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](mailto: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.

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

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.”

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 helpdesk@epacdx.net 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.”
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.
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.

- 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.

- 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.
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.

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

- 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.