



# **CROMERR and Verify Nonroad Spark Ignition Module Request for Certificate Process**

**NRSI Manufacturer Webinar  
December 2015**



**The new Request for Certificate Module  
will be required for use effective  
Monday, February 29, 2016**



# Agenda

- Introduction
- CROMERR and the User Registration Process
- CROMERR and NRSI Certification
  - Maintain Manufacturer Information
  - Uploading Certification Documents
  - Request for Certificate Process
- Demo of CROMERR Request for Certificate Process
- Deployment Information
- Next Steps
- Questions
- Appendix: Sample CDX CRK Letters



# **CROMERR AND THE USER REGISTRATION PROCESS**



# Cross-Media Electronic Reporting Rule (CROMERR)

- What is CROMERR?
  - CROMERR (40 CFR Part 3) provides the framework for electronic reporting for all of the Environmental Protection Agency's (EPA) environmental regulations
  - CROMERR establishes standards for information systems that receive reports and other documents electronically
- Whom does it affect?
  - Regulated entities that submit reports and other documents to EPA under Title 40 of the Code of Federal Regulations
  - States, tribes, and local governments that are authorized to administer EPA programs under Title 40



# Cross-Media Electronic Reporting Rule (CROMERR)

- How does Verify implement CROMERR?
  - Verify implements CROMERR through its Request for Certificate Module
  - Applications are deemed final when a manufacturer submits a Request For Certificate (RFC)
  - An authorized “CROMERR Signer” must electronically sign that submission
    - Electronic signatures will have the same legal force as the handwritten signature
    - The CROMERR Signer is an individual who is authorized to sign the document by virtue of his or her legal status or his or her relationship to the entity on whose behalf the signature is executed



# Verify/CROMERR User Roles

- All manufacturers must submit documentation to EPA for the following:

Functional Roles	Description
Company Authorizing Official (CAO)	Individual(s) responsible for identifying, vouching for, and managing (both activating and inactivating) the “Verify Submitters” and “CROMERR Signers”. Also referred to as the “Company Approving Official”
Verify Submitter	Submitters of application information to Verify’s Nonroad Spark Ignition (NRSI) module
CROMERR Signer	Individual(s) taking legal responsibility for that final submission and/or requesting a certificate through the Request for Certificate module (Could be the same person as the Verify submitter)



# What All NRSI Companies Need to Do: Company Authorizing Official (CAO)

1. A Senior Manager must identify the CAO(s) through a signed Verify CAO sponsor letter signed by the Senior Manager
  - A CAO cannot sponsor themselves, it must be another senior manager within the company or notarized if the CAO is the senior manager within the company
2. Each CAO must complete the latest version of the Verify CAO Electronic Signature Agreement(s) (ESA)
3. Each CAO must complete the latest version of the Verify User Registration Information spreadsheet with all applicable Verify roles, including the new “Company Authorizing Official (CAO)” Verify role, selected
4. Once complete, mail all documents to the Verify Team





# What All NRSI Companies Need to Do: Verify Submitters

1. The CAO must identify the Verify Submitter(s) through a signed Verify CROMERR User Sponsor Letter
    - CAOs can also be Verify Submitters and can sponsor themselves for this role with the Verify CROMERR User Sponsor Letter
  2. Each Verify Submitter must complete the Verify User Registration Information spreadsheet with the “Nonroad Spark-Ignition (Large, Small, Marine, Evap Components/Equipment)” role selected
    - An Electronic Signature Agreement is not required for Verify Submitters
  3. Once complete, mail all documents to the Verify Team
- **No action is needed for current NRSI Verify submitters**



# What All NRSI Companies Need to Do: CROMERR Signer

1. The CAO must identify the CROMERR Signer(s) through a signed Verify CROMERR User Sponsor Letter

-CAOs can also be CROMERR Signers and can sponsor themselves for this role with the Verify CROMERR User Sponsor Letter

2. Each CROMERR Signer must complete the Verify User Registration Information spreadsheet with the “CROMERR Signer” role selected
3. Each CROMERR Signer must complete a Verify CROMERR Signer Electronic Signature Agreement (ESA)
4. Once complete, mail all documents to the Verify Team
  - **In order to request a certificate, at least one user must have the CROMERR Signer Role!**



