

Accessing the CCB Submission Portal

The **CCB Submission Portal** is only available for approved **Agency Administrators** and **Docket Managers**.

The objective of the Change Control Board (CCB) is to take suggestions from various sources requesting changes to current FDMS functionality and evaluate these requests considering the overall objective of the eRulemaking initiative and the needs of public and agency users. The following are the goals of the CCB:

- ❖ The CCB considers change requests to make the system more secure, efficient, intuitive, and easy to use while ensuring the system provides organized access to rulemaking and nonrulemaking materials for both the public and federal agencies.
- ❖ The CCB presents a consistent face for Federal rulemakings to the Public and across all agencies using the FDMS.
- ❖ The CCB collaborates on “FDMS Best Practices” as each agency may have a different and more efficient way of performing the same task.

Note: Please contact the FDMS Help Desk to request access to the **CCB Submission Portal**. The Help Desk will forward the request to the CCB Co-chair and PMO for approval.

CCB Submission Portal Account Setup

First time users must contact the FDMS Help Desk to have an account created. Once the account is created, users receive a **Welcome to CCB Requests** email.

- (A) Click the **sign-up link**.
- (B) Enter your full name.
- (C) Enter a password.
- (D) Click **Save and continue**.
- (E) Click the **Submit a CCB Request** link.

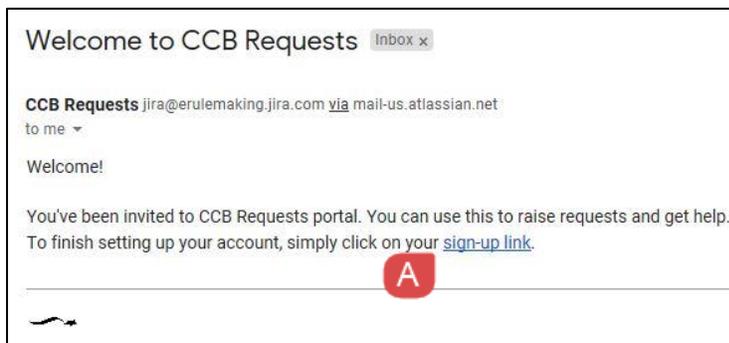


Figure 1: CCB Submission Portal Invitation Email

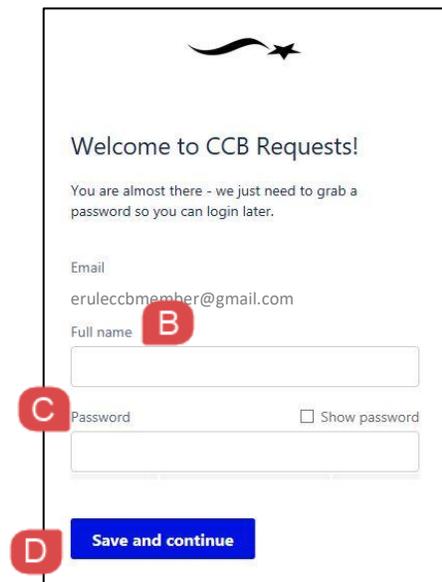


Figure 2: CCB Submission Portal Account Setup

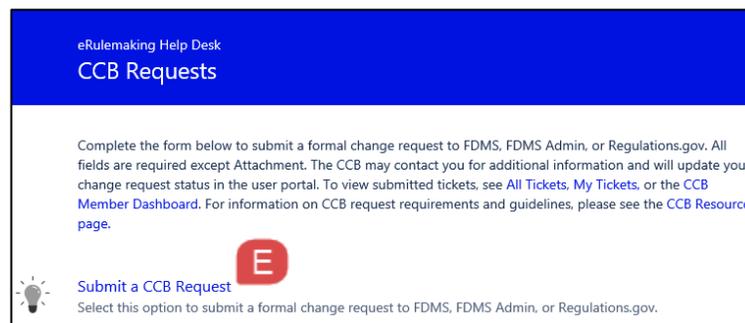


Figure 3: CCB Requests Portal

Access the CCB Submission Portal

To access the CCB Submission Portal after setting up your account,

- (A) click the **CCB Submission Portal** link on the Home Page announcements section
- OR
- (B) click the **CCB Submission Portal** link in the footer.

