

Snowmobile

Verify Certification Module Information Meeting

June 10, 2015



Agenda

- Introduction
- CROMERR and User Registration
- Submitting Certification Information
- Requesting a Certificate
- Deployment Information
- Questions
- Appendix A – Request a Manufacturer Code through Verify
- Appendix B – Sample CRK Letters



INTRODUCTION



CROMERR AND THE USER REGISTRATION PROCESS



Cross-Media Electronic Reporting Rule (CROMERR)

- What is CROMERR?
 - CROMERR (40 CFR Part 3) provides the framework for electronic reporting for all of the Environmental Protection Agency's (EPA) environmental regulations.
 - CROMERR establishes standards for information systems that receive reports and other documents electronically.
- Whom does it affect?
 - Regulated entities that submit reports and other documents to EPA under Title 40 of the Code of Federal Regulations.
 - States, tribes, and local governments that are authorized to administer EPA programs under Title 40.
- How does Verify implement CROMERR?
 - Verify implements CROMERR through its Request for Certificate Module Verify-RFC.
 - Applications are deemed final when a manufacturer submits a Request For Certificate (RFC).
 - An authorized “CROMERR Signer” must electronically sign that submission.



Verify/CROMERR User Roles

Functional Roles	Description
Company Authorizing Official (CAO)	Individual(s) responsible for identifying, vouching for, and managing the "Verify submitters" and "CROMERR signers". Also referred to as the "Company Approving Official"
Verify Submitter	Submitters of snowmobile application information to Verify's Certification module.
CROMERR Signer	Individual(s) taking legal responsibility for that final submission and/or requesting a certificate through the Request for Certificate module. (Could be the same person as the Verify submitter.)



User Registration Process

- Assumptions:
 - All Certification Module submitters of snowmobile information are currently registered Verify users.
 - A CAO was previously identified in the CROMERR package submitted to EPA
- Manufacturers will have to identify
 - Verify Submitters
 - CROMERR Signers



What Your Company Needs to do?

- For Users requesting the Verify Submitter Role, the Company Authorizing Official (CAO) will need to:
 1. Create a sponsor letter for the Verify Submitter.
 2. Complete the User Information spreadsheet with the “Certification Module” role selected.
 3. Mail package to the Verify Team.

- For Users requesting the Request for Certificate CROMERR Signer Role, the CAO will need to:
 1. Create a sponsor letter for the CROMERR Signer.
 2. Complete the User Information spreadsheet with the “Certification Module” role and CROMERR Signer role selected.
 3. Have user complete a CROMERR Electronic Signature Agreement (ESA).
 4. Mail package to the Verify Team.



To Complete User Registration

- The CDX Helpdesk (helpdesk@epacdx.net) will send the user an email, which will contain Pre-registration Customer Retrieval Key (CRK) to access the new certification module - follow the instructions of the letter (sample letters are in the appendix).
- Make sure you complete the registration process when you get the email, the CRK will expire.
- Do not forward your CRK to another user, it is meant for the identified person only, you will get locked out of CDX access.



Snowmobile Submission Overview

- Update Manufacturer Information
- Submit Certification Information
 - Process includes document submission
- Request Certificate



Login To CDX

- To login
 - Go to <http://cdx.epa.gov>
 - Enter your User ID and Password
 - If you do not remember your User ID or Password click on the “Forgot your Password” or “Forgot your User ID” links below the log in box.
 - If you are still unable to log in to CDX contact the CDX helpdesk at 888-890-1995 and tell them you are having issues with your CDX account.
- Once you are logged in click on
 - Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF



My CDX Continued

- Required Roles
 - Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF
 - Used to enter Snowmobile certification data and documents
 - CROMERR Signer
 - Used to request a certificate through the Request for Certificate module.
 - Maintain Manufacturer Information
 - Used to enter/update manufacturer contact information, test labs and specify contacts for each industry.



My CDX

The screenshot shows the EPA My CDX interface. At the top is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation bar with links for "Home", "About", "Recent Announcements", "Terms and Conditions", and "FAQ". The main heading is "CDX Central Data Exchange". Underneath are tabs for "MyCDX", "Inbox", "My Profile", and "Submission History". The "Services" section is highlighted with a green header and includes a "Manage" link. A table lists three services with columns for Status, Program Service Name, and Role. Arrows point from the "Role" column to callout boxes on the right.

