

The background is a dark blue gradient. In the corners, there are white line-art graphics resembling circuit boards or data paths, with lines connecting to small circles.

# **FARR ONLINE REPORTING SYSTEM (FORS) WEBINAR**

# AGENDA

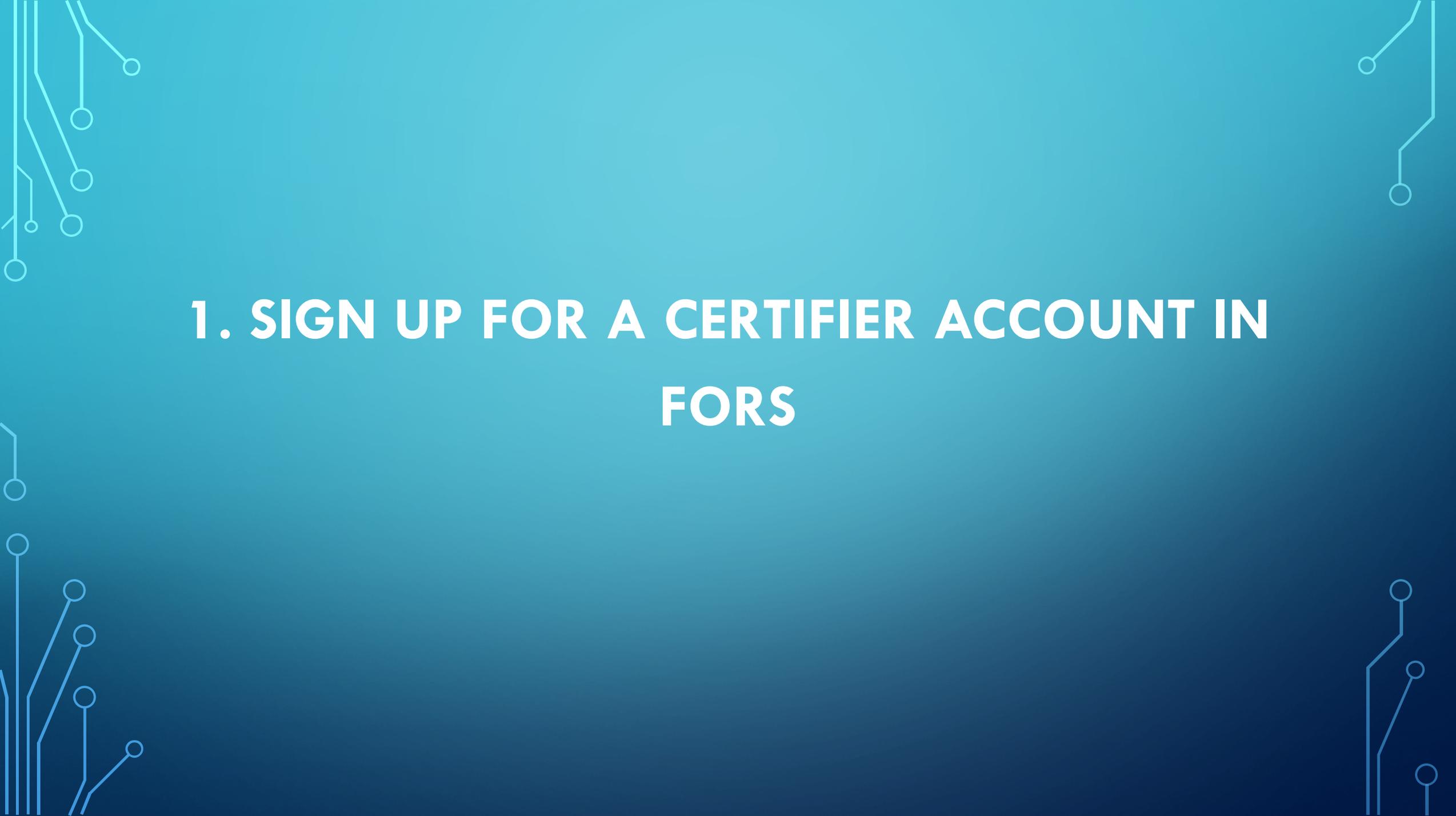
1. Sign up for a certifier account in FORS
2. Select a facility
3. Sponsor a preparer
4. Troubleshooting

# REASONING FOR ONLINE SYSTEM

- Effort to save time and resources for both emission sources and EPA
- Provides online back up and retrieval of data
- Initially more time-intensive but by next year it will cut down on time and resources
- Not mandatory, although we strongly suggest at least trying to sign up

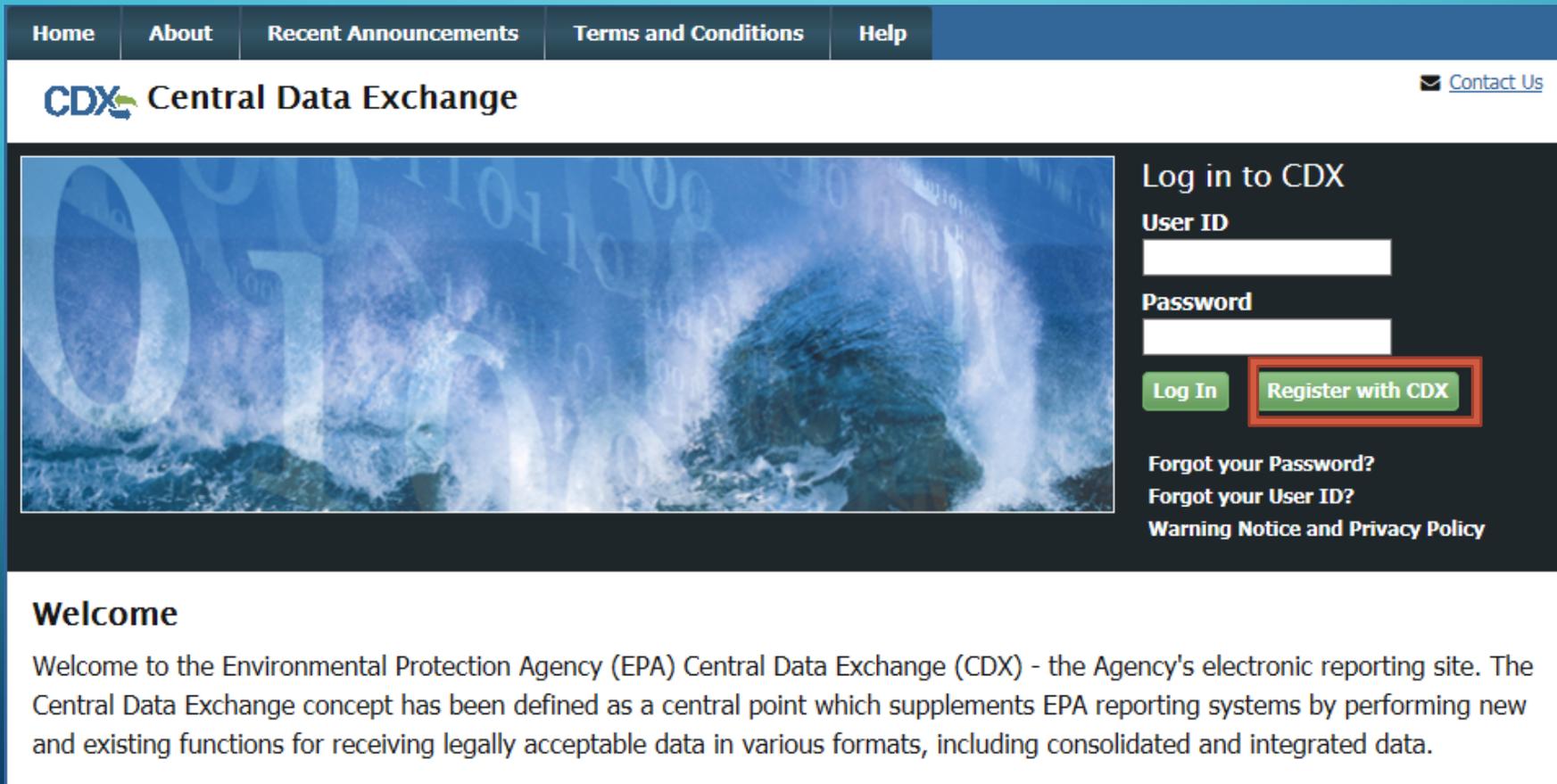
# ACCESSING FORS

- If you did not receive an email with registration instructions, they are available online on FARR website
- You will be in one of two tracks:
  - On Monday, January 25<sup>th</sup> you received an email from the [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) inviting you to join CDX, OR
  - You did not receive an email from CDX in your name and will have to enroll directly on the CDX website
- Due to the required identity proofing, please note you cannot use another person's email for registration.

The background is a solid teal color with a gradient. In the corners, there are decorative white line-art patterns resembling circuit boards or neural networks, with lines and small circles connecting them.

# 1. SIGN UP FOR A CERTIFIER ACCOUNT IN FORS

If you did not receive a CDX invitation in your name, go to <https://cdx.epa.gov/>. Click on “Register with CDX.”



The screenshot shows the top navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, and Help. The main header features the CDX logo and the text "Central Data Exchange" with a "Contact Us" link. Below the header is a large image of a waterfall with binary code overlaid. To the right of the image is a login section titled "Log in to CDX" with input fields for "User ID" and "Password". Below these fields are two buttons: "Log In" and "Register with CDX", with the latter highlighted by a red box. Below the buttons are links for "Forgot your Password?", "Forgot your User ID?", and "Warning Notice and Privacy Policy".

Home About Recent Announcements Terms and Conditions Help

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

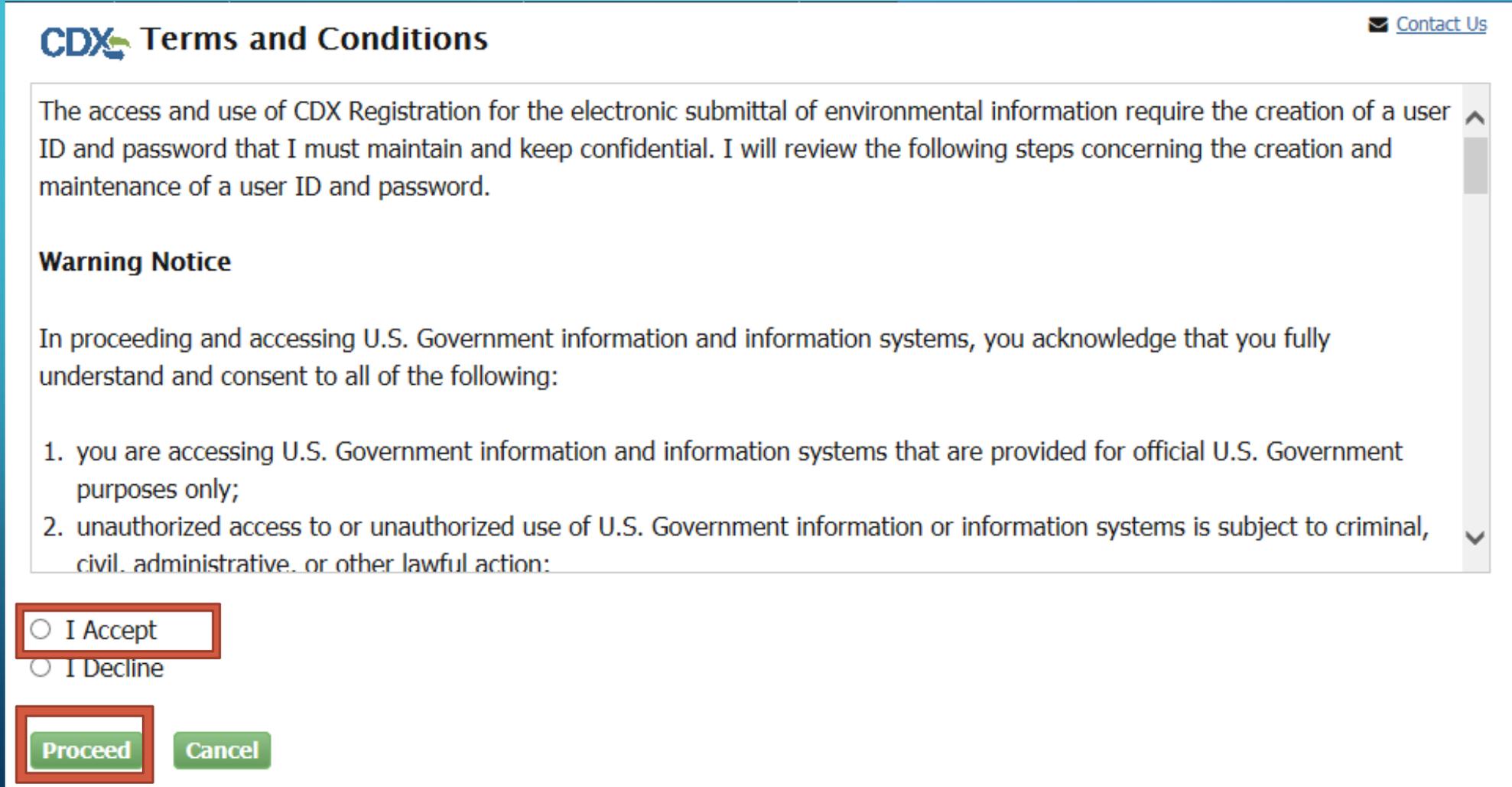
Log In Register with CDX

[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.

After reading the Terms and Conditions, click on “I Accept” if you agree to them. Then click “Proceed.”

