

**Instructions for the California Safe Cosmetics Program Reporting System**  
**California Department of Public Health**  
**California Safe Cosmetics Program**

**PART I: GENERAL INFORMATION ABOUT REPORTING**

**The California Safe Cosmetics Program Reporting System**

The California Safe Cosmetics Program in the California Department of Public Health developed a comprehensive electronic reporting system for cosmetic manufacturers, distributors and/or packers to report cosmetic products to the California Department of Public Health as required by the Safe Cosmetics Act of 2005. This electronic reporting system is currently only available online via the Internet at: [www.cdph.ca.gov/programs/cosmetics](http://www.cdph.ca.gov/programs/cosmetics). The reporting system, guidelines, and instructions are only available in English.

The California Department of Public Health is unable to accept paper reports at this time. We are only accepting company/product information submitted through the online reporting system. Companies that cannot report online must contact the Safe Cosmetics Program at 1-877-325-3223.

**Companies that are required to report**

Any company, whether domestic or foreign, that manufactures, distributes, and/or packages cosmetic products and meets the reporting requirements stated in California law is required to submit completed and signed electronic reporting forms to the California Department of Public Health.

A company is required to report if all of the following conditions are met:

- It has a total of at least \$1 million or more in aggregate sales of cosmetic products both within and outside of California (including international), according to previous year tax records;
- It is the manufacturer, packer, and/or distributor named on the label of a product, which contains an ingredient known or suspected by an authoritative scientific body cited in the California Safe Cosmetics Act of 2005 (the Act) to cause cancer or reproductive harm;
- That product meets the U.S. Food and Drug Administration's [definition of a cosmetic](#); and
- That product was sold in California on or after January 1, 2007.

A company that does not know the composition of a product is NOT exempt from reporting. It is responsible for obtaining and submitting required product information.

For any given product, more than one company may be listed on the product label. All listed companies meeting the above definition are required to report. A joint report for a product may be submitted by a company, on behalf of other companies listed on the product label. The company filing must state that they are filing on behalf of the other companies.

Reporting companies do not have to provide information on companies to who they sell their products unless they are reporting on their behalf.

Companies that did not have a total of at least \$1 million in aggregate sales of cosmetic products both within and outside of California according to previous year tax records are not required to report but have the option to report voluntarily.

## **Cosmetic products that must be reported**

Cosmetic product ingredients that contain any level (concentration) of a chemical known or suspected to cause cancer or reproductive harm must be reported. The Act (California Health and Safety Code Section 111791-111793.5) provides specific criteria for determining which chemicals and products must be reported. To assist companies with reporting, the California Department of Public Health compiled a [list of chemicals](#) in consultation with the Office of Environmental Health Hazard Assessment. The California Department of Public Health used lists and reports available from the authoritative scientific bodies cited in the Act. Note: this list of chemicals is available in English, Spanish, and Vietnamese.

Cosmetic products sold in California on or after January 1, 2007, must be reported, even if the product is no longer being manufactured, packaged, or distributed. The online reporting system allows information regarding products that have been reformulated since this time to be submitted.

Cosmetic products that contain any amount of a reportable chemical must be reported.

Cosmetic products that contain a reportable chemical must be reported regardless of whether the likely mode of exposure to the ingredient in that cosmetic product differs from the route of exposure identified by the authoritative scientific body as the pathway that is likely to lead to cancer or reproductive harm.

A cosmetic product whose label states "may contain ingredient X" must be reported if a chemical in ingredient X is reportable.

Incidental ingredients do not need to be reported. (See the CSCP Definitions Informational Sheet for the definition of an incidental ingredient).

Trade secret information is not exempt from reporting to the California Department of Public Health. However, the California Department of Public Health cannot make any confidential and/or trade secret information available to the public unless the outcome of an official investigation deems the information is not confidential and/or trade secret. Companies that claim information as confidential/trade secret on the online reporting forms must submit supporting written documentation to justify this designation.

## **Cosmetic products/ingredients that are not subject to the reporting provisions of the Act**

Not all ingredients in a cosmetic product must be reported. Only ingredients known or suspected by an authoritative scientific body to cause cancer or reproductive harm must be reported.

If a chemical degrades into another chemical after application, the new chemical does not need to be reported. Only the chemicals identified in the products must be reported.

Products that contain *compounds* of reportable chemicals do not need to be reported if the *compounds* themselves are not reportable. For example, if the reportable chemical is acrylamide, products that contain acrylamide must be reported but products that contain polymers of acrylamide would not need to be reported. If an authoritative scientific body cited in the Act lists the *compound* of a chemical as a known or likely carcinogen or reproductive toxicant, then products that contains polymers of that chemical must be reported.

A product whose intended use is both therapeutic (drug) and cosmetic in nature, as defined by the U.S. Food and Drug Administration, must be reported if that product meets the Food and Drug Administration's [definition of a cosmetic](#). Note: Questions regarding whether certain products are

considered to be cosmetics will be referred to the Food and Drug Branch in the California Department of Public Health.

Soaps as defined by the U.S. Food and Drug Administration do not need to be reported. Body washes may or may not need to be reported, depending of its intended use and whether it meets the Food and Drug Administration's [definition of a soap](#).

### **Accessing the online reporting system**

The online reporting system is available in electronic format at the California Department of Public Health's Web site: [www.cdph.ca.gov/programs/cosmetics/Pages/CosmeticsCompanies.aspx](http://www.cdph.ca.gov/programs/cosmetics/Pages/CosmeticsCompanies.aspx).

Each company that will be reporting will be asked to provide their firm's profile and contact information. Upon completion, you will be given an opportunity to create your own user name and password to login to the reporting system.

To self-assign your unique user name and password, click the "Request Login" hyperlink at the login screen. This will direct you to the cosmetic company profile page where you will be asked to provide background information and user name and password assignments.

Consultants or companies reporting on behalf of another company will need a separate user name and password for each company they are reporting for.

The online reporting system has met all California Department of Public Health security standards for information technology and online reporting systems. However, for your and your company's protection, please do not share your password with others. To further protect the security of the reported information, the California Department of Public Health might do one or more of the following:

- Contact a reporting company to verify users;
- Contact a reporting company to verify data entries;
- Contact a reporting company if suspicious activity is observed or reported;
- Audit submitted data for possible fraudulent entries.

### **Deadline for submitting information to the California Department of Public Health**

The initial reporting phase began June 15, 2009. Companies had four (4) months after this date, or until October 15, 2009, to submit their product information for that phase.

