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## How to Register for the eSIPS Program Service as a Certifier


- CDX Homepage
- Adding the eSIPS Program Service to an Existing CDX Account
- Creating a New CDX Account
- Organization Information
- Confirming your Account Registration
- Completing an Electronic Signature Agreement
- Completing a Paper ESA
- Registration Notifications

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### CDX Homepage


1. Access the CDX home page directly by selecting this URL: <https://cdx.epa.gov/>. This screen provides you with the following features:
  - a. **Log in:** If you already have an existing CDX account, you may log into the system by entering your User ID and Password, and clicking the 'Log In' button. You will still need to add the eSIPS program service to your account.
  - b. **Registration:** If you do not have an account with CDX, click the 'Register with CDX' button to begin the registration process outlined later in this section.

Figure 1: CDX Web Home Page

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 **Central Data Exchange** [Contact Us](#)



### Log in to CDX

**User ID**

**Password**

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

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

## Welcome

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

### 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 \(Volume 67, Number 52\)\]\[Page 12010-12013\]](#).

### Adding the eSIPS Program Service to an Existing CDX Account

1. If you are an existing CDX user, you may log in using your existing account. Enter your CDX User ID and Password in the respective fields on the CDX homepage and select the 'Log In' button (see Figure 1).
2. On the MyCDX page, select the 'Add Program Service' button to add the eSIPS data flow to your CDX Program Services (see Figure 2).

**Figure 2: MyCDX Page**

The screenshot displays the MyCDX page of the EPA Central Data Exchange. 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 RRIVASPLWW. The page features a 'Services' table with columns for Status, Program Service Name, and Role. A single service is listed: 'eSIPS: electronic State Implementation Plan Submission' with the role 'Preparer'. Below the table, the 'Add Program Service' button is highlighted with a red box, and the 'Manage Your Program Services' button is also visible. To the right, there are sections for 'CDX Service Availability' and 'News and Updates'.

Status	Program Service Name	Role
	eSIPS: electronic State Implementation Plan Submission	Preparer

3. Search for the eSIPS program service in the Program Service page by entering the program service name in the 'Active Program Services List' text box (see Figure 3).

**Figure 3: Selecting a Program Service**

The screenshot shows the EPA eSIPS 'Edit Account Profile' page. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The page title is 'CDX Edit Account Profile'. On the right, there is a 'Contact Us' link and a login status: 'Logged in as RRIVASPLWW (Log out)'. Below the title is a progress bar with three steps: '1. Program Service' (active), '2. Role Access', and '3. Organization Information'. The main content area has a text prompt: 'Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act)'. Below this is a section titled 'Active Program Services List' with a search input field containing 'eSIPS'. A search result is displayed: 'eSIPS: electronic State Implementation Plan Submission'. At the bottom left is a green 'Cancel' button.

4. Select the 'eSIPS' program service once it appears on the list. You will be automatically redirected to the Role Access page.
5. Select the 'Certifier' role from the drop down list on the Role Access page (see Figure 4).
6. The 'State' field will appear after selecting the 'Certifier' role. From the dropdown field, select the state you are affiliated with.
7. Select the 'Request Role Access' button to complete adding the role to your account.

Figure 4: Role Access Page

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

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

Registration Information	
Program Service	electronic State Implementation Plan Submission
Role	Not selected

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

Select Role

State \*

**Request Role Access** Cancel

8. On the Organization Information page, choose one option from the following:
  - a. Select an existing organization associated with your account to associate with the eSIPS role from the dropdown list (see Figure 5).
  - b. Request to add an existing organization to your account by searching for the organization
    - i. If the simple search returns too many results, you may use the advanced search option or choose to search again.
  - c. Request to add a new organization if the organization has not been added to CDX
    - i. If you cannot locate your organization in the search results, you may create a new organization by clicking the 'request that we add your organization' link. Clicking the link will add the organization or take you back to the Organization Information page where you can enter required organization details.

Figure 5: Organization Information Page

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

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

**Registration Information**

<b>Program Service</b>	electronic State Implementation Plan Submission
<b>Role</b>	Certifier

☒ **Select a Current Organization**  
☐ **Request to Add an Organization**

Select an organization from the dropdown list.

