U.S. Environmental Protection Agency

Central Data Exchange

eTSCA Registration Guide

Version 2.1
December 7, 2009

Table of Contents

List of Exhibits

Revision Log

Date	Version No.	Description	Author	Reviewer	Review Date
11/20/09	2.0	Updated to reflect Web Start changes	L. Kramer	V. Tran-Lam	11/15/09
11/23/09	2.1	Added "For Existing Users" section	L. Kramer	V. Tran-Lam	11/30/09

1 Introduction

1.1 Document Purpose

This document presents the user guide for the U.S. Environmental Protection Agency's (EPA's) Office of Prevention, Pesticides, and Toxic Substances (OPPTS) / Office of Pollution Prevention and Toxics (OPPT), and Central Data Exchange (CDX) Electronic Toxic Substances Control Act (eTSCA) Submissions data flow that provides service for 30 different types of Toxic Substances Control Act (TSCA) submissions through EPA's CDX system.

1.2 Background

The purpose of this system is to provide secure electronic submission and receipt of eTSCA submissions. Industries can submit the encrypted and signed data through CDX to the OPPT environment in the Enterprise Content Management System (ECMS). OPPT analysts obtain the data from ECMS and use it in a workflow process.

The eTSCA application facilitates the receipt and storage of eTSCA-related submissions into the ECMS.

1.3 Scope

The eTSCA CDX Registration User Guide provides the user with the information that he/she needs to know about registration for CDX under the TSCA program.

2 CDX Web Registration

The following section describes CDX Web registration process for an eTSCA submitter. All CDX Web users enter the system through the CDX Web Home page located at http://cdx.epa.gov as seen in Exhibit 2-1.

Exhibit 2-1 CDX Web Home Page

New users will choose the first option titled "If you are new to CDX and wish to register, please click here" to launch the registration wizard. A warning notice will be displayed as seen in Exhibit 2-2.

Exhibit 2-2 CDX Web Warning Notice and Privacy Statement

The "Click here to continue" link will continue the registration process, leading to the Terms & Conditions page as seen in Exhibit 2-3.

Exhibit 2-3 CDX Terms & Conditions Agreement Form

Users can accept the terms and conditions by clicking the "I Accept" button or cancel the registration by clicking the "I Decline" button. Once the user has accepted the registration agreement, he or she will be redirected to the personal information form as seen in Exhibit 2-4.

Exhibit 2-4 CDX Registration: User Information

After choosing a user name, password, and secret question, the user will be asked for his or her organization information (Exhibit 2-5).

Exhibit 2-5 CDX Registration: Organization Information

The user will have to provide his or her organization name, address, e-mail address, and phone number. It is important that the user carefully note the input for the "Organization Name" field, as he or she will be prompted for this information during the eTSCA submission process and will need to provide an exact match for authentication.

Clicking the "Next" button will lead to the "Add Program" page. On this page the user will choose the "TSCA" dataflow as seen in Exhibit 2-6.

Exhibit 2-6 CDX Registration: Add Program

After adding the "TSCA" program to the new account, the user will be asked to specify his or her Program ID Type as "Authorized Official" or "Support Registrant" as seen in Exhibit 2-7.

Exhibit 2-7 Add Program ID

At this point, users registering as an Authorized Official will receive an e-mail confirming registration request, as seen in Exhibit 2-8 below.

Exhibit 2-8 CDX Registration Confirmation Request E-mail (Authorized Official)
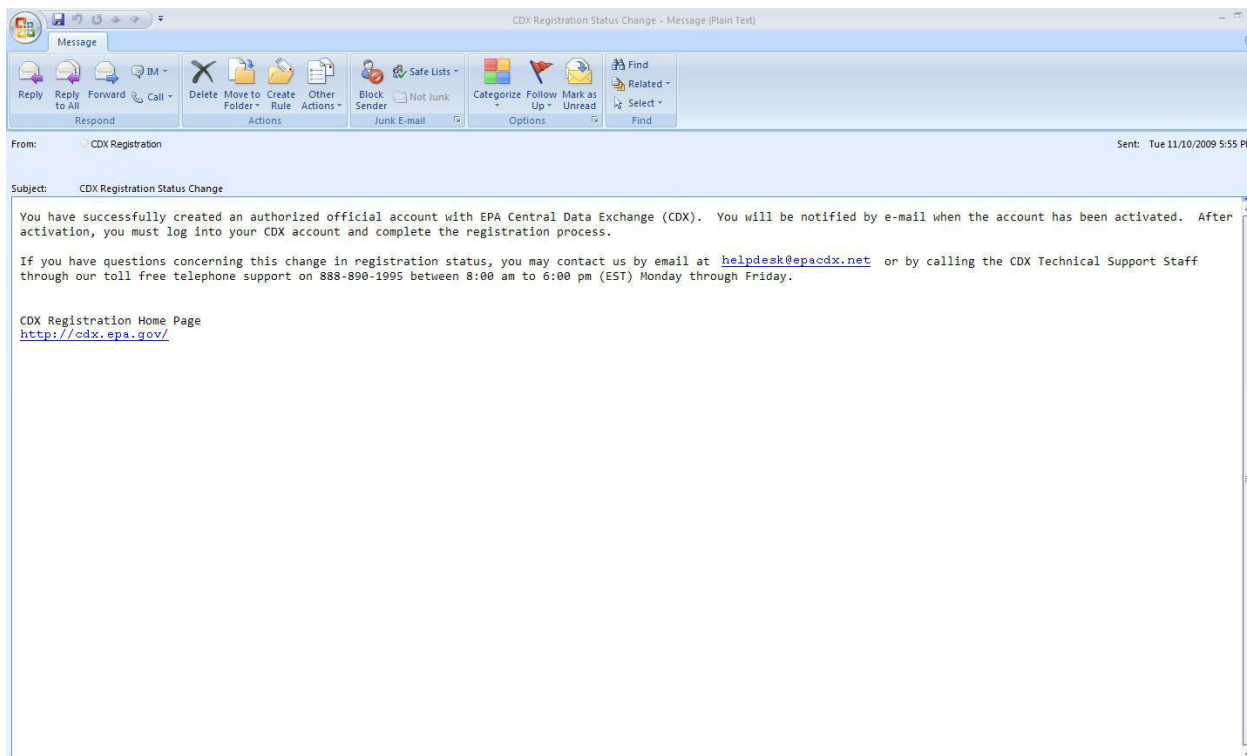
Users registering as a Support Registrant will be asked to specify their Authorized Official's User ID. This can be seen on the eTSCA Support Registrant page illustrated in Exhibit 2-9.