After October 15, 2009, reporting will be on a continuous basis. When a product becomes reportable after this date, companies will be given one month (30 days) to report this product.

Companies can submit changes to previously submitted information, including product reformulations, at any time after the launch of reporting.

## Requesting confidentiality

Trade secret information is not exempt from reporting to the California Department of Public Health. Information disclosed in the online reporting system will be available to the public unless:

1. The person submitting it:
  - Requests exemption from public disclosure by selecting the Trade Secret option in the appropriate field, and
  - Provides the proper written supportive documentation demonstrating that the information is a trade secret, or is commercial or financial information that is privileged or confidential, and
2. The California Department of Public Health accepts the information in confidence upon review of the submitted factual data.

Companies will have the opportunity to mark ingredients and chemical concentration as confidential and/or trade secret. Companies will need to submit the same type of information that other California Department of Public Health programs require with regard to claims of confidentiality.

The California Department of Public Health cannot make confidential and/or trade secret information available to the public unless the outcome of an official investigation deems the information is not confidential and/or trade secret.

## Saving information on the online reporting system

Product information will be saved and transferred to a secured server after hitting the "Next" button at the bottom of each page. Upon completion of each product entry, your product information will be automatically saved and transmitted to a secured server.

At the end of each product entry, you will be given an option to report additional products, or you may exit the online reporting system entirely.

For security reasons, the online reporting system will automatically log you out of the system if it is idle for more than 15 minutes. If you are in the middle of entering product information while idle for 15 minutes or more, your partial entry may or may not be saved.

If you get an error message, try the following:

1. Quit your web browser completely.
2. Relaunch your browser and re-log in to your account.
3. Click the "Add/Update Products" link.
4. Find the entry in question from your submitted product list, and click on the "Edit" button to access your submission. Click through the submission screens using the "Next" button(s), reviewing your partially-entered data and filling in any remaining fields.
5. Provide an electronic signature and hit the "Submit" button on the submission page to complete the online submission for this product.

## **Product Submission Receipts for individual product entries**

A Product Submission Receipt is now generated for each CDPH Product ID submitted under the California Safe Cosmetics Act ("the Act"). Users are now able to view, save and print a product submission receipt for each individual product entry. This applies to previously reported products and all new product submissions. This receipt reflects the most recent version of the data submitted for each product.

Adobe Acrobat Reader is required to view your Product Submission Receipt. If you do not have Adobe Acrobat Reader installed, you may download it through [Adobe's website](#).

Product receipts may be accessed in two different ways:

1. From the "Previously Reported Products" table. Click on the "Receipt" button to the far right of each product entry, this button is located to the right of the "Edit" button.
2. At the end of each product entry. This final receipt includes your electronic signature and comments. You can save or print this document for your records. A preview of your Product Submission Receipt will appear on the screen prior to the Electronic Signature page. This preview enables you to review your draft product submission for accuracy and completeness (and make any necessary corrections to your submission) before it is submitted into our database.

With this new feature, we recommend that you review your existing product submissions for accuracy and completeness. Many fields may be edited using the "Edit" button, however, delete requests (including chemical deletes) must be made in writing to the California Safe Cosmetics Program. You can obtain a Delete Request form by emailing us at [cosmetic@cdph.ca.gov](mailto:cosmetic@cdph.ca.gov).

Please see *Attachment 2: Product Submission Receipt Overview* for more information.

## **Availability of company/product information**

All information submitted to the California Department of Public Health through the online reporting system will remain on file on a secure server with limited access by designated staff only. Confidential and trade secret information is not subject to the Public Records Act. A list of non-confidential product information will be available to the public at the California Safe Cosmetics Program Web site based on the data reported by companies. This list of products will be updated as new information is received through the online reporting system.

## PART II: ITEM-BY-ITEM INSTRUCTIONS FOR THE ONLINE REPORTING FORMS

### Special notes on preparing your submissions

As not all abbreviations are standard, please do not use abbreviations.

For purposes of reporting, a cosmetic product is tied to formulation. For example, the same product that is sold as a spray and a cream would be a separate product if the formula is different. Also, a change in product name with no change in formula would constitute a new product.

For the purpose of reporting, multiple colors, scents, flavors, and its combinations of cosmetic can be reported as one product filing. Companies will be asked for any ingredient specific to the color, scents, flavors and its combination that needs to be reported.

Companies should specify if the reported product is sold individually and/or part of a cosmetic kit or collection.

Unless otherwise indicated or selected as confidential or trade secret, all information provided could be made available to the general public. For each field marked confidential and/or trade secret, you are required to mail supporting documentation to:

California Department of Public Health  
California Safe Cosmetics Program  
850 Marina Bay Parkway  
Building P, 3<sup>rd</sup> Floor  
Richmond, CA 94804

For more information on requesting confidentiality, please refer to the section titled "Requesting confidentiality."

### Requesting a user name and password

To self-assign your unique user name and password, click the "Request Login" link at the Login screen. This will direct you to the cosmetic firm profile page where you will be asked basic cosmetic firm background information and user name and password assignments.

The image shows a login interface. At the top, the word "Login" is centered. Below it are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. To the right of the password box is a "Log In" button. Below the button are three links: "Request Login" (with a blue arrow pointing to it), "Lost password?", and "Logout".

Consultants or companies reporting on behalf of another company will need a separate user name and password for each company they are reporting for.

For information on how to complete this form and self-assign User Names/Passwords, see the Request Login/Company Information section on page 8 below.

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## Online Reporting System Explanations

These instructions will guide you step by step in submitting your cosmetic company and product information. Please read these instructions completely.

### Welcome Page

*WARNING: This is a State of California computer system that is for official use by authorized users and is subject to being monitored and/or restricted at any time. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.*

*LOG OFF IMMEDIATELY, if you do not agree to the conditions stated in this warning*

[Cosmetic firms - Submit information to the CSCP](#) ←  
View list of reported products

To submit your cosmetic company and product information to the California Department of Public Health, click on the link "Cosmetic firms – Submit information to the CSCP" link. This will direct you to the Login Page.

To view a public list of reported non-confidential cosmetic product information, click on the "View list of reported products."

### Login Page

If you have already assigned yourself a user name and password, please enter your user name and password in the appropriate fields. Then hit the "Log In" button below.

If you need a user name and password, please click on the "Request Login" link, this will direct you to the cosmetic firm profile page where you will be asked for background information about your company and for user name and password assignments.

Login

User Name:

Password:

[Request Login](#) ←

Lost password?

