



Section Seven Tracking System (SSTS) Registration User Guide

Environmental Protection Agency

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Revision Log

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1 Introduction

The Central Data Exchange (CDX) is a web-based system used for various electronic environmental data submissions to the United States Environmental Protection Agency (EPA). CDX allows users, submitting data to EPA, to register for specific programs of interest. The CDX system also allows for several offices within EPA to use a common framework where a user can access several different flows to satisfy reporting requirements across multiple offices. More information about CDX is available at www.epa.gov/cdx.

1.1 Purpose

The purpose of this document is to detail the registration and user profile management processes in CDX for the Section Seven Tracking System (SSTS) program service. This document will assist new CDX users register with the CDX system as well as acquaint existing CDX users with system processes and registering for SSTS.

1.2 Topics Covered

This document will cover the registration process and the MyCDX profile. The sections are described below:

- **Section 2** lists system requirements. This section describes what a user needs to access and interact with CDX.
- **Section 3** describes the CDX core registration process. This section introduces a user to the registration process.
- **Section 3.7** describes how to add SSTS to an existing CDX Account.
- **Section 5** details the Role Sponsorship process.
- **Section 6** outlines CDX navigation. This section guides the user through the CDX screens that do not require a user account.

1.3 Application Support

CDX Help can be accessed by using the following options:

- **By Telephone:**
Person-to-person telephone support is available from 8:00 am to 6:00 pm eastern standard time/eastern daylight time (EST/EDT). Call the CDX Help Desk's toll-free line at 888-890-1995 or 970-494-5500 for callers from Puerto Rico and Guam.
- **By Email:**
Send an email to Technical Support at helpdesk@epacdx.net with "Technical Support" in the 'Subject' line.
- **By Chat:**
Click the 'Chat with the CDX Help Desk' link on the 'Contact Us' page to generate a web form to enter information regarding your help request.

- **By Contact Form:**

Enter information in the text fields under the ‘Contact Form’ section of the ‘Contact Us’ page.

- **By Website:**

Users can contact the CDX team from the ‘Contact Us’ screen at <https://cdx.epa.gov/Contact> and read the help section at <https://cdx.epa.gov/Help>.

2 System Requirements

To use CDX, the following are required:

- An e-mail account
- JavaScript enabled web browser
- Internet access
- Adobe Acrobat Reader 5.0 or higher

2.1 Supported Browsers

- Internet Explorer (IE) 10 or above
 - Go to the following link to download:
<http://windows.microsoft.com/en-US/internet-explorer/downloads/ie>
- Mozilla Firefox 3.0 or above
 - Go to the following link to download:
<http://www.mozilla.com/en-US/firefox/all-older.html>
- Safari 4 or above
 - Go to the following link to download:
<http://support.apple.com/kb/dl877>
- Google Chrome
 - Go to the following link to download:
<http://www.google.com/chrome>
- Opera
 - Go to the following link to download:
<http://www.opera.com/download>

2.2 Screen Resolution

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

3 CDX Core Registration

To begin the registration process, click the ‘Register with CDX’ button that displays in the CDX header on the CDX home screen.

3.1 Terms and Conditions

After clicking the ‘Register with CDX’ button, the CDX ‘Terms and Conditions’ screen (see Exhibit 3-1) displays the following terms and conditions:

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

You can accept the terms and conditions by selecting the ‘I Accept’ radio button and clicking the ‘Proceed’ button. You can also cancel the registration by selecting the ‘I Decline’ radio button and clicking the ‘Proceed’ button or by clicking the ‘Cancel’ button. Once you have accepted the registration agreement, the application redirects you to proceed with the registration process. If you do not agree to the terms and conditions, you will not be able to continue with the registration process.

Exhibit 3-1 shows a picture of the CDX ‘Terms and Conditions’ screen:

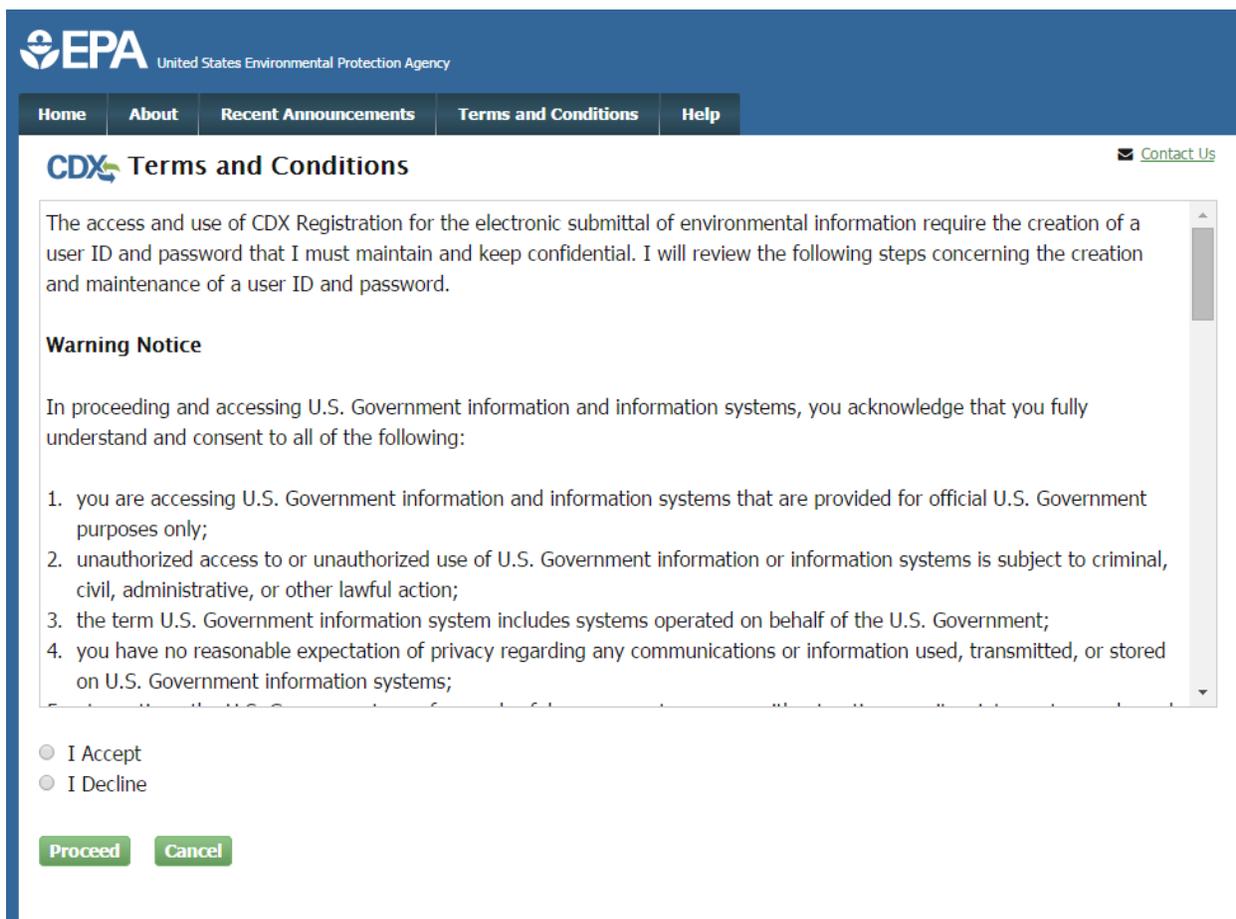


Exhibit 3-1 CDX Terms and Conditions Screen

Navigation: Select the ‘I Accept’ radio button and then click the ‘Proceed’ button.

3.2 Program Service

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

The ‘Program Service’ screen displays a list of available program services from which you can choose. The search component provides an enhanced search capability that instantly displays search results as search criteria and keywords are entered by the user. For example, typing the word ‘SSTS’ will display ‘SSTS: Section Seven Tracking System’ in the search results. You may filter the open program service list by typing the program service name (e.g., ‘SSTS’) or other related program metadata in the text bar (see Exhibit 3-3). Select the program ‘SSTS’ by clicking the program name. The selection on this page will determine the information you must enter on subsequent pages. The system will take you to the ‘Role Access’ screen once you select the program service.

Exhibit 3-2 Program Services

shows a picture of the ‘Program Service’ screen:

CDX Core CDX Registration

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

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

Active Program Services List

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

e-NEPA: NEPA Electronic Filing System

eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, LEW, and VGP VOTR

eSIPS: electronic State Implementation Plan Submission

FOND: Fuel Oil Non-Availability Disclosure

GLENDa: Great Lakes Environmental Database Query System

GMG290000: NeT - EPA Region 6 Outer Continental Shelf NPDES Permit

iBoard: EPA Internet On Boarding Application

IEPB: Exchange Network Grant Semi-Annual Reporting Forms

Exhibit 3-2 Program Services

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

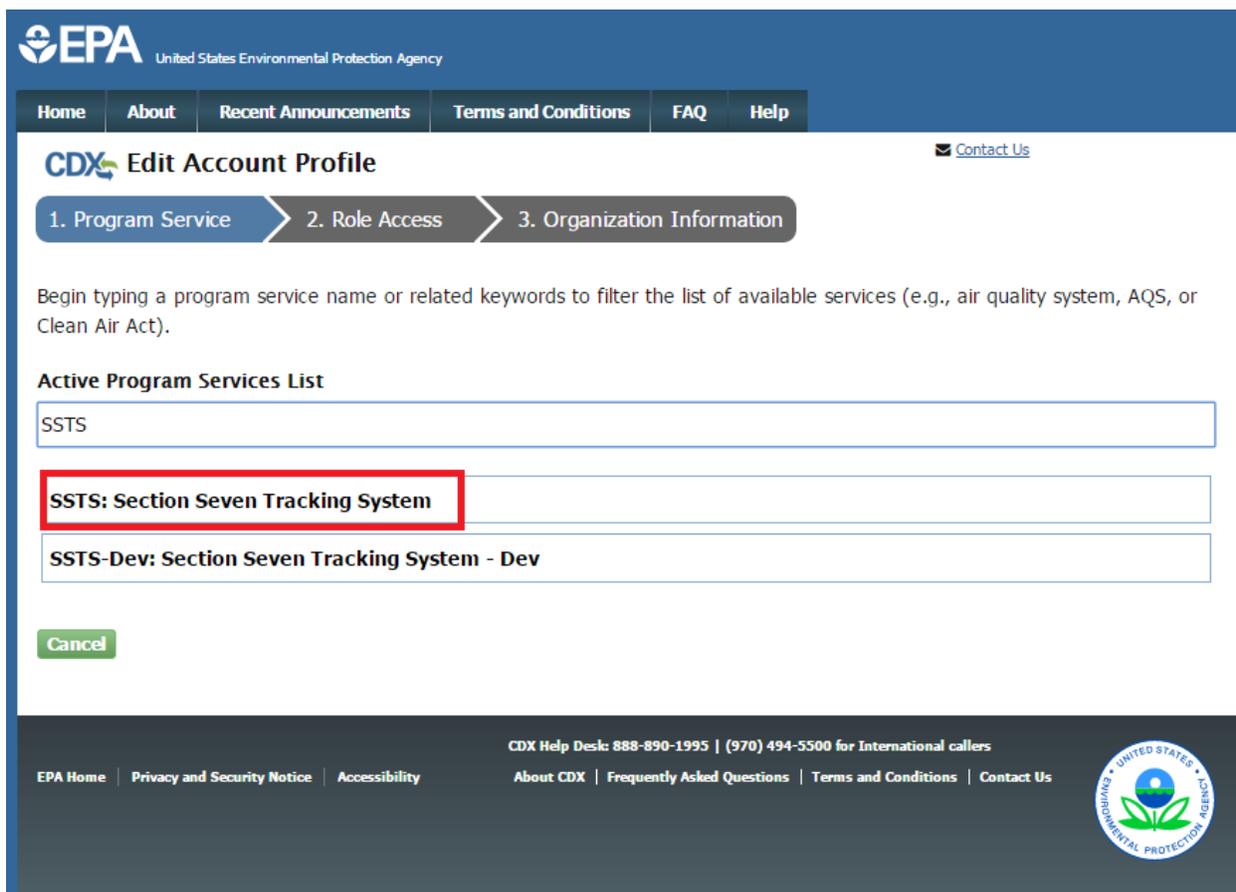


Exhibit 3-3 Program Service Screen (Filtered View)

Navigation: Enter ‘SSTS’ in the ‘Active Program Services List’ field and select ‘SSTS: Section Seven Tracking System.’

3.3 Role Access

The ‘Role Access’ screen is the second step in the registration process. It will be highlighted in the top breadcrumb bar. Completed steps are indicated with a checkmark. You are able to navigate back to the first step by clicking the ‘Program Service’ step in the top breadcrumb bar.

The CDX application allows programs to define user roles that can be selected during registration. After selecting ‘SSTS: Section Seven Tracking System’ on the ‘Program Service’ page, the ‘Role Access’ screen will appear and will allow you to register for the appropriate role. The roles supported by the SSTS program service include:

- **Primary Authorized Official:** The Primary Authorized Official (PAO) is the person legally responsible for the annual pesticide production and distribution report submission. The PAO, typically, is a senior official for the reporting company and may be the supervisor of the person (or persons) completing the Report form. A PAO may not be a third party, such as an attorney, consultant, or agent and must be a company employee. PAOs can also sponsor Authorized Agents and Secondary Preparers to access the application on their behalf.

- **Authorized Agent:** The Authorized Agent (AA) is a person legally responsible for completing and submitting to the Agency the annual pesticide production and distribution Report. The AA must be appointed by a senior company official of the pesticide production company. An AA may be a third party, such as an attorney, consultant, or other agent, and may assign Secondary Preparers to prepare Report forms. Once an AA is sponsored by a pesticide production company's PAO, the AA can electronically sign and submit a final Report form to the Agency.

Note: Authorized Agents must be sponsored by a Primary Authorized Official before they can complete registration for the SSTS program service. For more information about role sponsorship please see Section 5.

- **Secondary Preparer:** A Secondary Preparer (SP) may be a company employee, attorney, consultant, or agent that has the authority to prepare an annual pesticide production and distribution report on behalf of a PAO or AA. A SP can start a new Report and reopen a saved Report that has not been submitted to the Agency. A SP has neither the authority nor ability within the SSTS application to sign and submit a Report to EPA. When a SP completes a report it is made available to their organization's PAO or AA for review and submission to EPA.

Note: Secondary Preparers must be sponsored by either a Primary Authorized Official or Authorized Agent before they can complete registration for the SSTS program service. For more information about role sponsorship please see Section 5.

Exhibit 3-5 shows a picture of the ‘Role Access - Company Number’ screen:

EPA United States Environmental Protection Agency

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CDX Core CDX Registration [Contact Us](#)

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

Registration Information	
Program Service	Section Seven Tracking System
Role	Authorized Agent

The asterisk (*) indicates a required field.

Company Number *

Next

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

Exhibit 3-5 Search Company Number

Navigation: Enter the company number for the organization for which you will access the SSTS program service and click the ‘Next’ button.

Exhibit 3-6 shows a picture of the company number search results:

The screenshot displays the EPA Core CDX Registration interface. At the top, the EPA logo and navigation menu are visible. The main content area shows a progress bar with three steps: '1. Program Service' (completed with a checkmark), '2. Role Access', and '3. Organization Information' (highlighted in blue). Below the progress bar is a 'Registration Information' table:

Program Service	Section Seven Tracking System
Role	Authorized Agent

Below the table, the 'Company Number' is listed as '11111'. A confirmation message asks the user to confirm the information. The 'Organization' is 'SSTS TEST COMPANY 1' and the 'Address' is 'One Company Street upd19, Anytown, VA, 12345 US'. A link is provided for re-entering the company number. A 'Next' button is highlighted with a red box. The footer contains contact information and the EPA logo.

Exhibit 3-6: Company Number Search Results

Navigation: Confirm the organization information for the entered company number and click the 'Next' button.

3.4 User and Organization Information

The 'User and Organization' screen is the third step in the registration process. It will be highlighted in blue on the top breadcrumb bar. Completed steps are indicated with a checkmark. The 'Registration Information' summary section is at the top and is updated with the selections being made. You will also be able to navigate back to the previous steps by clicking the corresponding step.

Both the user and organization information are captured on the same screen. The information entered in this portion of the registration process is used to support account validation.

All new CDX users will be required to activate their account after these registration steps by following the instructions sent to the email address provided during the registration process for their specified organization.

Since additional identity proofing is required for the PAO and AA roles, you will be prompted to sign an Electronic Signature Agreement (ESA). The SP role will not receive an ESA prompt.

3.4.1 User Information

The ‘User Information’ section collects the following information:

- User ID (required)
- Title (required)
- First Name (required)
- Middle Initial
- Last Name (required)
- Suffix
- Password (required)
- Re-type Password (required)
- Security Question 1 (required)
- Security Answer 1 (required)
- Security Question 2 (required)
- Security Answer 2 (required)
- Security Question 3 (required)
- Security Answer 3 (required)

Please note that the user ID and password information may be requested for re-authentication with features throughout CDX including any submission processes within the SSTS program service. The ‘Security Question’ and ‘Security Answer’ fields are also used for re-authentication in the event you forget your password and need to reset it.

When creating a user ID, it must abide by the following rules:

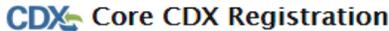
- Must be at least 8 characters
- No special characters may be used with the exception of ‘_,’ ‘@,’ and ‘.’

When creating a password, it must abide by the following rules:

- Must be at least 8 characters
- Must be no more than 15 characters

- Must contain one uppercase letter, one lowercase letter, and one number
- May not begin with a number
- May not be the same as your user ID
- May not contain the word ‘Password’
- May not contain any special characters or spaces
- Must be changed every 90 days

Exhibit 3-7 shows a picture of the ‘User and Organization’ screen:


[Contact Us](#)

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

Registration Information	
Program Service	Pesticide Submission Portal
Role	Primary Submitter

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

Part 1: User Information

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

User ID *

Title *

First Name *

Middle Initial

Last Name *

Suffix

Password *

Re-type Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

Exhibit 3-7 User and Organization Screen – User Information

3.4.2 Organization Information

The CDX system prepopulates the organization information section with the information associated with the EPA company number entered on the ‘Role Access – Company Number’ screen. PAO and AA roles may correct fields with incorrect or missing organization information. The SP role should contact their sponsoring PAO or AA so that they may make changes to the prepopulated organization information.

Note: The ‘Organization Name’ field is associated with a specific EPA company number and is not editable. To make changes to the ‘Organization Name’ field please refer to <http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-how-obtain-company-number-and-register-official> for further information about EPA company numbers.

The following fields should be completed:

- Organization Name (Fixed)
- Country (Required)
- Mailing Address (Required)
- Mailing Address 2
- City (Required)
- State (Required)
- Zip/Postal Code (Required)
- Email (Required)
- Re-Enter Email (Required)
- Phone Number (Required)
- Phone Number Extension
- Fax Number

Note: CDX will prompt users who identify international organizations to complete the above fields with different validation requirements.

Exhibit 3-8 shows a picture of the ‘User and Organization’ screen:

EPA United States Environmental Protection Agency

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

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

Registration Information	
Program Service	Section Seven Tracking System
Role	Authorized Agent

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Submit Request for Access

Exhibit 3-8: User and Organization Screen – Organization Information

Navigation: Click the ‘Submit Request for Access’ button when all of the fields are appropriately filled.

3.5 Confirmation Email

Once you have submitted your request for access, CDX will send an email to the email address you entered for the organization that you registered for on the ‘User and Organization’ screen (see Exhibit 3-9). The email will contain the account confirmation and the additional instructions. Once you receive the email, click the activation link. The link will take you to the CDX login screen where you will be asked to enter your user ID and password.

Exhibit 3-9 shows a picture of the confirmation email:

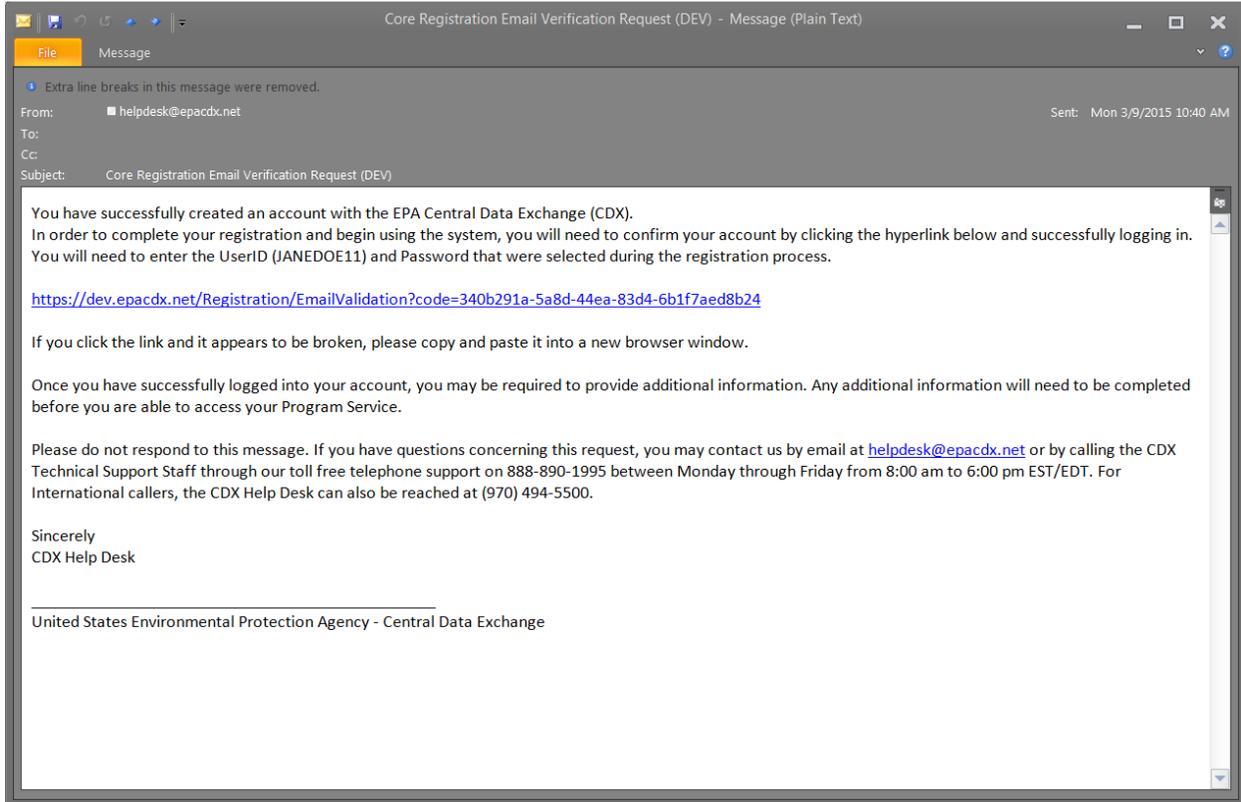


Exhibit 3-9 Confirmation Email

3.6 Logging in to MyCDX for New Users

Once you click the activation link in the confirmation email, you will be taken to the CDX login screen (see Exhibit 3-10). If you try to log in prior to clicking the confirmation link, you will be taken to the user account completion screen where you can request another verification email to be sent to the email address on file (see Exhibit 3-11). If you enter the wrong validation code, or if the validation code has expired, an on-screen message will appear notifying you to contact the CDX Help Desk (see Exhibit 3-12).

