

Instructions for Non-Central Data Exchange (CDX) Account Holders who are Certifiers

If you do not have a CDX account you will need to register at the CDX web site.

- a. Go to <http://cdx.epa.gov>, read the Warning and Privacy notices and click; "-Click here to continue-" to go to the CDX Home page
 - On the CDX Home page click on the link: "If you are new to CDX and wish to register, please click here."
 - Click on the "-Click here to continue-" link on this warning page
 - Click to accept the Terms and Conditions and the link will take you to the CDX Registration: User Information page
- b. Complete your one-time registration on the CDX registration screens. Here you will provide your name and other information, enter a password, provide an email address, and devise a secret question for identification.
- c. You will then be forwarded to the Program Selection page. Select the radio button for "Toxics Release Inventory Made Easy Web (*TRI-MEweb*)" and click "next".
- d. 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 "successfully registered" confirmation page will be displayed. Click "finished" to continue. 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.

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 you will be certifying. 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 selected facilities.