Logout

Note: Consultants or companies reporting on behalf of another company will need a separate user name and password for each company they are reporting for.

If you have forgotten your user name and/or password, please send an email to [cosmetic@cdph.ca.gov](mailto:cosmetic@cdph.ca.gov) to have your password reset. In the email, please include your user name, your name and job title, and your company contact information for verification.

## **Request Login/Company Information Page**

Complete the information below to request an account.

### **Cosmetic Firm's Profile**

- **Name of Firm:**  
Enter the full legal name of your cosmetic firm.
- **Other Names (DBA):**  
If applicable, enter any other name(s) your cosmetic firm may be doing business as.
- **Corporate Name (if applicable):**  
If applicable, enter corporate name for this cosmetic firm.
- **FDA CFN/FEI (if applicable):**  
If applicable, enter the US Food and Drug Administration Central File Number or Federal Establishment ID for this firm.
- **Website (URL):**  
If applicable, enter the Web site address for this cosmetic firm.
- **Company Type:**  
Select whether this cosmetic firm is a "Public Company" or "Private Company."
- **Business Address Line 1:**  
Enter the number and street address for this firm.
- **Business Address Line 2:**  
If applicable, enter suite, floor, room number, etc. information.
- **City of Business:**  
Enter the full city name where this firm is located.
- **State/Province:**  
Enter the state or province where this firm is located.
- **Zip/Postal Code:**  
Enter the zip code or postal code where this firm is located.
- **Country:**  
Enter the country where this firm is located.
- **How is this firm named on the label of products to be reported? (check all that apply)**  
Select whether your firm manufactures, packages, and/or distributes cosmetic products to be reported.

If you are not either a manufacturer, packer, and/or distributor of cosmetic products to be reported, select "Not named on the label of products to be reported."

## Cosmetic Firm's Contact Person's Information

The Cosmetic Firm's Contact Person should be the main contact person for this Firm. This person may be contacted for verification purposes and/or further information regarding your cosmetic product submission(s).

- **First Name:**  
Enter the contact person's first name.
- **M.I.:**  
If applicable, enter the contact person's middle initial.
- **Last Name:**  
Enter the contact person's last name.
- **Title:**  
Enter the contact person's full job title.
- **Email Address:**  
Enter the contact person's Email address.
- **Telephone Number:**  
Enter the contact person's telephone number.
- **Fax Number:**  
Enter the contact person's fax number.

## Submitter's Information

The Submitter is the person who is completing the online submission of cosmetic products for the Cosmetic Firm. If this person is the same as the person indicated in the Cosmetic Firm Contact Person's Information section, check the "Same as Cosmetic Firm Contact Person" box.

- **Will the Submitter be the same as Cosmetic Firm Contact Person?**  
Select "yes" or "no."

If "yes" is selected, the contact information provided the Reporting System will automatically enter the cosmetic firm contact person's information below based on the information provided for the Cosmetic Firm Contact Person.

If "no" is selected, please complete the Submitter's information below.

- **First Name:**  
Enter the submitter's first name.
- **M.I.:**  
If applicable, enter the submitter's middle initial.
- **Last Name:**  
Enter the submitter's last name.

- **Title:**  
Enter the submitter's full job title.
- **Email Address:**  
Enter the submitter's Email address.
- **Telephone Number:**  
Enter the submitter's telephone number.
- **Fax Number:**  
Enter the submitter's fax number.
- **Are you an employee of the [Cosmetic Firm]?**  
Select either "yes" or "no."

If "yes" is selected, you may proceed to the "Specify User Name and Password" section. If "no" is selected, you will be asked how you are affiliated with the Cosmetic Firm for which you are submitting cosmetic product information.

- **Select your affiliation to the [Cosmetic Firm]: (check all that apply)**  
Select your relationship to the above cosmetic firm.

### **Submitter's Firm Information**

If the Submitter is not the same as the Cosmetic Firm Contact person, enter the Submitter's Firm information below.

- **Name of Firm:**  
Enter the full legal name of your Firm.
- **Other Names (DBA):**  
Enter any other name(s) your firm is doing business as.
- **Business Address Line 1:**  
Enter the number and street name of this firm.
- **Business Address Line 2:**  
If applicable, enter suite, floor, room number, etc. information.
- **City of Business:**  
Enter the full city name where this firm is located.
- **State/Province:**  
Enter the state or province where this firm is located.
- **Zip/Postal Code:**  
Enter the zip code or postal code where this firm is located.
- **Country:**  
Enter the country where this firm is located.

## Specify User Name and Password

You will now be self-assigning your own unique user name and password. The user name and password you select will be required to access/change any company or product information. Please remember your self-assigned user name and password. It is your responsibility to retain your password in a safe location.

- **User Name:**  
Identify and enter a User Name for this Cosmetic Firm for which you are submitting cosmetic product information.
- **Password:**  
Identify and enter a password for this user account. Note: passwords must be at least eight (8) characters in length, consist of a combination of upper and lower case letters and at least one number.
- **Retype Password:**  
For verification purposes, please retype your password.

**By signing below, I am agreeing that I am an authorized representative of the firm, that the information I have provided on this form is complete and accurate, and includes a complete and accurate list of cosmetic products and chemicals that the firm is required to report under the California Safe Cosmetics Act (Health & Safety Code § 111791 et seq), violation of which is punishable as a misdemeanor, and violation with intent to defraud or mislead is punishable as a misdemeanor or a felony. I understand and agree that I will be bound by this ELECTRONIC signature as if it had been submitted in hard copy with my original signature.**

- **Name of individual completing this form.**  
Enter the full name of the individual completing this form.
- **Title:**  
Enter the title of the person completing this form.
- **Phone:**  
Enter the telephone number where we can reach the individual completing this form.
- **Electronic Signature**  
Re-enter name of the individual completing this form (first, last). By entering your full name again, this constitutes as your official signature.
- **Date:**  
This date field is automatically populated based on the server settings (Eastern Time Zone) and cannot be changed.

## Home Page

To gain access to the Home Page and product information, login is required.

Once you have successfully logged into the online reporting system, this will be your Home Page. From this Home Page, you can add/update products and/or update your company information.

**You have logged in as [Cosmetic Firm]. Submit all reportable products for [Cosmetic Firm]**

For security reasons, you will be logged out of the system if it is idle for more than 15 minutes.

[Add/update products](#)

[Update company information](#)

Please be sure that the name of the cosmetic firm for which you are submitting information is correct in the first statement on the Home Page. If this is not the company you wish to submit information for, use your web browser's back button until you get to the Login Page. From the Login Page, you can "Logout" and reenter the user name and password for the cosmetic firm for you wish to submit information.

