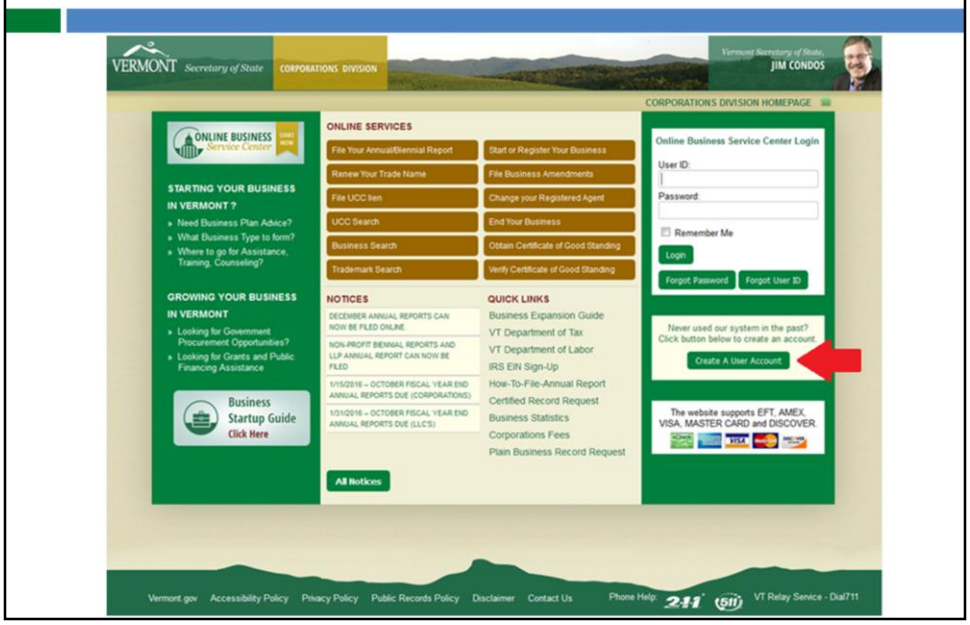
Vermont Department of Health

Chemical Disclosure Program

VERMONT DEPARTMENT OF HEALTH

Online Reporting System User Manual

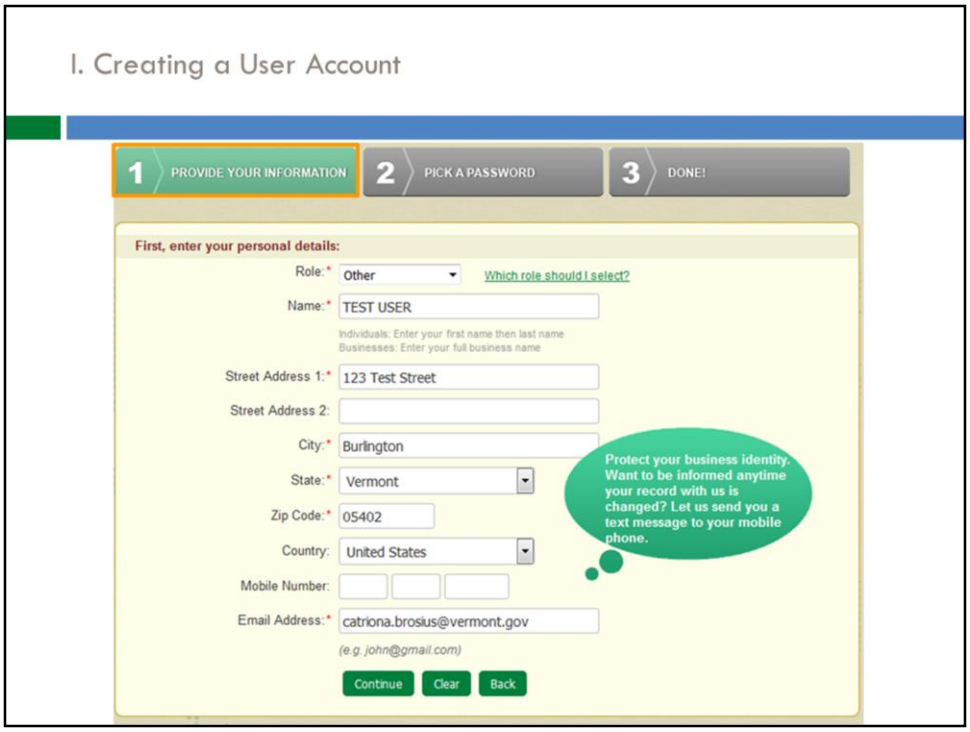
I. Creating a User Account



If you have never logged into the Online Business Service Center, you will have to create a login account.

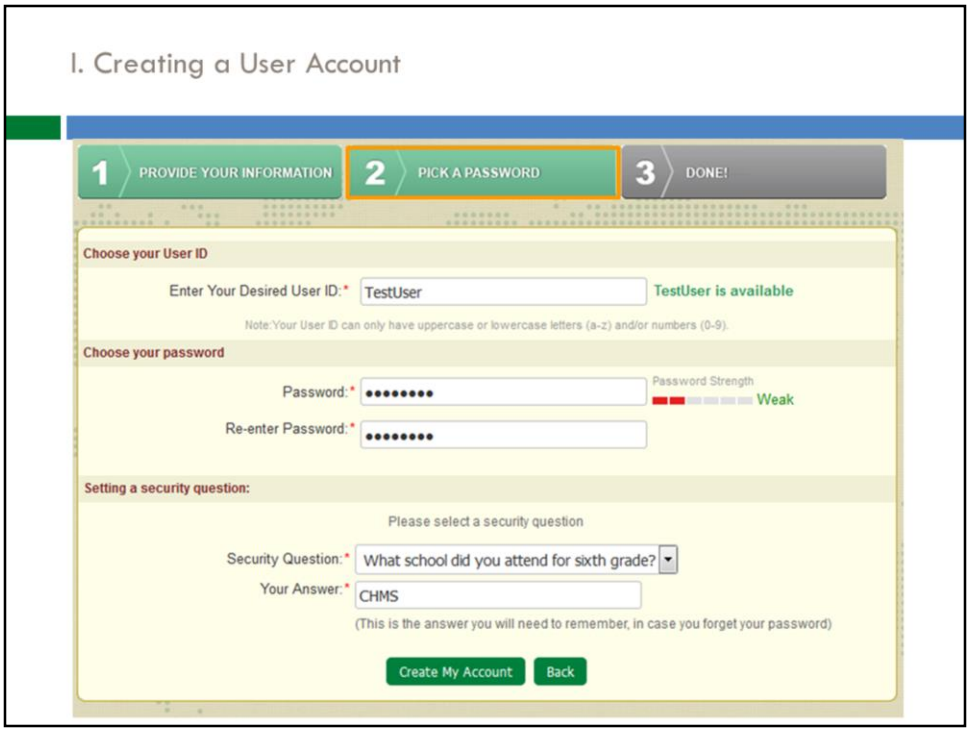
If you already have an account, you can sign in as-usual.

To begin, click “Create a User Account” next to the red arrow.



Step 1. Provide Your Information:

Fill in all required fields and click “Continue”



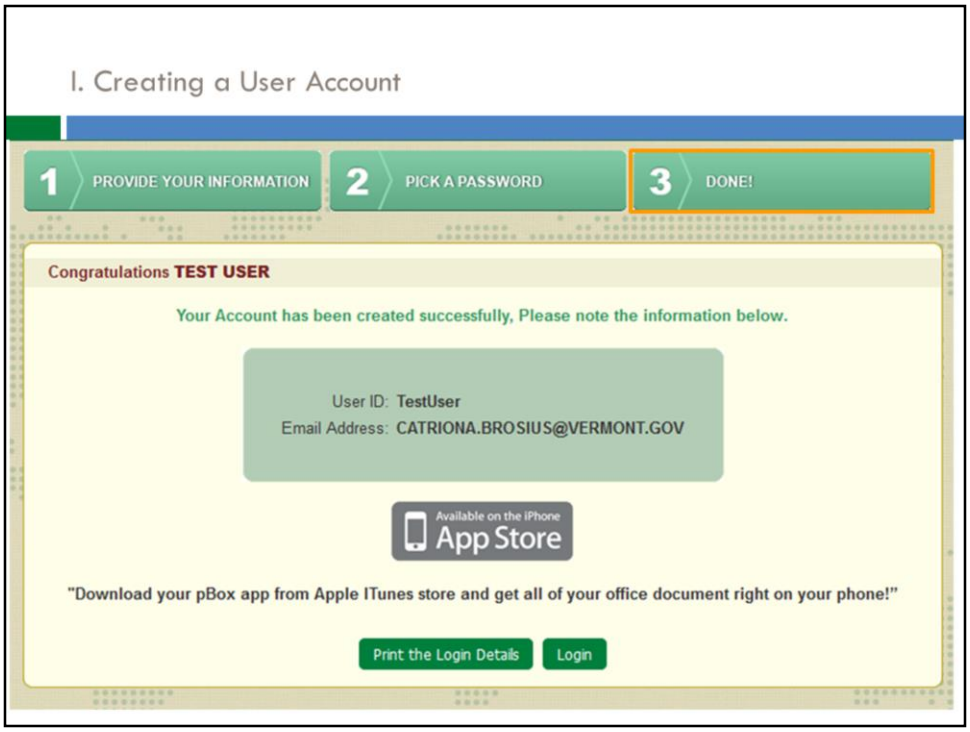
Step 2. Pick a User ID and Password:

When you enter a User ID, the system will check to see if it is available.

The system will measure the strength of your password as you type it.

Usernames may be a maximum of 9 digits.

Fill in all required fields and click “Create my Account”



Step 3. Done!

Click “Print Login Details” if you want to download a PDF of your login details.

If you would like to log into the system right away, click “Login”

You will receive an email confirmation that your account was created successfully.

I. Creating a User Account

You have successfully Registered with CORPORATIONS DIVISION ONLINE FILING PROCESS.

noreply@VTChemicalDisclosureProgram

Sent: Fri 5/6/2016 9:29 AM
To: Brosius, Catriona

Dear Test Manufacturer,

Your request was received and an account has been created for you with the details you have furnished. Every effort will be made to respond to your requests promptly.
Below are the details of your account.

