



Upload CPDM Files Quick Reference Guide

Introduction

Operators – What they Do

- Enter a note for Sample
- Transmit Sample to MSIS
- Search and View Sample via Operator Dashboard
- Retransmit Sample when damaged
- View Sample via DRS

CPDM Sample File Transmission

- Upload CPDM sample files
- Digital Dashboard – Check the status of successfully uploaded CPDM sample files

Logging into eGOV

Go to www.msha.gov > Online Tools > Upload/Review

The screenshot shows the 'CPDM Sample File Transmission' page. It includes a header with the MSHA logo and navigation links. The main content area has a title 'CPDM Sample File Transmission' and a brief description of the process. Below the description, there is a red-bordered box containing two bullet points: 'Upload CPDM sample files' and 'Digital Dashboard - Check the status of successfully uploaded CPDM sample files'. The footer contains contact information and a 'Was this page helpful?' link.

Upload CPDM Files

- If you know file name type in, if not click browse and select file
- Click **Open**
- Click **Add File to List**
- Click **Submit Samples to MSHA**

The screenshot shows the 'CPDM File Upload' interface. It includes a header with the MSHA logo and navigation links. The main content area has a title 'CPDM File Upload' and a brief description of the process. Below the description, there is a 'CPDM Upload Information' section with numbered steps. A 'Selected Files' table is visible, and a green callout box points to the 'Add File to List' button with the text: 'Enter file name or click Browse and select file from list. When done click Add File to List.' The footer contains contact information.

UPLOADED BY: Shelly McCoy
 DATE/TIME: 2/2/2016 4:10:57 PM MST
 *Upload CPDM Files (Max count of files that can be uploaded : 15)
 T:\Peir1Public\CPDM_PEIR_Load_Test\MCCOY.SHELLY\20160125-08-00000002677- Browse...
 Add File to List

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 Add File to List

Upload Confirmation Screen

Enter your user name and password

The screenshot shows the login page. It includes a header with the MSHA logo and navigation links. The main content area has a title 'Login' and a form with fields for 'Email Address' and 'Password'. There is a 'Login' button and a link for 'I forgot my password'. Below the form, there is a 'Registration' section with a link 'New eGov users register here'. The footer contains contact information.

The screenshot shows the 'Upload Confirmation' screen. It includes a header with the MSHA logo and navigation links. The main content area has a title 'Upload Confirmation' and a brief description of the process. Below the description, there is a 'CPDM Upload Information' section with 'UPLOADED BY' and 'DATE/TIME'. A 'CPDM Files Submitted' table is visible, showing a file name and status. A black callout box points to the 'Print Confirmation Page' button with the text: 'Print page for your records. If done, click Return to Menu.' The footer contains contact information.