

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

If you previously registered a CDX account in order to electronically submit your TRI forms using the *TRI-ME* CD software or for 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
- d. 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:

Preparer - You will **only** be preparing TRI files for submission but are not authorized to certify.

Change the Program ID type to "Preparer". Enter NA in the ID field and select "Add". The "successfully registered" confirmation page will be displayed. Click "finished" to continue. This will complete your registration as a Preparer for *TRI-MEweb* and you will automatically be redirected to the "MyCDX" home page. The *TRI-MEweb* Prepare submission hyperlink will be displayed below "Available Account Profiles" on your "MyCDX" home page.