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)

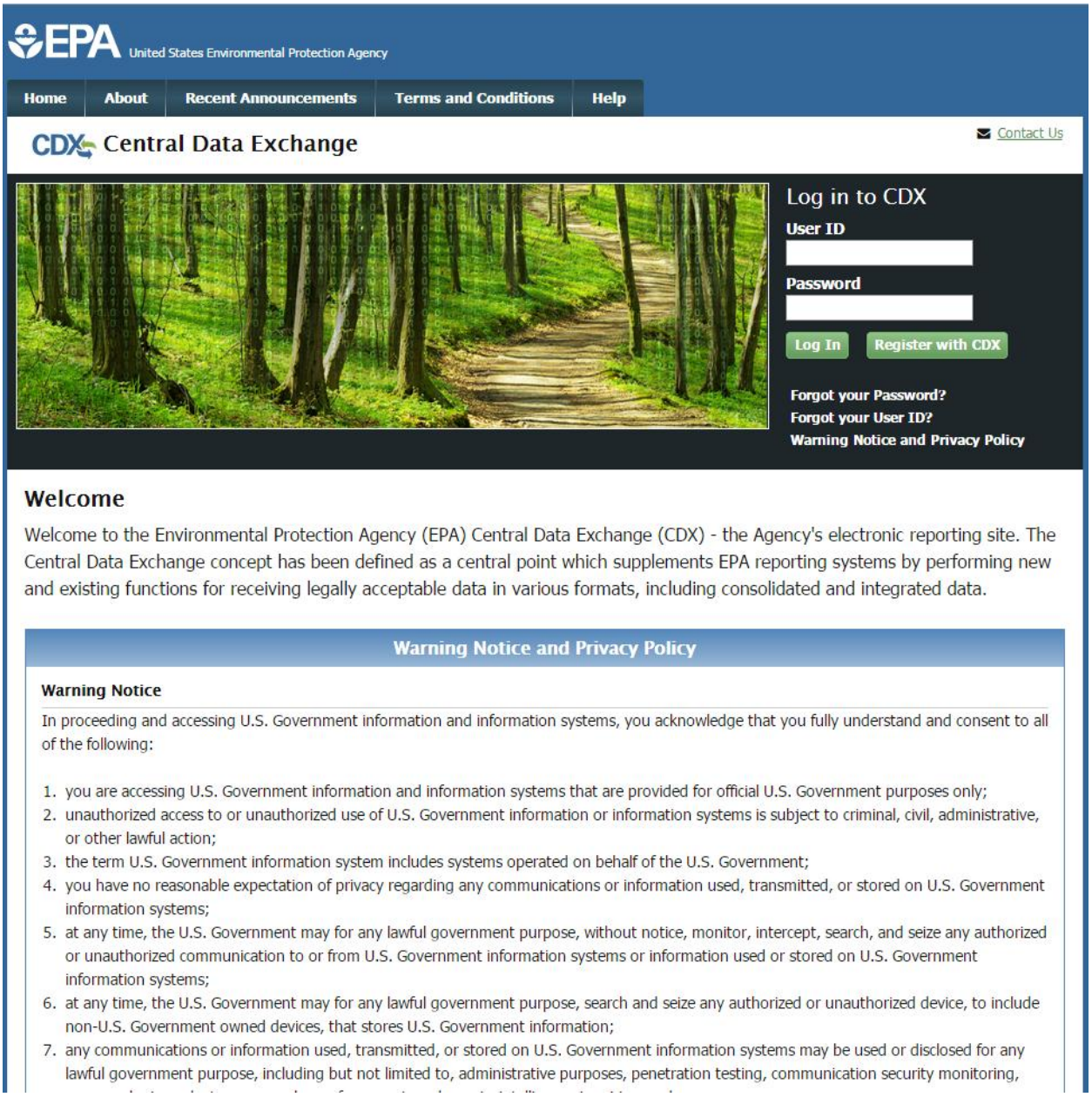
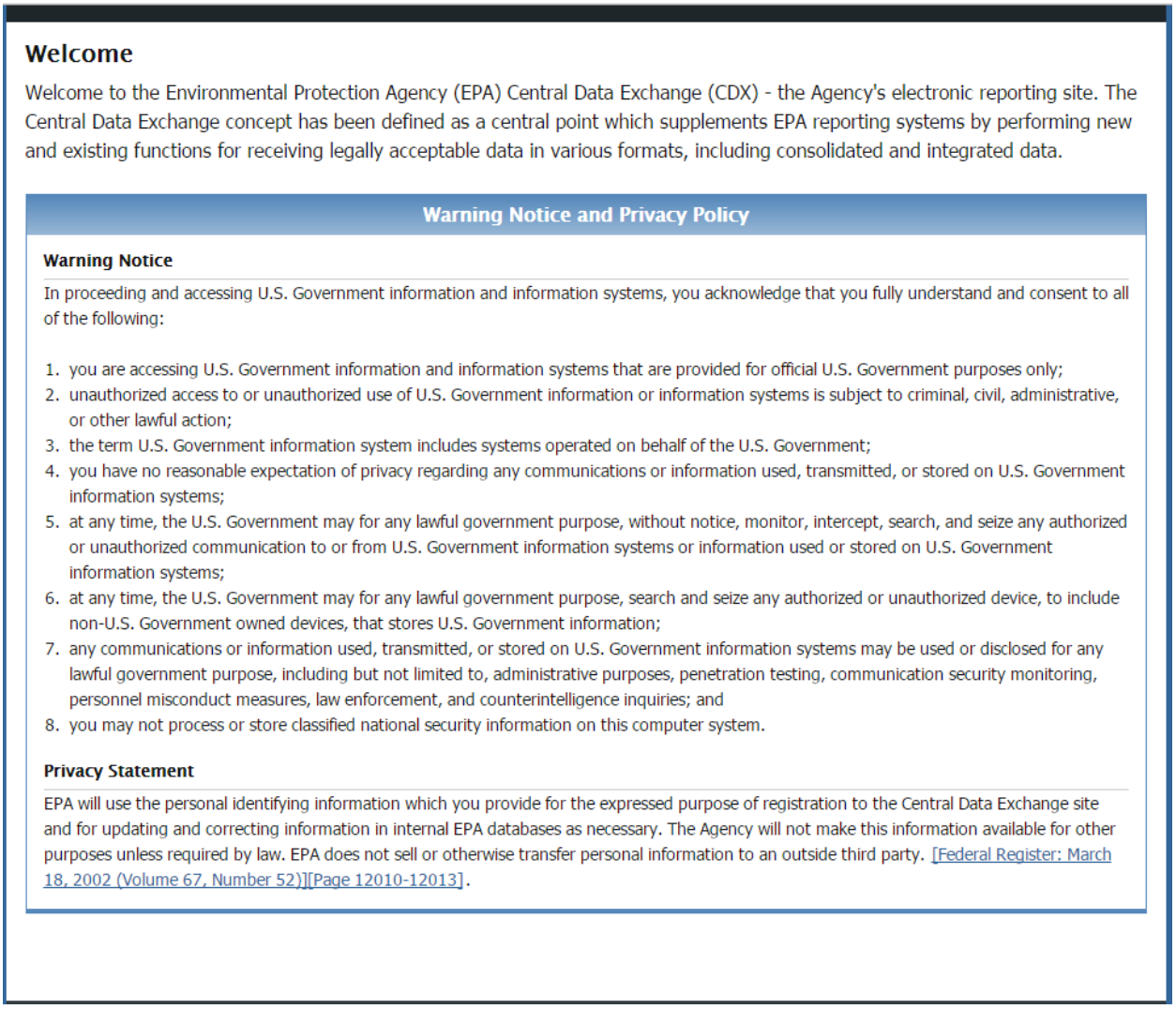


Exhibit 3-2 shows a screen capture of the 'CDX Homepage' screen (Scroll 2):

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.

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].

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)

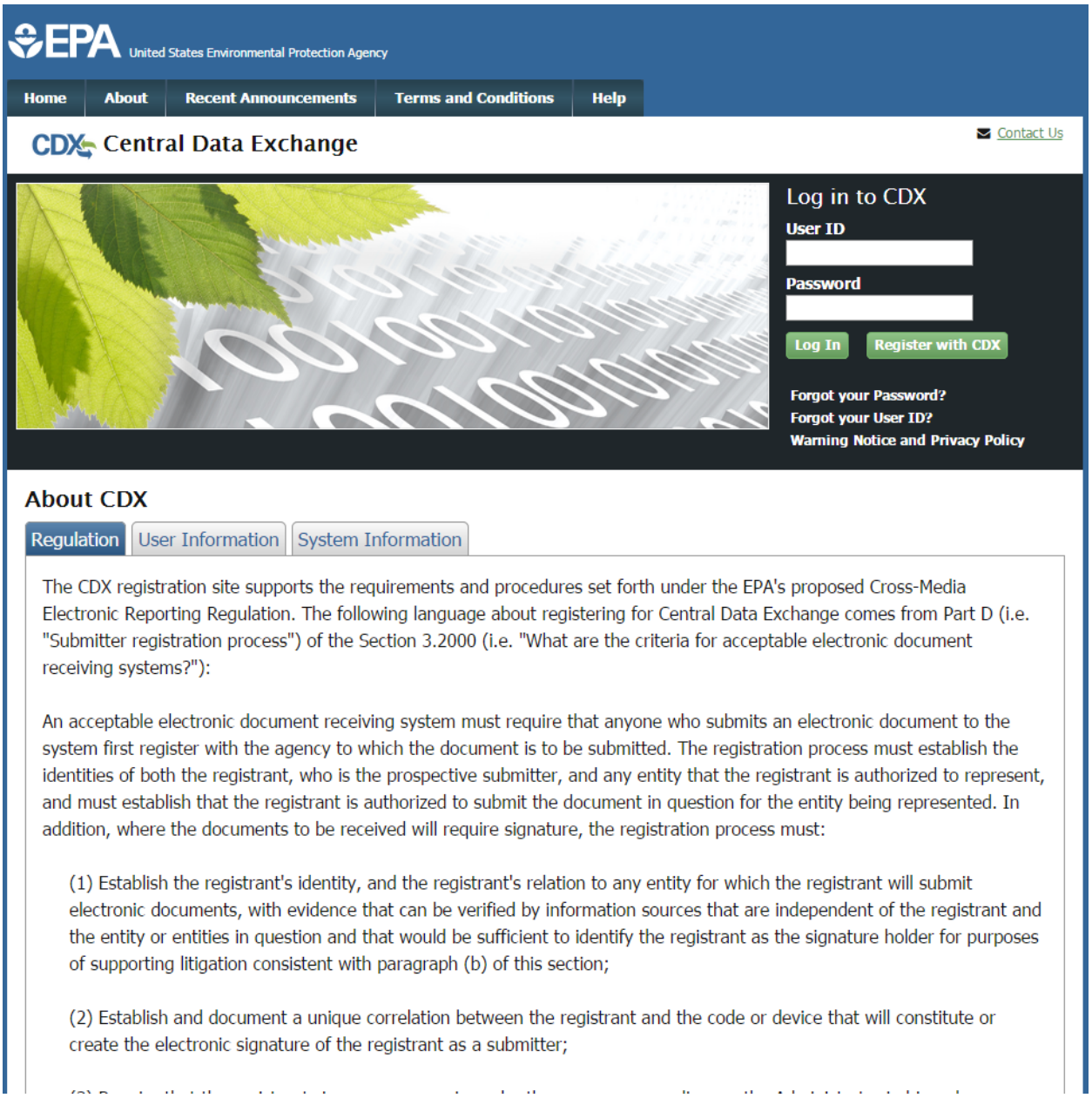


Exhibit 3-4 shows a screen capture of the 'About CDX' screen (Scroll 2):

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

(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;

(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:

(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;

(4) Provide for the automatic and immediate revocation of an electronic signature in the event of:

(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;

(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:

(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;

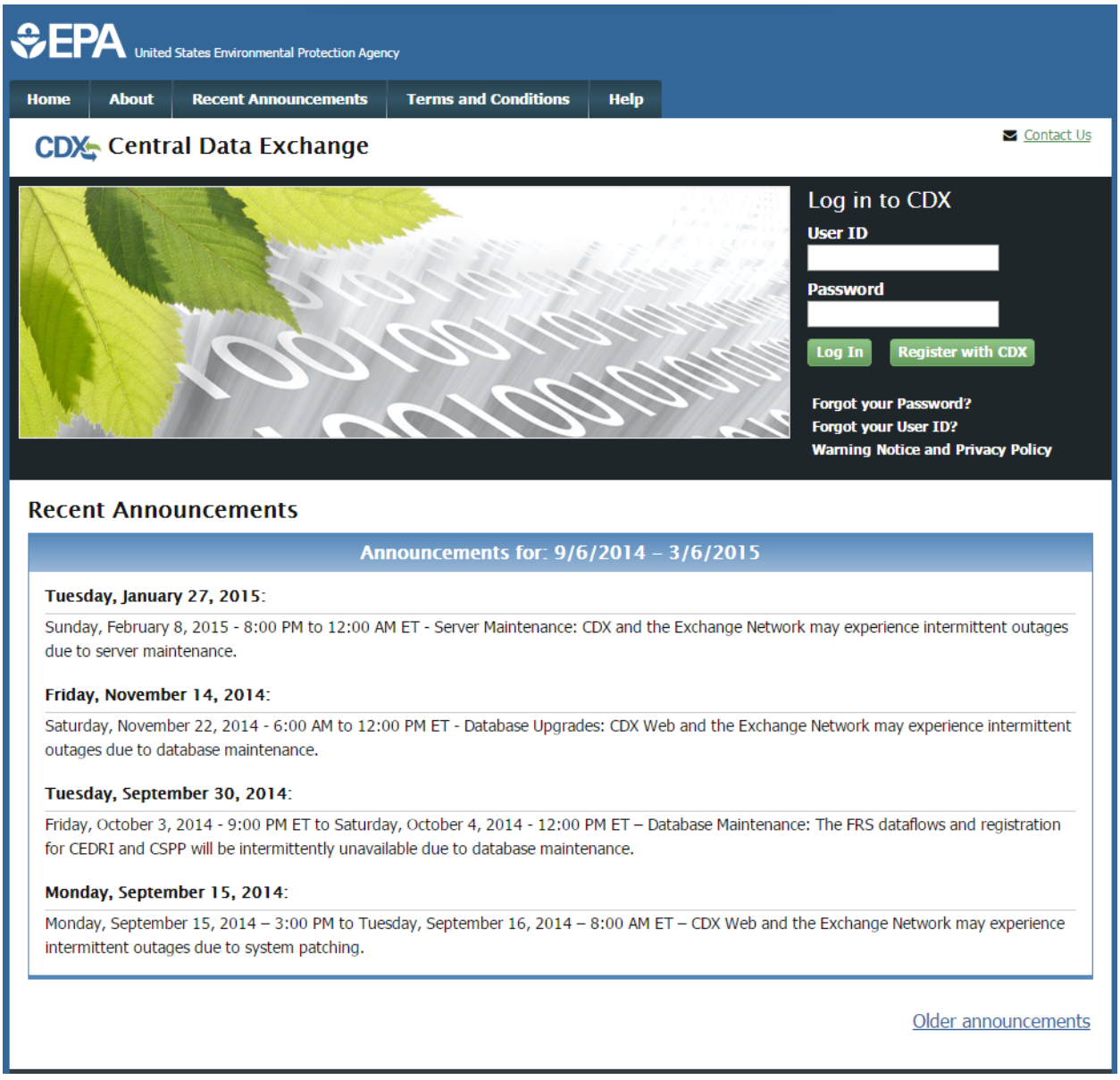
(6) Provide for a registrant who is surrendering his or her electronic signature to certify that he or she has complied with provisions listed in paragraph (d)(3) of this section since issuance of the signature and that all reports submitted under the signature since the electronic signature agreement was last signed were reviewed and submitted by the registrant.

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



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)

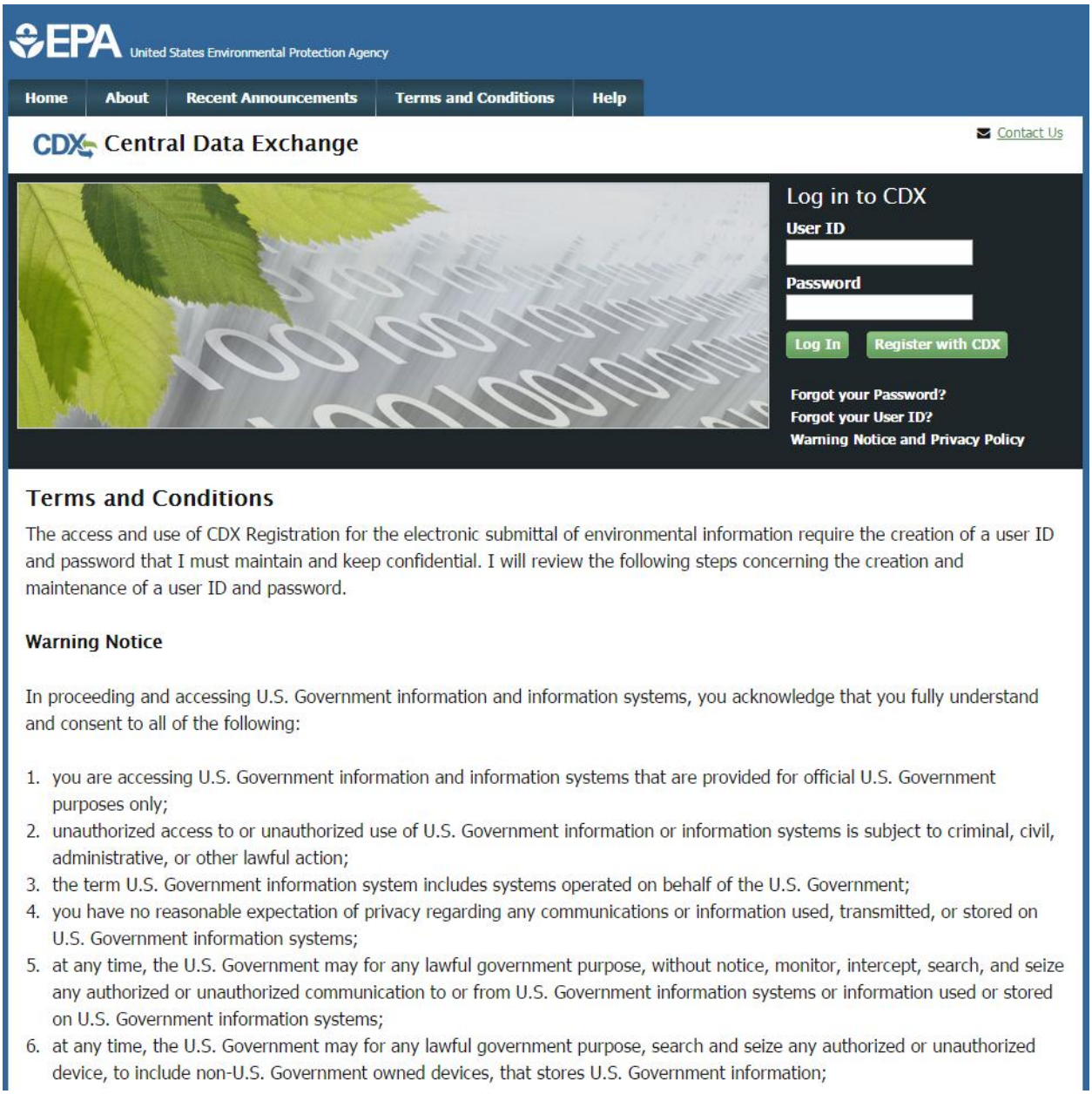


Exhibit 3-7 shows a screen capture of the 'Terms and Conditions' screen (Scroll 2):

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.

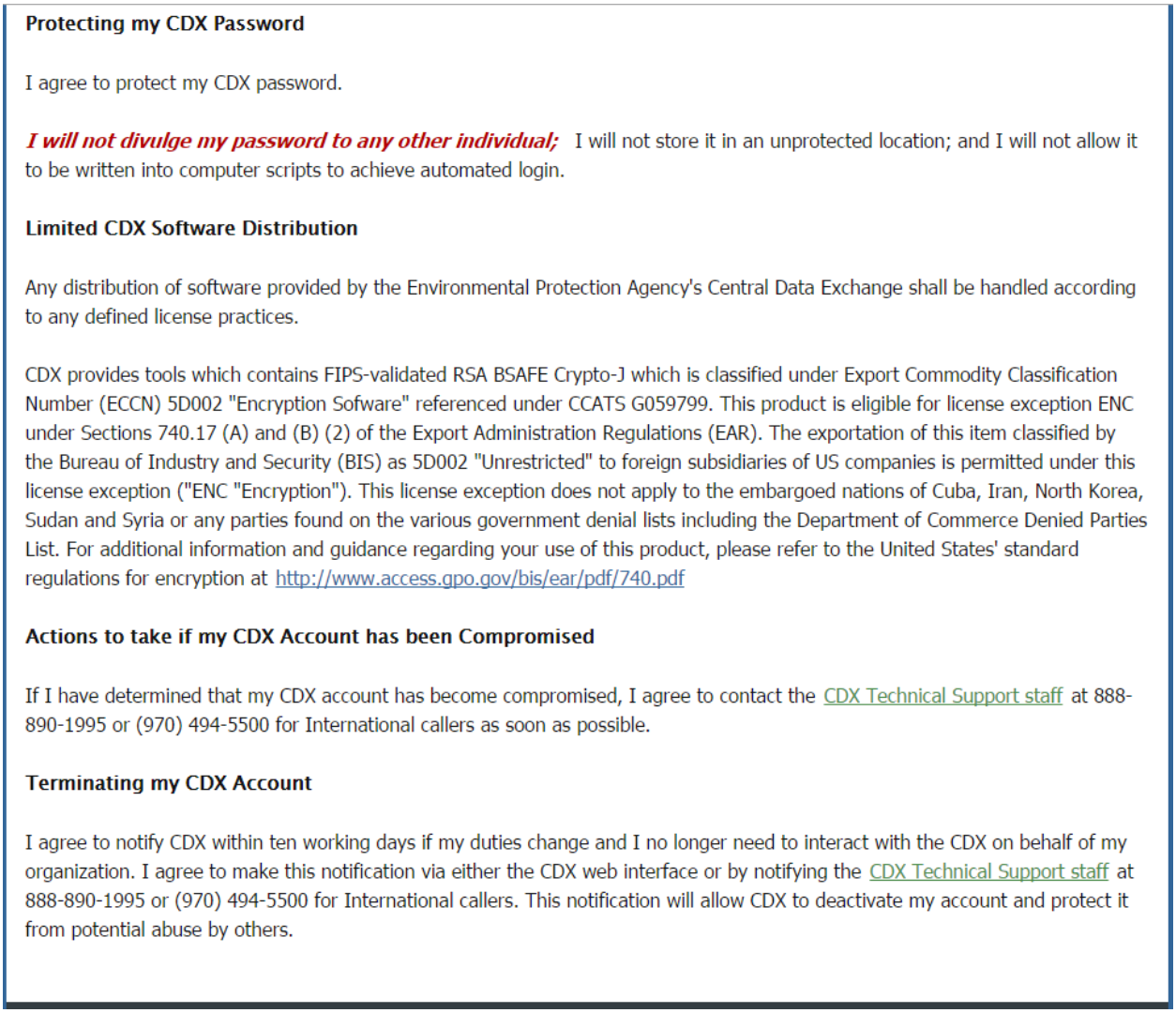
I will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

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 Sofware" 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

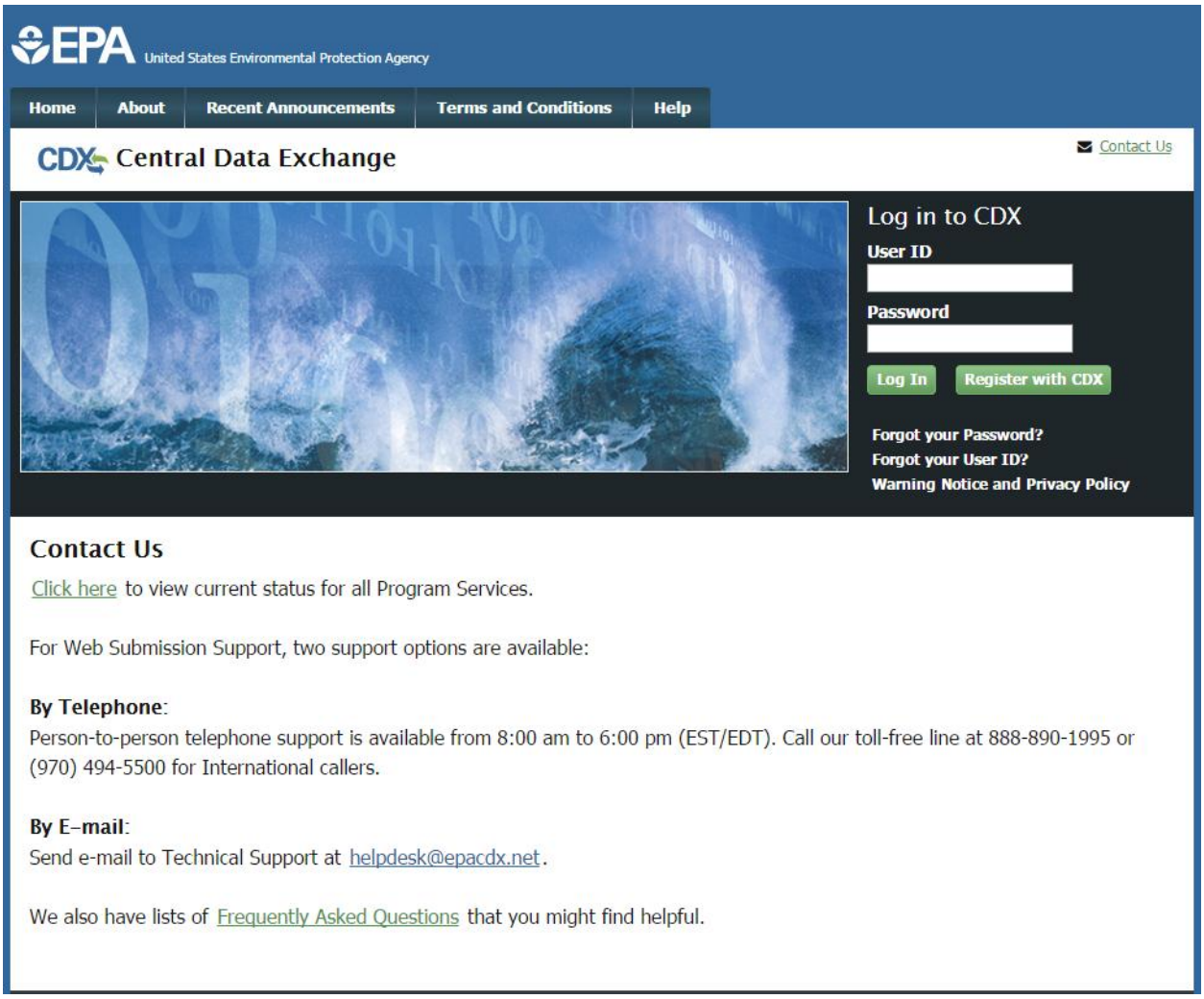


Exhibit 3-10 shows a screen capture of the 'Contact Us' screen (Scroll 1):

Exhibit 3-10: Contact Us (Scroll 1)

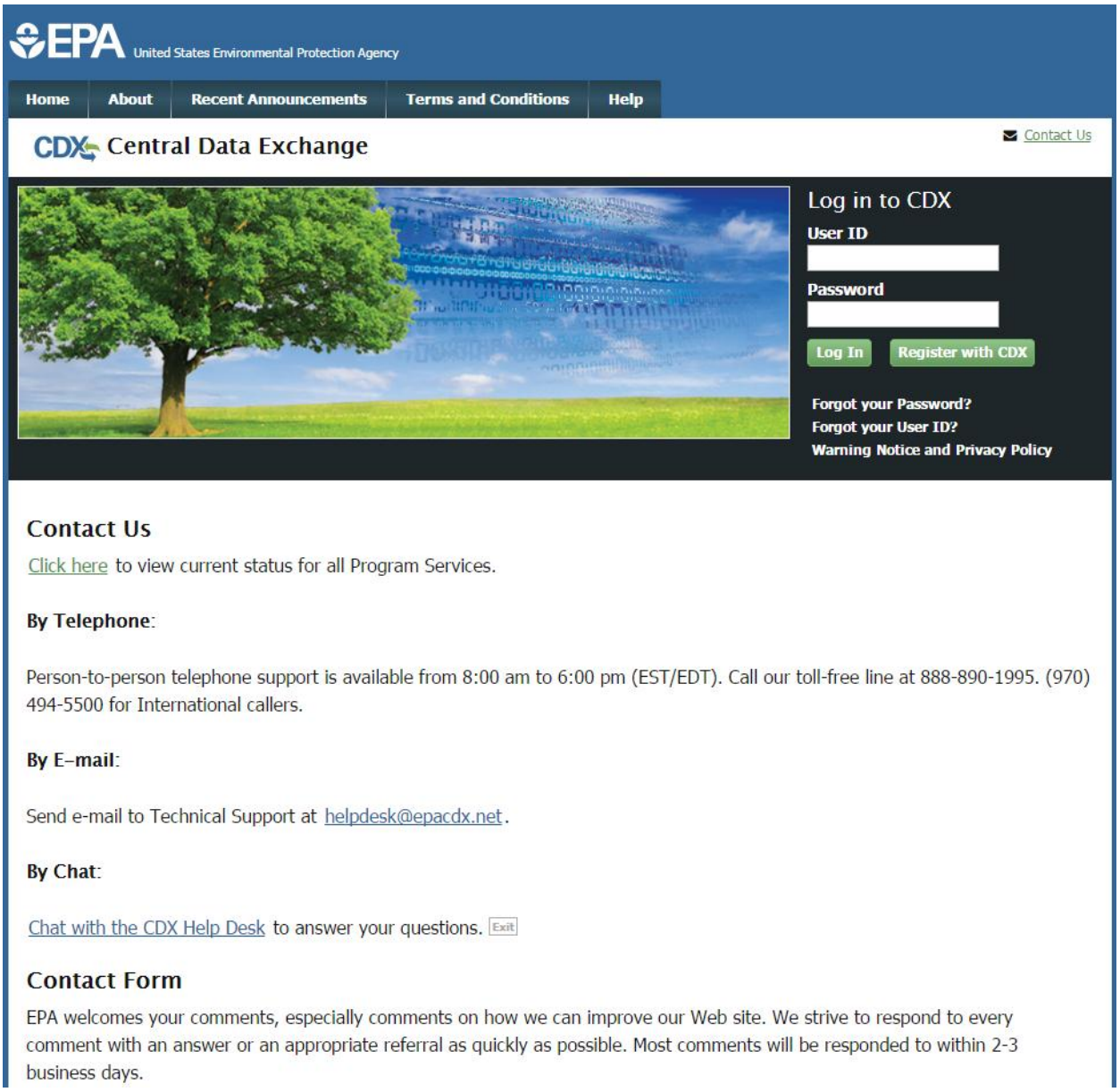
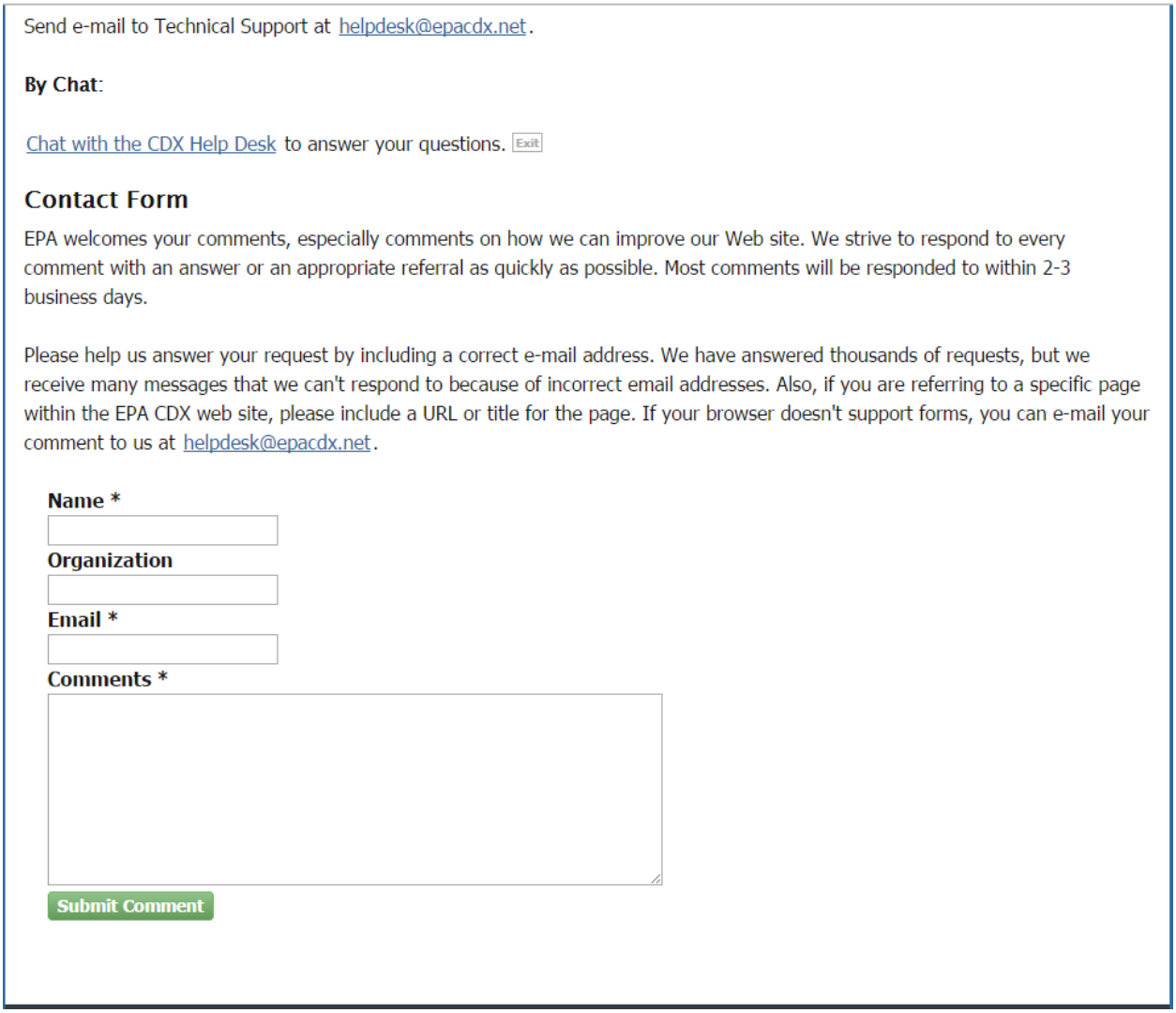


Exhibit 3-11 shows a screen capture of the 'Contact Us' screen (Scroll 2):

Exhibit 3-11: Contact Us (Scroll 2)



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

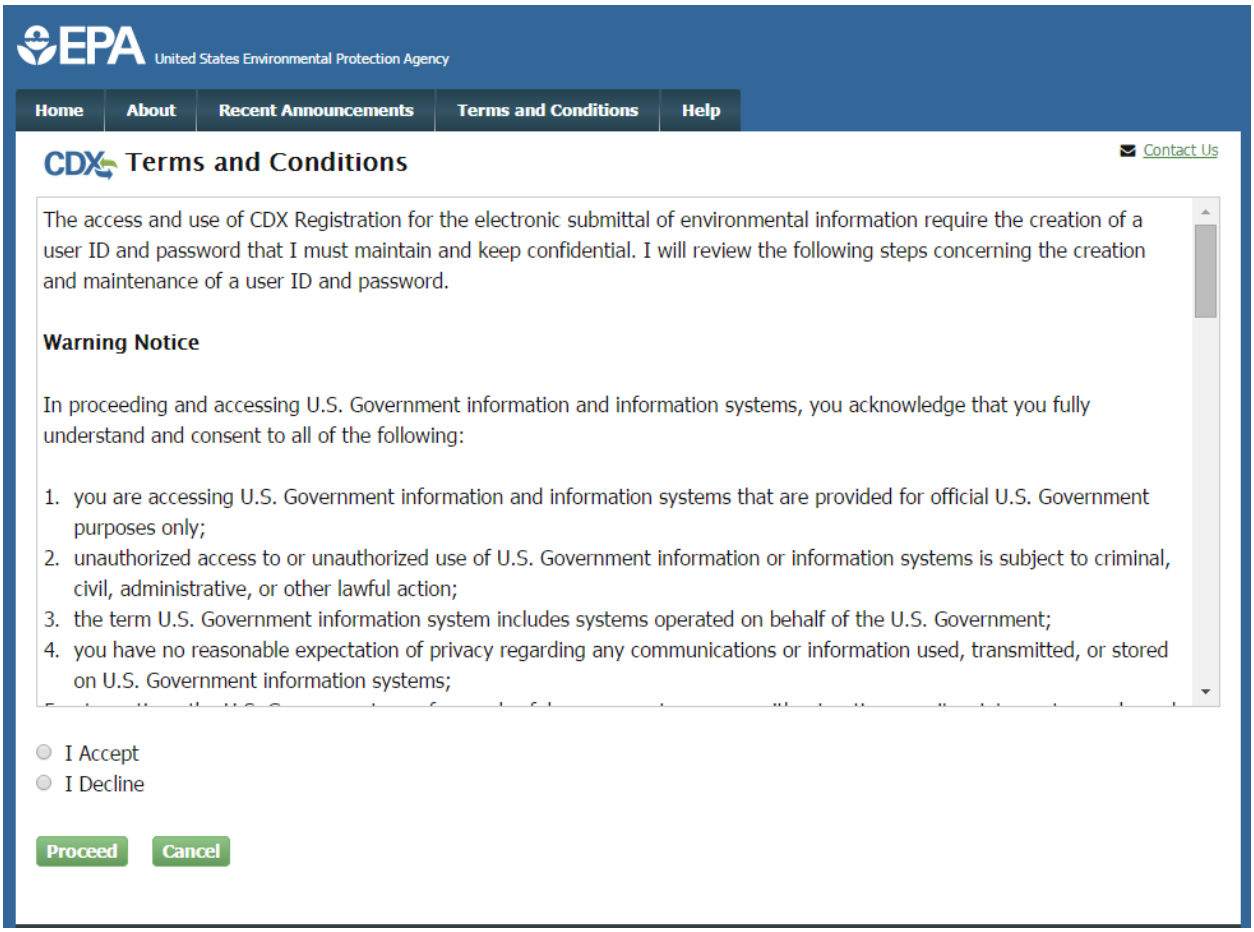
After clicking the 'Register with CDX' button, the CDX 'Terms and Conditions' screen (see Exhibit 4-1) displays the following terms and conditions:

- 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)

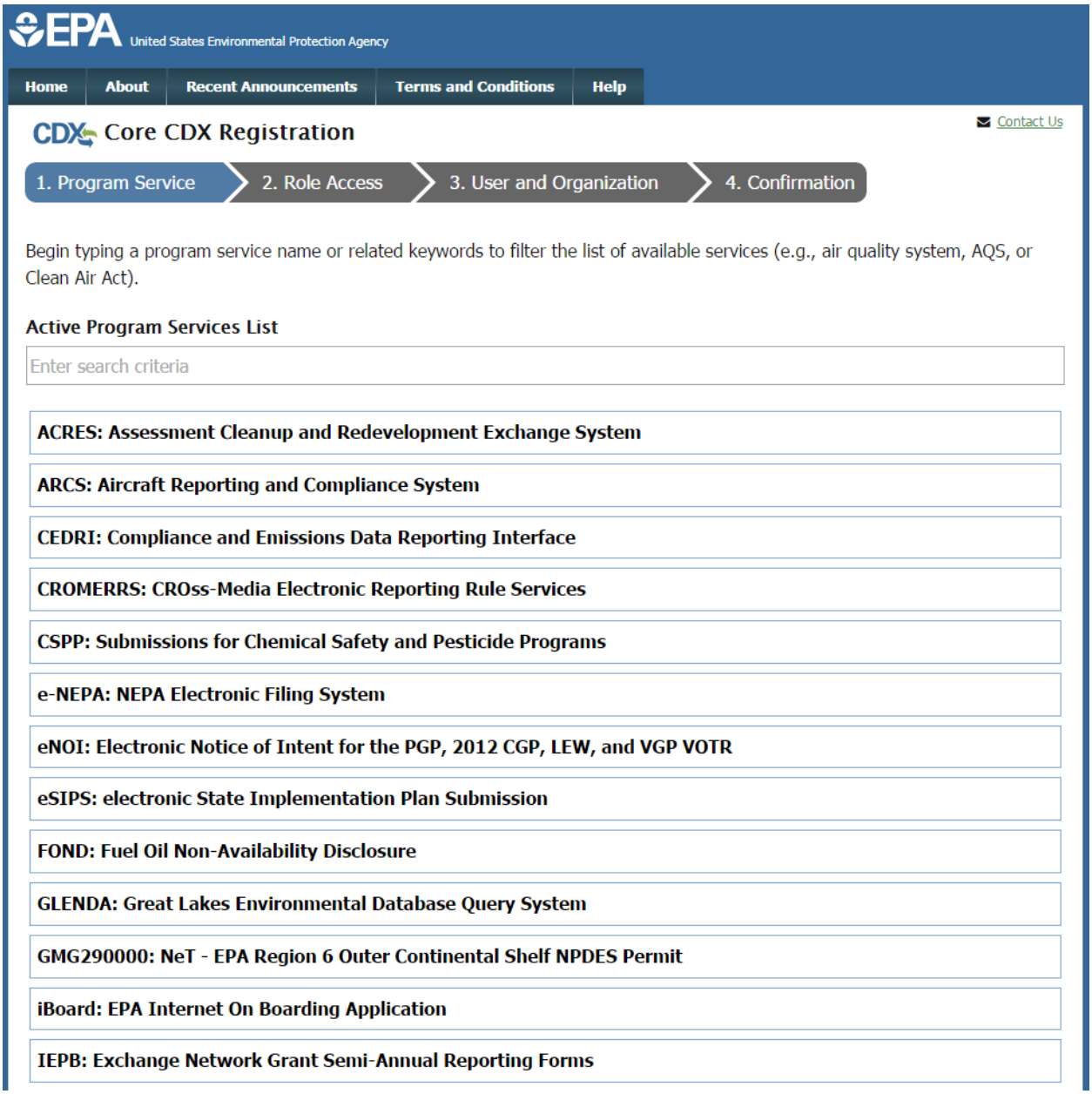


Exhibit 4-4 shows a screen capture of the 'Program Service' screen (Scroll 2):

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

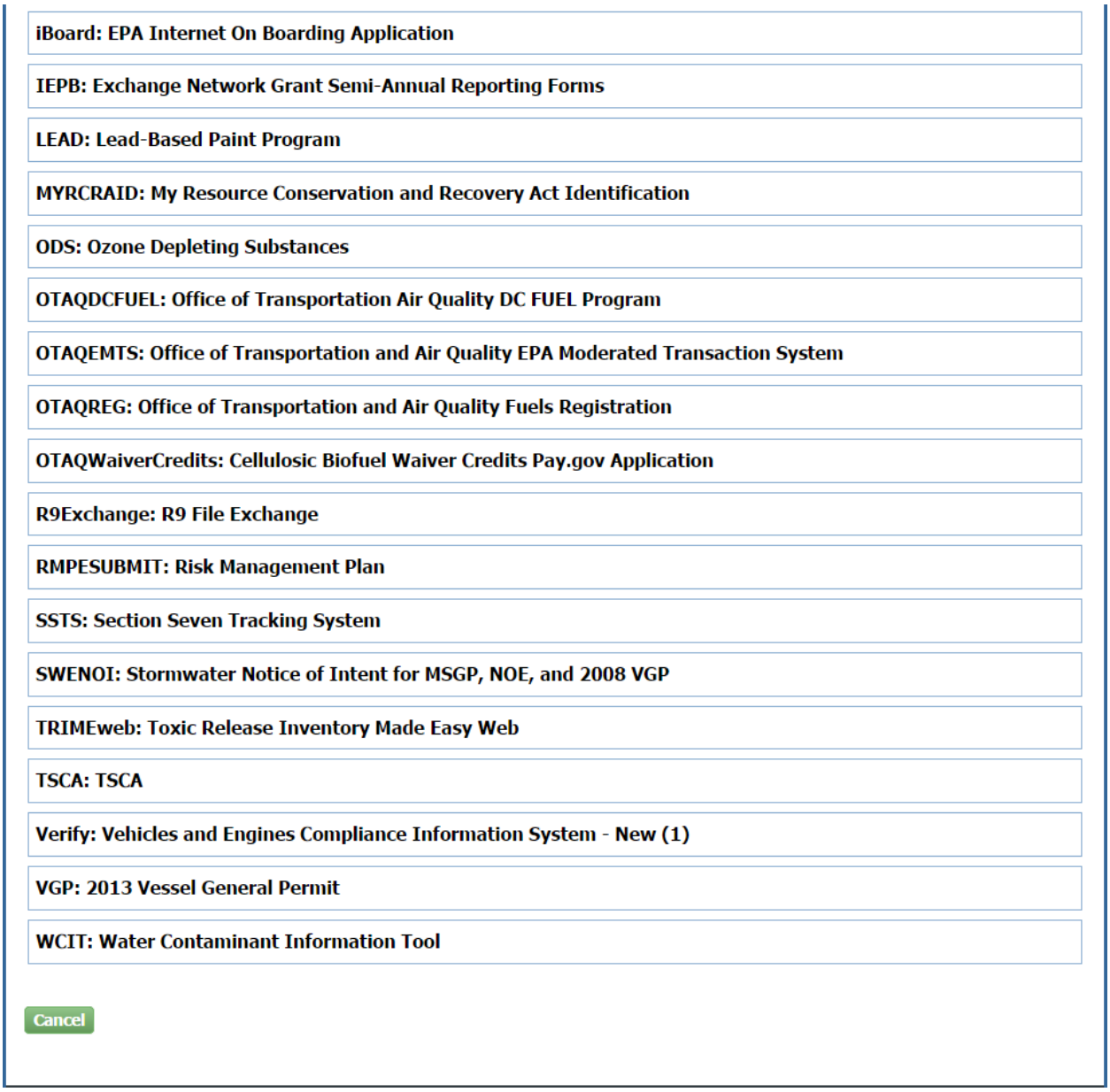
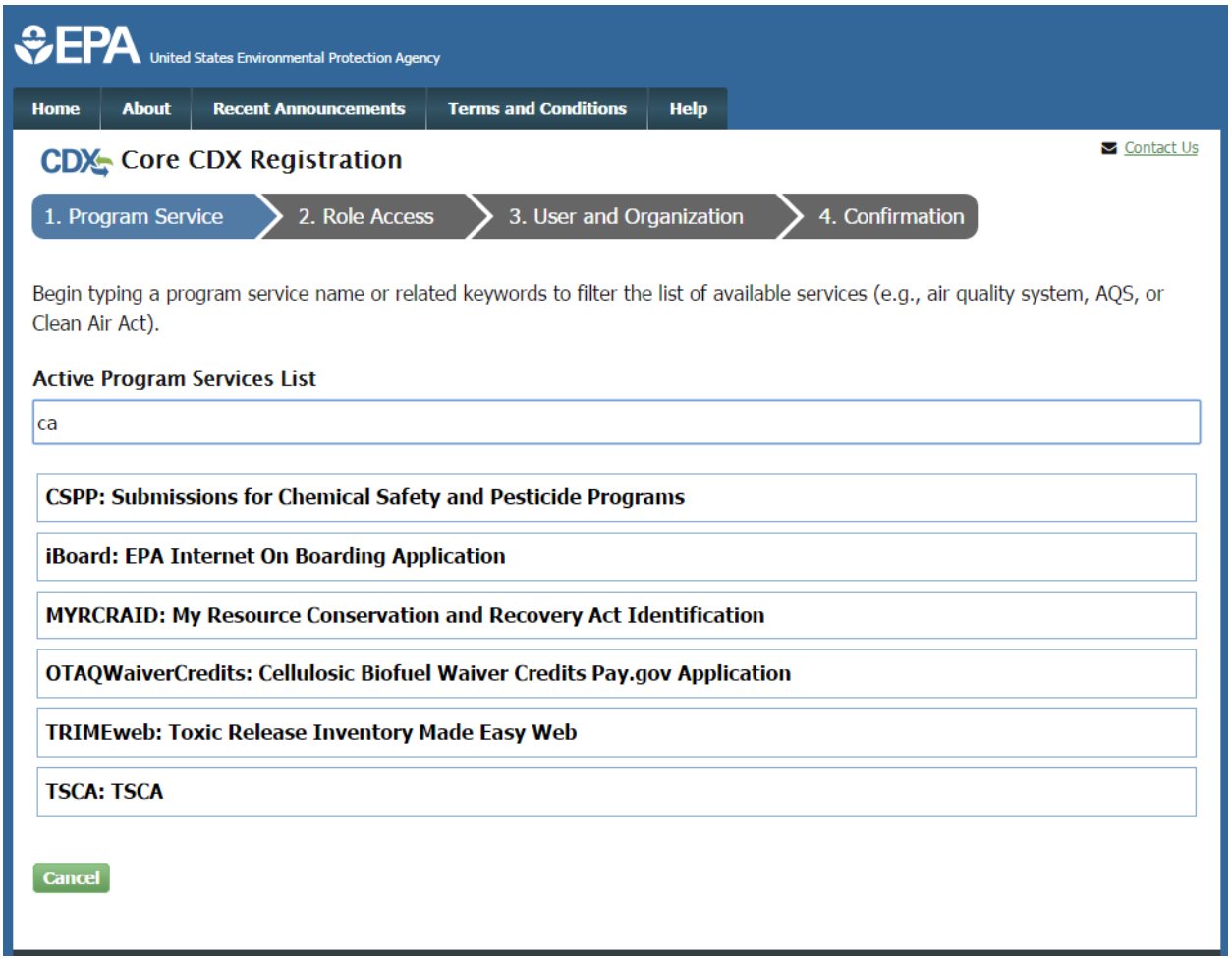


Exhibit 4-5 shows a screen capture of a filtered view of the 'Program Service' screen:

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).

