

CENTRAL DATA EXCHANGE (CDX) REGISTRATION USER GUIDE

HELP DESK INFORMATION

helpdesk@epacdx.net

888.890.1995

970.494.5500 (PR and Guam)



1 Go to **cdx.epa.gov** and Register

ONE On the Central Data Exchange (CDX) homepage click the "Register with CDX" button to start the registration process.

The screenshot shows the EPA CDX homepage. At the top, there's the EPA logo and navigation links: CDX Home, About CDX, Recent Announcements, Terms and Conditions, FAQs, and Help. The main content area features a large image of water and a 'Log in to CDX' box. This box contains fields for 'User ID' and 'Password', and two buttons: 'Log In' and 'Register with CDX'. Below the buttons are links for 'Forgot your password?', 'Warning Notice', and 'Privacy Policy'.

2 Accept **Terms and Conditions**

TWO By accepting the terms and conditions you agree to abide by the system requirements and the system will allow you to access CDX.

The screenshot shows the 'Terms and Conditions' page. It includes a 'Warning Notice' section stating that the CDX registration procedure is part of an EPA computer system and that unauthorized access may be subject to criminal, civil, and/or administrative action. It also includes a 'Privacy Statement' section. At the bottom, there are radio buttons for 'I Accept' and 'I Decline', with 'I Accept' selected.

3 Select a **Program Service**

THREE To select a program service, type the flow name or descriptor to filter the results or select from the full list.

The screenshot shows the 'Core CDX Registration' page. It has a progress bar with four steps: 1. Request Program Service (highlighted), 2. Request Role Access, 3. Provide User and Organization Information, and 4. Confirmation. Below the progress bar, there's a text input field for filtering services. Underneath, there's a list of 'Active Program Services List' with entries like 'Stormwater Notice of Intent (eNOI) (SWEN0)' and 'Electronic Notice of Intent (eNOI)'. A 'Cancel' button is at the bottom left.

4 Provide **Role** and **Additional Information**

FOUR If a program service has more than one role or requires additional information, select the role and/or fill out all required additional information.

The screenshot shows the 'Core CDX Registration' page at the 'Request Role Access' step. The progress bar shows steps 1 and 2 completed. The 'Registration Information' section shows 'Program Service: Unregulated Contaminants Monitoring Rule3' and 'Role: Not selected'. There's a 'Select Role' dropdown menu currently showing 'PWS'. At the bottom, there are 'Request Role Access' and 'Cancel' buttons.

5 FIVE

Provide **User Information**

Enter a unique user name, fill out the personal information, create a password, and answer three security questions.

The screenshot shows the EPA CDX Core Registration interface. At the top, there are navigation links for CDX Home, About CDX, Recent Announcements, Terms and Conditions, FAQs, and Help. The main heading is "Core CDX Registration" with a "Contact Us" link. Below this is a progress bar with four steps: 1. Request Program Service (checked), 2. Request Role Access (checked), 3. Provide User and Organization Information (active), and 4. Confirmation. The "Registration Information" section shows "Program Service: Unregulated Contaminants Monitoring Rule3" and "Role: PWS". A note states "Essential information is marked with an asterisk(*)". The "Part 1: User Information" section includes fields for "User ID *", "Title *" (a dropdown menu with "--Please Select--"), "First Name *", and "Middle Initial".

6 SIX

Provide **Organization Information**

Search for an existing organization. If a matching organization is not found, create a new organization.

The screenshot shows the "Part 2: Organization Information" section of the registration process. It displays "Exxonmobil" as the selected organization. The "Mailing Address" is listed as "2800 Decker drive, Baytown, TX 77546". Below this is a section for "Provide Additional Contact Information" with input fields for "Email *", "Re-enter Email *", "Phone Number *", "Phone Number Ext", and "Fax Number". A note at the bottom says "Wrong organization information? Back to Search Results, Use advanced search, or request that we add your organization." and a green button labeled "Submit Request for Access" is visible.

7 SEVEN

Confirmation screen and **Activation Link**

After all core registration information has been provided, the confirmation screen displays. An account activation link will be sent to the organization email address provided. Follow the account activation link instructions to complete registration.

The screenshot shows the "Confirmation" screen. It features the EPA logo and navigation links. The heading is "Confirmation" with a "Contact Us" link. Below the heading, it says "A few more steps...". The main text reads: "You will soon receive an email confirmation message (at rbolden@epafederal.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or 011 (970) 494-5500 for callers from Puerto Rico and Guam if you are calling from Puerto Rico or Guam." A "Confirmation Number: 43137aed-60fb-424f-8ec8-f0b6a53a573b" is displayed. At the bottom, there is a green button labeled "Return to CDX Home".

8 EIGHT

Complete **Registration** and additional **Validation**

Log in to CDX with credentials provided during registration after clicking the account activation link in the confirmation email.

Depending on the program service and role chosen during the registration process, you may be prompted to complete any of the following role verification steps:

- LexisNexis Identity Validation Service (supports paperless ESA signing option)
- CROMERR 20-5-1 Challenge Question Setup (supports electronic signature and paperless signing option)
- Electronic Signature Agreement (paper and paperless signing options are available)
- Program specific additional validation steps