



CEDRI Role Sponsorship

This job aid guides you through the CEDRI Role Sponsorship Process. If you are a CEDRI certifier, CDX allows you, as an authorized official of a reporting organization, to delegate the authority to modify, sign, and submit reports to EPA to another user on behalf of your organization.

You initiate the CDX registration process on behalf of another person (i.e. the Delegated Certifier) through the CDX role sponsorship function. The sponsored user is guided by CDX through the CDX registration process; including identity verification and signing of an Electronic Signature Agreement (ESA).

Note: The Delegated Certifier is authorized to perform the same tasks as the Certifier (i.e. Create and submit reports). However, a Delegated Certifier may not delegate their role to another representative.

Registration for this role cannot be requested by a user. It may only be initiated by a Certifier through the CDX role sponsorship function.

As a Certifier you initiate the Role Sponsorship process by select the 'Role Sponsorship' tab once you have logged into CDX (see Exhibit 1).

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, the EPA logo and navigation menu are visible. The main content area features a navigation bar with 'Role Sponsorship' highlighted in a red box. Below this, a table lists services, with the 'Role' column containing 'Certifier', also highlighted in a red box. To the right, there are sections for 'CDX Service Availability' and 'News and Updates'. At the bottom, there are buttons for 'Add Program Service' and 'Manage Your Program Services'.

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CDX Central Data Exchange [Contact Us](#)
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MyCDX Inbox My Profile **Role Sponsorship** Submission History Payment History E-Enterprise Portal

Status	Program Service Name	Role
	CEDRI: Compliance and Emissions Data Reporting Interface	Certifier

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

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

News and Updates
No news/updates.

EPA Home | Privacy and Security Notice | Accessibility | CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

Exhibit 1

Once you click Role Sponsorship, you can see the “Role Sponsorship Tools’ (Exhibit 2). Select ‘Role Sponsorship/Invitation’ hyperlink to sponsor the Delegated Certifier role. Each of the three options are detailed in the next sections.

The screenshot shows the EPA CDX website interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX Central Data Exchange header, which includes a contact link and a user login status (Logged in as SPALETIHQ). A secondary navigation bar contains links for MyCDX, Inbox, My Profile, HelpDesk, Role Sponsorship (highlighted), Submission History, Payment History, and E-Enterprise Portal. The main content area displays the breadcrumb "You are here: Role Sponsorship Tools" and a section titled "Role Sponsorship Tools". This section contains a table with two columns: "Tool" and "Description". The table lists three tools, with the first three rows highlighted by red boxes containing the numbers 1, 2, and 3. The footer of the page includes contact information for the CDX Help Desk and various utility links.

Tool	Description
1 Role Sponsorship/Invitation	Initiate and inform users of request to authorize service access
2 Pending Sponsorship Requests	List and approve/deny requests for service access
3 Access Management	View and/or modify existing privileges

Exhibit 2

Table of Contents

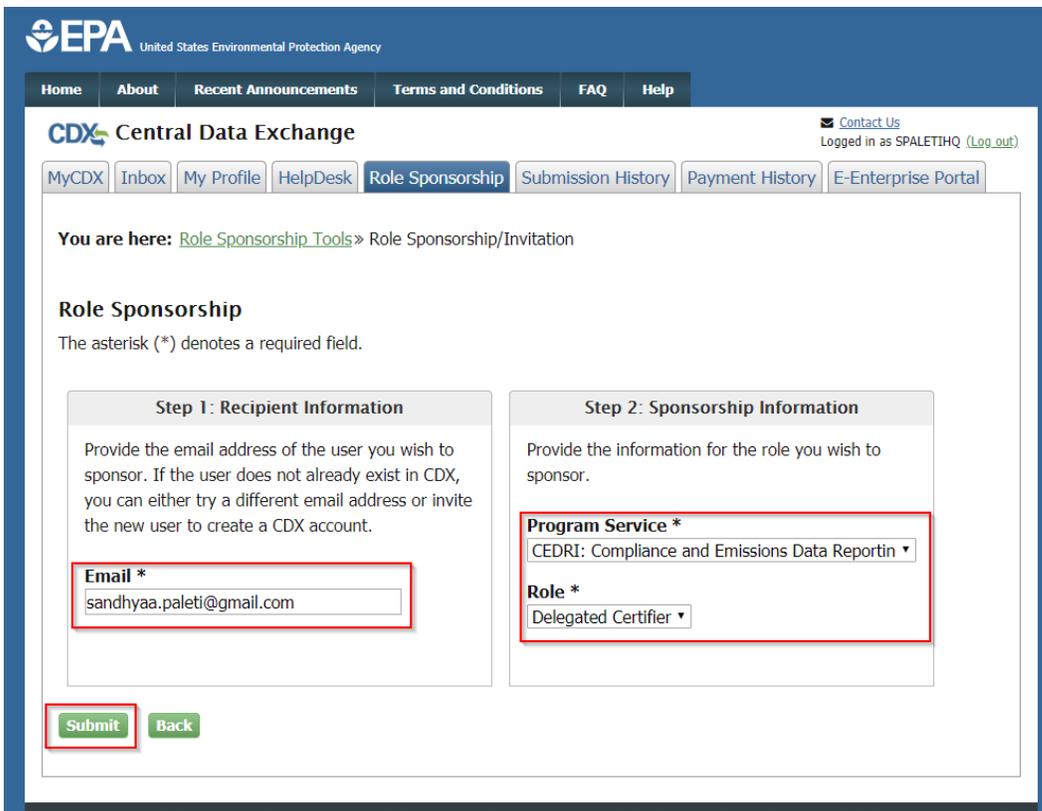
1. [Role Sponsorship/Invitation](#)
2. [Pending Sponsorship Requests](#)
3. [Access Management](#)

Role Sponsorship/invitation

Initiate Sponsorship Request (Sponsoring Certifier)

To send a sponsorship request:

1. Click the 'Role Sponsorship/Invitation' link (see Exhibit 2). You are taken to the 'Role Sponsorship/Invitation' page (see Exhibit 3).
2. Enter the email address for the person you are sponsoring in the 'Email' field (see Exhibit 3).
3. Click the 'Program Service' drop down box and select 'CEDRI: Compliance and Emissions Data Reporting' from the drop down menu. (Please note that if you are registered for other program services which have role sponsorship' privileges, they will be available in the dropdown.)
4. Click the 'Role' drop down box and select 'Delegated Certifier' from the drop down menu (see Exhibit 3). This is the CEDRI role being requested for the sponsored user.



The screenshot shows the EPA CDX website interface for initiating a sponsorship request. The page is titled 'Role Sponsorship' and includes a breadcrumb trail: 'You are here: Role Sponsorship Tools » Role Sponsorship/Invitation'. Below the title, there is a note: 'The asterisk (*) denotes a required field.' The form is divided into two main sections: 'Step 1: Recipient Information' and 'Step 2: Sponsorship Information'. In Step 1, the 'Email' field is highlighted with a red box and contains the text 'sandhyaa.paleti@gmail.com'. In Step 2, the 'Program Service' dropdown menu is highlighted with a red box and shows 'CEDRI: Compliance and Emissions Data Reportin' selected. The 'Role' dropdown menu is also highlighted with a red box and shows 'Delegated Certifier' selected. At the bottom left of the form, there is a green 'Submit' button and a green 'Back' button.

Exhibit 3

5. Click the 'Submit' button to continue.
6. If you are a Certifier for more than one organization, you are prompted to select the role/organization you want to use to initiate the sponsorship request.
7. Review the information in the 'Registration Information' section for accuracy.
8. To continue select the 'Yes, the provided email address is correct' radio button to display the 'Submit' button (see Exhibit 4).
9. Click the 'Submit' button. To confirm the email address you entered (see Exhibit 4).
10. The system displays the email address of the user you wish to sponsor in the 'Email'

- field (see Exhibit 5).
11. Enter the email address in the 'Confirm Email' field (see Exhibit 5) and click 'Confirm' button.

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MyCDX Inbox My Profile Reg Maint HelpDesk **Role Sponsorship** Submission History Payment History More ▾

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

Role Sponsorship Review

Registration Information	
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier
Email	sandhyaa.paleti@gmail.com

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

Submit **Back**

Exhibit 4

Email Confirmation

Please confirm the provided email address before sending the invitation.

Email *
sandhyaa.paleti@gmail.com

Confirm Email *
sandhyaa.paleti@gmail.com

Confirm **Cancel**

Exhibit 5

12. Once you click 'Confirm' you are returned to the 'Role Sponsorship Tools' page while



your request is processed. Two emails are sent:

- a) One to the Certifier sponsoring the request (you) confirming delivery of the request (see Exhibit 6).
- b) One to the person being sponsored for the Delegated Certifier role asking them to review and respond to the request (see Exhibit 7).

