



**Quick Start Guide**  
*For External Customers only*

**Electronic Submission**  
**Instructional Guide**



**October 10, 2008**

**Revision 2**

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## 1. Introduction

This document outlines step-by-step instructions for successfully submitting documents electronically to the NRC via the Electronic Information Exchange (EIE) process, which is available on the NRC's "Electronic Submittals" Web page (by means of the "Adjudicatory Documents" link or the "General Submissions" link found under the "Submit Documents" section).

If users are experienced in submitting documents electronically, proceed to [Appendix A, Quick Start Guide for Advanced Users](#).

## 2. First Time User Required Actions

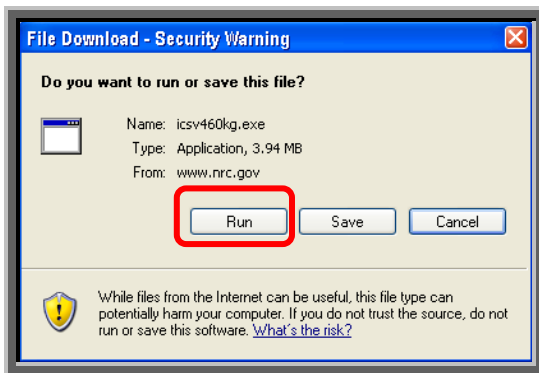
To submit documents to the NRC, first-time users must successfully complete the steps described in [Sections 2.1](#) and [2.2](#) (which include [Sections 2.2.1](#), [2.2.2](#) and [2.2.3](#)). These are one-time, nonrecurring steps.

### Have you performed the first time user required actions?

- Yes** See [Section 3](#), for Adjudicatory Hearings only or [Section 4](#) (for preparing the document for submission).
- No** Complete [Sections 2.1](#) and [2.2](#) (which include [Sections 2.2.1](#), [2.2.2](#) and [2.2.3](#)).

### 2.1 Installing the Workplace Forms™ Viewer on your Web Browser

From the NRC's "Electronic Submittals / Install the Workplace Forms™ Viewer for Your Web Browser" website (<http://www.nrc.gov/site-help/e-submittals/install-viewer.html>), click on the Download the Workplace Forms™ Viewer install program.



A **File Download – Security Warning** window will appear.

Click on the  button.

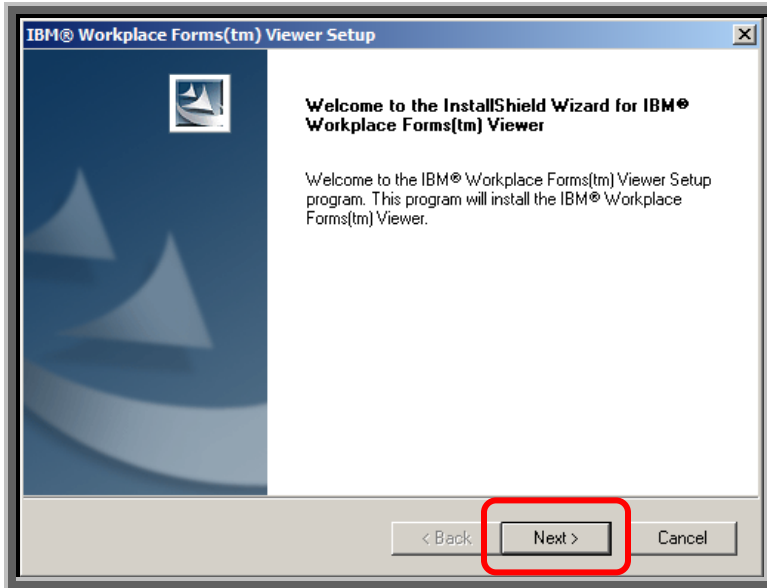
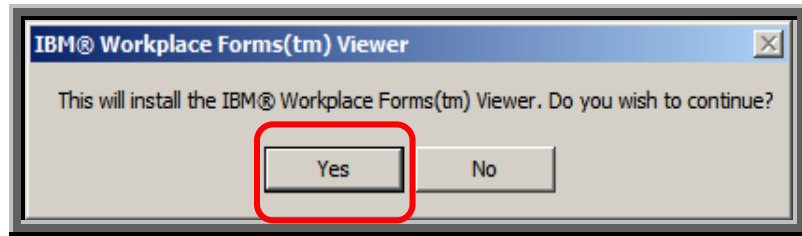
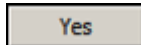
An **Internet Explorer – Security Warning** window will open.

Click on the  button.



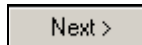
An IBM Workplace Forms(tm) Viewer window will appear.

Click on the



The IBM® Workplace Forms(tm) Viewer Setup window will appear.

Click on the

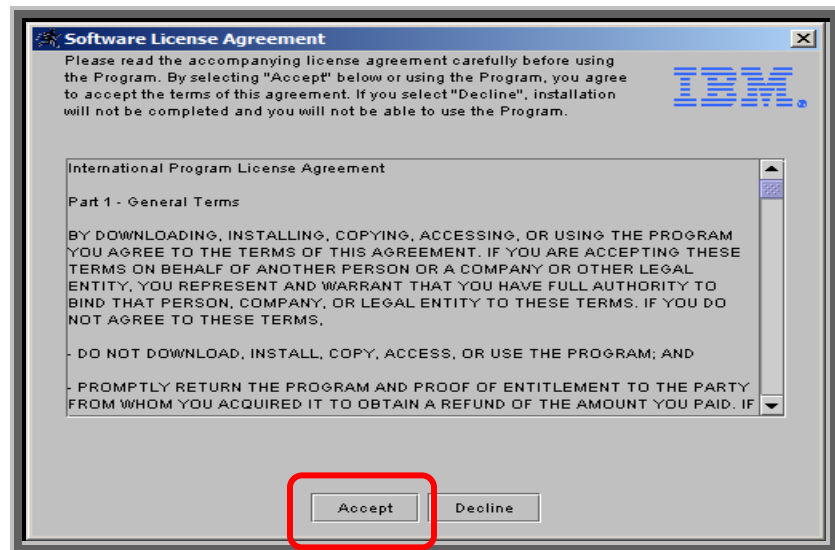


The Software License Agreement window will appear. Read the agreement.

Click on the

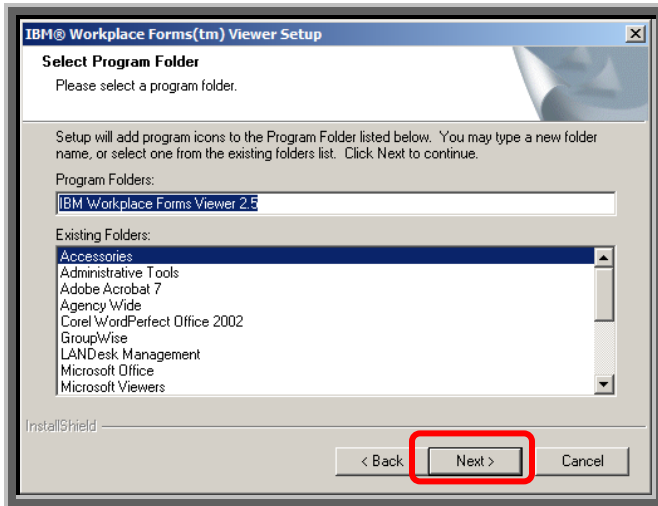
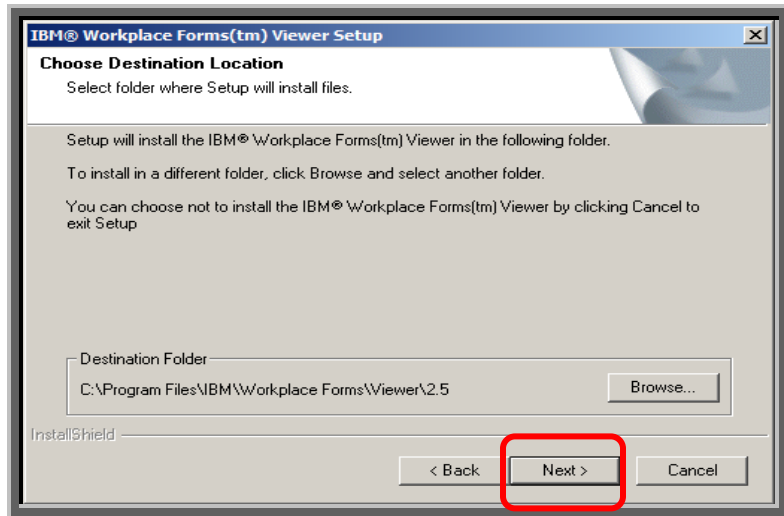


button.



The **Choose Destination Location** window will then appear.

Accept the default destination folder (C:\Program Files\IBM\Workplace Forms\Viewer\2.5) by clicking on the **Next >** button.



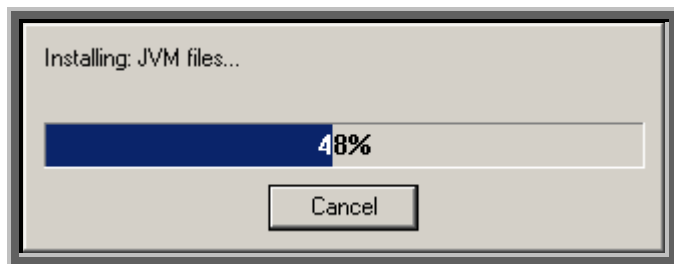
A **Select Program Folder** window will appear.

Accept the default (*Accessories*) within the Existing Folders, by clicking on the **Next >** button.



A status bar will appear to alert you that installation is in progress.

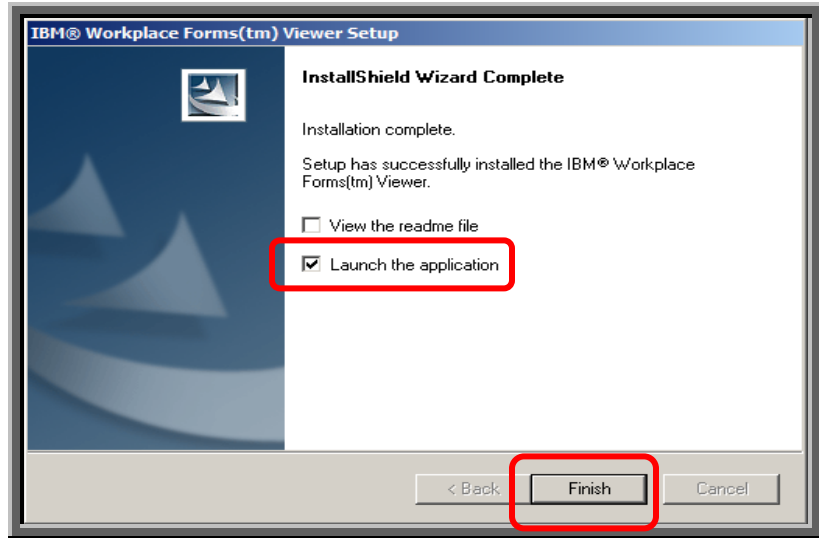
Allow this to run



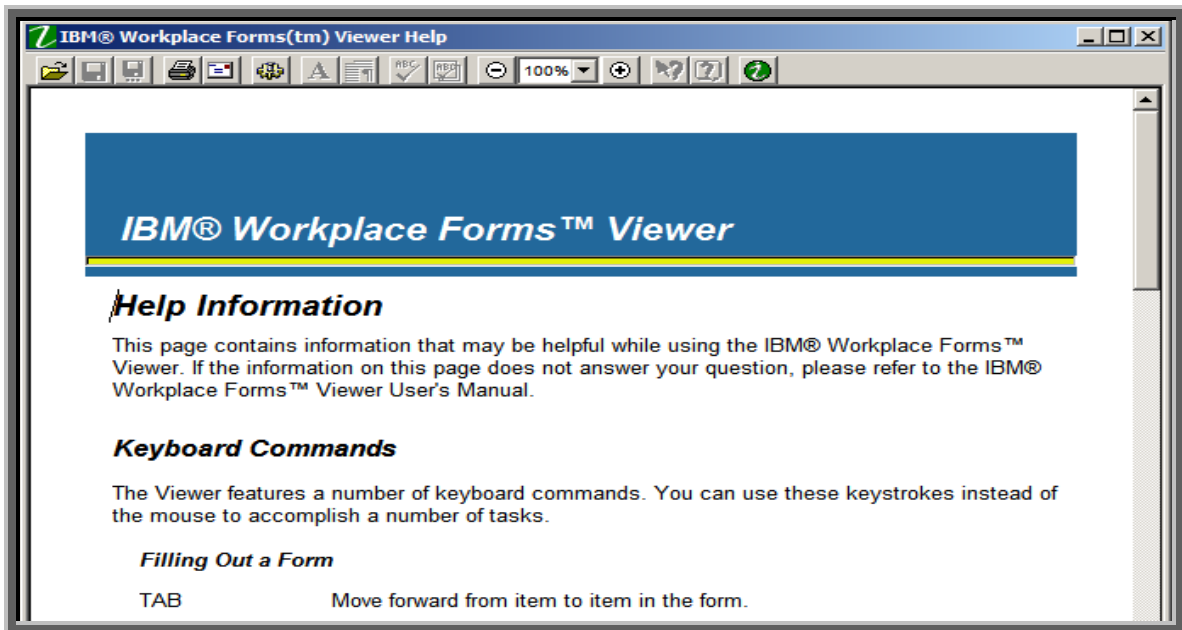
When the installation is complete, the **InstallShield Wizard Complete** window appears:

To use the **Workplace Forms™ Viewer**, ensure “Launch the application” is selected ()

Click on the **Finish** button.



A **Help Information** window appears:



Review the information for helpful tips about the use of the **Workplace Forms™ Viewer**.

Close the **Help Information** window by clicking on the **Close** button () located in the upper right hand corner of the screen.

The Viewer has now been successfully installed. The EIE application, which is available on the NRC’s “Electronic Submittals” Web page (<http://www.nrc.gov/site-help/e-submittals.html>) will invoke the viewer as required.

## 2.2 Requesting, Obtaining and Installing Your Digital ID Certificate

In undertaking the multi-step process of requesting, obtaining, and installing a digital certificate, it is important to be aware that you must pick up (and later renew) your digital ID certificate from the same PC where you initially enroll for the certificate. This is a security precaution imposed by Versign, the digital certificate issuer. Therefore, it is important that you enroll for the certificate from a PC where you receive e-mail for the e-mail address that will be associated with your digital ID certificate.

### 2.2.1 Requesting an NRC Approval Code

Prior to starting the Digital ID enrollment process, you must have an NRC Approval Code since this is a required field in the electronic enrollment form. If you do not have an NRC Approval Code, follow the instructions in this document to get an approval code.

To request an NRC Approval Code, you must first determine which NRC program using EIE you need to access. Each program area will want basic information from you including your name, e-mail address, phone number, organization, role in the organization and reason for submitting documents to the NRC.

