

Electronic Information Exchange System

Adjudicatory User's Guide



**May 30, 2023
Revision 3.0**



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1. Introduction

This document outlines step-by-step instructions for successfully submitting adjudicatory documents electronically to the NRC via the Electronic Information Exchange (EIE) process, which is available on the NRC's Web page (www.nrc.gov), by means of the **Adjudicatory Submissions** link found under the “**Popular Documents**” section (<http://www.nrc.gov/site-help/e-submittals/adjudicatory-sub.html>).

2. First Time User Required Actions

To submit documents to the NRC, first-time users must successfully complete the steps described in [Section 2.1](#). These are one-time, nonrecurring steps.

Have you performed the first time user required actions?

- Yes** See [Section 3](#) (for preparing the document for submission).
No Complete [Sections 2.1](#) , prior to proceeding to Section 3.

2.1 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 Verisign, 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.

Follow the instructions provided in the Enrollment and Activation User Guides found at <https://pki.nrc.gov/ecs/guides.html>.



3. 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 **“Reference Materials for Electronic Submissions”** Web page (<http://www.nrc.gov/site-help/electronic-sub-ref-mat.html>).

The screenshot shows the U.S. Nuclear Regulatory Commission website. The header includes the NRC logo and tagline "Protecting People and the Environment". A search bar is located in the top right corner. Below the header is a navigation menu with categories: NUCLEAR REACTORS, NUCLEAR MATERIALS, RADIOACTIVE WASTE, NUCLEAR SECURITY, PUBLIC MEETINGS & INVOLVEMENT, NRC LIBRARY, and ABOUT NRC. The main content area is titled "Reference Materials for Electronic Submissions" and contains a list of links and resources. A "RELATED INFORMATION" box is also visible on the right side of the page.

U.S. NRC
United States Nuclear Regulatory Commission
Protecting People and the Environment

Enter term or ADAMS #

REPORT
A SAFETY CONCERN

NUCLEAR REACTORS | NUCLEAR MATERIALS | RADIOACTIVE WASTE | NUCLEAR SECURITY | PUBLIC MEETINGS & INVOLVEMENT | NRC LIBRARY | ABOUT NRC

Home > Site Help > Electronic Submittals Application > Reference Materials for Electronic Submissions

Reference Materials for Electronic Submissions

The information on this web page is designed to assist users in submitting documents electronically to the NRC.

- Guidance for Electronic Submissions to the NRC, Revision 6.1
- Video clips to assist users in preparing PDFs in compliance with NRC guidelines. This Video clip includes the following:
 - Intro
 - Download Distiller & Preflight profiles
 - Convert MS-Word document to PDF
 - Convert WordPerfect document to PDF
 - Preflight - Verification & Documentation testing
- Simplified PDF Document Submittal Checklist as of 02/01/2010
- Desk Reference Guide for PDF Document Generation - Acrobat v. 9.0 as of 02/01/2010
- Desk Reference Guide for PDF Document Generation
 - 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
 - Adobe 9.0 as of 02/01/2010
 - Adobe 10.0
 - Adobe 11.0
 - Adobe Preflight Profiles (Right click and select "Save Target As..." then save these with a .kfp extension)
 - Adobe 6.0
 - Adobe 7.0
 - Adobe 8.0
 - Adobe 9.0 as of 02/01/2010
 - Adobe 10.0
 - Adobe 11.0

RELATED INFORMATION

- Electronic Maintenance and Submission of Information ("E-Rule")
- E-Filing Rule

Spotlight
CHOOSE A SECTION

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.



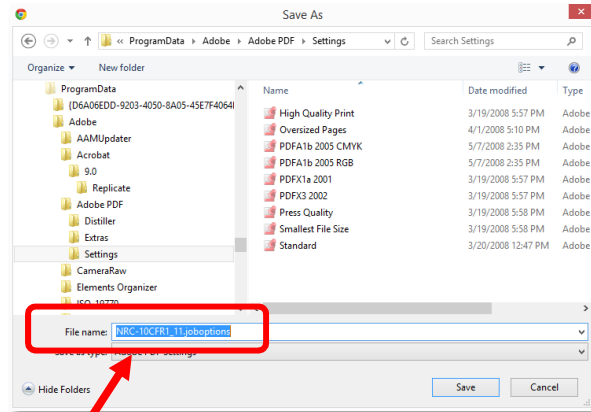
Note: A useful guide for PDF generation can be found by selecting the [Desk Reference Guide for PDF Document Generation](#) link, as well as [Desk Reference Guide for PDF Document Generation – Acrobat v.9.0](#).

Additionally, there are pre-configured PDF-Distiller profiles for Adobe 5/6/7/8/9/10/11 available that can be used to ensure PDF-rendered documents comply with NRC guidelines.

Simply right mouse click on the applicable Adobe version joboptions (e.g., [Adobe 9.0 as of 02/01/2010](#)) 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**.



File name:



4. Submitting Adjudicatory Documents to the NRC

After successfully converting the document(s) to PDF, using the NRC-approved settings, navigate to the NRC's website (www.nrc.gov) to begin the submittal process.

The screenshot shows the U.S. Nuclear Regulatory Commission (NRC) website homepage. At the top, there is a search bar and a "REPORT A SAFETY CONCERN" button. The navigation menu includes: NUCLEAR REACTORS, NUCLEAR MATERIALS, RADIOACTIVE WASTE, NUCLEAR SECURITY, PUBLIC MEETINGS & INVOLVEMENT, NRC LIBRARY, and ABOUT NRC. The main content area features a large banner with the text "PROTECTING PEOPLE and the ENVIRONMENT" and a background image of people walking. Below the banner, there are several sections: "Facility Locator", "STAY CONNECTED" (with social media icons for Blog, Facebook, Twitter, YouTube, RSS, and Email), "Spotlight" (listing various reports and documents), "News & Speeches" (with a date filter for October 26, 2016, and a "More News" link), "Public Meetings" (with a calendar for October 2016, where the 26th is highlighted, and a "More Speeches" link), "Commission Meeting Webcasts", "Event Reports", "ADAMS Public Documents", "Open Government", "The Student Corner", and "In a Nuclear Emergency...". At the bottom of the page, there is a "POPULAR DOCUMENTS" section with a list of document types: INFO DIGEST, FACT SHEETS & BROCHURES, FORMS, ELECTRONIC SUBMITTALS APPLICATION, ADJUDICATORY SUBMISSIONS (highlighted with a red box and an arrow), NRC REPORTS & NEWS, NRC REGULATIONS - 10-CFR, INSPECTION REPORTS, PLAIN WRITING, ENFORCEMENT ACTIONS, and RULEMAKING. Other bottom sections include "HOME", "ABOUT US", and "STAY CONNECTED" (with social media icons for Blog, Facebook, Twitter, YouTube, Flickr, GoVDelivery, and RSS). The footer contains links for Regulations.gov, USA.gov, Recovery, FOIA, No Fear EEO, Inspector General Program, Site Map, Accessibility, Privacy Policy, Site Disclaimer, and FO Employees.

Scroll to the bottom of the website and click on the [Adjudicatory Submissions](#) link.



The “**Adjudicatory Submissions**” Web page will be displayed (<http://www.nrc.gov/site-help/e-submittals/adjudicatory-sub.html>).

The screenshot shows the U.S. Nuclear Regulatory Commission (NRC) website. The header includes the NRC logo and the tagline "Protecting People and the Environment". A navigation menu contains links for "NUCLEAR REACTORS", "NUCLEAR MATERIALS", "RADIOACTIVE WASTE", "NUCLEAR SECURITY", "PUBLIC MEETINGS & INVOLVEMENT", "NRC LIBRARY", and "ABOUT NRC". A search bar is located in the top right corner. The main content area is titled "Adjudicatory Submissions" and contains the following text:

The U.S. Nuclear Regulatory Commission (NRC) regulations require the use of electronic submittals in the agency's hearings, consistent with the requirements and specifications set forth in the Electronic filing rule **(EXIT)** . Exceptions to the rule allow paper filings or filings on disc storage media only in limited circumstances.

The Adjudicatory Submissions system is one of the NRC's three existing electronic submission systems. This system is used for filings in proceedings before the Commission and Atomic Safety and Licensing Boards.

***Privacy Considerations:** *Unless excluded pursuant to an order of the Commission, an Atomic Safety and Licensing Board, or a Presiding Officer, documents submitted in adjudicatory proceedings will appear in the NRC's Electronic Hearing Docket, which is available to the public. Therefore, hearing participants should not include personal privacy information, such as social security numbers, in their filings unless such information is required by agency regulations [see, for example, paragraph (d)(1)(i) of 10 CFR 2.309] or other legal requirements.*

A red box highlights the link "Submit Adjudicatory Documents" in the "Related Instructional Resources" section. A red arrow points to this link from below the screenshot.

To submit Adjudicatory documents, click on the **Submit Adjudicatory Documents** link.



