

Steps to designate Primary Contact OR Report Recipient in the EPAP System

Any Enhanced Production Audit Program (EPAP) Program Authorized Contact with the capabilities of an EPAP Editor can enter contact information (Name and Contact Role) under the Contacts tab in the EPAP System.

A Contact Role can be either:

- **Primary Contact:** this is the person that your assigned Production Audit Team (PAT) member will be communicating with regarding EPAP and any questions or issues that may arise. Primary Contacts will also receive notification when the monthly Compliance Assessment Reports (CARs) are available.

OR

- **Report Recipient:** They will not be contacted regarding any EPAP questions or issues.

Once you are logged in to the EPAP System, go to *Findings, Open by Category*, and select *Contacts*.

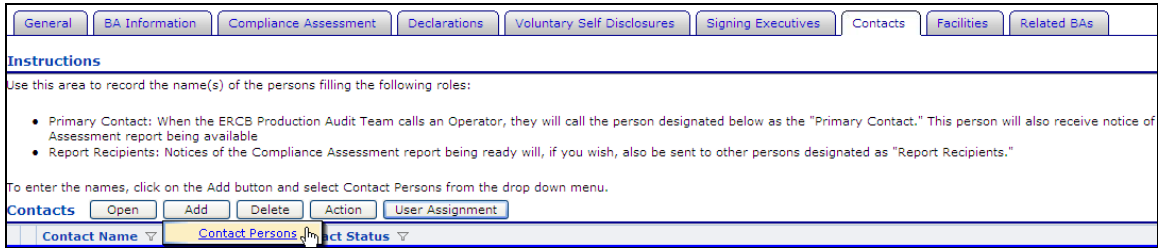
The screenshot shows the EPAP System navigation menu. The 'Findings' tab is active, and the 'Open by Category' option is selected, opening a dropdown menu. The 'Contacts' option is highlighted with a mouse cursor. Other options in the dropdown include 'BA Information', 'Compliance Assessment', 'Declarations', 'Voluntary Self Disclosures', 'Signing Executives', 'Facilities', and 'Related BAs'. The main content area shows a welcome message and instructions for using the system.

Under the *Category* column, click on *Contacts*.

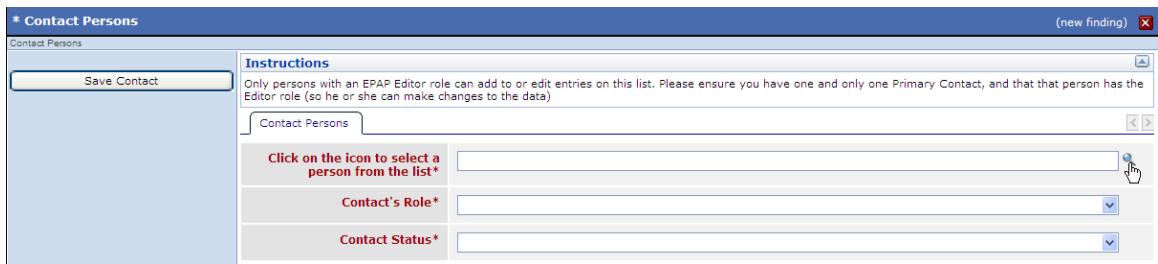
The screenshot shows the 'Data (Contacts)' section of the EPAP System. It includes instructions for recording contact information and a table with columns for Name, Type, Entity, State, Due Date, and Category. The 'Category' column has a dropdown menu open, showing 'Contacts' selected.

Name	Type	Entity	State	Due Date	Category
[Redacted]	Operator	Operators	Active		Contacts

