



Welcome to the online tutorial for the Lead-Based Paint Program's Application for Firm Certification. This tutorial will walk you through the process of completing and submitting an application for certification to EPA under the Renovation, Repair, and Painting (RRP) and/or Abatement programs.

Firm Public Site

<https://www.epa.gov/lead/getcertified>



Environmental Topics Laws & Regulations About EPA Search EPA.gov

Lead

- Lead Sites
- Learn About Lead
- Protect Your Family
- Remediate, Repair and Painting Program
- Evaluating & Identifying Lead-Based Paint Hazards
- Real Estate Disclosures
- Science and Technology
- Lead Laws and Regulations
- En Español: Plomo

Apply For or Update Your Renovation Firm's Lead-Safe Certification Today!

It's easy for renovation firms to apply for EPA's lead-safe certifications, renew their certification or provide information updates. Applications are done online and certificates are emailed to a couple of weeks. Please add leadcert@epa.gov to your contacts to ensure delivery of your certificate!



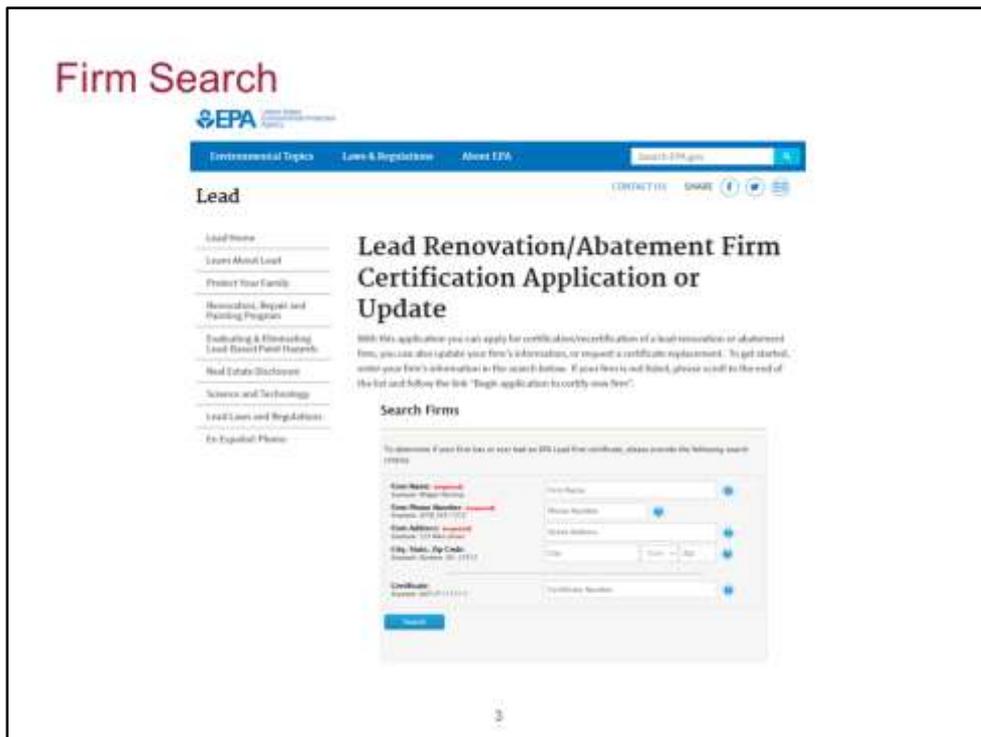
Before you proceed please be aware:

- EPA certification does not apply to [Alabama, Arkansas, Florida, Georgia, Hawaii, Massachusetts, Minnesota, North Carolina, Oklahoma, Oregon, Rhode Island, Utah, Washington, and Wisconsin](#), or in the [San Juan Islands](#). If you work in one of these areas you must apply directly to that program.
- [All your employees must be trained](#) and a "Certified Renovation" must be assigned to each job.
- Your certificate and contractor logo are also sent to your [DRI blog](#), so if you don't see this approval in your email check there. Don't keep in mind it may take a week or two for this application to be approved.
- [Learn more about EPA's Renovation, Repair and Painting Program requirements.](#)

APPLY NOW!

The Firm Certification application can be accessed through EPA's Lead-Safe Certification Program public website, linked below. To enter the application, click the "Apply Now" logo or link on this webpage.

<https://www.epa.gov/lead/getcertified>



All users seeking certification and/or updates for a firm must first search for an existing record. A business with an active certification can submit an application for recertification, an amendment to update their business information, or request a replacement copy of their certificate. A business seeking an initial certification has the option to begin a new application to certify their firm.

At a minimum, the user must enter their firm name, firm phone number, and firm address into the respective fields.

Firm Search – Certify a New Firm

Search Firms

To determine if your firm has or ever had an EPA Lead firm certificate, please provide the following search criteria:

Firm Name: <i>Required</i> Example: Walpole Painting	Sample Firm Name
Firm Phone Number: <i>Required</i> Example: (918) 555-1212	(918) 555-1212
Firm Address: <i>Required</i> Example: 123 Main Street	1234 Test Street
City, State, Zip Code: Example: Durham, NC, 27611	City State Zip
Certificate: Example: 627-0111111-1	Certificate Number

Search

No results were found. Refine your search above. **If you believe your firm has a current or pending certification do not submit another application for certification. Please contact the NESC at 1-800-424-LEAD (5323) for further help.**

[Begin application to certify a 'New Firm'](#)

Firms that have never been certified will have the option to begin a new application by clicking the link highlighted above. Users will only be able to access this link after looking for their firm using the search tool.

Firm Certification Options

Renovation/Abatement Firm Options

Please select from the following options:

Certification:

New Renovation firm (\$300 for 5-year certification)

New Abatement firm (\$550 for 3-year certification)

Note: If you apply for both Renovation and Abatement certification the fee is \$550. Renovation firms are not typically involved in abatement, such activities require additional training, certification of all employees, and specific work practice standards.

Cancel Continue

EPA's full refund policy can be found at

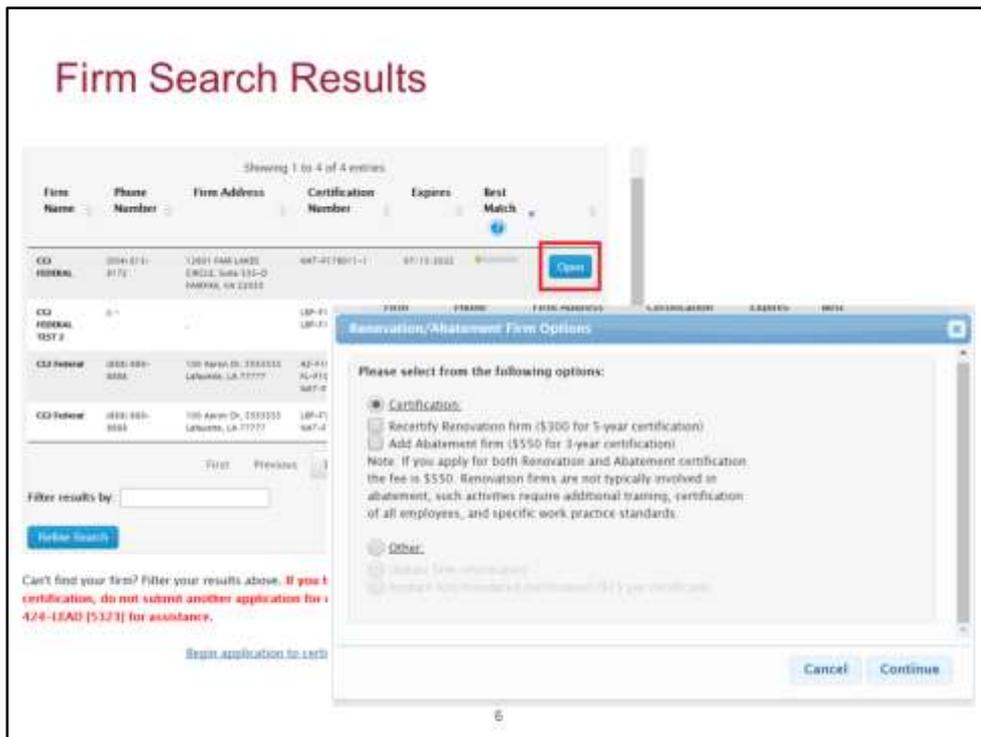
<https://www.epa.gov/lead/epa-certification-program-fees-renovation-firms-and-abatement-firms>.