- ♦ **Criminal History Program** participants should call (301) 415-6511 or send an e-mail request to the NRC's Criminal History Program staff at: [CrimHist@nrc.gov](mailto:CrimHist@nrc.gov)
- ♦ **Adjudicatory Proceedings Program** participants should call (301) 415-1679 or call (301) 415-1966 or send an e-mail request to the NRC's Office of the Secretary staff at: [HearingDocket@nrc.gov](mailto:HearingDocket@nrc.gov)
- ♦ **NRC General Form Program** participants should call (301) 415-0439 or send an e-mail request to the NRC's General Form Program staff at: [GeneralForm@nrc.gov](mailto:GeneralForm@nrc.gov)
- ♦ **ERDS Program** participants should send an e-mail request to the NRC's ERDS staff at: [ERDS@nrc.gov](mailto:ERDS@nrc.gov)

### 2.2.2 Requesting a Digital ID Certificate

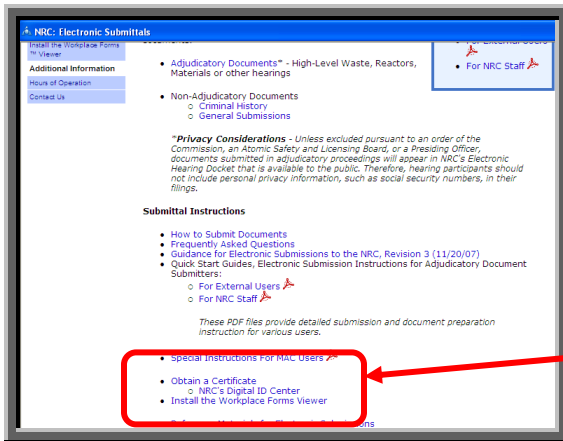
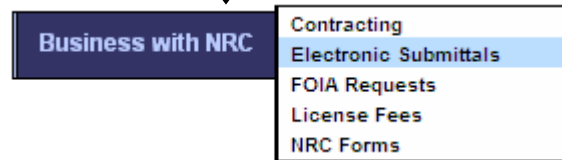
Once you have obtained an approval code, to enroll for an NRC issued digital ID certificate, first open your web browser (Internet Explorer).

**Note:** Internet Explorer 7.0 users must be aware that additional actions are required prior to successfully completing the enrollment process. For Internet Explorer 7.0 users only, the security settings must be set to "Medium". See [Section 6 "Digital ID Certificate Enrollment Steps"](#) within the [NRC's Digital ID Certificates Guide](#) located on the NRC's Obtain a Digital ID Certificate Website (<http://www.nrc.gov/site-help/e-submittals/apply-certificates.html>) for detailed step-by-step instructions on changing the security settings.

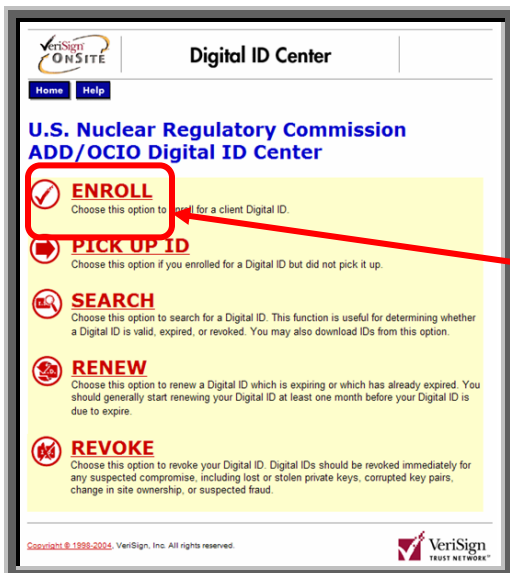
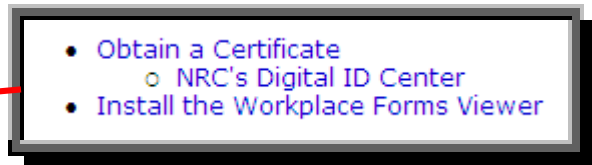
Navigate to the NRC's public website: [www.nrc.gov](http://www.nrc.gov).

Place your cursor over the **Business with NRC** button, located on the left hand side of the screen.

A drop-down list of options will be presented. Scroll over and select: **Electronic Submittals**.



Scroll down to the **“Submittal Instructions”** section. Click on the [NRC's Digital ID Center](#).



Click on the **ENROLL** option.



The Enrollment Form will be displayed.

**VeriSign**  
**ONSITE**

## Enrollment

[Help with this Page](#)

### Complete Enrollment Form

**Enter your Digital ID information**

Fill in all required fields. Fields marked with an asterisk (\*) are included with your Digital ID and are viewable in the certificate's details.

<b>First Name: *</b> (required) Nickname or middle initial allowed (Example: Jack B.)	<input type="text"/>
<b>Last Name: *</b> (required) (example -- Doe)	<input type="text"/>
<b>Your E-mail Address: *</b> (required) (example -- jbdoe@verisign.com)	<input type="text"/>
<b>Title: *</b> (Example: Programmer)	<input type="text"/>
<b>NRC Certificate Approval Code:</b> (required)	<input type="text"/>
<b>Organization Name: *</b> (required)	<input type="text"/>
<b>Phone Number: *</b> (required)	<input type="text"/>

### Helpful tips for filling out the Enrollment Form:

- In the “First Name” field, include your middle initial after your first name as in “John D”.
- The e-mail address you enter in the “Your E-mail Address” field will be stored on your digital ID certificate and has multiple uses including:
  - ① It is used to send your certificate to you;
  - ② Currently, it must match the e-mail address stored in NRC access/service list(s) for you to be able to submit documents other than through the General Form; and
  - ③ It is used to send your annual certificate renew reminder messages.
- You will need the challenge phrase you create to revoke your certificate if, for example, you change jobs and no longer need a certificate. Therefore, it is imperative to commit this challenge phrase to memory.
- The challenge phrase rules are:
  - ① 1 to 32 characters long;
  - ② Only letters, numbers and/or spaces;
  - ③ Case and space sensitive (avoid trailing blanks);
  - ④ Spaces and numbers aren’t required; and
  - ⑤ No punctuation is allowed.
- The **“Optional: Enter Comments”** field can be ignored since this is not used by the NRC.

Complete the online enrollment form by populating all required fields.

**Note:** When entering your E-mail Address, ensure it is correct before submitting your request.

**VeriSign**  
**ONSITE**

## Enrollment

[Help with this Page](#)

### Complete Enrollment Form

**Enter your Digital ID information**

Fill in all required fields. Fields marked with an asterisk (\*) are included with your Digital ID and are viewable in the certificate's details.


<b>First Name: *</b> (required) Nickname or middle initial allowed (Example: Jack B.)	<input type="text"/>
<b>Last Name: *</b> (required) (example -- Doe)	<input type="text"/>
<b>Your E-mail Address: *</b> (required) (example -- jbdoe@verisign.com)	<input type="text"/>
<b>Title: *</b> (Example: Programmer)	<input type="text"/>
<b>NRC Certificate Approval Code: *</b> (required)	<input type="text"/>
<b>Organization Name: *</b> (required)	<input type="text"/>
<b>Phone Number: *</b> (required)	<input type="text"/>




**Challenge Phrase**  
The Challenge Phrase is a unique phrase that protects you against unauthorized action on your Digital ID. Do not share it with anyone. *Do not lose it.* You will need it when you want to revoke or renew your Digital ID.

**Enter Challenge Phrase: \*** (required)  
Do not use any punctuation.

**Optional: Enter Comments**  
In some cases, your administrator will instruct you to enter *Shared Secret* information (known only to you and the administrator) in this field. The administrator uses this shared secret to verify that it really is you submitting the application. This comment will not be included in your Digital ID.

 If all the information above is correct, click **Submit** to continue.


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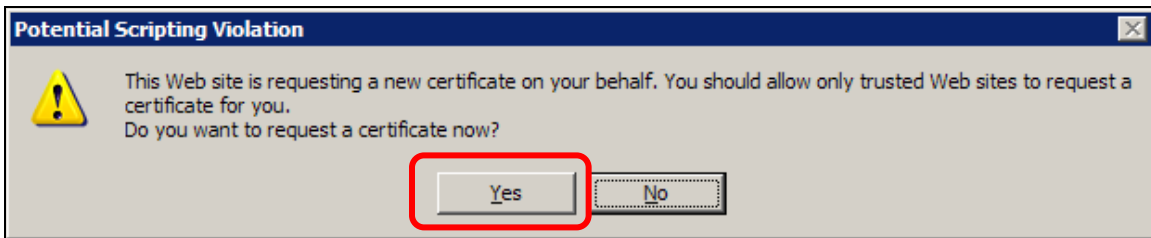
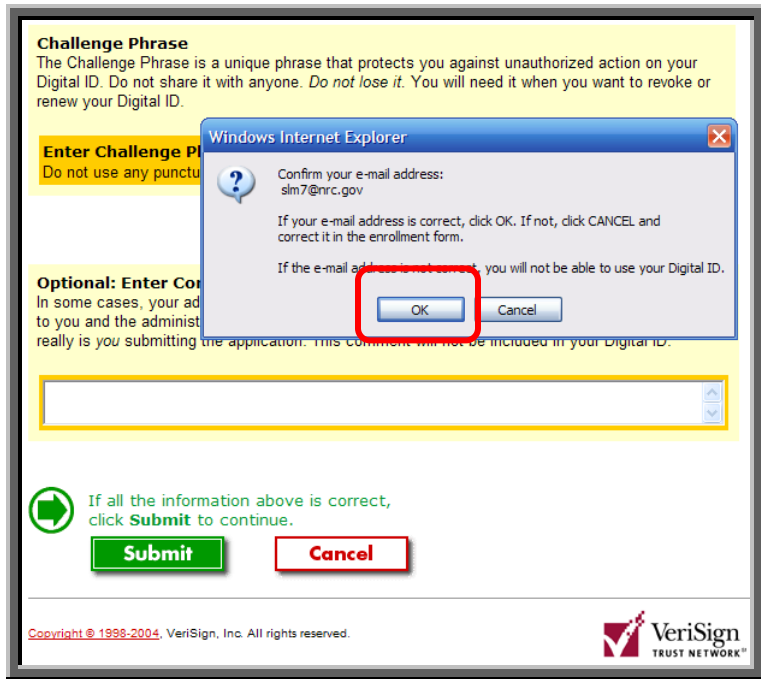


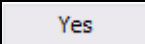
After verifying the fields were populated correctly, scroll to the bottom of the screen and click on the



button to submit your digital certificate application.


If you receive a “Confirm your e-mail address” pop-up window (as shown to the right), click on the  button.

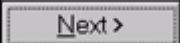


If you receive the pop-up window to confirm your request for a new certificate, click on the  button.

If you receive a “Creating a new RSA exchange key” pop-up window (shown to the right) click on the  button.




Click on the radio button for High () . This will allow you to activate the password protection for your digital ID certificate.

Click on the  button to continue.


Create and enter the **new password twice**.

**Note:** Commit this password to memory as it will be necessary to periodically enter this password, such as when you seek to make or access an EIE submission. If you forget the password, it cannot be reset and a new certificate must be requested.



Click on the  button.

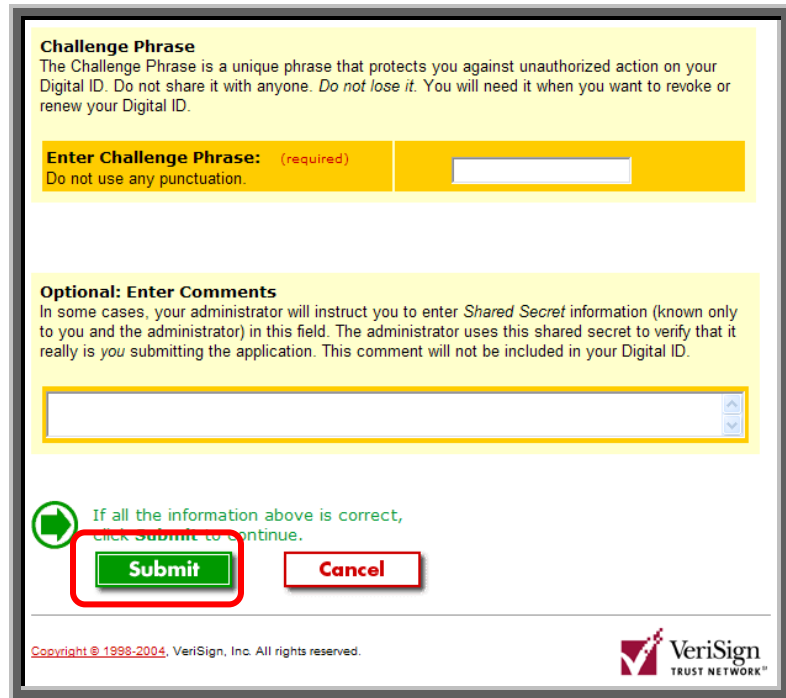


Click on the  button.

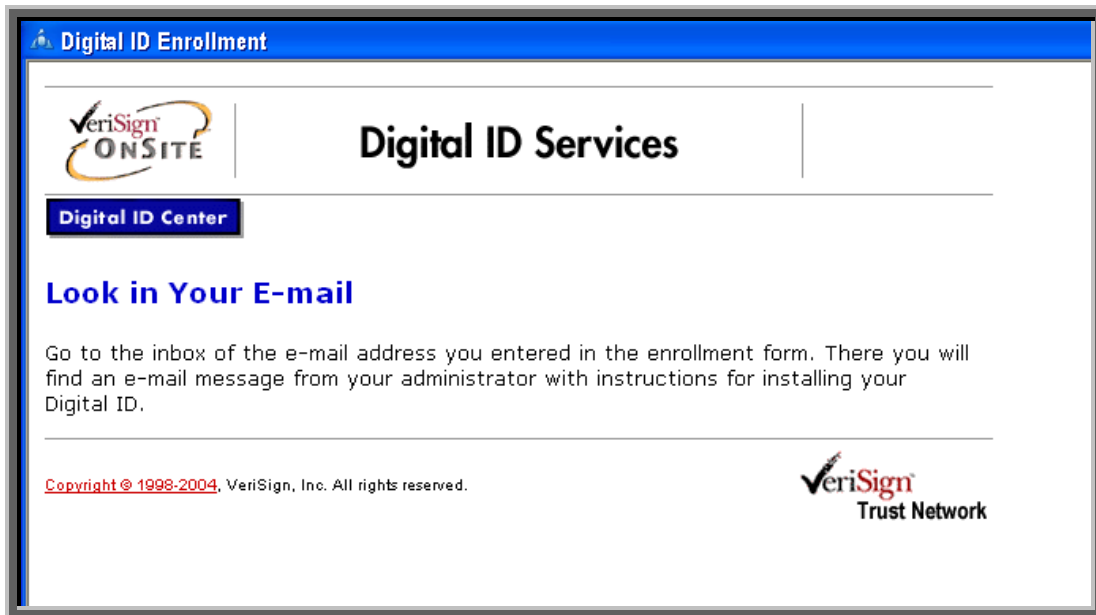
Click on the



button to send in your enrollment request.

A screenshot of a web form titled "Challenge Phrase". The form has a yellow background. It contains a text input field for the challenge phrase, a "Submit" button, and a "Cancel" button. Below the input field is an "Optional: Enter Comments" section with a larger text area. A green arrow points to the "Submit" button, and a message says "If all the information above is correct, click Submit to continue." The VeriSign logo and copyright information are at the bottom.

You have now successfully requested your digital ID certificate. A notification will appear to [Look in Your E-mail](#).



Within minutes, you should receive an e-mail acknowledging receipt of your enrollment request.

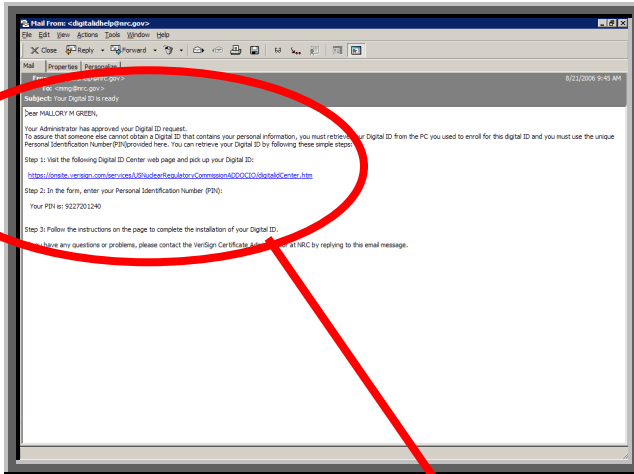
Within several hours (Eastern Time business hours) your request should be reviewed and approved or disapproved. You should then receive a second e-mail. The approval e-mail's subject is: "Your Digital ID is ready".

