



CDX Chemical Safety and Pesticide Programs (CSPP) Registration User Guide

Environmental Protection Agency

Office of Pollution Prevention and Toxics

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1 Introduction

Central Data Exchange (CDX) is a web-based system used for various electronic environmental data submissions to the United States Environmental Protection Agency (EPA). CDX allows users submitting data to EPA to register for the specific program of interest. The CDX system also allows for several offices within EPA to use a common framework where a user can access several different flows to satisfy reporting requirements across multiple offices. More information about CDX is available at www.epa.gov/cdx.

1.1 Purpose

The purpose of this document is to walk through the registration and user profile management processes in CDX, specifically for Chemical Safety and Pesticide Programs (CSPP) workflow submissions. If the user is currently submitting under Toxic Substances Control Act (TSCA) electronically, the user should register for the CSPP workflow. The CDX modernization effort improves the user experience through an updated user interface, as well as streamlined user registration processes for CDX web users, including the migration of user accounts and profiles for users who currently use the system. This document will assist new CDX users register with the CDX system as well as reacquaint existing users with new system processes and registering for specific CSPP roles.

1.2 Topics Covered

This document will cover the registration process, updates from the old CDX system, and the MyCDX profile. The sections are described below:

- **Section 2** lists the system requirements. This section describes what a user needs to access and interact with the system.
- **Section 3** outlines the main CDX navigation. This section guides the user through the CDX screens that do not require a user account.
- **Section 4** describes the CDX core registration process. This section introduces a user to the registration process.
- **Section 5** describes the program organization a user should register for based on the document or submission they are reporting on within the Section 5 Notices and Supports application.
- **Section 6** provides guidance regarding selecting and registering for the appropriate user role for the eReporting modules, including For Your Information (FYI), Section 4, Section 8(a), Section 8(d), and Section 8(e).
- **Section 7** provides guidance regarding selecting and registering for the appropriate user role for the Chemical Data Reporting (CDR) module.
- **Section 8** describes the role sponsorship module and the process of registering for additional agent/consultant roles as it applies to the Section 5 Notices and Supports application.
- **Section 9** describes the multiple Authorized Official (AO) functionality. This section guides the user through how to utilize this functionality.
- **Section 10** describes additional verification processes that users may have to go through after registration. This section will only apply to users registering for flows that require additional

identity verification. Additionally, this section will walk a user through the different verification processes that he/she could face based on the program service he/she selects.

- **Section 11** describes the process of managing user and organization information and adding program services after a user has completed the initial registration process.
- **Section 12** describes the log in process for users who have been migrated from the system prior to the update on October 1, 2012. This section will identify what a migrated user should expect when logging into the updated system.
- **Section 13** describes the log in process for returning users. This section will identify what a return user should expect after their initial log in.
- **Section 14** gives a MyCDX overview. This section will review existing and new functions of the system and walk a user through navigating the new system.

1.3 Application Support

Help can be accessed by using the following options:

- **By Telephone:**

Person-to-person telephone support is available from 8:00 am to 6:00 pm eastern standard time/eastern daylight time (EST/EDT). Call the CDX Help Desk's toll-free line at 888-890-1995 or 970-494-5500 for callers from Puerto Rico and Guam.

- **By Email:**

Send an email to Technical Support at helpdesk@epacdx.net with "Technical Support" in the 'Subject' line.

- **By Chat:**

Click the 'Chat with the CDX Help Desk' link on the 'Contact Us' page to generate a web form to enter information regarding your help request.

- **By Contact Form:**

Enter information in the text fields under the 'Contact Form' section of the 'Contact Us' page.

- **By Website:**

Users can contact the CDX team from the 'Contact Us' screen at <https://cdx.epa.gov/Contact> and read the help section at <https://cdx.epa.gov/Help>.

A 'Frequently Asked Questions' (FAQ) section is also available.

2 System Requirements

To use CDX, the following are required:

- An e-mail account
- JavaScript enabled web browser
- Internet access
- Adobe Acrobat Reader 5.0 or higher

2.1 Supported Browsers

- Internet Explorer (IE) 7 or above
 - Go to the following link to download:
<http://windows.microsoft.com/en-US/internet-explorer/downloads/ie>
- Mozilla Firefox 3.0 or above
 - Go to the following link to download:
<http://www.mozilla.com/en-US/firefox/all-older.html>
- Safari 4 or above
 - Go to the following link to download:
<http://support.apple.com/kb/dl877>
- Google Chrome
 - Go to the following link to download:
<http://www.google.com/chrome>
- Opera
 - Go to the following link to download:
<http://www.opera.com/download>

2.2 Screen Resolution

Screen resolution should be set to 1024 x 768 or greater.

3 CDX Main Navigation

The following section provides an overview of the pages that are accessible upon first navigating to the CDX Homepage before beginning the registration process.

3.1 Overview

CDX is an application used by EPA programs and various stakeholders to manage environmental data transmitted to EPA to meet EPA reporting requirements. As part of the CDX system, the user registration component is used to facilitate user access to a program. Within the user registration component, program offices have the ability to define the roles and information required by new users to complete the registration process. Based on the program service and role combinations, each program has different information that a user must provide. CDX captures the requirements for each program service and role and prompts the user for only the information required. Some roles do not require any additional information, whereas others require identity proofing and/or additional information processing. The following sections will walk through how a user will register for different program services.

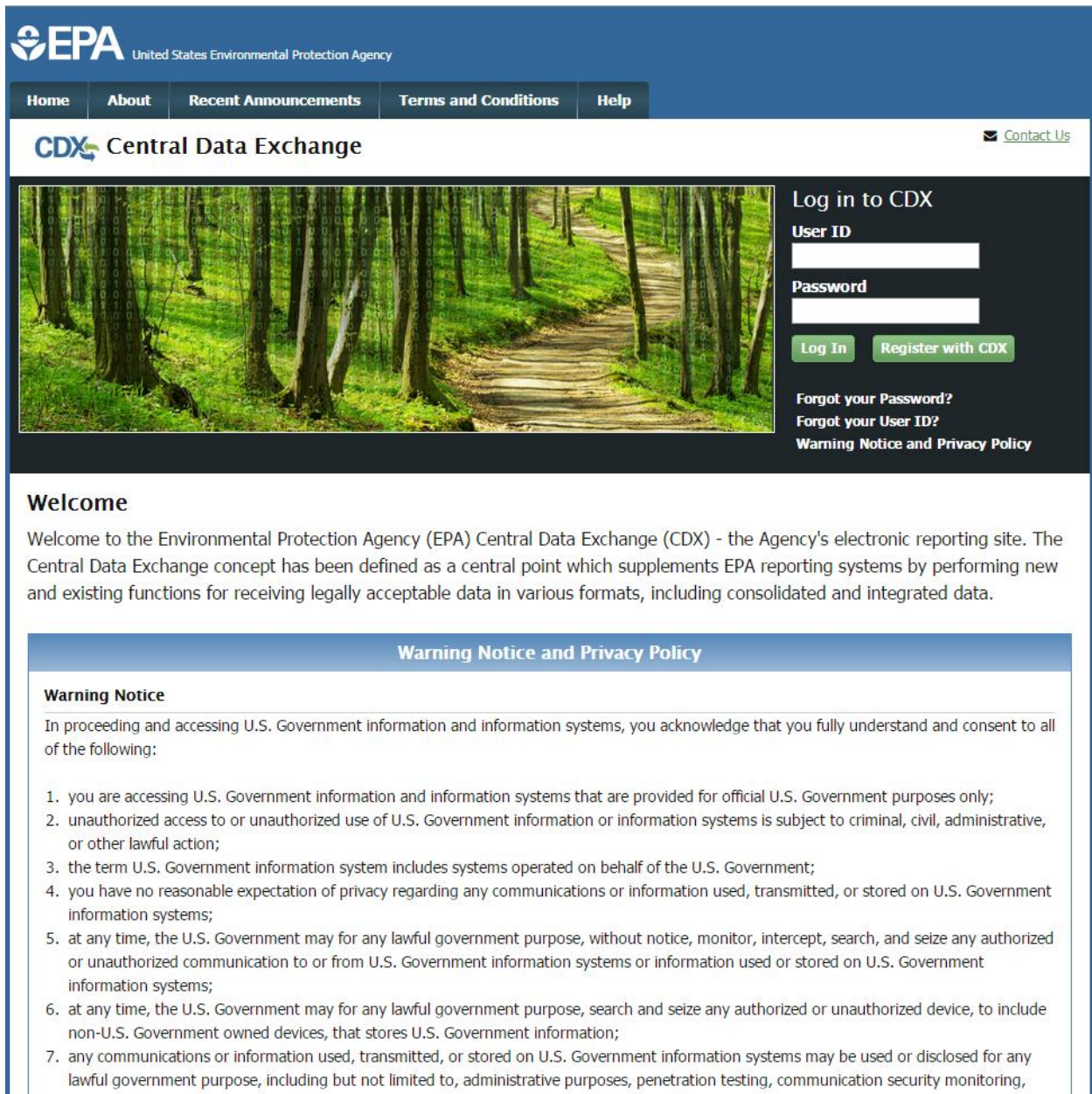
3.2 CDX Homepage

The CDX homepage is the landing screen from which you have the ability to access and interact with CDX. The CDX home screen can be accessed by the following link: <https://cdx.epa.gov>, and provides the user with the following features:

- **Log In:** If you already have a CDX account, you may log into the system by entering your user identification (ID) and password information and clicking the ‘Log In’ button located on the right-hand side of the screen.
- **Registration:** If you do not have a CDX account, click the ‘Register with CDX’ button to begin the registration process outlined later in this section.
- **Welcome Announcement:** This text area provides welcome text that is visible to all users who visit CDX.
- **Important Alerts:** The alerts in the ‘Notices’ box that appear below the ‘Welcome Announcement’ provide you with system or program-specific information. The ‘Notices’ box will only appear if there are any alerts regarding CDX.
- **Warning Notice and Privacy Policy:** The ‘Warning Notice and Privacy Policy’ statements are displayed on the CDX homepage providing you with a list of the terms of use for the CDX system, whether you decide to log into, or register with, the system.

Exhibit 3-1 shows a screen capture of the ‘CDX Homepage’ screen (Scroll 1):

Exhibit 3-1: CDX Homepage Screen (Scroll 1)



The screenshot displays the EPA Central Data Exchange (CDX) homepage. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. A navigation menu includes 'Home', 'About', 'Recent Announcements', 'Terms and Conditions', and 'Help'. The main header features the 'CDX Central Data Exchange' logo and a 'Contact Us' link. A large image of a forest path is on the left, and a login section is on the right. The login section includes a 'Log in to CDX' heading, 'User ID' and 'Password' input fields, 'Log In' and 'Register with CDX' buttons, and links for 'Forgot your Password?', 'Forgot your User ID?', and 'Warning Notice and Privacy Policy'. Below the main content, a 'Warning Notice and Privacy Policy' section is expanded, showing a 'Warning Notice' with a list of seven terms and conditions.

Welcome

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.

Warning Notice and Privacy Policy

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring,

Exhibit 3-2 shows a screen capture of the ‘CDX Homepage’ screen (Scroll 2):

Exhibit 3-2: CDX Homepage Screen (Scroll 2)

Welcome

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.

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2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

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 \(Volume 67, Number 52\)\]](#)[\[Page 12010-12013\]](#).

3.2.1 About CDX

From the CDX homepage, you can access the ‘About CDX’ screen from the tab labeled ‘About’ at the top of the screen. The ‘About CDX’ screen provides general information about the CDX system requirements and procedures that site users should be aware of concerning regulation, user information, and system information. Tabs are available across the top part of the CDX homepage for a user to read information regarding specific CDX topics. Additional information is provided in the ‘FAQ’ section. Please see **Section 14.5** for more information on the ‘FAQ’ screen.

Exhibit 3-3 shows a screen capture of the 'About CDX' screen (Scroll 1):

Exhibit 3-3: About CDX Screen (Scroll 1)

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions Help

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

About CDX

[Regulation](#) [User Information](#) [System Information](#)

The CDX registration site supports the requirements and procedures set forth under the EPA's proposed Cross-Media Electronic Reporting Regulation. The following language about registering for Central Data Exchange comes from Part D (i.e. "Submitter registration process") of the Section 3.2000 (i.e. "What are the criteria for acceptable electronic document receiving systems?"):

An acceptable electronic document receiving system must require that anyone who submits an electronic document to the system first register with the agency to which the document is to be submitted. The registration process must establish the identities of both the registrant, who is the prospective submitter, and any entity that the registrant is authorized to represent, and must establish that the registrant is authorized to submit the document in question for the entity being represented. In addition, where the documents to be received will require signature, the registration process must:

- (1) Establish the registrant's identity, and the registrant's relation to any entity for which the registrant will submit electronic documents, with evidence that can be verified by information sources that are independent of the registrant and the entity or entities in question and that would be sufficient to identify the registrant as the signature holder for purposes of supporting litigation consistent with paragraph (b) of this section;
- (2) Establish and document a unique correlation between the registrant and the code or device that will constitute or create the electronic signature of the registrant as a submitter;

Exhibit 3-4 shows a screen capture of the ‘About CDX’ screen (Scroll 2):

Exhibit 3-4: About CDX Screen (Scroll 2)

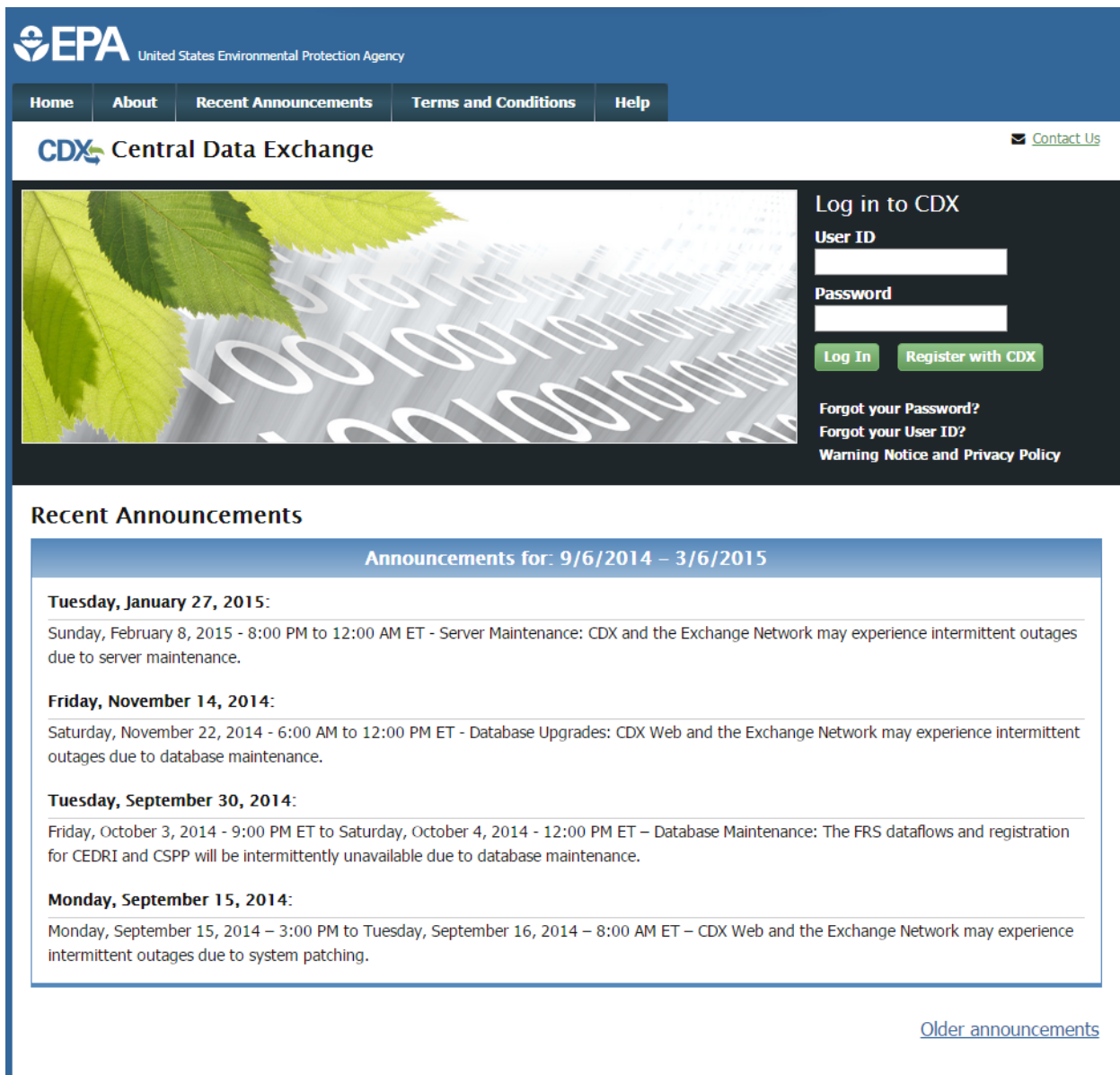
<p>(2) Establish and document a unique correlation between the registrant and the code or device that will constitute or create the electronic signature of the registrant as a submitter;</p> <p>(3) Require that the registrant sign on paper, or in such other manner or medium as the Administrator in his or her discretion may determine as appropriate for a category of electronic reports, an electronic signature agreement specifying at a minimum that the registrant agrees to:</p> <ul style="list-style-type: none">(i) Protect the electronic signature from unauthorized use, and follow any procedures specified by the agency for this purpose;(ii) Be held as legally bound, obligated, or responsible by use of the assigned electronic signature as by hand-written signature;(iii) Where the signature method is based on a secret code or key, maintain the confidentiality of each component of the electronic signature;(iv) In any case, never to delegate the use of the electronic signature, or in any other way intentionally provide access to its use, to any other individual for any reason; and(v) Report to the entity specified in the electronic signature agreement, within twenty-four hours of discovery, any evidence of the loss, theft, or other compromise of any component of an electronic signature; <p>(4) Provide for the automatic and immediate revocation of an electronic signature in the event of:</p> <ul style="list-style-type: none">(i) Any actual or apparent violation of the electronic signature agreement;(ii) Any evidence that the signature has been compromised, whether or not this is reported by the registrant to whom the signature was issued; or(iii) Notification from an entity that the registrant is no longer authorized by the entity to submit electronic documents on its behalf; <p>(5) Require that the registrant renew his or her electronic signature agreement at least once every two years, or upon request by EPA, with a renewal agreement that:</p> <ul style="list-style-type: none">(i) Complies with the provisions listed in paragraph (d)(3) of this section; and(ii) Includes the registrant's certification that he or she has complied with provisions listed in paragraph (d)(3) of this section since issuance of the signature, and that all reports submitted under the signature since the electronic signature agreement was last signed were reviewed and submitted by the registrant; <p>(6) Provide for a registrant who is surrendering his or her electronic signature to certify that he or she has complied with provisions listed in paragraph (d)(3) of this section since issuance of the signature and that all reports submitted under the signature since the electronic signature agreement was last signed were reviewed and submitted by the registrant.</p>
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3.2.2 Recent Announcements

From the CDX homepage, you can access the ‘Recent Announcements’ screen from the tab labeled ‘Recent Announcements’ at the top of the screen. This page provides an extended list of announcements, both current and archived. The most recent announcements are displayed as important alerts on the homepage. If an alert on the homepage is too long, it will display in a teaser format with a hyperlink to view more details. Upon clicking the hyperlink on the homepage, the user will be directed to the ‘Recent Announcements’ screen to view the announcement in its entirety. An ‘Older announcements’ link displays at the bottom of a set of announcements to display announcements from the past six months.

Exhibit 3-5 shows a screen capture of the ‘Recent Announcements’ screen:

Exhibit 3-5: Recent Announcements Screen



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Home About **Recent Announcements** Terms and Conditions Help

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

Recent Announcements

Announcements for: 9/6/2014 – 3/6/2015

Tuesday, January 27, 2015:
 Sunday, February 8, 2015 - 8:00 PM to 12:00 AM ET - Server Maintenance: CDX and the Exchange Network may experience intermittent outages due to server maintenance.

Friday, November 14, 2014:
 Saturday, November 22, 2014 - 6:00 AM to 12:00 PM ET - Database Upgrades: CDX Web and the Exchange Network may experience intermittent outages due to database maintenance.

Tuesday, September 30, 2014:
 Friday, October 3, 2014 - 9:00 PM ET to Saturday, October 4, 2014 - 12:00 PM ET – Database Maintenance: The FRS dataflows and registration for CEDRI and CSPP will be intermittently unavailable due to database maintenance.

Monday, September 15, 2014:
 Monday, September 15, 2014 – 3:00 PM to Tuesday, September 16, 2014 – 8:00 AM ET – CDX Web and the Exchange Network may experience intermittent outages due to system patching.

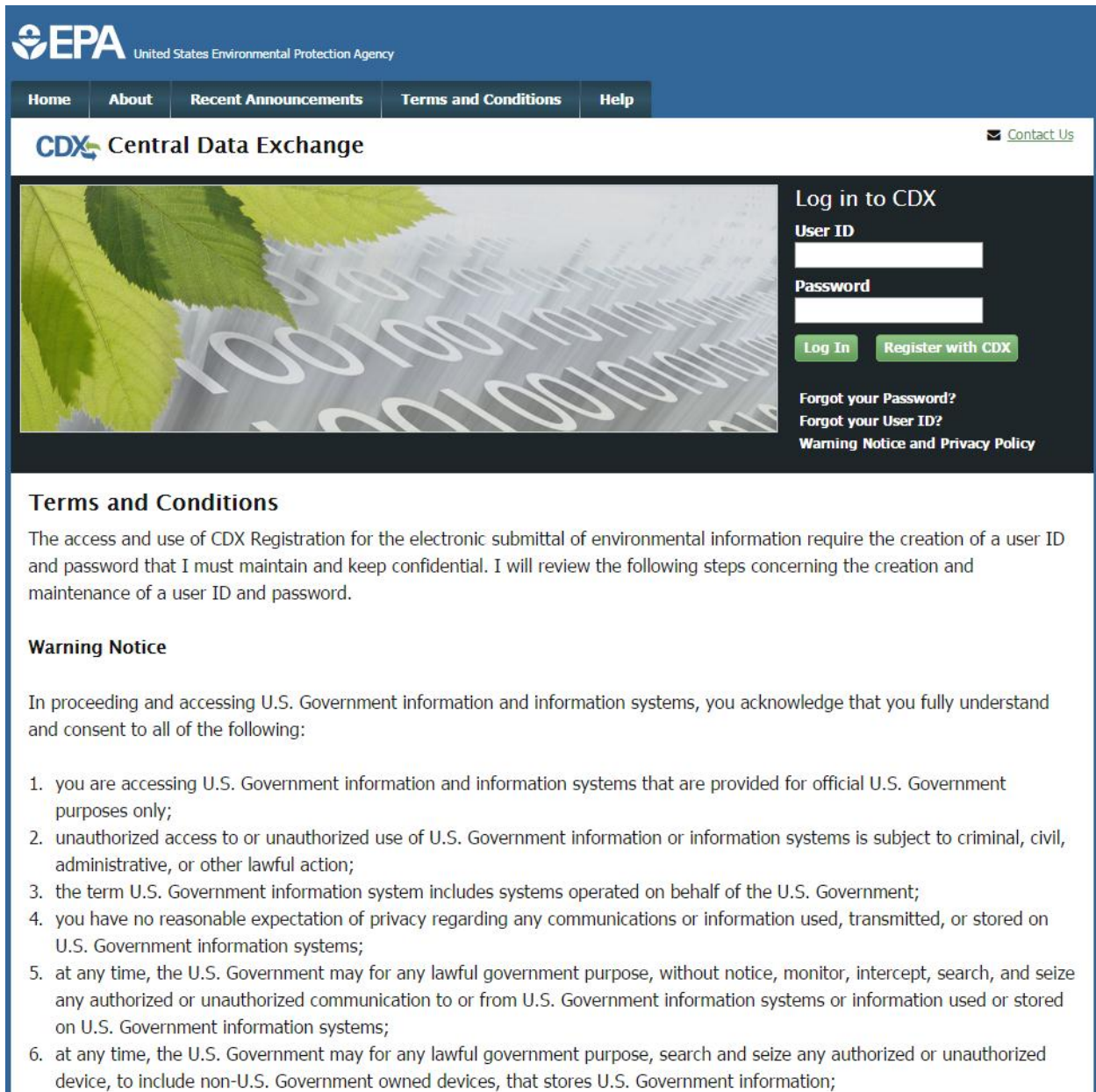
[Older announcements](#)

3.2.3 Terms and Conditions

From the CDX homepage, you can access the ‘Terms and Conditions’ screen from the tab labeled ‘Terms and Conditions’ at the top of the screen. This page provides the terms and conditions for use of the application. This includes EPA’s privacy statement, warning notice, and user credential notices. Any user who registers for or has a CDX account is legally bound by these conditions.

Exhibit 3-6 shows a screen capture of the ‘Terms and Conditions’ screen (Scroll 1):

Exhibit 3-6: Terms and Conditions Screen (Scroll 1)



EPA United States Environmental Protection Agency

Home About Recent Announcements **Terms and Conditions** Help

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

Terms and 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

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;

Exhibit 3-7 shows a screen capture of the ‘Terms and Conditions’ screen (Scroll 2):

Exhibit 3-7: Terms and Conditions Screen (Scroll 2)

5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

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.). Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following:

- uppercase character
- lowercase character
- number

Passwords may not begin with a number nor contain the word "password" nor contain your User Name.

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.

Exhibit 3-8 shows a screen capture of the ‘Terms and Conditions’ screen (Scroll 3):

Exhibit 3-8: Terms and Conditions Screen (Scroll 3)

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 888-890-1995 or (970) 494-5500 for International callers as soon as possible.

Terminating my CDX Account

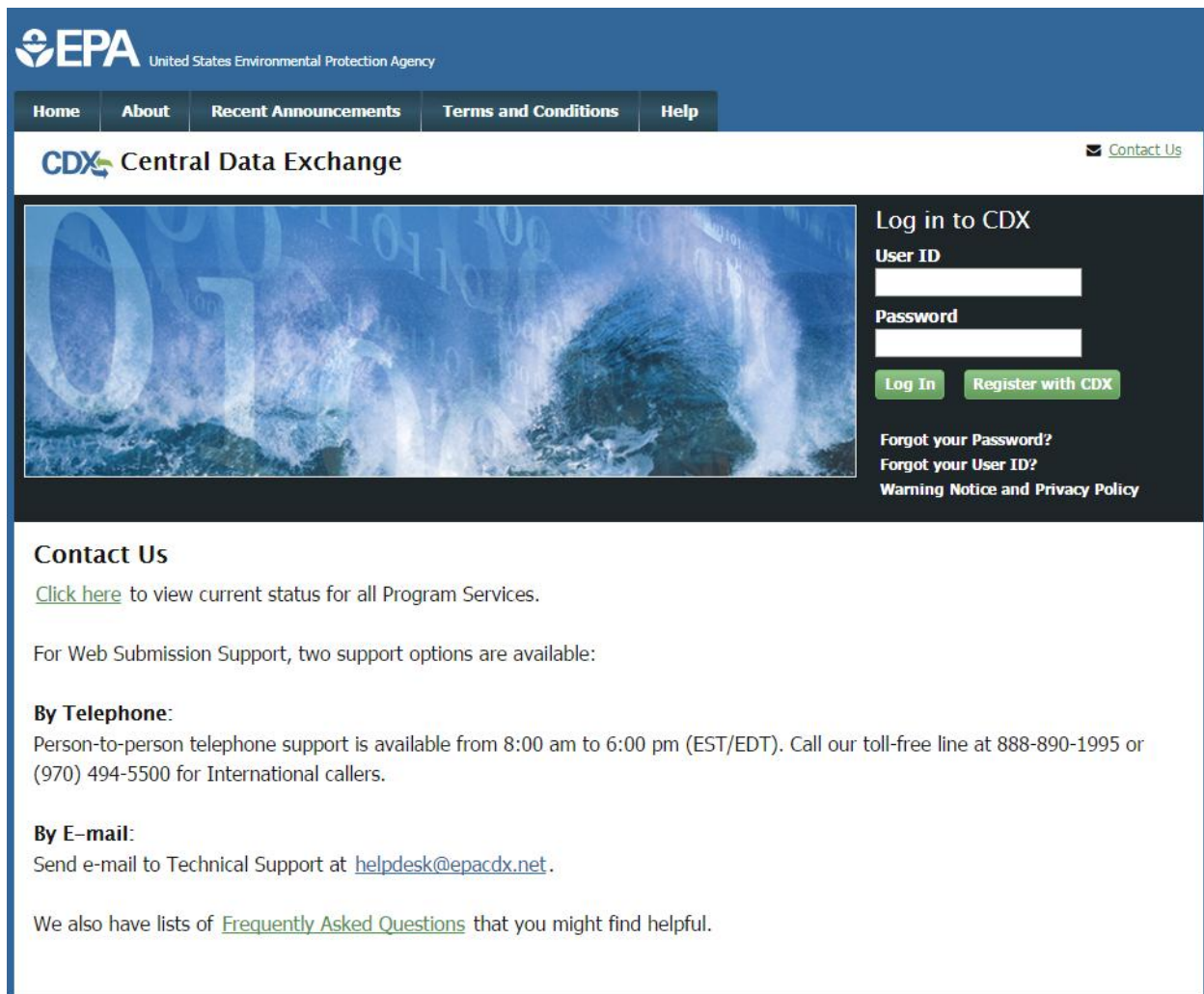
I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the [CDX Technical Support staff](#) at 888-890-1995 or (970) 494-5500 for International callers. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

3.2.4 Help

This page provides multiple options for users to contact the CDX help desk. Users can contact the help desk by phone or email. The contact information is for both domestic and international end users (see Exhibit 3-9). Users also have the ability to send a message to EPA help desk via the contact form. You may access the contact form by clicking the ‘Contact Us’ link above the login section (see Exhibit 3-10 and Exhibit 3-11).

Exhibit 3-9 shows a screen capture of the 'Help' screen:

Exhibit 3-9: Help Screen



The screenshot shows the EPA CDX website's 'Help' page. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. A navigation menu includes 'Home', 'About', 'Recent Announcements', 'Terms and Conditions', and 'Help'. Below the menu, the 'CDX Central Data Exchange' header is present with a 'Contact Us' link. The main content area features a large image of a blue wave with binary code overlaid. To the right of the image is a 'Log in to CDX' section with input fields for 'User ID' and 'Password', and buttons for 'Log In' and 'Register with CDX'. Below the login section are links for 'Forgot your Password?', 'Forgot your User ID?', and 'Warning Notice and Privacy Policy'. The 'Contact Us' section follows, providing a link to view current status for all Program Services. It then lists support options: 'By Telephone' (8:00 am to 6:00 pm EST/EDT, toll-free 888-890-1995 or 970-494-5500) and 'By E-mail' (helpdesk@epacdx.net). A final paragraph mentions 'Frequently Asked Questions'.

Exhibit 3-10 shows a screen capture of the 'Contact Us' screen (Scroll 1):

Exhibit 3-10: Contact Us (Scroll 1)

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CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

Contact Us

[Click here](#) to view current status for all Program Services.

By Telephone:

Person-to-person telephone support is available from 8:00 am to 6:00 pm (EST/EDT). Call our toll-free line at 888-890-1995. (970) 494-5500 for International callers.

By E-mail:

Send e-mail to Technical Support at helpdesk@epacdx.net.

By Chat:

[Chat with the CDX Help Desk](#) to answer your questions. [Exit](#)

Contact Form

EPA welcomes your comments, especially comments on how we can improve our Web site. We strive to respond to every comment with an answer or an appropriate referral as quickly as possible. Most comments will be responded to within 2-3 business days.

Exhibit 3-11 shows a screen capture of the 'Contact Us' screen (Scroll 2):

Exhibit 3-11: Contact Us (Scroll 2)

Send e-mail to Technical Support at helpdesk@epacdx.net.

By Chat:

[Chat with the CDX Help Desk](#) to answer your questions.

Contact Form

EPA welcomes your comments, especially comments on how we can improve our Web site. We strive to respond to every comment with an answer or an appropriate referral as quickly as possible. Most comments will be responded to within 2-3 business days.

Please help us answer your request by including a correct e-mail address. We have answered thousands of requests, but we receive many messages that we can't respond to because of incorrect email addresses. Also, if you are referring to a specific page within the EPA CDX web site, please include a URL or title for the page. If your browser doesn't support forms, you can e-mail your comment to us at helpdesk@epacdx.net.

Name *

Organization

Email *

Comments *

4 CDX Core Registration

To begin the registration process, click the ‘Register with CDX’ button that displays in the CDX header on the main CDX navigation screens as listed in **Section 3**.

