

## Appendix 6B. Instructions for CEDRI Registration Through CDX

Before you step through the registration process, you may find it helpful to review the CDX Registration User Guide or watch the CEDRI Registration video available at the links below.

Online CDX Registration User Guide: <https://cdx.epa.gov/About/UserGuide> or [https://cdx.epa.gov/Content/Documents/CDX\\_Quick\\_User\\_Guide.pdf](https://cdx.epa.gov/Content/Documents/CDX_Quick_User_Guide.pdf)

How to Register for CEDRI Video (older video, but still applies):  
<https://www.youtube.com/watch?v=gIRrMxrcTzE>

General CEDRI Information: <https://www.epa.gov/electronic-reporting-air-emissions/compliance-and-emissions-data-reporting-interface-cedri>

To register for CEDRI use the following steps:

### Step 1. Navigate to CDX Website

Navigate to: <https://cdx.epa.gov/> (see Figure 6B-1).



Figure 6B-1. CDX URL

### Step 2. Register with CDX

Click on the “Register with CDX” button (see Figure 6B-2).

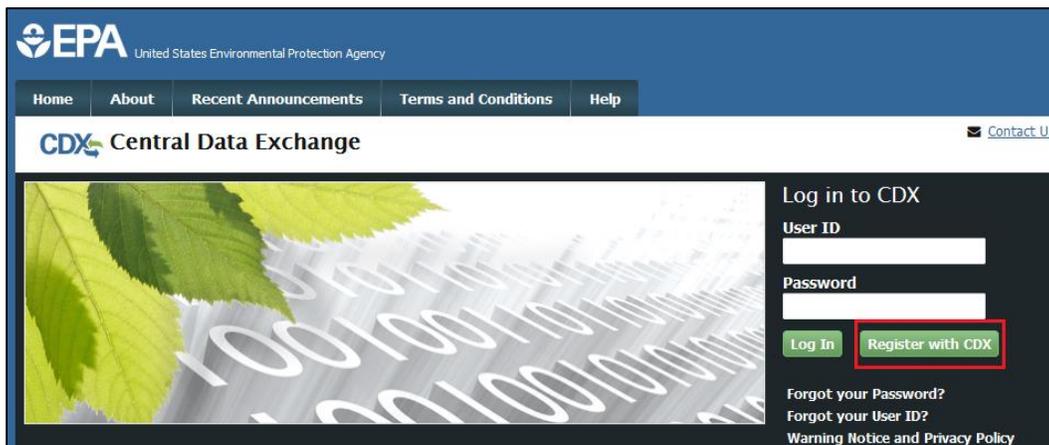


Figure 6B-2. Register with CDX

### Step 3. Accept Terms and Conditions

After reviewing the CDX Terms and Conditions, click on “I am this registrant. I will not share my account, and I accept the terms and conditions, above” to accept. Then click the “Proceed” button (see Figure 6B-3).

**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;
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;

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

**Proceed** [Cancel](#)

Figure 6B-3. CDX Terms and Conditions

### Step 4. Select Program Service

Select “CEDRI: Compliance and Emissions Data Reporting Interface” for the program service (see Figure 6B-4).

**Active Program Services List**

Enter search criteria

ACRES: Assessment Cleanup and Redevelopment Exchange System

ARCS: Aircraft Reporting and Compliance System

CDRS: Consent Decree Reporting System

**CEDRI: Compliance and Emissions Data Reporting Interface**

CROMERRS: CROss-Media Electronic Reporting Rule Services

Figure 6B-4. Choosing the CEDRI Service

### Step 5. Select Role

Select the applicable role of ‘Preparer’ or ‘Certifier’ from the ‘Select Role’ drop-down list found at the bottom of the page before clicking the ‘Request Role Access’ button (see Figure 6B-5).

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

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

Registration Information	
Program Service	Compliance and Emissions Data Reporting Interface
Role	Not selected

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

**A summary of roles that apply to the CEDRI program service are listed below. Please note that registration for a State Reviewer and an EPA Regional Reviewer should be requested outside of the CEDRI application by contacting EPA via email: [CEDRI@epa.gov](mailto:CEDRI@epa.gov). Please provide the required information provided within the role descriptions shown below.**

**Preparer:** The Preparer is the person responsible for the preparation of reports for signature. Contractors are permitted to register as a Preparer and may assemble submission packages, such as files generated by the Emissions Reporting Tool (ERT), for the Certifier's approval and signature. A Preparer may not sign and submit a submission package. The Preparer may only access packages which they have prepared.

