

## Instructions for Existing Central Data Exchange (CDX) Account Holders who are Certifiers

If you previously registered a CDX account in order to electronically submit your TRI forms using the *TRI-ME* CD software or another EPA report, you may use your existing CDX account.

- a. Go to <http://cdx.epa.gov>
- b. Log in using your CDX user name and password used to submit electronically with *TRI-ME* CD
- c. From your "MyCDX" page, click the "Edit Current Account Profiles" tab
- d. On the "Edit Organization Profiles" page, select the "Add new Program" link
- e. Select the "Toxics Release Inventory Made Easy Web (*TRI-MEweb*)" radio button and click "Add"
- f. On the "Add Role" page, select your Program ID type based on the criteria below, and follow the steps listed for your selection:

### Certifying Official - You will be certifying (or preparing and certifying) TRI files for submission.

Change the Program ID type to "Certifying Official". If you received an email notifying you that you were selected as a certifier for a submission, it will contain an "Authorization Code" - enter the authorization code in the ID field. Otherwise, enter NA in the ID field. Select "Add". The CDX Registration/*TRI-MEweb* Access Information screen will be displayed. Enter your appropriate title and click "save". The "Enter TRIFID" page will be displayed.

If you have a TRIFID that you want associated with your account enter it in the appropriate text box and press "ADD". If you have more than one TRIFID add them at this time. When you have completed entering your TRIFIDs Press the "Display and Print ESA" button and the ESA will be displayed in a new window. Press the "Print" button on the ESA window to print the ESA. Please follow the instructions on the printed ESA. The ESA window will close. Press the "Finished" button.

The "successfully registered" confirmation page will be displayed. Click "finished" to continue. Once registered you can also enter TRIFIDs and complete an ESA from within the *TRI-MEweb* certification application. Click "TRI-MEweb: Certify Submission". Enter your facility (or any additional facilities) using the "Add Another Facility" and "Save" buttons for each facility. At this point, CDX will prompt you to print the ESA and will provide instructions on how to mail it to EPA. Once your ESA has been received and processed, you will have access to certify submissions for the registered facilities.