

Engines and Vehicles – Compliance  
Information System (EV-CIS)

# User Registration and Role Sponsorship Demonstration Webinar

January 15, 2020

# Agenda

- EV-CIS Roles
- User Registration Process Changes
- Electronic Role Sponsorship Process (New)
- How to Prepare for the Electronic Role Sponsorship Process (New)
- Deployment Information
- Demonstration
- General Resources
- Questions

# EV-CIS Roles

Role	Description
Company Approving Official (CAO)	Identifies, vouches for, and manages EV-CIS “Submitters” and “CROMERR Signers”
CROMERR Signer	Requests certificates and takes legal responsibility for all the information used as the basis for a request for certificate
Submitter	Submits certification and compliance information for every applicable industry to EV-CIS not including certificate requests

# User Registration Process Changes

- CAOs will be required to manage their users through CDX
- Sponsored users will now be able to register for EV-CIS accounts in one of two ways:
  - Paper Process (current process)
  - Electronic Role Sponsorship (new process)
- Users with existing CDX accounts do not need to take any action to use the new electronic role sponsorship process

# Electronic Role Sponsorship Process

- Using Electronic Role Sponsorship
  - Allows users to self-register for CAO role (pending EPA approval)
  - System will provide users with all the documents needed for their roles
  - Using the electronic process, you may no longer need to mail in documents

# Electronic Role Sponsorship Process

- Uses LexisNexis for Electronic Identity Proofing
  - Allows CAOs and CROMERR Signers to be instantly identity-proofed
  - User identity verification is based on the following LexisNexis criteria:
    - Exact match for First and Last Name AND
    - Exact match for Date of Birth (DOB) AND
    - Exact match for last 4-digits of Social Security Number (SSN4) AND
    - Accurate Home address or Exact match for Home Phone number
  - EPA will not store any of this information
  - Primarily works for U.S. residents
    - Users from most other countries will need to mail the documents

# Paper Identity Proofing Process Will Remain Available

- If you do not want to provide personal information to LexisNexis or LexisNexis cannot validate your identity, you must use the paper identity proofing process
  - The system will generate the required templates (except for the user spreadsheet)
  - Templates available on website:
    - [User Registration Templates](#)

# How to Prepare for the Electronic Role Sponsorship Process

- All existing CAOs should confirm that they can log into their CDX account
- If you don't know who the CAO(s) are for your company and/or whether they have active CDX accounts send an email to:
  - [Verify@epa.gov](mailto:Verify@epa.gov) and include in the Subject: *Request CAO details for manufacturer code XXX*

# Deployment Information

- Deployment currently scheduled for February 7, 2020
- With issues regarding the new process, contact EV-CIS Data Processing Center at:
  - [ev-cisdpc@epacdx.net](mailto:ev-cisdpc@epacdx.net)

# Demonstration

- For the purposes of this demo assume:
  - CAO has an active CDX account
  - A “sponsored user” already has a CDX account with either CAO or Submitter role
- There are multiple other scenarios that will not be shown in the demo
  - Full documentation will be posted after deployment

# General Resources

- EV-CIS Account Setup
  - <https://www.epa.gov/ve-certification/account-setup-engines-and-vehicles-compliance-information-system-ev-cis>
  - Documentation on the new process will be posted on this page when it's available
  - Questions regarding accounts or process can be sent to [verify@epa.gov](mailto:verify@epa.gov).
- EV-CIS Listserver
  - [https://lists.epa.gov/read/all\\_forums/subscribe?name=verify](https://lists.epa.gov/read/all_forums/subscribe?name=verify)

Part 1: CAO Invites User With  
Existing EV-CIS CDX Account  
To Add CROMERR Signer Role

# As CAO: Login to CDX & click new “Role Sponsorship” tab

The screenshot displays the EPA CDX Central Data Exchange interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text "Central Data Exchange". A user is logged in as CHRISTIPOIRIER, with a "Log out" link. A green arrow points to the "Role Sponsorship" tab in the navigation menu. The main content area features a "Services" table with columns for Status, Program Service Name, and Role. The table lists three services, all with the role of "Company Approving Official (CAO)". Below the table are buttons for "Add Program Service" and "Manage Your Program Services". To the right, there is a "CDX Service Availability" section with a link to "See the status for all program services" and a "News and Updates" section with the text "No news/updates." The footer contains contact information for the CDX Help Desk and various links.

