

Registering as a Preparer in CEDRI

This Job Aide documents the steps to register as a Preparer in CEDRI. To begin, navigate to the CDX homepage (<https://cdx.epa.gov/>). From here, select 'Register with CDX' to begin the registration process (Exhibit 1).

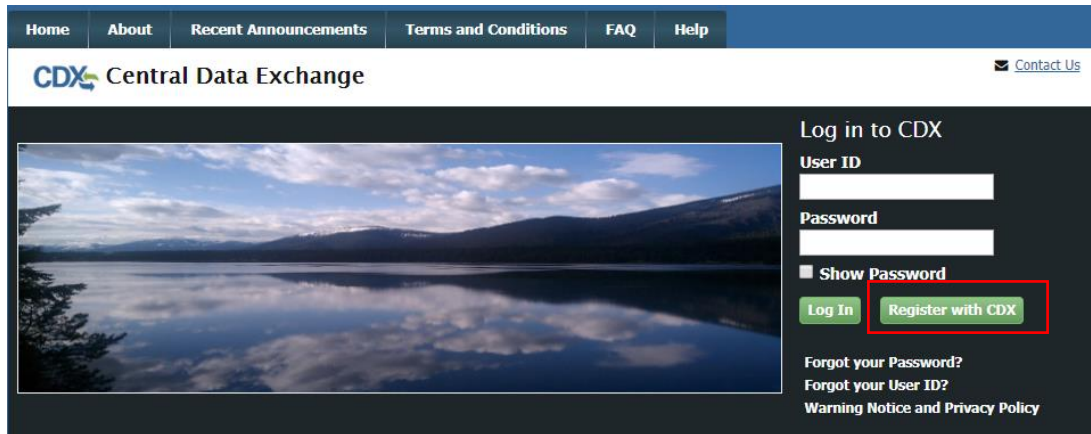


Exhibit 1

After selecting 'Register with CDX', you are taken to the CDX Terms and Conditions page. To continue, select the checkbox confirming that you are registering for CDX, and click 'Proceed' (Exhibit 2).

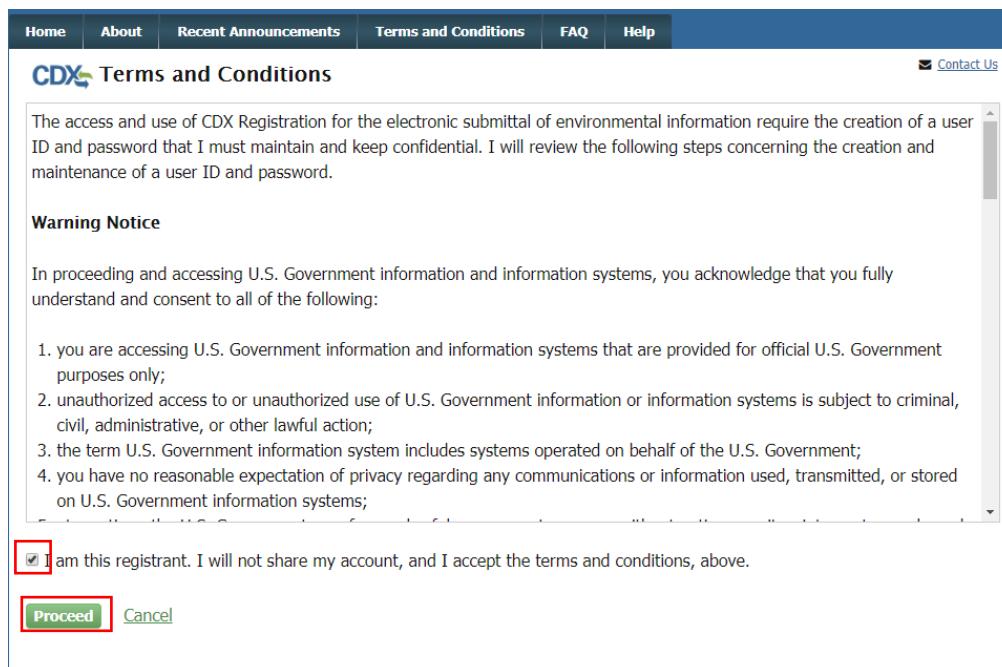


Exhibit 2

After proceeding from Terms and Conditions, you are prompted to select your CDX Program service. To do so, navigate to 'CEDRI: Compliance and Emissions Data Reporting Interface', or enter 'CEDRI' as the search criteria, and click the link (Exhibit 3).

