



# **CDX Pesticide Submissions Portal (PSP) Registration User Guide**

Environmental Protection Agency

Office of Pesticide Programs

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## 1 Introduction

The Central Data Exchange (CDX) is a web-based system that facilitates electronic data submissions to the United States Environmental Protection Agency (EPA). CDX allows users submitting data to EPA to register for specific programs of interest. CDX also provides EPA Program Offices a common framework for users to satisfy reporting requirements across multiple EPA programs. Please refer to [www.epa.gov/cdx](http://www.epa.gov/cdx) for more information about CDX.

### 1.1 Purpose

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The purpose of this document is to describe the registration processes for the Pesticide Submission Portal (PSP) Program Service. This document assists new and existing CDX users register for PSP, describes the electronic process to request an EPA company number, and details the Authorized Agent role sponsorship process.

### 1.2 Topics Covered

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This document covers the steps necessary to register for CDX and PSP. The document's sections are below described:

- **Section 2** lists the system requirements necessary to access and interact with CDX and PSP.
- **Section 3** guides users through the CDX screens that do not require a user account.
- **Section 4** introduces the roles available for the PSP Program Service.
- **Section 5** describes the steps to register for the PSP Primary Submitter role as a new CDX user.
- **Section 6** details the additional verification processes necessary for certain roles.
- **Section 7** walks through the steps to add the PSP Primary Submitter role to an existing CDX account.
- **Section 8** describes how to request an EPA company number using PSP's Company Number Generator (CNG) application.
- **Section 9** explains the role sponsorship process for the PSP Authorized Agent role.

### 1.3 Application Support

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Help is available by contacting the CDX Help Desk (CDXHDD) using one of 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 CDXHDD's toll-free line at (888) 890-1995 or +1 (970) 494-5500 for international callers.
- **By Email:**  
Send an email to [helpdesk@epacdx.net](mailto: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' screen 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' screen.

- **By Website:**

Users can contact the CDXHD 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

The following items are required to use CDX:

- An e-mail account
- A JavaScript enabled web browser
- Internet access
- A vendor supported version of Adobe Acrobat Reader

### 2.1 Supported Browsers

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For optimal performance, it is recommended that Google Chrome be used to access the PSP Program Service. However, the following browsers are supported:

- Vendor supported versions of Google Chrome  
Go to the following link to download:  
<http://www.google.com/chrome>
- Vendor supported versions of Mozilla Firefox  
Go to the following link to download:  
<https://www.mozilla.org/en-US/firefox/new/>
- Vendor supported versions of Microsoft Internet Explorer (IE) or Edge  
Go to the following link to download:  
<https://www.microsoft.com/en-us/edge>
- Vendor supported versions of Safari  
Go to the following link to download:  
<https://support.apple.com/downloads/>

### 2.2 Screen Resolution

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

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## 3 CDX Navigation

The following section provides an overview of the screens that are accessible to users prior to completing the CDX registration process.

### 3.1 Overview

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EPA programs and various stakeholders use CDX to manage environmental data transmitted to EPA to meet reporting requirements. CDX registration allows EPA Program Offices to define the roles and collected information required to complete the registration process, and facilitate user access to a program. CDX captures the requirements for each Program Service and role and prompts users for only required information. Some roles do not require additional information, whereas, others require additional identity verification and/or information processing. The following subsections walk through how to navigate the tabs on the CDX ‘Home’ screen.

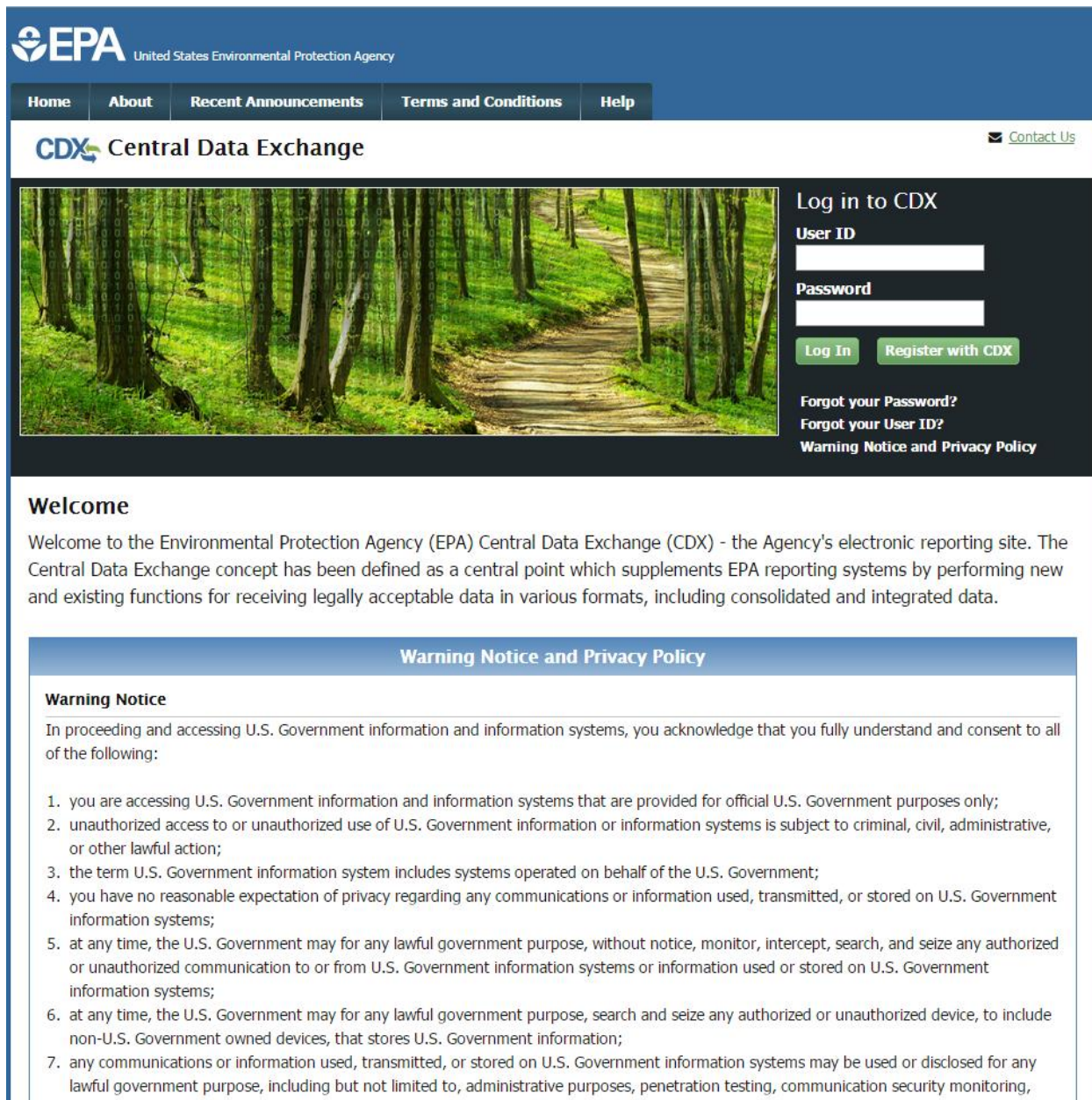
### 3.2 CDX ‘Home’ Screen

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The CDX ‘Home’ screen is the landing page from which users access and interact with various CDX functions. The CDX ‘Home’ screen can be accessed at <https://cdx.epa.gov>, and provides users with the following features:

- **Log In:** Users with a CDX account may log into the system by entering their user identification (ID), entering the corresponding password, and clicking the ‘Log In’ button located on the right side of the screen.
- **Registration:** Users without a CDX account may click the ‘Register with CDX’ button to initiate the registration process outlined in **Section 5**.
- **Welcome Announcement:** This area provides welcome text available to all visitors to CDX.
- **Important Alerts:** The alerts in the ‘Notices’ box that appear below the ‘Welcome Announcement’ provide system and program-specific information. The ‘Notices’ box only appears when there are CDX alerts.
- **Warning Notice and Privacy Policy:** The ‘Warning Notice and Privacy Policy’ statements section provides users the terms of use for the CDX system, regardless of whether a user logs into or registers with CDX.

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



The screenshot displays the CDX Home page. At the top left is the EPA logo with the text "United States Environmental Protection Agency". A navigation bar contains links for "Home", "About", "Recent Announcements", "Terms and Conditions", and "Help". Below this is the "CDX Central Data Exchange" header with a "Contact Us" link. The main content area features a large image of a forest path on the left and a login section on the right. The login section includes the heading "Log in to CDX", input fields for "User ID" and "Password", and buttons for "Log In" and "Register with CDX". Below the login fields are links for "Forgot your Password?", "Forgot your User ID?", and "Warning Notice and Privacy Policy".

**Welcome**

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

**Warning Notice and Privacy Policy**

**Warning Notice**

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

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

**Exhibit 3-1: CDX ‘Home’ Screen (Scroll 1)**

Exhibit 3-2 shows a screen capture of the CDX ‘Home’ 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**

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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 ‘Home’ Screen (Scroll 2)**

### 3.2.1 About CDX

Users can access the ‘About CDX’ screen by clicking the tab labeled ‘About’ at the top of the CDX ‘Home’ screen. The ‘About CDX’ screen provides general information about CDX system requirements and procedures that users should be aware of concerning regulation, user, and system policies.

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

**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions Help

**CDX** Central Data Exchange [Contact Us](#)

**Log in to CDX**

User ID

Password

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

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

**About CDX**

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

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

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

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

**Exhibit 3-3: 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

Users can access the ‘Recent Announcements’ screen by clicking the tab labeled ‘Recent Announcements’ at the top of the CDX ‘Home’ screen. This screen provides an extended list of current and archived announcements. The most recent announcements also display as important alerts on the CDX ‘Home’ screen. If an alert on the CDX ‘Home’ screen is too long, it will display in a teaser format with a hyperlink to view more details. Upon clicking, the application navigates to the ‘Recent Announcements’ screen to view the announcement in its entirety. The ‘Older announcements’ link displayed at the bottom of the screen provides access to announcements older than six months.

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

**Recent Announcements**

Announcements for: 1/28/2020 – 7/28/2020

**Thursday, June 18, 2020:**  
Friday June 19, from 6pm EST to 9pm EST - All NeT Program Services will be unavailable for system maintenance

**Wednesday, March 11, 2020:**  
Sunday, March 15, 2020 – 12:00 PM to 6:00 PM ET – CDX Web and the Exchange Network may experience intermittent outages due to database maintenance.

**Wednesday, February 19, 2020:**  
Saturday, February 22, 2020 – 8:00 AM to 9:00 PM – CDX Web and the Exchange Network may experience intermittent outages due to network maintenance.

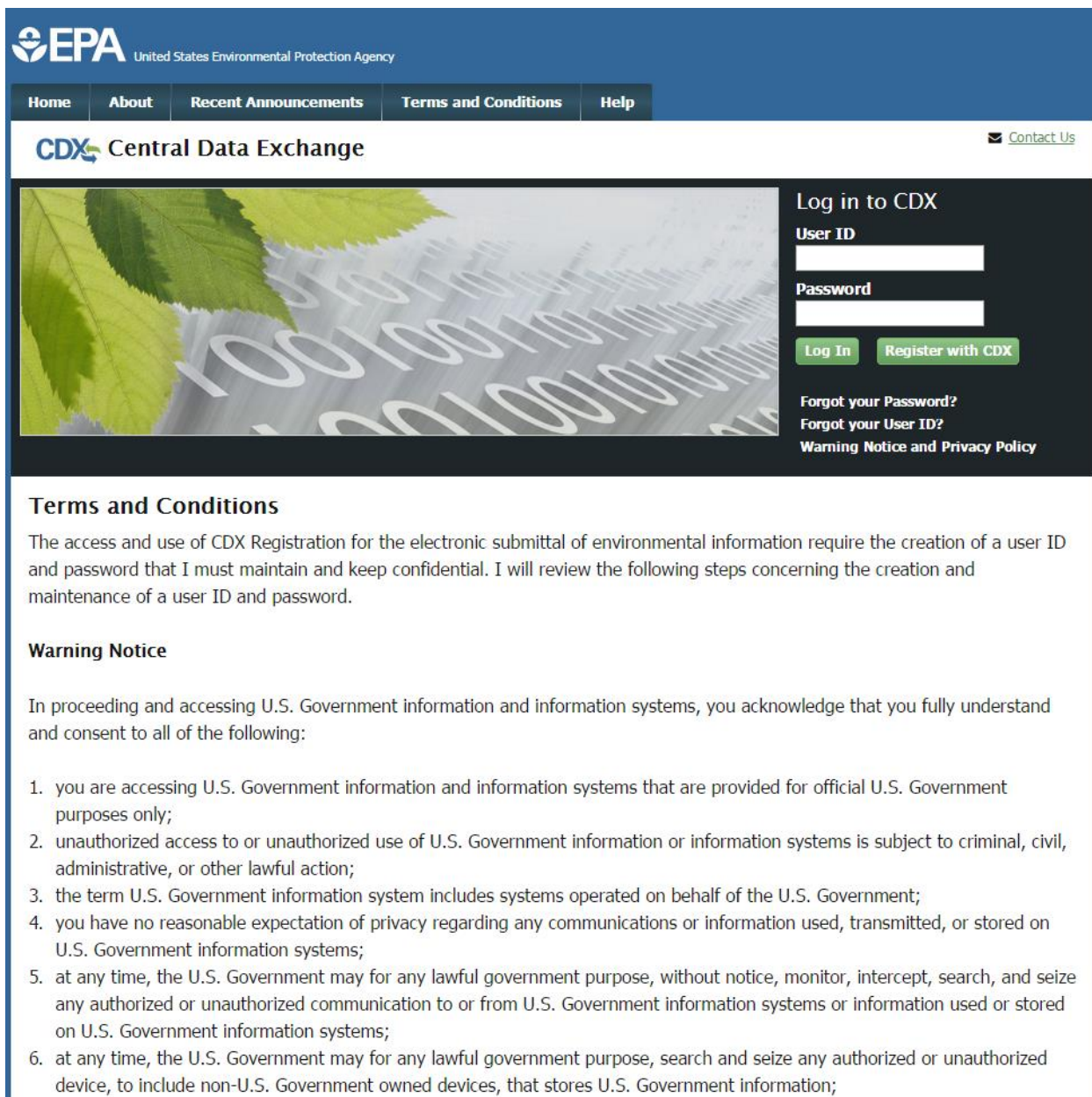
[Older announcements](#)

**Exhibit 3-5: Recent Announcements Screen**

### 3.2.3 Terms and Conditions

Users can access the ‘Terms and Conditions’ screen by clicking the tab labeled ‘Terms and Conditions’ at the top of the CDX ‘Home’ screen. This screen 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):



**Terms and Conditions**

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

**Warning Notice**

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

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

**Exhibit 3-6: 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 Software" referenced under CCATS G059799. This product is eligible for license exception ENC under Sections 740.17 (A) and (B) (2) of the Export Administration Regulations (EAR). The exportation of this item classified by the Bureau of Industry and Security (BIS) as 5D002 "Unrestricted" to foreign subsidiaries of US companies is permitted under this license exception ("ENC "Encryption"). This license exception does not apply to the embargoed nations of Cuba, Iran, North Korea, Sudan and Syria or any parties found on the various government denial lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United States' standard regulations for encryption at <http://www.access.gpo.gov/bis/ear/pdf/740.pdf>

### Actions to take if my CDX Account has been Compromised

If I have determined that my CDX account has become compromised, I agree to contact the [CDX Technical Support staff](#) at 888-890-1995 or (970) 494-5500 for International callers as soon as possible.

### Terminating my CDX Account

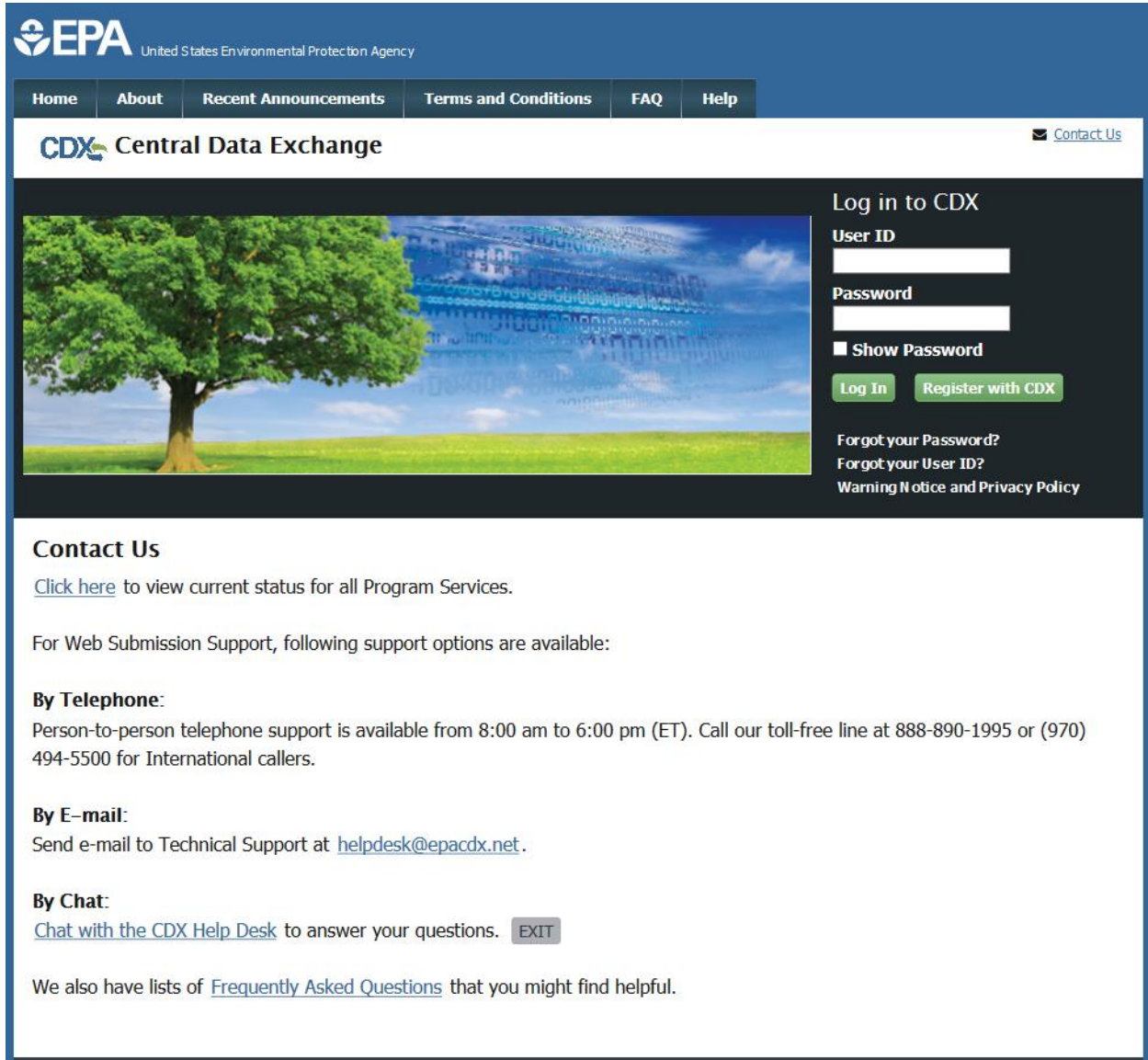
I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the [CDX Technical Support staff](#) at 888-890-1995 or (970) 494-5500 for International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

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

### 3.2.4 Help

Users can access the 'Help' screen by clicking the tab labeled 'Help' at the top of the CDX 'Home' screen. This screen provides options for users to contact the CDXHD by phone, email, message, or live chat. To send a message to the CDXHD via the contact form, click the 'Contact Us' link above the login section.

Exhibit 3-9 shows a screen capture of the ‘Help’ screen (Scroll 1):



**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

**CDX** Central Data Exchange [Contact Us](#)

**Log in to CDX**

User ID

Password

Show Password

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

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

**Contact Us**

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

For Web Submission Support, following support options are available:

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

**By E-mail:**  
 Send e-mail to Technical Support at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net).

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

We also have lists of [Frequently Asked Questions](#) that you might find helpful.

**Exhibit 3-9: Help Screen (Scroll 1)**

Exhibit 3-10 shows a screen capture of the ‘Help’ screen (Scroll 2):

**By Chat:**

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

**Contact Form**

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


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

**Name \***

**Organization**

**Email \***

**Comments \***

I'm not a robot   
reCAPTCHA  
[Privacy](#) - [Terms](#)

**Exhibit 3-10: Help Screen (Scroll 2)**

---

## 4 PSP User Roles

The PSP Program Service supports two roles: Primary Submitter and Authorized Agent. The Primary Submitter role is open to any CDX user with a signed Electronic Signature Agreement (ESA) for the PSP Program Service. The Authorized Agent role is a closed role and requires a Primary Submitter to sponsor the Authorized Agent before they can register for PSP and submit on the Primary Submitter's behalf. Please refer to **Sections 4.1.1** and **4.1.2** for additional information about PSP's roles. For information about Authorized Agent role sponsorship please refer to **Section 9**.

---

### 4.1.1 Primary Submitter Role

Primary Submitters serve as the principle point of contact for an organization. The Primary Submitter role has the following attributes/abilities:

- Can sponsor Authorized Agents to submit on their behalf
- Can revoke an Authorized Agent's access to the PSP Program Service for their organization
- Can view all submissions created for their organization

**Note:** Both Primary Submitters and Authorized Agents must obtain the passphrase used to encrypt a submission to access its content, even if they can see it exists.

- Can prepare and submit submissions for their organization

**Note:** An organization may have multiple Primary Submitters.

- Can register for multiple organizations

Please refer to **Section 5** for information on how to register for a new CDX account and add the Primary Submitter role during the CDX registration process. Please refer to **Section 7** for information on how to add the Primary Submitter role to an existing CDX account.

---

### 4.1.2 Authorized Agent Role

The Authorized Agent role has the following attributes/abilities:

- Must be sponsored by a Primary Submitter
- Can only see the submissions they created
- Can submit responses to DCIs
- Can prepare and submit packages on behalf of their sponsoring organization

**Note:** An organization may have multiple Authorized Agents.

- Can register for multiple organizations

Please refer to **Section 9** for information on how to complete the role sponsorship process for an Authorized Agent.

## 5 CDX Registration for Primary Submitters (New CDX Users)

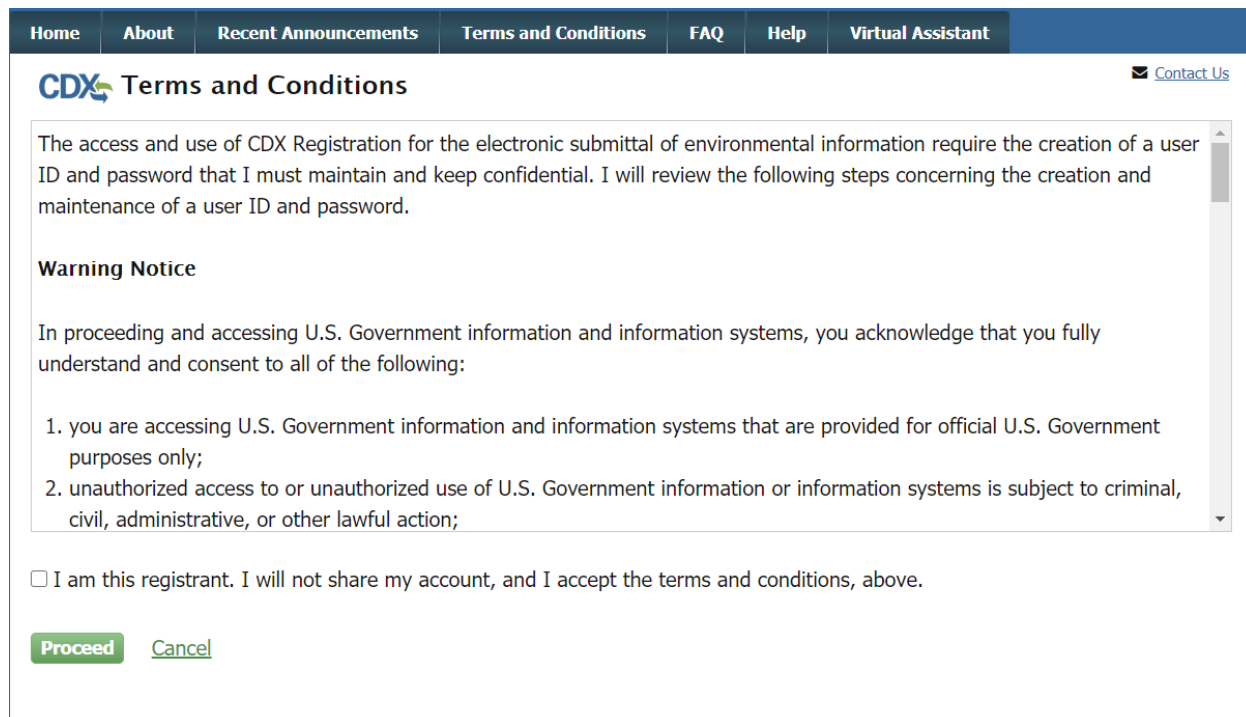
The PSP Primary Submitter role is open for registration to new CDX users without sponsorship. To initiate CDX registration for a new CDX user and PSP Primary Submitter role, click the ‘Register with CDX’ button on the CDX ‘Home’ screen (as described in **Section 3**).

### 5.1 Terms and Conditions

After clicking the ‘Register with CDX’ button the application navigates to the CDX ‘Terms and Conditions’ screen (see Exhibit 5-1), which displays the following terms and conditions that must be accepted to create a CDX account:

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

Exhibit 5-1 shows a screen capture of the CDX ‘Terms and Conditions’ screen:



**Exhibit 5-1: CDX Terms and Conditions Screen**

**Navigation:** Check the ‘I am this registrant. I will not share my account, and I accept the terms and conditions, above’ checkbox and click the ‘Proceed’ button to accept the terms and conditions.

## 5.2 Program Service

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

The ‘Program Service’ screen displays a list of available Program Services from which to choose (see Exhibit 5-2). Type the Program Service name or related keywords in the text bar (see Exhibit 5-3) to filter the available Program Services. For example, typing “psp” will display ‘PSP: Pesticide Submission Portal (Company Number Requests)’ in the search results.

Select a program by clicking the program name (e.g., ‘PSP: Pesticide Submission Portal (Company Number Requests)’). The selection will determine the information that must be entered on subsequent screens and navigates the application to the ‘Role Access’ screen. Exhibit 5-2 shows a screen capture of the ‘Program Service’ screen:

**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help Virtual Assistant

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

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

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

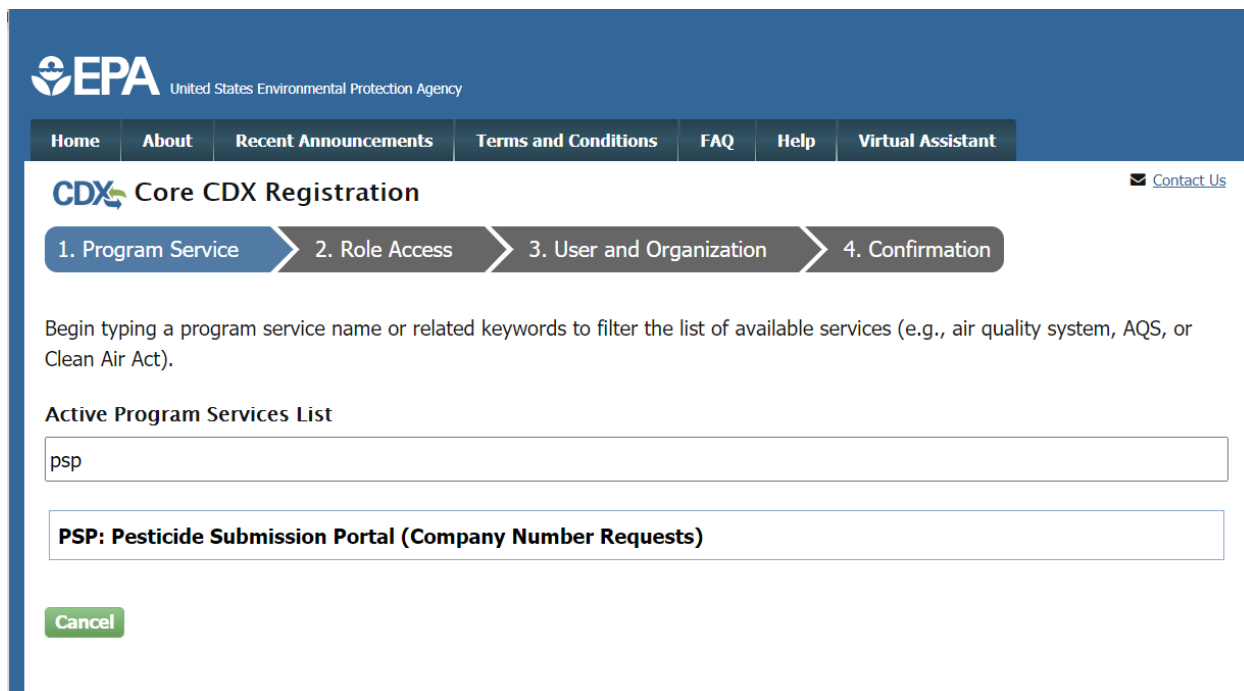
**Active Program Services List**

Enter search criteria

- ARCS: Aircraft Reporting and Compliance System
- BaSR: Burial at Sea
- CAER: Combined Air Emissions Reporting
- CDRS: Consent Decree Reporting System
- CEDRI: Compliance and Emissions Data Reporting Interface
- CEDRI1: Compliance and Emissions Data Reporting Interface

**Exhibit 5-2: Program Service Screen**

Exhibit 5-3 shows a screen capture of a filtered view of the ‘Program Service’ screen:



**Exhibit 5-3: Program Service Screen (Filtered View)**

**Navigation:** Enter “psp” in the ‘Active Program Services List’ field and click the ‘PSP: Pesticide Submission Portal (Company Number Requests)’ option.

### 5.3 Role Access (Primary Submitter)

The ‘Role Access’ screen is the second step in the registration process and is highlighted in the top breadcrumb bar. Completed steps are indicated with a checkmark and may be accessed by clicking the step in the top breadcrumb bar. The ‘Registration Information’ summary section displays at the top and updates as selections are made.

After selecting ‘PSP: Pesticide Submission Portal (Company Number Requests)’ on the ‘Program Service’ screen, the ‘Role Access’ screen displays and allows registration for only the



Primary Submitter role. Exhibit 5-4 shows a screen capture for the select role view of the ‘Role Access’ screen:

**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help Virtual Assistant

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

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

Registration Information	
<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

[PSP CDX Registration Guide](#)

PRIMARY Submitters can submit ON BEHALF OF their COMPANY. PRIMARY Submitters are also responsible FOR allowing other Submitters WITHIN THE COMPANY. EACH COMPANY can have multiple PRIMARY Submitters.

**Select Role**

#### Exhibit 5-4: Role Access Screen (Select Role View)

**Navigation:** Select the ‘Primary Submitter’ role from the ‘Select Role’ dropdown menu and click the ‘Request Role Access’ button to display the ‘Company Number’ field.

Exhibit 5-5 shows a screen capture for the enter company number view of the ‘Role Access’ screen:

**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help Virtual Assistant

**CDX** Core CDX Registration [Contact Us](#)  
Logged in as JMC MANUS ([Log out](#))

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

Registration Information	
Program Service	Pesticide Submission Portal (Company Number Requests)
Role	Primary Submitter

Please enter your company number below. If you do not have one yet, you will be required to obtain one prior to using the Pesticide Submission Portal. Click the link below to continue CDX registration and complete the Company Number Request Form.

Company Number \*

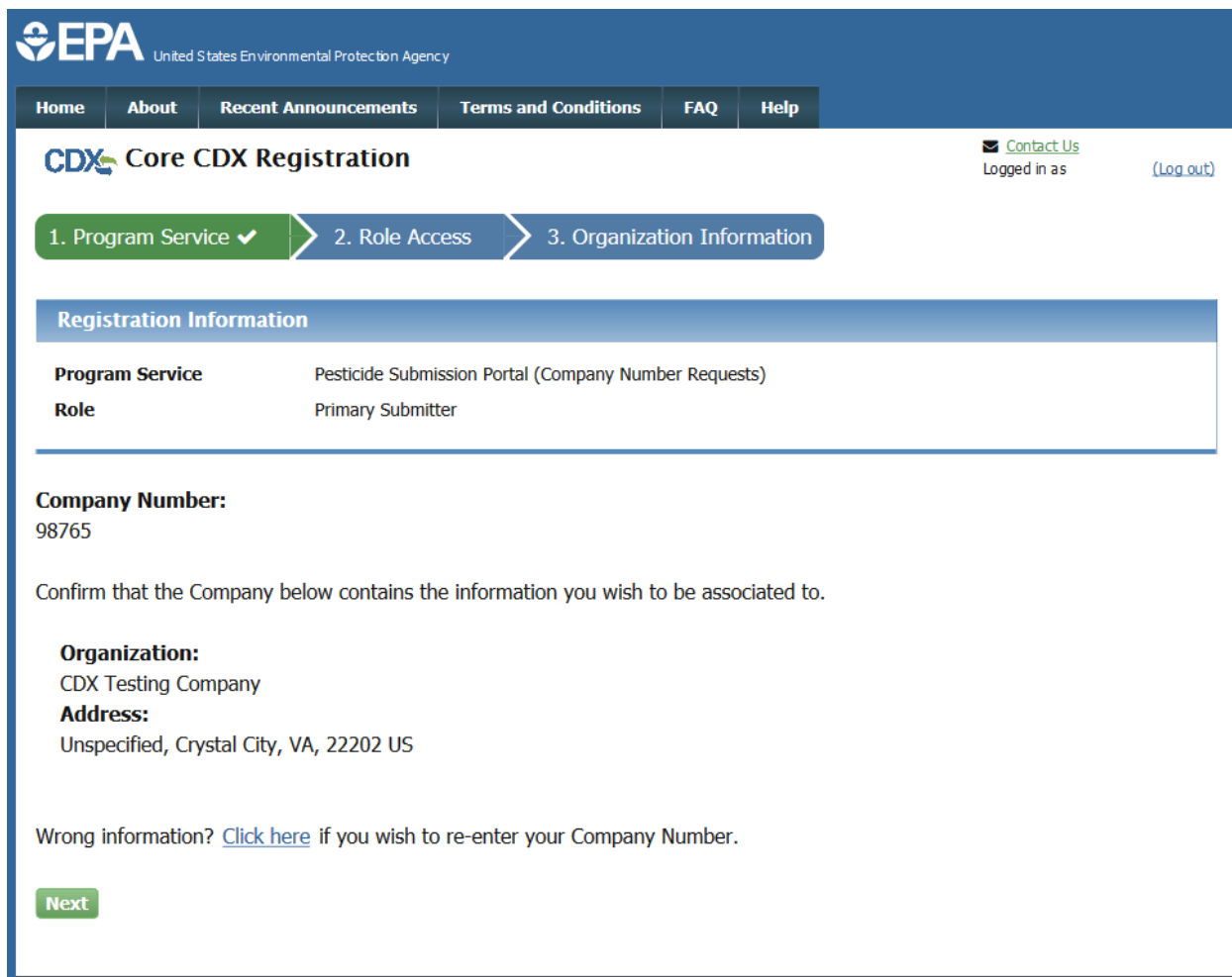
[I don't have a company number yet](#)

Next

### Exhibit 5-5: Role Access Screen (Enter Company Number View)

**Navigation:** Enter the company number for the company associated with the registration and click the ‘Next’ button. If you do not have a company number, please refer to **Section 8** for information on how to request one.

Exhibit 5-6 shows a screen capture for the last part of the ‘Role Access’ screen:



**Exhibit 5-6: 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. If the system cannot find a company that matches the entered number, an error message will display.

## 5.4 User and Organization Information

The ‘User and Organization’ screen is the third step in the registration process. It will be highlighted in blue on the top breadcrumb bar. Completed steps are indicated with a checkmark and may be accessed by clicking a step in the top breadcrumb bar. The ‘Registration Information’ summary section at the top updates as selections are made.

Both 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.

---

## 5.4.1 Part 1: User Information

---

The ‘User Information’ section collects the following information (see Exhibit 5-7):

- 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 user ID and password information may be requested for re-authentication with features throughout CDX including the submission process within PSP. The ‘Security Question’ and ‘Security Answer’ fields are also used for re-authentication in the event the password needs to be reset.

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 ‘.’
- Must not already be in use

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 at least 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

Exhibit 5-7 shows a screen capture of the ‘User Information’ section of the ‘User and Organization’ screen:

**Core CDX Registration**

[✉ Contact Us](#)

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

**Registration Information**

<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Primary Submitter

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

**Part 1: User Information**

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

**User ID \***

**Title \***

**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**

**Password \***

**Re-type Password \***

**Security Question 1 \***

**Security Answer 1 \***

**Security Question 2 \***

**Security Answer 2 \***

**Security Question 3 \***

**Security Answer 3 \***

**Show Passwords and Answers**

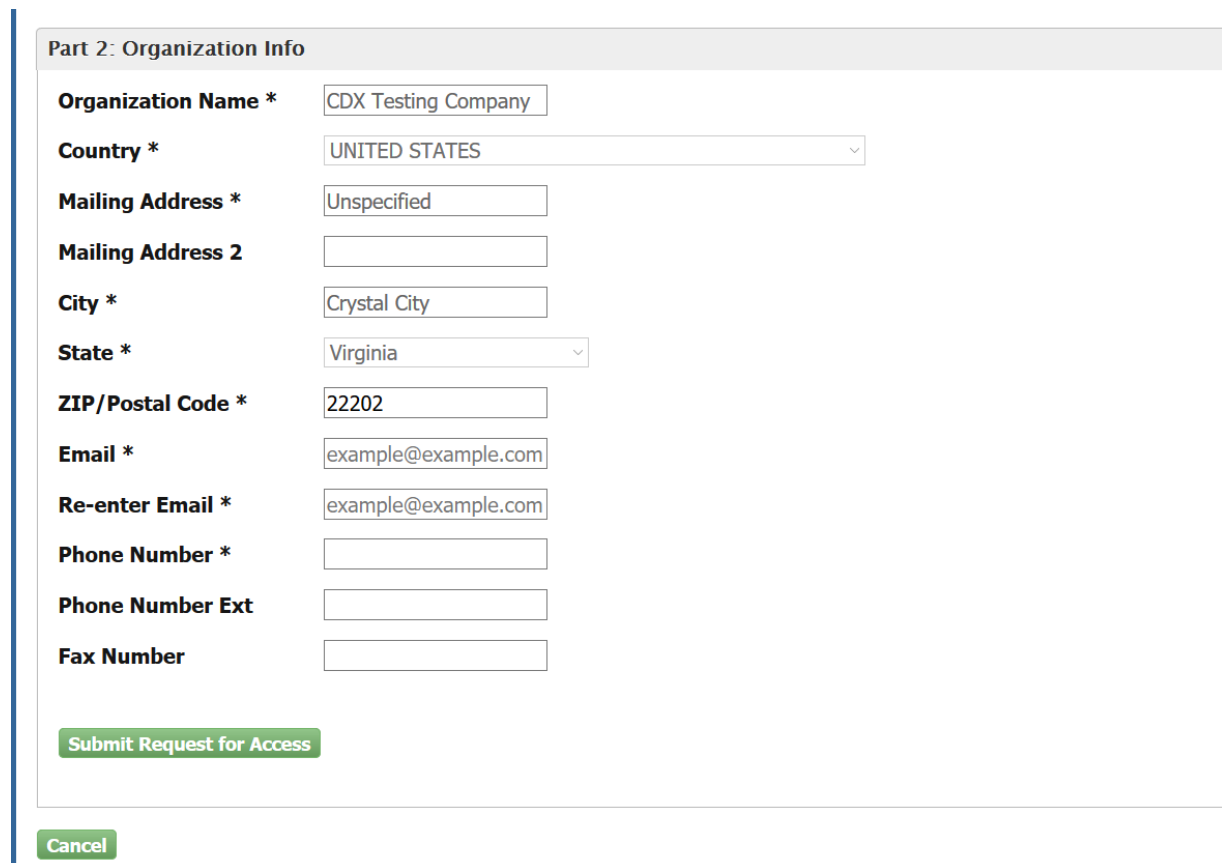
**Exhibit 5-7: User and Organization Screen (User Information)**

**Navigation:** Enter information into all required fields.

## 5.4.2 Part 2: Organization Information

The ‘Organization Information’ section displays information for the selected organization. This information is pre-populated from the Office of Pesticide Program’s (OPP) system and cannot be modified.

Exhibit 5-8 shows a screen capture of the ‘Organization Information’ section of the ‘User and Organization’ screen:



**Part 2: Organization Info**

**Organization Name \***

**Country \***

**Mailing Address \***

**Mailing Address 2**

**City \***

**State \***

**ZIP/Postal Code \***

**Email \***

**Re-enter Email \***

**Phone Number \***

**Phone Number Ext**

**Fax Number**

**Exhibit 5-8: User and Organization Screen (Organization Information)**

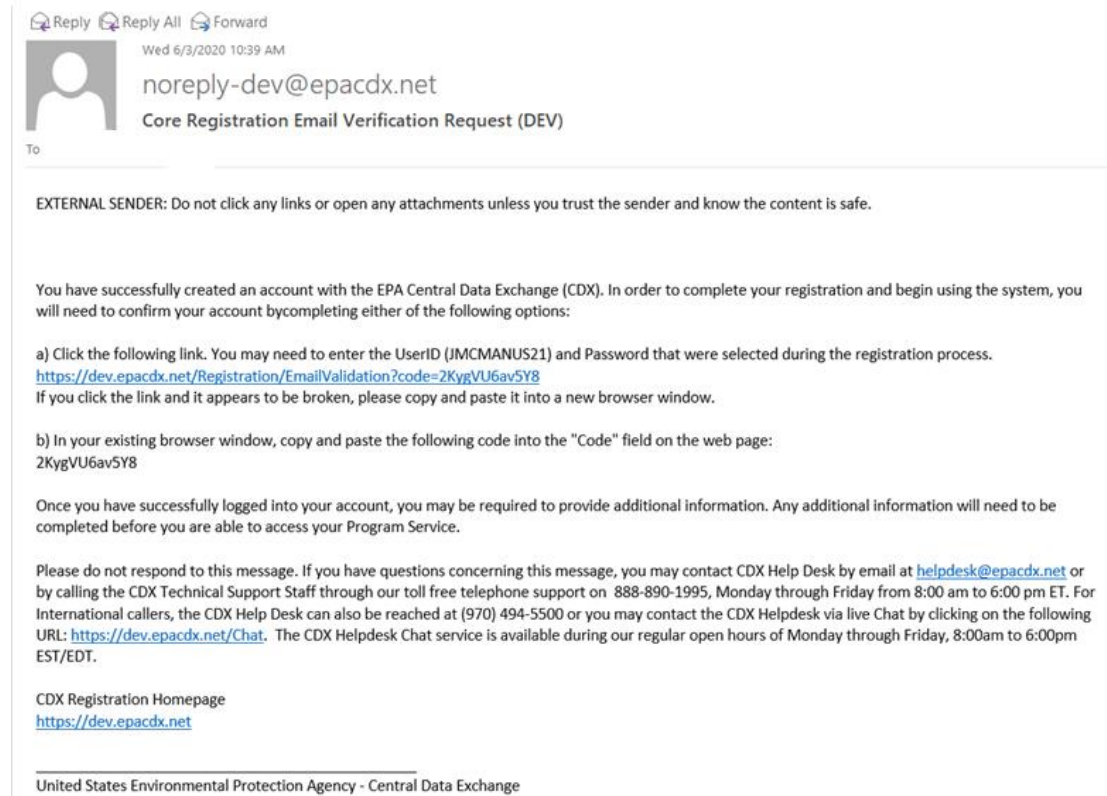
**Navigation:** Enter information into the ‘Email’ and ‘Phone Number’ fields, update the ‘ZIP/Postal Code’ field (if necessary), and click the ‘Submit Request for Access’ button.

## 5.5 Confirmation Email

All new CDX users are required to activate their account after the above registration steps by following the instructions sent to the email address provided during the registration process for their specified organization. The email contains registration confirmation information and additional instructions to activate the account (see Exhibit 5-9).

To activate the CDX account, click the activation link within the email or copy and paste the validation code into the ‘Code’ field on the ‘Confirmation’ screen (see Exhibit 5-10). The link will take you to the CDX login screen where you will be asked to enter the newly created user ID

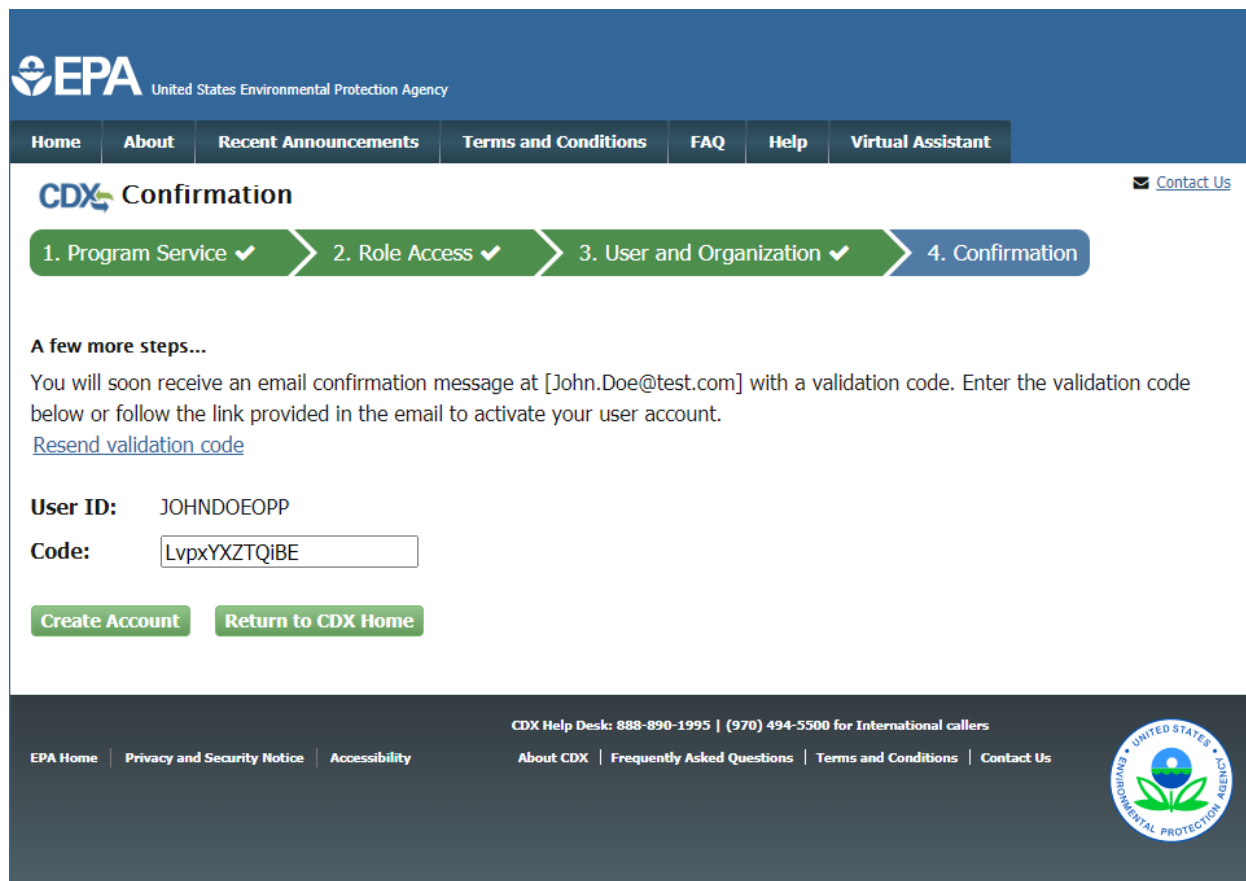
and password. See **Section 5.5.1** for additional information pertaining to following the email link. Exhibit 5-9 shows a screen capture of the confirmation email:



### Exhibit 5-9: CDX Registration Confirmation Email

**Navigation:** Either click activation link within the email or copy the ‘Code’ value.

Exhibit 5-10 shows a screen capture of the ‘Confirmation’ screen:



**Exhibit 5-10: Confirmation Screen**

**Navigation:** Enter the copied ‘Code’ value from the confirmation email into the ‘Code’ field and click the ‘Create Account’ button to access CDX additional verification.

### 5.5.1 Logging in to CDX for New Users

If a user chooses to click the activation link in the confirmation email rather than entering the ‘Code’ on the ‘Confirmation’ screen, the system navigates to the CDX ‘Login’ screen (see Exhibit 5-11). After a user enters the correct credentials, CDX will display options for additional verification. Please refer to **Section 6** for information on the available additional verification processes.

If a user attempts to access CDX prior to clicking the confirmation link, they will be directed to the user account completion screen where a request can be made to send another verification email to the email address on file (see Exhibit 5-12).

If a user enters an incorrect validation code, or if the validation code has expired, an on-screen message will appear directing them to contact the CDXHD (see Exhibit 5-13).



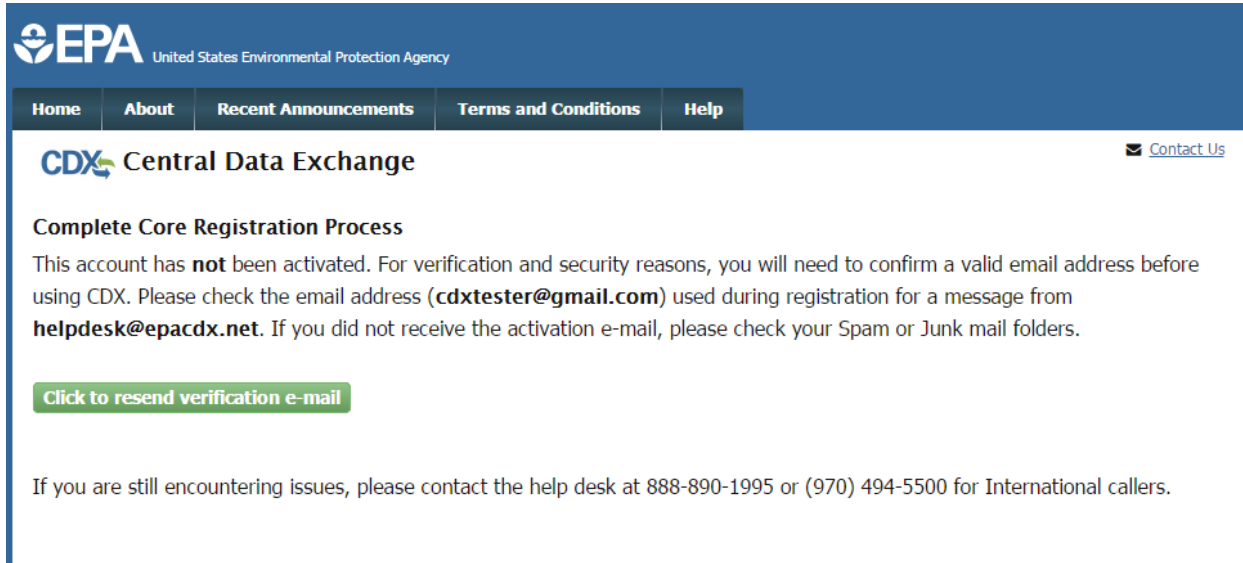
Exhibit 5-11 shows a screen capture of the ‘CDX Login’ screen:



**Exhibit 5-11: CDX Login Screen**

**Navigation:** Enter the valid user credentials and click the ‘Log In to CDX’ button to access CDX additional verification.

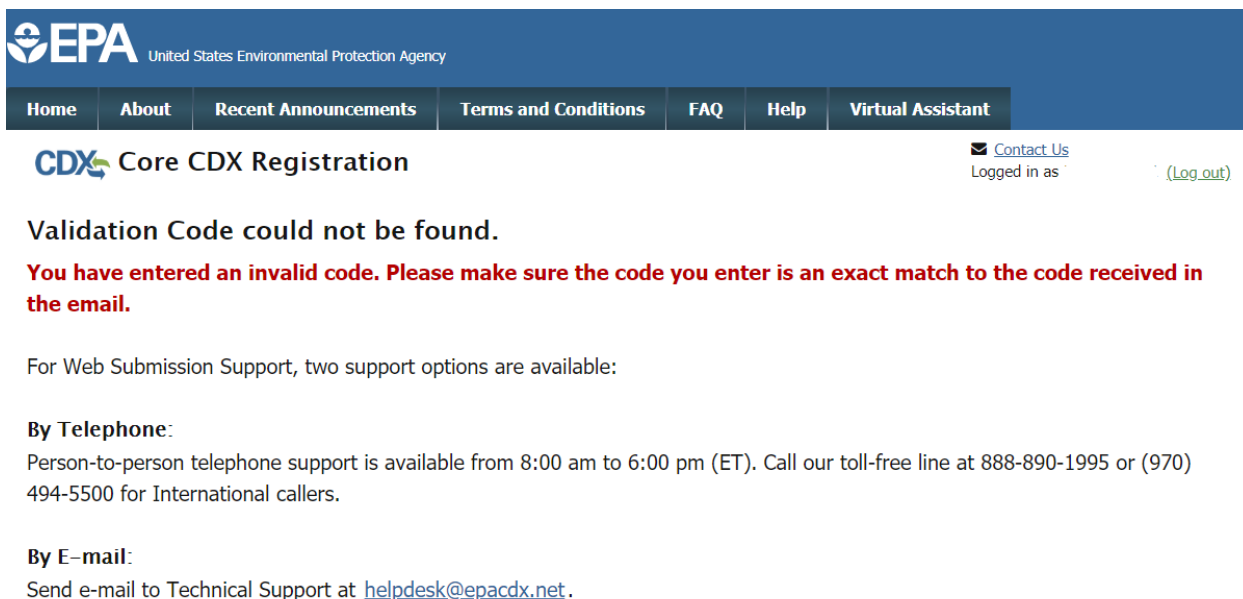
Exhibit 5-12 shows a screen capture of the ‘Resend Verification Email’ screen:



**Exhibit 5-12: Resend Verification Email Screen**

**Navigation:** Click the ‘Click to resend verification e-mail’ button to resend the CDX confirmation email (see Exhibit 5-9).

Exhibit 5-13 shows a screen capture of the ‘Validation Code Not Found’ screen:



**Exhibit 5-13: Validation Code Not Found Screen**

---

## 6 Additional Verification

Once a CDX account is activated (see **Section 5.5**), a user's identity must be verified either by electronic or paper identity verification processes. One of these options must be successfully completed to register for the Primary Submitter role.

**Important:** Users from outside the United States are precluded from electronic identity verification and must use the paper identity verification process detailed in **Section 6.1.2**.

### 6.1 Identity Verification

---

Once a CDX account is activated by a user, the application will navigate to the 'CDX Registration: LexisNexis' screen where one of the following options must be chosen (see Exhibit 6-1):

- To proceed with electronic identity verification, select the 'The name above is me. Proceed with LexisNexis® Validation' check box and click the 'Proceed to Verification' button. Please refer to **Section 6.1.1** for additional information on the electronic identity verification process.
- To forgo the electronic identity verification process and sign a paper Electronic Signature Agreement (ESA), click the 'Paper Verification' link to navigate to the paper identity verification option. Please refer to **Section 6.1.2** for additional information on the paper identity verification process.
- To discontinue the registration process, click the 'Exit' link.

Exhibit 6-1 shows a screen capture of ‘CDX Registration: LexisNexis’ screen:

Home
About
Recent Announcements
Terms and Conditions
FAQ
Help
Virtual Assistant

**CDX Registration: LexisNexis**

[Contact Us](#)  
 Logged in as JANEDOEOPP ([Log out](#))

1. Identity Verification
2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID

**Legal Name**

**Home Address**

Alabama

**Home or Personal Phone**

**Date of Birth**

**Last 4 of SSN**

 Show SSN

The name above is me. Please proceed with LexisNexis® Validation.

Proceed with Verification

[Paper Verification](#)
[Exit](#)

**Exhibit 6-1: CDX Registration: LexisNexis Screen**

### 6.1.1 LexisNexis® Identity Verification Process

CDX registration provides an electronic identity verification service through a third-party service from LexisNexis®. To complete electronic identity verification, enter Personally Identifiable Information (PII) in all required fields on the ‘CDX Registration: LexisNexis’ screen and click the ‘Proceed with Verification’ button (see Exhibit 6-1). All of the displayed fields are necessary

for LexisNexis® to complete electronic identity verification. **Note:** CDX does not use or store PII entered for LexisNexis® verification.

Once LexisNexis® completes its identity verification process, CDX registration follows one of the following paths:

1. The entered PII validated to the minimum standards and the electronic identity verification process may be continued. Please refer to **Section 6.1.1.1** for additional information on how to complete the electronic identity verification process.
2. The entered PII did not validate to the minimum standards and the paper ESA must be completed (see Exhibit 6-2). Please refer to **Section 6.1.2** for additional information on how to complete the paper identity verification process.

Exhibit 6-2 shows a screen capture of the ‘CDX Registration Electronic Signature Agreement’ (LexisNexis Identity Verification Failed) screen:

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

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

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

**Sign Paper Form** **Cancel**

**Exhibit 6-2: CDX ESA Screen (LexisNexis Failed)**

### 6.1.1.1 Electronic CDX ESA

When a user passes LexisNexis® identity verification (see **Section 6.1.1**) they are prompted to enter Cross-Media Electronic Reporting Regulation (CROMERR) questions as a means to verify a user’s identity during the electronic signature process.

CDX provides twenty CROMERR questions from which five unique questions and answers must be chosen. The selected questions and answers should be easy to remember, but difficult for someone else to guess. Users are required to answer one of these ‘20-5-1’ CROMERR questions, selected at random, each time a submission is signed in PSP.

The CROMERR questions and answers must be set before the CDX ESA may be electronically signed (see Exhibit 6-3). Following completion of the CROMERR questions process, review the CDX ESA, and click the ‘Sign Electronically’ button (see Exhibit 6-5). The system will launch the eSignature Widget pop-up allowing a user to sign the CDX ESA (see Exhibit 6-6 and Exhibit 6-7).

When the CDX ESA is officially signed via the CROMERR signature process, a copy of the CDX ESA and the electronic signature are stored in the CDX CROMERR archives. Additionally, a copy of the CDX ESA is also sent to the signing user’s CDX Inbox.

Exhibit 6-3 shows a screen capture of the ‘CROMERR 20-5-1 Question and Answer’ screen:

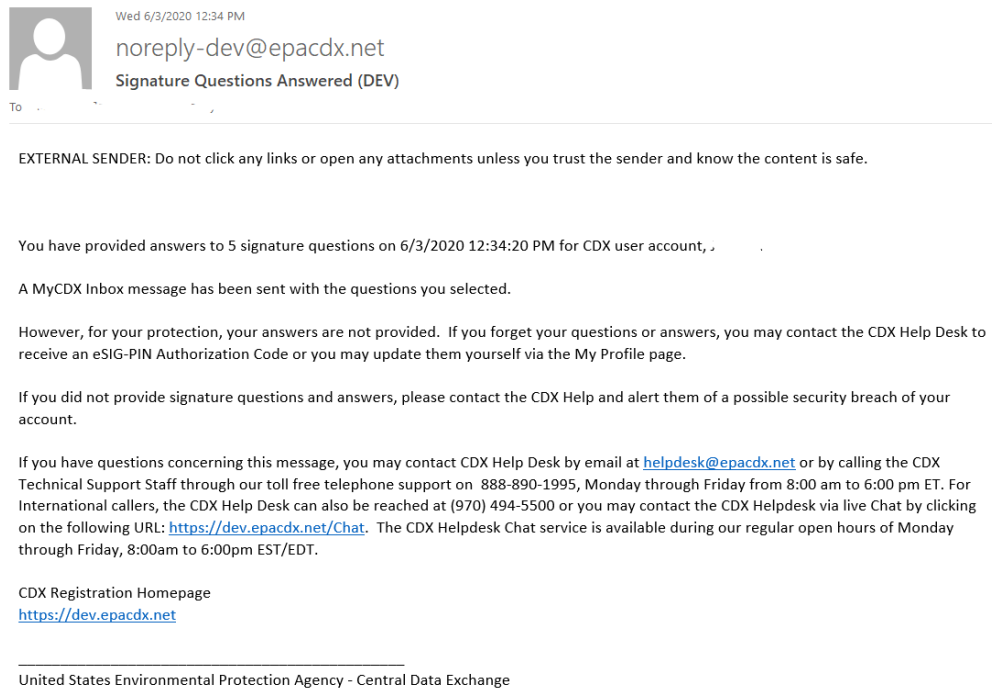
The screenshot shows the EPA website interface for CDX registration. At the top, the EPA logo is on the left, and navigation links (Home, About, Recent Announcements, Terms and Conditions, FAQ, Help, Virtual Assistant) are in the center. Below this is the 'CDX Central Data Exchange' header with a 'Contact Us' link and a 'Logged in as JOHNDOEOPP (Log out)' notification. The main heading is 'CDX Registration: Additional Verification'. The text below explains the requirement to select five signature questions and answers. The form consists of five rows, each with a dropdown menu and a text input field. A 'Show Answers' checkbox is located below the form, and a green 'Save Answers' button is at the bottom left of the form area. The footer contains the CDX Help Desk contact information (888-890-1995 | (970) 494-5500 for International callers) and links for EPA Home, Privacy and Security Notice, Accessibility, About CDX, Frequently Asked Questions, Terms and Conditions, and Contact Us. The EPA logo is also present in the bottom right corner of the footer.

### Exhibit 6-3: CROMERR 20-5-1 Question/Answer Screen

**Navigation:** Select five CROMERR signature questions, enter corresponding answers to each question, and click the ‘Save Answers’ button.

**Important:** It is important to remember the answers to these five questions. After three unsuccessful attempts to answer a CROMERR question, a user’s CDX account will be locked and the CDXHD must be called to reset the answers and unlock the account.

Exhibit 6-4 shows a screen capture of the confirmation email for eSignature Questions Answered:



### Exhibit 6-4: Confirmation Email for eSignature Questions

Exhibit 6-5 shows a screen capture of the ‘Electronic CDX ESA’ screen:

**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

**CDX** CDX Registration: Additional Verification [Contact Us](#)  
Logged in as CDXTESTUSER1 ([Log out](#))

1. Identity Verification ✓ 2. Electronic Signature Agreement

### Electronic CDX Electronic Signature Agreement

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

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

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

**Electronic Signature Holder Company Information**

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

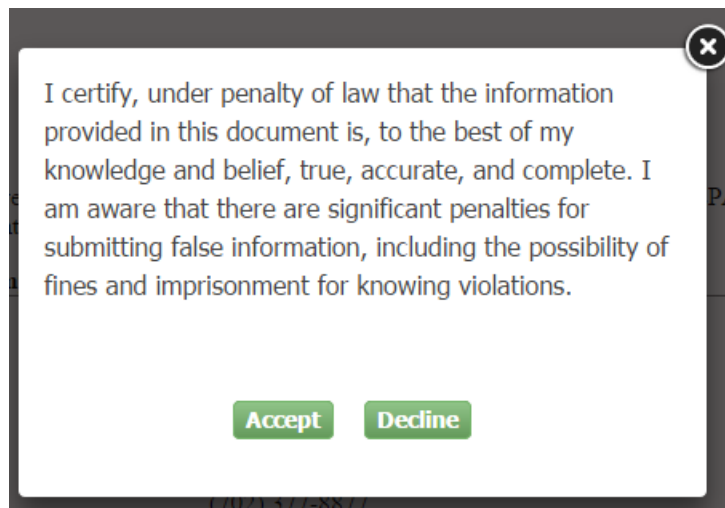
[Sign Electronically](#) [Cancel](#)

**Exhibit 6-5: Electronic CDX ESA Screen (Primary Submitter)**

**Navigation:** Review the contents of the CDX ESA and click the ‘Sign Electronically’ button.



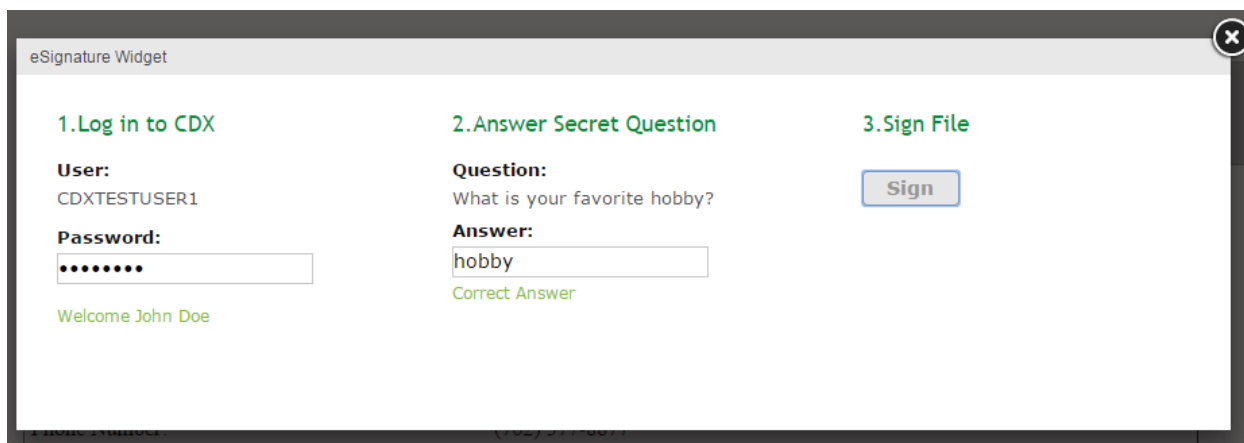
Exhibit 6-6 shows a screen capture of the initial ‘CROMERR eSignature Widget’ pop-up window:



**Exhibit 6-6: CROMERR eSignature Widget (Certification)**

**Navigation:** Review eSignature Widget certification and click the ‘Accept’ button.

Exhibit 6-7 shows a screen capture of the ‘eSignature Widget’ pop-up window:



**Exhibit 6-7: eSignature Widget**

**Navigation:** Enter the displayed user’s CDX password, answer the displayed CROMERR 20-5-1 question, and click the ‘Sign’ button to complete the electronic signature process and activate Primary Submitter role within the CDX account. Please refer to **Section 6.3** for information on how to access PSP.

### 6.1.2 Paper Identity Verification Process

Users who do not wish to leverage the LexisNexis® electronic identity verification service, or who are unable to meet the minimum electronic identity verification’s requirements (e.g. non-United States based organizations) are required to complete the paper CDX ESA process before access to PSP is granted.

---

To access and complete the paper identity verification process either click the ‘Paper Verification’ link on the ‘CDX Registration: LexisNexis’ screen (see Exhibit 6-1) or click the ‘Sign Paper Form’ button on the ‘CDX Registration Electronic Signature Agreement (LexisNexis Identity Verification Failed)’ screen (see Exhibit 6-2).

To complete the paper identity verification process click the ‘Print to Mail’ button in the ‘Paper CDX ESA’ pop-up window to print a paper copy of the CDX ESA, provide a wet ink signature on the printed CDX ESA, and mail the signed ESA to the EPA address listed within the CDX ESA. A copy of the CDX ESA is also saved to the user’s CDX Inbox for future reference and reprinting.

Exhibit 6-8 shows a screen capture of the ‘Paper CDX ESA’ pop-up window:

Print to Mail
Close

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

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

**Electronic Signature Holder Company Information**

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

I, \_\_\_\_\_,  
(Name of Electronic Signature Holder)

- (1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.
- (2) Agree to contact the U.S. EPA CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.
- (3) 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 by notifying the CDX Technical Support staff at 1-888-890-1995 or helpdesk@epa.gov.
- (4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.
- (5) Understand that CDX reports the last date my user identification and password were used immediately after successfully logging into CDX.

**Exhibit 6-8: Paper CDX ESA Pop-Up Window**

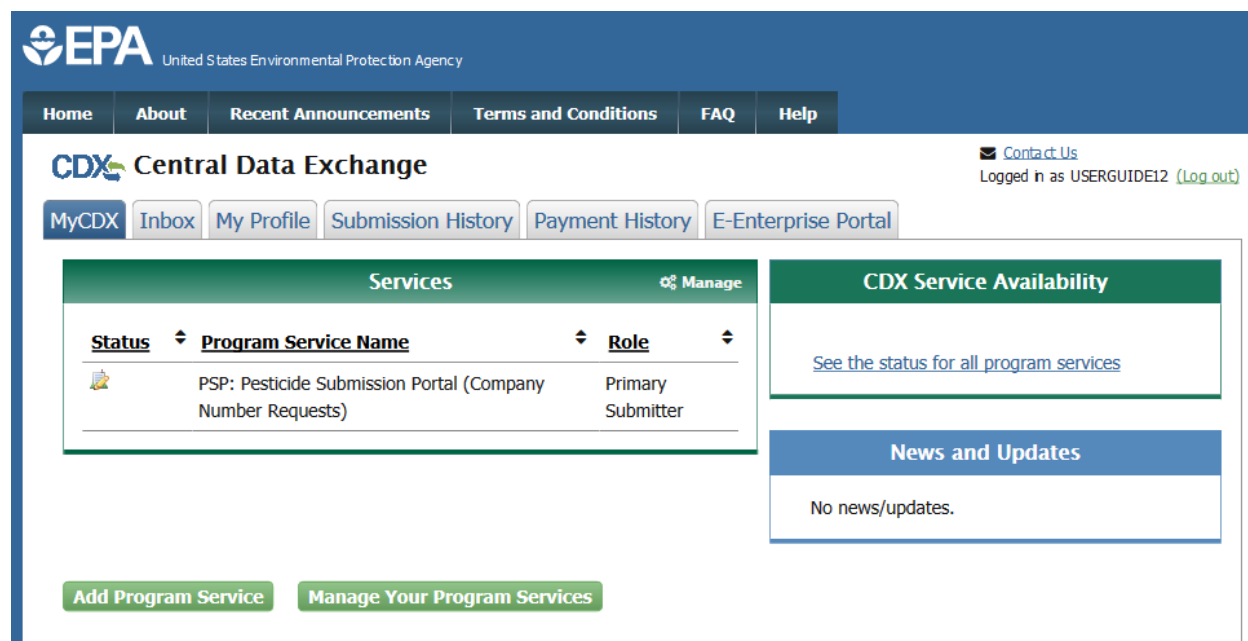
**Navigation:** Click the ‘Print to Mail’ button, provide a wet ink signature on the printed CDX ESA, and mail the signed ESA to the EPA address listed within the CDX ESA.

### 6.1.2.1 Registration Maintenance Account Manager Approval

Users who complete the paper identity verification process must wait for a CDX Registration Maintenance Account Manager (RMAM) (individual responsible for the approval of Program Service role access requests) to receive the hard copy CDX ESA and grant access to the Primary Submitter role.

A user’s access to PSP will be restricted behind the ‘Awaiting ESA Approval’ status until an RMAM grants access to the Primary Submitter role (see Exhibit 6-9). Users should contact the CDXHD if they have any issues waiting for the approval.

Exhibit 6-9 shows a screen capture of the ‘MyCDX’ screen with a Primary Submitter role ‘Awaiting ESA Approval’:



**Exhibit 6-9: MyCDX Screen (Awaiting ESA Approval)**

## 6.2 Registration Notifications

Once CDX registration for the Primary Submitter role is complete, CDX will send a confirmation email of successful registration to the email address on the CDX account (see Exhibit 6-10).

If the paper identity verification option was chosen, CDX will also send a notification email to the registered email address stating the CDX account was created, but that the Primary Submitter role is awaiting activation (see Exhibit 6-11). Exhibit 6-10 shows a screen capture of a ‘CDX Registration’ email after successful CDX registration:



---

EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

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

If you have questions concerning this message, you may contact CDX Help Desk by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995, Monday through Friday from 8:00 am to 6:00 pm ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500 or you may contact the CDX Helpdesk via live Chat by clicking on the following URL: <https://dev.epacdx.net/Chat>. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

CDX Registration Homepage  
<https://dev.epacdx.net>

---

United States Environmental Protection Agency - Central Data Exchange

### **Exhibit 6-10: CDX Registration Email: Role Activation**

Exhibit 6-11 shows a screen capture of the ‘CDX Registration’ email confirming a role status change:

EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

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 message, you may contact CDX Help Desk by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995, Monday through Friday from 8:00 am to 6:00 pm ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500 or you may contact the CDX Helpdesk via live Chat by clicking on the following URL: <https://dev.epacdx.net/Chat>. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

CDX Registration Homepage  
<https://dev.epacdx.net>

---

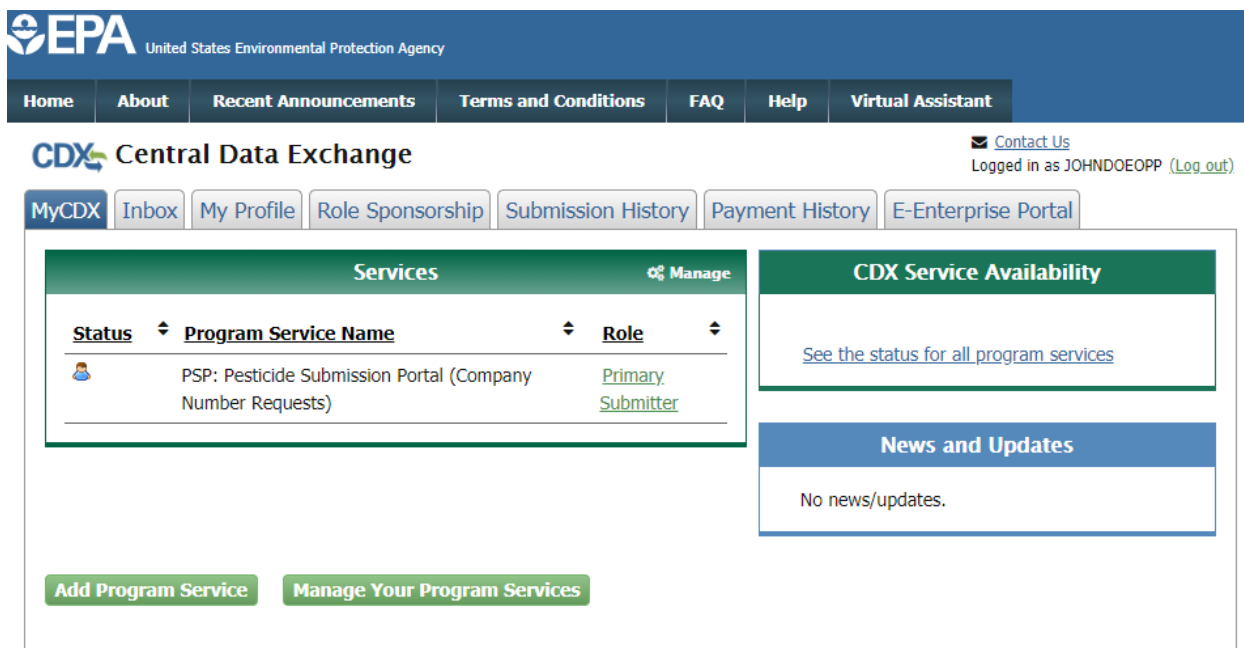
United States Environmental Protection Agency - Central Data Exchange

### **Exhibit 6-11: CDX Registration Email: Role Status Change**

### 6.3 Access the Pesticide Submission Portal

Once either a Primary Submitter and/or Authorized Agent role is ‘Active,’ users may access PSP by clicking the corresponding link in the ‘Role’ column on the ‘My CDX’ screen (see Exhibit 6-12).

Exhibit 6-12 shows a screen capture of the ‘MyCDX’ screen with an ‘Active’ Primary Submitter role:



**Exhibit 6-12: MyCDX Screen (Active Primary Submitter Role)**

**Navigation:** Click either the ‘Primary Submitter’ or ‘Authorized Official’ link in the ‘Role’ column to access the PSP application.

Exhibit 6-13 shows a screen capture of the ‘Application Profile Settings’ pop-up window:

**Application Profile Settings**

**Organization Name**

**Program Client ID**

**Program**  
PSP

**Exhibit 6-13: Application Profile Settings Pop-Up**

**Navigation:** Select the appropriate organization from the ‘Organization Name’ dropdown menu and click the ‘Proceed’ button.

## 7 Add the Primary Submitter Role to an Existing CDX Account

CDX users registered for CDX Program Services other than PSP, as well as current PSP Primary Submitters who wish to add additional organizations to their Primary Submitter role (e.g. when submitting for organization subsidiaries/divisions that have separate company numbers), may register for additional Primary Submitter roles under their CDX account.

### 7.1 MyCDX Screen

To add the PSP Primary Submitter role to an existing CDX account, begin by clicking the ‘Add Program Service’ button on the ‘MyCDX’ screen.

Exhibit 7-1 shows a screen capture of the ‘MyCDX’ screen for an activated CDX account:

The screenshot displays the MyCDX interface. At the top, there is an EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, Help, and Virtual Assistant. Below this is the 'CDX Central Data Exchange' header with a 'Contact Us' link and a 'Logged in as' status with a '(Log out)' link. A secondary navigation bar includes 'MyCDX', 'Inbox', 'My Profile', 'Role Sponsorship', 'Submission History', 'Payment History', and 'E-Enterprise Portal'. The main content area features a 'Services' table with a 'Manage' icon. The table has columns for 'Status', 'Program Service Name', and 'Role'. One entry is shown: 'PSP: Pesticide Submission Portal (Company Number Requests)' with a 'Primary Submitter' role. To the right of the table are sections for 'CDX Service Availability' (with a link to 'See the status for all program services') and 'News and Updates' (showing 'No news/updates.'). At the bottom of the main content area are two buttons: 'Add Program Service' and 'Manage Your Program Services'. The footer contains contact information for the CDX Help Desk and various policy links.

**Exhibit 7-1: MyCDX Screen (Activated CDX Account)**

**Navigation:** Click the ‘Add Program Service’ button.



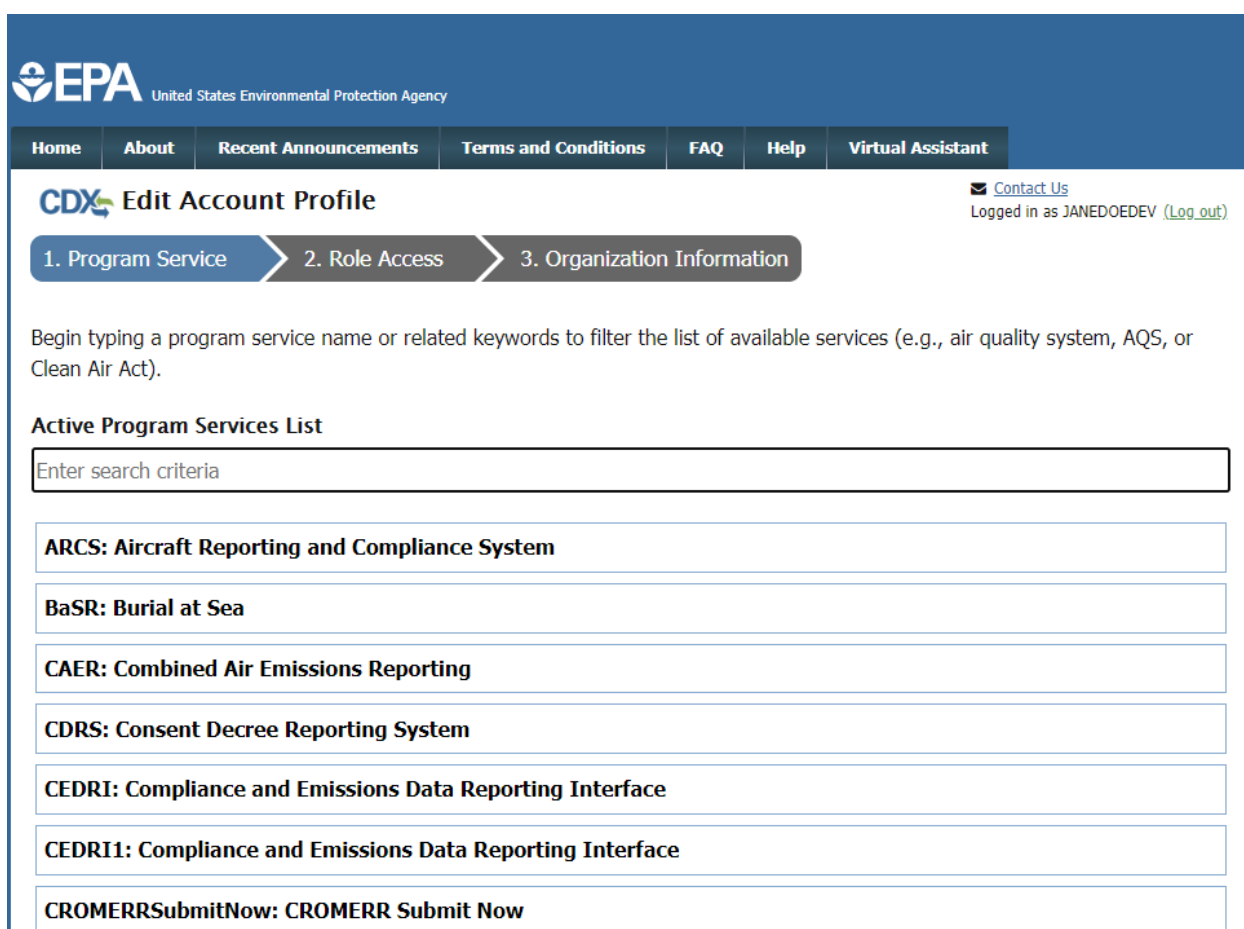
## 7.2 Program Service (Existing Account)

The ‘Program Service’ screen is the first step to add the Primary Submitter role to an existing CDX account and is indicated in the breadcrumb bar at the top of the screen.

The ‘Program Service’ screen displays a list of available Program Services from which to choose (see Exhibit 7-2). Type the Program Service name or related keywords in the text bar (see Exhibit 7-3) to filter the available Program Services. For example, typing “psp” will display ‘PSP: Pesticide Submission Portal (Company Number Requests)’ in the search results.

Select a program by clicking the program name (e.g., ‘PSP: Pesticide Submission Portal (Company Number Requests)’). The selection will determine the information that must be entered on subsequent screens and navigates the application to the ‘Role Access’ screen.

Exhibit 7-2 shows a screen capture of the ‘Program Service’ screen:



**EPA** United States Environmental Protection Agency

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

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

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

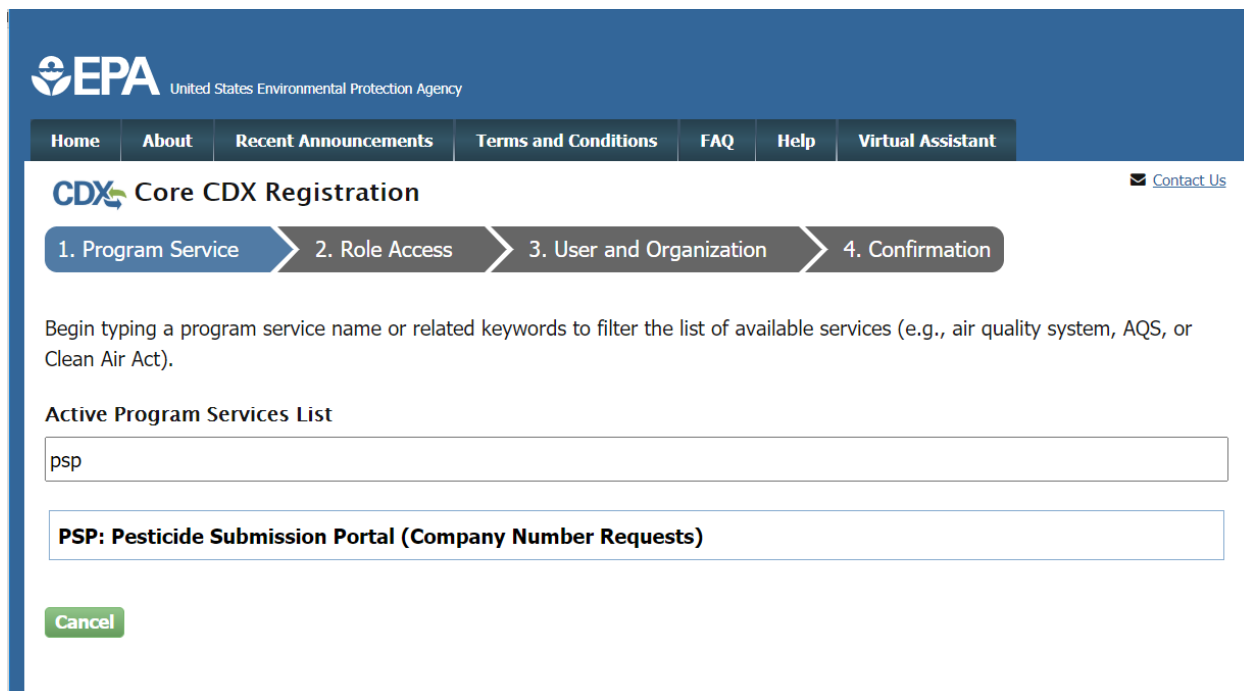
**Active Program Services List**

Enter search criteria

- ARCS: Aircraft Reporting and Compliance System
- BaSR: Burial at Sea
- CAER: Combined Air Emissions Reporting
- CDRS: Consent Decree Reporting System
- CEDRI: Compliance and Emissions Data Reporting Interface
- CEDRI1: Compliance and Emissions Data Reporting Interface
- CROMERRSubmitNow: CROMERR Submit Now

**Exhibit 7-2: Program Service Screen (Existing CDX Account)**

Exhibit 7-3 shows a screen capture of a filtered view of the ‘Program Service’ screen:



**Exhibit 7-3: Program Service Screen (Filtered View)**

**Navigation:** Enter “psp” in the ‘Active Program Services List’ field and select ‘PSP: Pesticide Submission Portal (Company Number Requests).’

### 7.3 Primary Submitter Role Access (Existing Account)

The ‘Role Access’ screen is the second step in the registration process and is highlighted in the top breadcrumb bar. Completed steps are indicated with a checkmark and may be accessed by clicking the step in the top breadcrumb bar.

After selecting ‘PSP: Pesticide Submission Portal (Company Number Requests)’ on the ‘Program Service’ screen, the ‘Role Access’ screen displays and allows registration for only the Primary Submitter role.

Exhibit 7-4 shows a screen capture for the select role view of the ‘Role Access’ screen:

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

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

Registration Information	
<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

[PSP CDX Registration Guide](#)

PRIMARY Submitters can submit ON BEHALF OF their COMPANY. PRIMARY Submitters are also responsible FOR allowing other Submitters WITHIN THE COMPANY. EACH COMPANY can have multiple PRIMARY Submitters.

**Select Role**

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

### Exhibit 7-4: Role Access Screen (Select Role View)

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

**EPA** United States Environmental Protection Agency

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

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

Registration Information	
<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Primary Submitter

Please enter your company number below. If you do not have one yet, you will be required to obtain one prior to using the Pesticide Submission Portal. Click the link below to continue CDX registration and complete the Company Number Request Form.

**Company Number \***

[I don't have a company number yet](#)

**Next**

Exhibit 7-5 shows a screen capture for the enter company number view of the ‘Role Access’ screen:

**CDX** Core CDX Registration[✉ Contact Us](#)  
Logged in as JMCMANUS ([Log out](#))

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

**Registration Information**

<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Primary Submitter

Please enter your company number below. If you do not have one yet, you will be required to obtain one prior to using the Pesticide Submission Portal. Click the link below to continue CDX registration and complete the Company Number Request Form.

**Company Number \***

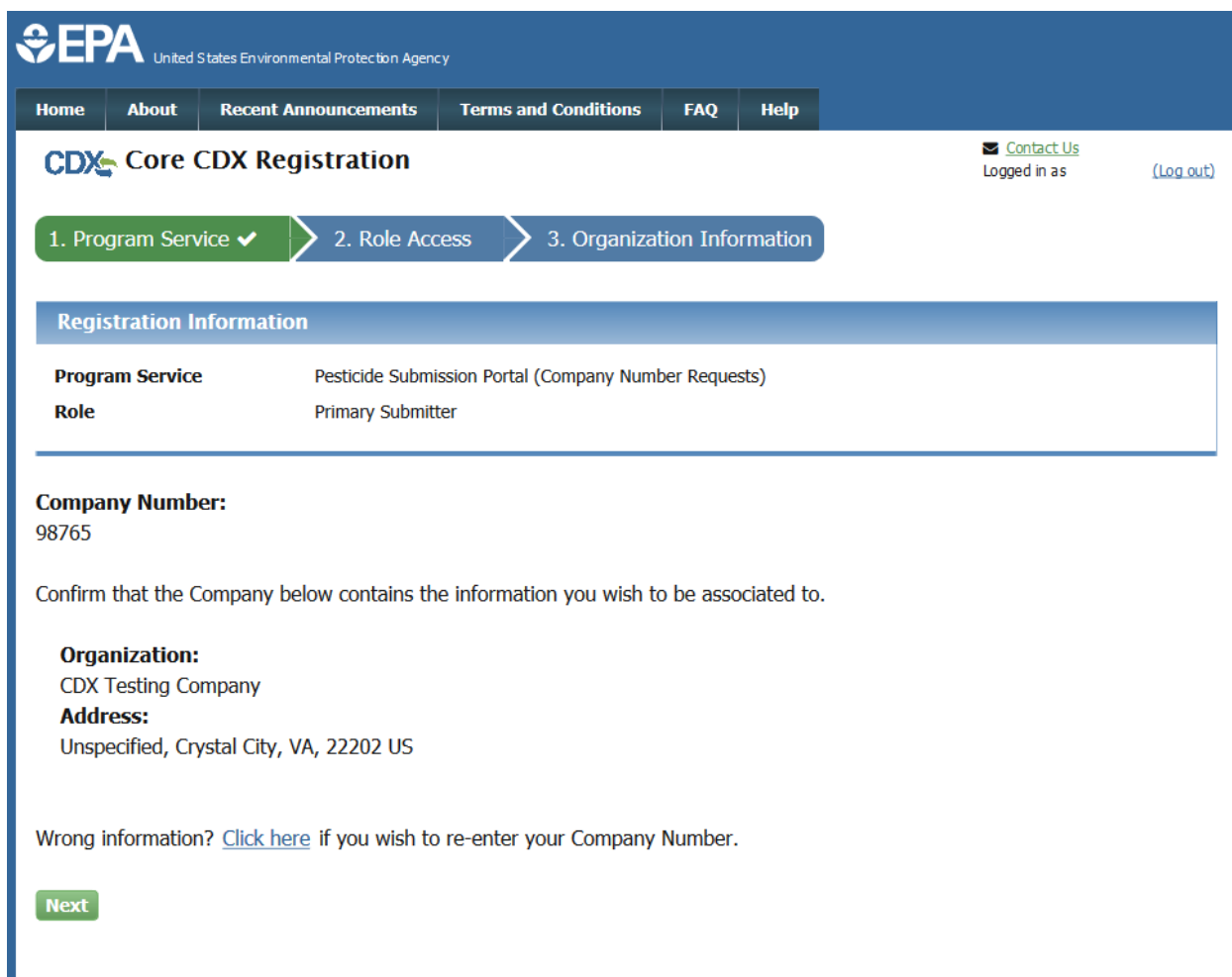
[I don't have a company number yet](#)

**Next**

**Exhibit 7-5: Role Access Screen (Enter Company Number View)**

**Navigation:** Enter a company number and click the 'Next' button. If you do not have a company number, please refer to **Section 8** for information on how to request one.

Exhibit 7-6 shows a screen capture for the last part of the ‘Role Access’ screen:



**Exhibit 7-6: Role Access Screen (Company Search Results View)**

**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. If the system cannot find a company that matches the entered number, an error message will display.

## 7.4 Organization Information (Existing Account)

The ‘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 and may be accessed by clicking a step in the top breadcrumb bar. The ‘Registration Information’ summary section displays at the top and updates as selections are made.

The ‘Organization Information’ screen displays information for the selected organization. This information is pre-populated 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.

**Part 2: Organization Info**

<b>Organization Name *</b>	<input type="text" value="CDX Testing Company"/>
<b>Country *</b>	<input type="text" value="UNITED STATES"/>
<b>Mailing Address *</b>	<input type="text" value="Unspecified"/>
<b>Mailing Address 2</b>	<input type="text"/>
<b>City *</b>	<input type="text" value="Crystal City"/>
<b>State *</b>	<input type="text" value="Virginia"/>
<b>ZIP/Postal Code *</b>	<input type="text" value="22202"/>
<b>Email *</b>	<input type="text" value="example@example.com"/>
<b>Re-enter Email *</b>	<input type="text" value="example@example.com"/>
<b>Phone Number *</b>	<input type="text"/>
<b>Phone Number Ext</b>	<input type="text"/>
<b>Fax Number</b>	<input type="text"/>

Exhibit 7-7 shows a screen capture of the ‘Organization Information’ section of the ‘User and Organization’ screen:

**Part 2: Organization Info**

**Organization Name \***

**Country \***

**Mailing Address \***

**Mailing Address 2**

**City \***

**State \***

**ZIP/Postal Code \***

**Email \***

**Re-enter Email \***

**Phone Number \***

**Phone Number Ext**

**Fax Number**

**Exhibit 7-7: User and Organization Screen (Organization Information)**

**Navigation:** Enter information into the ‘Email’ and ‘Phone Number’ fields, update the ‘ZIP/Postal Code’ field (if necessary), and click the ‘Submit Request for Access’ button.

## 7.5 Electronically Sign the CDX ESA (Existing Account)

**Important:** Users who previously passed the LexisNexis® identity verification process under another CDX Program Service and organization will not have to pass the electronic identity verification process again and will be navigated to electronically sign the CDX ESA for the new organization and role (see

Exhibit 7-8). After electronically signing the CDX ESA, a user will be able to access PSP. Please refer to **Section 6.3** for information on how to access PSP using the Primary Submitter role.

When the CDX ESA is officially signed via the CROMERR signature process, a copy of the CDX ESA and the electronic signature are stored in the CDX CROMERR archives. Additionally, a copy of the CDX ESA is also sent to the signing user’s CDX Inbox.

**Important:** Users who are adding the PSP Primary Submitter role for an organization that already has a signed CDX ESA may not be required to sign a CDX ESA if the identity



verification requirements were the same for a previously added CDX Program Service. In this case, the system navigates to the 'Manage Program Services' screen after a user clicks the 'Submit Request for Access' button on the 'Organization Information' screen (see Exhibit 7-2). A notification stating that the CDX Program Service was successfully added will display.

If a CDX user has not completed additional verification for a previously added CDX Program Service, they will need to do so for the PSP Primary Submitter role. Please refer to **Section 6** for information on how to complete additional verification.

Exhibit 7-8 shows a screen capture of the 'Electronic CDX ESA' screen:

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**CDX** CDX Registration: Additional Verification [Contact Us](#)  
Logged in as CDXTESTUSER1 ([Log out](#))

1. Identity Verification ✓ 2. Electronic Signature Agreement

### Electronic CDX Electronic Signature Agreement

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

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

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

**Electronic Signature Holder Company Information**

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

[Sign Electronically](#) [Cancel](#)

**Exhibit 7-8: Electronic CDX ESA Screen**

**Navigation:** Review the contents of the CDX ESA and click the 'Sign Electronically' button.

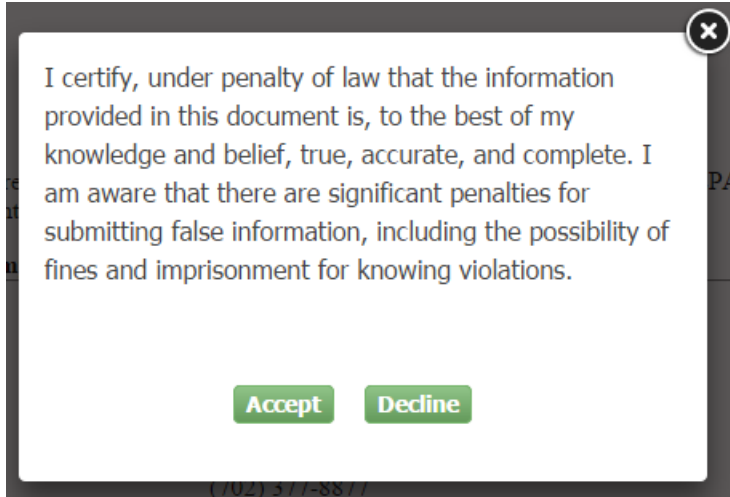
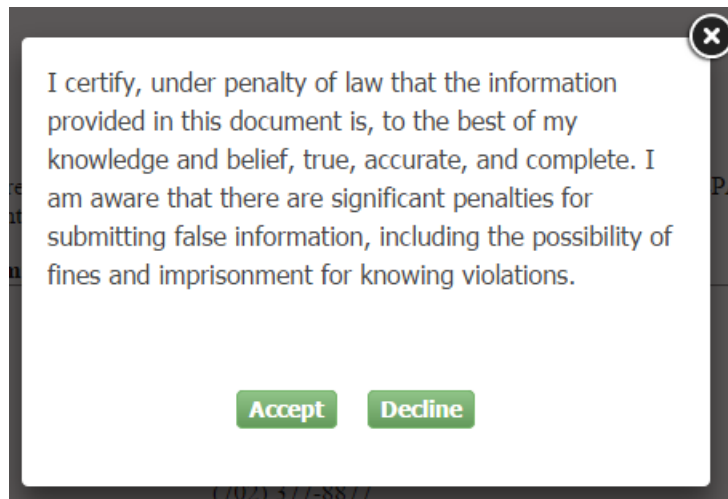


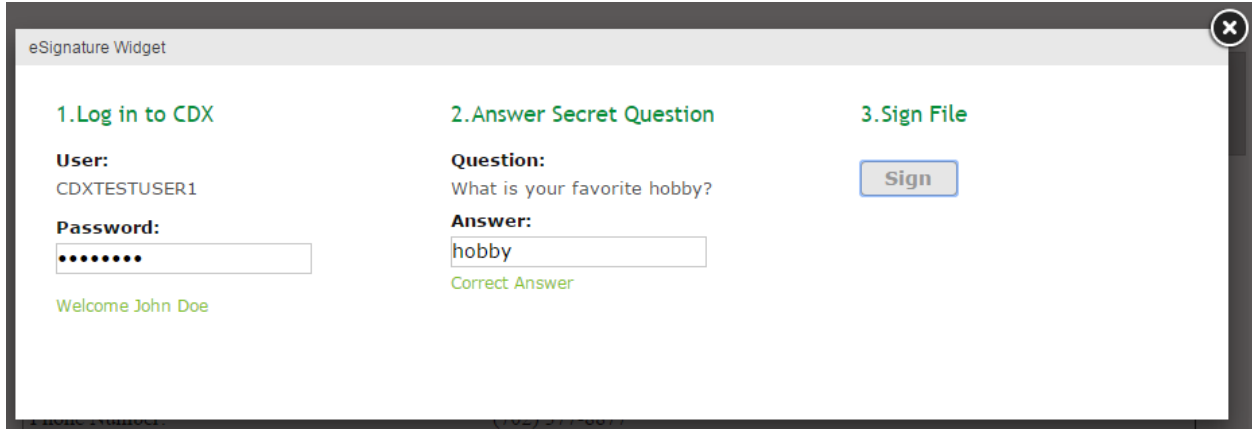
Exhibit 7-9 shows a screen capture of the initial ‘CROMERR eSignature Widget’ pop-up window:



**Exhibit 7-9: eSignature Widget (Certification)**

**Navigation:** Review eSignature Widget certification and click the ‘Accept’ button.

Exhibit 7-10 shows a screen capture of the ‘CROMERR eSignature Widget’ pop-up window:



**Exhibit 7-10: eSignature Widget**

**Navigation:** Enter the displayed user’s CDX password, answer the displayed CROMERR 20-5-1 question, and click the ‘Sign’ button to complete the electronic signature process and activate Primary Submitter role within the CDX account. Please refer to **Section 6.3** for information on how to access PSP.

---

## 8 Request an EPA OPP Company Number

A company number is required for organizations that wish to register a pesticide with EPA and/or produce pesticides or devices. **Note:** An organization that plans to produce pesticides or devices must also obtain a ‘Pesticide-Producing or Device-Producing Establishment Number.’ Registrants may request a company number through the PSP Company Number Generator (CNG) application by following the steps within this section.

For additional information on company numbers, please refer to the following URL: <http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-how-obtain-company-number-and-register-official>.

---

### 8.1 CDX Registration

Current and prospective CDX users may request a company number as part of the CDX and PSP registration process. The following subsections detail the steps that must be taken during registration to access the CNG application within PSP.

---

#### 8.1.1 Company Number Request Registration Path

To request a company number, a user must follow the ‘Company Number Request’ path when registering for the PSP Primary Submitter role by clicking the ‘I don’t have a company number yet’ link on the ‘Role Access (Enter Company Number View)’ screen. Please refer to **Section 5** and **Section 7** for information on how to access this screen when creating a new CDX account or adding the PSP Primary Submitter role to an existing account, respectively.

Exhibit 8-1 shows a screen capture of the ‘Role Access’ screen:

**Exhibit 8-1: Role Access Screen (Company Number Request Path)**

**Navigation:** Click the ‘I don’t have a company number yet’ link.

**8.1.2 Organization Information (CNG)**

The ‘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 and may be accessed by clicking a step in the top breadcrumb bar. The ‘Registration Information’ summary section displays at the top and updates as selections are made.

The ‘Organization Information’ screen allows users to select or input the organization contact information that will later be used to populate a company number request. Users may select an organization associated with their CDX account, search for an existing CDX Organization to add to their account, or enter contact information for a new CDX organization.

**Important:** The organization information selected or entered on the ‘Organization Information’ screen cannot be altered in the corresponding company number request. Should the organization information need to be changed, a user will need to re-register for the PSP Primary Submitter role under the corrected organization.

Exhibit 8-2 shows a screen capture of how to select an organization associated with a user’s CDX account on the ‘Organization Information’ screen:

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

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

Registration Information	
<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Primary Submitter

**Select a Current Organization**  
 **Request to Add an Organization**

Select an organization from the dropdown list.

Jane's Company (123 Fake Street, Lafayette, LA, US 70503) ▾

**Submit Request for Access**

**Exhibit 8-2: Organization Information Screen (Select Organization View)**

**Navigation:** Select the ‘Select a Current Organization’ radio button, select the correct organization from the displayed dropdown menu, and click the ‘Submit Request for Access’ button.

Exhibit 8-3 shows a screen capture of how to search for and select an existing CDX Organization to add to an account on the ‘Organization Information’ screen:

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Virtual Assistant

**Edit Account Profile**

[Contact Us](#)  
 Logged in as JOHNDOEOPP ([Log out](#))

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

**Registration Information**

<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Primary Submitter

Select a Current Organization  
 Request to Add an Organization

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">15555</a>	TEST ORGANIZATION LLC	1025 LEESBURG PIKE	FALLS CHURCH	VA	22033
<a href="#">15585</a>	TEST ORGANIZATION LLC	1025 LEESBURG PIKE	FALLS CHURCH	VA	12345
<a href="#">23564</a>	Test Organization F	123 Lemon Tree Lane	Fairfax	N/A	22033
<a href="#">18943</a>	Test organization	a street	odenton	N/A	21117

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

### Exhibit 8-3: Organization Information Screen (Search for an Organization View)

**Navigation:** Select the ‘Request to Add an Organization’ radio button, enter an organization name or ID in the ‘Search’ field, click the ‘Search’ button, and click the correct ‘Organization ID’ link from the ‘Search Results’ table to navigate to the ‘Organization Information (User Information View)’ screen (see Exhibit 8-4).

Exhibit 8-4 shows a screen capture of how to enter user information for an existing CDX organization on the ‘Organization Information’ screen:

**EPA** United States Environmental Protection Agency

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

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

Registration Information	
Program Service	Pesticide Submission Portal (Company Number Requests)
Role	Primary Submitter

Select a Current Organization  
 Request to Add an Organization

**TEST ORGANIZATION LLC**  
 1025 LEESBURG PIKE  
 FALLS CHURCH, VA, US  
 12345

**Email \***   
**Re-enter Email \***   
**Phone Number \***   
**Phone Number Ext**   
**Fax Number**

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

**Submit Request for Access**

**Exhibit 8-4: Organization Information Screen (User Information View)**

**Navigation:** Complete the displayed fields and click the ‘Submit Request for Access’ button.



Exhibit 8-5 shows a screen capture of how to enter contact information for a new CDX organization on the ‘Organization Information’ screen:

**Exhibit 8-5: Organization Information Screen (New Organization View)**

**Navigation:** Click the ‘request that we add your organization’ link at the bottom of the organization search results (see Exhibit 8-3), enter valid information in each required field, and click the ‘Submit Request for Access’ button.

### 8.1.3 Electronically Sign the CDX ESA (CNG)

**Important:** Users who previously passed the LexisNexis® identity verification process under another CDX Program Service and organization will not have to pass the electronic identity

verification process again and will be navigated to electronically sign the CDX ESA for the new organization and role (see

Exhibit 7-8). After electronically signing the CDX ESA, a user will be able to access PSP. Please refer to **Section 6.3** for information on how to access PSP using the Primary Submitter role.

When the CDX ESA is officially signed via the CROMERR signature process, a copy of the CDX ESA and the electronic signature are stored in the CDX CROMERR archives. Additionally, a copy of the CDX ESA is also sent to the signing user's CDX Inbox.

**Important:** Users who are adding the PSP Primary Submitter role for an organization that already has a signed CDX ESA may not be required to sign a CDX ESA if the identity verification requirements were the same for a previously added CDX Program Service. In this case, the system navigates to the 'Manage Program Services' screen after a user clicks the 'Submit Request for Access' button on the 'Organization Information' screen. A notification stating that the CDX Program Service was successfully added will display.

If a CDX user has not completed additional verification for a previously added CDX Program Service, they will need to do so for the PSP Primary Submitter role. Please refer to **Section 6** for information on how to complete additional verification.

Exhibit 8-6 shows a screen capture of the ‘Electronic CDX ESA’ screen:

**EPA** United States Environmental Protection Agency

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**CDX** CDX Registration: Additional Verification [Contact Us](#)  
Logged in as CDXTESTUSER1 ([Log out](#))

1. Identity Verification ✓ 2. Electronic Signature Agreement

### Electronic CDX Electronic Signature Agreement

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

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

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

**Electronic Signature Holder Company Information**

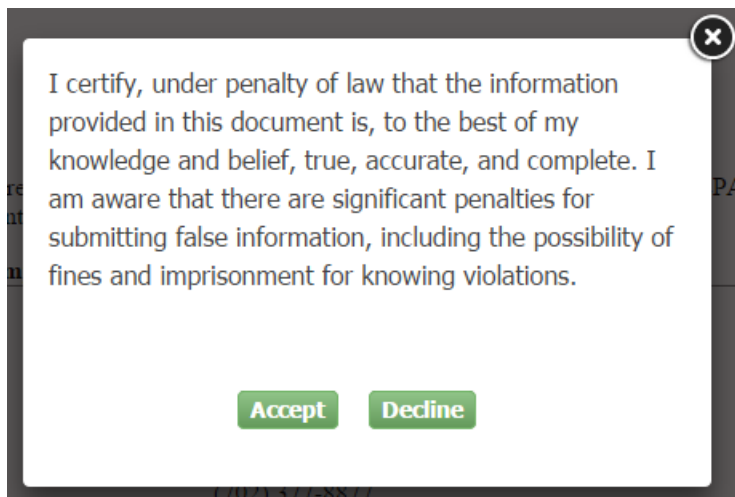
Organization Name:	TEST
Address:	TEST
City, State, Zip:	NOWHERE, AL 11222
Province:	
Country:	US
Phone Number:	(703) 227-7445
E-mail Address:	<a href="mailto:jdoe@doe.com">jdoe@doe.com</a>
Registrant's Name:	Mr John Doe
CDX User Name:	CDXTESTUSER1

[Sign Electronically](#) [Cancel](#)

**Exhibit 8-6: Electronic CDX ESA Screen**

**Navigation:** Review the contents of the CDX ESA and click the ‘Sign Electronically’ button.

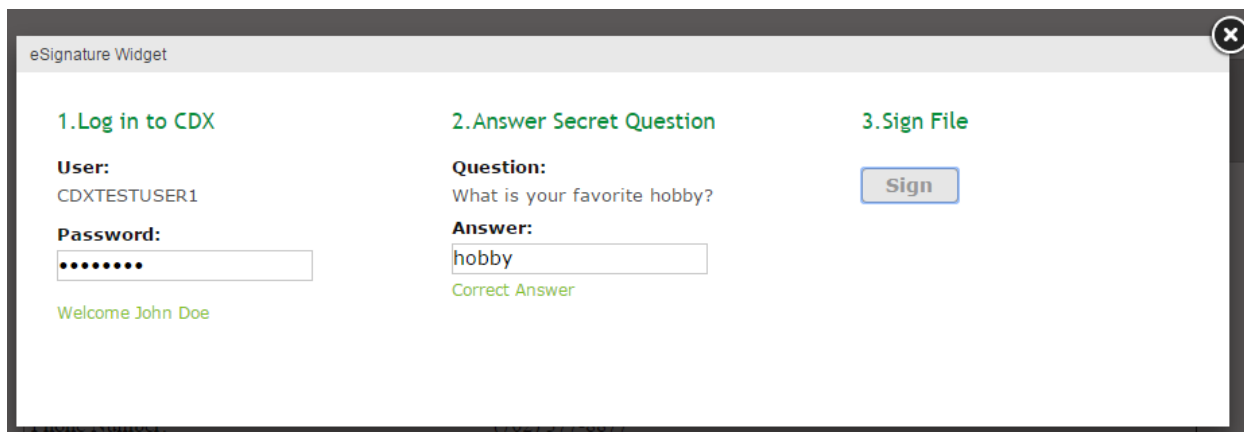
Exhibit 8-7 shows a screen capture of the initial ‘CROMERR eSignature Widget’ pop-up window:



**Exhibit 8-7: eSignature Widget (Certification)**

**Navigation:** Review eSignature Widget certification and click the ‘Accept’ button.

Exhibit 8-8 shows a screen capture of the ‘CROMERR eSignature Widget’ pop-up window:



**Exhibit 8-8: eSignature Widget**

**Navigation:** Enter the displayed user’s CDX password, answer the displayed CROMERR 20-5-1 question, and click the ‘Sign’ button to complete the electronic signature process and activate Primary Submitter role within the CDX account. Please refer to **Section 6.3** for information on how to access PSP.

## 8.2 Pesticide Submission Portal – Company Number Generator Application

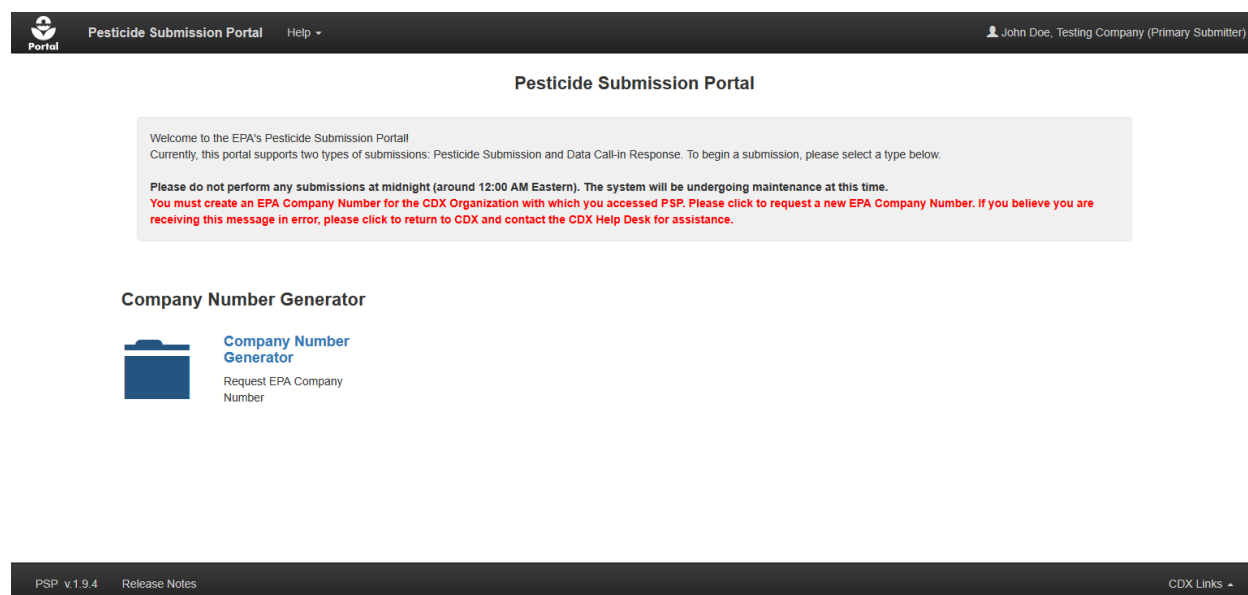
The Company Number Generator application is available to CDX users who completed registration for the PSP Primary Submitter role using the ‘Company Number Request’ path (i.e., the organization with which they are accessing PSP does not have an associated company number) and have a valid CDX ESA.

Please refer to **Section 8.1.1** for information on how to initiate registration for the PSP Primary Submitter role using the ‘Company Number Request’ path.

### 8.2.1 PSP Portal Screen

To access the PSP ‘Portal’ screen, follow the steps detailed in **Section 6.3** to access the PSP Program Service. The ‘Portal’ screen is specially configured for Primary Submitters who registered for PSP using the ‘Company Number Request’ path (i.e., only the ‘Company Number Generator’ option is available). Users are unable to perform any other PSP action (e.g., submit a package) until their organization has an approved company number request.

Exhibit 8-9 shows a screen capture of the PSP ‘Portal’ screen configured for the ‘Company Number Request’ path:



**Exhibit 8-9: PSP Portal Screen (Company Number Generator View)**

**Navigation:** Click the ‘Company Number Generator’ icon or link.

### 8.2.2 Company Number Request Form

The Company Number Generator application’s request form captures contact information for an organization requesting a company number and is broken out into three field blocks: ‘Company Information,’ ‘Authorized Agent,’ and ‘Consultant/Other Address.’

The ‘Company Information’ field block captures the primary organizational contact information for a company number request. Many of the fields in the ‘Company Information’ field block are pre-populated with fixed information from a user’s CDX account. To complete the ‘Company Information’ field block, complete the displayed optional fields, as necessary, and upload a PDF file containing a ‘Request Letter.’

The ‘Request Letter’ should be a signed letter on company letterhead including the company and Authorized Agent information (if an Authorized Agent has been named) as entered within the

CNG application. The letter must include a statement authorizing the Authorized Agent to act in all matters concerning the registration of a product with EPA. The letter must also include a statement acknowledging that all official correspondence from EPA will be directed to the Authorized Agent.

**Important:** Should the fixed, pre-populated organization information need to be changed, a user must re-register for the PSP Primary Submitter role under a corrected CDX organization.

Registrants located outside the United States must designate a United States based Authorized Agent to receive correspondence and represent the registrant in matters concerning their application. United States based registrants may also designate an Authorized Agent. The ‘Authorized Agent’ field block displays when the ‘Authorized Agent’ checkbox is selected in the ‘Company Information’ field block and is required when the company number request is for an organization located outside the United States.

The ‘Consultant/Other Address’ field block displays when the ‘Consultant/Other Address’ checkbox is selected in the ‘Company Information’ field block and allows the registrant to include information for an alternate company address/contact or consultant.

Exhibit 8-10 shows a screen capture of the ‘Company Information’ field block on the ‘Company Number Request Form’ screen:

The screenshot shows the 'Company Number Request Form' interface. At the top, there is a navigation bar with 'Portal', 'Company Number Request Application', and 'Help'. The user is identified as 'John Doe, Test Company (Primary Submitter)'. Below the navigation bar is a header for 'Company Number Request Form' with an important notice: 'Important Notice - Company names and addresses submitted to the Office of Pesticide Programs (OPP) for the purposes of obtaining a company number and/or doing business with OPP will be made publicly available. This includes the names and addresses of authorized agents and consultants.' The main form area is titled 'Company Information' and contains the following fields:

- Company Name: Test Company
- Address Line 1: 123 Any Street
- Address Line 2: (empty)
- PO Box: (empty)
- City: Any Town
- State: New Hampshire
- Zip/Postal Code: 03052
- Country: United States
- Authorized Agent:
- Consultant/Other Address:
- Division: (empty)
- Contact Name: John Doe
- Email Address: test@test.com
- Phone Number: 6035555555
- Fax Number: (empty)
- Comment: (empty text area)
- Request Letter:

At the bottom right of the page, there are links for 'Provide Feedback' and 'CDX Links'.

**Exhibit 8-10: Company Number Request Form Screen (Company Information Field Block)**

**Navigation:** Complete the displayed fields as necessary, upload a PDF ‘Request Letter,’ and click the ‘Submit’ button if no additional information must be entered.

Exhibit 8-11 shows a screen capture of the ‘Authorized Agent’ field block on the ‘Company Number Request Form’ screen:

The screenshot shows the 'Authorized Agent' field block on the 'Company Number Request Form' screen. The form is titled 'Authorized Agent' and has a 'Collapse' link in the top right corner. The form contains the following fields:

- Agent Name
- Address Line 1
- Address Line 2
- PO Box
- City
- State (dropdown menu with 'Select State...' option)
- Zip/Postal Code
- Country (dropdown menu with 'United States' selected)
- Contact Name
- Email Address
- Phone Number
- Fax Number
- Agent Comment (text area)

A 'Submit' button is located below the form. The page header includes 'Portal', 'Company Number Request Application', 'Help', and 'John Doe, Test Company (Primary Submitter)'. The footer includes 'Provide Feedback' and 'CDX Links'.

#### Exhibit 8-11: Company Number Request Form Screen (Authorized Agent Field Block)

**Navigation:** Complete the displayed fields as necessary and click the ‘Submit’ button if no additional information must be entered.

Exhibit 8-12 shows a screen capture of the ‘Consultant/Other Address’ field block on the ‘Company Number Request Form’ screen:

The screenshot shows the 'Consultant/Other Address' field block on the 'Company Number Request Form' screen. The form is titled 'Consultant/Other Address' and has a 'Collapse' link in the top right corner. The form contains the following fields:

- Address Line 1
- Address Line 2
- PO Box
- City
- Province
- Zip/Postal Code
- Country (dropdown menu with 'Select Country...' option)
- Contact Name
- Email Address
- Phone Number
- Fax Number
- Comment (text area)

A 'Submit' button is located below the form. The page header includes 'Portal', 'Company Number Request Application', 'Help', and 'John Doe, Test Company (Primary Submitter)'. The footer includes 'Provide Feedback' and 'CDX Links'.

#### Exhibit 8-12: Company Number Request Form Screen (Consultant/Other Address Field Block)

**Navigation:** Complete the displayed fields as necessary and click the ‘Submit’ button if no additional information must be entered.

---

### 8.2.3 Company Number Request Review and Notifications

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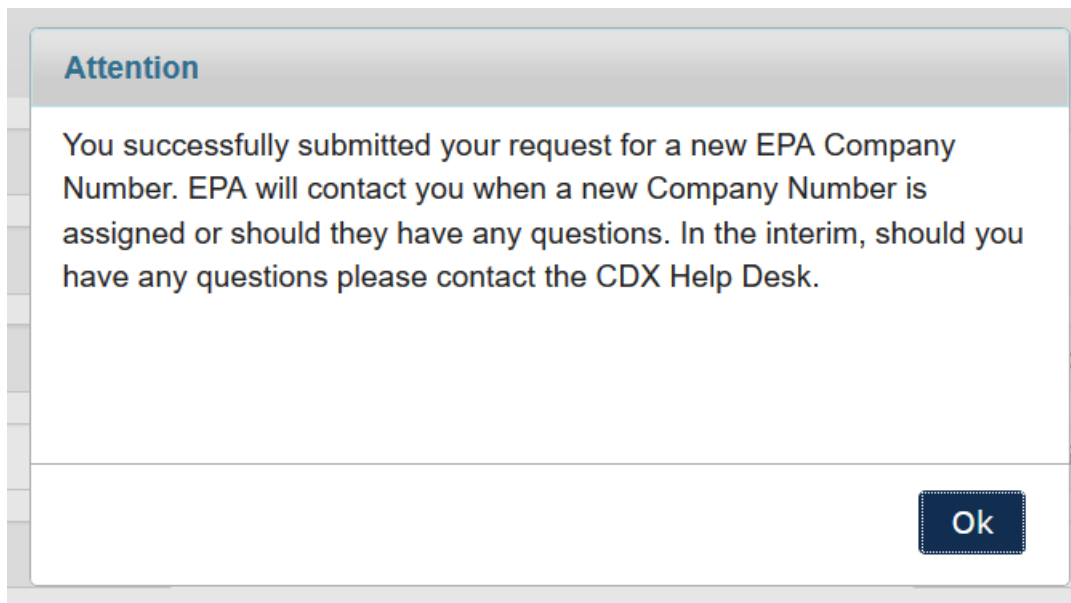
When a 'Company Number Request Form' is successfully submitted to EPA a notification pop-up window will display on the 'Company Number Request Form' screen (see Exhibit 8-13). The application will navigate to the 'MyCDX' screen when the 'OK' button in the pop-up is clicked. The 'Company Number Request Form' screen will remain locked behind the notification pop-up window until EPA completes their review of the request.

The EPA review process kicks-off after a user submits a request form. The EPA review will have one of the following three outcomes:

1. The request is approved and a new company number is assigned. The registrant will receive an email notification (see Exhibit 8-14) that includes the assigned company number and an official approval letter. Additionally, the registrant's CDX account will be automatically updated with the assigned company number; allowing full access to the PSP Program Service.
2. The request is rejected because a company number already exists for the requesting organization. The registrant will receive an email notification (see Exhibit 8-15) that includes the correct company number. Additionally, the registrant's CDX account will be automatically updated with the correct company number allowing full access to the PSP Program Service.
3. The request is rejected due to an issue with the submitted information. The registrant will receive an email notification (see Exhibit 8-16) stating that the request was not approved and providing reviewer comments. In this instance, a user's CDX account will not be updated and PSP Program Service access will remain restricted to the CNG application.  
**Note:** When a form is rejected for a submitted information issue, the 'Company Number Request Form' screen unlocks to allow request resubmission.



Exhibit 8-13 shows a screen capture of the successful submission pop-up window on the ‘Company Number Request Form’ screen:



**Exhibit 8-13: Company Number Request Form Screen (Successful Submission Pop-Up)**

**Navigation:** Click the ‘OK’ button to navigate to the ‘MyCDX’ screen. Exhibit 8-14 shows a screen capture of company number request approval notification email:



- Environment: TEST
- Application Name: CNG
- Notification ID: CNG001
- Triggered: 06/26/2020 02:38 PM

Notification:

Hello: Please find attached the EPA letter including your new company number. Send all inquiries to [newcompnumreq@epa.gov](mailto:newcompnumreq@epa.gov).

\*\* This is an automated email from the Communications Module .\*\*

**Exhibit 8-14: Company Number Request Approval Email**

Exhibit 8-15 shows a screen capture of company number already exists rejection notification email:

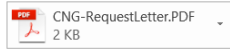


Wed 7/1/2020 8:56 AM

CommunicationsModule@epa.gov

Rejection notice

To



**EXTERNAL SENDER:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

- Environment: TEST
- Application Name: CNG
- Notification ID: CNG001
- Triggered: 07/01/2020 08:56 AM

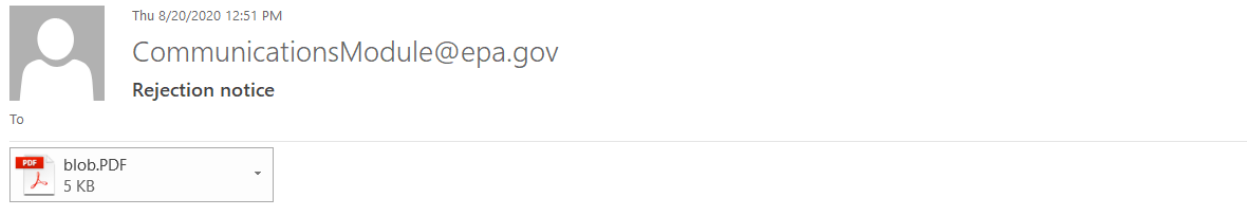
Notification:

Your request for a company number has been denied. The Office of Pesticide Programs will reach out with additional information regarding your request. The company number, 021884, already exists for the requesting organization

\*\* This is an automated email from the Communications Module \*\*

### **Exhibit 8-15: Company Number Already Exists Rejection Email**

Exhibit 8-16 shows a screen capture of company number request rejection notification email:



**EXTERNAL SENDER:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

- Environment: TEST
- Application Name: CNG
- Notification ID: CNG001
- Triggered: 08/20/2020 12:50 PM

Notification:

Your request for a company number has been denied. Reviewer Comment: test

\*\* This is an automated email from the Communications Module .\*\*

### Exhibit 8-16: Company Number Request Rejection Email

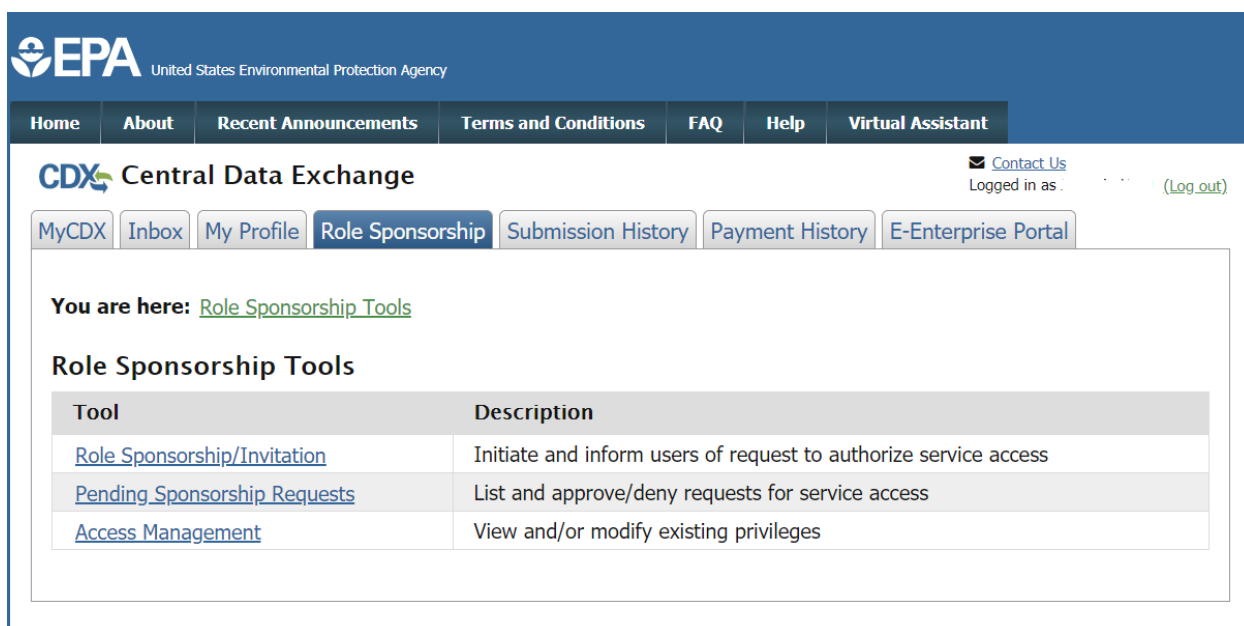
## 9 PSP Role Sponsorship

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 a Primary Submitter and Authorized Agent have to review and accept the sponsorship request.

### 9.1 Role Sponsorship

As a PSP Primary Submitter, click the ‘Role Sponsorship’ tab from the ‘MyCDX’ screen to access the ‘Role Sponsorship’ screen. The ‘Role Sponsorship’ screen displays options to initiate the role sponsorship process, approve/deny sponsorship requests, and view/modify existing privileges.

Exhibit 9-1 shows a screen capture of the ‘Role Sponsorship’ screen:

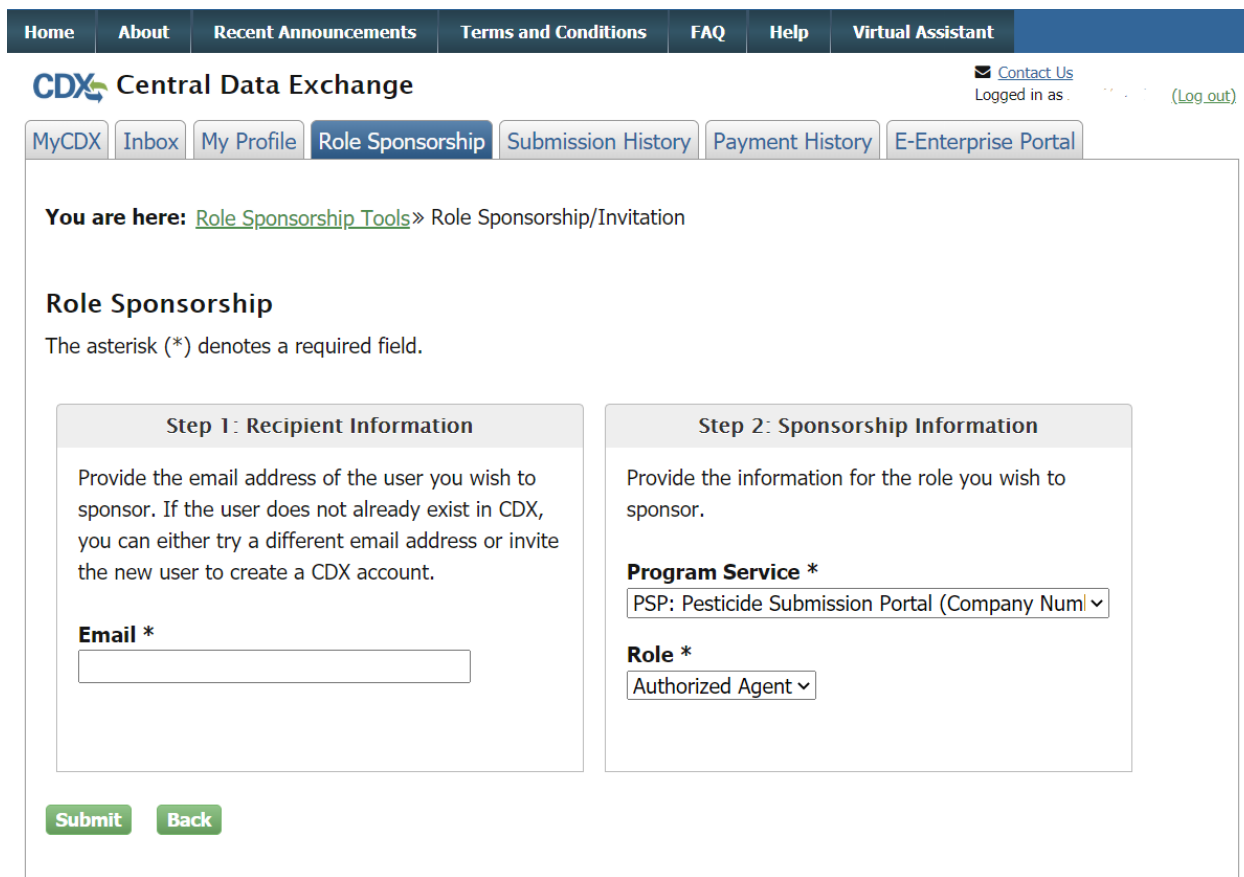


**Exhibit 9-1: Role Sponsorship Screen**

### 9.2 Role Sponsorship/Invitation

The ‘Role Sponsorship/Invitation’ screen is the first step in the PSP Authorized Agent sponsorship process. To initiate a role sponsorship enter the sponsored Authorized Agent’s email address, select ‘PSP: Pesticide Submission Portal: (Company Number Requests)’ from the ‘Program Service’ dropdown menu, select ‘Authorized Agent’ from the ‘Role’ dropdown menu, and click the ‘Submit’ button.

Exhibit 9-2 shows a screen capture of the ‘Role Sponsorship/Invitation’ screen:



**Exhibit 9-2: Role Sponsorship/Invitation Screen**

**Navigation:** Enter an email address, select a ‘Program Service,’ select a ‘Role,’ and click the ‘Submit’ button.

### 9.2.1 Role Sponsorship Review (Primary Submitter Step)

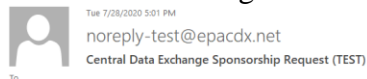
The ‘Role Sponsorship Review’ screen displays the details of the role sponsorship, including the Program Service, user role, and email address of the identified Authorized Agent.

The Primary Submitter must select either the ‘Yes, the provided email address is correct’ radio button or the ‘No, the provided email address is incorrect and must be updated’ radio button to indicate whether the provided email address is correct or incorrect, and provide updates if necessary. 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 Authorized Agent user information.

A pop-up window displays to confirm the email address of the specified Authorized Agent (see Exhibit 9-4). 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



**EXTERNAL SENDER:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

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

Contact Organization: CDX TESTING COMPANY  
Program Service: Pesticide Submission Portal (Company Number Requests)  
Role: Authorized Agent  
Company Number: 98765

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.

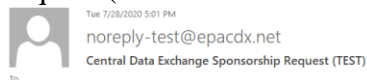
If you have questions concerning this message, you may contact CDX Help Desk by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995, Monday through Friday from 8:00 am to 6:00 pm ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500 or you may contact the CDX Helpdesk <https://test.epacdx.net/Chat>. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

CDX Registration Homepage  
<https://test.epacdx.net>

United States Environmental Protection Agency - Central Data Exchange

### Exhibit 9-5: CDX Role Sponsorship Request Email – Authorized Agent

). The Primary Submitter will be sent a copy of this email for recordkeeping (see Exhibit 9-6). The Primary Submitter can click the ‘review this sponsorship’ link to generate the ‘Sponsorship Information’ screen or the ‘cancel this sponsorship request’ link to cancel the sponsorship request (see



**EXTERNAL SENDER:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

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

Contact Organization: CDX TESTING COMPANY  
Program Service: Pesticide Submission Portal (Company Number Requests)  
Role: Authorized Agent  
Company Number: 98765

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](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995, Monday through Friday from 8:00 am to 6:00 pm ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500 or you may contact the CDX Helpdesk <https://test.epacdx.net/Chat>. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

CDX Registration Homepage  
<https://test.epacdx.net>

United States Environmental Protection Agency - Central Data Exchange

### Exhibit 9-5: CDX Role Sponsorship Request Email – Authorized Agent

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Exhibit 9-3 shows a screen capture of the ‘Role Sponsorship Review’ screen:

CDX Central Data Exchange Contact Us  
Logged in as (Log out)

MyCDX | Inbox | My Profile | Reg Maint | **Role Sponsorship** | Submission History | Payment History | E-Enterprise Portal

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

### Role Sponsorship Review

Registration Information	
<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Authorized Agent
<b>Email</b>	test@test.org

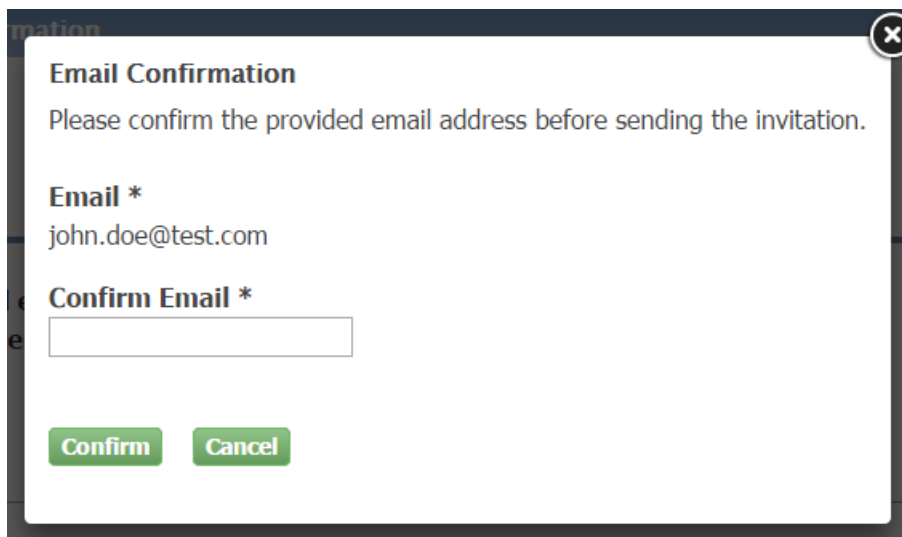
Yes, the provided email address is correct.  
 No, the provided email address is incorrect and must be updated.

[Back](#)

### Exhibit 9-3: Role Sponsorship Review Screen

**Navigation:** Select the ‘Yes, the provided email address is correct’ radio button and click the ‘Next’ button.

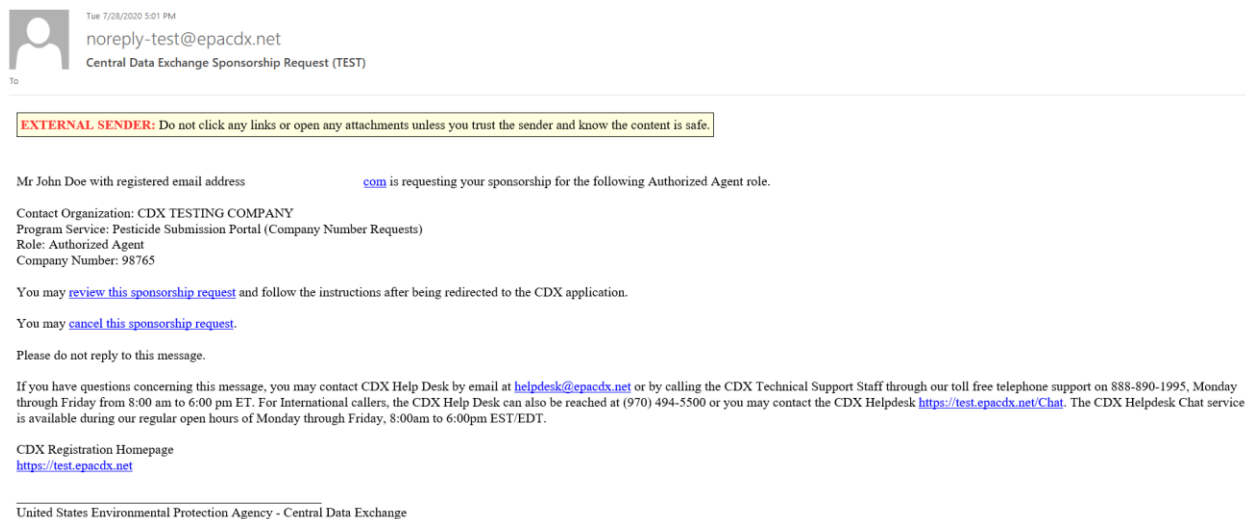
Exhibit 9-4 shows a screen capture of the ‘Email Confirmation’ pop-up window:



**Exhibit 9-4: Email Confirmation Pop-Up Window**

**Navigation:** Re-enter the Authorized Agent’s email address and click the ‘Confirm’ button.

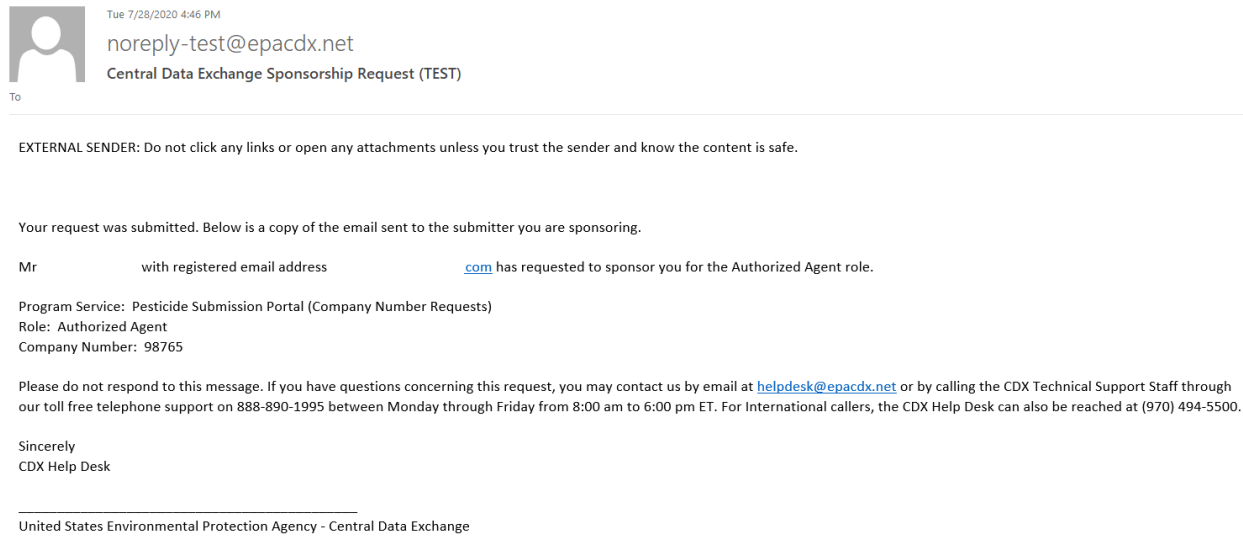
Exhibit 9-5 shows a screen capture of the ‘CDX Role Sponsorship Request’ email that is received by the Authorized Agent:



**Exhibit 9-5: CDX Role Sponsorship Request Email – Authorized Agent**



Exhibit 9-6 shows the copy of the request that is sent to the Primary Submitter:



### Exhibit 9-6: Role Sponsorship Request Email – Primary Submitter

#### 9.2.2 Sponsorship Information (Authorized Agent Step)

The ‘Sponsorship Information’ screen displays when a prospective Authorized Agent clicks the ‘review this sponsorship’ link within the Authorized Agent sponsorship email. A prospective Authorized Agent has the option to either log into an existing CDX account, or create a new one.

Once the prospective Authorized Agent accesses their CDX account, the ‘Sponsorship Information’ screen will display asking them to approve or reject the Primary Submitter’s request to view their contact information to sponsor them for the Authorized Agent role (see Exhibit 9-8).

Exhibit 9-7 shows a screen capture of the ‘Sponsorship Information – Log-In’ screen:

Role Sponsorship Process

[Contact Us](#)

**You are here:** Role Sponsorship

Sponsorship Information	
<b>Email</b>	
<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Authorized Agent
<b>Company Number</b>	239

You have been sponsored for a CDX role. Since you have an existing account, you may enter your CDX user ID and password to link the role to your account. If you do not already have a CDX account you may create a new one.

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

**Log in to existing account**

**User ID**

**Password**

**Show Password**

**Exhibit 9-7: Sponsorship Information – Log-In Screen**

**Navigation:** Click the ‘Create New Account’ button to create a new CDX account. To log into an existing CDX account, select the user ID from the ‘User ID’ dropdown menu, enter the corresponding password, and click the ‘Log In’ button.

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

**EPA** United States Environmental Protection Agency

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**CDX** Role Sponsorship Process [Contact Us](#)  
Logged in as ... [\(Log out\)](#)

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

Sponsorship Information	
<b>Email</b>	[REDACTED]
<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Authorized Agent
<b>Company Number</b>	239

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

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

### Exhibit 9-8: Sponsorship Information Screen

**Navigation:** Click the ‘Approve’ button to navigate to the ‘Account Registration’ screen and view a description of the role. Exhibit 9-9 shows a screen capture of the ‘Account Registration’ screen:

The screenshot shows the EPA website interface for the CDX Role Sponsorship Process. At the top, the EPA logo and navigation menu are visible. The main heading is "CDX Role Sponsorship Process". Below this, there is a breadcrumb trail: "You are here: Role Sponsorship » Role Sponsorship Review » Account Registration". A "Registration Information" table lists the Program Service as "Pesticide Submission Portal" and the Role as "Authorized Agent". Below the table, there is a text prompt: "Provide any required additional information, if applicable." followed by a link to the "PSP CDX Registration Guide". A note states: "Authorized Agents can submit on behalf of their company. Each company can have multiple Authorized Agents." A "Select Role" dropdown menu is currently set to "Authorized Agent". At the bottom of the form area, there are two buttons: "Request Role Access" and "Back". The footer contains contact information for the CDX Help Desk and various links like "EPA Home", "Privacy and Security Notice", "Accessibility", "About CDX", "Frequently Asked Questions", "Terms and Conditions", and "Contact Us". The EPA logo is also present in the bottom right corner.

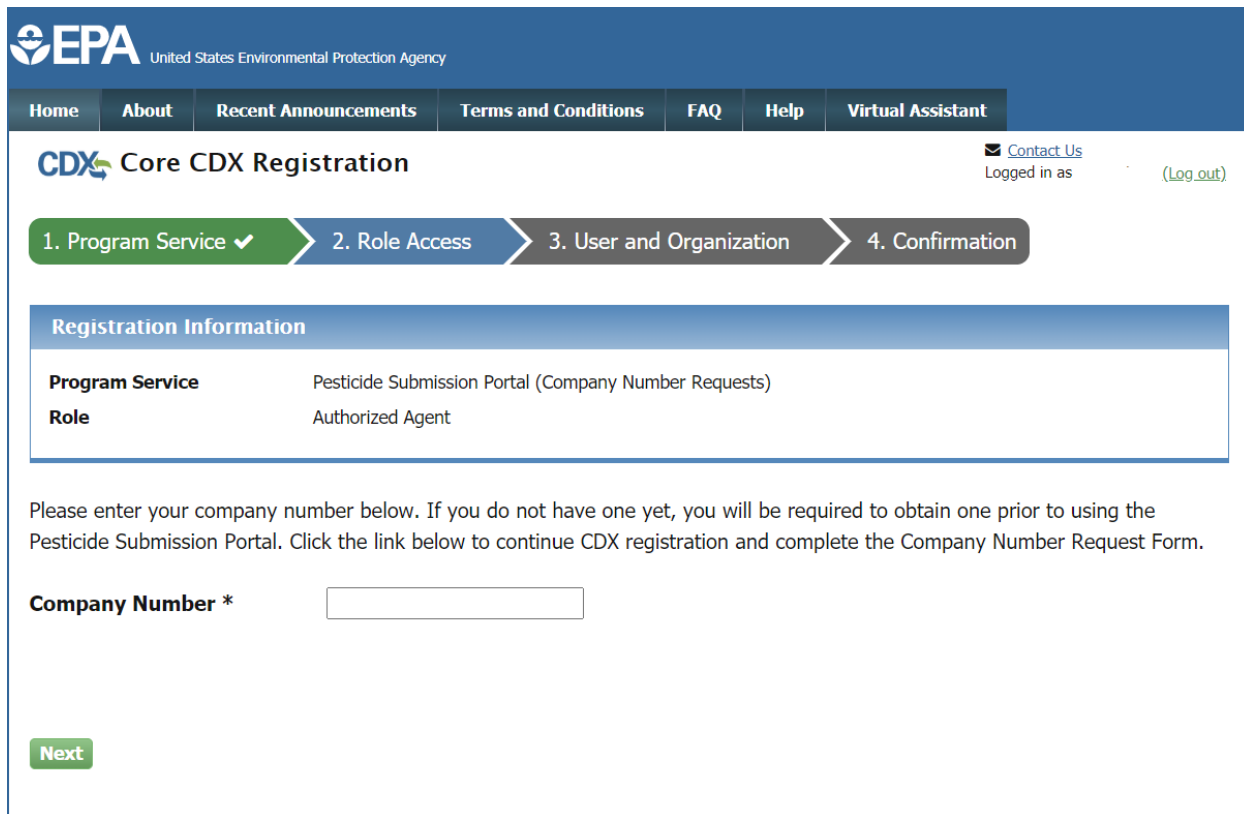
Registration Information	
<b>Program Service</b>	Pesticide Submission Portal
<b>Role</b>	Authorized Agent

Select Role:

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

### Exhibit 9-9: Account Registration Screen

**Navigation:** Click the ‘Request Role Access’ button, to navigate to the ‘Role Access’ screen where the prospective Authorized Agent will enter the sponsoring Primary Submitter’s company number. Exhibit 9-10 shows a screen capture of the ‘Role Access’ screen:

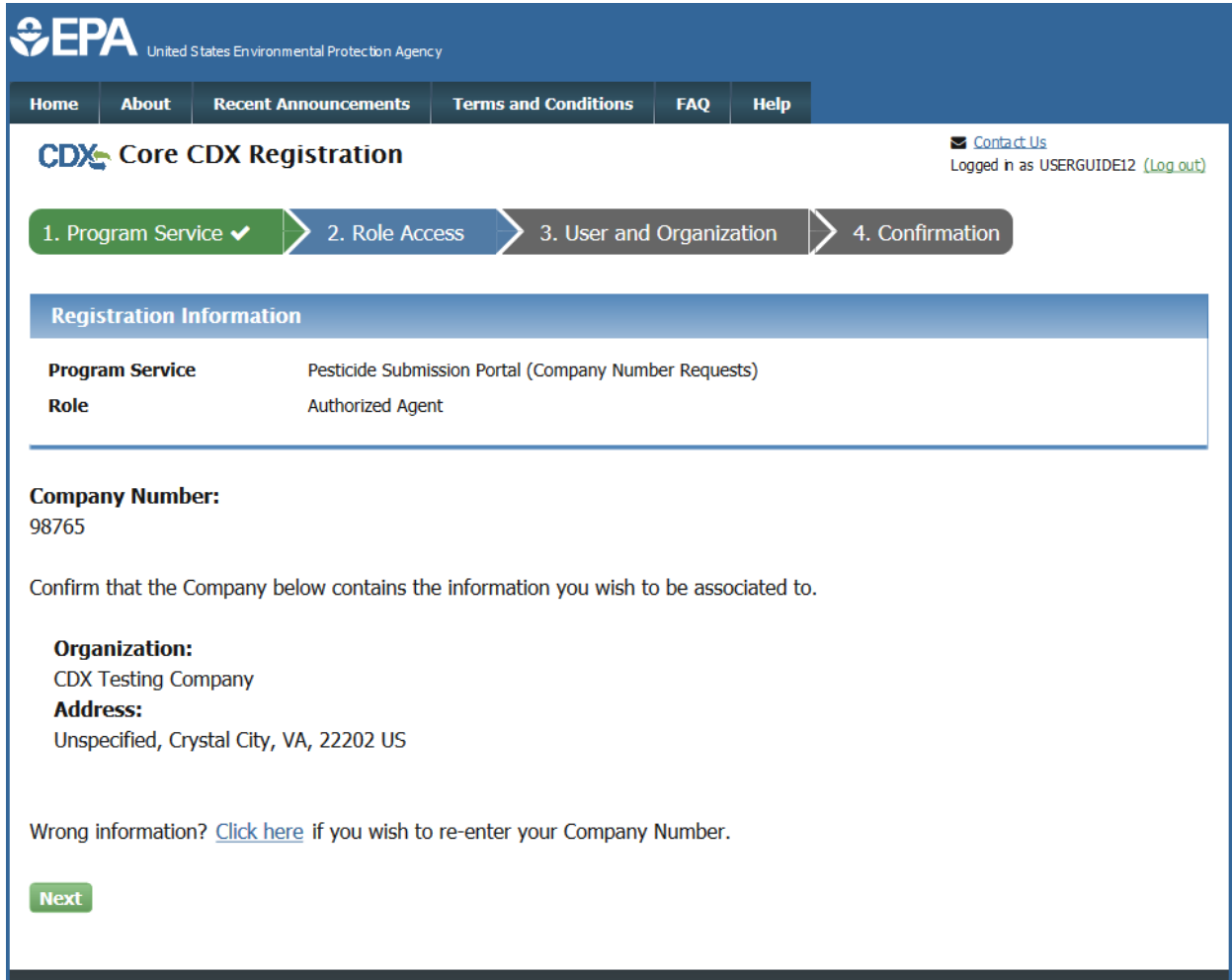


### Exhibit 9-10: Role Access Screen

**Navigation:** Enter the company number for sponsoring Primary Submitter 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.

**Important:** Please ensure that the sponsoring Primary Submitter’s **exact** company is entered. The company number can be found on the ‘Sponsoring Information’ screen (see Exhibit 9-8) and within the sponsorship email.

Exhibit 9-11 shows a screen capture of the ‘Role Access’ search results screen.



**EPA** United States Environmental Protection Agency

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**CDX** Core CDX Registration [Contact Us](#)  
Logged in as USERGUIDE12 ([Log out](#))

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

Registration Information	
<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Authorized Agent

**Company Number:**  
98765

Confirm that the Company below contains the information you wish to be associated to.

**Organization:**  
CDX Testing Company

**Address:**  
Unspecified, Crystal City, VA, 22202 US

Wrong information? [Click here](#) if you wish to re-enter your Company Number.

**Next**

### Exhibit 9-11: Request Role Access Search Results Screen

**Navigation:** Confirm the read-only organization information displayed. If the organization information is correct, click the ‘Next’ button. If the organization displayed is incorrect, click the ‘Click here’ link to re-enter your Company Number.

Exhibit 9-12 shows a screen capture of the ‘Account Registration’ screen (Scroll 1):

**EPA** United States Environmental Protection Agency

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**CDX** Role Sponsorship Process [Contact Us](#)  
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You are here: [Role Sponsorship](#) » [Role Sponsorship Review](#) » Account Registration

Registration Information	
Program Service	PSP
Role	Authorized Agent

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

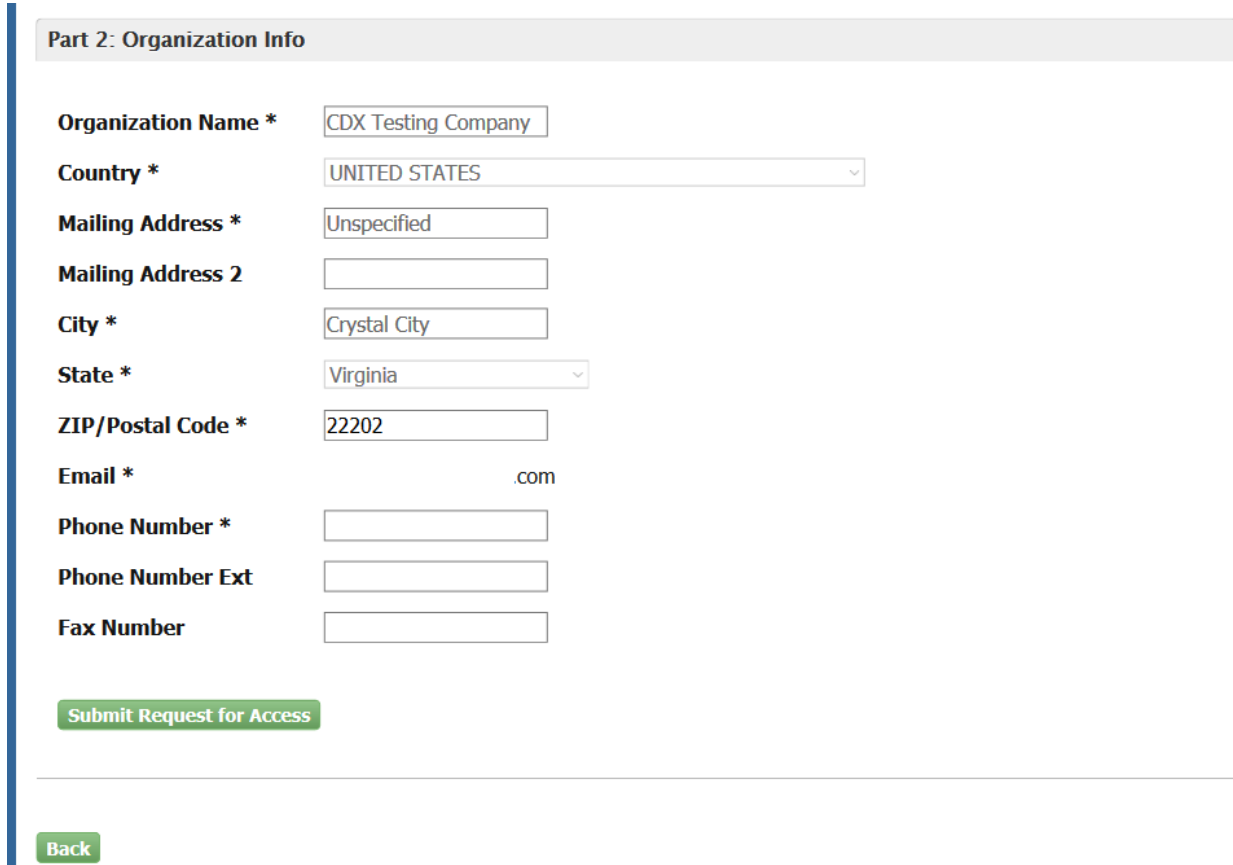
**Part 1: User Information**

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

<b>User ID *</b>	USERGUIDE12
<b>Prefix</b>	Mr
<b>First Name *</b>	John
<b>Middle Initial</b>	
<b>Last Name *</b>	Doe
<b>Suffix</b>	

**Exhibit 9-12: Account Registration Screen (Scroll 1)**

Exhibit 9-13 shows a screen capture of the ‘Account Registration’ screen (Scroll 2):



**Part 2: Organization Info**

**Organization Name \***

**Country \***

**Mailing Address \***

**Mailing Address 2**

**City \***

**State \***

**ZIP/Postal Code \***

**Email \***  .com

**Phone Number \***

**Phone Number Ext**

**Fax Number**

[Submit Request for Access](#)

[Back](#)

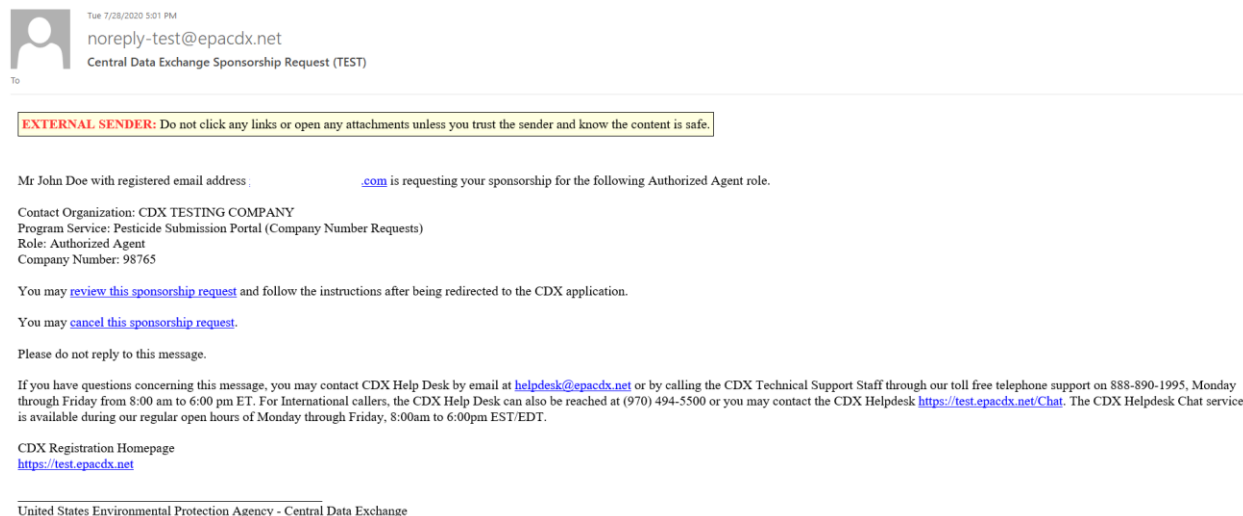
**Exhibit 9-13: Account Registration Screen (Scroll 2)**

**Navigation:** 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.



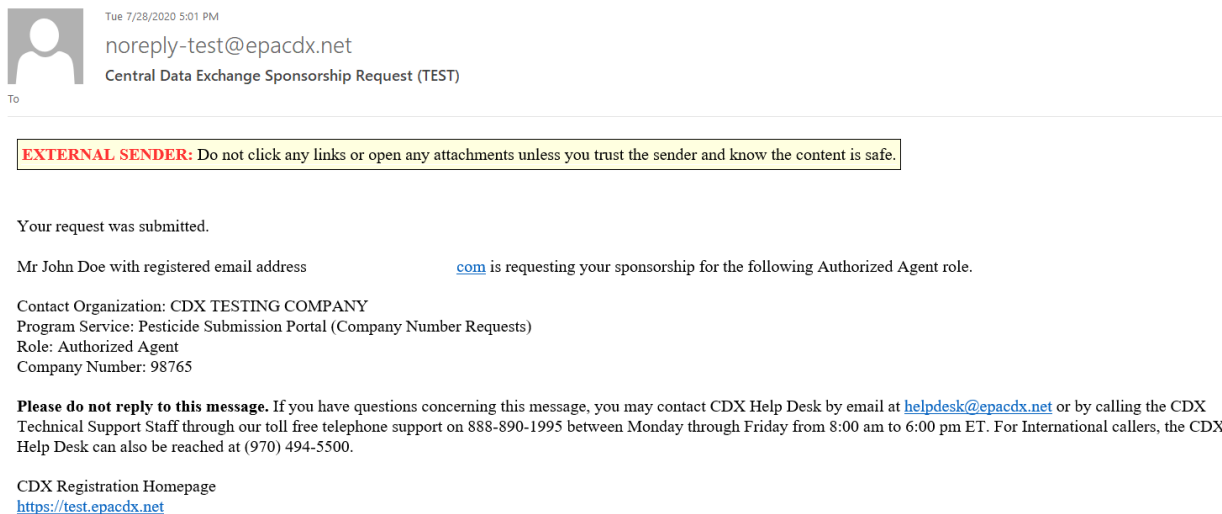


Exhibit 9-14 shows a screen capture of the ‘CDX Role Sponsorship Request’ email that is sent to the Primary Submitter:



### Exhibit 9-14: CDX Role Sponsorship Request Email – Primary Submitter

Exhibit 9-15 shows the copy of the ‘CDX Role Sponsorship Request’ email that is sent to the Authorized Agent:



### Exhibit 9-15: Copy of CDX Role Sponsorship Request Email – Authorized Agent

#### 9.2.3 Second Role Sponsorship Review (Primary Submitter Step)

The Primary Submitter is navigated to the ‘Role Sponsorship Login’ screen when they click the ‘review this sponsorship request’ link within their confirmation email (see Exhibit 9-14).

Once the Primary submitter accesses their CDX account, the ‘Role Sponsorship Review’ screen will display asking them to approve or reject the sponsorship request (see Exhibit 9-17).

Exhibit 9-16 shows a screen capture of the ‘Role Sponsorship Login’ screen:

**EPA** United States Environmental Protection Agency

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**CDX** Role Sponsorship Process [Contact Us](#)

You are here: Role Sponsorship

**Sponsorship Information**

Email	.com
Organization	CDX TESTING COMPANY (Unspecified, Crystal City, VA, US 22202)
Program Service	Pesticide Submission Portal (Company Number Requests)
Role	Authorized Agent
Company Number	98765

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

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

**Log in to existing account**

User ID TESTACCOUNT

Password

Show Password

**Log In**

**Exhibit 9-16: Role Sponsorship Login Screen**

**Navigation:** Enter the password for the displayed CDX account and click the ‘Log In’ button.

Exhibit 9-17 shows a screen capture of the ‘Role Sponsorship Review’ screen:

**EPA** United States Environmental Protection Agency

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

**Sponsorship Information**

<b>Email</b>	.com
<b>Organization</b>	CDX TESTING COMPANY (Unspecified, Crystal City, VA, US 22202)
<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Authorized Agent
<b>Company Number</b>	98765

**Role Information**

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

**Select an Existing Role**

**Add a New Role**

**Organization:**

**Role:**

**Exhibit 9-17: Role Sponsorship Review Screen**

**Navigation:** Select the ‘Select an Existing Role’ radio button, select both the ‘Organization’ and ‘Role’ that corresponds to the sponsorship request, and click the ‘Approve’ button to navigate to

the electronic sponsor agreement (see

**EPA** United States Environmental Protection Agency

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

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

### Electronic Sponsor Agreement

The electronic sponsor agreement is an agreement between the signature holder and you, on behalf of the organization, that will authorize the signature holder's electronic signature. By signing the sponsor letter, you will be authorizing the signature holder to sign and/or encrypt information for your organization.

#### AUTHORIZATION AND VERIFICATION FOR SUBMITTER BY COMPANY AUTHORIZING OFFICIAL

**Authorized Official Signature**

I am an authorizing official and an electronic signature holder in U.S. EPA's CDX for the organization listed below, and I verify that the person identified as the electronic signature holder below is authorized to submit on behalf of my organization.

CDX User ID:

Name of Authorized Official:	Mr Michael
Company Name:	CDX TESTING COMPANY
Company Address:	Unspecified, Crystal City, VA, US 57350
Signature	Date

**Agent/Consultant Signature**

I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of

[Sign Electronically](#) [Cancel](#)

Exhibit 9-18).

**Important:** The Primary Submitter **must** select the CDX organization and role that matches what the Authorized Agent entered when the sponsorship request was accepted. **Do not** select the 'Add a New Role' radio button. The Primary Submitter should only use the 'Select an Existing Role' radio button.

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

### Electronic Sponsor Agreement

The electronic sponsor agreement is an agreement between the signature holder and you, on behalf of the organization, that will authorize the signature holder's electronic signature. By signing the sponsor letter, you will be authorizing the signature holder to sign and/or encrypt information for your organization.

#### AUTHORIZATION AND VERIFICATION FOR SUBMITTER BY COMPANY AUTHORIZING OFFICIAL

##### Authorized Official Signature

I am an authorizing official and an electronic signature holder in U.S. EPA's CDX for the organization listed below, and I verify that the person identified as the electronic signature holder below is authorized to submit on behalf of my organization.

CDX User ID:

Name of Authorized Official:

Mr Michael

Company Name:

CDX TESTING COMPANY

Company Address:

Unspecified, Crystal City, VA, US 57350

Signature

Date

##### Agent/Consultant Signature

I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of

[Sign Electronically](#)

[Cancel](#)

Exhibit 9-18 shows a screen capture of the electronic sponsor agreement:

United States Environmental Protection Agency

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

### Electronic Sponsor Agreement

The electronic sponsor agreement is an agreement between the signature holder and you, on behalf of the organization, that will authorize the signature holder's electronic signature. By signing the sponsor letter, you will be authorizing the signature holder to sign and/or encrypt information for your organization.

#### AUTHORIZATION AND VERIFICATION FOR SUBMITTER BY COMPANY AUTHORIZING OFFICIAL

**Authorized Official Signature**

I am an authorizing official and an electronic signature holder in U.S. EPA's CDX for the organization listed below, and I verify that the person identified as the electronic signature holder below is authorized to submit on behalf of my organization.

CDX User ID:

Name of Authorized Official:	Mr Michael
Company Name:	CDX TESTING COMPANY
Company Address:	Unspecified, Crystal City, VA, US 57350
Signature	Date

**Agent/Consultant Signature**

I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of

Sign Electronically
Cancel

### Exhibit 9-18: Electronic Sponsor Agreement Screen

**Navigation:** Review the electronic sponsor agreement for accuracy and click the ‘Sign Electronically’ button to launch the ‘eSignature’ widget (see Exhibit 9-20).

Exhibit 9-19 shows a screen capture of the ‘CROMERR eSignature Widget’ pop-up window:

**eSignature Widget** ✕

**1. Authentication**

Log into CDX

**User:**  
123

**Password:**  
●●●●●●

**Show Password**

Welcome

**2. Verification**

**Question:**  
What is the first and middle name of your oldest sibling?

**Answer:**  
●●●●●●

**Show Answer**

Correct Answer

**3. Sign File**

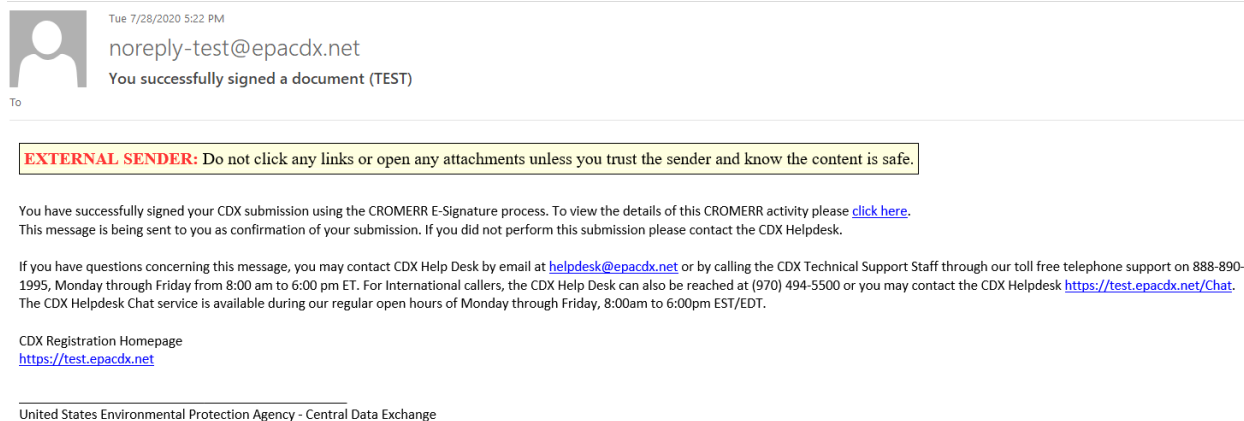
**Sign**

**Exhibit 9-19: eSignature Widget**

**Navigation:** Enter the displayed user’s CDX password, answer the displayed CROMERR 20-5-1 question, and click the ‘Sign’ button to complete the electronic signature process and complete the Primary Submitter’s sponsorship steps.

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 9-20), and the other email will indicate that the sponsor letter for the sponsorship request has been completed (see Exhibit 9-21).

Exhibit 9-20 displays a screen capture of the CROMERR E-Signature email:



**Exhibit 9-20: CROMERR E-Signature Email**



## Exhibit 9-21 displays a screen capture of the CDX Sponsorship Request Completed Email (Primary Submitter):



Tue 7/28/2020 5:22 PM

noreply-test@epacdx.net

Central Data Exchange Sponsorship Request Completed (TEST)

To

**EXTERNAL SENDER:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

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

Organization: CDX TESTING COMPANY  
Program Service: Pesticide Submission Portal (Company Number Requests)  
Role: Authorized Agent  
Company Number: 98765

**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](mailto: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 ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage  
<https://test.epacdx.net>

United States Environmental Protection Agency - Central Data Exchange

### Exhibit 9-21: CDX Sponsorship Request Completed Email (Primary Submitter)



## 9.2.4 Finalizing the Role Sponsorship Process (Authorized Agent Step)

After the Primary Submitter signs the electronic sponsor agreement (see

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

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

### Electronic Sponsor Agreement

The electronic sponsor agreement is an agreement between the signature holder and you, on behalf of the organization, that will authorize the signature holder's electronic signature. By signing the sponsor letter, you will be authorizing the signature holder to sign and/or encrypt information for your organization.

**AUTHORIZATION AND VERIFICATION FOR SUBMITTER BY COMPANY AUTHORIZING OFFICIAL**

**Authorized Official Signature**

I am an authorizing official and an electronic signature holder in U.S. EPA's CDX for the organization listed below, and I verify that the person identified as the electronic signature holder below is authorized to submit on behalf of my organization.

CDX User ID:

Name of Authorized Official:	Mr Michael
Company Name:	CDX TESTING COMPANY
Company Address:	Unspecified, Crystal City, VA, US 57350
Signature	Date

**Agent/Consultant Signature**

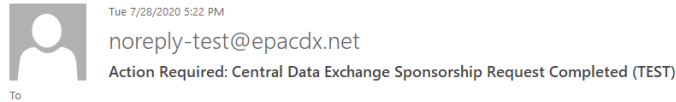
I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of

[Sign Electronically](#) [Cancel](#)

Exhibit 9-18), the prospective Authorized Agent will also receive an email indicating that the sponsor letter for the sponsorship request was completed (see Exhibit 9-22).



## Exhibit 9-22 displays a screen capture of the CDX Sponsorship Request Completed Email:



**EXTERNAL SENDER:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

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

Organization: CDX TESTING COMPANY  
Program Service: Pesticide Submission Portal (Company Number Requests)  
Role: Authorized Agent  
Company Number: 98765

You must [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](mailto: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 ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage  
<https://test.epacdx.net>

### **Exhibit 9-22: CDX Sponsorship Request Completed Email (Authorized Agent)**

**Navigation:** Click the ‘log in to complete your account registration’ link to navigate to the ‘Role Sponsorship Login’ screen (see Exhibit 9-23).

Exhibit 9-23 displays a screen capture of the ‘Role Sponsorship Login (Authorized Official)’ screen:

**EPA** United States Environmental Protection Agency

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You are here: Role Sponsorship

Sponsorship Information	
Email	.com
Organization	CDX TESTING COMPANY (Unspecified, Crystal City, VA, US 57350)
Program Service	Pesticide Submission Portal (Company Number Requests)
Role	Authorized Agent
Company Number	98765

Your sponsorship has been approved. Please log in to complete your account registration with CDX.

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

**Log in to existing account**

User ID USERGUIDE12

Password

Show Password

[Log In](#)

### Exhibit 9-23: Role Sponsorship Login Screen

**Navigation:** Enter the password for the displayed CDX account and click the ‘Log In’ button to navigate to the ‘Complete Account’ screen (see Exhibit 9-24).

Exhibit 9-24 displays a screen capture of the ‘Complete Account’ screen:

**EPA** United States Environmental Protection Agency

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**CDX Role Sponsorship Process** [Contact Us](#)  
Logged in as USERGUIDE12 ([Log out](#))

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

**Registration Information**

<b>Name</b>	Mr John Doe (USERGUIDE12)
<b>Email</b>	.com
<b>Program Service</b>	Pesticide Submission Portal (Company Number Requests)
<b>Role</b>	Authorized Agent
<b>Company Number</b>	98765

Please review your contact information below before proceeding to complete your account registration.

**Provide Contact Information**

**CDX TESTING COMPANY**  
Unspecified  
Crystal City, VA, US  
57350

**Email \*** .com

**Phone Number \***

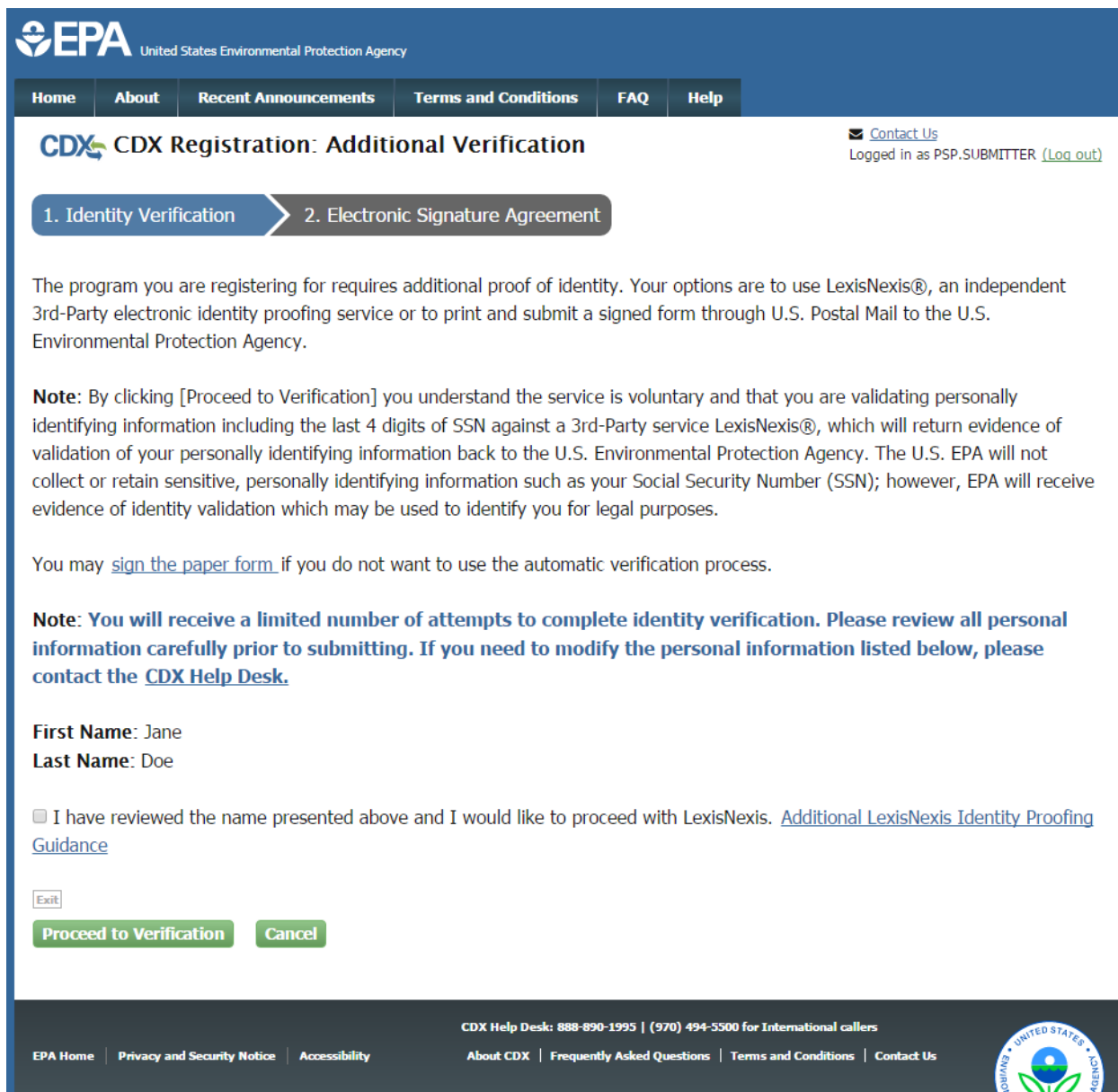
**Phone Number Ext**

**Fax Number**

**Exhibit 9-24: Complete Account Screen**

**Navigation:** Confirm and correct, as necessary, the displayed information and click the ‘Submit’ button to navigate to the ‘Identity Verification’ screen (see Exhibit 9-25). **Note:** If the Authorized Agent already passed identity verification for another role, they will be navigated to the ‘CDX Registration: Additional Verification’ screen to sign an ESA.

Exhibit 9-25 displays a screen capture of the ‘Identity Verification’ screen:



**Exhibit 9-25: ‘Identity Verification’ Screen (Authorized Agent)**

**Navigation:** Either sign a paper ESA by clicking the ‘sign the paper form’ link or proceed with electronic identity verification by selecting the ‘I have reviewed the name presented above and I would like to proceed with LexisNexis’ checkbox and clicking the ‘Proceed to Verification’ button. Please refer to **Section 6** for information on how to complete the identity verification process.

Exhibit 9-26 displays a screen capture of the Electronic CDX ESA Screen for an Authorized Agent:

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**CDX** CDX Registration: Additional Verification [Contact Us](#)  
Logged in as USERGUIDE12 ([Log out](#))

1. Identity Verification ✓ 2. Signature Question ✓ 3. ESA

### Electronic CDX Electronic Signature Agreement

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

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

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

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

#### Electronic Signature Holder Company Information

Organization Name:	CDX TESTING COMPANY
Address:	Unspecified
City, State, Zip:	Crystal City, VA 57350
Province:	
Country:	US
Phone Number:	(453) 345-3453
E-mail Address:	.com
Registrant's Name:	Mr John Doe
CDX User Name:	USERGUIDE12

[Sign Electronically](#) [Cancel](#)

#### Exhibit 9-26: Electronic CDX ESA Screen (Authorized Agent)

**Navigation:** Review the electronic ESA and click the ‘Sign Electronically’ button. Please refer to **Section 6.1.1.1** for additional information about electronically signing a CDX ESA.

Once the Authorized Agent electronically signs the CDX ESA, the role sponsorship request is complete and the Authorized Official may access the PSP Program Service using the steps detailed in **Section 6.3**.

## 10 Appendix A - Definitions, Acronyms, and Abbreviations

Acronym	Full Name
CDX	Central Data Exchange
CDXHD	CDX Help Desk
CNG	Company Number Generator
CROMERR	Cross-Media Electronic Reporting Regulation
DCI	Data Call-In
EDT	Eastern Daylight Time
EPA	United States Environmental Protection Agency
ESA	Electronic Signature Agreement
EST	Eastern Standard Time
ID	User Identification
IE	Microsoft Internet Explorer
OPP	Office of Pesticide Programs
PDF	Portable Document Format
PII	Personally Identifiable Information
PSP	Pesticide Submissions Portal
RMAM	Registration Maintenance Account Manager