5

Clicking the link to begin the application to certify a new firm will open a pop-up window. In this window, the user can select to apply for certification as either a Renovation (RRP) or Abatement firm. Selecting both boxes will allow the user to apply for both certifications in one combined application.

Note: Once a firm is certified, the user will not be granted a refund. The user needs to make sure that they are applying for the appropriate certification. EPA's full refund policy can be found at

<https://www.epa.gov/lead/epa-certification-program-fees-renovation-firms-and-abatement-firms>.



Firms who find themselves on the search can click the “Open” button and do any of the following: apply for certification/recertification, update their firm’s information, or make a request for a certificate replacement.

Firms looking to recertify should select the “Certification” radio button. Their recertification options will depend on what certifications are currently active. In the example on this slide, the sample firm only holds a Renovation (RRP) certification, so the recertification option is only available for that certification type. This sample firm can choose to submit an application to get certified as an Abatement firm, but that will be considered an initial application. Firms that have both Renovation (RRP) and Abatement certifications are able to choose which/both certifications they need to recertify.



Once an application is selected, the user will be directed to the CDX Register/Log In page. If the user has previously used the Central Data Exchange (CDX) for reporting, they can enter their CDX user ID and password and click the “Log In to CDX” button. If the user has a CDX account but forgot their User ID or password, they can click the appropriate links and follow the steps provided to recover their information. If the user is new to CDX, they can click the “Register” button to create a new account.

State/Territory Selection



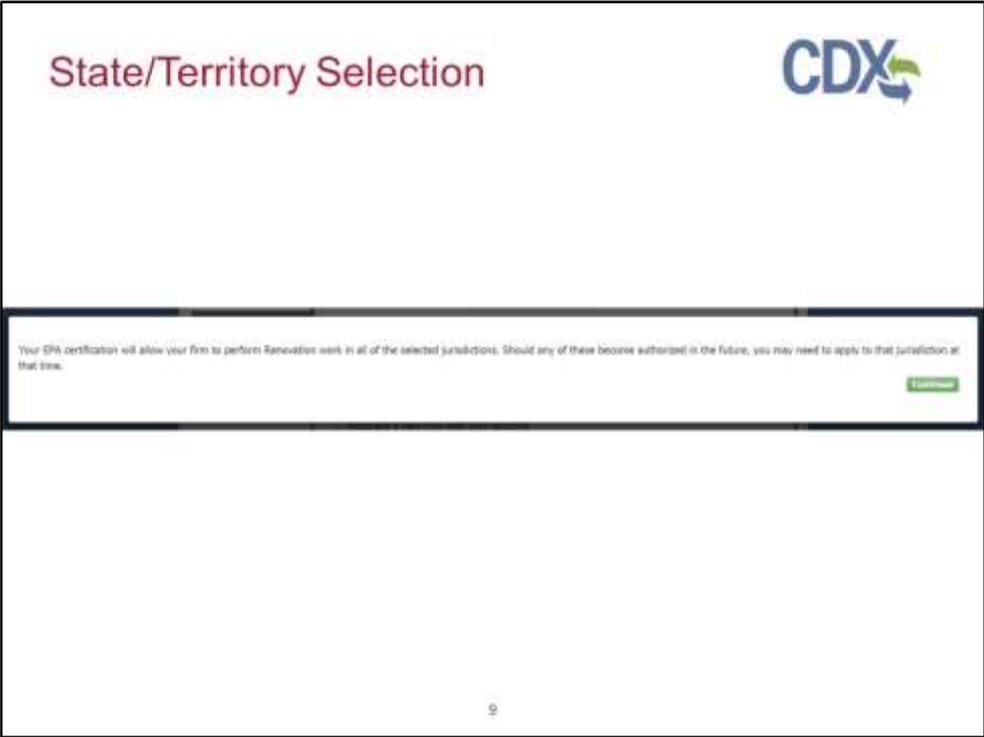
The screenshot shows the CDX registration interface. A modal dialog box is open, titled "Please select all states/territories where your firm does Renovation business." The dialog contains a list of states and territories with checkboxes next to them. A green "Submit" button is located at the bottom of the dialog. The background shows the "Registration Information" section of the form, which includes fields for "User Information" and "Business Information".

To determine whether to apply to EPA and/or state, tribe or territory, refer to <https://www.epa.gov/lead/renovation-repair-and-painting-program-firm-certification#1> for Renovation (RRP), and/or <https://www.epa.gov/lead/lead-based-paint-abatement-and-evaluation-program-firm-certification#1> for Abatement.

8

New and existing CDX users will first be prompted to select all states/territories where they plan to be doing Renovation and/or Abatement business. This helps the user determine whether they are obtaining the appropriate certification.

To determine whether to apply to EPA and/or state, tribe or territory, refer to <https://www.epa.gov/lead/renovation-repair-and-painting-program-firm-certification#1> for Renovation (RRP), and/or <https://www.epa.gov/lead/lead-based-paint-abatement-and-evaluation-program-firm-certification#1> for Abatement.



The user will see this message if the state(s)/territories selected are all covered by the EPA Lead program.

**State/Territory Selection –
EPA-Authorized States**



Some of the jurisdictions below are authorized by EPA to issue RRP (Renovation) certificates. Follow the links provided below to obtain your certificate from these jurisdictions.

[Certify for RRP in Massachusetts](#)
[Certify for RRP in Rhode Island](#)

[Continue](#)

Some of the jurisdictions below are authorized by EPA to issue Abatement certificates. Follow the links provided below to obtain your certificate from these jurisdictions.

[Certify for Abatement in Maryland](#)
[Certify for Abatement in Virginia](#)

[Continue](#)

10

If a user enters a state that is authorized to issue its own certification, the user will be notified and linked to the state’s page.

Registration Information Page – New CDX Account



The screenshot shows the 'Registration Information' page for a new CDX account. The page is divided into several sections:

- User Information:** Fields for 'Full Name', 'Last Name', 'First Name', 'Middle Name', 'Job Title', and 'Phone'.
- Account Information:** Fields for 'User ID', 'User Password', and 'Repeat Password'.
- Security Questions:** Three questions with corresponding answer fields.
- Agreement:** A checkbox for 'I agree to the Terms and Conditions' and 'Submit' and 'Cancel' buttons.

The first part of the application for new CDX users is the “User Information” page. The user must enter the appropriate information in all fields of this section.

The user must use their full legal name in the “Full Name” fields, as this information will be used for electronic identity proofing. For more information on the identity proofing process, click the “identity proofing” help link.

On this page, the user also creates their CDX user ID and password. This will be the information used to access CDX in the future, which includes access to submit Abatement Notifications for firms seeking abatement certification. The user may use their email address or any other unique name for their user ID; the user should NOT use their social security number as their user ID.

The user should also be careful to remember the password, as this will be used later to sign the application. Select three security questions and enter answers for each that are easy to remember but hard to guess.

