

CENTRAL DATA EXCHANGE (CDX) REGISTRATION USER GUIDE

HELP DESK INFORMATION

helpdesk@epacdx.net

888.890.1995

970.494.5500 (PR and Guam)



1 Go to **cdx.epa.gov** and Register

ONE On the Central Data Exchange (CDX) homepage click the "Register with CDX" button to start the registration process.

The screenshot shows the EPA CDX homepage. At the top, there is a navigation bar with links for CDX Home, About CDX, Recent Announcements, Terms and Conditions, FAQs, and Help. Below the navigation bar, there is a "Central Data Exchange" header with a "Contact Us" link. The main content area features a large image of a blue wave. On the right side of this image, there is a "Log in to CDX" section with input fields for "User ID" and "Password", and two buttons: "Log In" and "Register with CDX". Below the input fields, there are links for "Forgot your password?", "Warning Notice", and "Privacy Policy".

2 Accept **Terms and Conditions**

TWO By accepting the terms and conditions you agree to abide by the system requirements and the system will allow you to access CDX.

The screenshot shows the "Terms and Conditions" page on the CDX website. At the top, there is a navigation bar with links for CDX Home, About CDX, Recent Announcements, Terms and Conditions, FAQs, and Help. Below the navigation bar, there is a "Terms and Conditions" header with a "Contact Us" link. The main content area contains the following text: "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." Below this text, there is a "Warning Notice" section with the following text: "EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms." Below the warning notice, there is a "Privacy Statement" section with the following text: "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]." At the bottom of the page, there are two radio buttons: "I Accept" and "I Decline".

3 Select a **Program Service**

THREE To select a program service, type the flow name or descriptor to filter the results or select from the full list.

The screenshot shows the "Core CDX Registration" page on the CDX website. At the top, there is a navigation bar with links for CDX Home, About CDX, Recent Announcements, Terms and Conditions, FAQs, and Help. Below the navigation bar, there is a "Core CDX Registration" header with a "Contact Us" link. The main content area features a progress bar with four steps: "1. Request Program Service", "2. Request Role Access", "3. Provide User and Organization Information", and "4. Confirmation". Below the progress bar, there is a text input field with the placeholder text "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)". Below the text input field, there is a section titled "Active Program Services List" with three rows of text: "notice", "Stormwater Notice of Intent (eNOI) (SWEN0)", and "Electronic Notice of Intent (eNOI)". At the bottom of the page, there is a "Cancel" button.

4 Provide **Role and Additional Information**

FOUR If a program service has more than one role or requires additional information, select the role and/or fill out all required additional information.

The screenshot shows the "Core CDX Registration" page on the CDX website. At the top, there is a navigation bar with links for CDX Home, About CDX, Recent Announcements, Terms and Conditions, FAQs, and Help. Below the navigation bar, there is a "Core CDX Registration" header with a "Contact Us" link. The main content area features a progress bar with four steps: "1. Request Program Service", "2. Request Role Access", "3. Provide User and Organization Information", and "4. Confirmation". Below the progress bar, there is a section titled "Registration Information" with two rows of text: "Program Service: Unregulated Contaminants Monitoring Rule3" and "Role: Not selected". Below the "Registration Information" section, there is a "Select Role" section with a dropdown menu showing "PWS". At the bottom of the page, there are two buttons: "Request Role Access" and "Cancel".

5 FIVE

Provide **User Information**

Enter a unique user name, fill out the personal information, create a password, and answer three security questions.

The screenshot shows the EPA CDX Core Registration interface. At the top, there are navigation links for CDX Home, About CDX, Recent Announcements, Terms and Conditions, FAQs, and Help. The main heading is "Core CDX Registration" with a "Contact Us" link. Below this is a progress bar with four steps: 1. Request Program Service (checked), 2. Request Role Access (checked), 3. Provide User and Organization Information (active), and 4. Confirmation. The "Registration Information" section shows "Program Service: Unregulated Contaminants Monitoring Rule3" and "Role: PWS". A note states "Essential information is marked with an asterisk(*)". The "Part 1: User Information" section contains the following fields: "User ID *" (text input), "Title *" (dropdown menu with "--Please Select--"), "First Name *" (text input), and "Middle Initial" (text input).

6 SIX

Provide **Organization Information**

Search for an existing organization. If a matching organization is not found, create a new organization.

The screenshot shows the "Part 2: Organization Information" section of the registration process. It displays the organization name "Exxonmobil" and its "Mailing Address": "2800 Decker drive, Baytown, TX 77546". Below this is a section for "Provide Additional Contact Information" with the following fields: "Email *" (text input), "Re-enter Email *" (text input), "Phone Number *" (text input), "Phone Number Ext" (text input), and "Fax Number" (text input). A note at the bottom says "Wrong organization information? Back to Search Results, Use advanced search or request that we add your organization." and there is a green "Submit Request for Access" button.

7 SEVEN

Confirmation screen and **Activation Link**

After all core registration information has been provided, the confirmation screen displays. An account activation link will be sent to the organization email address provided. Follow the account activation link instructions to complete registration.

The screenshot shows the "Confirmation" screen. It features the EPA and CDX logos at the top. The heading is "Confirmation" with a "Contact Us" link. Below the heading is the text "A few more steps...". The main body of text reads: "You will soon receive an email confirmation message (at rbolden@epfederal.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or 011 (970) 494-5500 for callers from Puerto Rico and Guam if you are calling from Puerto Rico or Guam." Below this text is the "Confirmation Number: 43137aed-60fb-424f-8ec8-f0b6a53a573b". At the bottom, there is a green "Return to CDX Home" button.

8 EIGHT

Complete **Registration** and additional **Validation**

Log in to CDX with credentials provided during registration after clicking the account activation link in the confirmation email.

Depending on the program service and role chosen during the registration process, you may be prompted to complete any of the following role verification steps:

- LexisNexis Identity Validation Service (supports paperless ESA signing option)
- CROMERR 20-5-1 Challenge Question Setup (supports electronic signature and paperless signing option)
- Electronic Signature Agreement (paper and paperless signing options are available)
- Program specific additional validation steps