4.1 Terms and Conditions

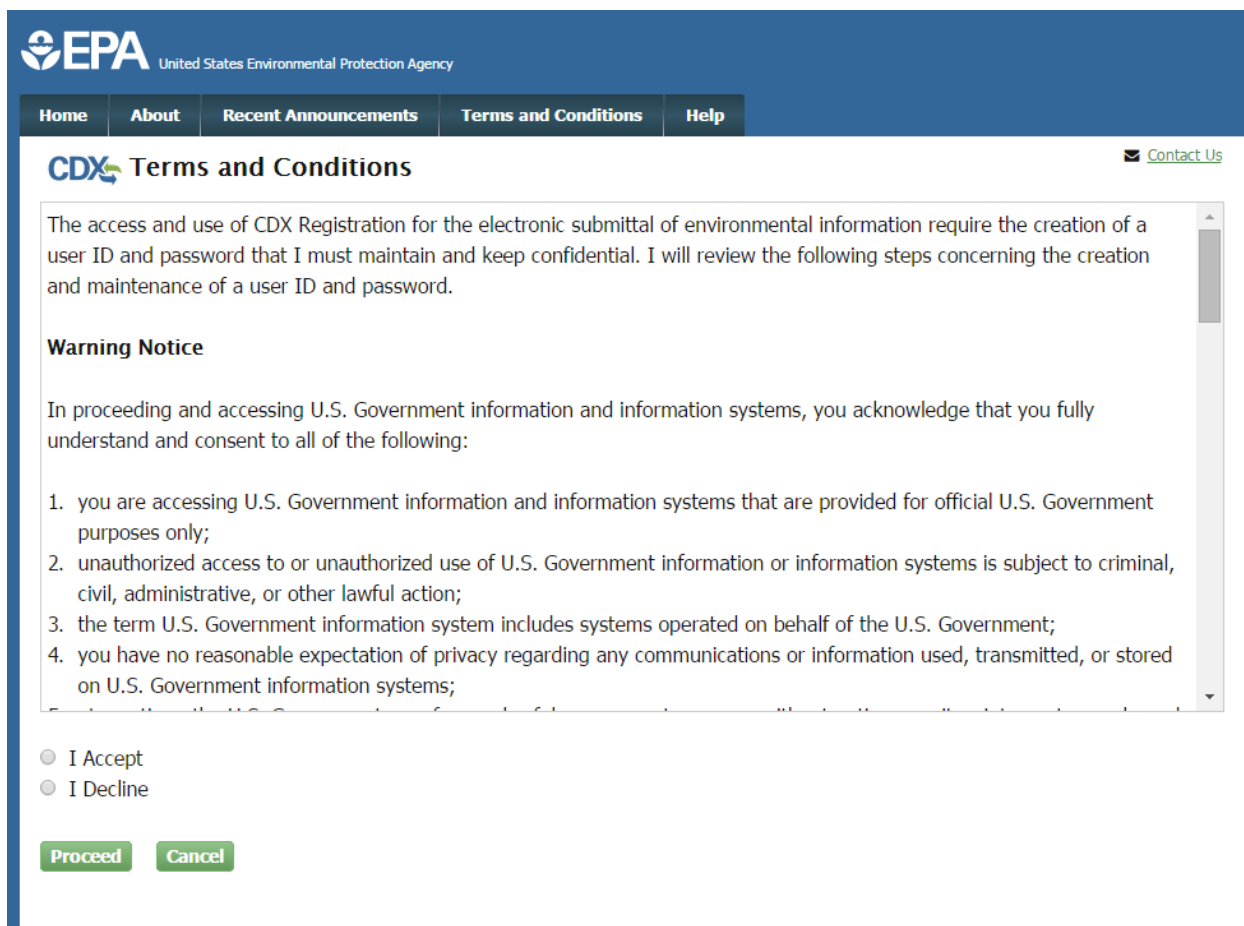
After clicking the ‘Register with CDX’ button, the CDX ‘Terms and Conditions’ screen (see Exhibit 4-1) displays the following terms and conditions:

- Acceptance of warning and privacy policies
- Choosing a complex password
- Protecting your password
- Notifying CDX of possible misuse of account
- Limiting distribution of CDX software
- Agreement to notify CDX of changes in duties

You can accept the terms and conditions by selecting the ‘I Accept’ radio button and clicking the ‘Proceed’ button. You can also cancel the registration by selecting the ‘I Decline’ radio button and clicking the ‘Proceed’ button or by clicking the ‘Cancel’ button. Once you have accepted the registration agreement, the application redirects you to proceed with the registration process. If you do not agree to the terms and conditions, you will not be able to continue with the registration process.

Exhibit 4-1 shows a screen capture of the CDX ‘Terms and Conditions’ screen:

Exhibit 4-1: CDX Terms and Conditions Screen



4.2 Program Service

The ‘Program Service’ screen is the first step in the registration process and is indicated in the breadcrumb bar at the top of the page.

The ‘Program Service’ screen displays a list of available program services from which you can choose (see Exhibit 4-3). You may filter the open program service list by typing the program service name or other related program metadata in the text bar (see Exhibit 4-5). You can select a program by clicking the program name (e.g. ‘CSPP: Submissions for Chemical Safety and Pesticide Programs’). The selection on this page will determine the information you must enter on subsequent pages.

The search component provides an enhanced search capability that instantly displays search results as search criteria and keywords are entered by the user. For example, typing the word ‘chemical safety’ or typing the TSCA Section 5 Notices and Supports form type into the search field will display ‘Submissions for Chemical Safety and Pesticide Programs’ in the search results. The system will take you to the ‘Role Access’ screen once you select the program service.

Exhibit 4-2 shows a list of applications that are currently available under CSPP:

Exhibit 4-2: TSCA Rules Under CSPP Workflow Table

TSCA Rule	Submission	Form Type	Availability of Application	
TSCA Section 5 Notices and Supports	Premanufacture Notice (PMN)	PMN	To Be Determined (TBD)	
		Significant New Use Notice (SNUN)		
		Test Marketing Exemption Application (TMEA)		
		Low Volume Exemption (LVE)		
		Low Release/Low Exposure Exemption (LOREX)		
		LVE Mod		
		LOREX Mod		
	Biotechnology			Microbial Commercial Activity Notice (MCAN)
				TSCA Experimental Release Application (TERA)
				Tier I Exemption
				Tier II Exemption
				Biotechnology Test Market Exemption (TME)
	Support			Amendment
				Suspension Request
				Test Data
				Transfer of Ownership
				Withdrawal Request
				Other Correspondence
	Bona Fide			N/A
	Notice of Commencement (NOC)			N/A
Alternative Control Measures (ACM)		N/A		
TSCA Section 8(e) Notice	Section 8(e) Notice	N/A	Available	
TSCA Section 8(d) Health & Safety Data Reporting	Section 8(d) Health & Safety Data Reporting	N/A	Available	
TSCA Section 8(a) PAIR Reporting	Section 8(a) Preliminary Assessment Information Rule (PAIR) Reporting	N/A	Available	
TSCA Section 4	Section 4	N/A	Available	
TSCA FYI	For Your Information (FYI)	N/A	Available	
TSCA CDR	Chemical Data Reporting (CDR)	CDR Form U & Joint Submission	Available	

Exhibit 4-3 shows a screen capture of the 'Program Service' screen (Scroll 1):

Exhibit 4-3: Program Service Screen (Scroll 1)

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1. Program Service 2. Role Access 3. User and Organization 4. Confirmation

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

Enter search criteria

- ACRES: Assessment Cleanup and Redevelopment Exchange System
- ARCS: Aircraft Reporting and Compliance System
- CEDRI: Compliance and Emissions Data Reporting Interface
- CROMERRS: CROSS-Media Electronic Reporting Rule Services
- CSPP: Submissions for Chemical Safety and Pesticide Programs
- e-NEPA: NEPA Electronic Filing System
- eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, LEW, and VGP VOTR
- eSIPS: electronic State Implementation Plan Submission
- FOND: Fuel Oil Non-Availability Disclosure
- GLEND: Great Lakes Environmental Database Query System
- GMG290000: NeT - EPA Region 6 Outer Continental Shelf NPDES Permit
- iBoard: EPA Internet On Boarding Application
- IEPB: Exchange Network Grant Semi-Annual Reporting Forms

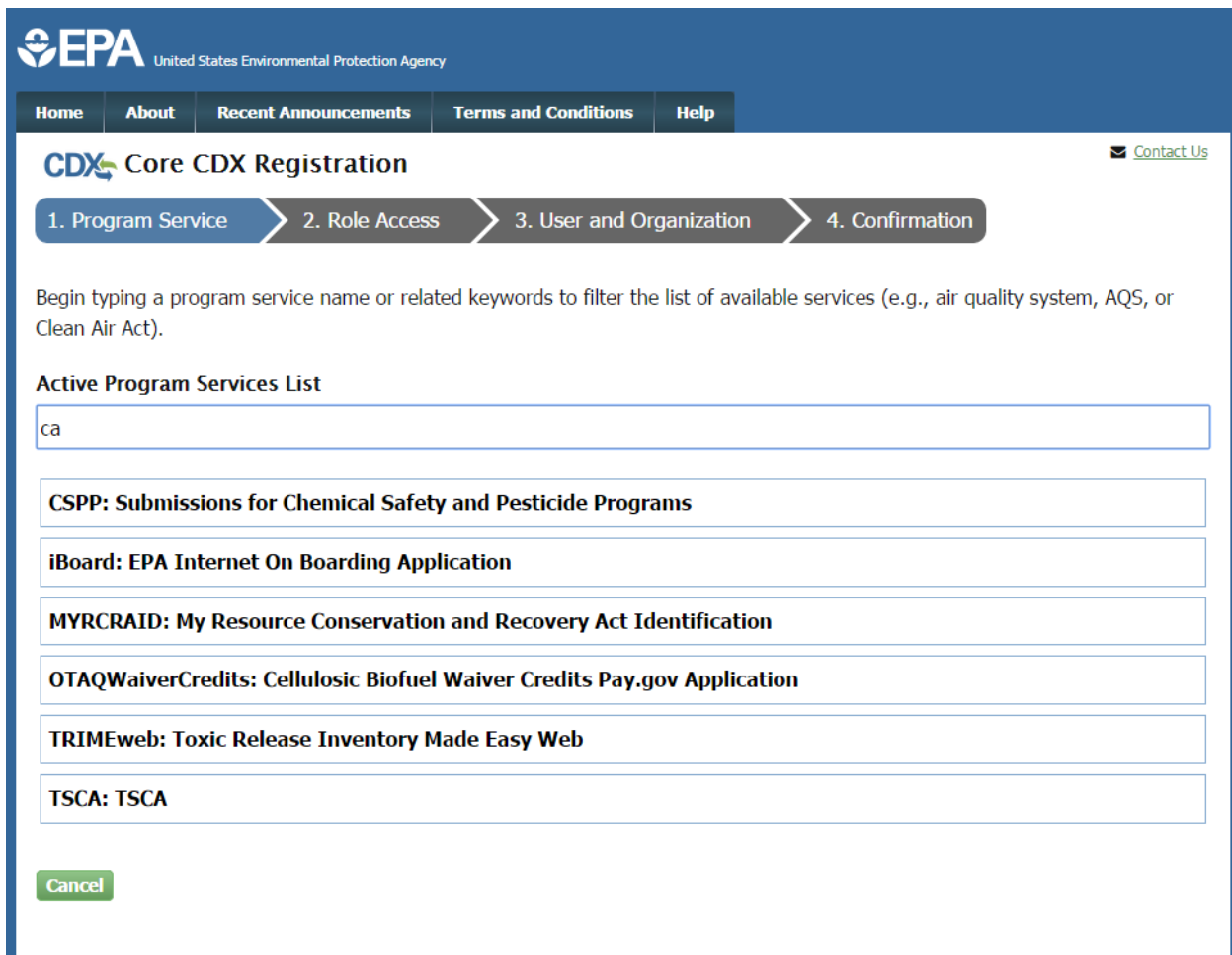
Exhibit 4-4 shows a screen capture of the 'Program Service' screen (Scroll 2):

Exhibit 4-4: Program Service Screen (Scroll 2)

iBoard: EPA Internet On Boarding Application
IEPB: Exchange Network Grant Semi-Annual Reporting Forms
LEAD: Lead-Based Paint Program
MYRCRAID: My Resource Conservation and Recovery Act Identification
ODS: Ozone Depleting Substances
OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program
OTAQEMTS: Office of Transportation and Air Quality EPA Moderated Transaction System
OTAQREG: Office of Transportation and Air Quality Fuels Registration
OTAQWaiverCredits: Cellulosic Biofuel Waiver Credits Pay.gov Application
R9Exchange: R9 File Exchange
RMPESSUBMIT: Risk Management Plan
SSTS: Section Seven Tracking System
SWENOI: Stormwater Notice of Intent for MSGP, NOE, and 2008 VGP
TRIMEweb: Toxic Release Inventory Made Easy Web
TSCA: TSCA
Verify: Vehicles and Engines Compliance Information System - New (1)
VGP: 2013 Vessel General Permit
WCIT: Water Contaminant Information Tool
Cancel

Exhibit 4-5 shows a screen capture of a filtered view of the ‘Program Service’ screen:

Exhibit 4-5: Program Service Screen (Filtered View)



4.3 Role Access

The ‘Role Access’ screen is the second step in the registration process. It will be highlighted in the top breadcrumb bar. Completed steps are indicated with a checkmark. You are also able to navigate back to the first step by clicking the ‘Program Service’ step in the top breadcrumb bar.

The CDX application allows programs to define user roles that can be selected during registration. After selecting a program service on the ‘Program Service’ page, the ‘Role Access’ screen will appear and will allow you to register for a specific role (see Exhibit 4-6).

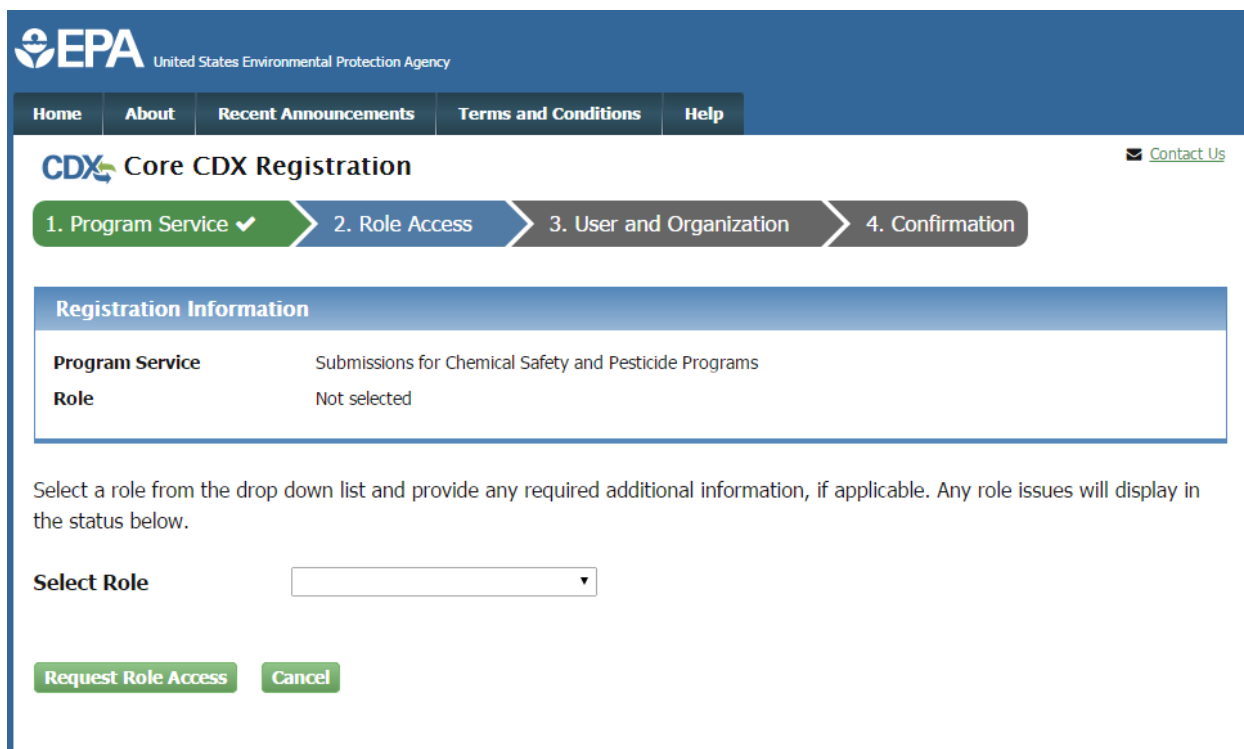
If a user will be registering under the ‘CSPP: Submissions for Chemical Safety and Pesticide Programs’ program service and creating any type of Section 5 Notices and Supports form, there is additional guidance regarding which role a user should register under. For additional guidance regarding which role to register under, see **Section 5**.

Based on program requirements and provisioning, this section will provide the appropriate fields for additional information to be collected. Fields will display for the user to enter a facility ID or to use the Facility Registry Services (FRS) (see **Section 4.3.2**). An additional screen will appear only for the roles requiring additional information (see **Section 4.3.1**).

The programs that are provisioned to utilize only one role (out of all possible user roles, including Primary Authorized Officials, Secondary Authorized Officials, Primary Agents/Consultants, Secondary Agents/Consultants, Primary Supports, and/or Secondary Supports) without additional information will skip this page and direct the user to provide his/her user and organization information.

Exhibit 4-6 shows a screen capture of the ‘Role Access’ screen:

Exhibit 4-6: Role Access Screen



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1. Program Service ✓ 2. Role Access 3. User and Organization 4. Confirmation

Registration Information	
Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable. Any role issues will display in the status below.

Select Role

[Request Role Access](#) [Cancel](#)

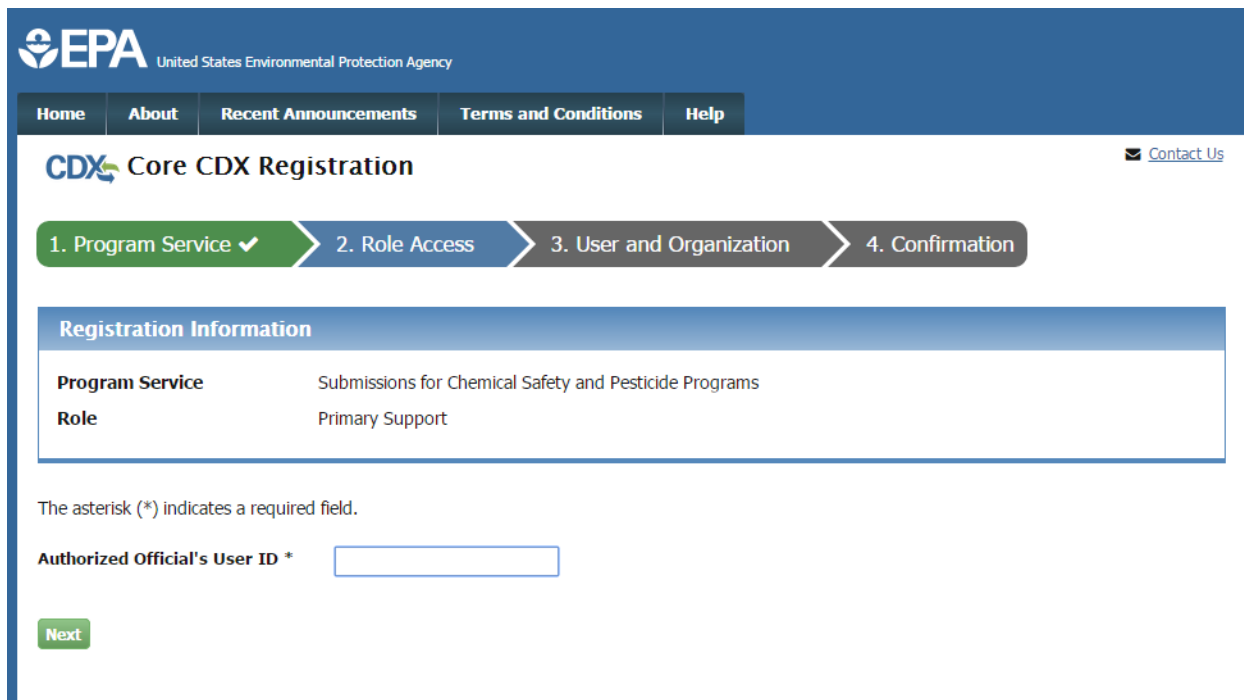
4.3.1 Role Access: Additional Information

The ‘Role Access: Additional Information’ screen displays only for roles requiring additional information that is not collected on the previous screen. Based on program requirements and provisioning, this screen provides the following:

- Program-specific entry fields to collect data that will not be captured in subsequent pages in the registration process (e.g., the CSPP program requires the Support role to provide the Authorizing Official ID)
- Text boxes, radio buttons, and drop-down lists for data collection

Exhibit 4-7 shows a screen capture of the ‘Role Access: Additional Information’ screen:

Exhibit 4-7: Role Access: Additional Information Screen



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1. Program Service ✓ 2. Role Access 3. User and Organization 4. Confirmation

Registration Information	
Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Primary Support

The asterisk (*) indicates a required field.

Authorized Official's User ID *

Next

4.3.2 EPA Facility Information

Some programs require users to provide facility information for specific program roles. If a role requires facility information, text boxes to capture facility information and a ‘Search Facilities’ button will be displayed (see Exhibit 4-8). If you already know your facility ID number, you will be able to input it into the ‘Facility ID’ field. If you do not know your facility ID number, enter in as much information related to the facility as possible to perform a search. Click the ‘Search Facilities’ button to search for existing EPA facilities (see Exhibit 4-8) based on the fields that you have entered. For certain programs, if the facility information cannot be found, you have the opportunity to create a facility and submit the information for review and inclusion in FRS (see Exhibit 4-10).

The facility search, search results, and creation pages are displayed in screen captures below. At least two search fields must be populated on the ‘Find Existing Facility’ screen in order for the search function to return results.

If you do not have any facility information currently, or if you cannot find the facility you are looking for, click the ‘Continue Without Facilities’ button to skip this step and navigate to the ‘User and Organization’ screen.

Certain applications within the CSPP program service will extract and use FRS data from CDX, which requires the user to identify and associate facilities with the appropriate user roles. If you are registering under the CSPP workflow, please add the necessary facilities.

Exhibit 4-8 shows a screen capture of the 'Find Existing Facility' screen:

Exhibit 4-8: Find Existing Facility Screen

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1. Program Service ✓ 2. Role Access ✓ 3. User and Organization 4. Confirmation

Registration Information	
Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Primary Authorized Official

Find Existing Facility

Use the search form below to search for existing EPA facilities. Fill in at least two search criteria to improve the search results.

Facility ID

Facility Name

Facility Address

City

State

ZIP Code

Search Facilities

For more advanced searching options, please locate your EPA Registry ID using EPA's [Envirofacts Search](#).

Continue Without Facilities

The 'Facility Search Results' screen displays after clicking the 'Search Facilities' button on the 'Find Existing Facility' screen. Based on the search criteria entered on the 'Find Existing Facility' screen, a number of results may display. Select your facility from the list by checking the checkbox associated with an EPA Registry ID or check the checkbox located in the column header to select all facilities generated by the search, and clicking the 'Select' button. If you do not see the facility in the results, you may search again by clicking the 'Search Again' button, or you can add a facility by clicking the 'Create New Facility' button.

Exhibit 4-9 shows a screen capture of the 'Facility Search Results' screen:

Exhibit 4-9: Facility Search Results Screen

Registration Information

Program Service Submissions for Chemical Safety and Pesticide Programs
Role Primary Authorized Official

Facility Search Results

Select your facility from the list below then click the "Select" button. If you do not see the facility in the results, you may search again.

1

<input type="checkbox"/>	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input type="checkbox"/>	110031018592	U.S. DHS IMMIGRATION & CUSTOMS ENFORCEMENT (ICE) NFTTU	425 I ST NW WASHINGTON, DC 20536-0001	TRIS	20536SDHSM425IS

1

Select **Search Again** **Create New Facility**

Continue Without Facilities

If the system cannot find any facilities based on the information entered on the ‘Find Existing Facility’ screen, then the ‘Facility Search Results’ page will display no results. You may search again by clicking the ‘Search Again’ button, or you can add a facility by clicking the ‘Create New Facility’ button.

If you cannot find the facility you are looking for, click the ‘Continue Without Facilities’ button to skip this step and navigate to the ‘User and Organization’ screen.

Exhibit 4-10 shows a screen capture of the ‘Facility Search Results’ screen if no facilities are found:

Exhibit 4-10: Facility Search Results Screen (No Facilities Found)

The screenshot displays the EPA Core CDX Registration interface. At the top, the EPA logo and navigation menu are visible. The registration progress bar shows four steps: 1. Program Service (checked), 2. Role Access (checked), 3. User and Organization (current step), and 4. Confirmation. Below the progress bar, the 'Registration Information' section lists 'Program Service' as 'Submissions for Chemical Safety and Pesticide Programs' and 'Role' as 'Primary Authorized Official'. The 'Facility Search Results' section contains a table with columns for 'EPA Registry ID', 'Facility Name', 'Facility Address', 'EPA Programs Reporting', and 'Alternate EPA Registry IDs/Program IDs'. Below the table, a message states 'No Facilities Found' and provides instructions on how to search again or create a new facility. At the bottom, there are buttons for 'Select', 'Search Again', 'Create New Facility', and 'Continue Without Facilities'.

<input type="checkbox"/>	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
No Facilities Found					

The ‘Create Facility’ screen displays after clicking the ‘Create New Facility’ button on the ‘Facility Search Results’ screen. Enter as much information as possible related to the new facility you would like to create; at a minimum, the ‘Facility Name,’ ‘Facility Address 1,’ ‘City,’ ‘State,’ and ‘Zip Code’ fields are required. Once you have entered in the minimum information required to create a new facility, click the ‘Next’ button to navigate to the ‘Confirm New Facility’ screen.

If you do not have any facility information currently, click the ‘Continue Without Facilities’ button to skip this step and navigate to the ‘User and Organization’ screen.

Exhibit 4-11 shows a screen capture of the ‘Create Facility’ screen:

Exhibit 4-11: Create Facility Screen

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1. Program Service ✓ 2. Role Access ✓ 3. User and Organization 4. Confirmation

Registration Information	
Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Primary Authorized Official

Create Facility

EPA Registry ID *Pending*

Program ID *Pending*

Program Acronym CDX: CSPP - FRS: TSCA

Facility Name

Facility Address 1

Facility Address 2

City

State

County

ZIP Code

[Next](#) [Back to Search Results](#)

[Continue Without Facilities](#)

Click the ‘Select’ button on the ‘Confirm New Facility’ screen to navigate to the ‘Selected Facilities’ screen. The selected facility will now display at the bottom of the page.

Exhibit 4-12 shows a screen capture of the ‘Confirm New Facility’ screen:

Exhibit 4-12: Confirm New Facility Screen

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1. Program Service ✓ 2. Role Access ✓ 3. User and Organization 4. Confirmation

Registration Information

Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Primary Authorized Official

Confirm New Facility

EPA Registry ID	Pending
Program ID	Pending
Program Acronym	CDX: CSPP - FRS: TSCA
Facility Name	Test Facility 1
Facility Address 1	1234 Main Ave
Facility Address 2	
City	City
State	AL
County	Bullock
ZIP Code	11111

[Select](#) [Back](#)

[Continue Without Facilities](#)

Click the ‘Continue With Selected Facilities’ button on the ‘Selected Facilities’ screen to navigate to the ‘User and Organization’ screen.

Exhibit 4-13 shows a screen capture of the selected facilities table on the ‘Selected Facilities’ screen (Scroll 1):

Exhibit 4-13: Selected Facilities Screen (Scroll 1)

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CDX Core CDX Registration [Contact Us](#)

1. Program Service ✓ 2. Role Access ✓ 3. User and Organization 4. Confirmation

Registration Information

Program Service Submissions for Chemical Safety and Pesticide Programs

Role Primary Authorized Official

Find Existing Facility

Use the search form below to search for existing EPA facilities. Fill in at least two search criteria to improve the search results.

Facility ID

Facility Name

Facility Address

City

State

ZIP Code

Search Facilities

For more advanced searching options, please locate your EPA Registry ID using EPA's [Envirofacts Search](#).

Selected Facilities

EPA Registry ID ⓘ	Program ID	Facility Name	Facility Address	
110031018592	Pending	U.S. DHS IMMIGRATION & CUSTOMS ENFORCEMENT (ICE) NFTTU	425 I ST NW WASHINGTON, DC 20536-0001	Details Edit Remove

Continue With Selected Facilities

Exhibit 4-14 shows a screen capture of the ‘Selected Facilities’ screen (Scroll 2):

Exhibit 4-14: Selected Facilities Screen (Scroll 2)

Role Primary Authorized Official

Find Existing Facility

Use the search form below to search for existing EPA facilities. Fill in at least two search criteria to improve the search results.

Facility ID

Facility Name

Facility Address

City

State

ZIP Code

[Search Facilities](#)

For more advanced searching options, please locate your EPA Registry ID using EPA's [Envirofacts Search](#).

Selected Facilities

EPA Registry ID <small>?</small>	Program ID	Facility Name	Facility Address	
110031018592	<i>Pending</i>	U.S. DHS IMMIGRATION & CUSTOMS ENFORCEMENT (ICE) NFTTU	425 I ST NW WASHINGTON, DC 20536-0001	Details Edit Remove

[Continue With Selected Facilities](#)

4.4 User and Organization Information

The ‘User and Organization’ screen is the third step in the registration process. It will be highlighted in blue on the top breadcrumb bar. Completed steps are indicated with a checkmark. The ‘Registration Information’ summary section is at the top and is updated with the selections being made. You will also be able to navigate back to the previous steps by clicking the corresponding step.

Both the user and organization information are captured on the same screen. The information entered in this portion of the registration process is used to support account validation and establish levels of assurance.

CDX will provide multiple levels of user validation, which will be specific to the role selected. All new CDX users will be required to activate their account after these registration steps by

following the instructions sent to the email address provided during the registration process for their specified organization.

When additional identity proofing is required, you will be prompted to follow the additional registration steps that may support the LexisNexis identity validation and/or Electronic Signature Agreement (ESA) signing processes. This prompt will occur after your initial login to the system.

4.4.1 Part 1: User Information

The ‘User Information’ section collects the following information (see Exhibit 4-15):

- User ID (required)
- Title (required)
- First Name (required)
- Middle Initial
- Last Name (required)
- Suffix
- Password (required)
- Re-type Password (required)
- Security Question 1 (required)
- Security Answer 1 (required)
- Security Question 2 (required)
- Security Answer 2 (required)
- Security Question 3 (required)
- Security Answer 3 (required)

Please note that the user ID and password information may be requested for re-authentication with features throughout CDX including any submission processes within your specific CDX application. The ‘Security Question’ and ‘Security Answer’ fields are also used for re-authentication in the event you forget your password and need to reset it.

When creating a user ID, it must abide by the following rules:

- Must be at least 8 characters
- No special characters may be used with the exception of ‘_,’ ‘@,’ and ‘.’

When creating a password, it must abide by the following rules:

- Must be at least 8 characters
- Must be no more than 15 characters
- Must contain one uppercase letter, one lowercase letter, and one number
- May not begin with a number
- May not be the same as your user ID

- May not contain the word ‘Password’
- May not contain any special characters or spaces
- Must be changed every 90 days

Exhibit 4-15 shows a screen capture of the ‘User and Organization’ screen:

Exhibit 4-15: User and Organization Screen

Home
About
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✉ [Contact Us](#)

1. Program Service ✓
2. Role Access ✓
3. User and Organization
4. Confirmation

Registration Information

Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Primary Authorized Official

Please fill out all required fields marked with an asterisk(*)

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *	<input type="text"/>
Title *	<input type="text" value="Mr"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text" value="-Please Select-"/>
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
Security Question 1 *	<input type="text" value="-Please Select-"/>
Security Answer 1 *	<input type="text"/>
Security Question 2 *	<input type="text" value="-Please Select-"/>
Security Answer 2 *	<input type="text"/>
Security Question 3 *	<input type="text" value="-Please Select-"/>
Security Answer 3 *	<input type="text"/>

4.4.2 Part 2: Organization Information

The CDX system requires you to search for your organization before you are able to create a new organization. You are first asked to do a simple search (see Exhibit 4-16) by entering the ‘Organization Name’ or the ‘Organization ID.’ Partial search terms can be entered. The matching search results will be returned in a table displaying the ‘Organization ID,’ ‘Organization Name,’ ‘Address,’ ‘City,’ ‘State,’ and ‘ZIP Code’ (see Exhibit 4-17). If the simple search returns too many results, you may use the advanced search option (see Exhibit 4-18). Once the search is executed, the search results will display a list of matching valid organizations from which you can select. Click the corresponding Organization ID to add that organization to the ‘User and Organization’ screen.

Once an organization has been selected or created, you will be required to enter an email address and phone number, with the option of entering a phone number extension or fax number (see Exhibit 4-19 and Exhibit 4-20).

This step is extremely important because the organization you designate as your primary organization impacts the multiple AO functionality. For additional details regarding multiple AO functionality, refer to **Section 9.1**.

Search results will only display organizations that have been previously verified by a Registration Maintenance Account Manager (RMAM), LexisNexis, or a help desk user. Organizations that have not been verified can be searched for by using the organization ID.

The first organization a user adds will be set as the primary organization. The primary organization is important because it indicates the user’s primary email address in CDX.