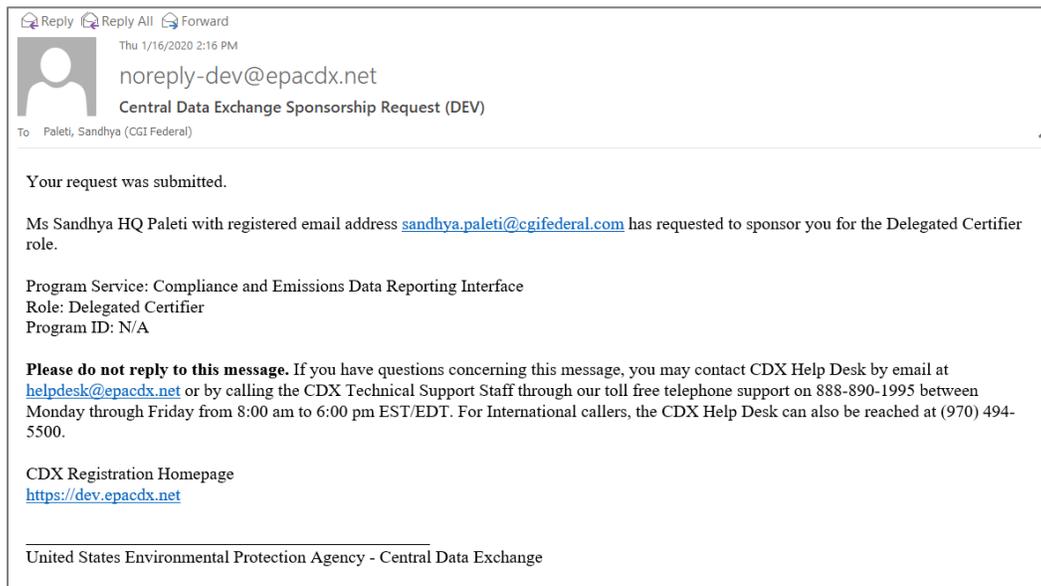
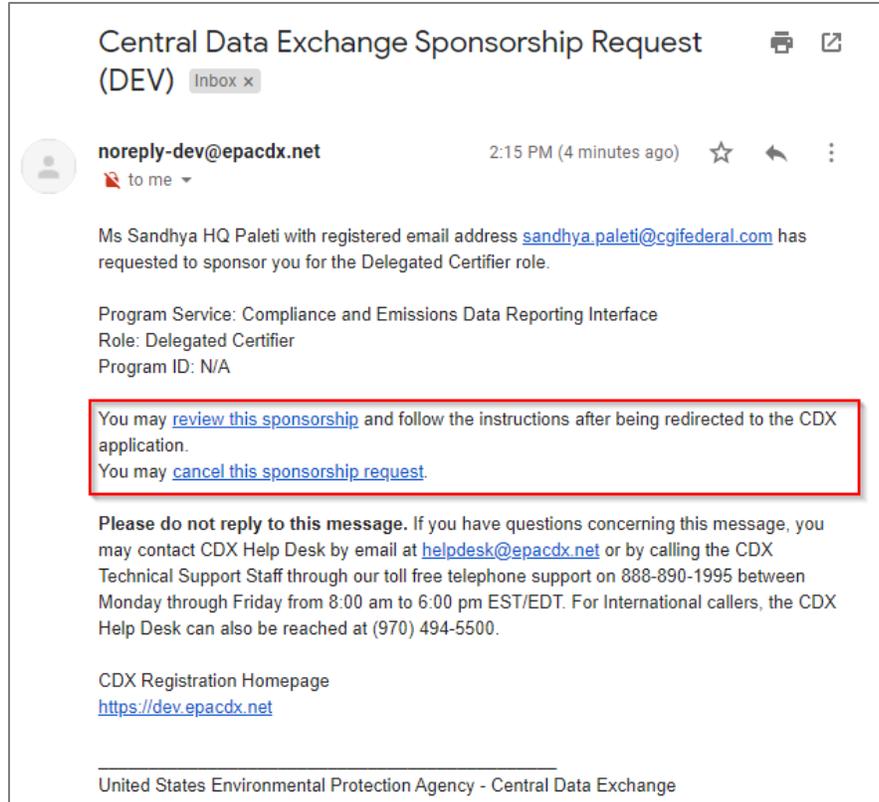


Exhibit 6

*Exhibit 7*

Receive Sponsorship Request (Sponsored User)

If you are being sponsored by a CEDRI Certifier for the Delegated Certifier role, you are sent an email informing you of the sponsorship request (see Exhibit 7). The email provides you with the options to either review the request to continue the sponsorship process or cancel the sponsorship request.

Review and Accept Sponsorship Request

To review and accept the sponsorship request:

1. Click the 'review this sponsorship' link in the email to access the 'Role Sponsorship' page in CDX (see Exhibit 7).
2. Click the 'Create New Account' button if you do not have a CDX account or enter your user name and password if you already have a CDX account (see Exhibit 8).
 - If you have a CDX account:
 - a) Enter your User ID and Password.
 - b) Click the 'Log In' button. Review' page.

The screenshot shows the EPA CDX Role Sponsorship Process page. At the top is the EPA logo and navigation menu (Home, About, Recent Announcements, Terms and Conditions, FAQ, Help). The main heading is "CDX Role Sponsorship Process" with a "Contact Us" link. A breadcrumb trail reads "You are here: Role Sponsorship". Below this is a "Sponsorship Information" table with the following details:

Sponsorship Information	
Email	sandhya.paleti@cgifederal.com
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

Below the table, there is explanatory text: "You have been sponsored for a CDX role. Since you have an existing account, you may enter your CDX user ID and password to link the role to your account. If you do not already have a CDX account you may create a new one." and "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." A "Log in to existing account" section contains a dropdown for "User ID", a text box for "Password", a "Show Password" checkbox, and "Log In" and "Create New Account" buttons.

Exhibit 8

3. Clicking either Log in (existing CDX account) or Create New Account opens the Role Sponsorship Review page where you may approve or reject the sponsorship invitation.
4. Verify the information in the 'Sponsorship Information' table see (see Exhibit 9).
5. Click the 'Approve' button to proceed to the 'Account Registration' page (see Exhibit 9).

The screenshot shows the EPA CDX Role Sponsorship Process page. 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 heading is "CDX Role Sponsorship Process". On the right, there is a "Contact Us" link and a login status: "Logged in as SANDHYA.P (Log out)". Below the heading, a breadcrumb trail reads "You are here: Role Sponsorship » Role Sponsorship Review". A table titled "Sponsorship Information" contains the following data:

Email	sandhya.paleti@cgifederal.com
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

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." At the bottom of this section are two buttons: "Approve" and "Reject", both highlighted with red boxes.

Exhibit 9

6. On the Account Registration page confirm the role and click the 'Request Role Access' button see (Exhibit 10) to proceed to the Role Information 'Add Facilities' page.

The screenshot shows the EPA CDX Role Sponsorship Process page at the "Account Registration" step. The breadcrumb trail is "You are here: Role Sponsorship » Role Sponsorship Review » Account Registration". A table titled "Registration Information" contains the following data:

Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

Below the table, the text reads: "Provide any required additional information, if applicable." There is a "Select Role" dropdown menu with "Delegated Certifier" selected. At the bottom, there are two buttons: "Request Role Access" and "Back", both highlighted with red boxes.

Exhibit 10

7. Click 'Add Facilities' button to add facilities to your role see (Exhibit 11).

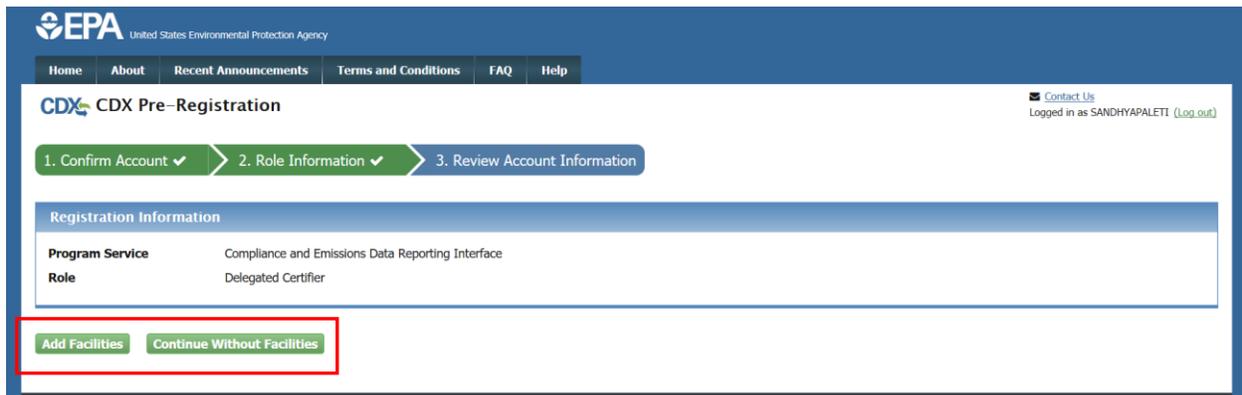


Exhibit 11

8. Provide facility information for your role. You have two options:

- Enter search criteria for a facility and select the 'Search Facilities' button to select a facility. For more details about how to add a facility refer to ([Manage Facilities](#)) job aide.
- Continue with your role request without selecting a facility, and select a facility later after receiving access to the selected role. For more details on how to add a Facility after your receiving role access refer to ([Manage Facilities](#)) job aide.

Note: Preparers and Certifiers must share a facility to be able to work on the same

9. From the Add Facilities page you proceed to the 'Account Registration' page.

- If you logged into an existing CDX account, the system auto-populates the 'Part 1: User Information' section with your CDX account information (see Exhibit 12).
- If you chose to create a new CDX account, the 'Part 1: User Information' section allows you to establish your CDX user ID and password as well as enter the personal information required for your CDX account (see Exhibit 13).

Note: Please record the answers to your security questions as these answers will be confirmed by the CDX Help Desk in the event you need your password reset. CDX accounts are locked after three unsuccessful log in attempts or if the password expires (passwords expire in 90 days if not changed).

