

## Registering as a Certifier

This job aide includes information on how to register as a Certifier for the SPeCS for SIPs program service.

The Certifier is one of the two State Roles in SPeCS for SIPs, which are described below:

1. **Preparer:** The Preparer is the person within a given state organization that is responsible for preparing a plan submission in SPeCS for later certification by an authorized representative of the organization. Preparers can submit draft submission to EPA, but cannot submit official submissions, withdrawals, or supplemental submissions.
2. **Certifier:** The Certifier is the authorized representative of the state organization responsible for signing and submitting official submissions to EPA through SPeCS. Certifiers can create (if desired), modify (if necessary), sign, and submit forms to EPA through CDX.

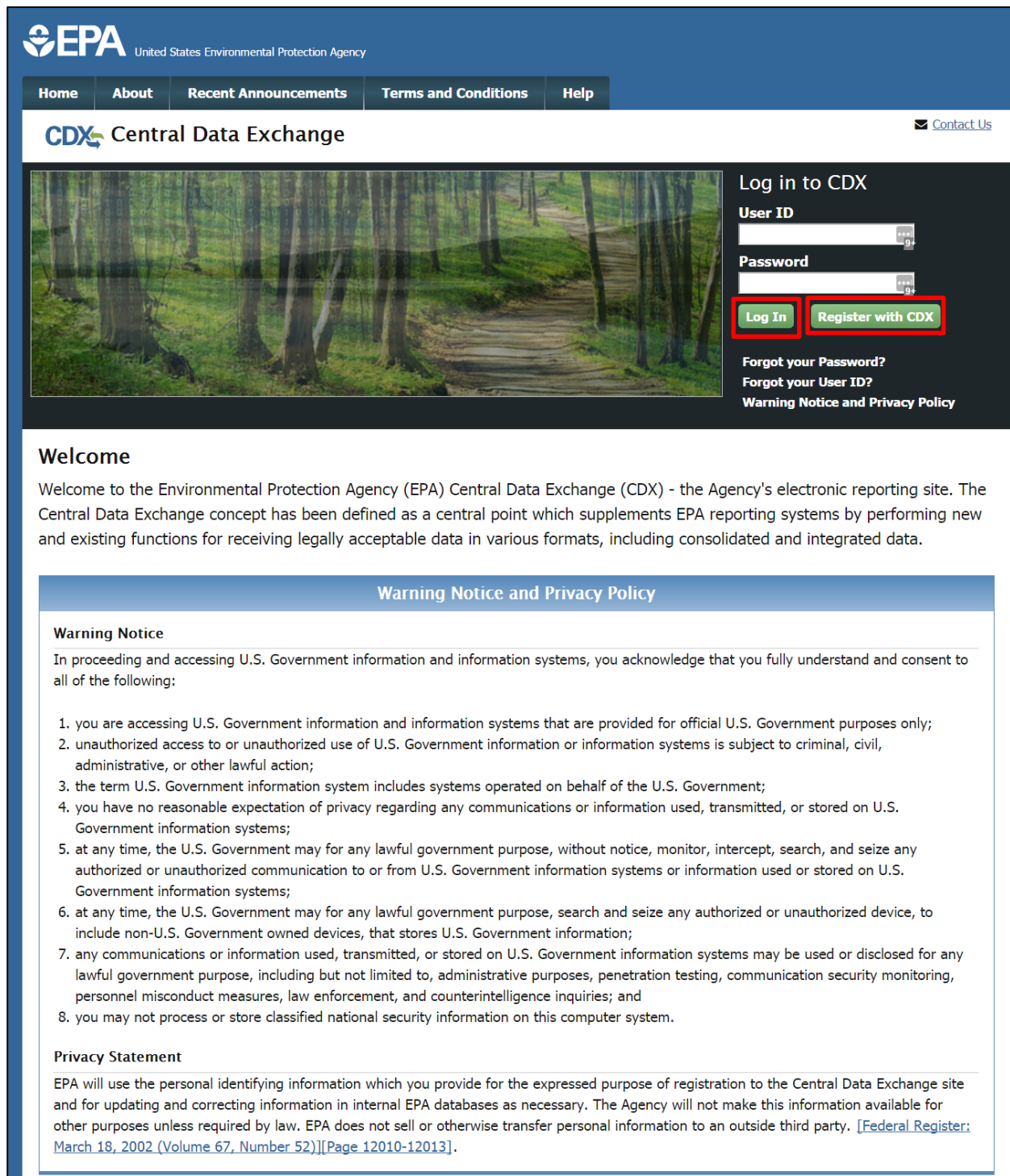
For more information on the two SPeCS for SIPs State Roles, see the “Overview of State Roles” job aide.