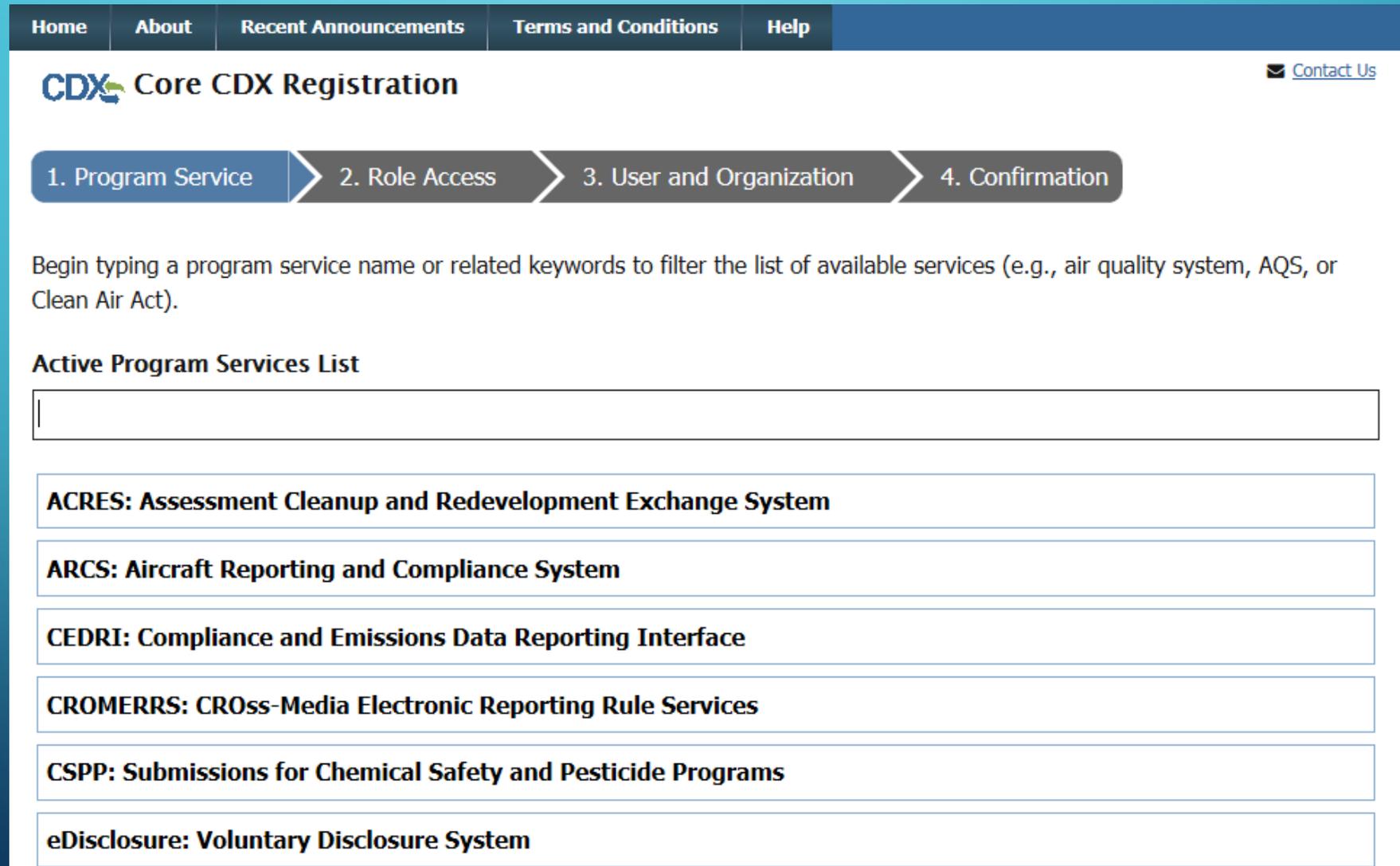


The screenshot shows a dialog box titled "CDX Terms and Conditions" with a "Contact Us" link in the top right corner. The main text explains that using CDX Registration for electronic submission of environmental information requires a user ID and password. Below this is a "Warning Notice" section stating that by proceeding, the user acknowledges full understanding and consent to the following terms:

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.

At the bottom, there are two radio button options: "I Accept" and "I Decline". The "I Accept" option is highlighted with a red box. Below these options are two buttons: "Proceed" and "Cancel". The "Proceed" button is also highlighted with a red box.

# In the Active Program Services List, type FORS.



The screenshot shows the CDX Core CDX Registration website. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, and Help. A Contact Us link with an envelope icon is located in the top right corner. Below the navigation bar, a progress indicator shows four steps: 1. Program Service (highlighted), 2. Role Access, 3. User and Organization, and 4. Confirmation. The main content area contains a search instruction: "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 this is the "Active Program Services List" section, which features a search input field and a list of services:

- ACRES: Assessment Cleanup and Redevelopment Exchange System**
- ARCS: Aircraft Reporting and Compliance System**
- CEDRI: Compliance and Emissions Data Reporting Interface**
- CROMERRS: CROss-Media Electronic Reporting Rule Services**
- CSPP: Submissions for Chemical Safety and Pesticide Programs**
- eDisclosure: Voluntary Disclosure System**

# Select your role as “Certifier” and then click “Request Role Access.”

Home About Recent Announcements Terms and Conditions Help

CDX Core CDX Registration Contact Us

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

Registration Information	
Program Service	FARR Online Reporting System
Role	Not selected

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

Select Role

# COMPLETE USER PROFILE

## PART 1: USER INFORMATION

Provide the required information for all fields marked with an (\*)

Note: You will create your own User ID.

The screenshot shows a web browser window with the URL <https://dev.epacdx.net/PreRegistration/ReviewAc>. The page title is "CDX Pre-Registration" and it includes a "Contact Us" link. A progress bar at the top indicates three steps: "1. Confirm Account", "2. Role Information", and "3. Review Account Information".

**Registration Information**

Program Service	FARR Online Reporting System
Role	Certifier

The following information was entered by an authorized 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**

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 \*

**Part 2: Organization Info**

Enter organization or organization ID

## PART 2: ORG INFO

Provide the required information for your organization, all fields marked with an (\*)

Select "Submit Request for Access" when done.

The screenshot shows a web browser window with the URL <https://dev.epacdx.net/PreRegistration/ReviewAc>. The browser tabs include "Agenda and Fees", "Review Account | CDX Pre...", and "US EPA National Locator | One EPA W...". The page title is "Part 2: Organization Info".

The form contains the following fields and values:

- Select a Current Organization
- Request to Add an Organization
- Organization Name \*: Washington Beef
- Country \*: UNITED STATES
- Mailing Address \*: 201 Elmwood Rd.
- Mailing Address 2:
- City \*: Toppenish
- State \*: Washington
- ZIP/Postal Code \*: 98948
- Email \*: Chen.Tina@epa.gov
- Phone Number \*: (206) 566-0248
- Phone Number Ext:
- Fax Number:

At the bottom of the form, there are two buttons: "Back to Search Results" and "Submit Request for Access". The "Submit Request for Access" button is highlighted with a red box. Below the form, there is a "Back" button.



- Home
- About
- Recent Announcements
- Terms and Conditions
- Help

## CDX Confirmation

[Contact Us](#)

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

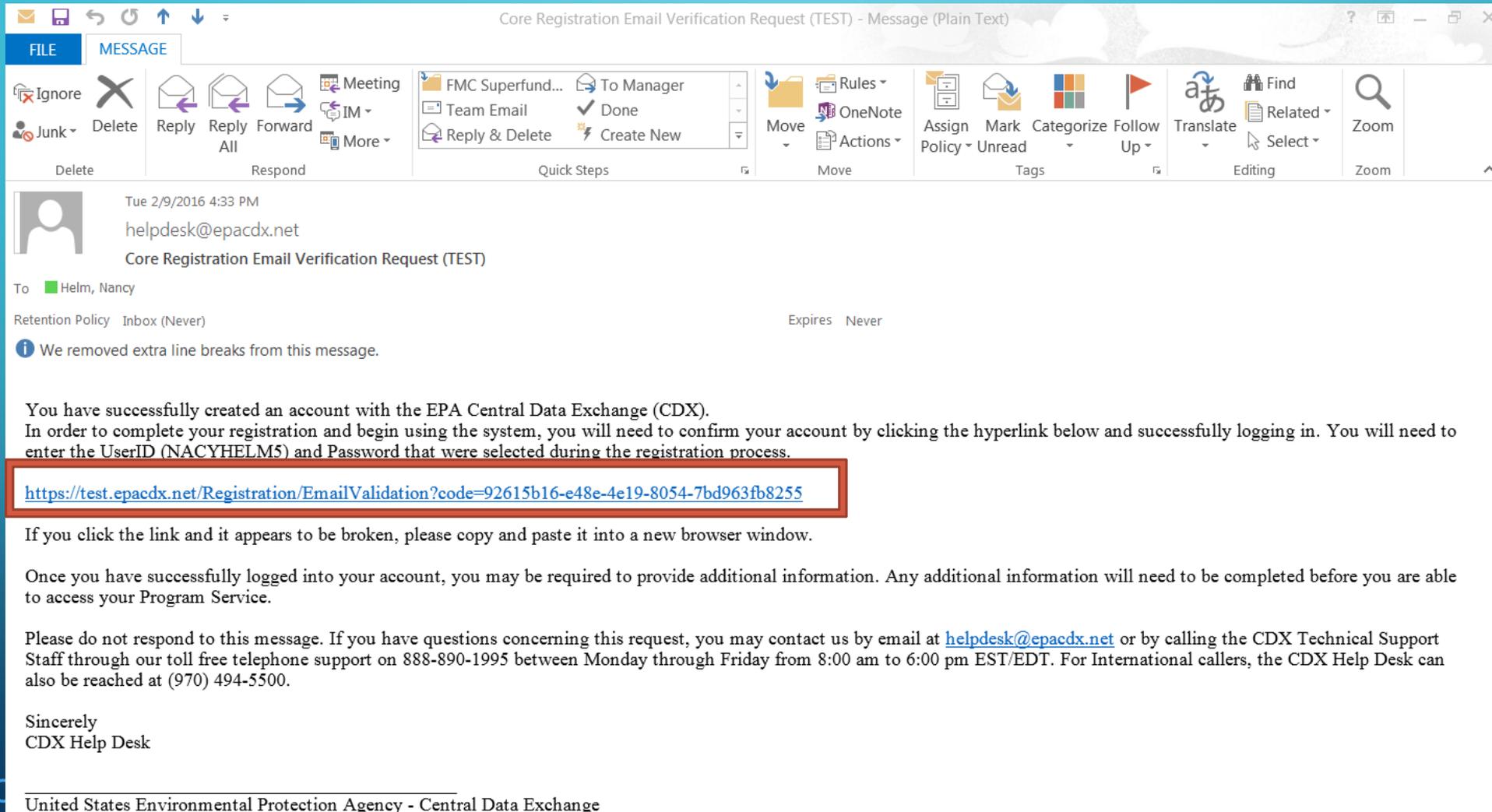
### A few more steps...

You will soon receive an email confirmation message (at helm.nancy@epa.gov) 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 (970) 494-5500 for International callers.

Confirmation Number: 92615b16-e48e-4e19-8054-7bd963fb8255

[Return to CDX Home](#)

# You will receive a registration email. Click on the hyperlink to confirm your account.



Core Registration Email Verification Request (TEST) - Message (Plain Text)

FILE MESSAGE

Ignore Delete Reply Reply Forward Meeting IM More

Quick Steps: FMC Superfund... To Manager Done Create New

Move: Rules OneNote Actions

Tags: Assign Mark Categorize Follow Up

Editing: Find Related Select

Zoom

Tue 2/9/2016 4:33 PM  
helpdesk@epacdx.net  
Core Registration Email Verification Request (TEST)

To: Helm, Nancy

Retention Policy: Inbox (Never) Expires: Never

*i* We removed extra line breaks from this message.

You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully logging in. You will need to enter the UserID (NACYHELMS) and Password that were selected during the registration process.

<https://test.epacdx.net/Registration/EmailValidation?code=92615b16-e48e-4e19-8054-7bd963fb8255>

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.

Please do not respond to this message. If you have questions concerning this request, 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 International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely  
CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange

Once you sign in, you have two options for registration:

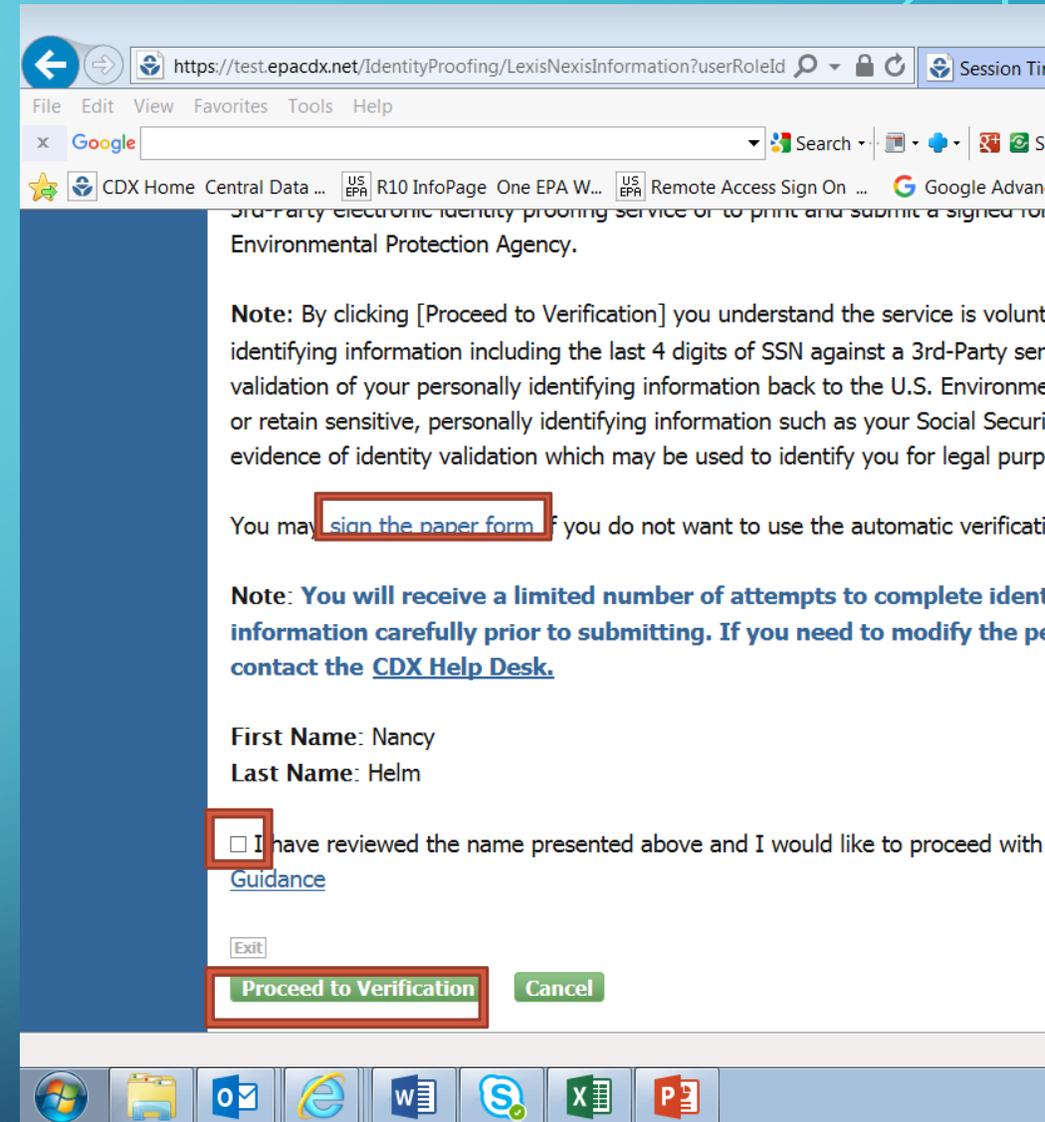
a) Paper form

Click “sign the paper form,” then print the paper, sign, and send through regular mail to EPA, where we will approve your online registration.