After the correct information is accurately entered, you will be taken to the next screen to complete SSTS registration requirements.

Exhibit 3-10 shows a picture of the ‘CDX Login’ screen:

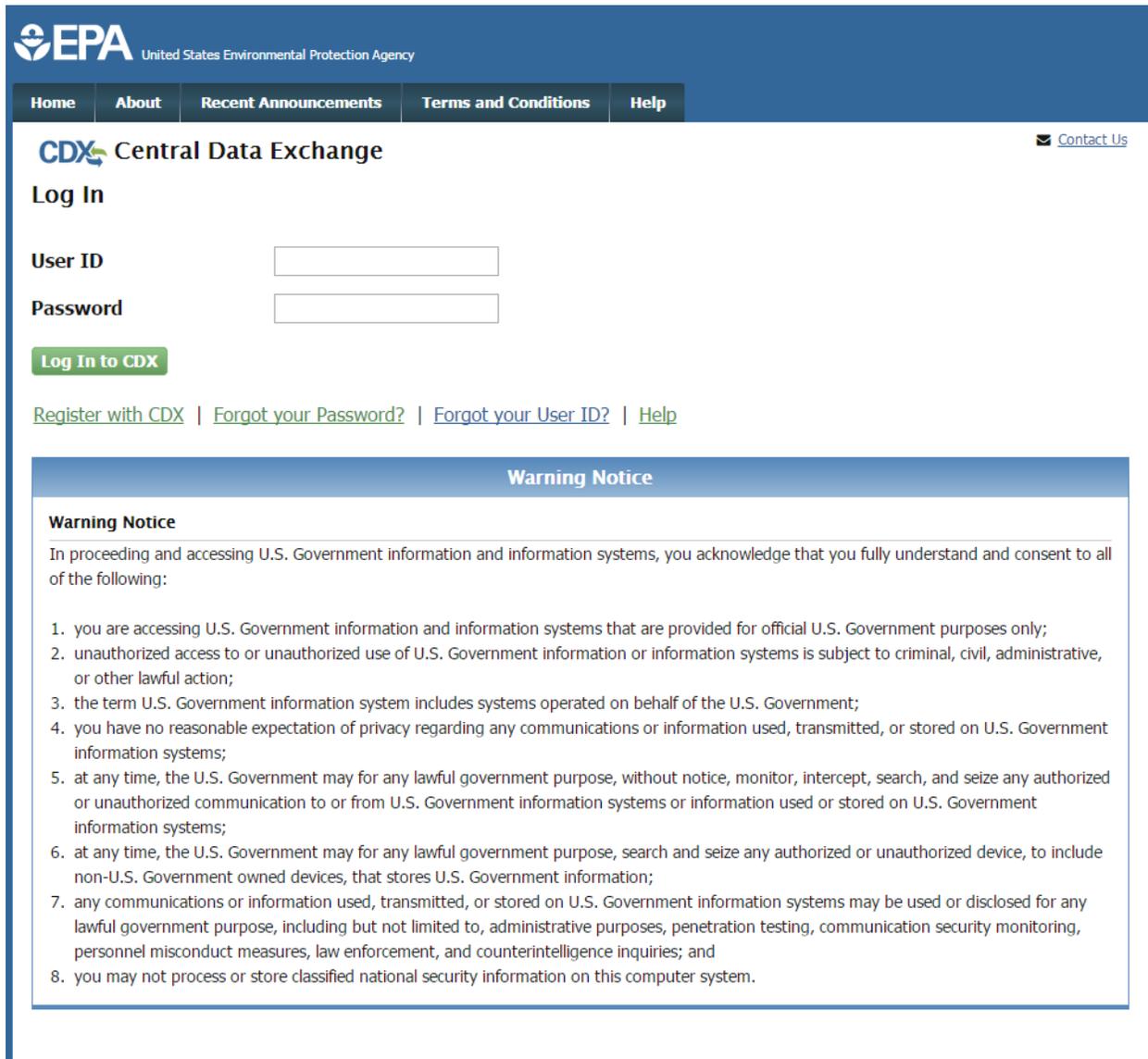


Exhibit 3-10 CDX Login Screen

Navigation: Enter your newly created User ID and Password and click the ‘Log In to CDX’ button.

Exhibit 3-11 shows a picture of the ‘Resend Verification Email’ screen:

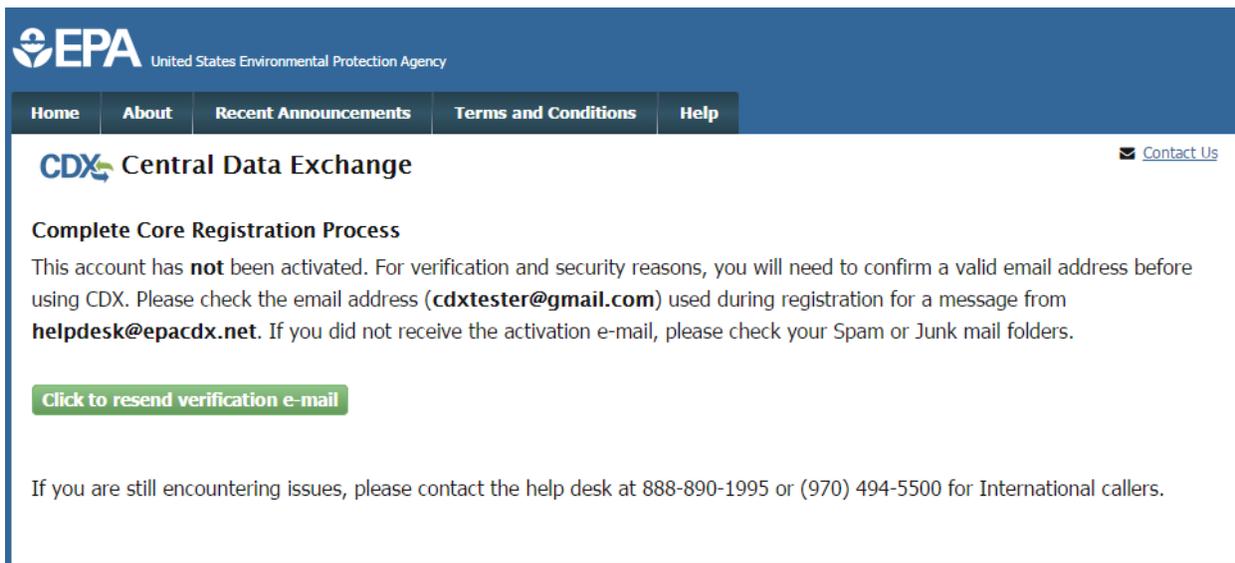


Exhibit 3-11: Resend Verification Email Screen

Exhibit 3-12 shows a picture of the ‘Validation Code Not Found’ screen:

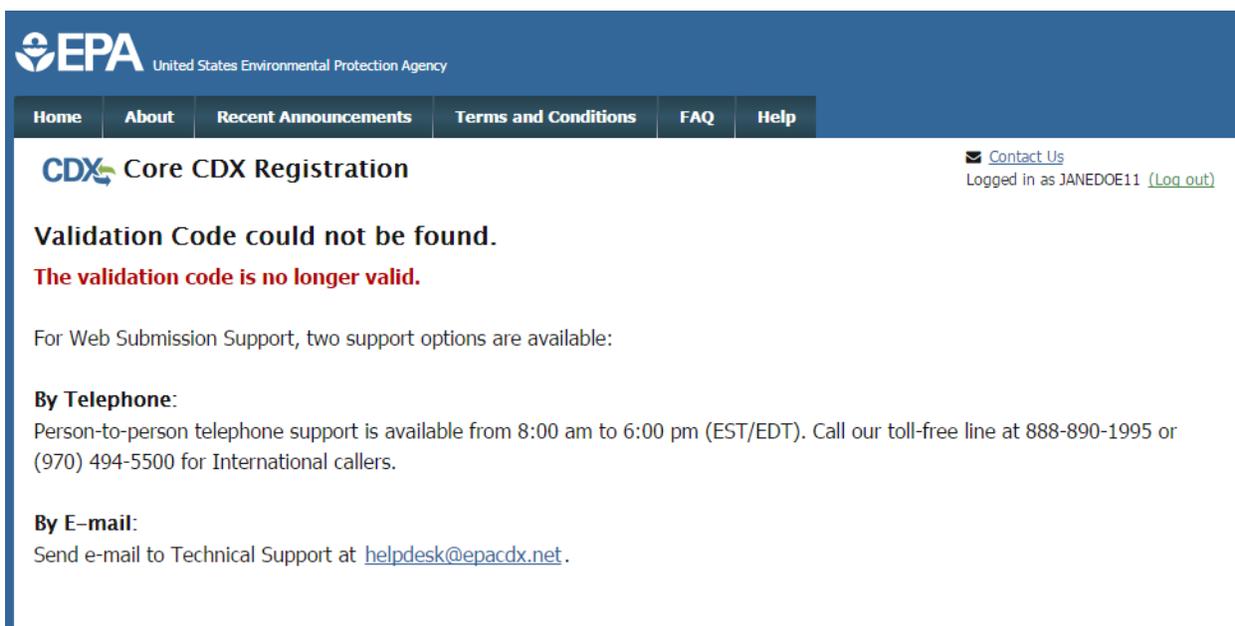


Exhibit 3-12: Validation Code Not Found Screen

3.7 Additional Verification

After you log into CDX from the link in the activation email, you will be redirected to the appropriate screens for additional information appropriate to your SSTS role.

- **Primary Authorized Officials** from domestic organizations have the option to proceed with electronic verification and should reference Section 3.7.1 for additional information. Primary

Authorized Officials from international organizations or who do not wish to undergo electronic verification should reference Section 3.7.2.2 for additional information.

- **Authorized Agents** that registered for CDX without the sponsorship of a Primary Authorized Official should refer to Section 5.1 for additional information about completing role sponsorship and registration.
- **Secondary Preparers** that registered for CDX without the sponsorship of either a Primary Authorized Official or Authorized Official should refer to Section 5.1 for additional information about completing role sponsorship and registration.

3.7.1 Identity Verification Process – Primary Authorized Official and Authorized Agent

As a domestic Primary Authorized Official or sponsored domestic Authorized Agent, you will be given the option to use the electronic identity verification process (see Exhibit 3-13). Primary Authorized Officials or Authorized Agents from international organizations should reference Section 3.7.2.2 for additional information. The CDX registration process provides an identity verification service called LexisNexis, which is a third-party service that verifies a user's identity. If you choose to proceed with the electronic verification process, click the check box and click the 'Proceed to Verification' button.

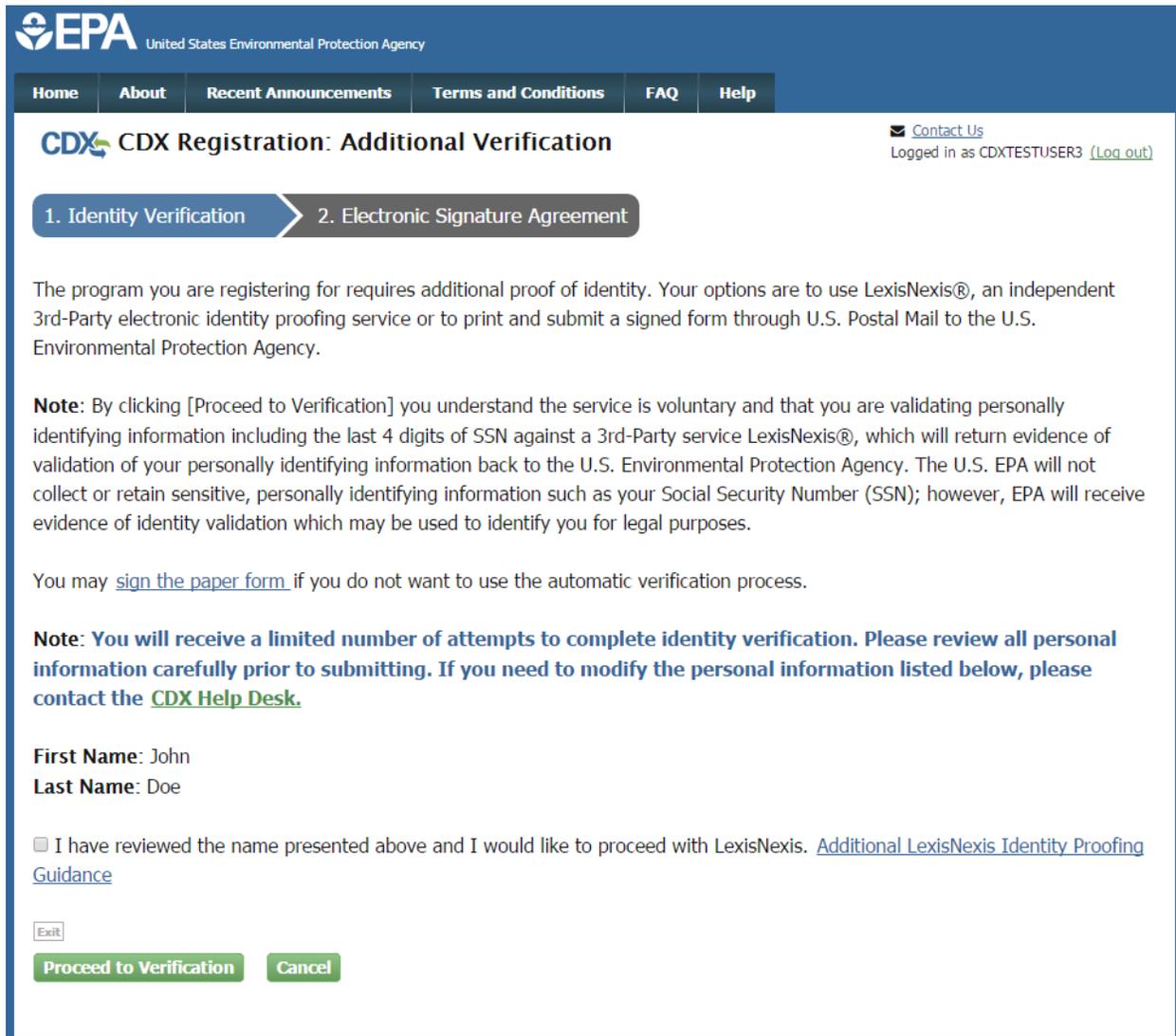
The LexisNexis service will launch a new window, which navigates a user away from CDX to collect additional Personally Identifiable Information (PII) that CDX does not store or use. If you choose not to utilize LexisNexis and click the 'sign the paper form' link, CDX will proceed to the paper processing option and instruct you to print, sign, and mail identity proofing documentation.

The 'LexisNexis Data Collection' window will display fields for a user to enter in PII information (see Exhibit 3-14). You must provide the necessary PII for LexisNexis to complete the identity validation.

You will be redirected back to CDX after submitting the information and one of the following scenarios will occur:

1. You successfully validate to the minimum standards. After clicking the 'Continue' button, the system will direct you to set your 20-5-1 questions and allow you to electronically sign the ESA.
2. You unsuccessfully validate to the minimum standards after clicking the 'Continue' button. If your user identity proofing failed, you can only sign the paper ESA.
3. You choose to sign the paper ESA by clicking the 'Continue' button without submitting the LexisNexis form and clicking the paper ESA link (see Exhibit 3-16).
4. You choose to discontinue the registration process by clicking the 'Cancel' button on the 'Additional Verification' screen (see Exhibit 3-13). You will be sent the paper ESA in your MyCDX inbox. You must contact the CDX helpdesk for further information to obtain access to the program role requested.

Exhibit 3-13 shows a picture of ‘CDX Registration: Additional Verification’ screen:



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CDX CDX Registration: Additional Verification [Contact Us](#)
Logged in as CDXTESTUSER3 ([Log out](#))

1. Identity Verification > 2. Electronic Signature Agreement

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, 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: By clicking [Proceed to Verification] you understand the service is voluntary and that you are validating personally identifying information including the last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may [sign the paper form](#) if you do not want to use the automatic verification process.

Note: You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the [CDX Help Desk](#).

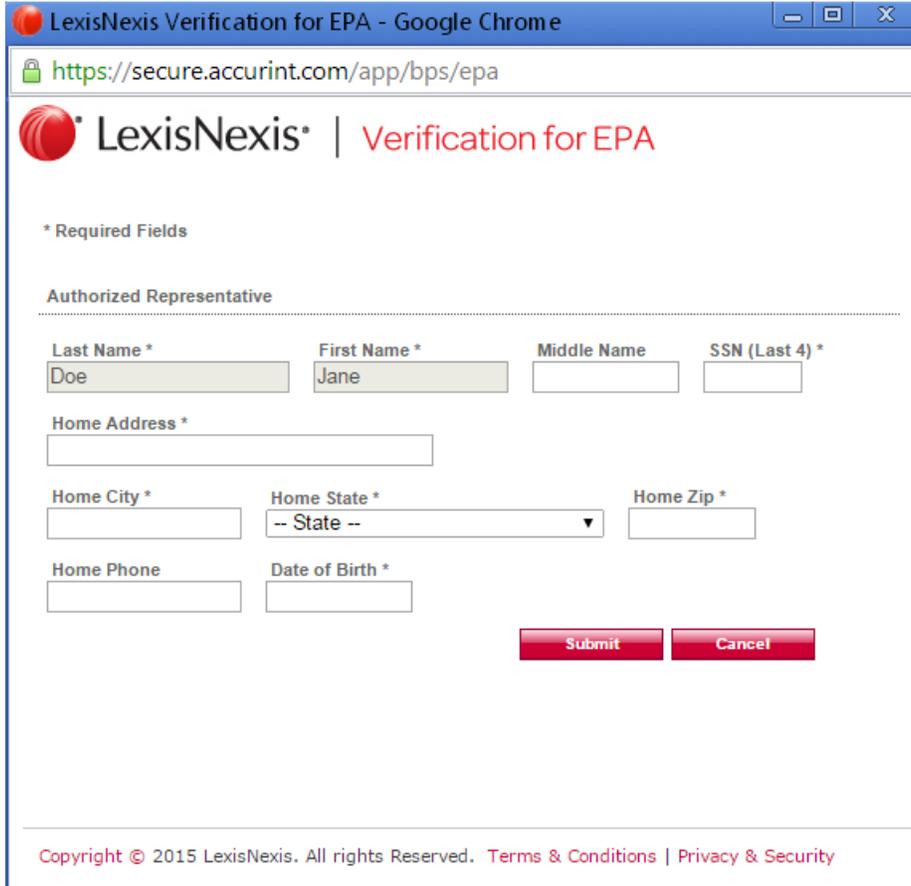
First Name: John
Last Name: Doe

I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)

Exhibit 3-13: CDX Registration, Additional Verification Screen

Navigation: Select the checkbox and click the ‘Proceed to Verification’ button.

Exhibit 3-14 shows a picture of the ‘LexisNexis Data Collection’ pop-up window:



The screenshot shows a web browser window titled "LexisNexis Verification for EPA - Google Chrome". The address bar displays "https://secure.accurint.com/app/bps/epa". The page header includes the LexisNexis logo and the text "Verification for EPA". Below the header, there is a section titled "* Required Fields" and "Authorized Representative". The form contains several input fields: "Last Name *" (filled with "Doe"), "First Name *" (filled with "Jane"), "Middle Name", "SSN (Last 4) *" (empty), "Home Address *" (empty), "Home City *" (empty), "Home State *" (dropdown menu showing "-- State --"), "Home Zip *" (empty), "Home Phone" (empty), and "Date of Birth *" (empty). At the bottom right of the form are two buttons: "Submit" and "Cancel". At the very bottom of the page, there is a copyright notice: "Copyright © 2015 LexisNexis. All rights Reserved. Terms & Conditions | Privacy & Security".

Exhibit 3-14: LexisNexis Data Collection Pop-Up Window

Navigation: Enter information in all required fields and click the ‘Submit’ button. The required fields are marked with an asterisk.

Exhibit 3-15 shows a picture of the ‘LexisNexis Results’ screen:

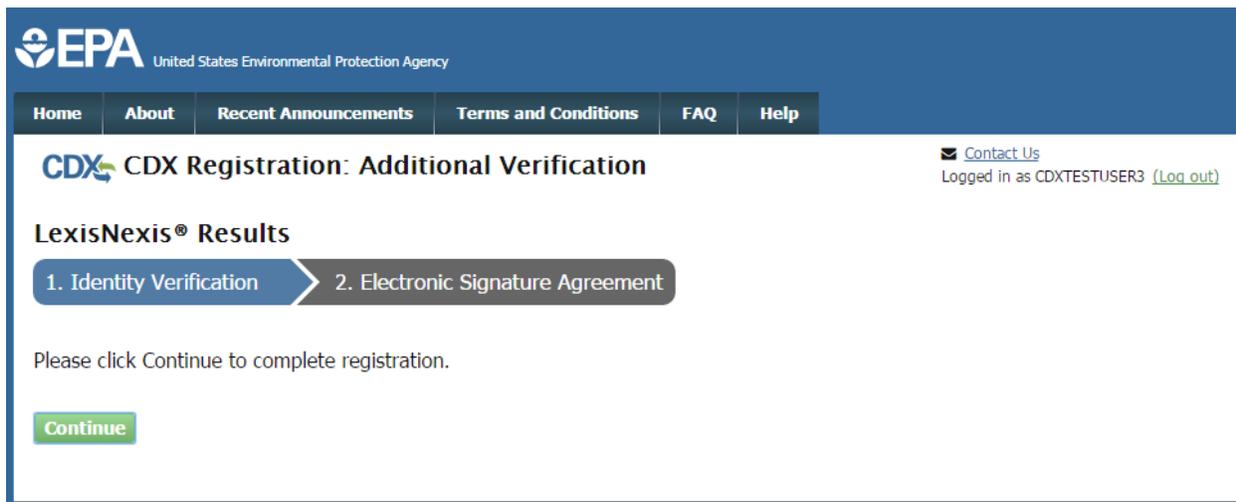


Exhibit 3-15: LexisNexis Results Screen

Navigation: Click the ‘Continue’ button to continue the ESA process.