Status	Program Service Name	Role
	VERIFY: Vehicles and Engines Compliance Information System	Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF
	VERIFY: Vehicles and Engines Compliance Information System	Maintain Manufacturer Information
	Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR)	CROMERR Signer

Click on "Certification Module..." to enter engine family information

Click on "Maintain Manufacturer Information" to update addresses & contacts

Click on "CROMERR Signer" to request a certificate



Maintain Manufacturer Information



Maintain Manufacturer Information



About CDX
MyCDX
Inbox
Change Password
Frequently Asked Questions
Help & Support
CDX Home
Terms & Conditions
Logout

58:59
Click here
to reset timer

U.S. Environmental Protection Agency

Manufacturer Information

Logged in as, SARAZAREMSKI, Manufacturer: EPA - EPA (Logout)

MyCDX > Manufacturer Information

Maintain Manufacturer Profile

* = required field

+ = CTRL-click to select multiple values

Help

Manufacturer

Addresses

Contact Information

Notification Emails

Test Labs

Divisions (Light-Duty Only)

Alternate Manufacturers

EPA Compliance Representatives

Manufacturer Information

Manufacturer Full Company Legal Name

Environmental Protection Agency

Manufacturer Code

EPA

Industries*

Please include all applicable industries for which you will be requesting a certificate of conformity from EPA. For each selected industry, please include the first model year you expect to request a certificate.

- | | | |
|---|------------------|--------|
| <input checked="" type="checkbox"/> Electric Motorcycle | First Model Year | Select |
| <input checked="" type="checkbox"/> Heavy-Duty Highway Clean Fuel Fleet | First Model Year | Select |
| <input checked="" type="checkbox"/> Heavy-Duty Highway Evaporative | First Model Year | 2009 |
| <input checked="" type="checkbox"/> Portable Fuel Container | First Model Year | 2009 |
| <input checked="" type="checkbox"/> Snowmobile | First Model Year | 2009 |

Manufacturer Comments (1000 characters available)

“Snowmobile” must be selected as an industry here and applicable addresses and contacts entered on the next two tabs in order to submit snowmobile certification information.



Maintain Manufacturer Information

Maintain Manufacturer Profile

* = required field

+ = CTRL-click to select multiple values

Help

- Manufacturer
- Addresses
- Contact Information
- Notification Emails
- Test Labs
- Divisions (Light-Duty Only)
- Alternate Manufacturers
- EPA Compliance Representatives

Company Address Information

Address #6

Address Label *	<input type="text"/>	Example: Company Headquarters
Address, First Line *	<input type="text"/>	
Address, Second Line	<input type="text"/>	
Address, Third Line	<input type="text"/>	
Address, Fourth Line	<input type="text"/>	
City *	<input type="text"/>	Country * <input type="text" value="Select"/>
State	<input type="text" value="Select"/>	Zip Code <input type="text"/>
State/Province *	<input type="text"/>	Postal Code * <input type="text"/>
Active/Inactive Status *	<input type="text" value="Active"/>	

Delete This New Address

Add New Address on Address Tab

Print

< Previous

Next >

Review & Submit



Maintain Manufacturer Information - Continued

Maintain Manufacturer Profile

* = required field
 + = CTRL-click to select multiple values

Help

- Manufacturer
- Addresses
- Contact Information
- Notification Emails
- Test Labs
- Divisions (Light-Duty Only)
- Alternate Manufacturers
- EPA Compliance Representatives

Company Contact Information

Company Contact #6

Prefix	<input type="text" value="Select"/>	Title	<input type="text"/>
First Name *	<input type="text"/>	Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>	Suffix	<input type="text" value="Select"/>
Contact Role *	<input type="text" value="Select"/>	Contact Role, If Other	<input type="text"/>
Active/Inactive Status *	<input type="text" value="Active"/>		

Contact Industry/Compliance Programs

Industry*	Compliance Program(s)*	
Heavy-Duty Highway Tractors & Vocational Vehicles	All	Delete
	Certification	
	Confirmatory Test	

