This guide is meant to provide an overview of how to register for the Generic Fundamentals Exam and submit operator licensing documents to the NRC via the Electronic Information Exchange (EIE) system.
# Table of Contents

- Request a Digital Certificate - Level 1 Credentialing Process .......................................................... 2
- Access EIE ........................................................................................................................................... 42
- GFE Registration ............................................................................................................................... 47
- Request Access to Facility .................................................................................................................. 47
- New GFE Submission ......................................................................................................................... 56
- GFE Submission History (Individual's Submission History) .............................................................. 67
- Document Submission(s) ................................................................................................................... 75
- Submit Documents via EIE ................................................................................................................ 75
- Receive Documents via EIE ................................................................................................................. 84
- Check Document Submission Status ................................................................................................. 88
Request a Digital Certificate - Level 1 Credentialing Process


2. Scroll to the bottom of the page and select the 'Electronic Submittals Application' located in the third column, 'Popular Documents' (fourth option in the list).

3. Once on the 'Electronic Submittals Application' page click the link (after the third paragraph) called 'Getting Started'.
5. Click on the link corresponding to the application for which you need to obtain access.
6. Click on the 'Apply now!'.
7. A 'WARNING' screen will appear, select the link to 'Continue to Level 1 Credentialing'.
*Note:* Fill out all the fields marked with a red asterisk. These are required fields.
## Digital Credential Request - Registration Information

**Please enter the following information and then click Continue to go to next screen.**

<table>
<thead>
<tr>
<th><strong>First Name</strong></th>
<th>Waylon</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Middle</strong></td>
<td>J</td>
</tr>
<tr>
<td><strong>Last</strong></td>
<td>Smithers</td>
</tr>
<tr>
<td><strong>Company Name</strong></td>
<td>MyOrg</td>
</tr>
<tr>
<td><strong>Business Email</strong></td>
<td><a href="mailto:ecs11test@ft.cff.nrc.gov">ecs11test@ft.cff.nrc.gov</a></td>
</tr>
<tr>
<td><strong>Company Phone Number</strong></td>
<td>512-882-7556</td>
</tr>
</tbody>
</table>

**Credential Type:** One Time Password - Mobile Token

**Create Password:** ********

**Confirm Password:** ********

**Which Credential type should I select?**

### Authentication Questions

**Please answer the following questions, Answers will be automatically converted to upper-case.**

1. **Security Question 1:** In what town was your first job?  
   **Answer:** Springfield

2. **Security Question 2:** What street did you live on in third grade??  
   **Answer:** Stalvey

**Applicant Notes:**

Simpson
9. Create a password. Enter that password in the 'Create Password' field and enter the exact same password in the 'Confirm Password' field.
   - The password is case sensitive
   - The password must have a minimum length of 12 characters
   - The password must have at least one upper case letter
   - The password must have at least one lower case letter
   - The password must have at least one special character
   - The password must have at least one number
   - The password must not contain more than two repeating characters

10. Select two security questions from the provided list and provide the appropriate answers. Please make a note of these answers as they will be used to authenticate you in the future should you forget your password to the NRC’s External Credential Service website.

11. Next, review the information as it was captured to ensure correctness. To make any required adjustments click the 'Back' button and then resubmit. To submit and continue the enrollment process click 'Submit'. To cancel the credential enrollment process click 'Cancel'.
12. Review the confirmation screen and click 'Done'.
Request Submission Acknowledgement

Your request for a NRC One Time Password - Mobile Token credential was successfully submitted. The request has been forwarded for additional processing and you will be notified via email of its progress within 10 business days.

If you have any questions, please contact the Support Center for your NRC application:
External Credential Service Level 1
Email - icodmpki.support@ft.cdf.nrc.gov
Telephone - 202-345-1234

Thank you,

NRC Identity, Credential, and Access Management Services

Please press Done to finish.

Done

13. The below confirmation email is sent to the applicant and the approval process will begin.
14. Once approval has been granted the applicant will receive an approval email with further instructions on how to obtain their level one digital certificate.
15. Next, navigate to the **NRC External Credential Service** (Level 1 Digital Certificates), [https://pki.nrc.gov/Rudimentary](https://pki.nrc.gov/Rudimentary).

