

Correspondence Sample Email

Selected Template - Online Account Confirmation and System Availability

Message Subject: AES*Online Account Confirmation and System Availability

Message Body:

You are now a registered user of AES*Online for the preparation and submittal of the Annual Emissions Statement to the Allegheny County Health Department Air Quality Program. Please take a few moments and review the addresses listed above to insure all users have been authorized access and no unauthorized users are registered. Please contact Robert Bihl in the Bureau of Air Quality if you do not recognize some of the names listed. If you are the only address, then you are the only registered user of AES*online for the current season.

AES* Online is now available for the submittal of the 2010 Emission Inventory. All registered AES*Online users can now log in and begin entering data using their assigned username and password. If you have forgotten your user name contact Robert Bihl by phone or email. The Annual emission statement is due March 15, 2010.

Please review the Facility Details and Sub-facility list screens carefully and insure each Sub-facility shows the proper fuel or material used. If there are any corrections needed, please direct those requests to ACHD Air Quality Emission Inventory Staff.

When you log in to AES*Online, you will see status next to each facility. In Progress means an industry user is working on the submission. Complete means the report is finished and ready for the Responsible Official's signature. Remember, the report is not received by ACHD Air Quality until the Responsible Official logs in and presses the submit button. This attaches the electronic signature. Revision means the submittal has been returned for revision or correction.

AES*XML can also be used by those facilities selecting the fully automated option after registering for access to AES*XML. Again the Responsible Official must log in to sign the submittal. This will transmit the submission to ACHD Air Quality.

There is no need to reply to this e-mail unless you wish to change the registered users. Thank you for your assistance with the implementation of this process.