GUIDELINES

Electronic Reporting for Ozone-Depleting Substances

Part 1: Registering as a CDX User

May 2014

If you have questions about electronic reporting, please contact:

Mike James Stratospheric Protection Division United States Environmental Protection Agency (202) 343-9192 james.mike@epa.gov

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

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: <u>http://epa.gov/cdx</u>

• Select "Log-in to CDX" on the left sidebar.

File Edit View Favorites	Tools Help	🗙 📆 Convert 🔻 🛃 Select
TO BY	U.S. ENVIRONMENTA	L PROTECTION AGENCY
	Central Data Exchange	Share
	Contact Us Search: O All EPA @ This Area Go	
	You are here: EPA Home >> Central Data Exchange	
Home		
About CDX	CENTRALDATA	
CDX Benefits	EXCHANGE	
CDX Projects	Home About CDY CDY Banefite CDY Projects Dartners	
Partners	Mone Robolicov Los denerios Los regeles rementes	
Log-in to CDX	The Central Data Exchange (CDX) enables fast, efficient and more accurate environmental data submissions from state and local governments, industry and tribes to the Environmental Protection Agency (EPA) and participating program offices.	Current Snapshot 296,090 CDX User Registrations
	EPA's CDX is the point of entry on the Environmental Information Exchange Network (Exchange Network) for environmental data submissions to	 63 systems in production
	the Agency. CDX works with both EPA program offices looking for a way to better manage incoming data, and stakeholders looking for a way to reduce time and money spent to meet EPA reporting requirements. CDX provides stakeholders with the ability to:	 10 systems in test or development
	 Dubmit data through one controlling point of access 	Visit CDX Projects
	 Submit data through one centralized point access Fill out a single electronic form which can be submitted instantaneously instead of mailing multiple paper forms 	Related Programs
	 Receive Agency confirmation when submissions are received Submit data in a variety of formats including Webs Forms. XML binary, or flat-file 	Cross-Media Electronic
	Exchange data with target systems using web services	Reporting Rule Exchange Network
	 Reduce costs associated with submitting and processing data submissions Utilize publishing services to share information collected by EPA with other stakeholders, including states and tribes 	EXIT Disclaimer Network Grants Program
	Have a question about CDX? The <u>CDX Help Desk</u> is available for data submission technical support between the hours of 8:00 am and 6:00 pm (EST) at 1-888-890-1995 or helpdesk@epacdx.net. The CDX Help Desk can also be reached at 970-494-5500.	exchange Network

Step 2: Select "Register with CDX"

DX Home About CDX Recent Announcements Terms and Conditions Help	
Central Data Exchange	🖂 Contact U
	Log in to CDX User ID Password Log In Register with CDX Forgot your passworar Warning Notice and Privacy Policy
Welcome Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) – the Agency's electron has been defined as a central point which supplements EPA reporting systems by performing new and exist various formats, including consolidated and integrated data.	nic reporting site. The Central Data Exchange concep ing functions for receiving legally acceptable data in

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.

CDX Home About CDX Recent Announcements Terms and Condi	tions Help
Terms and Conditions	Sector Contact Us
The access and use of CDX Registration for the electronic submittal or must maintain and keep confidential. I will review the following steps	of environmental information require the creation of a user ID and password that I s concerning the creation and maintenance of a user ID and password.
Warning Notice	E
EPA's Central Data Exchange Registration procedure is part of a Unite authorized use only. Unauthorized access or use of this computer sy information on this computer system may be monitored, recorded, r including law enforcement. Access or use of this computer system by terms.	ed States Environmental Protection Agency (EPA) computer system, which is for stem may subject violators to criminal, civil, and/or administrative action. All ead, copied, and disclosed by and to authorized personnel for official purposes, y any person, whether authorized or unauthorized, constitutes consent to these
Privacy Statement	
EPA will use the personal identifying information which you provide f updating and correcting information in internal EPA databases as new unless required by law. EPA does not sell or otherwise transfer perso 67, Number 52)[Page 12010-12013].	or the expressed purpose of registration to the Central Data Exchange site and for cessary. The Agency will not make this information available for other purposes anal information to an outside third party. [Federal Register: March 18, 2002 (Volume
Choosing a CDX Password	
Accept	
Proceed Cancel	
Proceed Cancer	

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."

