

ODS REPORTING

Registering with CDX

July 2018

I. INTRODUCTION

This document provides information for reporting entities on how to register with the Central Data Exchange (CDX) for the purposes of submitting data to the Environmental Protection Agency (EPA) on ozone depleting substances (ODS), as required by 40 CFR Part 82. All individuals that report ODS data electronically on behalf of a reporting entity must register with the ODS Program within CDX. For information on how to complete an ODS report, see EPA's document on *Preparing Data for Submission*. For information on how to submit an ODS report using CDX, see EPA's document on *Submitting Data to EPA*. The remainder of this document is organized as follows:

- **Section II:** Register with CDX (First-Time Users)
- **Section III:** Add ODS to your Program Services (Existing Users)
- **Section IV:** Register Under a New Organization (Existing Users)
- **Appendix A:** Provide EPA with your Organization ID
- **Appendix B:** Update your Account Information
- **Appendix C:** Deactivating Accounts

Questions?

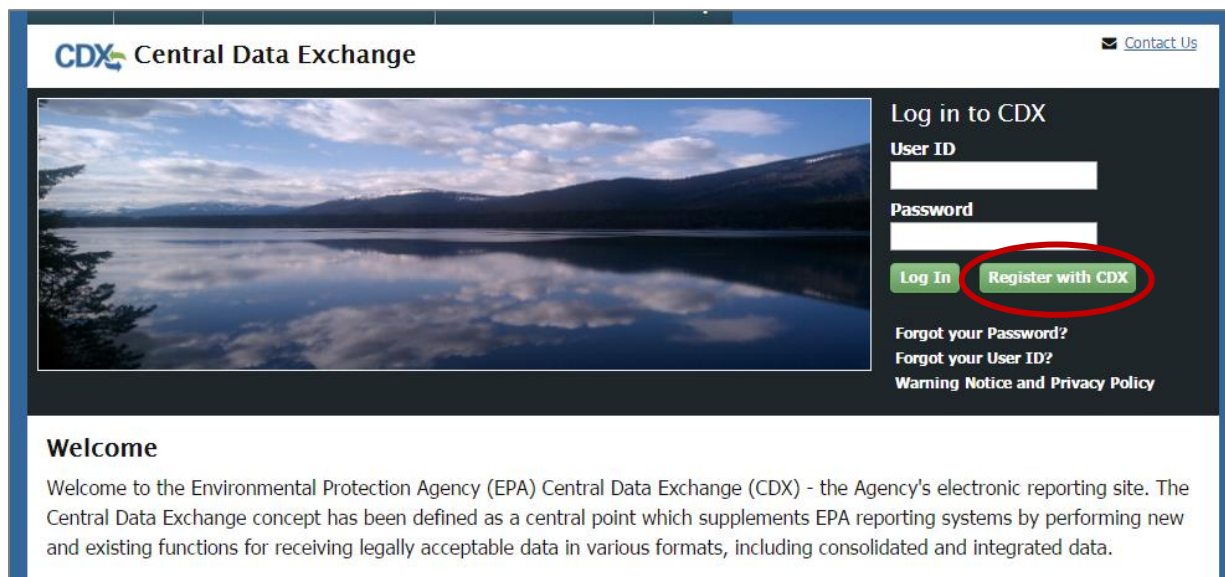
For questions about ODS reporting, contact Mike James at **(202) 343-9192** or james.mike@epa.gov.

For questions about CDX, contact the CDX Helpdesk at **(888) 890-1995** or helpdesk@epacdx.net.

II. REGISTER WITH CDX (FIRST-TIME USERS)

Step 1: Initiate the Registration Process

Visit <https://cdx.epa.gov/> and select "Register with CDX."



CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID
Password

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

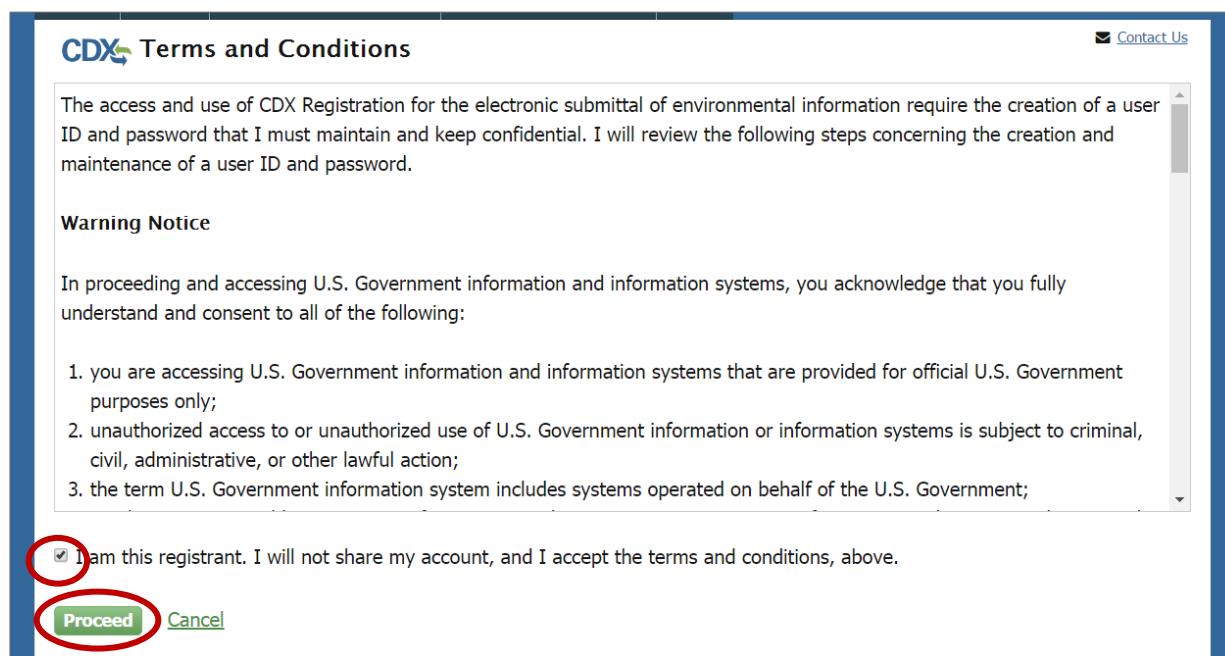
[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

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.

Step 2: Read and Accept the Terms and Conditions

After reading the Terms and Conditions, check the box and click "Proceed."



