

Verify Registration Package Checklist

Please use this checklist to ensure that your Verify Registration Package is complete before it is sent to EPA for processing. If you have questions, please contact the Verify Data Processing Center- verifydpc@epacdx.net.

User Type	CHECKLIST
<p><input type="checkbox"/> CAO – use these templates to establish CAO(s) for your company</p> <ul style="list-style-type: none"> • blank Verify CROMERR Company Authorizing Official (CAO) Sponsor Letter (Word) • blank Verify CROMERR Company Authorizing Official (CAO) Electronic Signature Agreement (ESA) (Word) • blank Verify User Registration Information (XLS) ** 	<p>Sponsor Letter for the Verify CAO</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print letter on company letterhead <input type="checkbox"/> List name(s) of CAO(s) <input type="checkbox"/> Include the Date <input type="checkbox"/> Sign the letter in ink (wet ink signature) by Senior Manager <p>ESA for the CAO For each CAO listed in the sponsor letter</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete ESA <input type="checkbox"/> Signed in ink (wet ink signature) by CAO & proper witness <p>Information Spreadsheet for Verify User Registration For each CAO listed in the sponsor letter</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fill in Manufacturer Code and Date <input type="checkbox"/> Fill in the contact information <input type="checkbox"/> Select CAO
<p><input type="checkbox"/> CROMERR Signer – use these templates to establish CROMERR Signers(s) for your company</p> <ul style="list-style-type: none"> • blank Verify CROMERR User Sponsor Letter (Word) * • blank Verify CROMERR Signer Electronic Signature Agreement (ESA) (Word) • blank Verify User Registration Information (XLS) ** 	<p>Sponsor Letter for Verify Submitter and CROMERR Signer</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print letter on Company Letterhead <input type="checkbox"/> List name(s) of CROMERR Signer(s) <input type="checkbox"/> List names(s) of Verify Submitters <input type="checkbox"/> Include the Date <input type="checkbox"/> Sign the letter in ink (wet ink signature) by a CAO <p>ESA for the CROMERR Signer For each CROMERR Signer listed in the sponsor letter</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete ESA <input type="checkbox"/> Sign the ESA in ink (wet ink signature by the CROMERR Signer) <p>Information Spreadsheet for Verify User Registration For each CROMERR Signer listed in the sponsor letter</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fill in Manufacturer Code and Date <input type="checkbox"/> Fill in the contact information <input type="checkbox"/> CROMERR Signer selected
<p><input type="checkbox"/> Verify Submitters – use these templates to establish Verify Submitters(s) for your company</p> <ul style="list-style-type: none"> • blank Verify CROMERR User Sponsor Letter (Word) * • blank Verify User Registration Information (XLS) ** 	<p>Sponsor Letter for Verify Submitter and CROMERR Signer</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print letter on Company Letterhead <input type="checkbox"/> List name(s) of Verify Submitter (s) <input type="checkbox"/> Include the Date <input type="checkbox"/> Sign the letter in ink (wet ink signature) by a CAO <p>Information Spreadsheet for Verify User Registration For each Verify Submitter listed in the sponsor letter</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fill in Manufacturer Code and Date <input type="checkbox"/> Fill in the contact information <input type="checkbox"/> Select Industry Roles

* You need to complete only one Verify CROMERR USER Sponsor Letter when registering both CROMERR Signers and Verify Submitters – list the names of all CROMERR Signers and all Verify Submitters in the same Verify CROMERR USER Sponsor Letter.

** You need to complete only one Verify User Registration Information spreadsheet – include all users listed in the sponsor letters.