**Note:** If you have not received an approval or rejection e-mail within two business days, send an e-mail to [DigitalIDHelp@nrc.gov](mailto:DigitalIDHelp@nrc.gov) or call (301) 415-0439.



### 2.2.3 Installing the Digital ID Certificate

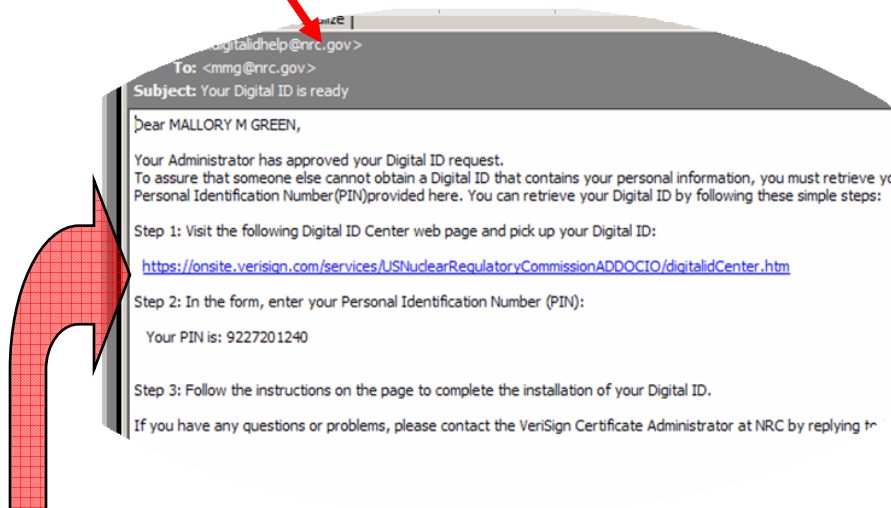
You will receive a "Your Digital ID is ready" e-mail if your digital ID certificate request is approved. This e-mail will contain both a VeriSign-provided Personal ID Number (PIN) and a link to NRC's Digital ID Center.

To pick up and install your digital ID certificate, open the "Your Digital ID is ready" e-mail message.





Copy the PIN (provided in the e-mail message). An easy copying method is to highlight the PIN then simultaneously

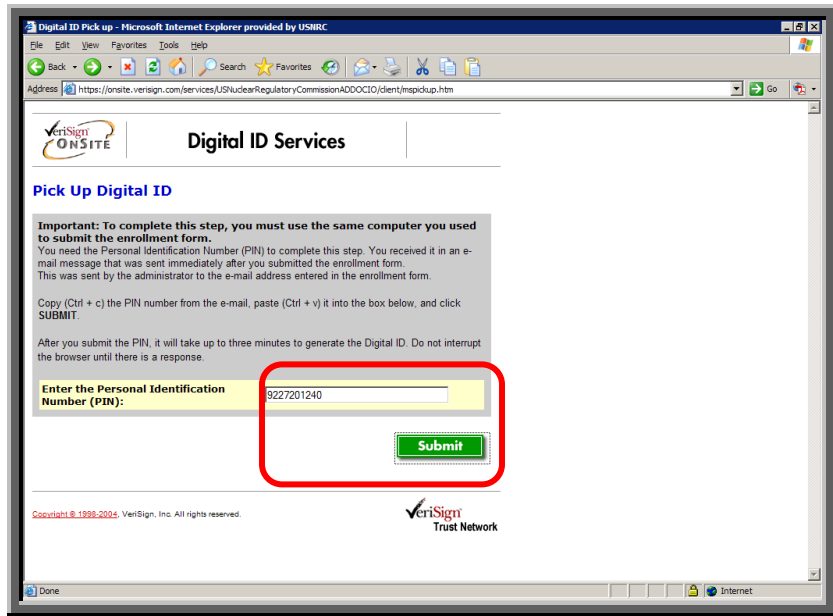
press the  key on the keyboard and the  key.



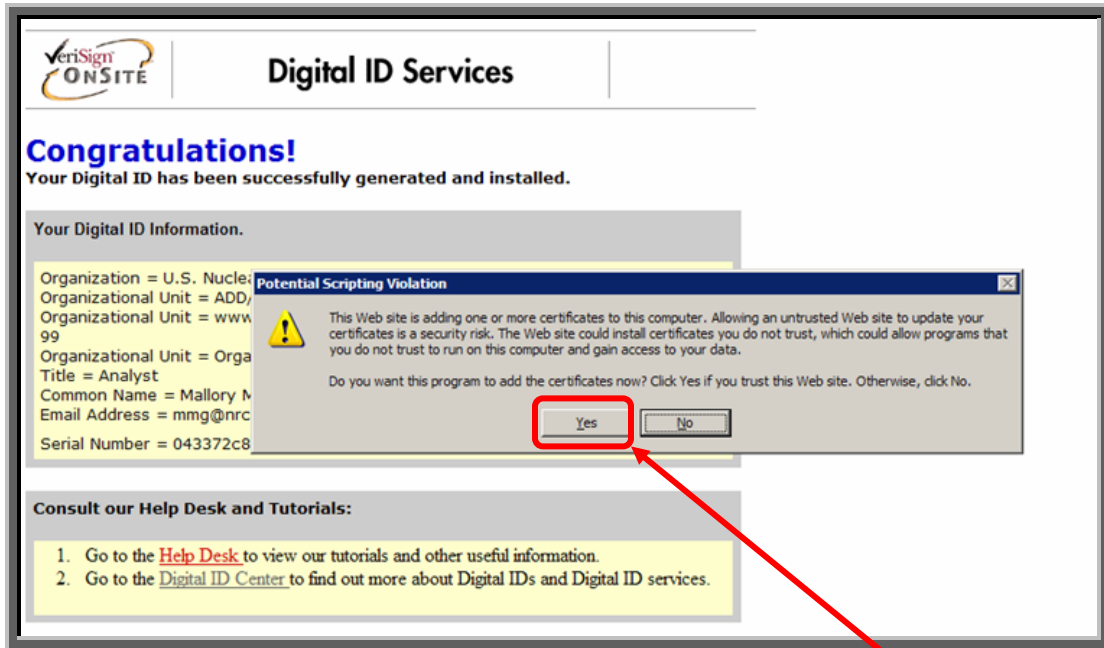
Next, click on the link within the e-mail message. This will take you to the NRC Digital ID Center's "**PICK UP ID**" web page.

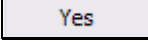
Click within the “Enter the Personal Identification Number (PIN)” field and paste the PIN into the field (an easy way to do this is by simultaneously

pressing the  key on the keyboard and the  key).



Click on the  button.

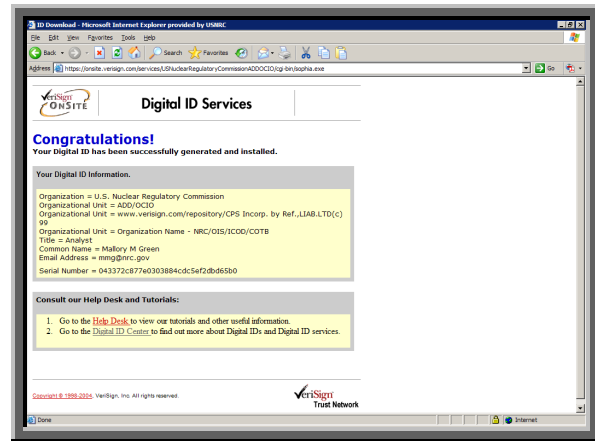


If you receive a pop-up “Potential Scripting Violation” screen, click on the  button to save your certificate to your computer. With Windows XP you are asked to verify that you want to install a digital certificate as shown above.



A **Congratulations!** Screen will be displayed confirming that your digital ID certificate has been successfully generated and installed.

**Note:** To locate the detailed step-by-step instructions on exporting a certificate from one computer and importing a certificate to another computer, from the Electronic's Submittals webpage (<http://www.nrc.gov/site-help/e-submittals.html>), select the **NRC's Digital IDs Guide** link (located on the left hand side of the webpage).



### 3. Participating in the NRC Hearing Process (For Adjudicatory Hearings Only)

The process for participating in an NRC adjudicatory hearing generally begins with individuals or entities reviewing a Federal Register notice announcing the opportunity to petition to be involved as a party or interested governmental entity in a particular hearing regarding an NRC licensing or enforcement proceeding. Specific instructions will be provided within the Federal Register announcement on how to be a party to a hearing.

To review the Federal Register, first navigate to [www.nrc.gov](http://www.nrc.gov), which is the NRC's Website.



Public Meeting Schedule
Commission Schedule
Conferences & Symposia
Documents for Comment
Brochures & Fact Sheets
Involving Stakeholders
Info Quality Guidelines
Rulemaking Process
Licensing
Enforcement
Hearing Process
Hearing Applications

Place the cursor over the **Public Meetings & Involvement** button, located on the right hand side of the screen. A drop-down list of options will be presented. Scroll down and select **Hearing Applications**.

The “Hearing Opportunities and License Applications” webpage (<http://www.nrc.gov/about-nrc/regulatory/adjudicatory/hearing-license-applications.html>) will be displayed, which includes a list of Federal Register hearing opportunity notices for current major NRC licensing and enforcement proceedings.



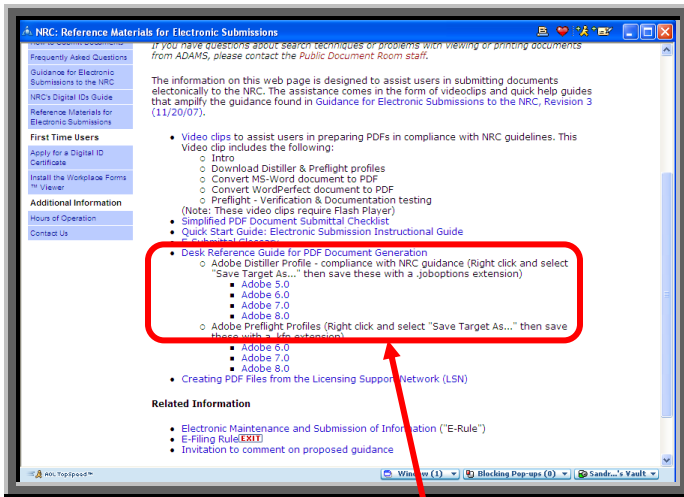
#### 4. Preparing Documents for Submission

As stated in the NRC’s guidance document for electronic submissions, electronic documents should be submitted in Portable Document Format (PDF). The document “Guidance for Electronic Submissions to the NRC” along with additional instructions on PDF settings, as well as PDF generation, can be found on the NRC’s “Electronic Submittals” Web page (<http://www.nrc.gov/site-help/e-submittals.html>) under the heading “Submittal Instructions”. Click on the [Reference Materials for Electronic Submissions](#) link.

The instructional information provided on this website is available in PDF documents and on video clips to assist users in preparing PDFs that comply with NRC guidelines.

**Note:** A useful guide for PDF generation can be found by selecting the [Desk Reference Guide for PDF Document Generation](#) link.





Additionally, there are pre-configured PDF-Distiller profiles for Adobe 5/6/7/8 available on the “Electronic Submittals” Web page that can be used to ensure PDF-rendered documents comply with NRC guidelines.

- o Adobe Distiller Profile - compliance with NRC guidance (Right click and select "Save Target As..." then save these with a .joboptions extension)
  - Adobe 5.0
  - Adobe 6.0
  - Adobe 7.0
  - Adobe 8.0

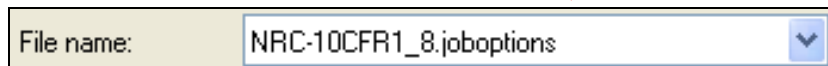
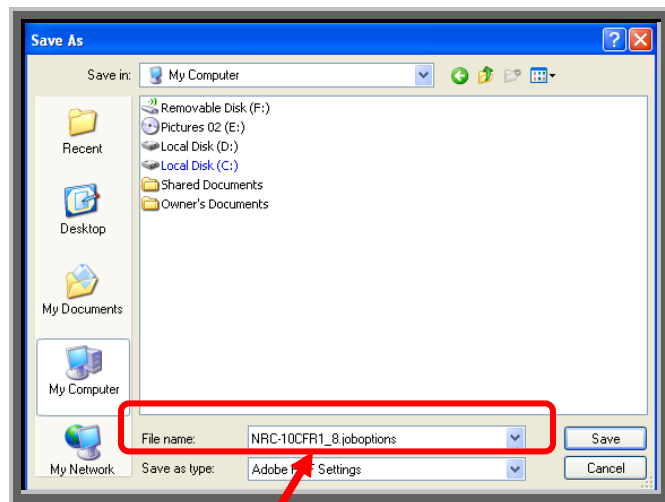


Simply right mouse click on the applicable Adobe version joboptions (e.g., [Adobe 7.0](#) ) and select “Save Target As...”.

Save to the following file path location:

C:\Program Files\Adobe\Acrobat <x.0>\Distillr\Settings

Ensure the file extension is: **.joboptions**.



**Do you have Adobe Acrobat Distiller 6.0, 7.0 or 8.0 Professional?**

**Yes** See [Section 4.1](#), Adding a New Profile

**No** See [Section 5](#), Submitting Documents to the NRC

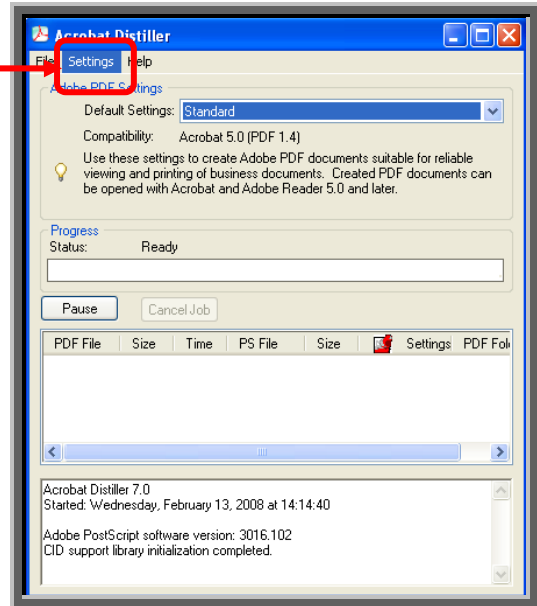
#### 4.1 For Adobe Acrobat Distiller 6.0, 7.0 & 8.0 Professional – Adding a New Profile

To add a new profile, follow these instructions:

Launch Acrobat Distiller (either from **Start/Program/Acrobat Distiller 6.0/7.0/8.0** or select **Advanced/Acrobat Distiller** from Adobe Acrobat 6.0/7.0/8.0 Professional).

The **Acrobat Distiller** window pops up. From the main menu, click on **Settings** and from the drop-down menu, select:

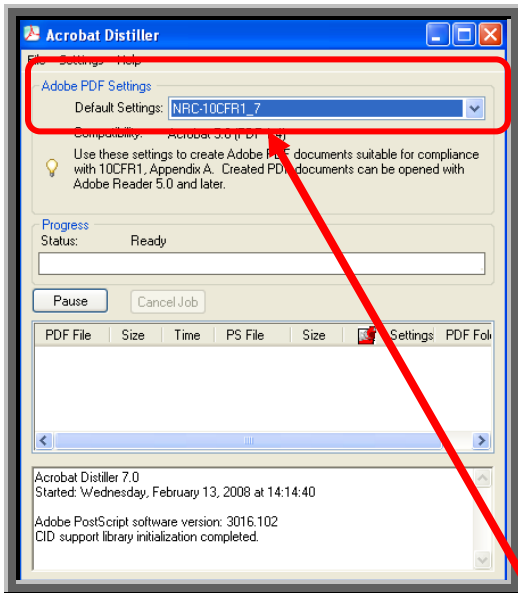
**Add Adobe PDF Settings...**




An **Add Adobe PDF Settings** dialogue box will appear.