Note: for your protection, the online reporting system is scheduled to automatically log you out of the system if it is idle for more than 15 minutes. If you are in the middle of entering product information while idle for 15 minutes or more, your partial entry may or may not be saved. You will need to log back into the system and reenter that product.

Login

User Name:

Password:

[Request Login](#)

Lost password?

Logout ←

## Annual Questions

The Annual Questions are designed to help you determine whether you are required to report your cosmetic products to the California Department of Public Health. These questions are scheduled to be asked at your first login of the year, and at the beginning of each calendar year thereafter.

For more information on reporting requirements, please see the "Companies that are required to report" section on Page 1.

- **Did the [Cosmetic Firm] make \$1 million or more in total aggregate sales from cosmetic products both within and outside of California (including international) last year?**  
(This question applies to the cosmetic firm for which you are submitting information for.)

Select either "yes" or "no."

- **Do any of your cosmetic products sold in California contain at least one ingredient required to be reported under California Health and Safety Code 111791-111793.5?**  
Select either "yes" or no."

### **Add/Update Products / Reported Products List**

**You have logged in as [Cosmetic Firm]. Submit all reportable products for [Cosmetic Firm].**

For security reasons, you will be logged out of the system if it is idle for more than 15 minutes.

[Add/update products](#) ←  
[Update company information](#)

By clicking on the "Add/update products" link, you will be redirected to the Reported Products List. If you have already reported products to the California Department of Public Health, your products will appear on this table. Your table will be blank if you are accessing the system for the first time.

### **Add New Product**

To add a product, click on the "Add New Product" button at the upper left hand corner of the Reported Products Table. This will direct you to the Product Page.



### **Product Page**

Unless otherwise indicated or selected as confidential or trade secret, all information provided could be available to the general public. For each field marked confidential or trade secret, supporting documentation needs to be mailed to the California Department of Public Health. For more information on requesting confidentiality, please refer to the section titled "Requesting confidentiality."

Enter information for those products you are required to report.

- **Name of Product:**  
Enter the name of the cosmetic product exactly as it appears on the label.
- **Brand name:**  
Enter the brand name of the cosmetic product exactly as it appears on the label.
- **Company Product ID: (note: may be useful for future retrieval of submitted information)**  
Enter an identification number that your company uses to identify this product. This is not a required field, but may be helpful to you to retrieve previously submitted information for your products.

- Product ID (auto-generated by the California Department of Public Health)**  
Once a Product Name has been entered, the online reporting system will automatically generate a product ID for this specific product. The automated product ID number is for the California Department of Public Health internal use only and cannot be changed. Please keep this Product ID number, as it is required to make any future changes to this product submission.
- Is this product currently being manufactured?**  
Select “yes,” “no” or “don’t know.”
- If product is no longer manufactured, provide date this product was discontinued:**  
Enter the date this product was discontinued. Dates must be entered in the MM/DD/YYYY format.  
  
If you don’t know when this product was discontinued, select “don’t know.”
- How is this [Cosmetic Firm] named on this product’s label? (check all that apply)**  
Select how your company is listed on this product’s label.
- List all other firms named on the label and check how they are listed: (check all that apply)**  
If another firm’s name also appears on the product label, enter this firm’s name and select their relationship to this product. If you are unable to determine a firm’s relationship to the product, select “Don’t Know.” Click “Add Firm...” to add this firm to the table. Repeat this step to enter more firms named on the label of this product.  
  
If no other firms are listed on the product label, continue to next question.  
  
If this firm is no longer named on the label of this cosmetic product, you may remove this firm by clicking the “Removed from Label” button next to the firm’s name and relationship to the cosmetic product.
- Provide contact information for the Manufacturer you indicated above that is also listed on the product label (not including yourself):**  
If the manufacturer is not named on the product label of this product, click on the “Add Manufacturer...” button. You will be redirected to the Manufacturer – Firm Details Page where you will provide contact information for the manufacturer of this product. Repeat this step to enter more manufacturers of this cosmetic product.  
  
If a manufacturer no longer manufactures this product, you can remove them by clicking the “Remove” button next to the manufacturer’s name.  
  
If the contact information for a manufacturer of this cosmetic product has changed, you can update the contact information by clicking the “Update Manufacturer Profile” button next to the manufacturer’s name.  
  
If there are no other manufacturers for this cosmetic product, click on the “Next” button at the bottom of the page to continue to the next question.

### **Manufacturer – Firm Details Page**

Provide contact information for this manufacturer (not including yourself)

- **Name of Manufacturer:**  
Enter the name firm that manufacturers this cosmetic product
- **Contact Name:**  
Enter the name of the contact person at this manufacturer
- **Phone:**  
Enter the phone number for this contact person at this manufacturer
- **Address:**  
Enter the location address for this manufacturer
- **Email:**  
Enter the Email address of the contact person at this manufacturer

To return to the Product Page, click on the "Continue" button at the bottom of the page.

### **Product Categories Page**

- **Intended application area: (check all that apply)**  
Select all areas of the body where this cosmetic product may be applied.

If the intended application area of your cosmetic product is not available in any of the available areas shown, select "Other" and describe where this cosmetic product may be applied.

- **In what form is this product available?**  
Select, which form this product is available.

If your cosmetic product is not available in any of the available forms shown, select "other" and describe what form this cosmetic product is available.

Note: For the purposes of reporting, a product is tied to its formula. For example, a product that is available as a spray is not the same product as the same product that is available as a cream. Even if this product has the same ingredient, these are considered two separate products for the purpose of reporting to the California Department of Public Health.

- **Product Category: (check all that apply)**  
Select all applicable categories that best describes your cosmetic product. General product categories are shown in bold. For a complete list of product categories, please refer to Attachment 1: Cosmetic Product Categories

If the category is not available, please select "Other" and describe the category in which your cosmetic product fits.

Note: A product whose intended use is both therapeutic (drug) and cosmetic in nature, as defined by U.S. FDA, needs to be reported if that product meets the U.S. FDA's definition of a cosmetic. Please refer to the section titled "Products subject/not subject to the reporting provisions of the Act" of this set of instructions for more information.

## Product Components Page

- **Does your product contain a component (i.e., fragrance, color, etc.) supplied by another company?**

Select "yes" or "no."

If your product contains a component supplied by another company, you are required to report all reportable ingredients in this cosmetic product, even those components supplied by another company.