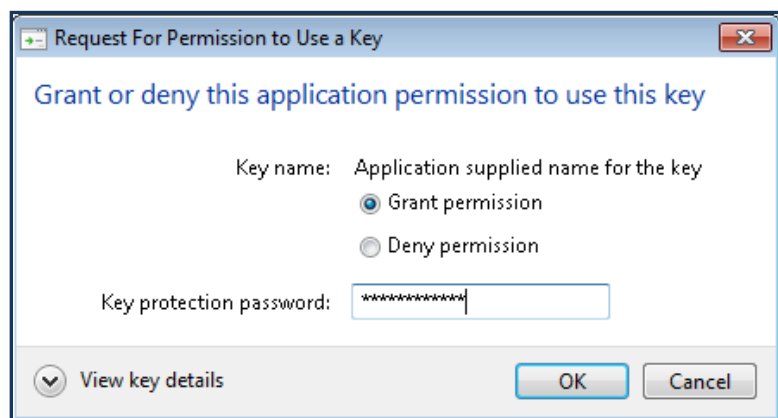
Note: If you have problems with the steps outlined below, try deleting your Internet cookies and files. Each time you visit a website, a cookie is created on your computer in the form of a benign text file. To delete your cookies, from your Internet Explorer window, click on the “Tools” tab, then scroll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

Within the Browsing history section, click the checkbox for “Delete browsing history on exit”, then select the **Delete** button. Ensure the following checkboxes are selected: Temporary Internet files and website files, Cookies and website data, and History. Click the **Delete** button. Click the **OK** button.

Close your Internet Explorer window. Continue with [Section 4](#) instructions.

If a *Request for Permission to Use a Key* dialogue box appears, click on the radio button for **Grant permission**. Enter the certificate password in the Key protection password.

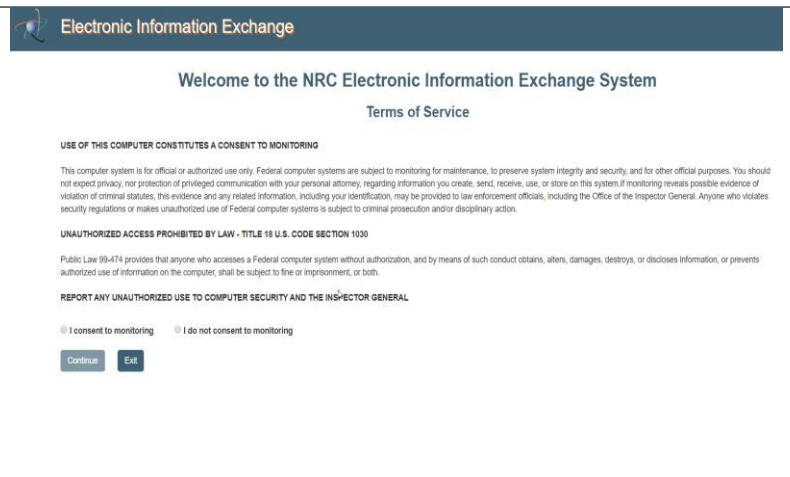
Click the **OK** button.




4.1 Terms of Service

The “**Terms of Service**” page will appear:

Click on the **I consent to monitoring** radio button, then click on the **Continue** button.





 **Electronic Information Exchange**

Welcome to the NRC Electronic Information Exchange System

Terms of Service

USE OF THIS COMPUTER CONSTITUTES A CONSENT TO MONITORING

This computer system is for official or authorized use only. Federal computer systems are subject to monitoring for maintenance, to preserve system integrity and security, and for other official purposes. You should not expect privacy, nor protection of privileged communication with your personal attorney, regarding information you create, send, receive, use, or store on this system. If monitoring reveals possible evidence of violation of criminal statutes, this evidence and any related information, including your identification, may be provided to law enforcement officials, including the Office of the Inspector General. Anyone who violates security regulations or makes unauthorized use of Federal computer systems is subject to criminal prosecution and/or disciplinary action.

UNAUTHORIZED ACCESS PROHIBITED BY LAW - TITLE 18 U.S. CODE SECTION 1030

Public Law 99-474 provides that anyone who accesses a Federal computer system without authorization, and by means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, shall be subject to fine or imprisonment, or both.

REPORT ANY UNAUTHORIZED USE TO COMPUTER SECURITY AND THE INSPECTOR GENERAL

I consent to monitoring I do not consent to monitoring

[Back to Top](#)

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I consent to monitoring I do not consent to monitoring



4.1.1 First Time Users

Note: If not a “First Time User”, continue with [Section 4.2](#).

First Time Users will immediately be taken to the “**Rules of Behavior**” page:

Electronic Information Exchange - Adjudicatory

Rules of Behavior

You will be asked to complete this acknowledgement only upon your first attempt to access the system.

Applicability
These Rules of Behavior apply to all individuals (i.e. Submitters) who use the Electronic Information Exchange (EIE) system to submit and retrieve information to/from the Nuclear Regulatory Commission (NRC). The EIE system shall only be used for the performance of authorized functions related to official business with the NRC.

These Rules of Behavior must be reviewed and acknowledged by the individual upon their initial access of the EIE system. Upon each subsequent use, Submitters must accept the presented EIE Terms of Service to access the portion of the EIE system specific to their type of submission (i.e. Workflow).

Consequence for Noncompliance
EIE Submitters are accountable for failure to comply with these Rules of Behavior and are subject to disciplinary action as directed by the NRC. Actions may include verbal or written warning, removal of access, or prosecution under applicable Federal law.

General Protections
EIE Submitters *SHALL*:

- Utilize EIE in accordance with the User Guides for their Workflow, which may be accessed via links located in the right-hand pane of the "Electronic Submittals Application" page:
User Guides: <https://www.nrc.gov/site-help/e-submittals.html>
- Take appropriate precautions to protect EIE data, including securing output generated from the system (e.g. downloaded submissions) from unauthorized access
- Immediately report security incidents / anomalies to the NRC via the following email address and promptly follow resultant advice and direction:
EIE email address: ele@nrc.gov Security incidents include attempted access by unauthorized individuals; violations of these Rules of Behavior; disclosure of sensitive information; loss of availability of EIE; destruction of EIE data; detection of malicious code or other compromise of the system; or unexplained / unusual system activity.

EIE Submitters shall *NOT*:

- Attempt to bypass or circumvent any security features in EIE
- Use public access computers (i.e. any computer not under the Submitters control, such as public library computers) to access EIE

User Computers
EIE Submitters *SHALL*:

- Safeguard all authenticators (i.e. digital certificates and PIN or equivalent technology) by maintaining possession of their authenticators; not loaning or sharing authenticators with others; and reporting lost or compromised authenticators immediately to the NRC via the email address shown above.
- Keep their computer configuration current with the latest operating system and security and anti-virus software patches and updates, including the latest anti-virus definition files
- Only use secure wireless connections
- Protect the computer used to access EIE by scanning portable media (e.g. USB flash drives and CDs) for malware prior to using them and follow the practices recommended by your organization for safe email usage. Recommended good practices for home networks:
Secure Your Home Network: <https://www.nsa.gov/Cybersecurity/BestPractices>
- Protect access to the computer used to access EIE by positioning computer monitors to prevent viewing of sensitive data by unauthorized individuals, select screen-saver password protection option with a wait time is set to 15 minutes or less and manually log off the system, or lock your computer when leaving it unattended.

Social Media
EIE Submitters shall *NOT*:

- Use or refer to EIE in conjunction with their participation in a social media platform
- Post any information obtained from the EIE system on social media or public web sites

EIE Rules of Behavior for Submitters must be reviewed and acknowledgment must be received in order for the Submitter to be authorized access to the current workflow. Please indicate your acceptance of these Rules of Behavior by selecting the "Accept" button below this window. You may also print a copy of this document by selecting the "Print" button below.

Accept Reject

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Review the **Rules of Behavior**, and then click the **Accept** radio button, followed by clicking on the **Continue** button.



Upon accepting the Rules of Behavior, First Time Users will immediately be taken to Request Access to Proceeding (see [Section 4.3.1.](#)) Enter the required fields with a red asterisk, and then click the **Submit Request** button to submit your proceeding access request. Your request will be approved or rejected by the Adjudicatory Administrator.

Electronic Information Exchange - Adjudicatory

Home Request Access To Proceeding New Submission - Other User Functions - Help Logout

Request Access to a Proceeding

Required fields are marked with an asterisk (*)

Please select one or more proceeding(s):

*Proceeding Name:

Please enter or update your profile:

First Name: <input type="text" value="Leon"/>	Last Name: <input type="text" value="Y Shi"/>
Email: <input type="text" value="leon.shi@nrc.gov"/>	Expiration: <input type="text" value="11/19/2022"/>
*Business Affiliation: <input type="text" value="EIE Support"/>	Title: <input type="text" value="ODD"/>
*Phone: <input type="text" value="(123) 123-1231"/>	Fax: <input type="text" value="(555) 555-5555"/>
*Address 1: <input type="text" value="1444 rockville pike"/>	Address 2: <input type="text"/>
*City: <input type="text" value="rockville"/>	*State: <input type="text" value="Louisiana"/>
*Zip: <input type="text" value="11111"/>	

Please indicate your reason for accessing this proceeding(e.g., to participate as a party or party representative):

*Reason:

Terms for Use: Providing false information to a Federal Agency may result in Prosecution.