CDX Home About CDX Recent Announcements Terms and Conditions Help	
Core CDX Registration	🖂 Contact Us
1. Request Program Service 2. Request Role Access 3. Provide User and Organization Information	4. Confirmation
Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or	Clean Air Act).
Active Program Services List	
ODS	
NEMI-CBR: National Environmental Methods Index Contaminants	
ODS: Ozone Depleting Substances	
Cancel	

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.

<u>Note:</u> 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 Informa	Part 1: User Information				
Description of Fields					
User ID *	ODSTesting				
Title *	Mr				
First Name *	ODS				
Middle Initial					
Last Name *	Test				
Suffix	-Please Select- 💌				
Password *					
Re-type Password *					
Security Question 1 *	What was your childhood nickname?	Timmy			
Security Question 2 *	In what city or town was your first job?	Washington DC			
Security Question 3 *	What was your favorite toy as a child?	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**
 - \rightarrow If your organization is listed:
 - Select the link under Organization ID.

P	art 2: Organizati	on Information				
Se	Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.					
test Search 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: Organiza	tion Information
TEST	
Mailing Address TEST TEST, MD, US 22222	
Provide Additional C	Contact Information:
Email *	
Re-enter Email *	
Phone Number *	
Phone Number Ext	
Fax Number	
Wrong or ganization	formation? Back to Search Results, Use advanced search or request that we add your organization.
Submit Request for .	Access

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.



Step 9: Locate Registration Email

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



Step 10: Log Back in to CDX

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

CDX Home About CDX Recent Announcements Terms and Conditions Help	
Central Data Exchange	Contact Us
Log In	
User ID	
ODSTesting	
Password	_
	_
Log In to CDX	
Register with CDX Forgot your password? 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 compete your digital signature.

	es Environmental Protection A	Agency			
Home About CDX	Recent Announcements	Terms and Conditions	FAQs	Help	Logged in as ODSTESTING (Log ou
DX Registratio	on: Additional Ve	erification			Contact Us Last Login: 12/10/2013 3:34:03 PM
aper CDX Electron	ic Signature Agreem	ient			
he CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you gree 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 our data flow. For any questions regarding the CDX splace contact the CDX Help Desk.					
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:					
submitted to EPA's	Central Data Exchange ((CDX), and as a repres	entative f	for:	Forection regency (1977) to sign electronic documents
submitted to EPA's Electronic Signature Organization Name	Central Data Exchange (re Holder Company In	(CDX), and as a repres formation	entative f	for:	
submitted to EPA's Electronic Signatur Organization Name Address:	Central Data Exchange (re Holder Company In e:	(CDX), and as a repres formation OI 12	ontative f	for:	
submitted to EPA's Electronic Signatur Organization Name Address: City, State, Zip:	Central Data Exchange (re Holder Company In e:	(CDX), and as a repres formation 01 12 W	OS 3 ODS A ashingtor	for: .ve 1. DC 2	
submitted to EPA's of Electronic Signature Organization Name Address: City, State, Zip: Province:	Central Data Exchange (re Holder Company In e:	(CDX), and as a repres formation OI 12 W	entative f DS 3 ODS A ashingtor	for: .ve 1, DC 2	20006
submitted to EPA's of Electronic Signatur Organization Name Address: City, State, Zip: Province: Country:	Central Data Exchange (re Holder Company In e:	(CDX), and as a repres formation 01 12 W US	OS 3 ODS A ashingtor	for: .ve 1, DC 2	20006
submitted to EPA's of Electronic Signature Organization Name Address: City, State, Zip: Province: Country: Phone Number:	Central Data Exchange (re Holder Company In a:	(CDX), and as a repres formation 01 12 W US	DS 3 ODS A ashingtor	for: .ve 1, DC 2	20006
submitted to EPA's of Electronic Signature Organization Name Address: City, State, Zip: Province: Country: Phone Number: E-mail Address:	Central Data Exchange (re Holder Company In e:	(CDX), and as a repres formation 01 12 W US (ye	DS 3 ODS A ashingtor 5 our phone	for: we 1, DC 2	20006 er)
submitted to EPA's of Electronic Signature Organization Name Address: City, State, Zip: Province: Country: Phone Number: E-mail Address: Registrant's Name:	Central Data Exchange (re Holder Company In ::	(CDX), and as a repres formation 01 12 W US (y) (y)	DS 3 ODS A ashingtor our phone	for: .ve h, DC 2 e numb	20006 er)
submitted to EPA's of Electronic Signature Organization Name Address: City, State, Zip: Province: Country: Phone Number: E-mail Address: Registrant's Name: CDX User Name:	Central Data Exchange (re Holder Company In e:	(CDX), and as a repres formation OI 12 W US (y) (y) (y) OI	OS 3 ODS A ashingtor 5 our phone our email DSTESTI	for: tve 1, DC 2 e numb) ING	20006 ver)
submitted to EPA's of Electronic Signatur Organization Name Address: City, State, Zip: Province: Country: Phone Number: E-mail Address: Registrant's Name: CDX User Name:	Central Data Exchange (re Holder Company In e:	(CDX), and as a repres formation OI 12 W US (y ⁴ (y ⁴ OI OI	entative f DS 3 ODS A ashingtor 5 Dur phone Dur email DSTESTI	for: we h, DC 2 e numb) ING	20006 er)

