

# **ODS REPORTING GUIDELINES**

## **Registering with CDX**

**April 2018**

## **I. INTRODUCTION**

This guidance document provides information for reporting entities on how to register with the Central Data Exchange (CDX) for the purposes of submitting data to the Environmental Protection Agency (EPA) on ozone depleting substances (ODS), as required by CFR 40, Part 82. All individuals that report ODS data electronically on behalf of a reporting entity must register with the ODS Program within CDX. For information on how to complete an ODS report, see EPA's guidance document on *Preparing Data for Submission*. For information on how to submit an ODS report using CDX, see EPA's guidance document on *Submitting Data to EPA*. The remainder of this document is organized as follows:

- **Section II:** Register with CDX (First-Time Users)
- **Section III:** Add ODS to your Program Services (Existing Users)
- **Section IV:** Register Under a New Organization (Existing Users)
- **Appendix A:** Provide EPA with your Organization ID

**Appendix B:**

- Update your Account Information
- **Appendix C:** Deactivating Accounts

### Questions?

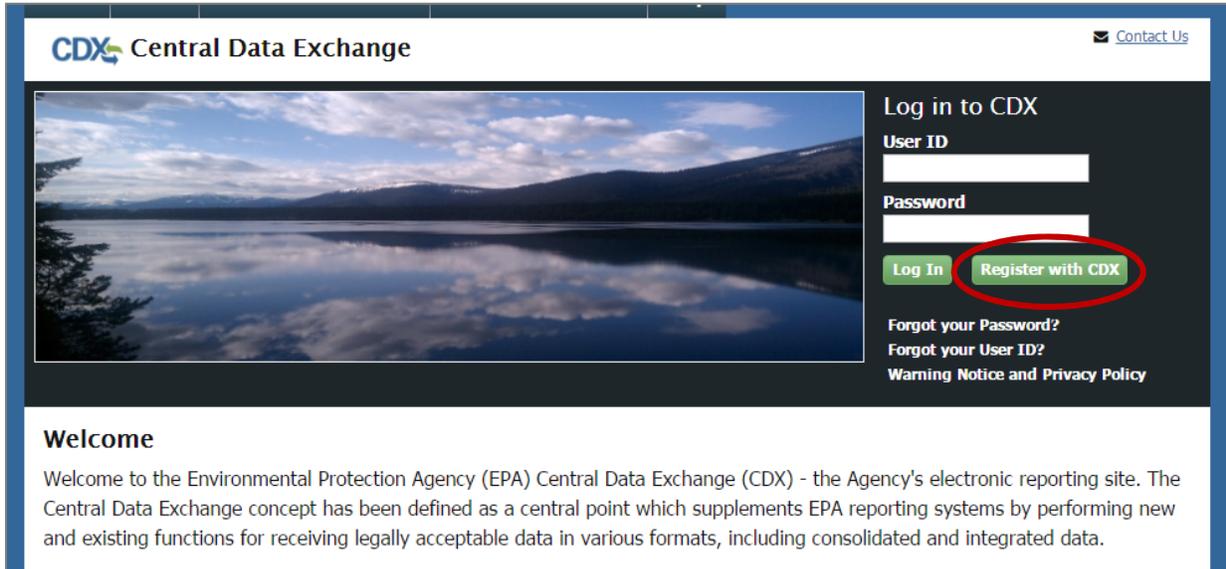
For questions about ODS reporting, contact Mike James at **(202) 343-9192** or [james.mike@epa.gov](mailto:james.mike@epa.gov).

For questions about CDX, contact the CDX Helpdesk at **(888) 890-1995** or [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net).

## II. REGISTER WITH CDX (FIRST-TIME USERS)

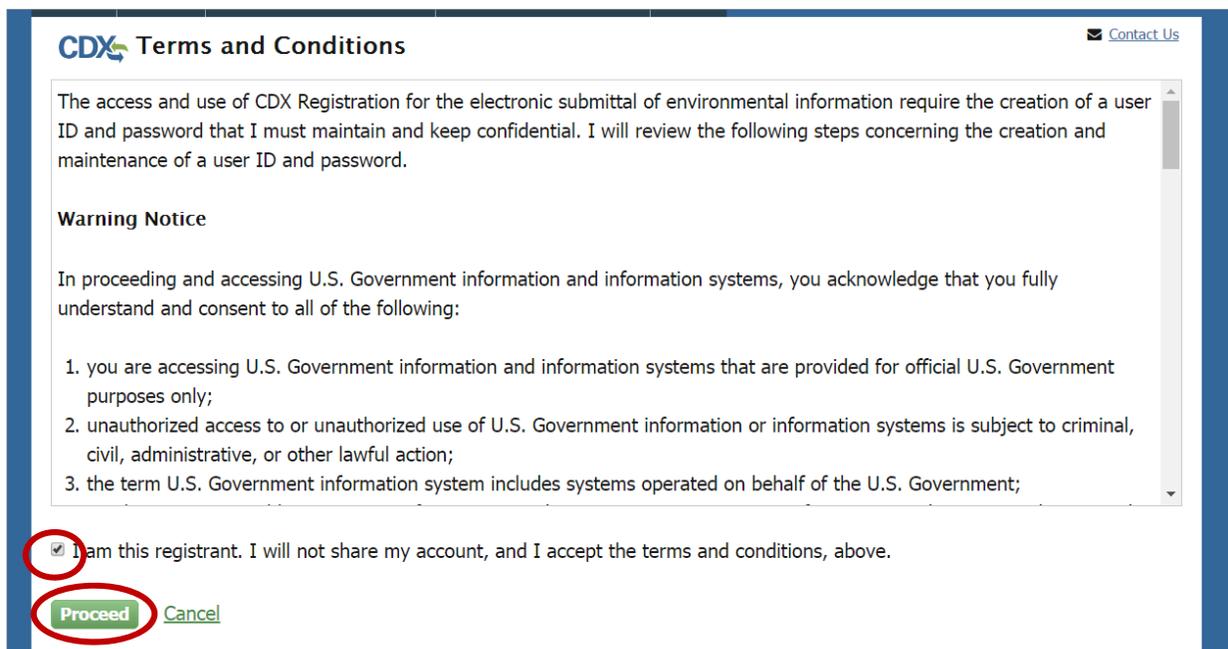
### Step 1: Initiate the Registration Process

Visit <https://cdx.epa.gov/> and select "Register with CDX."



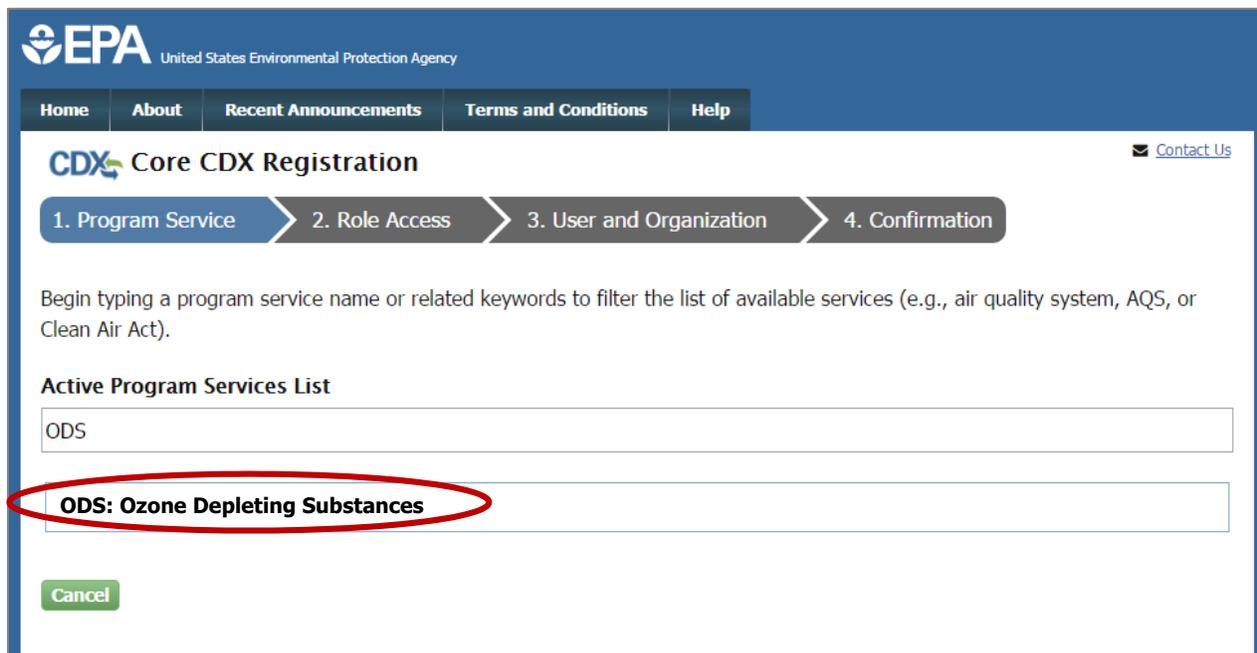
### Step 2: Read and Accept the Terms and Conditions

After reading the Terms and Conditions, check the box and click "Proceed."