## Verify User Registration & CROMERR Process

- EPA reviews all user registration materials for completeness
- For incomplete packages, the submitter will be notified of missing items
- Once the complete user registration package is received, the CDX Helpdesk ([helpdesk@epacdx.net](mailto:helpdesk@epacdx.net)) will send any new users an email, which will contain Pre-registration Customer Retrieval Key (CRK) to access Verify - follow the instructions of the letter (sample letters are in the appendix)
  - **Make sure you complete the registration process when you get the email, the CRK will expire in 90 days**
  - **Do not forward your CRK to another user, it is meant for the identified person only, you will get locked out of CDX access**
- Upon first log in with the new CROMERR signer role, the user will be required to establish security questions/answers that will be needed during the request for certificate process



# CROMERR and NRSI



# NRSI Verify Certification Process Overview

Manufacturer (Verify Submitter) submits and Verify accepts a NRSI Family dataset and related documents

Manufacturer (Verify CROMERR Signer) submits and Verify accepts Request for Certificate for the same Family

EPA Compliance Representative Approves Manufacturer Request for Certificate

EPA Issues Certificate for requested Family

Update/Correction Needed?

Yes

No

End

Lock and Unlock requests will no longer be required

Manufacturer submits updated NRSI certification dataset and/or documents for corrections/running changes

Manufacturer submits Request for Revised Certificate or Request for CSI Update

Only select "Request for Revised Certificate" if any fields displayed on the certificate change



# Potential “My CDX” Roles

Services		Manage
Status	Program Service Name	Role
	VERIFY: Vehicles and Engines Compliance Information System	<a href="#">Maintain Manufacturer Information</a>
	VERIFY: Vehicles and Engines Compliance Information System	<a href="#">Non-Road Spark Ignition</a>
	VERIFY: Vehicles and Engines Compliance Information System	<a href="#">Upload Compliance Documents</a>
	Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR)	<a href="#">CROMERR Signer</a>

Click on “Maintain Manufacturer Information” to update addresses, contacts, etc.

Click on “Non-Road Spark Ignition” to enter the required certification datasets and documents

Click on “Upload Compliance Documents” to submit non-certification compliance documents

Click on “CROMERR Signer” to request a certificate. This requires a different CDX Role than the one required to submit NRSI certification information



# Maintain Manufacturer Information



## Maintain Manufacturer Information

- Each company is responsible for keeping all of the information in Verify's "Maintain Manufacturer Information" module complete and up to date
  - Add any new or missing addresses, contacts, test labs, etc
  - Inactivate any obsolete addresses, contacts, test labs, etc
- EPA certification representatives rely on this information





# Maintain Manufacturer Information

U.S. Environmental Protection Agency



About CDX  
MyCDX  
Inbox  
Change Password  
Frequently Asked Questions  
Help & Support  
CDX Home  
Terms & Conditions  
Logout

## Manufacturer Information

Logged in as, SARAZAREMSKI. Manufacturer: EPA - EPA (Logout)

MyCDX > Manufacturer Information

### Maintain Manufacturer Profile

\* = required field

+ = CTRL-click to select multiple values

Help

Manufacturer Addresses Contact Information Notification Emails Test Labs Divisions (Light-Duty Only) Alternate Manufacturers EPA Compliance Representatives

### Manufacturer Information

Manufacturer Full Company Legal Name Environmental Protection Agency Manufacturer Code EPA

#### Industries\*

Please include all applicable industries for which you will be requesting a certificate of conformity from EPA. For each selected industry, please include the first model year you expect to request a certificate.

- |                                     |  |                  |      |
|-------------------------------------|--|------------------|------|
| <input checked="" type="checkbox"/> | Nonroad Spark-Ignition - Evaporative Component & Equipment/Vessels | First Model Year | 2009 |
| <input checked="" type="checkbox"/> | Nonroad Spark-Ignition - Large                                     | First Model Year | 2009 |
| <input checked="" type="checkbox"/> | Nonroad Spark-Ignition - Marine                                    | First Model Year | 2009 |
| <input checked="" type="checkbox"/> | Nonroad Spark-Ignition - Small                                     | First Model Year | 2009 |

Manufacturer Comments ( 1000 characters available )

- The appropriate industry sector(s) must be selected as industries here in order to submit certification information



# Maintain Manufacturer Information

## Maintain Manufacturer Profile

\* = required field

+ = CTRL-click to select multiple values

Help

- Manufacturer
- Addresses
- Contact Information
- Notification Emails
- Test Labs
- Divisions (Light-Duty Only)
- Alternate Manufacturers
- EPA Compliance Representatives