Navigate to the file path location of the saved Adobe version joboptions (C:\Program Files\Adobe\Acrobat <x.0>\Distillr\Settings). Select the new profile you have downloaded (e.g. **NRC-10CFR1\_7.joboptions**), then click on

**Open** button.



The **Acrobat Distiller** dialogue box will reappear with the newly loaded profile as the **Default Settings** selection.

Close the dialogue box by selecting the  button.

Default Settings: **NRC-10CFR1\_7**

## 5. Submitting Documents to the NRC

After successfully converting the document(s) to PDF using the NRC-approved settings (as discussed in [Section 4](#)), to begin the submittal process, first navigate to [www.nrc.gov](http://www.nrc.gov), which is the NRC's Website.



The screenshot shows the U.S. Nuclear Regulatory Commission (NRC) website homepage. The header includes the NRC logo, the tagline "Protecting People and the Environment", and navigation links like "Index", "Site Map", "FAQ", "Facility Info", "Help", "Glossary", and "Contact Us". A search bar is also present. Below the header is a main navigation bar with categories: "About NRC", "Nuclear Reactors", "Nuclear Materials", "Radioactive Waste", "Nuclear Security", and "Public Meetings & Involvement".

On the left side, there is a vertical menu with buttons for "Employment NRC #1", "Report a Safety Concern", "Event Reports", "News & Information", "Electronic Reading Room", "Business with NRC", "For the Record", and "Budget". The "Business with NRC" button is highlighted with a red box. A red arrow points from this button to a separate window showing a detailed view of the "Business with NRC" menu options: "Contracting", "Electronic Submittals", "FOIA Requests", "License Fees", and "NRC Forms".

The main content area features a photograph of NRC staff in hard hats, a "Key Topics" list including "Emergency Preparedness", "Irradiated Gemstones", "Naturally-Occurring and Accelerator-Produced Radioactive Material (NARM) Toolbox", "New Reactor Licensing", "Radiation Protection", and "Reactor License Renewal", and a "News Releases and Speeches" section dated February 13, 2008, with a link to "Browns Ferry Unit 1 Nulant to Receive Additional NRC Oversight".

Place your mouse cursor over the **Business with NRC** button, located on the left hand side of the screen.

A drop-down list of options will be presented. Scroll over and select **Electronic Submittals**.

The “Electronic Submittals” page will be displayed. Under the heading **Submit Documents** are links that lead to webpages where Adjudicatory and Non-Adjudicatory documents can be submitted:



To submit documents related to High-Level Waste, Reactors, Materials and other hearings, click on the [Adjudicatory Documents](#) link.

To submit Non-Adjudicatory Documents click on the [General Submissions](#) link.

**Note:** If you have problems with the steps outlined on the next page, try deleting your Internet cookies and files. Each time you visit a website, a cookie is created on your computer in the form of a benign text file. To delete your cookies, from your Internet Explorer window, click on the “Tools” tab, then scroll down and select “Internet Options”. Click on the “General” tab.

For versions 6 and less, click on the “Delete Cookies” button (then click the “OK” button). Next, click on the “Delete Files” button (then click the “OK” button). Click the “OK” button to exit the Internet Options screen.

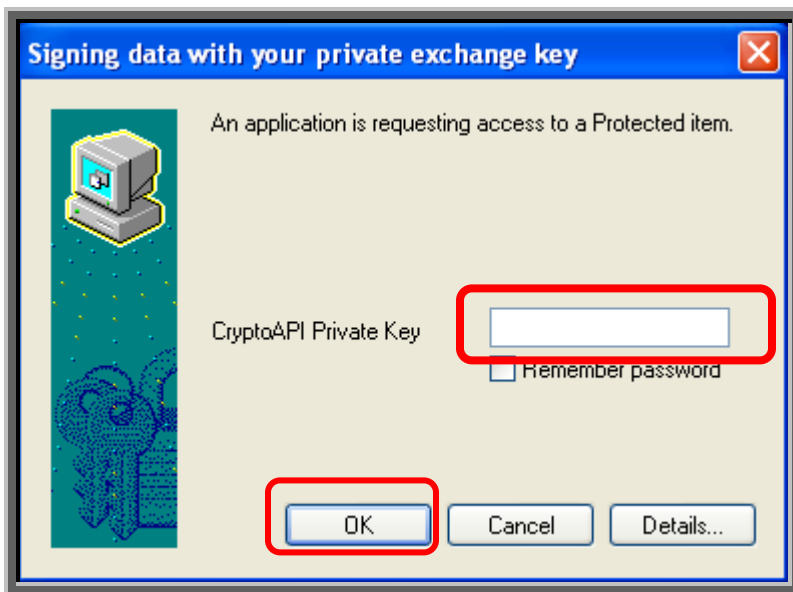
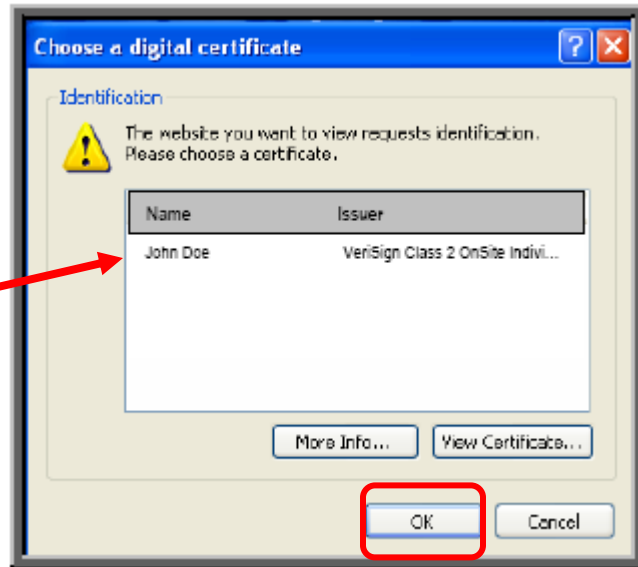
For version 7 and higher, click on the “Delete” button. Next click on the “Delete All” button, followed by selecting the “Yes” button. Click the “OK” button to exit the Internet Options screen.

Close your Internet Explorer window. Continue with the [Section 5](#) instructions.

A **Choose a digital certificate** dialogue box will appear.

Click on the certificate.

Click on the  button.



A **Signing data with your private exchange key** dialogue box will appear.

Within the blank **CryptoAPI Private Key** field, enter the certificate password you created when you imported the certificate.

Click on the  button

## Are you submitting Adjudicatory documents or Non-Adjudicatory (General) documents?

Adjudicatory Documents      See [Section 5.1](#)

General Submissions      See [Section 5.2](#)

### 5.1 Adjudicatory Submittals

The “Docket/Hearing Description Selection” screen will be displayed:

Under **A. Select Docket/Hearing Description**, click on the drop-down button.

A list of Dockets that you have access to will be displayed.

Select the appropriate docket for your submittal.

**US Nuclear Regulatory Commission**

**Docket/Hearing # Selection**

**Instructions**  
Please select the hearing to which you are directing this submission. You must also select a filing status before submitting.

**A. Select Docket/Hearing Description:**  
GP Test A 50-345-OLA

**B. Is this submission governed by a protective order or being submitted under seal?**

Yes, this submission can be viewed only by individuals selected by me from the hearing service list and/or those designated in a protective order.

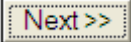
No, this submission can be viewed by all participants and members of the public.

Note: By default, the members and staff of the Atomic Safety and Licensing Board associated with this case and members of the staff of the NRC Office of the Secretary will receive notice of this submission. This is necessary for them to complete required case administration and docket management functions.

Next >>


Under **B. Is this submission governed by a protective order or being submitted under seal?**:

- ♦ If the submittal is non-public, meaning there are restrictions as to who can view the documents because it is being submitted pursuant to a protective order or in camera, click on the radio button for **Yes, this submission can be viewed only by individuals selected by me from the hearing service list and/or those designated in a protective order.**
- ♦ If the submittal is public, meaning there are no restrictions as to who can view the document, click on the radio button for **No, this submission can be viewed by all participants and members of the public.**

After making these selections, click on the  button.



**Note:** The instructions on this page are for non-public (i.e., Protective Order File (POF)) submittals only. If you have a public submittal, continue with the instructions on the next page.

 **US Nuclear Regulatory Commission**

**Electronic Service List Recipients**

**Instructions**  
Please select the name(s) of those who are to receive notice of this submission. **At a minimum, the ASLBP, Hearing Docket, and the judges assigned to this hearing must be checked**

Service List for Hearing: **GP Test A 50-345-OLA**

Last Name	First Name	Email	Notify
Crouse	Ray	rwc2@nrc.gov	<input type="checkbox"/>
Marks	Donald	ddm1@nrc.gov	<input type="checkbox"/>
Miller	Sandra	slm7@nrc.gov	<input type="checkbox"/>
Raimist	Scott	sar2@nrc.gov	<input type="checkbox"/>
Ryan	Tom	tpr@nrc.gov	<input type="checkbox"/>
Rybos	Charles	CGR@nrc.gov	<input type="checkbox"/>
Welkie	Andrew	axw5@nrc.gov	<input type="checkbox"/>

**For non-public (POF) submittals only:**

The “Electronic Service List Recipients” screen will be displayed.

Select (☑) (within the **Notify** column, located on the far right portion of the screen) only those individuals who are to receive an e-mail notification of this new submittal. This allows you to control who actually receives this non-public information.

After selecting all appropriate individuals, scroll to the bottom of the screen and click on the

 button.

The Submittal Form will be displayed. All required fields that must be populated to submit documents to the NRC successfully are annotated with a red asterisk (\*).

### Adjudicatory Docket Submission Form - Reactors, Materials and Other Hearings

\* Fields marked with a red asterisk are required fields

<p>ASLBP Description <input type="text" value="GP Test A 50-345-OLA"/></p> <p>Author Name * <input type="text"/></p> <p>Author Affiliation * <input type="text"/></p> <p>Document Type * <input type="text" value="Select a Type"/></p> <p>Panel Judges <input type="text" value="Ray Crouse"/></p> <p>Service List <input type="button" value="Modify Service List"/></p>	<p>Document Date * <input type="text"/></p> <p>Document Title * <input type="text"/></p> <p>Party Identifier <input type="text"/></p> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <input type="checkbox"/> Check if this is part of a multi-part submission            Select A Bundle <input type="text" value="New Bundle"/> </div> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <input checked="" type="checkbox"/> Check if this is the final part of your multi-part submission.  <small>(For example, Part 3 of 3)</small> </div> <div style="background-color: #ffffcc; text-align: center; padding: 5px; font-weight: bold; margin-top: 10px;">             THIS SUBMISSION IS SUBJECT TO LIMITED DISTRIBUTION           </div>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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\*

\* Note : All required fields denoted by red asterisk must be completed and (1) one or more files must be attached to the form before it can be submitted

- ◆ The **ASLBP Description** field will auto-populate with the docket selected from the Docket/Hearing Description Selection screen.
- ◆ Enter the **Author's Name** for the document(s) to be submitted and the **Author's Affiliation**, which would be the organization the author is representing.
- ◆ The next selection to be made is the **Document Type**. The document type would describe what the document is, such as a transcript or a pleading. Be aware that if you are submitting numerous documents, they must all be of the same document type.
- ◆ The **Panel Judges** field will auto-populate with the individuals associated with the Docket selected, therefore, no action is required for this field.
- ◆ The button below the Panel Judges field will read  if this is to be a non-public (POF) submittal. If this is to be a public submittal, the button will read: . Each time a submittal is made to the NRC from the "Electronic Submittals" webpage, by virtue of being on the service list and selected to receive the submittal, individuals associated with a particular docket will receive an e-mail message informing them of the submittal and allowing them to view the files (see [Section 6](#)).

**For public submittals only:**

For a public filing, there is no action required relative to this service list. However, if you would like to review the list, simply click on the [View Service List](#) button.

Last Name	First Name	Email
ASLBP		aslbp_hlw_adjudication@nrc.gov
Conner	Frank	fcc2@nrc.gov
Docket	Hearing	hearingdocket@nrc.gov
Fan	David	daf@nrc.gov
Johnson	Sesin	saj2@nrc.gov
Miller	Sandra	slm7@nrc.gov
OCAAMAIL	OCAAMAIL	OCAAMAIL@NRC.GOV
Ryan	Tom	tpr@nrc.gov

When the review of the service list is complete, click on the [<< Back to Main Form](#) button located at the upper left portion of the screen.

**For non-public (POF) submittals only:**

You may view and update the recipients' list by clicking on the

[Modify Service List](#)

button and then by clicking within the boxes on the far right portion of the screen to select (  ) or deselect (  ) an individual's name.

\* Note: All EIE submittals are sent to the Office of the Secretary, the Atomic Safety and Licensing Board associated with this case, and the NRC's Document Processing Center

**Service List Recipients**

Last Name	First Name	Email	
<input type="text" value="Crouse"/>	<input type="text" value="Ray"/>	<input type="text" value="rwc2@nrc.gov"/>	<input type="checkbox"/>
<input type="text" value="Marks"/>	<input type="text" value="Donald"/>	<input type="text" value="ddm1@nrc.gov"/>	<input checked="" type="checkbox"/>
<input type="text" value="Miller"/>	<input type="text" value="Sandra"/>	<input type="text" value="slm7@nrc.gov"/>	<input checked="" type="checkbox"/>
<input type="text" value="Raimist"/>	<input type="text" value="Scott"/>	<input type="text" value="sar2@nrc.gov"/>	<input type="checkbox"/>
<input type="text" value="Ryan"/>	<input type="text" value="Tom"/>	<input type="text" value="tpr@nrc.gov"/>	<input type="checkbox"/>
<input type="text" value="Rybos"/>	<input type="text" value="Charles"/>	<input type="text" value="CGR@nrc.gov"/>	<input type="checkbox"/>
<input type="text" value="Welkie"/>	<input type="text" value="Andrew"/>	<input type="text" value="axw5@nrc.gov"/>	<input type="checkbox"/>

When the review and/or updating of the service list is complete, click on the

button located at the upper left portion of the screen.

**Adjudicatory Docket Submission Form - Reactors, Materials and Other Hearings**

\* Fields marked with a red asterisk are required fields

ASLBP Description


Author Name \*

Author Affiliation \*

Document Type \*

Panel Judges

Service List

Document Date \*  

Document Title \*

Party Identifier

Check if this is part of a multi-part submission


Select A Bundle

Check if this is the final part of your multi-part submission.  
(For example, Part 3 of 3)

**THIS SUBMISSION IS SUBJECT TO LIMITED DISTRIBUTION**

\*

\* Note : All required fields denoted by red asterisk must be completed and (1) one or more files must be attached to the form before it can be submitted

Next, select the **Document Date**, which is within the box highlighted in red above. Simply click on the calendar button () to the right of the Document Date field. A calendar will be presented. Single-click on the applicable date of the submission to populate the field.

The **Document Title**, which also is within the box highlighted in red above, will need to be populated as well.

Each party has an assigned three-letter code and although it is not required, this code should be entered within the **Party Identifier** field.

**Adjudicatory Docket Submission Form - Reactors, Materials and Other Hearings**

\* Fields marked with a red asterisk are required fields

ASLBP Description

Author Name \*  Document Date \*

Author Affiliation \*  Document Title \*

Document Type \*

Panel Judges

Party Identifier

Check if this is part of a multi-part submission  
 Select A Bundle

Check if this is the final part of your multi-part submission.  
 (For example, Part 3 of 3)

Service List

**THIS SUBMISSION IS SUBJECT TO LIMITED DISTRIBUTION**

\*

\* Note : All required fields denoted by red asterisk must be completed and (1) one or more files must be attached to the form before it can be submitted

A document which is  $\geq 50$  MB should be logically segmented (by chapters, sections, etc.) into files which are no greater than 15 MB, then submitted individually using the multi-part (bundle) submission process.