### Step 3: Select “ODS: Ozone Depleting Substances” from the Program List

Locate and select “ODS: Ozone Depleting Substances” from the list of active program services by either scrolling down the list or entering “ODS” in the search criteria box.



The screenshot shows the EPA website's CDX Core CDX Registration interface. At the top, the EPA logo and navigation menu are visible. Below the navigation, a progress bar indicates four steps: 1. Program Service, 2. Role Access, 3. User and Organization, and 4. Confirmation. A search prompt asks the user to begin typing a program service name or related keywords. Below this, the 'Active Program Services List' is displayed with a search input field containing 'ODS'. The search results show 'ODS: Ozone Depleting Substances' as the only option, which is circled in red. A 'Cancel' button is located at the bottom left of the search results area.

### Step 4: Enter User Information

- Create a unique User ID, which must be more than 7 characters long.
- Select a title and enter your first and last name. Middle initial and suffix are optional.
- Choose a password, which must contain at least one uppercase letter, one number, and be at least 8 characters long. The password must begin with a letter and may only contain letters and numbers.
- Select three security questions and provide an answer for each one.

**Note:** It is important that you remember your username, password, and the security question answers entered in Part 1: User Information; you will need this information to access your CDX account and submit reports to EPA.

## Register with CDX (First-Time Users)

**Part 1: User Information**

<b>User ID *</b>	<input type="text"/>
<b>Title *</b>	<input type="text" value="Mr"/>
<b>First Name *</b>	<input type="text"/>
<b>Middle Initial</b>	<input type="text"/>
<b>Last Name *</b>	<input type="text"/>
<b>Suffix</b>	<input type="text" value="-Please Select-"/>
<b>Password *</b>	<input type="password"/>
<b>Re-type Password *</b>	<input type="password"/>
<b>Security Question 1 *</b>	<input type="text" value="-Please Select-"/>
<b>Security Answer 1 *</b>	<input type="text"/>
<b>Security Question 2 *</b>	<input type="text" value="-Please Select-"/>
<b>Security Answer 2 *</b>	<input type="text"/>
<b>Security Question 3 *</b>	<input type="text" value="-Please Select-"/>
<b>Security Answer 3 *</b>	<input type="text"/>

---

### Step 5: Search for Your Organization

Search for your organization by typing the name of your organization or the organization ID (if known) in the text box and clicking “Search.”

**Part 2: Organization Info**

<input type="text"/>	<input type="button" value="Search"/>
----------------------	---------------------------------------

Enter organization or organization ID

### The Importance of your Organization ID

CDX assigns each organization in its database with a unique 5-7 digit ID. The Organization ID you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. Additionally, all users registered under the same Organization ID have access to the same Submission History table in CDX (as described in EPA’s guidance document on *Submitting ODS Data*). The use of a consistent Organization ID by all individuals that submit reports on behalf of your company is required by EPA. See *Appendix A* for the form that should be used to notify EPA of your company’s Organization ID.

## Register with CDX (First-Time Users)

- ➔ If your organization appears in the search results, continue to Step 6a.
- ➔ If your organization is not already in CDX, skip to Step 6b.

### Step 6a: Select Your Organization

If your organization appears in the search results, click on the link under 'Organization ID.'

Part 2: Organization Info

Test Company

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">26226</a>	Test Company	100 Main St	Santa Fe	NM	20154

### What if my Organization's Address is different from my Address?

To ensure the accurate tracking of ODS data, EPA requires each reporting entity to use a consistent Organization ID in CDX. If your company has already begun using an Organization ID in CDX, but the address listed for that Organization ID is for a different facility/location than the address of the individual registering, you should still register under the established Organization ID. You will have the option to tailor the primary contact's address when you submit a report to EPA. If your company has not previously submitted ODS data to EPA under an existing Organization ID in CDX, you may add a new organization entry to CDX by following steps 6b-7b. See *Appendix A* for the form that should be used to notify EPA of your company's Organization ID.

### Step 7a: Enter Organization Information

Enter your email, phone number, and fax number (if desired), and select "Submit Request for Access."

Part 2: Organization Info

Test Company  
100 Main St  
Santa Fe, NM, US  
20154

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](#).

## Step 6b: Request to Add Your Organization

If your organization's information is not already in CDX, you may request for CDX to add your organization by clicking on the link to "request that we add your organization."

Part 2: Organization Info

Company X

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

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

---

## Step 7b: Submit Request to Add an Organization

Enter your organization information and then click "Submit Request for Access."

