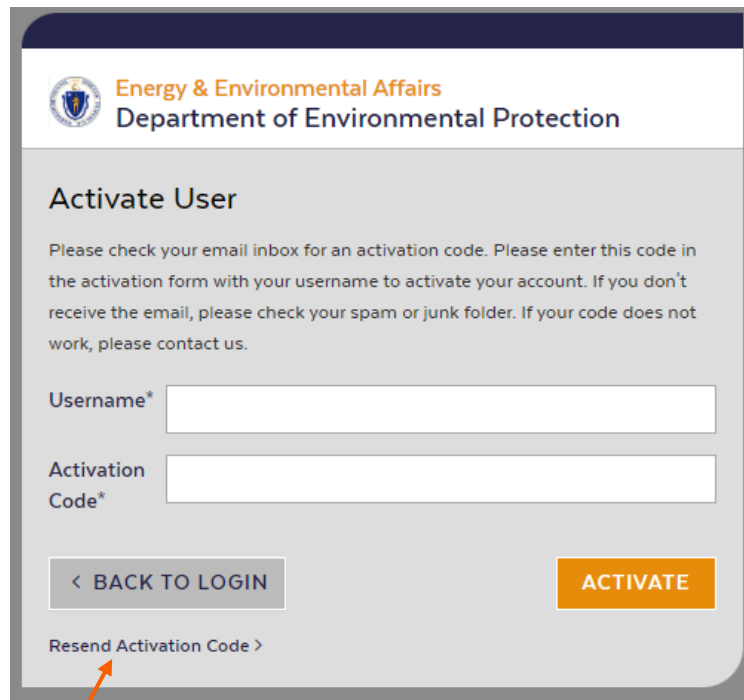
4. To complete the account creation process, the account must be activated by providing a code that will be sent to the email account provided in the previous step. Once the code is obtained enter the username and activation code and then click on the **ACTIVATE** button.



The screenshot shows the 'Activate User' form for the Energy & Environmental Affairs Department of Environmental Protection. The form includes a header with the department's logo and name. Below the header, there is a title 'Activate User' and a paragraph of instructions: 'Please check your email inbox for an activation code. Please enter this code in the activation form with your username to activate your account. If you don't receive the email, please check your spam or junk folder. If your code does not work, please contact us.' The form contains two input fields: 'Username*' and 'Activation Code*'. At the bottom, there are three buttons: '< BACK TO LOGIN', 'ACTIVATE', and 'Resend Activation Code >'. An orange arrow points to the 'ACTIVATE' button.

5. If the activation e-mail cannot be located in the provided email account (Please check your email spam and junk folders), Click on the **Resend Activation Code >** link on the bottom of the screen.

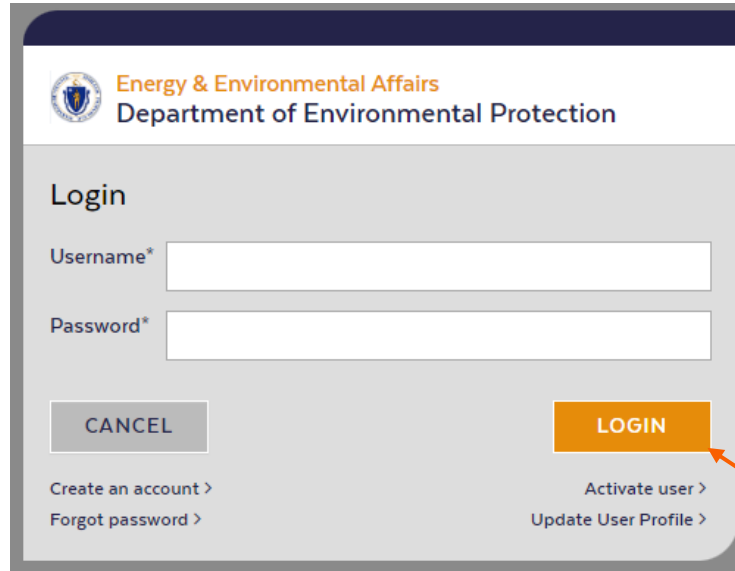
After providing your Username click on the **ACTIVATE** button and the Activation Email will be resent. Once the code is obtained enter the activation code and then click on the **ACTIVATE** button.