Client ID: 000142608
Client Name: Test Manufacturer
User ID: UserTest1

You can access the CORPORATIONS DIVISION application using the following link.
http://www.vtsosonline.com

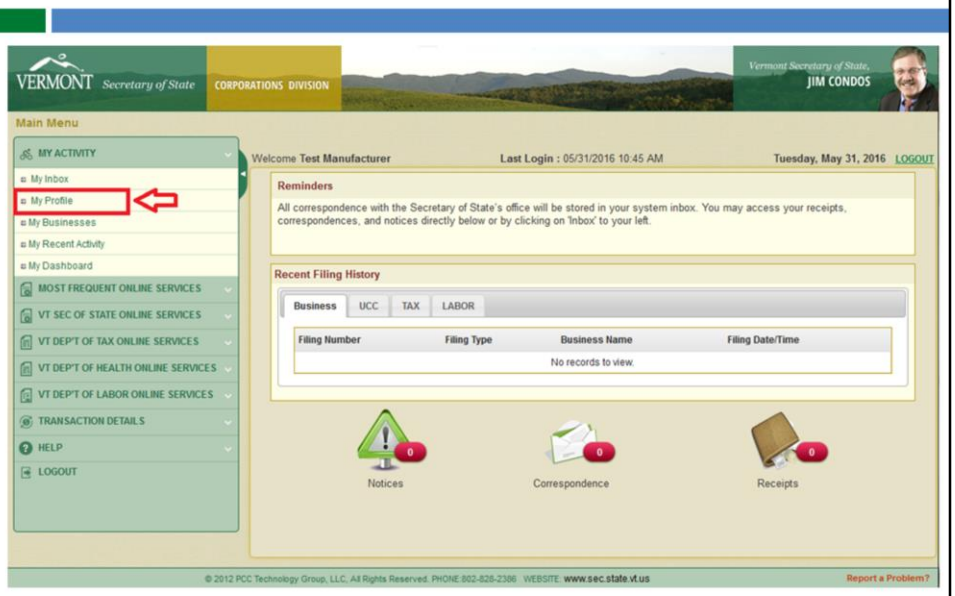
Thanks,
Corporations Division
802-828-2386.

NOTE:
- This is an automatically generated message.
- Please do not reply to this email.

This is an example of a confirmation email.

Emails from the online system will come from noreply@VTChemicalDisclosureProgram.

II. Changing your password



Changing your password can be done after you log into the system.

Under “My Activity” in the left menu, click “My Profile.”

You may need to click to expand the “My Activity” menu in order to see the options under it.

II. Changing your password

VERMONT Secretary of State | CORPORATIONS DIVISION | Vermont Secretary of State, JIM CONDOS

Main Menu

- MY ACTIVITY
  - My Inbox
  - My Profile
  - My Businesses
  - My Recent Activity
  - My Dashboard
- MOST FREQUENT ONLINE SERVICES
- VT SEC OF STATE ONLINE SERVICES
- VT DEP'T OF TAX ONLINE SERVICES
- VT DEP'T OF HEALTH ONLINE SERVICES
- VT DEP'T OF LABOR ONLINE SERVICES
- TRANSACTION DETAILS
- HELP
- LOGOUT

Welcome **Test Manufacturer** | **Last Login :** 05/31/2016 10:45 AM | **Tuesday, May 31, 2016** LOGOUT

Account Maintenance

Change Account Information:

User ID:* UserTest1

Email Address:* CATRIONA.BROSIUS@VERMONT.GOV

Client Name:* Test Manufacturer

Password:* ••••••••• (Password Strength)

Re-enter Password:* •••••••••

Mobile Number:

Address:

Street Address 1:* 123 Test Manufacturer Street

Street Address 2:

City:* Burlington

State:* Vermont

Zip Code:* 05402

Country: United States

In case you forget your password, you will be asked to provide the answer to your security question

Security Question:* What school did you attend for sixth grade?

Your Answer:*

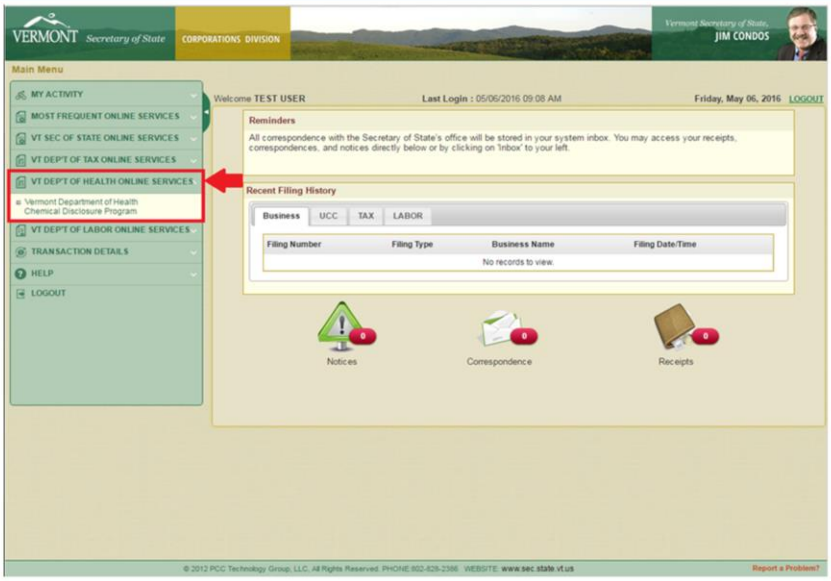
Save | Back

[*] Indicates Required Field

© 2012 PCC Technology Group, LLC, All Rights Reserved. PHONE 802-828-2386 WEBSITE: www.sec.state.vt.us | Report a Problem?

Type your new password into both password fields, then click save.

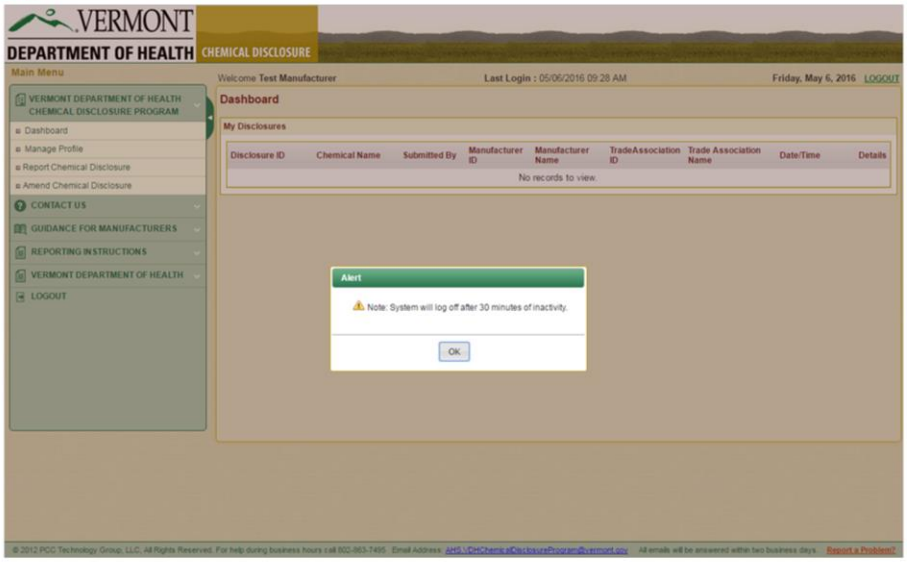
III. Entering the CDP Application



After you have logged in using the User ID and Password you created, locate “VT DEP’T OF HEALTH ONLINE SERVICES” on the left menu and click on it to expand it.

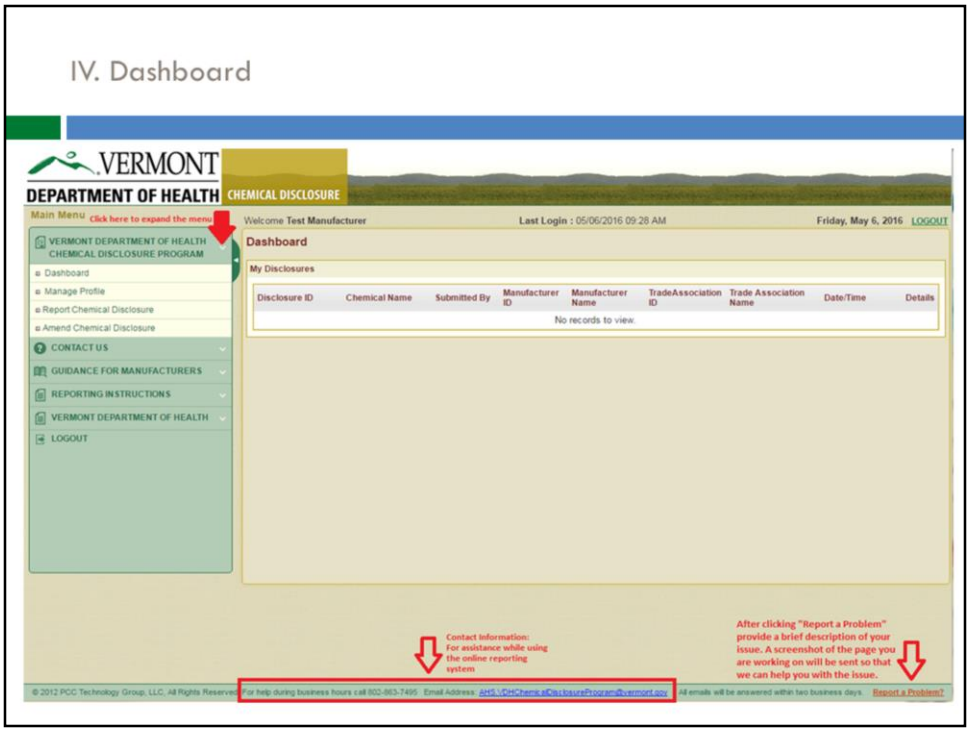
Then click “Vermont Department of Health Chemical Disclosure Program” to go to the Chemical Disclosure Program Application.

III. Entering the CDP Application



When you get to the CDP Application, you will see this alert.

The system will log off if your screen is idle for 30 minutes.



From this screen, you can view your submitted disclosures. There is nothing here right now because nothing has been reported yet.

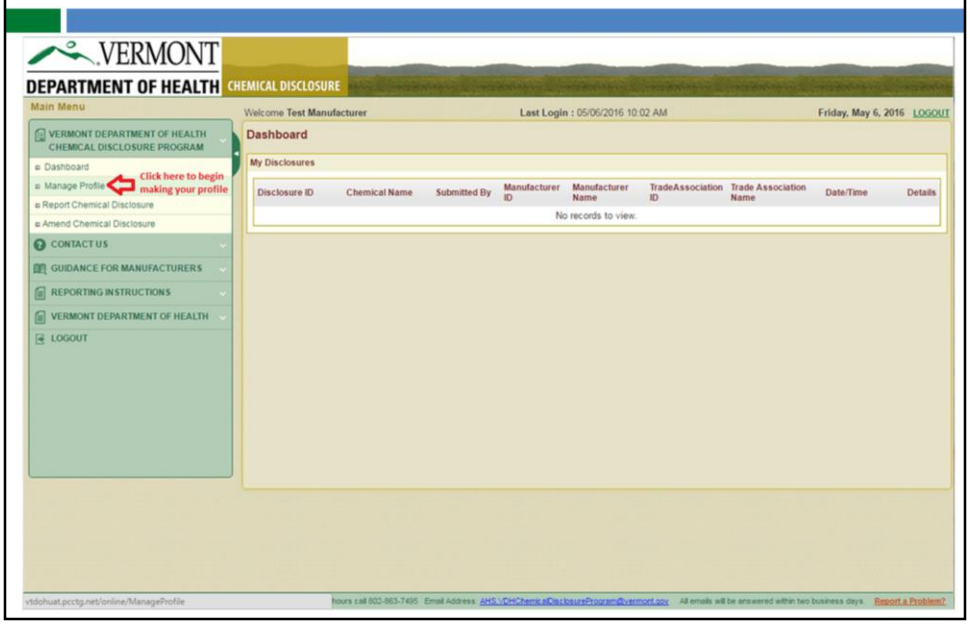
Depending on the browser you are using, the Vermont Department of Health Chemical Disclosure Program menu on the left may stay expanded, or you may have to click to expand it.