If your product does not contain a component supplied by another company, continue to the bottom of the page and click on the "Next" button.

- **Do you know of all the ingredients in these components?**

Select "yes" or "no."

If you do not know of all the ingredients in these components supplied by another company, you are required to inquire with the supplying company.

If you know all the ingredients in these components supplied by another company, you may proceed to report your reportable ingredients by clicking on the "Next" button on the bottom of the page.

- **Document below, your attempt to obtain ingredient information from suppliers, including fragrance manufacturers.**

Select from the available choices of your contact with the supplying companies for this cosmetic product.

**Note: you are required by law to report any ingredients in your product that is a reportable chemical under the California Safe Cosmetics Act (CSCA) (Health and Safety Code 111791-111793.5). Your company will be in violation of the CSCA if any of your cosmetic products contains a reportable chemical(s) and you do not report them to the California Department of Public Health.**

- **Describe your contact with the supplying company:**

- a. Date of Inquiry: enter date you made the inquiry with the supplying company. Dates must be entered in the MM/DD/YYYY format.
- b. Name of Company: enter the name of the supplying company.
- c. Address of Company: enter the full address of the supplying company.
- d. Phone Number: enter the contact phone number for the supplying company.
- e. Date of response (if applicable): enter the date the supplying company responded to your inquiry. Dates must be entered in the MM/DD/YYYY format.
- f. Comments: enter any comments you would like to make regarding the supplying company and/or your inquiry with the supplying company.

## **Base Formulation Chemicals Page**

Below, enter the chemical ingredients of this product that need to be reported according to the California Health and Safety Code 111791-111793.5. This section only applies to reportable chemicals in the base formulation. If the reportable chemical is not in the base formula, and present only in the color, scent, or flavor additive, please continue to the next section by clicking on the "Next" button at the bottom of your screen.

DO NOT include ingredients that are specific to individual colors, scents, or flavors of this product. You will be prompted to do so when you specify colors, scents, or flavors later.

DO NOT include ingredients that do not need to be reported, i.e. have not been identified as known or suspected carcinogens or reproductive toxicants according to Health and Safety Code 111791-111793.5.

To enter a reportable chemical for this cosmetic product, click on the "Add Chemical" button. This will direct you to the Base Formulation Chemical Details page where you will provide further information about this reportable chemical. Repeat this step to add additional chemicals.

To remove a chemical from the base product of this cosmetic product, click on the "Remove" button next to that chemical name. Once a chemical has been "removed," a removed date will automatically populate next to the chemical name.

To proceed to the next section, click on the "Next" button at the bottom of your screen.

## **Base Formulation Chemical Details Page**

- **Does this chemical have a CAS #?**

Select either "yes" or "no."

If the chemical you wish to report has a CAS #, continue to the next question to enter the CAS #.

If this chemical does not have a CAS #, skip the next question and proceed to the drop-down menu of chemicals without CAS #s.

- **Enter the CAS # for the chemical you wish to report:**

CAS #s must be entered with the appropriate dashes (for example, 62476-59-9). If you are not sure of or do not know the CAS # to a chemical, we have provided a link to TOXNET for your reference. By clicking on the TOXNET link, your computer will open a new browser window, you will not lose any data you have entered thus far.

Once the CAS # is entered, please click the "Confirm CAS #" button. This will locate the chemical name in our database and automatically populate underneath the CAS # field. As the chemical name appears below the CAS # entry field, please verify that this is the correct chemical name for the CAS # you have entered. If this chemical name is not the chemical you wish to report, try re-entering the CAS # and click the "Confirm CAS #" button again.

If the chemical name does not populate, you will be prompted to enter the chemical name for the CAS # you have entered.

- **Select from this drop-down list of chemicals without CAS #s:**

You have indicated that this chemical does not have a CAS #, select the chemical you wish to report from the drop-down list of chemicals without CAS #s.

If you do not see the chemical you are looking for, select, "None of these." You will be prompted to enter the chemical name for which you wish to report.

Note: this question will only be enabled if the chemical you wish to enter does not have a CAS #.

- **Would you like to declare this chemical ingredient a trade secret?**  
Select whether you would like to declare this chemical ingredient a trade secret.

**Note: Your product will appear in this way to the public:**

<u>Product Name</u>	<u>Chemical Name</u>
Silvia's Color Stay Eye Pencil – Brown	Trade Secret

For more information on trade secrets, see the section titled "Requesting confidentiality" on page 3 of the general guidelines above.

- **Confirm that you would like to declare this chemical ingredient a trade secret:**  
Please confirm whether you would like to declare this chemical ingredient a trade secret.

Note: If you declare this chemical ingredient as a trade secret, supporting documentation needs to be mailed to the California Department of Public Health. For more information on trade secret declarations, please refer to the section titled "Requesting confidentiality"

- **What is the concentration of this chemical in the finished cosmetic product? Also select from the drop-down list, a unit of measurement for this chemical concentration.**  
Enter the chemical concentration in the box provided and select the appropriate unit of measurement for this chemical concentration in the finished cosmetic product.

Note: at this time, the online reporting system can only take chemical concentrations in mg/g (milligrams per gram) or mg/mL (milligrams per milliliter). Please make the appropriate conversions to either mg/g or mg/mL.

- **Would you like to declare this chemical concentration a trade secret?**  
Select whether you would like to declare this chemical concentration a trade secret.

Note: If you declare this chemical concentration a trade secret, supporting documentation needs to be mailed to the California Department of Public Health. For more information on trade secret declarations, please refer to the section titled "Requesting confidentiality"

To proceed, click on the "Continue" button at the bottom on your screen.

### **Color-Scent-Flavor Combinations Page**

This page allows you to list all of the color [C], scent [S], flavor [F] (CSF) combinations for the reported product.

List all CSF combinations of this product that contain the chemicals you just reported. Color, scent, and flavor names should be listed as they appear to the consumer on the product label. Note that all three attributes (color, scent, flavor) are NOT required; you may enter just a color, a scent, a flavor, or any

combination of the three. Hitting the "Add C/S/F" will add that CSF combination into the CSF Table below.

Once you have entered a product's CSF combinations, you may use the appropriate buttons in the table to:

1. Add or edit reportable chemical ingredients specific to a particular CSF combination
2. List, where applicable, the kits and/or collection that contain this CSF combination
3. Indicate that a particular CSF combination has been discontinued

If you wish to add or edit an existing chemical to be reported for this CSF combination, click on the "Add/Edit" button under the "Chemicals" column next to the CSF combination you wish to add or edit. Doing so will direct you to the CSF Chemicals Page (further explained in the "CSF Chemicals Page" section below).