Exhibit 2-9 eTSCA Support Registrant Page

Once the authorized official is specified, the user is then prompted to select the Authorized Official's organization with which they'll be associated, as seen in Exhibit 2-10.

Exhibit 2-10 eTSCA Support Registrant Page – Select Organization

At this point, users registering as a Support Registrant will receive an e-mail confirming registration request, as seen in Exhibit 2-11.

Exhibit 2-11 CDX Registration Confirmation Request E-mail (Support Registrant)
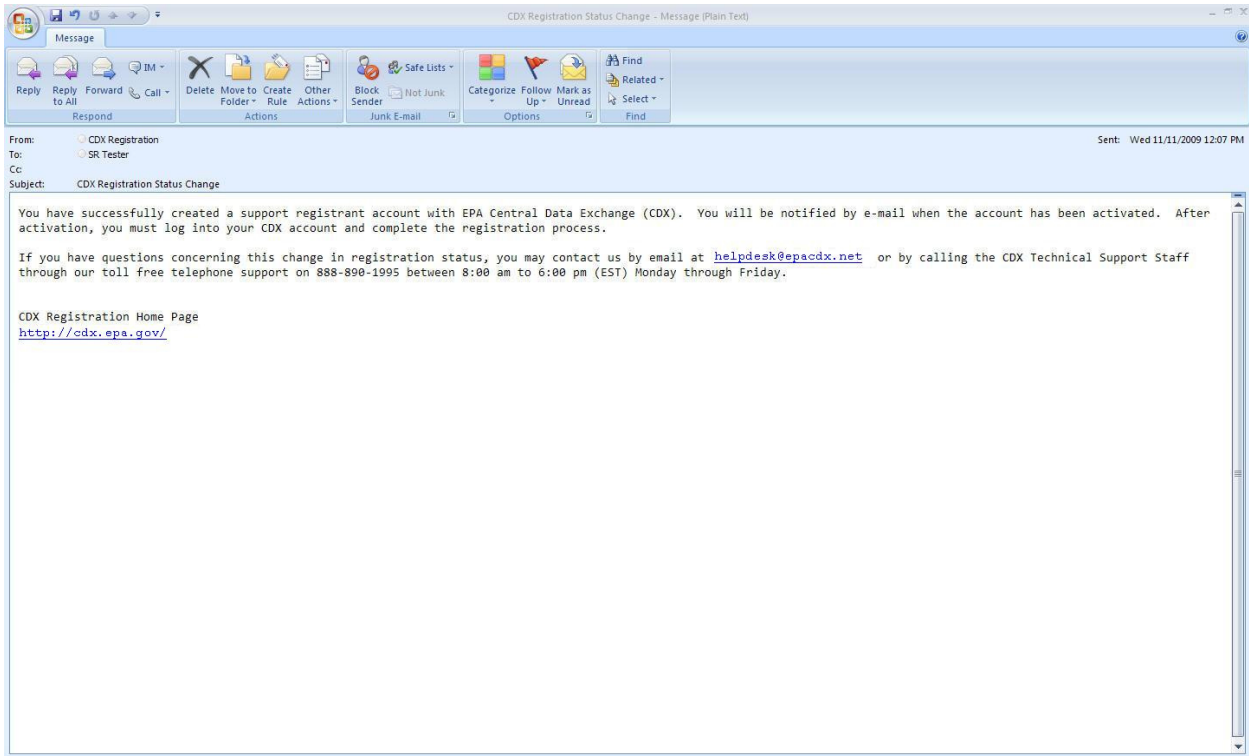
Users who have not previously provided an electronic signature agreement (ESA) for eTSCA will be prompted to print, sign, and mail an ESA to the EPA (as seen in Exhibit 2-12). A copy of the ESA form will be saved in the user's MyCDX Inbox for future reference and reprinting, if needed.