**Certifier:** The Certifier is the duly authorized representative of the source/facility or more commonly referred to as the "owner" or "operator" of the facility. The Certifier is authorized to modify the package a Preparer has assembled, and sign and submit the package to CDX. To view a package created by a Preparer, the Preparer and Certifier must share the same facility. The Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from registering as a Certifier.

Figure 6B-5. Role Access

*Note:* If you select the 'Certifier' role, the screen will refresh and a new note ("The Certifier role requires identify proofing and a signed Electronic Signature Agreement (ESA) prior to activating the Certifier role in EPA's Central Data Exchange (CDX)...") will appear in red font (see Figure 6B-6).

The Certifier role requires identify proofing and a signed Electronic Signature Agreement (ESA) prior to activating the Certifier role in EPA's Central Data Exchange (CDX). If you have not previously verified your identity through LexisNexis and signed an ESA, you will be prompted to follow additional steps that support the LexisNexis identify validation and the ESA signing process. After entering your organization information, CDX will navigate you to the 'Identity Verification' page. Upon successful identify validation, you will be prompted to sign an ESA. By signing the ESA you are accepting the electronic signature credential issued by the EPA to sign electronic documents submitted to the EPA's CDX. The ESA may be submitted electronically or manually. Please refer to section 3.7 of the [CEDRI User Guide](#) for additional information.

EPA has temporarily authorized acceptance of ESAs in the form of facsimile or email from facilities in US territories. Facilities may fax their ESA to: 703-227-4199, or email the ESA to [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net). ESA authorization will be revoked if the original signed ESA is not received within two weeks of authorization.

Select Role

Figure 6B-5. Role Access

Submitter roles for the Plywood ICR submissions are described below:

Preparer: The Preparer is the person responsible for the preparation of documents for signature. Contractors are permitted to register as a Preparer and may assemble the documents, including the completed ICR survey spreadsheet and any associated attachments, for the Certifier's approval and signature prior to submission. A Preparer may not sign and submit the documents. The Preparer may only access the documents which they have prepared.

Certifier: The Certifier is the duly authorized representative of the facility or more commonly referred to as the "owner" or "operator" of the facility. The Certifier is authorized to modify the ICR survey spreadsheet and/or associated attachments a Preparer has assembled, and is authorized to sign and submit the documents to CDX. To view the documents created by a Preparer, the Preparer and Certifier must share the same facility. The Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from registering as a Certifier.

### Step 6. Add or Create Facilities (or Continue without Facilities)

Select the 'Add Facilities' button (or if you wish to perform this action later, choose the 'Continue Without Facilities' button and skip ahead to Step 7 below) (see Figure 6B-7).

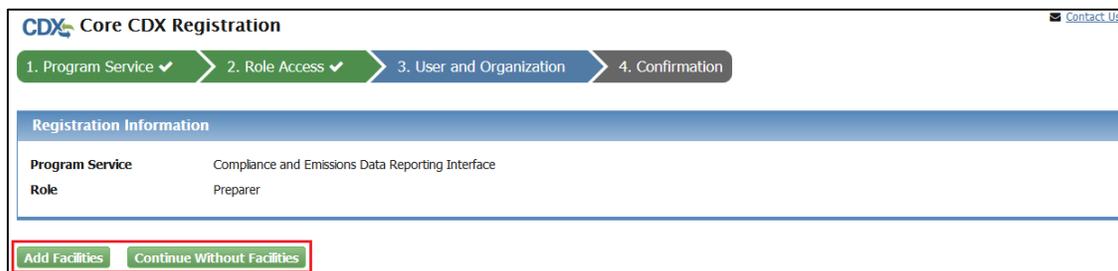


Figure 6B-7. Add Facilities

- g. Using the fields provided (Facility ID, Facility Name, Facility Address, City, State, and/or Zip Code), enter at least two criteria to conduct a search for the facility or facilities you wish to add to your role and click on the 'Search Facilities' button (see Figure 6B-8). Skip to instruction "e" below if your facility is not found and needs to be created in the system.

**Add Facilities**

### Find Existing Facility

For best results, please fill in at least two search criteria.

**Facility ID**

**Facility Name**

**Facility Address**

**City**

**State**

**County**

**ZIP Code**

Figure 6B-8 Find Existing Facilities

- h. A new window will appear with the facility listed. Click on check box to select the desired facility or facilities (see Figure 6B-9).
- i. Click the 'Proceed with Selections' button (see Figure 6B-9).