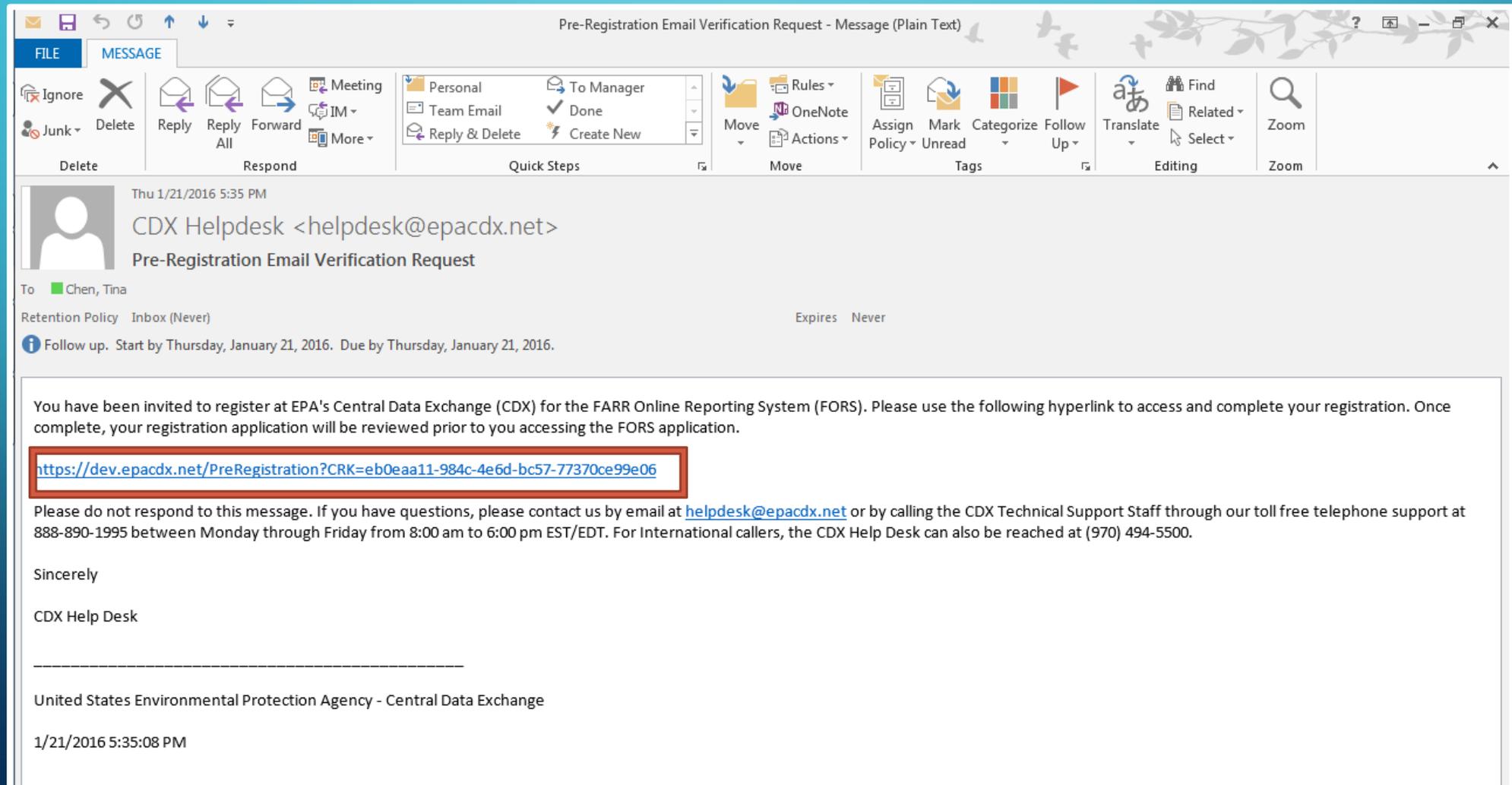
OR

b) Electronic verification through Lexis Nexis

Click square and “Proceed to Verification” with Lexis Nexis. This service is voluntary and identifying information such as the last 4 digits of SSN will not be seen by the EPA. Follow the rest of the instructions on screen.



If you received an invitation from CDX, with your name, click on the hyperlink.



The screenshot shows an email client window titled "Pre-Registration Email Verification Request - Message (Plain Text)". The interface includes a ribbon with tabs for "FILE" and "MESSAGE", and various action buttons like "Ignore", "Delete", "Reply", "Forward", "Meeting", "IM", "More", "Personal", "Team Email", "Reply & Delete", "To Manager", "Done", "Create New", "Move", "Rules", "OneNote", "Actions", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find", "Related", "Select", "Zoom".

The email content is as follows:

Thu 1/21/2016 5:35 PM  
CDX Helpdesk <helpdesk@epacdx.net>  
Pre-Registration Email Verification Request

To: Chen, Tina  
Retention Policy: Inbox (Never) Expires: Never  
Follow up. Start by Thursday, January 21, 2016. Due by Thursday, January 21, 2016.

You have been invited to register at EPA's Central Data Exchange (CDX) for the FARR Online Reporting System (FORS). Please use the following hyperlink to access and complete your registration. Once complete, your registration application will be reviewed prior to you accessing the FORS application.

<https://dev.epacdx.net/PreRegistration?CRK=eb0eaa11-984c-4e6d-bc57-77370ce99e06>

Please do not respond to this message. If you have questions, please 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 at 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely  
CDX Help Desk

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United States Environmental Protection Agency - Central Data Exchange

1/21/2016 5:35:08 PM

# Click on “Create New Account.”

https://dev.epacdx.net/PreRegistration/ConfirmA

Agenda and Fees | Log Out | Central Data Exch... | US EPA National Locator | One EPA... | Confirm Account | CDX ...

Convert | Select

**EPA** United States Environmental Protection Agency

Home | About | Recent Announcements | Terms and Conditions | Help

**CDX** CDX Pre-Registration: Additional Verification [Contact Us](#)

1. Confirm Account | 2. Role Information | 3. Review Account Information

A CDX user account has been created for you by an authorized CDX user with basic user and organization information. If you do not have an existing CDX user account click the [Create New Account] hyperlink; otherwise, log in with your existing credentials.

**Note:** Logging in with your existing credentials will add the program information to your user profile.

**Log in to existing account**

User ID

Password   [Create New Account](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

EPA Home | Privacy and Security Notice | Accessibility | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us



https://dev.epacdx.net/PreRegistration/SelectRole?CRK=845649d2-6202-4e41-8ada-adc72c1db2a3

# Click on “Request Role Access.”

The screenshot shows a web browser window with the URL <https://dev.epacdx.net/PreRegistration/SelectRole>. The page header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. The main heading is "CDX Pre-Registration" with a "Contact Us" link. A progress bar shows three steps: "1. Confirm Account" (highlighted in green), "2. Role Information", and "3. Review Account Information". Below this is a "Registration Information" section with a table:

<b>Program Service</b>	FARR Online Reporting System
<b>Role</b>	Certifier

Below the table, it says "Provide any required additional information, if applicable." There is a "Select Role" dropdown menu currently set to "Certifier". At the bottom of the form area, there are two buttons: "Request Role Access" (highlighted with a red box) 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 footer.

# COMPLETE USER PROFILE

## PART 1: USER INFORMATION

Complete all required information, fields marked with an (\*).

Please note: you will create your own User ID.

The screenshot shows a web browser window with the URL <https://dev.epacdx.net/PreRegistration/ReviewAc>. The page title is "CDX Pre-Registration" and it includes a "Contact Us" link. A progress bar at the top indicates three steps: "1. Confirm Account", "2. Role Information", and "3. Review Account Information".

**Registration Information**

Program Service	FARR Online Reporting System
Role	Certifier

The following information was entered by an authorized 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**

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 \*

**Part 2: Organization Info**

Enter organization or organization ID

## PART 2: ORGANIZATION INFO.

Select your organization.

If you selected “request to add an organization”, please search for your organization by name and then click “request that we add your organization.”

Part 2: Organization Info

Select a Current Organization

Request to Add an Organization

Washington Beef

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.](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

[EPA Home](#) | [Privacy and Security Notice](#) | [Accessibility](#) | [About CDX](#) | [Frequently Asked Questions](#) | [Terms and Conditions](#) | [Contact Us](#)



## PART 2: ORG INFO

Provide the required information for your organization, all fields marked with an (\*)

Select “submit request for access” when done.

The screenshot shows a web browser window with the URL <https://dev.epacdx.net/PreRegistration/ReviewAc>. The browser tabs include "Agenda and Fees", "Review Account | CDX Pre...", and "US EPA National Locator | One EPA W...". The page title is "Part 2: Organization Info".

The form contains the following fields and values:

- Select a Current Organization
- Request to Add an Organization
- Organization Name \*: Washington Beef
- Country \*: UNITED STATES
- Mailing Address \*: 201 Elmwood Rd.
- Mailing Address 2:
- City \*: Toppenish
- State \*: Washington
- ZIP/Postal Code \*: 98948
- Email \*: Chen.Tina@epa.gov
- Phone Number \*: (206) 566-0248
- Phone Number Ext:
- Fax Number:

At the bottom of the form, there are two buttons: "Back to Search Results" and "Submit Request for Access". The "Submit Request for Access" button is highlighted with a red box. Below the form, there is a "Back" button.

Your certifier role is not active yet and will require R10 staff approval; typically approved within a few hours during business hours.

The screenshot displays the EPA CDX Central Data Exchange user interface. At the top, the EPA logo and navigation menu are visible. The main content area shows a table of services with the following data:

Status	Program Service Name	Role
Awaiting ESA Approval	FORS: FARR Online Reporting System	Certifier

The 'Certifier' role and the 'Awaiting ESA Approval' status are highlighted with red boxes. The page also includes a 'CDX Service Availability' section with a link to 'See the status for all program services' and a 'News and Updates' section with the message 'No news/updates.' At the bottom, there is a footer with contact information and the EPA logo.

# You will receive email notifications to confirm creating and activation of account

 Thu 1/21/2016 11:18 AM  
helpdesk@epacdx.net  
CDX Registration Status Change (DEV)

To  Chen, Tina

Retention Policy    Inbox (Never)    Expires Never

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.

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

 Thu 1/21/2016 11:18 AM  
helpdesk@epacdx.net  
CDX User Registration Status Change (DEV)

To  Chen, Tina

Retention Policy    Inbox (Never)    Expires Never

Your Central Data Exchange (CDX) account 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 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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

After you receive account approval, log into CDX.

You need to provide challenge questions and answers that will be used as an eSignature PIN to certify your FARR report.

These questions will remain in your CDX inbox and you will receive an email stating that you have chosen your questions.

https://dev.epacdx.net/ESigPin/SelectQuestions?r... Agenda and Fees Log Out | Central Data Exch... US EPA National Locator | One EPA... CROMERR Challenge Q...

**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

**CDX** Central Data Exchange [Contact Us](#)  
Logged in as TINACHENFORS2 ([Log out](#))

### CDX Registration: Additional Verification

1. Identity Verification 2. Electronic Signature Agreement

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

Select 5 Challenge Questions and Answers

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

[Save Answers](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

[EPA Home](#) | [Privacy and Security Notice](#) | [Accessibility](#) | [About CDX](#) | [Frequently Asked Questions](#) | [Terms and Conditions](#) | [Contact Us](#)

UNITED STATES

# Click on "Save Answers" when done.

The screenshot shows a web browser window with the URL <https://dev.epacdx.net/ESigPin/SelectQuestions?r>. The page header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area is titled "CDX Central Data Exchange" and shows the user is logged in as TINACHENFORS2. The current step is "1. Identity Verification" (highlighted in green), followed by "2. Electronic Signature Agreement".

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

Select 5 Challenge Questions and Answers

What is the first and middle name of your oldest sibling?	▼	sibling
Where did you first meet your spouse?	▼	spouse
What is your favorite hobby?	▼	hobby
What was your high school's mascot?	▼	mascot
What is the last name of your favorite teacher?	▼	teacher

**Save Answers**

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

EPA Home | Privacy and Security Notice | Accessibility | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

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

Agenda and Fees | Log Out | Central Data Exch... | US National Locator | One EPA... | MyCDX | Central Data Ex...

