

EPA Registration Maintenance Account Manager (RMAM) Regional Manager for the eSIP system

Approving State Certifiers with a Paper Electronic Signature Agreement (ESA).

Note: This guide provides an overview of the Central Data Exchange (CDX) Regional manager process for approving state certifiers using the paper electronic signature agreement (ESA) for the eSIP system.

A state certifier role has two options for choosing identify proofing in CDX: 1) complete identity proofing through LexisNexis and electronically sign an ESA or 2) mail a paper ESA to the Regional manager and get approval by the Regional manager.

If a state is willing and able to successfully complete identity proofing via LexisNexis and electronically sign the ESA, no further action is needed and the role will be active. Note: the electronic identity proofing process requires personal identity information (PII).

For state certifiers who mail the paper ESA, Regional managers can approve their role access by following the steps below. Note: The paper ESA requires the certifier to provide organizational information only.

1. Review the paper signature agreement from the state and confirm it includes a wet ink signature.
2. Store the paper ESA. Per the record schedule, the paper ESA should be retained for 7 years after the date the user account becomes inactive.
3. Select the Reg Maint tab on your MyCDX page (see Figure 1).

Figure 1: MyCDX Homepage



4. Select the Pending Requests link (see Figure 2).

Figure 2: Reg Maint Tools

Central Data Exchange [Contact Us](#)
Last Login: 7/28/2017 4:43:25 PM

MyCDX | **Inbox** | My Profile | **Reg Maint** | HelpDesk | Role Sponsorship | Submission History | E-Enterprise Portal

You are here: Reg Maint Tools

Registration Tools

| Tool | Description |
|---|--|
| User Management | View and/or modify a user's profile |
| Create User Account | Create a CDX user account for a user |
| Pending Requests | View pending requests for access to programs flows and/or roles |
| Program/Flow Flags Viewer | View the provisioned requirements for a program and associated roles |
| Maintenance Reports | Retrieve administration statistics and reports on users |
| Shortcut URL | Provide the Helpdesk and RMAM roles with the ability to generate Registration Shortcut URL |

5. View all pending requests by selecting the ‘eSIPS: electronic State Implementation Plan Submission’ program service from the Program Service dropdown field (see Figure 3).
 - a. Alternatively, enter other information on this page to search based on specific criteria.

Figure 3: Pending Requests Search

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

You are here: Reg Maint Tools » Pending Requests - Search

Pending Requests - Search

Search By Criteria

User ID Exact Matches Only:

First Name Exact Matches Only:

Last Name Exact Matches Only:

Email Exact Matches Only:

Program Service

Role

Program ID Exact Matches Only:

Phone Number Exact Matches Only:

Organization Name Exact Matches Only:

Organization State

Or

Organization Region

Search By Confirmation Number

Confirmation Number

Search

6. Select the 'Search' button after entering your search criteria (see Figure 3).
7. The search results page will display all users associated with your search criteria (see Figure 4).
 - a. Please designate a regular time to check pending requests to ensure certifiers are not awaiting approval to submit SIPs and related information in the eSIP system.
 - b. If the state fails to submit a paper ESA, please follow-up with the state contact to ensure the state has mailed the paper ESA.

Figure 4: Search Results Page

The screenshot shows the 'Central Data Exchange' interface. At the top right, there is a 'Contact Us' link and a 'Last Login: 6/6/2017 1:11:29 PM' timestamp. Below the header is a navigation bar with tabs for 'MyCDX', 'Inbox', 'My Profile', 'Reg Maint', and 'Submission History'. The main content area shows the breadcrumb 'You are here: Reg Maint Tools » Pending Requests - Search » Pending Requests - Summary' and the title 'Pending Requests - Search Results'. It indicates '5 items found; displaying 1 to 5.' and 'Page 1 of 1'. A table lists two pending requests for Chris Dailey, both from organization CGIFEDERALTEST2 and program service NDMR-TOK. The first request has a 'Current Paper Score' of 'Signature-Program' and a request date of 5/18/2017 3:54:57 PM. The second request has a 'Current Paper Score' of 'Not Set' and a request date of 5/18/2017 2:24:54 PM. Each row includes a checkbox, requestor information, request details, and a dropdown menu for the paper score.

| <input type="checkbox"/> | Requestor Information | Request Details | Request Date |
|--------------------------|---|--|---|
| <input type="checkbox"/> | Chris Dailey (DAILEYCM156) jhhygni1@sharklasers.com | Organization: CGIFEDERALTEST2 Program Service: NDMR-TOK Role: Permittee (signature) Program ID: N/A View Details | Current Electronic Score: Not Set Current Paper Score: Signature-Program 5/18/2017 3:54:57 PM |
| <input type="checkbox"/> | Chris Dailey (DAILEYCM1183) jhhygniq7@sharklasers.com | Organization: CGIFEDERALTEST2 Program Service: NDMR-TOK Role: Permittee (signature) Program ID: N/A View Details | Current Electronic Score: Not Set Current Paper Score: Not Set 5/18/2017 2:24:54 PM |

8. Check the box next to the name of each user that you would like to approve based on receipt of a paper ESA with a wet ink signature (see Figure 5).
9. Set the 'Current Paper Score' to 'Signature' by selecting the dropdown box (see Figure 5).
 - a. This should be done for each user that you would like to approve.
 - b. If the paper score is already set to 'Signature' for a user who needs approval, then only check the box next to their name and proceed to Step 10.
 - c. If the value in the dropdown is listed as anything other than 'Signature' for a user who needs approval, update the dropdown selection to 'Signature', check the box next to the user's name and proceed to Step 10.
10. Select the 'Approve Selected Requests' button (see Figure 5).
 - a. This will activate the user's account. No further action required.