The screenshot shows the 'Core CDX Registration' page. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the page title 'CDX Core CDX Registration' is displayed, along with a 'Contact Us' link. A progress indicator shows four steps: 1. Program Service (selected), 2. Role Access, 3. User and Organization, and 4. Confirmation. The main content area prompts the user to '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)'. Below this is a search input field with the placeholder text 'Enter search criteria'. A list of 'Active Program Services' follows, including ARCS: Aircraft Reporting and Compliance System, BaSR: Burial at Sea, CDRS: Consent Decree Reporting System, CEDRI: Compliance and Emissions Data Reporting Interface (highlighted with a red box and a mouse cursor), CSPP: Submissions for Chemical Safety and Pesticide Programs, and eDisclosure: Voluntary Disclosure System.

Exhibit 3

Selecting *CEDRI: Compliance and Emissions Data Reporting Interface* takes you to the Core CDX Registration page which prompts you to select the role for which you are registering. Scroll to the bottom of the page and select 'Preparer' from the 'Select Role' dropdown and click 'Request Role Access' to continue (Exhibit 4).

Home
About
Recent Announcements
Terms and Conditions
FAQ
Help

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. 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.

Delegated Certifier: The Delegated Certifier is a person granted authority by a registered Certifier to sign and submit packages on behalf of the Certifier. The Delegated Certifier is authorized to modify the package a Preparer has assembled, and sign and submit the package to CDX. The Delegated Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from being appointed as a Delegated Certifier.

State Reviewer: The State Reviewer role encompasses regulatory officials who service local, state, and/or tribal areas. State Reviewers are authorized to review all submissions that are applicable to the states and/or territories for which they are registered. The State Reviewer role should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. The email should include the following information: Applicable State(s) and/or Territories in which registration is needed, First and Last Name, phone number, organization information (name, address, and phone number), and email address.

EPA Regional Reviewer: The EPA Regional Reviewer role encompasses EPA regulatory officials who service EPA regional areas and need access to CEDRI submissions. EPA Regional Reviewers are authorized to view all submissions to CEDRI that are applicable to the Region for which they are registered. The EPA Regional Reviewer role should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. The email should include the following information: Region Number, First and Last Name, Phone number, Organization Information (name, address, and phone number), and email address.

Contact EPA via email: CEDRI@epa.gov for access to the State Reviewer or EPA Regional Reviewer roles.

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

Select Role

Preparer ▼

Request Role Access

Cancel

Visio 2016

Exhibit 4

After selecting 'Request Role Access', you are taken to the User and Organization step of the registration process. First, you are prompted to add a facility. Facilities can be added in this step, or from the



Registering as a Preparer Job Aide

MyCEDRI Dashboard after you have completed registration. If you do not wish to add a facility at this time, select 'Continue Without Facilities' (Exhibit 5) to continue to the next step.

Note: You may skip this step of the registration process if you do not have your facility information available. Facilities may be added from the MyCEDRI dashboard after you have completed registration.

If you are adding facilities after registration, please refer to the [Manage Facilities Job Aide](#). If you do wish to add your facilities now select 'Add Facilities' (Exhibit 5).

The screenshot shows the CDX Core CDX Registration dashboard. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the title 'Core CDX Registration'. A progress bar indicates four steps: 1. Program Service (checked), 2. Role Access (checked), 3. User and Organization, and 4. Confirmation. Underneath, a 'Registration Information' section displays the following details:

Program Service	Compliance and Emissions Data Reporting Interface
Role	Preparer

At the bottom of the registration section, there are two buttons: 'Add Facilities' and 'Continue Without Facilities', both highlighted with red boxes. The footer contains contact information for the CDX Help Desk (888-890-1995 | (970) 494-5500) and links to EPA Home, Privacy and Security Notice, Accessibility, About CDX, Frequently Asked Questions, and Terms.

Exhibit 5

Selecting 'Add Facilities' opens the CDX Facility Widget. To search for your facility, enter the appropriate criteria into the search parameters listed (Exhibit 6). You can search by:

- Facility ID
- Facility Name
- Facility Address
- City
- State
- ZIP Code

You must enter at least City, State, or ZIP code to limit the search results. Once you have entered your parameters, select 'Search Facilities' (Exhibit 6) to view the list of facilities matching your search criteria (Exhibit 7).



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

Registration Information

Program Service Compliance and Emissions Data Reporting Interface

Role Preparer

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

Exhibit 6

Check the checkbox next to the facilities you would like to add to your profile, and select 'Proceed with Selections' (Exhibit 7).

If you are unable to find your facility record, you may create one. To begin this process, select 'Can't find your facility? Click here to create it'. Steps on how to create a new facility can be found in the [Manage Facilities Job Aide](#).