[Add Additional Industry/Compliance Program\(s\)](#)

Contact Address/Phone Information

Address *	<input type="text" value="Select"/>
	Add New Address on Address Tab
Primary Email Address *	<input type="text"/>
Secondary Email Address	<input type="text"/>

Phone Number*	Phone Type*	
<input type="text"/>	<input type="text" value="Select"/>	Delete

[Add Phone Number](#)

[Delete This New Contact](#)

[Add Another Contact](#)

Print

< Previous

Next >

Review & Submit



Submitting Certification Information



Snowmobile

VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SARAZAREMSKI! Manufacturer: EPA Logout

Certification Module

Family Information

59:47

Click here to reset timer

Process Code *

Select Process Code ▼

- Select Process Code
- New Submission
- Correction
- Request Dataset Report
- Delete Dataset

Industry *

Model Year *

Next →



Snowmobile Continued

- Certification Information Submission
 - New Submission
 - Used to enter your certification information for your engine family for the first time.
 - Correction
 - Used to enter updated certification information for your engine family.
 - Request Dataset Report
 - Used to request a dataset report for a specific engine family and model year combination.
 - Delete Dataset
 - Used to delete a dataset submission for a specific engine family and model year combination.



Snowmobile Continued

EPA **VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SARAZAREMSKI! Manufacturer: EPA Logout

Certification Module

1 Family Information 2 Upload Documents 3 Review 4 Complete

59:47
Click here to reset timer

Family Information

Process Code *

Industry *

Model Year *

Comments

Next →



Snowmobile Continued

EPA VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SARAZAREMSKI! Manufacturer: EPA Logout

Certification Module

1 Family Information 2 Upload Documents 3 Review 4 Complete

57:38
Click here to reset timer

Family Information

Process Code *	New Submission
Industry *	Snowmobile
Model Year *	2016
Engine Family *	GEPAY0.85127
Permeation Family *	GEPA TANK123 Delete Add An Additional Permeation Family
Special Certificate Type *	Not Applicable Select Certificate Type Not Applicable California Only
Comments	

Next

Add as many permeation families as required for this engine family

Select "Not Applicable" unless this is a California-Only engine family



Snowmobile Continued

EPA **VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SARAZAREMSKI! Logout
Manufacturer: EPA

1 **Family Information** 2 **Upload Documents** 3 **Review** 4 **Complete**

Certification Documents

CBI Application for Certification * No file chosen

FOIA Application for Certification * No file chosen

Additional Documents

Document #1

Document Type:

- Select Document Type
- Averaging, Banking and Trading Report
- Bond Worksheet
- CARB Executive Order
- CARB OBD Approval
- Maintenance Instructions
- Sample Label Language
- Warranty Statement

Confidentiality Status:

Additional Document: No file chosen

59:35
Click here to reset timer

Add as many additional documents as applicable

These should be 2 versions of the same application with all CBI removed from the FOIA version



Snowmobile Continued

Certification Module



59:47
Click here to
reset timer

Certification Documents

- CBI Application for Certification * snow CBI 6.docx
- FOIA Application for Certification * snow FOI 6.docx

Additional Documents

Document #1

Document Type

Confidentiality Status

Additional Document abt plan snow testing.docx



Snowmobile Continued

EPA **VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM **My CDX** **CDX Inbox** **Welcome, SARAZAREMSKI!**
Manufacturer: EPA

✓ ✓ 3 4

Family Information Upload Documents Review Complete

Review Submission

Process Code	New Submission		
Industry	Snowmobile		
Model Year	2016		
Engine Family	GEPAY0.85127		
Permeation Family	GEPAPTANK123		
Special Certificate Type	Not Applicable		
Comments			
CBI Application for Certification	snow CBI 6.docx		
FOIA Application for Certification	snow FOI 6.docx		
Document No.	Type	Status	Filename
Additional Document #1	Averaging, Banking and Trading Report	FOIA	abt plan snow testing.docx

[← Back](#) [Submit →](#)

59:58
Click here to reset timer



Snowmobile Continued

EPA **VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM **My CDX** **CDX Inbox** **Welcome, SARAZAREMSKI!** **Logout**
Manufacturer: EPA

Family Information Upload Documents Review **Complete**

Complete

Your Certification Information has been submitted to the EPA.
If you have any questions, please contact EPA at 888-890-1995 or email verifyhelp@csc.com
Please check your MyCDX Inbox for a message indicating that Verify has accepted your submission.