**Submit Request for Access**

### Creating a New CDX Account

1. Register by clicking the 'Register with CDX' button.
  - a. The CDX 'Terms and Conditions' screen is displayed documenting the terms and conditions.
2. Accept the terms and conditions by selecting the 'I am this registrant. I will not share my account, and I accept the terms and conditions, above.' checkbox and the 'Proceed' button (see Figure 6).
  - a. You may cancel the registration process by selecting the 'Cancel' hyperlink. Note that if you decline the terms and conditions, you will not be able to proceed with the registration.
  - b. Once you have accepted the registration agreement, you are redirected to proceed with the registration process.

**Figure 6: CDX Terms and Conditions**

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**CDX** Terms and Conditions [Contact Us](#)

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.

☐ I am this registrant. I will not share my account, and I accept the terms and conditions, above.

**Proceed** [Cancel](#)

3. The 'Request Program Service' screen displays a list of active program services with open registration from which you can choose to register (see Figure 7).
  - a. You may filter the active program service list by typing the program service name or other related program metadata in the text bar.
4. Select 'eSIPS: electronic State Implementation Plan Submission' from the Active Program Service List by clicking on the list item.

Figure 7: Program Service Selection

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**CDX** Core CDX Registration [Contact Us](#)

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

eSIPS

**eSIPS: electronic State Implementation Plan Submission**

Cancel

Enter 'eSIPS' in this text box

5. The 'Request Role Access' screen appears and allows you to select either the Preparer or Certifier role (see Figure 8). The distinction between roles is as follows:
  - a. **Preparer:** The Preparer is the person within a given state organization that is responsible for preparing a form for signature and subsequent submission by an authorized representative of the organization.
  - b. **Certifier:** The Certifier is the authorized representative of the state organization responsible for modifying (if necessary), signing, and submitting the form to CDX. Certifiers may also create forms if necessary.
6. After selecting the 'Certifier' role, select a state from the 'State' dropdown menu.
7. Select the 'Request Role Access' button to continue.
  - a. After clicking 'Request Role Access' you are taken to the third step of the registration process. In this step user and organization information is collected.



Figure 8: Role Access Page

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**CDX** Core CDX Registration [Contact Us](#)

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

Registration Information	
Program Service	electronic State Implementation Plan Submission
Role	Not selected

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

Select Role

State \*

### Organization Information

1. On the 'Part 1: User Information' section of the 'User and Organization' page, enter your user information on all of the required fields marked with an asterisk (see Figure 9).
  - a. The 'Security Question' and 'Security Answer' selections are of your choosing and are for authentication in the event you forget your password and need to reset it. The answers you provide to the security questions are case insensitive.

**Note:** It is important that you carefully note your input for the 'User ID' and 'Password' fields, as you are prompted for this information during the eSIPS submission process and will need to provide an exact match for authentication.

Figure 9: User and Organization Page

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**CDX** Core CDX Registration [Contact Us](#)

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

**Registration Information**

Program Service	electronic State Implementation Plan Submission
Role	Certifier

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 \***

**Part 2: Organization Info**

Enter organization or organization ID

- On the 'Part 2: Organization Info' section of the 'User and Organization' page, search for an existing organization (see Figure 10).

Figure 10: Organization Search

Part 2: Organization Info

Virginia

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">22597</a>	Virginia Department of Environmental Quality	629 East Main Street	Richmond	VA	23219
<a href="#">22598</a>	West Virginia Department of Environmental Protection	601 57th Street SE	Charleston	WV	25304

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

- a. If the simple search returns too many results, you may use the advanced search option or choose to search again.

**Warning:** Search results only include “verified” organizations (i.e. organizations that have been verified electronically or has an approved paper Electronic Signature Agreement) unless the search is specifically conducted using the ‘Organization Id’.

This means that organizations created by Certifiers with approved ESAs are returned in search results if the search is conducted by organization name. Organizations created by Preparers will not be returned in the identical search since Preparers are not required to have an ESA.

Preparers creating an organization unique to your facility should record the ‘Organization Id’ and provide this ID to other users wishing to be associated with the organization.

- b. If you cannot locate your organization in the search results, you may create a new organization by clicking the ‘request that we add your organization’ link. Clicking the link will add the organization or take you back to the Organization Information page where you can enter required organization details (see Figure 11).

