

GUIDELINES

Electronic Reporting for Ozone-Depleting Substances

Part 1: Registering as a CDX User

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Guidelines Part 1: Registering as a CDX User

If you have questions about electronic reporting, please contact:

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If further assistance is required specific to registering as a CDX User, please call the CDX Helpdesk at **1-888-890-1995** or helpdesk@epacdx.net.

Overview

This document, **Registering as a CDX User**, is the first part of a comprehensive three-part guidance developed to assist stakeholders in submitting data electronically on ozone-depleting substances (ODS). In its entirety, the three-part guidance provides step-by-step instructions on:

1. **Registering as a CDX User**,
2. Preparing Data for Submission, and
3. Submitting ODS Data to EPA.

Part 1 of the guidance details the steps required to register as a CDX user. The registration process is a one-time process that will need to be completed prior to submitting data electronically. Part 2 provides guidance on how to prepare data for submission. Part 3 provides guidance on how to zip, upload, and submit files to EPA using CDX. The remainder of this document focuses on Part 1.

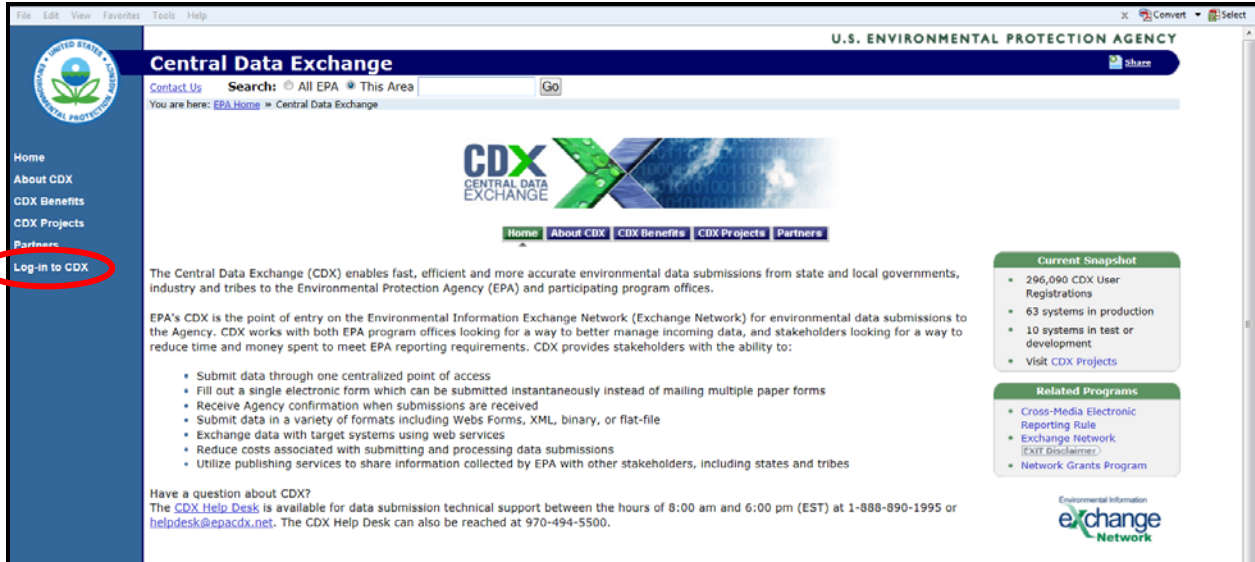
Please note that there may be slight variations in screenshots or pop-ups encountered during the registration process due to the use of different operating systems and/or internet browsers.

If further assistance is required, please call the CDX Helpdesk at **1-888-890-1995**.

