

RMAM Overview

Registration Maintenance Account Manager (RMAM) tools are only provided to CDX users with an existing EPA Reviewer role for the CEDRI program service and have been designated as an RMAM by the CDX Help Desk.

If an RMAM designation must be created for a user with an existing EPA Reviewer role, please contact the CDX help desk using the contact information provided in the ‘Support’ section at the end of this document.

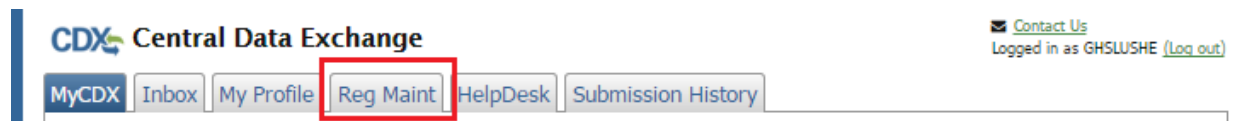
This job aid covers the following functionality for RMAMs:

- [Accessing RMAM Tools](#)
- [Create a New User Account](#)
- [User Management for Existing CDX Users](#)
 - [Search for a State Reviewer](#)
 - [Add/Modify States for a State Reviewer](#)
 - [Add a State Reviewer Role to an Existing CDX Account](#)
 - [Deactivate a State Reviewer Account](#)
- [Support](#)

Accessing RMAM Tools

1. Log into CDX (<https://cdx.epa.gov/>) using the credentials for your CEDRI EPA Reviewer role.
2. Select the ‘Reg Maint’ tab (see Figure 1). A list of Registration Tools are provided.

Figure 1: Reg Maint Tab



A summary of each of the functions within Registration tools that are covered in this Job Aid are provided below:

- **Create User Account:** Create a CDX account for a new CDX user.
- **User Management:** View and/or modify an existing CDX user’s profile.

Create a New User Account



Compliance and Emissions Data Reporting Interface (CEDRI) RMAM Job Aid for Managing State Reviewers

The Create User Account tool is accessed by selecting the 'Create User Account' link within the Registration Tools section on the 'Reg Maint' tab. The Create User Account tool allows you to create a new CDX account for a user. The steps to create a new CDX account for a user are provided below:

1. Select the 'Create User Account' hyperlink.
2. Click 'I Accept' to the Terms and Conditions.
3. Select or type 'CEDRI: Compliance and Emissions Data Reporting Interface' in the 'Active Program Services List' textbox.
4. Select the applicable role in the 'Select Role' dropdown. If adding a State Reviewer, select 'State Reviewer.'
5. If adding a State Reviewer, select the applicable state code(s) for the State Reviewer. If selecting multiple states, click on each state by CTRL + clicking on the state(s).
6. Select the 'Request Role Access' button.
7. Provide the following required fields in Part 1: User Information (see Figure 2).
 - a. User ID: Must be more than 7 characters and cannot contain any special characters. **Make a note of the User ID created for the user. The User ID must be provided to the user outside of CDX.**
 - b. Title
 - c. First Name
 - d. Last Name
 - e. Password: The password entered will be a temporary password provided to the user. The password will be reset by the user the first time they log into CDX. **Make a note of the temporary password that you create for the user. The temporary password must be provided to the user outside of CDX.**
8. Search for the user's organization by entering the user's organization in 'Part 2: Organization Information.' Select the 'Search' button.
9. Select the 'Organization ID' link associated with the user's organization. If the Organization does not display, select the 'Advanced Search' hyperlink to expand the search criteria. If the organization is still not displayed, select the 'Request that we your organization' hyperlink.

Compliance and Emissions Data Reporting Interface (CEDRI)

RMAM Job Aid for Managing State Reviewers

Figure 2: User Information and Organization Information

Part 1: User Information

Description of Fields ⓘ

User ID *

Title *

First Name *

Middle Initial

Last Name *

Suffix

Password *

Re-type Password *

Part 2: Organization Information

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

Select your organization from the table below.

Organization Id	Organization Name	Address	City	State	ZIP Code
15555	TEST ORGANIZATION LLC	1025 LEESBURG PIKE	FALLS CHURCH	VA	22033
15585	TEST ORGANIZATION LLC	1025 LEESBURG PIKE	FALLS CHURCH	VA	12345
23564	Test Organization F	123 Lemon Tree Lane	Fairfax	N/A	22033
18943	Test organization	a street	odenton	N/A	21117

Can't find your organization? Use advanced search or request that we add your organization.