Figure 11: Creating a New Organization

**Part 2: Organization Info**

<b>Organization Name *</b>	<input type="text"/>
<b>Country *</b>	UNITED STATES ▼
<b>Mailing Address *</b>	<input type="text"/>
<b>Mailing Address 2</b>	<input type="text"/>
<b>City *</b>	<input type="text"/>
<b>State *</b>	-Please Select- ▼
<b>ZIP/Postal Code *</b>	<input type="text"/>
<b>Email *</b>	<input type="text"/>
<b>Re-enter Email *</b>	<input type="text"/>
<b>Phone Number *</b>	<input type="text"/>
<b>Phone Number Ext</b>	<input type="text"/>
<b>Fax Number</b>	<input type="text"/>

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

[Cancel](#)

- Once an organization has been selected or created, you are required to enter an email and phone number with the option of entering a phone number extension or fax number (see Figure 12).

**Figure 12: Existing Organization Information**

**Part 2: Organization Info**

**Virginia Department of Environmental Quality**  
629 East Main Street  
Richmond, VA, US  
23219

**Email \***

**Re-enter Email \***

**Phone Number \***

**Phone Number Ext**

**Fax Number**


Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

**Submit Request for Access**

**Cancel**

4. Select the 'Submit Request for Access' button to proceed with registration.
  - a. A confirmation page will appear, detailing that you will receive an email from CDX to activate your account shortly (see Figure 13).

**Figure 13: CDX Registration Confirmation**

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**CDX** Confirmation [Contact Us](#)

1. Program Service ✓

2. Role Access ✓

3. User and Organization ✓

4. Confirmation

A few more steps...

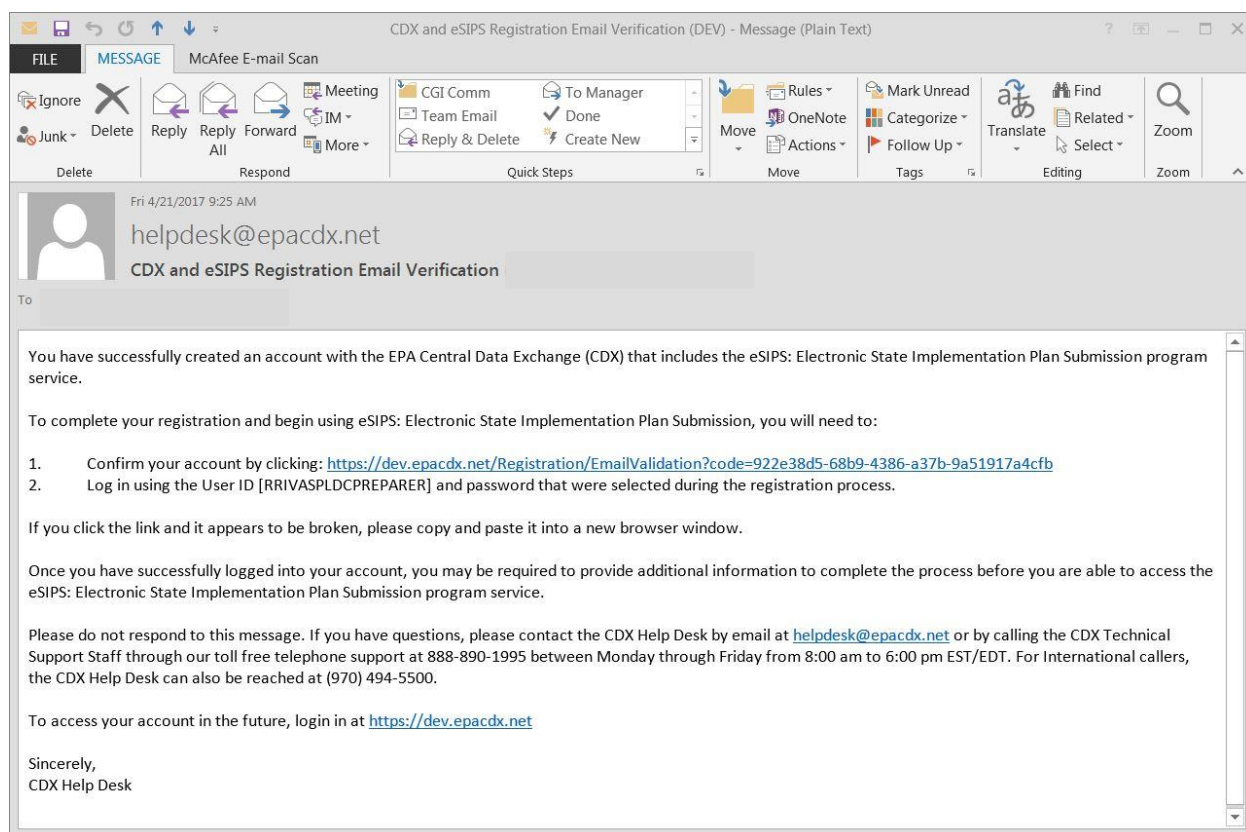
You will soon receive an email confirmation message (at [rose.rivasplata@cgifederal.com](mailto:rose.rivasplata@cgifederal.com)) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for International callers.