The screenshot shows the 'Activate User' form for the Energy & Environmental Affairs Department of Environmental Protection. The form includes a header with the department's logo and name. Below the header, there is a title 'Activate User' and a paragraph of instructions: 'Please check your email inbox for an activation code. Please enter this code in the activation form with your username to activate your account. If you don't receive the email, please check your spam or junk folder. If your code does not work, please contact us.' The form contains two input fields: 'Username*' and 'Activation Code*'. At the bottom, there are three buttons: '< BACK TO LOGIN', 'ACTIVATE', and 'Resend Activation Code >'. An orange arrow points to the 'Resend Activation Code >' link.

Login/Create an Account

6. Upon completion of the Account Creation/Verification process you will be returned to the Login screen. Enter the Username and Password for the account and then click on the **LOGIN** button to enter the Compliance Reporting System.



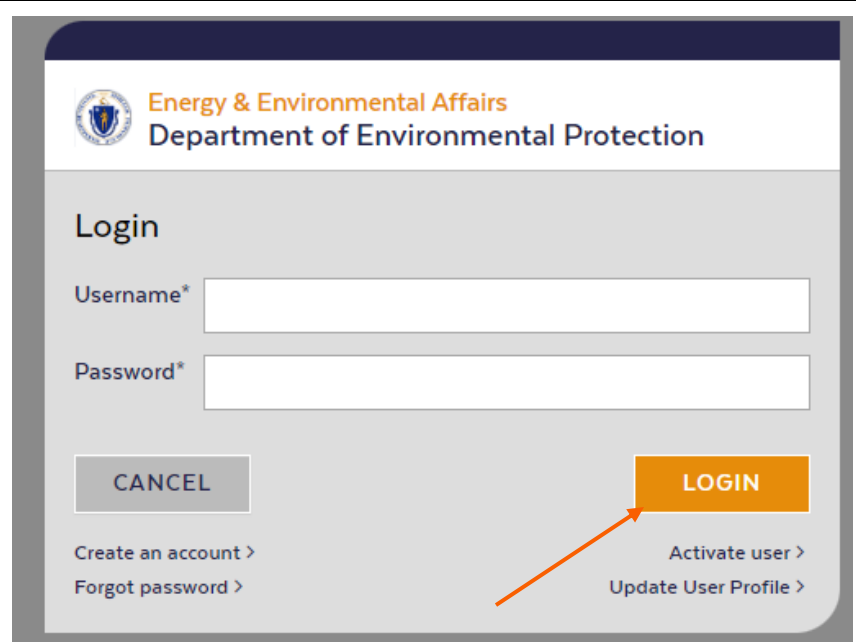
7. Upon successful login you will be returned to the system Home Page with your user account email displayed above the **LOGOUT** button in the upper right-hand corner of the screen.



Login/Create an Account

Forgot Password for an Account

1. From the Login screen click on the **Forgot Password >** link at the bottom of the screen.



Energy & Environmental Affairs
Department of Environmental Protection

Login

Username*

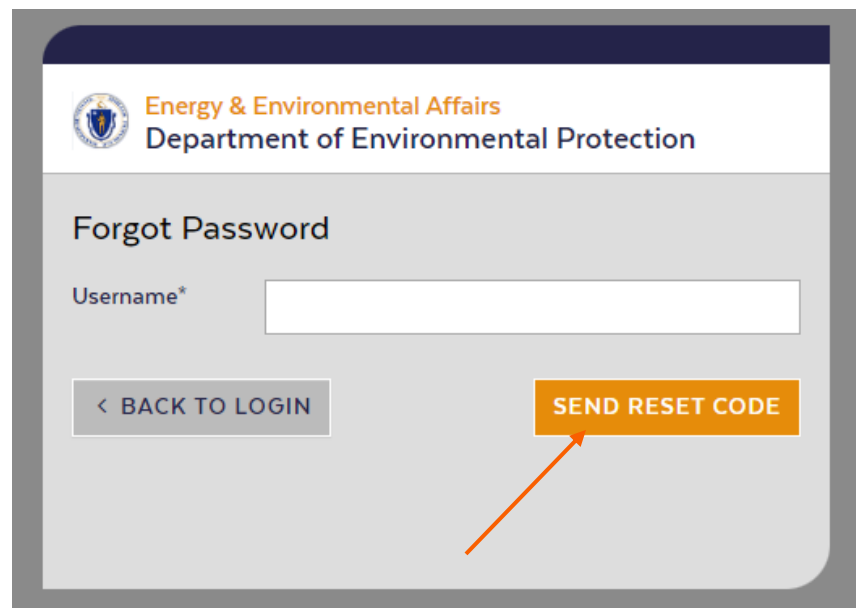
Password*

CANCEL LOGIN

Create an account > Activate user >
Forgot password > Update User Profile >

Click on the **CANCEL** button at the bottom of the screen to return to the Home Page of the Compliance Reporting System.

