



Electronic Information Exchange System

General Form User's Guide



**May 2023
Revision 8.0**



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1. Introduction

This document outlines step-by-step instructions for Application Users of the General Form.

2. Web Site Location

To successfully submit General Form documents electronically to the NRC, an Application User utilizes the Electronic Information Exchange (EIE) system, which is available on the NRC's public web page (<https://www.nrc.gov/>) using the “*Electronic Submittals Application*” link listed under the “*Popular Documents*” section at the bottom of the page.

The resultant page may be accessed directly via this link: <https://www.nrc.gov/site-help/e-submittals.html>).

The General Form is then accessed by means of the “*General submissions*” link found under the “*Electronic Submission Systems*” section on the *Electronic Submittals Application* page.

Alternatively, the General Form work flow may be accessed directly via this link: <https://eie.nrc.gov/eie/gf/app.eie>. Note that you will need a valid digital identification (ID) certificate to access the General Form site.

Have you performed the first-time user required actions?

- | | |
|------------|---|
| No | Complete <i>Section 3</i> below prior to proceeding to <i>Section 4</i> |
| Yes | See Section 4 (for preparing the document for submission) |

3. First-Time User Required Actions

To submit documents to the NRC, first-time Application Users must successfully complete the steps to obtain an NRC-authorized digital ID certificate. These are one-time, nonrecurring steps.

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 device (personal computer / workstation) where you initially enroll for the certificate. This is a security precaution imposed by the NRC's external certificate service provider, which uses the device information and the e-mail address associated with your digital ID certificate (provided in the enrollment process) to send the certificate to that unique device / email address.

Follow the instructions in the “*NRC Level 1 Credentialing Enrollment Guide*”, which may be accessed via the link entitled “*Level 1 Enrollment Guide*” found on the “*Level 1 Credentials*” page at <https://pki.nrc.gov/ecs/levels/level1.html>.

The digital ID certificate provider's initial Enrollment Form may be accessed directly at this link: <https://pki.nrc.gov/ExternalCredentialingService/Enrollment>



4. Preparing Documents for Submission

As stated in the NRC's guidance document for electronic submissions, electronic documents should be submitted in Portable Document Format (PDF). The document "*Guidance for Electronic Submissions to the NRC*" along with additional instructions on PDF settings, as well as PDF generation, can be found on the NRC's "*Reference Materials for Electronic Submissions*" web page (<http://www.nrc.gov/site-help/electronic-sub-ref-mat.html>).

The screenshot shows the NRC website's "Reference Materials for Electronic Submissions" page. The page has a dark blue header with the NRC logo and navigation tabs for various categories. The main content area is titled "Reference Materials for Electronic Submissions" and includes a list of resources. A "Spotlight" section is visible at the bottom left of the page.

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

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.



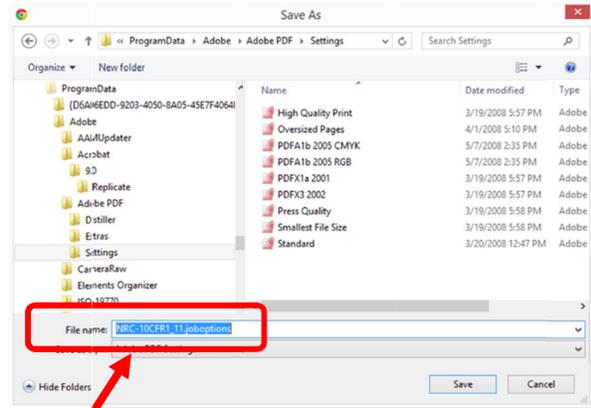
Note: A useful guide for PDF generation can be found by selecting the [Desk Reference Guide for PDF Document Generation](#) link, as well as [Desk Reference Guide for PDF Document Generation – Acrobat v.9.0](#).

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., select “Save Target As...”.) and Save to the following file path location:

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

Ensure the file extension is “.joboptions”.



