FARR Online Reporting System (FORS) Guide for Certifier Adding Preparer

> If you have questions concerning this process, you may contact CDX by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through the toll free telephone support on 888-890-1995 Monday through Friday from 8:00 am to 6:00 pm EST/EDT.

1. CERTIFIERS: Create an Account for FORS

1. Go to https://cdx.epa.gov OR follow the link in the email you received from helpdesk@epacdx.net.
2. Click Register with CDX.
3. When terms and conditions come up on the screen, click the dot for I accept.
4. Click **Proceed**.
5. For Program Service, search and select FARR Online Reporting System.
6. When role comes up on screen, click **Certifier**. Complete all security questions and select or add your organization.
7. You will receive an email from helpdesk@epacdx.net Follow the instructions to activate your account.
8. **PLEASE NOTE**: if you complete the LexisNexis section of identity proofing, this information is not shared with EPA or any of its employees. You may also choose the paper signature verification option and mail the paper to EPA Region 10.

2. CERTIFIERS: Add Facilities in FORS

1. Log into CDX site at https://cdx.epa.gov and click **Certifier**.

Status	Program Service Name	Role
👤	FORS: FARR Online Reporting System	Certifier

2. Choose Manage My Facilities.
3. Choose Add Facility.
4. Under Find Existing Facility, type in Facility Name, City, and State.
5. When facility comes up on screen, click appropriate circle on left side of screen, then click **Proceed with Selection**.
6. Click **Details**.
7. Click Edit facility.
8. If BIA code does not populate, fill in BIA code by clicking on reservation from drop down list.
9. Choose NAICS code from drop down list or enter code directly.
10. **State Facility ID** is not required so leave this blank.
11. Click **Map Facility**.
12. Click **Submit** then **Save Facility**.
13. Then choose **Initial Registration Form,** select your facility from the dropdown menu, select the reporting year as **2015,** and click **Create New Report**.

3. CERTIFIERS: Add a Preparer in FORS

If the preparer is different from the certifier, certifiers need to add a preparer by doing the following:

1. Go to https://cdx.epa.gov/ and log in.
2. Click Role Sponsorship tab.
3. Click Role Sponsorship/Invitation.
4. https://cdx.epa.gov
5. In the right-hand box under **For Program Service** choose **FORS: FARR Online Reporting System.**
6. For Role, Choose Preparer and Click Submit.
7. Sponsorship role selection will come up on screen. Click Selection as Appropriate.
8. Review information. Click Yes and Submit.
9. Confirm email address again.

4. PREPARER: Register Yourself with FORS

1. Preparer will receive an email from helpdesk@epacdx.net, informing them the certifier has sponsored them as a preparer.
2. Within the email, click Review this Sponsorship. This will take you to the next screen

3. Click Approve to accept. This will take you to Role Sponsorship Process.

4. Click Request Role Access. The following form will appear, populated with your information:

The following information was entered by a CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.

Part 1: User Information

User ID *

Title *   Mr

First Name *

Middle Initial

Last Name *

5. Complete all of the sections then enter your organization information. Click Search.

6. When your organization appears, click it and you will see a button to Submit.

Phone Number *   (__) ___-____ ×

Phone Number Ext

Fax Number

Wrong organization information? Back to Search Results, Use advanced search or request that we add your organization.

Submit Request for Access

7. Enter your phone number and click **Submit Request for Access**.

8. You will receive an email from helpdesk@epacdx.net advising you that you have successfully completed the process.

5. PREPARERS: Add Your Facility in FORS

1. Log into CDX site at https://cdx.epa.gov/ and choose **Preparer**.
2. Choose **Manage My Facilities**.
3. Choose **Add Facility**.
4. Under **Find Existing Facility**, type in **Facility Name**, **City**, and **State**.
5. When facility comes up on screen, click appropriate circle on left side of screen, then click **Proceed with Selection**.
6. Click **Details**.
7. Click **Edit facility.**
8. If BIA code does not populate, fill in BIA code by clicking on reservation from drop down list.
9. Choose NAICS code from drop down list or enter code directly.
10. **State Facility ID** is not required so leave this blank.
11. Click **Map Facility**.
12. Click **Submit** then **Save Facility**.

13. Then choose **Initial Registration Form,** select your facility from the dropdown menu, select the reporting year as **2015,** and click Create New Report.

Create a new FARR Report
Please select a Report Type: Initial Registration Form ⌄
If your desired facility is not in the list below please click on "Manage My Facilities" link below to add or update facilities.
Manage My Facilities
Please select a Facility: Select a Facility   ⌄
Please select a Reporting Year: 2015 ⌄
Create New Report

14. Click Manage Contacts.

15. Click **Add Contact**.

16. Keep repeating this process until you have a list of all contacts that you will need for the report. Make sure you save each entry before proceeding back to the form.

17. Then scroll through and add the contacts to the titles.

18. Under Add New Attachment, select one of the eight required documents from the drop down menu and click Browse to select the appropriate file from your computer. Once chosen, click Upload. Do this one at a time, until you have all eight required documents attached.

19. Under Table of Annual Emissions, add pollutants and put Zero in spaces where there is no quantity.

20. Click **Ready for Certification**.

6. CERTIFIERS: Complete Certification in FORS

Once Preparers complete their work, CDX will send a notification to the certifiers, inviting them to log in and certify the entire process.

1. Click square to sign for **Certification of Truth, Accuracy and Completeness**. Click Sign and Submit and then Accept. A request for your password should come up. Enter your password.

▼ Certification of Truth, Accuracy and Completeness:

The Certifying Official must sign this statement after the form is completed.

☐
I certify that, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

2. A request for you security questions should come up. Enter the answer and click answer.

3. Click **Sign Document**.

4. If you have completed this successfully you will receive an email from helpdesk@epacdx.net advising that you have successfully submitted your report.

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