

SLEIS Signing Overview

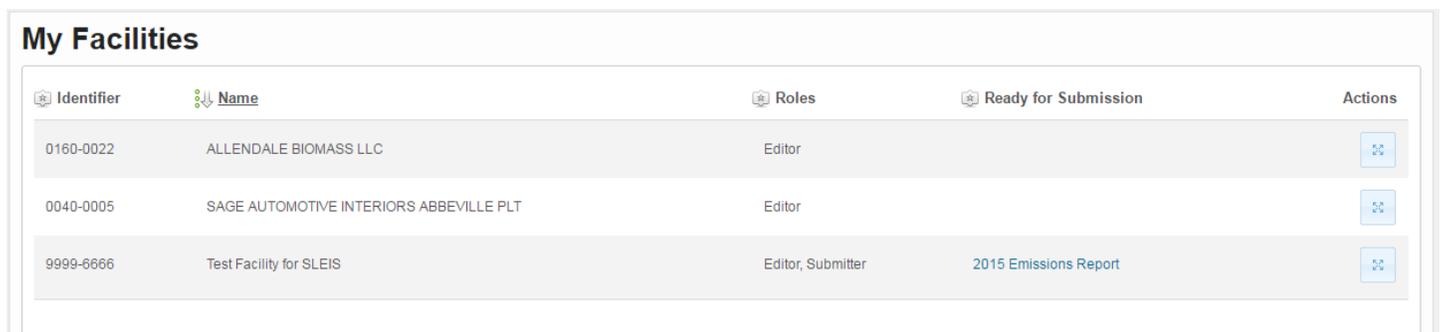
SLEIS Homepage: <https://sleisprod.dhec.sc.gov/sleis>

For the Standard User:

After data entry in SLEIS is complete and you are ready to tell your R.O./Certifier to sign and submit, be sure to run the 'Validate Report' function on the main facility screen and fix any errors before your Certifier starts the signing process. It would be good to check the 'Mark as Ready for Submission' box on the validation results screen when validation is error free.

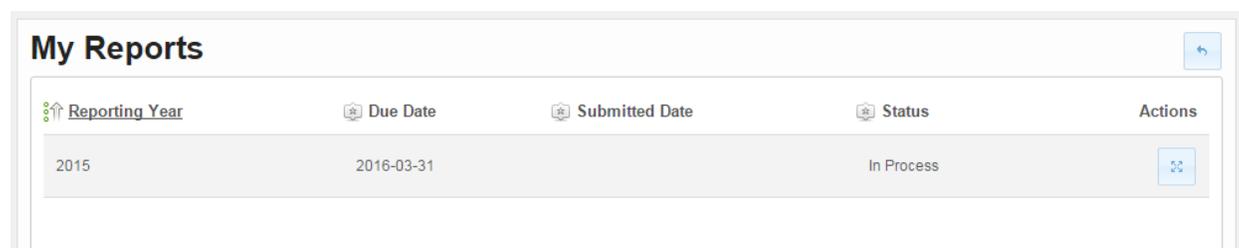
For the R.O./Certifier:

- log in at SLEIS Homepage
- if you have not done so already, please setup your challenge questions and answers in the 'My Profile' screen of SLEIS (link is at top right of SLEIS page) . The system usually prompts you to do this if it has not been completed.
- select the 'My Facilities' link at the top right of the page if you are not already on the My Facilities screen
- on the resulting 'My Facilities' page, locate the facility you want to sign/submit (depending on your associations, you may have more than one facility assigned to your account). If your standard user has marked it, you will see a '20xx Emissions Report' label in the 'Ready for Submission' column on the screen.



Identifier	Name	Roles	Ready for Submission	Actions
0160-0022	ALLEDALE BIOMASS LLC	Editor		
0040-0005	SAGE AUTOMOTIVE INTERIORS ABBEVILLE PLT	Editor		
9999-6666	Test Facility for SLEIS	Editor, Submitter	2015 Emissions Report	

- click the 'Open' button at the far right of the facility name under the 'ACTIONS' heading
- on the resulting 'My Reports' page, locate the Inventory year you are reporting



Reporting Year	Due Date	Submitted Date	Status	Actions
2015	2016-03-31		In Process	

- click the 'Open' button at the far right of the facility name under the 'ACTIONS' heading

This will bring you to the main inventory report page for the data year you are submitting/signing.

- click the 'Initiate Submission' button near the bottom of the screen

2015 Emissions Report

In Process ↶

Facility Inventory


 Facility


 Release Points


 Control Devices


 Emission Units


 Unit Processes

Emissions


 Process Emissions


 Report Attachments

Download Template
Import Data

More Actions

Validate Report
Initiate Submission
Print Report

Test Facility for SLEIS

Identifier:
9999-6666

Address:
2600 bull st
columbia, SC 29201

Your roles at this facility are:
Editor, Submitter

Submission Status

1 version of this emissions report has been submitted.

[View Submission History](#)

Summary Reports

Total Emissions by Source - [HTML](#) | [CSV](#)
 Total Emissions by Emission Unit - [HTML](#) | [CSV](#)
 Total Emissions by Release Point - [HTML](#) | [CSV](#)
 Process Emissions Summary - [CSV](#)

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- On the resulting Submission Review screen, a validation report will automatically run which examines the entire submittal for any missing data/errors. As a general rule, there should not be any errors, however any errors must be corrected before SLEIS will allow the submission process to continue. If there are no errors, you must click to view the electronic document (the Copy of Record, or 'COR') before SLEIS will allow you to continue the submission process. You will get a pdf copy of this document automatically from SLEIS via email when you have completed the signing and submission process.
- click the 'Continue' button after you have reviewed the electronic document/COR.

2015 Emissions Report

In Process

Submission Review

Please click **View electronic document** and review the contents of the report being submitted before continuing the submission.

View electronic document

Cancel
Continue

Test Facility for SLEIS

Identifier:
9999-6666

Address:
2600 bull st
columbia, SC 29201

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- On the resulting screen, you must read and check the Submission Agreements before SLEIS will let you continue the submission process.
- click the 'Continue' button

2015 Emissions Report

In Process

Test Facility for SLEIS

Identifier:
9999-6666

Address:
2600 bull st
columbia, SC 29201

Submission Agreements

I certify that I have not violated any term in my Electronic Subscriber Agreement and that I am otherwise without any reason to believe that the confidentiality of my user ID and/or password have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

- I am the owner of the account used to perform the electronic submission and signature.
- I have the authority to submit the data on behalf of the facility I am representing.
- I agree that providing the account credentials to sign the submission document constitutes an electronic signature equivalent to my written signature.
- I have reviewed the electronic report being submitted in its entirety, and agree to the validity and accuracy of the information contained within it to the best of my knowledge.

I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

[Cancel](#) [Continue](#)

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- on the resulting Submission Signature screen, provide SLEIS with an answer to the challenge question and your password. This is the final step of signing and submitting the inventory report.

2015 Emissions Report

In Process

Test Facility for SLEIS

Identifier:
9999-6666

Address:
2600 bull st
columbia, SC 29201

Submission Signature

Please provide the answer to your previously specified challenge question, and re-enter your account login password.

What is the name of your favorite childhood friend?

Password:

[Cancel](#) [Continue](#)

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- on the resulting Submission Confirmation screen, you will see the Confirmation Number as well as a link to print the confirmation and a link to view the official Copy of Record. SLEIS automatically emails the COR to the R.O./Certifier. The email also contains the Confirmation Number as well as any additional items that may need to be completed for the submittal.

Questions can be directed to:

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