



## Quick Start Guide

# Electronic Submission Instructional Guide



September 20, 2007

Office of the Chief Information Officer

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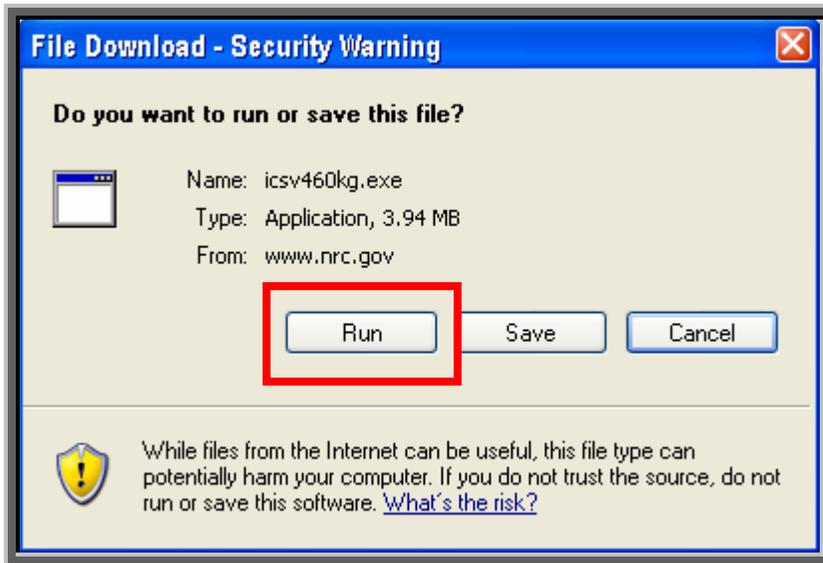
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# 1. Introduction

In order to submit documents to the NRC server, encryption is required to ensure data integrity. This is accomplished through the use of digital signature technology. First time users must successfully complete [Sections 1.1, 1.2](#) (which includes [Sections 1.2.1, 1.2.2](#) and [1.2.3](#)) before being able to encrypt documents for submission. These are one-time, nonrecurring steps.

## 1.1 Install the Workplace Forms™ Viewer for your Web Browser (First Time Users)

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.

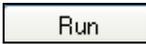


A File Download – Security Warning window will appear.

Click on the  button.



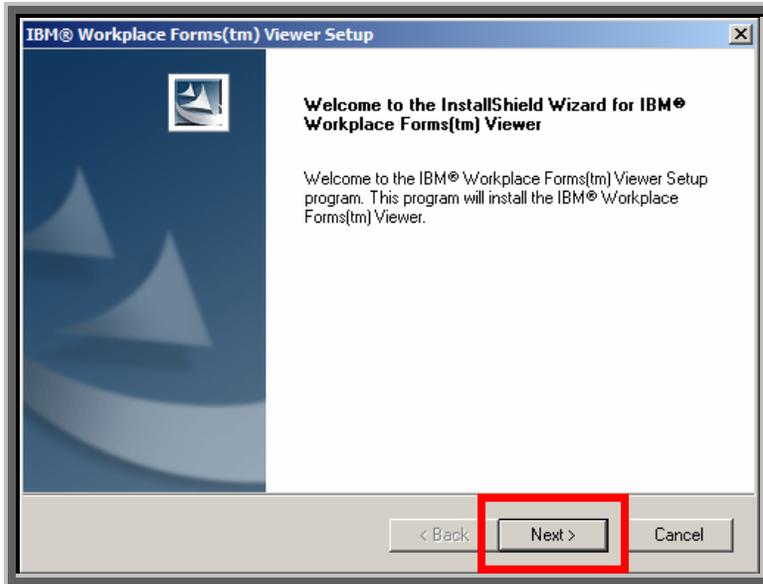
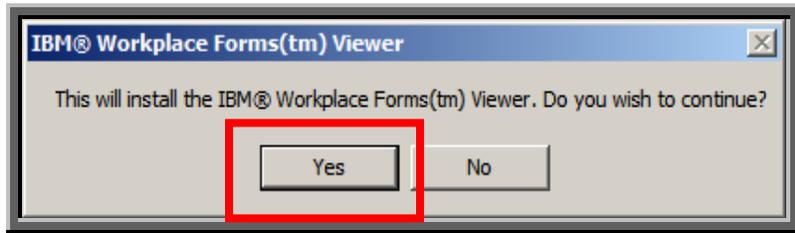
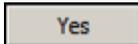
An Internet Explorer – Security Warning window will open.

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

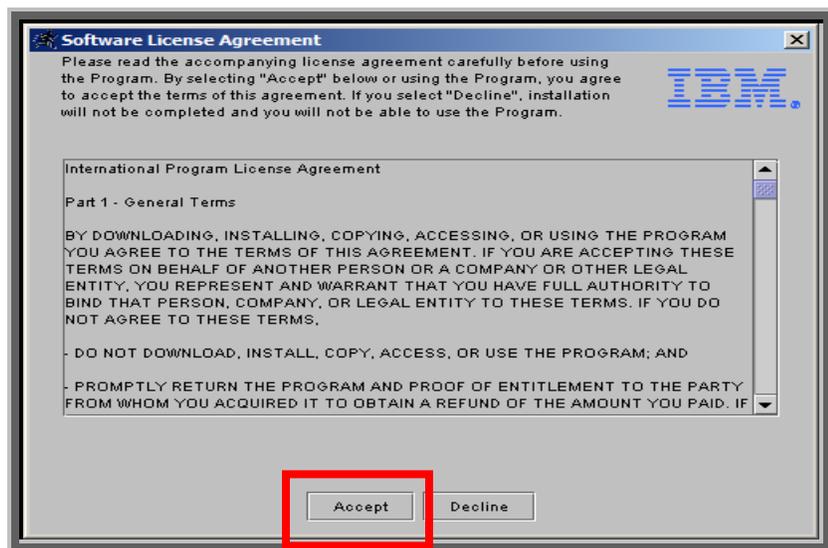


The Software License Agreement window will appear. Read the agreement.

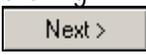
Click on the

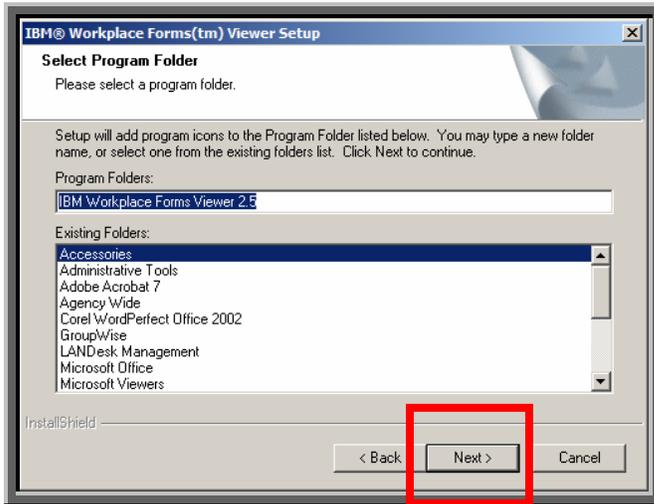
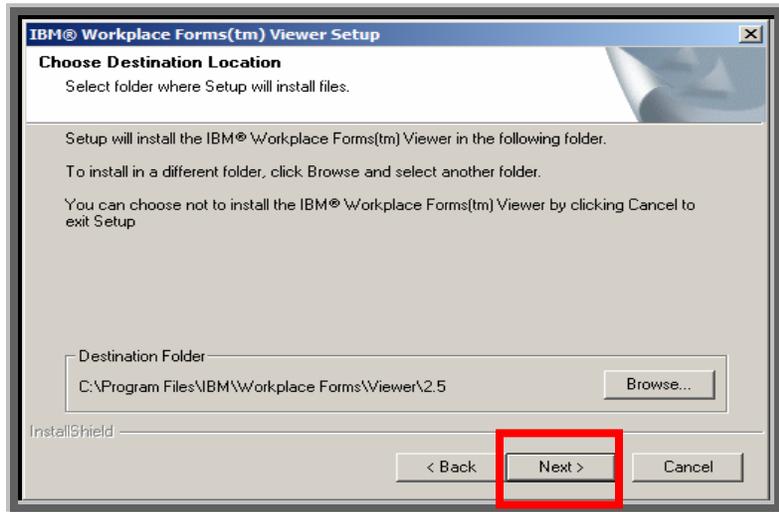


button.