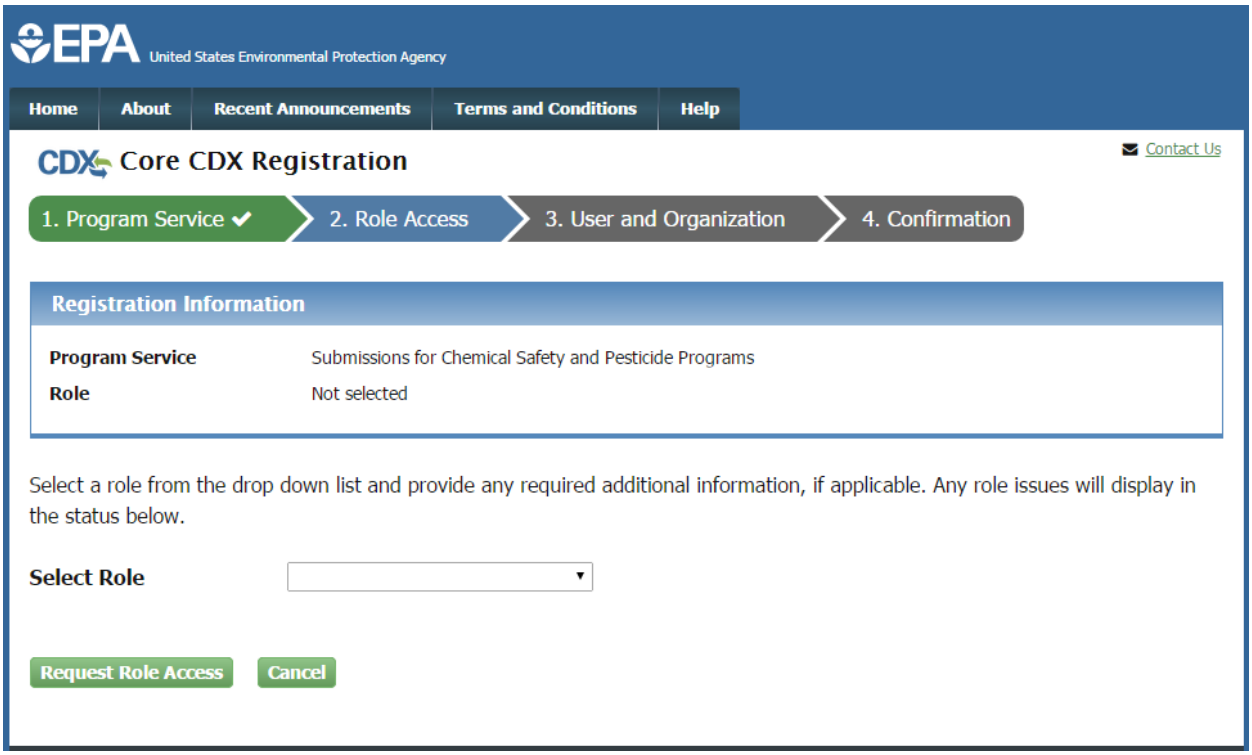
If a user will be registering under the 'CSPP: Submissions for Chemical Safety and Pesticide Programs' program service and creating any type of Section 5 Notices and Supports form, there is additional guidance regarding which role a user should register under. For additional guidance regarding which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



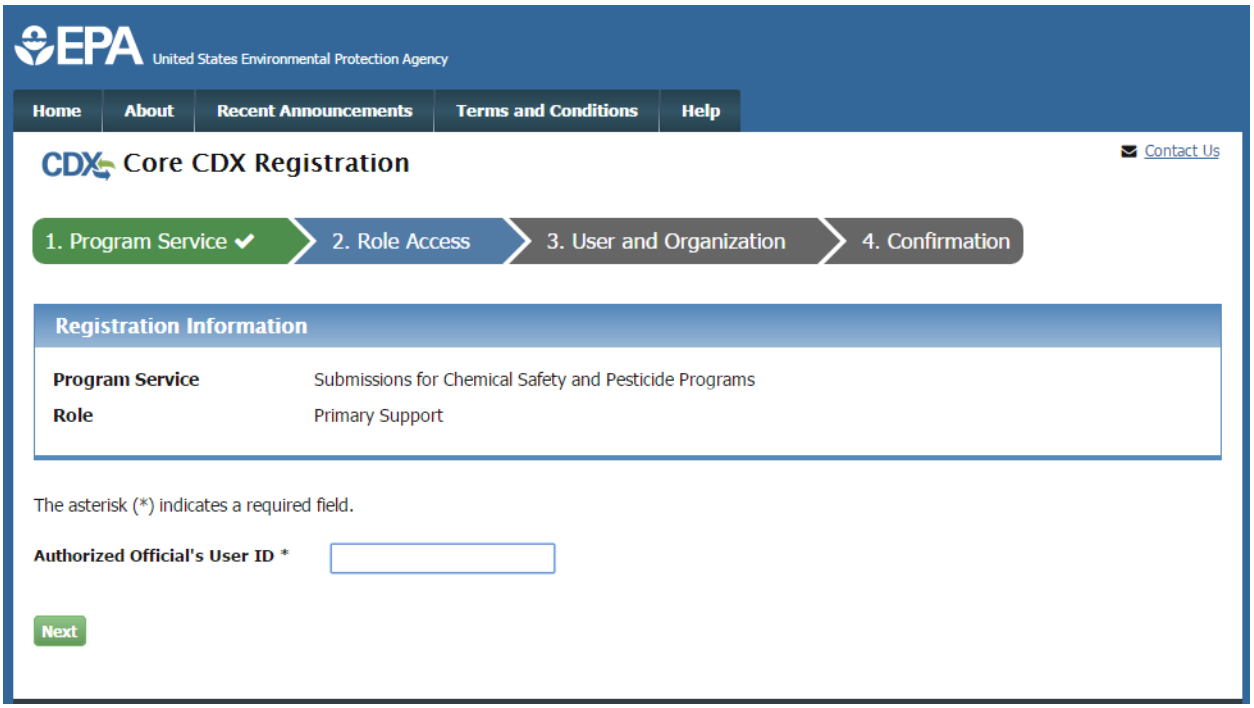
4.3.1 Role Access: Additional Information

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



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).

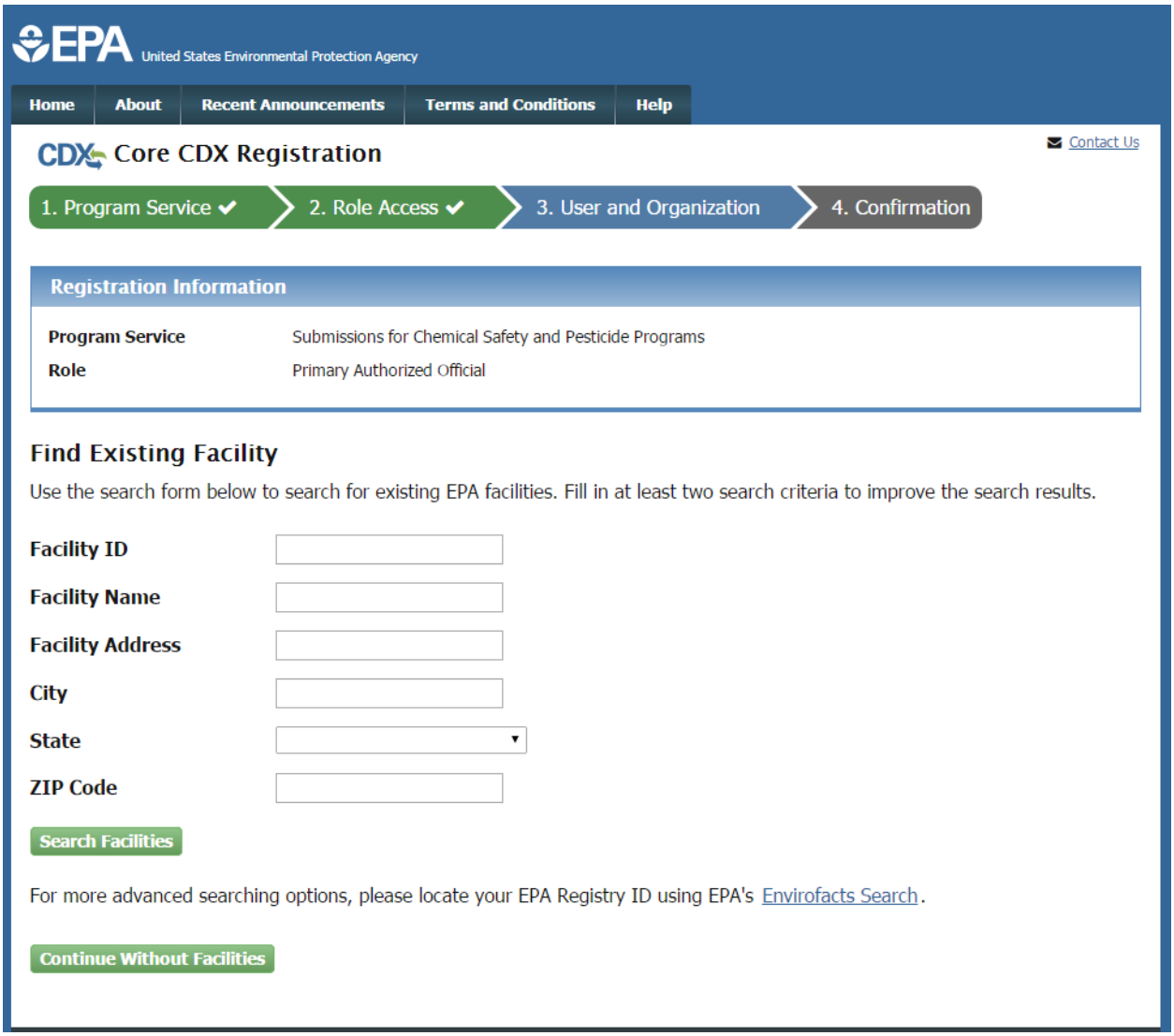
The facility search, search results, and creation pages are displayed in screen captures below. At least two search fields must be populated on the 'Find Existing Facility' screen in order for the search function to return results.

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:

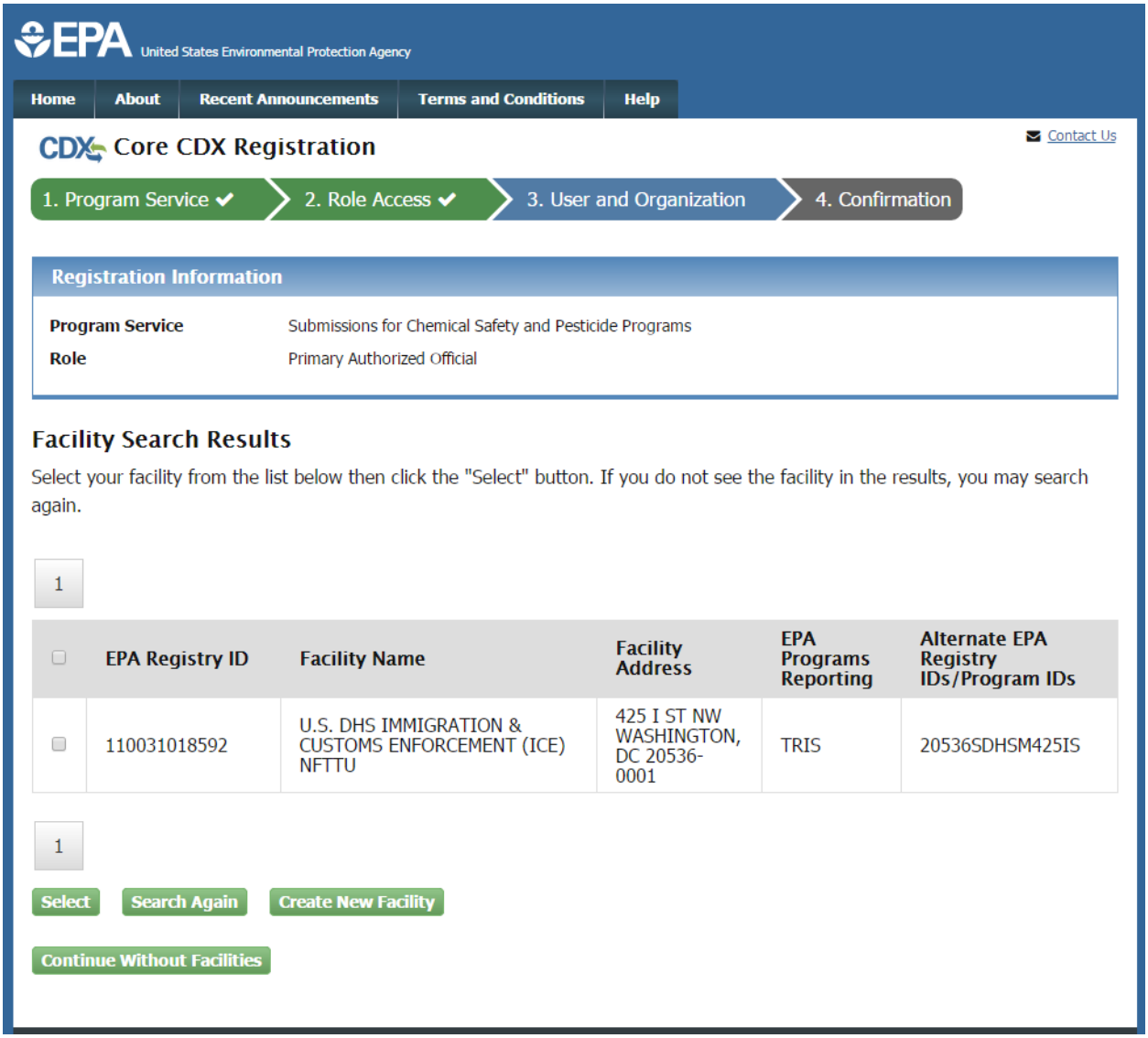
Exhibit 4-8: Find Existing Facility Screen



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

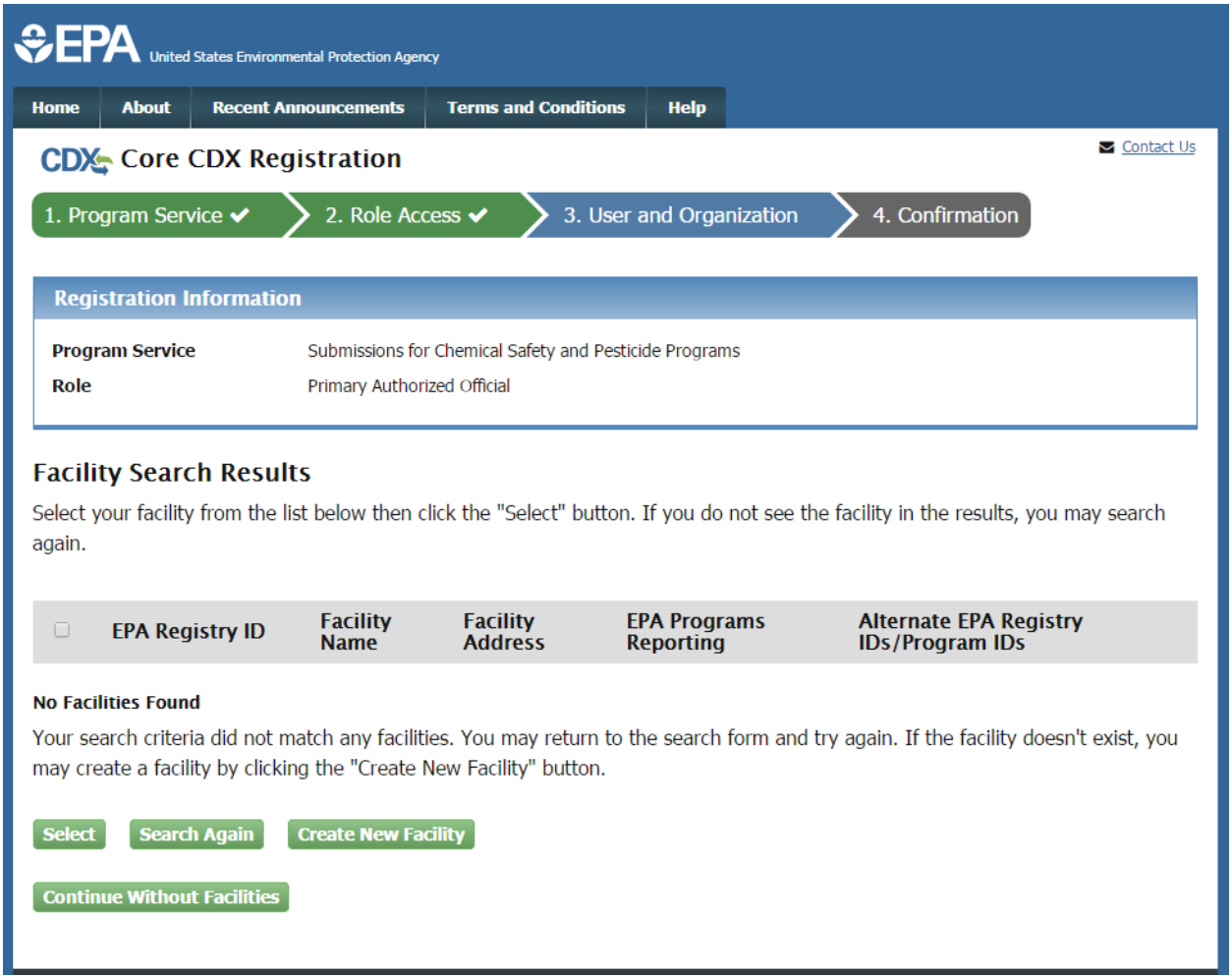


If the system cannot find any facilities based on the information entered on the 'Find Existing Facility' screen, then the 'Facility Search Results' page will display no results. You may search again by clicking the 'Search Again' button, or you can add a facility by clicking the 'Create New Facility'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

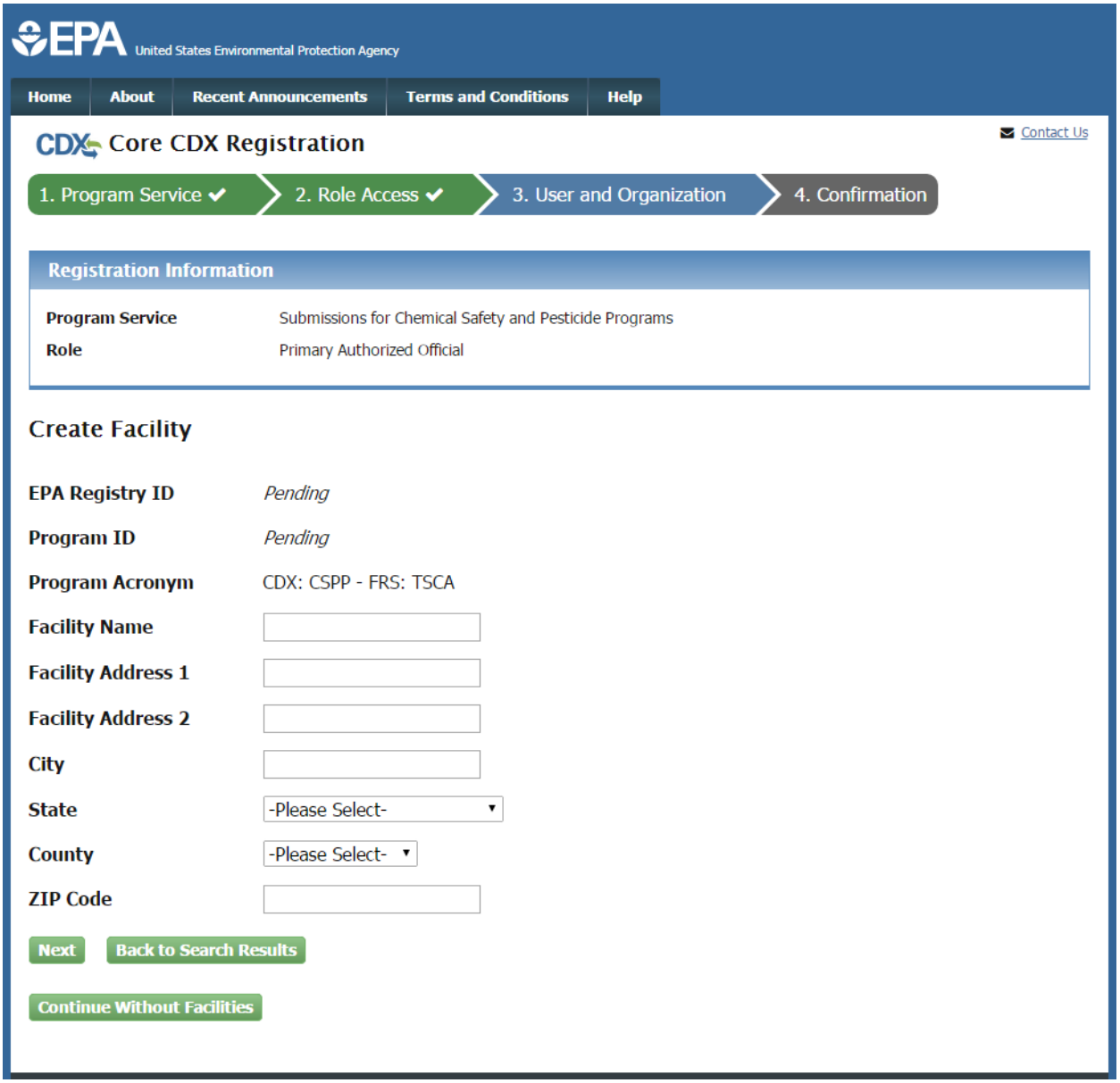


The 'Create Facility' screen displays after clicking the 'Create New Facility' button on the 'Facility Search Results' screen. Enter as much information as possible related to the new facility you would like to create; at a minimum, the 'Facility Name,' 'Facility Address 1,' 'City,' 'State,' and 'Zip 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:

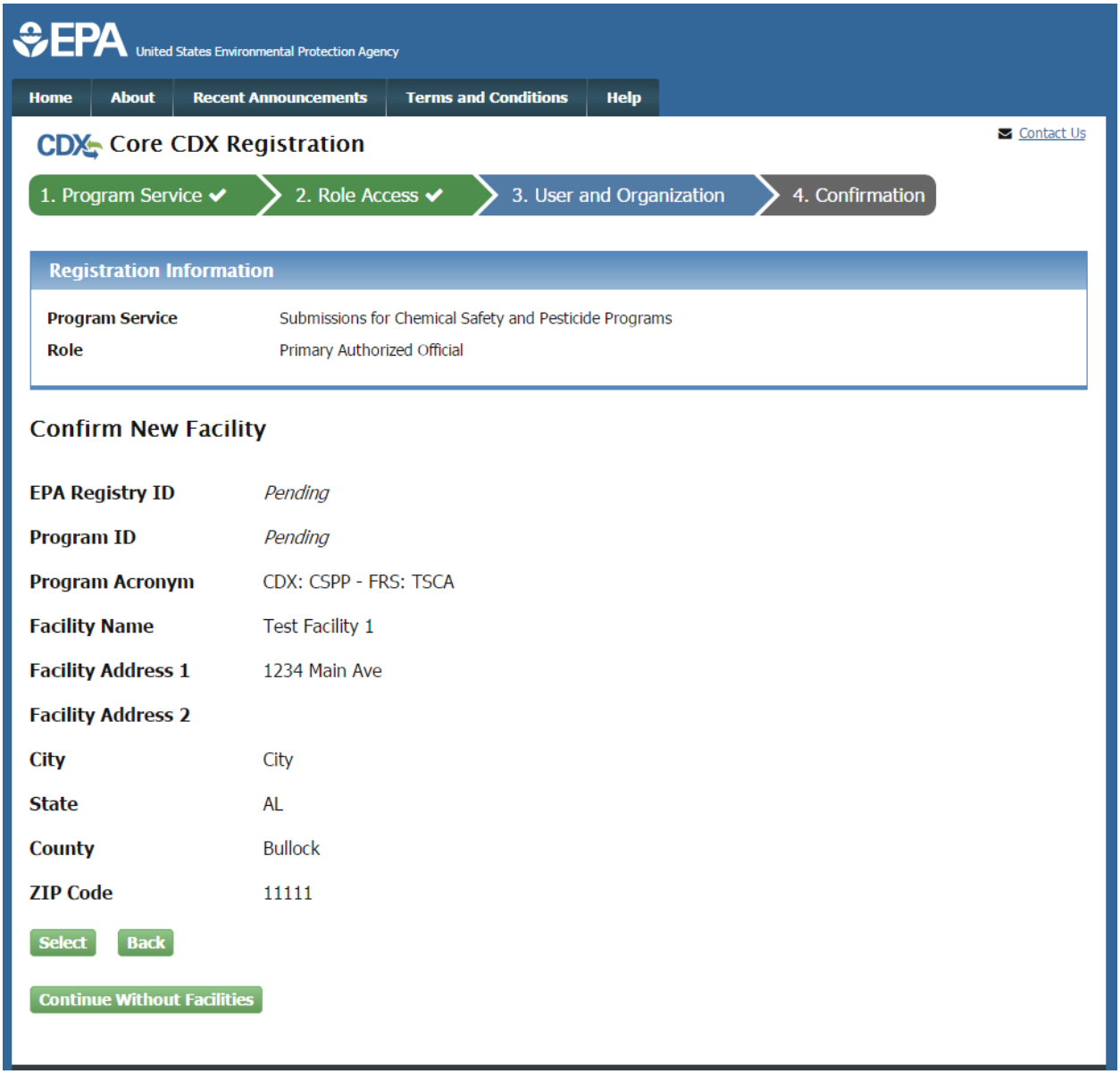
Exhibit 4-11: Create Facility Screen



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



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)

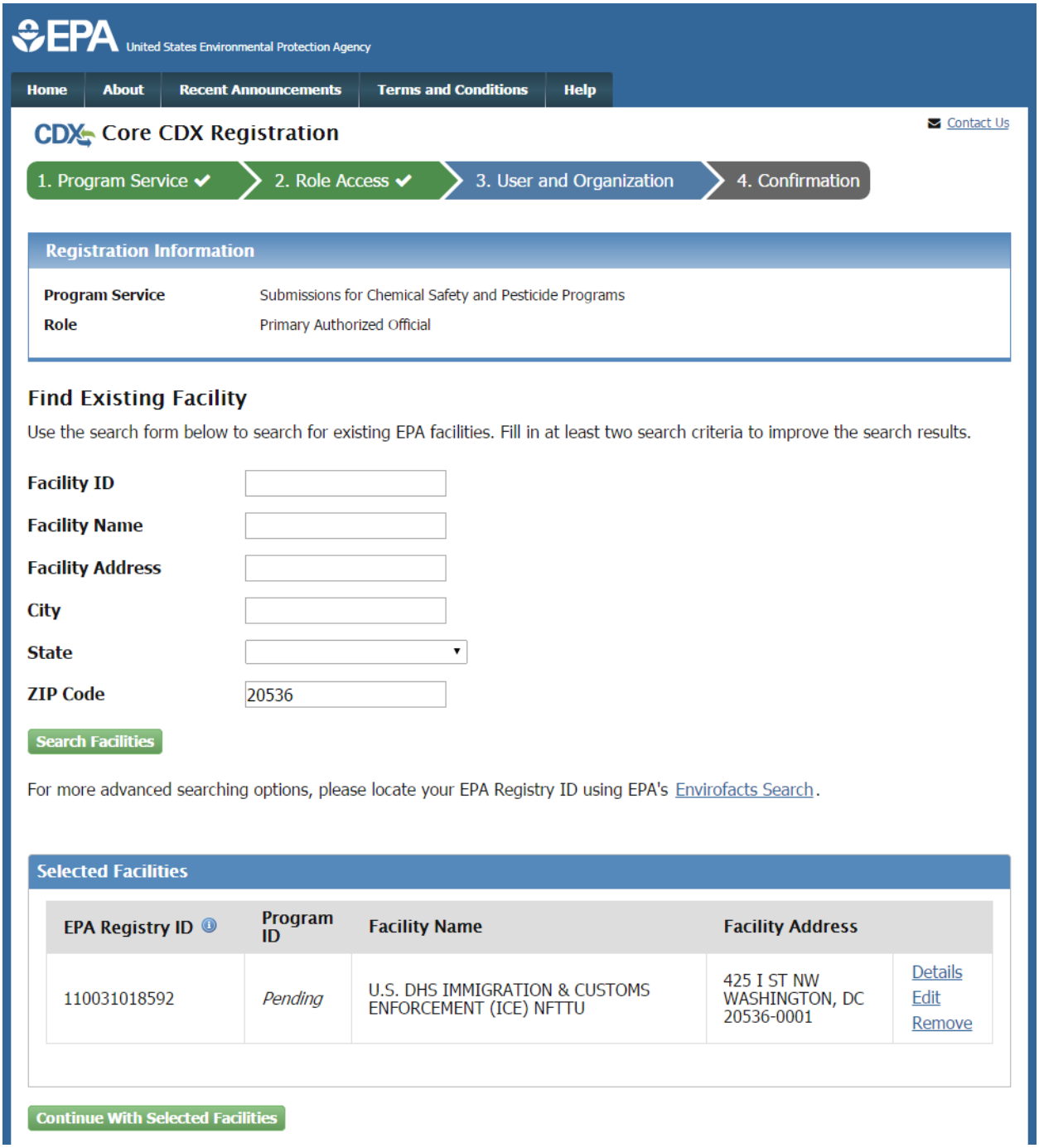
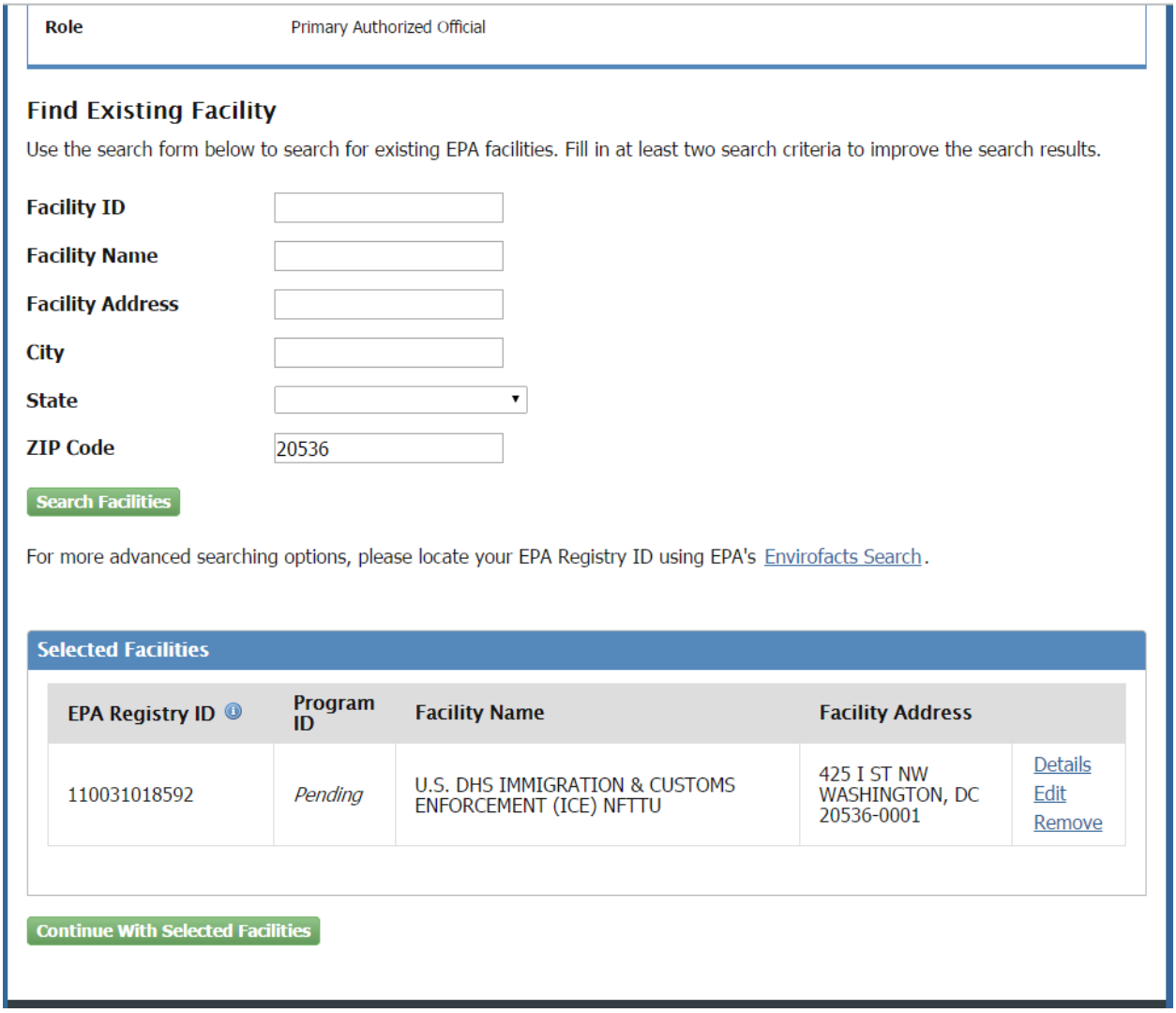


Exhibit 4-14 shows a screen capture of the 'Selected Facilities' screen (Scroll 2):

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



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 '.'

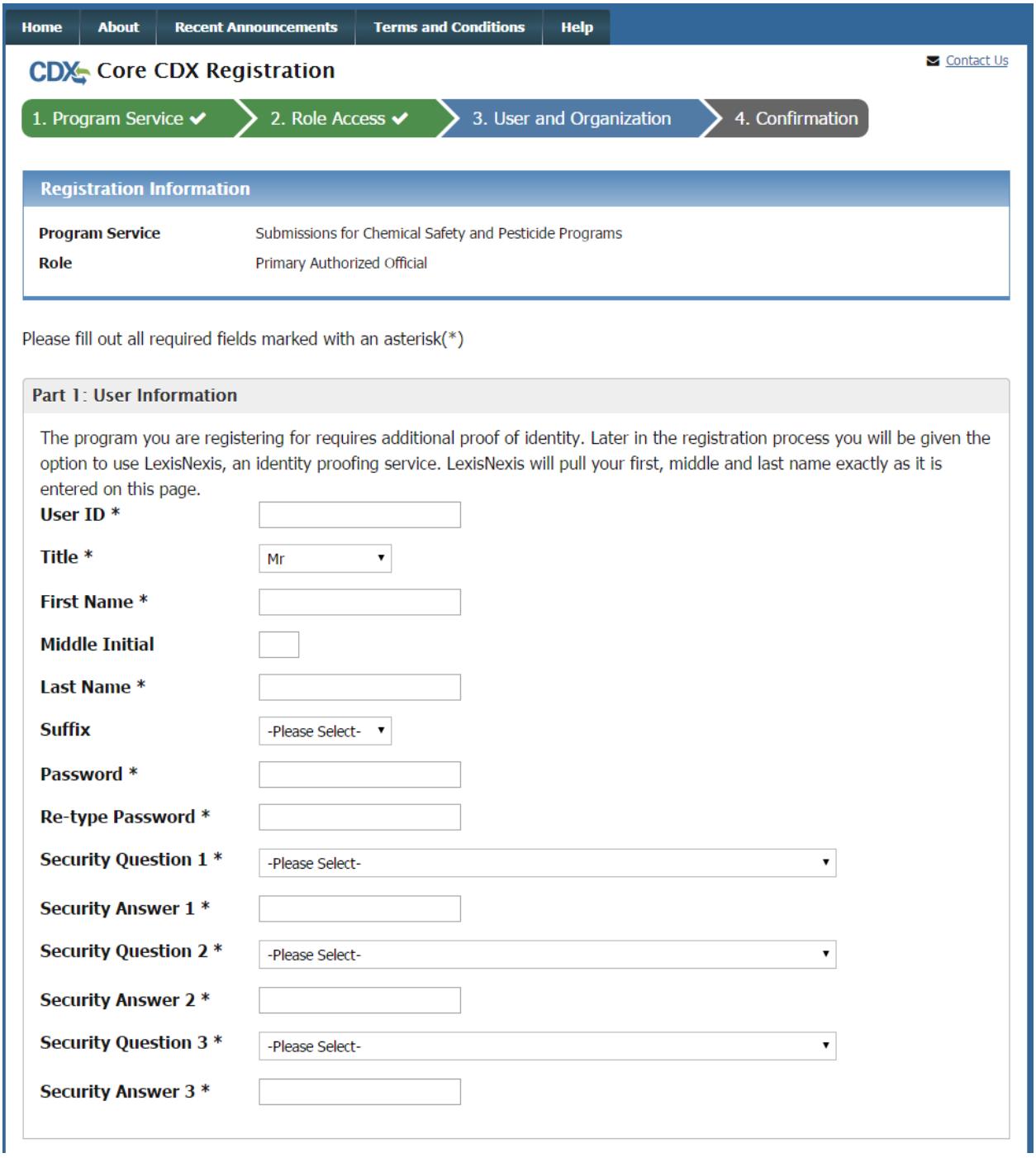
When creating a password, it must abide by the following rules:

- 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



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 organizaitons 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 extremly 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

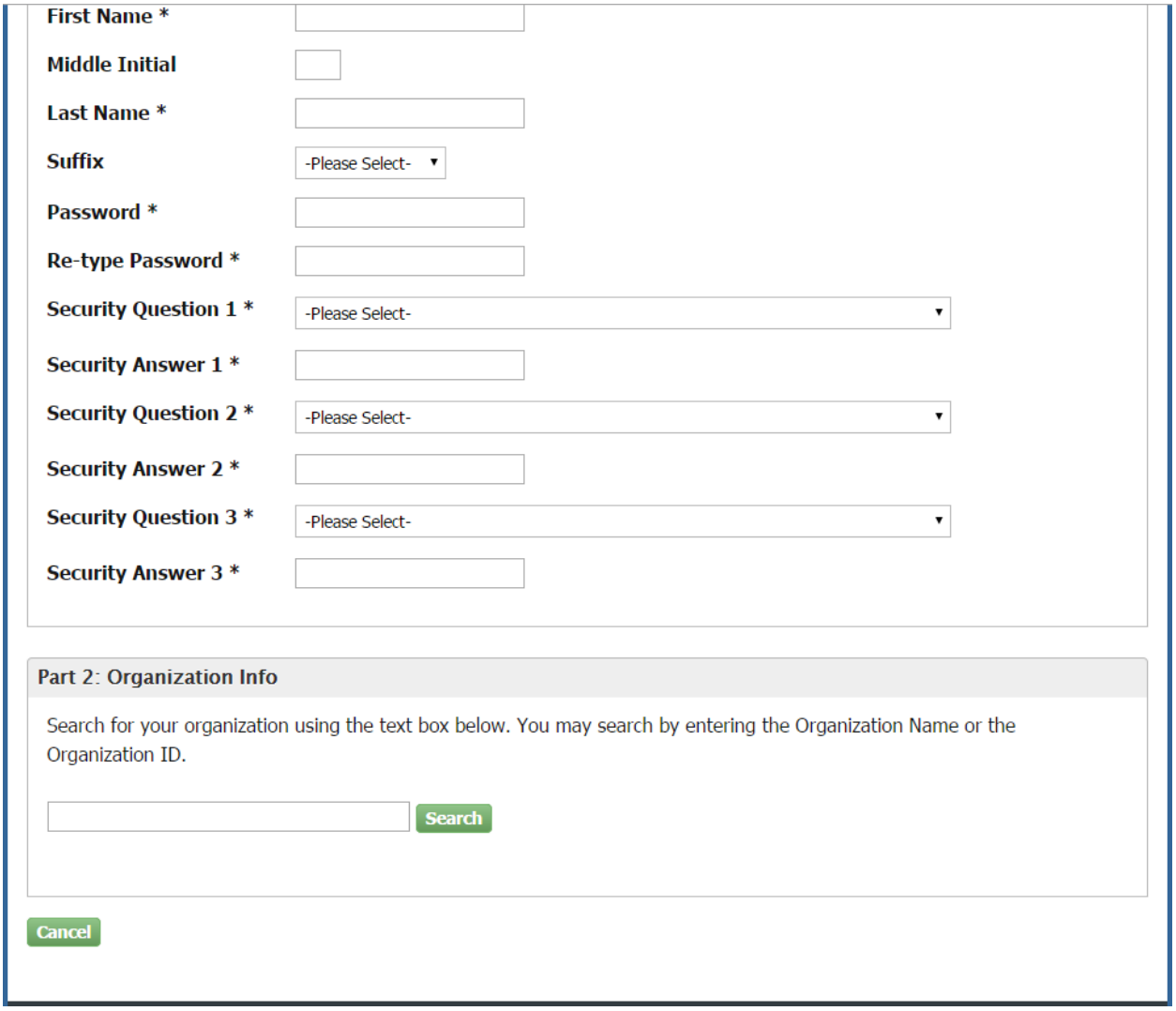
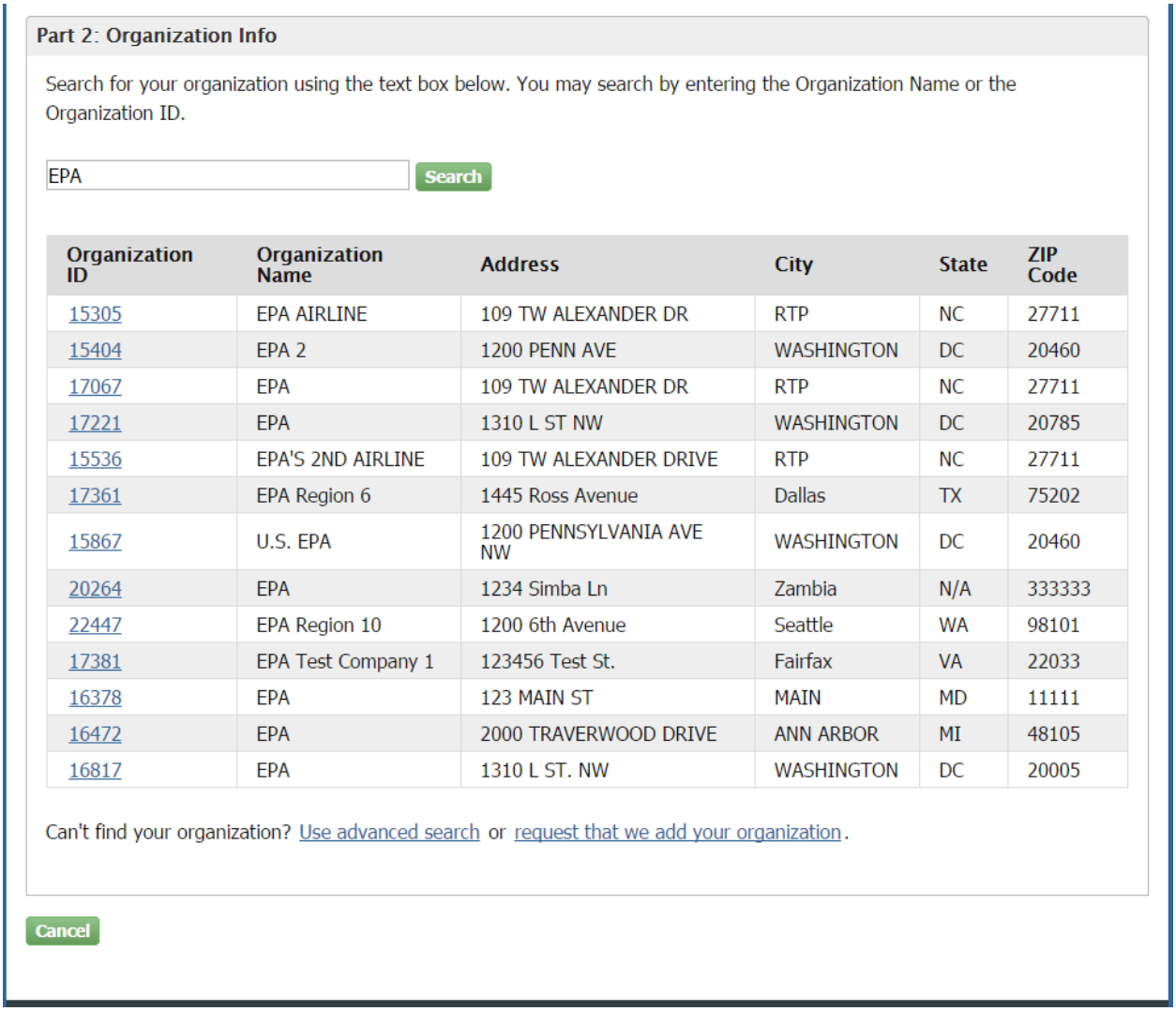


Exhibit 4-17 shows a screen capture of the 'Organization Information' section of the 'User and Organization' screen:

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



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):

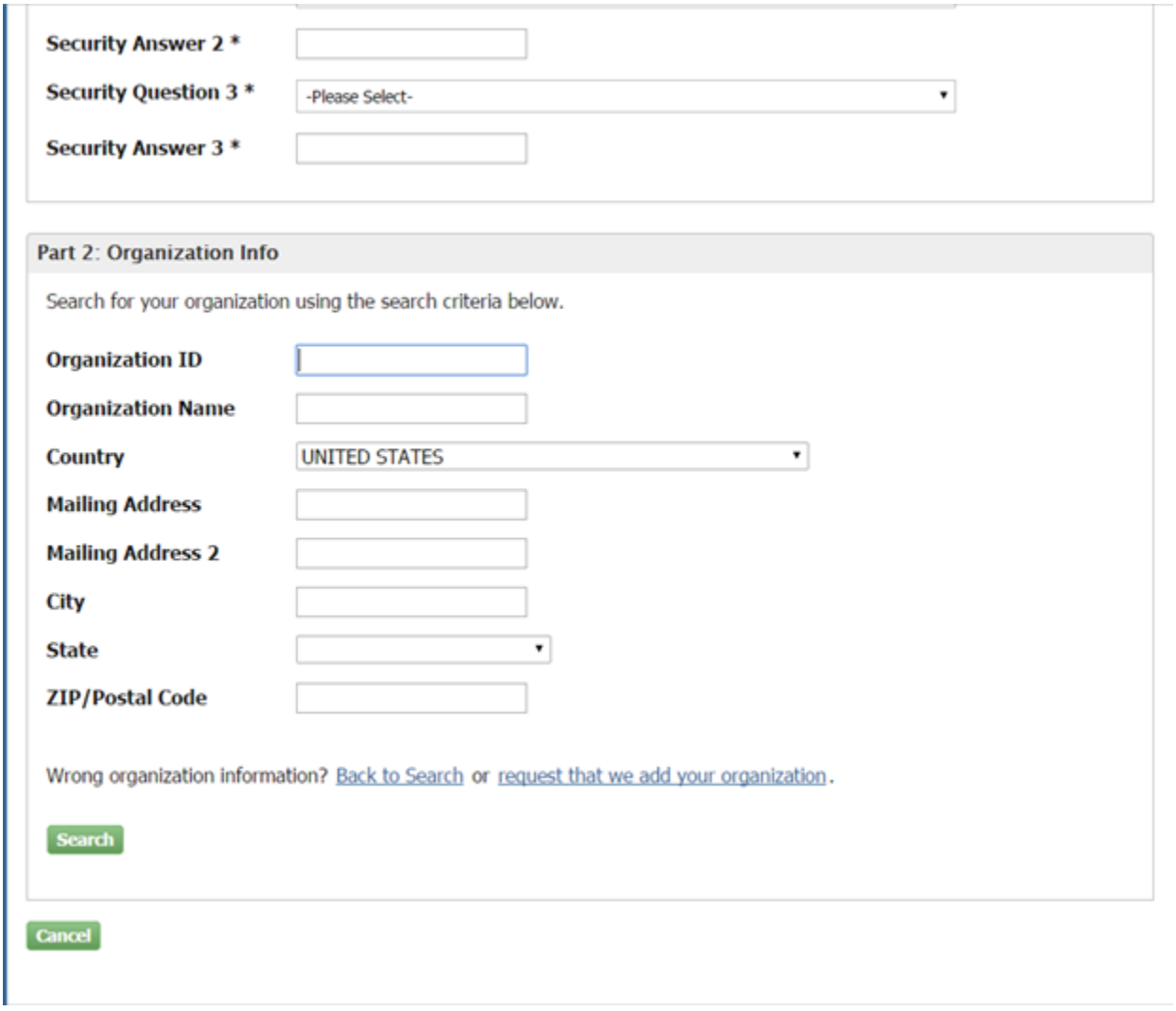
- Organization ID
- Organization Name
- Country
- Mailing Address
- Mailing Address 2