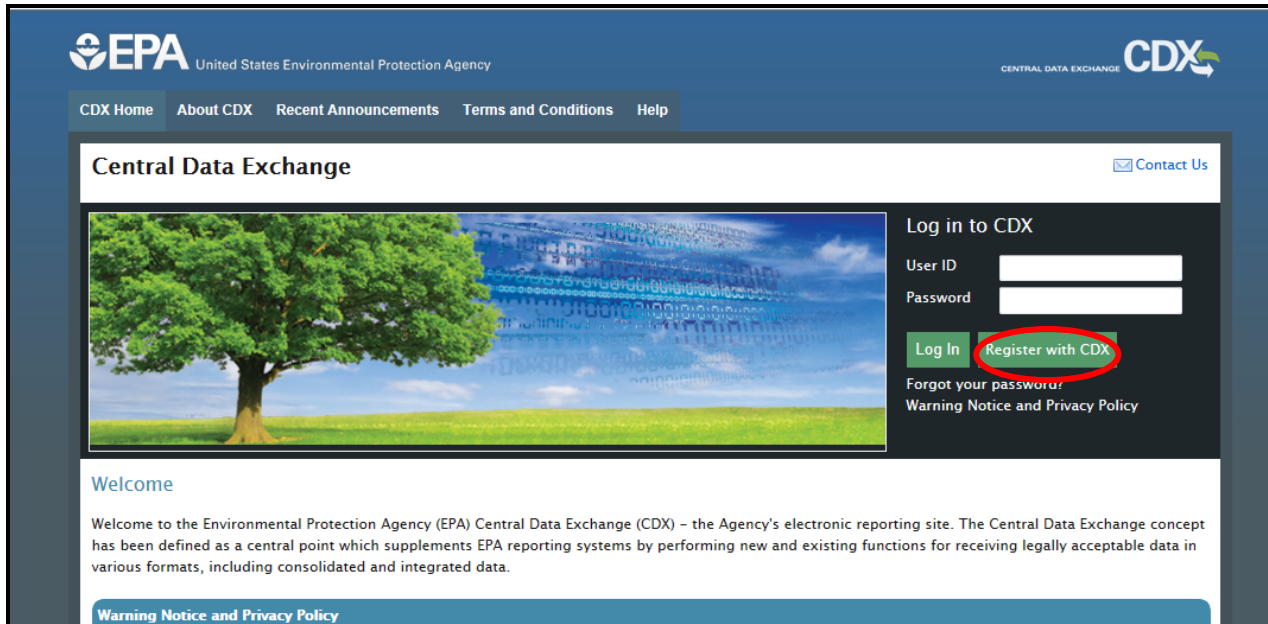
Part I. Registering as a CDX User

Step 1: Access CDX by visiting: <http://epa.gov/cdx>

- Select “Log-in to CDX” on the left sidebar.