Other features on the dashboard:
Contact Us – If you need to contact the program, you can use the contact information at the bottom of the screen or click "Contact Us" on the left menu to view our contact information.

Report a Problem – If you need to report a problem with the online system, please click "Report a Problem" on the bottom right of the screen.
When you click "Report a Problem" the system will allow you to send a message to the program, and the message will include a screenshot so that we can view the screen you need help with.

We recommend that you use the phone number to contact us if you have an urgent issue.

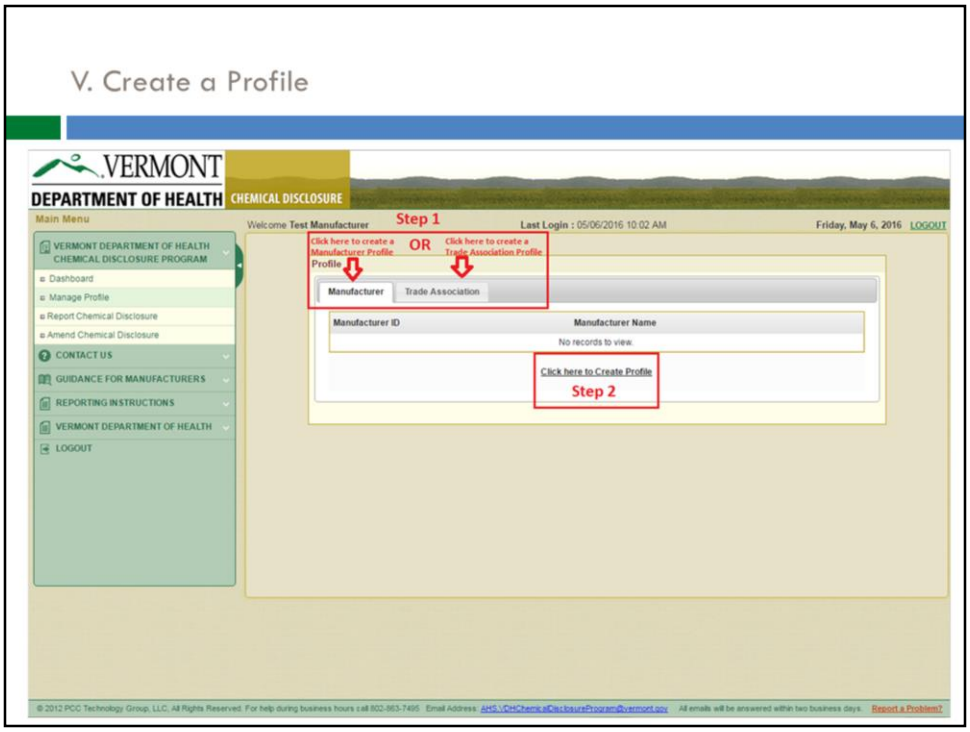
V. Create a Profile



Before you begin submitting disclosures, you will need to create a manufacturer profile or a trade association profile.

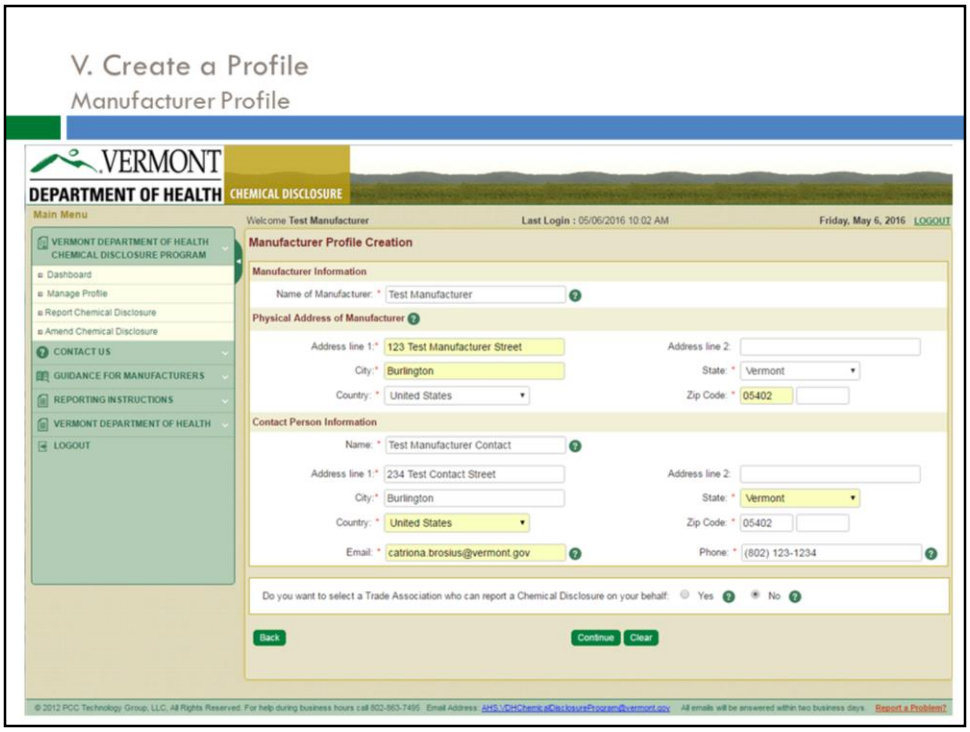
This is separate from the site login information you provided when you created your account.

Click “Manage Profile” on the left menu to get started.



The first step in creating a profile is to tell the system whether you are a Manufacturer or Trade Association by clicking the appropriate tab.

Then click on the “Click to Create Profile” link.



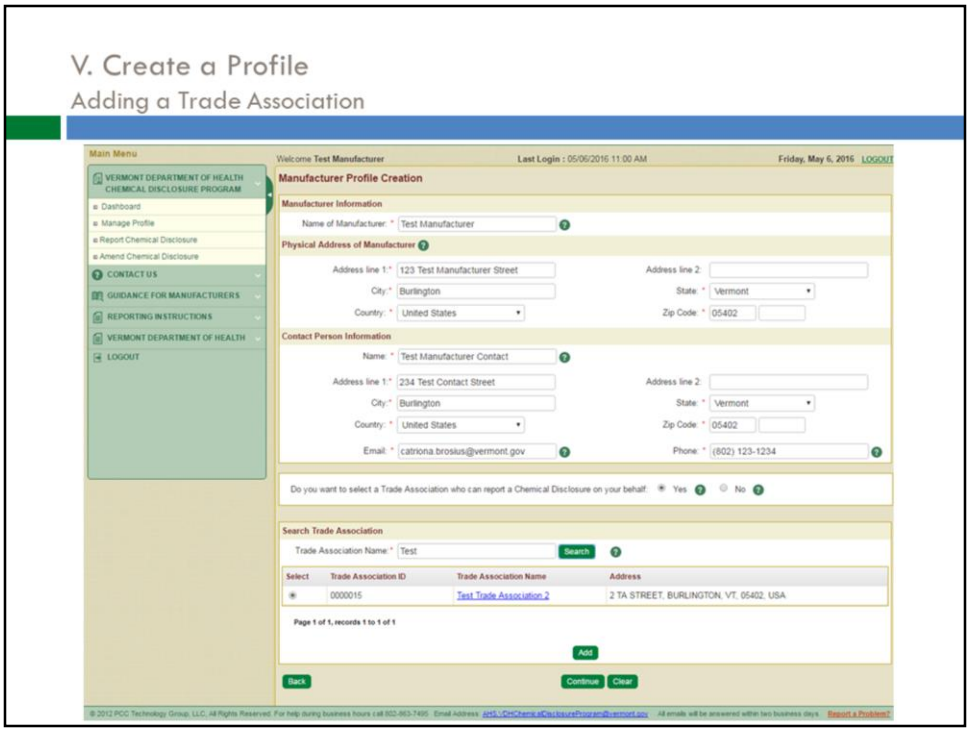
Creating a Manufacturer Profile:

Fill in all required information.
You will not be able to change the Name of Manufacturer field once the profile is created so be sure to type it correctly.

If you want to select a trade association to report on your behalf, you can do so on this screen.

Select “Yes” at the bottom of the screen and click “Continue.”

If you do *not* want to select a trade association, select “No” and click “Continue.”



A trade association must already have a profile in the system in order for a manufacturer to add them.

To add a trade association, type the name of the trade association that you would like to select, and click “Search.”

If the trade association already has a profile, their name will appear in the bottom of the screen.

Select the trade association and click “Add” and then click “Continue.”

V. Create a Profile

Review Screen

VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE

Main Menu

- VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM
  - Dashboard
  - Manage Profile
  - Report Chemical Disclosure
  - Amend Chemical Disclosure
- CONTACT US
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Welcome Test Manufacturer Last Login : 06/22/2016 12:16 PM Wednesday, June 22, 2016 LOGOUT

Update Manufacturer Profile

Manufacturer Information

Name of Manufacturer: Test Manufacturer

Physical Address of Manufacturer

Full Address: 123 Test Manufacturer Street, Burlington, VT, 05402, USA

Contact Person Information

Name: Test Manufacturer Contact

Full Address: 234 Test Contact Street, Burlington, VT, 05402, USA

Email: catriona.brosius@vermont.gov

Phone: (802) 123-1234

Contact Person Information

Do you want to select a Trade Association who can report a Chemical Disclosure on your behalf: Yes No

Trade Association

Trade Association ID	Trade Association Name
15	Test Trade Association 2

Back CLICK HERE TO SAVE YOUR PROFILE

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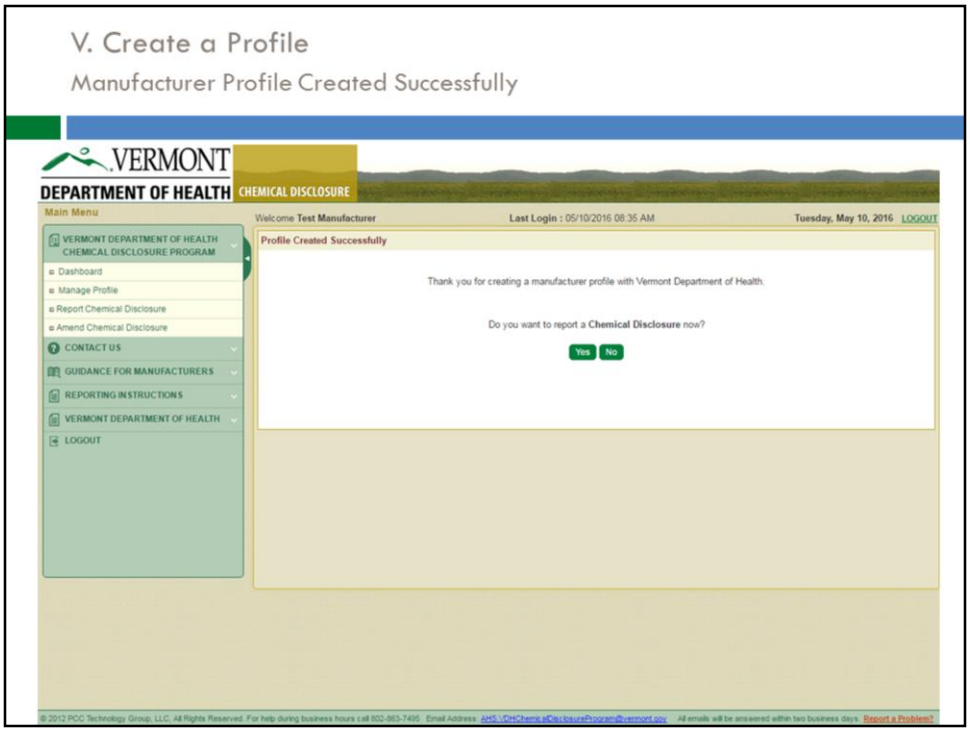
Review your information to make sure it is correct.