**Return to CDX Home**

## Confirming your Account Registration

1. Access your email and open an email from CDX with the subject of 'Core Registration Email Verification Request' (see Figure 14).
2. Select the hyperlink within the email, which will direct you to CDX. From the CDX homepage, log in to activate your account.
  - a. Additional identity proofing is required and you are prompted to follow the additional registration steps that support the LexisNexis identity validation and/or Electronic Signature Agreement (ESA) signing processes.
3. The 'Identity Verification' screen will be displayed to complete the Electronic Signature Agreement (ESA) process.

**Figure 14: CDX Email Verification Request**



## Completing an Electronic Signature Agreement

1. You are taken to the 'Identity Verification' screen to complete the Electronic Signature Agreement (ESA) process (see Figure 15).
  - a. You are required to complete the identity verification process prior to accessing the eSIPS program service for the first time.

- b. The 'Identity Verification' screen gives you the option to use the electronic identity verification process or the paper-based identity verification process.
- c. The CDX Web application provides an identity verification service called LexisNexis, which is a third-party service that verifies the user's identity, organization information and association to the organization.
- d. The LexisNexis service collects additional Personally Identifiable Information (PII) that CDX does not collect. You must provide the necessary PII for LexisNexis to complete the identity validation.

**Figure 15: Identity Verification Page**

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**CDX** CDX Registration: LexisNexis®

Contact Us  
Logged in as RRIVASPLNACERT (Log out)

1. Identity Verification 2. ESA

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

LexisNexis® Instant ID

**Legal Name**

M

**Home Address**

Address Line 1\*

Address Line 2

City\*  State\*  Zip Code\*

**Home or Personal Phone**

Home or Personal Phone

**Date of Birth**

Month\*  Day\*  Year\*

**Last 4 of SSN**

Last 4 of SSN\*

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

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

- e. If you choose not to utilize LexisNexis and you click the 'Sign Paper Form' link, you are directed to a screen where you are instructed to print, sign, and mail required identity proofing documentation.
2. Enter information as necessary on the LexisNexis window to complete the identity validation and select the 'Proceed with Verification' button.
  - a. If your identity proofing failed, you will be forced to sign the paper ESA.
3. From the twenty (20) questions that appear in the dropdown you are required to choose five (5) unique questions and provide unique answers for each (see Figure 16).
  - a. You are required to answer one (1) of these five (5) questions upon submitting any eSIPS submission files.
  - b. If you pass LexisNexis validation and choose to sign the ESA electronically, the application verifies that the CROMERR 20-5-1 security questions and answers have been set.
  - c. If CROMERR 20-5-1 security questions and answers have been set, you are directed to the ESA.

**Figure 16: CROMERR Signature Questions**

The screenshot shows the EPA CDX Central Data Exchange interface. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header reads 'CDX Central Data Exchange' with a 'Contact Us' link and a login status 'Logged in as RRIVASPLNACERT (Log out)'. The page title is 'CDX Registration: Additional Verification'. Below this is a progress bar with three steps: '1. Identity Verification' (completed with a checkmark), '2. Signature Question' (current step), and '3. ESA'. The instructions state: 'You are registered for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.' The form section is titled 'Select 5 Signature Questions and Answers' and contains five rows, each with a dropdown menu for a question and a text box for the answer. A 'Save Answers' button is located at the bottom left of the form area.