10. Enter the required user information in the fields specified (see Exhibit 13).

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

Registration Information

Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

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.

Part 1: User Information

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 *	SPALETIHQ
Prefix	Ms
First Name *	Sandhya HQ
Middle Initial	
Last Name *	Paleti
Suffix	

Part 2: Organization Info

Select a Current Organization
 Request to Add an Organization

Select a Current Organization
Select an organization from the dropdown list.

Exhibit 12

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

Registration Information	
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

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.

Part 1: User Information

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 *

Title *

First Name *

Middle Initial

Last Name *

Suffix

Password *

Re-type Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

Show Passwords and Answers

Part 2: Organization Info

Enter organization or organization ID

Exhibit 13

11. Enter organization information in part 2 (see Exhibit 13)
 - Existing CDX users may select a current organization or request to add an organization.
 - Users registering for a CDX account must first perform a simple search to determine if information for their organization exists in CDX. If the organization cannot be locate the organization may be added to CDX.
12. Click the 'Submit Request for Access' button to proceed (Exhibit 13). You are returned to the 'MyCDX' page which now displays the pending 'Delegated Certifier' role for the CEDRI program service (see Exhibit 14). The role remains in 'Pending' status until the request for access is approved by the role sponsor.
 - The system sends two emails:
 - a) One to the Certifier who initiated the sponsorship request informing them that you have requested role access (Exhibit 15)
 - b) One to you, the person being sponsored for the Delegated Certifier role, confirming that your request was submitted (Exhibit 16).

The screenshot shows the CDX Central Data Exchange user interface. At the top, there is an EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as SANDHYA.P. The main content area is titled 'CDX Central Data Exchange' and includes a 'MyCDX' section with links to Inbox, My Profile, Submission History, Payment History, and E-Enterprise Portal. The 'Services' table is the central focus, listing two roles for the 'CEDRI: Compliance and Emissions Data Reporting Interface' program service. The first role, 'Delegated Certifier', is highlighted with a red box. The second role is 'Preparer'. To the right of the table are sections for 'CDX Service Availability' (with a link to see status for all services) and 'News and Updates' (showing no news). At the bottom, there are buttons for 'Add Program Service' and 'Manage Your Program Services'.

Status	Program Service Name	Role
	CEDRI: Compliance and Emissions Data Reporting Interface	Delegated Certifier
	CEDRI: Compliance and Emissions Data Reporting Interface	Preparer

Exhibit 14

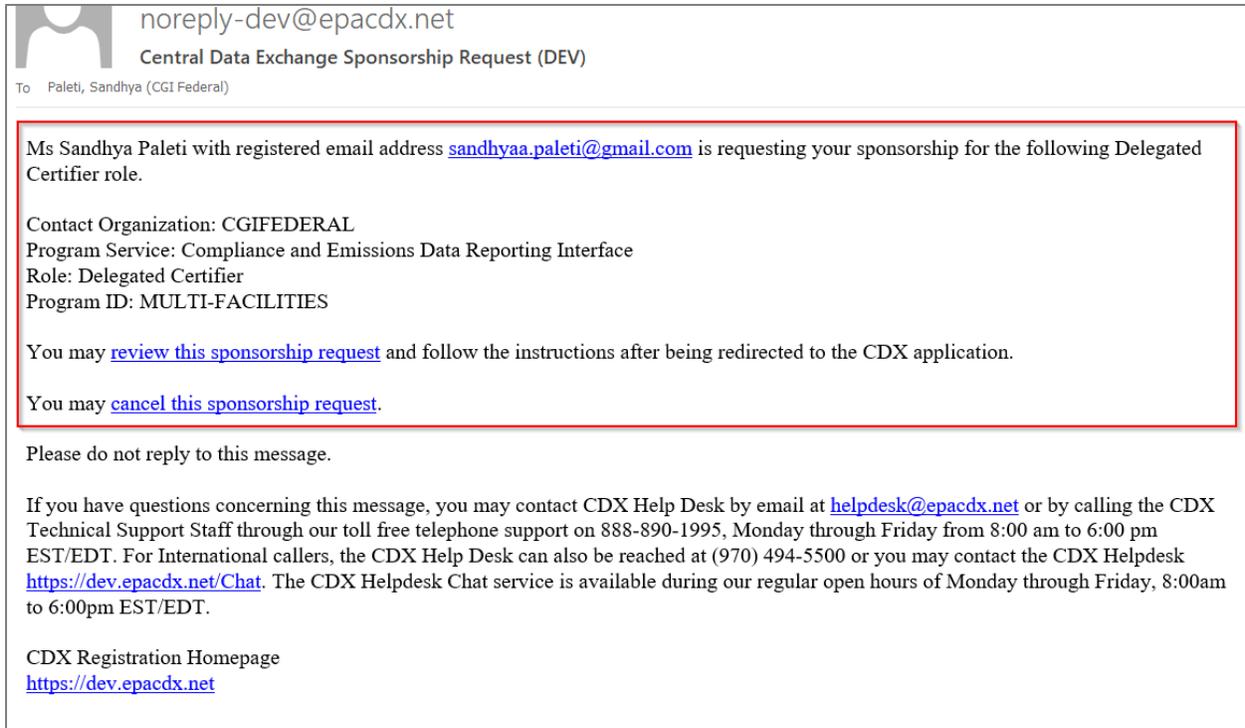


Exhibit 15

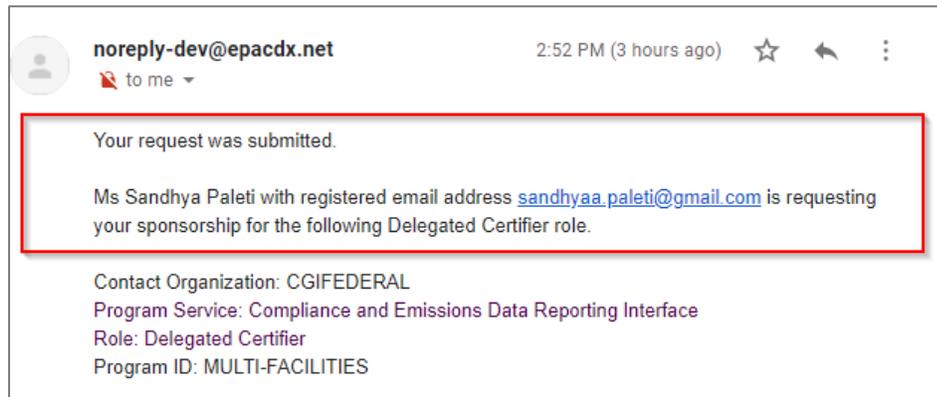


Exhibit 16

Complete the Sponsorship Request (Sponsoring Certifier)

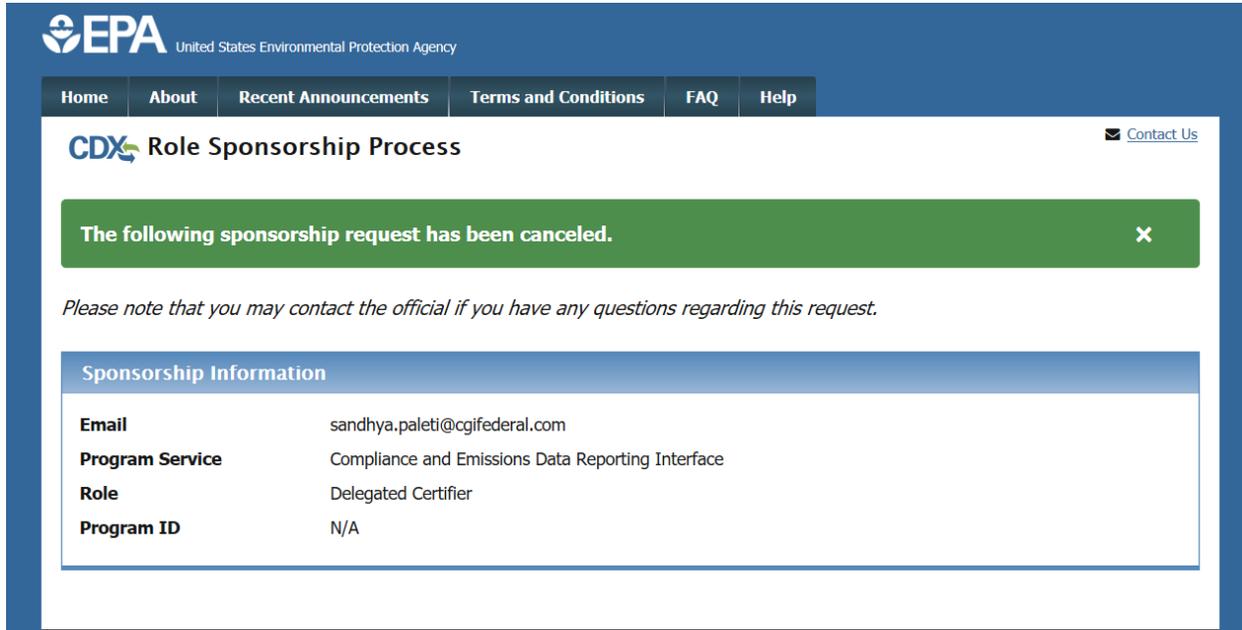
When you receive the email for the person you are sponsoring for the Delegated Certifier role informing you they are requesting your sponsorship, you have the option to either continue processing or to cancel the request (see Exhibit 15). While doing this through the email link is one option, you can also continue or cancel the sponsorship request through Pending sponsorship/Request option in the Role Sponsorship tools. This is explained in [Pending Sponsorship/Request](#) section below.

