

How to Register for the eSIPS Program Service as a Preparer

- CDX Homepage
- Adding the eSIPS Program Service to an Existing CDX Account
- Creating a New CDX Account
- Organization Information
- Confirming your Account Registration
- Registration Notifications


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

 **EPA** United States Environmental Protection Agency

[Home](#) [About](#) [Recent Announcements](#) [Terms and Conditions](#) [Help](#)

 **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 within the EPA's Central Data Exchange. The page header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as RRIVASPLWW. The main content area 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'. To the right, there are sections for 'CDX Service Availability' and 'News and Updates'. At the bottom, two buttons are visible: 'Add Program Service' (highlighted with a red box) and 'Manage Your Program Services'.

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' interface. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as RRIVASPLWW. The page has a progress bar with three steps: 1. Program Service (active), 2. Role Access, and 3. Organization Information. Below the progress bar, a text prompt asks the user to begin typing a program service name or keywords to filter the list. The 'Active Program Services List' contains a search input field with 'eSIPS' entered, and a result box showing 'eSIPS: electronic State Implementation Plan Submission'. A 'Cancel' button is at the bottom left.

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Edit Account Profile

Contact Us
Logged in as RRIVASPLWW (Log out)

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

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

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 'Preparer' role from the drop down list on the Role Access page (see Figure 4).
6. The 'State' field will appear after selecting the 'Preparer' 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

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Edit Account Profile [Contact Us](#)
Logged in as RRIVASPLWW ([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 *

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

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

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

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

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

Registration Information

Program Service	electronic State Implementation Plan Submission
Role	Preparer

☒ 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

EPA United States Environmental Protection Agency

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

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

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions Help

CDX Core CDX Registration [Contact Us](#)

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

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

Enter 'eSIPS' in this text box

eSIPS

eSIPS: electronic State Implementation Plan Submission

Cancel

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 'Preparer' 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

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions Help

CDX Core CDX Registration [Contact Us](#)

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

Registration Information

Program Service	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 Preparer ▼

State * ▼


Request Role Access Cancel

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

 United States Environmental Protection Agency

[Home](#) [About](#) [Recent Announcements](#) [Terms and Conditions](#) [Help](#)

 **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	Preparer

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

Part 1: User Information

User ID *

Title *

Mr ▾

First Name *

Middle Initial

Last Name *

Suffix

-Please Select- ▾

Password *

Re-type Password *

Security Question 1 *

-Please Select- ▾

Security Answer 1 *

Security Question 2 *

-Please Select- ▾

Security Answer 2 *

Security Question 3 *

-Please Select- ▾

Security Answer 3 *

Part 2: Organization Info

Search

Enter organization or organization ID

Cancel

10

2. 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

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
22597	Virginia Department of Environmental Quality	629 East Main Street	Richmond	VA	23219
22598	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

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

 **EPA** United States Environmental Protection Agency

[Home](#) [About](#) [Recent Announcements](#) [Terms and Conditions](#) [Help](#)

CDX Confirmation [Contact Us](#)

1. Program Service ✓

2. Role Access ✓

3. User and Organization ✓

4. Confirmation

A few more steps...