Part 2: Organization Info

**Organization Name \***

**Country \***

**Mailing Address \***

**Mailing Address 2**

**City \***

**State \***

**ZIP/Postal Code \***

**Email \***

**Re-enter Email \***

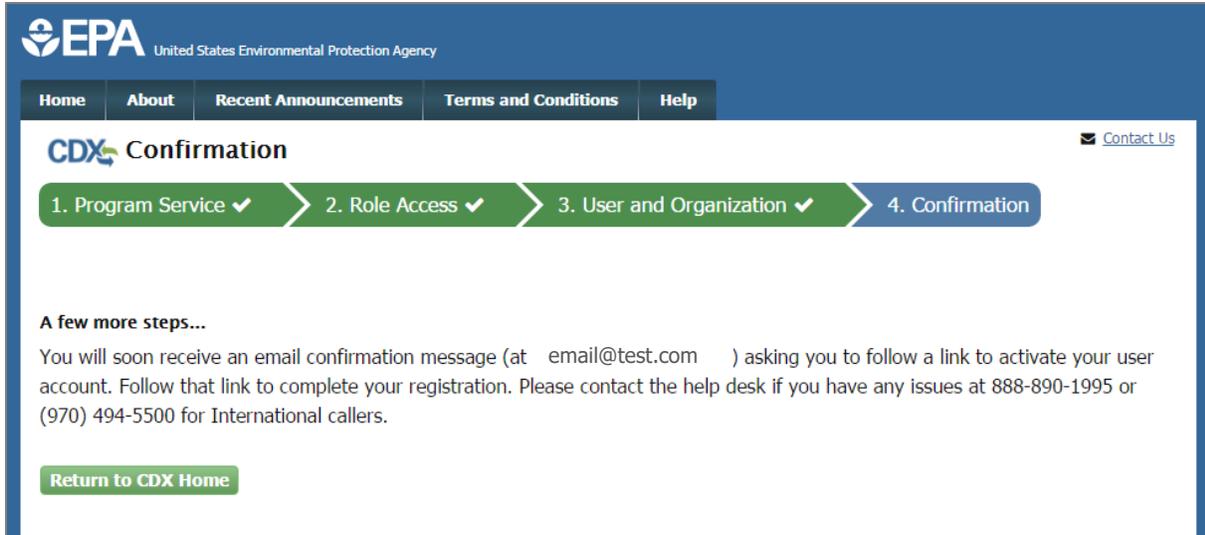
**Phone Number \***

**Phone Number Ext**

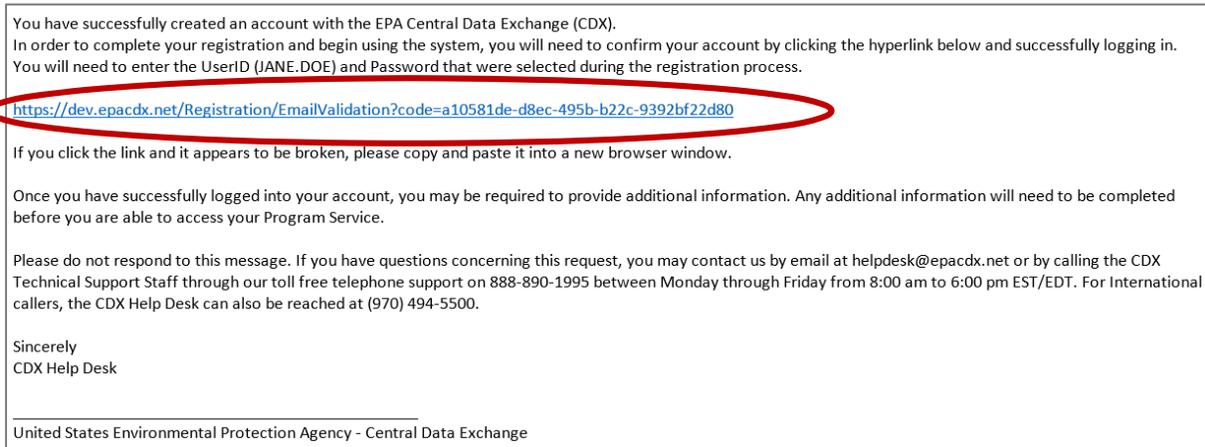
**Fax Number**

## Step 8: Activate your Account

Once you submit a request for access, you will be directed to a Confirmation page, indicating that an email has been sent to the email address provided under Step 7.

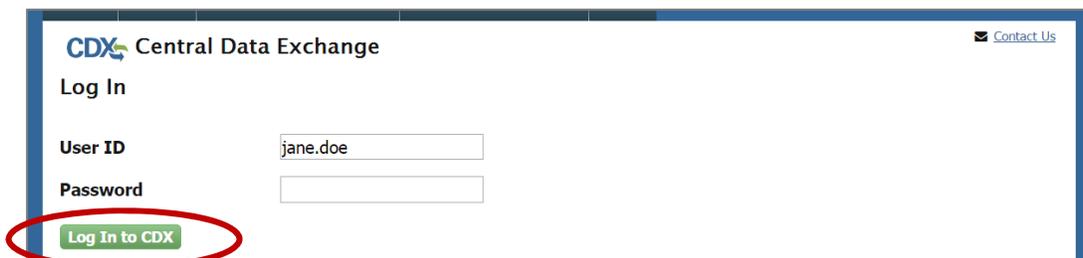


Locate the email and click on the link provided within the body of the email.



## Step 9: Log in to CDX

Enter your CDX User ID and Password, as created under Step 4, and click "Log In to CDX."



### Identity Proofing in CDX

As part of the CDX registration process, EPA requires proof of your identity. You may use an independent third party electronic identity proofing service (i.e., LexisNexis) or print and submit a signed electronic signature agreement (ESA) through U.S. Postal Mail to EPA. LexisNexis, which is only available to users located within the United States, allows users to immediately access the ODS data flow following authentication; users that submit a paper ESA are required to wait 7-10 days for EPA to receive their ESA and approve them for access.

- ➔ If you wish to verify your identity using LexisNexis, continue to Step 10a.
- ➔ If you wish to submit a signed ESA through U.S. Postal Mail, skip to Step 10b.

### Step 10a: Verify your Identity using LexisNexis

Enter your address, date of birth, and last 4 digits of your Social Security Number (SSN).<sup>1</sup> Verify that the name above is you by checking the box and clicking “Proceed with Verification.”

CDX CDX Registration: LexisNexis® [Contact Us](#) [\(Log out\)](#)

1. Identity Verification > 2. ESA

The program you are registering for requires additional proof of identity. Your options are to use an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Identity Proofing Information](#)

LexisNexis® Instant ID

**Legal Name**  
Jane | M | Doe

**Home Address**  
100 Test Avenue  
Address Line 2  
Washington D.C. | District of c | 20000

**Home or Personal Phone**  
(555) 555-5555

**Date of Birth**  
January | 1 | 1963

**Last 4 of SSN**  
••••

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

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

<sup>1</sup> If you have concerns about providing this information, click on the link for ‘Additional LexisNexis Identity Proofing Information.’

## Register with CDX (First-Time Users)

Select five signature questions and provide answers to the questions. Select “Save Answers.”

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

### CDX Registration: Additional Verification

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

You are registered for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Signature Questions and Answers

<input type="text"/>	<input type="text"/>

**Save Answers**

Review and sign your CDX electronic signature agreement (ESA) by selecting “Sign Electronically.”

**CDX CDX Registration: Additional Verification** [Contact Us](#) [\(Log out\)](#)

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**

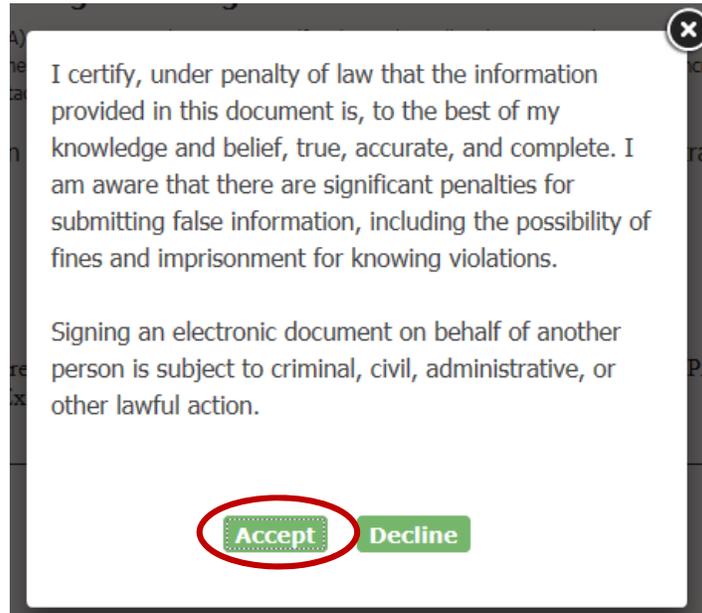
In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	Test Company
Address:	100 Main St
City, State, Zip:	Santa Fe, NM 20154
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	jane.doe@test.com
Registrant's Name:	Jane Doe
CDX User Name:	JANE.DOE

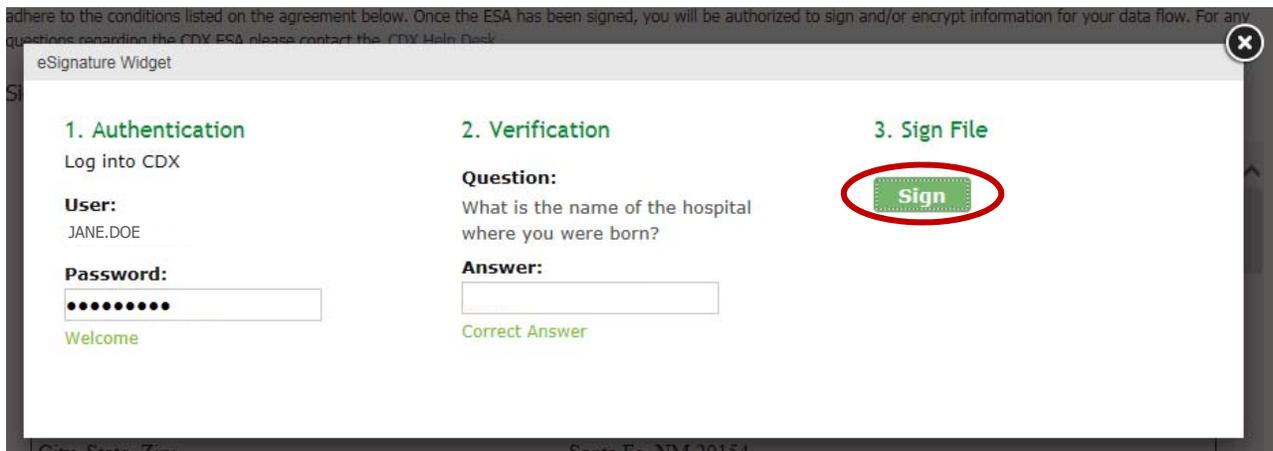
**Sign Electronically** [Cancel](#)

## Register with CDX (First-Time Users)

Certify that the information provided is correct by clicking “Accept.”



Enter your account password, the answer to the security question, and select “Sign.”



**Congratulations!**

**You are now registered with CDX under the ODS Program.**

## Step 10b: Submit Signed ESA through U.S. Postal Mail

If you do not wish to use LexisNexis for identity proofing, select “Paper Verification.”

