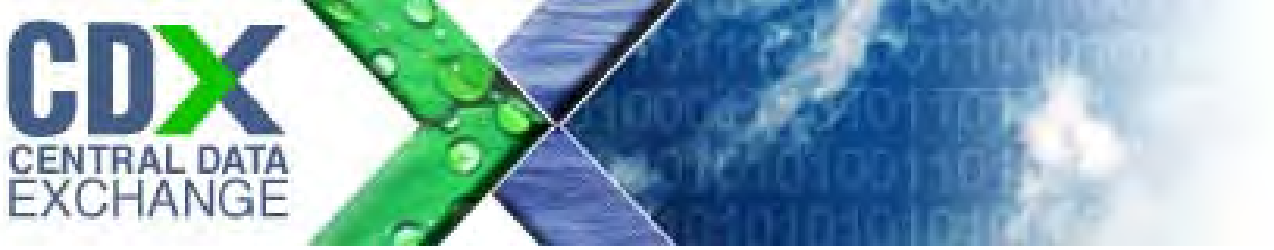

U.S. Environmental Protection Agency

Central Data Exchange

CSPP CDX Registration Guide

December 12, 2011

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1 Introduction

The Central Data Exchange (CDX) is a system used for many electronic environmental data submissions to the U.S. Environmental Protection Agency (EPA). CDX allows users submitting data to the EPA to register for the specific program of interest. This Registration Guide describes the registration process and information requirements associated with Submissions for the Chemical Safety and Pesticide Programs (CSPP).

Registration in the CDX CSPP program will allow you to submit information required by programs run by the Office of Chemical Safety and Pollution Prevention (OCSPP).

EPA is developing the ability for secure electronic submissions through CDX for a variety of OCSPP reporting requirements. The Chemical Data Reporting (CDR), Endocrine Disruptor Screening Program (EDSP), and Pre-Manufacture Notice (PMN) applications are a few examples of the types of submissions that are or will be available for electronic reporting through CDX.

More information about each of these EPA programs is available at the following websites:

- CDR: www.epa.gov/cdr
- EDSP: www.epa.gov/endo
- PMN: www.epa.gov/oppt/newchems
- CDX: www.epa.gov/cdx

2 System Requirements

In order to use CDX, the following is required:

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

2.1 Supported Browsers

- Internet Explorer 7 or above
  - 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
- Google Chrome
  - Go to the following link to download: http://www.google.com/chrome

2.2 Screen Resolution

Screen resolution should be set to 1024 x 768 or greater

3 CSPP User Registration Process

3.1 Overview

The CDX Web site is an application used by EPA programs and various stakeholders to manage environmental data transmitted to the EPA in order to meet EPA reporting requirements. As part of the CDX Web application, 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. The following sections describe the CDX Web user registration process for the following CSPP roles:

- Primary Authorized Official
- Primary Support
- Secondary Authorized Official
- Secondary Support

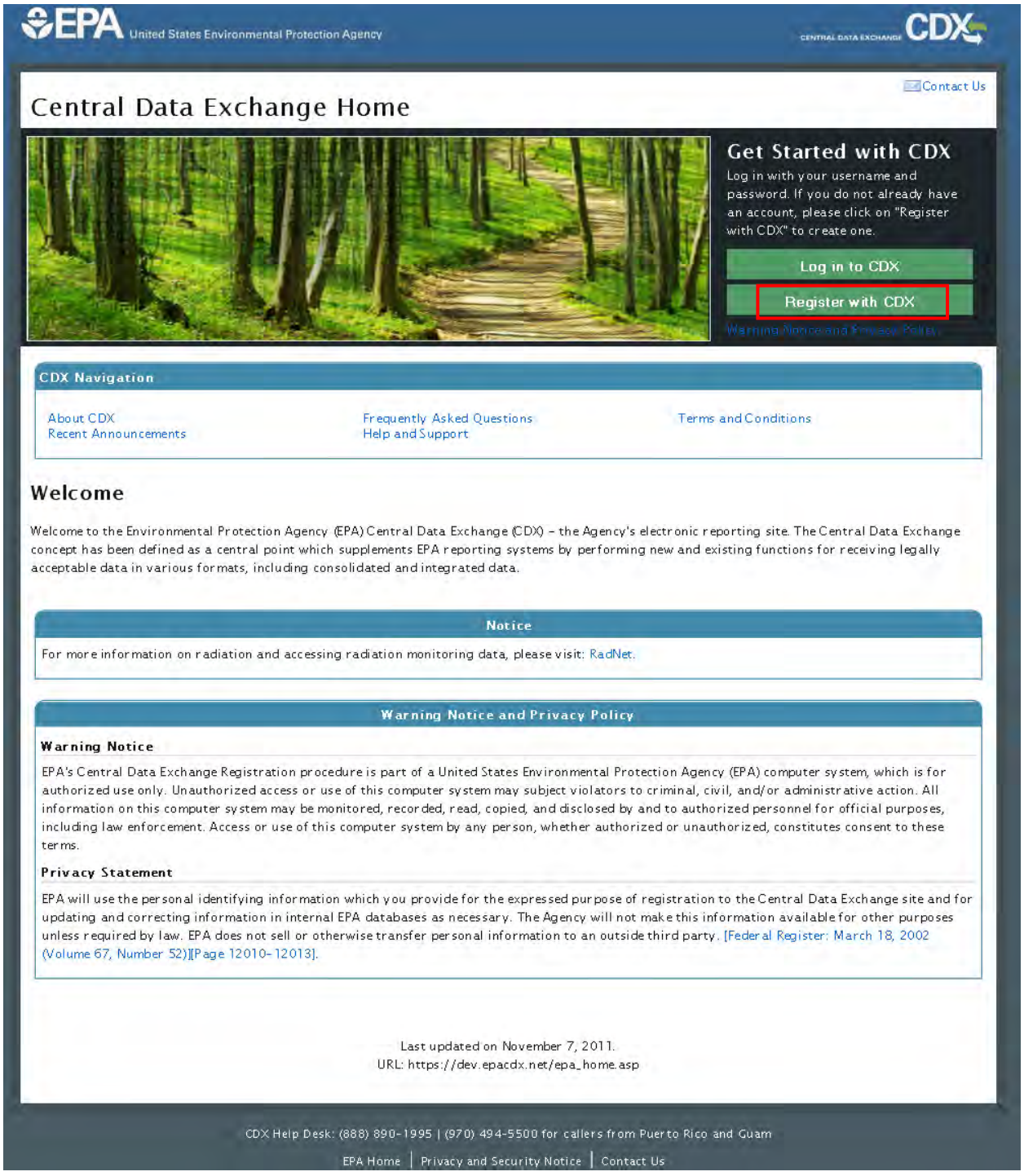
3.2 CDX Home Page

The 'Central Data Exchange 'Home' page is the landing screen from which you have the ability to access and interact with CDX (**Exhibit 3-1**). The CDX home screen can be accessed by the following link: http://cdx.epa.gov/epa_home.asp, and provides the user with the following features:

- **Log in:** If you already have an existing CDX account, you may log in to the system by clicking the 'Log in to CDX' button located within the header section.
- **Registration:** If you do not have a CDX account, click the 'Register with CDX' button to begin the registration process outlined later in this chapter.
- **Welcome Announcement:** This text area provides welcome text that is visible to all users who visit CDX.
- **Important Alerts:** The alerts appearing in the 'Notice' box provides you with system or program-specific information.
- **Warning Notice / Privacy Policy:** The 'Warning Notice and Privacy Policy' statements are displayed on the CDX 'Home' page to ensure that you are aware of the Terms of Use for the CDX system, whether you decide to log in to, or register with, the system.

The following figure shows the screen capture for the CDX Web 'Home' page:

Exhibit 3-1: CDX Web Home Page



3.3 Terms and Conditions

After choosing to register, the CDX 'Terms and Conditions' screen (see **Exhibit 3-2** and **Exhibit 3-3**) is displayed documenting the following minimum 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 clicking the 'I Accept' button or cancel the registration by clicking the 'I Decline' button. Once you have accepted the registration agreement, you will be redirected to proceed with the registration process.

The following figures show the screen captures for the 'Terms and Conditions' agreement:

Exhibit 3-2: CDX Web Terms and Conditions Agreement Scroll 1

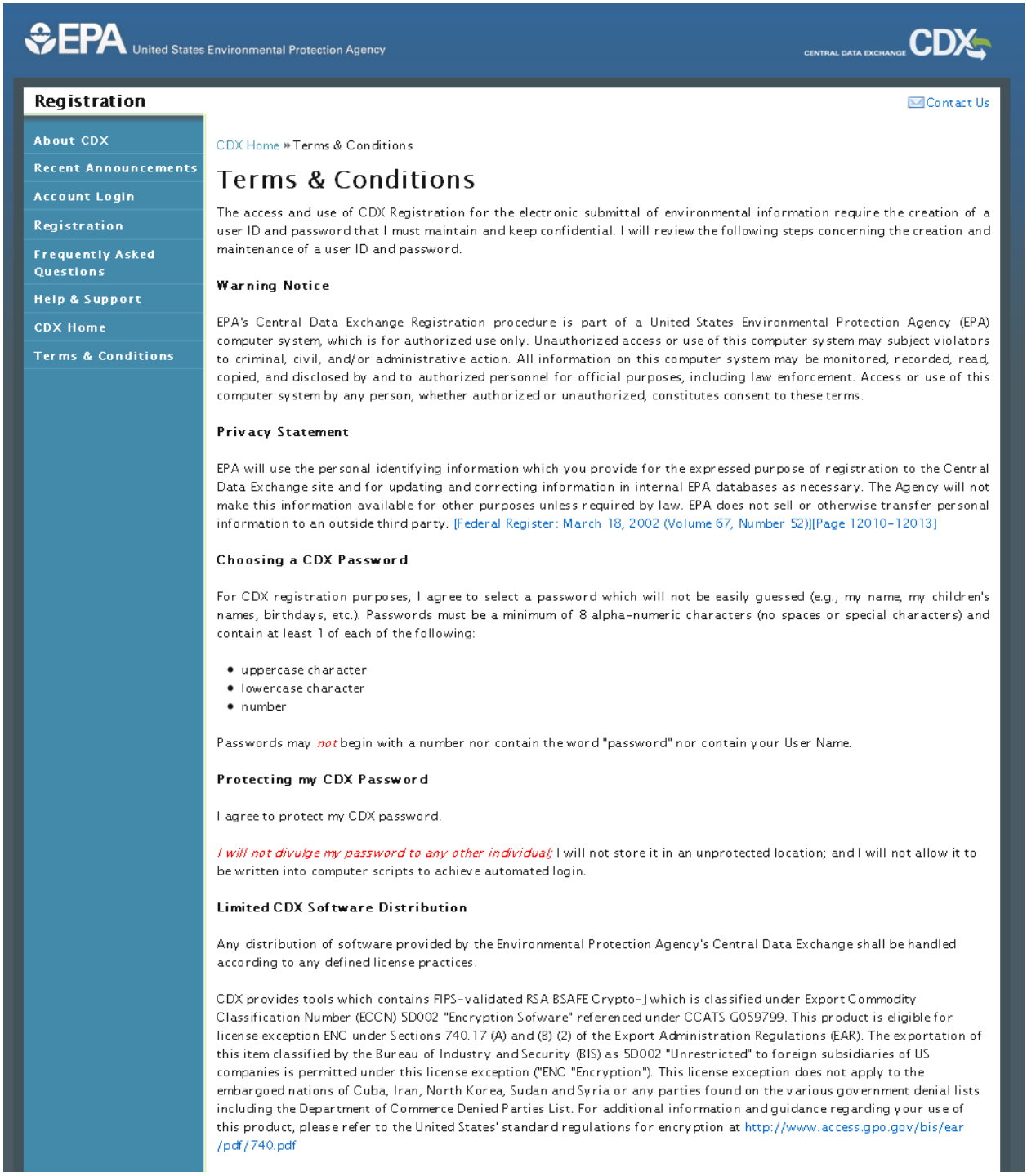
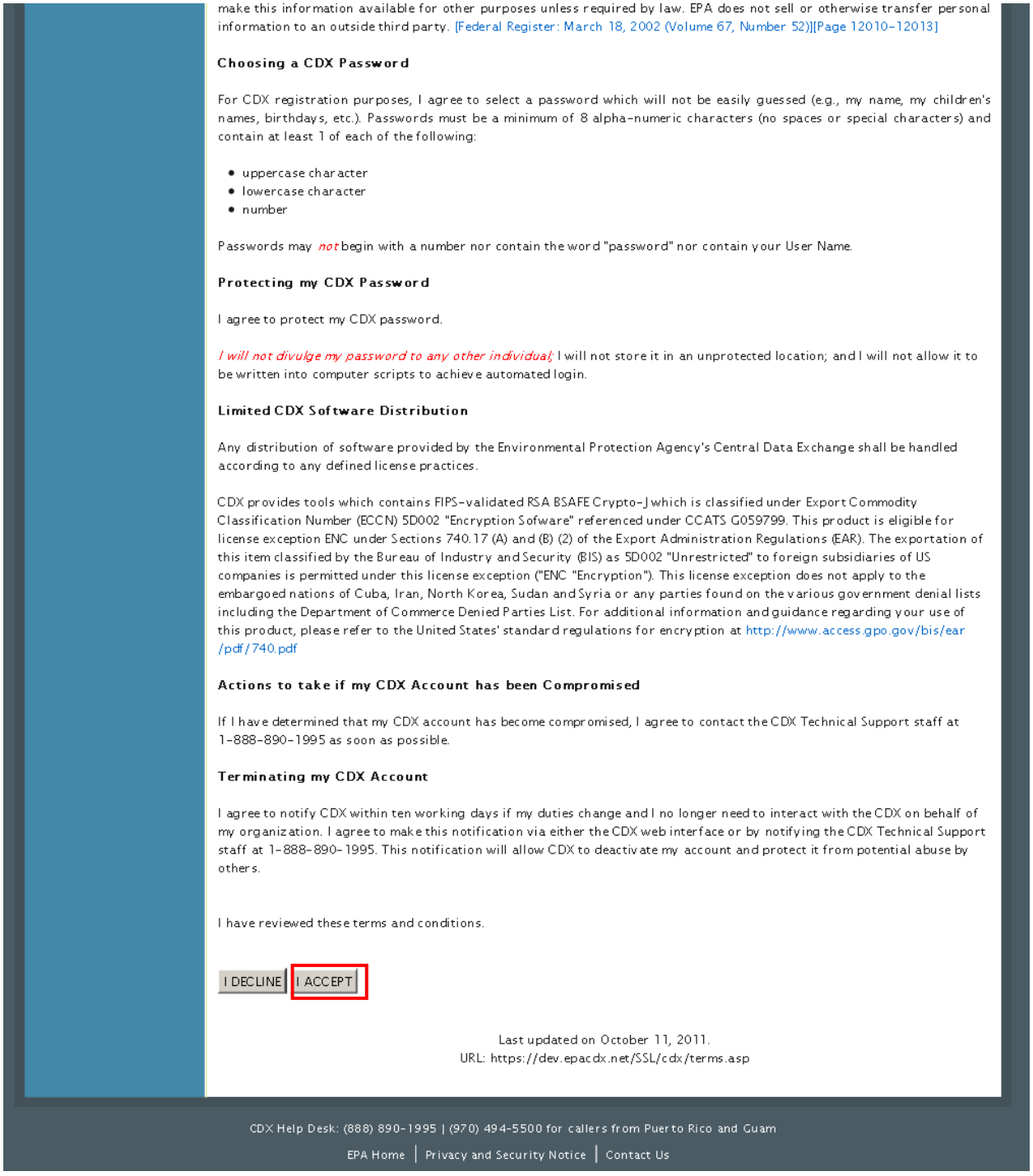


Exhibit 3-3: CDX Web Terms and Conditions Agreement Scroll 2



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.

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 1-888-890-1995 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 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

I DECLINE | I ACCEPT

Last updated on October 11, 2011.
URL: https://dev.epacdx.net/SSL/cdx/terms.asp

CDX Help Desk: (888) 890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

EPA Home | Privacy and Security Notice | Contact Us

3.4 User Information

The 'User Information' screen collects the following information:

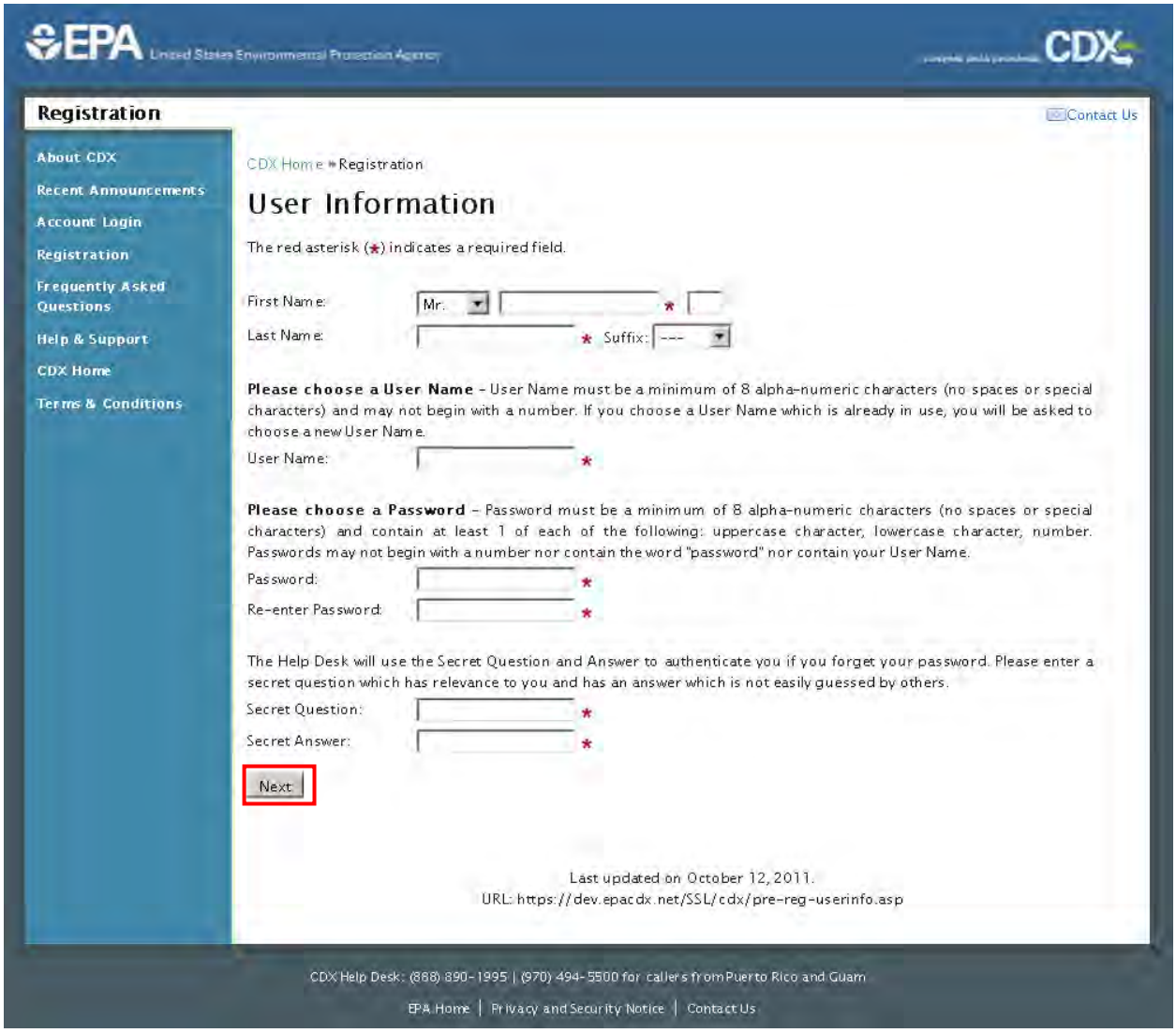
- Prefix
- First Name (required)
- Middle Initial
- Last Name (required)
- Suffix
- User Name (required)
- Password (required)
- Re-enter Password (required)
- Secret Question (required)
- Secret Answer (required)

After all required information has been entered, click the 'Next' button at the bottom of the page (see **Exhibit 3-4**). It is important that you carefully note the input for the 'User Name' and 'Password' fields, as you will be prompted for this information during the CSPP submission process and will need to provide an exact match for authentication.

The 'Secret Question' and 'Secret Answer' are of your choosing and are for authentication in the event you forget your password and need to reset it.

The following figure shows the screen capture for the 'User Information' screen:

Exhibit 3-4: CDX Registration – User Information



3.5 Organization Information

The 'Organization Information' screen collects the following information:

- Organization Name (required)
- Registrant's Work Mailing Address 1 (required)
- Registrant's Work Mailing Address 2
- City (required)
- State/Province (required)
- Zip/Postal Code (required)
- Country (required)

- E-mail (required)
- Phone Number (required)
- Phone Number Extension

After all required information has been entered, click the 'Next' button at the bottom of the page (see **Exhibit 3-5)**.

The following figure shows the screen capture for the 'Organization Information' screen:

Exhibit 3-5: CDX Registration – Organization Information

3.6 Add Program

The 'Add Program' screen displays a list of open programs from which you can choose. Select the radio button next to the 'Submissions for Chemical Safety and Pesticide Programs (CSPP)' option from the list and click the 'Next' button (see **Exhibit 3-6**). The selection on this page will determine the information you must enter on subsequent pages.

The following figures show the screen captures for the 'Add Program' screen:

Exhibit 3-6: CDX Registration – Add Program Scroll 1

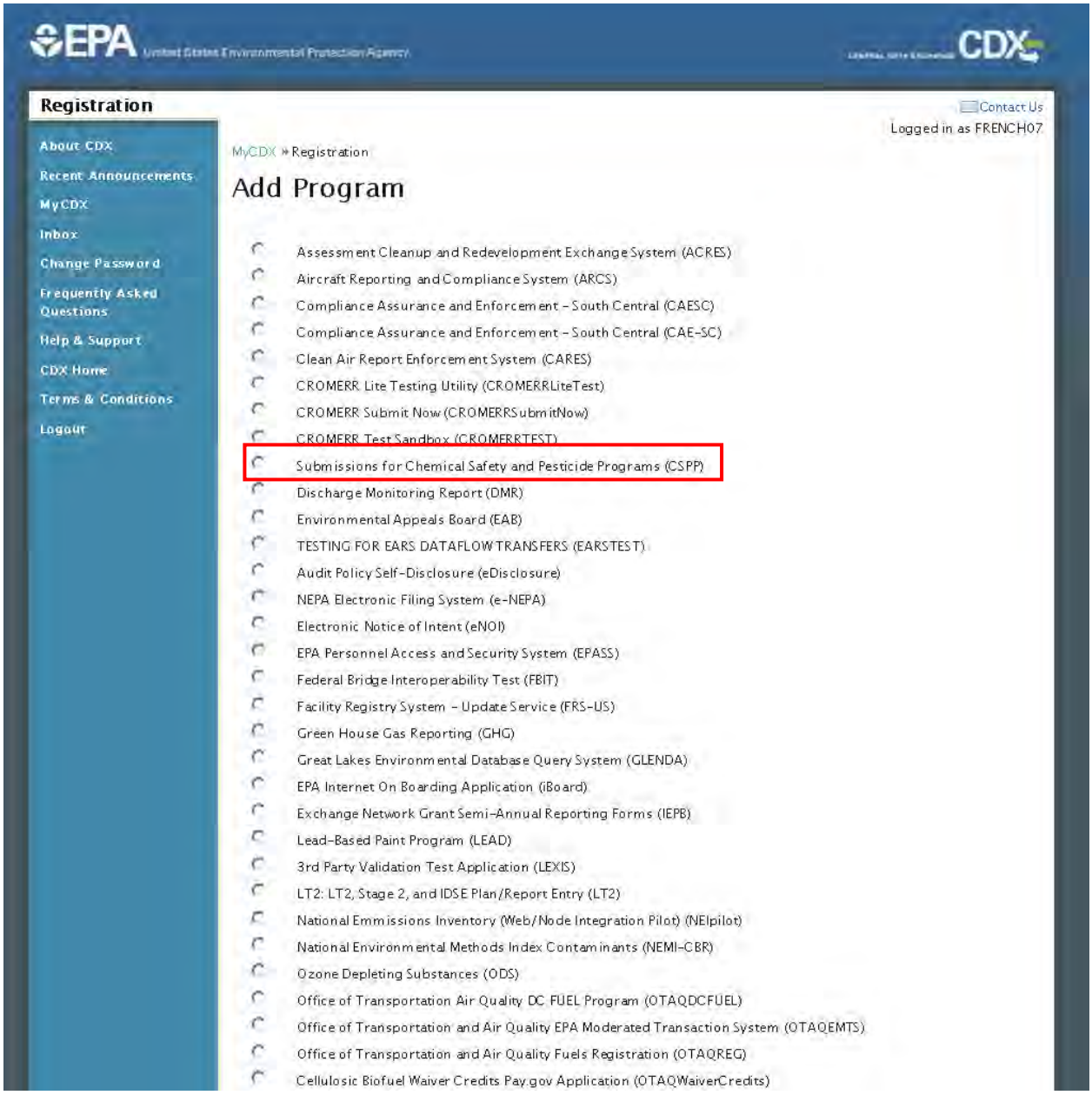


Exhibit 3-7: CDX Registration – Add Program Scroll 2

3.7 Role Information

The CDX application allows applications to define user roles that can be selected during registration. After clicking the 'Next' button on the 'Add Program' page, the 'Add Program ID' page will appear and will allow you to register as the Authorized Official or Support for your organization (see **Exhibit 3-8**).

The following figure shows the screen capture for the 'Add Program' screen:

Exhibit 3-8: CDX Registration - Add Program ID

3.7.1 CSPP User Role: Authorized Official

CSPP allows you to choose to register for one of two Authorized Official roles as detailed below:

Primary Authorized Official: The Primary AO is the person legally responsible for the CSPP submission. The AO, typically, is a senior official for the reporting company and may be the supervisor of the person (or persons) completing the form. An AO can also be a third party, such as an attorney or consultant, who is legally authorized to respond on behalf of the company.

A Primary AO is the only user who can start a new form, or reopen a completed form to begin the amendment process, and is the only user who can electronically sign and submit a form. Primary AOs can also assign Supports to edit and complete forms on his or her behalf.

Secondary Authorized Official: There are specific modules within CSPP that allow for a collaborative submission between two submitters. This combined or joint submission consists of a Primary Submitter and Secondary Submitter both providing and submitting information that is applicable to the submission.

A Secondary AO is the only user who can start a new secondary/joint form, or reopen a completed form to begin the amendment process, and is the only person who can electronically sign and submit a form. Secondary AOs are legally responsible for the information submitted to EPA and can assign Supports to edit and complete forms on his or her behalf.

The following table displays applications to which each AO has access:

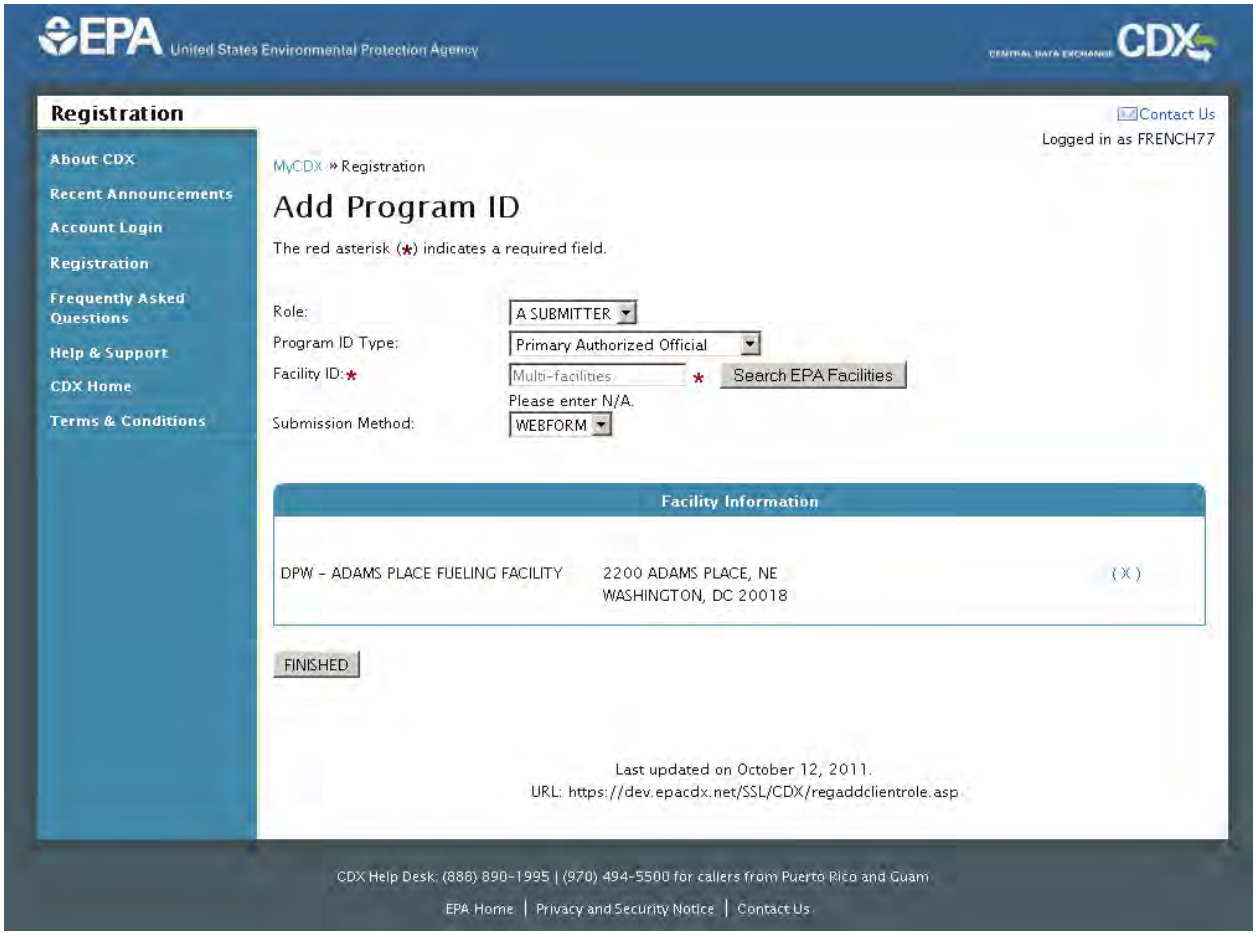
Table 3-1: Authorizing Official Application Access

Role	Applications
Primary Authorizing Official	CDR, EDSP, PMN
Secondary Authorizing Official	CDR, PMN

You may select the Primary Authorized Official or Secondary Authorized Official user role from the 'Program ID Type' drop-down menu (see **Exhibit 3-9**). AOs are required to provide facility information in the 'Facility ID' field, which can be accessed by clicking the 'Search EPA Facilities' button. Selecting this button will launch a new window from which you can search for facilities within EPA (see **Section 3.8**). After the facility information is provided, click the 'Finished' button and then you have the option to use the electronic identity verification process (see **Section 3.8**).

The following figure shows the screen capture for adding the Authorized Official role:

Exhibit 3-9: CDX Registration: Add Authorized Official Role



3.7.2 CSPP User Role: Support

CSPP allows you to choose to register for one of two Support roles as detailed below:

Primary Support: Primary Supports can edit a submission that is created by the Primary AO. Primary Support users are only allowed to edit submissions that the Primary AO has granted him or her access. Primary Support users do not have any access rights to create or submit a form. Once the Primary AO creates a form, they will provide the Primary Support with a passphrase to access the submission and complete all sections of the form. Once the Primary Support has finished completing the form, the Primary AO will access the submission, review it, and submit it.

Secondary Support: There are specific modules within CSPP that allow for a collaborative submission between two submitters. This combined or joint submission consists of a Primary Submitter and Secondary Submitter both providing and submitting information that is applicable to the submission.

Secondary Supports can edit a secondary/joint submission that is created by the Secondary AO. Secondary Support users are only allowed to edit submissions that the Secondary AO has granted him or her access. Secondary Support users do not have access rights to create or submit a joint submission. Once the Secondary AO creates a joint submission, they will provide the Secondary Support user with a passphrase to access the submission and complete all sections of the form. Once the Secondary Support has finished completing the form, the Secondary AO will access the submission, review it, and submit it.

The following table displays applications to which each Support has access:

Table 3-2: Support Application Access

Role	Applications
Primary Support	CDR, EDSP, PMN
Secondary Support	CDR, PMN

You may select the Primary Support or Secondary Support user role from the 'Program ID Type' drop-down menu. Supports are not required to provide a Facility ID, but must provide an AO's User ID and organization information after clicking the 'Finished' button (see **Exhibit 3-10, Exhibit 3-11** and **Exhibit 3-12**).

The following figure shows the screen capture for adding the Support role:

Exhibit 3-10: CDX Registration: Add Support Role

The following figures show the screen captures for the 'CSPP Support' screens:

Exhibit 3-11: CDX Registration – CSPP Support

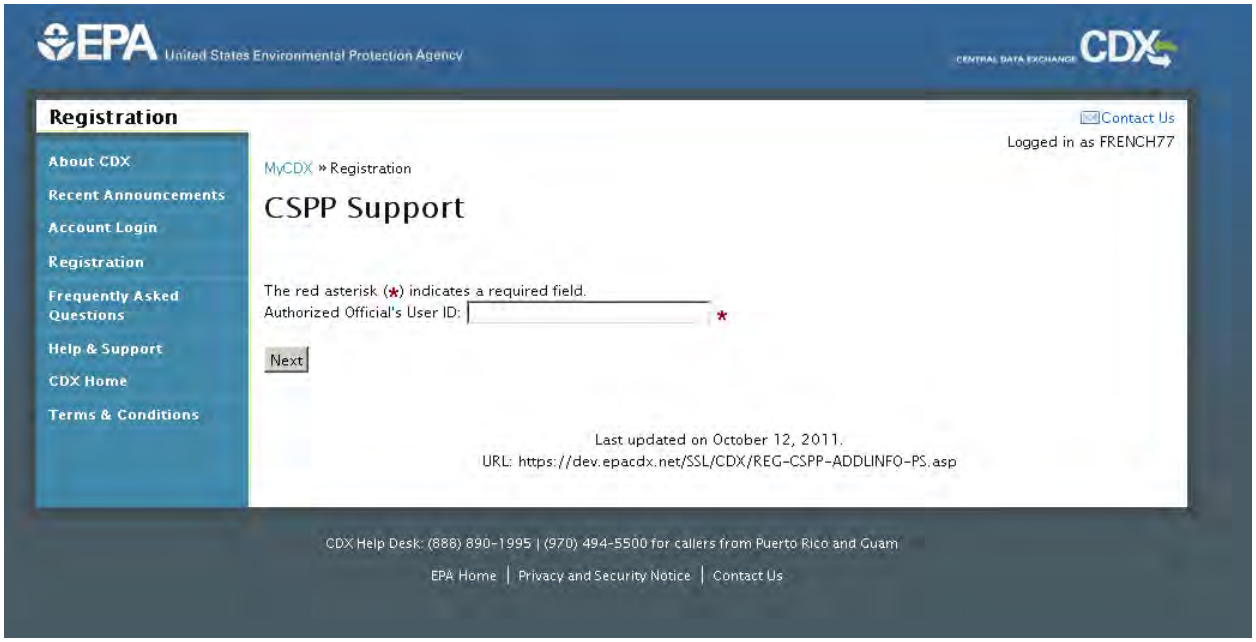
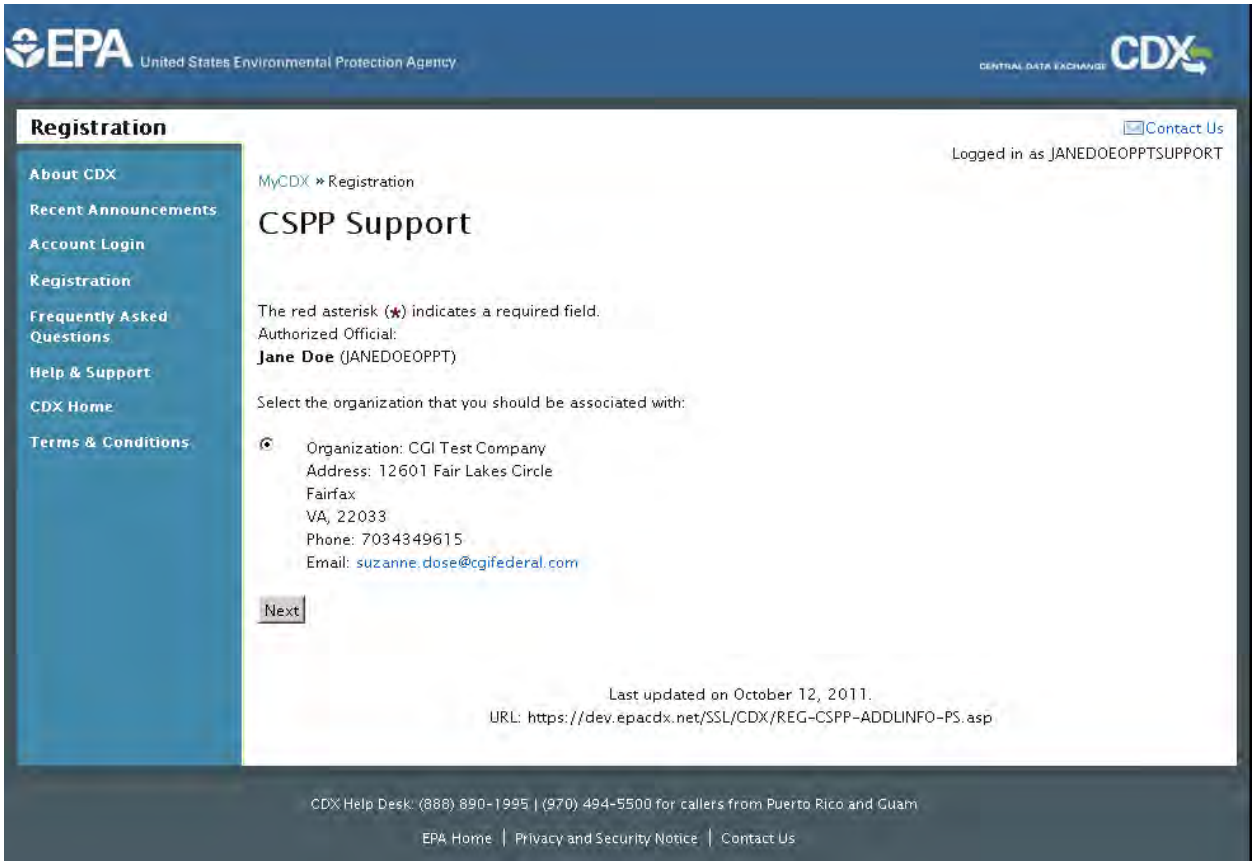


Exhibit 3-12: CDX Registration – CSPP Support



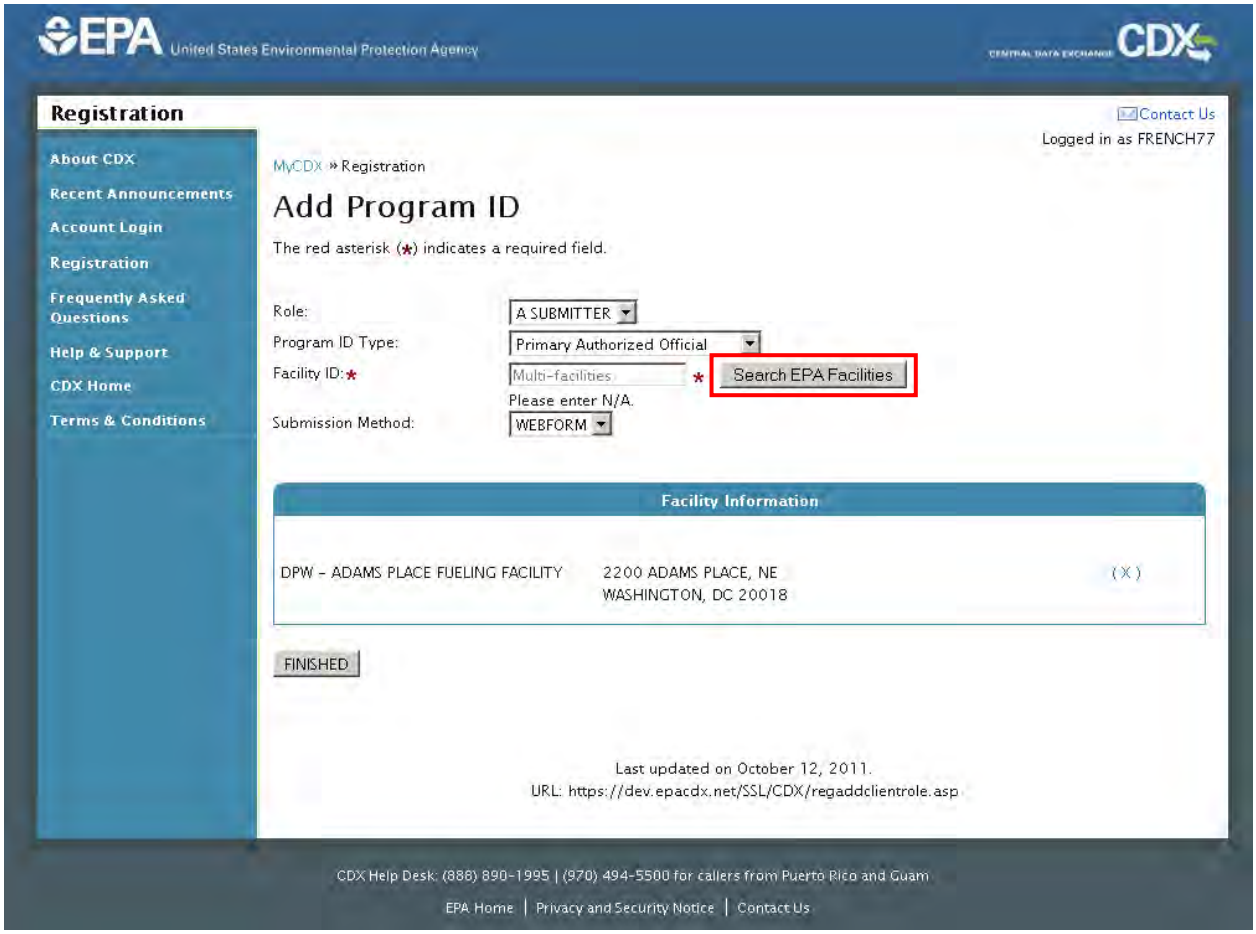
3.8 EPA Facility Information

If applicable, AOs are required to provide facility information. Click the 'Search EPA Facilities' button on the 'Add Program ID' screen to launch the Facility Registration System (FRS) search service that allows you to search for existing EPA facilities. If the facility information cannot be found, you have the opportunity to create a facility and submit the information for review and inclusion in FRS. The facility search, search results, and creation pages are displayed in **Exhibit 3-13** and **Exhibit 3-14**,

Exhibit 3-15, and **Exhibit 3-16**. To ensure search results are returned within optimal processing timeframes, populate at least two search fields.

The following figure shows the screen capture for the 'Add Program ID' screen:

Exhibit 3-13: Add Program ID



The following figures show the screen captures for the 'Search EPA Facilities' screens:

Exhibit 3-14: CDX Registration – Search EPA Facilities

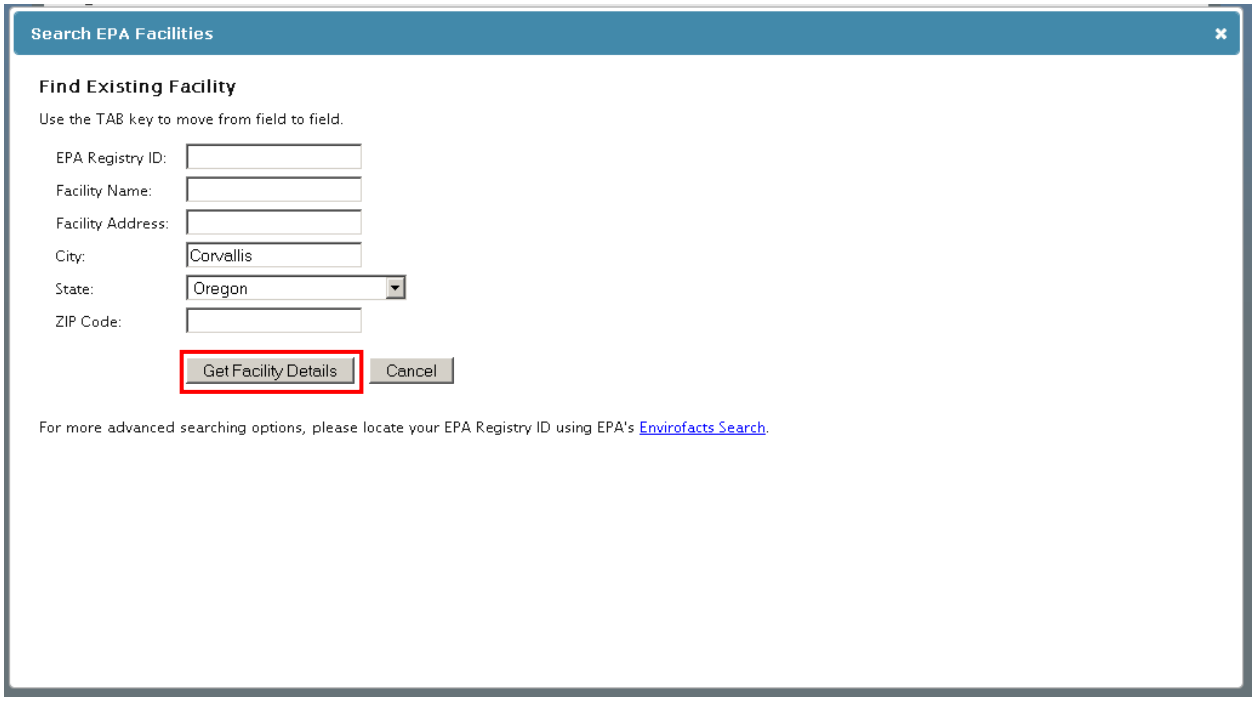


Exhibit 3-15: CDX Registration – Search EPA Facilities Search Results

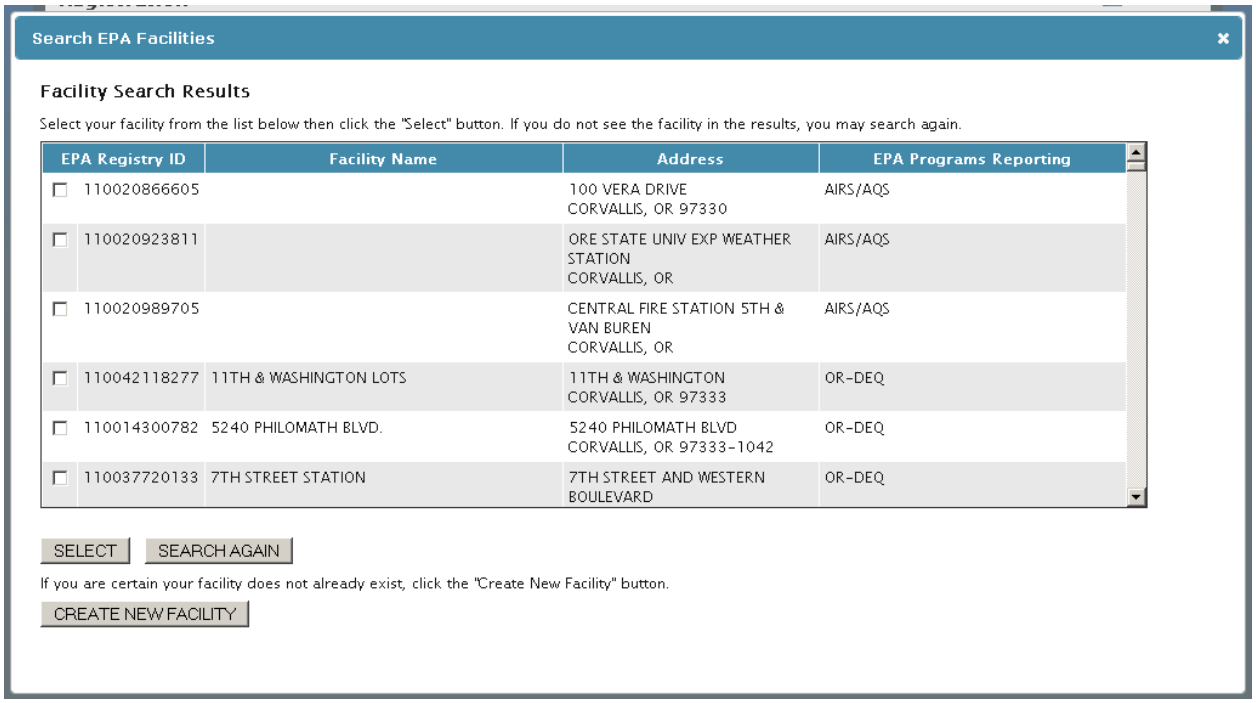
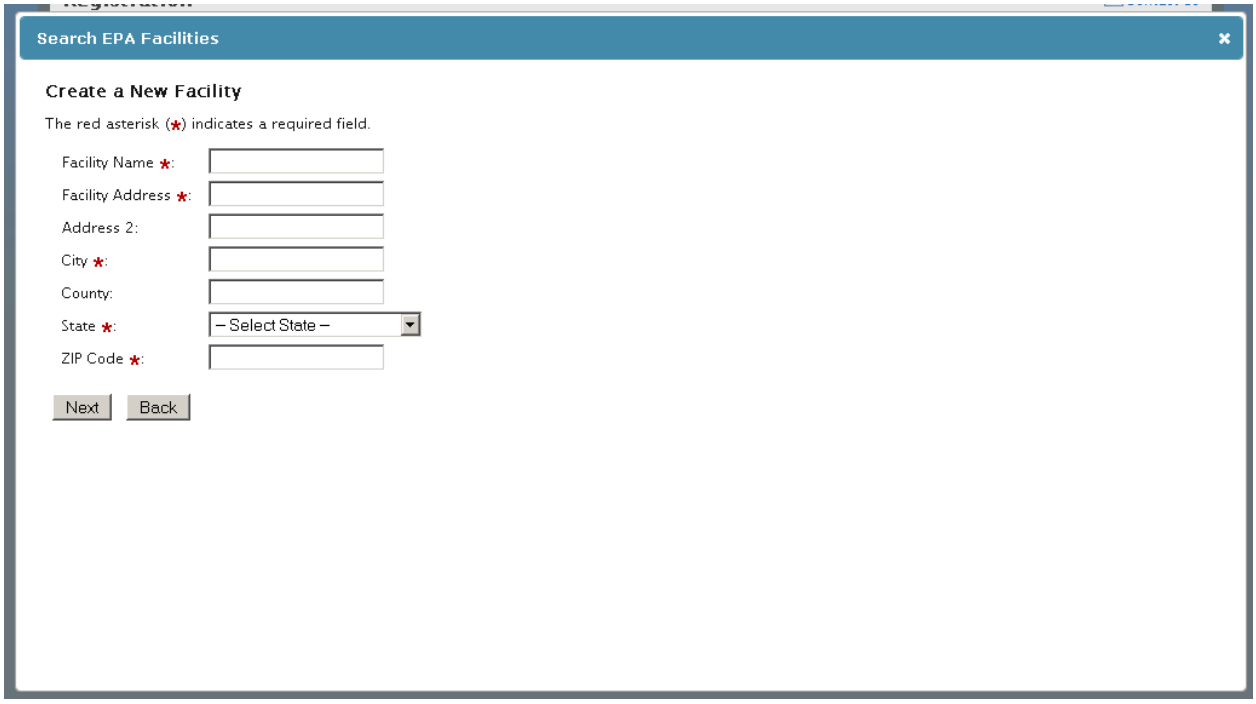


Exhibit 3-16: CDX Registration – FRS Create New Facility



3.9 Identity Verification Process

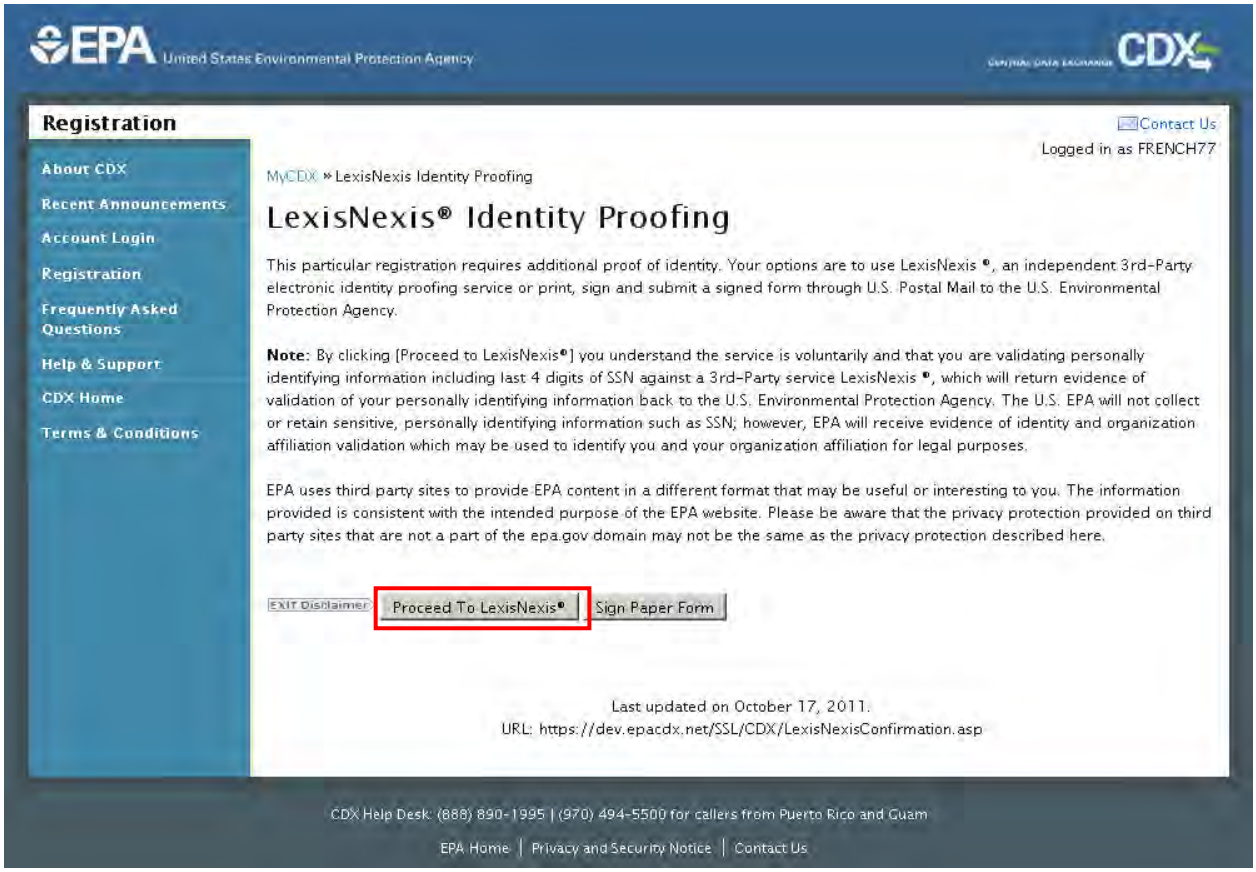
Applicable only to the AO user role, after providing the facility information, you will be given the option to use the electronic identity verification process. The CDX Web application provides an identity verification service called LexisNexis, which is a third-party service that verifies the user's identity, organization information, and association to an organization. If you choose to proceed with the electronic verification process, you must click the 'Proceed to LexisNexis' button (see **Exhibit 3-17**). The LexisNexis service will launch a new web browser window and navigate a user away from CDX to collect additional Personally Identifiable Information (PII) that CDX does not collect.

The LexisNexis Data Collection window, in **Exhibit 3-18** below, displays the user and organization information collected by CDX and is not editable. The window also displays text fields in which you must provide the necessary PII information y for LexisNexis to complete the identity validation. After completing the information, you will be redirected back to CDX Web where the validation results will be given (see **Exhibit 3-19**).

If you choose not to utilize LexisNexis and you click the 'Sign Paper Form' button, CDX will proceed to the existing paper processing option and instruct you to print, sign, and mail any identity proofing documentation.

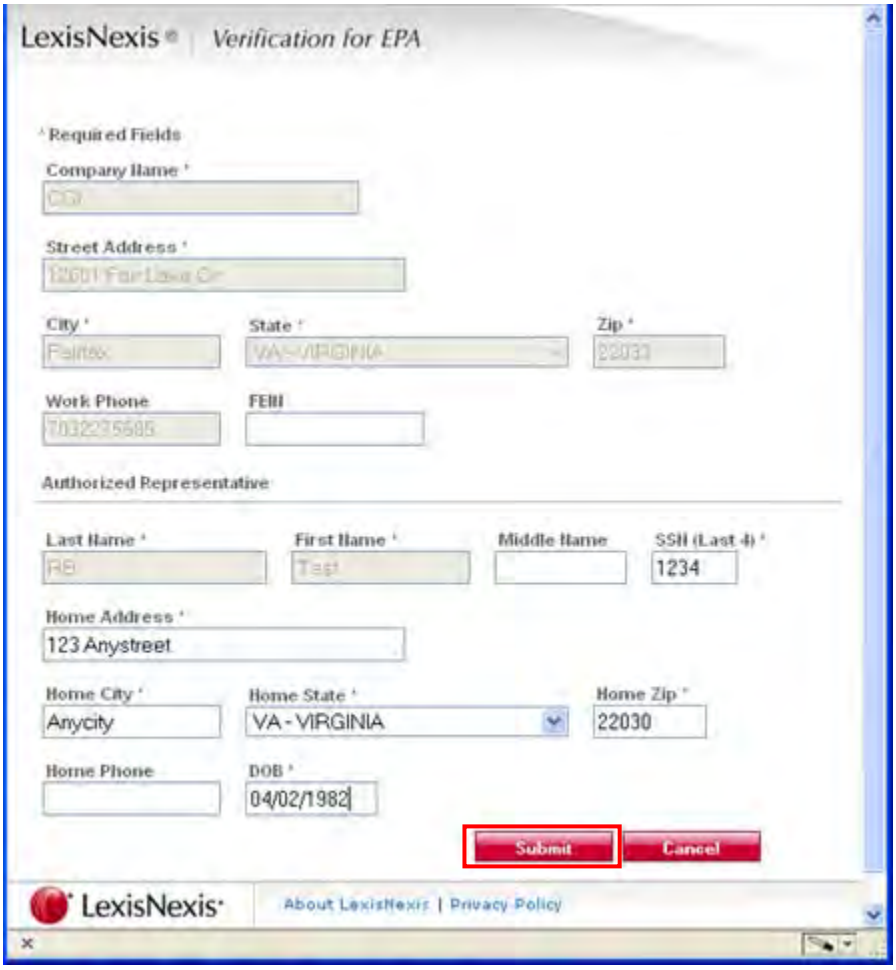
The following figure shows the screen capture for the 'LexisNexis Identity Proofing' screen:

Exhibit 3-17: CDX Registration – LexisNexis Identity Proofing



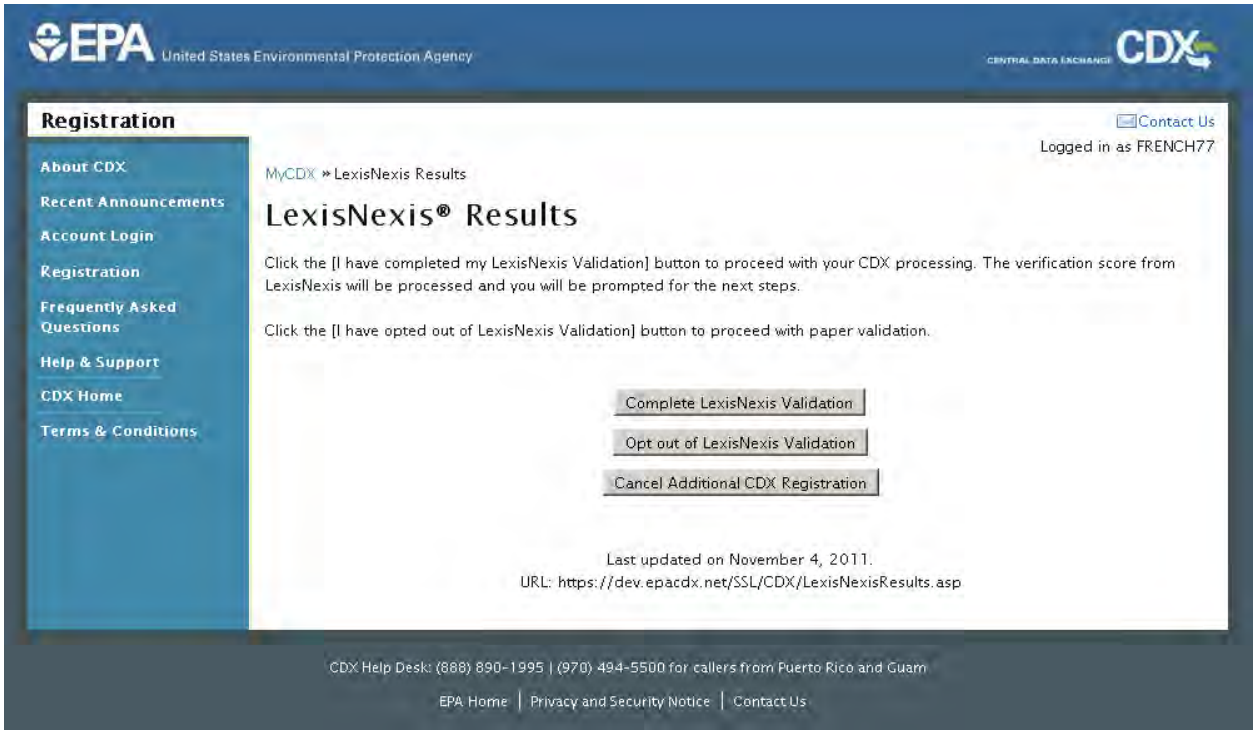
The following figure shows the screen capture for the 'LexisNexis Data Collection' screen:

Exhibit 3-18: CDX Registration – LexisNexis Data Collection



The following figure shows the screen capture for the 'LexisNexis Results' screen:

Exhibit 3-19: CDX Registration – LexisNexis Results



After navigating back to CDX from LexisNexis, one of the following four scenarios may occur:

1. You successfully validate to the standards after clicking the 'Complete LexisNexis Validation' button. You can electronically sign the ESA at this point.
2. You unsuccessfully validate to meet the minimum standards after clicking the 'Complete LexisNexis Validation' button. If your identity proofing failed, you can only sign the paper ESA. If the organization or user-organization association fails, then you have up to five (5) itimes to improve your score for validation.
3. You choose to sign the paper ESA by clicking the 'Opt out of LexisNexis Validation' button.
4. You choose to discontinue the registration process by clicking the 'Cancel Additional CDX Registration' button. You must contact your Registration Maintenance Account Manager (RMAM) to obtain access to the program role requested.

3.10 CDX Electronic Signature Agreement (ESA)

As an AO user, if you have not previously provided an electronic signature agreement (ESA) for CSPP, you will be prompted to sign an ESA, which can be signed electronically or manually. The following sections provide more detail about each option.

3.10.1 Electronic ESA

Applicable only to AO's, CDX provides twenty (20) questions to help validate your identity. You will choose five (5) questions and provide answers for each. The questions that you select

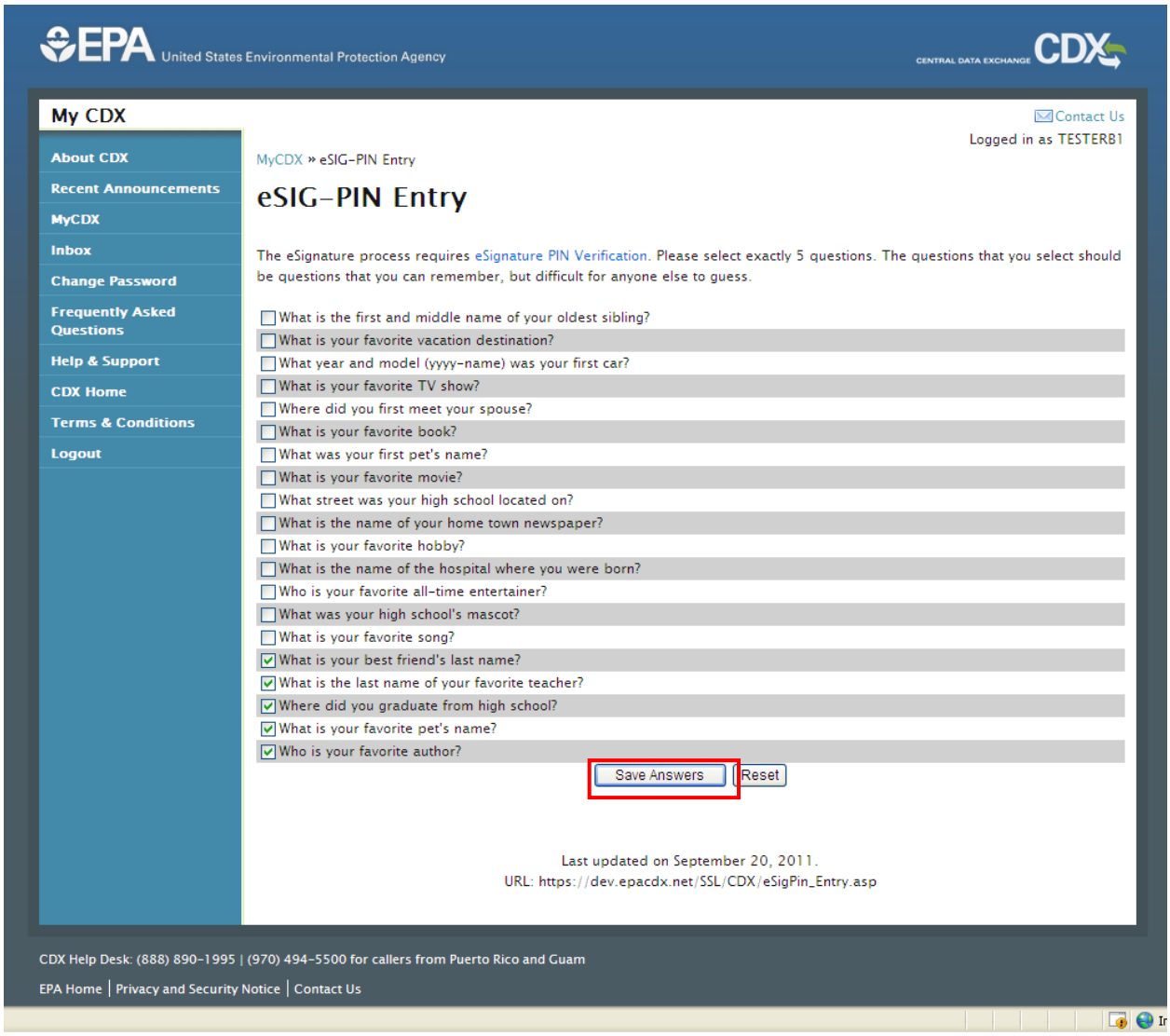
should be easy for you to remember, but difficult for someone else to guess. You will be required to answer one of these five (5) questions upon submitting any CSPP application forms. The question will be randomly chosen by the system. This method of identity validation is referred to as 'CROMERR 20-5-1.' If you pass LexisNexis validation and choose to sign the ESA electronically, the application will verify that the CROMERR 20-5-1 security question and answers have been set.

If these have been set, you will be directed to the ESA (see **Section 3.10.1**). If these have not been set, you will be directed to a page to provide five (5) secret questions and answers before proceeding to the ESA page (see **Exhibit 3-20** and **Exhibit 3-21**). The CROMERR 20-5-1 process must be completed before you can electronically sign the CDX (or CSPP) ESA or sponsor letter. You must click the 'Save Answers' button after providing five (5) secret questions and answers. To complete the process, you must click the 'Continue' button on the confirmation page. You will receive an email confirmation of your 20-5-1 questions.

If you choose the paper ESA application process, the 20-5-1 questions will not be displayed. If you need to electronically sign an ESA at a later time, you will be required to provide your 20-5-1 questions and answers before signing electronically.

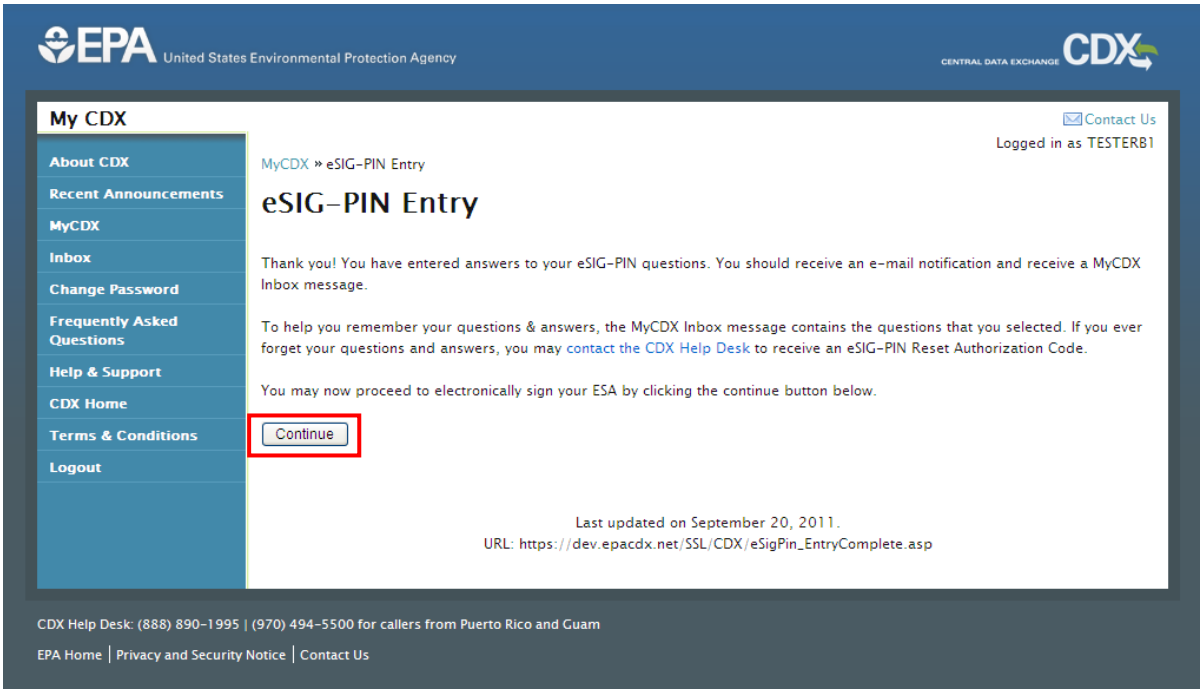
The following figure shows the screen capture for the CROMERR 20-5-1 Question and Answer on the 'eSIG-PIN Entry' screen:

Exhibit 3-20: CDX Registration – eSIG-PIN Entry CROMERR 20-5-1 Question/Answer



The following figure shows the screen capture for the CROMERR 20-5-1 Confirmation on the 'eSIG-PIN Entry' screen:

Exhibit 3-21: CDX Registration – eSIG-PIN Entry CROMERR 20-5-1 Confirmation

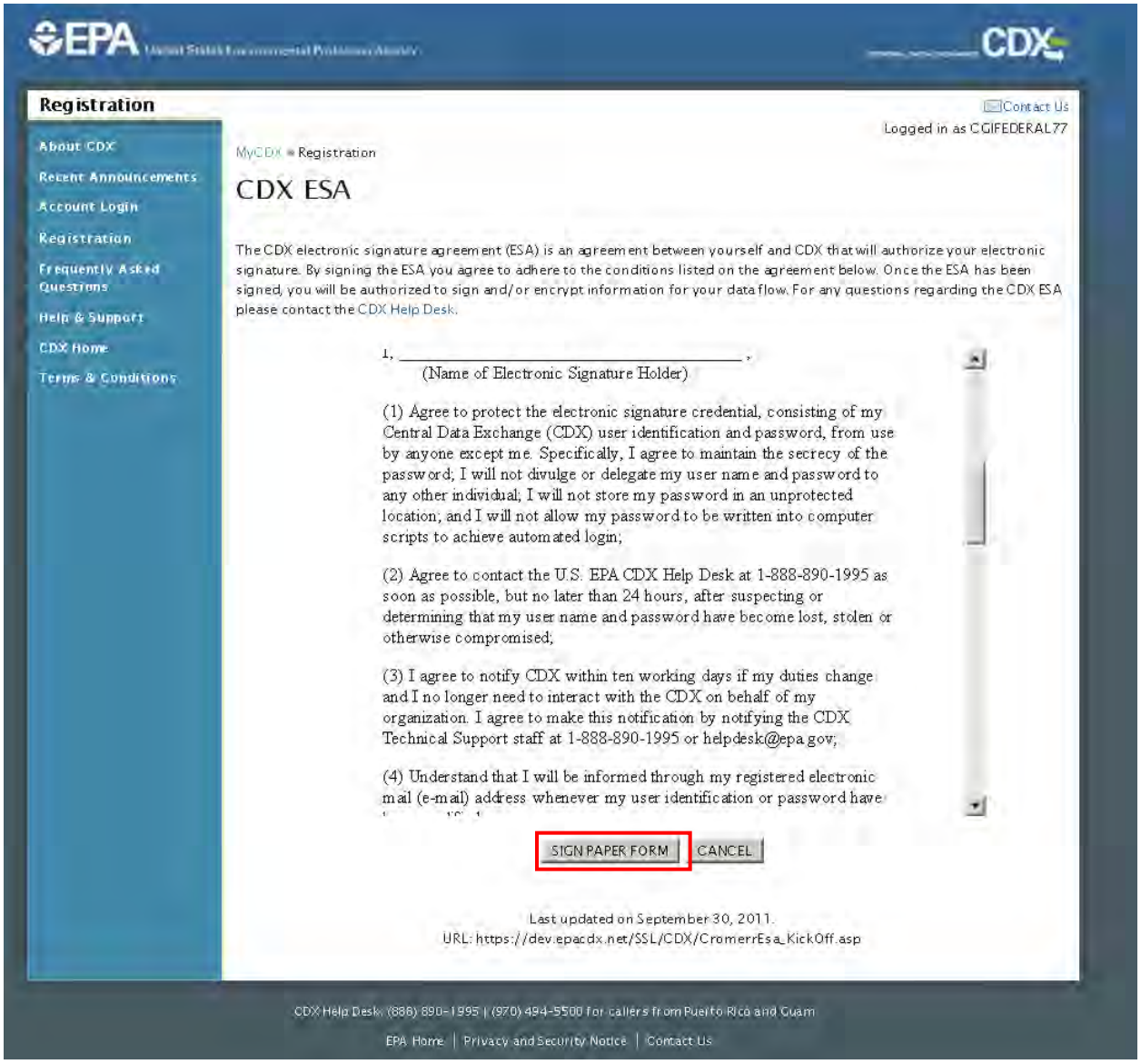


After you complete the 20-5-1 process, review the ESA, and click the 'Sign Electronically' button, the application will launch the CDX CROMERR widget. As part of the CDX CROMERR widget process, you will be required to re-validate your user name and password, provide the answer to your CROMERR 20-5-1 Question /Answer, and officially sign the ESA (see **Exhibit 3-22** and **Exhibit 3-23**).

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

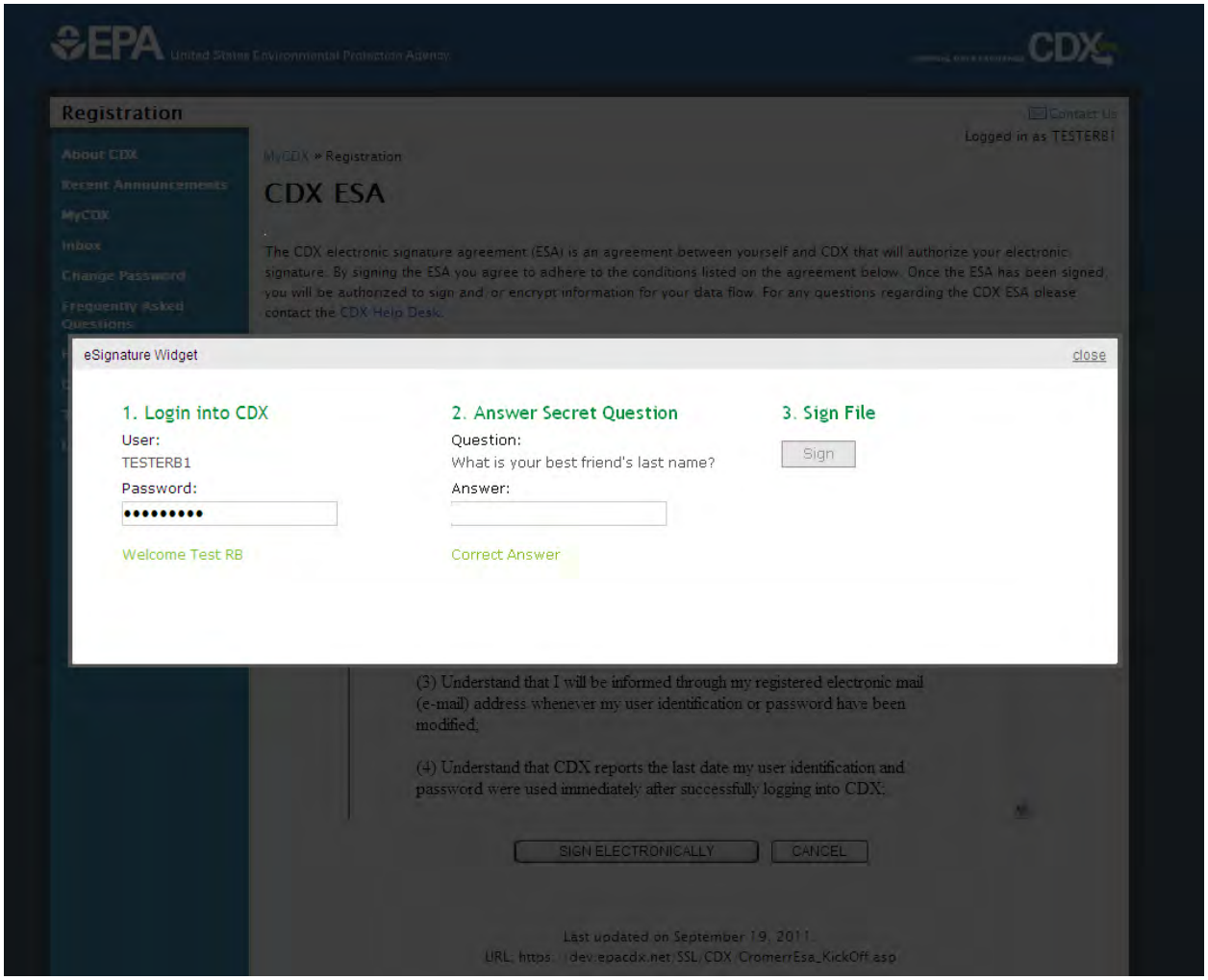
The following figure shows the screen capture for the electronic 'CDX ESA' screen:

Exhibit 3-22: CDX Registration – Electronic CDX ESA



The following figure shows the screen capture for the CROMERR eSignature Widget:

Exhibit 3-23: CDX Registration – CROMERR eSignature Widget



3.10.2 Paper ESA

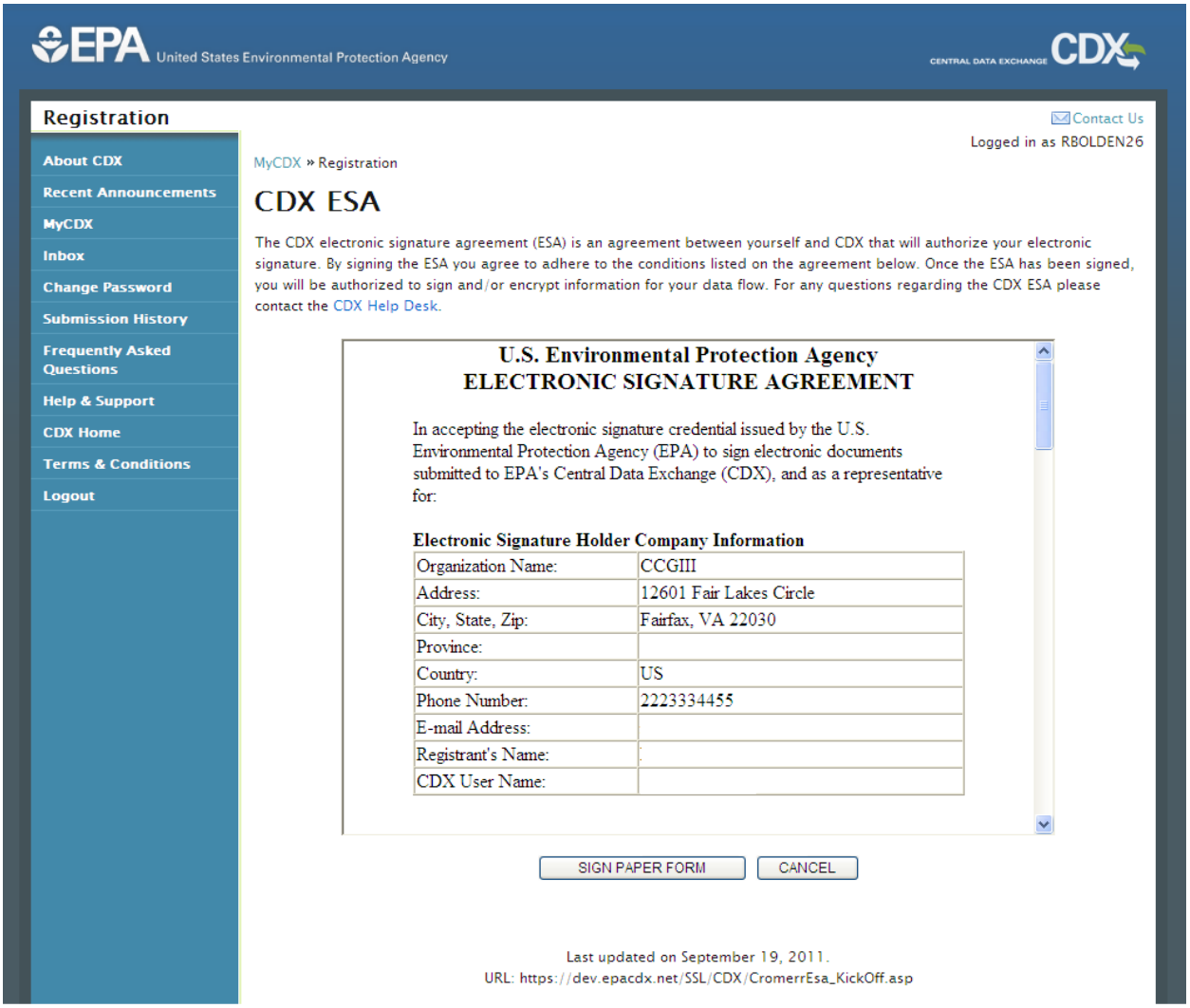
If you do not wish to leverage the LexisNexis process or are unable to be properly validated to meet the minimum requirements for the program, you will be required to follow the existing paper ESA process. The paper process allows you to print the ESA, provide a wet ink signature, and mail the signed ESA to the EPA.

If needed, a copy of the ESA form will be saved in your MyCDX Inbox for future reference and reprinting.

If you choose the paper ESA application process, the 20-5-1 questions will not be displayed. If you need to electronically sign an ESA at a later time, you will be required to provide their 20-5-1 questions and answers before the electronic signing.

The following figure shows the screen capture for the paper ‘CDX ESA’ screen:

Exhibit 3-24: CDX Registration - Paper CDX ESA

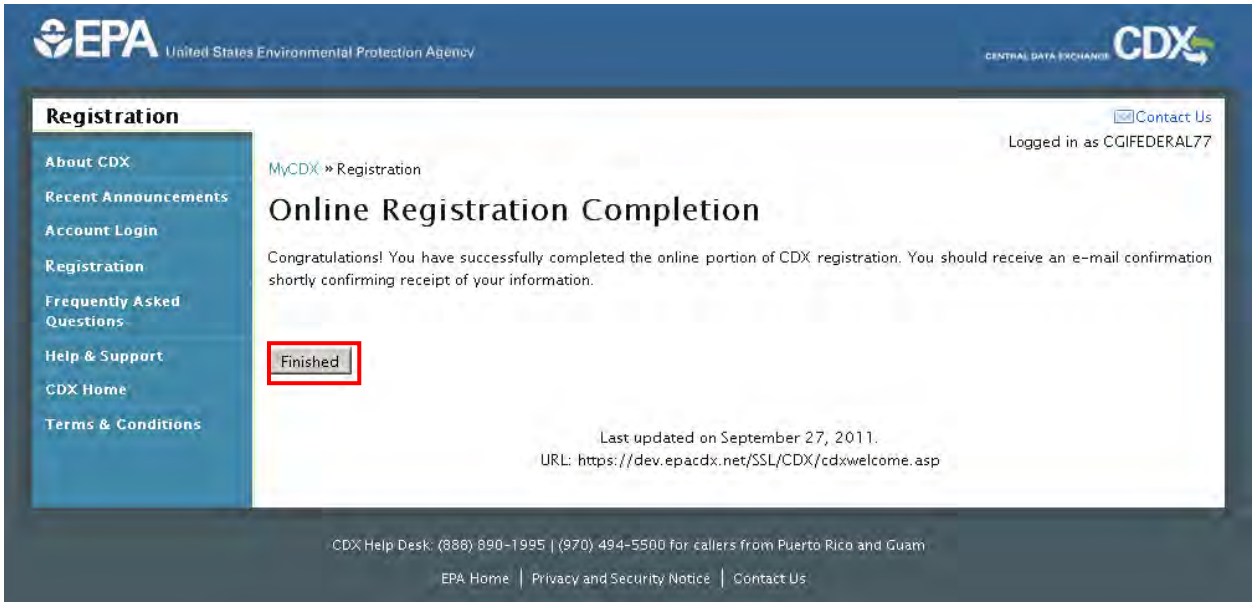


3.11 CDX Online Registration Completion

After signing (or printing) the ESA, the registration completion page will appear and indicate that you, the registrant, will receive an email confirming receipt of information. After clicking the 'Finished' button, you will be redirected to your MyCDX landing page where you may access the CSPP application(s). You can access the application role when you have either passed the LexisNexis identity validation and signed the ESA electronically or received approval confirmation about your paper ESA application.

The following figure shows the screen capture for the 'Online Registration Completion' screen:

Exhibit 3-25: CDX Registration – Online Registration Completion



3.12 Registration Notifications

After completing the registration process, you will receive confirmation of successful registration (see **Exhibit 3-25)**. If you chose the paper ESA option, you will receive a confirmation email when your role has been approved (see **Exhibit 3-26**).

The following figures show the screen captures for the registration notification emails:

Exhibit 3-26: CDX Registration – Welcome to EPA CDX E-mail

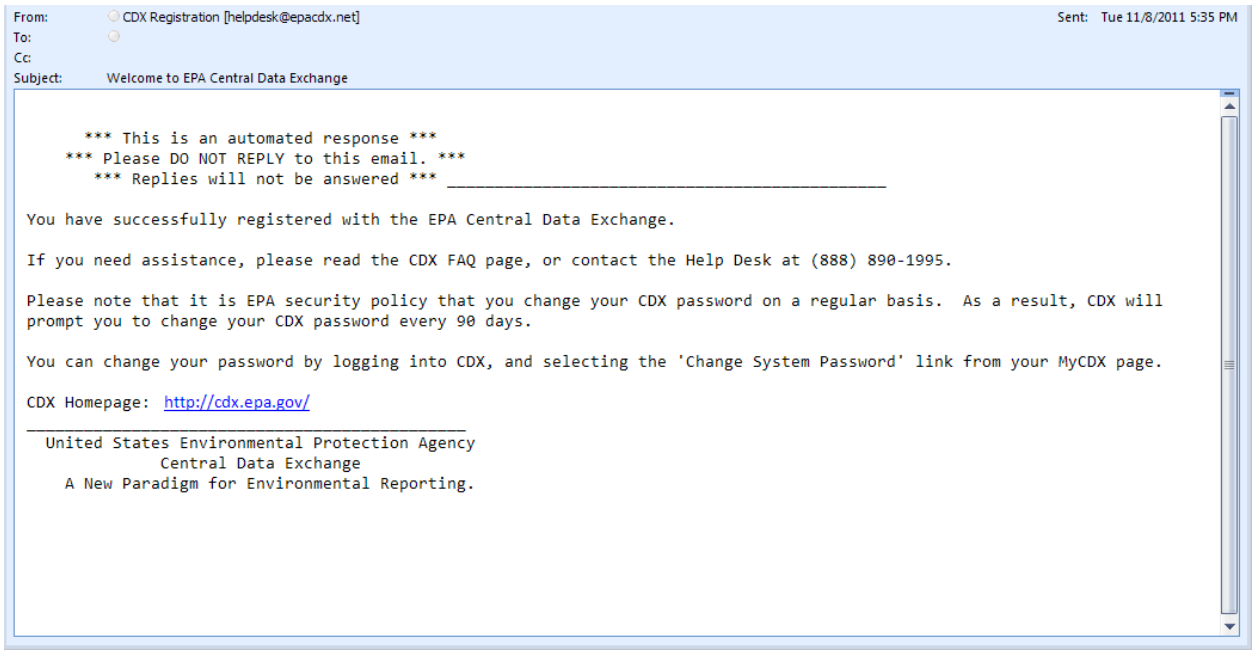
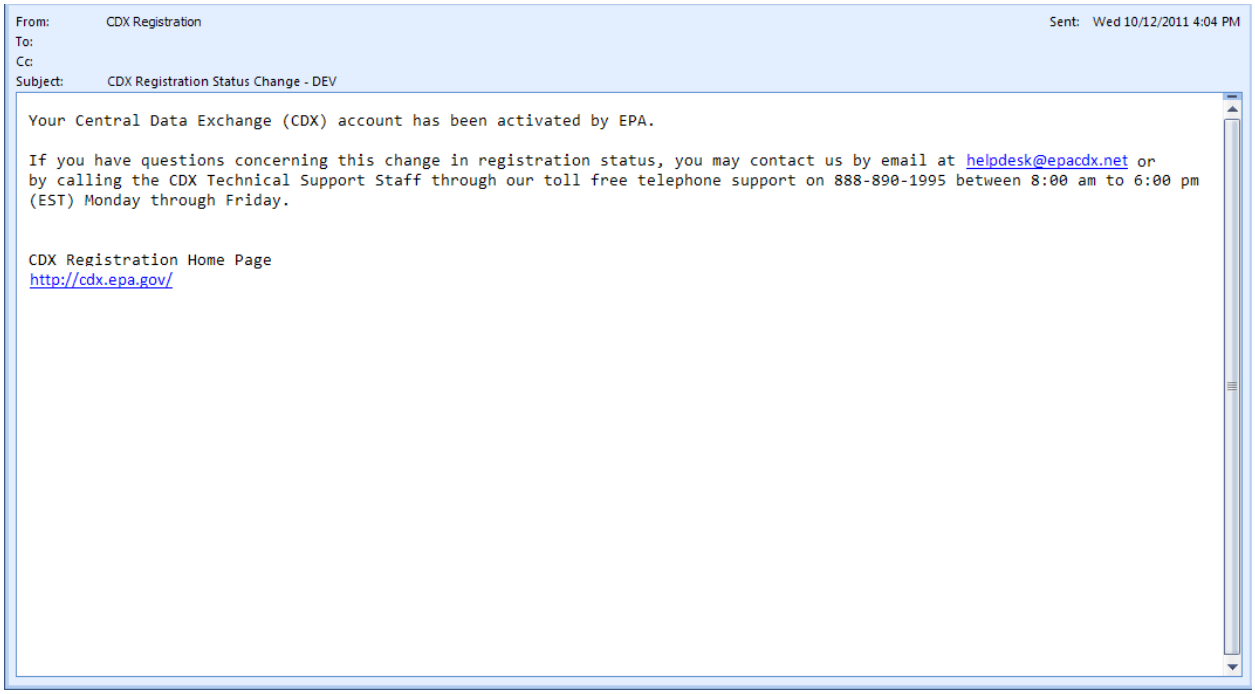


Exhibit 3-27: CDX Registration – CDX Registration Approval E-mail



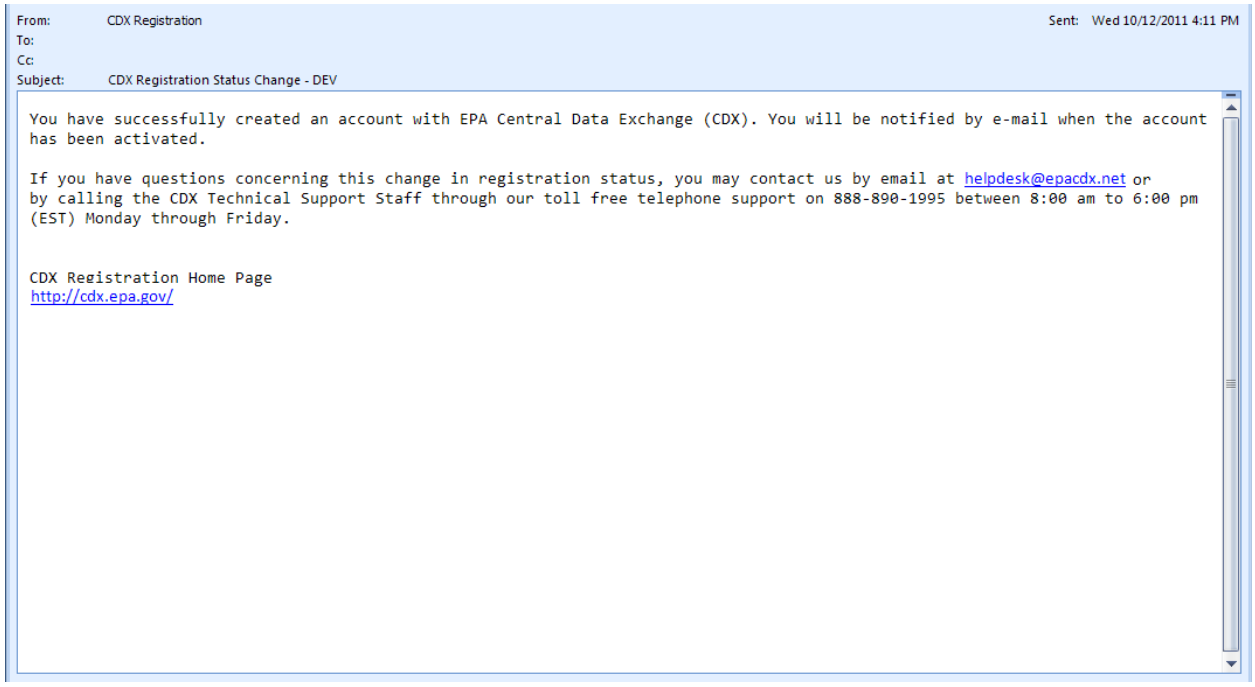
From: CDX Registration
Sent: Wed 10/12/2011 4:04 PM
To:
Cc:
Subject: CDX Registration Status Change - DEV

Your Central Data Exchange (CDX) account has been activated by EPA.

If you have questions concerning this change in registration status, 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 8:00 am to 6:00 pm (EST) Monday through Friday.

CDX Registration Home Page
http://cdx.epa.gov/

Exhibit 3-28: CDX Registration – CDX Registration Confirmation Request E-mail



From: CDX Registration
Sent: Wed 10/12/2011 4:11 PM
To:
Cc:
Subject: CDX Registration Status Change - DEV

You have successfully created an account with EPA Central Data Exchange (CDX). You will be notified by e-mail when the account has been activated.

If you have questions concerning this change in registration status, 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 8:00 am to 6:00 pm (EST) Monday through Friday.

CDX Registration Home Page
http://cdx.epa.gov/

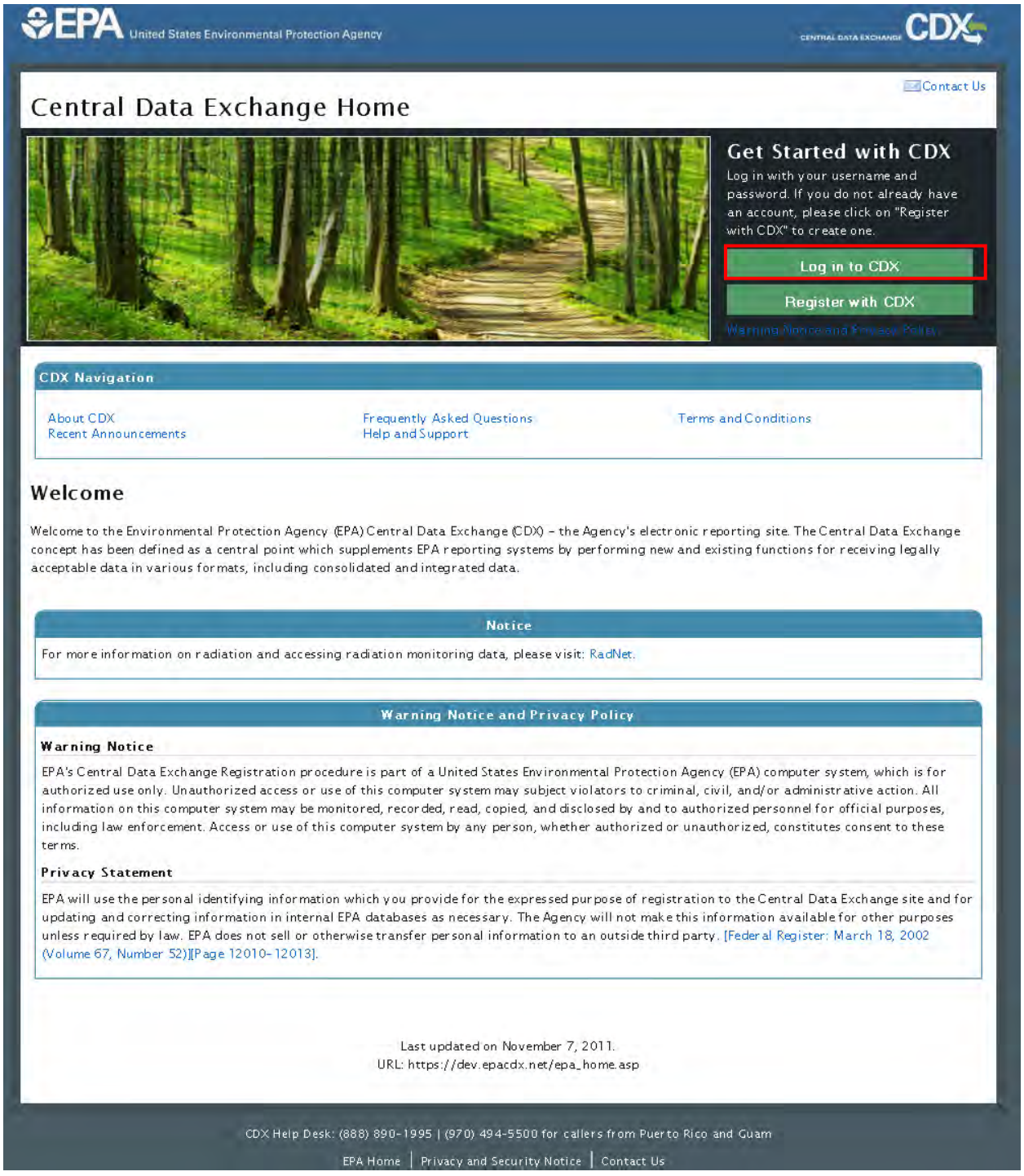
4 Logging In

You can log in to CDX by navigating to the CDX home page and clicking the 'Login to CDX' button in the header (see **Exhibit 4-1**). If you are on any other screen within the system (e.g., 'About CDX' screen), you will have to click the 'Account Login' link located in the left column.

Whichever way you choose to log in, the system will take you to the login screen (see **Exhibit 4-2**). You can log in using the CDX credentials established during CDX registration. For issues regarding a forgotten password, please refer to the 'Reset Password' portion of this guide (see **Section 5**).

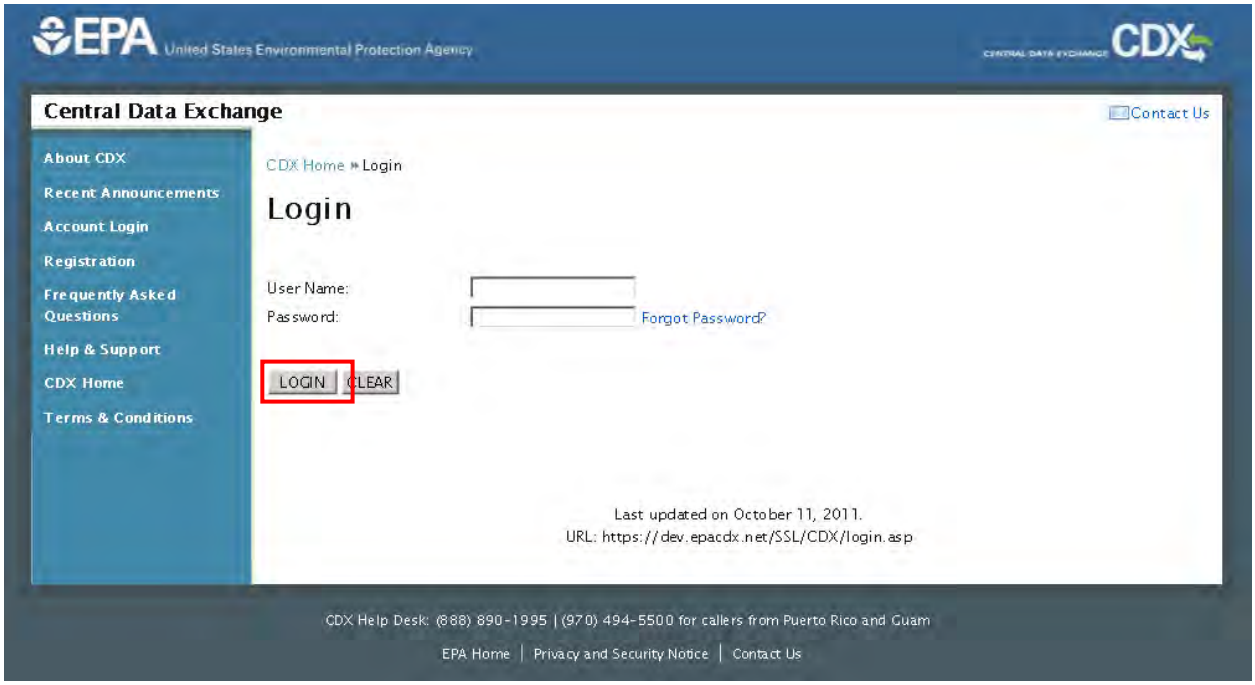
The following figure shows the screen capture for the CDX 'Home' page:

Exhibit 4-1: CDX Registration – CDX Home



The following figure shows the screen capture for the CDX 'Login' screen:

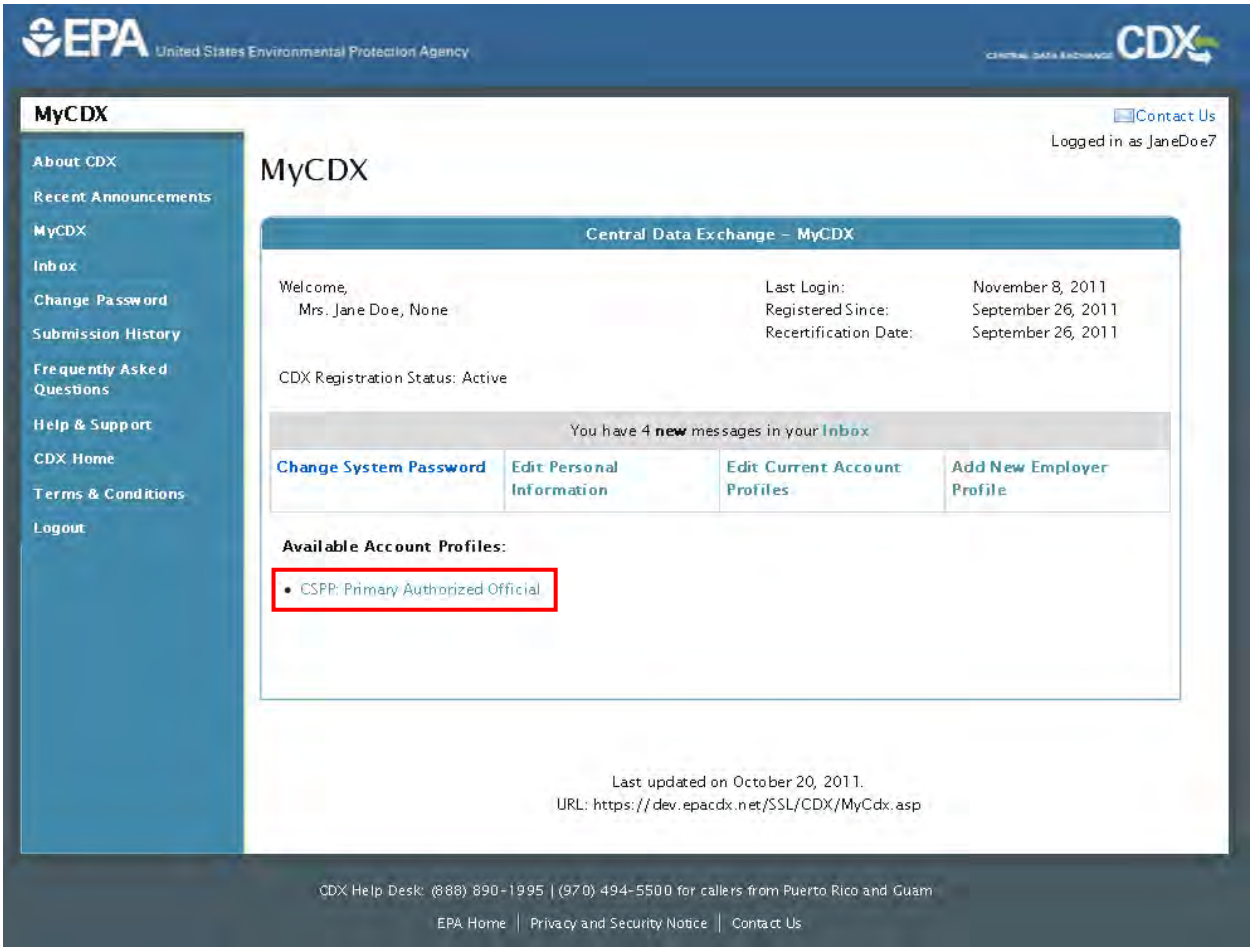
Exhibit 4-2: CDX Registration – CDX Login



The AOs are shown a link for 'CSPP: Primary Authorized Official' or 'CSPP: Secondary Authorized Official' (see **Exhibit 4-3**) while Supports are shown a link for 'CSPP: Primary Support' or 'CSPP: Secondary Support' (see **Exhibit 4-4**). Depending on your user role, you will click on the applicable link to access the Chemical Information Submission System (CISS) application.

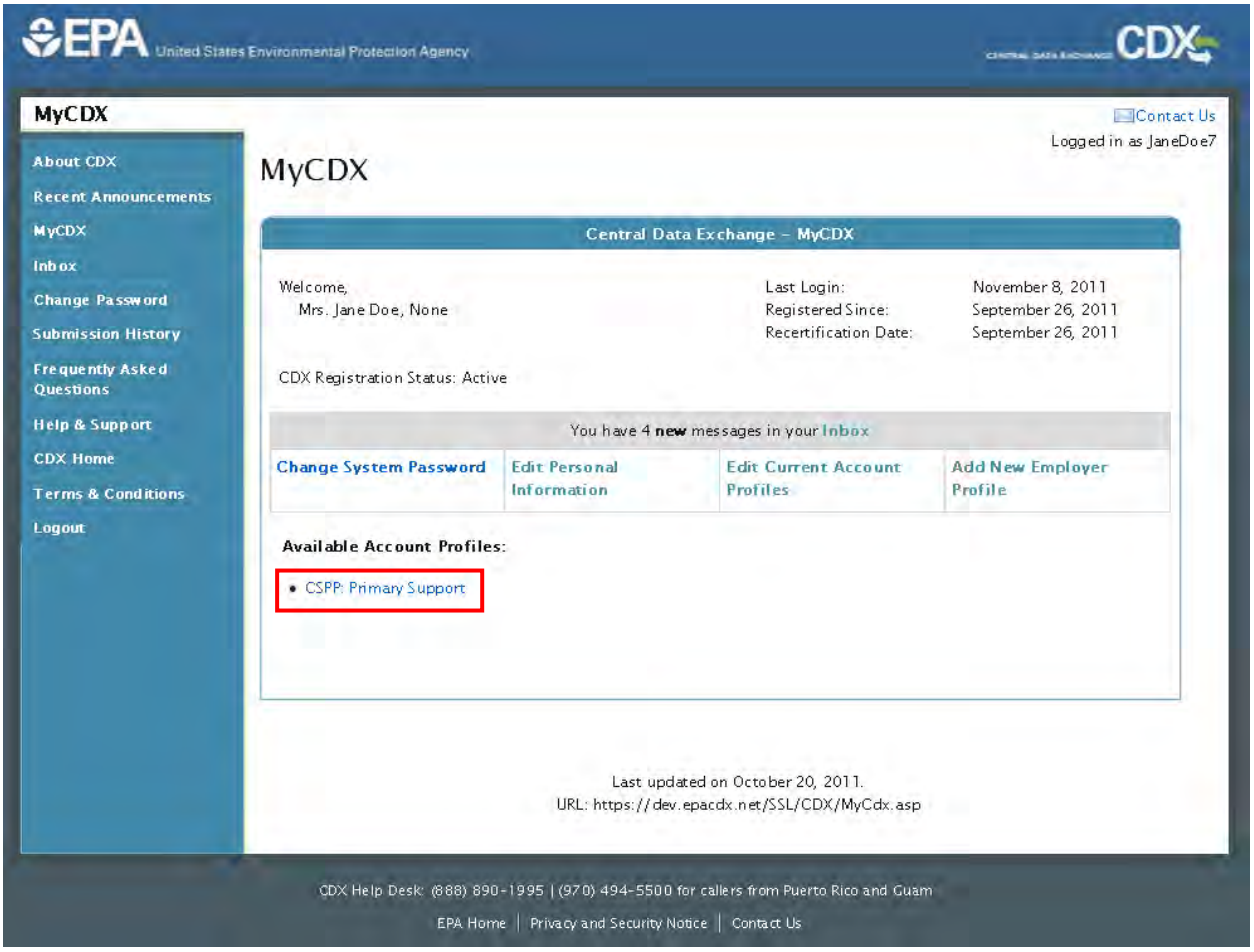
The following figure shows the screen capture for the Authorized Official MyCDX screen:

Exhibit 4-3: CDX Registration – CSPP Program Link on the Authorized Official MyCDX Screen



The following figure shows the screen capture for the Support MyCDX screen:

Exhibit 4-4: CDX Registration – CSPP Program Link on the Support MyCDX Screen

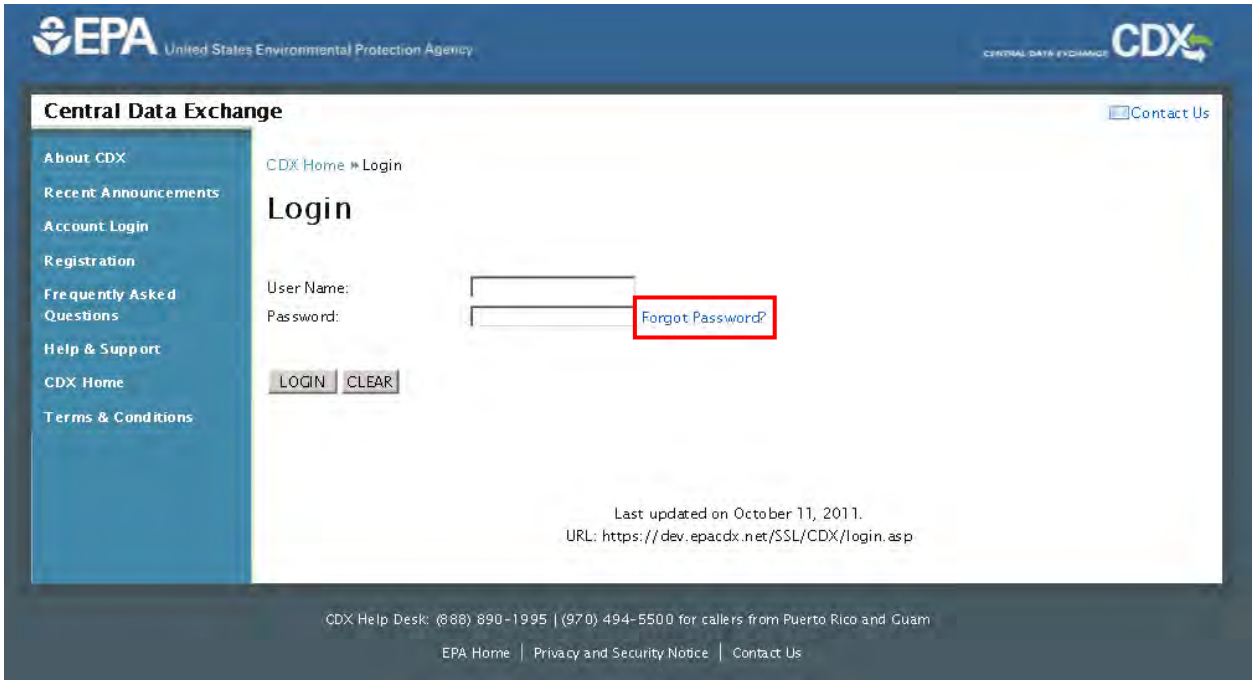


5 Reset Password

In the event that you forget your password, a 'Forgot Password?' link is available on the 'Login' screen (see **Exhibit 5-1**).

The following figure shows the screen capture for the 'Login' screen/'Forgot Password?' link:

Exhibit 5-1: CDX Registration – Login Screen/Forgot Password Link



The 'Forgot Password?' link directs you to the 'Password Reset' screen (see **Exhibit 5-2**) where you are asked to enter your registered email address and user name.

The following figure shows the screen capture for the 'Password Reset' screen 1:

Exhibit 5-2: CDX Registration – Password Reset Screen 1

At this point, you will be prompted to provide an answer to a security question previously set during the registration process. This can be seen in **Exhibit 5-3** below.

The following figure shows the screen capture for the 'Password Reset' screen 2:

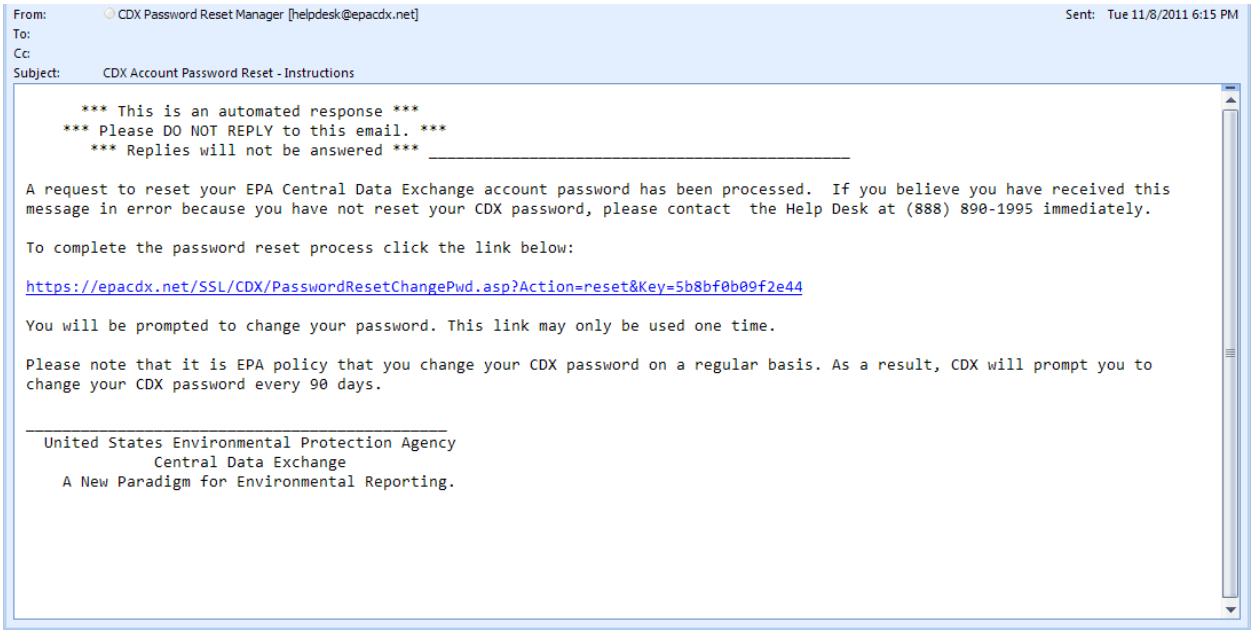
Exhibit 5-3: CDX Registration – Password Reset Screen 2

After you click the 'Submit' button to confirm your password reset request, the screen illustrated in **Exhibit 5-4** will appear confirming that your account has been reset to allow you to create a new password, as well as an e-mail confirmation as seen in **Exhibit 5-5**. The system-generated email will contain a link, which will direct you to a screen allowing you to create a new password. The following figure shows the screen capture for the 'Password Reset' screen:

Exhibit 5-4: CDX Registration – Password Reset

The following figure shows the screen capture for the password reset confirmation e-mail:

Exhibit 5-5: CDX Registration – Password Reset Confirmation E-mail



From: CDX Password Reset Manager [helpdesk@epacdx.net] Sent: Tue 11/8/2011 6:15 PM
To:
Cc:
Subject: CDX Account Password Reset - Instructions

*** This is an automated response ***
*** Please DO NOT REPLY to this email. ***
*** Replies will not be answered ***

A request to reset your EPA Central Data Exchange account password has been processed. If you believe you have received this message in error because you have not reset your CDX password, please contact the Help Desk at (888) 890-1995 immediately.

To complete the password reset process click the link below:

https://epacdx.net/SSL/CDX/PasswordResetChangePwd.asp?Action=reset&Key=5b8bf0b09f2e44

You will be prompted to change your password. This link may only be used one time.

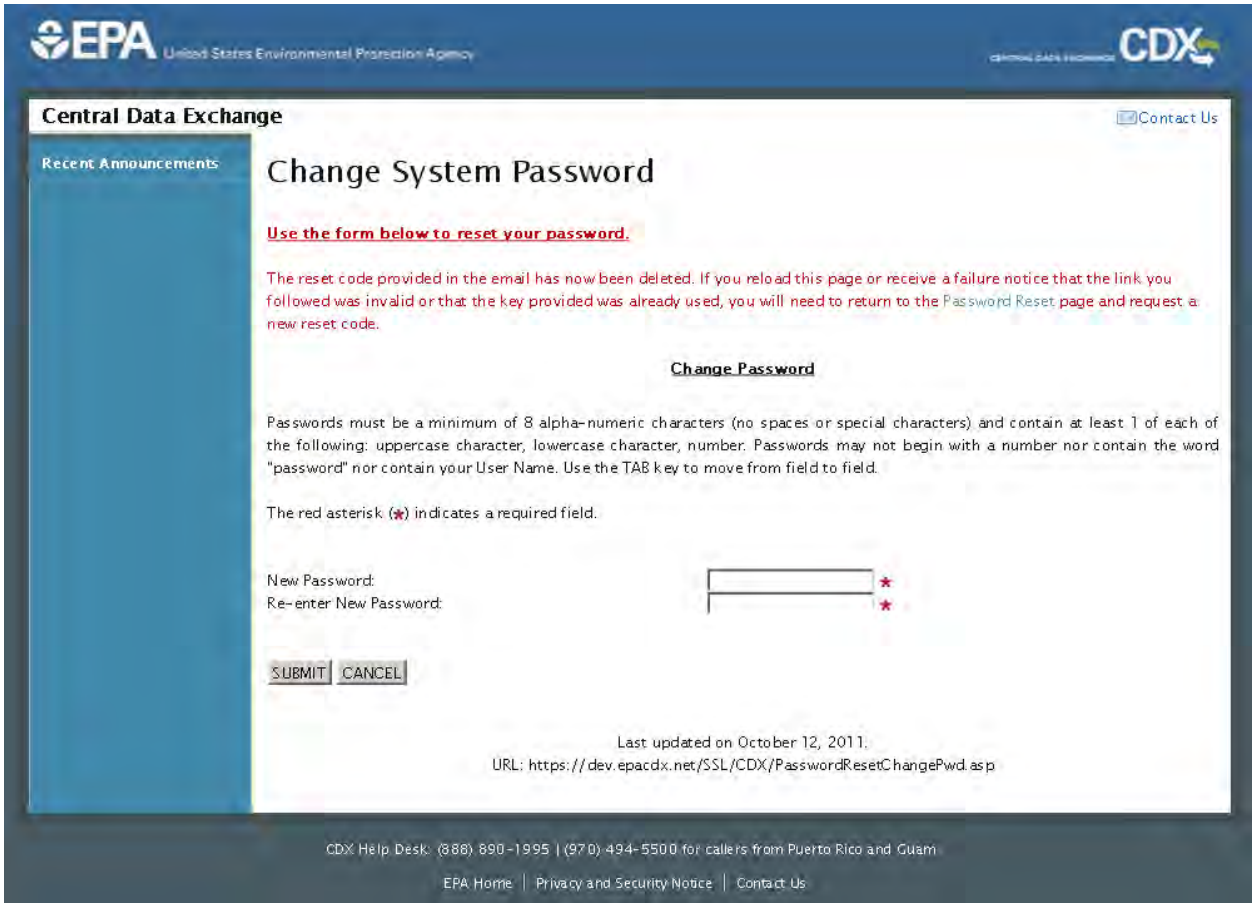
Please note that it is EPA policy that you change your CDX password on a regular basis. As a result, CDX will prompt you to change your CDX password every 90 days.

United States Environmental Protection Agency
Central Data Exchange
A New Paradigm for Environmental Reporting.

Click the link located in the email to navigate to the 'Change System Password' screen (see **Exhibit 5-6**). Once on the 'Change System Password' screen, enter a new password in the 'New Password' text field and retype it into the 'Re-enter New Password' text field. Click the 'Submit' button to navigate back to your main 'MyCDX' screen.

The following figure shows the screen capture for the 'Change System Password' screen:

Exhibit 5-6: CDX Registration – Change System Password



6 For Existing Users

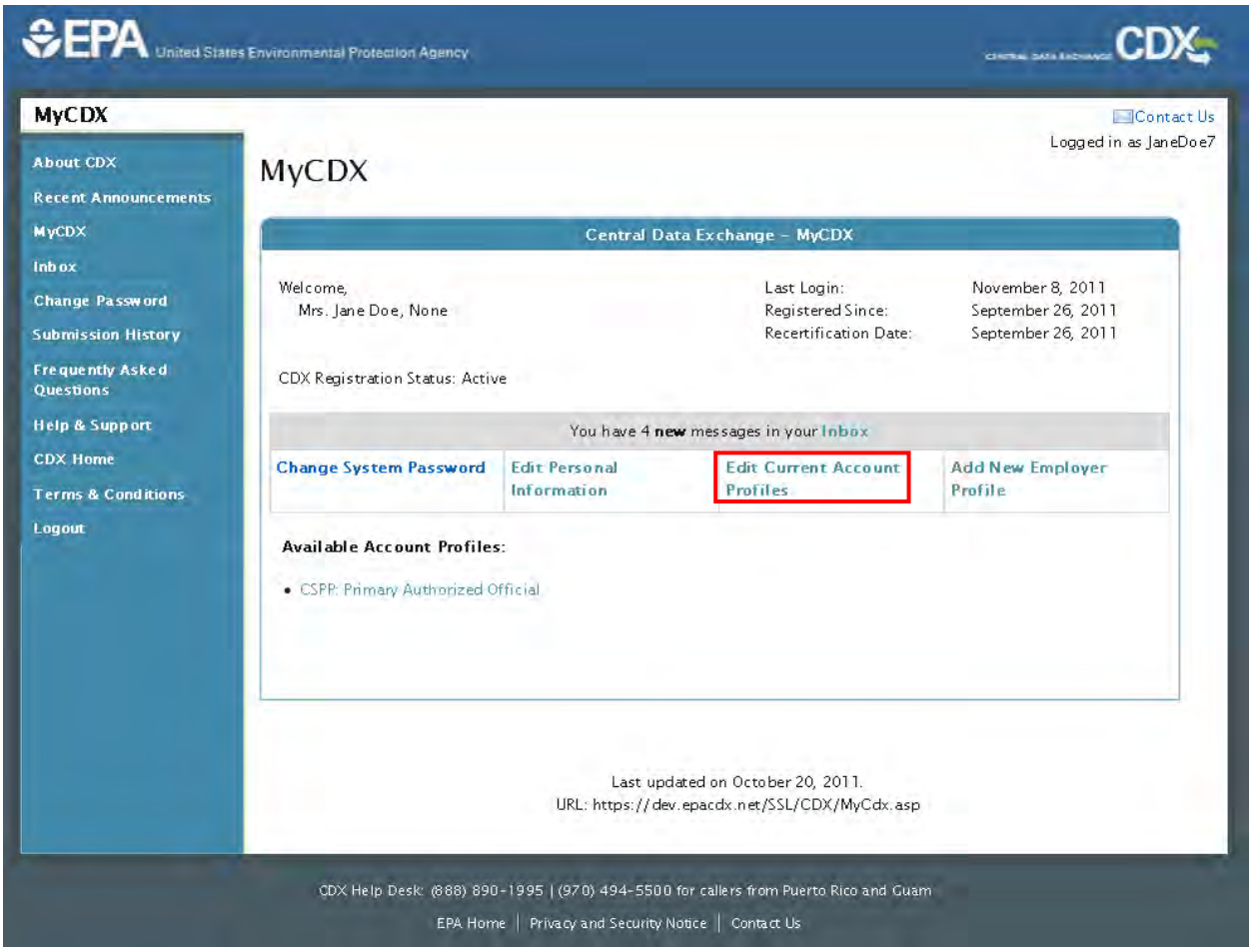
The following section covers the editing of account information for existing users. You must log in to CDX (**Section 4** of this guide) to navigate to the MyCDX screen. From this page, you can change information related to your user account, profile, program, and company.

6.1 Edit Current Account Profiles

From the MyCDX page, click the 'Edit Current Account Profiles' link (seen in **Exhibit 6-1**) to edit organization information, add a new program, or view user roles and statuses.

The following figure shows the screen capture for the 'Edit Current Account Profiles' link:

Exhibit 6-1: CDX Registration – Edit Current Account Profiles link

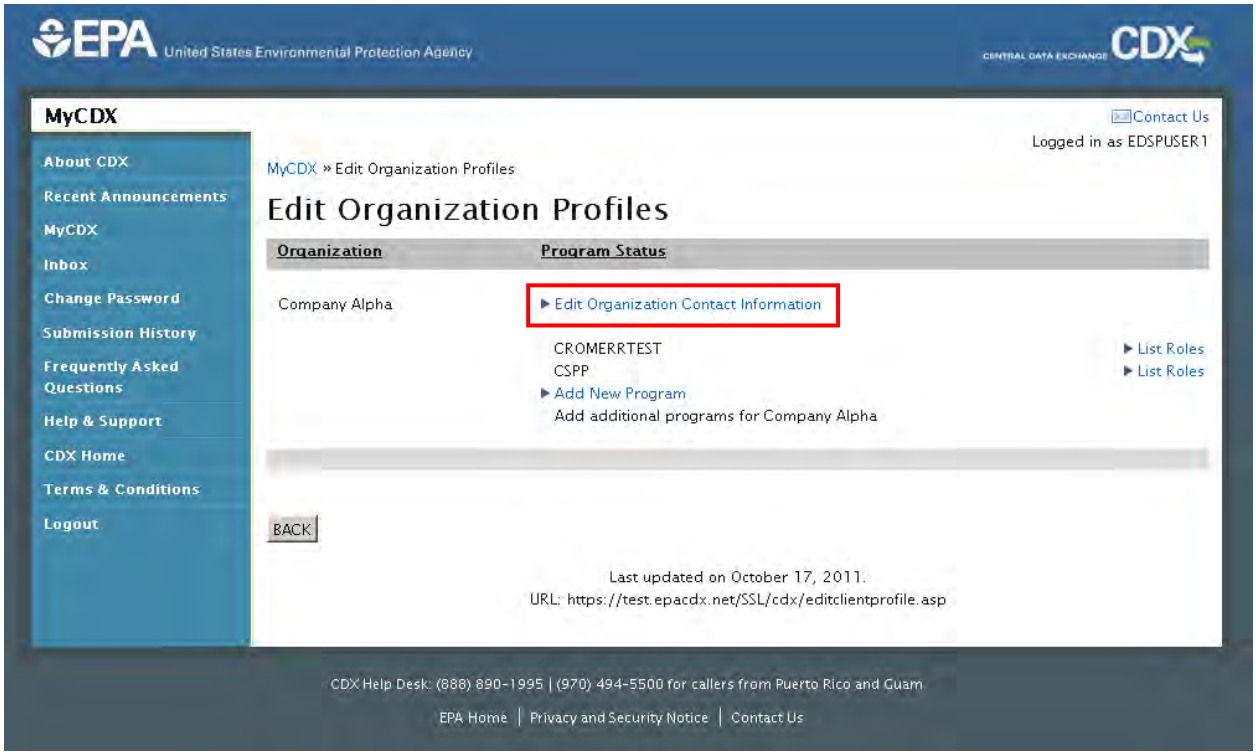


6.1.1 Edit Organization Contact Info

The 'Edit Current Account Profiles' link seen above takes you to the 'Edit Organization Profiles' screen seen in **Exhibit 6-2** below. This page contains three hyperlinks: the 'Edit Organization Contact Information' link, 'Add New Program' link, and 'List Roles' link. The pages for each of these hyperlinks are described in the following sections.

The following figure shows the screen capture for the 'Edit Organization Profiles' screen:

Exhibit 6-2: CDX Registration – Edit Organization Profiles

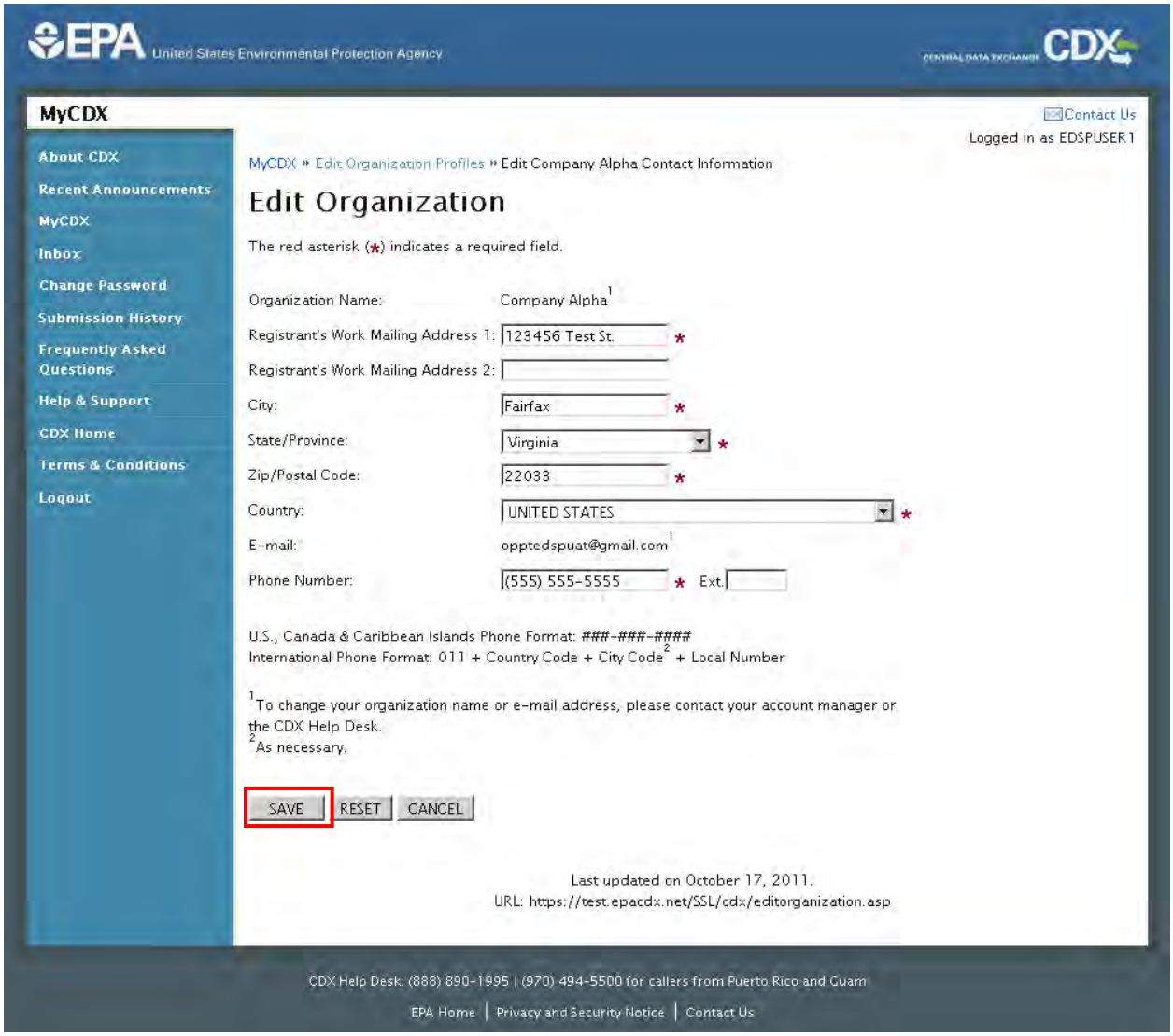


6.1.2 Edit Organization Contact Information

The 'Edit Organization' section allows users to change any information related to their organization, such as address, e-mail, and phone number. You can navigate to this section by clicking the 'Edit Organization Contact Information' link on the 'Edit Organization Profiles' screen. After making the necessary edits, click the 'Save' button' to save your changes.

The following figure shows the screen capture for the 'Edit Organization' screen:

Exhibit 6-3: CDX Registration – Edit Organization



6.1.3 Add New Program

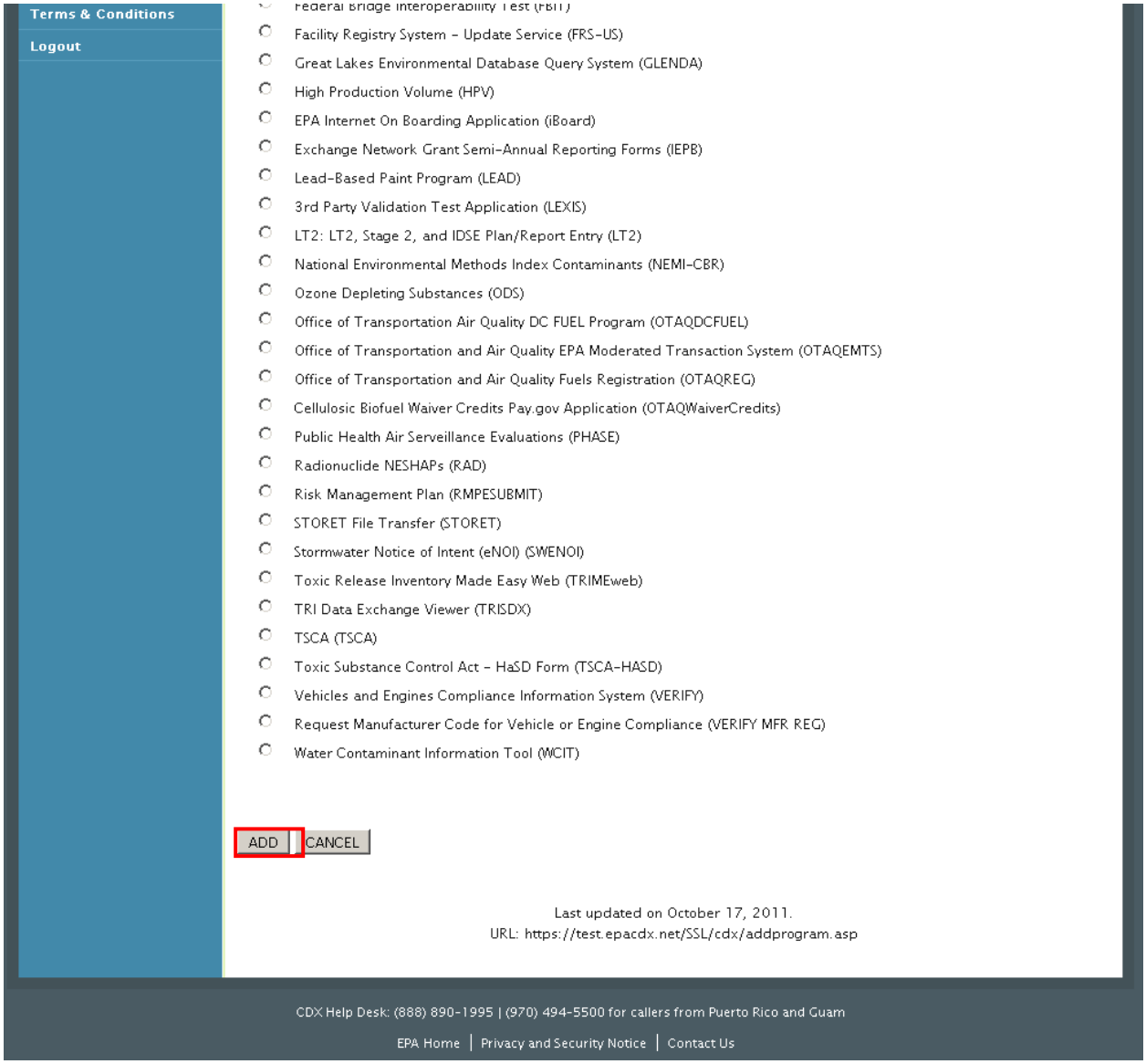
To add an additional program, users can navigate to the 'Add Program' screen (see **Exhibit 6-4**) by clicking the 'Add New Program' link from the 'Edit Organization Profiles' screen (see **Exhibit 6-2**).

The original program for which you registered (CSPP, in this case) will no longer appear in the list. To add one of the listed programs, simply select the radio button next to the desired item and click the 'Add' button to save. The 'Cancel' button will navigate you back to 'Edit Organization Profiles' screen.

The following figure shows the screen capture for the Add Program page:

Exhibit 6-4: Add Program Page – Scroll 1

Exhibit 6-5: Add Program Page – Scroll 2



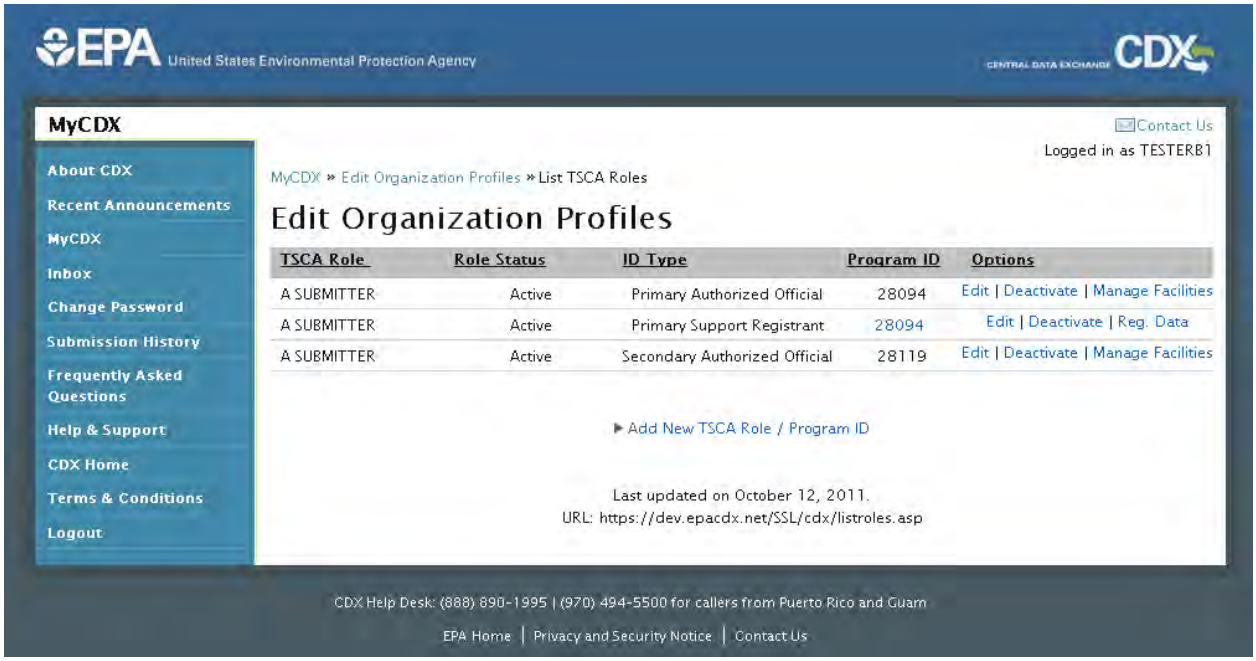
6.1.4 List Roles

The 'List Roles' link allows you view all of your roles in the system for your specific organization as well as the current statuses (active, awaiting approval, deactivated) of these roles. **Exhibit 6-6** below shows the screen for a user that is both an Authorized Official and a Support.

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 box (see **Exhibit 6-7**). The 'OK' button will deactivate the chosen role. The 'Cancel' button will remove the pop-up box and no action will be taken.

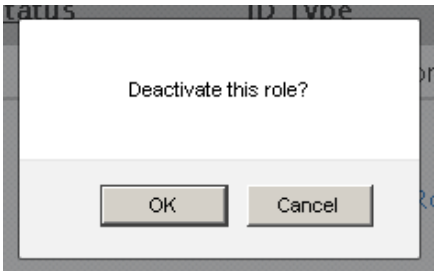
The following figure shows the screen capture for the user roles and statuses:

Exhibit 6-6: CDX Registration – List of User Roles and Statuses



The following figure shows the screen capture for the deactivation confirmation pop-up window:

Exhibit 6-7: CDX Registration – Deactivation Confirmation Pop-up Window

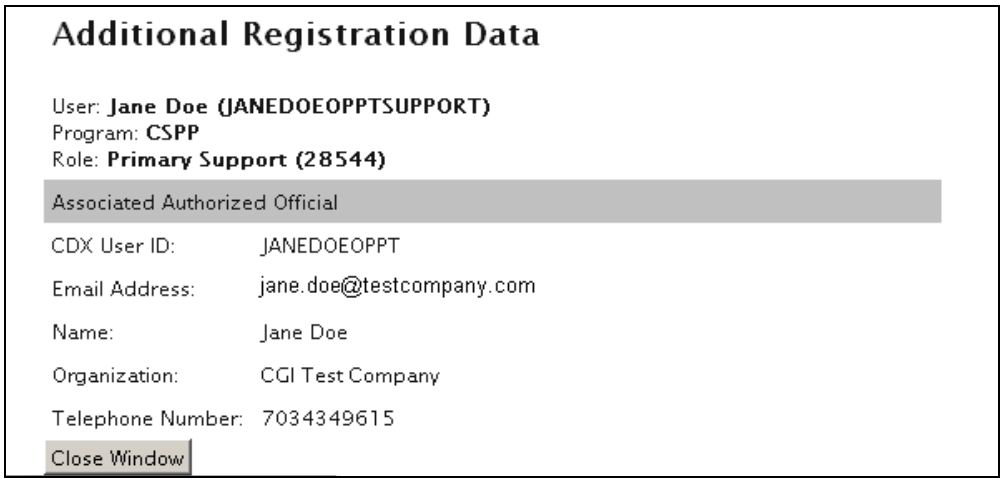


If you are a Support, you can view details of the AO's registration information by clicking the 'Reg. Data' link. A new window will appear with these details.

Roles can only be approved by the Registration Account Manager.

The following figure shows the screen capture for the 'Additional Registration Data' information:

Exhibit 6-8: CDX Registration – Additional Registration Data

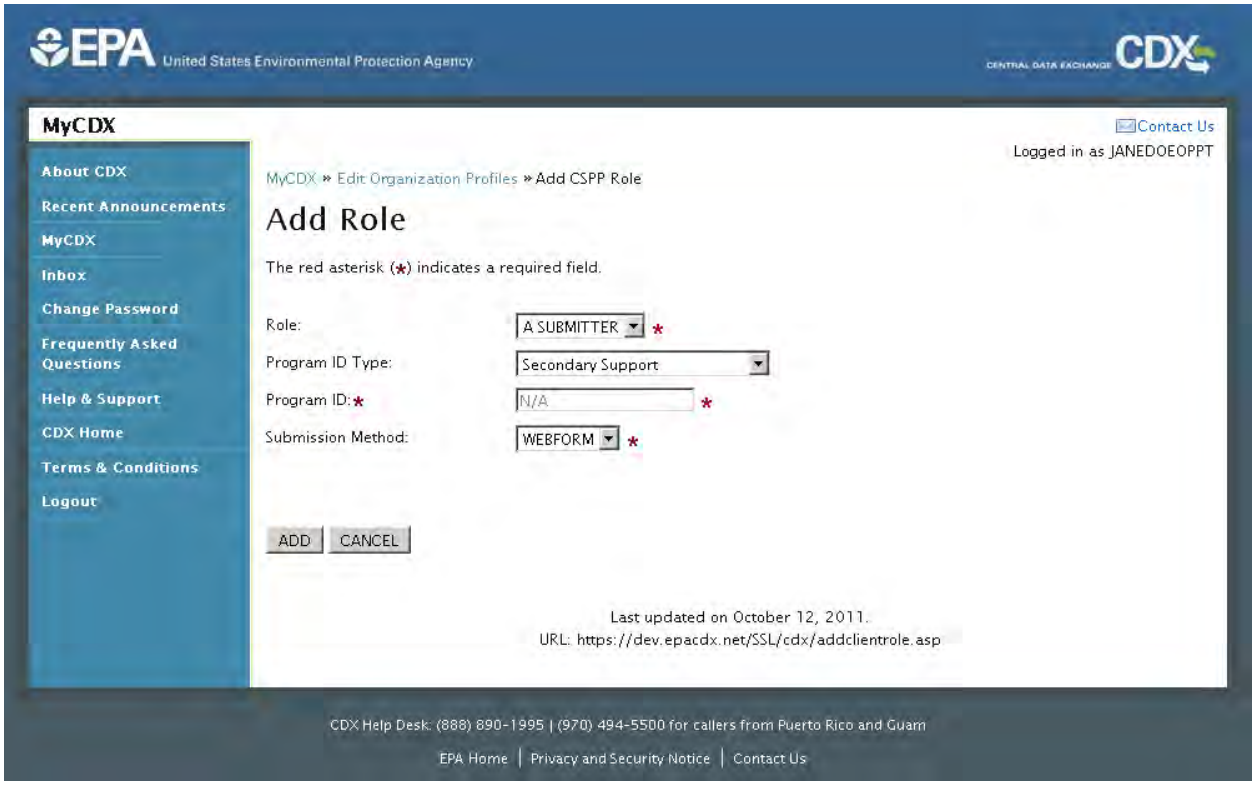


6.1.4.1 Add New Role

You may add a new role for yourself by clicking the 'Add New CSPP Role/Program ID' link, which will take you to the screen seen below.

The following figure shows the screen capture for the 'Add Role' page:

Exhibit 6-9: CDX Registration – Add Role

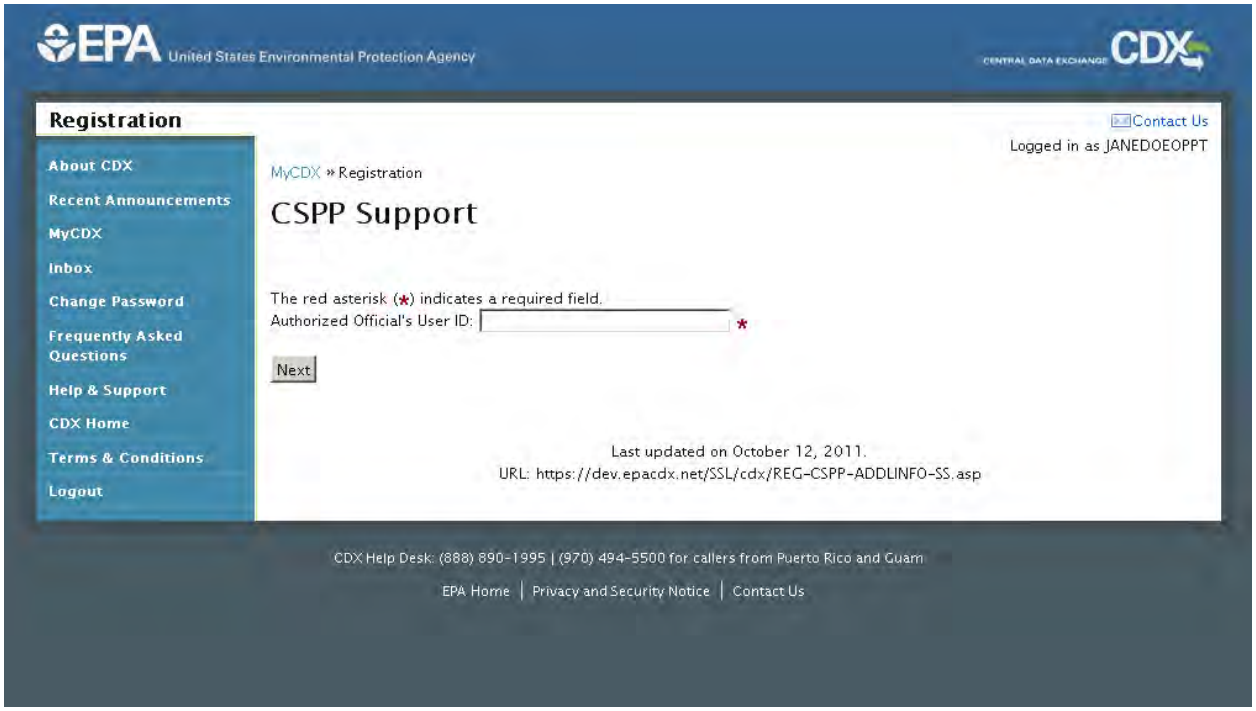


You may register a second role as a Support or an AO.

If you are registering a Support role, you will be asked to provide the User ID of the AO under which you will be registering. After doing so, you will choose the appropriate organization associated with the AO you have specified. These screens will be identical to those seen in **Exhibit 6-10**: CDX Registration – CSPP Support Authorized Official User ID and **Exhibit 6-11**.

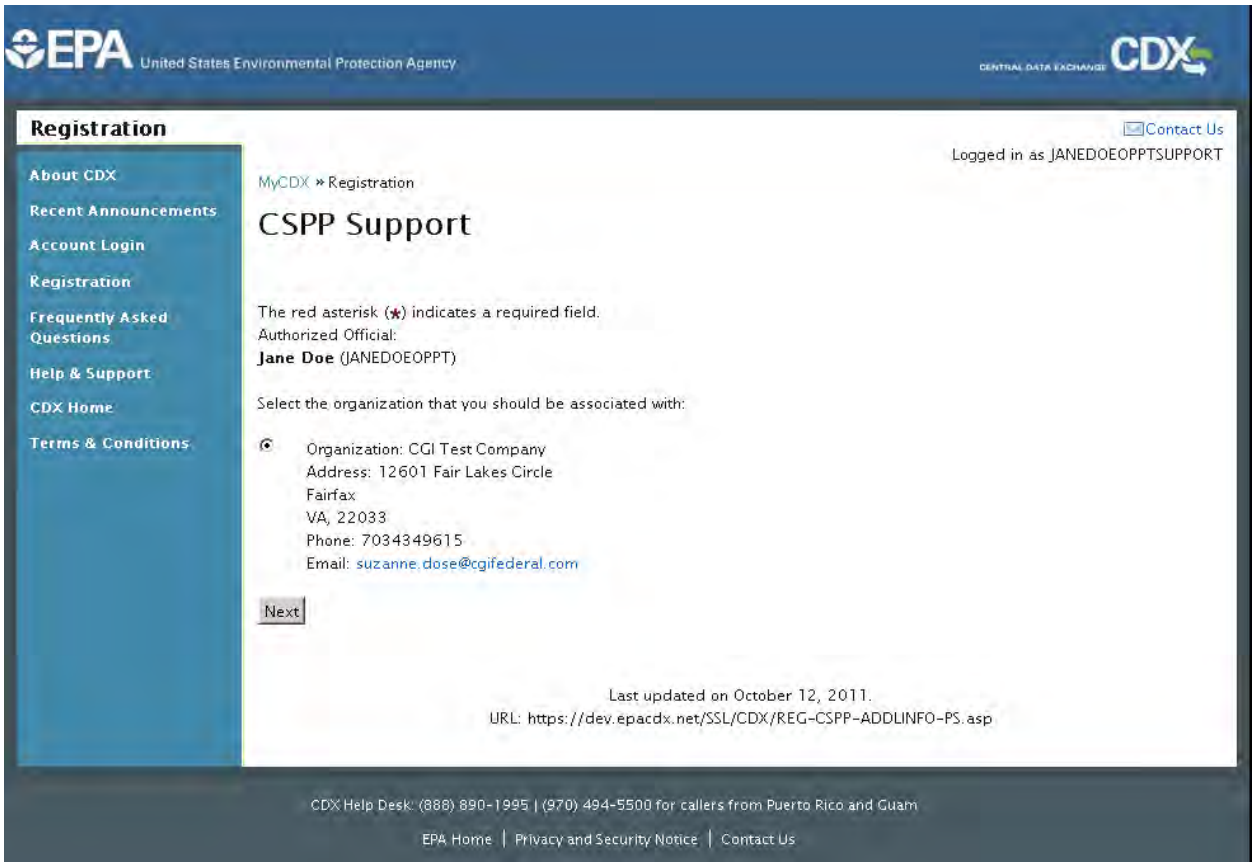
The following figure shows the screen capture for the 'CSPP Support' Authorized Official User ID screen:

Exhibit 6-10: CDX Registration – CSPP Support Authorized Official User ID



The following figure shows the screen capture for the 'CSPP Support' Authorized Official Organization Selection screen:

Exhibit 6-11: CDX Registration – CSPP Support Authorized Official Organization Selection



If you wish to add another role, you will be required to fill out and send in all required forms again (essentially re-register) to be approved for this role. The necessary form(s) will automatically be generated.

This method may only be used to register for another role for the current organization under which you are already registered. To add another role for a separate organization, you must add a new employer profile (**Section 6.2** of this guide).

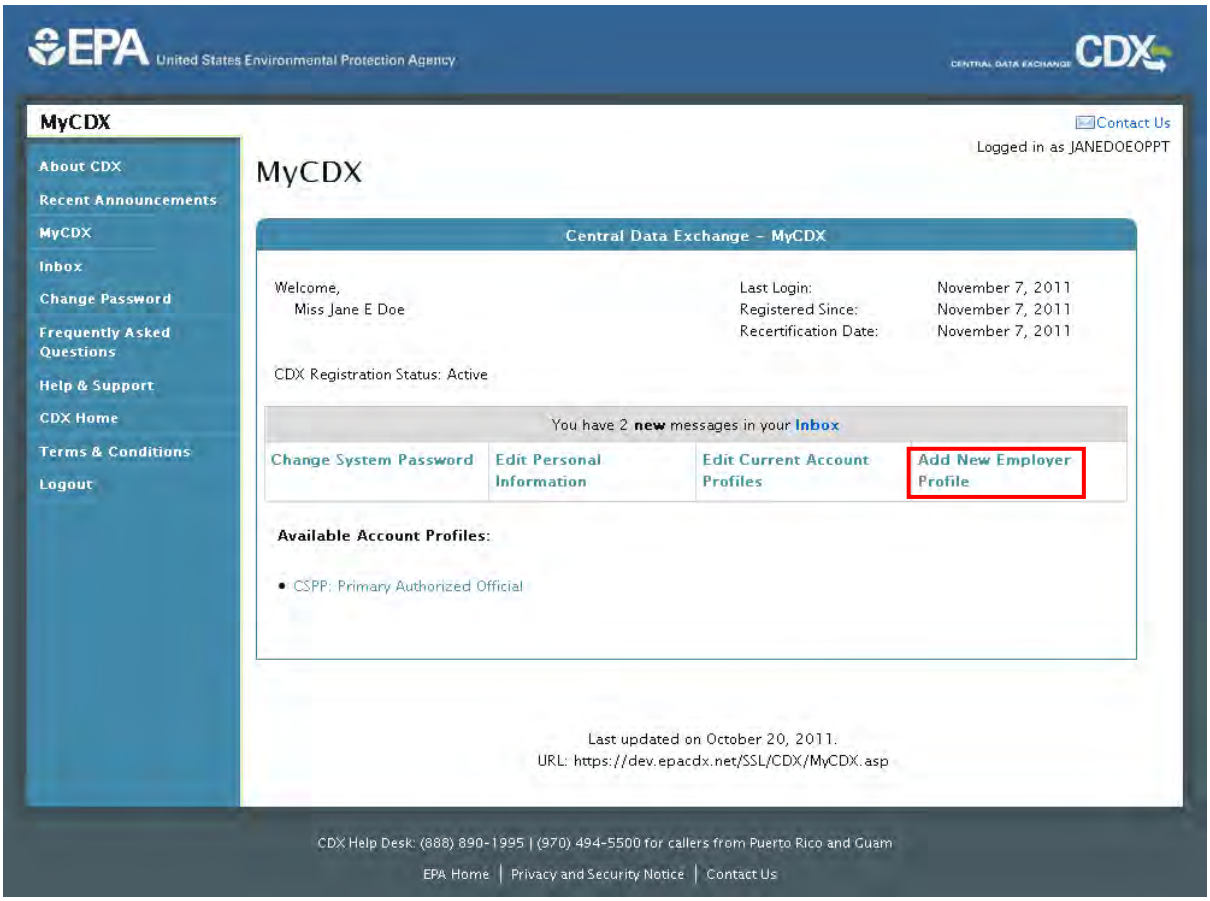
Note: For the CSPP program, you should always enter the value 'N/A' into the 'ID' field.

6.2 Add New Employer Profile

The 'Add New Employer Profile' link (see **Exhibit 6-12**) may be used to add a new organization and/or role to your profile. This link will direct you to a form where you can input information for a new organization (see **Exhibit 6-13**).

The following figure shows the screen capture for the 'Add New Employer Profile' link:

Exhibit 6-12: CDX Registration – Add New Employer Profile link



The following figure shows the screen capture for the 'Add Organization' screen:

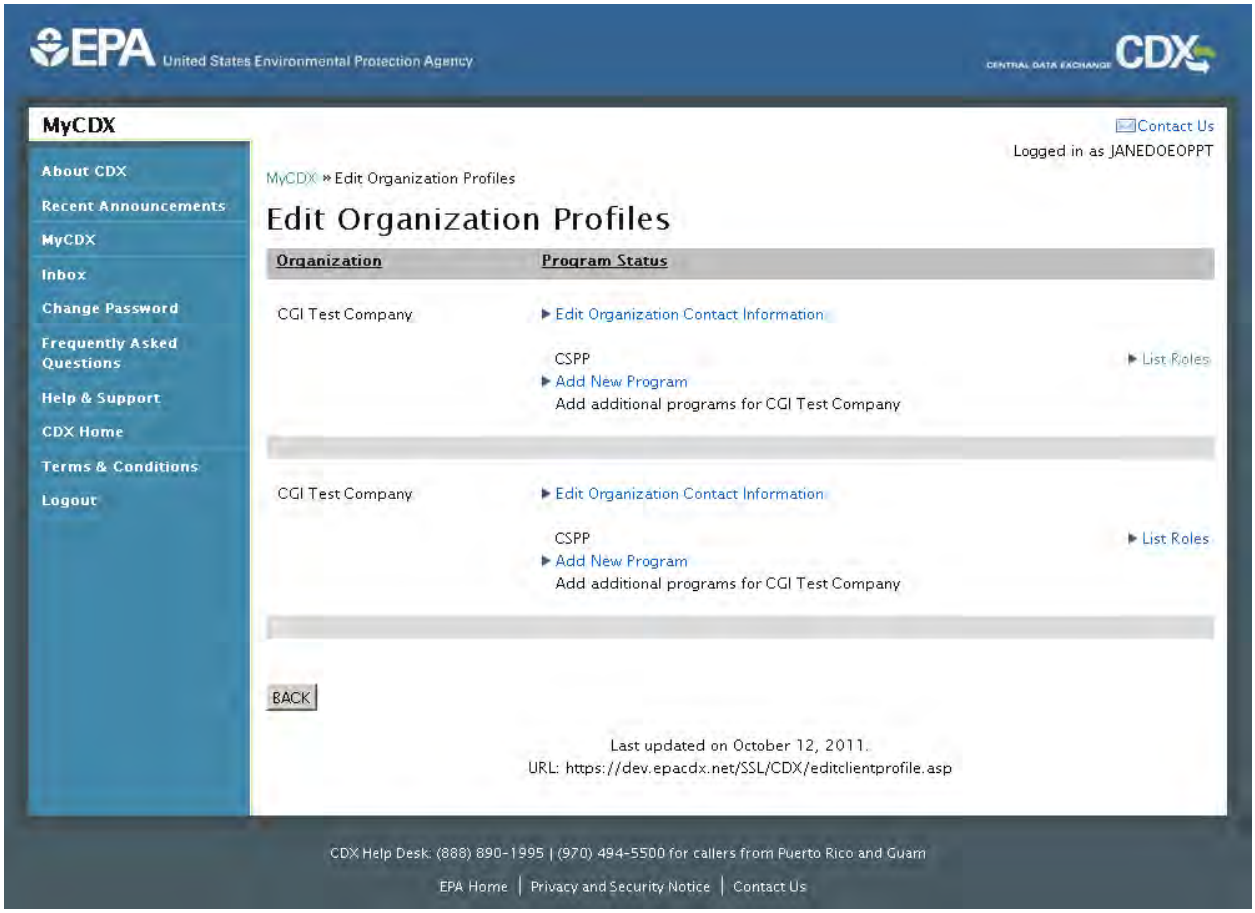
Exhibit 6-13: CDX Registration – Add Organization

After completing this form, you will see the page pictured in **Exhibit 6-4** and you will be asked to provide the program for this role and organization. You can choose the same program (CSPP) or a new one. You will then be prompted to choose a user role: Authorized Official or Support. When this process has been completed, you will need to send in all mandatory forms and be approved again by the Registration Account Manager.

The change will be reflected in your account profile on the 'Edit Organization Profiles' page. As seen in **Exhibit 6-14** below, a new organization has been added to this user's profile.

The following figure shows the screen capture for viewing new organizations:

Exhibit 6-14: CDX Registration – View New Organizations

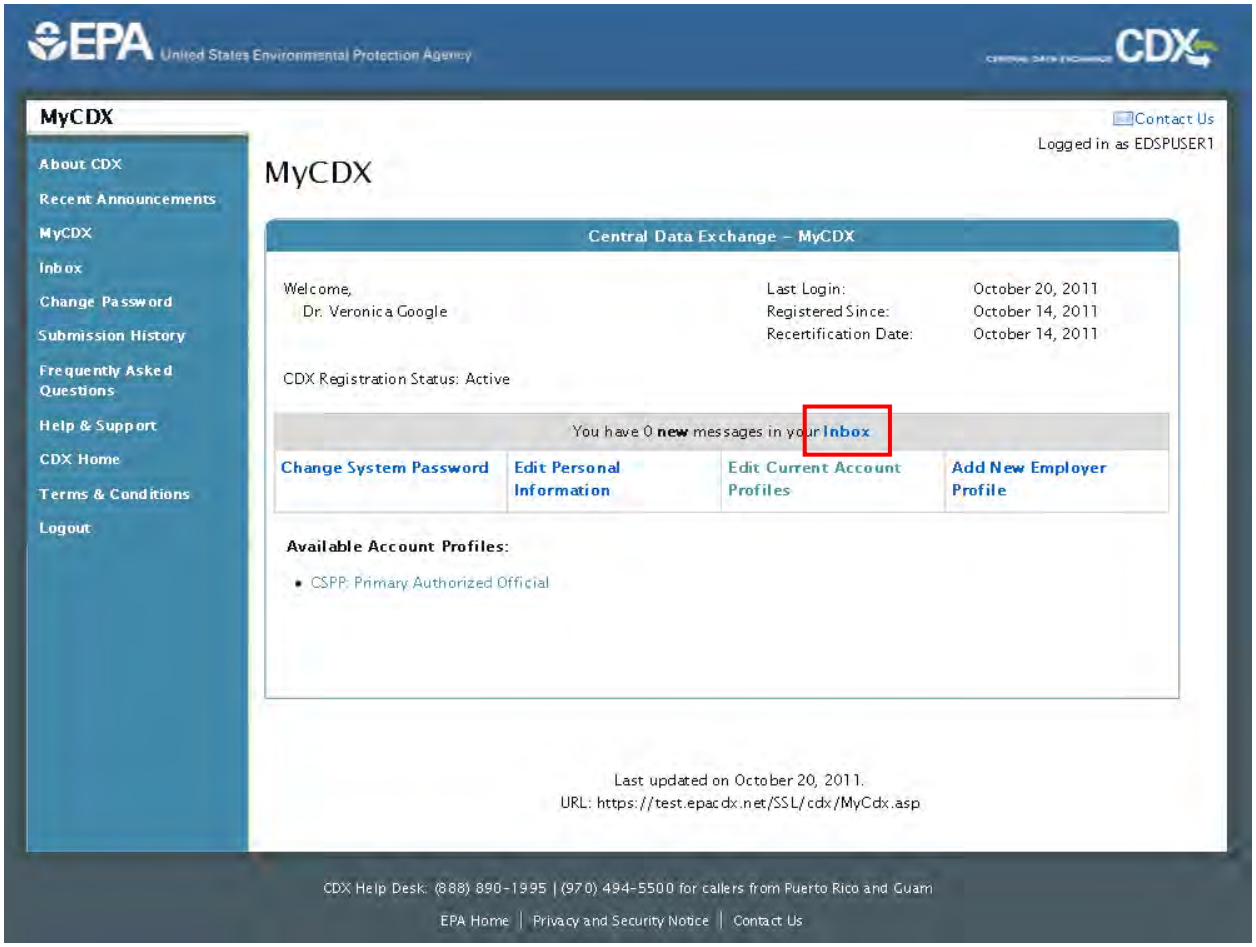


6.3 The CDX User Inbox

Your CDX user Inbox can be accessed two ways - via the link on the left-hand navigation pane or the notification on the MyCDX user homepage. This notification, as seen in **Exhibit 6-15** below, displays the number of unread messages that currently exist in the inbox.

The following figure shows the screen capture for the 'Inbox' links:

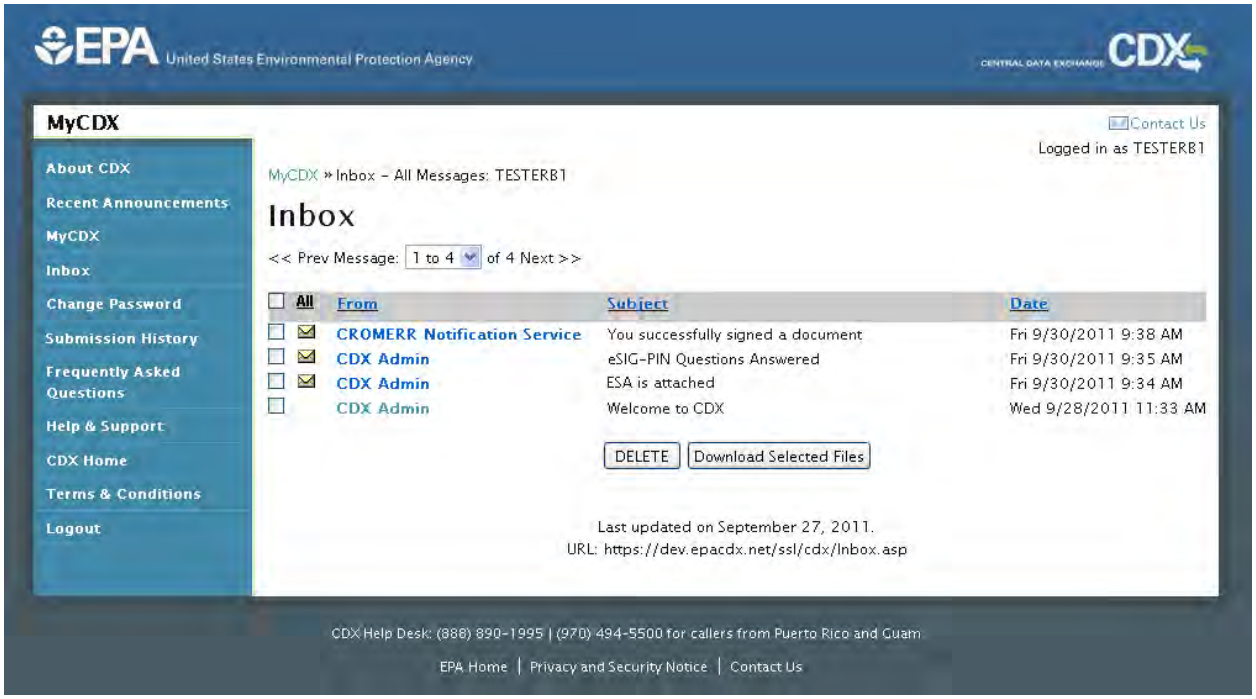
Exhibit 6-15: CDX Registration – How to Access User Inbox



6.3.1 Viewing and Sorting the User Inbox

A sample view of a user Inbox can be seen below in **Exhibit 6-16**. This inbox contains four (4) messages, three (3) of which are new.

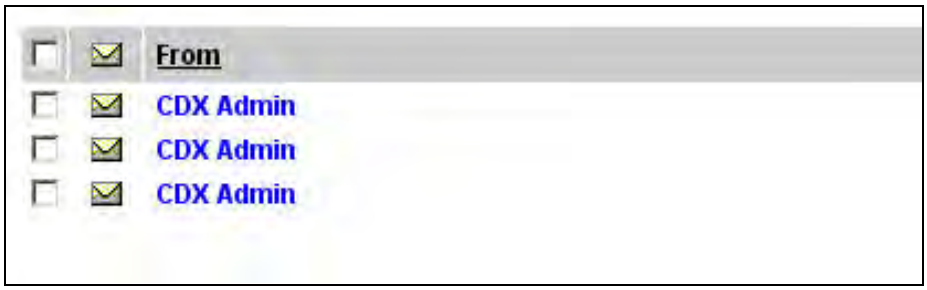
Exhibit 6-16: CDX Registration – User Inbox



Messages in the Inbox can be sorted by status (new or read), sender, subject, or date. To sort by one of these options, click the title header of that column and the messages will automatically sort in ascending order (for sender, subject, or date). Clicking the column header again will sort messages in descending order.

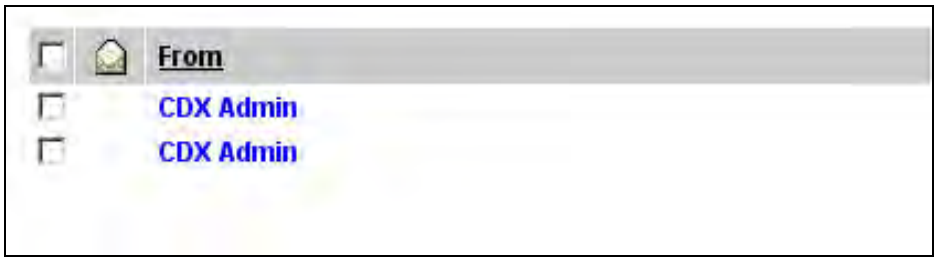
An envelope icon ( ) denotes a new (unread) message in the Inbox. By default, the column header will read 'all,' meaning that it is showing all messages in the Inbox. Clicking this header will change the text 'all' to show the un-opened envelope icon ( ). The Inbox will now display only un-read messages, as seen in **Exhibit 6-17**

Exhibit 6-17: CDX Registration – Inbox View: Unread messages



If clicked again, the un-opened envelope icon will change into an opened envelope icon ( ), and the Inbox will now display only previously read messages. A sample Inbox can be seen in **Exhibit 6-18: Inbox view: Read messages**

Exhibit 6-18: Inbox view: Read messages



Finally, the Inbox will return to the default 'all' display if the column header is clicked again.

Selecting a message can be done by clicking the checkbox associated with the desired message. Messages must be selected before attempting to delete or download an attached file. To select all, click the header checkbox located in the grey header section.

Attachments may also be downloaded by opening the message and clicking the file link located within.

6.3.2 Messages in the user Inbox

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

- Subject: **Welcome to CDX** – This message is received upon CDX registration welcoming you to the Central Data Exchange.
- Subject: **CSPP ESA is attached** – As part of the registration process, you will be required to print and sign an Electronic Signature Agreement (ESA). A digital copy of this form is available for download from this message in your user Inbox.
- Subject: **eSIG-PIN Questions Answered** – This message is to inform you that you have successfully established your 20-5-1 question and answer sets. The e-mail contains the five questions you have chosen, but for security purposes, does not include your answers.
- Subject: **Authorized Official Verification Form or Support Verification Form** – When you have signed up as (or have added a role as) an Authorized Official or a Support, you will need to go through a verification process and be approved by the EPA. A digital copy of this verification form will be available for reference or printing in this Inbox message.
- Subject: **You successfully signed a document** – This message will appear after you have successfully submitted a form with the CSPP tool. It informs you that you have successfully signed a document with CROMERR.

Appendix A. List of Acronyms

The following is a list of acronyms used in this document.

Acronym/Term	Definition
CDR	Chemical Data Reporting
CDX	Central Data Exchange
CISS	Chemical Information Submission System
CoR	Copy of Record
CROMERR	Cross-Media Electronic Reporting Regulation
CSPP	Chemical Safety and Pesticides Program
ECMS	Enterprise Content Management System
EDSP	Endocrine Disruptor Screening Program
EPA	Environmental Protection Agency
ESA	Electronic Signature Agreement
IE	Internet Explorer
OPPT	Office of Pollution Prevention and Toxics
PII	Personally Identifiable Information
PMN	Pre-Manufacture Notice
SRN	Submission Report Number
SSL	Secure Socket Layer
TSCA	Toxic Substances Control Act
UI	User Interface
WSDL	Web services description language

Appendix B. Comments Matrix

Comment Number	Section and Page	OPPT Comment	CGI Response
1.	Entire Document	Make sure all links are correct	Incorporate Change
2.	Table of Contents	Link the words in the TOC to the page, not just the numbers	Incorporate Change
3.	Introduction	Change introduction text to supplied text from OPPT	Incorporate Change