

PFAS Reporting Information System for Manufacturers (PRISM) Reporting Guidance

January 2026

Contents

Introduction.....	1
What is PRISM?	1
Who to contact about PRISM?.....	3
Registration	4
Create a New Account.....	4
Validate Your Email Address and Log in	7
Forgot Your Password	10
Manage	14
My Profile.....	14
My Company	16
User Accounts for My Company.....	18
Associations.....	21
Change Password.....	24
Reports	26
Create a Report	26
Certify a Report	31 30
Submitted Reports	34
Draft Reports	35
Published Reports	37

Introduction

What is PRISM?

The [IC2 PFAS Reporting Information System for Manufacturers \(PRISM\)](#) is an online platform that supports reporting of information on the presence of intentionally added PFAS in products required by [Amara's Law](#) administered by the [Minnesota Pollution Control Agency](#).

Note: PRISM is optimized for Chrome and may not work with other browsers.

PRISM is a web application built by the Interstate Chemicals Clearinghouse (IC2), a program of the [Northeast Waste Management Officials' Association \(NEWMOA\)](#). Project funding was provided by the [Minnesota Pollution Control Agency](#). PRISM is a project of the Interstate Chemicals Clearinghouse (IC2), an association of state, local, and tribal governments that promotes a clean environment, healthy communities, and a vital economy through the development and use of safer chemicals and products. The IC2 is a program of the Northeast Waste Management Officials' Association (NEWMOA), which provides management and staff support for IC2 and serves as its fiscal agent. Broadly, PRISM provides the following functions and features:

- **Registration:** Create a new user account and company; validate your email address and log in; and reset a forgotten password.
- **Manage:**
 - **My profile:** View and update username, job title, contact information, security questions.
 - **My company:** View and update company name and address. View and approve or deactivate user accounts associated with your company. Request authority to submit on behalf of another company and accept, reject, and assign authority to submit on behalf of your company.
 - **Change password:** Change your PRISM password.
- **Reports:**
 - **Create a Report:** Create and submit a report to the Minnesota Pollution Control Agency.
 - **View & Edit Draft Reports:** View, edit, and save copies of draft reports created for your company. Also view and copy submitted and published reports.
 - **Search Product Category Data:** Search, filter, sort, and download reported information.
- **Help:**
 - **About Prism:** Learn more about PRISM.
 - **FAQ:** Get answers to common questions about PRISM.
 - **User Guides:** Find the most recent version of this reporting guide and the Search Guide.
 - **Report Validation Rules:** Access the data format rules for reporting.

This reporting guide provides instructions for using the functions and features listed above.

IMPORTANT: PRISM is optimized for the Chrome browser. It should work with Edge, Firefox, and Safari but is not guaranteed to operate using Internet Explorer (IE). If you are not using Chrome and are having trouble, please install and try Chrome before asking for technical support.

Who to contact about PRISM?

For PRISM technical questions or support, please email prism@theic2.org. For more information about Minnesota reporting requirements, visit Reporting PFAS in products, and contact pfasreporting.mpca@state.mn.us

Registration

Create a New Account

Navigate to <https://prism.theic2.org>. Click on the [Register](#) link. It is located below the Log in button and in the upper-right corner of the page.

PFAS Reporting Information System for Manufacturers (PRISM)

Home Reports Manage Help

IC₂ INTERSTATE CHEMICALS CLEARWATERHOUSE

Register Log In

Search for Information on PFAS in Products

Search

Login to Report on PFAS in Products

Email

Password

☐ Remember me?

Log In

Register

Forgot your password?

Your use of PRISM constitutes acceptance of the [Terms of Service](#).
This site is optimized for Chrome and may not work with other browsers.

REPORTS
Search for PFAS Information in Products

MANAGE
Register
Forgot Password

HELP
About PRISM
FAQ
User Guides

MAIN
Home
Register
Log In

This site is optimized for Chrome and may not work with other browsers. For accessibility assistance, please contact support at prism@theic2.org or (617) 835-1764.

ABOUT US

The Interstate Chemicals Clearinghouse (IC₂) is an association of state, local, and tribal governments that promotes a clean environment, healthy communities, and a vital economy through the development and use of safer chemicals and products. The IC₂ is a program of the Northeast Waste Management Officials' Association (NEWMOA), which provides management and staff support for IC₂ and serves as its fiscal agent.

CONTACT US

48 Harrison Avenue, Suite 605 PMB 810718
Boston, MA 02111-1929
(617) 835-1764

Complete part 1 by entering user information. Be sure to enter and re-enter your password. Your password must be a minimum of 6 characters and include at least one of each of the following: upper case letter, lower case letter, number, and special character.

PFAS Reporting Information System for Manufacturers (PRISM)

Home Reports Manage Help

IC₂ INTERSTATE CHEMICALS CLEARWATERHOUSE

Register Log In

Register

Create a new account.

1. User Info

First Name

The First Name field is required

Last Name

Job Title

Telephone Number ☐ This is a non-U.S. telephone number

Email

Password

Confirm password

2. Security Questions

3. Company Info

Register

Complete part 2 by selecting and providing answers for three security questions.

PFAS Reporting Information System for Manufacturers (PRISM)

PFAS REPORTING INFORMATION SYSTEM
CLEARINGHOUSE

Home Reports Manage Help Register Login

Register

Create a new account.

1. User Info

2. Security Questions

3. Company Info

Please provide answers for three questions.

What was your childhood nickname?

What is the name of the place your wedding reception was held?

What was the color of your first car?

Register

Complete part 3 by selecting a company that is already registered within PRISM (first radio button) or entering company information to register a new company (second radio button).

PFAS Reporting Information System for Manufacturers (PRISM)

PFAS REPORTING INFORMATION SYSTEM
CLEARINGHOUSE

Home Reports Manage Help Register Login

Register

Create a new account.

1. User Info

2. Security Questions

3. Company Info

Is your Company already registered?

☒ Yes, Search and select from registered Companies

Search by name or pin...

Company (PIN)

2477 INTERNATIONAL, LLC (fama77h4)

3rd Company (av4sorgn)

5th Season, Inc. (h2rmeih)

Register

Home Reports Manage Help Register Log In

Register

Create a new account.

1. User Info

2. Security Questions

3. Company Info

Is your Company already registered?

☐ Yes, Search and select from registered Companies

☒ No, Register new Company

Company Name

DUNS Number

NAICS Code

Search by NAICS code...

or

SIC Code

Search by SIC code...

Mailing Address

Country

United States of America

Address, Line 1

Address, Line 2

City

State/Province

Search by name or enter...

Postal Code

Physical Address ☒ same as mailing address

Register

Error messages will display directly below any required fields that you have not completed. You must resolve all errors before you can register.

Home Reports Manage Help Register Log In

Register

Create a new account.

1. User Info

2. Security Questions

3. Company Info

Is your Company already registered?

☐ Yes, Search and select from registered Companies

☒ No, Register new Company

Company Name

Acme

DUNS Number

123456789

NAICS Code

Search by NAICS code...

Must enter valid NAICS Code

or

SIC Code

Search by SIC code...

Must enter valid SIC Code

Mailing Address

Country

United States of America

Address, Line 1

Address, Line 2

City

State/Province

Search by name or enter...

Postal Code

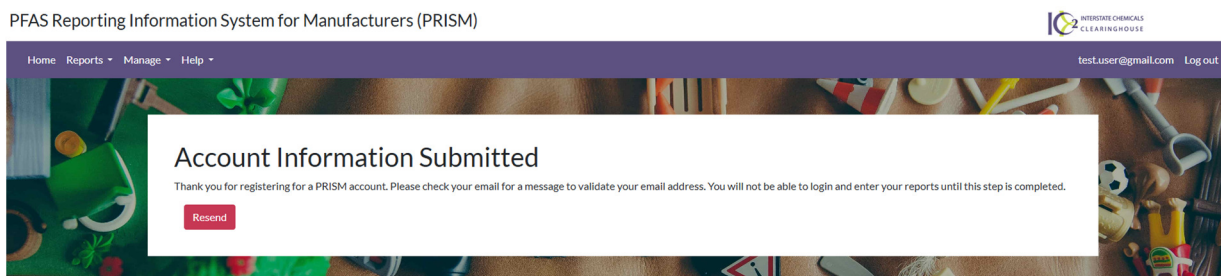
Physical Address ☒ same as mailing address

After you provide all required information, click the Register button.

Validate Your Email Address and Log in

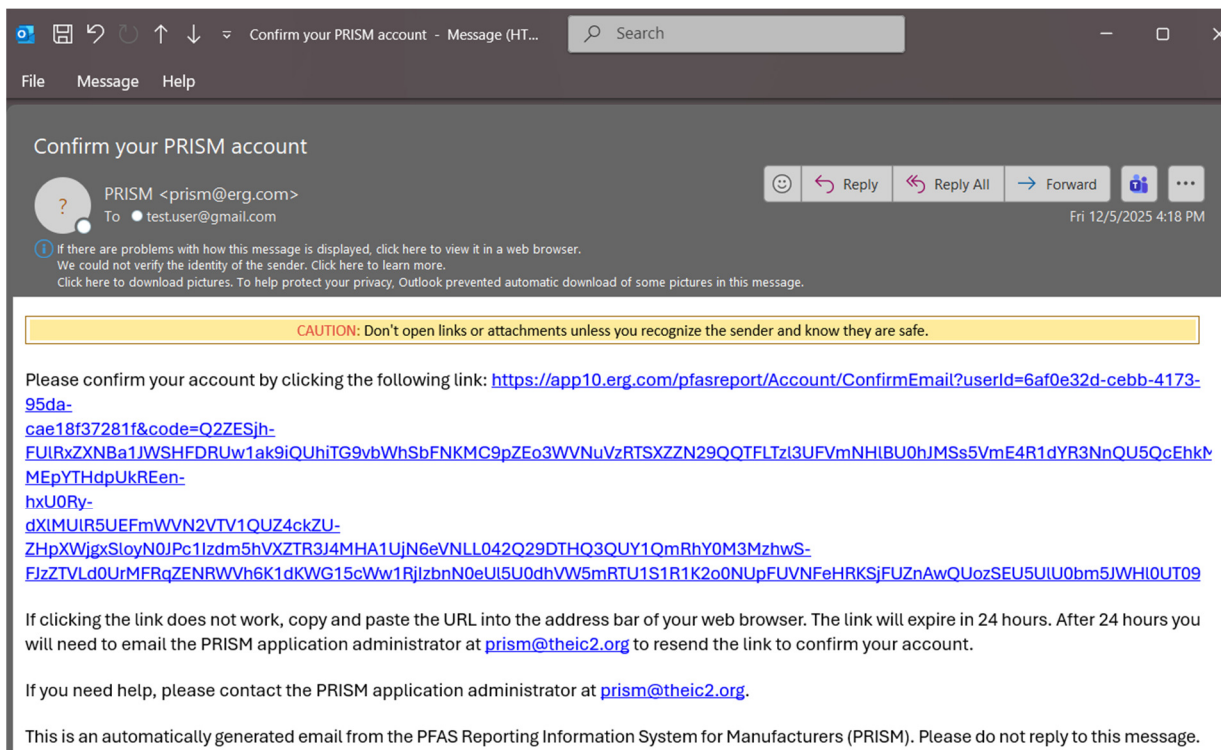
- Upon clicking the Register button, PRISM will send an email to validate the email address provided during registration. You will not be able to log in until you have completed this step. If you do not receive an email to validate your email address, you may click the Resend button to have the email sent again. If you still do not see the email after clicking the Resend button, be sure to check your spam/junk folders. Note, to ensure account security, the link to validate your email address will expire 24 hours after it is sent.

PFAS Reporting Information System for Manufacturers (PRISM)



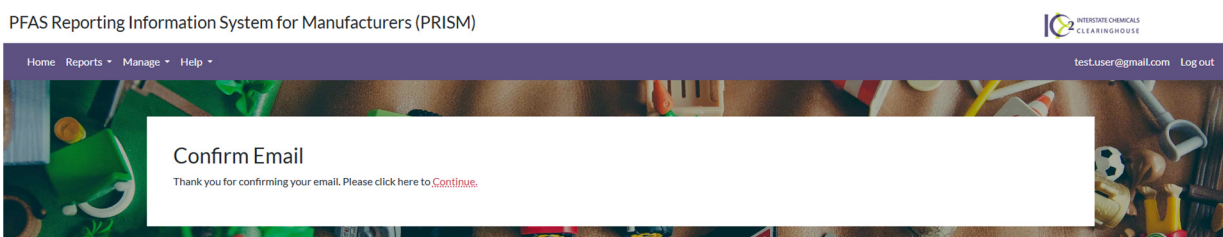
IMPORTANT: Some companies have a difficult time receiving automated PRISM emails. If the emails are in your spam/junk folder, please mark **prism@theic2.org** as a trusted sender and request a new confirmation link. If they are not, we have methods to troubleshoot. Please contact a PRISM Administrator at prism@theic2.org.

Check your email for a message to validate your email address. Click on the link provided in the email. You will not be able to log in until you complete this step.



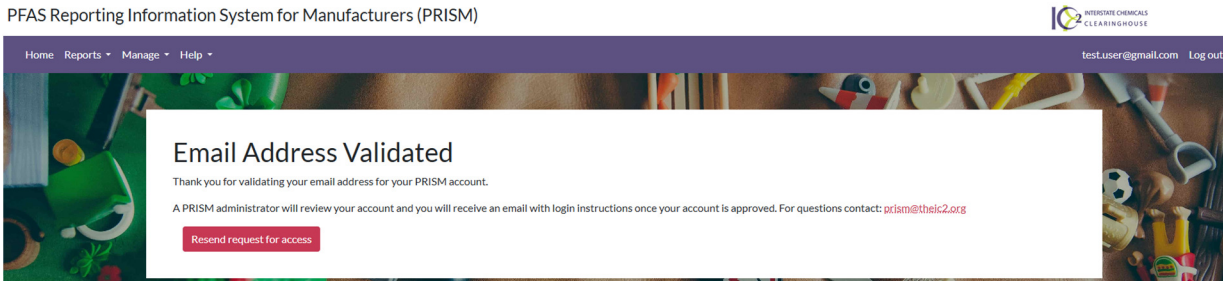
Upon clicking the link provided in the email, you will be directed to PRISM and will see a message that your email address has been confirmed.