- [Accessing the CDX Homepage](#)
- [Adding the SPeCS for SIPs Program Service to an Existing CDX Account](#)
- [Creating a New CDX Account](#)
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- [Confirming Your Account Registration](#)
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### Accessing the CDX Homepage

1. Access the Central Data Exchange (CDX) home page directly by selecting this URL (or entering it into your browser): <https://cdx.epa.gov/>. The homepage 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 (see Figure 1). Then proceed to the next section to add the SPeCS for SIPs program service to your account.
  - b. **Registration:** If you do not have an account with CDX, click the ‘Register with CDX’ button (see Figure 1) and proceed to [Creating a New CDX Account](#) to begin the CDX registration process.

Figure 1: CDX Web Home Page



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**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](#)

### 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.

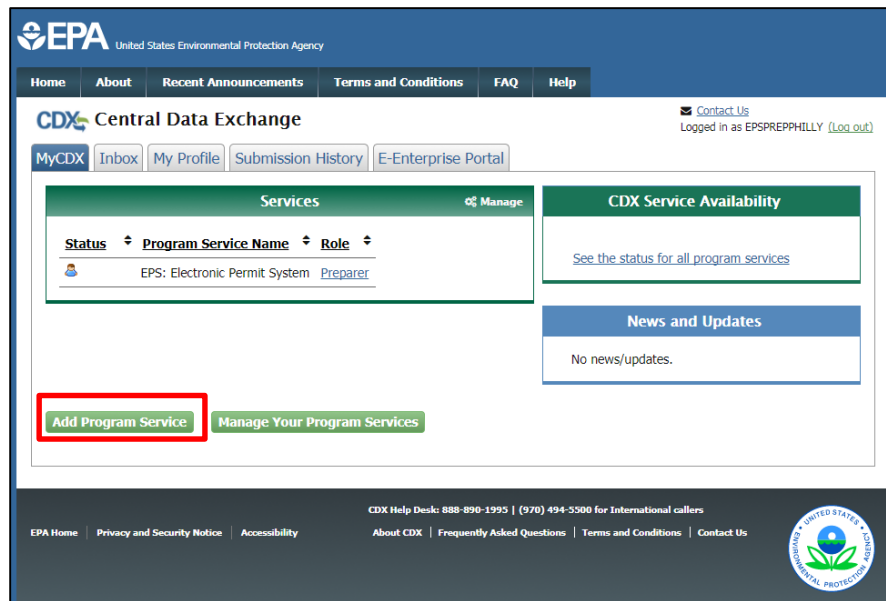
##### Privacy Statement

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 SPeCS for SIPs Program Service to an Existing CDX Account

1. On the MyCDX page, select the 'Add Program Service' button (see Figure 2).

Figure 2: MyCDX Page



2. The Edit Account profile screen will appear. Search for the SPeCS for SIPs program service in the Program Service page by entering the program service name in the 'Active Program Services List' text box (see Figure 3).
  - a. The SPeCS for SIPs program service will be listed within the SPeCS: State Planning electronic Collaboration System category.