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  button.



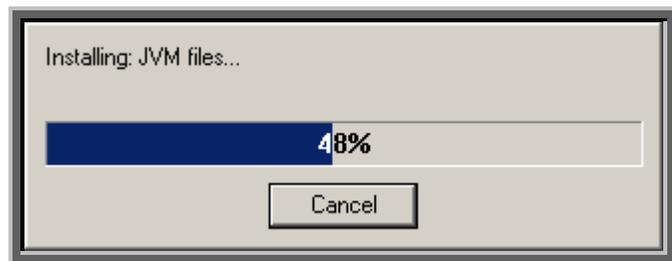
A Select Program Folder window will appear.

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



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

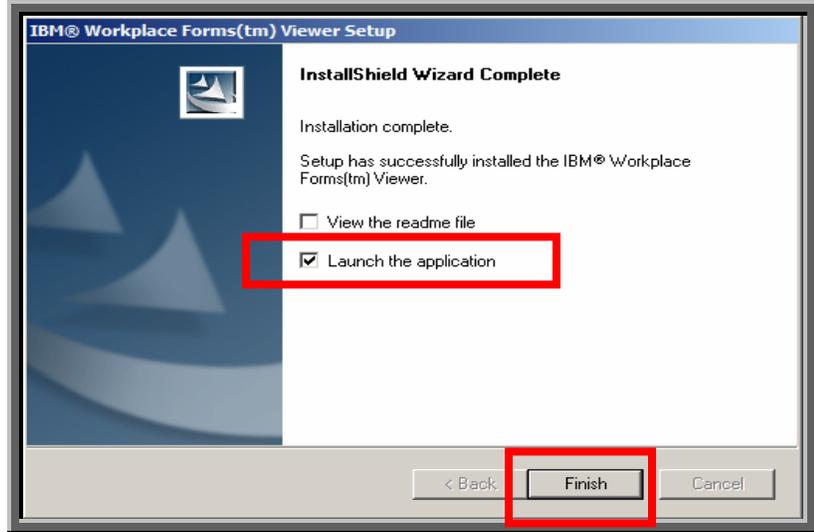
Allow this to run.



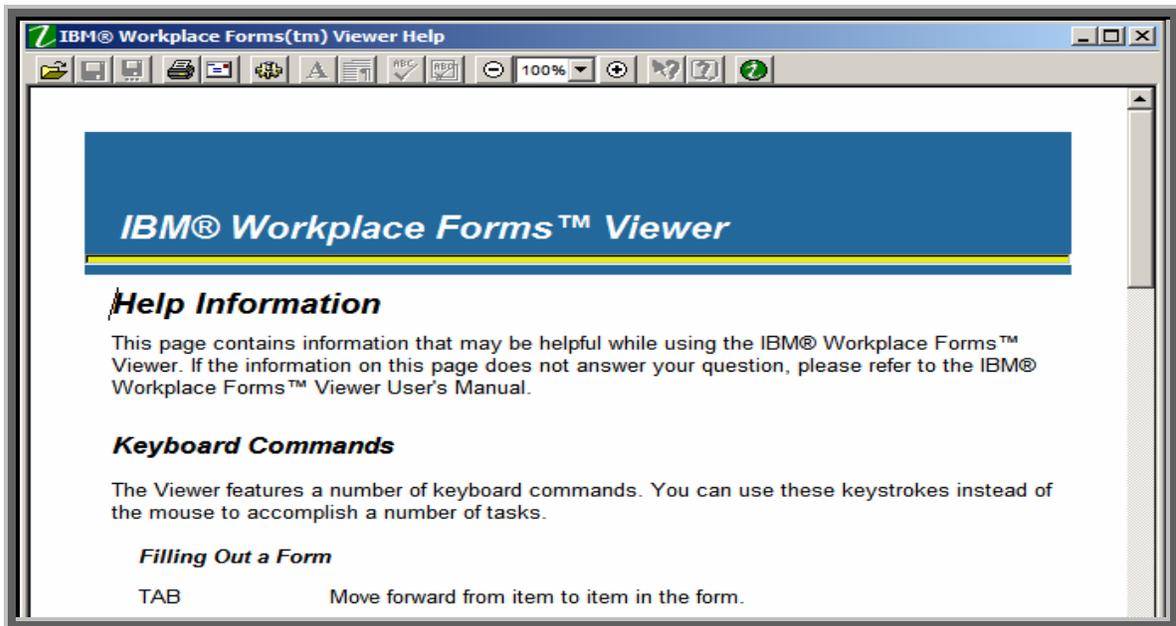
When the installation is complete, the **InstallShield Wizard Complete** window appears:

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

Click  on the  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.

## 1.2 Digital ID Certificate (First Time Users)

You must pick up your digital ID certificate from the same PC where you enrolled. This is a security precaution imposed by VeriSign. Therefore, only enroll from a PC where you receive email for the email address to be associated with your digital ID certificate.

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.

### 1.2.1 Requesting an NRC Approval Code (First Time Users)

To request an NRC Approval Code, you must first determine which NRC program meets your needs. Each program area will want basic information from you including your name, email 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 email 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 email 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 email request to the NRC's General Form Program staff at: [GeneralForm@nrc.gov](mailto:GeneralForm@nrc.gov)

### 1.2.2 Requesting a Digital ID Certificate (First Time Users)

To enroll for an NRC-issued digital ID certificate, first open your web browser (Internet Explorer) and 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 locate the First Time Users section.

Click on the [NRC's Digital ID Center](#).

NOTE: For adjudicatory submission users only. The 'bundle' function of the Electronic Information Exchange (EIE) system is currently inoperative. Please do not attempt to submit documents using this feature as that action will cause the system to 'time-out' and your submission(s) will be lost.

For instruction on submitting large documents please refer to the [Guidance for Electronic Submissions](#).

For instruction on submitting large documents please refer to the [Guidance for Electronic Submissions](#).

- Non-Adjudicatory Documents
  - [Criminal History](#)
  - [General Submissions](#)

**Submittal Instructions**

- [How to Submit Documents](#)
- [Frequently Asked Questions](#)
- [Guidance for Electronic Submissions to the NRC, Revision 1 \(9/11/07\)](#)
- [Previous Guidance Dated 6/28/07 with Track Changes](#)
- [NRC's Digital IDs Guide](#) - This PDF document provides background information, NRC program contact information, quick instructions and detailed instructions with screen shots.
- [Additional Reference Materials for Electronic Submissions](#)

**Privacy Considerations** - Documents submitted in adjudicatory proceedings will appear in NRC's electronic hearing docket that is available to the public, unless excluded pursuant to an order of the Commission, an Atomic Safety and Licensing Board, or a Presiding Officer. Participants are requested not to include personal privacy information, such as social security numbers, in their filings.

**First Time Users**

- [Obtain a Certificate](#)
  - [NRC's Digital ID Center](#)
- [Install the Workplace Forms Viewer](#)



VeriSign  
ONSITE

Digital ID Center

Home Help

**U.S. Nuclear Regulatory Commission  
ADD/OCIO Digital ID Center**

- ENROLL**  
Choose this option to enroll for a client Digital ID.
- PICK UP ID**  
Choose this option if you enrolled for a Digital ID but did not pick it up.
- SEARCH**  
Choose this option to search for a Digital ID. This function is useful for determining whether a Digital ID is valid, expired, or revoked. You may also download IDs from this option.
- RENEW**  
Choose this option to renew a Digital ID which is expiring or which has already expired. You should generally start renewing your Digital ID at least one month before your Digital ID is due to expire.
- REVOKE**  
Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.

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VeriSign  
TRUST NETWORK

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:

- Include your middle initial after your first name as in "John D".
- The email address you enter will be stored on your digital ID certificate and has multiple uses including:
  - ① It is used to send your certificate to you
  - ② It must match the email address stored in NRC access list(s) in order for you to be able to submit documents other than through the General Form
  - ③ It is used to send your annual renew reminder messages.
- The challenge phrase is needed for you to revoke your certificate if, for example, you change jobs and no longer need a certificate, therefore, it is imperative to commit this 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
  - ⑤ No punctuation is allowed
- The "Optional: Enter Comments" can be ignored since this is not used by the NRC.