Exhibit 4-16 shows a screen capture of the ‘Organization Information’ section of the ‘User and Organization’ screen:

Exhibit 4-16: User and Organization Screen - Organization Information

First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text" value="-Please Select-"/>
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
Security Question 1 *	<input type="text" value="-Please Select-"/>
Security Answer 1 *	<input type="text"/>
Security Question 2 *	<input type="text" value="-Please Select-"/>
Security Answer 2 *	<input type="text"/>
Security Question 3 *	<input type="text" value="-Please Select-"/>
Security Answer 3 *	<input type="text"/>

Part 2: Organization Info

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

Exhibit 4-17 shows a screen capture of the ‘Organization Information’ section of the ‘User and Organization’ screen:

Exhibit 4-17: User and Organization Screen – Search Results

Part 2: Organization Info

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

Organization ID	Organization Name	Address	City	State	ZIP Code
15305	EPA AIRLINE	109 TW ALEXANDER DR	RTP	NC	27711
15404	EPA 2	1200 PENN AVE	WASHINGTON	DC	20460
17067	EPA	109 TW ALEXANDER DR	RTP	NC	27711
17221	EPA	1310 L ST NW	WASHINGTON	DC	20785
15536	EPA'S 2ND AIRLINE	109 TW ALEXANDER DRIVE	RTP	NC	27711
17361	EPA Region 6	1445 Ross Avenue	Dallas	TX	75202
15867	U.S. EPA	1200 PENNSYLVANIA AVE NW	WASHINGTON	DC	20460
20264	EPA	1234 Simba Ln	Zambia	N/A	333333
22447	EPA Region 10	1200 6th Avenue	Seattle	WA	98101
17381	EPA Test Company 1	123456 Test St.	Fairfax	VA	22033
16378	EPA	123 MAIN ST	MAIN	MD	11111
16472	EPA	2000 TRAVERWOOD DRIVE	ANN ARBOR	MI	48105
16817	EPA	1310 L ST. NW	WASHINGTON	DC	20005

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

4.4.2.1 Organization Advanced Search

When an organization does not appear in the basic search results, you have the option to perform an advanced search for a valid organization. Click the ‘Use advanced search’ hyperlink below the existing organization search results to perform a search with the following criteria (see Exhibit 4-18):

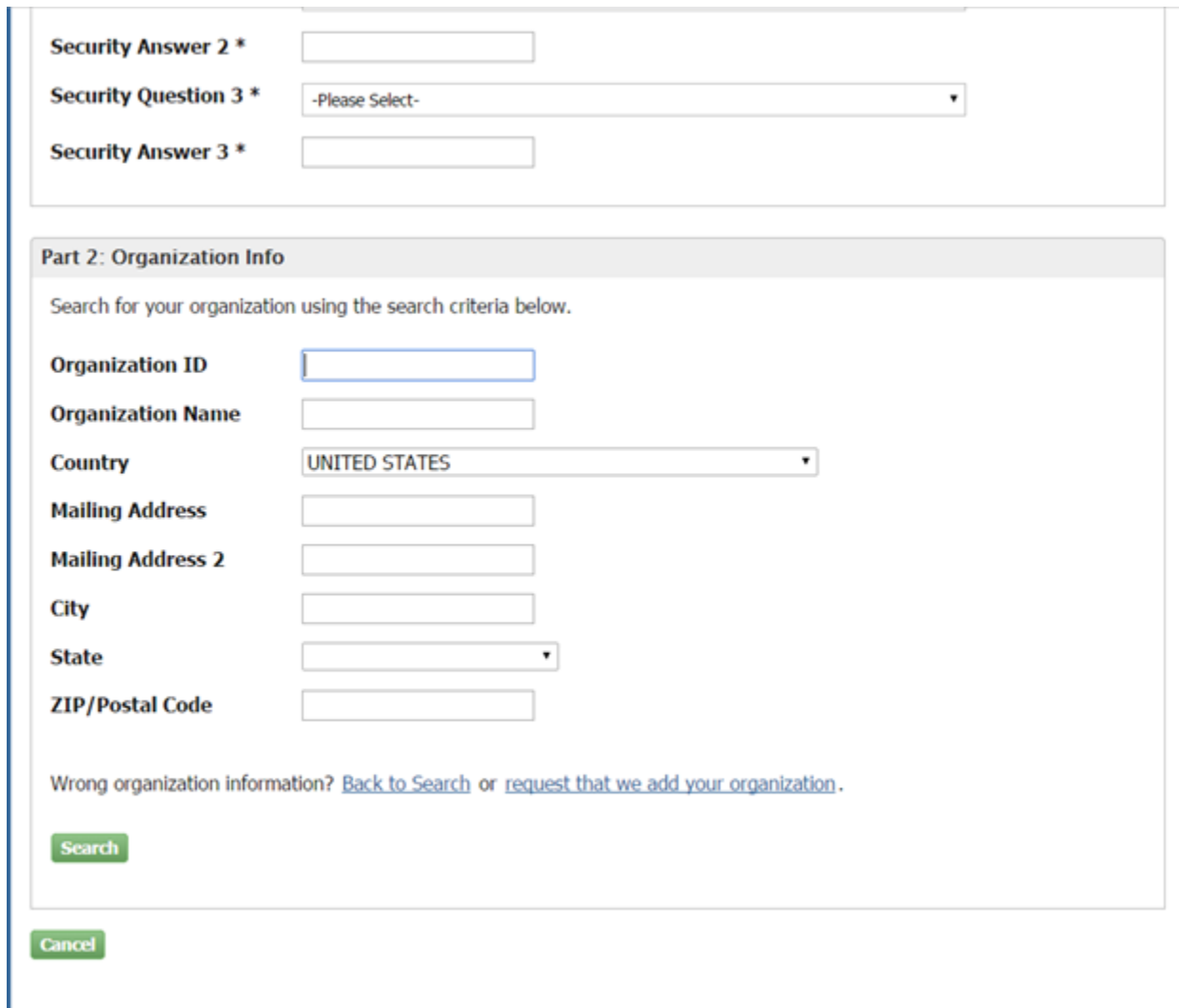
- Organization ID
- Organization Name
- Country
- Mailing Address
- Mailing Address 2

- City
- State
- ZIP/Postal Code

After entering in at least two of the listed search criteria, click the ‘Search’ button to return a list of results.

Exhibit 4-18 shows a screen capture of the ‘User and Organization– Advanced Search’ screen (Part 1):

Exhibit 4-18: User and Organization Screen – Advanced Search (Part 1)



Security Answer 2 *

Security Question 3 *

Security Answer 3 *

Part 2: Organization Info

Search for your organization using the search criteria below.

Organization ID

Organization Name

Country

Mailing Address

Mailing Address 2

City

State

ZIP/Postal Code

Wrong organization information? [Back to Search](#) or [request that we add your organization](#).

Once the search is executed, the search results will display a list of matching valid organizations from which you can select. Click the corresponding Organization ID to add that organization to the ‘User and Organization’ screen.

Exhibit 4-19 shows a screen capture of the ‘User and Organization– Advanced Search’ screen (Part 2):

Exhibit 4-19: User and Organization Screen – Advanced Search (Part 2)

Part 2: Organization Info

Search for your organization using the search criteria below.

Organization ID

Organization Name

Country

Mailing Address

Mailing Address 2

City

State

ZIP/Postal Code

Wrong organization information? [Back to Search](#) or [request that we add your organization](#).

Search

Organization ID	Organization Name	Address	City	State	ZIP Code
15305	EPA AIRLINE	109 TW ALEXANDER DR	RTP	NC	27711
15404	EPA 2	1200 PENN AVE	WASHINGTON	DC	20460
17067	EPA	109 TW ALEXANDER DR	RTP	NC	27711
17221	EPA	1310 L ST NW	WASHINGTON	DC	20785
15536	EPA'S 2ND AIRLINE	109 TW ALEXANDER DRIVE	RTP	NC	27711
17361	EPA Region 6	1445 Ross Avenue	Dallas	TX	75202
15867	U.S. EPA	1200 PENNSYLVANIA AVE NW	WASHINGTON	DC	20460
22447	EPA Region 10	1200 6th Avenue	Seattle	WA	98101
17381	EPA Test Company 1	123456 Test St.	Fairfax	VA	22033
16378	EPA	123 MAIN ST	MAIN	MD	11111
16472	EPA	2000 TRAVERWOOD DRIVE	ANN ARBOR	MI	48105
16817	EPA	1310 L ST. NW	WASHINGTON	DC	20005

Cancel

Once an organization has been selected or created, you will be required to enter an email address and phone number, with the option of entering a phone number extension and/or a fax number. After entering in the required information, click the ‘Submit Request for Access’ button to navigate to the ‘Confirmation’ screen:

Exhibit 4-20 shows a screen capture of the ‘User and Organization– Advanced Search’ screen (Part 3):

Exhibit 4-20: User and Organization Screen – Advanced Search (Part 3)

Back to Search Results, [Use advanced search](#) or [request that we add your organization](#).' At the bottom of the form are two buttons: 'Submit Request for Access' (green) and 'Cancel' (green)." data-bbox="115 165 878 667"/>

4.4.2.2 Request to Add Organization

If an organization does not appear in the basic or advanced search results, you have the option to request the addition of another organization. Both international and domestic organizations can be added. The fields will differ based on the location of the organization that you request to add.

If you no longer wish to add an organization, click the ‘Back to Search Results’ link to navigate back to the search results.

This feature will collect the following information for U.S. organizations (see Exhibit 4-21):

- Organization Name (required)
- Country (required)
- Mailing Address (required)

- Mailing Address 2
- City (required)
- State (required)
- ZIP/Postal Code (required)
- Email (required)
- Re-enter Email (required)
- Phone Number (required)
- Phone Number Ext
- Fax Number

This feature will collect the following information for Canadian organizations:

- Organization Name (required)
- Country (required)
- Mailing Address (required)
- Mailing Address 2
- City (required)
- Province (required)
- ZIP/Postal Code (required)
- Email (required)
- Re-enter Email (required)
- Phone Number (required)
- Phone Number Ext
- Fax Number

This feature will collect the following information for all other international organizations:

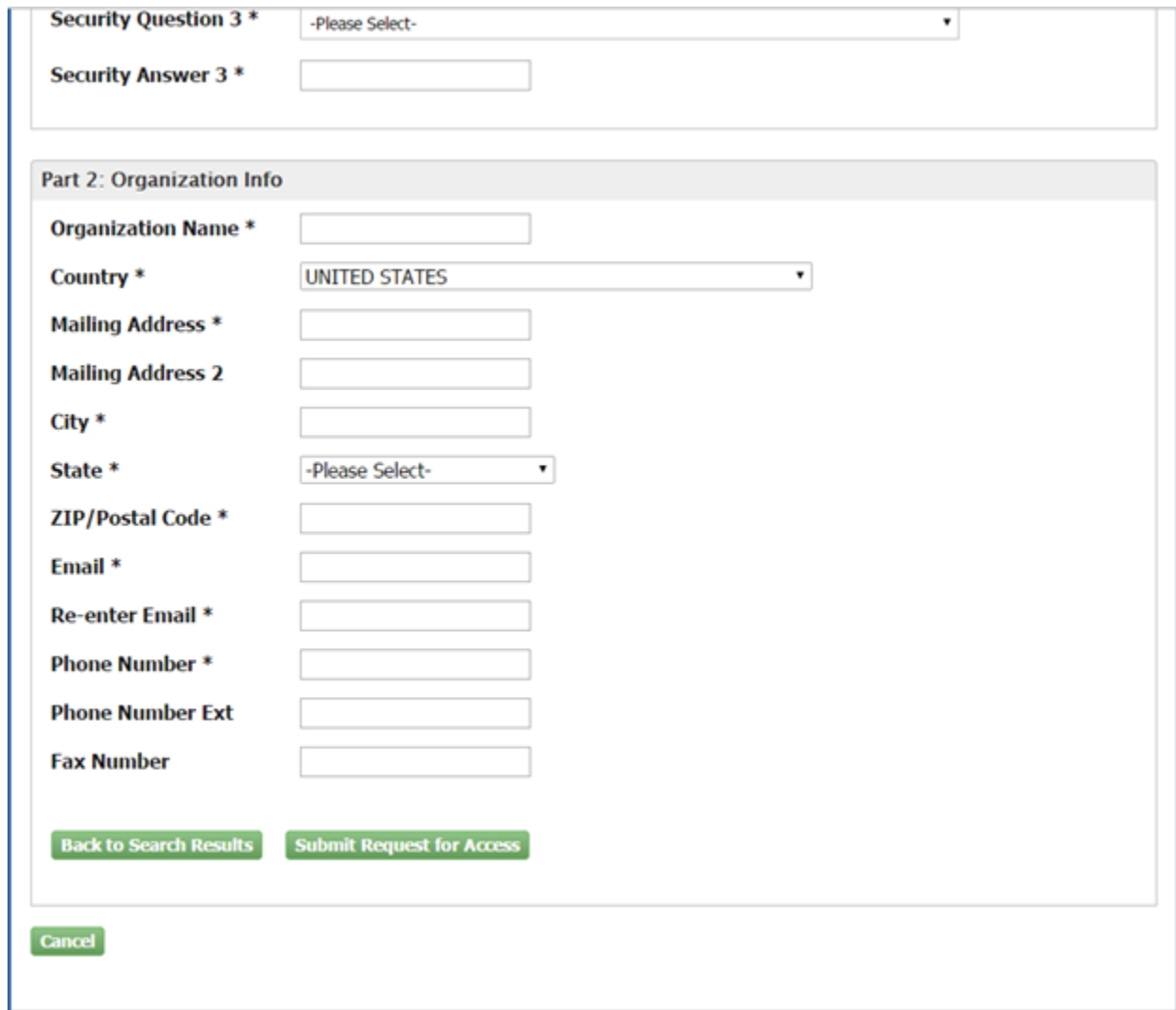
- Organization Name (required)
- Country (required)
- Mailing Address (required)
- Mailing Address 2
- Mailing Address 3
- Mailing Address 4
- City (required)
- ZIP/Postal Code (required)
- Email (required)

- Re-enter Email (required)
- Phone Number (required)
- Phone Number Ext
- Fax Number

After all required fields have been completed, click the ‘Submit Request for Access’ button to complete your request. After your user account has been activated, the requested organization will be added to the CDX system. The organization will be available in subsequent searches by organization ID only, unless the organization has been verified by the help desk, RMAM, or LexisNexis.

Exhibit 4-21 shows a screen capture of the ‘User and Organization - Request to Add Organization’ screen:

Exhibit 4-21: User and Organization – Request to Add Organization Screen



The screenshot displays a web form for adding an organization. At the top, there are two security-related fields: 'Security Question 3 *' with a dropdown menu currently showing '-Please Select-' and 'Security Answer 3 *' with an empty text input box. Below these is a section titled 'Part 2: Organization Info' with a grey header. This section contains the following fields: 'Organization Name *' (text input), 'Country *' (dropdown menu showing 'UNITED STATES'), 'Mailing Address *' (text input), 'Mailing Address 2' (text input), 'City *' (text input), 'State *' (dropdown menu showing '-Please Select-'), 'ZIP/Postal Code *' (text input), 'Email *' (text input), 'Re-enter Email *' (text input), 'Phone Number *' (text input), 'Phone Number Ext' (text input), and 'Fax Number' (text input). At the bottom of the form are three buttons: 'Back to Search Results', 'Submit Request for Access', and 'Cancel'.

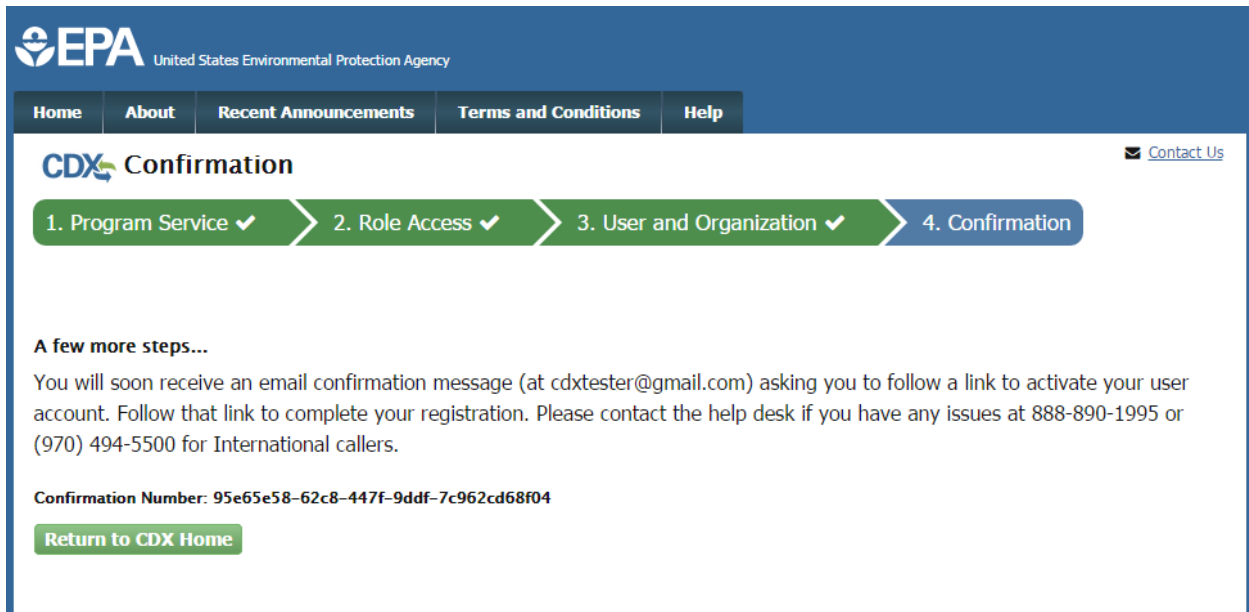
4.4.3 Confirmation Screen

After you complete the core registration components, you will be taken to the ‘Confirmation’ screen (see Exhibit 4-22). This screen provides your confirmation number and instructions with how to activate your new user ID. You will need to access the email inbox of the email address associated with the organization that you registered to see the confirmation link. Copy the confirmation number that displays for your records. The confirmation number will allow the CDX Help Desk to review your registration if you contact them before your account is activated.

If the selected program service or role has any additional requirements (e.g., ESA, LexisNexis identity proofing, etc.), it will be performed after you click the activation link in the email and log into the application.

Exhibit 4-22 shows a screen capture of the ‘Confirmation’ screen:

Exhibit 4-22: Confirmation Screen

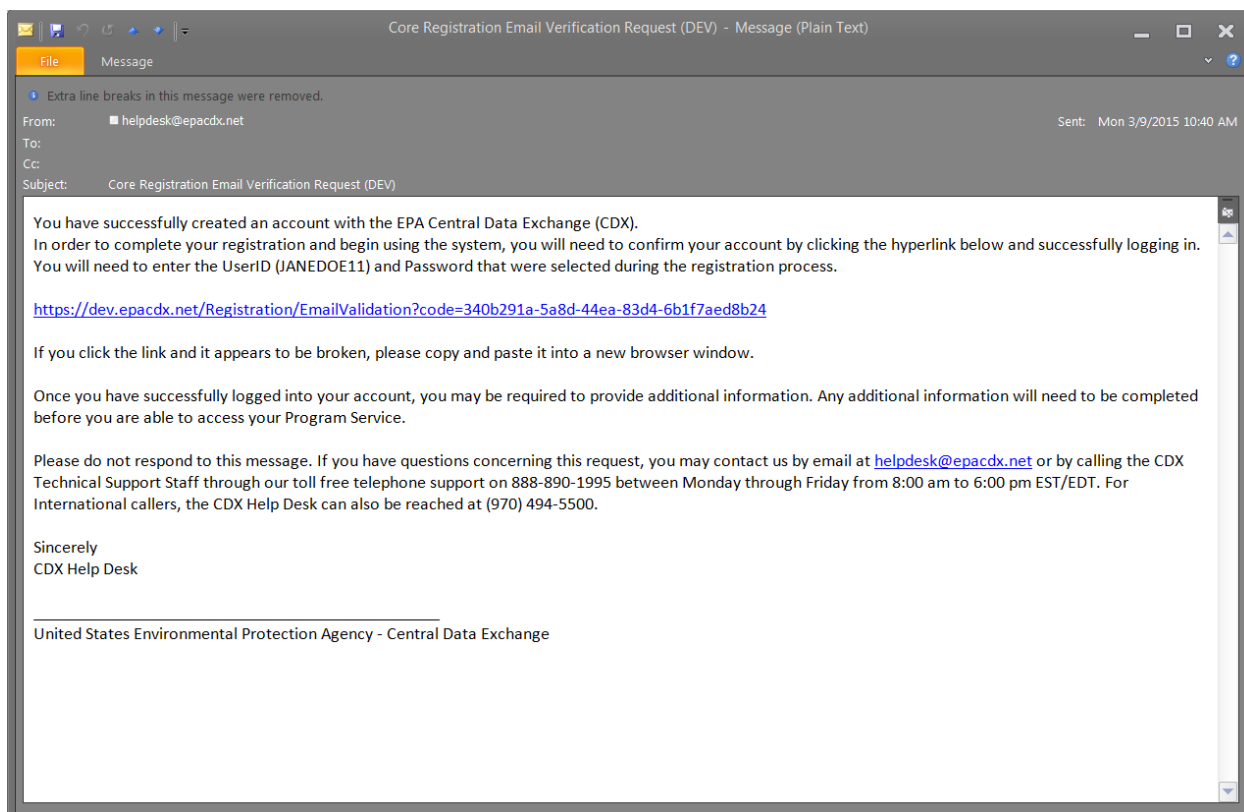


4.4.4 Confirmation Email

Once you have submitted your core registration information and reached the ‘Confirmation’ screen, an email will be sent to the email address you entered for the organization that you registered for on the ‘User and Organization’ screen (see Exhibit 4-23). The email will contain the account confirmation and the additional instructions. Once you receive the email, click the activation link. The link will take you to the CDX login screen where you will be asked to enter your user ID and password.

Exhibit 4-23 shows a screen capture of the Confirmation Email:

Exhibit 4-23: Confirmation Email



4.5 Logging in to MyCDX for New Users

Once you have clicked the activation link in the confirmation email, you will be taken to the CDX login screen (see Exhibit 4-24). If you try to log in prior to clicking the confirmation link, you will be taken to the user account completion screen where you can request another verification email to be sent to the email address on file (see Exhibit 4-25). If you enter the wrong validation code, or if the validation code has expired, an on-screen message will appear notifying you to contact the CDX Help Desk (see Exhibit 4-26).

After the correct information is accurately entered, you will be taken to the next screen to complete the program service role’s registration requirements (if applicable).

Exhibit 4-24 shows a screen capture of the ‘CDX Login’ screen:

Exhibit 4-24: CDX Login Screen

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Log In

User ID

Password

Log In to CDX

[Register with CDX](#) | [Forgot your Password?](#) | [Forgot your User ID?](#) | [Help](#)

Warning Notice

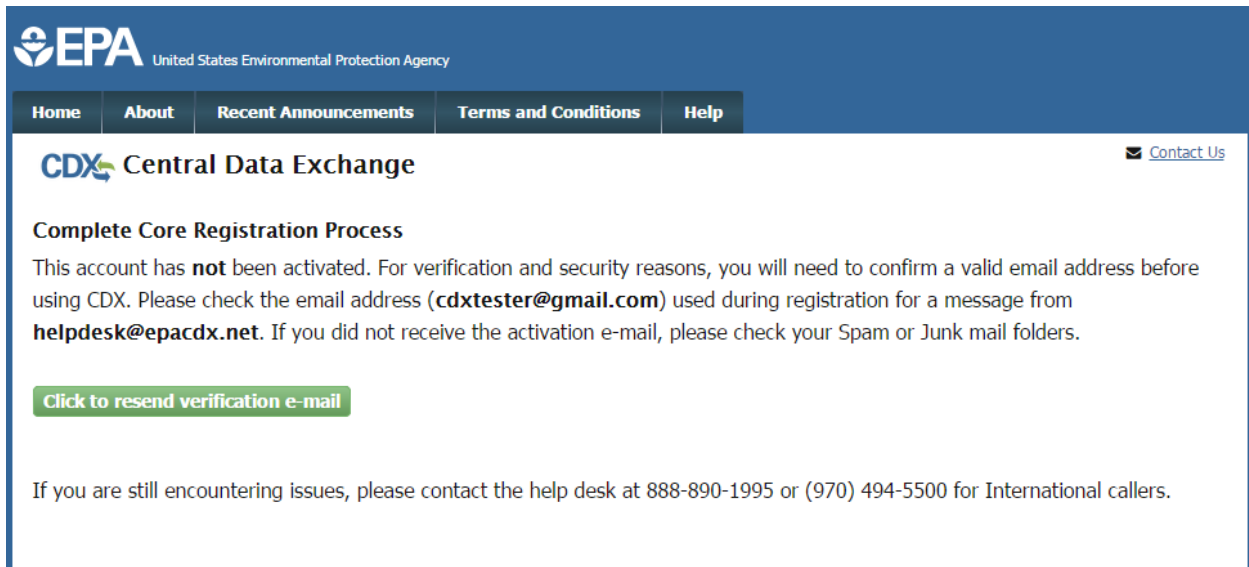
Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

Exhibit 4-25 shows a screen capture of the ‘Resend Verification Email’ screen:

Exhibit 4-25: Resend Verification Email Screen



The screenshot shows the EPA website header with the logo and navigation menu. Below the header, the CDX Central Data Exchange logo is displayed. The main content area is titled 'Complete Core Registration Process' and contains a message explaining that the account has not been activated and providing instructions on how to receive a verification email. A green button labeled 'Click to resend verification e-mail' is prominently displayed. At the bottom of the message, contact information for the help desk is provided.

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Complete Core Registration Process

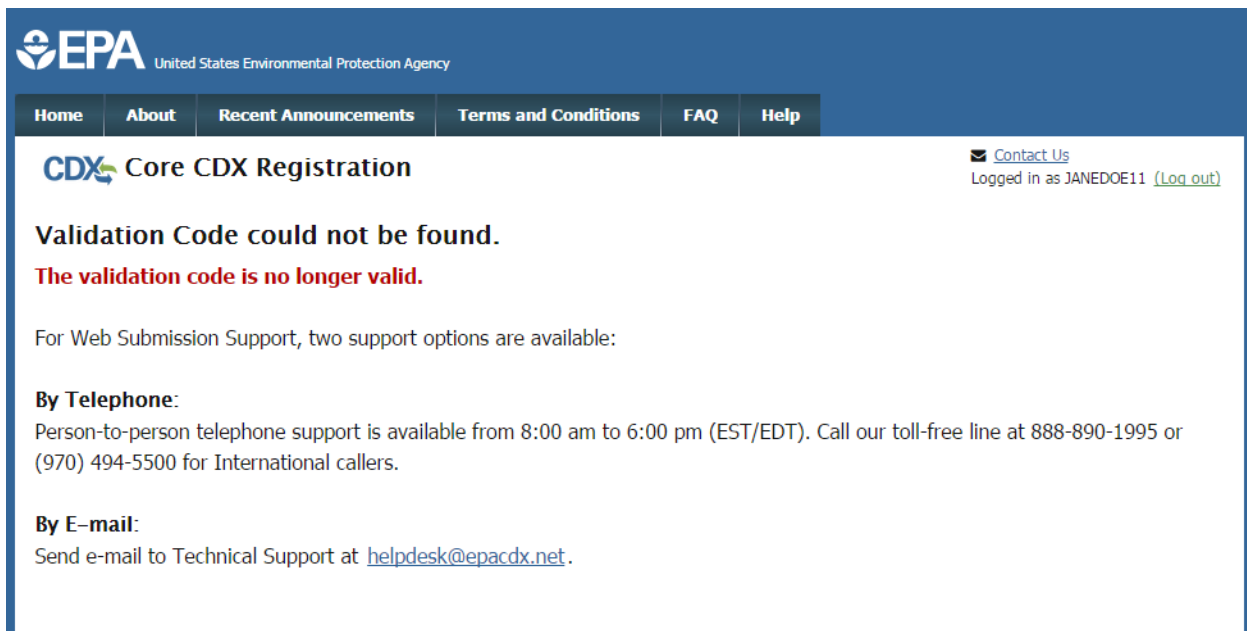
This account has **not** been activated. For verification and security reasons, you will need to confirm a valid email address before using CDX. Please check the email address (**cdxtester@gmail.com**) used during registration for a message from **helpdesk@epacdx.net**. If you did not receive the activation e-mail, please check your Spam or Junk mail folders.

[Click to resend verification e-mail](#)

If you are still encountering issues, please contact the help desk at 888-890-1995 or (970) 494-5500 for International callers.

Exhibit 4-26 shows a screen capture of the ‘Validation Code Not Found’ screen:

Exhibit 4-26: Validation Code Not Found Screen



The screenshot shows the EPA website header with the CDX logo and navigation menu. The main content area displays the error message: 'Validation Code could not be found. The validation code is no longer valid.' Below this, it provides support options: 'By Telephone' (888-890-1995) and 'By E-mail' (helpdesk@epacdx.net). A 'Contact Us' link and user login information are visible in the top right corner.

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CDX Core CDX Registration [Contact Us](#)
Logged in as JANEDOE11 ([Log out](#))

Validation Code could not be found.
The validation code is no longer valid.

For Web Submission Support, two support options are available:

By Telephone:
Person-to-person telephone support is available from 8:00 am to 6:00 pm (EST/EDT). Call our toll-free line at 888-890-1995 or (970) 494-5500 for International callers.

By E-mail:
Send e-mail to Technical Support at helpdesk@epacdx.net.

5 Section 5 Notices and Supports User Role Guidance

Users registering under the CSPP workflow for submitting Section 5 forms should refer to the following guidance to determine under which user role(s) to register.

5.1 Primary Authorized Official Criteria

A Primary Authorized Official is the authorized official of a company who sponsors other users. A user who meets the following criteria should register as a Primary Authorized Official:

- A user who needs to be able to create, edit, submit, or amend an initial Section 5 Notices and Supports form. Any user whose company headquarters is a non-U.S. based company that falls under this criteria should also register as an AO but will be unable to submit a form
- A user who must be able to assign Supports
- A user who must be able to delete forms
- A user who may need to sponsor Primary Agents/Consultants

5.2 Secondary Authorized Official Criteria

A Secondary Authorized Official is the secondary authorized official of a company who sponsors supporting users. A user who meets the following criteria should register as a Secondary Authorized Official:

- A user who needs to be able to create, edit, submit, or amend a Joint Submission/Letter of Support Submission for a PMN, Biotechnology, or Bona Fide Notice
- A user who must be able to assign Supports
- A user who may need to sponsor Secondary Agents/Consultants

A user who is from a non-US based company can submit a Letter of Support for PMN, Biotechnology, or Bona Fide Notices. A user from a non-U.S. based company cannot submit an original Joint Submission for PMN or Biotechnology forms or a Letter of Support for Bona Fide Notices.

5.3 Primary Support Criterion

A user who meets the following criterion should register as a Primary Support:

- A user who needs to be able to edit an unlocked Section 5 Notices and Supports form, including PMN, Biotechnology, Bona Fide Notice, NOC, Support, and/or ACM forms

5.4 Secondary Support Criterion

A user who meets the following criterion should register as a Secondary Support:

- A user who needs to be able to edit a Joint Submission/Letter of Support for PMN, Biotechnology, or Bona Fide Notice

5.5 Primary Agent/Consultant Criteria

A Primary Agent/Consultant is a user sponsored by a Primary Authorized Official. A user who meets the following criteria should register as a Primary Agent/Consultant:

- A user who is identified by an AO to serve as an agent or consultant to the sponsoring organization, and is able to create, edit, amend, or delete forms
- An agent/consultant who will not have the authority to submit original main forms, including PMN, Biotechnology, Bona Fide, or NOC forms. However, this user may submit Support and ACM forms
- A user who will not be able to assign forms to Support users

A user will not be able to register for the Primary Agent/Consultant role through the core registration process; it will be a closed registration process meaning that a Primary AO must identify an individual as a Primary Agent/Consultant via his/her email address. The Primary Agent/Consultant will then review the sponsorship request.

5.6 Secondary Agent/Consultant Criteria

A Secondary Agent/Consultant is the user who will be sponsored by a Secondary Authorized Official. A user who meets the following criteria should register as a Secondary Agent/Consultant:

- A user who needs to be able to create/edit a Joint Submission for a PMN or Biotechnology form
- A user who needs to be able to create/edit a Letter of Support for a PMN, Biotechnology, or Bona Fide Notice
- A user who will not be able to submit Letters of Support/Joint Submissions or assign forms to Supports

A user will not be able to register for the Secondary Agent/Consultant role through the core registration process; it will be a closed registration process meaning that a Secondary AO must identify an individual as a Secondary Agent/Consultant via their email address. The Secondary Agent/Consultant will then review the sponsorship request.