Status	Program Service Name	Role
	EV-CIS: Engines and Vehicles - Compliance Information System	Company Approving Official (CAO)
	EV-CIS: Engines and Vehicles - Compliance Information System	CROMERR Signer
	EV-CIS: Engines and Vehicles - Compliance Information System	Submitter

# As CAO: Click “Role Sponsorship/Invitation” link

You are here: [Role Sponsorship Tools](#)

## Role Sponsorship Tools

Tool	Description
<a href="#">Role Sponsorship/Invitation</a>	Initiate and inform users of request to authorize service access
<a href="#">Pending Sponsorship Requests</a>	List and approve/deny requests for service access
<a href="#">Access Management</a>	View and/or modify existing privileges

# As CAO: Type Email & select Program Service/Role for sponsored user & click “Submit”

The screenshot shows the EPA CDX Central Data Exchange website. The header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as CHRISTIPOIRIER. The main navigation bar includes MyCDX, Inbox, My Profile, Role Sponsorship (highlighted), Submission History, Payment History, and E-Enterprise Portal. The breadcrumb trail reads: You are here: Role Sponsorship Tools » Role Sponsorship/Invitation. The main heading is "Role Sponsorship" with a note that an asterisk (\*) denotes a required field. The form is divided into two steps: Step 1: Recipient Information and Step 2: Sponsorship Information. Step 1 contains a text box for "Email \*". Step 2 contains two dropdown menus: "Program Service \*" (selected: EV-CIS: Engines and Vehicles - Compliance Infor) and "Role \*" (selected: CROMERR Signer). At the bottom are "Submit" and "Back" buttons.

**EPA** United States Environmental Protection Agency

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

MyCDX Inbox My Profile **Role Sponsorship** Submission History Payment History E-Enterprise Portal

You are here: [Role Sponsorship Tools](#) » Role Sponsorship/Invitation

### Role Sponsorship

The asterisk (\*) denotes a required field.

#### Step 1: Recipient Information

Provide the email address of the user you wish to sponsor. If the user does not already exist in CDX, you can either try a different email address or invite the new user to create a CDX account.

**Email \***

#### Step 2: Sponsorship Information

Provide the information for the role you wish to sponsor.

**Program Service \***  
EV-CIS: Engines and Vehicles - Compliance Infor ▼

**Role \***  
CROMERR Signer ▼

**Submit** **Back**

As CAO: Review role sponsorship information & select “Yes...” & click “Submit”

The screenshot shows the EPA CDX Central Data Exchange interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". A navigation bar contains links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text "Central Data Exchange". On the right, there is a "Contact Us" link and a login status: "Logged in as CHRISTIPOIRIER (Log out)". A secondary navigation bar includes buttons for MyCDX, Inbox, My Profile, Role Sponsorship (which is highlighted), Submission History, Payment History, and E-Enterprise Portal. The main content area shows a breadcrumb trail: "You are here: Role Sponsorship Tools » Role Sponsorship/Invitation » Role Sponsorship/Invitation Review". Below this is the heading "Role Sponsorship Review". A section titled "Registration Information" contains a table with the following details: Program Service (Engines and Vehicles - Compliance Information System), Role (CROMERR Signer), and Email (with an empty input field). At the bottom, there are two radio button options: "Yes, the provided email address is correct." (which is selected) and "No, the provided email address is incorrect and must be updated." Below the options are two buttons: "Submit" and "Back".

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

MyCDX Inbox My Profile **Role Sponsorship** Submission History Payment History E-Enterprise Portal

You are here: [Role Sponsorship Tools](#) » [Role Sponsorship/Invitation](#) » Role Sponsorship/Invitation Review

### Role Sponsorship Review

Registration Information	
Program Service	Engines and Vehicles - Compliance Information System
Role	CROMERR Signer
Email	<input type="text"/>

Yes, the provided email address is correct.  
 No, the provided email address is incorrect and must be updated.

**Submit** **Back**

# As CAO: Re-type sponsored user's email & click "Confirm"

The screenshot displays the EPA CDX Central Data Exchange interface. At the top, the EPA logo and navigation menu are visible. The main content area is titled 'CDX Central Data Exchange' and includes a user login status: 'Logged in as CHRISTIPOIRIER (Log out)'. A navigation bar contains tabs for 'MyCDX', 'Inbox', 'My Profile', 'Role Sponsorship', 'Submission History', 'Payment History', and 'E-Enterprise Portal'. The 'Role Sponsorship' tab is active, and the breadcrumb trail reads 'You are here: Role Sponsorship Tools > Role Sponsorship/Invitations > Role Sponsorship/Invitations > view'. A modal dialog box titled 'Email Confirmation' is overlaid on the page. It contains the text 'Please confirm the provided email address before sending the invitation.' and two input fields: 'Email \*' and 'Confirm Email \*'. The 'Confirm Email \*' field is highlighted with a red border and a red error message below it: 'This field is required.' At the bottom of the dialog are 'Confirm' and 'Cancel' buttons. In the background, the 'Role Sponsorship' section shows a 'Registration Information' table with columns for 'Program Service', 'Role', and 'Email'. Below the table are radio buttons for 'Yes, the provided email address is correct' and 'No, the provided email address is incorrect', along with 'Submit' and 'Back' buttons.