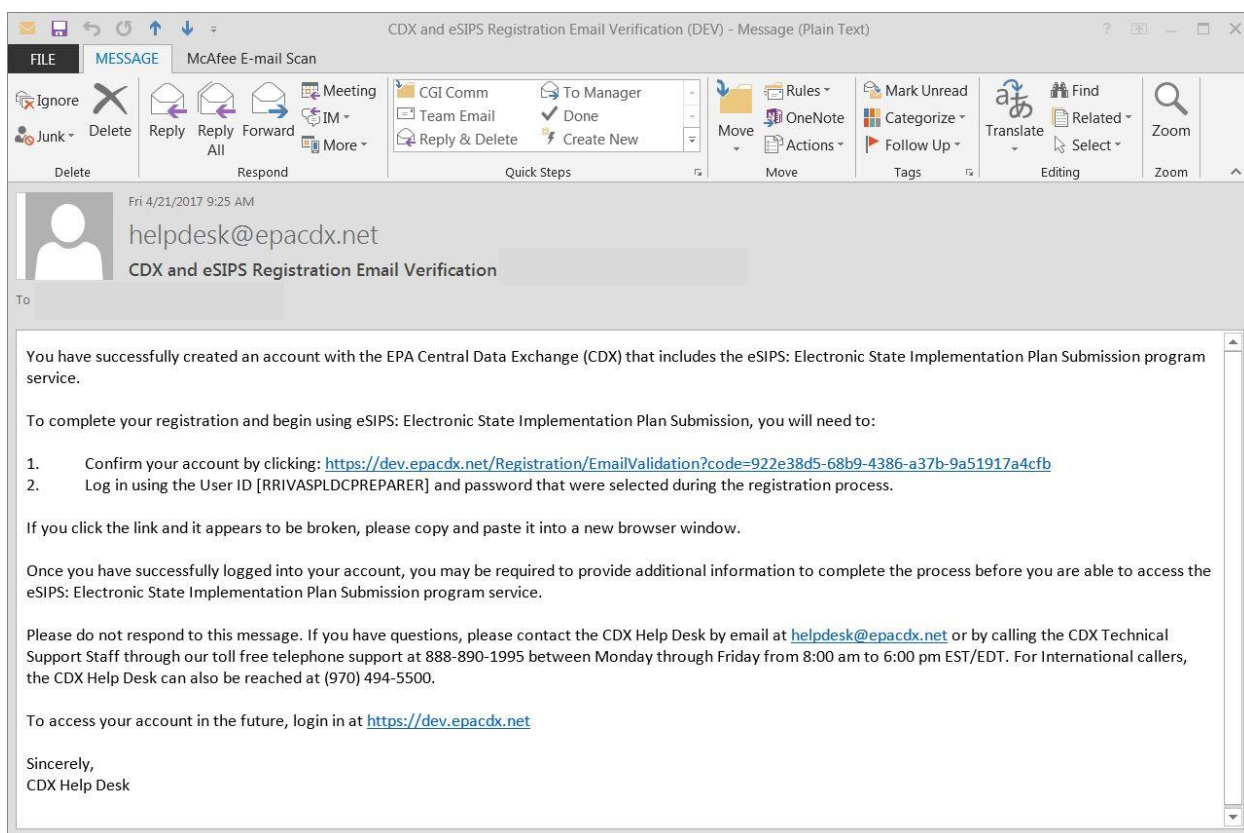
You will soon receive an email confirmation message (at rose.rivasplata@cgifederal.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for International callers.

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.

Figure 14: CDX Email Verification Request



Registration Notifications

1. After completing the registration process, you are provided confirmation of successful account creation (see Figure 15) and activation (see Figure 16).