EPA United States Environmental Protection Agency

Home | About | Recent Announcements | Terms and Conditions | FAQ | Help

CDX Central Data Exchange [Contact Us](#)  
Logged in as TINACHENFORS2 ([Log out](#))

MyCDX | **Role Sponsorship** | Inbox | My Profile | Submission History

Status	Program Service Name	Role
Active	FORS: FARR Online Reporting System	<a href="#">Certifier</a>

Services Manage | CDX Service Availability

[See the status for all program services](#)

News and Updates

No news/updates.

[Add Program Service](#) | [Manage Your Program Services](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

EPA Home | Privacy and Security Notice | Accessibility | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

Your role is now active, role name (Certifier) is hyperlinked.

Status is “active”.

“Role sponsorship” tab is present.

Click on the “certifier” role link to access to FORS application.

The first time you click on the “Certifier” role link, you will be prompted to sign an electronic CDX electronic signature agreement (ESA).

Please review the terms of the entire ESA by scrolling, ensure information about yourself and your organization is correct, and click on “Sign Electronically” to continue.

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:	Washington Beef
Address:	201 Elmwood Rd.
City, State, Zip:	Toppenish, WA 98948
Province:	
Country:	US
Phone Number:	(202) 566-0248
E-mail Address:	Chen.Tina@epa.gov
Registrant's Name:	Ms Tina Chen
CDX User Name:	TINACHENFORS4

**Sign Electronically** Cancel

Review this certification statement and click on “Accept” to continue

The screenshot shows a web browser window with the address bar displaying `https://dev.epacdx.net/IdentityProofing/ElectronicElec`. The page title is "Electronic Signature Agree...". The main heading is "Electronic CDX Electronic Signature Agreement". Below the heading, there is introductory text: "The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA, you will be authorized to submit information to the CDX Help Desk." Below this text are several input fields: "Country:", "Phone Number:", "E-mail Address:", "Registrant's Name:", and "CDX User Name:". A white certification statement overlay is centered on the page, containing the text: "I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations." At the bottom of the overlay are two buttons: "Accept" (highlighted with a red dashed border) and "Decline". Below the overlay, the text "I, \_\_\_\_\_ (Name of Electronic Signatory)" is visible. At the bottom of the page, the first item of the agreement is listed: "(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".

# ELECTRONIC SIGNATURE PROCESS

To complete electronic signature, you will need provide your CDX account password and the answer to your secret question. Click “Sign” to sign and submit.

eSignature Widget

### 1. Log in to CDX

**User:**  
TINACHENFORS4

**Password:**  
●●●●●●●●

**Login**

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](#).

eSignature Widget

### 1. Log in to CDX

**User:**  
TINACHENFORS4

**Password:**  
●●●●●●●●

Welcome Tina Chen

### 2. Answer Secret Question

**Question:**  
What is your favorite TV show?

**Answer:**  
show

Correct Answer

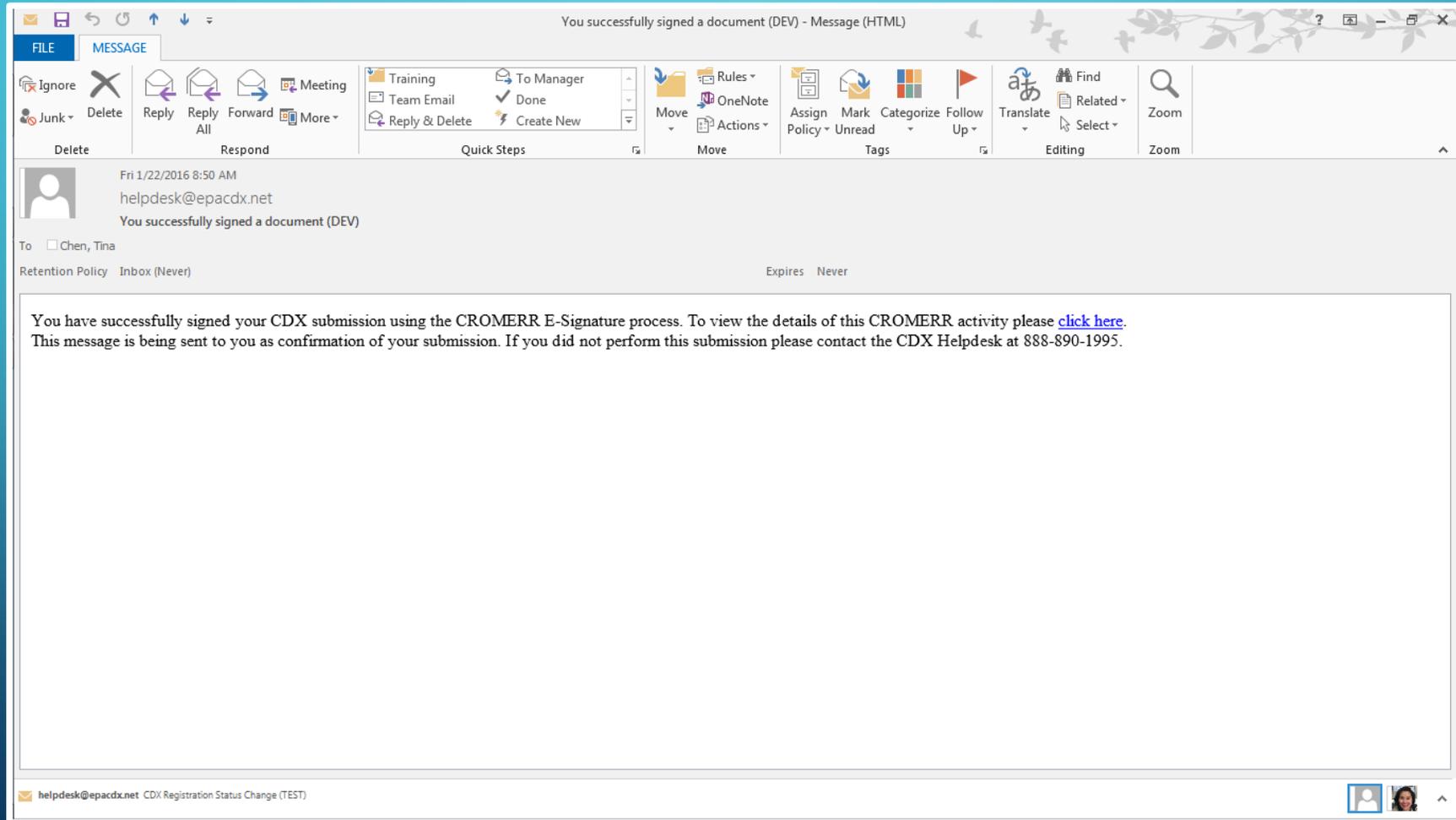
### 3. Sign File

**Sign**

(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

You will receive an email notification to confirm that you have successfully signed a document with your eSignature.



The background is a dark blue gradient. In the four corners, there are white line-art graphics resembling circuit traces or data paths, with small circles at the end of the lines.

## 2. SELECT A FACILITY

Log into <https://cdx.epa.gov>. Click “Certifier” and then click “Manage My Facilities.”

The screenshot shows the EPA Central Data Exchange (CDX) MyCDX page. The EPA logo is at the top left. The navigation menu includes Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header is "CDX Central Data Exchange". Below this, there are tabs for MyCDX, Inbox, My Profile, Role Sponsorship, and Submission History. The "Services" section is highlighted in green and contains a table with columns for Status, Program Service Name, and Role. The "Role" column for the "FORS: FARR Online Reporting System" entry is highlighted with a red box and contains the text "Certifier". Below the table are buttons for "Add Program Service" and "Manage Your Program Services".

Status	Program Service Name	Role
	FORS: FARR Online Reporting System	Certifier

The screenshot shows the CDX Central Data Exchange FARR Home page. The browser address bar shows the URL "https://devngn.epacdxnode.net/cdx-farr-reports/action". The page header includes the CDX logo and "Central Data Exchange". The user is logged in as "TINACHENFORS4" with the role "Certifier". The main content area is titled "FARR Home" and includes a breadcrumb "You are here: MyCDX > FARR Home". The "Create a new FARR Report" section has a "Please select a Report Type:" dropdown menu with "Initial Registration Form" selected. Below this is a link for "Manage My Facilities" highlighted with a red box. The "Please select a Facility:" dropdown menu has "Select a Facility" selected. The "Please select a Reporting Year:" dropdown menu has "2016" selected. A "Create New Report" button is visible. The "FARR Reports Submission History" section has a search form with fields for "Report Type:", "Report Year:", and "Progress Status:", and a "Search" button.

Click the “Add Facility” tab.

The screenshot shows the CDX Central Data Exchange FARR Home page. At the top, there are navigation tabs for 'Home' and 'Help'. The main header includes the CDX logo and 'Central Data Exchange'. On the right, there is a 'Contact Us' link and user information: 'Logged in as ANDRABOS (Log out)' and 'Role: Certifier'. Below the header, there is a 'FARR Home' tab. A breadcrumb trail shows 'You are here: MyCDX > FARR Home'. The main content area is titled 'Create a new FARR Report' and contains a dropdown menu for 'Please select a Report Type:' with 'Initial Registration Form' selected. Below this, there are two tabs: 'My Facilities' and 'Add Facility'. The 'Add Facility' tab is highlighted with a red border. Underneath the tabs, there is a section titled 'Manage Facilities (5 facilities managed)' with 'List View' and 'Map View' options. A paragraph of text explains that facilities are listed below and can be added by clicking the 'Add Facilities' button. At the bottom, a table header is visible with columns for 'EPA Registry', 'Program ID', 'Facility Name', and 'Facility Address'.

Home Help

CDX Central Data Exchange

Contact Us  
Logged in as ANDRABOS (Log out)  
Role: Certifier

FARR Home

You are here: MyCDX FARR Home

Create a new FARR Report

Please select a Report Type: Initial Registration Form

My Facilities **Add Facility**

Manage Facilities (5 facilities managed) List View | Map View

The facilities selected for this data flow and role are listed below. You may add facilities by clicking the 'Add Facilities' button or tab. The ability to edit a facility is available from the 'Facility Details' screen which is accessible by clicking the 'Details' link for a facility in the table view or by clicking the 'Details' button on the map view. Please note that facilities with insufficient location information may not appear on the map view.

EPA Registry	Program ID	Facility Name	Facility Address
--------------	------------	---------------	------------------

- To find your facility, fill in Facility Name, City, and Zip Code.
- A briefer name might be best. For example don't include LLC in a Facility Name as that might not show up.

Home Help

**CDX** Central Data Exchange

FARR Home

You are here: [MyCDX](#) FARR Home

Create a new FARR Report

Please select a Report Type: Initial Registration Form ▼

My Facilities Add Facility

**Find Existing Facility**  
[< Back to My Facilities](#)

Fill in at least two search criteria to improve search results.

Facility ID

Facility Name

Facility Address

City

State

Choose your facility and click “Proceed with Selection.”

**My Facilities** | **Add Facility**

**Facility Search Results** (1 facility found) [List View](#) | [Map View](#)

[< Back to My Facilities](#)

**Search Criteria:** MUCKLESHOOT | AUBURN, 98002 [Change](#)

	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input checked="" type="checkbox"/>	110045961722	MUCKLESHOOT CASINO	2402 AUBURN WAY SOUTH AUBURN, WA 98002 KING		

[Proceed with Selection](#) | [Create New Facility](#)

**Please select a Facility:**

**Please select a Reporting Year:**

[Create New Report](#)

My Facilities

Add Facility

Unsaved Facility

## Facility Details

[< Back to Unsaved Facilities](#)

### EPA Registry ID

110045961722

### Facility Name

MUCKLESHOOT CASINO

### Facility Address

2402 AUBURN WAY SOUTH  
(MUCKLESHOOT RESERVATION)  
AUBURN WA 98002  
KING

### BIA Code

-----

### NAICS Code(s)

= Primary NAICS

-----

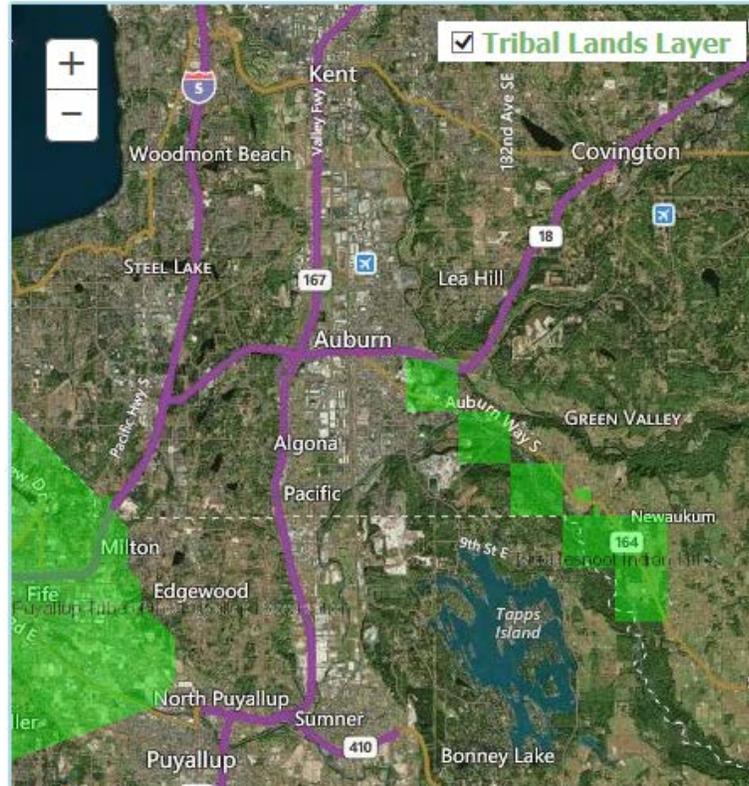
### State Facility ID

-----

### Is Mailing Address Same as Facility Address?

Yes

Edit Facility



To improve the accuracy of the location, move the point on the map to the center of the facility.

