Registering as a Certifier in CEDRI

This Job Aide documents the steps to register as a Certifier in CEDRI. To begin, navigate to the CDX homepage and select 'Register with CDX' to begin the registration process (Exhibit 1).
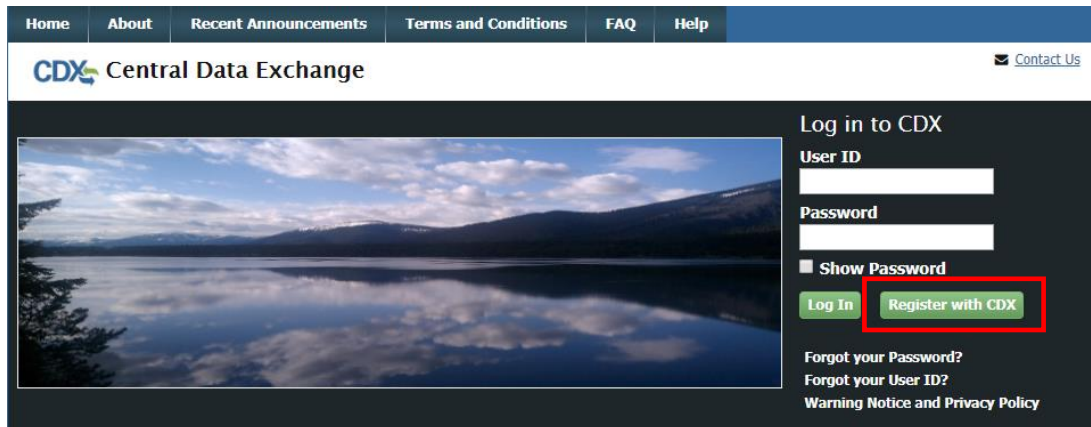

Exhibit 1

After selecting 'Register with CDX', you are brought to the CDX Terms and Conditions page. To continue, select the checkbox confirming that you are registering for CDX, and click 'Proceed' (Exhibit 2).
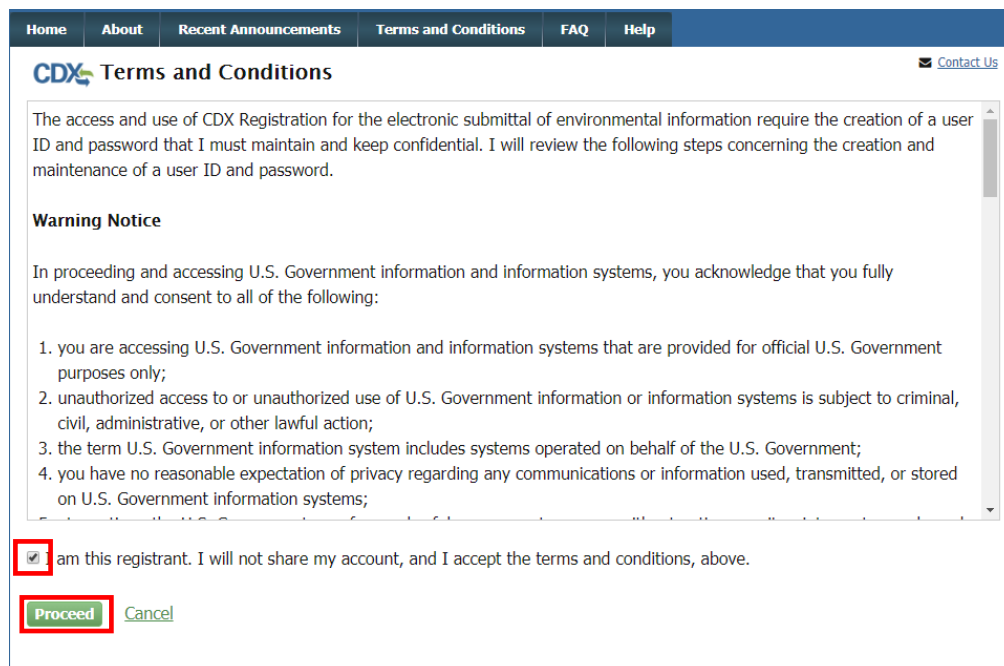

Exhibit 2

After acknowledging the Terms and Conditions, you are prompted to select your CDX Program service. To do so, navigate to 'CEDRI: Compliance and Emissions Data Reporting Interface', or enter 'CEDRI' as the search criteria, and click the link (Exhibit 3).

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Exhibit 3

Selecting *CEDRI: Compliance and Emissions Data Reporting Interface* takes you to the Core CDX Registration page which prompts you to select the role for which you are registering. Scroll to the bottom of the page, select 'Certifier' from the 'Select Role' dropdown, and click 'Request Role Access' to continue (Exhibit 4).

