Manage Users by Facility

This job aide guides you through the process of managing user associations for a facility. As a Certifier, you can grant or revoke facility access for Preparers and Certifiers by clicking on the 'Manager Users' link (Exhibit 1) at the top of the CEDRI application.
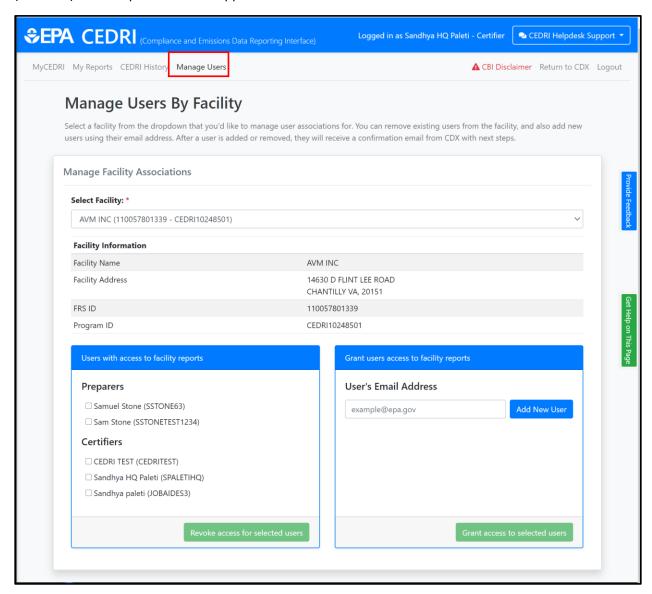

Exhibit 1

1. Revoke user access to facility reports
2. Grant user access to facility reports

To grant or revoke Preparer or Certifier access for a facility, click the 'Select Facility' dropdown (Exhibit 2) to see the list of facilities that are associated to your role. Choose the desired facility.
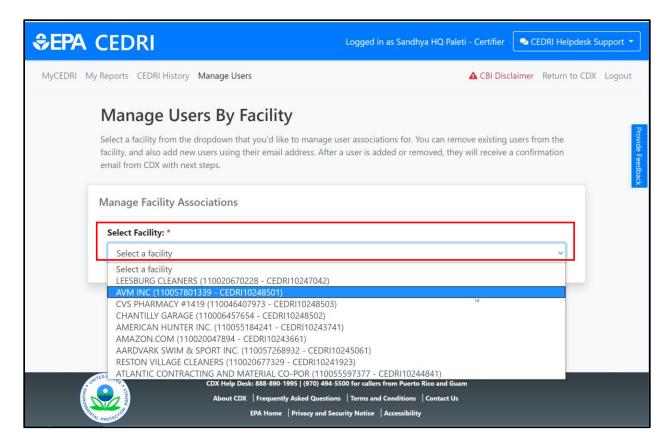
Exhibit 2

Based on the dropdown selection, the 'Facility Information' section (Exhibit 3) is populated with 'Facility Name', 'Facility Address', 'FRS ID', and 'Program ID'. Once you select the proper facility, you can now grant or revoke user access.

Revoke user access to facility reports

To revoke access, check the box next to the user's names and click the 'Revoke access for selected users' button (Exhibit 3).
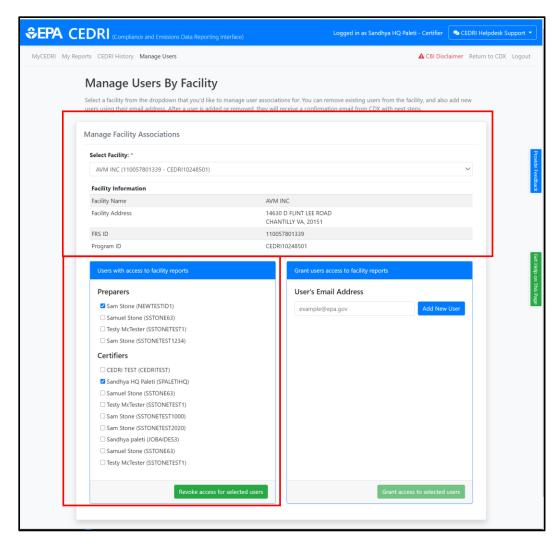
Exhibit 3

The 'Revoke Report Access Confirmation' pop-up screen appears (Exhibit 4). Clicking the 'Cancel' button cancels the process and access will not be revoked. Clicking 'OK' (Exhibit 4) revokes user access and sends an email to the users stating that access to the facility reports will be revoked (Exhibit 5). A confirmation email is sent to you (Exhibit 6) stating which user's access was revoked.