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: LexisNexis® [Contact Us](#)  
Logged in as JANE.DOE ([Log out](#))

1. Identity Verification > 2. ESA

The program you are registering for requires additional proof of identity. Your options are to use an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.  
**Note:** [Additional LexisNexis® Identity Proofing Information](#)

LexisNexis® Instant ID

**Legal Name**  
Jane M Doe

**Home Address**  
Address Line 1\*  
Address Line 2  
City\* State\* Zip Code\*

**Home or Personal Phone**  
Home or Personal Phone

**Date of Birth**  
Month\* Day\* Year\*

**Last 4 of SSN**  
Last 4 of SSN\*

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

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

## Register with CDX (First-Time Users)

Select "Sign Paper Form" and then "Print to Mail." Save an electronic copy of the ESA to your computer as a PDF, and then print a hard copy of the file.

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: Additional Verification [Contact Us](#)  
Logged in as JANE.DOE ([Log out](#))

1. Identity Verification ✓ 2. ESA

### Paper 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 Company
Address:	100 Main St
City, State, Zip:	Santa Fe, NM 20154
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	email@test.com
Registrant's Name:	Ms Jane Doe
CDX User Name:	JANE.DOE

**Sign Paper Form** [Cancel](#)

#### 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 Company
Address:	100 Main St
City, State, Zip:	Santa Fe, NM 20154
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	email@test.com
Registrant's Name:	Ms Jane Doe
CDX User Name:	JANE.DOE

**Print to Mail** [Close](#)

## **Step 11: Read, Sign, and Mail the Electronic Signature Agreement to EPA**

Review and sign the Electronic Signature Agreement, and mail the document to EPA using one of the following addresses, which are also provided in the Electronic Signature Agreement:

### **For Private Courier:**

*U.S. Environmental Protection Agency  
Tracking System Program Manager  
Stratospheric Protection Division  
William Clinton East Building, Room 1340  
1201 Constitution Avenue, N.W.  
Washington, DC 20004*

### **For U.S. Postal Service:**

*U.S. Environmental Protection Agency  
Stratospheric Protection Division  
Office of Atmospheric Programs  
Mail Code: 6205T  
1200 Pennsylvania Avenue, N.W.  
Washington, DC 20460*

---

## **Step 12: Final Registration Notification**

Once EPA has received the signed ESA by mail, your account will be activated. Account activation is expected to take 7-10 days. You will be notified by email when your account has been activated.

The Environmental Protection Agency's Central Data Exchange (CDX) registration system has processed a change in registration status.

If you have questions concerning this change in registration status, you may contact us 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 EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.

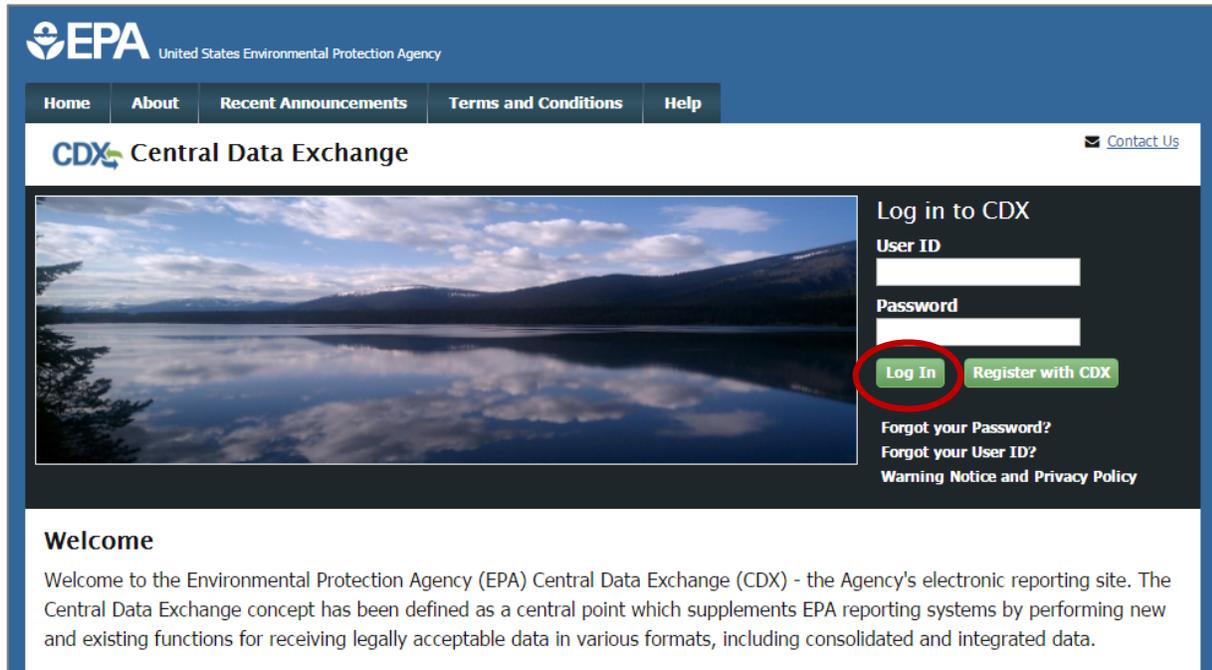
**Congratulations!**

**You are now registered with CDX under the ODS Program.**

### III. ADD ODS TO YOUR PROGRAM SERVICES (EXISTING USERS)

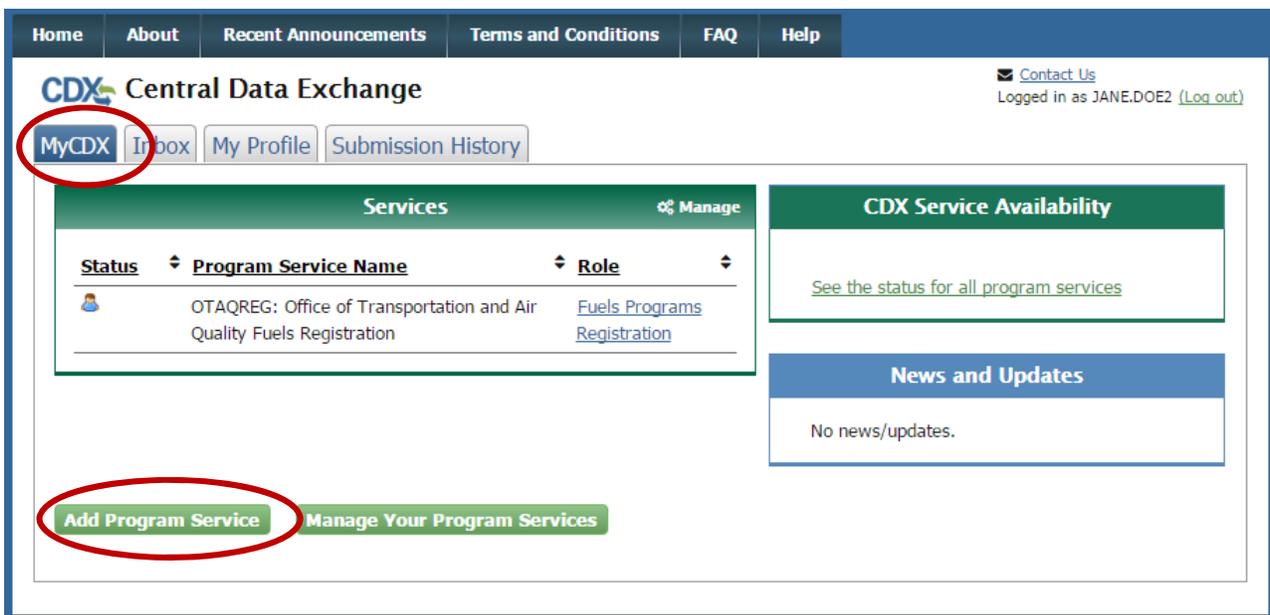
#### Step 1: Log into CDX

Visit <https://cdx.epa.gov/>, enter your account information, and select “Log In.”