**Add Facilities**

Facility Search Results (1 facility found) [List View](#) | [Map View](#)

**Search Criteria:** 1200 PENNSYLVANIA AVE NW, WASHINGTON, DC | DISTRICT OF COLUMBIA

Filter:

<input type="checkbox"/> <small>Select All</small>	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input checked="" type="checkbox"/>	110035819709	ENVIRONMENTAL PROTECTION AGENCY	1200 PENNSYLVANIA AVE NW WASHINGTON, DC 20460-0003 DISTRICT OF COLUMBIA	CEDRI	CEDRI88156, 110002498770, 110060340698

Showing 1 to 1 of 1 facilities Previous  Next

[Can't find your facility? Click here to create it](#)

Figure 6B-9 Facility Selection

- j. You should now see a summary of 'Unsaved Facilities' where you can review your list and view details on the facility(s) you selected. If you are satisfied with the selection and would like to retain to your Role Access, click the 'Save Selected Facilities' button (see Figure 6B-10).

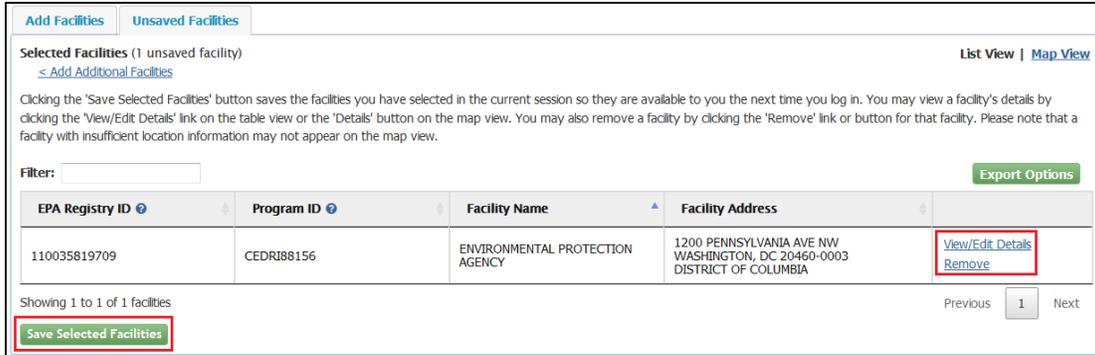


Figure 6B-10 Save Facility Selection

- k. If facility is not found, you can click on the link 'Can't find your facility? Click here to create it' (see Figure 6B-11).

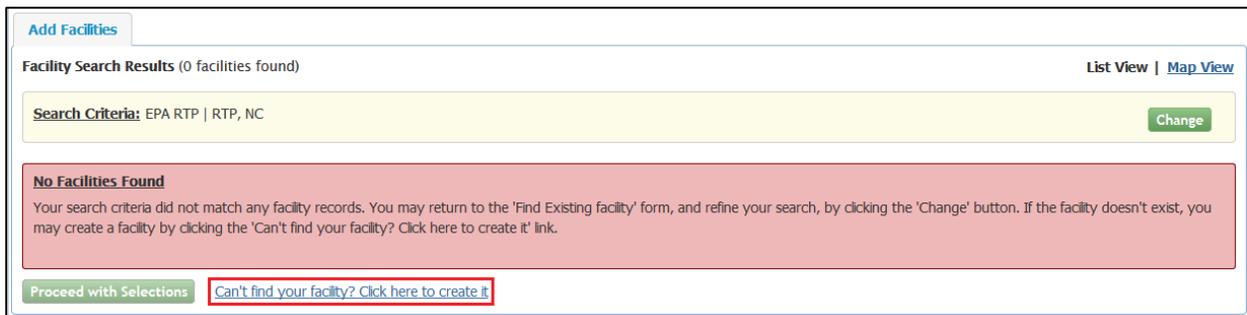


Figure 6B-11 Create new Facility link

- l. Add the facility by entering the Facility Name, Facility Address, and respond to "Is Mailing Address Same as Facility Address?" question with a Yes or No, followed by clicking the 'Map Facility' button (see Figure 6B-12).

**Add Facilities**

**Create Facility**  
[Back to Search Results](#)

**Facility Name**  
US EPA

**Facility Address**  
1200 Pennsylvania Avenue  
Address 2  
Washington DC 20004  
DISTRICT OF COLUMBIA

**Coordinates**  
Latitude  
Longitude

**Responsible Agency Facility ID**  
ID Not Available

**Is Mailing Address Same as Facility Address?**  
 Yes  No

**Map Facility**

Map Legend

Figure 6B-12 Add Facility screen

### Step 7. Enter User and Organization Information

Enter User Information: Complete the required fields in 'Part 1: User Information' which include the following required data elements: User ID, Title, First Name, Last Name, Password, Re-type Password, and three Security Questions and Answers (see Figure 6B-13).