Exhibit 2-12 CROMERR ESA Page

Clicking the "Create ESA & Continue" button will allow the user to proceed with the Electronic Signature Agreement (ESA) generation process. The resulting agreement form is shown in Exhibit 2-13. The user will be asked to print the resulted ESA as part of the ESA procedure.

Exhibit 2-13 Electronic Signature Agreement Form

U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as an employee of:

Electronic Signature Holder Company Information

Company Name:	CGI Federal
Address:	12601 Fair Lakes Circle
City, State, Zip:	Fairfax, VA 22033
Province:	
Country:	US
Phone Number:	7032276000
E-mail Address:	tester@org.com
Registrant's Name:	Mr. SR Tester
CDX User Name:	SRTESTER1

I, _____ ,
(Name of Electronic Signature Holder)

(1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login;

(2) Agree to contact the U.S. EPA CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised;

(3) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified;

(4) Understand that CDX reports the last date my user identification and password were used immediately after successfully logging into CDX;

(5) Agree that I will review the contents of all electronic submissions prior to submission;

(6) Understand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand-written signature;

(7) Understand that whenever I electronically sign and submit an electronic document to the CDX, I will receive an e-mail at my registered e-mail address; This e-mail will inform me that a submission has been made to CDX from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR);

(8) Agree that if I receive an e-mail notification for a submission that I do not believe that I submitted, I will notify the CDX Help Desk as soon as possible, but no later than 24 hours, after receipt;

(9) Agree to contact the CDX Help Desk if I do not receive an e-mail notification within 5 business days for any electronically signed submission using my credentials;

(10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between an electronic document I have signed and submitted and what the CDX has received from me by contacting the CDX Help Desk;

(11) Agree to notify the EPA if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting the CDX Help Desk as soon as this change in relationship occurs and to sign a surrender certification at that time; and,

(12) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

Name of electronic signature holder: Mr. SR Tester

Signature of electronic signature holder: _____

Date: _____

NOTARY PUBLIC:

Please click PRINT & CLOSE to get a hard copy of this agreement.

[PRINT & CLOSE]

Once the user has printed and exited the form, he or she will be brought to the screen seen in Exhibit 2-14.

Exhibit 2-14 eTSCA Verification Form Page

The user will be asked to print, sign, and mail a verification form (Exhibit 2-15 and Exhibit 2-16) accessed by clicking the "Create Form & Continue" button. Like the ESA, the verification form will be saved to the user's MyCDX Inbox for future reference.

Exhibit 2-15 eTSCA Verification Form for an Authorized Official

VERIFICATION OF COMPANY AUTHORIZING OFFICIAL

I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of the anticipated facts regarding the chemical substance(s) described therein. Any knowing and willful misrepresentation is subject to criminal penalty pursuant to 18USC 1001.

Authorized Official Signature

I am BOTH the company authorizing official and the electronic signature holder in U.S. EPA's CDX, and verify that I am authorized to submit any document on the company's behalf.	
CDX User ID:	AOTESTER
Name of Authorized Official:	Mr. AO Tester
Company Name:	Org3
Address:	345 Street Rd
City, State, Zip:	Washington, DC 20460
Province: (for non-domestic Letter of Support officials)	
Country: (for non-domestic Letter of Support officials)	
Signature	Date

PLEASE SEND THIS DOCUMENT AS SOON AS POSSIBLE TO:

By U.S. Postal Service:

PMN CDX Registration Coordinator (7407M)
U.S. Environmental Protection Agency
Office of Pollution Prevention and Toxics
Ariel Rios Building
1200 Pennsylvania Ave, NW
Washington, DC 20460

By Hand Delivery or Courier:

PMN CDX Registration
Coordinator
U.S. EPA- OPPT/CBIC
EPA East Building, Room 6428
1201 Constitution Ave, NW
Washington, DC 20004-3302
202-564-8930; 202-564-8940

Please click PRINT & CLOSE to get a hard copy of this agreement.

PRINT & CLOSE

Exhibit 2-16 eTSCA Verification Form for a Support Registrant

AUTHORIZATION AND VERIFICATION FOR SECTION 5 NOTICE
SUPPORT SUBMITTER
BY COMPANY AUTHORIZING OFFICIAL

Authorized Official Signature

I am an authorizing official and an electronic signature holder in U.S. EPA's CDX for the organization listed below, and verify that the person identified as the electronic signature holder below is authorized to submit **only** supplemental PMN documents (i.e., all support documents except for a Letter of Support) on behalf of my organization.

CDX User ID:	AOTESTER
Name of Authorized Official:	Mr. AO Tester
Company Name:	AO Testing, Inc.
Address:	123 Street Rd.
City, State, Zip:	Fairfax, VA 22033
Signature	Date

Electronic Signature Holder for Submission of Supplemental Information

I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of the anticipated facts regarding the chemical substance(s) described therein. Any knowing and willful misrepresentation is subject to criminal penalty pursuant to 18USC 1001.
I also acknowledge that I am authorized to submit **only** supplemental PMN documents (i.e., all support documents except for a Letter of Support) on behalf of the organization listed above.