Submission Summary

Date	06/03/2015
Process Code	New Submission
Industry	Snowmobile
Engine Family	GEPAY0.85127
Permeation Family	GEPAPTANK123
Model Year	2016
Submission Transaction ID	_f22b9096-5764-470b-b362-cc2a021133bf
Application for Certification (CBI) Transaction ID	_d5db86a0-71dd-49d7-821f-f1f8bad18929
Application for Certification (FOIA) Transaction ID	_b4eca5b2-7725-4180-848e-e537ba334768

Document No. **Type** **Status** **Filename** **Transaction ID**

Additional Document #1	Averaging, Banking and Trading Report	FOIA	abt plan snow testing.docx	_5644821a-2a36-4dd3-838b-b373b74e194a
-------------------------------	---------------------------------------	------	----------------------------	---------------------------------------

[View Submission Summary for Uploaded Additional Documents](#)

59:35
Click here to reset timer

“Transaction ID” will be needed for Verify Help Desk inquiries



MyCDX Inbox



MyCDX Inbox

- Inbox contains information about your submission
- There will be an inbox notification for the engine family dataset and a separate inbox notification for each successful document submitted

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

Central Data Exchange Contact Us
Logged in as SARAZAREMSKI [\(Log out\)](#)

MyCDX **Inbox** My Profile Submission History

796 items found; displaying 1 to 20. Page 1 of 40

<input type="checkbox"/>	<u>From</u>	<u>Subject</u>	<u>Received</u>
<input type="checkbox"/>	Verify Administrator	Submission accepted for your file upload snow CBI 6.docx	6/3/2015 4:18:02 PM
<input type="checkbox"/>	Verify Administrator	Submission Accepted. EPA Certificate Dataset GEPAY0.85127	6/3/2015 4:17:44 PM
<input type="checkbox"/>	Verify Administrator	Submission accepted for your file upload abt plan snow testing.docx	6/3/2015 4:17:10 PM
<input type="checkbox"/>	Verify Administrator	Submission accepted for your file upload snow FOI 6.docx	6/3/2015 4:16:53 PM