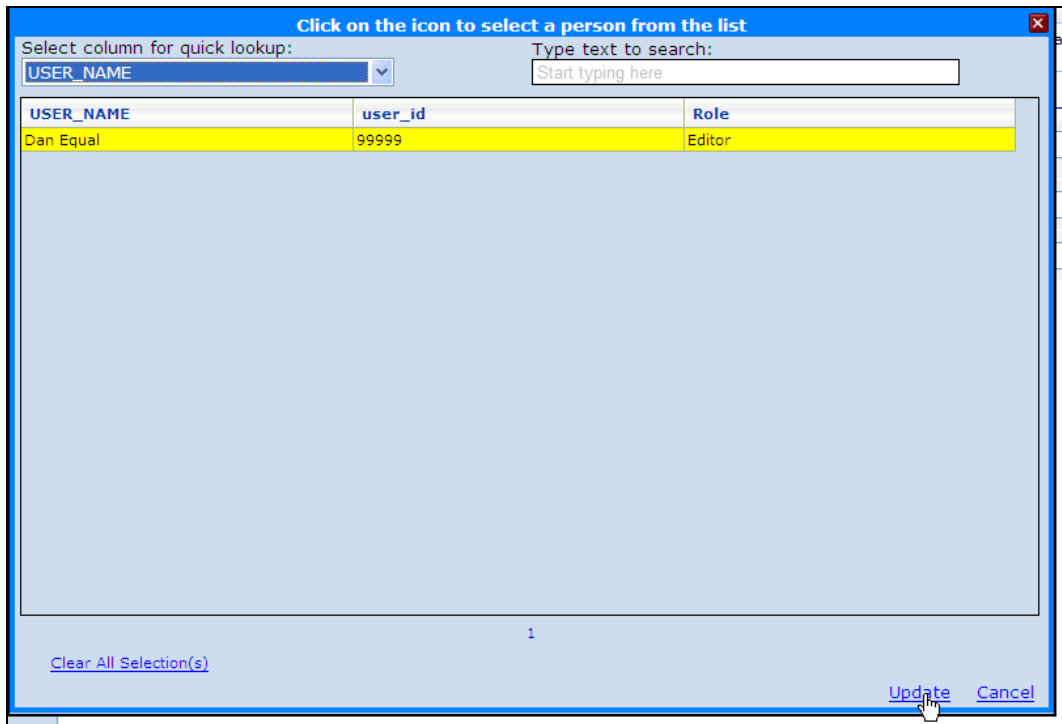
This will bring you to the *Contacts* Tab. To designate a **Primary Contact OR Report Recipient**, click the *Add* button and select *Contact Persons*.



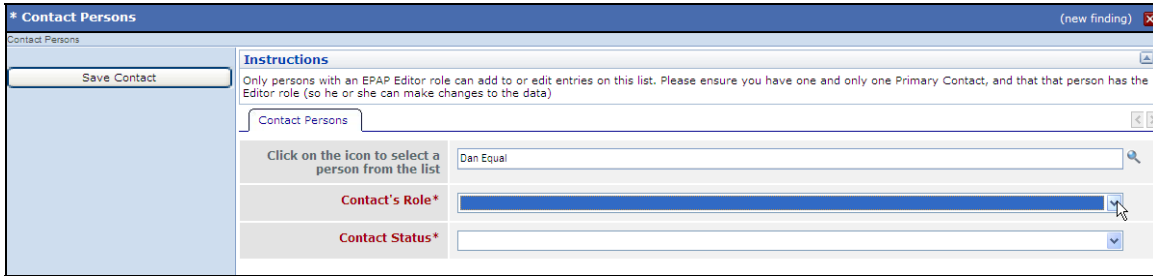
The first **Contact Persons* window will appear. Click the **magnify glass** icon to the right of the *Click on the icon to select a person from the list**.



Highlight the name of the person from the list to be designated as either a **Primary Contact OR Report Recipient**. Click the **Update** button in the lower right hand corner.

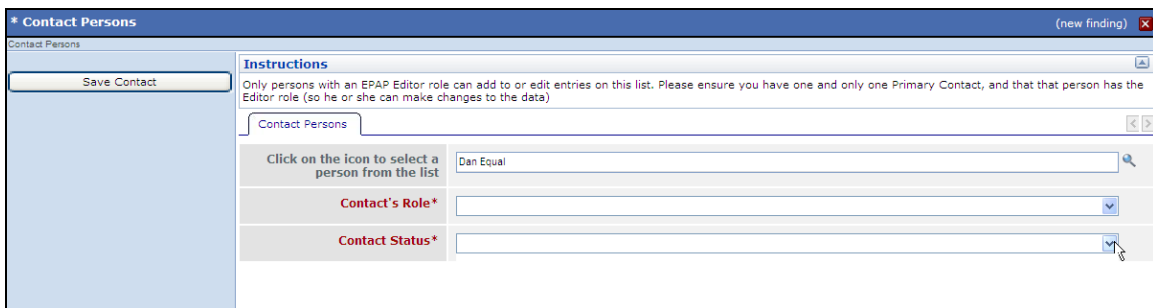


The second **Contact Persons* window will appear. From the *Contact's Role** drop down menu, select **either Primary Contact OR Report Recipient**.