PFAS Reporting Information System for Manufacturers (PRISM)

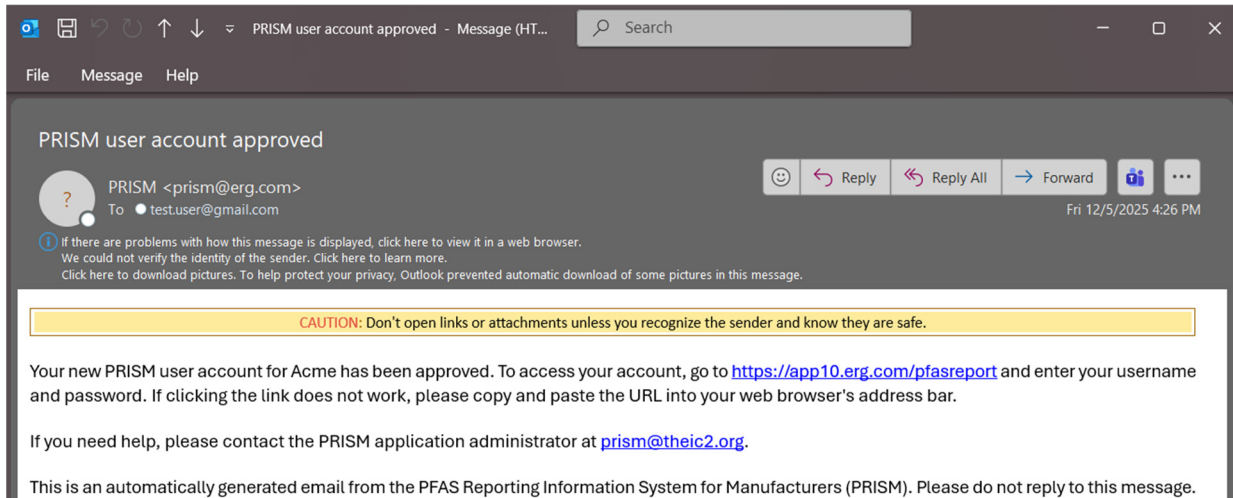


Click Continue and the page will display a message that a PRISM administrator will review your account. You will receive an email with login instructions after a PRISM administrator approves your account. Please allow at least two business days for account approval. If you are creating a new user account for an existing company account, an existing user for your company must approve your account. If you do not receive an email message alerting you that your account has been approved, you may click the Resend Request for Access button to have the request for access email sent again.

PFAS Reporting Information System for Manufacturers (PRISM)



- Check your email for a message indicating that your PRISM user account is active, with login instructions.



- To log in to your new user account, click on the link provided in the email or go directly to <https://prism.theic2.org>, enter your email and password, and click Log in.

PFAS Reporting Information System for Manufacturers (PRISM)



Forgot Your Password

1. Navigate to <https://prism.theic2.org>. Click on the [Forgot your password?](#) link. It is located below the Log in button.

PFAS Reporting Information System for Manufacturers (PRISM)



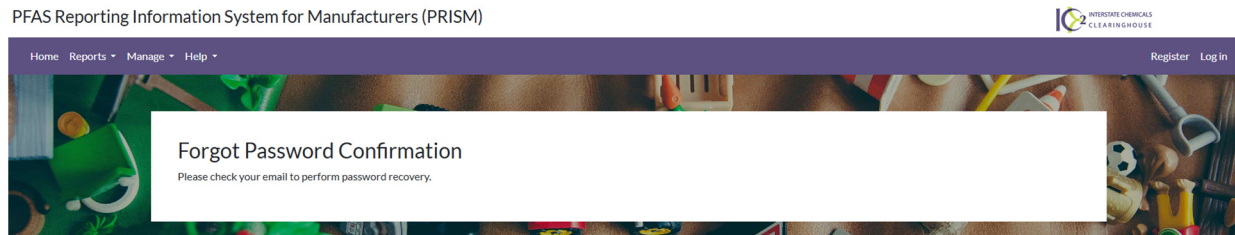
2. Enter the email address associated with your user account and click the Email Link button.

PFAS Reporting Information System for Manufacturers (PRISM)

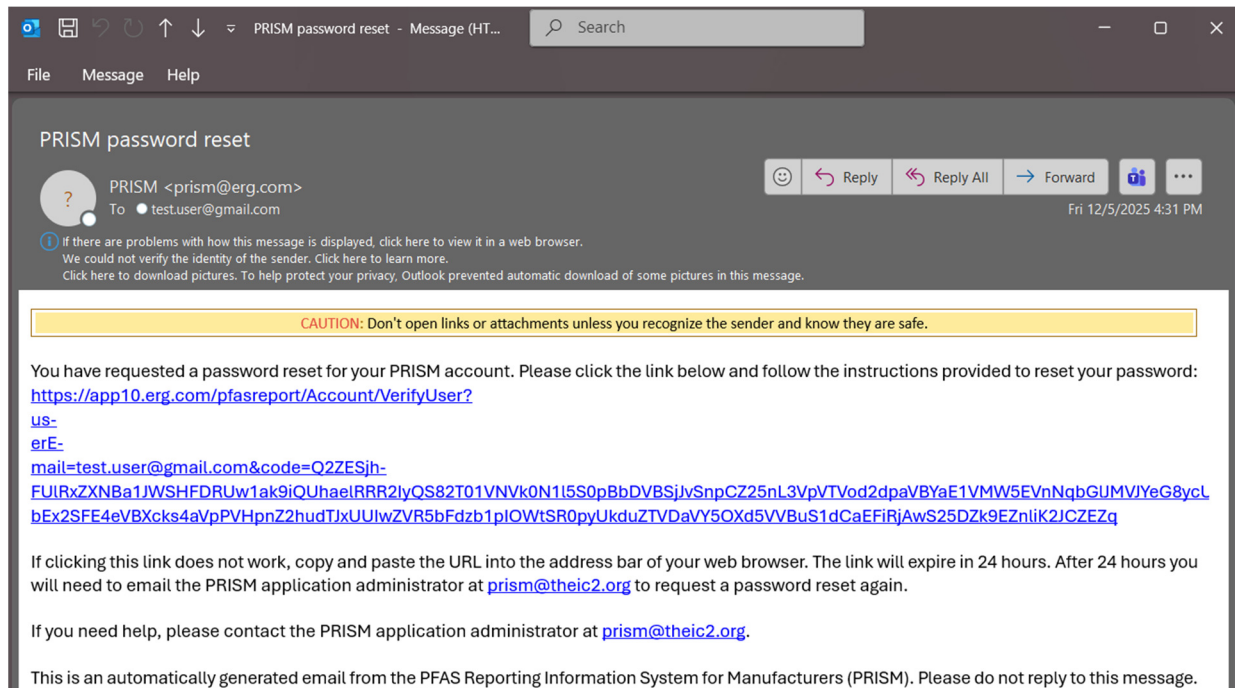


3. You will see a forgot password confirmation message.

PFAS Reporting Information System for Manufacturers (PRISM)

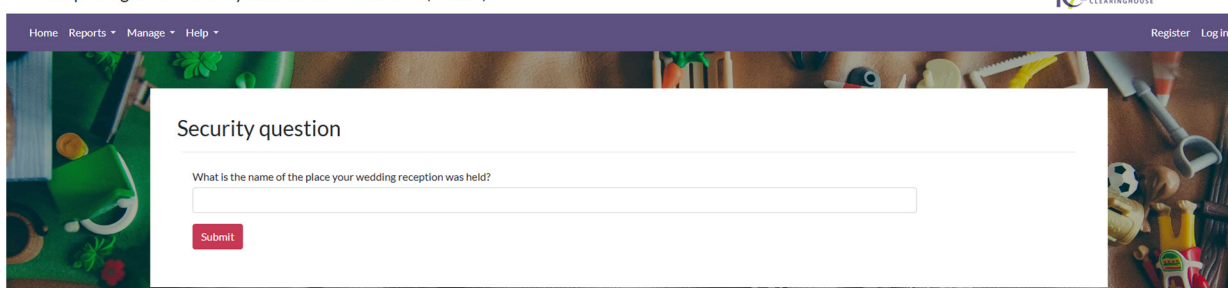


4. Check your email for a message about how to reset your account password.



- Upon clicking the link provided in the email, you will be directed to PRISM, where you must answer one of the security questions that you specified during account registration. Enter the answer to the security question and click the Submit button.

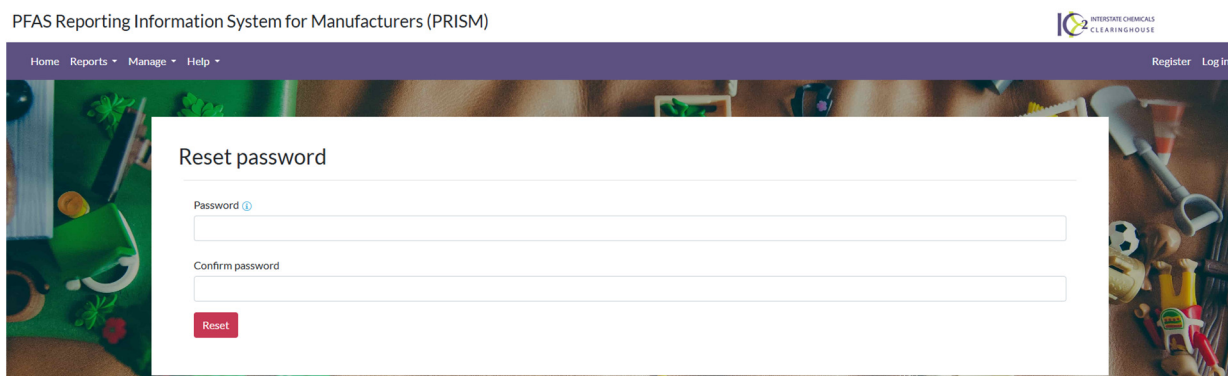
PFAS Reporting Information System for Manufacturers (PRISM)



The screenshot shows the PRISM web application interface. At the top, there is a purple navigation bar with links for Home, Reports, Manage, and Help. On the right side of the bar are links for Register and Log In. The main content area has a background image of children's toys. A white modal box is centered on the screen with the title "Security question". Below the title is a text input field with the placeholder text "What is the name of the place your wedding reception was held?". At the bottom of the modal is a red "Submit" button.

6. Enter and then reenter a new password and click the Reset button. You cannot use the same password more than once.

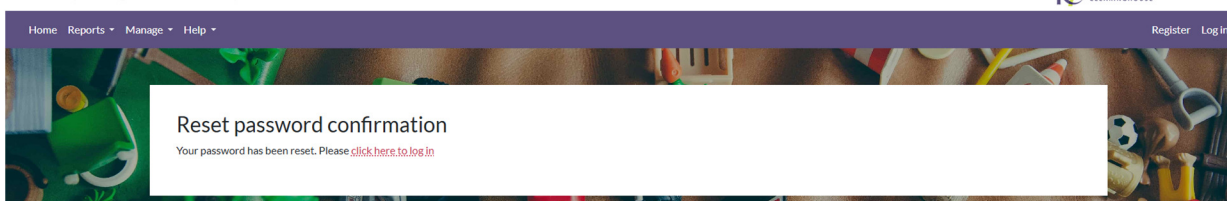
PFAS Reporting Information System for Manufacturers (PRISM)



The screenshot shows the PRISM web application interface. At the top, there is a purple navigation bar with links for Home, Reports, Manage, and Help. On the right side of the bar are links for Register and Log In. The main content area has a background image of children's toys. A white modal box is centered on the screen with the title "Reset password". Below the title are two text input fields: "Password" and "Confirm password". At the bottom of the modal is a red "Reset" button.

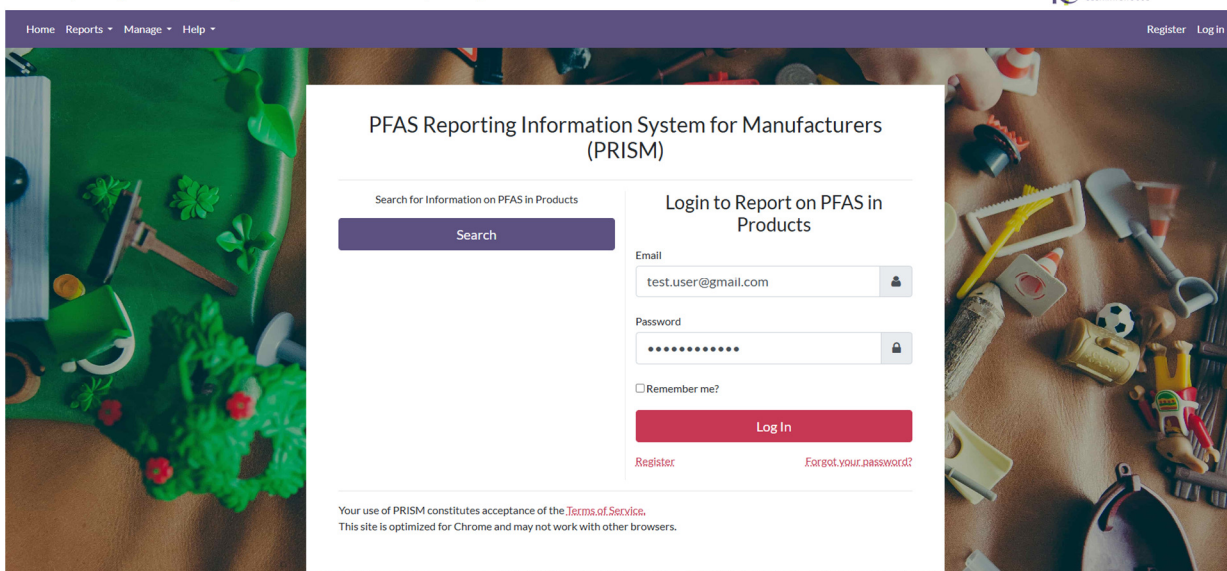
7. You will see a message confirming that your password has been reset. Click the link to log in.

