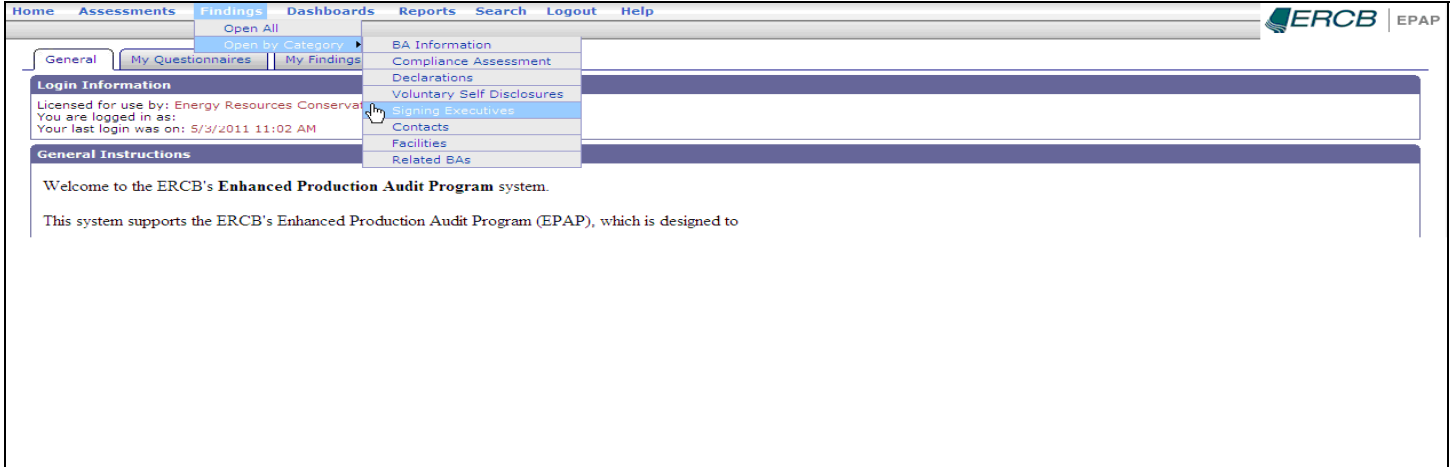


## Steps to designate Signing Executives in the EPAP System

Once you are logged in to the Enhanced Production Audit Program (EPAP) System, go to *Findings, Open by Category*, and select *Signing Executives*.



The screenshot shows the EPAP system home page. The navigation menu at the top includes Home, Assessments, Findings, Dashboards, Reports, Search, Logout, and Help. The 'Findings' menu is open, showing options like 'Open All', 'Open by Category', 'My Questionnaires', and 'My Findings'. A sub-menu is visible under 'Open by Category', listing 'BA Information', 'Compliance Assessment', 'Declarations', 'Voluntary Self Disclosures', 'Signing Executives', 'Contacts', 'Facilities', and 'Related BAs'. The 'Signing Executives' option is highlighted. The main content area displays 'Login Information' and 'General Instructions'.

Under the *Category* column, click on *Signing Executives*.



The screenshot shows the 'Data ( Signing Executives )' page. It contains instructions: 'This area is used to enter the name and position of any person who may be designated as a Signing Executive for the purposes of a Declaration. To enter the names of your Signing Executives, click on the Add button and select Signing Executives from the drop down menu.' Below the instructions is a table with the following data:

Name	Type	Entity	State	Due Date	Category
	Operator	Operators	Active		<a href="#">Signing Executives</a>

This will bring you to the *Signing Executives* Tab.



The screenshot shows the 'Signing Executives' tab interface. The navigation tabs at the top include General, BA Information, Compliance Assessment, Declarations, Voluntary Self Disclosures, Signing Executives, Contacts, Facilities, and Related BAs. The 'Signing Executives' tab is active. Below the tabs are instructions: 'This area is used to enter the name and position of any person who may be designated as a Signing Executive for the purposes of a Declaration. To enter the names of your Signing Executives, click on the Add button and select Signing Executives from the drop down menu.' Below the instructions are buttons for 'Open', 'Add', 'Delete', 'Action', and 'User Assignment'. At the bottom, there is a table with columns: Surname, First Name, Title, and Signing Executive Name and Title.

To designate Declaration Signatories, click the *Add* button and select *Signing Executives*.

General BA Information Compliance Assessment Declarations Voluntary Self Disclosures Signing Executives Cont

**Instructions**

This area is used to enter the name and position of any person who may be designated as a Signing Executive for the purposes of a Declaration

To enter the names of your Signing Executives, click on the Add button and select Signing Executives from the drop down menu.

**Signing Executives** Open Add Delete Action User Assignment

Surname	First Name	Signing Executives	ing Executive Name and Title

The \*Signing Executives window will appear.

\* Signing Executives (new finding)

Signing Executives

Save Signing Executive

**Instructions**

Only an operator contact person can add or edit entries on this list.

Signing Executives

Executive Surname\*

Executives First Name\*

Executive's Title or Position\*

Name and Title as it will appear on Declarations

Enter the applicable information in the *Surname*, *First Name*, and *Title/Position* text boxes. When complete, click on the *Save Signing Executive* button.

\* Signing Executives (read, modify)

Signing Executives

Save Signing Executive

**Instructions**

Only an operator contact person can add or edit entries on this list.

