
How to Submit Self-Certification

Accessing the Self-Certification Forms

The webCDMS system will be used for Self-Certification submittals. Please click here to access the system: <https://www.cdms.oati.com>.

A person who is a registered user of the webCDMS system may submit the Self-Certification forms. For legal and security reasons, users must use their own account (digital certificate, login ID and password). If you do not know if you have an account, contact your organization's Security Officer (SO). If you do not know who your organization's SO is, contact support@oati.net.

For questions regarding Self-Certifications contact compliance@texasre.org.

Submittal Instructions for Self-Certification

1. Log-in to webCDMS, go to Compliance tab > Click Self-Certification
2. Under Action > Click edit
3. Entry form pops up, complete all listed requirements for the registered entity you are self-certifying for.
4. **Comments are required for ALL "Not Compliant", "Not Applicable", or "Do Not Own" responses.** *See full definitions below*
5. To attach documents relating to **"Not Compliant", "Not Applicable", or "Do Not Own"** responses to you can either click "edit" or choose the "entity documents tab" to the left of the requirement field(s).
6. Once all requirements are complete you can save the self-cert form for review, or click on "Download a Regional Document", select Corporate Signature Page from the list of regional documents.
7. The Authorized Signatory or Authorized Officer must sign off for completion and submittal(s) of Self-Certification.
8. To upload the signed Corporate Signature Page, click the gray "Entity Documents" link on the left side of the entry screen, then click the "Add Document" button to attach the file.
9. Please check the "Corporate Signature Page has been uploaded" box in CDMS prior to submitting your Self-Certification responses.
10. Once a self-cert has been submitted, the entity's PCC will receive an automated response that the self-cert has been received by Texas RE.
11. If Texas RE requires additional information or documentation, we will notify the entity's PCC.

A response of **"Compliant"** indicates that the entity: a) did not have any violations, b) an Open Enforcement Action has completed mitigation *before* the start of the reporting period, or c) an "event" driven requirement did not occur and the entity is fully compliant for the reporting period.

A **"Not Compliant"** response indicates that the entity had a violation(s) or has an Open Enforcement Action that has *not* completed mitigation prior to the start of the reporting period.



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The Violation ID number should be provided in the comments if the violation was previously identified.

A “**Do Not Own**” response indicates that the entity did not own the applicable facilities, and as such the reliability standard requirement does not apply.

A “**Not Applicable**” (N/A) response indicates the requirement does not apply to the registered entity for a reason other than facility ownership.