16. Click on 'Install CA'.
17. Click on 'Save'.
18. Click on ‘**Save**’ to save the file to a folder on your computer.  
*Note: Please make a note of this location.*
19. Click on ‘Close’ once the download is complete.
20. At the Microsoft Internet Explorer web browser, select ‘Tools’, then Internet ‘Options’.
User Guide for Submitting and Receiving Operator Licensing Documents via EIE
21. Click on 'Contents', then on 'Certificates'.
22. Click on ‘Trusted Root Certification Authorities’, then on ‘Import’.

23. Click on ‘Next’.
24. Click on 'Browse'.
25. Browse to the location where the certificate file was saved. Select the file, and click ‘Open’.
26. Click on 'Next'.
27. Click on 'Next'.
28. Click on ‘Finish’.
29. If the Security Warning dialog box is displayed, click on ‘Yes’.
30. Click on ‘OK’.
31. Launch the Microsoft Internet Explorer web browser and navigate to the NRC External Credential Service (Level 1 Digital Certificates) using the appropriate link provided in the email to collect and activate your new digital certificate.

32. Next click ‘Enroll’ and complete the form as follows:
   a. Email Address – Enter your email address
   b. NRC Approval Code – enter the approval code contained in the email notification you received in step 14 above.
   c. Challenge Phrase – enter a challenge phrase that will be used by you to revoke your digital certificate in the future should you lose it.
   d. Key Protection – check this box to protect your key
ENROLL
Choose this option to enroll for a client Digital ID.

SEARCH
Choose this option to search for a Digital ID. This function is useful for determining whether a Digital ID is valid, expired, or revoked. You may also download IDs from this option.

RENEW
Choose this option to renew a Digital ID which is expiring or which has already expired. You should generally start renewing your Digital ID at least one month before your Digital ID is due to expire.

REVOKE
Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.

INSTALL CA
Choose this option to download the Root Certificate.
Complete Enrollment Form

Enter your Digital ID information

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

**Your E-mail Address:** * (required)
(example -- jbdoe@verisign.com)
ecs11.test@ft.ctf.nrc.gov

**NRC Approval Code:** (required)
NRC20131316325912

Challenge Phrase

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

**Enter Challenge Phrase:** (required)

Password

Do not use any punctuation.
33. Click the ‘Submit’ button to submit the form.
Digital ID Subscriber Agreement

By applying for, submitting, or using a Digital ID, you are agreeing to the terms of the VeriSign Subscriber Agreement.

SUBSCRIBER AGREEMENT

YOU MUST READ THIS SUBSCRIBER AGREEMENT ("SUBSCRIBER AGREEMENT") BEFORE APPLYING FOR, ACCEPTING, OR USING A VERISIGN CERTIFICATE OR DIGITAL ID ("CERTIFICATE" OR "DIGITAL ID"). IF YOU DO NOT AGREE TO THE TERMS OF THIS SUBSCRIBER AGREEMENT, DO NOT APPLY FOR, ACCEPT, OR USE THE CERTIFICATE.

1. Certificate Application and Description of Certificates. This section details the terms and conditions regarding your application ("Certificate Application") for a Certificate and, if VeriSign accepts your Certificate Application, the terms and conditions regarding the your use of the Certificate to be issued by VeriSign to you as "Subscriber" of that Certificate. A Certificate is a digitally signed message that contains a Subscriber's public key and associates it with information authenticated by VeriSign or a VeriSign-authorized entity. The Certificates provided under this Agreement are issued within the VeriSign Trust Network ("VTN"). The VTN is a global public key infrastructure that provides Certificates for both wired and wireless applications. VeriSign is one of the service providers within the VTN, together with a global network of affiliates and partners throughout the world. The VTN and VeriSign under this Agreement offer three distinct classes ("Classes") of certification services, Classes 1-3, for both the wired and wireless Internet and other networks. Each level, or class, of Certificate provides specific functionality and security features and corresponds to a specific level of trust. You are responsible for choosing which Class of Certificate you need. The following subsections state the appropriate uses and authentication...
34. Confirm your email address and click ‘OK’.