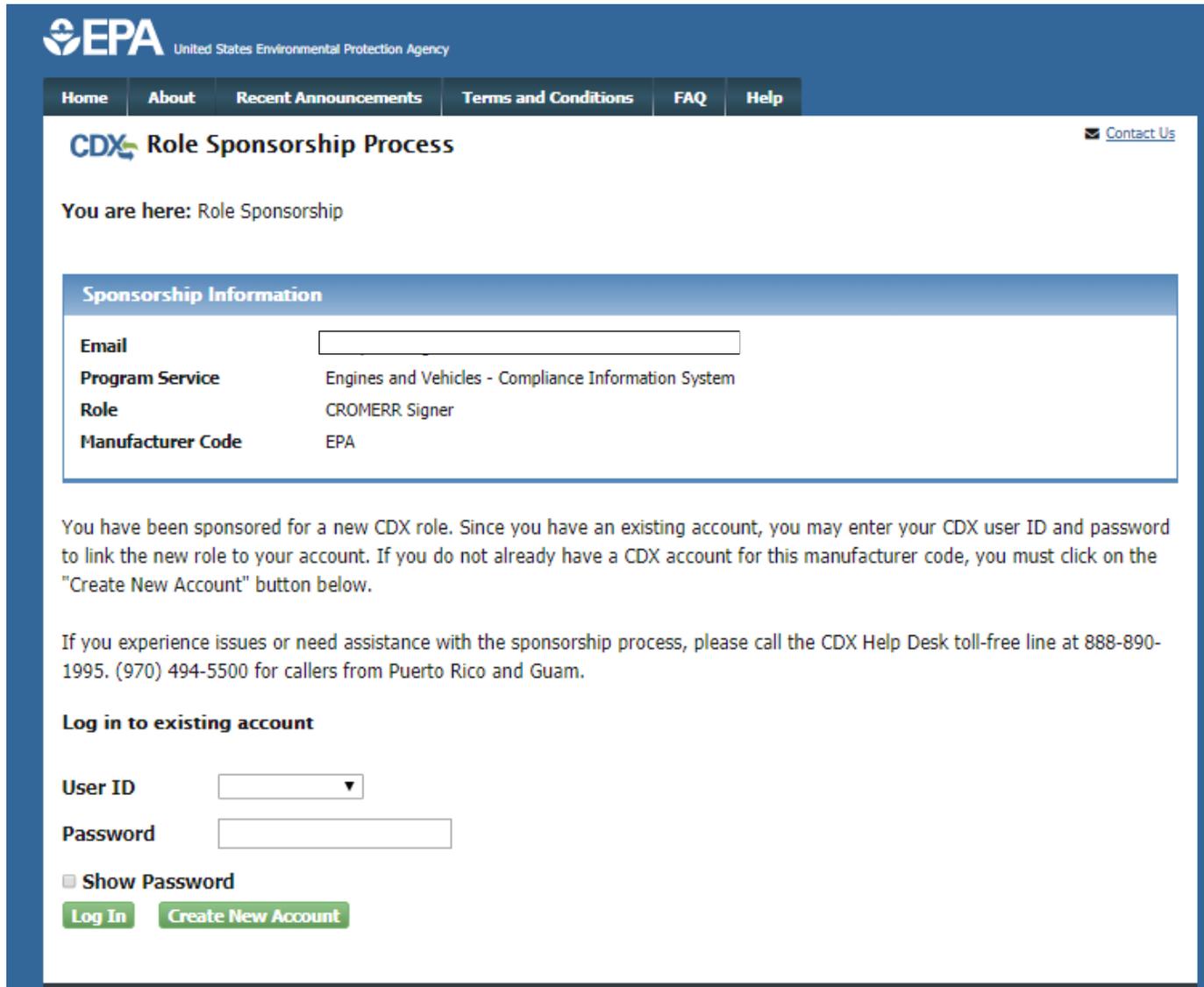
As CAO: After completing sponsorship request, you will be returned to the “Role Sponsorship” tab. Sponsored User must now act on email they receive before you can complete the process

The screenshot shows the EPA CDX Central Data Exchange interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". A navigation bar contains links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text "Central Data Exchange". On the right, there is a "Contact Us" link and a login status: "Logged in as CHRISTIPOIRIER (Log out)". A secondary navigation bar includes links for MyCDX, Inbox, My Profile, Role Sponsorship (which is highlighted), Submission History, Payment History, and E-Enterprise Portal. Below the navigation is a breadcrumb trail: "You are here: Role Sponsorship Tools". The main heading is "Role Sponsorship Tools". Below this is a table with two columns: "Tool" and "Description".

