

CASE 1: You would like to upload a verification statement and have not updated or added information to your original emissions report submitted in the system. The system lists the report type for your facility as 'Report'.

In this case you do not have to start a separate report update (a 'supplementary report' in Reporting Regulation language) in the system just so you can upload a verification statement. You would upload the verification statement file to your original submitted report.

CASE 2: You needed to correct or add information to your original emissions report prior to verification, so you proceeded with a report update and submitted it in the system. The system now lists the report type for your facility as 'Update' instead of 'Report'.

In this case you would upload the verification statement file to that submitted report update.

How to Upload a Verification Statement

Log into Secure Services, go to the OWNERS module, select 'Report Maintenance' from the Task Menu and click 'Continue':

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes items like 'Report Submission', 'Report End', 'Error Check Report', 'Maintain Reports', 'Select Report Task', 'User Reports', 'Select Report', and 'K Zahariev'. The 'Select Report Task' item is highlighted, and a sub-menu is visible with 'Report Maintenance' selected. The main content area lists several tasks with checkboxes: 'Submit your Report', 'Report Maintenance' (checked), and 'View / Edit Company and Facility Details'. Below these is a 'Help with using OWNERS' section and a note about browser security. At the bottom are two buttons: '<< Return' and 'Continue >>'.

Continuing to work on an in-progress report,

- Submit your Report**
 - Check a report for errors;
 - Certify, verify and submit a report;
- Report Maintenance**
 - Update a submitted report;
 - View / print a report or statement of certification;
- View / Edit Company and Facility Details**

Including:
Return to Secure Services to:
Define additional Companies, Facilities and Contacts;
Notification that a facility changes ownership or has closed;
Manage user permissions / roles.
- Help with using OWNERS**

Note: Due to the secure nature of our system, the use of your browser's [Bookmarks/Favorites], [Back] button and [Refresh/Reload] buttons are not supported.

<< Return Continue >>

Select the company on the next page; then on the following page select the submitted report that you would like to attach a verification statement to, from the list. Then click on the button 'Verification':

Task Menu

- Reporting Period**
 - Select Company
 - Select Facility
- Facility Report**
- Contacts
- Comments
- Confidentiality
- Report Submission**
 - Report End
- Error Check Report**
- Maintain Reports**
- Select Report Task**
- User Reports**
- Select Report**
- K Zahariev**

Select Facility

Select one or more facilities from the list below and then click on the button / task that you would like to accomplish:

Facility Report List

	Type	Status	-	Amendment #	Facility
<input checked="" type="checkbox"/>	Report	Submitted		0	f1
<input type="checkbox"/>	Update	IP		1	f2

Filter list by:

- Select only one facility that is either In Progress or has been Submitted.
- You may only "delete" reports that have Not been Submitted.
- You may only "update" a previously submitted report.
- Print a Confirmation for a submitted report.
- Upload verification statement for the selected report.

You would be presented with the following page:

OWNERS > Maintain > Verification ECS-04

Role:Admin	Period:2010 - Annual	Company:BCTest	Facility:None
Report Type:BC GHG	Substance:None		

Report Verification [? Help](#)

A verification statement is required if $E \geq 25,000$ t CO₂e or E has been larger than 25,000 t in the past 3 reporting periods. Click the "Browse button" to select the document to upload.

Comments: (max 4000 characters)

Click on 'Browse' to upload your Report Verification

<input type="text"/>	<input type="button" value="Browse..."/>
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Upload File Name	Uploaded By	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note that, for now, the fields for 'Upload File Name', 'Uploaded By' and 'Date' are blank, indicating that no file has been submitted into the system yet. The field to the left of the 'Browse' button is also blank.

Click on 'Browse' and select the verification file that you would like to upload. You will be brought back to the Verification page. The field to the left of the 'Browse' button now contains the full file path to your file:

OWNERS > [Maintain](#) > **Verification** ECS-04

Role:Admin Period:2010 - Annual Company:BCTest Facility:None

Report Type:BC GHG Substance:None

Report Verification [? Help](#)

A verification statement is required if E >= 25,000 t CO2e or E has been larger than 25,000 t in the past 3 reporting periods. Click the "Browse button" to select the document to upload.

Comments: (max 4000 characters)

Click on 'Browse' to upload your Report Verification

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Upload File Name Uploaded By Date

If you click in that field and scroll to the right, you will see that your file name is there at the end of the file path. However, the verification statement file has not been submitted into the system yet.

Report Verification [? Help](#)

A verification statement is required if E >= 25,000 t CO2e or E has been larger than 25,000 t in the past 3 reporting periods. Click the "Browse button" to select the document to upload.

Comments: (max 4000 characters)

Click on 'Browse' to upload your Report Verification

Reporting Regulation.pdf

Upload File Name Uploaded By Date

Now click on 'Save/Continue' to submit the file into the system. You will be brought back to the Report Maintenance page. Unfortunately, pressing the 'Return' button on that page does not bring you back to the Verification page so you can see if the upload is successful. We are working with Environment Canada to make this process more intuitive for the next reporting cycle.

Instead, in order to check if the verification upload was successful, please click again on the button 'Verification' (your facility with the submitted report should be pre-selected). The system will present the Verification page where you can now see that the previously blank fields have been populated with the particulars of the verification statement file, the uploader name, and the submission date/time:

Report Verification [? Help](#)

A verification statement is required if E \geq 25,000 t CO₂e or E has been larger than 25,000 t in the past 3 reporting periods. Click the "Browse button" to select the document to upload.

Comments: (max 4000 characters)

Click on 'Browse' to upload your Report Verification

Upload File Name Reporting Regulation.pdf	Uploaded By K Zahariev	Date 8/30/2011 2:30:0
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