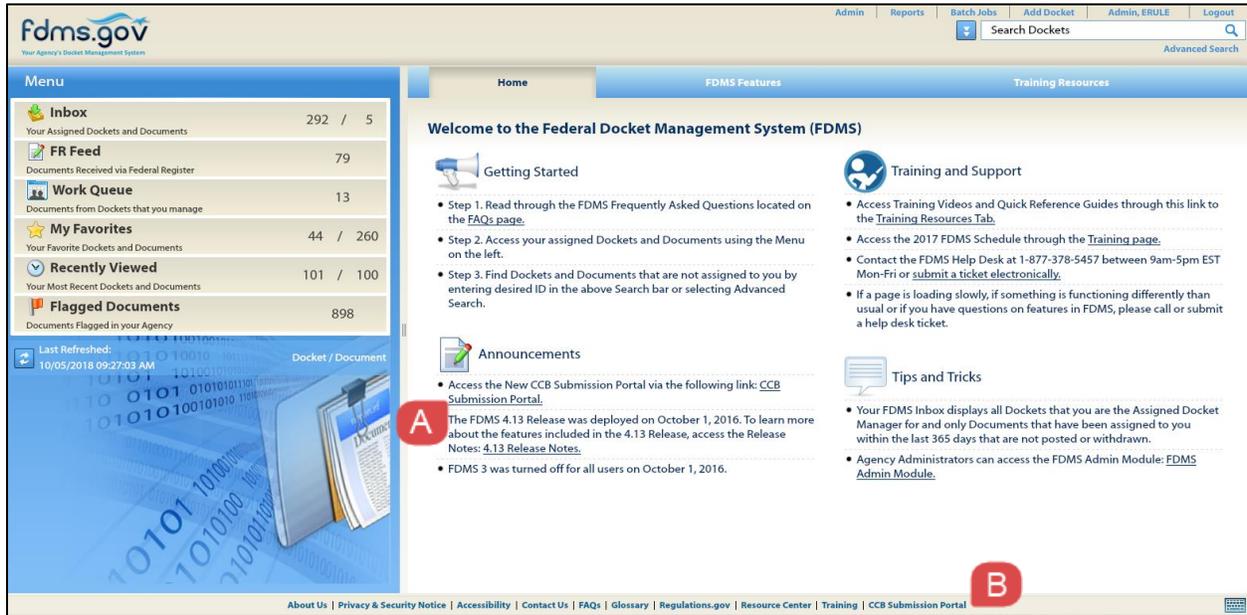


Figure 4: Links to the CCB Submission Portal

CCB Submission Portal Login

Authorized users who have completed their account setup log in to the portal via the **CCB Submission Portal** login page.

- (A) Enter your email address.
- (B) Click **Next**.
- (C) Enter your password.
- (D) Click **Log in**.

