

# Self Report

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A report by a Registered Entity stating that the Registered Entity believes it has, or may have, violated a Reliability Standard.

## How do I create, view and submit a Self-Report form?

1. Log onto the CDAA at <https://cdaa.npcc.org>
2. Select **Self-Reports**
3. Click **Add New Self-Report**
  - This creates a new Self-Report form
  - **NOTE:** If you have access to multiple Registered Entities, you must first select the appropriate Entity from the dropdown menu at the top right of the screen and click "Change Entity"
4. Provide the requested information
5. Click **Save** at any time to save your progress
6. When you are ready to submit to NPCC, click **Submit**
7. To view in-progress Self-Report forms, select **Self-Reports** and click **Search Self-Reports**
  - This page will allow you to search by Standard Family, Requirement, Submittal Status, Sub-requirements and Functions
8. To view historical Self-Report forms that have been previously submitted to NPCC, select **Self-Reports** and click **Search Historical Forms**
  - This page will allow you to search by Standard Family, Requirement, Sub-requirement, Submittal Status, Functions and Date Submitted