4. Click the 'Save Answers' button after providing five (5) secret questions and answers (see Figure 16).

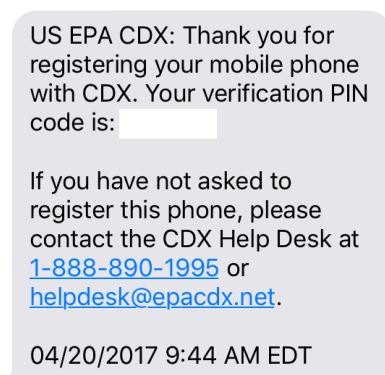


- a. A confirmation email notifying you that you have provided answers to five signature questions is sent to your organization email and to your CDX Inbox.
  - b. If you need to electronically sign an ESA later, you are required to provide your CROMERR 20-5-1 questions and answers before signing electronically.
  - c. If you forget your CROMERR 20-5-1 question answers, contact the CDX Helpdesk for assistance in resetting them.
5. Enter your mobile number for use during the electronic signature process. Select the 'Send' button to receive a text message from CDX (see Figure 17).

**Figure 17: Mobile Number Verification**

The screenshot shows the EPA CDX Central Data Exchange interface. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text 'Central Data Exchange'. On the right, there is a 'Contact Us' link and a login status 'Logged in as ESIPSPRCERTIFIER (Log out)'. The main heading is 'CDX Registration: Additional Verification'. Below this is a progress bar with four steps: '1. Identity Verification' (checked), '2. Signature Question' (checked), '3. Mobile Number' (active), and '4. ESA'. The text below the progress bar states: 'You are registered for a program that supports mobile number verification. Once your mobile number has been verified, it will be used during the electronic signature process to provide additional proof of your identity.' Below this is a note: 'Message and data rates may apply.' There is a label 'Mobile Number' followed by a text input field and a green 'Send' button. At the bottom right, there is a red-bordered box containing the text 'Skip Mobile Number Setup'.

- a. The eSIPS system supports mobile number verification, which allows you to receive a code which will allow you to sign submissions, in lieu of answering a CROMERR question.
  - b. You may skip this step by selecting the 'Skip Mobile Number Setup' hyperlink at the bottom right of the screen. If you choose to skip mobile number verification, proceed to step 7.
  - c. You will receive a text message from CDX that contains a PIN number (see Figure 18).

**Figure 18: CDX Verification Pin**

6. Enter the CDX PIN Number and select the 'Verify' button to verify your mobile number (see Figure 19).

**Figure 19: PIN Number Verification**A screenshot of the EPA CDX Central Data Exchange website. The header shows the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area is titled "CDX Registration: Additional Verification". It features a progress bar with four steps: 1. Identity Verification (checked), 2. Signature Question (checked), 3. Mobile Number (active), and 4. ESA. Below the progress bar, there is a message: "You are registered for a program that supports mobile number verification. Once your mobile number has been verified, it will be used during the electronic signature process to provide additional proof of your identity." A note states: "Message and data rates may apply." There are two input fields: "Mobile Number" and "Enter PIN Number \*". The "Enter PIN Number \*" field is highlighted with a red rectangle and has a "Verify" button next to it. At the bottom, there is a link: "If you did not receive a PIN, click here to start over." and a link: "Skip Mobile Number Setup".

- a. If you have not received a text message from CDX, select the 'click here' hyperlink to modify your mobile number.
- b. If the PIN number is correct, will receive a text message from CDX that the specified phone number has been added to your account.

- c. You will also receive a confirmation email notifying you that a mobile number has been associated with your account.
7. After reviewing the ESA, select the 'Sign Electronically' button to proceed (see Figure 20).

**Figure 20: CROMERR ESA**

The screenshot shows the EPA CDX Registration: Additional Verification page. The header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. A progress bar indicates three steps: 1. Identity Verification (checked), 2. Signature Question (checked), and 3. ESA (active). The main heading is "Electronic CDX Electronic Signature Agreement". Below this, a paragraph explains the agreement. A section titled "U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT" contains a paragraph about accepting the electronic signature credential. A table titled "Electronic Signature Holder Company Information" lists details for CGI FEDERAL. At the bottom, there are "Sign Electronically" and "Cancel" buttons.

