



# USER GUIDE FOR SUBMITTING AND RECEIVING OPERATOR LICENSING DOCUMENTS VIA EIE

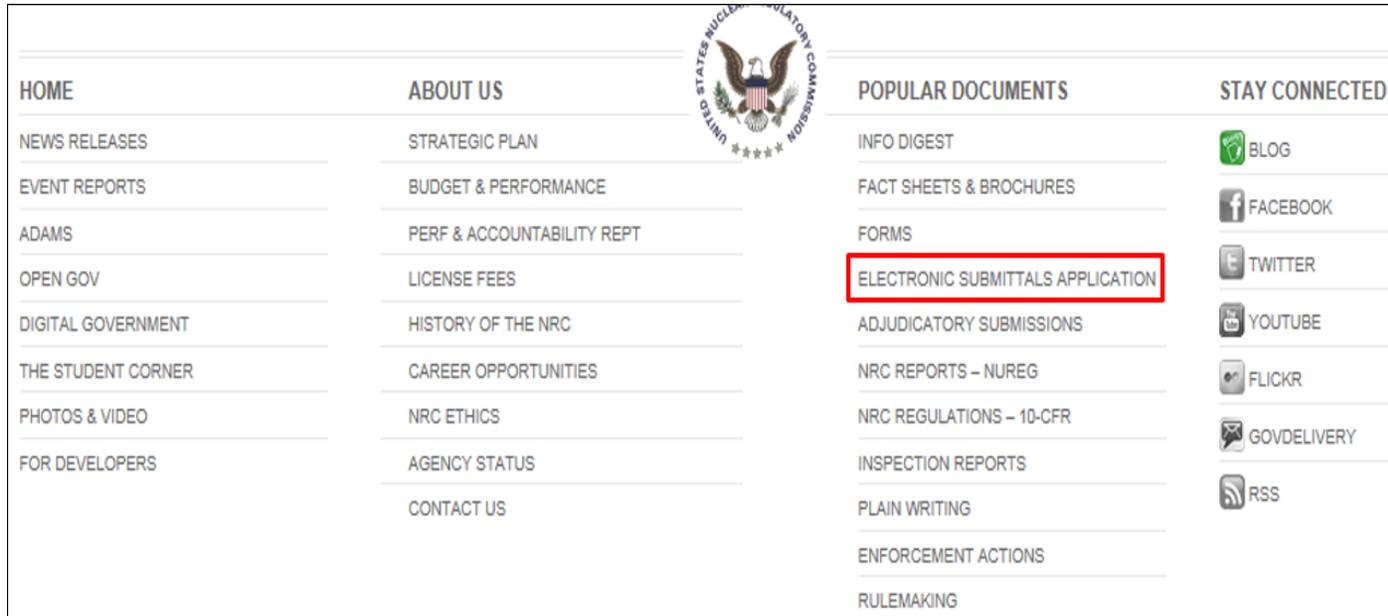
This guide is meant to provide an overview of how to register for the Generic Fundamentals Exam and submit operator licensing documents to the NRC via the Electronic Information Exchange (EIE) system.

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## Request a Digital Certificate - Level 1 Credentialing Process

1. Click on the [NRC](https://www.nrc.gov) site, <https://www.nrc.gov>.
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'**.

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 search bar and a "REPORT A SAFETY CONCERN" button are located in the top right. The navigation menu includes links for "NUCLEAR REACTORS", "NUCLEAR MATERIALS", "RADIOACTIVE WASTE", "NUCLEAR SECURITY", "PUBLIC MEETINGS & INVOLVEMENT", "NRC LIBRARY", and "ABOUT NRC". The main content area is titled "Electronic Submittals Application" and contains the following text:

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](#)

On this page:

- [Electronic Submission Systems](#)
- [Electronic Submission for Operator Licensing Applications](#)
- [Electronic Submission for Licensing Applications](#)

**Electronic Submission Systems**

The Electronic Submittals application supports three separate systems. Users may access their applicable system by selecting

**IMPORTANT ANNOUNCEMENT**

Only Sunday, August 13, the NRC introduced an updated version of the Criminal History application. The functionality remains as before, however, it uses a new internet address. Please use this address beginning immediately. [Criminal History](#).

The Part 55 interface for the electronic submission of operator applications is now available for **Region 2 facilities ONLY**. The interface will allow the facilities to submit an operator licensing application by docket number. For Region 2 facilities, please use this address to beginning immediately: [Electronic Information Exchange \(EIE\) Part 55 Interface](#).

4. Click on the link in step 1 '[Obtain a Digital Certificate](#)', <https://pki.nrc.gov/ecs>.

The screenshot shows the NRC website's 'Getting Started' page for the Electronic Submittals Application. The top navigation bar includes links for NUCLEAR REACTORS, NUCLEAR MATERIALS, RADIOACTIVE WASTE, NUCLEAR SECURITY, PUBLIC MEETINGS & INVOLVEMENT, NRC LIBRARY, and ABOUT NRC. A 'PRINT' icon is visible in the top right. The left sidebar contains a menu for 'ELECTRONIC SUBMITTALS APPLICATION' with options: Getting Started (highlighted), Adjudicatory Submissions, Criminal History, General Submissions, Operator Licensing Application Submissions, Obtain a Digital Certificate, Reference Materials for Electronic Submissions, and Contact Us/Help Desk. The main content area has a breadcrumb trail: Home > Site Help > Electronic Submittals Application > Getting Started. The heading is 'Getting Started'. The text states: 'To use any of the three electronic submission systems, users must install, at no cost, an NRC digital certificate. If you need a certificate, follow these steps:'. The steps are: 1. Obtain a Digital Certificate (Level 1 credential) (Time Estimate: No more than 10 minutes); 2. The cognizant NRC Office will contact you to confirm your request and initiate the certificate issuance process.; 3. Install certificate on your computer. Follow instructions provided in the approval notification. Contact the NRC Help Desk at 866-672-7640 for assistance, if necessary; 4. For adjudicatory submissions, you must request access to the proceeding. Request access to a proceeding using the Electronic Information Exchange (EIE) system; 5. For the Criminal History submission system you must be affiliated with a facility. Please see the Criminal History Users' Guide for instruction on how to do this. A 'RELATED INSTRUCTIONAL RESOURCES' box contains a link: Reference Materials for Electronic Submissions. Below the steps, it says: 'Select the following link to return to the Electronic Submission Systems:'. A link 'Start Submitting' is provided. A 'TOP' link is at the bottom left of the content area. An image of a maze with a question mark is in the bottom left corner of the screenshot.

5. Click on the link corresponding to the application for which you need to obtain access.

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

EXTERNAL CREDENTIAL SERVICE

- Integrated Source Management Portfolio
- EIE - Adjudicatory Proceedings
- EIE - Criminal History
- EIE - General Forms
- EIE - Operator Licensing Applications**
- Emergency Response Data System
- NMSS - State Communication Portal

CREDENTIALING OVERVIEW

- Level 3
- Level 1

RESOURCES

- User Guides

Home > Site Help > External Credential Service

## External Credential Service

Login

Welcome to the NRC Digital Credential Center. The purpose of this site is to enable the users of various NRC applications to establish a more secure form of Identity.

To view the NRC applications currently participating in this NRC digital credentialing program, select one of the links below: As additional applications become available their links will be added.

- Integrated Source Management Portfolio (ISMP)
- Electronic Submittals - Adjudicatory
- Electronic Submittals - Criminal History
- Electronic Submittals - General Forms
- Electronic Submittals - Operator Licensing Application Submissions**
- Emergency Response Data System
- NMSS - State Communication Portal

6. Click on the ['Apply now!'](#).

The screenshot shows the NRC External Credential Service website. At the top, there is a navigation bar with links for NUCLEAR REACTORS, NUCLEAR MATERIALS, RADIOACTIVE WASTE, NUCLEAR SECURITY, PUBLIC MEETINGS & INVOLVEMENT, NRC LIBRARY, and ABOUT NRC. A breadcrumb trail reads: Home > Site Help > DCC for the Electronic Submittals - General Forms > [short page title]. The main heading is "External Credential Service for the Electronic Submittals - Operator Licensing Applications". Below the heading, a paragraph states: "The Operator Licensing Application Submissions program is used for transmitting reports or other electronic filings to the NRC." Another paragraph says: "For more details on this program, please visit the [Operator Licensing Applications website](#)." A third paragraph explains: "This system is a secure, Web-based database. In order to access this application, a user must obtain a digital credential. This credential consist of digital certificates. A digital certificate is an electronic identification which establishes a user's credentials when processing transactions on the Web. The use of digital certificates allows the Operator Licensing Application Submissions to uniquely identify each user. The process of obtaining the digital certificate is called credentialing." A fourth paragraph says: "For more details on the credentialing process, please visit [Credentialing Overview](#)." A red-bordered box contains the text "Apply now!". At the bottom, it says: "If you have any questions or concerns, please contact the NRC's Electronic Submittals Help Desk at 866-672-7640, or email your request to [EIE Help Desk](#)". On the left side, there is a sidebar menu with the following items: Integrated Source Management Portfolio, EIE - Adjudicatory Proceedings, EIE - Criminal History, EIE - General Forms, EIE - Operator Licensing Applications (highlighted with a red box), Emergency Response Data System, NMSS - State Communication Portal, CREDENTIALING OVERVIEW, Level 3, Level 1, RESOURCES, and User Guides.

7. A 'WARNING' screen will appear, select the link to 'Continue to Level 1 Credentialing'.

## WARNING

WARNING: By accessing and using this U.S. Government computer system, you are consenting to system monitoring for network administration and security purposes. Anyone who attempts to gain unauthorized access to, or exceed authorized access to, this computer system in violation of 18 United States Code, Section 1030, may be referred to the FBI and the CIA for investigation and prosecution.

Authorized uses of this computer system by public users are limited to enrollment for a credential by those with a legitimate need to conduct business with the U.S. Nuclear Regulatory Commission, and maintenance of the user's own information and credential. This computer system requires that you provide personal information to the U.S. Nuclear Regulatory Commission. Any personal information submitted will be protected under the provisions of the Privacy Act of 1974.

[Continue to Level 1 Credentialing](#)

[Exit](#)

8. A 'Digital Credential Request - Registration Information' screen will appear.

**\*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.

First Name:	<input type="text" value="Waylon"/>	Middle:	<input type="text" value="J"/>	Last:	<input type="text" value="Smithers"/>	Suffix:	<input type="text"/>
<b>i</b> Company Name:	<input type="text" value="MyOrg"/>						
<b>i</b> Business Email:	<input type="text" value="ecs11.test@ft.ctf.nrc.gov"/>	<b>i</b> Company Phone Number:	<input type="text" value="512-882-7556"/>	Extension:	<input type="text"/>		
<b>i</b> Credential Type:	<input type="text" value="One Time Password - Mobile Token"/>	<u>Which Credential type should I select?</u>					
<b>i</b> Create Password:	<input type="password" value="••••••••"/>						
Confirm Password:	<input type="password" value="••••••••"/>						

## Authentication Questions

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

Security Question 1:	<input type="text" value="In what town was your first job?"/>	<input type="text" value="Springfield"/>
Security Question 2:	<input type="text" value="What street did you live on in third grade??"/>	<input type="text" value="Stalvey"/>
<b>i</b> Applicant Notes:	<input type="text" value="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 a least one upper case letter
  - The password must have a least one lower case letter
  - The password must have a least one special character
  - The password must have a 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**'.

### Digital Credential Request - Confirmation

Please click on **Submit** button to submit your request.

#### Registration Information

**Full Name:** Waylon J Smithers

**Company Name:** MyOrg

**Business Email:** ecsl1.test@ft.ctf.nrc.gov

**Company Phone Number:** 512-882-7556

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

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

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

**Applicant Notes:** Simpson

**Back** **Submit** **Cancel** **Print**

12. Review the confirmation screen and click '**Done**'.

### Request Submission Acknowledgement

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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.ctf.nrc.gov](mailto:icodmpki.support@ft.ctf.nrc.gov)

