

Laboratory Certification Document Submittal User Instructions (Form 197)

Important Notes:

Please read carefully prior to submission

The *Laboratory Certification Document Submittal* (Form 197) is for the submission of any Laboratory Certification data. This eForm was created to provide Laboratories with an online solution to submitting required documentation that is usually submitted as a paper document through the mail.

Please note: Online payments are now available! Please see page 3-4 for more instructions.

The following instructions are for completing the *Laboratory Certification Document Submittal* eForm.

It is important to note that any uploaded documentation that would normally receive a signature is submitted with its signature. Electronic signatures in Adobe Acrobat or Microsoft Office programs are acceptable. If you cannot sign electronically, the document should be printed, signed, and scanned for upload. The eForm does not act as a signature.

For information about EEC eForms, please visit:

<https://dep.gateway.ky.gov/eForms/Account/HelpCenter.aspx>

EEC eForms – Account Creation/Sign on

- EEC eForms home page is located at <https://dep.gateway.ky.gov/eForms/Account/Home.aspx>
- You may navigate to the eForms Home, Contact Us, and Help Center pages without an account.
- To access the eForm, you will need to create an account or sign in.

EEC eForm – Finding and Creating a new Form

- From the EEC eForms page, select “Forms” menu from the blue ribbon at the top of the page
- The *Laboratory Certification Document Submittal Form* (Form ID 197) can be found within the “List of available eForms”
- When the ***Laboratory Certification Document Submittal Form*** has been located, click “Add” to the left of the title, under the “Add Form” column

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eForm Screen – Agency/Laboratory Information

- Once you have opened the **Laboratory Certification Document Submittal Form**, you may begin by entering the Laboratory ID in the top-left field
 - **NOTE:** The Kentucky Laboratory ID is different from the AI. The Laboratory ID will always start with a "0" or "9"
- The form will begin to auto-populate the **Agency/Laboratory Information** based on the Laboratory ID once you press Tab or by clicking out of the field
- Most of the Agency/Laboratory Information should be filled out for you; however, you should review this information before proceeding to the **Submittal of Report By Section**

eForm Screen – Submittal of Report by Section

- The **Submittal of Report By** section is a required section that should contain the contact information of the data provider and eForm user.

eForm – File Uploads

- The **File Uploads** section of the eForm is the section where you will be able to upload the Laboratory's documents
- Click on the "Upload file" button and navigate to the location of the desired document to submitted
- **NOTE:** Multiple documents can be uploaded to one eForm

Submitting the eForm

- If you are finished completing the eForm, select the "Click to Submit to EEC" button
- If you would like to return to this eForm and complete it at another time, select the "Click to Save Values for Future Retrieval" button
- Please note, by choosing this option, any file uploads made on the eForm will be lost and will need to be uploaded again before selecting the "Click to Submit to EEC" button

Forms Screen – Form Details

- After submitting the eForm to EEC, you will return to the Forms screen. The first box displayed is the Form Details box, which contains information pertaining to the eForm that was submitted. This information will also be available through your dashboard, but it is recommended to keep a copy of your records.
- Once you have submitted this eForm previously, you may select your submission from your User Dashboard under "Completed Forms".
- After you select your submission from the list, you may select the option "Create a new eForm with values from this previously saved/submitted eForm" to create a new eForm that is auto populated with your previous submission's information.

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- Another optional function found on this screen is the "Compare" function. This will compare a previous eForm submittal to another submittal in the event the user would like to note any changes between the submittals.

Online Payment Information

The KYDOW Laboratory Certification Section is now using the KY DEP eSearch website for online payments. **To visit the KY DEP eSearch website, please use this link:**

<https://dep.gateway.ky.gov/esearch/>

Online Payment Process

- After your Laboratory has submitted their application through eForm 197, the Laboratory contact will need to reach out and request an invoice to the Laboratory Certification Department.
- Navigate to the KY DEP eSearch website, <https://dep.gateway.ky.gov/esearch/>, and click on the "Pay an Invoice" option under the "Quick Links" list.
- Once you are on the Invoice Search webpage, enter the Invoice Number into the cell underneath of "Invoice Number".
- Click the "Search" button.
- The Invoice Search Results will display below. Please confirm all search result information.
- Click on the "Add to Cart" link to the right of the search result.
- If you have other invoices to pay, you may select "Continue Shopping" and you will be returned to the Invoice Search webpage.
- When you are finished adding invoices to your cart, select "Proceed to Checkout".
- Verify the summary to the right of the webpage and select your payment type. Payment types include:
 - ACH/Electronic Check
 - Credit Card
 - Debit/Prepaid Card
 - **NOTE:** There is a \$0.35 service fee for Electronic Checks and a 3% service fee for Credit Card and Debit Card payments.
- Complete the Payment Details and be sure to enter your email address to receive a copy of your receipt.
- Click "Next" and complete your payment.