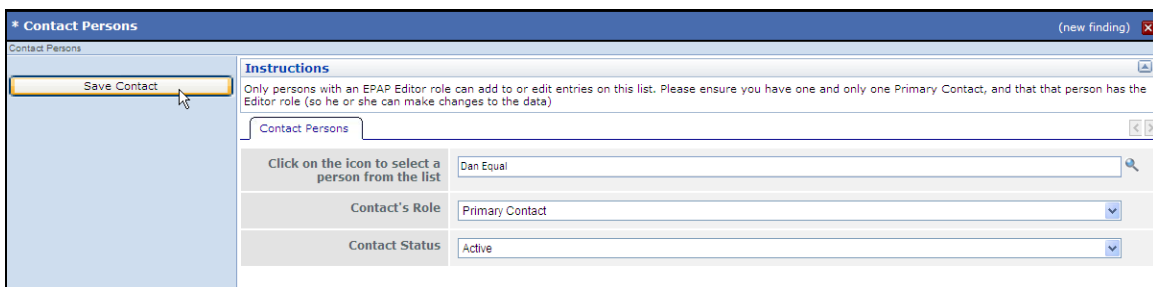


From the *Contact Status** drop down menu, select **Active**.

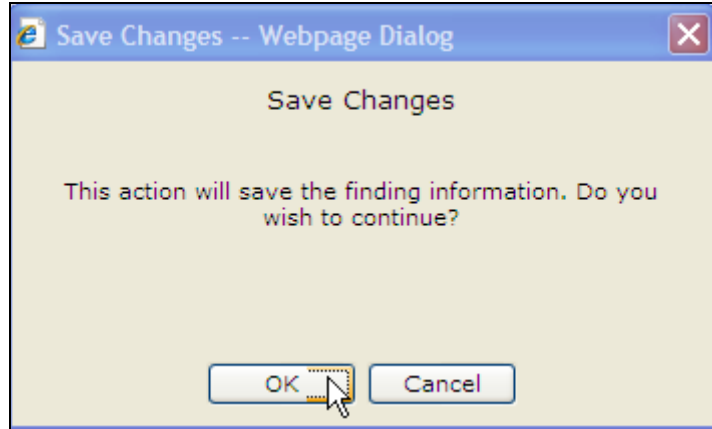
Note: Selecting *Inactive* will deactivate a **Primary Contact OR Report Recipient** that has already been assigned; however, their name will still appear under the *Contacts* Tab.



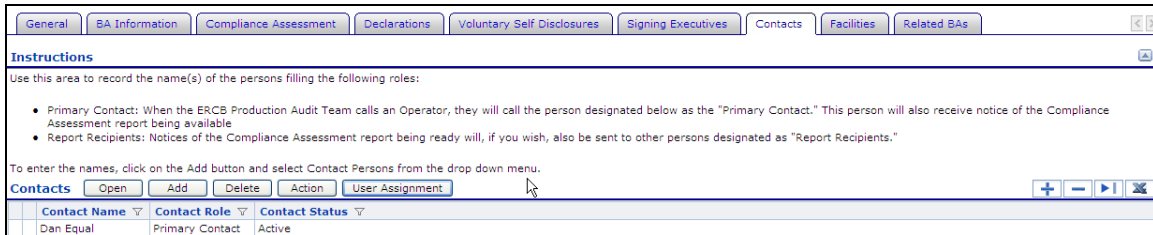
After the name of the designated *Primary Contact OR Report Recipient*, the specific *Role*, and *Status* have been selected, click the **Save Contact** button.



The *Save Changes Prompt* will appear. Click **OK**.



Data will now appear under the *Contacts Tab*.



Complete the above steps for each *Primary Contact OR Report Recipient* required.