If you need to change anything, click the “Back” button.

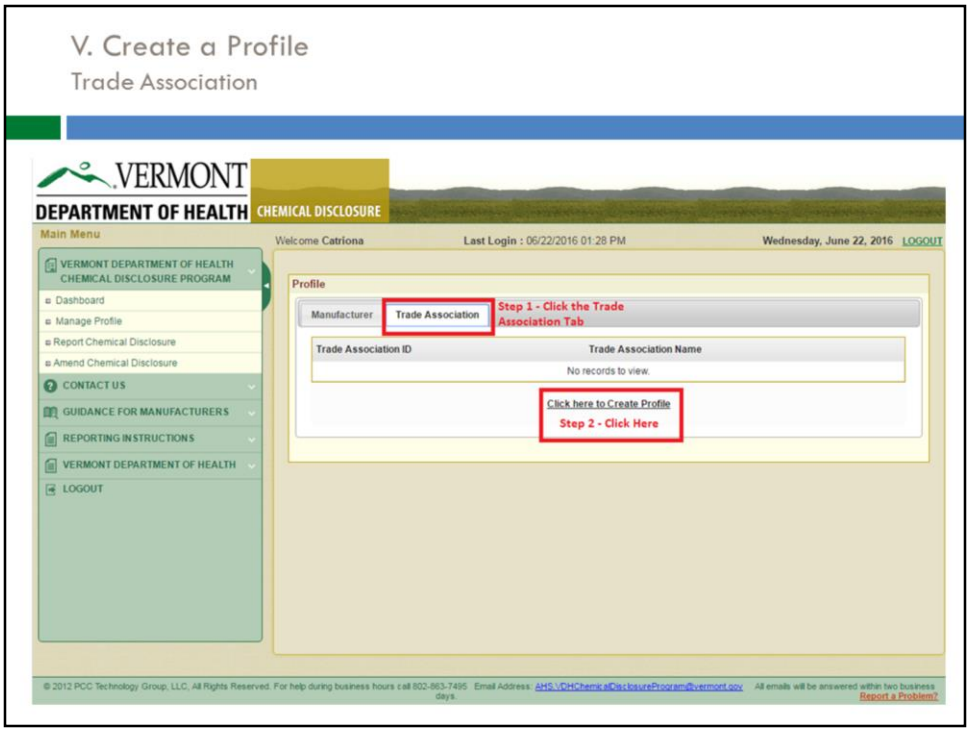
If everything looks good, click on the “Click Here to Save Your Profile” button.



Manufacturer Profile Created Successfully – You will see a confirmation screen when your profile has been created successfully.

If you would like to immediately report a chemical disclosure, click “Yes” on this screen.

If you click “No” you will return to the dashboard.



To create a Trade Association profile:
After clicking “Manage Profile” on the left menu, click the Trade Association Tab, then click “Click here to Create Profile”

V. Create a Profile

Trade Association

VERMONT DEPARTMENT OF HEALTH | CHEMICAL DISCLOSURE

Main Menu

- VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM
  - Dashboard
  - Manage Profile
  - Report Chemical Disclosure
  - Amend Chemical Disclosure
- CONTACT US
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Welcome Catriona | Last Login : 06/22/2016 01:28 PM | Wednesday, June 22, 2016 LOGOUT

Trade Association Profile Creation

Trade Association Information

Name of Trade Association: * Test Trade Association

Physical Address of Trade Association

Address line 1:* 123 Test TA Street | Address line 2:
City:* Burlington | State: * Vermont
Country: * United States | Zip Code: * 05402

Contact Person Information

Name: * Test TA Contact
Address line 1:* 234 Test Contact Street | Address line 2:
City:* Burlington | State: * Vermont
Country: * United States | Zip Code: * 05402
Email: * catriona.brosius@vermont.gov | Phone: * (802) 123-1234

Back | Continue | Clear

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Report a Problem?

Fill in all required information.
You will not be able to change the “Name of Trade Association” field once the profile is created so be sure to type it correctly.

V. Create a Profile

Trade Association

VERMONT
DEPARTMENT OF HEALTH
CHEMICAL DISCLOSURE

Main Menu

- VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM
  - Dashboard
  - Manage Profile
  - Report Chemical Disclosure
  - Amend Chemical Disclosure
- CONTACT US
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Welcome Catriona Last Login : 06/22/2016 01:28 PM Wednesday, June 22, 2016 LOGOUT

Trade Association Profile Creation

Trade Association Information

Name of Trade Association: Test Trade Association

Physical Address of Trade Association

Full Address: 123 Test TA Street, Burlington, VT, 05402, USA

Contact Person Information

Name: Test TA Contact

Full Address: 234 Test Contact Street, Burlington, VT, 05402, USA

Email: catriona.brosius@vermont.gov Phone: (802) 123-1234

Back CLICK HERE TO SAVE YOUR PROFILE

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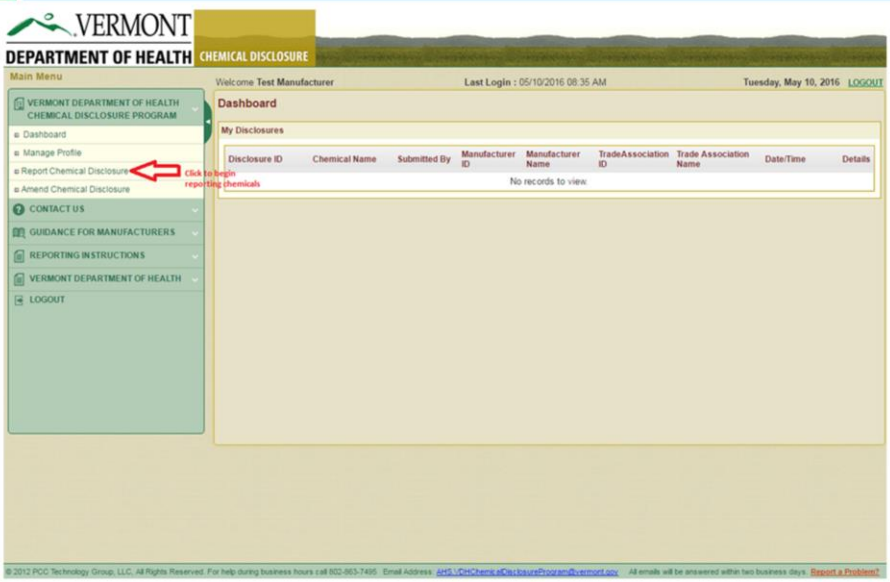
Report a Problem?

Review your information to make sure it is correct.

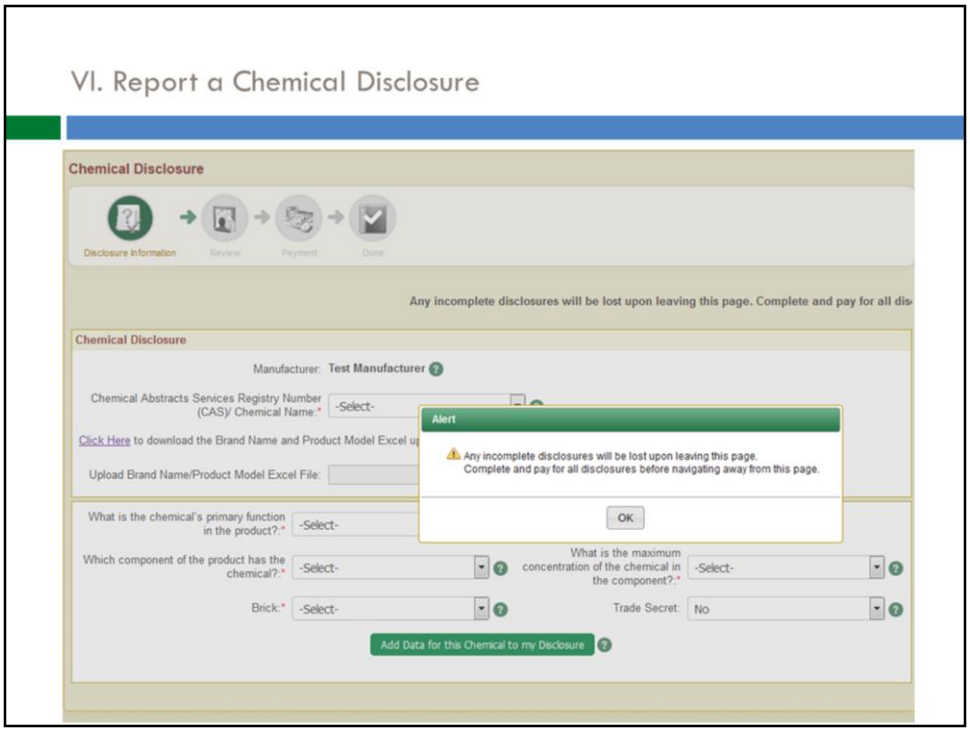
If you need to change anything, click the “Back” button.

If everything looks good, click on the “Click Here to Save Your Profile” button.

VI. Report a Chemical Disclosure



To report a chemical for the first time in a reporting period, click “Report Chemical Disclosure” on the left menu.
If you don’t see that menu option, you may have to click on “VT Department of Health Chemical Disclosure Program” at the top of the menu to expand it.

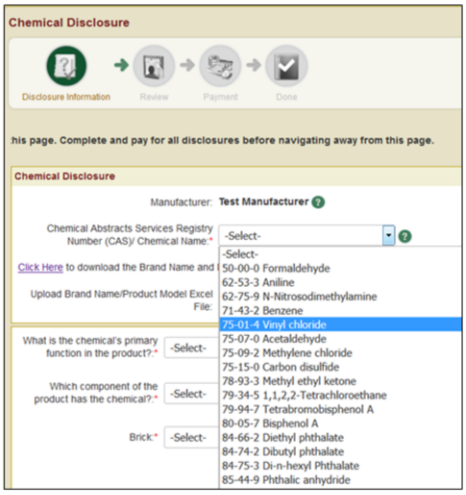


When you get to the "Report a Chemical Disclosure" screen, you will see a pop-up message alerting you that your data is not saved until you pay for your disclosure. In other words, if you click away from this screen in the middle of a chemical disclosure, your data will not be there when you return.