PFAS Reporting Information System for Manufacturers (PRISM)



- Log in to PRISM by entering your email address and new password and then clicking the Log in button.

PFAS Reporting Information System for Manufacturers (PRISM)

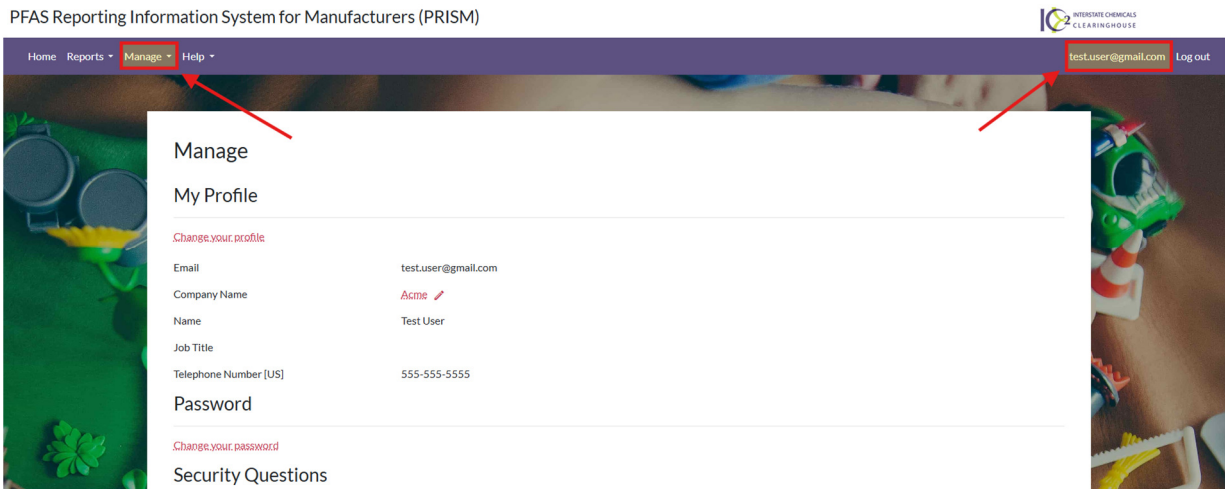


Manage

My Profile

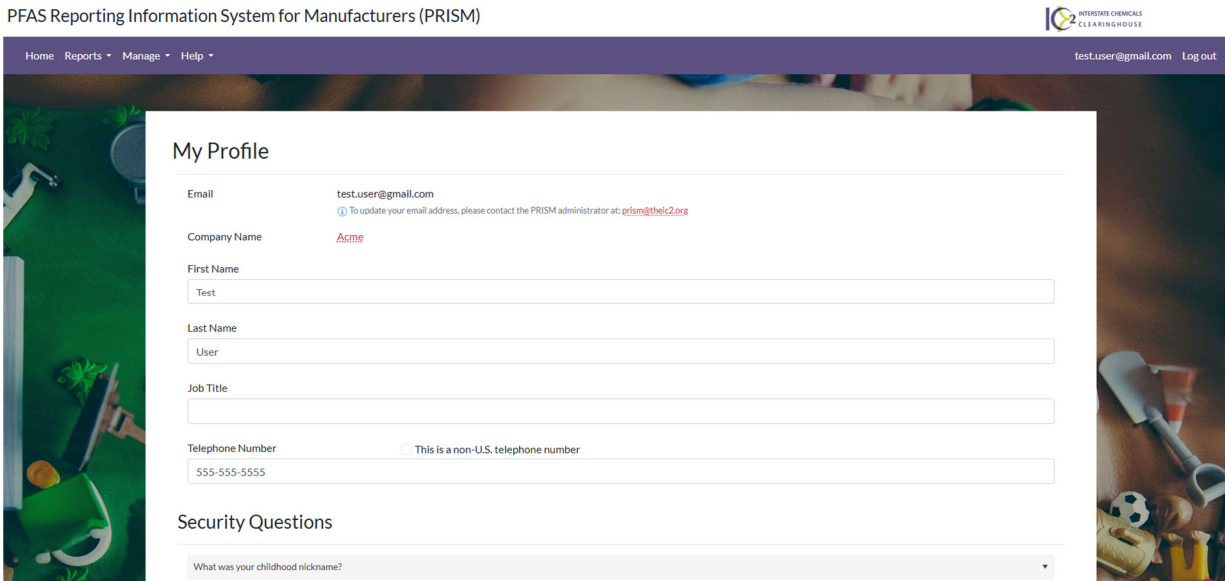
- To view and edit your profile information, click Manage from the top navigation and then My Profile from the menu or use this direct link: <https://pfas.theic2.org/Manage>. You can also click the linked user and company name in the upper-right corner of the page.

PFAS Reporting Information System for Manufacturers (PRISM)

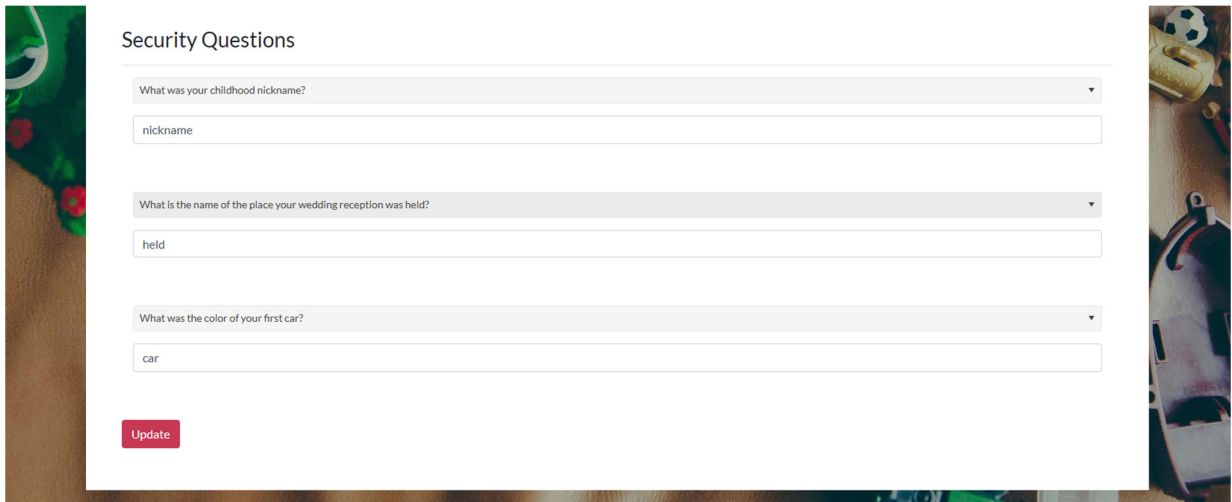


Click the “Change your profile” link to edit your name, job title, and telephone number. Note that you cannot update your email address on this page. To update your email address, please email the PRISM administrator at prism@theic2.org.

PFAS Reporting Information System for Manufacturers (PRISM)



Scroll down on this page to make changes to your security questions. Here you can edit answers to your existing security questions or select new security questions and provide new answers.



The screenshot shows a 'Security Questions' form with three questions, each with a dropdown menu and a text input field. The first question is 'What was your childhood nickname?' with the answer 'nickname'. The second question is 'What is the name of the place your wedding reception was held?' with the answer 'held'. The third question is 'What was the color of your first car?' with the answer 'car'. A red 'Update' button is located at the bottom left of the form.

Security Questions

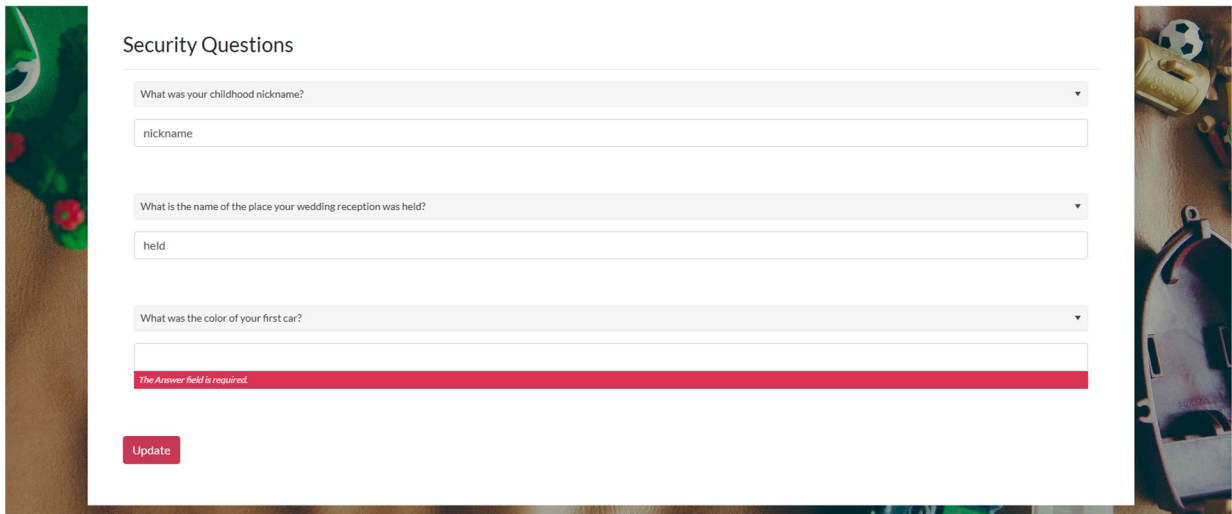
What was your childhood nickname?

What is the name of the place your wedding reception was held?

What was the color of your first car?

[Update](#)

Once you are finished making changes to the My Profile page, click the Update button to save your changes. Error messages will display directly below any required fields that you have not completed, or that have other errors. You must resolve all errors before you can update your profile.



The screenshot shows the same 'Security Questions' form, but the third question, 'What was the color of your first car?', has an empty text input field. A red error message, 'The Answer field is required.', is displayed below the empty field. The 'Update' button remains at the bottom left.

Security Questions

What was your childhood nickname?

What is the name of the place your wedding reception was held?

What was the color of your first car?

The Answer field is required.

[Update](#)

My Company

To view and edit your company information, click Manage from the top navigation and then My Company from the menu or use this direct link: <https://prism.theic2.org/Manage/MyOrganization>.

PFAS Reporting Information System for Manufacturers (PRISM)

THEIC2 CHEMICALS
CLEARINGHOUSE

Home Reports Manage Help

test.user@gmail.com Log out

Manage - Acme

My Company User Accounts for My Company Associations

Company Name
Acme

Company ID (PIN)
NDCB012J

DUNS Number
123456789

NAICS Code
Search by NAICS code...

or

SIC Code
1796

Public Contact
Test User

- On the My Company tab, you can view and edit your company name, [DUNS number](#), and mailing and physical address details. You can also change the public contact for your company by selecting a user from the Public Contact drop-down list. Each company in PRISM must have a designated public contact. The public contact should be the person at your company who can answer questions from members of the public regarding the information reported by your company. The public contact's name, title, and contact information will be publicly disclosed with all company reports.

Please note that the first user created for a company is, by default, the company's public contact. We recommend that companies register at least two users for their company.

PFAS Reporting Information System for Manufacturers (PRISM)

THEIC2 CHEMICALS
CLEARINGHOUSE

Home Reports Manage Help

test.user@gmail.com Log out

Manage - Acme

My Company User Accounts for My Company Associations

Company Name
Acme

Company ID (PIN)
NDCB012J

DUNS Number
123456789

NAICS Code
Search by NAICS code...

or

SIC Code
1796

Public Contact
Test User

Once you are finished making changes on the My Company tab, click the Save button to save your changes. Error messages will display

directly below any required fields that you have not completed, or that have other errors. You must resolve all errors before you can save your changes.

NAICS Code

Search by NAICS code...

or

SIC Code

Search by SIC code...

Must enter either NAICS or SIC

Public Contact

Test User

Billing Contact

Test User

Mailing Address

Country

United States of America

Address, Line 1

1 Main St

Address, Line 2

City

Anytown

State/ Province

Minnesota

Postal Code

12345

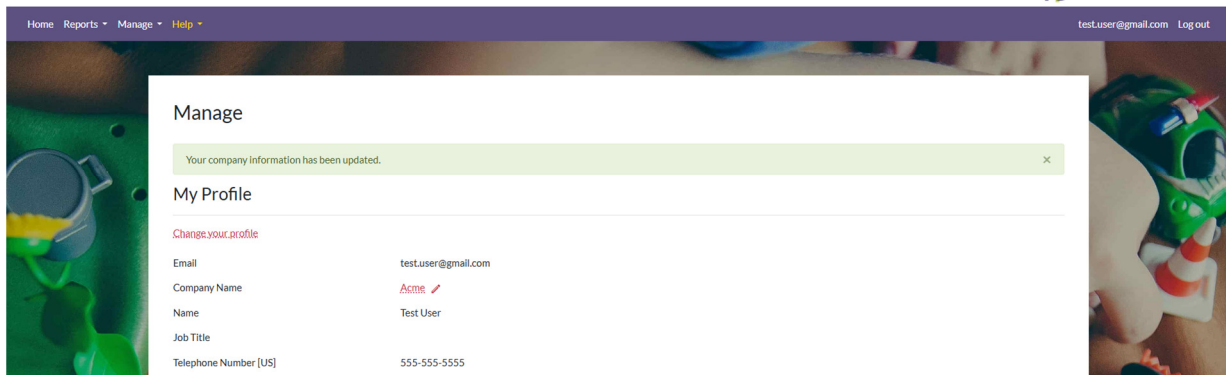
Physical Address

☒ same as mailing address

Save

- Once saved, you will see a confirmation message that your company information has been updated.

