

CENTRAL DATA EXCHANGE (CDX) REGISTRATION USER GUIDE

HELP DESK INFORMATION

helpdesk@epacdx.net

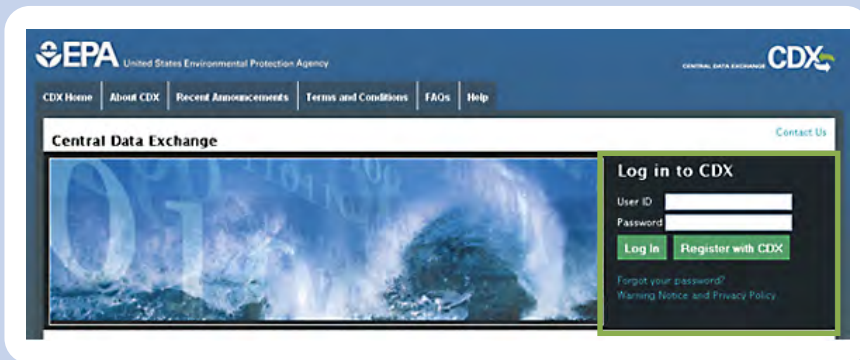
888.890.1995

970.494.5500 (PR and Guam)



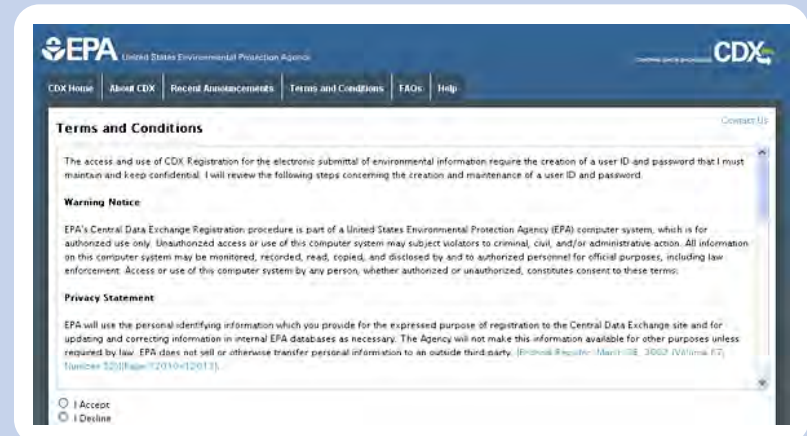
1 Go to cdx.epa.gov and Register

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



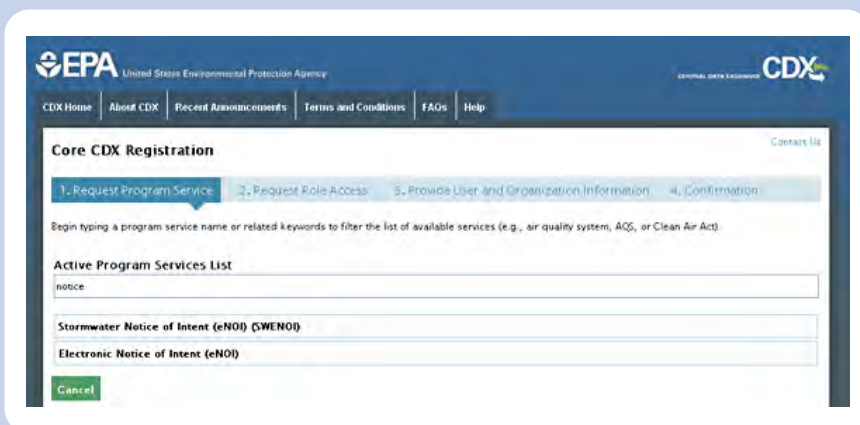
2 Accept Terms and Conditions

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



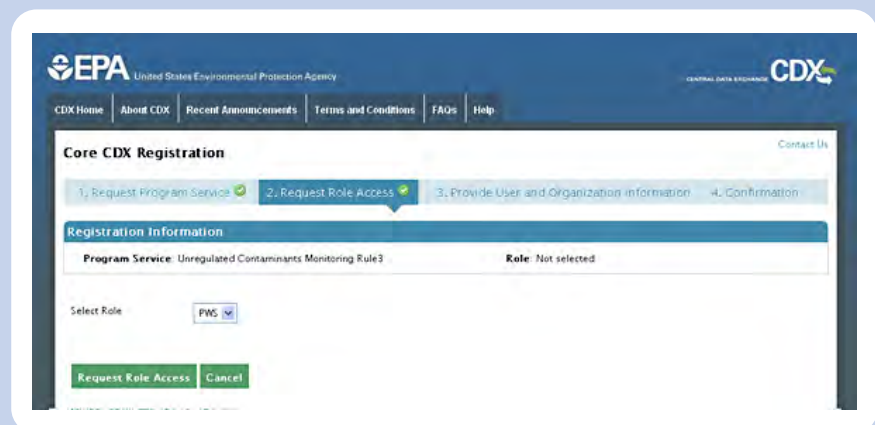
3 Select a Program Service

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



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.



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 registration interface. At the top, there's the EPA logo and 'CDX' branding. A navigation bar includes links for 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', 'FAQs', and 'Help'. The main heading is 'Core CDX Registration'. Below it, a progress bar shows 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 contains fields for 'User ID *', 'Title *' (a dropdown menu with '--Please Select--'), 'First Name *', and 'Middle Initial'. A 'Contact Us' link is visible in the top right corner.

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 form. It displays 'Exxonmobil' as the organization name. The 'Mailing Address' is listed as '2800 Decker drive, Baytown, TX 77546'. Below this, there's 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.' A green button labeled 'Submit Request for Access' is at the bottom.

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 'CDX' branding. A navigation bar includes links for 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', 'FAQs', and 'Help'. The main heading is 'Confirmation'. Below it, the text reads 'A few more steps... 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. A green button labeled 'Return to CDX Home' is at the bottom. A 'Contact Us' link is visible in the top right corner.

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