Figure 3: Selecting a Program Service

3. Select the 'SPeCS: State Planning Electronic Collaboration System (1)' category.
4. Select the 'SPeCS for SIPs' program service once it appears on the list.
5. You will be automatically redirected to the Role Access Page (see Figure 4). Select the 'Certifier' role from the dropdown list on the Role Access page.
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 S4SGSLUSHERALCERT ([Log out](#))

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

**Registration Information**

Program Service	SPeCS for SIPs
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. The Organization Information page will appear. On the Organization Information page (see Figure 5), choose one option from the following:
  - a) *Select a Current Organization.* If you already have other CDX Program Services associated with your account, this option will display the list of organizations that you associated with those program services. Select the appropriate organization from the dropdown list to associate with your SPeCS for SIPs role.
  - b) *Request to Add an Organization.* This option prompts you to enter keyword(s) to search for the name of the organization you wish to associate with your SPeCS for SIPs role.
    - i. If you see your organization in the search results table, click on the appropriate organization ID to select your organization.

- ii. If the simple search returns too many results, you may 1) click on the “Use advanced search” at the bottom of the page; or 2) enter new keywords in the search box.
  - iii. If you cannot locate your organization in the search results, you may click the ‘Request that we add your organization’ link at the bottom of the page. The form will expand and you can enter the name, address, and other information for the new organization.
9. Select the ‘Submit Request for Access’ button.

**Figure 5: Organization Information Page**

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**CDX** Edit Account Profile [Contact Us](#)  
Logged in as S4SGSLUSHERALCER (Log out)

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

**Registration Information**

Program Service	SPeCS for SIPs
Role	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. Go to the CDX Home Page at <https://cdx.epa.gov/>. To create a new CDX account, click the ‘Register with CDX’ button (see Figure 1).
2. The CDX ‘Terms and Conditions’ screen will be displayed, documenting the terms and conditions. To continue, 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 (see Figure 7). You may filter the active program service list by typing the program service name or related keywords in the text bar.
4. Select the 'SPeCS: State Planning Electronic Collaboration System' category from the Active Program Service List by clicking on the list item.
5. Select 'eSIPS: SPeCS for SIPs' from the Active Program Service List by clicking on the list item that appears within the selected category.

Figure 7: Program Service Selection

The screenshot shows the EPA CDX Core CDX Registration interface. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. A 'Contact Us' link is in the top right. Below the navigation is a progress bar with four steps: 1. Program Service (active), 2. Role Access, 3. User and Organization, and 4. Confirmation. The main heading is 'CDX Core CDX Registration'. Below it, instructions state: '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)'. A text input field contains 'SPeCS for SIPs'. A callout box points to this field with the text 'Enter 'SPeCS' or 'SPeCS for SIPs' in this text box'. Below the input field, the 'Active Program Services List' is displayed, showing 'SPeCS: State Planning electronic Collaboration System (1)'. This list item is highlighted with a red border. A 'Cancel' button is located at the bottom left of the registration area.

6. You will be automatically redirected to the Role Access page (see Figure 8). Select the 'Certifier' role from the dropdown list on the Role Access page.
7. The 'State' field will appear after selecting the 'Certifier' role. From the dropdown field, select the state you are affiliated with.
8. Select the 'Request Role Access' button to complete adding the role to your account.

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	SPeCS for SIPs
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. The User and Organization Information Page will appear. On the 'Part 1: User Information' section of the 'User and Organization' page, enter your user information in all of the required fields marked with an asterisk (see Figure 9).
  - a. The 'Security Question' and 'Security Answer' selections are used for identify 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 SPeCS for SIPs submission process and will need to provide an exact match for authentication.

Figure 9: User and Organization Information 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	SPeCS for SIPs
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 \*

☐ Show Passwords and Answers

**Part 2: Organization Info**

Enter organization or organization ID

- On the 'Part 2: Organization Info' section of the 'User and Organization' page, search for the name of your 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 you see your organization in the search results table, click on the appropriate organization ID to select your organization.
  - i. If the simple search returns too many results, you may use the advanced search option or choose to search again with modified keyword(s).
  - ii. Once an existing organization has been selected, you are required to enter an email and phone number with the option of entering a phone number extension or fax number (see Figure 11).