CDX Core CDX Registration

☑ Contact Us

| 1. Program Service ✔ | 2. Role Access | 3. User and Organization | 4. Confirmation |

Registration Information

Program Service	Compliance and Emissions Data Reporting Interface
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

A summary of roles that apply to the CEDRI program service are listed below. Please note that registration for a State Reviewer and an EPA Regional Reviewer should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. Please provide the required information provided within the role descriptions shown below.

Preparer: The Preparer is the person responsible for the preparation of reports for signature. Contractors are permitted to register as a Preparer and may assemble submission packages, such as files generated by the Emissions Reporting Tool (ERT), for the Certifier's approval and signature. A Preparer may not sign and submit a submission package. The Preparer may only access packages which they have prepared.

Certifier: The Certifier is the duly authorized representative of the source/facility or more commonly referred to as the "owner" or "operator" of the facility. The Certifier is authorized to modify the package a Preparer has assembled, and sign and submit the package to CDX. To view a package created by a Preparer, the Preparer and Certifier must share the same facility. The Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from registering as a Certifier.

Delegated Certifier: The Delegated Certifier is a person granted authority by a registered Certifier to sign and submit packages on behalf of the Certifier. The Delegated Certifier is authorized to modify the package a Preparer has assembled, and sign and submit the package to CDX. The Delegated Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from being appointed as a Delegated Certifier.

State Reviewer:The State Reviewer role encompasses regulatory officials who service local, state, and/or tribal areas. State Reviewers are authorized to review all submissions that are applicable to the states and/or territories for which they are registered. The State Reviewer role should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. The email should include the following information: Applicable State(s) and/or Territories in which registration is needed, First and Last Name, phone number, organization information (name, address, and phone number), and email address.

EPA Regional Reviewer: The EPA Regional Reviewer role encompasses EPA regulatory officials who service EPA regional areas and need access to CEDRI submissions. EPA Regional Reviewers are authorized to view all submissions to CEDRI that are applicable to the Region for which they are registered. The EPA Regional Reviewer role should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. The email should include the following information: Region Number, First and Last Name, Phone number, Organization Information (name, address, and phone number), and email address.

The Certifier role requires identify proofing and a signed Electronic Signature Agreement (ESA) prior to activating the Certifier role in EPA's Central Data Exchange (CDX). If you have not previously verified your identity through LexisNexis and signed an ESA, you will be prompted to follow additional steps that support the LexisNexis identify validation and the ESA signing process. After entering your organization information, CDX will navigate you to the 'Identity Verification' page. Upon successful identify validation, you will be prompted to sign an ESA. By signing the ESA you are accepting the electronic signature credential issued by the EPA to sign electronic documents submitted to the EPA's CDX. The ESA may be submitted electronically or manually. Please refer to section 3.7 of the CEDRI User Guide for additional information.

Select Role Certifier ▼

[Request Role Access] [Cancel]

Exhibit 4

After selecting 'Request Role Access', you are taken to the User and Organization step of the registration process. First, you are prompted to add a facility. Facilities can be added in this step, or from the MyCEDRI Dashboard after you have completed registration. If you do not wish to add a facility yet, you can select 'Continue Without Facilities' (Exhibit 5) to continue to the next step.

> **Note:** You may skip this step of the registration process if you do not have your facility information available. Facilities may be added from the MyCEDRI dashboard after you have completed registration.