OK

1. Click Edit Facility
2. Write in "BIA Code" or choose reservation from drop down list.
3. Write in "NAICS Code" or choose from drop down list.
4. Click "Map Facility".

# Click “Save Selected Facility.”

FARR Home

You are here: [MyCDX](#) FARR Home

Create a new FARR Report

Please select a Report Type:

[My Facilities](#) [Add Facility](#) [Unsaved Facility](#)

**Selected Facility** (1 unsaved facility) [List View](#) | [Map View](#)

[< Add Another Facility](#)

Clicking the 'Save Selected Facility' button saves the facility you have selected in the current session so it is available to you the next time you log in. You may view a facility's details by clicking the 'Details' link/button on the table or map view. You may also remove a facility by clicking the 'Remove' link or button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

EPA Registry ID	Program ID	Facility Name	Facility Address	
	<i>Pending</i>	MUCKLESHOOT CASINO	2402 AUBURN WAY S AUBURN, WA 98002 KING COUNTY	<a href="#">Details</a> <a href="#">Remove</a>

[Save Selected Facility](#)

# You can now create a new FARR Report!

FARR Home

You are here: [MyCDX](#) FARR Home

## Create a new FARR Report

Please select a Report Type:

Initial Registration Form ▾

[My Facilities](#)

[Add Facility](#)

**Manage Facilities** (6 facilities managed)

[List View](#) | [Map View](#)

Please select a Facility:

Select a Facility ▾

Please select a Reporting Year:

2015 ▾

[Create New Report](#)

# Certifier and Preparer Roles

- If as a certifier you will complete the entire process, then you follow the instructions to add a facility and complete the entire report and certify the accuracy of the report on your own, without ever adding a preparer.
- If as a certifier you will have a preparer fill out the report, then you need to add that preparer in FORS, they complete the report, and then in your account you attest to the accuracy of the report and send it in.

A decorative graphic on the left side of the slide, consisting of a network of white lines and circles on a blue gradient background. The lines are vertical and horizontal, with some branching out, resembling a circuit board or a tree structure. The circles are small and white, connected to the lines.

### 3. SPONSOR A PREPARER

# Certifiers: Log into CDX and click on “Role Sponsorship” tab.

The screenshot shows the EPA CDX MyCDX interface. The browser address bar displays <https://dev.epacdx.net/CDX/MyCDX>. The page header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area is titled "CDX Central Data Exchange" and shows the user is logged in as TINACHENFORS2. A navigation bar contains tabs for MyCDX, Inbox, My Profile, Role Sponsorship (highlighted with a red box), and Submission History. Below this, there is a "Services" table with columns for Status, Program Service Name, and Role. The table lists one service: FORS: FARR Online Reporting System with the role of Certifier. 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 stating "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, links to EPA Home, Privacy and Security Notice, Accessibility, About CDX, Frequently Asked Questions, Terms and Conditions, and Contact Us, along with the EPA logo.

Status	Program Service Name	Role
	FORS: FARR Online Reporting System	<a href="#">Certifier</a>

# Click on “Role Sponsorship/Invitation” link.

The screenshot shows the EPA CDX (Central Data Exchange) interface. At the top, the EPA logo and navigation menu are visible. The main content area is titled 'CDX Central Data Exchange' and includes a breadcrumb trail: 'MyCDX > Inbox > My Profile > Role Sponsorship > Submission History'. The 'Role Sponsorship Tools' section contains a table with the following data:

Tool	Description
<a href="#">Role Sponsorship/Invitation</a>	Initiate and inform users of request to authorize service access
<a href="#">Pending Sponsorship Requests</a>	List and approve/deny requests for service access
<a href="#">Access Management</a>	View and/or modify existing privileges

The 'Role Sponsorship/Invitation' link is highlighted with a red rectangular box. The footer of the page includes contact information for the CDX Help Desk and the EPA logo.

https://dev.epacdx.net/RoleSponsorship/UserInv... Agenda and Fees Log Out | Central Da... US EPA National Locator | O... Role Sponsorship... global.gotomeeting...

Convert Select

**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

**CDX** Central Data Exchange [Contact Us](#)  
Logged in as TINACHENFORS2 ([Log out](#))

MyCDX Inbox My Profile **Role Sponsorship** Submission History

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

### Role Sponsorship

The asterisk (\*) denotes a required field.

#### Step 1: Recipient Information

Provide the email address of the user you wish to sponsor. If the user does not already exist in CDX, you can either try a different email address or invite the new user to create a CDX account.

**Email \***

#### Step 2: Sponsorship Information

Provide the information for the role you wish to sponsor.

**Program Service \***

**Role \***

**Submit** **Back**

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

1. Fill in the preparer's email.
2. Make sure to choose "FORS" as the Program Service and "Preparer" as Role.
3. Click "Submit."

Browser address bar: <https://dev.epacdx.net/RoleSponsorship/UserInvitationReview#emailConfirmation>

Browser tabs: Agenda and Fees, Log Out | Central Da..., US EPA National Locator | O..., Role Sponsorship..., global.gotomeeting...

EPA United States Environmental Protection Agency

Navigation: Home, About, Recent Announcements, Terms and Conditions, FAQ, Help

CDX Central Data Exchange [Contact Us](#)  
Logged in as TINACHENFORS2 ([Log out](#))

MyCDX | Inbox | My Profile | **Role Sponsorship** | Submission History

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

### Role Sponsorship Review

Registration Information	
<b>Program Service</b>	FARR Online Reporting System
<b>Role</b>	Preparer
<b>Email</b>	chen.tina@epa.gov

**Yes, the provided email address is correct.**

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

**Submit** **Back**

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

EPA Home | Privacy and Security Notice | Accessibility | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us



Browser address bar: <https://dev.epacdx.net/RoleSponsorship/UserInvitationReview#emailConfirmation>

Verify the email address and click "Submit."

Browser address bar: <https://dev.epacdx.net/RoleSponsorship/UserInvitationSubmit>

Browser tabs: Agenda and Fees, Log Out | Central Da..., US EPA National Locator | O..., Role Sponsorship..., global.gotomeeting...

EPA United States Environmental Protection Agency

Navigation: Home, About, Recent Announcements, Terms and Conditions, FAQ, Help

CDX Central Data Exchange [Contact Us](#)  
Logged in as TINACHENFORS2 [Log out](#)

MyCDX | Inbox | My Profile | **Role Sponsorship** | Submission History

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

**Role Sponsorship**

Registration Information

Program Service	
Role	
Email	

Yes, the provided email address is correct.  
 No, the provided email address is incorrect.

**Email Confirmation**

Please confirm the provided email address before sending the invitation.

**Email \***  
chen.tina@epa.gov

**Confirm Email \***

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

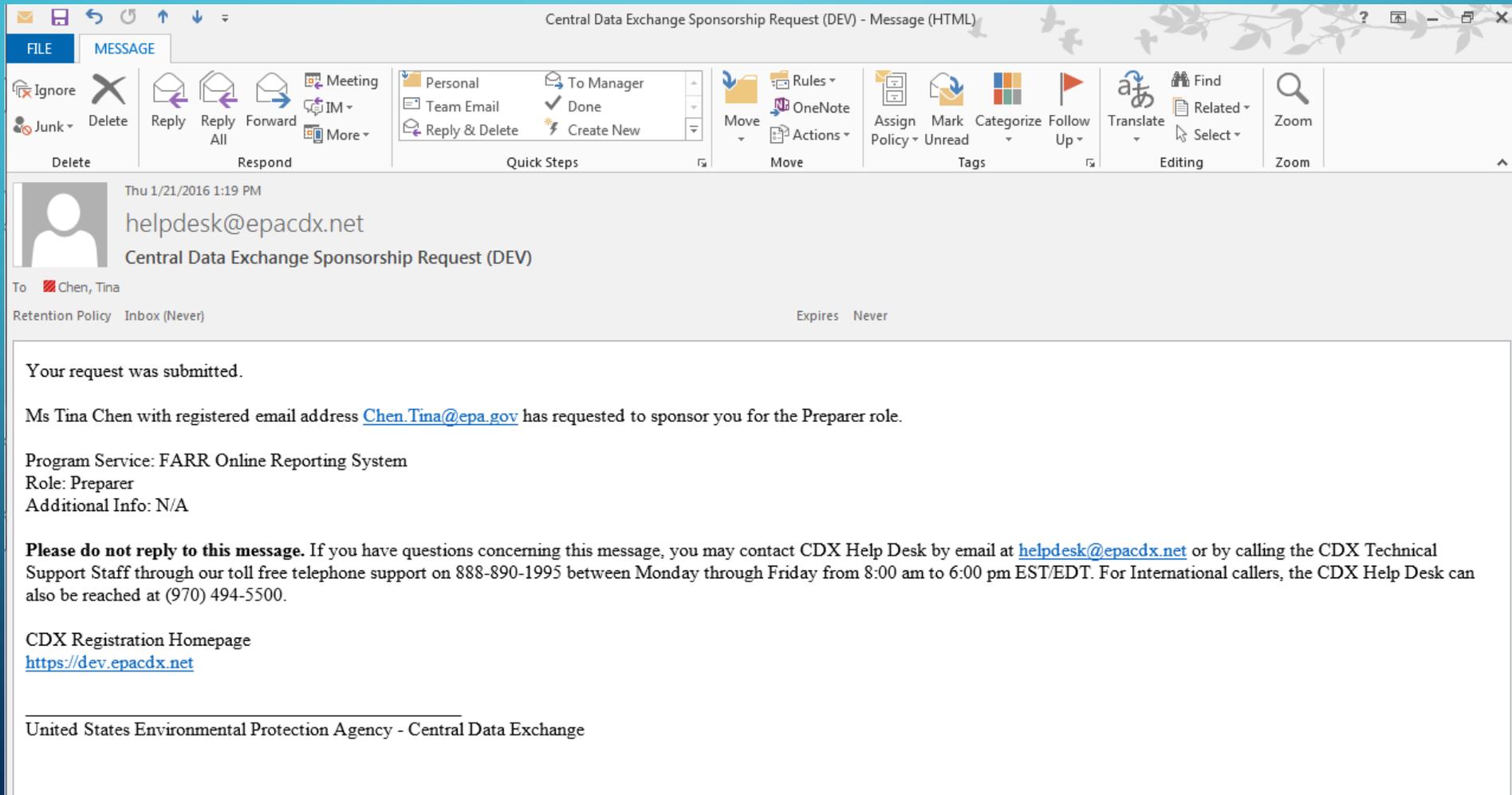
EPA Home | [Privacy and Security Notice](#) | [Accessibility](#) | [About CDX](#) | [Frequently Asked Questions](#) | [Terms and Conditions](#) | [Contact Us](#)



Address bar: <https://dev.epacdx.net/RoleSponsorship/UserInvitationSubmit>

Click "Confirm."

# Email to sponsoring certifier – your request was submitted



The screenshot shows an email client window titled "Central Data Exchange Sponsorship Request (DEV) - Message (HTML)". The interface includes a ribbon with tabs for "FILE" and "MESSAGE". The "MESSAGE" tab is active, displaying a toolbar with various actions such as "Ignore", "Delete", "Reply", "Reply All", "Forward", "Meeting", "IM", "More", "Personal", "Team Email", "Reply & Delete", "To Manager", "Done", "Create New", "Move", "OneNote", "Actions", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find", "Related", "Select", and "Zoom".

The email content is as follows:

Thu 1/21/2016 1:19 PM  
helpdesk@epacdx.net  
Central Data Exchange Sponsorship Request (DEV)

To: Chen, Tina  
Retention Policy: Inbox (Never) Expires: Never

Your request was submitted.

Ms Tina Chen with registered email address [Chen.Tina@epa.gov](mailto:Chen.Tina@epa.gov) has requested to sponsor you for the Preparer role.