CDX User ID:	SRTESTER1		
Name of Electronic Signature Holder:	Mr. SR Tester		
Company Name:	CGI Federal		
Address:	12601 Fair Lakes Circle		
City, State, Zip:	Fairfax, VA 22033		
Country:		Province:	
Signature		Date	

PLEASE SEND THIS DOCUMENT AS SOON AS POSSIBLE TO:

By U.S. Postal Service:

PMN CDX Registration Coordinator (7407M)
U.S. Environmental Protection Agency
Office of Pollution Prevention and Toxics
Ariel Rios Building
1200 Pennsylvania Ave, NW
Washington, DC 20460

By Hand Delivery or Courier:

PMN CDX Registration Coordinator
U.S. EPA- OPPT/CBIC
EPA East Building, Room 6428
1201 Constitution Ave, NW
Washington, DC 20004-3302
202-564-8930; 202-564-8940

Please click PRINT & CLOSE to get a hard copy of this agreement.

PRINT & CLOSE

When the form is closed, a confirmation page is displayed, as seen in Exhibit 2-16.

Exhibit 2-17 Registration Complete

The user will receive an automated e-mail confirmation of successful registration Exhibit 2-17.

Exhibit 2-18 Welcome to EPA CDX E-mail

The user's ESA and verification forms will be reviewed by the eTSCA approver. If the user credentials are confirmed, the user will be notified via e-mail Exhibit 2-18 that his or her account

has been activated. Once this e-mail is received, the user will be able to log into CDX. This completes the initial user registration process.

Exhibit 2-19 Registration Approval E-mail
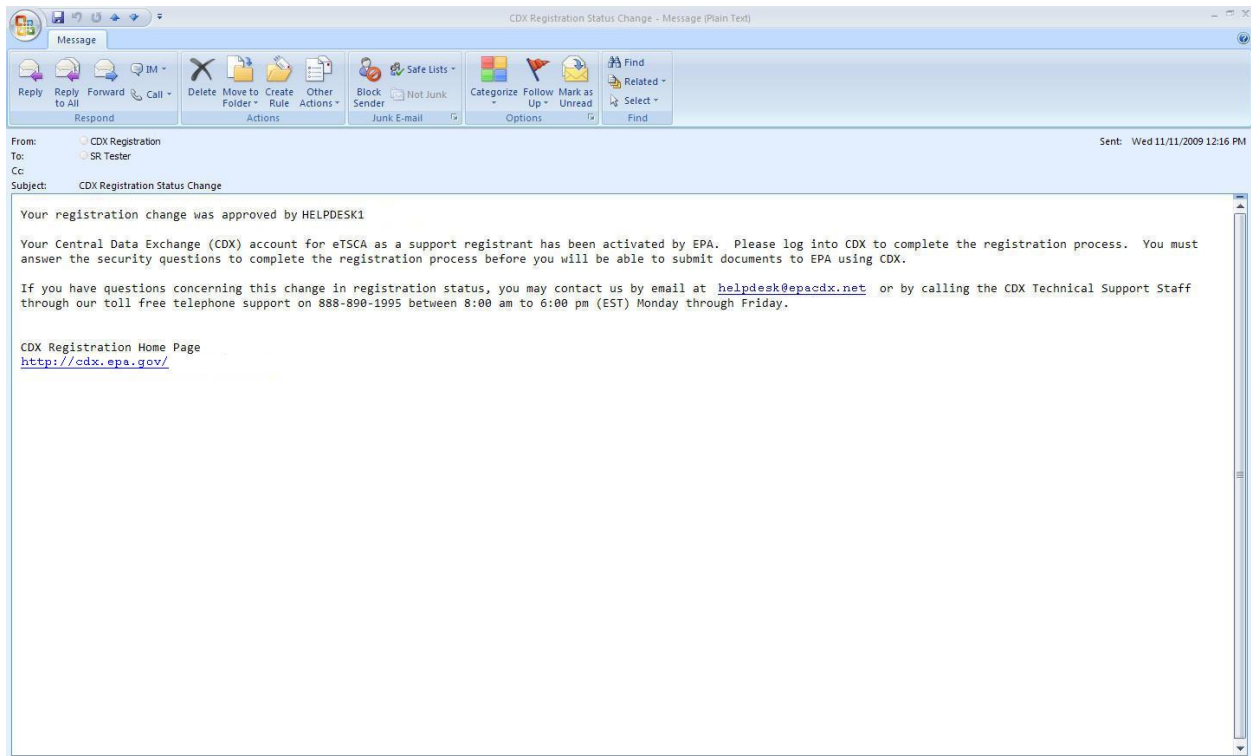
3   Logging In

User will navigate to the CDX homepage and Registration Warning Notice located at http://cdx.epa.gov as seen in Exhibit 2-2 above. User will follow the login process by clicking the "Click here to Continue" link.

Exhibit 3-1 shows the CDX homepage for new and current users. To log in, current users will follow the "click here" link illustrated below.

