



U.S. Environmental Protection Agency  
Central Data Exchange  
eTSCA Registration Guide



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# 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

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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

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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

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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**

The screenshot shows the CDX Home page with the following elements:

- Header:** "CDX Home" and "U.S. Environmental Protection Agency".
- Left Navigation:** About CDX, Account Login, Registration, Frequently Asked Questions, Help & Support, CDX Home, Terms & Conditions.
- Main Content:**
  - Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.
  - Two bullet points:
    - If you are new to CDX and wish to register, please click [here](#) (highlighted with a red box).
    - If you already have a CDX ID and password, click [here](#).
  - We strongly encourage users of this site to employ the most recent version of Internet Explorer (do not download a beta version of Internet Explorer), because 128-bit encryption support is standard with this release. Users employing an earlier version of Internet Explorer may update their encryption support to enable 128-bit encryption support at (<http://www.microsoft.com/windows/ie/ie6/downloads/default.aspx>).
  - Internet Explorer logo.
- Footer:** Help Desk: (888) 690-1995, EPA Home | Privacy and Security Notice | Contact Us, Last updated on September 15, 2009, URL: <http://www.epa.gov/epahome/usenotice.htm>

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



About CDX  
Account Login  
Registration  
Frequently Asked Questions  
Help & Support  
CDX Home  
Terms & Conditions

**U.S. Environmental Protection Agency**

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### Registration Warning Notice

[Recent Announcements](#) | [Contact Us](#)  
[CDX Home](#) > Registration Warning Notice

**Environmental Protection Agency**  
*Central Data Exchange*

**Warning Notice**

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

**Privacy Statement**

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register: March 18, 2002 \(Volume 67, Number 52\)\]](#)[\[Page 12010-12013\]](#)


[- Click here to continue -](#)

---

Help Desk: (888) 880-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
Last updated on September 2, 2005.  
URL: <http://www.epa.gov/epahome/usenotice.htm>

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



U.S. Environmental Protection Agency

U.S. Environmental Protection Agency

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About CDX  
Account Login  
Registration  
Frequently Asked  
Questions  
Help & Support  
CDX Home  
Terms & Conditions

### Terms & Conditions

[Recent Announcements](#) | [Contact Us](#)  
[CDX Home](#) > [Terms & Conditions](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

**Warning Notice**

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

**Privacy Statement**

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register, March 18, 2002 \(Volume 67, Number 52\)\] \[Page 12010-12013\]](#)

**Choosing a CDX Password**

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

This password will be at least eight characters long and contain a mix of letters and numbers.

**Protecting my CDX Password**

I agree to protect my CDX password.

*I will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.*

**Limited CDX Software Distribution**

Any distribution of software provided by the Environmental Protection Agency's Central Data Exchange shall be handled according to any defined license practices.

CDX provides tools which contains FIPS-validated RSA BSAFE Crypto-J which is classified under Export Commodity Classification Number (ECCN) 5D002 "Encryption Software" referenced under CCATS G059799. This product is eligible for license exception ENC under Sections 740.17 (A) and (B) (2) of the Export Administration Regulations (EAR). The exportation of this item classified by the Bureau of Industry and Security (BIS) as 5D002 "Unrestricted" to foreign subsidiaries of US companies is permitted under this license exception ("ENC" "Encryption"). This license exception does not apply to the embargoed nations of Cuba, Iran, North Korea, Sudan and Syria or any parties found on the various government denial lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United States' standard regulations for encryption at <http://www.access.gpo.gov/bis/ear/pdf/740.pdf>

**Actions to take if my CDX Account has been Compromised**

If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

**Terminating my CDX Account**

I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.


---

You are in an encrypted secure session.

Help Desk: (800) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
Last updated on October 7, 2009.  
URL: <http://www.epa.gov/epahome/usenotice.htm>

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



### Registration

[Recent Announcements](#) | [Contact Us](#)  
[CDX Home](#) > Registration

**U.S. Environmental Protection Agency**

#### CDX Registration: User Information

Use the TAB key to move from field to field. \* = REQUIRED FIELD

First Name: Mr.  \*

Last Name:  \* Suffix:

Please choose a user name and password--the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. \$ # . " or @. Your user name should not be a part of your password. If you enter a user name which is in use, you will be asked to select a new user name.

User Name:  \*  
(More than 7 characters; Don't use \$ # . " or @)

Password:  \*  
Re-enter Password:  \*  
(More than 7 characters w/1 number; Don't use \$ # . " or @)

The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Secret Question:  \*  
Secret Answer:  \*


---

**You are in an encrypted secure session.**

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
Last updated on February 16, 2007.  
URL: <http://www.epa.gov/epahome/usenotice.htm>

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



### Registration

[Recent Announcements](#) | [Contact Us](#)  
[EPA Home](#) > Registration

**U.S. Environmental Protection Agency**

#### CDX Registration: Organization Information

Use the TAB key to move from field to field. \* = REQUIRED FIELD

Organization Name:  \*

Registrant's Work Mailing Address 1:  \*

Registrant's Work Mailing Address 2:

City:  \*

State/Province:  \*

Zip/Postal Code:  \*

Country:  \*

E-mail:  \*

Phone Number:  \* Ext.

U.S., Canada & Caribbean Islands Phone Format:  
###-###-####  
International Phone Format:  
011 + Country Code + City Code<sup>1</sup> + Local Number

<sup>1</sup>As necessary.

---

**You are in an encrypted secure session.**

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
Last updated on August 1, 2008.  
URL: <http://www.epa.gov/epahome/usenotice.htm>



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

The screenshot shows the EPA CDX Registration interface. The header includes the EPA logo and the text 'U.S. Environmental Protection Agency'. The page title is 'Registration' and 'CDX Registration: Add Program'. A navigation menu on the left lists options like 'About CDX', 'Account Login', and 'Registration'. The main content area displays a list of programs, each with a radio button. The 'TSCA (TSCA)' option is selected and highlighted with a red box. At the bottom of the list, there is a 'Next>>' button. Below the button, a security notice states 'You are in an encrypted secure session.' and provides contact information for the Help Desk (888) 890-1995 and links to EPA Home, Privacy and Security Notice, and Contact Us. The page also includes a footer with the text 'Last updated on August 22, 2009' and the URL 'http://www.epa.gov/epahome/usenotice.htm'.