If you are adding facilities after registration, please refer to the Manage Facilities Job Aide. If you do wish to add your facilities now select 'Add Facilities' (Exhibit 5).
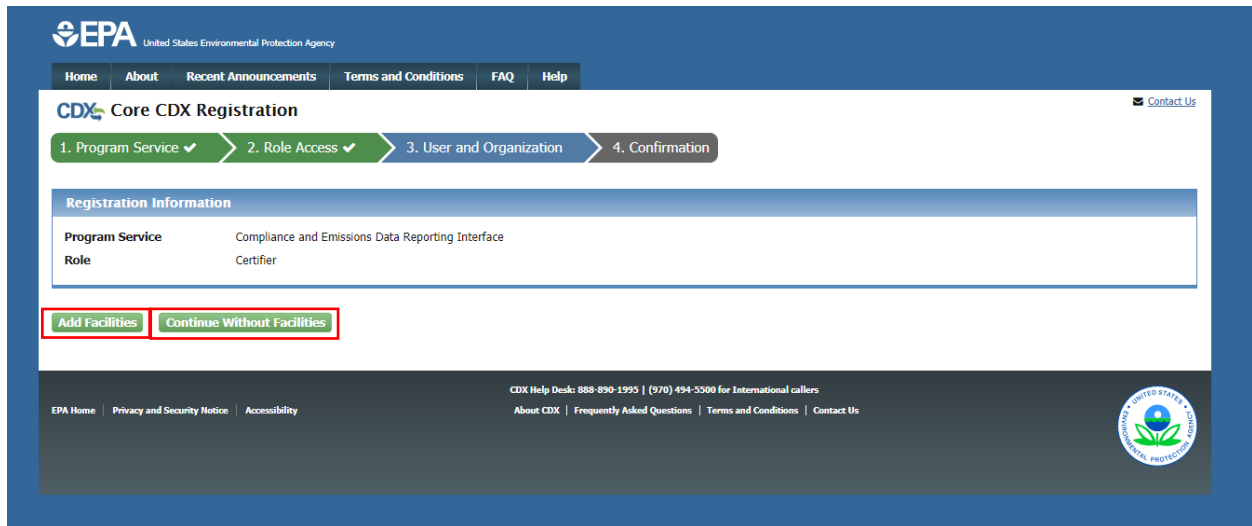
Exhibit 5

Selecting 'Add Facilities' opens the CDX Facility Widget. To search for your facility, enter the appropriate criteria into the search parameters listed. You can search by:

- Facility ID
- Facility Name
- Facility Address
- City
- State
- ZIP Code

You must enter at least City, State, or ZIP code to limit the search results. Once you have entered your parameters, select 'Search Facilities' (Exhibit 6) to view the list of facilities matching your search criteria (Exhibit 7).

Exhibit 6

Check the checkbox next to the facilities you would like to add to your profile, and select 'Proceed with Selections' (Exhibit 7).

If you are unable to find your facility record, you may create one. To begin this process, select 'Can't find your facility? Click here to create it'. Steps on how to create a new facility can be found in the Manage Facilities Job Aide.

Exhibit 7

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After selecting 'Proceed with Selections', you are prompted to confirm your selected facilities. To do so, select 'Save Selected Facilities' (Exhibit 8).
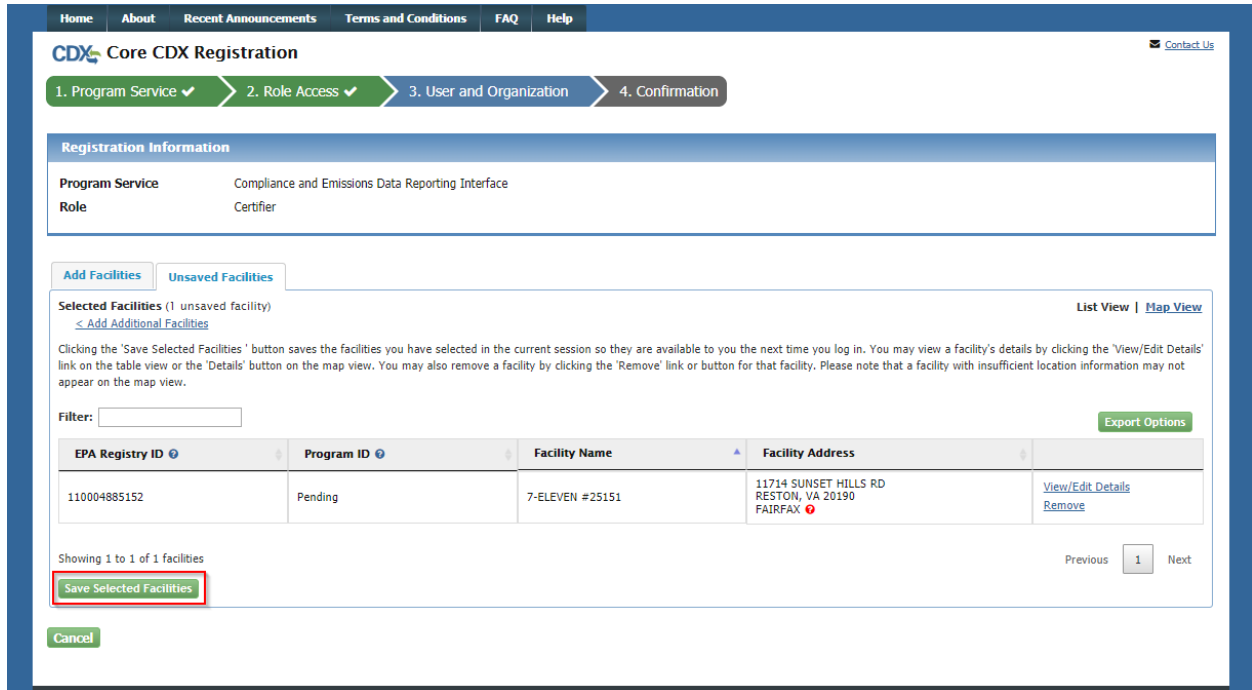
Exhibit 8

After you have added your facilities (or elected to skip this step), you are prompted to provide User and Organization information.