**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.

All users within your state do not need to be registered to the same organization in order to be able to view and/or submit SIPs within your state.

**Note:** You must register with an email address that ends in .gov or .us in order to register as a Certifier. If you do not have an email address that ends in gov or .us, please reach out to your EPA point of contact for alternative methods of registering as a Certifier.

**Figure 11: Organization Information for an Existing Organization**

**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**

- 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 (see Figure 10). Clicking the link will take you to the Organization Information page where you can enter required organization details (See Figure 12).

Figure 12: Creating a New Organization

**Part 2: Organization Info**

**Organization Name \***

**Country \***

UNITED STATES ▼

**Mailing Address \***

**Mailing Address 2**

**City \***

**State \***

-Please Select- ▼

**ZIP/Postal Code \***

**Email \***

**Re-enter Email \***

**Phone Number \***

**Phone Number Ext**

**Fax Number**

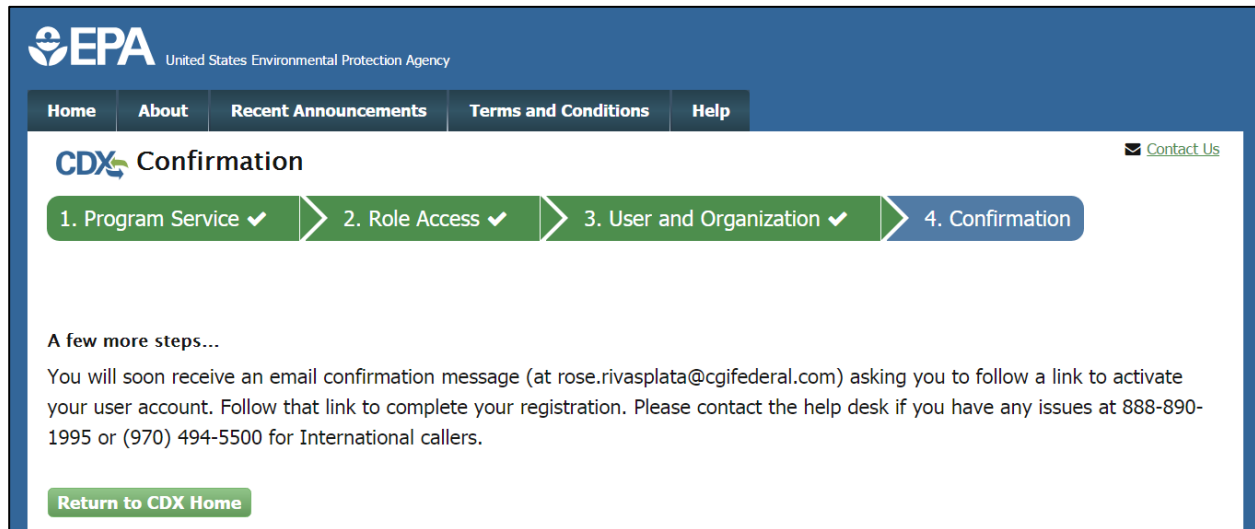
Back to Search Results

Submit Request for Access

Cancel

**Note:** You must register with an email address that ends in .gov or .us in order to register as a Certifier. If you do not have an email address that ends in gov or .us, please reach out to your EPA point of contact for alternative methods of registering as a Certifier.