Telephone - 202-345-1234

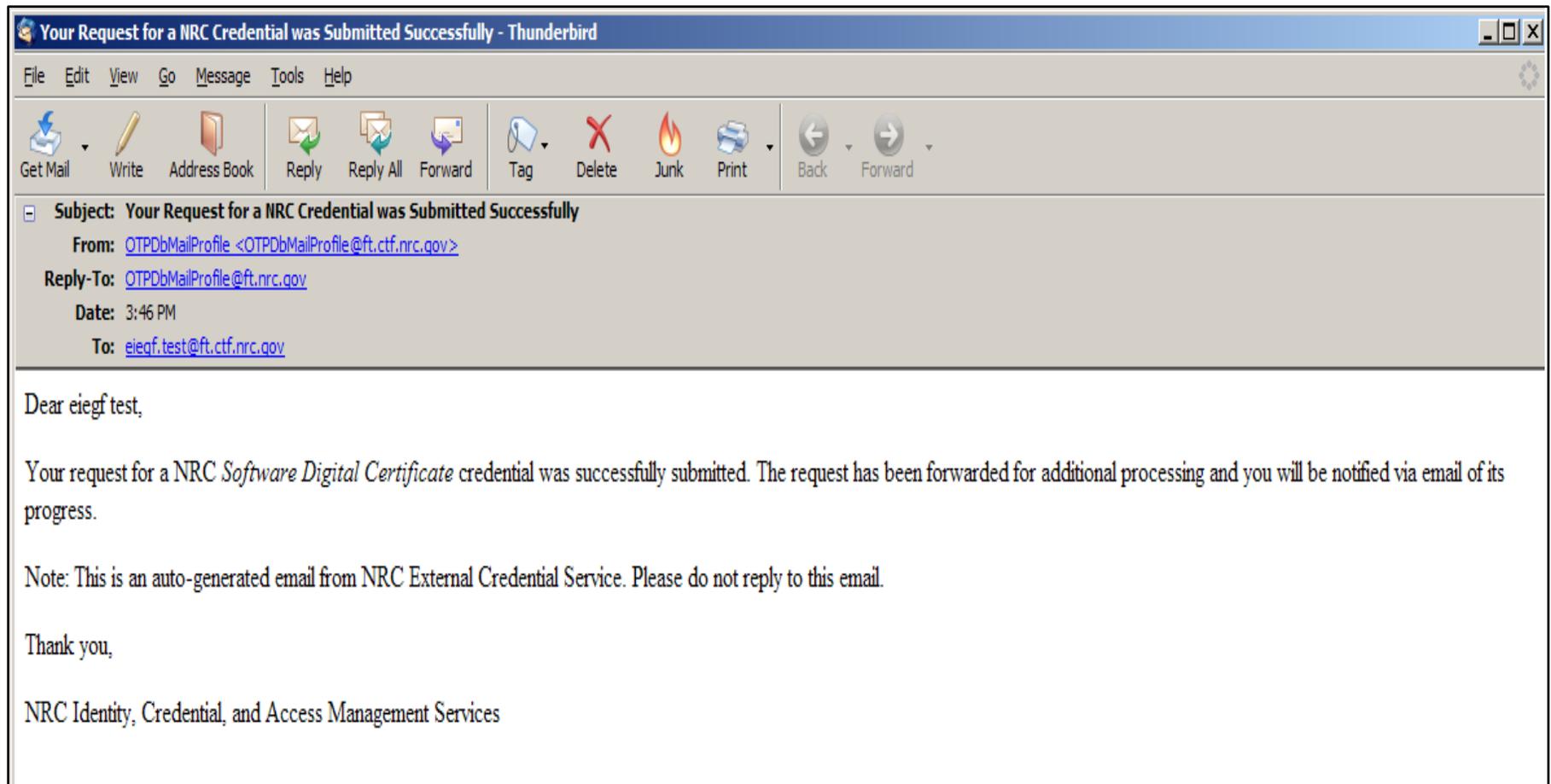
Thank you,

NRC Identity, Credential, and Access Management Services

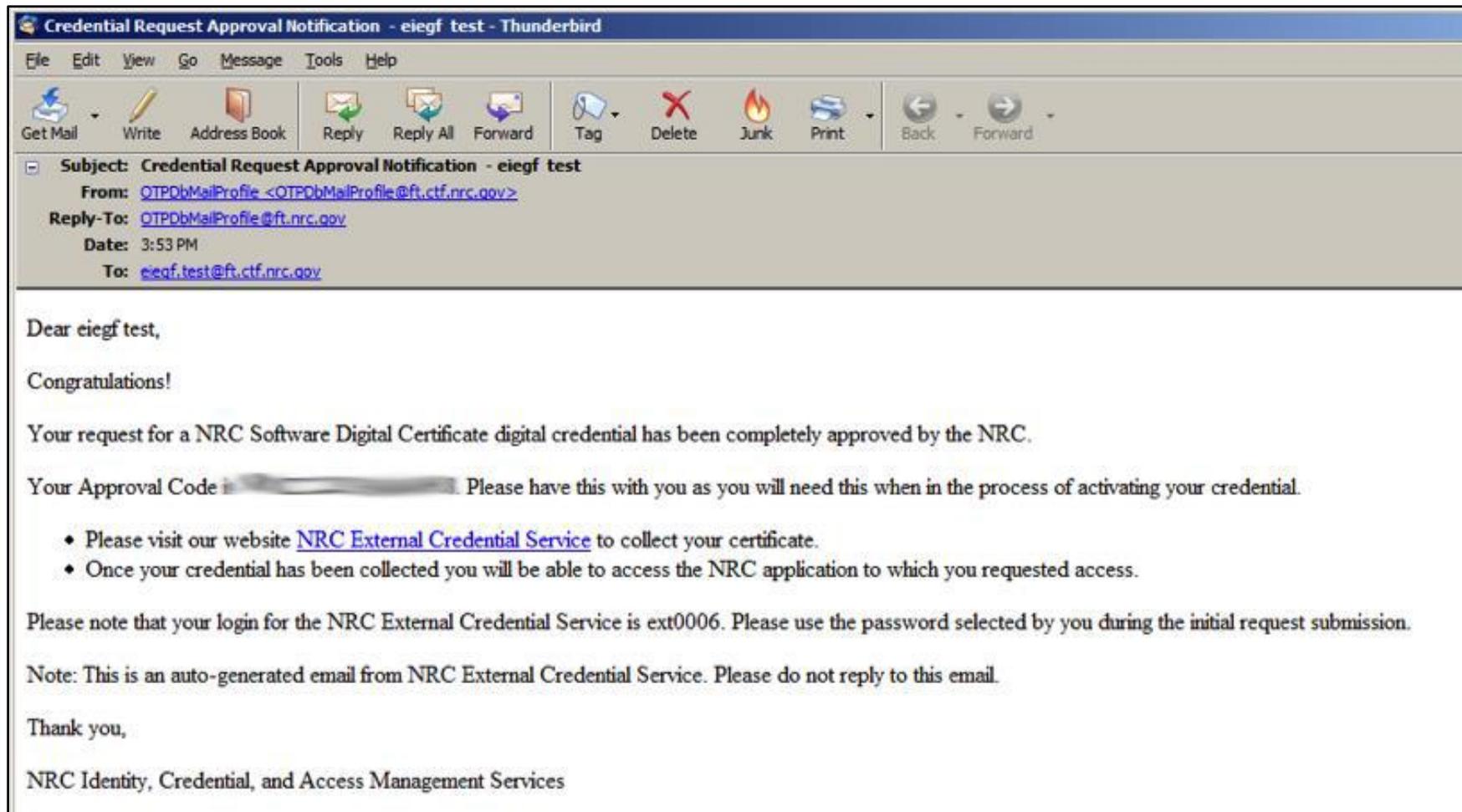
Please press Done to finish.

Done

13. The below confirmation email is sent to the applicant and the approval process will begin.

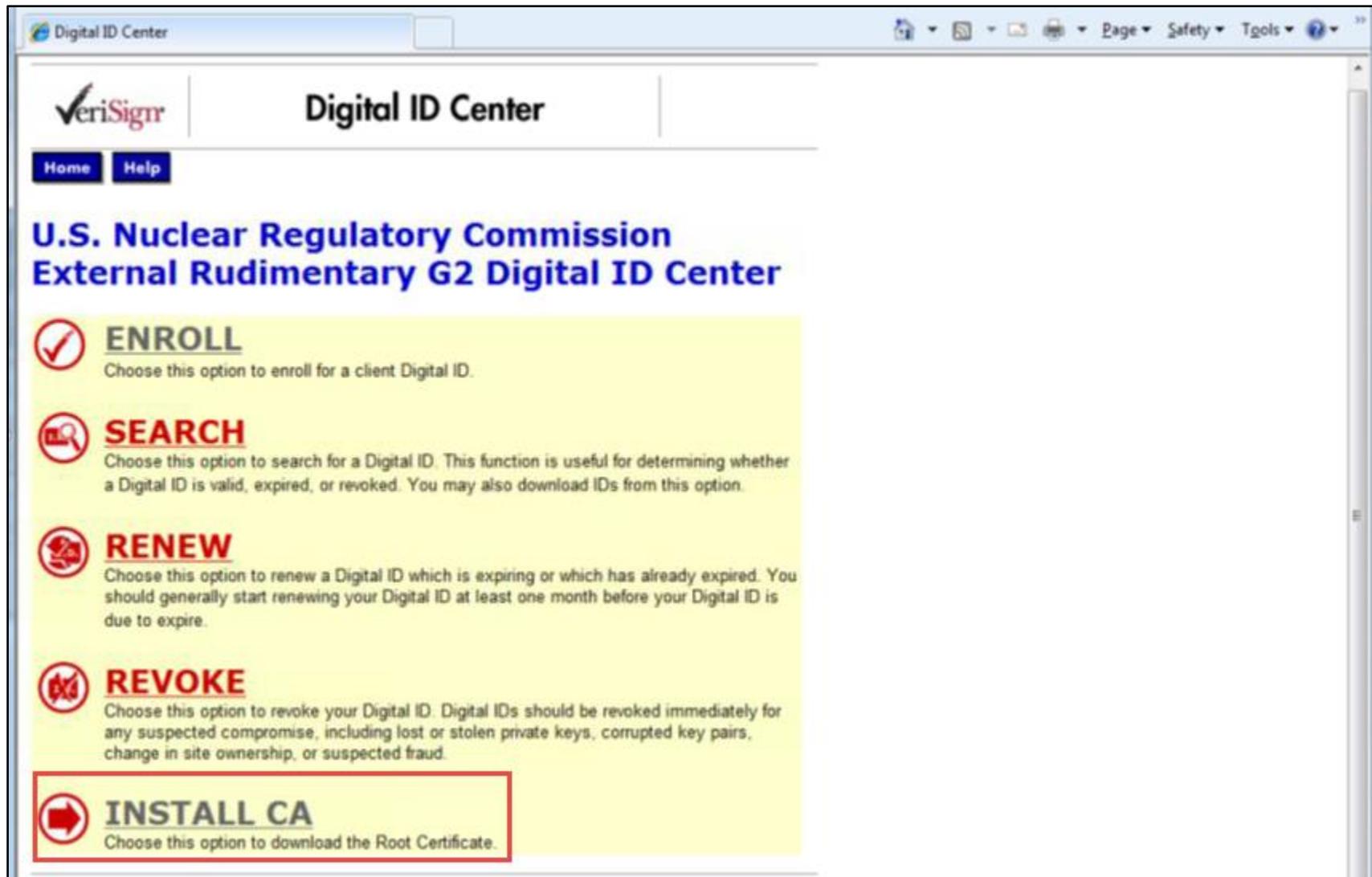


14. Once approval has been granted the applicant will receive an approval email with further instructions on how to obtain their level one digital certificate.



15. Next, navigate to the [NRC External Credential Service](https://pki.nrc.gov/Rudimentary) (Level 1 Digital Certificates), <https://pki.nrc.gov/Rudimentary>.