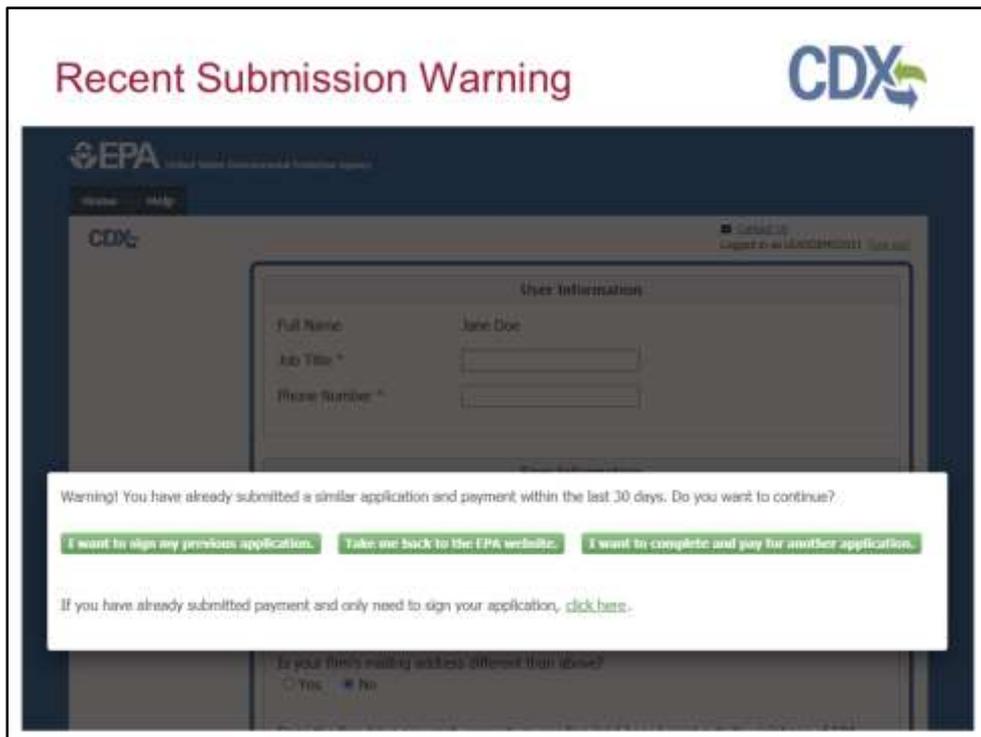
Before continuing, click the link to open and carefully read the Terms and Conditions of the CDX system. Select the check box to agree to the Terms and Conditions before continuing by clicking the “Submit” button.

User/Firm Information Page – Existing CDX Account



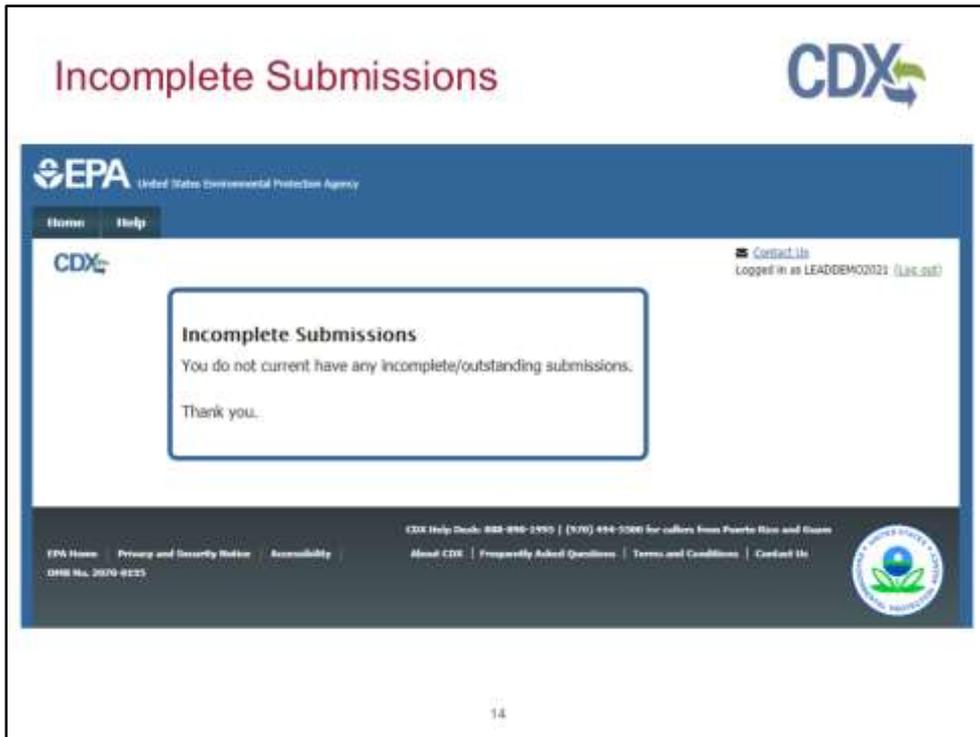
12

If the user has logged in as a previous CDX user, they will not have to complete the User Information page. They can simply enter their job title and phone number in the User Information section. Logged in users will also have the option to select a firm that is already associated with their CDX account by choosing from a dropdown menu. To add a new firm instead, select the “Associate a new firm with your account” radio button.

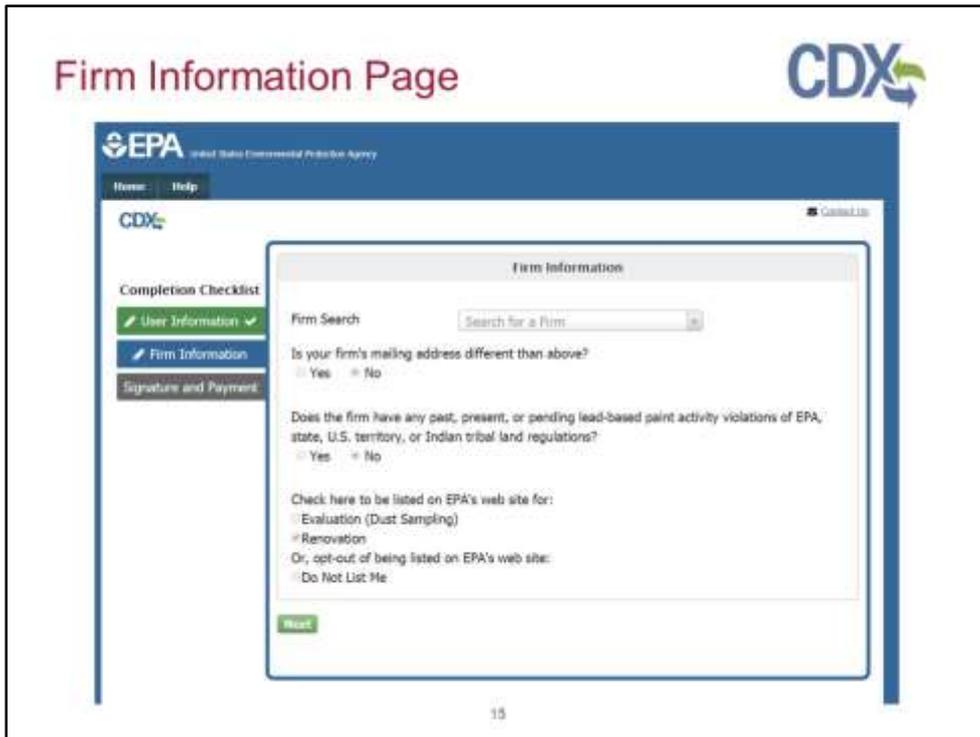


If the user receives this message upon logging into CDX, it means they have submitted a Lead Firm Certification application within the last 30 days. If this is correct and no further action is needed, click the “Take me back to the EPA website” button to exit the application. If the user believes their previous submission is complete but has not been signed, they can click “I want to sign my previous application” to re-enter the application process where they left off.