Complete the online enrollment form, 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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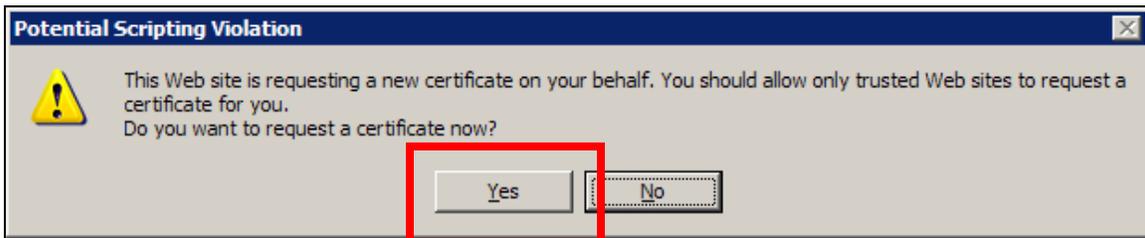
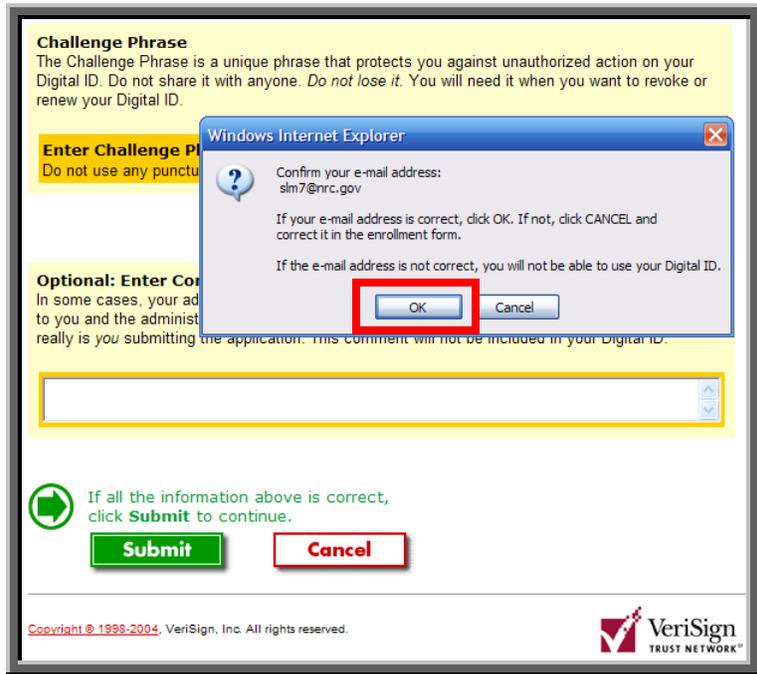


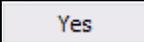
After verifying the fields were populated correctly, scroll to the bottom of the screen and click on the

**Submit**

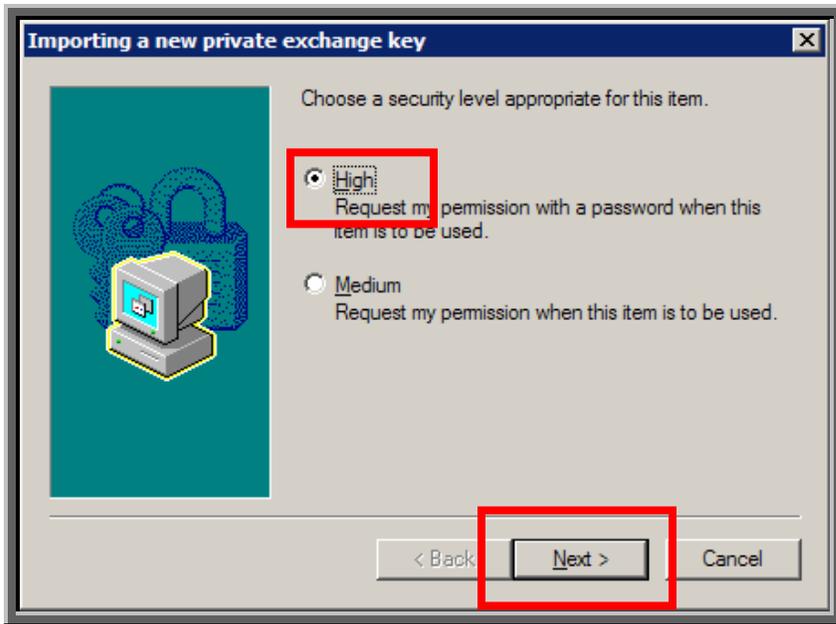
button to submit your application.

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 the requesting of 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 **Set Security Level...** button.

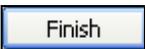


Click on the radio button for High (**High**). This will activate the password protection for your digital ID certificate.

Click on the **Next >** button to continue.

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

**Note:** Commit to memory this password as it will be necessary to periodically enter the password at various times during the life of the certificate. If the password is forgotten, it cannot be reset. A new certificate must be requested.

Click on the  
  
button.

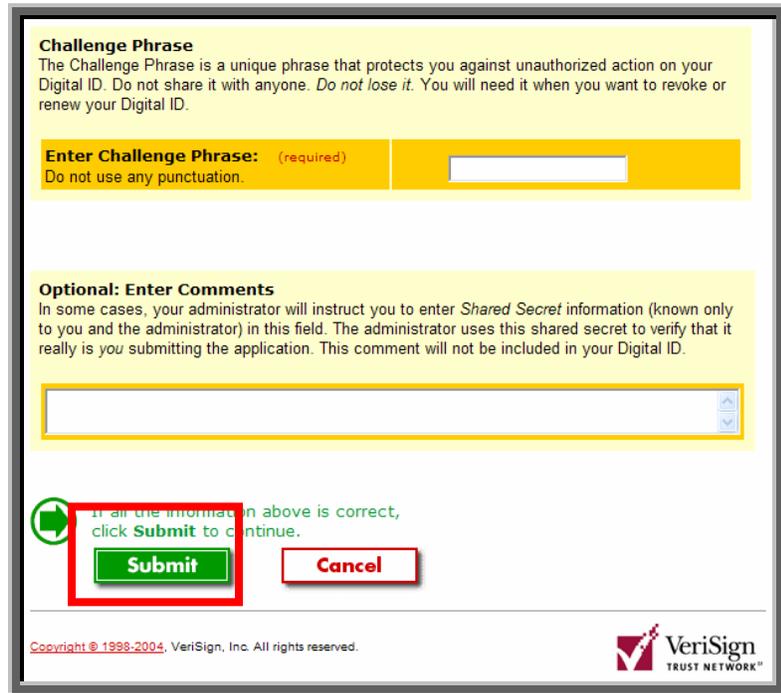


Click on the  
  
button.

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 a section for "Optional: Enter Comments" with a text area. A red box highlights the "Submit" button and the text "If all the information above is correct, click Submit to continue." The VeriSign logo is in the bottom right corner.

**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.

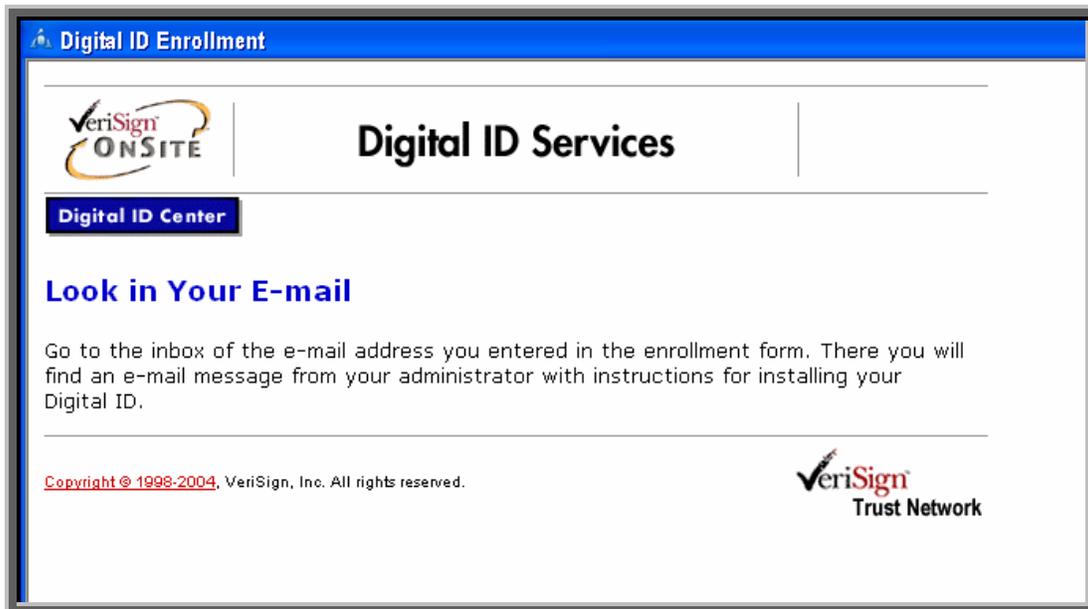
**Optional: Enter Comments**  
In some cases, your administrator will instruct you to enter *Shared Secret* information (known only to you and the administrator) in this field. The administrator uses this shared secret to verify that it really is *you* submitting the application. This comment will not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

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

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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 email acknowledging receipt of your enrollment request.