16. Click on 'Install CA'.

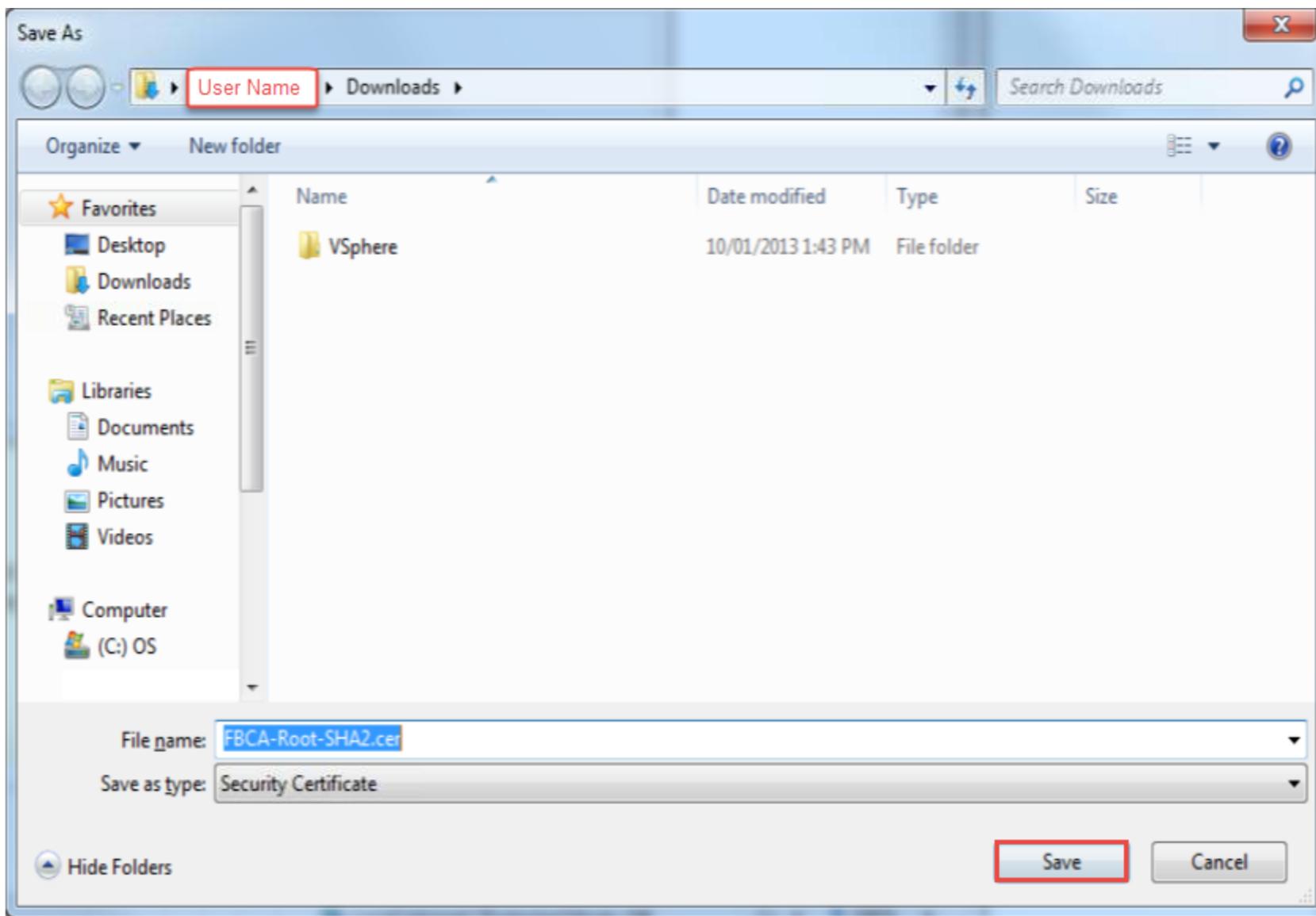


17. Click on 'Save'.

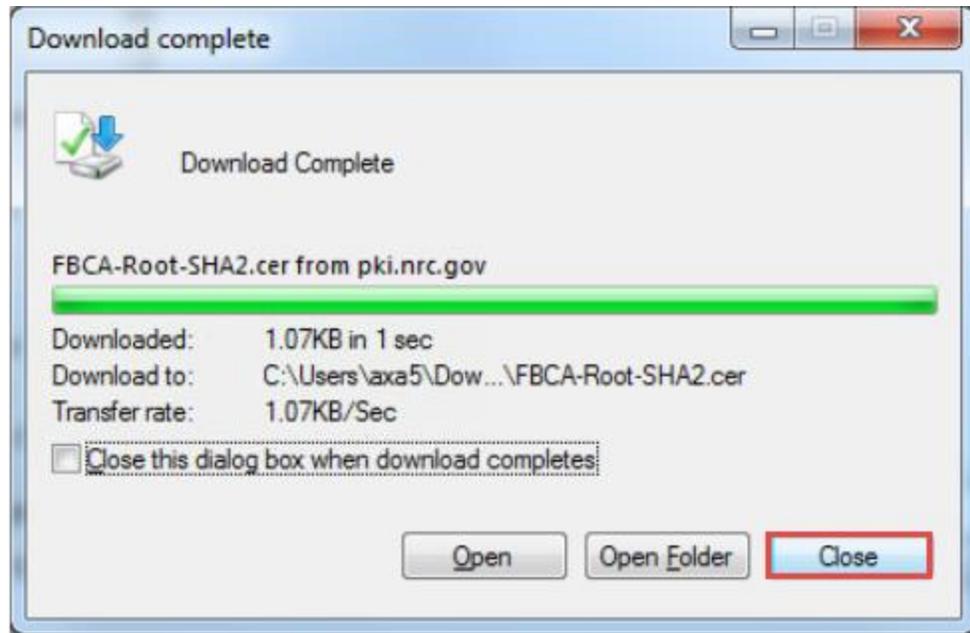


18. Click on '**Save**' to save the file to a folder on your computer.

**\*Note:** Please make a note of this location.



19. Click on '**Close**' once the download is complete.

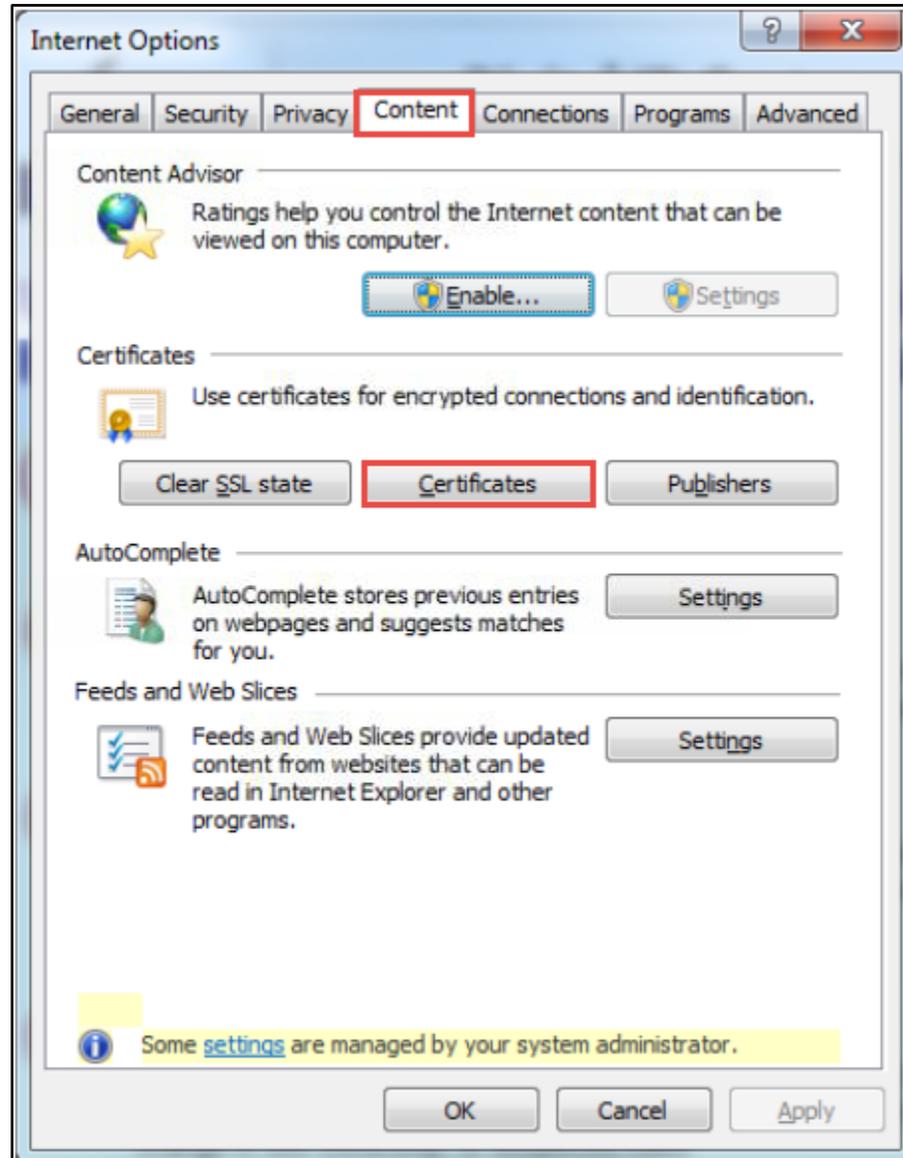


20. At the Microsoft Internet Explorer web browser, select '**Tools**', then Internet '**Options**'.

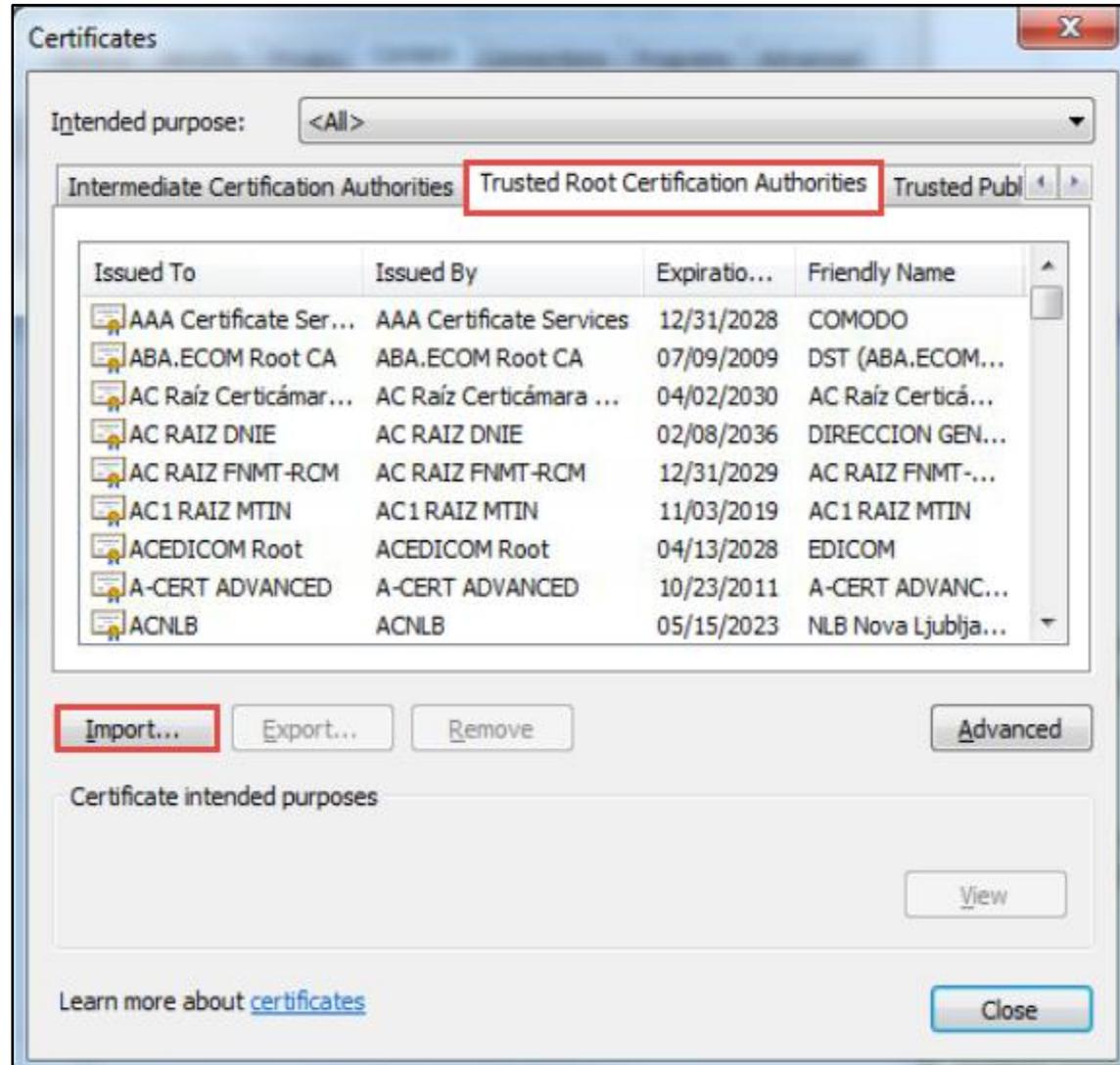
The screenshot shows a web browser window displaying the 'Digital ID Center' website. The browser's 'Tools' menu is open, and a red arrow points from the 'Tools' menu to the 'Internet Options' option. The website content includes the following sections:

- 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.

21. Click on **Contents**, then on **Certificates**.



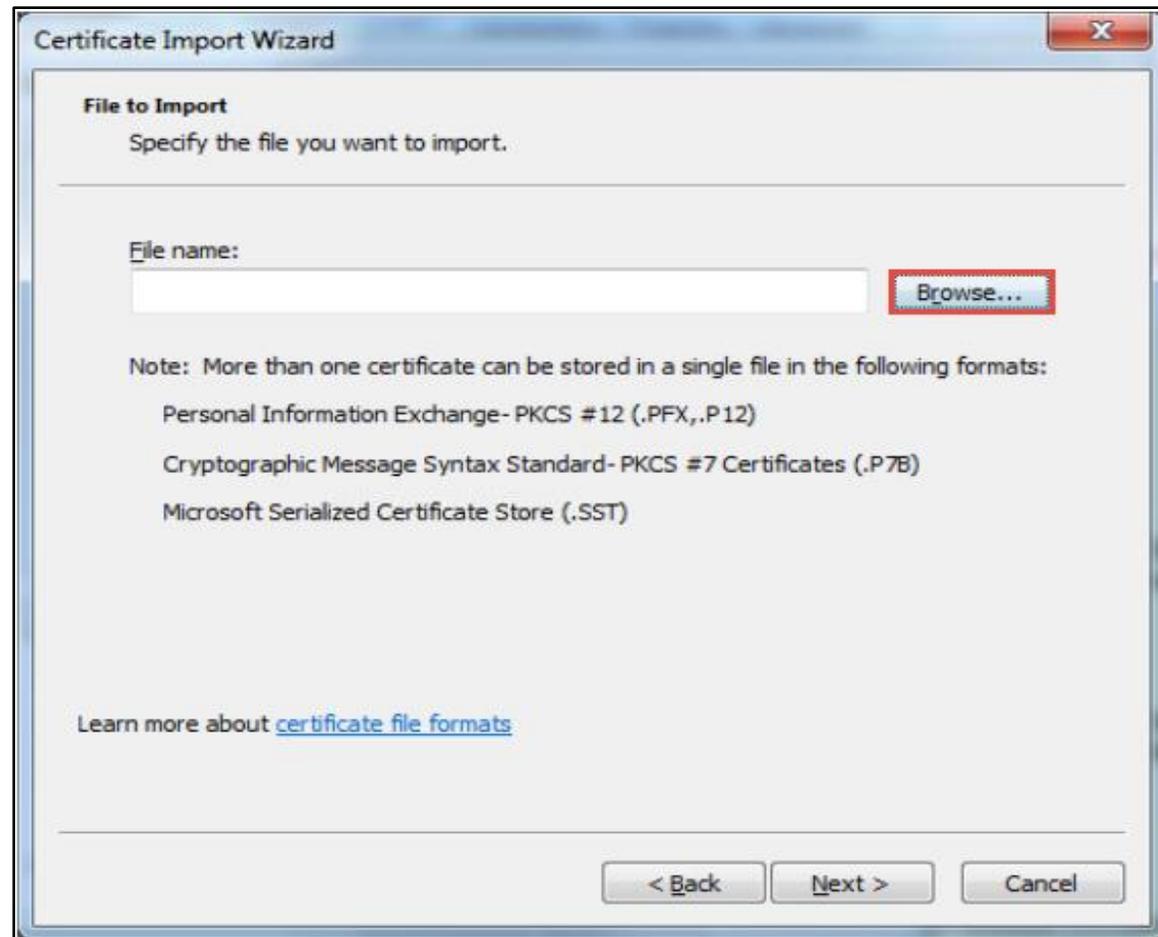
22. Click on **'Trusted Root Certification Authorities'**, then on **'Import'**.



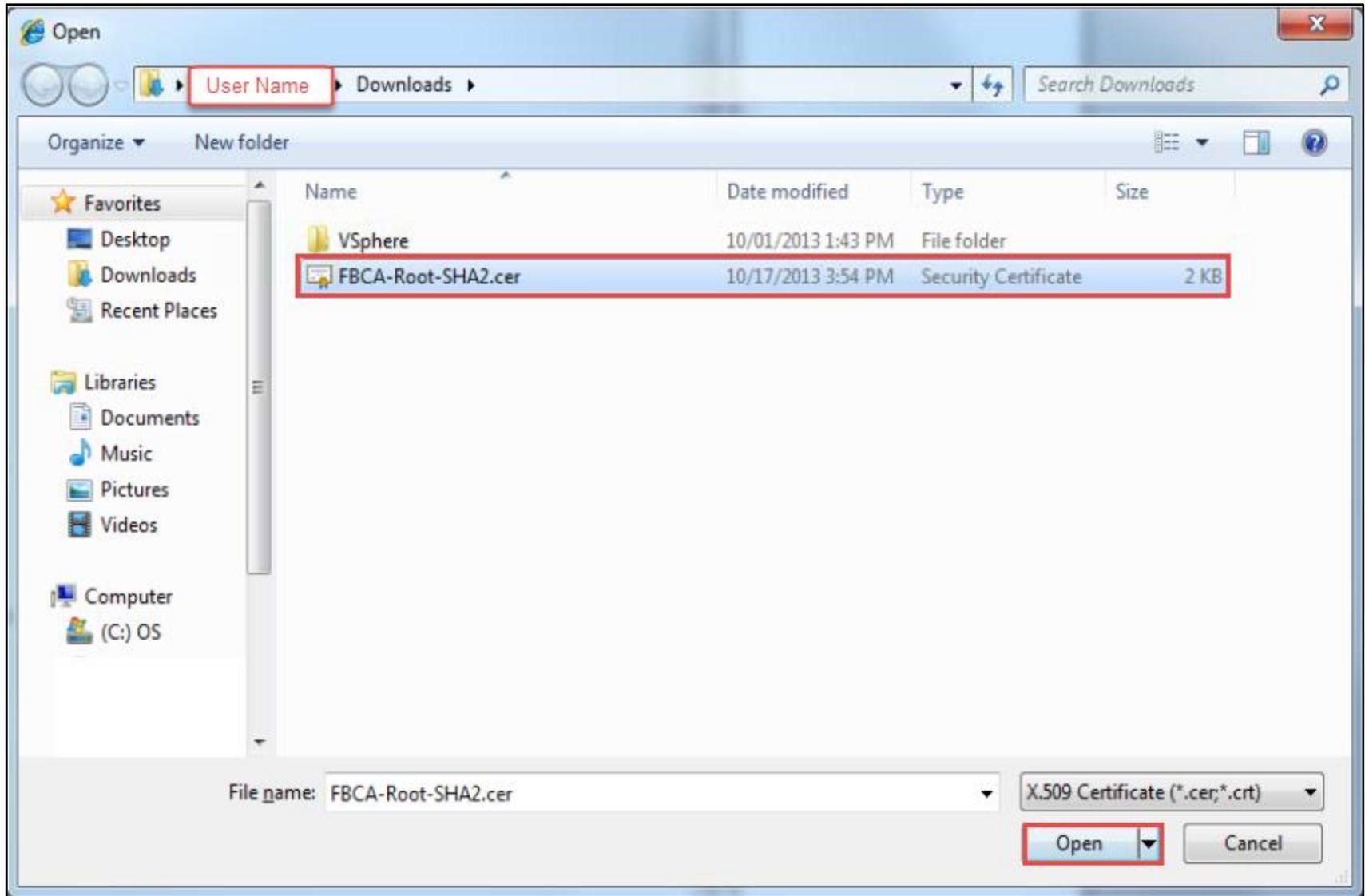
23. Click on **'Next'**.



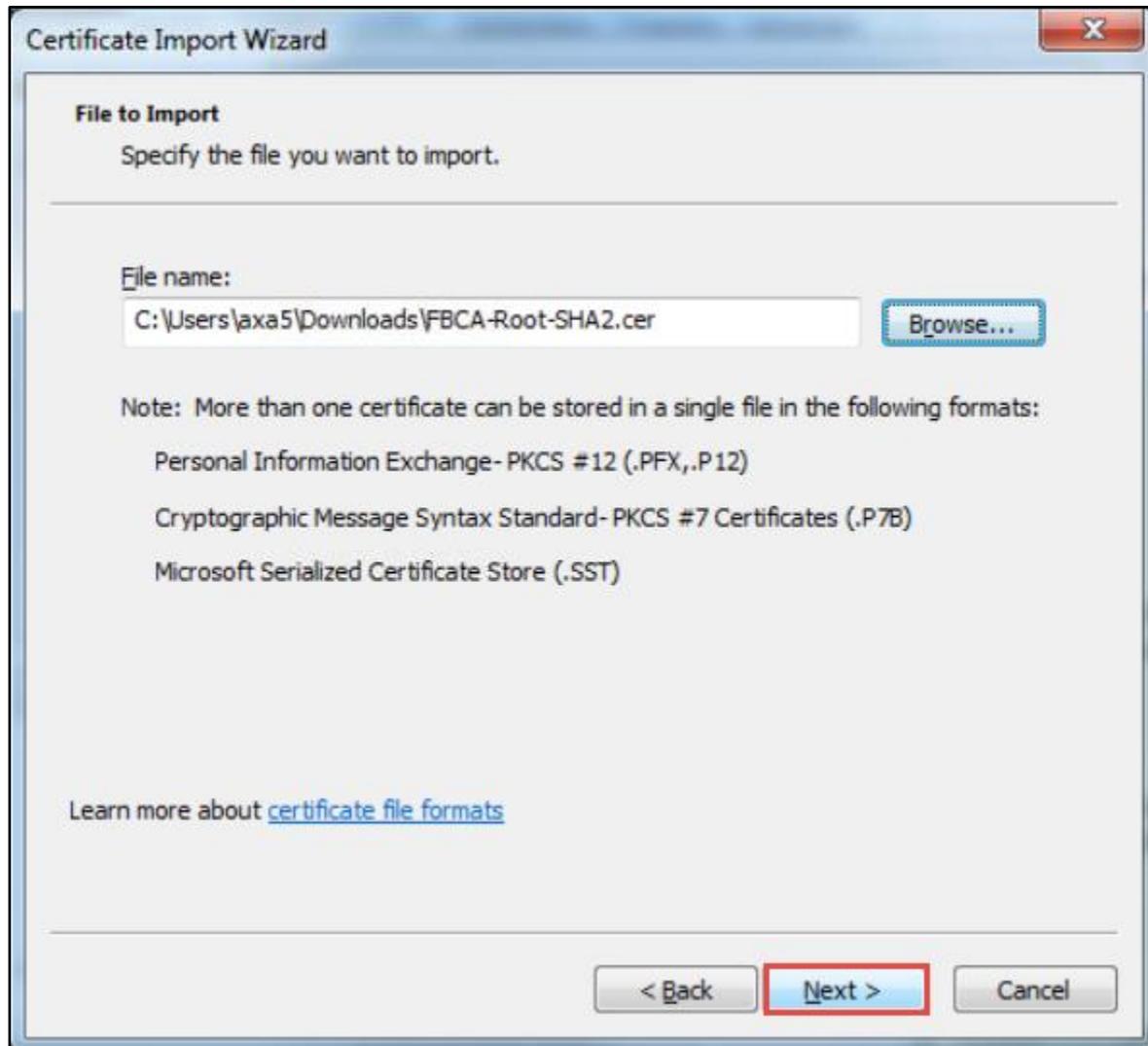
24. Click on '**Browse**'.