### Company Address Information

Address #6

Address Label \*  Example: Company Headquarters

Address, First Line \*

Address, Second Line

Address, Third Line

Address, Fourth Line

City \*

Country \*

Select

State

Zip Code

State/Province \*

Postal Code \*

Active/Inactive Status \*

Delete This New Address

- All company addresses must be entered (or inactivated) on this tab in order to submit certification information

Add New Address on Address Tab

Print

< Previous

Next >

Review & Submit



# Maintain Manufacturer Information - Continued

## Maintain Manufacturer Profile

\* = required field  
+ = CTRL-click to select multiple values

Help

- Manufacturer
- Addresses
- Contact Information**
- Notification Emails
- Test Labs
- Divisions (Light-Duty Only)
- Alternate Manufacturers
- EPA Compliance Representatives

### Company Contact Information

Company Contact #6

Prefix  Title

First Name \*  Middle Initial

Last Name \*  Suffix

Contact Role \*  Contact Role, If Other

Active/Inactive Status \*

Contact Industry/Compliance Programs

Industry*	Compliance Program(s)*	
Heavy-Duty Highway Tractors & Vocational Vehicles	All	Delete
	Certification	
	Confirmatory Test	

[Add Additional Industry/Compliance Program\(s\)](#)

Contact Address/Phone Information

Address \*

[Add New Address on Address Tab](#)

Primary Email Address \*

Secondary Email Address

Phone Number*	Phone Type*	
<input type="text"/>	Select	Delete

[Add Phone Number](#)

[Delete This New Contact](#)

[Add Another Contact](#)

• All company contacts must be entered (or inactivated) on this tabs in order to submit certification information

Print

< Previous

Next >

Review & Submit



# Uploading NRSI Family Datasets & Certification Documents



# Uploading NRSI Family Datasets & Certification Documents



About CDX  
MyCDX  
Inbox  
Change Password  
Frequently Asked Questions  
Help & Support  
CDX Home  
Terms & Conditions  
Logout

## Verify: Engine and Vehicle Compliance System

[MyCDX](#) > Nonroad Spark Ignit

Certification

- [Upload Nonroad SI Compliance Documents](#)
- [Nonroad SI Evaporative Components/Equipment](#)
- [Small SI Engine Family](#)
- [Large SI Engine Family](#)
- [Marine SI Engine Family](#)
- [Request for Certificate](#)

- The family datasets for each of the NRSI industry sectors are not being changed as part of the new Request for Certificate module deployment



# Uploading Certification Documents

About CDX  
MyCDX  
Inbox  
Change Password  
Frequently Asked  
Questions  
Help & Support  
CDX Home  
Terms & Conditions  
Logout

\* or  = required field

+ = CTRL-click to select multiple values

? Help

Use this page to submit your documents pertaining to general data or specific Engine Family data. You can upload multiple files at a time.

Please create individual ZIP files for larger files.

Document Applicability\* :

Engine Family :

Model Year\* + :

Due to memory and file size constraints the total size of all the files to be uploaded should not exceed 100MB.

## Document #1

Document Type\* :

Confidentiality Status\* :

Local File :  No file chosen

Submit

- The Document Type pull-down list on this screen will only include NRSI certification document types (not compliance documents)
- Document Applicability can be family specific or general applicability
- All certification documents must be uploaded before the Request for Certificate can be submitted



# CROMERR Request for Certificate Process



# Request for Certificate Process

- Prerequisites
  - The full amount of the certification fee is paid for the Family
  - The Family Dataset for the Family being certified must have been accepted by the system
  - All of the required documents must have been accepted by the system
  - Pass/Fail determination must equal “Pass” for all test results
  - User submitting the Request for Certificate must have the “CROMERR Signer” Role in Verify





# CROMERR Signer Role in Request for Certificate Module

## The CROMERR Signer





# Request for Certificate – CROMERR Package

- The CROMERR package is compiled and stored in the CROMERR Archive when a Request for Certificate (or Revised Certificate) is completed and includes:
  - Formatted Certificate Summary Information (CSI) PDF report
  - Supporting certification documents
  - RFC Compliance Statement Answers
  - Encrypted electronic signature information
- A link to the CROMERR package will be in the CROMERR signer's CDX in-box