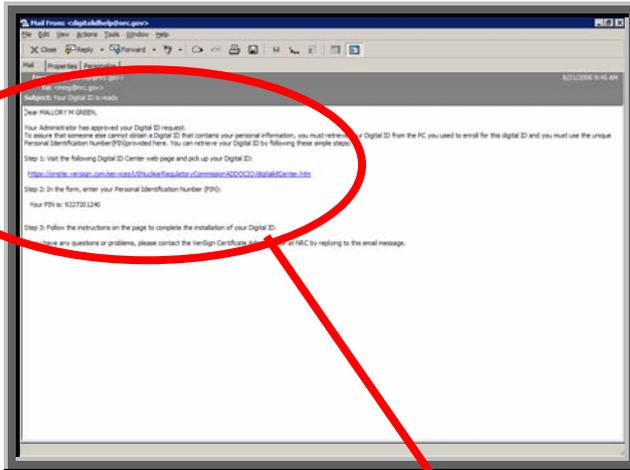
Within several hours (Eastern Standard Time business hours) your request should be reviewed and approved or disapproved. You should then receive a second email. The approval email's subject is: "Your Digital ID is ready".

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

### 1.2.3 Installing the Digital ID Certificate (First Time Users)

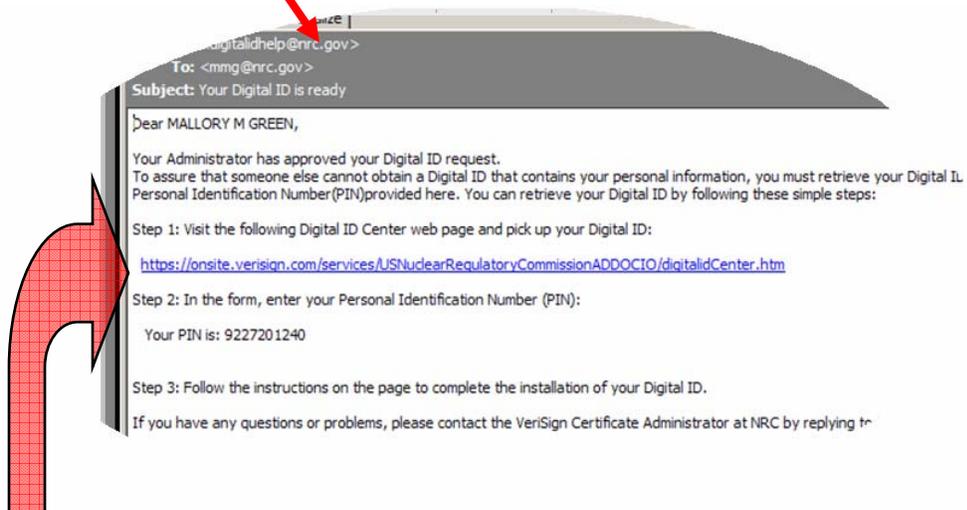
You will receive a "Your Digital ID is ready" email, if your digital ID certificate request is approved. This email will contain both a VeriSign provided Personal ID Number (PIN) and a link to NRC's Digital ID Center.

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



Copy the PIN (provided in the email message). An easy copying method is to

highlight the PIN then press the  key on the keyboard and the  key.

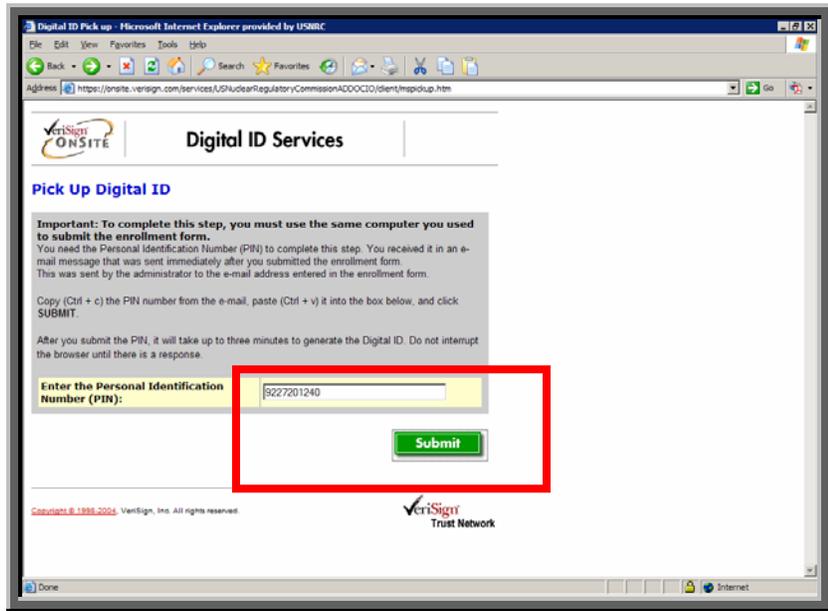


Next, click on the link within the e-mail message. This will take you to NRC's Digital ID Center's "PICK UP ID" web page.

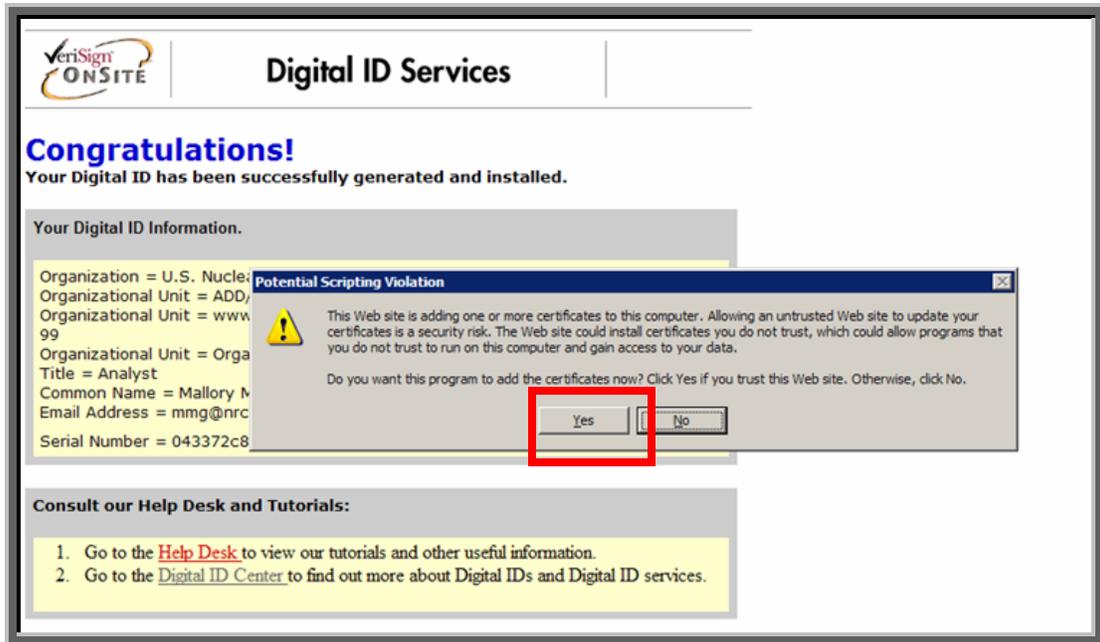
Click within the "Enter the Personal Identification Number (PIN)" field and paste the PIN into the field (an easy way to do this is by pressing the