**Note:** When segmenting a file, each part must be named the same with the exception of the ending (prior to the three-character file extension). If the file was segmented into three parts, the name ending of the first part would be Part 1 of 3, the second, Part 2 of 3 and so on.

Example:

001 Long-Term Geochem Behavior Part 1 of 3.pdf  
 002 Long-Term Geochem Behavior Part 2 of 3.pdf  
 003 Long-Term Geochem Behavior Part 3 of 3.pdf

**Is this a multi-part (bundle) submittal?**

**Yes** Continue with the instructions found on the [next page](#).

**No** Go to [page 32](#) and continue with the instructions provided.

**Adjudicatory Docket Submission Form - Reactors, Materials and Other Hearings**

\* Fields marked with a red asterisk are required fields

ASLBP Description: GP Test A 59345-OLA

Author Name \* [ ] Document Date \* [ ]

Author Affiliation \* [ ] Document Title \* [ ]

Document Type \* [ Select a Type ]

Panel Judges: Ray Course

Party Identifier: [ ]

Check if this is part of a multi-part submission  
 Select A Bundle [ New Bundle ]

Check if this is the final part of your multi-part submission.  
 (For example, Part 3 of 3)

THIS SUBMISSION IS SUBJECT TO LIMITED DISTRIBUTION

Attach File... Save File... View... Remove File...

\* Note: All required fields denoted by red asterisk must be completed and (1) one or more files must be attached to the form before it can be submitted

Signed By (Click to Sign) [ ]  
 Served By (Click to Sign) [ ]  
 Submit Document [ ]

Check if this is part of a multi-part submission

Select A Bundle [ New Bundle ]

Check if this is the final part of your multi-part submission.  
 (For example, Part 3 of 3)

**Is this Part 1 of the multi-part (bundle) submittal?**

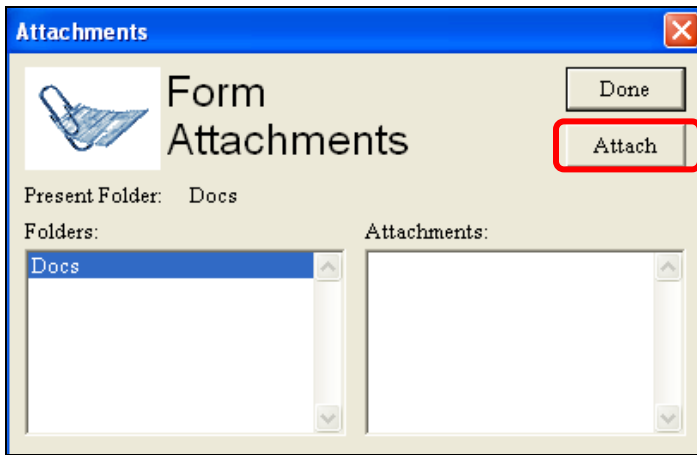
**Yes** Select  Check if this is part of a multi-part submission, then continue with the instructions on the [next page](#).

**No** **Is this the final part of the multi-part (bundle) submittal?**

**Yes** Select  Check if this is part of a multi-part submission, then use the drop-down menu to: **Select A Bundle** [ New Bundle ] (select the document title of the Part 1 submission).  
 Check if this is the final part of your multi-part submission.  
 (For example, Part 3 of 3)  
 Next, select: [ ]  
 Continue with the instructions on the [next page](#).

**No** Select  Check if this is part of a multi-part submission, then use the drop-down menu to: **Select A Bundle** [ New Bundle ] (select the document title of the Part 1 submission).  
 Continue with the instructions on the [next page](#).

To begin selecting files to be attached to the submittal, scroll down to locate and click on the **Attach File...** button.



An **Attachments** dialogue box will appear.

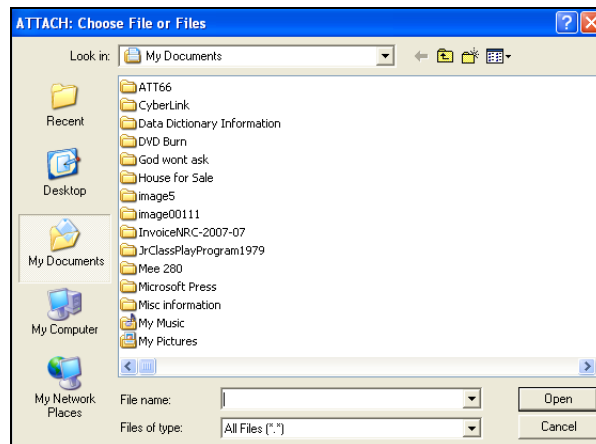
Click on the **Attach** button.



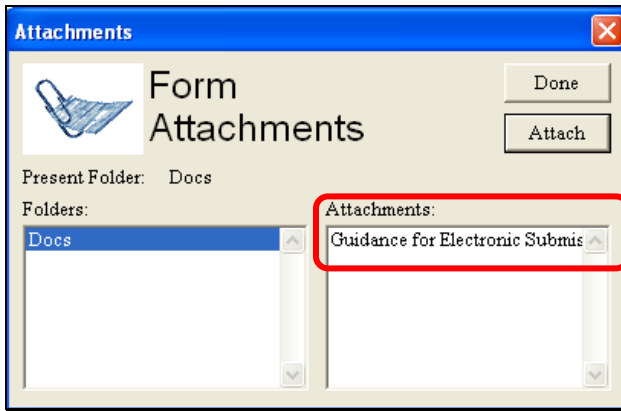
An **ATTACH: Choose File or Files** dialogue box will appear.

Navigate to the file path location of the document to be attached. After locating the document, click **on** the document 's file name.

Then click on the **Open** button.





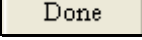


The file name for the document selected will appear within the **Attachments** section (located on the right side of the Attachments dialogue box).

**Note:** If you are attaching more than one document to the submittal, you would again click on the



**Attach** button to navigate to the next document. You would repeat the steps of attaching documents until all documents have been attached for this submission. Be aware of agency guidance that, with the exception of pre-filed testimony and evidentiary materials all pleadings and other filings should be submitted as a single file and that the size limitation for the entire submittal package is no greater than 15 MB.

After attaching all required documents for the submission, click on the  button. You will then return to the Docket/Hearing Description Selection screen.



**Note:** Be aware that if the wrong file was attached, you may remove this by clicking on the

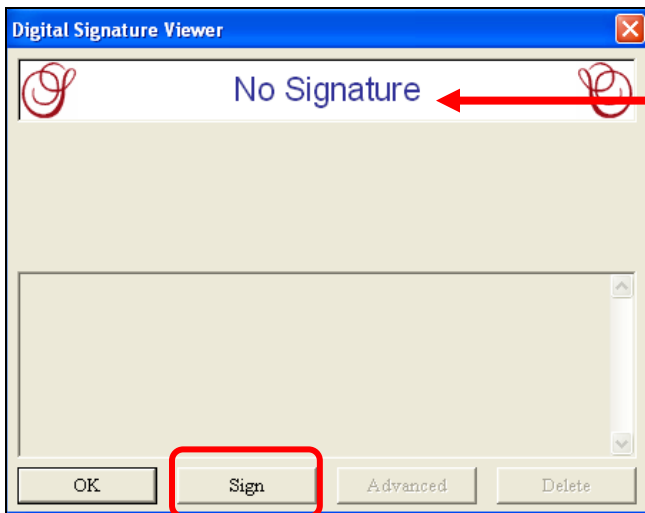


**Remove File...** button.


After completing the form, click on the **Signed By (Click to Sign)** button.

Please note that although the EIE system only allows one individual to sign a submission digitally, there are specific provisions in the agency's EIE rules and guidance permitting and governing the use of multiple signatories to an adjudicatory submission.



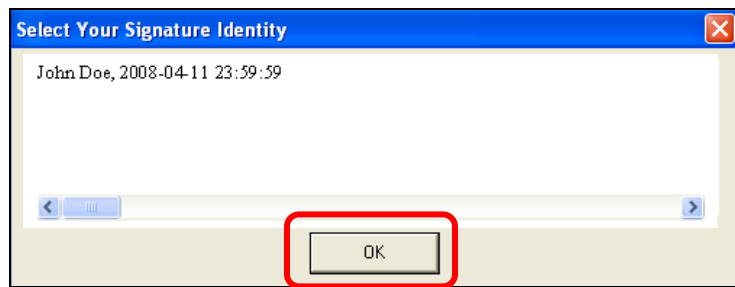


The **Digital Signature Viewer** dialogue box will be displayed with the caption '**No Signature**'. This indicates that the form has not been signed.

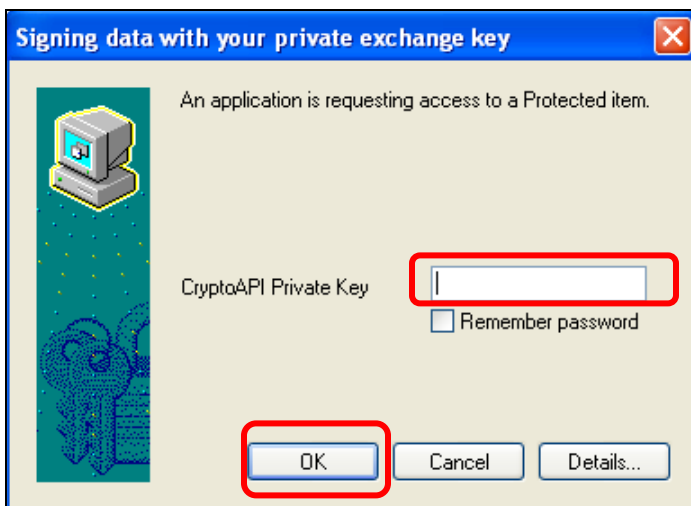
To sign the form, simply click on the  button.



If you receive a **Select Your Signature Identity** dialogue box then, click on the applicable digital ID certificate (multiple certificates may be listed).

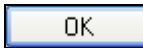


Click on the .

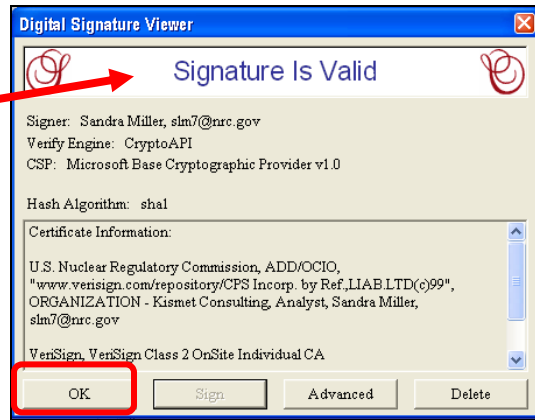


A **Signing data with your private exchange key** dialogue box will appear.

Enter the certificate password within the "CryptoAPI Private Key" field.

Click on the  button.

The system will validate your certificate and the prompt at the top of the window will change to 'Signature is Valid'.



Click on the  button.

A screenshot of the 'Adjudicatory Docket Submission Form - Reactors, Materials and Other Hearings'. The form contains several fields: ASLBP Description (GP Test A 50-345-OLA), Author Name (John Doe), Document Date (17 Sep 2007), Author Affiliation (DOE), Document Title (Submittal Test Document), Document Type (Legal Pleading), Panel Judges (Ray Crouse), and Service List (View Service List). There are checkboxes for 'Check if this is part of a multi-part submission' and 'Check if this is the final part of your multi-part submission'. A yellow box contains the text: 'THIS SUBMISSION WILL BE MADE AVAILABLE TO ALL PARTICIPANTS AND THE GENERAL PUBLIC'. At the bottom, there are buttons for 'Attach File...', 'Save File...', 'View...', and 'Remove File...'. A red box highlights the 'Served By (Click to Sign)' button at the bottom of the form.

The **Signed by (Click to Sign)** button will now display the name and e-mail address of the signer.


If the signer wishes to also be the individual responsible for serving the document, he/she can now click on the **Served By (Click to Sign)** button.

It is also possible to e-mail the digitally signed form with the submission attached to another individual with a digital certificate who is responsible for completing service of the submission.

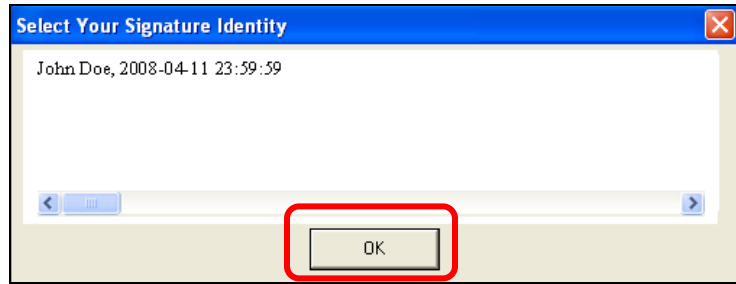


As was the case in digitally signing the submission, the Digital Signature Viewer will display the caption 'No Signature'. This indicates that the form has not been signed.

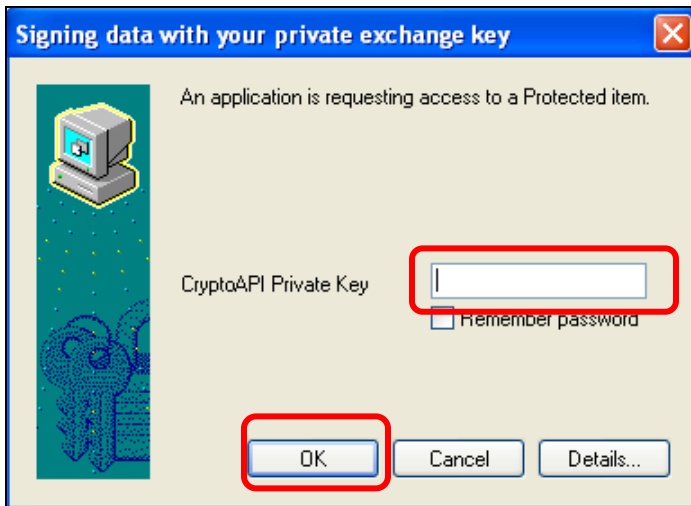


To sign the form, simply click on the  button.

If you receive a **Select Your Signature Identify** dialogue box then, click on the applicable digital ID certificate (multiple certificates may be listed).




Click on the  button.



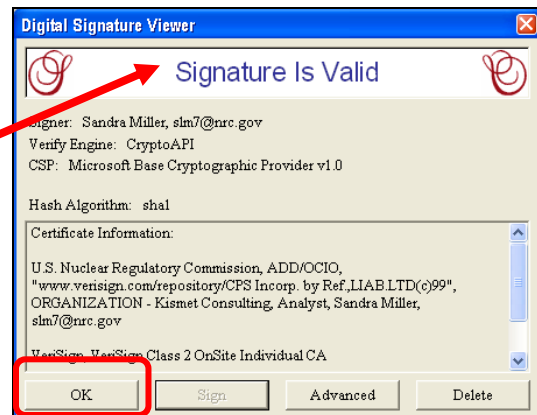
**A Signing data with your private exchange key** dialogue box will appear.

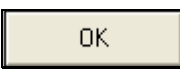
Enter the certificate password within the "CryptoAPI Private Key" field.

Click on the  button.



The system will validate your certificate and the prompt at the top of the window will change to **'Signature is Valid'**.