# Request for Certificate Process Codes

## Request for New Certificate

- Request a certificate for a Family that has not been previously certified

## Request for Revised Certificate

- Request a revised certificate for a certified Family if any fields displayed on the certificate have changed

## Request for CSI Update

Request a Certificate Summary Information (CSI) update for a certified Family where updates have been made to the Family dataset and/or certification documents but no changes to any fields displayed on the certificate

## Delete Request for Certificate

- Delete a request for a certificate (only for a Family that has not been acted upon by EPA)



# Post-Certification Updates

- Any updates to either the family dataset or supporting documents must be completed by submitting a Request for CSI Update or Request for Revised Certificate when applicable.
  - CDX in-box notifications will remind the CROMERR Signer that submitted the original request for certificate to complete the required update
  - If updates are not completed by the required date, the updates (family dataset and/or documents) will be deleted
  - Recompiles the CROMERR package with the updated information



# CROMERR Request for Certificate Screenshots



# Request for Certificate Process

The screenshot shows the EPA CDX MyCDX user interface. At the top, there is the EPA logo and the text 'United States Environmental Protection Agency'. To the right, it says 'CDX CENTRAL DATA EXCHANGE'. Below this, there are navigation links: 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', 'FAQs', and 'Help'. On the right side, it says 'Logged in as MHEESEVRF (Log out)'. The main content area is titled 'Central Data Exchange' and includes a 'Contact Us' link and 'Last Login: 8/18/2014 9:46:58 AM'. There are several tabs: 'MyCDX', 'Inbox', 'My Profile', 'Reg Maint', 'Role Sponsorship', and 'Submission History'. Below the tabs, there are two sections: 'Services' and 'News and Updates'. The 'Services' section has a link 'Manage Your Program Services' and a table with the following data:

Status	Program Service Name	Role(s)
	Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR)	<b>CROMERR Signer</b>

Below the table is a green button labeled 'Add Program Service'. To the right of the table, there is a message 'No news/updates.' A blue arrow points from the 'CROMERR Signer' role in the table to a text box on the right.

From the MyCDX page of the company user with the CROMERR Signer Role, select the "CROMERR Signer" link next to the Verify-RFC



# Request for Certificate Process

**EPA VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SOMOZA4704! Logout  
Manufacturer: EPA

## Request *for* Certificate

1 Identify    2 Documents    3 Statements    4 Confirm    5 e Signature    6 Complete

### General Information

Process Code \*

Industry \*

Model Year (YYYY)\*

EPA Engine Family Name

**Next** →



# Request for Certificate Process

- Any validation errors will be displayed at the top of each screen.

**EPA VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SOMOZA4704! Manufacturer: EPA Logout

### Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

- ⊗ RFC-GEN-BR007 - The Model Year (RFC-4) must match the model year code (first character) embedded in the EPA Engine Family Name (RFC-5).
- ⊗ RFC-GEN-BR001 - The Certification Information dataset for the EPA Engine Family Name (RFC-5) and Model Year (RFC-4) does not exist in Verify for the selected Industry Name (RFC-3).

#### General Information

Process Code *	Request for New Certificate
Industry *	Heavy-Duty Highway Engine
Model Year (YYYY)*	2016
EPA Engine Family Name	FEPAH13.0ABC

Next →





# Request for Certificate Process

- Select all applicable certification documents and click “Next”

Review Industry Information - Click to Hide Information

Process Code **Request for New Certificate** Industry **Heavy-Duty Highway Engine**

Model Year **2015** EPA Engine Family Name **FEPAH13.0ABD**

---

### Compliance Documents

Select the document(s) below by clicking the checkbox or box area. Sort the document(s) by clicking the ▲ up arrow (as ascending) and the ▼ down arrows (descending). You can open the documents by clicking the file name or document title in bold text.