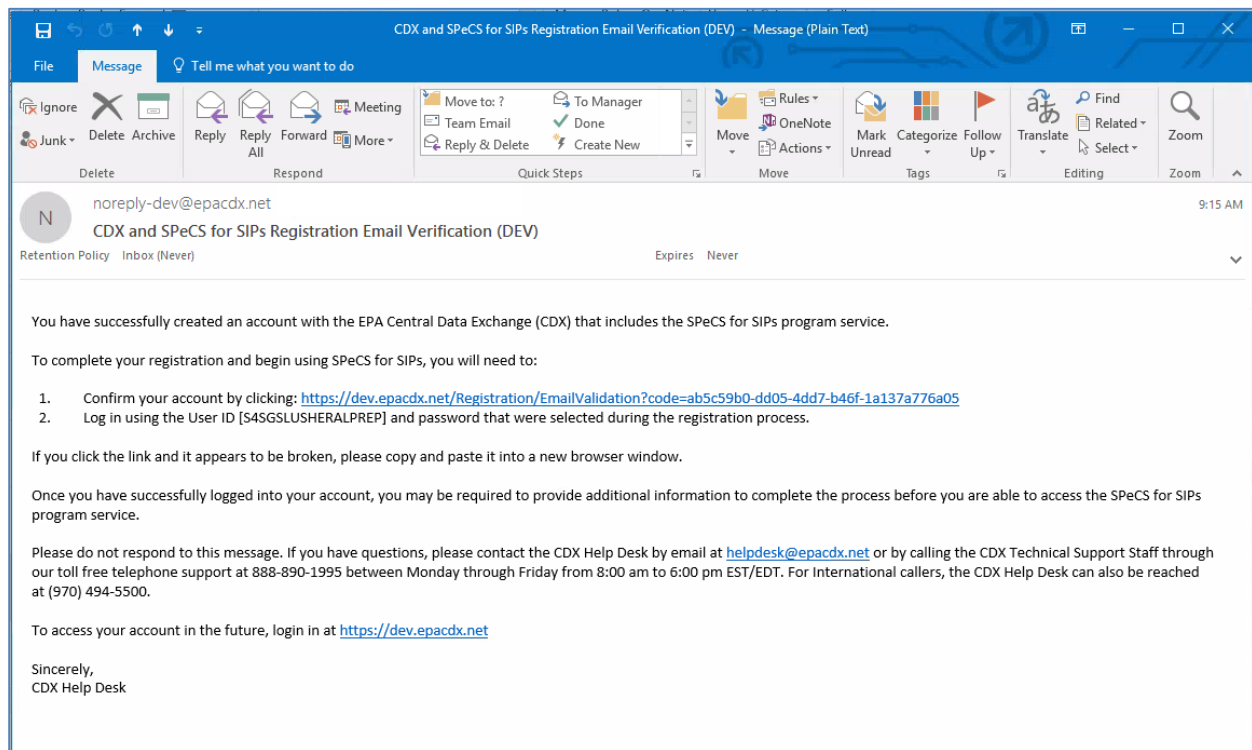
3. Select the 'Submit Request for Access' button to proceed with registration.
  - a. A confirmation page will appear stating that you will receive an email from CDX to activate your account shortly (see Figure 11).

**Figure 11: CDX Registration Confirmation**

### Confirming your Account Registration

1. Access your email account and open the email sent from CDX with the subject of 'CDX and SPeCS for SIPs Registration Email Verification' (see Figure 12).
2. Select the hyperlink within the email, which will direct you to CDX. From the CDX homepage, log in to activate your account.
3. The 'Identity Verification' screen will be displayed to complete the Electronic Signature Agreement (ESA) process.

Figure 12: 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 13).
  - a. You are required to complete an electronic signature agreement prior to accessing the SPeCS for SIPs program service for the first time. You may submit your ESA electronically or mail a paper-version of the ESA to your appropriate EPA Region.

**Note:** The 'Identity Verification' screen will provide two options: 1) Signing and submitting the Electronic Signature Agreement (ESA) electronically which requires identity proofing through LexisNexis or 2) a paper-based version of the ESA which does not require identity verification through LexisNexis.

Submitting your ESA electronically allows for instant verification.

Mailing a paper-based ESA may take up to 2 weeks to process and verify.

- b. For electronic submittals of the ESA, 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.
      - i. The LexisNexis service collects additional Personally Identifiable Information (PII) that CDX does not store. You must provide the necessary PII for LexisNexis to complete the identity validation for electronic submission.