File name: NRC-10CFR1_11.joboptions

5. Sign In General Form (GF) Application

After successfully converting the document(s) to PDF, using the NRC-approved settings, use the web address / Uniform Resource Locator (URL) to access the EIE General Form web site <https://eie.nrc.gov/eie/gf/app.eie> to begin the submittal process.

You may also access the EIE General Form application via the NRC’s public website (<https://www.nrc.gov/>) to begin the submittal process as shown below.



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

Enter term or ADAMS # SEARCH

REPORT A SAFETY CONCERN

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

Facility Locator
Locate Now » a facility near you.

STAY CONNECTED

Commission Meeting Webcasts
Next Commission Webcast [April 23, 2015 at 9:25 a.m.]

Event Reports
Reports Associated with Events
Read more »

ADAMS Public Documents
Search and view NRC's public documents
Read more »

Open Government
NRC Approach to Open/Digital Government
Read more »

Students & Teachers
Information for Students and Teachers
Read more »

In a Nuclear Emergency ...
Know what to do
Read more »

News & Speeches
April 22, 2015
NRC to Conduct Open House April 28 in Oswego, N.Y. to Discuss 2014 Performance of Nine Mile Point Nuclear Power Plant
More News » More Speeches »

Public Meetings
April 24, 2015

| S | M | Tu | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

2015 Fuel Cycle Information Exchange (FCIX)

POPULAR DOCUMENTS

- INFO DIGEST
- FACTSHEETS & BROCHURES
- FORMS
- ELECTRONIC SUBMITTALS APPLICATION**
- NRC REPORTS & RULES
- NRC REGULATIONS - 10 CFR
- INSPECTION REPORTS
- PLAIN WRITING
- ENFORCEMENT ACTIONS
- RULEMAKING

STAY CONNECTED

- BLOG
- FACEBOOK
- TWITTER
- YOUTUBE
- FLICKR
- GOVDELIVERY
- RSS

HOME NEWS RELEASES EVENT REPORTS ADAMS OPEN GOV DIGITAL GOVERNMENT STUDENTS & TEACHERS PHOTOS & VIDEO FOR DEVELOPERS

ABOUT US STRATEGIC PLAN BUDGET & PERFORMANCE PERF & ACCOUNTABILITY REPT HISTORY OF THE NRC CAREER OPPORTUNITIES NRC ETHICS AGENCY STATUS CONTACT US

Regulations.gov USA.gov Recovery FOIA No Fear EEO Inspector General Program Site Map Accessibility Privacy Policy Site Disclaimer For Employees

Scroll to the bottom of the website and click on the **Electronic Submittals Application** link.



HOME | FAQ | GLOSSARY | FACILITY LOCATOR | WHAT'S NEW | SITE HELP | INDEX A-Z | CONTACT US | EMAIL UPDATES | LISTEN TO PAGE

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

Enter term or ADAMS # SEARCH

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

Electronic Submittals Application

The Electronic Submittals application allows electronic transmission of information to the NRC pertaining to licensing actions, associated hearings, and other regulatory matters. The application ensures that information sent to the NRC via the Internet is secure and unaltered during transmission. For other communications with the NRC, see our [Contact Us](#) page.

The Electronic Submittals application operates 24 hours daily except when the application must be taken down for scheduled maintenance. System operators will post a notice on the Electronic Submittals home page whenever a scheduled outage is planned.

Users new to the Electronic Submittals application or in need of instructions should select the link below before accessing their applicable system:

- [Getting Started](#)

Electronic Submission Systems

The Electronic Submittals application supports three separate systems. Users may access their applicable system by selecting from among the following links:

- [Adjudicatory submissions](#) – Used for filings made to the Commission or Atomic Safety and Licensing Board proceedings
- [Criminal History](#) – The NRC has deployed a new Criminal History submissions application to support enhanced security requirements and improve information flow between submitters and the NRC. The new application will require installation of an Active X plug in to enable digital signing of submissions. Instructions on how to install it are available in the [Criminal History Quick Start Guide](#). There is also a Criminal History Users' Guide available at this location: [Criminal History Users' Guide](#). The fee, subject to periodic adjustment, is currently \$26.00 per check requested.
- [General submissions](#) – Used for transmitting reports or other electronic filings to the NRC. Licensees who wish to use electronic submissions to satisfy 10 CFR Part 26 reporting requirements ([Fitness for Duty](#)) should use the General submissions portal. Before submitting FFD reports, please read the FFD reporting information at: [Answers about FFD](#)

IMPORTANT ANNOUNCEMENT

On Monday evening, May 4, the NRC is introducing a new form technology for the General Submissions workflow. The new form will simplify system interactions and require no changes to users' normal operating routine or configuration. **During the changeover period from 6PM to 9:30PM EDT, we ask that users refrain from attempting to make submissions to the system.**

If you need a new certificate go to this link: [Request a Certificate](#) and select the option to which you wish access. The site will walk you through the process. After you complete the process the NRC system manager will review and approve your request and you'll receive an e-mail with instruction on the steps necessary to install your certificate.

Please direct questions to the Help Desk at: 866-672-7640.

Spotlight
CHOOSE A SECTION

The “**Electronic Submittals Application**” Web page will be displayed. Under the heading “**Electronic Submission Systems**”, click on the “**General submissions**” 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.

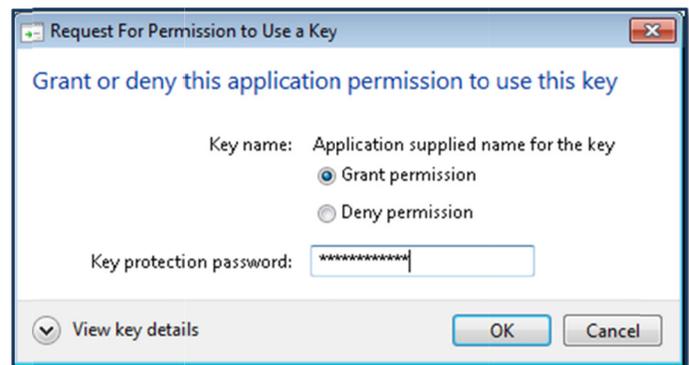
Within the Browsing history section, click the checkbox for “Delete browsing history on exit”, then select the **Delete** button. Ensure the following checkboxes are selected: Temporary Internet files and website files, Cookies and website data, and History. Click the **Delete** button. Click the **OK**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

Close your Internet Explorer window. Continue with [Section 5](#) 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**” field.

Click the “**OK**” button.





6. Welcome to EIE / Terms of Service

The “**Welcome to EIE / Terms of Service**” page is displayed after your certificate is successfully validate.

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

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



6.1. First Time Users

For first time users, the “*Rules of Behavior*” page will appear. Review the Rules of Behavior.

Electronic Information Exchange - General Form

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: eie@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*:

[Back to Top](#)

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Scroll down to show the lower half of the “*Rules of Behavior*” page.

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_Best_Practices
- 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

[Back to Top](#)

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After reviewing the Rules of Behavior, click the “**Accept**” radio button and then click on the “**Continue**” button.



6.2. Welcome to NRC General Form / System Announcement page

The “[Welcome to NRC General Form](#)” page will provide announcements about the General Form work flow. Note that Application Users of the Fitness for Duty application also use the General Form to make submissions to the NRC.

Electronic Information Exchange - General Form

Home Update Profile New Submission - Submission History Help Logout

Welcome to the EIE General Form and Fitness For Duty Electronic Submission Application

Updated March 4, 2019

Today, we improved the Look and Feel of this application, notably the banner and color scheme. The functionality remains the same.

When necessary, we perform routine system maintenance on Monday evenings between 6pm and 9pm eastern time. The system may be unavailable during these periods. We will announce in advance if there are other times when the system will be unavailable.