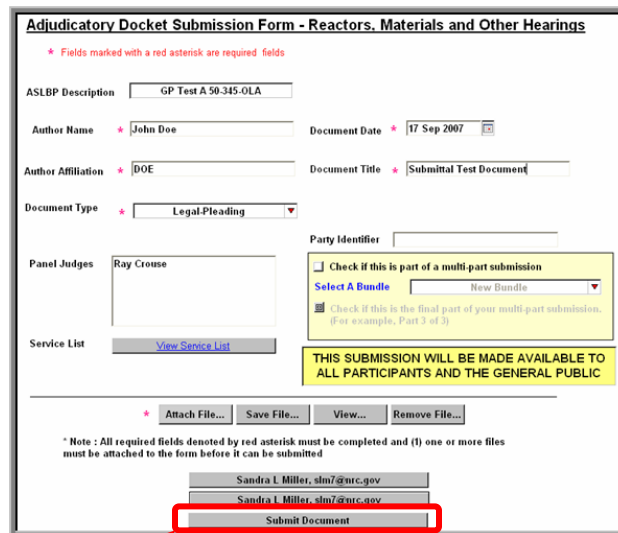
Click on the  button.

The **Signed by (Click to Sign)** button will now display the name and e-mail address of the signer.

And last, to transmit the submittal to the NRC, click on the



button.

A screenshot of a web form titled "Adjudicatory Docket Submission Form - Reactors, Materials and Other Hearings". The form contains several fields: "ASLBP Description" (GP Test A 50-345-OLA), "Author Name" (John Doe), "Document Date" (17 Sep 2007), "Author Affiliation" (DOE), "Document Title" (Submittal Test Document), "Document Type" (Legal-Pleading), "Panel Judges" (Ray Crouse), "Party Identifier", and "Service List" (View Service List). There are checkboxes for "Check if this is part of a multi-part submission" and "Check if this is the final part of your multi-part submission". A yellow box contains the text "THIS SUBMISSION WILL BE MADE AVAILABLE TO ALL PARTICIPANTS AND THE GENERAL PUBLIC". At the bottom, there are buttons for "Attach File...", "Save File...", "View...", and "Remove File...". A red box highlights the "Submit Document" button, which is also highlighted by a red arrow from the text below.

**Note:** Submissions made using the Adjudicatory Hearing form are served immediately via e-mail notification to the hearing participants (see [Section 6](#)).

This completes the steps that must be taken to submit an Adjudicatory document to the NRC successfully. Shortly thereafter, the submitter will receive an e-mail acknowledging EIE system receipt of his/her submission.

**Is this a multi-part (bundle) submittal?**

**Yes** Repeat the steps within [Section 5.1](#) of this document to submit the remaining parts of the submittal.

**No** No further actions are required.

5.1.1 Removing Documents from a "Completed" Adjudicatory Hearing Submission

If, after completing the submittal process, it is determined that the wrong file was attached to the submission in error, it cannot be retracted through the electronic submittal system. You must contact NRC personnel directly to request that your submission be deleted.

To request removal of an Adjudicatory Hearing submission, contact: [hearingdocket@nrc.gov](mailto:hearingdocket@nrc.gov).

## 5.2 Non-Adjudicatory (General) Submittals

The General Submittal Form will be displayed. All required fields, which must be populated in order to successfully submit documents to the NRC, are annotated with a red asterisk (\*).

Display Extract Remove Sign & Submit a Document(s)

**Nuclear Regulatory Commission**  
*Electronic Information Exchange*

Docket Number \* License Number \* LSN Doc#

**AUTHOR INFORMATION**

Affiliation \*  
Name \* Last Name, First Name, Middle Initial \*  
eMail

**ADDRESSEE INFORMATION**

Destination NRC Headquarters Document

**FILE INFORMATION**

Document Date \*  
Title  
Availability Select Option  
Est. Page Count  
Doc. Sensitivity Select a Sensitivity  
Comments  
Attach Document(s) Click to Attach a Document(s)

**SIGNATURE**

Digital Signature  
Click to Digitally Sign Documents

**SUBMIT**

Secure Transmission Authorization \*  
Click to Authorize Transmission  
Submit / Update \*  
Submit Signed Documents to NRC

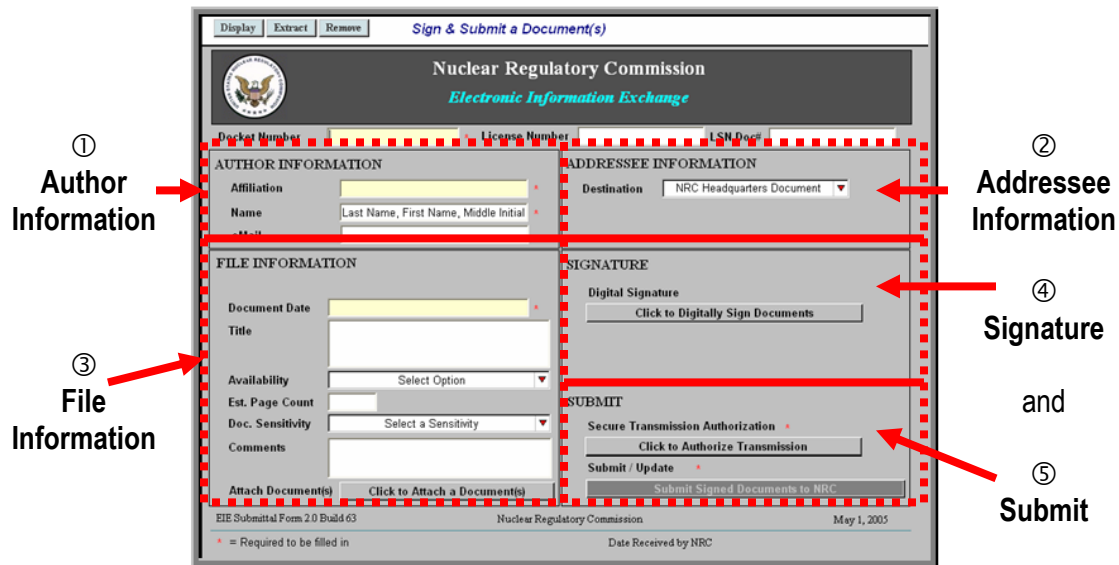
EIE Submittal Form 2.0 Build 63 Nuclear Regulatory Commission May 1, 2005  
\* = Required to be filled in Date Received by NRC

Docket Number \* License Number \* LSN Doc#

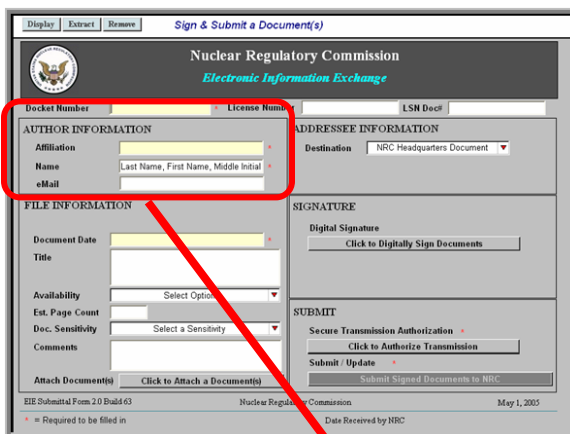
Within the **Docket Number** field, which is a required field, enter the appropriate docket for the submittal you are making.

Although the **License Number** field and the **LSN Doc#** field are not required, if you know this information, you may populate these two fields.

There are five sections within the submittal form, which must be populated:



### 5.2.1 Author Information



**AUTHOR INFORMATION**

**Affiliation**  \*

**Name**  \*

**eMail**

The first section to be populated is the **Author Information** section. Be aware that the **Affiliation** field and the **Name** field are required fields, while the **e-mail** field is not a required field.

- ◆ Within the **Affiliation** field, enter the organization the author is representing.
- ◆ Within the **Name** field, enter the author's last name, followed by the author's first name and then middle initial.
- ◆ Populate the **e-mail** field with the author's e-mail address. It is encouraged to populate this field to aid the NRC staff in contacting the author with any questions regarding the submittal.

## 5.2.2 Addressee Information

The screenshot shows the 'Sign & Submit a Document(s)' interface for the Nuclear Regulatory Commission's Electronic Information Exchange. The 'ADDRESSEE INFORMATION' section is highlighted with a red box. A red arrow points from this section to a larger, detailed view of the 'ADDRESSEE INFORMATION' section below. In this detailed view, the 'Destination' dropdown menu is open, showing a list of six options: Electronic Hearing Docket (EHD), NRC Headquarters Document Control Desk (DCD), NRC Region I - Nuclear Material Section B, NRC Region II - Material/Licensing Inspection Section, NRC Region III - Material Licensing Section, and NRC Region IV - Material Radiation Protection Section. The 'DCD' option is currently selected and highlighted in blue.

The next section to be populated is the **Addressee Information** section.

Within the **Destination** field, you must select to whom this document will be sent. By clicking on the drop-down button, a list of six areas will be revealed:

- ♦ Electronic Hearing Docket (EHD)
- ♦ NRC Headquarters Document Control Desk (DCD)
- ♦ NRC Region I – Nuclear Material Section B
- ♦ NRC Region II – Material/Licensing Inspection Section
- ♦ NRC Region III – Material Licensing Section
- ♦ NRC Region IV – Material Radiation Protection Section

Scroll to select the appropriate destination.

After making the selection, the field will be populated with your choice.



### 5.2.3 File Information

Display | Export | Remove | Sign & Submit a Document(s)

Nuclear Regulatory Commission  
Electronic Information Exchange

Docket Number License Number LSM Doc#

AUTHOR INFORMATION  
Affiliation  
Name Last Name, First Name, Middle Initial

ADDRESSEE INFORMATION  
Destination NRC Headquarters Document

**FILE INFORMATION**  
Document Date  
Title  
Availability Select Option  
Est. Page Count  
Doc. Sensitivity Select a Sensitivity  
Comments  
Attach Document(s) Click to Attach a Document(s)

SIGNATURE  
Digital Signature  
Click to Digitally Sign Documents

SUBMIT  
Secure Transmission Authorization  
Click to Authorize Transmission  
Submit / Update  
Submit Signed Documents to NRC

May 1, 2005  
Date Received by NRC

**FILE INFORMATION**

**Document Date**  \*

**Title**

**Availability**  ▼

**Est. Page Count**

**Doc. Sensitivity**  ▼

**Comments**

**Attach Document(s)**

Next, populate the **File Information** section.

Enter, within the **Document Date** field, the date of the document to be submitted (be aware this is a required field). If attaching more than one document, enter the date of the first document attached to the submittal.



Within the **Title** field, enter the title of the document to be submitted. Again, if attaching more than one document, enter the title of the first document attached to the submittal.

**Title**

Within the **Availability** field, you must select whether the submittal you are making can be made publicly available or whether the submittal is private and would not be made available to the general public.

<b>Availability</b>	Select Option ▼
	Non-Publicly Available
	Publicly Available
	Select Option

Click on the drop-down button. Scroll to select the appropriate availability. After making the selection, the field will be populated with your choice.



Next, enter the estimated number of pages within the **Est. Page Count** field.

<b>Est. Page Count</b>	<input type="text"/>
------------------------	----------------------



Within the **Doc. Sensitivity** field, you are, again, offered a drop-down menu with the following three choices:

<b>Doc. Sensitivity</b>	Select a Sensitivity ▼
	Public - Non-sensitive/Unclassified
	Classified
	Proprietary
	Select a Sensitivity

- ♦ **Public – Non-sensitive/Unclassified** (which means the document can be viewed by the general public),
- ♦ **Classified** (which is information that can not be made publicly available due to its sensitive content)
- ♦ **Proprietary** (such as trade secrets, privileged or confidential commercial or financial information. This information must not be made publicly available).

Click on the drop-down button and scroll to select the appropriate sensitivity of the document attached to the submittal. After making the selection, the field will be populated with your choice.

**FILE INFORMATION**

Document Date

Title

Availability

Est. Page Count

Doc. Sensitivity

Comments

Attach Document(s)

Next is the **Comments** field. Enter any type of information that would be useful to the processing of your submittal.

**Comments**



You will now begin to attach document(s) to the submittal form. Be aware that the size limitation for the entire submittal package is no greater than 15 MB.

**FILE INFORMATION**

Document Date

Title

Availability

Est. Page Count

Doc. Sensitivity

Comments

Attach Document(s)

To begin, click on the  button to the right of the **Attach Document(s)** field.



**Attachments**

Form Attachments

Present Folder: Docs

Folders:

Attachments:

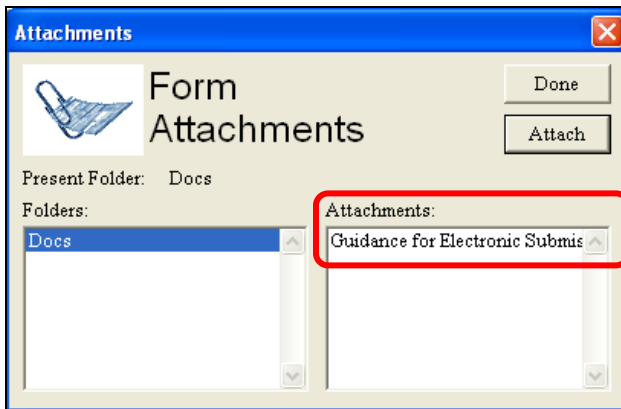
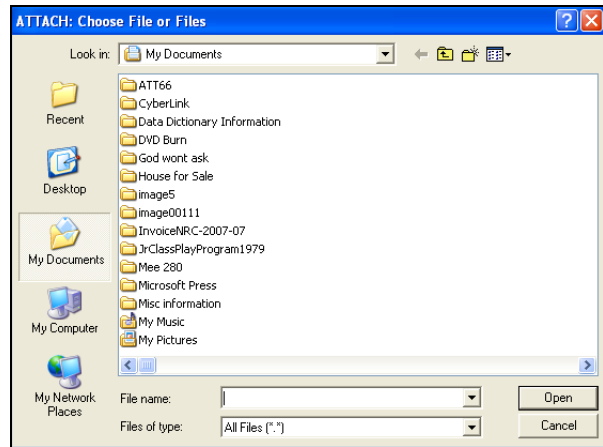
An **Attachments** dialogue box will appear.

Click on the  button.


An **ATTACH: Choose File or Files** dialogue box will appear.

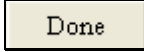
Navigate to the file path location of the document to be attached. After locating the document, click **on** the document name.

Then click on the  button.




The document selected will appear within the **Attachments** section (located on the right side of the Attachments dialogue box).

**Note:** If you are attaching more than one document to the submittal, you would again click on the  button to navigate to the next document. You would repeat the steps of attaching documents until all documents have been attached for this submission. Be aware that the size limitation for the entire submittal package is no greater than 15 MB.

After attaching all required documents for this submission, click on the  button. You will then return to the Docket/Hearing Description Selection screen.



**Note:** Be aware that if the wrong file was attached, you may remove this by clicking on the  button, which is located at the upper left hand portion of the General Submittal screen.

