

How To Order E-Certs

Frequently Asked Questions (FAQs)

1. **How do I purchase e-certs for my analyzer(s)?**

There are three ways to purchase e-certs:

1. **Check** - be sure to mail your completed requisition form and check to the address below.
2. **Credit card** - VISA or MasterCard only.
3. **E-commerce** - Online Certificate Requisition Program.

2. **How do I order by check and when will I receive my certs?**

Make the check payable to **EPD I/M Fees** and mail with completed requisition form to:
EPD I/M Fees, P.O. Box 105045, Atlanta, GA, 30348-5045.

Allow seven to 10 business days for a check to be delivered to and processed by GCAF.

3. **Will using a credit card speed up the process?**

Yes! When using a credit card to order your e-certs, fax the completed order form to 404.479.1755.

4. **What is E-commerce?**

This is an online certificate requisition program. To learn more about E-commerce and to set up an account, contact Station Assistance at 800.449.2471. Upon request, an ACH and user ID form will be emailed to you. Print the forms, fill out and mail to Georgia's Clean Air Force (Attn: Accounting Department) at 60 Chastain Center Boulevard, Suite 64, Kennesaw, GA, 30144. **Be sure to include a voided check along with completed ACH form (if applicable).**

5. **What are the advantages of E-commerce?**

The ability to order e-certs 24 hours a day/seven days a week. Also, you can manage your money used for cert purchases and track ongoing cert usage – all with the click of a button!

You must fax in your first order if you are adding a new GAS unit to an existing station. After that, you can order e-certs online at your convenience.

6. **How much do e-certs cost and in what quantity must they be purchased?**

The e-certs cost \$4.02 each and must be purchased in blocks of 50. For example, one book of 50 e-certs totals \$201. Include the quantity of e-certs you would like to order on the order form. Use the current rate schedule to determine the price.

7. **Must I fill out a form for each order?**

Yes, each order requires a separate order form. Remember, only one GAS unit per form will be accepted.

8. **What if I do not know my station number and/or GAS ID numbers?**

You can find your ID numbers through your GAS analyzer. Call your equipment manufacturer for instructions.

9. **For more information** - Please contact Station Assistance at 800.449.2471.