If a CSF combination is in any kits and/or collections of cosmetic products, you may indicate this by clicking on the "Add/Edit" button under the "Kits & Collections" column next to the CSF combination you wish to add or edit. Doing so will direct you to the CSF Kits & Collections Page (further explained in the "CSF Kits & Collections Page" section below).

### **Kits & Collections**

If the product shown on this page does not have a CSF combination, but is a part of a kit or collection, use the "Add/Edit" button below to identify all relevant kits and/or collections. For more information on kits and collections, please refer to the Kits & Collections Page below.

When you have entered all applicable CSF combinations, click on the "Next: Electronic Signature" button at the bottom of your screen to proceed with your product submission.

### **CSF Chemicals Page**

This page allows you to review, add, edit or remove reportable chemical ingredients that are part of a *specific* CSF combination for the product shown at the top of this page.

Note: Reportable chemical ingredients present in *all* CSF combinations should be reported as part of the Base Formulation (see Base Formulation Page).

You will be given the opportunity to add a chemical for each color, scent, or flavor you have entered for the product / CSF combination shown at the top of this page. Click on the "Add Chemical" button for each corresponding color, scent or flavor. Doing so will direct you to the CSF Chemical Details Page (further explained in the "CSF Chemical Details Page" section below).

From this page, you may also indicate that this chemical has been removed from this CSF combination by clicking the "Removed" button, or you may edit the previously submitted chemical details for this CSF combination by clicking the "Edit" button.

Once you have entered all reportable chemicals for this product / CSF combination, click on the "Return to CSF Combinations" button to proceed.

## CSF Chemical Details Page

- **You have checked that this product contains a reportable ingredient specific to the color/scents/flavors/collection. Does this chemical have a CAS #?**

Select either "yes" or "no."

If the chemical you wish to report has a CAS #, continue to the next question to enter the CAS #.

If this chemical does not have a CAS #, skip the next question and proceed to the drop-down menu of chemicals without CAS #s.

- **Enter the CAS # for the chemical you wish to report:**

CAS #s must be entered with the appropriate dashes (for example, 62476-59-9). If you are not sure of or do not know the CAS # to a chemical, we have provided a link to TOXNET for your reference. By clicking on the TOXNET link, your computer will open a new browser window, you will not lose any data you have entered thus far.

Once the CAS # is entered, please click the "Find CAS #" button. This will locate the chemical name in our database and automatically populate underneath the CAS # field. Please verify that this is the correct chemical name for the CAS # you have entered.

If the chemical name does not populate, you will be prompted to enter the chemical name for the CAS # you have entered.

- **Select from this drop-down list of chemicals without CAS #s:**

You have indicated that this chemical does not have a CAS #, select the chemical you wish to report from the drop-down list of chemicals without CAS #s.

If you do not see the chemical you are looking for, select, "None of these." You will be prompted to enter the chemical name for which you wish to report.

Note: this question will only be enabled if the chemical you wish to enter does not have a CAS #.

- **Would you like to declare this chemical ingredient a trade secret?**

Select whether you would like to declare this chemical ingredient a trade secret.

**Note: Your product will appear in this way to the public:**

Product Name

Silvia's Color Stay Eye Pencil – Brown

Chemical Name

Trade Secret

For more information on trade secrets, see the section titled "Requesting confidentiality" on page 3 of the general guidelines above.

- **Confirm that you would like to declare this chemical ingredient a trade secret:**

Please confirm whether you would like to declare this chemical ingredient a trade secret.

Note: If you declare this chemical ingredient as a trade secret, supporting documentation needs to be mailed to the California Department of Public Health. For more information on trade secret declarations, please refer to the section titled "Requesting confidentiality"

- **What is the concentration of this chemical in the finished cosmetic product? Also select from the drop-down list, a unit of measurement for this chemical concentration.**

Enter the chemical concentration in the box provided and select the appropriate unit of measurement for this chemical concentration in the finished cosmetic product.

Note: at this time, the online reporting system can only take chemical concentrations in mg/g (milligrams per gram) or mg/mL (milligrams per milliliter). Please make the appropriate conversions to either mg/g or mg/mL.

- **Would you like to declare this chemical concentration a trade secret?**

Select whether you would like to declare this chemical concentration a trade secret.

Note: If you declare this chemical concentration a trade secret, supporting documentation needs to be mailed to the California Department of Public Health. For more information on trade secret declarations, please refer to the section titled "Requesting confidentiality"

To proceed, click on the "Continue" button at the bottom on your screen.

### **CSF Kits & Collections Page**

This page allows you to identify the kits and/or collections containing the Product/CSF combination shown at the top of this page. Use the appropriate buttons in the tables below to:

1. List all kits and/or collections that contain the Product/CSF combination shown at the top of this page
2. Indicate that a previously reported kit and/or collection has been discontinued in its entirety
3. Indicate that the Product/CSF combination shown at the top of this page has been removed from the previously reported kit and/or collection.

In the appropriate table, list the name of all kits and collections that include the Product/CSF combination shown at the top of the page. Kit and Collection names should be listed as they appear to the consumer on the product label.

Once you have entered all kits and/or collections for this specific Product/CSF combination, click on the "Return to CSF Combination" button to proceed.

Note: for the purpose of reporting, a cosmetic kit is defined as product containing various types cosmetic products as one package, i.e., a product which includes eye shadow, eye liner, blush and a compact mirror is considered a kit. Multiple colors, flavors or scents of any one type of cosmetic product are not considered a kit. For the purpose of reporting, these are considered collections.

### **Kits & Collections Page**

This page allows you to identify the kits and/or collections containing the Product shown at the top of this page. Use the appropriate buttons in the tables below to:

1. List all kits and/or collections that contain the Product shown at the top of this page
2. Indicate that a previously reported kit and/or collection has been discontinued in its entirety

3. Indicate that the Product shown at the top of this page has been removed from the previously reported kit and/or collection.

In the appropriate table, list the name of all kits and/or collections that include the Product/CSF combination shown at the top of the page. Kit and collection names should be listed as they appear to the consumer on the product label.

Once you have entered all kits and/or collections for this specific Product/CSF combination, click on the "Return to CSF Combination" button to proceed.

Note: For the purpose of reporting, a cosmetic kit is defined as product containing various types cosmetic products as one package, i.e., a product which includes eye shadow, eye liner, blush and a compact mirror is considered a kit. Multiple colors, flavors or scents of any one type of cosmetic product are not considered a kit. For the purpose of reporting, these are considered collections.