36. Set the security level to ‘High’ as indicated below. Click ‘Next’ to continue.

![Creating a new RSA exchange key window]

37. Create a password to be used each time your certificate is required for authentication, then click ‘Finish’.
38. Confirm that the security level of your new digital certificate is now set to ‘High’ and click ‘OK’ to continue.
39. At this point the digital certificate is being created and installed into your certificate store. Do not stop or refresh your browser.
Please wait while the Digital ID is being issued ...

NOTE: Do not close your browser during this time or you will not receive your Digital ID.
Also, do not press **Stop** or **Refresh**.
40. Follow these steps to confirm that your new digital certificate was installed correctly. From the Internet Explorer menu navigate to ‘Tools’ → ‘Internet Options’ → ‘Content’ to display the below screen.

41. Click on ‘Certificates’ button to display your certificate store.
42. On the ‘Personal’ tab, you should see a Rudimentary CA G2 certificate ‘Issued by’ the NRC. Select the certificate, and click on ‘View’.
43. Click on ‘Certification Path’.

*Note*: The path should be similar to the one shown below.
44. Click ‘OK’ to close the window.
Access EIE

1. Click on the EIE link to access the Operator Docket Digitization application, https://eie.nrc.gov/eie/PART55/app.eie.

2. The system will prompt you to 'Select a Certificate' and once you have done so a window will appear prompting you to enter the certificate password.
   *Note:* This password was created during the process of requesting a digital certificate. Refer to the Request a Digital Certificate - Level 1 Credentialing Process section specifically step 37.

3. Once the password has been entered the system will validate your credentials and display the Terms of Service (TOS) page in the browser.

4. Click 'I consent to Monitoring' to accept the Terms of Service.
5. A ‘Rules of Behavior’ page will appear for first time users. Read over the rules and click ‘Accept’.
6. A new page will appear and **first time users** will be prompted to ‘**Create User Profile**’. Update accordingly if necessary and click the ‘**Create User Profile**’ button at the bottom of the page.

*Note:* The ‘**Rules of Behavior**’ page as well as the ‘**Create User Profile**’ page will only appear during the user’s first time logging into the system. If the user would like to update their user profile click on ‘**Update Profile**’ located on the top navigation menu.
7. The system will load and displays the home page in the browser and a top navigation of authorized system functions. The home page will also display any current system announcements applicable to the Part 55 interface.
Welcome to the EIE Operator Docket Digitization application

System Announcement

December 8, 2017

The ODD application is operating normally.
GFE Registration

Request Access to Facility

1. Click on the EIE link to access the Operator Docket Digitization application, [https://eie.nrc.gov/eie/PART55/app.eie](https://eie.nrc.gov/eie/PART55/app.eie).

2. The system will prompt you to "Select a Certificate" and once you have done so a window will appear prompting you to enter the certificate password.
   *Note:* This password was created during the process of requesting a digital certificate. Refer to the Request a Digital Certificate - Level 1 Credentialing Process section specifically step 37.

3. Once the password has been entered the system will validate your credentials and display the Terms of Service (TOS) page in the browser.

4. Click 'I consent to Monitoring' to accept the Terms of Service.
5. The system will load and displays the home page in the browser and a top navigation of authorized system functions. The home page will also display any current system announcements applicable to that workflow.
6. Click the **GFE Functions** option on the top navigation and a dropdown menu will appear containing the following options:
   a. Request Access To Facilities
   b. New GFE Submission
   c. GFE Submission History

7. Select the **Request Access To Facilities** option and a page will open titled **Request Facility Access**.
8. In the 'Region Selection' section, click the dropdown next to 'Region*' and a list of four NRC office locations will be available:
   a. Region I
   b. Region II
   c. Region III
   d. Region IV
9. Select the region your facility is affiliated with and the available GFE facilities will populate in the 'Available GFE Facilities' box below.

10. Locate and select your facility(ies) from the left list containing available GFE facilities.

*Note: The facility will be highlighted in blue once selected.
**Note:** To select multiple facilities hold 'Ctrl' and select the facility.