## 5.2.4 Signature

Display | Export | Remove | Sign & Submit a Document(s)

Nuclear Regulatory Commission  
Electronic Information Exchange

Docket Number License Number LSM Doc#

AUTHOR INFORMATION  
Affiliation  
Name Last Name, First Name, Middle Initial  
eMail

ADDRESSSEE INFORMATION  
Destination NRC Headquarters Document

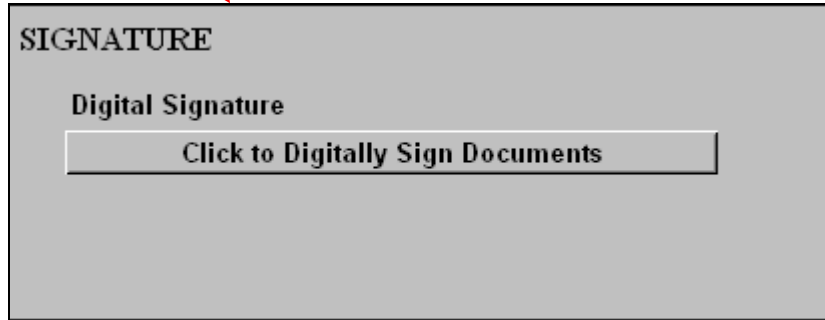
FILE INFORMATION  
Document Date  
Title  
Availability Select Option  
Est. Page Count  
Doc. Sensitivity Select a Sensitivity  
Comments

ATTACH DOCUMENT(S) Click to Attach a Document(s)

SIGNATURE  
Digital Signature  
Click to Digitally Sign Documents

SUBMIT  
Secure Transmission Authorization  
Click to Authorize Transmission  
Submit / Update  
Submit Signed Documents

EIE Submitted Form 2.0 Bz4d63 Nuclear Regulatory Commission July 1, 2005  
\* Required to be filled in Date Received by NRC



To successfully submit the document(s), you must sign the transmission. To accomplish this, click on the **Click to Digitally Sign Documents** button, within the **Signature** section.



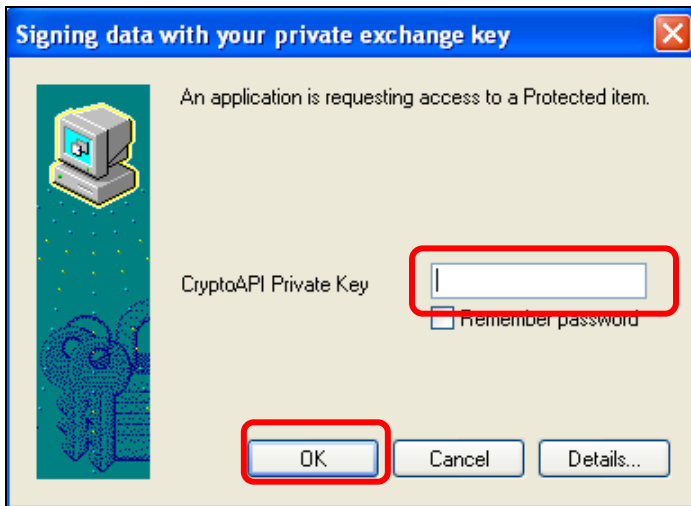
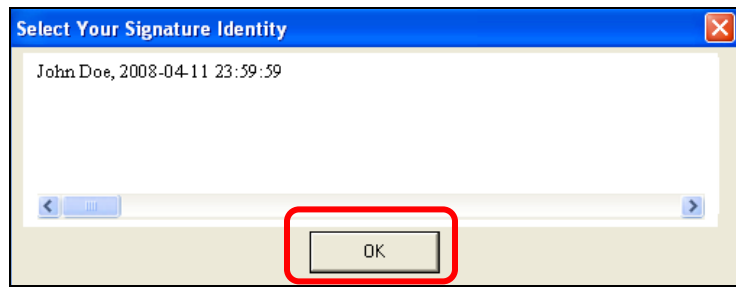
The Digital Signature Viewer will display the caption **'No Signature'**. This indicates that the form has not been signed.



To sign the form, simply click on the **Sign** button.

If you receive a **Select Your Signature Identity** dialogue box then, click **on** the applicable ID (multiple ID's may be listed).

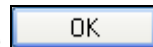
Click on the



**A Signing data with your private exchange key** dialogue box will appear.

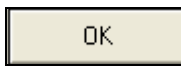
Enter the certificate password within the "CryptoAPI Private Key" field.

Click on the

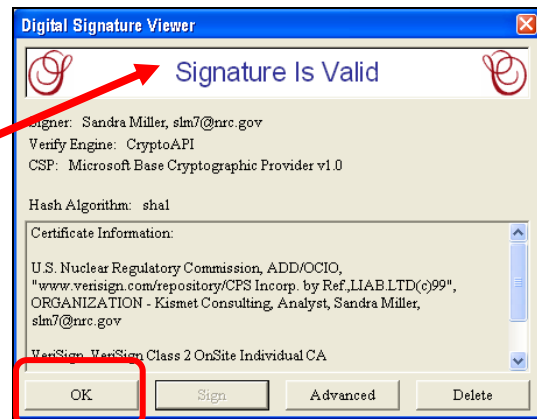


The system will validate your certificate and the prompt at the top of the window will change to **'Signature is Valid'**.

Click on the



button.



Within the "Signature" section, the "Click to Digitally Sign Documents" button will be updated to reveal your name and e-mail address as the signer.

## 5.2.5 Submit

The last of the five sections to be populated is the **Submit** section.

Sign & Submit a Document(s)

Nuclear Regulatory Commission  
Electronic Information Exchange

Docket Number License Number LSH Doc#

AUTHOR INFORMATION  
Affiliation  
Name Last Name, First Name, Middle Initial  
eMail

ADDRESSEE INFORMATION  
Destination NRC Headquarters Document

FILE INFORMATION  
Document Date  
Title  
Availability Select Option  
Est. Page Count  
Doc. Sensitivity Select a Sensitivity  
Comments

ATTACH DOCUMENTS  
Click to Attach a Document(s)

SIGNATURE  
Digital Signature  
Click to Digitally Sign Documents

**SUBMIT**  
Secure Transmission Authorization  
Click to Authorize Transmission  
Submit / Update  
Submit Signed Documents to NRC

EIE Submit Form 2.0 Build 63 Nuclear Regulatory Commission May 1, 2005  
\* Required to be filled in Date Received by NRC

**SUBMIT**

Secure Transmission Authorization \*

Click to Authorize Transmission

Submit / Update \*

Submit Signed Documents to NRC

To secure the transmission, click on the

Click to Authorize Transmission

The Digital Signature Viewer will display the caption 'No Signature'. This indicates that the form has not been signed.

Digital Signature Viewer

No Signature

OK Sign Advanced Delete

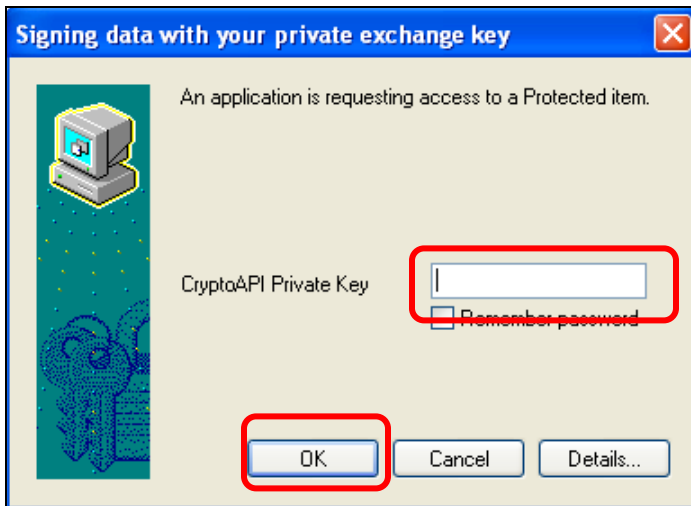
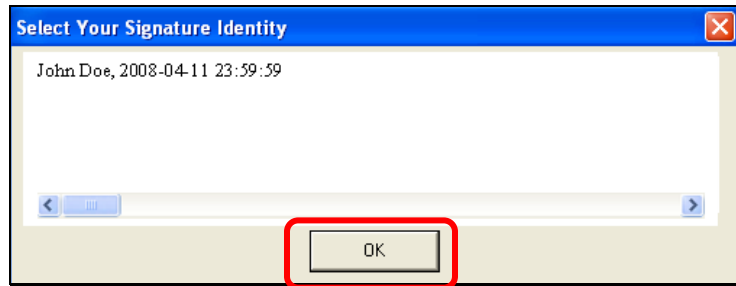
To sign the form, simply click on the

Sign

button.

If you receive a **Select Your Signature Identify** dialogue box then, click **on** the applicable ID (multiple ID's may be listed).

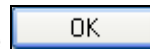
Click on the



**A Signing data with your private exchange key** dialogue box will appear.

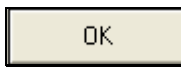
Enter the certificate password within the "CryptoAPI Private Key" field.

Click on the

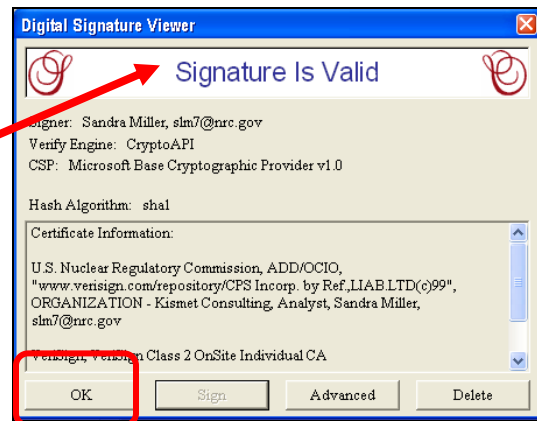


The system will validate your certificate and the prompt at the top of the window will change to 'Signature is Valid'.

Click on the



button.

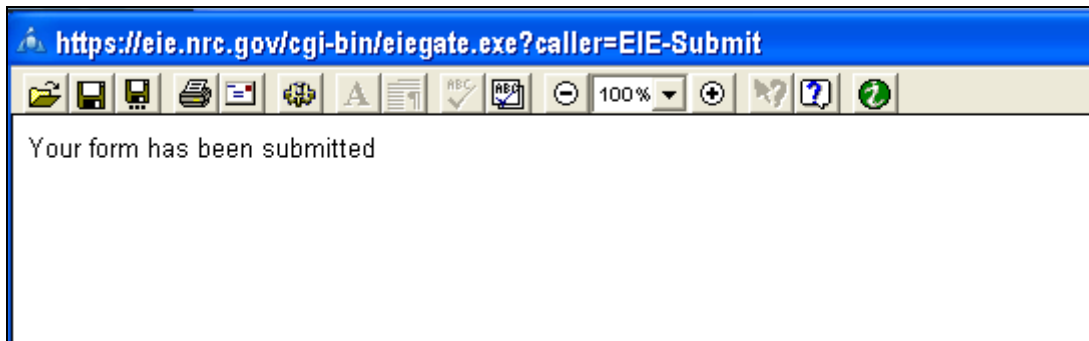




Within the “Signature” section, the “Click to Authorize Transmission” button will be updated to reveal your name and e-mail address as the signer.

Additionally, the **Submit Signed Documents to NRC** button is now activated.

The final step is to transmit the submittal to the NRC. To do this, simply click on the **Submit Signed Documents to NRC** button.



A screen will appear with the statement: **Your form has been submitted.** At this point, if you desire, you may save or print this screen for your records.

This completes the steps, which must be taken to successfully submit a non-adjudicatory (general) document to the NRC.

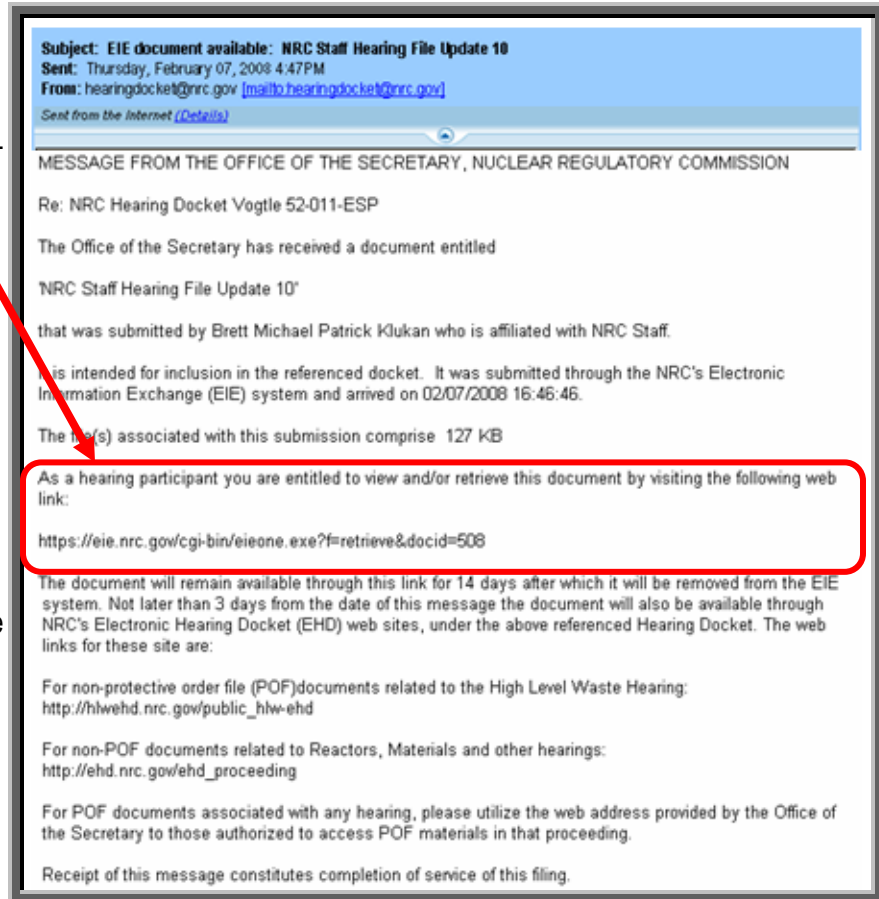
## 6. Reviewing Submitted Adjudicatory Documents via E-mail Notification

Each time a submittal is made to the NRC from the “Electronic Submittals” webpage, individuals designated on the service list associated with the particular docket in which the filing is being made will receive an e-mail message informing them of the submittal and allowing them to view the files:

A link to the submitted document(s) will be provided within the e-mail notification, allowing participants to review and/or retrieve the document(s).

The link to the submitted document(s) will remain active for 14 days.

After the 14 days, the document will be viewable via the NRC’s Electronic Hearing Docket (EHD) web sites. The web links to these sites are:



- ♦ For publicly available, non-POF documents related to the High Level Waste Hearing: [http://hlwehd.nrc.gov/public\\_hlw-ehd](http://hlwehd.nrc.gov/public_hlw-ehd)
- ♦ For publicly available, non-POF documents related to Reactors, Materials and other hearings: [http://ehd.nrc.gov/ehd\\_proceeding](http://ehd.nrc.gov/ehd_proceeding).

**Note:** Although the title or other header information regarding a POF document will not be available in the publicly-available EHD, generally a publicly available letter or other submission noting the filing of such a non-public document will be included in the EHD. Additionally, participants authorized to access such non-public POF materials will be able to reach those submissions through the following separate POF portions of the EHD web site that are accessible only by those with a digital ID certificate and presiding officer authorization.