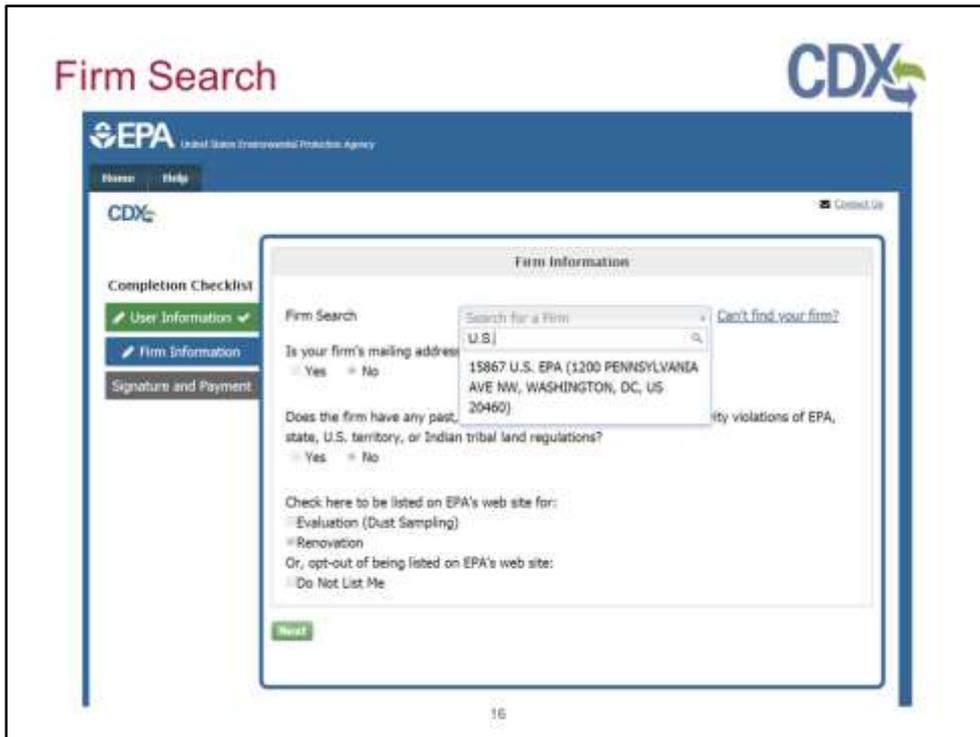
In some cases, a user may wish to submit and pay for multiple applications. For example, they may be applying for certification for two branches of a business that require separate certifications. If this applies, click “I want to complete and pay for another application” to begin a new electronic application. Note that selecting this option will require the user to pay the full fee for the new application.



Clicking “I want to sign my previous application” on the prior screen will take the user back into the system to sign any outstanding submissions. In most cases a user will see this page, indicating there are no outstanding submissions. If this is the case, their previous submission was successfully signed and no further action is required.



Upon entering User Information as a new CDX user, the user will be taken to the Firm Information page. The user can search for their firm by entering the firm name in the Firm Search box. Results will begin displaying upon entering at least three characters.



If the user's firm is listed in the search results, select it from the list and verify that the firm name and address displayed is correct. There may be multiple firms with similar names, so it is important to verify both the name and address associated. If the user's firm is not listed, they can click "Can't Find your Firm?" to create a new firm in the system. The "Use advanced search" option is also available to search by other specific criteria. If the user is completing a Recertification application as a returning CDX user, the Firm Information section will be pre-populated.

Firm Advanced Search

EPA United States Environmental Protection Agency

Home Help Contact Us

CDX

Completion Checklist

- User Information ✓
- Firm Information**
- Signature and Payment

Firm Information

Firm Search [Don't find your firm?](#)

Use Advanced Search
 Create My Own

Search for your organization using the search criteria below.

Firm ID:

Firm Name:

Firm Address:

Firm Address 2:

City:

State:

ZIP/Postal Code:

17

Selecting the Advanced Search option will allow the user to search for the firm by a variety of search criteria including: Firm ID, Firm Name, and Firm Address. Enter at least one of these criteria and click “Search” to search for the firm.

Advanced Search Results




United States Environmental Protection Agency

Home Help

Completion Checklist

- User Information
- Firm Information
- Signature and Payment

Firm Information

Firm Search: [Can't find your firm?](#)

Use Advanced Search
 Create My Own

	Firm ID	Firm Name	Address	City	State	Zip Code
<input type="button" value="Select"/>	15867	U.S. EPA	1200 PENNSYLVANIA AVE NW	WASHINGTON	DC	20460

Is your firm's mailing address different than above?
 Yes No

Does the firm have any past, present, or pending lead-based paint activity violations of EPA, state, U.S. territory, or Indian tribal land regulations?
 Yes No

18

The results of the advanced search will be displayed in a table. If the firm is displayed in the list, click the “Select” button to the left of the appropriate firm. If it is not, select the “Create My Own” radio button to manually enter the firm’s information.

'Create My Own' Firm Option





United States Environmental Protection Agency

Home Help

CDX Contact Us

Completion Checklist

- User Information
- Firm Information
- Signature and Payment

Firm Information

Firm Search: [Can't find your firm?](#)

Use Advanced Search
 Create My Own

Note: This is how your firm name will appear on your certificate.

Firm Name *

Please provide the physical address of your firm; no PO Boxes are accepted. If your firm has a different mailing address, indicate this and enter it below. This may be a PO Box.

Firm Address *

Firm Address 2

City *

State *

ZIP/Postal Code *

19

To request to add a new firm to the database, enter the required information in this form.

Please note that PO Boxes for the business address are not acceptable. The user can specify a PO Box for their mailing address later in the form, if necessary.

Firm Information



The screenshot shows the EPA CDX 'Firm Information' form. The form is titled 'Firm Information' and is part of the CDX (Contractor Data Exchange) system. It is displayed within a web browser window. The form includes a 'Firm Search' field with the text 'U.S. EPA (1200 PENNSYLVANIA AV. ... Use advanced search'. Below this, the firm's name and address are displayed: 'U.S. EPA', '1200 PENNSYLVANIA AVE SW', 'WASHINGTON, DC, US', and '20460'. A note states: 'Please provide an email address for which you have access as you will be required to confirm this during the process.' The form contains several input fields: 'Email **', 'Fax number Email **', and 'Firm Phone Number **'. There are also radio button questions: 'Is your firm's mailing address different than above?' (Yes/No), 'Does the firm have any past, present, or pending lead-based paint activity violations of EPA, state, U.S. territory, or Indian tribal land regulations?' (Yes/No), and 'Check here to be listed on EPA's web site for: (Evaluation/Lead Sampling)'. There are checkboxes for 'Renovation' and 'Do not list file'. A green 'Save' button is at the bottom left of the form. The EPA logo is in the top left corner of the browser window, and the CDX logo is in the top right. A 'Completion Checklist' is visible on the left side of the browser window, with 'Firm Information' checked. The number '20' is centered at the bottom of the page.

Once the firm has been selected from the list, verify that its name and address are displayed correctly. Then enter an email address and provide the Firm's Phone Number and extension, if applicable.

Firm Information, Violation History, Listing Preference **CDX**

Is your firm's mailing address different than above?
 Yes No

Mailing Address 1

Mailing Address 2

City *

State *

Zip Code *

Zip Code Extension

Does the firm have any past, present, or pending lead-based paint activity violations of EPA, state, U.S. territory, or Indian tribal land regulations?
 Yes No

Please Explain *

Check here to be listed on EPA's web site for:
 Evaluation (Dust Sampling)
 Renovation
 Do opt-out of being listed on EPA's web site
 Do Not List Me

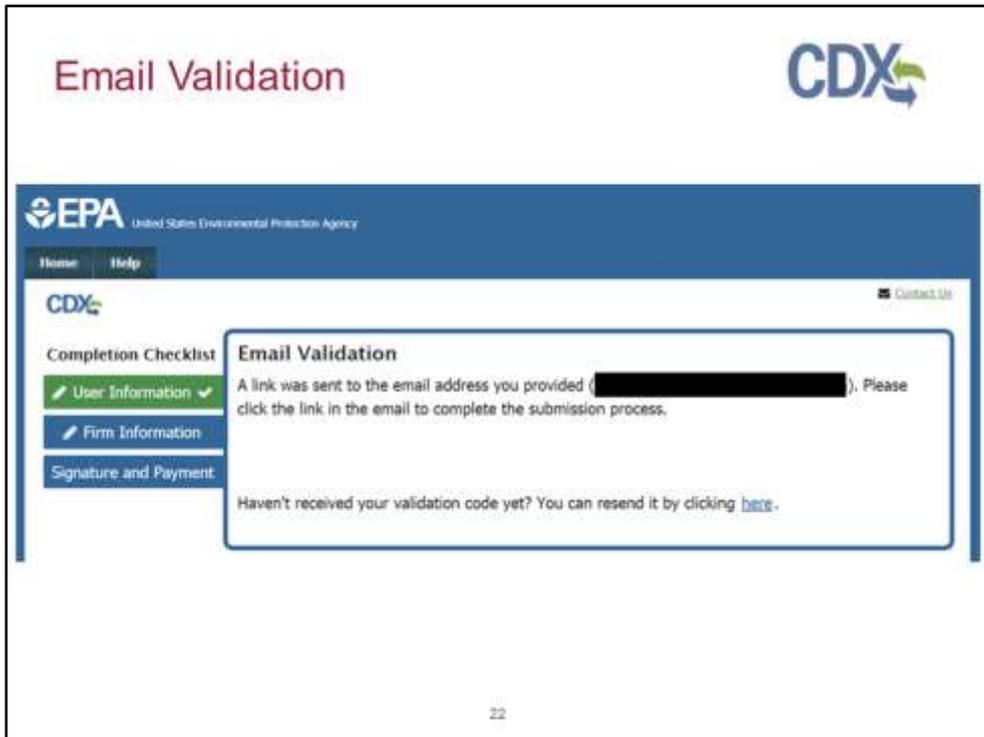
21

If the firm has a mailing address that is different from the physical address listed, select the “Yes” button to enable the Mailing Address fields and enter the appropriate information.