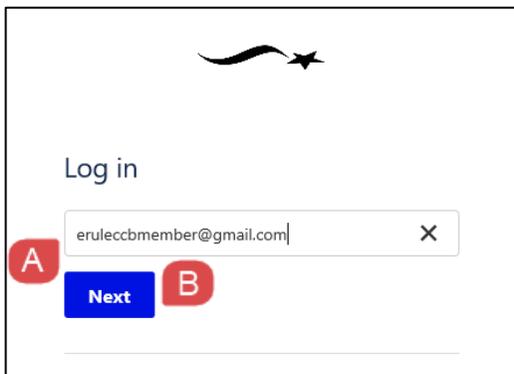


Figure 5: CCB Submission Portal Log in page

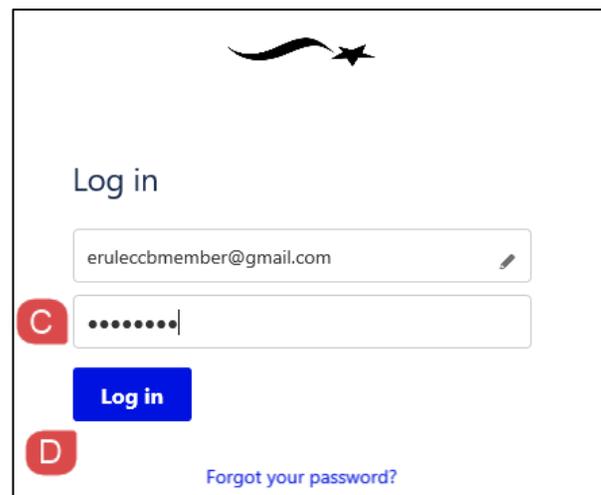


Figure 6: CCB Submission Portal Log in page continued

CCB Submission Form

After successful authentication, the **Submit a CCB Request** page displays. All fields, except Attachments, are required before the form can be submitted.

- (A) Enter basic information such as submitter data, the eRule Application (FDMS, FDMS Admin, or Regulations.gov) related to the change request, and the user role the change request affects.
- (B) Describe the issue, the functional requirements to resolve the issue with a change request, and how the proposed change request will impact other agencies and/or users.
- (C) At the end of the form, the default option is for all CCB members to receive a notification upon submission of the change request. CCB members will also be able to view the ticket's details, status, and updates in the user portal after submission. Users wishing not to share their request click the **Share** link and change the option to **Private**.
- (D) Click **Create**.
- (E) Upon submission, users can view the details of the submitted request.

Figure 7: CCB Submission Request Form

Figure 8: CCB Success Screen

View My CCB Requests

To view submitted requests:

(A) Click the **All Tickets** link on the **Submit a CCB Request** page or the **Requests** page to view all tickets submitted by CCB members. The Requests page contains a list of all submitted requests.

OR

(B) Click the **My Tickets** link on the **Submit a CCB Request** page or the **Requests** page to view all tickets you submitted.

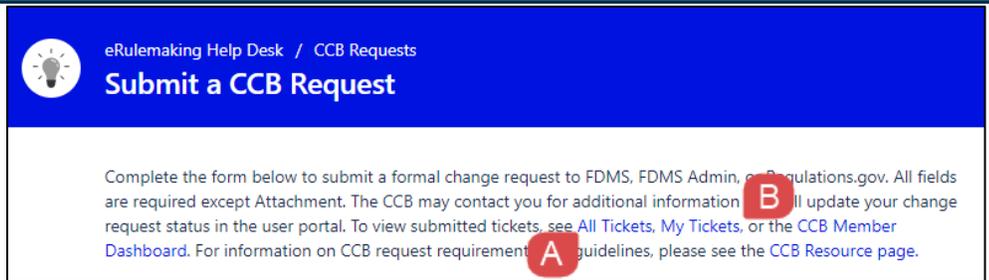


Figure 9: CCB User Portal Access: Submit a CCB Request Page

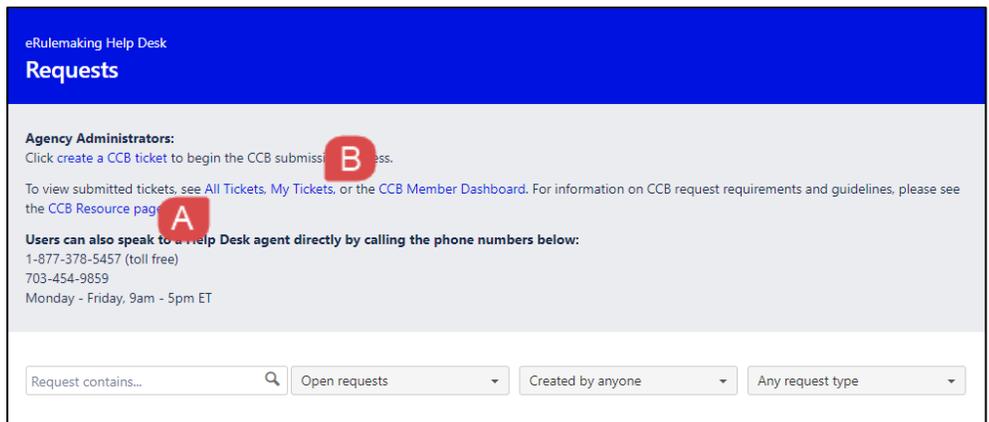


Figure 10: CCB User Portal Access: Requests Page

A list of requests will display. Click on a Reference ID or Summary to view the details, status, and history.