Exhibit 3-16 shows a picture of the ‘LexisNexis Results (without online Verification)’ screen:

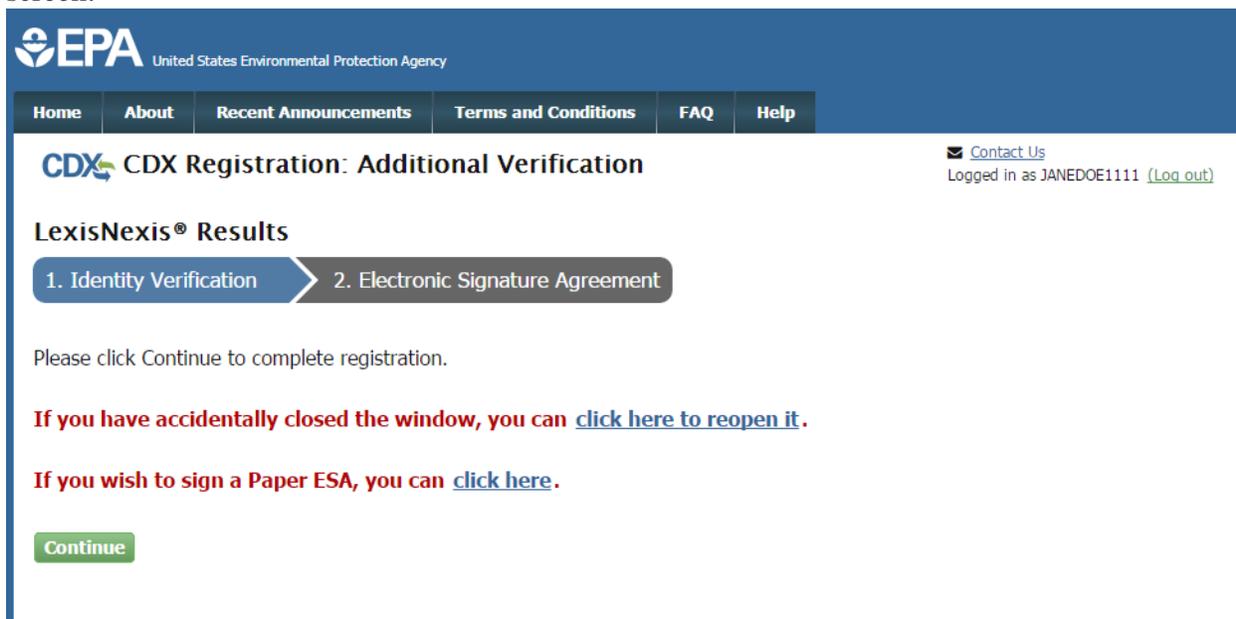


Exhibit 3-16: LexisNexis Continuing without Verification Screen

Navigation: Click the ‘Continue’ button to continue the ESA process.

3.7.2 CDX Electronic Signature Agreement (ESA)

If you do not have a current ESA because you just created a new CDX account or because your organization’s information has changed, you will be prompted to sign an ESA. The following sections provide more detail about signing an ESA electronically or via the paper process.

Primary Authorized Officials and Authorized Agents from international organizations should reference Section 3.7.2.2 for additional information.

Please note that an ESA is not required for the Secondary Preparer role.

3.7.2.1 Electronic CDX Electronic Signature Agreement (ESA)

For domestic organizations, CDX provides twenty questions to choose from which will help validate your identity. You will be prompted to enter Cross-Media Electronic Reporting Regulation (CROMERR) questions after you have successfully passed LexisNexis identity proofing or have been approved via the help desk. These questions and answers are used to confirm your identity during the electronic submission of documents to EPA.

You will choose five questions and provide answers for each. You will not be allowed to select and provide duplicate questions or answers. The questions that you select should be easy for you to remember, but difficult for someone else to guess. You will be required to answer one of these five questions upon submitting any reports within SSTS. You will be prompted with a question randomly chosen by the system during the signing process. It is important that you remember the answers to these five questions. If you forget the answers and lock your account after three unsuccessful tries, you will have to call the CDX Help Desk to reset the answers.

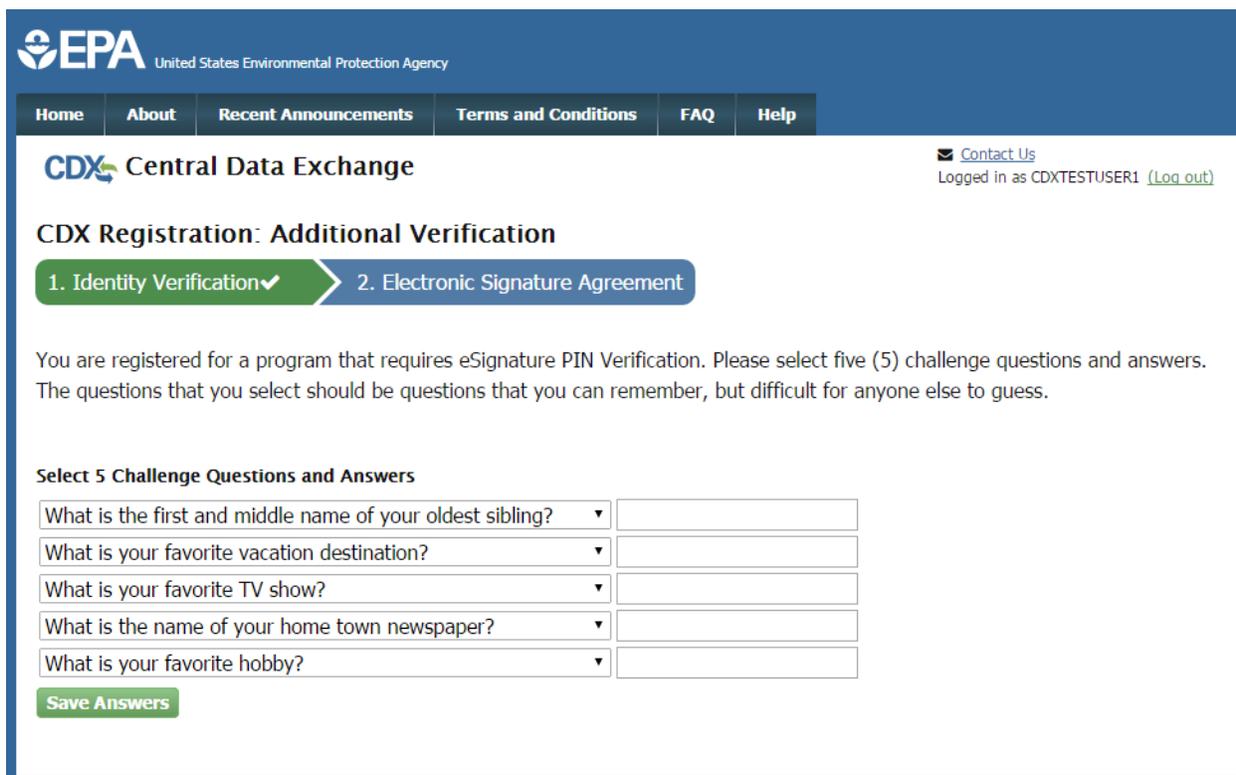
If you pass LexisNexis validation and choose to sign the ESA electronically, the system will verify that the CROMERR 20-5-1 questions and answers have been set. If the questions and answers were previously set, you will be directed to a page to view the ESA. If these have not been set, you will be directed to a page to provide five questions and answers before proceeding to the ESA page (see Exhibit 3-17). The questions must be completed before you can electronically sign the ESA. Click the ‘Save Answers’ button after providing the questions and answers. You will receive an email confirmation of your 20-5-1 questions to both your provided email address and MyCDX inbox.

After you complete the 20-5-1 question process, review the ESA, and click the ‘Sign Electronically’ button, the system will launch the CDX CROMERR widget. As part of the CDX CROMERR widget process, you will be required to re-validate your user ID and password, provide the answer to one of the 20-5-1 questions, and officially sign the ESA (see Exhibit 3-18, Exhibit 3-19, and Exhibit 3-20).

When you officially sign the ESA, a copy of the ESA, along with your electronic signature, is stored in the CDX CROMERR archives. A copy of the ESA is also sent to your MyCDX inbox.

If you choose the paper ESA process, the questions will not be displayed in CDX until your program service role has been activated by EPA. After your role has been activated, you will be prompted to provide your questions and answers before being able to navigate to the ‘MyCDX’ landing page.

Exhibit 3-17 shows a picture of the ‘CROMERR 20-5-1 Question and Answer’ on the ‘eSIG-PIN Entry’ screen:



The screenshot shows the EPA CDX Central Data Exchange interface. At the top, there is a navigation menu with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header includes the EPA logo and the text 'United States Environmental Protection Agency'. Below the navigation, the page title is 'CDX Central Data Exchange' and it indicates the user is logged in as 'CDXTESTUSER1' with a 'Log out' link. The main content area is titled 'CDX Registration: Additional Verification' and shows two steps: '1. Identity Verification' (which is active) and '2. Electronic Signature Agreement'. A message states: '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.' Below this, there is a section titled 'Select 5 Challenge Questions and Answers' with five rows of questions, each with a dropdown menu and an adjacent text input field. The questions are: 'What is the first and middle name of your oldest sibling?', 'What is your favorite vacation destination?', 'What is your favorite TV show?', 'What is the name of your home town newspaper?', and 'What is your favorite hobby?'. A green 'Save Answers' button is located at the bottom of the question list.

Exhibit 3-17: eSIG-PIN Entry CROMERR 20-5-1 Question/Answer Screen

Navigation: Select five questions and enter corresponding answers in the provided fields and then click the ‘Save Answers’ button.

Exhibit 3-18 shows a picture of the ‘Electronic CDX ESA’ screen:

EPA United States Environmental Protection Agency

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

1. Identity Verification ✓ 2. Electronic Signature Agreement

Electronic CDX Electronic Signature Agreement

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

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

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

Electronic Signature Holder Company Information

Organization Name:	Test Company
Address:	Test Address Test
City, State, Zip:	City, PA 19446
Province:	
Country:	US
Phone Number:	(345) 345-3454
E-mail Address:	john@doe.com
Registrant's Name:	John Doe

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

Exhibit 3-18: Electronic CDX ESA Screen

Navigation: Review the ESA document and then click the ‘Sign Electronically’ button.

Exhibit 3-19 shows a picture of the ‘CROMERR eSignature Widget’ pop-up window:

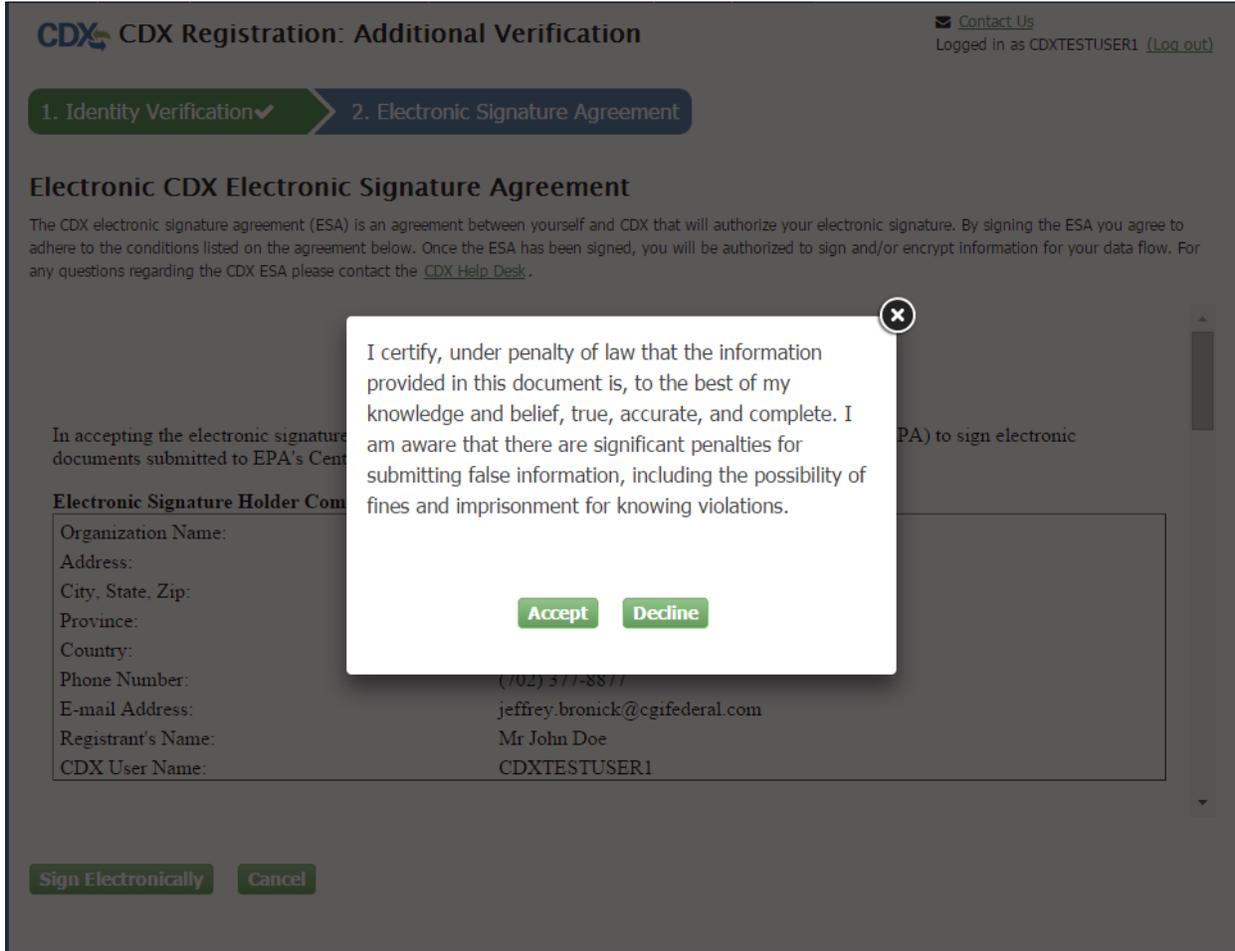


Exhibit 3-19: CROMERR eSignature Widget (Screen 1)

Navigation: Click the ‘Accept’ button.

Exhibit 3-20 shows a picture of the ‘CROMERR eSignature Widget’ pop-up window:

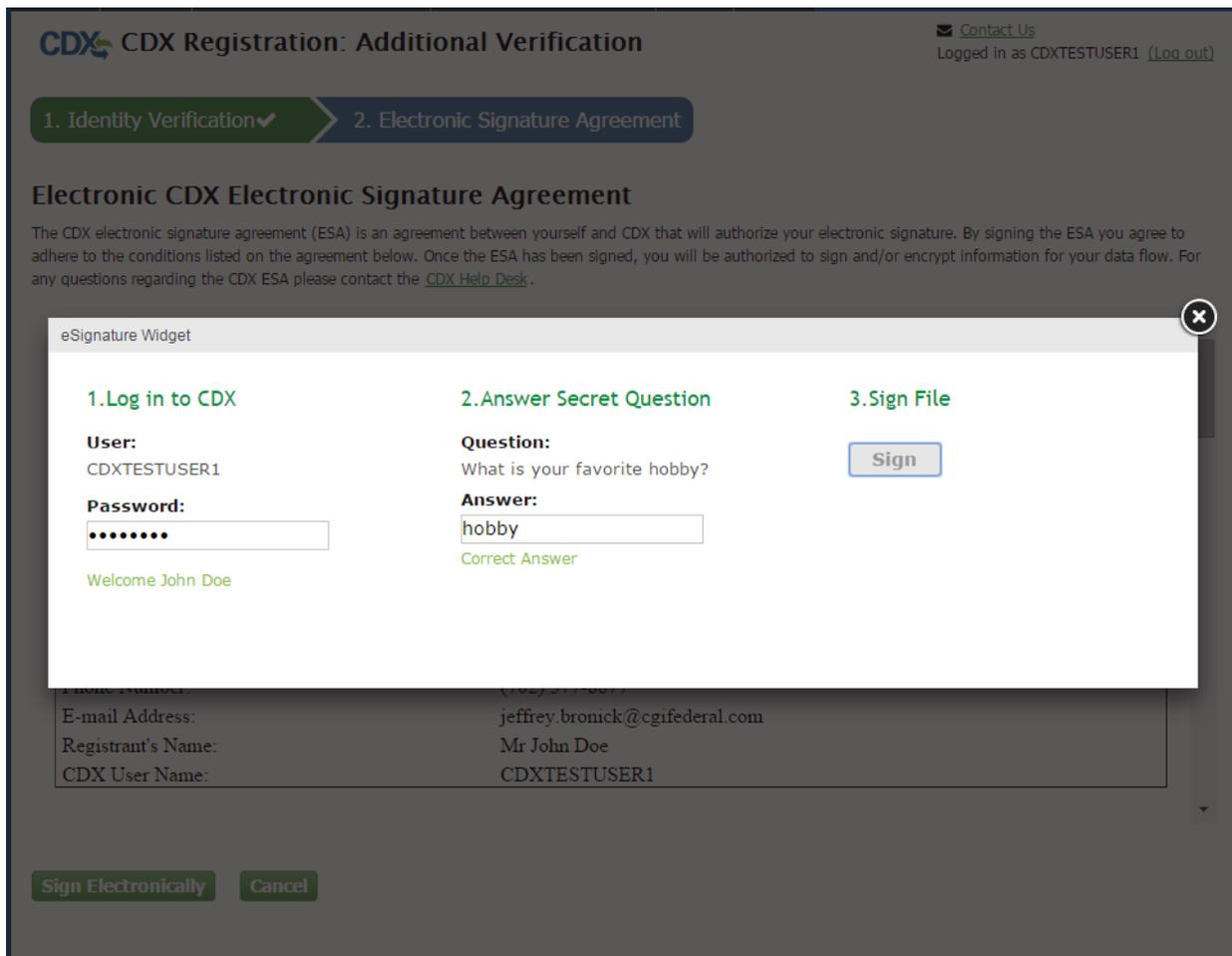


Exhibit 3-20: CROMERR eSignature Widget (Screen 2)

Navigation: Enter your CDX password and answer to a randomly selected 20-5-1 question and click the ‘Sign’ button to complete the ESA signature process.

3.7.2.2 Paper ESA

CDX users with foreign organizations, as well as domestic Primary Authorized Official and Authorized Agents who do not wish to leverage LexisNexis identity proofing or are unable to meet the minimum identity proofing requirements, will be required to complete a paper ESA. The paper process allows you to print the ESA, provide a wet ink signature, and mail the signed ESA to the appropriate EPA coordinator. Domestic establishments are managed across EPA’s ten regional offices based on the state where your pesticide establishment is located. All foreign establishments are managed by EPA’s Headquarters office in Washington, DC. A copy of the ESA form will be saved in your CDX ‘Inbox’ for future reference and reprinting.

Exhibit 3-21 shows a picture of the ‘Paper CDX ESA’ pop-up window:

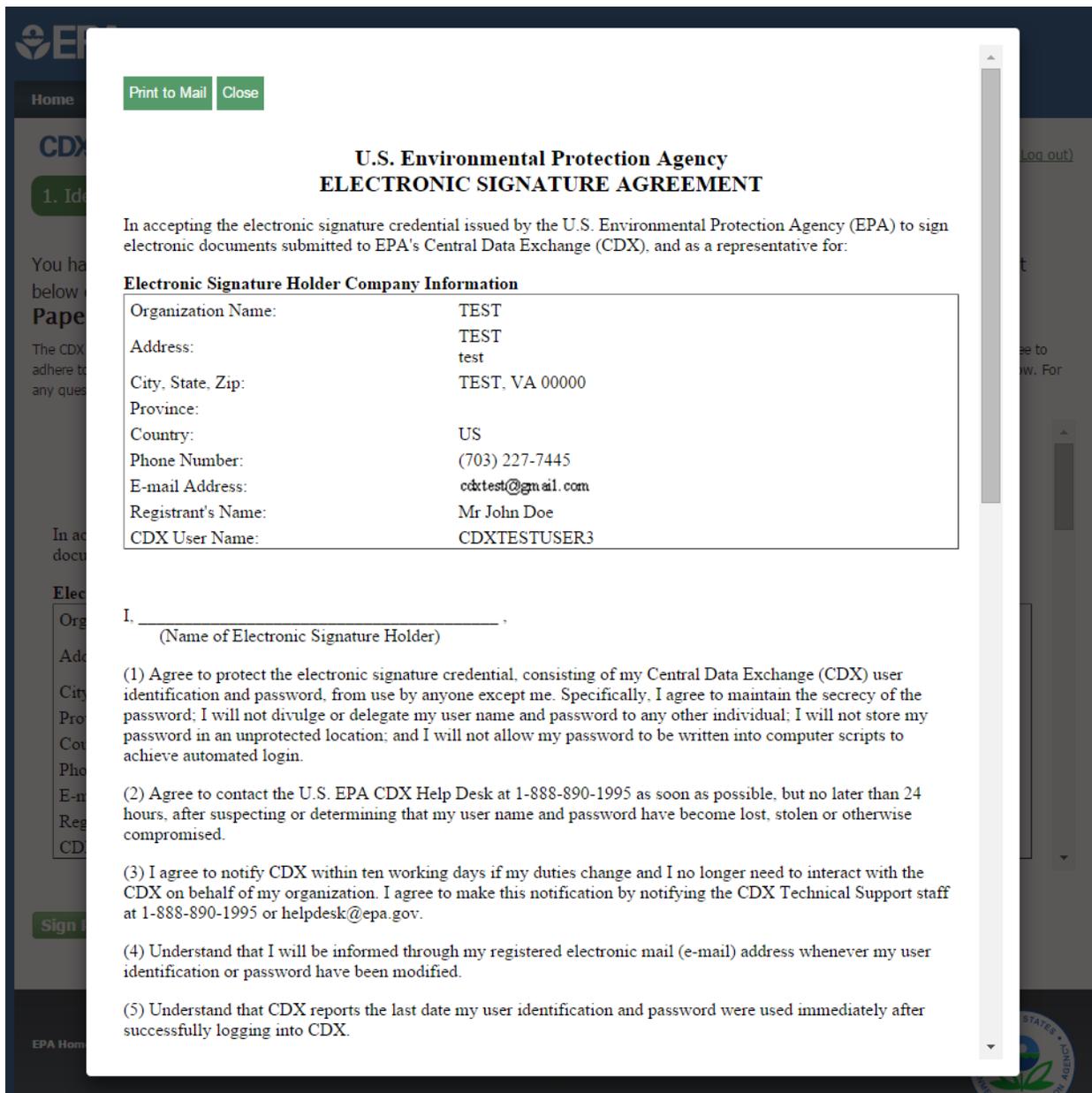


Exhibit 3-21: Paper CDX ESA Pop-Up Window

3.8 Regional Coordinator/Registration Maintenance Account Manager (RMAM) Approval

Primary Authorized Officials and Authorized Agents must wait for an EPA Regional Coordinator/RMAM to grant access to the SSTS program service. In this case, the user will not be able to do anything beyond entering CDX registration information. If you have issues waiting for the approval, you will need to contact your EPA Regional Coordinator/RMAM.