2. From the Forgot Password screen provide the username for the account and click on the **SEND RESET CODE** button.



Energy & Environmental Affairs
Department of Environmental Protection

Forgot Password

Username*

< BACK TO LOGIN SEND RESET CODE

Click on the **<BACK TO LOGIN** button at the bottom of the screen to return to the login screen.



Login/Create an Account

3. From the Forgot Password Screen, enter the Password Reset Code that was sent to the account email and then enter your New Password and Confirmation. Click on the **CHANGE PASSWORD** button to reset the account password.

If the password reset code e-mail cannot be found in the provided email account (Please check your email spam and junk folders), click on the **SEND RESET CODE AGAIN** button to send another email.

Click on the **<BACK TO LOGIN** button at the bottom of the screen to return to the login screen.

4. Upon completion of the Password Reset process you will be returned to the Login screen. Enter the Username and Password for the account and then click on the **LOGIN** button to enter the Compliance Reporting System.

Click on the **CANCEL** button at the bottom of the screen to return to the Home Page of the Compliance Reporting System.



Login/Create an Account

Update User Profile for an Account

1. From the Login screen click on the **Update User Profile >** link at the bottom of the screen.

Click on the **CANCEL** button at the bottom of the screen to return to the Home Page of the Compliance Reporting System.

Energy & Environmental Affairs
Department of Environmental Protection

Login

Username*

Password*

CANCEL **LOGIN**

[Create an account >](#) [Activate user >](#)
[Forgot password >](#) [Update User Profile >](#)

2. From the Login to Update screen, enter the Username and Password for the account and then click on the **LOGIN** button.

Energy & Environmental Affairs
Department of Environmental Protection

Login To Update

Username*

Password*

LOGIN

3. On the Update screen, provide the updated First Name, Last Name, and Phone Number associated with the account and then click on the **UPDATE** button.

Click on the **<BACK TO LOGIN** button at the bottom of the screen to return to the login screen

Energy & Environmental Affairs
Department of Environmental Protection

Update

First Name*

Last Name*

Phone Number*

< BACK TO LOGIN **UPDATE**

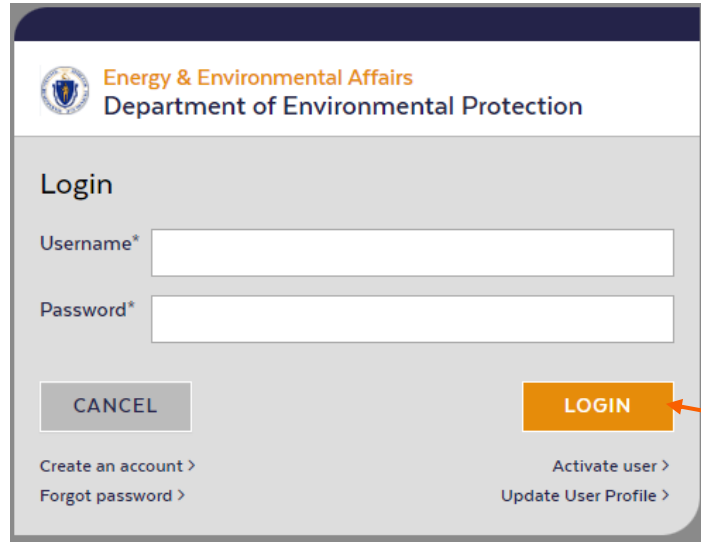


Login/Create an Account

4. Upon completion of the Update User Profile process you will be returned to the Login screen.

Enter the Username and Password for the account and then click on the **LOGIN** button to enter the Compliance Reporting System.

Click on the **CANCEL** button at the bottom of the screen to return to the Home Page of the Compliance Reporting System.



The screenshot displays the login interface for the Energy & Environmental Affairs Department of Environmental Protection. At the top, the department's name and logo are visible. The main section is titled 'Login' and contains two input fields: 'Username*' and 'Password*'. Below these fields are two buttons: a grey 'CANCEL' button on the left and an orange 'LOGIN' button on the right, which is highlighted with an orange arrow. At the bottom of the form, there are four links: 'Create an account >', 'Forgot password >', 'Activate user >', and 'Update User Profile >'.