



Quick Reference Guide

User Role Registration (Primary AO, Primary Support)

Pre-requisites

1. User can navigate to the Central Data Exchange (CDX) at <https://cdx.epa.gov/>
2. User can access the CSPP CDX Registration Guide from the **Frequently Asked Questions** page in CDX at <https://cdx.epa.gov/FAQ#CSPPQ2>.

Registration Process

1. Navigate to CDX at <https://cdx.epa.gov/>
2. Log in if you already have an account in CDX.
3. If you are registered with a program that is not CSPP:
 - a. Click the **[Add Program Service]** button and Continue to Step 7
4. Click the **[Register with CDX]** button.
5. Check the 'I am this registrant. I will not share my account, and I accept the terms and conditions above' checkbox on the **CDX Terms and Conditions** page and click the **[Proceed]** button.
6. Enter CSPP into the **Active Program Services** field and click the CSPP: Submissions for Chemical Safety and Pesticide Programs search result.
7. Select a user role **Primary Authorized Official** from the **Select Role** drop-down menu.
8. Click the **[Request Role Access]** button.
9. Click the **[Add Facilities]** button.
10. Enter at least two search criteria and click the **[Search Facilities]** button.
11. Check the checkbox for the site(s) and click the **[Proceed with Selections]** button.
 - a. If your site(s) is/are not found, click the 'Can't find your facility? Click here to create it' link to add a site(s).
12. Click the **[Save Selected Facilities]** button to save the selected site(s) displayed in the table.
13. Enter the Authorized Official's User ID into the **Authorized Official's User ID** field if registering as a Primary Support or Secondary Support.
14. Populate the following (at a minimum) required fields on the 'User and Organization' tab:
 - a. User ID
 - b. Title
 - c. First Name
 - d. Last Name
 - e. Password
 - f. Re-type Password
 - g. Security Question 1
 - h. Security Answer 1
 - i. Security Question 2
 - j. Security Answer 2
 - k. Security Question 3
 - l. Security Answer 3
15. Enter the **organization name** or **organization ID** into the 'Organization Info' field and press the **[Search]** button.
16. Click the **organization ID** link of the organization.
17. Populate the following details into the **Organization Info** fields:
 - a. Email



- b. Re-enter Email
- c. Phone Number

Click the [**Submit Request for Access**] button.

18. Use one of the following methods to complete registration:
 - a. Enter the code contained in the Core Registration Email Verification Request email into the **Code** field on the **Confirmation** page.
 - i. Click the [**Create Account**] button.
 - b. Access the link provided in the email.
19. Populate the following fields on the **Identity Verification** page:
 - a. Address Line 1
 - b. City
 - c. State
 - d. Zip Code
 - e. Date of Birth
 - f. Select a value from the **Month** drop-down menu
 - g. Select a value from the **Day** drop-down menu
 - h. Select a value from the **Year** drop-down menu
 - i. Enter the last 4 digits of the SSN into the Last 4 of SSN fieldClick the [Proceed with Verification] button or click the Paper Verification link.
20. If proceeding with paper verification, click the [**Sign Paper Form**] button.



Quick Reference Guide Organization Information Change & Re-adding Sites

Organization Change

1. If an organization changes its name or other location-related details during the reporting period and is reporting using the new details, a user is required to register as a new organization.
2. Log into CDX.
 - a. Enter your user ID into the **User ID** field.
 - b. Enter your password into the **Password** field.
 - c. Click the **[Log In]** button.
3. Click the **[Add Program Service]** button.
 - a. Follow steps 5-7 in the **User Role Registration** section of this guide.
 - b. Click the **[Continue Without Facilities]** button.
4. Select the **[Request to Add an Organization]** radio button.
5. Enter the new organization name into the **Enter organization or organization ID** field and click the **[Search]** button.
6. If the organization does not yet exist, click the **request that we add your organization** link and populate the following fields:
 - a. Organization Name
 - b. Country
 - c. Mailing Address
 - d. City
 - e. State
 - f. Zip/Postal Code
 - g. Email
 - h. Re-enter Email
 - i. Phone Number
7. Click the **[Sign Electronically]** button on the **Electronic CDX Electronic Signature Agreement** page.
8. Click the **[Accept]** button on the certification pop-up message.
9. Populate the eSignature Widget fields:
 - a. Enter the password into the **Password** field and click the **[Login]** button.
 - b. Enter the answer to the 20-5-1 verification question into the **Answer** field and click the **[Answer]** button.
 - c. Click the **[Sign]** button.
10. The **Manage Program Services** page displays with the newly registered organization.
11. Re-add the same site(s) if necessary and send a request to ecdrweb@epa.gov so that any in-progress site(s) can be reset.
12. Re-add the site(s) to the newly identified/registered organization.
 - a. Follow steps 8-11 in the **User Role Registration** section of this guide.

Adding Site(s) to an Existing User ID

1. Log into CDX.
2. Click the **[Manage Your Program Services]** button.
3. Click **CSPP** for the desired organization.
4. Click the **Manage Facilities** link for the Primary Authorized Official user role.



5. Click the **Add Facilities** tab.
6. Enter at least two search criteria and click the **[Search Facilities]** button.
7. Check the checkbox for the site(s) and click the **[Proceed with Selections]** button.
 - a. If your site(s) is/are not found, click the ‘Can’t find your facility? Click here to create it’ link to add a site(s).
8. Click the **[Save Selected Facilities]** button to save the selected site(s) displayed in the table.



Quick Reference Guide User Role Matrix

User Role Selection

- Reference the following when identifying the correct user role for which an individual should register.

<u>Legend</u>	Primary AO	Primary Support
X=Can Perform Function		
	US & non-US	US & non-US
Individual Response To Order		
Create Initial Response to Order Form	X	
Creates Passphrase	X	
Edit Primary Form	X	X
Submit an original Primary Form	X	
Unlock Form Submission (Create an amendment)	X	
Submit an Amendment of a Form	X	
Assign Supports	X	
Consortium Initial Response to Order		
Create Consortium Initial Response to OrderForm	X	
Creates Passphrase	X	
Edit Primary Form	X	X
Submit an original Primary Form	X	
Unlock Form Submission (Create an amendment)	X	
Submit an Amendment of a Form	X	
Assign Supports	X	



2. **Primary Authorized Official:** A Primary Authorized Official has the ability to create, amend, unlock, and submit the primary Chemical Data Report (CDR) form electronically to EPA. The Primary Authorized Official also has the ability to assign Supports (including Agents/Consultants) to individual sites.
3. **Primary Support:** A Primary Support has the ability to modify any unlocked primary form that he/she is assigned to by the Authorized Official.