* By selecting this checkbox, I have read the "Terms for Use".

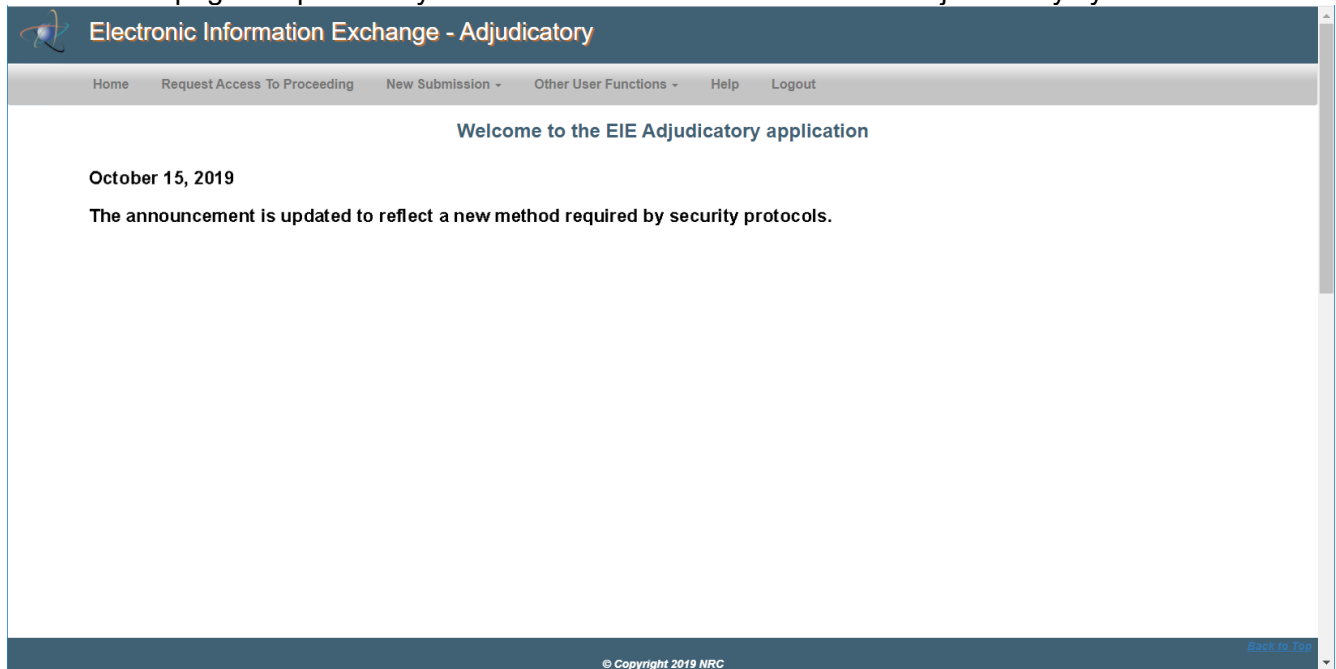
Rectangular Snip

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4.2 Home

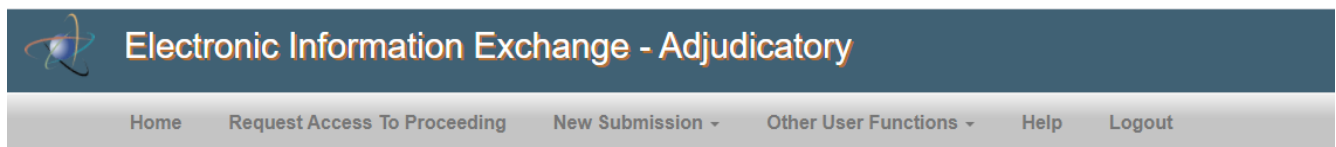
The “**Home**” page will provide system announcements about the EIE Adjudicatory system.



To easily navigate back to the “**Home**” page from any area of the adjudicatory submission application, simply select **Home** from the menu bar.

4.2.1 Navigation

Navigate through the **EIE Adjudicatory** options by select a link from the menu bar at the top of the form:

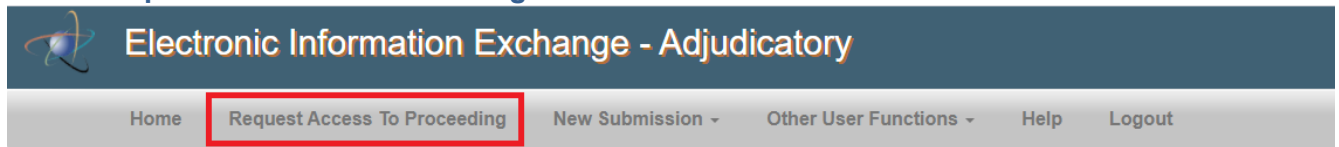


- **Home**, see [Section 4.2](#)
- **Request Access to Proceeding**, see [Section 4.3](#)
- **New Submission**, see [Section 4.4](#)
- **Other User Functions**, see [Section 4.5](#)
- **Help**, see [Section 4.6](#)
- **Logout**, see [Section 4.7](#)



4.3 Request Access to Proceeding

Select **Request Access to Proceeding** from the menu bar.



The **“Request Access to a Proceeding”** page will display:

Request Access to a Proceeding
Required fields are marked with an asterisk (*)

Please select one or more proceeding(s):

*Proceeding Name:

Please enter or update your profile:

First Name: <input type="text" value="Leon"/>	Last Name: <input type="text" value="Y Shi"/>
Email: <input type="text" value="leon.shi@nrc.gov"/>	Expiration: <input type="text" value="11/19/2022"/>
*Business Affiliation: <input type="text" value="EIE Support"/>	Title: <input type="text" value="ODD"/>
*Phone: <input type="text" value="(123) 123-1231"/>	Fax: <input type="text" value="(555) 555-5555"/>
*Address 1: <input type="text" value="1444 rockville pike"/>	Address 2: <input type="text"/>
*City: <input type="text" value="rockville"/>	*State: <input type="text" value="Louisiana"/>
*Zip: <input type="text" value="11111"/>	

Please indicate your reason for accessing this proceeding(e.g., to participate as a party or party representative):

*Reason:

Terms for Use: Providing false information to a Federal Agency may result in Prosecution.

* By selecting this checkbox, I have read the "Terms for Use".

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4.3.1 Select Proceeding Name

Please select one or more proceeding(s):

***Proceeding Name:**

- Aerotest Operations, Inc. 50-228-LT
- Alexander Abrahams 55-71371-SP
- All Power Reactors-EA-12-050 and 051
- Bell Bend 52-039-COL
- Bellefonte 3 and 4 52-014 and 015-COL
- Bellefonte 50-438 and 50-439-CP
- Browns Ferry - 50-259, 50-260 &50-296-LA
- Byron and Braidwood 50-454-LR**

Click on the desired **Proceeding Name** from the list presented from the drop-down menu. To select more than one proceeding, hold down the “Ctrl” key, then click on all desired proceedings.

4.3.2 Populate Profile

Note: The information contained in the profile can be set for all future submissions by following the steps outlined in [Section 4.5.1](#). Completing the actions within the [Update Profile](#) section will relieve the user of completing these actions outlined below in all future submissions.

Please enter or update your profile:

First Name:	<input type="text" value="Leon"/>	Last Name:	<input type="text" value="Y Shi"/>
Email:	<input type="text" value="leon.shi@nrc.gov"/>	Expiration:	<input type="text" value="11/19/2022"/>
*Business Affiliation:	<input type="text" value="EIE Support"/>	Title:	<input type="text" value="ODD"/>
*Phone:	<input type="text" value="(123) 123-1231"/>	Fax:	<input type="text" value="(555) 555-5555"/>
*Address 1:	<input type="text" value="1444 rockville pike"/>	Address 2:	<input type="text"/>
*City:	<input type="text" value="rockville"/>	*State:	<input type="text" value="Louisiana"/>
*Zip:	<input type="text" value="11111"/>		

The following fields are un-editable, (the information if obtained from the certificate): **First Name**, **Last Name**, **Email**, and **Expiration**.

Populate the following fields, ensuring that all required fields, annotated with a red asterisk (*): are completed: **Business Affiliation** (*required*), **Title** (*title of certificate holder is not required*), **Phone** (*required*), **Fax** (*not required*), **Address 1** (*required*), **Address 2** (*not required*), **City** (*required*), **State** (*required*), and **Zip** (*required*).