Tool	Description
<a href="#">Role Sponsorship/Invitation</a>	Initiate and inform users of request to authorize service access
<a href="#">Pending Sponsorship Requests</a>	List and approve/deny requests for service access
<a href="#">Access Management</a>	View and/or modify existing privileges

Part 2: Sponsored User Accepts  
CAO Invitation To Add  
CROMERR Signer Role

# As Sponsored User: After clicking on the “Review...” link in CDX Sponsorship Request email, you will be prompted to type your User ID and Password and click “Log In”



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**CDX** Role Sponsorship Process [Contact Us](#)

You are here: Role Sponsorship

### Sponsorship Information

Email	<input type="text"/>
Program Service	Engines and Vehicles - Compliance Information System
Role	CROMERR Signer
Manufacturer Code	EPA

You have been sponsored for a new CDX role. Since you have an existing account, you may enter your CDX user ID and password to link the new role to your account. If you do not already have a CDX account for this manufacturer code, you must click on the "Create New Account" button below.

If you experience issues or need assistance with the sponsorship process, please call the CDX Help Desk toll-free line at 888-890-1995. (970) 494-5500 for callers from Puerto Rico and Guam.

#### Log in to existing account

User ID

Password

Show Password

[Log In](#) [Create New Account](#)

# As Sponsored User: Review Sponsorship Information and click “Approve”

The screenshot shows the EPA website's CDX Role Sponsorship Process page. At the top left is the EPA logo with the text "United States Environmental Protection Agency". A navigation bar contains links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. On the right, there are links for "Contact Us" and "Logged in as" with a "(Log out)" link. The main heading is "CDX Role Sponsorship Process". Below it, a breadcrumb trail reads "You are here: Role Sponsorship » Role Sponsorship Review". A section titled "Sponsorship Information" contains a table with the following details:

<b>Email</b>	
<b>Program Service</b>	Engines and Vehicles - Compliance Information System
<b>Role</b>	CROMERR Signer
<b>Manufacturer Code</b>	EPA

Below the table, a message states: "A CDX official for the program service above is requesting to view your contact information to sponsor you for the corresponding role. You may choose to approve or reject this request by making the appropriate selection below." Two green buttons, "Approve" and "Reject", are positioned below the message. The footer includes the CDX Help Desk contact information (888-890-1995 | (970) 494-5500 for International callers), a row of links (EPA Home, Privacy and Security Notice, Accessibility, About CDX, Frequently Asked Questions, Terms and Conditions, Contact Us), and the EPA logo.

# As Sponsored User: Review assigned Role and Manufacturer Code and click “Request Role Access”

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**CDX** Role Sponsorship Process [Contact Us](#)  
Logged in as [\(Log out\)](#)

**You are here:** [Role Sponsorship](#)» [Role Sponsorship Review](#)» Account Registration

Registration Information	
<b>Program Service</b>	Engines and Vehicles - Compliance Information System
<b>Role</b>	CROMERR Signer

Provide any required additional information, if applicable.

**Select Role**

**Manufacturer Code \***

[Request Role Access](#) [Back](#)

# As Sponsored User: Review pre-populated User Information and click “Select a Current Organization” then click “Submit Request For Access”

The screenshot shows a web application interface for the CDX Role Sponsorship Process. At the top, there is a navigation menu with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header includes the CDX logo, the title 'Role Sponsorship Process', and links for 'Contact Us' and 'Log out'. Below the header, a breadcrumb trail indicates the current location: 'You are here: Role Sponsorship » Role Sponsorship Review » Account Registration'. A section titled 'Registration Information' contains a table with the following data:

Program Service	Engines and Vehicles - Compliance Information System
Role	CROMERR Signer

Below the table, a message states: 'The following information was entered by a CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (\*) indicate required fields.'

The form is divided into two parts:

- Part 1: User Information**
  - A message: 'The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.'
  - User ID \***
  - Prefix**
  - First Name \***: Christi
  - Middle Initial**
  - Last Name \***
  - Suffix**
- Part 2: Organization Info**
  - Select a Current Organization**
  - Request to Add an Organization**
  - Select a Current Organization**
    - Instruction: 'Select an organization from the dropdown list.'
    - Dropdown menu: EPA (2000 TRAVERWOOD DRIVE, ANN ARBOR, MI, 48105, US) ▼
  - Submit Request for Access** (button)

As Sponsored User: After completing account registration, you will be returned to the “MyCDX” screen and CAO must now act on email they receive before you can complete the process

The screenshot shows the EPA MyCDX Central Data Exchange user interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". A navigation bar contains links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header includes the CDX logo, "Central Data Exchange", a "Contact Us" link, and a "Logged in as" dropdown with a "Log out" link. Below the header is a menu with buttons for MyCDX, Inbox, My Profile, Submission History, Payment History, and E-Enterprise Portal. The main content area is divided into two columns. The left column features a "Services" table with a "Manage" link. The table has columns for Status, Program Service Name, and Role. It lists two entries for "EV-CIS: Engines and Vehicles - Compliance Information System" with roles "CROMERR Signer" and "Submitter". Below the table are two buttons: "Add Program Service" and "Manage Your Program Services". The right column contains a "CDX Service Availability" section with a link to "See the status for all program services" and a "News and Updates" section with the text "No news/updates."

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

MyCDX Inbox My Profile Submission History Payment History E-Enterprise Portal

Services			Manage
Status	Program Service Name	Role	
	EV-CIS: Engines and Vehicles - Compliance Information System	CROMERR Signer	
	EV-CIS: Engines and Vehicles - Compliance Information System	<a href="#">Submitter</a>	

[Add Program Service](#) [Manage Your Program Services](#)

**CDX Service Availability**  
[See the status for all program services](#)

**News and Updates**  
No news/updates.

# Part 3: CAO Signs ESA Authorizing Sponsored User For The Requested Role For Your Company

As CAO: If you click the “Review...” link from email, need to click “Select an Existing Role”, select your Organization, select “CAO” for the Role, and click “Approve”

The screenshot shows the EPA website's "CDX Role Sponsorship Process" page. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The page title is "CDX Role Sponsorship Process" and it indicates the user is logged in as CHRISTIPOIRIER. The breadcrumb trail shows the user is currently in the "Role Sponsorship Review" section. A "Sponsorship Information" table lists details such as the user's email (sara.zaremski@gmail.com), organization (EPA), program service (Engines and Vehicles - Compliance Information System), role (Submitter), and manufacturer code (EPA). Below this, the "Role Information" section explains that a request was submitted to sponsor the CDX role and asks the user to select a role. Two radio buttons are present: "Select an Existing Role" (which is selected) and "Add a New Role". Below the radio buttons, there are two dropdown menus: "Organization" (set to EPA) and "Role" (set to Company Approving Official (CAO) - EPA). At the bottom, there are two buttons: "Approve" and "Reject".

**EPA** United States Environmental Protection Agency

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**CDX** Role Sponsorship Process [Contact Us](#)  
Logged in as CHRISTIPOIRIER ([Log out](#))

You are here: [Role Sponsorship](#) » Role Sponsorship Review

**Sponsorship Information**

<b>Email</b>	sara.zaremski@gmail.com
<b>Organization</b>	EPA (2000 TRAVERWOOD DRIVE, ANN ARBOR, MI, US 48105)
<b>Program Service</b>	Engines and Vehicles - Compliance Information System
<b>Role</b>	Submitter
<b>Manufacturer Code</b>	EPA

**Role Information**

A request was submitted for you to sponsor the CDX role above. Please select the role you wish to use as a sponsor for this request.

**Select an Existing Role**

**Add a New Role**

**Organization:** EPA (2000 TRAVERWOOD DRIVE, ANN ARBOR, MI, US 48105) ▾

**Role:** Company Approving Official (CAO) - EPA ▾

As CAO: If you do a search from Pending Sponsorship Request page, click “Approve” for the desired pending request

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, there is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text 'Central Data Exchange'. On the right, there is a 'Contact Us' link and a login status: 'Logged in as CHRISTIPOIRIER (Log out)'. A secondary navigation bar includes: MyCDX, Inbox, My Profile, Role Sponsorship (highlighted), Submission History, Payment History, and E-Enterprise Portal. The main content area shows a breadcrumb trail: 'You are here: Role Sponsorship Tools » Pending Sponsorship Requests - Search » Pending Sponsorship Request Search Results'. Below this is the heading 'Pending Sponsorship Request Search Results'. A message states '2 items found; displaying 1 to 2.' and 'Page 1 of 1'. A table with the following columns is displayed: Requestor Information, Request Details, Request Date, and Actions. The first row contains the following data:

Requestor Information	Request Details	Request Date	Actions
Holly Pugliese (PUGLIESEH)	Organization: EPA Program Service: EV-CIS Role: CROMERR Signer <a href="#">View Details</a>	1/13/2020 2:00:41 PM	<a href="#">Approve</a> <a href="#">Reject</a>

# As CAO: Review ESA and click “Sign Electronically”

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, there is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation menu with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. On the right side of the page, there is a "Contact Us" link and a login status indicator: "Logged in as CHRISTIPOIRIER (Log out)".

The main content area is titled "CDX Central Data Exchange". Below this, there is a breadcrumb trail: "You are here: Role Sponsorship » Role Sponsorship Signature".

### Electronic Sponsor Agreement

The electronic sponsor agreement is an agreement between the signature holder and you, on behalf of the organization, that will authorize the signature holder's electronic signature. By signing the sponsor letter, you will be authorizing the signature holder to sign and/or encrypt information for your organization.

#### Authorized Official Signature

I am an authorizing official and an electronic signature holder in U.S. EPA's CDX for the organization listed below, and I verify that the person identified as the electronic signature holder below is authorized to submit on behalf of my organization.

CDX User ID:	CHRISTIPOIRIER
Name of Authorized Official:	Ms Christi Poirier
Company Name:	EPA
Company Address:	2000 TRAVERWOOD DRIVE, ANN ARBOR, MI, US 48105
Signature	Date

#### Electronic Signature Holder for Submission of Information

I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of the anticipated facts regarding the information described therein. Any knowing and willful misrepresentation is subject to criminal penalty pursuant to 18USC 1001.

I also acknowledge that I am authorized to submit only on behalf of the organization listed above.

CDX User ID:	PUGLIESEH
Name of Electronic Signature Holder:	Miss Holly Pugliese

At the bottom of the page, there are two buttons: "Sign Electronically" and "Cancel".

# As CAO: Review attestation statement and click “Accept”

The screenshot shows the EPA CDX Central Data Exchange website. At the top left is the EPA logo and the text "United States Environmental Protection Agency". A navigation bar contains links for "Home", "About", "Recent Announcements", "Terms and Conditions", "FAQ", and "Help". On the right, there is a "Contact Us" link and a user login status: "Logged in as CHRISTIPOIRIER (Log out)".

The main content area is titled "CDX Central Data Exchange". Below this, a breadcrumb trail reads "You are here: Role Sponsorship » Role Sponsorship Signature". The primary heading is "Electronic Sponsor Agreement". The text below explains that the agreement authorizes the signature holder's electronic sign and/or encrypt information for the organization.

A modal dialog box is centered on the screen, containing the following text: "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." At the bottom of the dialog are two buttons: "Accept" and "Decline".

Below the dialog, the "Authorized Official Signature" section is visible. It includes a text box for the signature and a table with the following information:

CDX User ID:	
Name of Authorized Official:	
Company Name:	EPA
Company Address:	2000 TRAVERWOOD DRIVE, ANN ARBOR, MI, US 48105
Signature	Date

At the bottom of the page, the "Electronic Signature Holder for Submission of Information" section is partially visible, starting with the text "I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of".

As CAO: This is a 3-step window. First type Password and click “Login”, answer security question and click “Answer”, and lastly click “Sign

The screenshot displays the EPA Central Data Exchange (CDX) interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area shows "CDX Central Data Exchange" and a "Contact Us" link. The user is logged in as "CHRISTIPOIRIER" with a "Log out" link. The breadcrumb trail indicates the user is in "Role Sponsorship >> Role Sponsorship Signature".

An "eSignature Widget" is open, showing a three-step process:

- 1. Authentication:** "Log into CDX". The user is identified as "CHRISTIPOIRIER". A password field is present with a "Show Password" checkbox. A green message reads "Welcome Christi Poirier".
- 2. Verification:** A security question is asked: "What is your favorite hobby?". An "Answer" field is provided with a "Show Answer" checkbox. A green message reads "Correct Answer".
- 3. Sign File:** A green "Sign" button is visible.

Below the widget, a form contains the following information:

Company Name:	EPA
Company Address:	2000 TRAVERWOOD DRIVE, ANN ARBOR, MI, US 48105
Signature	Date

At the bottom, there is a section titled "Electronic Signature Holder for Submission of Information" with a text area containing the sentence: "I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of".

