E-ENTERPRISE
for the environment
Modernizing the business of environmental protection

E-Enterprise Bulletin Contributor Guide

Thank you for contributing to the *E-Enterprise Bulletin*. The *Bulletin* shares news, tools, and best practices and highlights the work of EPA, state, and tribal representatives who participate in E-Enterprise. The following instructions, and example article on page two, highlight how to draft an article that is relevant to the E-Enterprise community and appropriately formatted for inclusion in the *Bulletin.*

A contributor should follow these guidelines when submitting an article for publication:
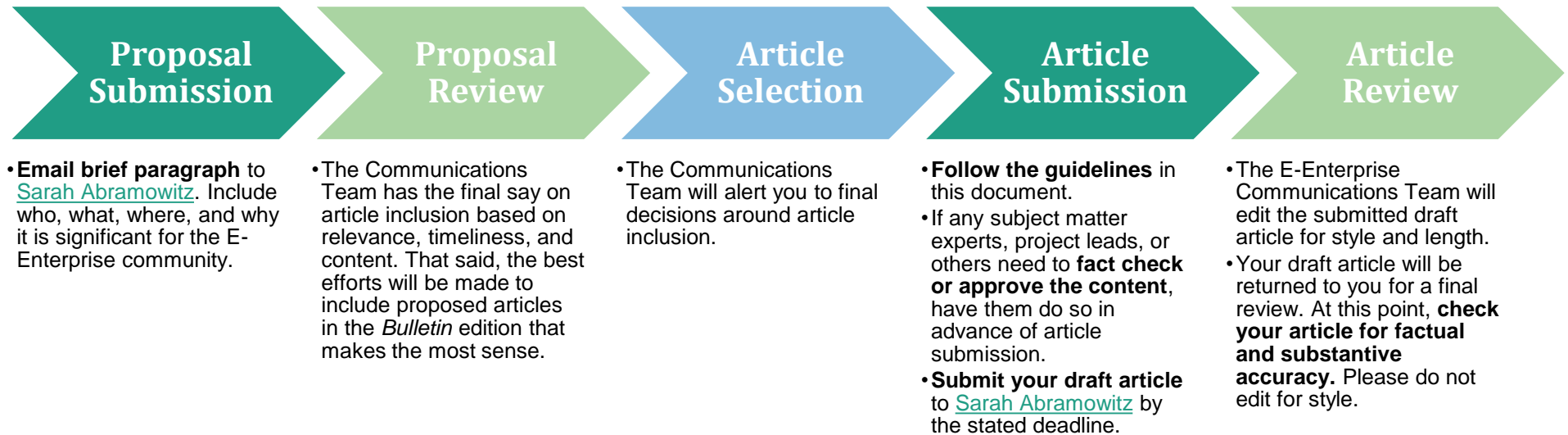
- Include the basic elements **who, what, where, and why is this significant for the E-Enterprise community**. Identify concisely the practice, tool, training, IT solution, data, activity or meeting – who is involved, and why readers should care.
- Reference the **E-Enterprise principles** to which your article relates (shared governance, process improvement, and/or IT optimization).
- Identify the **E-Enterprise partners** supporting the effort (EPA, states, tribes) and, also, identify the partners impacted – those currently using or benefiting from the subject matter – as well as other potential users/beneficiaries. The *Bulletin* overall will strive to reflect a balanced perspective for all three partners that comprise the E-Enterprise community.
- Feature **specific milestones or accomplishments** of interest to the community.
- Point to **useful sources**, websites, platforms, etc., directly linking to or further explaining the article's subject matter. Be sure your E-Enterprise project fact sheet and web content, where applicable, are updated to reflect current information.
- Include or suggest a relevant **graphic or image** for inclusion in the article

> Useful Resources
> - EPA Writing Guide
> - E-Enterprise Bulletins
> - E-Enterprise Projects
>
> Questions? Contact Sarah Abramowitz.

Article Submission and Editing Process

Proposal Submission	Proposal Review	Article Selection	Article Submission	Article Review
•**Email brief paragraph** to Sarah Abramowitz. Include who, what, where, and why it is significant for the E-Enterprise community.	•The Communications Team has the final say on article inclusion based on relevance, timeliness, and content. That said, the best efforts will be made to include proposed articles in the *Bulletin* edition that makes the most sense.	•The Communications Team will alert you to final decisions around article inclusion.	•**Follow the guidelines** in this document. •If any subject matter experts, project leads, or others need to **fact check or approve the content**, have them do so in advance of article submission. •**Submit your draft article** to Sarah Abramowitz by the stated deadline.	•The E-Enterprise Communications Team will edit the submitted draft article for style and length. •Your draft article will be returned to you for a final review. At this point, **check your article for factual and substantive accuracy.** Please do not edit for style.

Sample Article

New and Improved Version of E-Enterprise Portal Goes Live

In March, E-Enterprise launched the newest version of the E-Enterprise Portal, Portal 2.0, offering easier access to information and an improved login process that lets users enter information in a centralized fashion. The Portal modernizes how the public, the regulated community, and environmental co-regulators conduct environmental transactions and access web resources.

Portal 2.0 offers expanded functionality through the following features:

- The *Federal Regulations Finder*, coming summer 2019, will enable regulatory users and the public to find applicable federal laws and regulations and EPA programs based on a substance or keyword.
- *My Reporting* allows regulated entities to use a single sign-on to gain direct access to reporting systems or applications, starting with the Central Data Exchange as the Minimum Viable Product.
- An improved *Partner Area* explains how users of the Portal can more easily participate in E-Enterprise shared services, such as how to provide geographically specific and partner-branded information in Be Well Informed, develop a widget for the Portal, or participate in our other Portal services.

EPA worked closely with states and tribes to scope these new changes to the Portal and will continue to seek their input as the Portal continues to develop. To increase this partner engagement, the E-Enterprise Portal Governance Team (Portal Team) is looking for additional members who can bring diverse perspectives to planning and development conversations and who possess programmatic, usability, and other expertise to complement the technical aspects of the development.

To join the Portal Team, participate in user testing, or obtain more information, please contact Shana Harbour of EPA.