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;

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

[Proceed](#) [Cancel](#)

Step 3: Select “ODS: Ozone Depleting Substances” from the Program List

Locate and select “ODS: Ozone Depleting Substances” from the list of active program services by either scrolling down the list or entering “ODS” in the search criteria box.

EPA United States Environmental Protection Agency

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CDX Core CDX Registration [Contact Us](#)

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

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

ODS

ODS: Ozone Depleting Substances

Cancel

Step 4: Enter User Information

- Create a unique User ID, which must be more than 7 characters long.
- Select a title and enter your first and last name. Middle initial and suffix are optional.
- Choose a password, which must contain at least one uppercase letter, one number, and be at least 8 characters long. The password must begin with a letter and may only contain letters and numbers.
- Select three security questions and provide an answer for each one.

Note: It is important that you remember your username, password, and the security question answers entered in Part 1: User Information; you will need this information to access your CDX account and submit reports to EPA.

Register with CDX (First-Time Users)

Part 1: User Information	
User ID *	<input type="text"/>
Title *	<input type="text" value="Mr"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text" value="-Please Select-"/>
Password *	<input type="password"/>
Re-type Password *	<input type="password"/>
Security Question 1 *	<input type="text" value="-Please Select-"/>
Security Answer 1 *	<input type="text"/>
Security Question 2 *	<input type="text" value="-Please Select-"/>
Security Answer 2 *	<input type="text"/>
Security Question 3 *	<input type="text" value="-Please Select-"/>
Security Answer 3 *	<input type="text"/>

Step 5: Search for Your Organization

Search for your organization by typing the name of your organization or the Organization ID (if known) in the text box and clicking "Search."

Part 2: Organization Info	
<input type="text"/>	<input type="button" value="Search"/>
Enter organization or organization ID	

The Importance of your Organization ID

CDX assigns each organization in its database with a unique 5-7 digit ID. The Organization ID you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. Additionally, all users registered under the same Organization ID have access to the same Submission History table in CDX (as described in EPA's document on *Submitting ODS Data*). The use of a consistent Organization ID by all individuals that submit reports on behalf of your company is required by EPA. See *Appendix A* for the form that should be used to notify EPA of your company's Organization ID.

- ➔ If your organization appears in the search results, continue to Step 6a.
- ➔ If your organization is not already in CDX, skip to Step 6b.

Step 6: Select Your Organization

If your organization appears in the search results, click on the link under 'Organization ID.'

Part 2: Organization Info

Test Company

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
26226	Test Company	100 Main St	Santa Fe	NM	20154

What if My Organization's Address is Different from my Address?

To ensure the accurate tracking of ODS data, EPA requires each reporting entity to use a consistent Organization ID in CDX. If your company has already begun using an Organization ID in CDX, but the address listed for that Organization ID is for a different facility/location than the address of the individual registering, you should still register under the established Organization ID. You will have the option to tailor the primary contact's address when you submit a report to EPA. If your company has not previously submitted ODS data to EPA under an existing Organization ID in CDX, you may add a new organization entry to CDX by following steps 6b-7b. See *Appendix A* for the form that should be used to notify EPA of your company's Organization ID.

Step 7a: Enter Organization Information

Enter your email, phone number, and fax number (if desired), and select "Submit Request for Access."

Part 2: Organization Info

Test Company
100 Main St
Santa Fe, NM, US
20154

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](#).

Step 7b: Request to Add Your Organization

If your organization's information is not already in CDX, you may request for CDX to add your organization by clicking on the link to "request that we add your organization."

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

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

Step 7c: Submit Request to Add an Organization

Enter your organization information and then click "Submit Request for Access."

Part 2: Organization Info

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Step 8: Activate Your Account

Once you submit a request for access, you will be directed to the Confirmation page, indicating that an email has been sent to the email address provided under Step 7.

The screenshot shows the EPA Central Data Exchange (CDX) Confirmation page. At the top is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, and Help. The main heading is "CDX Confirmation" with a "Contact Us" link. A progress bar shows four steps: 1. Program Service (checked), 2. Role Access (checked), 3. User and Organization (checked), and 4. Confirmation (active). Below the progress bar, it says "A few more steps..." and provides instructions: "You will soon receive an email confirmation message (at email@test.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." At the bottom is a green button labeled "Return to CDX Home".

Locate the email and click on the link provided within the body of the email.

The screenshot shows an email confirmation message from the CDX Help Desk. The text reads: "You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully logging in. You will need to enter the UserID (JANE.DOE) and Password that were selected during the registration process." A red oval highlights the following URL: <https://dev.epacdx.net/Registration/EmailValidation?code=a10581de-d8ec-495b-b22c-9392bf22d80>. Below the URL, it says: "If you click the link and it appears to be broken, please copy and paste it into a new browser window." Further down, it states: "Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service." It then provides contact information for the CDX Help Desk: "Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500." The email is signed "Sincerely, CDX Help Desk" and "United States Environmental Protection Agency - Central Data Exchange".

Step 9: Log in to CDX

Enter your CDX User ID and Password, as created under Step 4, and click "Log In to CDX."

The screenshot shows the CDX Central Data Exchange Log In page. At the top is the CDX logo and the text "Central Data Exchange". Below this is a "Log In" heading. There are two input fields: "User ID" with the text "jane.doe" and "Password". A red oval highlights a green button labeled "Log In to CDX". At the top right is a "Contact Us" link.

Identity Proofing in CDX

As part of the CDX registration process, EPA requires proof of your identity. You may use an independent third party electronic identity proofing service (i.e., LexisNexis) or print and submit a signed electronic signature agreement (ESA) through U.S. Postal Mail to EPA. LexisNexis, which is only available to users located within the United States, allows users to immediately access the ODS data flow following authentication; users that submit a paper ESA are required to wait 7-10 days for EPA to receive their ESA and approve them for access.

- ➔ If you wish to verify your identity using LexisNexis, continue to Step 10a.
- ➔ If you wish to submit a signed ESA through U.S. Postal Mail, skip to Step 10b.

Step 10: Verify your Identity using LexisNexis

Enter your address, date of birth, and last 4 digits of your Social Security Number (SSN).¹ Verify that the name above is you by checking the box and clicking “Proceed with Verification.”

The screenshot shows the 'CDX Registration: LexisNexis®' web form. At the top, there are links for 'Contact Us' and '(Log out)'. Below the header, there are two tabs: '1. Identity Verification' (active) and '2. ESA'. The main text explains the identity proofing options and includes a note with a link to 'Additional LexisNexis® Identity Proofing Information'. The form fields include: 'Legal Name' (Jane, M, Doe), 'Home Address' (100 Test Avenue, Address Line 2, Washington D.C., District of C, 20000), 'Home or Personal Phone' ((555) 555-5555), 'Date of Birth' (January, 1, 1963), and 'Last 4 of SSN' (four dots). At the bottom, there is a checkbox labeled 'The name above is me. Please proceed with LexisNexis® Validation.' which is checked and circled in red. Below the checkbox is a green button labeled 'Proceed with Verification' and two links: 'Paper Verification' and 'Exit'.

