

CENTRAL DATA EXCHANGE (CDX) REGISTRATION USER GUIDE

HELP DESK INFORMATION

helpdesk@epacdx.net

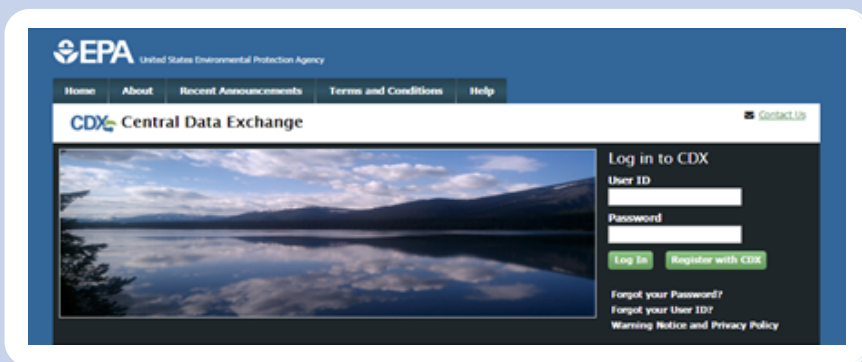
888.890.1995

970.494.5500 (PR and Guam)



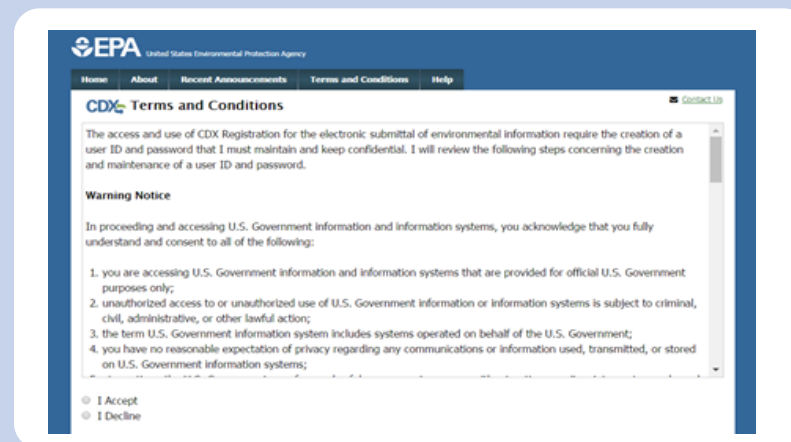
1 Go to cdx.epa.gov and Register

ONE On the Central Data Exchange (CDX) homepage click the "Register with CDX" button to start the registration process.



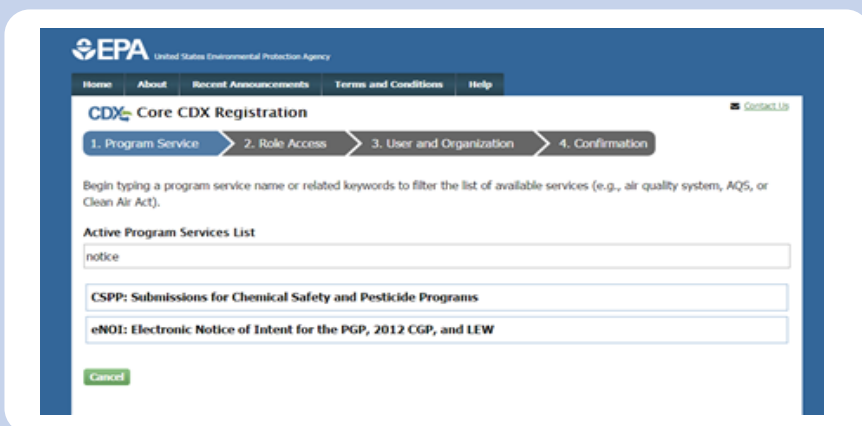
2 Accept Terms and Conditions

TWO By accepting the terms and conditions you agree to abide by the system requirements and the system will allow you to access CDX.