- 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):

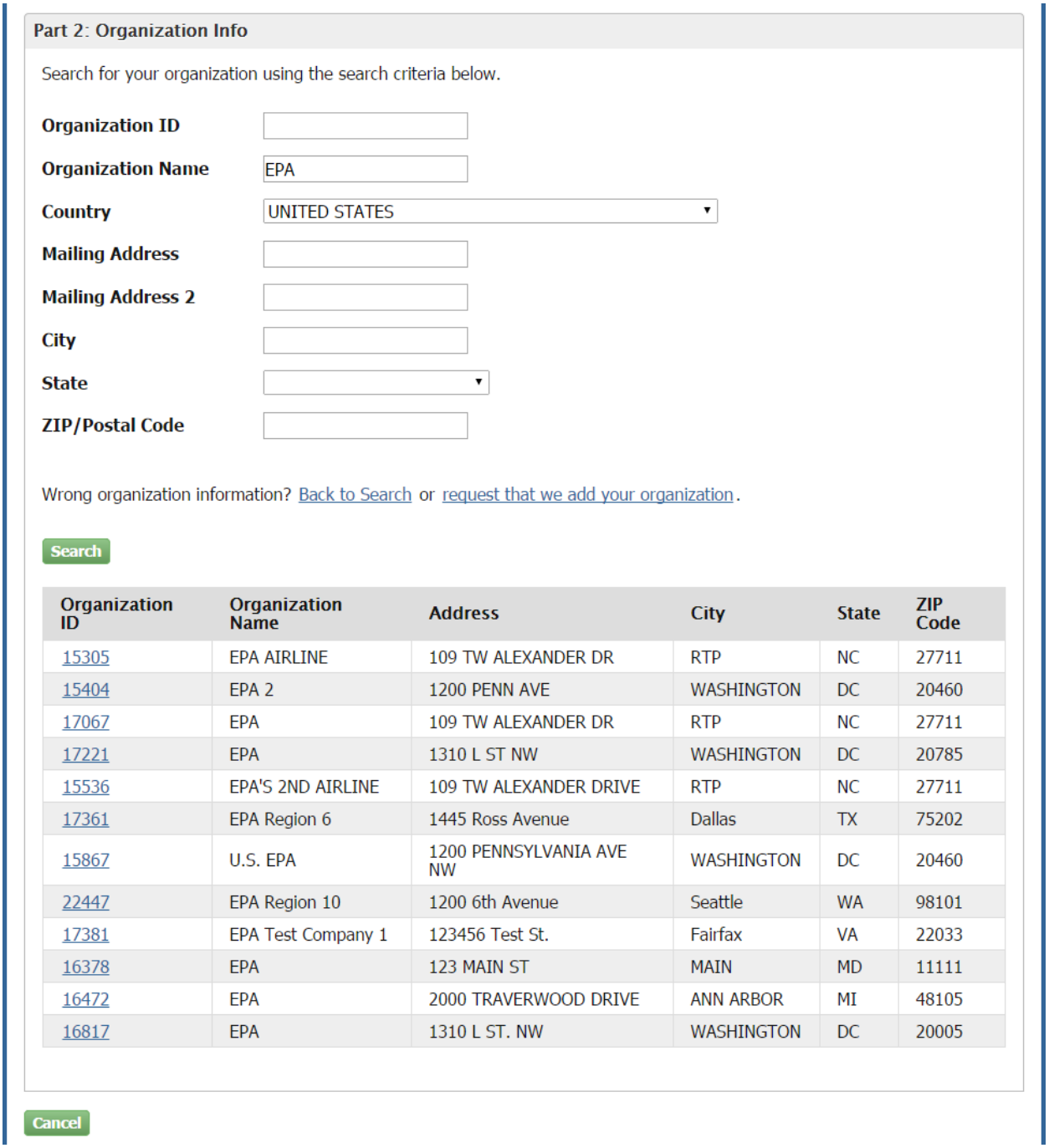
Exhibit 4-18: User and Organization Screen – Advanced Search (Part 1)



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)

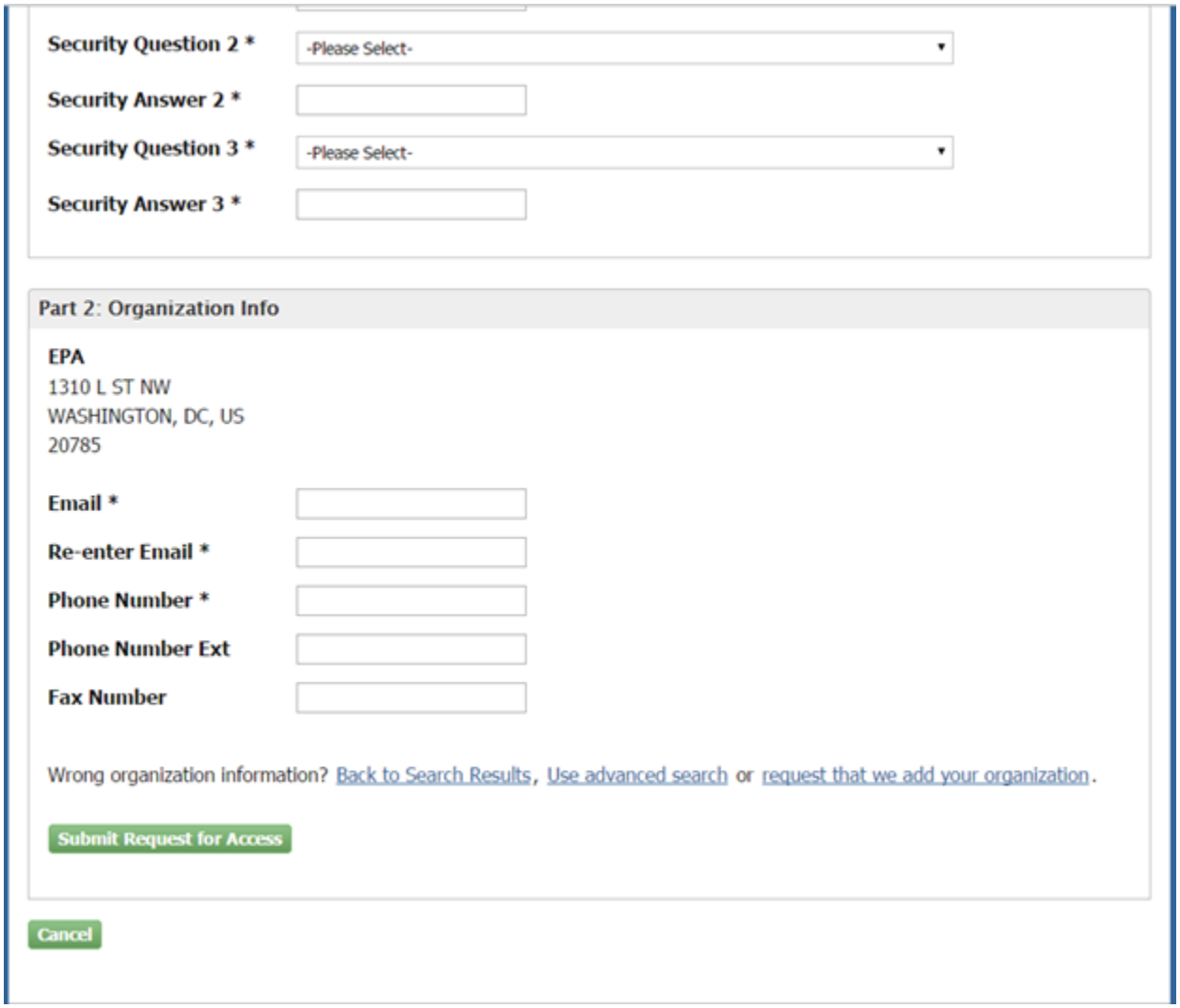


Organization ID	Organization Name	Address	City	State	ZIP Code
15305	EPA AIRLINE	109 TW ALEXANDER DR	RTP	NC	27711
15404	EPA 2	1200 PENN AVE	WASHINGTON	DC	20460
17067	EPA	109 TW ALEXANDER DR	RTP	NC	27711
17221	EPA	1310 L ST NW	WASHINGTON	DC	20785
15536	EPA'S 2ND AIRLINE	109 TW ALEXANDER DRIVE	RTP	NC	27711
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

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)



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:

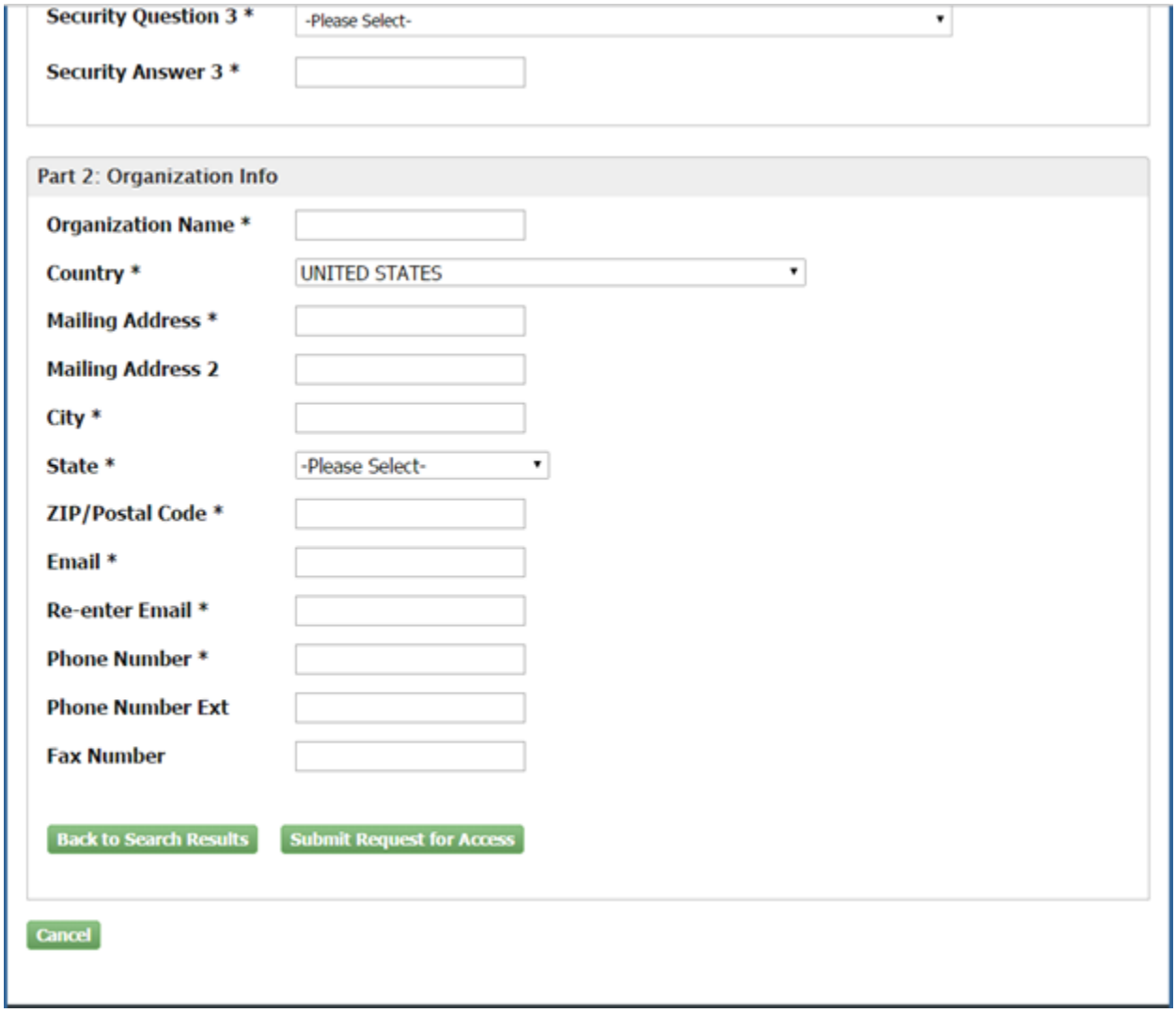
- Organization Name (required)
- Country (required)
- Mailing Address (required)
- Mailing Address 2
- Mailing Address 3
- Mailing Address 4
- City (required)
- ZIP/Postal Code (required)
- Email (required)

- 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



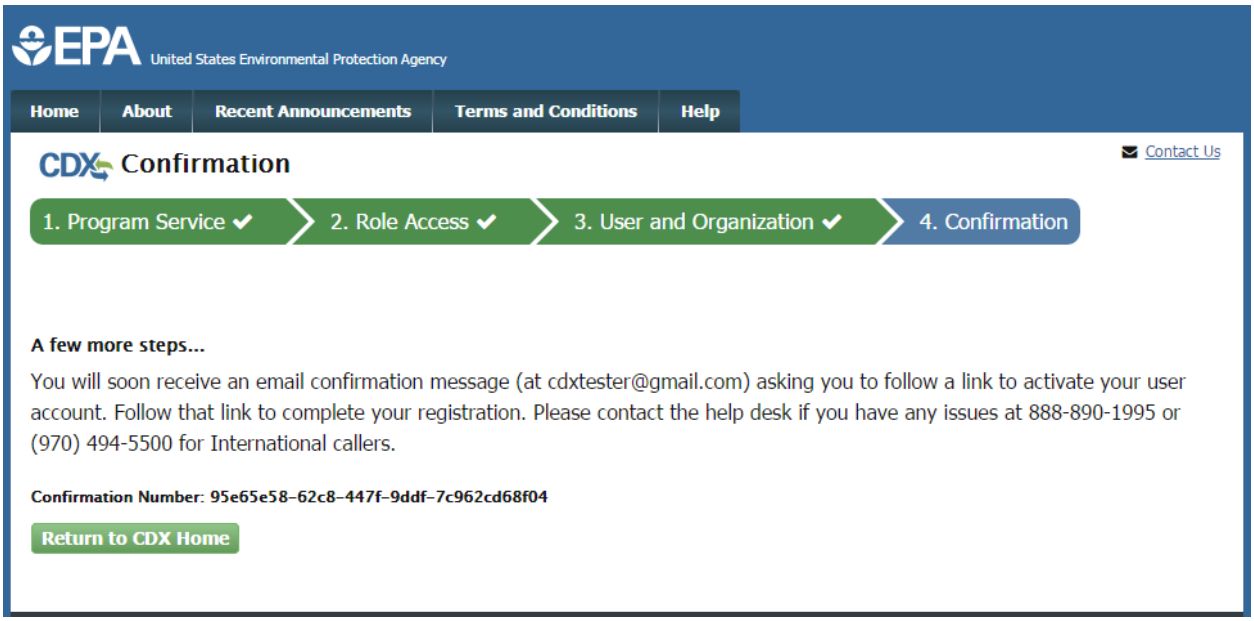
4.4.3 Confirmation Screen

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

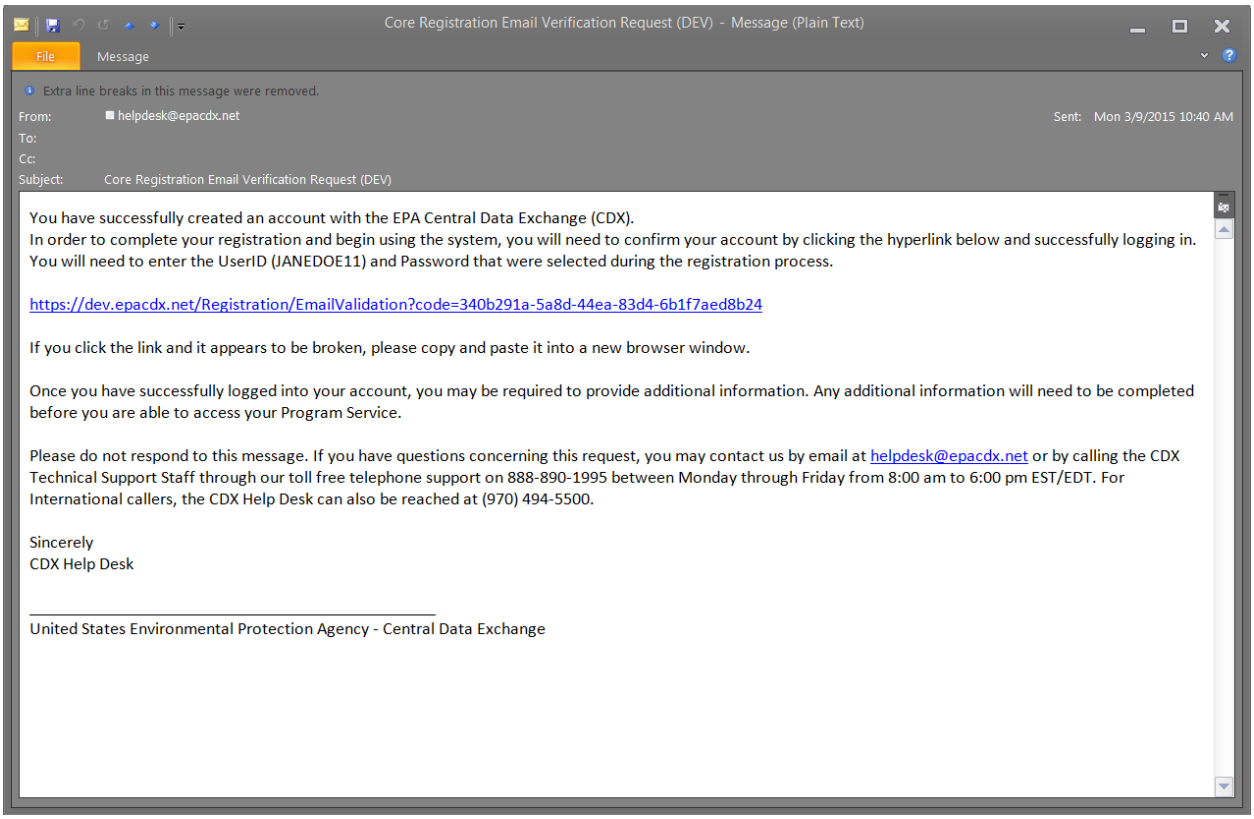


4.4.4 Confirmation Email

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

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

Exhibit 4-25: Resend Verification Email Screen

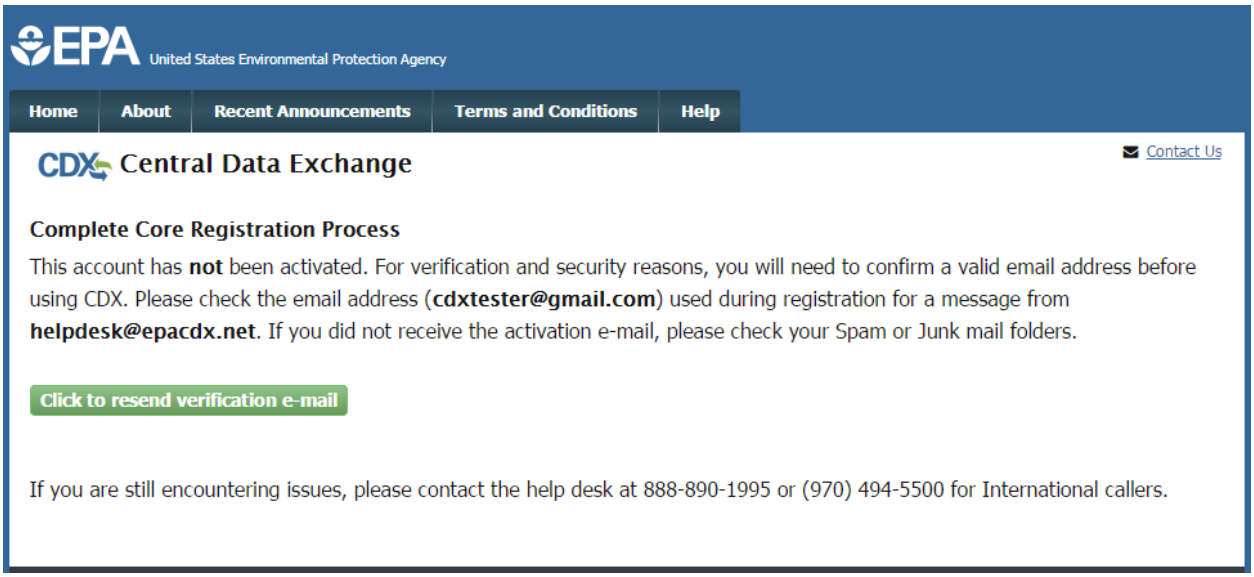
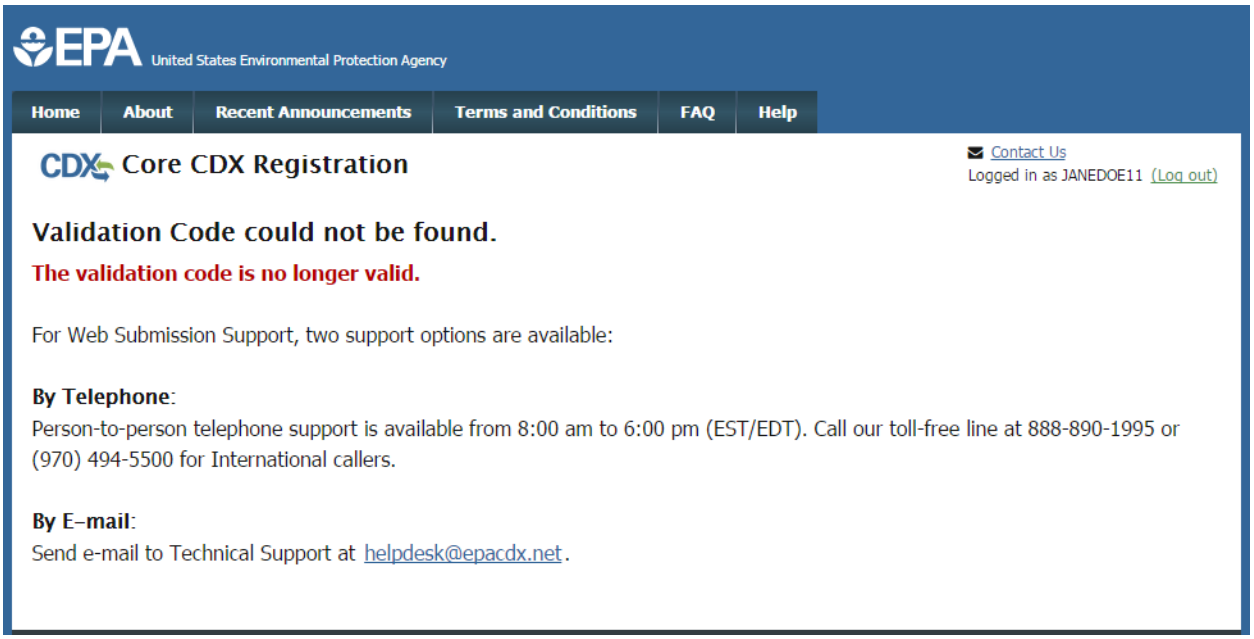


Exhibit 4-26 shows a screen capture of the 'Validation Code Not Found' screen:

Exhibit 4-26: Validation Code Not Found Screen



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 X=Can Perform Function	Primary Authorized Official (Primary Company Authorized Official)		Primary Agent/Consultant (Primary Sponsored Authorized Official)		Primary Support		Secondary Authorized Official (Secondary Company Authorized Official)		Secondary Agent/Consultant (Secondary Sponsored Authorized Official)		Secondary Support	
	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 original main forms	X	X	X	X								
Submit original main forms	X											
Submit original 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 original 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

Legend 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

Legend 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 neccesary 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

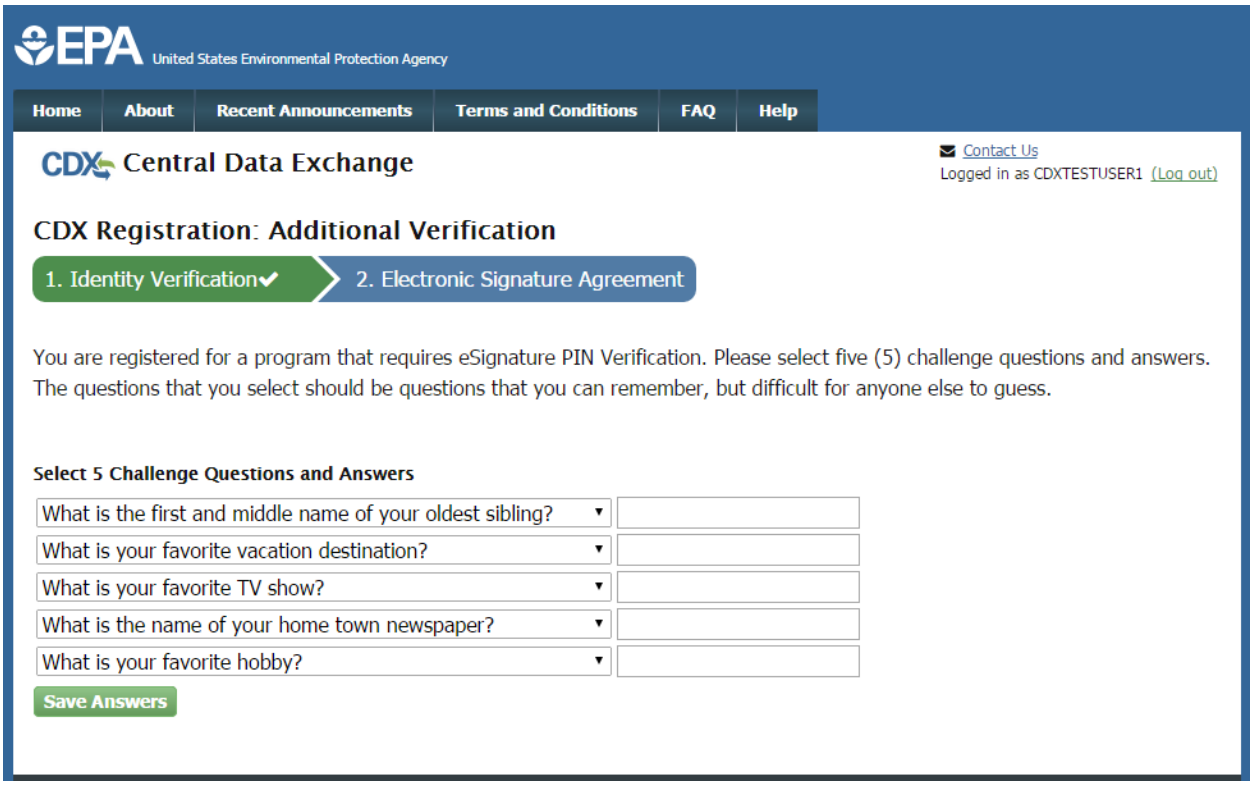
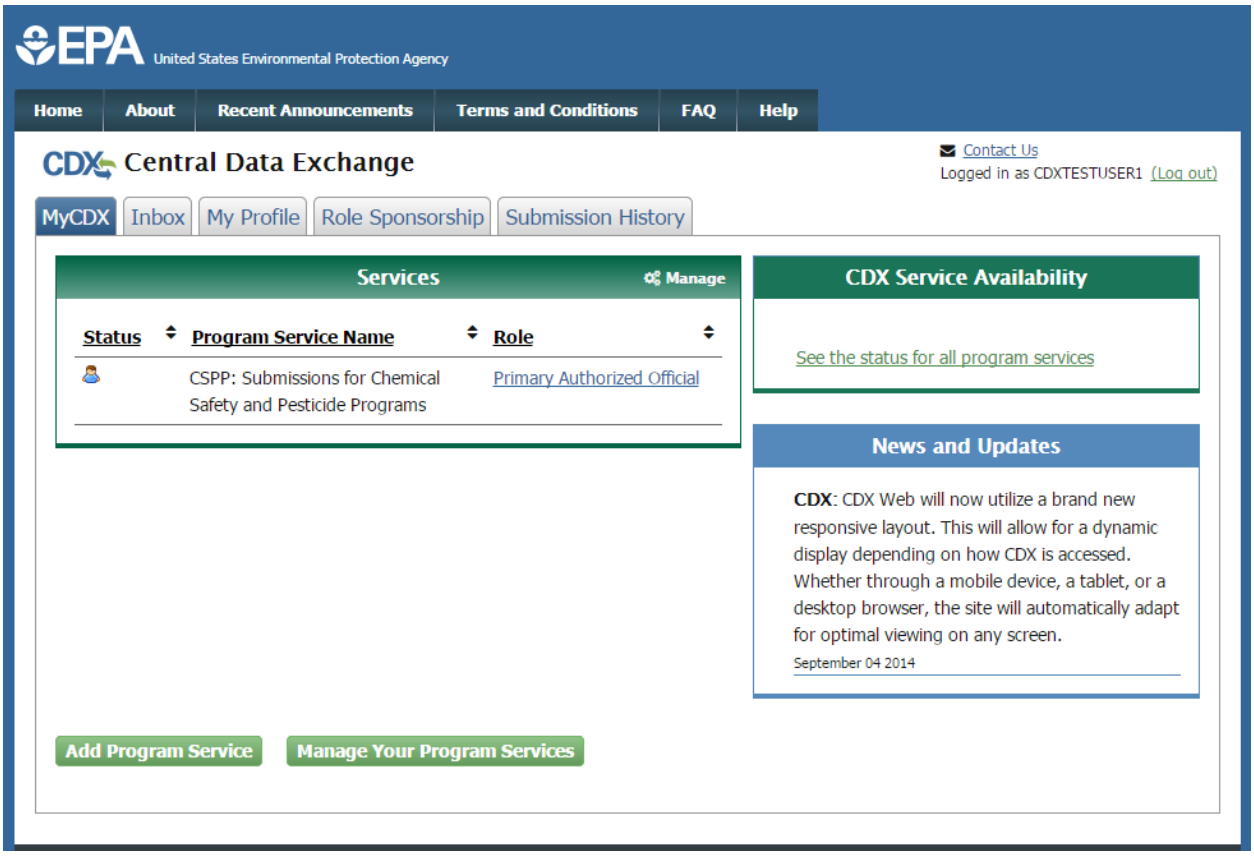


Exhibit 8-2 shows a screen capture of the 'MyCDX' screen:

Exhibit 8-2: MyCDX Screen



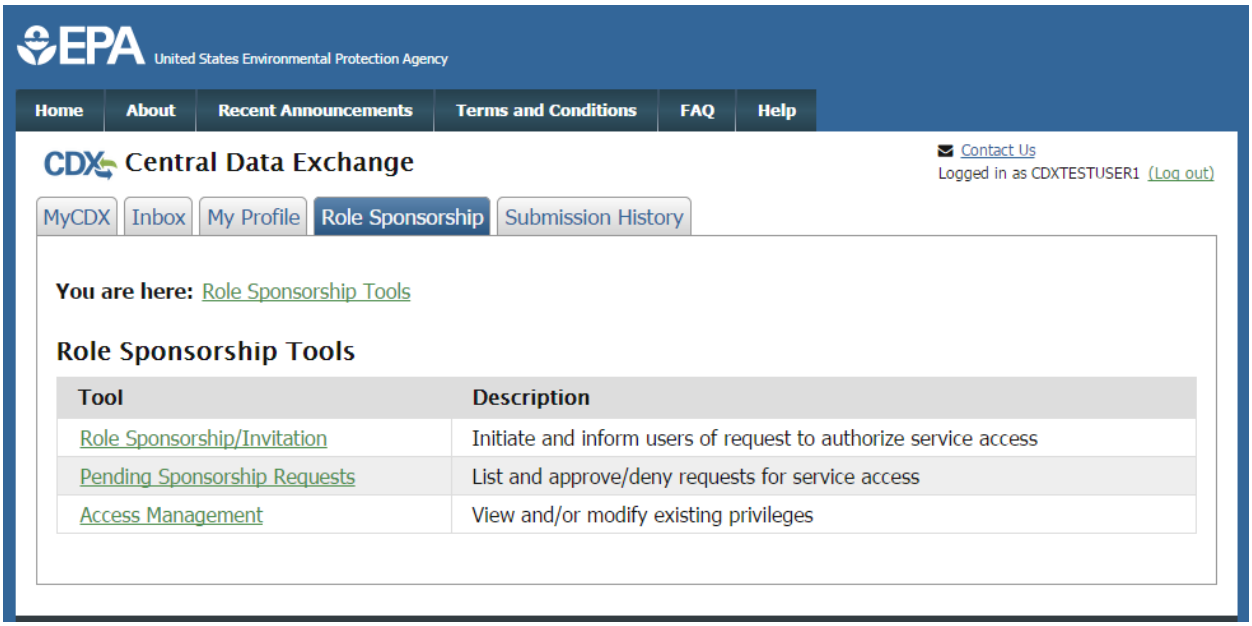
8.2 Role Sponsorship

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.

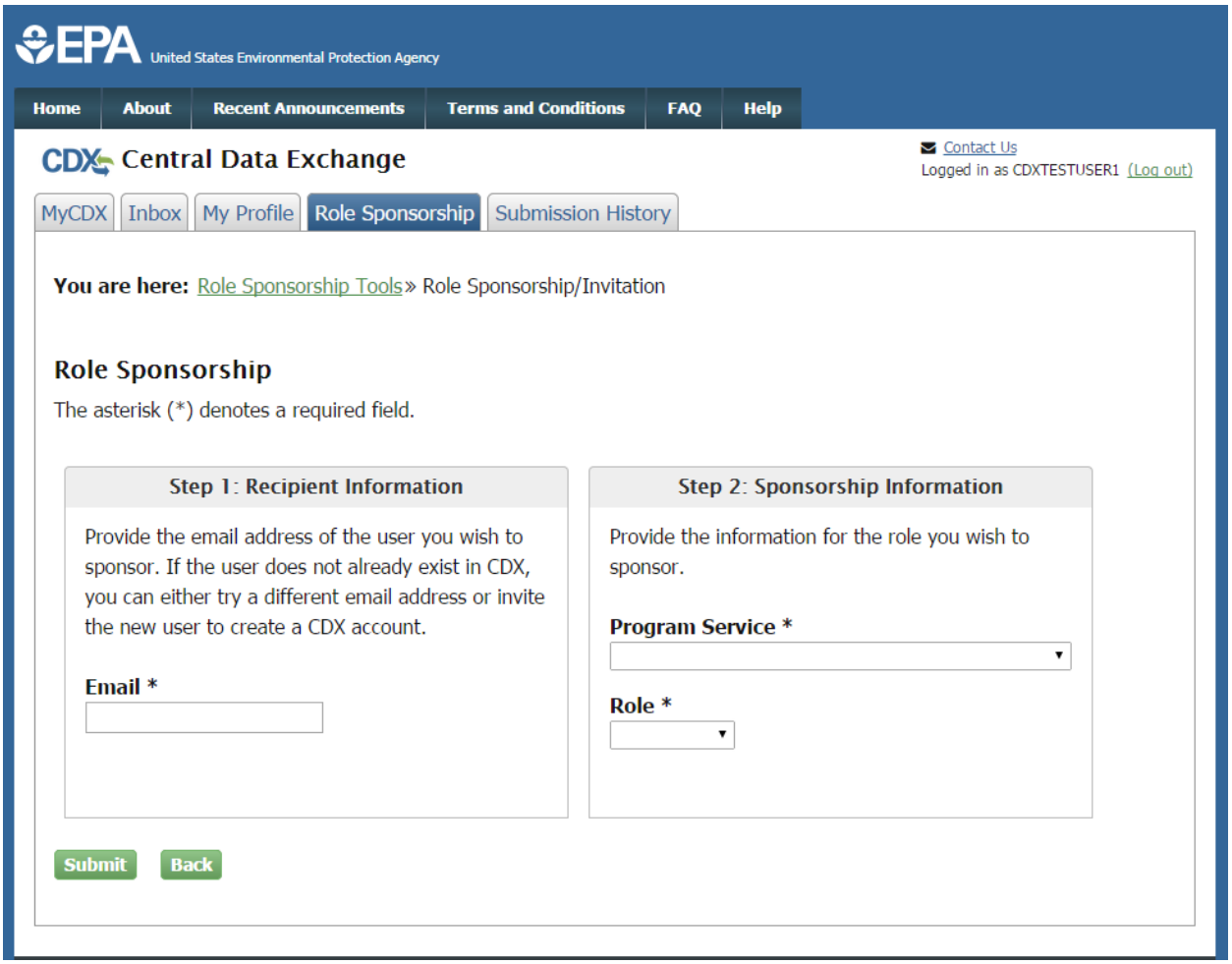
In the 'Step 1: Recipient Information' field set, an Authorized Official enters the email address of the user to sponsor as an Agent/Consultant.

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 apropriate 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



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

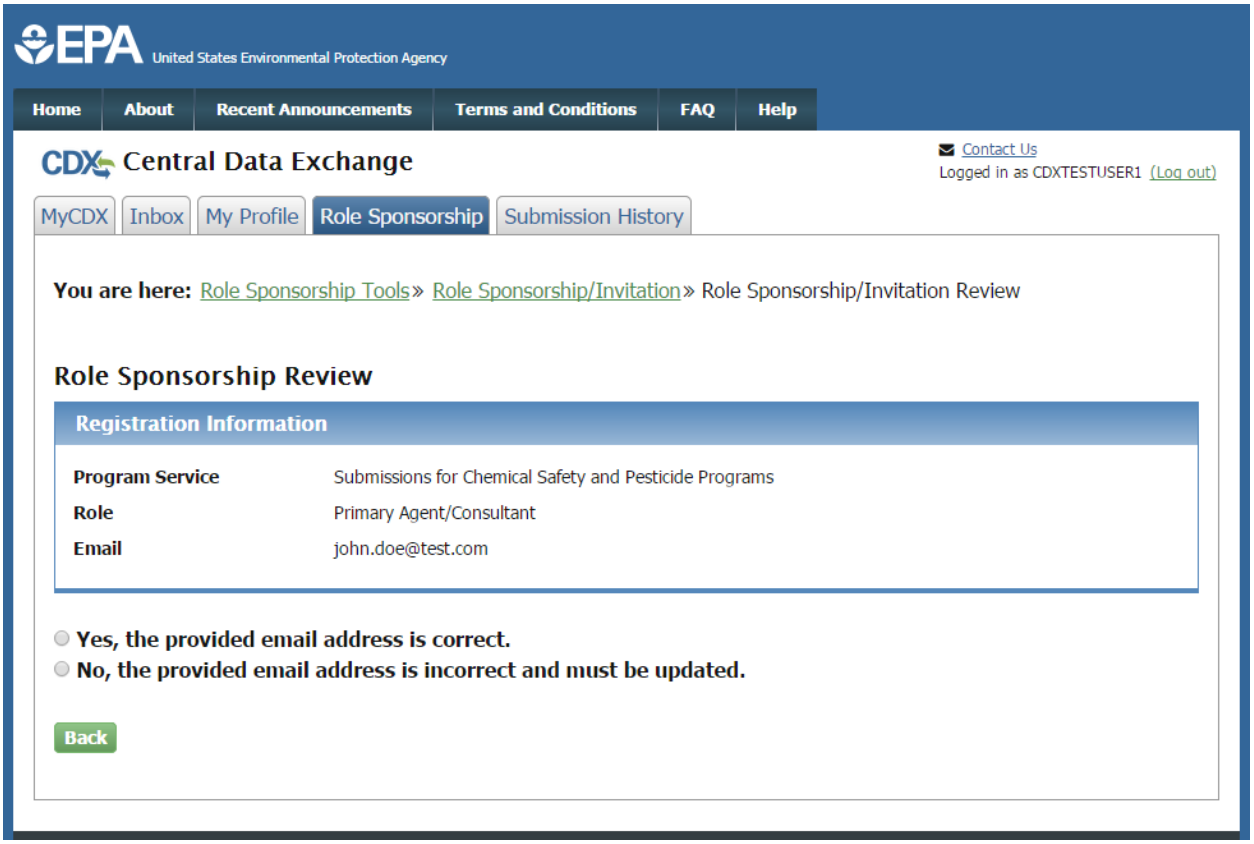


Exhibit 8-6 shows a screen capture of the 'Email Confirmation' pop-up window:

Exhibit 8-6: Email Confirmation Pop-Up Window

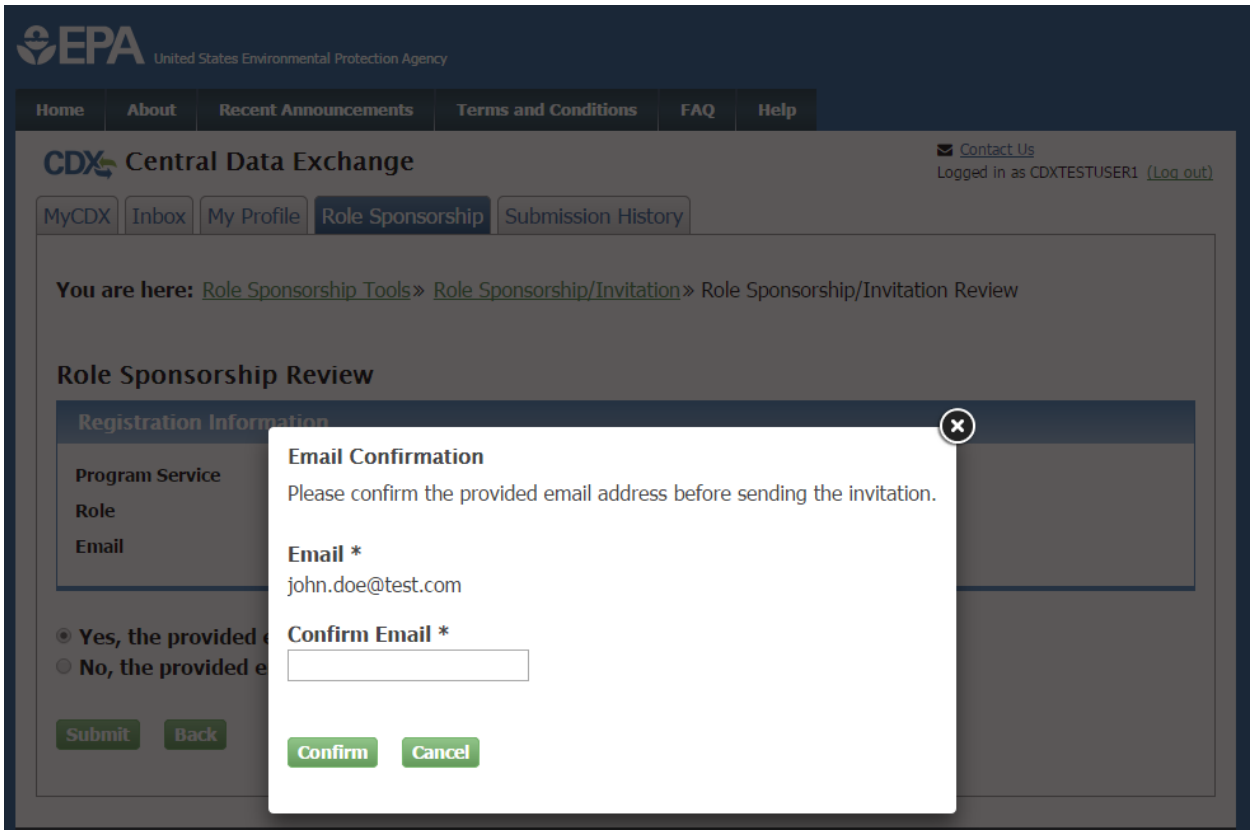
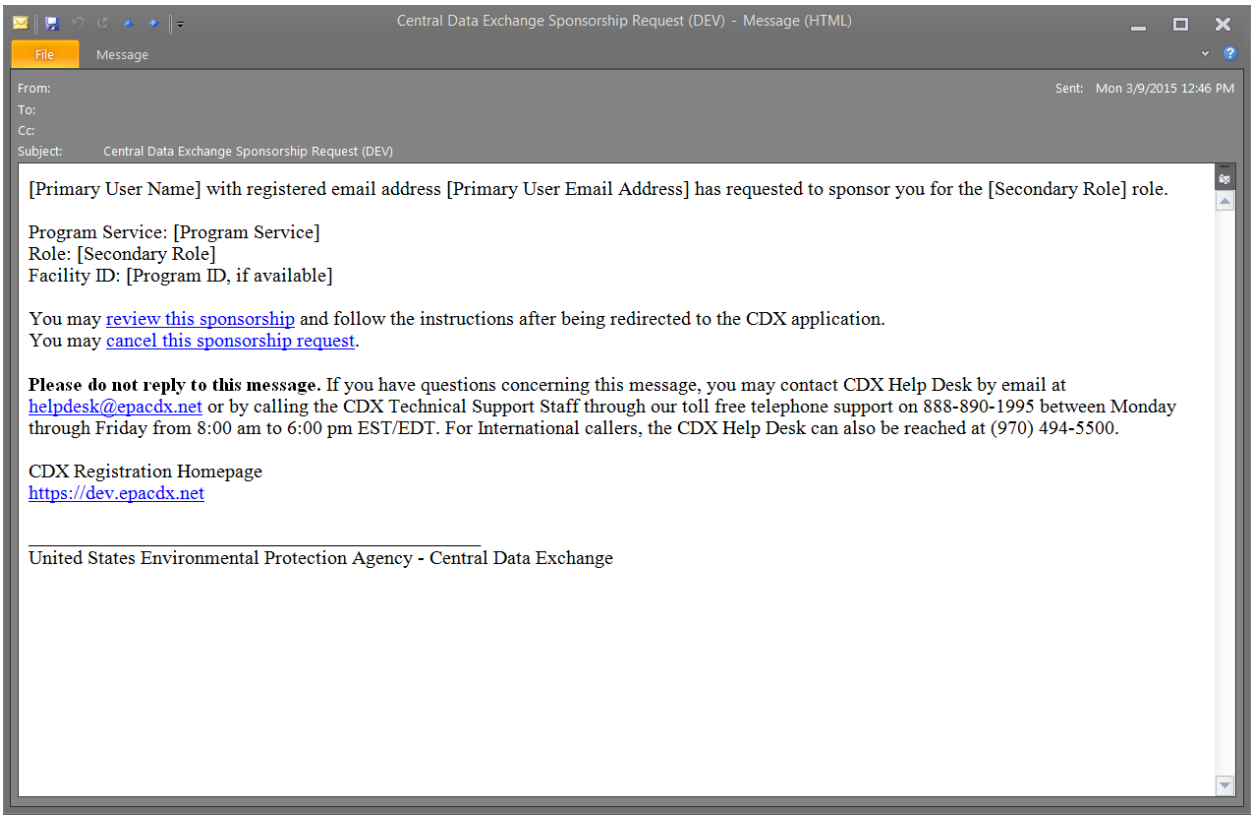


Exhibit 8-7 shows a screen capture of the 'CDX Role Sponsorship Request' email:

Exhibit 8-7: CDX Role Sponsorship Request Email



8.3.2 Sponsorship Information

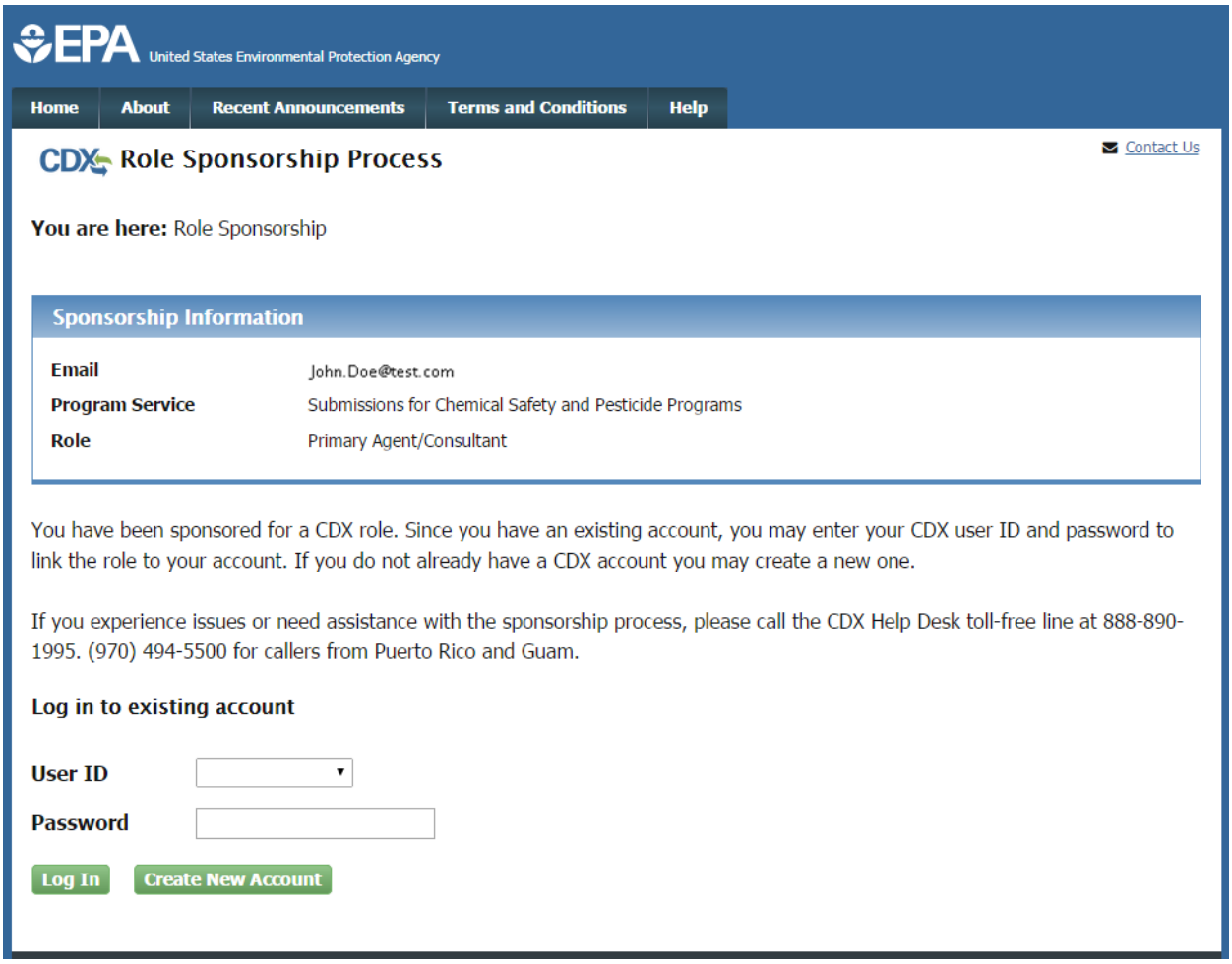
The 'Sponsorship Information' page displays when a potential Agent/Consultant clicks the 'review this sponsorship' link within the Agent/Consultant sponsorship email. A potential Agent/Consultant has the option to log into an existing account, or create a new account.

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:

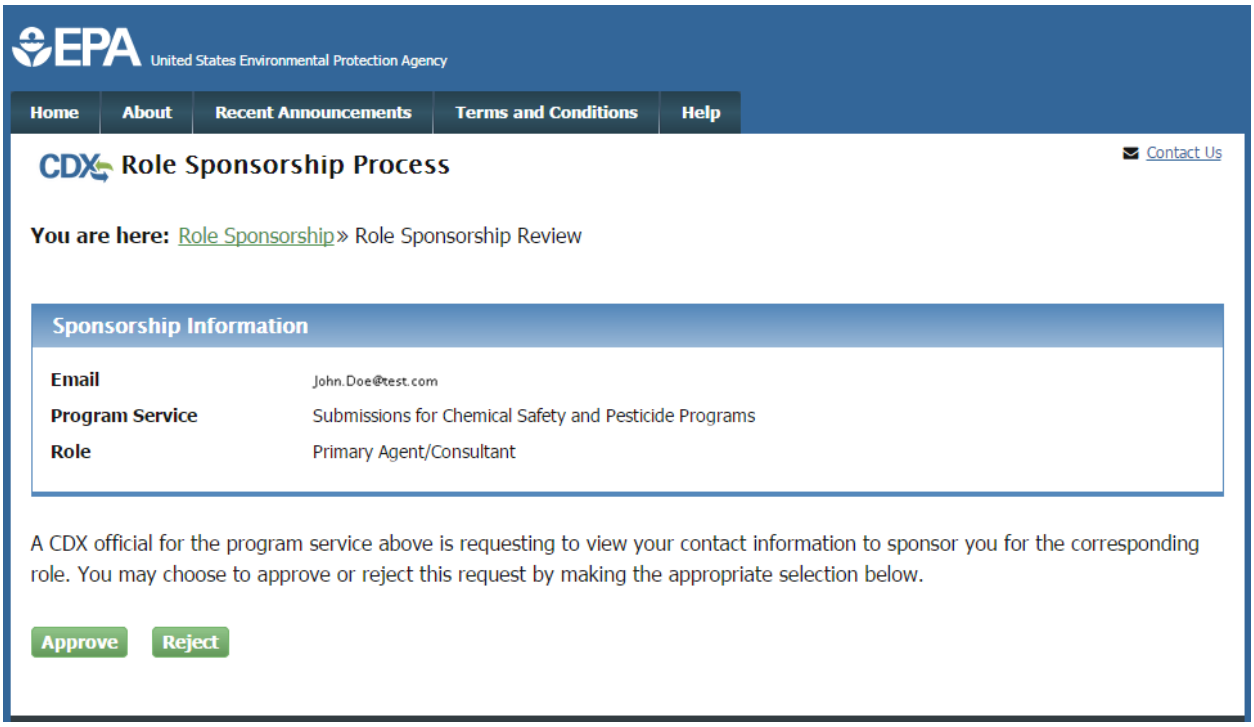
Exhibit 8-8: Sponsorship Information – Log-In Screen



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



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)

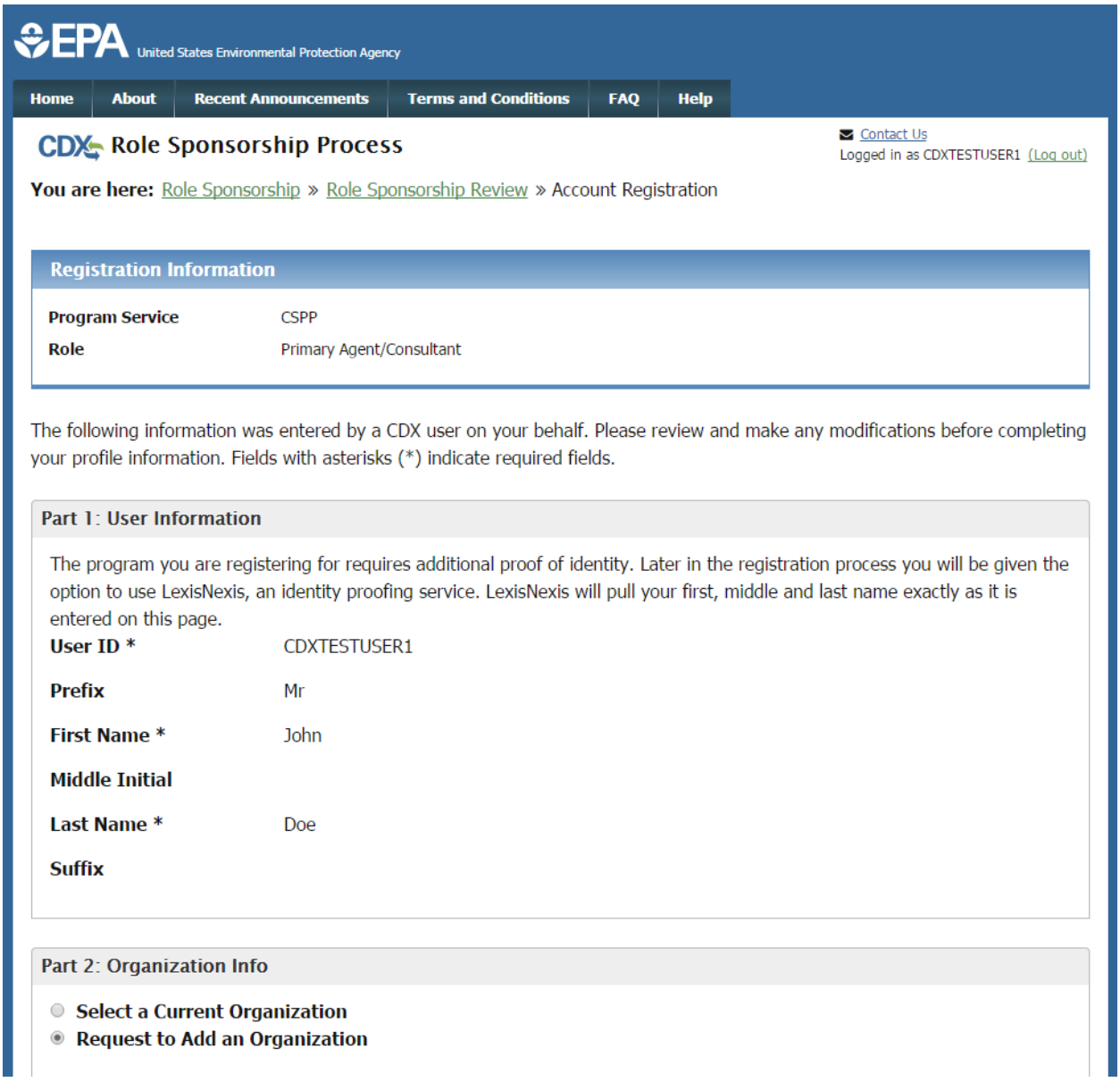
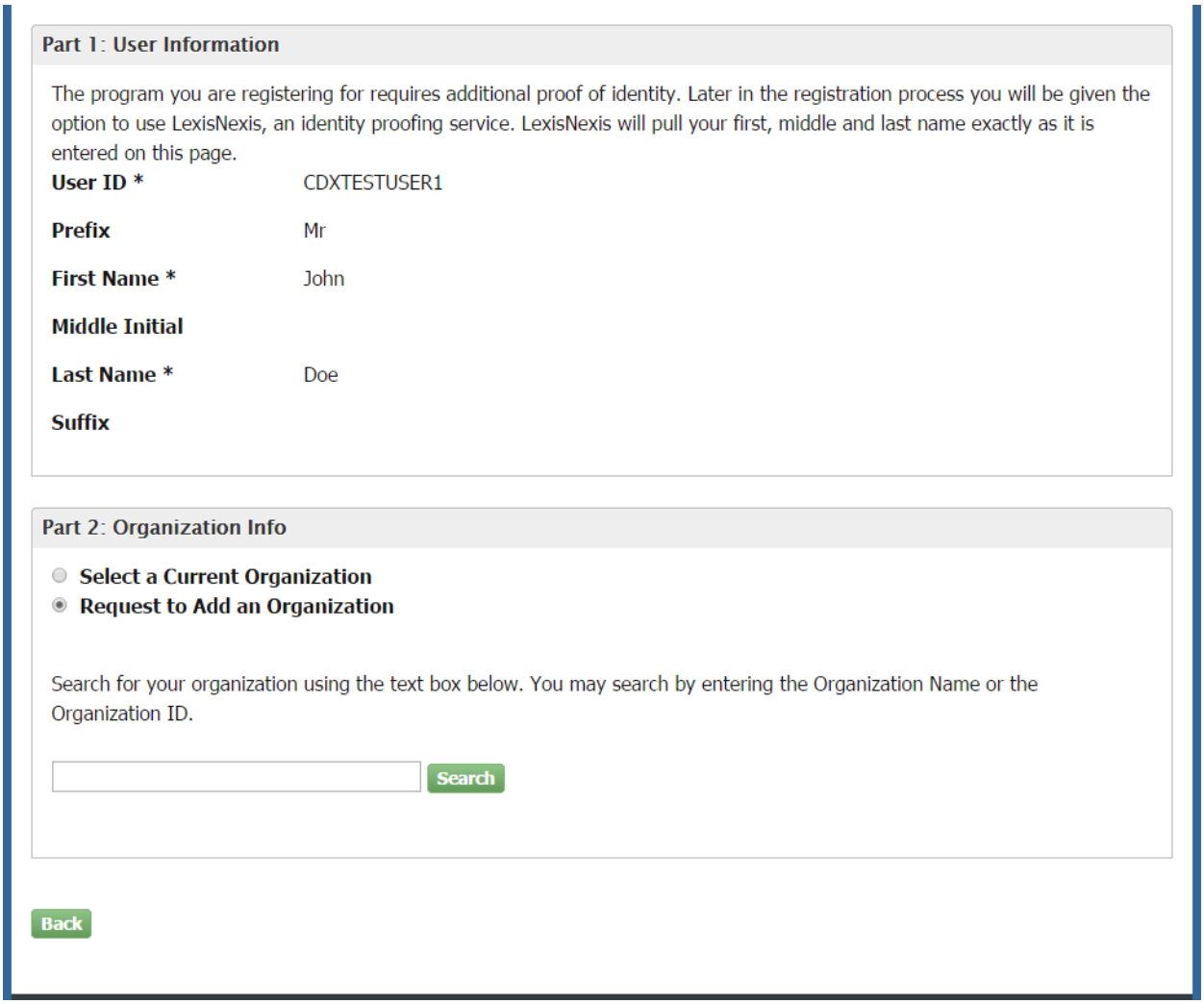


Exhibit 8-11 shows a screen capture of the 'Account Registration' screen (Scroll 2):

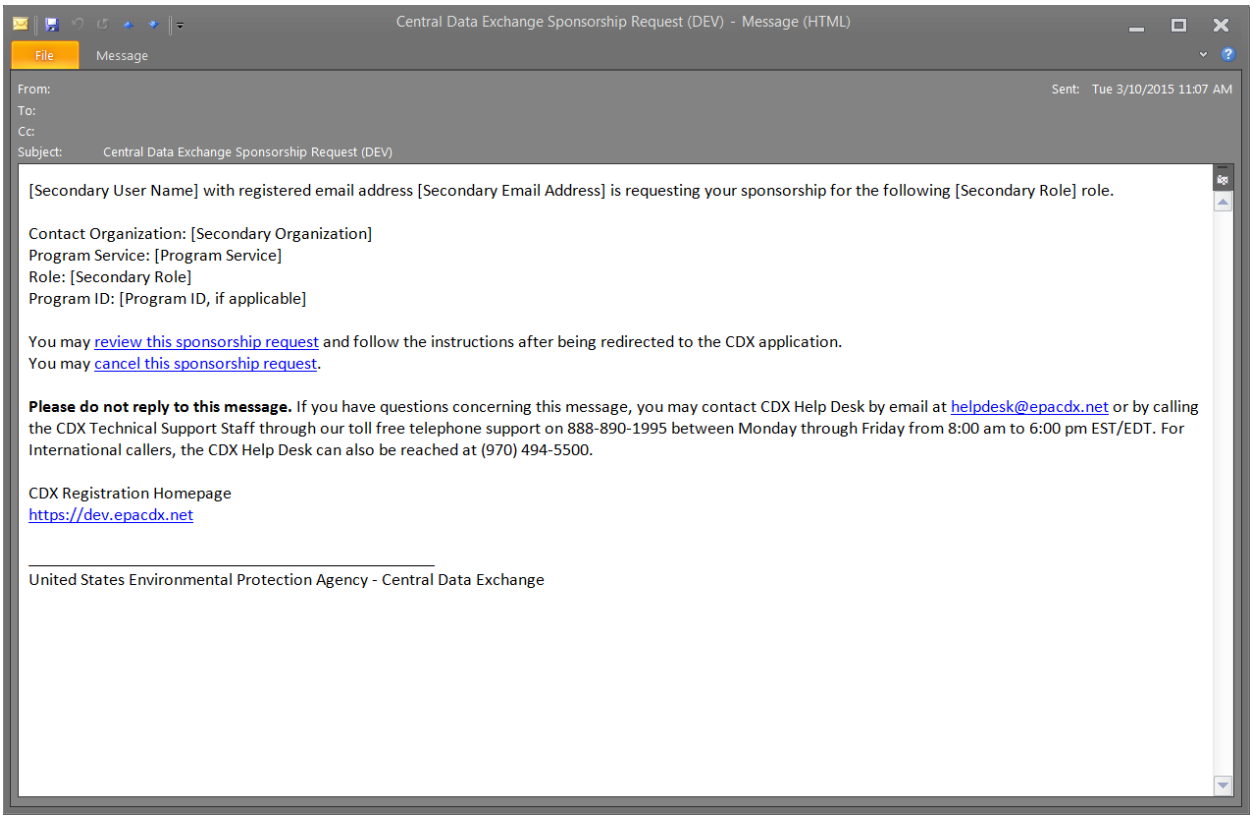
Exhibit 8-11: Account Registration Screen (Scroll 2)



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:

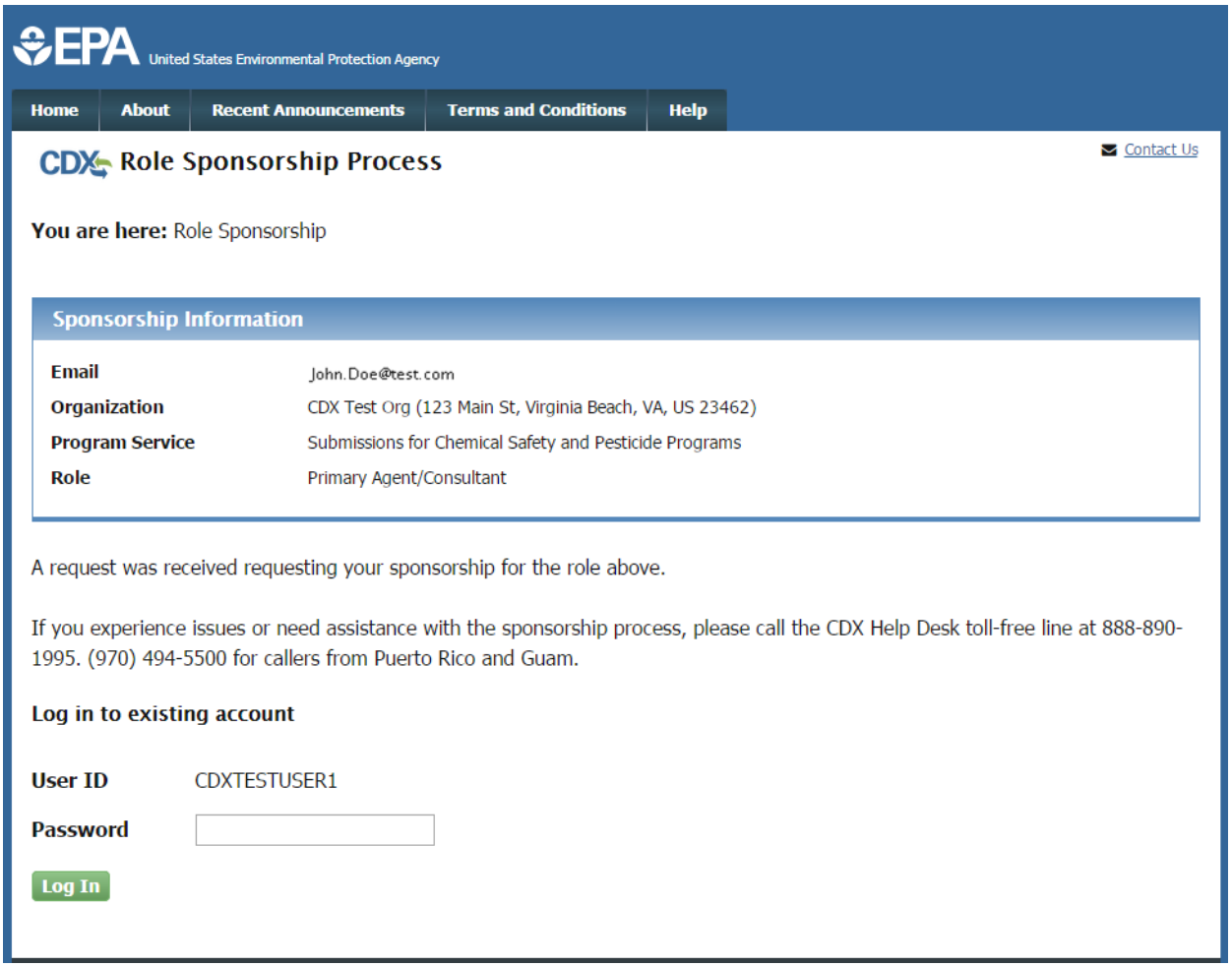
Exhibit 8-12: CDX Role Sponsorship Request Email



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:

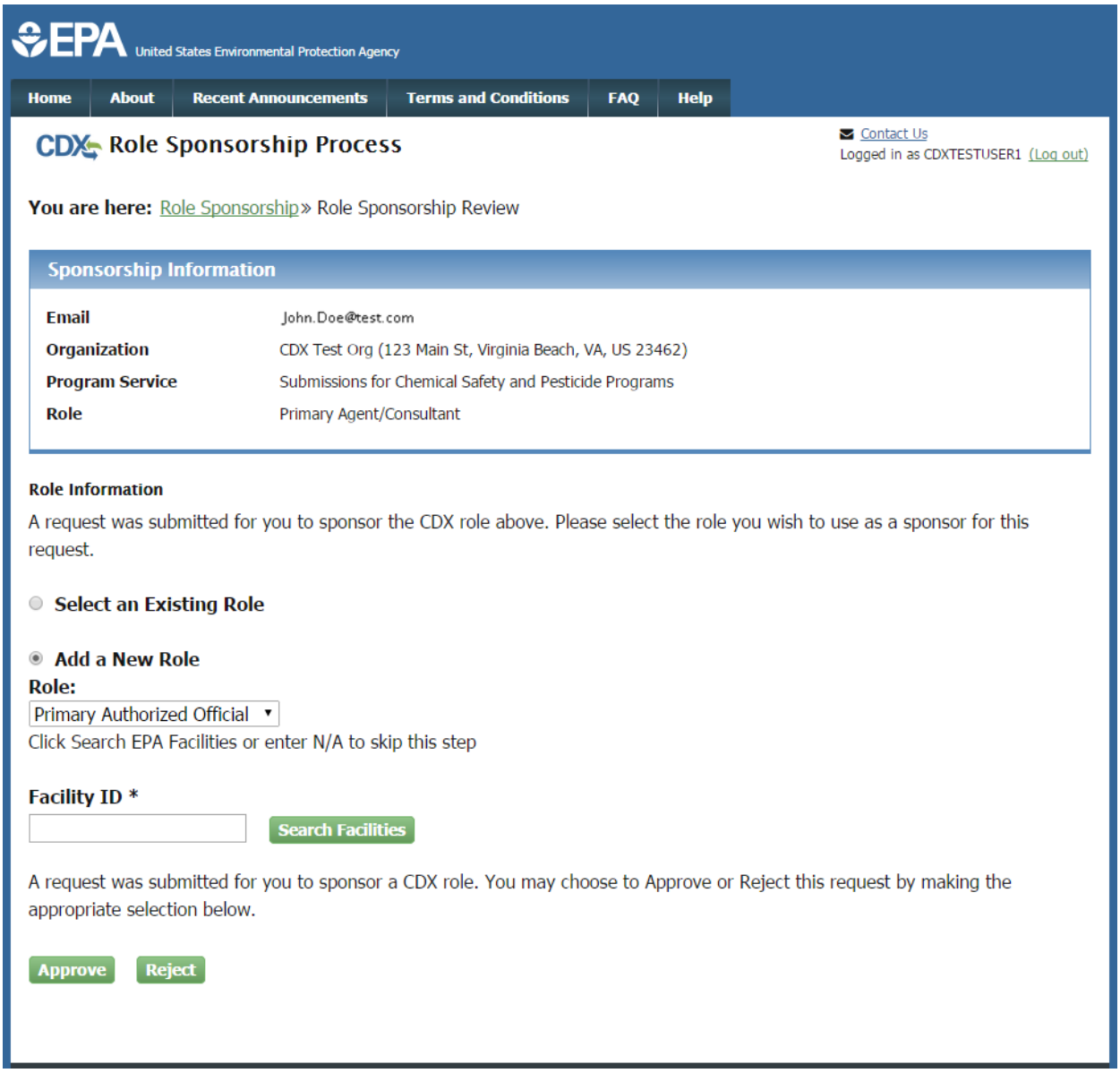
Exhibit 8-13: Role Sponsorship Login Screen



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



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)

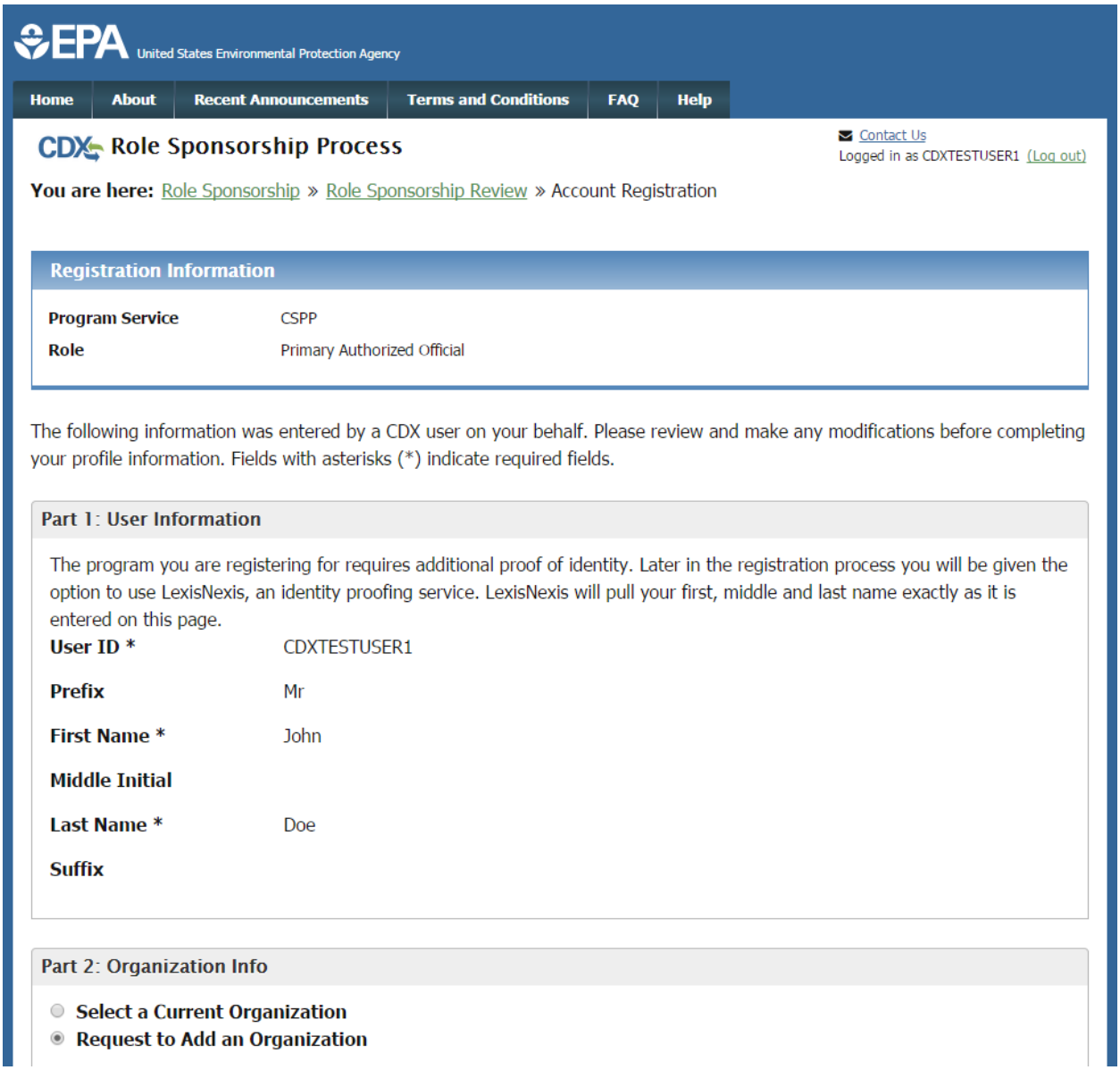
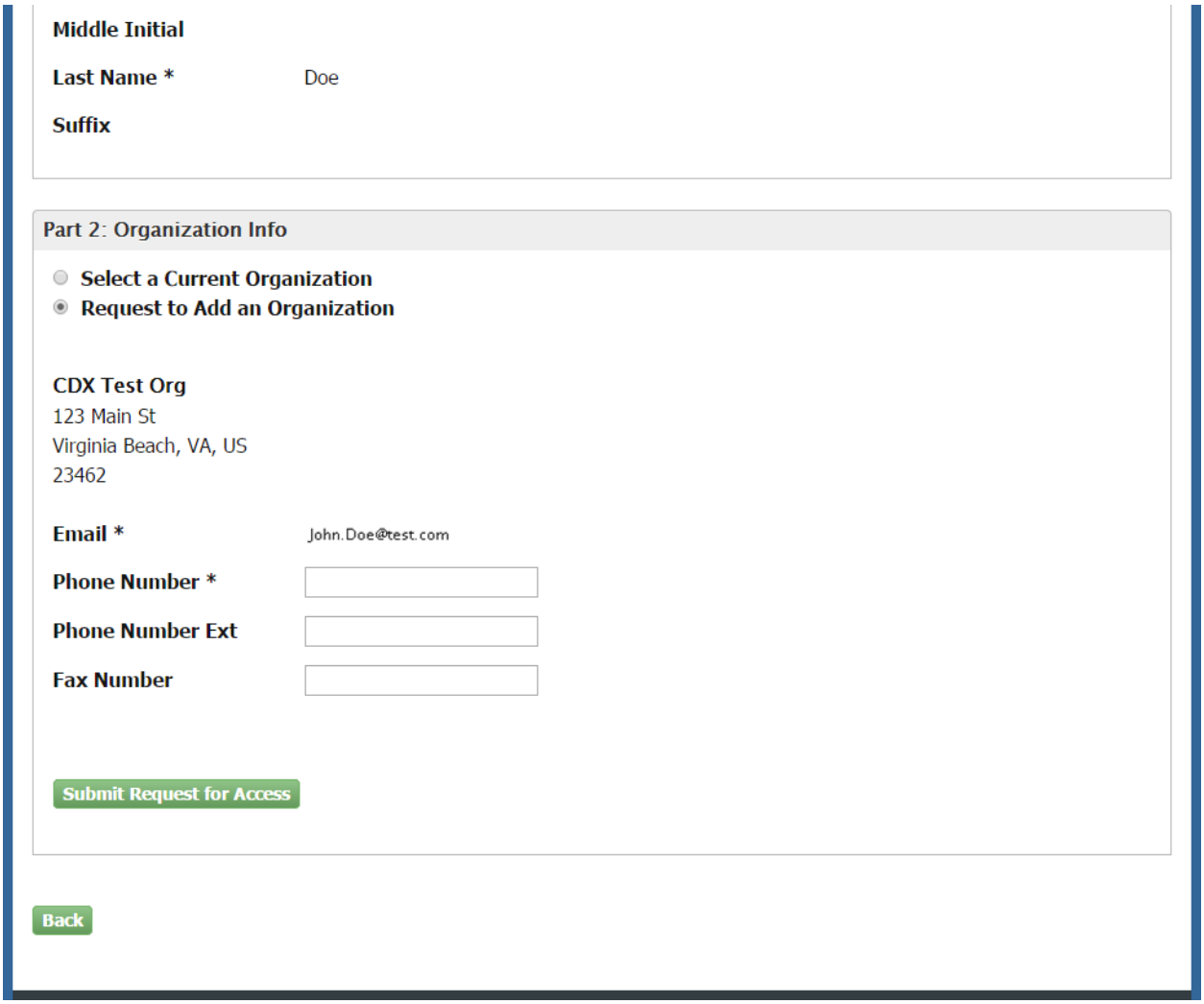


Exhibit 8-16 shows a screen capture of the 'Account Registration' screen (Scroll 2):

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



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)

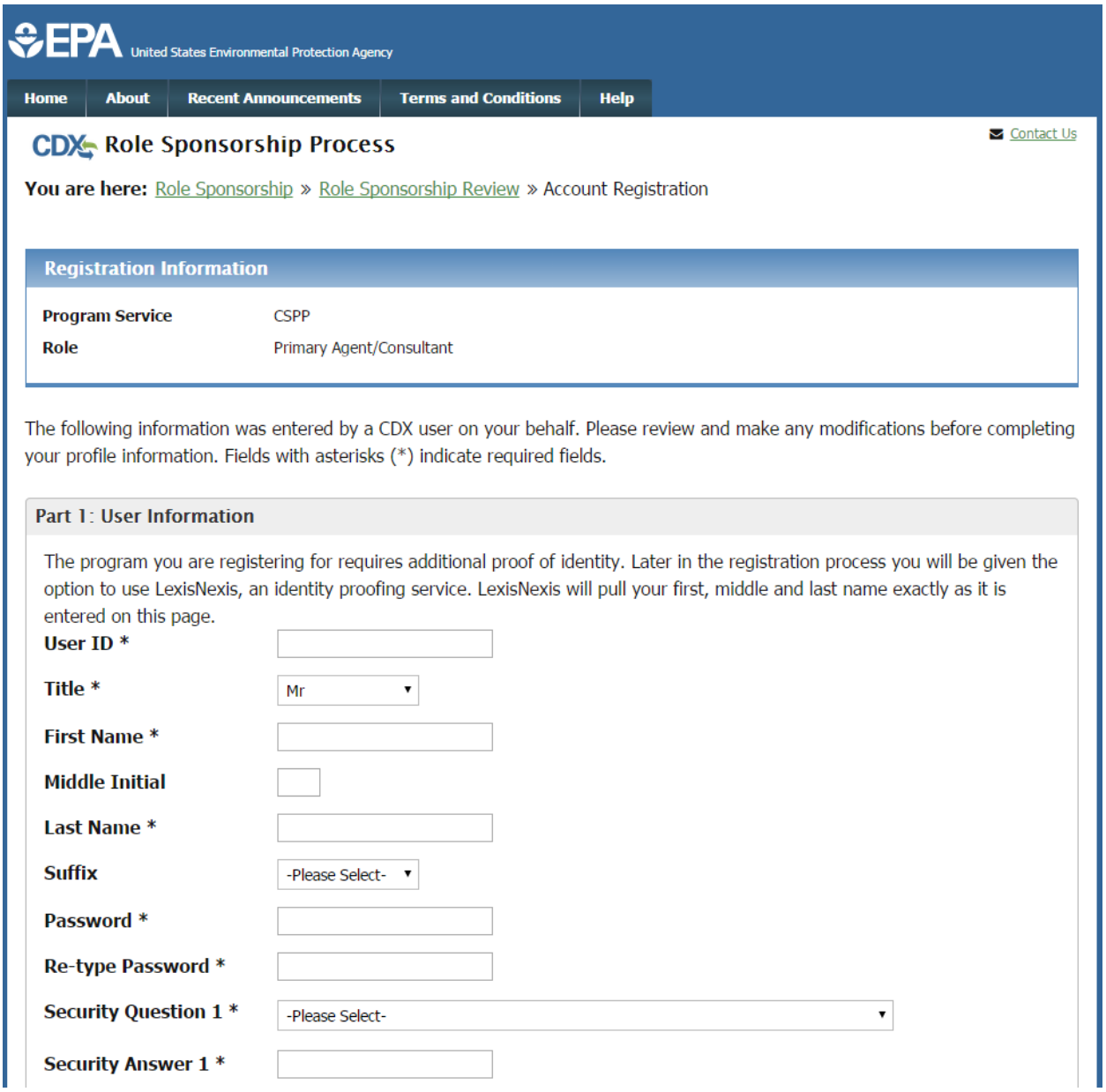
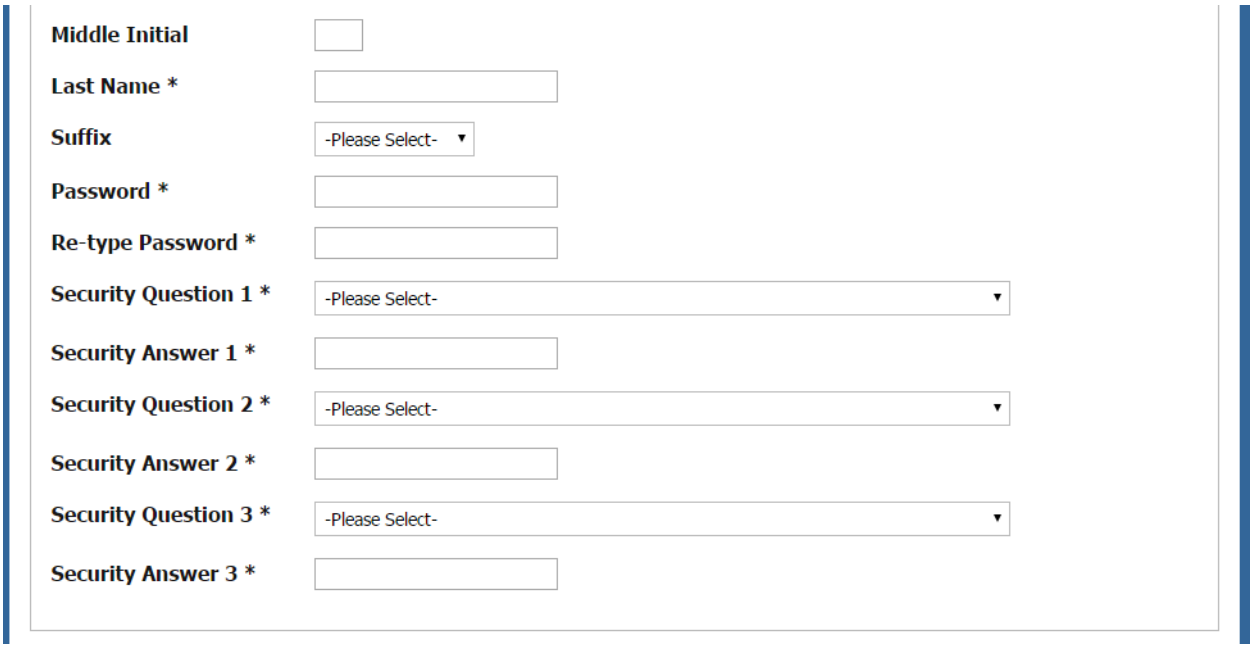


Exhibit 8-18 shows a screen capture of the 'Registration Information' screen (Scroll 2):

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



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.

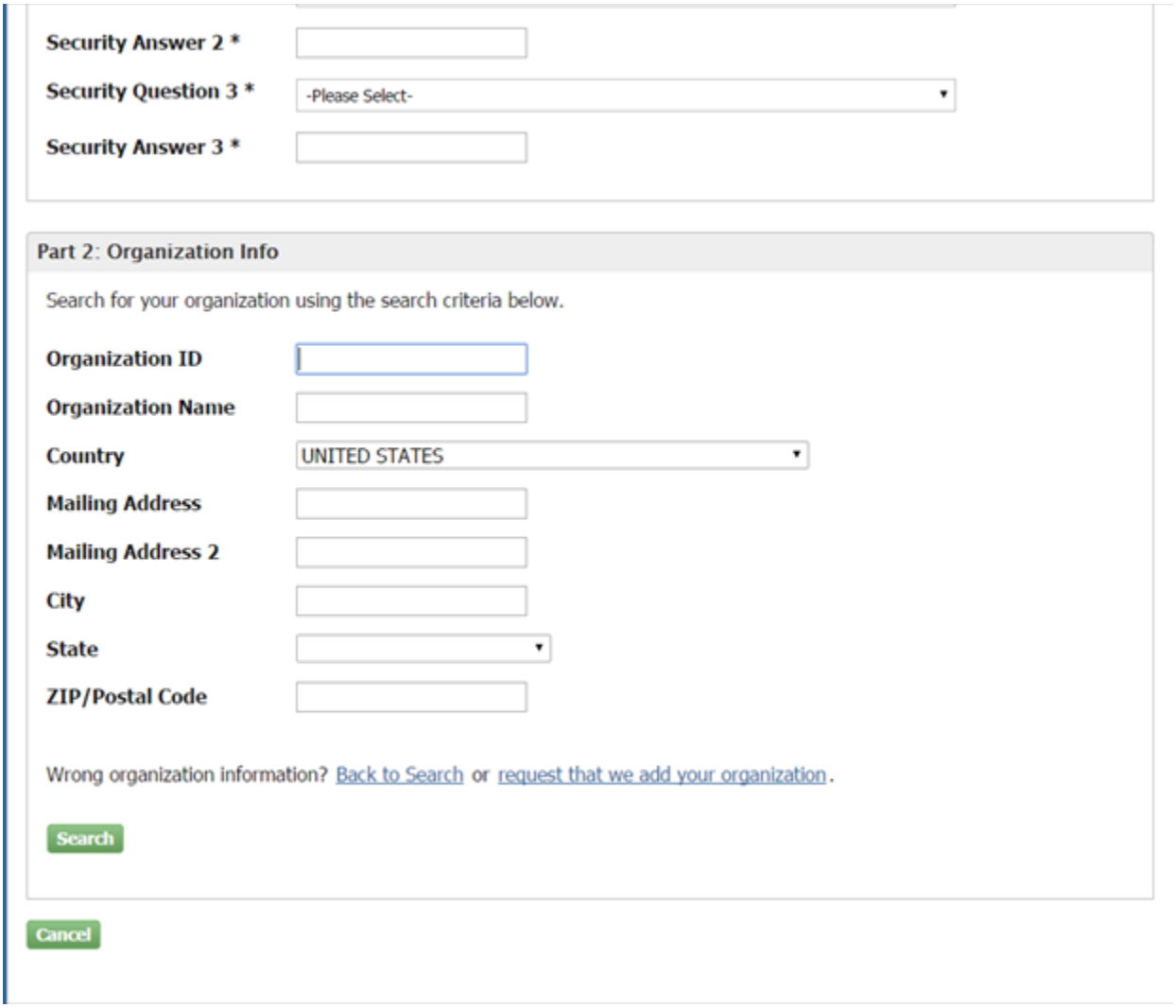
The 'Organization Information' section collects the following information (see Exhibit 8-19):

- 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



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

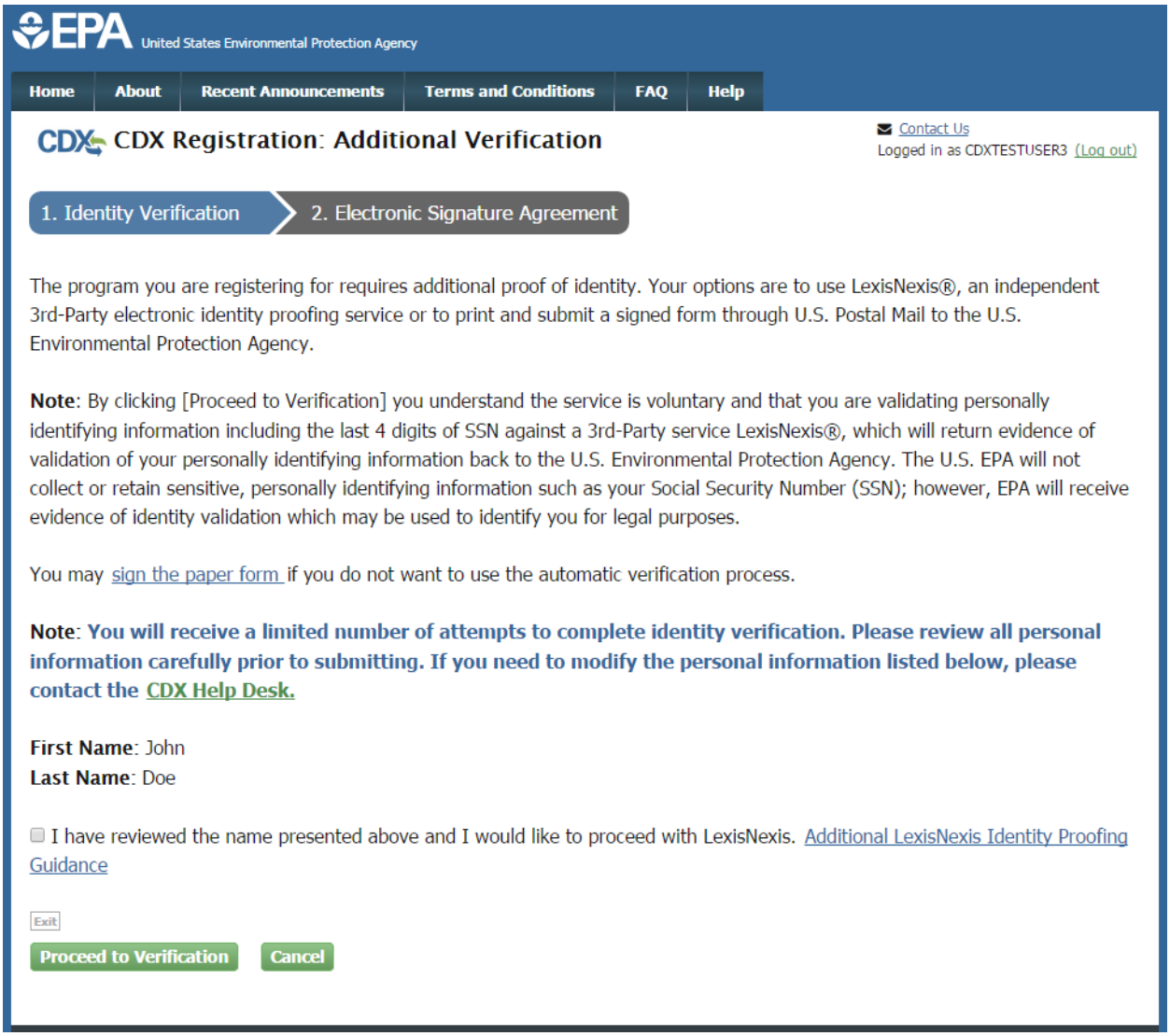


Exhibit 10-2 shows a screen capture of the 'LexisNexis Data Collection' pop-up window:

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

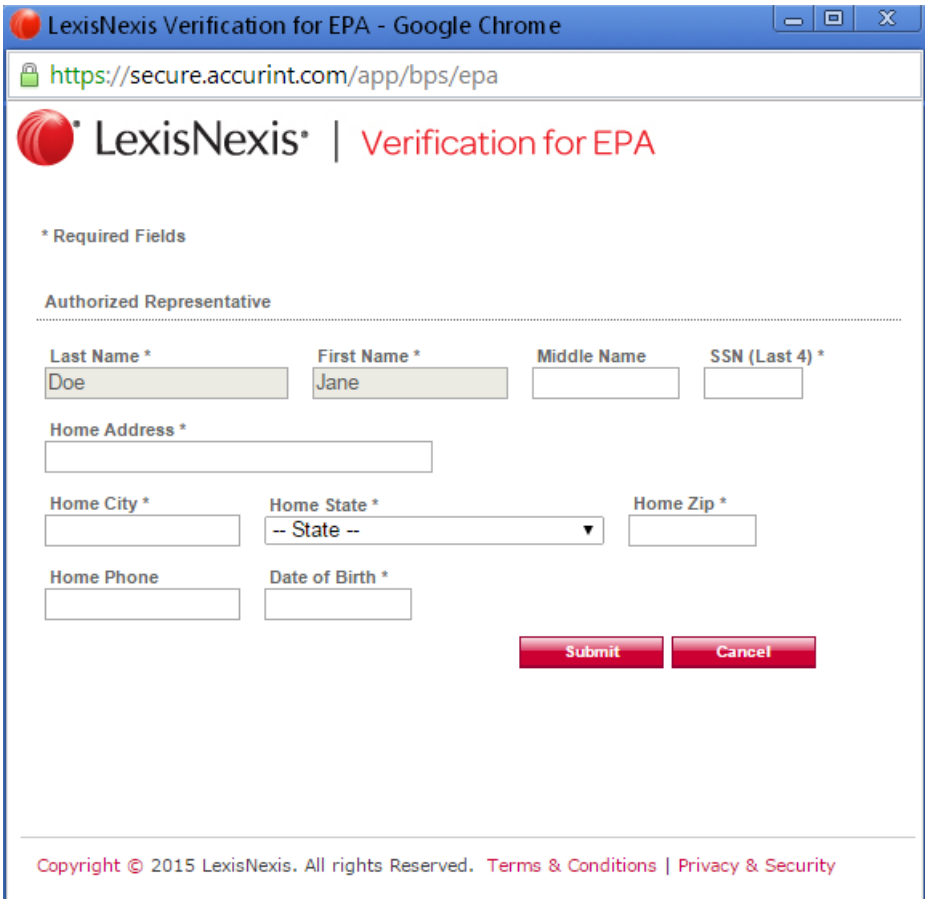


Exhibit 10-3 shows a screen capture of the 'LexisNexis Results' screen:

Exhibit 10-3: LexisNexis Results Screen

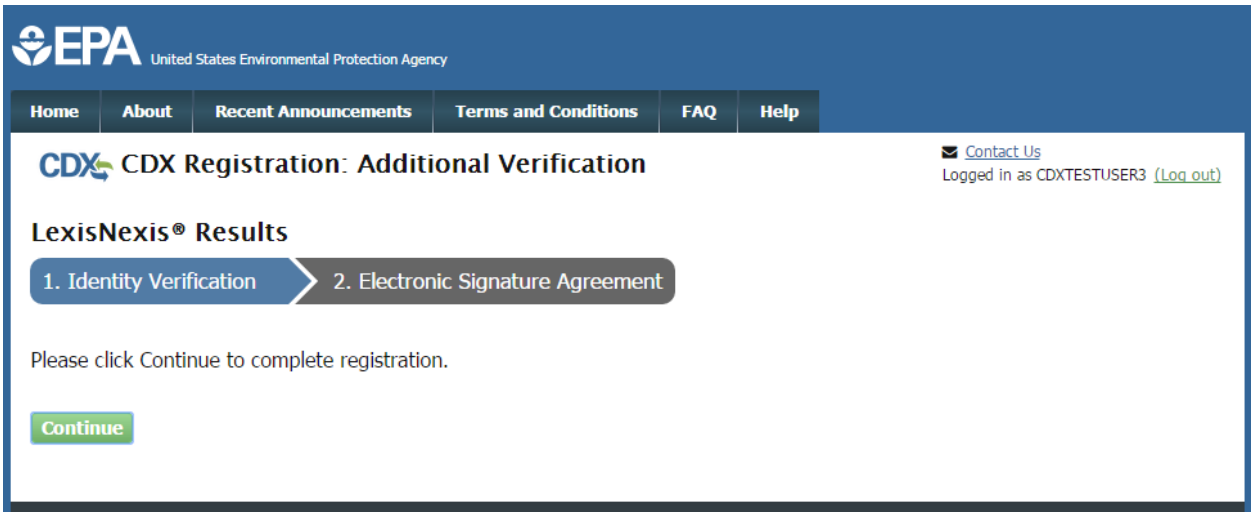


Exhibit 10-4 shows a screen capture of the 'LexisNexis Results (without Verification)' screen:

Exhibit 10-4: LexisNexis Continuing Without Verification Screen

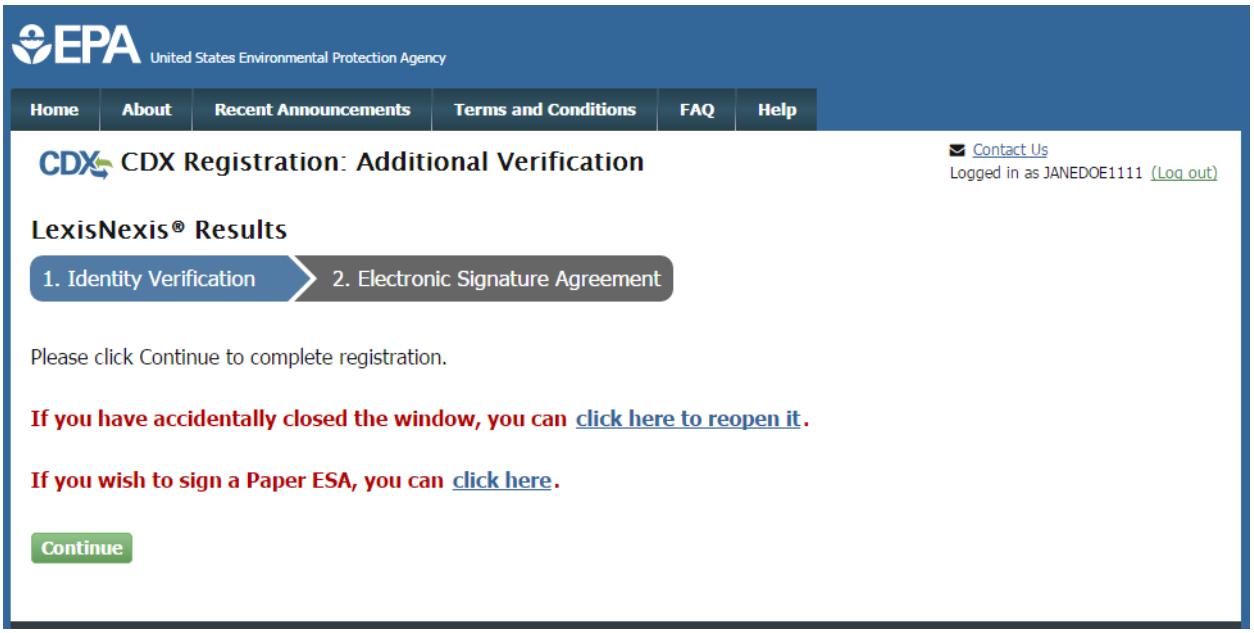
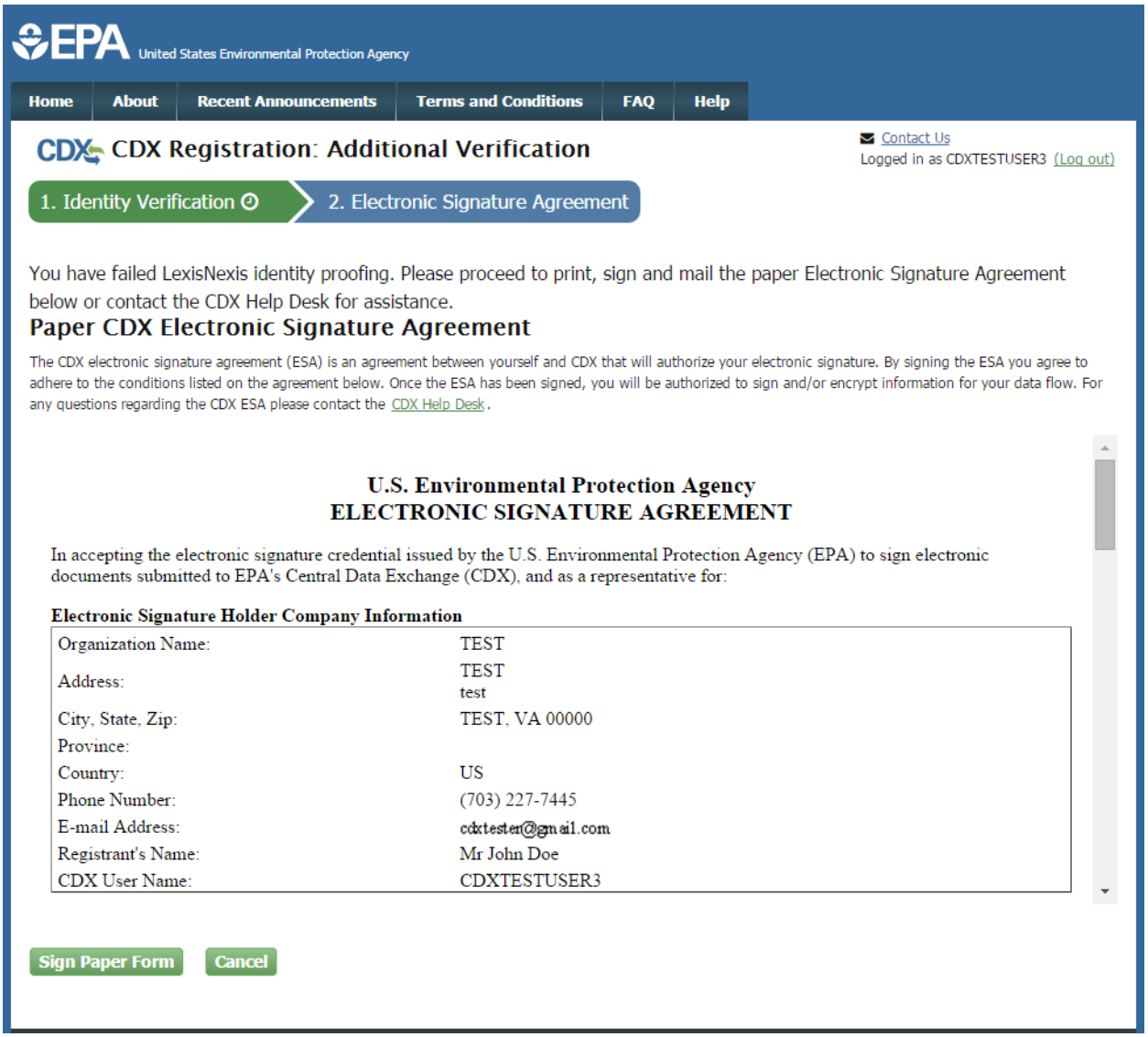


Exhibit 10-5 shows a screen capture of the 'Electronic Signature Agreement' screen:

Exhibit 10-5: Electronic Signature Agreement Screen



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

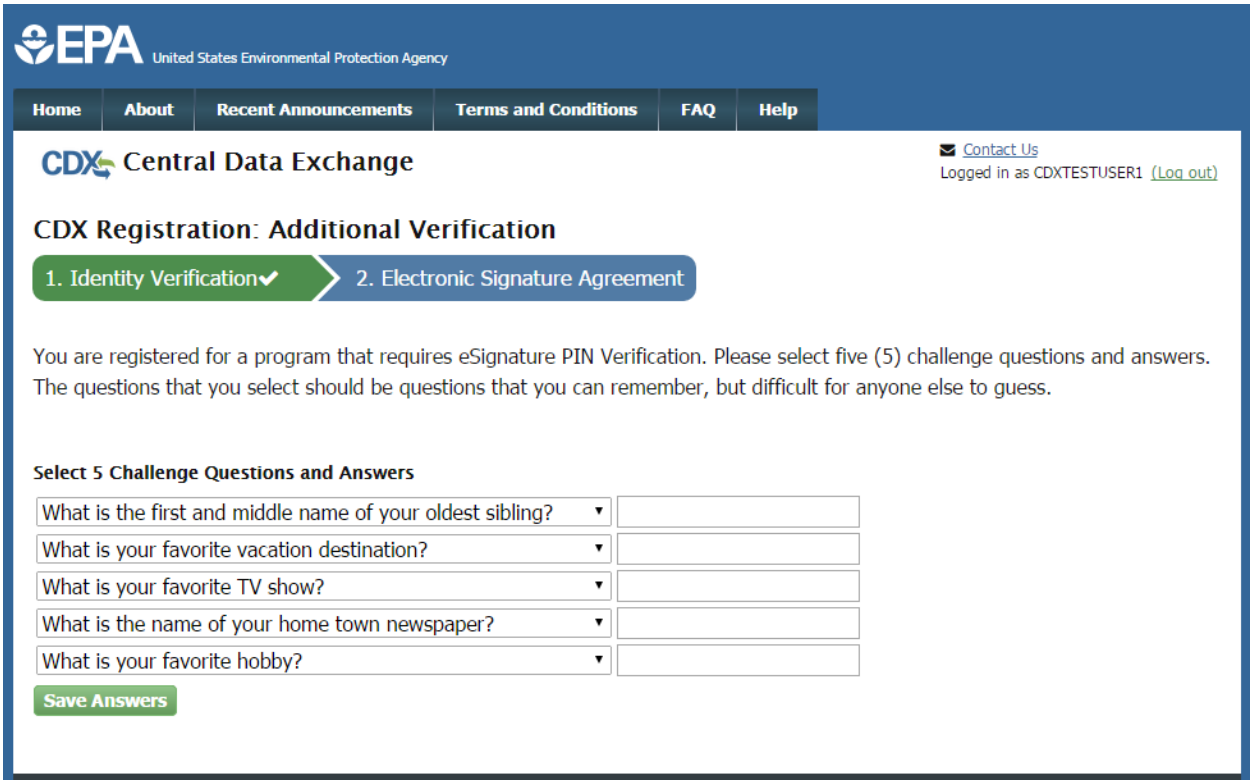


Exhibit 10-7 shows a screen capture of the 'Electronic CDX ESA' screen:

Exhibit 10-7: Electronic CDX ESA Screen

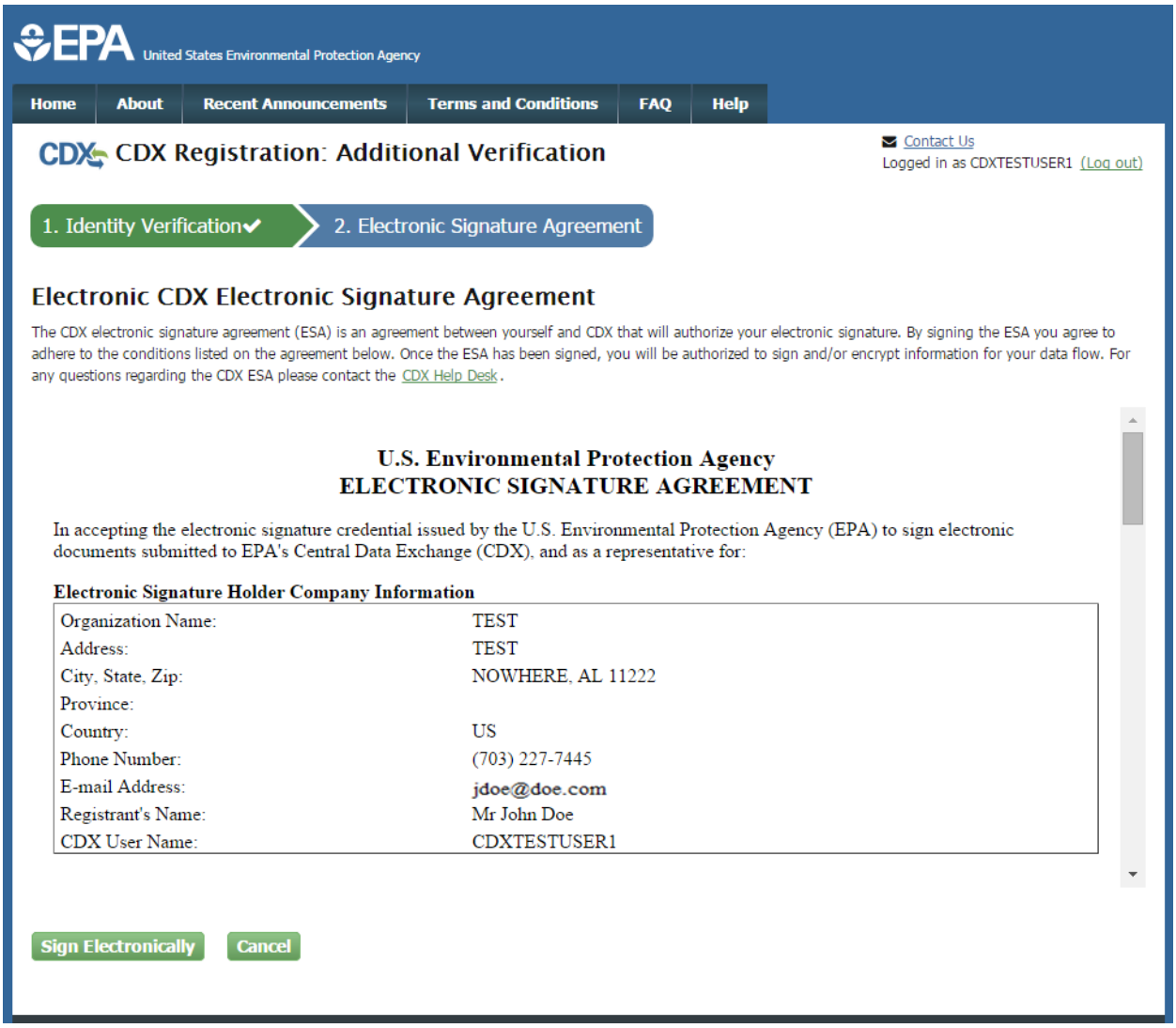


Exhibit 10-8 and Exhibit 10-9 show screen captures of the 'CROMERR eSignature Widget' pop-up window:

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

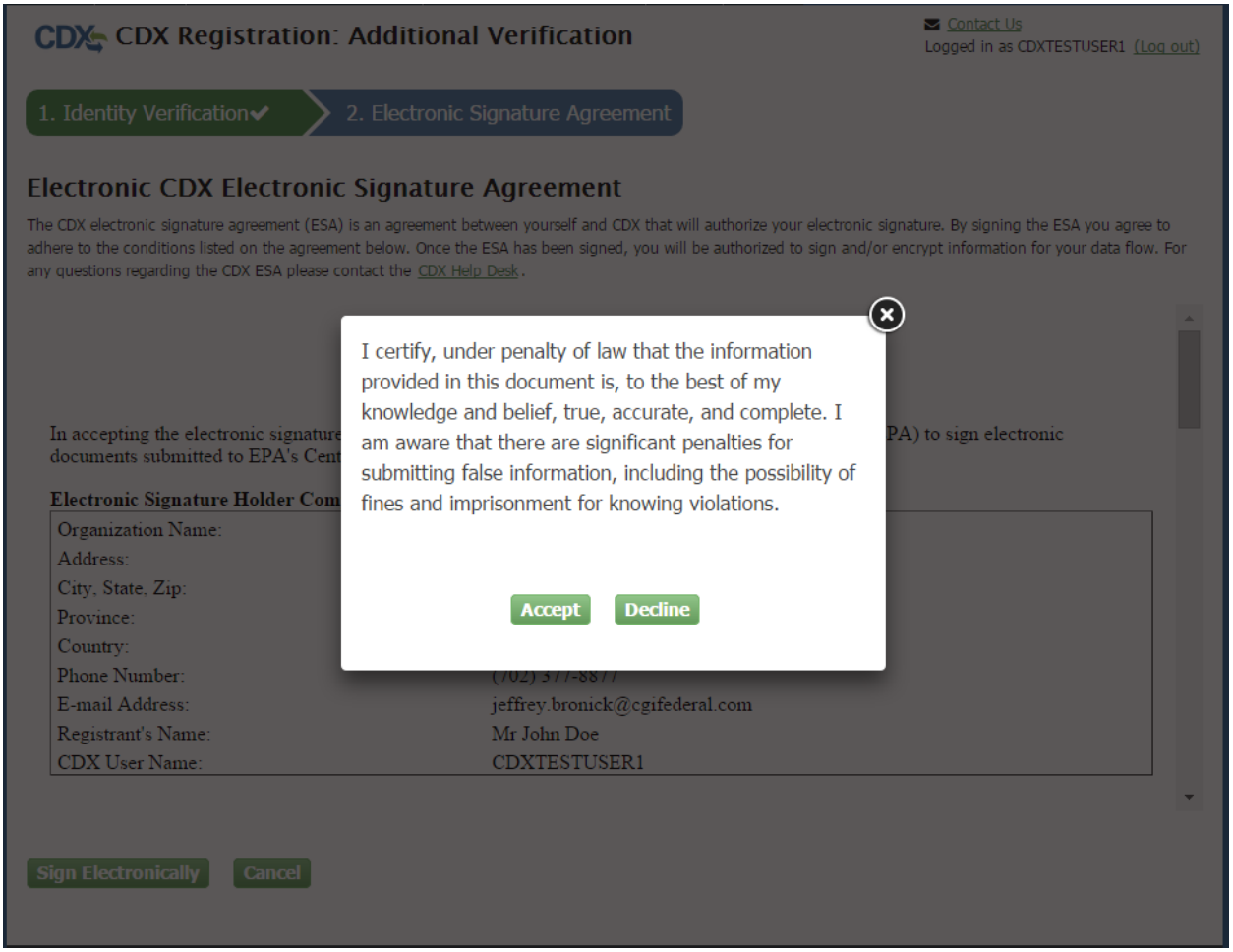
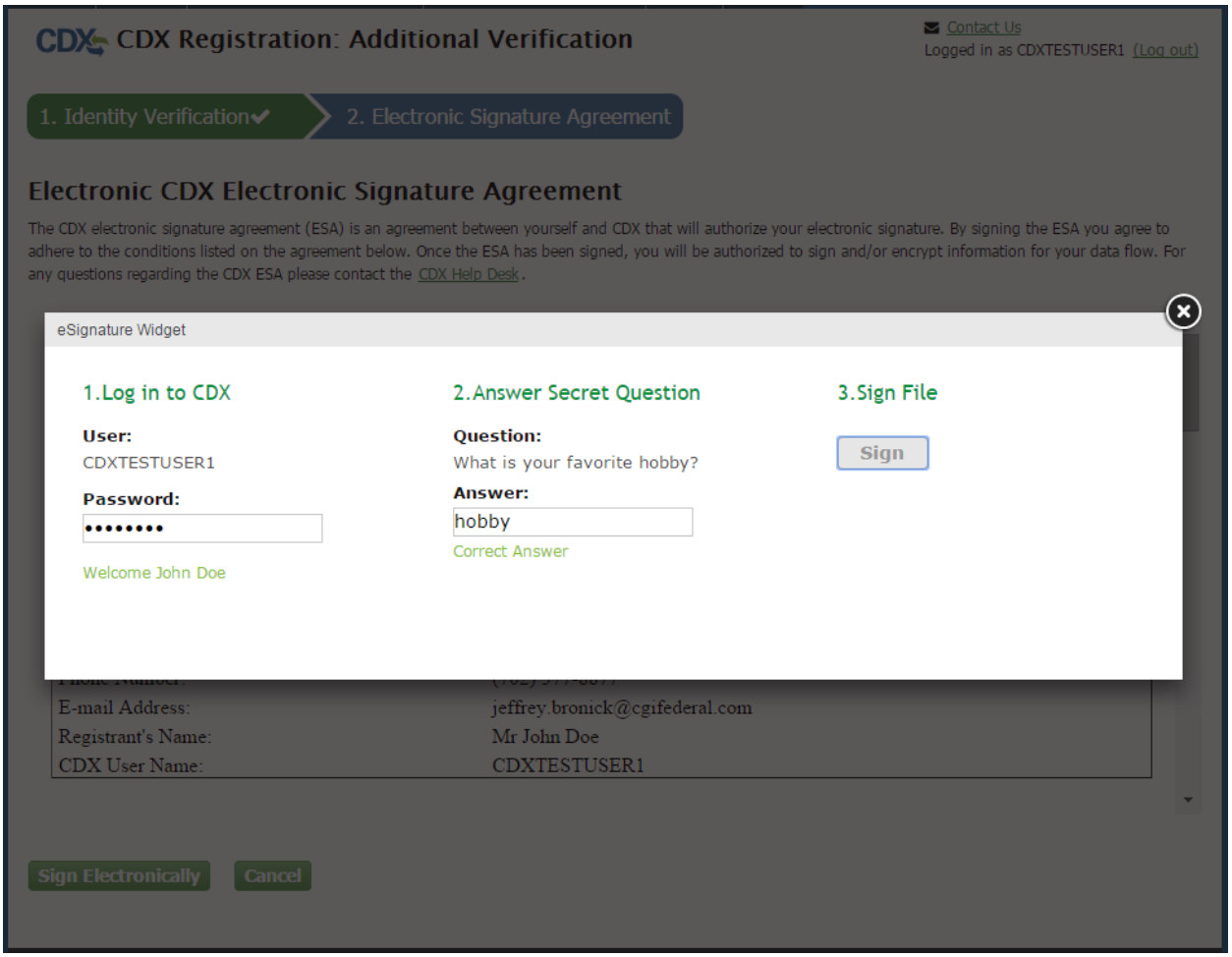


Exhibit 10-9: CROMERR eSignature Widget (Screen 2)

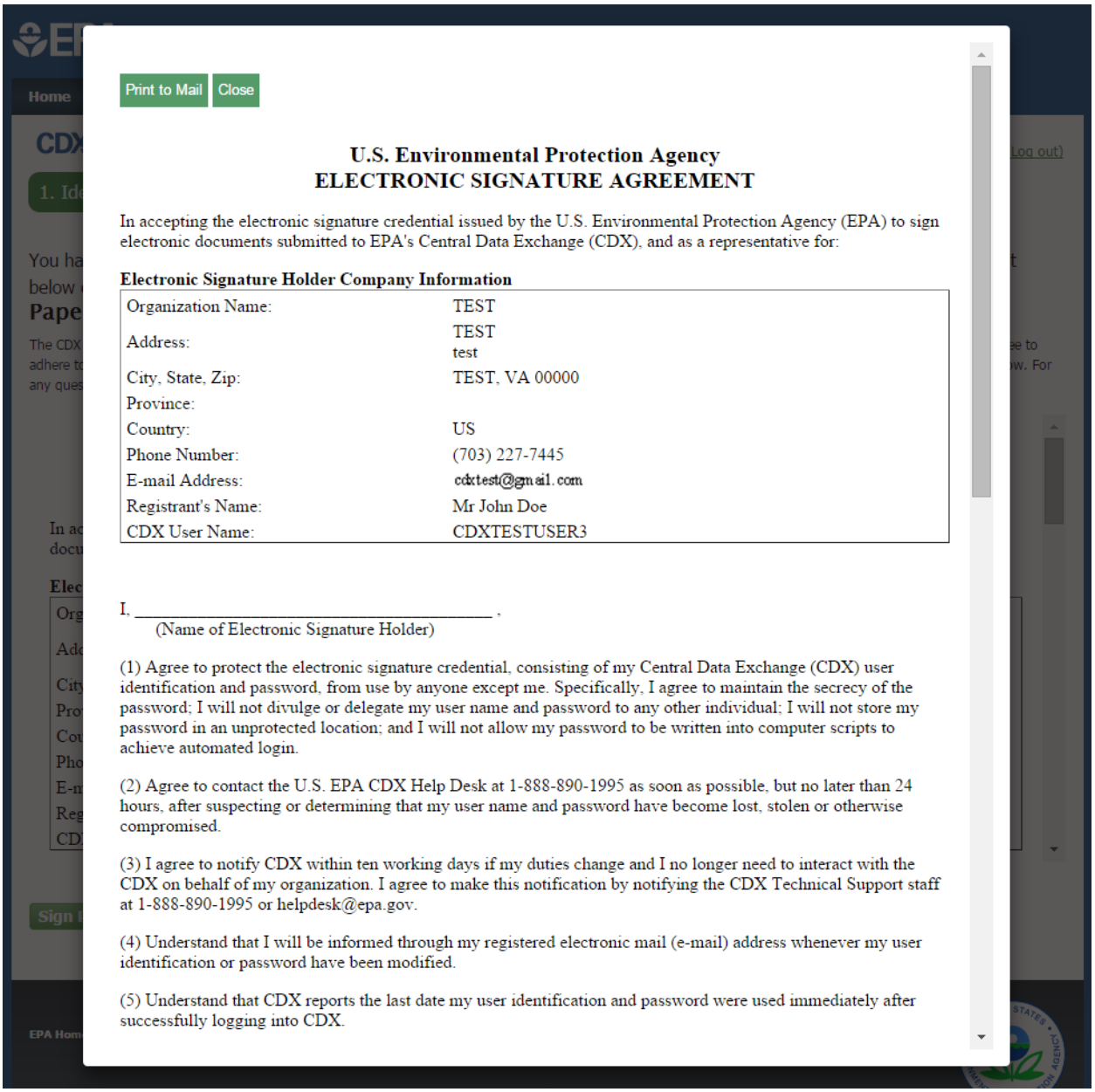


10.2.2 Paper ESA

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

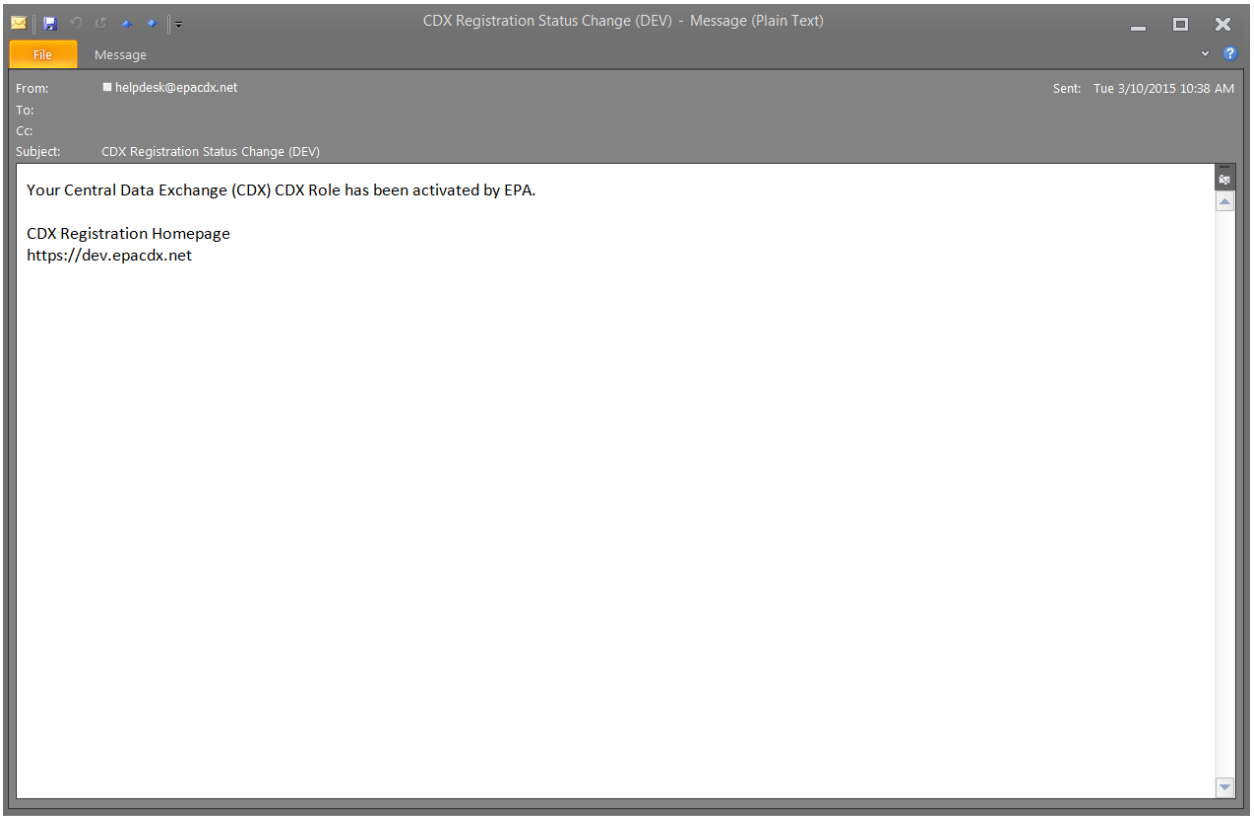
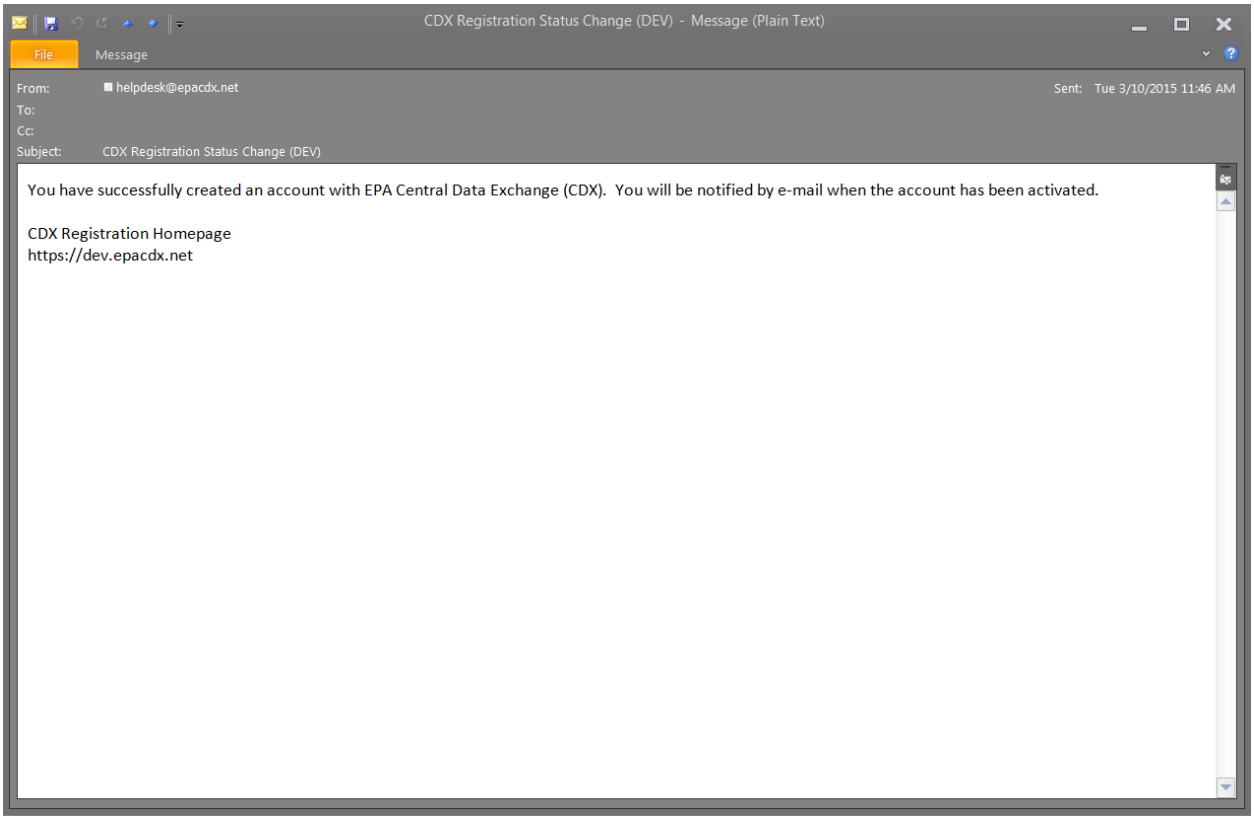


Exhibit 10-12 shows a screen capture of the 'CDX Registration' email after you have changed a role status or have successfully created an account with CDX and are awaiting approval:

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

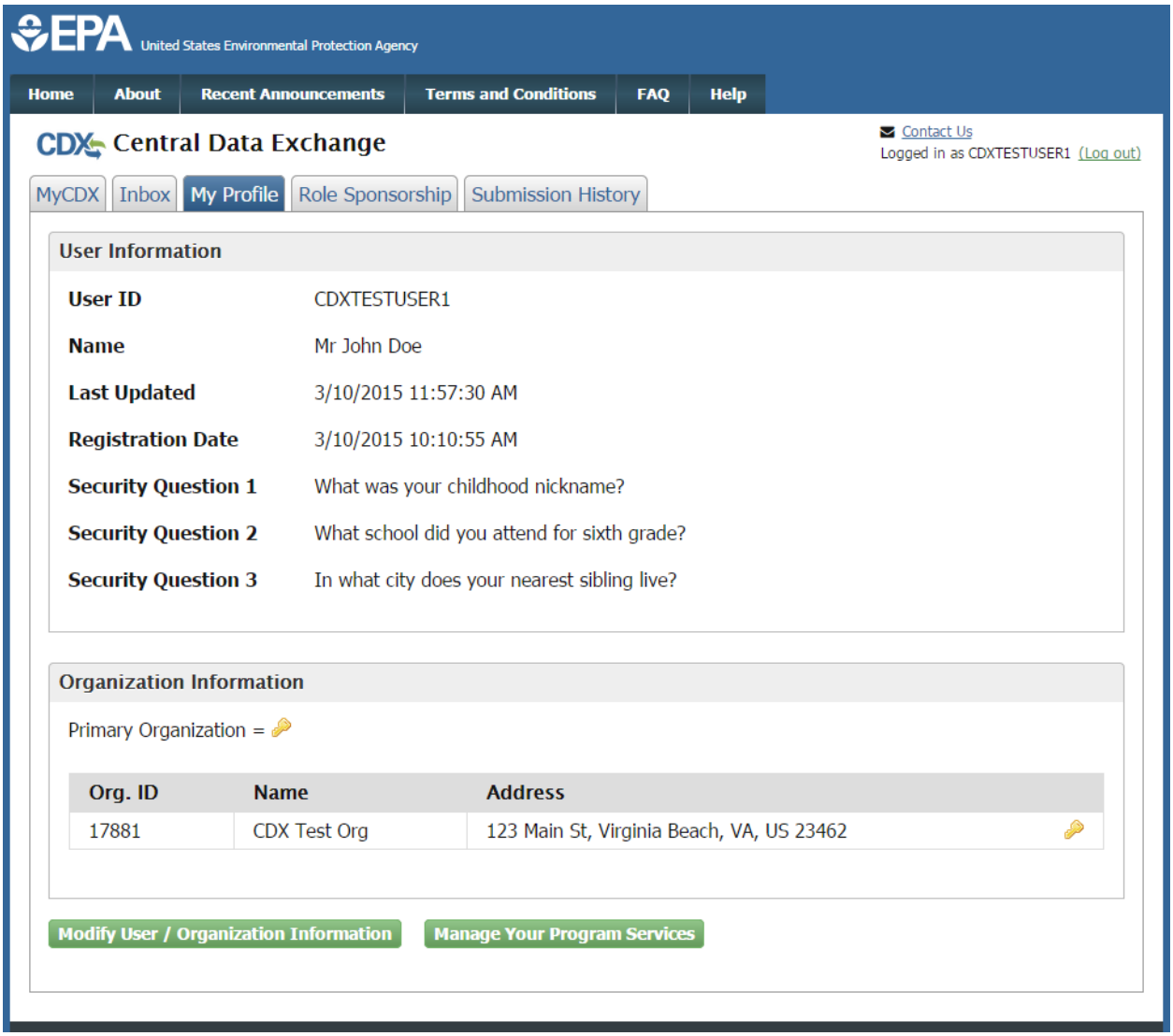


Exhibit 11-2 shows a screen capture of the 'Modify User/Organization Information' screen (Scroll 1):

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

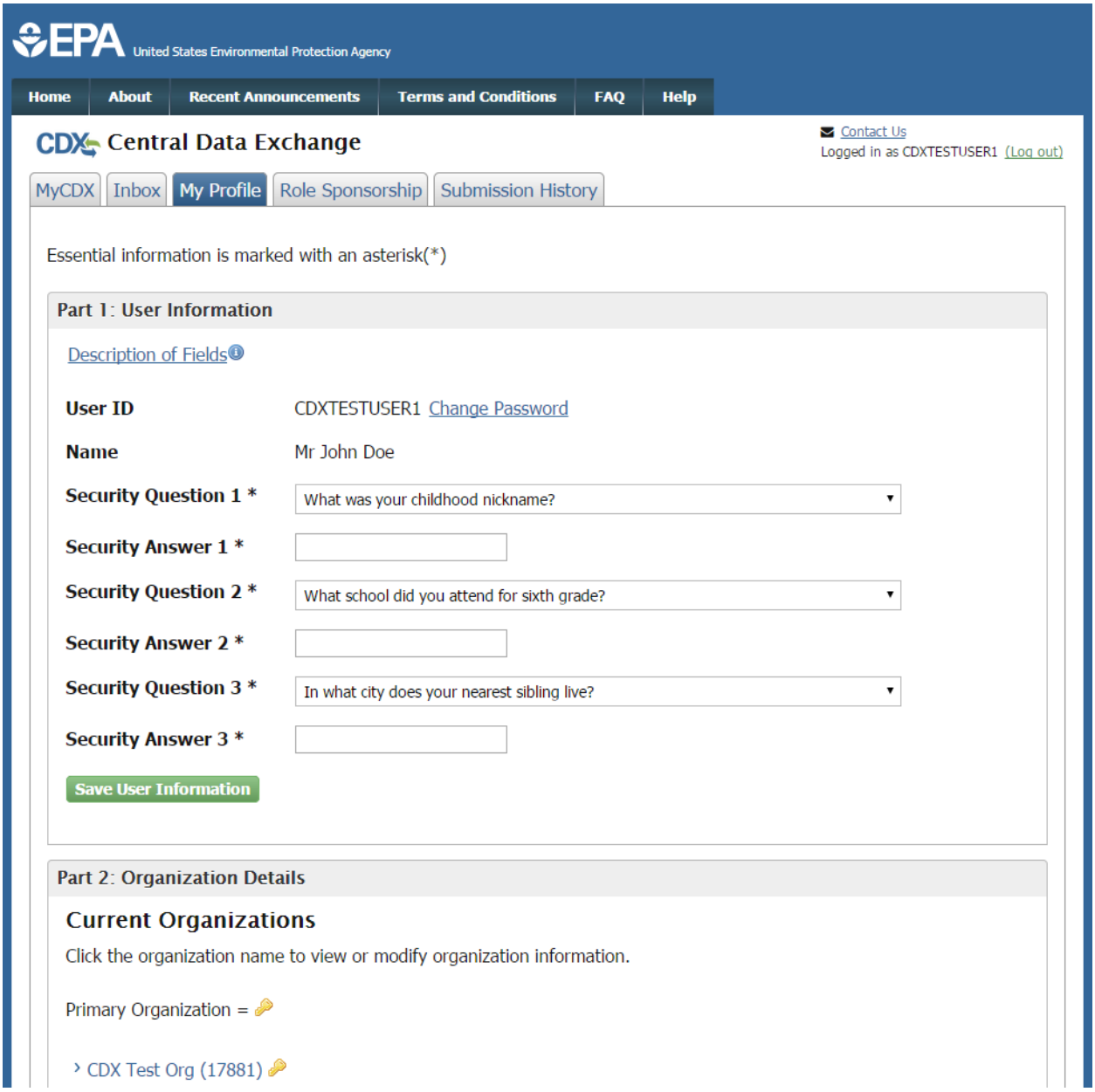


Exhibit 11-3 shows a screen capture of the 'Modify User/Organization Information' screen (Scroll 2):

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

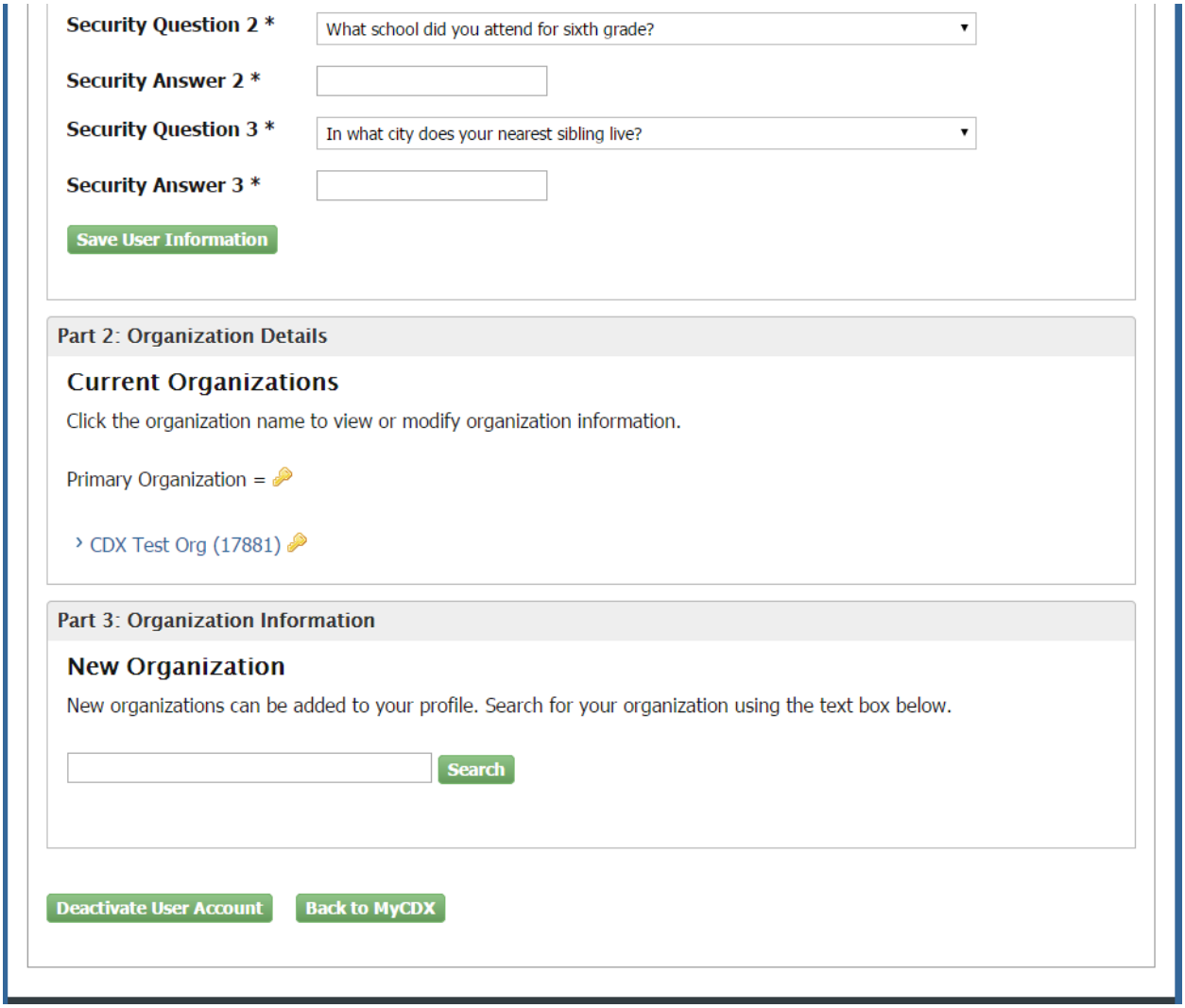
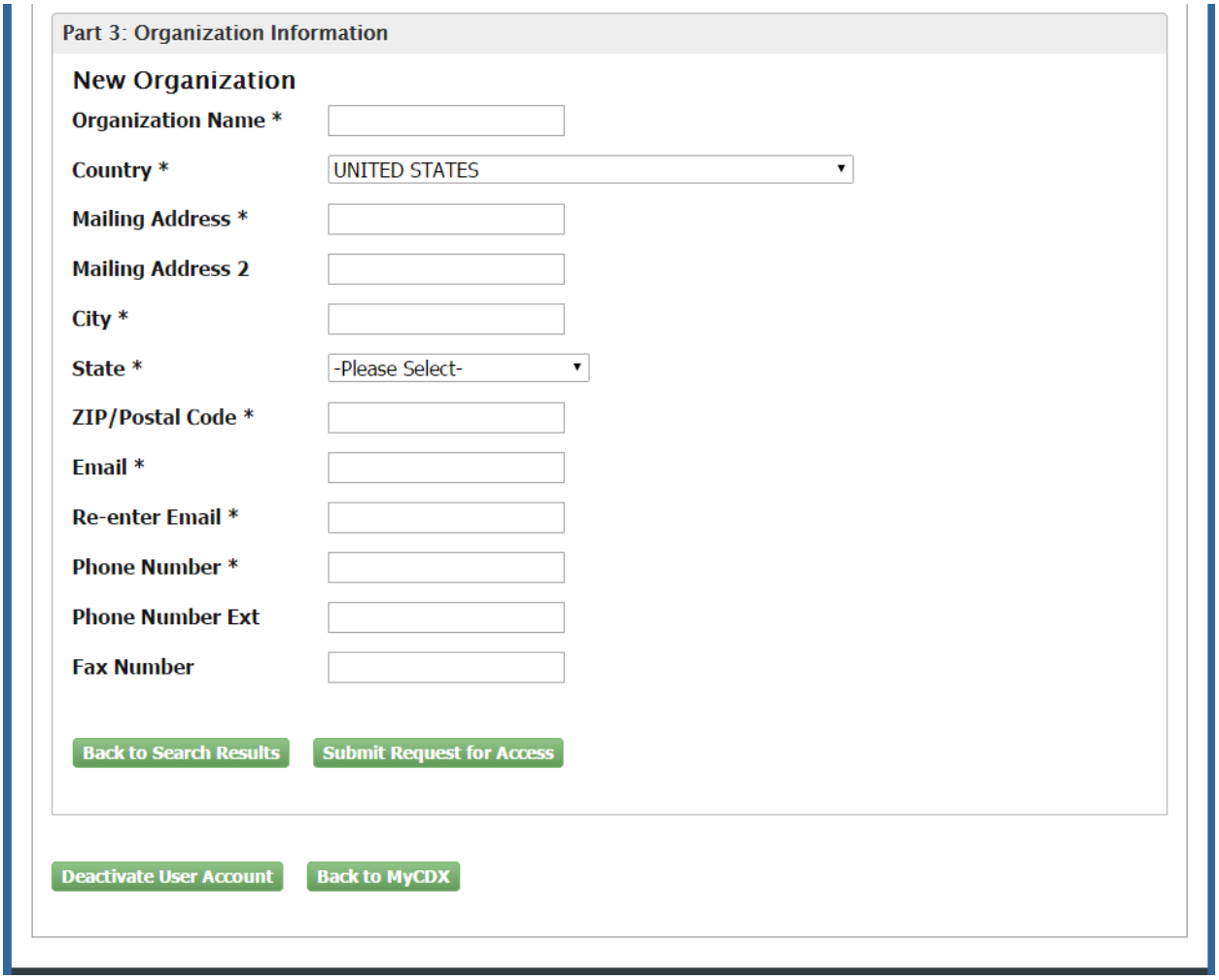


Exhibit 11-4 shows a screen capture of the 'Modify User/Organization Information – Add Organization' screen (Scroll 3):