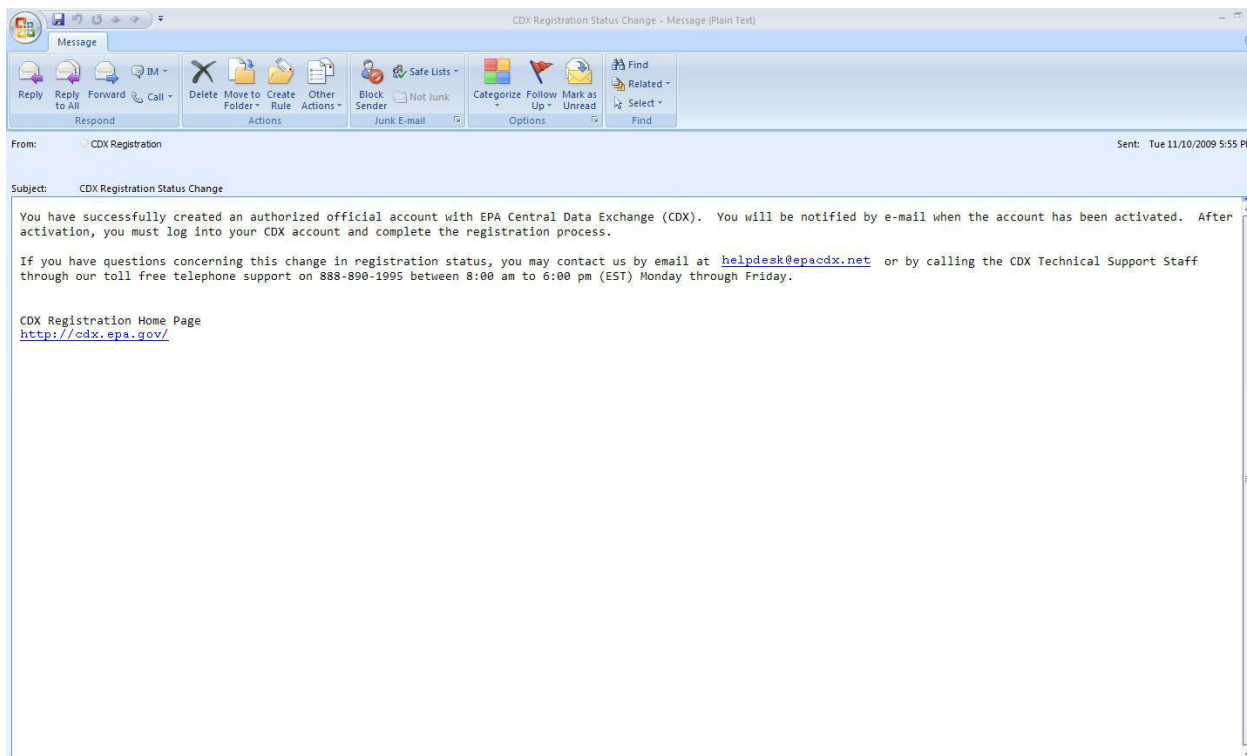
After adding the “TSCA” program to the new account, the user will be asked to specify his or her Program ID Type as “Authorized Official” or “Support Registrant” as seen in Exhibit 2-7.

## Exhibit 2-7 Add Program ID

The screenshot shows the EPA CDX Registration website. The header includes the EPA logo and the text 'U.S. Environmental Protection Agency'. The page title is 'Registration'. A navigation menu on the left lists: About CDX, Account Login, Registration, Frequently Asked Questions, Help & Support, CDX Home, and Terms & Conditions. The main content area is titled 'CDX Registration: Add Program ID'. It contains a form with the following fields: 'Role' (dropdown menu with 'ASUBMITTER' selected), 'Program ID Type' (dropdown menu with 'Authorized Official' selected), 'ID' (text input field with 'N/A' and a red asterisk indicating it is required), and 'Submission Method' (dropdown menu with 'WEBFORM' selected). Below the form is a 'FINISHED' button. A message at the bottom of the form area states: 'You are in an encrypted secure session.' At the very bottom of the page, there is contact information for the Help Desk (888) 890-1995, links to EPA Home, Privacy and Security Notice, and Contact Us, and a note that the page was last updated on October 28, 2008.

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

The screenshot shows the EPA's eTSCA Support Registrant page. The header includes the EPA logo and the text "U.S. Environmental Protection Agency". The page title is "Registration". A navigation menu on the left lists: About CDX, Account Login, Registration, Frequently Asked Questions, Help & Support, CDX Home, and Terms & Conditions. The main content area has a sub-header "CDX Registration: eTSCA Support Registrant" and a note: "Use the TAB key to move from field to field. \* = REQUIRED FIELD". Below this is a text input field for "Authorized Official's User ID" containing the text "AOTESTER" and a red asterisk. A "Next" button is positioned to the right of the field. At the bottom, a message states "You are in an encrypted secure session." followed by contact information for the Help Desk (888) 890-1995, EPA Home, Privacy and Security Notice, and Contact Us links. The page also notes it was last updated on November 11, 2009, and provides the URL: http://www.epa.gov/epahome/usenotice.htm.

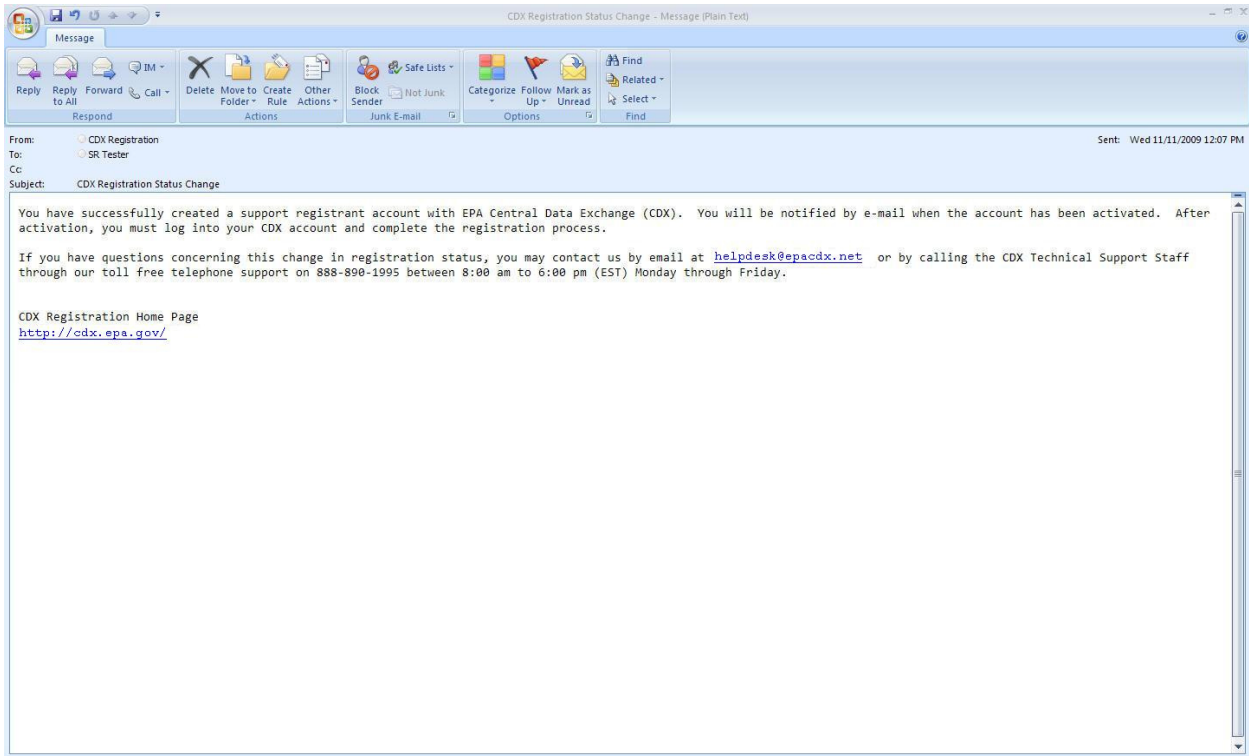
Once the authorized official is specified, the user is then prompted to select the Authorized Official's organization with which they'll be associated, as seen in Exhibit 2-10.