¹ If you have concerns about providing this information, click on the link for ‘Additional LexisNexis Identity Proofing Information.’

Register with CDX (First-Time Users)

Select five signature questions and provide answers to the questions. Select “Save Answers.”

CDX Central Data Exchange [Contact Us](#) [\(Log out\)](#)

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

Save Answers

Review and sign your CDX electronic signature agreement (ESA) by selecting “Sign Electronically.”

CDX CDX Registration: Additional Verification [Contact Us](#) [\(Log out\)](#)

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**

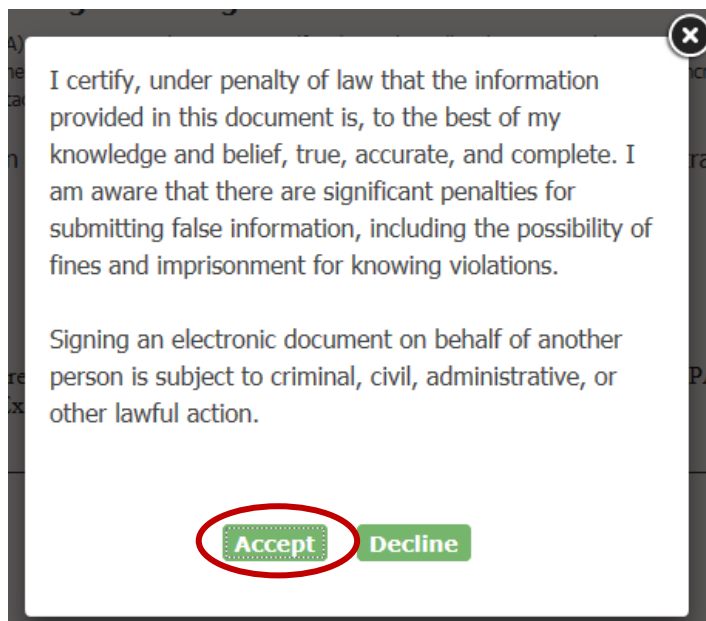
In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	Test Company
Address:	100 Main St
City, State, Zip:	Santa Fe, NM 20154
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	jane.doe@test.com
Registrant's Name:	Jane Doe
CDX User Name:	JANE.DOE

Sign Electronically [Cancel](#)

Register with CDX (First-Time Users)

Certify that the information provided is correct by clicking “Accept.”

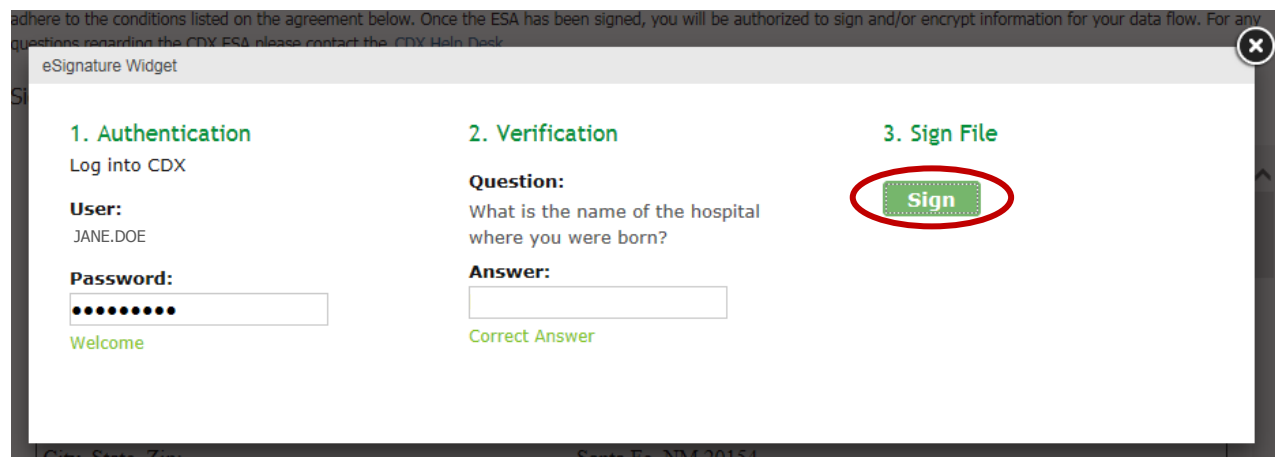


I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

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

Accept Decline

Enter your account password, the answer to the security question, and select “Sign.”



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

eSignature Widget

1. Authentication Log into CDX User: JANE.DOE Password: [password field] Welcome	2. Verification Question: What is the name of the hospital where you were born? Answer: [answer field] Correct Answer	3. Sign File Sign
---	---	--

City: State: Zip: Santa Fe, NM 20154


Congratulations!

You are now registered with CDX under the ODS Program.

Step 11a: Submit Signed ESA through U.S. Postal Mail

If you do not wish to use LexisNexis for identity proofing, select “Paper Verification.”

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

 **CDX Registration: LexisNexis®**

[Contact Us](#)
Logged in as JANE.DOE ([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

Home Address

Home or Personal Phone

Date of Birth

Last 4 of SSN

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

Proceed with Verification

Paper Verification [Exit](#)

Register with CDX (First-Time Users)

Select "Sign Paper Form" and then "Print to Mail." Save an electronic copy of the ESA to your computer as a PDF, and then print a hard copy of the file.

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

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

1. Identity Verification ✓ 2. ESA

Paper 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](#).

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:	Test Company
Address:	100 Main St
City, State, Zip:	Santa Fe, NM 20154
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	email@test.com
Registrant's Name:	Ms Jane Doe
CDX User Name:	JANE.DOE

Sign Paper Form [Cancel](#)

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:	Test Company
Address:	100 Main St
City, State, Zip:	Santa Fe, NM 20154
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	email@test.com
Registrant's Name:	Ms Jane Doe
CDX User Name:	JANE.DOE

Step 11b: Read, Sign, and Mail the Electronic Signature Agreement to EPA

Review and sign the Electronic Signature Agreement, and mail the document to EPA using one of the following addresses, which are also provided in the Electronic Signature Agreement:

For Private Courier:

*U.S. Environmental Protection Agency
Tracking System Program Manager
Stratospheric Protection Division
William Clinton East Building, Room 1340
1201 Constitution Avenue, N.W.
Washington, DC 20004*

For U.S. Postal Service:

*U.S. Environmental Protection Agency
Stratospheric Protection Division
Office of Atmospheric Programs
Mail Code: 6205T
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460*

Step 12: Final Registration Notification

Once EPA has received the signed ESA by mail, your account will be activated. Account activation is expected to take 7-10 days. You will be notified by email when your account has been activated.