Request for Certificate Process



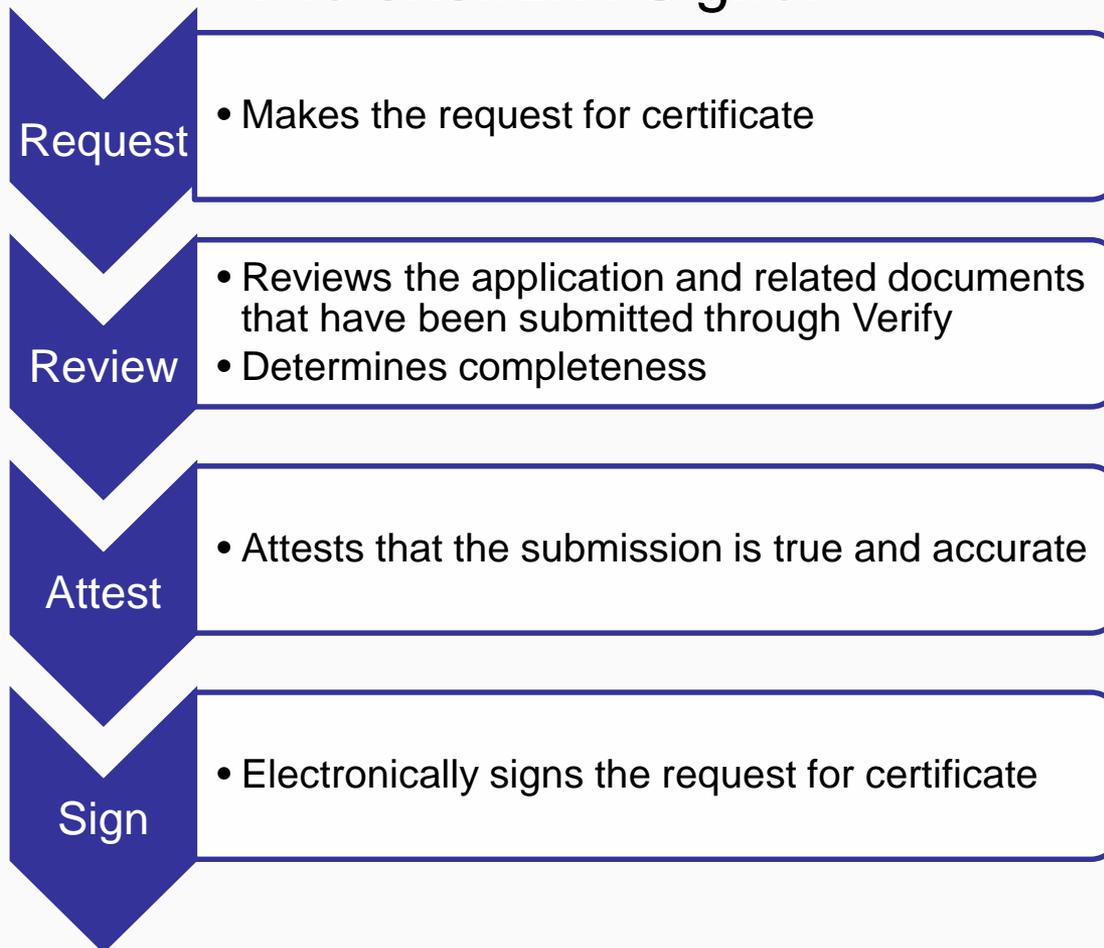
Request for Certificate Process

- Prerequisites
 - Engine Family Dataset for the family being certified must have been accepted by the system.
 - All of the required documents must have been submitted.
 - User must have the “Verify Request for Certificate CROMERR Signer” Role.



CROMERR Signer Role in Request for Certificate Module

The CROMERR Signer





Request for Certificate

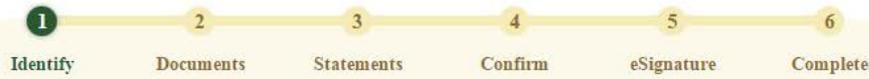
- Go to your MyCDX account
 - Click on “CROMERR Signer”
 - Make sure the Program Service Name is “Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR)”
 - For General Information Provide:
 - Process Code (Type of Certificate Request)
 - Industry (Snowmobile)
 - Model Year
 - EPA Engine Family Name
 - EPA Permeation Family Name
 - Click “Next”



Request for Certificate - Continued

VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SARAZAREMSKI! Manufacturer: EPA Logout

Request *for* Certificate



59:52
[Click here to reset timer](#)

General Information

Process Code *

Industry *

Model Year (YYYY)*

Next



Request for Certificate - Continued

- Request for Certificate Process Codes
 - Request for New Certificate
 - Request a certificate for a engine family that has not previously been certified.
 - Request for Revised Certificate
 - Request a revised certificate for a certified engine family where the information on the certificate has changed.
 - Request for CSI Update
 - Request a Certificate Summary Information (CSI) update for a certified engine family where updates have been made to the engine family dataset and/or certification documents. This option should only be selected when nothing on the certificate has changed.
 - Delete Request for Certificate
 - Delete a request for a certificate for a engine family that has not been certified.
- Request for Certificate Documents
 - While requesting a certificate you will receive a list of all documents associated with the engine family you are certifying. You must select one of each of the required document types and any additional documents associated with the engine family. If you have multiple versions of a document, make sure you are choosing the correct version.



Request for Certificate - Continued

- If you have any validation errors they will be displayed at the top of each screen.

EPA VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SARAZAREMSKI! Manufacturer: EPA Logout

Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

60:00
Click here to reset timer

- ✗ RFC-GEN-BR007 - The Model Year (RFC-4) must match the model year code (first character) embedded in the EPA Engine Family Name (RFC-5).
- ✗ RFC-GEN-BR001 - The Certification Information dataset for the EPA Engine Family Name (RFC-5) and Model Year (RFC-4) does not exist in Verify for the selected Industry Name (RFC-3).