11. Once the facility has been selected, click the arrow facing right towards the *Selected GFE Facilities* list.
12. The selected facility(ies) from step 10 will reside in the 'Selected GFE Facilities' list. 
   *Note: To move a facility back to the 'Available GFE Facilities' list select the facility within the 'Selected GFE Facilities' list and click the left facing arrow towards 'Available GFE Facilities'.

13. After selecting the correct facility(ies) click 'Submit Request'. A message will appear in green above 'Region Selection' stating that "Your request for accessing facility(ies) has been submitted successfully."
14. Simultaneously you will receive an email stating that the “The NRC has received your request for affiliation to the following facilities: Facility Name(s). We will respond to your access request by email within 3 business days.”
Thank you. The NRC has received your request for affiliation to the following facilities:

- Limerick 1
- Limerick 2
- Millstone 2
- Millstone 3

We will respond to your access request by email within 3 business days.
New GFE Submission
1. Click on the EIE link to access the Operator Docket Digitization application, https://eie.nrc.gov/eie/PART55/app.eie.

2. The system will prompt you to 'Select a Certificate' and once you have done so a window will appear prompting you to enter the certificate password.
   *Note:* This password was created during the process of requesting a digital certificate. Refer to the Request a Digital Certificate - Level 1 Credentialing Process section specifically step 37.

3. Once the password has been entered the system will validate your credentials and display the Terms of Service (TOS) page in the browser.

4. Click 'I consent to Monitoring' to accept the Terms of Service.
5. The system will load and displays the home page in the browser and a top navigation of authorized system functions. The home page will also display any current system announcements applicable to that workflow.
6. Click the ‘GFE Functions’ option on the top navigation and a dropdown menu will appear containing the following options:
   a. Request Access To Facilities
   b. New GFE Submission
   c. GFE Submission History

7. Select the ‘New GFE Submission’ option and a page will open titled ‘Facility Generic Fundamentals Examination Registration’.
   *Note: The Submitter’s Information will be auto-populated with data from the certificate used to authenticate to EIE.
Facility Generic Fundamentals Examination Registration

Submitting this form certifies that an authorized representative of the enrolling facility has enrolled or designated as a future enrollee the registrants as applicants in a facility licensee-sponsored program leading to NRC operator licensing and that they should have completed their fundamentals training by the date of the examination.

* Required field

Submitter's Information

Submitter Name  John Marks
Certificate Expiration Date  04/29/2019

Email Address  John.Marks@yahoo.com

Test Information

Select the facility(ies) for which the Registrant(s) will be registered to take the GFE. The selection(s) apply to all name(s) listed below.

Primary Facility Name*  Please select a Primary Facility
Region
Secondary Facility Name (if applicable)  Please select a Secondary Facility
Tertiary Facility Name (if applicable)  Please select a Tertiary Facility
Test Date  Please select a Test Date

Facility Representative(s) (on Security Agreement) *

<table>
<thead>
<tr>
<th>First Name*</th>
<th>Last Name*</th>
<th>Remove</th>
<th>Add</th>
</tr>
</thead>
</table>

Registrants*

<table>
<thead>
<tr>
<th>First Name*</th>
<th>Middle Initial</th>
<th>Last Name*</th>
<th>Suffix</th>
<th>DOB (mm/dd/yyyy)</th>
<th>Remove</th>
<th>Add</th>
</tr>
</thead>
</table>

Submitter Signature
8. In the section titled 'Test Information' click the drop down next to 'Primary Facility Name*' and the facility(ies) the user has access to will be displayed. *Note: The region will automatically populate in the 'Region' field to the right once a facility is selected.

9. If the applicants will be licensed for a secondary facility click the drop down next to 'Secondary Facility Name (if applicable)' and the facility(ies) the user has access to will be displayed.
10. If applicant will be licensed for a tertiary facility click the drop down next to 'Tertiary Facility Name (if applicable)' and the facility(ies) the user has access to will be displayed.
11. Next, click the dropdown next to the ‘Test Date’ field and select a test date.