PFAS Reporting Information System for Manufacturers (PRISM)



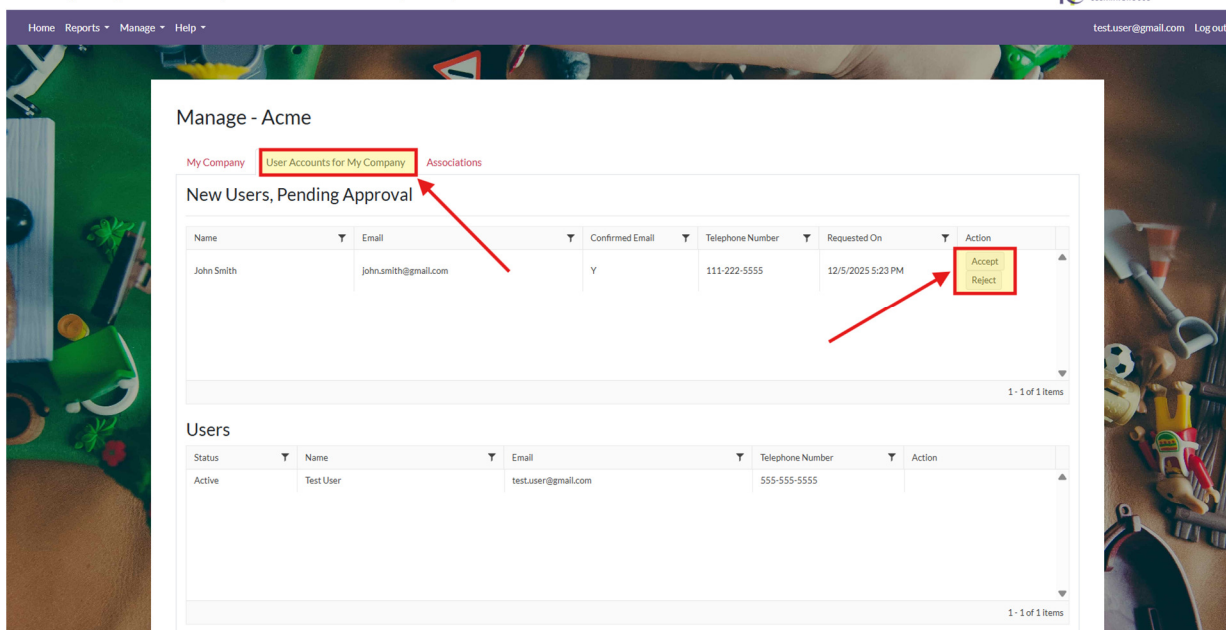
User Accounts for My Company

New User, Pending Approval

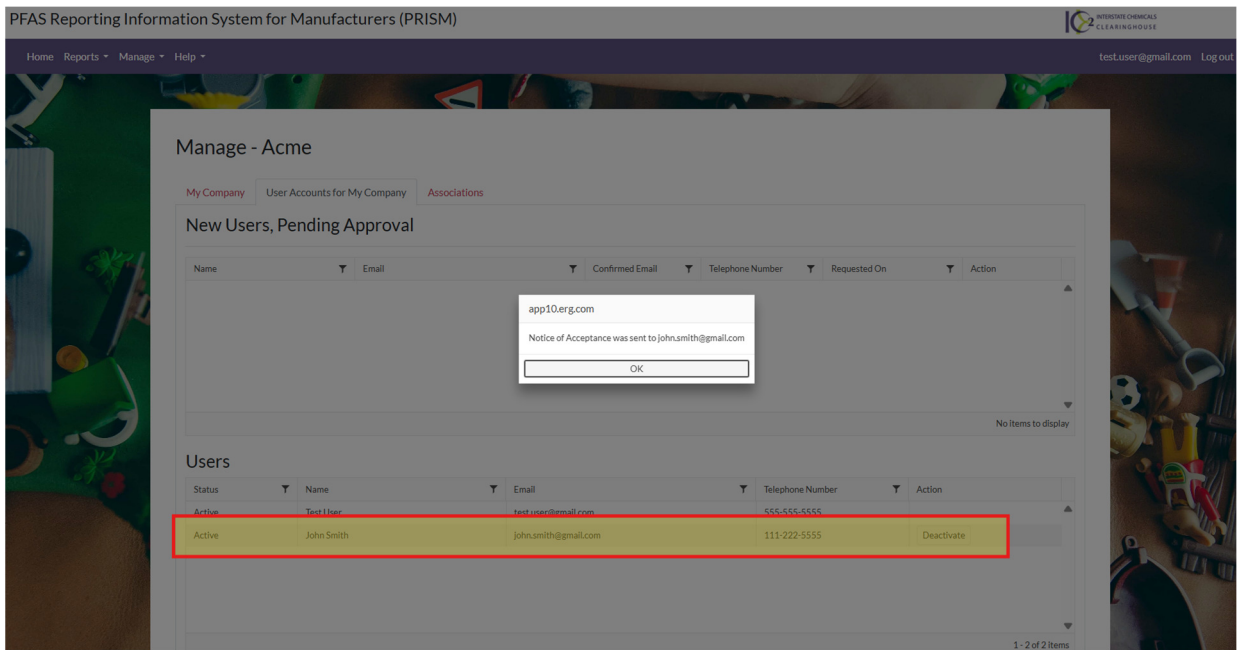
The New Users, Pending Approval table displays all new users that have requested to have user privileges for your company but have not been approved by an existing user.

- User details are displayed in the table. Click the Accept button to allow a requestor to have user privileges for your company. Reject any requestor you do not recognize, or that should not be users for your company.

PFAS Reporting Information System for Manufacturers (PRISM)



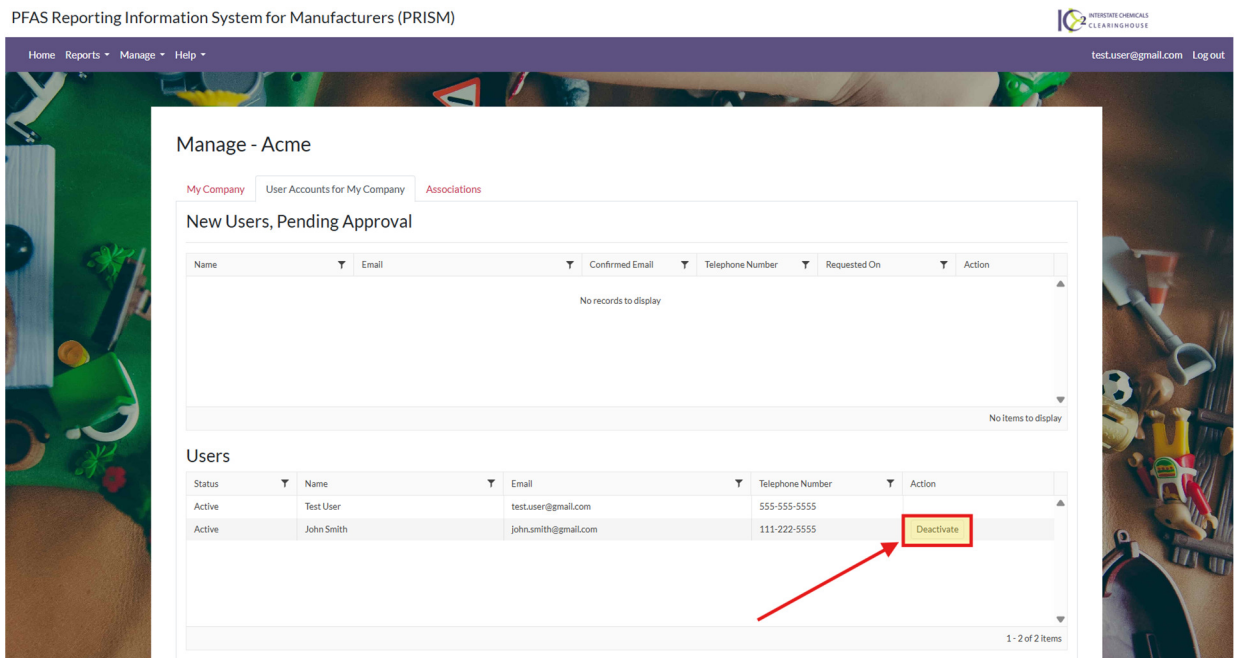
- Once you click the Accept button, you will see a confirmation message that a notice of acceptance was sent to the new user. The new user will now appear in the second table on the User Accounts for My Company tab.



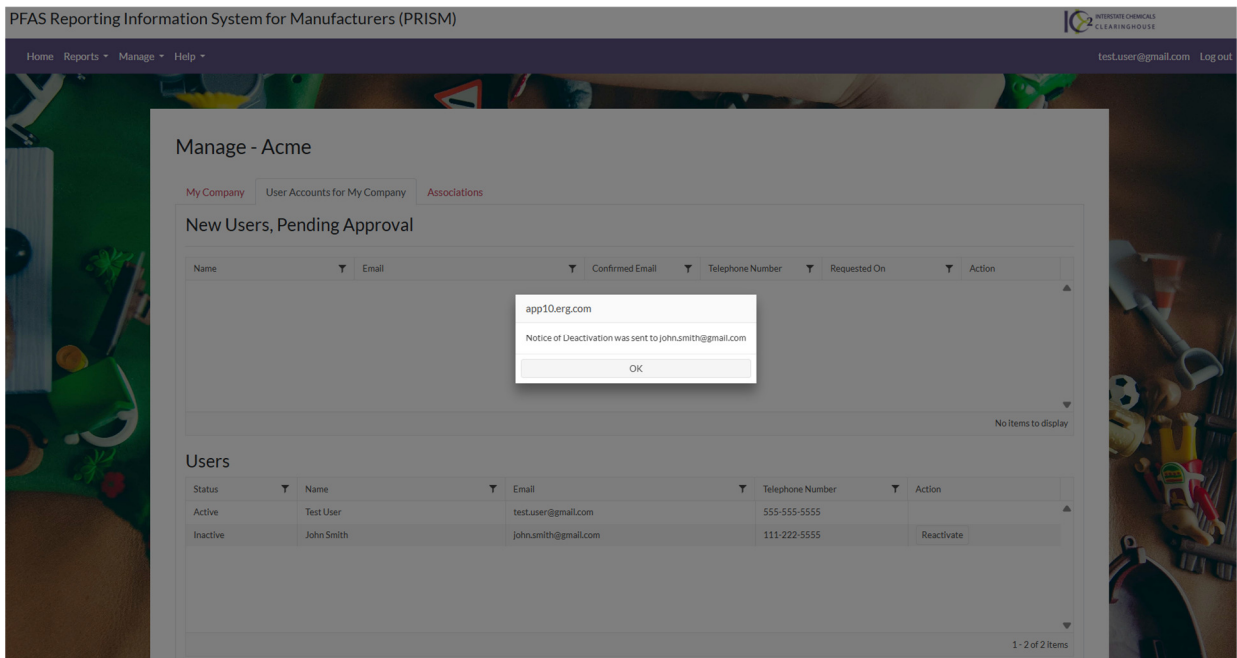
Users

The User table displays all active and inactive users for your company. Staff turnover is common; we recommend that companies have at least two active users. *Note, PRISM does not allow the public contact to be deactivated. If you are unable to deactivate a user for your company, make sure that the user is not the public contact. If the user you want to deactivate is the public contact, you must first assign a new public contact for your company.*

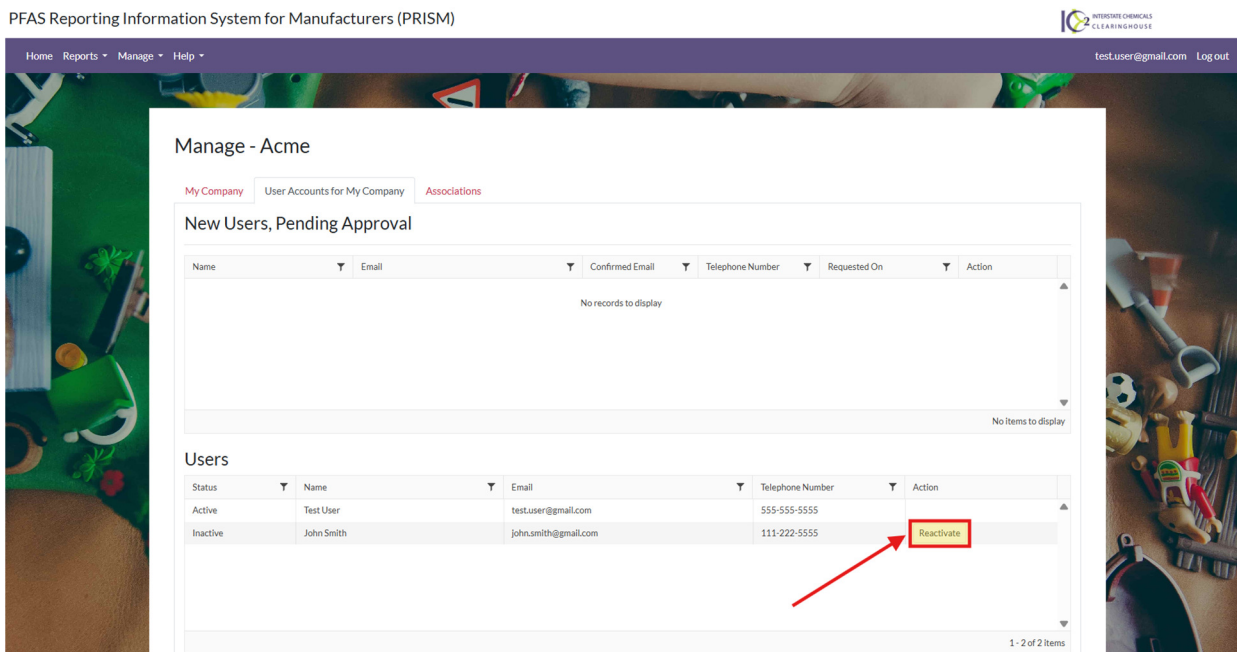
1. Click the Deactivate button for any users that should no longer have user privileges for your company.