General Information

Process Code *	Request for New Certificate ▼
Industry *	Snowmobile ▼
Model Year (YYYY)*	2015
EPA Engine Family Name	GEPAY0.85127

Next →



Request for Certificate - Continued

- Select all applicable certification documents and click "Next"

Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

Review Industry Information - Click to Hide Information

Process Code	Request for New Certificate	Industry	Snowmobile
Model Year	2016	EPA Engine Family Name	GEPAY0.85127

Compliance Documents

Select the document(s) below by clicking the checkbox or box area. Sort the document(s) by clicking the ▲ up arrow (ascending) and the ▼ down arrows (descending). You can open the documents by clicking the file name or document title in **bold** text.

Filter: Select Document Type ▼

File Name ▲ ▼	Document Title ▲ ▼	Document Type ▲ ▼	Date ▲ ▼
<input checked="" type="checkbox"/> snow FOI 6.docx	EPA2016Compliance Document DataGEPAY0.85127	APPLICATION FOR CERTIFICATION FOIA	06/03/2015
<input checked="" type="checkbox"/> abt plan snow testing.docx	EPA2016Compliance Document DataGEPAY0.85127	AVERAGE BANKING AND TRADING (REPORT)	06/03/2015
<input checked="" type="checkbox"/> snow CBI 6.docx	EPA2016Compliance Document DataGEPAY0.85127	APPLICATION FOR CERTIFICATION CBI	06/03/2015

← Re-start Next →

59:30
Click here to reset timer



Request for Certificate - Continued

- Provide the Introduction into Commerce Date, Agree to the Compliance statement and click “Review”.

Identify Documents Statements Confirm eSignature Complete

Review Industry Information - Click to Hide Information

Process Code **Request for New Certificate** Industry **Snowmobile**

Model Year **2016** EPA Engine Family Name **GEPAY0.85127**

Review Compliance Documents - Click to Hide Information

File Name	Document Title	Type	Date
snow FOI 6.docx	EPA2016Compliance Document DataGEPAY0.85127	APPLICATION FOR CERTIFICATION FOIA	06/03/2015
abt plan snow testing.docx	EPA2016Compliance Document DataGEPAY0.85127	AVERAGE BANKING AND TRADING (REPORT)	06/03/2015
snow CBI 6.docx	EPA2016Compliance Document DataGEPAY0.85127	APPLICATION FOR CERTIFICATION CBI	06/03/2015

Compliance Statements

1. Introduction to Commerce Date*

2. CARB Executive Order Number

3. I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act.* I Agree

59:39
Click here to reset timer

The CARB Executive Order Number is only entered for California-Only families



Request for Certificate - Continued

- Review the information you provided. If you agree click “Sign and Submit”

! RFC-COMP-BR003 - Warning: There is an issue regarding the payment of the certification fee for the EPA Engine Family Name (RFC-5/RFC-6) and Model Year (RFC-4) which may delay your certificate request. Please contact your EPA certification representative for more information.

Review & Confirm

Industry Information

Process Code	Request for New Certificate	Industry	Snowmobile
Model Year	2016	EPA Engine Family Name	GEPA0.85127

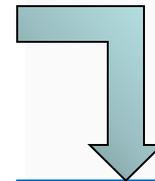
Compliance Documents

File Name	Document Title	Type	Date
snow FOI 6.docx	EPA2016Compliance Document DataGEPA0.85127	APPLICATION FOR CERTIFICATION FOIA	06/03/2015
abt plan snow testing.docx	EPA2016Compliance Document DataGEPA0.85127	AVERAGE BANKING AND TRADING (REPORT)	06/03/2015
snow CBI 6.docx	EPA2016Compliance Document DataGEPA0.85127	APPLICATION FOR CERTIFICATION CBI	06/03/2015

Compliance Statements

1. Introduction to Commerce Date	06/17/2015
3. I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act.	I Agree

[Back](#) [Sign and Submit](#)



This warning will appear if Verify doesn't have a record of the required fee payment for this engine family



Request for Certificate - Continued

- Read the CROMERR Electronic Signature page and click “Accept” to continue.

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

A dialog box with a close button in the top right corner. It contains a certification statement and two buttons: "Decline" and "Accept".