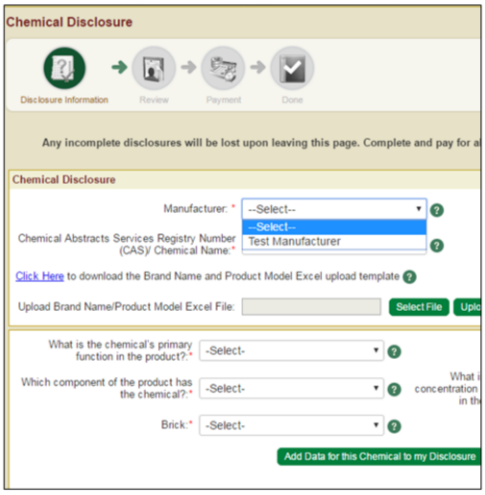
If you are concerned about having enough time to create your report, you can just add your product model/brand name excel file, one component, function, brick, and concentration; then pay. You can come back to that report to add more information by using the Amend function (which is explained in part VIII. Amending a Chemical Disclosure).

VI. Report a Chemical Disclosure

Reporting as a Manufacturer

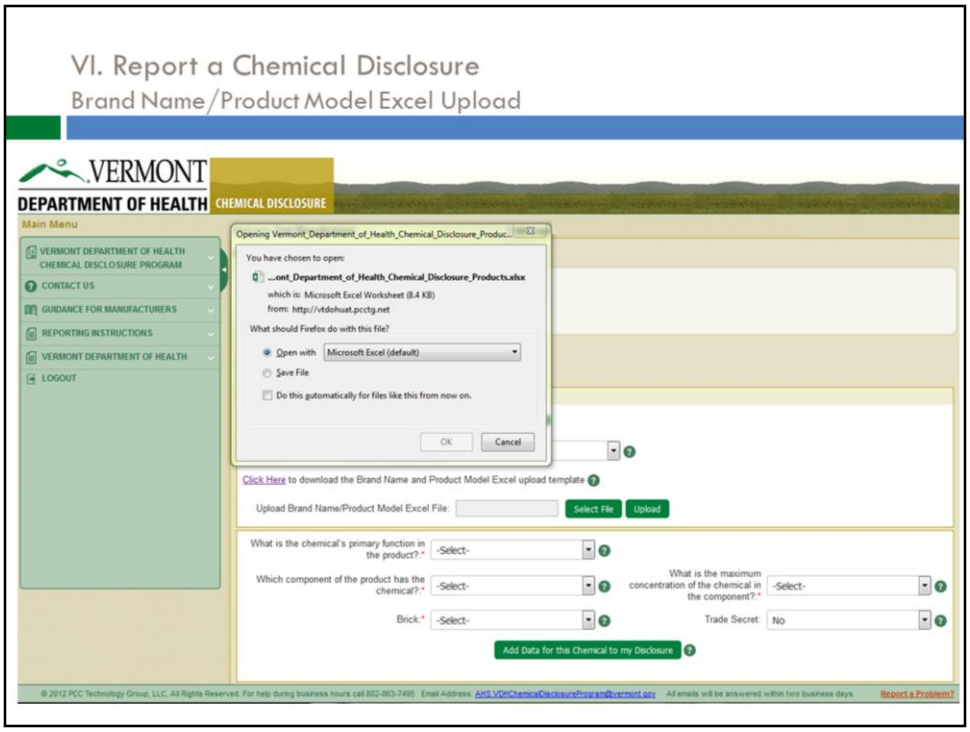


Reporting as a Trade Association



If you are a trade association, the manufacturer(s) who have added you will be available in a dropdown list and you must select one before selecting a chemical.

Start by selecting a chemical from the dropdown list. In this example, we are reporting Vinyl Chloride.

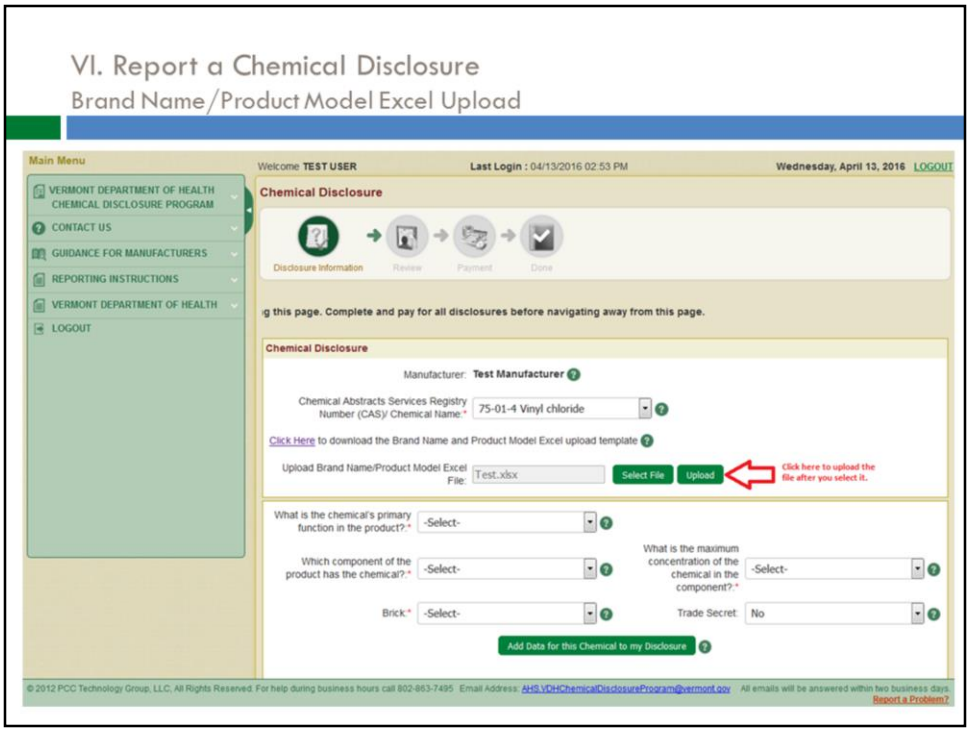


The next step is the Brand Name/Product Model Excel upload.

If you haven't already downloaded it from the Chemical Disclosure Program website, click to download the Excel template.

If you were actually reporting vinyl chloride, you would fill out this template with the brand name and product model combinations for all of your children's products that contain the Vinyl Chloride.

Note –Do not change the column headings in the file or it will not be accepted when you upload it. You may rename the file.



Once you have filled out the excel file and saved it to your computer, click “Select File” to locate the file in your computer folders.

Click “Upload” on the screen to upload the file.

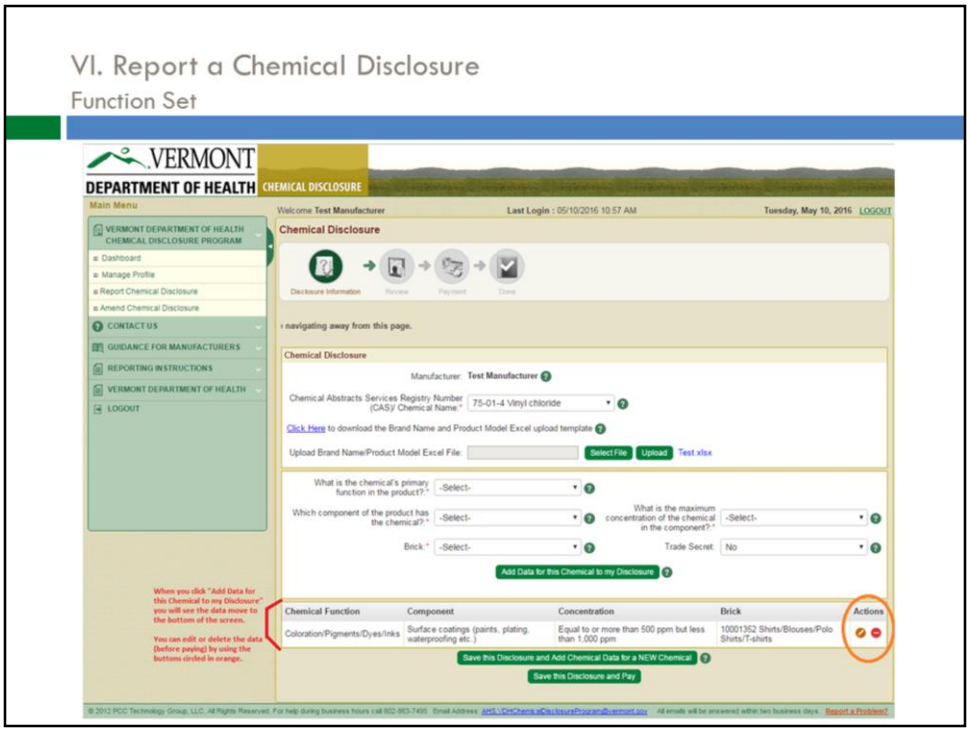
If your brand name/product models do not all fit on one excel sheet (if you need more rows than the capacity of an excel sheet), upload a second excel after the first one successfully uploads.

If the file has hundreds of thousands of rows, the upload may take a few minutes.

When the file has successfully uploaded, the name of your file will appear to the right of the upload button and you will see a pop-up message telling you that the file was uploaded successfully.

VI. Report a Chemical Disclosure

Function Set



The next step in the disclosure process is providing function sets.

The function set is what we call the combination of function, component, brick, and concentration that describes a chemical's use in a product.

The function set combinations describe a chemical's use in a product, or group of products.

After you have selected a function, component, brick, and concentration from the dropdown menus, indicate whether the information is trade secret by selecting yes/no in the dropdown.

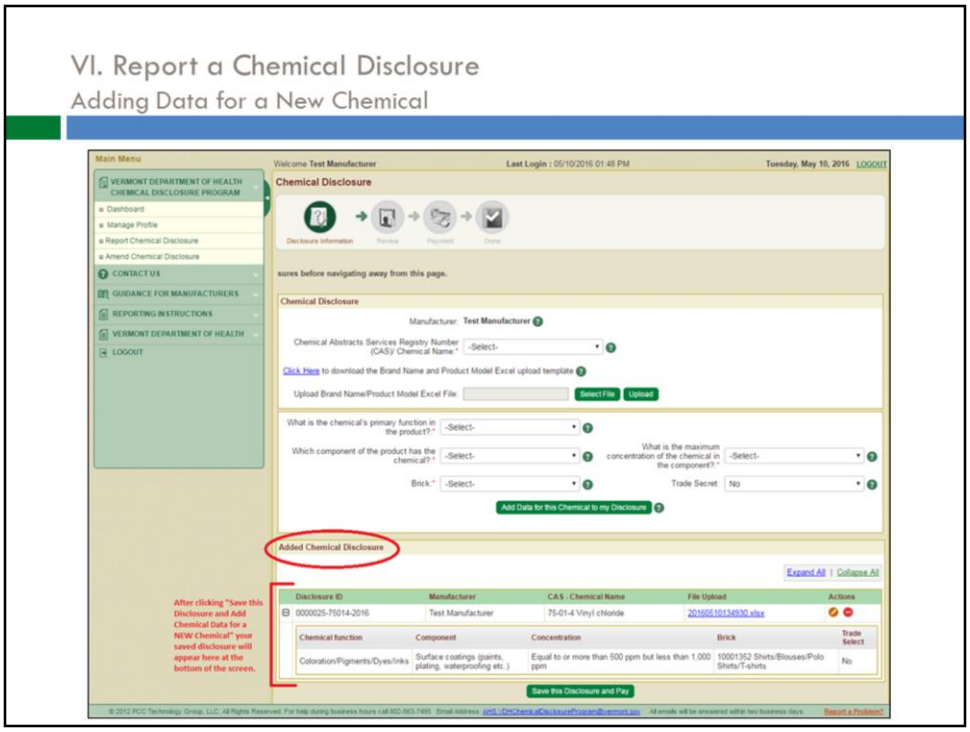
Click "Add Data for this Chemical to my Disclosure" and the information you have selected will appear at the bottom of the screen.