Indicate whether the firm does or does not have any past, present, or pending lead-based paint activity violations of EPA, state, U.S. territory, or Indian tribal land regulations by selecting either the “Yes” or “No” radio button. If “Yes” is selected, a text box will appear for the user to provide a required explanation.

At the bottom of the page, the user can choose whether they want the firm to be listed on the EPA website for Renovation, Lead Abatement (if applicable), and/or Evaluation. The user may select one or more of these options or select “Do not list me” to opt out.

Click “Next” once the page is complete to continue the application.



Once the form is completed, an email will be sent to the email address provided containing a validation URL.

Email Verification



Ms 6/1/2017 11:28 AM

helpdesk@epanda.net

Local Application Email Verification Request - Action Required!

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

You are receiving this email because you are completing the application form for firms applying for certification to conduct lead based paint activities under renovation. Please note, your submission is not yet complete. To have either just created an account with the EPA Central Data Exchange (CDX) or have entered a previously created email address. In order to complete your submission, you will need to confirm your account location(s) by:

Clicking the following link:

[Redacted link]

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

Once you have successfully logged into your account, you will be prompted to pay and then either electronically sign your submission or have the ability to print, sign, and mail it. **Your application is not complete until you do so.**

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epanda.net or by calling the CDX Technical Support Staff through our toll free telephone support at 800-456-5555 between Monday through Friday from 8:00 am to 5:00 pm EST. For international callers, the CDX help desk can also be reached at (303) 494-5550.

Securely,
CDX Help Desk

Above is a redacted example of the email message for Email Verification. Click the link to validate the email and resume the application.

Paying with Credit Card **CDX**

Payment

The amount owed for your Firm Certification is listed below. For an explanation of the fees below, view the [Fee Schedule](#).

Certification: \$300

Pay Via Credit/Debit Card
 Pay Via Bank Account (ACH)
 Submit Using Payment Code

Credit/Debit Card Transaction

Account Holder Name * Jane Doe

Please provide the SSN associated with Jane Doe (whose name is associated with this CDX account), even if the name of the credit card holder is different.

Social Security Number (Last 4) WXYZ *

Payment Amount: \$300

Billing Address * 1234 Test Ave

Billing Address 2: Suite B

City * Washington

State: District of Columbia

Zip Code * 20460

Card Number *

Security Code *

Expiration Date * MM / YY

The total cost for certification is displayed in the Payment section. The user may select to pay this amount either by credit or debit card, with a bank account ACH transfer, or with a payment code. Select the appropriate method by clicking the appropriate radio button. To pay by credit or debit card, enter the card number, security code, and expiration date of the card. If the name or address of the cardholder is different from what is displayed, edit those fields.

As a new CDX user, for identity proofing purposes, enter the last four digits associated to the name of the CDX user’s social security number in the corresponding field. Please provide the social security number of the person whose name is associated with the CDX account, and not the cardholder, if the two are different. The name associated with the CDX account is displayed above the SSN field.

The credit card expiration fields are defaulted to the current month and year. The month drop down does not display the months of the year that have passed unless the year option is changed. If the user is having trouble finding the desired month in the month dropdown, first change the year in the year dropdown, then select the desired month.

Paying with a Bank Account Transfer (ACH)

Payment

The amount owed for your Firm Certification is listed below. For an explanation of the fees below, view the [Fee Schedule](#).

Certification: \$300

Pay Via Credit/Debit Card
 Pay Via Bank Account (ACH)
 Submit Using Payment Code

Bank Account Transaction

Account Holder Name *

Please provide the SSN associated with Jane Doe (whose name is associated with this CDX account), even if the name of the credit card holder is different.

Social Security Number (Last 4) *Why?* *

Payment Amount: \$300

Account Type *

Routing Number * i

Account Number * i

Confirm Account Number *

Check Number *Why?*

To pay with a bank account transfer, select the account type and enter the routing number and account number.

As in the case of credit or debit card payments, the last 4 digits of the social security number must be entered. Please provide the social security number of the individual whose name is associated with the CDX account rather than the bank account holder, if the two are different. When the above information is completed, click the “Complete payment” button to submit and pay for the application.

Paying with a Payment Code



Payment

The amount used for your First Certification is listed below. For an explanation of the fees below, view the Fee Schedule.

Certification: \$100

Pay Via Credit/Debit Card
 Pay Via Bank Account (ACH)
 Pay With Using Payment Code

Previously Submitted Payment Information

Payment Amount: \$200

If you have been given a payment code enter it below: [Go to Step 1](#)

Payment Code:

ID Proofing Information

For electronic identity proofing purposes, provide the information below. To opt out of electronic identity proofing, leave these fields blank; on the next page you will be required to print, sign, and mail a paper form to CDX to validate your identity.

Account Holder Name:

Please provide the ACH account with how the system used to associate with this ID account.

Social Security Number (Last 4):

Date of Birth (MM/DD):

If you have moved in the last 6 months, please use your previous address and phone number.

Home Address 1:

Home Address 2:

Home City:

Home State:

Home Zip Code:

Home Phone:

To pay with a payment code, enter the payment code in the appropriate field.

For the identity proofing portion, enter the social security number (last 4), date of birth, and home address. Be sure to enter the identity proofing information for the person whose name is associated with the CDX account, seen in this section as Account Holder Name.

Certification Statement



Certification

Certification Statement

- The information included on this application, including any attachments, is true and accurate to the best of my belief and knowledge.
- This firm shall only employ appropriately qualified individuals to conduct lead-based paint activities and renovations.
- This firm and its employees shall follow the work practice standards set forth in 40 CFR § 745.227 for conducting lead-based paint activities or 40 CFR § 745.85 for conducting renovations at all times.
- I acknowledge that any certification issued pursuant to this application, including any attachments, will be subject to revocation if issuance was based on incorrect or inadequate information that materially affected the decision to issue the certification.

Please read and agree to the following items before signing your submission.

I hereby attest and affirm to the above Certification Statement required by this submission.

I agree to the terms of the [Electronic Signature Agreement](#). You may not register or sign an agreement for someone else under penalty of law.

[Sign and Pay](#)

The last section on the Review and Payment page is the Certification section. Read the full text of the Certification Statement as displayed, and affirm acceptance of the terms. Clicking the link to the Electronic Signature Agreement will display the full text of the document. To sign, the user must check both of the boxes to affirm both statements.

Signature Request

A screenshot of a web form titled "Signature Request". The form is centered on the page and has a white background with a thin black border. At the top of the form, there is a red instruction: "Please re-type your password to sign your submission:". Below this is a text input field labeled "Password *". Underneath the input field are two links: "Change Password" and "Submit". The "Submit" link is a green button with white text. The form is surrounded by a dark grey border with some faint, illegible text visible around the edges.