Program Service: FARR Online Reporting System  
Role: Preparer  
Additional Info: N/A

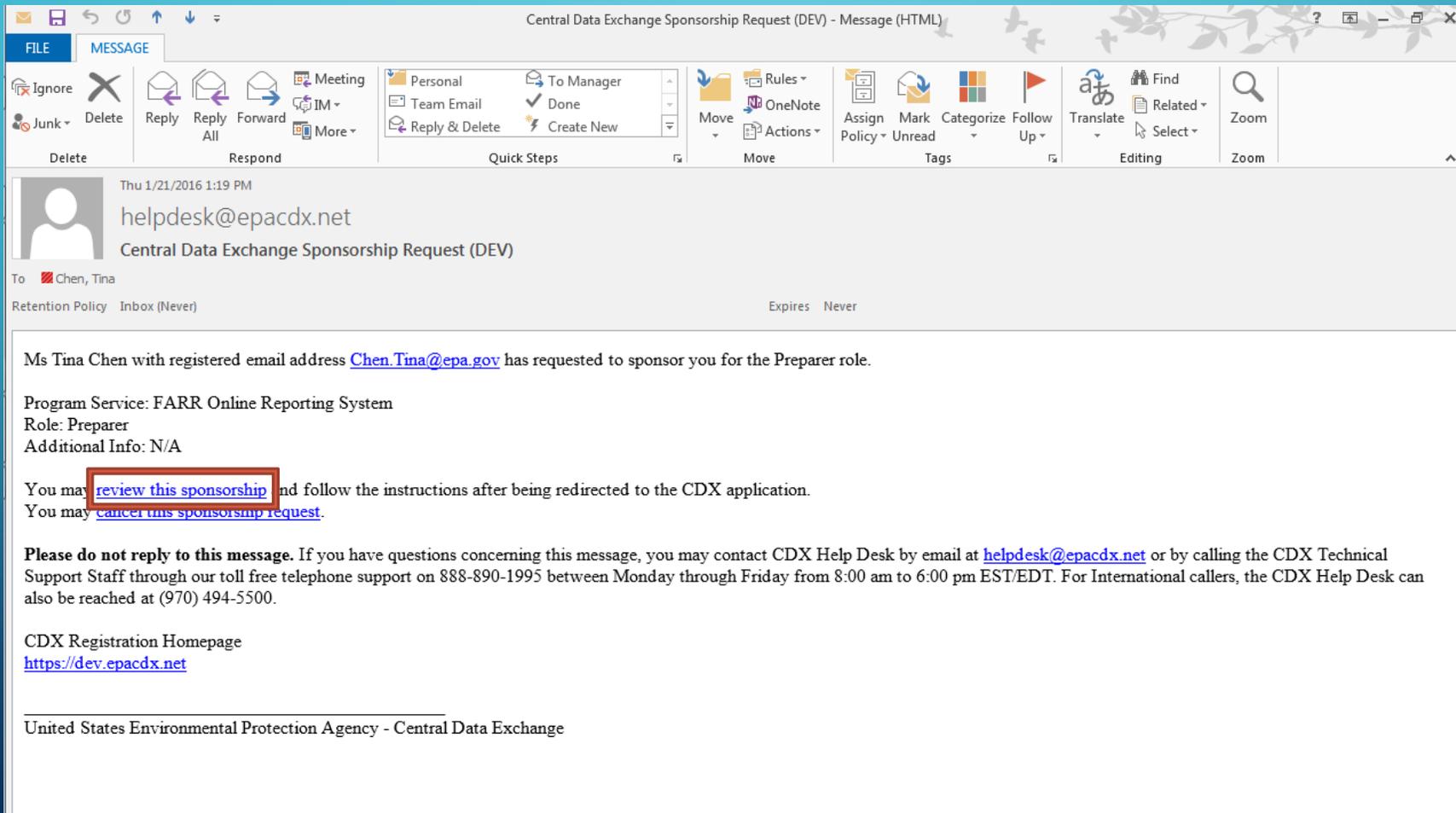
**Please do not reply to this message.** If you have questions concerning this message, you may contact CDX Help Desk by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through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

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

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United States Environmental Protection Agency - Central Data Exchange

# Email notification to sponsored preparer – Click on “Review this sponsorship” hyperlinked text to continue.



The screenshot shows an Outlook window titled "Central Data Exchange Sponsorship Request (DEV) - Message (HTML)". The interface includes a ribbon with "FILE" and "MESSAGE" tabs, and various action buttons like "Ignore", "Delete", "Reply", "Forward", "Meeting", "To Manager", "Done", "Create New", "Move", "Actions", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find", "Related", "Select", and "Zoom".

The email header shows the sender as "helpdesk@epacdx.net" and the subject as "Central Data Exchange Sponsorship Request (DEV)". The recipient is "Chen, Tina".

The main body of the email contains the following text:

Ms Tina Chen with registered email address [Chen.Tina@epa.gov](mailto:Chen.Tina@epa.gov) has requested to sponsor you for the Preparer role.

Program Service: FARR Online Reporting System  
Role: Preparer  
Additional Info: N/A

You may [review this sponsorship](#) and follow the instructions after being redirected to the CDX application.  
You may [cancel this sponsorship request](#).

**Please do not reply to this message.** If you have questions concerning this message, you may contact CDX Help Desk by email at [helpdesk@epacdx.net](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 International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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

United States Environmental Protection Agency - Central Data Exchange

CREATE NEW USER

Click on “Create New Account.”

https://dev.epacdx.net/RoleSponsorship/Account

Agenda and Fees Log Out | Centr... US EPA National Locato... Log Out | Centr... global.gotomee... Role Sponso... x

Convert Select

**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions Help

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

**You are here:** Role Sponsorship

**Sponsorship Information**

<b>Email</b>	chen.tina@epa.gov
<b>Program Service</b>	FARR Online Reporting System
<b>Role</b>	Preparer

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**

[Log In](#) [Create New Account](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

# Select "Approve" to continue.

The screenshot shows a web browser window displaying the EPA CDX Role Sponsorship Process. The page includes a navigation menu with links for Home, About, Recent Announcements, Terms and Conditions, and Help. The main heading is "CDX Role Sponsorship Process" with a "Contact Us" link. A breadcrumb trail indicates the current location: "You are here: Role Sponsorship > Role Sponsorship Review".

Sponsorship Information	
<b>Email</b>	chen.tina@epa.gov
<b>Program Service</b>	FARR Online Reporting System
<b>Role</b>	Preparer

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.

At the bottom of the page, there is a footer with contact information for the CDX Help Desk (888-890-1995 or (970) 494-5500 for international callers) and links to 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.

# Select "Request Role Access."

The screenshot shows a web browser window with the URL <https://dev.epacdx.net/PreRegistration/SelectRole>. The page header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. The main heading is "CDX Role Sponsorship Process" with a "Contact Us" link. A breadcrumb trail reads: "You are here: Role Sponsorship | Role Sponsorship Review | Account Registration".

The "Registration Information" section contains the following details:

<b>Program Service</b>	FARR Online Reporting System
<b>Role</b>	Preparer

Below this, it says "Provide any required additional information, if applicable." and "Select Role" with a dropdown menu currently set to "Preparer".

At the bottom of the form area, there are two buttons: "Request Role Access" (highlighted with a red box) and "Back".

The footer contains contact information: "CDX Help Desk: 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.

# PART 1: USER INFO

# PART 2: ORG INFO

Registration Information

Program Service	FARR Online Reporting System
Role	Preparer

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

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

Part 2: Organization Info

Organization Name *	Washington Beef <input type="text"/>
Country *	UNITED STATES <input type="text"/>
Mailing Address *	201 Elmwood Rd <input type="text"/>
Mailing Address 2	<input type="text"/>
City *	Toppenish <input type="text"/>
State *	Washington <input type="text"/>
ZIP/Postal Code *	98948 <input type="text"/>
Email *	chen.tina@epa.gov
Phone Number *	(206) 566-0248 <input type="text"/>
Phone Number Ext	<input type="text"/>
Fax Number	<input type="text"/>

[Back to Search Results](#) [Submit Request for Access](#)

[Back](#)

# Role status: awaiting sponsorship. Not active yet.

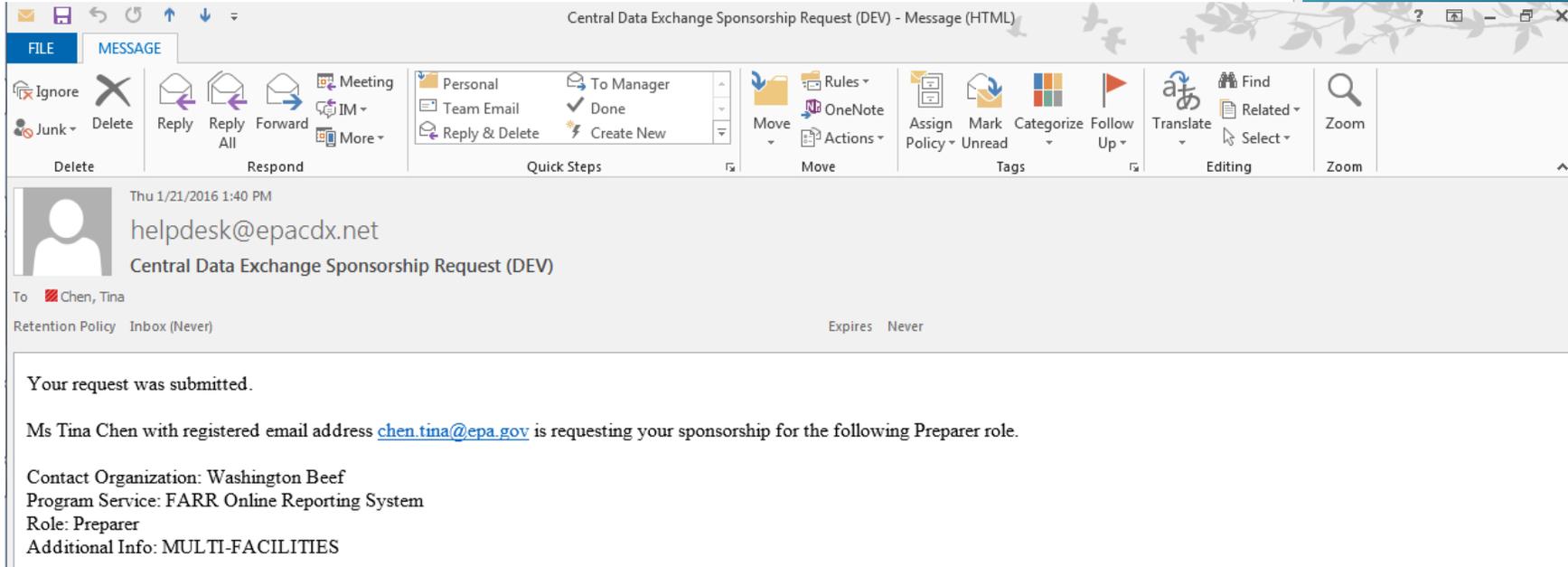
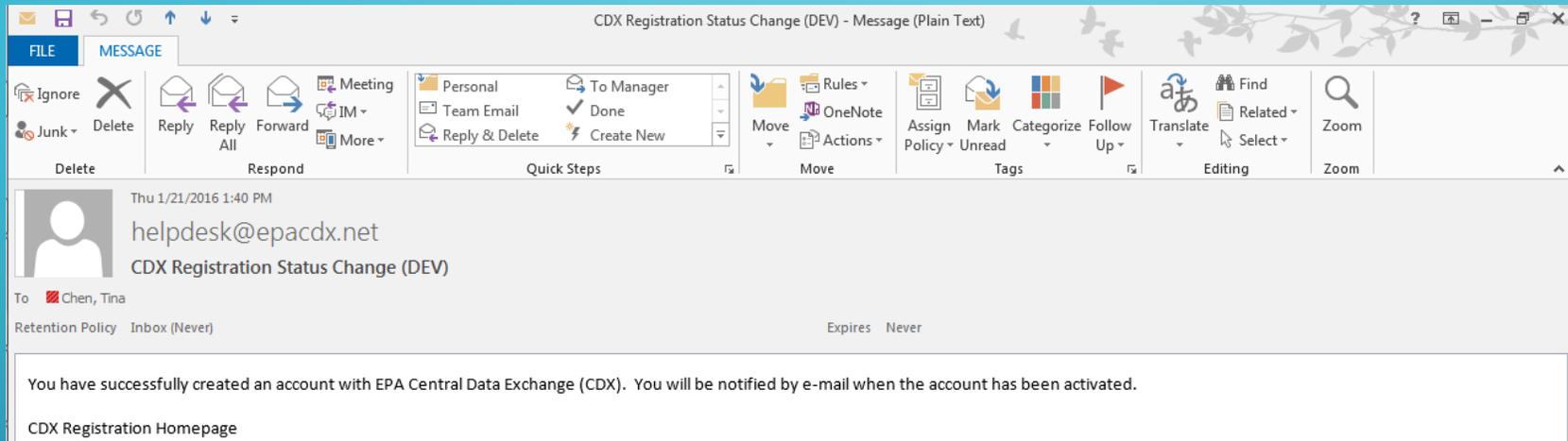
The screenshot shows the EPA MyCDX portal interface. At the top, the EPA logo and navigation menu are visible. The user is logged in as TINACHENFORS3. The main content area features a 'Services' table with the following data:

Status	Program Service Name	Role
Awaiting Sponsorship	FARR Online Reporting System	Preparer

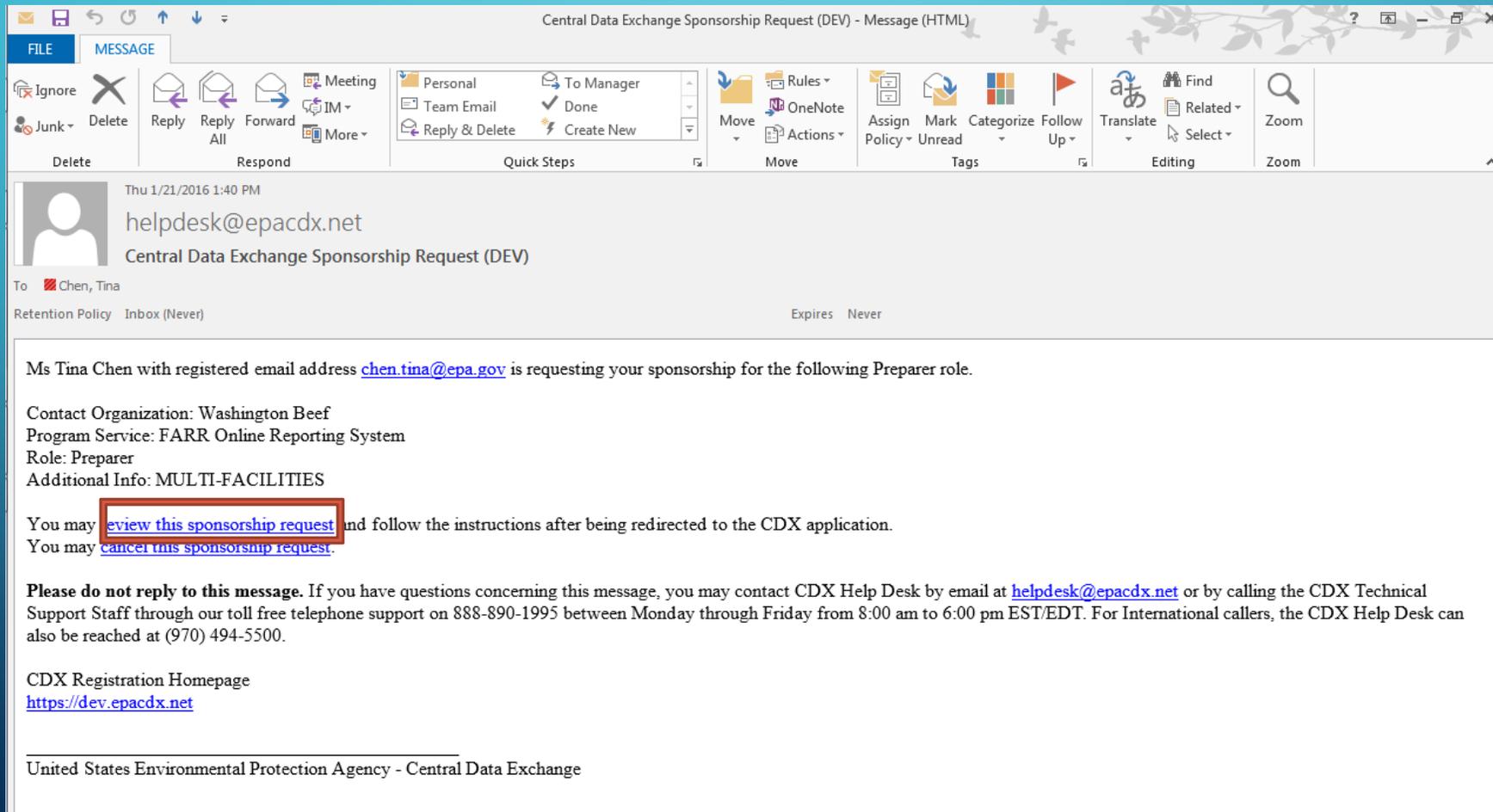
Below the table, there are two buttons: 'Add Program Service' and 'Manage Your Program Services'. To the right of the table, there are sections for 'CDX Service Availability' (with a link to see status for all program services) and 'News and Updates' (showing no news/updates).