Filter:

File Name ▲ ▼	Document Title ▲ ▼	Document Type ▲ ▼	Date ▲ ▼
<input type="radio"/> <b>AECD1.docx</b>	US EPA General Applicability Compliance Document Data	AECD REPORTING TEMPLATE	06/29/2015
<input type="radio"/> <b>DeI_assem1.docx</b>	US EPA General Applicability Compliance Document Data	DELEGATED ASSEMBLY INSTRUCTIONS	06/29/2015
<input type="radio"/> <b>ALT_Fuel1.docx</b>	US EPA General Applicability Compliance Document Data	ALT FUEL CONVERSION DATA SUBMISSION FORM	06/29/2015
<input type="radio"/> <b>ABT1.docx</b>	US EPA General Applicability Compliance Document Data	ABT CREDIT PROJECTION REPORT	06/29/2015
<input type="radio"/> <b>NTE1.docx</b>	US EPA General Applicability Compliance Document Data	NTE DOCUMENTATION	06/29/2015
<input type="radio"/> <b>Label1.docx</b>	US EPA General Applicability Compliance Document Data	SAMPLE LABEL LANGUAGE	06/29/2015
<input type="radio"/> <b>warranty11.docx</b>	US EPA General Applicability Compliance Document Data	WARRANTY STATEMENT	06/29/2015
<input checked="" type="checkbox"/> <b>CSI-FEPAH13.0ABD.pdf</b>	CSI-FEPAH13.0ABD.pdf	CSI REPORT	07/09/2015

- If any required documents are not selected, errors will be displayed at the top of the Review & Confirm screen.



# Request for Certificate Process

- Provide the Introduction to Commerce Date, Agree to the Compliance statements and click “Review”.

**EPA VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM **My CDX** **CDX Inbox** **Welcome, SARAZAREMSKI!** **Logout**  
Manufacturer: EPA

Identify Documents **Statements** Confirm eSignature Complete

**59:56**  
Click here to reset timer

**Review Industry Information** Hide

Process Code	Industry
<b>Request for New Certificate</b>	<b>Portable Fuel Container</b>
Model Year	EPA Emission Family Name
<b>2016</b>	<b>GEPAPTANK555</b>

**Review Compliance Documents** Hide

File Name	Document Title	Type	Date
label_pfc_2016.docx	EPA2016Compliance Document DataGEPAPTANK555	Sample Label Language	11/30/2015
port fuel cbi_2016.docx	EPA2016Compliance Document DataGEPAPTANK555	Application for Certification (CBI)	11/30/2015
port fuel foi_2016.docx	EPA2016Compliance Document DataGEPAPTANK555	Application for Certification (FOIA)	11/30/2015

**Compliance Statements**

1. Introduction to Commerce Date \*

2. I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act. \*  I Agree

**Back** **Review**



# Request for Certificate Process

- Review the information you provided and click “Sign and Submit” if everything is correct.

**Request *for* Certificate**

✓ — ✓ — ✓ — **4** — 5 — 6

Identify   Documents   Statements   **Confirm**   eSignature   Complete

**!** RFC-COMP-BR003 - Warning: There is an issue regarding the payment of the certification fee for the EPA Engine Family Name (RFC-5/RFC-6) and Model Year (RFC-4) which may delay your certificate request. Please contact your EPA certification representative for more information.

**Review & Confirm**

**+** Industry Information

**+** Compliance Documents

**-** Compliance Statements

1. Introduction to Commerce Date	07/20/2015
3. I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act.	I Agree

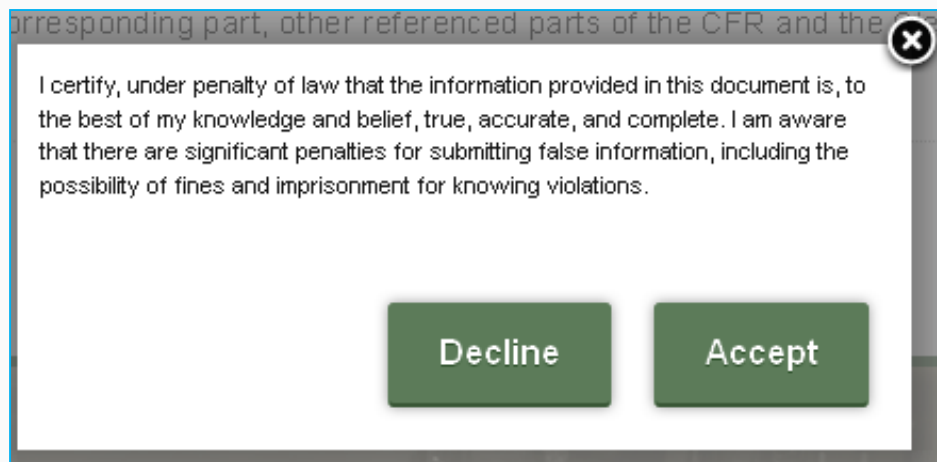
**←** Back      Sign and Submit

This warning will appear if Verify doesn't have a record of the required fee payment for family. It will still allow your certificate request to be submitted.