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**CDX** CDX Registration: Additional Verification [Contact Us](#)  
Logged in as RRIVASPLNACERT2 ([Log out](#))

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

### Electronic CDX Electronic Signature Agreement

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

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

### U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

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

Electronic Signature Holder Company Information	
Organization Name:	CGI FEDERAL
Address:	12601 FAIR LAKES CIR
City, State, Zip:	FAIRFAX, VA 22033
Province:	
Country:	US
Phone Number:	(703) 227-6863
E-mail Address:	rose.rivasplata@cgifederal.com
Registrant's Name:	Ms Rose Rivas Plata
CDX User Name:	RRIVASPLNACERT2

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

8. In compliance with CROMERR standards, you are required to agree to the certification statement. Select the 'Accept' button in the modal (see Figure 21).

**Figure 21: CROMERR Certification Statement**

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

9. The CROMERR eSignature Widget will appear. Enter your password to confirm your account (see Figure 22).
  - a. As a second security measure, enter the answer to a secret question associated with your account.
  - b. Once you have completed the first two steps, select the ‘Sign’ button to sign your ESA.
  - c. You will receive a notification from CDX indicating that you have successfully completed the CROMERR E-Signature process.

**Figure 22: CROMERR Signature Widget**

Address: 1200 PENNSYLVANIA AVE NW

eSignature Widget

<b>1. Log in to CDX</b> User: ESIPSTESTUSER3_ Password: ..... Welcome Joseph Flynn	<b>2. Answer Secret Question</b> Question: What is the first and middle name of your oldest sibling? Answer: sibling Correct Answer	<b>3. Sign File</b> <input type="button" value="Sign"/>
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### Completing a Paper ESA

**Warning:** The paper ESA process may take up to 2 weeks to complete.

1. From the Identity Verification page, you can choose to sign a paper ESA in lieu of an electronic signature agreement by selecting the 'Paper Verification' hyperlink (see Figure 15).
2. A separate page will be displayed where you can view the paper CDX ESA. Review the ESA, then select the 'Sign Paper Form' button on this page to open the ESA in a separate window to print (see Figure 23).

**Figure 23: Paper CDX ESA**

The screenshot shows the EPA CDX Registration: Additional Verification page. The header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main heading is "CDX Registration: Additional Verification". Below this, there are two steps: "1. Identity Verification" (completed) and "2. ESA" (current step). The page title is "Paper CDX Electronic Signature Agreement". A paragraph explains that the CDX electronic signature agreement (ESA) is an agreement between the user and CDX, authorizing electronic signature. Below this, the "U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT" is displayed. A paragraph states that by accepting the electronic signature credential issued by the EPA, the user agrees to sign electronic documents submitted to EPA's Central Data Exchange (CDX). A table titled "Electronic Signature Holder Company Information" contains the following details:

Organization Name:	CGI FEDERAL INC
Address:	12601 FAIR LAKES CIRCLE
City, State, Zip:	FAIRFAX, VA 22033
Province:	
Country:	US
Phone Number:	(703) 227-6000
E-mail Address:	rose.rivasplata@cgi.com
Registrant's Name:	Ms Rose Rivas Plata
CDX User Name:	RRIVASPLNACERT

At the bottom of the page, there are two buttons: "Sign Paper Form" and "Cancel".

3. From the paper ESA window, select the 'Print to Mail' button to print the paper ESA (see Figure 24).
  - a. The CROMERR 20-5-1 questions will not be displayed. The next time you log in to CDX, following role approval, you are required to provide CROMERR 20-5-1 questions and answers.

Figure 24: CDX ESA Modal

Print to Mail
Close

### 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:	CGI FEDERAL INC
Address:	12601 FAIR LAKES CIRCLE
City, State, Zip:	FAIRFAX, VA 22033
Province:	
Country:	US
Phone Number:	(703) 227-6000
E-mail Address:	rose.rivasplata@cgi.com
Registrant's Name:	Ms Rose Rivas Plata
CDX User Name:	RRIVASPLNACERT

I,  
(Name of Electronic Signature Holder)

(1) **I agree to notify CDX within ten working days if my duties change** and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification by notifying the CDX Technical Support staff at 1-888-890-1995 or [helpdesk@epa.gov](mailto:helpdesk@epa.gov).