3.9 Registration Notifications

After completing the registration process, you will receive confirmation of successful registration (see Exhibit 3-22). If you choose the paper ESA option, you will receive a confirmation email when your role has been approved (see Exhibit 3-23).

Exhibit 3-22 shows a picture of a ‘CDX Registration’ email after you have successfully registered with CDX:

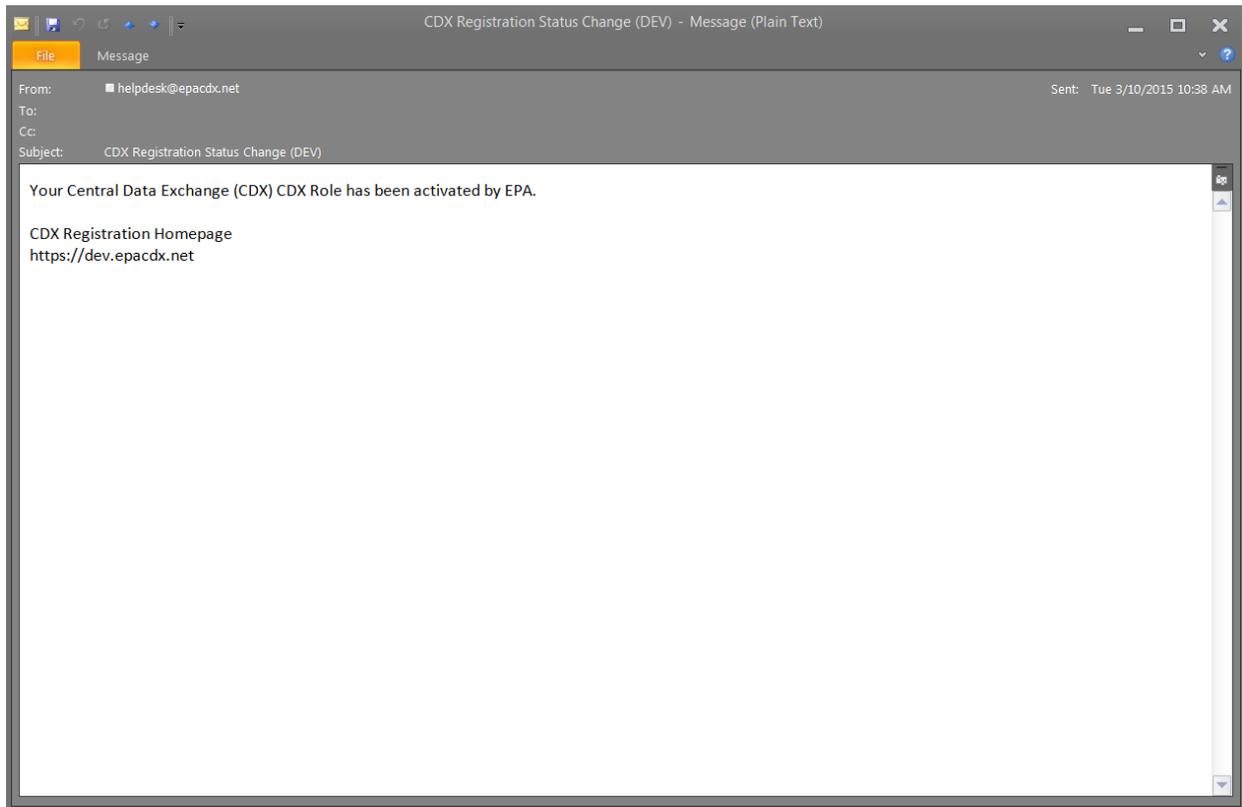


Exhibit 3-22: CDX Registration – Role Activation Email

Exhibit 3-23 shows a picture of the ‘CDX Registration’ email after you have changed a role status or have successfully created an account with CDX and are awaiting approval:

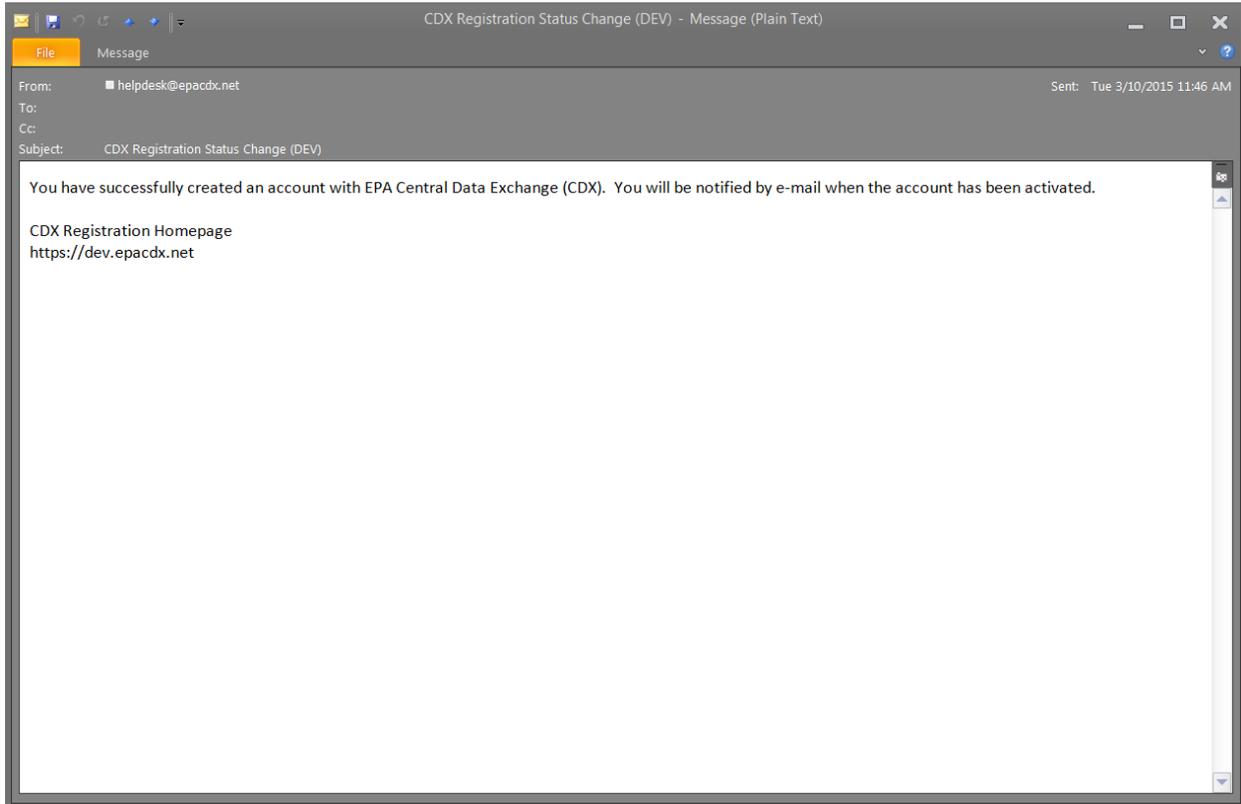


Exhibit 3-23: CDX Registration – Role Status Change Email

3.10 Accessing SSTS

Once your CDX account has been activated, you can access the SSTS program service by clicking the role link within the ‘Role’ column on the ‘MyCDX’ page.

Exhibit 3-24 shows a picture of the ‘MyCDX’ screen:

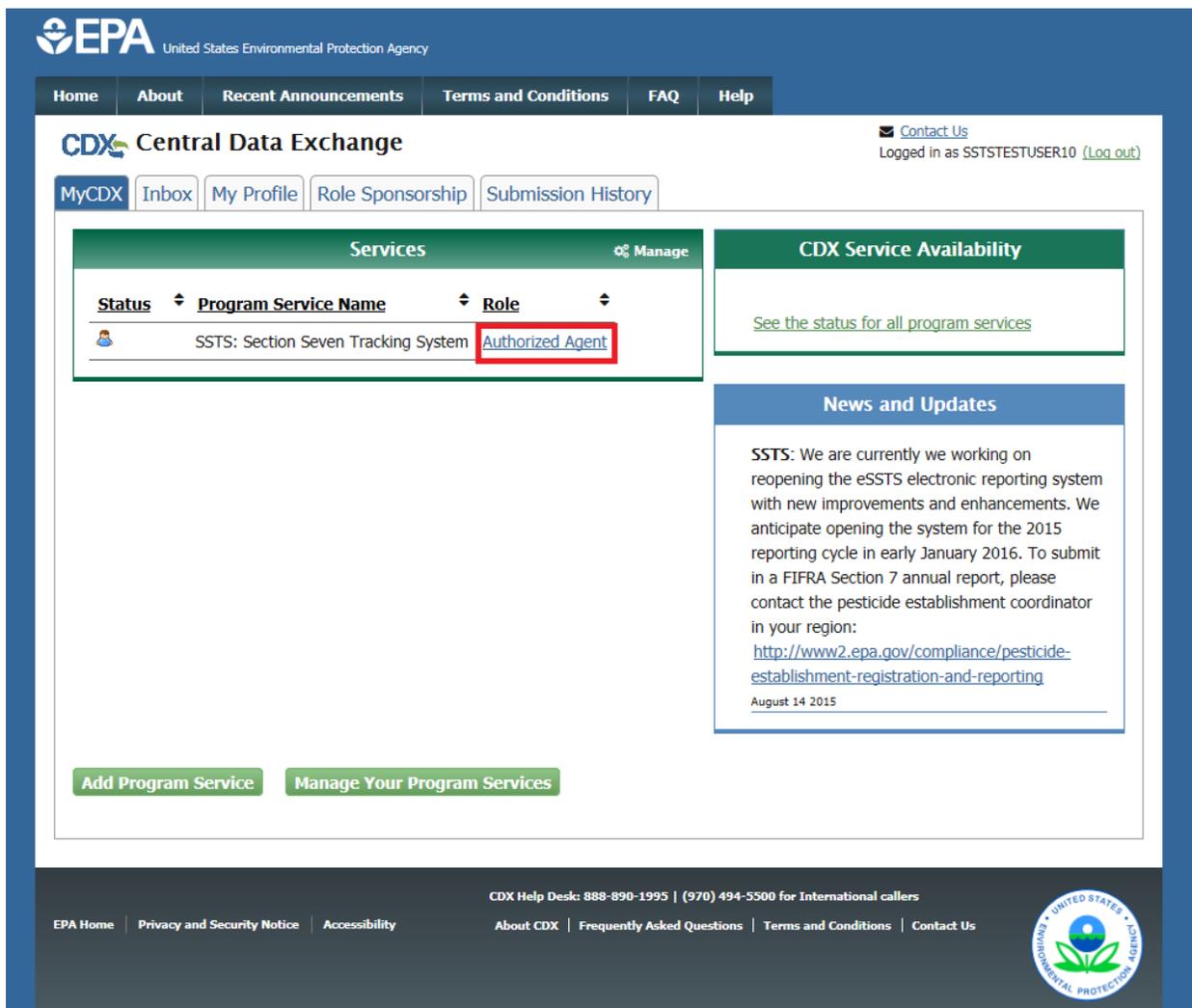


Exhibit 3-24: Access SSTS

Navigation: Click the role link in the ‘Role’ column to access the SSTS program service.

4 Add SSTS to an existing CDX Account

The following sections provide details regarding how to add the SSTS program service to an existing CDX account.

4.1 Navigate the MyCDX Screen

The ‘MyCDX’ screen displays links and tabs to access CDX functions, a listing of the program services and roles for which you are currently registered, as well as status information related to your registered program services as well as CDX overall.

Exhibit 4-1 shows a picture of the ‘MyCDX’ screen:

The screenshot displays the EPA MyCDX Central Data Exchange interface. At the top, the EPA logo and navigation links (Home, About, Recent Announcements, Terms and Conditions, FAQ, Help) are visible. The user is logged in as SSTSTESTUSER2. The main content area features a 'Services' table with columns for Status, Program Service Name, and Role. A single service is listed: 'SSTS: Section Seven Tracking System' with the role 'Primary Authorized Official'. A red rectangular box highlights the 'Add Program Service' button located at the bottom left of the services section. To the right, there are sections for 'CDX Service Availability' and 'News and Updates', which includes a message about reopening the eSSTS system for the 2015 reporting cycle.

Exhibit 4-1: MyCDX Screen

Navigation: Click the ‘Add Program Service’ button to add the SSTS program service to your existing CDX account.

4.2 Add SSTS Program Service

The ‘Program Service’ screen displays a list of available program services from which you can choose. You may filter the open program service list by typing the program service name or other related program metadata in the text bar. You can select a program by clicking the program name (e.g. ‘SSTS: Section Seven Tracking System’). The selection on this page will determine the information you must enter on subsequent pages.

The search component provides an enhanced search capability that instantly displays search results as search criteria and keywords are entered by the user. For example, typing the word ‘SSTS’ will display ‘SSTS: Section Seven Tracking System’ in the search results. The system will take you to the ‘Role Access’ screen once you select the program service.

Exhibit 4-2 shows a picture of the ‘Program Service’ screen:

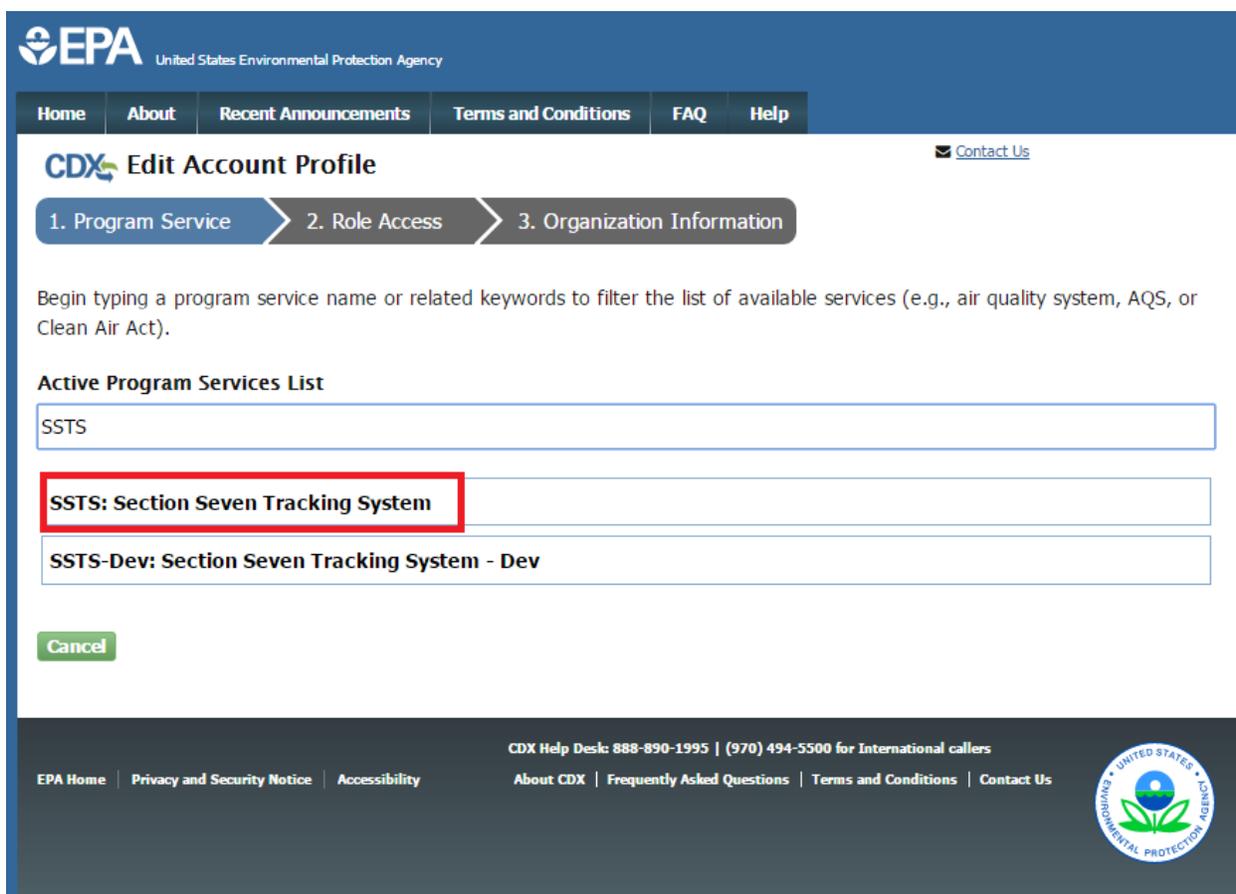


Exhibit 4-2: Program Service Screen

Navigation: Enter ‘SSTS’ in the ‘Active Program Services List’ field and select ‘SSTS: Section Seven Tracking System.’

4.3 Request Role Access

The ‘Role Access’ screen is the second step in the registration process. It will be highlighted in the top breadcrumb bar. Completed steps are indicated with a checkmark. You are also able to navigate back to the first step by clicking the ‘Program Service’ step in the top breadcrumb bar.

The CDX application allows programs to define user roles that can be selected during registration. After selecting ‘SSTS: Section Seven Tracking System’ on the ‘Program Service’ page, the ‘Role Access’ screen will appear and will allow you to register for the appropriate role. The roles supported by the SSTS program service include:

- **Primary Authorized Official:** The Primary Authorized Official (PAO) is the person legally responsible for the annual pesticide production and distribution report submission. The PAO, typically, is a senior official for the reporting company and may be the supervisor of the person (or persons) completing the Report form. A PAO may not be a third party, such as an attorney, consultant, or agent and must be a company employee. PAOs can also sponsor Authorized Agents and Secondary Preparers to access the application on their behalf.
- **Authorized Agent:** The Authorized Agent (AA) is a person legally responsible for completing and submitting to the Agency the annual pesticide production and distribution Report. The AA must be appointed by a senior company official of the pesticide production company. An AA may be a third party, such as an attorney, consultant, or other agent, and may assign Secondary Preparers to prepare Report forms. Once an AA is sponsored by a pesticide production company’s PAO, the AA can electronically sign and submit a final Report form to the Agency.

Note: Authorized Agents must be sponsored by a Primary Authorized Official before they can complete registration for the SSTS program service. For more information about role sponsorship please see Section 5.

- **Secondary Preparer:** A Secondary Preparer (SP) may be a company employee, attorney, consultant, or agent that has the authority to prepare an annual pesticide production and distribution report on behalf of a PAO or AA. A SP can start a new Report and reopen a saved Report that has not been submitted to the Agency. A SP has neither the authority nor ability within the SSTS application to sign and submit a Report.

Note: Secondary Preparers must be sponsored by either a Primary Authorized Official or Authorized Agent before they can complete registration for the SSTS program service. For more information about role sponsorship please see Section 5.

Exhibit 4-3 shows a picture of the ‘Role Access’ screen:

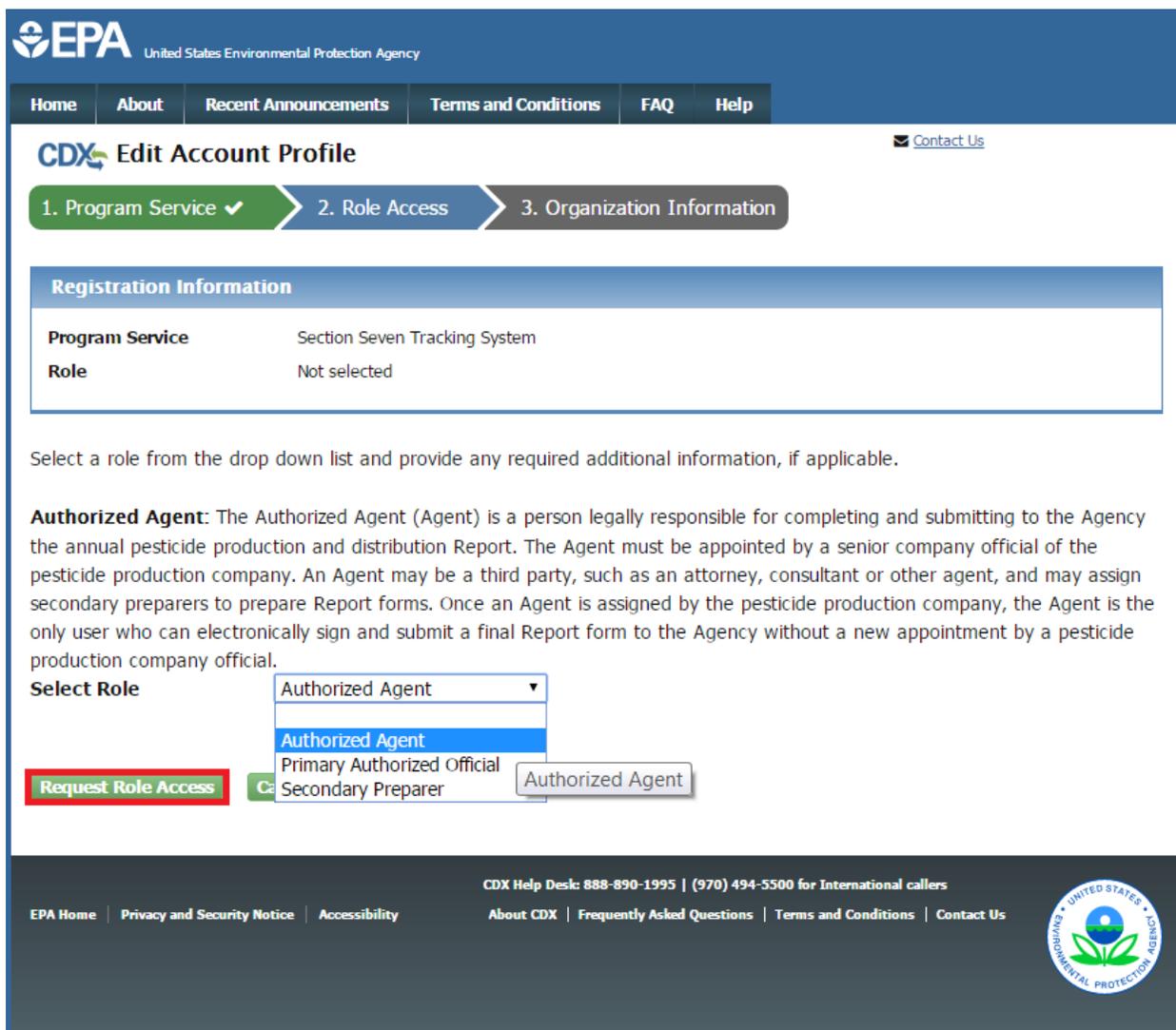


Exhibit 4-3: Select Role

Navigation: Select a role from the ‘Select Role’ drop down menu and click the ‘Request Role Access’ button.