Please contact our Help Desk at 866-672-7640 with your questions, comments and/or suggestions on how we might improve this application.

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Navigate through the **EIE General Form** by selecting any of the following links from the menu bar at the top of the form:

Electronic Information Exchange - General Form

Home Update Profile New Submission - Submission History Help Logout



7. Update Profile

After selecting “**Update Profile**” from the menu bar, the “**Modify User Profile**” page will be displayed. Update any editable fields within the “**Contact Information**” or “**Address**” section of the form.

Electronic Information Exchange - General Form

Home Update Profile New Submission - Submission History Help Logout

Modify User Profile

Certificate Information

First Name: Last Name:
Email: Expiration:

Contact Information

Business Affiliation: Title:
Phone: Fax:

Address

Address 1: Address 2:
City: State:
Zip:

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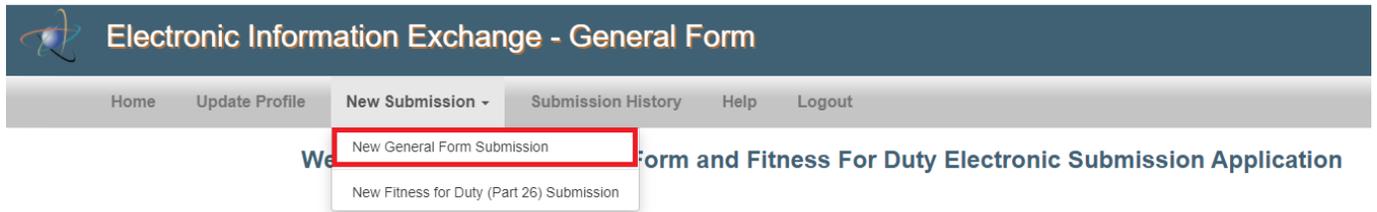
- The **Certificate Information** section is auto-populated with the certificate information of the person logging into the EIE system. These fields are un-editable.
- Update the **Contact Information** section with the certificate owner’s Title, Phone, or Fax number.
- Update the **Address** section with the certificate owner’s Address, City, State, and Zip Code.

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



8. New General Form Submission

Select “**New Submission**” and then “**New General Form Submission**” from the menu bar:



The “**New General Form Submission**” page will display:

*** If you are making a submission relating to Operators' Licenses governed by 10 CFR Part 55, please use the EIE Operator Digital Docket application for that purpose. Please select the following link to be redirected to it: [Operator Digital Docket application](#). ***

* Required field

Submitter's Information

Submitter Name: Leon Y Shi Email Address: leon.shi@nrc.gov
Certificate Expiration Date: 11/19/2022

Submission Information

Submission Title *
Submission Reason *
Submission Comment
Availability * (Note: the availability of this submission will automatically be determined by the availability of document(s) that you select later.)
Submission Date: 10/07/2020 Project Number

Enter one or more 8-digit applicable Docket Number. If there is no applicable docket for this submission, enter N/A.

| Docket Number * | Add | Remove |
|-----------------|-----|--------|
| | Add | Remove |

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Scroll down the vertical sliding bar to show the lower half of the “**New General Form Submission**” page.



Electronic Information Exchange - General Form

Home Update Profile New Submission ▾ Submission History Help Logout

| Docket Number * | Add | Remove |
|----------------------|------------------------------------|---------------------------------------|
| <input type="text"/> | <input type="button" value="Add"/> | <input type="button" value="Remove"/> |

If you selected the Submission Reason "Other", please enter the Destination and Purpose below:

Submission Destination:

Submission Purpose:

Attachment File(s)

Each submission must have at least one file attached. You may attach multiple files to a single submission so long as no single attachment exceeds 500 MB and the aggregate size of the attachments does not exceed 500 MB and the Document Title field may not contain the following characters: & " / \ < > : | ? *. Each file name should not exceed 85 characters. The attachment file type must be either PDF, XLSX, or XLS file type.

| File Name * | Document Title * | Availability * | Action |
|---|----------------------|----------------|---------------------------------------|
| <input type="button" value="Choose File"/> No file chosen | <input type="text"/> | ▾ | <input type="button" value="Remove"/> |

Total File Size (KB):

Submitter Signature

The "Submit" button sends the submission to the NRC where it is first scanned for computer viruses. Upon "clean" scan, an email notice of receipt will be sent to the submitter. If the submission does not pass the virus scan, you will be notified and asked to re-submit.