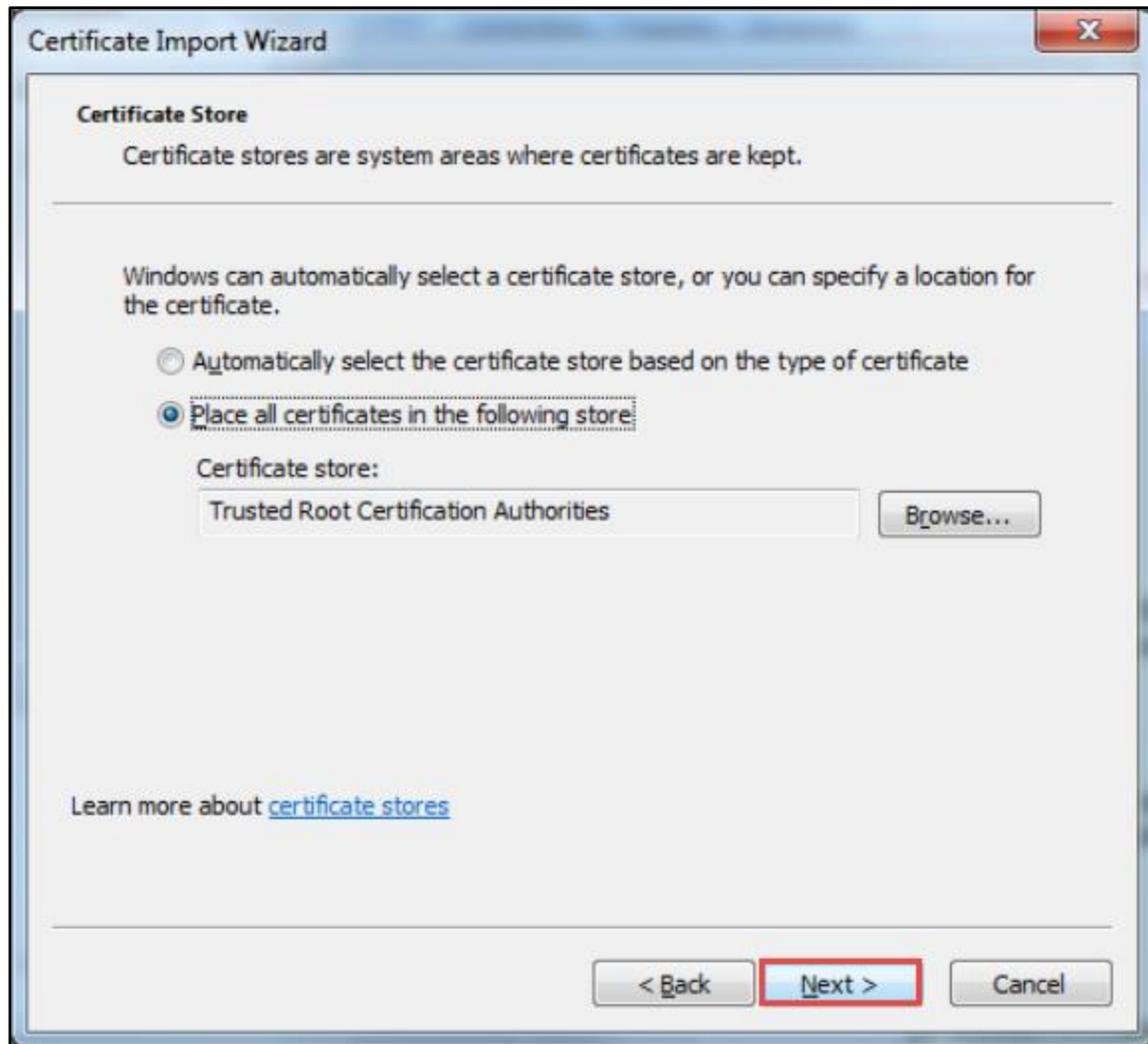
25. Browse to the location where the certificate file was saved. Select the file, and click **Open**.



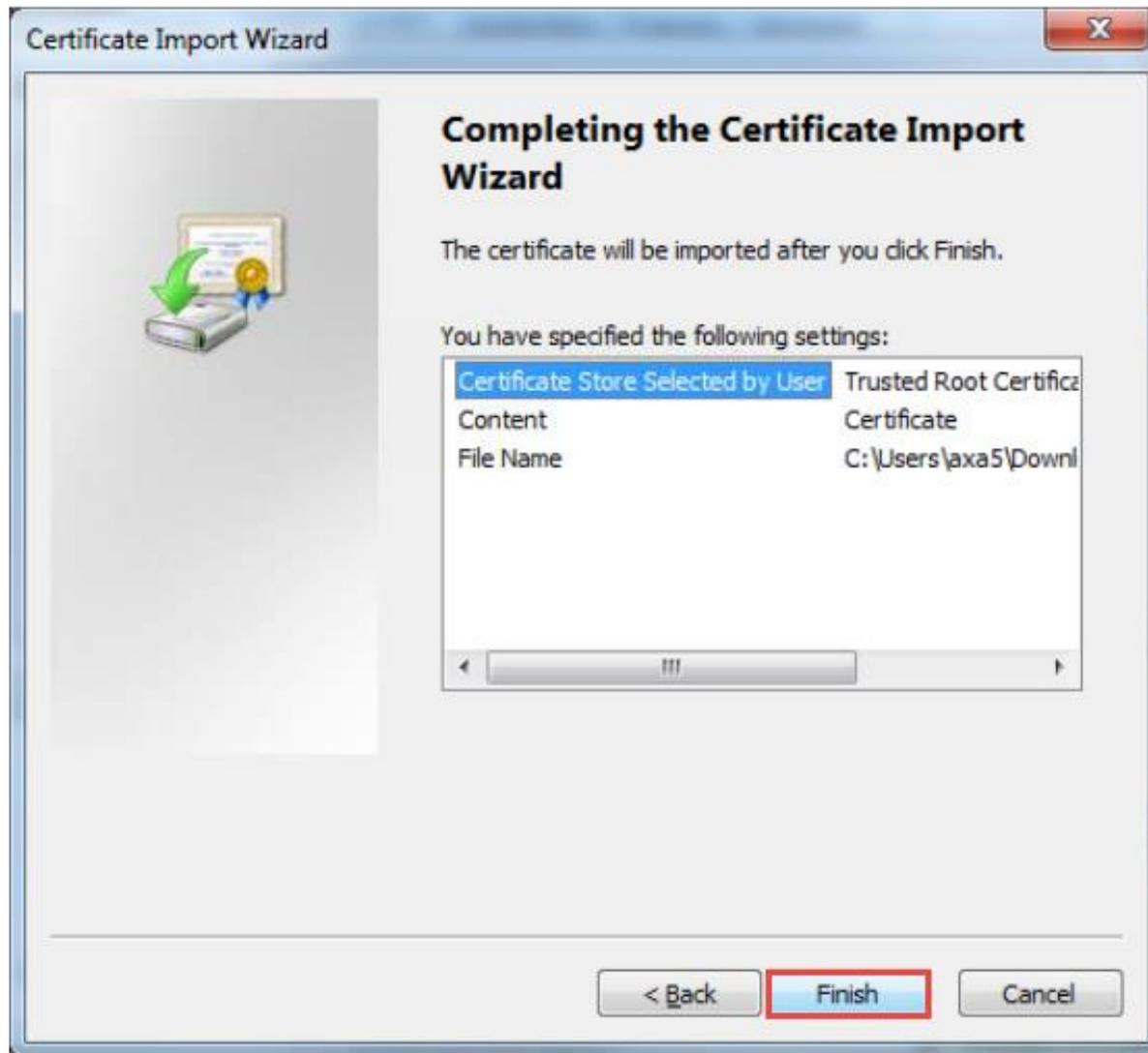
26. Click on 'Next'.



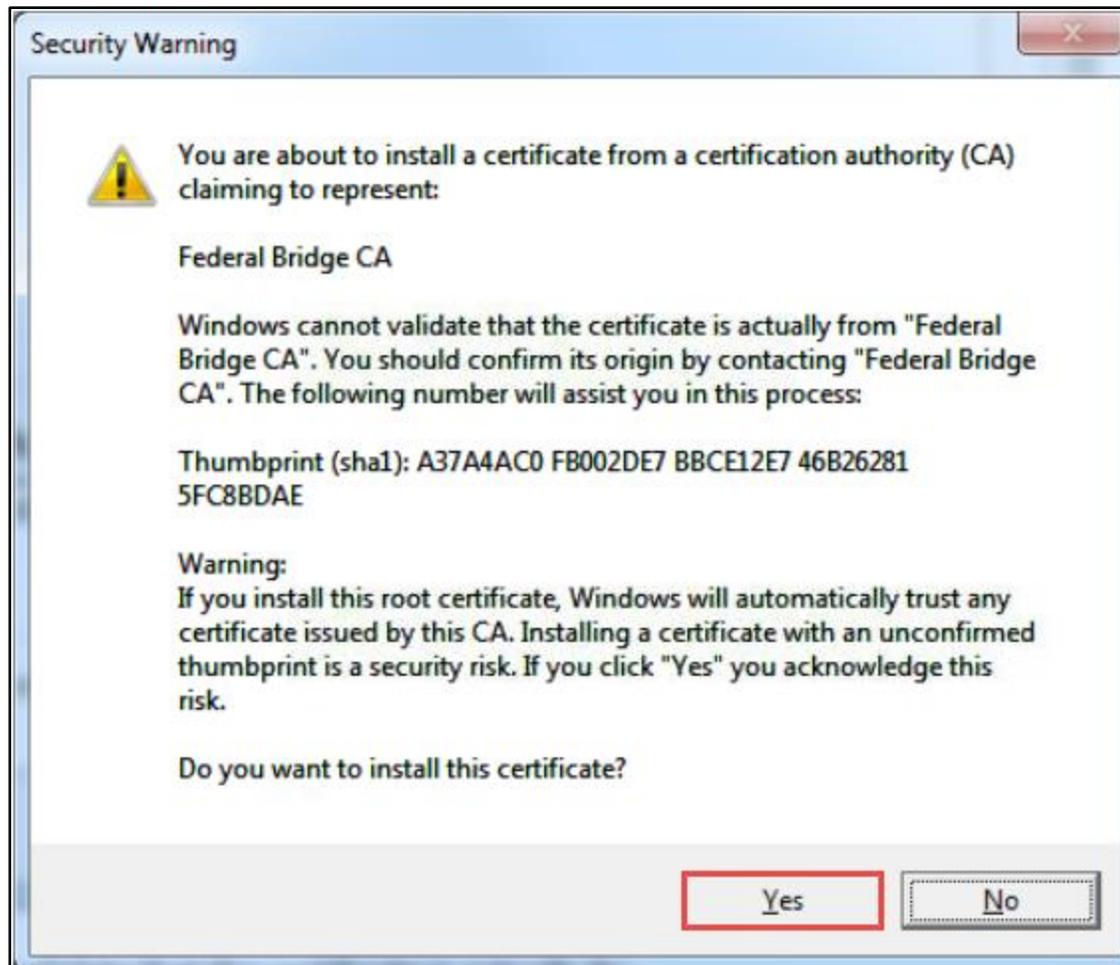
27. Click on **'Next'**.



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

The screenshot shows a web browser window titled "Digital ID Center". The page features the VeriSign logo on the left and the text "Digital ID Center" in the center. Below the logo are two buttons: "Home" and "Help". The main heading reads "U.S. Nuclear Regulatory Commission External Rudimentary G2 Digital ID Center". A list of five options is presented, each with an icon and a description. The "ENROLL" option is highlighted with a red border. At the bottom, there is a copyright notice and the VeriSign Trust Network logo.

Digital ID Center

VeriSign

Digital ID Center

Home Help

**U.S. Nuclear Regulatory Commission  
External Rudimentary G2 Digital ID Center**

 **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.

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VeriSign  
TRUST NETWORK™



## Enrollment

Help with this Page

### Complete Enrollment Form

#### Enter your Digital ID information

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

**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)  
Do not use any punctuation.

•••••

<b>Enter Challenge Phrase:</b> (required) Do not use any punctuation.	<input type="password" value="•••••"/>
<b>Additional Security for Your Private Key</b> We recommend that you protect the private key associated with your digital ID. Checking the box below will provide you with security options for your private key. <a href="#">Click Here</a> for additional information.	
<b>Check this Box to Protect Your Private Key</b>	<input checked="" type="checkbox"/>
<b>Optional: Enter Comments</b> In some cases, your administrator will instruct you to enter <i>Shared Secret</i> information (known only to you and the administrator) in this field. The administrator uses this shared secret to verify that it really is <i>you</i> submitting the application. This comment will not be included in your Digital ID.	
Done	

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



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

**Submit**

**Cancel**

34. Confirm your email address and click **'OK'**.



35. On the 'Creating a new RSA exchange key' prompt click **'Set Security Level'**.



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



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.

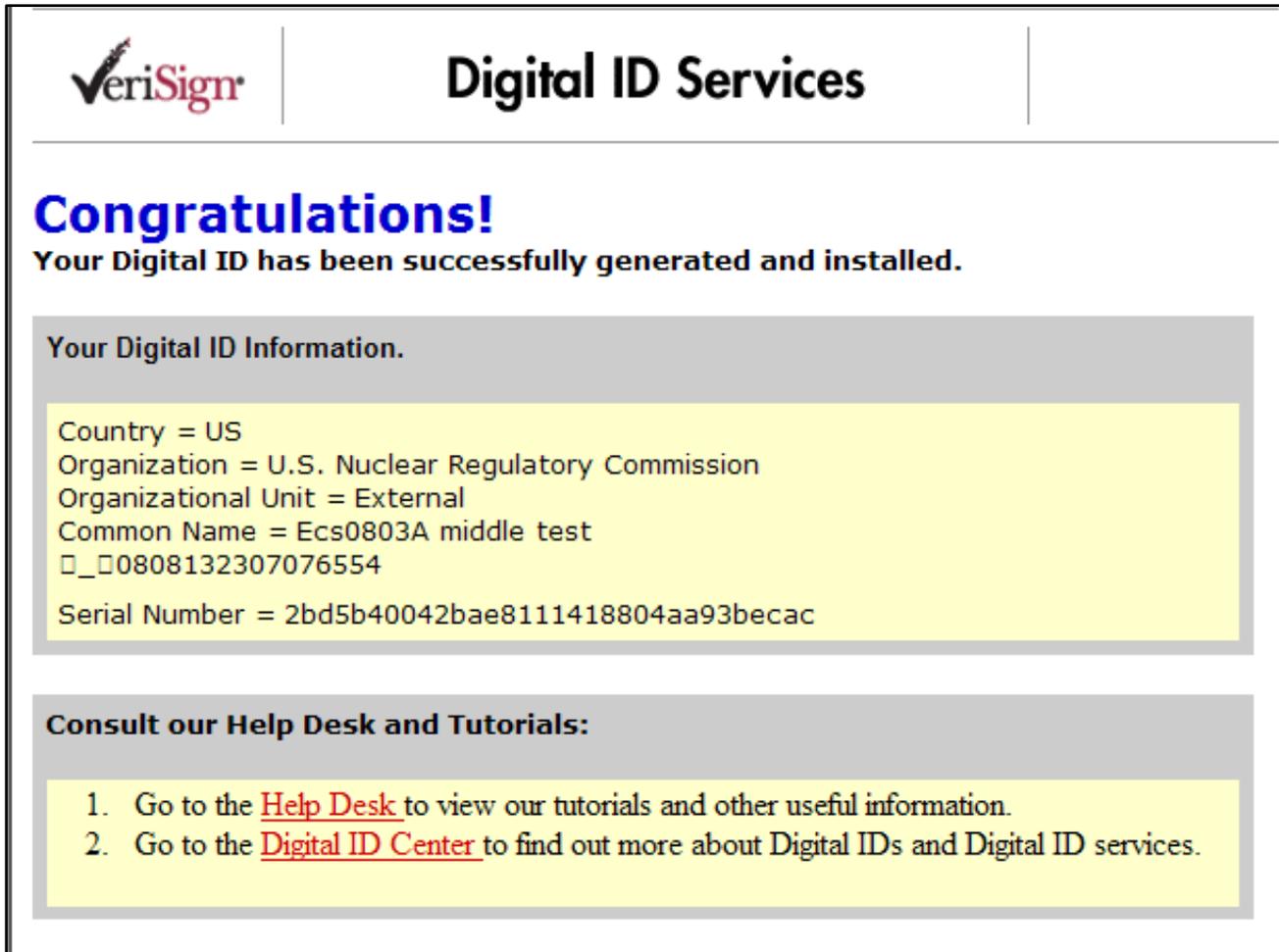


39. At this point the digital certificate is being created and installed into your certificate store. Do not stop or refresh your browser.