At the bottom of the page, there is a footer with contact information and navigation links.

# Preparer notification emails



# Certifier notification email. Select “review this sponsorship request”.



The screenshot shows an email client window titled "Central Data Exchange Sponsorship Request (DEV) - Message (HTML)". The email is from helpdesk@epacdx.net, dated Thu 1/21/2016 1:40 PM. The subject is "Central Data Exchange Sponsorship Request (DEV)". The recipient is "Chen, Tina". The email content includes:

Ms Tina Chen with registered email address [chen.tina@epa.gov](mailto:chen.tina@epa.gov) is requesting your sponsorship for the following Preparer role.

Contact Organization: Washington Beef  
Program Service: FARR Online Reporting System  
Role: Preparer  
Additional Info: MULTI-FACILITIES

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 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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

United States Environmental Protection Agency - Central Data Exchange

# Review the sponsorship request. Provide your password to continue.

Home About Recent Announcements Terms and Conditions Help

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

You are here: Role Sponsorship

Sponsorship Information	
<b>Email</b>	chen.tina@epa.gov
<b>Organization</b>	Washington Beef (201 Elmwood Rd, Toppenish, WA, US 98948)
<b>Program Service</b>	FARR Online Reporting System
<b>Role</b>	Preparer
<b>Additional Info</b>	MULTI-FACILITIES

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** TINACHENFORS2

**Password**

[Log In](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

EPA Home | Privacy and Security Notice | Accessibility | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

# Select “Approve” if all the information is correct.

The screenshot shows a web browser window with the URL <https://dev.epacdx.net/RoleSponsorship/Sponsor>. The page title is "CDX Role Sponsorship Process" and the user is logged in as "TINACHENFORS2". The breadcrumb trail is "You are here: Role Sponsorship > Role Sponsorship Review".

**Sponsorship Information**

<b>Email</b>	chen.tina@epa.gov
<b>Organization</b>	Washington Beef (201 Elmwood Rd, Toppenish, WA, US 98948)
<b>Program Service</b>	FARR Online Reporting System
<b>Role</b>	Preparer
<b>Additional Info</b>	MULTI-FACILITIES

**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:** Washington Beef (201 Elmwood Rd, Toppenish, WA, US 98948) ▼

**Role:** Certifier - N/A ▼

**Approve** **Reject**

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

Select "Approve."

The screenshot shows a web browser window displaying the EPA CDX Role Sponsorship Process. The browser's address bar shows the URL <https://dev.epacdx.net/RoleSponsorship/Approve>. The page header includes the EPA logo and the text "United States Environmental Protection Agency". A navigation menu contains links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area is titled "CDX Role Sponsorship Process" and includes a "Contact Us" link and a login status "Logged in as TINACHENFORS2 (Log out)". A breadcrumb trail indicates the current location: "You are here: Role Sponsorship > Role Sponsorship Approval".

The "Sponsorship Information" table is as follows:

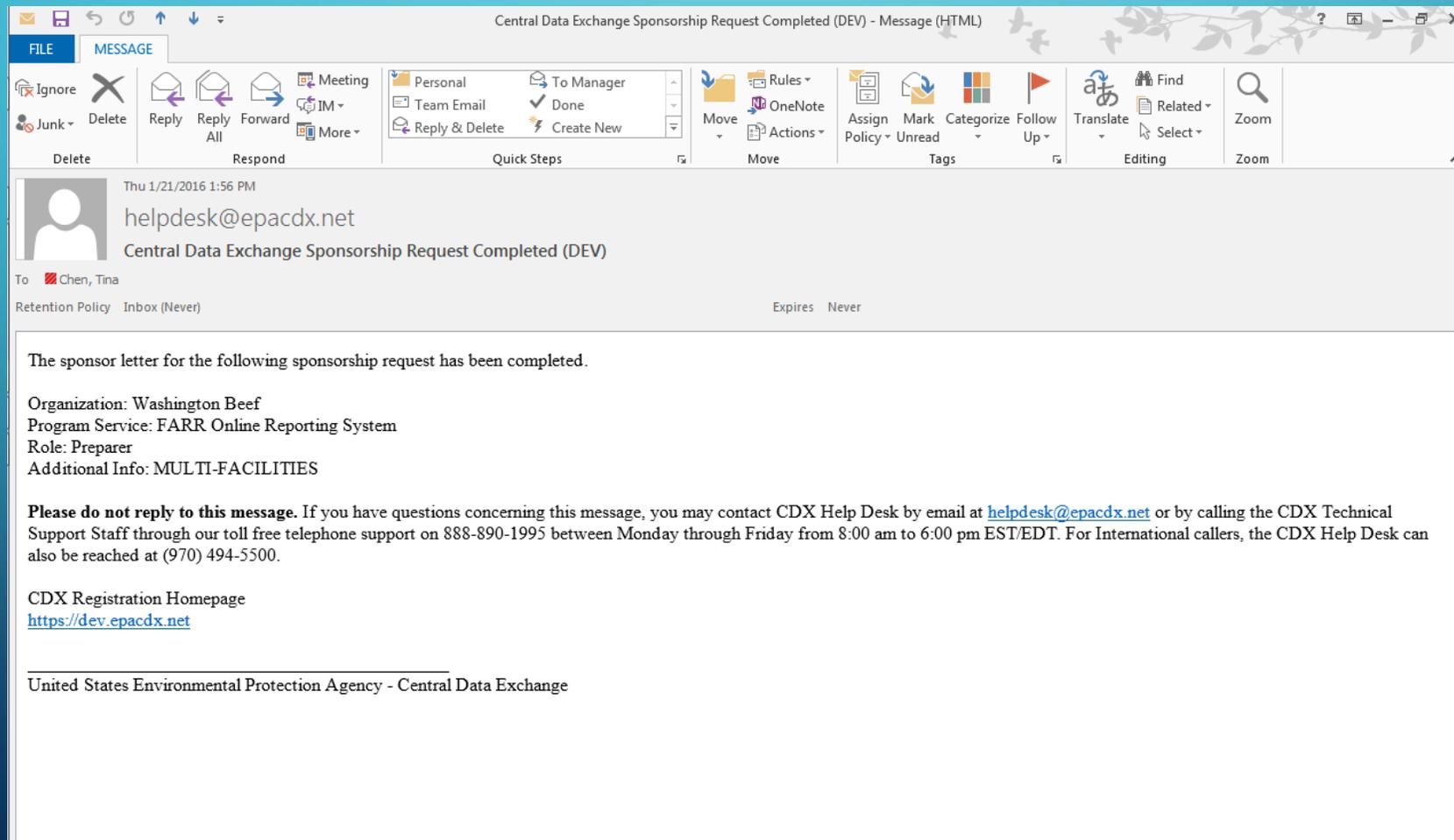
Sponsorship Information	
<b>Email</b>	chen.tina@epa.gov
<b>Contact Organization</b>	Washington Beef (201 Elmwood Rd, Toppenish, WA, US 98948)
<b>Program Service</b>	FARR Online Reporting System
<b>Role</b>	Preparer
<b>Additional Info</b>	MULTI-FACILITIES

Below the table, a message states: "A CDX user for the program service above is requesting to be sponsored for the corresponding role and organization. You may choose to approve or reject this request by making the appropriate selection below." Two buttons are provided: "Approve" (highlighted with a red border) and "Reject".

The footer contains the following information:

- CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers
- EPA Home | Privacy and Security Notice | Accessibility
- About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us
- The EPA logo.

# Certifier notification email



The screenshot shows an email client window with the following content:

Central Data Exchange Sponsorship Request Completed (DEV) - Message (HTML)

**FILE** **MESSAGE**

Ignore, Delete, Reply, Reply All, Forward, Meeting, IM, More, Personal, To Manager, Done, Create New, Reply & Delete, Quick Steps, Move, Rules, OneNote, Actions, Assign Policy, Mark Unread, Categorize, Follow Up, Tags, Translate, Find, Related, Select, Editing, Zoom

Thu 1/21/2016 1:56 PM

 helpdesk@epacdx.net  
Central Data Exchange Sponsorship Request Completed (DEV)

To: Chen, Tina

Retention Policy: Inbox (Never) Expires: Never

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

Organization: Washington Beef  
Program Service: FARR Online Reporting System  
Role: Preparer  
Additional Info: MULTI-FACILITIES

**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 EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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

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United States Environmental Protection Agency - Central Data Exchange

# Preparer notification email – you MUST click on the hyperlinked text in this email to complete your account registration

Central Data Exchange Sponsorship Request Completed (DEV) - Message (HTML)

FILE MESSAGE

Ignore X Delete Reply Reply All Forward Meeting IM More

Personal To Manager Done Create New

Team Email Reply & Delete

Rules OneNote Actions

Assign Mark Categorize Follow Up

Policy Unread Tags

Translate Find Related Select Zoom

Thu 1/21/2016 1:56 PM

helpdesk@epacdx.net

Central Data Exchange Sponsorship Request Completed (DEV)

To: Chen, Tina

Retention Policy: Inbox (Never) Expires: Never

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

Organization: Washington Beef  
Program Service: FARR Online Reporting System  
Role: Preparer  
Additional Info: MULTI-FACILITIES

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

**Please do not reply to this message.** If you have questions concerning this message, you may contact CDX Help Desk by email at [helpdesk@epacdx.net](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 International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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

United States Environmental Protection Agency - Central Data Exchange

Provide your password and select “Log in” to continue.

The screenshot shows a web browser window displaying the EPA CDX Role Sponsorship Process page. The browser's address bar shows the URL: <https://dev.epacdx.net/RoleSponsorship/Account>. The page header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. The main heading is "CDX Role Sponsorship Process" with a "Contact Us" link. Below this, it states "You are here: Role Sponsorship". A section titled "Sponsorship Information" contains the following details:

<b>Email</b>	chen.tina@epa.gov
<b>Organization</b>	Washington Beef (201 Elmwood Rd, Toppenish, WA, US 98948)
<b>Program Service</b>	FARR Online Reporting System
<b>Role</b>	Preparer
<b>Additional Info</b>	MULTI-FACILITIES

Below the information table, a message states: "Your sponsorship has been approved. Please log in to complete your account registration with CDX." It also provides contact information for the CDX Help Desk: "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." The "Log in to existing account" section includes a "User ID" field with the value "TINACHENFORS3" and a "Password" field with masked characters. A green "Log In" button is positioned below the password field.

Review information and select “Submit” to continue.

The screenshot shows a web browser window with the URL <https://dev.epacdx.net/RoleSponsorship/CompleteAccount>. The page title is "CDX Role Sponsorship Process". The user is logged in as "TINACHENFOR33". The breadcrumb trail is "You are here: Role Sponsorship > Complete Account".

**Registration Information**

<b>Name</b>	Ms Tina Chen (TINACHENFOR33)
<b>Email</b>	chen.tina@epa.gov
<b>Program Service</b>	FARR Online Reporting System
<b>Role</b>	Preparer MULTI-FACILITIES

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

**Provide Contact Information**

**Washington Beef**  
201 Elmwood Rd  
Toppenish, WA, US  
98948

**Email \*** chen.tina@epa.gov

**Phone Number \*** (206) 566-0248

**Phone Number Ext**

**Fax Number**

**Submit**

Role status is active.

Role name (preparer) is hyperlinked.

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

Agenda and Fees | Log Out | Central Data Exch... | EPA/regAction e-Manifest ... | MyCDX | Central Data Ex...