10. Enter the following required information in Part 2: Organization Information:
 - a. Email
 - b. Re-Enter Email
 - c. Phone Number
11. Select the 'Submit Request for Access' button.
12. Email the user the User ID and Password created in Step 7.
 - a. The user will receive a CDX generated email containing a hyperlink and the User ID created in step 7. Direct the user to select the hyperlink and log into CDX using the User ID and password created in Step 7.

User Management for Existing CDX Users

The User Management tool is accessed by selecting the ‘User Management’ link within the Registration Tools section. The User Management tool allows you to search for an existing CDX user by entering search criteria and, if necessary, modify the user’s profile information as described below.

Search for a State Reviewer

1. Provide the desired search criteria in the provided form fields.
2. Select ‘CEDRI – Compliance and Emissions Data Reporting Interface’ within the ‘Program Service’ Dropdown (see Figure 3).
3. Select “State Reviewer’ in the ‘Role’ dropdown.
4. Select the ‘Search’ button. Search results are displayed in a table containing user information, organization/program/role information, and verification indexes.

Figure 3: Search By Criteria

Search By Criteria

User ID Exact Matches Only:

First Name Exact Matches Only:

Last Name Exact Matches Only:

Email Exact Matches Only:

Program Service ▼

Role ▼

Program ID Exact Matches Only:

Phone Number Exact Matches Only:

Organization Name Exact Matches Only:

Search By Confirmation Number

Confirmation Number

5. Click on the user’s name to the User Details page (see Figure 4).

Compliance and Emissions Data Reporting Interface (CEDRI)

RMAM Job Aid for Managing State Reviewers

Figure 4: User Information

User Information	Organization / Program / Role Information	Verification Indexes
Jane Doe (TEST CERTIFIER2) eshita.shaheed@cgifederal.com	Organization: CGI FEDERAL Program Service: CEDRI Role: Certifier: NA	Current Electronic Score: Not Set Current Paper Score:

After selecting a username within the ‘User Information’ column, the user details page is displayed. The User Details page is comprised of three sections. A summary is provided below:

- User Account Information: Edit the user’s title, first name, and last name.
- User Organization Information: Add a new organization or modify existing organization information.
- Program Flows Information: Add the CEDRI program service to the user’s profile. Add, edit or deactivate an existing CEDRI role.

Add/Modify States for a State Reviewer

1. Select the ‘CEDRI’ link in the ‘Program Service Code column for the State Reviewer’s role (see Figure 5).

Figure 5: CEDRI Program Service Code

CEDRI	State Reviewer	VA	(1)	N	Active (Deactivate)	
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2. Enter the appropriate state code(s). If entering in multiple states, separate states by entering a comma (see Figure 6).
3. Select the ‘Save’ button.

Figure 6: Edit Program Service

Edit Program Service

Program Service Code: CEDRI

ID Type: MultiSelect

State :

Save
Close

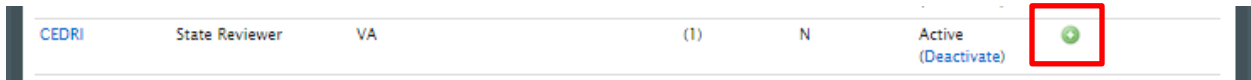
Compliance and Emissions Data Reporting Interface (CEDRI)

RMAM Job Aid for Managing State Reviewers

Add a State Reviewer Role to an Existing CDX Account

1. Select the 'Add Role' icon in the 'Add Role' column associated with one of the user's existing CEDRI roles (see Figure 7). Note that you can select the Add Role icon associated with any of the existing roles associated with the CEDRI program service.

Figure 7: Add Role Icon



2. Select 'State Reviewer' from the 'Select a Role' dropdown.
3. Select the applicable state code(s) (see Figure 8). If selecting multiple states, click on each state by CTRL + clicking on the state(s).
4. Select the 'Add Selected Role' button.

Figure 8: State Selection

Organization Name: CDX Test Org

Program Service Code: CEDRI

Select a Role: State Reviewer ▼

Enter your state code

State *

- Alabama
- Alaska
- Alberta
- American Samoa
- Arizona
- Arkansas
- British Columbia
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia

Add Selected Role
Back

Deactivate a State Reviewer Account

1. Select the 'Deactivate' hyperlink in the 'Status' column for the State Reviewer's role.

CEDRI	State Reviewer	VA	(1)	N	Active (Deactivate)	
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Support

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

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