CROMERR & Verify's New Request for Certificate (RFC) Module

NRCI and Locomotive Manufacturer Webinar
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CROMERR AND THE USER REGISTRATION PROCESS

Verify/CROMERR User Roles

- All manufacturers must submit documentation to EPA for the following:

Functional Roles	Description
Company Authorizing Official (CAO)	Identifies, vouches for, and manages the "Verify Submitters" and "CROMERR Signers"
Verify Submitter	Submits certification and compliance information to Verify (not including certificate requests)
CROMERR Signer	Takes legal responsibility for all of the information used as the basis for a request for certificate

Submitting CROMERR Documentation

- Submit required CROMERR documentation before the deadlines in order to be able to request certificates using the new RFC module

- Mail <u>complete</u> hard-copy CROMERR documentation to: Verify Team

   c/o CGI Federal, Inc.

   12601 Fair Lakes Circle

   Fairfax, VA 22033

What <u>All</u> Companies Need to Do:
<u>Required CROMERR Paperwork</u>

1. To establish <u>CAOs</u>:
   – An updated version of the Verify CAO Electronic Signature Agreement(s) (ESA)
   – The Verify User Registration Information spreadsheet with all applicable Verify roles selected for the CAO, including the new "Company Authorizing Official (CAO)" Verify role

2. To establish <u>CROMERR Signer(s)</u>:
   – Your company's CAO must submit a signed Verify CROMERR User Sponsor Letter for each new CROMERR Signer
   – Each CROMERR Signer must complete a unique Verify CROMERR Signer Electronic Signature Agreement (ESA)
   – Each CROMERR Signer must complete the Verify User Registration Information spreadsheet with the "CROMERR Signer" role selected

3. To establish new <u>Verify Submitters</u>:
   – Your company's CAO must submit a signed Verify CROMERR User Sponsor Letter for each new Verify Submitter
   – Each Verify Submitter must complete the Verify User Registration Information spreadsheet with the applicable industry role(s) selected

Verify User Registration & CROMERR Process

- EPA reviews all user registration materials for completeness

- The submitter will be notified of any missing/incomplete items

- Once the complete user registration package is received, the CDX Helpdesk (helpdesk@epacdx.net) will send any new users an email, which will contain Pre-registration Customer Retrieval Key (CRK) to access Verify. Follow the instructions of the letter (sample letters are in the appendix)

    – The CRK will expire in 90 days so complete the registration process ASAP

    – Do not forward your CRK to another user or you will be locked out of CDX.

Verify User Registration & CROMERR Process

- Existing Verify users getting the new CROMERR Signer Role:

  – Once the CROMERR Signer role (or any other new role) is assigned and has been added to your profile, you will receive an email from the CDX helpdesk

  – Upon first log in after the new CROMERR signer role has been added, the user will be required to establish security questions/answers that will be needed during the certificate request process

- To ensure that these notifications aren't filtered as spam/junk mail, please add helpdesk@epacdx.net to your address book/contact list