Cancel Sponsorship Request (Sponsoring Certifier)

As a Certifier If you want to terminate the sponsorship request that you initiated for the Delegated Certifier you have the option to cancel the request.

To cancel the sponsorship request:

- Click the ‘cancel this sponsorship request’ link in the email (see Exhibit 15). The system navigates you to the ‘Role Sponsorship’ page which displays a notification that the sponsorship request has been canceled (see Exhibit 17).



The screenshot shows the EPA 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. Below the navigation bar, the page title is "CDX Role Sponsorship Process" with a "Contact Us" link. A green notification box states: "The following sponsorship request has been canceled." Below this, a note reads: "Please note that you may contact the official if you have any questions regarding this request." A table titled "Sponsorship Information" provides the following details:

Sponsorship Information	
Email	sandhya.paleti@cgifederal.com
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier
Program ID	N/A

Exhibit 17

Continue Processing Sponsorship Request

To review and accept the request for sponsorship:

1. As a sponsoring Certifier you receive an email to continue the sponsorship process. Click the ‘review this sponsorship’ link in the email (see Exhibit 15) or review [Pending Sponsorship/Requests](#) in the CDX Role Sponsorship tool to continue the process.
2. Once you click the link in the email, the system navigates you to the ‘Role Sponsorship’ page (see Exhibit 18)
3. Enter your User ID and Password to log into your CDX navigate to the ‘Sponsorship Information’ page (see Exhibit 18).

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CDX Role Sponsorship Process [Contact Us](#)

You are here: Role Sponsorship

Sponsorship Information	
Email	sandhya.paleti@cgifederal.com
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier

You have been sponsored for a CDX role. Since you have an existing account, you may enter your CDX user ID and password to link the role to your account. If you do not already have a CDX account you may create a new one.

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

Exhibit 18

4. Click the 'Select an Existing Role' option see (Exhibit 19).
5. Click the 'Organization' drop down to display the list of organizations associated with your Certifier role.
6. Click the 'Role' drop down and select 'Certifier-N/A' from the drop down menu (The "N/A" refers to an additional identifier which is not used by the CEDRI application).
7. Click the 'Approve' button to continue to the 'Role Sponsorship Signature' page (see Exhibit 19).

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

Sponsorship Information

Email	sandhya.paleti@cgifederal.com
Organization	CGI FEDERAL (12601 FAIRLAKES CIRCLE, FAIRFAX, VA, US 22033)
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier
Program ID	MULTI-FACILITIES

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

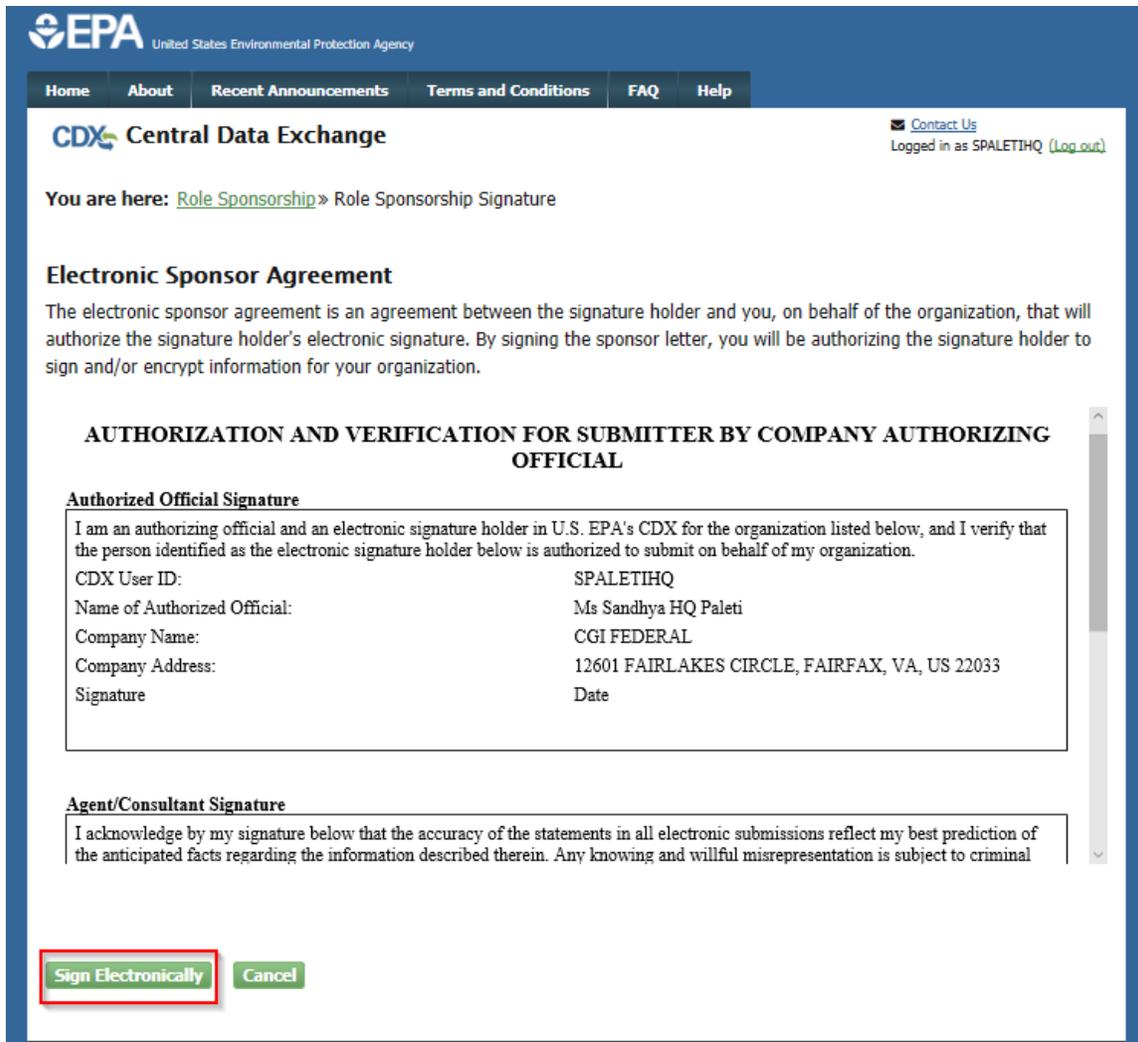
Organization:

Role:

Exhibit 19

- Review the 'Electronic Sponsor Agreement' see (Exhibit 20).
- As a certifier click the 'Sign Electronically' button to launch the CDX eSignature widget for you to securely sign the ESA (see Exhibit 20).

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



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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.

AUTHORIZATION AND VERIFICATION FOR SUBMITTER BY COMPANY AUTHORIZING OFFICIAL

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:	SPALETIHQ
Name of Authorized Official:	Ms Sandhya HQ Paleti
Company Name:	CGI FEDERAL
Company Address:	12601 FAIRLAKES CIRCLE, FAIRFAX, VA, US 22033
Signature	Date

Agent/Consultant Signature

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

Sign Electronically **Cancel**

Exhibit 20

10. Review the disclaimer and click the 'Accept' button to continue (see Exhibit 21).
11. Enter your CDX password, the answer to the security question displayed or enter the SMS PIN, and click the 'Sign' button (see Exhibit 22).
12. You are returned to the 'Role Sponsorship Tools' page and two emails are sent:
 - One email to the sponsoring Certifier (you) confirming that the sponsorship request has been completed (see Exhibit 23).
 - One email to the sponsored user confirming that the sponsorship request has been completed and a link to complete CDX registration (see Exhibit 24). The sponsored users Delegated Certifier role is now active.