4.3.1 Role Access – Company Number

After selecting a role, you will be prompted to enter the EPA company number for the company for which you will complete SSTS submissions. An EPA pesticide establishment number contains three parts such as 1111-DC-1. The first part of the establishment number is the EPA company number. The second part is the state abbreviation where the establishment is located. The third part of the establishment number is a sequence number. If you do not know your company’s EPA company number or you require a new EPA company number, please refer to <http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-how-obtain-company-number-and-register-official> for additional information.

Exhibit 4-4 shows a picture of the ‘Role Access - Company Number’ screen:

EPA United States Environmental Protection Agency

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CDX Core CDX Registration [Contact Us](#)

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

Registration Information	
Program Service	Section Seven Tracking System
Role	Authorized Agent

The asterisk (*) indicates a required field.

Company Number *

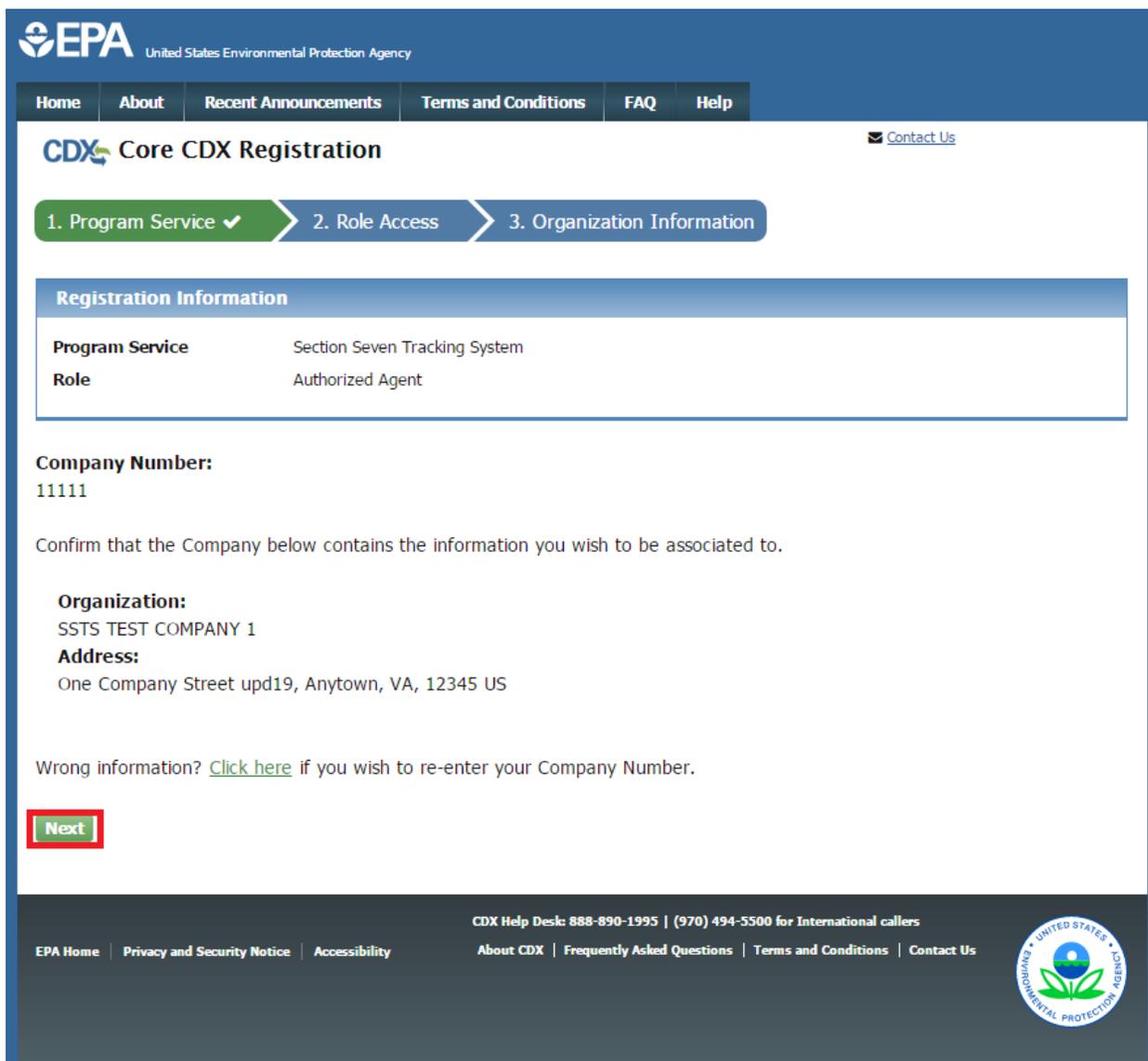
Next

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

Exhibit 4-4: Company Number Search

Navigation: Enter the company number for the organization for which you will access the SSTS program service and click the ‘Next’ button.

Exhibit 4-5 shows a screen capture of the company number search results:



The screenshot shows the EPA CDX Core CDX Registration page. At the top, there is a navigation menu with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below the navigation menu, the page title is "CDX Core CDX Registration" with a "Contact Us" link. A progress indicator shows three steps: "1. Program Service" (checked), "2. Role Access", and "3. Organization Information".

The "Registration Information" section contains the following details:

Program Service	Section Seven Tracking System
Role	Authorized Agent

Below this, the "Company Number:" is listed as 11111. A confirmation message states: "Confirm that the Company below contains the information you wish to be associated to." The organization information is as follows:

Organization:
SSTS TEST COMPANY 1

Address:
One Company Street upd19, Anytown, VA, 12345 US

A link is provided for users to re-enter their company number if the information is wrong: "Wrong information? [Click here](#) if you wish to re-enter your Company Number." A "Next" button is visible at the bottom of the main content area.

The footer contains the CDX Help Desk contact information (888-890-1995 | (970) 494-5500 for International callers) and various links including 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.

Exhibit 4-5: Company Number Search Results

4.4 Organization Information

The CDX system prepopulates the organization information section with the information associated with the EPA company number entered on the ‘Role Access – Company Number’ screen. PAO and AA roles may correct fields with incorrect or missing organization information. The SP role must contact their sponsoring PAO or AA so that they can make any changes to the prepopulated organization information.

Note: The ‘Organization Name’ field is associated with a specific EPA company number and is not editable. To make changes to the ‘Organization Name’ field please refer to <http://www2.epa.gov/pesticide-registration/pesticide-registration-manual-how-obtain-company-number-and-register-official> for further information about EPA company numbers.

The following fields should be completed:

- Organization Name (Fixed)
- Country (Required)
- Mailing Address (Required)
- Mailing Address 2
- City (Required)
- State (Required)
- Zip/Postal Code (Required)
- Email (Required)
- Re-Enter Email (Required)
- Phone Number (Required)
- Phone Number Extension
- Fax Number

Note: CDX will prompt users who identify international organizations to complete the above fields with different validation requirements.

Exhibit 4-6 shows a picture of the ‘Organization’ screen:

EPA United States Environmental Protection Agency

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CDX Edit Account Profile [Contact Us](#)

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

Registration Information

Program Service	Section Seven Tracking System
Role	Authorized Agent

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Submit Request for Access

Exhibit 4-6: Organization Screen

Navigation: Click the ‘Submit Request for Access’ button when all of the fields are appropriately filled.

Please refer to Sections 3.7 through 3.10 to finish adding the SSTS program service to your existing CDX account.

5 SSTS Role Sponsorship

Primary Authorized Officials can sponsor both Authorized Agents and Secondary Preparers to assist them in the preparation of SSTS submissions. Additionally, Authorized Agents can sponsor Secondary Preparers to assist them in the preparation of SSTS submissions. Sponsorship can be initiated by any of the SSTS roles, i.e., a sponsor or sponsored user may initiate the process. Both the sponsor and sponsored user must have a CDX account to create, review, and accept a sponsorship request.

5.1 Complete Un-sponsored CDX Registration

During the initial CDX registration process for the Authorized Agent and Secondary Preparer roles you must request sponsorship from a Primary Authorized Official or Primary Authorized Official/Authorized Agent, respectively. One example of this process is when an Authorized Agent initiates sponsorship from a Primary Authorized Official. Please refer to Section 3 for additional information about how to begin core CDX registration as an Authorized Agent or Secondary Preparer or Section 4 for additional information about how to add these roles to an existing account.

Once you have completed core CDX registration, you will be asked to complete the steps outlined in the following subsections to complete registration.

5.1.1 Request Sponsorship

The 'Request Sponsorship' screen is the first step in identifying a user to sponsor you as an Authorized Agent or Secondary Preparer for SSTS.

Enter the email address of the user you wish to sponsor your role and click the 'Submit' button.

Exhibit 5-1 shows a picture of the ‘Request Sponsorship’ screen.

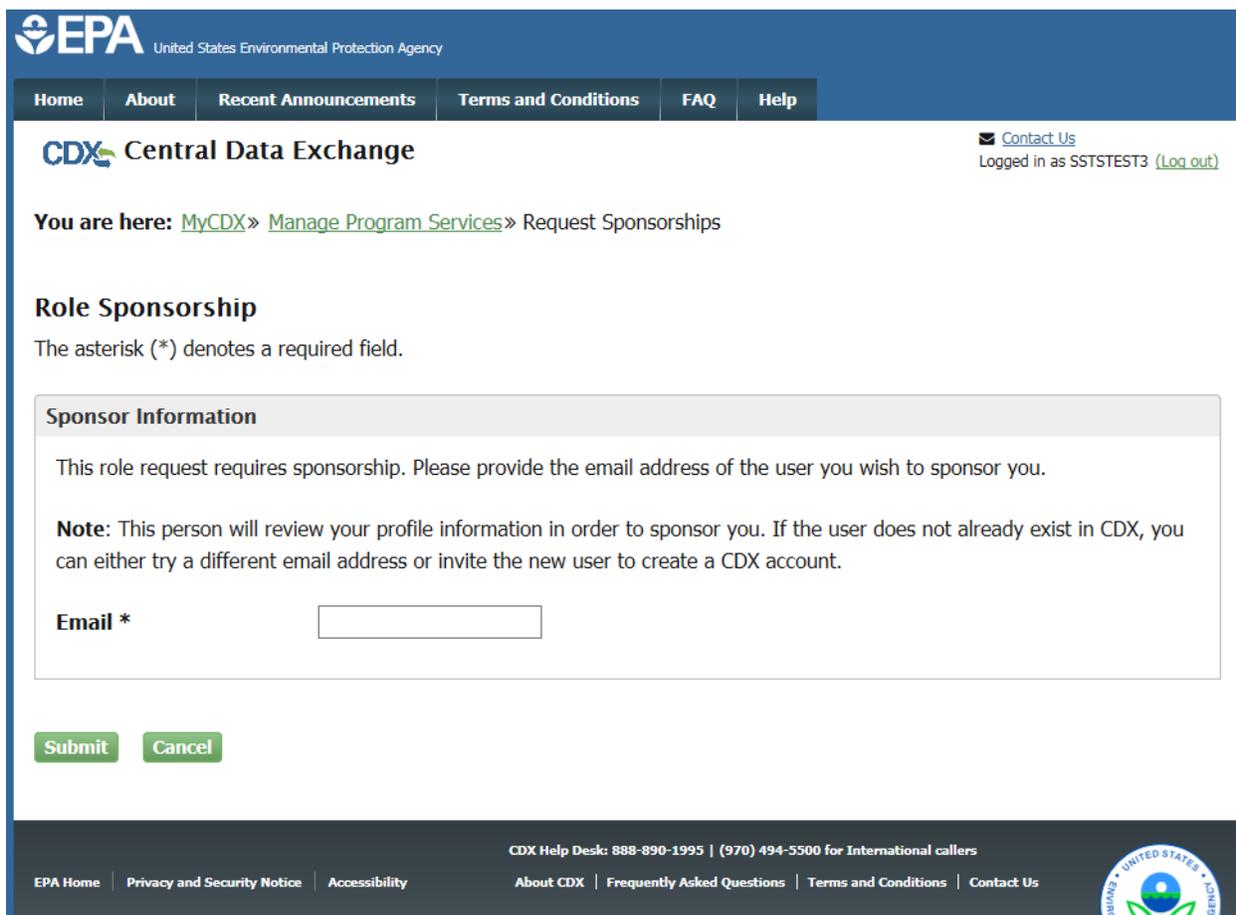


Exhibit 5-1: Request Sponsorship Screen

Navigation: Enter the email address of the CDX user who will provide your sponsorship and click the ‘Submit’ button.

5.1.2 Role Sponsorship Review

The ‘Role Sponsorship Review’ screen displays the details of the role sponsorship you are requesting, including the program service, user role, and email address of the identified sponsor.

You must indicate whether the provided email address is correct or incorrect and provide updates if necessary.

To proceed with the role sponsorship process, select the ‘Yes, the provided email address is correct’ radio button and click the ‘Submit’ button. If you select the ‘No, the provided email address is incorrect and must be updated’ radio button, click the ‘Back’ button and re-enter your sponsor’s email address. A pop-up window displays to confirm the email address of the specified Submitter (see Exhibit 5-3). You must enter the email address of the specified sponsor before the application generates the email notification.

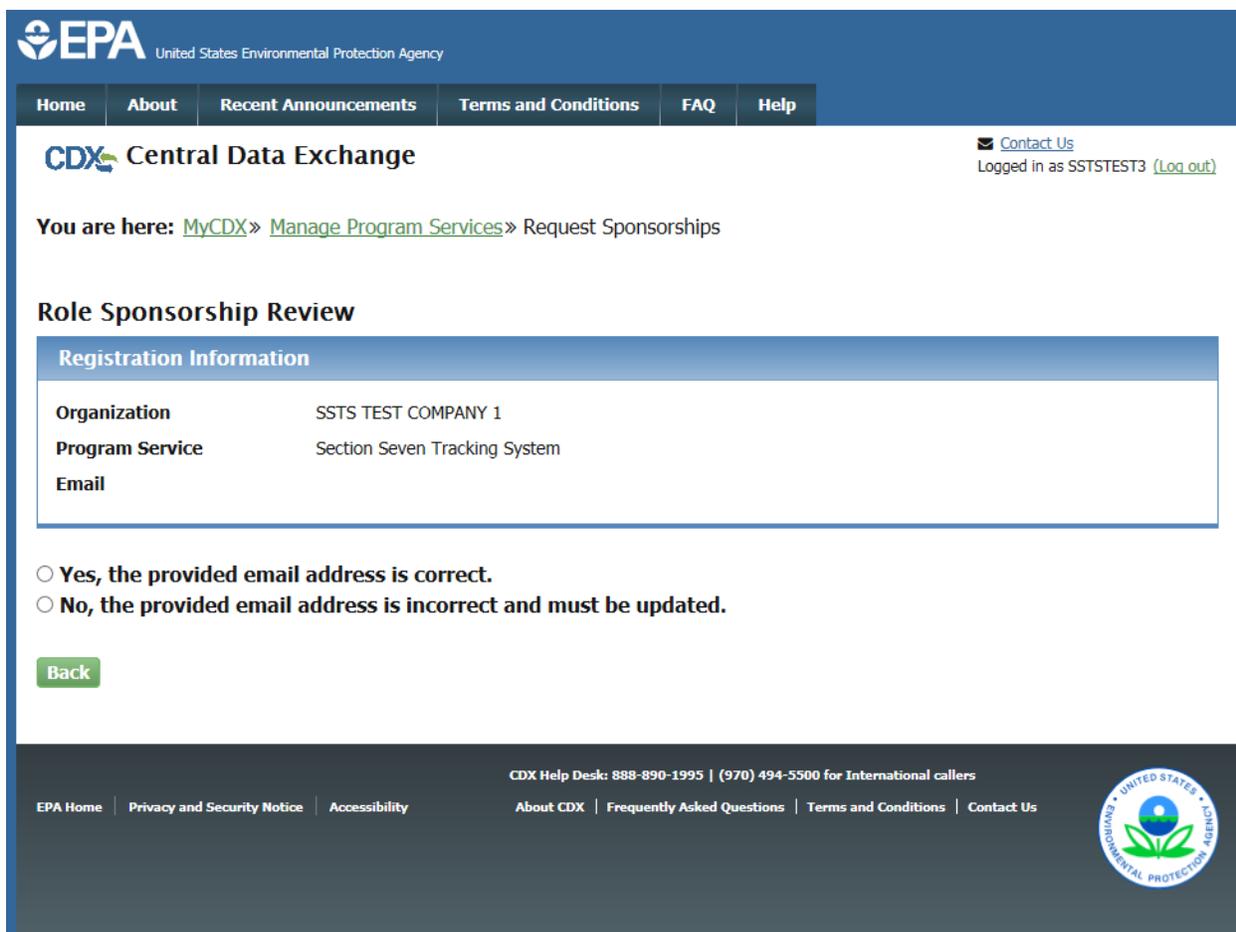
Click the ‘Confirm’ button to generate an email that will be sent to the sponsor. The sponsor will receive an email to access CDX in order to review or cancel the sponsorship request (see Exhibit

5-4). You will be sent a copy of this email for your records. Click the ‘review this sponsorship’ link within the email to generate the ‘Sponsorship Information’ screen. Click the ‘cancel this sponsorship request’ link within the email to cancel the sponsorship request.

Once you complete these request sponsorship steps, the registration process will be complete. However, the user you selected as your sponsor will need to review and approve your request before you may access the SSTS application. Once your request is approved, please refer to the following section for additional information:

- **Authorized Agents** should refer to Section 3.7.2 for information about completing the SSTS ESA.
- **Secondary Preparers** should refer to Section 3.10 for information about accessing the SSTS application.

Exhibit 5-2 shows a picture of the ‘Role Sponsorship Review’ screen:



The screenshot displays the EPA CDX Central Data Exchange interface. At the top, the EPA logo and navigation menu are visible. The main content area is titled 'Role Sponsorship Review' and contains a 'Registration Information' table with the following details:

Organization	SSTS TEST COMPANY 1
Program Service	Section Seven Tracking System
Email	

Below the table, there are two radio button options:

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

A green 'Back' button is located at the bottom left of the form area.

Exhibit 5-2: Role Sponsorship Review Screen

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

Exhibit 5-3 shows a picture of the ‘Email Confirmation’ pop-up window:

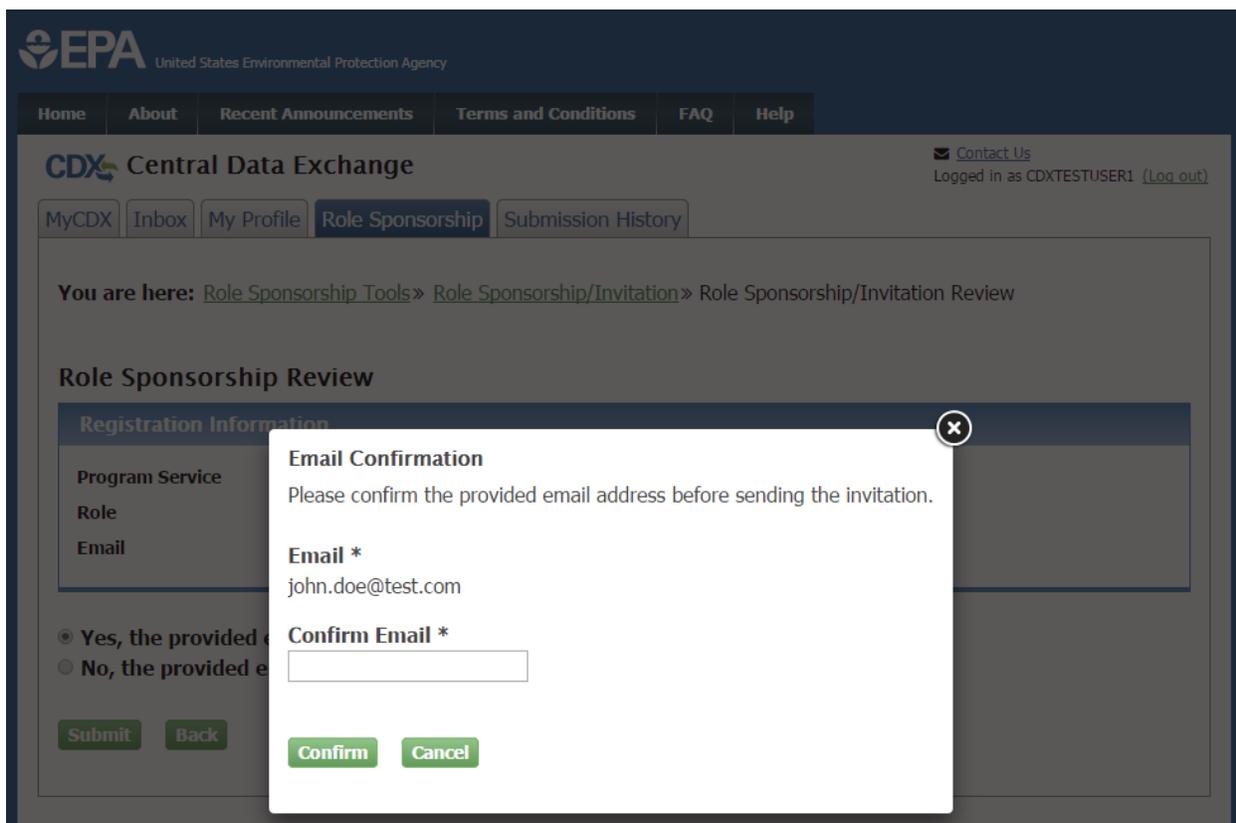


Exhibit 5-3: Role Sponsorship Review Screen

Navigation: Enter the email address of the CDX user who will provide your sponsorship and click the ‘Confirm’ button.