 key on the

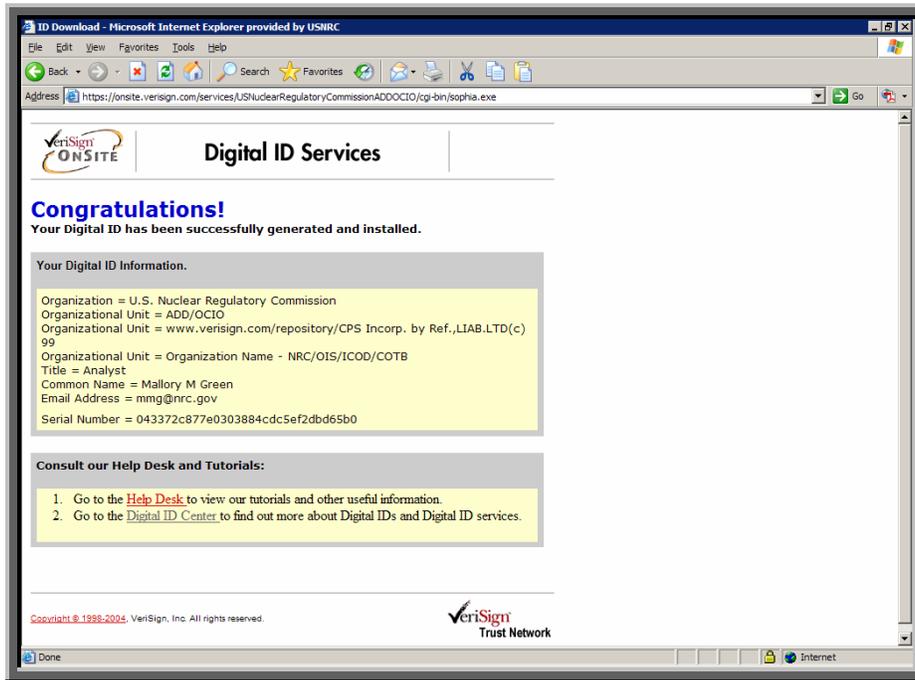
keyboard and the  key).



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.



You will receive a **Congratulations!** screen telling you that your digital ID certificate have been successfully generated and installed.

### 1.3 Submitting Documents to the NRC

To begin the submittal process, first navigate to [www.nrc.gov](http://www.nrc.gov), which is the NRC's Website.

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**.



The "Electronic Submittals" page will be displayed. Under the header: **Submit Documents**, Adjudicatory and Non-Adjudicatory documents can be submitted:

The screenshot shows the U.S. NRC website's "Electronic Submittals" page. At the top, there is a navigation bar with links like "Index", "Site Map", "FAQ", "Facility Info", "Reading Rm", "New", "Help", "Glossary", and "Contact Us". The main header features the U.S. NRC logo and the tagline "Protecting People and the Environment". Below the header is a menu with categories: "About NRC", "Nuclear Reactors", "Nuclear Materials", "Radioactive Waste", "Nuclear Security", and "Public Meetings & Involvement". The "Electronic Submittals" section is active, showing a breadcrumb trail: "Home > Site Help > Electronic Submittals".

The main content area is titled "Electronic Submittals" and contains several paragraphs of text. A red box highlights the "Adjudicatory Documents" link in a list under the "Submit Documents" section. Another red box highlights the "Non-Adjudicatory Documents" link in a list below. A third red box highlights the "General Submissions" link in the same list. A red arrow points from the "Adjudicatory Documents" link to a text block at the bottom left, and another red arrow points from the "General Submissions" link to a text block at the bottom right.

**Electronic Submittals**

Home > Site Help > Electronic Submittals

**Submit Documents**

- Adjudicatory Documents - High-Level Waste, Reactors, Materials or other hearings

**Non-Adjudicatory Documents**

- Criminal History
- General Submissions

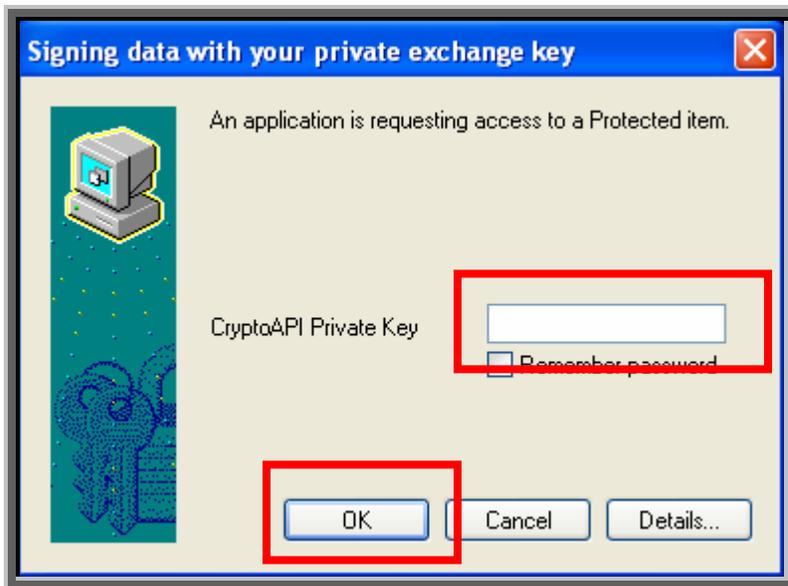
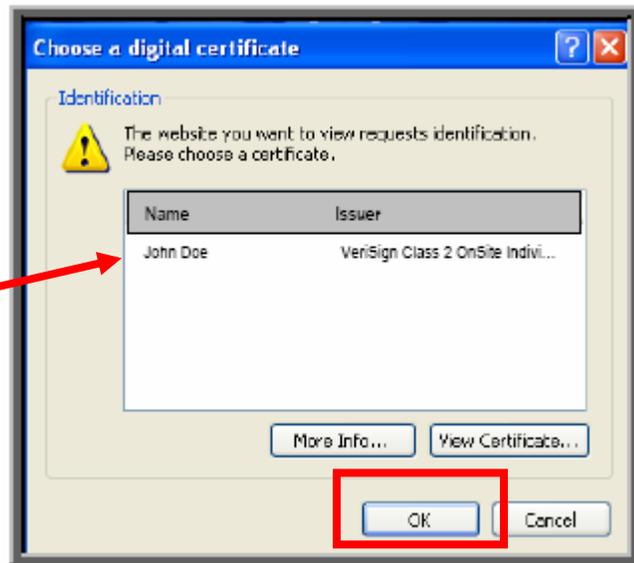
To submit documents related to High-Level Waste, Reactors, Materials and other hearings, click on the [Adjudicatory Documents](#) link.

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

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.

Click on the  button to proceed.

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

[Adjudicatory Documents](#) See [Section 1.3.1](#)

[General Submissions](#) See [Section 1.3.2](#)

### 1.3.1 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, which 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 private (POF), meaning there are restrictions as to who can view the documents you are submitting, 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 private (POF) submittals only. If this is 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"/>

<< Back    Next >>

**For private (protective order) 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 private 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, which must be populated in order to successfully submit documents to the NRC, are annotated with a red asterisk (\*).

### 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**

---

\* 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

- ◆ The **ASLBP Description** field will auto-populate with the docket selected from the Docket/Hearing Description Selection screen.
- ◆ Enter the **Author's Name** of 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 to the Docket selected, therefore, no action is required for this field.
- ◆ The button below the Panel Judges field will read: Modify Service List, if this is a private (POF) submittal. If this is a public submittal, the button will read: View Service List. Each time a submittal is made to the NRC from the "Electronic Submittals" webpage, individuals associated to a particular docket will receive an e-mail message informing them of the submittal and allowing them to view the files. There is no action required, however, if you would like to review the list, simply click on the button.

**<< Back to Main Form**

**\* 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	
Crouse	Ray	rwc2@nrc.gov	<input type="checkbox"/>
Marks	Donald	ddm1@nrc.gov	<input checked="" type="checkbox"/>
Miller	Sandra	slm7@nrc.gov	<input checked="" 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"/>

At the "Service List Recipients" screen, review the selections made.

**For private (POF) submittals only:**

You may update the recipients list simply by clicking within the boxes on the far right portion of the screen to select () or deselect () an individual's name.