4.3.3 Populate Reason for Accessing Proceeding

Please indicate your reason for accessing this proceeding(e.g., to participate as a party or party representative):

*Reason:

Populate the **Reason** field (*required*), indicating the reason for needing access to the selected proceeding(s).

4.3.4 Submit Request

Terms for Use: Providing false information to a Federal Agency may result in Prosecution.

* By selecting this checkbox, I have read the "Terms for Use".

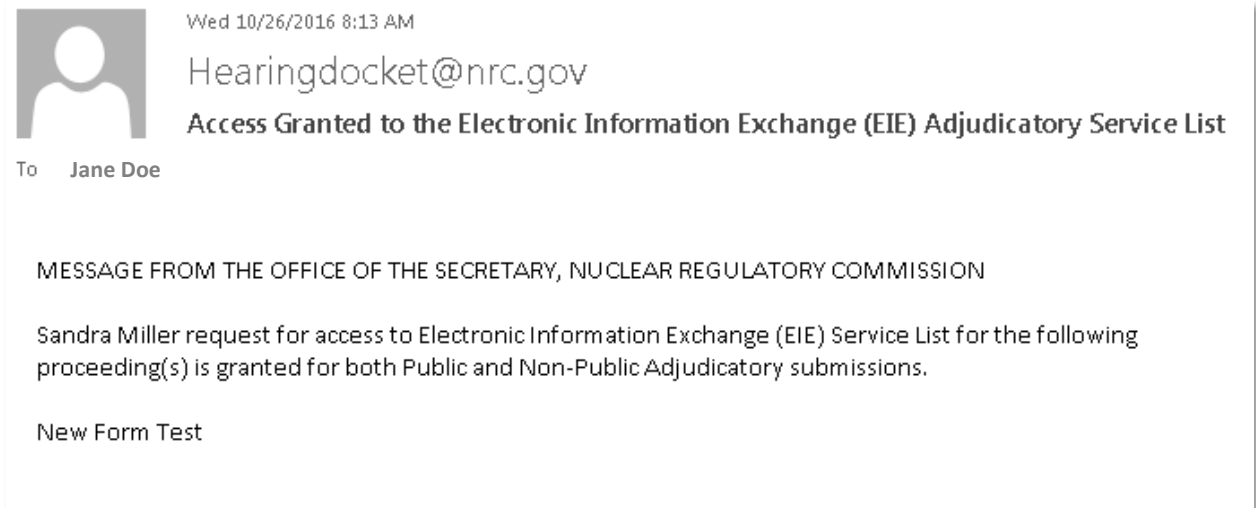
Submit Request

Before completing the request for access to a proceeding, complete the *required* action of clicking the checkbox () acknowledging that the "**Terms for Use**", which states that providing false information to a Federal Agency may result in Prosecution, have been read.

Click on the **Submit Request** button. The screen will update with a message that states: ***Your request for accessing proceeding(s) has been submitted successfully.***

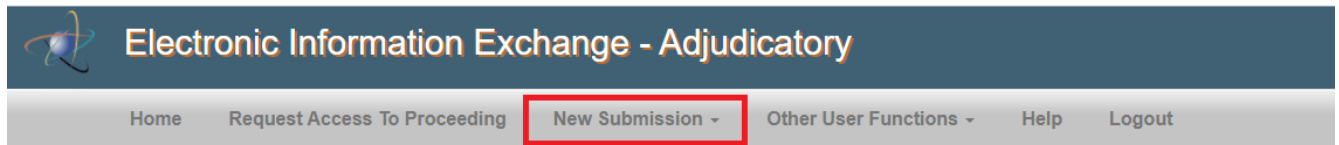


4.3.5 E-mail Acknowledgement



The user will receive an email acknowledging the request has been received from Hearingdocket@nrc.gov.

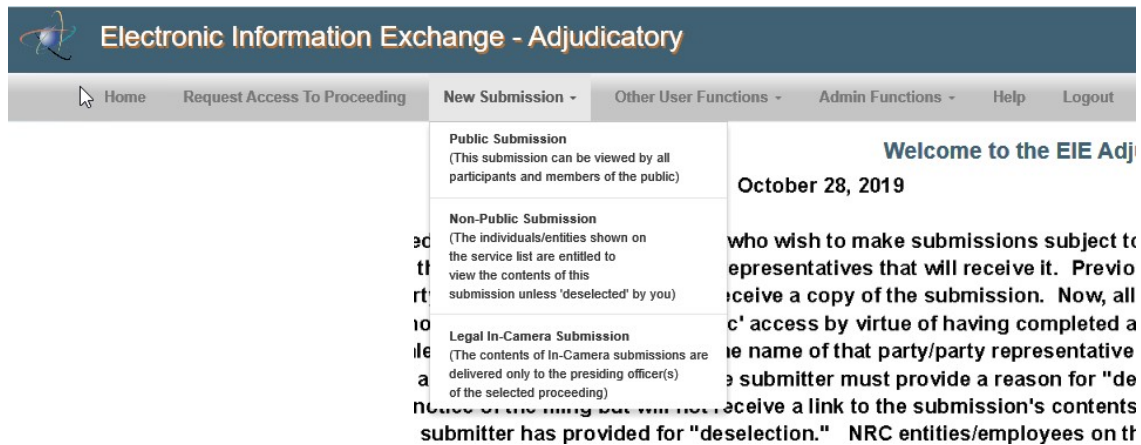
4.4 New Submission



Select **New Submission** from the menu bar:



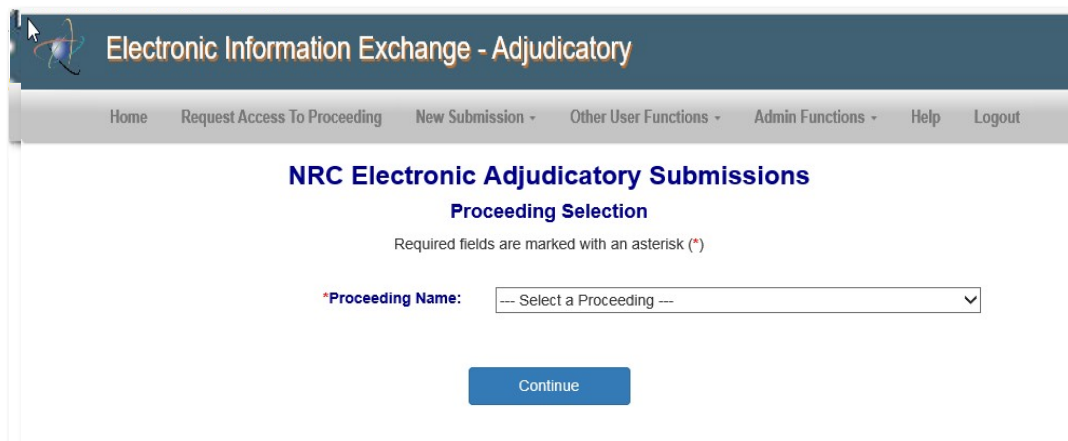
4.4.1 Select Submission Type



A drop-down menu will appear. Select the applicable action:

- **Public Submission** - all parties to a public proceeding will receive an e-mail notice that contains a link permitting the recipient to retrieve a copy of the submission. Subsequently (within no more than 3 business days) it will be posted in the public docket and will be available for review by the general public.
- **Non-Public Submission** – The individuals shown on the service list are entitled to view the contents of this submission unless ‘deselected’ by you.
- **Legal In-Camera Submission** - The contents of In-Camera Submissions are delivered only to the presiding officer(s) of the proceeding selected. Please understand that when selecting Legal In-Camera Submission, the only document type allowed when attaching documents is “Legal In-Camera Filing”.

4.4.2 Select Proceeding



Using the drop-down menu, select the **Proceeding Name** (*required*), then click on the **Continue** button.



4.4.3 Complete Submission Form

The submission form will display:

Electronic Information Exchange - Adjudicatory

Home
Request Access To Proceeding
New Submission -
Other User Functions -
Admin Functions -
Help
Logout

NRC Electronic Adjudicatory Submissions

Public Submission

Required fields are marked with an asterisk (*)

This is a public submission. That is, all parties to this proceeding will receive an e-mail notice that contains a link permitting the recipient to retrieve a copy of the submission. Subsequently (within no more than 3 business days) it will be posted in the public docket and will be available for review by the general public.

Each submission must have at least one file attached. You may attach multiple files to a single submission so long as no single file is larger than 500 MB and the aggregate size of the attached files does not exceed 500 MB.

Neither the Submission Title nor the Document Title fields may contain more than 1000 characters and they may not include any of the following characters: & * \ / < > | ? * . A file name may not exceed 85 characters.