12. In the ‘Facility Representative(s) (on Security Agreement)’ sub-section enter the names of the individuals at the facility who will be given access to the test packages prior to its administration. The following fields are required:
   a. First Name*
   b. Last Name*

   *Note: The user can add Facility Representatives by selecting the plus (+) sign.
   *Note: The user can remove Facility Representatives by selecting the minus (-) sign
13. In 'Registrants' sub-section the user will add the individuals who are to be registered for the Generic Fundamentals Exam (GFE). The following fields are required:
   c. First Name*
   d. Middle Name
   e. Last Name*
   f. Suffix
   g. DOB (MM/DD/YYYY)*

*Note: The user can add additional Registrants by selecting the plus (+) sign.
*Note: The user can remove Registrants by selecting the minus (-) sign.
14. Once the list of Registrants has been completed click the 'Sign' button at the bottom. The screen will populate with the user's name and date of the signature.

*Note: All fields marked with a red asterisk must be filled out. If an area is not filled out a 'Submission Form Validation Error' pop-up will appear informing the user of the items that are required and need to be filled.
15. Next click 'Submit' to process the GFE Registration and a message will appear stating:
"Facility Generic Fundamentals Examination Registration Submission Received
Thank you! The NRC has received your Facility Generic Fundamentals Examination Registration submission. Should you have questions about your submission, please refer to submission ID [XX] when calling our Help Desk at (866)672-7640."

16. After approximately 10 minutes users will also receive an email stating the following:
The NRC confirms receipt of your Electronic Information Exchange Generic Fundamentals Examination Registration submission on: **XX/XX/20XX** at **XX:XX AM/PM**. It is being tracked as submission ID #**XX**.

Should you have questions about this submission please contact our Help Desk by phone at 866-672-7640 or by e-mail at mshd.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 7:00PM Eastern Time Monday through Friday (except for Federal holidays).
GFE Submission History (Individual's Submission History)

1. Click on the [EIE](https://eie.nrc.gov/eie/PART55/app.eie) link to access the Operator Docket Digitization application.

2. The system will prompt you to 'Select a Certificate' and once you have done so a window will appear prompting you to enter the certificate password.
   *
   **Note:** This password was created during the process of requesting a digital certificate. Refer to the [Request a Digital Certificate - Level 1 Credentialing Process](https://example.com) section specifically step 37.

3. Once the password has been entered the system will validate your credentials and display the Terms of Service (TOS) page in the browser.

4. Click 'I consent to Monitoring' to accept the Terms of Service.
5. The system will load and displays the home page in the browser and a top navigation of authorized system functions. The home page will also display any current system announcements applicable to that workflow.
6. Click the ‘GFE Functions’ option on the top navigation and a dropdown menu will appear containing the following options:
   a. Request Access To Facilities
   b. New GFE Submission
   c. GFE Submission History

7. Select the GFE Submission History’ option and a page will open titled ‘GFE Submission History’.
8. To enter a 'Start Date' click in the box and a calendar will pop up.  
*Note: Users can utilize the calendar or type in a date.

9. To enter an 'End Date' click in the box and a calendar will pop up.  
*Note: Users can utilize the calendar or type in a date.
10. Click ‘Search’ and the submission history will appear below in the results for the dates searched.

11. To view the list of registrants select a submission line and click the downward facing arrow (▼) under the ‘ID’ column.
**Note:** To minimize the view click the upward facing arrow to hide the list of names registered for that particular exam.
12. To view the full submission in a new window click on the numbered icon in blue under the 'ID' column.  

*Note: To close out the window click the 'X' in the upper right hand corner.
# Facility Generic Fundamentals Examination Registration

Submitting this form certifies that an authorized representative of the enrolling facility has enrolled or designated as a future enrollee the registrants as applicants in a facility licensee-sponsored program leading to NRC operator licensing and that they should have completed their fundamentals training by the date of the examination.

* Required field

## Submitter’s Information

<table>
<thead>
<tr>
<th>Submitter Name</th>
<th>Email Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>John Marks</td>
<td><a href="mailto:john.marks@yahoo.com">john.marks@yahoo.com</a></td>
<td></td>
</tr>
</tbody>
</table>

| Certificate Expiration Date | 04/27/2019 |

## Test Information

Select the facility(ies) for which the Registrant(s) will be registered to take the GFE. The selection(s) apply to all name(s) listed below.