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

**<< Back to Main Form**

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 \*

Document Date \*  

Document Title \*

Party Identifier

Panel Judges

Service List

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

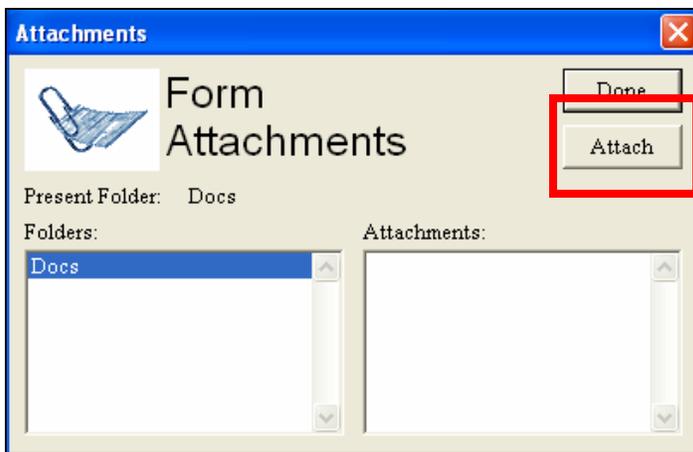
Next select the **Document Date**. Simply click on the calendar button () to the right of the Document Date field. A calendar will be presented. Single-click on the applicable date to populate the field. If you are attaching more than one file, select the date of the first document you are attaching.

The **Document Title** will also need to be populated. As with the Document Date field, if you are attaching more than one file, enter the title of the first document you are attaching.

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

**Note:** The Adjudicatory Submittals currently cannot support a bundle submission. Bundle submissions may be available for adjudicatory filings in Spring 2008.

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.

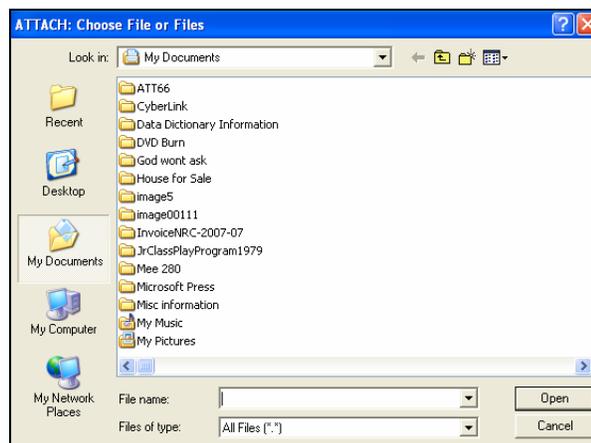
Click on the **Attach** button.

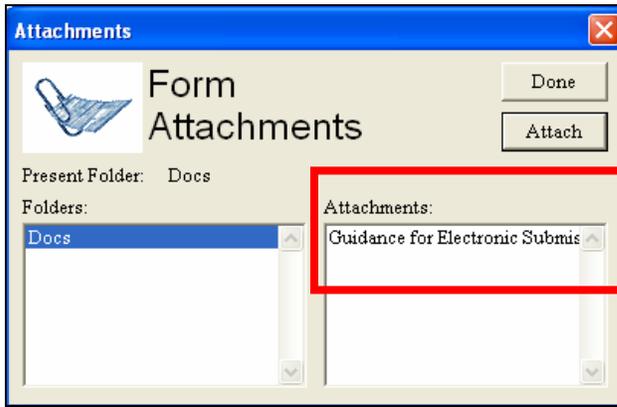


An ATTACH: Choose File or Files dialogue box will appear.

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

Then click on the **Open** 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 50 MB.

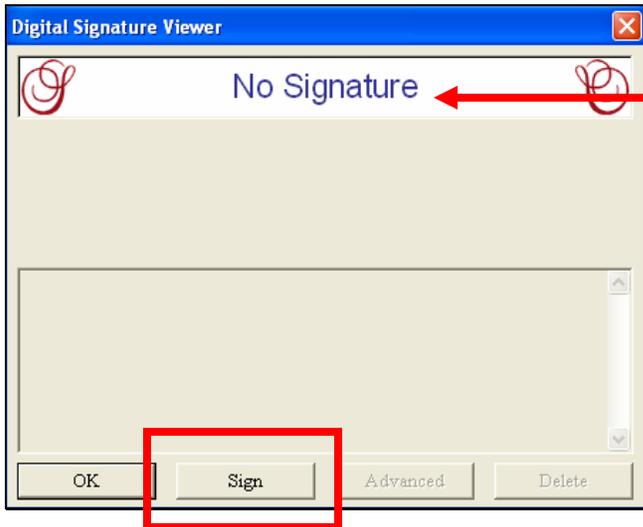
After attaching all required documents for this submission, click on the  button. You will then return to the Docket/Hearing Description Selection screen.



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

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

**Signed By (Click to Sign)**

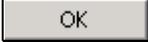


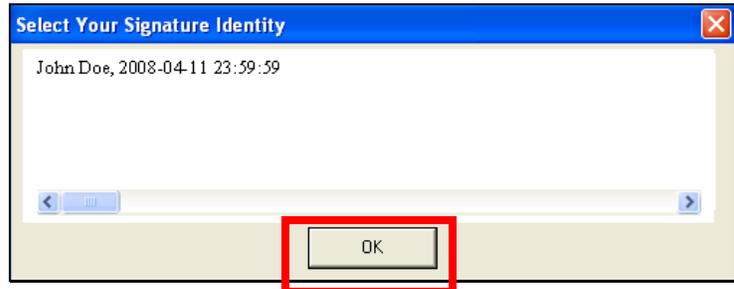
The **Digital Signature Viewer** dialogue box will be displayed with the caption '**No Signature**'. This indicates that the form has not been signed.

To sign the form, simply click on the  button.



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

Click on the  button.



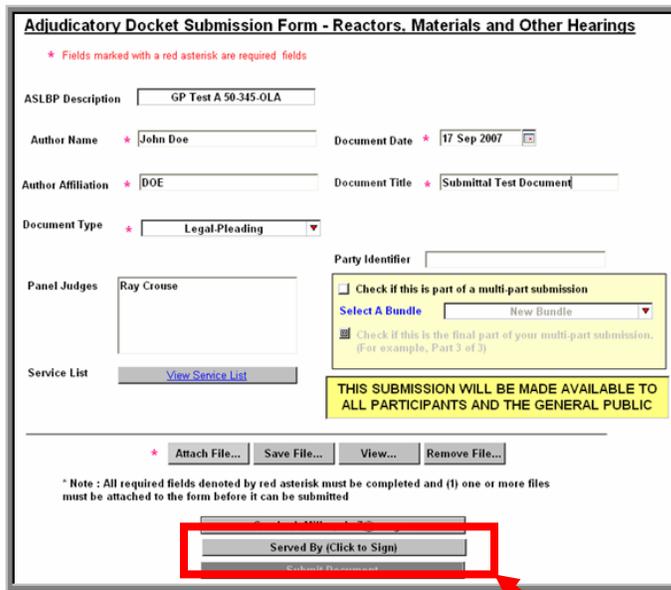
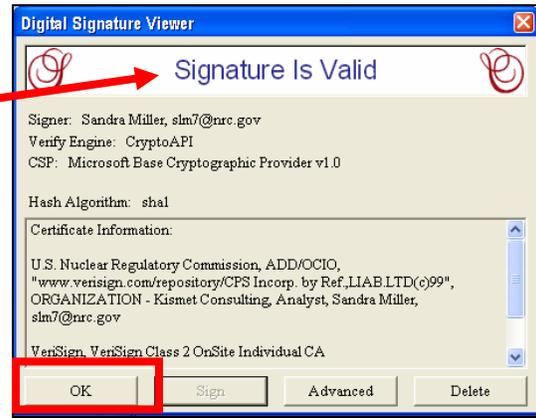
A **Signing data with your private exchange key** dialogue box will appear.

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 screenshot shows a form titled "Adjudicatory Docket Submission Form - Reactors, Materials and Other Hearings". It 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 also 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, and a red arrow points from it to the next image.

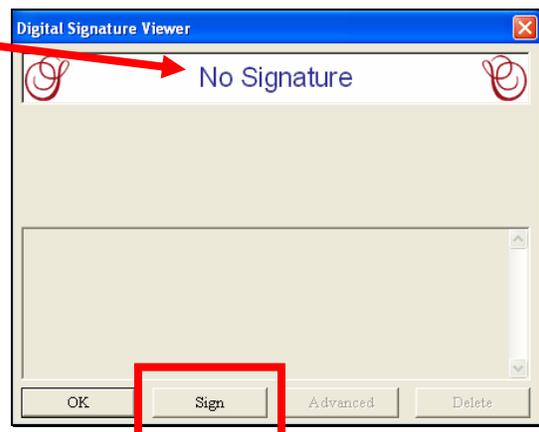
The Signed by (Click to Sign) button will now display the name and e-mail address of the signer.

Now click on the Served By (Click to Sign) button.



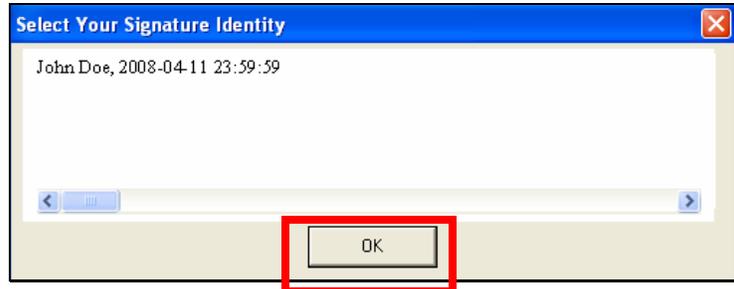
The Digital Signature Viewer will display the caption 'No Signature'. This indicates that the form has not been signed.

To sign the form, simply click on the  button.



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

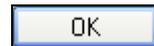
Click on the



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

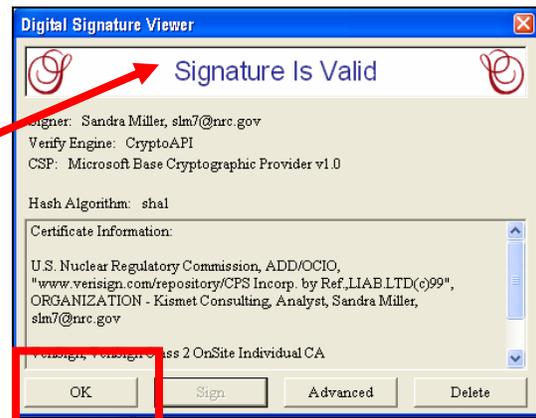


The system will validate your certificate and the prompt at the top of the window will change to 'Signature is Valid'.

Click on the



button.



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

**Submit Document**

button.

**Note:** Submissions made using the Adjudicatory Hearing form are served immediately via e-mail notification to the hearing participants

This completes the steps, which must be taken to successfully submit an Adjudicatory document to the NRC.

### 1.3.1.1 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 submittals system. You must contact the NRC personnel directly in order to request that your submission be deleted.

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

### 1.3.2 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)

**SIGNATURE**

Digital Signature

**SUBMIT**

Secure Transmission Authorization \*  
  
Submit / Update \*

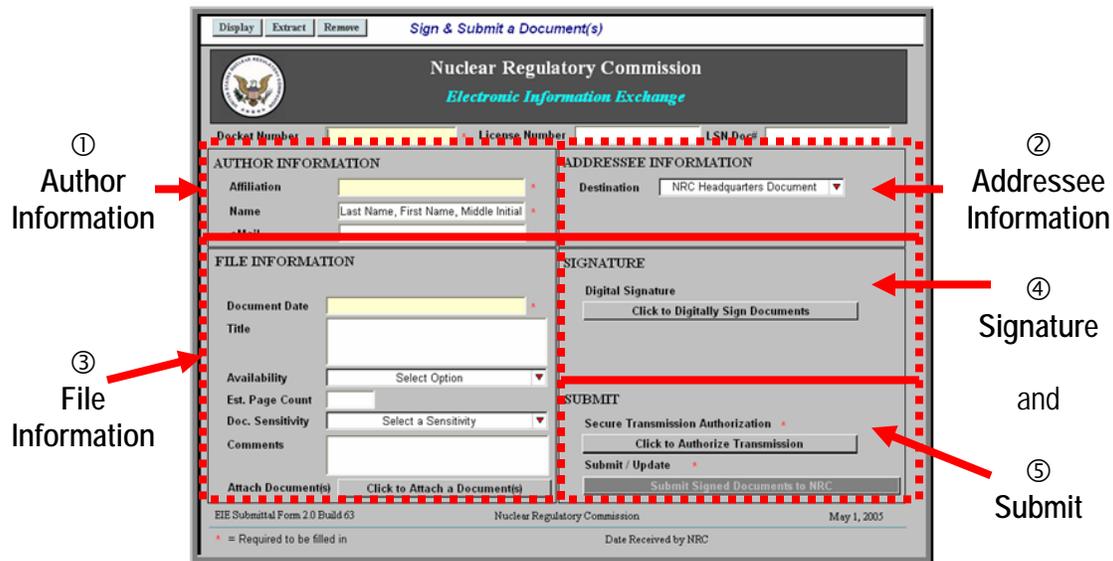
EIE Submittal Form 2.0 Build 63 Nuclear Regulatory Commission May 1, 2005  
\* = Required to be filled in Date Received by NRC

Docket Number  \* License Number  LSN Doc#

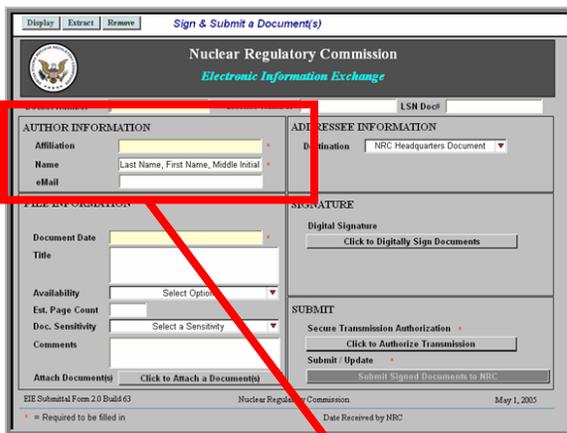
Within the **Docket Number**  \* field, which is a required field, enter the appropriate docket for the submittal you are making.

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:



### 1.3.2.1 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 **eMail** 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 **eMail** 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.

### 1.3.2.2 Addressee Information

The screenshot shows the 'Sign & Submit a Document(s)' form. The 'ADDRESSEE INFORMATION' section is highlighted with a red box. It contains a 'Destination' dropdown menu currently set to 'NRC Headquarters Document'. Other sections visible include 'AUTHOR INFORMATION', 'FILE INFORMATION', 'SIGNATURE', and 'SUBMIT'.

**ADDRESSEE INFORMATION**

**Destination** NRC Headquarters Document ▼

- 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

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:

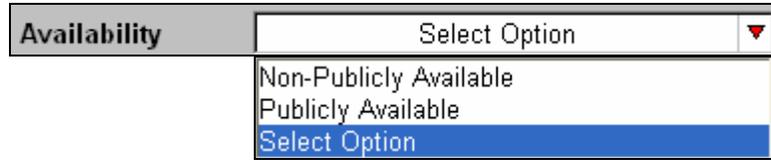
- ♦ Electronic Hearing Docket (EHD)
- ♦ NRC Headquarters Document Control Desk (DCD)
- ♦ NRC Region I – Nuclear Material Section B
- ♦ NRC Region II – Material/Licensing Inspection Section
- ♦ NRC Region III – Material Licensing Section
- ♦ NRC Region IV – Material Radiation Protection Section

Scroll to select the appropriate destination.

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



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.



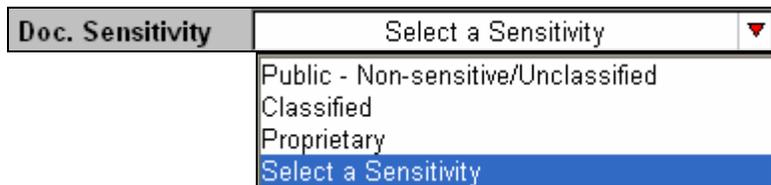
Next, enter the estimated number of pages within the **Est. Page Count** field.



<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 50 MB.