29

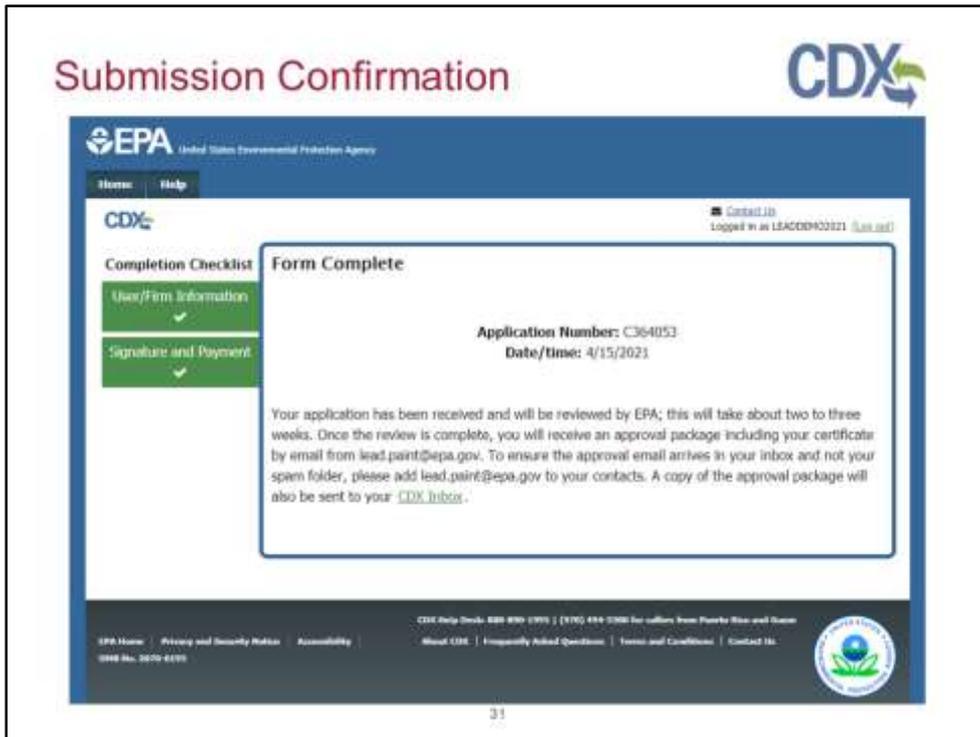
Once the user has checked both of the boxes and completed all application fields, clicking "Sign and Pay" will open a pop-up window. Enter the CDX account password to continue.

Processing Request



30

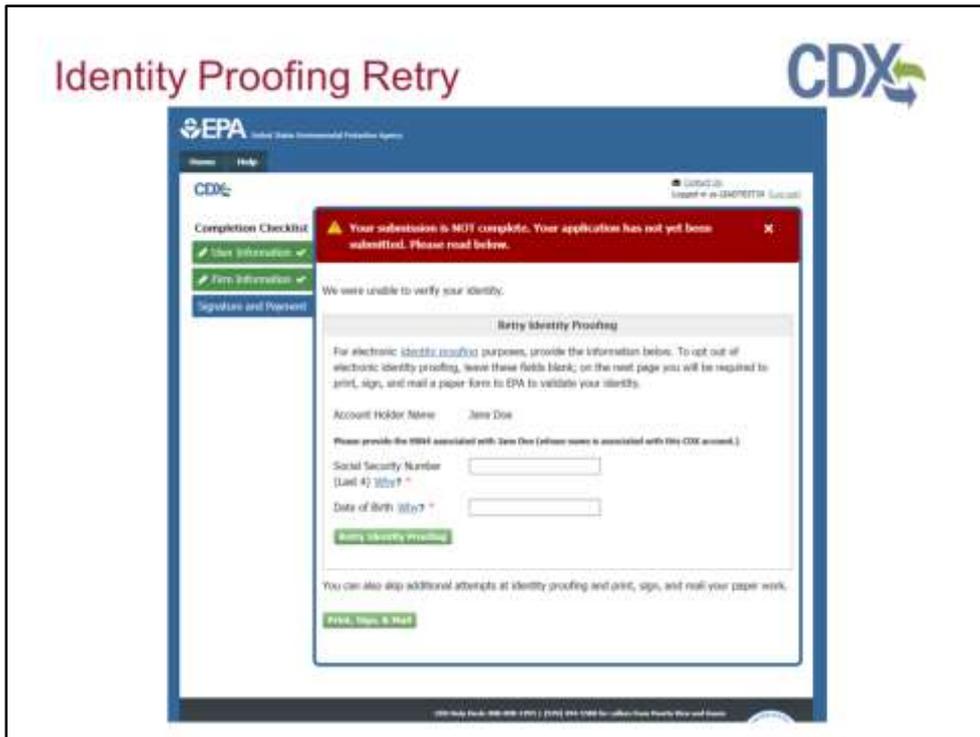
The process for submitting the application and processing payment may take a few minutes. It is important that the user does not close the window while the system is processing, to avoid duplicate charges.



Once the application is complete and signed, the process is complete. If the user passed the electronic Identity Proofing step, their password is considered their legal signature and the application is complete. On this page, the user will see their application number and the submission date. The application will now be reviewed by EPA. Once the review is complete, the applicant will receive a confirmation email from lead.paint@epa.gov with further details.



If the application is complete and signed, the user will receive an email similar to the above for confirmation.



If the user does not pass the electronic identity proofing process they can retry on this page, or choose to print, sign, and mail the paper form of the Electronic Signature Agreement (ESA) and Submission Certification Statement to EPA. The user has up to three attempts for identity proofing.

Note that the electronic application has been submitted but not signed; if the user is unable to pass identity proofing, it will be considered signed upon receipt of the paper ESA with a wet ink signature. The mailing address to send the paperwork to is displayed at the bottom of the document.

Electronic Signature Agreement (ESA)



Click the “Print, Sign, & Mail” button to generate the Electronic Signature Agreement. The user must print, sign, and mail this page to the address listed at the bottom of the document.

Electronic Signature Agreement (ESA)



The screenshot shows the EPA CDX website interface. At the top left is the EPA logo and "United States Environmental Protection Agency". Below it are "Home" and "Help" links. The CDX logo is in the top right, with a user login status: "Logged in as CTR/SANDIEE (Logout)".

Completion Checklist

- User Information ✓
- Firm Information ✓
- Signature and Payment ✓

Paper Electronic Signature Agreement

To complete the application process please print, sign, and mail the following paper form of the Electronic Signature Agreement, and Submission Certification Statement to the EPA Lead Data Processing Center at the address provided at the end of the document.

Print, sign, and mail the Electronic Signature Agreement to:

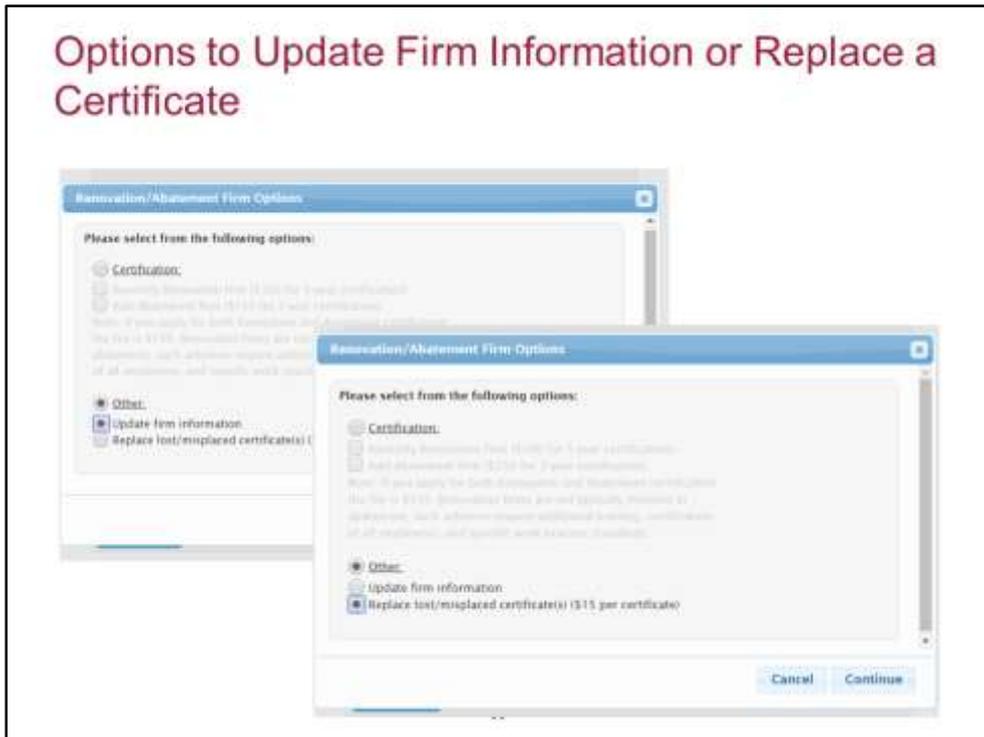
EPA Lead Data Processing Center
c/o CGI Federal, Inc.
12601 Fair Lakes Circle
Fairfax, VA 22033

At the bottom of the page, there is a footer with EPA links (Home, Privacy and Security Notice, Accessibility), CDX help links (Email, 800-890-1993, 1-800-894-5000 for callers from Puerto Rico and Guam), and other links (About CDX, Frequently Asked Questions, Terms and Conditions, Contact Us). There is also a circular logo on the right side of the footer.