(C) Click the Reference ID or Summary link.

(D) View the ticket details and make updates using the "Comment" field.

Reference	Summary	Status	Service desk	Requester
CCBCR-19	Viewing Attachments using Dedup	EVALUATION	CCB Requests	eRulemaking Help Desk
CCBCR-18	Expanding Rule Writer List to Include Docket Managers	EVALUATION	CCB Requests	eRulemaking Help Desk
CCBCR-17	Auto-Title Redacted Comments	EVALUATION	CCB Requests	eRulemaking Help Desk
CCBCR-16	Auto-Post of Comments	EVALUATION	CCB Requests	eRulemaking Help Desk
CCBCR-15	Adding Multiple Programs Per docket Submitter Name and Phone Number	EVALUATION	CCB Requests	eRulemaking Help Desk
CCBCR-14	Multiple Submitters	EVALUATION	CCB Requests	eRulemaking Help Desk
CCBCR-13	Manage Staff Permissions and Assignments	EVALUATION	CCB Requests	eRulemaking Help Desk
CCBCR-12	User Profiles/My Regs	EVALUATION	CCB Requests	eRulemaking Help Desk
CCBCR-11	Creation of Location for Closed Dockets	EVALUATION	CCB Requests	eRulemaking Help Desk

Figure 11: CCB Submitted Requests List

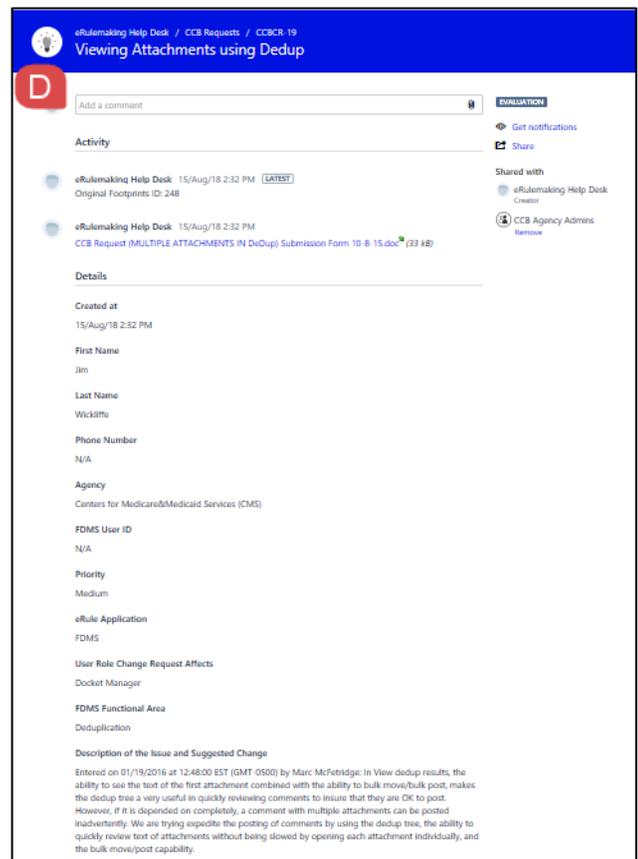


Figure 12: CCB Submitted Request Details

View CCB Dashboard and Resource Page

CCB Members also have access to the **CCB Resource Page**, which contains relevant CCB documents, guidelines, and the **CCB Member Dashboard**. The dashboard will be updated on a scheduled basis and the content displayed may change based on the needs of CCB members.

To access the **CCB Resource Page**:

(A) Click **CCB Resource Page** on the **Submit a CCB Request** or **Requests** page. The **Requests** page is where all submitted tickets display.

To access the **CCB Member Dashboard**:

(B) Click the **CCB Member Dashboard** link on the **Submit a CCB Request** or **Requests** page.

To return to the submission portal:

(C) Click the **Submit a CCB Request** link on any page header.

