

IMERC: How to Change Reporting User Information and Update Security Questions

1

Navigate to

<https://imerc.newmoa.org/Public/EnSuite/Shared/Pages/Main/Login.aspx>

2

Enter your credentials and login.

Mercury-Added Product Reporting System

Reduction Clearinghouse (IMERC) Mercury-Added Product Reporting System provides a secure online environment for companies to comply with the Mercury-added Product Reporting requirements of Connecticut, Louisiana, Maine, Massachusetts, New Hampshire, Rhode Island, and Washington.

Out-of-State Exemption processes, including form and attachment submission, are handled through the e-filing System. Users can get help with the login fields, which provides a PDF document to assist users. If you need assistance during your submission, please review the User Manual.

Public Login

User name
scohen_test

Password
.....

Login

[Create a new account](#)

[Forgot your login user name or password?](#)

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Version: 1.1020.0914.30588

GovOnline uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader

3 Click "My Profile"

GovONLINE

Home Notification **My Profile**

Notification Renewal Quick Access

- Mercury-Added Product Notification**
To submit a Triennial or Updated Notification Form based on your previous filings, click this link to access your previously submitted material. You may also use the "Approved Notification(s)" link under the System Quick Access.
- Alternative Labeling Plan**
To submit a Triennial or Updated Notification Form based on your previous filings, click this link to access your previously submitted material. You may also use the "Approved Notification(s)" link under the System Quick Access.
- Phase-Out Exemption**
To submit a Triennial or Updated Notification Form based on your previous filings, click this link to access your previously submitted material. You may also use the "Approved Notification(s)" link under the System Quick Access.

Pending Notification(s) List

You do not have any pending notification(s).
To create a new notification, click the **My Profile** Quick Access panel to the left.

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4 Update all of the fields with the new user information.

* Denotes a required field

General Information

* First Name: M.I.: * Last Name: * Username:

Company: Job Title:

Primary Phone Number: Extension: Mobile Phone Number: Mobile Provider:

Fax Number: * Email:

Do you want to receive SMS messages through a mobile phone?

Save Profile Info

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5 Click "Save Profile Info"

* First Name: Shaina M.I.: * Last Name: Cohen * Username: scohen_test

Company: NEWMOA Job Title: IMERC Coordinator

Primary Phone Number: 8572621135 Extension: Mobile Phone Number: Mobile Provider: Verizon

Fax Number: * Email: scohen@newmoa.org

Do you want to receive SMS messages through a mobile phone?

Save Profile Info

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6 The system will show when it has "Saved successfully."

GovONLINE

Home Notification **My Profile**

Profile Management

- Basic Information
- Password
- Security Questions

My Profile > Profile Management > Basic Information

General Information Address Information Associated Manufacturers

Please verify and update your basic user information as needed.

* Denotes a required field

Saved successfully.

General Information

* First Name: Shaina M.I.: * Last Name: Cohen * Username: scohen_test

Company: NEWMOA Job Title: IMERC Coordinator

Primary Phone Number: 8572621135 Extension: Mobile Phone Number: Mobile Provider: Verizon

Fax Number: * Email: scohen@newmoa.org

7 Click "Home"

GovONLINE

Home Notification My Profile

Profile Management

- Basic Information
- Password
- Security Questions

My Profile > Profile Management > Basic Information

General Information Address Information Associated Manufacturers

Please verify and update your basic user information as needed.

* Denotes a required field

✓ Saved successfully.

General Information

* First Name: M.I.: * Last Name: * Username:

Company: Job Title:

Primary Phone Number: Extension: Mobile Phone Number: Mobile Provider:

Fax Number: * Email:

8 Click "Security Questions"

Notification(s) List

do not have any pending notifications.

reate a new notification, click the Mercury-Added Product Notification link under the k Access panel to the left.

[Click here for more...](#)

System Quick Access

Notification

- Edit Pending Notification
- Submitted Notification(s)
- Approved Notification(s)

My Profile

- Basic Information
- Password
- Security Questions

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9 Choose and answer five unique security questions. Then click "Save"

Be sure to make note of your answers as you will be prompted with a different question every time you complete a submission.

For security reasons, your answers to the security questions are not displayed. Please only enter security questions answer if you wish to update it. One of the following security questions will be referenced during the notification submission process. Please answer all five questions below with unique responses.

Security Questions

Question 1:
What is the first and middle name of your oldest sibling? ▾
Answer:

Question 2:
What is your favorite book? ▾
Answer:

Question 3:
What is the name of the hospital where you were born? ▾
Answer:

Question 4:
What is your best friend's last name? ▾
Answer:

Question 5:
What is the last name of your favorite teacher? ▾
Answer:

[Save](#)

10 Click "Home"

 Home Notification My Profile

My Profile > Profile Management > Security Question

For security reasons, your answers to the security questions are not displayed. Please only enter security questions answer if you wish to update it. One of the following security questions will be referenced during the notification submission process. Please answer all five questions

Security Questions

Question 1:
What is the first and middle name of your oldest sibling? ▾
Answer:

Question 2:
What is your favorite book? ▾
Answer:

Question 3:
What is the name of the hospital where you were born? ▾
Answer:

Question 4:
What is your best friend's last name? ▾
Answer:

Question 5:

11 Click "Password" to change the password for the account.

The screenshot shows a user profile page. On the left, there is a 'Notification(s) List' section with a message: 'You do not have any pending notifications. To create a new notification, click the Mercury-Added Product Notification link under the System Quick Access panel to the left. [Click here for more...](#)'. On the right, there is a 'System Quick Access' panel. Under the 'Notification' heading, there are links for 'Edit Pending Notification', 'Submitted Notification(s)', and 'Approved Notification(s)'. Under the 'My Profile' heading, there are links for 'Basic Information', 'Password', and 'Security Questions'. The 'Password' link is circled in orange. At the bottom of the page, there is a footer with the text: '& Consulting Inc. All rights reserved. | Terms of Use | Privacy Statement' and '(Last modified Time: 2020-09-14 04:59 PM)'.

12 Enter your existing password.

The screenshot shows a 'Change Password' form. On the left, there is a 'Profile Management' sidebar with links for 'Basic Information', 'Password', and 'Security Questions'. The 'Password' link is highlighted. The main content area has a yellow header with the text: 'Change your password. To change your password, please enter your old password, your new password, and retype it in the confirmation box to proceed. Use a strong password. Please note that passwords are case sensitive. * Denotes a required field'. Below this, there is a 'Change Password' section with a green background. It contains the text: 'Password must have at least one uppercase letter, one lowercase letter and one digit number. If you don't need to change your password, click the Cancel button.' The form has three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. The 'Old Password:' field is circled in orange. At the bottom of the form, there is a blue 'Save Password' button. At the bottom of the page, there is a footer with the text: 'Copyright ©1994-2025 enfoTech & Consulting Inc. All rights reserved. | (Last modified Time: 2020-09-14 04:59 PM)'.

13 Enter and confirm a new password.

Change your password.

To change your password, please enter your old password, your new password, and retype it in the confirmation box to proceed. Upon clicking the "Save Password" button, your password will be updated.

Please note that passwords are case sensitive.

* Denotes a required field

Change Password

Password must have at least one uppercase letter, one lowercase letter and one digit number. If you don't need to change your password, please leave it blank.

Old Password:

New Password:

Confirm New Password:

Save Password

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14 Click "Save Password"

Please note that passwords are case sensitive.

* Denotes a required field

Change Password

Password must have at least one uppercase letter, one lowercase letter and one digit number. If you don't need to change your password, please leave it blank.

Old Password:

New Password:

Confirm New Password:

Save Password

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