Revoke Report Access Confirmation

Preparer access to AVM INC reports will be revoked for the following users.

- Sam Stone

Certifier access to AVM INC reports will be revoked for the following users.

- Sandhya HQ Paleti

An email will be sent to these users informing them that they will no longer be able to prepare or view reports for AVM INC.

Cancel | OK

Exhibit 4

This email is to inform you that your access to AVM INC reports has been revoked by Sandhya HQ Paleti. For more information on managing facilities in CEDRI, refer to the Manage Facilities Job Aide.

Facility Name	AVM INC
Facility Address	14630 D FLINT LEE ROAD CHANTILLY, VA 20151
EPA Facility ID	110057801339
CEDRI Program ID	CEDRI10248501
Name	Testy McTester

If you have questions regarding this email, please contact the CDX Helpdesk at helpdesk@epacdx.net or 1-888-890-1995.

Exhibit 5

EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

This email is to inform you that access to AVM INC reports has been revoked for the following user(s).

Facility Name	AVM INC
Facility Address	14630 D FLINT LEE ROAD CHANTILLY, VA 20151
EPA Facility ID	110057801339
CEDRI Program ID	CEDRI10248501
Email	samuel.stone@cgifederal.com (Preparer) samuel.stone@cgifederal.com (Preparer)

If you have questions regarding this email, please contact the CDX Helpdesk at helpdesk@epacdx.net or 1-888-890-1995.

Exhibit 6

Grant user access to facility reports

To grant Preparers or Certifiers access to a facility, enter the email address of the user in the 'User's Email Address' field of the 'Grant users access to facility reports' section and click the 'Add New User' button (Exhibit 7). The email address is displayed with options to grant access as 'Preparer' or 'Certifier'. To remove an email address, click the 'Remove' link (Exhibit 8). Once you have checked the appropriate boxes, click the 'Grant access to selected users' button (Exhibit 8).
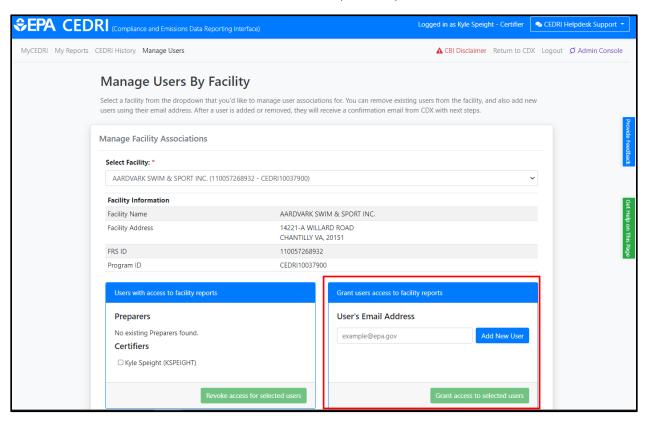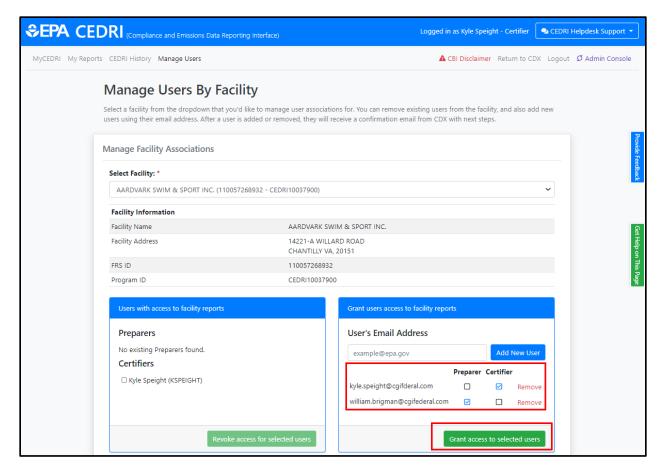