Submitter's Information

Submitter Name <input type="text" value="Leon Shi"/>	Submitter Affiliation <input type="text" value="EIE Support"/>
Email Address <input type="text" value="Leon.Shi@nrc.gov"/>	Certificate Expiration Date <input type="text" value="03/14/2024"/>

Proceeding Information

Proceeding Name

Presiding Officer(s)

Submission Information

Submission Title *

Submission Comment

Attachment File(s)

Please indicate in the radio button(s) below whether the attached file(s) **Contain Copyright Material (CCM)**. All submissions should be **text recognized/searchable** and **300dpi (TRS)**. Please acknowledge.

File Name	* Document Type	* Document Title	CCM	* TRS	Action
<input type="button" value="Choose File"/> No file chosen	<input type="text" value=""/>	<input type="text" value=""/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Remove"/>

Total File Size (KB):

Service List

Name	Email	Notify
Bollwerk, George Paul	paul.bollwerk@nrc.gov	<input checked="" type="checkbox"/>
Ryan, Thomas	tom.ryan@nrc.gov	<input checked="" type="checkbox"/>
Speiser, Herald	herald.spaiser@nrc.gov	<input checked="" type="checkbox"/>
Welkie, Andrew	andrew.welkie@nrc.gov	<input checked="" type="checkbox"/>
Castellon, Krupskaya T.	Krupskaya.Castellon@nrc.gov	<input checked="" type="checkbox"/>
Rosansky, Jay G.	jay.rosansky@nrc.gov	<input checked="" type="checkbox"/>
Rybos, Charles G.	Chuck.Rybos@nrc.gov	<input checked="" type="checkbox"/>
Shi, Leon Y	leon.shi@nrc.gov	<input checked="" type="checkbox"/>

Submitter Signature

1. If signature blocks on the submission are appropriately prepared in accord with 10 C.F.R. 2.304(d)(1), activating the "Sign" button fulfills the signature requirement of section 2.304(d). Signing this form will generate the date of signature on the line below. Filers should be aware, however, that any questions about the the timeliness of any submission will be governed by when the "Submit" button is used to actually transmit the submission to the agency.

2. The "Submit" button sends the submission to the NRC where it is first scanned for computer viruses. Following a "clean" scan, an email notice of the submission will be sent to the parties selected on the service list. If the submission does not pass the virus scan, you will be notified and asked to re-submit.

Signature: **Date:**

© Copyright 2019 NRC
Back to Top



Note: For any text field such as **Submission Title**, **Submission Comment** and **Document Title**, in this Submission form, type in your input. Do not cut-and-paste from a PDF file which may contain some special characters that the EIE database does not accept.



4.4.3.1 Submitter's Information

Submitter's Information			
Submitter Name	Leon Y Shi	Submitter Affiliation	EIE Support
Email Address	leon.shi@nrc.gov	Certificate Expiration Date	11/19/2022

The **Submitter's information** section is un-editable and is obtained from the certificate.

4.4.3.2 Proceeding Information

Proceeding Information			
Proceeding Name	Change Request Test Proceeding		
Presiding Officer(s)	Bollwerk, George Paul	Ryan, Thomas	Speiser, Herald

The **Proceeding information** section is un-editable. This section displays the Proceeding Name (selected in [Section 4.4.2](#)) and the Presiding Officer(s) names.

4.4.3.3 Submission Information

Submission Information	
Submission Title *	<input type="text"/>
Submission Comment	<input type="text"/>

Populate the following fields within the **Submission Information** section:

Field Name	Description
Submission Title (Required)	Enter a title for the submission. The Submission Title may not contain more than 300 characters or include any of the following characters: & " / \ < > ? *.
Submission Comments (if desired)	Enter any comments pertaining to the submission, if desired.



4.4.3.4 Attach File(s)

Attachment File(s)

Please indicate in the radio button(s) below whether the attached file(s) **Contain Copyright Material (CCM)**. All submissions should be **text recognized/searchable** and **300dpi (TRS)**. Please acknowledge.


File Name	*Document Type	Document Title	CCM	TRS	Action
Choose File No file chosen			<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	Remove

Add Another File

Total File Size (KB):

Each submission must have at least one file attached. You may attach multiple files to a single submission so long as no single file is larger than 1,000 MB and the aggregate size of the attached files does not exceed 1,000 MB.

Populate the following fields within the **Submission Information** section:

Field Name	Description
File Name <i>(Required)</i>	Use the Browse button to attach a document. A <i>Choose File to Upload</i> dialogue box will appear. Navigate to the document to be attached. Select the document, and then select the Open button. The File Name field will auto-populate. Note: There is a limit of 85 characters.
Document Type <i>(Required)</i>	Use the drop-down menu to select the submission type:  Note: Please understand that when selecting Legal In-Camera Submission, the only document type allowed when attaching documents is "Legal In-Camera Filing".



Field Name	Description
Document Title <i>(Required)</i>	Enter the title of the document being attached to the submittal form. <div style="border: 1px solid black; padding: 5px;"> <p>Note: The document title may not contain the following characters: & " / \ < > : ? *</p> </div>
CCM <i>(only required is document contains copyright material)</i>	Click on the checkbox (<input checked="" type="checkbox"/>) only if the document contains copyright material. A dialogue box will appear, as follows: <div style="border: 1px solid gray; padding: 10px; background-color: #f9f9f9;"> <div style="background-color: #f15a24; color: white; padding: 5px; display: flex; justify-content: space-between;"> Copyright Material Confirmation × </div> <p>Full-text copyright materials should contain a written legend at the top of the first page of the document indicating that it is full-text copyrighted material and/or is accompanied by a copyright release statement. Excerpts of publications would not require compliance with the above.</p> <p>I acknowledge these conditions:</p> <div style="border: 1px solid gray; height: 20px; margin-top: 5px;"></div> <div style="text-align: right; margin-top: 10px;"> Cancel OK </div> </div> <p>After reading the confirmation statement, click on the OK button.</p>
TRS	All submissions should be text recognized/searchable and 300dpi. Please acknowledge in the appropriate checkbox.
Action	If an incorrectly attached file was selected, click on the Remove button to the right of the file attached in error
Total File Size	As documents are attached, the file size will automatically calculate. Ensure the file size of all documents attached does not exceed 500 MB .



Attachment File(s)

Please indicate in the radio button(s) below whether the attached file(s) **Contain Copyright Material (CCM)**. All submissions should be **text recognized/searchable** and **300dpi (TRS)**. Please acknowledge.

File Name	Document Type	Document Title	CCM	TRS	Action
<input type="button" value="Choose File"/> Submission One.pdf	Legal-Discovery Material	Submission One	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Remove"/>

Total File Size (KB):



To attach additional files, click the **Add Another File** button and then repeat the steps beginning of this [section](#).

Unlike the previous system, users may attach only one file at a time so the 'Browse>Select>Open' sequence must be completed for each file.

The following example is after attaching a second file:

Attachment File(s)

Please indicate in the radio button(s) below whether the attached file(s) **Contain Copyright Material (CCM)**. All submissions should be **text recognized/searchable** and **300dpi (TRS)**. Please acknowledge.

File Name	Document Type	Document Title	CCM	TRS	Action
<input type="button" value="Choose File"/> Submission One.pdf	Legal-Discovery Material	Submission One	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Remove"/>
<input type="button" value="Choose File"/> Submission Two.pdf	Legal-Hearing Transcript	Submission Two	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Remove"/>

Total File Size (KB):



4.4.3.5 Public Service List

The following is an example of a **Public Service List**:

Service List		
Name	Email	Notify
Bollwerk, George Paul	paul.bollwerk@nrc.gov	<input checked="" type="checkbox"/>
Ryan, Thomas	tom.ryan@nrc.gov	<input checked="" type="checkbox"/>
Speiser, Herald	herald.speiser@nrc.gov	<input checked="" type="checkbox"/>
Welkie, Andrew	andrew.welkie@nrc.gov	<input checked="" type="checkbox"/>
Castellon, Krupskaya T.	Krupskaya.Castellon@nrc.gov	<input checked="" type="checkbox"/>
Rosansky, Jay G.	jay.rosansky@nrc.gov	<input checked="" type="checkbox"/>
Rybos, Charles G.	Chuck.Rybos@nrc.gov	<input checked="" type="checkbox"/>
Shi, Leon Y	leon.shi@nrc.gov	<input checked="" type="checkbox"/>

The checkboxes () within the Notify column are not editable. All parties to a public proceeding will receive an e-mail notice that contains a link permitting the recipient to retrieve a copy of the submission. Subsequently (within no more than 3 business days) it will be posted in the public docket and will be available for review by the general public.