Signature: Date:

[Back to Top](#)

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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.

8.1 Submitter's Information

Submitter's Information

| | | | |
|-----------------------------|---|---------------|---|
| Submitter Name | <input type="text" value="Leon Y Shi"/> | Email Address | <input type="text" value="leon.shi@nrc.gov"/> |
| Certificate Expiration Date | <input type="text" value="11/19/2022"/> | | |

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

8.2 Submission Information

Submission Information

Submission Title *

Submission Reason *

Submission Comment

Availability * (Note: the availability of this submission will automatically be determined by the availability of document(s) that you select later.)

Submission Date Project Number

Enter one or more 8-digit applicable Docket Number. If there is no applicable docket for this submission, enter N/A.

| Docket Number * | Add | Remove |
|----------------------|------------------------------------|---------------------------------------|
| <input type="text"/> | <input type="button" value="Add"/> | <input type="button" value="Remove"/> |

If you selected the Submission Reason "Other", please enter the Destination and Purpose below:

Submission Destination:

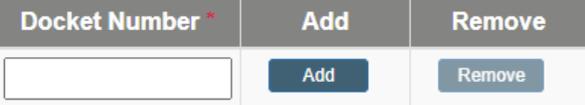
Submission Purpose:



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

| Field Name | Description |
|---------------------------------|--|
| Submission Title (Required) | Enter a title for the submission. |
| Submission Reason (Required) | Use the drop-down menu to select the submission type: 10 CFR Part 13 (Program Fraud Civil Remedies) 10 CFR Part 40 (Domestic Source Material Licensing) 10 CFR Part 50 (Licensing of Production and Utilization Facilities) (Document Control Desk) 10 CFR Part 52 (Licenses, Certifications and Approvals for Nuclear Power Plants) (Document Control Desk) 10 CFR Part 55 (Operator Licensing Transaction) 10 CFR Part 70 (Licensing of Special Nuclear Material) 10 CFR Part 73 (Physical Protection of Plants and Materials) 10 CFR Part 110 (Export and import of Nuclear Equipment and Material) Other (Document Control Desk) Note: If selecting “ Other (Document Control Desk) ” as the Submission Reason , the Submission Destination and Purpose fields become required fields. |



| Field Name | Description |
|---|--|
| Submission Comment (if desired) | Enter any comments pertaining to the submission, if desired. |
| Availability (Required) | This is a read-only field. The Availability will be automatically determined when the Availability for each document is selected |
| Submission Date (auto-populated) | The submission date will default to “today’s” date. |
| Docket Number (Required) | Enter one or more 8-digit applicable Docket Number. If there is no applicable docket for this submission, enter “N/A”. Click the “ Add ” button to add a docket number. Click the “ Remove ” button to remove a docket number.  |
| Docket Number (optional) | Enter a docket number for the submittal, if applicable. |
| Project Number (optional) | Enter a project number for the submittal, if applicable. |
| If selecting the Submission Type “Other”, please enter the Destination and Purpose below: | |
| Submission Destination (Required if “Other” is Submission Type) | Enter the receiving party of this submission. |
| Submission Purpose (Required if “Other” is Submission Type) | Enter the purpose of this submission. |



8.3 Attachment File(s)

Attachment File(s)

Each submission must have at least one file attached. You may attach multiple files to a single submission so long as no single attachment exceeds 500 MB and the aggregate size of the attachments does not exceed 500 MB and the Document Title field may not contain the following characters: & " / \ < > : | ? *. Each file name should not exceed 85 characters. The attachment file type must be either PDF, XLSX, or XLS file type.