Exhibit 3-1 CDX Homepage
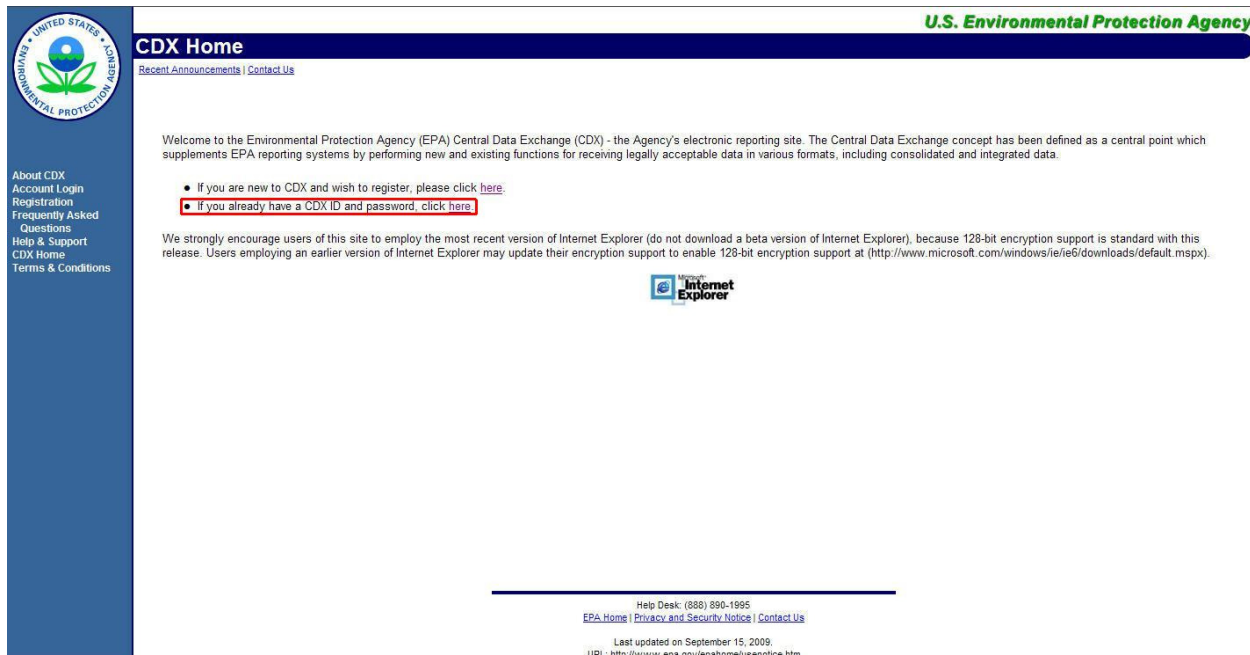
This will navigate users to the login screen (Exhibit 3-2). Users will log in using the CDX credentials established during CDX Registration. For issues regarding a forgotten password, please refer to the "Reset Password" portion of this guide (Section 4).

Exhibit 3-2 CDX Homepage Login

To satisfy the 20-5-1 CROMERR requirement, users will be asked to establish a set of security questions at the point of initial login. The user will select five (5) security questions from a list of twenty (20) and provide answers to those five questions (Exhibit 3-2). For security purposes, each time the user logs in to CDX Web through the eTSCA tool thereafter, one (1) of the chosen questions will be used to confirm the identity of the submitter.

Exhibit 3-3 20-5-1 CROMERR Questions Page

After clicking the "Save Answers" button, a confirmation page will be displayed to the user (Exhibit 3-3). As stated on the webpage screen, the user will receive an e-mail confirmation as well that his or her security questions and answers have been established (Exhibit 3-4).

Exhibit 3-4 20-5-1 Confirmation Page

Exhibit 3-5 20-5-1 Confirmation E-mail

Clicking the "Continue" button on the "20-5-1 Confirmation" page will bring the user to his or her "MyCDX" page. After the account has been activated, a "TSCA" program link will appear on the CDX Web home page as seen in Exhibit 3-5.

Exhibit 3-6 TSCA Program Link on Authorized Official MyCDX Page

The Authorized Official users are shown a link for "Client download and View Support Registrants," while Support Registrant users are simply provided a link to download the client (Exhibit 3-6).