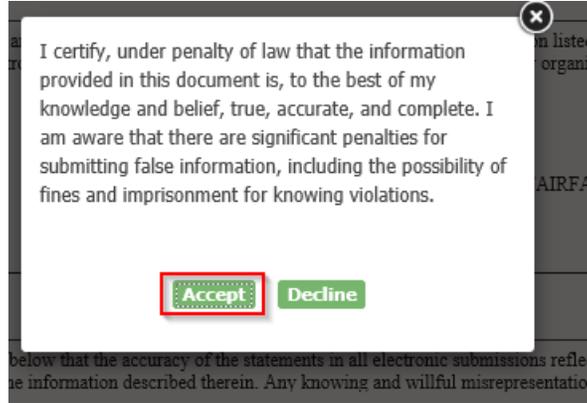


Exhibit 21

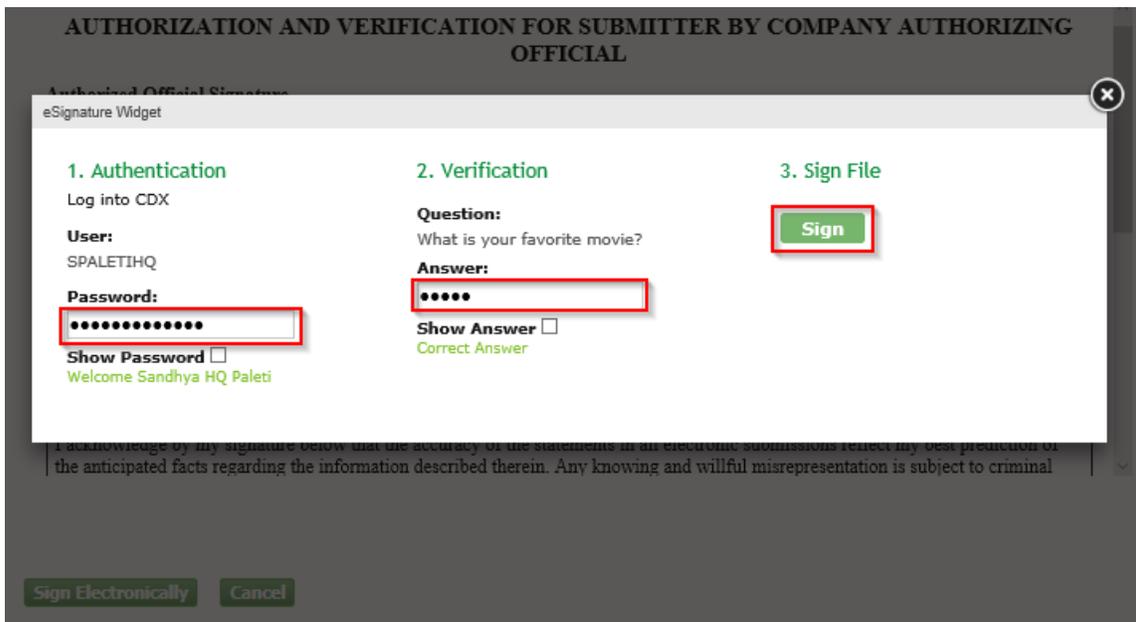


Exhibit 22



Reply Reply All Forward
Fri 1/17/2020 1:09 PM
 noreply-dev@epacdx.net
Central Data Exchange Sponsorship Request Completed (DEV)
To Paleti, Sandhya (CGI Federal)

The sponsor letter for the following sponsorship request has been completed.

Organization: CGI FEDERAL
Program Service: Compliance and Emissions Data Reporting Interface
Role: Delegated Certifier
Program ID: MULTI-FACILITIES

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage
<https://dev.epacdx.net>

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Exhibit 23

Reply Reply All Forward
Fri 1/17/2020 1:09 PM
 noreply-dev@epacdx.net
Action Required: Central Data Exchange Sponsorship Request Completed (DEV)
To Paleti, Sandhya (CGI Federal)

The sponsor letter for the following sponsorship request has been completed.

Organization: CGI FEDERAL
Program Service: Compliance and Emissions Data Reporting Interface
Role: Delegated Certifier
Program ID: MULTI-FACILITIES

You must [log in to complete your account registration](#) associated with this request after being redirected to the CDX application.

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage
<https://dev.epacdx.net>

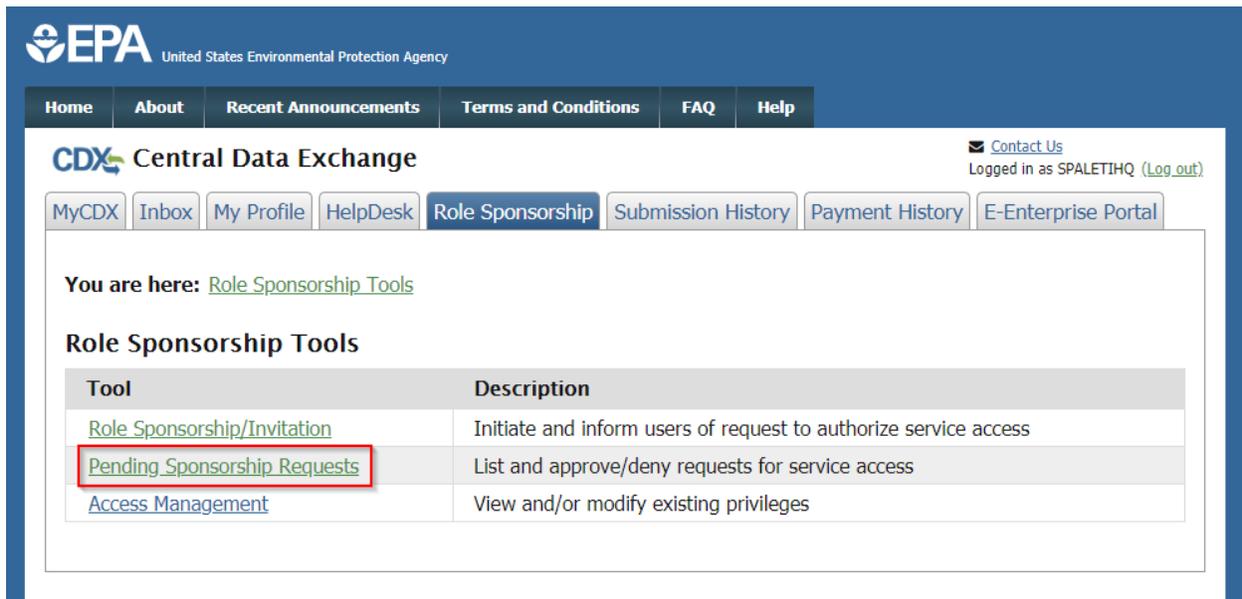
United States Environmental Protection Agency - Central Data Exchange

Exhibit 24

Pending Sponsorship Requests

Certifiers can go to Pending Sponsorship Requests to complete accepted role sponsorship requests. You can search the user information of someone that you have sponsored.

1. Click the hyperlink of 'Pending Sponsorship Requests' (Exhibit 25) under Role Sponsorship/Invitation.



The screenshot shows the EPA CDX Central Data Exchange interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is a secondary navigation bar with links for MyCDX, Inbox, My Profile, HelpDesk, Role Sponsorship, Submission History, Payment History, and E-Enterprise Portal. The main content area displays the 'Role Sponsorship Tools' section, which includes a table with the following data:

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

Exhibit 25

2. Once you click the hyperlink, you are taken to the Pending Sponsorship Requests – Search page.
3. You need to enter the details in search criteria to search for the sponsor that you requested. Please note that any of the criteria below can be used and all are not required. Exact match is optional.
 - Email (Exact match)
 - User ID (Exact match)
 - First Name (Exact match)
 - Last name (Exact match)
 - Organization Name
 - Program Service
 - Role
 - Program ID (Exact match)
4. Once you fill the details of the user, click 'Search' button (Exhibit 26) to find the sponsor you sponsored.

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

You are here: [Role Sponsorship Tools](#)» Pending Sponsorship Requests - Search

Pending Sponsorship Requests – Search

Search Criteria

Email	<input type="text"/>	Exact <input type="checkbox"/>
User ID	<input type="text"/>	Exact <input type="checkbox"/>
First Name	<input type="text"/>	Exact <input type="checkbox"/>
Last Name	<input type="text"/>	Exact <input type="checkbox"/>
Organization Name	<input type="text"/>	
Program Service *	<input type="text"/>	
Role	<input type="text"/>	
Program ID	<input type="text"/>	Exact <input type="checkbox"/>

Search **Reset** **Back**

Exhibit 26

5. Once you click the Search button, you are navigated to the Pending Sponsorship Request Search Results Screen (Exhibit 27).
6. You can see the information of the Requestor, Request Details, Request Date, and Actions in the table.
7. Click the 'Approve' button to approve the sponsor (Exhibit 27).

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is a sub-header for CDX Central Data Exchange, including a 'Contact Us' link and a user login status: 'Logged in as SPALETIHQ (Log out)'. A secondary navigation bar contains buttons for MyCDX, Inbox, My Profile, HelpDesk, Role Sponsorship (highlighted), Submission History, Payment History, and E-Enterprise Portal.

The main content area displays the breadcrumb: 'You are here: Role Sponsorship Tools > Pending Sponsorship Requests - Search > Pending Sponsorship Request Search Results'. Below this is the section 'Pending Sponsorship Request Search Results' with the text '1 items found; displaying 1 to 1.' and 'Page 1 of 1'.

Requestor Information	Request Details	Request Date	Actions
Sandhya Paleti (SANDHYA.P) sandhya.paleti@cgifederal.com	Organization: CGI FEDERAL Program Service: CEDRI Role: Delegated Certifier View Details	1/28/2020 4:13:11 PM	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject

A green 'Back' button is located at the bottom left of the results area.

Exhibit 27

8. Once you click the approve button, you are navigated to the Role Sponsorship Signature screen (Exhibit 28).
9. Review the 'Electronic Sponsor Agreement'.
10. Click the 'Sign Electronically' button (see Exhibit 28) to launch the CDX eSignature widget for you to securely sign the ESA.

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

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

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.

AUTHORIZATION AND VERIFICATION FOR SUBMITTER BY COMPANY AUTHORIZING OFFICIAL

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:	SPALETIHQ
Name of Authorized Official:	Ms Sandhya HQ Paleti
Company Name:	CGI FEDERAL
Company Address:	12601 FAIRLAKES CIRCLE, FAIRFAX, VA, US 22033
Signature	Date

Agent/Consultant Signature

I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of

Sign Electronically **Cancel**

Exhibit 28

11. Review the disclaimer and click the 'Accept' button to continue (see Exhibit 29).
12. Enter your CDX password, the answer to the security question displayed or enter the SMS PIN, and click the 'Sign' button (see Exhibit 30).

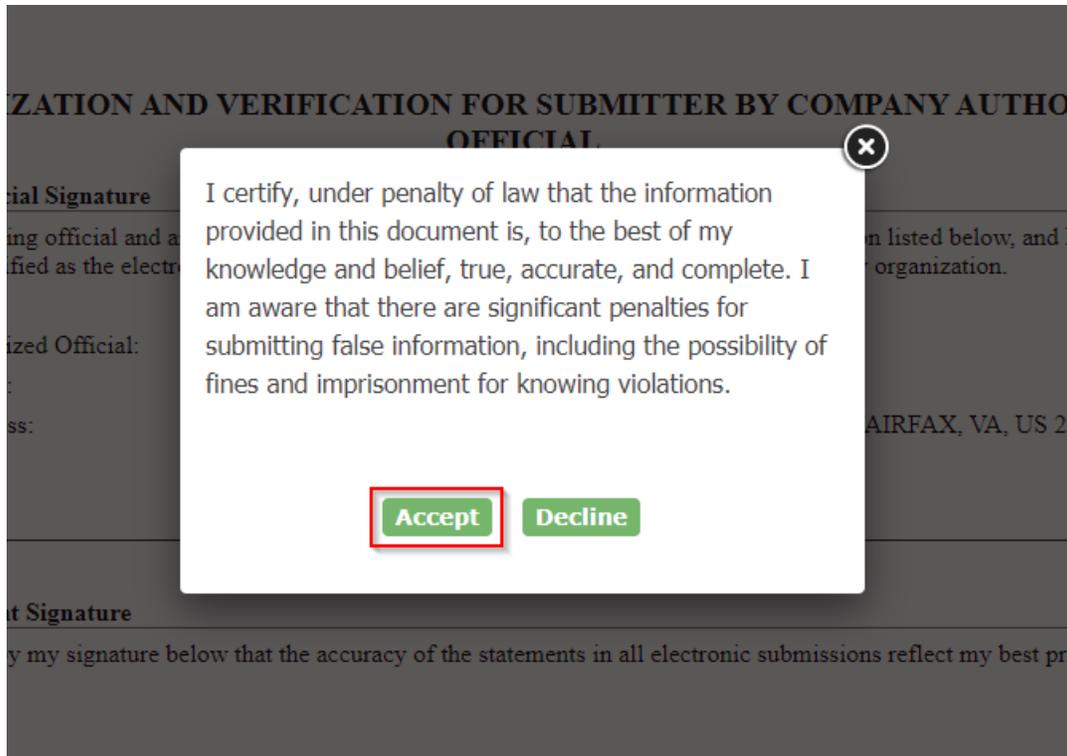


Exhibit 29

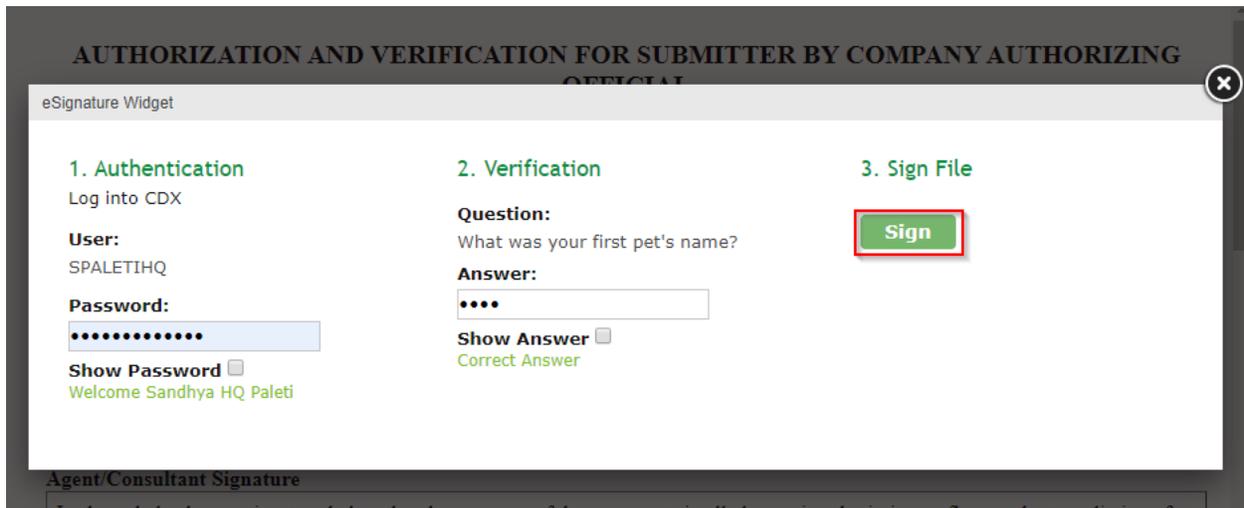


Exhibit 30

13. You are returned to the Role Sponsorship Request Search page (see Exhibit 31) and two emails are sent.
 - One email is sent to the sponsored user confirming that the sponsorship request has been completed (see Exhibit 32) and a link to complete account registration.
 - One email is sent to the sponsoring Delegated Certifier (see Exhibit 33) confirming that the sponsorship request has been completed.



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

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

You are here: [Role Sponsorship Tools](#)» [Pending Sponsorship Requests - Search](#)» Pending Sponsorship Request Search Results

Pending Sponsorship Request Search Results

0 items found; displaying 0 to 0. Page 1 of 1

Requestor Information	Request Details	Request Date	Actions
---------------------------------------	---------------------------------	------------------------------	-------------------------

No data was found matching your criteria. Please [search again](#).

[Back](#)

Exhibit 31

 noreply-dev@epacdx.net
Action Required: Central Data Exchange Sponsorship Request Completed (DEV)

To Paleti, Sandhya (CGI Federal)

The sponsor letter for the following sponsorship request has been completed.

Organization: CGI FEDERAL
Program Service: Compliance and Emissions Data Reporting Interface
Role: Delegated Certifier
Program ID: MULTI-FACILITIES

You must [log in to complete your account registration](#) associated with this request after being redirected to the CDX application.

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage
<https://dev.epacdx.net>

United States Environmental Protection Agency - Central Data Exchange

Exhibit 32

The sponsor letter for the following sponsorship request has been completed.

Organization: CGI FEDERAL
Program Service: Compliance and Emissions Data Reporting Interface
Role: Delegated Certifier
Program ID: MULTI-FACILITIES

Please do not reply to this message. If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

CDX Registration Homepage
<https://dev.epacdx.net>

United States Environmental Protection Agency - Central Data Exchange

Exhibit 33

Complete Sponsorship Request (Delegated Certifier)

To complete the sponsorship request:

1. Click the 'log in to complete your account registration' link in the email (see Exhibit 32). The system will navigate you to the 'Role Sponsorship Process' page (see Exhibit 34).
2. Enter your Password and click 'Log In' to continue the process.

EPA United States Environmental Protection Agency

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CDX Role Sponsorship Process [Contact Us](#)

You are here: Role Sponsorship

Sponsorship Information	
Email	sandhya.mutyala38@gmail.com
Organization	CGI FEDERAL (12601 FAIRLAKES CIRCLE, FAIRFAX, VA, US 22033)
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier
Program ID	MULTI-FACILITIES

Your sponsorship has been approved. Please log in to complete your account registration with CDX.

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 JOBAIDES2

Password

Show Password

Exhibit 34

3. When you click Login button, the screen navigates to the 'Role Sponsorship Complete Account' Screen (see Exhibit 35).
4. In the screen you can see the 'Registration Information' column and 'Provide Contact information' column.
5. Click 'Submit' button.

CDX Role Sponsorship Process

[Contact Us](#)
Logged in as JOBAIDES2 ([Log out](#))

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

Registration Information	
Name	Ms Sandhya Paleti (JOBAIDES2)
Email	sandhya.mutyala38@gmail.com
Program Service	Compliance and Emissions Data Reporting Interface
Role	Delegated Certifier
Program ID	MULTI-FACILITIES

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

Provide Contact Information

CGI FEDERAL
12601 FAIRLAKES CIRCLE
FAIRFAX, VA, US
22033

Email * sandhya.mutyala38@gmail.com

Phone Number *

Phone Number Ext

Fax Number

Exhibit 35

- When you click Submit button, you are navigated to the 'CDX Registration: LexisNexis screen (see Exhibit 36).
- The LexisNexis Data Collection window displays the user and organization information collected by CDX and is not editable. The window also displays text fields in which you must provide the necessary Personal Identifiable Information (PII) for identity validation
- Enter required PII:
 - Last 4 digits of SSN
 - Home Address
 - Home City
 - Home State
 - Home Zip
 - Date of Birth
- Select the 'Proceed with Verification' Button to proceed verification.


CDX Registration: LexisNexis®

[Contact Us](#)
 Logged in as JOBAIDES2 ([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

Last 4 of SSN

Show SSN

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

Proceed with Verification

Paper Verification Exit

Exhibit 36

10. Once you click Proceed with Verification button, you are navigated to the 'Paper CDX Electronic Signature Agreement' (see Exhibit 37).
11. You successfully completed LexisNexis identity verification. You can electronically sign the ESA at this point.

EPA United States Environmental Protection Agency

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CDX CDX Registration: Additional Verification [Contact Us](#)
Logged in as DELEGATED3388 ([Log out](#))

1. Identity Verification ✓ 2. ESA

You have failed LexisNexis® identity proofing. Please proceed to print, sign and mail the paper Electronic Signature Agreement below or contact the CDX Help Desk for assistance.

Paper 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](#).