The Environmental Protection Agency's Central Data Exchange (CDX) registration system has processed a change in registration status.

If you have questions concerning this change in registration status, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.

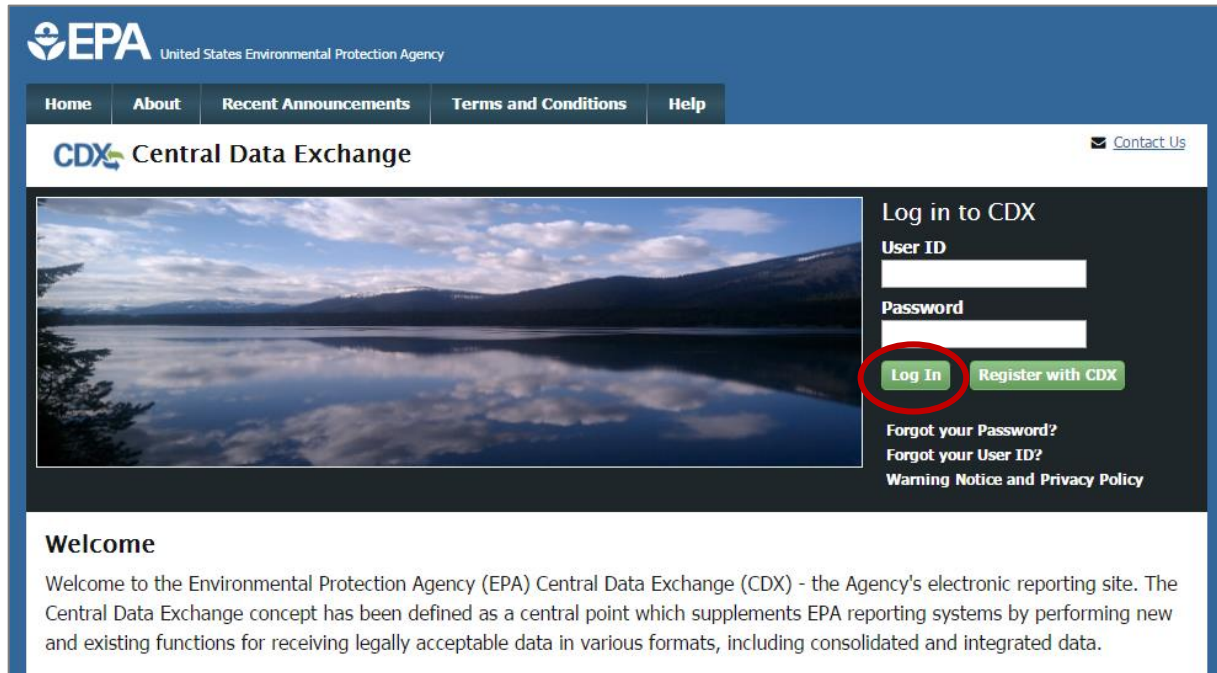
Congratulations!

You are now registered with CDX under the ODS Program.

III. ADD ODS TO YOUR PROGRAM SERVICES (EXISTING USERS)

Step 1: Log into CDX

Visit <https://cdx.epa.gov/>, enter your account information, and select “Log In.”



EPA United States Environmental Protection Agency

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CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

Log In **Register with CDX**

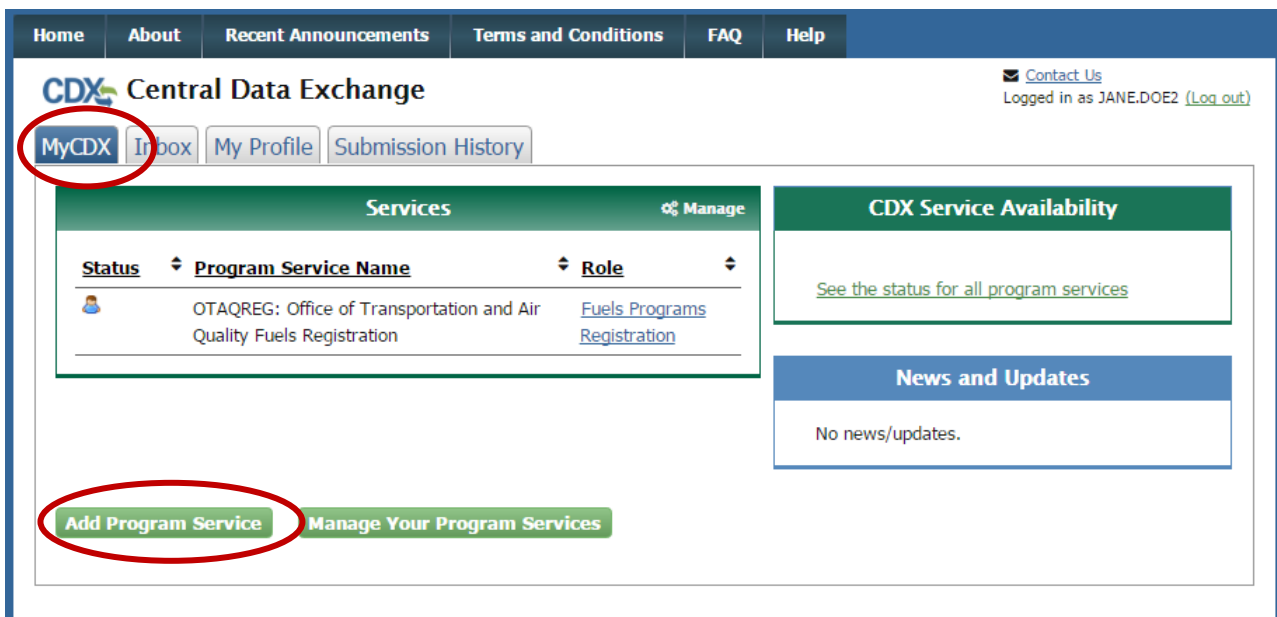
[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

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.

Step 2: Add Program Service

From the ‘MyCDX’ tab, select “Add Program Service.”