35

Once the document is printed, the address is displayed on the screen as well.

Options to Update Firm Information or Replace a Certificate

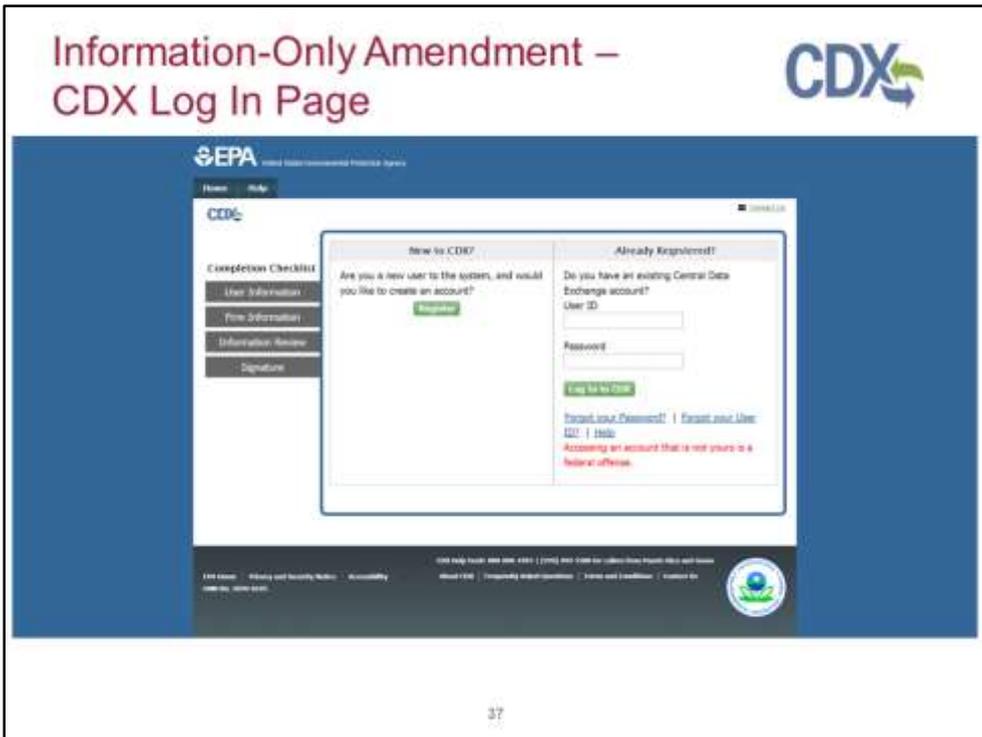


Firms looking to update their information or request a replacement copy of their certificate should select the “Other” option in the pop-up window.

The “Update firm information” option will create an Information-Only Amendment application, where the user can update the information for an existing certification.

The “Replace lost/misplaced certificate(s)” option will open an application to request a copy of the certificate. Each replacement certificate request is \$15. If the certificate in question was issued after December 1, 2020, the user should try checking if the approval package is already in their CDX Inbox before submitting a replacement request and remitting a fee.

Information-Only Amendment – CDX Log In Page



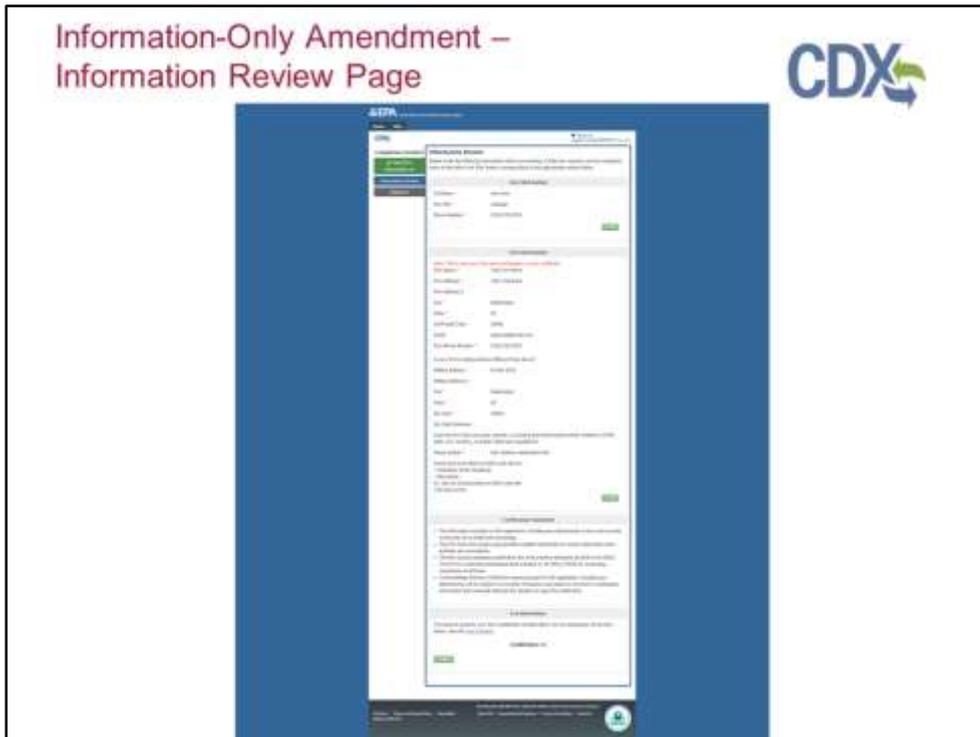
Firms seeking to update their information will be redirected to the Central Data Exchange (CDX) log in page.

If the user has previously used CDX, they can enter their CDX user ID and password and click the “Log In to CDX” button. If the user has a CDX account but forgot their User ID or password, they can click the appropriate links and follow the steps provided to recover their information. If the user is new to CDX, they can click the “Register” button to create a new account.

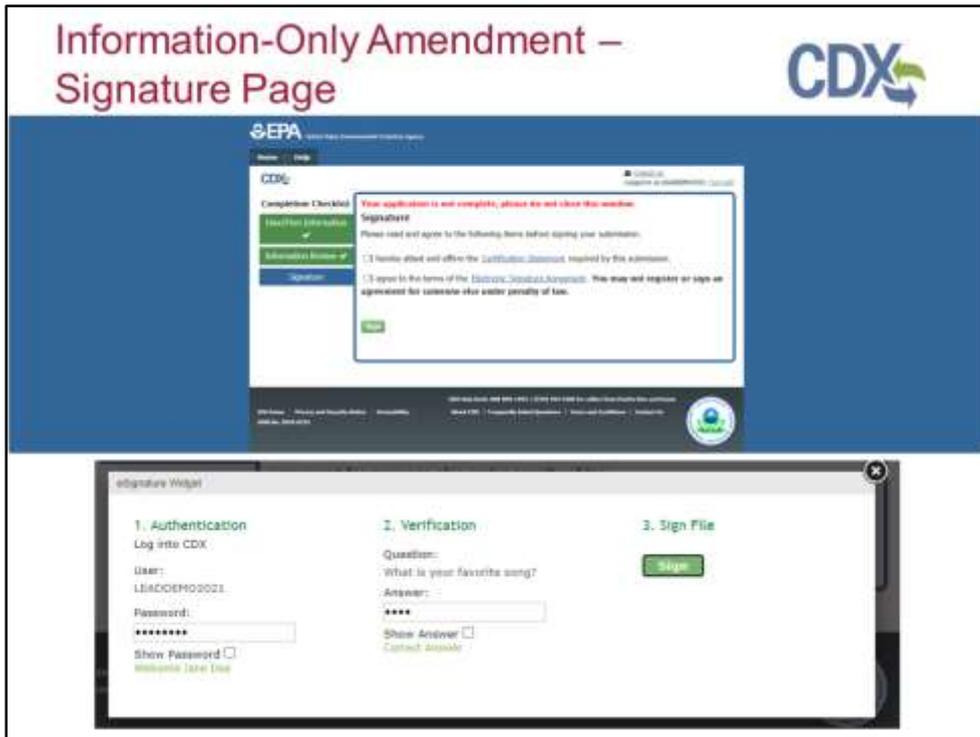
Information-Only Amendment – User/Firm Information Page