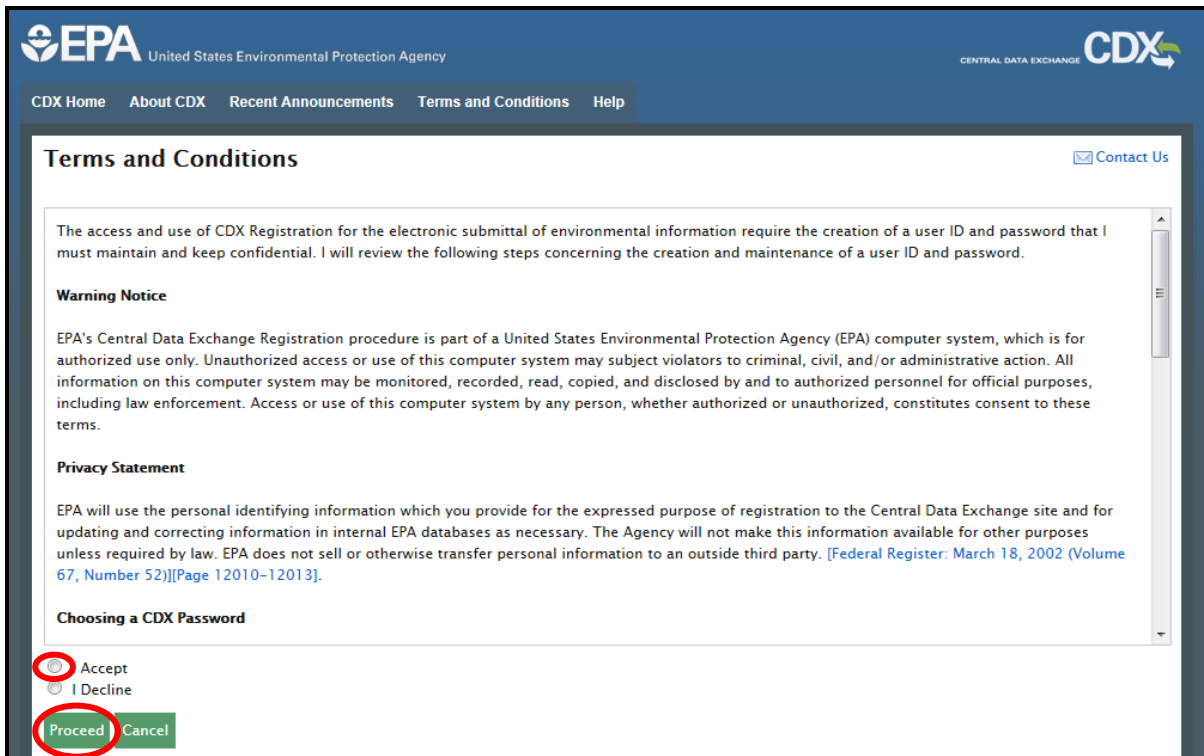


Step 2: Select “Register with CDX”



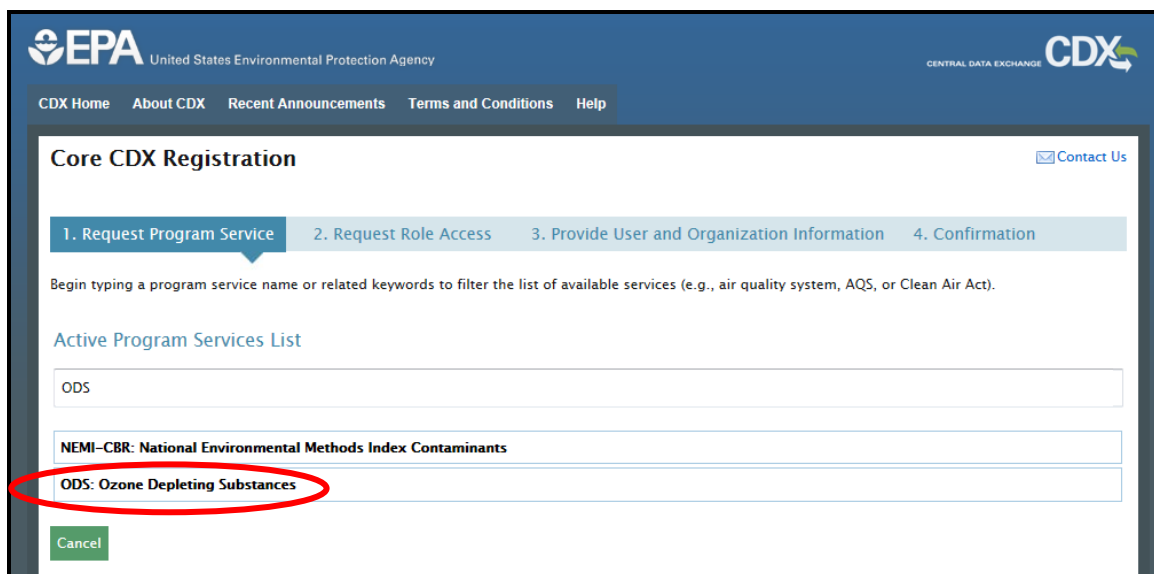
Step 3: Read the Terms and Conditions

- Select “I Accept” and then “Proceed” to move forward with the registration process.
- If you select “I Decline” you will be brought back to the CDX Homepage.