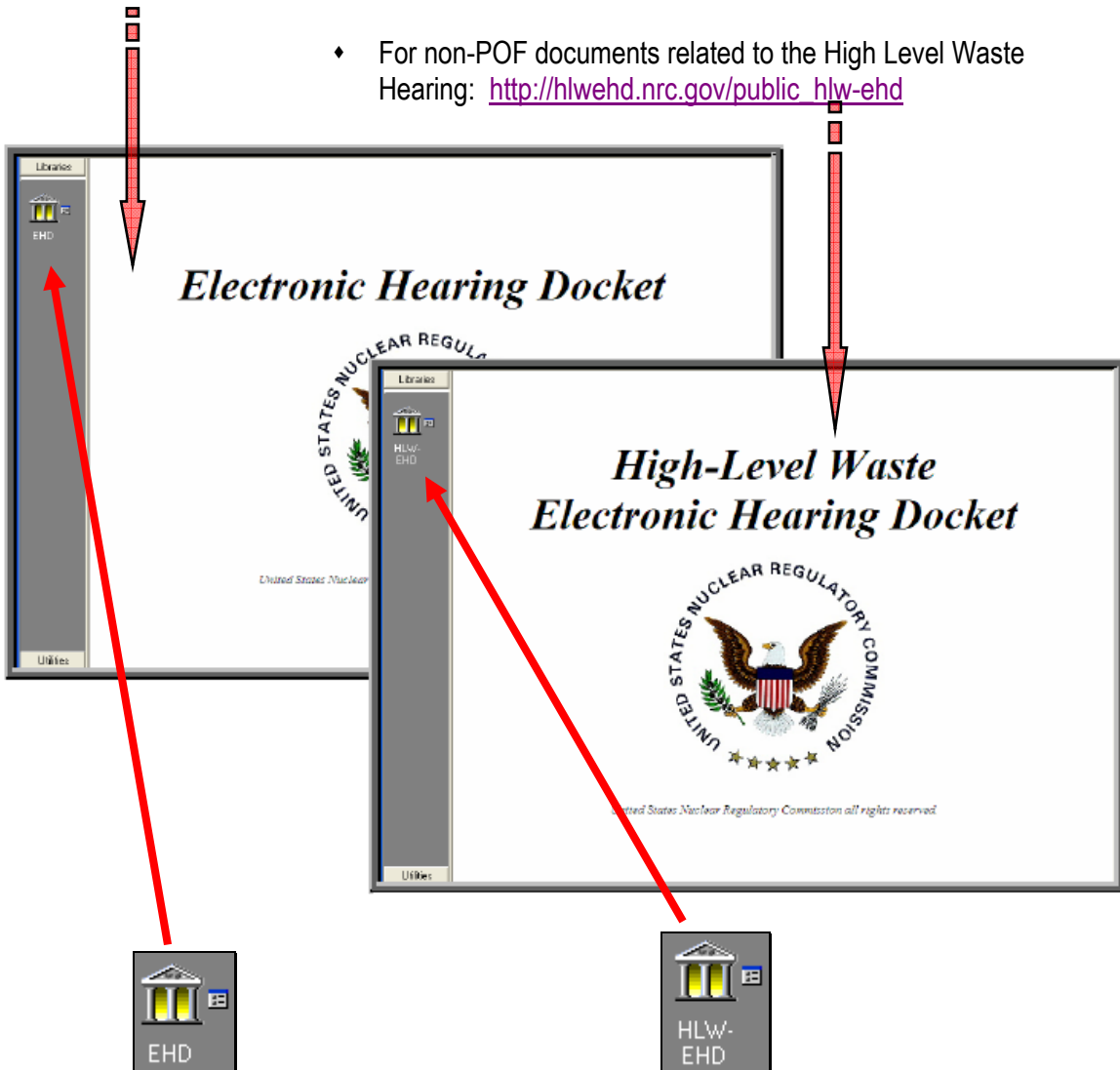
- High-Level Waste Hearing: [http://hlwehd.nrc.gov/public\\_hlw-ehd](http://hlwehd.nrc.gov/public_hlw-ehd)
- Reactors, Materials, and Other Hearings: [Need Cite]

## 7. Reviewing Documents in the Electronic Hearing Docket (EHD)

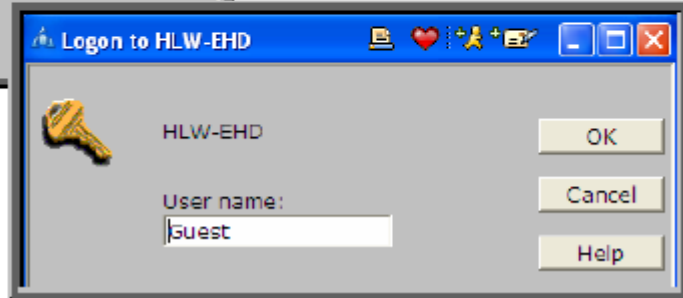
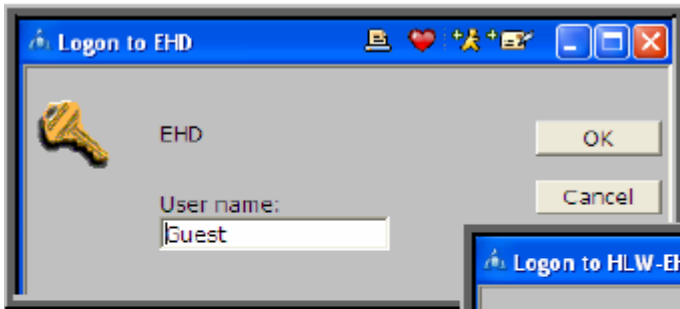
To review submitted documents via EHD, navigate to the applicable web site:

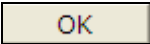
- ♦ For non-POF documents related to Reactors, Materials and other hearings:  
[http://ehd.nrc.gov/ehd\\_proceeding](http://ehd.nrc.gov/ehd_proceeding).

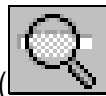
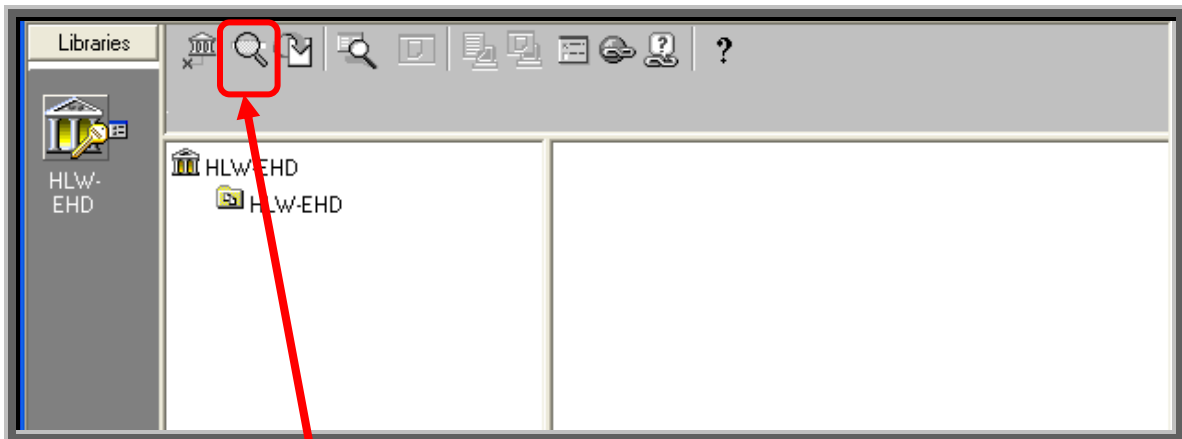
- ♦ For non-POF documents related to the High Level Waste Hearing: [http://hlwehd.nrc.gov/public\\_hlw-ehd](http://hlwehd.nrc.gov/public_hlw-ehd)



To enter the site, click on the applicable icon.



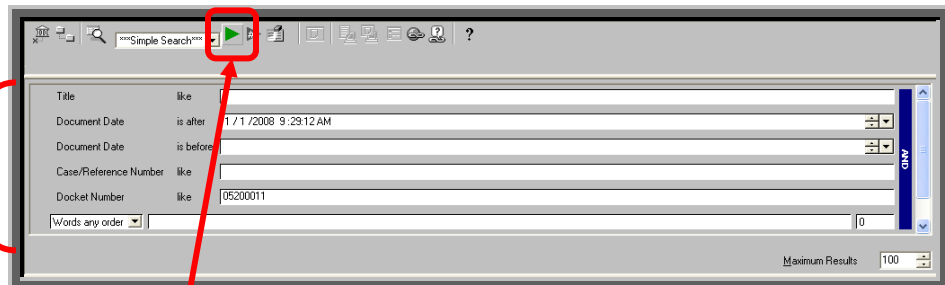
To enter, click on the  button.



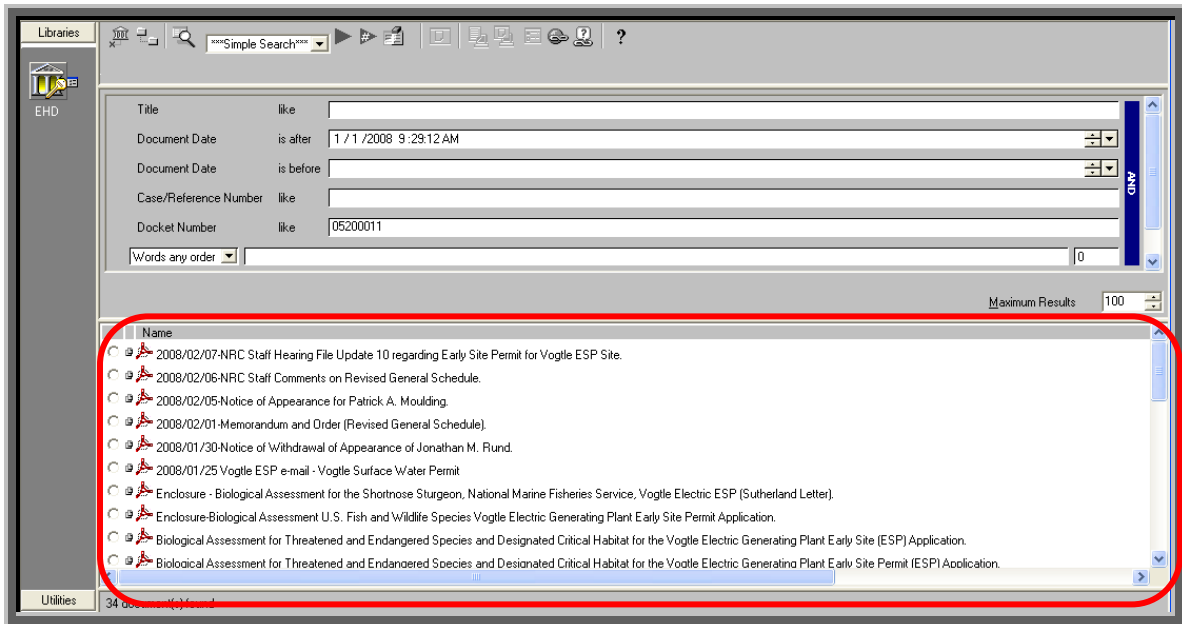
Click on the **Search** () button.



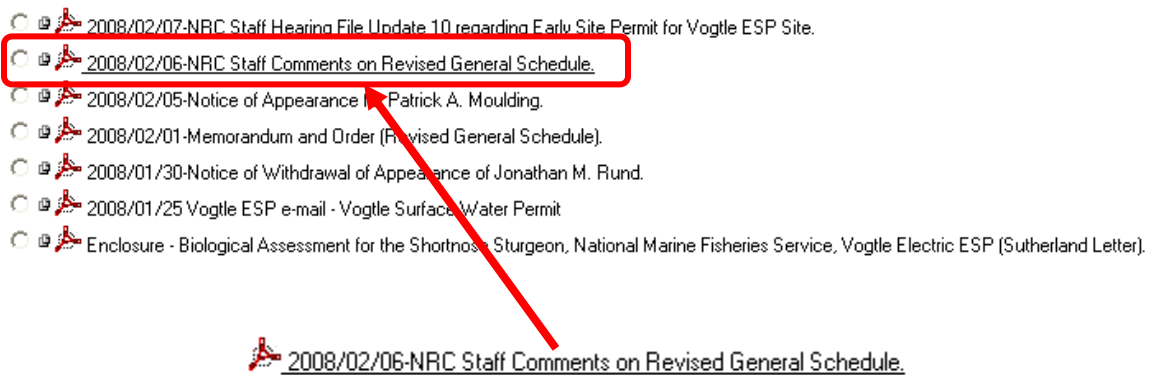
Populate the applicable search information.



Then select the **Search Now** () button.



The search results will be displayed in the lower half of the screen.



To view a document, simply click on the document link.

# Appendix A: Quick Start Guide for Advanced Users

## 1. Introduction

This document provides a brief overview of the process for successfully submitting documents electronically to the NRC via Electronic Information Exchange (EIE), which is available on the NRC's "Electronic Submittals" Web page (by means of the "Adjudicatory Documents" link or the "General Submissions" link found under the "Submit Documents" section).

## 2. Participating in the NRC Hearing Process (For Adjudicatory Hearings Only)

The process for participating in an NRC adjudicatory hearing generally begins with individuals or entities reviewing a Federal Register notice announcing the opportunity to petition to be involved as a party or interested governmental entity in a particular hearing regarding an NRC licensing or enforcement proceeding. Specific instructions will be provided within the Federal Register announcement on how to participate in the hearing. This includes instructions on how to obtain the digital certificate and forms viewer necessary to access the NRC EIE website so as to be able to submit a hearing petition and other filings in the proceeding electronically. Filing adjudicatory submissions via EIE is required unless a waiver is timely sought and granted.

To review the Federal Register hearing opportunity notices for current major NRC licensing and enforcement proceedings, navigate to <http://www.nrc.gov/about-nrc/regulatory/adjudicatory/hearing-license-applications.html>.

## 3. Preparing Documents for Submission

As the NRC's guidance document for electronic submissions indicates, electronic documents should be submitted to the agency in Portable Document Format (PDF). The document "Guidance for Electronic Submissions to the NRC," which provides additional instructions on PDF settings and PDF document generation, can be found on the NRC's "Electronic Submittals" Web page (<http://www.nrc.gov/site-help/e-submittals.html>) under the "Submittal Instructions" and "Reference Materials for Electronic Submissions" links.

The instructional information provided on this website is available in PDF document form and in video clips to assist users in preparing PDF documents in compliance with NRC guidelines.

Additionally, there are pre-configured PDF-Distiller profiles for Adobe 5/6/7/8 available on the "Reference Materials for Electronic Submissions" Web page: <http://www.nrc.gov/site-help/electronic-sub-ref-mat.html>.

#### **4. Submitting Documents to the NRC**

After successfully converting the document(s) to PDF using the NRC approved settings (as discussed in [Section 3](#)), to begin the submittal process, navigate to the “Electronic Submittals” page, <http://www.nrc.gov/site-help/e-submittals.html>.

Under the “Submit Documents” heading are links that allow for the submission of either Adjudicatory or Non-Adjudicatory documents:

- ♦ To submit documents related to High-Level Waste, Reactors, Materials and other hearings, click on the [Adjudicatory Documents](#) link, then fill out the screens displayed, attaching all applicable documents to be submitted to the NRC.
- ♦ To submit Non-Adjudicatory Documents click on the [General Submissions](#) link, then fill out the screen displayed, attaching all applicable documents to be submitted to the NRC.

#### **5. Reviewing Submitted Adjudicatory Documents via E-mail Notification**

Each time a submittal is made to the NRC from the “Electronic Submittals” webpage, in addition to an e-mail being sent to the submitter acknowledging receipt of the submission, individuals whose e-mail addresses previously have been included on the service list associated with the case in which the filing is made will receive an e-mail message that informs them of the submittal and allows them to view the files.

A link to the submitted document(s) will be provided within the service e-mail notification that allows participants to review and/or retrieve the document(s). The link will remain active for 14 days, after which the document(s) can be viewed via the NRC’s Electronic Hearing Docket (EHD) web sites (see [Section 6](#)).

#### **6. Reviewing Documents in the Electronic Hearing Docket (EHD)**

To review submitted adjudicatory documents via EHD, navigate to the applicable web site:

- ♦ For publicly available documents related to High-Level Waste, Reactors, Materials and other hearings: [http://ehd.nrc.gov/ehd\\_proceeding](http://ehd.nrc.gov/ehd_proceeding).
- ♦ For documents that are not publicly available because they were submitted pursuant to a protective order or in camera, parties authorized to have access to such filings can view them at:
  - High-Level Waste Hearing: [http://hlwehd.nrc.gov/public\\_hlw-ehd](http://hlwehd.nrc.gov/public_hlw-ehd)
  - Reactors, Materials, and Other Hearings: [Need Cite]