## 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**.





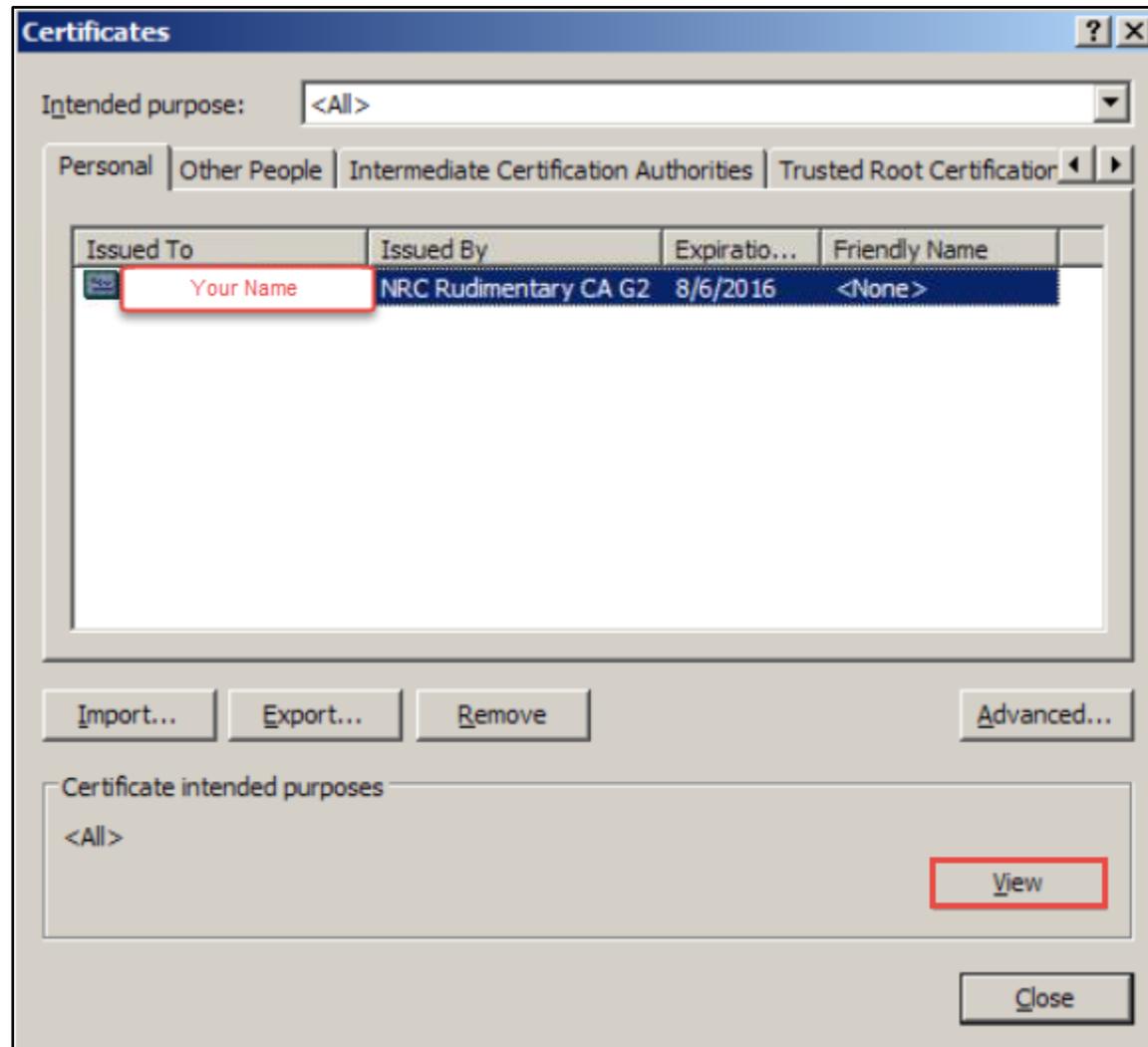
The screenshot shows a web page with the VeriSign logo on the left and the title "Digital ID Services" in the center. Below the title, there is a large blue heading "Congratulations!" followed by the text "Your Digital ID has been successfully generated and installed." Below this, there is a grey box titled "Your Digital ID Information." containing a yellow box with the following details: Country = US, Organization = U.S. Nuclear Regulatory Commission, Organizational Unit = External, Common Name = Ecs0803A middle test, a hexadecimal string, and Serial Number = 2bd5b40042bae8111418804aa93becac. At the bottom, another grey box titled "Consult our Help Desk and Tutorials:" contains a yellow box with two numbered steps: 1. Go to the [Help Desk](#) to view our tutorials and other useful information. 2. Go to the [Digital ID Center](#) to find out more about Digital IDs and Digital ID services.

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.

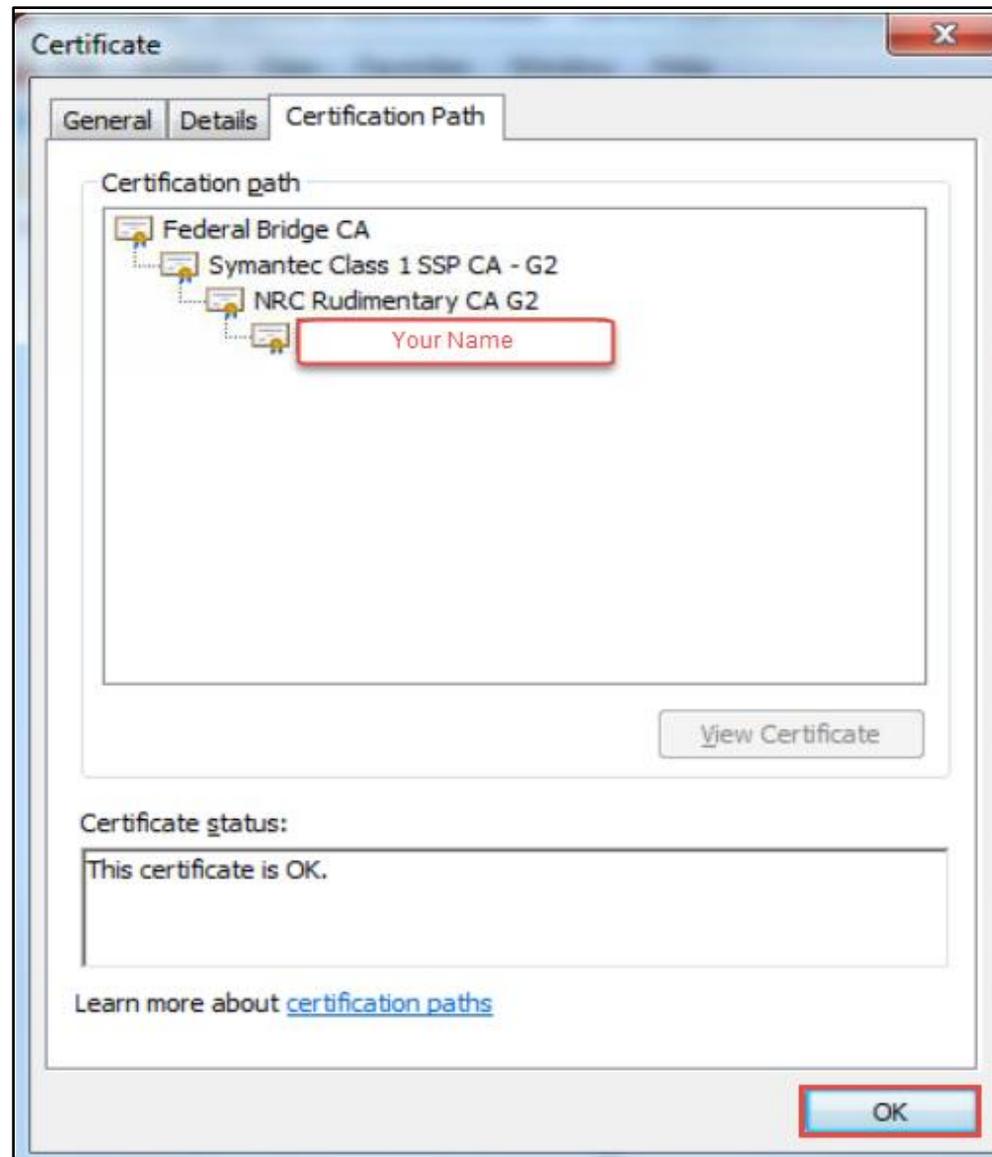


42. On the '**Personal**' tab, you should see a Rudimentary CA G2 certificate '**Issued by**' the NRC. Select the certificate, and click on '**View**'.



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](https://eie.nrc.gov/eie/PART55/app.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.

**Electronic Information Exchange**

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

## 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**

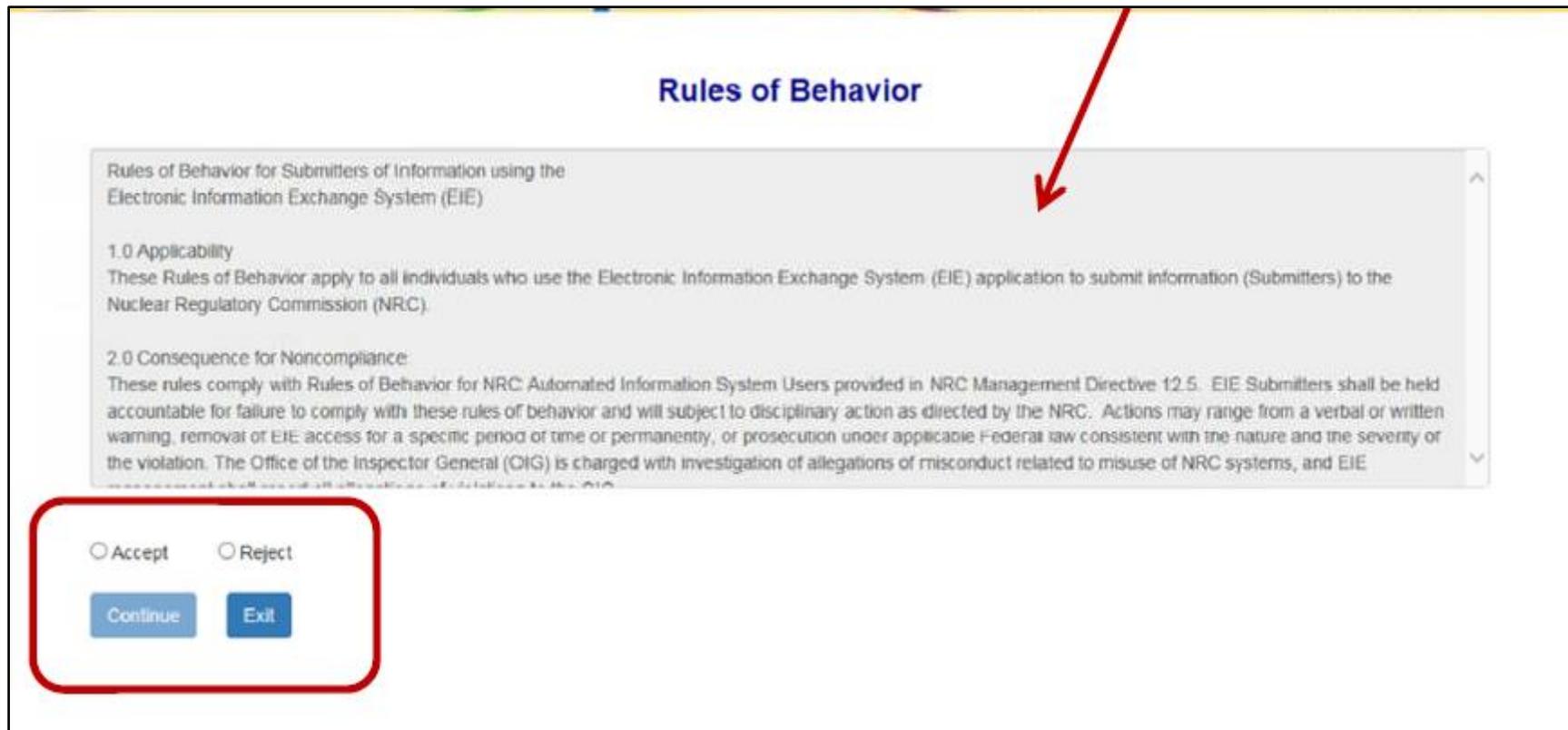
Public Law 99-474 provides that anyone who accesses a Federal computer system without authorization, and by means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, shall be subject to fine or imprisonment, or both.

**REPORT ANY UNAUTHORIZED USE TO COMPUTER SECURITY AND THE INSPECTOR GENERAL**

I consent to monitoring     I do not consent to monitoring

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.

### Create User Profile

You must create a user profile to continue.  
Note: All fields are not required in order to use this application. However, it will help us contact you in the event of an errant submission or if we need to follow up with questions about your submission.

**Certificate Information**

<b>First Name:</b>	<input type="text" value="John"/>	<b>Last Name:</b>	<input type="text" value="Doe"/>
<b>Email:</b>	<input type="text" value="john.doe@nrc.gov"/>	<b>Expiration:</b>	<input type="text" value="12/31/2099"/>

**Contact Information**

<b>Title:</b>	<input type="text"/>	<b>Fax:</b>	<input type="text" value="(555) 555-5555"/>
<b>Phone:</b>	<input type="text" value="(301) 123-4567"/>		

**Address**

<b>Address 1:</b>	<input type="text"/>	<b>Address 2:</b>	<input type="text"/>
<b>City:</b>	<input type="text"/>	<b>State:</b>	<input type="text" value="Maryland"/>
<b>Zip:</b>	<input type="text" value="55555"/>		

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.

**Electronic Information Exchange - Part 55** United States Nuclear Regulatory Commission  
Protecting People and the Environment 

[Home](#) [Update Profile](#) [New Submission](#) [Reports](#) [GFE Functions](#) [Help](#) [Logout](#)

**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](https://eie.nrc.gov/eie/PART55/app.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.

The screenshot shows the 'Terms of Service' page for the NRC Electronic Information Exchange System. At the top, there is a header with the 'Electronic Information Exchange' logo on the left and the 'United States Nuclear Regulatory Commission' logo with the tagline 'Protecting People and the Environment' and 'U.S.NRC' on the right. The main heading is 'Welcome to the NRC Electronic Information Exchange System' followed by 'Terms of Service'. The page contains three sections of text: 'USE OF THIS COMPUTER CONSTITUTES A CONSENT TO MONITORING', 'UNAUTHORIZED ACCESS PROHIBITED BY LAW - TITLE 18 U.S. CODE SECTION 1030', and 'REPORT ANY UNAUTHORIZED USE TO COMPUTER SECURITY AND THE INSPECTOR GENERAL'. At the bottom, there are two radio button options: 'I consent to monitoring' (which is selected and highlighted with a red box) and 'I do not consent to monitoring'. Below these are two buttons: 'Continue' and 'Exit'.

