

# GO ELECTRONIC.



## E-Reports - E&A's Fast Electronic Reporting System.

### Quick-Start Guide to E-Reports

■ **Step 1: Eligible Customers\*** - Provide E&A with the project team contact information for each project.

Project Team Contact Information - Name, company, address, phone number, and email address of each member to receive reports.

Delivery Method - Email or Web.

Report Distribution - All; Asphalt only; Concrete only; Misc. only; Soils only; or Steel only.

Updated Project Team Contact Information - Notify our office immediately if any project team information on the project has to be updated.

*\*Eligibility - Customers with established credit terms at E&A automatically qualify for electronic delivery of digitally authenticated construction materials testing reports, however, new customers should request a credit application to get started.*

■ **Step 2: Email Notifications** - The following three email notifications are what you and your project team will receive based on the delivery method chosen in Step 1:

First Time New User Notification – notification with a login link [www.ellisassoc.com](http://www.ellisassoc.com) as well as your Username (user's email address) and a system assigned password.

Email (PDF Attached) Notification – notification provides you with digitally authenticated PDF attachment(s) of the project report(s) sent out electronically at the end of business that day. A link to the Web site [www.ellisassoc.com](http://www.ellisassoc.com) is also provided to view, print, download, or email historical project reports.

Web Mail Notification – Digitally authenticated reports are posted to the web site immediately after they are signed. An alert notification with a link to the web site [www.ellisassoc.com](http://www.ellisassoc.com) is sent to you at the end of business that day when new digitally authenticated reports are available on your project web site. You have the option to turn off this notification once you are logged into your web site.

■ **Step 3: Log in to Web Site** – Click on the link provided in the notification to get to the E-Reports Login page using your email address as your User ID and the system assigned password. Once logged in, you can change your password or turn off your notifications in Settings.

■ **Step 4: Click on Project Name Link** - Click on the **Project Name** link for a list of all project reports to date. Click on any of the column headers to sort reports ascending or descending by **Report No.**, Test Type, Report Date, Sample No., Sample Date, or Version No. Click on the Report No. link to open up the PDF. You have the ability to do any of the following on the project web site:

Select reports to EMAIL to others that are not on the distribution team.

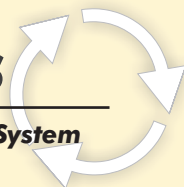
DOWNLOAD all selected reports to your directory as individual PDFs.

Select ALL REPORTS to VIEW in one PDF and save to your directory, CD, email, or print out for your closeout package (make sure all reports have been sorted in ascending or descending order by clicking on the Report No. column heading prior to viewing).

If you have any questions about E-Reports, please contact our E-Reports Customer Service at 904-886-5050 or learn more at [www.ellisassoc.com](http://www.ellisassoc.com)

## E-Reports

E&A's Fast Electronic Reporting System



Environmental  
Geotechnical  
Materials Testing