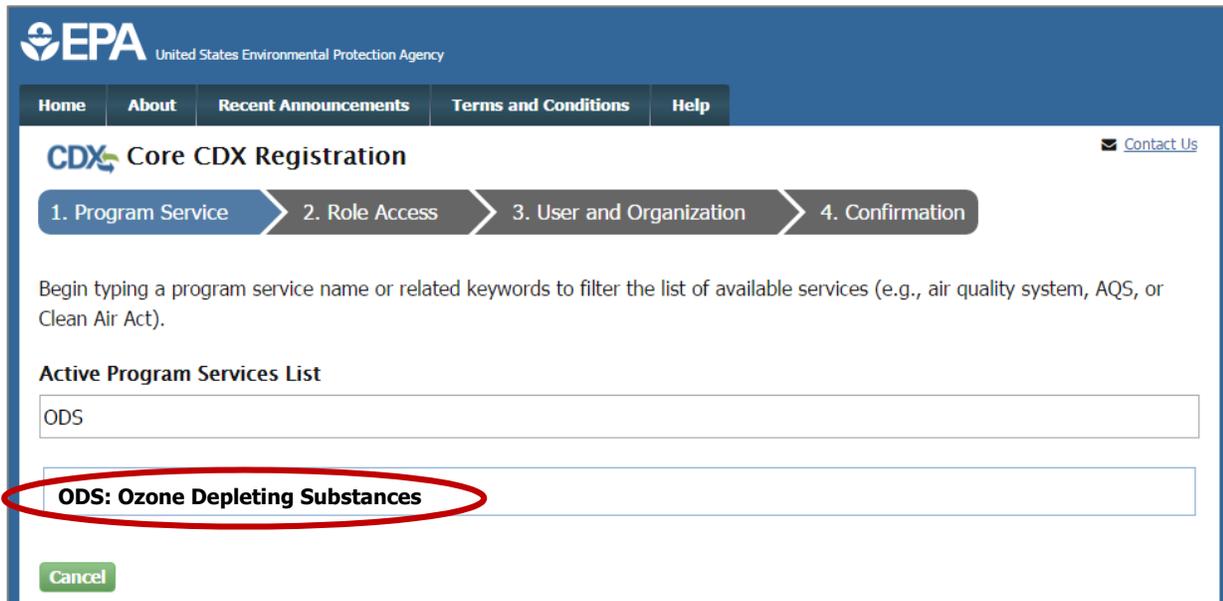
#### Step 2: Add Program Service

From the 'MyCDX' tab, select “Add Program Service.”



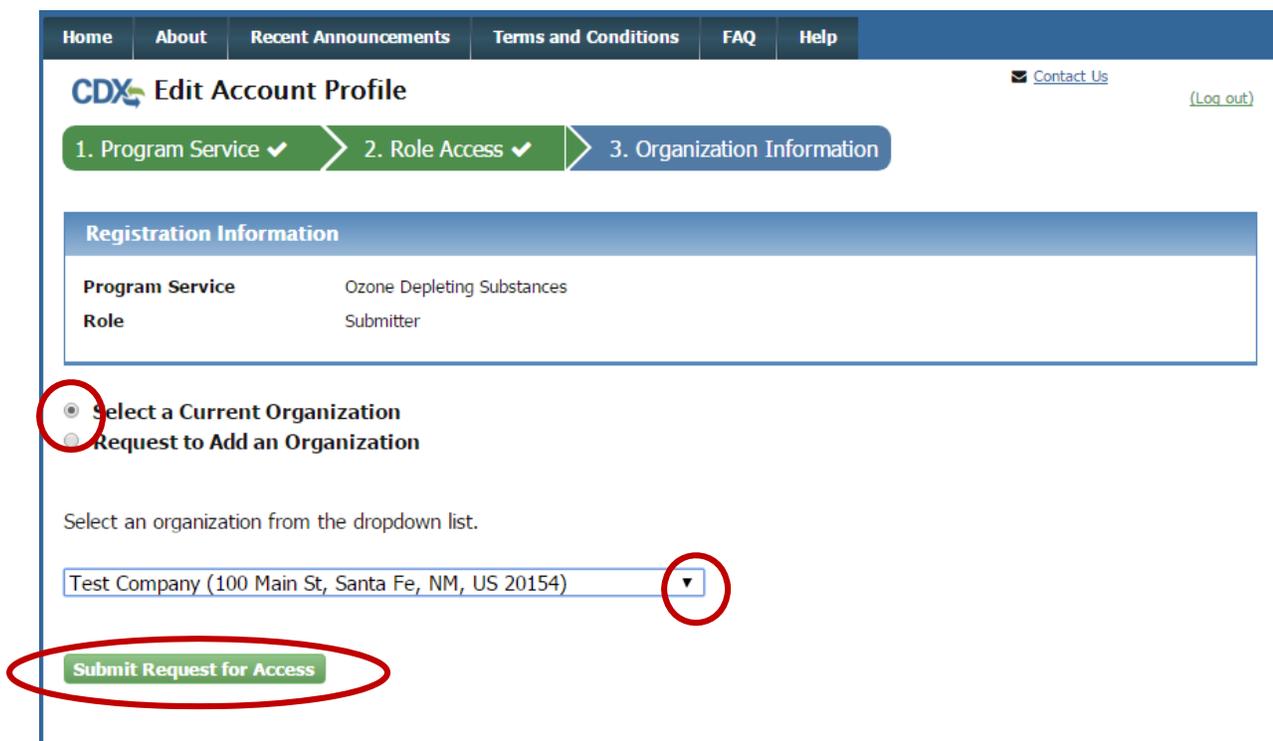
### Step 3: Select “ODS: Ozone Depleting Substances” from the Program List

Locate and select “ODS: Ozone Depleting Substances” from the list of active program services by either scrolling down the list or entering “ODS” in the search criteria box.



### Step 4: Select a Current Organization

Select a current organization from the dropdown list and select “Submit Request for Access.” If you want to register under a new organization, see Section IV.



### Why don't I need to sign another ESA?

The electronic signature agreement (ESA) is specific to the organization under which you register. Therefore, since you already submitted an ESA when registering for another CDX program, you are not required to sign and submit a new electronic signature agreement.

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange [Contact Us](#) [\(Log out\)](#)

You are here: [MyCDX](#)» Manage Program Services

### Manage Program Services

Program Service successfully added to Test Company. ✕

[Add Program Service](#) [Back to MyCDX](#) [\[Expand All\]](#) [\[Collapse All\]](#)

Test Company, 100 Main St, Santa Fe, NM, US 20154, (555) 555-5555

- ODS: Ozone Depleting Substances
- OTAQREG: Office of Transportation and Air Quality Fuels Registration

**Congratulations!**

**You have successfully added ODS to your Program Services.**

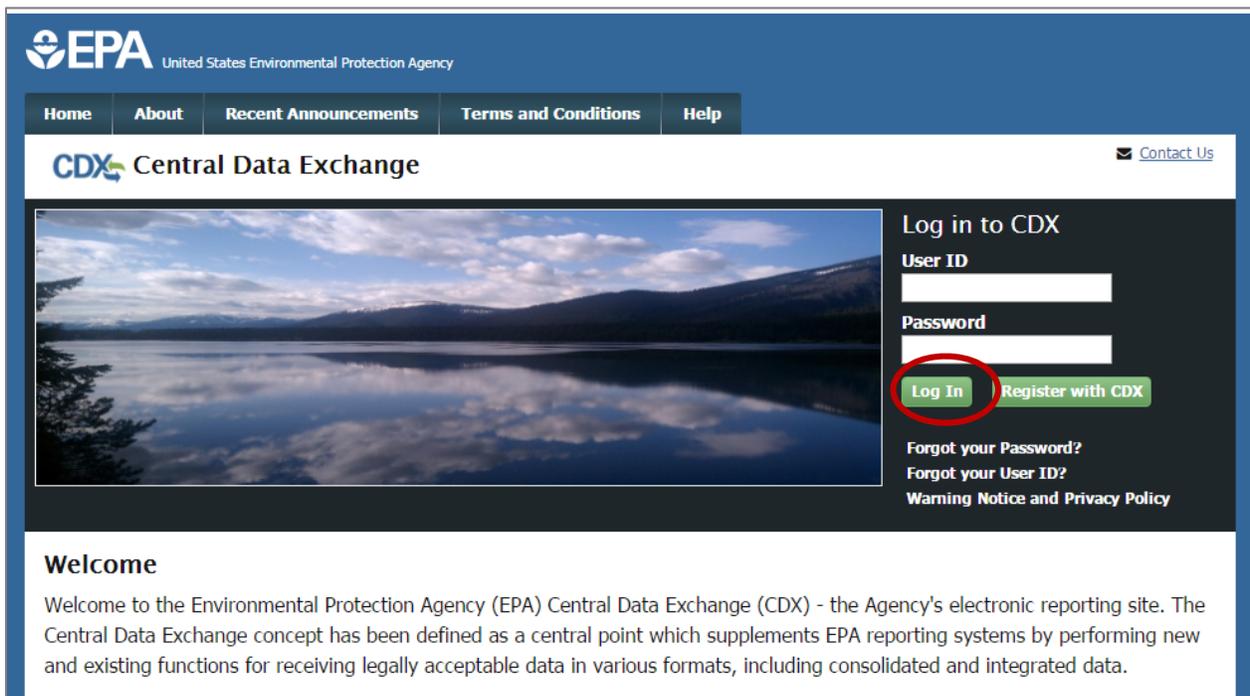
## IV. REGISTER UNDER A NEW ORGANIZATION (EXISTING USERS)