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**'.

**Electronic Information Exchange - Part 55** United States Nuclear Regulatory Commission  
*Protecting People and the Environment* **U.S.NRC**

Home Update Profile New Submission Submission History GFE Functions Help Logout

### Request Facility Access

Required fields are marked with an asterisk (\*)

**Region Selection**

**Region\*** :

**GFE Facilities**

**Available GFE Facilities** **Selected GFE Facilities\***

Empty list Empty list

Type to Search Type to Search

→→ → ←←

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.

**Electronic Information Exchange - Part 55** United States Nuclear Regulatory Commission  
*Protecting People and the Environment* U.S.NRC

Home Update Profile New Submission Submission History GFE Functions - Help Logout

### Request Facility Access

Required fields are marked with an asterisk (\*)

**Region Selection**

Region\* :   
Region I  
Region II  
Region III  
Region IV

**GFE Facilities**

Available GFE Selected GFE Facilities\*

Empty list Empty list

Type to Search Type to Search

→→ → ← ←←

Submit Request

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.

**Request Facility Access**  
Required fields are marked with an asterisk (\*)

**Region Selection**

Region\* : Region II

**GFE Facilities**

**Available GFE Facilities**

Showing all 4

Type to Search

→→ →

- Beaver Valley Power Station (II)
- Omaha Public Power Group (II)
- Peach Bottom Power Plant (II)
- Southern California Edison (II)

**Selected GFE Facilities\***

Empty list

Type to Search

← ←←

Submit Request

11. Once the facility has been selected, click the arrow facing right towards the '**Selected GFE Facilities\***' list.

**Request Facility Access**  
Required fields are marked with an asterisk (\*)

**Region Selection**

Region\* :

**GFE Facilities**

**Available GFE Facilities**

Showing all 3

Type to Search

→→      →

Beaver Valley Power Station (II)  
Peach Bottom Power Plant (II)  
Southern California Edison (II)

**Selected GFE Facilities\***

Showing all 1

Type to Search

←      ←←

Omaha Public Power Group (II)

Submit Request

- 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**'.
- 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."

**Request Facility Access**  
Required fields are marked with an asterisk (\*)

Your request for accessing facility(ies) has been submitted successfully.

**Region Selection**  
Region\* : Region II

**GFE Facilities**

**Available GFE Facilities**  
Showing all 3  
Type to Search  
Beaver Valley Power Station (II)  
Peach Bottom Power Plant (II)  
Southern California Edison (II)

**Selected GFE Facilities\***  
Showing all 1  
Type to Search  
Omaha Public Power Group (II)

Submit Request

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."

 Thu 12/21/2017 11:09 AM  
mshd.resource@nrc.gov  
Request for facility access received

To **Marks, John**

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.

**Electronic Information Exchange**

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

## 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**

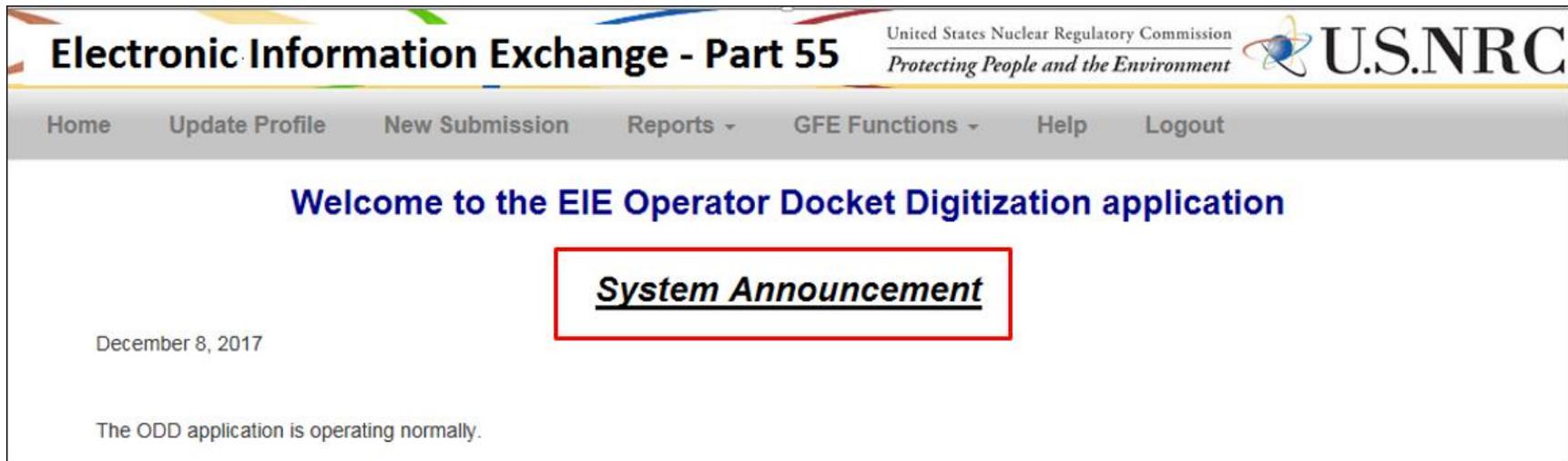
Public Law 99-474 provides that anyone who accesses a Federal computer system without authorization, and by means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, shall be subject to fine or imprisonment, or both.

**REPORT ANY UNAUTHORIZED USE TO COMPUTER SECURITY AND THE INSPECTOR GENERAL**

I consent to monitoring     I do not consent to monitoring

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.

Home	Update Profile	New Submission	Submission History	Reports ▾	GFE Functions ▾	Help	Logout
------	----------------	----------------	--------------------	-----------	-----------------	------	--------

## 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

<b>Submitter Name</b>	John Marks	<b>Email Address</b>	John.Marks@yahoo.com
<b>Certificate Expiration Date</b>	04/29/2019		

### 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.

<b>Primary Facility Name *</b>	Please select a Primary Facility ▾	<b>Region</b>	
<b>Secondary Facility Name (if applicable)</b>	Please select a Secondary Facility ▾		
<b>Tertiary Facility Name (if applicable)</b>	Please select a Tertiary Facility ▾		
<b>Test Date *</b>	Please select a Test Date ▾		

**Facility Representative(s) (on Security Agreement) \***

First Name *	Last Name *	Remove	Add

**Registrants \***

First Name *	Middle Initial	Last Name *	Suffix	DOB (mm/dd/yyyy) *	Remove	Add
				mm/dd/yyyy		

### Submitter Signature

- 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.

\* Required field

Submitter's Information

Submitter Name	John Marks	Email Address	John.Marks@yahoo.com
Certificate Expiration Date	04/29/2019		

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.

Primary Facility Name *	Please select a Primary Facility Please select a Primary Facility Beaver Valley 1 Beaver Valley 2 Browns Ferry 1 Browns Ferry 2 Browns Ferry 3	Region	
Secondary Facility Name (if applicable)			
Tertiary Facility Name (if applicable)			

- 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.

**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 \*** Browns Ferry 1 **Region** Region II

**Secondary Facility Name (if applicable)** Please select a Secondary Facility  
Please select a Secondary Facility  
Browns Ferry 2  
Browns Ferry 3  
Brunswick 1  
Brunswick 2  
Catawba 1  
Catawba 2  
V.C. Summer 3

**Tertiary Facility Name (if applicable)**

**Test Date \***

**Facility Representative(s) (on S**

**First Name \*** **Last Name**

Region will automatically be updated once a Primary Facility has been selected.

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.

**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 \*** Browns Ferry 1 **Region** Region II

**Secondary Facility Name (if applicable)** Browns Ferry 2

**Tertiary Facility Name (if applicable)** Please select a Tertiary Facility  
Please select a Tertiary Facility  
Browns Ferry 3  
Brunswick 1  
Brunswick 2  
Catawba 1  
Catawba 2  
V.C. Summer 3

**Test Date \***

**Facility Representative(s) (on S**

**First Name \*** **Last Name**

11. Next, click the dropdown next to the 'Test Date\*' field and select a test date.

**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 \*** Browns Ferry 1 **Region** Region II

**Secondary Facility Name (if applicable)** Browns Ferry 2

**Tertiary Facility Name (if applicable)** Browns Ferry 3

**Test Date \*** Please select a Test Date  
03/07/2018

**Facility Representative(s) (on Security Agreement) \***

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

**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 \*** Browns Ferry 1 **Region** Region II

**Secondary Facility Name (if applicable)** Browns Ferry 2

**Tertiary Facility Name (if applicable)** Browns Ferry 3

**Test Date \*** 03/07/2018

**Facility Representative(s) (on Security Agreement) \***

First Name *	Last Name *	Remove	Add
<input type="text"/>	<input type="text"/>	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="-"/>	<input type="button" value="+"/>

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.

**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 \*** Browns Ferry 1 **Region** Region II

**Secondary Facility Name (if applicable)** Browns Ferry 2

**Tertiary Facility Name (if applicable)** Browns Ferry 3

**Test Date \*** 03/07/2018

**Facility Representative(s) (on Security Agreement) \***

First Name *	Last Name *	Remove	Add
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		

**Registrants \***

First Name *	Middle Initial	Last Name *	Suffix	DOB (mm/dd/yyyy) *	Remove	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>		

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.

**Registrants \***

First Name *	Middle Initial	Last Name *	Suffix	DOB (mm/dd/yyyy) *	Remove	Add
Liliah	Samantha	Moore		01/15/1990	–	+
Marcus	Tyler	Smith		03/16/1984	–	+

**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:**  (affiliate)      **Date:** 12/22/2017

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."

Home    Update Profile    New Submission    Submission History    Reports ▾    GFE Functions ▾    Help    Logout

**Facility Generic Fundamentals Examination Registration Submission Received**

Thank you! The NRC has received your Facility Generic Fundamentals Examination Registration submission.

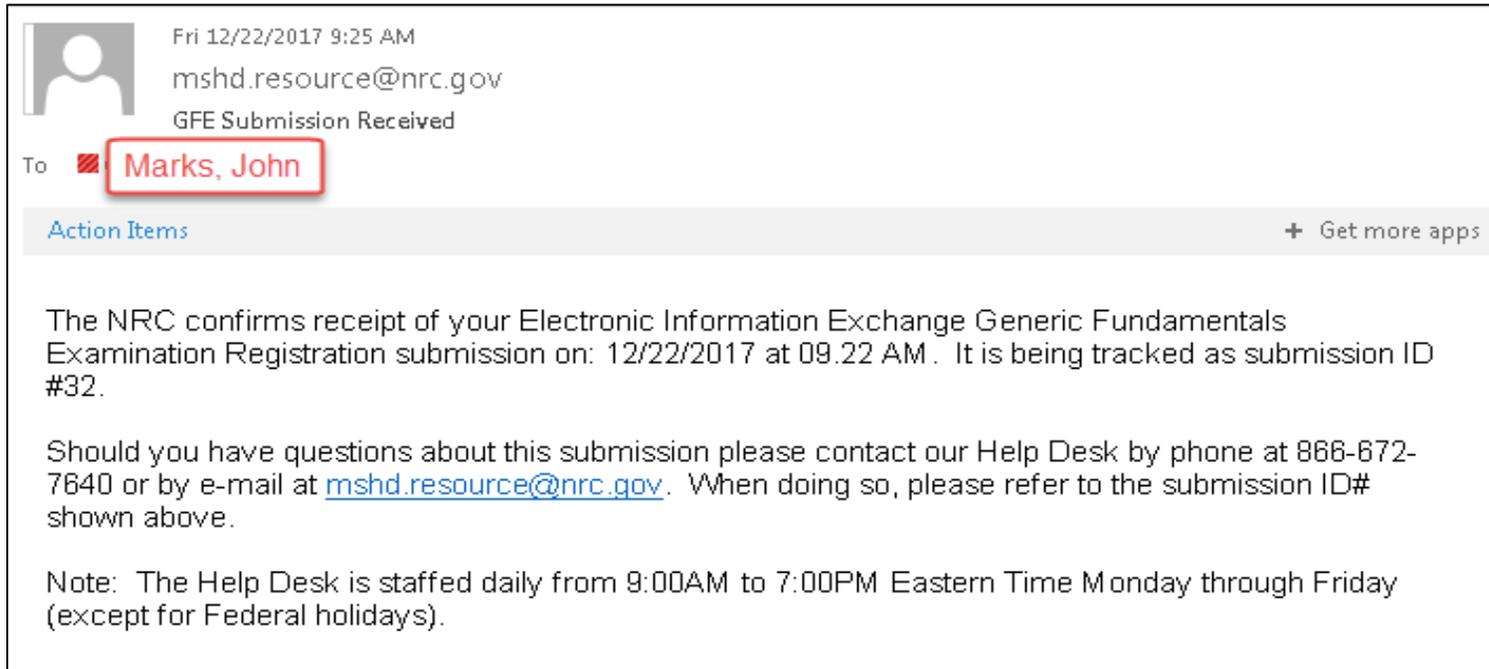
Should you have questions about your submission, please refer to submission ID [32] when calling our Help Desk at (866)672-7640.

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](mailto: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).



The screenshot shows an email notification interface. At the top left is a grey profile icon. To its right, the text reads: "Fri 12/22/2017 9:25 AM", "mshd.resource@nrc.gov", and "GFE Submission Received". Below this, the recipient is listed as "To: Marks, John", with the name "Marks, John" enclosed in a red rectangular box. A horizontal bar with the text "Action Items" and a plus sign followed by "Get more apps" is positioned below the recipient information. The main body of the email contains the following text: "The NRC confirms receipt of your Electronic Information Exchange Generic Fundamentals Examination Registration submission on: 12/22/2017 at 09.22 AM. It is being tracked as submission ID #32." followed by "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](mailto:mshd.resource@nrc.gov). When doing so, please refer to the submission ID# shown above." and finally "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](#) 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.

**Electronic Information Exchange**

United States Nuclear Regulatory Commission  
*Protecting People and the Environment*

**U.S. NRC**

## 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**

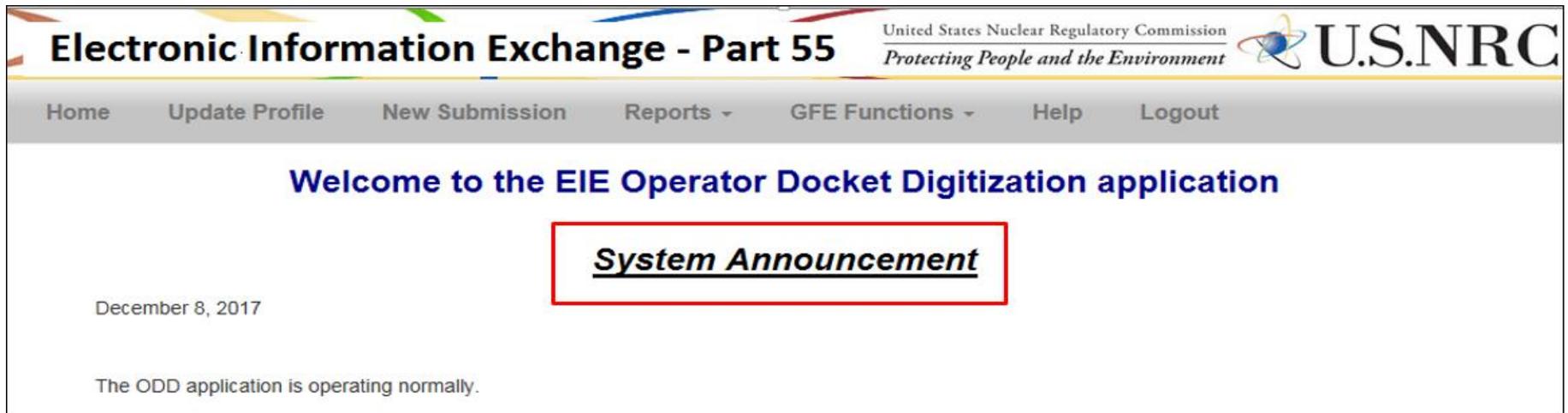
Public Law 99-474 provides that anyone who accesses a Federal computer system without authorization, and by means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, shall be subject to fine or imprisonment, or both.