| File Name * | Document Title * | Availability * | Action |
|----------------------------|------------------|-------------------------|--------|
| Choose File No file chosen | | | Remove |
| Add Another File | | Total File Size (KB): 0 | |

Each submission must have at least one (1) file attached. Populate the following fields within the “**Attachment File(s)**” section:

| Field Name | Description |
|-------------------------------------|--|
| File Name <i>(Required)</i> | Use the Browse button to attach a document. A Choose File 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: Each File Name should not exceed 85 characters. The attachment type must be either a PDF, XLSX, or XLS file type. |
| Document Title <i>(Required)</i> | Enter the title of the document being attached to the submittal form. Note: The document title may <u>not</u> contain the following characters: & “ / \ < > : ? * |
| Availability <i>(Required)</i> | Select “ Availability ” for the document. |
| Total File Size (KB) | As documents are attached, the file size will automatically calculate. Ensure that no single attachment exceeds 1,000 MB and the aggregate size of the attachments does not exceed 1,000 MB. |

Attachment File(s)

Each submission must have at least one file attached. You may attach multiple files to a single submission so long as no single attachment exceeds 500 MB and the aggregate size of the attachments does not exceed 500 MB and the Document Title field may not contain the following characters: & " / \ < > : | ? *. Each file name should not exceed 85 characters. The attachment file type must be either PDF, XLSX, or XLS file type.

| File Name * | Document Title * | Availability * | Action |
|----------------------------|------------------|-------------------------|--------|
| Choose File No file chosen | | | Remove |
| Add Another File | | Total File Size (KB): 0 | |

To attach additional files, click on the “**Add Another File**” button. Repeat the actions



described above for populating the File Name and Document Title fields.

Note: If an incorrectly attached file was selected, click on the **Remove** button to the right of the file attached in error.

8.4 Submitter's Signature

Submitter Signature

The "Submit" button sends the submission to the NRC where it is first scanned for computer viruses. Upon "clean" scan, an email notice of receipt will be sent to the submitter. If the submission does not pass the virus scan, you will be notified and asked to re-submit.

Signature:

Date:

Sign

Submit

Click on the "**Sign**" button.

The certificate owner's name will appear as the signature, with "today's" date (i.e. the date of the submission) displayed:

Submitter Signature

The "Submit" button sends the submission to the NRC where it is first scanned for computer viruses. Upon "clean" scan, an email notice of receipt will be sent to the submitter. If the submission does not pass the virus scan, you will be notified and asked to re-submit.

Signature: Leon Y Shi

Date: 10/09/2020

Unsign

Submit

Rectangular S

To complete the submittal 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.



8.5 Submission Received

The screenshot shows a web interface for the Electronic Information Exchange - General Form. At the top, there is a navigation bar with links for Home, Update Profile, New Submission, Submission History, Help, and Logout. The main heading is "General Form / Fitness For Duty Submission Received". The message text reads: "Thank you! The NRC has received your General Form submission. Should you have questions about your submission, please refer to submission ID [16266] when calling our Help Desk at (866)672-7640. We will notify you by e-mail when your document(s) have been assigned NRC accession number(s). If your submission is designated as 'publicly available', you may, after 6 business days, use that number to search for your document(s) in the NRC's public library at <https://adams.nrc.gov/wba/>." At the bottom right, there is a "Back to Top" link and a copyright notice "© Copyright 2019 NRC".

The screen will refresh and display a message that the General Form / Fitness for Duty Submission was Received.

8.6 E-mail Acknowledgement

The Application User will receive an email acknowledging the submission. The following is an email acknowledgement example:

The NRC received your General Form submission on: 10/09/2020 at 10.00 AM. It is being tracked as submission ID# 16267.

If it is a 'Publicly Available' submission after 6 work days from today the submission's attached document(s) will be available for viewing and download from the Agency's Public Web Based ADAMS website (<https://adams.nrc.gov/wba>) by searching for the following document accession number(s): [TA20283A000]. If this is a 'Non-Public Available' submission the submission's attachment(s) will be retained in NRC's document management system (ADAMS) and will not be published to the public website.

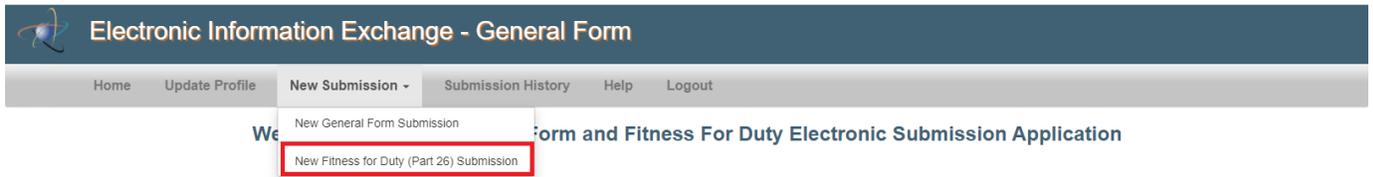
Should you have questions about this submission please contact our Help Desk by phone at 866-672-7640 or by e-mail at Meta_System_Help_Desk.Resource@nrc.gov. When doing so, please refer to the Submission ID# shown above.

Note: The Help Desk is staffed daily from 9:00AM to 6:00PM Eastern Time Monday through Friday (except for Federal holidays)



9. Fitness For Duty Submission

Select “***New Submission***” and then “***New Fitness for Duty (Part 26) Submission***” from the menu bar:



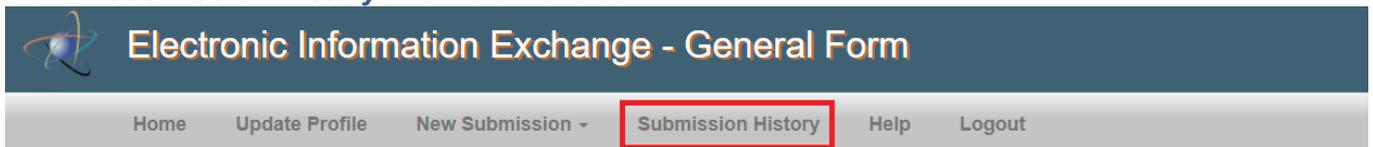
The “***New Fitness for Duty (Part 26) Submission***” page will display:

The “***New Fitness for Duty (Part 26) Submission***” form is very similar with the “***New General Form Submission***” form except it contains fewer data fields. Please refer to the previous section for the detailed information of each data field and button.

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.

10.Submission History

Select “***Submission History***” from the menu bar:





The “**Submission History**” page will display.

Electronic Information Exchange - General Form

Home Update Profile New Submission - Submission History Help Logout

My Submission History

Start Date: End Date:

Show entries Search:

| ID | Type | # Attach | Submission Title | Date | Docket(s) | Comment | Availability | Status |
|-------|---------|----------|--------------------|---------------------|-----------|---------|--------------|-------------|
| 16267 | Part 13 | 1 | test | 2020-10-09 09:58:24 | 03000582 | | Public | TA20283A000 |
| 16266 | Part 13 | 1 | Test GF Submission | 2020-10-07 09:22:02 | 03000582 | | Public | TA20281A164 |

Showing 1 to 2 of 2 entries

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Select the down arrow in the first column to expand and view all documents attached to a submission

Electronic Information Exchange - General Form

Home Update Profile New Submission - Submission History Help Logout

My Submission History

Start Date: End Date:

Show entries Search:

| ID | Type | # Attach | Submission Title | Date | Docket(s) | Comment | Availability | Status | | | | | | | | | | | | | | | | | | | | |
|--|--------------------|------------------|----------------------|---------------------|--------------------|-----------------|--------------|-------------|-------------|--------------------|------------------|----------------|--------------|-------|----------------|-------------|-------|------------|-------|------------------|-------------|-------|--------|-------|-----------------|-------------|-------|--------|
| 16268 | Part 40 | 3 | Test GF, 2 documents | 2020-10-15 08:17:11 | 03000001, 03000582 | This is a test. | Non-Public | TA20289A001 | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Document ID</th> <th>Document File Name</th> <th>Accession Number</th> <th>Document Title</th> <th>Availability</th> </tr> </thead> <tbody> <tr> <td>25347</td> <td>Test_ File.pdf</td> <td>TA20289A004</td> <td>Doc 3</td> <td>Non-Public</td> </tr> <tr> <td>25346</td> <td>Test \$ File.pdf</td> <td>TA20289A003</td> <td>Doc 2</td> <td>Public</td> </tr> <tr> <td>25345</td> <td>Test - File.pdf</td> <td>TA20289A002</td> <td>Doc 1</td> <td>Public</td> </tr> </tbody> </table> | | | | | | | | | Document ID | Document File Name | Accession Number | Document Title | Availability | 25347 | Test_ File.pdf | TA20289A004 | Doc 3 | Non-Public | 25346 | Test \$ File.pdf | TA20289A003 | Doc 2 | Public | 25345 | Test - File.pdf | TA20289A002 | Doc 1 | Public |
| Document ID | Document File Name | Accession Number | Document Title | Availability | | | | | | | | | | | | | | | | | | | | | | | | |
| 25347 | Test_ File.pdf | TA20289A004 | Doc 3 | Non-Public | | | | | | | | | | | | | | | | | | | | | | | | |
| 25346 | Test \$ File.pdf | TA20289A003 | Doc 2 | Public | | | | | | | | | | | | | | | | | | | | | | | | |
| 25345 | Test - File.pdf | TA20289A002 | Doc 1 | Public | | | | | | | | | | | | | | | | | | | | | | | | |
| 16267 | Part 13 | 1 | test | 2020-10-09 09:58:24 | 03000582 | | Public | TA20283A000 | | | | | | | | | | | | | | | | | | | | |

Showing 1 to 2 of 2 entries

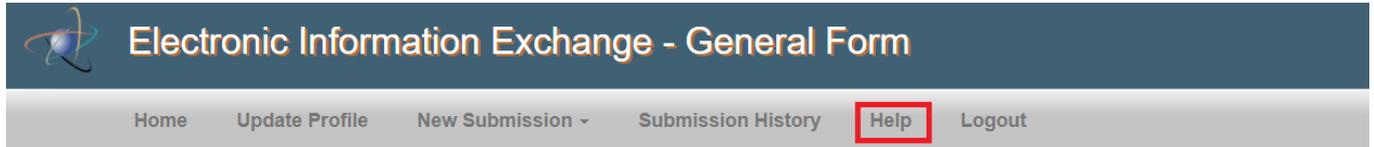
Previous **1** Next

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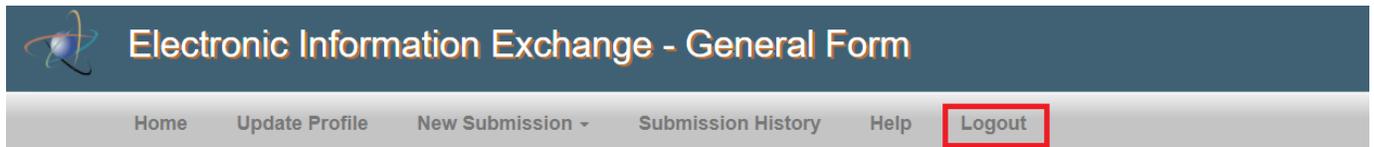
11. Download User Guide for Help

Select “**Help**” from the menu bar to download the General Form User’s Guide.



12. Log Out to exit the General Form

Select “**Log Out**” from the menu bar to exit the General Form application.





The “*Welcome to EIE / Terms of Service*” page will display (see [Section 5.1](#))



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

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