

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

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:

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 "finish" 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.