**FILE INFORMATION**

Document Date

Title

Availability

Est. Page Count

Doc. Sensitivity

Comments

Attach Document(s)

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



**Attachments**

Form Attachments

Present Folder: Docs

Folders:

Attachments:

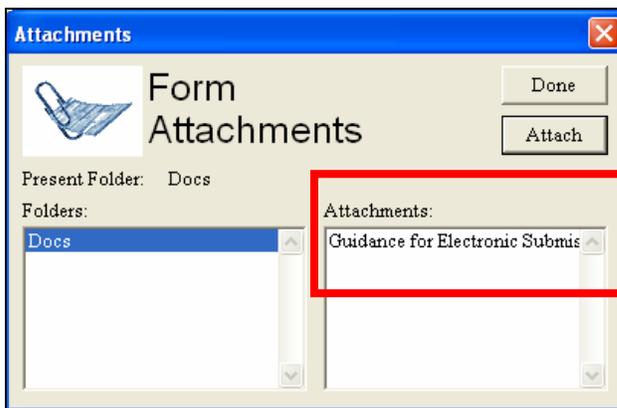
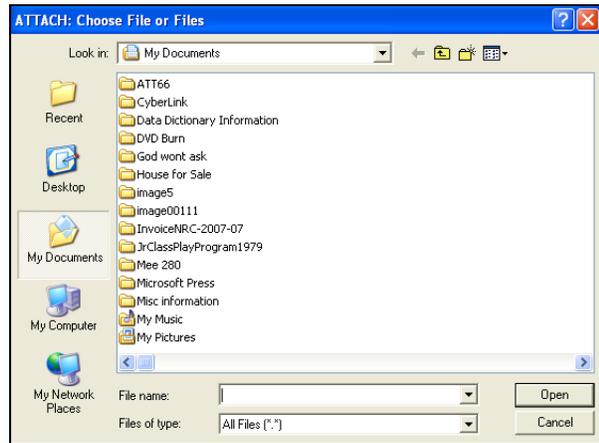
An **Attachments** dialogue box will appear.

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 50 MB.

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

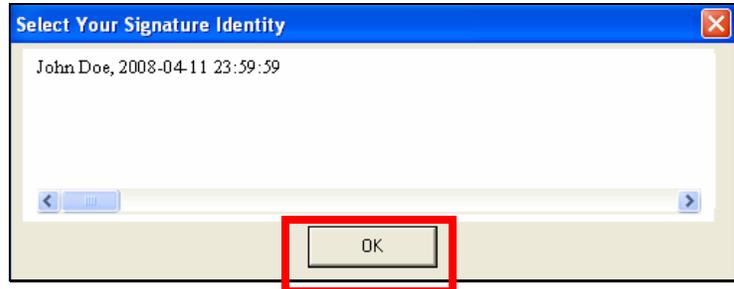
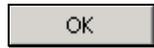


**Note:** Be aware that if the wrong file was attached, you may remove this by clicking on the  button, which is located at the upper left hand portion of the General Submittal screen.



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

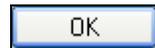
Click on the



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

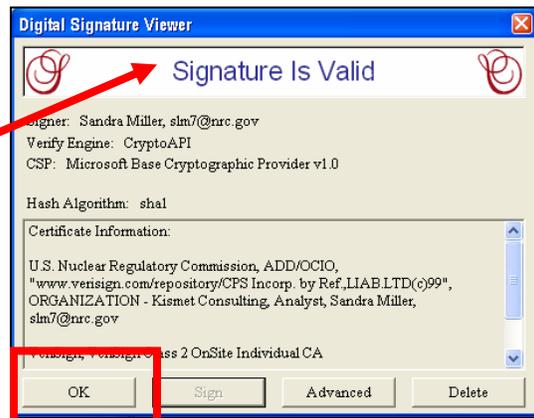


The system will validate your certificate and the prompt at the top of the window will change to 'Signature is Valid'.

Click on the



button.

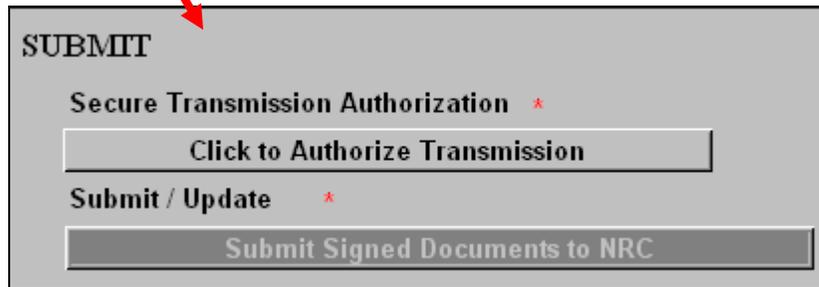
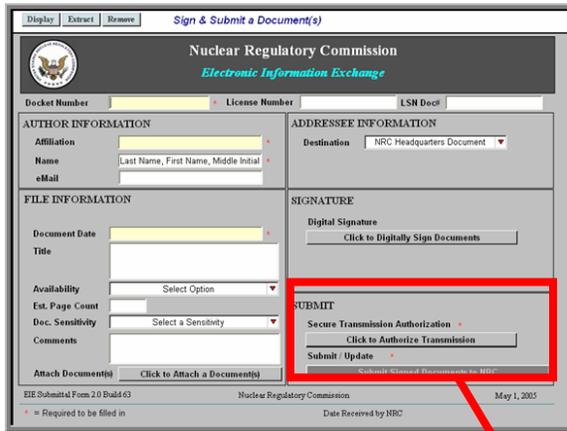


Within the "Signature" section, the "Click to Digitally Sign Documents" button will be updated to reveal your name and e-mail address as the signer.



### 1.3.2.5 Submit

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



To secure the transmission, click on the



button.



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



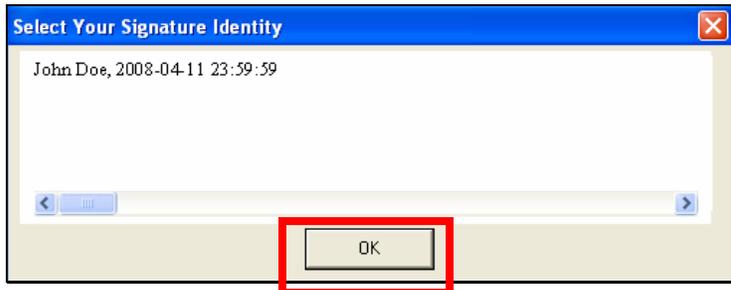
To sign the form, simply click on the



button.

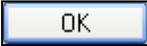
If you receive a **Select Your Signature Identify** dialogue box then, click on the applicable ID (multiple ID's may be listed).

Click on the  button.



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

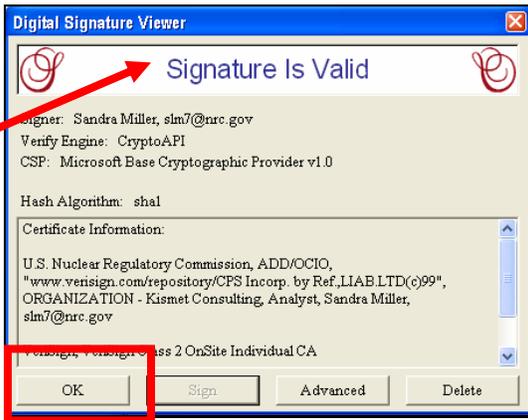
Enter the certificate password within the "CryptoAPI Private Key" field.

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'.

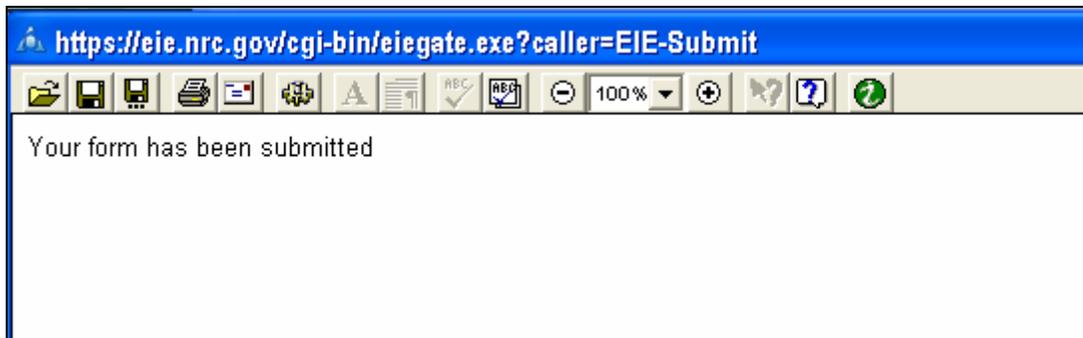
Click on the  button.



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.