CDX Core CDX Registration

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

Registration Information

Program Service Compliance and Emissions Data Reporting Interface

Role Preparer

Add Facilities

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

Search Criteria: 110004885152 | RESTON, VA 20190

Filter:

<input type="checkbox"/> (Select All)	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input checked="" type="checkbox"/>	110004885152	7-ELEVEN #25151	11714 SUNSET HILLS RD RESTON, VA 20190 FAIRFAX	TSCA	TSCA82580

Showing 1 to 1 of 1 facilities

1

Exhibit 7

After selecting 'Proceed with Selections', you are prompted to confirm your selected facilities. To do so, select 'Save Selected Facilities' (Exhibit 8).



- 1. Program Service ✓
- 2. Role Access ✓
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Registration Information	
Program Service	Compliance and Emissions Data Reporting Interface
Role	Preparer

[Add Facilities](#) | [Unsaved Facilities](#)

Selected Facilities (1 unsaved facility) [List View](#) | [Map View](#)

[Add Additional Facilities](#)

Clicking the 'Save Selected Facilities' button saves the facilities you have selected in the current session so they are available to you the next time you log in. You may view a facility's details by clicking the 'View/Edit Details' link on the table view or the 'Details' button on the map view. You may also remove a facility by clicking the 'Remove' link or button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

Filter:

[Export Options](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	
110004885152	Pending	7-ELEVEN #25151	11714 SUNSET HILLS RD RESTON, VA 20190 FAIRFAX	View/Edit Details Remove

Showing 1 to 1 of 1 facilities Previous Next

[Save Selected Facilities](#)

Exhibit 8

After you have added your facilities (or elected to skip this step), you are prompted to provide User and Organization information.

Part 1: User Information:

Complete all fields marked with an asterisk (Exhibit 9). Once you have filled out the User Information fields, proceed to Part 2 Organization (Company) Information.

Note: Please record the answers to your security questions as these answers will be confirmed by the CDX Help Desk in the event you need your password reset. CDX accounts are locked after three unsuccessful log in attempts or if the password expires (passwords expire in 90 days if not changed).

Part 2: Organization Info:

Enter your organization name or Organization ID and select 'Search' (Exhibit 9). After searching for your organization, you are presented with a list of organizations that match your search criteria. Click the Organization ID link of the appropriate organization to continue (Exhibit 10).

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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	Compliance and Emissions Data Reporting Interface
Role	Preparer

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 *

Show Passwords and Answers

Part 2: Organization Info

Enter organization or organization ID

Exhibit 9

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
15361	CGI FEDERAL	12601 FAIRLAKES CIRCLE	FAIRFAX	VA	22033

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

Exhibit 10

Selecting the Organization ID link prompts you to enter your Email and Phone number (Exhibit 11).

Note: The phone number and email address entered in this step are used by CDX and CEDRI to send notifications, announcements, or contact you in response to Help Desk inquiries. Therefore enter your email address and phone number and not a general company email address and phone number.

Once you have done so, click 'Submit Request for Access' (Exhibit 11).

Part 2: Organization Info

CGI FEDERAL
12601 FAIRLAKES CIRCLE
FAIRFAX, VA, US
22033

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](#).

Exhibit 11

After selecting 'Submit Request for Access' you are asked to enter a code sent to the email that you provided in the last step (Exhibit 12). Find the email in your inbox (be sure to check your spam folder!) and enter it in the 'Code:' field (Exhibit 13). Once you have entered your code, select 'Create Account' to finish the registration process (Exhibit 13).



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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 completing either of the following options:

a) Click the following link. You may need to enter the UserID (NEWTESTID1) and Password that were selected during the registration process.

<https://dev.epacdx.net/Registration/EmailValidation?code=ecJ9HulkgQoX>

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

b) In your existing browser window, copy and paste the following code into the "Code" field on the web page:

ecJ9HulkgQoX

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.

Please do not respond to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995, 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 or you may contact the CDX Helpdesk via live Chat by clicking on the following URL: <https://dev.epacdx.net/Chat>. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

CDX Registration Homepage

<https://dev.epacdx.net>

Exhibit 12

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Confirmation [Contact Us](#)

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 samuel.stone@cgifederal.com) with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.

[Resend validation code](#)

User ID: NEWTESTID1

Code:

Exhibit 13

Now that you have activated your account, you are brought to the MyCDX page, where you see the Preparer role that you just added (Exhibit 14). To launch CEDRI as a preparer, click the 'Preparer' link in the 'Services' table (Exhibit 14).



EPA United States Environmental Protection Agency

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CDX Central Data Exchange [Contact Us](#)
Logged in as NEWTESTID1 ([Log out](#))

MyCDX Inbox My Profile Submission History Payment History E-Enterprise Portal

Services Manage		
Status	Program Service Name	Role
	CEDRI: Compliance and Emissions Data Reporting Interface	Preparer

[Add Program Service](#) [Manage Your Program Services](#)

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

News and Updates
No news/updates.

Exhibit 14