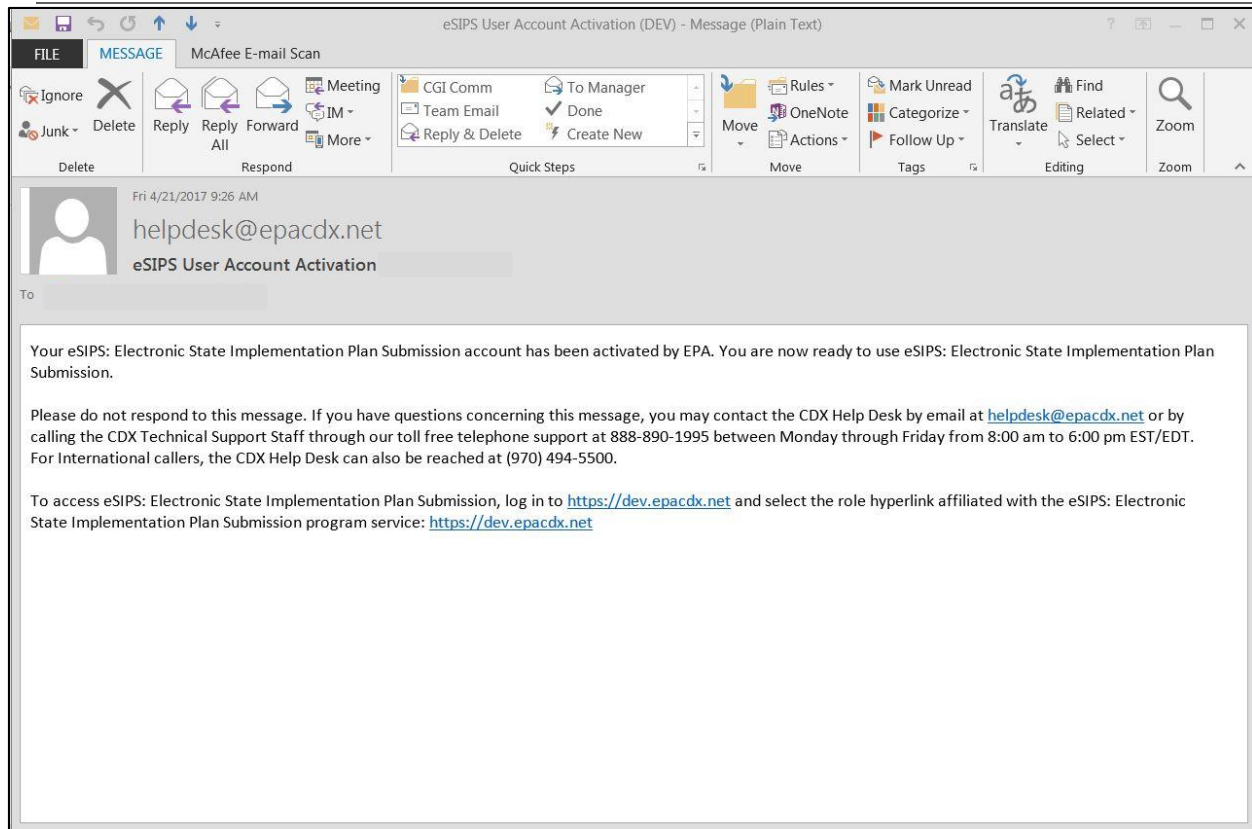
**Note:** You may choose to discontinue the registration process by clicking the 'Cancel' button. If you do not complete either the electronic or paper ESA, you must contact your Registration Maintenance Account Manager (RMAM) to obtain access to the program role requested.


If you do not know your RMAM contact information, contact the U.S EPA eSIPS system RMAM at 919-541-5550 or [south.mia@epa.gov](mailto:south.mia@epa.gov).

### Registration Notifications

1. After completing the registration process, you are provided confirmation of successful registration (see Figure 25).
  - a. If you chose the paper ESA option, you are provided an additional confirmation email when your Certifier role has been approved.

Figure 25: CDX Registration Confirmation Email



2. Upon logging in to CDX or navigating to the 'MyCDX' screen, the Certifier role is listed under the 'Services' section of the screen.
  - a. All 'eSIPS: electronic State Implementation Plan Submission' roles should have an active hyperlink and the  icon next to them, signifying that the role is active.

## Support

If you have any questions related to submission development, please contact your EPA Regional Contact on your state landing page.

If you have any questions related to CDX or the eSIPS program service, please contact the CDX Help Desk at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by telephone at 888-890-1995.