If you want to continue adding data for a chemical, simply add functions, components, concentrations, and bricks until you are done.

Click the "Add Data for this Chemical to my Disclosure" button after each time you add more data.

If you have finished adding data for a chemical and you are not going to disclose data for another chemical, click "Save this Disclosure and Pay."

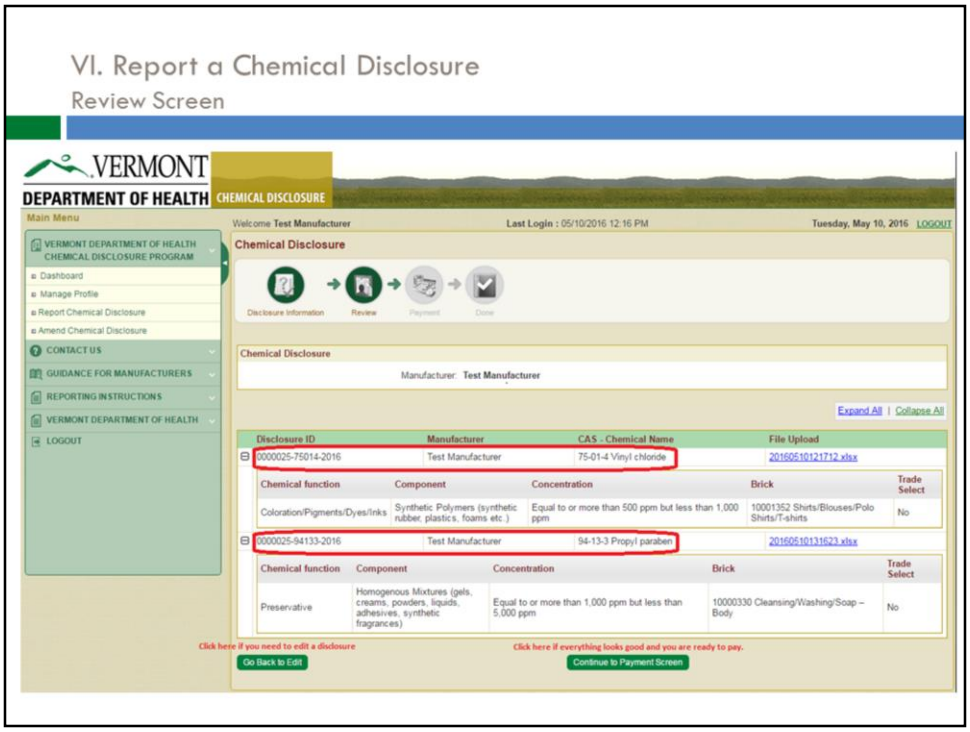
If you have finished adding data for a chemical and you need to add data for a different chemical, click "Save this Disclosure and Add Chemical Data for a NEW Chemical."



After clicking "Save this Disclosure and Add Chemical Data for a NEW Chemical" the first chemical's data moves down to the bottom of the screen, and you are now able to select a different chemical.

You will be required to upload a new Brand Name/Product Model excel for any additional chemicals that you report.

When you are done reporting all chemicals, click "Save this Disclosure and Pay" to continue to the review screen.



There are two disclosures here (circled in red) so the fee will be $400.
If everything on the screen is correct and you do not need to make any changes, click "Continue to Payment Screen"

NOTE – Once you pay for a disclosure, data can be added to it, but you will not be able to edit any of the information, so now is the time to make sure all is correct.

VII. Pay for a Chemical Disclosure

CLICK THIS CHECK BOX TO INDICATE AGREEMENT WITH THE FOLLOWING STATEMENTS REGARDING

Vermont Department of Health will not provide refunds.

I would like to pay using ...

Credit/Debit Card ACH

Credit Card

Credit Card Information:

Credit/Debit Card Number:*
First Name:*
Last Name:*
Expiration Date:* Month : Year :
Security Code:* What is this?

Billing Address:

Street Address:*
City:*
State:*
Zip Code:*
Country:

Filing Fee

No of Disclosure 2
Fee per Disclosure $200.00
Total Fee: $400.00

ACH

Account Information:

Bank Name :*
Bank Account Number:*
Account Holder Name :*
Bank Account Type:*
Routing Number :*

Billing Address :

Street Address:*
City :*
State:*
Zip Code:*
Country:

Filing Fee

No of Disclosure 1
Fee per Disclosure $200.00
Total Fee: $200.00

Pay Securely using ACH Back

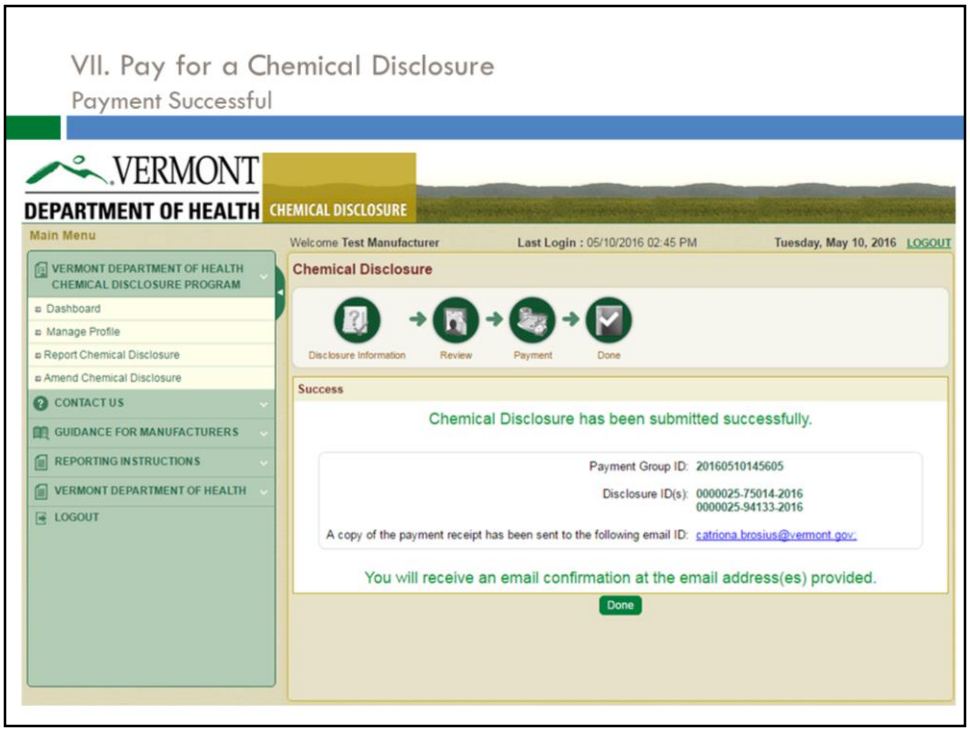
Check the box to indicate that you have read the refund statement.

Select either Credit/Debit or ACH for payment.

Paying with Credit/Debit – Fill in the credit/Debit Card information, add the payment address, then click “Pay Securely using Credit Card.”

Paying with ACH – Fill in bank information, add the payment address, then click “Pay Securely using ACH.”

From this screen, you can click “Back” to go back to the review screen.

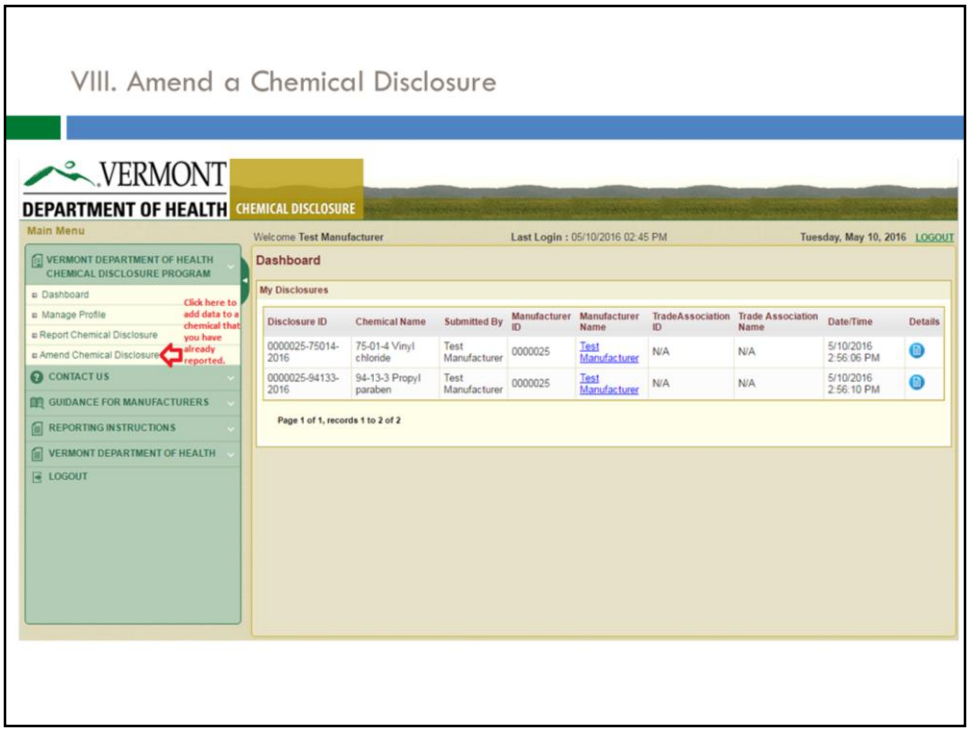


When your payment is accepted, you will see this screen.
You will also receive an email confirmation with a receipt attached.

Payment group ID – The payment group ID will appear on your receipt. It is a way to identify the payment attached to the disclosures submitted.

Disclosure ID – The disclosure ID is a unique ID associated with the chemical that has been reported in a reporting period.

VIII. Amend a Chemical Disclosure

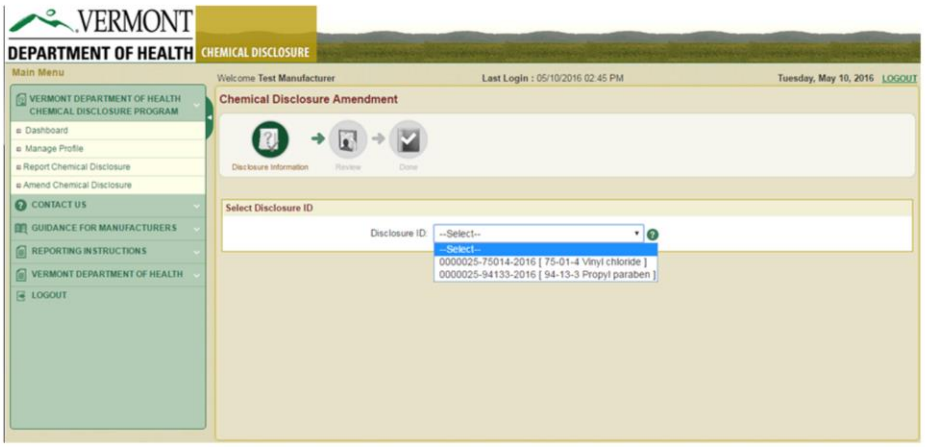


Amending a chemical disclosure means adding more information to an existing disclosure.