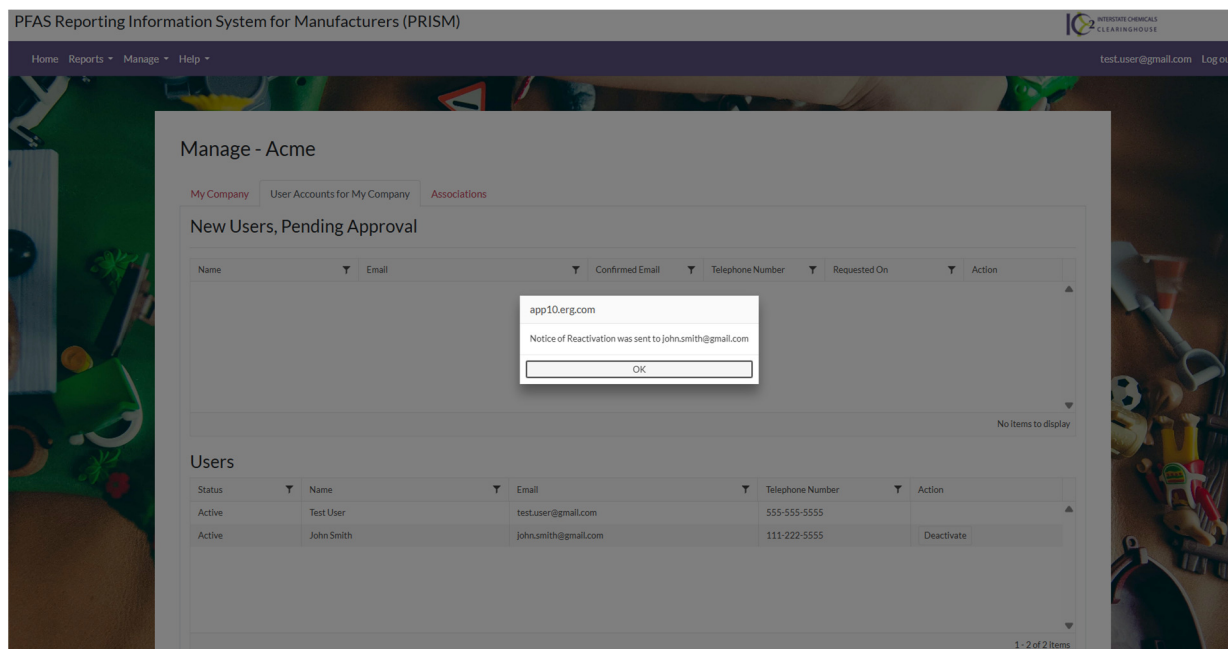
2. Once you click the Deactivate button, you will see a confirmation message that a notice of deactivation was sent to the user.



3. Click the Reactivate button for any users that should be reinstated with your company.



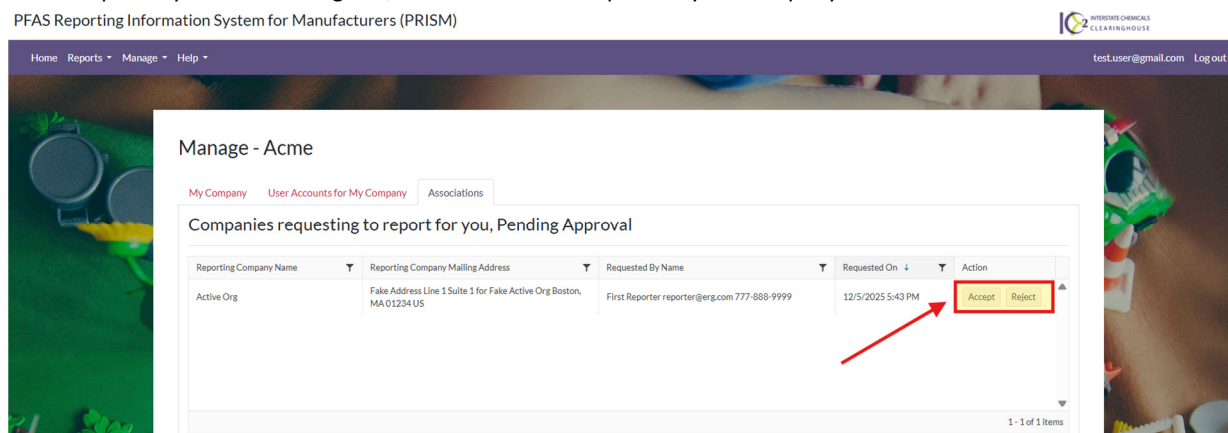
4. Once you click the Reactivate button, you will see a confirmation message that a notice of reactivation was sent to the user.



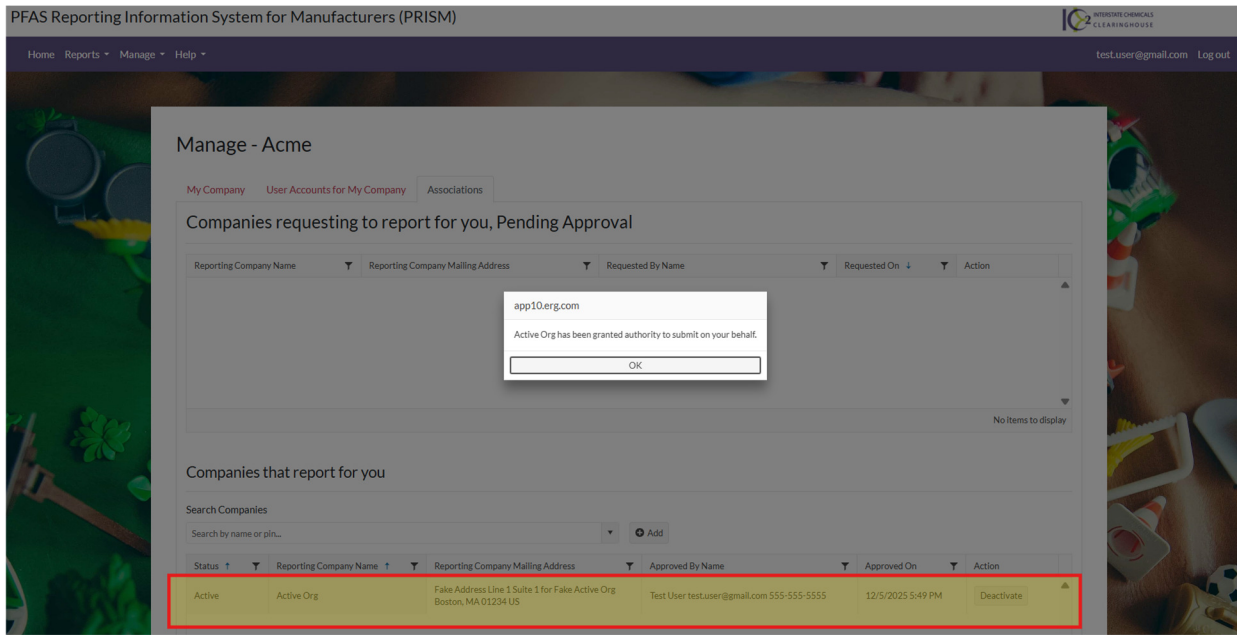
Associations

Companies Requesting to Report for You, Pending Approval

- The first table on the Associations tab is the Companies requesting to report for you, Pending Approval table. This table includes all companies that have requested to report on behalf of your company but have not yet been approved. Company details are displayed in the table. Click the Accept button to allow a company to report for you. Reject any companies you do not recognize, or that should not report for your company.

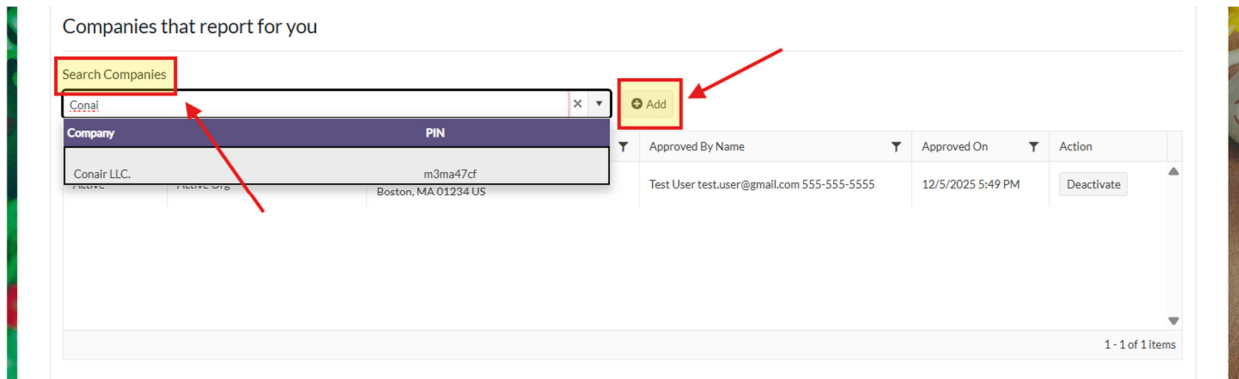


Once you click the Accept button, you will see a confirmation message that the company has been granted authority to report on your behalf and the company will appear in the second table on this page, Companies that report for you. PRISM will send an email to the users of this company notifying them that they can report on your behalf.

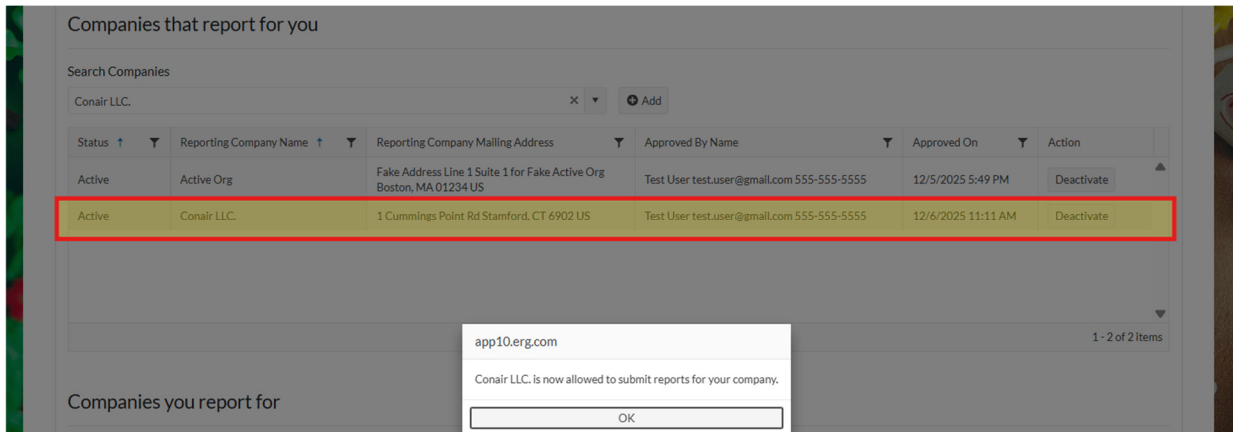


Companies That Report for You

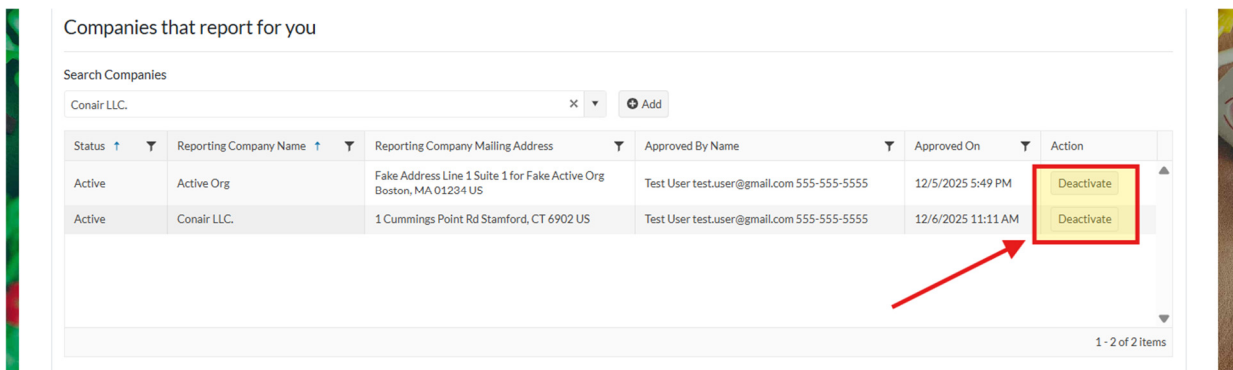
The second table on the Associations tab is the Companies that report for you table. Using this table, you can assign companies to report for you, and deactivate companies so that they cannot report for you. To assign a company to report for you, find the company using the Search Companies feature and then click the Add button.



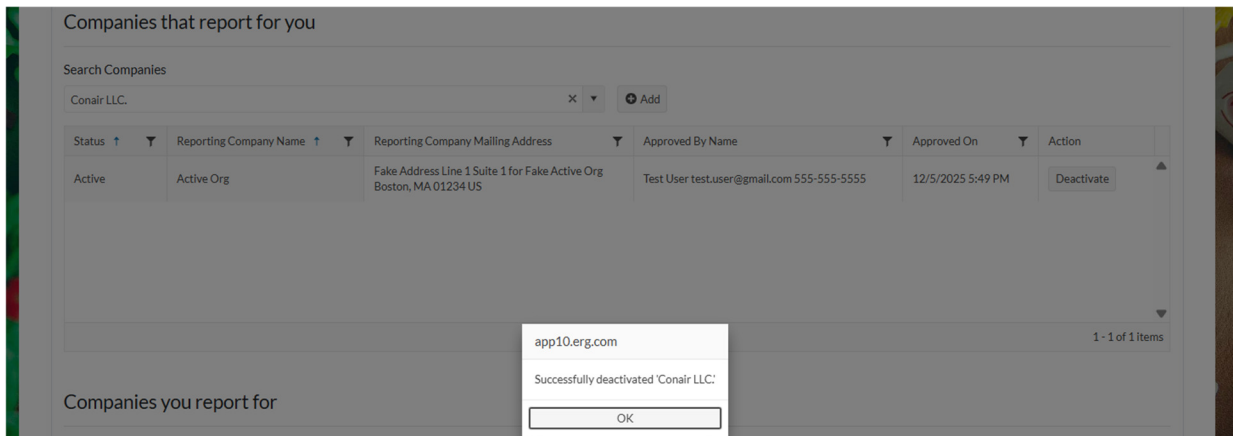
Once you click the Accept button, you will see a confirmation message that the company has been granted authority to report on your behalf and the company will appear in the second table on this page, Companies that report for you. PRISM will send an email to the users of this company notifying them that they can report on your behalf.