**EPA** United States Environmental Protection Agency

Home | About | Recent Announcements | Terms and Conditions | FAQ | Help

**CDX** Central Data Exchange [Contact Us](#)  
Logged in as TINACHENFORS3 ([Log out](#))

MyCDX | [Inbox](#) | [My Profile](#) | [Submission History](#)

Status	Program Service Name	Role
Active	FORS: FARR Online Reporting System	<a href="#">Preparer</a>

[Add Program Service](#) | [Manage Your Program Services](#)

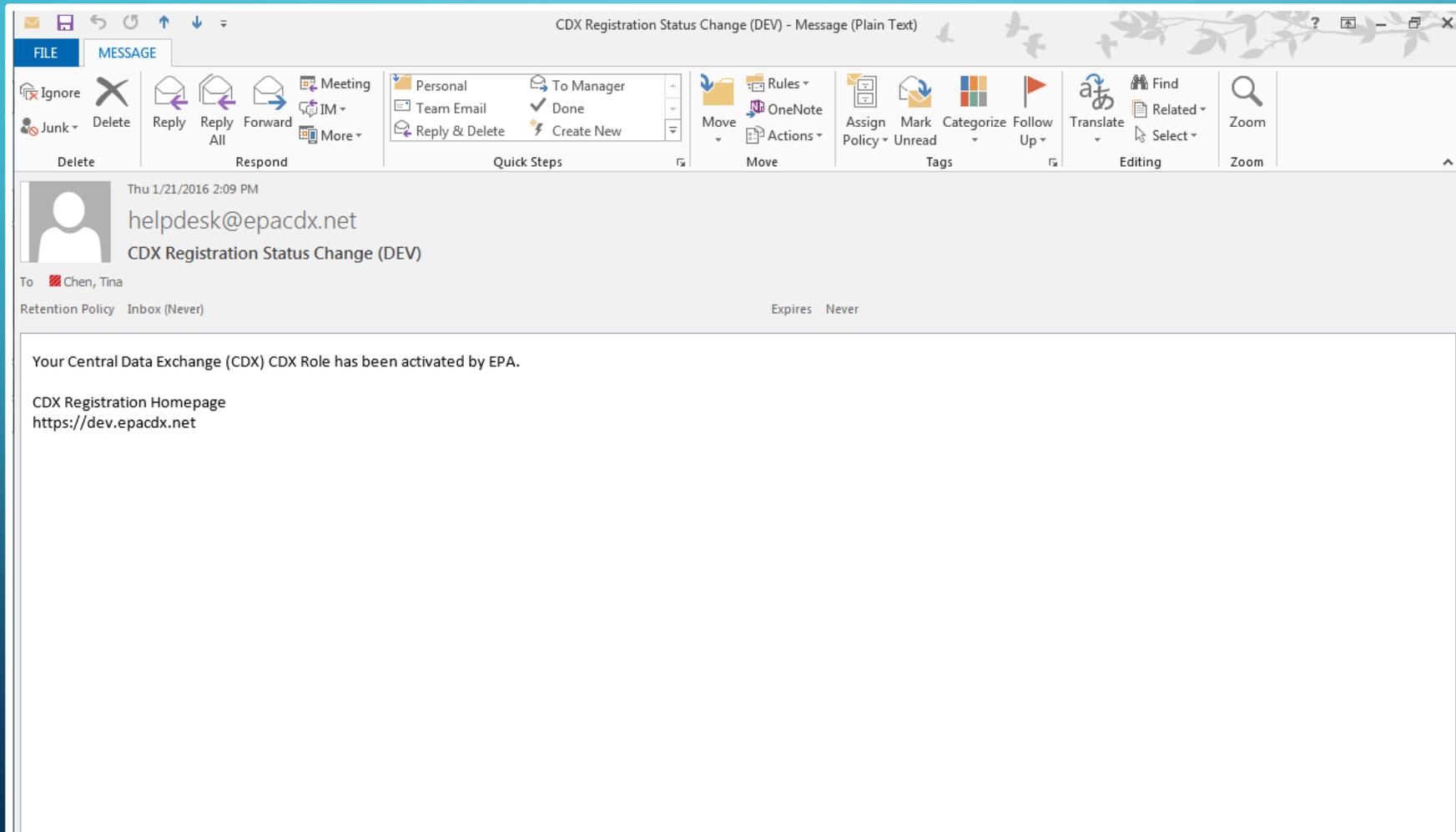
**CDX Service Availability**  
[See the status for all program services](#)

**News and Updates**  
No news/updates.

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

EPA Home | Privacy and Security Notice | Accessibility | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

# Notification email to confirm role activation



The background is a gradient of blue, transitioning from a lighter shade at the top to a darker shade at the bottom. In the four corners, there are decorative white line-art patterns that resemble circuit board traces or neural network connections, with small circles at the end of the lines.

# 4. TROUBLESHOOTING

When you click on your role in CDX (either certifier or preparer) you will get to the FARR Report.

The screenshot shows the CDX Central Data Exchange interface. At the top, there are navigation tabs for 'Home' and 'Help'. The main header includes the CDX logo and the text 'Central Data Exchange'. On the right side, there is a 'Contact Us' link and user information: 'Logged in as ANDRABOS (Log out)' and 'Role: Certifier'. Below the header, there are two tabs: 'FARR Home' and 'FARR Submission', with 'FARR Submission' being the active tab. A breadcrumb trail reads 'You are here: MyCDX > FARR Home > ANNUAL Registration Form'. The main content area features a bold title: 'United States test Environmental Protection Agency Region 10 Federal Air Rules for Indian Reservations Initial / Annual Source Registration'. Below the title, it states 'Applicability: Air pollution sources regulated by 40 Code of Federal Regulations Part 49.138.' and provides 'INSTRUCTIONS: Complete applicable parts of Sections A, B, C and D.' A section titled 'A. GENERAL INFORMATION' is expanded to show a table with the following data:

Report Type:	ANNUAL
Report Year:	2015

Please make sure you have a contact for each section. The same person can be repeated as needed.

Please select a contact for all of the below contact types. To add, edit, or delete a contact please click Manage Contacts.

[Manage Contacts](#)

**Please select a Facility Contact**

Select a Contact ▼

**Please select a Compliance Contact**

Select a Contact ▼

**Please select a Owner**

Select a Contact ▼

**Please select a Owner Contact**

[FARR Home](#)[FARR Submission](#)

## Manage Contacts

### Facility Name:

PENDLETON FLOUR MILLS LLC

To create a new contact please click Add Contact.

[Add Contact](#)

To edit or delete an existing contact please select a contact and click Edit or Delete Contact.

[Edit Contact](#)[Delete Contact](#)

**All of the contact information fields below are required**

[Save](#)[Return to Form](#)

# ADD A CONTACT

All of the contact information fields below are required

<b>First Name:</b>	<input type="text"/>	<b>Last Name:</b>	<input type="text"/>
<b>Phone:</b>	<input type="text"/>		
<b>Email:</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
<b>State:</b>	<input type="text" value="v"/>	<b>County:</b>	<input type="text" value="v"/>
<b>City:</b>	<input type="text" value="v"/>	<b>Zip:</b>	<input type="text"/>

Save

Return to Form

Click Save and add as many of contacts as necessary then click Return to Form.

**Make sure you add a contact for each Contact field. Some contacts can be added to more than one Contact field.**

## ▼ B. ATTACHMENTS

### Instructions

**All Attachments except of type 'Other' are required.**

**Include all of the following information as attachments to this form:**

- Process flow chart identifying all processing, combustion, handling, storage, and emission control equipment
- Narrative description of the production processes and air pollution control equipment
- List of all emission units and air pollution generating activities; include model and serial numbers for portable equipment
- Plot Plan
  - Location of all emission units and air pollution generating activities
  - Property lines for the air pollution source
  - Elevation above grade for each emission release point
  - Distance and direction to nearest residential or commercial property
- Type and quantity of fuels, including sulfur content of fuels, used on a daily, annual and maximum hourly basis
- Type and quantity of raw materials used or final product produced on a daily, annual and maximum hourly basis
- Typical operating schedule, including number of hours per day, number of days per week and number of weeks per year
- List of estimated efficiency of air pollution control equipment under present or anticipated operating conditions
- Estimates of the total actual emissions from the air pollution source for the following air pollutants: particulate matter, PM10, PM2.5, sulfur oxides (SOx), nitrogen oxides (NOx), carbon monoxide (CO), volatile organic compound (VOC), lead (Pb) and lead compounds, ammonia (NH3), fluorides (gaseous and particulate), sulfuric

### Add New Attachment

Select Attachment Type:

Process Flow



Select File:

Browse...

Upload

Make sure you have an attachment for all required sections:

1. Process Flow
2. Narrative
3. Emission Units
4. Plot Plan
5. Fuel Inventory
6. Raw Materials
7. Schedule
8. Efficiencies and Calculations

- If your facility does not emit a certain pollutant, put in 0. Make sure to fill in all the boxes!

- Total emissions are in tons per year.

### ▼ C. TABLE OF ANNUAL EMISSIONS

The following table should be completed by inserting estimates of the total actual emissions in tons/year for all pollutants.

Pollutant	Definition of Acronym	Total Emissions
PM	Particulate Matter	<input type="text"/>
PM10	Particulate Matter less than 10 microns in size	<input type="text"/>
PM 2.5	Particulate Matter less than 2.5 microns in size	<input type="text"/>
SOx	Sulfur Oxides	<input type="text"/>
NOx	Nitrogen Oxides	<input type="text"/>
CO	Carbon Monoxide	<input type="text"/>
VOC	Volatile Organic Compound	<input type="text"/>
Pb	Lead and lead compounds	<input type="text"/>
NH3	Ammonia	<input type="text"/>
Fluorides	Gaseous and particulates	<input type="text"/>
H2SO4	Sulfuric Acid Mist	<input type="text"/>
H2S	Hydrogen Sulfide	<input type="text"/>
TRS	Total Reduced Sulfur	<input type="text"/>
RSC	Reduced Sulfur Compounds	<input type="text"/>

### ▼ D. OWNER OR OPERATOR CERTIFICATION OF TRUTH, ACCURACY AND COMPLETENESS

First Name:	Andra	Last Name:	Bosneag
Telephone:	2065531226		
Email:	bosneag.andra@epa.gov		
Street (or PO BOX #):	1200 Sixth Avenue		
City:	Seattle	State:	WA

https://cdxnodengn.epa.gov/cdx-farr-reports/action/ir

First Name:	Tina	Last Name:	Chen
Telephone:	2025660248		
Email:	chen.tina@epa.gov		
Street (or PO BOX #):	1200 PENN. AVE NW		
City:	WASHINGTON	State:	DC

▼ Certification of Truth, Accuracy and Completeness:

The Certifying Official must sign this statement after the form is completed.

I certify that, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

**Save Report** **Sign And Submit**

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

[EPA Home](#) | [Privacy and Security Notice](#) | [Accessibility](#) | [About CDX](#) | [Frequently Asked Questions](#) | [Terms and Conditions](#) | [Contact Us](#)

Note: First, click “Save Report”. Only once you click the square, will the “Sign and Submit” button appear. When you click on it, a request for your security questions will come up in order to certify the report and submit it.

# CERTIFYING PREPARER'S REPORT

1. Once preparer has completed report, the certifier signs into their account at <https://cdx.epa.gov> and clicks on Certifier.

2. Scroll all the way to the bottom of the page!

3. Click Edit for the respective Facility

4. Examine Report

Home Help

**CDX** Central Data Exchange [Contact Us](#)  
Logged in as ANDRABOS ([Log out](#))  
Role: Certifier

FARR Home

You are here: [MyCDX](#) FARR Home

Create a new FARR Report

Please select a Report Type: Initial Registration Form

If your desired facility is not in the list below please click on "Manage My Facilities" link below to add or update facilities.

[Manage My Facilities](#)

Please select a Facility:

Please select a Reporting Year:

Create New Report

8 items found, displaying all items.

<a href="#">Facility Name</a>	<a href="#">Report Type</a>	<a href="#">Resubmission</a>	<a href="#">Status</a>	<a href="#">Year</a>	<a href="#">Actions</a>	<a href="#">Resubmit</a>
PENDLETON FLOUR MILLS LLC	ANNUAL	No	Pending Certification	2015	<a href="#">Edit</a>	N/A
ALTA FOREST PRODUCTS LLC	INITIAL	No	In Progress	2015	<a href="#">Edit</a>	N/A
PENDLETON FLOUR MILLS LLC	INITIAL	No	In Progress	2016	<a href="#">Edit</a>	N/A
TWIN TOTEMS CONVENIENCE STORE	INITIAL	No	Pending Certification	2015	<a href="#">Edit</a>	N/A

▼ Certification of Truth, Accuracy and Completeness:

The Certifying Official must sign this statement after the form is completed.

I certify that, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

Save Report

5. Click square to certify truth, accuracy, and completeness.

The screenshot shows a web browser window with the URL <https://cdxnodengn.epa.gov/cdx-farr-reports/action/ir>. The form contains the following information:

First Name:	Tina	Last Name:	Chen
Telephone:	2025660248		
Email:	chen.tina@epa.gov		
Street (or PO BOX #):	1200 PENN. AVE NW		
City:	WASHINGTON	State:	DC

Below the contact information, the certification section is expanded, showing the text: "The Certifying Official must sign this statement after the form is completed." and "I certify that, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete." with a checked checkbox.

At the bottom of the form, there are two buttons: "Save Report" and "Sign And Submit".

The footer of the page includes: CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam. Navigation links include: EPA Home, Privacy and Security Notice, Accessibility, About CDX, Frequently Asked Questions, Terms and Conditions, and Contact Us.

6. Once you click the square, a "Sign and Submit" button will appear. When you click on it, a request for your security questions will come up.

7. Enter the information and the report will be submitted.

# TIPS

- Fill in all required sections ex. Contacts, Attachments, etc.
- After you have completed registration to access the FARR Online Reporting System (FORS) application, please go to: <https://cdx.epa.gov/>
- Do not share your CDX User ID and Password
- Do not share your CDX account
- All system email notifications will be sent from: [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net)
  - Please check your spam/junk folders
  - Please save this email address in your contacts list
- If you require technical assistance with your CDX account or need assistance completing the FARR registration online, you can contact the CDX Help Desk or EPA.

# CONTACTS

## CDX Technical Support Staff

- Toll free telephone support at 888-890-1995 (Mon- Fri from 8:00 am to 6:00 pm EST/EDT) or <https://cdx.epa.gov/Help> (For technical issues, password support, etc.)

## Bill Todd

- [Todd.bill@epa.gov](mailto:Todd.bill@epa.gov) or 206-553-6914

## Andra Bosneag

- [Bosneag.andra@epa.gov](mailto:Bosneag.andra@epa.gov) or 206-553-1226

## Nancy Helm

- [Helm.nancy@epa.gov](mailto:Helm.nancy@epa.gov) or 206-553-6908