

## Attachment A: Accessing EMIT Online

The information below is to assist you in understanding and navigating the DEEP ezFile portal, as it applies to accessing the EMIT application.

EMIT is now accessed through the DEEP ezFile Portal (<https://filings.deep.ct.gov/DEEPPortal/Help/Index>.) via the Google Chrome browser. The use of the DEEP ezFile Portal provides new user self-management capabilities that should help reporters and a single account to access multiple EMIT accounts for users holding multiple EMIT accounts.

The DEEP ezFile Portal includes a user self-management interface that gives users the ability to create their account, find their account name, reset their passwords, and change their challenge questions. The ezFile user help document ([https://selfserve.deep.ct.gov/SelfService/UserHelp/User\\_Help\\_v3.0.0.4.pdf](https://selfserve.deep.ct.gov/SelfService/UserHelp/User_Help_v3.0.0.4.pdf)) describes these capabilities and other useful user self-management capabilities and provides links to assist in performing the desired action. You, the user, create and manage the DEEP ezFile account. A DEEP ezFile account used for EMIT reporting needs to be exclusively controlled by the user that signed the subscriber agreement. This is to ensure that the DEEP ezFile portal authentication remains consistent with the submitted and signed subscriber agreement. The DEEP ezFile portal only serves to authenticate a user. Access to EMIT with an ezFile account is only possible after the DEEP ezFile account is mapped to an EMIT account that defines security and accessibility within EMIT.

The EMIT user account is created by DEEP EMIT administrators based on the applicable subscriber agreement(s). EMIT account(s) function the same way that they did in the past, (i.e. verifying the user is the owner of an account via password and or challenge questions), except authentication is provided via DEEP ezFile using the DEEP ezFile that is mapped to the EMIT account. Mapping the EMIT account to the DEEP ezFile account is performed by DEEP EMIT administrators, who need to know information needed to map the accounts like the DEEP ezFile username and email address for a particular EMIT user. EMIT users that have not provided DEEP ezFile information needed to provide this mapping will not have access to their EMIT account, until they provide DEEP ezFile account information to align their EMIT account to their DEEP ezFile account. The DEEP ezFile account must be created and managed by the user as DEEP cannot edit the account for you. The EMIT account and the mapping of the EMIT to the ezFile account are controlled and managed by DEEP.

**CT DEEP recommends the use of Google Chrome Browser. The other browser may not support some EMIT functionality.**

2023 EMIT reporting will continue using DEEP ezFile authentication. The notification of external users on submission of an emissions statements as well as the acceptance of an emissions statement after emission statement submittal is not currently functional. Users wanting submittal verification will need to use the dated report filings option under the Documents tab. This will allow users to determine if a report was filed or recently amended by selecting a specific report including Emission Statement, Title V Compliance Certification, GPLPE Annual Compliance Certification, etc.