- c. If you choose to mail your paper-based ESA to your EPA Region for review and approval, you can skip the remaining steps in this section and refer to the ‘Submitting a Paper ESA’ section in this job aide.

**Figure 13: 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**

**Date of Birth**  
 Month\*  Day\*  Year\*

**Last 4 of SSN**

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

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

2. If you submitting your ESA electronically, 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. Select from the twenty (20) questions that appear in the dropdown, choose five (5) unique questions and provide five (5) unique answers (see Figure 14).
  - a. You are required to answer one (1) of these five (5) questions upon submitting any SPeCS for SIPs submission files.
  - b. If you pass LexisNexis validation and choose to sign the ESA electronically, the application verifies that the CROMERR security questions and answers have been approved.
  - c. If CROMERR security questions and answers have been approved, you are directed to the ESA.

**Figure 14: CROMERR Signature Questions**

The screenshot shows the EPA CDX Central Data Exchange website. The header includes 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' and shows a progress bar with three steps: 1. Identity Verification (completed), 2. Signature Question (current), and 3. ESA. Below the progress bar, a message states: '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 consists of five rows, each with a dropdown menu for selecting a question and a text input field 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 five (5) answers (see Figure 14).
  - 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 questions and answers before signing electronically.
  - c. If you forget your CROMERR questions and answers, contact the CDX Helpdesk for assistance in resetting them.

5. (OPTIONAL) Enter your mobile number for use during the electronic signature process. Select the 'Send' button to receive a text message from CDX (see Figure 15).
  - a. The SPeCS for SIPs system supports mobile number verification. This feature allows you to receive a code to sign submissions, in lieu of answering a CROMERR question.

Please note: 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.
  - b. You will receive a text message from CDX that contains a PIN number (see Figure 16).

**Figure 15: 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. Message and data rates may apply.' There is a 'Mobile Number' label, a text input field, and a 'Send' button. At the bottom right, there is a 'Skip Mobile Number Setup' link.

**Figure 16: CDX Verification Pin**

US EPA CDX: Thank you for registering your mobile phone with CDX. Your verification PIN code is:

If you have not asked to register this phone, please contact the CDX Help Desk at [1-888-890-1995](tel:1-888-890-1995) or [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net).

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6. Enter the CDX PIN Number and select the 'Verify' button to verify your mobile number (see Figure 17).

**Figure 17: PIN Number Verification**

The screenshot shows the EPA CDX Central Data Exchange website. The header includes 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" and 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, a message 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." A note mentions "Message and data rates may apply." The form includes a "Mobile Number" field and a "Enter PIN Number \*" field, which is highlighted with a red border. A green "Verify" button is next to the PIN field. At the bottom, there is a link to "Skip Mobile Number Setup" and a note: "If you did not receive a PIN, [click here](#) to start over."

- 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, you 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 18).

Figure 18: CROMERR Electronic Signature Agreement

The screenshot shows the EPA CDX Registration: Additional Verification page. At the top, there's a navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the page title is "CDX Registration: Additional Verification". On the right, there's a "Contact Us" link and a login status: "Logged in as RRIVASPLNACERT2 (Log out)".

The main content area has a progress bar with three steps: "1. Identity Verification ✓", "2. Signature Question ✓", and "3. ESA". Below the progress bar, the section is titled "Electronic CDX Electronic Signature Agreement".

The text explains that the CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. It states that 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](#).

A warning statement follows: "Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action."

The section is titled "U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT". Below this, it states: "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:"

Below this text is a table titled "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

At the bottom of the page, there are two buttons: "Sign Electronically" (highlighted with a red box) and "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 19) to continue.

**Figure 19: 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 (see Figure 20).
  1. Enter your password to confirm your account.
  2. As a second security measure, enter the answer to a secret question associated with your account.
  3. Once you have completed the first two steps, select the ‘Sign’ button to sign your ESA.
  4. You will receive a notification from CDX indicating that you have successfully completed the CROMERR E-Signature process.

