

FARR Online Reporting System (FORS) Guide for Certifier also Acting as Preparer

If you have questions concerning this process, you may contact CDX by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through the toll free telephone support on 888-890-1995 Monday through Friday from 8:00 am to 6:00 pm EST/EDT.

1. Create an Account for the FORS

1. Go to <https://cdx.epa.gov> OR follow the link in the email you received from helpdesk@epacdx.net.
2. Click **Register with CDX**.
3. When terms and conditions comes up on the screen, Click the dot for **I accept**.
4. Click **Proceed**.
5. For Program Service, search and select FARR Online Reporting System.
6. When role comes up on screen, Click **Certifier**. Complete all security questions and select or add your organization.
7. You will receive an email from helpdesk@epacdx.net Follow the instructions to activate your account.

PLEASE NOTE: if you complete the LexisNexis section of identity proofing, this information is not shared with EPA or any of its employees. You may also choose the paper signature verification option and mail the paper to EPA Region 10.

2. Add Facilities in FORS

1. Log into CDX site at <https://cdx.epa.gov> and Click **Certifier**.

Status	Program Service Name	Role
	FORS: FARR Online Reporting System	Certifier

2. Choose **Manage My Facilities**.
3. Choose **Add Facility**.
4. Under **Find Existing Facility**, type in **Facility Name**, **City**, and **State**.
5. When facility comes up on screen, click appropriate circle on left side of screen, then click **Proceed with Selection**.
6. Click **Details**.
7. Click **Edit facility**.
8. If BIA code does not populate, fill in BIA code by clicking on reservation from drop down list.
9. Choose NAICS code from drop down list or enter code directly.
10. **State Facility ID** is not required so leave this blank.
11. Click **Map Facility**.
12. Click **Submit** then **Save Facility**.

13. Then choose **Initial Registration Form**, select your facility from the dropdown menu, select the reporting year as **2015**, and click **Create New Report**.

Create a new FARR Report

Please select a Report Type: Initial Registration Form

If your desired facility is not in the list below please click on "Manage My Facilities" link below to add or update facilities.

[Manage My Facilities](#)

Please select a Facility: Select a Facility

Please select a Reporting Year: 2015

Create New Report

14. Click **Manage Contacts**.
15. Click **Add Contact**.
16. Keep repeating this process until you have a list of all contacts that you will need for the report. Make sure you save each entry before proceeding back to the form.
17. Then scroll through and add the contacts to the titles.
18. Under **Add New Attachment**, select one of the eight required documents from the drop down menu and
- Click **Browse** to select the appropriate file from your computer. Once chosen, click **Upload**. Do this one at a time, until you have all eight required documents attached.
 - Under **Table of Annual Emissions**, add pollutants and put Zero in spaces where there is no quantity.
19. Click **Save Report**.
20. Click square to sign for **Certification of Truth, Accuracy and Completeness**.
- Click **Sign and Submit** and then **Accept**.
 - A request for your password should come up. Enter your password.

▼ Certification of Truth, Accuracy and Completeness:

The Certifying Official must sign this statement after the form is completed.

I certify that, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

21. A request for you security questions should come up. Enter the answer and click **answer**.
22. Click **Sign Document**.

If you have completed this successfully you will receive an email from helpdesk@epacdx.net advising that you have successfully submitted your report.

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