To deactivate companies using the Companies that report for you table, click the Deactivate button.



Once you click the Deactivate button, you will see a confirmation message that the company was deactivated.



Companies You Report for

- The third table on the Associations tab is the Companies you report for table. This table shows you what companies your company can report for and any pending requests to report on behalf of another company.

Companies you report for

Search Companies

Search by name or pin... Add

Status ↓	Accountable Company Name ↑	Accountable Company Mailing Address	Approved By Name	Approved On	Action
Pending	Alphone Corporation	6670 185th Ave NE Redmond, Washington 98052 US			Resend Request
Active	Active Org	Fake Address Line 1 Suite 1 for Fake Active Org Boston, MA 01234 US	First Reporter reporter@erg.com 777-888-9999	12/6/2025 11:35 AM	Deactivate

1 - 2 of 2 items

If you have pending requests, you may resend a request to report on behalf of another company by clicking the Resend Request button.

Companies you report for

Search Companies

Search by name or pin... Add

Status ↓	Accountable Company Name ↑	Accountable Company Mailing Address	Approved By Name	Approved On	Action
Pending	Alphone Corporation	6670 185th Ave NE Redmond, Washington 98052 US			Resend Request
Active	Active Org	Fake Address Line 1 Suite 1 for Fake Active Org Boston, MA 01234 US	First Reporter reporter@erg.com 777-888-9999	12/6/2025 11:35 AM	Deactivate

1 - 2 of 2 items

To no longer report on behalf of another company, click the Deactivate button.

Companies you report for

Search Companies

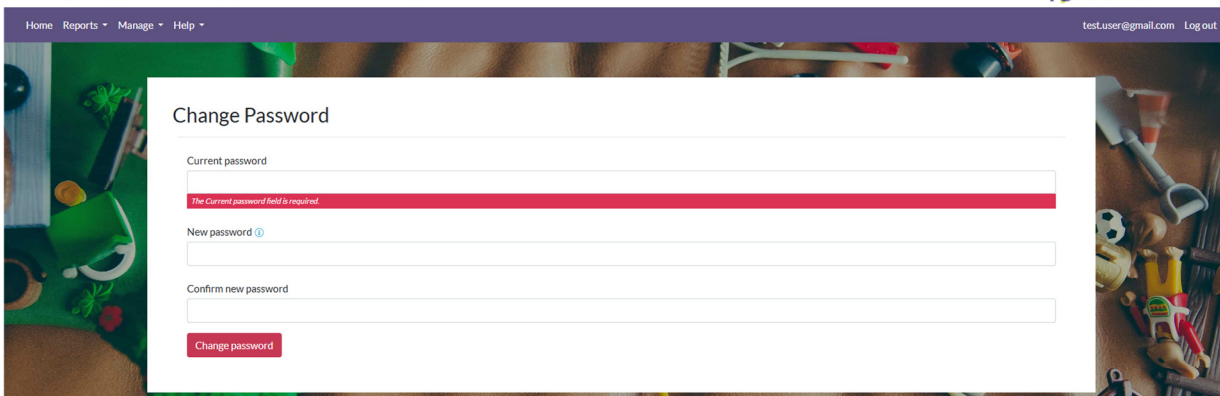
Search by name or pin... Add

Status ↓	Accountable Company Name ↑	Accountable Company Mailing Address	Approved By Name	Approved On	Action
Pending	Alphone Corporation	6670 185th Ave NE Redmond, Washington 98052 US			Resend Request
Active	Active Org	Fake Address Line 1 Suite 1 for Fake Active Org Boston, MA 01234 US	First Reporter reporter@erg.com 777-888-9999	12/6/2025 11:35 AM	Deactivate

1 - 2 of 2 items

Change Password

1. To change your password, click Manage from the top navigation and then Change Password from the menu or use this direct link: <https://prism.theic2.org/Manage/ChangePassword>.



Change Password

Current password

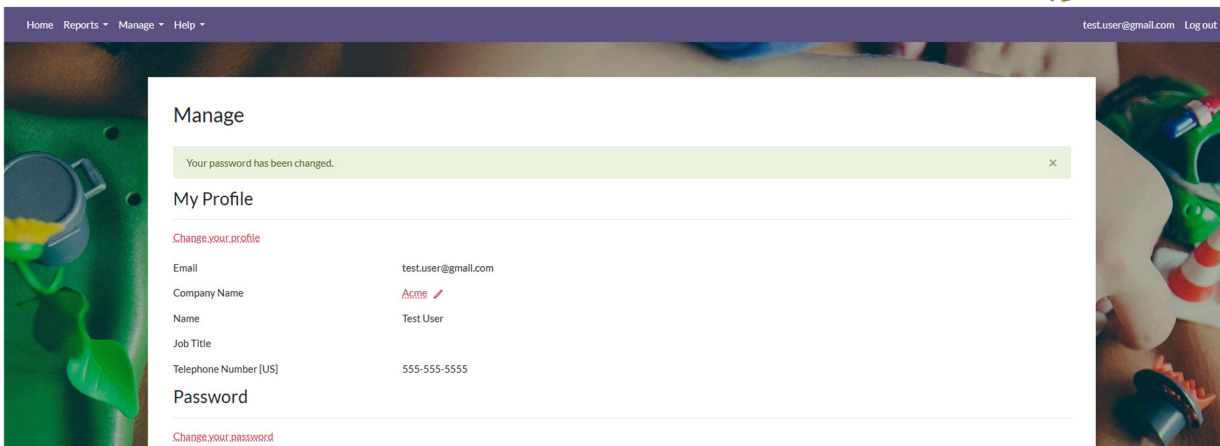
The Current password field is required

New password ⓘ

Confirm new password

Change password

- Enter your current password, new password, and confirm your new password. Your password must be a minimum of 6 characters and include at least one of each of the following: upper case letter, lower case letter, number, and special character. You cannot use the same password more than once. Once you are finished making changes, click the Change password button. Error messages will display directly below any fields that you have not completed, or that have errors. You must resolve all errors before you can change your password. Once you click the Change password button, you will see a confirmation message that your password has been changed.



Manage

Your password has been changed.

My Profile

[Change your profile](#)

Email	test.user@gmail.com
Company Name	Acme ✎
Name	Test User
Job Title	
Telephone Number [US]	555-555-5555

Password

[Change your password](#)

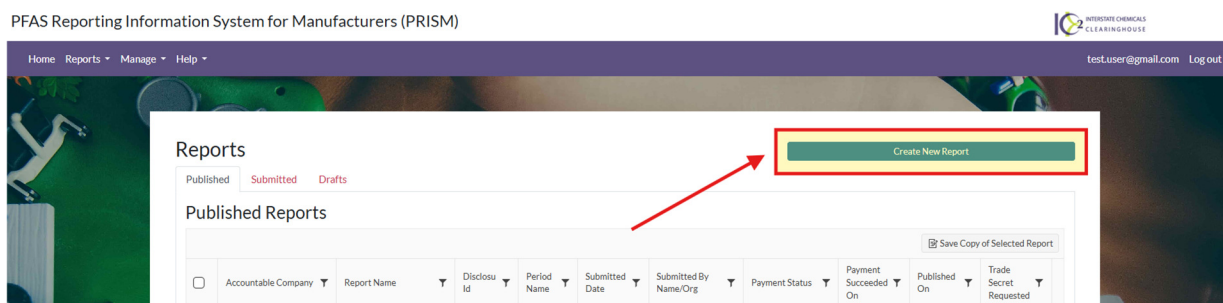
Reports

Reports are due to Minnesota on **July 1st, 2026**. Following the initial report, updates are required when substantial changes are made to the information submitted in the initial report.

Create a Report

To create a report, click Reports from the top navigation and then Create Report from the menu or use this direct link: <https://prism.theic2.org/Reports>.

1. To create a new report, click the Create New Report button.



2. Next, in the pop-up window, select the Reporting Period and Company, and then the Start button. If your company has authority to submit reports on behalf of other companies, then those companies will appear in the Company drop-down. Otherwise, only your company will appear in the drop-down.

Create Report

Select the reporting period and company to create your report.

Minnesota requires annual reporting per calendar year if any significant changes have been made.

Each annual report is due February 1st of the following year. (e.g., for the 2026 reporting period which spans from January 1, 2026 to December 31, 2026 the report is due February 1, 2027.)

Reporting Period

2024

Company

Acme


Start Cancel


3. The resulting page displays a data entry table to enter brand name product model report details.

Home Reports Manage Help testuser@gmail.com Log out

Step 1. Create Report for Minnesota

Acme

Public Contact  Test User (test.user@gmail.com)

Report Name 

Reporting Period X

	A	B	C	D	E	F	G	H	I	J	K	L	
	Brand Name	Product Model	Product Code Type	Other Code Type Name	Product Code	Component	PFAS Identifier Type	Other PFAS Identifier Type Name	PFAS Name	PFAS Function	PFAS Range	Trade Secret	Trade Secret
1													
2													
3													

On this page, the buttons perform the following actions:

- **Cancel** exits to the home page without saving the data and is only active after you create, edit, or delete data on the page.
- **Save & Exit** saves the entered data and returns the user to the home page. Data must be valid to save.
- **Upload** prompts the user to select a file to upload report data (see additional details below).
- **Validate** validates the data entered on the page. If there is data that doesn't follow the validation rule, then a pop-up window will communicate the first row with validation errors. Table cells with validation errors will display with red highlights.
- **Show Validation Rules** opens a browser tab with all the validation rules.
- **Show All Errors** displays information about all the validation errors. Table cells with validation errors will display with red highlights.
- **Save** saves the entered data and stays on the report page. This button is only active after data changes are made to a report.

The report name and reporting period are also editable on this page and save immediately. The [validation rules](#) page provides a detailed description of the rules that the data must follow, including whether the data element (i.e., column in the spreadsheet) is required, and any formatting rules. Many of the data elements include drop-down picklists to improve data accuracy.

4. You may enter brand name product model report details manually or by importing data. To import data, click the Upload button and in the resulting pop-up window, download the template.

PFAS Reporting Information System for Manufacturers (PRISM)

Home Reports Manage Help

testuser@gmail.com Log out

Step 1. Create Report for Minnesota

Acme

Public Contact [①](#) Test User (test.user@gmail.com)

Report Name [①](#) Report for Acme (12/8/2025)

Reporting Period 2024 X

Cancel Save & Exit

Upload Validate Show Validation Rules Show All Errors Save

A1	Brand Name	Product Model	Product Code Type	Other Code Type Name	Product Code	Component	PFAS Identifier Type	Other PFAS Identifier Type Name	PFAS Name	PFAS Function	PFAS Range	Trade Secret	Trade S
1	Brand Name	Product Model	Product Code Type	Other Code Type Name	Product Code	Component	PFAS Identifier Type	Other PFAS Identifier Type Name	PFAS Name	PFAS Function	PFAS Range	Trade Secret	Trade S
2													
3													

Upload Brand Name Product Model Data

Use the template **(.xism)** to upload Brand Name Product Model data.

Upload Type

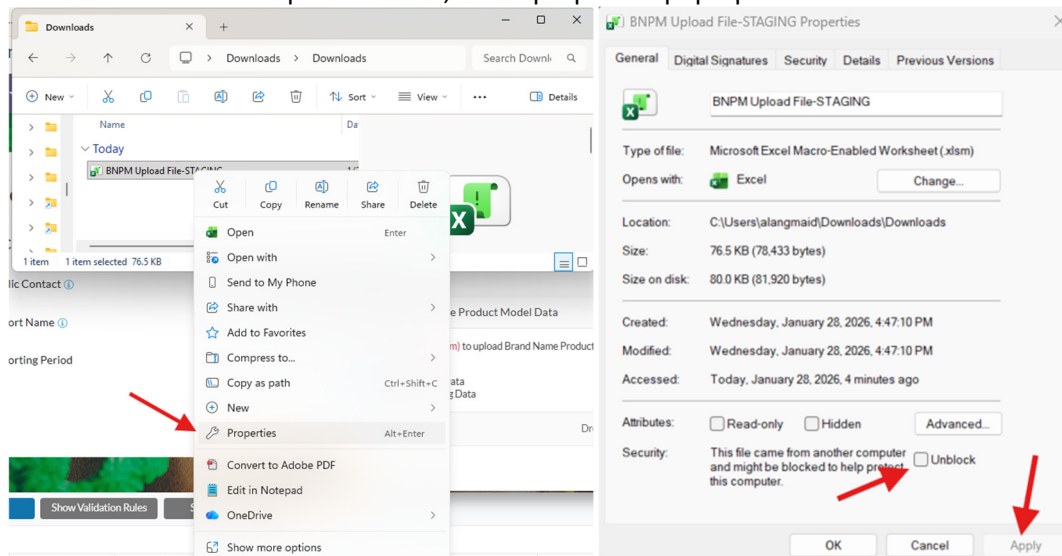
☒ Replace Existing Data

☐ Append To Existing Data

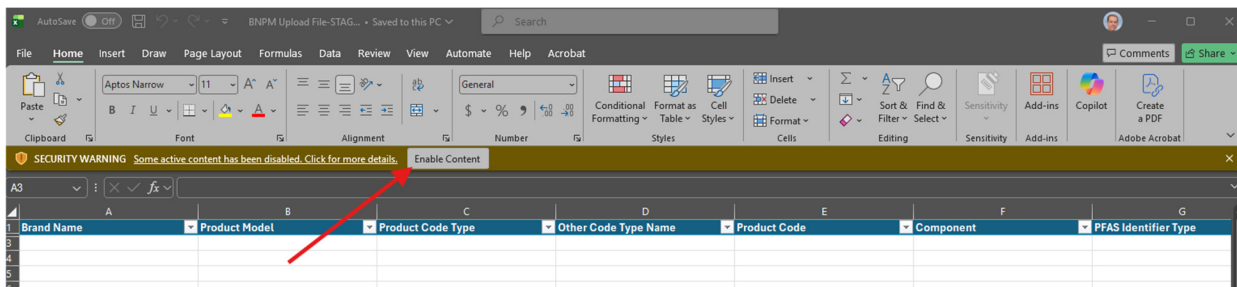
Select files... Drop files here to upload

Close

If you use the Brand Name Product Model Template, after downloading the template, you will need to unblock the file and enable macros before entering data into the template. To unblock the file, right click on the file and click Properties. Then, in the properties pop-up check the box next to "Unblock" and apply.