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CDX Central Data Exchange [Contact Us](#)

Logged in as JANE.DOE2 ([Log out](#))

MyCDX **Inbox** **My Profile** **Submission History**

Services [Manage](#)

Status	Program Service Name	Role
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

CDX Service Availability

[See the status for all program services](#)

News and Updates

No news/updates.

Add Program Service **Manage Your Program Services**

Step 3: Select “ODS: Ozone Depleting Substances” from the Program List

Locate and select “ODS: Ozone Depleting Substances” from the list of active program services by either scrolling down the list or entering “ODS” in the search criteria box.

The screenshot shows the EPA 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 this is a search instruction: '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)'. Under the heading 'Active Program Services List', there is a search input field containing 'ODS'. Below the search field, a list item 'ODS: Ozone Depleting Substances' is highlighted with a red oval. At the bottom left is a green 'Cancel' button.

Step 4: Select a Current Organization

Select a current organization from the dropdown list and select “Submit Request for Access.” If you want to register under a new organization, see Section IV.

The screenshot shows the EPA Core CDX Registration interface at Step 4: Select a Current Organization. The top navigation bar includes Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. A 'Contact Us' link and a '(Log out)' link are in the top right. The progress bar shows three steps: 1. Program Service (completed with a checkmark), 2. Role Access (completed with a checkmark), and 3. Organization Information (active). The main heading is 'CDX Edit Account Profile'. Below this is a 'Registration Information' section with a table showing 'Program Service' as 'Ozone Depleting Substances' and 'Role' as 'Submitter'. Below the table are two radio button options: 'Select a Current Organization' (selected and circled in red) and 'Request to Add an Organization'. Below these is the instruction 'Select an organization from the dropdown list.' and a dropdown menu showing 'Test Company (100 Main St, Santa Fe, NM, US 20154)' with a red circle around the dropdown arrow. At the bottom is a green 'Submit Request for Access' button, which is also circled in red.

Why don't I Need to Sign Another ESA?

The electronic signature agreement (ESA) is specific to the organization under which you register. Therefore, since you already submitted an ESA when registering for another CDX program, you are not required to sign and submit a new electronic signature agreement.

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CDX Central Data Exchange [Contact Us](#) [\(Log out\)](#)

You are here: [MyCDX](#)» Manage Program Services

Manage Program Services

Program Service successfully added to Test Company. X

[Add Program Service](#) [Back to MyCDX](#) [\[Expand All\]](#) [\[Collapse All\]](#)

Test Company, 100 Main St, Santa Fe, NM, US 20154, (555) 555-5555

<input checked="" type="checkbox"/> ODS: Ozone Depleting Substances
<input checked="" type="checkbox"/> OTAQREG: Office of Transportation and Air Quality Fuels Registration

Congratulations!

You have successfully added ODS to your Program Services.

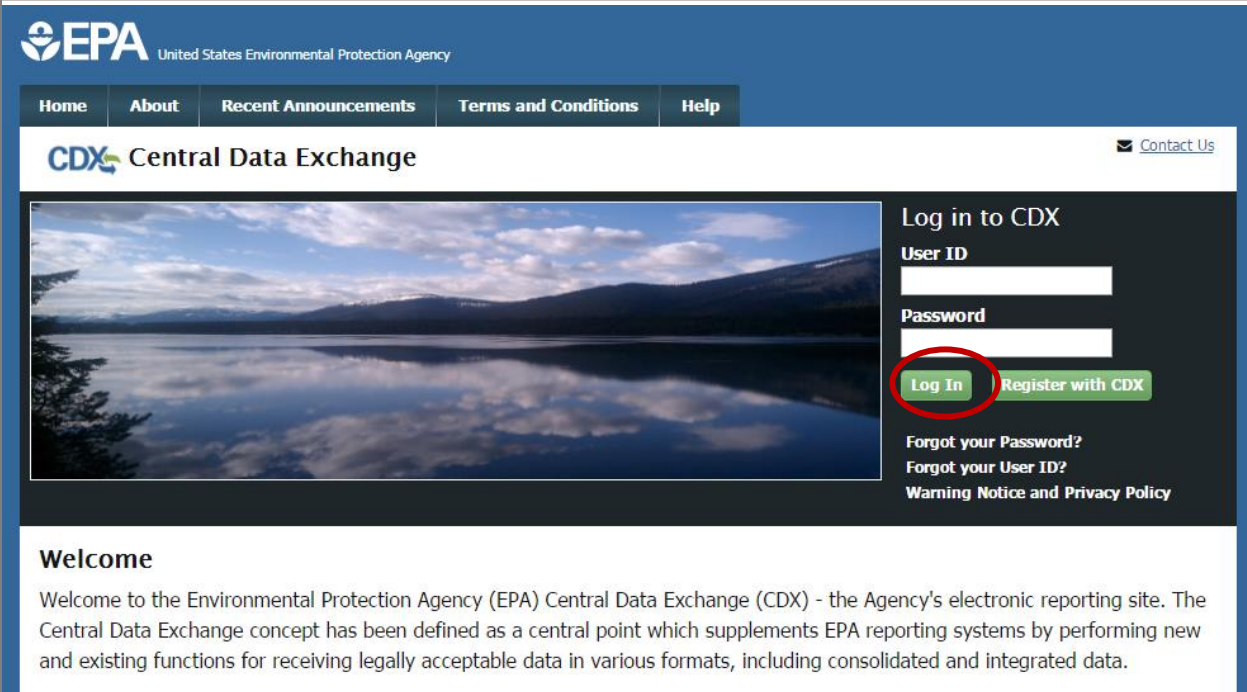
IV. REGISTER UNDER A NEW ORGANIZATION (EXISTING USERS)

When Should I Register under a New Organization?

The organization you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. CDX assigns each organization in its database with a unique 5-7 digit ID. The use of a consistent Organization ID by all individuals that submit reports on behalf of your company is required by EPA. If your company has previously submitted ODS data to EPA through CDX under an Organization ID, you should only register and submit data under a new Organization ID in CDX if the name of your organization changes (e.g., due to a merger or acquisition). See *Appendix A* for more information on notifying EPA of your organization's name change.

Step 1: Log into CDX

Visit <https://cdx.epa.gov/>, enter your account information, and select "Log In."



EPA United States Environmental Protection Agency

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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.

Step 2: Modify Program Services

From the 'MyCDX' tab, select "Add Program Service."

CDX Central Data Exchange

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MyCDX Inbox My Profile Submission History

Services Manage

Status	Program Service Name	Role
	ODS: Ozone Depleting Substances	Ozone Depleting Substances

CDX Service Availability

[See the status for all program services](#)

News and Updates

No news/updates.