- You will need to provide your CDX password and answer one of your secret questions to sign your Certification package. Click “Sign”.

eSignature Widget

1. Log in to CDX	2. Answer Secret Question	3. Sign File
User: SARAZAREMSKI	Question: Where did you graduate from high school?	<input type="button" value="Sign"/>
Password: ●●●●●●●●	Answer:	
Welcome Sara Zaremski	Correct Answer	

The "eSignature Widget" interface is shown. It is divided into three columns. The first column, "1. Log in to CDX", shows the user "SARAZAREMSKI" and a password field with masked characters. Below it is a "Welcome Sara Zaremski" message. The second column, "2. Answer Secret Question", shows a question "Where did you graduate from high school?" and an "Answer:" field. Below it is a "Correct Answer" message. The third column, "3. Sign File", contains a "Sign" button.



Request for Certificate - Continued

Request *for* Certificate



✔ Complete

Your Request for Certificate has been submitted to EPA.

If you have any questions, please contact EPA at 888-890-1995 or email verifyhelp@csc.com

Please check your MyCDX Inbox for a message indicating that Verify has accepted your submission.

Submission Summary

Date	06/03/2015
Process Code	Request for New Certificate
Industry	Snowmobile
EPA Engine Family Name	GEPAY0.85127
Model Year	2016
CROMERR Activity ID	_e0249eb2-4902-4aca-afd6-f1b2b6bc550b
CROMERR Document ID	6071b604-d9c7-4cd1-b6d7-9b609fd5f828
Transaction ID	_fd77cd3c-a4f9-4dc2-8899-9284849a7bd9

New Request

Go to My CDX



CDX Inbox – Certificate Notifications

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Access the Central Data Exchange home page. [Contact Us](#)
Logged in as SARAZAREMSKI ([Log out](#))

MyCDX **Inbox** My Profile Submission History

798 items found; displaying 1 to 20. Page 1 of 40

<input type="checkbox"/>	<u>From</u>	<u>Subject</u>	<u>Received</u>
<input type="checkbox"/>	Verify Administrator	Certificate Request for EPA Engine Family GEPAY0.85127 Issued	6/3/2015 4:51:11 PM
<input type="checkbox"/>	Verify Administrator	Request for Certificate for GEPAY0.85127 Received	6/3/2015 4:48:18 PM



CDX Inbox – Certificate Notifications

United States Environmental Protection Agency

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CDX Central Data Exchange Contact Us
Logged in as SARAZAREMSKI ([Log out](#))

MyCDX **Inbox** My Profile Submission History

Certificate Request for EPA Engine Family GEPAY0.85127 Issued

From Verify Administrator

Date 6/3/2015 4:51:11 PM

Snowmobile Certificate Number GEPAY0.85127-004 for Engine Family GEPAY0.85127 has been issued. A copy of the signed certificate is attached below. If you would like to have the certificate in an alternate 508 Compliant PDF format, please contact the Verify Help Desk.

Transaction Identifier: _fd77cd3c-a4f9-4dc2-8899-9284849a7bd9

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

[Back to Inbox](#) [Print](#) [Delete](#)

Click "here" to go to the next screen



CDX Inbox – Certificate Notifications



About CDX
MyCDX
Inbox
Change Password
Frequently Asked Questions
Help & Support
CDX Home
Terms & Conditions
Logout

U.S. Environmental Protection Agency

Verify (CDX): Submission Status

Logged in as: SARAZAREMSKI. (Logout)

MyCDX > Verify (CDX) Submission Status

The status of your submission is shown below:

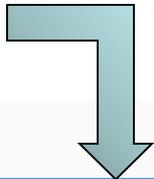
- Submission
 - Document Name: [RequestForCertificateSubmission.xml](#)
 - Transaction Id: [_fd77cd3c-a4f9-4dc2-8899-9284849a7bd9](#)
 - Date Originally Submitted: 06/03/2015

Status History

Date	Status	Description
Wed 06/03/2015 4:48 PM	Completed	The Snowmobile Request for Certificate for EPA Engine Family Name GEPAY0.85127 has been successfully signed and submitted to EPA. You can view the signed Request for Certificate package through the Submission History link on your MyCDX page or by using the link below. Contact your EPA compliance representative for additional information. https://test.epacdx.net/SilentHandoff?URL=https://testnqn.epacdxnode.net/cromerr-review/action/submitter/details/details/e0249eb2-4902-4aca-afd6-f1b2b6bc550b
Wed 06/03/2015 4:51 PM	Completed	Snowmobile Certificate Number GEPAY0.85127-004 for Engine Family GEPAY0.85127 has been issued. A copy of the signed certificate is attached below. If you would like to have the certificate in an alternate 508 Compliant PDF format, please contact the Verify Help Desk.