### Exhibit 2-10 eTSCA Support Registrant Page – Select Organization

The screenshot shows the next step in the eTSCA Support Registrant process. The header and navigation menu are identical to Exhibit 2-9. The main content area has the sub-header "CDX Registration: eTSCA Support Registrant" and the same note about using the TAB key. Below this, it displays "Authorized Official: AO Tester (AOTESTER)". The prompt is "Select the organization that you should be associated with:". A radio button is selected next to the organization "AO Testing, Inc." with the following details: Address: 123 Street Rd., Fairfax, VA, 22033, Phone: 1234567890, and Email: [tkramer@coifederal.com](mailto:tkramer@coifederal.com). A "Next" button is to the right. At the bottom, a message states "You are in an encrypted secure session." followed by the same contact information and URL as in Exhibit 2-9.

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

The screenshot shows the EPA Registration page for generating a CROMERR ESA. The page features a blue header with the EPA logo on the left and the text "U.S. Environmental Protection Agency" on the right. Below the header, the word "Registration" is displayed in a dark blue bar. A navigation menu includes links for "Recent Announcements", "Contact Us", and "MyCDX > Registration". The user is logged in as "SRTESTER1".

The main content area contains a grey button labeled "Ready to generate the CROMERR ESA". Below this button, a message states: "Click the 'Create ESA & Continue' button below to generate your ESA. You will be prompted to print the ESA." A second grey button labeled "Create ESA & Continue" is positioned below the message.

At the bottom of the page, a red message reads: "You are in an encrypted secure session." Below this, contact information for the Help Desk (888) 890-1995 is provided, along with links to "EPA Home", "Privacy and Security Notice", and "Contact Us". The page also includes a "Last updated on August 28, 2009" notice and the URL: "http://www.epa.gov/epahome/usenotice.htm".

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 screenshot shows the EPA's eTSCA Verification Form page. At the top, the EPA logo is on the left, and the text "U.S. Environmental Protection Agency" is on the right. Below the logo is a navigation menu with links: "Recent Announcements", "Contact Us", and "MyCDX > Registration". The user is logged in as "SRTESTER1". The main content area features a heading "CDX Registration: eTSCA Support Registrant" and a message: "You must print, sign and mail a verification form into the EPA. Please click the button below to display the verification form in a pop-up window." Below this message is a button labeled "Create Form & Continue". At the bottom of the page, there is a security notice: "You are in an encrypted secure session." followed by contact information for the Help Desk (888) 880-1995, links to "EPA Home", "Privacy and Security Notice", and "Contact Us", and a footer with the date "Last updated on November 11, 2009" and the URL "http://www.epa.gov/epahome/usenotice.htm".

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 <b>only</b> supplemental PMN documents (i.e., all support documents <u>except for a Letter of Support</u> ) 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 <b>only</b> supplemental PMN documents (i.e., all support documents <u>except for a Letter of Support</u> ) 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 screenshot shows the EPA CDX Registration Complete page. At the top, there is a blue header with the EPA logo on the left and the text "U.S. Environmental Protection Agency" on the right. Below the header, the word "Registration" is displayed in a dark blue box. To the right of "Registration" are links for "Recent Announcements" and "Contact Us". In the top right corner, it says "Logged in as, SRTESTER1". Below this, there is a navigation bar with "MyCDX > Registration". The main content area contains a congratulatory message: "Congratulations! You have successfully completed the online portion of CDX registration. You should receive an e-mail confirmation shortly confirming receipt of your information." Below this message is a button labeled "Finished". At the bottom of the page, there is a red warning: "You are in an encrypted secure session." followed by contact information for the Help Desk (888) 890-1995, links for "EPA Home", "Privacy and Security Notice", and "Contact Us", and a URL: "http://www.epa.gov/epahome/usenotice.htm".

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

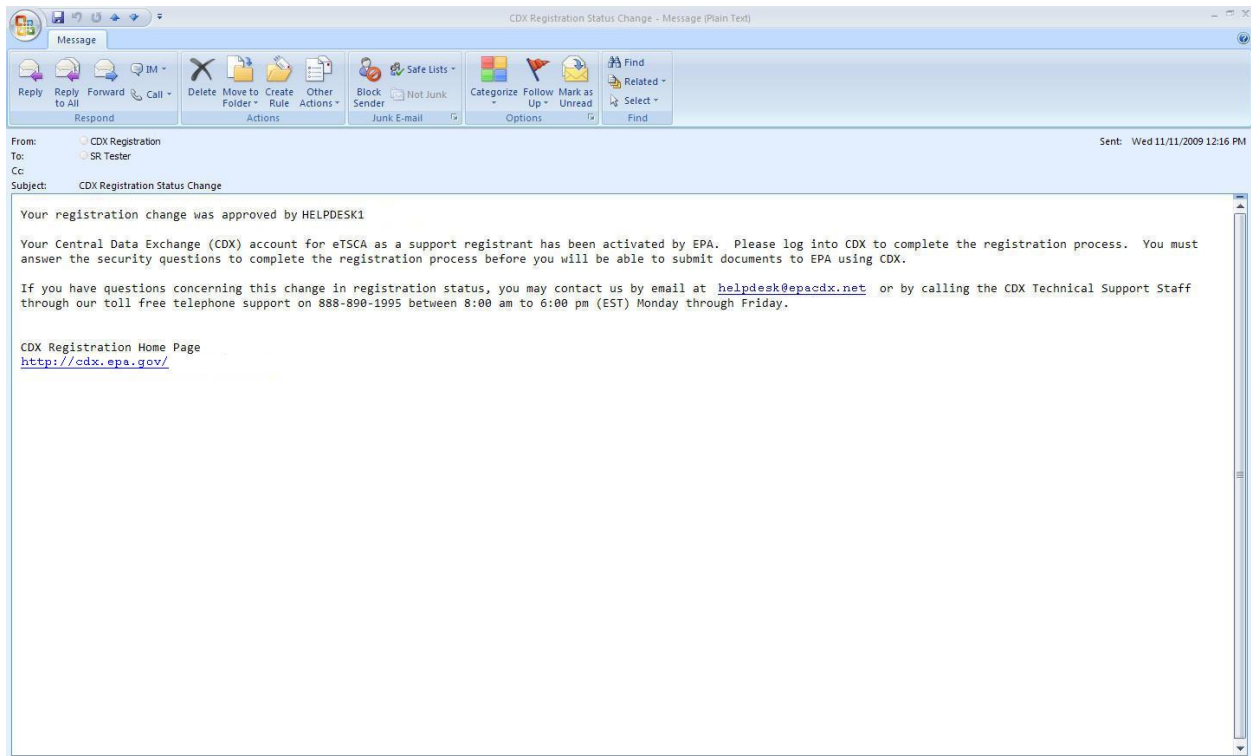
## Exhibit 2-18 Welcome to EPA CDX E-mail