Add Program Service Manage Your Program Services

Step 3: Select "ODS: Ozone Depleting Substances" from the Program List

Locate and select "ODS: Ozone Depleting Substances" from the list of active program services by either scrolling down the list or entering "ODS" in the search criteria box.

EPA United States Environmental Protection Agency

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CDX Edit Account Profile

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

ODS

ODS: Ozone Depleting Substances

Cancel

Step 4: Select New Organization

Request to add a new organization by typing the name of your organization or the CDX Organization ID (if known) in the text box, clicking “Search,” and clicking on the link under ‘Organization ID.’ If your organization does not appear in the search results, skip to 4b.

CDX Edit Account Profile [Contact Us](#) [\(Log out\)](#)

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

Registration Information

Program Service Ozone Depleting Substances
Role Submitter

☐ Select a Current Organization
☒ Request to Add an Organization

Test Company

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
26226	Test Company	100 Main St	Santa Fe	NM	20154

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

Step 5: Enter Organization Information

Enter your email, phone number, and fax number (if desired) and select “Submit Request for Access.”

Test Company
100 Main St
Santa Fe, NM, US
20154

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](#).

Step 6: Request to Add Your Organization

If your organization's information is not already in CDX, you may request for CDX to add your organization by clicking on the link to "request that we add your organization."

CDX Edit Account Profile [Contact Us](#) [\(Log out\)](#)

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

Registration Information

Program Service	Ozone Depleting Substances
Role	Submitter

☐ Select a Current Organization
☒ Request to Add an Organization

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

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

Step 7: Submit Request to Add an Organization

Enter your organization information and then click "Submit Request for Access."

☐ Select a Current Organization
☒ Request to Add an Organization

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Step 8: Sign the Electronic Signature Agreement

Review and sign your CDX electronic signature agreement (ESA) by selecting “Sign Electronically.”

[Home](#) [About](#) [Recent Announcements](#) [Terms and Conditions](#) [FAQ](#) [Help](#) [Contact Us](#) [\(Log out\)](#)

CDX CDX Registration: Additional Verification

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:	Test Company
Address:	100 Main St
City, State, Zip:	Santa Fe, NM 20154
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	jane.doe@test.com
Registrant's Name:	Jane Doe
CDX User Name:	JANE.DOE

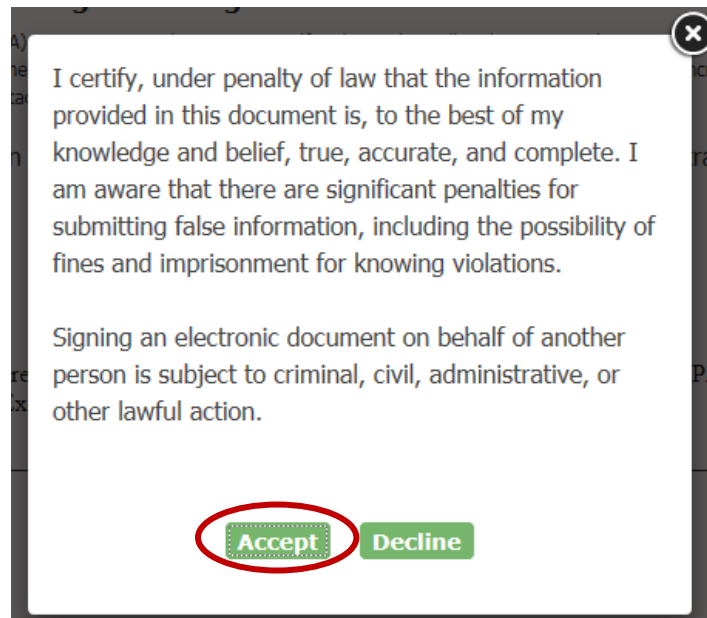
Sign Electronically [Cancel](#)

Why do I Need to Sign Another ESA?

The electronic signature agreement (ESA) is specific to the organization under which you register. Therefore, when you register under a new organization in CDX, you are required to sign and submit a new electronic signature agreement. If you did not previously sign your ESA electronically, you may be required to provide additional verification information or, alternatively, will be required to submit a paper-copy ESA through U.S. Postal Mail.

Step 9: Certify the Information Provided is Accurate

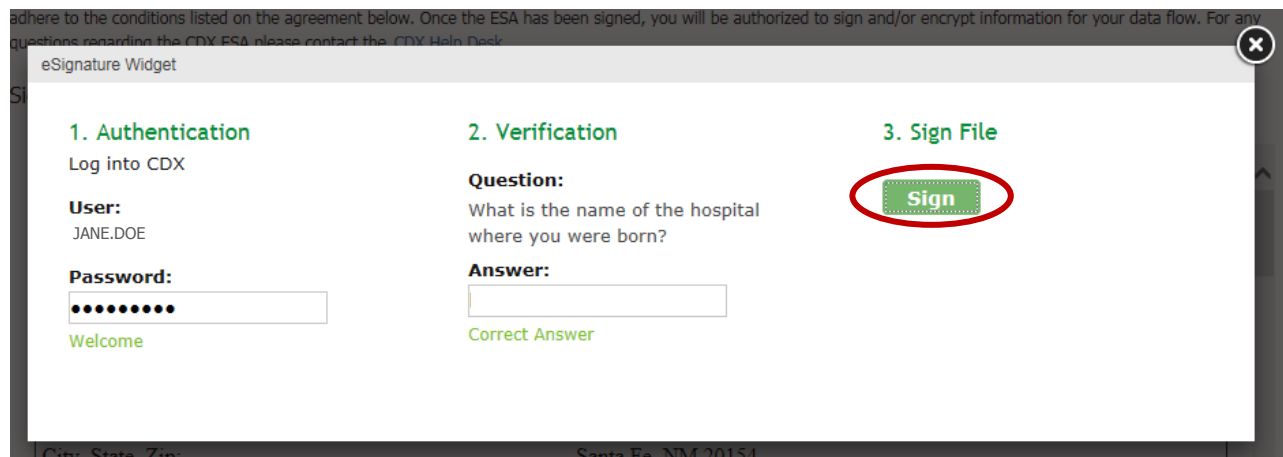
Certify that the information provided is correct by clicking “Accept.”



A screenshot of a certification dialog box with a close button (X) in the top right corner. The text inside reads: "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." Below this, it says: "Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action." At the bottom, there are two buttons: "Accept" and "Decline". The "Accept" button is highlighted with a red oval.

Step 8: Authenticate and Verify your Account Information

Enter your account password, the answer to the security question, and select “Sign.”