Exhibit 5-4 shows a picture of the ‘CDX Role Sponsorship Request’ email received by the sponsor:

Mr John Doe with registered email address john@doe.com is requesting your sponsorship for the following Authorized Agent role.

Contact Organization: SSTS Test Company
 Program Service: Section Seven Tracking System
 Role: Authorized Agent
 Company Number: 11111

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 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

Exhibit 5-4: CDX Role Sponsorship Request Email

5.2 Role Sponsorship Tools

Another example of role sponsorship is when, for example, a Primary Authorized Official invites an Authorized Agent to be sponsored. As a Primary Authorized Official or Authorized Agent, click the ‘Role Sponsorship’ tab on the ‘MyCDX’ screen to begin the sponsorship process for a new or current CDX user who will serve as an Authorized Agent (for Primary Authorized Officials only) or Secondary Preparer (both Primary Authorized Officials and Authorized Agents).

The ‘Role Sponsorship’ screen displays various options available, including initiating the role sponsorship process, approving/denying sponsorship requests, and viewing/modifying existing privileges.

Exhibit 5-5 shows a picture of the ‘MyCDX’ screen:

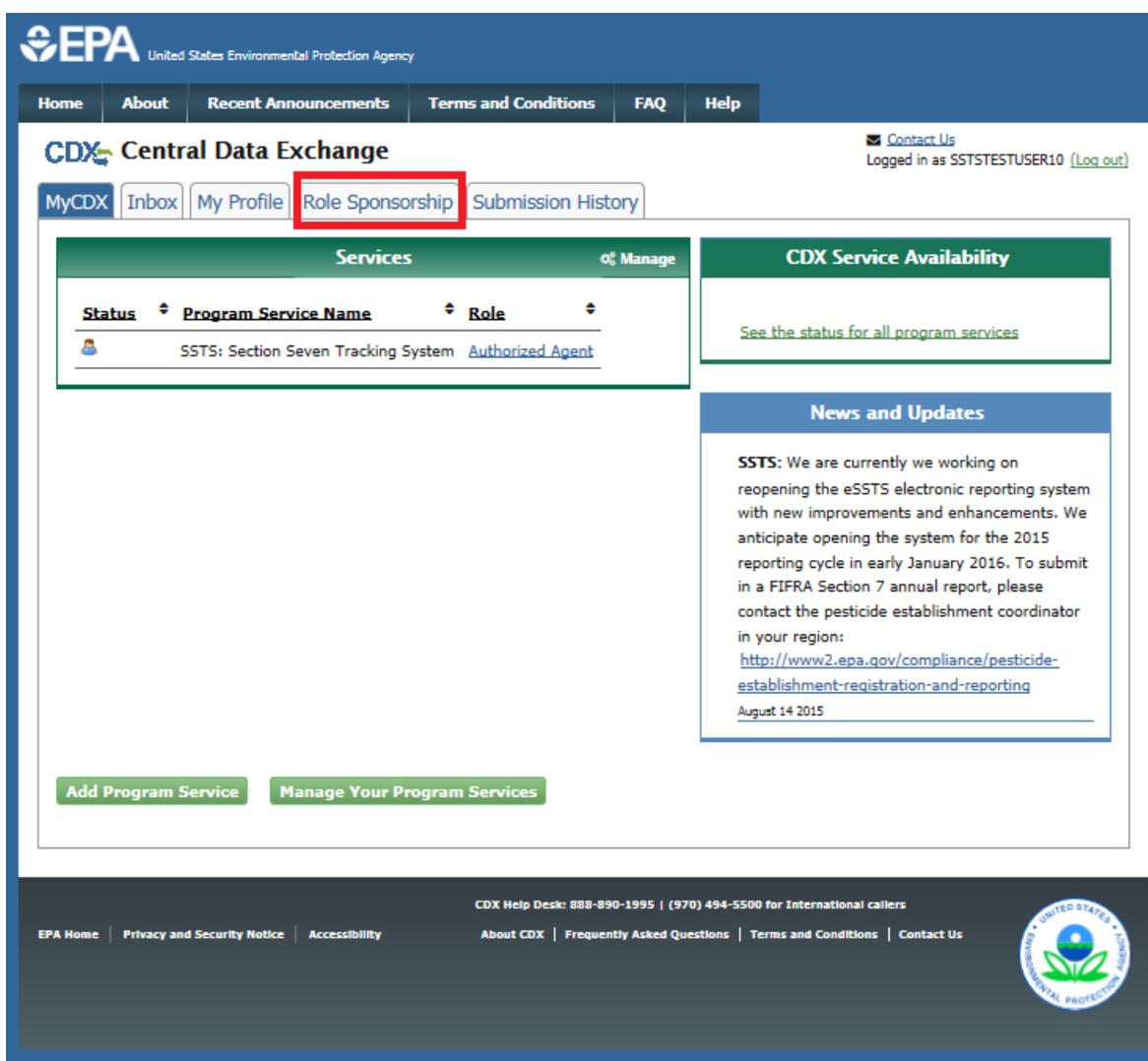


Exhibit 5-5: MyCDX Menu Screen

Navigation: Click the ‘Role Sponsorship’ tab to access role sponsorship tools.

Exhibit 5-6 shows a picture of the ‘Role Sponsorship’ screen:

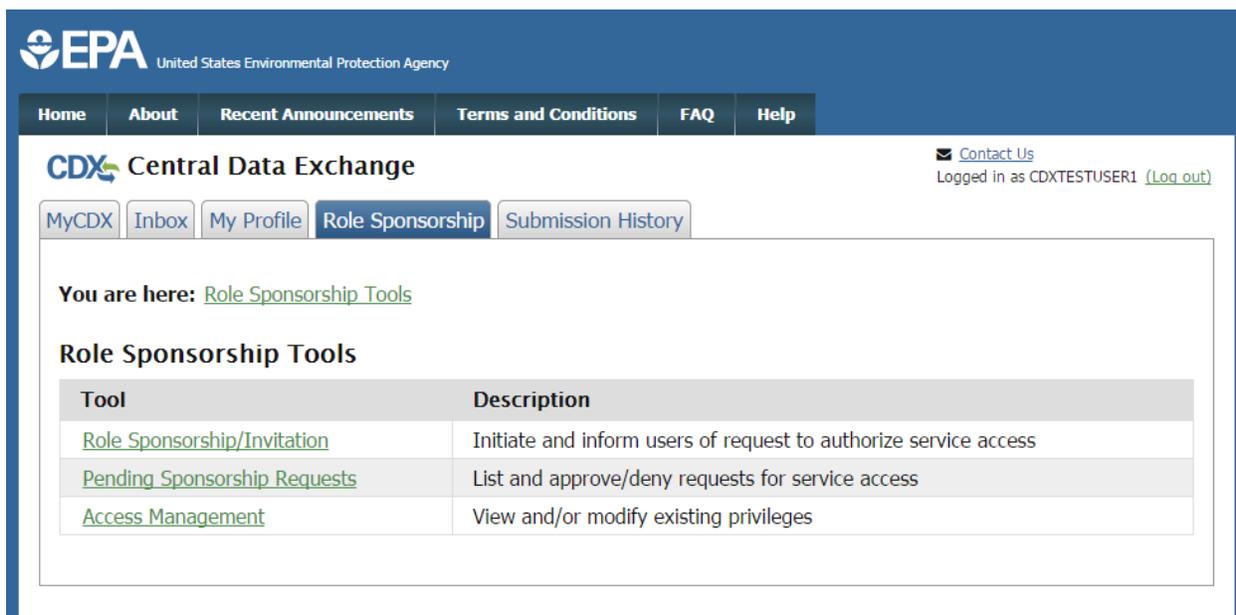


Exhibit 5-6 Role Sponsorship Screen

5.2.1 Role Sponsorship/Invitation (Sponsoring User)

The ‘Role Sponsorship/Invitation’ screen is the first step in identifying a user to sponsor for SSTS.

In the ‘Step 1: Recipient Information’ field set, a Primary Authorized Official or Authorized Agent enters the email address of the user to sponsor.

In the ‘Step 2: Sponsorship Information’ field set, a Primary Authorized Official or Authorized Agent selects SSTS and selects ‘Authorized Agent’ (Primary Authorized Official only) or ‘Secondary Preparer ‘ (Primary Authorized Official or Authorized Agent) from the ‘Role’ drop-down menu. In this example we will select a Secondary Preparer to sponsor.

Exhibit 5-7 shows a picture of the ‘Role Sponsorship/Invitation’ screen.

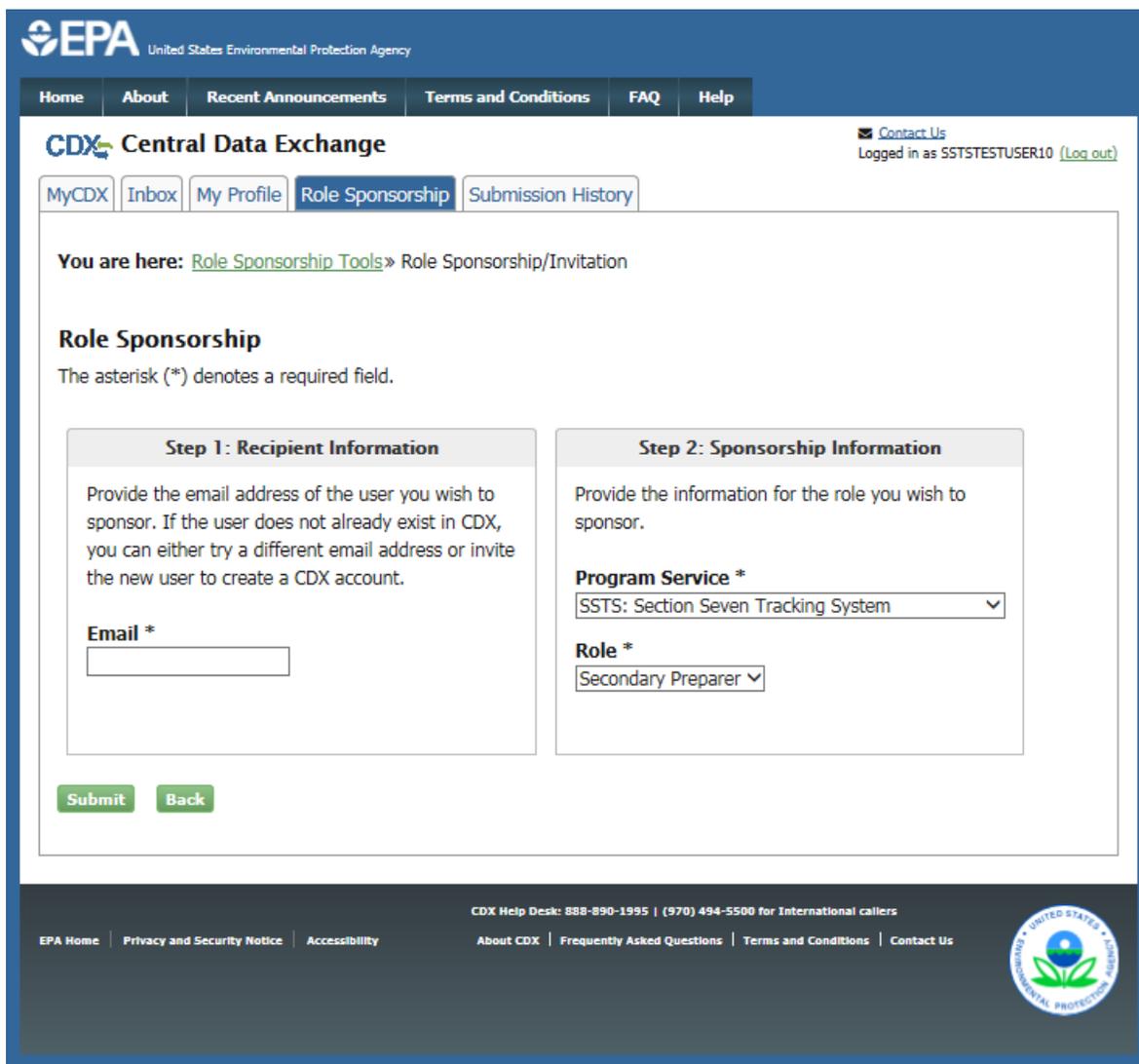


Exhibit 5-7: Role Sponsorship/Invitation Screen

Navigation: Enter the email address for the sponsored user, make selections from the ‘Program Service’ and ‘Role’ drop-down menus, and click the ‘Submit’ button.

5.2.2 Role Sponsorship Review (Sponsoring User)

The ‘Role Sponsorship Review’ screen displays the details of the role sponsorship, including the program service, user role, and email address of the identified sponsored user.

The Primary Authorized Official or Authorized Agent will indicate whether the provided email address is correct or incorrect and provide updates if necessary.

To proceed with the role sponsorship process, select the ‘Yes, the provided email address is correct’ radio button and click the ‘Submit’ button. If you select the ‘No, the provided email address is incorrect and must be updated’ radio button, click the ‘Back’ button and re-enter the sponsored user information. A pop-up window displays to confirm the email address of the

specified Submitter (see Exhibit 5-9). You must enter the email address of the specified sponsored user before the application generates the email invitation. Multiple confirmations are required to confirm email address accuracy.

Click the ‘Confirm’ button to generate an email that will be sent to the identified Secondary Preparer. The sponsored user will receive an email to review or cancel the sponsorship request (see Exhibit 5-10). As a Primary Authorized Official or Authorized Agent, you will be sent a copy of this email for your records (see Exhibit 5-11). Click the ‘review this sponsorship’ link within the email to generate the ‘Sponsorship Information’ screen. Click the ‘cancel this sponsorship request’ link within the email to cancel the sponsorship request (see Exhibit 5-10).

Exhibit 5-8 shows a picture of the ‘Role Sponsorship Review’ screen:

The screenshot displays the EPA CDX Central Data Exchange interface. At the top, the EPA logo and navigation menu are visible. The main content area is titled 'Role Sponsorship Review' and contains a 'Registration Information' table with the following details:

Registration Information	
Organization	SSTS TEST COMPANY 1
Program Service	Section Seven Tracking System
Email	[Redacted]

Below the table, there are two radio button options:

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

A 'Back' button is located at the bottom left of the form area. The footer contains contact information for the CDX Help Desk and various utility links.

Exhibit 5-8: Role Sponsorship Review Screen

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

Exhibit 5-9 shows a picture of the ‘Email Confirmation’ pop-up window:

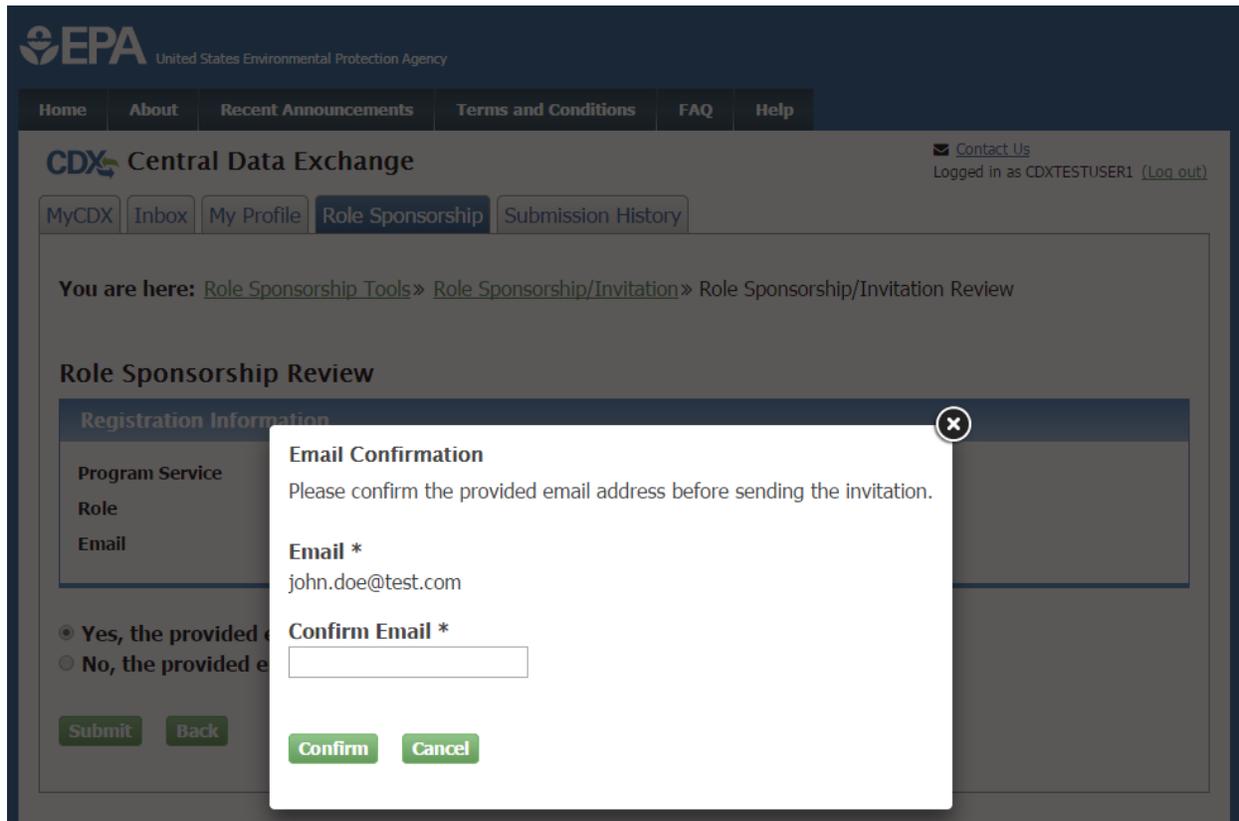
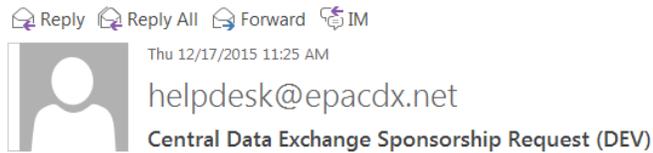


Exhibit 5-9: Email Confirmation Pop-Up Window

Navigation: Enter the email address of the CDX user who will provide your sponsorship and click the ‘Confirm’ button.

Exhibit 5-10 shows a picture of the ‘CDX Role Sponsorship Request’ email that is received by the Secondary Preparer:



Mr ssts ssts with registered email address [REDACTED] is requesting your sponsorship for the following Authorized Agent role.

Contact Organization: SSTS TEST COMPANY 1
Program Service: Section Seven Tracking System
Role: Authorized Agent
Company Number: 11111

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

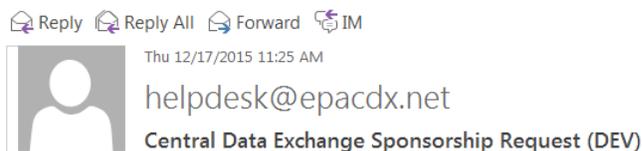
Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm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

CDX Registration Homepage
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Exhibit 5-10: CDX Role Sponsorship Request Email – Submitter

Exhibit 5-11 shows the copy of the request that is sent to the Primary Authorized Official or Authorized Agent:



Your request was submitted.

Mr ssts ssts with registered email address [REDACTED] is requesting your sponsorship for the following Authorized Agent role.

Contact Organization: SSTS TEST COMPANY 1
Program Service: Section Seven Tracking System
Role: Authorized Agent
Company Number: 11111

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 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.

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Exhibit 5-11: Copy of CDX Role Sponsorship Request Email – Primary Authorized Official or Authorized Agent

5.2.3 Sponsorship Information (Sponsored User)

The ‘Sponsorship Information’ page displays when a potential sponsored user clicks the ‘review this sponsorship’ link within the sponsored user’s sponsorship email. A sponsored user has the option to log into an existing account, or create a new account.

If a sponsored user chooses to create a new account, they should click the ‘Create New Account’ button on the ‘Sponsorship Information – Log-In’ page (see Exhibit 5-12).

If a sponsored user chooses to log into an existing account, they should select the user ID from the ‘User ID’ drop-down menu, enter the password, and click the ‘Log In’ button to log into their CDX account. This displays an additional ‘Sponsorship Information’ page where a potential sponsored user must approve or reject a CDX official’s request to view their contact information to sponsor them for the corresponding role (see Exhibit 5-13).

Exhibit 5-12 shows a picture of the ‘Sponsorship Information – Log-In’ screen:

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CDX Role Sponsorship Process [Contact Us](#)

You are here: Role Sponsorship

Sponsorship Information

Email	[Redacted]
Organization	SSTS TEST COMPANY 1 (One Company Street upd29, Anytown, VA, US 12345)
Program Service	Section Seven Tracking System
Role	Authorized Agent
Company Number	11111

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

Password

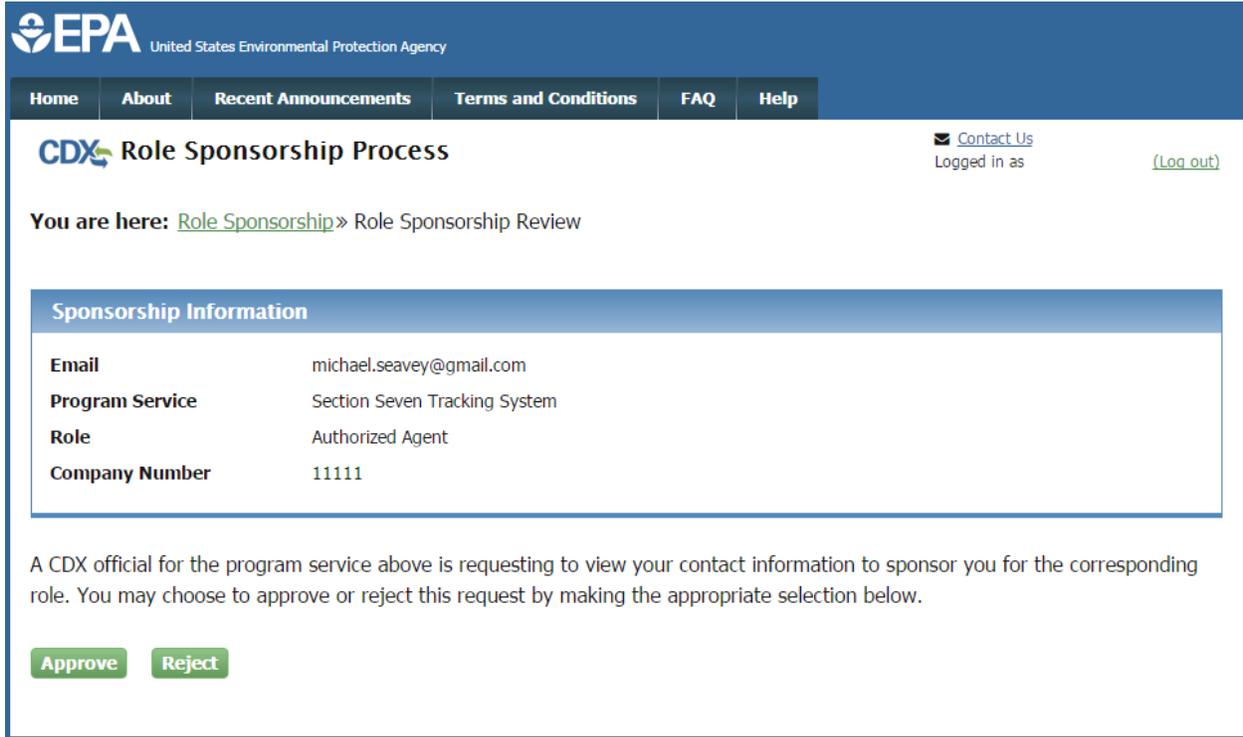
[Log In](#) [Create New Account](#)

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Exhibit 5-12: Sponsorship Information – Log-In Screen

Navigation: To log into CDX with an existing account, select an account from the ‘User ID’ drop-down menu, enter its corresponding ‘Password,’ and click the ‘Log In’ button. To create a new account, click the ‘Create New Account’ button.