Exhibit 3-7 TSCA Program Link on Support Registrant MyCDX Page

4   Reset Password

In the event that a user forgets his or her password, a "Forgot Password?" link is provided (Exhibit 4-1).
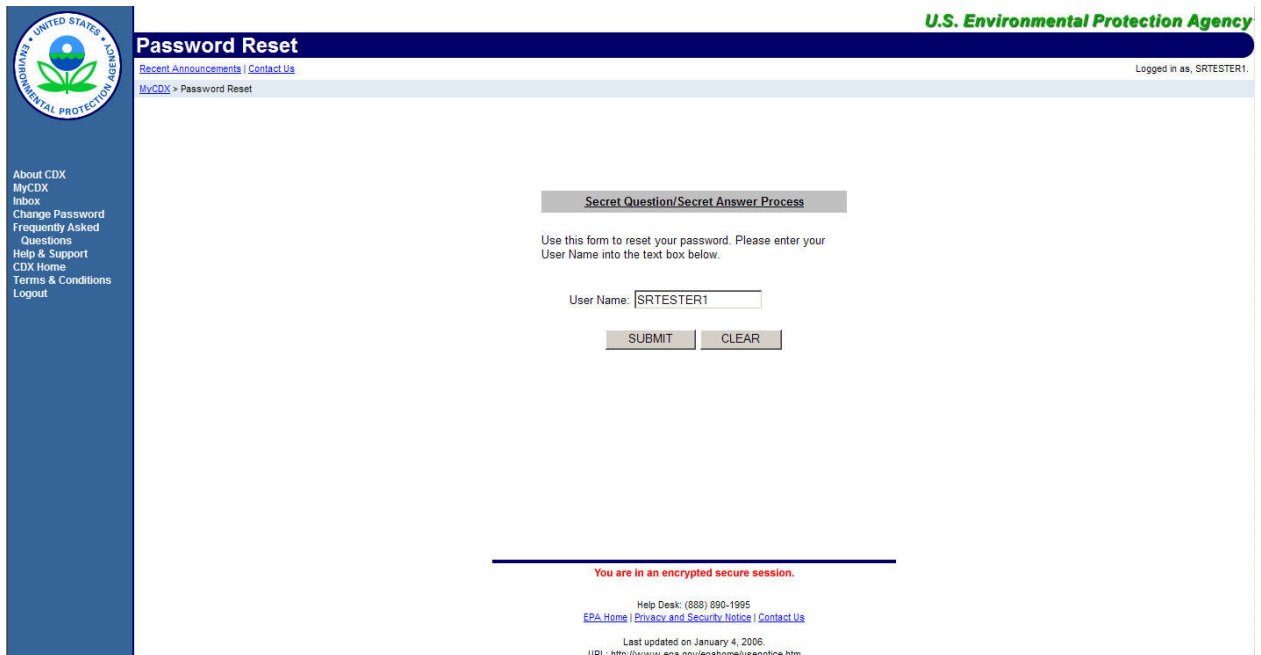
Exhibit 4-1 Login Page/Forgot Password Link

The "Forgot Password?" link directs users to the "Password Reset" page (Exhibit 4-2) where the user is asked to enter his or her username.

Exhibit 4-2 Password Reset Page

At this point, the user will be prompted to provide an answer to the security question previously set during the registration process. This can be seen in Exhibit 4-3 below.

Exhibit 4-3 Password Reset Page

After the user hits "submit" to confirm his or her password reset request, the screen illustrated in Exhibit 4-4 will appear providing a temporary password, as well as an e-mail confirmation as seen in Exhibit 4-5. It is imperative that users take note of the temporary password provided on screen at the time of request, as this information is not contained in the automated e-mail.

Exhibit 4-4 Password Reset/Temporary Password

Exhibit 4-5 Password Reset Confirmation E-mail
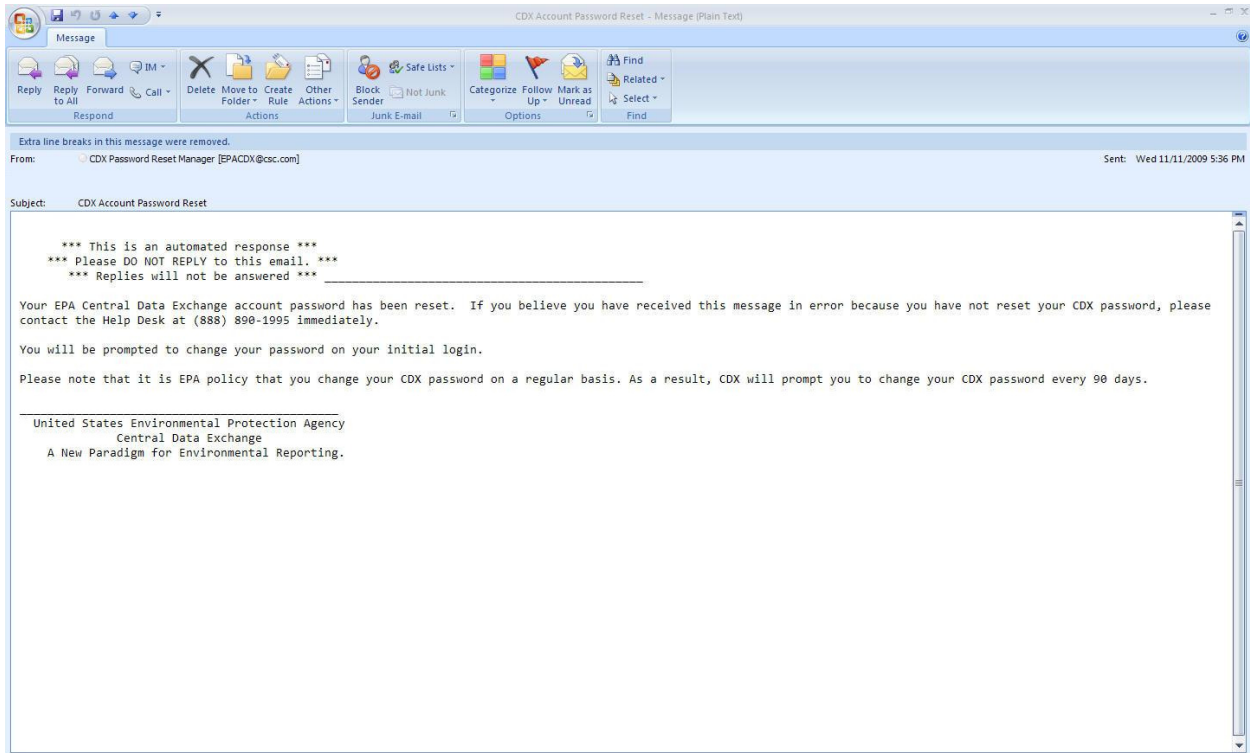
The use will now attempt to log in with the temporary password provided. If done correctly, the user will arrive at the "Change Password" page Exhibit 4-6 and will be prompted to set a new password. A successful password change will navigate the user back to his or her main page.