A screenshot of the "eSignature Widget" interface. It is divided into three sections: "1. Authentication", "2. Verification", and "3. Sign File".
Section 1: "Log into CDX" with fields for "User:" (JANE.DOE) and "Password:" (masked with dots). A "Welcome" message is displayed below.
Section 2: "Verification" with a "Question:" "What is the name of the hospital where you were born?" and an "Answer:" field. A "Correct Answer" message is displayed below.
Section 3: "Sign File" with a "Sign" button highlighted by a red oval.
At the bottom, there is a footer with "City, State, Zip:" and "Santa Fe, NM 20154".

Congratulations!

You are now registered under a New Organization.

APPENDIX A. PROVIDE EPA WITH YOUR ORGANIZATION ID

The organization you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. CDX assigns each organization in its database with a unique 5-7 digit ID. The use of a consistent Organization ID by all individuals that submit reports on behalf of your company is required by EPA. To ensure consistency, EPA requests that all organizations provide EPA with the Organization ID under which they plan to submit data. If your Organization ID changes (due to a change in your organization's name), EPA similarly requests that the organization notify EPA of this change before submission of data under the new Organization ID.

New CDX Users

For companies that have never before submitted ODS data to EPA through CDX, provide the following information to Mike James (james.mike@epa.gov) and Emily Golla (golla.emily@epa.gov) following registration with the ODS Program in CDX:

Subject: New ODS CDX User

I recently registered under the ODS Program in CDX in anticipation of submitting data on behalf of [Company Name]. My CDX registration information is provided below.

- Organization Name: _____
- Organization ID: _____

Organization Name Changes

If your company's name changes, provide the following information to Mike James (james.mike@epa.gov) and Emily Golla (golla.emily@epa.gov) following registration with the new Organization Name/ID in CDX:

Subject: ODS Submitter Name Change

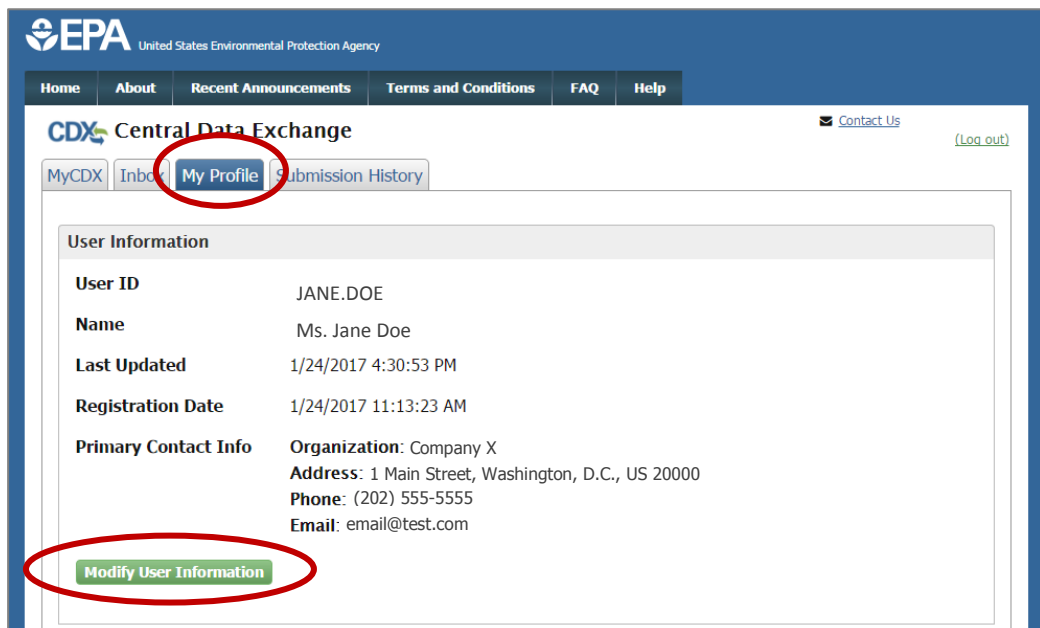
[Company Name] recently underwent a name change that required us to update the organization name/ID used for data submission in CDX. The old and new CDX organization information is provided below.

- Old Organization Name: _____
- Old Organization ID: _____
- New Organization Name: _____
- New Organization ID: _____

APPENDIX B. UPDATE YOUR ACCOUNT INFORMATION

Edit your account password or your account's security questions

Select "Modify User Information" from the 'My Profile' tab.

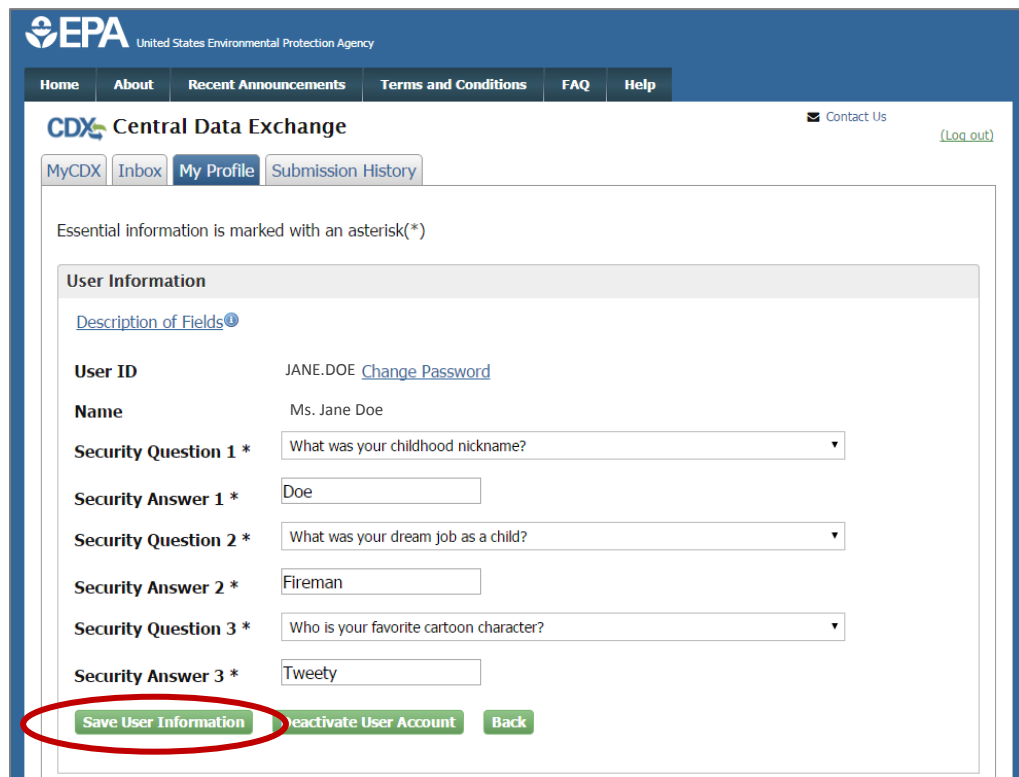


The screenshot shows the EPA CDX Central Data Exchange interface. The 'My Profile' tab is selected and circled in red. Below the tabs, the 'User Information' section displays the following details:

User ID	JANE.DOE
Name	Ms. Jane Doe
Last Updated	1/24/2017 4:30:53 PM
Registration Date	1/24/2017 11:13:23 AM
Primary Contact Info	Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Email: email@test.com

At the bottom of the 'User Information' section, a green button labeled 'Modify User Information' is circled in red.