**U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	CGI FEDERAL
Address:	12601 FAIRLAKES CIRCLE
City, State, Zip:	FAIRFAX, VA 22033
Province:	
Country:	US
Phone Number:	(703) 826-5760
E-mail Address:	sandhya.paleti@cgifederal.com
Registrant's Name:	Ms Sandhya Manoj
CDX User Name:	DELEGATED3388

Sign Paper Form [Cancel](#)

Exhibit 37

12. Select the 'Sign Paper Form' button (see Exhibit 37). The system will display the ESA in a pop up window with an option to print the form (see Exhibit 38).

Print to Mail
Close

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	CGI FEDERAL
Address:	12601 FAIRLAKES CIRCLE
City, State, Zip:	FAIRFAX, VA 22033
Province:	
Country:	US
Phone Number:	(703) 826-5760
E-mail Address:	sandhya.paleti@cgifederal.com
Registrant's Name:	Ms Sandhya Manoj
CDX User Name:	DELEGATED3388

I, Sandhya Manoj ,
(Name of Electronic Signature Holder)

- (1) **I agree to notify CDX within ten working days if my duties change** and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification by notifying the CDX Technical Support staff at [1-888-890-1995](tel:18888901995) or helpdesk@epacdx.net.
- (2) **Understand I will be informed of profile changes through my registered electronic mail (e-mail) address** whenever my user identification or password have been modified.
- (3) **Understand that CDX reports the last login date** that my user identification and password were used immediately after successfully logging into CDX.
- (4) **Understand and agree that I will be held as legally bound, obligated, and responsible** for the use of my electronic signature as I would be using my hand-written signature.
- (5) **Understand I will receive an e-mail upon use of my electronic signature so** whenever I electronically sign and submit an electronic document to the CDX, I will receive an e mail at my registered e mail address; This e-mail will inform me that a submission has been made to CDX from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR).

Exhibit 38

Complete Paper ESA

If you do not wish to leverage the LexisNexis process, you are required to follow the paper ESA process to activate your Delegated Certifier role. The paper process allows you to print the ESA, provide a wet ink signature and mail the signed ESA to the CDX Help Desk (refer to the ESA for mailing instructions).

To perform the ESA paper process:

1. Click 'sign the paper form' link on the Identify Verification page (see Exhibit 39), or on the identify verification results page, to navigate to the 'Paper CDX Electronic Signature Agreement' page (see Exhibit 36).

EPA United States Environmental Protection Agency

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CDX CDX Registration: Additional Verification Contact Us
Logged in as JOBAIDES3 ([Log out](#))

1. Identity Verification ✓ 2. ESA

You have failed LexisNexis® identity proofing. Please proceed to print, sign and mail the paper Electronic Signature Agreement below or contact the CDX Help Desk for assistance.

Paper 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](#).

password to be written into computer scripts to achieve automated login.

(14) Agree to immediately contact the U.S. EPA CDX Help Desk after suspecting misuse of my account. I will contact the CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen, compromise or used inconsistent with CDX Terms and Conditions at <https://cdx.epa.gov/terms>

Name of electronic signature holder: Ms Sandhya paleti

Signature: _____

Date: _____

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

EPA CEDRI Program
U.S. Environmental Protection Agency
C/O CGI Federal Inc.
12601 Fair Lakes Circle
Fairfax , Virginia 22033

Sign Paper Form [Cancel](#)

Exhibit 39

2. Select the 'Sign Paper Form' button (see Exhibit 39). The system will display the ESA in a pop up window with an option to print the form.
3. Select the 'Print to Mail' button and print the form.
4. Sign the ESA and mail it according to the ESA instructions.

The ESA application process typically takes 5 to 10 business days to complete. Your Delegated Certifier role remains as 'Awaiting Activation' until the CDX Help Desk receives your form, verifies your identity, and approves your role. You may not access the CEDRI program service until your account is activated. You will receive an email notification once your role is approved (see Exhibit 40). A copy of the ESA form is automatically saved in your CDX Inbox for future

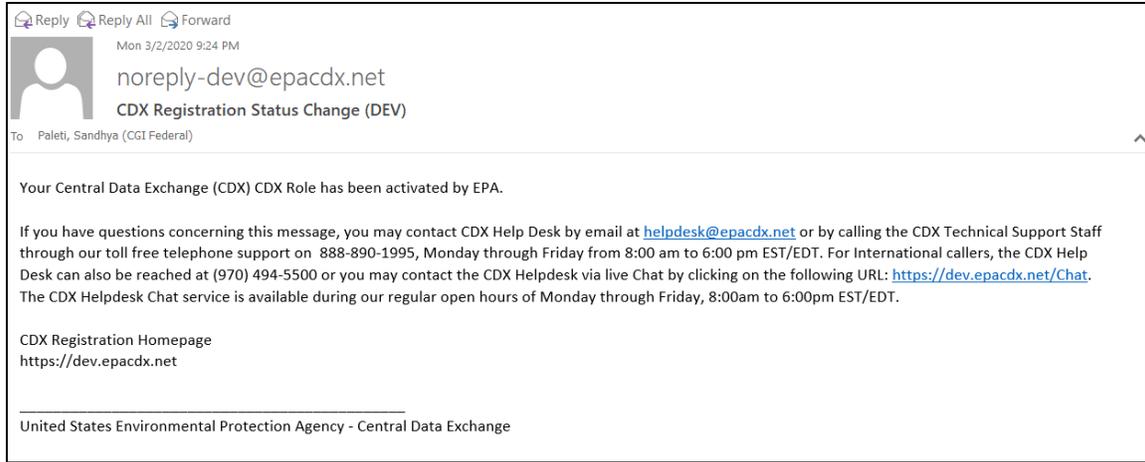


Exhibit 40

The CROMERR 20-5-1 questions will be displayed the first time you log into your CDX account following role approval (see Exhibit 41). At that time you will be required to provide CROMERR 20-5-1 questions and answers.

Note: You must answer one of these questions (randomly selected) each time you submit a report to EPA through CEDRI. These questions are used as a second authentication factor. Your password is used as the first authentication factor

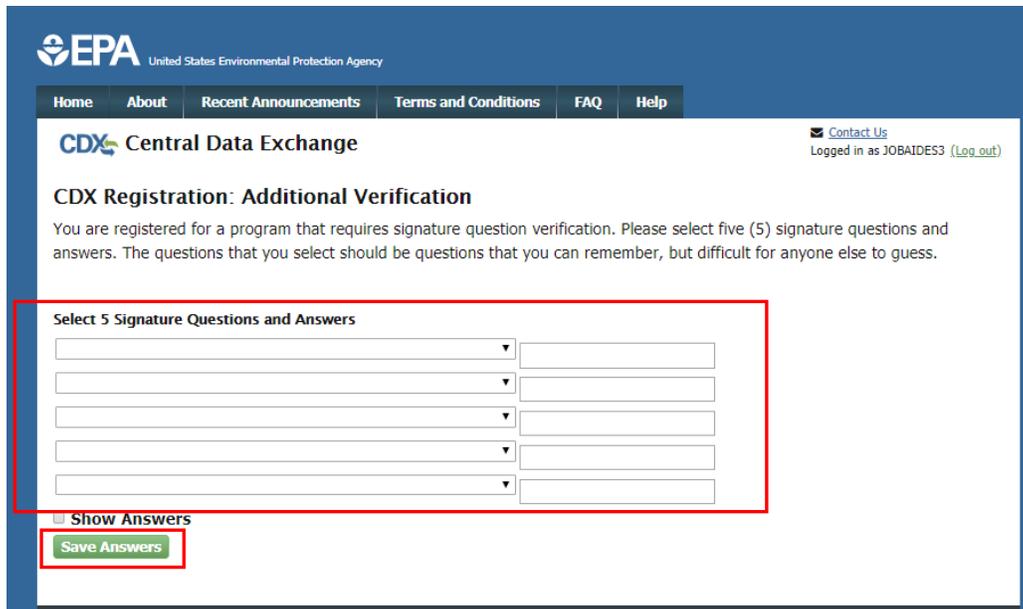


Exhibit 41

Upon logging in to CDX or navigating to the 'MyCDX' screen, the 'Delegated Certifier' role you requested is listed under the 'Services' section of the page (see Exhibit 42).