<table>
<thead>
<tr>
<th>Primary Facility Name</th>
<th>Secondary Facility Name</th>
<th>Tertiary Facility Name</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browns Ferry 1</td>
<td>Browns Ferry 2</td>
<td>Browns Ferry 3</td>
<td>Region II</td>
</tr>
</tbody>
</table>

| Test Date | 03/07/2018 |

## Facility Representative(s) (on Security Agreement)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samantha</td>
<td>Smith</td>
</tr>
</tbody>
</table>

## Registrants

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Suffix</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas</td>
<td>T</td>
<td>ARNETTE</td>
<td></td>
<td>04/01/1972</td>
</tr>
<tr>
<td>James</td>
<td>M</td>
<td>Carter</td>
<td></td>
<td>05/04/1982</td>
</tr>
</tbody>
</table>

## 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.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>John Marks</th>
</tr>
</thead>
</table>

| Date: | 01/10/2018 |
Document Submission(s)

Submit Documents via EIE

1. Click on the EIE link to access the Operator Docket Digitization application, https://eie.nrc.gov/eie/PART55/app.eie.

2. The system will prompt you to 'Select a Certificate' and once you have done so a window will appear prompting you to enter the certificate password.
   *Note:* This password was created during the process of requesting a digital certificate. Refer to the Request a Digital Certificate - Level 1 Credentialing Process section specifically step 37.

3. Once the password has been entered the system will validate your credentials and display the Terms of Service (TOS) page in the browser.

4. Click 'I consent to Monitoring' to accept the Terms of Service.
5. The system will load and displays the home page in the browser and a top navigation of authorized system functions. The home page will also display any current system announcements applicable to that workflow.
6. Click the 'New Submission' option on the top navigation and a page will open titled 'New Part 55 Submission'.

7. Within the Attachment Files(s) section select an option from the 'Submit To' drop down list. A list of five NRC office locations are available. HQ, Region I, Region II, Region III, and Region IV.
   *Note:* The 'Submitter's Information' (shown below) will be pre-populated with data from the submitter's certificate used to authenticate to EIE.
   *Note:* All fields marked with a red asterisk must be filled out.
New Part 55 Submission

Submitter's Information
- Submitter Name: Jon Mark (affiliate)
- Email Address: Jon.Marks@yahoo.com
- Certificate Expiration Date: 04/29/2019

Attachment File(s)
- Each submission must have at least one file attached. You may attach multiple files to a single submission by clicking the Add Another File button. However, no single attachment exceeds 100 MB and the aggregate size of the attachments does not exceed 100 MB.
- Each file name should not exceed 85 characters and the Document Title field may not contain the following characters: &"/<>:|?*

Submit To:
- Select a Region:
  - Headquarters
  - Region I
  - Region II
  - Region III
  - Region IV

Choose File: [File Selection]

Document Title: [Field for Document Title]
Operator Docket (055-xxxxxx): [Field for Operator Docket]
Action: [Remove]

Total File Size (KB): 0

Submission Information
- Submission Comment
- Submission Date: 12/04/2017

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.
8. Next click the ‘Browse’ button to attach a file in the ‘File Name’ section.

9. A ‘Choose File to Upload’ pop-up window will open to allow you to attach a file.
10. Select a file to upload to EIE and click ‘Open’. The file location will populate.

11. Next add a ‘Document Title’.

12. Add the ‘Operator Docket’ number if available.

*Note: To assist NRC with processing the documents submitted via EIE, documents should be separated out and uploaded with a docket number. This will help to expedite the process.

13. To add another attachment click ‘Add Another File’ and another line will appear. Repeat steps 8-11.
14. If an attachment was added by mistake you have the option to remove an attachment by clicking **Remove** and the file will be removed from the submission.
15. You have the option of adding a submission comment along with the submission of files in the 'Submission Comment' section.