Edit the information and select "Save User Information."



The screenshot shows the EPA CDX Central Data Exchange interface with the 'User Information' form. The 'My Profile' tab is selected. The form includes a 'Description of Fields' link and the following fields:


User ID	JANE.DOE	Change Password
Name	Ms. Jane Doe	
Security Question 1 *	What was your childhood nickname?	
Security Answer 1 *	Doe	
Security Question 2 *	What was your dream job as a child?	
Security Answer 2 *	Fireman	
Security Question 3 *	Who is your favorite cartoon character?	
Security Answer 3 *	Tweety	


At the bottom of the form, a green button labeled 'Save User Information' is circled in red, along with 'Reactivate User Account' and 'Back' buttons.

Edit your email address, phone number, or fax number

From the 'My Profile' tab, select "Modify Organization Information."

Organization Information

Primary Organization = 

Org. ID	Name	Address
26226	Test Company	100 Main St, Santa Fe, NM, US 20154 


Modify Organization Information



Select the appropriate Organization and edit your phone number or fax number. Select "Save Organization Details." To change your email address, contact the CDX Help Desk.

Organization Information

Current Organizations

Click the organization name to view or modify organization information.

Primary Organization = 

 **Test Company (26226)** 

Organization Name (ID)

Test Company (26226)

Mailing Address

100 Main St
Santa Fe, NM, US
20154

Provide Additional Contact Information

Email**

email@test.com

Phone Number*

Phone Number Ext

Fax Number

Save Organization Details

**To change your e-mail address, please contact your account manager or the CDX Help Desk.

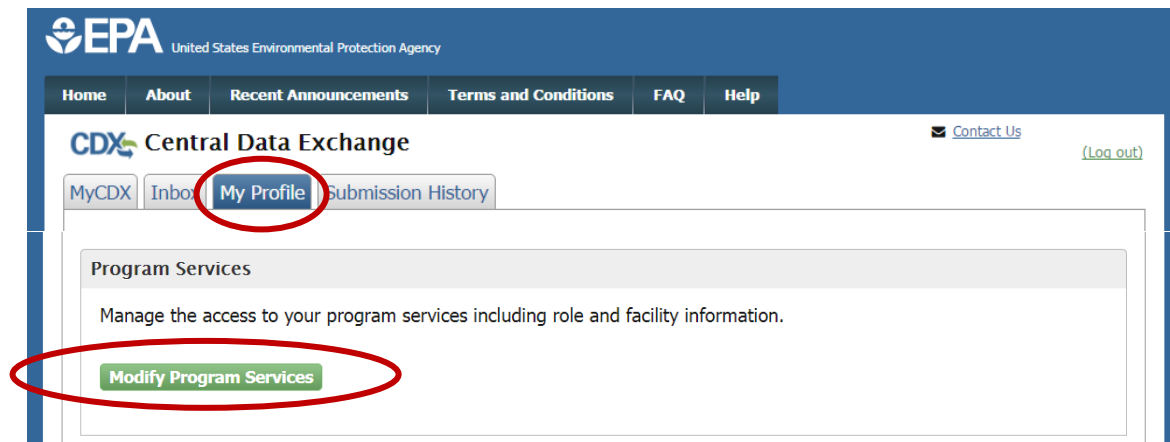
Email addresses, phone numbers, and fax numbers in CDX are tied to the organization under which you are registered. If you are registered under more than one organization in CDX, you may tailor your email address, phone number, and fax number for each organization.

APPENDIX C. DEACTIVATING ACCOUNTS

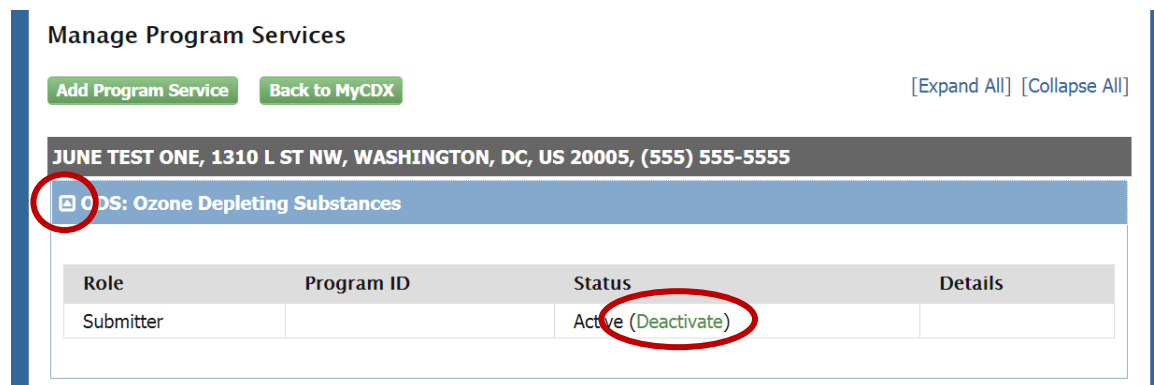
Since all users registered under the same Organization ID have access to the same Submission History table in CDX, it is important to deactivate accounts when individuals leave your organization to ensure they can no longer access your company's ODS submissions. The process for deactivating your own account or an account of a previous employee is described below.

Deactivate your own account

Select "Modify Program Services" from the 'My Profile' tab.



Located and expand the account you wish to deactivate, and select 'Deactivate'.



Deactivate the account of a previous employee

Provide the following information to Mike James (james.mike@epa.gov) and Emily Golla (golla.emily@epa.gov) to request deactivation of an account:

Subject: ODS Account Deactivation Request

[Employee Name] is no longer responsible for submitting ODS reports on behalf of [Company Name]. Please deactivate their CDX account.