### When should I Register under a New Organization?

The organization you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. CDX assigns each organization in its database with a unique 5-7 digit ID. The use of a consistent Organization ID by all individuals that submit reports on behalf of your company is required by EPA. If your company has previously submitted ODS data to EPA through CDX under an Organization ID, you should only register and submit data under a new Organization ID in CDX if the name of your organization changes (e.g., due to a merger or acquisition). See *Appendix A* for more information on notifying EPA of your organization's name change.

### Step 1: Log into CDX

Visit <https://cdx.epa.gov/>, enter your account information, and select "Log In."



**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](#)

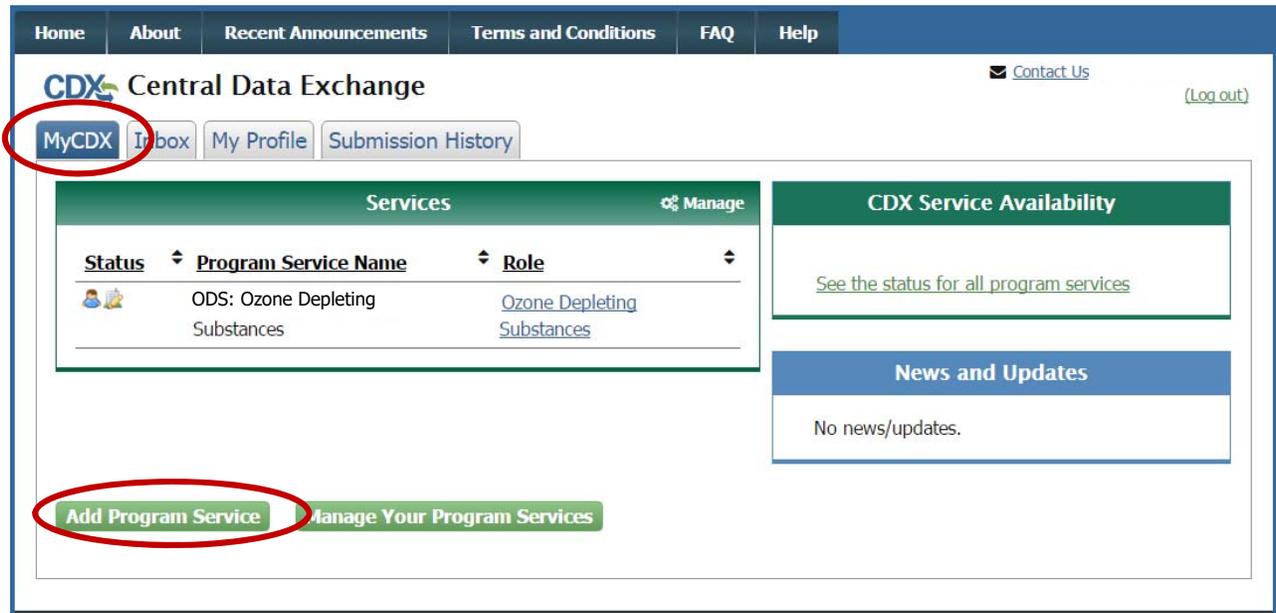
**Welcome**

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.

## Register Under a New Organization Name (Existing Users)

### Step 2: Modify Program Services

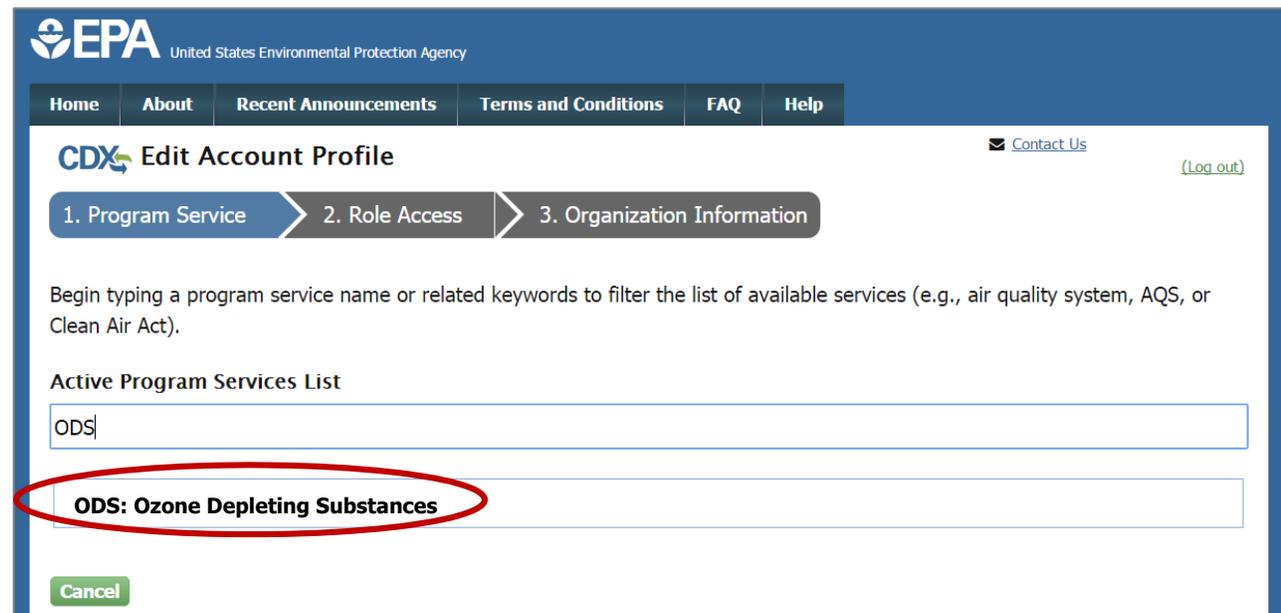
From the 'MyCDX' tab, select "Add Program Service."



The screenshot shows the CDX Central Data Exchange user interface. The navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in, as indicated by the 'Contact Us' and 'Log out' links. The 'MyCDX' tab is selected and circled in red. Below the navigation bar, there are tabs for 'My Profile' and 'Submission History'. The main content area features a 'Services' table with columns for Status, Program Service Name, and Role. The table lists 'ODS: Ozone Depleting Substances' with a role of 'Ozone Depleting Substances'. To the right of the table is a 'CDX Service Availability' section with a link to 'See the status for all program services' and a 'News and Updates' section with the text 'No news/updates.'. At the bottom of the main content area, there are two buttons: 'Add Program Service' and 'Manage Your Program Services', both circled in red.

### Step 3: Select "ODS: Ozone Depleting Substances" from the Program List

Locate and select "ODS: Ozone Depleting Substances" from the list of active program services by either scrolling down the list or entering "ODS" in the search criteria box.



The screenshot shows the EPA CDX 'Edit Account Profile' page. The navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in, as indicated by the 'Contact Us' and 'Log out' links. The page is titled 'Edit Account Profile' and has three steps: '1. Program Service', '2. Role Access', and '3. Organization Information'. Below the steps, there is a search box with the 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 search box is the 'Active Program Services List' section. The search criteria 'ODS' is entered in the search box. The search results list 'ODS: Ozone Depleting Substances', which is circled in red. A 'Cancel' button is located at the bottom left of the page.

## Register Under a New Organization Name (Existing Users)

### Step 4a: Select New Organization

Request to add a new organization by typing the name of your organization or the CDX organization ID (if known) in the text box, clicking “Search,” and clicking on the link under ‘Organization ID.’ If your organization does not appear in the search results, skip to 4b.