**Figure 20: 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"/>
---------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------

## Completing a Paper ESA

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

1. From the Identity Verification page, select the 'Paper Verification' hyperlink to sign a paper ESA in lieu of an electronic signature agreement by (see Figure 13).
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 21).

**Figure 21: Paper CDX Electronic Signature Agreement**

The screenshot shows the EPA CDX Registration: Additional Verification page. The page has a blue header with the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below the header, there's a section for CDX Registration: Additional Verification with a progress bar showing '1. Identity Verification' (checked) and '2. ESA' (active). The main content area is titled 'Paper CDX Electronic Signature Agreement' and contains a paragraph explaining the ESA. Below this is a section titled 'U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT' with a paragraph about accepting the electronic signature credential. A table titled 'Electronic Signature Holder Company Information' lists details for CGI FEDERAL INC. At the bottom, there are 'Sign Paper Form' and 'Cancel' buttons.

**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

**Sign Paper Form** [Cancel](#)

3. From the paper ESA window, select the 'Print to Mail' button to print the paper ESA (see Figure 22).
4. Provide a wet-ink signature on the paper ESA and mail the ESA to your appropriate regional contact referenced on the ESA.

5. Once an EPA Regional Reviewer has received, reviewed, and processed your paper ESA, you will receive an email message from CDX stating that your account has been activated. This process may take up to two weeks.
6. Once your account has been activated, log into CDX using your previously created user ID and password.
7. You will be prompted to provide CROMERR 20-5-1 questions and answers to complete your registration (see Figure 16).

**Figure 22: CDX Electronic Signature Agreement**

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).

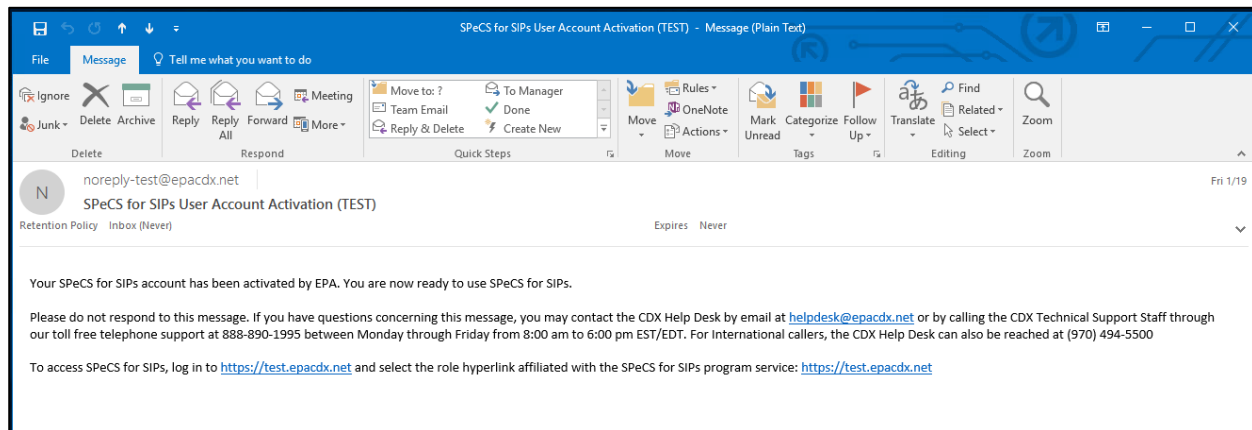
**Note:** You may choose to discontinue the registration process by clicking the 'Cancel' button. If you do not complete either the electronic or paper ESA, you must contact your Registration Maintenance Account Manager (RMAM) to obtain access to the program role requested.

If you do not know your RMAM contact information, contact the U.S EPA SPeCS for SIPs 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 23).
  - a. If you chose the paper ESA option, you will not see the notification shown in Figure 25 until after EPA has reviewed and approved your ESA.

**Figure 23: 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.

Please note: All ‘eSIPS: SPeCS for SIPs’ roles should have an active hyperlink and the  icon next to them, signifying that the role is active.

## Support

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

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