Exhibit 5-1 displays a table of the capabilities of user roles within the Section 5 Notices and Supports application:

Exhibit 5-1: Section 5 Notices and Supports User Role Matrix

Legend	Primary Authorized Official		Primary Agent/Consultant		Primary Support		Secondary Authorized Official		Secondary Agent/Consultant		Secondary Support	
	(Primary Company Authorized Official)		(Primary Sponsored Authorized Official)				(Secondary Company Authorized Official)		(Secondary Sponsored Authorized Official)			
	US	non-US	US	non-US	US	non-US	US	non-US	US	non-US	US	non-US
Main forms (PMN, Biotechnology, Bona Fide, ACM Or NOC)												
Create all <u>original</u> main forms	X	X	X	X								
Submit <u>original</u> main forms	X											
Submit <u>original</u> ACM forms	X	X	X	X								
Submit amendments (by editing the main forms)	X	X	X	X								
Unlock all main forms	X	X	X	X								
Edit unlocked main forms	X	X	X	X	X	X						
Delete forms	X	X	X	X								
Assign Supports	X	X										
Support forms												
Create Support forms	X	X	X	X								
Submit <u>original</u> Support forms	X	X	X	X								
Submit amendment for older cases and other support forms	X	X	X	X								
Unlock support forms	X	X	X	X								
Edit unlocked support forms	X	X	X	X	X	X						
Delete forms	X	X	X	X								
Assign Supports	X	X										
LOS submissions												
Create LOS for PMN, Biotechnology, or Bona Fide							X	X	X	X		
Submit original LOS for PMN, Biotechnology or Bona Fide							X					
Submit amendments to LOS submissions							X	X	X	X		
Unlock LOS for PMN, Biotechnology or Bona Fide							X	X	X	X		
Edit unlocked LOS forms							X	X	X	X	X	X
Delete forms							X	X	X	X		
Assign Supports							X	X				
Joint submissions												
Create Joint for PMN or Biotechnology							X	X	X	X		
Submit original Joint for PMN or Biotechnology							X					
Submit amendments to Joint forms							X	X	X	X		
Unlock Joint for PMN or Biotechnology							X	X	X	X		
Edit Unlocked Joint forms							X	X	X	X	X	X
Delete forms							X	X	X	X		
Assign Supports							X	X				

6 eReporting User Role Guidance

Users registering under the CSPP workflow for submitting FYI, Section 4, Section 8(a), Section 8(d), or Section 8(e) submissions should refer to the following table to determine under which user role(s) to register.

Exhibit 6-1 displays a table of the capabilities of user roles within the eReporting application:

Exhibit 6-1: eReporting User Role Matrix

<u>Legend</u> X=Can Perform Function	Primary AO		Primary Support	
FYI Submission, Section 4, 8(a) PAIR Reporting, 8(d) Health & Safety Data Reporting, Section 8(e) Notice				
Create all forms	X			
Submit forms	X			
Submit amendments	X			
Unlock all forms	X			
Edit unlocked forms	X		X	
Delete forms	X			
Assign Supports	X			

7 Chemical Data Reporting User Role Guidance

Users registering under the CSPP workflow for submitting CDR forms should refer to the following guidance to determine under which user role(s) to register.

Exhibit 7-1 displays a table of the capabilities of user roles within the CDR application:

Exhibit 7-1: CDR User Role Matrix

<u>Legend</u>				
X=Can Perform Function	Primary AO	Primary Support	Secondary AO	Secondary Support
CDR Forms (Parts 1-3)				
Create forms	X			
Submit forms	X			
Submit amendments	X			
Unlock forms	X			
Edit unlocked forms	X	X		
Delete forms	X			
Assign Supports	X			
CDR Forms (Part 4)				
Create forms			X	
Submit forms			X	
Submit amendments			X	
Unlock forms			X	X
Edit unlocked forms			X	
Delete forms			X	
Assign Supports			X	

8 CDX Role Sponsorship Registration

The role sponsorship registration process is recommended for specific users reporting under TSCA Section 5. These users are likely not a part of the main organization, but have been hired to consult for an organization.

To begin the process of identifying a separate user as an Agent/Consultant, log into the CDX account identified as a Primary AO and deactivate the existing Primary AO role. The Primary AO will log back into the CDX account, re-add the Primary AO role, log out and log back in, and access the 'Role Sponsorship' tab. This process is necessary because a user needs to re-establish their role with sponsorship provisioning.

8.1 Electronic Signature Agreement

After registering as a Primary AO, log into CDX and complete the eSig-PIN questions (see Exhibit 8-1). The application does not accept the same answer for each challenge question.

- Challenge Question 1 (required)
- Challenge Question 1 Answer (required)
- Challenge Question 2 (required)
- Challenge Question 2 Answer (required)
- Challenge Question 3 (required)
- Challenge Question 3 Answer (required)
- Challenge Question 4 (required)
- Challenge Question 4 Answer (required)
- Challenge Question 5 (required)
- Challenge Question 5 Answer (required)

You can select the challenge question from the drop-down menu and provide a unique response for each challenge question in the text field. Click the 'Save Answers' button to activate the 'Role Sponsorship' tab on the 'MyCDX' page.

Exhibit 8-1 shows a screen capture of the ‘Electronic Signature Agreement’ screen:

Exhibit 8-1: Electronic Signature Agreement Screen

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Logged in as CDXTESTUSER1 ([Log out](#))

CDX Registration: Additional Verification

1. Identity Verification ✓ 2. Electronic Signature Agreement

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

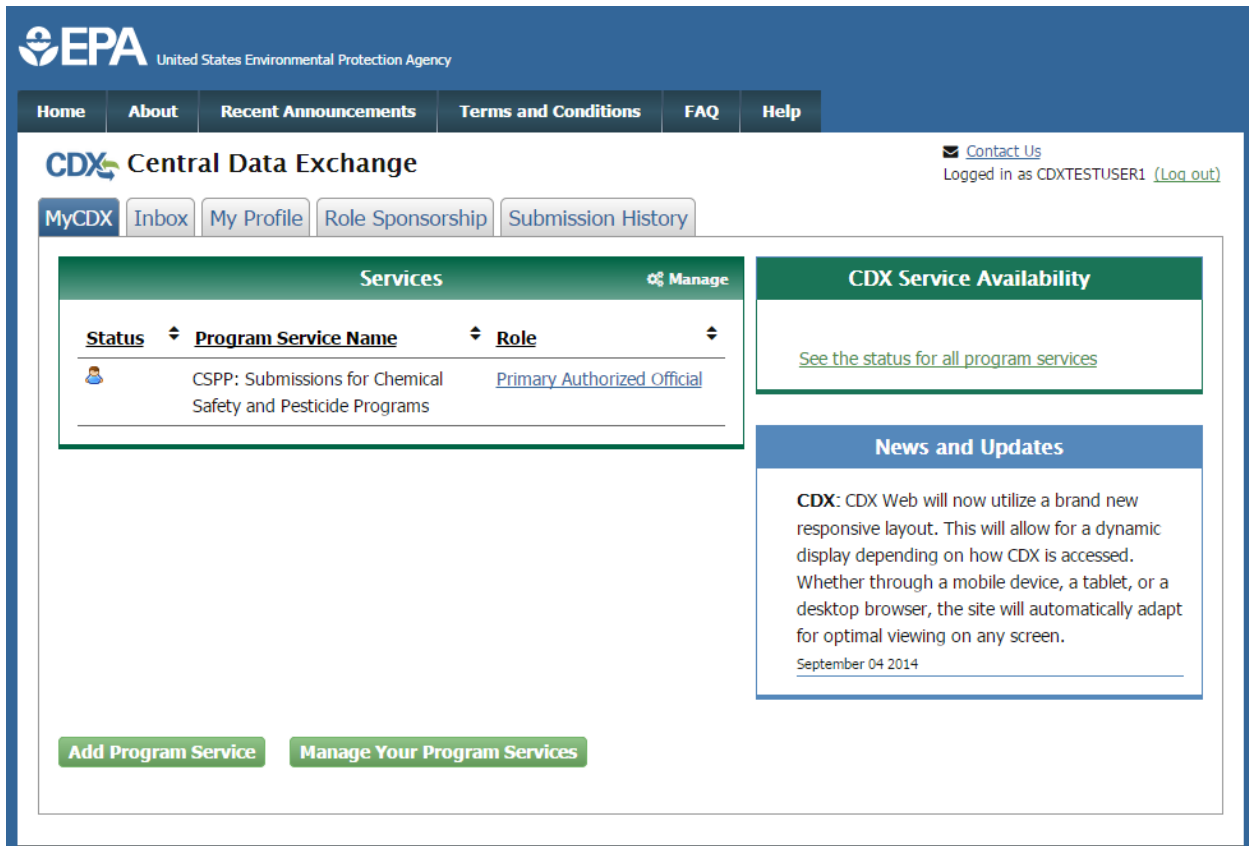
Select 5 Challenge Questions and Answers

What is the first and middle name of your oldest sibling?	<input type="text"/>
What is your favorite vacation destination?	<input type="text"/>
What is your favorite TV show?	<input type="text"/>
What is the name of your home town newspaper?	<input type="text"/>
What is your favorite hobby?	<input type="text"/>

[Save Answers](#)

Exhibit 8-2 shows a screen capture of the ‘MyCDX’ screen:

Exhibit 8-2: MyCDX Screen



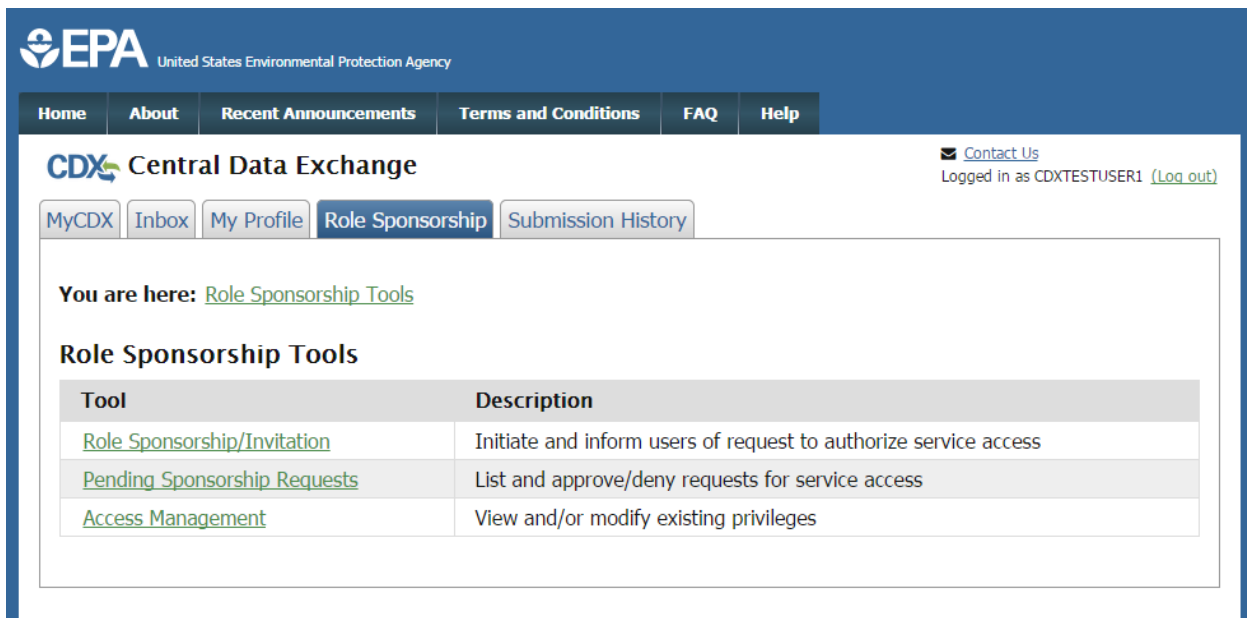
8.2 Role Sponsorship

Click the ‘Role Sponsorship’ tab to identify a new or current user who will serve as an Agent/Consultant.

The ‘Role Sponsorship’ screen displays various options available, including initiating the role sponsorship process, approving/denying sponsorship requests, and viewing/modifying existing privileges.

Exhibit 8-3 shows a screen capture of the ‘Role Sponsorship’ screen:

Exhibit 8-3: Role Sponsorship Screen



8.3 Role Sponsorship/Invitation

The ‘Role Sponsorship/Invitation’ screen is the next step in identifying a user as an Authorized Official who wishes to sponsor under the Agent/Consultant user role.

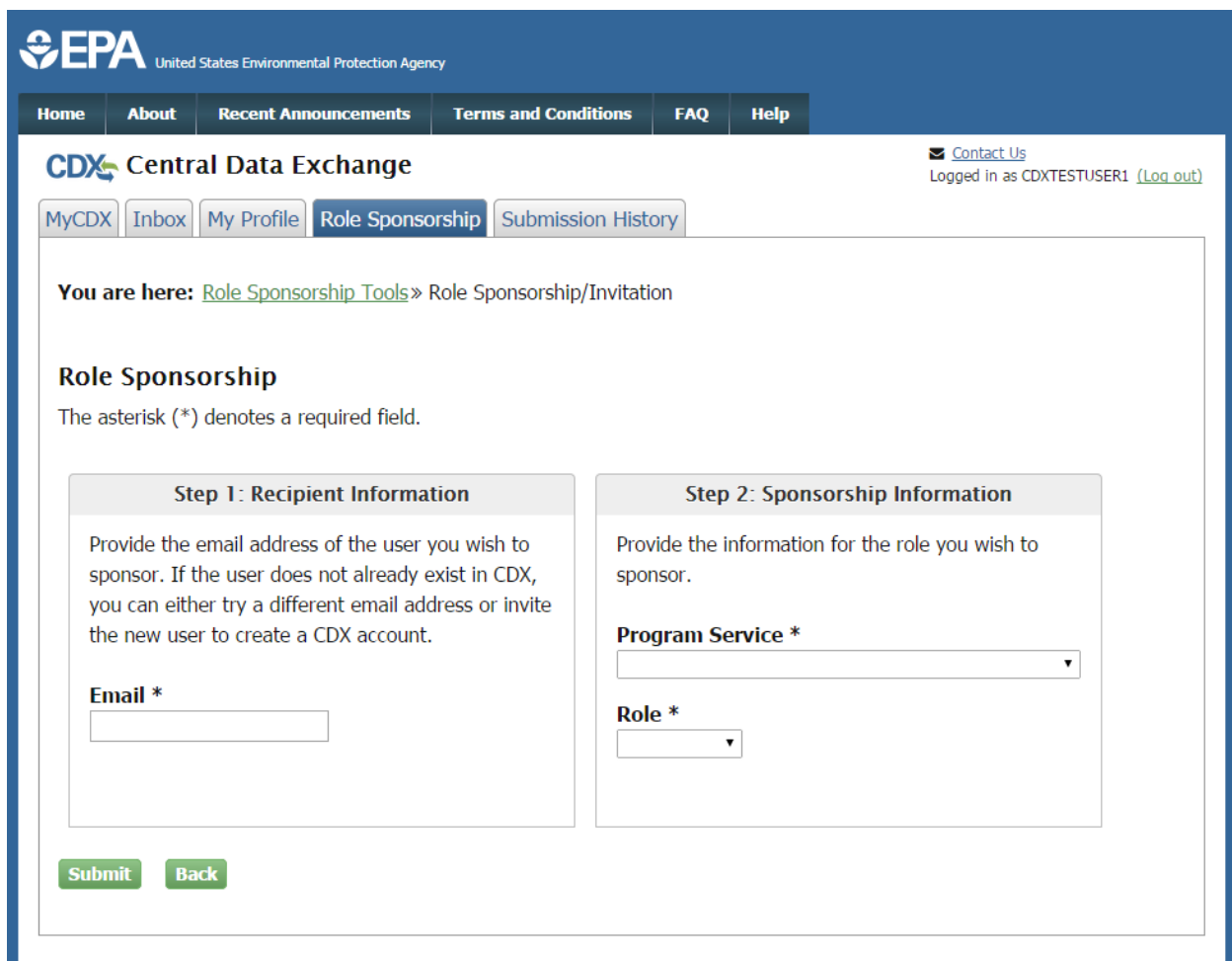
In the ‘Step 1: Recipient Information’ field set, an Authorized Official enters the email address of the user to sponsor as an Agent/Consultant.

In the ‘Step 2: Sponsorship Information’ field set, an Authorized Official selects the program service that a potential Agent/Consultant will be working under (i.e., ‘Submissions for Chemical Safety and Pesticide Programs’), and selects the appropriate role from the ‘Role’ drop-down menu.

Click the ‘Submit’ button to navigate to the ‘Role Sponsorship Review’ screen (see Exhibit 8-5).

Exhibit 8-4 shows a screen capture of the ‘Role Sponsorship/Invitation’ screen:

Exhibit 8-4: Role Sponsorship/Invitation Screen



Role Sponsorship

The asterisk (*) denotes a required field.

Step 1: Recipient Information

Provide the email address of the user you wish to sponsor. If the user does not already exist in CDX, you can either try a different email address or invite the new user to create a CDX account.

Email *

Step 2: Sponsorship Information

Provide the information for the role you wish to sponsor.

Program Service *

Role *

8.3.1 Role Sponsorship Review

The ‘Role Sponsorship Review’ screen displays the details of the role sponsorship, including the program service, user role, and email address of the identified Agent/Consultant.

The AO will indicate whether the provided email address is correct or incorrect and provide updates if necessary.

To proceed with the role sponsorship process, select the ‘Yes, the provided email address is correct’ radio button and click the ‘Submit’ button. If you select the ‘No, the provided email address is incorrect and must be updated’ radio button, click the ‘Back’ button and re-enter the agent/consultant user information. A pop-up window displays to confirm the email address of the specified Agent/Consultant (see Exhibit 8-6). You must enter the email address of the specified Agent/Consultant before the application generates the email invitation. Multiple confirmations are required to confirm email address accuracy.

Click the ‘Confirm’ button to generate an email that will be sent to the identified Agent/Consultant. As an Agent/Consultant, you will receive an email to review or cancel the

sponsorship request. Click the ‘review this sponsorship’ link within the email to generate the ‘Sponsorship Information’ screen. Click the ‘cancel this sponsorship request’ link within the email to cancel the sponsorship request (see Exhibit 8-7).

Exhibit 8-5 shows a screen capture of the ‘Role Sponsorship Review’ screen:

Exhibit 8-5: Role Sponsorship Review Screen

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MyCDX Inbox My Profile **Role Sponsorship** Submission History

You are here: [Role Sponsorship Tools](#)» [Role Sponsorship/Invitation](#)» Role Sponsorship/Invitation Review

Role Sponsorship Review

Registration Information	
Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Primary Agent/Consultant
Email	john.doe@test.com

Yes, the provided email address is correct.

No, the provided email address is incorrect and must be updated.

[Back](#)

Exhibit 8-6 shows a screen capture of the 'Email Confirmation' pop-up window:

Exhibit 8-6: Email Confirmation Pop-Up Window

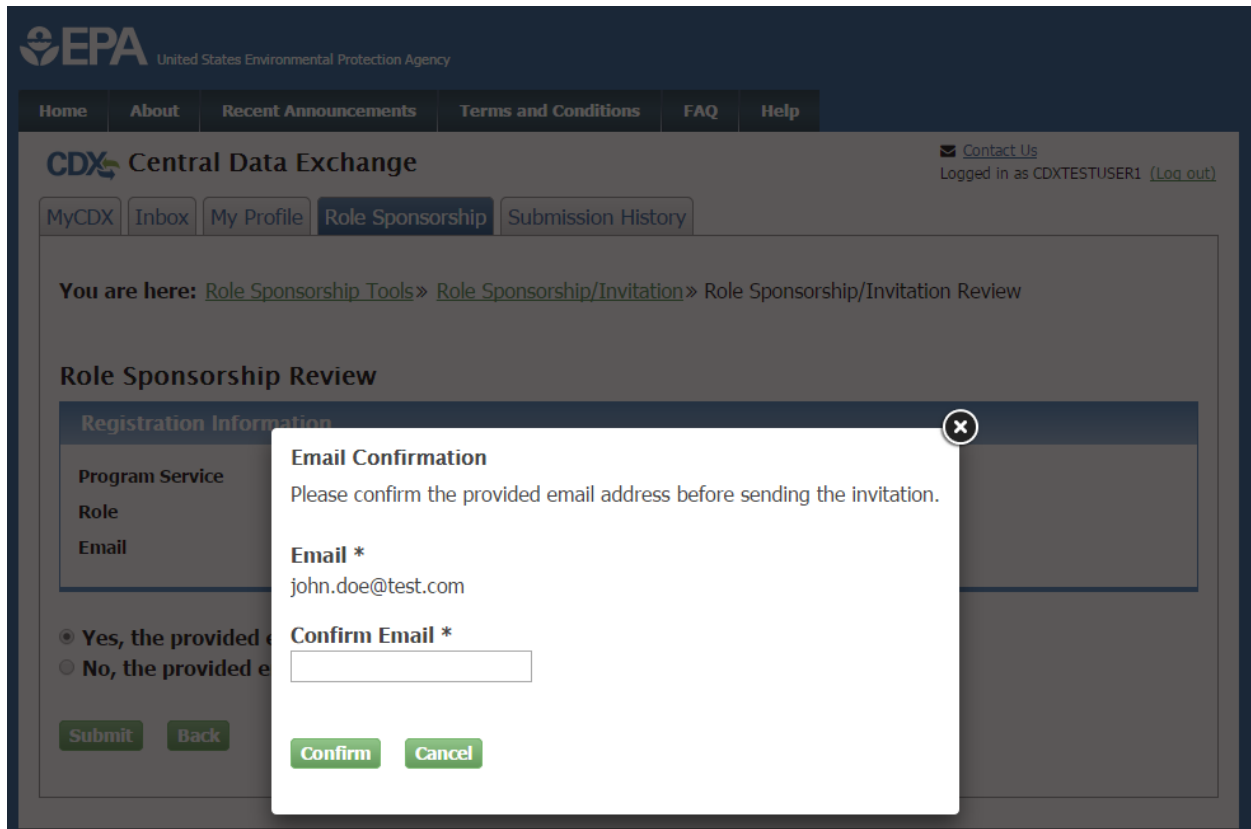
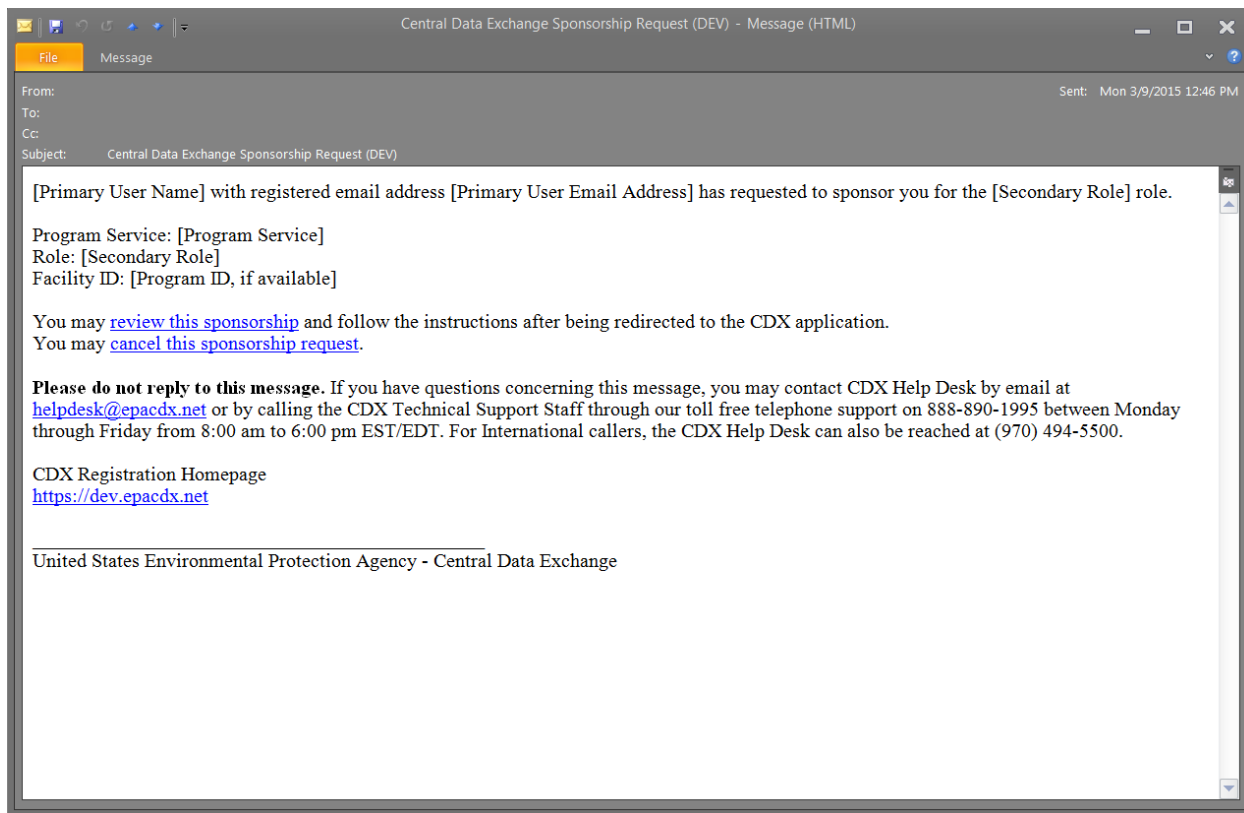


Exhibit 8-7 shows a screen capture of the ‘CDX Role Sponsorship Request’ email:

Exhibit 8-7: CDX Role Sponsorship Request Email



8.3.2 Sponsorship Information

The ‘Sponsorship Information’ page displays when a potential Agent/Consultant clicks the ‘review this sponsorship’ link within the Agent/Consultant sponsorship email. A potential Agent/Consultant has the option to log into an existing account, or create a new account.

If a user chooses to create a new account, click the ‘Create New Account’ button on the ‘Sponsorship Information – Log-In’ page (see Exhibit 8-8). This displays an additional ‘Sponsorship Information’ page where a potential Agent/Consultant must approve or reject a CDX official’s request to view your contact information to sponsor you for the corresponding Agent/Consultant role (see Exhibit 8-9).

If a user chooses to log into an existing account, select the user ID from the ‘User ID’ drop-down menu, enter the password, and click the ‘Log In’ button to log into your CDX account.

Exhibit 8-8 shows a screen capture of the ‘Sponsorship Information – Log-In’ screen:

Exhibit 8-8: Sponsorship Information – Log-In Screen

The screenshot displays the EPA website's 'CDX Role Sponsorship Process' page. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, and Help. Below this, the page title 'CDX Role Sponsorship Process' is shown with a 'Contact Us' link. A breadcrumb trail indicates 'You are here: Role Sponsorship'. A table titled 'Sponsorship Information' contains the following details:

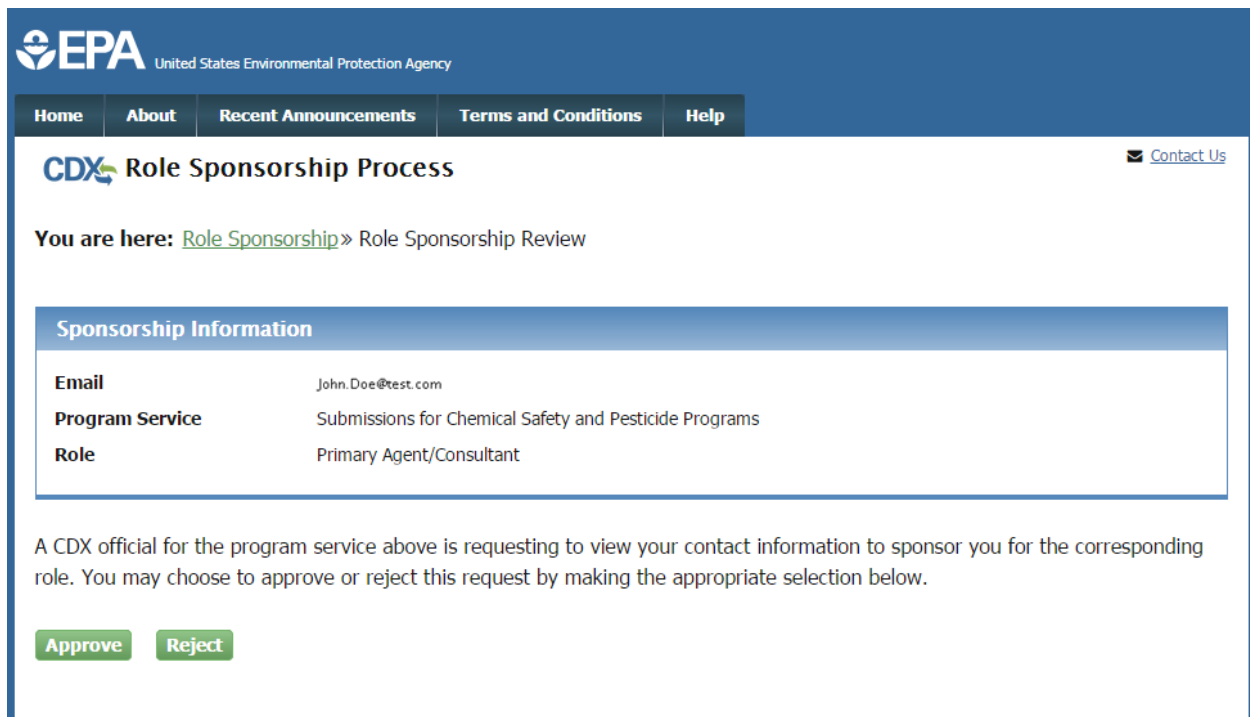
Email	John.Doe@test.com
Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Primary Agent/Consultant

Below the table, a message states: 'You have been sponsored for a CDX role. Since you have an existing account, you may enter your CDX user ID and password to link the role to your account. If you do not already have a CDX account you may create a new one.' A contact information note follows: 'If you experience issues or need assistance with the sponsorship process, please call the CDX Help Desk toll-free line at 888-890-1995. (970) 494-5500 for callers from Puerto Rico and Guam.' The 'Log in to existing account' section includes a 'User ID' dropdown menu, a 'Password' text input field, and two buttons: 'Log In' and 'Create New Account'.

Click the ‘Approve’ button to navigate to the ‘Account Registration’ page and enter in the user and organization information of the user who logged in to identify himself/herself as a primary agent/consultant.

Exhibit 8-9 shows a screen capture of the ‘Sponsorship Information’ screen:

Exhibit 8-9: Sponsorship Information Screen



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You are here: [Role Sponsorship](#)» Role Sponsorship Review

Sponsorship Information	
Email	John.Doe@test.com
Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Primary Agent/Consultant

A CDX official for the program service above is requesting to view your contact information to sponsor you for the corresponding role. You may choose to approve or reject this request by making the appropriate selection below.

[Approve](#) [Reject](#)

Verify the user and organization information of the user who logged in to identify himself/herself as a primary agent/consultant on the ‘Account Registration’ screen.

Select the ‘Select a Current Organization’ radio button to select a current organization or select the ‘Request to Add an Organization’ radio button to add a new organization.

Exhibit 8-10 shows a screen capture of the ‘Account Registration’ screen.

Exhibit 8-10: Account Registration Screen (Scroll 1)

The screenshot shows the EPA website's 'Account Registration' page. At the top, there is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main heading is 'CDX Role Sponsorship Process'. A user is logged in as 'CDXTESTUSER1'. The breadcrumb trail is: Role Sponsorship > Role Sponsorship Review > Account Registration. A 'Registration Information' table shows 'Program Service' as 'CSPP' and 'Role' as 'Primary Agent/Consultant'. A message states: 'The following information was entered by a CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.' Below this are two sections: 'Part 1: User Information' and 'Part 2: Organization Info'. 'Part 1' contains fields for User ID (*), Prefix, First Name (*), Middle Initial, Last Name (*), and Suffix. 'Part 2' contains radio buttons for 'Select a Current Organization' and 'Request to Add an Organization'.

Registration Information	
Program Service	CSPP
Role	Primary Agent/Consultant

The following information was entered by a CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *	CDXTESTUSER1
Prefix	Mr
First Name *	John
Middle Initial	
Last Name *	Doe
Suffix	

Part 2: Organization Info

- Select a Current Organization
- Request to Add an Organization

Exhibit 8-11 shows a screen capture of the ‘Account Registration’ screen (Scroll 2):

Exhibit 8-11: Account Registration Screen (Scroll 2)

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *	CDXTESTUSER1
Prefix	Mr
First Name *	John
Middle Initial	
Last Name *	Doe
Suffix	

Part 2: Organization Info

Select a Current Organization

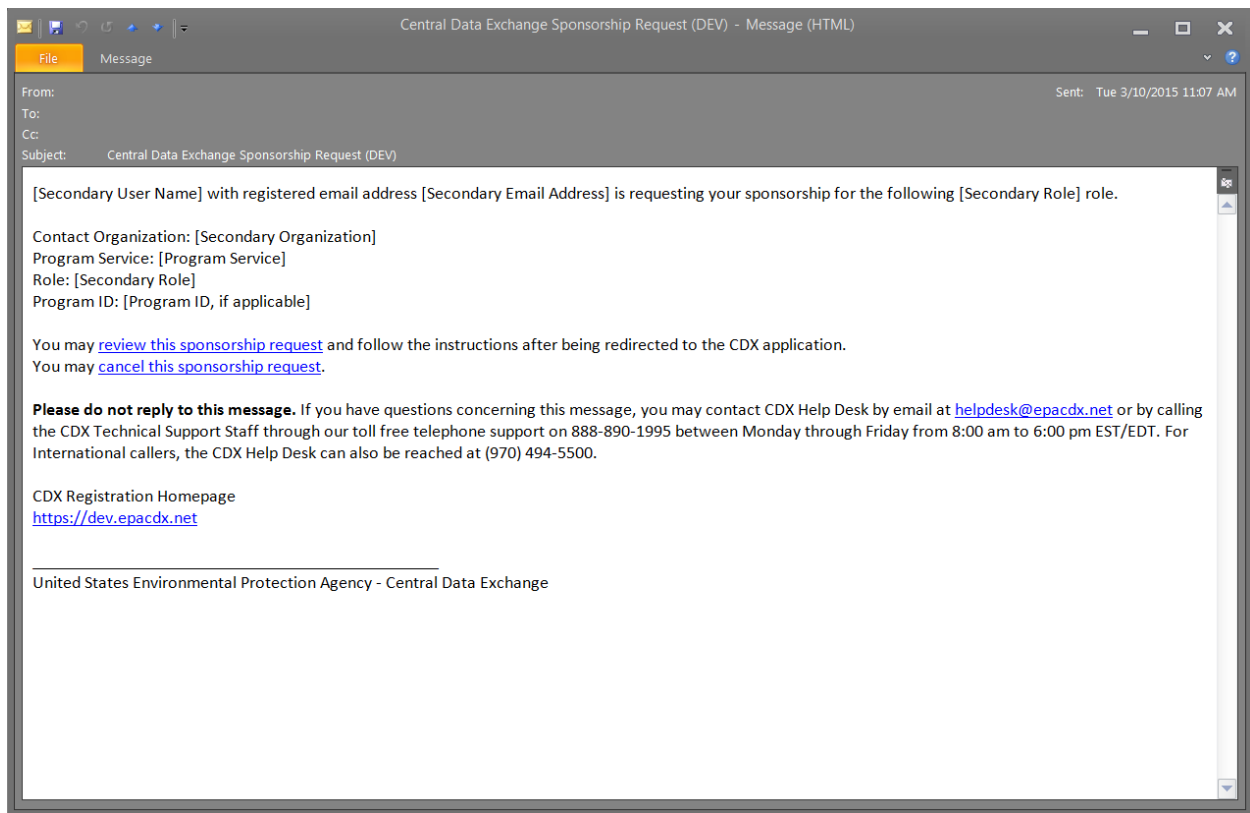
Request to Add an Organization

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

After adding an organization, an email will be sent to the sponsoring Authorized Official to indicate that the Agent/Consultant sponsorship requires approval. As an AO, click the ‘review this sponsorship request’ link within the email to be directed to the ‘Role Sponsorship Login’ screen.