The screenshot shows an email interface with a toolbar at the top containing various actions like Reply, Forward, Delete, and Find. The email header shows it is from "CDX Registration [EPACDX@cdc.com]" and was sent on "Wed 11/11/2009 12:32 PM". The subject is "Welcome to EPA Central Data Exchange". The body of the email contains the following text: "\*\*\* This is an automated response \*\*\*", "\*\*\* Please DO NOT REPLY to this email. \*\*\*", "\*\*\* Replies will not be answered \*\*\*", "You have successfully registered with the EPA Central Data Exchange.", "If you need assistance, please read the CDX FAQ page, or contact the Help Desk at (888) 890-1995.", "Please note that it is EPA security policy that you change your CDX password on a regular basis. As a result, CDX will prompt you to change your CDX password every 90 days.", "You can change your password by logging into CDX, and selecting the 'Change System Password' link from your MyCDX page.", "CDX Homepage: <http://cdx.epa.gov/>", and the EPA logo with the text "United States Environmental Protection Agency", "Central Data Exchange", and "A New Paradigm for Environmental Reporting."

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

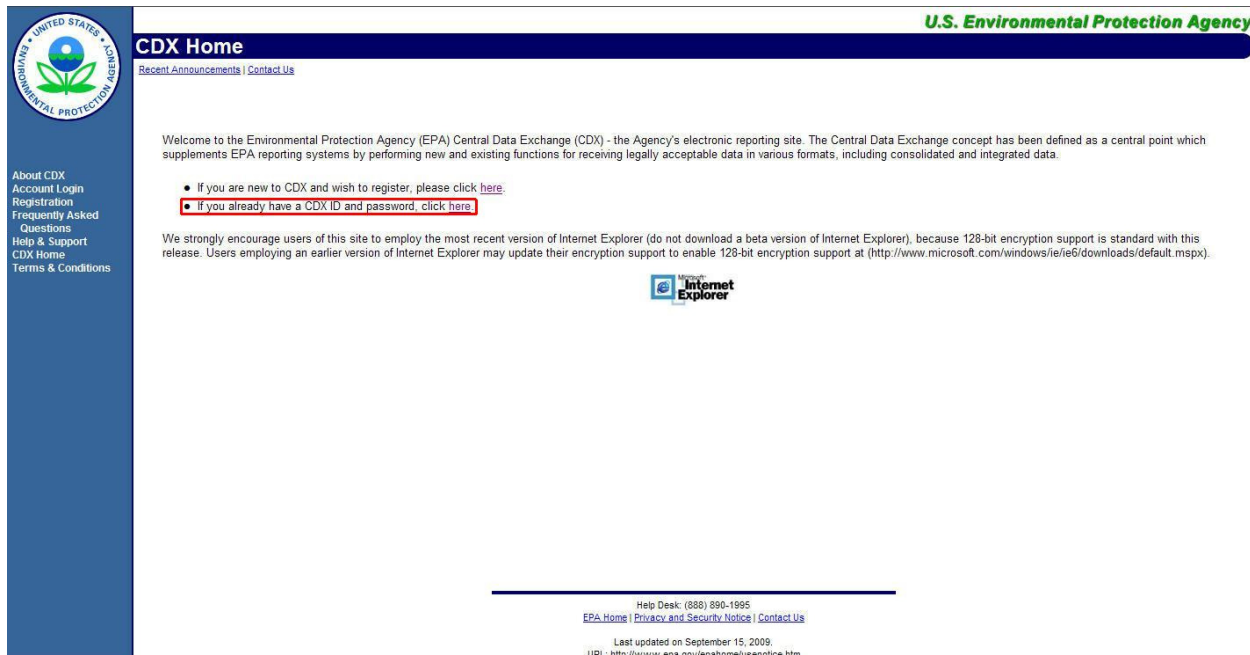


### 3 Logging In

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

**U.S. Environmental Protection Agency**

**Login**  
[Recent Announcements](#) | [Contact Us](#)  
[CDX Home](#) > Login

If you have forgotten your password, or if your password doesn't work, you may re-establish your password by clicking [here](#).

**Central Data Exchange Login**

**Warning Notice**

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

**Privacy Statement**

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register, March 18, 2002 \(Volume 67, Number 52\)\[Page 12010-12013\]](#)

User Name:   
Password:  [Forgot Password?](#)

**You are in an encrypted secure session.**

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
Last updated on September 15, 2009.  
URL: <http://www.epa.gov/epahome/usenotice.htm>

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

**U.S. Environmental Protection Agency**

**CDX**  
[Recent Announcements](#) | [Contact Us](#)  
[MyCDX](#) > CDX

Logged in as: SRTESTER1.

You are registered for a program that requires [eSignature PIN Verification](#). Please select exactly 5 questions. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

- What is the first and middle name of your oldest sibling?
- What is your favorite vacation destination?  
Answer:
- What year and model (yyyy-name) was your first car?
- What is your favorite TV show?  
Answer:
- Where did you first meet your spouse?
- What is your favorite book?
- What was your first pet's name?
- What is your favorite movie?
- What street was your high school located on?
- What is the name of your home town newspaper?  
Answer:
- What is your favorite hobby?
- What is the name of the hospital where you were born?
- Who is your favorite all-time entertainer?  
Answer:
- What was your high school's mascot?  
Answer:
- What is your favorite song?
- What is your best friend's last name?
- What is the last name of your favorite teacher?
- Where did you graduate from high school?
- What is your favorite pet's name?
- Who is your favorite author?

---

You are in an encrypted secure session.