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

**Part 1: User Information**  
**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

Figure 6B-13. User and Organization Information

Enter Organization Information: Search for your organization by entering the organization name or ID in 'Part 2: Organization Information' and clicking on the 'Search' button (see Figure 6B-13).

- a. Click on the 'Organization ID' link associated with your organization. (If the Organization does not display, select the 'Use advanced search' hyperlink to expand the search criteria. If the organization is still not displayed, select the 'Request that we add your organization' hyperlink (see figure 6B-14).)
- b. Screen will refresh. Complete the following required fields in 'Part 2: Organization Information Info' (see Figure 6B-14) after an Organization is selected or as part of adding a new Organization.

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](#).

Figure 6B-14. Organization Information

- c. Select the 'Submit Request for Access' button (see Figure 6B-14).
- d. Screen will refresh with message stating that you will receive a CDX generated email containing a hyperlink and the User ID created by completing the previous steps. Follow the instructions in the email to successfully verify and complete the CDX registration process (see Figure 6B-15).

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**CDX Confirmation**

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 doe.john@epa.gov) 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.

Figure 6B-15 Confirmation screen in CDX

## Step 8. Verifying CDX Registration

You will receive a message in your email for a Verification Request with the EPA Central Data Exchange (see Figure 6B-16). Depending on whether you registered as a Preparer or a Certifier, there will be different steps required to finalize the registration process. The Certifier Role requires an Electronic Signature Agreement (ESA) for additional proof of identity. Complete the following steps to fully activate your account:

- a. Click the link in the email provided to you by the CDX Help Desk which will bring you the CDX homepage.