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

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

(4) Certify ti			lectro	onic
gnature agre	Drint to Mail Mass		ted in	ing
ilse informat	Fint to Man Drose		E	
Name of elec	U.S. E	nvironmental Protection Agency		
	ELECTRO	ONIC SIGNATURE AGREEMENT		
Signature:	In accepting the electronic signate	ire credential issued by the U.S. Environmental Protection	Agency	
	(EPA) to sign electronic documer	its submitted to EPA's Central Data Exchange (CDX), and	asa	
Date:	representative for:			
	Electronic Signature Holder Co	mpany Information		
	Organization Name:	ODS		
S. Environi	Address:	123 ODS Ave		
nvironmenta	City, State, Zip:	Washington, DC 20006		Ξ
2601 Fair La	Province:			
airfax , Virg	Country:	US		
	Phone Number:	(your phone number)		
	T7			

• 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 <u>helpdesk@epacdx.net</u> 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.

The Environmental Protection Agency's Central Data Exchange (CDX) registration system has processed a change in registration status.

If you have questions concerning this change in registration status, you may contact us by email at <u>helpdesk@epacdx.net</u> 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.

CDX Registration Home Page <u>https://test.epacdx.net</u>

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.

rch for your organizat	tion using the text box below. You may se	arch by entering the Organizat	tion Name or the O	Organization	ID.
S	Searc	h			
	- form the table below	_			
elect your organizatio	n from the table below.				
Organization Id	Organization Name	Address	City	State	ZIP Code
				T 1/	33055

• Enter your organization information and then click "Submit Request for Access".

Part 2: Organizatio	n Information
Organization Name *	ODS
Country *	UNITED STATES
Mailing Address *	123 ODS Ave
Mailing Address 2	
City *	Washington
State *	District of Columbia
ZIP/Postal Code *	20006
Email *	
Re-enter Email *	
Phone Number *	
Phone Number Ext	
Fax Number	
Back to Search Resuls	Submit Request for Access
Cancel	

- 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".

\$EP/	United States Environmental Protection A					
CDX Home	About CDX Recent Announcements	Terms and Conditions	FAQs	Help		Logged in as ODSTESTING (Log out)
Centra MyCDX	I Data Exchange	tory				Contact Us
Services					News and Upda	tes
		Mana	ge Your I	Program Services	No news/updates.	
Status	Program Service Name	Role(s)				
i.	ODS: Ozone Depleting Substances	Ozone Depleti	ng Substa	ances		
Add Prog	ram Service					

• Open the message "Copy of CDX Electronic Signature Agreement" to view and/or print the document.

	tection Agency			
CDX Home About CDX Recent Announce	ments Terms and Conditions FAQs Help	Logged i	n as ODSTESTING (Log out)	
Central Data Exchange	Last Log	Contact Us Last Login: 12/10/2013 4:53:14 PM		
MyCDX Inbox My Profile Submiss	ion History			
2 items found; displaying 1 to 2.		Page 1 of 1		
From A Subject		Received	\$	
CDX Administrator Copy of	FCDX Electronic Signature Agreement (TEST)	12/10/2013 3	3:34:08 PM	
CDX Administrator Welcom	e to CDX (TEST)	12/10/2013 3	3:06:55 PM	
Delete Download Selected Attachments M	lark As Read			

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