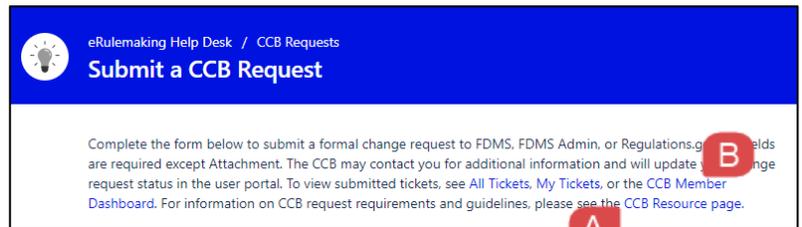


Figure 13: CCB Resource Page and Member Dashboard Access: Submit a CCB Request Page

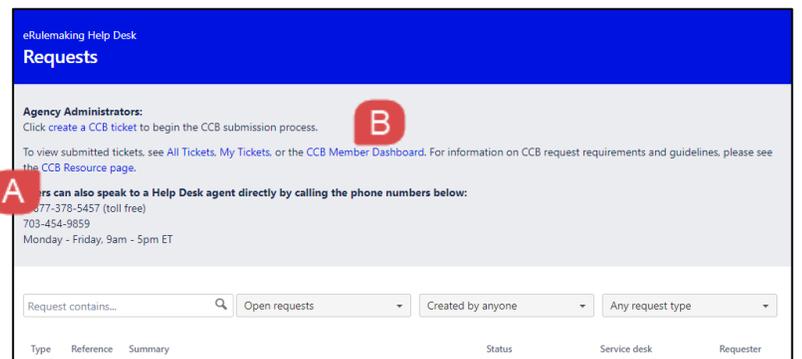


Figure 14: CCB Resource Page and Member Dashboard Access: Requests Page

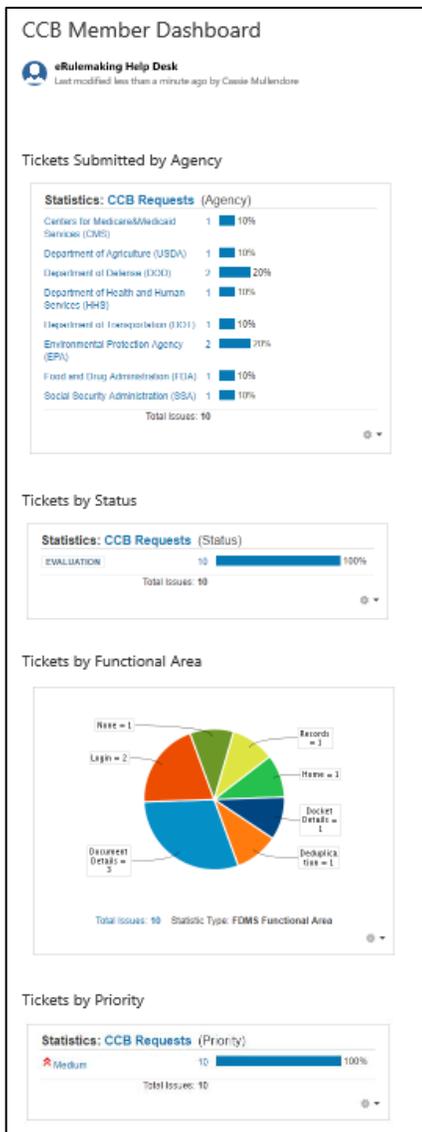


Figure 17: CCB Member Dashboard

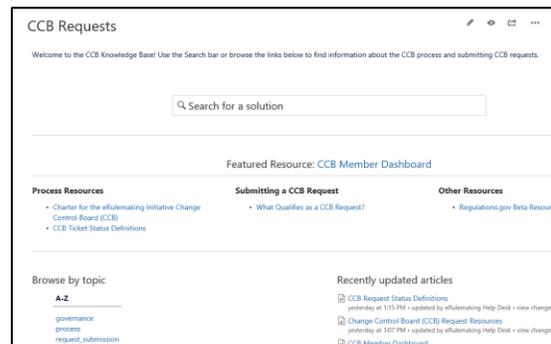


Figure 15: CCB Knowledge Base



Figure 16: CCB Knowledge Base: Access to Submit a CCB Request