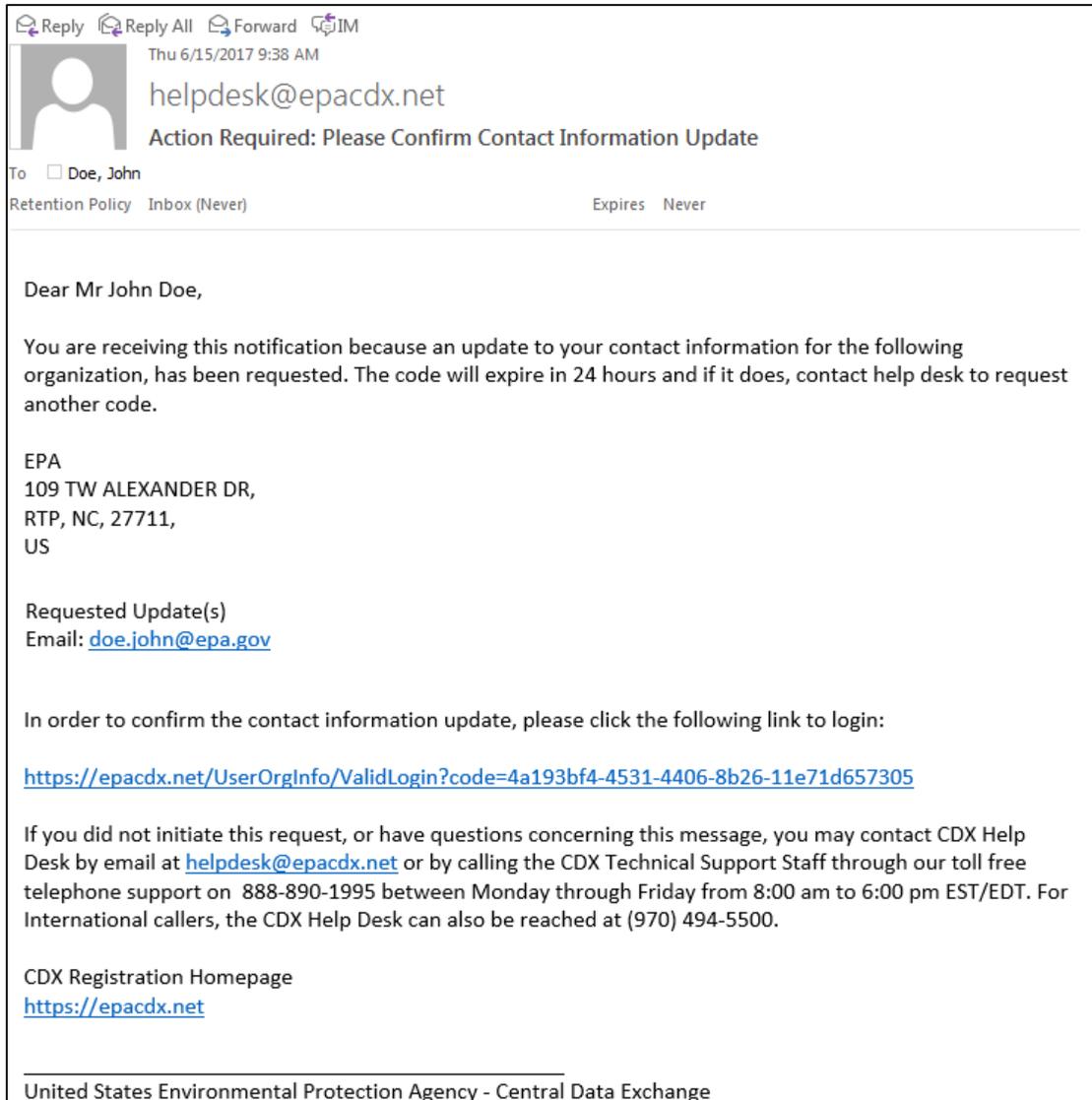


Figure 6B-16. Example email from CDX to Complete Registration

- b. The link in the email will bring you to the CDX Login screen. Enter your User ID and Password that you created during the registration process (see Figure 6B-17).

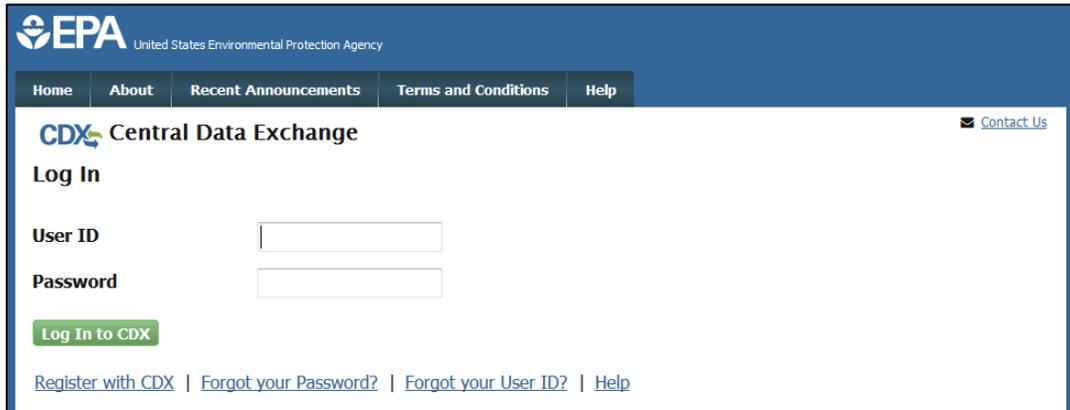


Figure 6B-17 CDX Login screen

- c. In the left 'Services' panel, check to see if the Program Service is listed as "CEDRI: Compliance and Emissions Data Reporting Interface" and the role assess you registered for is listed as 'Preparer' or 'Certifier' (see Figure 6B-18).

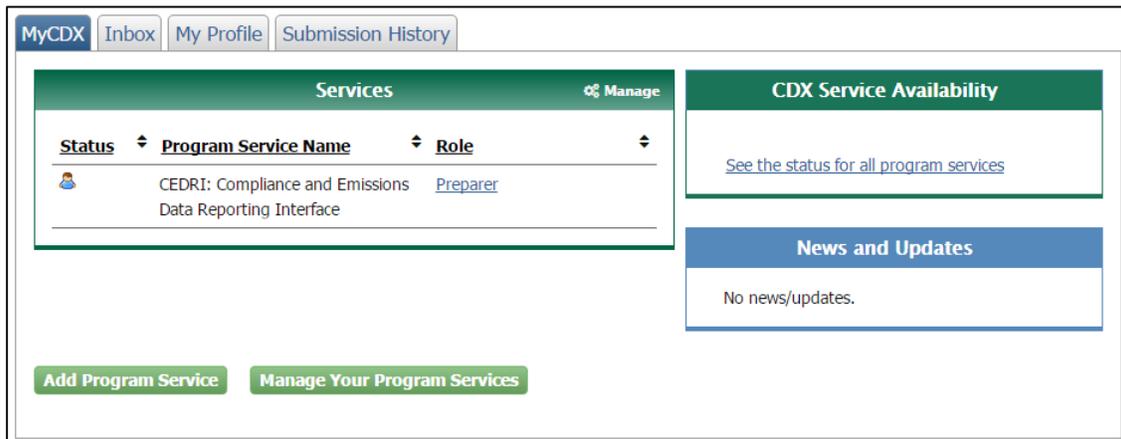


Figure 6B-18. My CDX (Preparer)