**REPORT ANY UNAUTHORIZED USE TO COMPUTER SECURITY AND THE INSPECTOR GENERAL**

I consent to monitoring  I do not consent to monitoring

**Continue** **Exit**

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.

**GFE Submission History**

Start Date:  End Date:  Search:

Show  entries

Search:

ID	# Registrants	Facilities	Region	Test Date	Facility Representative(s) (on Security Agreement)	Status

Calendar (January 2018):

Su	Mo	Tu	We	Th	Fr	Sa
31	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	31	1	2	3
4	5	6	7	8	9	10

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.

**GFE Submission History**

Start Date:  End Date:  Search:

Show  entries

Search:

ID	# Registrants	Submitter	Date	Facilities	Facility Representative(s) (on Security Agreement)	Status

Calendar (January 2018):

Su	Mo	Tu	We	Th	Fr	Sa
31	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	31	1	2	3
4	5	6	7	8	9	10

10. Click '**Search**' and the submission history will appear below in the results for the dates searched.

### GFE Submission History

**Start Date:**

**End Date:**

Show  entries Search:

	ID	# Registrants	Submitter	Date	Facilities	Region	Test Date	Facility Representative(s) (on Security Agreement)	Status
▼	46	2	John Marks (affiliate) [icon] John.Marks@yahoo.com [icon]	2018-01-10 14:23:16	Browns Ferry 1; Browns Ferry 2; Browns Ferry 3	Region II	03/07/2018	Samantha Smalls	Submission Delivery Succeeded
▼	45	1	John Marks (affiliate) [icon] John.Marks@yahoo.com [icon]	2018-01-10 13:33:09	Turkey Point 1; Turkey Point 2	Region II	06/06/2018	Tyler Perry	Submission Delivery Succeeded

Showing 1 to 2 of 2 entries

11. To view the list of registrants select a submission line and click the downward facing arrow (▼) under the 'ID' column.

### GFE Submission History

Start Date:  End Date:

Show  entries Search:

ID	# Registrants	Submitter	Date	Facilities	Region	Test Date	Facility Representative(s) (on Security Agreement)	Status
46	2	John-Marks-(affiliate)[] John.Marks@yahoo.com[]	2018-01-10 14:23:16	Browns Ferry 1; Browns Ferry 2; Browns Ferry 3	Region II	03/07/2018	Samantha Smalls	Submission Delivery Succeeded
45	1	John-Marks-(affiliate)[] John.Marks@yahoo.com[]	2018-01-10 13:33:09	Turkey Point 1; Turkey Point 2	Region II	06/06/2018	Tyler Perry	Submission Delivery Succeeded

**\*Note:** To minimize the view click the upward facing arrow to hide (▲) the list of names registered for that particular exam.

### GFE Submission History

Start Date:  End Date:

Show  entries Search:

ID	# Registrants	Submitter	Date	Facilities	Region	Test Date	Facility Representative(s) (on Security Agreement)	Status												
46	2	John-Marks-(affiliate)[] John.Marks@yahoo.com[]	2018-01-10 14:23:16	Browns Ferry 1; Browns Ferry 2; Browns Ferry 3	Region II	03/07/2018	Samantha Smalls	Submission Delivery Succeeded												
<table border="1" style="width: 100%;"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Middle Initial</th> <th>Suffix</th> </tr> </thead> <tbody> <tr> <td>ARNETTE</td> <td>Thomas</td> <td>H</td> <td></td> </tr> <tr> <td>Carter</td> <td>James</td> <td>M</td> <td></td> </tr> </tbody> </table>									Last Name	First Name	Middle Initial	Suffix	ARNETTE	Thomas	H		Carter	James	M	
Last Name	First Name	Middle Initial	Suffix																	
ARNETTE	Thomas	H																		
Carter	James	M																		
45	1	John-Marks-(affiliate)[] John.Marks@yahoo.com[]	2018-01-10 13:33:09	Turkey Point 1; Turkey Point 2	Region II	06/06/2018	Tyler Perry	Submission Delivery Succeeded												

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.

**GFE Submission History**

Start Date:  End Date:

Show  e Click the ID icon Search:

ID	# Registrants	Submitter	Date	Facilities	Region	Test Date	Facility Representative(s) (on Security Agreement)	Status													
<span style="border: 1px solid blue; padding: 2px;">46</span>	2	John-Marks (affiliate) John.Marks@yahoo.com	2018-01-10 14:23:16	Browns Ferry 1; Browns Ferry 2; Browns Ferry 3	Region II	03/07/2018	Samantha Smalls	Submission Delivery Succeeded													
		<table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Middle Initial</th> <th>Suffix</th> </tr> </thead> <tbody> <tr> <td>ARNETTE</td> <td>Thomas</td> <td>H</td> <td></td> </tr> <tr> <td>Carter</td> <td>James</td> <td>M</td> <td></td> </tr> </tbody> </table>		Last Name	First Name	Middle Initial	Suffix	ARNETTE	Thomas	H		Carter	James	M							
Last Name	First Name	Middle Initial	Suffix																		
ARNETTE	Thomas	H																			
Carter	James	M																			
<span style="border: 1px solid blue; padding: 2px;">45</span>	1	John-Marks (affiliate) John.Marks@yahoo.com	2018-01-10 13:33:09	Turkey Point 1; Turkey Point 2	Region II	06/06/2018	Tyler Perry	Submission Delivery Succeeded													

### 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  Email Address   
 Certificate Expiration Date

#### 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  Region   
 Secondary Facility Name   
 Tertiary Facility Name   
 Test Date

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

First Name	Last Name
Samantha	Smalls

#### Registrants

First Name	Middle Initial	Last Name	Suffix	DOB
Thomas	H	ARNETTE		04/16/1972
James	M	Carter		05/04/1982

#### 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:  (affilia) Date: 01/10/2018

## Document Submission(s)

### Submit Documents via EIE

1. Click on the [EIE](https://eie.nrc.gov/eie/PART55/app.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.

**Electronic Information Exchange**

United States Nuclear Regulatory Commission  
*Protecting People and the Environment* 

## 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

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.

**Electronic Information Exchange - Part 55** United States Nuclear Regulatory Commission  
*Protecting People and the Environment* U.S.NRC

Home Update Profile New Submission Reports GFE Functions Help Logout

**Welcome to the EIE Operator Docket Digitization application**

**System Announcement**

December 8, 2017

The ODD application is operating normally.

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.

Electronic Information Exchange - Part 55

United States Nuclear Regulatory Commission  
*Protecting People and the Environment*

U.S.NRC

Home Update Profile New Submission Submission History Reports ▾ GFE Functions ▾ Help Logout

➔ **New Part 55 Submission**

\* Required field

**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 *		Document Title *	Operator Docket (055-xxxxx)	Action
<div style="background-color: yellow; padding: 2px; font-weight: bold;">Submit To *</div> <div style="border: 1px solid red; padding: 2px; font-size: 0.8em;">                     - Select a Region - ▾                      - Select a Region -                      Headquarters                      Region I                      Region II                      Region III                      Region IV                 </div>	<input type="button" value="Choose File"/> No	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="055-"/>	<input type="button" value="Remove"/>

**Total File Size (KB):**

**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.

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- Next click the '**Browse**' button to attach a file in the '**File Name**' section.
- A '**Choose File to Upload**' pop-up window will open to allow you to attach a file.

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 \*:

File Name *	Document Title *	Operator Docket (055-xxxxx)	Action
<input type="text" value=""/> <input type="button" value="Browse..."/>	<input type="text" value=""/>	<input type="text" value="055-"/>	<input type="button" value="Remove"/>

Total File Size (KB):

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.

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 \*:

File Name *	Document Title *	Operator Docket (055-xxxxx)	Action
C:\Windows\Installer\90150000-0011-0000-0000-000 Browse...	A.Ashby 398	055-12345 x	Remove

Add Another File

Total File Size (KB):

13. To add another attachment click '**Add Another File**' and another line will appear. Repeat steps 8-11.

**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 \*\*:**

File Name *	Document Title *	Operator Docket (055-xxxxx)	Action
C:\Windows\Installer\{90150000-0011-0000-0000-000} Browse...	A.Ashby 398	055-12345 x	<a href="#">Remove</a>

[Add Another File](#)      **Total File Size (KB):**

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.

**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 \*\*:**

File Name *	Document Title *	Operator Docket (055-xxxxx)	Action
C:\Windows\Installer\{90150000-0011-0000-0000-000} Browse...	A.Ashby 398	055-12345 x	<a href="#">Remove</a>

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.

File Name *	Document Title *	Operator Docket (055-xxxxx)	Action
C:\Windows\Installer\{90150000-0011-0000-0000-0000} Browse...	A.Ashby 398	055-12345	Remove

Total File Size (KB):

**Submission Information**

**Submission Comment**

**Submission Date**

**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:**

17. Last, click the '**Submit**' button and the '**New Submission**' section will close. A message will appear stating:

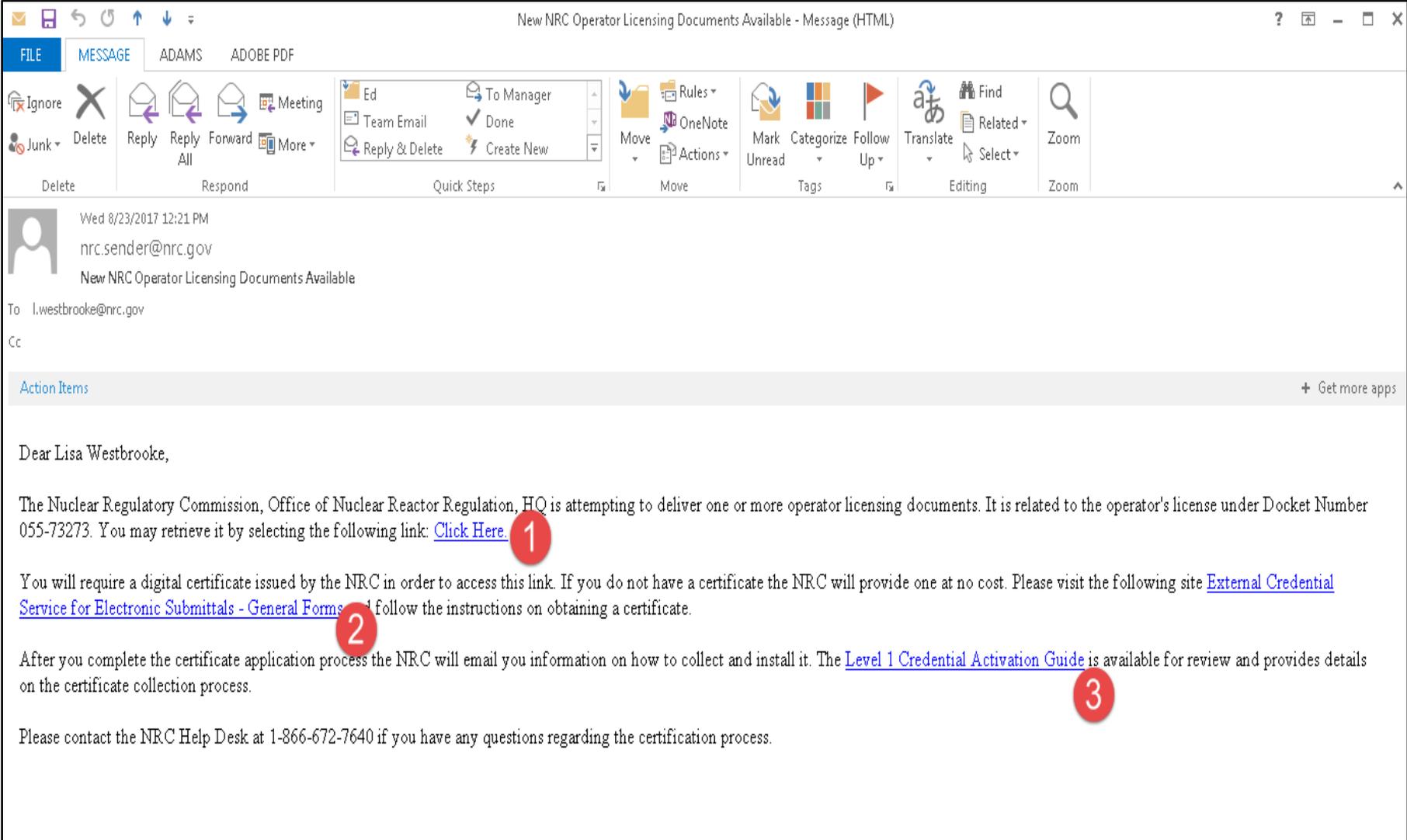
**'Operator Digital Docket Submission Received**

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.



The screenshot shows an email client window titled "New NRC Operator Licensing Documents Available - Message (HTML)". The interface includes a ribbon with tabs for "FILE", "MESSAGE", "ADAMS", and "ADOBE PDF". The "MESSAGE" tab is active, displaying various action icons like "Ignore", "Delete", "Reply", "Forward", and "More". Below the ribbon, the email header shows the sender as "nrc.sender@nrc.gov" and the subject as "New NRC Operator Licensing Documents Available". The email body contains the following text:

Dear Lisa Westbrooke,

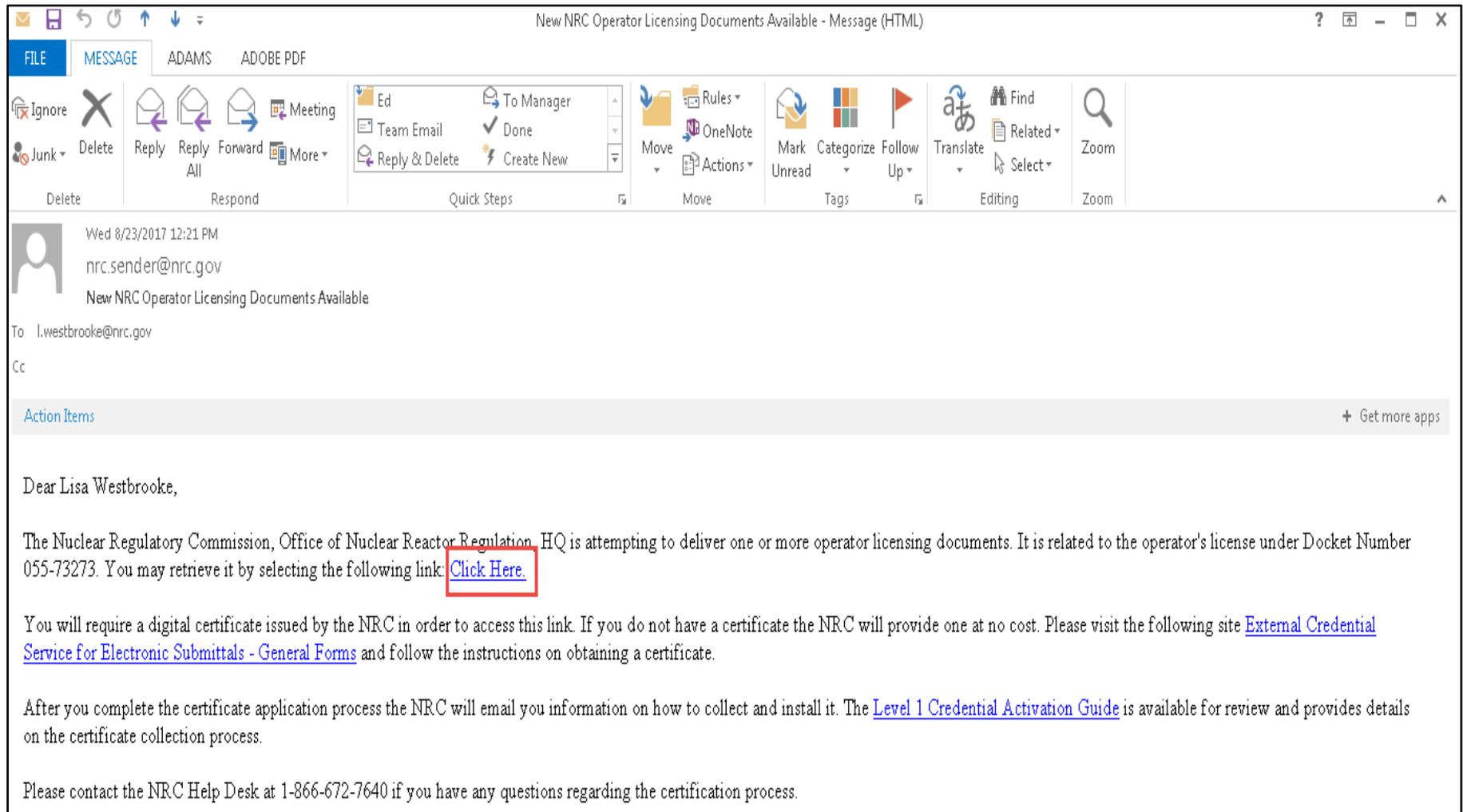
The Nuclear Regulatory Commission, Office of Nuclear Reactor Regulation, HQ is attempting to deliver one or more operator licensing documents. It is related to the operator's license under Docket Number 055-73273. You may retrieve it by selecting the following link: [Click Here](#). **1**