Signing Executives

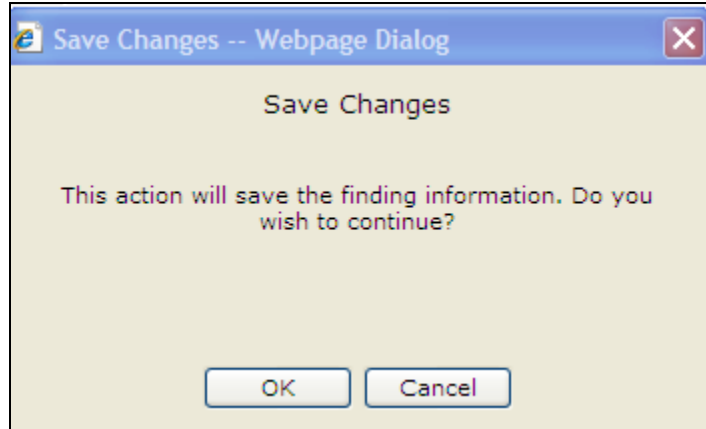
Executive Surname test

Executives First Name TEST TEST

Executive's Title or Position TEST TEST TEST

Name and Title as it will appear on Declarations TEST TEST TEST, TEST TEST TEST

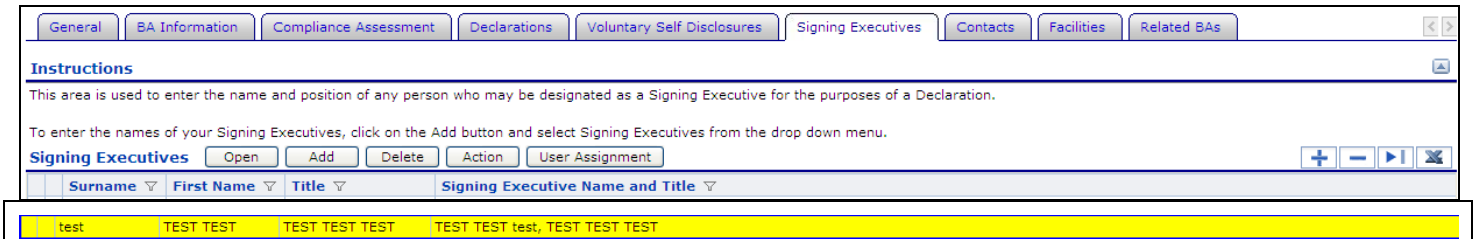
The *Save Changes Prompt* will appear. Click **OK**.



Once data is saved, click the red **X** on the upper right hand corner of the *\*Signing Executives* window.



Data will now appear under the *Signing Executives* Tab.



Complete the above steps for each Signing Executive entry required.

## Steps to Delete a Signing Executive

To **delete** a Declaration Signatory, **highlight the row** and click the *Open* button.

Surname	First Name	Title	Signing Executive Name and Title
TEST	Test	T	Test TEST, T

The *\*Signing Executives* window will appear. Remove the data previously entered in the **Executive Surname\***, **Executives First Name\***, and **Executives Title or Position\*** text boxes.

**\* Signing Executives** (read, modify)

Instructions: Only an operator contact person can add or edit entries on this list.

Executive Surname\*

Executives First Name\*

Executive's Title or Position\*

Name and Title as it will appear on Declarations: Test TEST, T

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

Save Changes -- Webpage Dialog

Save Changes

This action will save the finding information. Do you wish to continue?

OK Cancel

The row will now appear blank under the *Signing Executives* Tab.

General	BA Information	Compliance Assessment	Declarations	Voluntary Self Disclosures	Signing Executives	Contacts	Facilities	Related BAs
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**Instructions**

This area is used to enter the name and position of any person who may be designated as a Signing Executive for the purposes of a Declaration.

To enter the names of your Signing Executives, click on the Add button and select Signing Executives from the drop down menu.

**Signing Executives**                   

Surname ▾	First Name ▾	Title ▾	Signing Executive Name and Title ▾

Complete the above steps for each Signing Executive deletion required.

## Steps to Replace a Signing Executive

To **replace** a Declaration Signatory, **highlight the row** and click the *Open* button.

Surname	First Name	Title	Signing Executive Name and Title
TEST	Test	T	Test TEST, T

The **\*Signing Executives** window will appear. Overwrite the data previously entered in the **Executive Surname\***, **Executives First Name\***, and **Executives Title or Position\*** text boxes with the new Signatory information.

**\* Signing Executives** (read, modify)

Instructions: Only an operator contact person can add or edit entries on this list.

Executive Surname\*

Executives First Name\*

Executive's Title or Position\*

Name and Title as it will appear on Declarations: Test TEST, T

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

Save Changes -- Webpage Dialog

Save Changes

This action will save the finding information. Do you wish to continue?

OK Cancel

Revised data will now appear under the *Signing Executives* Tab.

[General](#)
[BA Information](#)
[Compliance Assessment](#)
[Declarations](#)
[Voluntary Self Disclosures](#)
[Signing Executives](#)
[Contacts](#)
[Facilities](#)
[Related BAs](#)

**Instructions**

This area is used to enter the name and position of any person who may be designated as a Signing Executive for the purposes of a Declaration.

To enter the names of your Signing Executives, click on the Add button and select Signing Executives from the drop down menu.

**Signing Executives**

	Surname ▾	First Name ▾	Title ▾	Signing Executive Name and Title ▾
	TEST	Screen	Shot	Screen TEST, Shot

Complete the above steps for each Signing Executive replacement required.