Step 4: Select ODS on the Active Program Services

- Locate “ODS: Ozone Depleting Substances” from the list of active program services by either scrolling down the list or searching for “ODS” within the ‘Active Program Services List.’
- Once located, select “ODS: Ozone Depleting Substances.”



Step 5: Enter User Information in Part 1

- Create a unique User ID, which must be more than 7 characters long.
- Select a title and enter your first and last name. Middle initial and suffix are optional.
- Choose a password, which must contain at least one uppercase letter, one number, and be at least 8 characters long. The password must begin with a letter and may only contain letters and numbers.
- Select three security questions and provide an answer for each one.

Note: It is essential that you remember your username, password, and security question answers entered in Part 1; you will need this information to access your account and submit files to EPA using CDX.

Essential information is marked with an asterisk(*)

Part 1: User Information

Description of Fields ⓘ

User ID *	<input type="text" value="ODSTesting"/>
Title *	<input type="text" value="Mr"/>
First Name *	<input type="text" value="ODS"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Test"/>
Suffix	<input type="text" value="-Please Select-"/>
Password *	<input type="password" value="....."/>
Re-type Password *	<input type="password" value="....."/>
Security Question 1 *	<input type="text" value="What was your childhood nickname?"/> <input type="text" value="Timmy"/>
Security Question 2 *	<input type="text" value="In what city or town was your first job?"/> <input type="text" value="Washington DC"/>
Security Question 3 *	<input type="text" value="What was your favorite toy as a child?"/> <input type="text" value="Legos"/>

Step 6: Select Your Organization in Part 2

- Search for your organization by typing the name of your organization or your organization ID in the text box.
 - If your organization is **not** listed, see **Appendix A**
 - If your organization is listed:
 - Select the link under Organization ID.

Guidelines Part 1: Registering as a CDX User

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.

test

Select your organization from the table below.

Organization Id	Organization Name	Address	City	State	ZIP Code
19727	TEST	TEST	TEST	MD	22222
15100	TEST FACILITY1A	OAK DRIVE	COLUMBIA	AR	12345
19859	ITXTEST	123 MAIN	FORT COLLINS	CO	80525
19909	TEST ORG	123 TEST STREET	RICHMOND	AL	12345
19931	TEST FACILITY 6	13367 FOREST RD	LYNCHBURG	VA	22501
19945	TEST INCOPORATED	123 TEST CIRCLE	TESTING	AL	33333
19963	CGIFEDERALTEST2	12601 FAIR LAKES CIRCLE	FAIRFAX	VA	22033

Step 7: Provide Organization Information in Part 2

- Review the mailing address and confirm that the organization selected is correct.
→ If the organization is not correct, select “Back to Search Results.”
- If the organization is correct, enter additional contact information in the fields provided.
- Select “Submit Request for Access.”

Part 2: Organization Information

TEST

Mailing Address
TEST
TEST, MD, US
22222

Provide Additional Contact Information:

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

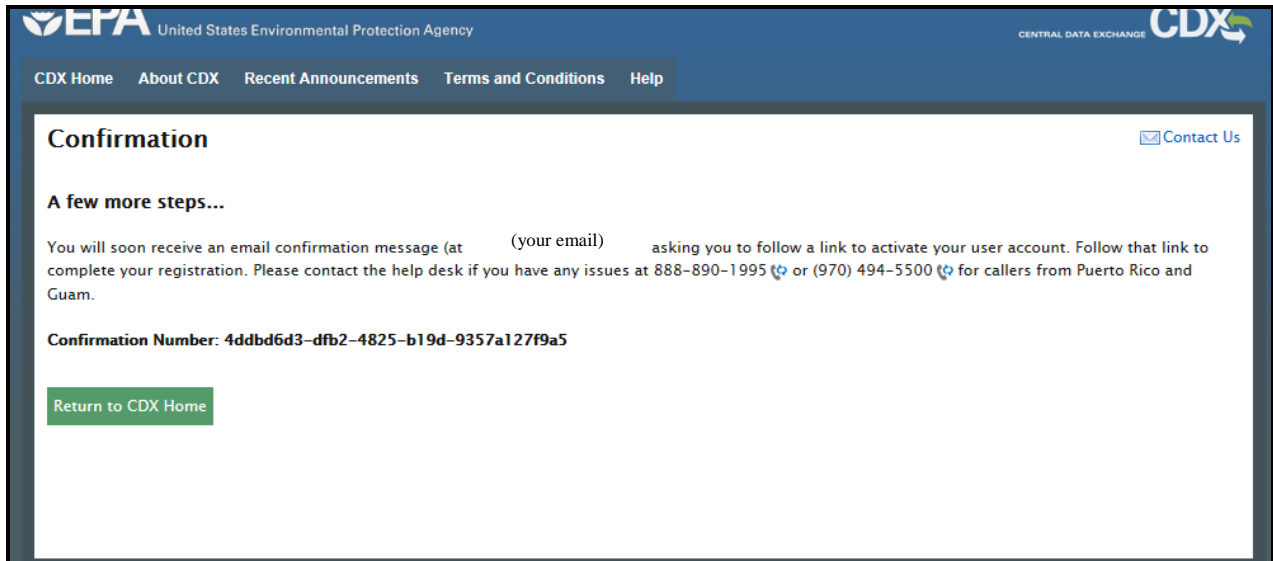
Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

Step 8: Confirmation Receipt

- Once the request is submitted, you will be directed to a Confirmation page.
- You will receive an email within a few minutes with information on completing the registration process.

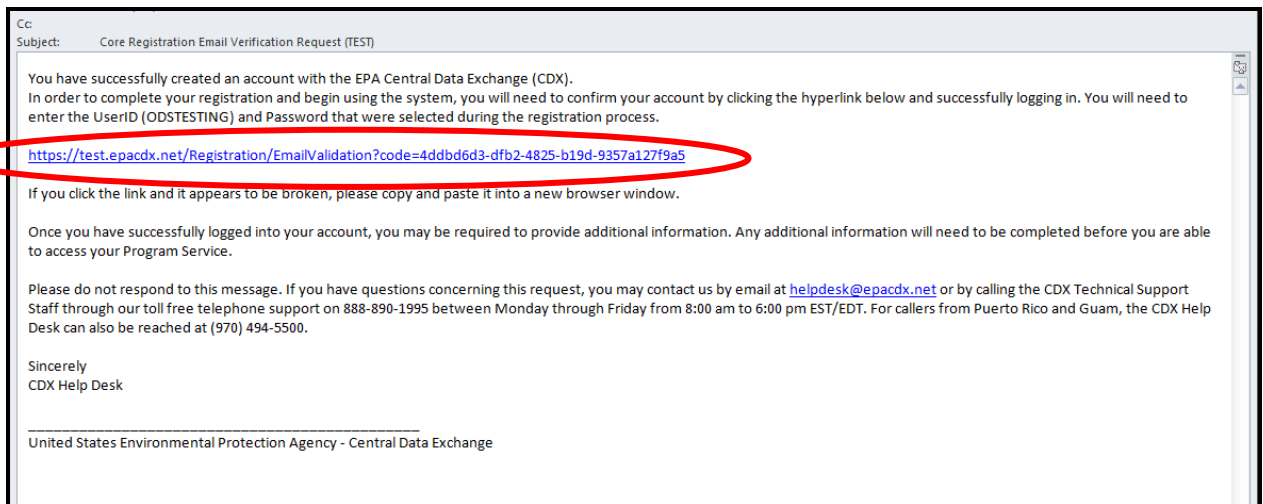
Guidelines Part 1: Registering as a CDX User



The screenshot shows the EPA Central Data Exchange (CDX) Confirmation page. At the top, there is the EPA logo and the text "United States Environmental Protection Agency" on the left, and "CENTRAL DATA EXCHANGE CDX" on the right. Below this is a navigation bar with links for "CDX Home", "About CDX", "Recent Announcements", "Terms and Conditions", and "Help". The main content area is titled "Confirmation" and includes a "Contact Us" link. The text reads: "A few more steps... You will soon receive an email confirmation message (at (your email) 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 callers from Puerto Rico and Guam." Below this, the "Confirmation Number: 4ddb6d3-dfb2-4825-b19d-9357a127f9a5" is displayed. At the bottom left, there is a green button labeled "Return to CDX Home".

Step 9: Locate Registration Email

- Go to your inbox and locate the email from helpdesk@epacdx.net with the subject "Core Registration Email Verification Request."
- Click on the link to log back into the CDX registration page.



The screenshot shows an email from the CDX Help Desk. The "Cc:" field is empty, and the "Subject:" is "Core Registration Email Verification Request (TEST)". The body of the email states: "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 clicking the hyperlink below and successfully logging in. You will need to enter the UserID (ODSTESTING) and Password that were selected during the registration process." A red oval highlights the following URL: <https://test.epacdx.net/Registration/EmailValidation?code=4ddb6d3-dfb2-4825-b19d-9357a127f9a5>. The email continues: "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 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 request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500. Sincerely, CDX Help Desk. United States Environmental Protection Agency - Central Data Exchange".

Step 10: Log Back in to CDX

- Enter the User ID and Password created under Step 5.
- Select "Log In to CDX."

Guidelines Part 1: Registering as a CDX User

The screenshot shows the EPA Central Data Exchange (CDX) login page. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the CDX logo and 'CENTRAL DATA EXCHANGE'. Below the logos are navigation links: 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', and 'Help'. The main heading is 'Central Data Exchange' with a 'Contact Us' link. Below this is a 'Log In' section with a 'User ID' field containing 'ODSTesting' and a 'Password' field with masked characters. A green 'Log In to CDX' button is circled in red. Below the button are links for 'Register with CDX', 'Forgot your password?', and 'Help'.

Step 11: Sign Electronic Signature Agreement

- Read the conditions under the U.S. Environmental Protection Agency Electronic Signature Agreement.
- Select “Sign Paper Form” to complete your digital signature.

The screenshot shows the EPA CDX registration page for signing an electronic signature agreement. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the CDX logo and 'CENTRAL DATA EXCHANGE'. Below the logos are navigation links: 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', 'FAQs', and 'Help'. The user is logged in as 'ODSTESTING' with a 'Log out' link. The main heading is 'CDX Registration: Additional Verification' with a 'Contact Us' link. Below this is a 'Paper CDX Electronic Signature Agreement' section. The text explains that the CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the CDX Help Desk. Below this is a form titled 'U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT'. The form contains the following text: 'In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:'. Below this is a table titled 'Electronic Signature Holder Company Information' with the following data: Organization Name: ODS, Address: 123 ODS Ave, City, State, Zip: Washington, DC 20006, Province: (blank), Country: US, Phone Number: (your phone number), E-mail Address: (your email), Registrant's Name: (your email), CDX User Name: ODSTESTING. At the bottom of the form are two buttons: 'Sign Paper Form' (circled in red) and 'Cancel'.

Step 12: Print and Mail Signed Electronic Signature Agreement to EPA

- Select “Print to Mail” to send the document to your default printer.
→ If you select “Close” before printing the agreement, see **Appendix B**.

authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.

(14) Certify that the signature agreement and the information provided is true and correct, and that I am not providing any false information.

Name of element:

Signature:

Date:

U.S. Environmental Protection Agency
C/O CGI Federal Inc.
12601 Fair Lakes Circle
Fairfax, Virginia

Sign Paper Form

Print to Mail Close

**U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	ODS
Address:	123 ODS Ave
City, State, Zip:	Washington, DC 20006
Province:	
Country:	US
Phone Number:	(your phone number)
E-mail Address:	(your email)

electronic signature agreement submitted in this manner.