- d. If the Certifier Role was requested, please continue with the following additional steps to complete the Electronic Signature Agreement:
  - i. Review and/or complete required personal information fields (marked with ‘\*’) you used to register with the EPA CDX that appears on the screen.
  - ii. Check the box stating, ‘The name above is me. Please proceed with LexisNexis Validation’ and click on the ‘Proceed with Verification’ button. If you prefer to sign and submit a paper form rather than sign electronically when working in various systems supported by CDX, you may do so by clicking “sign the paper form” link found next to the ‘Proceed with Verification’ button (see Figure 6B-19).

**CDX** CDX Registration: LexisNexis® ✉ [Contact Us](#)  
Logged in as DOEJOHN [\(Log out\)](#)

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**  
JOHN      DOE

**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.

[Paper Verification](#) [Exit](#)

Figure 6B-19: Additional Verification

- iii. Screen will refresh to the Additional Verification page where you will select 5 Signature Questions and Answers. Once questions and answers are entered, click on 'Save Answers' (see Figure 6B-20).

**CDX Registration: Additional Verification**

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

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.

Select 5 Signature Questions and Answers

<input type="text"/>	<input type="text"/>

Save Answers

Figure 6B-20. Additional Verification: 5 Signature Questions and Answers

- iv. Review the information in the ‘Electronic CDX Electronic Signature Agreement’ and to sign, click on the ‘Sign Electronically’ button (see Figure 6B-21).

**CDX** CDX Registration: Additional Verification [Contact Us](#)  
Logged in as DOE.JOHN [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:	EPA
Address:	109 TW ALEXANDER DR
City, State, Zip:	RTP, NC 27711
Province:	
Country:	US
Phone Number:	(999) 999-9999
E-mail Address:	doe.john@epa.gov
Registrant's Name:	Mr John Doe
CDX User Name:	DOE.JOHN

Sign Electronically [Cancel](#)

Figure 6B-21. Additional Verification: Electronic CDX Electronic Signature Agreement

- v. A popup window will appear, read certification statement and click on the 'Accept' or 'Decline' button to accept or decline the agreement (see Figure 6B-22).