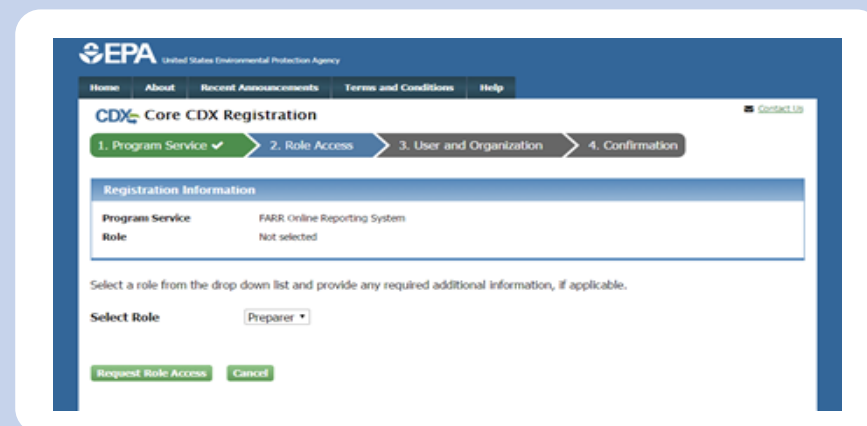
3 Select a Program Service

THREE To select a program service, type the flow name or descriptor to filter the results or select from the full list.



4 Provide Role and Additional Information

FOUR If a program service has more than one role or requires additional information, select the role and/or fill out all required additional information.



5 FIVE

Provide **User Information**

Enter a unique user name, fill out the personal information, create a password, and answer three security questions.

The screenshot shows the EPA CDX Core CDX Registration interface. At the top, there's a navigation bar with 'Home', 'About', 'Recent Announcements', 'Terms and Conditions', and 'Help'. Below that, a progress bar indicates the current step: '3. User and Organization'. The main content area is titled 'Registration Information' and shows 'Program Service' as 'FARR Online Reporting System' and 'Role' as 'Preparer'. Below this, a message says 'Please fill out all required fields marked with an asterisk(*)'. The 'Part 1: User Information' section contains the following fields: 'User ID *' (text input), 'Title *' (dropdown menu with 'Mr.' selected), 'First Name *' (text input), and 'Middle Initial' (checkbox).

6 SIX

Provide **Organization Information**

Search for an existing organization. If a matching organization is not found, create a new organization.

The screenshot shows the EPA CDX Core CDX Registration interface for 'Part 2: Organization Info'. It displays the organization name 'CGI FEDERAL' and address '123 MAIN ST ANYTOWN, VA, US 12345'. Below this, there are input fields for 'Email *', 'Re-enter Email *', 'Phone Number *', 'Phone Number Ext', and 'Fax Number'. At the bottom, there's a message: 'Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#)'. A green button labeled 'Submit Request for Access' is at the bottom.

7 SEVEN

Confirmation screen and **Activation Link**

After all core registration information has been provided, the confirmation screen displays. An account activation link will be sent to the organization email address provided. Follow the account activation link instructions to complete registration.

The screenshot shows the EPA CDX Core CDX Registration 'Confirmation' screen. At the top, there's a navigation bar with 'Home', 'About', 'Recent Announcements', 'Terms and Conditions', and 'Help'. Below that, a progress bar indicates the current step: '4. Confirmation'. The main content area is titled 'CDX Confirmation' and contains the text: 'A few more steps... You will soon receive an email confirmation message (at daileycm91@gmail.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.' A green button labeled 'Return to CDX Home' is at the bottom.

8 EIGHT

Complete **Registration** and additional **Validation**

Log in to CDX with credentials provided during registration after clicking the account activation link in the confirmation email.

Depending on the program service and role chosen during the registration process, you may be prompted to complete any of the following role verification steps:

- LexisNexis Identity Validation Service (supports paperless ESA signing option)
- CROMERR 20-5-1 Challenge Question Setup (supports electronic signature and paperless signing option)
- Electronic Signature Agreement (paper and paperless signing options are available)
- Program specific additional validation steps