CDX Edit Account Profile Contact Us (Log out)

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

**Registration Information**

Program Service Ozone Depleting Substances  
Role Submitter

Select a Current Organization  
 Request to Add an Organization

Test Company   
Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">26226</a>	Test Company	100 Main St	Santa Fe	NM	20154

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

### Step 5a: Enter Organization Information

Enter your email, phone number, and fax number (if desired) and select “Submit Request for Access.”

Test Company  
100 Main St  
Santa Fe, NM, US  
20154

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](#).

## Step 4b: Request to Add Your Organization

If your organization's information is not already in CDX, you may request for CDX to add your organization by clicking on the link to "request that we add your organization."

CDX Edit Account Profile Contact Us (Log out)

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

**Registration Information**

Program Service	Ozone Depleting Substances
Role	Submitter

Select a Current Organization  
 Request to Add an Organization

Company X   
Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

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

## Step 5b: Submit Request to Add an Organization

Enter your organization information and then click "Submit Request for Access."

Select a Current Organization  
 Request to Add an Organization

Organization Name \*

Country \*

Mailing Address \*

Mailing Address 2

City \*

State \*

ZIP/Postal Code \*

Email \*

Re-enter Email \*

Phone Number \*

Phone Number Ext

Fax Number

## Step 6: Sign the Electronic Signature Agreement

Review and sign your CDX electronic signature agreement (ESA) by selecting “Sign Electronically.”

The screenshot shows a web interface for CDX Registration: Additional Verification. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. A 'Contact Us' link is also present. Below the navigation bar, a progress indicator shows three steps: 1. Identity Verification (checked), 2. Signature Question (checked), and 3. ESA (current step). The main heading is 'Electronic CDX Electronic Signature Agreement'. Below this, there is a paragraph explaining the ESA and a link to the CDX Help Desk. A warning states that signing on behalf of another person is subject to legal action. The agreement is from the U.S. Environmental Protection Agency. A table titled 'Electronic Signature Holder Company Information' contains the following data:

Electronic Signature Holder Company Information	
Organization Name:	Test Company
Address:	100 Main St
City, State, Zip:	Santa Fe, NM 20154
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	jane.doe@test.com
Registrant's Name:	Jane Doe
CDX User Name:	JANE.DOE

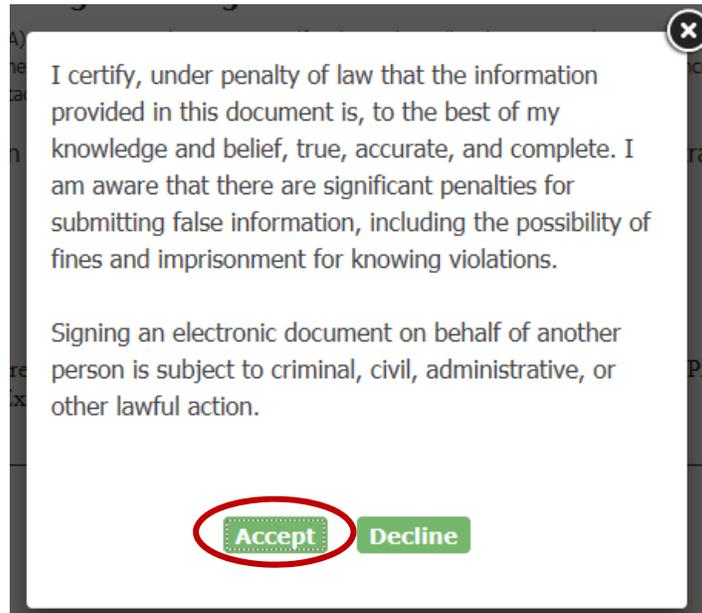
At the bottom of the page, there are two buttons: 'Sign Electronically' (highlighted with a red circle) and 'Cancel'.

### Why do I need to sign another ESA?

The electronic signature agreement (ESA) is specific to the organization under which you register. Therefore, when you register under a new organization in CDX, you are required to sign and submit a new electronic signature agreement. If you did not previously sign your ESA electronically, you may be required to provide additional verification information or, alternatively, will be required to submit a paper-copy ESA through U.S. Postal Mail.

### Step 7: Certify the Information provided is Accurate

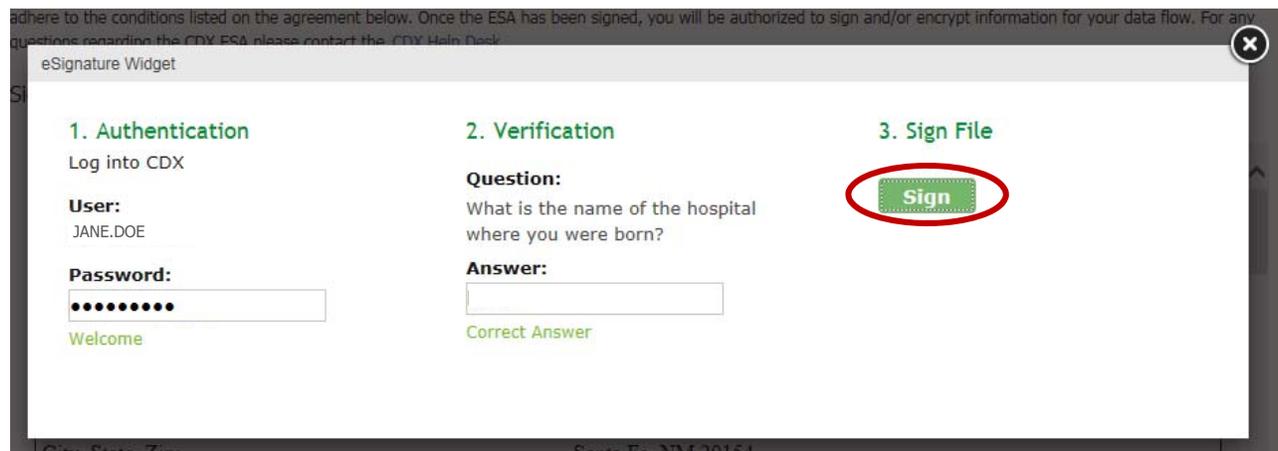
Certify that the information provided is correct by clicking “Accept.”



---

### Step 8: Authenticate and Verify your Account Information

Enter your account password, the answer to the security question, and select “Sign.”



**Congratulations!**

**You are now registered under a New Organization.**

## APPENDIX A. PROVIDE EPA WITH YOUR ORGANIZATION ID

The organization you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. CDX assigns each organization in its database with a unique 5-7 digit ID. The use of a consistent Organization ID by all individuals that submit reports on behalf of your company is required by EPA. To ensure consistency, EPA requests that all organizations provide EPA with the Organization ID under which they plan to submit data. If your Organization ID changes (due to a change in your organization's name), EPA similarly requests that the organization notify EPA of this change before submission of data under the new Organization ID.

### New CDX Users

For companies that have never before submitted ODS data to EPA through CDX, provide the following information to Mike James ([james.mike@epa.gov](mailto:james.mike@epa.gov)) and Emily Golla ([golla.emily@epa.gov](mailto:golla.emily@epa.gov)) following registration with the ODS Program in CDX:

Subject: New ODS CDX User

I recently registered under the ODS Program in CDX in anticipation of submitting data on behalf of [Company Name]. My CDX registration information is provided below.