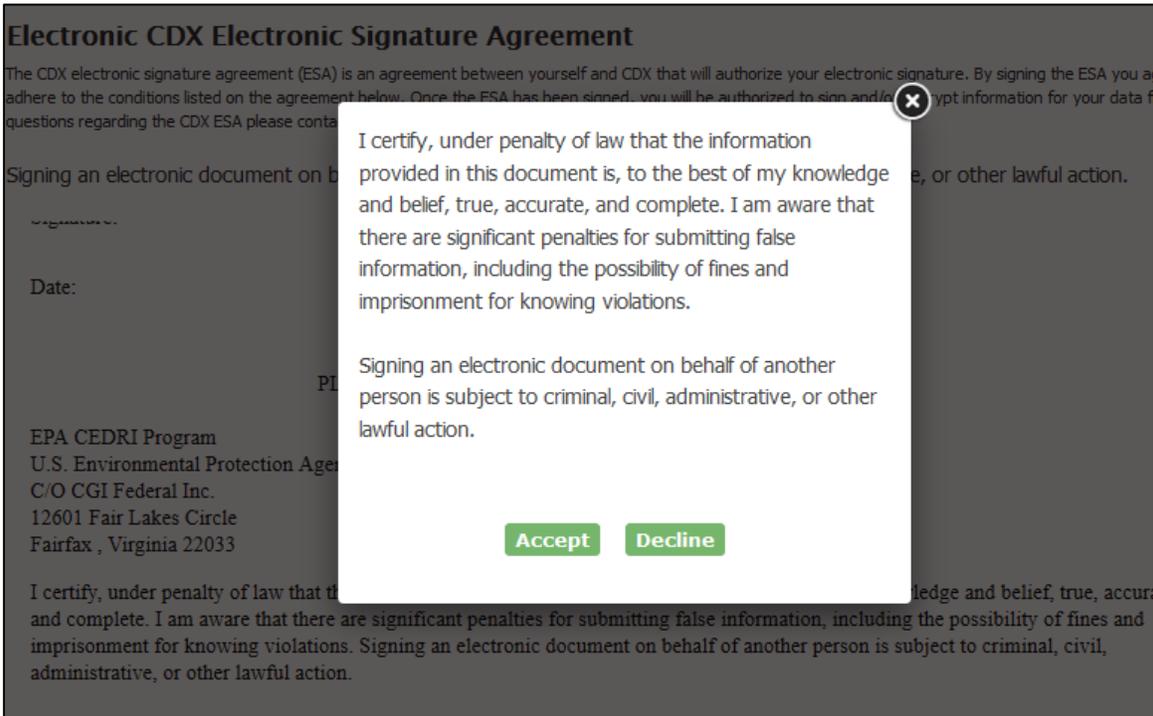


Figure 6B-22. Certification Statement Popup

- vi. Once you Accept agreement, a new eSignature Widget window will appear.
  - a) Authentication - Enter your password (see Figure 6B-23).

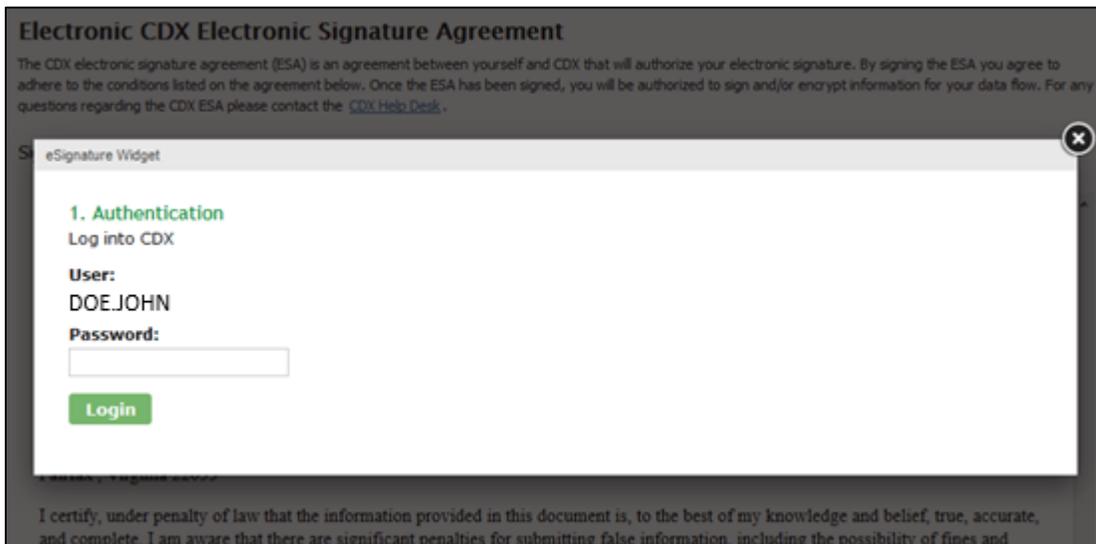


Figure 6B-23. eSignature Widget: Step 1. Authentication

- b) Verification – Answer one of the Signature Questions you selected in prior step above (see Figure 6B-24).

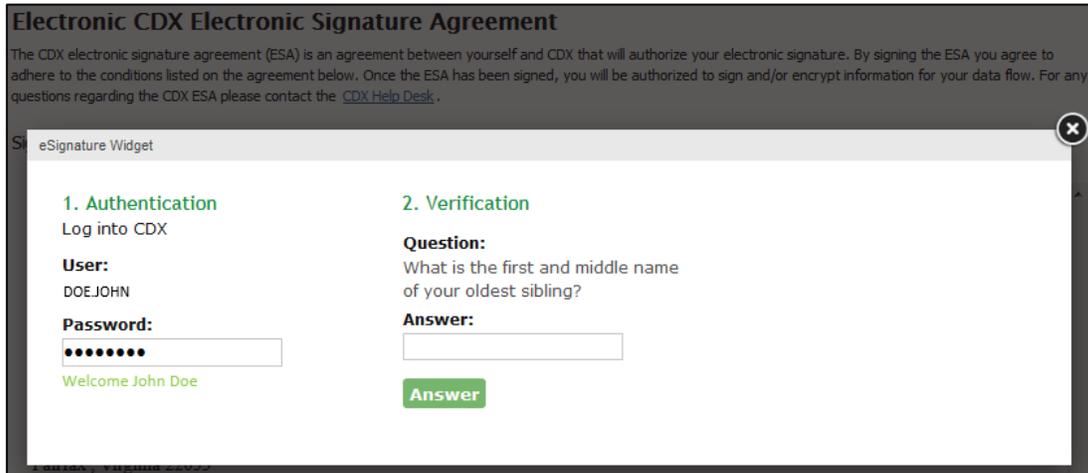


Figure 6B-24. eSignature Widget: Step 2. Verification

- c) Sign File – Click on the ‘Sign File’ button (see Figure 6B-25).