### **Product Submission Receipt Preview**

This screen offers a preview of your product submission receipt. Your submission is not complete until you complete the electronic signature page.

Review the data you have entered thus far for accuracy and completeness before proceeding to the Electronic Signature page. Pay particular attention to the CAS # and chemical name for all reported ingredients as these are difficult to change once the record has been submitted.

Use the "Previous" button at the bottom of this page (and subsequent pages) to correct any erroneous information. When you are satisfied with the entered data, proceed to the Electronic Signature page, fill out the required information, hit "Submit", and then print or save an electronic copy of your final product submission receipt.

Please see *Attachment 2: Product Submission Receipt Overview* for more information.

### **Electronic Signature Page**

- **Comments:**

Enter any comments you may have about this product submission and/or any general comments you may have about the online reporting system.

**By signing below, I am agreeing that I am an authorized representative of the firm, that the information I have provided on this form is complete and accurate, and includes a complete and accurate list of cosmetic products and chemicals that the firm is required to report under the California Safe Cosmetics Act (Health and Safety Code 111791 et seq), violation of which is punishable as a misdemeanor, and violation with intent to defraud or mislead is punishable as a misdemeanor or a felony. I understand and agree that I will be bound by this ELECTRONIC signature as if it had been submitted in hard copy with my original signature.**

- **Name of individual completing this form.**

This field is automatically populated based on the submitter's information you have provided in the Company Profile Page. If this information is no longer true, please make the appropriate here. To make a change for future product submissions, please revisit the Company Profile Page and submit any changes you would like to make.

- **Title:**  
This field is automatically populated based on the submitter's information you have provided in the Company Profile Page. If this information is no longer true, please make the appropriate here. To make a change for future product submissions, please revisit the Company Profile Page and submit any changes you would like to make.
- **Phone:**  
This field is automatically populated based on the submitter's information you have provided in the Company Profile Page. If this information is no longer true, please make the appropriate here. To make a change for future product submissions, please revisit the Company Profile Page and submit any changes you would like to make.
- **Electronic Signature**  
Re-enter name of the individual completing this form (first, last). By entering your full name again, this constitutes as your official signature.
- **Date:**  
This date field is automatically populated based on the server settings (Eastern Time Zone) and cannot be changed.

### **Thanks!**

Thank you for submitting your cosmetic information to CDPH. The information you have entered is being transmitted to a secure CDPH server. Please retain a copy of your Product Submission Receipt (displayed below) for your records. Please see *Attachment 2: Receipt Overview* for more information.

It is your responsibility to keep up-to-date cosmetic product information with CDPH.

If, after submission of this report, the product changes, you are responsible for updating the product information using the Edit feature of the online reporting system.

Changes to chemical ingredients (with the exception of concentration details and trade secret declaration) can only be made via a Delete Request form. To request this form, email us at [cosmetic@cdph.ca.gov](mailto:cosmetic@cdph.ca.gov).

If a new product becomes reportable under the California Health and Safety Code §111791-111793.5, it is your responsibility to report that product to CDPH.

To submit additional products to the California Department of Public Health, click on the "Return to Product List" button on the bottom of your screen. From the Product List, you can either edit an existing product entry, or you can add a new product.

To edit your company profile information, click on the "Return to Home Page" button on the bottom of your screen, then click on the "Update company information" link.

## **Edit Existing Product**

It is your responsibility to keep up-to-date cosmetic product information with the California Department of Public Health. If your product information changes at any time after your submission, you will be able to login to this online reporting system and submit most changes.

To edit an existing product, click on the "Add/update products" link from the Home Page. This will redirect you to the Product List Page.

[Add/update products](#) ←  
[Update company information](#)

Or you can go directly to the Product List Page from the Confirmation Page at the end of a product submission.



From the Product List, click on the "Edit" button next to the Product you would like to edit.

Product Type	Date Reported	
Lotions, Oils, Powders, Creams	2/8/2009	Edit

[Add New Product](#)

When editing a product, all of the information you have provided during the initial submission will be available. Simply remove the outdated information and enter what has changed in the appropriate fields.

Please note that the online reporting system will not save any changes until you have reached the Confirmation Page. Do not exit the online reporting system until you get to the Confirmation Page.

## **Update Company Information**

It is your responsibility to keep up-to-date information with the California Department of Public Health. If your company information and status have changed, it is your responsibility to provide the updated information to the California Department of Public Health.

To update your company profile information, click on the "Update company information" link from the Home Page. This will redirect you to the Company Profile Page.

[Add/update products](#)  
[Update company information](#) ←

When updating your company profile information, all of the information you have provided during the initial login request will be automatically populated. Simply remove the outdated information and enter what has changed in the appropriate fields.

## **Attachment 1: Cosmetic Product Categories**

To answer the Product Categories question, please use this list to determine the appropriate Cosmetic Product Category.

- **Baby Products**
  - a. Baby Shampoos
  - b. Lotions, Oils, Powders, and Creams
  - c. Other Baby Products (Specify):
  
- **Bath Products**
  - a. Bath Oils, Tablets, and Salts
  - b. Bubble Bath
  - c. Bath Capsules
  - d. Other Bath Products (Specify):
  
- **Fragrances**
  - a. Cologne
  - b. Perfumes
  - c. Sachets
  - d. Toilet Waters, i.e., splashes, sprays
  - e. Other Fragrances (Specify):
  
- **Hair Care Products (non-coloring)**
  - a. Hair Conditioners (leave-in) (non-coloring)
  - b. Hair Conditioners (rinse-out) (non-coloring)
  - c. Hair Rinses (non-coloring)
  - d. Hair Shampoos (making a cosmetic claim) (non-coloring)
  - e. Hair Spray, i.e., aerosol fixatives
  - f. Hair Straighteners
  - g. Permanent Waves
  - h. Tonics, Dressings, and Other Hair Grooming Aids
  - i. Wave Sets
  - j. Other Hair Care Products (Specify):
  
- **Hair Coloring Products**
  - a. Hair Conditioners (leave-in)
  - b. Hair Conditioners (rinse-out)
  - c. Hair Dyes and Colors, i.e., any products requiring caution statements and patch tests
  - d. Hair Tints
  - e. Hair Rinses (coloring)
  - f. Hair Shampoos (making a cosmetic claim) (coloring)
  - g. Hair Color Sprays, i.e., aerosol
  - h. Hair Lighteners with Color
  - i. Hair Bleaches
  - j. Other Hair Coloring Products (Specify):
  