# Request for Certificate Process

- Read the CROMERR Electronic Signature message and click “Accept” to continue.





# Request for Certificate Process

- You will need to provide your CDX password and answer one of your secret questions to sign your Certification package. Click “Sign”.

eSignature Widget

<b>1. Log in to CDX</b>	<b>2. Answer Secret Question</b>	<b>3. Sign File</b>
User: <b>SOMOZA4704</b>	Question: <b>Who is your favorite author?</b>	<input type="button" value="Sign"/>
Password: ●●●●●●●●	Answer: <input type="text"/>	
Welcome Sandra Somoza	Correct Answer	



# Request for Certificate Process

**VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM

My CDX   CDX Inbox   Welcome, SOMOZA4704!   [Logout](#)  
Manufacturer: EPA

## Request *for* Certificate

Identify   Documents   Statements   Confirm   eSignature   **Complete**

**Complete**

**Your Request for Certificate has been submitted to EPA.**

If you have any questions, please contact EPA at (888) 890-1995 or email [verifyhelp@csc.com](mailto:verifyhelp@csc.com)

Please check your MyCDX Inbox for a message indicating that Verify has accepted your submission.

### Submission Summary

Date	07/09/2015
Process Code	Request for New Certificate
Industry	Heavy-Duty Highway Engine
EPA Engine Family Name	FEPAH13.0ABD
Model Year	2015
CROMERR Activity ID	_22dce5e7-ff12-455a-9411-551b0630ced3
CROMERR Document ID	c0c197b5-9ede-4e63-8aed-56dd65aad3b
Transaction ID	_54b75a48-d48e-4902-a009-1be9833671a6

[New Request](#)   [Go to My CDX](#)



# Deployment Information



# Deployment Information

- There will not be a NRSI manufacturer testing period for this release
- EPA will conduct a second manufacturer webinar in February to demo a testing version of the Request for Certificate module
  - The second webinar will be announced via a Verify list server message as soon as it is scheduled





## Deployment Information

- The new NRSI Request for Certificate module will be deployed to production on Friday, February 26, 2016
- All NRSI Request for Certificate submissions (including requests for revised certificates) will need to be submitted via this new module beginning on Monday, February 29, 2016
- In preparation for this deployment, EPA must complete or “deny” all pending NRSI certificate requests by 3 PM EST Thursday, February 25, 2016



# Deployment Information

- To increase the likelihood that EPA completes your certificate requests by Thursday, February 25, 2016, submit them by COB Friday, February 5, 2016
  - However, even if a certificate request is submitted by February 5, 2016, EPA cannot guarantee that it will be completed prior to the deadline
- Any certificate requests “denied” by EPA must then be resubmitted by the manufacturer using the new Request for Certificate module beginning on Monday, February 29, 2016
  - The family dataset will not need to be resubmitted, only the Request for Certificate



## Next Steps

- Submit all required CROMERR documents for CAO, CROMERR Signers and new Verify submitters
  - To help ensure your documentation is processed by Monday, February 29, 2016, beginning immediately and no later than COB Friday, February 5, 2016 submit required documentation for your company
- Mail complete hard-copy documentation to:
  - Verify Team
  - c/o CGI Federal, Inc.
  - 12601 Fair Lakes Circle
  - Fairfax, VA 22033

IMPORTANT- Only CROMERR Signers who have completed the Verify registration process will be able to see and access the new RFC module which will be available on Monday, February 29, 2016



## Next Steps

- Submit all required CROMERR documents for CAO, CROMERR Signers and new Verify submitters
  - To help ensure your documentation is processed by Monday, February 29, 2016, beginning immediately and no later than COB Friday, February 5, 2016 submit required documentation for your company
- Mail complete hard-copy documentation to:
  - Verify Team
  - c/o CGI Federal, Inc.
  - 12601 Fair Lakes Circle
  - Fairfax, VA 22033

IMPORTANT- Only CROMERR Signers who have completed the Verify registration process will be able to see and access the new RFC module which will be available on Monday, February 29, 2016