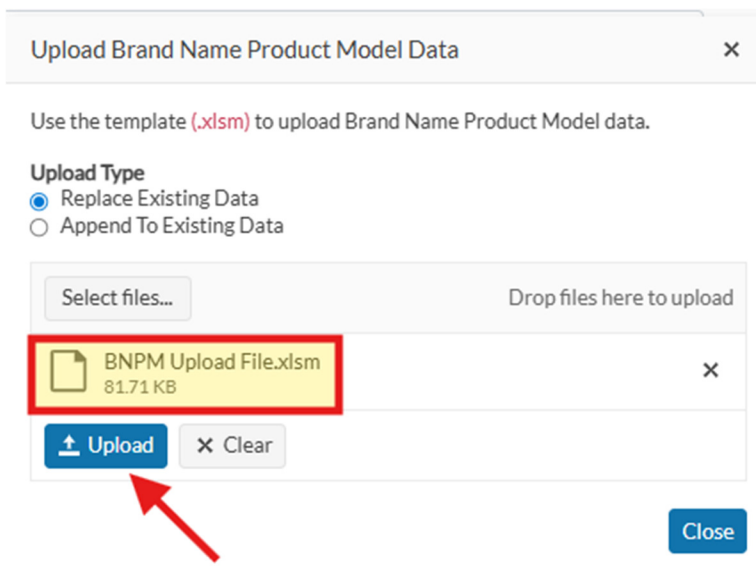


To enable macros, open the file and click the Enable Content button.

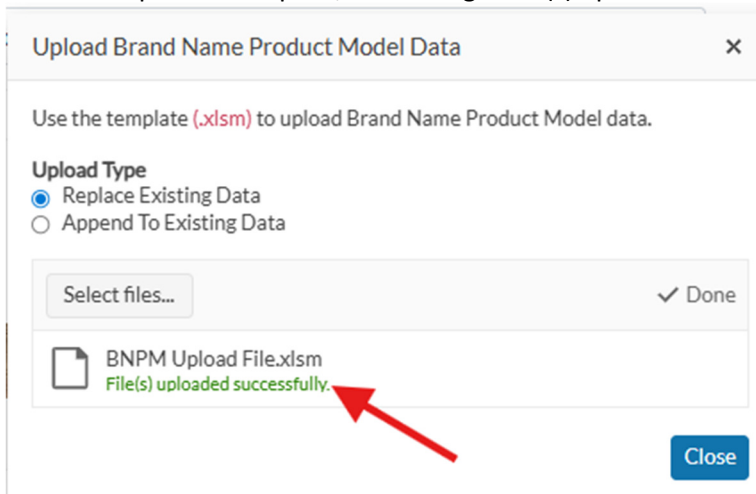


The data entered into the template must follow the [validation rules](#). The template includes picklists to help you follow these rules, and the cell will turn red if the cell contents violate the cell validation rules. You can paste data into the template, but the entered values must correspond to the pick list values. The PFAS (Reference) tab provides a list of valid PFAS and their corresponding CARN, TSCARN and EC codes, where available. If the validation rules are not followed, then the file will not upload.

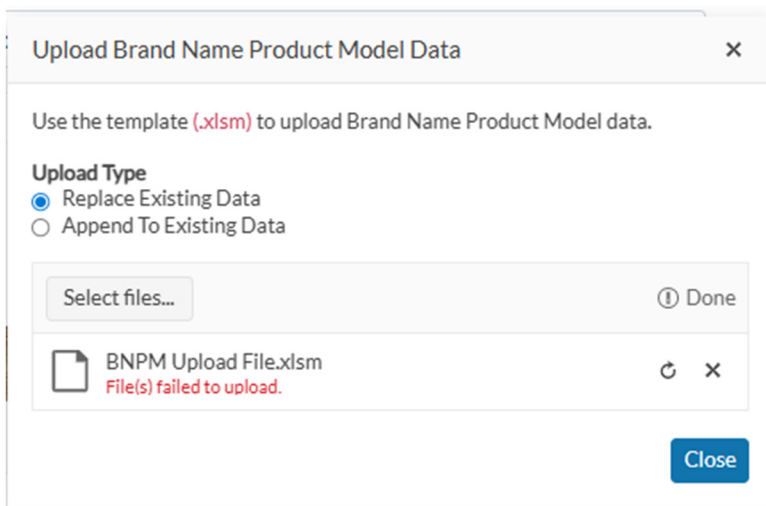
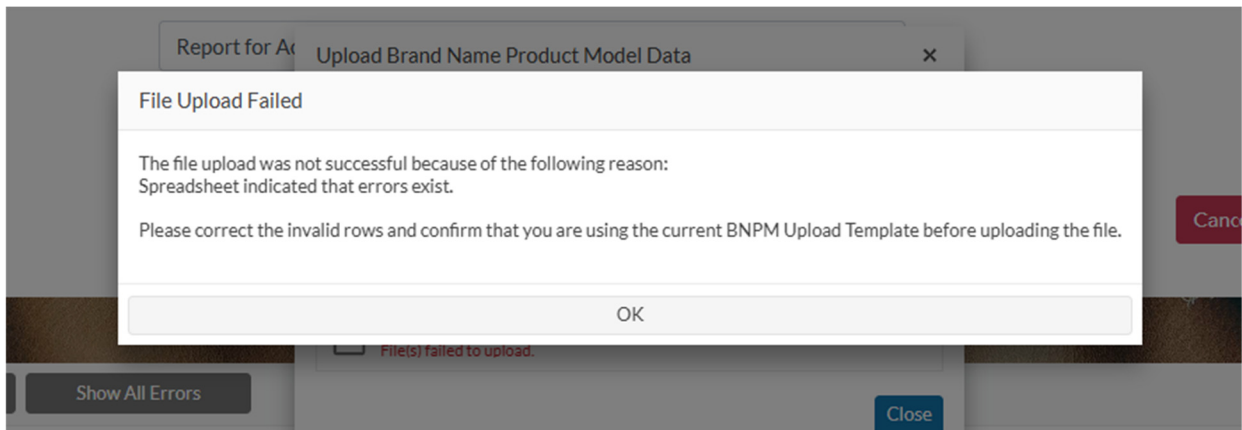
When you are ready to upload an Excel file, click the Select files... button to select the file for upload. The file will appear under the Select files... button. Click the Upload button to upload the file to your report.



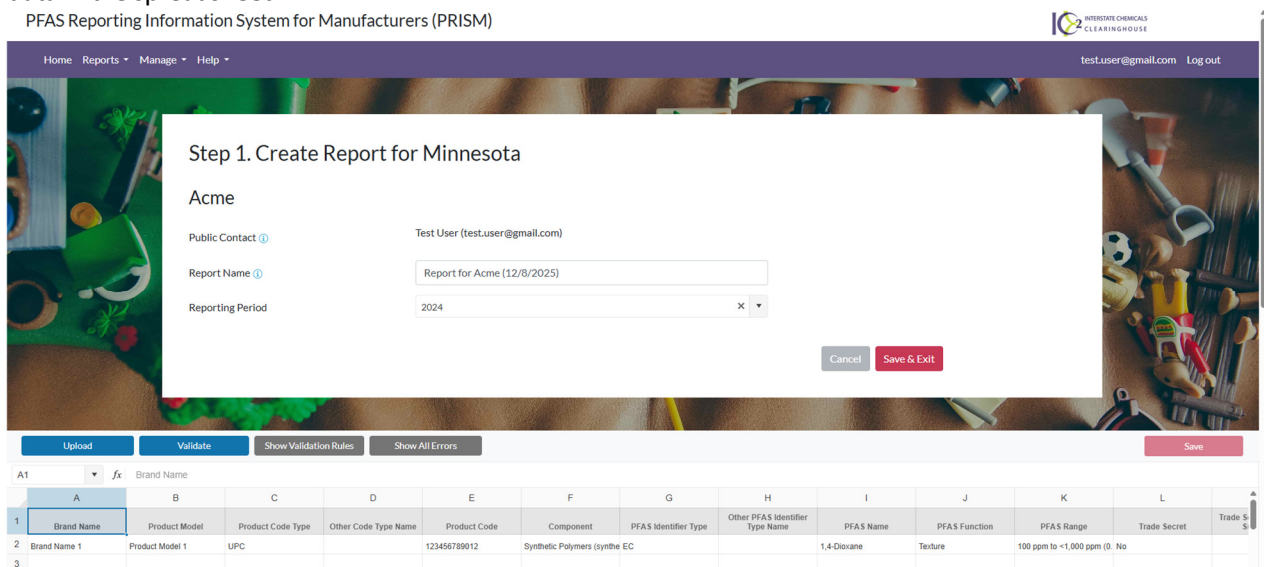
When the upload is complete, the message 'File(s) uploaded successfully' will appear under the file name.



If the file selected for upload does not follow the validation rules, then a pop-up window will display after attempting to upload the file and a second pop-up will include the message 'File(s) failed to upload'.



If the file upload was successful, click the Close button to remove the pop-up window and reveal the uploaded data in the spreadsheet.

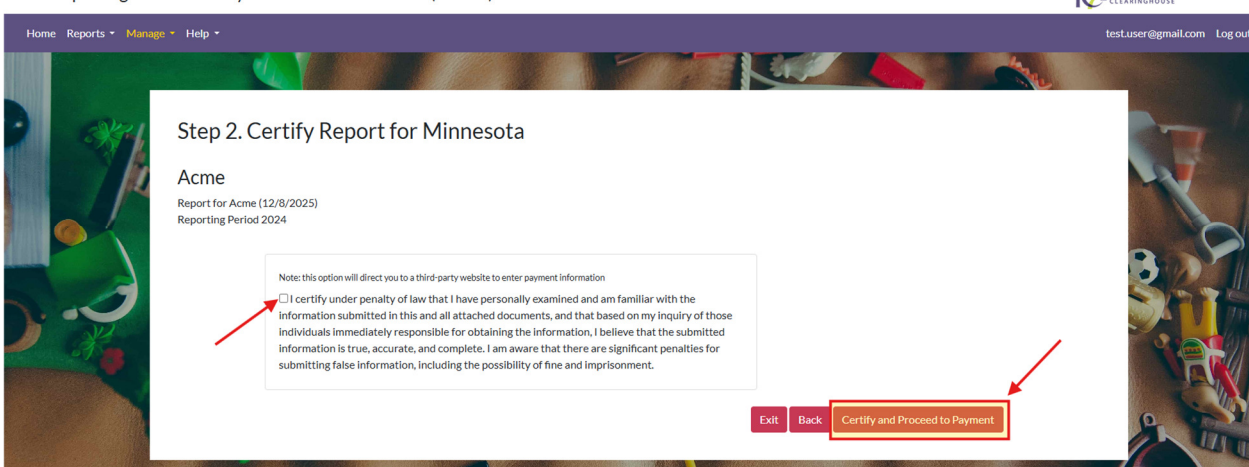


After uploading data, you may continue to add, edit, and delete data. When you are finished editing your report, click the Save & Exit button to save the data and return to the home page.

Certify a Report

After clicking the Proceed to Certification button on the report page you will see the following page.

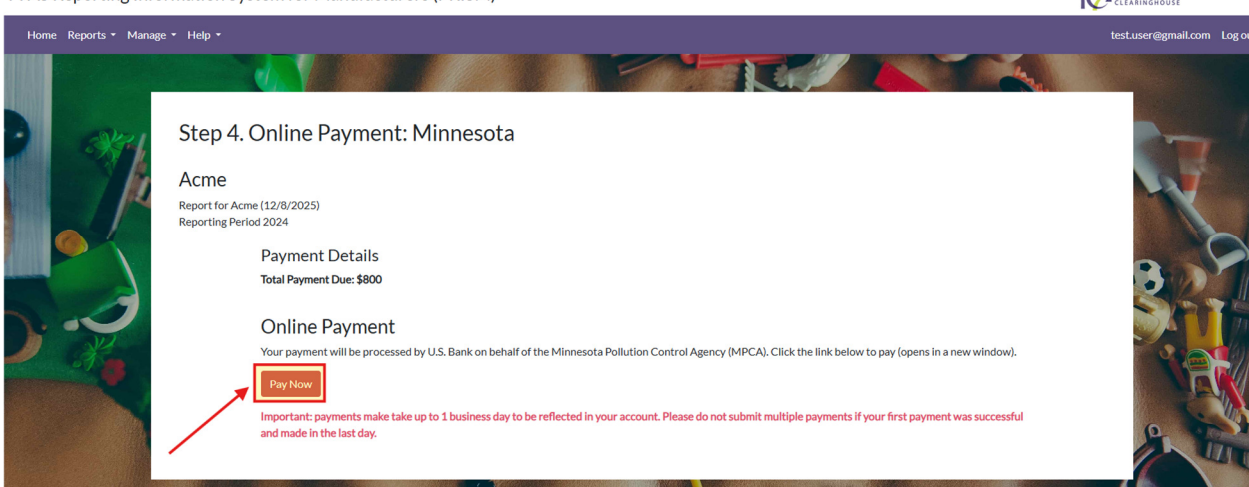
PFAS Reporting Information System for Manufacturers (PRISM)



The screenshot shows the 'Step 2. Certify Report for Minnesota' page in the PRISM system. The page header includes navigation links (Home, Reports, Manage, Help) and user information (testuser@gmail.com, Log out). The main content area displays 'Acme' and 'Report for Acme (12/8/2025)' with a 'Reporting Period 2024'. A note states: 'Note: this option will direct you to a third-party website to enter payment information'. Below this, there is a checkbox labeled 'I certify under penalty of law that I have personally examined and am familiar with the information submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.' A red arrow points to this checkbox. At the bottom right, there are three buttons: 'Exit', 'Back', and 'Certify and Proceed to Payment'. A red arrow points to the 'Certify and Proceed to Payment' button.

To proceed to payment from this page, click the box next to the certification statement and then click the Certify and Proceed to Payment button. You may also click the Exit button to return to the home page, or the Back button to return to the report page.