Exhibit 4-6 Change Password Page

Change System Password

Recent Announcements | Contact Us

MyCDX > Change System Password

Logged in as, SRTESTER1.

Logout

Your CDX password has expired. Please select a new password.

Change Password

Passwords must be a minimum of 8 characters and contain at least 1 number. Passwords may only contain alpha-numeric characters and may not begin with a number or contain spaces. Use the TAB key to move from field to field. ✱ = REQUIRED FIELD

Current Password: ●●●●●●●● ✱

New Password: ●●●●●●●●●●●●●●● ✱

Re-enter New Password: ●●●●●●●●●●●●●●● ✱

(More than 7 characters w/1 number; Don't use $ # . " or @)

SUBMIT

You are in an encrypted secure session.

Help Desk: (888) 890-1995

EPA Home | Privacy and Security Notice | Contact Us

Last updated on August 20, 2008.
URL: http://www.epa.gov/epahome/usenotice.htm

5   For Existing Users

The following section covers editing account information for existing users. Users must log in to CDX (Section 3 of this guide) to arrive at the MyCDX page, where he or she will be able to change information related to the user account, profile, program, company, etc.

5.1   Edit Current Account Profiles

From the MyCDX page, users can click the "Edit Current Account Profiles" link (seen in Exhibit 5-1) to edit organization information, add a new program, or view user roles and statuses.

Exhibit 5-1 Edit Current Account Profiles link

5.1.1   Edit Organization Contact Info

The "Edit Current Account Profiles" link seen above brings the user to the "Edit Organization Profiles" page seen in Exhibit 5-2 below.

Exhibit 5-2 Edit Organization Profiles Page

This page contains three important links: the "Edit Organization Contact Information" link, the "Add New Program" link, and the "List Roles" link, as highlighted above.

5.1.2 Edit Organization Contact Information

The "Edit Organization" section allows users to change any information related to their organization, such as address, e-mail, and phone number.

Exhibit 5-3 Edit Organization Information page

5.1.3   Add New Program

To add an additional program, users can navigate to the "Add Program" page [Exhibit 5-4] by clicking the "Add New Program" link.

Exhibit 5-4 Add Program Page

The original program with which the user has registered (TSCA, in this case) will no longer appear in the list. To add one of the listed programs, simply select the radio button next to the desired item and click the "add" button to save. The "Cancel" button will bring the user back to "Edit Organization Profiles" page.

5.1.4   List Roles

The "List Roles" link allows users to view all of his or her roles in the system for the specific organization as well as the current statuses (active, awaiting approval, deactivated) of these roles. Exhibit 5-5 below shows the screen for a user that is both an Authorized Official and a Support Registrant. The Support registrant role is waiting for approval.

Exhibit 5-5 List of User Roles and Statuses

From this page, the user will have the option to edit or deactivate the roles in the list. Before deactivation, the user must confirm this action on pop-up box seen below.

Exhibit 5-6 Deactivation Confirmation Pop-up Window

Clicking the "OK" button will deactivate the chosen role. The "cancel" button will remove the pop-up box and no action will be taken.

For a Support Registrant, the user can view details of the Authorized Official's registration information by clicking the "Reg. Data" link. A new window will appear with these details. Note: roles can only be approved by the Registration Account Manager.

Exhibit 5-7 Registration Data

5.1.4.1   Add New Role

Users may add a new role for themselves by clicking the "Add New TSCA Role / Program ID" link which will bring them to the screen seen below.

Exhibit 5-8 Add Role Page

Users may register a second role as a Support Registrant or an Authorized Official.

Users registering a Support Registrant role will be asked to provide the User ID of the Authorized Official under which they will be registering. After doing so, they will choose the appropriate organization associated with the Authorized Official they have specified. These screens will be identical to those seen in Exhibit 2-9 and Exhibit 2-10.

Those users wishing to add another role will be required to fill out and send in all required forms again (essentially re-register) to be approved for this role. The necessary form(s) will automatically be generated.

This method may only be used to register for another role for the current organization under which the user is already registered. To add another role for a separate organization, the user must add a new employer profile (Section 5.2 of this guide).

Note: For the TSCA program, users should always enter the value "N/A" into the "ID" field.

5.2   Add New Employer Profile

The "Add New Employer Profile" link [Exhibit 5-9] may be used to add a new organization and/or role to a user's profile.