- Mail the signed U.S. Environmental Protection Agency Electronic Signature Agreement as soon as possible to the following address:

U.S. Environmental Protection Agency
C/O CGI Federal Inc.
12601 Fair Lakes Circle
Fairfax, VA 22033

Step 13: Final Registration Notification

- Upon signing the Electronic Signature Agreement, you will receive an email from helpdesk@epacdx.net with the subject “CDX Registration Status Change” confirming your account creation with EPA CDX.

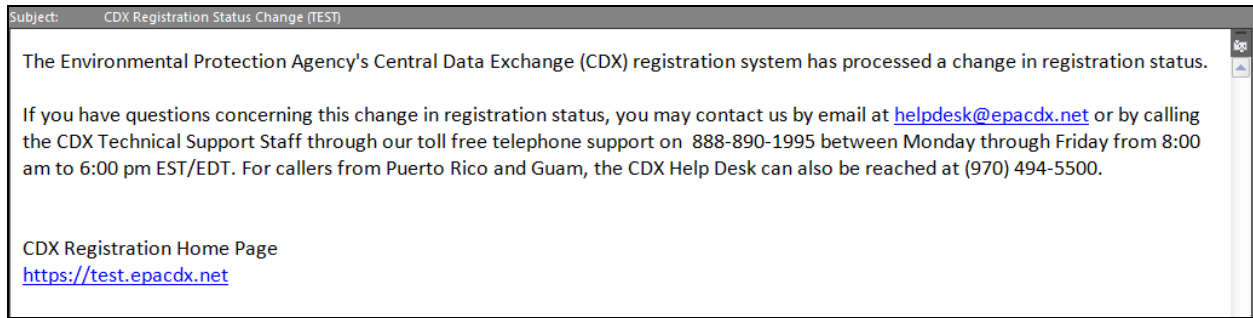
Subject: CDX Registration Status Change (TEST)

You have successfully created an account with EPA Central Data Exchange (CDX). You will be notified by e-mail when the account has been activated.

CDX Registration Homepage
<https://test.epacdx.net>

- Once EPA has received the signed document by mail, your account will be activated. Account activation is expected to take 7-10 days. You will be notified by e-mail when your account has been activated.

Guidelines Part 1: Registering as a CDX User



Congratulations! You are now registered with CDX.

Appendix A: If your organization is not in the CDX System

- Select “request that we add your organization” at the bottom of the page.

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.

ODS

Select your organization from the table below.

Organization Id	Organization Name	Address	City	State	ZIP Code
23750	Woodside Energy (USA) Inc.	5151 San Felipe	Houston	TX	77056

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

- Enter your organization information and then click “Submit Request for Access”.