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
Last updated on August 29, 2007.  
URL: <http://www.epa.gov/epahome/usenotice.htm>

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

The screenshot shows the CDX (Central Data Exchange) confirmation page. At the top right, it says "U.S. Environmental Protection Agency" and "Logged in as, SRTESTER1". The main heading is "CDX" with links for "Recent Announcements" and "Contact Us". Below this, there is a "MyCDX > CDX" breadcrumb. The main content area contains the following text: "Thank you! You have entered answers to your eSIG-PIN questions. You should receive an e-mail notification and a MyCDX Inbox message has been created." It then says: "To help you remember your questions & answers, the MyCDX Inbox message contains the questions that you selected. If you ever forget your questions and answers, you may [contact the CDX Help Desk](#) to receive an eSIG-PIN Reset Authorization Code." Below this is a "Continue" button. At the bottom, there is a red warning: "You are in an encrypted secure session." and contact information for the Help Desk: (888) 890-1995, with links for "EPA Home", "Privacy and Security Notice", and "Contact Us". The page was last updated on August 29, 2007, and the URL is http://www.w.epa.gov/epahome/usenotice.htm.

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

The screenshot shows an email interface with the following details: "From: CDX Admin [EPACDX@csc.com]" and "Sent: Wed 11/11/2009 4:45 PM". The subject is "eSIG-PIN Questions Answered (DEV)". The body of the email reads: "You have provided answers to 5 eSIG-PIN questions on 11/11/2009 4:44:39 PM for the CDX account, SRTESTER1. A MyCDX Inbox message has been created that contains the questions that you selected. However, for your protection, your answers are not provided. If you ever forget your questions or answers, you may contact the CDX Help Desk to receive an eSIG-PIN Reset Authorization Code. If you did not provide eSIG-PIN questions and answers, please contact the CDX Help Desk at (888) 890-1995 and alert them of a possible security breach of your account. CDX Homepage: <http://cdx.epa.gov/> United States Environmental Protection Agency Central Data Exchange A New Paradigm for Environmental Reporting."

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

**MyCDX** U.S. Environmental Protection Agency

Recent Announcements | Contact Us Logged in as, AOTESTER

---

**Central Data Exchange - MyCDX**

Welcome, Mr. AO Tester Last Login: November 11, 2009  
Registered Since: November 11, 2009  
Recertification Date: November 11, 2009

CDX Registration Status: Active

You have 2 new messages in your [Inbox](#)

<a href="#">Change System Password</a>	<a href="#">Edit Personal Information</a>	<a href="#">Edit Current Account Profiles</a>	<a href="#">Add New Employer Profile</a>
--	---	---	--

Available Account Profiles:

- [TSCA: eTSCA Client Download and View Support Registrants](#)

---

You are in an encrypted secure session.

Help Desk: (888) 880-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
 Last updated on May 14, 2009  
 URL: <http://www.w.w.epa.gov/epahome/usenotice.htm>

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

**MyCDX** U.S. Environmental Protection Agency

Recent Announcements | Contact Us Logged in as, SRTESTER1

---

**Central Data Exchange - MyCDX**

Welcome, Mr. SR Tester Last Login: November 11, 2009  
Registered Since: November 11, 2009  
Recertification Date: November 11, 2009

CDX Registration Status: Active

You have 4 new messages in your [Inbox](#)

<a href="#">Change System Password</a>	<a href="#">Edit Personal Information</a>	<a href="#">Edit Current Account Profiles</a>	<a href="#">Add New Employer Profile</a>
--	---	---	--

Available Account Profiles:

- [TSCA: eTSCA Client Download](#)

---

You are in an encrypted secure session.

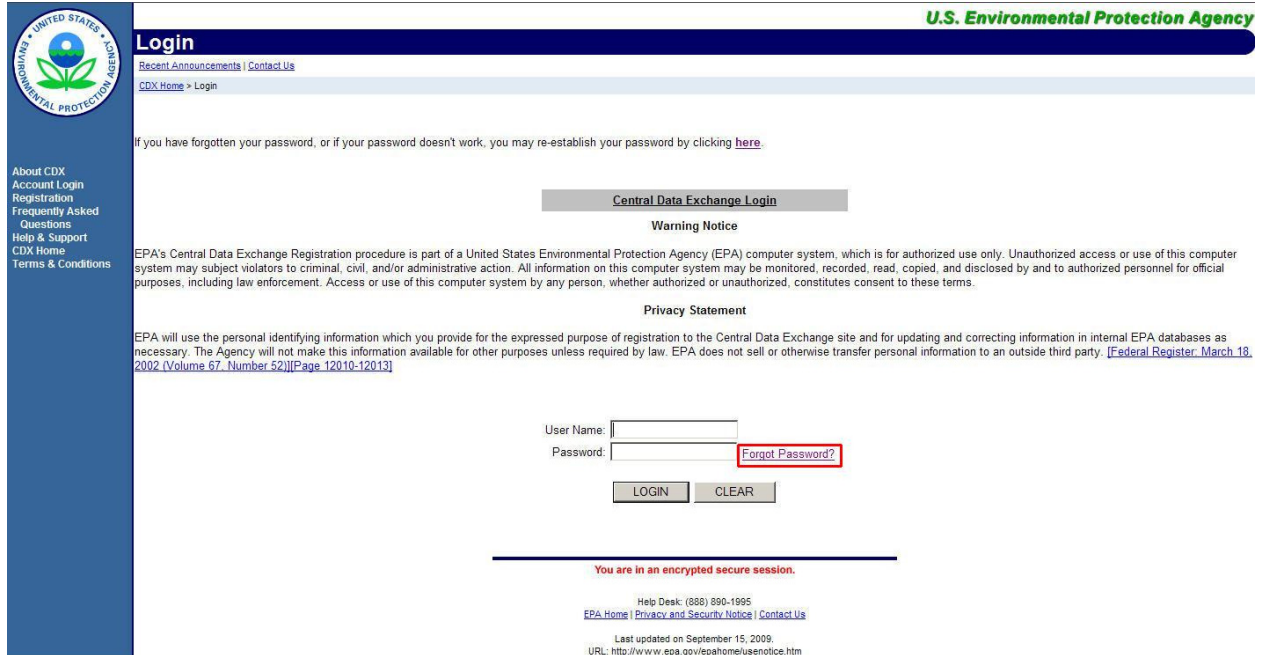
Help Desk: (888) 880-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
 Last updated on May 14, 2009  
 URL: <http://www.w.w.epa.gov/epahome/usenotice.htm>



## 4 Reset Password

In the event that a user forgets his or her password, a “Forgot Password?” link is provided (Exhibit 4-1).