Exhibit 5-13 shows a picture of the ‘Role Sponsorship Review’ screen:



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

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

Sponsorship Information	
Email	michael.seavey@gmail.com
Program Service	Section Seven Tracking System
Role	Authorized Agent
Company Number	11111

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.

Exhibit 5-13: Role Sponsorship Review Screen

Navigation: After clicking the ‘Approve’ button, the sponsored user will be navigated to the ‘Account Registration’ screen to confirm their role.

Exhibit 5-14 shows a picture of the ‘Role Sponsorship Review’ screen:

Registration Information

Program Service	Section Seven Tracking System
Role	Authorized Agent

Provide any required additional information, if applicable.

Authorized Agent: The Authorized Agent (Agent) is a person legally responsible for completing and submitting to the Agency the annual pesticide production and distribution Report. The Agent must be appointed by a senior company official of the pesticide production company. An Agent may be a third party, such as an attorney, consultant or other agent, and may assign secondary preparers to prepare Report forms. Once an Agent is assigned by the pesticide production company, the Agent is the only user who can electronically sign and submit a final Report form to the Agency without a new appointment by a pesticide production company official.

Select Role

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

Exhibit 5-14: Role Sponsorship Review Screen

Navigation: Click the ‘Request Role Access’ button to confirm the sponsored role.

Exhibit 5-15 shows a picture of the ‘Company Number’ screen:

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

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

Registration Information	
Program Service	Section Seven Tracking System
Role	Authorized Agent

The asterisk (*) indicates a required field.

Company Number *

Next

Exhibit 5-15: Company Number Screen

Navigation: Enter the company number for the company for which you will submit on the ‘Account Registration’ screen.

Important: The sponsored user must enter the same company number as the user who initiated their sponsorship. If the same number is not used to sponsorship will fail.

Exhibit 5-16 shows a picture of the ‘Confirm Organization Information’ screen:

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

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

Registration Information	
Program Service	Section Seven Tracking System
Role	Authorized Agent

Company Number:
11111

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

Organization:
SSTS TEST COMPANY 1

Address:
One Company Street upd29, Anytown, VA, 12345 US

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

Next

Exhibit 5-16: Confirm Organization Information Screen

Navigation: If the displayed organization information is correct, click the ‘Next’ button.

Exhibit 5-17 shows a picture of the ‘Contact Information’ section:

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CDX Role Sponsorship Process [Contact Us](#)
Logged in as SSTSTEST3 ([Log out](#))

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

Registration Information

Name	Mr ssts ssts (SSTSTEST3)
Email	[Redacted]
Program Service	Section Seven Tracking System
Role	Authorized Agent
Company Number	11111

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

Provide Contact Information

SSTS TEST COMPANY 1
One Company Street upd21
Anytown, DC, US
12345

Email * [Redacted]

Phone Number * (584) 646-8468 x

Phone Number Ext []

Fax Number []

[Submit](#)

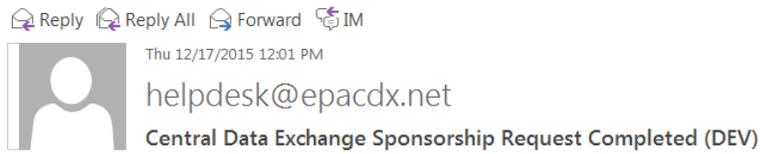
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Exhibit 5-17: Contact Information Section

Navigation: Enter information into all required fields and click the ‘Submit’ button. At this point the process will be complete for Secondary Preparers. Authorized Agents should refer to Section 3.7.2 for information about completing the ESA signature process.

Exhibit 5-18 shows a picture of the ‘CDX Role Sponsorship Request’ email that is sent to the sponsored user:



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

Organization: SSTS TEST COMPANY 1
Program Service: Section Seven Tracking System
Role: Authorized Agent
Company Number: 11111

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 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.

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Exhibit 5-18: CDX Role Sponsorship Request Email – Sponsored User



5.2.4 Finalizing the Role Sponsorship Process (Sponsoring User)

Once the sponsored user has completed the screens detailed in Section 5.2.3, the sponsoring user will receive an email to complete the sponsorship process.

Exhibit 5-19 shows a picture of the copy of the ‘CDX Role Sponsorship Request’ email that is sent to the sponsoring user:

Mr [redacted] with registered email address [redacted]@gmail.com is requesting your sponsorship for the following Authorized Agent role.

Contact Organization: SSTS TEST COMPANY 1
Program Service: Section Seven Tracking System
Role: Authorized Agent
Company Number: 11111

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 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.

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Exhibit 5-19: Copy of CDX Role Sponsorship Request Email – Sponsoring User

Navigation: Click the ‘review this sponsorship’ request link within the email to log into CDX.

Exhibit 5-20 shows a picture of the ‘Role Sponsorship Login’ screen. The Primary Authorized Official or Authorized Agent is navigated to this screen once they click the ‘review this sponsorship request’ link within their email:

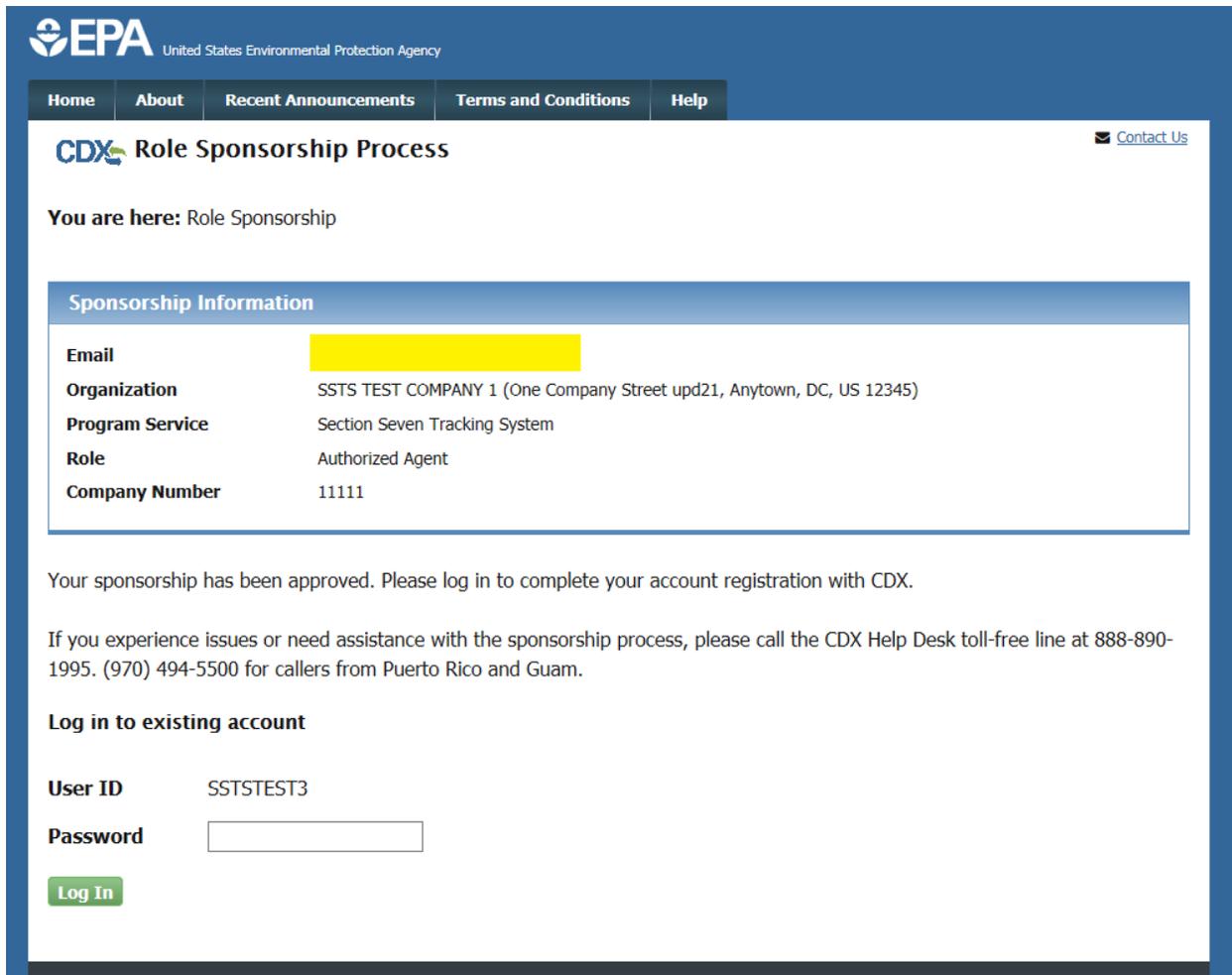


Exhibit 5-20: Role Sponsorship Login Screen

Navigation: Enter your CDX credentials and click the ‘Log In’ button.

Exhibit 5-21 shows a picture of the ‘Role Sponsorship Review’ screen:

Exhibit 5-21: Role Sponsorship Review Screen

Navigation: Select the organization and role for which you wish to complete the sponsorship request and click the ‘Approve’ button.

Important: You must select the organization displayed in the ‘Sponsorship Information’ field set displayed at the top of the screen otherwise sponsorship will fail.

If the sponsorship is a Primary Authorized Official sponsoring an Authorized Agent, the Primary Authorized Official will have to sign an Electronic Sponsor Agreement after clicking the ‘Approve’ button. This document formalizes the relationship between the two users and authorizes the Authorized Agent to submit on behalf of the Primary Authorized Official’s organization.

If the sponsorship is for a Secondary Preparer, the sponsoring user is not required to sign this document and the sponsorship process will complete upon clicking the ‘Approve’ button. Secondary Preparers can prepare reports in CDX-SSTS but cannot submit the reports to EPA.

Exhibit 5-22: **Electronic** shows the electronic sponsorship agreement:

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

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

Electronic Sponsor Agreement

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

AUTHORIZATION AND VERIFICATION FOR SUBMITTER BY COMPANY AUTHORIZING OFFICIAL

Authorized Official Signature

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

CDX User ID: [Redacted]

Name of Authorized Official: Mr [Redacted]

Company Name: SSTS TEST COMPANY 1

Company Address: One Company Street upd21, Anytown, DC, US 12345

Signature: _____ Date: _____

Electronic Signature Holder for Submission of Information

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

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

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Exhibit 5-22: Electronic Sponsor Agreement

After Clicking the ‘Sign Electronically’ button and clicking ‘Accept’ in the pop-up window, the Primary Authorized Official will be presented with the ‘eSignature Widget’ screen.

The Primary Authorized Official will be required to log in to CDX, answer a secret question, and sign the file by clicking the ‘Sign’ button.

Exhibit 5-23 shows a picture of the ‘CROMERR eSignature Widget’ pop-up window:

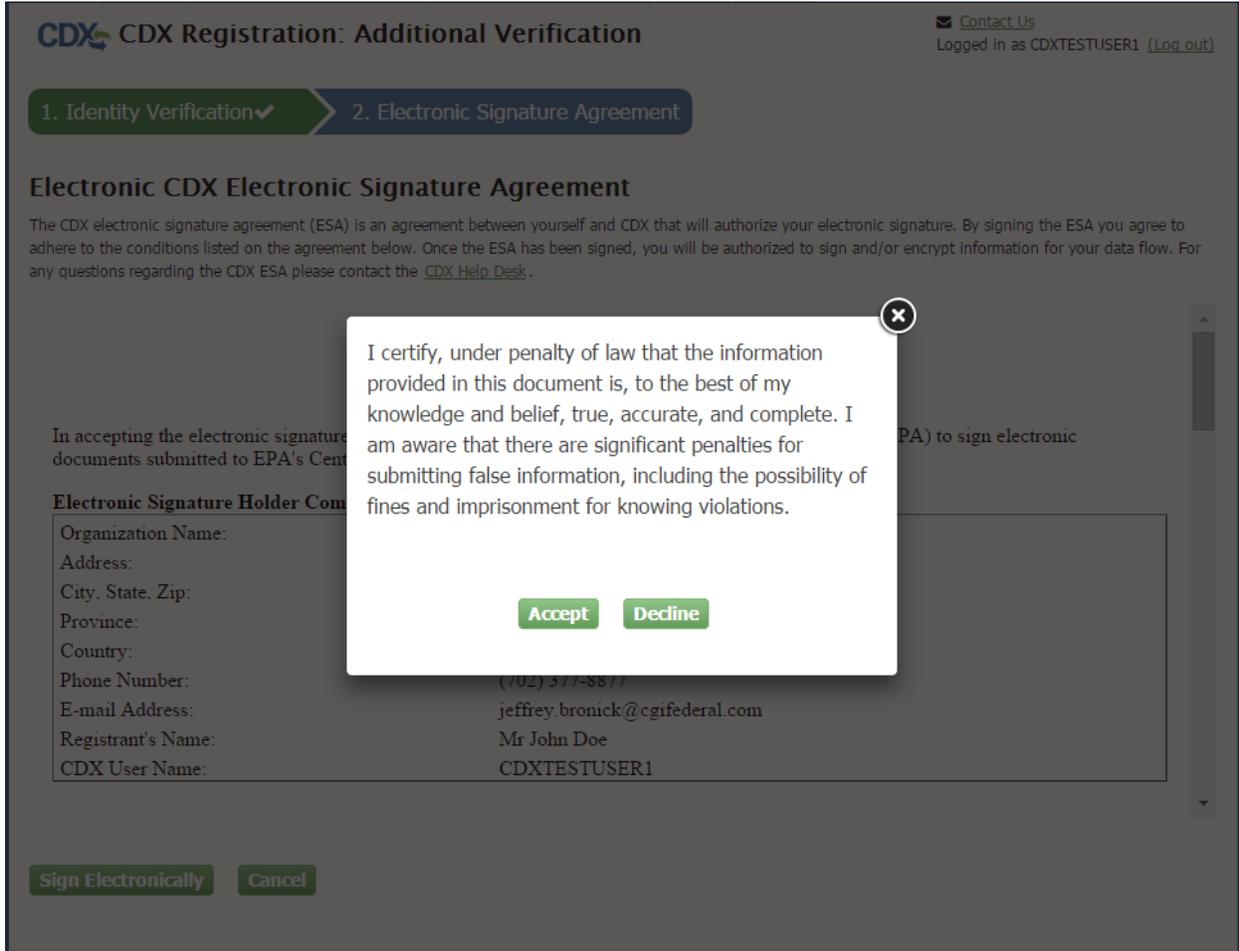


Exhibit 5-23: CROMERR eSignature Widget (Screen 1)

Navigation: Click the ‘Accept’ button.

Exhibit 5-24 shows a picture of the ‘CROMERR eSignature Widget’ pop-up window:

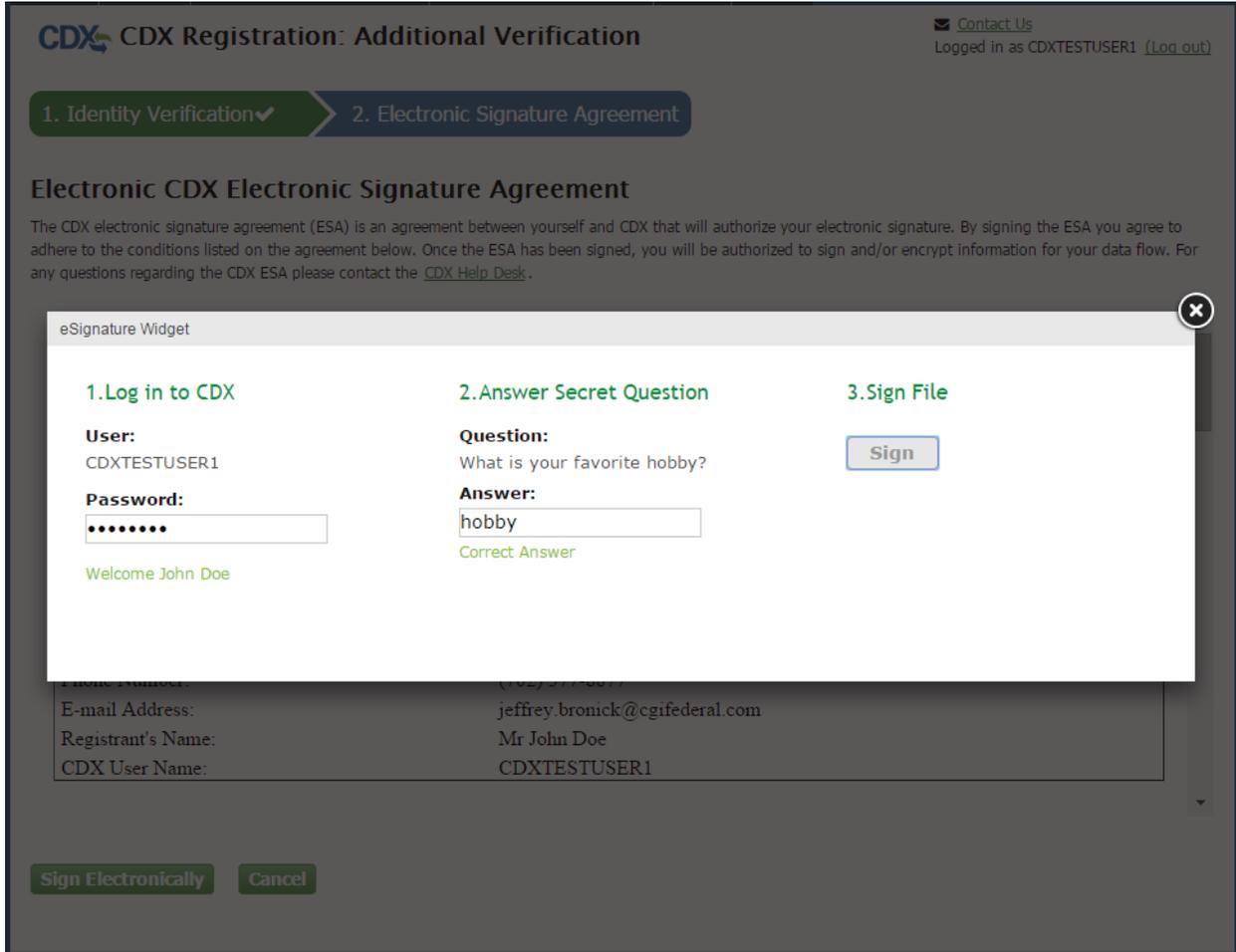
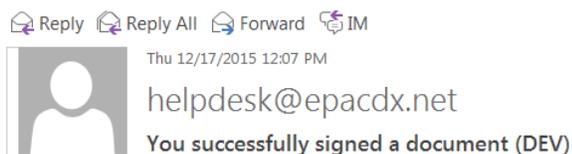


Exhibit 5-24: CROMERR eSignature Widget (Screen 2)

Navigation: Enter your CDX password and answer to a randomly selected 20-5-1 question and click the ‘Sign’ button to complete the ESA signature process.

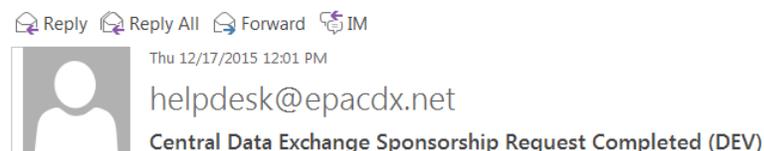
Exhibit 5-25 shows a picture of the email to verify the successful signing process:



You have successfully signed your CDX submission using the CROMERR E-Signature process. To view the details of this CROMERR activity please [click here](#). This message is being sent to you as confirmation of your submission. If you did not perform this submission please contact the CDX Helpdesk at 888-890-1995.

Exhibit 5-25: Central Data Exchange Sponsorship Request Completed Email – Primary Authorized Official or Authorized Agent

Exhibit 5-26 shows a picture of the confirmation email that the sponsorship request has been completed:



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

Organization: SSTS TEST COMPANY 1
Program Service: Section Seven Tracking System
Role: Authorized Agent
Company Number: 11111

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 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.

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Exhibit 5-26: CROMERR E-Signature Email



The sponsored user will also receive an email indicating that the sponsor letter for the sponsorship request has been completed (see Exhibit 5-27).

Reply Reply All Forward IM

 Thu 12/17/2015 12:01 PM
helpdesk@epacdx.net
Central Data Exchange Sponsorship Request Completed (DEV)

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

Organization: SSTS TEST COMPANY 1
Program Service: Section Seven Tracking System
Role: Authorized Agent
Company Number: 11111

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 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.

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Exhibit 5-27: Central Data Exchange Sponsorship Request Completed Email – Sponsored User

5.3 Pending Sponsorship Requests

As a Primary Authorized Official or Authorized Agent, you can view the outstanding sponsorship requests associated with your CDX account by clicking the ‘Pending Sponsorship Requests’ link from the ‘Role Sponsorship Tools’ screen to navigate to the ‘Pending Sponsorship Requests – Search’ screen as displayed below in Exhibit 5-28.