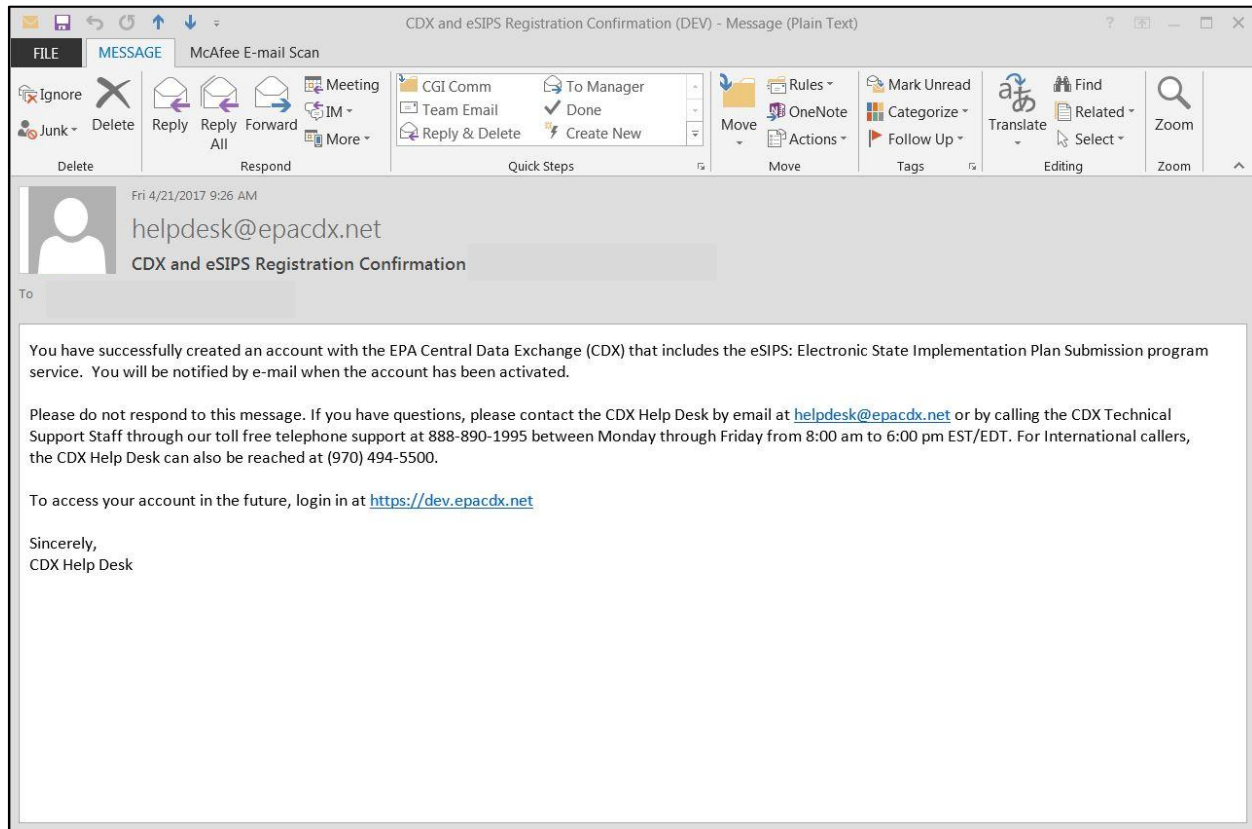
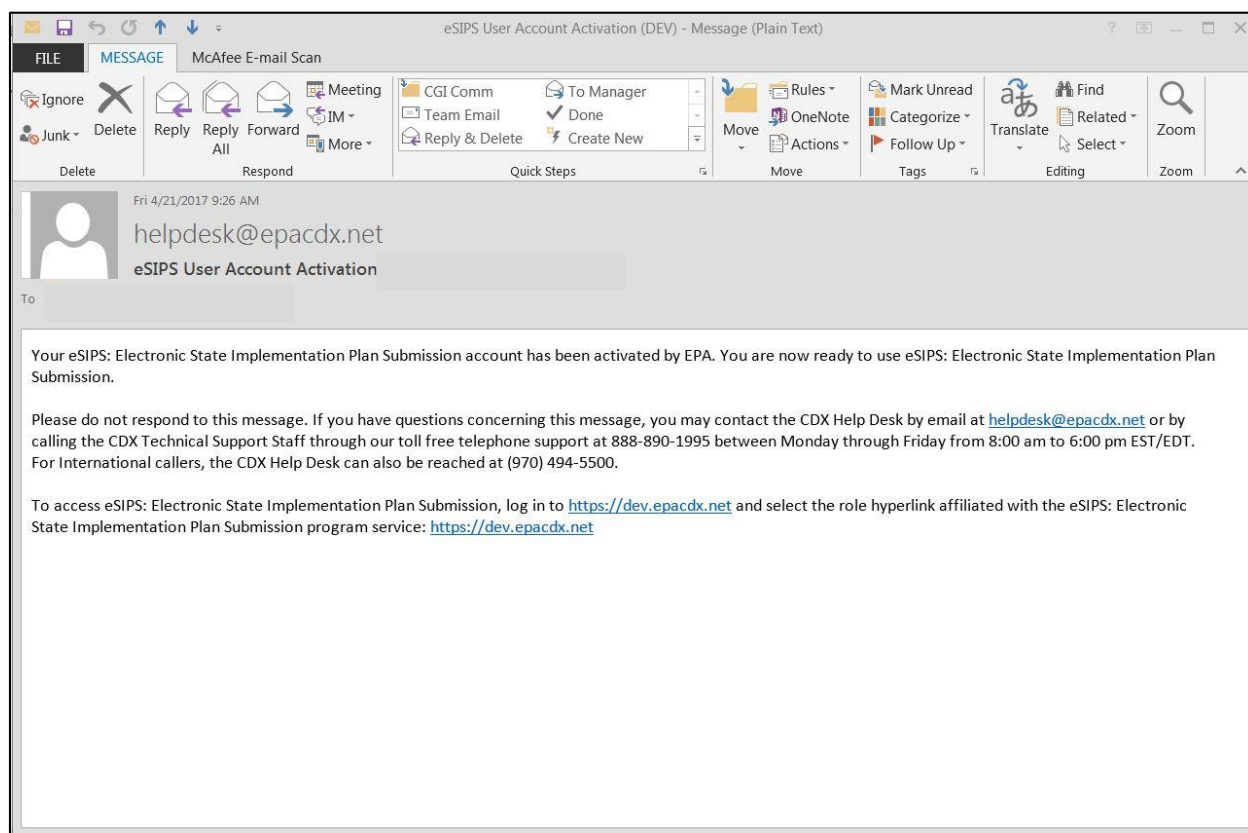

Figure 15: CDX Registration Confirmation Email

Figure 16: CDX Account Activation

2. Upon logging in to CDX or navigating to the 'MyCDX' screen, the Preparer 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 or by telephone at 888-890-1995.