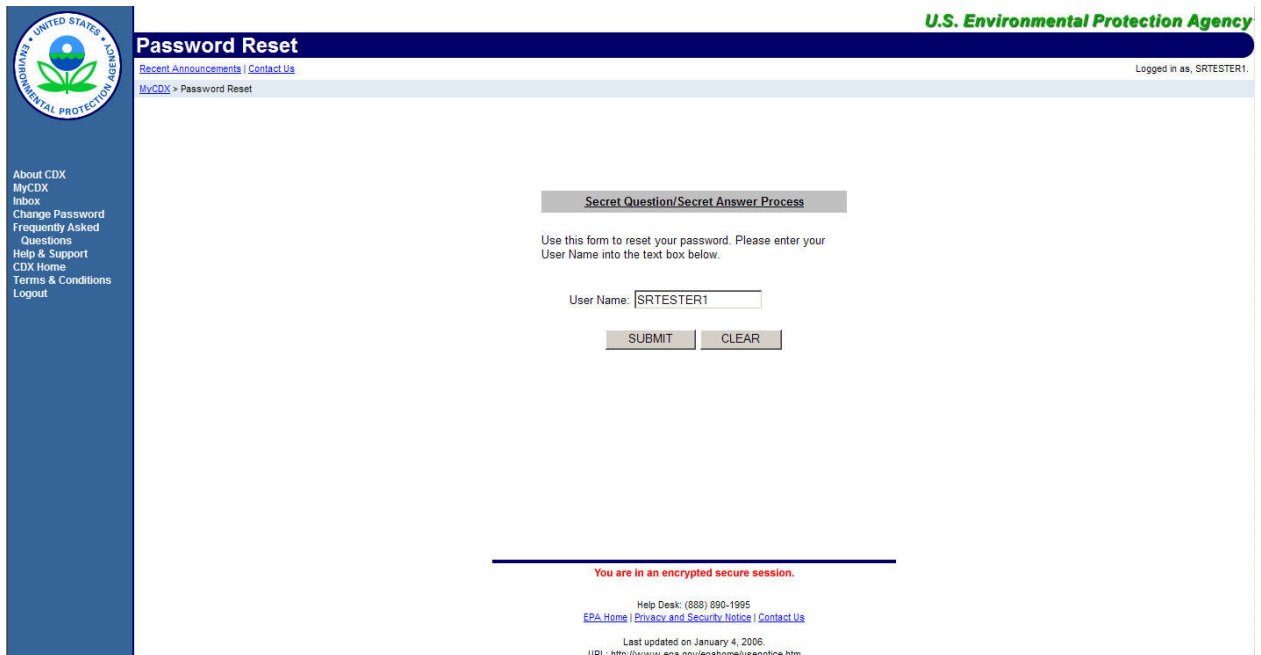
### Exhibit 4-1 Login Page/Forgot Password Link



The screenshot shows the EPA CDX Login page. At the top right, it says "U.S. Environmental Protection Agency". The main heading is "Login". Below this, there are links for "Recent Announcements" and "Contact Us". A breadcrumb trail shows "CDX Home > Login". A message states: "If you have forgotten your password, or if your password doesn't work, you may re-establish your password by clicking [here](#)." Below this is a "Central Data Exchange Login" section with a "Warning Notice" and a "Privacy Statement". The "Forgot Password?" link is highlighted with a red box. There are input fields for "User Name:" and "Password:" with "LOGIN" and "CLEAR" buttons. At the bottom, it says "You are in an encrypted secure session." and provides contact information for the Help Desk.

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



The screenshot shows the EPA CDX Password Reset page. At the top right, it says "U.S. Environmental Protection Agency". The main heading is "Password Reset". Below this, there are links for "Recent Announcements" and "Contact Us". A breadcrumb trail shows "MyCDX > Password Reset". A message states: "Use this form to reset your password. Please enter your User Name into the text box below." Below this is a "Secret Question/Secret Answer Process" section with a "User Name:" input field containing "SRTESTER1" and "SUBMIT" and "CLEAR" buttons. At the bottom, it says "You are in an encrypted secure session." and provides contact information for the Help Desk.

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

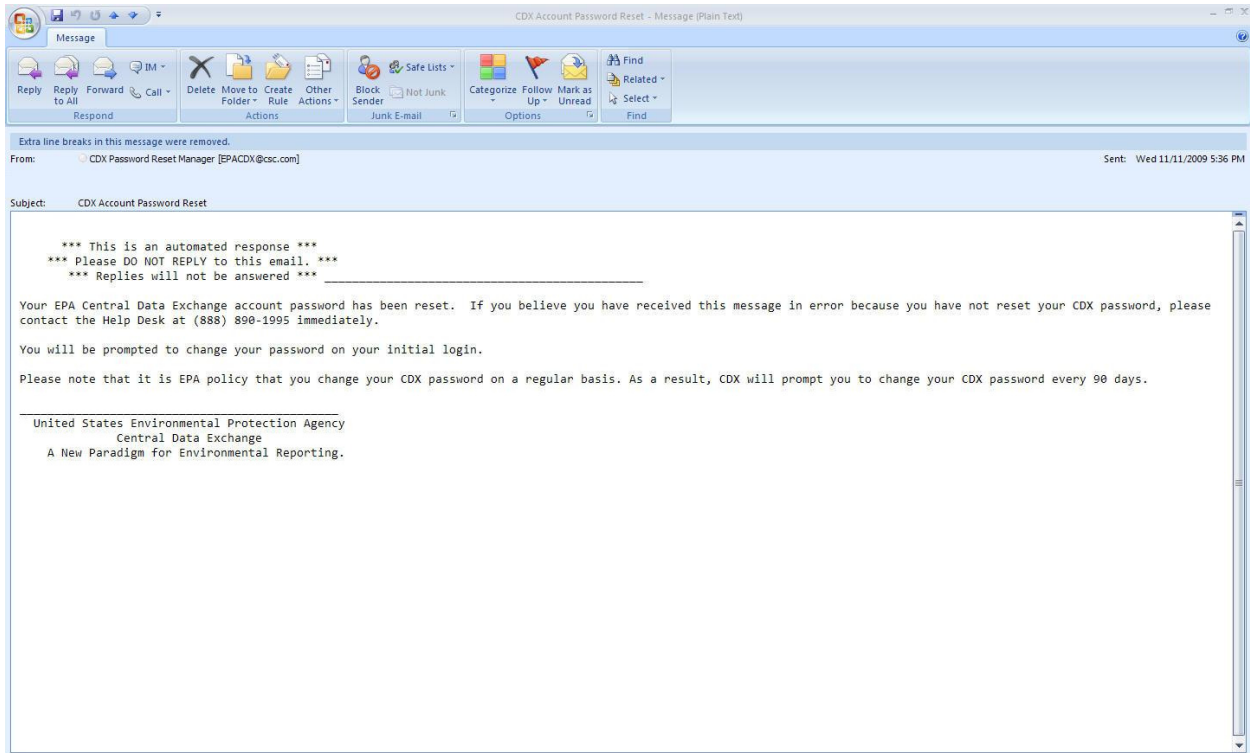
The screenshot shows the EPA website's Password Reset page. The header includes the EPA logo and the text "U.S. Environmental Protection Agency". The page title is "Password Reset". A navigation menu on the left lists various user options. The main content area is titled "Secret Question/Secret Answer Process" and contains a form with the following text: "Secret Question: What is the purpose of this account?" and "Secret Answer: [text input field containing 'testing']". Below the input field are "SUBMIT" and "CLEAR" buttons. At the bottom of the page, there is a security notice: "You are in an encrypted secure session." followed by contact information for the Help Desk (888) 990-1995, links to EPA Home, Privacy and Security Notice, and Contact Us, and a URL: http://www.epa.gov/epahome/usenotice.htm.