Exhibit 8-12 shows a screen capture of the ‘CDX Role Sponsorship Request’ email:

Exhibit 8-12: CDX Role Sponsorship Request Email



Enter your password on the ‘Role Sponsorship Login’ screen and click the ‘Log In’ button to log into your CDX account.

Exhibit 8-13 shows a screen capture of the ‘Role Sponsorship Login’ screen:

Exhibit 8-13: Role Sponsorship Login Screen

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CDX Role Sponsorship Process [Contact Us](#)

You are here: Role Sponsorship

Sponsorship Information	
Email	John.Doe@test.com
Organization	CDX Test Org (123 Main St, Virginia Beach, VA, US 23462)
Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Primary Agent/Consultant

A request was received requesting your sponsorship for the role above.

If you experience issues or need assistance with the sponsorship process, please call the CDX Help Desk toll-free line at 888-890-1995. (970) 494-5500 for callers from Puerto Rico and Guam.

Log in to existing account

User ID CDXTESTUSER1

Password

Log In

The next step is for the AO to indicate which role the sponsoring user will select to use as a sponsor for this request. Select the appropriate user role from the ‘Role’ drop-down menu, enter a facility ID (or enter N/A), and click the ‘Approve’ button to approve the role sponsorship request and navigate to the ‘Account Registration’ screen.

Exhibit 8-14 shows a screen capture of the ‘Role Sponsorship Review’ screen:

Exhibit 8-14: Role Sponsorship Review Screen

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Logged in as CDXTESTUSER1 ([Log out](#))

You are here: [Role Sponsorship](#)» Role Sponsorship Review

Sponsorship Information	
Email	John.Doe@test.com
Organization	CDX Test Org (123 Main St, Virginia Beach, VA, US 23462)
Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Primary Agent/Consultant

Role Information
A request was submitted for you to sponsor the CDX role above. Please select the role you wish to use as a sponsor for this request.

Select an Existing Role

Add a New Role

Role:
Primary Authorized Official ▾
Click Search EPA Facilities or enter N/A to skip this step

Facility ID *

A request was submitted for you to sponsor a CDX role. You may choose to Approve or Reject this request by making the appropriate selection below.

The ‘Account Registration’ screen contains both the user and organization information of the AO on the same page. Select the ‘Select a Current Organization’ radio button to select the organization that the AO will use to sponsor this request or select the ‘Request to Add an Organization’ radio button to enter in additional information related to the organization.

After all required fields have been completed, click the ‘Submit Request for Access’ button to complete your request.

Exhibit 8-15 shows a screen capture of the ‘Account Registration’ screen (Scroll 1):

Exhibit 8-15: Account Registration Screen (Scroll 1)

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Registration Information

Program Service	CSPP
Role	Primary Authorized Official

The following information was entered by a CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *	CDXTESTUSER1
Prefix	Mr
First Name *	John
Middle Initial	
Last Name *	Doe
Suffix	

Part 2: Organization Info

- Select a Current Organization
- Request to Add an Organization

Exhibit 8-16 shows a screen capture of the ‘Account Registration’ screen (Scroll 2):

Exhibit 8-16: Account Registration Screen (Scroll 2)

Middle Initial

Last Name * Doe

Suffix

Part 2: Organization Info

Select a Current Organization
 Request to Add an Organization

CDX Test Org
 123 Main St
 Virginia Beach, VA, US
 23462

Email * John.Doe@test.com

Phone Number *

Phone Number Ext

Fax Number

[Submit Request for Access](#)

[Back](#)

8.4 Registration Information

Clicking the ‘Create New Account’ button on the ‘Role Sponsorship’ screen will generate the ‘Account Registration’ screen, which allows the user access to information for a Primary Agent/Consultant with the CSPP program service to create login information. The ‘Account Registration’ page displays the new user role under the CSPP program service.

8.4.1 Part 1: User Information

The ‘User Information’ section collects the following information (see Exhibit 8-17 and Exhibit 8-17):

- User ID (required)
- Title (required)
- First Name (required)

- Middle Initial
- Last Name (required)
- Suffix
- Password (required)
- Re-type Password (required)
- Security Question 1 (required)
- Security Answer 1 (required)
- Security Question 2 (required)
- Security Answer 2 (required)
- Security Question 3 (required)
- Security Answer 3 (required)

Please note that the user ID and password information may be requested for re-authentication with features throughout CDX including any submission processes within your specific CDX application. The ‘Security Question’ and ‘Security Answer’ fields are also used for re-authentication in the event you forget your password and need to reset it.

When creating a user ID, it must abide by the following rules:

- Must be at least 8 characters
- No special characters may be used with the exception of ‘_,’ ‘@,’ and ‘.’

When creating a password, it must abide by the following rules:

- Must be at least 8 characters
- Must be no more than 15 characters
- Must contain one uppercase letter, one lowercase letter, and one number
- May not begin with a number
- May not be the same as your user ID
- May not contain the word ‘Password’
- May not contain any special characters or spaces
- Must be changed every 90 days

Exhibit 8-17 shows a screen capture of the ‘Registration Information’ screen (Scroll 1):

Exhibit 8-17: Registration Information Screen (Scroll 1)

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Role Sponsorship Process
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Registration Information

Program Service	CSPP
Role	Primary Agent/Consultant

The following information was entered by a CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *	<input type="text"/>
Title *	<input type="text" value="Mr"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text" value="-Please Select-"/>
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
Security Question 1 *	<input type="text" value="-Please Select-"/>
Security Answer 1 *	<input type="text"/>

Exhibit 8-18 shows a screen capture of the ‘Registration Information’ screen (Scroll 2):

Exhibit 8-18: Registration Information Screen (Scroll 2)

Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text" value="-Please Select-"/>
Password *	<input type="text"/>
Re-type Password *	<input type="text"/>
Security Question 1 *	<input type="text" value="-Please Select-"/>
Security Answer 1 *	<input type="text"/>
Security Question 2 *	<input type="text" value="-Please Select-"/>
Security Answer 2 *	<input type="text"/>
Security Question 3 *	<input type="text" value="-Please Select-"/>
Security Answer 3 *	<input type="text"/>

8.4.2 Part 2: Organization Information

Unlike the previous system, the new CDX system requires you to search for your organization before you are able to create a new organization. You are first asked to do a simple search (see Exhibit 4-16). From the simple search you will be able to search by entering the ‘Organization Name’ or the ‘Organization ID.’ The matching search results will be returned in a table displaying the ‘Organization ID,’ ‘Organization Name,’ ‘Address,’ ‘City,’ ‘State,’ and ‘ZIP/Postal Code’ (see Exhibit 4-17). If the simple search returns too many results, you may use the advanced search option (see Exhibit 4-18 and Exhibit 4-19) or choose to search again. You may also choose to create an organization from a link below the search results (see Exhibit 4-21). You will need to click the ‘Organization ID’ link to select your organization. Once an organization has been selected or created, you will be required to enter an email address and phone number, with the option of entering a phone number extension or fax number (see Exhibit 4-20 and Exhibit 4-21).

The search results will only display organizations that have been previously verified by an RMAM, LexisNexis or a help desk user. Organizations that have not been verified can be searched for by using the organization ID.

The first organization a user adds will be set as the primary organization. The primary organization is important because it indicates the user’s primary email address in CDX. The primary organization can be changed within CDX registration information at any time.

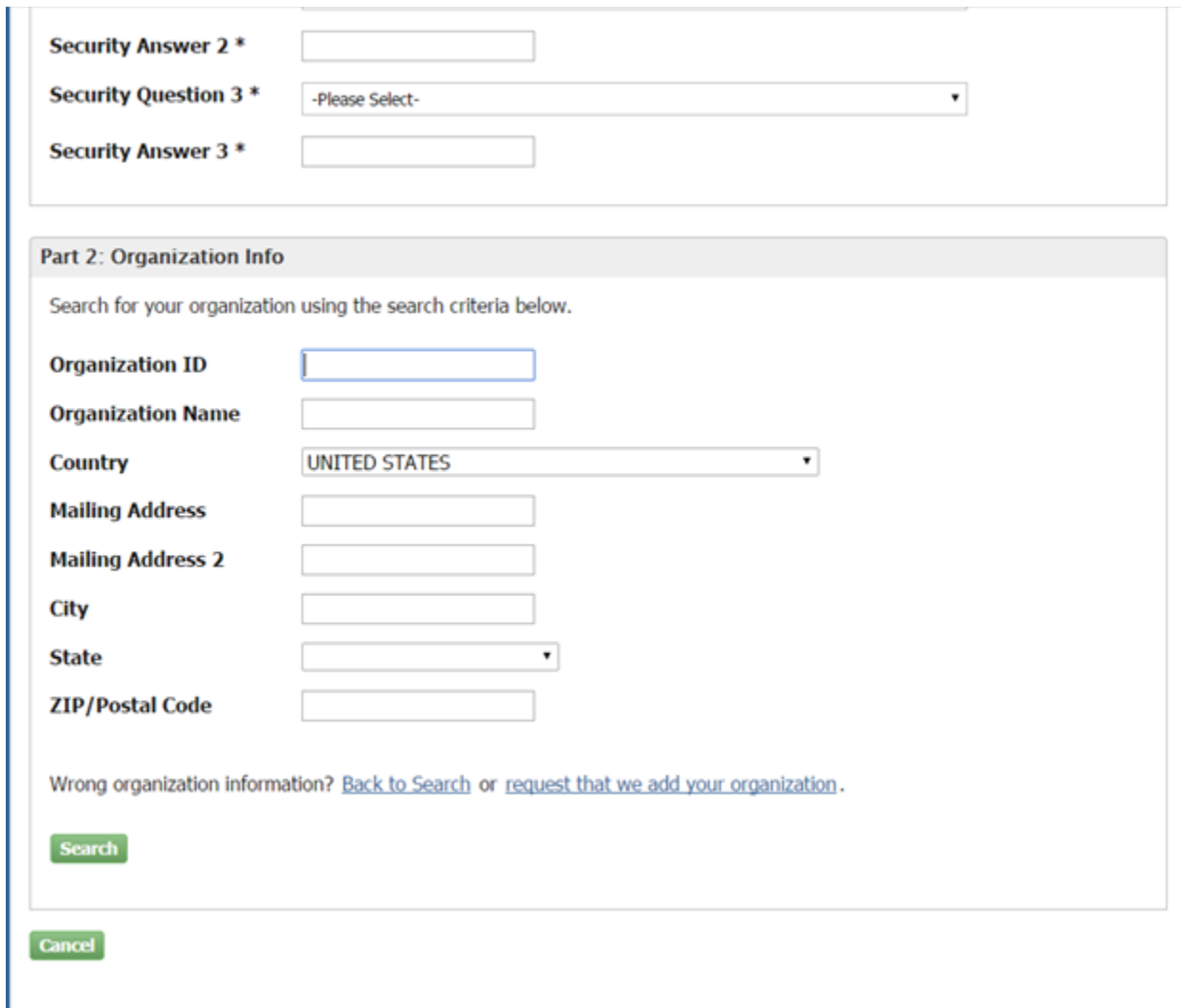
The ‘Organization Information’ section collects the following information (see Exhibit 8-19):

- Organization Name (required)
- Mailing Address 1 (required)

- Mailing Address 2
- City (required)
- State/Province (required)
- Zip Code/Postal Code (required)
- Country (required)
- Email (required)
- Re-enter Email (required)
- Phone Number (required)
- Phone Number Extension
- Fax Number

Exhibit 8-19 shows a screen capture of the ‘Organization Information’ screen:

Exhibit 8-19: Organization Information Screen



The screenshot displays a web form for organization registration. At the top, there are three security-related fields: 'Security Answer 2 *' (text input), 'Security Question 3 *' (dropdown menu with '-Please Select-' selected), and 'Security Answer 3 *' (text input). Below these is a section titled 'Part 2: Organization Info' with a grey header. The section contains the instruction 'Search for your organization using the search criteria below.' and a list of search criteria: 'Organization ID' (text input), 'Organization Name' (text input), 'Country' (dropdown menu with 'UNITED STATES' selected), 'Mailing Address' (text input), 'Mailing Address 2' (text input), 'City' (text input), 'State' (dropdown menu), and 'ZIP/Postal Code' (text input). At the bottom of the search criteria section, there is a link: 'Wrong organization information? [Back to Search](#) or [request that we add your organization](#).' Below this link are two buttons: a green 'Search' button and a green 'Cancel' button.

9 Multiple Authorized Official Functionality

In all CSPP applications, AOs that register under the same organization name in CDX can view all forms and submissions belonging to that organization on the ‘Forms’ or ‘Submissions’ screen within an application.

9.1 Multiple AO Functionality

The multiple AO functionality means that all AOs registered under the same organization are able to view all forms and submissions created by other AOs under that organization. Organization names are not case-sensitive, however spacing and abbreviation in an organization name are considered. Although users from the same company may be able to view forms created and submitted by other users under the same organization name, all forms will still require a passphrase to be accessed.

10 Additional Verification

Based on the program service and role chosen when registering for an account in CDX, additional information may be needed to complete registration. After you log into CDX from the activation link, you will be redirected to the screens for the additional information required for your role.

10.1 Identity Verification Process

When applicable, you will be given the option to use the electronic identity verification process (see Exhibit 10-1). The CDX registration process provides an identity verification service called LexisNexis, which is a third-party service that verifies a user's identity. If you choose to proceed with the electronic verification process, click the 'Proceed to Verification' button.

The LexisNexis service will launch a new window, which navigates a user away from CDX to collect additional Personally Identifiable Information (PII) that CDX does not store or use. If you choose not to utilize LexisNexis and click the 'sign the paper form' link (see Exhibit 10-1), CDX will proceed to the existing paper processing option and instruct you to print, sign, and mail any identity proofing documentation.

Based on the role provisioning, the 'LexisNexis Data Collection' window will either display the user and organization information collected by CDX, which is not editable (see Exhibit 10-2), or display fields for a user to enter in PII information. The window also displays text fields in which you must provide the necessary PII for LexisNexis to complete the identity validation.

You will be redirected back to CDX after submitting the information and one of the following scenarios will occur:

1. You successfully validate to the minimum standards. After clicking the 'Continue' button, the system will direct you to set your 20-5-1 questions and allow you to electronically sign the ESA (see **Section 10.2.1**).
2. You unsuccessfully validate to the minimum standards after clicking the 'Continue' button. If your user identity proofing failed, you can only sign the paper ESA. If the organization or user-organization association fails, then you have up to five (5) times to improve your score for validation. You will only be able to make edits to your organization information. If you fail more than 5 times, you will be taken to the paper ESA.
3. You choose to sign the paper ESA by clicking the 'Continue' button without submitting the LexisNexis form and clicking the paper ESA link (see Exhibit 10-3).
4. You choose to discontinue the registration process by clicking the 'Cancel' button on the 'Additional Verification' screen (see Exhibit 10-1). You will be sent the paper ESA in your MyCDX inbox. You must contact the CDX helpdesk for further information to obtain access to the program role requested.

Exhibit 10-1 shows a screen capture of ‘CDX Registration: Additional Verification’ screen:

Exhibit 10-1: CDX Registration: Additional Verification Screen

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CDX CDX Registration: Additional Verification [Contact Us](#)
Logged in as CDXTESTUSER3 ([Log out](#))

1. Identity Verification > 2. Electronic Signature Agreement

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

Note: By clicking [Proceed to Verification] you understand the service is voluntary and that you are validating personally identifying information including the last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may [sign the paper form](#) if you do not want to use the automatic verification process.

Note: You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the [CDX Help Desk](#).

First Name: John
Last Name: Doe

I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)

Exhibit 10-2 shows a screen capture of the ‘LexisNexis Data Collection’ pop-up window:

Exhibit 10-2: LexisNexis Data Collection Pop-Up Window

The screenshot shows a web browser window titled "LexisNexis Verification for EPA - Google Chrome". The address bar displays "https://secure.accurint.com/app/bps/epa". The page content includes the LexisNexis logo and the text "Verification for EPA". Below this, there is a section for "Authorized Representative" with a list of required fields: Last Name, First Name, Middle Name, SSN (Last 4), Home Address, Home City, Home State, Home Zip, Home Phone, and Date of Birth. The form is partially filled with "Doe" for last name and "Jane" for first name. At the bottom of the form are "Submit" and "Cancel" buttons. A footer contains the copyright notice: "Copyright © 2015 LexisNexis. All rights Reserved. Terms & Conditions | Privacy & Security".

*** Required Fields**

Authorized Representative

Last Name * First Name * Middle Name SSN (Last 4) *

Doe Jane

Home Address *

Home City * Home State * Home Zip *

-- State --

Home Phone Date of Birth *

Submit Cancel

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Exhibit 10-3 shows a screen capture of the ‘LexisNexis Results’ screen:

Exhibit 10-3: LexisNexis Results Screen

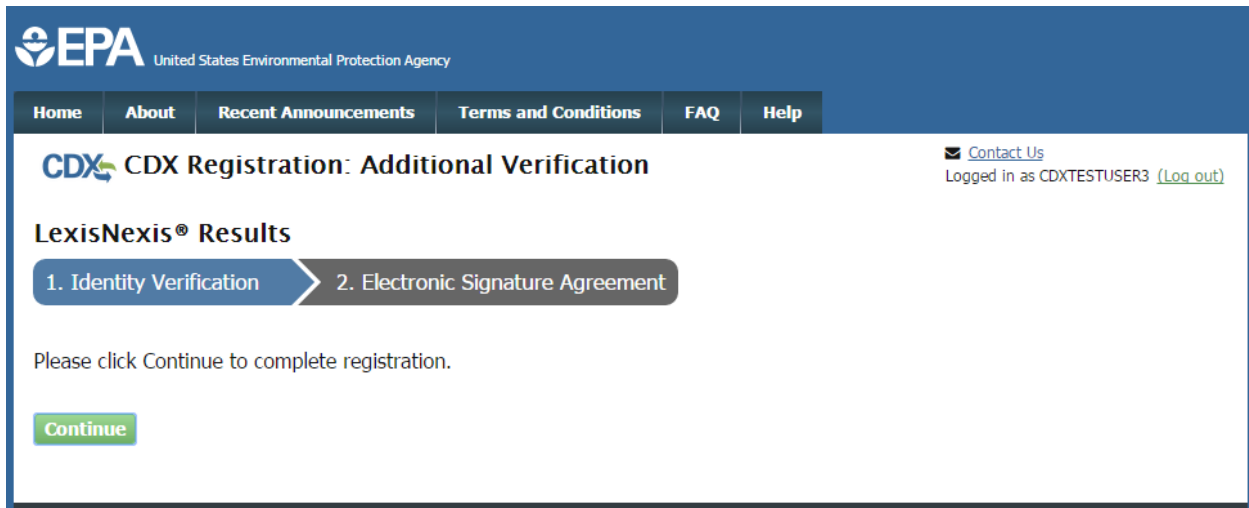


Exhibit 10-4 shows a screen capture of the ‘LexisNexis Results (without Verification)’ screen:

Exhibit 10-4: LexisNexis Continuing Without Verification Screen

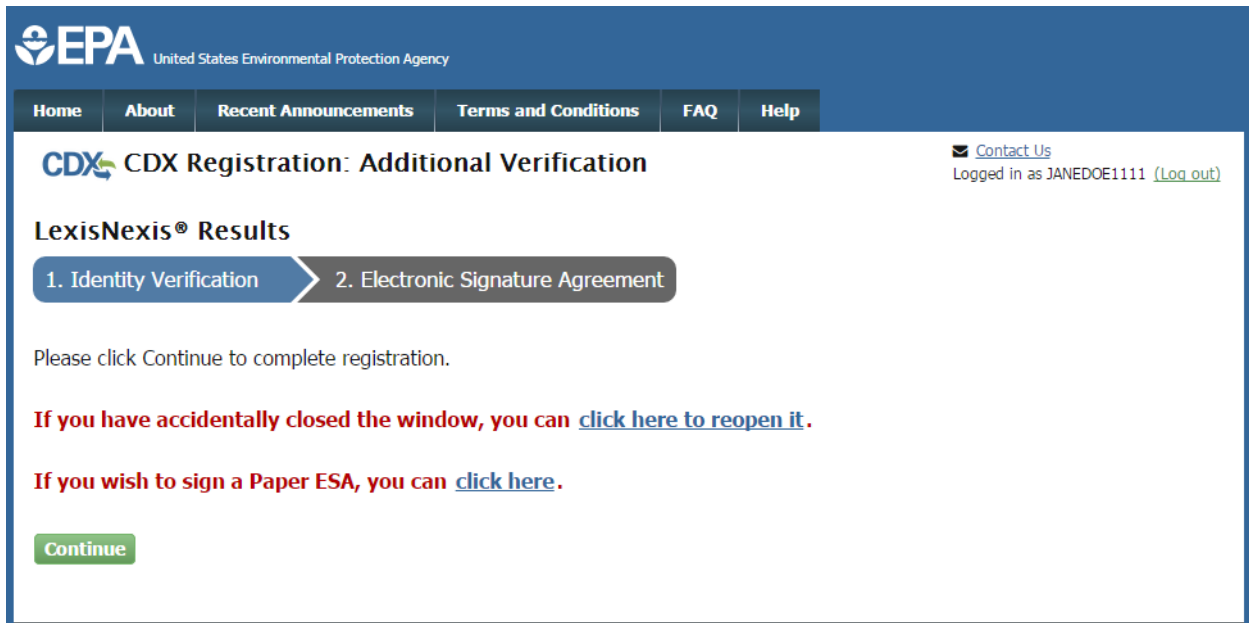


Exhibit 10-5 shows a screen capture of the ‘Electronic Signature Agreement’ screen:

Exhibit 10-5: Electronic Signature Agreement Screen

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CDX Registration: Additional Verification [Contact Us](#)
Logged in as CDXTESTUSER3 [Log out](#)

1. Identity Verification 2. Electronic Signature Agreement

You have failed LexisNexis identity proofing. Please proceed to print, sign and mail the paper Electronic Signature Agreement below or contact the CDX Help Desk for assistance.

Paper CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

**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 a representative for:

Electronic Signature Holder Company Information

Organization Name:	TEST
Address:	TEST test
City, State, Zip:	TEST, VA 00000
Province:	
Country:	US
Phone Number:	(703) 227-7445
E-mail Address:	cdxtester@gmail.com
Registrant’s Name:	Mr John Doe
CDX User Name:	CDXTESTUSER3

[Sign Paper Form](#) [Cancel](#)

10.2 CDX Electronic Signature Agreement (ESA)

Some roles require a user to have an ESA. If you do not have a current ESA, you will be prompted to sign an ESA, which can be signed electronically or manually. The following sections provide more detail about each option. If a user has signed an ESA for either the TSCA or Toxics Release Inventory (TRI) program service/workflow, the existing ESA may be reused for the CSPP workflow.

10.2.1 Electronic CDX Electronic Signature Agreement (ESA)

Applicable only to some roles, CDX provides twenty questions to choose from which will help validate your identity. You will be prompted to enter Cross-Media Electronic Reporting

Regulation (CROMERR) questions after you have successfully passed LexisNexis identity proofing or have been approved via the help desk.

You will choose five questions and provide answers for each. You will not be allowed to select and provide duplicate questions or answers. The questions that you select should be easy for you to remember, but difficult for someone else to guess. You will be required to answer one of these five questions upon submitting any forms that utilize the CROMERR widget for electronic signatures. You will be prompted with a question randomly chosen by the system during the signing process.

If you pass LexisNexis validation and choose to sign the ESA electronically, the system will verify that the CROMERR 20-5-1 questions and answers have been set. If the questions and answers were previously set, you will be directed to a page to view the ESA. If these have not been set, you will be directed to a page to provide five questions and answers before proceeding to the ESA page (see Exhibit 10-6). The questions must be completed before you can electronically sign the CDX (or flow-specific) ESA or sponsor letter. Click the ‘Save Answers’ button after providing the questions and answers. You will receive an email confirmation of your 20-5-1 questions to both your provided email address and MyCDX inbox.

After you complete the 20-5-1 question process, review the ESA, and click the ‘Sign Electronically’ button, the system will launch the CDX CROMERR widget. As part of the CDX CROMERR widget process, you will be required to re-validate your user ID and password, provide the answer to one of the 20-5-1 questions, and officially sign the ESA (see Exhibit 10-7, Exhibit 10-8, and Exhibit 10-9).

When you officially sign the ESA, a copy of the ESA, along with your electronic signature, is stored in the CDX CROMERR archives. A copy of the ESA is also sent to your MyCDX inbox.

If you choose the paper ESA process, the questions will not be displayed in CDX until your program service role has been activated. After your role has been activated, you will be prompted to provide your questions and answers before being able to navigate to the ‘MyCDX’ landing page.

Exhibit 10-6 shows a screen capture of the ‘CROMERR 20-5-1 Question and Answer’ on the ‘eSIG-PIN Entry’ screen:

Exhibit 10-6: eSIG-PIN Entry CROMERR 20-5-1 Question/Answer Screen

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange [Contact Us](#)
Logged in as CDXTESTUSER1 ([Log out](#))

CDX Registration: Additional Verification

1. Identity Verification ✓ 2. Electronic Signature Agreement

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Challenge Questions and Answers

What is the first and middle name of your oldest sibling?	<input type="text"/>
What is your favorite vacation destination?	<input type="text"/>
What is your favorite TV show?	<input type="text"/>
What is the name of your home town newspaper?	<input type="text"/>
What is your favorite hobby?	<input type="text"/>

[Save Answers](#)

Exhibit 10-7 shows a screen capture of the ‘Electronic CDX ESA’ screen:

Exhibit 10-7: Electronic CDX ESA Screen

The screenshot shows the EPA website interface for CDX Registration: Additional Verification. The user is logged in as CDXTESTUSER1. The process is at step 2, 'Electronic Signature Agreement'. The main heading is 'U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT'. Below this, there is a paragraph explaining the agreement and a table of 'Electronic Signature Holder Company Information' with the following details:

Organization Name:	TEST
Address:	TEST
City, State, Zip:	NOWHERE, AL 11222
Province:	
Country:	US
Phone Number:	(703) 227-7445
E-mail Address:	jdoe@doe.com
Registrant's Name:	Mr John Doe
CDX User Name:	CDXTESTUSER1

At the bottom of the screen, there are two buttons: 'Sign Electronically' and 'Cancel'.

Exhibit 10-8 and Exhibit 10-9 show screen captures of the ‘CROMERR eSignature Widget’ pop-up window:

Exhibit 10-8: CROMERR eSignature Widget (Screen 1)

The screenshot displays the CDX Registration: Additional Verification page. At the top, there is a navigation bar with the CDX logo and the text "CDX Registration: Additional Verification". On the right side of the navigation bar, there are links for "Contact Us" and "Logged in as CDXTESTUSER1 (Log out)". Below the navigation bar, there are two steps: "1. Identity Verification" and "2. Electronic Signature Agreement". The main heading is "Electronic CDX Electronic Signature Agreement". Below the heading, there is a paragraph explaining the CDX electronic signature agreement (ESA) and its purpose. A pop-up window is overlaid on the page, containing the following text: "I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations." Below the text in the pop-up window are two buttons: "Accept" and "Decline". In the background, there is a form titled "Electronic Signature Holder Contact Information" with fields for Organization Name, Address, City, State, Zip, Province, Country, Phone Number, E-mail Address, Registrant's Name, and CDX User Name. At the bottom of the page, there are two buttons: "Sign Electronically" and "Cancel".

Exhibit 10-9: CROMERR eSignature Widget (Screen 2)

CDX CDX Registration: Additional Verification Contact Us
Logged in as CDXTESTUSER1 (Log out)

1. Identity Verification ✓ 2. Electronic Signature Agreement

Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

eSignature Widget

1. Log in to CDX

User:
CDXTESTUSER1

Password:
••••••

Welcome John Doe

2. Answer Secret Question

Question:
What is your favorite hobby?

Answer:
hobby

Correct Answer

3. Sign File

Sign

E-mail Address:	jeffrey.bronick@cgifederal.com
Registrant's Name:	Mr John Doe
CDX User Name:	CDXTESTUSER1

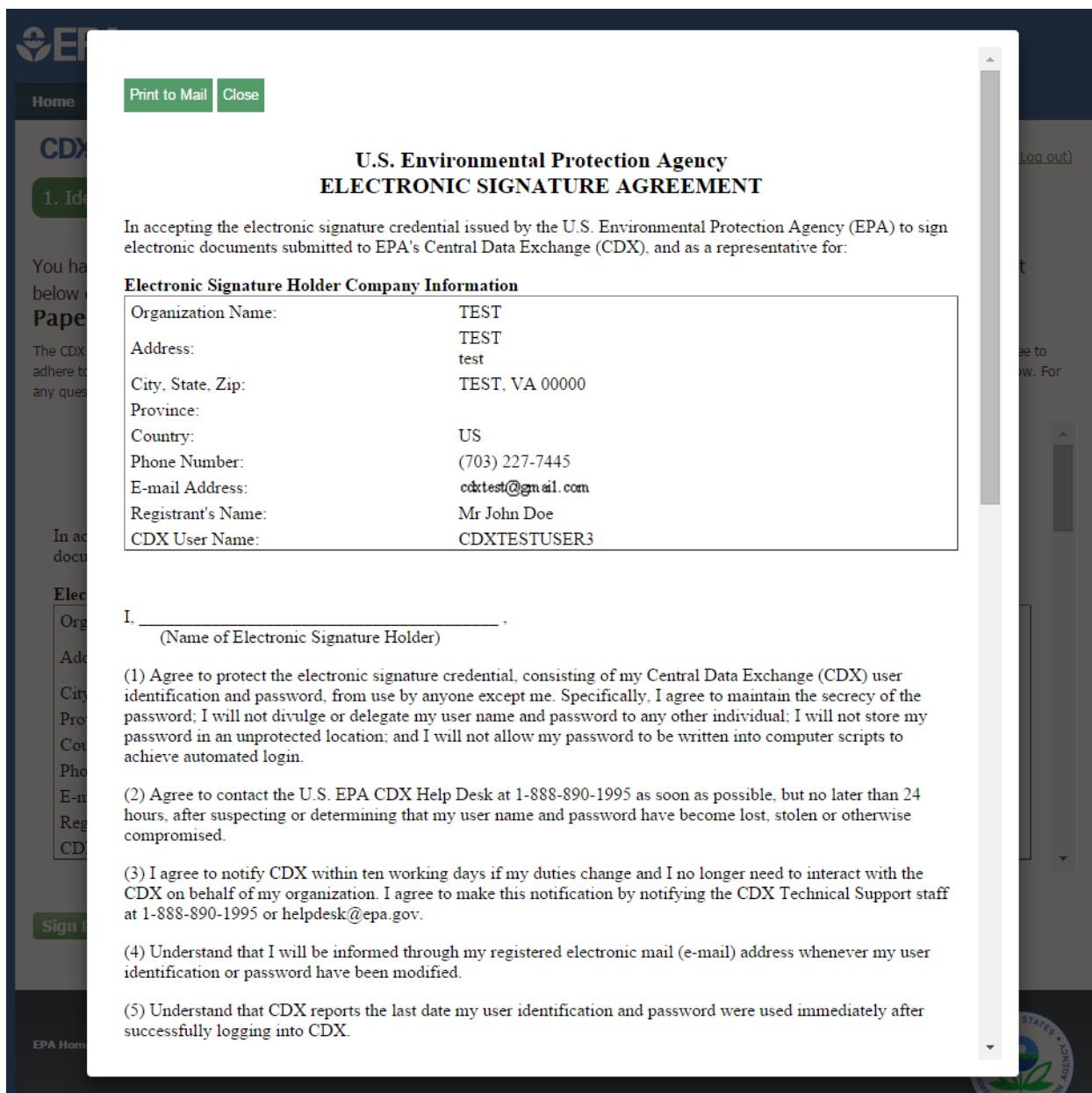
Sign Electronically **Cancel**

10.2.2 Paper ESA

If you do not wish to leverage the LexisNexis process or are unable to be properly validated to meet the minimum requirements for the program, you will be required to follow the existing paper ESA process. The paper process allows you to print the ESA, provide a wet ink signature, and mail the signed ESA to EPA. A copy of the ESA form will be saved in your CDX 'Inbox' for future reference and reprinting.