Figure 5: Approving Requests

| | | | |
|--|---|---|---|
| <input type="checkbox"/> | Rose Rivas (ESIPSPRCERTIFIER) rose.rivasplata@cgifederal.com | Organization: CGI FEDERAL Program Service: eSIPS Role: Certifier State: PR View Details | Current Electronic Score: CROMERR- 4/20/2017 9:34:14 AM Minimum Current Paper Score: Not Set Not Set ▾ |
| <input type="button" value="Approve Selected Requests"/> <input type="button" value="Reject Selected Requests"/> <input type="button" value="Back"/> | | | |

Support

If you have any questions related to CDX or the eSIP system program service, please contact the CDX Help Desk at helpdesk@epacdx.net or by telephone at 888-890-1995.

Sample Paper ESA

Note: The ESA shown below is for demonstration purposes only. Please do not attempt to print, modify, and submit any of the information provided below.

6/30/2017

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: | ORG Name |
| Address: | 123 Main Street |
| City, State, Zip: | Anytown, VA 12345 |
| Province: | |
| Country: | US |
| Phone Number: | (555) 555-5555 |
| E-mail Address: | johndoe@organization.com |
| Registrant's Name: | Mr John Doe |
| CDX User Name: | CDXUserID |

I, John Doe,
(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.
- (2) Understand I will be informed of profile changes through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.
- (3) Understand that CDX reports the last login date that my user identification and password were used immediately after successfully logging into CDX.
- (4) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.
- (5) Understand I will receive an e-mail upon use of my electronic signature so whenever I electronically sign and submit an electronic document to the CDX, I will receive an e mail at my registered e mail address; This e-mail will inform me that a submission has been made to CDX from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR).
- (6) Agree to report any suspicious activity so if I receive an e mail notification for any activity that I do not believe that I performed, I will notify the CDX Help Desk as soon as possible, but no later than 24 hours, after receipt.
- (7) Agree to contact the CDX Help Desk if I do not receive an e-mail notification within 5 business days for any electronically signed submission using my credentials.

6/30/2017

(8) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what the CDX has received from me by contacting the CDX or service Help Desk.

(9) Agree to notify the EPA if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting the CDX Help Desk as soon as this change in relationship occurs.

(10) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

(11) Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by Statute and/or regulation.

(12) Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

(13) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(14) Agree to immediately contact the U.S. EPA CDX Help Desk after suspecting misuse of my account. I will contact the CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen, compromise or used inconsistent with CDX Terms and Conditions at <https://cdx.epa.gov/terms>

Name of electronic signature holder: _____

Signature: _____

Date: _____

Please send this document as soon as possible to:

| Region | EPA Regional Office Mailing Address | States/Terr. Covered |
|--------|--|----------------------------|
| 1 | Donald O. Cooke U.S. EPA Region 1 Office of Ecosystem Protection, Air Quality Planning Unit 5 Post Office Square - Suite 100 Mail Code: OEP05-2 Boston, MA 02109 - 3912 | CT, MA ME, NH RI, VT |
| 2 | Kenneth Fradkin U.S. EPA Region 2 290 Broadway 25 th Floor New York, NY 10007-1866 | NJ, NY PR, VI |

2/3

6/30/2017

| | | |
|----|--|---|
| 3 | <p>Sharon McCauley U.S. EPA Region 3 Regional SIP Coordinator Air Protection Division (3AP00) 1650 Arch Street Philadelphia, PA 19103</p> | <p>DC, DE MD, PA VA, WV</p> |
| 4 | <p>Sean Lakeman U.S. EPA Region 4 61 Forsyth Street, S.W. Mail Code: 9T25 Atlanta, GA 30303-8960</p> | <p>AL, FL GA, KY MS, NC SC, TN</p> |
| 5 | <p>Cris Panos U.S. EPA Region 5 Air and Radiation Division (AR-18J) 77 West Jackson Boulevard Chicago, IL 60604-3507</p> | <p>IL, IN MI, MN OH, WI</p> |
| 6 | <p>Carl Young U.S. EPA Region 6 1445 Ross Avenue Suite 1200 Mail Code: 6PD-L Dallas, TX 75202-2733</p> | <p>AR, LA NM, OK TX</p> |
| 7 | <p>Jan Simpson U.S. EPA Region 7 11201 Renner Blvd. Mail Code: AWMD/APDB Lenexa, KS 66219</p> | <p>IA, KS MO, NE</p> |
| 8 | <p>Jaslyn Dobrahner U.S. EPA Region 8 1595 Wynkoop St. Mail Code: 8P-AR Denver, CO 80202-1129</p> | <p>CO, MT ND, SD UT, WY</p> |
| 9 | <p>Kevin Gong U.S. EPA Region 9 75 Hawthorne Street (Air - 8) San Francisco, CA 94105</p> | <p>AZ, CA HI, NV</p> |
| 10 | <p>Claudia Vaupel U.S. EPA Region 10 1200 Sixth Ave Suite 900 AWT-150 Seattle, WA 98101</p> | <p>AK, ID OR, WA</p> |

NOTE: The Agency does not notify you when your ESA is received. To ensure the Agency receives the ESA, you may wish to send it by certified or registered mail, return receipt requested.