Notify Certifiers

As a Preparer, instead of a ‘Submit’ option at the bottom of your submission package, you have a ‘Notify Certifier(s)’ button (Exhibit 1).

Exhibit 1

Clicking ‘Notify Certifier(s)’ opens the ‘Notify Certifier(s)’ page, where you can select Certifiers from your facility (Exhibit 2) or add new certifiers (Exhibit 2) to your facility.

This page also contains a list of reports for your facility awaiting signature by a Certifier on the Report Detail tab, and information about your facility on the Facilities detail tab.
To select existing certifiers from your facility, click inside the field below the ‘Select from Existing Certifier(s)’ label (Exhibit 3) to display the list of available certifiers. To select a certifier, click on their name to add them to the list of certifiers to receive an email notification when you send the notifications that the report is ready for review and signing.
To add new certifiers to your facility, enter their first name, last name and email address in the table beneath the ‘Add New Certifier(s)’ label (Exhibit 4). To add more than one new certifier, select ‘Add Row’ (Exhibit 4). To remove a certifier from the table, select ‘Delete Row’ (Exhibit 4).

When you are ready to send notifications, select the ‘Send Notification’ button (Exhibit 4). To send an email to the existing and new certifiers listed on this page. A confirmation message displays when the email notifications have been sent (Exhibit 5).

Click ‘Yes’ to return to MyCEDRI. Click ‘No’ to return to ‘Notify Certifier(s).’
Exhibit 5