Exhibit 10-10 shows a screen capture of the ‘Paper CDX ESA’ pop-up window:

Exhibit 10-10: Paper CDX ESA Pop-Up Window



10.3 RMAM Approval

For some program service roles, a user must wait for a program RMAM, an individual responsible for the approval of program service role access requests, to grant access to the role. In this case, the user will not be able to do anything beyond entering registration information. If you have any issues waiting for the approval, you will need to reach out to the point of contact for the program service.

10.4 Registration Notifications

After completing the registration process, you will receive confirmation of successful registration (see Exhibit 10-11). If you choose the paper ESA option, you will receive a confirmation email when your role has been approved (see Exhibit 10-12).

Exhibit 10-11 shows a screen capture of a ‘CDX Registration’ email after you have successfully registered with CDX:

Exhibit 10-11: CDX Registration – Role Activation Email

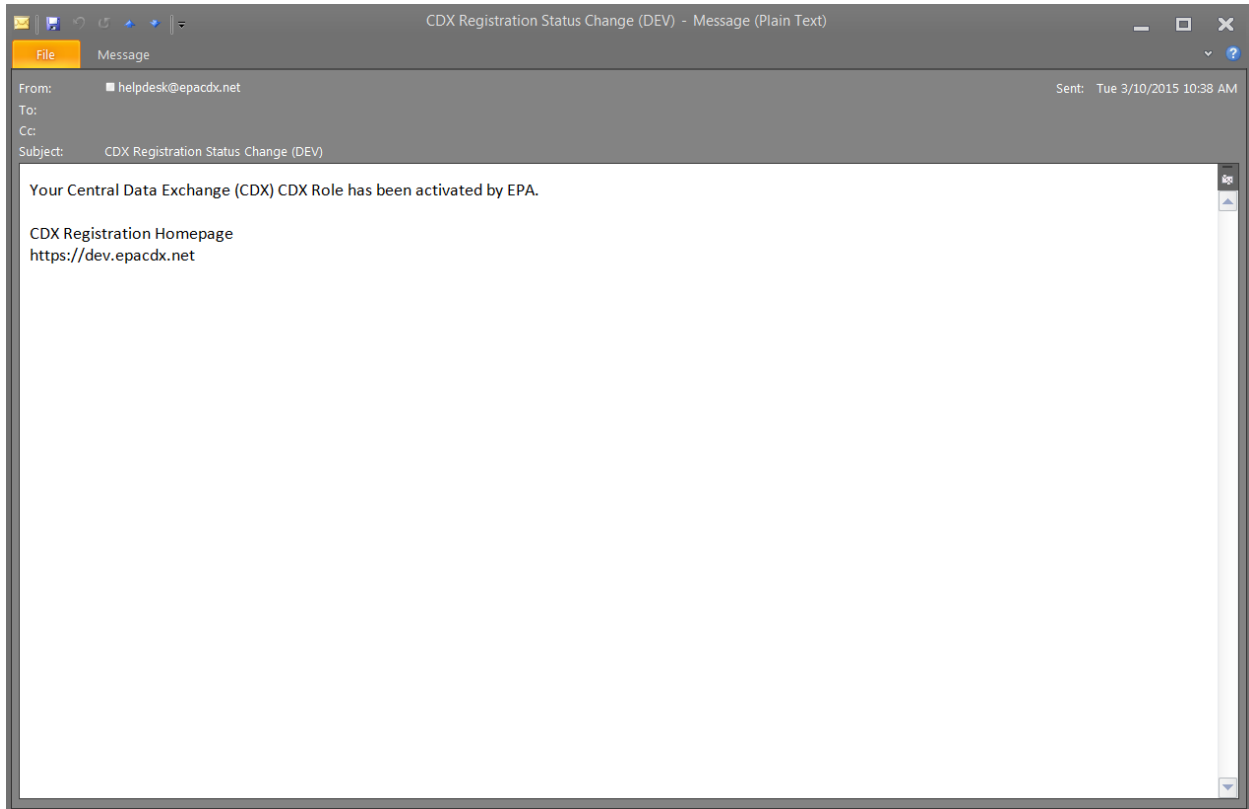
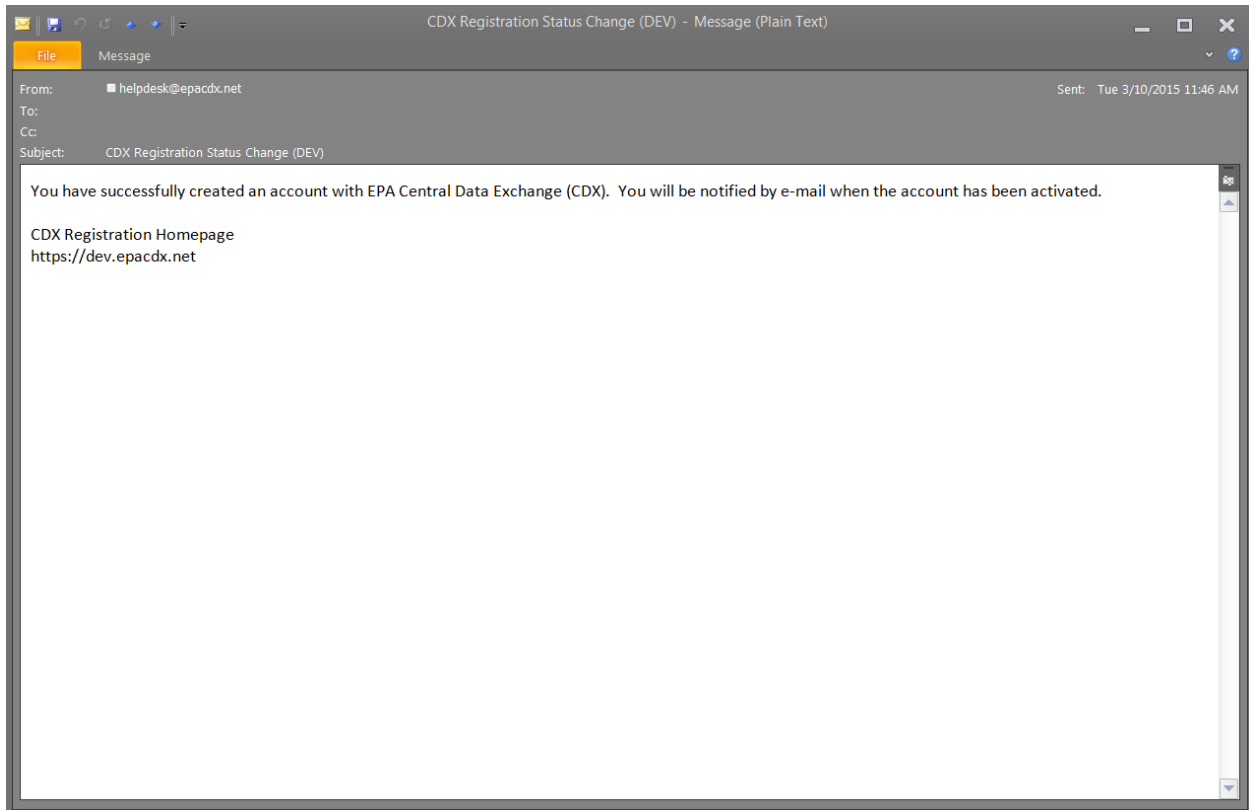


Exhibit 10-12 shows a screen capture of the ‘CDX Registration’ email after you have changed a role status or have successfully created an account with CDX and are awaiting approval:

Exhibit 10-12: CDX Registration – Role Status Change Email



11 Managing User and Organization Information

Once you have entered registration information and activated the user account, you may perform various functions such as adding additional organizations to a username, modifying user information, or adding additional program services to a username.

11.1 Managing Organization Information

If necessary, a user is able to add additional organizations that may be associated with a username. The new organization will then be added to the 'Organization Details' section. During subsequent logins, a user will be able to select the organization for which they would like to submit forms.

To add additional organizations to a username, click the 'Modify User / Organization Information' button on the 'My Profile' tab that displays after logging in. A user can then choose to either search for an existing organization to add or request a new organization to be added. If a user chooses to add a new organization, populate the required organization contact information and click the 'Submit Request for Access' button.

The additional organization then displays in the 'Organization Details' section of the 'My Profile' page.

Exhibit 11-1 shows a screen capture of the ‘My Profile’ screen:

Exhibit 11-1: My Profile Screen

The screenshot displays the 'My Profile' page in the EPA CDX Central Data Exchange. The page header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as CDXTESTUSER1. The main content area is divided into two sections: 'User Information' and 'Organization Information'. The 'User Information' section lists details such as User ID, Name, Last Updated, Registration Date, and three Security Questions. The 'Organization Information' section shows the primary organization and a table of organizations with columns for Org. ID, Name, and Address. At the bottom, there are two buttons: 'Modify User / Organization Information' and 'Manage Your Program Services'.

User Information

User ID	CDXTESTUSER1
Name	Mr John Doe
Last Updated	3/10/2015 11:57:30 AM
Registration Date	3/10/2015 10:10:55 AM
Security Question 1	What was your childhood nickname?
Security Question 2	What school did you attend for sixth grade?
Security Question 3	In what city does your nearest sibling live?

Organization Information

Primary Organization =

Org. ID	Name	Address
17881	CDX Test Org	123 Main St, Virginia Beach, VA, US 23462

[Modify User / Organization Information](#) [Manage Your Program Services](#)

Exhibit 11-2 shows a screen capture of the ‘Modify User/Organization Information’ screen (Scroll 1):

Exhibit 11-2: Modify User/Organization Information Screen (Scroll 1)

The screenshot displays the EPA CDX Central Data Exchange interface. At the top, the EPA logo and navigation menu are visible. The main content area is titled 'CDX Central Data Exchange' and includes a 'My Profile' tab. The 'Part 1: User Information' section contains fields for User ID, Name, and three security questions with corresponding answer boxes. A 'Save User Information' button is located at the bottom of this section. The 'Part 2: Organization Details' section shows 'Current Organizations' with a list of organizations, including 'CDX Test Org (17881)'.

Essential information is marked with an asterisk(*)

Part 1: User Information

[Description of Fields](#)

User ID CDXTESTUSER1 [Change Password](#)

Name Mr John Doe

Security Question 1 * What was your childhood nickname? ▼

Security Answer 1 *

Security Question 2 * What school did you attend for sixth grade? ▼

Security Answer 2 *

Security Question 3 * In what city does your nearest sibling live? ▼

Security Answer 3 *

[Save User Information](#)

Part 2: Organization Details

Current Organizations

Click the organization name to view or modify organization information.

Primary Organization =

> CDX Test Org (17881)

Exhibit 11-3 shows a screen capture of the ‘Modify User/Organization Information’ screen (Scroll 2):

Exhibit 11-3: Modify User/Organization Information Screen (Scroll 2)

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

[Save User Information](#)

Part 2: Organization Details

Current Organizations

Click the organization name to view or modify organization information.

Primary Organization =

[> CDX Test Org \(17881\)](#)

Part 3: Organization Information

New Organization

New organizations can be added to your profile. Search for your organization using the text box below.

[Search](#)

[Deactivate User Account](#) [Back to MyCDX](#)

Exhibit 11-4 shows a screen capture of the ‘Modify User/Organization Information – Add Organization’ screen (Scroll 3):

Exhibit 11-4: Modify User/Organization Information Screen (Scroll 3)

Part 3: Organization Information

New Organization

Organization Name *

Country * UNITED STATES

Mailing Address *

Mailing Address 2

City *

State * -Please Select-

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

[Back to Search Results](#) [Submit Request for Access](#)

[Deactivate User Account](#) [Back to MyCDX](#)

11.2 Managing Program Services

Users may need to submit forms under several different program services. The following sections provide more details regarding how multiple program services can be added.

11.2.1 Adding Program Services

If necessary, a user may add additional program services for organizations under which a user is registered, including any associated roles that are appropriate for that specific program service.

You may add a program service (see Exhibit 11-5, Exhibit 11-6, and Exhibit 11-7) and associate a program service with a current organization or a new organization.

Applicable only to some roles, CDX provides twenty questions to choose from which will help validate your identity. You will be prompted to enter CROMERR questions after you have successfully passed LexisNexis identity proofing or have been approved via the help desk.

You will choose five questions and provide answers for each. You will not be allowed to select and enter duplicate questions or answers. The questions that you select should be easy for you to remember, but difficult for someone else to guess. You will be required to answer one of these five questions upon submitting any forms that utilize the CROMERR widget for electronic signatures. You will be prompted with a question randomly chosen by the system during the signing process.

If you pass LexisNexis validation and choose to sign the ESA electronically, the system will verify that the CROMERR 20-5-1 questions and answers have been set. If the questions and answers were previously set, you will be directed to a page to view the ESA (see Exhibit 11-10). If these have not been set, you will be directed to a page to provide five questions and answers before proceeding to the ESA page. The questions must be completed before you can electronically sign the CDX (or flow-specific) ESA or sponsor letter. You must click the 'Save Answers' button after providing the questions and answers. You will receive an email confirmation of your 20-5-1 questions to both your provided email address and CDX inbox.

After you complete the 20-5-1 question process, review the ESA, and click the 'Sign Electronically' button, the system will launch the CDX CROMERR widget. As part of the CDX CROMERR widget process, you will be required to re-validate your user ID and password, provide the answer to one of the questions, and officially sign the ESA.

When you officially sign the ESA, a copy of the ESA, along with your electronic signature, is stored in the CDX CROMERR archives. A copy of the ESA is also sent to your CDX inbox.

If you choose the paper ESA process, the questions will not be displayed in CDX until your program service role has been activated. After your role has been activated, you will be prompted to provide your questions and answers before being able to navigate to the 'MyCDX' landing page.

Exhibit 11-5 shows a screen capture of the ‘MyCDX’ screen:

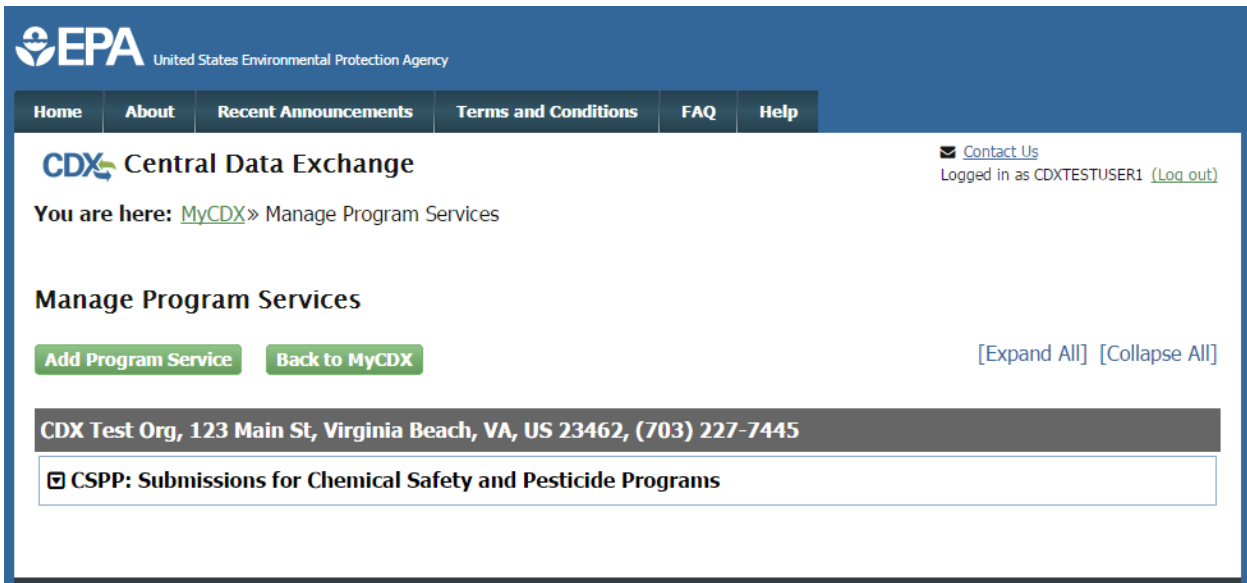
Exhibit 11-5: MyCDX Screen

The screenshot displays the MyCDX interface. At the top left is the EPA logo and the text 'United States Environmental Protection Agency'. A navigation bar contains links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX Central Data Exchange header with a 'Contact Us' link and a login status 'Logged in as CDXTESTUSER1 (Log out)'. A secondary navigation bar includes 'MyCDX', 'Inbox', 'My Profile', 'Role Sponsorship', and 'Submission History'. The main content area is divided into two columns. The left column features a 'Services' table with a 'Manage' link. The table lists two entries for 'CSPP: Submissions for Chemical Safety and Pesticide Programs' with roles 'Primary Agent/Consultant' and 'Primary Authorized Official'. Below the table are buttons for 'Add Program Service' and 'Manage Your Program Services'. The right column contains a 'CDX Service Availability' section with a link to 'See the status for all program services' and a 'News and Updates' section with a notice about a responsive layout update dated September 04 2014.

Status	Program Service Name	Role
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Agent/Consultant
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Authorized Official

Exhibit 11-6 shows a screen capture of the 'Manage Program Services' screen:

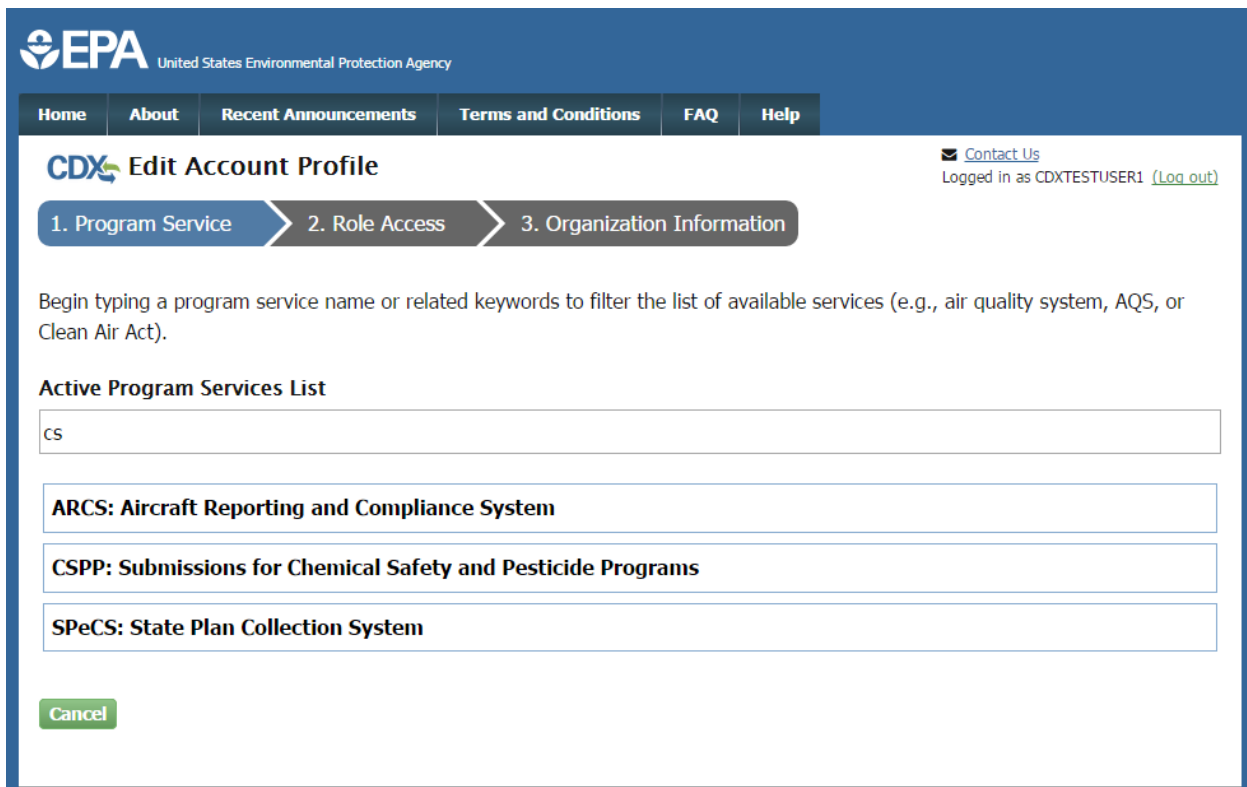
Exhibit 11-6: Manage Program Services Screen



The screenshot shows the EPA CDX interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". A navigation bar contains links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area displays the CDX logo and "Central Data Exchange", along with a "Contact Us" link and a login status: "Logged in as CDXTESTUSER1 (Log out)". Below this, a breadcrumb trail reads "You are here: MyCDX » Manage Program Services". The main heading is "Manage Program Services", followed by two buttons: "Add Program Service" and "Back to MyCDX". To the right of these buttons are links for "[Expand All]" and "[Collapse All]". A dark grey bar contains the address "CDX Test Org, 123 Main St, Virginia Beach, VA, US 23462, (703) 227-7445". Below this, a white box with a blue border contains a checked checkbox and the text "CSPP: Submissions for Chemical Safety and Pesticide Programs".

Exhibit 11-7 shows a screen capture of the ‘Program Service’ screen:

Exhibit 11-7: Program Service Screen (Scroll 1)



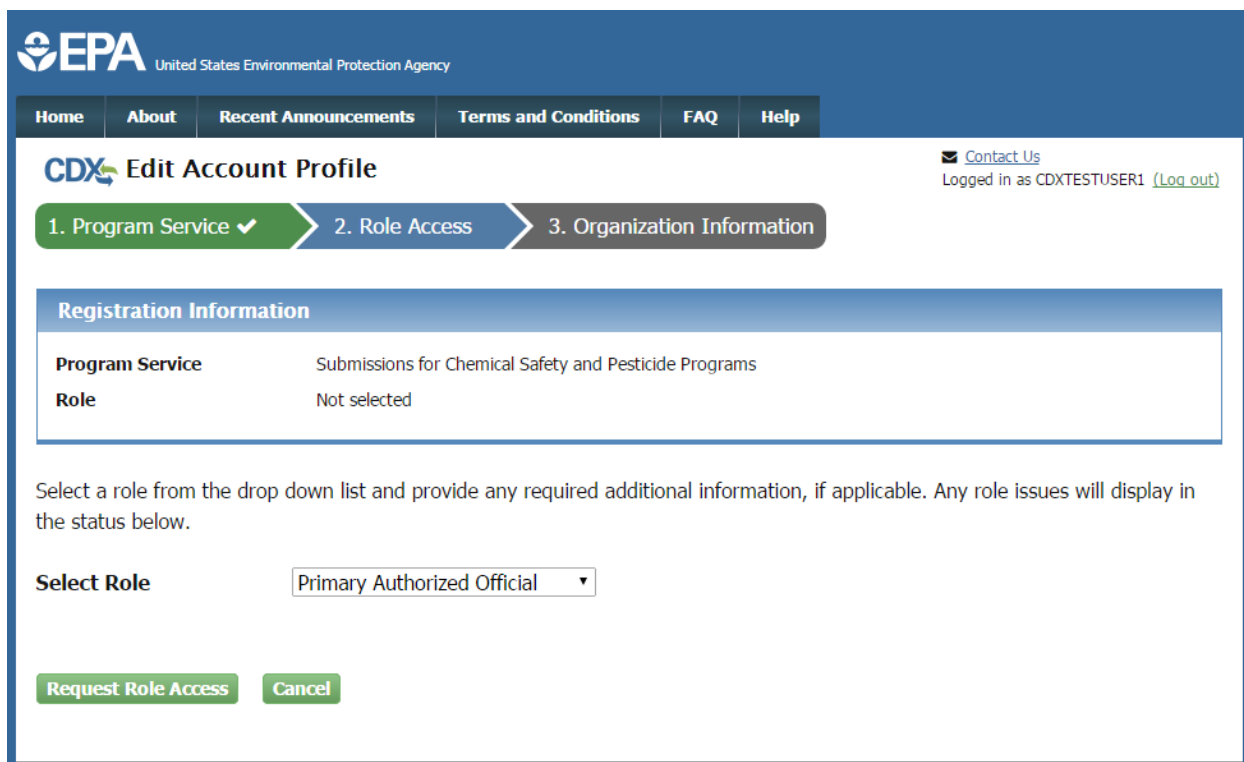
11.2.2 Request Role Access

After selecting the program service on the ‘Program Service’ screen to which you would like to associate your username, the next step will be to select the appropriate user role to associate with the program service and to manage any facilities associated with the program service, if necessary.

Based on program requirements and provisioning, this section will provide the appropriate fields for additional information to be collected. Fields will display for the user to enter a facility ID or to use the Facility Registry Services (FRS) (see **Section 4.3.2**). An additional screen will appear only for the roles requiring additional information (see **Section 4.3.1**).

Exhibit 11-8 shows a screen capture of the ‘Role Access’ screen:

Exhibit 11-8: Role Access Screen



11.3 Organization Information

The ‘Organization Information’ screen is the last step in adding a new program service. Click the ‘Select a Current Organization’ radio button to select the organization that the AO will use to sponsor this request or click the ‘Request to Add an Organization’ radio button to search for an organization to add.

The new CDX system requires you to search for your organization before you are able to create a new organization. You are first asked to do a simple search (see Exhibit 4-16) by entering the ‘Organization Name’ or the ‘Organization ID.’ Partial search terms can be entered. The matching search results will be returned in a table displaying the ‘Organization ID,’ ‘Organization Name,’ ‘Address,’ ‘City,’ ‘State,’ and ‘ZIP Code’ (see Exhibit 4-17). If the simple search returns too many results, you may use the advanced search option (see Exhibit 4-18 and Exhibit 4-19) or choose to search again. You may also choose to create an organization from a link below the search results (see Exhibit 4-17). Click the ‘Organization ID’ link to select your organization. Once an organization has been selected or created, you will be required to enter an email address and phone number, with the option of entering a phone number extension or fax number (see Exhibit 4-19 and Exhibit 4-20).

After all required fields have been completed, click the ‘Submit Request for Access’ button to complete your request.

Exhibit 11-9 shows a screen capture of the ‘Organization Information’ screen:

Exhibit 11-9: Organization Information Screen

The screenshot shows the EPA CDX 'Edit Account Profile' interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are displayed. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main heading is 'CDX Edit Account Profile', with a 'Contact Us' link and a login status 'Logged in as CDXTESTUSER1 (Log out)'. A progress bar indicates three steps: '1. Program Service' (checked), '2. Role Access' (checked), and '3. Organization Information' (active). Below this, a 'Registration Information' box shows 'Program Service' as 'Submissions for Chemical Safety and Pesticide Programs' and 'Role' as 'Primary Authorized Official'. Two radio buttons are present: 'Select a Current Organization' (selected) and 'Request to Add an Organization'. A text prompt says 'Select an organization from the dropdown list.' followed by an empty dropdown menu. A green button labeled 'Submit Request for Access' is at the bottom.

Exhibit 11-10 shows a screen capture of the ‘Electronic Signature Agreement’ screen:

Exhibit 11-10: Electronic Signature Agreement Screen

The screenshot shows the EPA website interface for CDX Registration. The header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area is titled 'CDX Registration: Additional Verification' and shows a progress bar with two steps: '1. Identity Verification' (completed) and '2. Electronic Signature Agreement' (current step). Below the progress bar, the heading 'Electronic CDX Electronic Signature Agreement' is followed by a paragraph explaining the agreement. A scrollable box contains the 'U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT' text, including a statement of acceptance and a table of 'Electronic Signature Holder Company Information'. At the bottom, there are 'Sign Electronically' and 'Cancel' buttons.

**U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT**

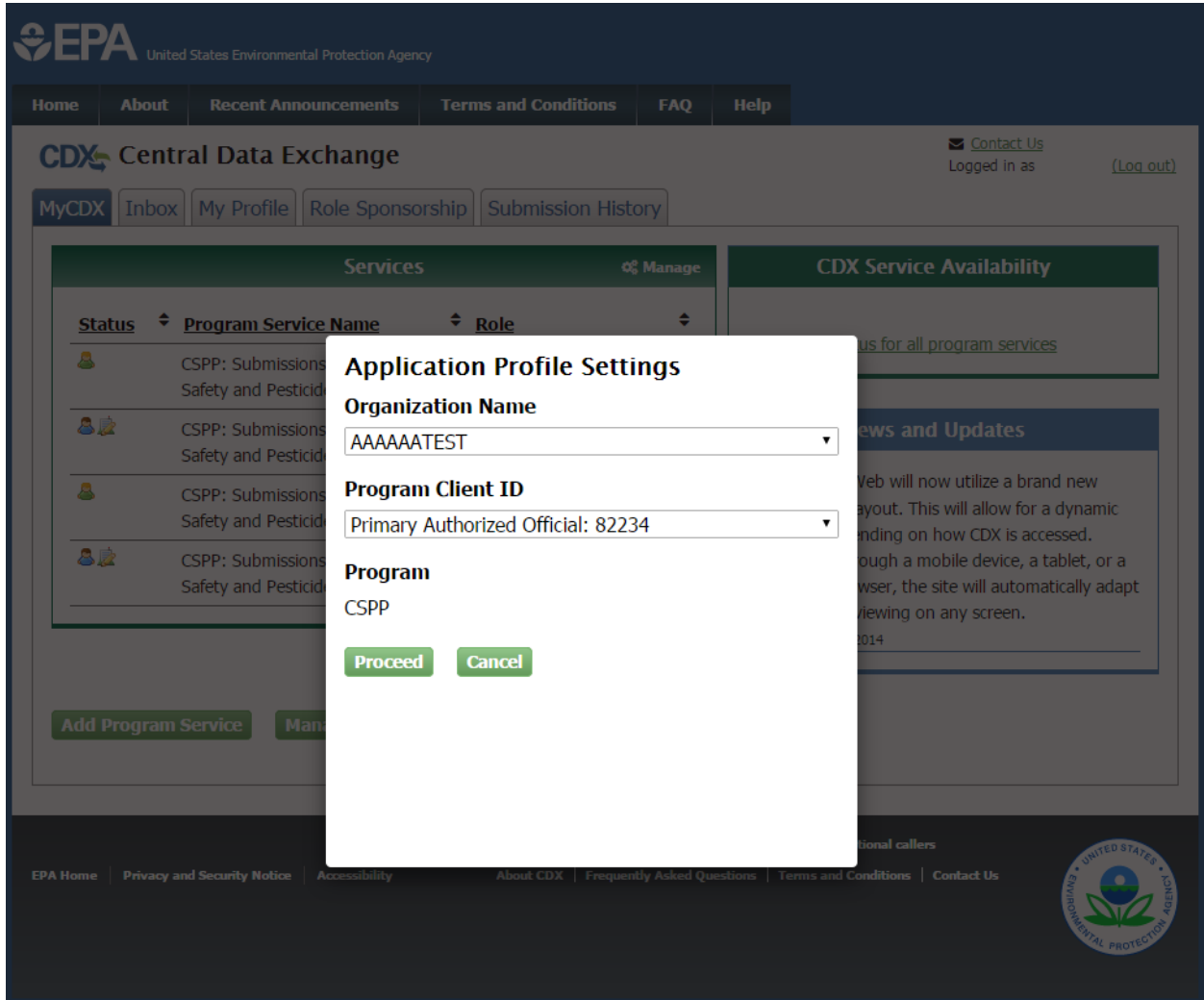
In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	TEST
Address:	TEST
City, State, Zip:	NOWHERE, AL 11222
Province:	
Country:	US
Phone Number:	(703) 227-7445
E-mail Address:	jdoe@doe.com
Registrant's Name:	Mr John Doe
CDX User Name:	CDXTESTUSER1

Sign Electronically **Cancel**

Exhibit 11-11 shows a screen capture of the ‘Application Profile Settings’ screen that is displayed if a user is registered for multiple organizations under the same program service:

Exhibit 11-11: Application Profile Settings Screen



12 Logging in to CDX for Migrated Users

For users who were registered in CDX before the updates, logging in will behave in the same manner. You can log into CDX by navigating to the CDX homepage, entering your user credentials established during registration, and clicking the ‘Log In’ button in the top right corner of the screen (see Exhibit 12-1).

Exhibit 12-1 shows a screen capture of the ‘CDX Homepage’ screen (Scroll 1):

Exhibit 12-1: CDX Homepage Screen (Scroll 1)

The screenshot shows the CDX homepage with the EPA logo and navigation menu. The main content area features a 'Log in to CDX' section with input fields for 'User ID' and 'Password', and buttons for 'Log In' and 'Register with CDX'. Below the login form are links for 'Forgot your Password?', 'Forgot your User ID?', and 'Warning Notice and Privacy Policy'. A 'Welcome' section follows, and a 'Warning Notice and Privacy Policy' section is also visible.

Welcome

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.

Warning Notice and Privacy Policy

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring,

Exhibit 12-2 shows a screen capture of the 'CDX Homepage' screen (Scroll 2):

Exhibit 12-2: CDX Homepage Screen (Scroll 2)

Welcome

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.

Warning Notice and Privacy Policy

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

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 \(Volume 67, Number 52\)\]](#)[\[Page 12010-12013\]](#).