Exhibit 7

Exhibit 8

The 'Grant Report Access Confirmation' pop-up screen (Exhibit 9) appears. Clicking the 'Cancel' button cancels the process and does not result in an email being sent to the users. Clicking 'OK' grants Certifier or Preparer access to the facility and sends an email to the selected users (Exhibit 10). A confirmation email is sent to you (Exhibit 11) informing you which users were granted access to the facility.
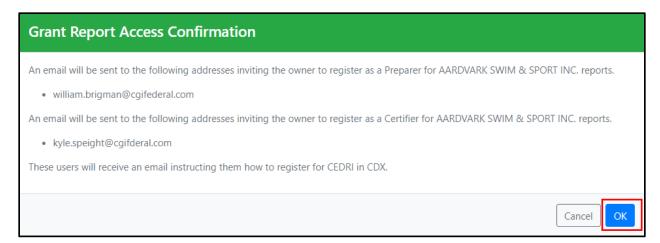

Exhibit 9

EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

This email is to inform you that you have been granted Preparer access to AARDVARK SWIM & SPORT INC. reports by Kyle Speight. Once you log in to CEDRI you will have access to AARDVARK SWIM & SPORT INC. reports.

You have been pre-registered for CEDRI. Click here to complete the CEDRI registration process. For more information on managing and adding additional facilities in CEDRI, please refer to the Manage Facilities Job Aide.

For more information on preparing reports please refer to the Create Reports Job Aide.

Facility Name	AARDVARK SWIM & SPORT INC.
Facility Address	14221-A WILLARD ROAD CHANTILLY, VA 20151
EPA Facility ID	110057268932
CEDRI Program ID	CEDRI10037900

For additional information on how to access and register with CDX/CEDRI refer to the CEDRI FAQ.

If you have other questions regarding this email, please contact the CDX Helpdesk at helpdesk@epacdx.net or 1-888-890-1995.

Exhibit 10

EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

This email is to inform you that the following user(s) have been granted access to AARDVARK SWIM & SPORT INC. reports.

Facility Name	AARDVARK SWIM & SPORT INC.
Facility Address	14221-A WILLARD ROAD CHANTILLY, VA 20151
EPA Facility ID	110057268932
CEDRI Program ID	CEDRI10037900
Email	kyle.speight@cgifdderal.com (Certifier) william.brigman@cgifederal.com (Preparer)

If you have questions regarding this email, please contact the CDX Helpdesk at helpdesk@epacdx.net or 1-888-890-1995.

Exhibit 11

Outstanding Invitations (Users without a CDX account)

Upon granting access to a user who does not have a CDX account for the given role selected, an 'Outstanding Invitations' table appears at the bottom of the screen (Exhibit 12). This table shows which users have yet to complete the CEDRI registration process. If you would like to resend the email notification, select the appropriate user and click 'Resend Email Notification'. If you would like to revoke their invitation to the facility, click 'Revoke Invitation'.

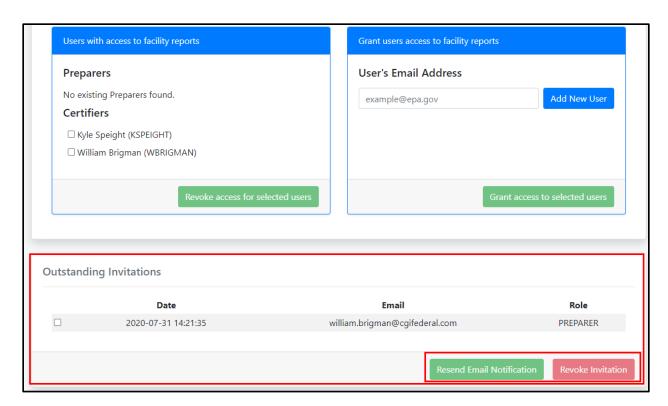| Users with access to facility reports	Grant users access to facility reports

Preparers

No existing Preparers found.

Certifiers

☐ Kyle Speight (KSPEIGHT)

☐ William Brigman (WBRIGMAN)

User's Email Address

example@epa.gov   **Add New User**

Revoke access for selected users   **Grant access to selected users**

Outstanding Invitations

	Date	Email	Role
☐	2020-07-31 14:21:35	william.brigman@cgifederal.com	PREPARER

Resend Email Notification   **Revoke Invitation**

Exhibit 12