4.4.3.6 Non-Public Service List

The following is an example of a **Non-Public Service List**:

Service List			
Name	Email	Notify	Deselect Notification Reason
Bollwerk, George Paul	paul.bollwerk@nrc.gov	<input checked="" type="checkbox"/>	
Ryan, Thomas	tom.ryan@nrc.gov	<input checked="" type="checkbox"/>	
Speiser, Herald	herald.speiser@nrc.gov	<input checked="" type="checkbox"/>	
Welkie, Andrew	andrew.welkie@nrc.gov	<input checked="" type="checkbox"/>	
Castellon, Krupskaya T.	Krupskaya.Castellon@nrc.gov	<input checked="" type="checkbox"/>	
Shi, Leon Y	leon.shi@nrc.gov	<input checked="" type="checkbox"/>	

The individuals checked below, who are either NRC entities/personnel or have executed a required nondisclosure agreement, will each receive notice of this non-public submission and will be able to view its contents. As the document(s) submitter, if you have reason to believe anyone on this list who is not an NRC entity/employee should not receive access to this non-public filing, you should remove the check mark next to that individual's name. Further, if you uncheck an individual's name, you must provide a reason for "deselecting" each individual. Each "deselected" individual will receive notice of this filing but will not receive a link to the submission's contents. The deselection notice also will include the reason you have provided for "deselection." Note: NRC entities/employees on the distribution list, including "Hearing Docket" and OCAA, cannot be "deselected."

The names listed are either NRC entities/personnel or have executed a required nondisclosure agreement. Each will receive notice of this non-public submission and be able to view its contents. As the document(s) submitter, if you have reason to believe anyone on this list should not receive access to this non-public filing, you should remove the check mark next to that individual's name. Further, if you uncheck an individual's name, you must provide a reason for "deselecting" each individual. Each "deselected" individual will receive notice of this filing but will not receive a link to the submission's contents. The deselection notice also will include the reason you have provided for "deselection." Note: NRC entities/employees, including "Hearing Docket" and OCAA, cannot be "deselected."



4.4.3.7 Legal In-Camera Service List

The Service List will not be presented for **Legal In-Camera** submissions. The contents are delivered only to the presiding officer(s) of the proceeding selected.

4.4.3.8 Submitter Signature - Sign

Submitter Signature

1. If signature blocks on the submission are appropriately prepared in accord with 10 C.F.R. 2.304(d)(1), activating the "Sign" button fulfills the signature requirement of section 2.304(d). Signing this form will generate the date of signature on the line below. Filers should be aware, however, that any questions about the the timeliness of any submission will be governed by when the "Submit" button is used to actually transmit the submission to the agency.
2. The "Submit" button sends the submission to the NRC where it is first scanned for computer viruses. Following a "clean" scan, an email notice of the submission will be sent to the parties selected on the service list. If the submission does not pass the virus scan, you will be notified and asked to re-submit.

Signature:

Date:

<input type="button" value="Sign"/>	<input type="button" value="Submit"/>
-------------------------------------	---------------------------------------

Click on the **Sign** button. The certificate owner's name will appear as the signature, with "today's" date displayed:

Submitter Signature

1. If signature blocks on the submission are appropriately prepared in accord with 10 C.F.R. 2.304(d)(1), activating the "Sign" button fulfills the signature requirement of section 2.304(d). Signing this form will generate the date of signature on the line below. Filers should be aware, however, that any questions about the the timeliness of any submission will be governed by when the "Submit" button is used to actually transmit the submission to the agency.
2. The "Submit" button sends the submission to the NRC where it is first scanned for computer viruses. Following a "clean" scan, an email notice of the submission will be sent to the parties selected on the service list. If the submission does not pass the virus scan, you will be notified and asked to re-submit.

Signature: *Leon Y Shi*

Date: 12/01/2020

<input type="button" value="Unsign"/>	<input type="button" value="Submit"/>
---------------------------------------	---------------------------------------



4.4.3.9 Submitter Signature - Submit

Submitter Signature

1. If signature blocks on the submission are appropriately prepared in accord with 10 C.F.R. 2.304(d)(1), activating the "Sign" button fulfills the signature requirement of section 2.304(d). Signing this form will generate the date of signature on the line below. Filers should be aware, however, that any questions about the the timeliness of any submission will be governed by when the "Submit" button is used to actually transmit the submission to the agency.

2. The "Submit" button sends the submission to the NRC where it is first scanned for computer viruses. Following a "clean" scan, an email notice of the submission will be sent to the parties selected on the service list. If the submission does not pass the virus scan, you will be notified and asked to re-submit.

Signature: *Leon Y Shi*

Date: 12/01/2020

Unsign

Submit

To complete the submission process, click on the **Submit** button.

Note: To enable the data fields to allow the user to update the submission, click on the **Unsign** button.

4.4.4 Submittal Received

The screenshot shows the 'Electronic Information Exchange - Adjudicatory' interface. At the top, there is a navigation bar with links for Home, Request Access To Proceeding, New Submission, Other User Functions, Help, and Logout. Below this is a header for 'MESSAGE FROM THE NUCLEAR REGULATORY COMMISSION - ELECTRONIC INFORMATION EXCHANGE'. The main content area contains a message stating: 'The NRC Electronic Information Exchange has received a document [Submission ID 453] submitted by Leon Y Shi that arrived on 2020-12-01 at 11:26:52. Upon successful completion of the virus scan, Leon Y Shi and the Service List will receive an e-mail notification with a web link to view and retrieve this document. If a virus is detected, the submission will not be processed and will be deleted from the submission queue. Leon Y Shi and the Office of the Secretary will be notified of this deletion and the Service List will not be served.' Below the message is a 'Print This Page' button. At the bottom of the page, there is a copyright notice '© Copyright 2019 NRC' and a 'Back to Top' link.

The screen will refresh and display a message that the Nuclear Regulatory Commission – Electronic Information Exchange adjudicatory submission was received.

To create another submittal, click on the **New Submission** button (see [Section 4.4.1](#)).



4.4.5 E-mail Acknowledgement

The user will receive an email acknowledging the submission from Hearingdocket@nrc.gov. The following is an example of an email acknowledgement:

Subject: Re: NRC Proceeding "New Form Test"

MESSAGE FROM THE OFFICE OF THE SECRETARY, NUCLEAR REGULATORY COMMISSION

Re: NRC Proceeding "New Form Test"

The Office of the Secretary has received a Submission entitled

"for user guide"

submitted by "*name of submitter*" (affiliate) who is affiliated with NRC. It contains 1 attachment(s).

It is intended for inclusion in the referenced proceeding. It was submitted through the NRC Electronic Information Exchange (EIE) system and arrived on 10/26/2016 at 12.13 PM.

As a hearing participant, you are entitled to view and/or retrieve this Submission by visiting the following web link.

"Title of the submission" - <https://eie-ps.nrc.gov/eie/adj/downloadAttachment.eie?submissionId=53402&docId=23454> (26 KB)

If the submission contains 2 or more attachments, they will be delivered to you as a single zip file from which you may open the attachments.

The link will remain active for 14 day(s) after which its contents will be removed from the EIE system. Not later than 3 days from the date of this message the attachment(s) will also be available through NRC Electronic Hearing Docket (EHD) web site. The web link for this site is: <http://adams.nrc.gov/ehd> and the documents can be located by browsing in the appropriate hearing folder.

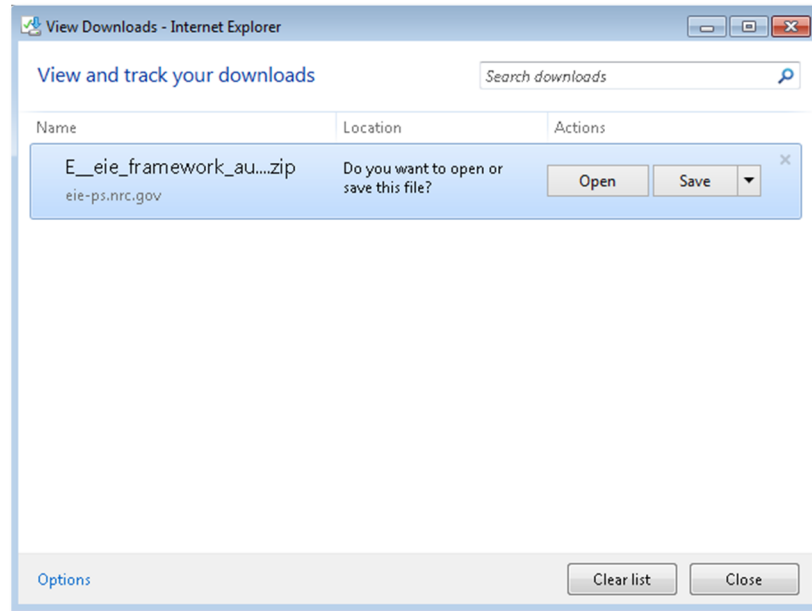
Receipt of this message constitutes completion of service of this filing.

PARTIES SERVED WITH THIS SUBMISSION: "all party names will be listed here"

To view and/or retrieve the submission, select the link displayed in the email.



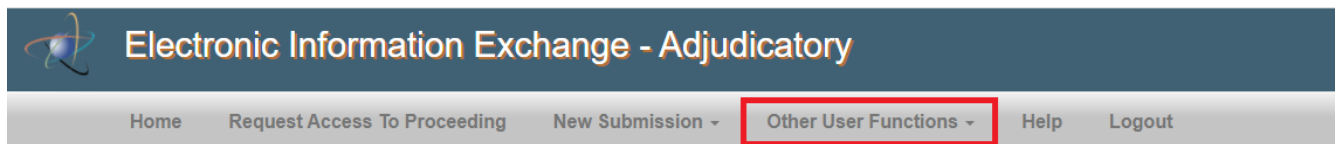
Note: For submissions containing more than 1 (one) document, after selecting the link and entering the certificate password, the following screen will appear, as the multi-document submission will be contained within a zip file:



Select the **Open** button to open the zip file and extract the documents or select the **Save** button to save the zip file.

4.5 Other User Functions

Select **Other User Functions** from the menu bar:





A drop-down menu will appear:

The screenshot shows the 'Electronic Information Exchange - Adjudicatory' interface. At the top, there is a navigation bar with links: Home, Request Access To Proceeding, New Submission, Other User Functions, Help, and Logout. Below the navigation bar, a message from the Nuclear Regulatory Commission is displayed. The message text is partially obscured by a drop-down menu that is open under the 'Other User Functions' link. The menu options are: Update Profile, View Submission History, and Access Electronic Hearing Docket. The message text includes: 'MESSAGE FROM THE NUCLEAR REGULATORY COMMISSION', 'The NRC Electronic Information Exchange has received a document [Submission ID 4...]', and 'Access Electronic Hearing Docket on 2020-12-01 at 11:26:52. Upon successful completion of the virus scan, Leon Y Shi and the Service List will receive an e-mail notification with a web link to view and re...'. A 'Print This Page' button is located at the bottom of the message area.

Select the applicable action:

- **Update Profile** (see [Section 4.5.1](#))
- **View Submission History** (see [Section 4.5.2](#))
- **Access Electronic Hearing Docket** (see [Section 4.5.3](#))

4.5.1 Update Profile

The “**Modify User Profile**” page will display:

The screenshot shows the 'Modify User Profile' page in the 'Electronic Information Exchange - Adjudicatory' interface. The page has a navigation bar with links: Home, Request Access To Proceeding, New Submission, Other User Functions, Help, and Logout. The main heading is 'Modify User Profile'. Below the heading, there are three sections: 'Certificate Information', 'Contact Information', and 'Address'. Each section contains several input fields. The 'Certificate Information' section includes fields for First Name (Leon), Last Name (Y Shi), Email (leon.shi@nrc.gov), and Expiration (11/19/2022). The 'Contact Information' section includes fields for Business Affiliation (EIE Support), Title (ODD), Phone ((123) 123-1231), and Fax ((555) 555-5555). The 'Address' section includes fields for Address 1 (1444 rockville pike), Address 2, City (rockville), State (Louisiana), and Zip (11111). A red box highlights the 'Contact Information' and 'Address' sections. At the bottom of the page, there is an 'Update User Profile' button and a copyright notice: '© Copyright 2019 NRC'. A 'Back to Top' link is visible in the bottom right corner.



Update any editable field within the Contact Information or Address section of the form. Ensure all required fields, annotated with a red asterisk (*), are populated.

- The Certificate Information section is auto-populated with the certificate information of the person logging into the EIE system. These fields are *un-editable*.
- Update the Contact Information section with the certificate owner's **Business Affiliation** (*required*), **Title** (*not required*), **Phone** (*required*), and **Fax** (*not required*).
- Update the Address section with the certificate owner's **Address 1** (*required*), **Address 2** (*not required*), **City** (*required*), **State** (*required*), and **Zip** (*required*).

Click on the **Update User Profile** button to save the updated information.

4.5.2 View Submission History

Electronic Information Exchange - Adjudicatory

Home Request Access To Proceeding New Submission - Other User Functions - Help Logout

View Your Submission Status

Start Date: 11/17/2020 End Date: 12/01/2020 Search

Show 10 entries Search:

ID	WF Type	# Docs	Submitter	Date	Submission Title	Proceeding Name	Processing Status
454	Public	2	Leon Y Shi, leon.shi@nrc.gov	2020-12-01 12:01:21	Test Submission, 2 attachment files	Change Request Test Proceeding	TA20336A021
455	Public	2	Leon Y Shi, leon.shi@nrc.gov	2020-12-01 11:59:39	Test Submission, 2 attachment files	Change Request Test Proceeding	TA20336A020 TA20336A019
454	Public	1	Leon Y Shi, leon.shi@nrc.gov	2020-12-01 11:48:21	Test Submission	Change Request Test Proceeding	TA20336A018
453	Public	1	Leon Y Shi, leon.shi@nrc.gov	2020-12-01 11:26:51	asdf	Change Request Test Proceeding	TA20336A015

Showing 1 to 4 of 4 entries

Previous 1 Next

© Copyright 2019 NRC Back to Top

Select the **ID** button to view the submission.

Note: In the example above, even though the top submission has two (2) attachments, only a single accession number is shown. That is because the two attachments were added as a package and the number displayed is the package id.

In the second entry, in the example above, there are two (2) accession numbers. That is because one or both of the attachments is of document type 'Pre-filed xxx' Submissions with those docs types added individually and are not packaged.



Show 10 entries Search:

ID	WF Type	# Docs	Submitter	Date	Submission Title	Proceeding Name	Processing Status
456	Public	2	Leon Y Shi, leon.shi@nrc.gov	2020-12-01 12.01.21	Test Submission, 2 attachment files	Change Request Test Proceeding	TA20336A021
455	Public	2	Leon Y Shi, leon.shi@nrc.gov	2020-12-01 11.59.39	Test Submission, 2 attachment files	Change Request Test Proceeding	TA20336A020 TA20336A019
454	Public	1	Leon Y Shi, leon.shi@nrc.gov	2020-12-01 11.48.21	Test Submission	Change Request Test Proceeding	TA20336A018
453	Public	1	Leon Y Shi, leon.shi@nrc.gov	2020-12-01 11.26.51	asdf	Change Request Test Proceeding	TA20336A015

Select the **Down Arrow** to expand and view all documents attached to a submission:

Show 10 entries Search:

ID	WF Type	# Docs	Submitter	Date	Submission Title	Proceeding Name	Processing Status															
456	Public	2	Leon Y Shi, leon.shi@nrc.gov	2020-12-01 12.01.21	Test Submission, 2 attachment files	Change Request Test Proceeding	TA20336A021															
<table border="1"> <thead> <tr> <th>Document ID</th> <th>Document File Name</th> <th>Accession Number</th> <th>Document Title</th> <th>Document Type</th> </tr> </thead> <tbody> <tr> <td>640</td> <td>Submission Two.pdf</td> <td>TA20336A023</td> <td>Doc1</td> <td>Legal-Discovery Material</td> </tr> <tr> <td>639</td> <td>Submission One.pdf</td> <td>TA20336A022</td> <td>Doc1</td> <td>Legal-Correspondence/Miscellaneous</td> </tr> </tbody> </table>								Document ID	Document File Name	Accession Number	Document Title	Document Type	640	Submission Two.pdf	TA20336A023	Doc1	Legal-Discovery Material	639	Submission One.pdf	TA20336A022	Doc1	Legal-Correspondence/Miscellaneous
Document ID	Document File Name	Accession Number	Document Title	Document Type																		
640	Submission Two.pdf	TA20336A023	Doc1	Legal-Discovery Material																		
639	Submission One.pdf	TA20336A022	Doc1	Legal-Correspondence/Miscellaneous																		
455	Public	2	Leon Y Shi, leon.shi@nrc.gov	2020-12-01 11.59.39	Test Submission, 2 attachment files	Change Request Test Proceeding	TA20336A020 TA20336A019															
454	Public	1	Leon Y Shi, leon.shi@nrc.gov	2020-12-01 11.48.21	Test Submission	Change Request Test Proceeding	TA20336A018															
453	Public	1	Leon Y Shi, leon.shi@nrc.gov	2020-12-01 11.26.51	asdf	Change Request Test Proceeding	TA20336A015															

Select the **Up Arrow** to collapse and view as a single line item.