12.1 Selecting Security Questions

After you log into the updated CDX system for the first time using an account that was created before October 1, 2012, you will be prompted to select three security questions that will replace the secret question and secret answer in the legacy CDX system. The security questions will be used to help verify your identity for when you contact the CDX help desk (see Exhibit 12-3Error! Reference source not found.).

Exhibit 12-3 shows a screen capture of the ‘Security Questions’ screen:

Exhibit 12-3: Security Questions Screen

Central Data Exchange [Contact Us](#)
Last Login: 9/11/2012 2:31:37 PM

CDX User Account Security Question Setup

To strengthen the security measures for your Central Data Exchange (CDX) user account, please provide three (3) security questions. These questions will be used to assist you with any account management activities (e.g., resetting your CDX password or contacting the CDX help desk).

Security Question 1*

Security Question 2*

Security Question 3*

CDX Primary Organization Setup

Your primary organization is displayed below. You will receive CDX system notifications to the email address associated with this primary organization. You may view and/or modify this information within your MyCDX profile.

Organization Name (ID)
 ABC (15796)

Mailing Address
 123 MAIN ST
 FAIRFAX, VA, 22030
 US

[Save User Information](#)

12.2 Selecting Primary Organization

The updated system requires the user to have a primary organization that will act as the primary point of contact for users for any generic CDX information. If you only have one organization that you are associated with, the system will automatically assign that one as your primary organization (see Exhibit 12-4). If you have multiple organizations that you are associated with, you will be required to select the primary organization from a drop-down menu (see Exhibit 12-5). The drop-down menu will list all of the organizations tied to your account.

Exhibit 12-4 and Exhibit 12-5 show screen captures of the ‘Primary Organization’ screen:

Exhibit 12-4: Primary Organization – Single Organization Screen

Central Data Exchange [Contact Us](#)
Last Login: 9/11/2012 2:31:37 PM

CDX User Account Security Question Setup

To strengthen the security measures for your Central Data Exchange (CDX) user account, please provide three (3) security questions. These questions will be used to assist you with any account management activities (e.g., resetting your CDX password or contacting the CDX help desk).

Security Question 1*	What was your childhood nickname?	test
Security Question 2*	What street did you live on in third grade?	test
Security Question 3*	In what city does your nearest sibling live?	test

CDX Primary Organization Setup

Your primary organization is displayed below. You will receive CDX system notifications to the email address associated with this primary organization. You may view and/or modify this information within your MyCDX profile.

Organization Name (ID)
ABC (15796)

Mailing Address
123 MAIN ST
FAIRFAX, VA, 22030
US

[Save User Information](#)

Exhibit 12-5: Primary Organization – Multiple Organizations Screen

United States Environmental Protection Agency

[CDX Home](#)
[About CDX](#)
[Recent Announcements](#)
[Terms and Conditions](#)
[FAQs](#)
[Help](#)

Logged in as CHUCKTAYLOR (Log out)

Central Data Exchange [Contact Us](#)

Last Login: 9/11/2012 3:00:24 PM

CDX User Account Security Question Setup

To strengthen the security measures for your Central Data Exchange (CDX) user account, please provide three (3) security questions. These questions will be used to assist you with any account management activities (e.g., resetting your CDX password or contacting the CDX help desk).

Security Question 1*	<input type="text"/>	▼	<input type="text"/>
Security Question 2*	<input type="text"/>	▼	<input type="text"/>
Security Question 3*	<input type="text"/>	▼	<input type="text"/>

CDX Primary Organization Setup

Please choose a primary organization for your account profile. You will receive CDX system notifications to the email address associated with this primary organization. You may view and/or modify this information within your MyCDX profile.

▼

Save User Information

12.3 Resetting Password

The modernized CDX system will follow the same policies as the legacy CDX system (pre-October 1, 2012). If you log into the system without having updated an expired password (passwords expire every 90 days), you will be prompted to change your password after you have selected security questions and a primary organization (see Exhibit 12-6). Please note that you will not be able to reuse previous passwords. After you update your password, and click the ‘Submit’ button, you will be sent a confirmation email and be taken to ‘MyCDX’ page.

Exhibit 12-6 shows a screen capture of the ‘Password Expiration Reset’ screen:

Exhibit 12-6: Password Expiration Reset Screen

EPA United States Environmental Protection Agency CENTRAL DATA EXCHANGE **CDX**

CDX Home | About CDX | Recent Announcements | Terms and Conditions | FAQs | Help Logged in as CGITESTUSER10 (Log out)

Central Data Exchange [Contact Us](#)

Last Login: 9/11/2012 2:31:37 PM

Change System Password

Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following: uppercase char acter, lowercase char acter, number. Passwords may not begin with a number nor contain the word "password" nor contain your User Name. Use the TAB key to move from field to field.

A required field is indicated with an asterisk(*)

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

Current Password *

New Password *

Re-enter New Password *

13 Logging in to CDX for Returning Users

You can log into CDX by navigating to the CDX homepage, entering your user credentials established during registration, and clicking the ‘Log In’ button in the top right corner of the screen (see Exhibit 13-1). You will only be allowed three failed login attempts before locking your account. For issues regarding a forgotten password, please refer to the ‘Reset Password’ portion of this guide (see **Section 13.1**).

Exhibit 13-1 shows a screen capture of the ‘CDX Homepage’ screen (Scroll 1):

Exhibit 13-1: CDX Homepage Screen (Scroll 1)

The screenshot displays the CDX homepage. At the top left is the EPA logo with the text 'United States Environmental Protection Agency'. Below this is a navigation menu with links for 'Home', 'About', 'Recent Announcements', 'Terms and Conditions', and 'Help'. The main header features the 'CDX Central Data Exchange' logo and a 'Contact Us' link. A large image of a forest path is on the left. On the right, there is a 'Log in to CDX' section with input fields for 'User ID' and 'Password', and buttons for 'Log In' and 'Register with CDX'. Below the login form are links for 'Forgot your Password?', 'Forgot your User ID?', and 'Warning Notice and Privacy Policy'. The main content area starts with a 'Welcome' section, followed by a 'Warning Notice and Privacy Policy' section containing a 'Warning Notice' with a list of seven terms and conditions.

Exhibit 13-2 shows a screen capture of the 'CDX Homepage' screen (Scroll 2):

Exhibit 13-2: CDX Homepage Screen (Scroll 2)

Welcome

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.

Warning Notice and Privacy Policy

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

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 \(Volume 67, Number 52\)\]](#)[\[Page 12010-12013\]](#).

13.1 Reset Password

In the event that you forget your password, a ‘Forgot your password?’ link is available on the ‘CDX Homepage’ and on the ‘Log In’ screen (see Exhibit 13-3).

The ‘Forgot Password?’ link directs you to the ‘Password Reset’ screen (see Exhibit 13-4 and Exhibit 13-5) where you are asked to enter your registered email address and user ID; the user ID and primary email address must match. After you submit your user ID and email address, the system will verify the credentials and you will be prompted to provide an answer to one of the three security questions previously set during the registration process (see Exhibit 13-5). You will be provided with three chances to provide your secret answer. After three incorrect attempts, your account will be locked and you will be required to contact the CDX Helpdesk to access your account.

After you click the ‘Submit’ button to confirm your password reset request, a screen will appear confirming that your account has been reset to allow you to create a new password (see Exhibit 13-6). An email will also be sent to your primary email address used during the password reset process. The system-generated email will contain a link, which will direct you to a screen allowing you to create a new password (see Exhibit 13-7).

Click the link located in the email to navigate to the ‘Change System Password’ screen. Once you have clicked the link in the email, the reset code will no longer be valid. Navigating away from this screen will require you to go through the password reset process again. Once on the ‘Change System Password’ screen, enter a new password in the ‘New Password’ text field and retype it into the ‘Re-enter New Password’ text field (see Exhibit 13-8). Click the ‘Submit’ button to navigate back to the main ‘MyCDX’ screen.

Exhibit 13-3 shows a screen capture of the ‘Forgot your password?’ link on the ‘Log In’ screen:

Exhibit 13-3: Login Screen/Forgot Password Link

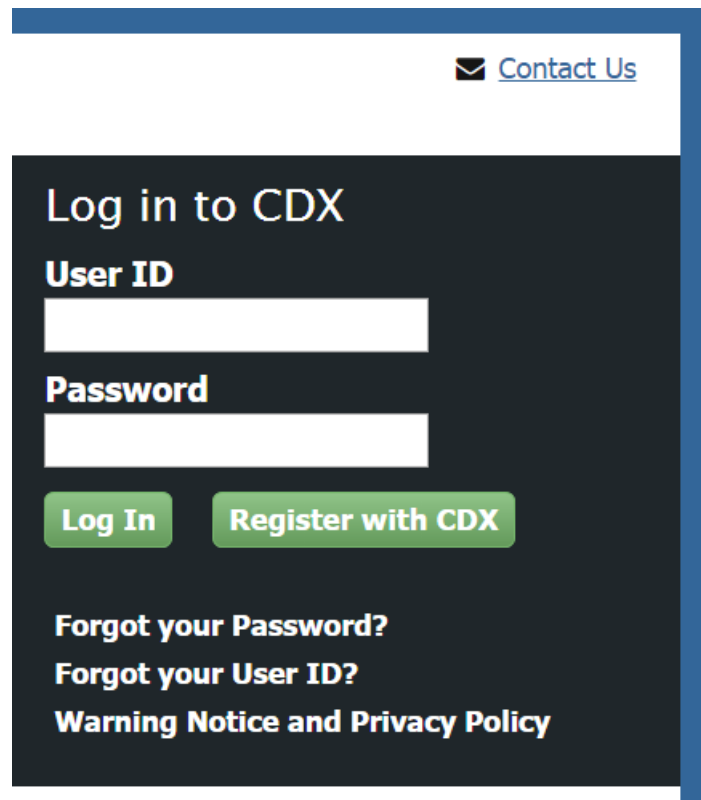
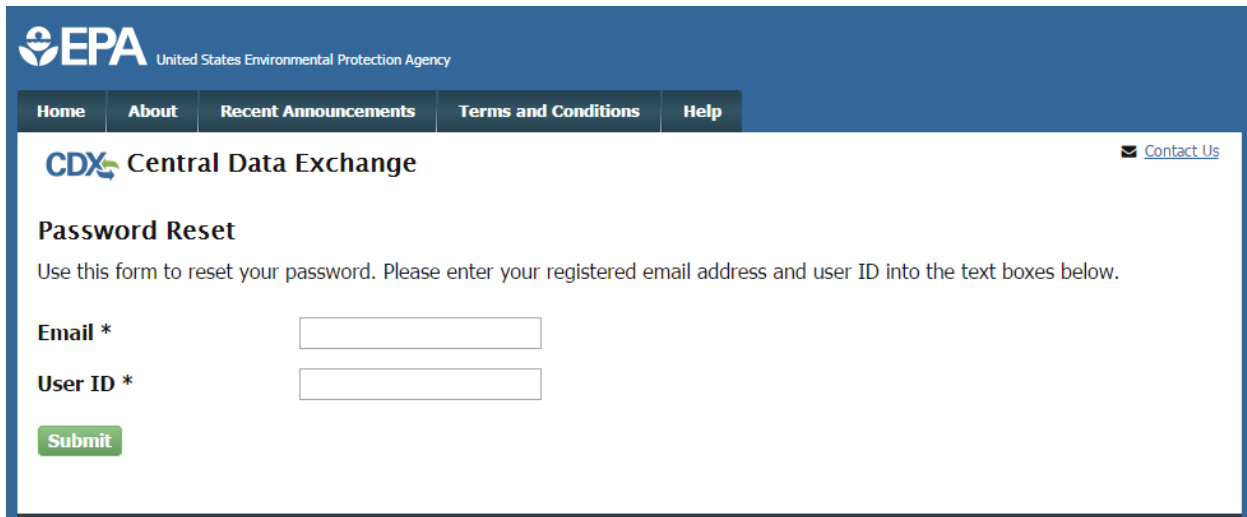


Exhibit 13-4 shows a screen capture of the ‘Password Reset’ screen (Part 1):

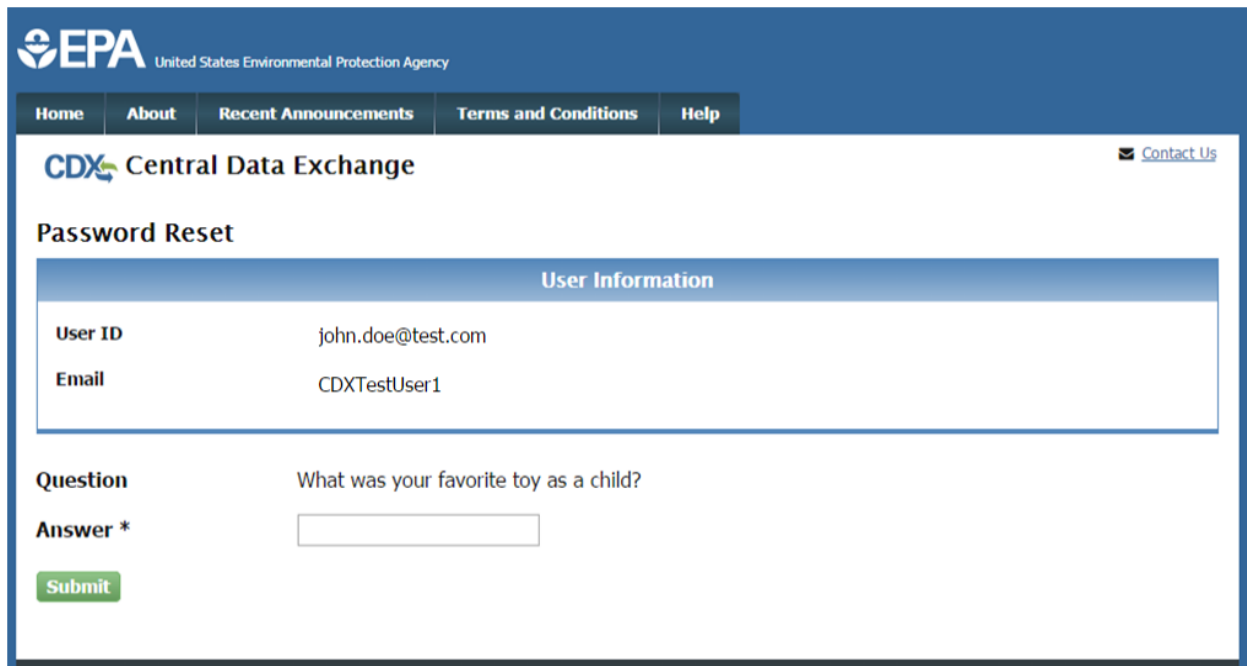
Exhibit 13-4: Password Reset Screen (Part 1)



The screenshot shows the EPA logo and navigation menu at the top. Below the navigation menu, the CDX Central Data Exchange logo is displayed. The main heading is "Password Reset". Below the heading, there is a text box with the instruction: "Use this form to reset your password. Please enter your registered email address and user ID into the text boxes below." There are two input fields: "Email *" and "User ID *". Below the input fields is a green "Submit" button.

Exhibit 13-5 shows a screen capture of the ‘Password Reset’ screen (Part 2):

Exhibit 13-5: Password Reset Screen (Part 2)



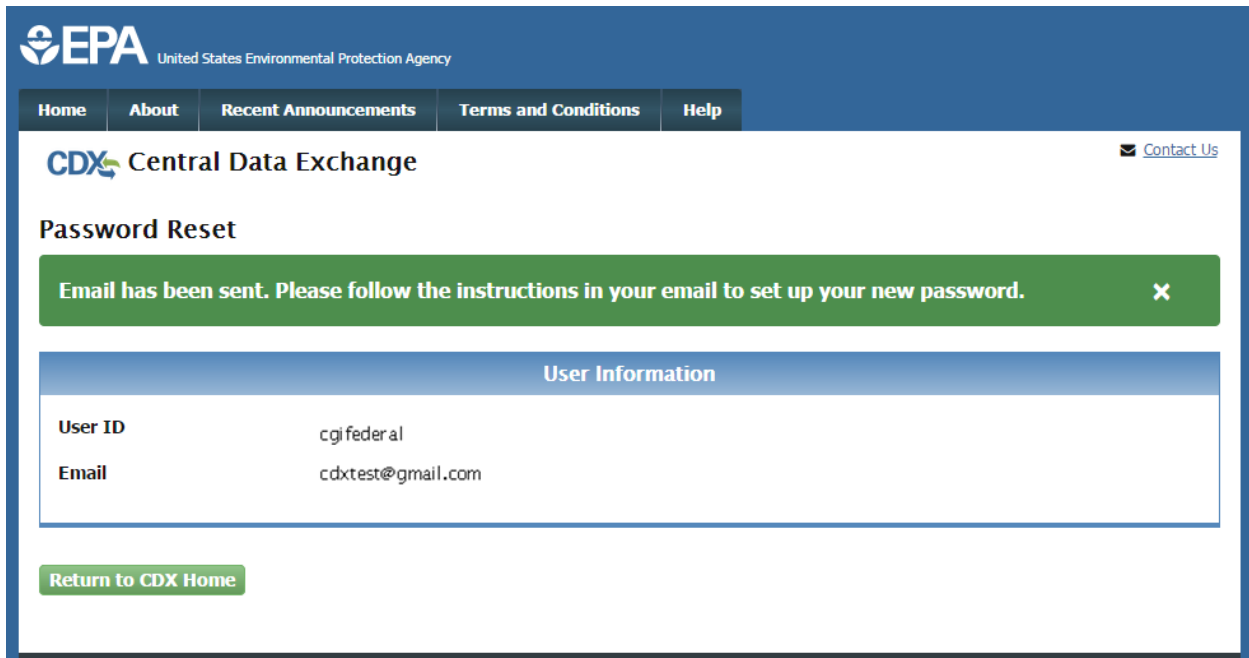
The screenshot shows the EPA logo and navigation menu at the top. Below the navigation menu, the CDX Central Data Exchange logo is displayed. The main heading is "Password Reset". Below the heading, there is a table with the following information:

User Information	
User ID	john.doe@test.com
Email	CDXTestUser1

Below the table, there is a "Question" field with the text "What was your favorite toy as a child?". Below the question field is an "Answer *" field with an input box. Below the input box is a green "Submit" button.

Exhibit 13-6 shows a screen capture of the 'Password Reset' screen (Part 3):

Exhibit 13-6: Password Reset Screen (Part 3)



EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions Help

CDX Central Data Exchange [Contact Us](#)

Password Reset

Email has been sent. Please follow the instructions in your email to set up your new password. ✕

User Information	
User ID	cgi federal
Email	cdxtest@gmail.com

[Return to CDX Home](#)

Exhibit 13-7 shows a screen capture of the ‘Password Reset Instructions’ email:

Exhibit 13-7: Password Reset Instructions Email

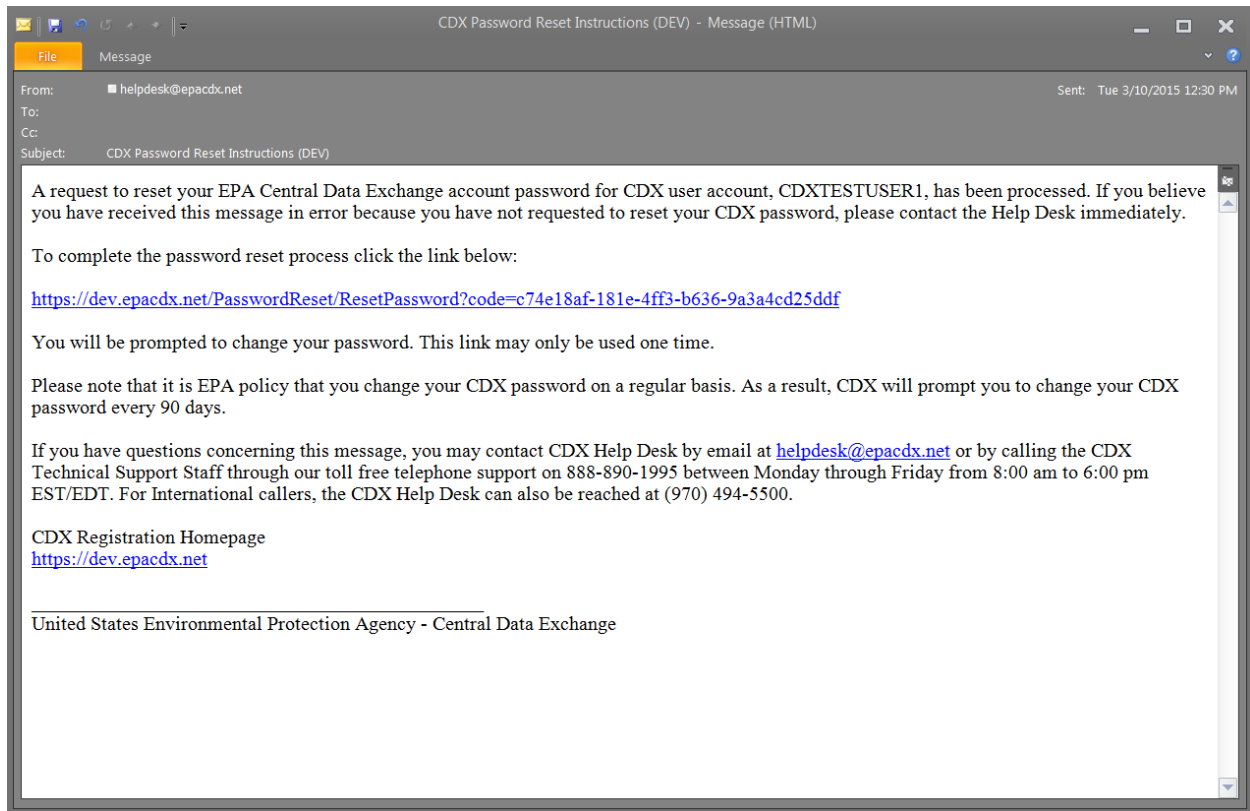
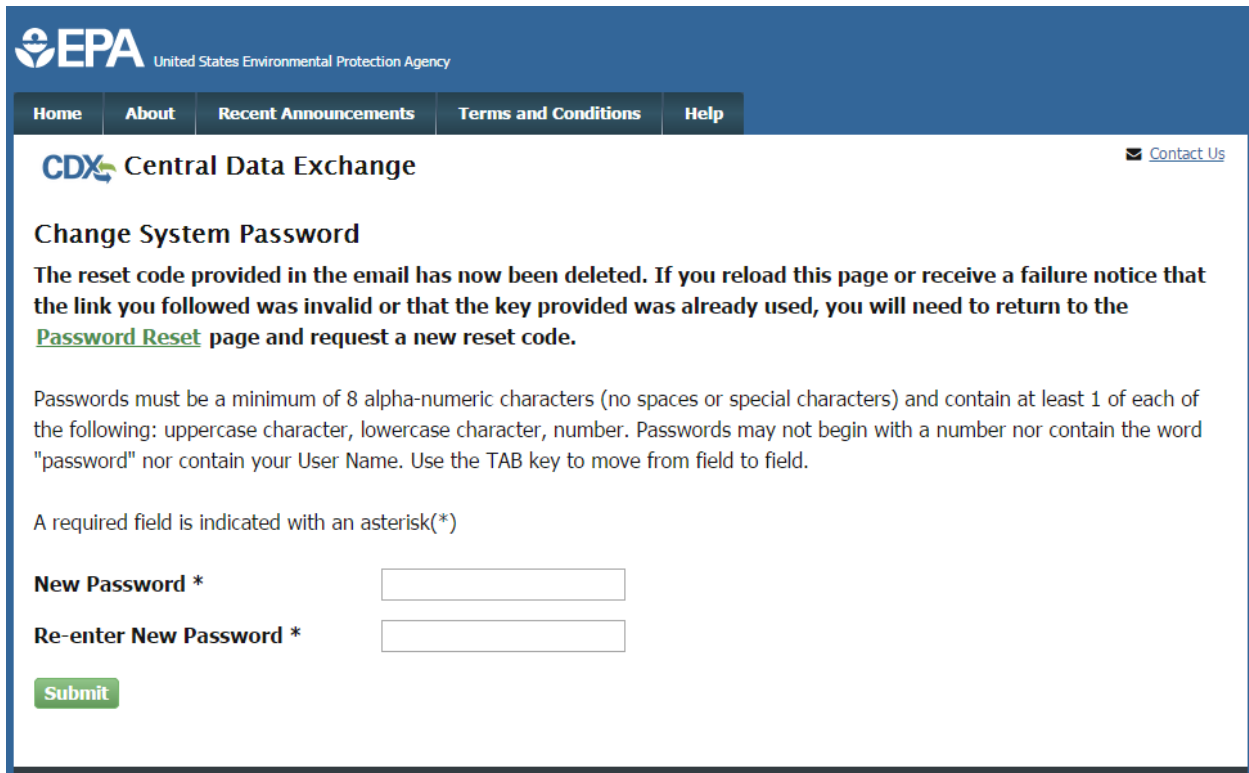


Exhibit 13-8 shows a screen capture of the 'Change System Password' screen:

Exhibit 13-8: Change System Password Screen



The screenshot shows the EPA CDX website's 'Change System Password' page. At the top, there is the EPA logo and the text 'United States Environmental Protection Agency'. Below this is a navigation menu with links for 'Home', 'About', 'Recent Announcements', 'Terms and Conditions', and 'Help'. The main content area features the CDX logo and the title 'Change System Password'. A message states: 'The reset code provided in the email has now been deleted. If you reload this page or receive a failure notice that the link you followed was invalid or that the key provided was already used, you will need to return to the [Password Reset](#) page and request a new reset code.' Below this, instructions specify that passwords must be at least 8 characters long, containing uppercase, lowercase, and numbers, and not starting with a number or containing the word 'password' or the user's name. A 'Submit' button is located at the bottom of the form area.

Change System Password

The reset code provided in the email has now been deleted. If you reload this page or receive a failure notice that the link you followed was invalid or that the key provided was already used, you will need to return to the [Password Reset](#) page and request a new reset code.

Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following: uppercase character, lowercase character, number. Passwords may not begin with a number nor contain the word "password" nor contain your User Name. Use the TAB key to move from field to field.

A required field is indicated with an asterisk(*)

New Password *

Re-enter New Password *

14 MyCDX Overview

The following section covers the management of account information for existing users. You must log into CDX to navigate to the ‘MyCDX’ screen. From this page, you can change information related to your user account, profile, program, and organization.

14.1 MyCDX

‘MyCDX’ is the landing page for all users upon logging into CDX. Through this central location, the tool provides standard and role-based functionalities to enhance each user’s productivity. To optimize the user experience, the dashboard has a tabbed navigation structure that allows you to view and perform routine tasks with a few mouse clicks. The core tabs that are visible to all registered users are ‘MyCDX,’ ‘Inbox,’ ‘My Profile,’ and ‘Submission History.’

The ‘MyCDX’ tab displays two sections: services and system-generated messaging for user interaction with registered programs and notification.

Exhibit 14-1 shows a screen capture of the ‘MyCDX Homepage’ screen:

Exhibit 14-1: MyCDX Homepage Screen

The screenshot shows the MyCDX homepage with the following elements:

- Header:** EPA United States Environmental Protection Agency logo and navigation links (Home, About, Recent Announcements, Terms and Conditions, FAQ, Help).
- CDX Central Data Exchange:** Main title and user status (Logged in as CDXTESTUSER1, Log out).
- Navigation Tabs:** MyCDX (selected), Inbox, My Profile, Role Sponsorship, Submission History.
- Services Table:**

Status	Program Service Name	Role
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Agent/Consultant
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Authorized Official
- Buttons:** Add Program Service, Manage Your Program Services.
- CDX Service Availability:** See the status for all program services.
- News and Updates:** CDX: CDX Web will now utilize a brand new responsive layout. This will allow for a dynamic display depending on how CDX is accessed. Whether through a mobile device, a tablet, or a desktop browser, the site will automatically adapt for optimal viewing on any screen. September 04 2014.





14.1.1 News and Updates

The ‘MyCDX’ tab provides system-wide and program-specific alerts, news, and updates to inform users about upcoming or ongoing activities within CDX (see Exhibit 14-1). Messages displayed in this section will be sorted in reverse chronology driven by a start and end date to

prevent lists from becoming too long. In instances where a message does not have an end date, it will remain on the list. You can view older messages by clicking a hyperlink that displays a list of those messages. Users with pending account creations will be able to view program-specific messages. The system-generated messages include, but are not limited to, the following:

- System outages
- Password expiration countdown
- User account validation
- Program-specific notifications

14.1.2 Services

To access a program, you must click the desired hyperlink in the ‘Role’ column. The list of programs in the ‘Role’ column accommodates instances where you have multiple roles for one program. The role may be ‘Awaiting Approval’ () , ‘Awaiting Digital Signature Agreement (DSA) Approval’ () , ‘Awaiting ESA Approval’ () , or ‘Active’ () . Hovering the cursor over the icons in the ‘Status’ column will provide additional information for a particular role.

Only roles that are ‘Active’ will be hyperlinked.

14.1.2.1 Manage Program Services

You can access the ‘Manage Program Services’ screen by clicking the hyperlink above the table listing your program service roles on the ‘MyCDX’ tab (see Exhibit 14-2).

The ‘Manage Program Services’ link allows you view all of your roles in the system for your specific organization as well as the current statuses of these roles (e.g., active, awaiting approval, deactivated). You can also request to add new roles and program services to an existing organization. If you want to add another organization, please refer to **Section 14.3.2**.

From this page, you will have the option to edit or deactivate the roles in the list. If you deactivate a role in the list, you must provide confirmation in the pop-up window (see Exhibit 14-3). The ‘OK’ button will deactivate the chosen role. The ‘Cancel’ button will close the pop-up box and no action will be taken. Once a role has been deactivated, it cannot be reactivated and you will need to request to add the role to the program service again.

You may add another role for a program flow that you are already associated to by clicking the ‘Request New Role’ link next to the existing flow, which will take you to the screen seen below (see Exhibit 14-4). You will be directed to additional information or verification screens if the role requires them.

If you wish to add a new program service, click the ‘Add Program Service’ button. The addition of a new program service will direct you to the ‘Request Program Service’ screen (see Exhibit 14-5). Here you will be required to select the program service you wish to add, similar to a new registration (see **Section 4.2**). Following the program selection, you will be required to select the role (see Exhibit 14-6). You will be required to complete any additional verification processes if necessary. This method may be used to register for another role for the current organization which you are already registered under or a new organization (see Exhibit 14-7). To add another role for a separate organization, you have the option to add this on the ‘User/Organization’ page.

Exhibit 14-2 shows a screen capture of the ‘Manage Program Services’ screen:

Exhibit 14-2: Manage Program Services Screen

The screenshot displays the EPA CDX interface. At the top left is the EPA logo and the text 'United States Environmental Protection Agency'. A navigation bar contains links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area includes the CDX logo and 'Central Data Exchange', with a 'Contact Us' link and a user login status 'Logged in as CDXTESTUSER1 (Log out)'. Below this, a breadcrumb trail reads 'You are here: MyCDX » Manage Program Services'. The main heading is 'Manage Program Services', followed by two buttons: 'Add Program Service' and 'Back to MyCDX', and two links: '[Expand All]' and '[Collapse All]'. The content area lists two organizations, each with a checkbox and the text 'CSPP: Submissions for Chemical Safety and Pesticide Programs'. The first organization is 'CDX Test Org, 123 Main St, Virginia Beach, VA, US 23462, (703) 227-7445'. The second organization is 'TEST, TEST, NOWHERE, AL, US 11222, (703) 227-7445'.

Exhibit 14-3 shows a screen capture of the ‘Deactivation Confirmation’ pop-up window:

Exhibit 14-3: Deactivation Confirmation Pop-up Window

The screenshot displays the CDX Central Data Exchange interface. A pop-up window is centered on the screen, asking for confirmation to deactivate a role. The background page shows the 'Manage Program Services' section for 'CDX Test Org, 123 Main St, Virginia Beach, VA, US 23462, (703) 227-7445'. The page includes a table of roles and a 'Request New Role' button.

Role	Program ID	Status	Details
Primary Authorized Official	Facility ID: 82472	Active (Deactivate)	Manage Facilities
Primary Agent/Consultant		Awaiting Sponsorship	

Exhibit 14-4 shows a screen capture of the 'Request a New Role' screen:

Exhibit 14-4: Request a New Role Screen

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the CDX logo and 'Central Data Exchange' text are displayed, along with a 'Contact Us' link and a user login status: 'Logged in as CDXTESTUSER1 (Log out)'. The breadcrumb trail reads: 'You are here: MyCDX » Manage Program Services » Request a New Role'. The main heading is 'Request a New Role'. Below this is a 'Registration Information' table with the following data:

Registration Information	
Organization Name	CDX Test Org
Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Not Selected

Below the table, there is a text instruction: 'Select a role from the drop down list and provide any required additional information, if applicable. Any role issues will display in the status below.' This is followed by a 'Select a Role' label and a dropdown menu. At the bottom of the form area, there are two buttons: 'Add Selected Role' and 'Back'.