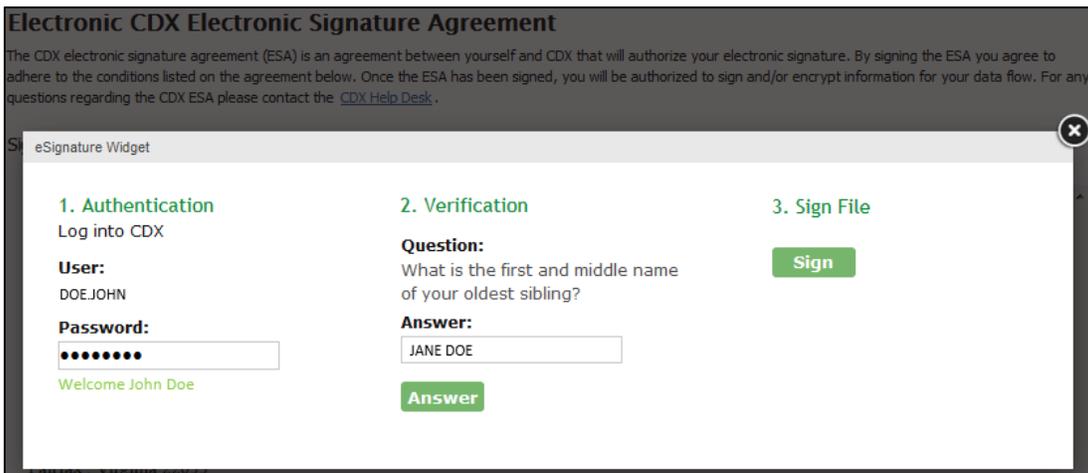


Figure 6B-25. eSignature Widget: Step 3. Sign File

- vii. Once the LexisNexis form has been signed, you will return to the previous CDX window that will show the Program and Role you are registered for in the Services panel (see Figure 6B-26).

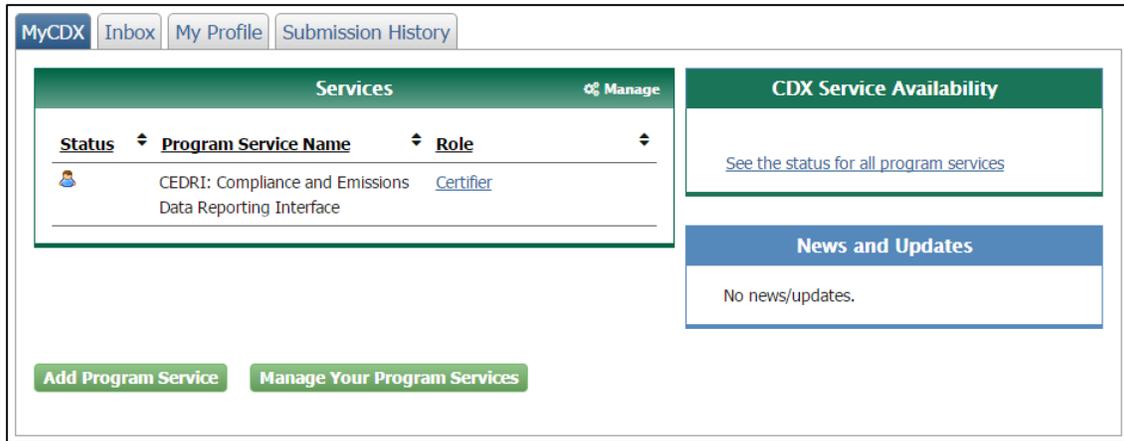


Figure 6B-26. My CDX (Certifier)

## CDX Support

If you have any general or technical questions related to CDX you may contact any of the following:

- **Telephone:** Person-to-Person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- **Email:** Send e-mail to Technical support at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) with “Technical Support” in the Subject Line.