Exhibit 5-28 shows a picture of the ‘Pending Role Sponsorship Requests Search’ screen:

Exhibit 5-28: ‘MyCDX’ Pending Sponsorship Requests – Search

Navigation: Enter at least one search criterion and click the ‘Search’ button to navigate to the ‘Pending Sponsorship Requests’ screen.

The ‘Pending Sponsorship Requests – Search Results’ screen displays the outstanding sponsorship requests that match the criteria entered on the ‘Pending Sponsorship Requests – Search’ screen. From this screen, you can approve and reject sponsorship requests for your

organization. If you approve a request, the listed requestor will gain access to the SSTS program service as a Secondary Preparer for your organization.

Exhibit 5-29 displays the ‘Pending Sponsorship Requests – Search Results’ screen with one request for role sponsorship:

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

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

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

You are here: [Role Sponsorship Tools](#) » [Pending Sponsorship Requests - Search](#) » Pending Sponsorship Request Search Results

Pending Sponsorship Request Search Results

1 items found; displaying 1 to 1. Page 1 of 1

<u>Requestor Information</u>	<u>Request Details</u>	<u>Request Date</u>	<u>Actions</u>
John Doe JOHNDOEUSER john@doe.com	Organization John Doe's Test Company Program Service: SSTS Role: Secondary Preparer View Details	12/4/2015 9:24:59 AM	Approve Reject

[Back](#)

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Exhibit 5-29: ‘MyCDX’ Active Submitter Role

5.4 Access Management

As a Primary Authorized Official or Authorized Agent, you have the ability to search for and manage access to the SSTS program service for sponsored users associated with your organization(s). An example of managing access is if you need to revoke a sponsored user's access to SSTS because they are no longer associated with your organization. To access this functionality click the 'Access Management' link from the 'Role Sponsorship Tools' screen to navigate to the 'Access Management – Search' screen as displayed in Exhibit 5-30:

The screenshot displays the EPA CDX Central Data Exchange interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text 'Central Data Exchange'. A user is logged in as SEAVEYSSTS, with a 'Log out' link. The main content area shows a breadcrumb trail: 'You are here: Role Sponsorship Tools » Access Management - Search'. The title of the page is 'Access Management – Search'. Below the title is a 'Search Criteria' section with the following fields:

- Email: Text input field with an 'Exact' checkbox.
- User ID: Text input field with an 'Exact' checkbox.
- First Name: Text input field with an 'Exact' checkbox.
- Last Name: Text input field with an 'Exact' checkbox.
- Sponsorship Status: Dropdown menu.
- Organization Name: Dropdown menu.
- Program Service: Dropdown menu.
- Role: Dropdown menu.
- Program ID: Text input field with an 'Exact' checkbox.

At the bottom of the search criteria section are three buttons: 'Search', 'Reset', and 'Back'.

Exhibit 5-30: Access Management – Search Screen

Navigation: Enter at least one search criterion and click the 'Search' button to navigate to the 'Access Management – Search Results' screen.

The 'Access Management – Search Results' screen displays the users sponsored by your organization that match the criteria entered on the 'Access Management – Search' screen. From this screen, you can maintain access to the SSTS program service for sponsored users associated with your organization by clicking an available function displayed in the 'Actions' column.

Exhibit 5-31 displays a picture of the ‘Access Management – Search Results’ screen:

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Home About Recent Announcements Terms and Conditions FAQ Help

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

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

You are here: [Role Sponsorship Tools](#) » [Access Management - Search](#) » Access Management Search Results

Access Management Search Results

1 items found; displaying 1 to 1. Page 1 of 1

<u>Sponsored Users</u>	<u>Sponsorship Details</u>	<u>Status</u>	<u>Last Updated</u>	<u>Actions</u>
John Doe (JOHNDOEPSP) john@doe.com	Organization: SSTS TEST COMPANY 1 Program Service: SSTS Role: Secondary Preparer Company Number: 11111 View Details	Active	10/16/2015 10:50:09 AM	Revoke

[Back](#)

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Exhibit 5-31: Access Management – Search Results Screen

6 CDX Main Navigation

The following section provides an overview of the pages that are accessible upon first navigating to the CDX Homepage before beginning the registration process.

6.1 Overview

CDX is an application used by EPA programs and various stakeholders to manage environmental data transmitted to EPA to meet EPA reporting requirements. As part of the CDX system, the user registration component is used to facilitate user access to a program service. Within the user registration component, program offices have the ability to define the roles and information required by new users to complete the registration process. Based on the program service and role combinations, each program has different information that a user must provide. CDX captures the requirements for each program service and role, and prompts the user for only the information required. Some roles do not require any additional information, whereas others require identity proofing and/or additional information processing. The following sections will walk through how a user will register for the SSTS program service.

6.2 CDX Homepage

The CDX homepage is the landing screen from which you have the ability to access and interact with CDX. The CDX home screen can be accessed by the following link: <https://cdx.epa.gov>, and provides the user with the following features:

- **Log In:** If you already have a CDX account, you may log into the system by entering your user identification (ID) and password information and clicking the ‘Log In’ button located on the right-hand side of the screen.
- **Registration:** If you do not have a CDX account, click the ‘Register with CDX’ button to begin the registration process outlined later in Section 3 of this guide.
- **Welcome Announcement:** This text area provides welcome text that is visible to all users who visit CDX.
- **Important Alerts:** The alerts in the ‘Notices’ box that appear below the ‘Welcome Announcement’ provide you with system or program-specific information. The ‘Notices’ box will only appear if there are any alerts regarding CDX.
- **Warning Notice and Privacy Policy:** The ‘Warning Notice and Privacy Policy’ statements are displayed on the CDX homepage providing you with a list of the terms of use for the CDX system, whether you decide to log into or register with the system.

Exhibit 6-1 shows a picture of the 'CDX Homepage' screen (Scroll 1):

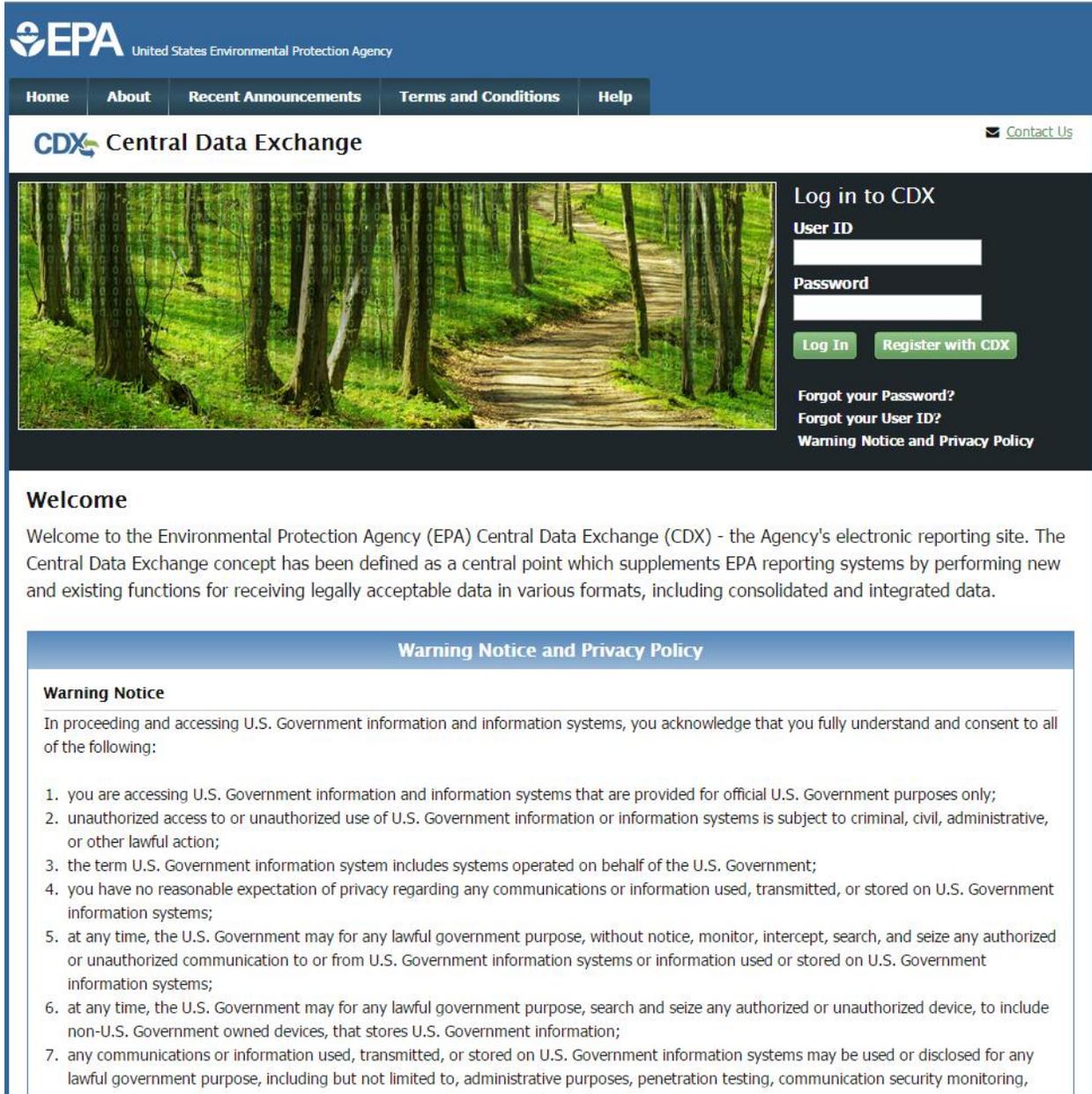


Exhibit 6-1: CDX Homepage Screen (Scroll 1)

Exhibit 6-2 shows a picture of the ‘CDX Homepage’ screen (Scroll 2):

Welcome

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

Warning Notice and Privacy Policy

Warning Notice

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

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

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register: March 18, 2002 \(Volume 67, Number 52\)\]\[Page 12010-12013\]](#).

Exhibit 6-2: CDX Homepage Screen (Scroll 2)

6.2.1 About CDX

From the CDX homepage, you can access the ‘About CDX’ screen from the tab labeled ‘About’ at the top of the screen. The ‘About CDX’ screen provides general information about the CDX system requirements and procedures that site users should be aware of concerning regulation, user information, and system information. Tabs are available across the top part of the CDX homepage for a user to read information regarding specific CDX topics.

Exhibit 6-3 shows a picture of the ‘About CDX’ screen (Scroll 1):

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions Help

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

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

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

About CDX

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

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

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

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

Exhibit 6-3: About CDX Screen (Scroll 1)

Exhibit 6-4 shows a picture of the ‘About CDX’ screen (Scroll 2):

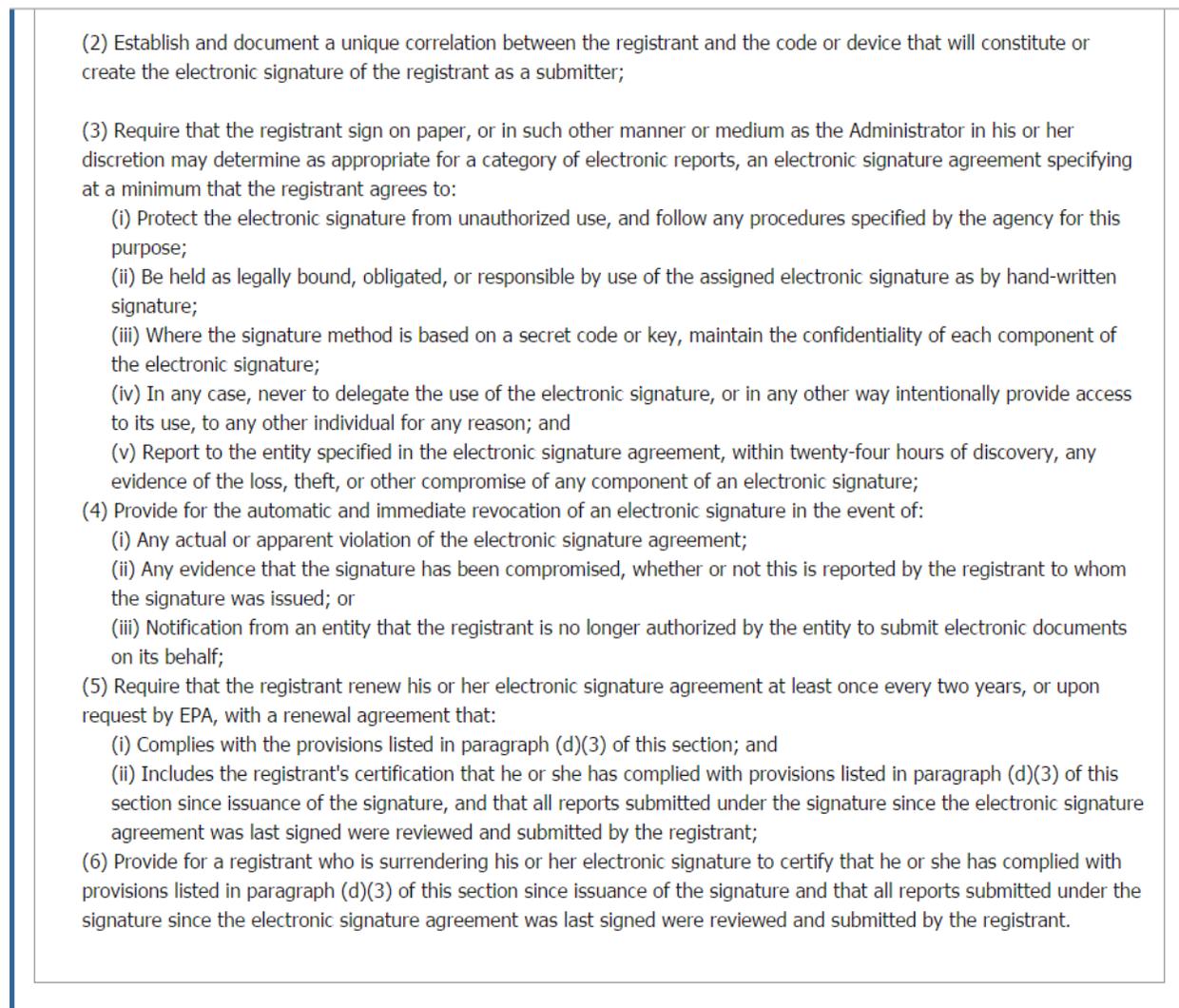


Exhibit 6-4: About CDX Screen (Scroll 2)

6.2.2 Recent Announcements

From the CDX homepage, you can access the ‘Recent Announcements’ screen from the tab labeled ‘Recent Announcements’ at the top of the screen. This page provides an extended list of announcements, both current and archived. The most recent announcements are displayed as important alerts on the homepage. If an alert on the homepage is too long, it will display in a teaser format with a hyperlink to view more details. Upon clicking the hyperlink on the homepage, the user will be directed to the ‘Recent Announcements’ screen to view the announcement in its entirety. An ‘Older announcements’ link displays at the bottom of a set of announcements to display announcements from the past six months.

Exhibit 6-5 shows a picture of the ‘Recent Announcements’ screen:

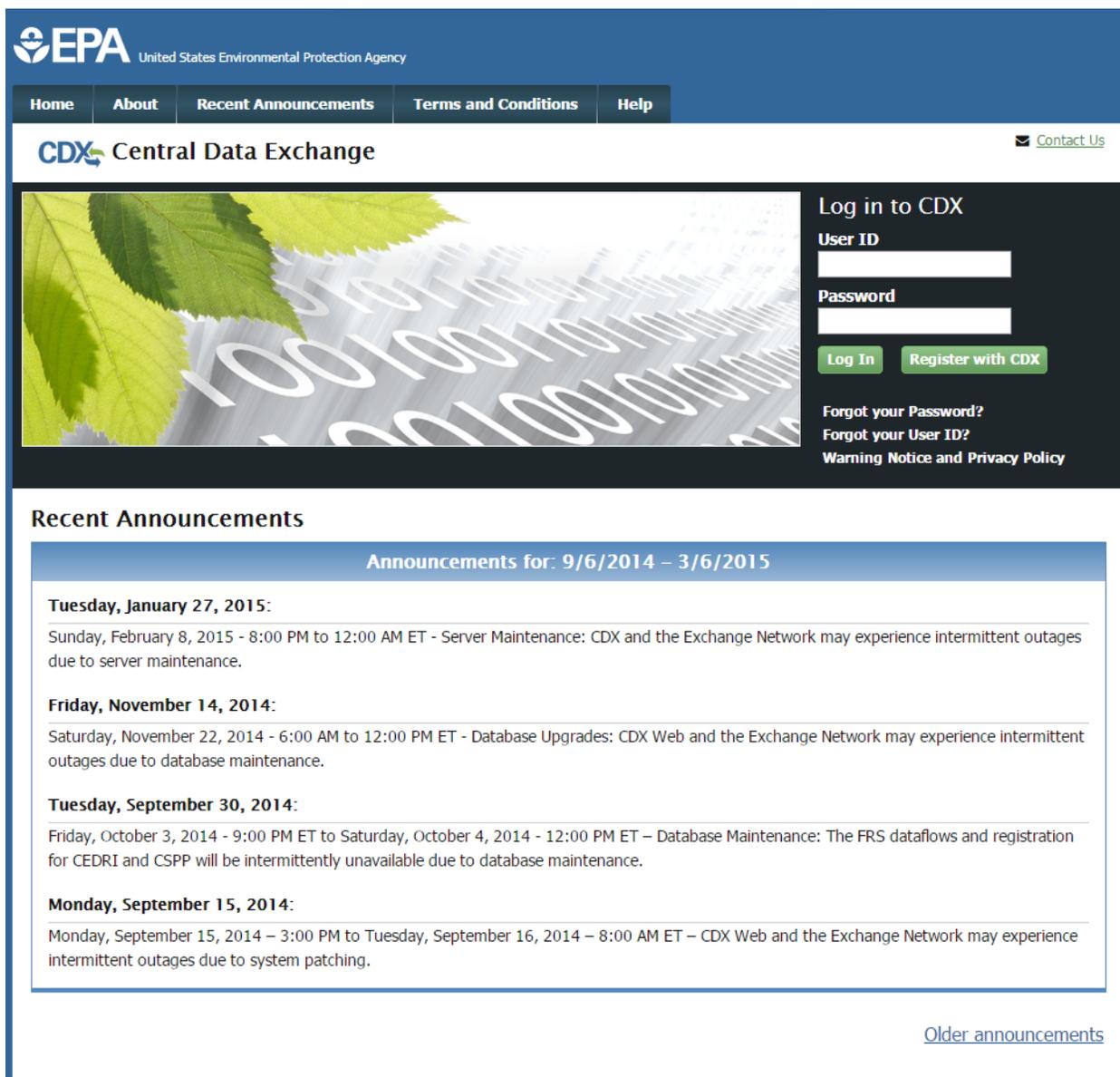


Exhibit 6-5: Recent Announcements Screen

6.2.3 Terms and Conditions

From the CDX homepage, you can access the ‘Terms and Conditions’ screen from the tab labeled ‘Terms and Conditions’ at the top of the screen. This page provides the terms and conditions for use of the application. This includes EPA’s privacy statement, warning notice, and user credential notices. Any user who registers for or has a CDX account is legally bound by these conditions.

Exhibit 6-6 shows a picture of the ‘Terms and Conditions’ screen (Scroll 1):

EPA United States Environmental Protection Agency

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

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

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

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

Terms and Conditions

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

Warning Notice

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

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

Exhibit 6-6: Terms and Conditions Screen (Scroll 1)

Exhibit 6-7 shows a picture of the ‘Terms and Conditions’ screen (Scroll 2):

5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [[Federal Register: March 18, 2002 \(Volume 67, Number 52\)](#)][[Page 12010-12013](#)].

Choosing a CDX Password

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.). Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following:

- uppercase character
- lowercase character
- number

Passwords may not begin with a number nor contain the word "password" nor contain your User Name.

Protecting my CDX Password

I agree to protect my CDX password.

I will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

Limited CDX Software Distribution

Any distribution of software provided by the Environmental Protection Agency's Central Data Exchange shall be handled according to any defined license practices.

Exhibit 6-7: Terms and Conditions Screen (Scroll 2)

Exhibit 6-8 shows a picture of the ‘Terms and Conditions’ screen (Scroll 3):

Protecting my CDX Password

I agree to protect my CDX password.

I will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

Limited CDX Software Distribution

Any distribution of software provided by the Environmental Protection Agency’s Central Data Exchange shall be handled according to any defined license practices.

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

Actions to take if my CDX Account has been Compromised

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

Terminating my CDX Account

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

Exhibit 6-8: Terms and Conditions Screen (Scroll 3)

6.2.4 CDX Help

This page provides multiple options for users to contact the CDX help desk. Users can contact the help desk by phone or email. The contact information is for both domestic and international end users (see Exhibit 6-9). Users also have the ability to send a message to EPA help desk via the contact form. You may access the contact form by clicking the ‘Contact Us’ link above the login section (see Exhibit 6-10 and Exhibit 6-11).

For questions non-CDX related questions about the SSTS application and its programmatic requirements, please contact the appropriate regional coordinator as listed here: <http://www.epa.gov/compliance/pesticide-establishment-registration-and-reporting-contacts>.

Exhibit 6-9 shows a picture of the ‘Help’ screen:

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](#)

Contact Us

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

For Web Submission Support, two support options are available:

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

By E-mail:
Send e-mail to Technical Support at helpdesk@epacdx.net.

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

Exhibit 6-9: Help Screen

Exhibit 6-10 shows a picture of the ‘Contact Us’ screen (Scroll 1):

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions Help

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

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

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

Contact Us

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

By Telephone:

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

By E-mail:

Send e-mail to Technical Support at helpdesk@epacdx.net.

By Chat:

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

Contact Form

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

Exhibit 6-10: Contact Us (Scroll 1)

Exhibit 6-11 shows a picture of the ‘Contact Us’ screen (Scroll 2):

Send e-mail to Technical Support at helpdesk@epacdx.net.

By Chat:

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

Contact Form

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

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

Name *

Organization

Email *

Comments *

Exhibit 6-11: Contact Us (Scroll 2)

7 Appendix A

Definitions, Acronyms, and Abbreviations

Acronym	Full Name
AA	Authorized Agent
CDX	Central Data Exchange
CROMERR	Cross-Media Electronic Reporting Regulation
EPA	Environmental Protection Agency
ESA	Electronic Signature Agreement
SSTS	Electronic Section Seven Tracking System
ID	User identification
PAO	Primary Authorized official
PII	Personally Identifiable Information
RMAM	Registration Maintenance Account Manager
SP	Secondary Preparer
SSTS	Section Seven Tracking System