You can amend a disclosure if you have already paid for a chemical disclosure but need to add more brand name/product model data, or additional function sets to the disclosure.

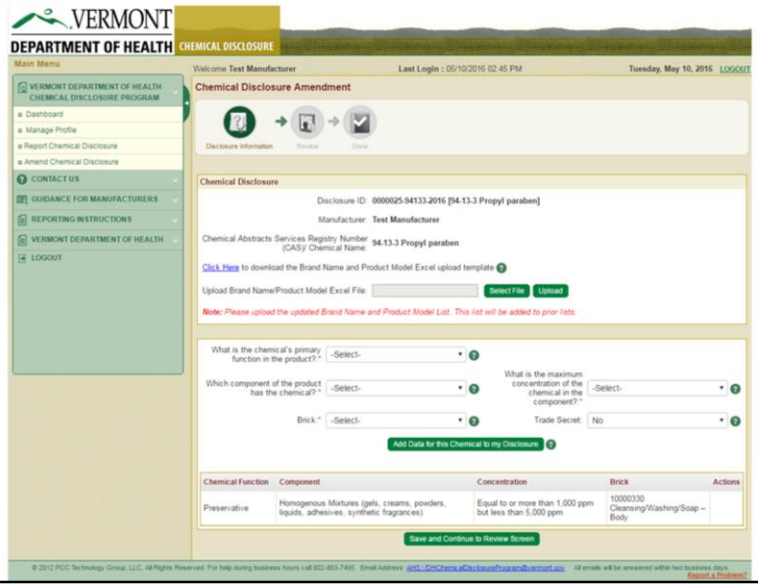
Click “Amend a Chemical Disclosure” in the left menu.

VIII. Amend a Chemical Disclosure



In the dropdown list, select the chemical disclosure that you would like to amend and click “Continue.”

VIII. Amend a Chemical Disclosure



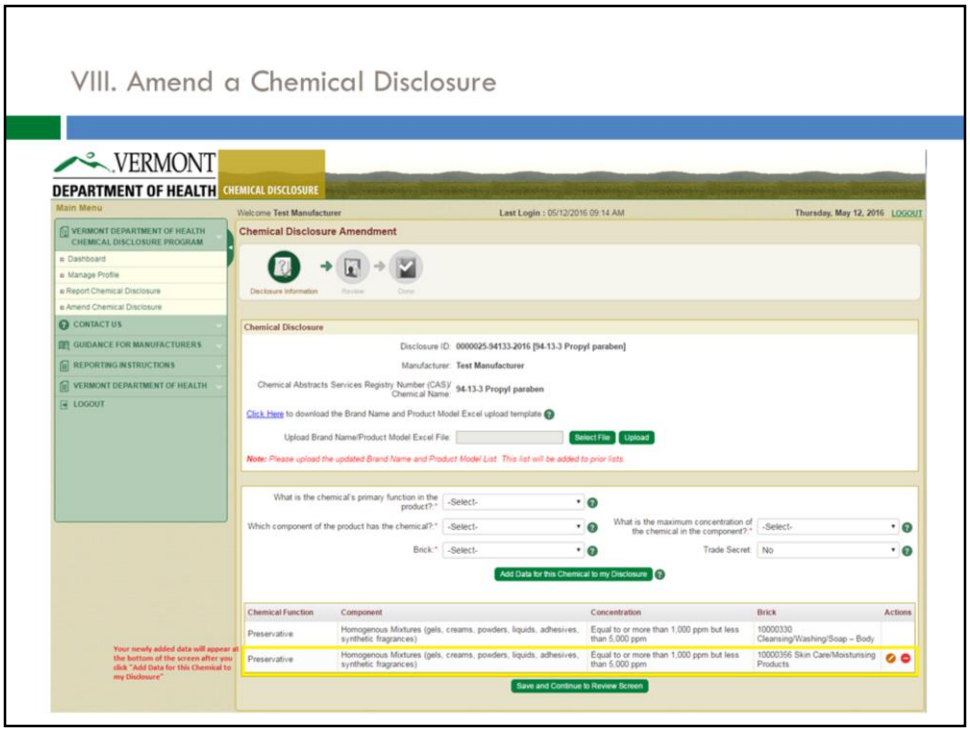
You will see the previously-added (paid-for) data on the bottom of this screen.

The rest of the process is very similar to reporting a chemical disclosure, except that a brand name/product model excel is not required.

There is no fee for amendments.

NOTE – If you add another product model/brand name excel file, the data in the new excel file will be added to the data in any previous excel uploads. If you do not want duplicated data on your record, only upload new brand name/product model data

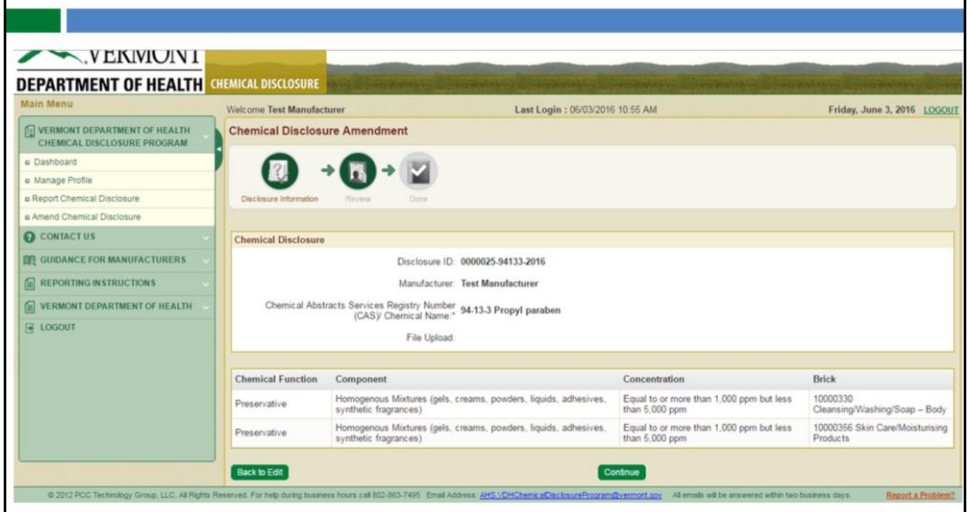
VIII. Amend a Chemical Disclosure



When you amend a disclosure, the additional data appears at the bottom of the screen. The new data will have edit/delete buttons next to it, but previously-added data will not.

Once you are done amending this disclosure, click "Save and Continue to Review Screen."

VIII. Amend a Chemical Disclosure

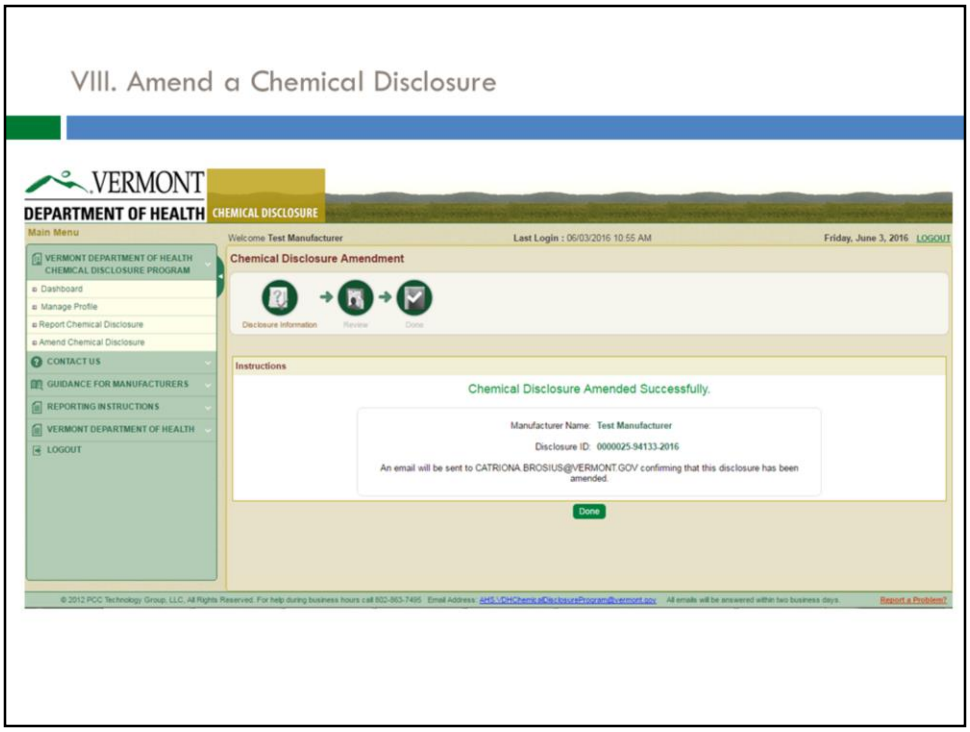


Review the data to make sure everything is correct.

If everything looks good, click “Continue.”

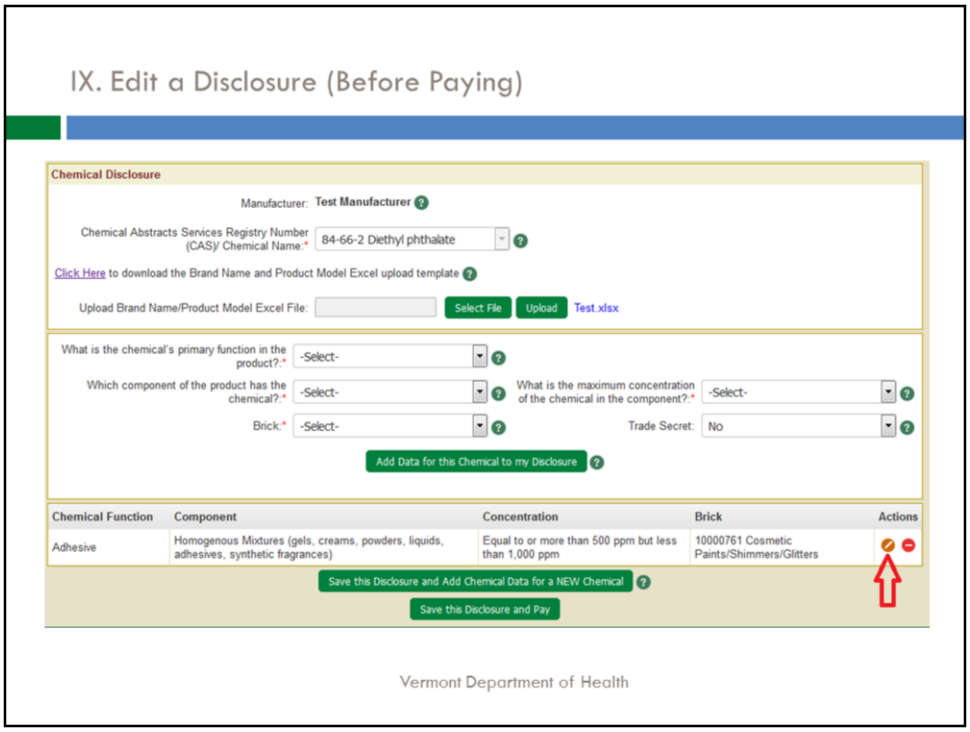
If you need to change anything, click the “Back to Edit” button.