PFAS Reporting Information System for Manufacturers (PRISM)



The screenshot shows the 'Step 4. Online Payment: Minnesota' page in the PRISM system. The page header is identical to the previous screenshot. The main content area displays 'Acme' and 'Report for Acme (12/8/2025)' with a 'Reporting Period 2024'. Under 'Payment Details', it shows 'Total Payment Due: \$800'. Under 'Online Payment', it states: 'Your payment will be processed by U.S. Bank on behalf of the Minnesota Pollution Control Agency (MPCA). Click the link below to pay (opens in a new window)'. Below this text is a 'Pay Now' button, which is highlighted with a red box and a red arrow. At the bottom, a red note states: 'Important: payments made take up to 1 business day to be reflected in your account. Please do not submit multiple payments if your first payment was successful and made in the last day.'

On the next page, click the Pay Now button. The Pay Now button will open a new browser tab where you can process payment with MPCA's payment processor, U.S. Bank. Enter the Contact Information and Payment Method to complete payment.

Make a Payment

My Payment

PFAS Registration

Amount Due \$800.00

Payment Information

Frequency One Time

Payment Amount \$800.00

Payment Date Pay Now

Contact Information

First Name Test

Last Name User

Company (Optional) Acme

Address 1 1 Main St

Address 2 (Optional)

City/Town Anytown

State/Province/Region Minnesota

Zip/Postal Code 12345

Country US

Phone Number 5555555555

Email Address test.user@gmail.com

Payment Method

Payment Method Credit/Debit Card

Card Number 4111111111111111



Expiration Date 03 2028

Card Security Code 111

Card Billing Address ☒ Use my contact information address
☐ Use a different address

A service fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

[Continue](#) [Cancel](#)

powered by
usbank

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

Next, click the Confirm button to confirm payment.

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description Pollution Control Agency
PFAS Registration
<http://www.pca.state.mn.us/>
Payment Amount \$800.00
Service Fee \$17.20
Total Amount \$817.20
Payment Date 12/08/2025

Payment Method

Payer Name Test User
Card Number *1111
Expiration Date Mar-2028
Card Type Visa
Confirmation Email test.user@gmail.com

Billing Address

Address 1 1 Main St
City/Town Anytown
State/Province/Region Minnesota
Zip/Postal Code 12345
Country United States

Contact Information

First Name Test
Last Name User
Company Acme
Address 1 1 Main St
City/Town Anytown
State/Province/Region Minnesota
Zip/Postal Code 12345
Country United States
Phone Number 5555555555
Email Address test.user@gmail.com

A service fee will be charged for this transaction. The fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

[Confirm](#) [Back](#)

After clicking the Confirm button, a confirmation page will be displayed.

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **X15X15000001646**

Payment Details

Description Pollution Control Agency
PFAS Registration
<http://www.pca.state.mn.us/>
Payment Amount \$800.00
Service Fee \$17.20
Total Amount \$817.20
Payment Date 01/28/2026
Status PROCESSED

Payment Method

Payer Name Test User
Card Number *1111
Card Type Visa
Confirmation Email test.user@gmail.com

Billing Address

Address 1 1 Main St
City/Town Anytown
State/Province/Region Minnesota
Zip/Postal Code 12345
Country United States



[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

Close the window or click the Exit button at the top right of the window to return to the PRISM application.

Submitted Reports

To access submitted reports, click Reports from the top navigation and select My Reports from the menu. Then, click on the Submitted tab.

The screenshot shows the 'Reports' section of the PRISM interface. The 'Submitted' tab is selected, displaying a table of submitted reports. The table has columns for Accountable Company, Report Name, Disclose Id, Period Name, Submit Date, Submitted By Name/Org, Payment Status, Payment Succeeded On, Trade Secret Requester, and Edit In Progress. A 'Create New Report' button is visible in the top right.

Accountable Company	Report Name	Disclose Id	Period Name	Submit Date	Submitted By Name/Org	Payment Status	Payment Succeeded On	Trade Secret Requester	Edit In Progress
Active Org	Report for Active Org (9/10/2025)	MIN-YPKAQ3	2024	9/10/2025 8:40 PM	First Reporter (reporter@erg.co... (Active Org))	Not Needed		No	No
Active Org	Report for Active Org (9/10/2025)	MIN-GG3IV92	2022	9/10/2025 1:40 PM	First Reporter (reporter@erg.co... (Active Org))	Not Needed		No	No
Alphone Corporation	Report for Alphone Corporation (9/9/2025)	MIN-C4B11M	2022	9/9/2025 2:36 PM	First Reporter (reporter@erg.co... (Active Org))	Complete	9/12/2025 4:32 PM	No	No
Active Org	Report for Active Org (5/28/2025)	MIN-WO9GN...	2024	9/5/2025 2:28 PM	First Reporter (reporter@erg.co... (Active Org))	Not Needed		No	No

On the Submitted tab are all the submitted reports from companies for which you have authority to submit. Click a report name to view the report.

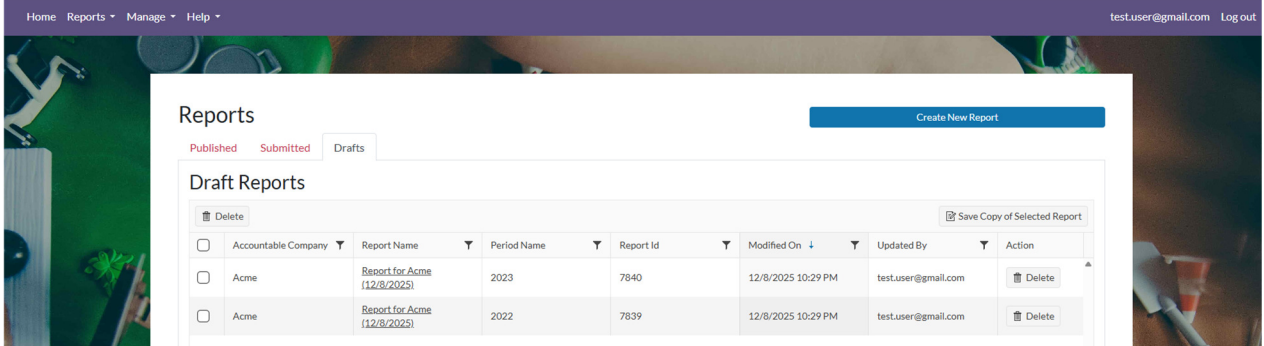
To save a copy of a submitted report, first select the report and then click the Save Copy of Selected Report button. In the pop-up box, enter the Reporting Period and Company using the drop-down lists and click the Start button.

The screenshot shows the 'Reports' section with the 'Submitted' tab selected. A 'Copy Report' pop-up dialog is open, prompting the user to select a reporting period and company. The dialog has fields for State (Minnesota (MN)), Reporting Period (2022 due 12/31/2022), and Company (Active Org). A red box highlights the 'Save Copy of Selected Report' button in the background.

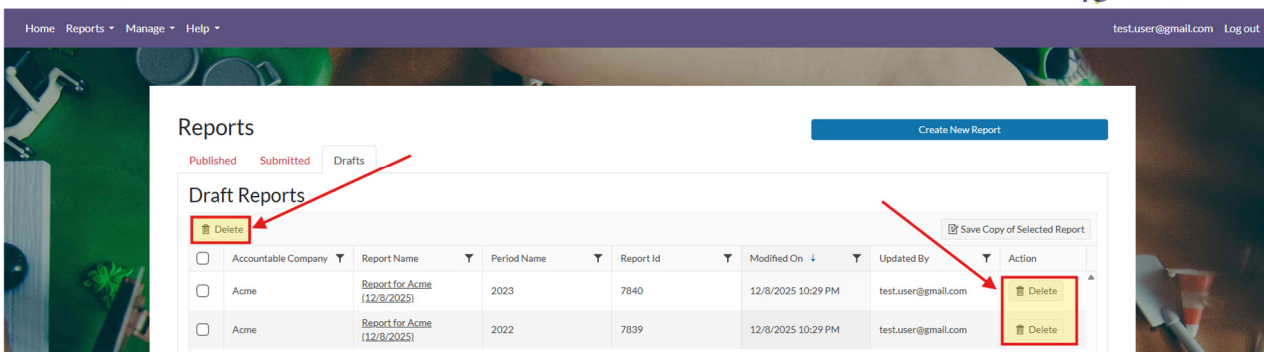
After you click the Create Copy button, the copy of the report will open, and you can edit, add, and delete data in the report.

Draft Reports

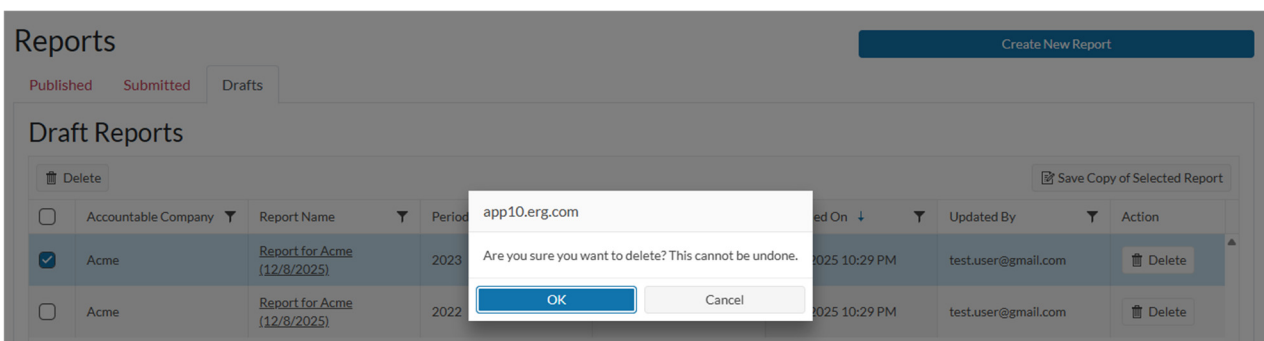
To access draft reports, click Reports from the top navigation and select My Reports from the menu. Then, click on the Drafts tab.



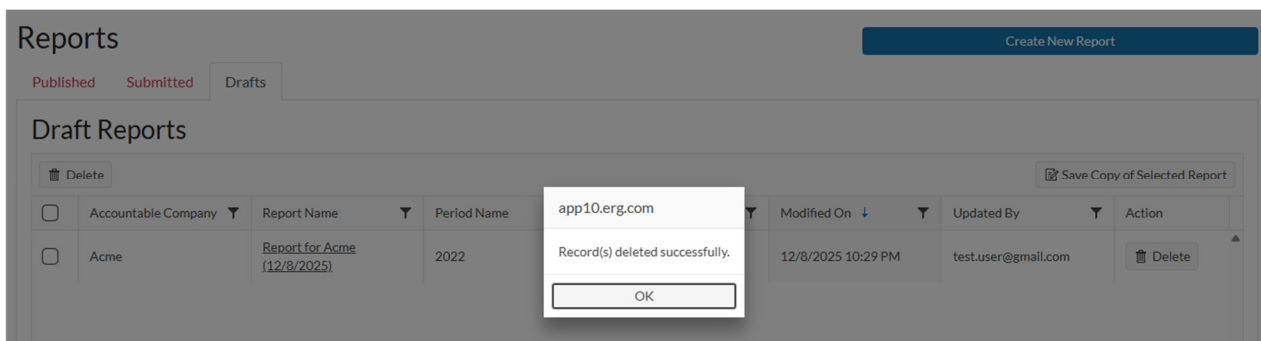
On the Drafts tab are all saved draft reports. Click a report name to edit the report. Delete reports using the Delete buttons. You can delete drafts one by one using the Delete buttons in the table rows or select to delete one or more reports using the checkboxes in the leftmost table column and click the Delete button at the top of the table.



After clicking the Delete button, you will see a message to confirm that you want to delete the report. Click the OK button to delete the record. If you do not want to delete the record, click the Cancel button.



After clicking the OK button, you will see a confirmation message that your records have been deleted successfully. The records are no longer visible in your inventory.

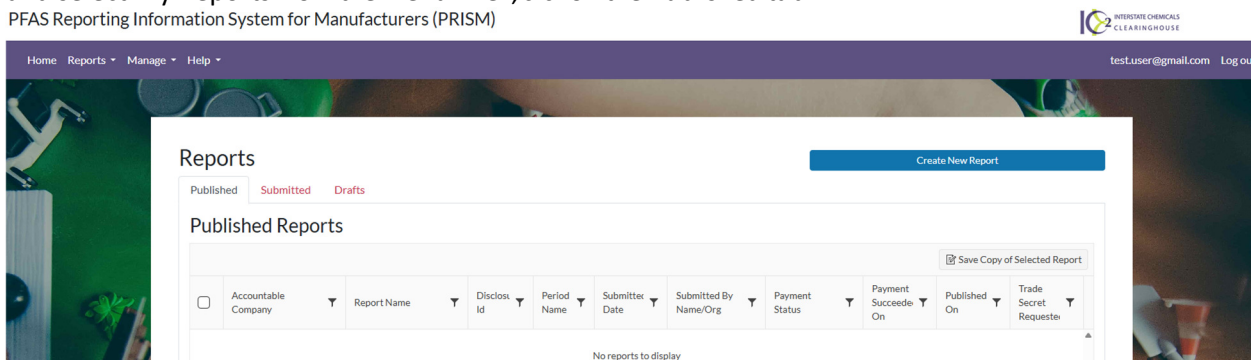


You may also save a copy of a draft report in the same way you save a copy of a submitted report. Go to [Submitted Reports](#) for details. After you click the Create Copy button, the copy of the report will open, and you can edit, add, and delete data in the report

Published Reports

To access published reports (i.e., reports that are publicly available), click Reports from the top navigation and select My Reports from the menu. Then, click on the Published tab.

PFAS Reporting Information System for Manufacturers (PRISM)



On the Published tab are all your published reports (i.e., reports that have been published and are available on the public search (<https://prims.theic2.org/Search>)). Click a report name to access a read-only version of the report. You may copy submitted reports the same way you copy draft reports. Go to [Draft Reports](#) for details.