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


The screenshot shows the EPA website's Password Reset page after the user has submitted their request. The header and navigation menu are the same as in Exhibit 4-3. The main content area displays the message: "Your user account has been reset and your password is: b55IVRc". Below this message, it states: "You may log in with this one-time use password. Once you have logged in, you will be required to change this password." At the bottom of the page, there is a security notice: "You are in an encrypted secure session." followed by contact information for the Help Desk (888) 990-1995, links to EPA Home, Privacy and Security Notice, and Contact Us, and a URL: http://www.epa.gov/epahome/usenotice.htm.

## Exhibit 4-5 Password Reset Confirmation E-mail



The user 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



Logout

**Change System Password**

[Recent Announcements](#) | [Contact Us](#)

[MyCDX](#) > Change System Password

U.S. Environmental Protection Agency

Logged in as: SRTESTER1

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 @)

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

The screenshot displays the MyCDX user interface. At the top left is the EPA logo with the text "ENVIRONMENTAL PROTECTION AGENCY" and "UNITED STATES OF AMERICA". To the right of the logo is the "MyCDX" header and the "U.S. Environmental Protection Agency" logo. Below the header, there are links for "Recent Announcements" and "Contact Us", and a status indicator "Logged in as, AOTESTER".

The main content area is titled "Central Data Exchange - MyCDX". It displays the following information:

Welcome, Mr. AD Tester	Last Login: November 23, 2009 Registered Since: November 17, 2009 Recertification Date: November 17, 2009
---------------------------	---

CDX Registration Status: Active

You have 8 new messages in your [Inbox](#)

Navigation links: [Change System Password](#), [Edit Personal Information](#), [Edit Current Account Profiles](#) (highlighted with a red box), [Add New Employer Profile](#)

Available Account Profiles:

- [TSCA eTSCA Client Download and View Support Registrants](#)

At the bottom, there is a security notice: "You are in an encrypted secure session." and footer information: "Help Desk: (888) 990-1995", "EPA Home | Privacy and Security Notice | Contact Us", "Last updated on May 1, 2009.", and "URL: http://www.epa.gov/epahome/usenotice.htm".

#### 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

The screenshot shows the 'Edit Organization Profiles' page. At the top, there is a navigation bar with the EPA logo and 'U.S. Environmental Protection Agency'. Below this, there are links for 'Recent Announcements' and 'Contact Us', and a user status indicator 'Logged in as, SRTESTER'. The main content area is divided into two columns: 'Organization' and 'Program Status'. Under 'Organization', there is a row for 'org2'. Under 'Program Status', there are three links: 'Edit Organization Contact Information', 'Add New Program', and 'List Roles'. A 'BACK' button is located below the table. At the bottom of the page, there is a security notice: 'You are in an encrypted secure session.' and contact information for the Help Desk.

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

The screenshot shows the 'Edit Organization Contact Information' form. At the top, there is a navigation bar with the EPA logo and 'U.S. Environmental Protection Agency'. Below this, there are links for 'Recent Announcements' and 'Contact Us', and a user status indicator 'Logged in as, AOTESTER'. The main content area is a form titled 'Edit Organization Contact Information'. The form contains the following fields: 'Organization Name' (org1<sup>1</sup>), 'Registrant's Work Mailing Address 1' (123 Street Rd. \*), 'Registrant's Work Mailing Address 2' (empty), 'City' (Fairfax \*), 'State/Province' (Virginia \*), 'Zip/Postal Code' (22033 \*), 'Country' (UNITED STATES \*), 'E-mail' (lauren.kramer@cgifederal.com<sup>1</sup>), and 'Phone Number' (111-222-3344 \* Ext. [empty]). Below the form, there are three buttons: 'SAVE', 'RESET', and 'CANCEL'. At the bottom of the page, there is a security notice: 'You are in an encrypted secure session.' and contact information for the Help Desk.

### 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 screenshot shows the EPA MyCDX 'Add Program' page. The page has a blue header with the EPA logo and the text 'U.S. Environmental Protection Agency'. Below the header, there is a navigation bar with 'Add Program' and links for 'Recent Announcements' and 'Contact Us'. The main content area is titled 'Add Program' and contains a list of programs, each with a radio button for selection. The programs listed are: Assessment Cleanup and Redevelopment Exchange System (ACRES), CROMERR Test Sandbox (CROMERRTEST), Environmental Appeals Board (EAB), Electronic Inventory Update Reporting (EIUR), Federal Bridge Interoperability Test (FBIT), Facility Registry System - Update Service (FRS-US), Great Lakes Environmental Database Query System (GLEND), High Production Volume (HPV), Exchange Network Grant Semi-Annual Reporting Forms (IEPB), Lead-Based Paint Activities (LEAD), LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2), National Environmental Methods Index Contaminants (NEMI-CBR), Ozone Depleting Substances (ODS), Office of Transportation and Air Quality Fuels Registration (OTAQREG), Public Health Air Surveillance Evaluations (PHASE), Radionuclide NESHAPs (RAD), Radiation Network (RADNET), Risk Management Plan (RMPESUBMIT), STORET File Transfer (STORET), Stormwater Notice of Intent (eNOI) (SWENOI), Toxic Release Inventory Made Easy Web (TRIMEweb), TRI State Data Exchange (TRISDX), Toxic Substance Control Act - HaSD Form (TSCA-HASD), Compliance Information Systems (VERIFY), Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG), Water Contaminant Information Tool (WCIT), and Audit Reporting System (eDisclosure). At the bottom of the list are 'ADD' and 'CANCEL' buttons. Below the buttons is a security notice: 'You are in an encrypted secure session.' At the very bottom, there is a help desk contact number (888) 890-1995 and a URL: http://www.epa.gov/epahome/usenotice.htm.