A screenshot of the SEMA (Statewide Environmental Management Administration) web application. The page is titled 'User/Firm Information' and is set against a dark blue background. The main content area is white and contains a form with several sections. At the top, there are fields for 'User Name', 'Password', and 'Phone Number'. Below this is a 'Firm Information' section with a heading 'Firm Information' and a sub-heading 'Firm Name'. The form includes various input fields for 'Firm Name', 'Firm Address', 'Firm City', 'Firm State', 'Firm Zip', 'Firm Phone', and 'Firm Fax'. There are also checkboxes for 'Firm is a U.S. Company' and 'Firm is a Foreign Company'. At the bottom of the form, there are buttons for 'Save', 'Cancel', and 'Back'. The SEMA logo is visible in the top left corner of the application window.

After logging in, the user is taken to the User/Firm Information page. On this page, the user can make any edits to their firm's information.



Any information edited by the user in the previous page is displayed in read-only format on the Information Review page. The information on this page should be confirmed for accuracy. If the user needs to make any edits, click the “Edit” button to return to the previous page. If all of the information is correct, click the “Confirm” button.



The user is then navigated to the Signature page. Here the user must agree to the terms before signing their submission via the eSignature widget. The user must enter their password and answer a verification question to electronically sign their application.

If signature questions are not already set up, the user may be prompted to select five security questions and answers prior to the eSignature widget displaying.

Information-Only Amendment – Confirmation Page



EPA United States Environmental Protection Agency

Home Help

CDX Contact Us
Logged in as LEAC06MO2021 [Logout](#)

Completion Checklist

- Use/Firm Information ✓
- Information Review ✓
- Signature ✓

Form Complete

Applicant Number: F110137
Date/Time: 4/15/2021

You have successfully completed your request to amend your firm's information. If you also requested a certificate replacement, your certificate will be emailed to you after your amendment is processed.

CDX Help Desk: 800-496-1995 | (302) 496-1000 for calls from Puerto Rico and Guam
EPA Home | Privacy and Security Notice | Accessibility | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us
EPA No. 2019-0153



41

After signing the submission, the user is taken to the confirmation page.

Replace a Certificate – CDX Log In Page



42

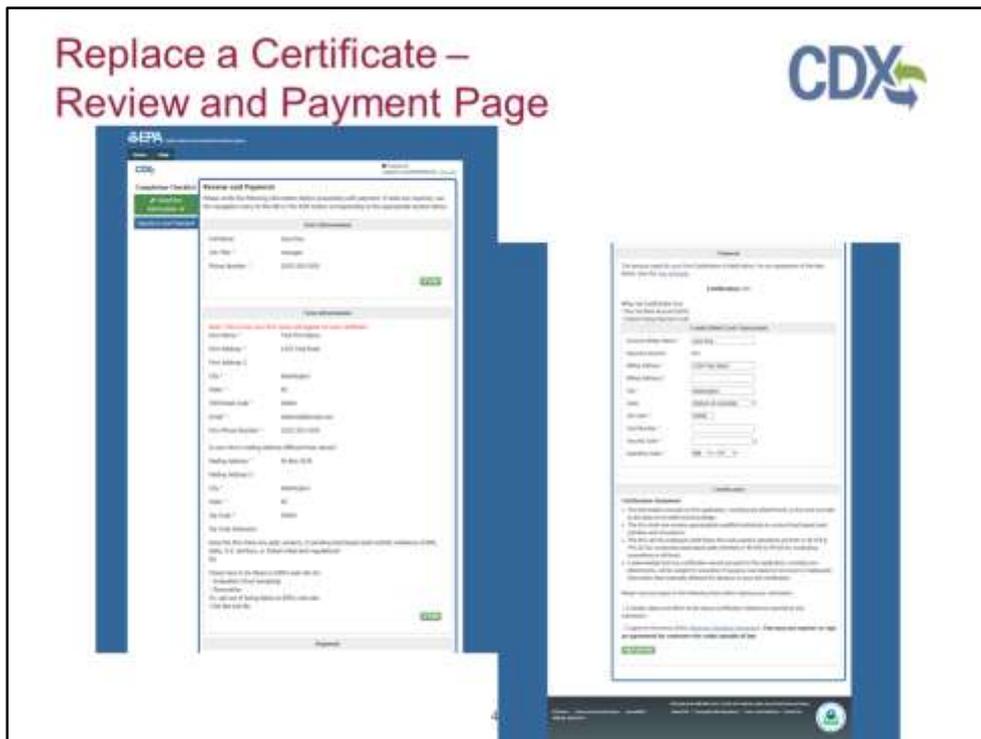
Firms seeking to replace their certificate will be navigated to the CDX log in page.

If the user has previously used CDX, they can enter their CDX user ID and password and click the “Log In to CDX” button. If the user has a CDX account but forgot their User ID or password, they can click the appropriate links and follow the steps provided to recover their information. If the user is new to CDX, they can click the “Register” button to create a new account.



After signing in, the user is navigated to the user information page. The user is not able to edit their firm's information on this page, this would need to be done separately through the "Update firm certification" option (i.e., as an information-only amendment). The user can only edit their contact information (phone number and email).

Upon clicking "Next," the user is navigated to the Review and Payment page.



The review and payment page will display the firm's information and allow the user to pay for their certificate replacement request.

Payment can be made via Credit Card, ACH (Bank Routing/Account #), or Payment Code.



After signing the submission, the user is directed to the confirmation page.

Approval Package – Firm Certificate and Logo

United States Environmental Protection Agency

This is to certify that



has fulfilled the requirements of the Lead Substances Control Act (Title IV) Section 402, and has received certification to sell and perform lead-based paint abatement, repair, and painting activities pursuant to 40 CFR Part 91.106.

In the Jurisdiction of:

All EPA Administered States, Tribes, and Territories

This certification is valid from the date of issuance and expires January 03, 2023

NAT-F151001-1
Certification #
December 20, 2017
Issued On



Michelle P.
Michelle Piro, Chief
Lead, Heavy Metals, and



NAT-F151001-1

46

Once the application is approved, the certificate and logo will be sent as part of the approval package from EPA. This will be delivered electronically to both the applicant's email and CDX Inbox for download. If the certificate is ever misplaced or lost, the firm can request a replacement certificate for \$15.

Helpful Tips



- Remember CDX credentials (user ID & password)
- Do not close the browser window until application processing is complete.
- Add/whitelist lead.paint@epa.gov to registered email to ensure communications are received in a timely manner.
- In addition to being emailed, the approval package will also be posted to the applicant's [CDX Inbox](#) for download.

47

To recap, here are a few helpful tips for successfully completing a Lead firm application.

Firstly, newly registered users should be sure to keep track of their CDX user ID and password, as it will be needed at the end of the application process for submission.

Secondly, the user should avoid closing or refreshing the browser window when the application is processing. It may take a few minutes to process, but they should not close the window until the system indicates that it is safe to do so.

Lastly, certain email systems may label communications from the Lead program as spam. To avoid this, the user should add or whitelist lead.paint@epa.gov in the email account associated to their firm application. Once the application is approved, a copy of the certificate will be delivered to the email and posted to their CDX Inbox.

This concludes the CDX Lead Firm Certification Application tutorial.