16. Once all information has been updated and the files have been attached click 'Sign' and the signature area will populate with the user's name and date of signature.

*Note:* All fields marked with a red asterisk must be filled out. If an area is not filled out a 'Submission Form Validation Error' pop-up will appear informing the user of the items that are required and need to be filled.
17. Last, click the ‘Submit’ button and the ‘New Submission’ section will close. A message will appear stating:

'Operator Digital Docket Submission Received
Thank you! The NRC has received your Operator Digital Docket submission.
Should you have questions about your submission, please refer to submission ID [XX] when calling our Help Desk at (866)672-7640.'
Receive Documents via EIE

1. Open the email titled 'New NRC Operator Licensing Documents Available' and the email will open with three links available.

Dear Lisa Westbrook,

The Nuclear Regulatory Commission, Office of Nuclear Reactor Regulation, HQ is attempting to deliver one or more operator licensing documents. It is related to the operator’s license under Docket Number 055-73873. You may retrieve it by selecting the following link: Click Here. 1

You will require a digital certificate issued by the NRC in order to access this link. If you do not have a certificate the NRC will provide one at no cost. Please visit the following site External Credential Service for Electronic Submissions - General Form 2 and follow the instructions on obtaining a certificate.

After you complete the certificate application process the NRC will email you information on how to collect and install it. The Level 1 Credential Activation Guide is available for review and provides details on the certificate collection process.

Please contact the NRC Help Desk at 1-866-872-7640 if you have any questions regarding the certification process.
2. Click on 'Click Here' in the first paragraph and a windows security window will appear as it searches for the certificate(s) available.

3. Select your 'NRC Rudimentary' certificate and click 'OK'.
4. A 'Windows Security' pop-up will appear and you will be prompted to enter your password. *Note: This password was created during the process of requesting a digital certificate. Refer to the Request a Digital Certificate - Level 1 Credentialing Process section specifically step 37.

5. Enter your password and click 'OK'.

6. A 'View Downloads- Internet Explorer' pop-up window will appear.
7. Under Actions select 'Open' and a Secure ZIP will open with the document(s) listed in the zip file. **Note:** A user may save the download by selecting 'Save'.

8. Double-click on the document to open and review.

9. Click on the 'X' at top right side of the document to close.

10. Click on the 'X' at top right side of the Secure ZIP to close.

11. Click on the 'X' at top right side of the 'View Downloads- Internet Explorer' pop-up window to close.
Check Document Submission Status

1. Click on the EIE link to access the Operator Docket Digitization application, [https://eie.nrc.gov/eie/PART55/app.eie](https://eie.nrc.gov/eie/PART55/app.eie).

2. The system will prompt you to ‘Select a Certificate’ and once you have done so a window will appear prompting you to enter the certificate password.
   *
   **Note:** This password was created during the process of requesting a digital certificate. Refer to the [Request a Digital Certificate - Level 1 Credentialing Process](https://eie.nrc.gov/eie/PART55/app.eie) section specifically step 37.

3. Click ‘I consent to Monitoring’ to accept the Terms of Service.
4. The system will load and displays the home page in the browser and a top navigation of authorized system functions. The home page will also display any current system announcements applicable to the Part 55 interface.

5. Click the 'Submission History' option on the top navigation and a page will open titled 'Submission History'.
6. To enter a ‘Start Date’ click in the box and a calendar will pop up. 
*Note: Users can utilize the calendar or type in a date in the above section.
7. To enter an ‘End Date’ click in the box and a calendar will pop up.  
*Note: Users can utilize the calendar or type in a date in the above section.

8. Click ‘Search’ and the submission history will appear below in the results for the dates searched.
### Submission History

<table>
<thead>
<tr>
<th>ID</th>
<th># Attach</th>
<th>Submitter</th>
<th>Date</th>
<th>Comment</th>
<th>NRC Region</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>172</td>
<td>1</td>
<td>Jon Mark</td>
<td>2017-11-30</td>
<td><a href="mailto:Jon.Mark@yahoo.com">Jon.Mark@yahoo.com</a></td>
<td>Region II</td>
<td>Part 55 Delivery Succeeded</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries