Pesticide Registration Home
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E-submission resource documents for assembly of electronic packages and discs

Office of Pesticide Programs Electronic Submission resource documents submission resource documents about e-Dossier builder and XML format methods, and the e-CSF application.

Electronic Submissions resource documents are listed below to assist you with assembly and submitting options.

You will need Adobe Reader to view some of the files on this page. See EPA's About PDF page to learn more.

- OPP Pesticide Submission Portal (PSP) User Guide Version 1.1 (PDF) (91 pp, 4 MB, March 15, 2016)
- CDX Pesticide Submissions Portal (PSP) Registration User Guide Version 1.1 (PDF) (89 pp, 4 MB, February 12, 2016)
- e-Dossier builder user guide - version 2.2 (PDF) (105 pp, 3 MB, August 27, 2015)
- e-submission XML guidance document - version 4.6 (PDF) (60 pp, 453 K, August 26, 2015)
- e-CSF user guide (PDF) (57 pp, 2 MB, October 27, 2008)

Contact Us to ask a question, provide feedback, or report a problem.

CDX Pesticide Submissions Portal (PSP) Registration User Guide

Environmental Protection Agency

Office of Pesticide Programs

Table of Contents

List of Exhibits

1 Introduction

The 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 Pesticide Submission Portal (PSP) workflow submissions. 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 PSP.

1.2 Topics Covered

This document will cover the registration process 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 additional verification process that takes place for some roles.
- **Section 6** details managing user and organization information within CDX.
- **Section 7** describes how to manage program services and add EPA OPP Company Numbers.
- **Section 8** explains the role sponsorship process.

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.

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

For optimal performance, it is recommended that you use Google Chrome to access the PSP application. However, the following browsers are supported:

- Google Chrome

  Go to the following link to download:

  http://www.google.com/chrome

- Internet Explorer 11(Internet Explorer 10 and below are not supported)

  Go to the following link to download:

  http://windows.microsoft.com/en-US/internet-explorer/downloads/ie

- Mozilla Firefox 3.5 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

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):

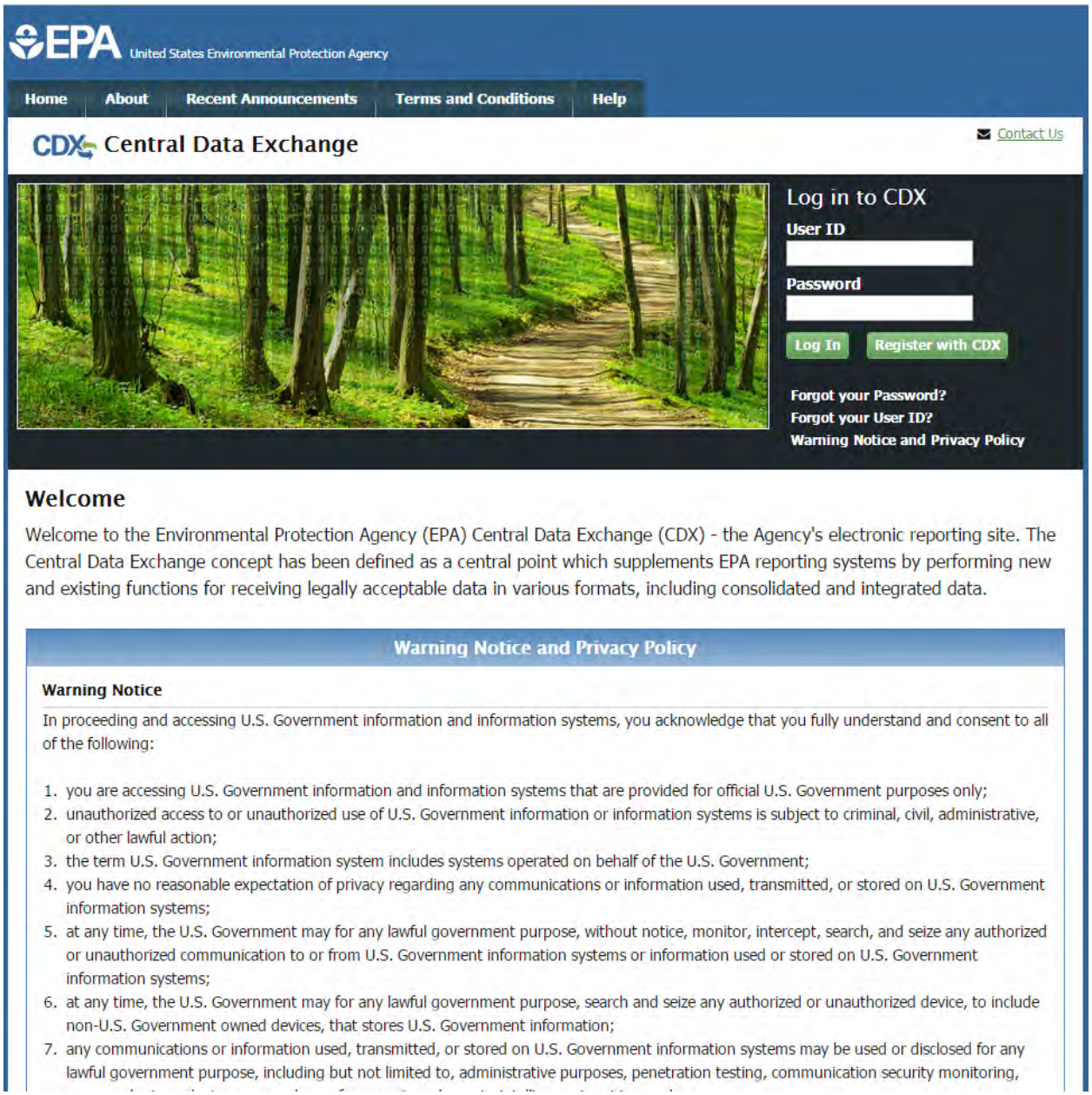
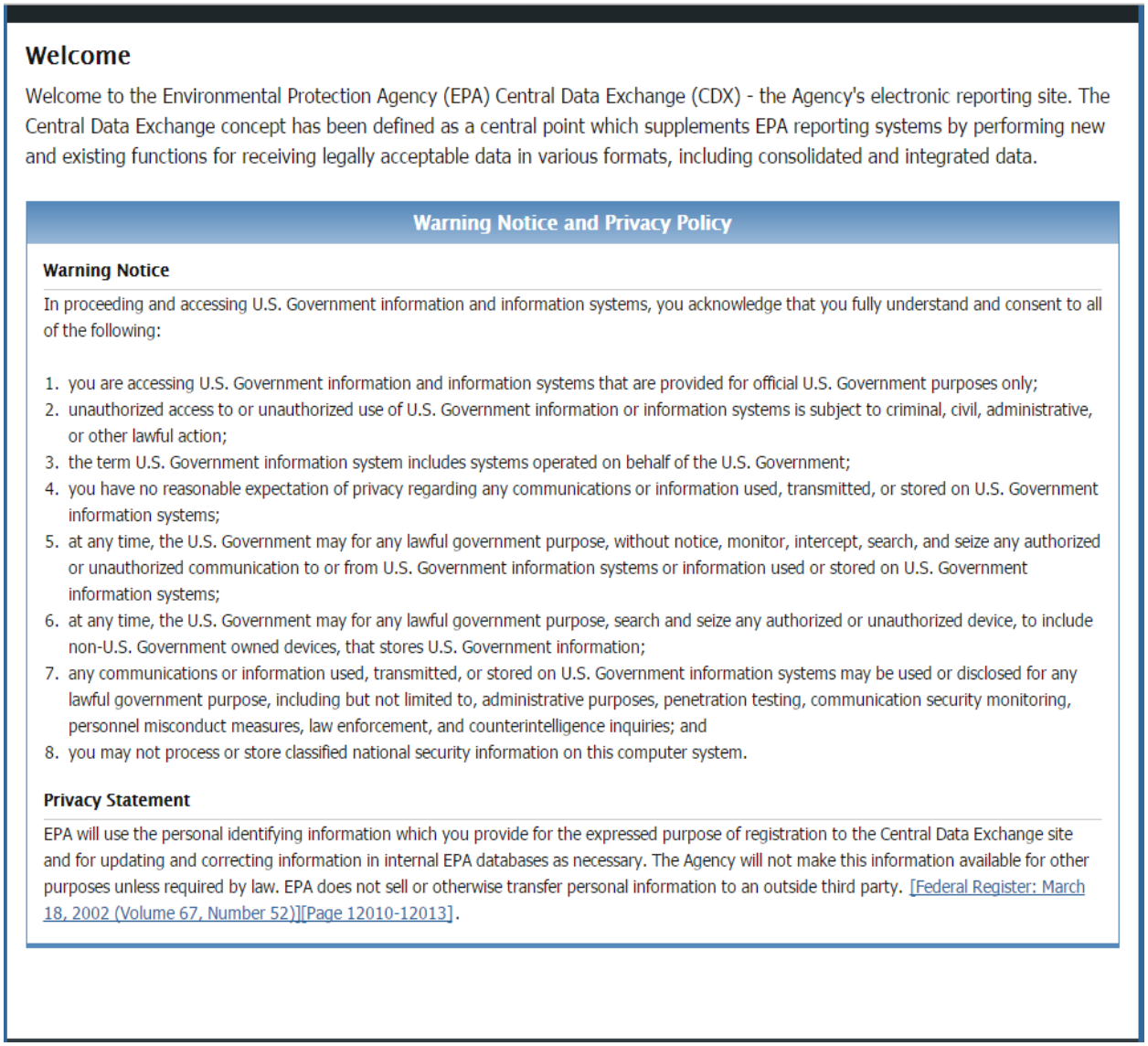


Exhibit 3-1: CDX Homepage Screen (Scroll 1)

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



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].

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

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.

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

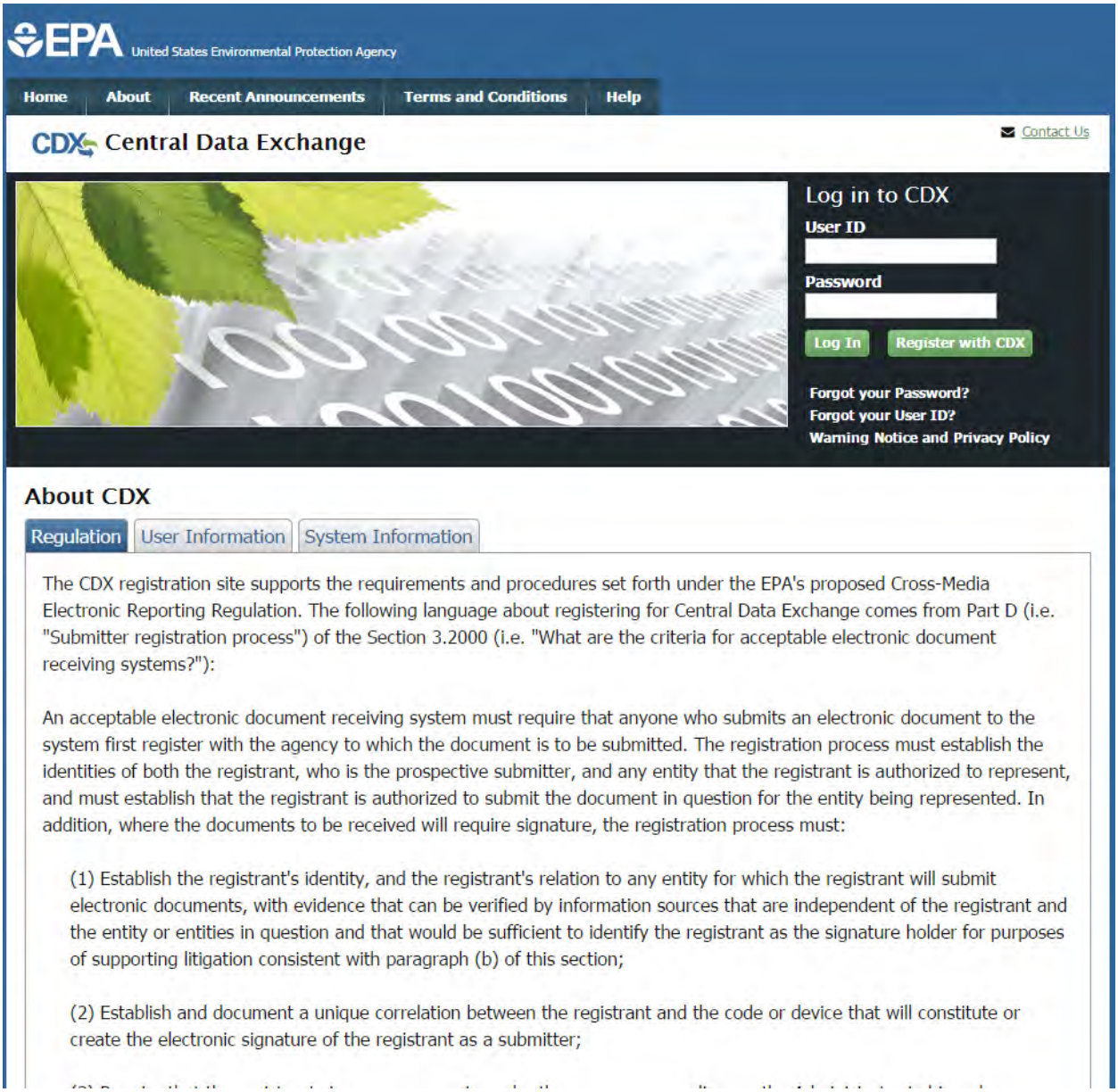


Exhibit 3-3: About CDX Screen (Scroll 1)

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

(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.

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

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:

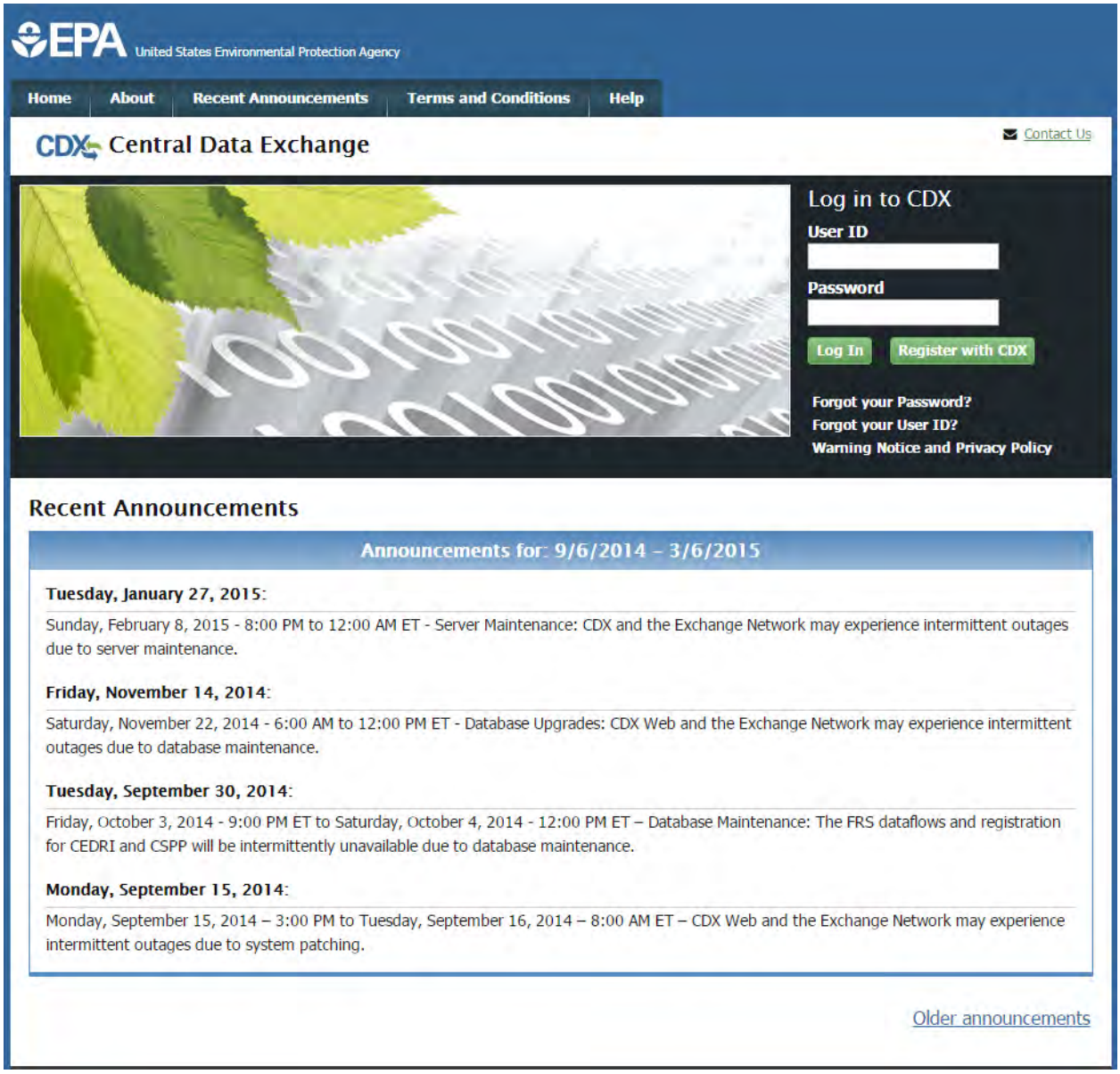


Exhibit 3-5: Recent Announcements Screen

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):

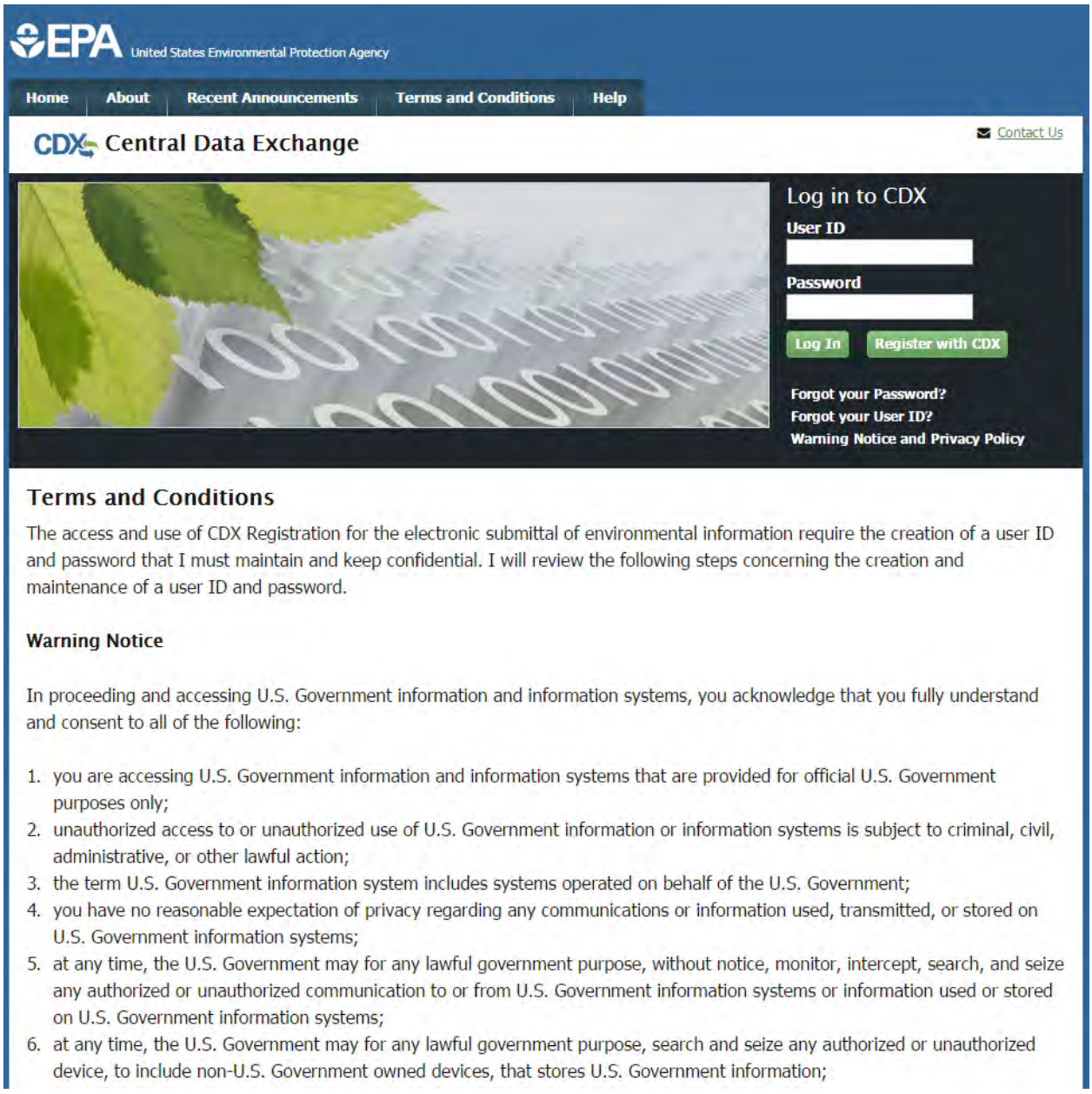


Exhibit 3-6: Terms and Conditions Screen (Scroll 1)

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

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.

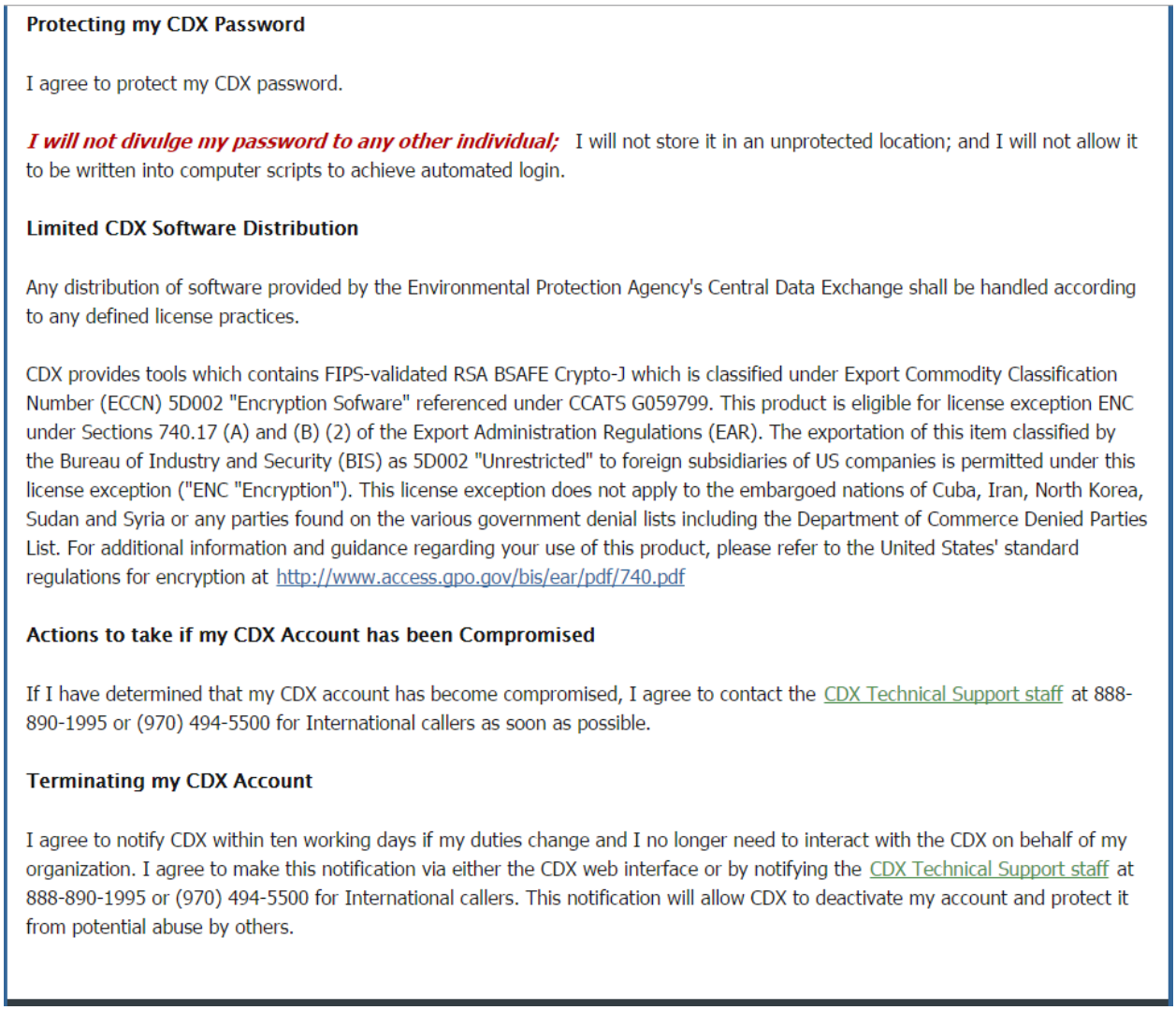
I will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

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

Exhibit 3-8 shows a screen capture of the ‘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.

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

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:

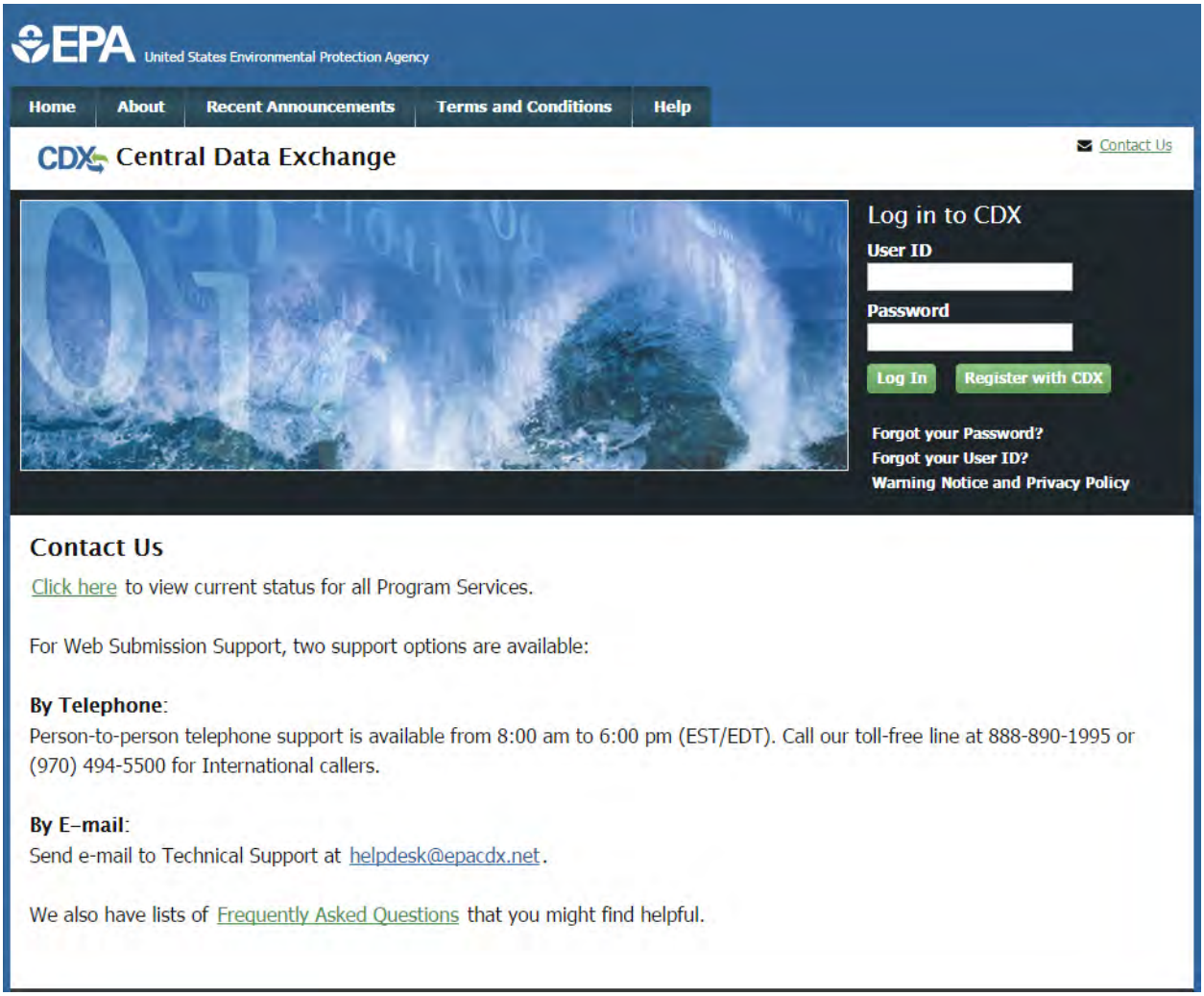


Exhibit 3-9: Help Screen

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

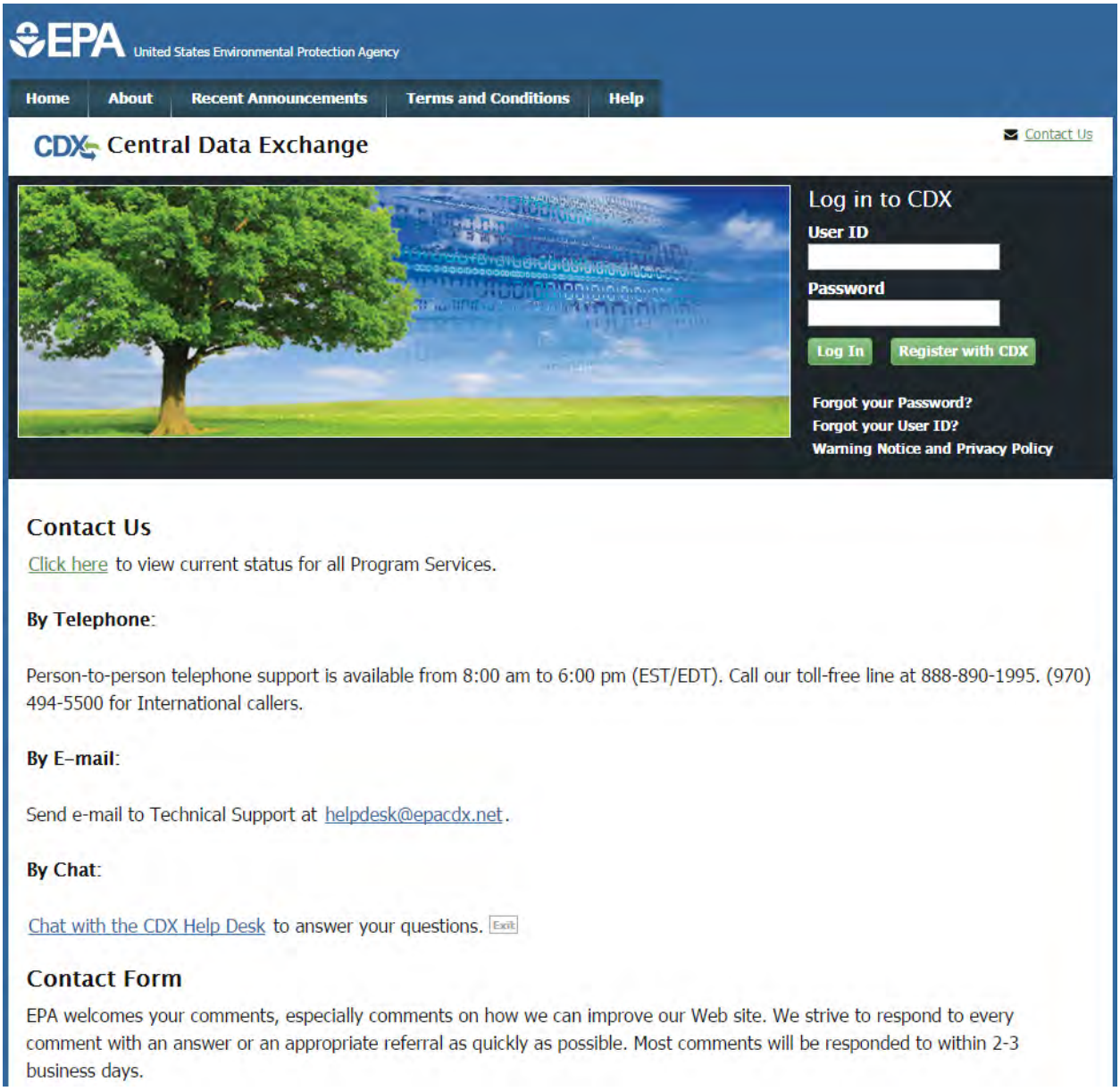


Exhibit 3-10: Contact Us (Scroll 1)

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

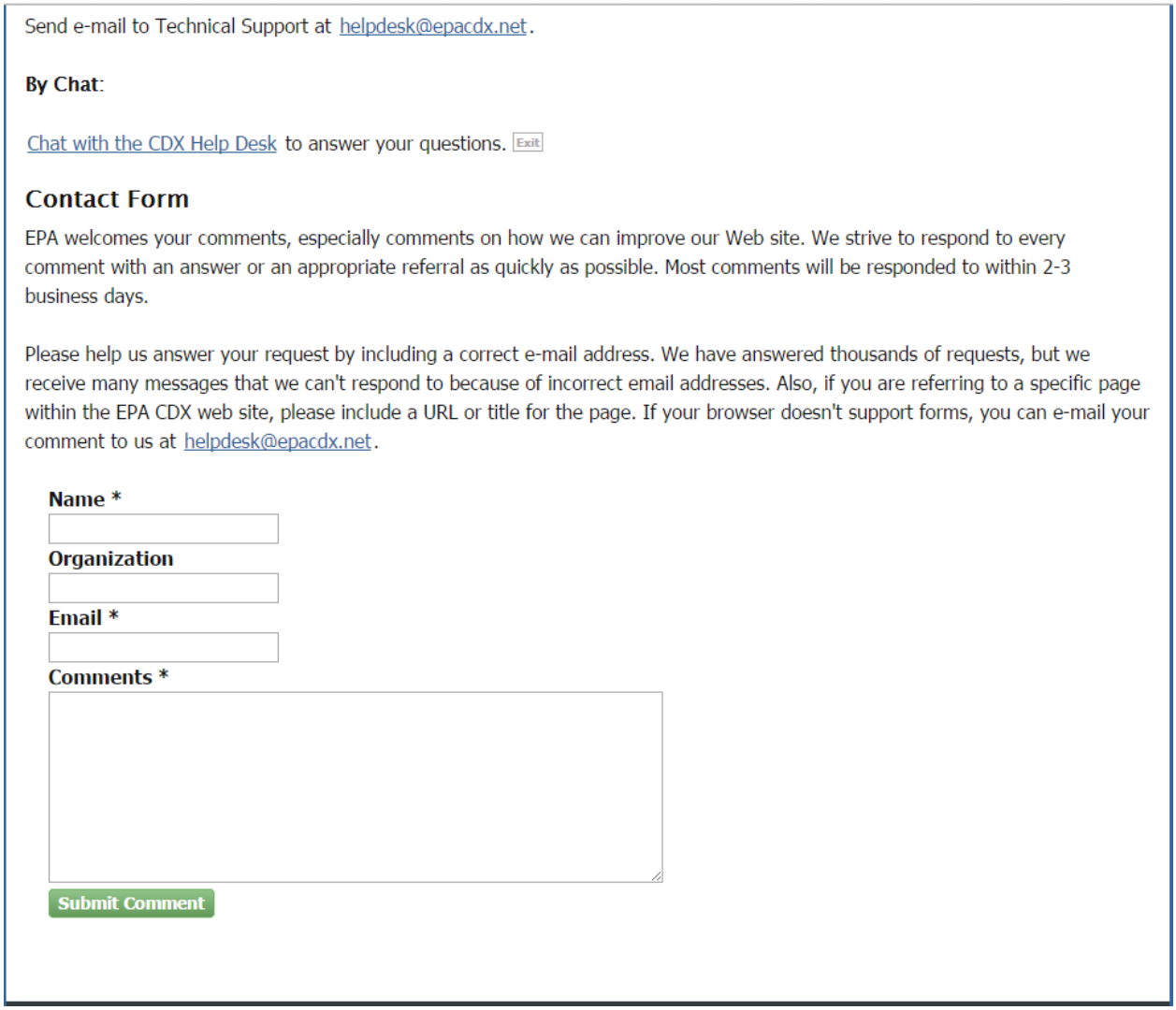


Exhibit 3-11: Contact Us (Scroll 2)

4 CDX Core Registration for Primary Submitters

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 PSP User Roles

PSP supports two roles: Primary Submitter and Authorized Agent. Primary Submitters can sponsor Authorized Agents to submit on their behalf. Authorized Agents must first be sponsored by a Primary Submitter before they can register through CDX. Please refer to **Section 4.1.1** below for more information about the different PSP roles. For more information about role sponsorship please see **Section 8**.

4.1.1 Primary Submitter

Primary Submitters serve as the primary point of contact for a company. Primary Submitters have the following attributes:

- Can sponsor Authorized Agents to submit on their behalf.
- Can revoke an Authorized Agent's access to the PSP application.
- Can see all packages created for their company. However, to view the details of these packages, they must obtain the passphrase used to encrypt the package. **Note:** A passphrase is needed to view all created packages. Neither Primary Submitters nor Authorized Agents may view the details of a package without the package's passphrase.
- Can prepare and submit packages on behalf of their organization.
- Can submit responses to DCIs.
- There can be multiple Primary Submitters for a company.
- Can add EPA companies and submit for multiple companies.

4.1.2 Authorized Agent

Authorized Agents have the following attributes:

- Must be sponsored by a Primary Submitter.
- Can only see the packages they created.
- Can submit responses to DCIs.
- Can prepare and submit packages on behalf of their organization.
- There can be multiple Authorized Agents for a company.

4.2 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:

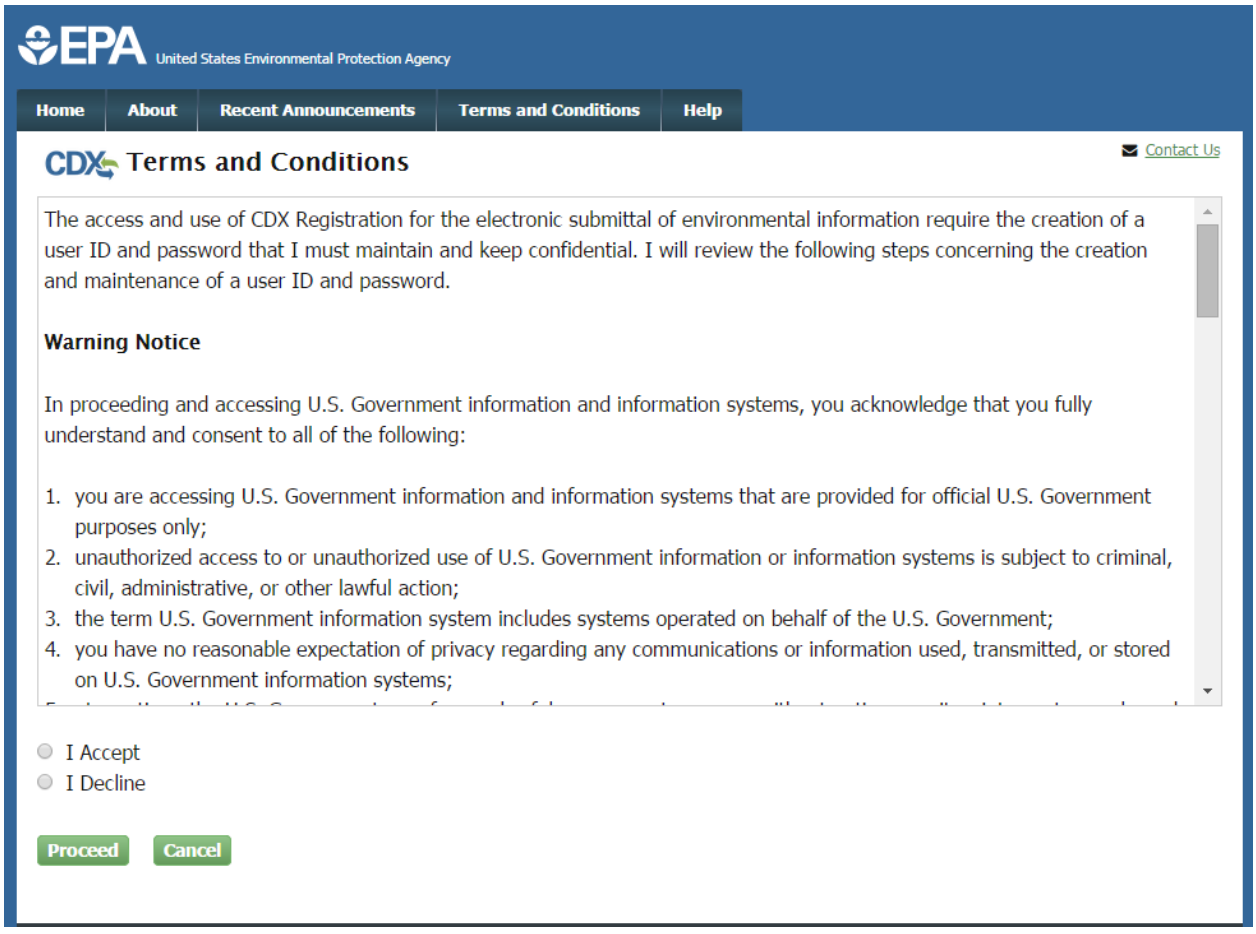


Exhibit 4-1: CDX Terms and Conditions Screen

Navigation: Click the 'I Accept' radio button and click 'Proceed'.

4.3 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 4-2). 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 4-3). You can select a program by clicking the program name (e.g. ‘PSP: Pesticide Submission Portal’). 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 ‘psp’ will display ‘PSP: Pesticide Submission Portal’ 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 screen capture of the ‘Program Service’ screen:

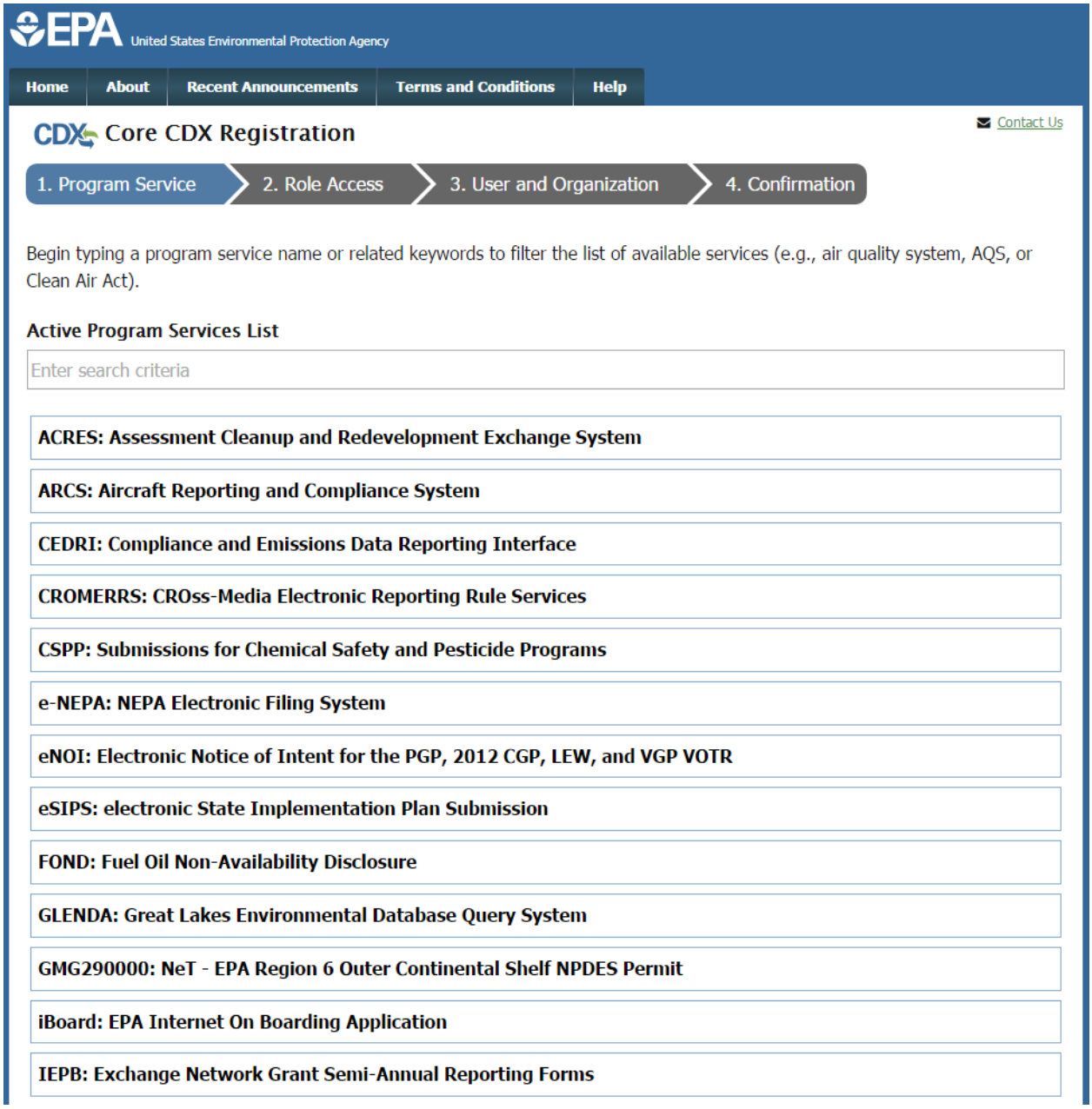


Exhibit 4-2: Program Service Screen

Exhibit 4-3 shows a screen capture of a filtered view of the ‘Program Service’ screen:

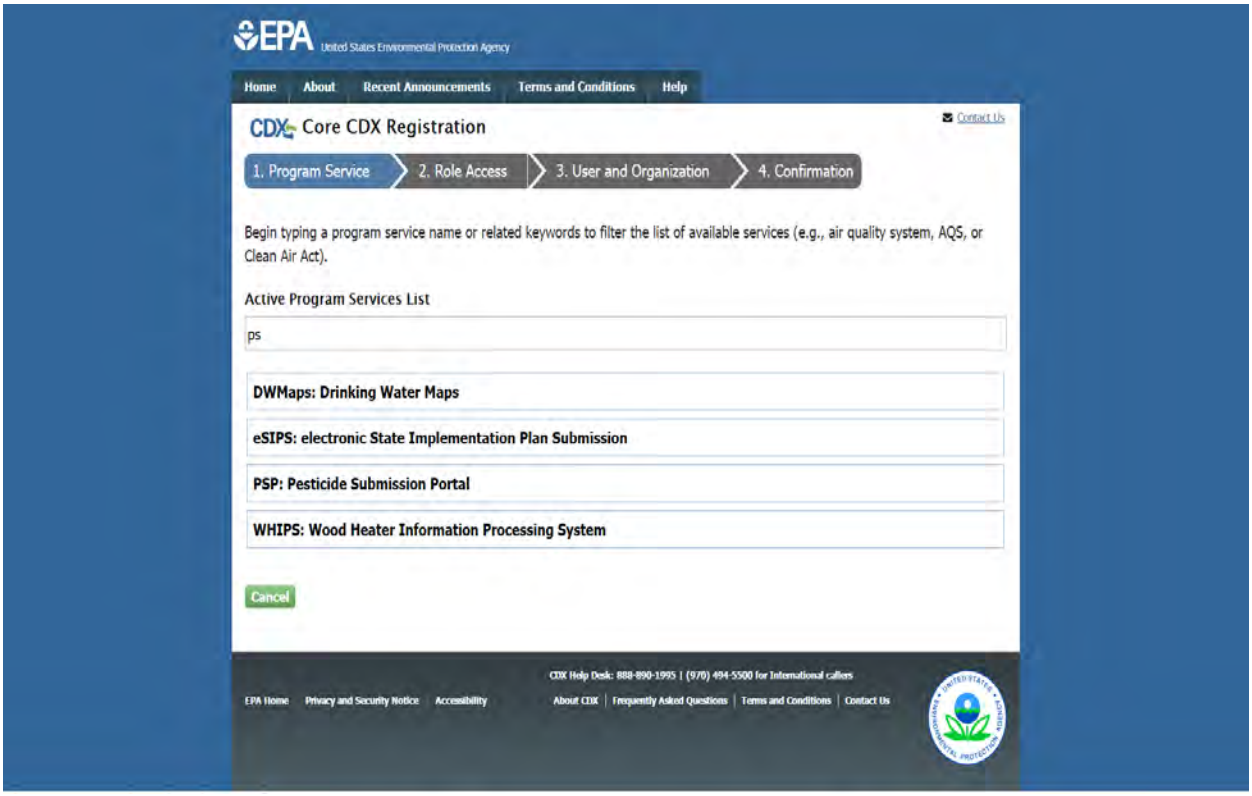


Exhibit 4-3: Program Service Screen (Filtered View)

Navigation: Enter ‘PSP’ in the ‘Active Program Services List’ field and select ‘PSP: Pesticide Submission Portal’.

4.4 Role Access (Primary Submitter)

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 ‘PSP: Pesticide Submission Portal’ on the ‘Program Service’ page, the ‘Role Access’ screen will appear and will allow you to register for the Primary Submitter role.

Select the ‘Primary Submitter’ role from the dropdown and click the ‘Request Role Access’ button.

After clicking the ‘Request Role Access’ button, a ‘Company Number’ field will appear. Enter the EPA Office of Pesticide Programs (OPP) Company Number for the company you will be submitting for and click the ‘Next’ button. If you do not know the EPA OPP Company Number for your company, please follow this link for instructions on how to obtain a Company Number

→ http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-how-obtain-company-number-and-register-official.

If you entered a valid company number, an organization name and address will be returned for the specified company number. If the organization you see is not the correct organization, you may click the 'click here' link to re-enter a different company number. If the system cannot find a company that matches the entered number, an error message will be displayed.

Exhibit 4-4 shows a screen capture for the first part of the 'Role Access' screen:

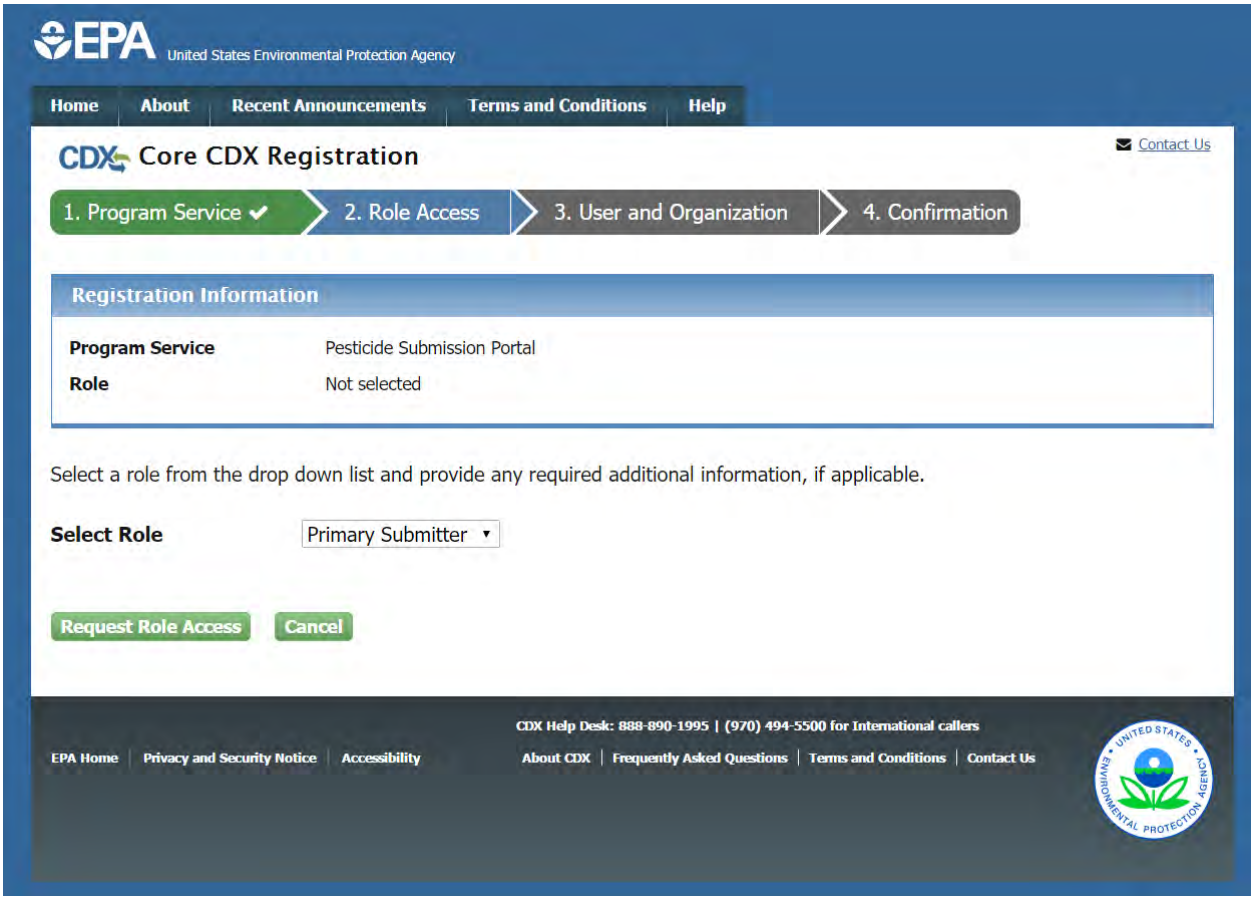


Exhibit 4-4: Select Role

Navigation: Select the 'Primary Submitter' role from the 'Select Role' dropdown. Click the 'Request Role Access' button.

Exhibit 4-5 shows a screen capture for the second part of the 'Role Access' screen:

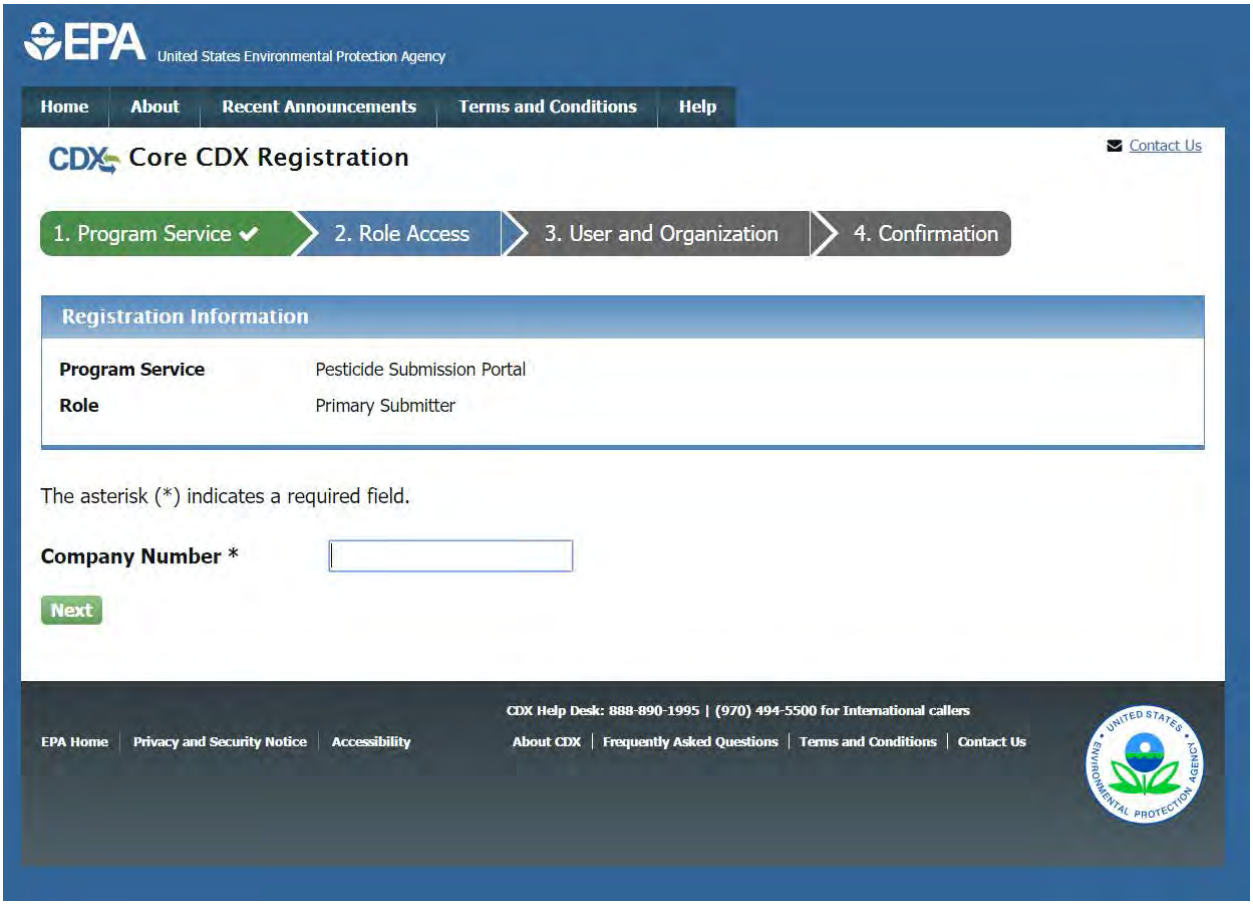


Exhibit 4-5: Enter Company Number

Navigation: Enter your company number and click the 'Next' button.

Exhibit 4-6 shows a screen capture for the last part of the 'Role Access' screen:

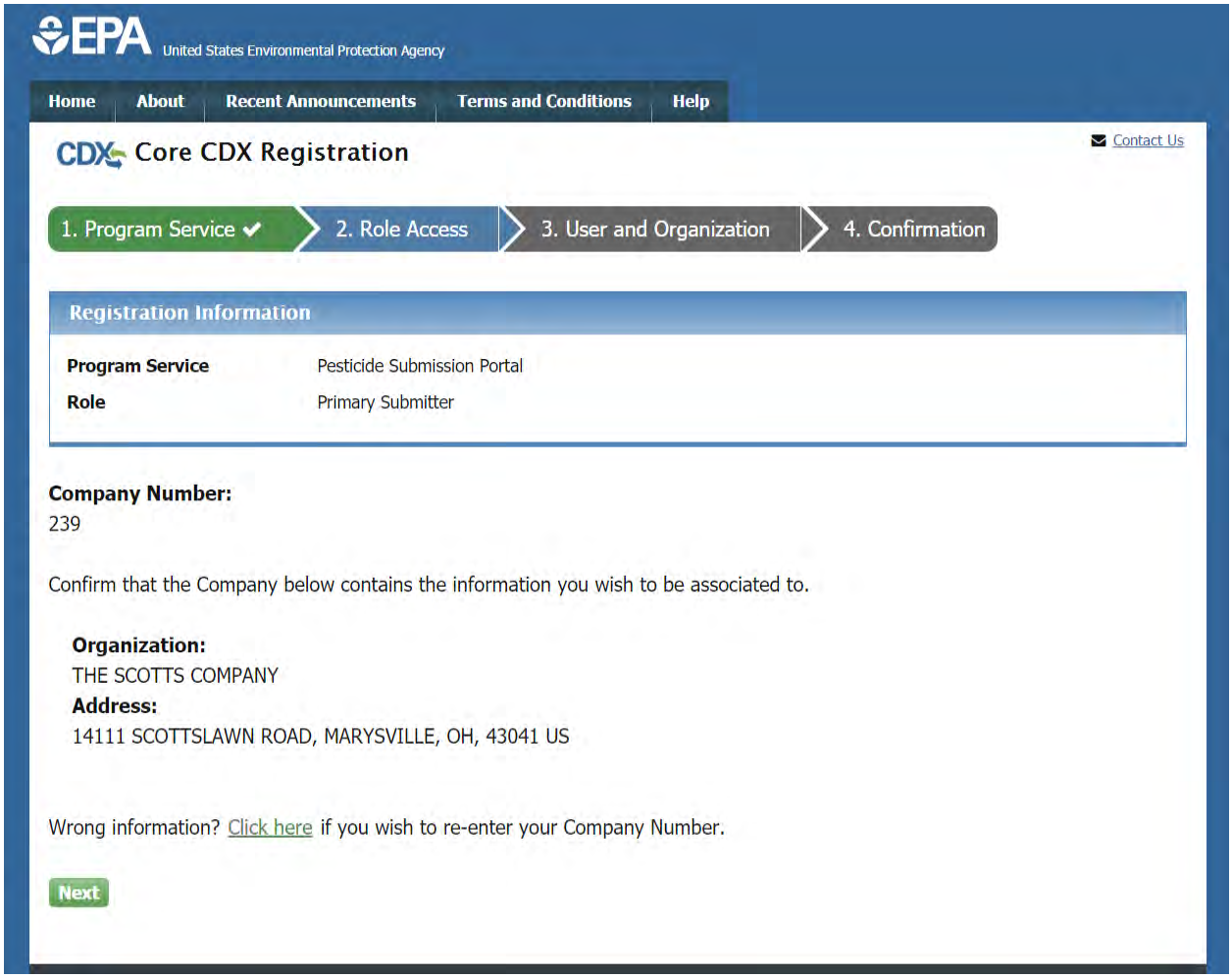


Exhibit 4-6: Company Search Results

Navigation: Confirm the organization displayed on screen. If the organization displayed is incorrect, click the 'click here' link to enter another company number. If the displayed organization is correct, click the 'Next' button.

4.4.1 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.

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.

Since additional identity proofing is required, you will be prompted to either use LexisNexis identity validation or sign a paper Electronic Signature Agreement (ESA). This prompt will occur after your initial login to the system.

4.4.2 Part 1: User Information

The 'User Information' section collects the following information (see Exhibit 4-5):

- 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 PSP. 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 4-7 shows a screen capture of the ‘User and Organization’ screen:

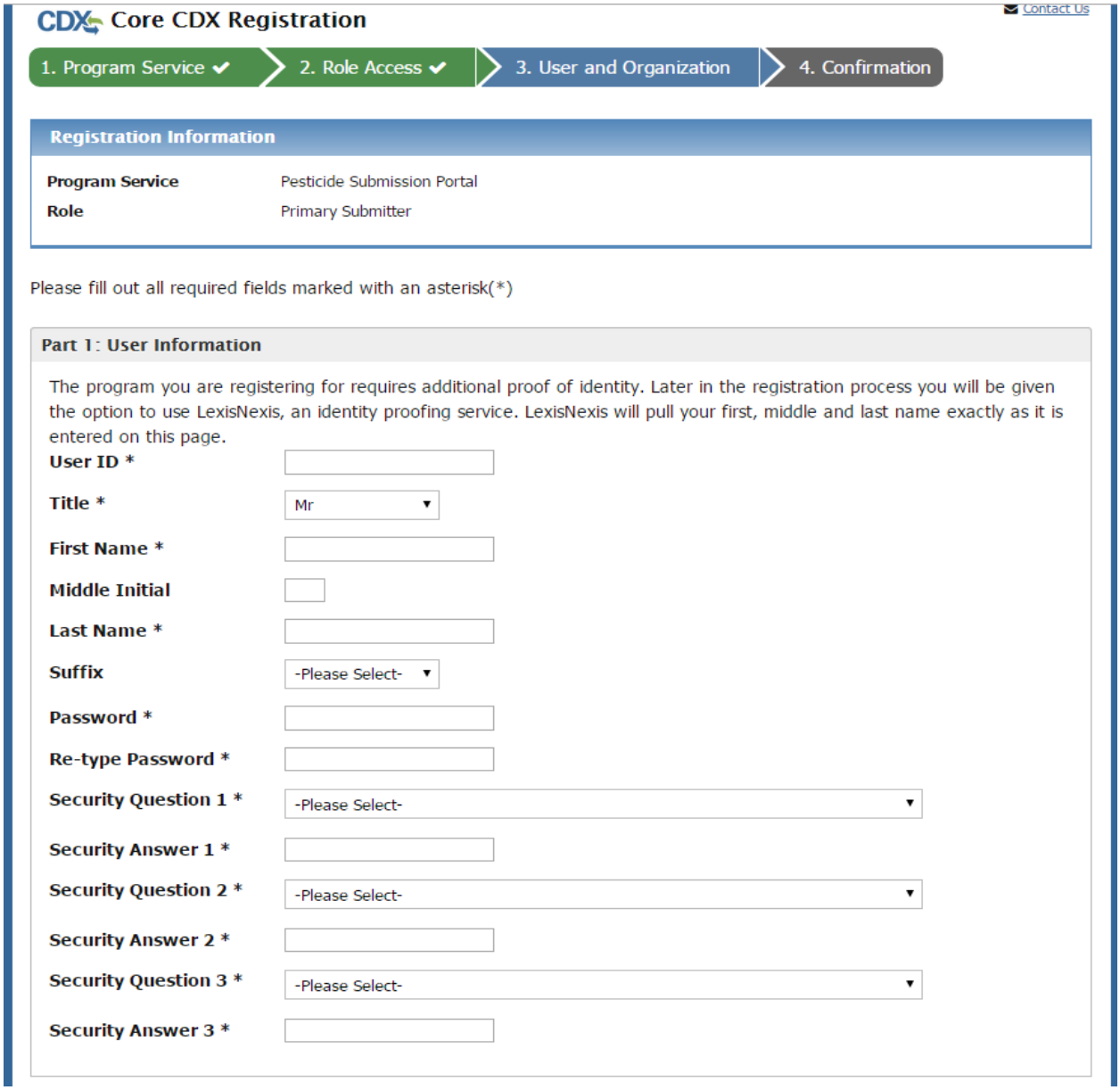


Exhibit 4-7: User and Organization Screen (Scroll 1)

Navigation: Enter information into all required fields.

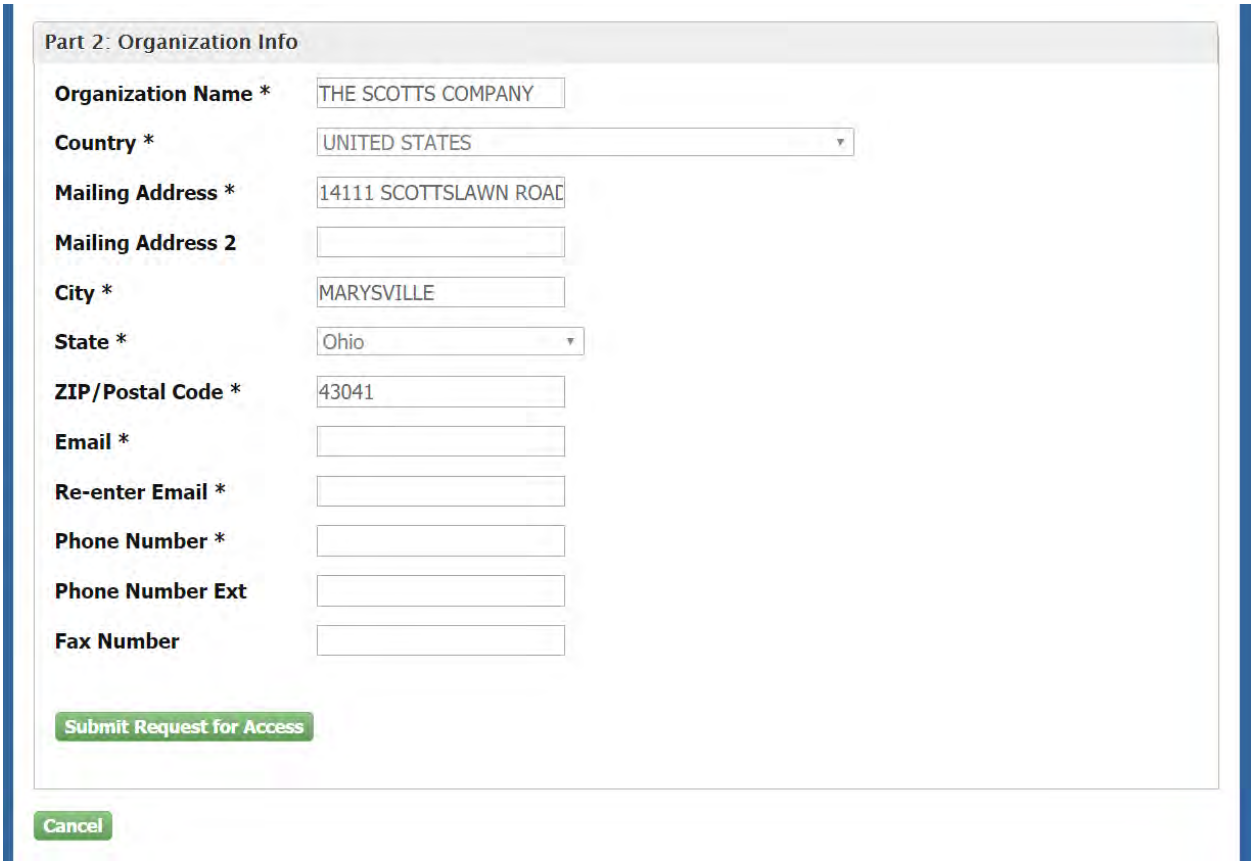


Exhibit 4-8: User and Organization Screen (Scroll 2)

4.4.3 Part 2: Organization Information

The 'Organization Information' section displays the information of the company selected. This information is taken from OPP's system and cannot be modified. Enter information into the 'Email' and 'Phone Number' fields and click the 'Submit Request for Access' button to proceed.

Exhibit 4-9 shows a screen capture of the 'Organization Information' section of the 'User and Organization' screen:

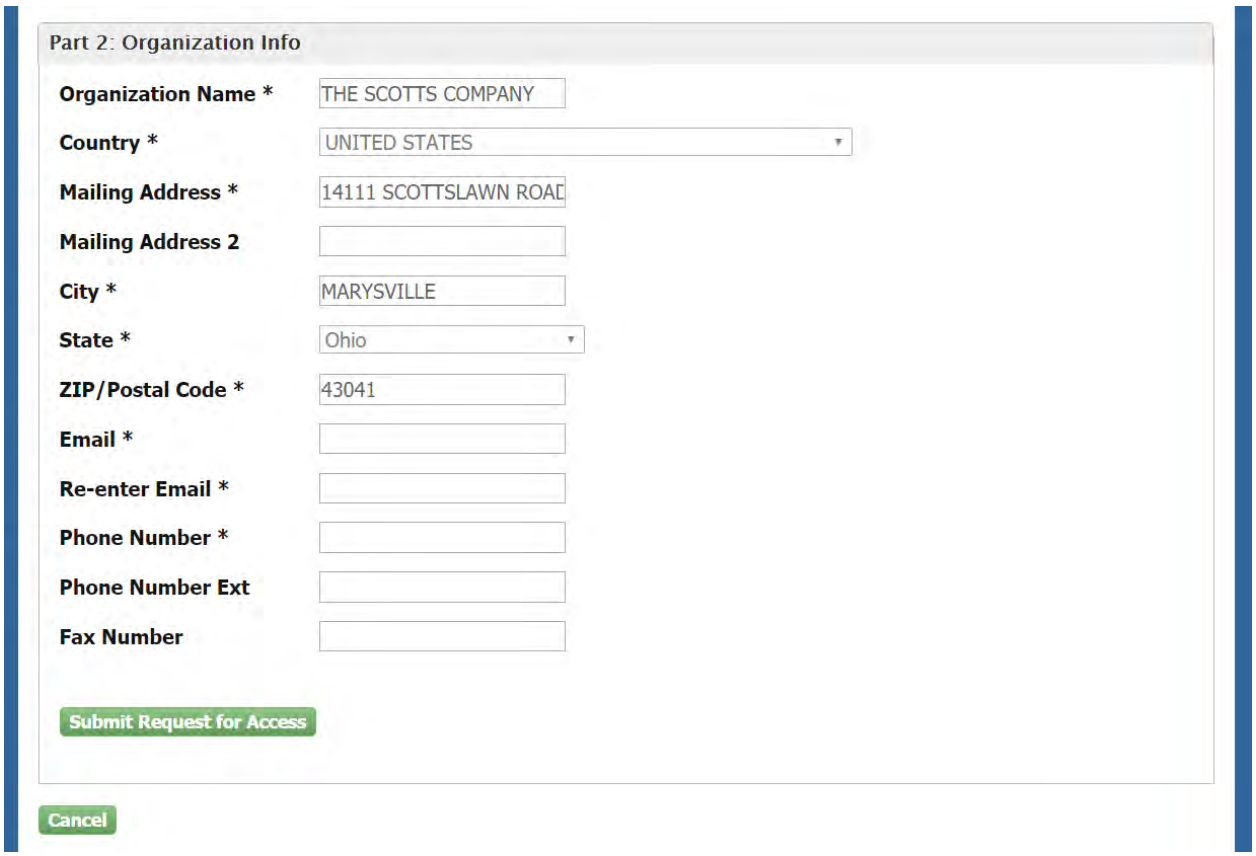


Exhibit 4-9: User and Organization Screen - Organization Information

Navigation: Enter information into the 'Email' and 'Phone Number' fields. Click the 'Submit Request for Access' button.

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 4-10). 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 4-10 shows a screen capture of the Confirmation Email:

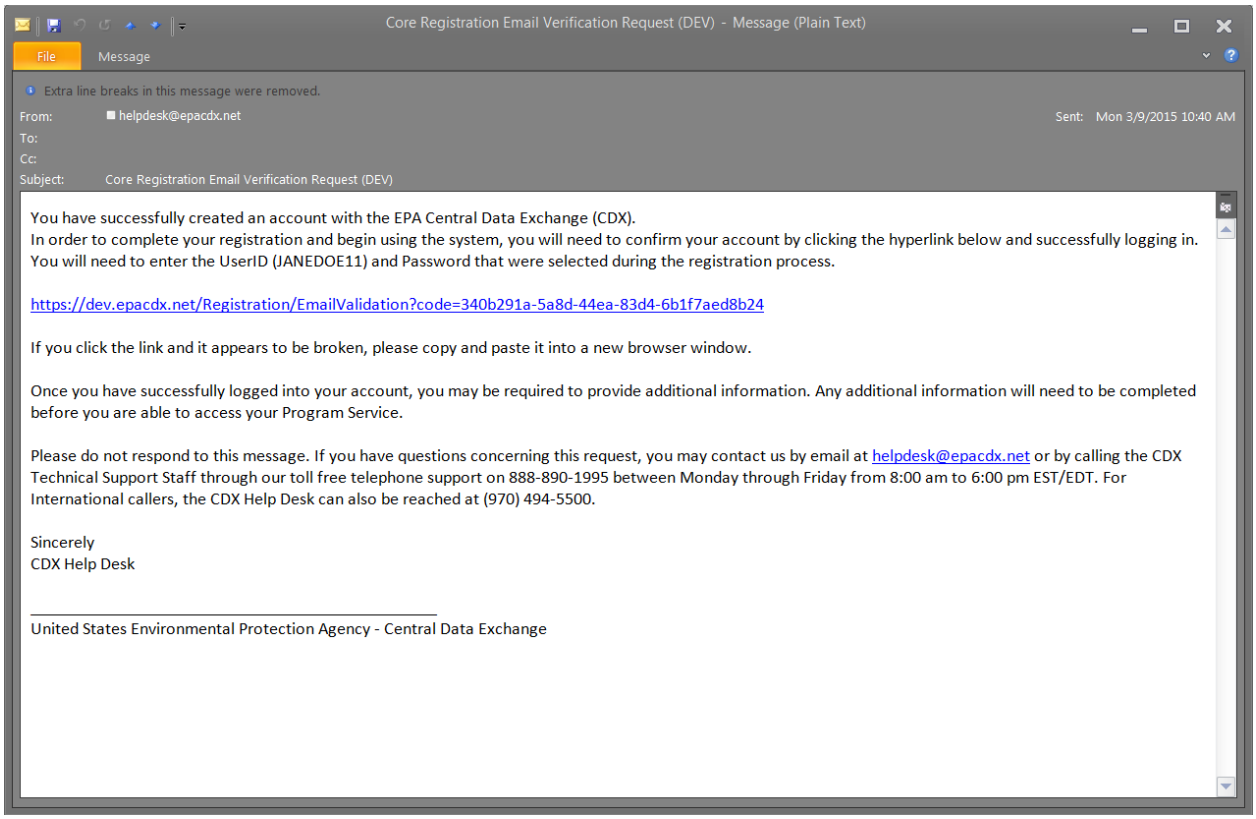


Exhibit 4-10: Confirmation Email

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 4-11). 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 4-12). 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 4-13).

After the correct information is accurately entered, you will be taken to the next screen to complete PSP's registration requirements.

Exhibit 4-11 shows a screen capture of the 'CDX Login' screen:

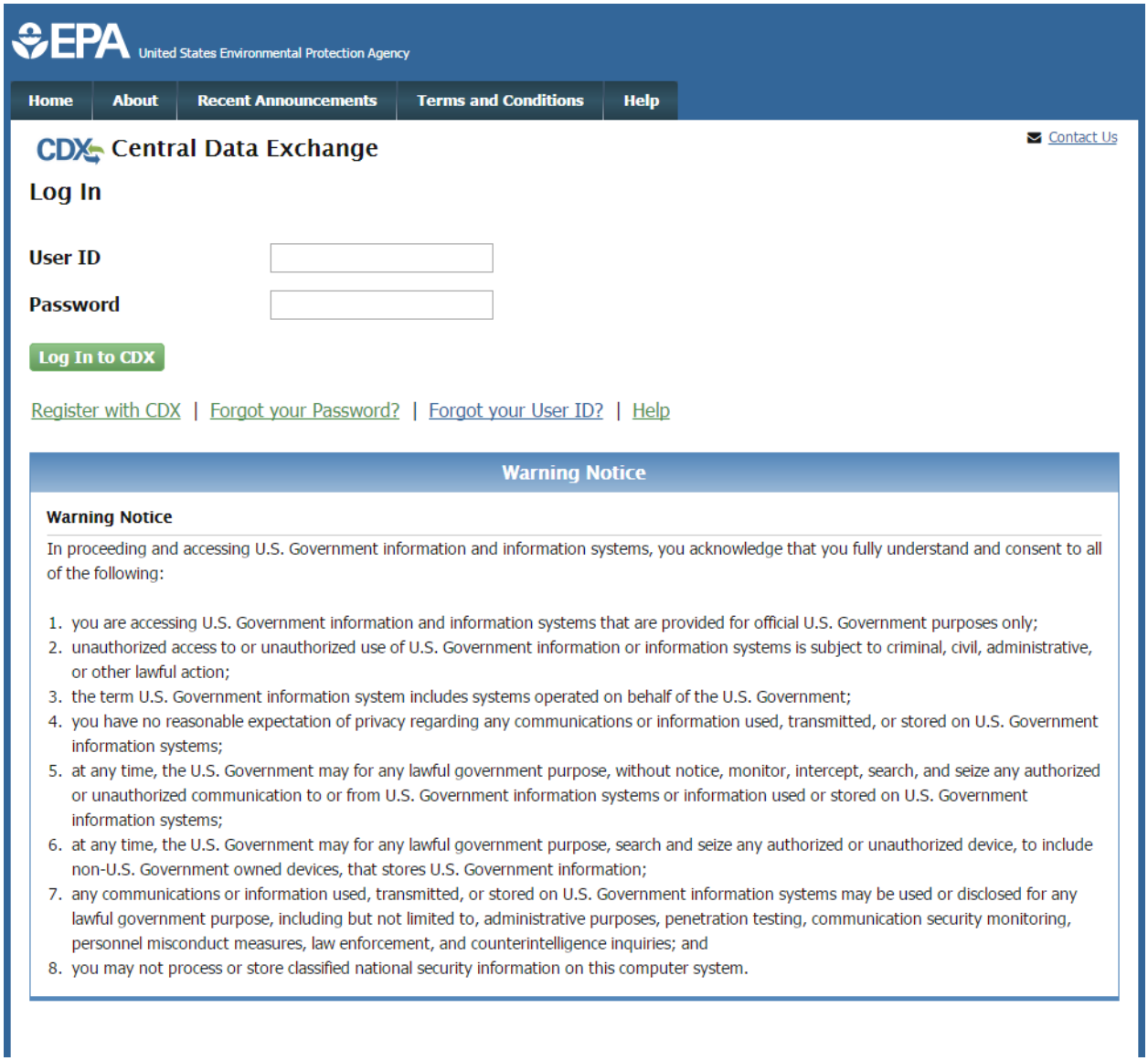


Exhibit 4-11: CDX Login Screen

Exhibit 4-12 shows a screen capture of the 'Resend Verification Email' screen:

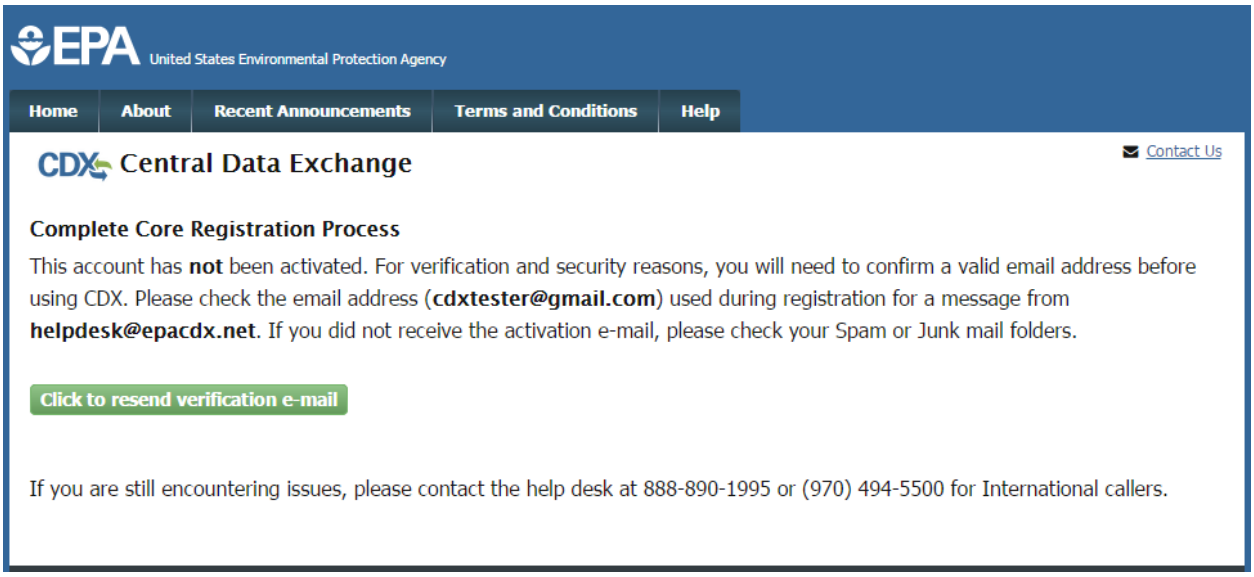


Exhibit 4-12: Resend Verification Email Screen

Exhibit 4-13 shows a screen capture of the 'Validation Code Not Found' screen:

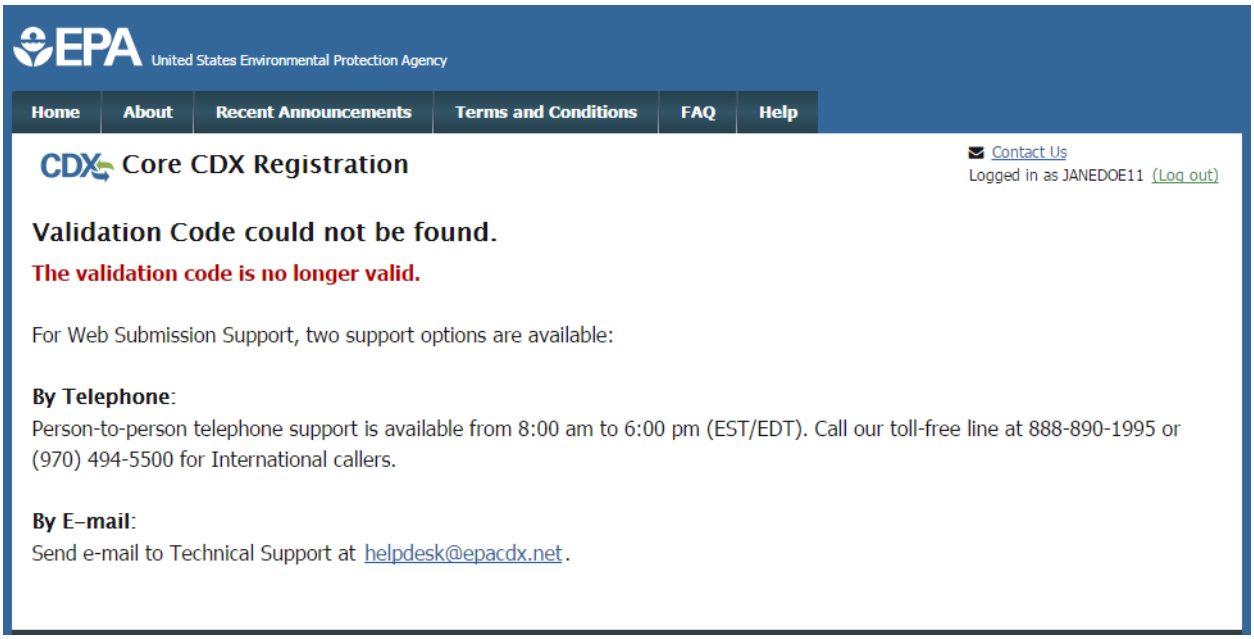


Exhibit 4-13: Validation Code Not Found Screen

5 Additional Verification

After you log into CDX from the activation link, you will be redirected to the screens for the additional information required for your PSP role.

5.1 Identity Verification Process

You will be given the option to use the electronic identity verification process (see Exhibit 5-1) or the paper identity verfication process. The CDX registration process provides an electronic identity verification service through 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 check box and 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 5-1), CDX will proceed to the paper processing option and instruct you to print, sign, and mail identity proofing documentation.

The ‘LexisNexis Data Collection’ window will display fields for a user to enter in PII information (see Exhibit 5-2). 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 5.2.1**).
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.
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 5-3).
4. You choose to discontinue the registration process by clicking the ‘Cancel’ button on the ‘Additional Verification’ screen (see Exhibit 5-1). 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 5-1 shows a screen capture of 'CDX Registration: Additional Verification' screen:

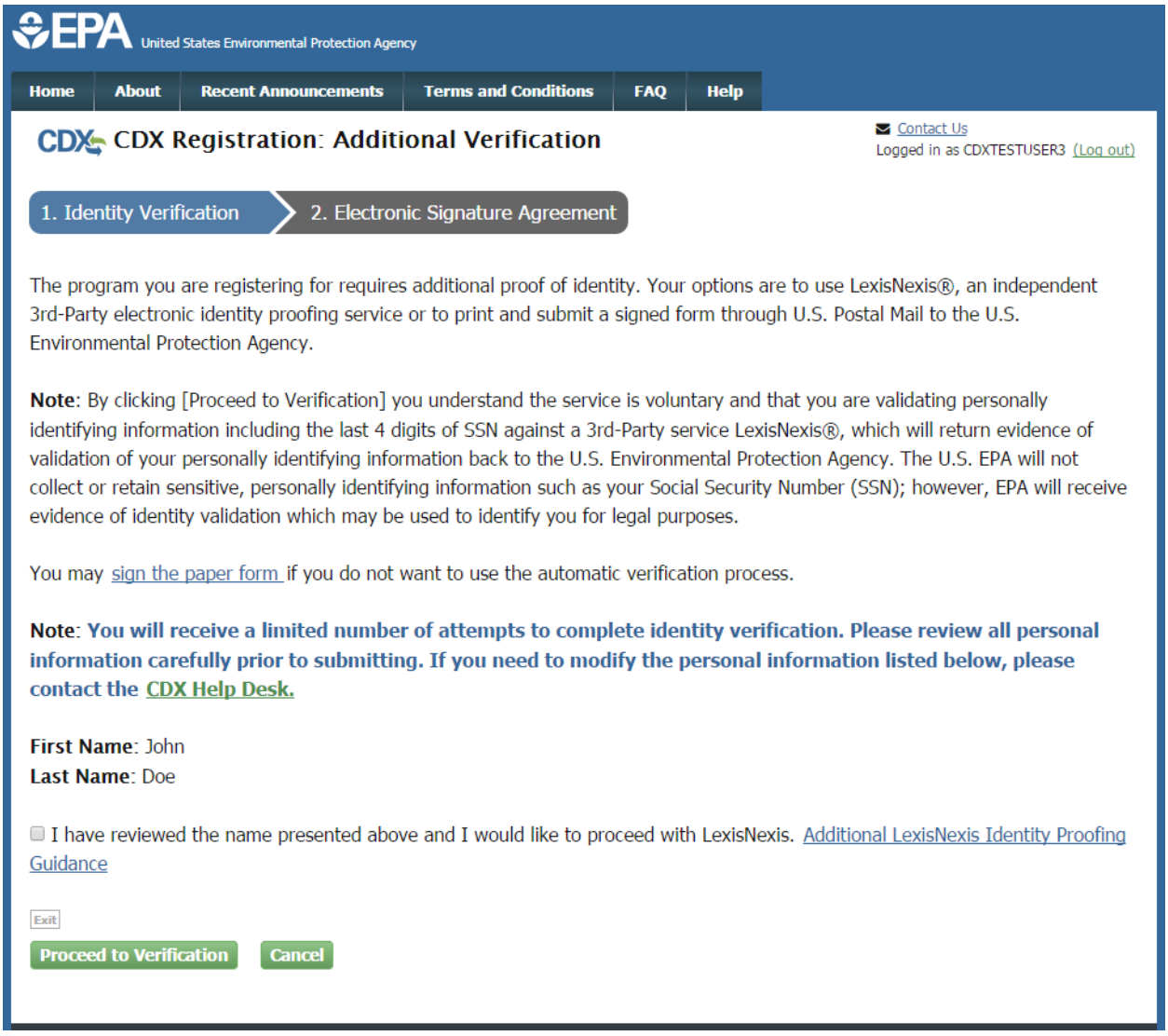


Exhibit 5-1: CDX Registration: Additional Verification Screen

Exhibit 5-2 shows a screen capture of the 'LexisNexis Data Collection' pop-up window:

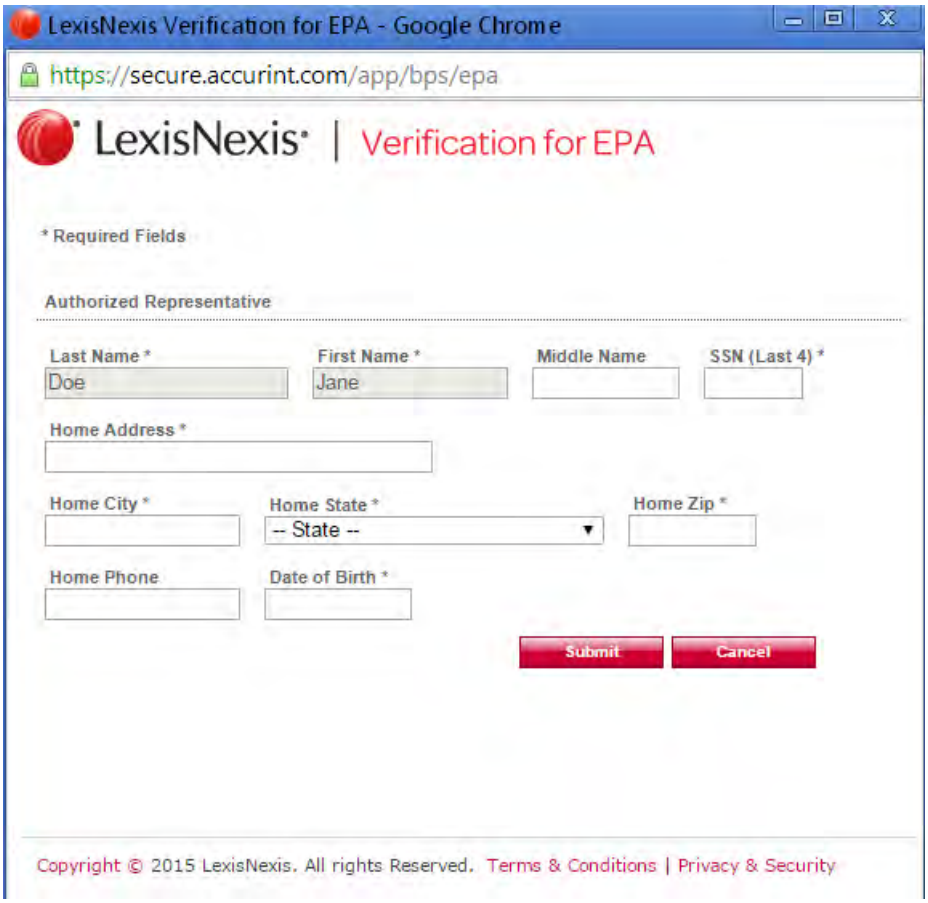


Exhibit 5-2: LexisNexis Data Collection Pop-Up Window

Exhibit 5-3 shows a screen capture of the 'LexisNexis Results' screen:

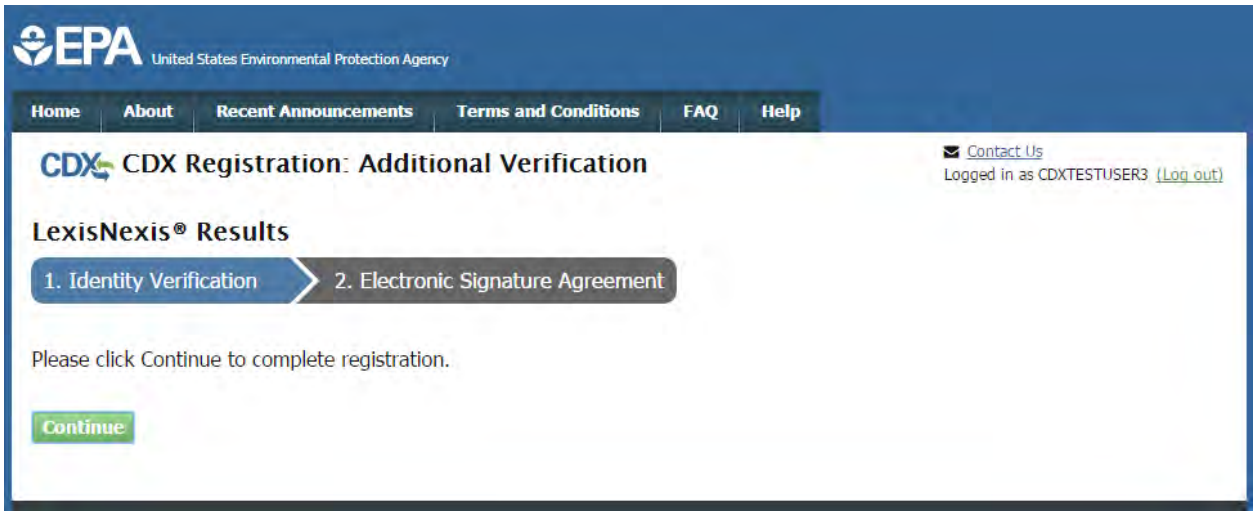


Exhibit 5-3: LexisNexis Results Screen

Exhibit 5-4 shows a screen capture of the 'LexisNexis Results (without Verification)' screen:

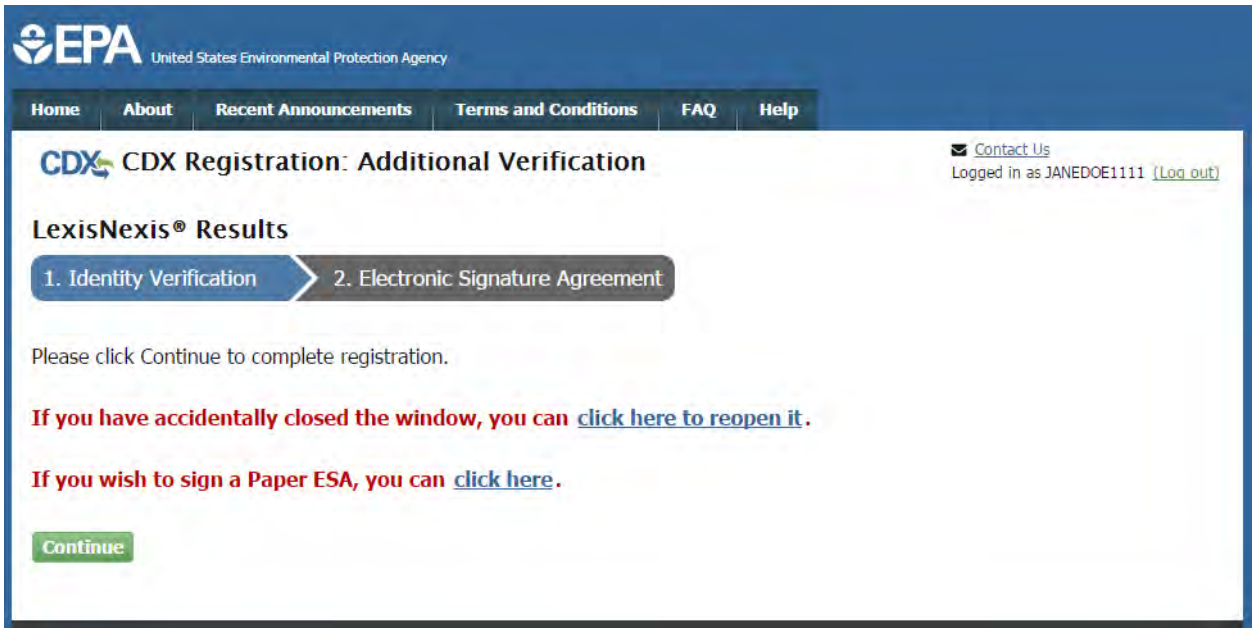


Exhibit 5-4: LexisNexis Continuing Without Verification Screen

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

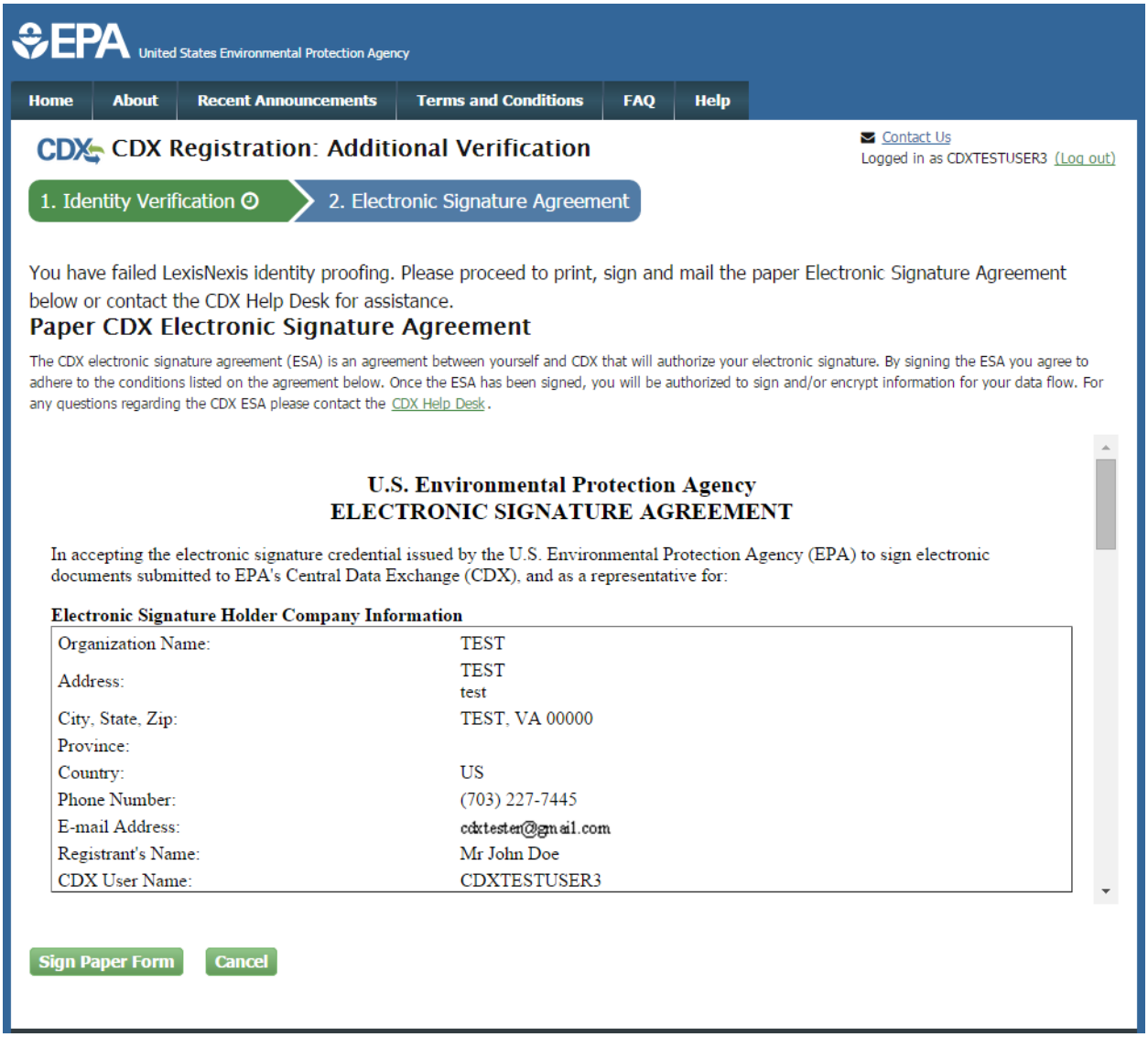


Exhibit 5-5: Electronic Signature Agreement Screen

5.2 CDX Electronic Signature Agreement (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.

5.2.1 Electronic CDX Electronic Signature Agreement (ESA)

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 packages within PSP. You will be prompted with a question randomly chosen by the system during the signing process. **Important:** It is important that your remember the answers to these five questions. If you forget the answers and lock your account after three unsuccessful tries, you will have to call the CDX Help Desk to reset the answers.

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 5-6). The questions must be completed before you can electronically sign the ESA. 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. **Important:** For security purposes, the answers to these questions will not be sent to your MyCDX inbox or email address. It is important that your remember the answers to these five questions. If you forget the answers and lock your account after three unsuccessful tries, you will have to call the CDX Help Desk to reset the answers.

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 5-7, Exhibit 5-8, and Exhibit 5-9).

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

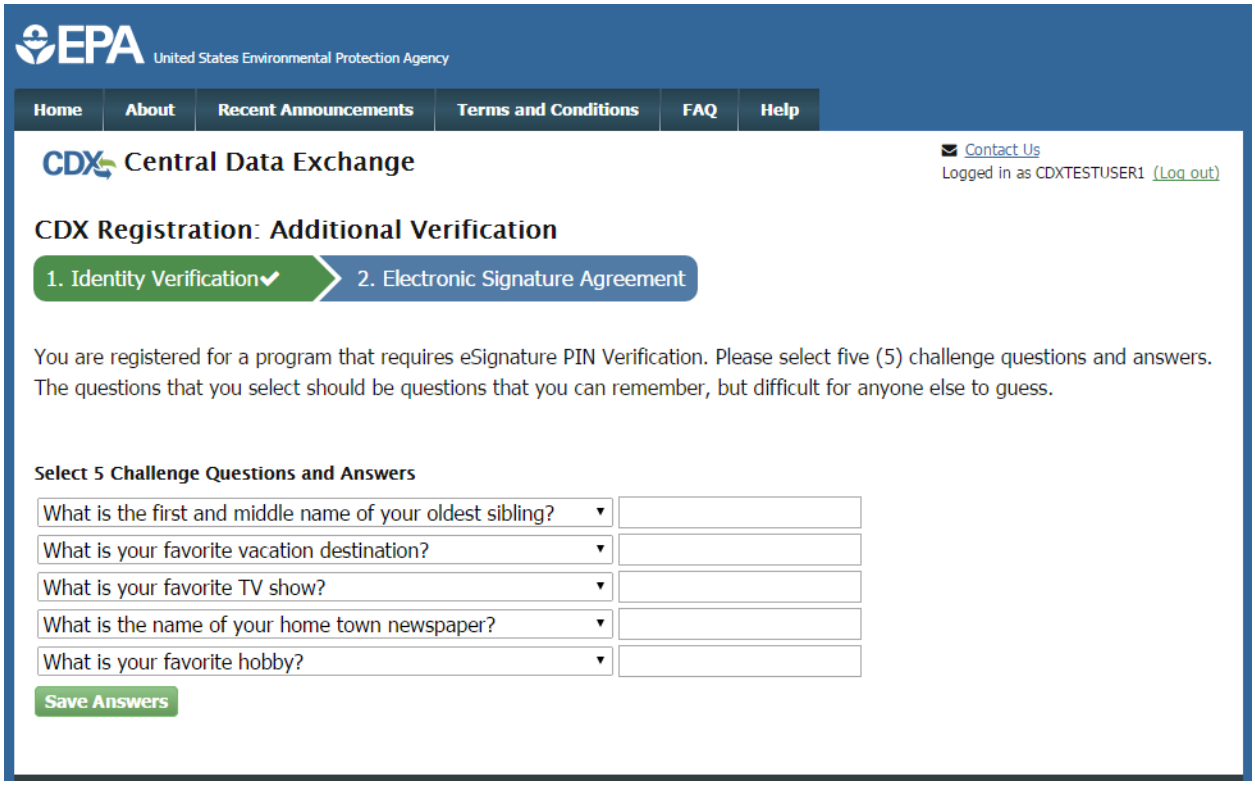


Exhibit 5-6: eSIG-PIN Entry CROMERR 20-5-1 Question/Answer Screen

Important: It is important that your remember the answers to these five questions. If you forget the answers and lock your account after three unsuccessful tries, you will have to call the CDX Help Desk to reset the answers.

Exhibit 5-7 shows a screen capture of the 'Electronic CDX ESA' screen:

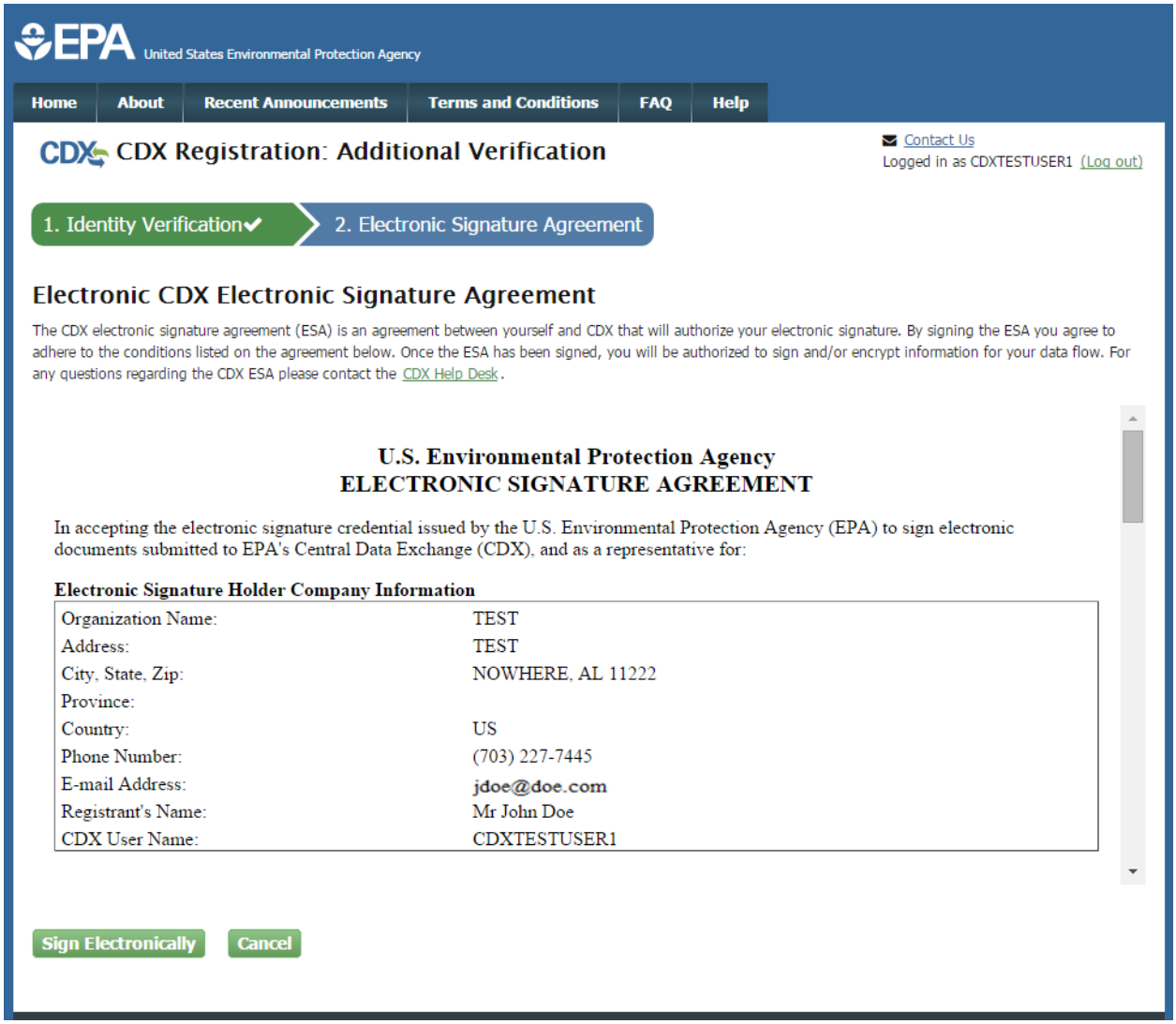


Exhibit 5-7: Electronic CDX ESA Screen

Exhibit 5-8 and Exhibit 5-9 show screen captures of the 'CROMERR eSignature Widget' pop-up window:

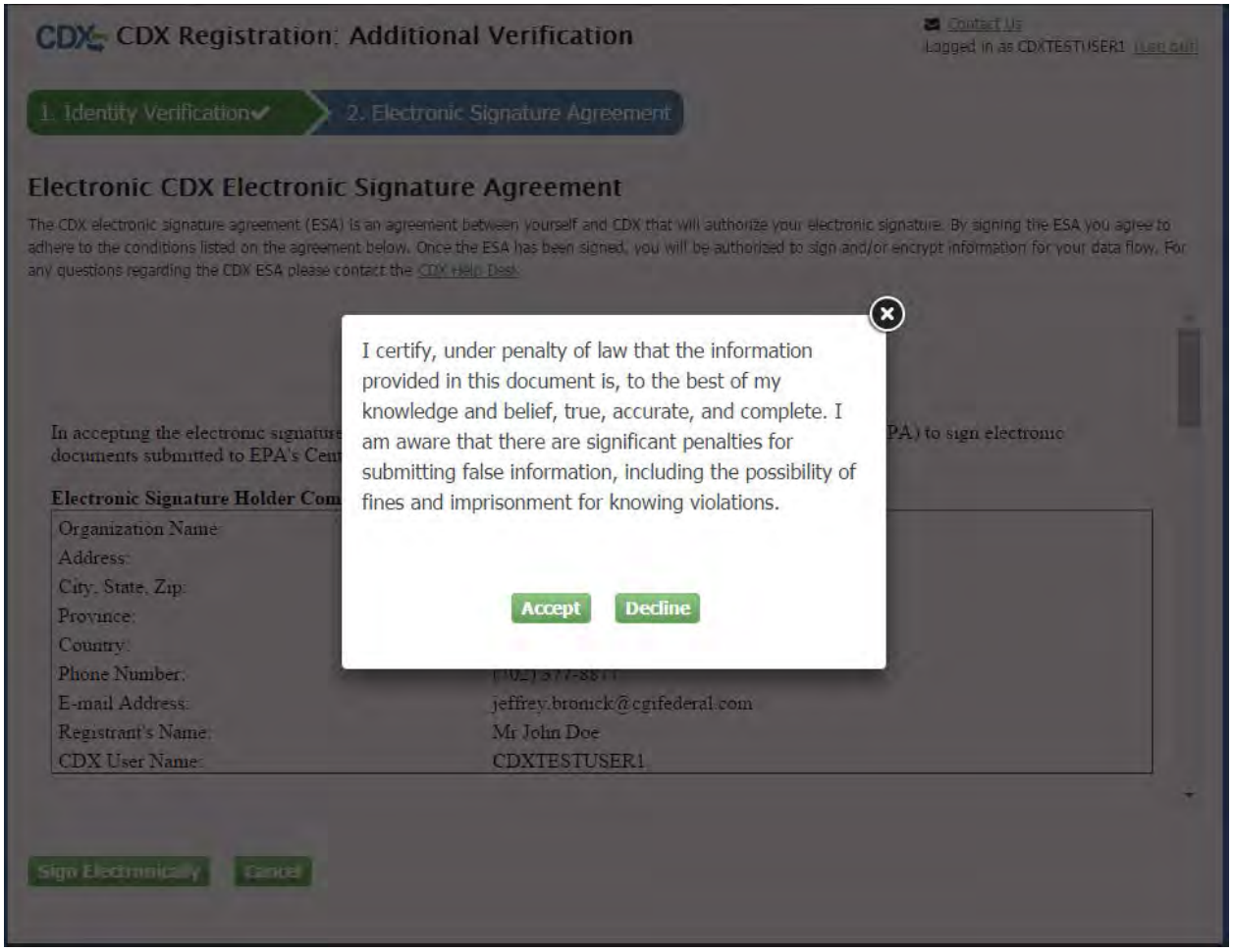


Exhibit 5-8: CROMERR eSignature Widget (Screen 1)

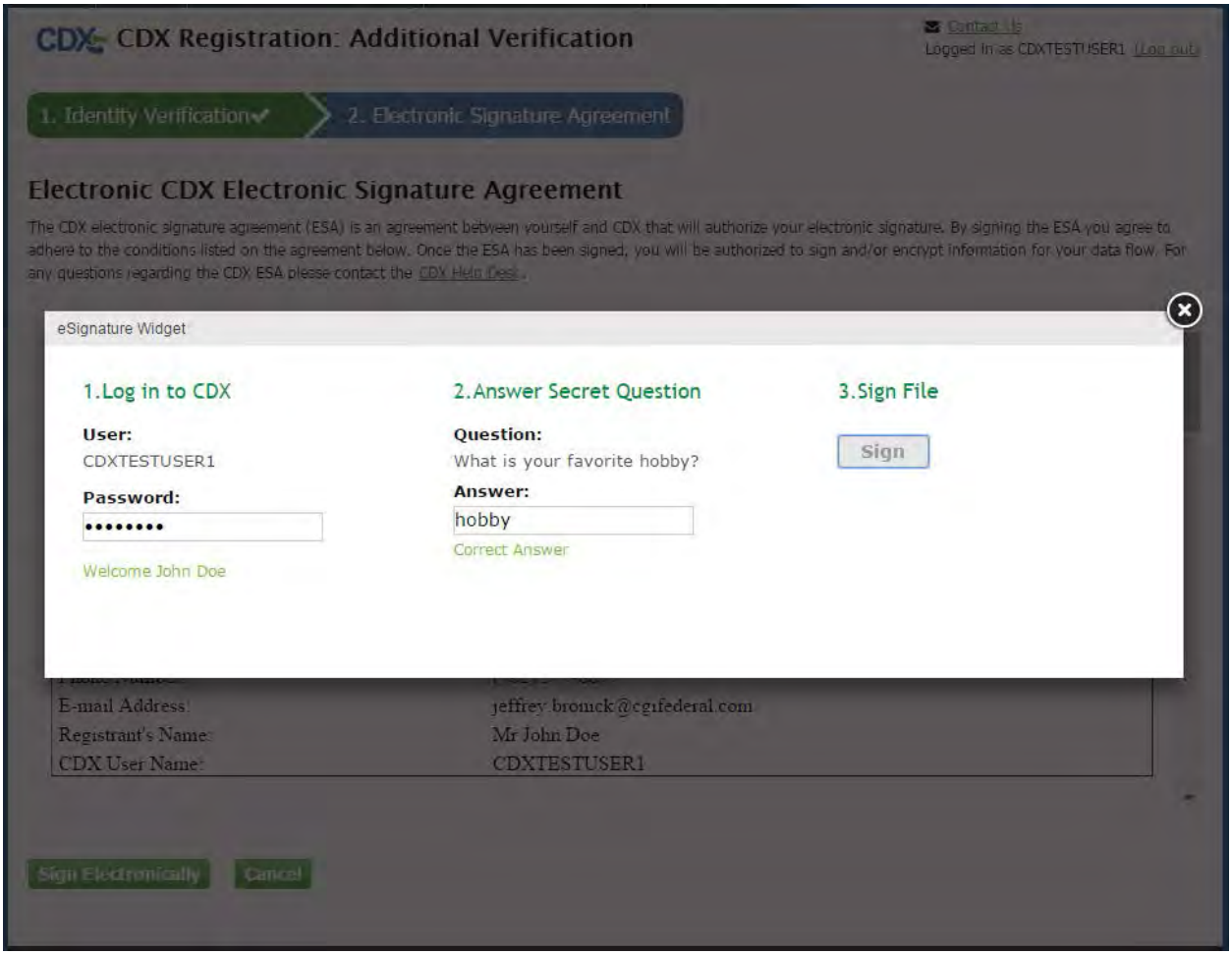


Exhibit 5-9: CROMERR eSignature Widget (Screen 2)

5.2.2 Paper ESA

If you do not wish to leverage the LexisNexis process or are unable to be properly validated to meet the minimum requirements, 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 5-10 shows a screen capture of the 'Paper CDX ESA' pop-up window:

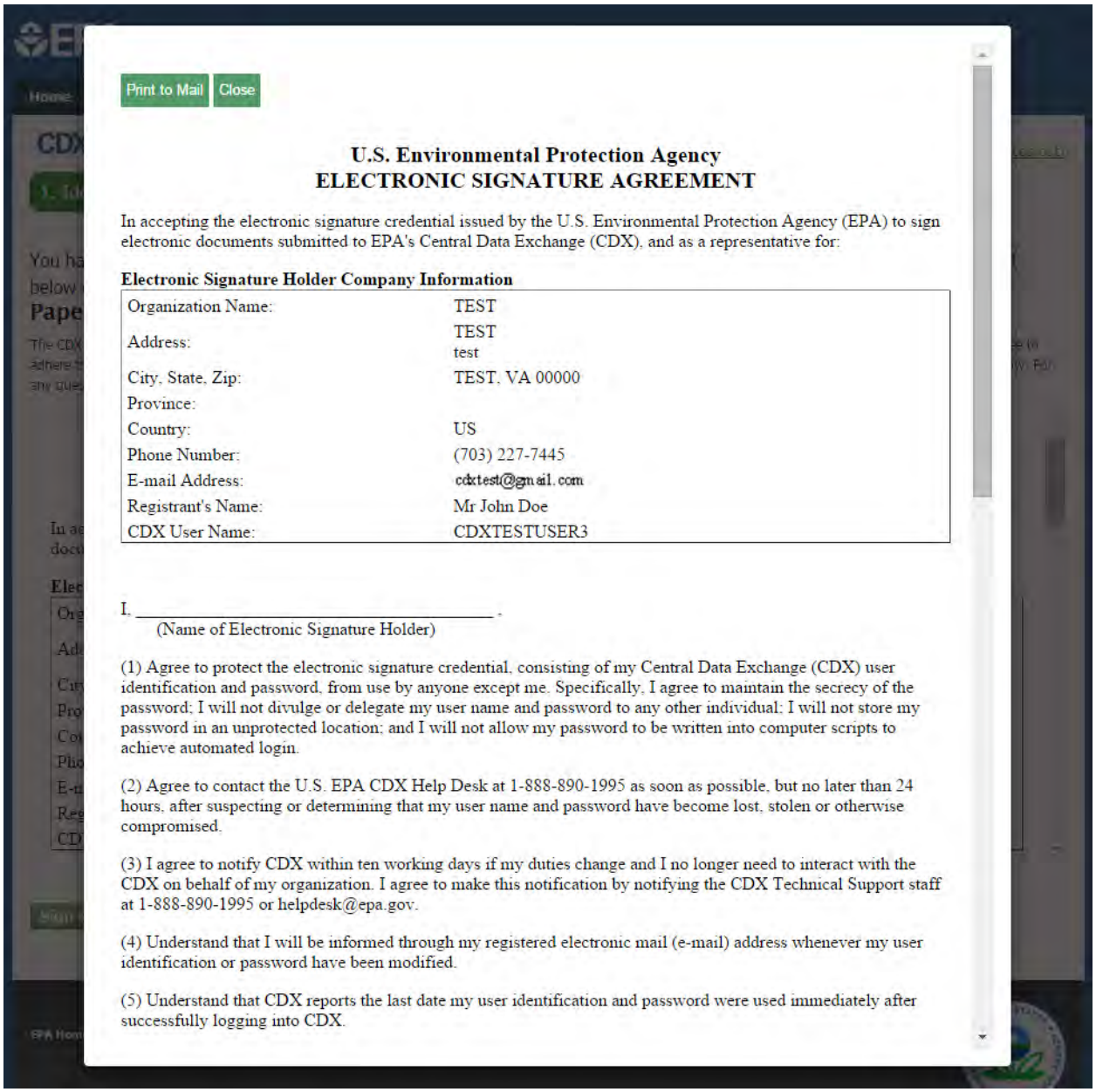


Exhibit 5-10: Paper CDX ESA Pop-Up Window

5.3 RMAM Approval

For PSP, a user must wait for a 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 PSP.

5.4 Registration Notifications

After completing the registration process, you will receive confirmation of successful registration (see Exhibit 5-11). If you choose the paper ESA option, you will receive a confirmation email when your role has been approved (see Exhibit 5-12).

Exhibit 5-11 shows a screen capture of a 'CDX Registration' email after you have successfully registered with CDX:

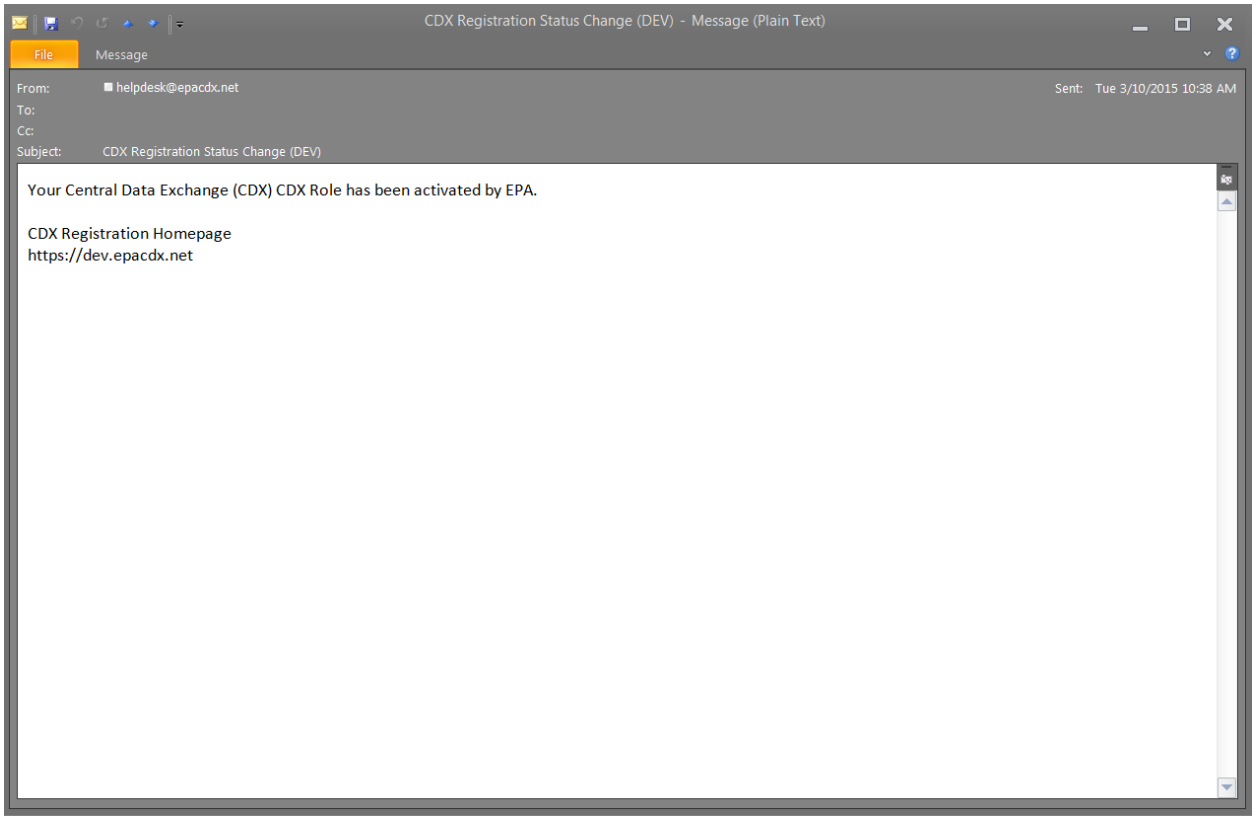


Exhibit 5-11: CDX Registration – Role Activation Email

Exhibit 5-12 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:

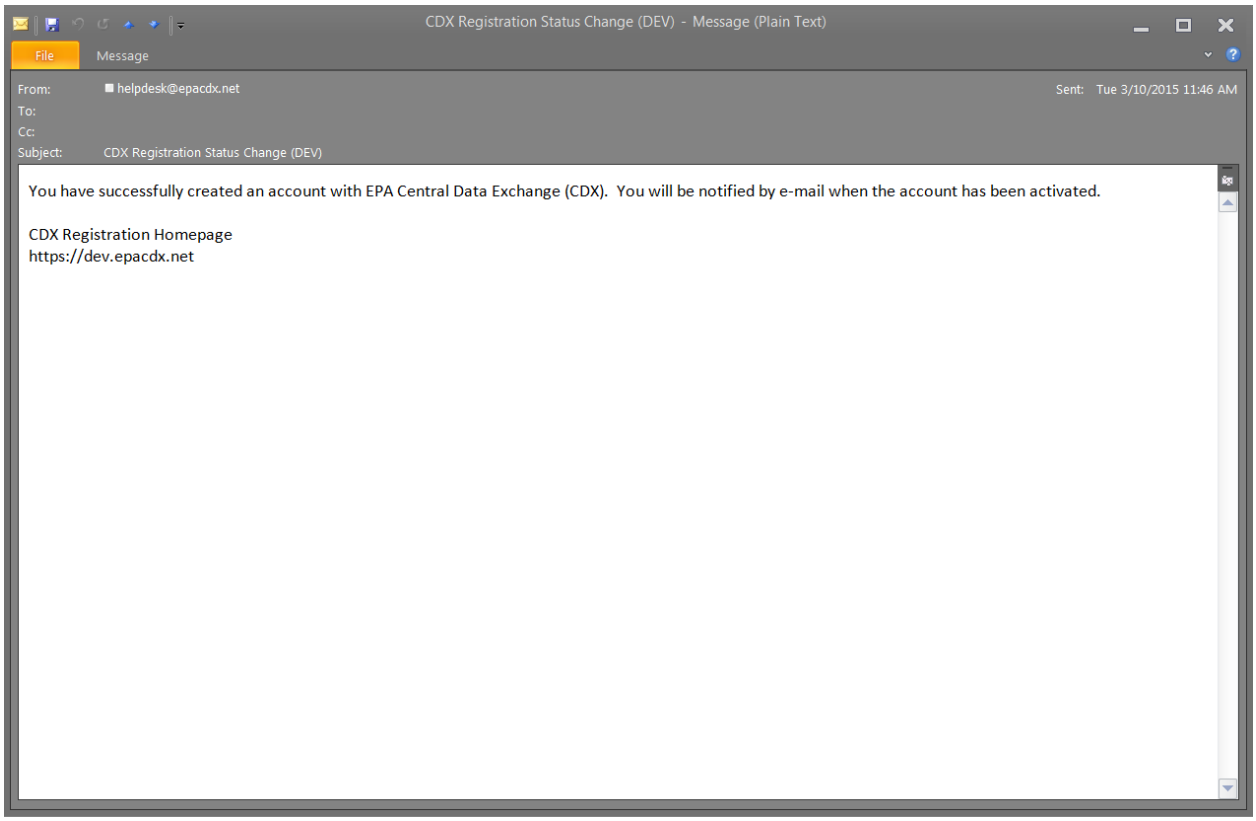


Exhibit 5-12: CDX Registration – Role Status Change Email

5.5 Access PSP

Once your account has been activated, you can access PSP via the 'Primary Submitter' or 'Authorized Agent' role link within the 'Role' column on the 'MyCDX' page (see Exhibit 5-13 below).

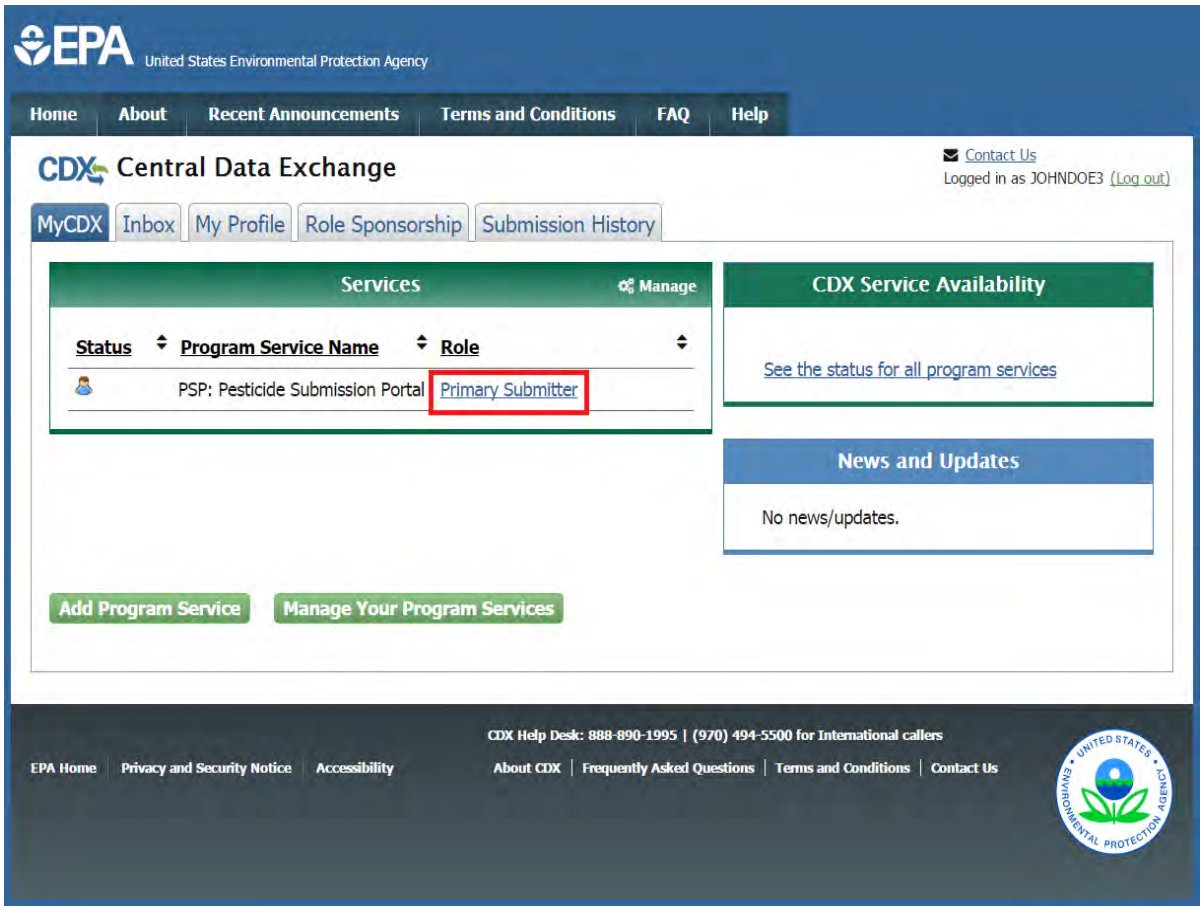


Exhibit 5-13: Access PSP

6 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.

6.1 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 for.

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. **Note:** When searching for the organization, please note that the organization ID is a CDX specific identifier; it is **not** the OPP Company Number. 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 6-1 shows a screen capture of the 'My Profile' screen:

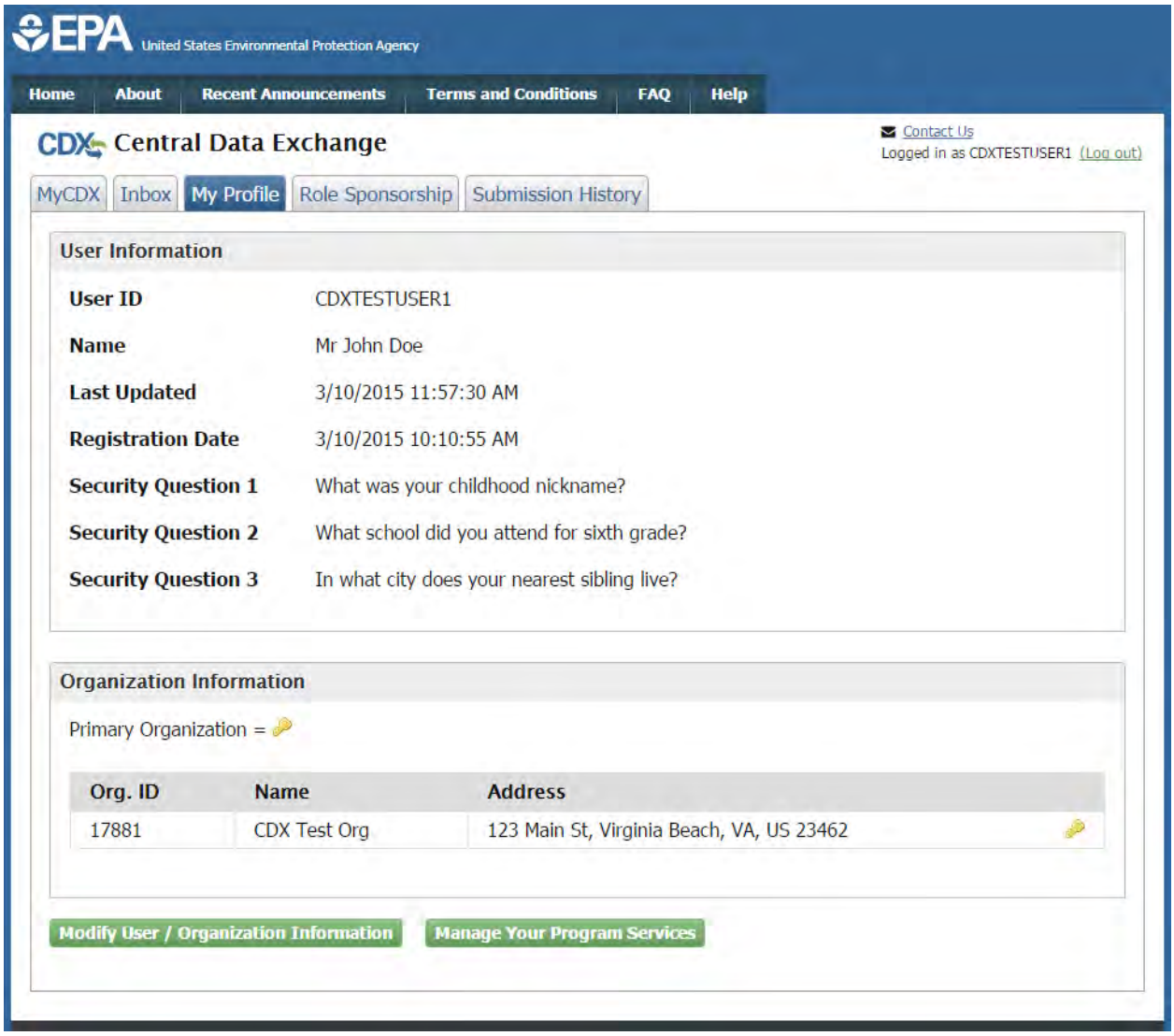


Exhibit 6-1: My Profile Screen

Exhibit 6-2 shows a screen capture of the 'Modify User/Organization Information' screen (Scroll 1):

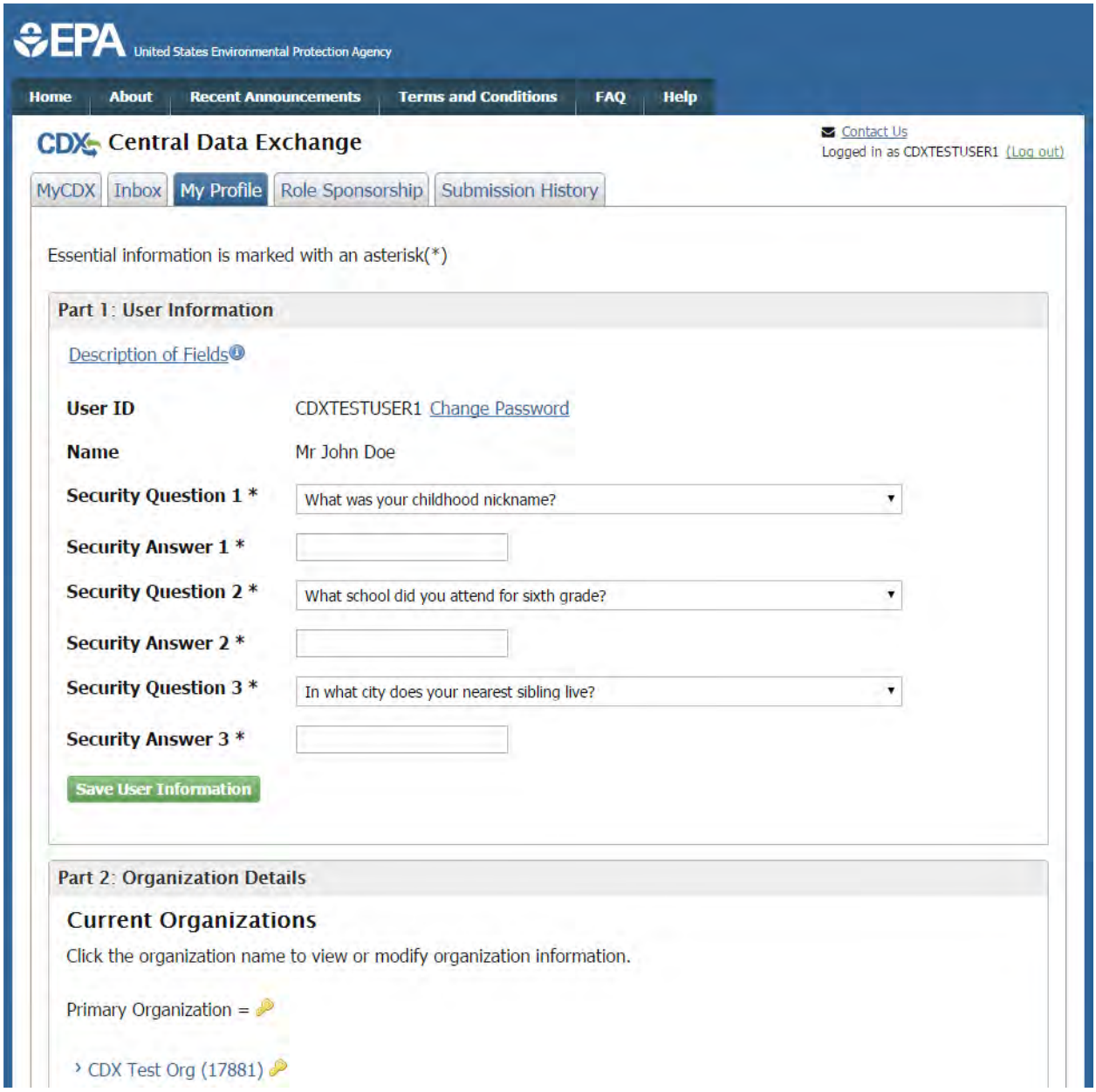


Exhibit 6-2: Modify User/Organization Information Screen (Scroll 1)

Exhibit 6-3 shows a screen capture of the 'Modify User/Organization Information' screen (Scroll 2):

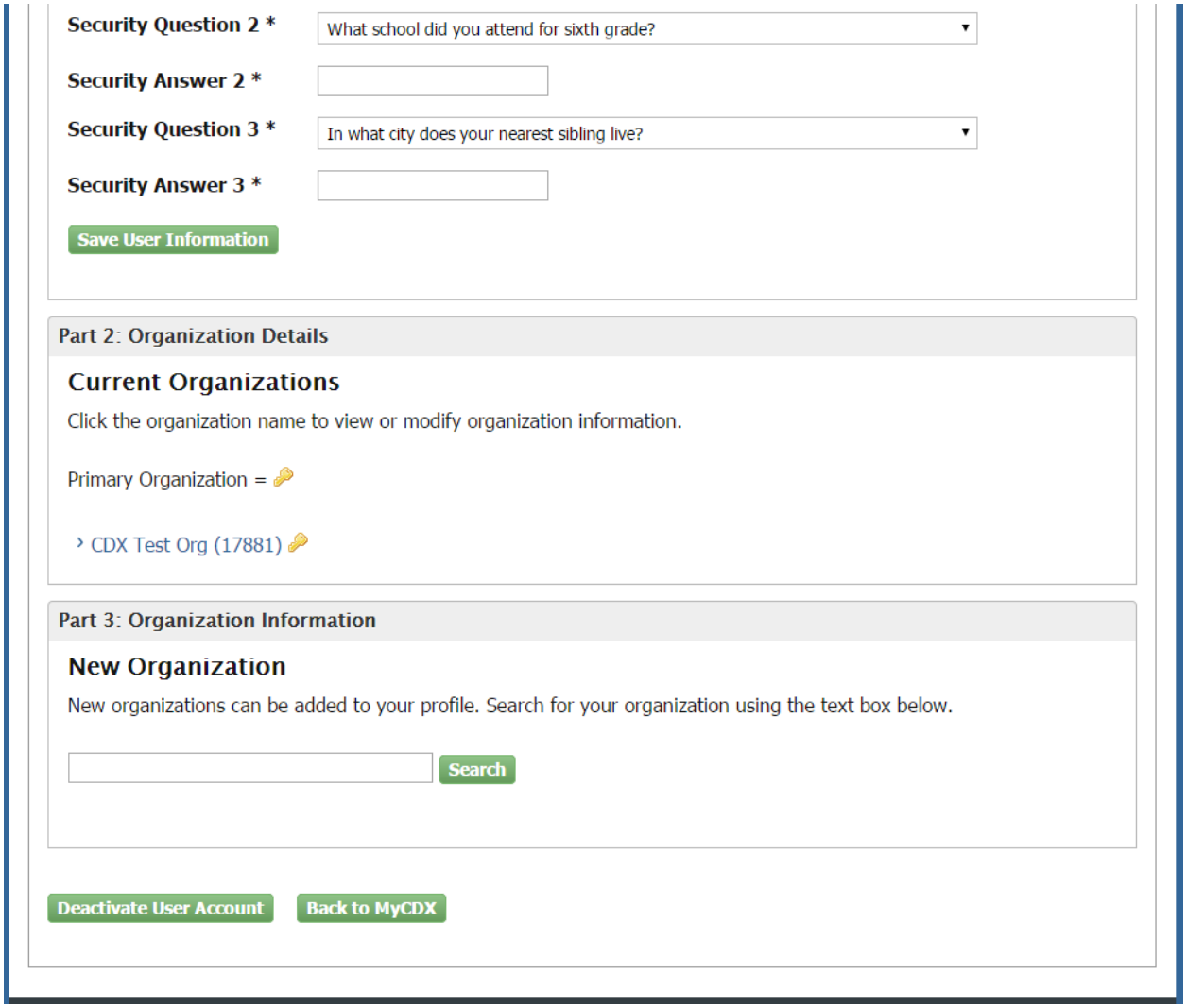


Exhibit 6-3: Modify User/Organization Information Screen (Scroll 2)

Exhibit 6-4 shows a screen capture of the 'Modify User/Organization Information – Add Organization' screen (Scroll 3):

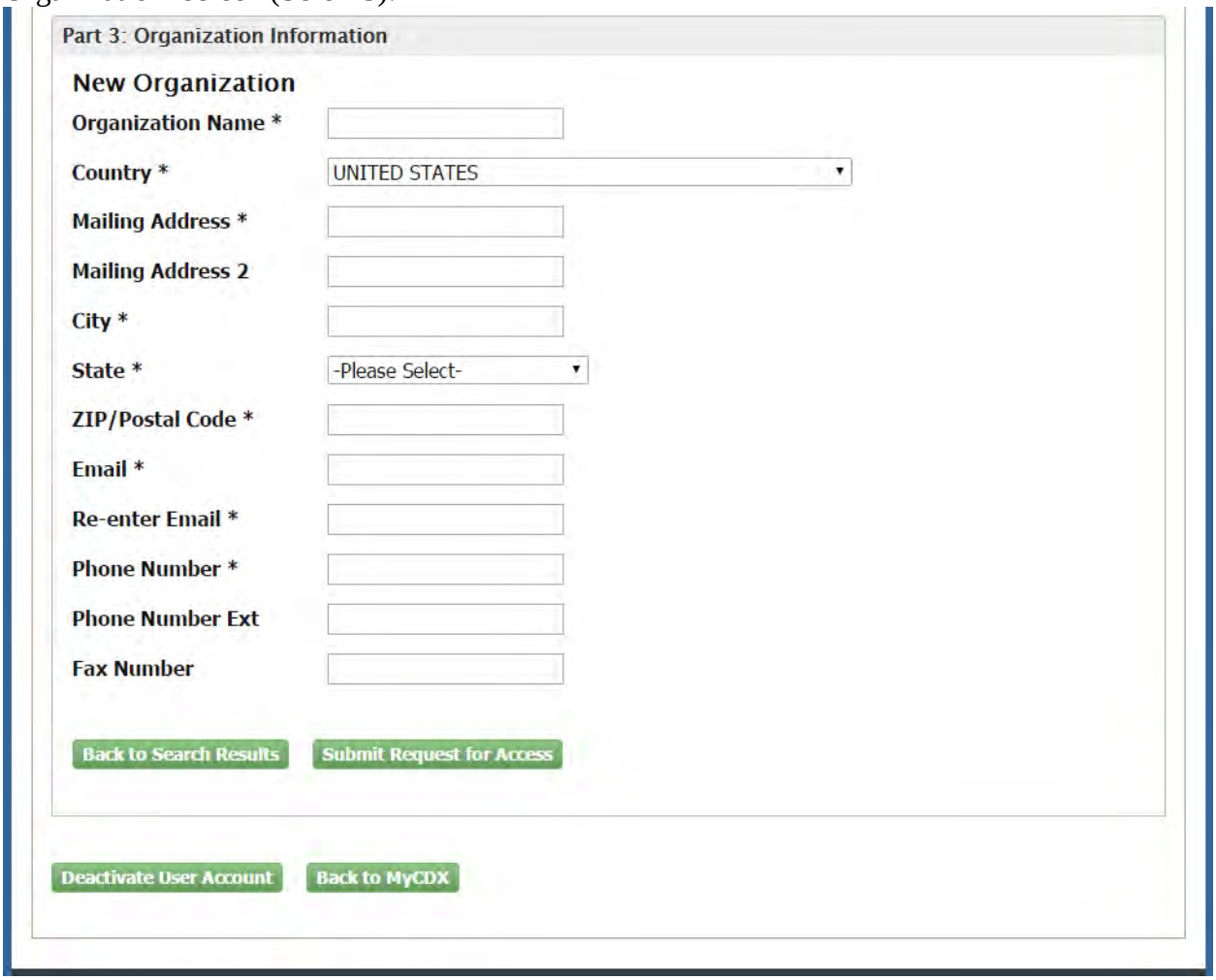


Exhibit 6-4: Modify User/Organization Information Screen (Scroll 3)

6.2 Add PSP to an existing CDX Account

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.

6.2.1 Adding Program Services

You may add a program service, such as PSP, and associate a program service with a current organization or a new organization.

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 (see **Section 5.2.1**). If the questions and answers were previously set, you will be directed to a page to view the ESA (see Exhibit 6-10). 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 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.

Important: If you have already passed identity proofing with another program service and organization, you will not have to pass LexisNexis verification again. You will instead be navigated to signing an ESA for the new organization and role (see Exhibit 6-10). After signing the ESA, you will be able to access PSP.

Important: If you are adding PSP to an organization for which you have already signed an ESA, you may not have to sign an ESA again (since the identity proofing requirements for each

program service may be the same). In this case, after clicking the 'Submit Request for Access' button on the 'Organization Information' screen (see Exhibit 6-9), you will be navigated to the 'Manage Program Services' screen. You will receive a message stating that the program service has been successfully added to your organization, and you will be able to access PSP.

Exhibit 6-5 shows a screen capture of the ‘MyCDX’ screen:

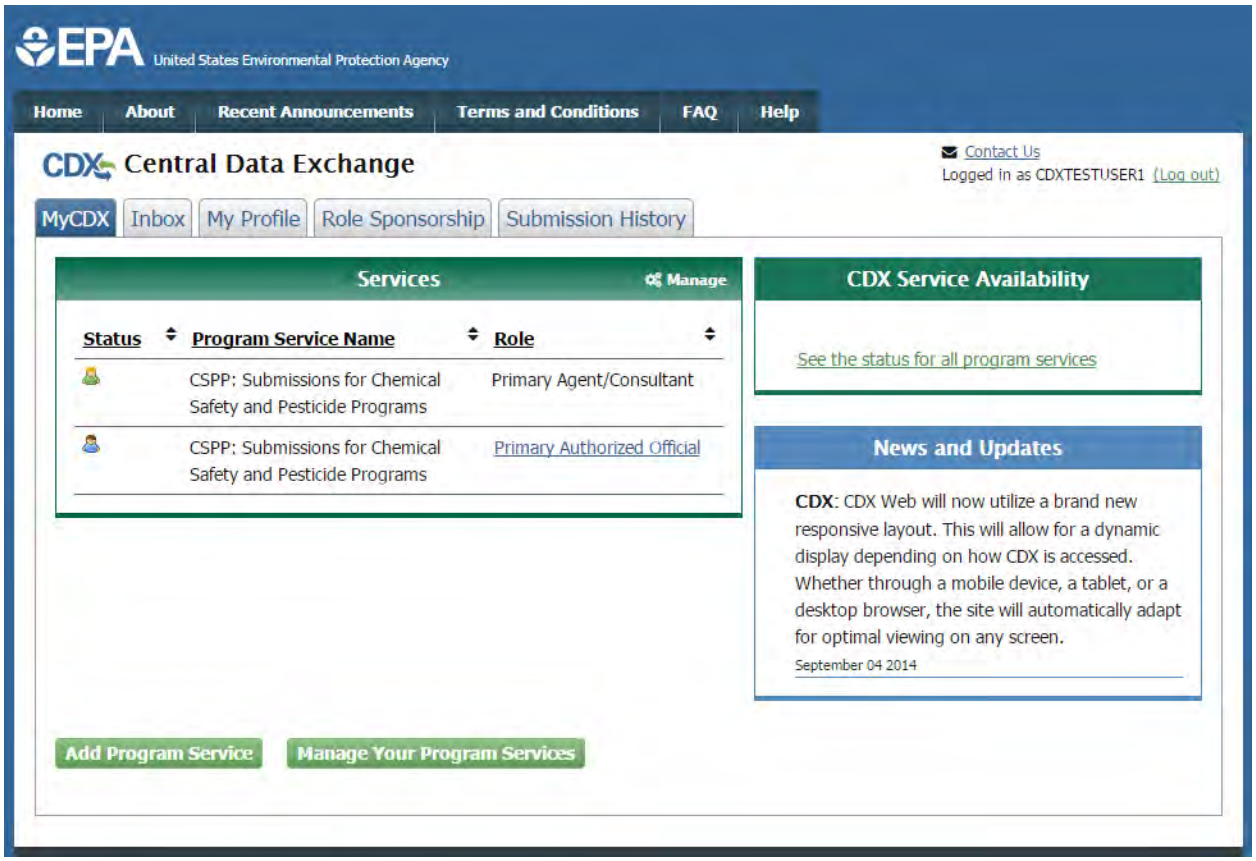


Exhibit 6-5 MyCDX Screen

Navigation: Click the ‘Manage Your Program Services’ button.

Exhibit 6-6 shows a screen capture of the ‘Manage Program Services’ screen:

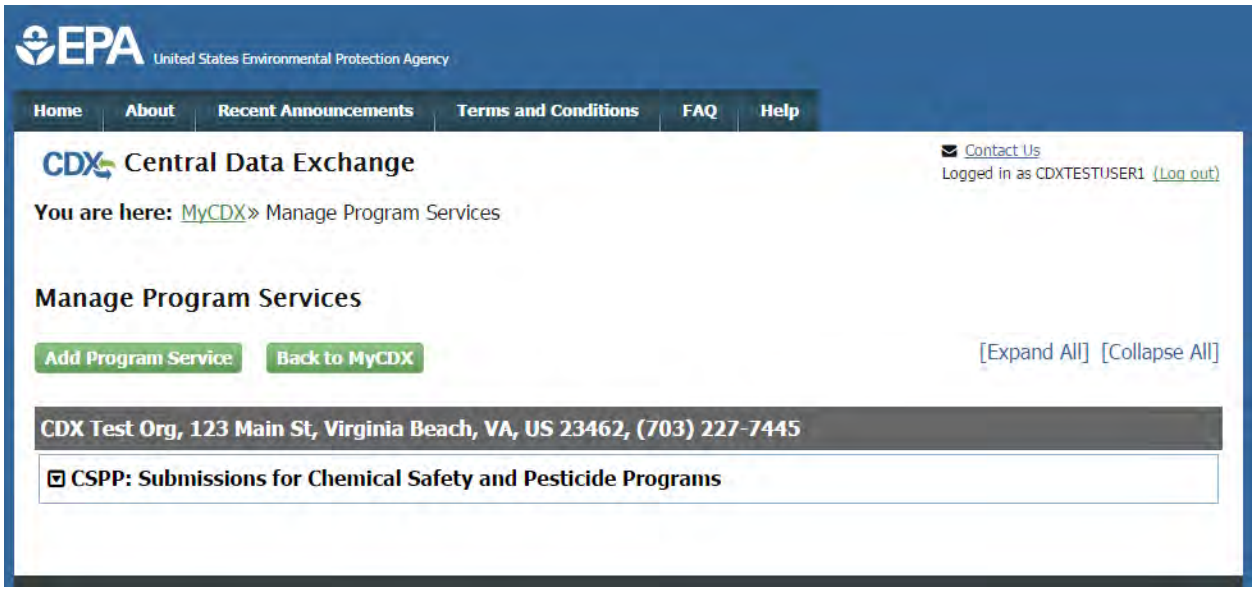


Exhibit 6-6: Manage Program Services Screen

Navigation: Click the ‘Add Program Service’ button.

Exhibit 6-7 shows a screen capture of the 'Program Service' screen:

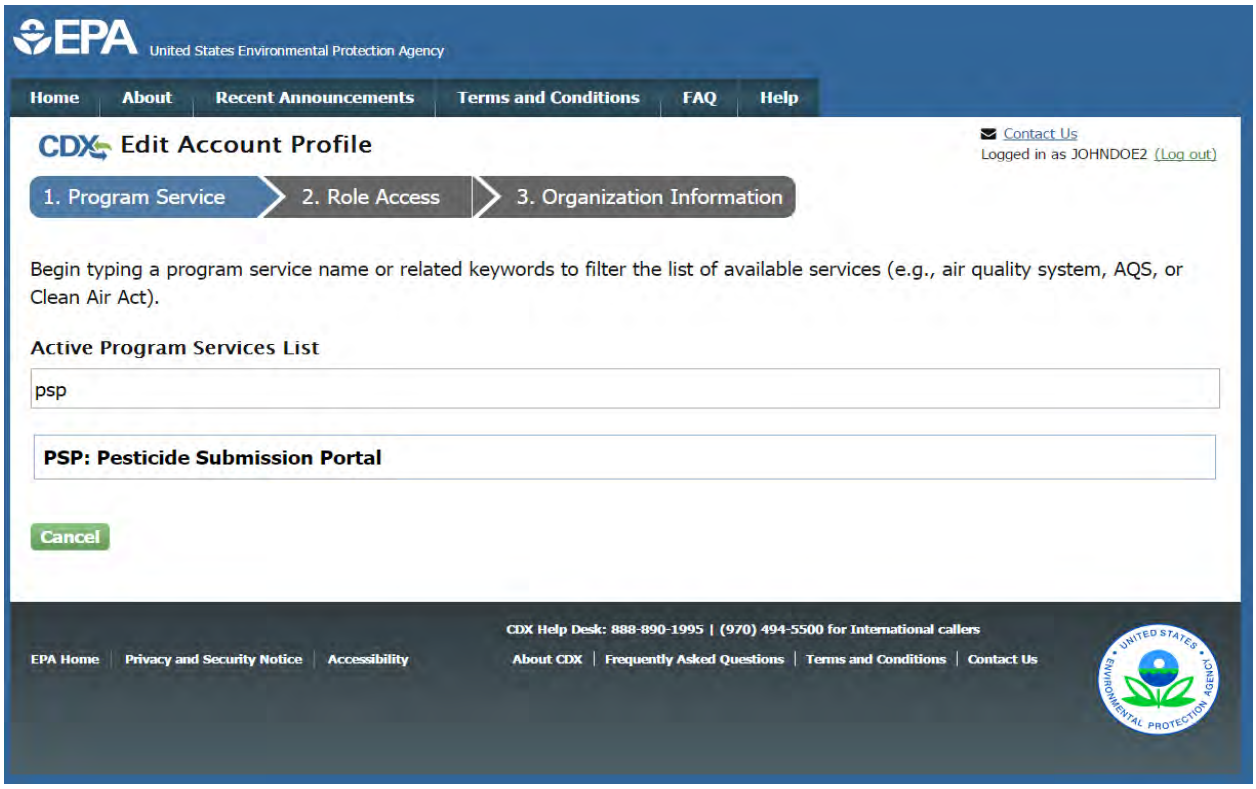


Exhibit 6-7: Program Service Screen

Navigation: Search for PSP and select it in the search results.

6.2.2 Request Role Access

After selecting PSP on the 'Program Service' screen, the next step will be to select 'Primary Submitter' as the role. Again, you may only register as a Primary Submitter; the Authorized Agent role must receive a sponsorship request and cannot register through this method.

After selecting your role, click the 'Request Role Access' button and then enter the EPA OPP Company Number that you will submit for.

Exhibit 6-8 shows a screen capture of the ‘Role Access’ screen:

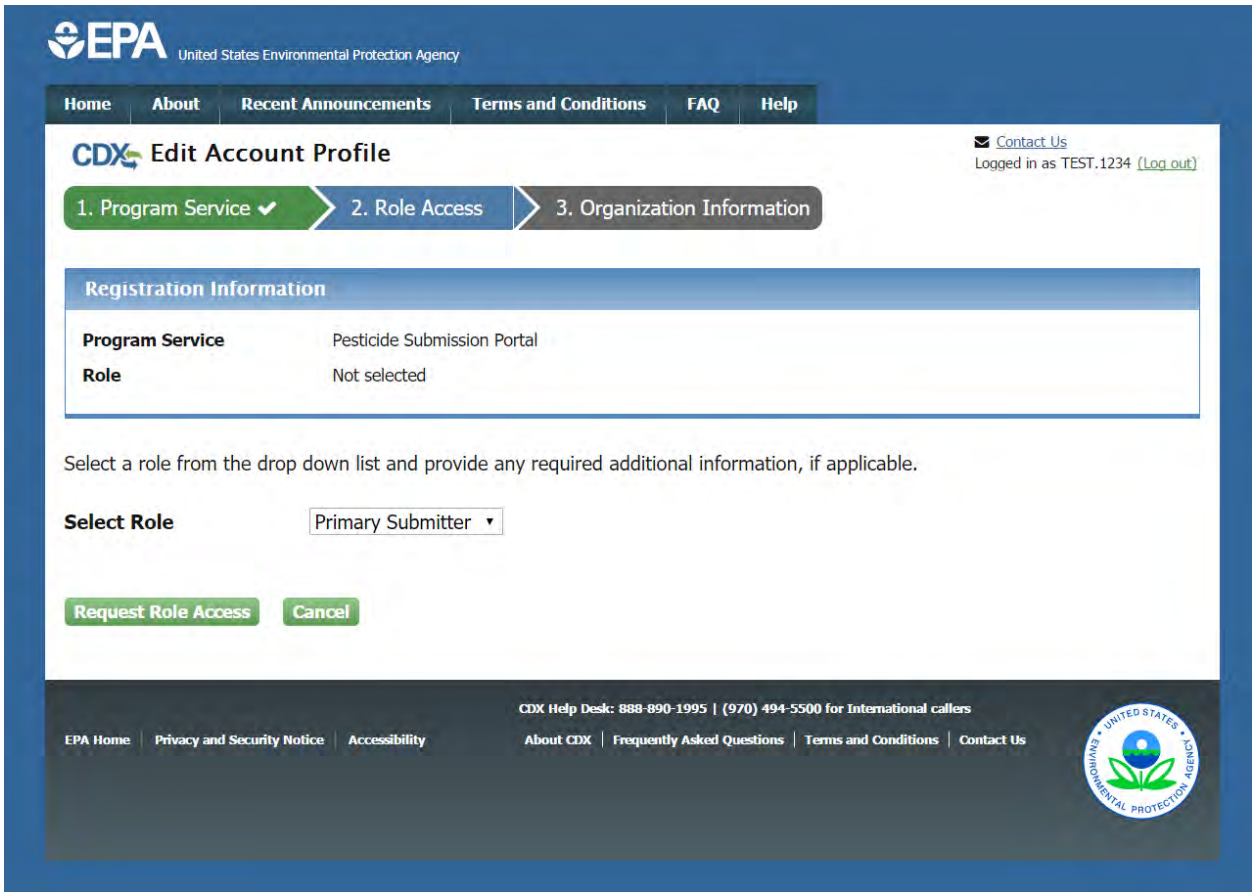


Exhibit 6-8: Role Access Screen

Navigation: Select ‘Primary Submitter’ from the ‘Select Role’ dropdown and click the ‘Request Role Access’ button. Enter the correct OPP company number on the subsequent screen and click ‘Next.’

6.2.3 Organization Information

The ‘Organization Information’ screen is the last step in adding a new program service. The organization information is read-only and cannot be edited. **Note:** The ‘ZIP/Postal Code’ field is the only part of the organization information that is editable. You may change the zip code if it does not pass validation when clicking the ‘Submit Request for Access’ button. Please ensure you enter a valid zip code. Enter your information into the ‘Emal’ and ‘Phone Number’ fields.

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

Exhibit 6-9 shows a screen capture of the ‘Organization Information’ screen:

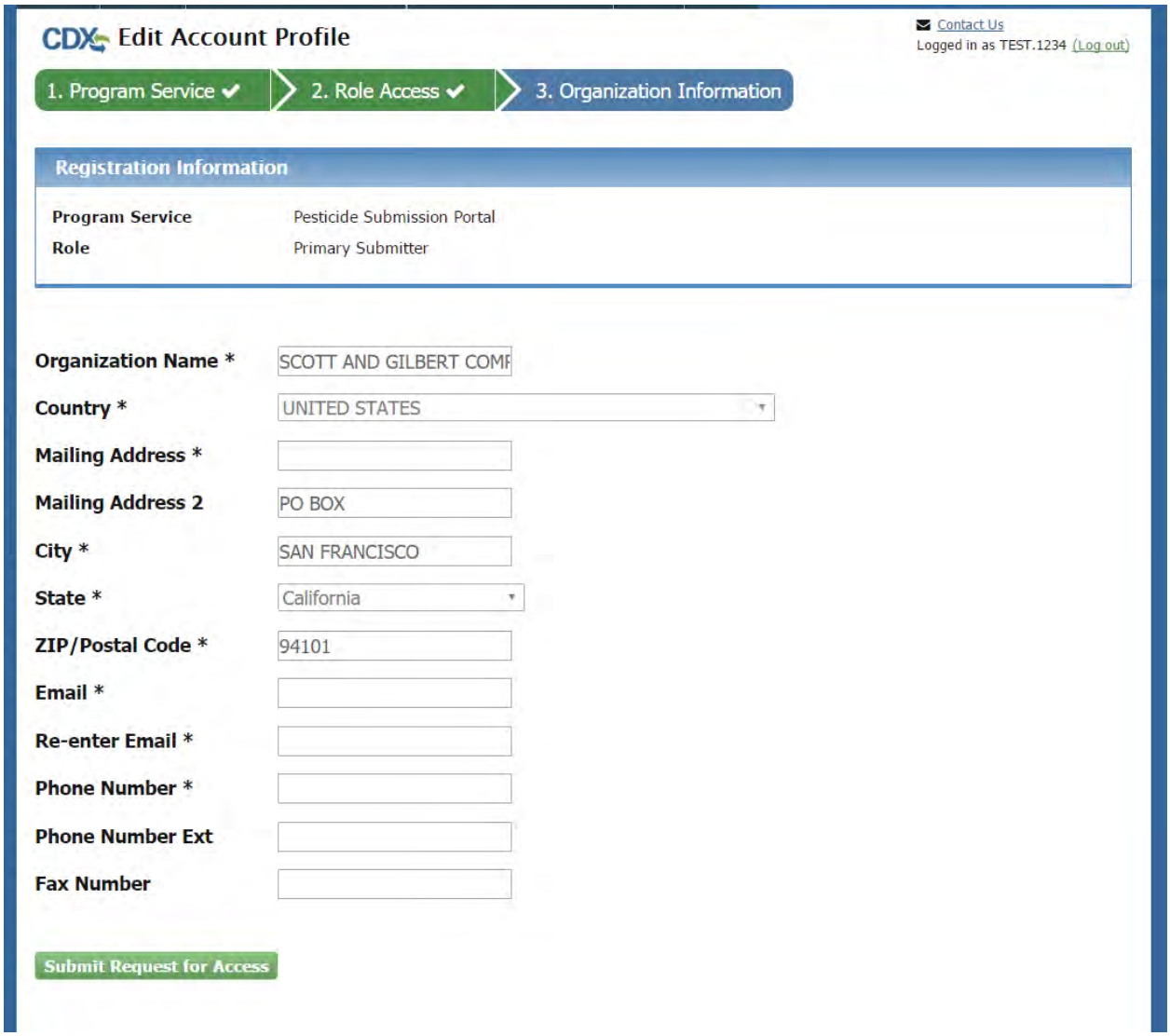


Exhibit 6-9: Organization Information Screen

Navigation: Enter your information into the ‘Email’ and ‘Phone Number’ fields and click the ‘Submit Request for Access’ button.

Exhibit 6-10 shows a screen capture of the 'Electronic Signature Agreement' screen:

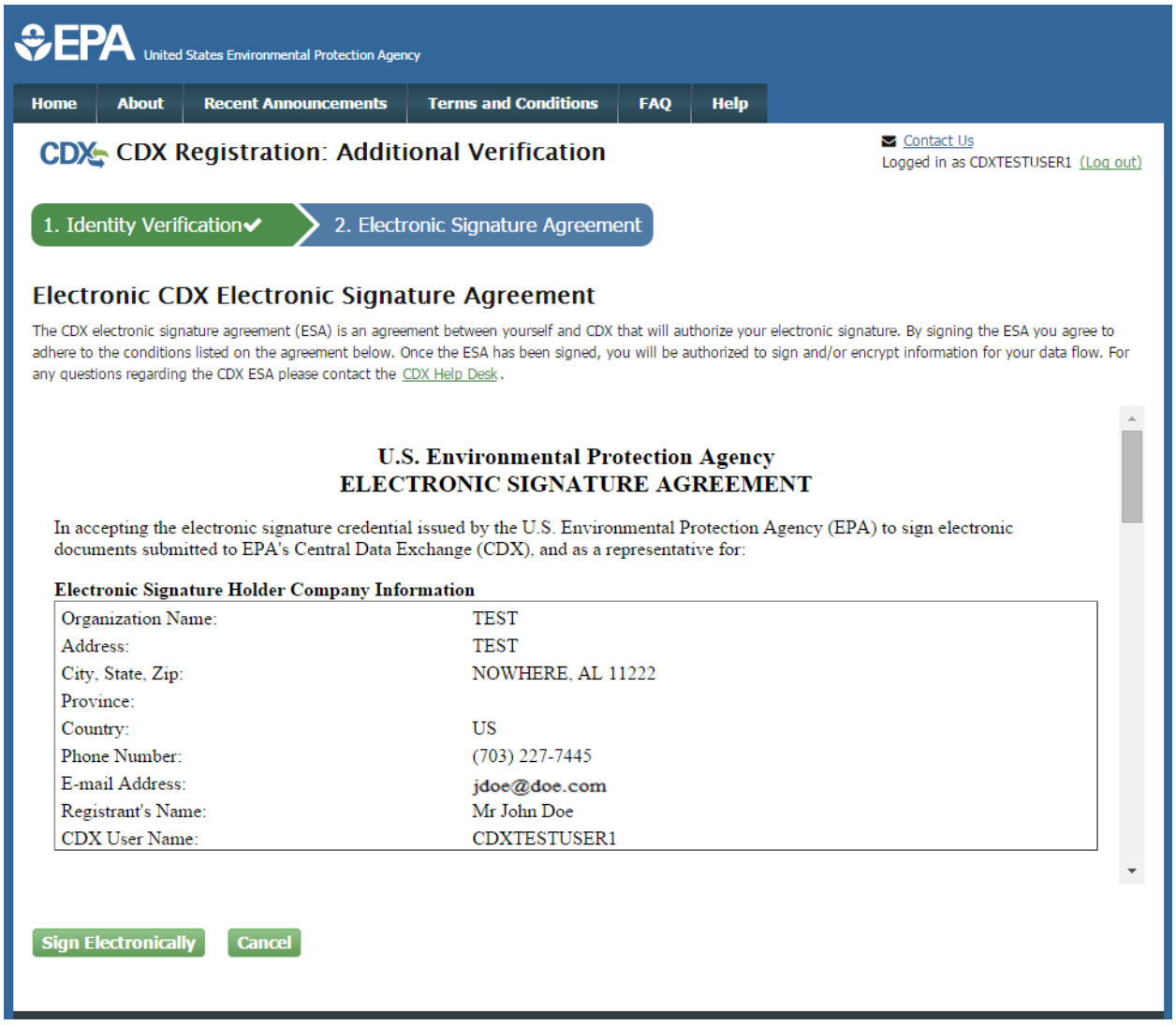


Exhibit 6-10: Electronic Signature Agreement Screen

Navigation: Click the 'Sign Electronically' button and go through the electric signature process.

Exhibit 6-11 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:

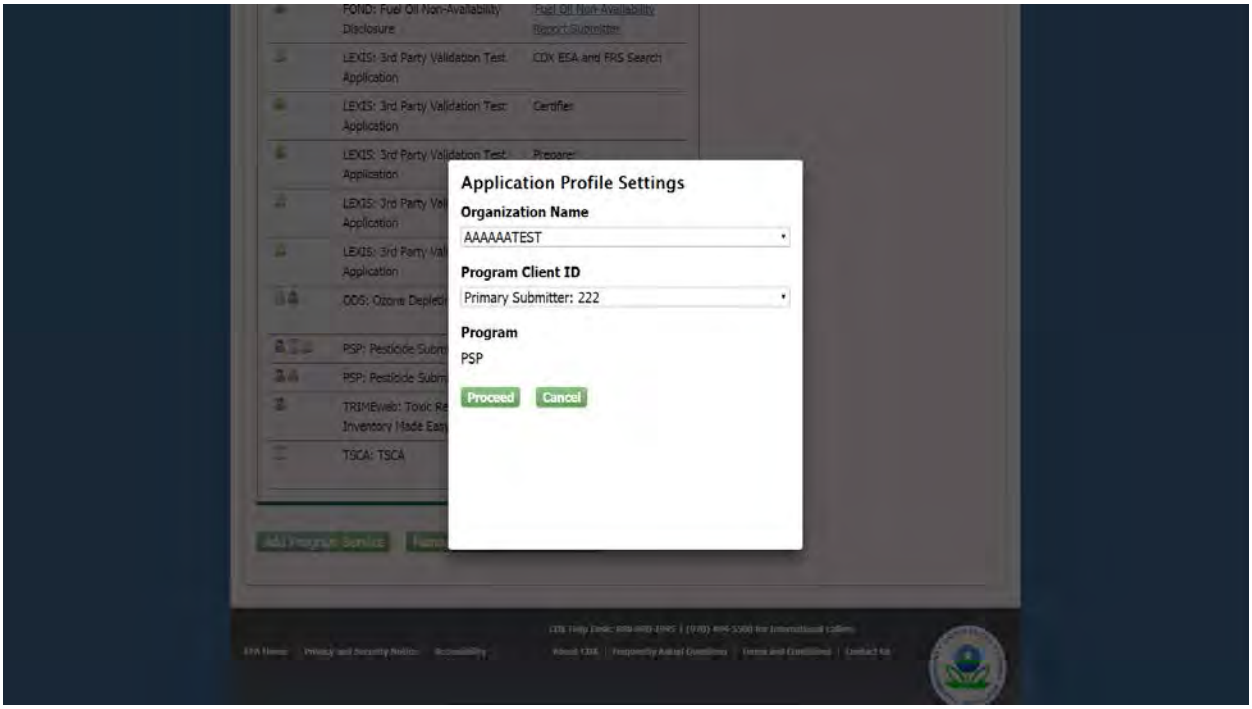


Exhibit 6-11: Application Profile Settings Screen

7 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 7-1).

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.

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 7-2). 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.

Exhibit 7-1 shows a screen capture of the ‘Manage Program Services’ screen:

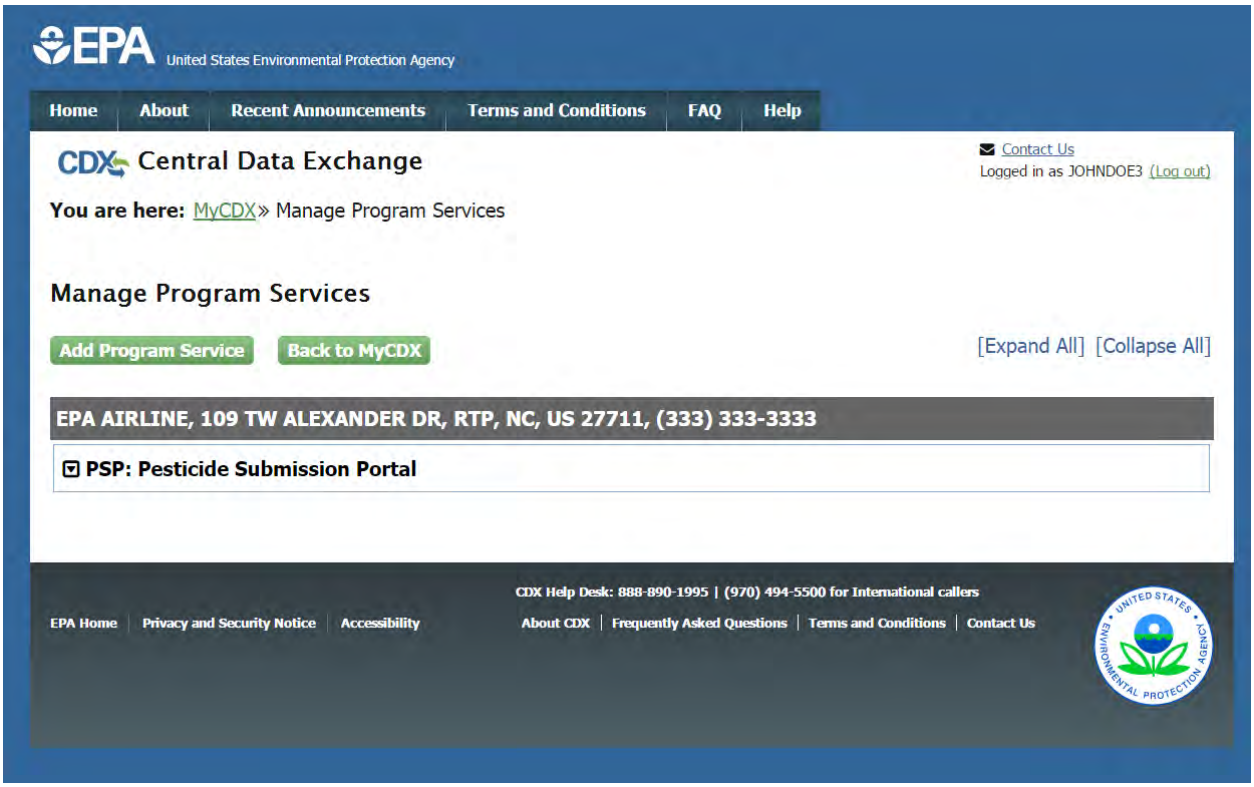


Exhibit 7-1: Manage Program Services Screen

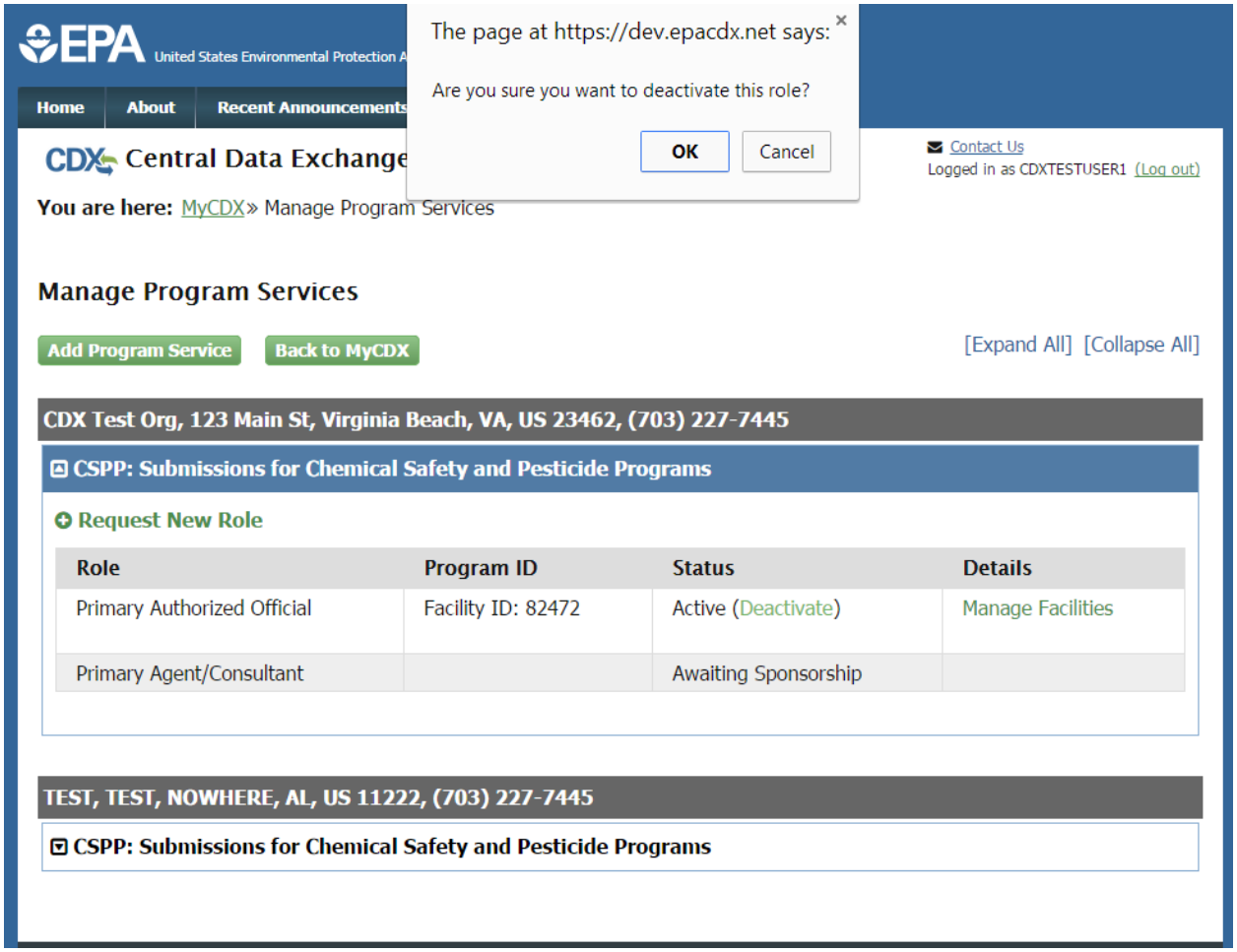


Exhibit 7-2: Deactivation Confirmation Pop-up Window

8 PSP Role Sponsorship

Primary Submitters can sponsor Authorized Agents to submit PSP packages on behalf of their company. Sponsorship can only be initiated by the Primary Submitter, and both the Primary Submitter and Authorized Agent will have to review and accept the sponsorship request.

8.1 Role Sponsorship

As a Primary Submitter, click the 'Role Sponsorship' tab to identify a new or current user who will serve as an Authorized Agent.

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

Exhibit 8-1 shows a screen capture of the 'Role Sponsorship' screen:

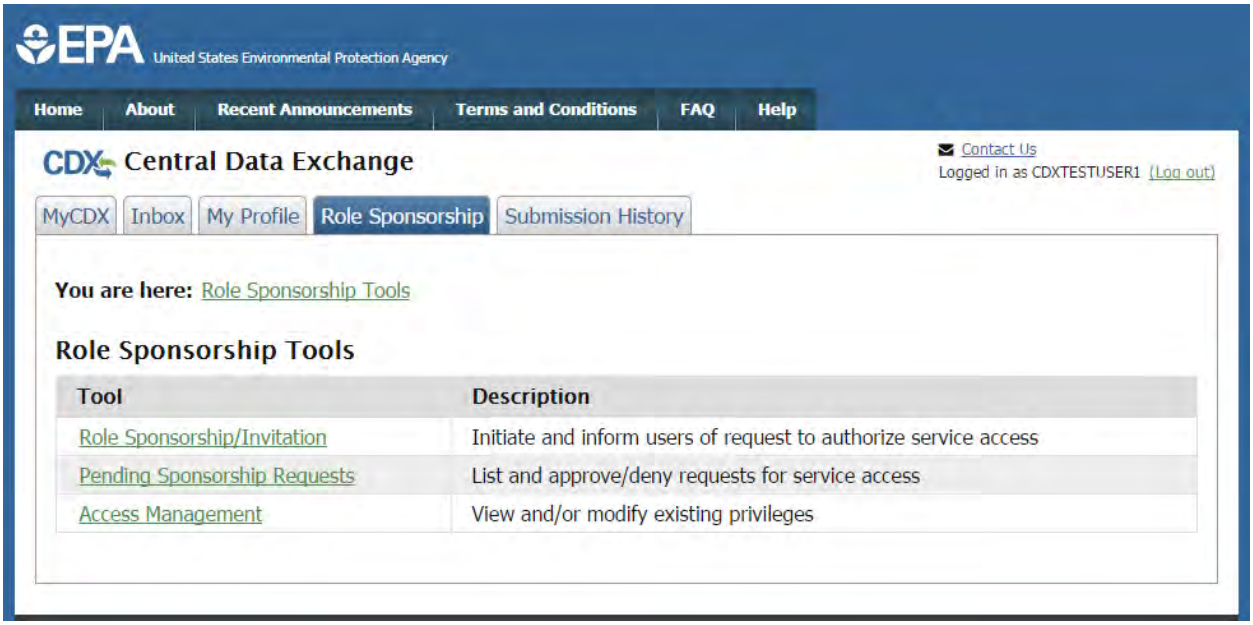


Exhibit 8-1 Role Sponsorship Screen

8.2 Role Sponsorship/Invitation

The 'Role Sponsorship/Invitation' screen is the next step in identifying a user to sponsor as an Authorized Agent for PSP.

In the 'Step 1: Recipient Information' field, a Primary Submitter enters the email address of the user to sponsor as an Authorized Agent.

In the 'Step 2: Sponsorship Information' field, a Primary Submitter selects PSP and selects 'Authorized Agent' from the 'Role' drop-down menu.

Click the 'Submit' button to navigate to the 'Role Sponsorship Review' screen (see Exhibit 8-3).

Exhibit 8-2 shows a screen capture of the 'Role Sponsorship/Invitation' screen:

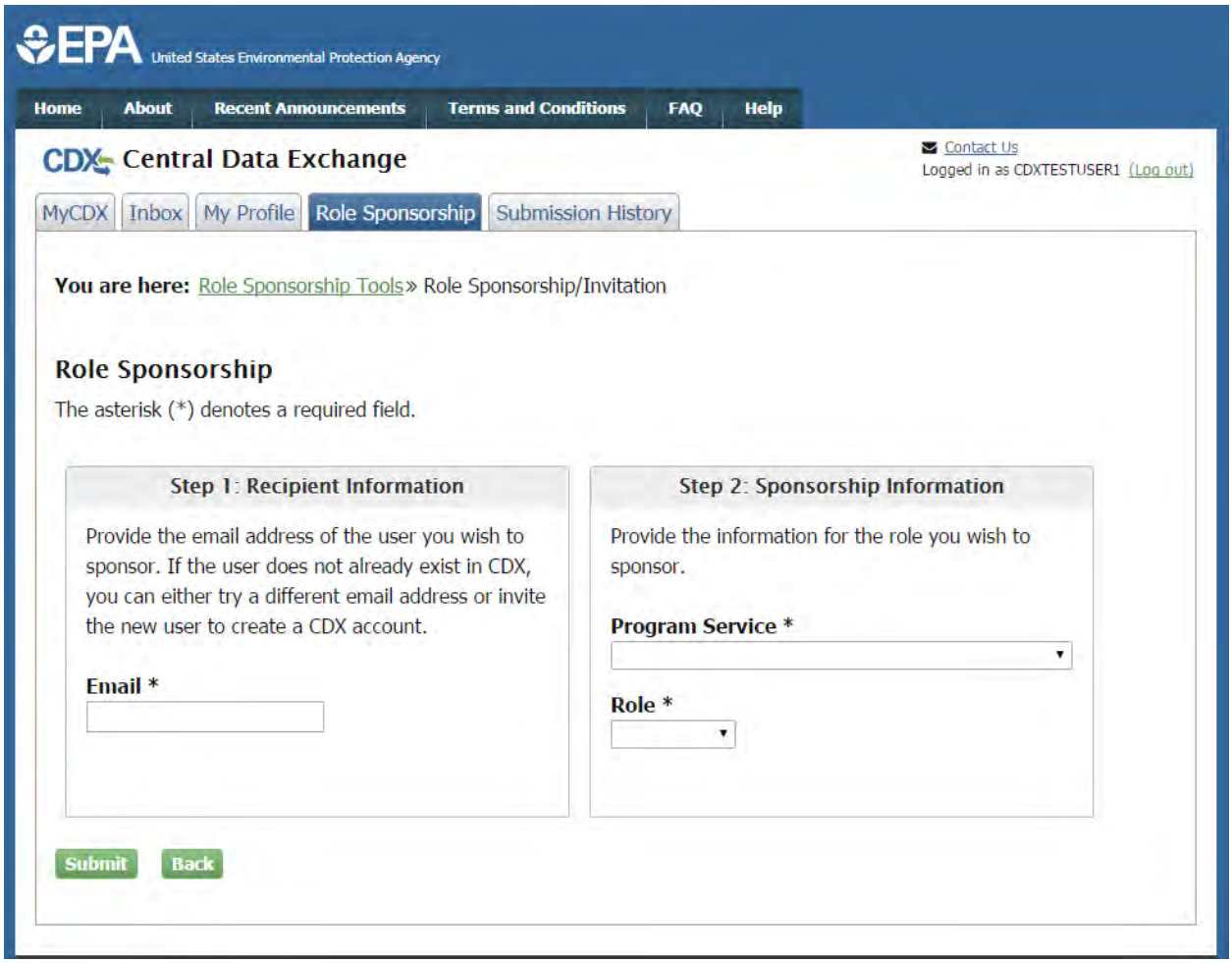


Exhibit 8-2: Role Sponsorship/Invitation Screen

8.2.1 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 Authorized Agent.

The Primary Submitter 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 Authorized Agent (see Exhibit 8-4). You must enter the email address of the specified Authorized Agent 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 Authorized Agent. The Authorized Agent will receive an email to review or cancel the sponsorship request (see Exhibit 8-5). As a Primary Submitter, you will be sent a copy of this email for your records (see Exhibit 8-6). 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 8-5).

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

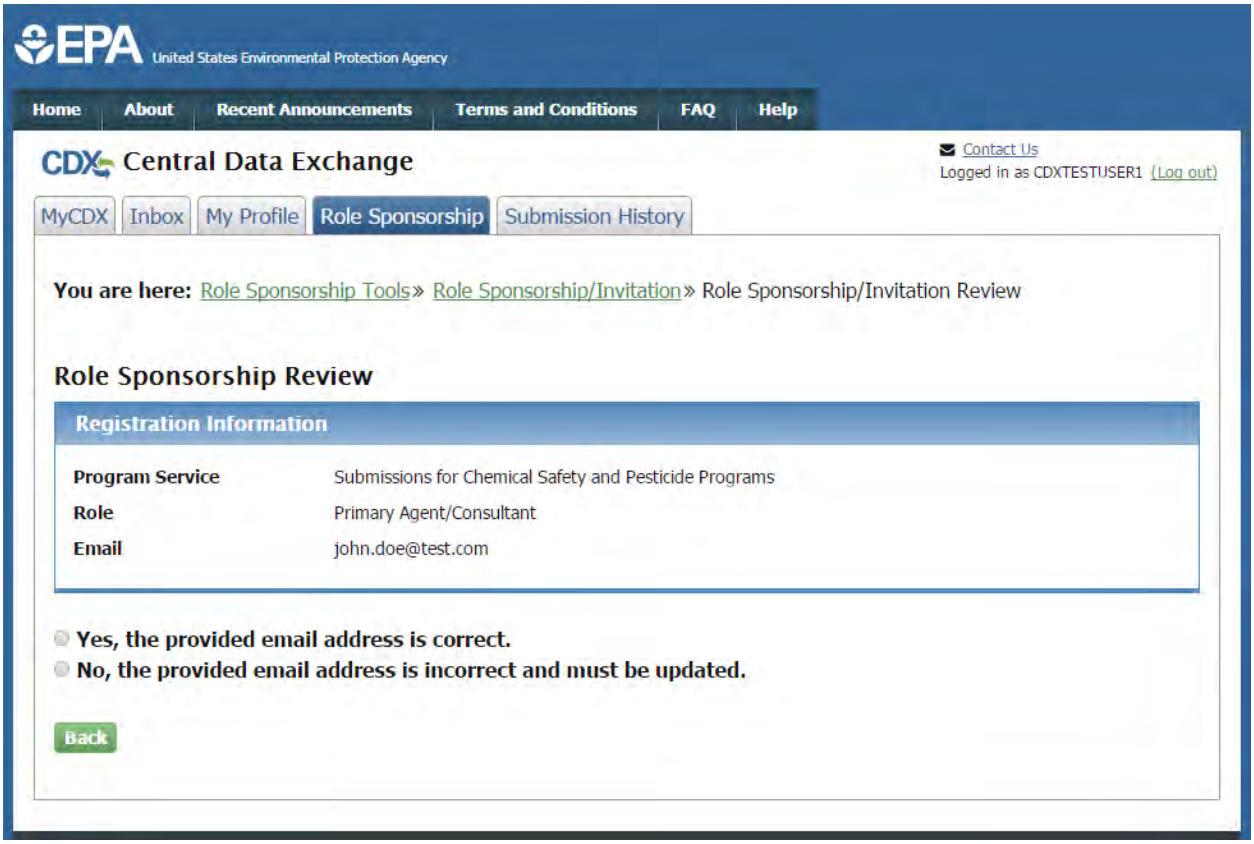


Exhibit 8-3: Role Sponsorship Review Screen

Exhibit 8-4 shows a screen capture of the 'Email Confirmation' pop-up window:

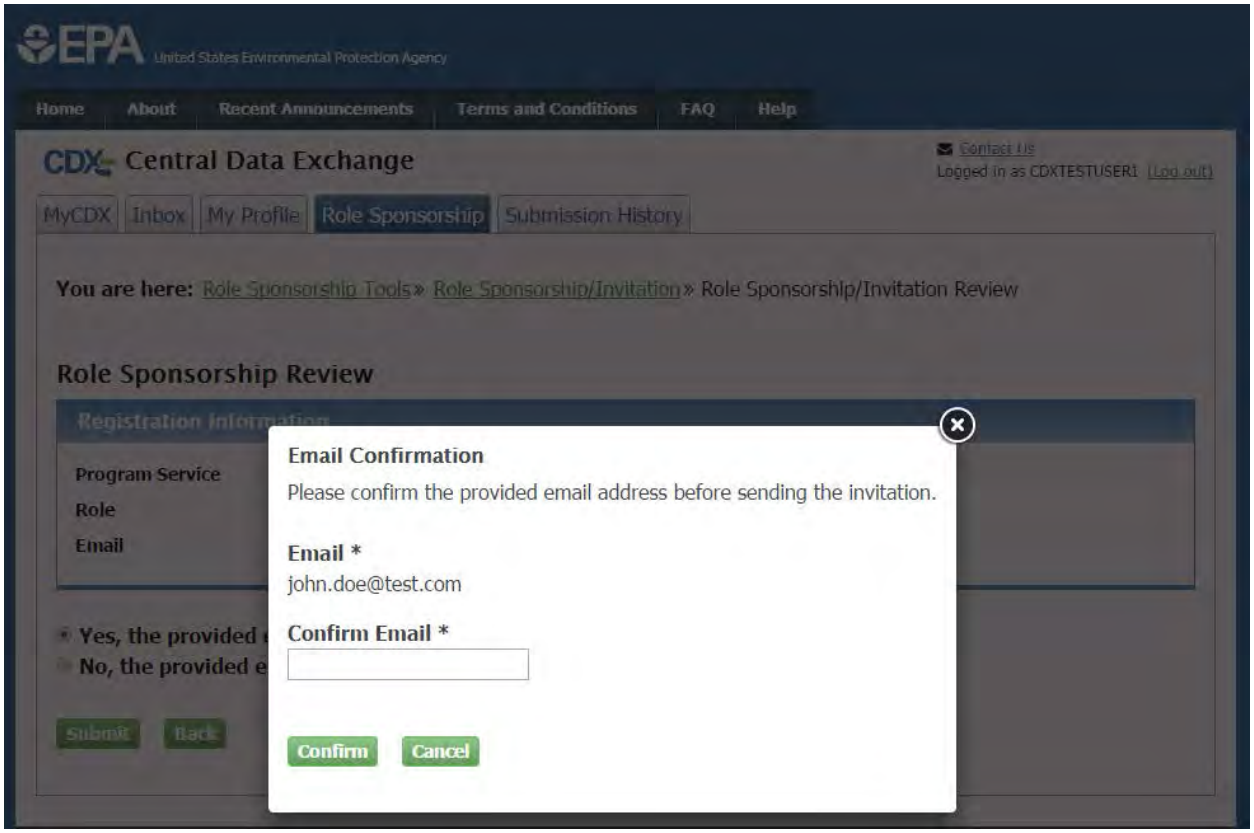


Exhibit 8-4: Email Confirmation Pop-Up Window

Exhibit 8-5 shows a screen capture of the 'CDX Role Sponsorship Request' email that is received by the Authorized Agent:

Mr [redacted] with registered email address [redacted] has requested to sponsor you for the Authorized Agent role.

Program Service: Pesticide Submission Portal
Role: Authorized Agent
Company Number: 862

You may review this sponsorship and follow the instructions after being redirected to the CDX application.
You may cancel this sponsorship request.

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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Exhibit 8-5: CDX Role Sponsorship Request Email – Authorized Agent

Exhibit 8-6 shows the copy of the request that is sent to the Primary Submitter:

Your request was submitted. Below is a copy of the email sent to the submitter you are sponsoring.

Mr [redacted] with registered email address [redacted] has requested to sponsor you for the Authorized Agent role.

Program Service: Pesticide Submission Portal
Role: Authorized Agent
Company Number: 864

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely
CDX Help Desk

Exhibit 8-6: Copy of CDX Role Sponsorship Request Email – Primary Submitter

8.2.2 Sponsorship Information

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

If a user chooses to create a new account, they should click the 'Create New Account' button on the 'Sponsorship Information – Log-In' page (see Exhibit 8-7).

If a user chooses to log into an existing account, they should select the user ID from the 'User ID' drop-down menu, enter the password, and click the 'Log In' button to log into their CDX account. This displays an additional 'Sponsorship Information' page where a potential Authorized Agent must approve or reject a CDX official's request to view their contact information; to sponsor them for the corresponding Authorized Agent role (see Exhibit 8-8).

Exhibit 8-7 shows a screen capture of the 'Sponsorship Information – Log-In' screen:

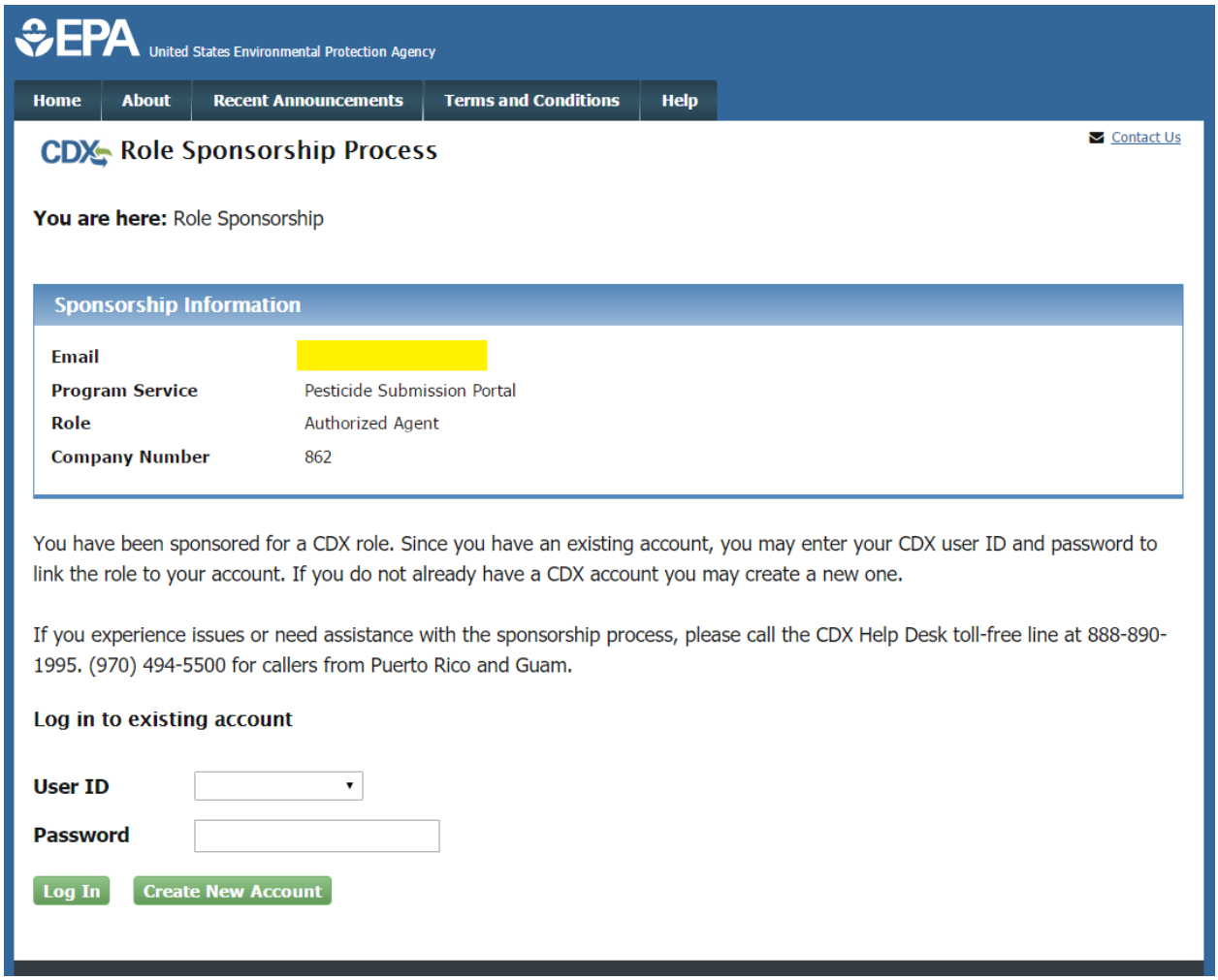

Exhibit 8-7: Sponsorship Information – Log-In Screen

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

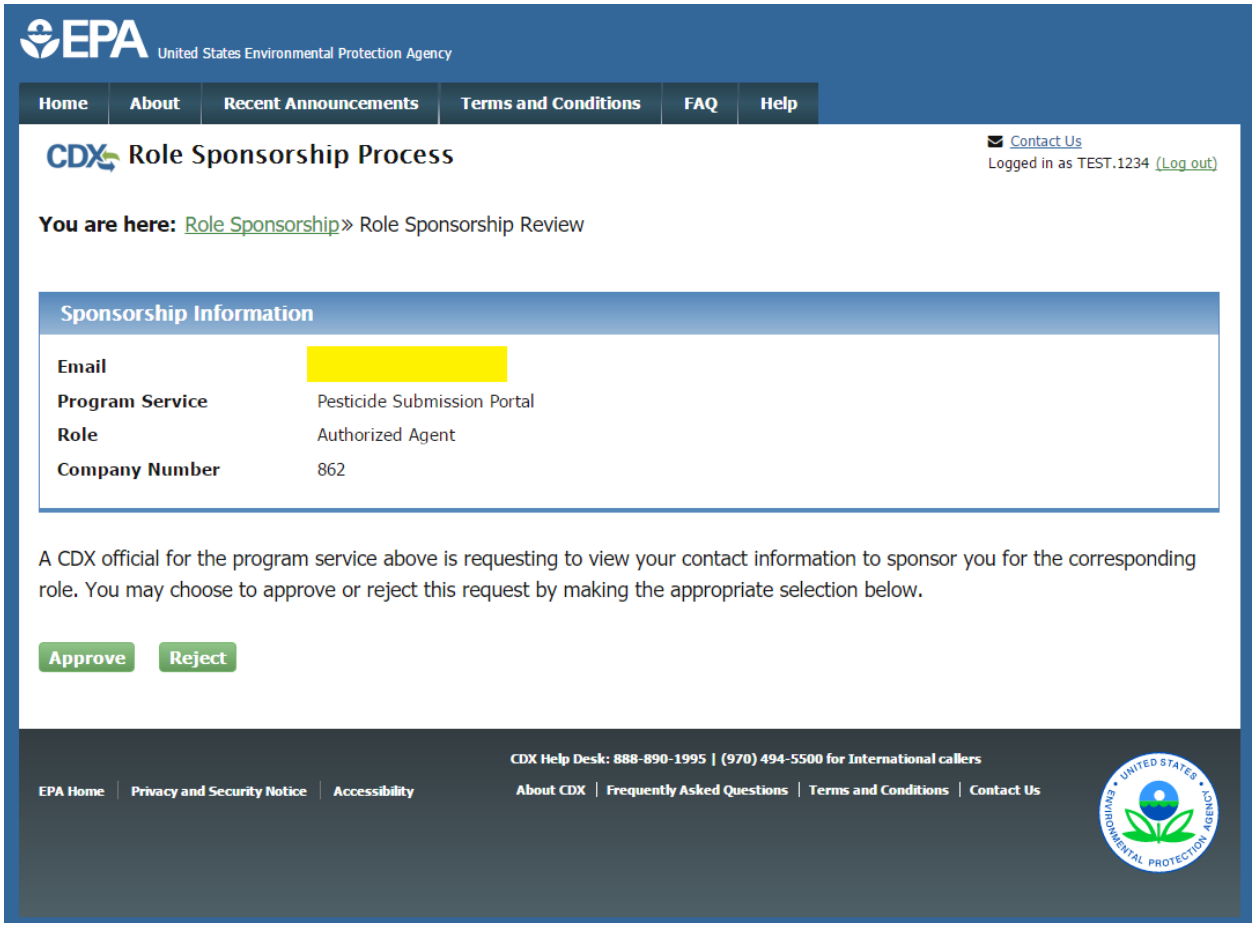

Exhibit 8-8: Sponsorship Information Screen

After clicking the ‘Approve’ button, the Authorized Agent will be navigated to the ‘Account Registration’ page where they will see a description of their role. The ‘Authorized Agent’ role will be displayed in a read-only drop down box. The Authorized Agent should click the ‘Request Role Access’ button (see Exhibit 8-9).

Exhibit 8-9 shows a screen capture of the ‘Account Registration’ screen:

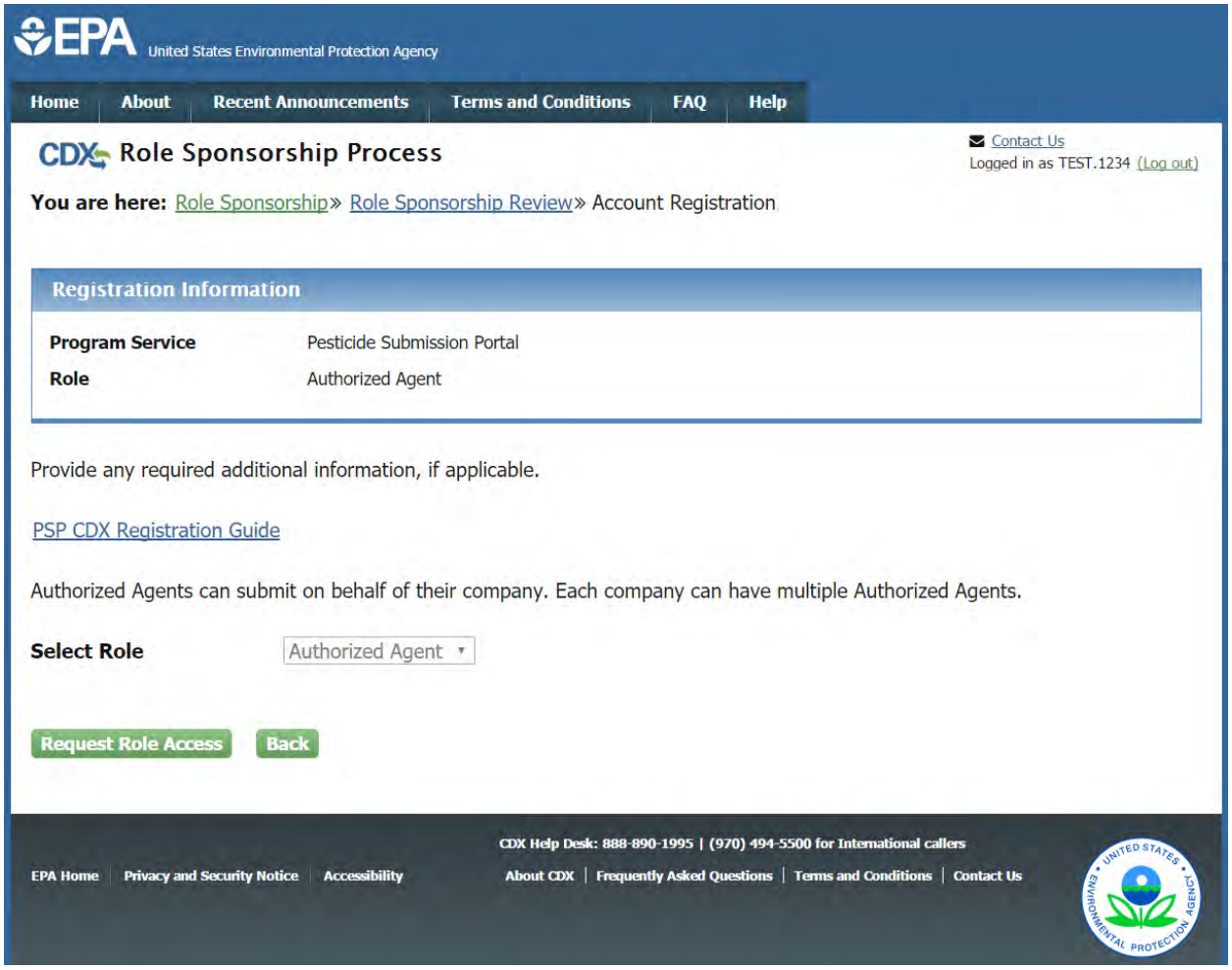

Exhibit 8-9: Account Registration Screen

After clicking the 'Request Role Access' button, the Authorized Agent will be navigated to the 'Role Access' screen. The Authorized Agent will be able to search by company number on this screen. They should search by the same company number that the Primary Submitter is sponsoring them for.

Important: Please ensure that you search by the **exact** same company number that the Primary Submitter is sponsoring you for. The company number that the Primary Submitter sponsored you for can be found on the previous screens (see Exhibit 8-8). It can also be found within the various sponsorship emails.

Exhibit 8-10 shows a screen capture of the 'Role Access' screen:

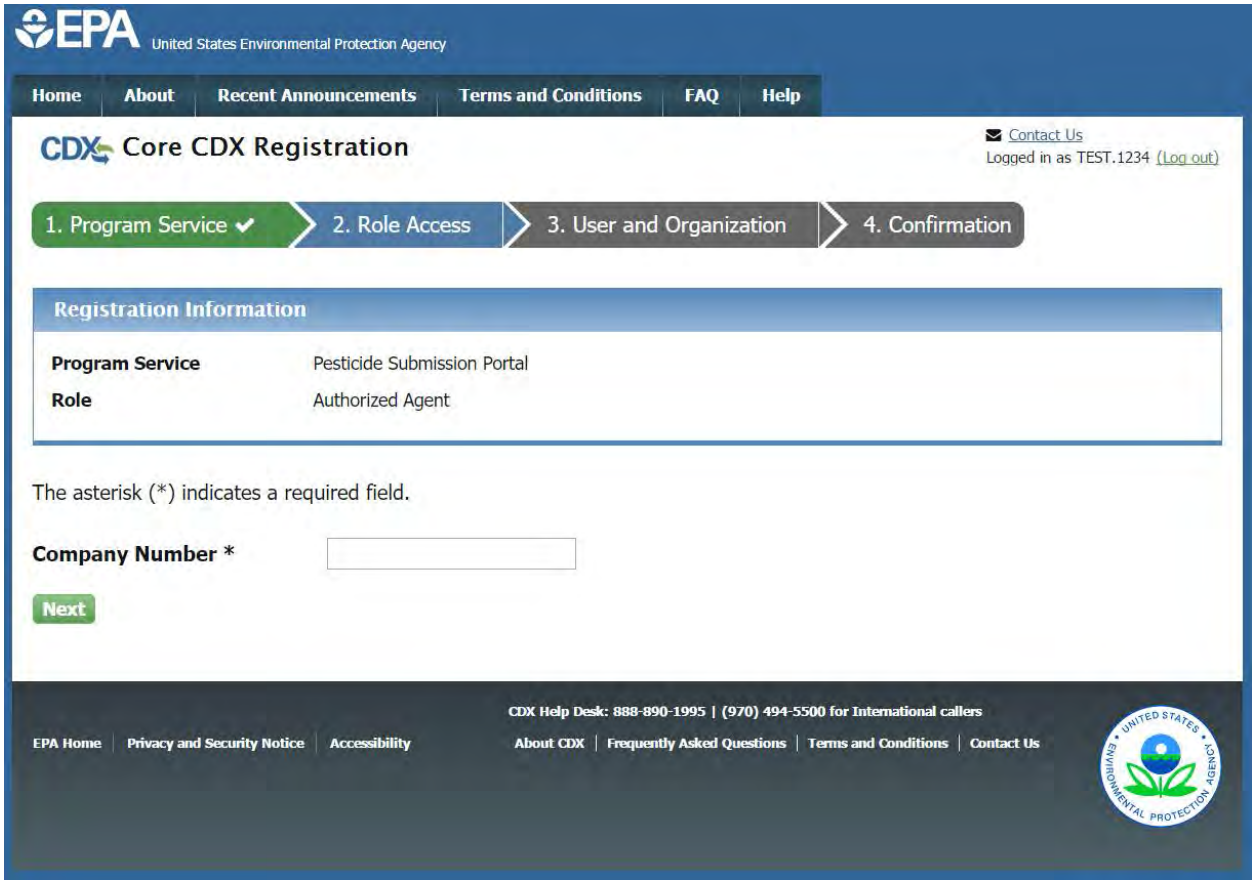

Exhibit 8-10: Role Access Screen

Enter an OPP Company Number and click the ‘Next’ button. After clicking the ‘Next’ button, the Authorized Agent will be navigated to the search results for the ‘Role Access’ screen. Exhibit 8-11 shows a screen capture of the ‘Role Access’ search results screen.

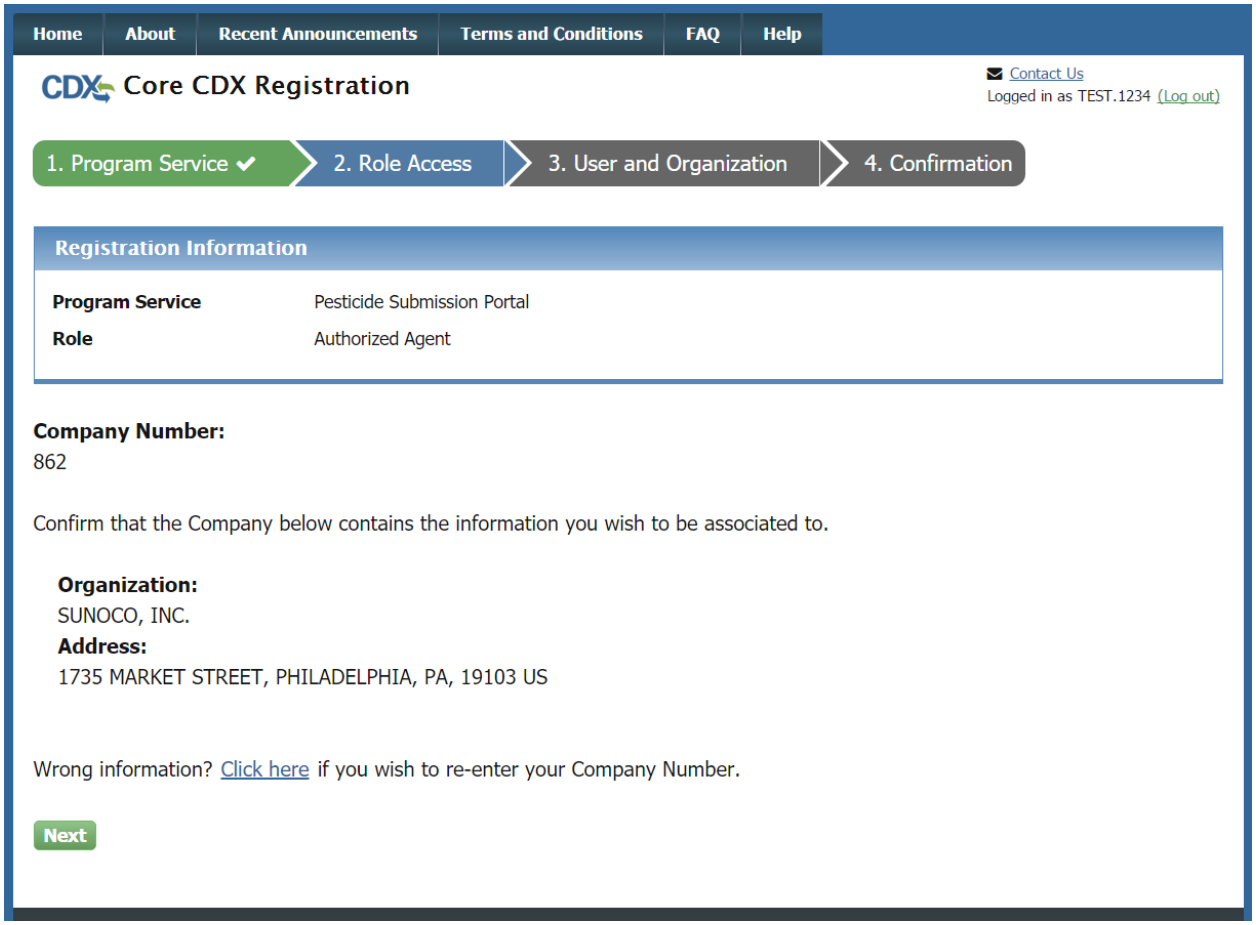

Exhibit 8-11: Request Role Access Search Results Screen

Confirm the read-only organization information displayed. If the organization information is correct, click the 'Next' button. If the organization displayed is not correct, click the 'Click here' link in order to re-enter your Company Number.

After clicking the 'Next' button, the Authorized Agent will be navigated to the 'Account Registration' screen. Exhibit 8-12 shows a screen capture of the 'Account Registration' screen (scroll 1). Exhibit 8-13 shows a screen capture of the 'Account Registration' screen (scroll 2):

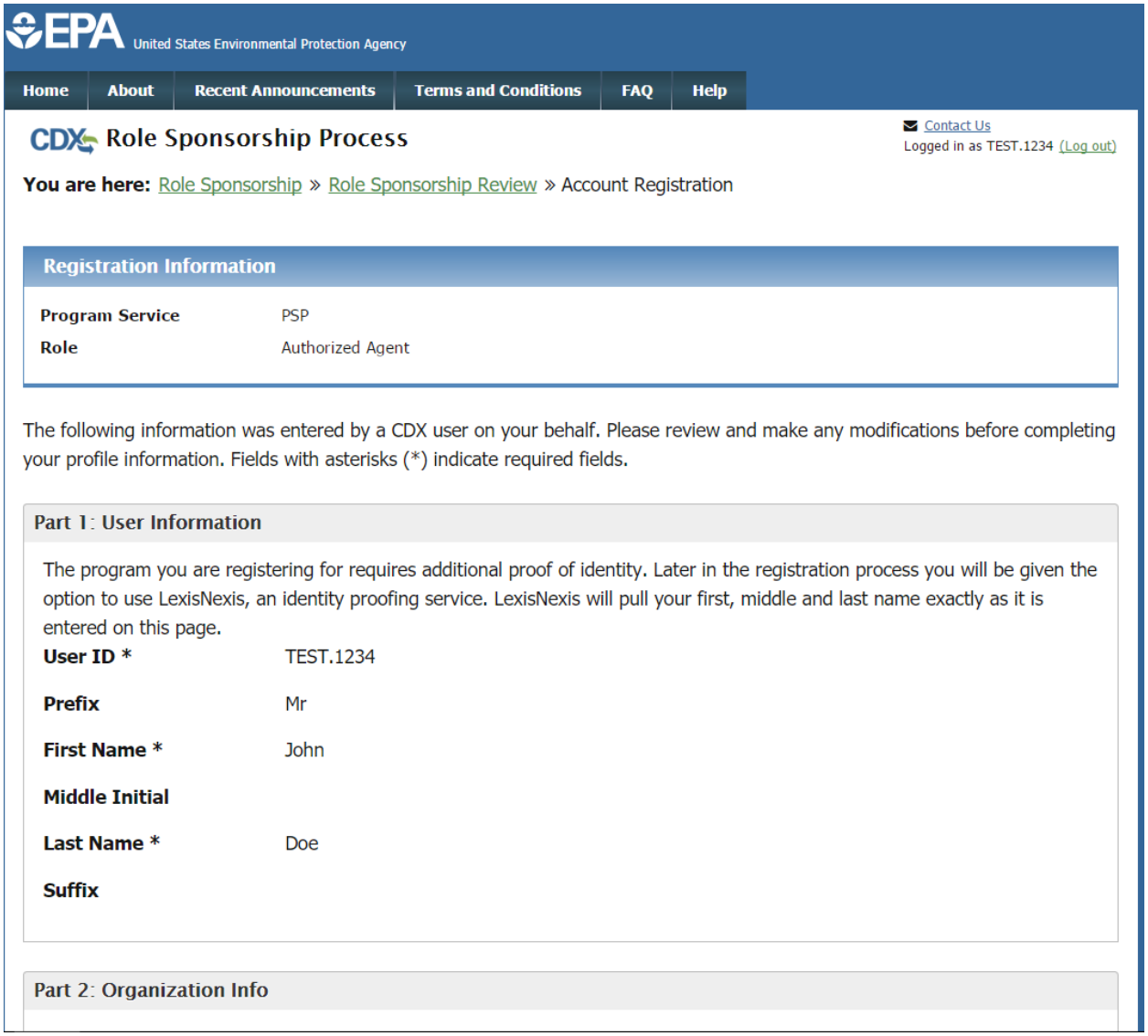

Exhibit 8-12: Account Registration screen (scroll 1)

The 'Account Registration' screen displays the user and organization information of the Authorized Agent.

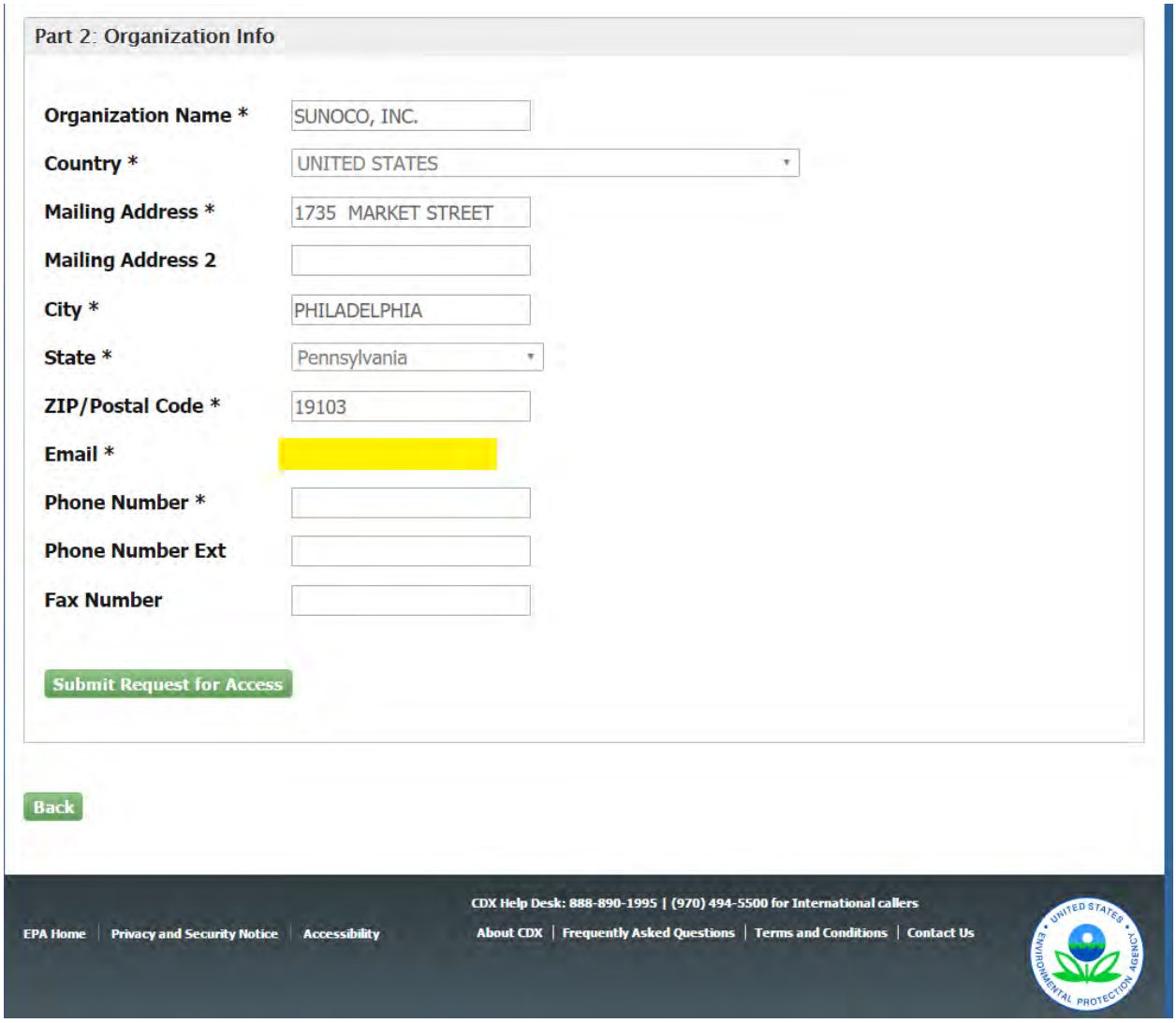

Exhibit 8-13: Account Registration screen (scroll 2)

The Authorized Agent should confirm all displayed information, enter any missing information that is required, and click the 'Submit Request for Access' button.

After clicking the 'Submit Request for Access' button, emails will be sent to both the Authorized Agent and Primary Submitter.

Exhibit 8-14 shows a screen capture of the 'CDX Role Sponsorship Request' email that is sent to the Primary Submitter:

Mr John Doe with registered email address [redacted] is requesting your sponsorship for the following Authorized Agent role.

Contact Organization: SCOTT AND GILBERT COMPANY
Program Service: Pesticide Submission Portal
Role: Authorized Agent
Company Number: 864

You may review this sponsorship request and follow the instructions after being redirected to the CDX application.
You may cancel this sponsorship request.

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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Exhibit 8-14: CDX Role Sponsorship Request Email – Primary Submitter

Exhibit 8-15 shows the copy of the 'CDX Role Sponsorship Request' email that is sent to the Authorized Agent:

Your request was submitted.

Mr John Doe with registered email address [redacted] is requesting your sponsorship for the following Authorized Agent role.

Contact Organization: SCOTT AND GILBERT COMPANY
Program Service: Pesticide Submission Portal
Role: Authorized Agent
Company Number: 864

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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Exhibit 8-15: Copy of CDX Role Sponsorship Request Email – Authorized Agent

Exhibit 8-16 shows a screen capture of the 'Role Sponsorship Login' screen. The Primary Submitter is navigated to this screen once they click the 'review this sponsorship request' link within their email:

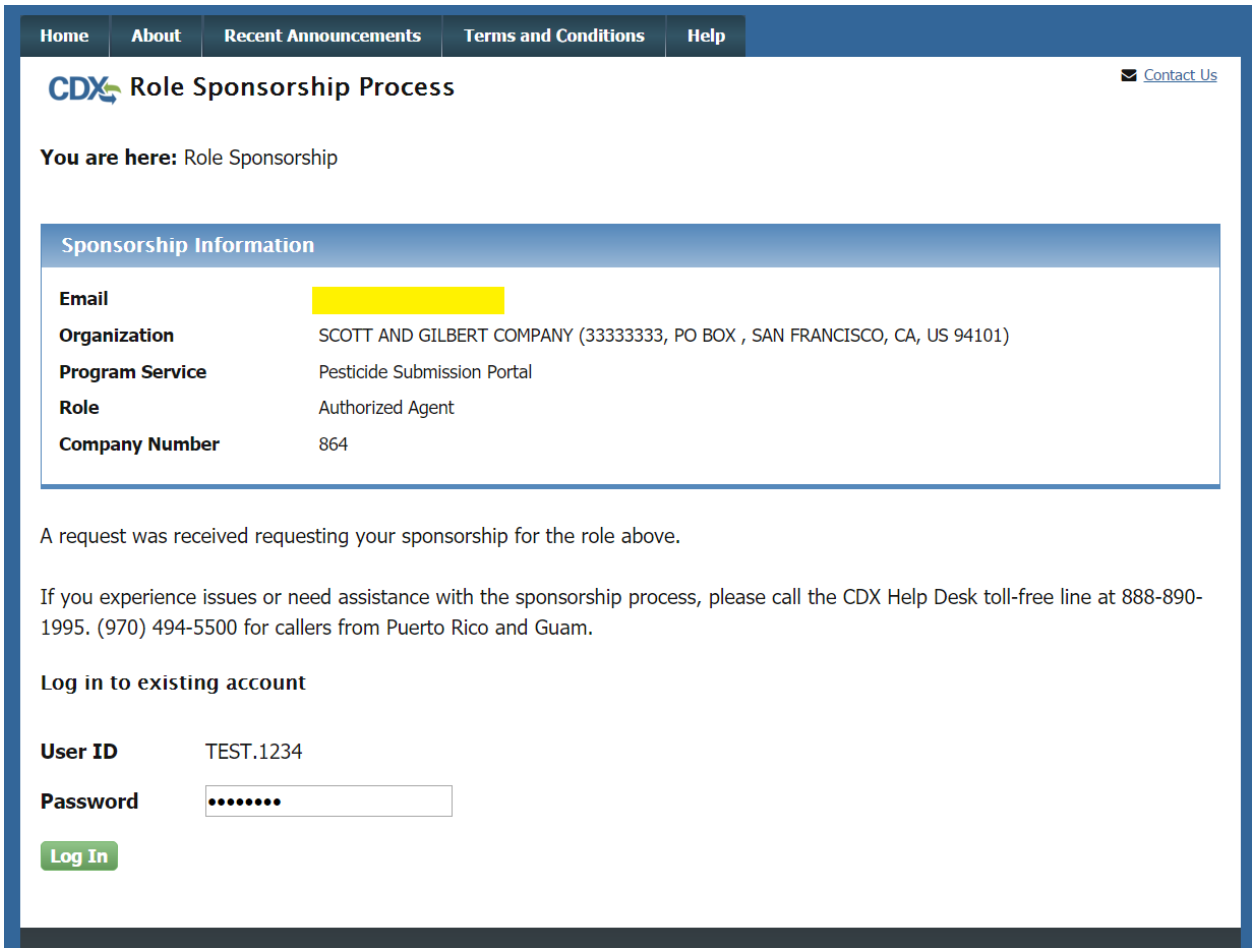

Exhibit 8-16: Role Sponsorship Login Screen

The Primary Submitter should enter their password on the 'Role Sponsorship Login' screen and click the 'Log In' button to log into their CDX account. After logging in, the Primary Submitter will be navigated to the 'Role Sponsorship Review' screen.

Exhibit 8-17 shows a screen capture of the 'Role Sponsorship Review' screen:

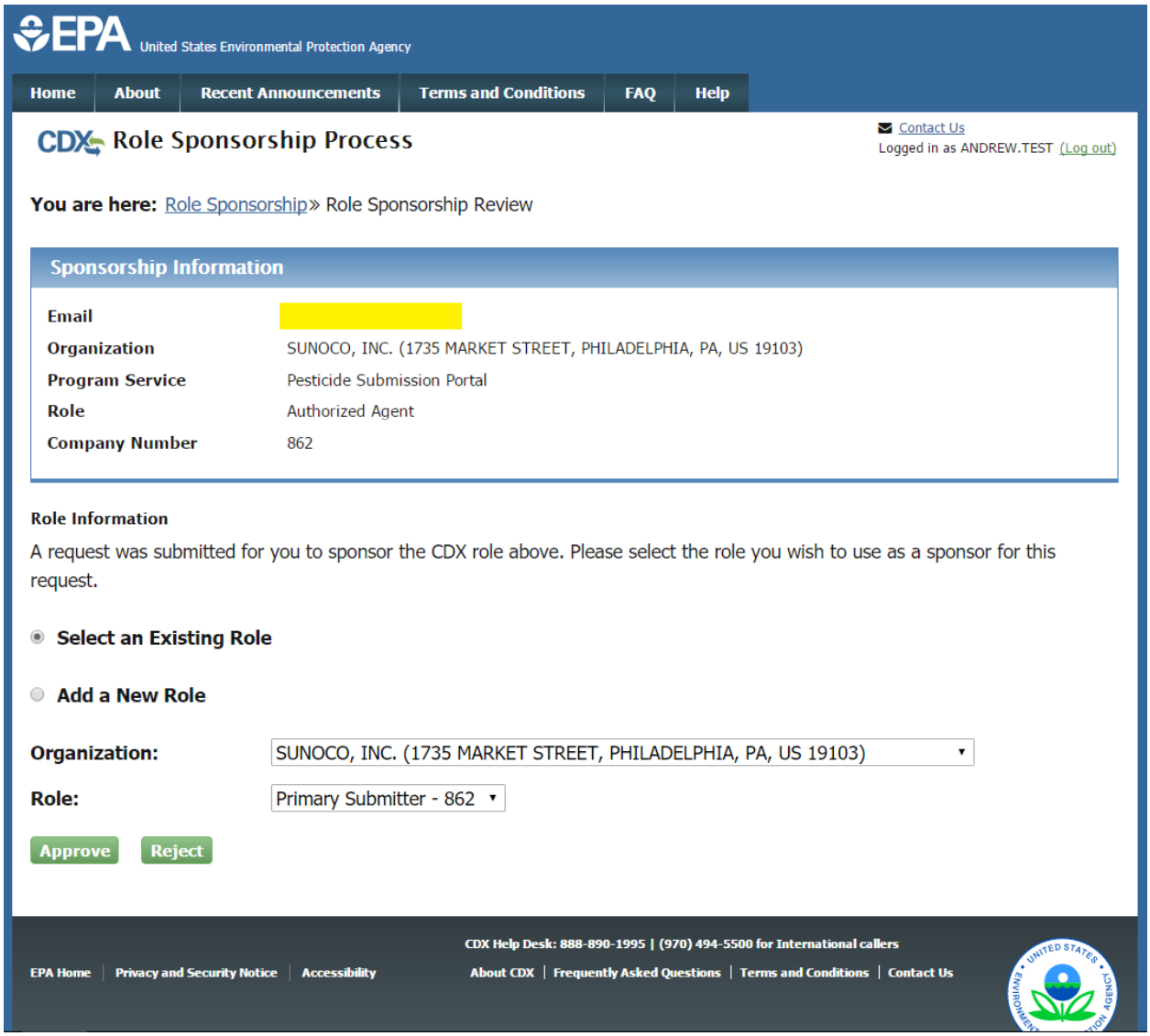

Exhibit 8-17: Role Sponsorship Review Screen

Important: The Primary Submitter **must** select the EPA OPP company and role that they are sponsoring the Authorized Agent for. This EPA OPP company and role should match what the Authorized Agent entered when they accepted the sponsorship request. **Do Not** click the 'Add a New Role' radio button. The Primary Submitter should only use the 'Select an Existing Role' radio button.

After choosing the correct company and role, the Primary Submitter should click the 'Approve' button.

After clicking the ‘Approve’ button the Primary Submitter will have to sign an electronic ESA (see Exhibit 8-18 and Exhibit 8-19).

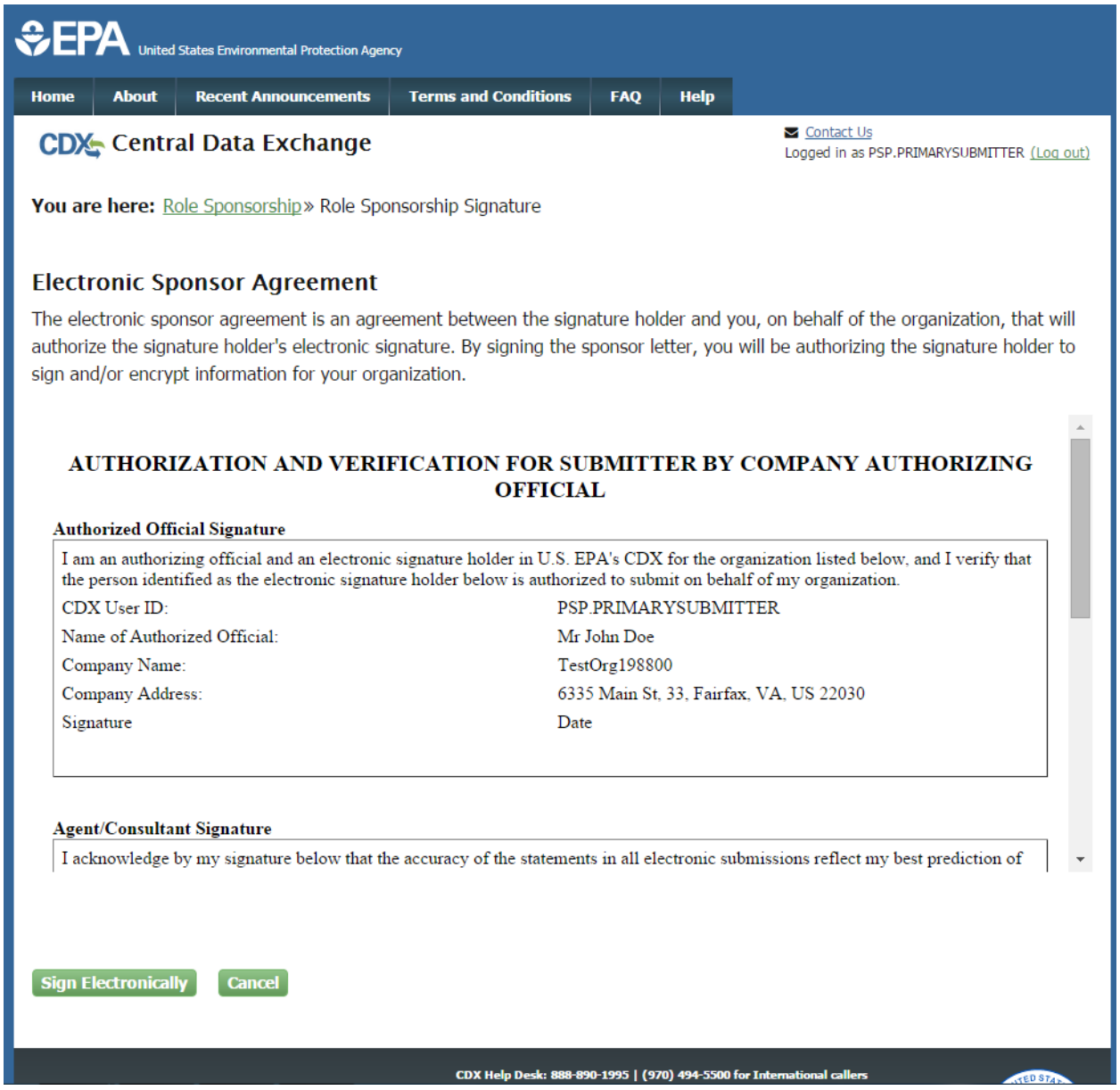

Exhibit 8-18: Electronic ESA (Scroll 1)

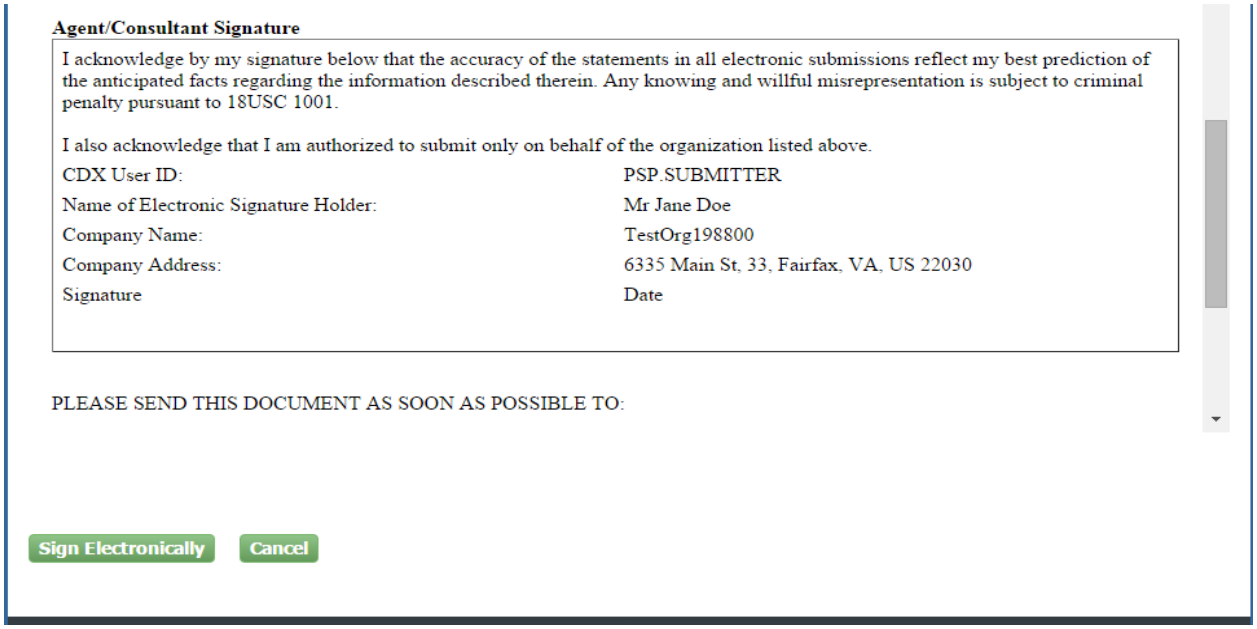

Exhibit 8-19: Electronic ESA (Scroll 2)

After Clicking the 'Sign Electronically' button and clicking 'Accept' in the pop-up window, the Primary Submitter will be presented the 'eSignature Widget' screen.
The Primary Submitter will be required to log in to CDX, answer a secret question, and sign the file by clicking the 'Sign' button.
Exhibit 8-20 shows a screen capture of the 'eSignature Widget' screen:

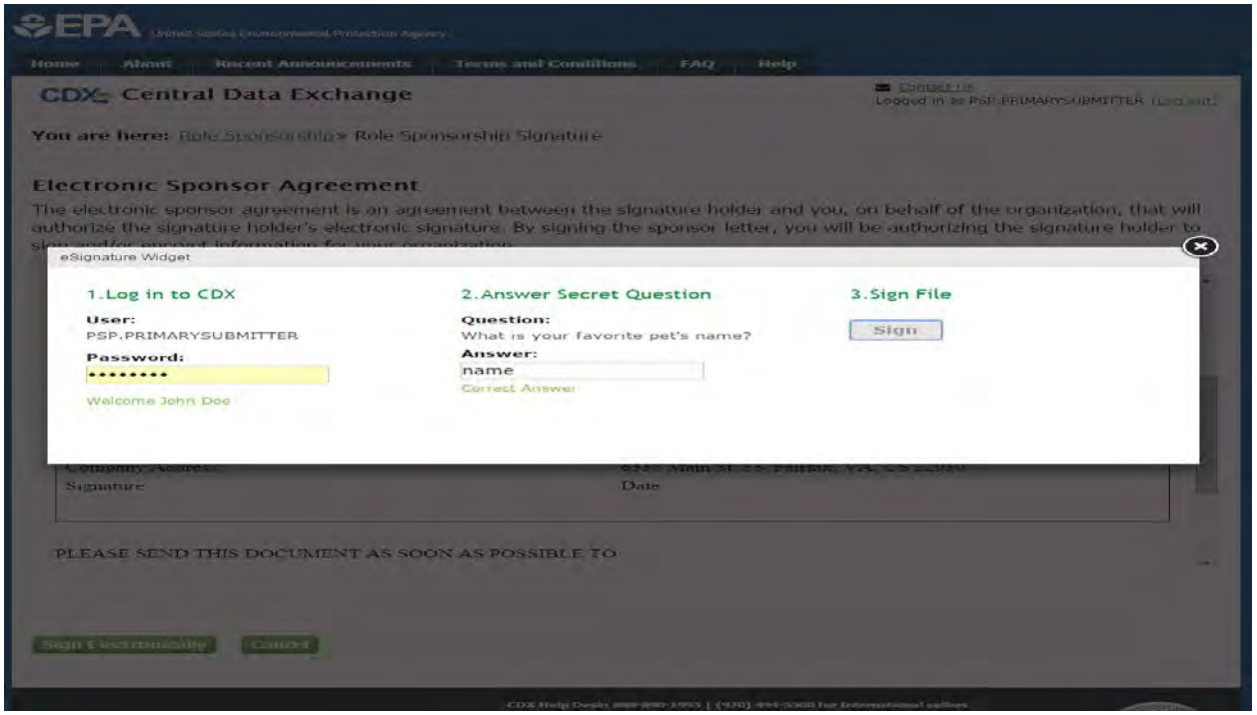

Exhibit 8-20: eSignature Widget Screen

8.3 Finalizing the Role Sponsorship Process

After completing the 'eSignature Widget Screen,' the Primary Submitter will be navigated back to the 'Role Sponsorship' tab within CDX. The Primary Submitter will also receive two emails. One email will confirm that the Primary Submitter has successfully signed using the CROMERR E-Signature process (see Exhibit 8-22). The other email will indicate that the sponsor letter for the sponsorship request has been completed (see Exhibit 8-21).

The sponsor letter for the following sponsorship request has been completed.

Organization: SUNOCO, INC.
Program Service: Pesticide Submission Portal
Role: Authorized Agent
Company Number: 862

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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Exhibit 8-21: Central Data Exchange Sponsorship Request Completed Email – Primary Submitter

Subject: You successfully signed a document (DEV)

You have successfully signed your CDX submission using the CROMERR E-Signature process. To view the details of this CROMERR activity please click here. This message is being sent to you as confirmation of your submission. If you did not perform this submission please contact the CDX Helpdesk at 888-890-1995.

Exhibit 8-22: CROMERR E-Signature Email

The Authorized Agent will also receive an email indicating that the sponsor letter for the sponsorship request has been completed (see Exhibit 8-23).

The sponsor letter for the following sponsorship request has been completed.

Organization: SUNOCO, INC.
Program Service: Pesticide Submission Portal
Role: Authorized Agent
Company Number: 862

You may log in to complete your account registration associated with this request after being redirected to the CDX application.

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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Exhibit 8-23: Central Data Exchange Sponsorship Request Completed Email – Authorized Agent

The Authorized Agent should click the 'log in to complete your account registration' link within the email. After clicking this link, the Authorized Agent will be navigated to the 'Role Sponsorship' screen (see Exhibit 8-24).

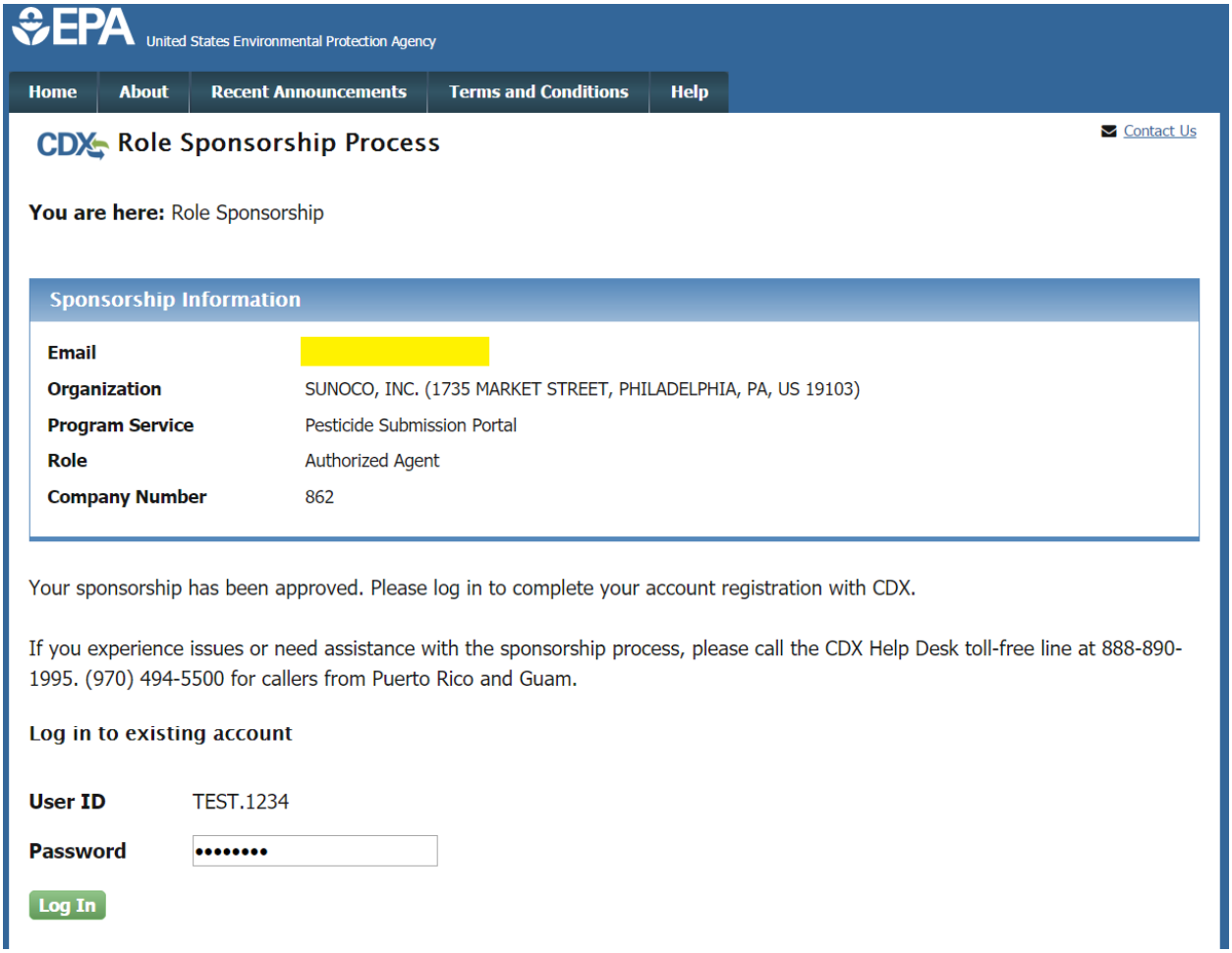


Exhibit 8-24: Role Sponsorship Screen

After the Authorized Agent enters their password and clicks the 'Log In' button, they will be navigated to the 'Complete Account' screen (see Exhibit 8-25).

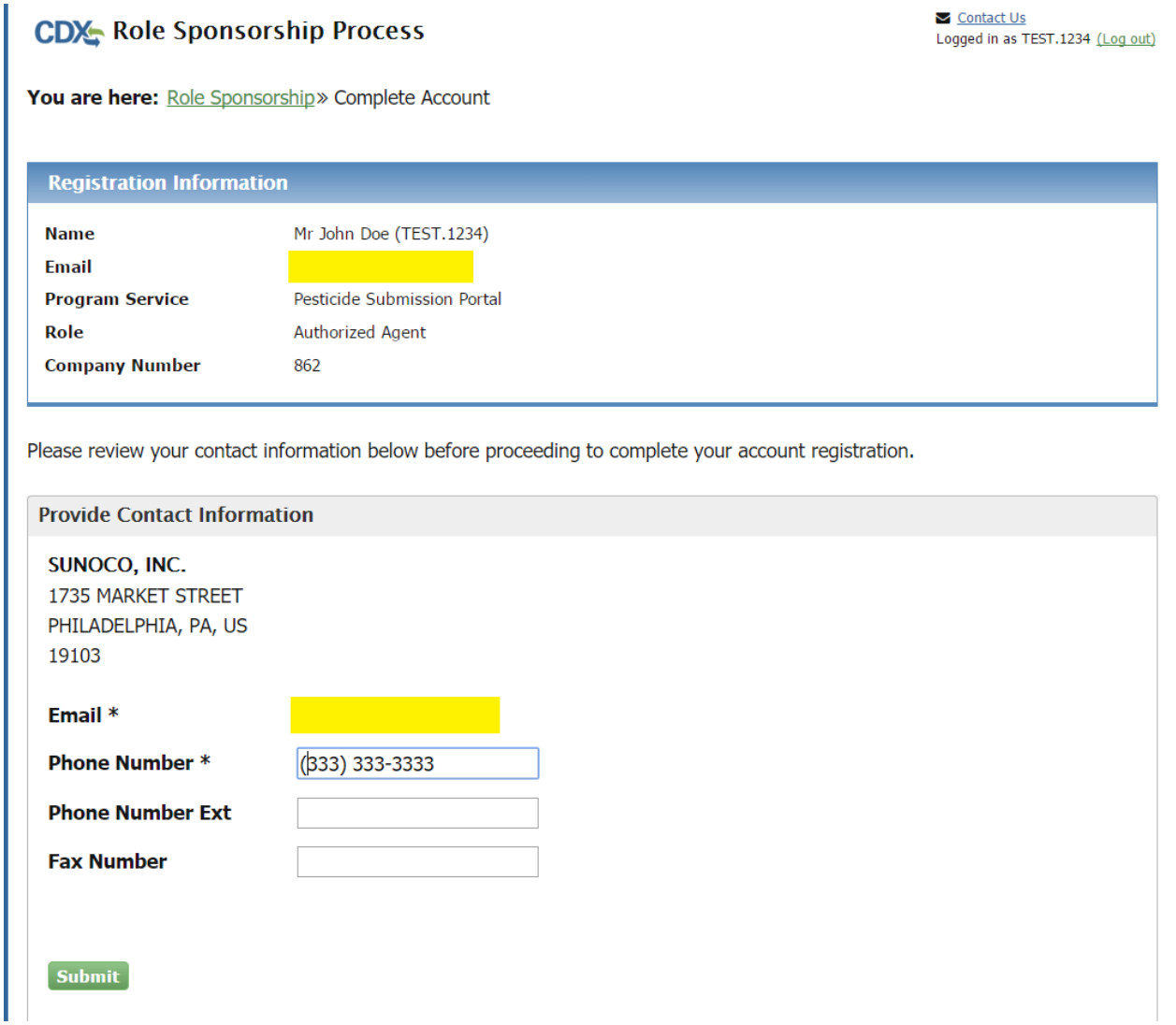


Exhibit 8-25: Complete Account Screen

After clicking the 'Submit' button, the Authorized Agent will be navigated to the 'Identity Verification' screen (see Exhibit 8-26). **Note:** If the Authorized Agent has already passed identity verification for another role, they will be navigated to the 'CDX Registration: Additional Verification' screen to sign an ESA. For guidance on signing ESAs, please reference **Section 5.2**.

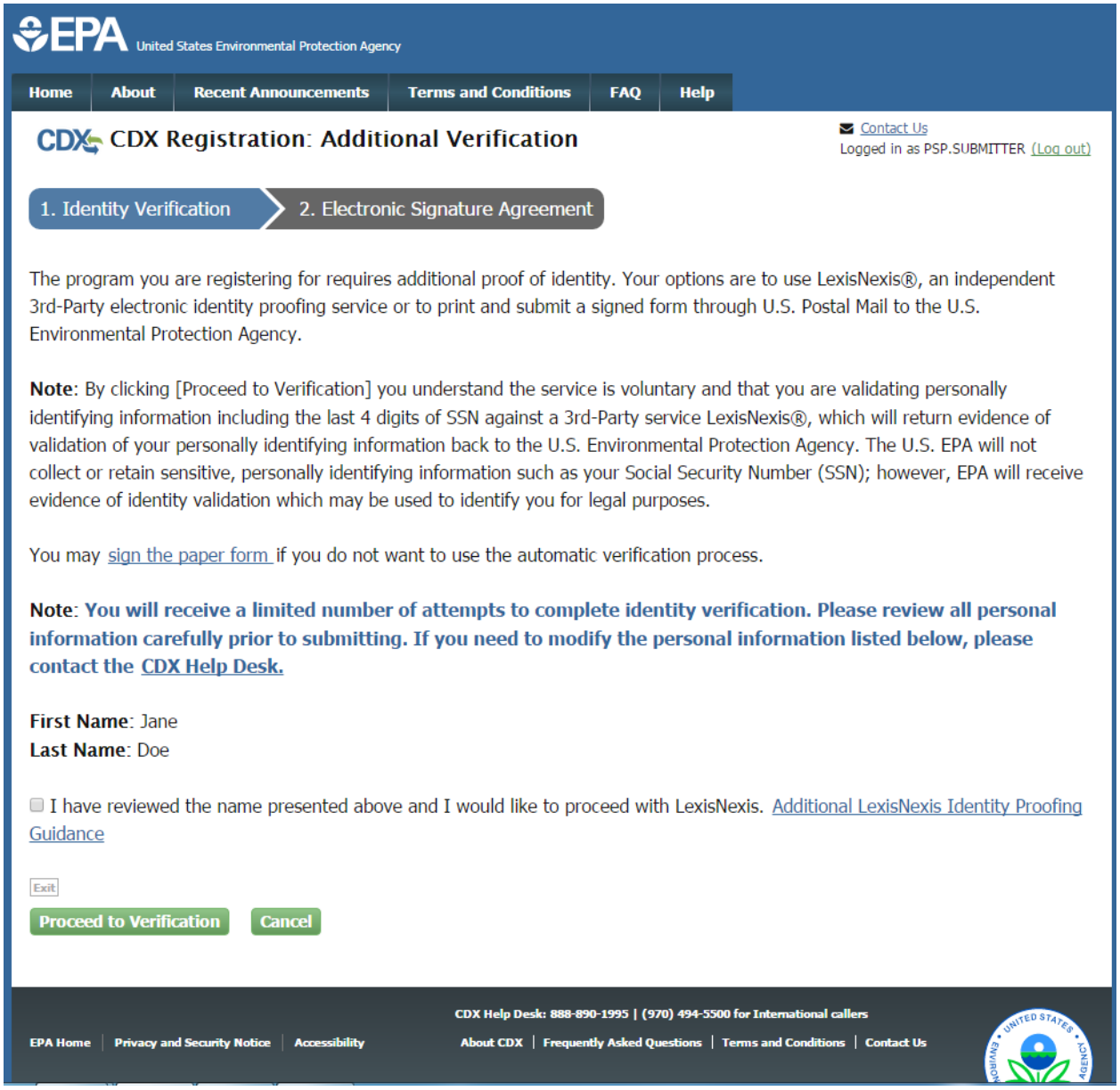


Exhibit 8-26: 'Identity Verification' Screen

The Authorized Agent can either choose LexisNexis as a verification option or they can sign a Paper ESA. For more information about identity verification, refer to **Section 5**.

The Authorized Agent will be navigated to the 'MyCDX' tab within CDX after going through identity verification. If the Authorized Agent did not pass LexisNexis, they will see 'PSP: Pesticide Submission Portal' under the 'Program Service Name' column and 'Authorized Agent' under the 'Role' column. The 'Authorized Agent' role in the 'Role' column will be plain text and will not be clickable (see Exhibit 8-27). Once the Authorized Agent's ESA has been processed and approved, the Authorized Agent will be navigated to the 'CDX Registration: Additional Verification' screen to sign an ESA upon logging in to CDX. For guidance on

completing additional verifcation and signing ESAs, please reference **Section 5.2**. After completion of the additional verification, the 'Authorized Agent' text will become a blue link under the 'Role' column (see Exhibit 8-28).

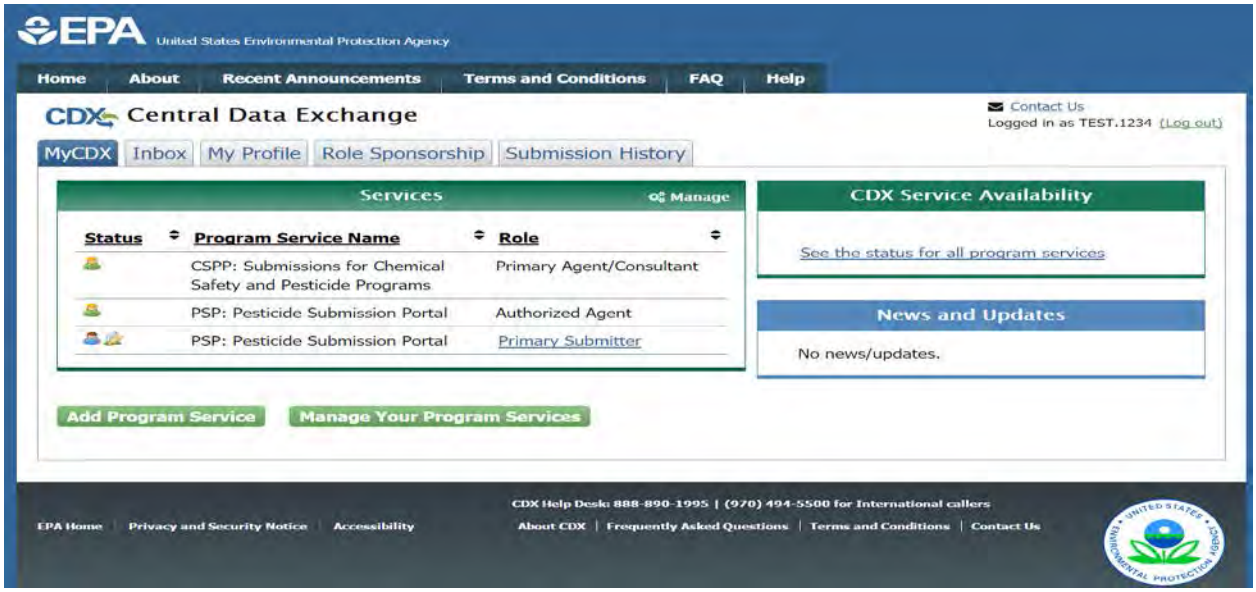


Exhibit 8-27: 'MyCDX' Inactive Authorized Agent Role

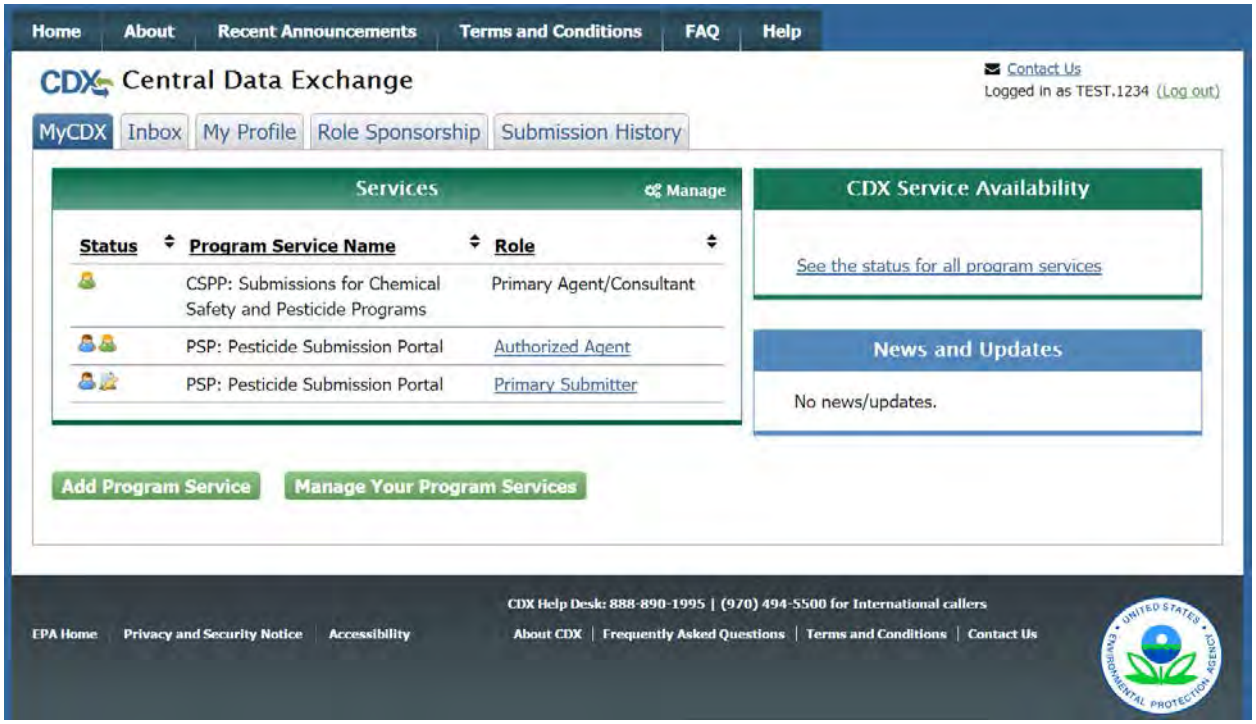


Exhibit 8-28: 'MyCDX' Active Authorized Agent Role

9 Appendix A - Definitions, Acronyms, and Abbreviations

Acronym	Full Name
CDX	Central Data Exchange
EPA	Environmental Protection Agency
PSP	Pesticdie Submission Portal
ID	User identification
OPP	Office of Pestice Programs
ESA	Electronic Signature Agreement
RMAM	Registration Maintenance Account Manager
PII	Personally Identifiable Information
CROMERR	Cross-Media Electronic Reporting Regulation

Pesticide Submissions Portal (PSP) User Guide

Environmental Protection Agency

Office of Pesticide Programs

Table of Contents

List of Exhibits

1 Introduction

The United States Environmental Protection Agency (EPA) Office of Pesticide Programs (OPP) developed the Pesticide Submission Portal (PSP) application to allow registrants to electronically submit pesticide application packages to EPA. PSP allows registrants to create and submit packages electronically. Applications for pesticide registration can be submitted, including forms, studies, and draft product labeling. Applicants need not submit multiple electronic copies of any pieces of their applications. In PR Notice 2011-3, EPA made clear that the requirement to submit multiple copies of data is applicable only to paper submissions. Similarly, EPA interprets the requirement to submit five copies of draft labeling in 40 CFR 152.50(e) to apply only to applications made on paper. As electronic submissions are easily reproducible, EPA will accept electronic applications containing one copy of all the required elements.

EPA encourages electronic submissions for the following regulatory actions:

- Product Registration – Section 3
    - New pesticide active ingredients
    - New pesticide products containing already-registered pesticide active ingredients
    - FIFRA 6(a)(2) study submissions
    - Amendments to registered pesticide products.
- Experimental Use Permit – Section 5
- Petitions for food tolerance
- Distributor products
- Notifications
- Inert Ingredient Request
- Pre-Application

A package created within PSP consists of all documents and metadata required by EPA to properly process the package. Users may also upload and submit packages created in the e-Submission XML format or the EPA e-Dossier Builder format.

In addition to preparing packages, users may also respond to Data Call-Ins (DCIs). DCI Acknowledgements, 90-Day Responses, and Data Submissions can be submitted through the portal. Both Generic Data Call-Ins (GDCIs) and Product-Specific Data Call-Ins (PDCIs) are supported.

1.1 Purpose

The purpose of this document is to provide instructions on how to use the PSP application. This document provides guidance on how to properly prepare a package for submission to EPA.

After reviewing this document, users will be able to:

- Access the PSP application via the Central Data Exchange (CDX)

- Generate root master record identification numbers (MRIDs)
- Navigate the PSP application and prepare packages for submission
- Upload batch packages in the e-Submission XML format
- Upload and modify packages created with e-Dossier Builder
- Submit packages to EPA for processing
- Respond to DCIs by submitting DCI Acknowledgements, 90-Day Responses, and Data Submissions.

2 System Requirements

To use the PSP application the following are required:

- An e-mail account
- A supported web browser with Java Script enabled and pop-up blockers disabled
- Internet access
- CDX username and password

2.1 Supported Browsers

For optimal performance, it is recommended that you use Google Chrome to access the PSP application. However, the following browsers are supported:

- Google Chrome 44 or above
    - Go to the following link to download:
      http://www.google.com/chrome
- Internet Explorer 11 (Internet Explorer 10 and below are not supported)
    - Go to the following link to download:
      http://windows.microsoft.com/en-US/internet-explorer/downloads/ie
- Mozilla Firefox 3.5 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

3 PSP Functionality

This section describes:

- The PSP User Roles
- How to access the PSP application
- How to navigate the PSP 'Home' screen
- How to access the PSP User Guide

3.1 PSP User Roles

Users can access the PSP application as one of two roles - Primary Submitter and Authorized Agent. As a Primary Submitter, you can view all packages and DCIs created for your company, sponsor and maintain Authorized Agent users' access to the PSP application, prepare and submit packages, and respond to DCIs.

As an Authorized Agent, you can only see the packages you created and are unable to sponsor other users' access to the PSP application. Authorized Agents may prepare and submit packages and respond to DCIs.

For more information about user roles and CDX registration, please refer to the 'OPP CDX Pesticide Submission Portal Registration User Guide' below:

https://cdx.epa.gov/content/documents/PSP/OPP_CDX_Pesticide_Submission_PortalRegistration_UserGuidev1.0p.pdf

3.2 Access PSP Application

To access the CDX 'Home' page, navigate to https://cdx.epa.gov/.

Exhibit 3-1 below shows a screen capture of the 'CDX 'Home' screen.

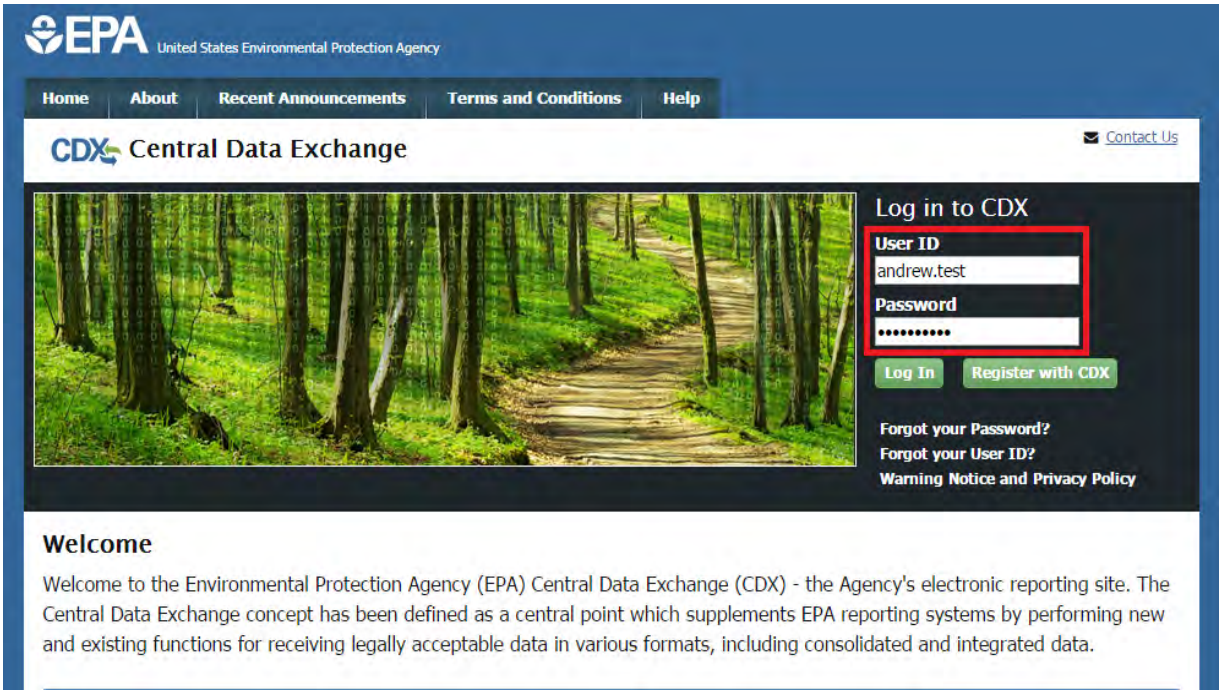


Exhibit 3-1: CDX Home Screen

Navigation: Enter a valid User ID and Password into the 'User ID' and 'Password' fields, and click the 'Log In' button.

After logging in, you will be navigated to the 'MyCDX' page. This page lists the program services with which you are associated as well as your status and role(s) for those services. If you are registered for the PSP application, you will see 'PSP: Pesticide Submission Portal' in the services list. 'Primary Submitter' and/or 'Authorized Agent' will appear as a blue link under the 'Role' column as shown in Exhibit 3-2 below.

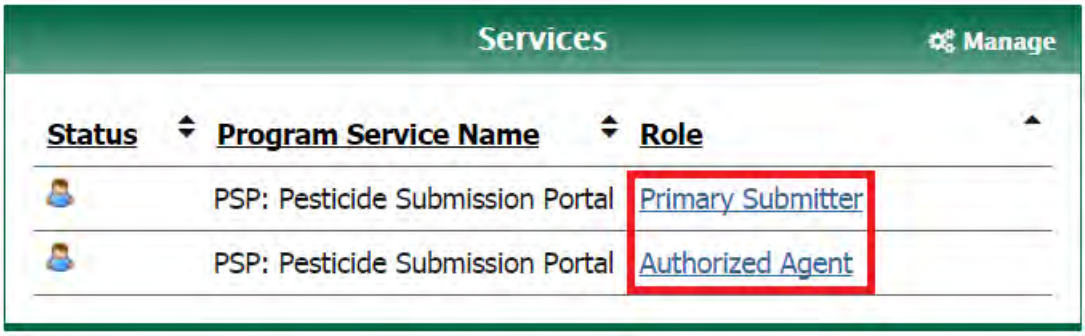


Exhibit 3-2: MyCDX Screen and Role Link

Navigation: Click a blue role link under the 'Role' column to enter the PSP application as that role.

Note: If you are associated with multiple companies, you will have to choose the organization name and company role/pesticide company number for which you are submitting. In this case, dropdown boxes will display upon clicking the 'Role' link. If you are not associated with multiple companies, proceed to the next section.

Exhibit 3-3 below displays the organization name and company role/pesticide company number dropdown boxes that appear when you are associated with multiple companies. The pesticide company number is located next to the role within the 'Program Client ID' dropdown box. In this case, '456' is the pesticide company number.

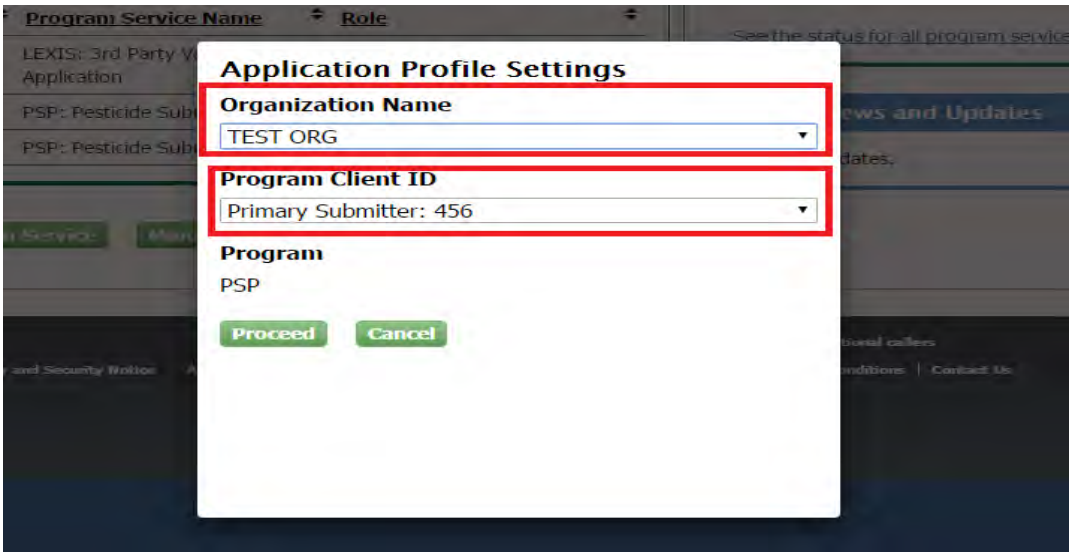


Exhibit 3-3: Choosing the Organization Name and Company Role/Pesticide Company Number

Navigation: Choose the organization name, company role/number, and then click the 'Proceed' button to enter the PSP application. After clicking 'Proceed,' you will be navigated to the PSP 'Home' screen.

3.3 PSP 'Home' Screen

The PSP 'Home' screen, shown in Exhibit 3-4, is the first screen within the PSP application. It provides you with links and tabs to access various screens within the application. To navigate to any of these screens, click the blue screen link or the screen tab located within the application header. The links and tabs provide the same functionality.

Your name, company, and role are displayed as a link in the application header. Clicking this link will log you out of both the PSP application and CDX. 'CDX Links' are displayed in the application footer. Clicking this link will display a list of CDX resources to which you may navigate. The CDX Helpdesk number is displayed next to 'CDX Links.'

The PSP 'Home' Screen contains the following links:

- **'Create New Package' –** Clicking this link will navigate you to the 'Create Passphrase' screen. After creating a passphrase for your package, you will be navigated to the 'Package Info' screen where you can begin the package creation process. For more information about creating packages, refer to **Section 5**.
- **'Continue Saved Packages' –** Clicking this link will navigate you to the 'Continue Saved Packages' screen. This screen lists in-progress packages with the 'Awaiting User Completion' status. For more information about continuing saved packages, refer to **Section 7**.

- **'Package Status' –** Clicking this link will navigate you to the 'Package Status' page. This screen lists packages submitted to EPA. For more information about checking a package's status, refer to **Section 10**.
- **'Upload XML e-Submission Packages' –** Clicking this link will navigate you to the 'Upload XML e-Submission Packages' screen. This screen allows you to upload and submit a package created using your company's IT systems in the e-Submission XML format. This page accepts zip files that contain an e-Submission XML and is meant for single application submissions. For more information about uploading XML e-Submission packages, refer to **Section 6.1**.
- **'Upload e-Dossier Builder Packages' –** Clicking this link will navigate you to the 'Upload a Package Created by e-Dossier Builder' screen. This screen allows you to upload and modify a package created using e-Dossier Builder. For more information about uploading e-Dossier Builder Packages, refer to **Section 6.2**.
- **'Data Call-In' –** Clicking this link will navigate you to the 'DCI List' screen. This screen allows you to submit DCIs and check their statuses.
- **'Generate Root MRIDs'** – Clicking this link will navigate you to the 'Generate Root MRIDs' screen where you can generate root MRIDs for use in study documents. A valid MRID is required for each 'Study' document type in a package. For more information about generating root MRIDs, refer to **Section 4**.

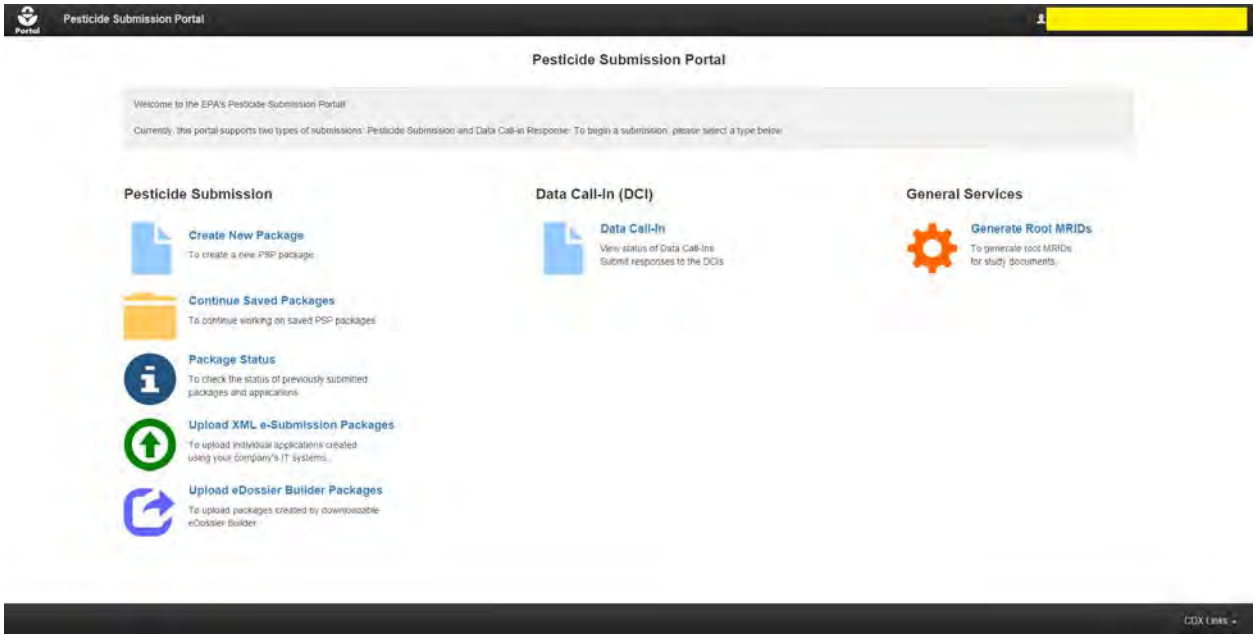


Exhibit 3-4: PSP Home Screen

3.4 Access the PSP User Guide

Users can access this user guide at any time within PSP's various screens. To access the user guide, click the 'Help' tab in the application header and click the 'Pesticide Submissions Portal User Guide' link. Exhibit 3-5 below displays a screen capture of the location of the user guide link within the 'Generate Root MRIDs' screen.

Exhibit 3-5: PSP User Guide Link

4 Generate Root MRIDs

EPA uses MRIDs to track and manage information submitted to the pesticide program. An MRID is a unique, eight-digit number assigned to each study submitted to EPA. The first six digits are referred to as the root MRID. To submit a package through the PSP application that will include a study, you must use a root MRID that was previously provided or generate a new root MRID through the PSP application.

When using MRIDs please keep the following in mind:

- The first MRID always ends in '00' and must be assigned to the transmittal document that describes the purpose of the submission and lists all of the included studies by title and MRID.
- MRIDs ending in '01' through '99' are available for assignment to supporting studies.
- If a submission includes more than 99 studies, you will need more than one root MRID.
- List studies on the transmittal document in MRID order without any breaks in sequence.
- Do not use MRIDs from the same root MRID for different submissions.
- Print the MRID ending in '00" on the upper right corner of page one of the transmittal document.
- Print each study's MRID on the upper right corner of the title page (page one).

You can access the ‘Generate Root MRIDs’ screen by clicking the ‘Generate Root MRIDs’ link on the PSP ‘Home’ screen or by clicking the ‘Generate Root MRIDs’ tab in the application header.

After clicking the ‘Generate Root MRIDs’ link, you will be navigated to the ‘Generate Root MRIDs’ screen. A text box labeled ‘Number of Root MRIDs’ will be displayed. Enter the necessary number of Root MRIDs and click the ‘Generate Root MRIDs’ button. Each root MRID can be used by up to ninety-nine (99) study documents in a single application.

Exhibit 4-1 below displays a screen capture of the ‘Generate Root MRIDs’ screen.

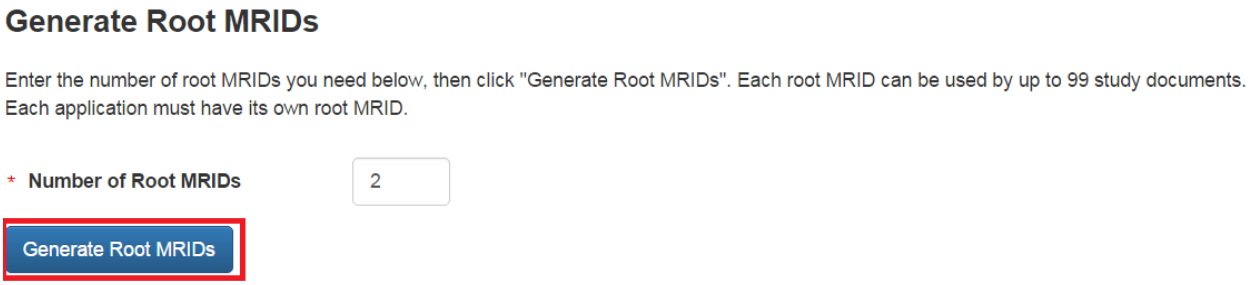


Exhibit 4-1: Generate Root MRIDs

Navigation: Enter the amount of necessary Root MRIDs and click the ‘Generate Root MRIDs’ button; a pop-up will display as the root MRIDs are generated. After system processing, the newly generated root MRIDs are displayed on screen. Record these root MRIDs, as you will need them later during the package creation process. The system will also send an email to the

email account associated with your CDX account containing the generated root MRIDs. You can press the 'Reset' button to clear this screen of entries and generate additional root MRIDs.

Exhibit 4-2 below displays the root MRID generation results. Exhibit 4-3 below displays the MRID results email that is sent to the user.

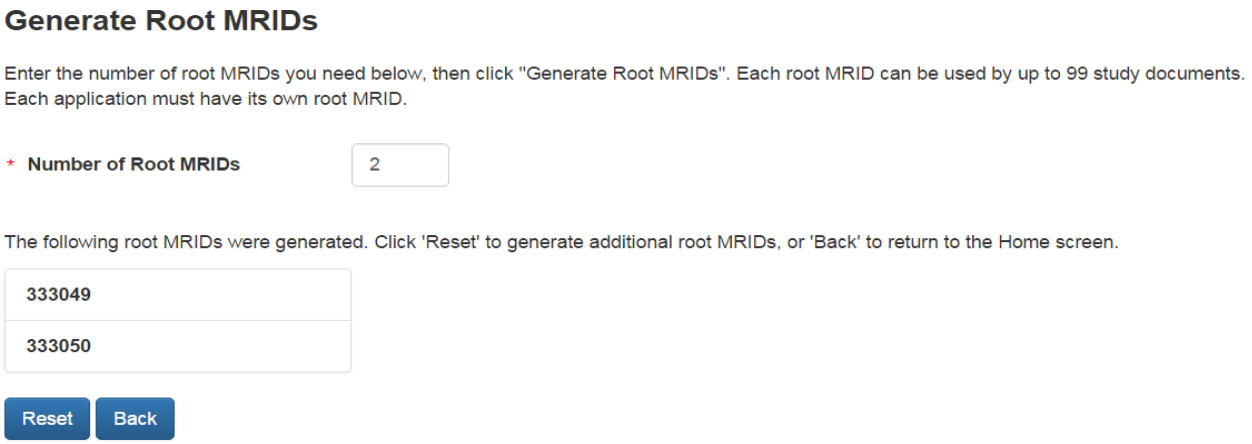


Exhibit 4-2: Generate Root MRIDs - Results

Exhibit 4-3: Example Root MRIDs Email

5 Prepare a Package for Submission Using PSP

This section describes the process to prepare a package for submission using the PSP application. If you plan to include study documents in your package, please refer to **Section 4** for instructions on how to generate Root MRIDs.

5.1 Create Package

You can begin the package creation process by clicking the 'Create New Package' link on the 'Home' page. You can return to the PSP 'Home' screen at any time by clicking the 'Portal' link at the top left of the screen.

Exhibit 5-1 below displays this option on the PSP 'Home' screen.

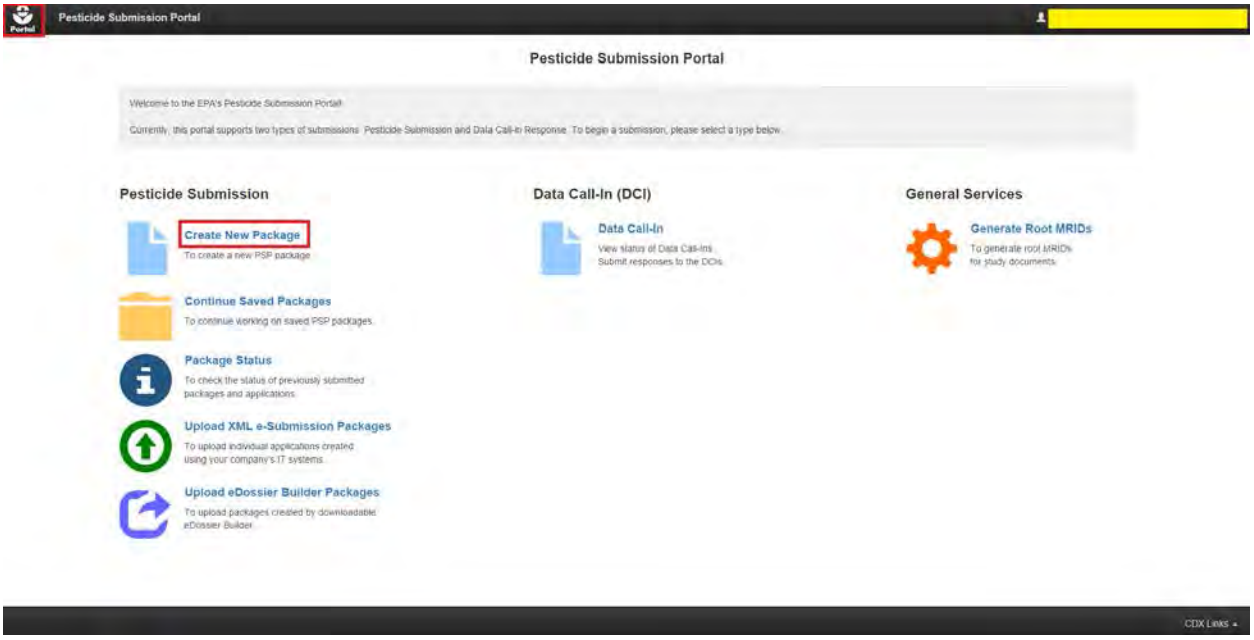


Exhibit 5-1: Create New Package Option

Navigation: Click the 'Create New Package' link to navigate to the 'Create Passphrase' screen and create a package.

5.2 Create Passphrase

A passphrase protects your package from unauthorized disclosure while it is being prepared and encrypts your package at both rest and submission. To associate a passphrase with a submission, enter a passphrase that is at least 8 characters long. To protect your package, your passphrase should contain a combination of letters and numbers. The passphrase you create may include spaces, but should **not** contain special characters (for example, +, and *). You can associate the same passphrase with multiple submissions.

You are responsible for remembering the passphrase and distributing it to only authorized persons for the package.

Important: If you forget the passphrase, you will be unable to access the package. If you lose or forget the passphrase, you must create a new package and passphrase. For security reasons, the system administrator does not have access to the passphrase and will not be able to retrieve it or reset it to a new one. Exhibit 5-2 below displays a screen capture of the 'Create Passphrase' screen.

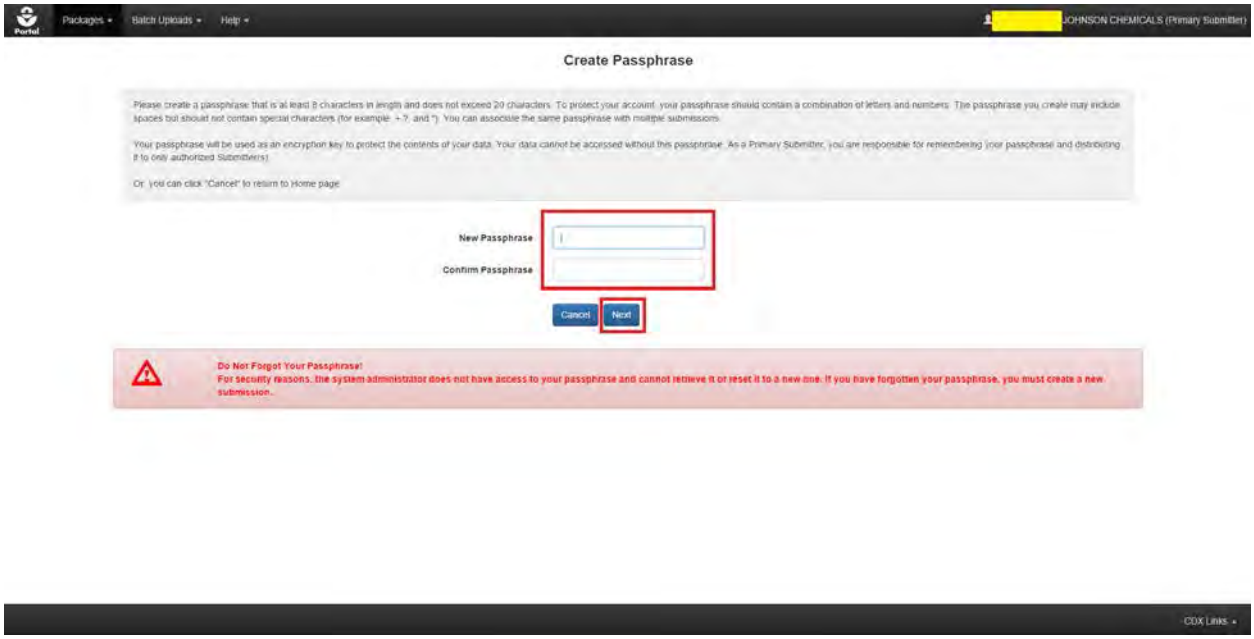


Exhibit 5-2: Create Passphrase Screen

Navigation: Create a passphrase and click the 'Next' button to navigate to the 'Package Info' screen.

5.3 Navigation Tree

The navigation tree is located on the left side of each screen. The bottom portion of the navigation tree contains tips (contextually based on the current screen) to guide you through the package creation process. You can perform the following functions using the navigation tree:

- **Collapse and Expand folders:** Each section of the package falls under a collapsible folder within the navigation tree, which allows you to save space or easily view items in the navigation tree. When a folder is expanded, you can click the folder title link to collapse that section of the navigation tree. When a folder is collapsed, you can click the folder title link to expand that section of the navigation tree.
- **Navigate between screens:** You can use the navigation tree to navigate between the various screens within the PSP application. You can click the screen title link to navigate to the selected screen. **Important:** You are required to save all information entered on a particular screen before navigating to the next screen or all entered information will be lost. A prompt will appear after you click a link in the navigation tree indicating, 'Are you sure you want to leave the current page? Any unsaved changes will be lost.' If you click the 'OK' button, you will be taken to the requested screen without saving any of the data in the previous screen. If

you click the ‘Cancel’ button, the prompt will close and you will not be taken to the requested screen.

The navigation tree on the left side of the screen will update once applications have been added to your package. The application name within the navigation tree can be clicked to hide or unhide the associated application.

Exhibit 5-3 below displays the navigation tree.

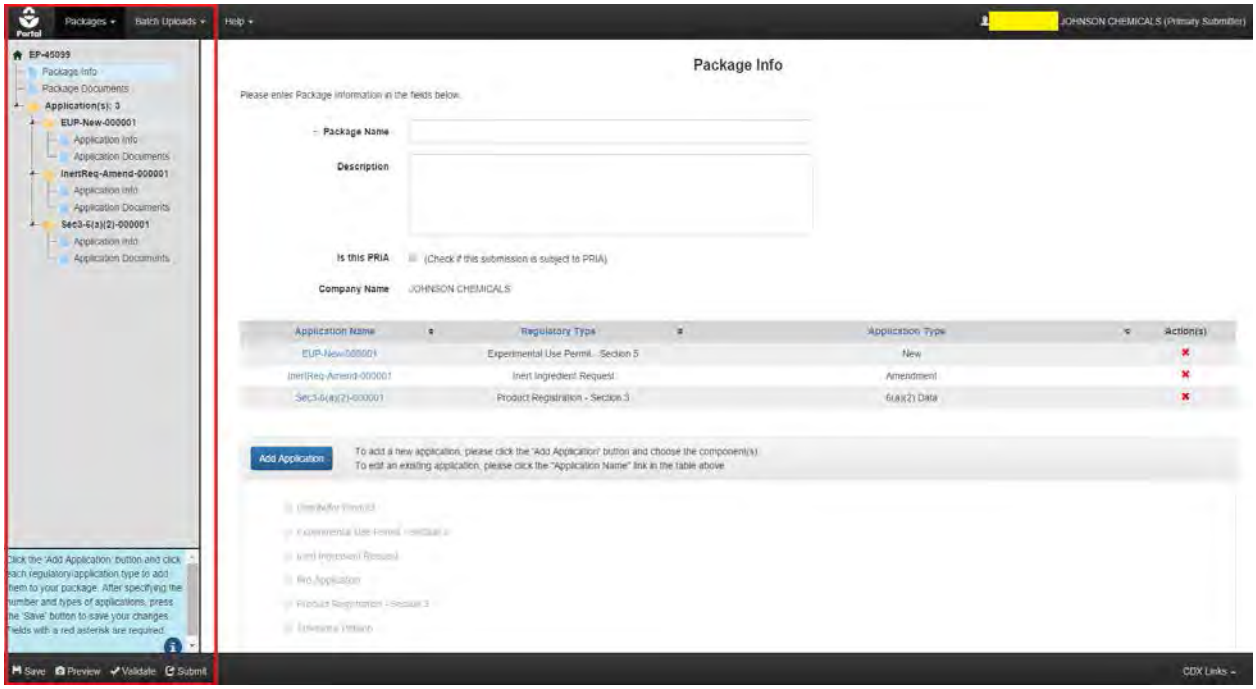


Exhibit 5-3: Navigation Tree

5.4 Application Footer

The application footer is located at the bottom of each screen. You can perform the following functions using the application footer:

The following exhibits, Exhibit 5-4, Exhibit 5-5, Exhibit 5-6, and Exhibit 5-7 show the different screen captures for the application footer:

- **Save:** You can click the ‘Save’ icon at any stage of completing a package. After you click the ‘Save’ icon, the data entered on the screen will save. The ‘Save’ function does not validate any data entered.

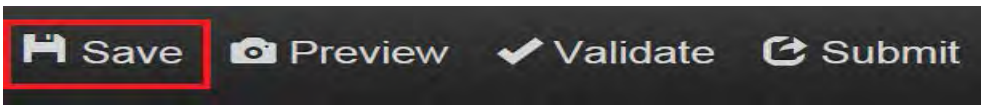


Exhibit 5-4: Application Footer – Save

- **Preview:** You can click the 'Preview' icon at any stage of completing a package to preview the submission. After you click the 'Preview' icon, a pop-up will display a PDF representation of the package.

Exhibit 5-5: Application Footer – Preview

- **Validate:** You can click the 'Validate' icon at any stage of completing a package to check for certain types of errors in a submission. A validation pop-up window generates when you click the 'Validate' icon. The pop-up window displays a report of all validation errors relating to a failed validation. Please refer to **Section 8** if you need guidance about the validation process.

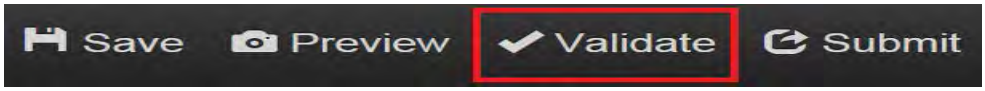


Exhibit 5-6: Application Footer – Validate

- **Submit:** You can click the 'Submit' icon to submit the package after you have completed all required sections. After you click the 'Submit' icon and press 'OK' in the pop-up window that generates, you will be brought to the 'Submitter Information' screen. Refer to **Section 9** for guidance on the submission process.

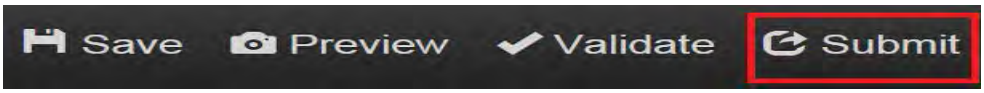


Exhibit 5-7: Application Footer – Submit

- **Help Links:** You can click any of the Help links, located within the 'CDX Links' dropdown at the bottom of each screen, at any stage of completing a package.

  If you click the 'CDX Homepage' link, you will be taken to the CDX Homepage at:

  - **http://www.epa.gov/cdx/**

  If you click the 'MyCDX Homepage' link, you will be taken to the CDX Login at:

  - **https://dev.epacdx.net/CDX/MyCDX**

  If you click the 'EPA Homepage' link, you will be taken to the EPA Homepage at:

  - **http://www.epa.gov/**

  If you click the 'Terms and Conditions' link, you will be taken to the CDX Terms and Conditions screen at:

  - **https://cdx.epa.gov/Terms**

If you click the ‘Privacy Notice’ link, you will be taken to the CDX Privacy and Security Notice screen at:

- **https://cdx.epa.gov/privacy.asp**

Exhibit 5-8 below shows the screen capture of the application footer ‘Help’ links:

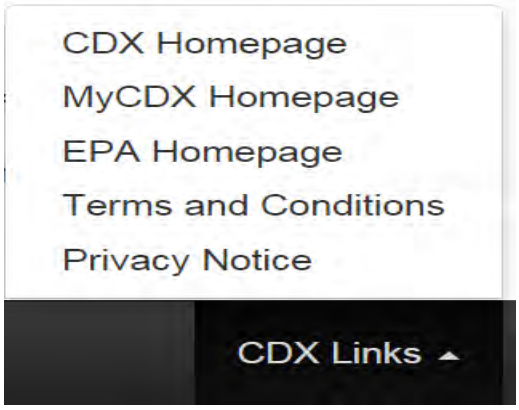


Exhibit 5-8: Application Footer – Help Links

5.5 ‘Package Info’ Screen

The ‘Package Info’ screen (see Exhibit 5-9) allows you to record information about your package as well as add applications to your package. The navigation tree on the left side of the screen will populate as applications are added to your package. You can click any link in the navigation tree to navigate to that portion of your package. All fields marked with a red asterisk are required. The following fields are displayed on the ‘Package Info’ screen:

- **Package Name:** Enter a name for the package. This is a required field.
- **Description:** Enter a description for the package. This is an optional field.
- **Is this PRIA:** Designate if the package is subject to Pesticide Registration Improvement Extension Act (PRIA) fees. This is an optional field.
- **Company Name:** The name of the company for which you are submitting. This field is not editable and is pulled from CDX.

To add applications to your package, click the ‘Add Application’ button and then click the check box next to one or more of the regulatory types listed below:

- Distributor Product
- Experimental Use Permit – Section 5
- Inert Ingredient Request
- Pre-Application
- Product Registration – Section 3
- Tolerance Petition

Clicking a Regulatory Type check box will reveal its associated Application Type(s). You can click the checkbox next to an Application Type to select it. Multiple Regulatory and Application types can be selected on this screen. After clicking an application check box, you will be able to designate how many applications of that type will be included in your package.

Important: The Distributor Product regulatory type follows a different workflow than the other regulatory types. The selection of different application types for Distributor Products takes place on the 'Application Info' screen. Please see **Section 6** for guidance on preparing Distributor Product applications.

Exhibit 5-9 below displays a screen capture of the 'Package Info' screen.

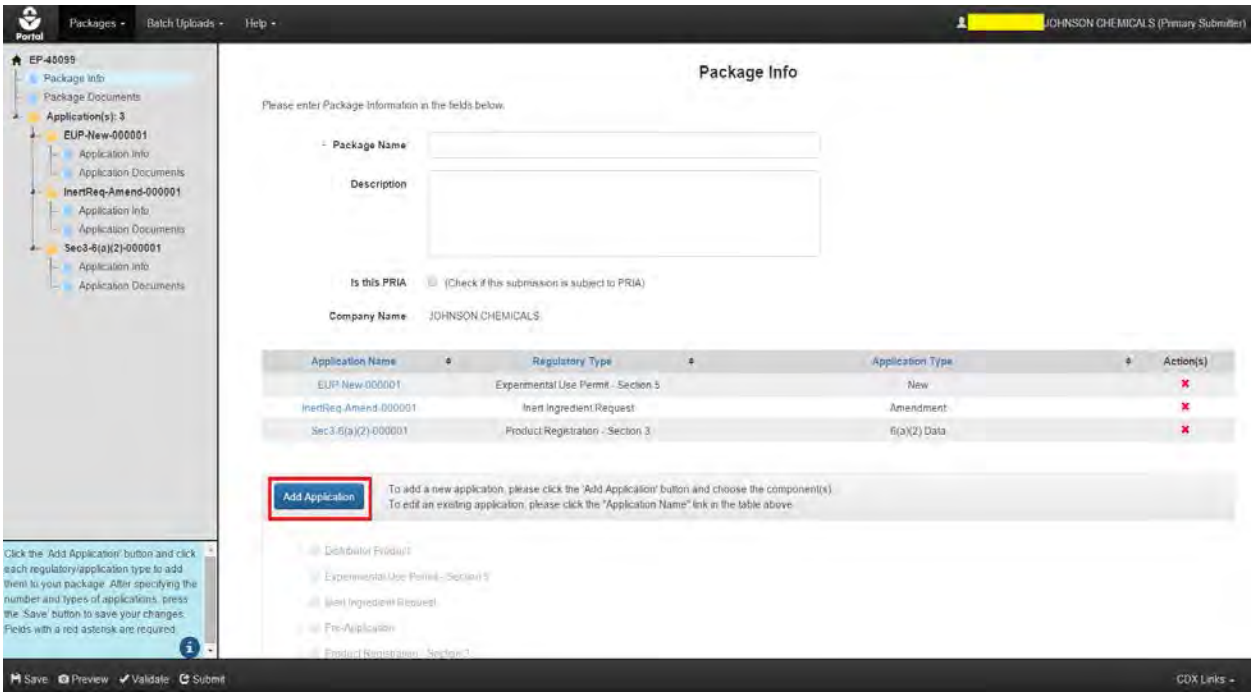


Exhibit 5-9: Package Info Screen

Navigation: Fill out all necessary fields on the 'Package Info' screen. Click the 'Add Application' button.

Exhibit 5-10 below displays the process of adding and saving applications to your package.

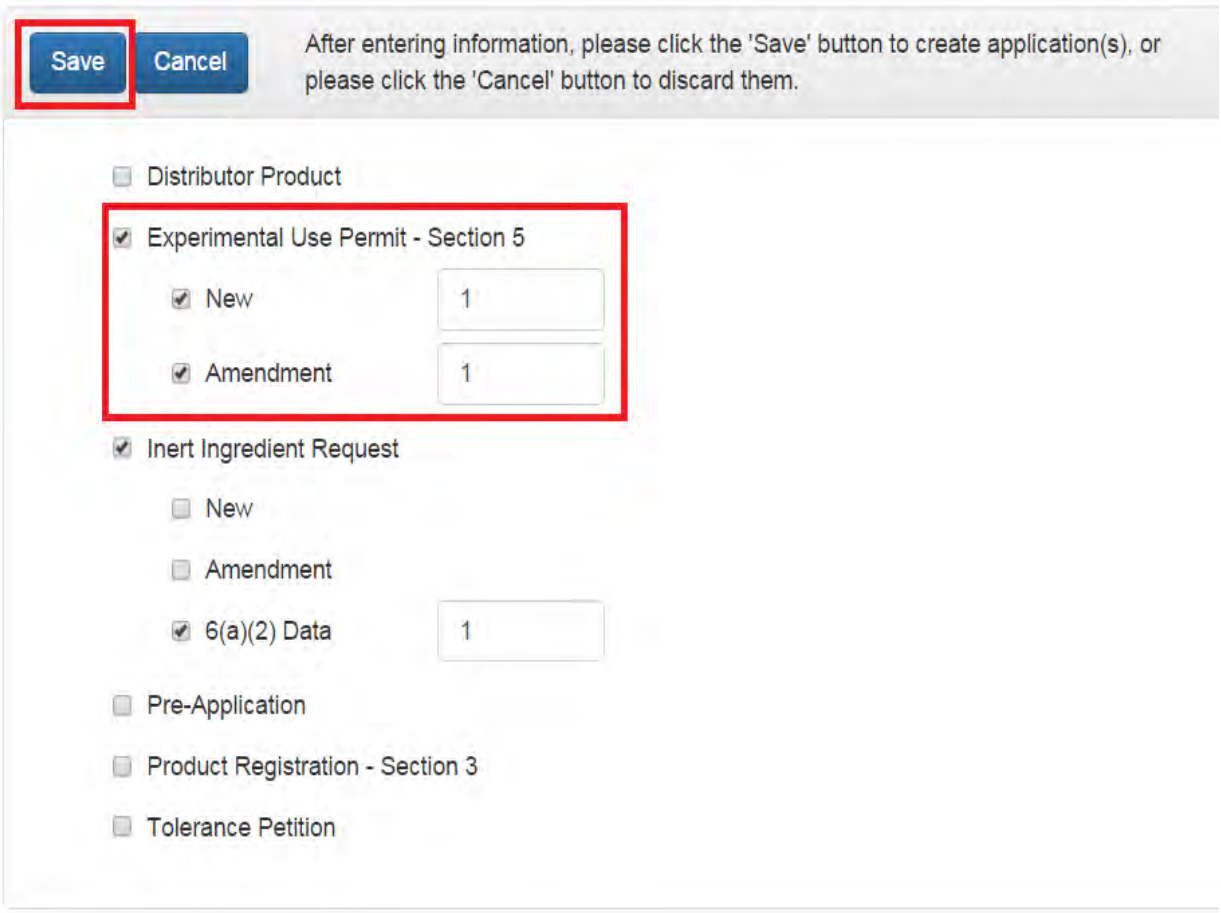


Exhibit 5-10: Choose and Save Applications

Navigation: Select Regulatory type(s) and Application Type(s). After selecting an Application Type, enter the number of that type of application that will be in your package and click the 'Save' button.

Exhibit 5-11 below displays a screen capture of the completed ‘Package Info’ screen.

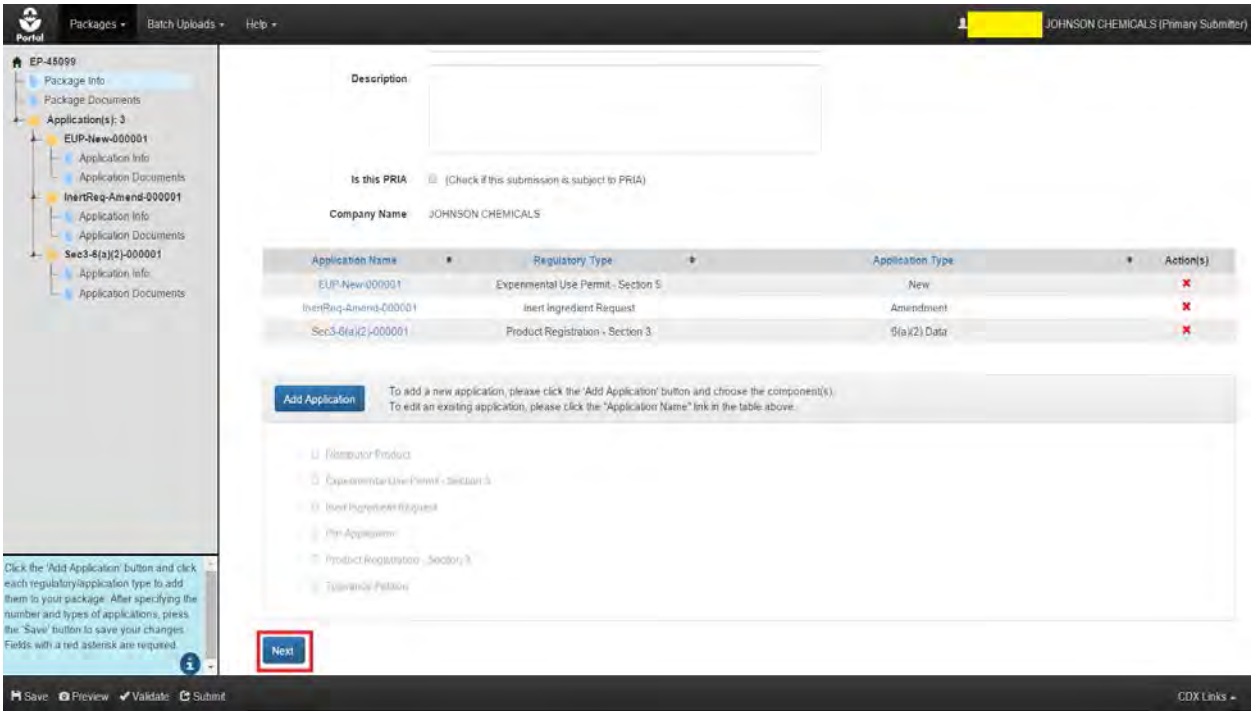


Exhibit 5-11: Completed Package Info Screen

Navigation: After saving the applications to your package, a table will appear on screen displaying the ‘Application Name,’ ‘Regulatory Type,’ ‘Application Type,’ and ‘Action(s)’ columns. You can delete applications from your package by clicking the red ‘x’ icon in the ‘Actions’ column. You will have to confirm deletion via a pop-up window before the application will be deleted. Clicking the blue link under the ‘Application Name’ column will take you to the ‘Application Info’ screen for that application. The application names default to a placeholder name that you may change on their respective ‘Application Info’ screen. You can add more applications by clicking the ‘Add Application’ button. After entering all requisite information on the ‘Package Info’ screen and adding all applications, click the ‘Next’ button to navigate to the ‘Documents for the Package’ screen.

5.6 ‘Documents for the Package’ Screen

The ‘Documents for the Package’ screen (see Exhibit 5-12) allows you to upload and attach package-level documents to your package. You will also be able to associate information with each uploaded document by filling out the requisite fields. Several validation rules are in place for this screen to ensure data quality and prevent errors.

Click the ‘Add’ button to enter information and upload documents. After clicking the ‘Add’ button, the fields become editable. Fill out all necessary fields and click the ‘Browse…’ button to select and upload a document. Click the ‘Save’ button to save your changes.

Important: At least one package-level document is required. Document file names should not exceed 255 characters. Examples of package-level documents include:

- Submission Cover Letters
- Transmittal Documents
- Payment Receipts

The following fields are displayed on the ‘Document for the Package’ screen:

- **Package Name:** The name given to a package. This field is not editable.
- **Document Type:** Select the document type for the uploaded file. This is a required field.
- **Document Upload:** Click the ‘Browse…’ button and select a file to upload. Empty files, duplicate file names, and .exe files are not allowed into the system. Document file names should not exceed 255 characters. This is a required field.
- **Document Date:** Specify a date, such as the creation date, to link to a document. This is an optional field.
- **Document Group:** Enter a group to which the document is related. This is an optional field.
- **Admin Number:** Enter the Admin Number, Registration Number, or special local need (SLN) number. Please refer to **Appendix B – Admin Number** for more information about admin numbers.
- **Contains CBI?:** Indicate whether the document contains confidential business information (CBI). This is a required field. For document types that should not include CBI, a read-only text will display the following, “Please do not include CBI in the upload for this document type.”
- **Comment:** Add comments to the document being submitted. This is an optional field.
- **Document Title –** Only visible when the ‘Other’ Document Type is selected. Enter a title for the document. This is an optional field.

Exhibit 5-12 below displays a screen capture of the ‘Documents for the Package’ screen.

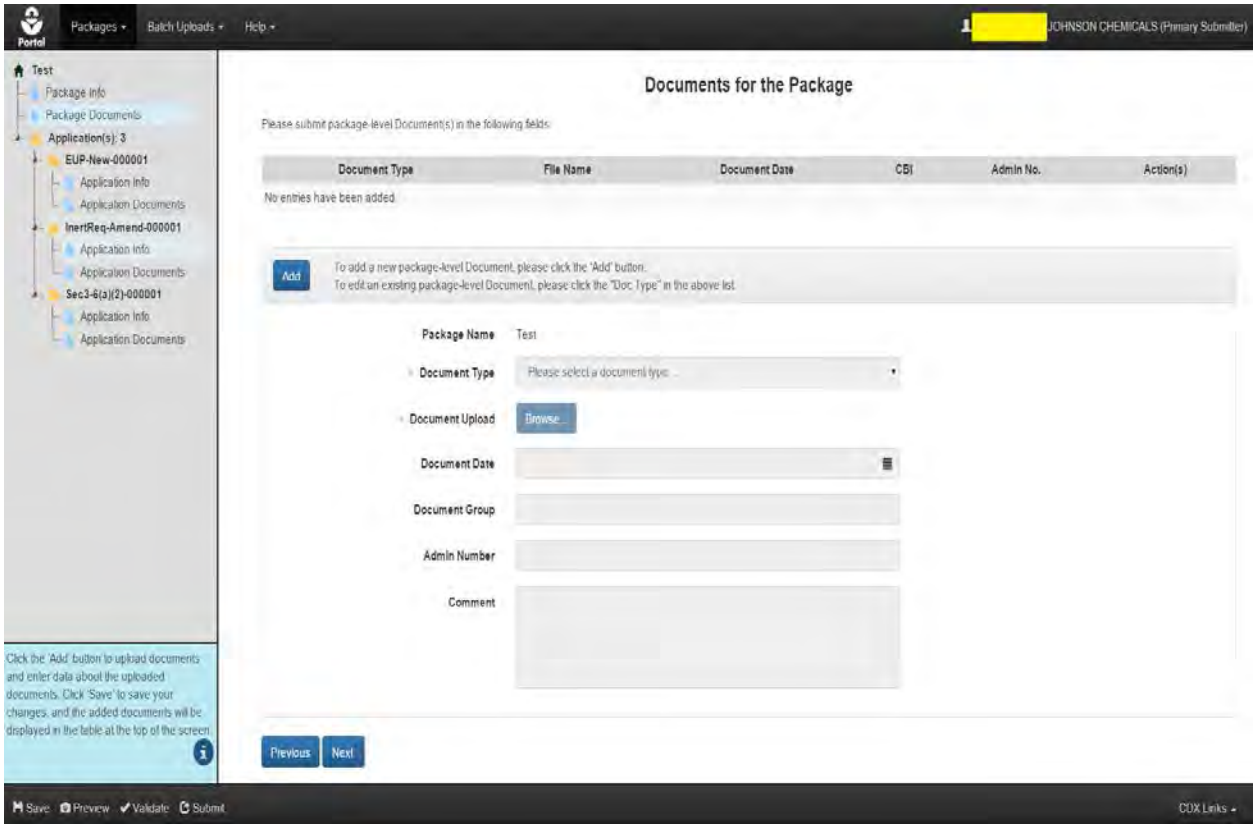


Exhibit 5-12: Documents for the Package Screen

Navigation: Click the ‘Add’ button to upload a document and enter all required information. Click the ‘Save’ button after entering all requisite information. After clicking ‘Save,’ the uploaded document is displayed in a table at the top of the screen.

Exhibit 5-13 below displays the table that appears on the ‘Documents for the Package’ screen once documents are added.

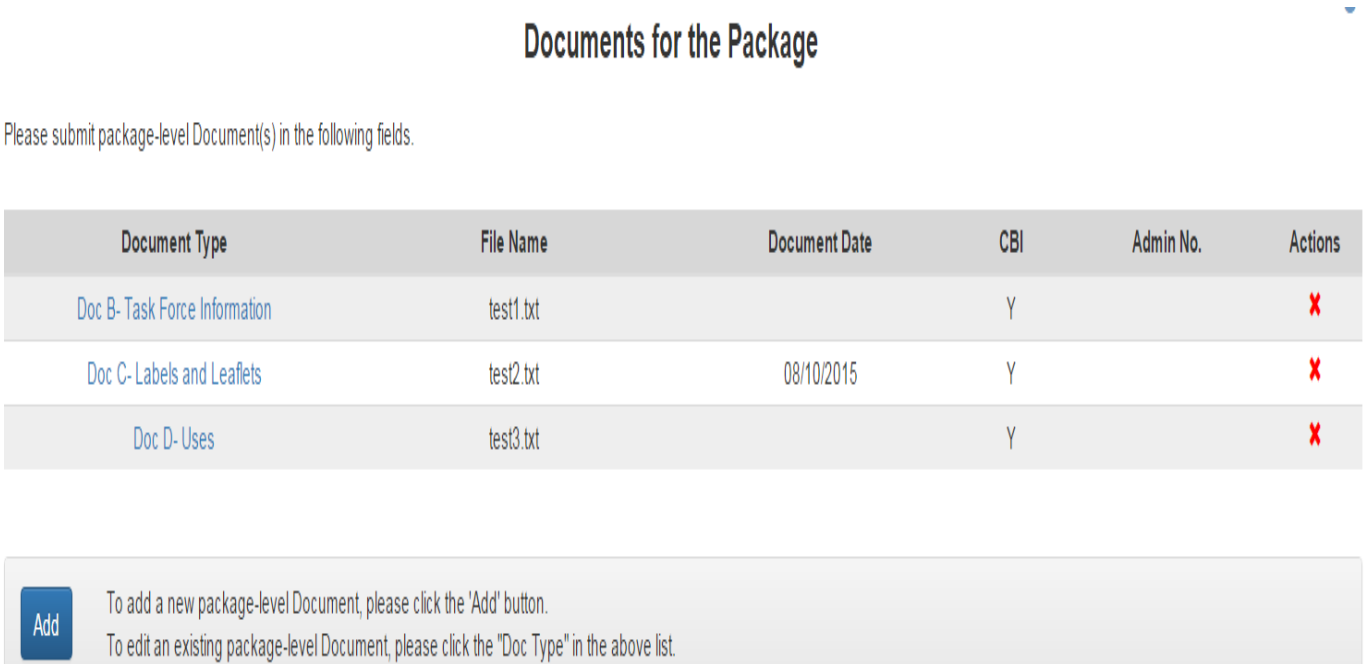


Exhibit 5-13: Documents for the Package Table

Navigation: You can remove uploaded documents by clicking the red ‘x’ icon in the ‘Actions’ column of this table. To edit the details of a document, click the blue link in the ‘Document Type’ column. You can add as many documents as needed by clicking the ‘Add’ button again.

After uploading all necessary documents, click the ‘Next’ button to navigate to the ‘Application Info’ screen for the first application in your package.

5.7 Application Info Screen

The ‘Application Info’ screen (see Exhibit 5-14) allows you to enter information about an application included in your package. The fields on this screen are generated based on the application type selected on the ‘Package Info’ screen. Not all fields will be shown for each Application Type and Regulatory Type combination.

The following fields are displayed on the ‘Application Info’ screen:

- **Application Name:** Enter the name for the application. The system will assign a default name if no name is specified. This is a required field.
- **Initial Submission:** Select whether the application is an initial submission. This is a required field.
- **Description:** Enter a description for the application. The copy icon next to the ‘Description’ field allows you to copy the package description text that was entered on the ‘Package Info’ screen. This is an optional field.

- **Admin Number:** Enter the Admin Number, Registration Number, or SLN number. This is a required field. Please refer to **Appendix B – Admin Number** for more information about Admin Number.
- **Regulatory Type:** The Regulatory Type of the application. This field is not editable.
- **Application Type:** The Application Type of the application. This field is not editable.
- **Product Name:** Enter the name of the product. This is a required field.
- **Ingredient Name:** Enter the name of the ingredient. This is a required field.
- **Parent Section 3 No.**: Enter the Parent Section 3 Registration Number associated with Me-Too, SLN, Distributor Product, or another type of registration. This is a required field.
- **Product/Risk Manager:** Select the risk manager for the selected Regulatory Type and Application Type combination. The 'Product/Risk Manager' dropdown is populated based on the chosen application and regulatory type. This is a required field.
- **Me-Too Indicator:** Enter a "final" Me-Too Indicator for particular Regulatory Type – Application Type combinations. This is a required field.
- **Petition Type:** Enter a final Petition Type for a particular Regulatory Type – Application Type combination. This is a required field.
- **Fast Track:** Enter a "final" Fast Track Indicator for particular Regulatory Type – Application Type combinations. This is a required field.
- **Remarks:** Provide questions, notes, or other remarks. This field is optional.
- **Mark for Review:** The 'Mark for Review' check box allows you to mark a page so that it can be returned to at a later time. Clicking this check box highlights the screen in red within the navigation tree and you will have to uncheck this option before you can pass validation of the package. This field is optional.

Exhibit 5-14 below displays a screen capture of the 'Application Info' screen.

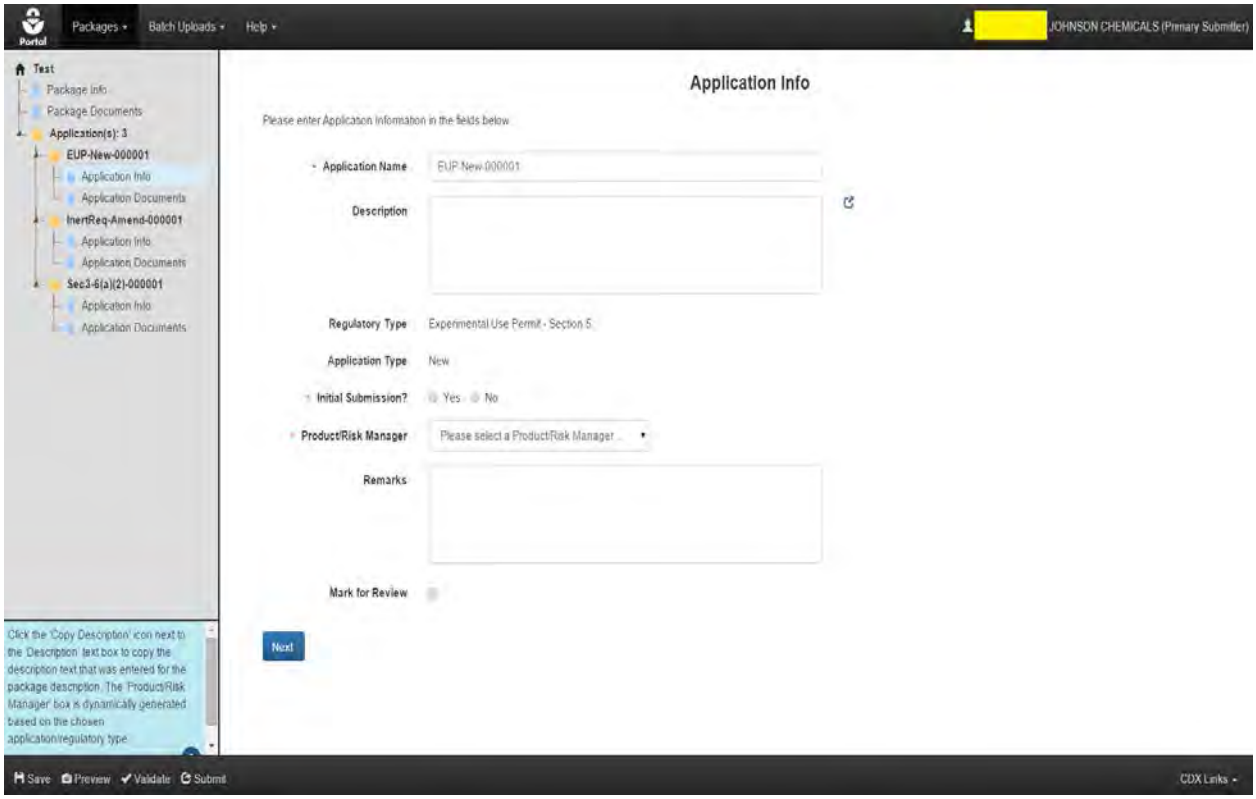


Exhibit 5-14: Application Info Screen

Navigation: After entering all required information, press the ‘Next’ button to navigate to the ‘Documents for the Application’ screen for the associated application.

5.8 Documents for the Application Screen

The ‘Documents for the Application’ screen (see Exhibit 5-15) allows you to upload and attach documents to an application within a package. You will also be able to associate information with each uploaded document by filling out the requisite fields. Fields are displayed based on the chosen document type and sub-type. Not all fields will be shown for each document type and sub-type combination.

Important: At least one application-level document is required for each application. Document file names should not exceed 255 characters. Examples of application-level documents include:

- Forms
- Labels
- Studies

Important: If you would like to add a study document to an application, proceed to **Section 5.8.1** below and return to this section. Once you have filled out the information for all of your applications, proceed to **Section 9.**

The following fields are displayed on the ‘Documents for the Application’ screen:

- **Package Name:** The name given to the package. This field is not editable.
- **Application Name:** The name given to the application. This field is not editable.
- **Document Type:** Select the document type for the uploaded file. This is a required field.
- **Document Sub-Type:** Select the document sub-type for the uploaded file. Available sub-types are based on the document type chosen. This is a required field.
- **Document Upload:** Click the 'Browse…' button and select a file to upload. Empty files, duplicate file names, and .exe files are not allowed into the system. Document file names should not exceed 255 characters. This is a required field.
- **Document Title:** Enter the title of the document. This is an optional field.
- **Document Author:** Enter the name of the person who generated the contents of the document. If there are multiple authors, use commas to separate the names. This is an optional field.
- **Document Date:** Enter a date, such as the creation date, to be linked to the document. This can be either a required or optional field based on the document type and document sub-type.
- **Document Group:** Enter the document group to which the document is related. This is an optional field.
- **Contains CBI?:** Indicate whether the document contains CBI. This is a required field. For document types that should not include CBI, a read-only text will display the following, "Please do not include CBI in the upload for this document type."
- **Page Count:** Enter the number of pages in a study. This is a required field.
- **Doc MRID:** A MRID Number associated with a particular application cannot be reused with any other application or packages. Please refer to **Section 4** for information about how to generate root MRIDs. A basic validation, ensuring that the MRID is an eight-digit number, is performed on this field. The MRID is also validated against the backend at submission. This is a required field for study documents.
- **Lab Report Number:** Enter the internal identification number for a study used by the lab that produced the study. This is an optional field.
- **Guideline Number:** Enter the "Guideline Number" associated with a study. This is an optional field.
- **Comment:** Enter comments about the document. This is an optional field.

Exhibit 5-15 below displays a screen capture of the 'Documents for the Application' screen.

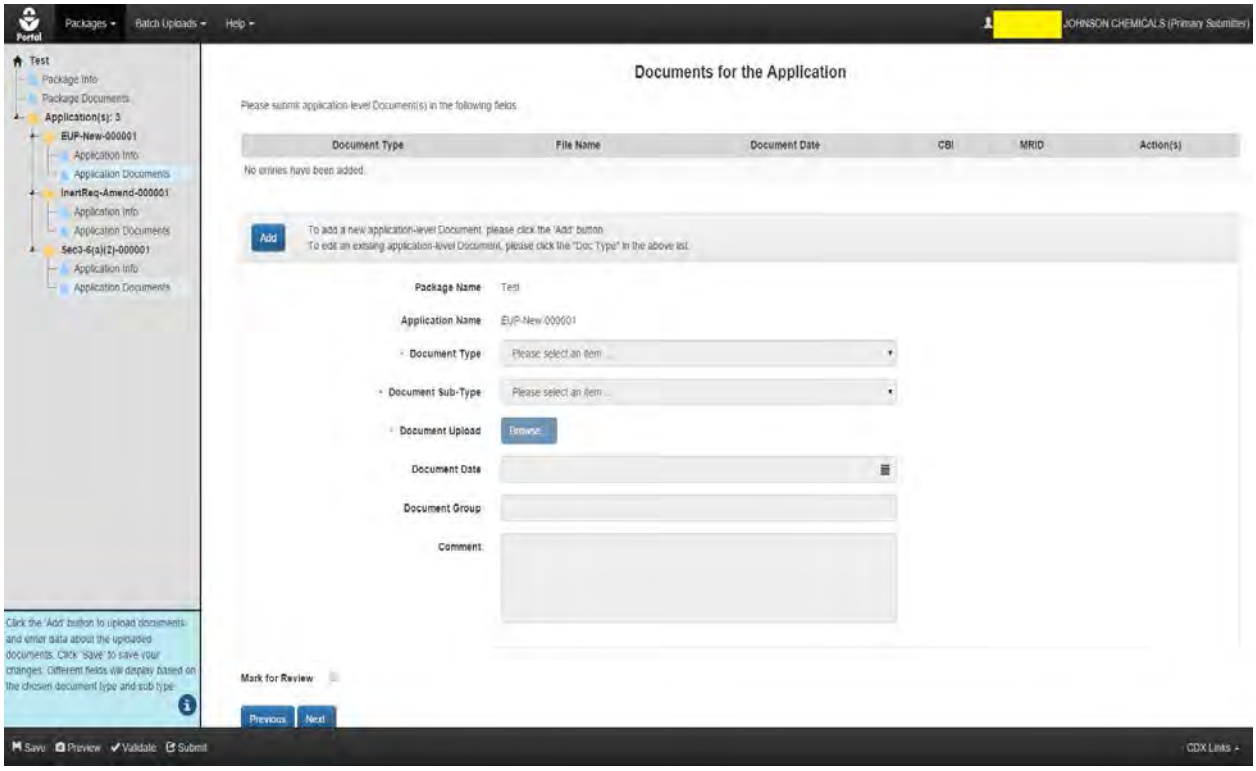
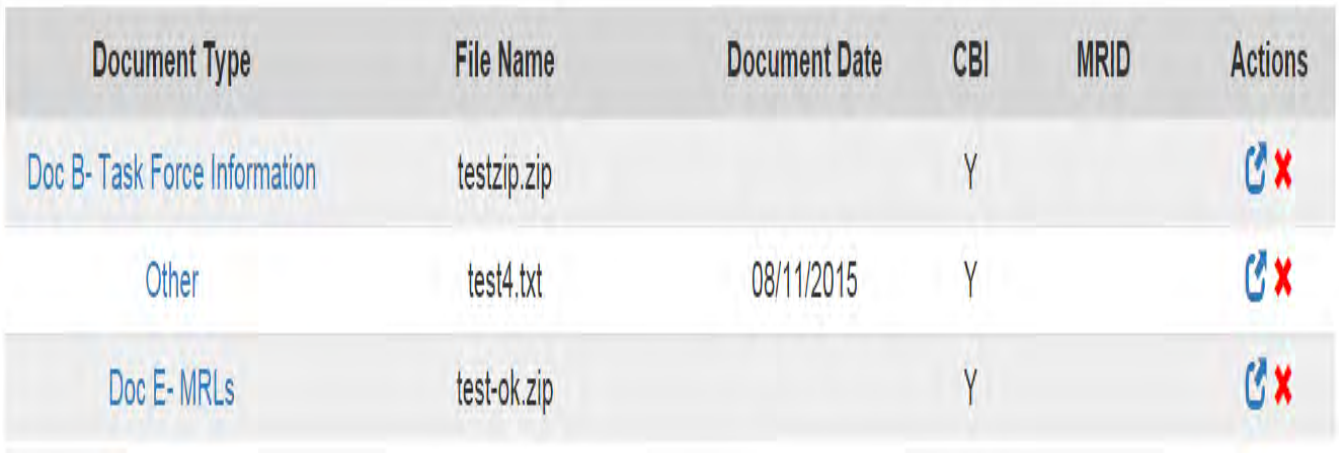


Exhibit 5-15: Documents for the Application Screen

Navigation: Click the ‘Add’ button to enter information and upload documents. After clicking the ‘Add’ button, the fields become editable. Different fields will display based upon the chosen document type and sub-type. Fill out all necessary fields and click the ‘Browse…’ button to select and upload a document. Click the ‘Save’ button to save your changes.

Exhibit 5-16 below displays a screen capture of the ‘Documents for the Application’ table.



Document Type	File Name	Document Date	CBI	MRID	Actions
Doc B- Task Force Information	testzip.zip		Y		
Other	test4.txt	08/11/2015	Y		
Doc E- MRLs	test-ok.zip		Y		

Exhibit 5-16: Documents for the Application Table

Navigation: After clicking the 'Save' button, the uploaded document is displayed in a table at the top of the screen. As with the 'Package Info' screen, you can click the red 'x' icon in the 'Actions' column of this table to remove any uploaded documents. You can also click the blue link in the 'Document Type' column to edit the details of that document. You can add as many documents as needed by clicking the 'Add' button again.

Exhibit 5-17 below displays the ‘Next’ button, which allows the user to proceed to the next ‘Application Info’ Screen.

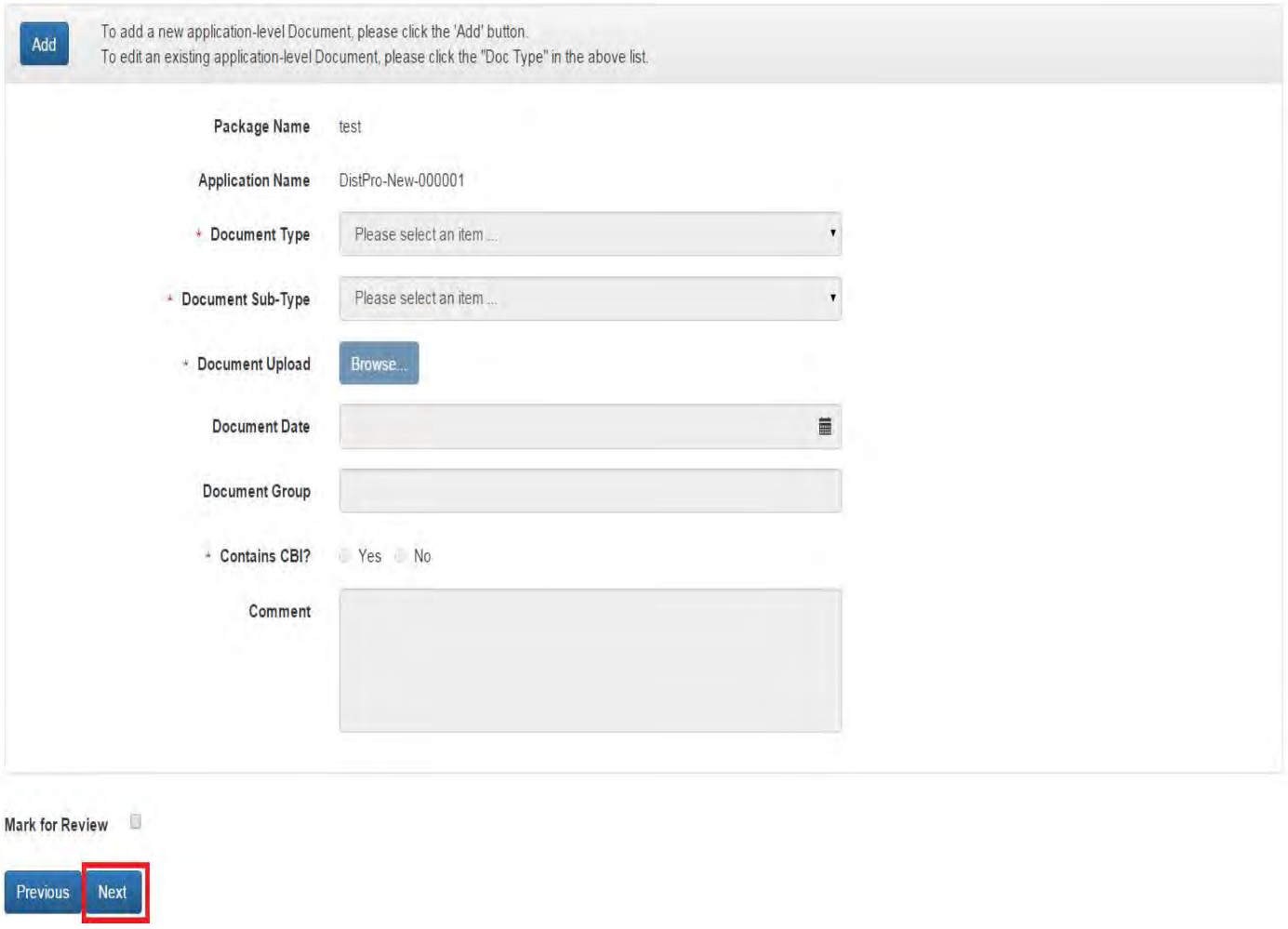


Exhibit 5-17: Proceeding to the Next Application Info Screen

Navigation: After uploading all the necessary documents, click the ‘Next’ button to navigate to the ‘Application Info’ screen for the next application in your package. If there are no subsequent applications to edit, the button will read ‘Submit.’ Proceed to **Section 9** if you see a ‘Submit’ button.

Note: You will have to progress through the ‘Application Info’ and ‘Documents for the Application’ screen for each application in your package. You should not start the submission process until you have filled out the information for all of your applications.

5.8.1 Adding a Study Document on the Documents for the Application Screen

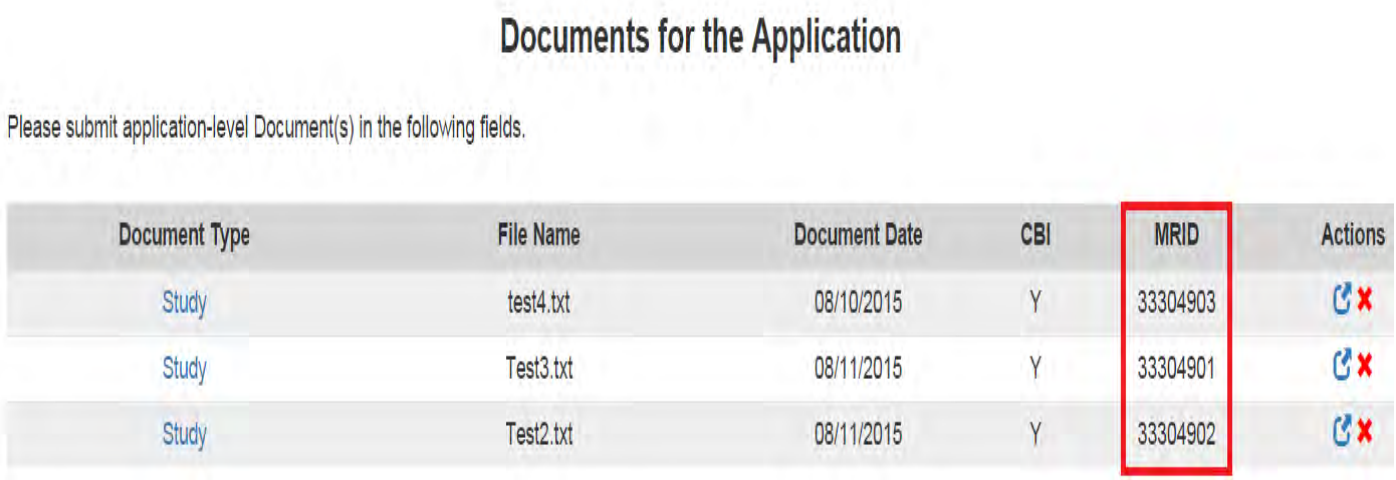
If you would like to add a study document to an application, navigate to that application by clicking its 'Application Documents' link within the navigation tree. Click the 'Add' button and enter data into all the requisite fields. Choosing the 'Study' document type will display the 'Doc MRID' field. You will need a six-digit root MRID for each application in your package. If you need guidance on generating a root MRID, please refer to **Section 4** at the beginning of this document.

Note:

- A root MRID can only be used in a single application. Documents within different applications cannot use the same root MRID.
- Eight-digit MRIDs must be unique for all 'Study' sub-type documents in a package. 'Study Profile' and 'Supplemental Study Data' sub-type documents can share the same eight-digit MRID and should carry the MRID of the parent study.

When entering a MRID, enter the six-digit root followed by a two-digit sequential number for each document uploaded. For example, when adding the first study document, you would append the digits '01' to the root MRID 333049. For the next study document (assuming that the document sub-type is 'Study') you would append '02' to the 333049 root MRID. As such, the first document would have a MRID of 33304901, and the second document would have a MRID of 33304902.

Exhibit 5-18 below displays study documents that have been saved to an application.



Documents for the Application

Please submit application-level Document(s) in the following fields.

Document Type	File Name	Document Date	CBI	MRID	Actions
Study	test4.txt	08/10/2015	Y	33304903	
Study	Test3.txt	08/11/2015	Y	33304901	
Study	Test2.txt	08/11/2015	Y	33304902	

Exhibit 5-18: 'Documents for the Application' Table

6 Distributor Product Applications

This section describes how to prepare the five types of Distributor Product applications that PSP supports. The five types of Distributor Product applications are as follows:

- New Distributor Product
- Add Alternate Distributor Name to an Existing Distributor Product
- Cancel a Single Distributor Product (Including All Distributor Product Names for This Product)
- Cancel a Single Distributor Product Name
- Reinstate a Cancelled Distributor Product

6.1 Adding Distributor Products to Your Package

To add Distributor Products to your package, navigate to the 'Package Info' screen. Once on the 'Package Info' screen, click the 'Add Application' button. Click the check box next to the 'Distributor Product' Regulatory Type. Enter the number of Distributor Product Applications you will require and press the 'Save' button. Once saved, the Distributor Product will appear in a table on the 'Package Info' screen. The application will also appear in the navigation tree.

Exhibit 6-1 below displays adding a Distributor Product Regulatory Type to a package.

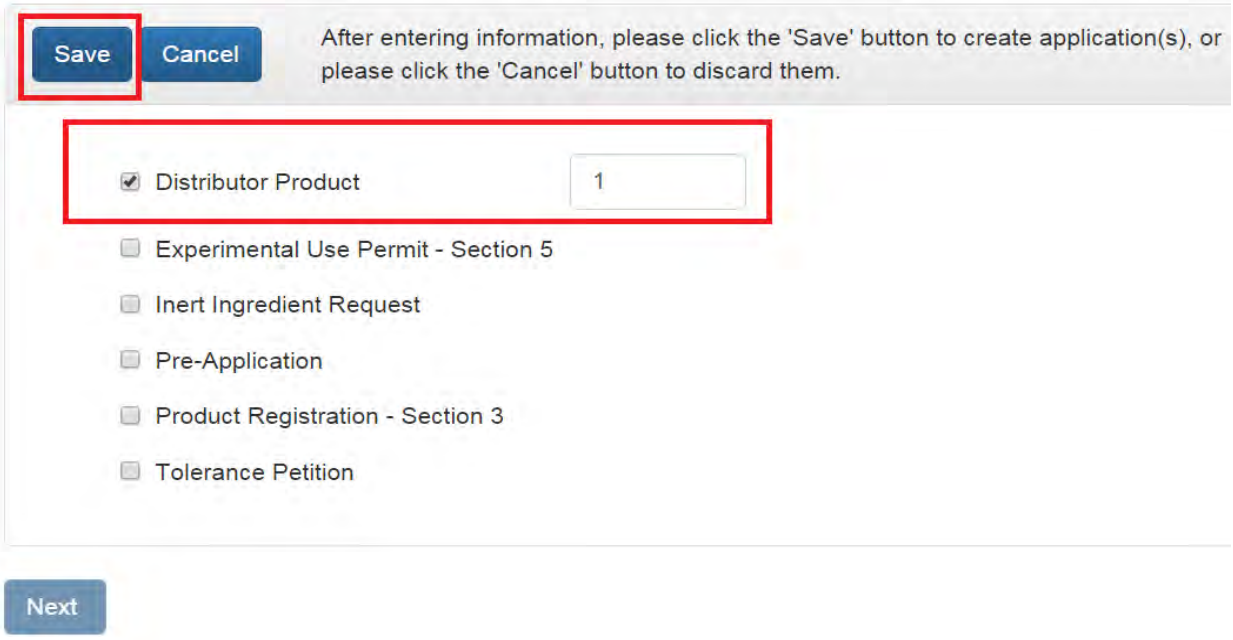


Exhibit 6-1: Adding a Distributor Product to a Package

Navigation: Select the check box next to 'Distributor Product' and indicate the required number of applications in the text box. Click the 'Save' button once finished. Navigate to the 'Application Info' screen for your Distributor Product via the navigation tree.

Once on the 'Application Info' screen for your Distributor Product, you will see the following fields:

- **Regulatory Type:** The regulatory type of the application. This field is not editable.
- **Basic Product Registration No:** The Basic Product Registration Number of the Distributor Product. It is also known as the Parent Section 3 Number. This field is required.
- **Distributor Company Number:** The company number of the Distributor. This field is required.
- **Application Type:** The type of application. There are five potential Distributor Product application types. This field is required.

Fields will dynamically change based on the chosen Distributor Product application type.

Exhibit 6-2 below displays the initial Distributor Product 'Application Info' screen before any applications are chosen.

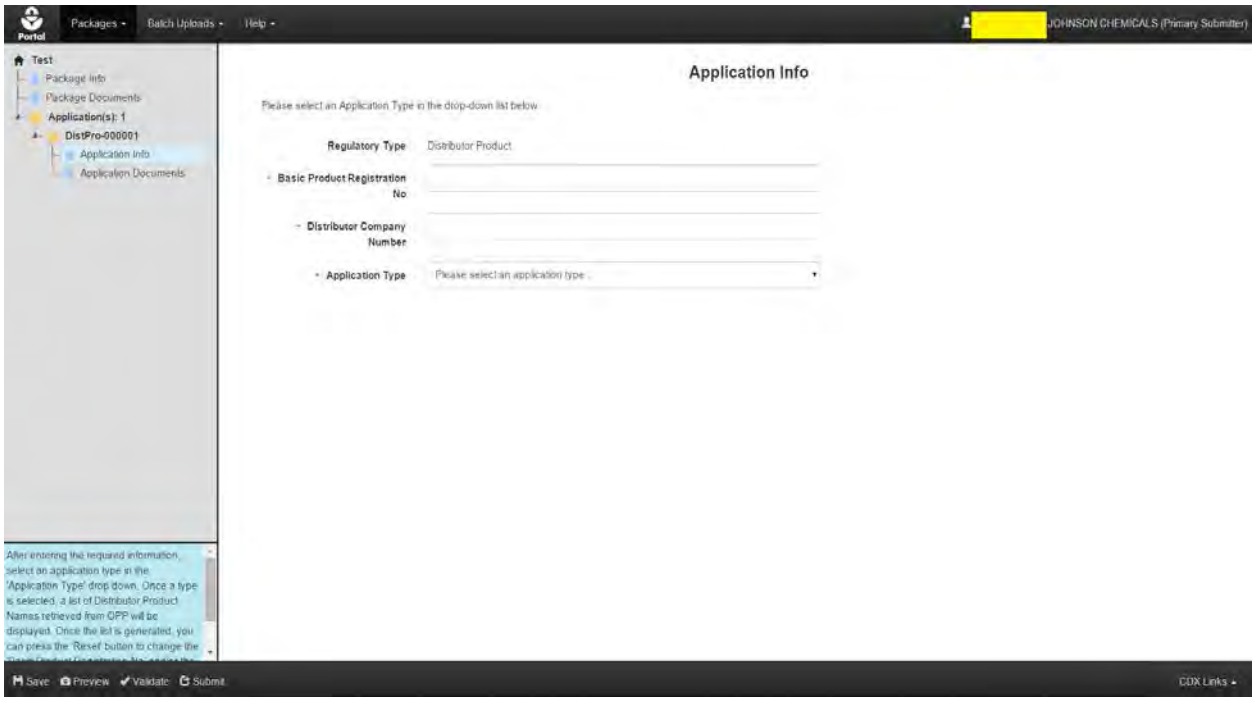


Exhibit 6-2: Initial Distributor Product Application Info Screen

Navigation: Enter all required information and choose a Distributor Product application type. Once all information is entered and a Distributor Product type is chosen, the screen will darken and a spinning status wheel will appear. The system will generate and display a list of active and inactive Distributor Product names based on the entered information and application type.

Note: The system will validate your current company number with the entered 'Basic Product Registration No' to ensure that you are accessing PSP with the correct submitting organization.

Note: A list of Distributor Product names will be generated for all Distributor Product application types except for ‘New’ Distributor Products.

6.1.1 New Distributor Products

After entering the ‘Basic Product Registration No’ and ‘Distributor Company Number’ on the ‘Application Info’ screen, choose the ‘New Distributor Product’ option from the ‘Application Type’ dropdown.

Once the ‘New Distributor Product’ option is chosen, additional fields will appear on screen. The additional fields are as follows:

- **Application Name:** The name of the application. You can change the name of the application for easier identification. A default name will be generated by the system. This field is required.
- **Distributor Product Name:** The name of the Distributor Product. This field is required.
- **Description:** Description of the application. This field is optional.
- **Remarks:** Allows the user to provide questions, notes, or other remarks. This field is optional.

Exhibit 6-3 below displays a screen capture of the ‘Application Info’ screen for the ‘New Distributor Product’ application type.

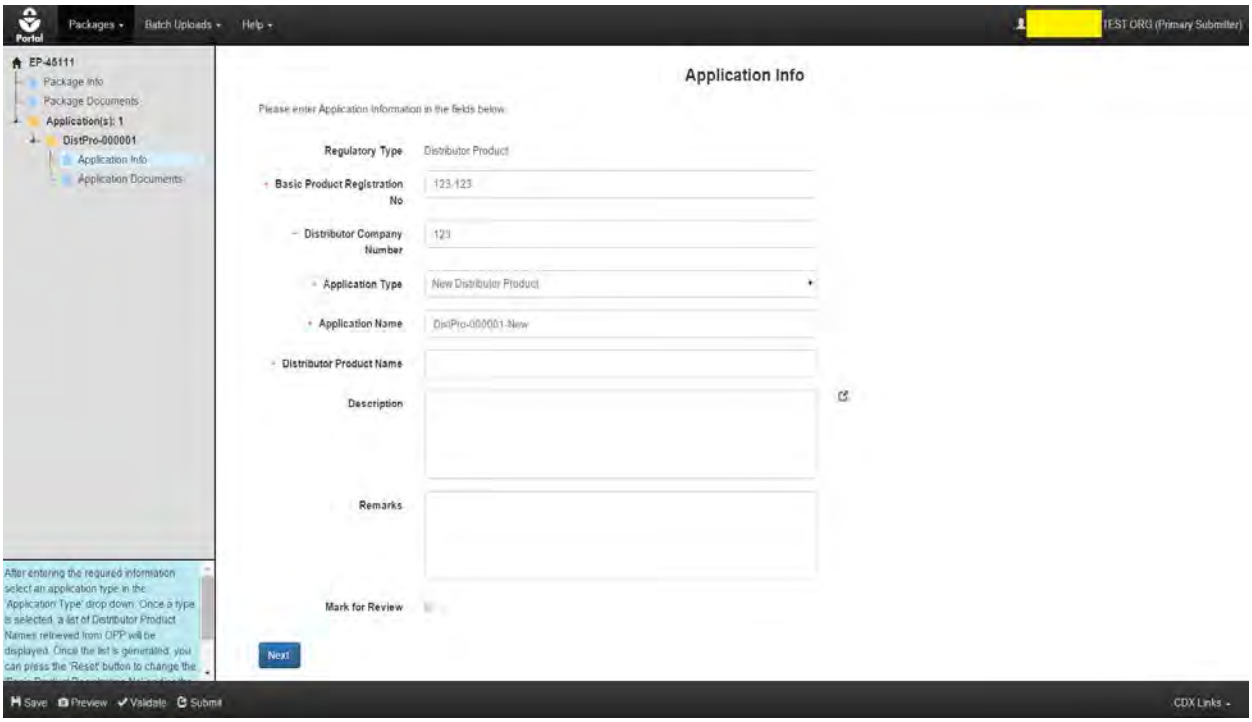


Exhibit 6-3: New Distributor Product Application Info Screen

Navigation: Enter information into all required fields and click the ‘Next’ button.

Note: The ‘Documents for the Application’ screen functions the same for all regulatory/application types. For assistance with completing the ‘Documents for the Application’ screen, please refer to **Section 5.8.**

6.1.2 Add Alternate Distributor Name to an Existing Distributor Product

After entering the ‘Basic Product Registration No’ and ‘Distributor Company Number’ on the ‘Application Info’ screen, choose the ‘Add Alternate Distributor Name to an Existing Distributor Product’ option from the ‘Application Type’ dropdown.

The screen will darken and a spinning status wheel will appear. Once the system has finished processing, a list of Distributor Product Names will appear on screen along with their status. Additional fields will also appear on screen. The additional fields are as follows:

- **Application Name:** The name of the application. You can change the name of the application for easier identification. A default name will be generated by the system. This field is required.
- **Distributor Product Name:** The name of the Distributor Product. This field is required.

You have two options on this screen.

1. You may choose to enter a new Distributor Product name (indicated by the ‘Use New Distributor Product Name’ radio button). After reviewing the table, enter a new Distributor Product name in the ‘Distributor Product Name’ field.
2. Use an inactive Distributor Product name (indicated by the ‘Use Inactive Distributor Product Name’ radio button). Upon selecting this radio button option, the table will update and only display Distributor Products names with an ‘Inactive’ status. Select the radio button next to the name you would like to use.

Exhibit 6-4 below displays the ‘Use New Distributor Product Name’ radio button.

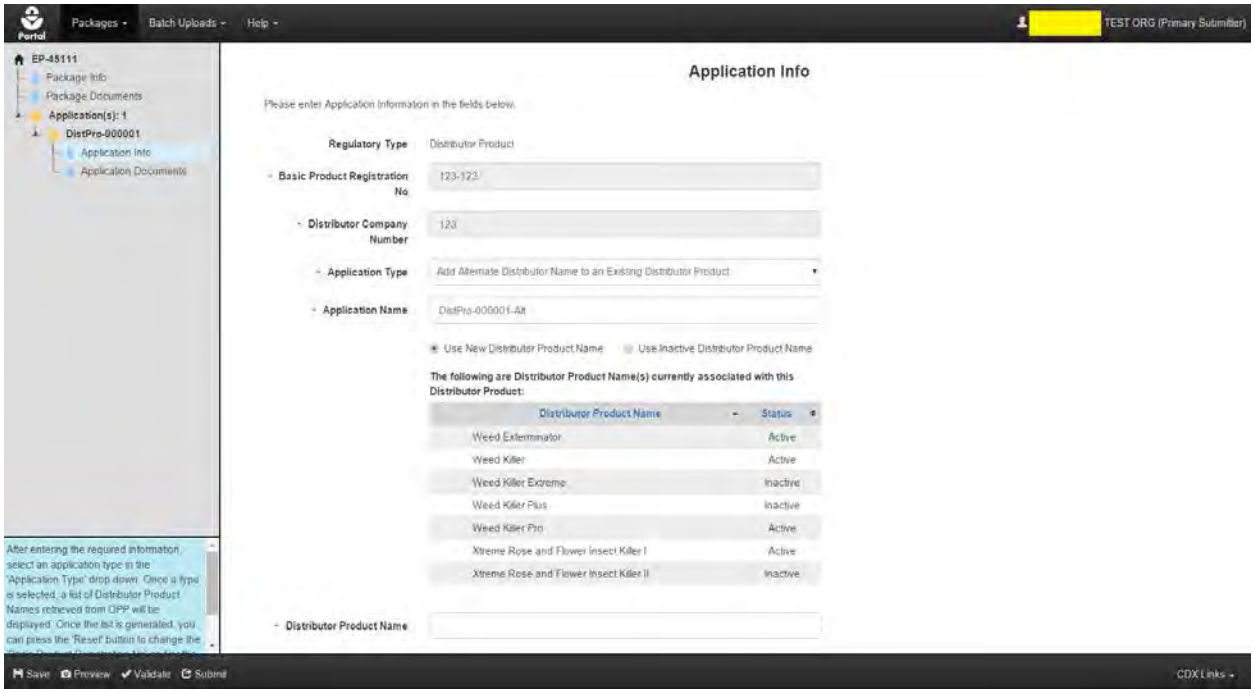


Exhibit 6-4: Add Alternate Distributor Name to an Existing Distributor Product: First Option

Navigation: Enter a name into the 'Distributor Product Name' field and click the 'Next' button.

Exhibit 6-5 below displays the 'Use Inactive Distributor Product Name' radio button option.

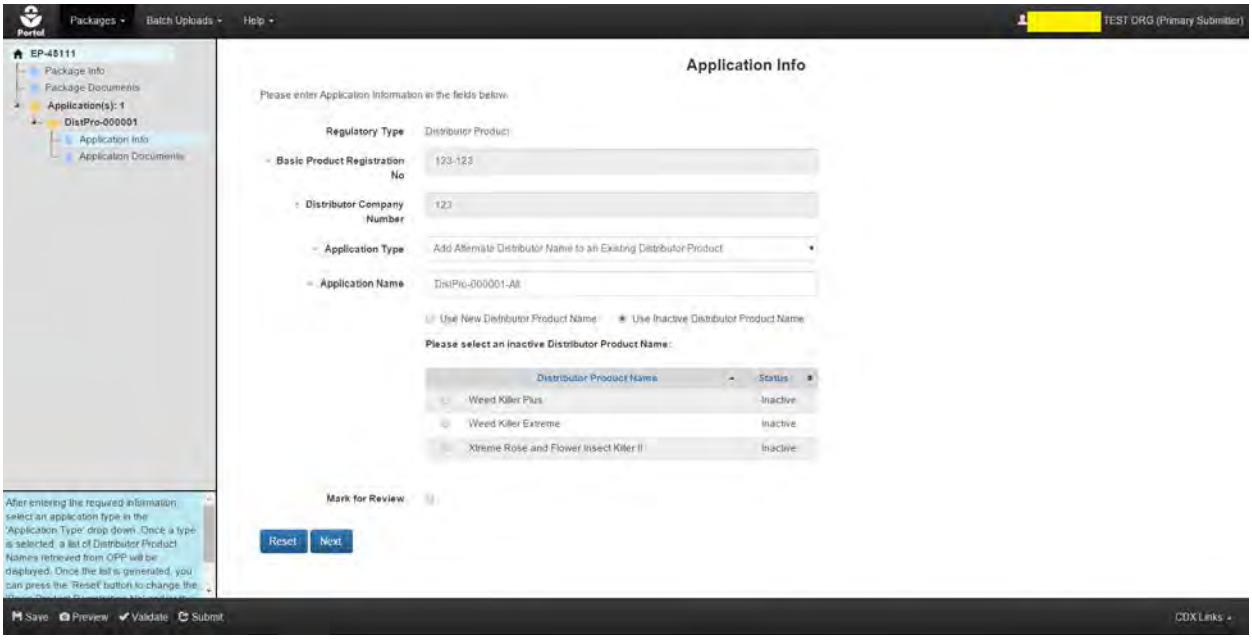


Exhibit 6-5: Add Alternate Distributor Name to an Existing Distributor Product: Second Option

Navigation: Select a Distributor Product Name and click the 'Next' button.

6.1.3 Cancel a Distributor Product (Including All Distributor Product Names for This Product

After entering the ‘Basic Product Registration No’ and ‘Distributor Company Number’ on the ‘Application Info’ screen, choose the ‘Cancel a Distributor Product (Including All Distributor Product Names for This Product)’ option from the ‘Application Type’ dropdown.

The screen will darken and a spinning status wheel will appear. Once the system has finished processing, a list of active Distributor Product Names will appear on screen. An additional field will also appear on screen. The additional field is as follows:

- **Application Name:** The name of the application. You can change the name of the application for easier identification. A default name will be generated by the system. This field is required.

Text above the table will read: “These Distributor Product Names will be deleted together with the Distributor Product:”

Exhibit 6-6 below displays the ‘Cancel a Distributor Product (Including All Distributor Product Names for This Product)’ application type.

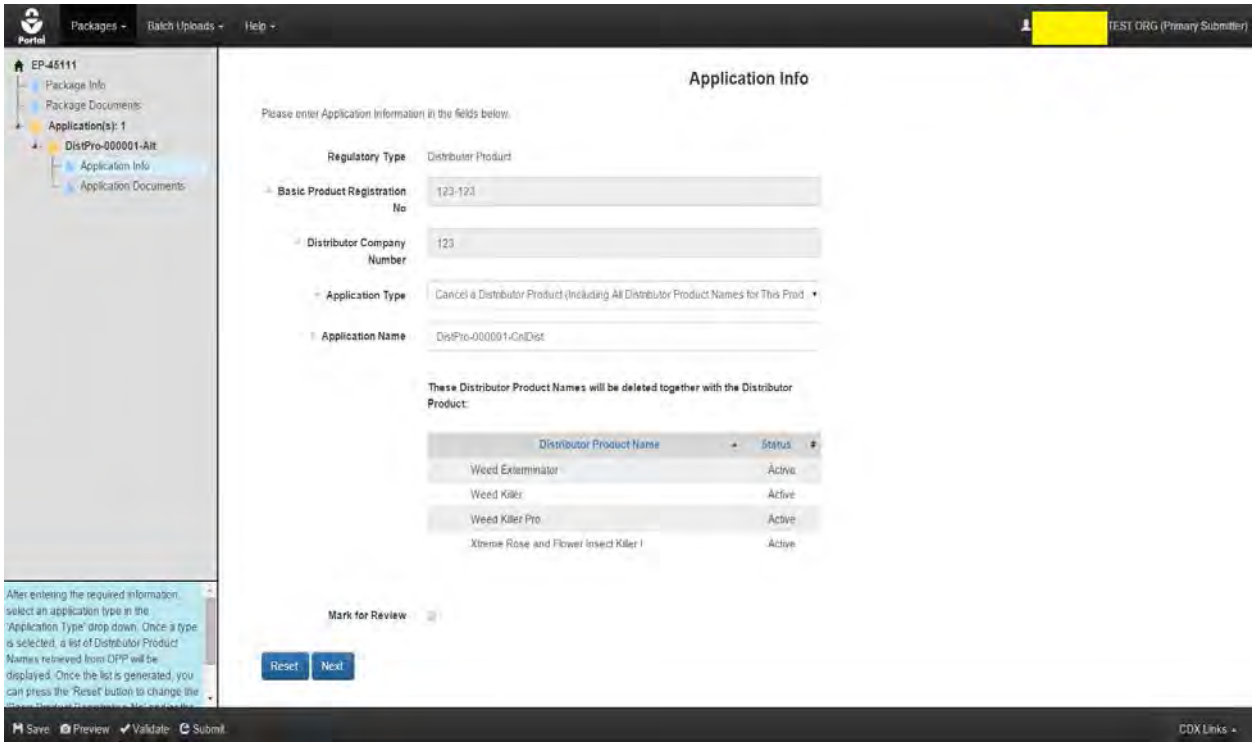


Exhibit 6-6: Cancel a Distributor Product (Including All Distributor Product Names for This Product) Application Info Screen

Navigation: Confirm the list of Distributor Product names and click the ‘Next’ button.

6.1.4 Cancel a Single Distributor Product Name

After entering the ‘Basic Product Registration No’ and ‘Distributor Company Number’ on the ‘Application Info’ screen, choose the ‘Cancel a Single Distributor Product Name’ option from the ‘Application Type’ dropdown.

The screen will darken and a spinning status wheel will appear. Once the system has finished processing, a list of active Distributor Product Names will appear on screen. An additional field will also appear on screen. The additional field is as follows:

- **Application Name:** The name of the application. You can change the name of the application for easier identification. A default name will be generated by the system. This field is required.

Text above the table will read: “Please select an active Distributor Product Name you would like to cancel:”

Exhibit 6-7 below displays the ‘Cancel a Single Distributor Product Name’ application type.

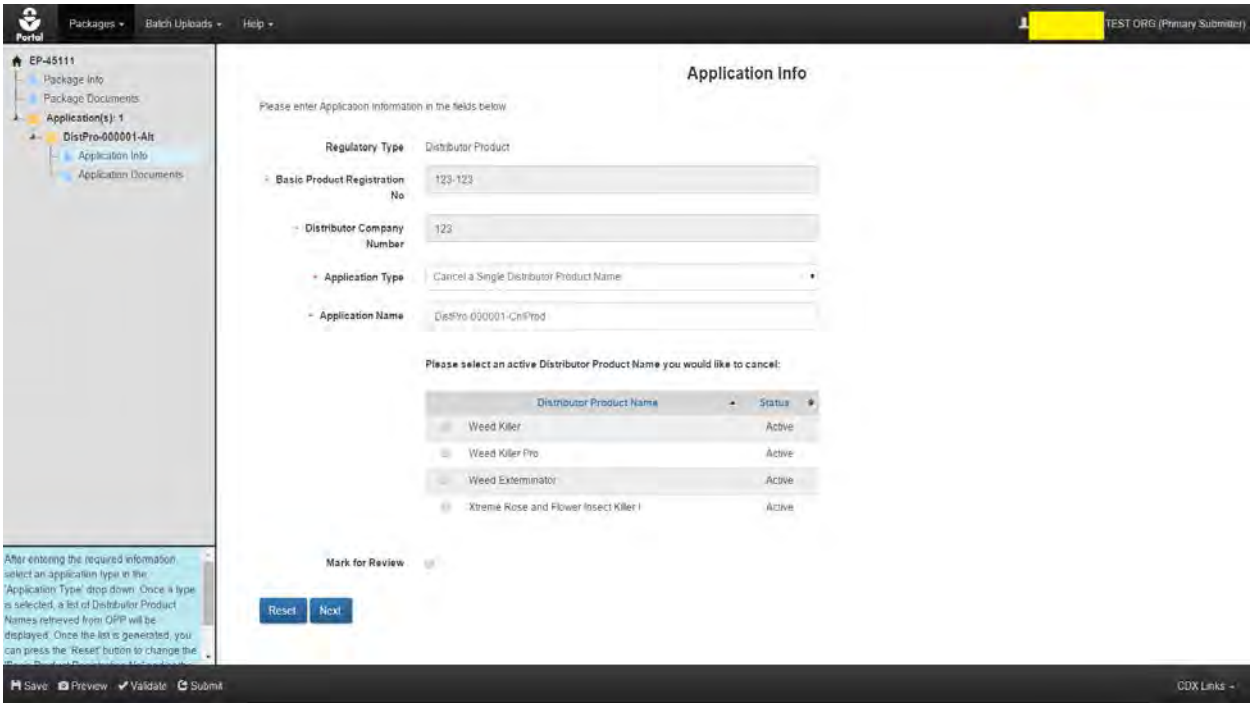


Exhibit 6-7: Cancel a Single Distributor Product Name Application Info Screen

Navigation: Select the radio button next to the active Distributor Product Name that you would like to cancel. Click the ‘Next’ button.

6.1.5 Reinstate a Cancelled Distributor Product

After entering the ‘Basic Product Registration No’ and ‘Distributor Company Number’ on the ‘Application Info’ screen, choose the ‘Reinstate a Cancelled Distributor Product’ option from the ‘Application Type’ dropdown.

The screen will darken and a spinning status wheel will appear. Once the system has finished processing, a list of inactive Distributor Product Names will appear on screen. An additional field will also appear on screen. The additional field is as follows:

- **Application Name:** The name of the application. You can change the name of the application for easier identification. A default name will be generated by the system. This field is required.

Text above the table will read: “Please select one or more inactive Distributor Product Name(s) you would like to reinstate along with the Distributor Product:”

Exhibit 6-8 below displays the ‘Reinstate a Cancelled Distributor Product’ application type.

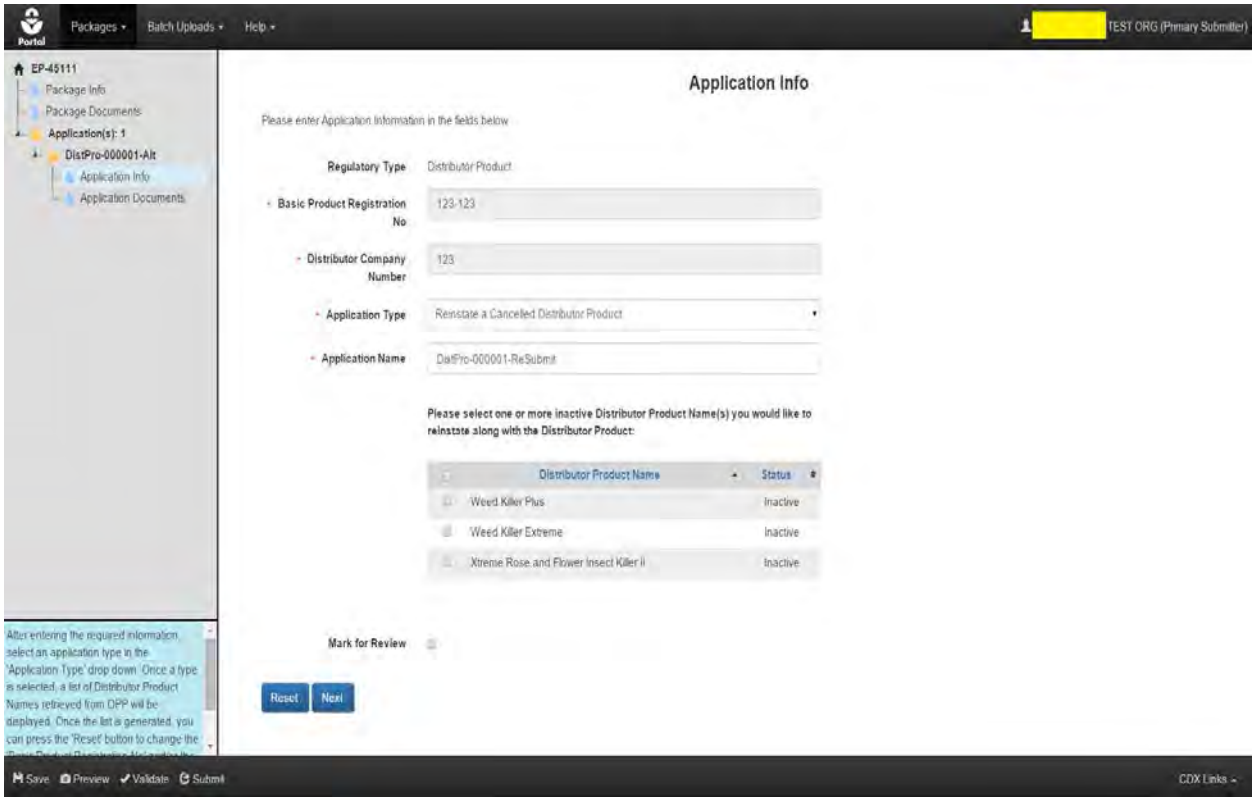


Exhibit 6-8: Reinstate a Cancelled Distributor Product Application Info Screen

7 Batch Upload

The batch upload functionality of the PSP application allows you to upload packages created using the e-Dossier Builder application or your company's IT systems in the XML e-Submission format.

7.1 Upload Packages in the XML e-Submission Format

7.1.1 Home screen

To upload a package created using your company's IT systems in the XML e-Submission format, click the 'Upload XML e-Submission Packages' link on the 'Home' screen.

Exhibit 7-1 below displays the 'Upload XML e-Submission Packages' option on the 'Home' screen.

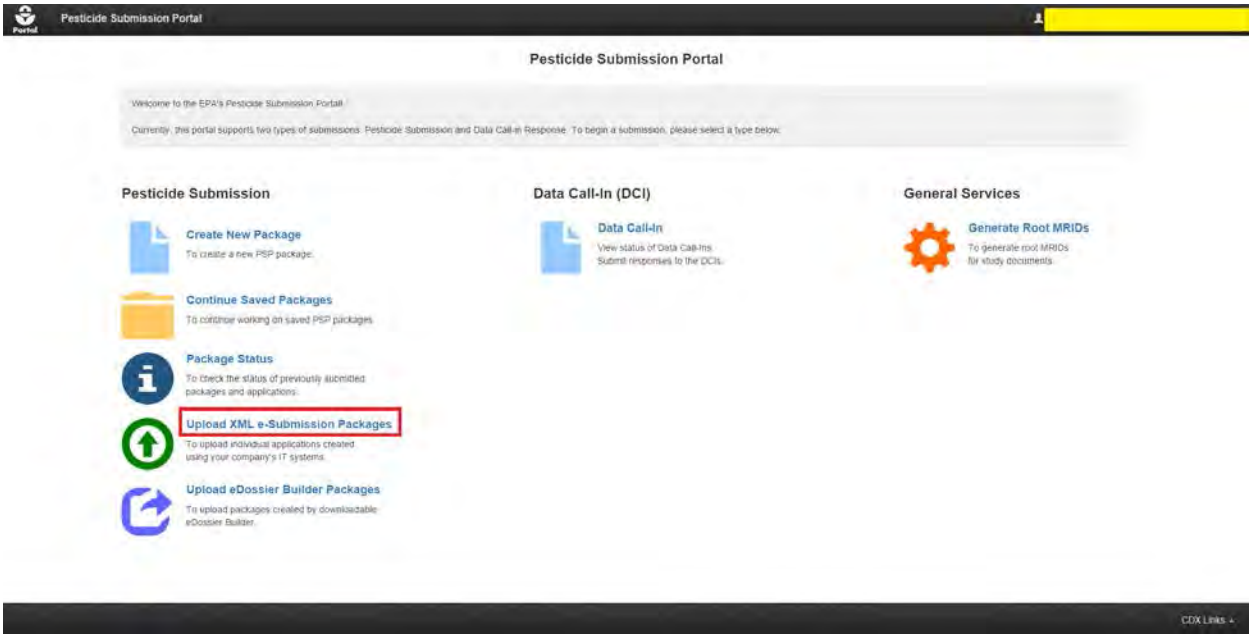


Exhibit 7-1: Selecting 'Upload XML e-Submission Packages' Option

Navigation: Click the 'Upload XML e-Submission Packages' link on the home screen.

7.1.2 Upload Packages Screen

Click the 'Browse…' button to upload a package created using your company's IT systems in the XML e-Submission format.

Important: Please ensure that files within your package do not contain special characters. Also, the XML within your package should have an e-PRISM prefix as the first part of the file name.

After uploading the package, press the 'Submit' button to submit the package to OPP. You will be navigated to the 'Create Passphrase' screen to create a passphrase that will encrypt your uploaded package.

Important: If you forget the passphrase, you will be unable to access the package. If you lose or forget the passphrase, you must create a new package and passphrase. For security reasons, the system administrator does not have access to the passphrase and will not be able to retrieve it or reset it to a new one.

You will need this passphrase to access the copy of record for your batch upload. The submission process will begin once you have created the passphrase. If you need assistance creating a passphrase, please reference **Section 5.2** above. If you need assistance with the package submission process, please refer to **Section 10**. If your package does not pass validation, you will have to make modifications to the package contents and XML and then resubmit via the 'Upload XML e-Submission Packages' option.

Exhibit 7-2 below displays a screen capture of the 'Upload XML e-Submission Packages' screen.

Note: This screen will provide you a link to the correct page for uploading e-Dossier packages if you mistakenly upload an e-Dossier package.

Exhibit 7-2: Navigate the Upload XML e-Submission Packages Screen

Navigation: Click the 'Browse…' button and upload a package created using your company's IT systems in the XML e-Submission format. After the package is uploaded, click the 'Submit' button to start the submission process.

7.2 Upload e-Dossier Builder Packages

7.2.1 Home Screen

To upload a package created using the e-Dossier Builder, click the ‘Upload eDossier Builder Packages’ link on the ‘Home’ screen.

Exhibit 7-3 below displays the ‘Upload eDossier Builder Packages’ options on the ‘Home’ screen.

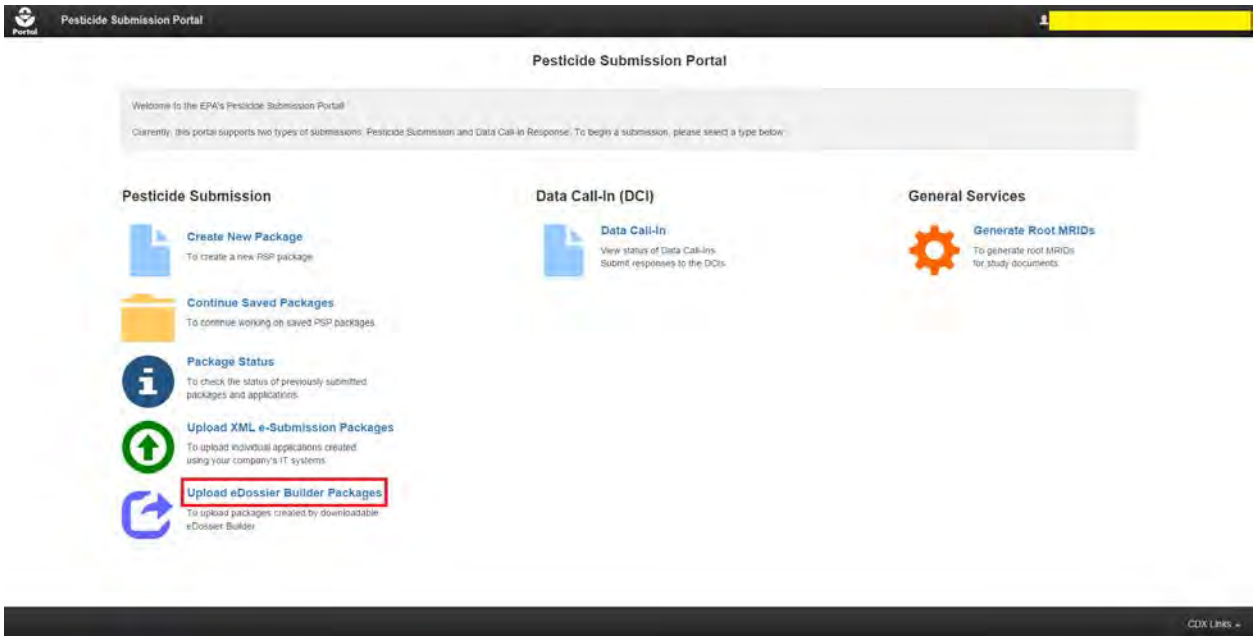


Exhibit 7-3: Selecting ‘Upload eDossier Builder Packages’ Option

Navigation: Click the ‘Upload eDossier Builder Packages’ link on the ‘Home’ screen.

7.2.2 Upload eDossier Builder Packages Screen

Click the ‘Browse…’ button to upload a package created using the e-Dossier Builder. After uploading the package, press the ‘Submit’ button.

Important: Please ensure that files within your package do not contain special characters. Also, your package should contain a main.xml file, which eDossier Builder automatically creates upon finalizing a package.

You will be navigated to the ‘Create Passphrase’ screen to create a passphrase that will encrypt your uploaded package. You will need this passphrase to access your package.

Important: If you forget the passphrase, you will be unable to access the package. If you lose or forget the passphrase, you must create a new package and passphrase. For security reasons, the system administrator does not have access to the passphrase and will not be able to retrieve it or reset it to a new one.

If you need assistance creating a passphrase, please reference **Section 5.2**. Uploaded e-Dossier Builder packages are converted into an online PSP form after being submitted. After creating a passphrase for your package, all package data will populate onto the necessary PSP application and you will be navigated to the 'Package Info' screen to name your package. You may then proceed with package validation and submission as you would with a package created using the PSP application. If you need assistance with package creation and submission, please reference **Section 5** and **Section 10,** respectively.

Note: This screen will provide you a link to the correct page for uploading packages created by your company's IT systems in the XML e-Submission format if you mistakenly upload the wrong package type.

Exhibit 7-4 below displays a screen capture of the 'Upload eDossier Builder Packages' screen.

Exhibit 7-4: Navigate the Upload e-Dossier Builder Packages Screen

Navigation: Click the 'Browse…' button and upload a package created using the e-Dossier Builder application. After the package is uploaded, click the 'Submit' button. You will be navigated to the 'Create Passphrase' screen.

8 Continue Saved Packages

You can return to a saved package at any time via the ‘Continue Saved Packages’ screen. This option is located on the ‘Home’ screen and within the ‘Packages’ dropdown in the application header.

The ‘Continue Saved Packages’ screen allows you to view and access all packages with a status of ‘Awaiting User Completion.’ All packages, which have not yet been submitted, will have this status. You can create a new package from this screen by clicking the ‘Create New Package’ button. You can also delete packages by clicking the ‘Delete’ icon in the ‘Actions’ column. To access a package, click the blue link within the ‘Package ID’ column to navigate to the ‘Enter Passphrase’ screen for that package.

Exhibit 8-1 below displays a screen capture of the ‘Continue Saved Packages’ screen.

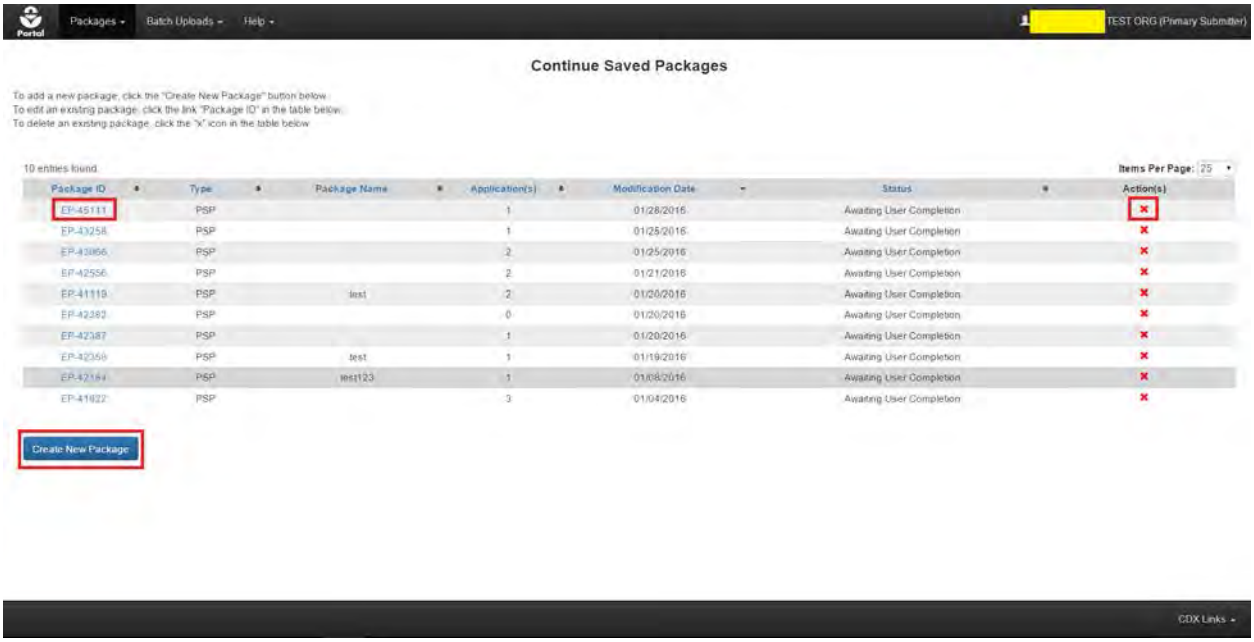


Exhibit 8-1: Continue Saved Packages Screen

Navigation: Click the blue link in the ‘Package ID’ column to navigate to the ‘Enter Passphrase’ screen for the selected package. After entering the passphrase you will be able to continue editing the package. Click the ‘Create New Package’ button to start the package creation process for a new package. You can remove packages on this screen by clicking the ‘Remove’ icon in the ‘Actions’ column.

8.1 Enter Passphrase Screen

To edit a package you must first enter the passphrase that was used to encrypt that package. The ‘Enter Passphrase’ screen allows you to enter the passphrase associated with the submission.

Exhibit 8-2 below displays a screen capture of the ‘Enter Passphrase’ screen.

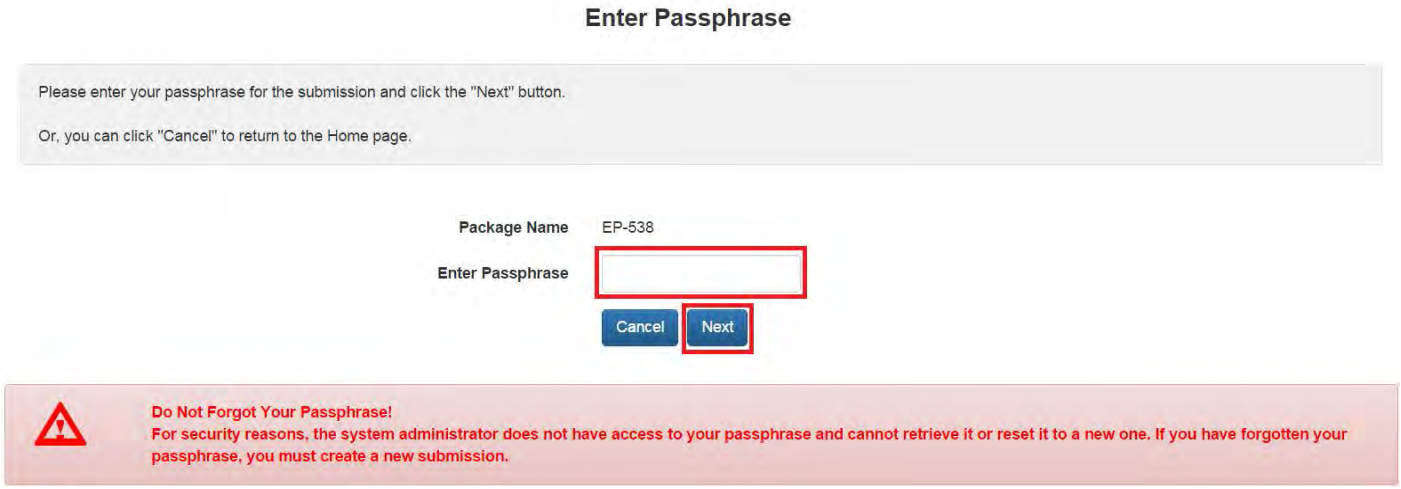


Exhibit 8-2: Enter Passphrase Screen

Navigation: Enter the passphrase that you originally created and associated with the package and click the 'Next' button to navigate to the 'Package Info' screen, seen below in Exhibit 8-3.

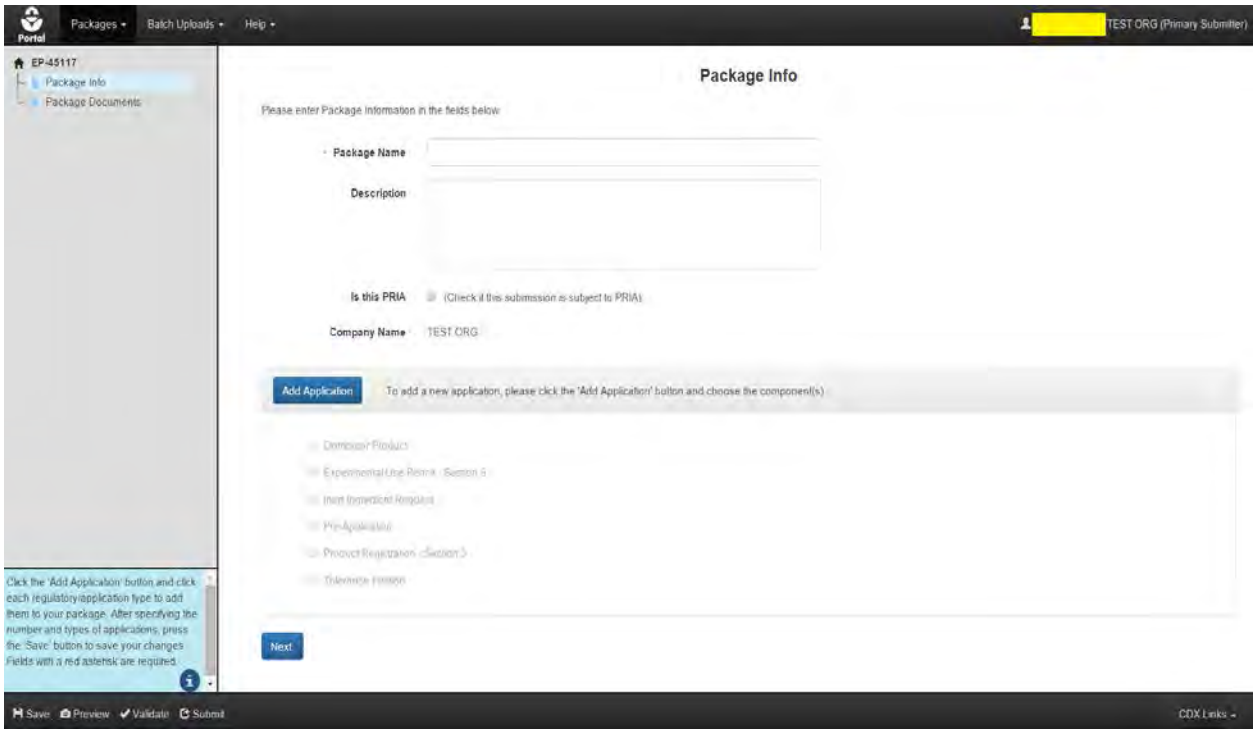


Exhibit 8-3: Package Info Screen

9 Validate

You can click the ‘Validate’ icon at any stage of completing a PSP package. The ‘PSP Package Validation’ pop-up window is displayed when you click the ‘Validate’ icon. The ‘PSP Package Validation’ pop-up window displays a report of all validation errors. During the validation process, the application validates each screen of the PSP package to find missing and invalid data.

Validation Errors: Errors can be fixed by clicking the error link. The links will display the *Screen Title Name* (e.g., Package Info) and the associated error. After you click a link, the main application screen will display the section where the error occurred so you can easily fix the error. Once you have fixed the error, click the ‘Validate’ icon again to refresh the ‘PSP Package’ pop-up window. If the information you fixed passes validation, the error will be removed from the ‘PSP Package Validation’ pop-up window. You must fix all validation errors in order to submit the package.

You can close the ‘PSP Package Validation’ pop-up window by clicking the ‘X’ button located at the top right of the window.

Exhibit 9-1 below shows the screen capture for the ‘PSP Package Validation’ pop-up window:

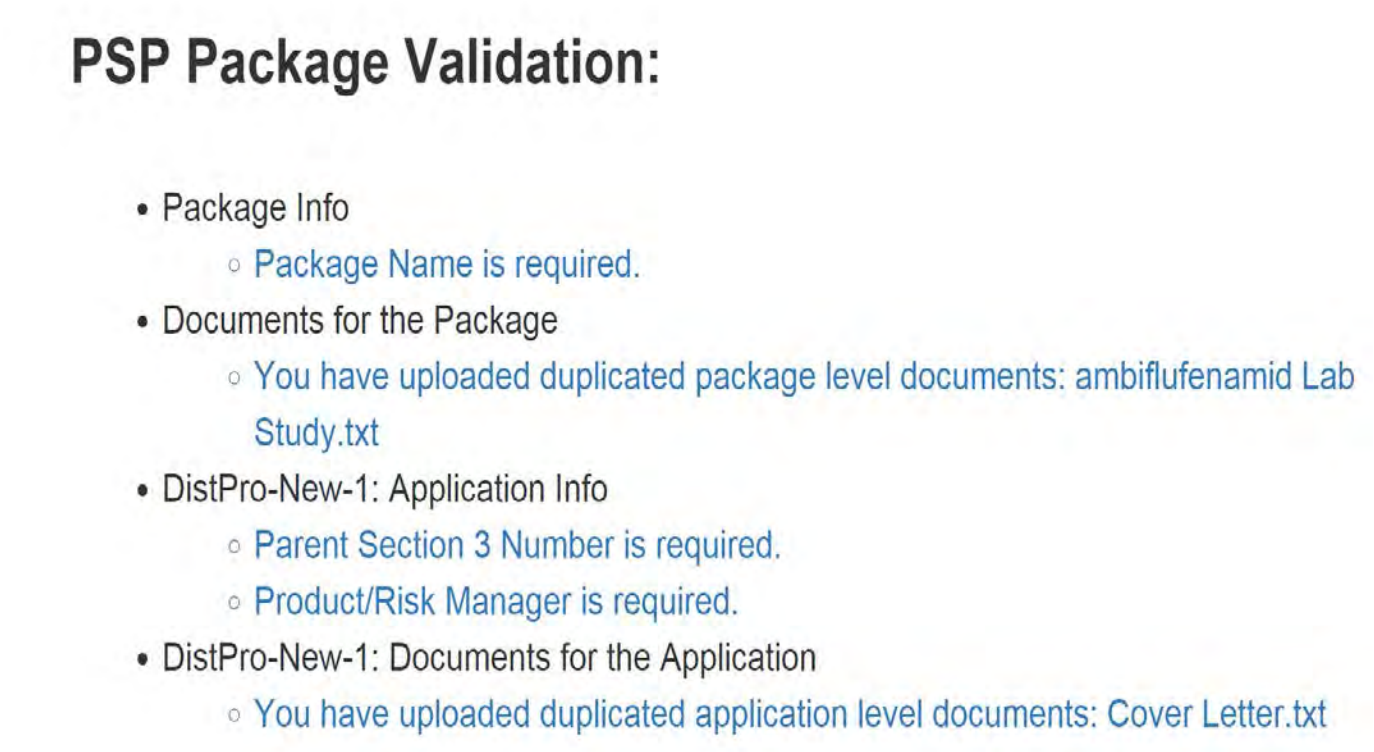


Exhibit 9-1: PSP Package Validation Pop-Up Window

10 Submit Package to EPA via CDX

Both Primary Submitters and Authorized Agents have the ability to sign and submit a PSP package to EPA. Once you complete all required information and pass validation, the system will allow you to submit.

10.1 Submitter Information Screen

Click the ‘Submit’ icon located in the application footer of the PSP application to access the ‘Submitter Information’ screen. The system requires you to review your contact information provided during CDX registration and serves as a reminder for which company you are submitting.

Exhibit 10-1 displays a screen capture of the ‘Submitter Information’ screen.

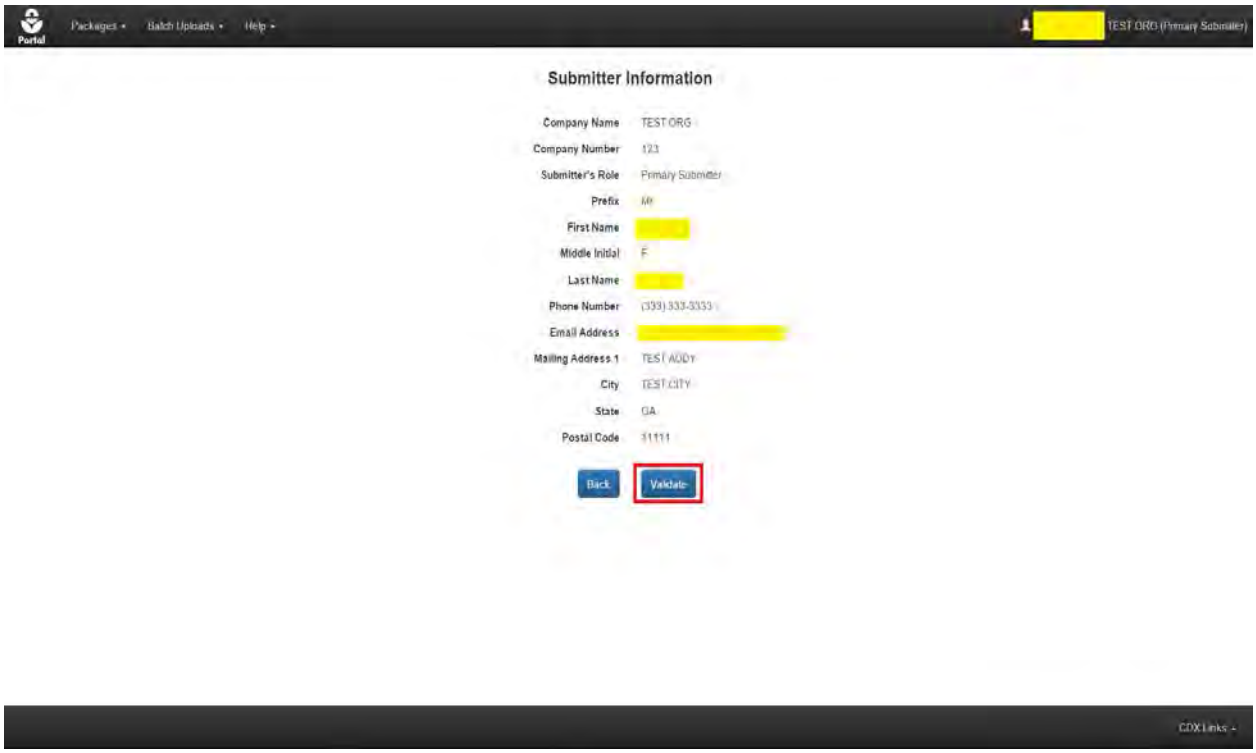


Exhibit 10-1: Submitter Information Screen

Navigation: Click the ‘Validate’ button, the screen will darken and a spinning status wheel will appear while your package is checked for validation errors and viruses. After the validation process completes, you will be navigated to the ‘Submission Process: Validate’ screen.

10.2 Submission Process: Validate Screen

The ‘Submission Process: Validate’ screen notifies you if your package contains validation errors. If validation errors or viruses are found within your package, the screen will display a red

'X' icon and text on the screen will read: "Validation errors and/or viruses were found." A pop-up window containing a list of validation errors will also appear. All validation errors must be resolved before a package can be successfully submitted. For more information about validation, refer to **Section 9**. If your package passes validation, the screen will display a green 'Checkmark' icon and text on the screen will read: "No validation errors were found. No viruses were found."

Exhibit 10-2 below displays the screen capture for when no viruses or validation errors are found.

Exhibit 10-2: Validation Passed

Navigation: Click the 'Continue' button to proceed to the 'Submission Process: PDF Generation' screen.

10.3 Submission Process: PDF Generation Screen

Exhibit 10-3 below displays a screen capture of the 'Submission Process: PDF Generation' screen.

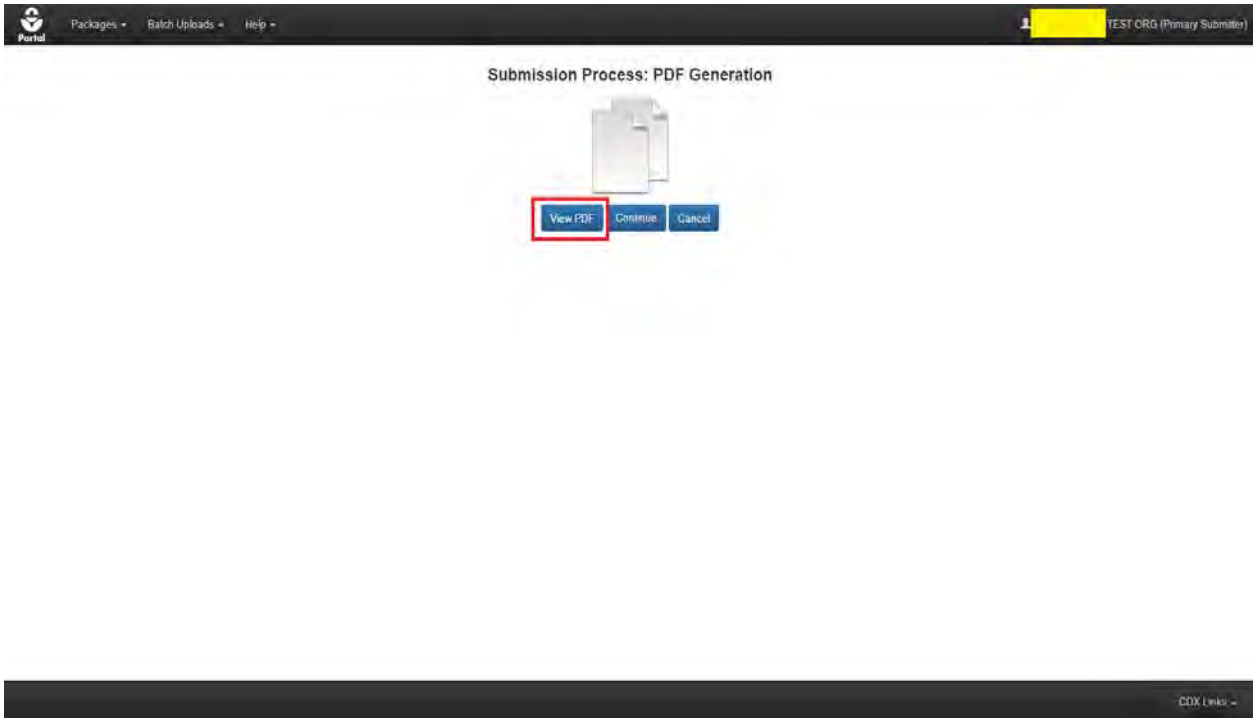


Exhibit 10-3: PDF Generation

Navigation: Click the 'View PDF' button to see a PDF representation of your package and its contents. After viewing and/or printing the PDF, you can click the 'Continue' button to proceed to the 'Cross-Media Electronic Reporting Regulation (CROMERR) Submission' screen.

10.4 Submission Process: 'Cross-Media Electronic Reporting Regulation (CROMERR) Submission' Screen.

EPA's Cross-Media Electronic Reporting Rule (CROMERR) provides the legal framework for electronic reporting under EPA's regulatory programs. CROMERR sets performance-based, technology-neutral system standards and provides a streamlined, uniform process for Agency review and approval of electronic reporting. The CROMERR program ensures the enforceability of regulatory information collected electronically by EPA and EPA's state, tribal, and local government partners.

On this screen you will enter your CDX credentials, answer a 20-5-1 question associated with your CDX account, and certify your submission. For additional information about the 20-5-1 questions, please refer to the CDX PSP Registration User Guide. If your package is successfully submitted, you will receive a 'Success' confirmation. You will also receive an email from the CDX Help Desk once your package has been successfully transmitted to OPP.

Exhibit 10-4 below displays a screen capture of the 'CROMERR Submission' screen.

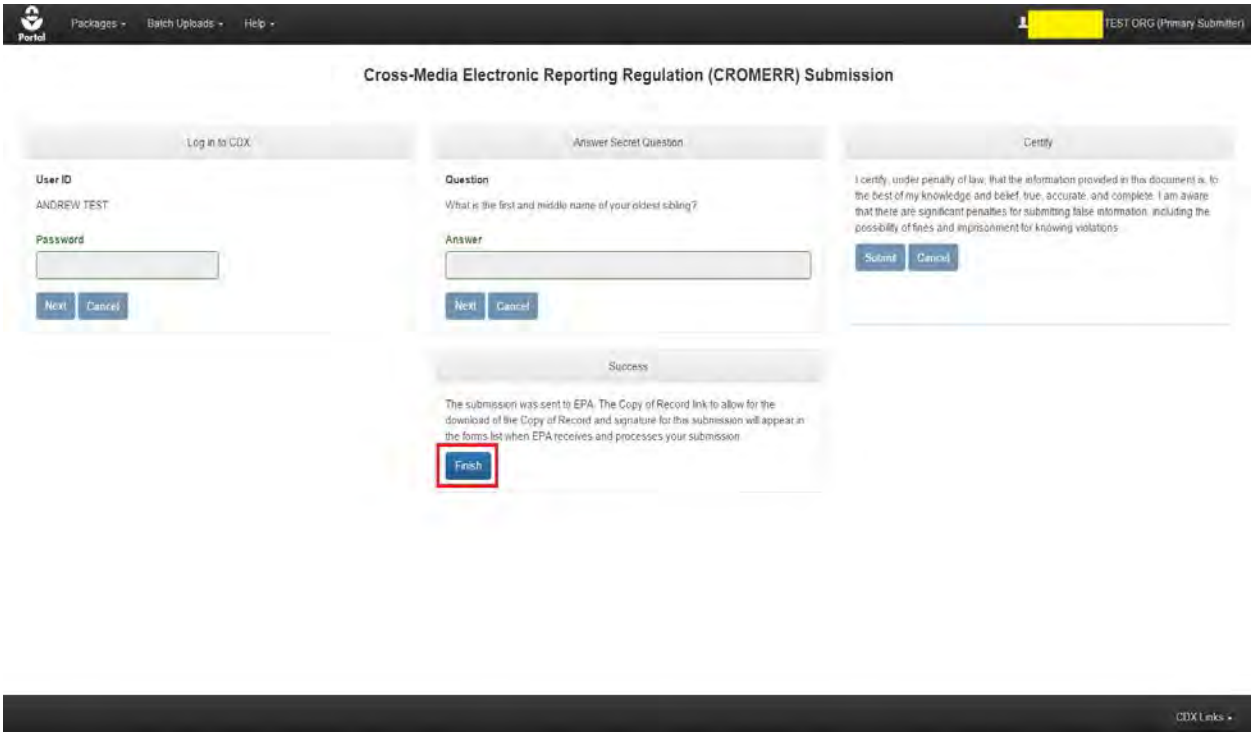


Exhibit 10-4: CROMERR Screen

Navigation: After successfully submitting your package, click the 'Finish' button to proceed to the 'Package Status' page, where you can view the details of submitted packages. Exhibit 10-5 below displays a sample package transmission email.

Your PSP package (test) for THE DOW CHEMICAL CO. (123) has been successfully transmitted to OPP.

Below are the application(s) included in this package and their tracking number(s):
PreApp-New-000001: CDX_2015_000073

Company Name: THE DOW CHEMICAL CO.
Company Number: 123

If you have questions concerning this message, you may contact the CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on (888) 890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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Exhibit 10-5: Package Transmission Email

11 Check Package Status and Download Copy of Record

The ‘Package Status’ screen allows you to check the status and details of your submitted packages. You can check the tracking numbers of your applications on this screen, as well as download a copy of record for your package. You can filter the packages on this screen by using the ‘Submission Type’ and ‘Submission Status’ dropdowns. The status and submission date are also shown. You will have to enter the passphrase used to encrypt the package, your CDX password, and the answer to a 20-5-1 secret question to access the copy of record.

Refer to the ‘Package Status Legend’ within Exhibit 11-1 for the meanings of the different statuses.

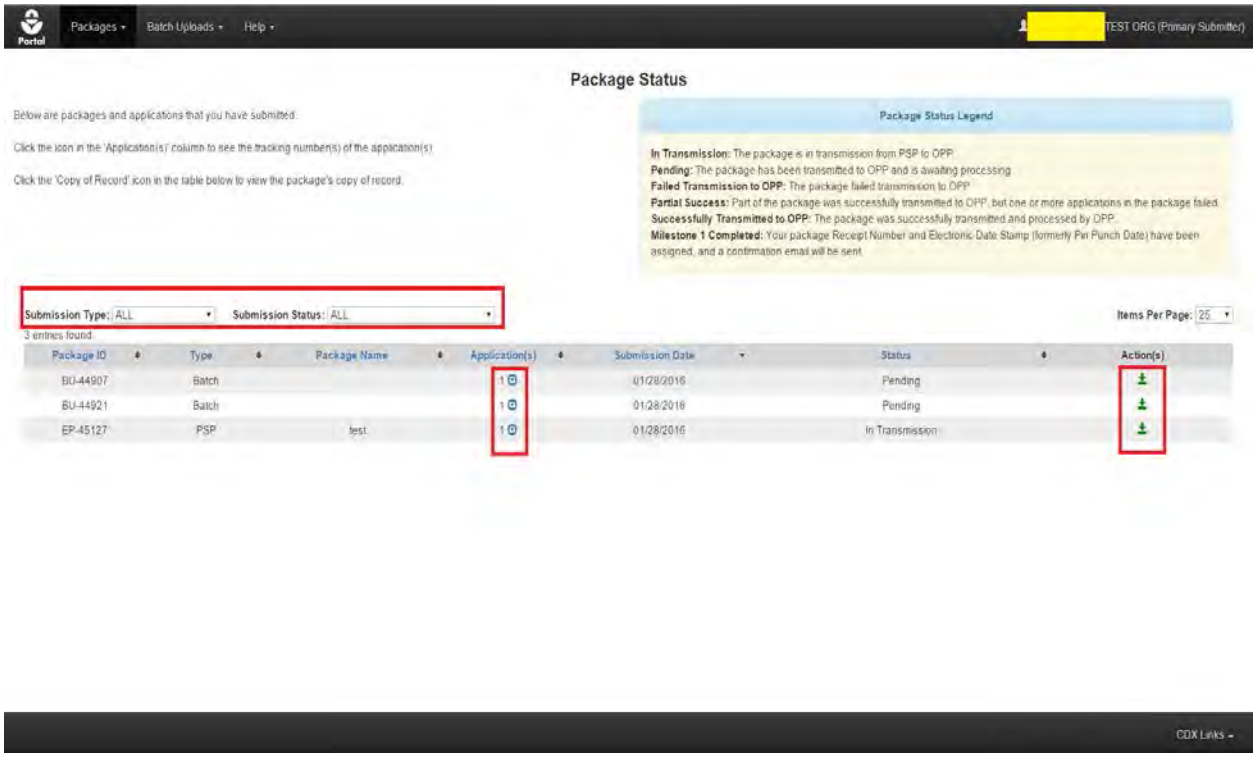

Exhibit 11-1: Package Status Screen

Navigation: Clicking the ‘Show Detail’ button next to the application number will display the tracking numbers associated with the applications in a submitted package. Clicking the ‘Copy of Record’ button in the ‘Actions’ column will allow you to download a copy of record for your

application. Click the ‘Copy of Record’ button to proceed to the ‘Cross-Media Electronic Reporting Regulation (CROMERR)’ screen shown in Exhibit 11-2.

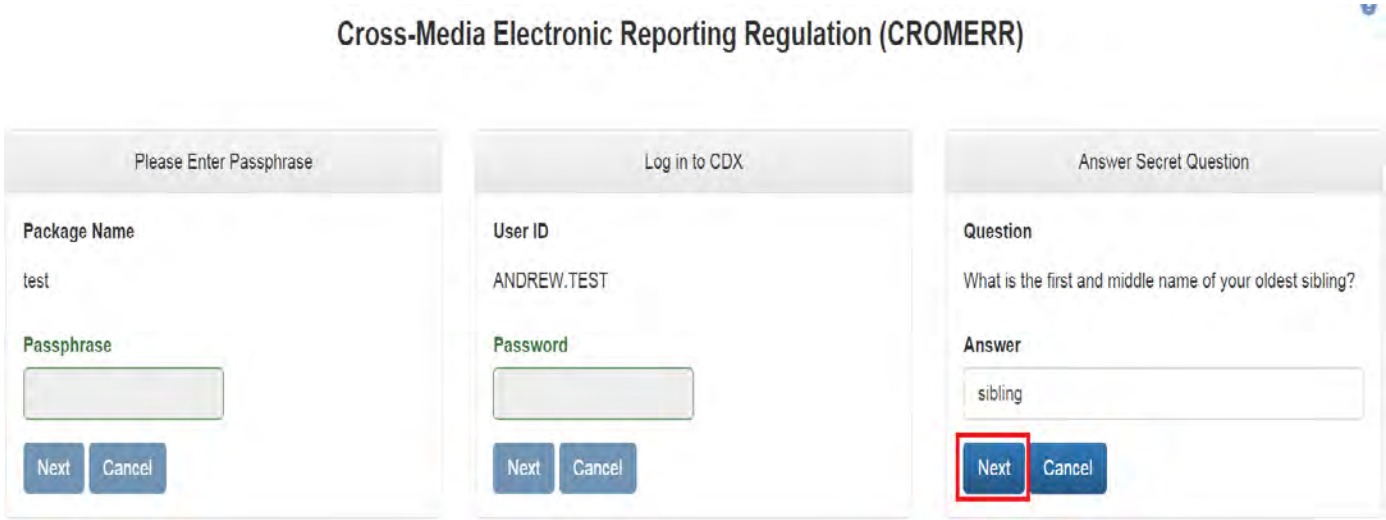

Exhibit 11-2: Navigate the CROMERR Screen

Navigation: Enter the correct data into the fields and click the ‘Next’ button to proceed to the ‘Copy of Record’ screen.

11.1 ‘Copy of Record’ Screen

The ‘Copy of Record’ screen allows you to download a copy of record for your package as well as download copies of files within your package. Click the ‘Download Document’ icon within the ‘Actions’ column to download the requisite materials.

Exhibit 11-3 below displays a screen capture of the ‘Copy of Record’ screen.

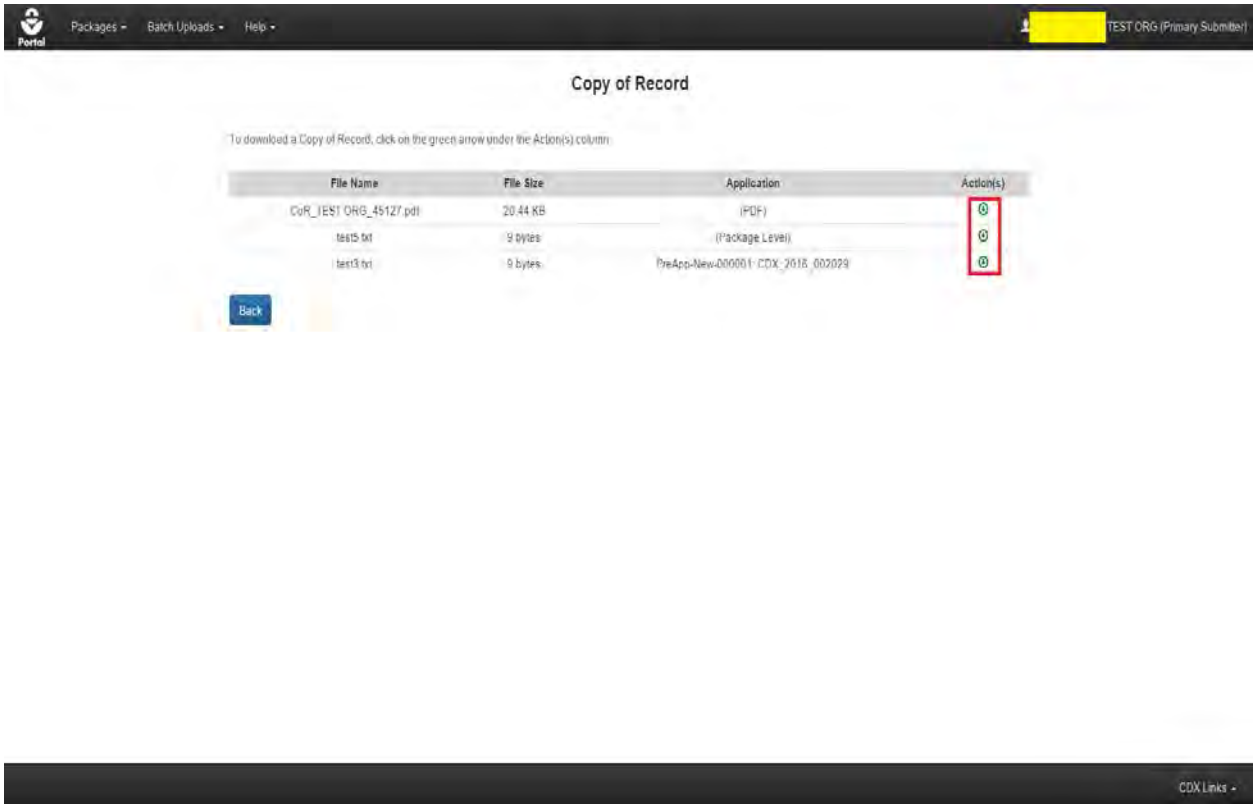

Exhibit 11-3: Copy of Record Screen

Navigation: Click the 'Download Document' icon within the 'Actions' column to download copies of the materials within your package.

12 Respond to DCIs

PSP allows users to see and respond to both GDCIs and PDCIs that OPP has assigned for specific chemicals and products. Through PSP, users can review DCI information and submit DCI Acknowledgements, 90-Day Responses, and Data Submissions. Users will also be able to download a copy of record for their responses. **Note:** You will receive a notification email from OPP when a DCI is awaiting your completion in PSP. To access your DCIs, click on the 'Data Call-In' link on the PSP 'Home' screen. Upon clicking the link, you will be navigated to the 'DCI List' screen. Exhibit 12-1 below displays the 'Data Call-In' link on the PSP 'Home' page.

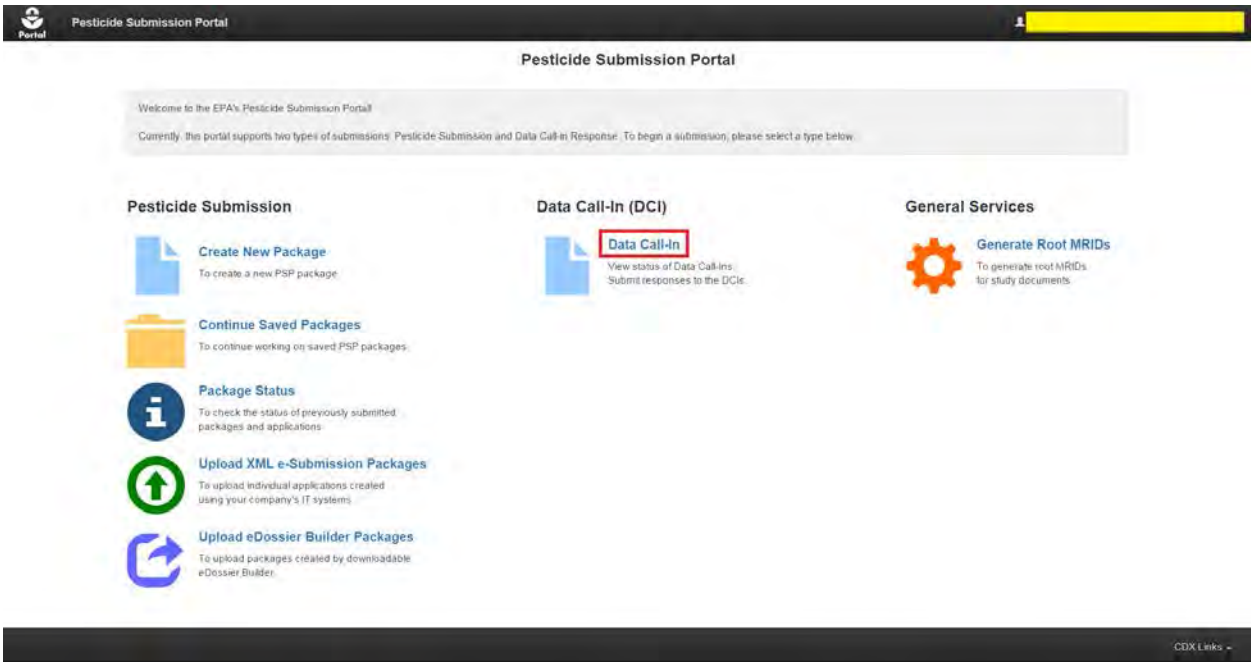

Exhibit 12-1: Data Call-In Link

Navigation: Click the 'Data Call-In' link on the PSP 'Home' screen.

12.1 DCI List Screen

The 'DCI List' screen allows you to see the details and statuses of DCIs that have been assigned to your company. The type of DCI (PDCI or GDCI) is indicated as the first part of the 'DCI Number.' You may go back to the 'Home' screen by clicking the 'Portal' link at the top left of the screen. The list of DCIs can be sorted by the various columns. They may also be filtered using the drop down filters available above the list. Once any portion of a DCI is submitted, a 'Show Detail' icon will appear next to the DCI number. This icon will reveal the tracking numbers associated with the DCI. Please see the screenshot below for reference. Using the filters and sorting feature will allow you to manage and customize your displayed list of DCIs. The 'DCI Acknowledgement,' '90-Day Response,' and 'Data Submission' columns can have any of the statuses indicated in the 'Data Call-In & Response Legend.' These statuses indicate which point you are at within the DCI submission process. Exhibit 12-2 below displays the 'DCI List' screen.

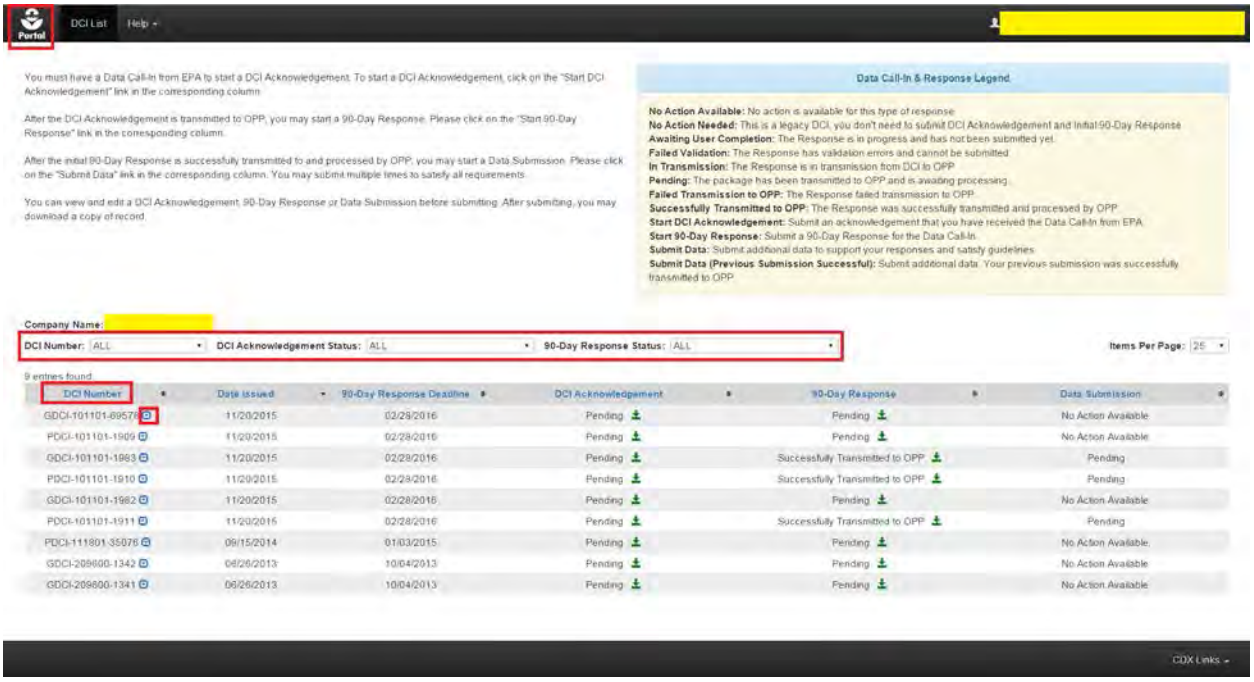

Exhibit 12-2: DCI List Screen

Navigation: Review the DCI information on screen. If necessary, sort or filter the list of DCIs.

12.2 DCI Acknowledgement

The DCI acknowledgement is a simple form that allows you to confirm you have received the DCI from OPP and will submit the requisite data. To begin a DCI Acknowledgement, click the 'Start DCI Acknowledgement' link in the list as seen in Exhibit 12-3 below.

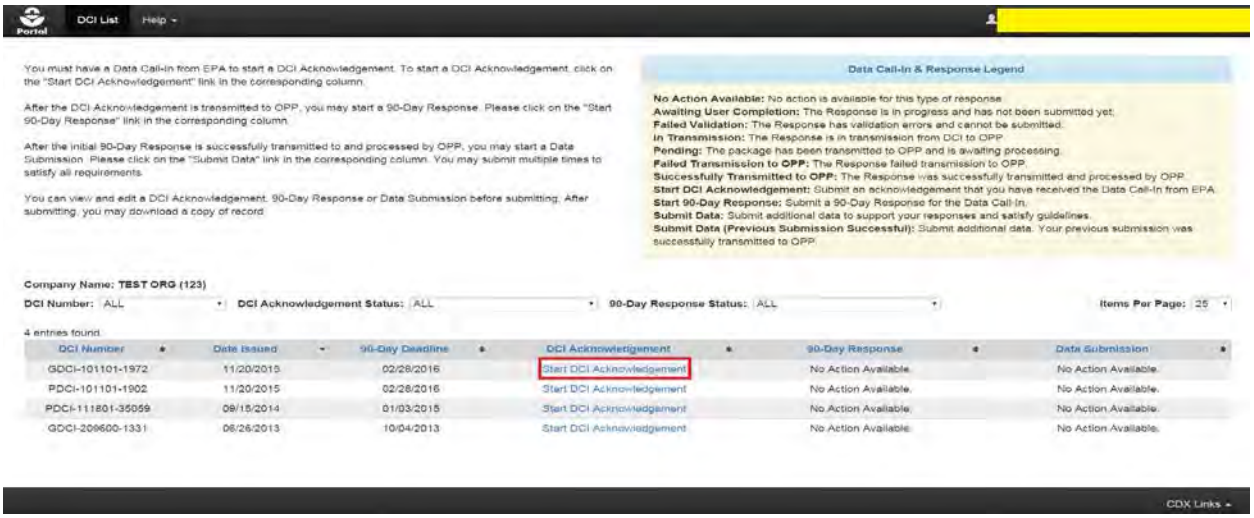

Exhibit 12-3: Start DCI Acknowledgement Link

Navigation: Click the 'Start DCI Acknowledgement' link.

After clicking the link, you will be navigated to the 'DCI Acknowledgement' screen, seen in Exhibit 12-4 below. You will see a list of DCI information displayed on screen, as well as two checkboxes on the right side of the screen. Click the first checkbox to acknowledge receipt of the DCI. The second checkbox is optional; it allows you to indicate whether you are an agent for the specified company. After clicking the first checkbox, a blue 'Submit' button will appear on screen. Click this 'Submit' button once you are ready to begin the submission process.
Note: The process of completing the DCI Acknowledgement form is the same for both GDCIs and PDCIs.

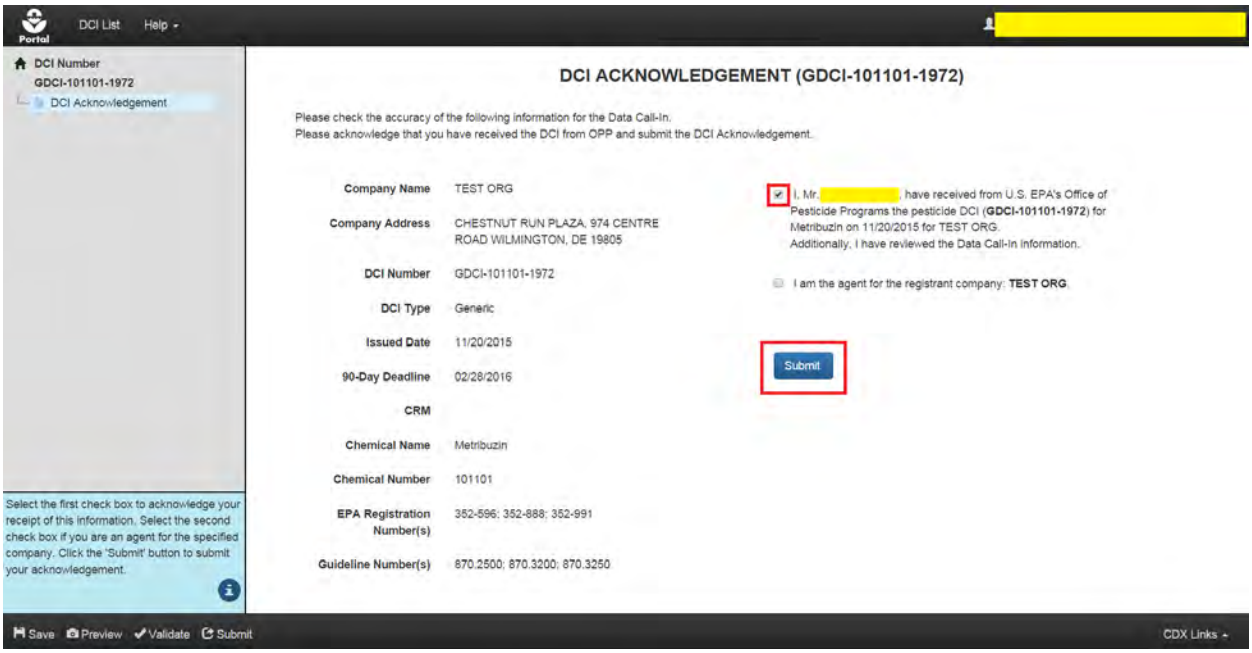

Exhibit 12-4: DCI Acknowledgment Screen

Navigation: Click the first checkbox and the second checkbox (optional). Click the 'Submit' button to begin the submission process.

After clicking 'Submit,' click 'OK' in the pop-up window that appears. The submission process for DCIs is identical to the one for submitting PSP packages. Please refer to **Section 10** for assistance with the submission process. Once you have finished the submission process, you will be navigated back to the 'DCI List' screen. The DCI Acknowledgement you submitted will have a status of 'In Transmission' under the 'DCI Acknowledgement' column. There will also be a green 'Copy of Record' icon next to the status. **Important:** You will not be able to start the 90-Day Response until the DCI Acknowledgement status changes to 'Pending.' When the status of the DCI Acknowledgement changes to 'Pending,' the 'Start 90-Day Response' link will appear in the '90-Day Response' column. The timing of these status changes will vary. Exhibit 12-5 below demonstrates the 'DCI List' screen with the 'Pending' DCI Acknowledgement.

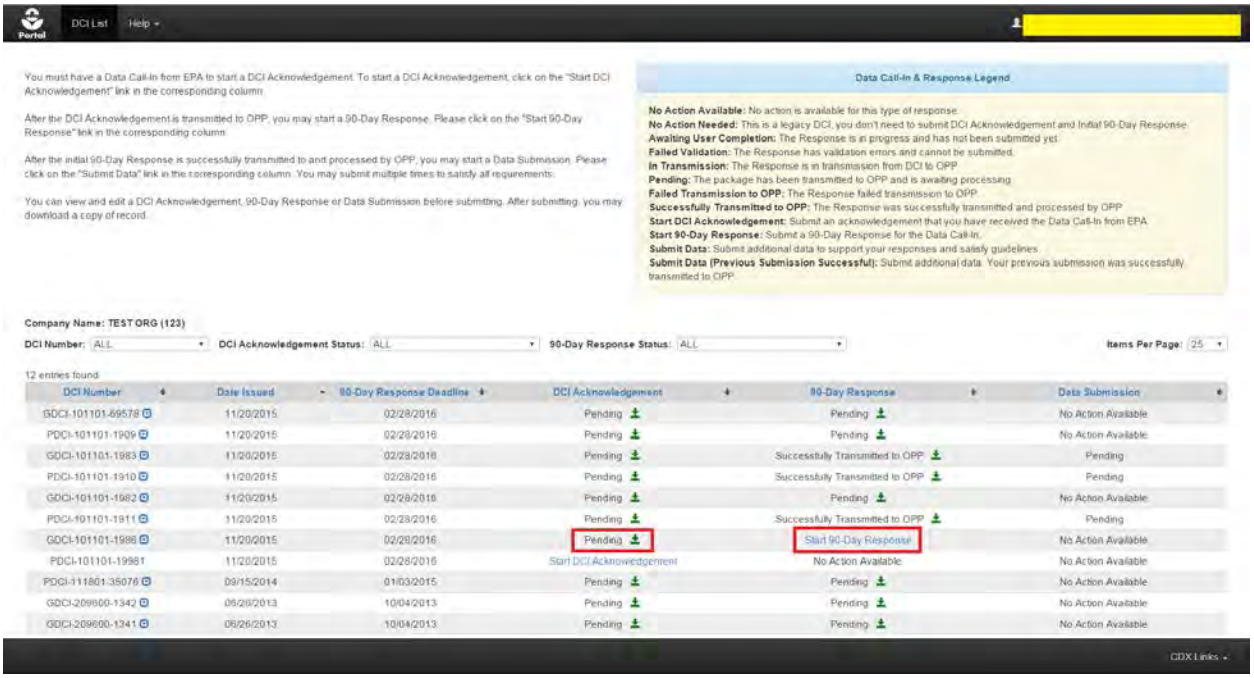

Exhibit 12-5: 'Pending' DCI Acknowledgement

You will also receive a notification email from the CDX Help Desk indicating that your DCI Acknowledgement was successfully transmitted to OPP as seen in Exhibit 12-6 below.

Your DCI Acknowledgement of Receipt (GDCI-101101-1972) has been successfully transmitted to OPP and is awaiting processing. Your tracking number is CDX_DCI_2016_000001.

Your 90-Day Response is now open and you can start the submission.

Company Name: TEST ORG
Company Number: 123

If you have questions concerning this message, you may contact the CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on (888) 890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Homepage
https://cdx.epa.gov

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Exhibit 12-6: DCI Acknowledgement Email

12.3 90-Day Response

The 90-Day Response allows you to review and respond to studies/guidelines as outlined in the DCI. After indicating whether or not you will satisfy the DCI data requirements, you will get the opportunity to respond to each guideline and provide additional documents/data as necessary. The following sections detail 90-Day Responses for both PDCIs and GDCIs. To start a 90-Day Response, click the 'Start 90-Day Response' link under the '90-Day Response' column as seen in Exhibit 12-5 above. You will have to create a passphrase for your 90-Day Response; please refer to **Section 5.2** for assistance with creating a passphrase.

12.4 GDCI 90-Day Response

The following sections detail the process of completing and submitting a GDCI 90-Day Response. GDCIs may contain multiple EPA Registration Numbers. Unlike PDCIs, GDCIs contain a single list of guidelines regardless of the number of EPA Registration Numbers. If you choose to cancel or claim a generic data exemption for **ALL** EPA Registration Numbers, you will not have to respond to any associated guidelines. Otherwise, any guideline responses you indicate will be applied to all the EPA Registration Numbers for which you have agreed to satisfy data requirements. Please refer to the subsequent GDCI sections for more details.

12.4.1 GDCI 90-Day Response Submission Screen

After clicking the 'Start 90-Day Response' link, you will be navigated to the '90-Day Response Submission' screen. This screen contains summary information about the DCI. You can also upload DCI-level documents on this screen. A navigation tree is also present, pictured below in Exhibit 12-7.

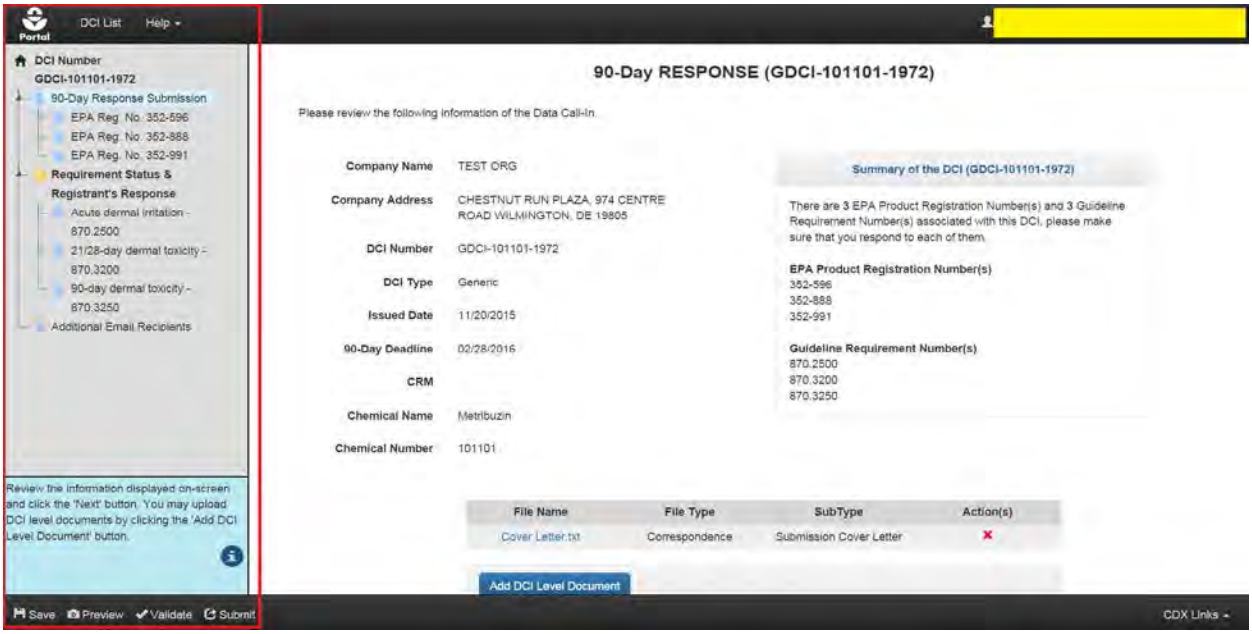

Exhibit 12-7: GDCI Navigation Tree

The following fields are displayed on the '90-Day Response Submission' screen:

- **Company Name:** The name of the company for which the DCI was issued. This field is not editable.
- **Company Address:** The address of the company for which the DCI was issued. This field is not editable.
- **DCI Number:** The DCI number. This field is not editable.
- **DCI Type:** Indicates whether the DCI is a GDCI or PDCI. This field is not editable.
- **Issued Date:** The date the DCI was issued. This field is not editable.
- **90-Day Deadline:** The 90-Day deadline of the DCI. This field is not editable.
- **CRM:** The Chemical Review Manager. This field is not editable.
- **Chemical Name:** The name of the chemical associated with the DCI. This field is not editable.
- **Chemical Number:** The number of the chemical associated with the DCI. This field is not editable.

The 'Summary of the DCI' table on the right side of the screen displays the EPA Product Registration Numbers and Guideline Requirement Numbers associated with the DCI.

The document upload section contains the following document types:

- Correspondence
    - Submission Cover Letter
    - Voluntary Cancellation / Use Deletion
    - Time Extension Request
- Study
    - Transmittal Document

Please note: If you upload any study documents, you must have a corresponding Transmittal Document uploaded at the DCI level. If you upload studies in subsequent data submissions, you must have a new transmittal document for each of those data submissions.

Exhibit 12-8 displays the '90-Day Response Submission' screen.

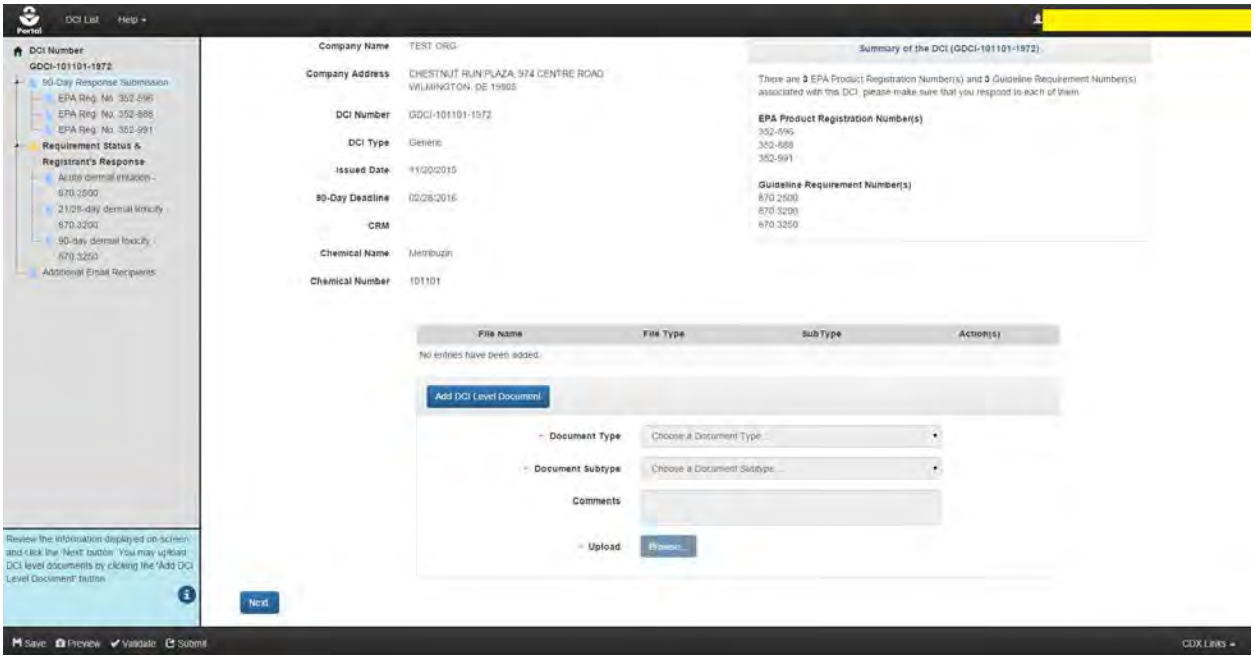

Exhibit 12-8: GDCI 90-Day Response Submission Screen

Review all displayed information and upload DCI level documents if necessary. To upload documents, click the 'Add DCI Level Document' button. After clicking the button, choose a 'Document Type' and 'Document Subtype' and upload files by clicking the 'Browse…' button. You may also enter comments if desired. After selecting a document for upload, click the 'Save' button. Any uploaded documents will display in the documents table in the center of the screen. You may remove any uploaded documents by clicking the red 'Delete' icon in the 'Action(s)' column. Refer to Exhibit 12-9 below.

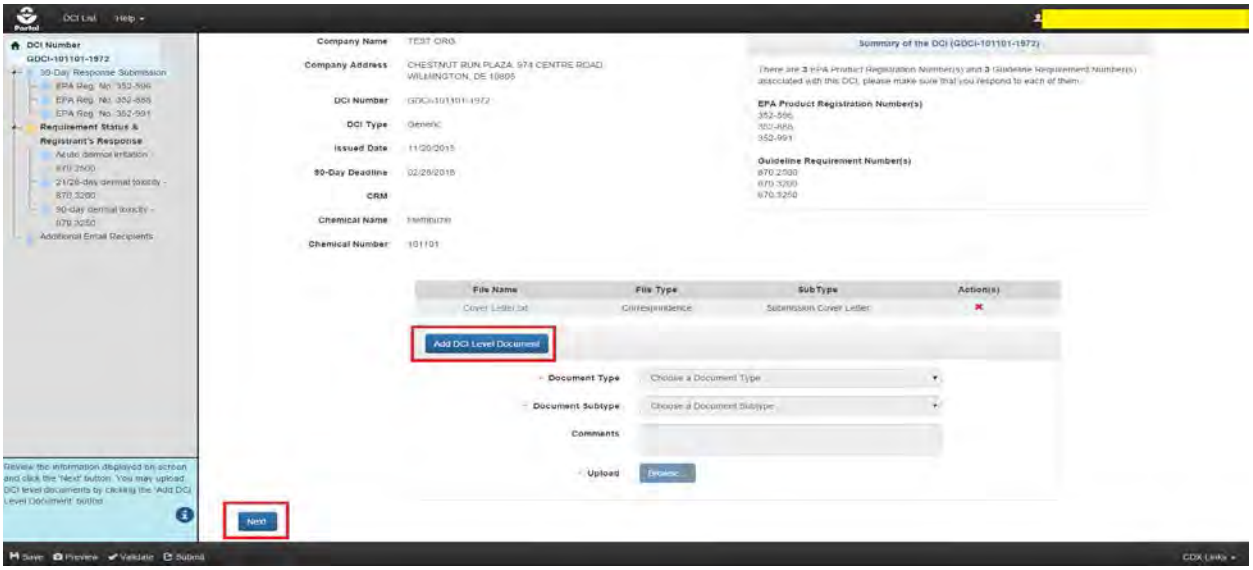

Exhibit 12-9: Navigate the GDCI 90-Day Response Submission Screen

Navigation: Review the displayed information and upload DCI level documents if desired. Click the 'Next' button.

Note: For information about the 'Save,' 'Preview,' 'Validate,' and 'Submit' buttons in the application footer, proceed to **Section 5.4**. Otherwise, proceed to the next section.

12.4.2 GDCI EPA Product Registration Screen

This screen contains basic information about an EPA Registration Number. On this screen, you may choose one of three radio button options. Select a radio button option for each EPA Registration Number (if more than one) before proceeding to the 'Requirement Status & Registrant Response' section.

The following information is displayed on the 'EPA Product Registration' screen:

- **EPA Registration Number:** The EPA Registration Number associated with the DCI. This field is not editable.
- **Product Name:** The Name of the product associated with the DCI. This field is not editable.

The following radio button options are available:

- **I wish to cancel this product registration voluntarily:** Selecting this option will cause a file upload section to appear.

  Exhibit 12-10 below demonstrates this selection. A document must be uploaded to support the cancellation. Click the 'Add Document' button, choose a 'Document Type' and 'Subtype,' and upload a document via the 'Browse…' button. Any uploaded documents will appear in the documents table in the center of the screen. You can delete added documents by clicking the red 'Delete' icon in the 'Action(s)' column. The document types are as follows:

    - Correspondence
      - Company Letter
      - General Correspondences

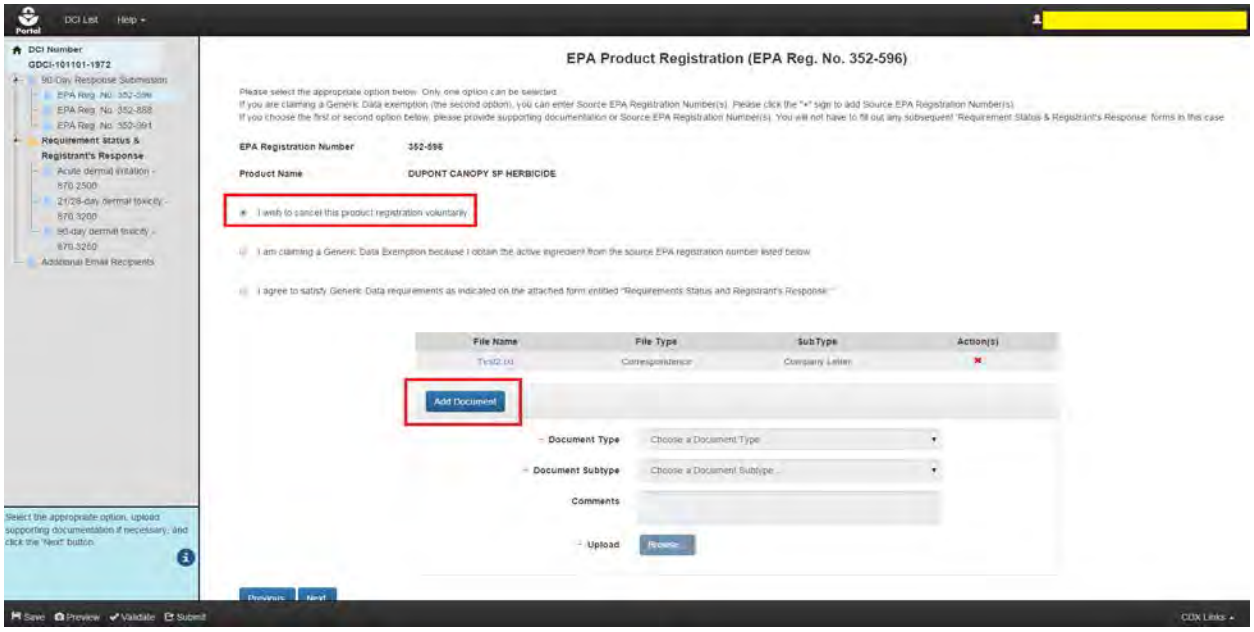

Exhibit 12-10: GDCI Voluntary Cancellation

Navigation: Upload a supporting document and click the 'Next' button to respond to the other registration numbers (if any).

- **I am claiming a Generic Data Exemption because I obtain the active ingredient from the source EPA registration number listed below:** Selecting this option will cause a 'Source EPA Registration Number' text box to appear. Exhibit 12-11 below demonstrates this selection. You may enter multiple Source EPA Registration Numbers by clicking the blue 'Add Another Source EPA Registration Number' link. You may delete any added numbers by clicking the red 'Delete' icon next to the text box. After you have finished adding numbers, click the 'Next' button.

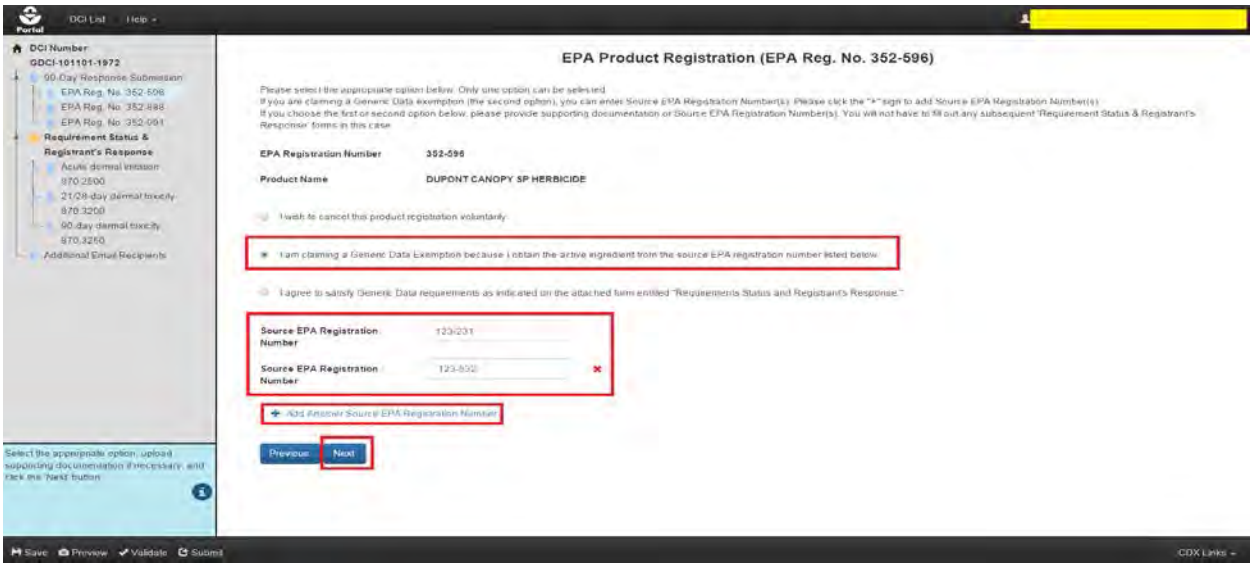

Exhibit 12-11: GDCI Generic Data Exemption

Note: All entered Source EPA Registration Numbers will be validated during submission or when you press the 'Validate' button in the Application Footer.

Navigation: Enter all required 'Source EPA Registration Numbers' and click the 'Next' button to respond to the other registration numbers (if any).

- **I agree to satisfy Generic Data requirements as indicated on the attached form entitled "Requirements Status and Registrant's Response":** Selecting this option requires no additional data. Exhibit 12-12 below demonstrates this selection. After selecting this option, click the 'Next' button; you can continue navigating through the DCI.

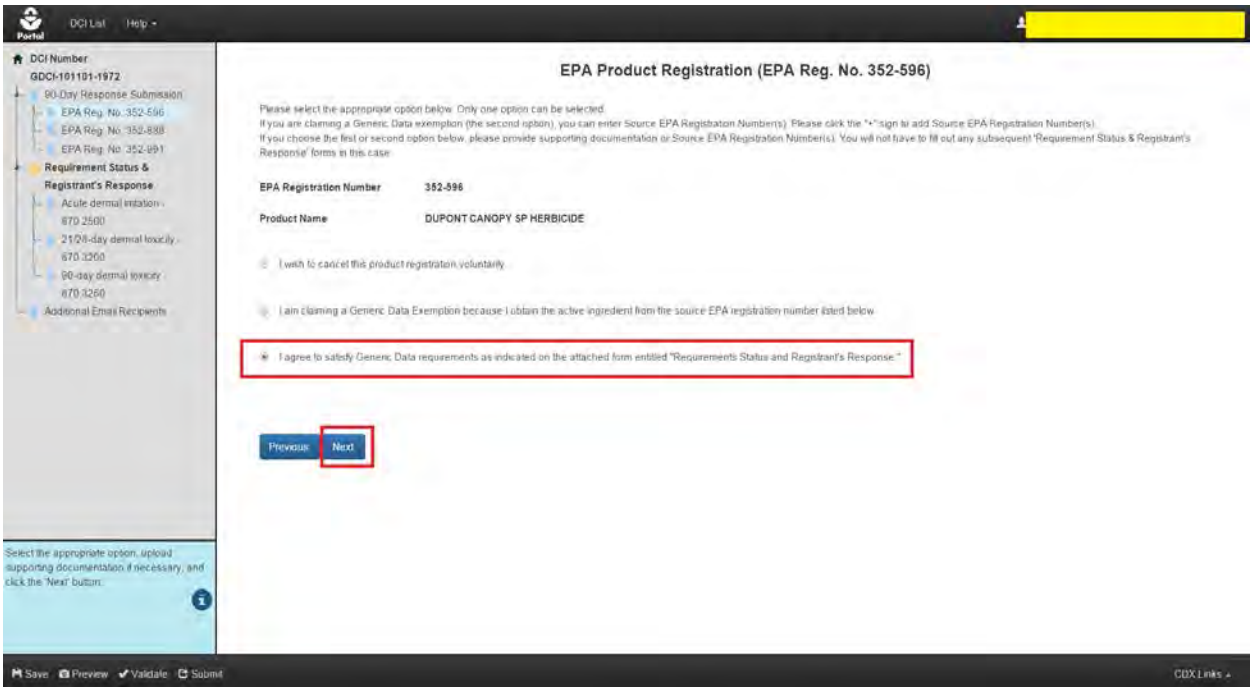

Exhibit 12-12: GDCI Agree to Satisfy Data Requirements

Navigation: After selecting this option, click the 'Next' button to respond to the other registration numbers (if any).

Note: If an option has been selected for all EPA Registration Numbers, click the 'Next' button to proceed to the 'Requirement Status & Registrant's Response' section (**Section 12.4.3**).

Important: Your responses to the guidelines in the 'Requirement Status & Registrant's Response' section will only apply to the EPA Registration Numbers for which you agreed to satisfy the Generic Data requirements (third radio button). If you select the first or second radio button for **ALL** EPA Product Registration Numbers, you will not have to fill out responses for any of the guidelines. In this case, a gray strikethrough line will appear in the navigation tree and red text will appear on the guideline pages. See Exhibit 12-13 below for reference.

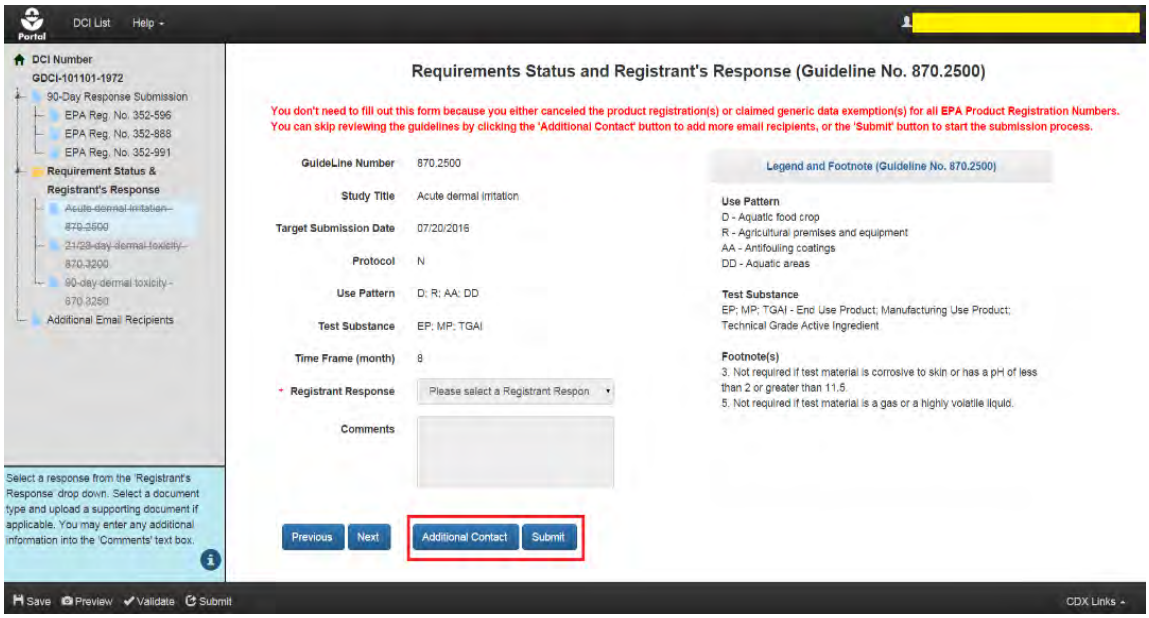

Exhibit 12-13: GDCI Response to Guidelines Not Needed

Navigation: Since no guidelines require a response, you may click the 'Additional Contact' button to specify additional email recipients for DCI email updates, or the 'Submit' button to begin the submission process.

12.4.3 GDCI Requirements Status and Registrant's Response Screen

This screen contains information about a Guideline Number within the DCI. On this screen, you may choose a response from the 'Registrant Response' dropdown. After selecting a response, additional fields or a document upload section may appear so that you can submit data to support your response. You may also enter comments about the response into the 'Comments' text box. You must respond to all guidelines before submitting the 90-Day Response.

The following information is displayed on the 'Requirements Status and Registrant's Response' screen:

- **GuideLine Number:** The Guideline Number associated with the DCI. This field is not editable.
- **Study Title**: The study associated with the guideline. This field is not editable.
- **Target Submission Date:** The targeted date for submission. This field is not editable.
- **Protocol:** The protocol for the guideline. This field is not editable.
- **Use Pattern:** The use pattern for the guideline. This field is not editable.
- **Test Substance:** The test substance for the guideline. This field is not editable.
- **Time Frame (month):** The time frame for the guideline. This field is not editable.

You may select a response for the guideline via the ‘Registrant Response’ drop down. You can also copy a response to all guidelines within a DCI by clicking the blue icon next to the ‘Registrant Response’ drop down and clicking ‘OK’ in the pop-up window. This will ensure that all guidelines have the selected response applied to them. You can later change the response for the affected guidelines if you wish. See Exhibit 12-14 below.

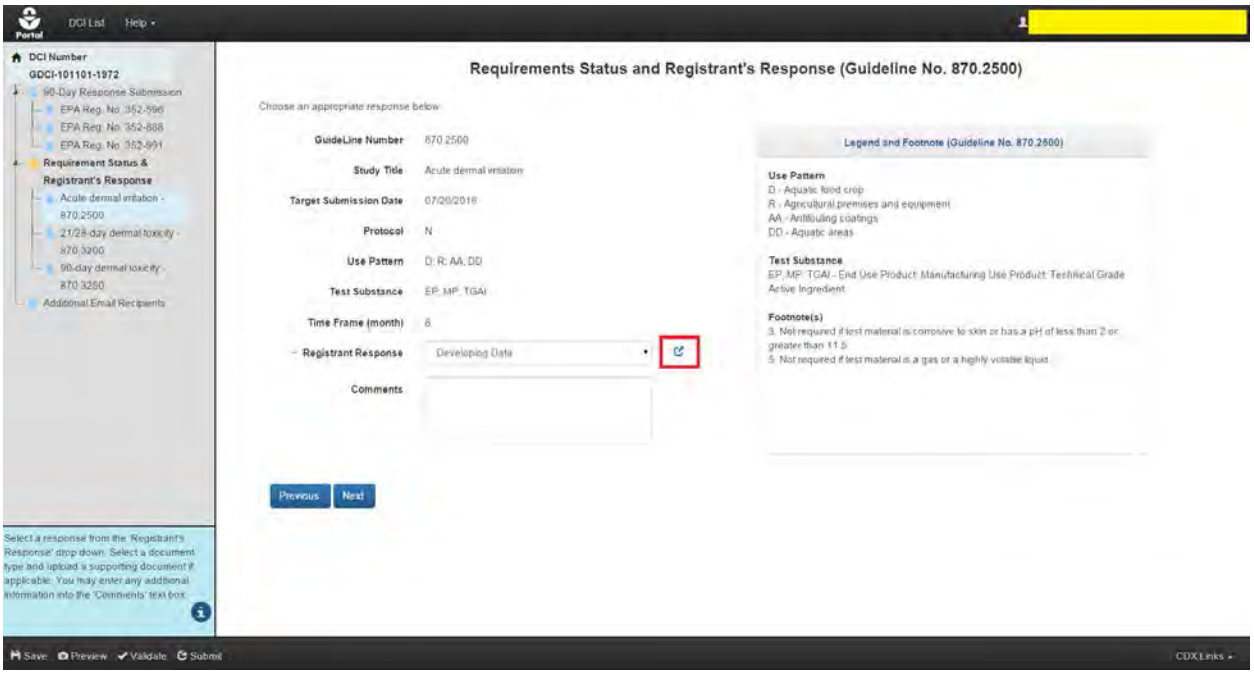

Exhibit 12-14: ‘Copy Response Code to Other Guidelines’ Button

The possible responses for ‘Registrant Response’ are:

- **Developing Data:** Selecting this response indicates that you will provide study data at a later date. There is no document upload or data required as part of the 90-Day Response submission for this response. If you choose ‘Developing Data,’ you can click ‘Next’ to proceed to the next guideline.
- **Agreement to Cost Share:** This response requires at least one ‘General Correspondence’ document upload. When selecting a response that requires a file upload, there are two radio buttons available. The ‘Add New Document’ radio button should be used when you want to upload a new document to the response. Click the ‘Add New Document’ radio button. The document types are as follows:
    - Form
        - Form 8570-32 Certification of Attempt to Enter into an Agreement with other Registrants for Development of Data.
    - Correspondence
        - General Correspondences

Select the ‘Correspondence’ document type and the ‘General Correspondences’ subtype. Enter any comments if necessary. Upload a document via the ‘Browse…’ button. Click the ‘Save’ button. The uploaded document will appear in the documents table in the center of the screen. You may delete an uploaded document by clicking the red ‘Delete’ icon in the ‘Action(s)’ column. After uploading a document, you will not be able to change your ‘Registrant Response’ selection. You will have to delete all uploaded documents before you can change your response. See Exhibit 12-15 below.

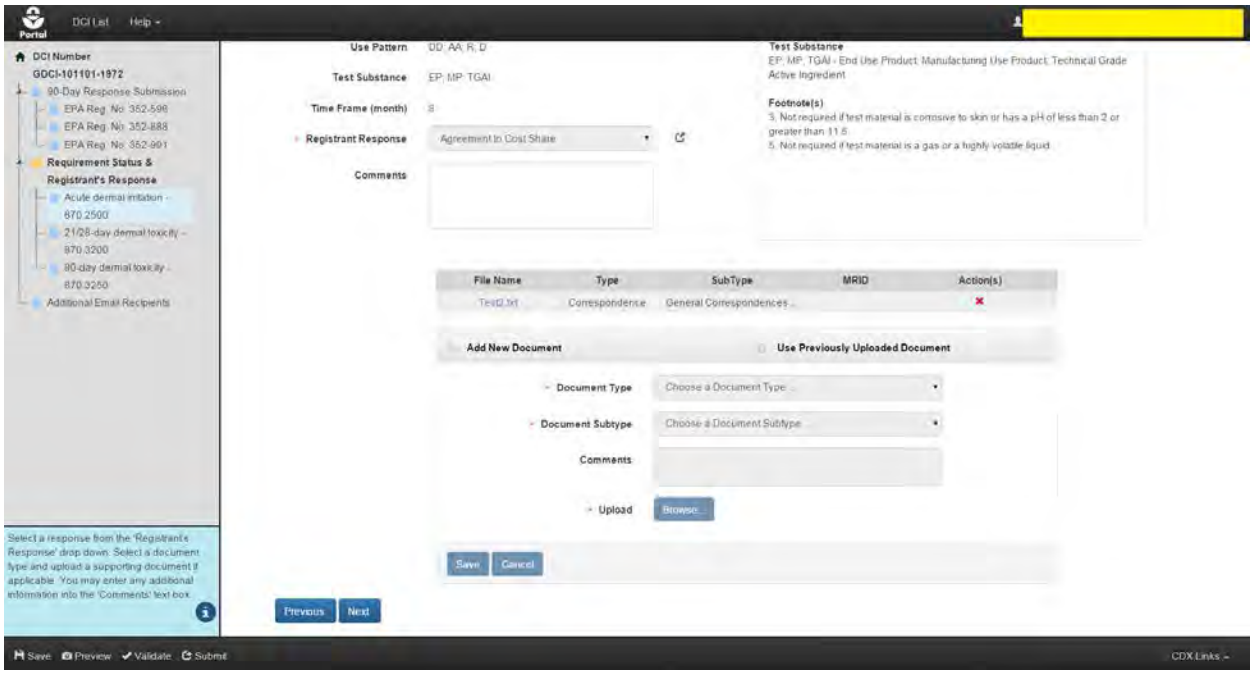

Exhibit 12-15: Agreement to Cost Share

Navigation: Click the ‘Add New Document’ radio button. Select a document type and subtype and upload a document via the ‘Browse…’ button. Click the ‘Save’ button and click ‘Next’ if you are finished uploading documents to the response. Clicking ‘Next’ will navigate you to the next guideline in the DCI.

The ‘Use Previously Uploaded Document’ radio button allows you to reference a document that has already been uploaded so that it does not have to be uploaded again. Your response codes must match between guidelines if you want to reuse documents. After selecting the ‘Use Previously Uploaded Document’ radio button, a drop down list of uploaded files will appear within the file upload section. Simply select the document you would like to reuse from the ‘Uploaded Documents’ section and click the ‘Reuse’ button. The referenced document will appear in the documents table. You may remove the reference to an uploaded document by clicking the yellow icon in the ‘Action(s)’ column. See Exhibit 12-16 and Exhibit 12-17 below.

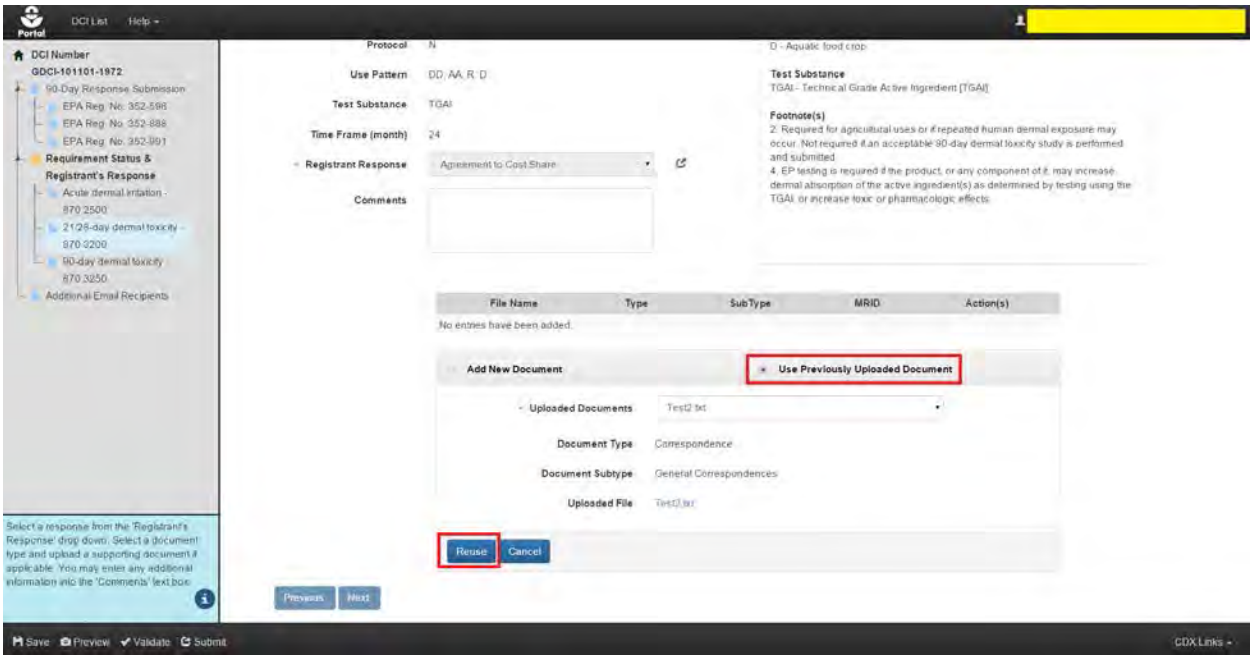

Exhibit 12-16: Reuse Document Option

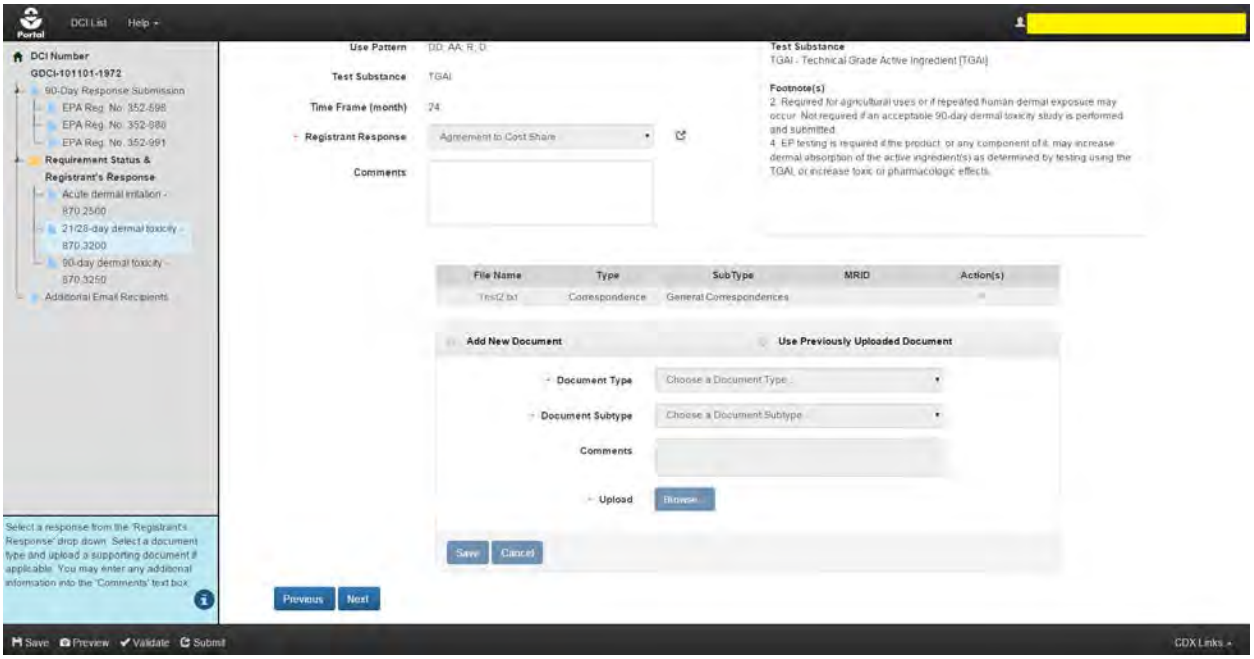

Exhibit 12-17: Reused Document in the Documents Table

Navigation: Click the 'Use Previously Uploaded Document' radio button. If any documents are available for reuse, select the appropriate document from the 'Uploaded Documents' drop down. If no documents are available for reuse, you will get an appropriate message. Click the

'Reuse' button and click 'Next' if you are finished uploading documents to the response. Clicking 'Next' will navigate you to the next guideline in the DCI.

- **Offer to Cost Share:** This response requires at least one 'General Correspondence' and one 'Form 8570-32 (Certification of Attempt to Enter into an Agreement with other Registrants for Development of Data)' document upload. This response has the same document types as 'Agreement to Cost Share.' Upload the necessary documents and click the 'Next' button to proceed to the next guideline.
- **Submitting Existing Data:** This response allows you to upload study documents. It features the standard file upload feature, but also allows you to enter an MRID for your study via the 'MRID' field. For assistance with generating a root MRID, please refer to **Section 4**. The document types are as follows:
    - Study
        - Data Entry Spreadsheet Template (DEST)
        - Data Waiver Request
        - Protocol
        - Study
        - Study Profile
        - Supplemental Study Data
        - Transmittal Document
        - Water Monitoring Data

Upload all necessary documents and click the 'Next' button to proceed to the next guideline. See Exhibit 12-18.

Note: The MRIDs you enter will be validated during submission or when you press the 'Validate' button within the application footer.

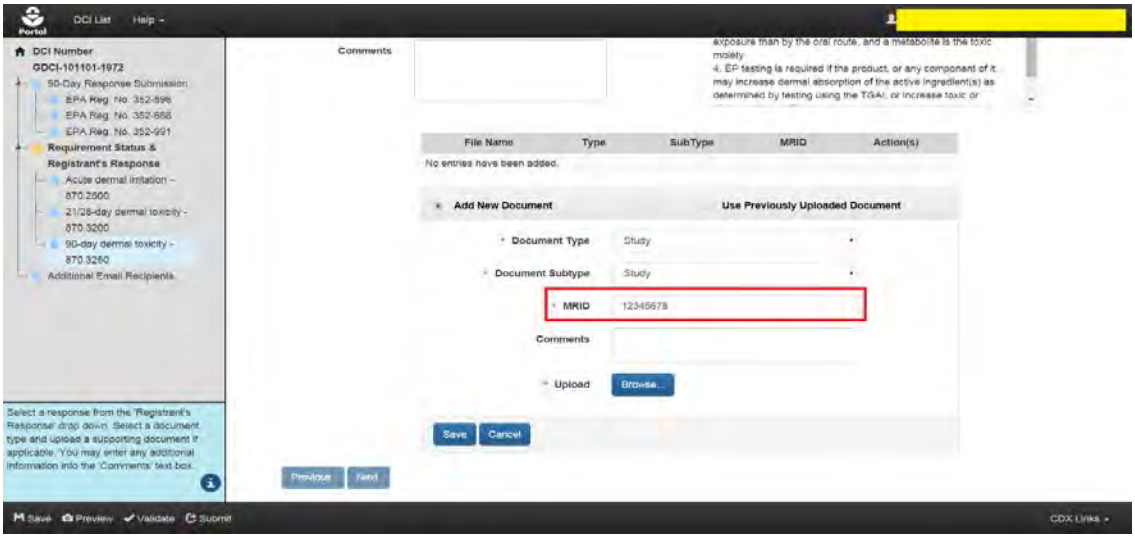

Exhibit 12-18: Submitting Existing Data

Navigation: Upload all necessary documents, enter MRIDs, and click the 'Next' button to proceed to the next guideline.

- **Upgrading a Study:** This response allows you to upload study documents. It features the standard file upload feature, but also allows you to enter an MRID for your study via the 'MRID' field. For assistance with generating a root MRID, please refer to **Section 4**. This response has the same document types and features as the 'Submitting Existing Data' response.
- **Citing a Study:** This response allows you to cite studies. It features an 'MRID Number' field so that you may enter the MRID of the studies you are citing. You can click the 'Cite an additional MRID Number' link to cite multiple studies. You can also delete MRIDs by clicking the red 'Delete' icon next to the 'MRID Number.' See Exhibit 12-19 below.

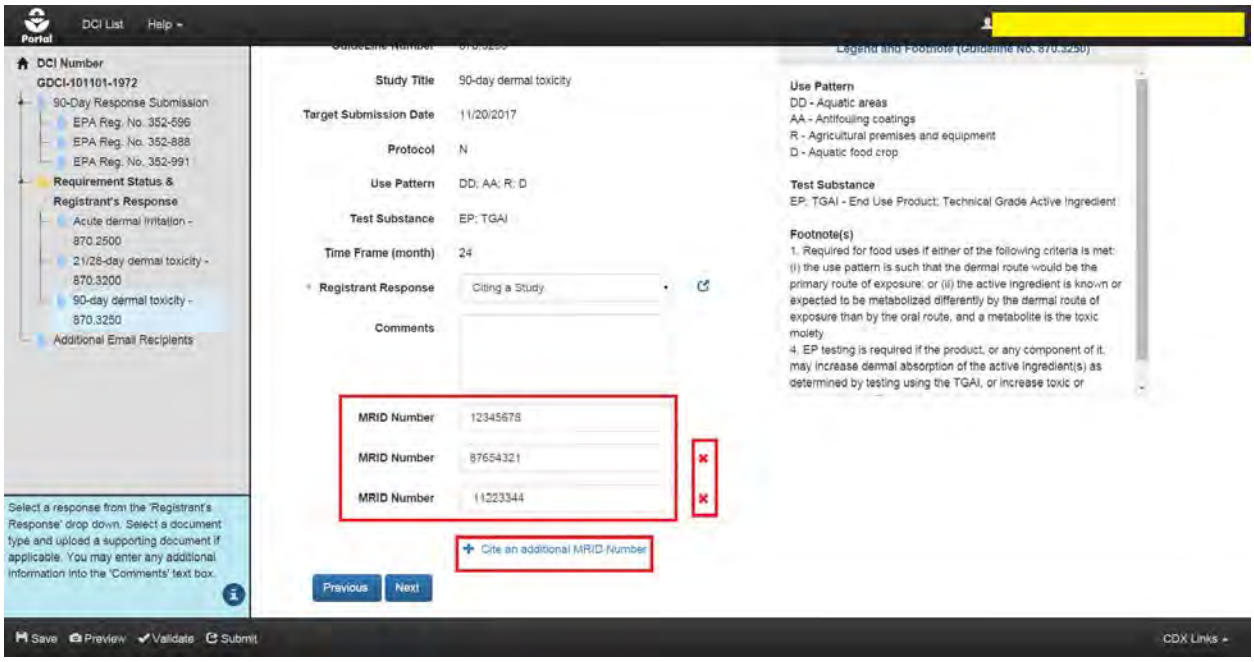

Exhibit 12-19: Citing a Study

Navigation: Enter the necessary MRIDs and click the 'Next' button to proceed to the next guideline.

- **Deleting Uses:** This response features the same file upload feature found in other responses. The document type and subtype are as follows:
    - Label
        - Draft

Upload the necessary documents and click the 'Next' button to proceed to the next guideline.

- **Low Volume/Minor Use Waiver Request:** This response features the same file upload feature found in other responses. The document type and subtype are as follows:
    - Correspondence

- Waiver Request

Upload the necessary documents and click the ‘Next’ button to proceed to the next guideline.

- **Waiver Request:** This response features the same file upload feature found in other responses. The document type and subtype is the same as the ‘Low Volume/Minor Use Waiver Request’ response. Upload the necessary documents and click the ‘Next’ button to proceed to the next guideline.

12.4.4 Additional Email Recipients and GDCI Submission Process

After all guidelines have been responded to, you may indicate additional email recipients on the ‘Additional Email Recipients’ screen. This screen allows you to indicate additional email addresses to which DCI notification emails will be sent. By default, these emails are only sent to the PSP account that performs the submissions. These emails will inform the recipients when 90-Day Responses and Data Submissions are submitted to OPP.

Click the ‘Add a new email address’ link. An ‘Email Address’ text field will appear. Enter the email address of the desired recipient. If you would like to add more than one email address, click the 'Add a new email address’ link as many times as necessary. You can use the red ‘x’ icon in order to delete entered addresses.

Once you are finished entering email addresses, click the ‘Submit’ button to begin the submission process. Press ‘OK’ in the pop-up that appears. See Exhibit 12-20 below.

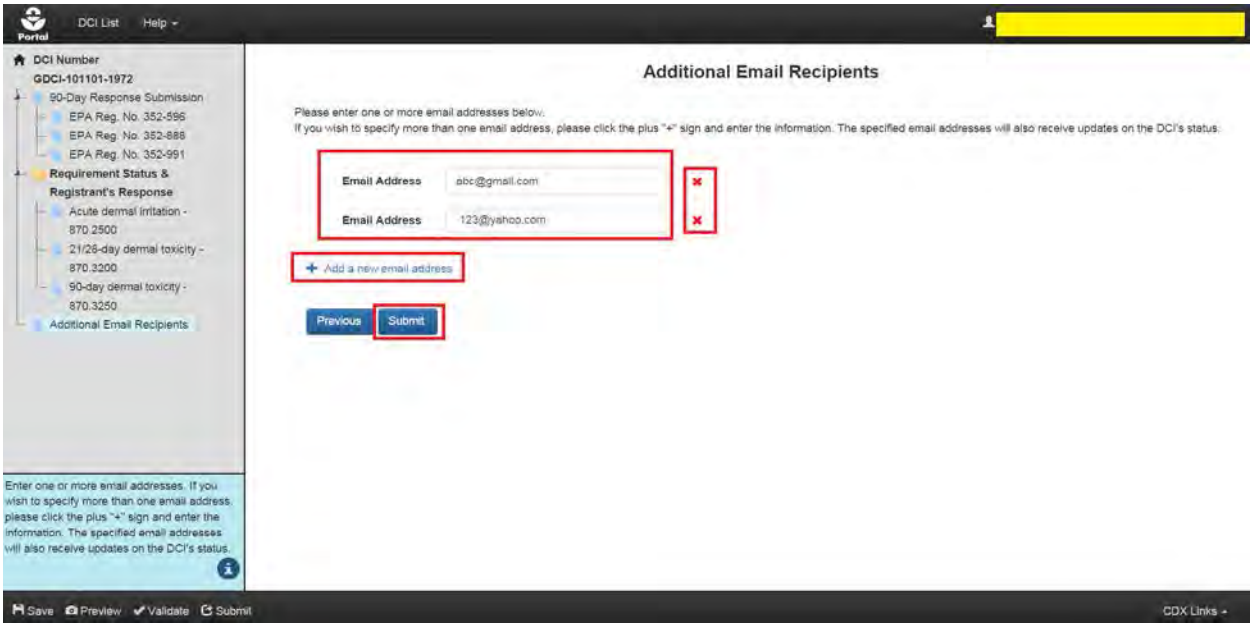

Exhibit 12-20: Additional Email Recipients

Please refer to **Section 10** for assistance with the submission process. After you have successfully submitted the DCI, you will be navigated back to the 'DCI List' screen. Your submitted DCI will have a status of 'In Transmission.'

Important: You will be able to submit data once your DCI '90-Day Response' status changes to 'Successfully Transmitted to OPP.' See Exhibit 12-21 below.

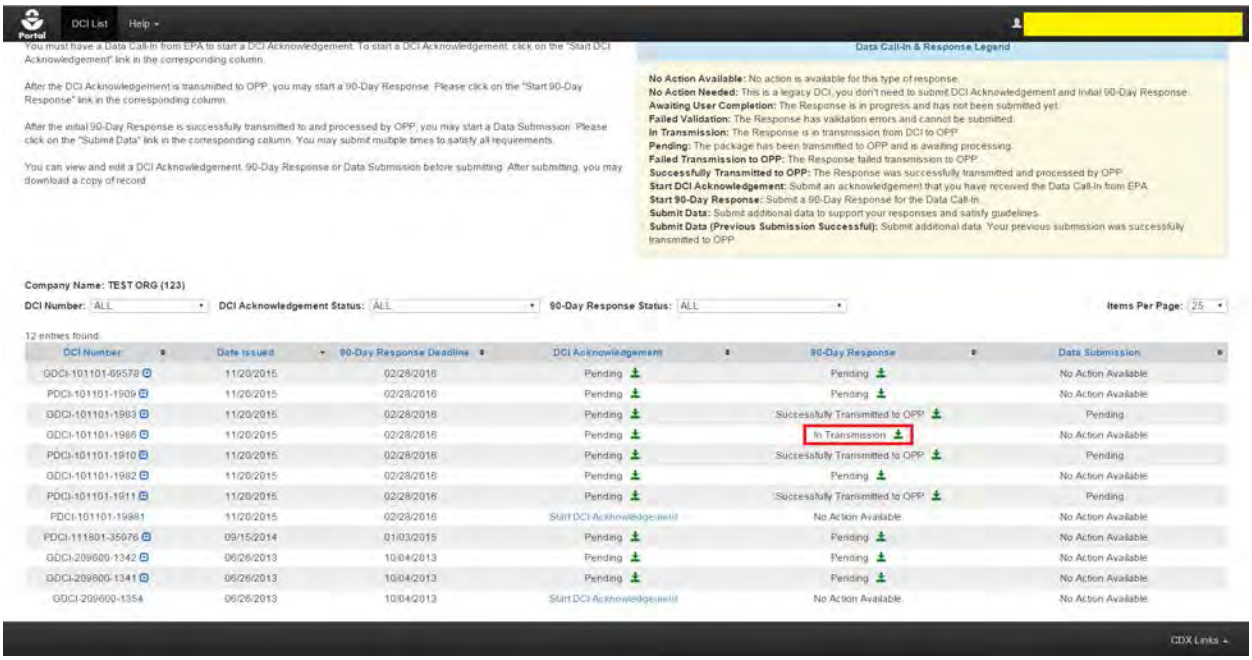

Exhibit 12-21: DCI List After Submission

In addition, you will receive an email stating that your 90-Day Response Submission was successfully transmitted to OPP. An example of this email is seen below in Exhibit 12-22.

Your 90-Day Response Submission (GDCI-101101-1972) has been successfully transmitted to OPP and is awaiting processing. Your tracking number is CDX_DCI_2016_000003.

Below are the guideline(s) included in this response:
Acute dermal irritation - 870.2500
21/28-day dermal toxicity - 870.3200
90-day dermal toxicity - 870.3250

Once your 90-Day Response is processed by OPP, you can start additional data submission.

Company Name: TEST ORG
Company Number: 123

If you have questions concerning this message, you may contact the CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on (888) 890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Homepage
https://cdx.epa.gov

United States Environmental Protection Agency - Central Data Exchange

Exhibit 12-22: GDCI 90-Day Response Email Notification

12.5 PDCI 90-Day Response

The following sections detail the process of completing and submitting a PDCI 90-Day Response. PDCIs may contain multiple EPA Registration Numbers. Unlike GDCIs, the guidelines are grouped under each EPA Registration Number. This allows you to respond to the guidelines differently based on the EPA Registration Number provided.

If you choose to cancel a product registration, you will not have to fill out any of the guidelines associated with that registration. However, the other product registrations and their guidelines will remain unaffected. Please refer to the subsequent PDCI sections for more details.

12.5.1 PDCI 90-Day Response Submission Screen

After clicking the 'Start 90-Day Response' link, you will be navigated to the '90-Day Response Submission' screen. This screen contains summary information about the DCI. You can also upload DCI-level documents on this screen. A navigation tree is also present, pictured below in Exhibit 12-23.

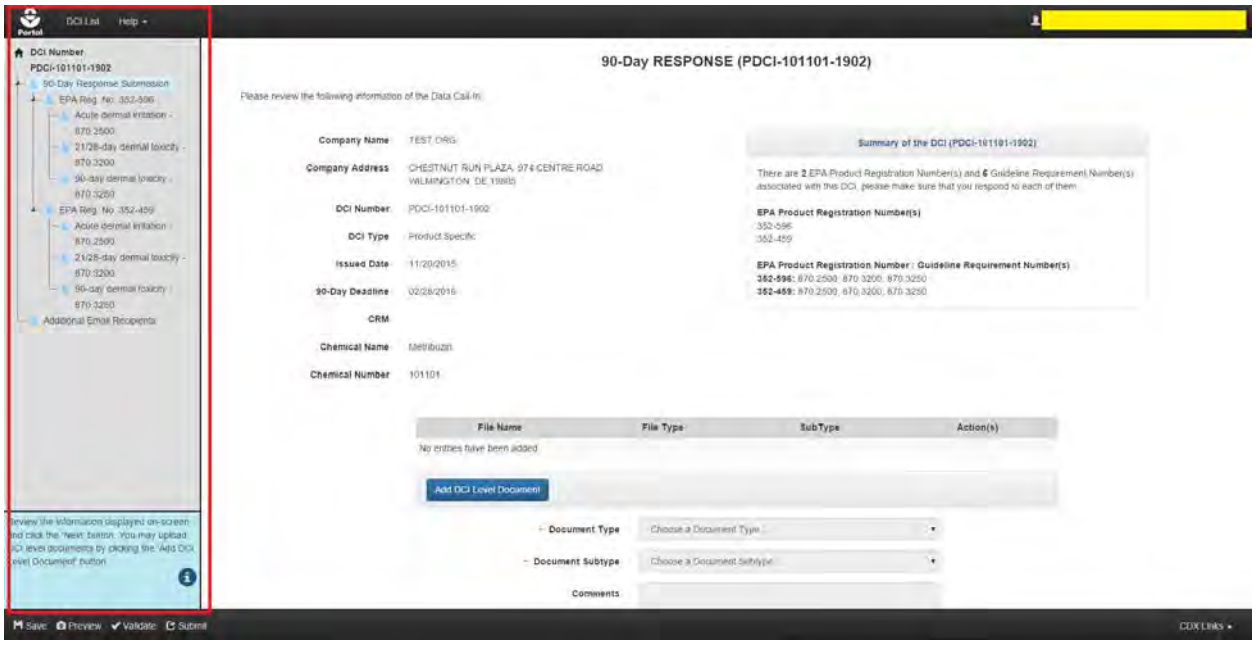

Exhibit 12-23: PDCI Navigation Tree

Since the '90-Day Response Submission' screen is the same for both GDCIs and PDCIs, please refer to **Section 12.4.1** for a detailed description of the items on this page.

Navigation: Review the displayed information and upload DCI level documents if desired. Click the 'Next' button.

Note: For information about the ‘Save,’ ‘Preview,’ ‘Validate,’ and ‘Submit’ buttons in the Application Footer, proceed to **Section 5.4**. Otherwise, proceed to the next section.

12.5.2 PDCI EPA Product Registration Screen

This screen contains basic information about an EPA Registration Number. On this screen, you may choose one of three radio button options. Select a radio button option for each EPA Registration Number (if more than one) before proceeding to the ‘Requirement Status & Registrant Response’ section.

The following information is displayed on the ‘EPA Product Registration’ screen:

- **EPA Registration Number:** The EPA Registration Number associated with the DCI. This field is not editable.
- **Product Name:** The Name of the product associated with the DCI. This field is not editable.

The following radio button options are available:

- **I wish to cancel this product registration voluntarily:** Selecting this option will cause a file upload section to appear.

  Exhibit 12-24 below demonstrates this selection. A document must be uploaded to support the cancellation. Click the ‘Add Document’ button, choose a ‘Document Type’ and ‘Subtype’ and upload a document via the ‘Browse…’ button. Any uploaded documents will appear in the documents table in the center of the screen. You can delete added documents by pressing the red ‘Delete’ icon in the ‘Action(s)’ column. The document types are as follows:

  - Correspondence
    - Company Letter
    - General Correspondences

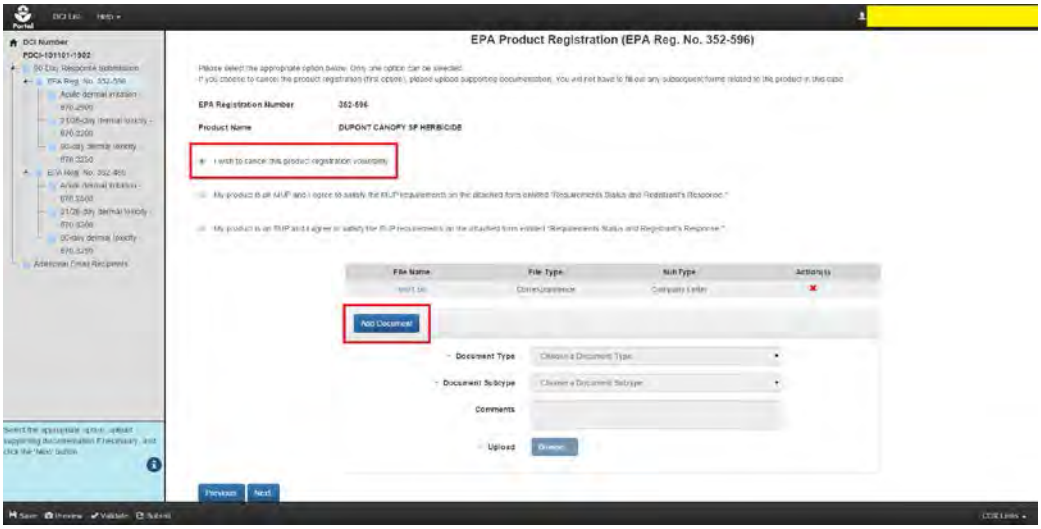

Exhibit 12-24: PDCI Voluntary Cancellation

Navigation: Upload a supporting document and click the ‘Next’ button.

Important: Selecting this option means that you will not have to respond to any of the guidelines grouped under that specific EPA Product Registration Number. A gray strikethrough line will appear in the navigation tree and red text will appear on the associated guideline pages. See Exhibit 12-25 below for reference.

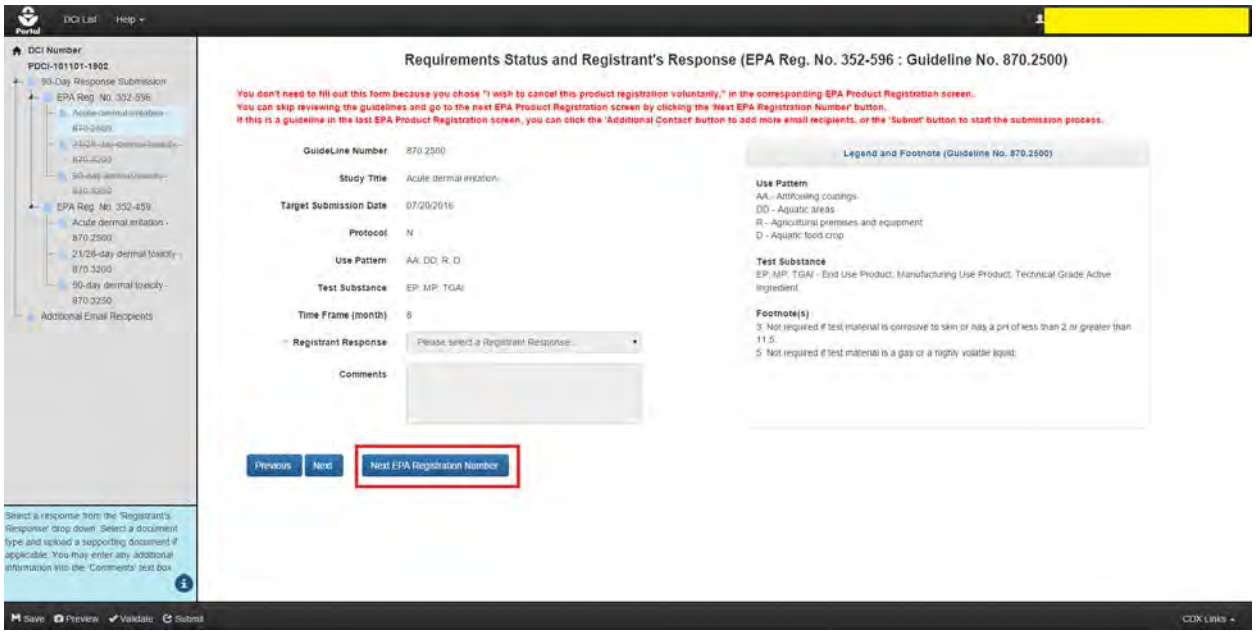

Exhibit 12-25: PDCI Response to Guidelines Not Needed

Navigation: Since no guidelines under this EPA Production Registration Number require a response, you may click the ‘Next EPA Registration Number’ button to proceed to the next registration number.

- **My product is an MUP and I agree to satisfy the MUP requirements on the attached form entitled “Requirements Status and Registrant’s Response:** Selecting this option requires no additional data. Exhibit 12-26 below demonstrates this selection. After selecting this option, click the ‘Next’ button; you can continue navigating through the DCI.
- **My product is an EUP and I agree to satisfy the EUP requirements on the attached form entitled “Requirements Status and Registrant’s Response:** Selecting this option requires no additional data. Exhibit 12-26 below demonstrates this selection. After selecting this option, click the ‘Next’ button; you can continue navigating through the DCI.

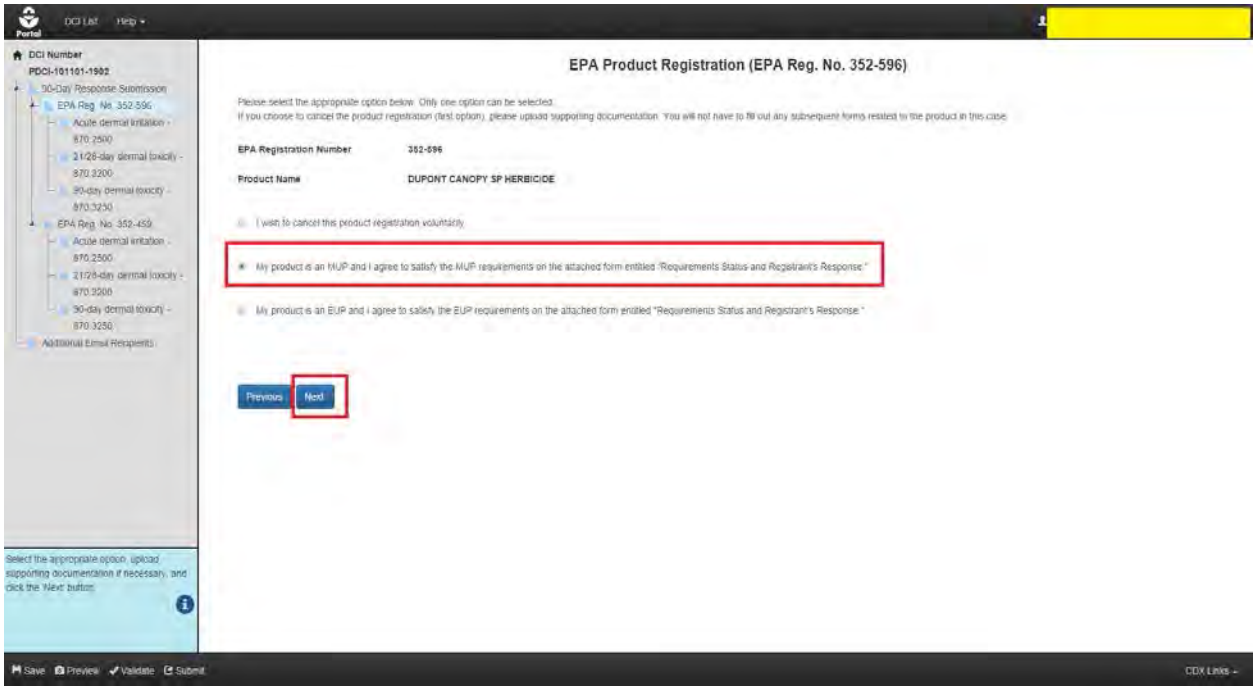

Exhibit 12-26: MUP Option

Navigation: After selecting this option, click the 'Next' button to respond to the guidelines within the DCI as seen below in Exhibit 12-27.

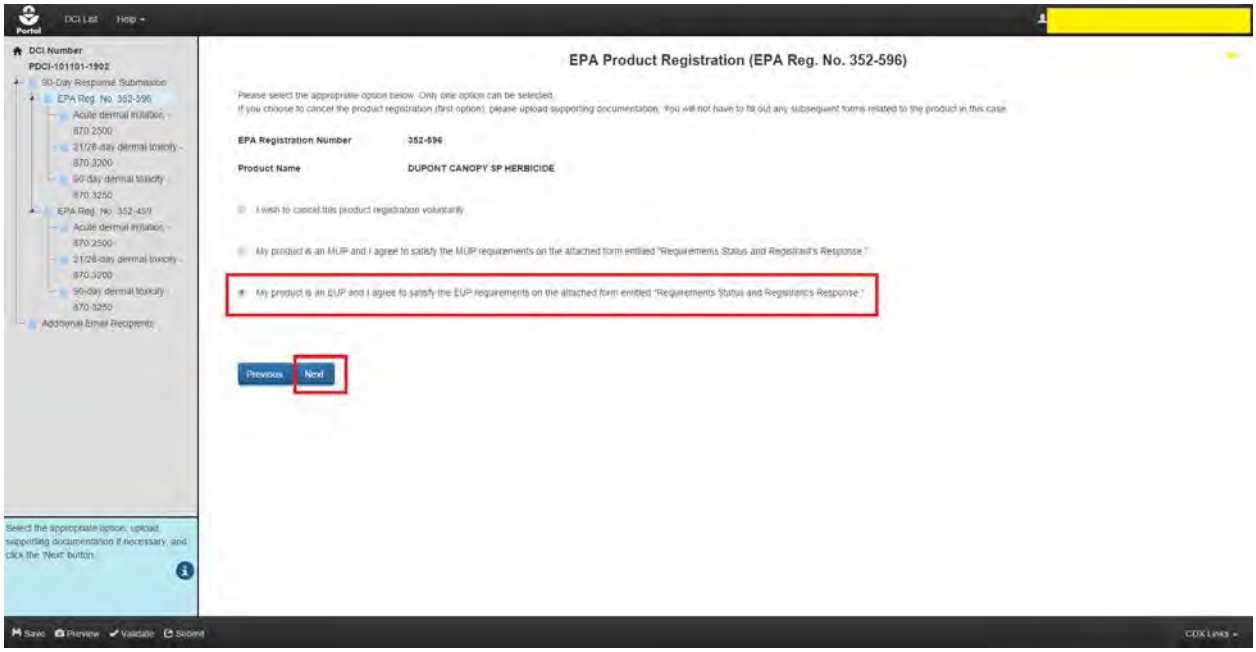

Exhibit 12-27: EUP Option

Navigation: After selecting this option, click the 'Next' button to respond to the guidelines within the DCI.

12.5.3 PDCI Requirements Status and Registrant's Response Screen

This screen contains information about a Guideline Number within the DCI. On this screen, you may choose a response from the 'Registrant Response' dropdown. After selecting a response, additional fields or a document upload section may appear so that you can submit data to support your response. You may also enter comments about the response into the 'Comments' text box. You must respond to all guidelines before submitting the 90-Day Response.

The following information is displayed on the 'Requirements Status and Registrant's Response' screen:

- **GuideLine Number:** The Guideline Number associated with the DCI. This field is not editable.
- **Study Title**: The study associated with the guideline. This field is not editable.
- **Target Submission Date:** The targeted date for submission. This field is not editable.
- **Protocol:** The protocol for the guideline. This field is not editable.
- **Use Pattern:** The use pattern for the guideline. This field is not editable.
- **Test Substance:** The test substance for the guideline. This field is not editable.
- **Time Frame (month):** The time frame for the guideline. This field is not editable.

You may select a response for the guideline via the 'Registrant Response' drop down. You may also copy a response to all guidelines under that EPA Product Registration Number by clicking the blue icon next to the 'Registrant Response' drop down and clicking 'OK' in the pop-up window. Please note that this will only copy the response to the guidelines grouped under that particular EPA Product Registration Number. This will ensure that all guidelines under a specific registration number have the selected response applied to them. You can later change the response for the affected guidelines if you wish. See Exhibit 12-14 in the GDCI section above for reference.

The possible responses for 'Registrant Response' are:

- **Developing Data:** Selecting this response indicates that you will provide study data at a later date. There is no document upload or data required as part of 90-Day Response submission for this response. If you choose 'Developing Data,' you can click 'Next' to proceed to the next guideline.
- **Agreement to Cost Share:** This response requires at least one 'General Correspondence' document upload. When selecting a response that requires a file upload, there are two radio buttons available. The 'Add New Document' radio button should be used when you want to upload a new document to the response. Click the 'Add New Document' radio button. The document types are as follows:
    - Form

        - Form 8570-32 Certification of Attempt to Enter into an Agreement with other Registrants for Development of Data.
    - Correspondence
        - General Correspondences

Select the 'Correspondence' document type and the 'General Correspondences' subtype. Enter any comments if necessary. Upload a document via the 'Browse…' button. Click the 'Save' button. The uploaded document will appear in the documents table in the center of the screen. You may delete an uploaded document by clicking the red 'Delete' icon in the 'Action(s)' column. After uploading a document, you will not be able to change your 'Registrant Response' selection. You will have to delete all uploaded documents before you can change your response. See Exhibit 12-15 in the GDCI section above for an example. Exhibit 12-16 and Exhibit 12-17 above also detail the 'Use Previously Uploaded Document' radio button.

- **Offer to Cost Share:** This response requires at least one 'General Correspondence' and one 'Form 8570-32 (Certification of Attempt to Enter into an Agreement with other Registrants for Development of Data)' document upload. This response has the same document types as 'Agreement to Cost Share.' Upload the necessary documents and click the 'Next' button to proceed to the next guideline.
- **Submitting Existing Data:** This response allows you to upload study documents. It features the standard file upload feature, but also allows you to enter an MRID for your study via the 'MRID' field. For assistance with generating a root MRID, please refer to **Section 4**. The document types are as follows:
    - Study
        - Data Entry Spreadsheet Template (DEST)
        - Data Waiver Request
        - Protocol
        - Study
        - Study Profile
        - Supplemental Study Data
        - Transmittal Document
        - Water Monitoring Data

Upload all necessary documents and click the 'Next' button to proceed to the next guideline. See Exhibit 12-18 in the GDCI section above for reference.

Note: The MRIDs you enter will be validated during submission or when you press the 'Validate' button within the Application Footer.

- **Upgrading a Study:** This response allows you to upload study documents. It features the standard file upload feature, but also allows you to enter an MRID for your study via the 'MRID' field. For assistance with generating a root MRID, please refer to **Section 4**. This

response has the same document types and features as the ‘Submitting Existing Data’ response.

- **Citing a Study:** This response allows you to cite studies. It features an ‘MRID Number’ field so that you may enter the MRID of the studies you are citing. You can click the ‘Cite an additional MRID Number’ link to cite multiple studies. You can also delete MRIDs by clicking the red ‘Delete’ icon next to the MRID Number. See Exhibit 12-19 in the GDCI section above for reference.
- **Waiver Request:** This response features the standard file upload feature. The document type and subtype are as follows:
    - Correspondence
        - Waiver Request

Upload the necessary documents and click the ‘Next’ button to proceed to the next guideline.

- **Not Applicable:** This response features the standard file upload feature. The document type and subtype is the same as the ‘Waiver Request’ response. This response also features an ‘MRID’ field so that you may enter an MRID. Upload the necessary documents and click the ‘Next’ button to proceed to the next guideline.

12.5.4 Additional Email Recipients and GDCI Submission Process

After all guidelines have been responded to, you may indicate additional email recipients on the ‘Additional Email Recipients’ screen. This screen allows you to indicate additional email addresses to which DCI notification emails will be sent. By default, these emails are only sent to the PSP account that performs the submissions. These emails will inform the recipients when 90-Day Responses and Data Submissions are submitted to OPP.

Click the ‘Add a new email address’ link. An ‘Email Address’ text field will appear. Enter the email address of the desired recipient. If you would like to add more than one email address, click the 'Add a new email address’ link as many times as necessary. You can use the red ‘x’ icon in order to delete entered addresses.

Once you are finished entering email addresses, click the ‘Submit’ button to begin the submission process. Press ‘OK’ in the pop-up that appears. See Exhibit 12-20 in the GDCI section above for reference.

Please refer to **Section 10** for assistance with the submission process. After you have successfully submitted the DCI, you will be navigated back to the ‘DCI List’ screen. Your submitted DCI will have a status of ‘In Transmission.’ You will be able to submit data once your DCI status changes to ‘Successfully Transmitted to OPP.’ See Exhibit 12-21 in the GDCI section above for reference.

In addition, you will receive an email stating that your 90-Day Response Submission was successfully transmitted to OPP. An example of this email is seen below in Exhibit 12-22.

12.6 Submit Data

The ‘Submit Data’ feature of PSP allows you to submit additional documents after you have submitted a 90-Day Response. These additional documents will support previous responses and help satisfy guidelines. You may submit data at any point after submitting a 90-Day Response. The ‘Submit Data’ feature functions the same for both GDCIs and PDCIs.

Navigate to the ‘DCI List’ screen. Before you can submit data, the status of your 90-Day Response submission must be ‘Successfully Transmitted to OPP.’ Click the ‘Submit Data’ link in the ‘Data Submission’ column. See Exhibit 12-28 below for reference.

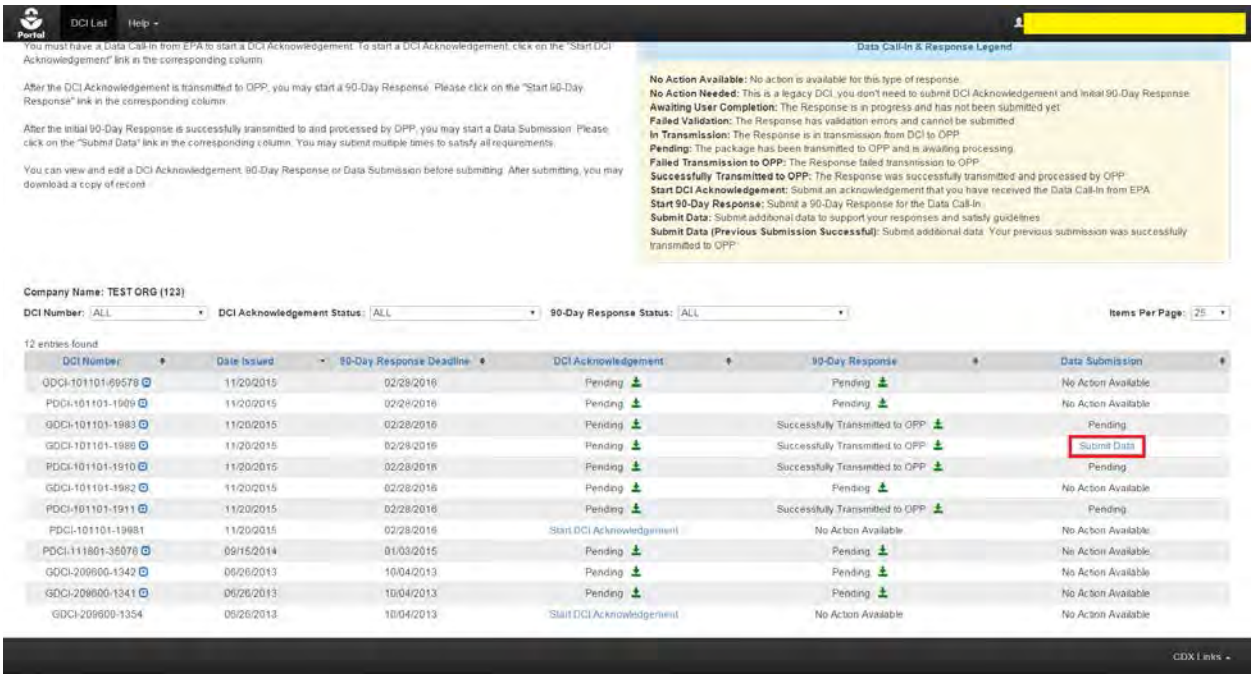

Exhibit 12-28: ‘Submit Data’ Link

Navigation: Click the ‘Submit Data’ link.

After clicking the ‘Submit Data’ link, you will be navigated to the ‘Enter Passphrase’ screen. Enter the passphrase that was used to encrypt your 90-Day Response submission. Refer to **Section 8.1** above if you need assistance with navigating this screen.

After entering the correct passphrase, you will be navigated to the ‘Data Submission’ screen. As seen in Exhibit 12-29 below, this is the same screen you were first navigated to when starting the 90-Day Response. Notice that your previous response to the first EPA Product Registration Number is saved; the guidelines are crossed out in the navigation tree.

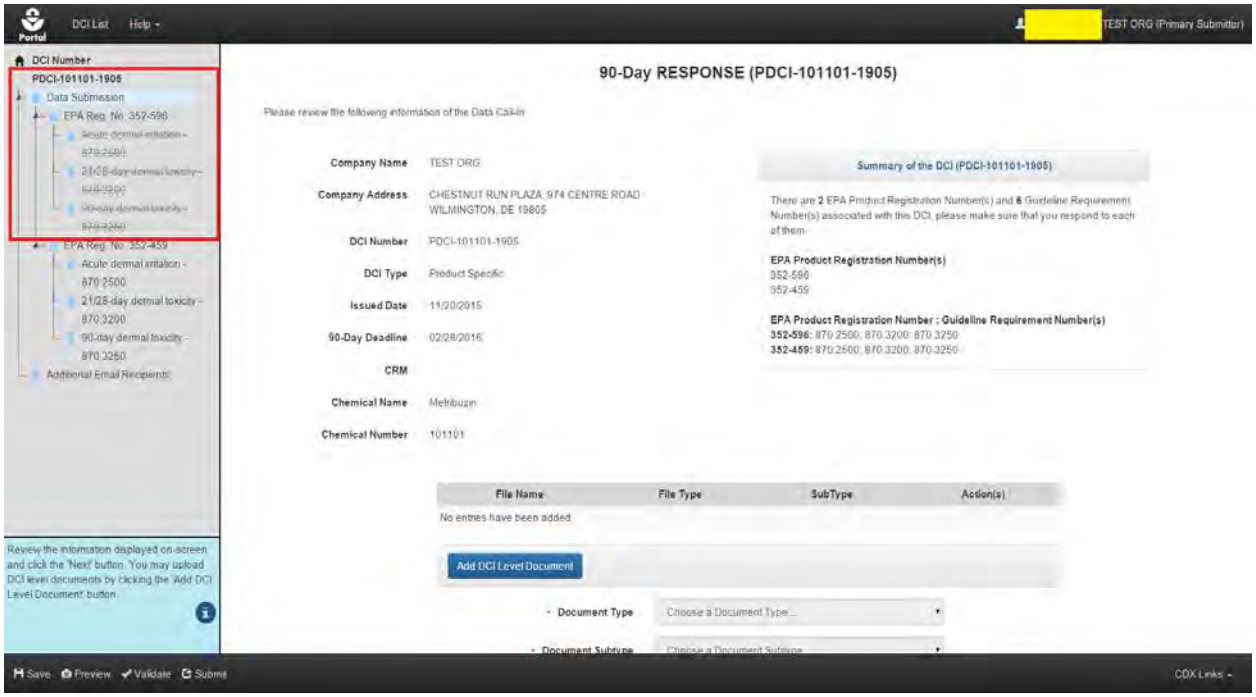

Exhibit 12-29: Data Submission Screen

Navigation: Add additional DCI Level Documents if desired by clicking the 'Add DCI Level Document' button. Proceed to the next set of guidelines to submit additional documents.

The 'Data Submission' portion of PSP allows you to re-enter your 90-Day Response and upload additional documents to satisfy guidelines. All previously entered data will be displayed. However, you will not be able to change any of your responses as seen in Exhibit 12-30 below. Any previously submitted documents will have a status of 'Previously Submitted' in the 'Action(s)' column. For assistance with uploading documents to a response, please refer to **Section 12.4.3** for GDCIs and **Section 12.5.3** for PDCIs.

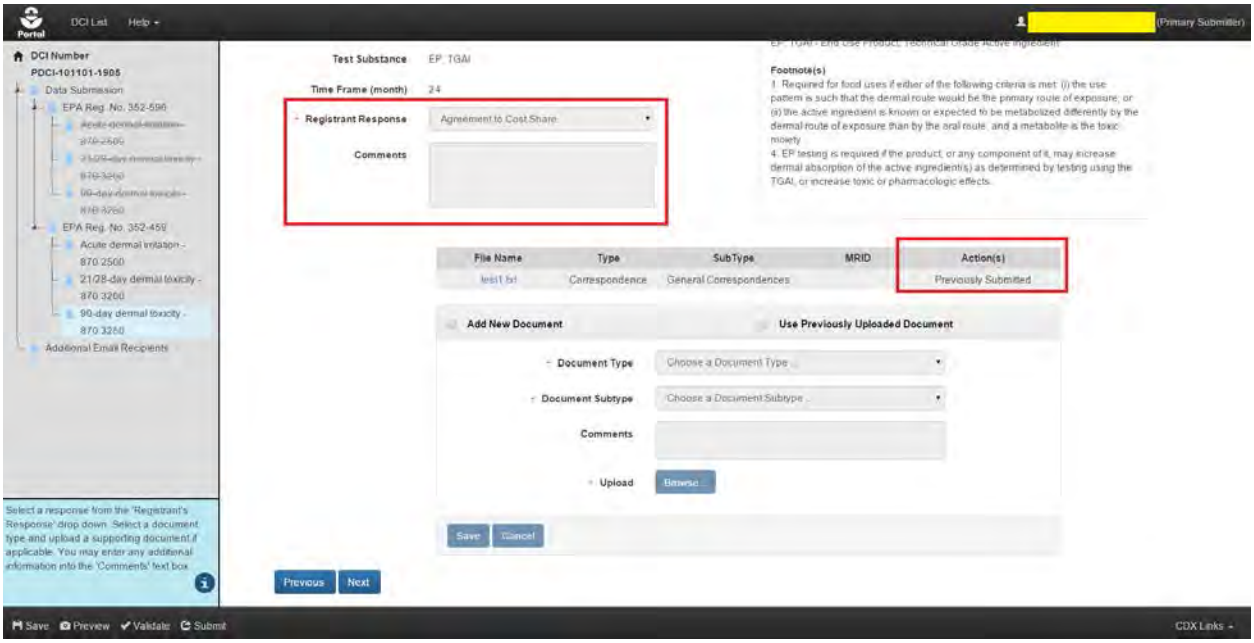

Exhibit 12-30: Data Submissions

Navigation: Upload any additional documents and click the ‘Next’ button.

The submission process for a Data Submission is the same as the 90-Day Response. Please refer to **Section 10** for assistance with the PSP submission process. When you successfully submit a Data Submission, the 90-Day Response copy of record is updated on the ‘DCI List’ screen. The copy of record is additive, it will show all the documents submitted as part of the 90-Day Response or subsequent Data Submissions. Please refer to **Section 12.7** for assistance with accessing the copy of record. You can make another data submission after your previous data submission successfully transfers to OPP. However, you will not be able to submit additional data until the status changes to ‘Submit Data (Previous Submission Successful).’ You can submit data as many times as is necessary to satisfy all guidelines. See Exhibit 12-31 below.

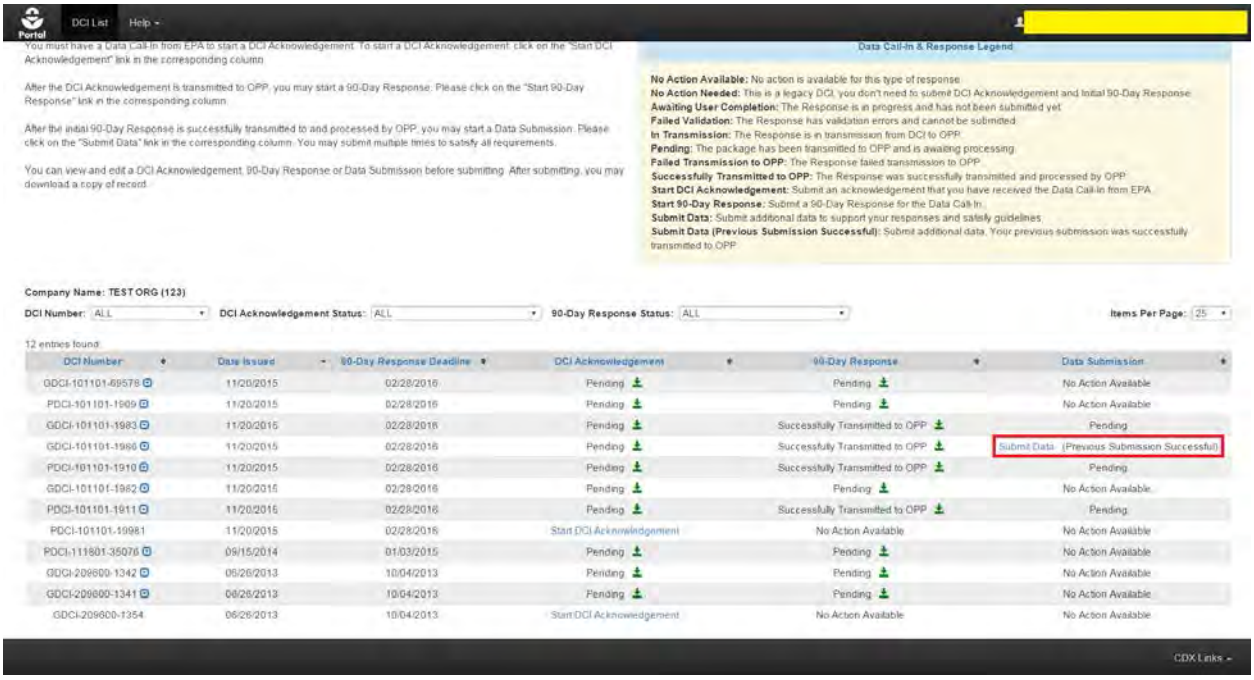

Exhibit 12-31: Submit Data (Previous Submission Successful)

Navigation: Click the ‘Submit Data (Previous Submission Successful)’ link to start another data submission. You can do this as many times as necessary until all guidelines are satisfied.

12.7 DCI Copy of Record

Once you submit a DCI Acknowledgement or 90-Day Response, you will have the ability to download a copy of record. To download a copy of record, click the green ‘Copy of Record’ icon in either the ‘DCI Acknowledgement’ or ’90-Day Response’ column on the ‘DCI List’ screen. See Exhibit 12-32 below for reference.

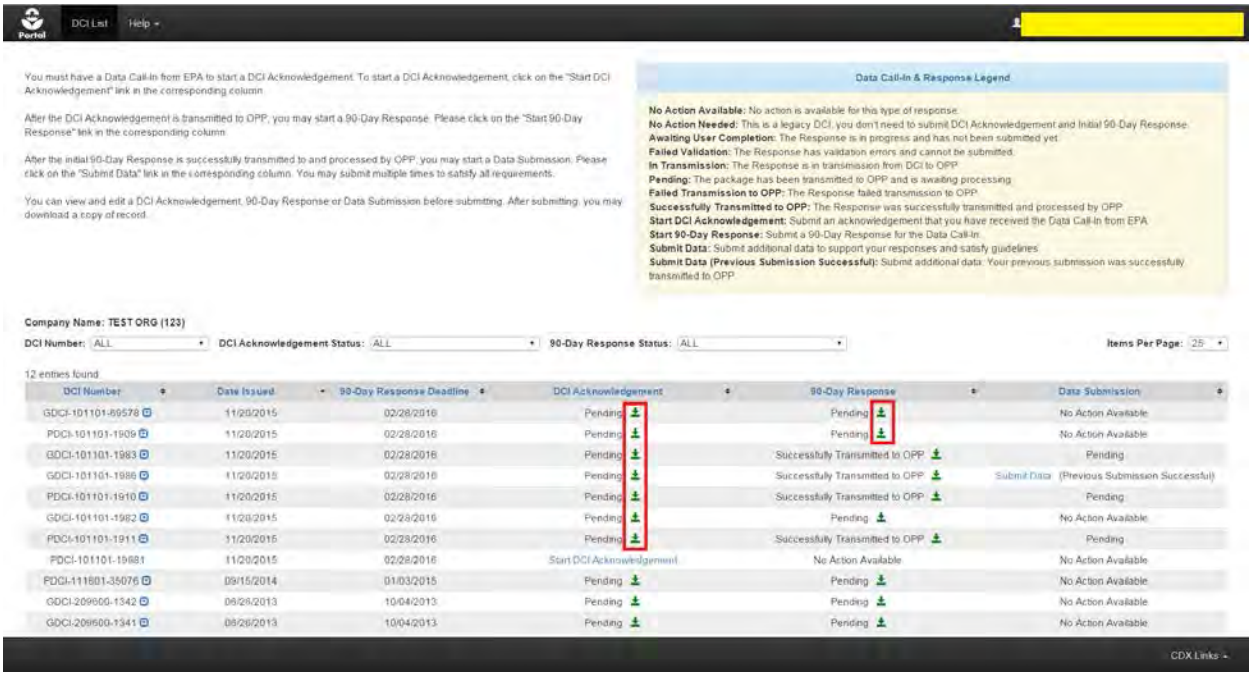

Exhibit 12-32: 'Copy of Record' Icons

Navigation: Click the green 'Copy of Record' icon in the 'DCI Acknowledgement or '90-Day Response' column.

After clicking the 'Copy of Record' icon, you will be navigated to the 'Cross-Media Electronic Reporting Regulation (CROMERR)' screen. You will have to enter the passphrase used to encrypt the submission, your CDX password, and the answer to one of your secret questions to see the copy of record. See Exhibit 12-33 below.

Exhibit 12-33: CROMERR Copy of Record Screen

Navigation: Enter the passphrase used to encrypt the submission, your CDX password, and the answer to one of your secret questions. Click the 'Next' button.

Note: Since DCI Acknowledgements do not require a passphrase, you will only have to enter your CDX password and the answer to one of your secret questions.

After entering all the requisite information, you will be navigated to the 'Copy of Record' screen as seen in Exhibit 12-34. Click the green 'Download Document' icon in the 'Action(s)' column to download a copy of record for your submitted documents. You may also download a PDF overview of your submission.

Exhibit 12-34: Copy of Record Screen

Navigation: Click the green 'Download Document' icons to download the associated documents.

13 Appendix A - Definitions, Acronyms, and Abbreviations

Acronym	Full Name
CBI	Confidential Business Information
CDX	Central Data Exchange
CoR	Copy of Record
CRM	Chemical Review Manager
DCI	Data Call-In
CROMERR	Cross-Media Electronic Reporting Regulation Security System
EPA	Environmental Protection Agency
IT	Information Technology
MRID	Master Record Identification Number
OPP	Office of Pesticide Programs
PDF	Portable Document Format
PRIA	Pesticide Registration Improvement Extension Act
PSP	Pesticide Submission Portal
SLN	Special Local Need
XML	Extensible Markup Language

14 Appendix B – Admin Number Information

Admin Number Information

The EPA Registration Number (Admin Number) is required on all pesticide products. The purpose of an Identification Number is to provide a unique product number for regular registrations, distributor registrations, Special Local Needs registrations, and Experimental Use Permits.

The EPA Registration Number indicates which company holds the registration for the pesticide product, and in which sequence the product was submitted to EPA by the company.

Refer to Exhibit 14-1 below for examples of Admin Numbers. Please note the following:

- CompanyNum = Company Number
- xxSEQxx = Sequence
- Seq = Sequence
- ParentRegNum means = Parent Regulatory Number
- EUP = Experimental Use Permit
- IN = Inert Ingredient Request
- PA = Pre-Application

Regulatory Action	Format	Examples
Product Registration – Section 3	CompanyNum-xxSEQxx	• 55050-1 • 334-165 • 334-ANA (Temporary File Symbol before the product is registered, see Exhibit 12-2)
Distributor Product	ParentRegNum-CompanyNum	• 2155-40-12319 • 3862-140-13103
Experimental Use Permit - Section 5	CompanyNum-EUP-xxSEQxx	• 44544-EUP-2 • 45054-EUP-1
Tolerance Petition	ParentRegNum-CompanyNum	• 3F1383 • 2G1214 • Possible 2nd characters: E,F,G,H,T - based on the Tolerance Petition type
Inert Ingredient Request	As given below 2nd character being E,F,G,H,T based on the tolerance petition type	• IN-10606 • IN-10559
Pre-Application	CompanyNumPASeq	• 2382PA1 • 54022PA16

Exhibit 14-1 Admin Number Examples

R	E	G	U	L	A	T	I	O	N
1	2	3	4	5	6	7	8	9	0

Exhibit 14-2 File Symbol