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



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

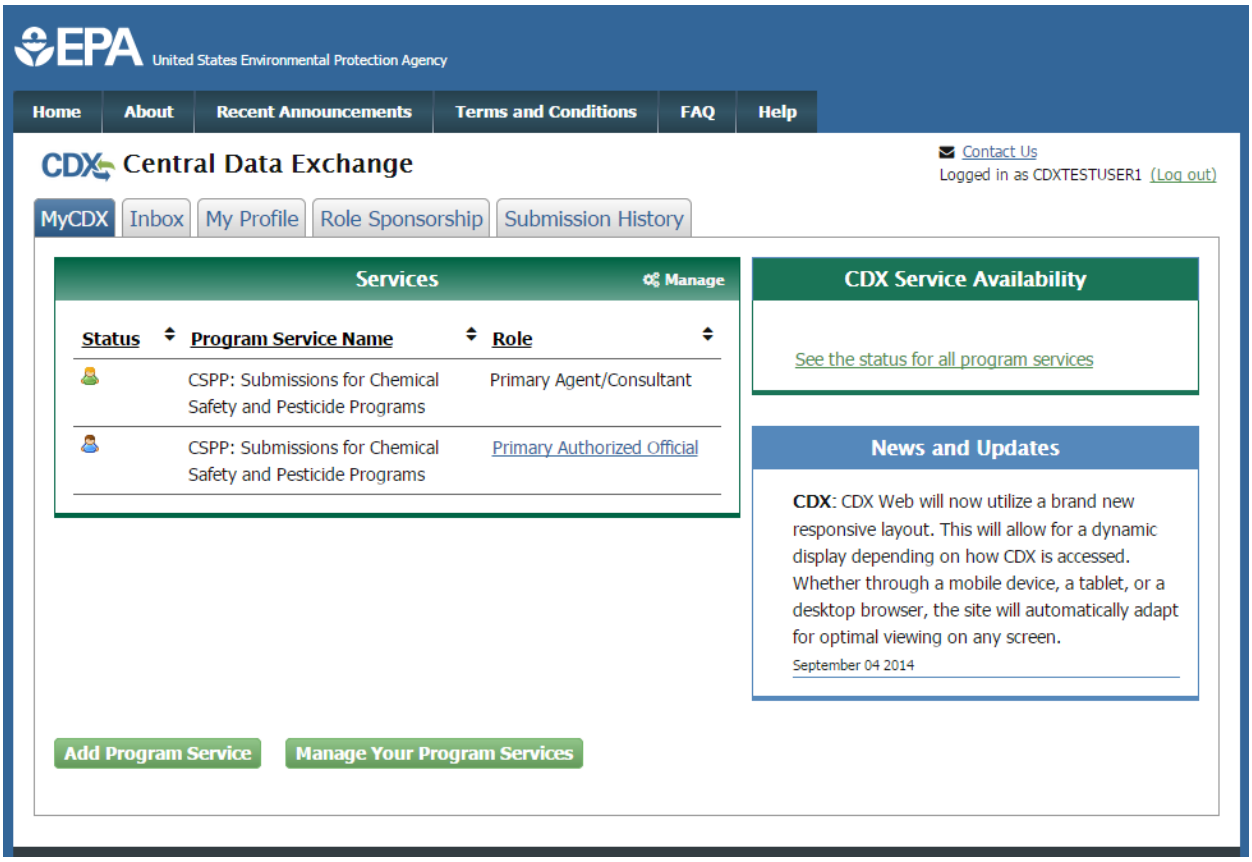


Exhibit 11-6 shows a screen capture of the 'Manage Program Services' screen:

Exhibit 11-6: Manage Program Services Screen

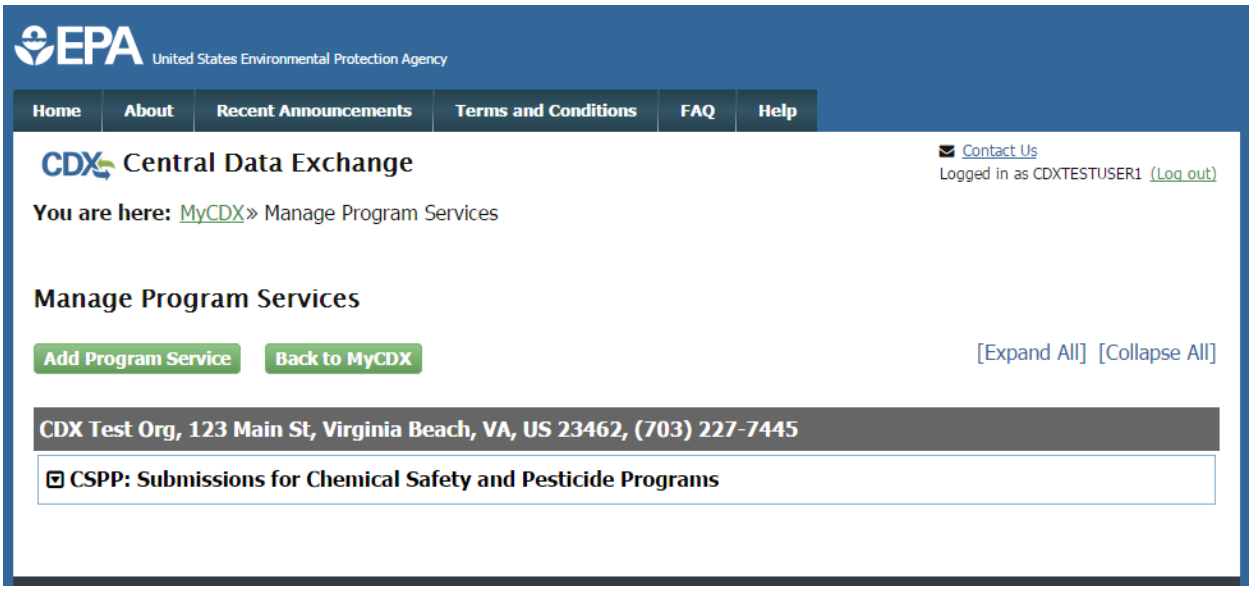
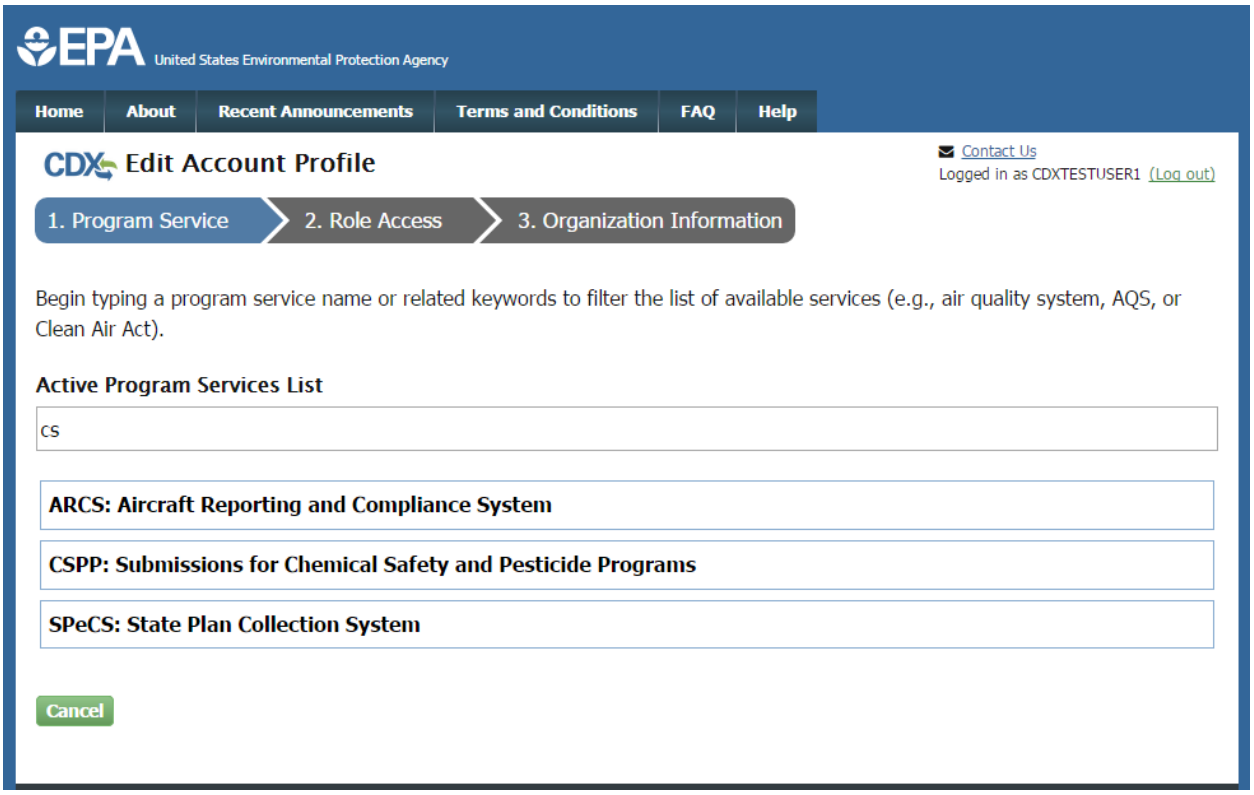


Exhibit 11-7 shows a screen capture of the 'Program Service' screen:

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



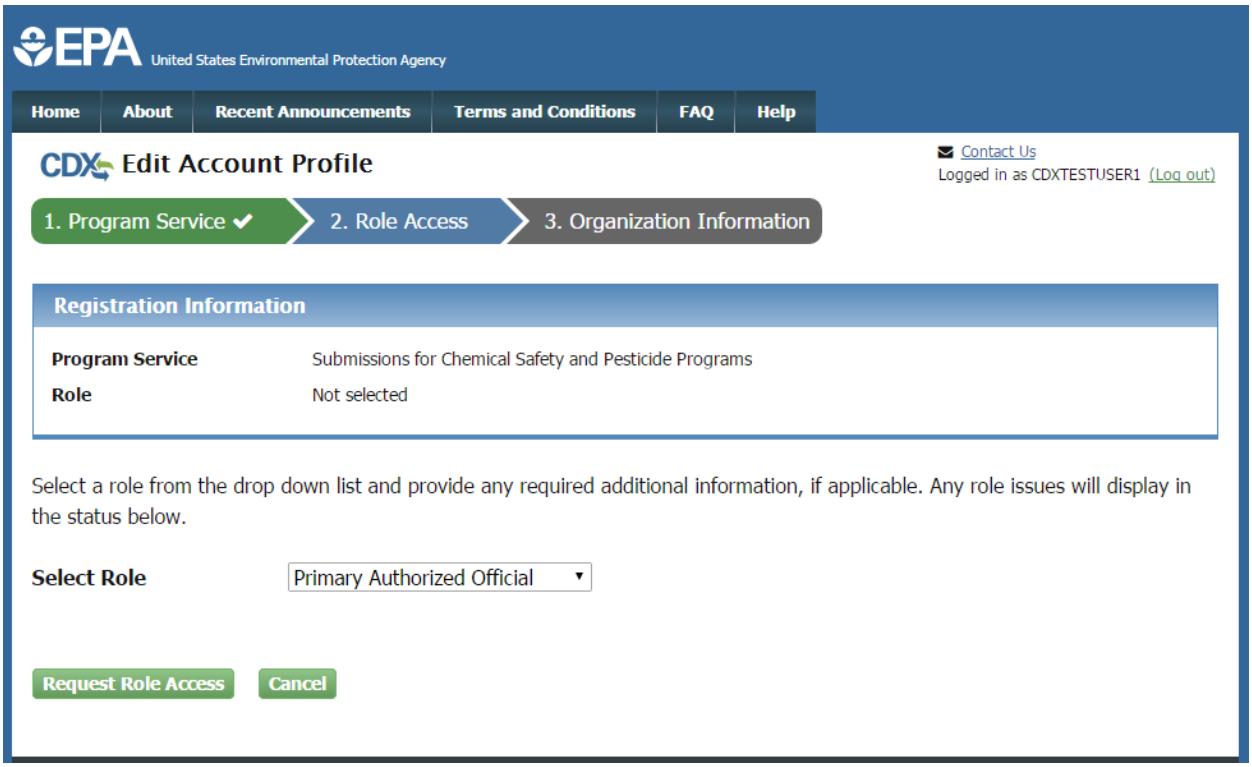
11.2.2 Request Role Access

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

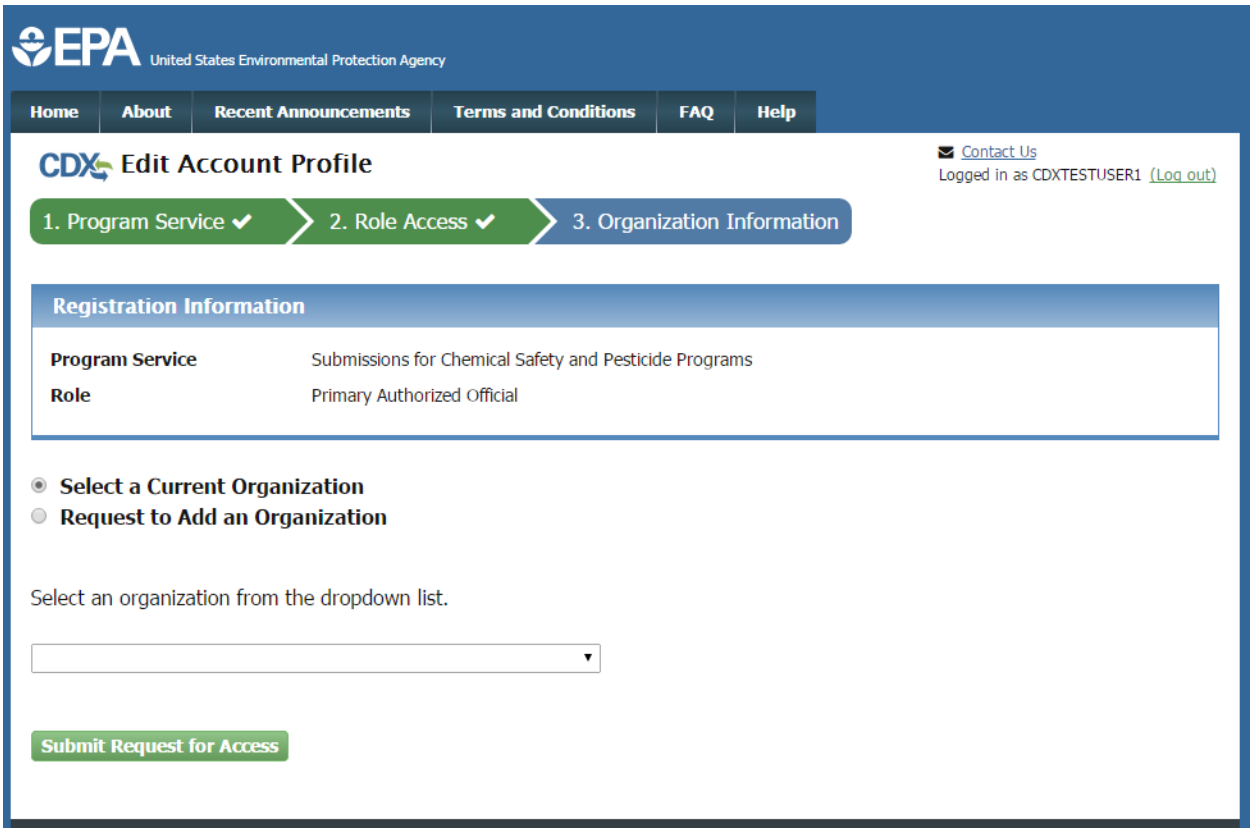


Exhibit 11-10 shows a screen capture of the 'Electronic Signature Agreement' screen:

Exhibit 11-10: Electronic Signature Agreement Screen

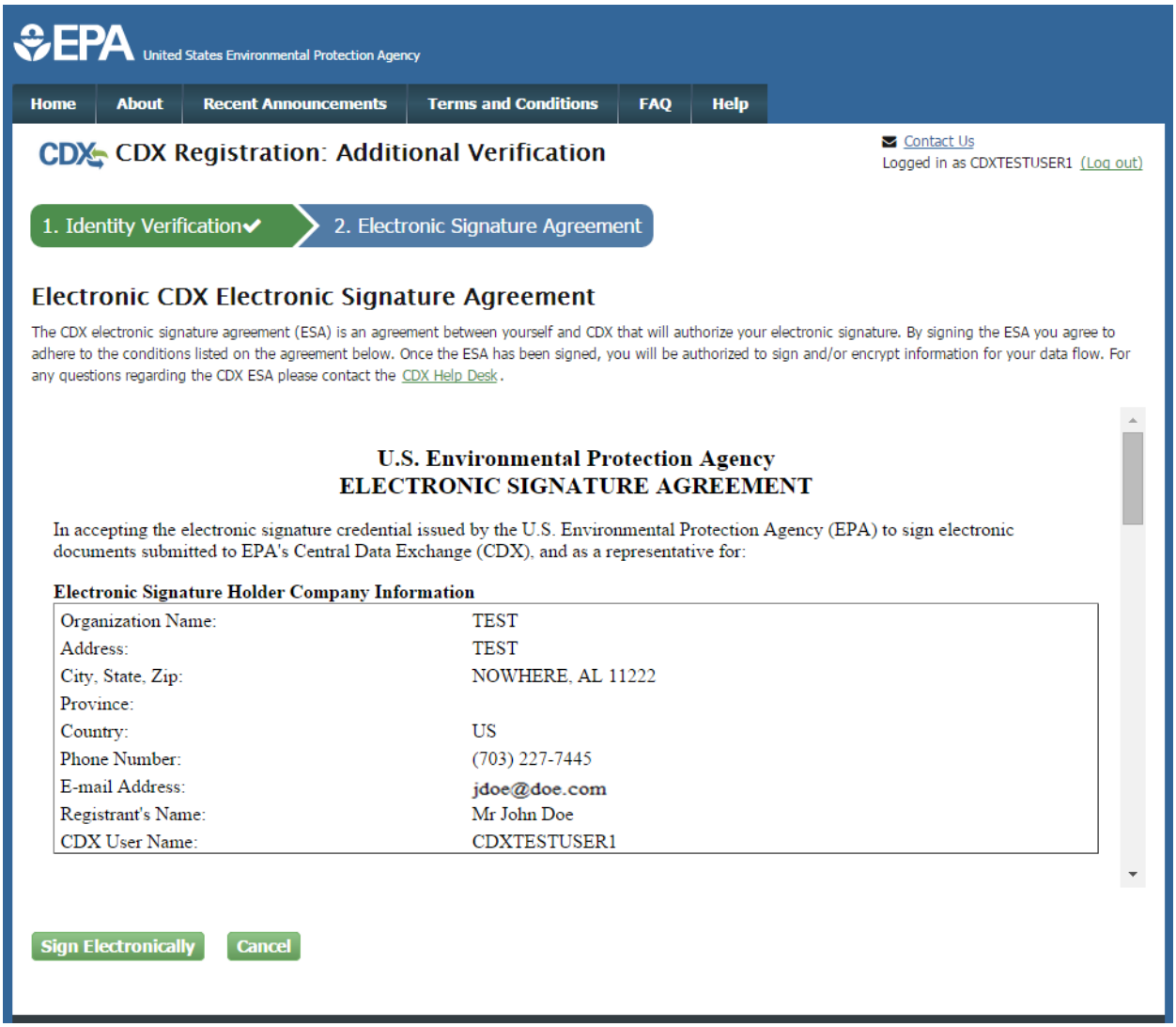
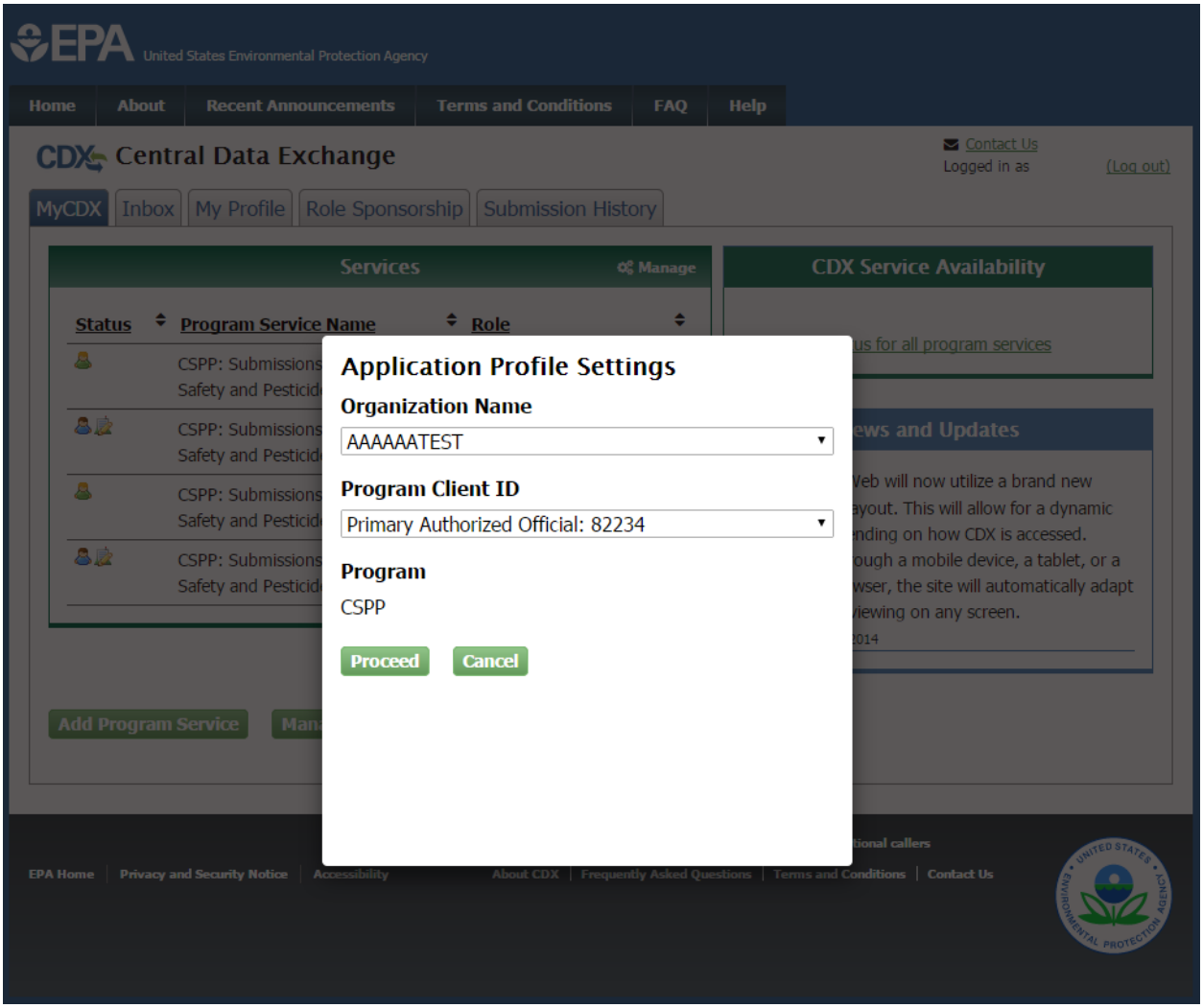


Exhibit 11-11 shows a screen capture of the 'Application Profile Settings' screen that is displayed if a user is registered for multiple organizations under the same program service:

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)

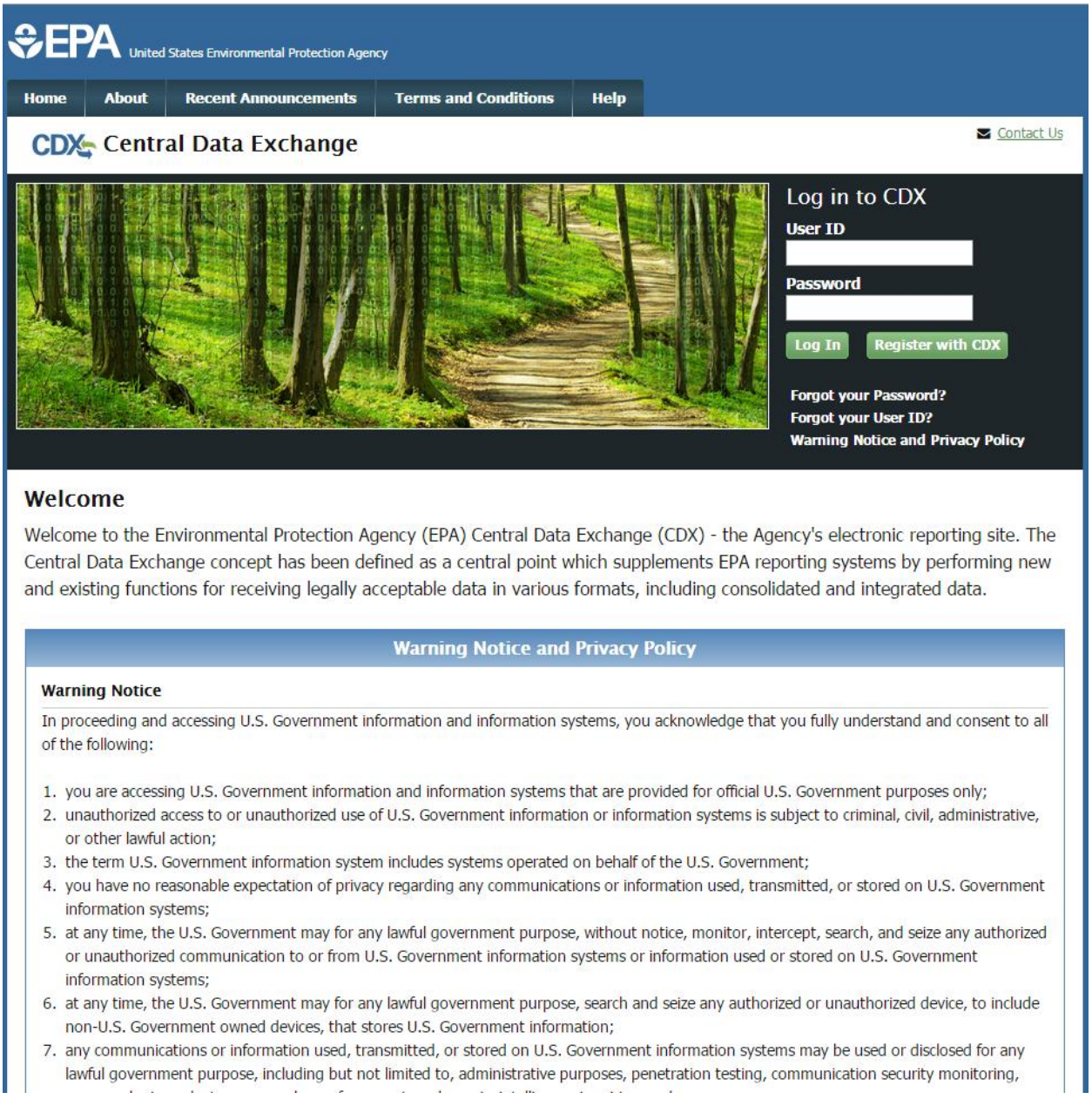
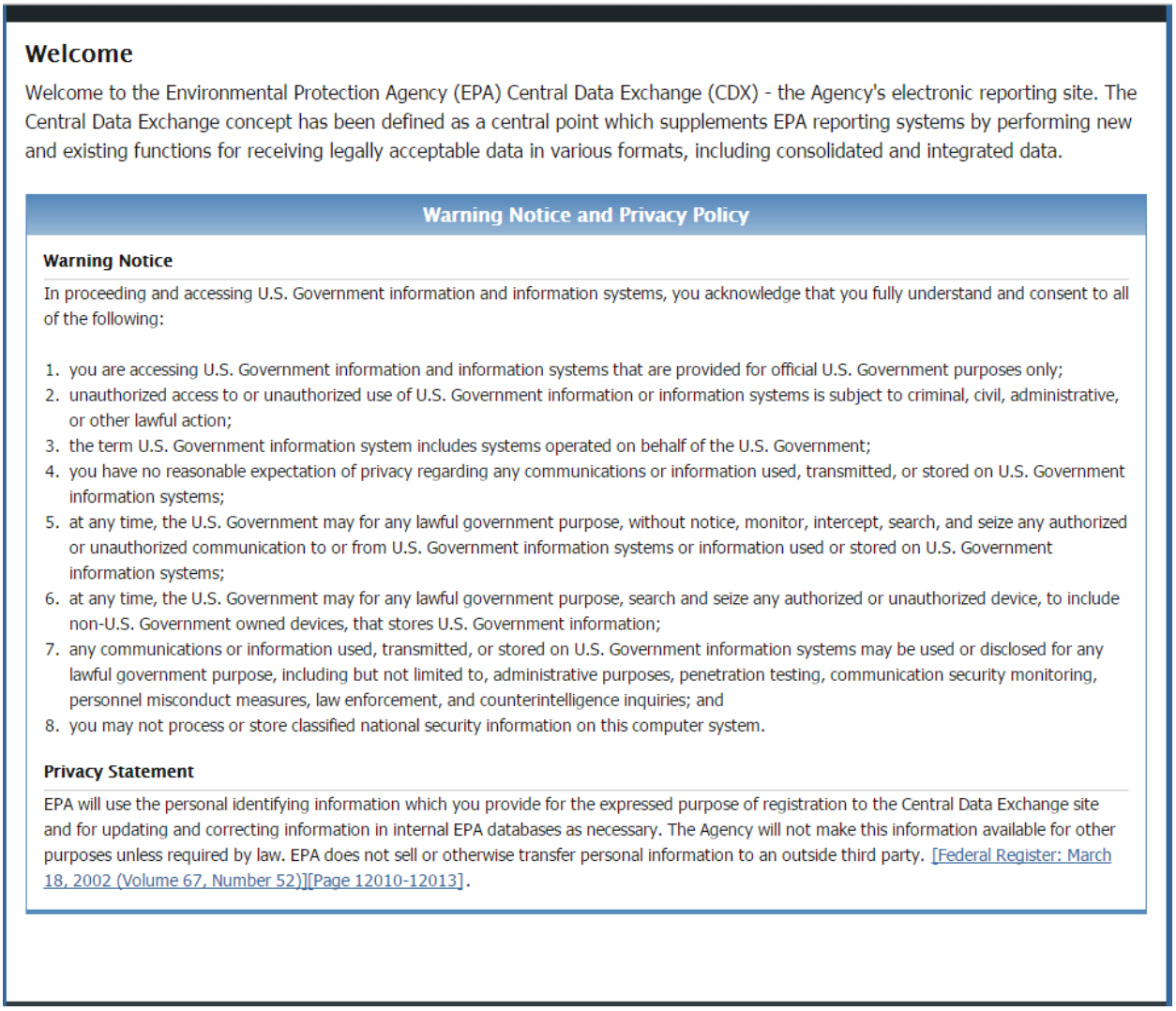


Exhibit 12-2 shows a screen capture of the 'CDX Homepage' screen (Scroll 2):

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

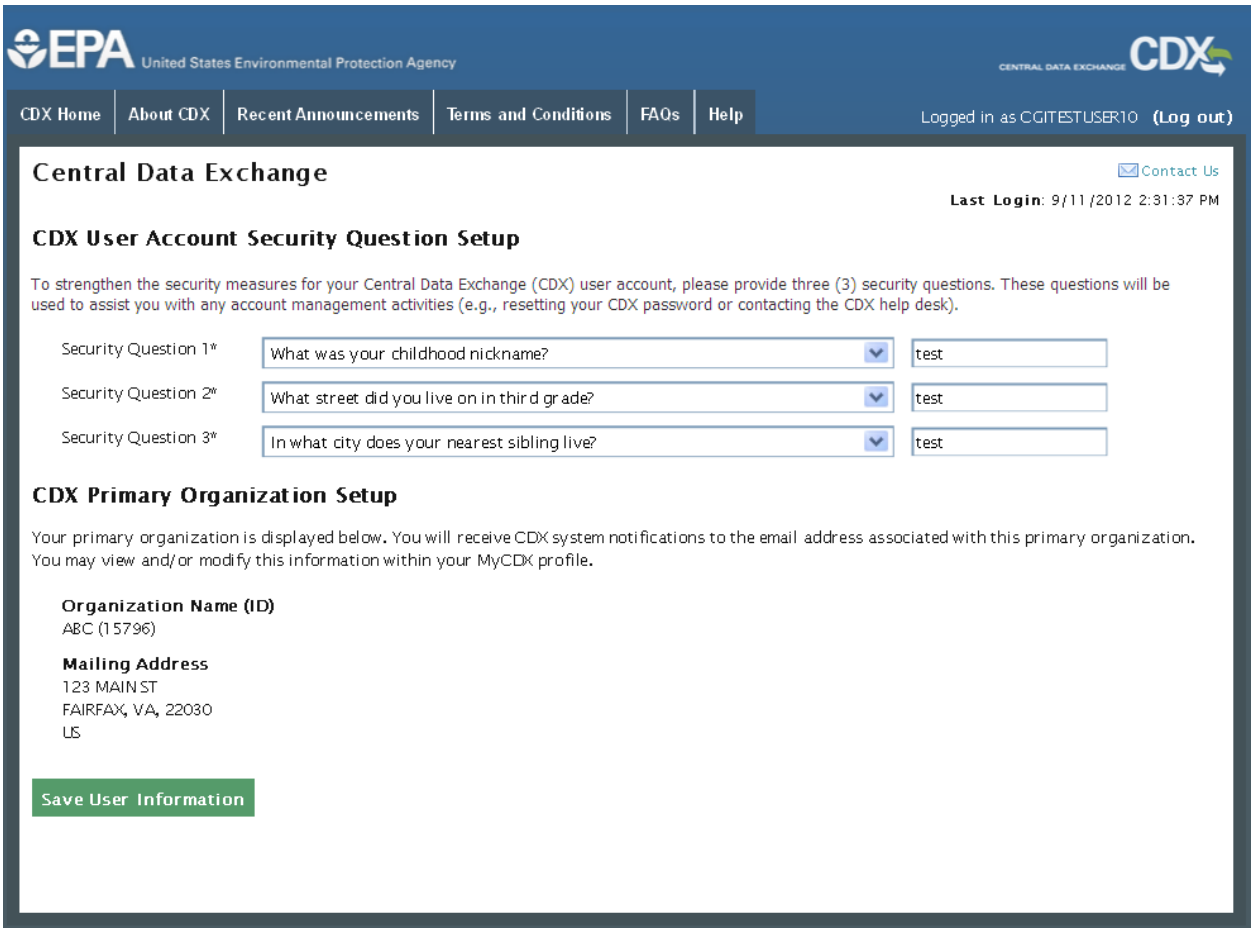
EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless 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 12-3**Error! Reference source not found.**).

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

Exhibit 12-3: Security Questions Screen



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

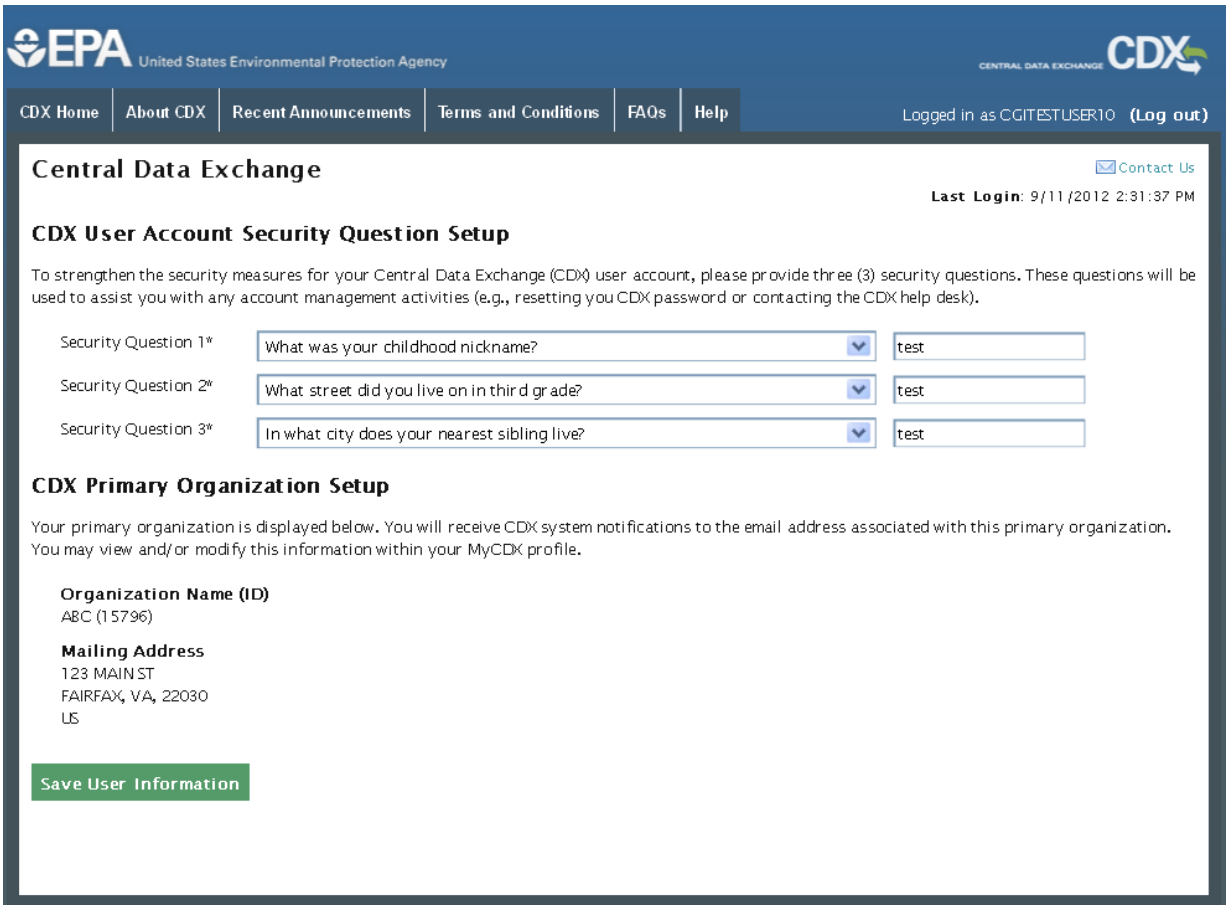
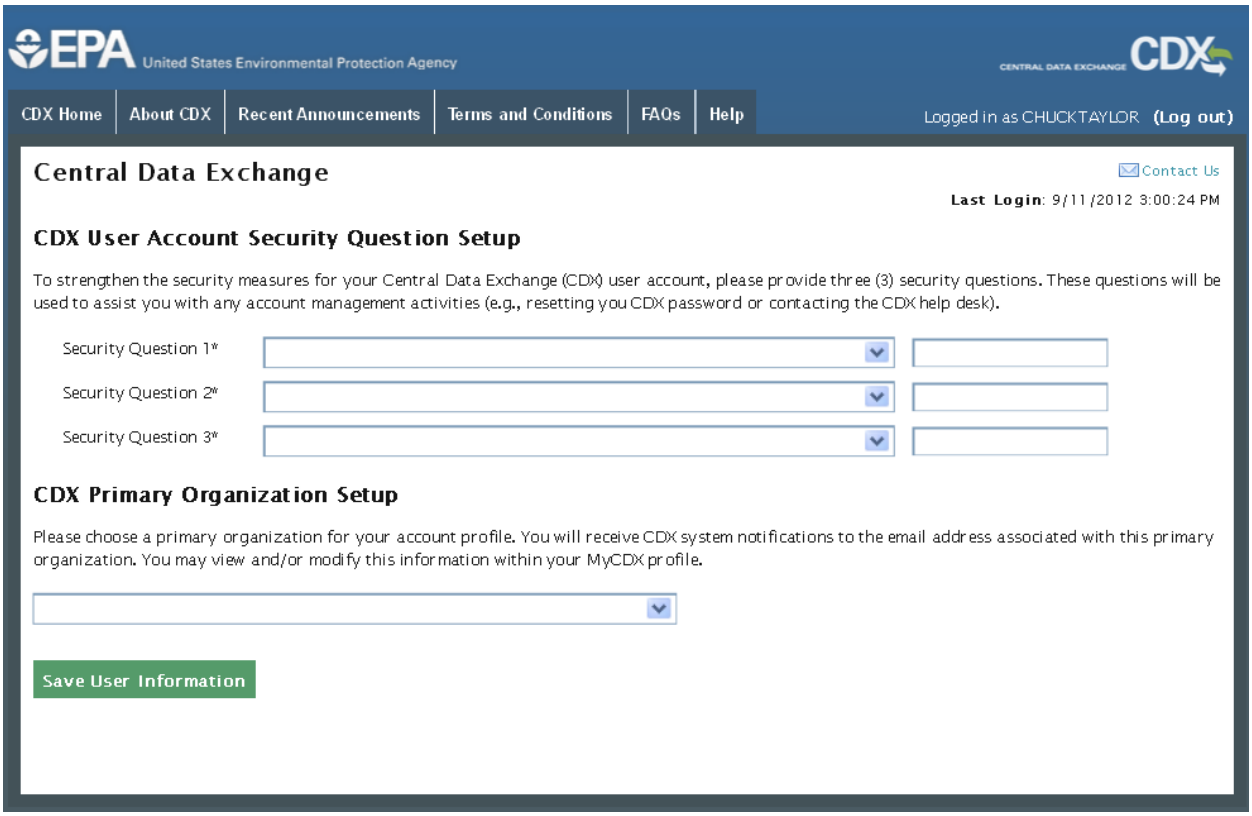


Exhibit 12-5: Primary Organization – Multiple Organizations Screen

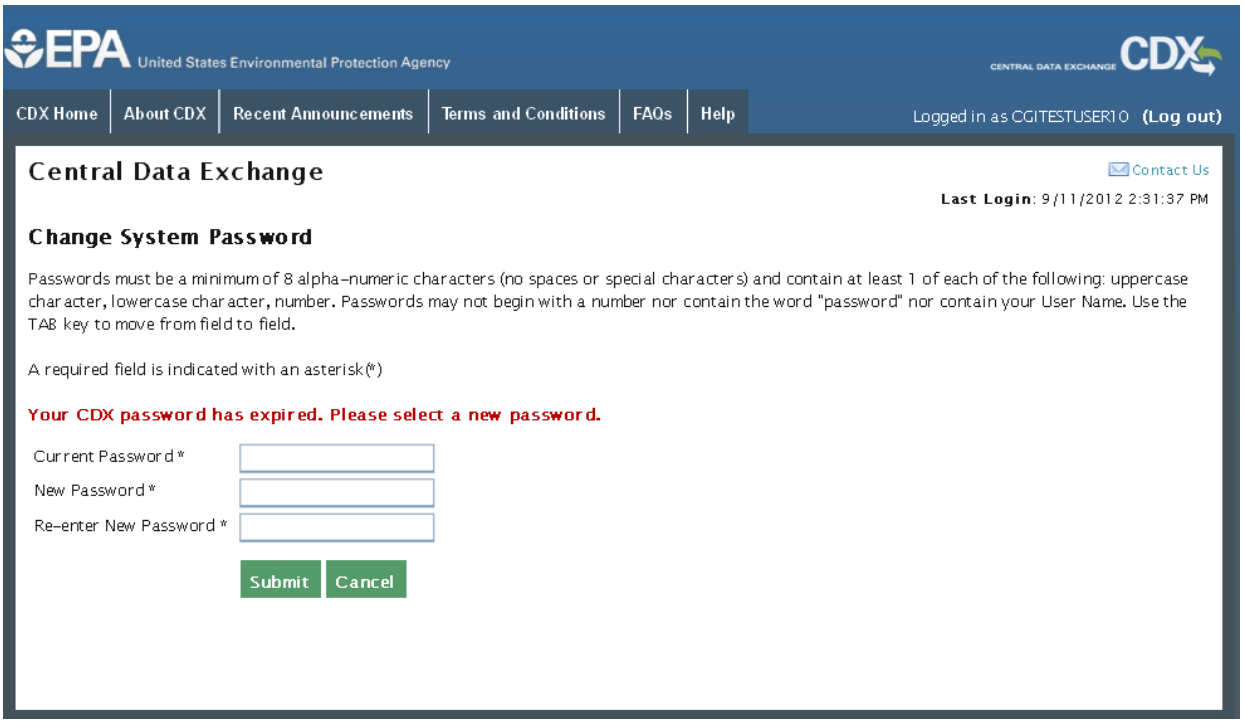


12.3 Resetting Password

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



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)

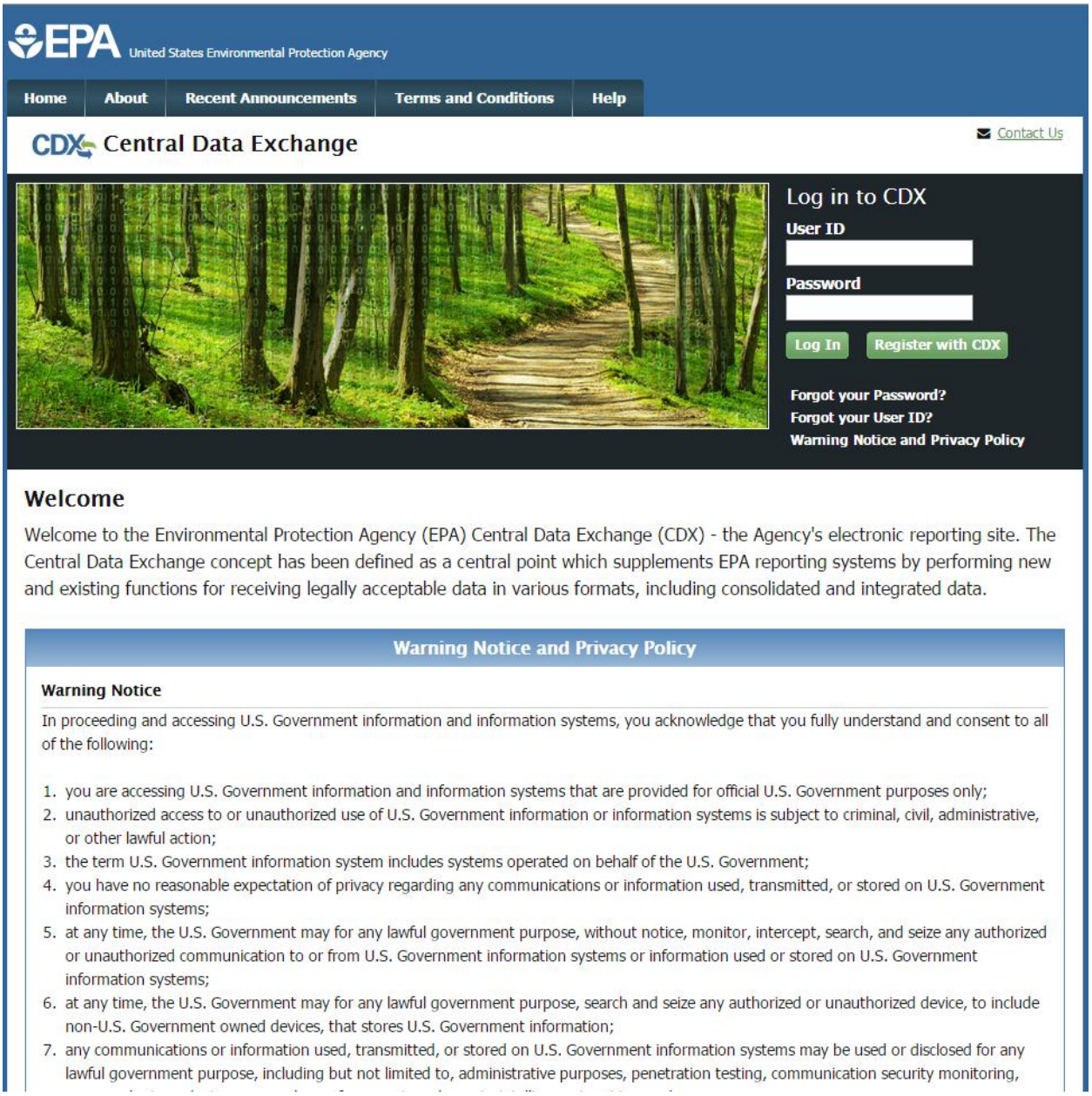
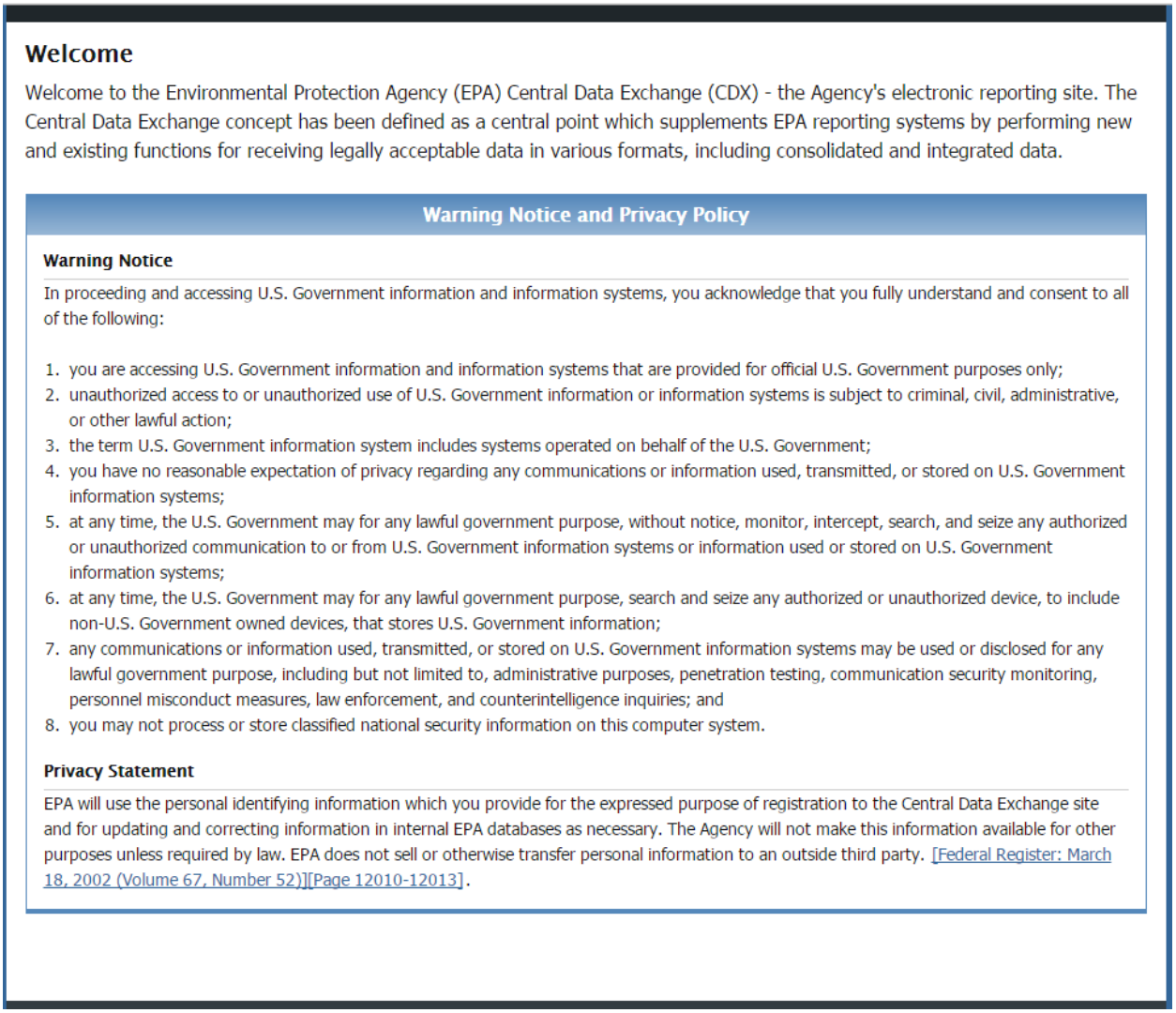


Exhibit 13-2 shows a screen capture of the 'CDX Homepage' screen (Scroll 2):

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



Welcome

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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].

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)

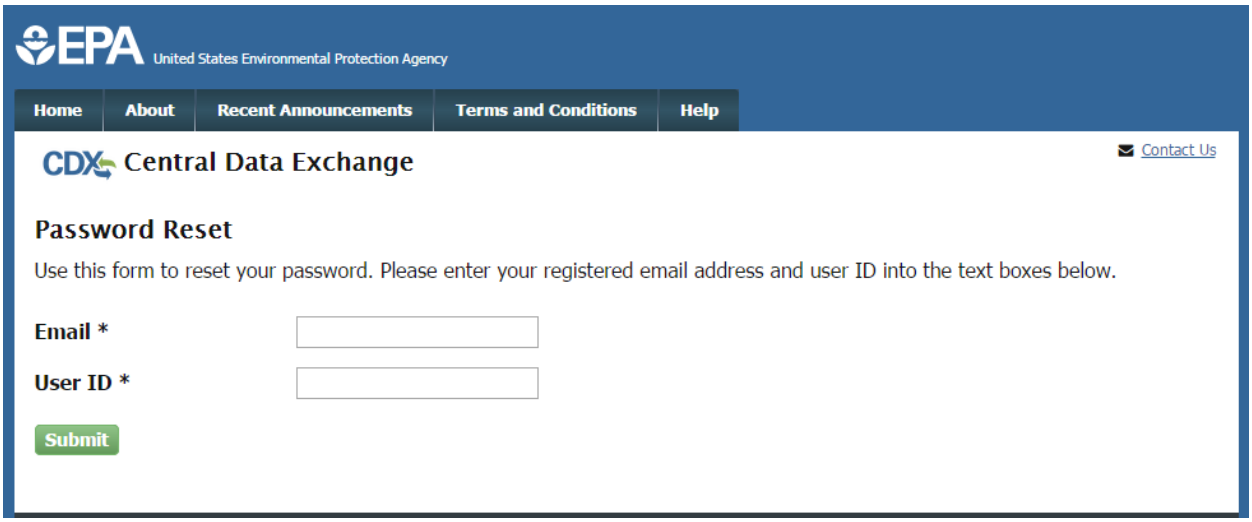


Exhibit 13-5 shows a screen capture of the 'Password Reset' screen (Part 2):

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

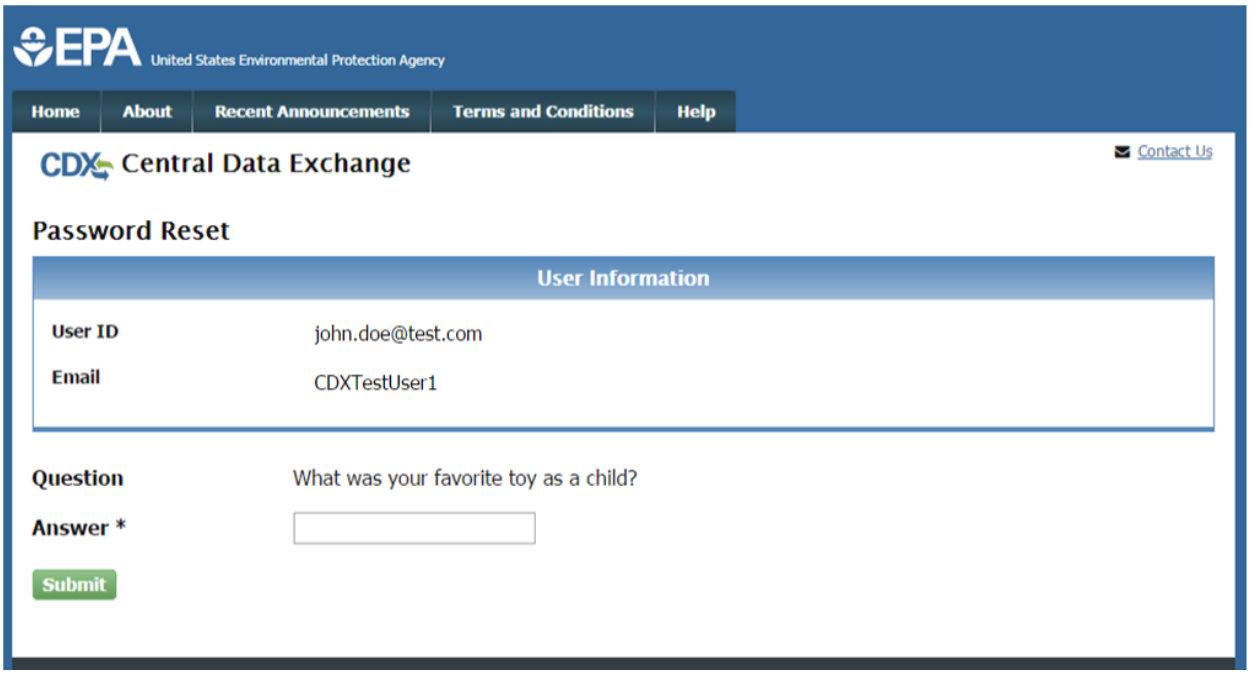


Exhibit 13-6 shows a screen capture of the 'Password Reset' screen (Part 3):

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

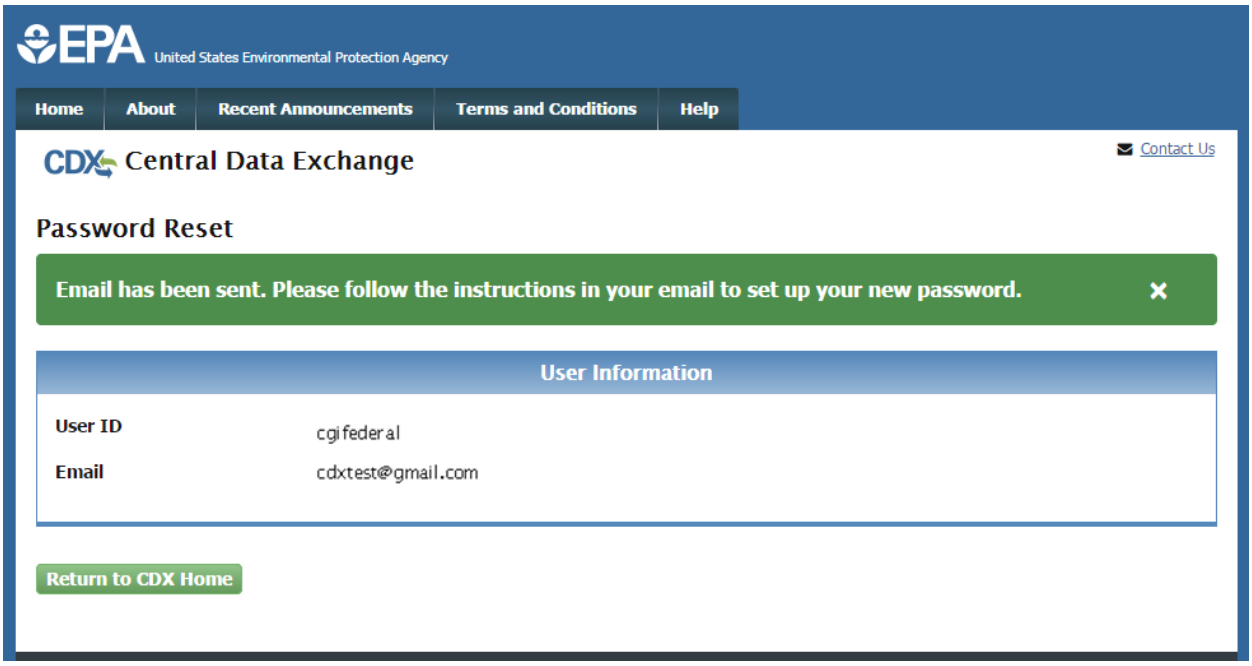


Exhibit 13-7 shows a screen capture of the 'Password Reset Instructions' email:

Exhibit 13-7: Password Reset Instructions Email

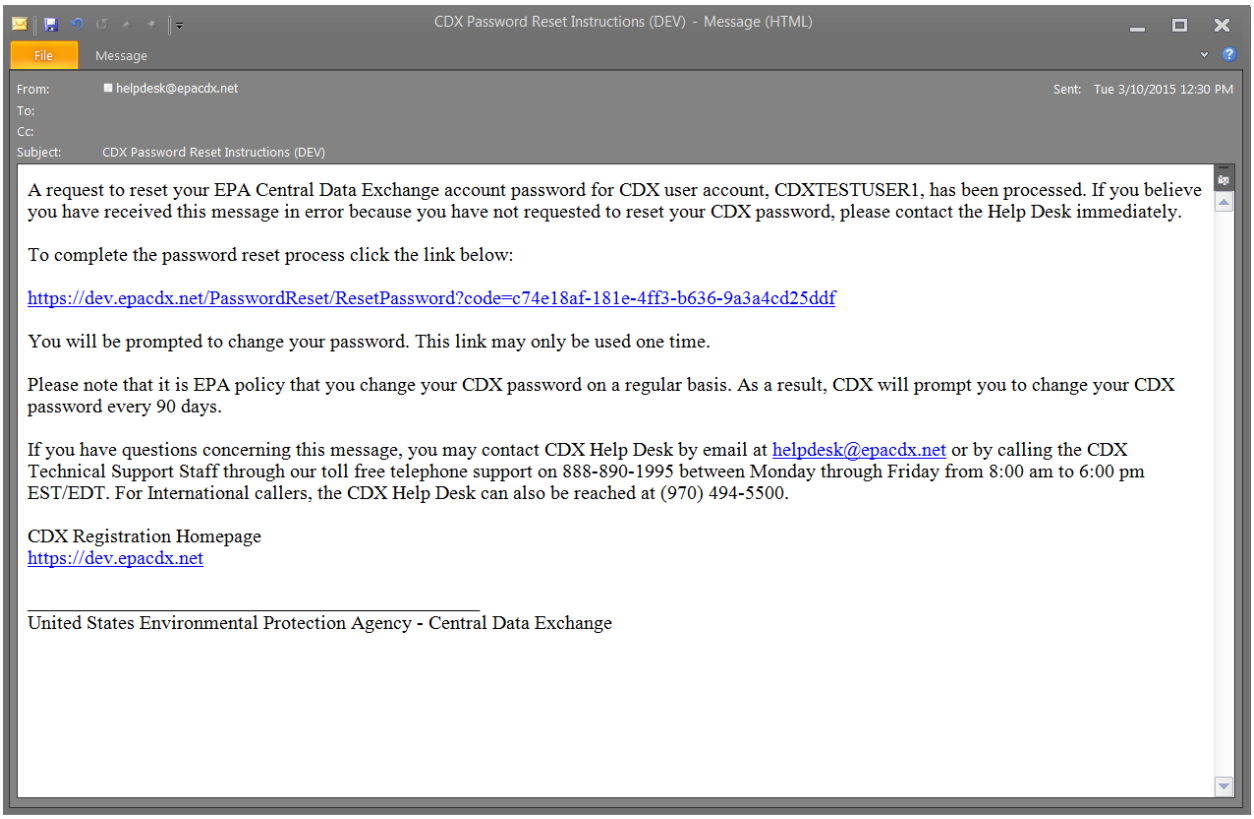
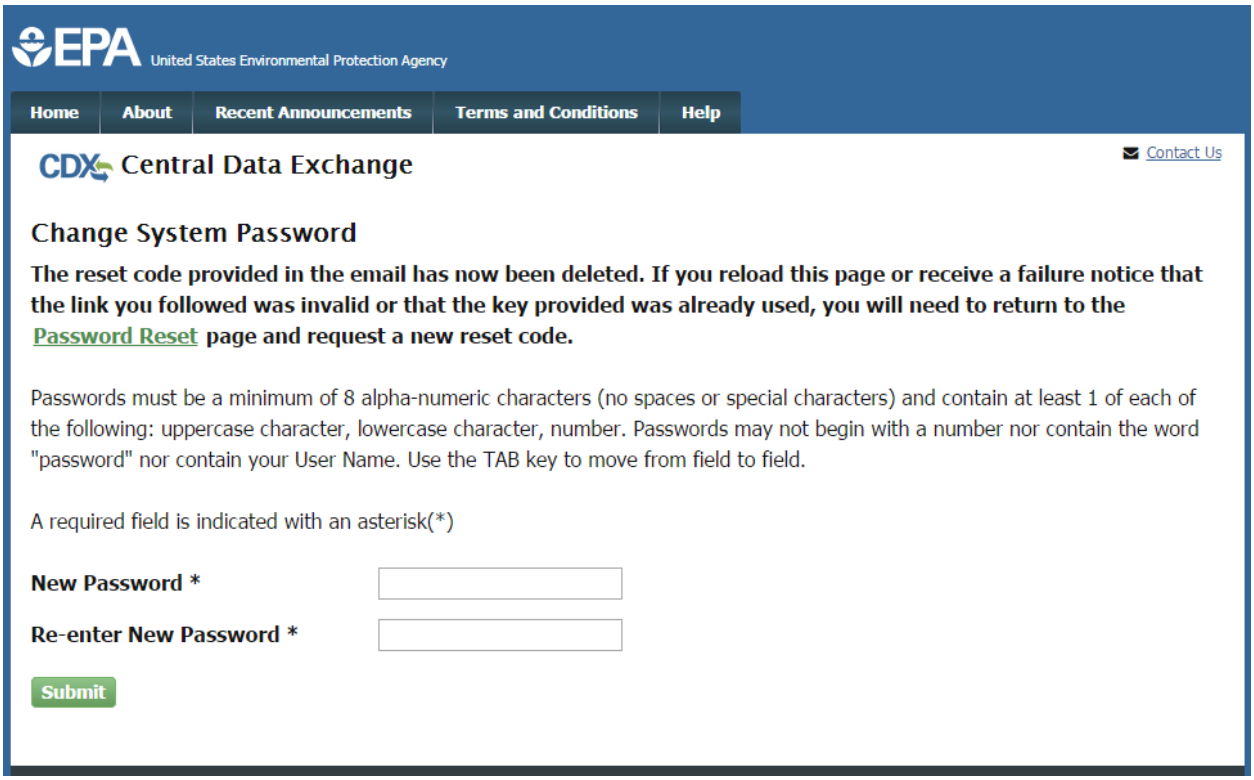


Exhibit 13-8 shows a screen capture of the 'Change System Password' screen:

Exhibit 13-8: Change System Password Screen



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.

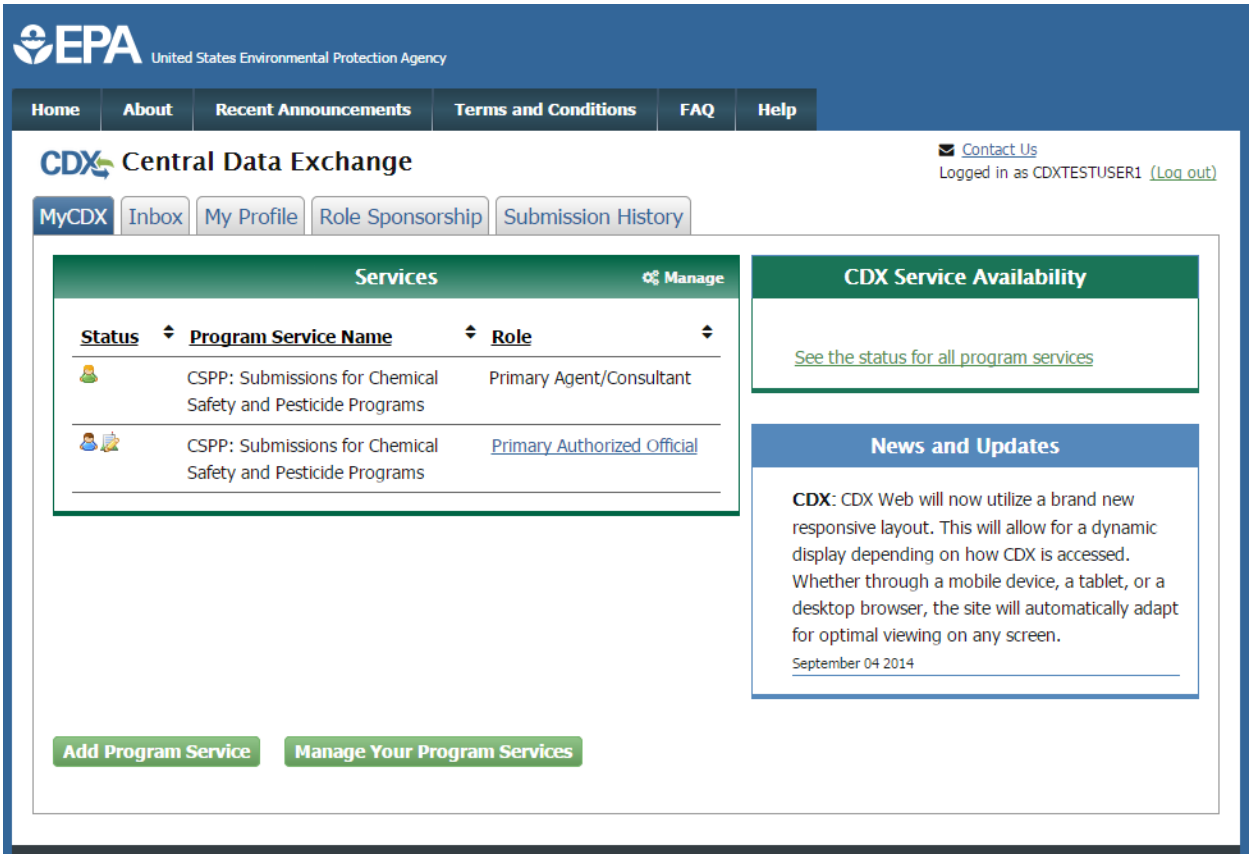
14.1 MyCDX

'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



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

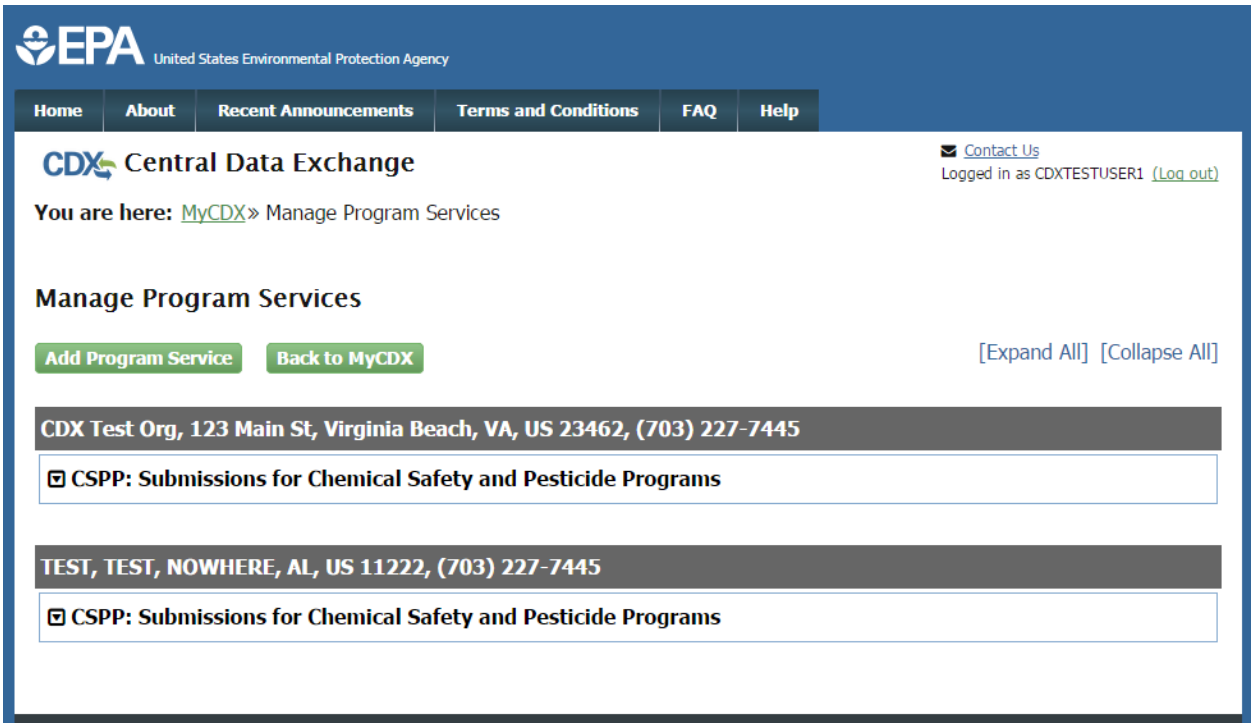


Exhibit 14-3 shows a screen capture of the 'Deactivation Confirmation' pop-up window:

Exhibit 14-3: Deactivation Confirmation Pop-up Window

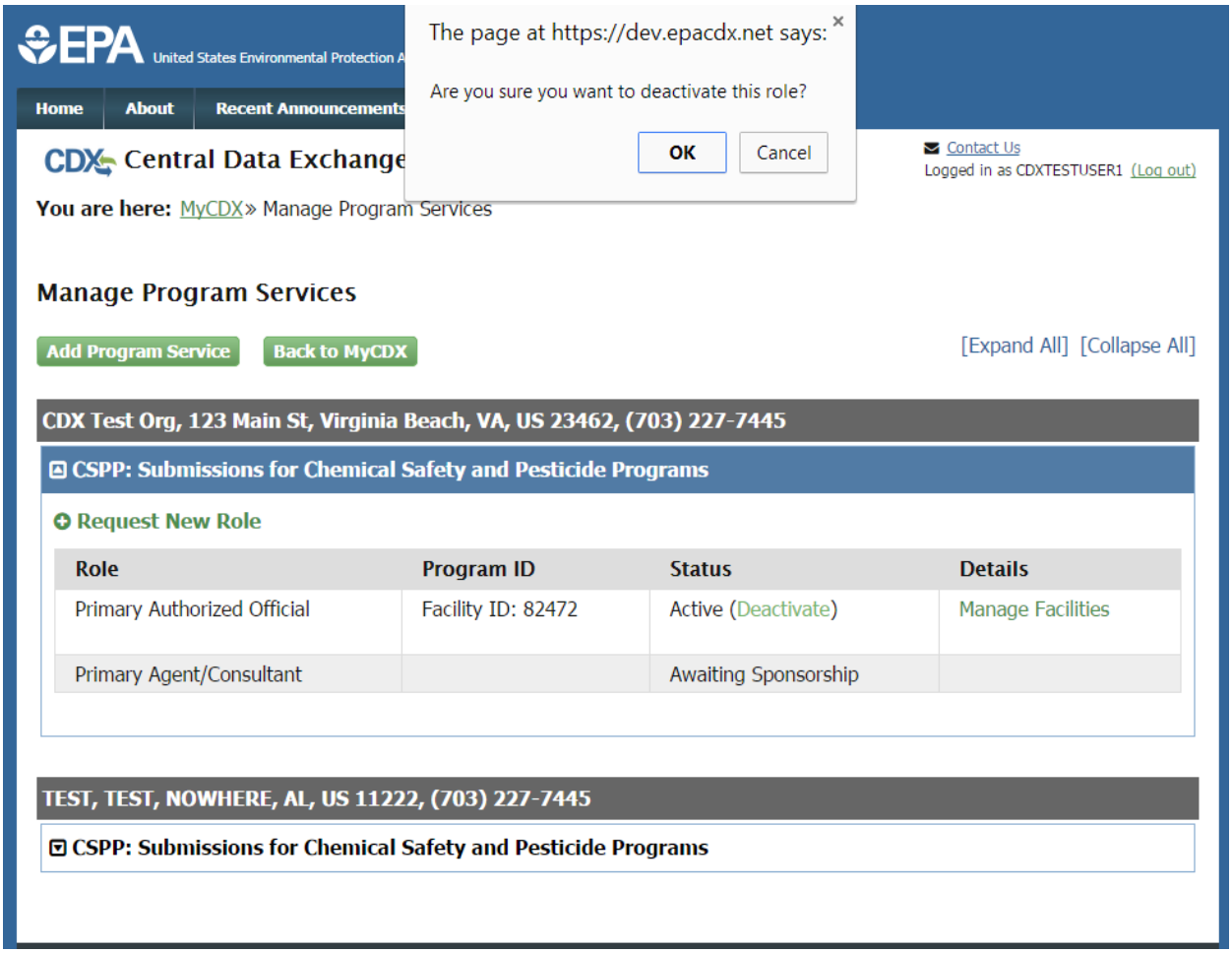


Exhibit 14-4 shows a screen capture of the 'Request a New Role' screen:

Exhibit 14-4: Request a New Role Screen

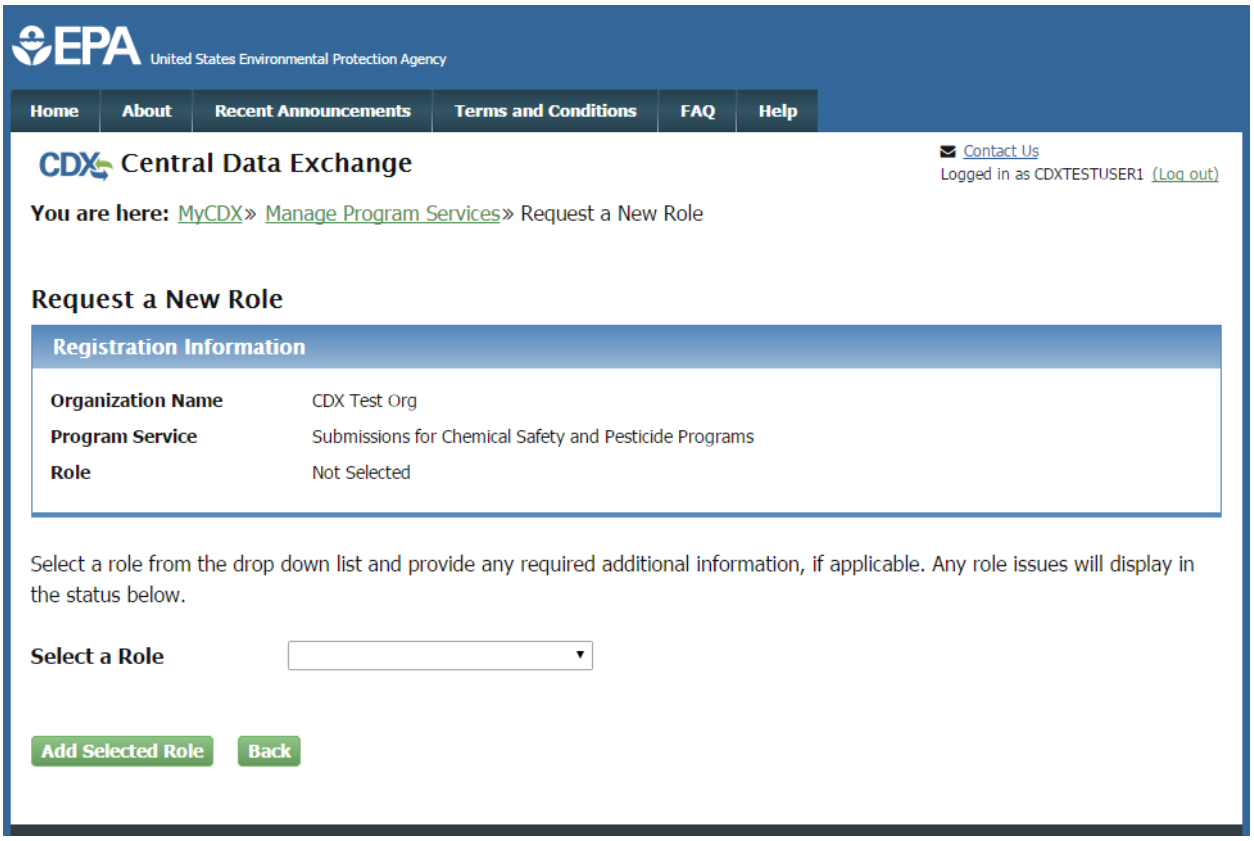


Exhibit 14-5 shows a screen capture of the 'Program Service' screen:

Exhibit 14-5: Program Service Screen

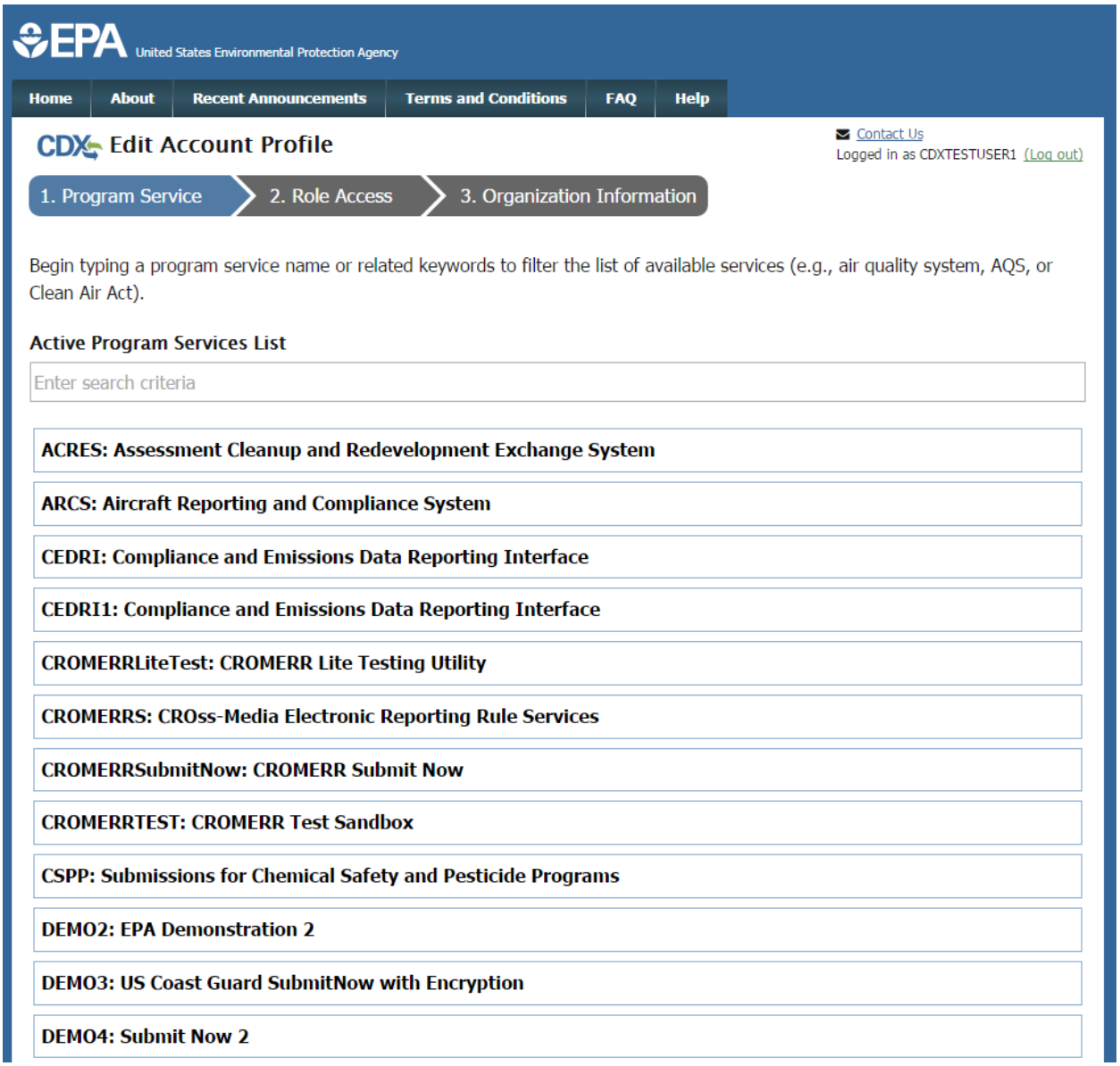


Exhibit 14-6 shows a screen capture of the 'Role Access' screen:

Exhibit 14-6: Role Access Screen

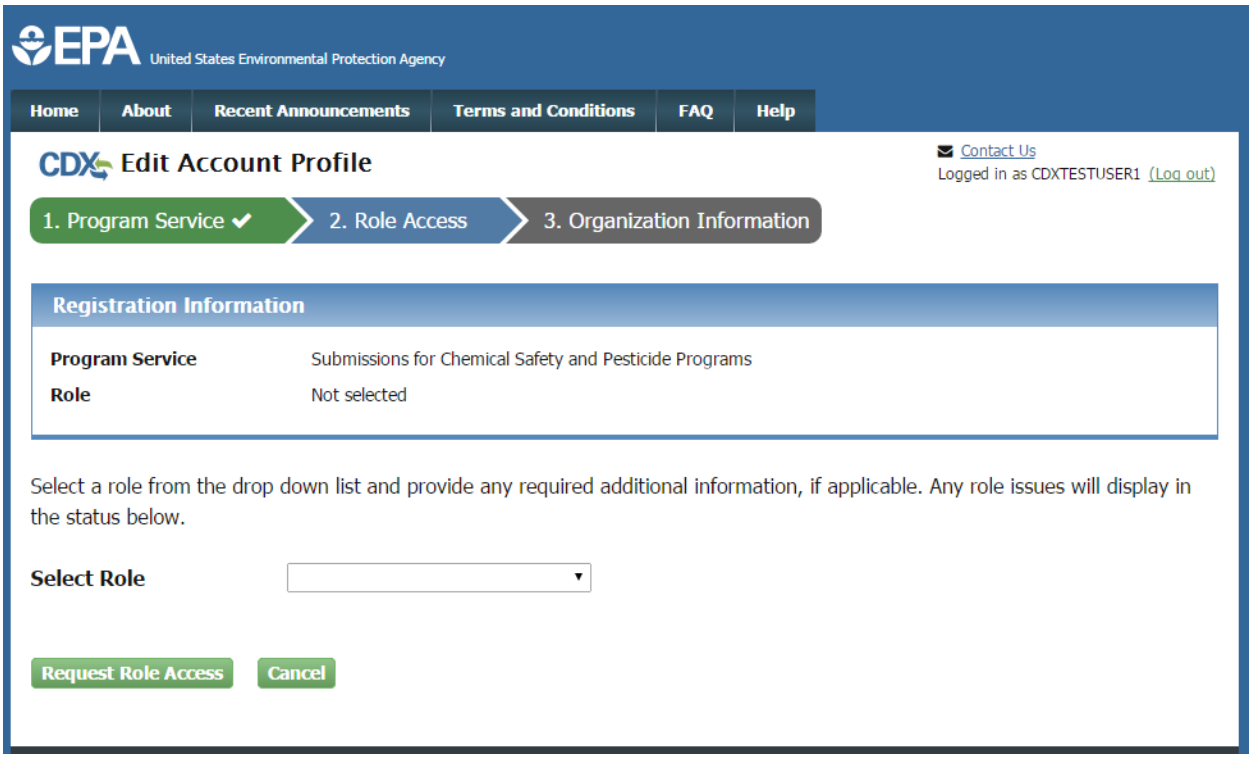
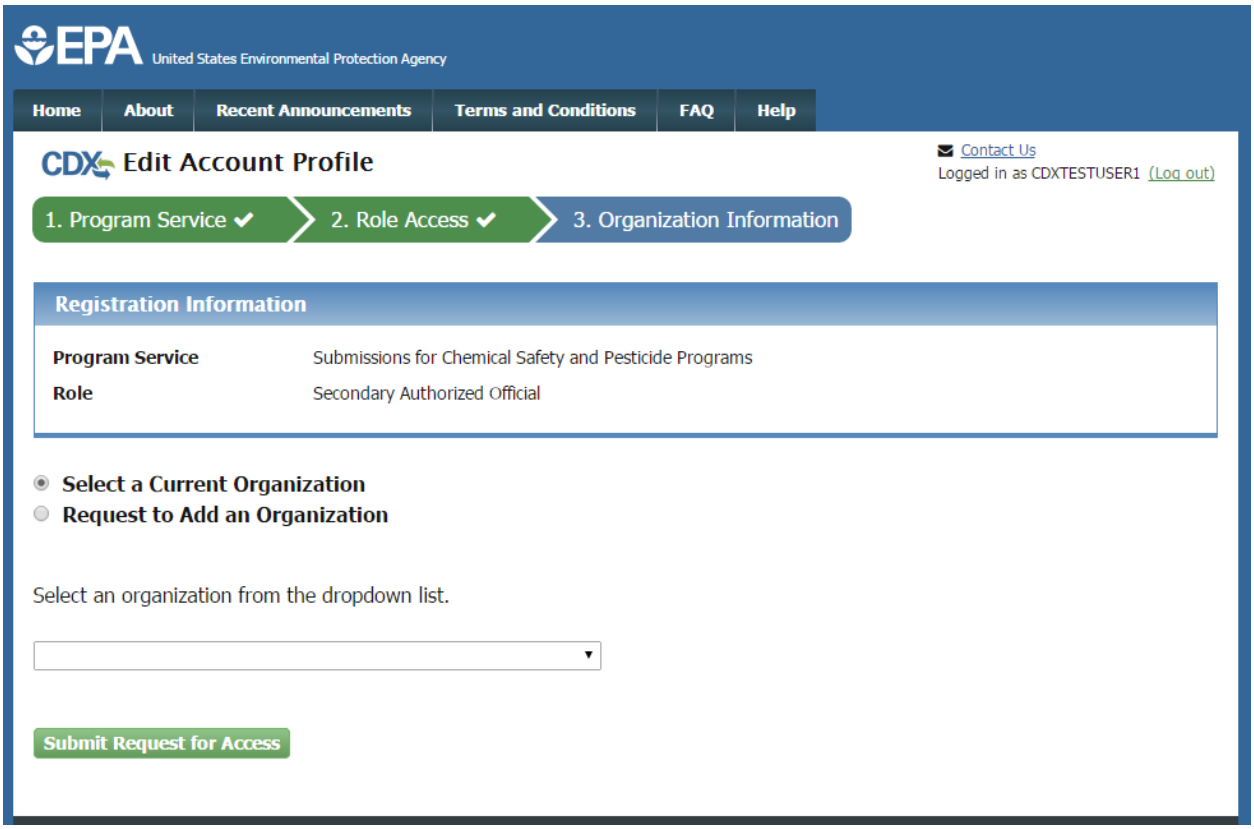


Exhibit 14-7 shows a screen capture of the 'Organization Information' screen:

Exhibit 14-7: Organization Information Screen



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

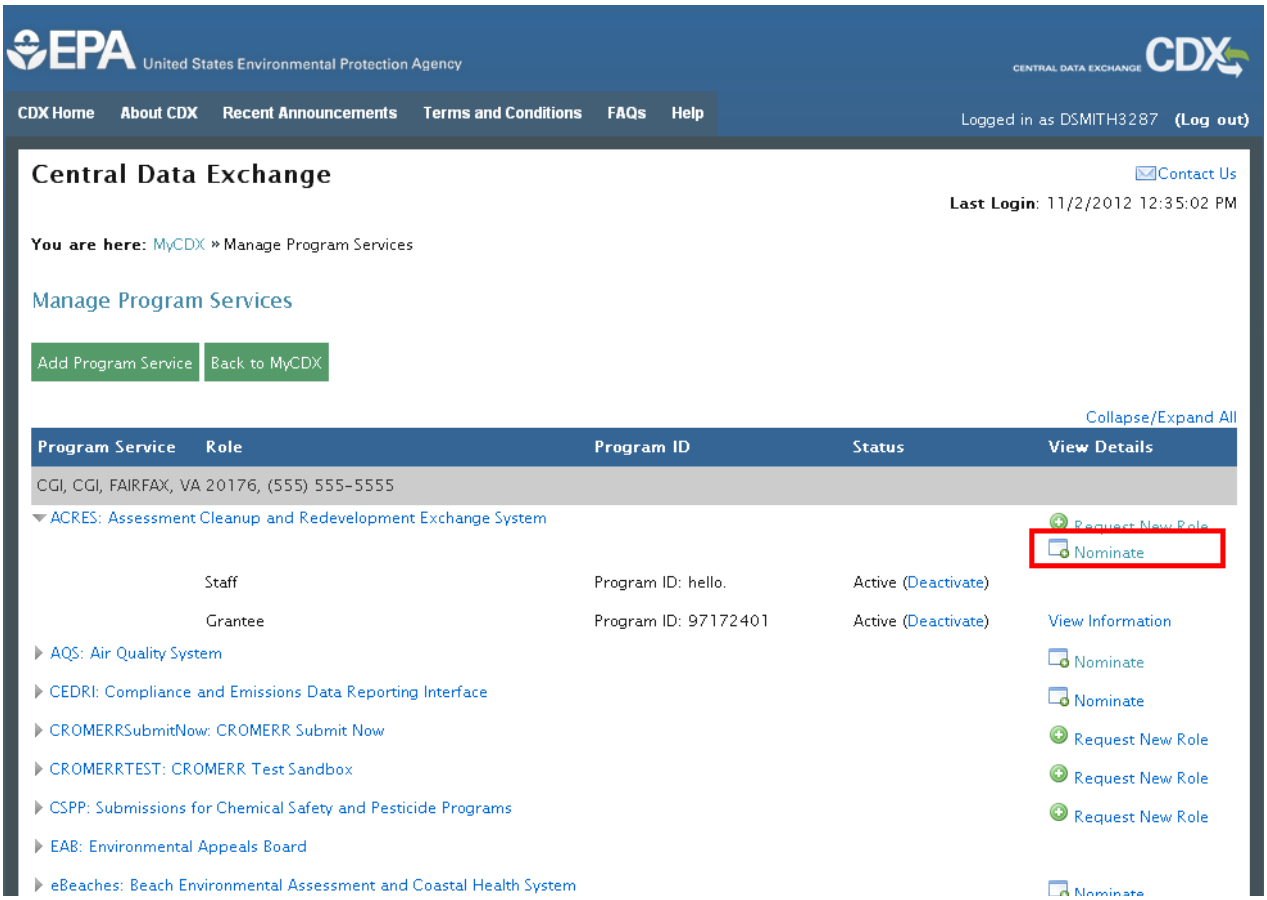
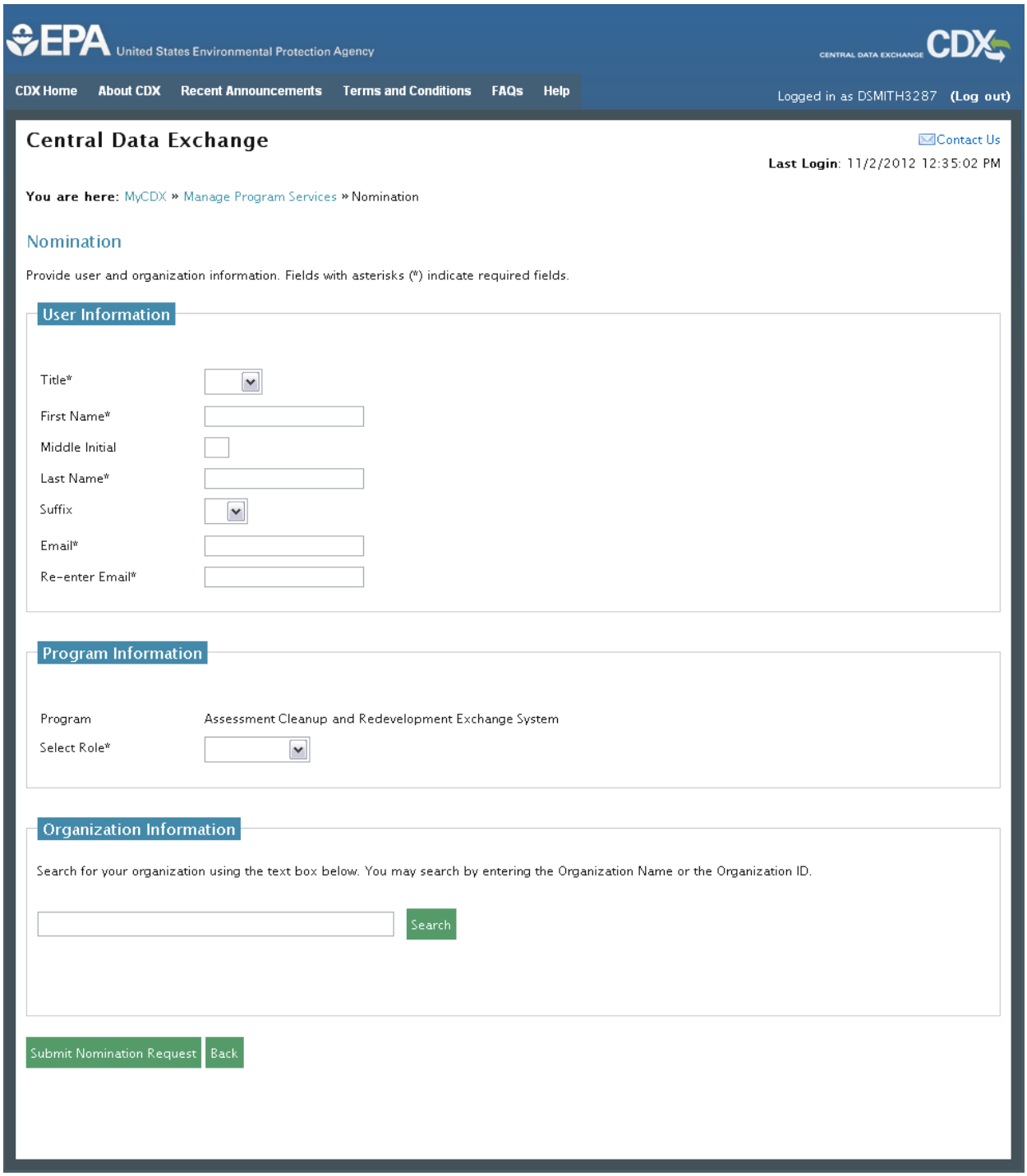


Exhibit 14-9 shows a screen capture of the 'Nomination' screen:

Exhibit 14-9: Nomination Screen



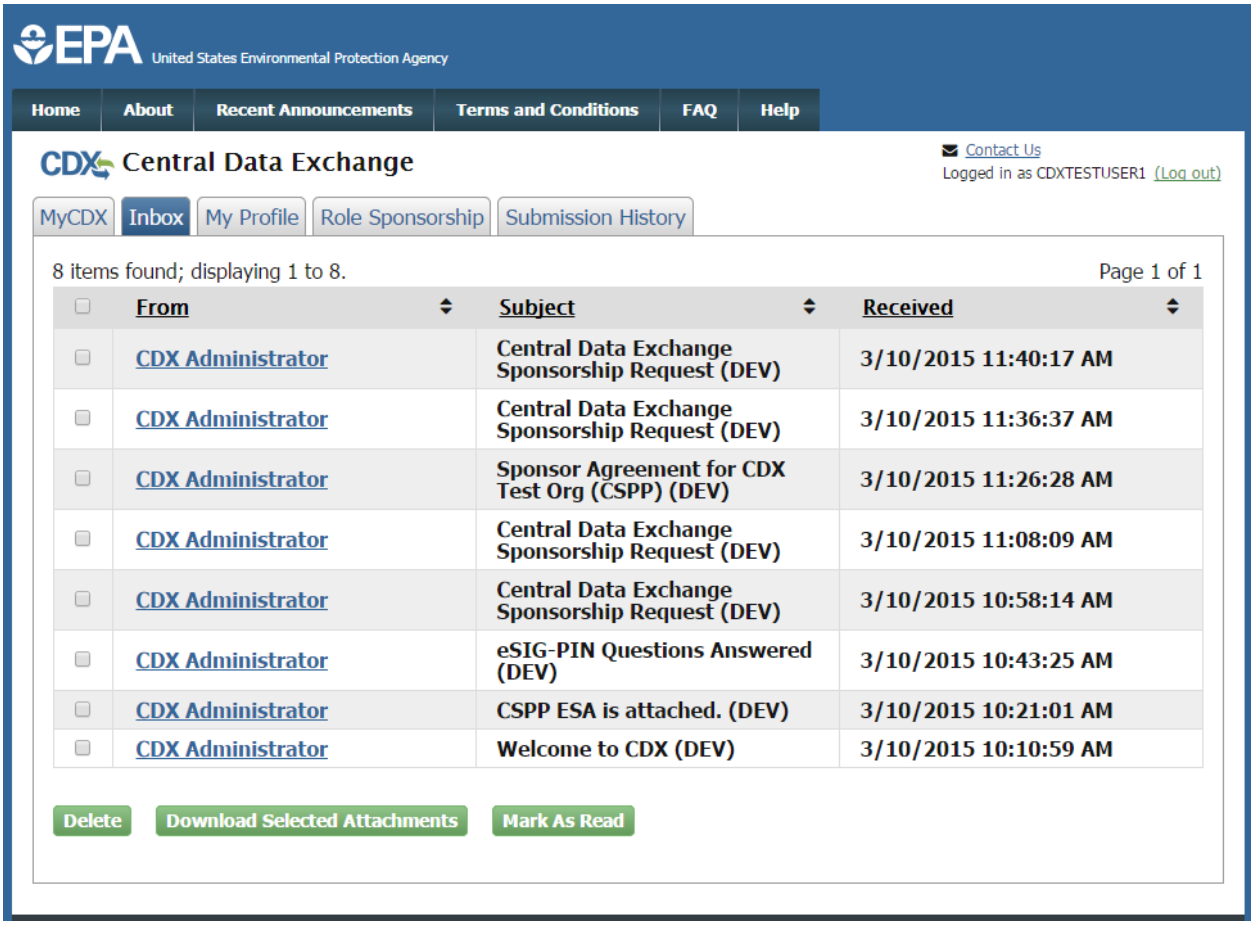
14.2 CDX Inbox

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 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:

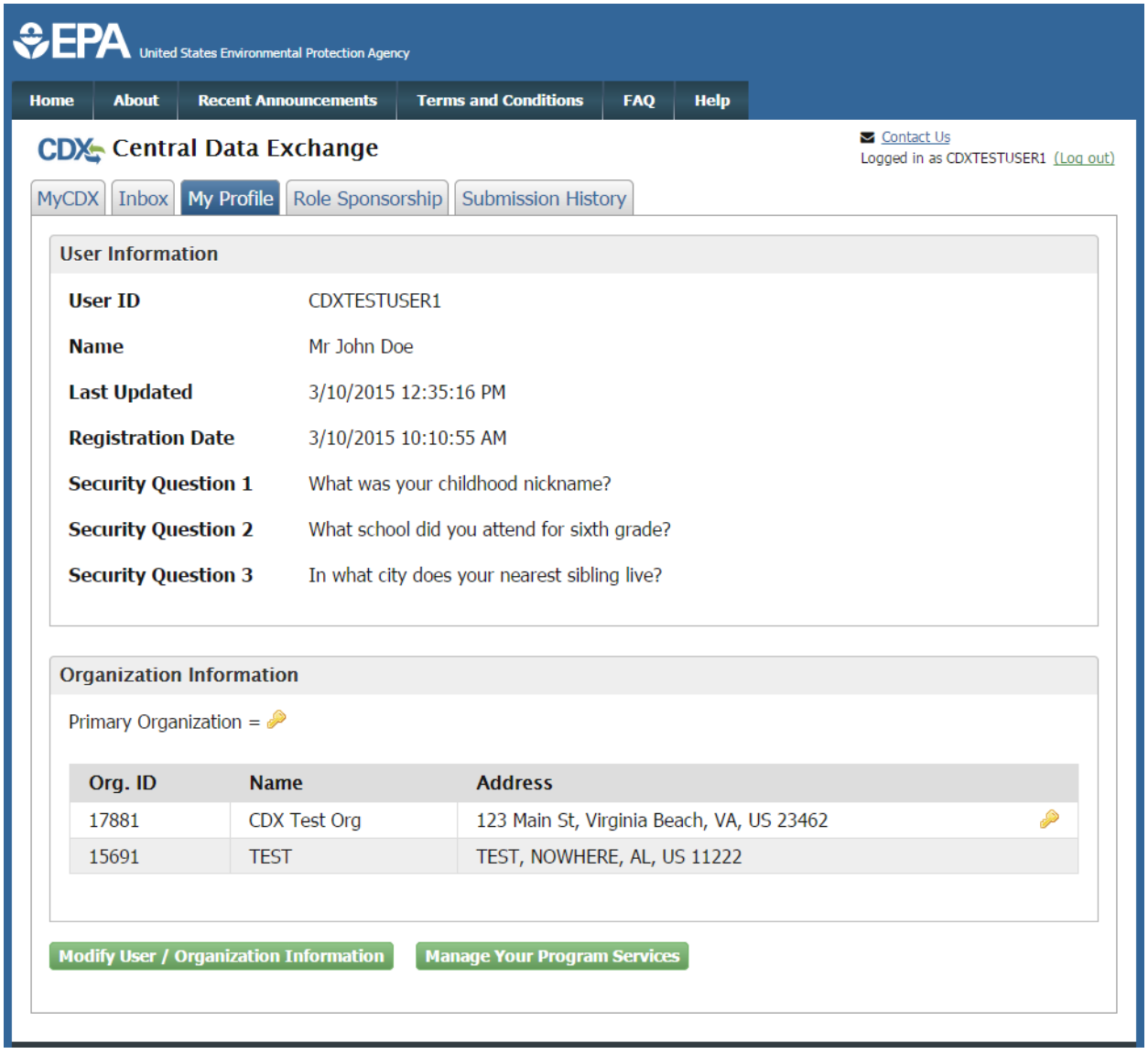
- Subject: **[Program Service Specific] ESA is attached** – As part of the registration process for some program services, you will be required to print and sign an ESA. A digital copy of this form is available for download from this message in your user 'Inbox.'
- Subject: **eSIG-PIN Questions Answered** – 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



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

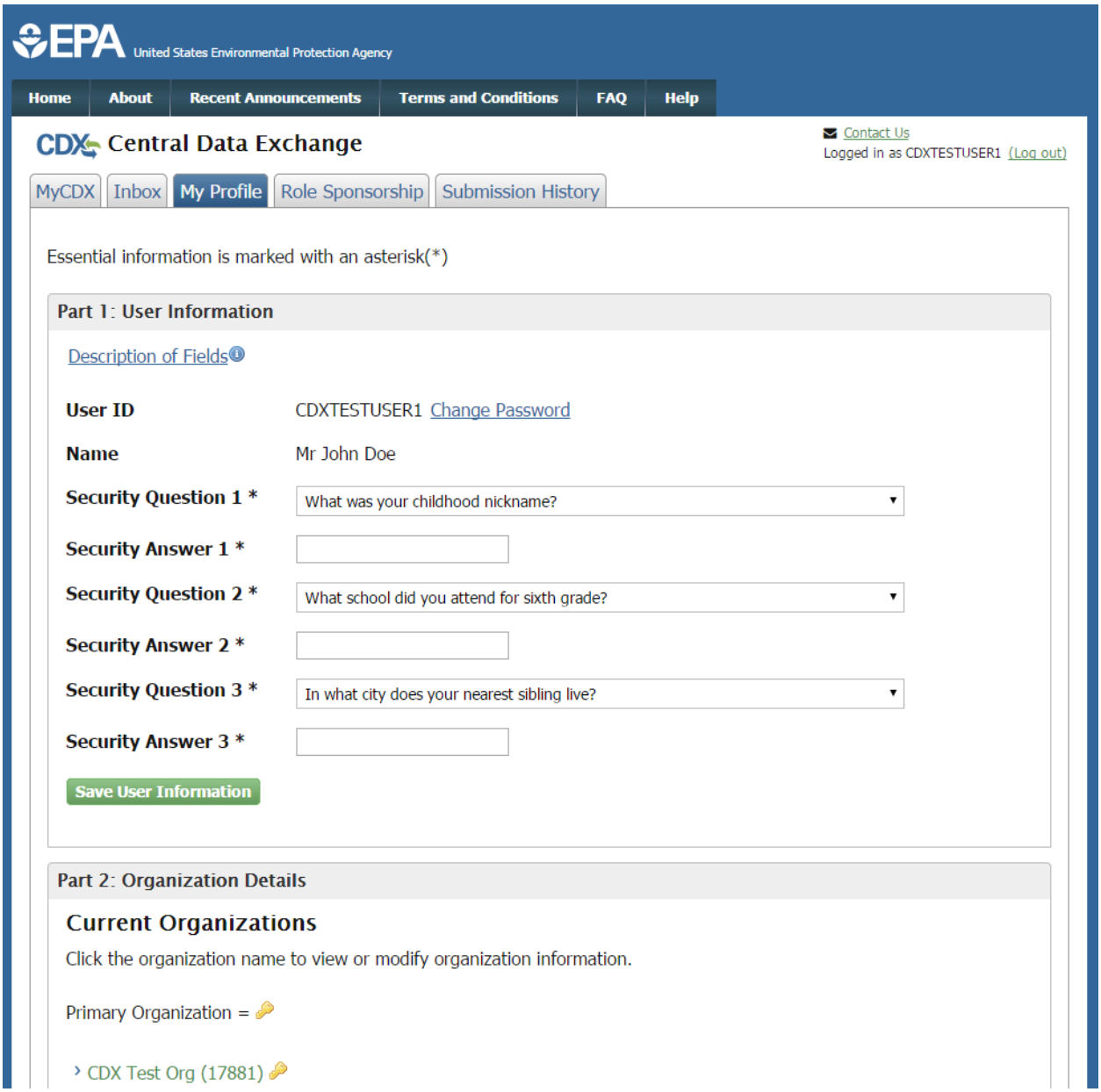
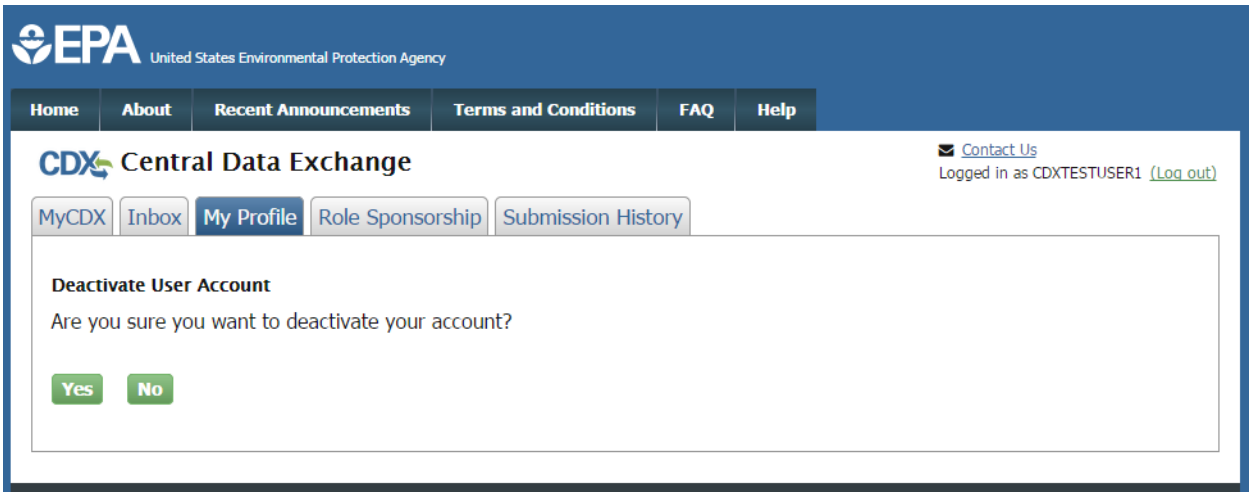


Exhibit 14-13 shows a screen capture of the 'User Account Deactivation' screen:

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

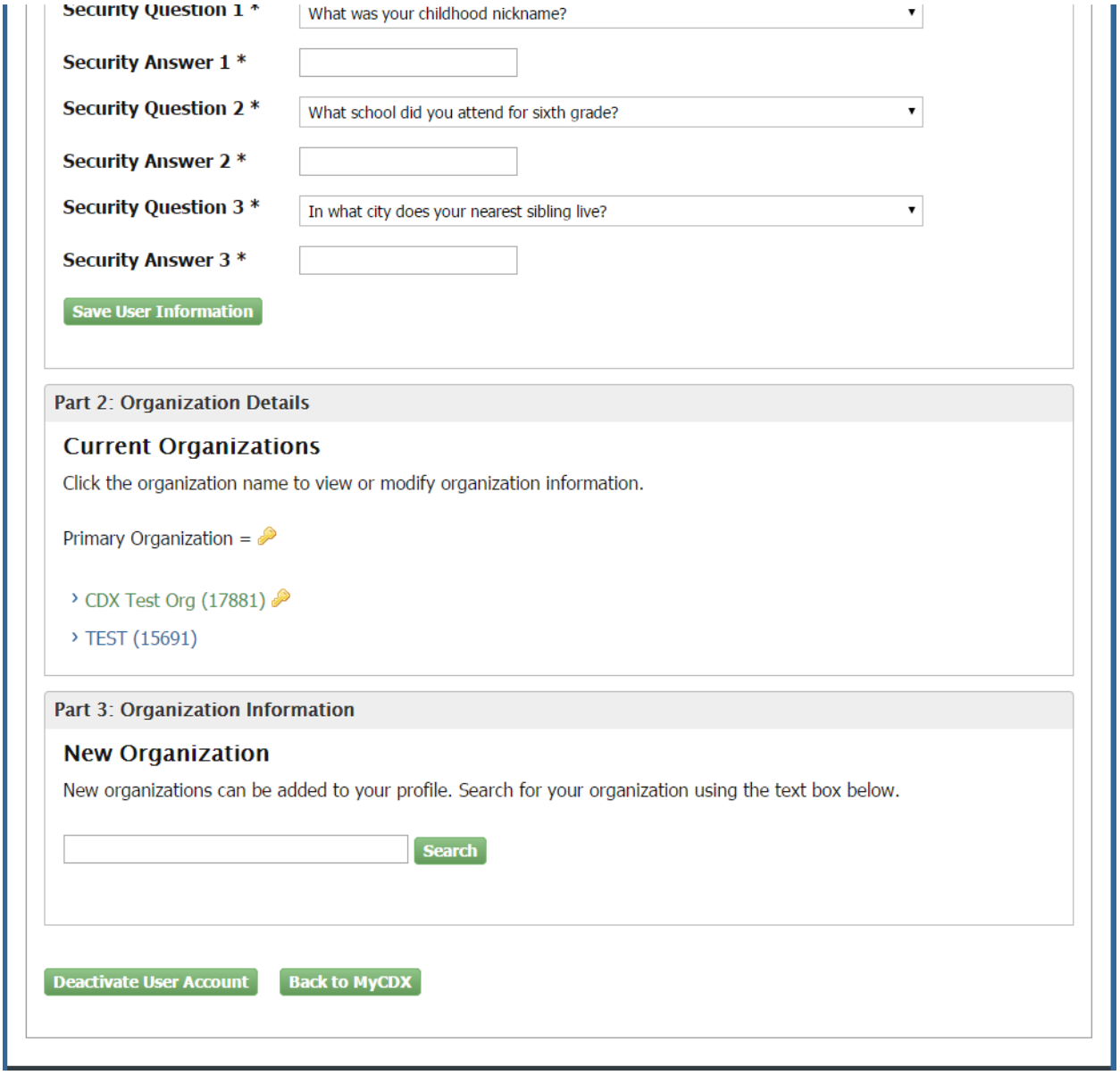


Exhibit 14-15: My Profile – Organization Details Screen (Edit Organization)

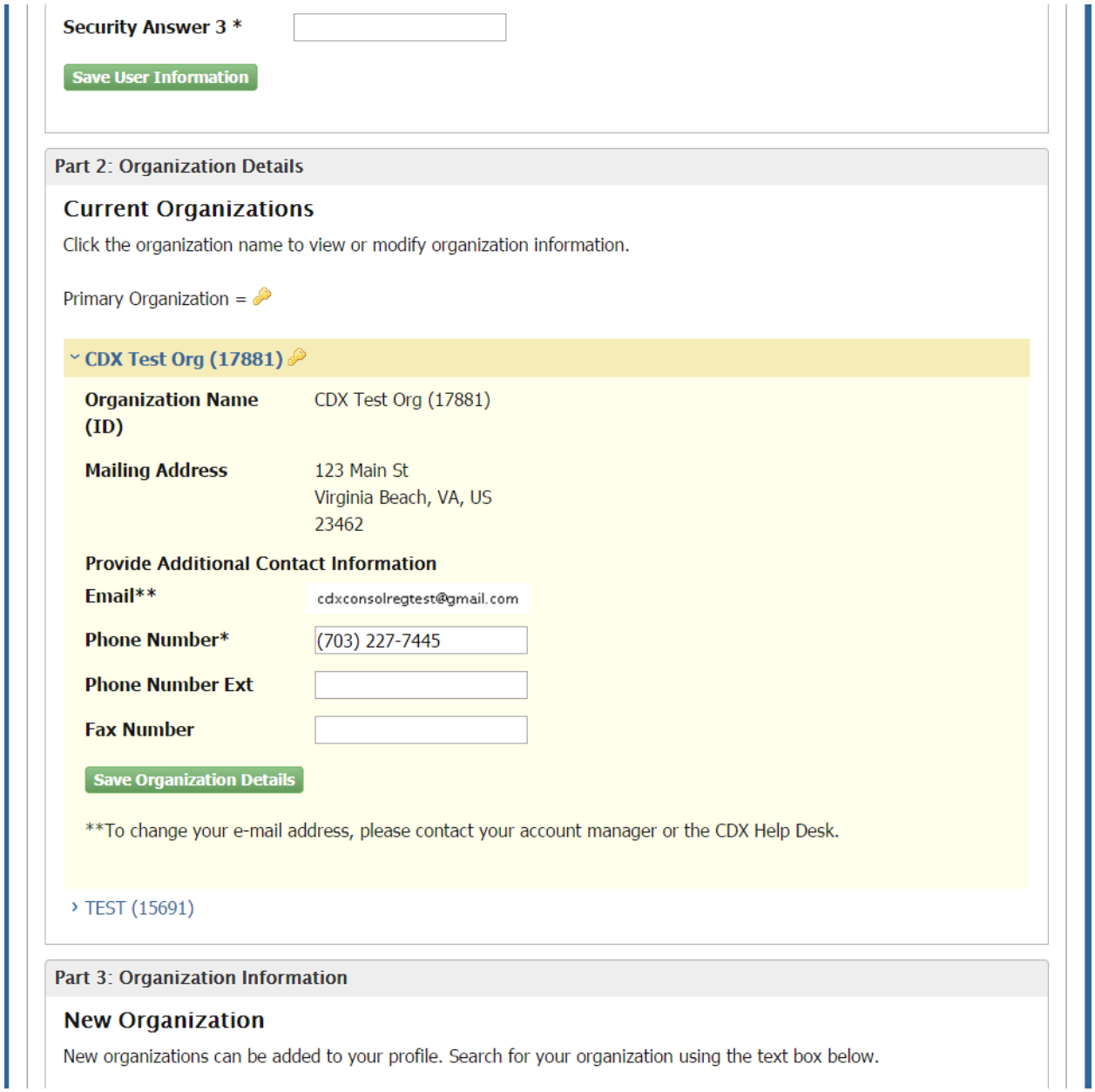


Exhibit 14-16 shows a screen capture of the 'My Profile - Set Primary Organization' section:

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

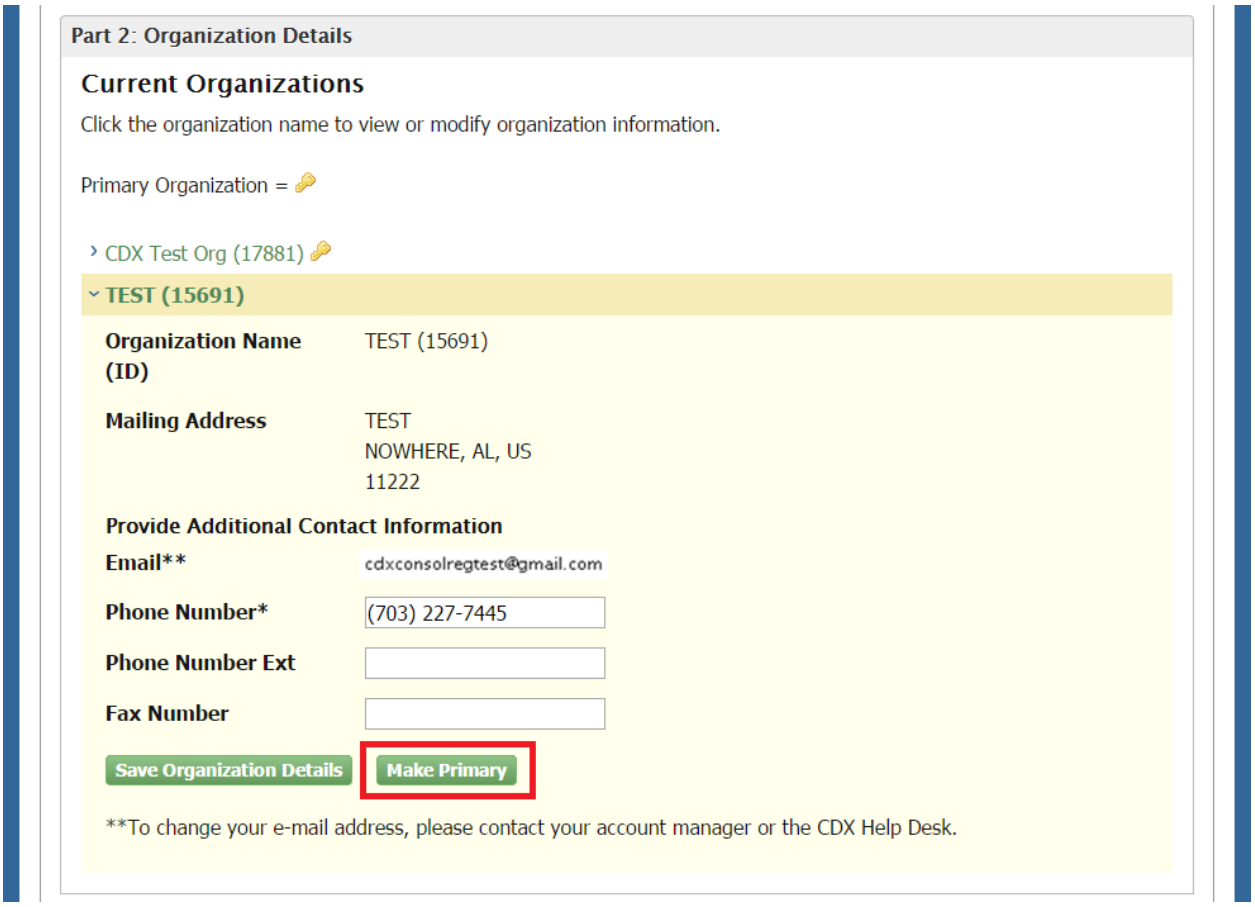
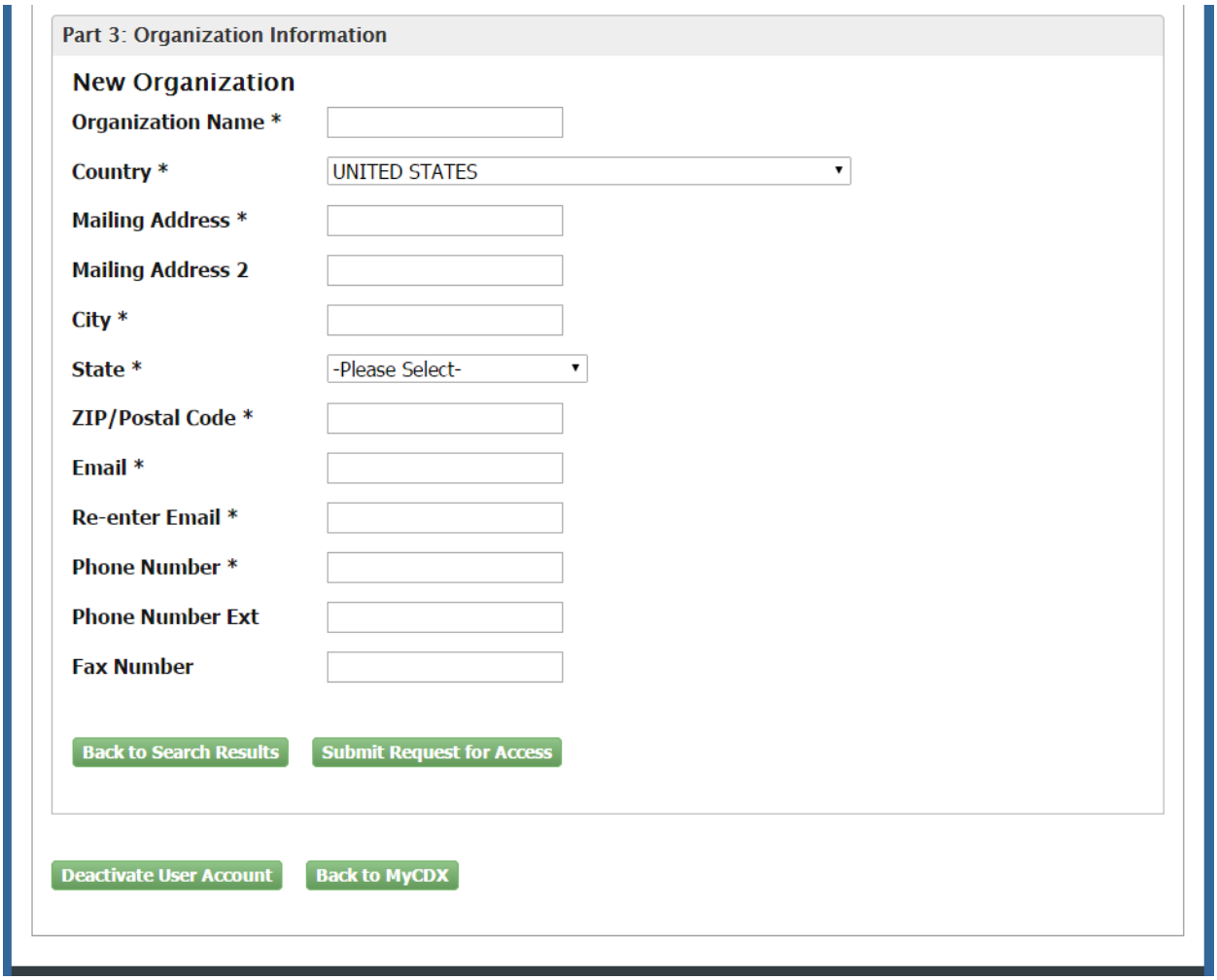


Exhibit 14-17 shows a screen capture of the 'My Profile - Add an Organization' section:

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



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

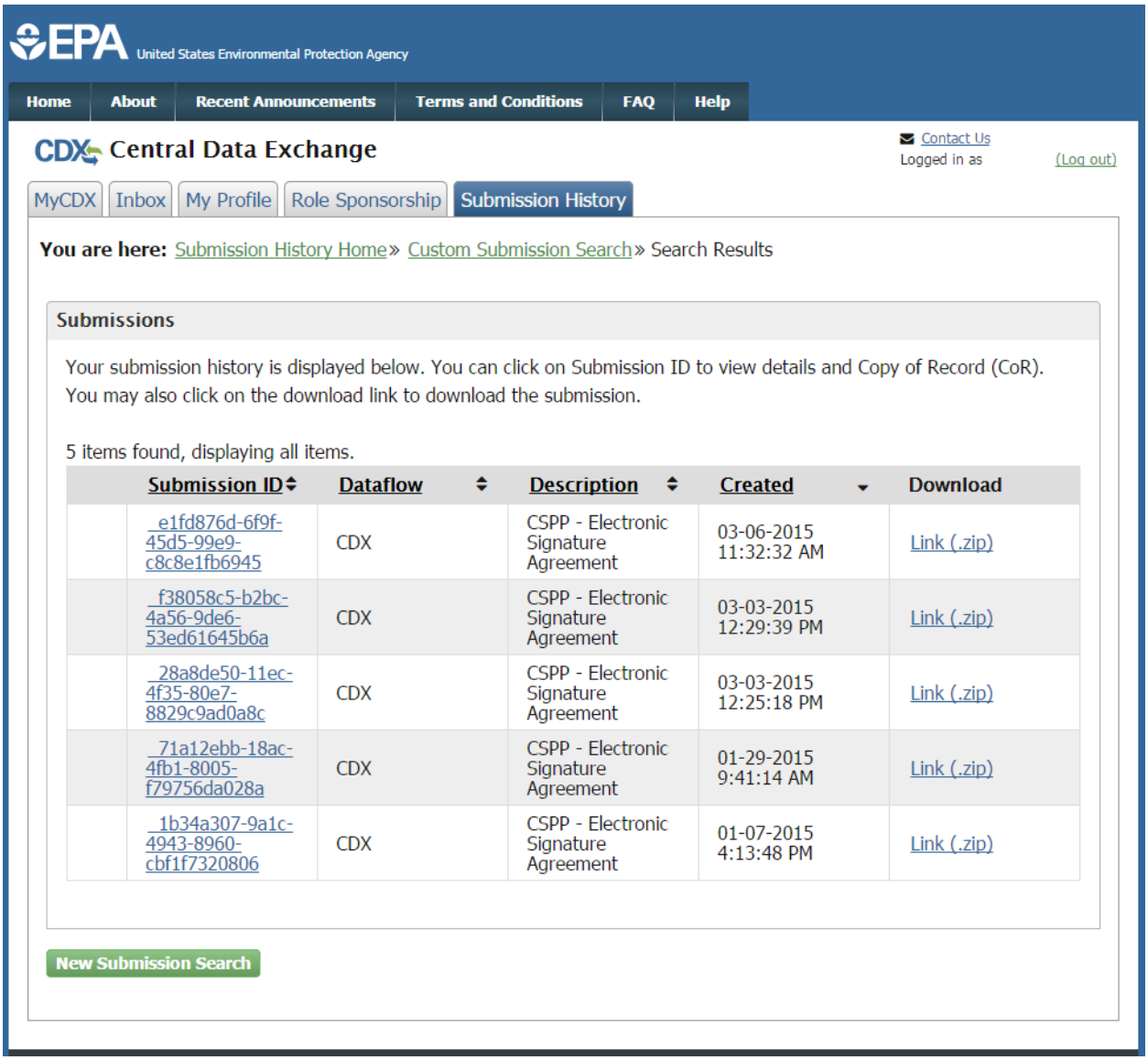


Exhibit 14-19 shows a screen capture of the 'Submission Details' screen (Scroll 1):

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

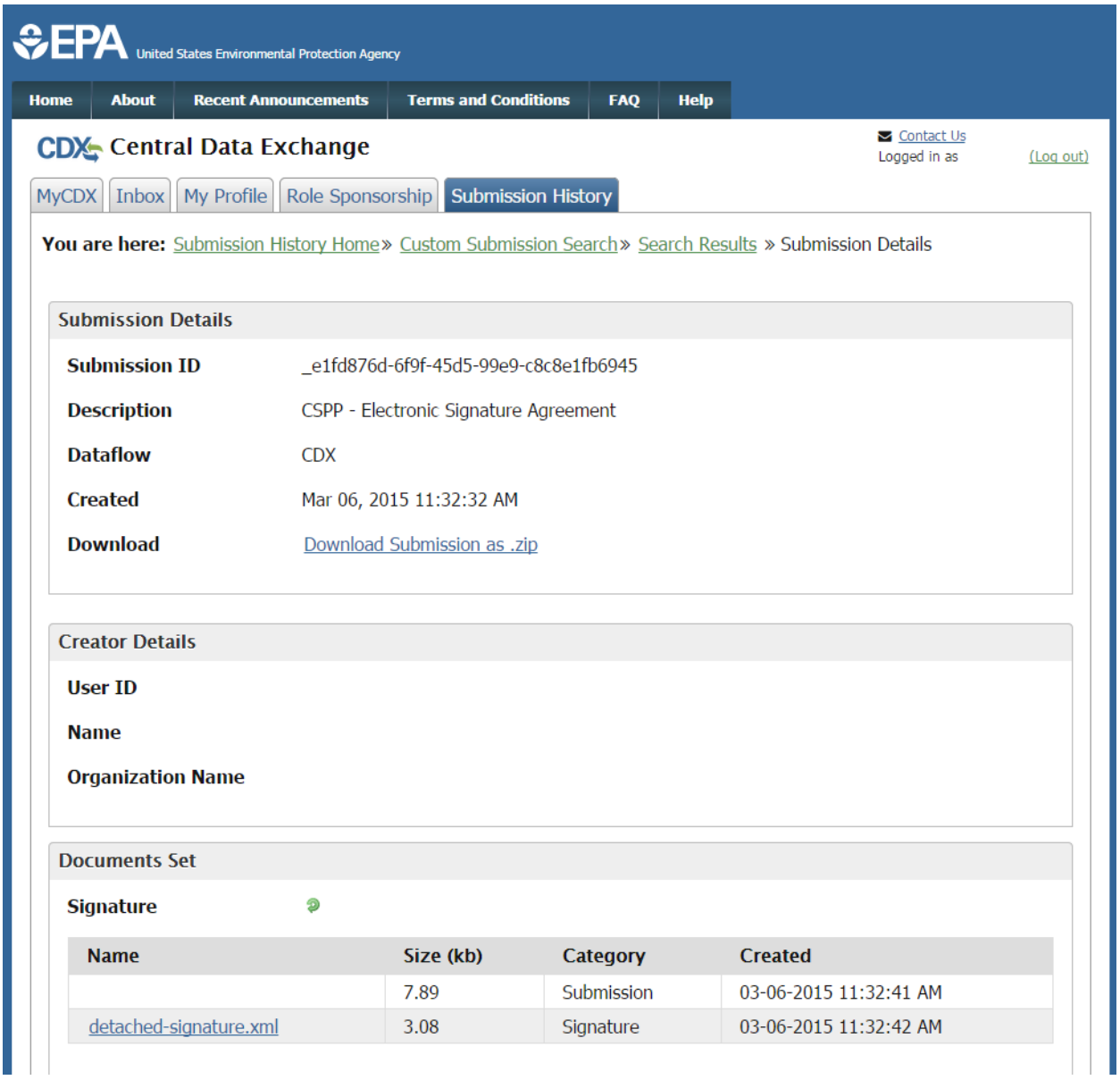
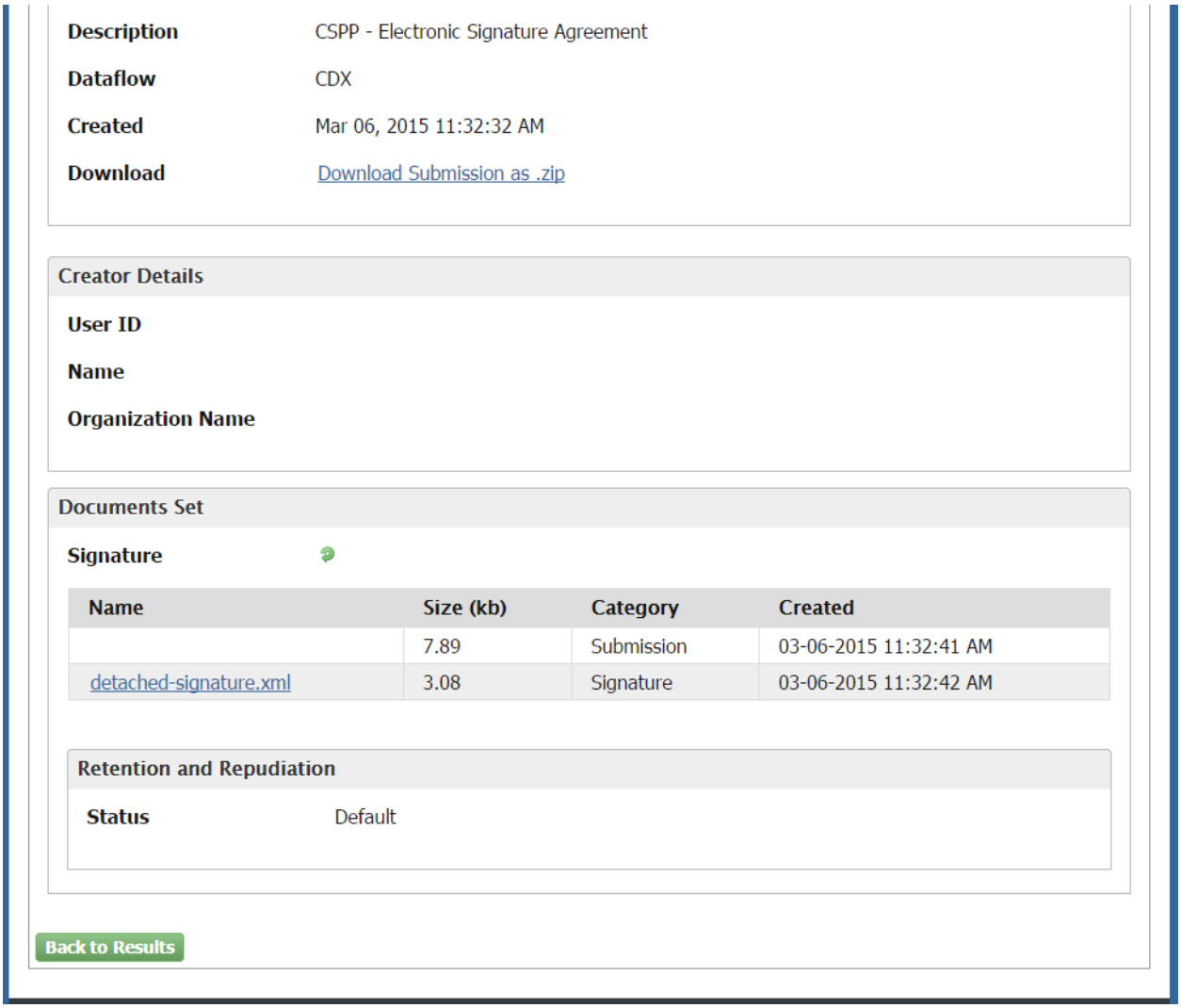


Exhibit 14-20 shows a screen capture of the 'Submission Details' screen (Scroll 2):

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



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

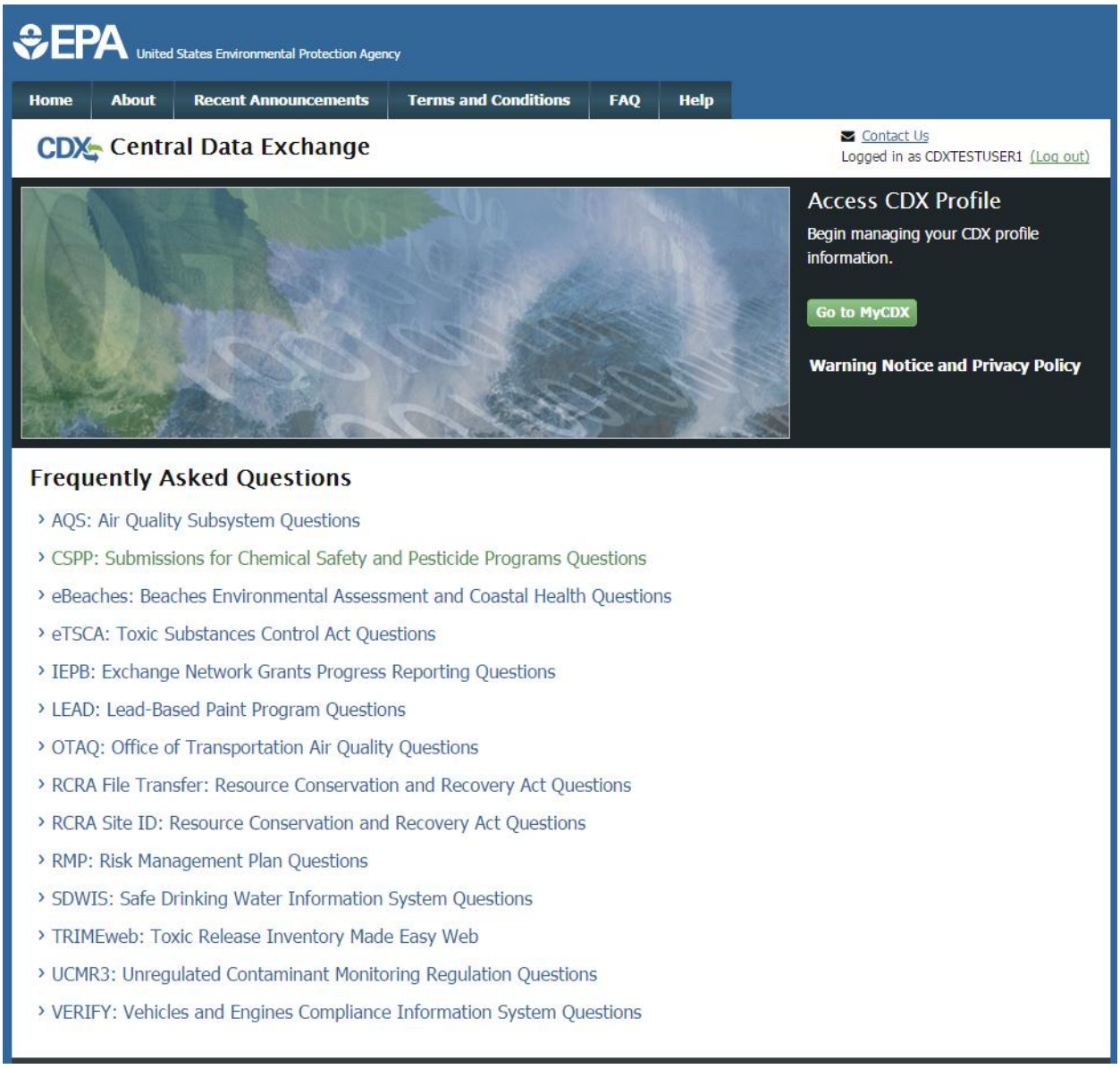


Exhibit 14-22 shows a screen capture of questions displayed under a specific program service on the 'FAQ Expanded Program Service' screen:

Exhibit 14-22: FAQ Expanded Program Service Screen

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

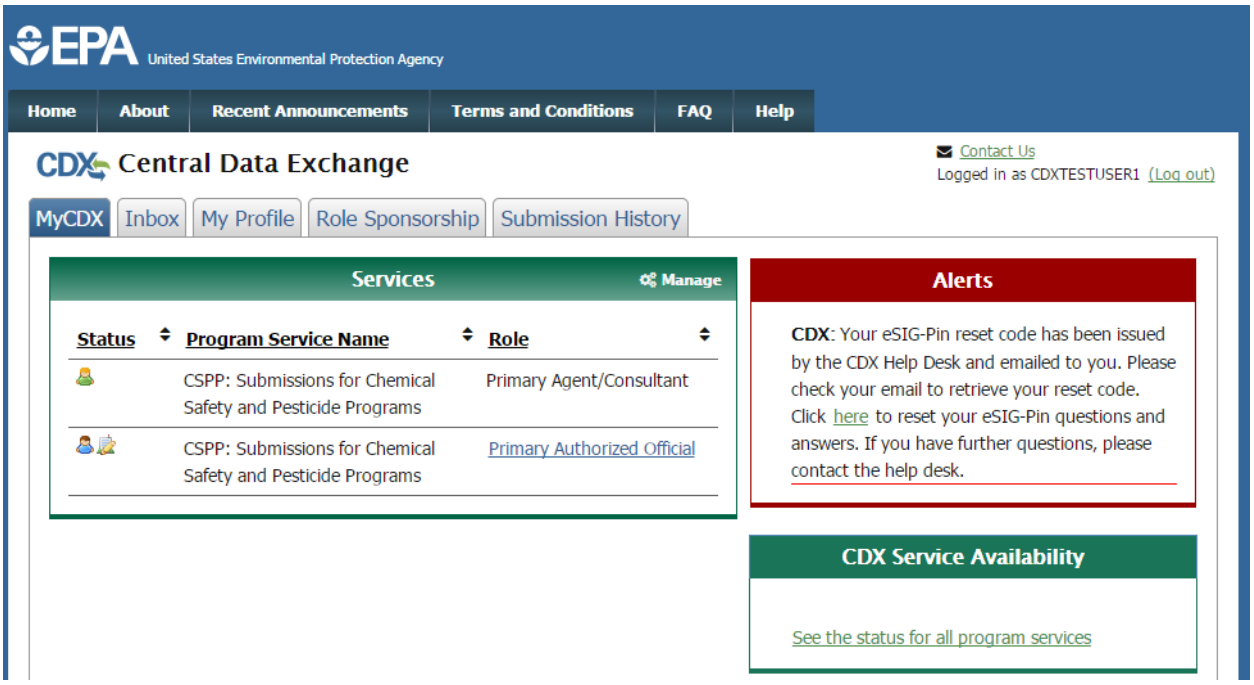
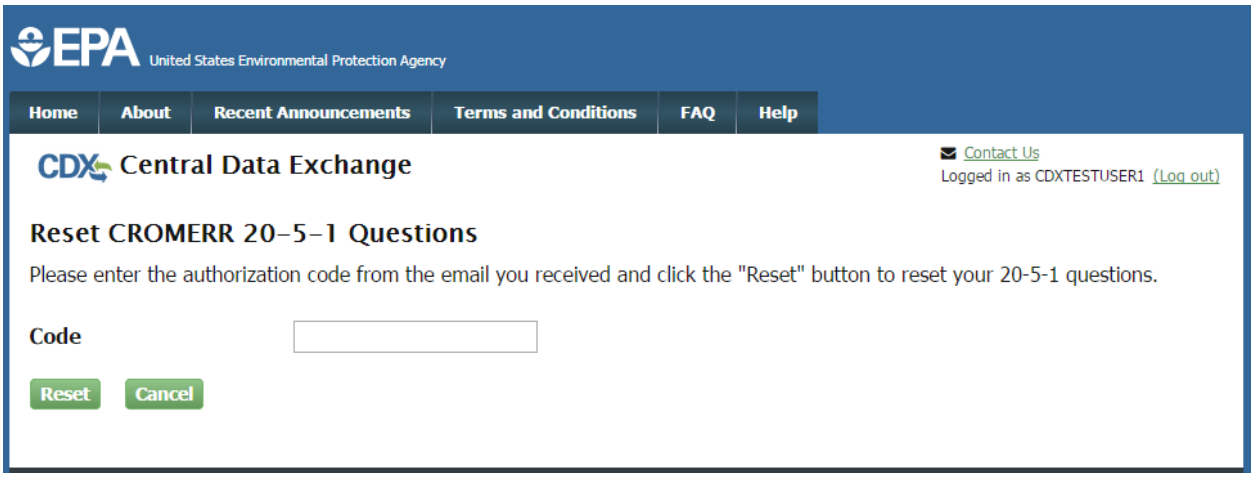


Exhibit 14-24 shows a screen capture of the 'Authorization Code Entry' screen:

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



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