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

TSCA Role	Role Status	ID Type	Program ID	Options
A SUBMITTER	Active	Authorized Official	39522	<a href="#">Edit</a>   <a href="#">Deactivate</a>
A SUBMITTER	Awaiting Approval	Support Registrant	<a href="#">39522</a>	<a href="#">Edit</a>   <a href="#">Deactivate</a>   <a href="#">Reg. Data</a>

[Add New TSCA Role / Program ID](#)

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

Environmental Protection Agency - Internet Explorer Provided by CGI Federal

https://test.epacdx.net/SSL/cdx/User\_AdditionalInfo.asp?client\_nbr=39567&pop=y

### Additional Registration Data

User: AO Tester (AOTESTER)  
Program: TSCA  
Role: Support Registrant (39522)

**Associated Authorized Official**

CDX User ID: AOTESTER  
Email Address: john.smith@agency.gov  
Name: AO Tester  
Organization: org1  
Telephone Number: 111-222-3344

Close Window



### 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

The screenshot shows the 'Add Role' page in the EPA MyCDX system. The page has a blue header with the EPA logo and the text 'U.S. Environmental Protection Agency'. Below the header, there is a navigation menu with links like 'Recent Announcements' and 'Contact Us'. The main content area is titled 'Add Program ID' and contains a form with the following fields: 'Role' (dropdown menu set to 'ASUBMITTER'), 'Program ID Type' (dropdown menu with 'Authorized Official' selected), 'ID' (text input field), and 'Submission Method' (dropdown menu with 'Support Registrant' selected). There are 'ADD' and 'CANCEL' buttons below the form. A red asterisk indicates required fields. The page footer includes contact information for the EPA Help Desk and a URL.

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

The screenshot shows the MyCDX user interface. At the top, there is a navigation bar with the EPA logo and the text 'U.S. Environmental Protection Agency'. Below this, the 'MyCDX' header includes links for 'Recent Announcements' and 'Contact Us'. The user is logged in as 'a0TESTER1'. The main content area is titled 'Central Data Exchange - MyCDX' and displays user information for 'Mr. A0 Tester', including last login and registration dates. A navigation menu contains links for 'Change System Password', 'Edit Personal Information', 'Edit Current Account Profiles', and 'Add New Employer Profile', with the last link highlighted in a red box. Below the menu, there is a section for 'Available Account Profiles' with a link to 'TSCA eTSCA Client Download and View Support Registrants'. A security notice at the bottom states 'You are in an encrypted secure session.' and provides contact information for the Help Desk.

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

The screenshot shows the 'Add Organization' form in the MyCDX system. The form is titled 'Add Employer Information' and includes a note: 'Use the TAB key to move from field to field. \* = REQUIRED FIELD'. The form fields are: Organization Name (\*), Registrant's Work Mailing Address 1 (\*), Registrant's Work Mailing Address 2 (\*), City (\*), State (Alabama) (\*), Zip/Postal Code (\*), Country (UNITED STATES) (\*), E-mail (\*), and Phone Number (\*). The phone number field includes a dropdown for 'U.S., Canada & Caribbean Islands Phone Format' and a dropdown for 'International Phone Format'. A 'Next >>' button is located at the bottom right of the form. A security notice at the bottom states 'You are in an encrypted secure session.' and provides contact information for the Help Desk.

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

The screenshot shows the 'Edit Organization Profiles' page for a user logged in as 'AQTESTER1'. The page title is 'U.S. Environmental Protection Agency'. The main content area is a table with two columns: 'Organization' and 'Program Status'. There are two rows of data. The first row is for 'Company 2' and the second row is for 'Company 3'. The 'Company 3' row is highlighted with a red border. The 'Program Status' for both companies includes links for 'Edit Organization Contact Information', 'TSCA', and 'Add New Program'. Below the table, there is a '<< BACK' button and a security notice: 'You are in an encrypted secure session.' At the bottom, there are links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us', along with the text 'Last updated on February 26, 2004.' and the URL 'http://www.w.epa.gov/epahome/usernotice.htm'.

### 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 screenshot displays the 'Support Registrants' page in the eTSCA MyCDX system. The page header includes the EPA logo, 'U.S. Environmental Protection Agency', and 'eTSCA'. The user is logged in as 'AOESTER1'. The main content area is titled 'Support Registrants' and contains the following information:

The support registrants associated with your account are shown below. They are grouped by your organizations in CDX:

- Organization: Company 2**
  - Support Registrants:**
    - Name: **AO Tester**
    - CDX User ID: AOESTER
    - Organization: Company ABC
    - Address: 555 Street Rd  
City, State, Zip: Fairfax, VA 22033
    - Email Address: [john.smith@agency.gov](mailto:john.smith@agency.gov)
    - Telephone: 111-222-3344
    - Status: Awaiting Verification Form (ESA not received)
- Organization: Company 2**
  - Support Registrants:**
    - Name: **SR Tester**
    - CDX User ID: SRTESTER1
    - Organization: Company 1
    - Address: 123 Street Rd  
City, State, Zip: Fairfax, VA 22033
    - Email Address: [john.smith@agency.gov](mailto:john.smith@agency.gov)
    - Telephone: 111-222-3344
    - Status: Awaiting Verification Form (ESA not received)

The page also includes a security notice: 'You are in an encrypted secure session.' and footer information: 'Help Desk: (888) 890-1995', 'EPA Home | Privacy and Security Notice | Contact Us', 'Last updated on November 20, 2009.', and 'URL: https://test.epacdx.net/sit/TSCA/AuthorizedOfficial/SupportRegistrants.aspx'.

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

**U.S. Environmental Protection Agency**

**MyCDX**  
Recent Announcements | Contact Us

Logged in as, AOTESTER1

**Central Data Exchange - MyCDX**

Welcome, Mr. AO Tester

Last Login: November 24, 2009  
Registered Since: November 24, 2009  
Recertification Date: November 24, 2009

CDX Registration Status: Active

You have 4 new messages in your **Inbox**

[Change System Password](#)   
 [Edit Personal Information](#)   
 [Edit Current Account Profiles](#)   
 [Add New Employer Profile](#)

**Available Account Profiles:**

- [TSCA eTSCA Client Download and View Support Registrants](#)

You are in an encrypted secure session.

[Help Desk: \(888\) 890-1995](#)  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
 Last updated on May 1, 2009.  
 URL: <http://www.epa.gov/epahome/usenotice.htm>

### 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 inbox contains five (5) messages, three (3) of which are new.

### Exhibit 5-14 User Inbox

**U.S. Environmental Protection Agency**

**Inbox - All Messages: AOTESTER1**  
Recent Announcements | Contact Us

Logged in as, AOTESTER1

MyCDX > Inbox - All Messages: AOTESTER1

<< Prev Message: 1 to 5 of 5 Next >>


<input type="checkbox"/>	All	From	Subject	Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CDX Admin	Support Registrant Verification Form	Tue 11/24/2009 15:37 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CDX Admin	Authorized Official Verification Form	Tue 11/24/2009 15:26 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CDX Admin	eSIG-PIN Questions Answered	Tue 11/24/2009 10:55 AM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CDX Admin	TSCA ESA is attached	Tue 11/24/2009 10:51 AM
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CDX Admin	Welcome to CDX	Tue 11/24/2009 10:49 AM

You are in an encrypted secure session.


[Help Desk: \(888\) 890-1995](#)  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
 Last updated on July 22, 2008.  
 URL: <http://www.epa.gov/epahome/usenotice.htm>

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

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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.

<b>Acronym/Term</b>	<b>Definition</b>
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