- Organization Name: \_\_\_\_\_
- Organization ID: \_\_\_\_\_

### Organization Name Changes

If your company's name changes, provide the following information to Mike James ([james.mike@epa.gov](mailto:james.mike@epa.gov)) and Emily Golla ([golla.emily@epa.gov](mailto:golla.emily@epa.gov)) following registration with the new Organization Name/ID in CDX:

Subject: ODS Submitter Name Change

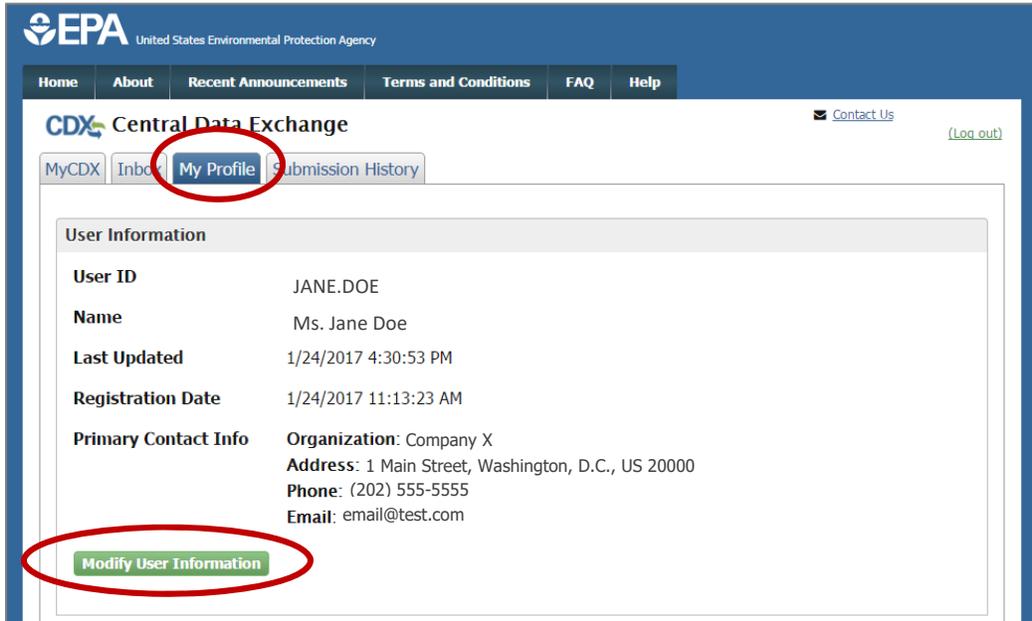
[Company Name] recently underwent a name change that required us to update the organization name/ID used for data submission in CDX. The old and new CDX organization information is provided below.

- Old Organization Name: \_\_\_\_\_
- Old Organization ID: \_\_\_\_\_
- New Organization Name: \_\_\_\_\_
- New Organization ID: \_\_\_\_\_

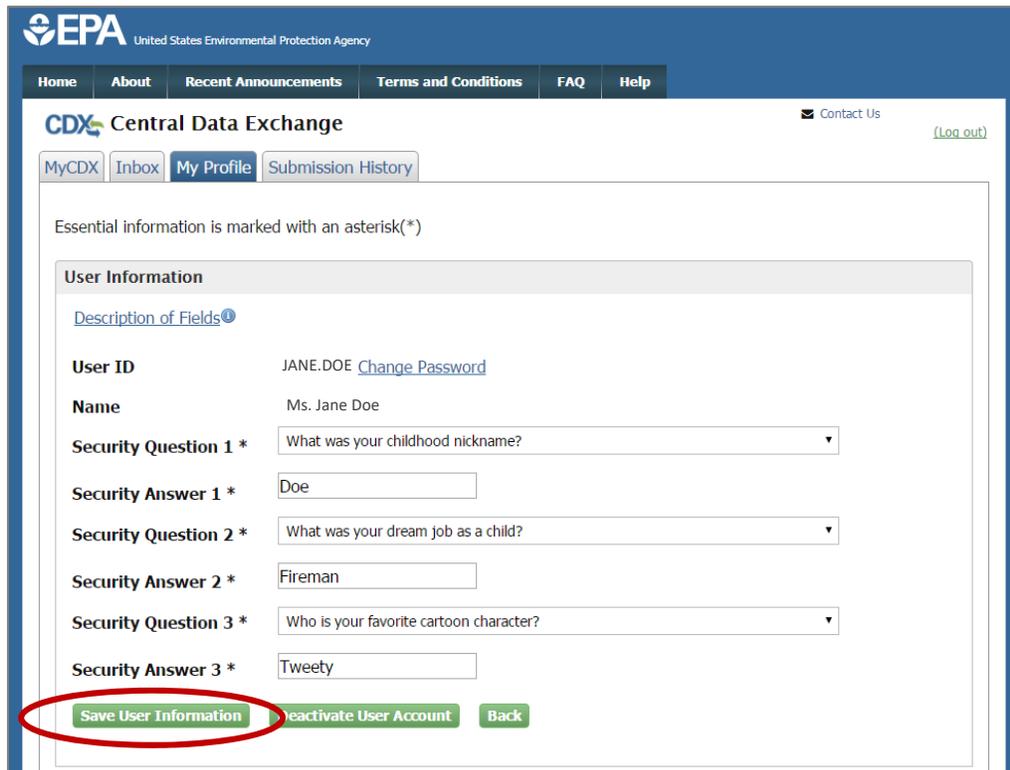
## APPENDIX B. UPDATE YOUR ACCOUNT INFORMATION

### Edit your account password or your account's security questions

Select "Modify User Information" from the 'My Profile' tab.



Edit the information and select "Save User Information."



## Edit your email address, phone number, or fax number

From the 'My Profile' tab, select "Modify Organization Information."

Organization Information

Primary Organization =

Org. ID	Name	Address
26226	Test Company	100 Main St, Santa Fe, NM, US 20154

**Modify Organization Information**

Select the appropriate Organization and edit your phone number or fax number. Select "Save Organization Details." To change your email address, contact the CDX Help Desk.

Organization Information

### Current Organizations

Click the organization name to view or modify organization information.

Primary Organization =

**Test Company (26226)**

**Organization Name (ID)** Test Company (26226)

**Mailing Address** 100 Main St  
Santa Fe, NM, US  
20154

**Provide Additional Contact Information**

**Email\*\*** email@test.com

**Phone Number\***

**Phone Number Ext**

**Fax Number**

**Save Organization Details**

\*\*To change your e-mail address, please contact your account manager or the CDX Help Desk.

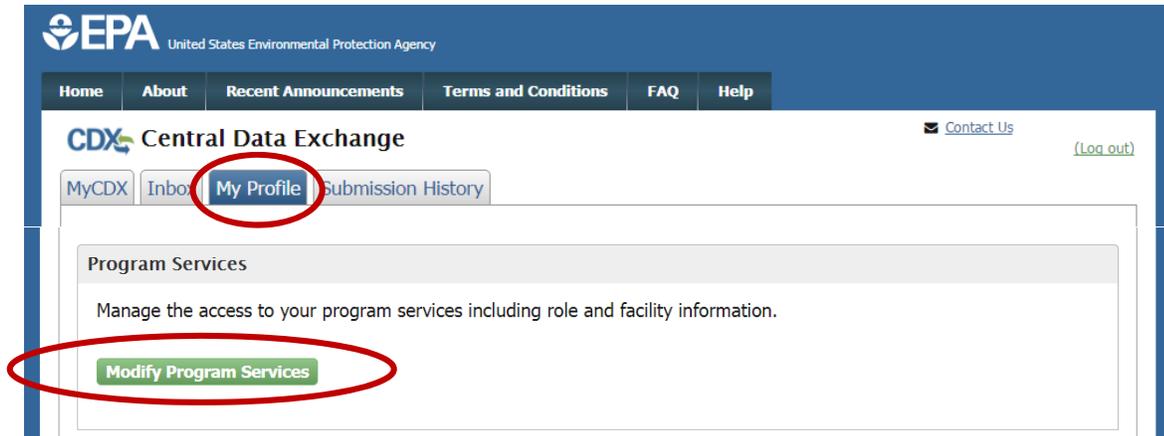
Email addresses, phone numbers, and fax numbers in CDX are tied to the organization under which you are registered. If you are registered under more than one organization in CDX, you may tailor your email address, phone number, and fax number for each organization.

## APPENDIX C. DEACTIVATING ACCOUNTS

Since all users registered under the same Organization ID have access to the same Submission History table in CDX, it is important to deactivate accounts when individuals leave your organization to ensure they can no longer access your company's ODS submissions. The process for deactivating your own account or an account of a previous employee is described below.

### Deactivate your own account

Select "Modify Program Services" from the 'My Profile' tab.



Located and expand the account you wish to deactivate, and select 'Deactivate'.



### Deactivate the account of a previous employee

Provide the following information to Mike James ([james.mike@epa.gov](mailto:james.mike@epa.gov)) and Emily Golla ([golla.emily@epa.gov](mailto:golla.emily@epa.gov)) to request deactivation of an account:

Subject: ODS Account Deactivation Request

[Employee Name] is no longer responsible for submitting ODS reports on behalf of [Company Name]. Please deactivate their CDX account.