Exhibit 5-9 Add New Employer Profile link

This link will direct users to a form where he or she can input information for a new organization [Exhibit 5-10].

Exhibit 5-10 Add Organization Page

After completing this form, the user will see the page pictured in Exhibit 2-6 and will be asked to provide the program for this role and organization. The user can choose the same program (TSCA) or a new one. He or she will then be prompted to choose a user role: Authorized Official or Support Registrant. When this process has been completed, the user will need to send in all mandatory forms and be approved again by the Registration Account Manager.

The change will be reflected in the user's account profile on the "Edit Organization Profiles" page. As seen in Exhibit 5-11 below, a new organization (Company 3) has been added to this user's profile.

Exhibit 5-11 View New Organizations

5.3 Viewing Support Registrants (for Authorized Officials)

Authorizing Officials can check the status of the Support Registrants registered beneath them by clicking the "TSCA: eTSCA Client Download and View Support Registrants" link highlighted in Exhibit 3-6.

Note: This link will appear differently for Support Registrant users. If logged in as a Support Registrant, link will read "TSCA: eTSCA Client Download" and will not contain any additional information about users.

This link will direct Authorized Official users to a page where they will be asked to choose whether they would like to view Support Registrant information to be directed to the eTSCA tool download page.

Clicking the "View Your Support Registrants" page will allow users to view a list of all the Support Registrants that have registered under them (i.e., the Support Registrant listed that Authorized Official's User ID at the point of registration).

Exhibit 5-12 List of Support Registrants

The information listed with each Support Registrant includes: his or her Name, CDX User ID, Organization information (Name, Address, E-mail, Telephone Number), and the status of the registration.

5.4 The CDX User Inbox

The CDX user inbox can be accessed two ways—via the link on the left-hand navigation pane or the notification on the MyCDX user homepage. This notification, as seen in Exhibit 5-13 below, displays the number of unread messages that currently exist in the inbox.

Exhibit 5-13 How to Access User Inbox

5.4.1   Viewing and Sorting the User Inbox

A sample view of a user inbox can be seen below in Exhibit 5-14. This in box contains five (5) messages, three (3) of which are new.

Exhibit 5-14 User Inbox

Messages in the inbox can be sorted by status (new or read), sender, subject, or date. To sort by one of these options, users may click the title header of that column and the messages will automatically sort in ascending order (for sender, subject, or date). Clicking the column header again will sort messages in descending order.

An envelope icon (✉) denotes a new (un-read) message in the inbox. By default, the column header will read "all" – meaning that it is showing all messages in the inbox. Clicking this header will change the text "all" to show the un-opened envelope icon. The inbox will now display only un-read messages, as seen in Exhibit 5-15 below.

Exhibit 5-15 Inbox view: Unread messages

If clicked again, the un-opened envelope icon will change into an opened envelope icon (✉), and the inbox will now display only previously read messages. A sample inbox can be seen in Exhibit 5-16 below.

Exhibit 5-16 Inbox view: Read messages

Finally, the inbox will return to the default "all" display if the column header is clicked again.

Selecting a message can be done by clicking the check-box associated with the desired message. Messages must be selected before attempting to delete or download an attached file. To select all, click the header check box located in the grey header section.

Attachments may also be downloaded by opening the message and clicking the file link located within.

5.4.2   Messages in the user inbox

The items in the system inbox will be similar to those received by the user at the e-mail address he or she provided during registration. Users can expect to see some of the following messages in their CDX inbox*:

- Subject: **Welcome to CDX** – This message is received upon CDX registration welcoming users to the Central Data Exchange.

- Subject: **TSCA ESA is attached** – As part of the registration process, users will be required to print and sign an Electronic Signature Agreement (ESA). A digital copy of this form is available for download from this message in the user inbox.

- Subject: **eSIG-PIN Questions Answered** – This message is to inform users that they have successfully established their 20-5-1 question and answer sets. The e-mail contains the five questions the user has chosen, but for security purposes, does not include the user's answers.

- Subject: **Authorized Official Verification Form or Support Registrant Verification Form** – When a user has signed up as (or has added a role as) an Authorized Official or a Support Registrant, he or she will need to go through a verification process and be approved by the EPA. A digital copy of this verification form will be available for reference or printing in this inbox message.

- Subject: **You successfully signed a document** – This message will appear after a user has successfully submitted a form with the eTSCA tool. It informs the user that he or she has successfully signed a document with CROMERR.

*Message title and content subject to change. Additional messages may appear.

Appendix A. List of Acronyms

The following is a list of acronyms used in this document.

Acronym/Term	Definition
CDX	Central Data Exchange
CoR	Copy of Record
ECMS	Enterprise Content Management System
EPA	Environmental Protection Agency
ESA	Electronic Signature Agreement
eTSCA	Electronic Toxic Substances Control Act
IE	Internet Explorer
OPPT	Office of Pollution Prevention and Toxics
OPPTS	Office of Prevention, Pesticides, and Toxic Substances
PMN	Pre-manufacturing Notice
SRN	Submission Report Number
SSL	secure socket layer
TSCA	Toxic Substances Control Act
UI	user interface
WSDL	Web services description language