EPA United States Environmental Protection Agency

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CDX Central Data Exchange [Contact Us](#)
Logged in as JOBAIDES3 ([Log out](#))

MyCDX | [Inbox](#) | [My Profile](#) | [Submission History](#) | [Payment History](#) | [E-Enterprise Portal](#)

Services Manage		
Status	Program Service Name	Role
	CEDRI: Compliance and Emissions Data Reporting Interface	Delegated Certifier

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

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

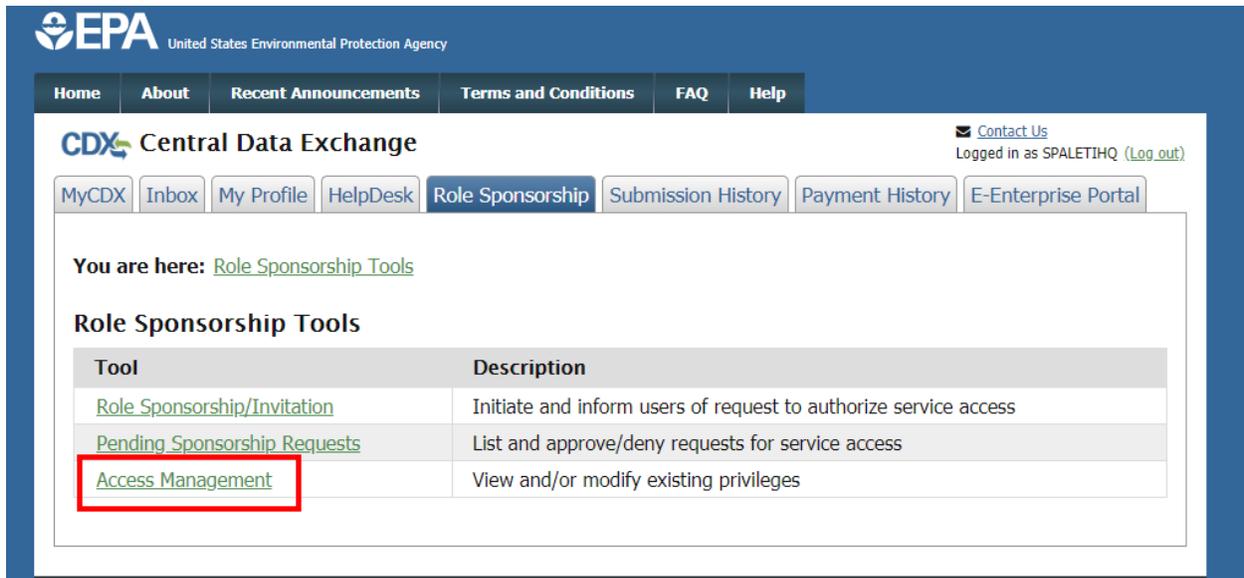
News and Updates
No news/updates.

Exhibit 42

Access Management

Access Management modifies existing role sponsorship privileges, it's how you revoke Delegated Certifier privileges for someone you have sponsored.

1. Click 'Access Management' hyperlink (see Exhibit 43).



The screenshot shows the EPA Central Data Exchange (CDX) website. The top navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the CDX logo and 'Central Data Exchange' text are displayed, along with a 'Contact Us' link and a user login status 'Logged in as SPALETIHQ (Log out)'. A secondary navigation bar contains links for MyCDX, Inbox, My Profile, HelpDesk, Role Sponsorship, Submission History, Payment History, and E-Enterprise Portal. The main content area shows the breadcrumb 'You are here: Role Sponsorship Tools' and a section titled 'Role Sponsorship Tools'. This section contains a table with two columns: 'Tool' and 'Description'. The table lists three tools: 'Role Sponsorship/Invitation', 'Pending Sponsorship Requests', and 'Access Management'. The 'Access Management' link is highlighted with a red rectangular box.

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

Exhibit 43

2. Once you click the hyperlink, you are taken to the 'Access Management – Search' page (see Exhibit 44).
3. Enter the details in Search Criteria to search for the sponsor that you requested. Note that any criteria can be used and exact match is optional.
 - Email (Exact match)
 - User ID (Exact match)
 - First Name (Exact match)
 - Last name (Exact match)
 - Sponsorship Status
 - Active
 - Awaiting Account Completion
 - Awaiting Sponsorship Approval
 - Inactive
 - Organization Name
 - Program Service
 - Role
 - Program ID (Exact match)
4. Once you fill in the details of the user, click the 'Search' button (Exhibit 44) to find the user you sponsored.

Home
About
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Central Data Exchange

[Contact Us](#)
 Logged in as SPALETHQ ([Log out](#))

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

You are here: [Role Sponsorship Tools](#) » Access Management - Search

Access Management – Search

Search Criteria

Email	<input type="text"/>	Exact	<input type="checkbox"/>
User ID	<input type="text"/>	Exact	<input type="checkbox"/>
First Name	<input type="text"/>	Exact	<input type="checkbox"/>
Last Name	<input type="text"/>	Exact	<input type="checkbox"/>
Sponsorship Status	<input type="text"/>		
Organization Name	<input type="text"/>		
Program Service *	<input type="text"/>		
Role	<input type="text"/>		
Program ID	<input type="text"/>	Exact	<input type="checkbox"/>

Search
Reset
Back

Exhibit 44

5. Once you click the search button, it navigates you to the 'Access Management Search Results' see (Exhibit 45).
6. You can see the information in the table of Sponsored Users, Sponsorship Details, Status, Last Updated and Actions.
7. Click on the 'Revoke' hyperlink in the table mentioned under Actions (see Exhibit 45).

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, there is a navigation bar with 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 SPALETIHQ. The main content area shows 'Access Management Search Results' with 1 item found. The table below lists the details for Sandhya Paleti, including organization, role, and a 'Revoke' button highlighted with a red box.

Sponsored Users	Sponsorship Details	Status	Last Updated	Actions
Sandhya Paleti (SANDHYA.P) sandhya.paleti@cgifederal.com	Organization: CGI FEDERAL Program Service: CEDRI Role: Delegated Certifier Program ID: MULTI-FACILITIES View Details	Active	1/28/2020 6:05:09 PM	Revoke

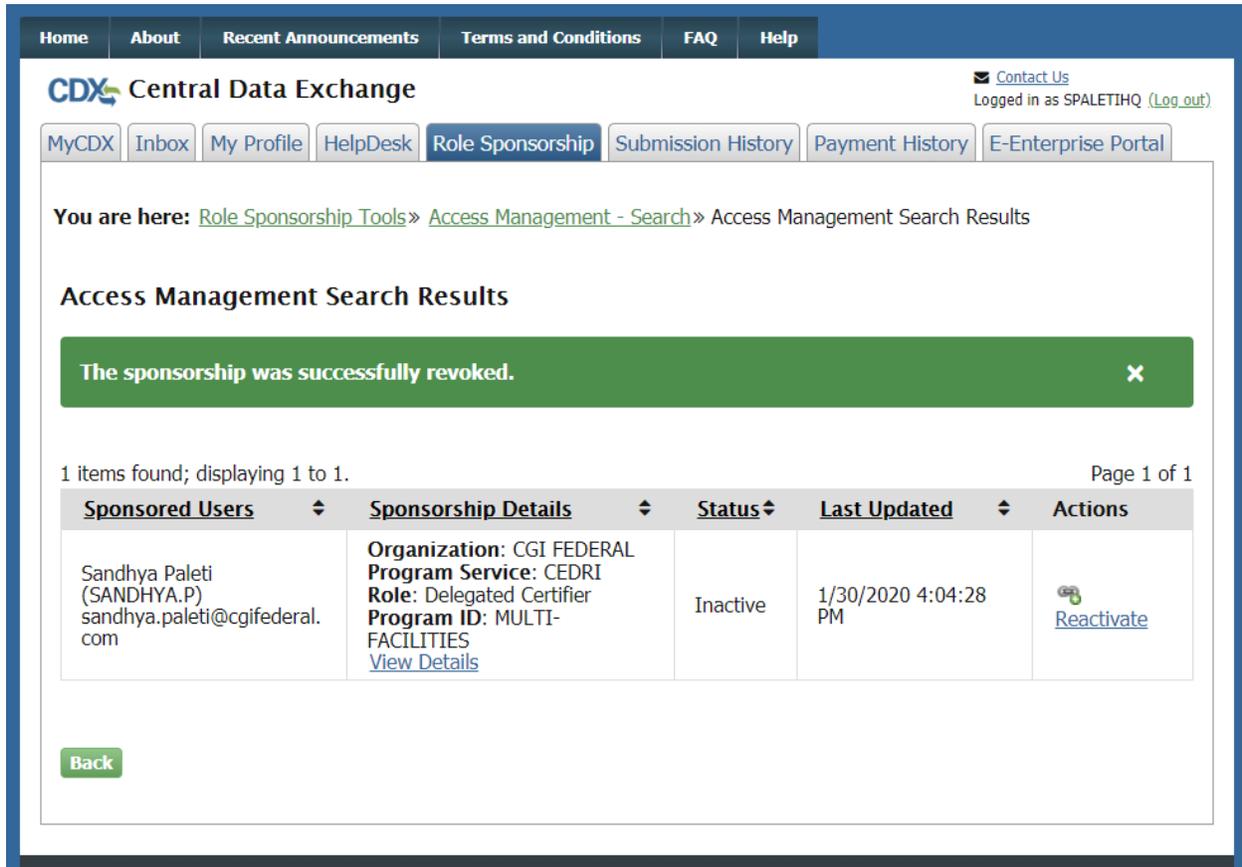
Exhibit 45

- Once you click on the Revoke link, you receive a pop-up screen asking you for the reason for revoking (see Exhibit 46).
- Enter the reason in the text box and click the 'Submit' button.

The screenshot shows a pop-up dialog box with the following text: "To revoke the sponsorship, please enter a reason, then click the Submit button." Below the text is a large text input field. At the bottom, it says "1000 characters remaining." and has two buttons: "Submit" (highlighted with a red box) and "Cancel".

Exhibit 46

10. Once you click the Submit button, you are taken to the 'Access Management Search Results' screen indicating the role has been deactivated (see Exhibit 47).



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

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

You are here: [Role Sponsorship Tools](#) » [Access Management - Search](#) » Access Management Search Results

Access Management Search Results

The sponsorship was successfully revoked. ✕

1 items found; displaying 1 to 1. Page 1 of 1

Sponsored Users	Sponsorship Details	Status	Last Updated	Actions
Sandhya Paleti (SANDHYA.P) sandhya.paleti@cgifederal.com	Organization: CGI FEDERAL Program Service: CEDRI Role: Delegated Certifier Program ID: MULTI-FACILITIES View Details	Inactive	1/30/2020 4:04:28 PM	 Reactivate

[Back](#)

Exhibit 47