VIII. Amend a Chemical Disclosure



A screen will display to indicate that the amendment was successful, and you will receive an email confirmation.

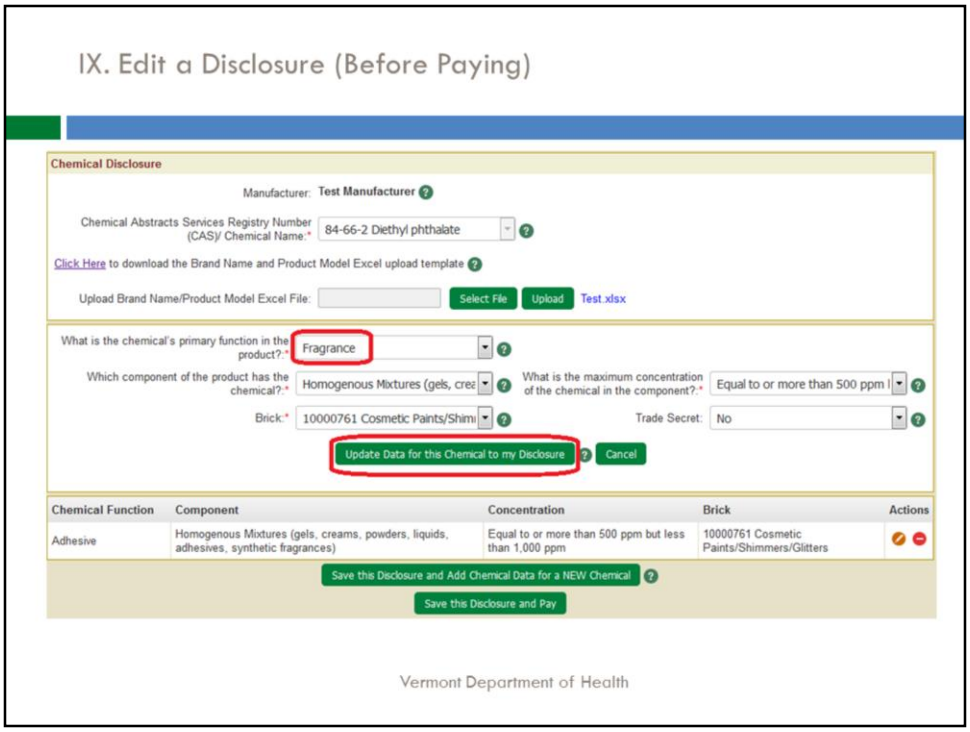
Click “Done” to return to the dashboard.



If you are still in the disclosure screen, you can use the edit button (Red arrow is pointing to it) to edit your disclosure.

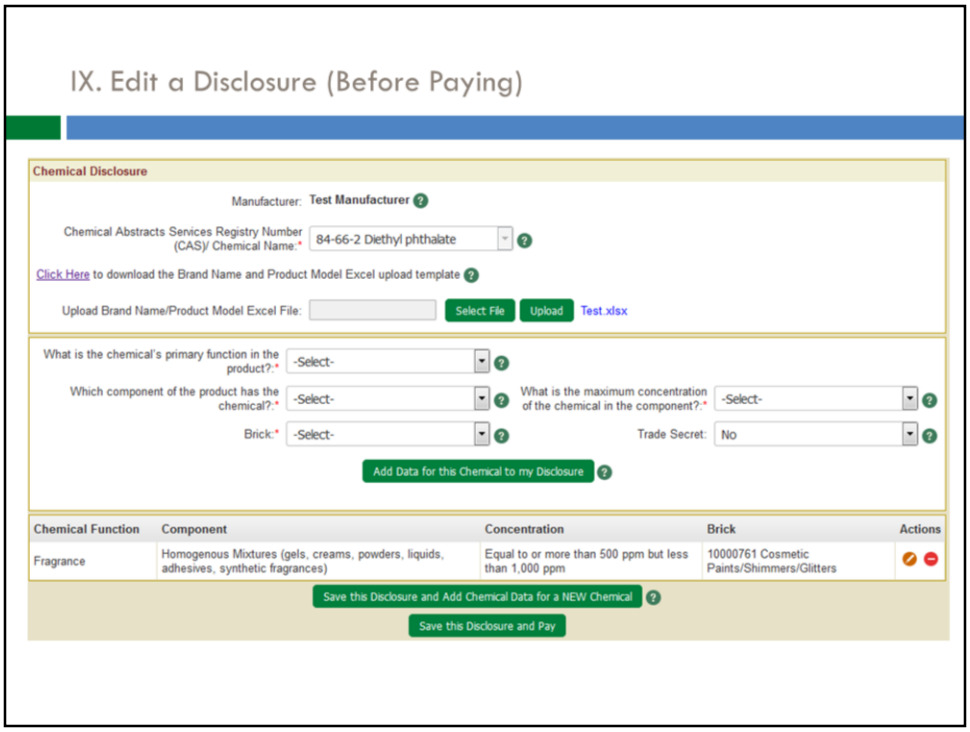
In the above screenshot, imagine that the chemical function should have been entered as “Fragrance” instead of “Adhesive.”

To make this change, click the edit button that the arrow is pointing to in the screenshot.



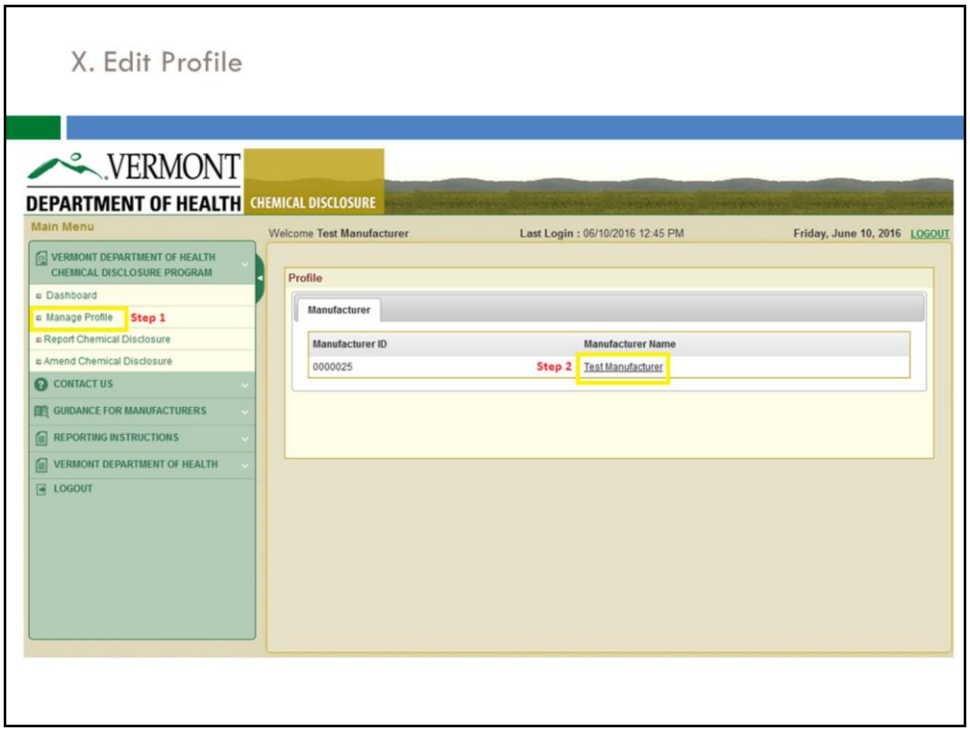
When you click the edit button next to a disclosure, the function set will populate with what you already selected.

Correct the function (and/or any other field that needs to be changed), then click "Update Data for this Chemical to my Disclosure."



After you click “Add Data for this Chemical to my Disclosure” you will see that the function has been updated.

From this point, you can either continue adding more function sets, add data for a new chemical, or save and pay.



Editing your profile:

To make changes to your profile, click on “Manage Profile” in the left menu, then click the name of your company, which is a hyperlink.

X. Edit Profile

VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE

Main Menu

- VERMONT DEPARTMENT OF HEALTH CHEMICAL DISCLOSURE PROGRAM
- CONTACT US
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Welcome Test Manufacturer Last Login : 06/10/2016 01:18 PM Friday, June 10, 2016 LOGOUT

Update Manufacturer Profile

Manufacturer Information

Name of Manufacturer: * Test Manufacturer

Physical Address of Manufacturer

Address line 1:* 123 Test Manufacturer Street Address line 2:

City:* Burlington State: * Vermont

Country: * United States Zip Code: * 05402

Contact Person Information

Name: * Test Manufacturer Contact

Address line 1:* 234 Test Contact Street Address line 2:

City:* Burlington State: * Vermont

Country: * United States Zip Code: * 05402

Email: * catriona.brosius@vermont.gov Phone: * (802) 123-1234

Do you want to select a Trade Association who can report a Chemical Disclosure on your behalf: Yes No

Continue Clear

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Report a Problem?

From here, you can change anything about your profile, aside from the manufacturer or trade association name.

You can also add more trade associations on this page.

Once you have made all desired changes, click “Continue.”

X. Edit Profile

VERMONT
DEPARTMENT OF HEALTH
CHEMICAL DISCLOSURE

Main Menu

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- CONTACT US
- GUIDANCE FOR MANUFACTURERS
- REPORTING INSTRUCTIONS
- VERMONT DEPARTMENT OF HEALTH
- LOGOUT

Welcome **Test Manufacturer** | **Last Login :** 06/10/2016 01:18 PM | **Friday, June 10, 2016** LOGOUT

Update Manufacturer Profile

Manufacturer Information

Name of Manufacturer: **Test Manufacturer**

Physical Address of Manufacturer

Full Address: **123 Test Manufacturer Street, Burlington, VT, 05402, USA**

Contact Person Information

Name: **Test Manufacturer Contact**

Full Address: **234 Test Contact Street, Burlington, VT, 05402, USA**

Email: **catriona.brosius@vermont.gov**

Phone: **(802) 123-1234**

Contact Person Information

Do you want to select a Trade Association who can report a Chemical Disclosure on your behalf: ○ Yes ◉ No

Back | Update Manufacturer Profile

Review your profile information.

If everything is correct, click “Update Manufacturer Profile.” (This will say “Update Trade Association Profile” if you created a trade association profile).

Contact Us

Mailing Address:
Chemical Disclosure Program
Environmental Health Division
Vermont Department of Health
108 Cherry Street, PO Box 70
Burlington, VT 05402

Telephone:
1-802-863-7495 (7:45am - 4:30pm M-F)
1-800-439-8550

Email:
AHS.VDHChemicalDisclosureProgram@vermont.gov
All emails will be answered within two business days

Vermont Department of Health

This is what you see when you click “Contact Us” on the left menu.