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 Submittals - General Forms](#) and follow the instructions on obtaining a certificate. **2**

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. **3**

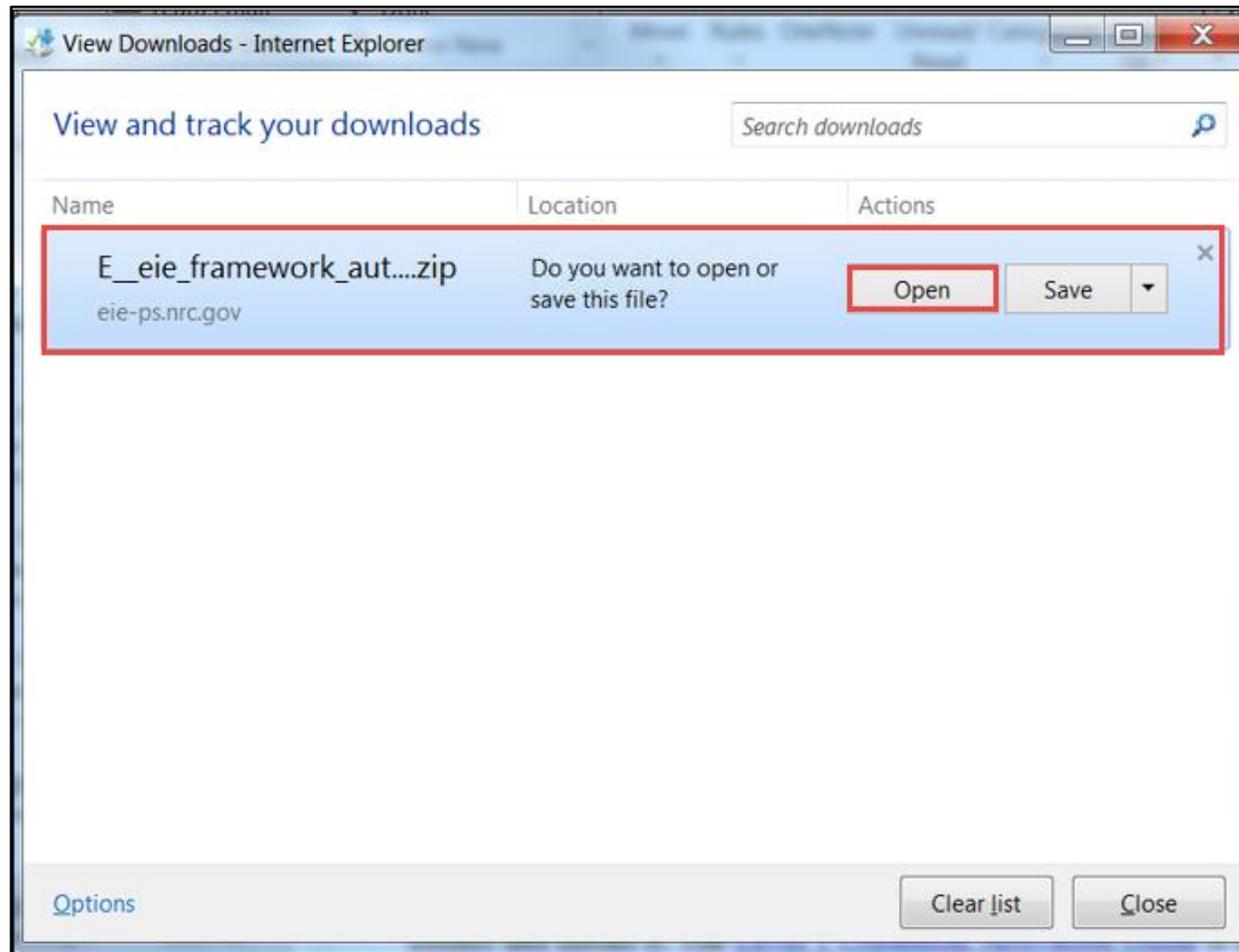
Please contact the NRC Help Desk at 1-866-672-7640 if you have any questions regarding the certification process.

2. Click on '**Click Here**' in the first paragraph and a windows security window will appear as it searches for the certificate(s) available.



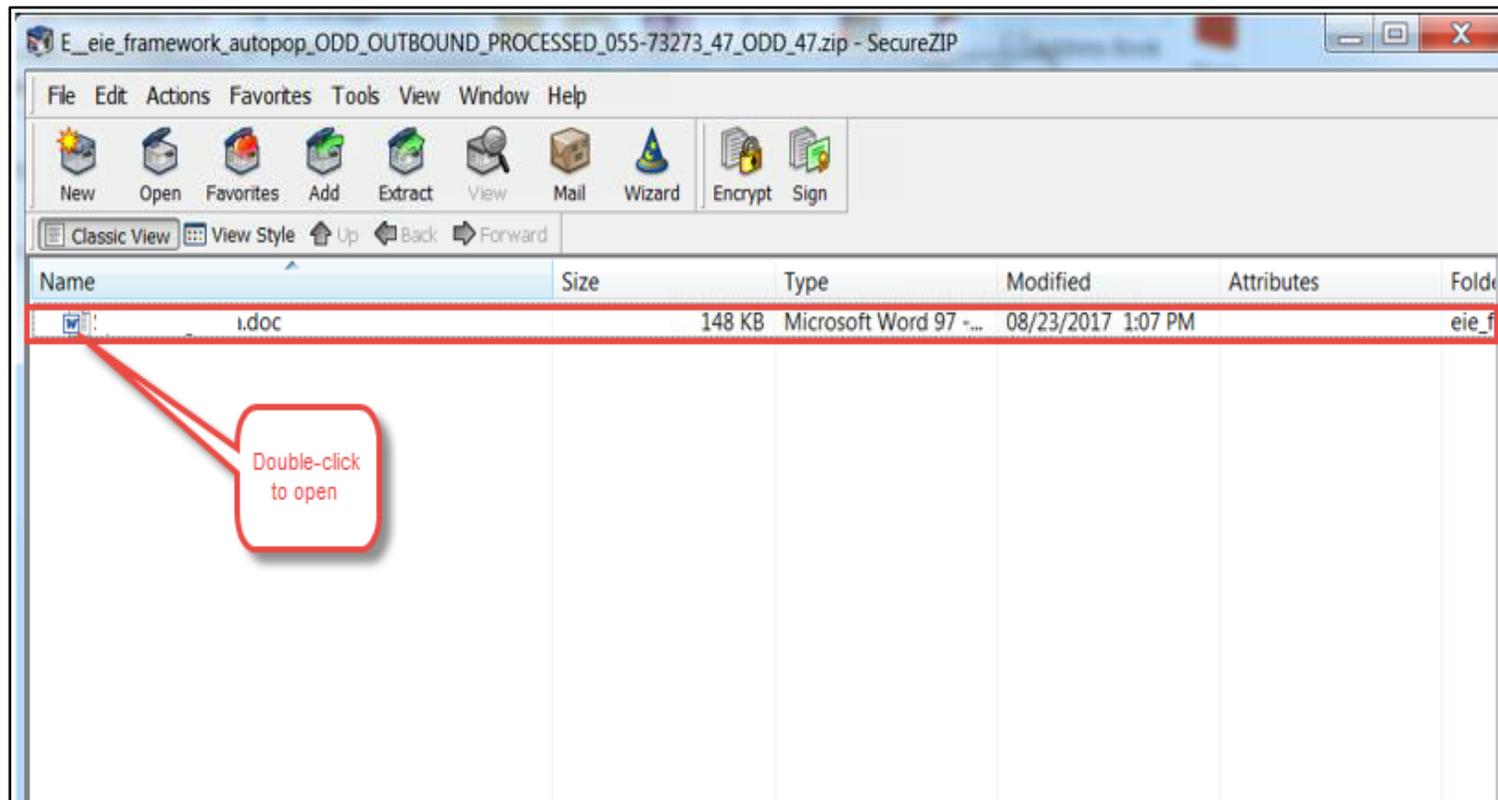
3. Select your 'NRC Rudimentary' certificate and click '**OK**'.

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>.
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. Click '**I consent to Monitoring**' to accept the Terms of Service.

**Electronic Information Exchange**

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

## 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.

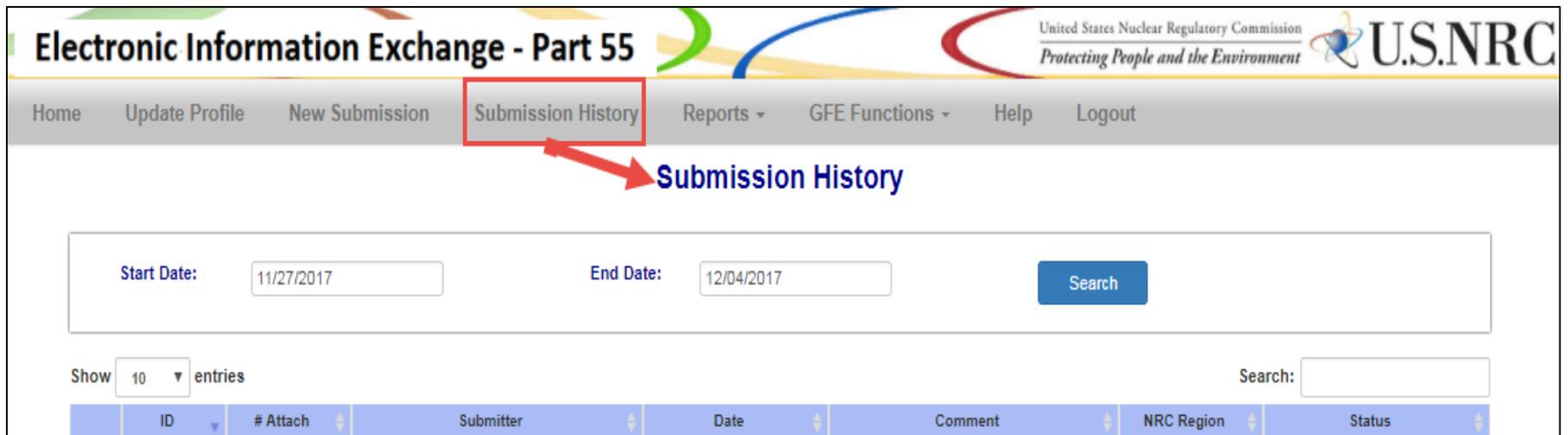
**UNAUTHORIZED ACCESS PROHIBITED BY LAW - TITLE 18 U.S. CODE SECTION 1030**

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**

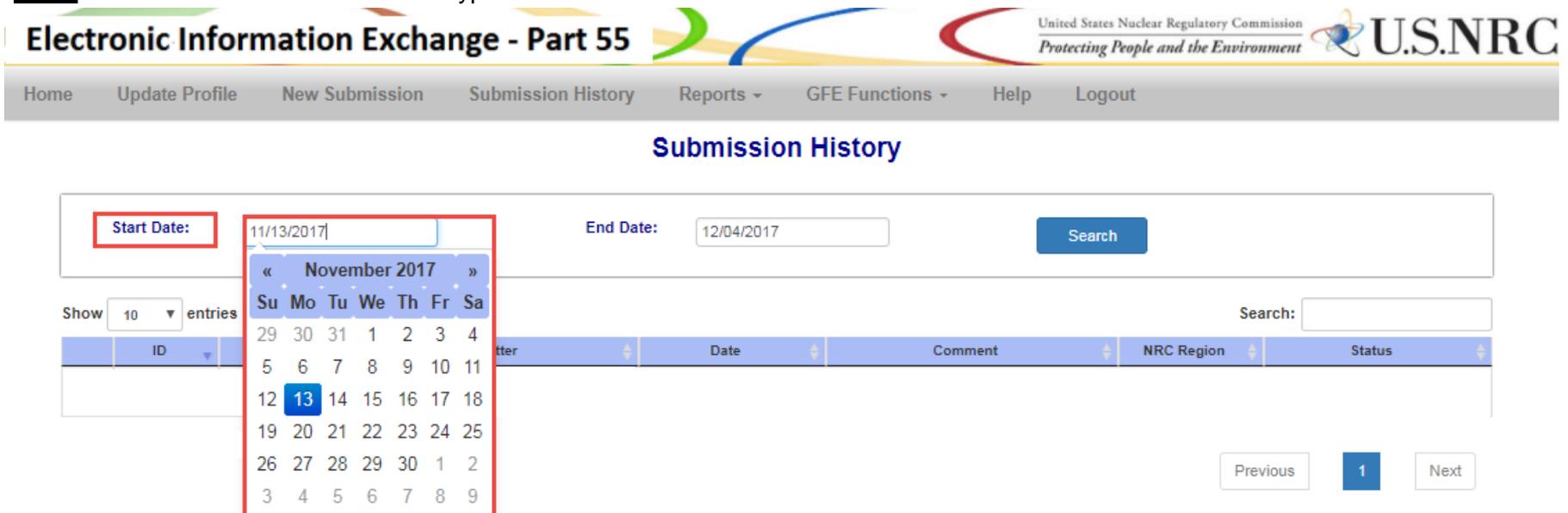
**consent to monitoring**     I do not consent to monitoring

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.

The screenshot displays the 'Submission History' page of the Electronic Information Exchange - Part 55. At the top, there is a navigation bar with links for Home, Update Profile, New Submission, Submission History, Reports, GFE Functions, Help, and Logout. The main content area is titled 'Submission History' and contains a search form. The 'Start Date' is set to 11/13/2017 and the 'End Date' is set to 12/04/2017. A calendar is open for December 2017, with the 4th highlighted. Below the search form, there is a table with columns for ID, # Attach, Submitter, Comment, NRC Region, and Status. The table is currently empty. There are also 'Previous' and 'Next' buttons for navigation.

8. Click 'Search' and the submission history will appear below in the results for the dates searched.

Electronic Information Exchange - Part 55

United States Nuclear Regulatory Commission  
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U.S.NRC

Home
Update Profile
New Submission
Submission History
Reports ▾
GFE Functions ▾
Help
Logout

Submission History

**Start Date:**

**End Date:**

Show  entries
Search:

	ID	# Attach	Submitter	Date	Comment	NRC Region	Status
▼	172	1	Jon Mark (affiliate) Jon.Marks@yahoo.com	2017-11-30 10:22:01		Region II	Part 55 Delivery Succeeded

Showing 1 to 1 of 1 entries

1