# Summary of Documentation Requirements

Verify Functional Roles	Description	Verify CROMERR Company Authorizing Official (CAO) Sponsor Letter	Verify Company Authorizing Official (CAO) Electronic Signature Agreement (ESA)	Verify CROMERR User Sponsor Letter (Submitters) and Signers)	Verify CROMERR Signer Electronic Signature Agreement (ESA)	Verify User Registration Information Spreadsheet
<a href="#">Company Authorizing Official (CAO)</a>	Individual(s) responsible for identifying, vouching for, and managing the “Verify Submitters” and “CROMERR Signers”. Also referred to as the “Company Approving Official”	X	X	--	--	X
<a href="#">Verify Submitter</a>	Submitters of certification and compliance information to Verify except for requests for certificates of conformity	--	--	X	--	X
<a href="#">CROMERR Signer</a>	Individual(s) taking legal responsibility for all of the information used as the basis for a request for certificate through the Request for Certificate module (Could be the same person as the Verify submitter)	--	--	X	X	X



# Sources for Latest CROMERR Documents

Document Name	Document URL
Verify CROMERR Company Authorizing Official (CAO) Sponsor Letter	<a href="http://www3.epa.gov/otaq/verify/documents/verify-cromerr-cao-sponsor-letter-2015-09-23.doc">http://www3.epa.gov/otaq/verify/documents/verify-cromerr-cao-sponsor-letter-2015-09-23.doc</a>
Verify Company Authorizing Official (CAO) Electronic Signature Agreement (ESA)	<a href="http://www3.epa.gov/otaq/verify/documents/verify-cromerr-cao-esa-2015-09-23.doc">http://www3.epa.gov/otaq/verify/documents/verify-cromerr-cao-esa-2015-09-23.doc</a>
Verify CROMERR User Sponsor Letter (Submitters and Signers)	<a href="http://www3.epa.gov/otaq/verify/documents/verify-cromerr-user-sponsor-letter-2015-09-23.doc">http://www3.epa.gov/otaq/verify/documents/verify-cromerr-user-sponsor-letter-2015-09-23.doc</a>
Verify CROMERR Signer Electronic Signature Agreement (ESA)	<a href="http://www3.epa.gov/otaq/verify/documents/verify-cromerr-signer-esa-2015-09-23.doc">http://www3.epa.gov/otaq/verify/documents/verify-cromerr-signer-esa-2015-09-23.doc</a>
Verify User Registration Information Spreadsheet	<a href="http://www3.epa.gov/otaq/verify/documents/verify-user-registration-information-spreadsheet-2015-09-23.xls">http://www3.epa.gov/otaq/verify/documents/verify-user-registration-information-spreadsheet-2015-09-23.xls</a>



# Additional Verify Information Sources

- Verify Website: [www.epa.gov/otaq/verify](http://www.epa.gov/otaq/verify)
- Verify Listserver:  
[https://lists.epa.gov/read/all\\_forums/subscribe?name=verify](https://lists.epa.gov/read/all_forums/subscribe?name=verify)
- Manufacturer Guidance letters: [www.epa.gov/dis](http://www.epa.gov/dis)
- For CROMERR and User Registration questions, please contact [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net)
- For Verify Request for Certificate questions, please contact: [evcishelpdesk@epacdx.net](mailto:evcishelpdesk@epacdx.net)



# QUESTIONS





# **APPENDIX – SAMPLE CRK EMAILS**



# CRK Email – U.S. Template

Hello [Persons name here],

A Pre-registration Customer Retrieval Key (CRK) has been created for you to utilize the VERIFY application via the Central Data Exchange (CDX) using the Manufacture Code of [insert MFR here] with a Role of “Submitter” and an ID Type of:

**Certification Module: Nonroad Spark-Ignited (Large, Small, Marine, Evap Components/Equipment)**

Please contact the CDX Helpdesk at (888)890-1995 or (970) 494-5500 where you will need to refer to this ticket [enter ticket number here] to obtain your CRK VERIFY CRK notification for [enter MFR here]

Once you have received your CRK, please access the CDX website using the following link:

<https://cdx.epa.gov/SSL/CDX/preregistration.asp>

If you already have a CDX account, you will be asked to provide the password for it.

If you have more than one CDX account, you will be asked to select the one you wish the CRK to be applied to and then provide the password for it.

If you don't currently have a CDX account, you will be asked to create an account with a user ID of your choice.

If you have any questions or require assistance, please contact us by utilizing one of the two contact numbers above or by emailing us at [Helpdesk@epacdx.net](mailto:Helpdesk@epacdx.net)



# CRK Email – International Template

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