Part 2: Organization Information

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

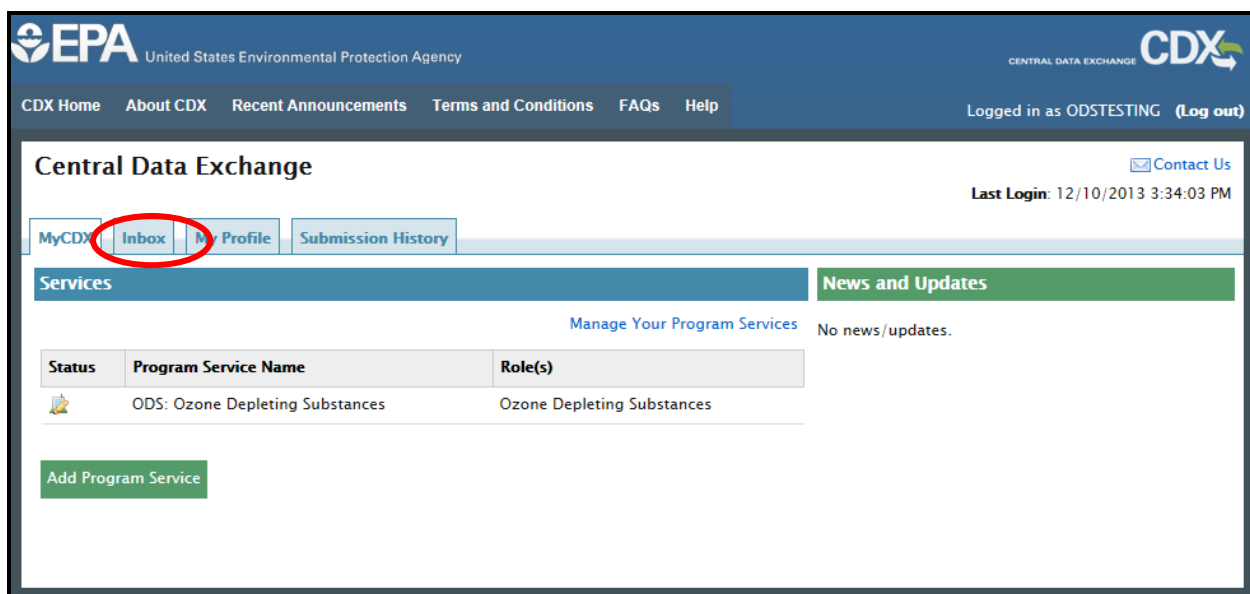
Phone Number Ext

Fax Number

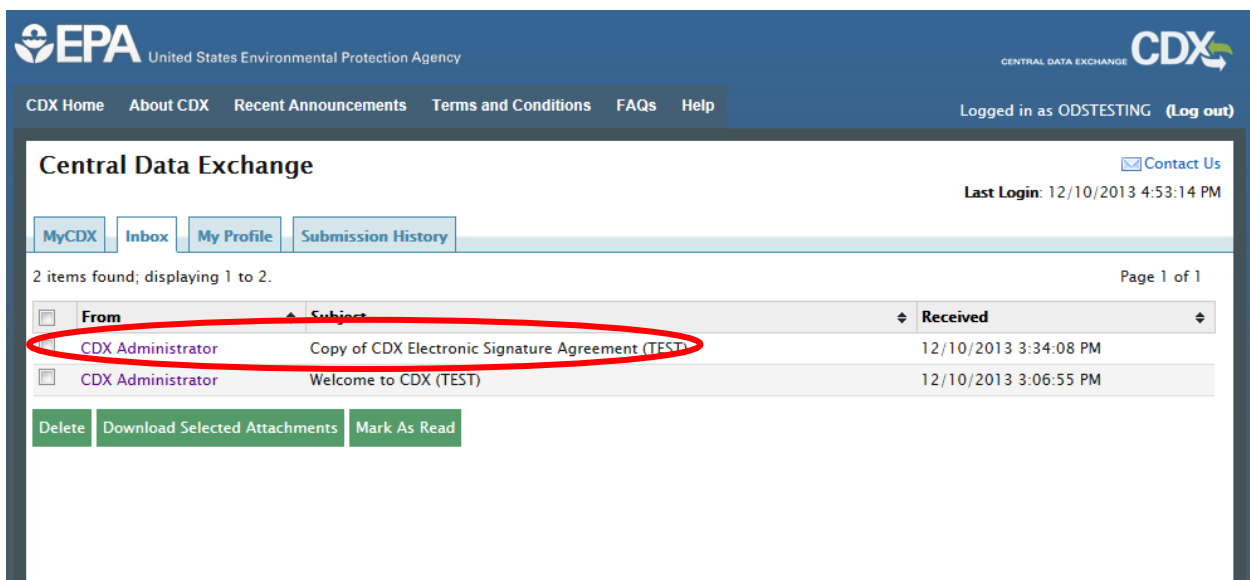
- Once submitted, your organization will immediately be approved within the system.
- Return to Step 9 to complete the registration process.

Appendix B: Accessing the Electronic Signature Agreement if Closed before Printing

- Return to the CDX Homepage.
- Select “Inbox”.



- Open the message “Copy of CDX Electronic Signature Agreement” to view and/or print the document.



- Complete Step 12 and Step 13 to complete the registration process.