4.5.3 Access Electronic Hearing Docket

After selecting **Access Electronic Hearing Docket** from the **Other User Functions** option in the menu bar, the Electronic Hearing Docket (EHD) will display:



Web-based ADAMS

Electronic Hearing Dockets | Staff Discovery Materials | Content Search | Advanced Search

United States Nuclear Regulatory Commission
Protecting People and the Environment U.S.NRC

ADAMS

Download | Properties | Export

Hide Package Contents

Document Title	Accession Number	Document Date	Availability	Size	Date Added	Date Added NRC Staff
----------------	------------------	---------------	--------------	------	------------	----------------------

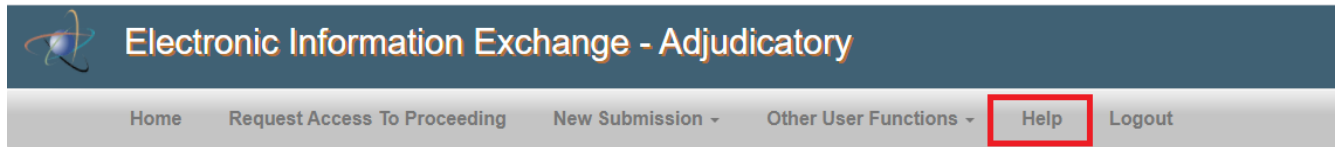
Electronic Hearing Dockets

- Aerotest Operations, Inc. 5
- Aerotest Operations, Inc. 5
- Alexander Abrahams 55-7
- All_Power_Reactors_EA-1
- Bell Bend 52-039-COL
- Bellefonte 182_50-438&50
- Bellefonte 52-014852-015
- Brown s Ferry - 50-259, 50
- Byron_8_Braidw ood_50-4
- Callaw ay_50-483-LR
- Callaw ay_52-037-COL
- Calvert_Cliffs_52-016-COL
- Calvert_Cliffs_72-8-ISFSI
- Charlissa_Smith_55-23694
- Columbia_Station_50-397-L
- Comanche_Peak_52-0348&
- Crow _Butte_Resources_4l
- Crow _Butte_Resources_4l
- Crow _Butte_Rsrces_40-8&
- Davis_Besse_50-346-LR
- Davis_Besse_50-346-LA
- Diablo_Canyon_50-275&50
- Diablo_Canyon_50-275&50
- DOE EXPORT LICENSE - 11
- DOE EXPORT LICENSE - 11
- Dresden_50-237&50-249-E
- Edlow International Co. Exp
- Energy Solutions_110-0589
- Fermi_2_50-341-LR
- Fermi_52-033-COL
- Fermi_ISFSI_Security_72-7
- Fermi_M_52-033-COL

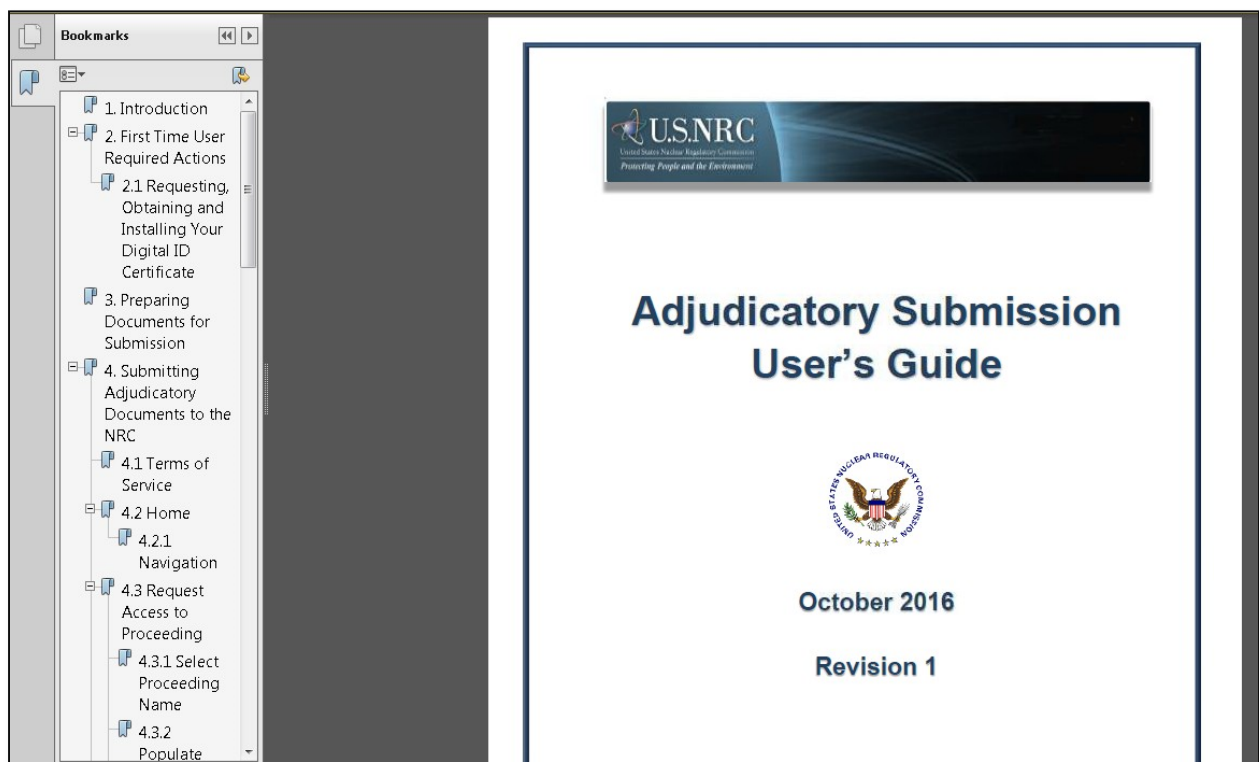


4.6 Help

Select **Help** from the menu bar.



This Adjudicatory Submission User Guide will open.

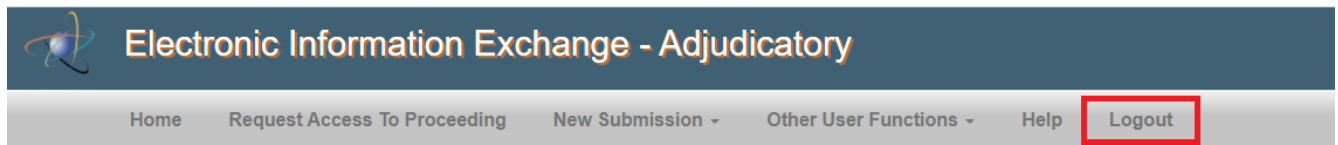


Bookmarks (on the left side of the screen) and links are embedded (such as within the Table of Contents) to allow for easy navigation through document.

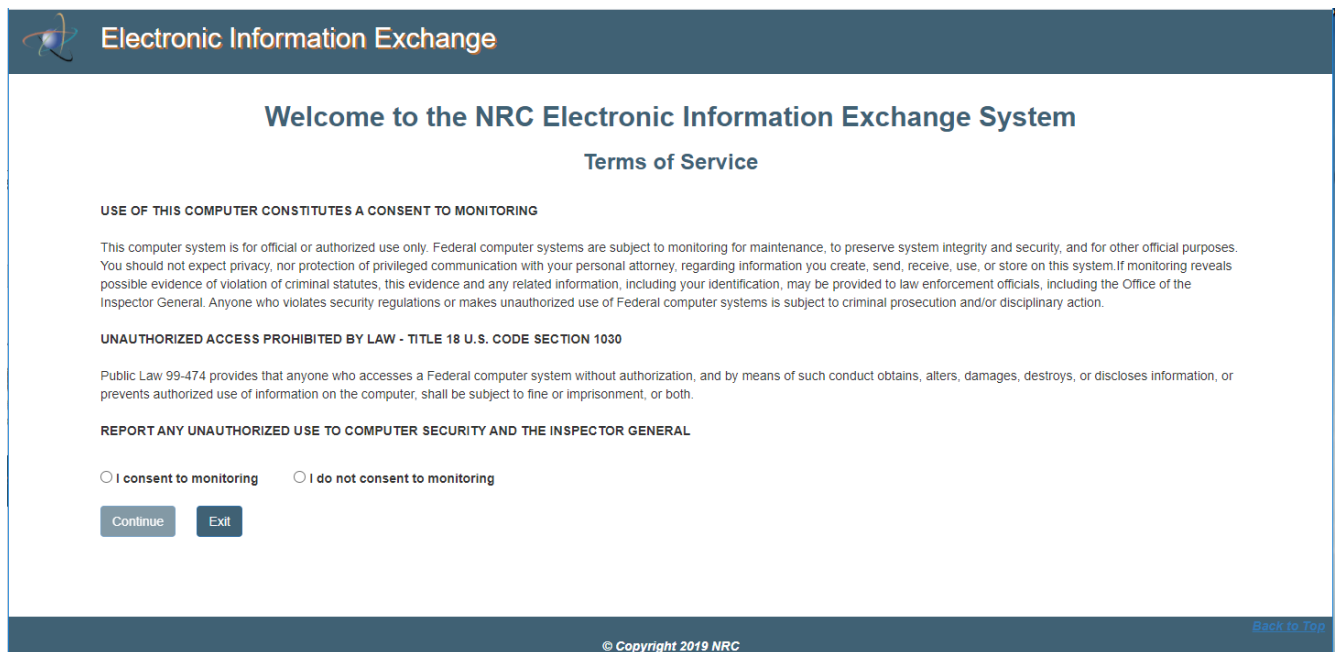


4.7 Log Out

Select **Log Out** from the menu bar.



The “**Terms of Service**” page will display.



You may close the window or re-enter the EIE Adjudicatory system by following [Section 4.1](#).