VERMONT
DEPARTMENT OF HEALTH

Vermont Department of Health

Chemical Disclosure Program

Online Reporting System – User Manual

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I. CREATING A USER ACCOUNT

A. If you have never logged into the Online Business Service Center, click "Create a User Account."
   1. If you already have an account, sign in as usual and proceed to part III. Entering the CDP Application.

B. Step 1: Provide your Information – Fill in all required fields and click "Continue"

C. Step 2: Pick a Password – Fill in all required fields and click "Create my Account"
   1. Usernames may be a maximum of 9 digits.
   2. Adding numbers and symbols to your password makes it stronger.

D. Step 3 – Done!
   1. Click "Print the Login Details" to print a PDF of your login information.
   2. You will receive an email from "noreply@VTChemicalDisclosureProgram once your account is created.
   3. Click "Login" to enter the online system.

II. CHANGING YOUR PASSWORD

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

B. Locate "My Activity" on the left menu and click to expand it if it is not already.

C. When the menu is expanded, click on "My Profile"

D. To change your password, simply type your new password in both password fields, then click save.

III. ENTERING THE CDP APPLICATION

A. After signing in with the User ID and Password you chose when you created your account, you will see the Secretary of State welcome page. This page will look familiar if you already have an account and have logged in previously.

B. Locate VT DEP'T OF HEALTH ONLINE SERVICES on the left menu and click to expand.
   1. From here, click on Vermont Department of Health Chemical Disclosure Program to go to the online reporting system.

C. You will see an alert notifying you that the system will log out after 30 minutes if left idle. This is a security measure.

IV. DASHBOARD

A. You can view your submitted disclosures on the dashboard.

B. Click "Contact Us" on the left menu to view our contact information.

C. The program's contact information is also visible at the bottom of the screen at all times.

D. If you have a problem with the system, you can click "Report a Problem" on the bottom right corner of the screen. You will be able to send a brief message to the Program describing your problem. A screenshot will automatically be sent with your message.

E. We recommend using the phone number for urgent issues.

V. CREATE A PROFILE

A. Before reporting chemical disclosures, you will need to create a profile.
B. Click "Manage Profile" on the left menu.
C. 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.
D. Fill in all required information on the profile page.
E. Adding a Trade Association

Note: *If you do not want to select a trade association to report on your behalf, select "no" then click "Continue" and move on to step F in this section.*
If you are creating a trade association profile, you will not see the option to add a trade association, and you can continue to step F in this section.

1. If you would like to select a trade association to report on your behalf, select "Yes."
2. After selecting "Yes" you will see the "Search Trade Association" section appear at the bottom of the screen.
3. Type the name of the trade association that you would like to select, and click the "Search" button.
4. The name of the trade association will appear in the bottom of the screen if the trade association has already made a profile. A trade association must already have a profile in the system in order to be selected by a manufacturer.
5. Select the correct trade association and click "Add" and then click "Continue."

F. Use the review screen to review your information to make sure it is correct, then click the button that says "Click Here to Save Your Profile."
G. Profile Created Successfully – You will see a confirmation screen when your profile has been created successfully.
H. If you would like to continue to reporting a chemical disclosure, click "Yes" on this screen. If you click "No" you will return to the dashboard.

VI. REPORT A CHEMICAL DISCLOSURE

A. From the left menu, click "Report Chemical Disclosure."
You may have to click to expand the top item in the menu if you don't see this as an option.
B. You will see a pop-up message alerting you that until you pay for your disclosure, the information is not saved.

Note – *If you are concerned about having enough time to create your report, you may simply upload your brand name/product model excel file, then add at least one component, function, brick, and concentration; then pay.*
As long as you have added one function set (see part J of this section) you can come back to your report to add more information by using the Amend function (which is explained in part ***VIII. Amending a Chemical Disclosure****).*

C. The Manufacturer name is displayed at the top of the disclosure screen.
If you are reporting as a Trade Association, you will have to select the Manufacturer name from a dropdown list before reporting.
D. Selecting the Chemical – Start your report by selecting a chemical from the dropdown list.
E. Brand Name/Product Model Excel Upload

1. Click the “Click Here” link to download the Brand Name/Product Model excel template.
2. Fill out the template with the brand name/product model combinations for all children’s products that contain the chemical.

   Note *– You may rename the excel download. Do not change the column headings in the file or it will not be accepted when you upload it.*
3. Once you have filled out the excel file, save it to your computer.
4. Click “Select File” to locate the file in your computer’s folders.
5. Once you have selected the file, click “Upload” on the screen.
6. You will see a pop-up message telling you that the file was uploaded successfully.

F. **Function Set** – The function set is the combination of function, component, brick, and concentration that describes a chemical’s use in a product. The function set describes the products that are listed in the Brand Name/Product Model excel file.

1. 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.
2. If you want to continue adding data for a chemical, click “Add Data for this Chemical to my Disclosure.” The function set will appear at the bottom of the screen, and you can add more function sets following the same steps. Each time you add more data, click “Add Data for this Chemical to my Disclosure.
3. If you have finished adding data for a chemical, and you would like to add data for a *different* chemical, click “Save this Disclosure and Add Chemical Data for a NEW Chemical.”
4. 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.”

G. **Review Screen** – Make sure all information is correct.

1. If you need to edit information, click the “Back” button.
   (See section **X. Editing a Disclosure** for instructions on how to edit a disclosure before paying)
2. If everything 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. Make sure everything is correct before paying.*

VII. PAYING FOR A CHEMICAL DISCLOSURE

A. Payment Screen

1. Check the box to indicate that you have read and understand the refund statement.
2. Select either Credit/Debit or ACH for payment.
3. Paying with Credit/Debit
   a) Fill in the credit/Debit Card information, add the payment address, then click “Pay Securely using Credit Card.”
4. Paying with ACH

a) Fill in bank information, add the payment address, then click “Pay Securely using ACH.”

B. Chemical Disclosure Submitted Successfully

1. When your chemical disclosure has been submitted, you will see a screen that provides you with a Payment Group ID (which is how you can identify which disclosures were paid for together) and Disclosure ID(s) which identify which chemicals were paid for in this reporting period.
2. You will also receive an email confirmation with a receipt attached.

VIII. AMENDING A CHEMICAL DISCLSOURE

A. If you have already paid for a chemical disclosure and need to add more brand name(s)/product model(s), or additional function sets, click “Amend a Chemical Disclosure” in the left menu.

B. Select the chemical from the dropdown list for which you are adding data and click “Continue.”

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

D. The rest of the process is very similar to reporting a chemical disclosure, except that a brand name/product model excel is not required.
NOTE *– If you add another brand name/product model excel file to a chemical disclosure, the data in the new excel file will be added to any data that has been uploaded previously for that chemical. If you do not want duplicated data on your record, only upload new brand name/product model data.*

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

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

G. Review the data to make sure everything is correct, then click “Continue.”

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

I. Click “Done” to return to the dashboard.

IX. EDITING A DISCLOSURE (Before Paying)

A. Before you have paid for a disclosure, you can edit.

B. If you need to edit a function set:

1. There is an orange edit button (and a red delete button) next to every function set in the disclosure screen. Locate the function set that you would like to edit and click the orange edit button.
2. The dropdown lists will populate with the function set items that you would like to edit.
3. Change any/all of the fields, then click “Update Data for this Chemical to my Disclosure”
4. Repeat this for any additional function sets that you need to edit.

5. When you are finished editing, click "Save this Disclosure and Pay" to continue to the review screen before paying.

C. If you need to go back and add a disclosure for another chemical before paying:
   1. Return to the disclosure screen by clicking "Go back to Edit" from the review screen.
   2. Select the CAS/Chemical from the dropdown list, upload the brand name/product model excel, and add function sets as you would with any disclosure.
   3. Click "Add Data for this Chemical to my Disclosure"
   4. When you are finished, click "Save this Disclosure and Pay" to continue to the review screen.

D. If you get to the payment screen and would like to double-check your disclosures before paying:
   1. Select either Credit/Debit or ACH. When you select a payment type, the "Back" button will appear at the bottom of the screen.
   2. Then click the "Back" button to return to the review screen.
   3. If you do, in fact need to edit the disclosure, click "Go back to Edit" to return to the disclosure screen and edit your disclosures.

X. EDIT PROFILE

A. If you want to make changes to your profile, click "Manage Profile" on the left menu.
B. Click on your company name hyperlink to go to your profile.
C. You can change anything on your profile, aside from your company name.
D. Click "Continue" to go to the review screen.
E. Review your information, and if everything is correct, click "Update Manufacturer (or Trade Association) Profile."