- Returned Documents
 - [Cert Alternate View_GEPAY0.85127-004.xml](#)
 - [Cert_GEPAY0.85127-004.pdf](#)

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Click this link to view the certificate



Snowmobile Update/Correction Process

- Submit Updated Certification Information through Certification Module
 - Process code: Correction
 - Any changes to documents should be included in this submission
- Process Update through Request for Certificate Module (if a certificate has already been issued)
 - Process Code:
 - Request Update CSI or
 - Request Revised Certificate



Deployment Information



Deployment Information

- The Snowmobile Certification Module will be available to manufacturers starting Friday, July 24, 2015
 - All new applications for certification (including carry over families) will need to be submitted via this new Verify module
 - Updates to any applications submitted prior to July 24, 2015 will need to be updated via Filemaker.



Information Sources

- Verify Website: www.epa.gov/otaq/verify
- Verify Listserver:
https://lists.epa.gov/read/all_forums/subscribe?name=verify
- Manufacturer Guidance letters: www.epa.gov/dis
- Verify Help Desk: verifyhelp@csc.com



QUESTIONS



APPENDIX A- REQUEST A MANUFACTURER CODE



Request a Manufacturer Code through Verify

- To submit to Verify you must have a manufacturer code existing in Verify.
- The latest instructions to get a manufacturer code are posted at <http://www.epa.gov/otaq/verify/mfr-code.htm>.
- You can contact the Verify Helpdesk at verifyhelp@csc.com for additional assistance.



APPENDIX B – SAMPLE CRK LETTERS



CRK Email – U.S. Template

Hello [Persons name here],

A Pre-registration Customer Retrieval Key (CRK) has been created for you to utilize the VERIFY application via the Central Data Exchange (CDX) using the Manufacture Code of [insert MFR here] with a Role of “Submitter” and an ID Type of:

Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF

Please contact the CDX Helpdesk at (888)890-1995 or (970) 494-5500 where you will need to refer to this ticket [enter ticket number here] to obtain your CRK VERIFY CRK notification for [enter MFR here]

Once you have received your CRK, please access the CDX website using the following link:

<https://cdx.epa.gov/SSL/CDX/preregistration.asp>

If you already have a CDX account, you will be asked to provide the password for it.

If you have more than one CDX account, you will be asked to select the one you wish the CRK to be applied to and then provide the password for it.

If you don't currently have a CDX account, you will be asked to create an account with a user ID of your choice.

If you have any questions or require assistance, please contact us by utilizing one of the two contact numbers above or by emailing us at Helpdesk@epacdx.net



CRK Email – International Template

Hello [Persons name here],

A Pre-registration Customer Retrieval Key (CRK) has been created for you to utilize the VERIFY application via the Central Data Exchange (CDX) using the Manufacture Code of [insert MFR here] with a Role of “Submitter” and an ID Type of:

**Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine
CFF**

Please contact the CDX Helpdesk at (888)890-1995, 970-494-5500 internationally or by email, Helpdesk@epacdx.net where you will need to refer to this ticket [enter ticket number here] to obtain your CRK VERIFY CRK notification for [enter MFR here]

Once you have received your CRK, please access the CDX website using the following link:

<https://cdx.epa.gov/SSL/CDX/preregistration.asp>

If you already have a CDX account, you will be asked to provide the password for it.

If you have more than one CDX account, you will be asked to select the one you wish the CRK to be applied to and then provide the password for it.

If you don't currently have a CDX account, you will be asked to create an account with a user ID of your choice.

If you have any questions or require assistance, please contact us by utilizing any of the contact methods as listed above.