- **Makeup Preparations**
  - a. Blushes (all types)
  - b. Eyebrow Pencil
  - c. Eyeliner
  - d. Eye Shadow
  - e. Face Powders
  - f. Foundations
  - g. Lip Balm (making a cosmetic claim)
  - h. Lip Gloss
  - i. Lipstick
  - f. Makeup Bases
  - g. Paints, i.e., Facial, Leg, Body
  - h. Rouges
  - i. Makeup Fixatives
  - j. Other Makeup Products (Specify):
  
- **Nail Products**
  - a. Artificial Nails
  - b. Basecoats and Undercoats
  - c. Cuticle Softeners
  - d. Nail Creams and Lotions
  - e. Nail Extenders
  - f. Nail Polish and Enamel
  - g. Nail Polish and Enamel Removers
  - h. Other Nail Products (Specify):

- **Oral Hygiene Products**
  - a. Dentifrices, i.e., aerosol, liquid, pastes, powders
  - b. Mouthwashes and Breath Fresheners, i.e., liquids, sprays
  - c. Other Oral Hygiene Products (Specify):
  
- **Personal Care Products**
  - a. Antiperspirant (making a cosmetic claim)
  - b. Bath Soaps and Detergents
  - c. Douches
  - d. Feminine Deodorants
  - e. Lubricants, i.e., personal, sexual, massage oil
  - f. Underarm Deodorants
  - g. Other Personal Care Products (Specify):
  
- **Shaving Products**
  - a. Aftershave Lotion
  - b. Aftershave Talcum
  - c. Beard Softeners
  - d. Preshave Lotions (all types)
  - e. Shaving Cream, i.e., aerosol, brushless lather
  - f. Shaving Soap, i.e., cakes, sticks, etc.
  - g. Other Shaving Products (Specify):
  
- **Skin Care Products (Creams, Lotions, Powders, and Sprays)**
  - a. Acne products (making a cosmetic claim)
  - b. Anti-Wrinkle Products (making a cosmetic claim)
  - c. Cleansing, i.e., cold creams, cleansing lotions, liquids, pads
  - d. Depilatories
  - e. Facial Masks, i.e., paste, peel
  - f. Foot Powders and Sprays
  - g. Night
  
- **Skin Care Products (continued)**
  - h. Powders (excluding aftershave, baby powder and makeup face powder), i.e., dusting, talcum, foot
  - i. Skin Astringent (making a cosmetic claim)
  - j. Skin Bleaching (making a cosmetic claim), i.e., skin lighteners, spot removers
  - k. Skin Fresheners
  - l. Skin Moisturizer (making a cosmetic claim)
  - m. Skin Toner (making a cosmetic claim)
  - n. Sprays (excluding perfumes, colognes, toilet waters)
  - o. Other Skin Care Products (Specify):
  
- **Sun-Related Products**
  - a. Sunscreen (making a cosmetic claim), i.e., any product claiming SPF
  - b. Suntan Gels, Creams, and Liquids
  - c. Indoor Tanning Products
  - d. Other Sun-Related Products (Specify):
  
- **Tattoos and Permanent Makeup**
  
- **Other: (Cosmetic Products Making Drug Claims other than Acne Products, Antiperspirants, Anti-Wrinkle Products, Shampoos, Skin Bleaching Products, Sunscreen)**
  - Acne Products (see Skin Care Products)
  - Antiperspirants (see Personal Care Products)
  - Anti-Wrinkle Products (see Skin Care Products)
  - Shampoos (see Hair Care Products)
  - Skin Bleaching Products (see Skin Care Products)
  - Sunscreen (see Sun-Related Products)
  - Other (Specify):
  - Other (Specify):
  - Other (Specify):

## **Attachment 2: Product Submission Receipt Overview**

A Product Submission Receipt is now generated for each CDPH Product ID submitted under the California Safe Cosmetics Act (“the Act”). Users are now able to view, save and print a product submission receipt for each individual product entry. This applies to previously reported products and all new product submissions. This receipt reflects the most recent version of the data submitted for each product.

Adobe Acrobat Reader is required to view your Product Submission Receipt. If you do not have Adobe Acrobat Reader installed, you may download it through [Adobe's website](#).

Product receipts may be accessed in two different ways:

1. From the “Previously Reported Products” table – click on the “Receipt” button to the far right of each product entry, this button is located to the right of the “Edit” button.
2. At the end of each product entry – a preview of your Product Submission Receipt will appear on the screen prior to the Electronic Signature page. This preview enables you to review your draft product submission for accuracy and completeness (and make any necessary corrections to your submission) before it is submitted into our database.

With this new feature, we recommend that you review your existing product submissions for accuracy and completeness. Many fields may be edited using the “Edit” button, however, delete requests (including chemical deletes) must be made in writing to the California Safe Cosmetics Program. You can obtain a Delete Request form by emailing us at [cosmetic@cdph.ca.gov](mailto:cosmetic@cdph.ca.gov).

### **Product submission receipt toolbar commands**

At the top of the receipt, whether in preview mode or your final receipt, is a built-in toolbar with several useful features. This toolbar enables you to print, save or email a copy of your receipt for your reference.

Please note that submission receipts are for an individual product, it is not a list of all of your product entries. Use of the commands from this toolbar is specific to each product, and not all commands are used by CDPH.



#### **Print**

Click this button to print a copy of your receipt, or pages from it, for your records.



#### **Save**

Click this button to save this file to your computer or another location.



### **Email**

Click this button to attach this receipt to a new email message. Clicking this button will open a new email message in your default email application.



### **Page Navigation**

Click the arrows to go to the next/previous page of your receipt. Or if you know which page you wish to view, you may enter the specific page number.



### **Selection Tool**

Click this button to select any text from your receipt.



### **Hand Tool**

Click this button to scroll through the contents of this product submission receipt.



### **Marquee Zoom Tool**

Use the magnifying button to click and drag to enlarge that area of the page or click to enlarge the entire page. The (-) and (+) buttons increase or decrease the magnification of the entire page, or you may select from the drop-down list of pre-determined magnification percentages.



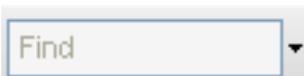
### **View – Fill Window**

Click this button to fill the window with each page and scroll through the pages continuously.



### **View – Single Page**

Click this button to view one page at a time.



### **Search Tool**

Enter text into the text box to search the entire product submission receipt.