Exhibit 14-5 shows a screen capture of the ‘Program Service’ screen:

Exhibit 14-5: Program Service Screen

The screenshot shows the EPA CDX 'Edit Account Profile' page. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the user is logged in as CDXTESTUSER1. The main content area is titled 'CDX Edit Account Profile' and features a progress indicator with three steps: 1. Program Service (active), 2. Role Access, and 3. Organization Information. A search box is provided for filtering services. Below the search box, a list of 'Active Program Services' is displayed, including:

- ACRES: Assessment Cleanup and Redevelopment Exchange System
- ARCS: Aircraft Reporting and Compliance System
- CEDRI: Compliance and Emissions Data Reporting Interface
- CEDRI1: Compliance and Emissions Data Reporting Interface
- CROMERRLiteTest: CROMERR Lite Testing Utility
- CROMERRS: CROss-Media Electronic Reporting Rule Services
- CROMERRSubmitNow: CROMERR Submit Now
- CROMERRTEST: CROMERR Test Sandbox
- CSPP: Submissions for Chemical Safety and Pesticide Programs
- DEMO2: EPA Demonstration 2
- DEMO3: US Coast Guard SubmitNow with Encryption
- DEMO4: Submit Now 2

Exhibit 14-6 shows a screen capture of the 'Role Access' screen:

Exhibit 14-6: Role Access Screen

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Edit Account Profile [Contact Us](#)
Logged in as CDXTESTUSER1 ([Log out](#))

1. Program Service ✓ 2. Role Access 3. Organization Information

Registration Information	
Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Not selected

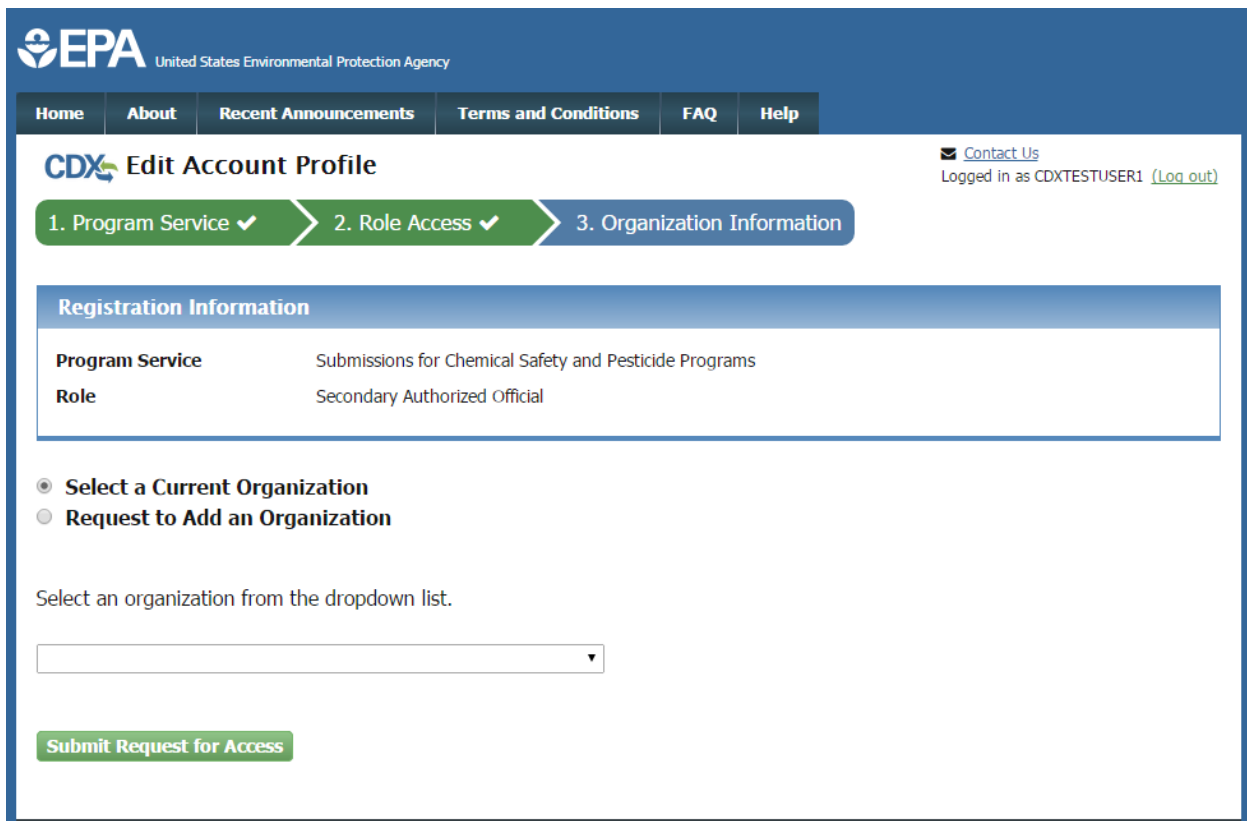
Select a role from the drop down list and provide any required additional information, if applicable. Any role issues will display in the status below.

Select Role

[Request Role Access](#) [Cancel](#)

Exhibit 14-7 shows a screen capture of the ‘Organization Information’ screen:

Exhibit 14-7: Organization Information Screen



The screenshot shows the EPA CDX 'Edit Account Profile' interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the user is logged in as CDXTESTUSER1. The main content area is titled 'Edit Account Profile' and features a progress indicator with three steps: 1. Program Service (checked), 2. Role Access (checked), and 3. Organization Information (active). Under the 'Organization Information' section, there is a 'Registration Information' table with the following details:

Program Service	Submissions for Chemical Safety and Pesticide Programs
Role	Secondary Authorized Official

Below the table, there are two radio button options: 'Select a Current Organization' (selected) and 'Request to Add an Organization'. A text prompt asks the user to 'Select an organization from the dropdown list.' Below this is a dropdown menu. At the bottom of the section is a green button labeled 'Submit Request for Access'.

14.1.2.2 Nomination

For specific program flows and/or roles, nomination of another user will be allowed. To access the nomination process, you will need to click the ‘Nominate’ link displayed in the ‘View Details’ column (see Exhibit 14-8). If the link is not present, the program/role does not allow nomination. Clicking the link will take you to the ‘Nominate’ screen (see Exhibit 14-9). You will be required to enter data about the user that you wish to nominate.

- Title (required)
- First Name (required)
- Middle Initial
- Last Name (required)
- Suffix
- Email (required)
- Re-enter Email (required)

Under the ‘Program Information’ section, the program you selected will be populated and a ‘Select Role’ drop-down menu will be populated. You will need to select the role from the dropdown menu to complete the nomination. The ‘Role’ drop-down menu will only display roles that you have added to your profile, and roles that allow nominations.

Under the ‘Organization Information’ section, you will need to conduct an organization search, similar to that used during registration (see **Section 4.4.2**). Once all required information has been filled out and the nomination request has been submitted, you will be directed back to the ‘Manage Program Services’ screen.

Exhibit 14-8 shows a screen capture of the ‘Nominate’ link on the ‘Manage Program Services’ screen:

Exhibit 14-8: Manage Program Services Screen - Nominate Link

The screenshot displays the EPA Central Data Exchange (CDX) interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible on the left, and the CDX logo and 'CENTRAL DATA EXCHANGE' are on the right. A navigation bar includes links for CDX Home, About CDX, Recent Announcements, Terms and Conditions, FAQs, and Help. The user is logged in as DSMITH3287. The main content area is titled 'Central Data Exchange' and shows the user's current location: 'You are here: MyCDX » Manage Program Services'. Below this, there are buttons for 'Add Program Service' and 'Back to MyCDX'. A table lists various program services, including ACRES, AQS, CEDRI, CROMERR, CSPP, EAB, and eBeaches. For the ACRES program service, the 'View Details' column contains a 'Nominate' link, which is highlighted with a red rectangular box.

Program Service	Role	Program ID	Status	View Details
CGI, CGI, FAIRFAX, VA 20176, (555) 555-5555				
ACRES: Assessment Cleanup and Redevelopment Exchange System	Staff	Program ID: hello.	Active (Deactivate)	Request New Role Nominate
	Grantee	Program ID: 97172401	Active (Deactivate)	View Information
AQS: Air Quality System				Nominate
CEDRI: Compliance and Emissions Data Reporting Interface				Nominate
CROMERRSubmitNow: CROMERR Submit Now				Request New Role
CROMERRTEST: CROMERR Test Sandbox				Request New Role
CSPP: Submissions for Chemical Safety and Pesticide Programs				Request New Role
EAB: Environmental Appeals Board				
eBeaches: Beach Environmental Assessment and Coastal Health System				Nominate

Exhibit 14-9 shows a screen capture of the ‘Nomination’ screen:

Exhibit 14-9: Nomination Screen

14.2 CDX Inbox

Your CDX user inbox can be accessed via the tab on top of the ‘MyCDX’ user homepage. A sample view of a user inbox can be seen below in Exhibit 14-10. To open an inbox item, click the hyperlink in the ‘From’ column. Deleting a message can be done by clicking the checkbox

associated with the desired message and clicking the ‘Delete’ button. To select all, click the header checkbox located in the grey header section. Attachments may also be downloaded by opening the message and clicking the file link located within the inbox item.

Exhibit 14-10 shows a screen capture of the ‘MyCDX Inbox’ screen:

Exhibit 14-10: MyCDX Inbox Screen

The screenshot shows the EPA website's MyCDX Inbox. The header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area is titled 'CDX Central Data Exchange' and shows the user is logged in as CDXTESTUSER1. There are tabs for MyCDX, Inbox (selected), My Profile, Role Sponsorship, and Submission History. A message list is displayed with 8 items found, showing columns for From, Subject, and Received. Below the list are buttons for Delete, Download Selected Attachments, and Mark As Read.

<input type="checkbox"/>	From	Subject	Received
<input type="checkbox"/>	CDX Administrator	Central Data Exchange Sponsorship Request (DEV)	3/10/2015 11:40:17 AM
<input type="checkbox"/>	CDX Administrator	Central Data Exchange Sponsorship Request (DEV)	3/10/2015 11:36:37 AM
<input type="checkbox"/>	CDX Administrator	Sponsor Agreement for CDX Test Org (CSPP) (DEV)	3/10/2015 11:26:28 AM
<input type="checkbox"/>	CDX Administrator	Central Data Exchange Sponsorship Request (DEV)	3/10/2015 11:08:09 AM
<input type="checkbox"/>	CDX Administrator	Central Data Exchange Sponsorship Request (DEV)	3/10/2015 10:58:14 AM
<input type="checkbox"/>	CDX Administrator	eSIG-PIN Questions Answered (DEV)	3/10/2015 10:43:25 AM
<input type="checkbox"/>	CDX Administrator	CSPP ESA is attached. (DEV)	3/10/2015 10:21:01 AM
<input type="checkbox"/>	CDX Administrator	Welcome to CDX (DEV)	3/10/2015 10:10:59 AM

The items in the system ‘Inbox’ will be similar to those received at the email address you provided during registration. While the message and title are subject to change, you can expect to see some of the following messages in your CDX inbox:

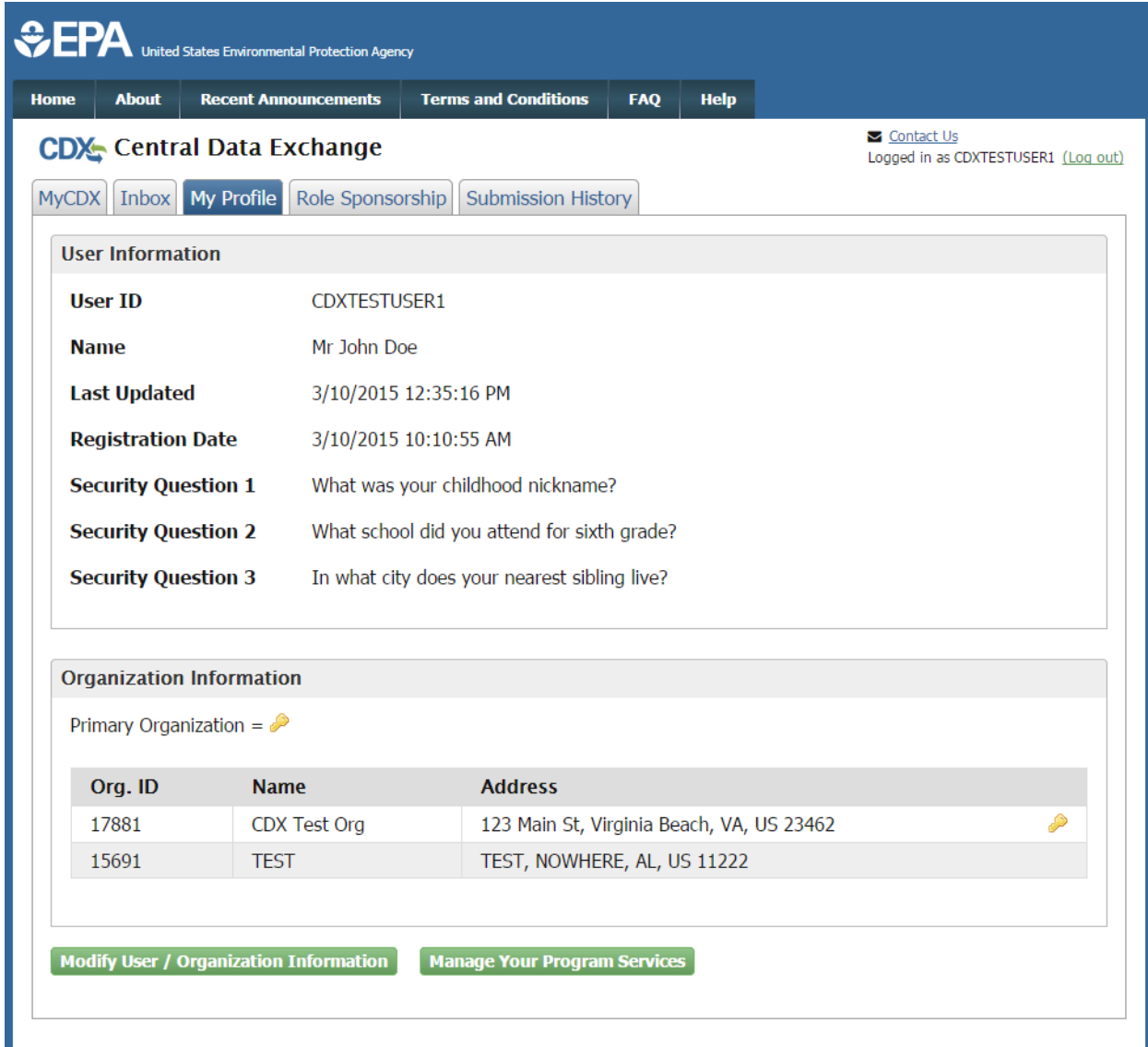
- Subject: **[Program Service Specific] ESA is attached** – As part of the registration process for some program services, you will be required to print and sign an ESA. A digital copy of this form is available for download from this message in your user ‘Inbox.’
- Subject: **eSIG-PIN Questions Answered** – This message is to inform you that you have successfully established your 20-5-1 question and answer sets. The email contains the five questions you have chosen, but for security purposes, does not include your answers.
- Subject: **You successfully signed a document** – This message will appear after you have successfully submitted a form. It informs you that you have successfully signed a form with CROMERR.

14.3 My Profile

From the ‘MyCDX’ page, click the ‘My Profile’ tab to edit user and organization information (see Exhibit 14-11). The ‘My Profile’ tab provides a view of the user and organization information that you created during registration and any additional modifications or organization information added after registration.

Exhibit 14-11 shows a screen capture of the ‘My Profile’ screen:

Exhibit 14-11: My Profile Screen



The screenshot displays the EPA CDX Central Data Exchange 'My Profile' page. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the CDX logo and 'Central Data Exchange' text are visible, along with a 'Contact Us' link and a 'Logged in as CDXTESTUSER1 (Log out)' notification. The main content area features several tabs: MyCDX, Inbox, My Profile (selected), Role Sponsorship, and Submission History. The 'My Profile' section is divided into two main areas: 'User Information' and 'Organization Information'. The 'User Information' section lists fields such as User ID (CDXTESTUSER1), Name (Mr John Doe), Last Updated (3/10/2015 12:35:16 PM), Registration Date (3/10/2015 10:10:55 AM), and three Security Questions. The 'Organization Information' section shows the Primary Organization as a lock icon and a table of organizations. At the bottom, there are two buttons: 'Modify User / Organization Information' and 'Manage Your Program Services'.

Org. ID	Name	Address
17881	CDX Test Org	123 Main St, Virginia Beach, VA, US 23462
15691	TEST	TEST, NOWHERE, AL, US 11222

14.3.1 Modify User Information

To modify any of the user profile information, you must click the ‘Modify User / Organization Information’ button. The page will display both sections and the user will have the ability to modify all fields except the following user information fields (see Exhibit 14-12):

- User ID
- Prefix
- First Name
- Middle Initial
- Last Name
- Suffix

For changes to the above fields, you will need to contact the CDX help desk. From this screen, you will also be able to change your password by clicking the ‘Change Password’ link.

Another feature on this page is the ability for you to request the deactivation of your entire user account. When you deactivate an account, you will not be able to log into CDX using that user ID. You must contact the help desk to reactivate a previously deactivated account and roles. To deactivate your account you will need to provide your password (see Exhibit 14-13). Since deactivating the user account deactivates all user roles and prevents the user from accessing CDX, only the person who knows the password should be allowed to deactivate a user account. This also prevents users from unintentionally deactivating an account.

Exhibit 14-12 shows a screen capture of the ‘My Profile - Edit User Information’ section:

Exhibit 14-12: My Profile - Edit User Information Screen

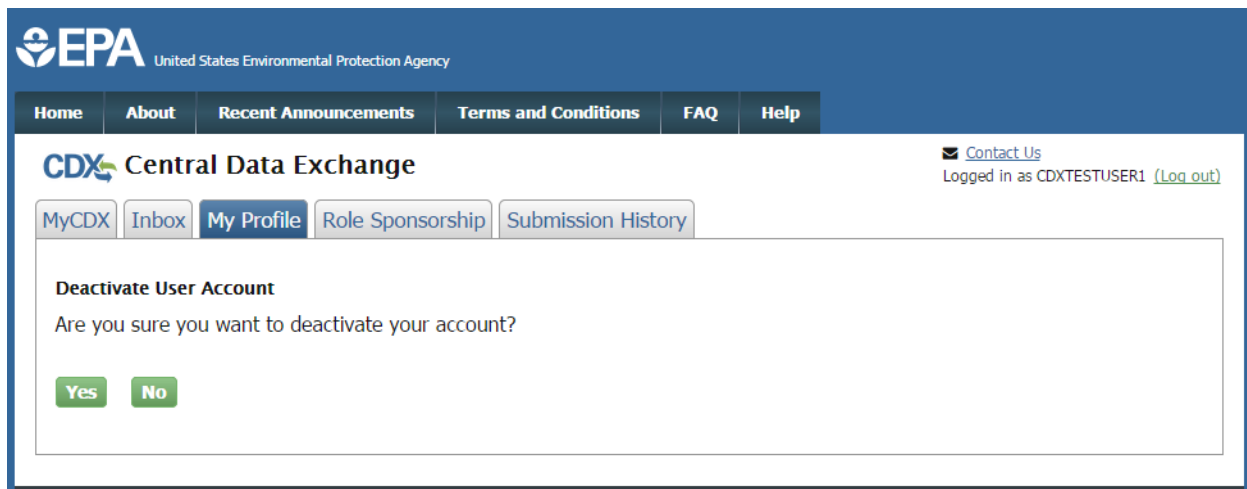
The screenshot displays the 'My Profile - Edit User Information' page on the EPA CDX Central Data Exchange. The page header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as CDXTESTUSER1. The main content area is titled 'Part 1: User Information' and contains the following fields:

- User ID:** CDXTESTUSER1 [Change Password](#)
- Name:** Mr John Doe
- Security Question 1 *:** What was your childhood nickname? (Dropdown menu)
- Security Answer 1 *:** (Text input field)
- Security Question 2 *:** What school did you attend for sixth grade? (Dropdown menu)
- Security Answer 2 *:** (Text input field)
- Security Question 3 *:** In what city does your nearest sibling live? (Dropdown menu)
- Security Answer 3 *:** (Text input field)

A green 'Save User Information' button is located below the security question fields. Below this section is 'Part 2: Organization Details', which includes a heading for 'Current Organizations' and a list of organizations, with 'CDX Test Org (17881)' being the primary organization.

Exhibit 14-13 shows a screen capture of the ‘User Account Deactivation’ screen:

Exhibit 14-13: User Account Deactivation Screen



14.3.2 Modify Organization Information

The ‘My Profile’ screen described above also has the ‘Organization Details’ section seen below in Exhibit 14-15. This section allows the user to edit current organization information and add new organizations.

Within the ‘Organization Details’ section, you will see all the organizations to which you are registered under. If you have more than one organization listed, you will be able to identify which organization is flagged as your primary organization.

The ‘Organization Details’ section allows you to change information related to your organization(s) (see Exhibit 14-15). You can navigate to this section by clicking the ‘Modify User/Organization Information’ link. Changes can be made to each organization by clicking the organization name, which will expand to reveal additional details. You can modify the following fields:

- Phone Number (required)
- Phone Number Extension
- Fax Number

Please note that your email address is not editable. To make changes to your organization contact email you will need to contact the CDX helpdesk. The reason for this is because a user’s email address is linked to the ESA. In the event that a user needs to change their email address, per CROMERR requirements, the system needs to have on record and send a notification to the old and new email address that this change has been made.

When you click into organization information, a ‘Make Primary’ button displays if you have more than one organization associated with your account (see Exhibit 14-16). The button will only be displayed for an organization if it is not your primary organization. Modifying your primary organization will also change your primary email address, meaning any email correspondences will be sent to the email address you provide for your primary organization.

You may also add a new organization from this screen by following the steps in **Section 4.4.2** where searching and adding organizations are described (see Exhibit 14-17).

Exhibit 14-14 and Exhibit 14-15 show screen captures of the ‘My Profile - Organization Details’ section:

Exhibit 14-14: My Profile - Organization Details Screen

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

[Save User Information](#)

Part 2: Organization Details

Current Organizations

Click the organization name to view or modify organization information.

Primary Organization =

- > [CDX Test Org \(17881\)](#)
- > [TEST \(15691\)](#)

Part 3: Organization Information

New Organization

New organizations can be added to your profile. Search for your organization using the text box below.

[Search](#)

[Deactivate User Account](#) [Back to MyCDX](#)

Exhibit 14-15: My Profile – Organization Details Screen (Edit Organization)

Security Answer 3 *

[Save User Information](#)

Part 2: Organization Details

Current Organizations

Click the organization name to view or modify organization information.

Primary Organization =

CDX Test Org (17881)

Organization Name (ID) CDX Test Org (17881)

Mailing Address 123 Main St
Virginia Beach, VA, US
23462

Provide Additional Contact Information

Email**

Phone Number*

Phone Number Ext

Fax Number

[Save Organization Details](#)

**To change your e-mail address, please contact your account manager or the CDX Help Desk.

[TEST \(15691\)](#)

Part 3: Organization Information

New Organization

New organizations can be added to your profile. Search for your organization using the text box below.

Exhibit 14-16 shows a screen capture of the ‘My Profile - Set Primary Organization’ section:

Exhibit 14-16: My Profile – Organization Details Screen (Set Primary Organization)

Part 2: Organization Details

Current Organizations

Click the organization name to view or modify organization information.

Primary Organization =

- > CDX Test Org (17881)
- ▼ **TEST (15691)**

Organization Name (ID)	TEST (15691)
Mailing Address	TEST NOWHERE, AL, US 11222
Provide Additional Contact Information	
Email**	<input type="text" value="cdxconsolregtest@gmail.com"/>
Phone Number*	<input type="text" value="(703) 227-7445"/>
Phone Number Ext	<input type="text"/>
Fax Number	<input type="text"/>

**To change your e-mail address, please contact your account manager or the CDX Help Desk.

Exhibit 14-17 shows a screen capture of the ‘My Profile - Add an Organization’ section:

Exhibit 14-17: My Profile - Add an Organization Screen

Part 3: Organization Information

New Organization

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

14.4 Submission History

The ‘Submission History’ tab provides a historical list of transactions for users to access. The tab has the capability to list recent transactions from various CDX components including:

- Web History
- Next Generation Node 2.0 (NGN)
- WebLogic
- .NET node
- CROMERR

Transactions are displayed for a specific timeframe. Any transactions that occurred before the pre-determined timeframe can be accessed by navigating to an archive of the transactions via the ‘Search’ tab. Details for each submission can be accessed by clicking the ‘Submission ID’ link (see Exhibit 14-18).

Exhibit 14-18 shows a screen capture of the ‘Submission History’ screen:

Exhibit 14-18: Submission History Screen

Submissions

Your submission history is displayed below. You can click on Submission ID to view details and Copy of Record (CoR). You may also click on the download link to download the submission.

5 items found, displaying all items.

Submission ID	Dataflow	Description	Created	Download
e1fd876d-6f9f-45d5-99e9-c8c8e1fb6945	CDX	CSPP - Electronic Signature Agreement	03-06-2015 11:32:32 AM	Link (.zip)
f38058c5-b2bc-4a56-9de6-53ed61645b6a	CDX	CSPP - Electronic Signature Agreement	03-03-2015 12:29:39 PM	Link (.zip)
28a8de50-11ec-4f35-80e7-8829c9ad0a8c	CDX	CSPP - Electronic Signature Agreement	03-03-2015 12:25:18 PM	Link (.zip)
71a12ebb-18ac-4fb1-8005-f79756da028a	CDX	CSPP - Electronic Signature Agreement	01-29-2015 9:41:14 AM	Link (.zip)
1b34a307-9a1c-4943-8960-cbf1f7320806	CDX	CSPP - Electronic Signature Agreement	01-07-2015 4:13:48 PM	Link (.zip)

[New Submission Search](#)

Exhibit 14-19 shows a screen capture of the ‘Submission Details’ screen (Scroll 1):

Exhibit 14-19: Submission Details Screen (Scroll 1)

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Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange [Contact Us](#) Logged in as [\(Log out\)](#)

MyCDX Inbox My Profile Role Sponsorship **Submission History**

You are here: [Submission History Home](#) » [Custom Submission Search](#) » [Search Results](#) » Submission Details

Submission Details

Submission ID _e1fd876d-6f9f-45d5-99e9-c8c8e1fb6945

Description CSPP - Electronic Signature Agreement

Dataflow CDX

Created Mar 06, 2015 11:32:32 AM

Download [Download Submission as .zip](#)

Creator Details

User ID

Name

Organization Name

Documents Set

Signature

Name	Size (kb)	Category	Created
	7.89	Submission	03-06-2015 11:32:41 AM
detached-signature.xml	3.08	Signature	03-06-2015 11:32:42 AM

Exhibit 14-20 shows a screen capture of the ‘Submission Details’ screen (Scroll 2):


Exhibit 14-20: Submission Details Screen (Scroll 2)

Description	CSPP - Electronic Signature Agreement
Dataflow	CDX
Created	Mar 06, 2015 11:32:32 AM
Download	Download Submission as .zip

Creator Details

User ID	
Name	
Organization Name	

Documents Set

Signature	
------------------	---

Name	Size (kb)	Category	Created
	7.89	Submission	03-06-2015 11:32:41 AM
detached-signature.xml	3.08	Signature	03-06-2015 11:32:42 AM

Retention and Repudiation

Status	Default
---------------	---------

Back to Results

14.5 Frequently Asked Questions

The ‘FAQ’ page is only available to logged-in users and provides responses to general, registration, account, and program-specific questions about the CDX system (see Exhibit 14-21). The screen allows the user to navigate to the responses via a top-down approach. All the topics that are covered are listed in a collapsed view. To view the questions that are covered under a topic, click the hyperlink for that topic to expand. Once the questions are displayed, you can click the questions hyperlink to expand and minimize (see Exhibit 14-22).

Exhibit 14-21 shows a screen capture of the ‘Frequently Asked Questions’ screen:

Exhibit 14-21: Frequently Asked Questions Screen

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CDX Central Data Exchange [Contact Us](#)
Logged in as CDXTESTUSER1 ([Log out](#))

Access CDX Profile
Begin managing your CDX profile information.
[Go to MyCDX](#)
Warning Notice and Privacy Policy

Frequently Asked Questions

- › AQS: Air Quality Subsystem Questions
- › CSPP: Submissions for Chemical Safety and Pesticide Programs Questions
- › eBeaches: Beaches Environmental Assessment and Coastal Health Questions
- › eTSCA: Toxic Substances Control Act Questions
- › IEPB: Exchange Network Grants Progress Reporting Questions
- › LEAD: Lead-Based Paint Program Questions
- › OTAQ: Office of Transportation Air Quality Questions
- › RCRA File Transfer: Resource Conservation and Recovery Act Questions
- › RCRA Site ID: Resource Conservation and Recovery Act Questions
- › RMP: Risk Management Plan Questions
- › SDWIS: Safe Drinking Water Information System Questions
- › TRIMEweb: Toxic Release Inventory Made Easy Web
- › UCMR3: Unregulated Contaminant Monitoring Regulation Questions
- › VERIFY: Vehicles and Engines Compliance Information System Questions

Exhibit 14-22 shows a screen capture of questions displayed under a specific program service on the ‘FAQ Expanded Program Service’ screen:

Exhibit 14-22: FAQ Expanded Program Service Screen

Frequently Asked Questions

- › AQS: Air Quality Subsystem Questions
- › CSPP: Submissions for Chemical Safety and Pesticide Programs Questions
- › eBeaches: Beaches Environmental Assessment and Coastal Health Questions
- › **eTSCA: Toxic Substances Control Act Questions**

- › Where can I get a copy of the User's Guide?
- › Where can I get a copy of the Registration Guide?
- › Where can I get a copy of the Helpful Hints for Use of the e-TSCA/e-PMN Submission Software document?
- › Where can I get general information?
- › Who can I contact for assistance?

[\[Return to top\]](#)

- › IEPB: Exchange Network Grants Progress Reporting Questions
- › LEAD: Lead-Based Paint Program Questions
- › OTAQ: Office of Transportation Air Quality Questions
- › RCRA File Transfer: Resource Conservation and Recovery Act Questions
- › RCRA Site ID: Resource Conservation and Recovery Act Questions
- › RMP: Risk Management Plan Questions
- › SDWIS: Safe Drinking Water Information System Questions
- › TRIMEweb: Toxic Release Inventory Made Easy Web
- › UCMR3: Unregulated Contaminant Monitoring Regulation Questions
- › VERIFY: Vehicles and Engines Compliance Information System Questions

14.5.1 CDX Application Submission Error

If a user is experiencing a challenge question/answer error message during the submission process, the user needs to contact the help desk and request a 20-5-1 reset. When the challenge questions are successfully reset, the user will receive an email with an authorization code, which will allow you to reset your questions and answers. To reset your eSIG-PIN questions and answers, login and access the ‘MyCDX’ screen. While this authorization code is active, you will see a link on the right-hand side under the ‘Alert’ section to reset your eSIG-PIN. The link will take you to a screen where you will be prompted to enter the authorization code and subsequently provide your new questions and answers. Please be careful when entering the authorization code as you only have three (3) chances to enter it correctly.

Exhibit 14-23 shows a screen capture of the ‘Question Reset Alert’ screen:

Exhibit 14-23: CROMERR 20-5-1 Question Reset Alert Screen

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CDX Central Data Exchange Contact Us
Logged in as CDXTESTUSER1 ([Log out](#))

MyCDX [Inbox](#) [My Profile](#) [Role Sponsorship](#) [Submission History](#)

Status	Program Service Name	Role
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Agent/Consultant
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Authorized Official

Alerts

CDX: Your eSIG-Pin reset code has been issued by the CDX Help Desk and emailed to you. Please check your email to retrieve your reset code. Click [here](#) to reset your eSIG-Pin questions and answers. If you have further questions, please contact the help desk.

CDX Service Availability

[See the status for all program services](#)

Exhibit 14-24 shows a screen capture of the ‘Authorization Code Entry’ screen:

Exhibit 14-24: CROMERR 20-5-1 Authorization Code Entry Screen

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Logged in as CDXTESTUSER1 ([Log out](#))

Reset CROMERR 20-5-1 Questions

Please enter the authorization code from the email you received and click the "Reset" button to reset your 20-5-1 questions.

Code

[Reset](#) [Cancel](#)

Appendix A

The following table displays all the definitions, acronyms, and abbreviations used in this document and their full name.

Definitions, Acronyms, and Abbreviations

Acronym	Full Name
ACM	Alternative Control Measures
AO	Authorized Official
CDR	Chemical Data Reporting
CDX	Central Data Exchange
CROMERR	Cross-Media Electronic Reporting Regulation
CSPP	Chemical Safety and Pesticide Programs
DSA	Digital Security Agreement
EPA	Environmental Protection Agency
ESA	Electronic Signature Agreement
EST/EDT	Eastern Standard Time/Eastern Daylight Time
FAQ	Frequently Asked Questions
FRS	Facility Registry System
FYI	For Your Information
ID	Identification
IE	Internet Explorer
LOREX	Low Release/Low Exposure Exemption
LVE	Low Volume Exemption
MCAN	Microbial Commercial Activity Notice
NGN	Next Generation Node 2.0
NOC	Notice of Commencement
OPPT	Office of Pollution Prevention and Toxics
PAIR	Preliminary Assessment Information Rule
PII	Personally Identifiable Information
PMN	Premanufacture Notice
RMAM	Registration Maintenance Account Manager
SNUN	Significant New Use Notice
TERA	TSCA Experimental Release Application
TME	Test Market Exemption
TMEA	Test Marketing Exemption Application
TRI	Toxics Release Inventory
TSCA	Toxic Substances Control Act