As CAO: After signing ESA, you will be returned to the “Role Sponsorship” tab and no further action is necessary by you for this sponsorship

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, the EPA logo and "United States Environmental Protection Agency" are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the CDX logo and "Central Data Exchange" are displayed, along with a "Contact Us" link and a user login status: "Logged in as CHRISTIPOIRIER (Log out)".

The main navigation area contains several tabs: MyCDX, Inbox, My Profile, Role Sponsorship (which is highlighted), Submission History, Payment History, and E-Enterprise Portal. Below the tabs, a breadcrumb trail reads: "You are here: Role Sponsorship Tools » Pending Sponsorship Requests - Search » Pending Sponsorship Request Search Results".

The main content area is titled "Pending Sponsorship Request Search Results" and shows "0 items found; displaying 0 to 0." The page is identified as "Page 1 of 1". A table header is visible with the following columns: Requestor Information, Request Details, Request Date, and Actions. Below the table, a message states: "No data was found matching your criteria. Please [search again](#)." A green "Back" button is located at the bottom left of the content area.

Part 4: Sponsored User Completes  
CROMERR Signer Role  
Activation By Completing  
Electronic Identity Proofing  
and Signing ESA

# As Sponsored User: Click “log in...” link from CDX email, log in to CDX, review contact information and click “Submit”

CDX Role Sponsorship Process [Contact Us](#)  
Logged in as PUGLIESEH ([Log out](#))

You are here: [Role Sponsorship](#) » Complete Account

**Registration Information**

<b>Name</b>	Miss Holly Pugliese (PUGLIESEH)
<b>Email</b>	
<b>Program Service</b>	Engines and Vehicles - Compliance Information System
<b>Role</b>	CROMERR Signer
<b>Manufacturer Code</b>	EPA

Please review your contact information below before proceeding to complete your account registration.

**Provide Contact Information**

EPA  
2000 TRAVERWOOD DRIVE  
ANN ARBOR, MI, US  
48105

**Email \***

**Phone Number \***

**Phone Number Ext**

**Fax Number**

# As Sponsored User: Type required information for electronic identity proofing and click “Proceed with Verification”

CDA Registration - LexisNexis™ Logged in as PUGLIESEH ([Log out](#))

1. Identity Verification 2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID ([View Guidance](#))

**Legal Name**  
Holly  Pugliese

**Home Address**  
Address Line 1\*   
Address Line 2   
City\*  State\*  Zip Code\*

**Home or Personal Phone**  
Home or Personal Phone

**Date of Birth**  
Month\*  Day\*  Year\*

**Last 4 of SSN**  
Last 4 of SSN\*   Show SSN

The name above is me. Please proceed with LexisNexis® Validation.

[Proceed with Verification](#) [Paper Verification](#) [Exit](#)

# As Sponsored User: “Additional LexisNexis Information” Link

Welcome to the CDX Development environment. This is a non-production environment and is not to be used for any regulatory activity.

**EPA** United States Environmental Protection Agency

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### Identity Verification with LexisNexis®

Registration roles often require government id validation for remote electronic access. Personally identifying information, such as Social Security Numbers, are not permanently retained but securely validated against existing 3rd Party records for the purpose of validating your identity for access authority. While your government id will not be collected, evidence of your input, as well as the success or failure of validation against the 3rd Party vendor, will be recorded. By proceeding with electronic verification, you understand that the service is voluntary and that you are validating personally identifying information against a 3rd-Party service which will return evidence of identity validation back to the U.S. Environmental Protection Agency.

Click [here](#)  to learn more about the technology behind LexisNexis® and who is using their services.

Under [Title 40 CFR Part §3.2000](#) the Cross-Media Electronic Reporting Rule (CROMERR) requires that certain reporting functions subject to Title 40 perform identity proofing based on a government identifier or objects of independent origin, one not subject to change without government action.

**Benefits of LexisNexis® Electronic Identity Verification:**

- Identity authentication in real time
- Accelerated access to program service
- Enhanced fraud detection
- Reduced risk of exposure
- Strengthen customer experience

**Date of Birth**  
Month\* Day\* Year\*

**Last 4 of SSN**  
Last 4 of SSN\*  Show SSN

# As Sponsored User: LexisNexis “View Guidance” Link

Welcome to the CDX Development environment. This is a non-production environment and is not to be used for any regulatory activity. X

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**CDX** CDX Registration: LexisNexis® [Contact Us](#)  
Logged in as SARAZAREMSKI1 ([Log out](#))

1. Identity Verification > 2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID ([View Guidance](#))

**Legal Name**

**Home Address**

**Home or Personal Phone**

**Date of Birth**  
Month\*   
Day\*   
Year\*

**Last 4 of SSN**  
  Show SSN

When completing LexisNexis validation:

- Input your full first name (contact [Help Desk](#) to update)
- Do **not** provide a nickname (contact [Help Desk](#) to update)
- Input your home phone number
- Input your prior home phone number, if moved within last 6 months
- Input your mobile phone number, if a home phone number does not exist
- Input your prior home address if moved within last 6 months

# As Sponsored User: Select 5 security questions from the dropdowns, provide answers, and click “Save Answers”

The screenshot shows the EPA CDX Central Data Exchange interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". A navigation bar contains links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. On the right, there is a "Contact Us" link and a login status: "Logged in as PUGLIESEH (Log out)".

## CDX Registration: Additional Verification

A progress bar shows four steps: 1. Identity Verification (checked), 2. Signature Question (current), 3. Mobile Number, and 4. ESA.

You are registered for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

### Select 5 Signature Questions and Answers

What is your favorite vacation destination?	▼	●●●●●●●●
What is your favorite pet's name?	▼	●●●
Who is your favorite author?	▼	●●●●●●
What is your favorite TV show?	▼	●●●●
What is your favorite book?	▼	●●●●

Show Answers

**Save Answers**

# As Sponsored User: Review ESA and click “Sign Electronically”

1. Identity Verification ✓ 2. Signature Question ✓ 3. Mobile Number ✓ 4. ESA

## Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

EV-CIS Team  
c/o CGI Federal, Inc.  
12601 Fair Lakes Circle  
Fairfax, VA 22033

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. Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

[Sign Electronically](#) [Cancel](#)

# As Sponsored User: Review Attestation statement and click “Accept”

1. Identity Verification ✓ 2. Signature Question ✓ 3. Mobile Number ✓ 4. ESA

## Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Signature:

Date:

EV-CIS Team  
c/o CGI Federal, Inc.  
12601 Fair Lakes Circle  
Fairfax, VA 22033

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.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

[Cancel](#)

# As Sponsored User: Type Password and click “Login”, Answer security question and click “Answer”, and lastly click “Sign”

1. Identity Verification > 2. Signature Question > 3. Mobile Number > 4. ESA

## Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Signature: ✕

eSignature Widget

<b>1. Authentication</b> Log into CDX <b>User:</b> PUGLIESEH <b>Password:</b> ●●●●●●●● <b>Show Password</b> <input type="checkbox"/> Welcome Holly Pugliese	<b>2. Verification</b> <b>Question:</b> What is your favorite vacation destination? <b>Answer:</b> ●●●●●● <b>Show Answer</b> <input type="checkbox"/> Correct Answer	<b>3. Sign File</b> <b>Sign</b>
--	--	------------------------------------

**Sign Electronically** [Cancel](#)

As Sponsored User: After completing electronic identity proofing and ESA process, you will be returned to the “MyCDX” page and your new CROMERR Signer role will now be active

The screenshot displays the EPA CDX Central Data Exchange user interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". A navigation bar contains links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header includes the CDX logo, the text "Central Data Exchange", a "Contact Us" link, and a "Logged in as" indicator with a "(Log out)" link. Below the header is a secondary navigation bar with buttons for MyCDX, Inbox, My Profile, Submission History, Payment History, and E-Enterprise Portal. The main content area features a "Services" section with a "Manage" icon. This section contains a table with columns for Status, Program Service Name, and Role. Two rows are visible, both showing a user icon, the program name "EV-CIS: Engines and Vehicles - Compliance Information System", and roles "CROMERR Signer" and "Submitter". To the right of the Services table is a "CDX Service Availability" section with a link to "See the status for all program services". Below that is a "News and Updates" section with the text "No news/updates.". At the bottom of the Services section are two buttons: "Add Program Service" and "Manage Your Program Services".

**EPA** United States Environmental Protection Agency

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

MyCDX Inbox My Profile Submission History Payment History E-Enterprise Portal

Services <span>Manage</span>		
Status	Program Service Name	Role
	EV-CIS: Engines and Vehicles - Compliance Information System	<a href="#">CROMERR Signer</a>
	EV-CIS: Engines and Vehicles - Compliance Information System	<a href="#">Submitter</a>

**CDX Service Availability**

[See the status for all program services](#)

**News and Updates**

No news/updates.

[Add Program Service](#) [Manage Your Program Services](#)