Part 1: User Information:

Complete all fields marked with an asterisk (Exhibit 9). Once you have filled out the User Information fields, proceed to Part 2 Organization (Company) Information.

> **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).

Part 2: Organization Info:

Enter your organization name or Organization ID and select 'Search' (Exhibit 9). After searching for your organization, you are presented with a list of organizations that match your search criteria. Click the Organization ID link of the appropriate organization to continue (Exhibit 10).

Exhibit 9

After searching for your organization, you are presented with a list of organizations that match your search criteria. Select the appropriate organization ID to continue (Exhibit 10).

Exhibit 10

Selecting the Organization ID link prompts you to enter your Email and Phone number (Exhibit 11).

> **Note:** The phone number and email address entered in this step are used by CDX and CEDRI to send notifications, announcements, or contact you in response to Help Desk inquiries. Therefore enter your email address and phone number and not a general company email address and phone number.

Once you have done so, click 'Submit Request for Access' (Exhibit 11).

Exhibit 11

After selecting 'Submit Request for Access' you are asked to enter a code sent to the email that you provided in the last step (Exhibit 12). Find the email in your inbox (be sure to check your spam folder!)

and enter it in the 'Code:' field (Exhibit 13). Once you have entered your code, select 'Create Account' to finish the registration process (Exhibit 13).

You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by completing either of the following options:

a) Click the following link. You may need to enter the UserID (SSTONETEST2020) and Password that were selected during the registration process.
https://dev.epacdx.net/Registration/EmailValidation?code=M6XHvP3bIZhn
If you click the link and it appears to be broken, please copy and paste it into a new browser window.
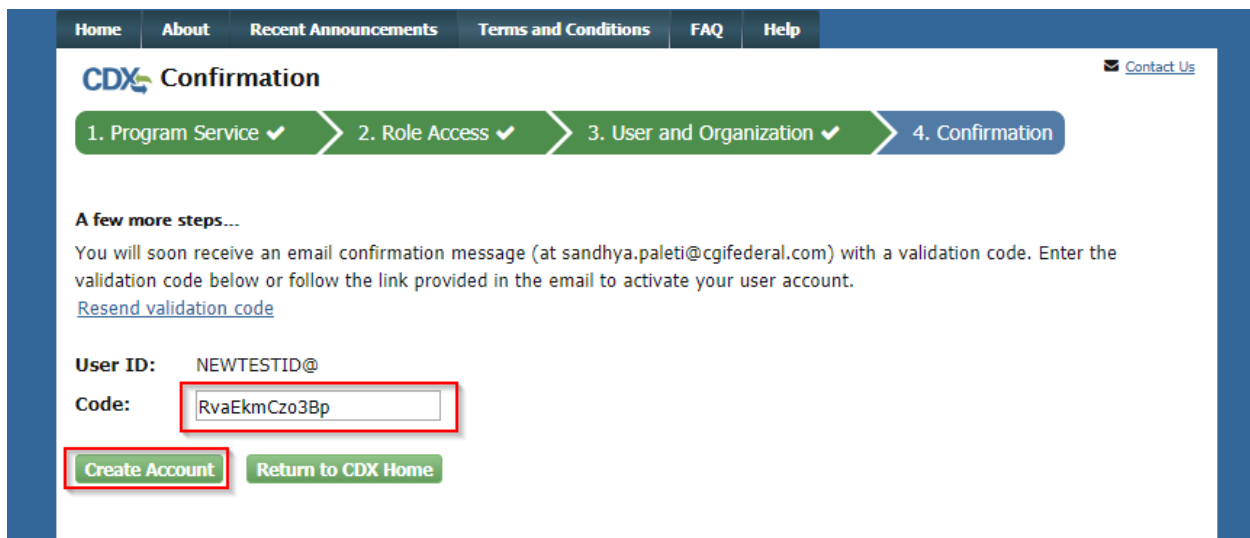
b) In your existing browser window, copy and paste the following code into the "Code" field on the web page:
M6XHvP3bIZhn

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.

Please do not respond 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, 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 or you may contact the CDX Helpdesk via live Chat by clicking on the following URL: https://dev.epacdx.net/Chat. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

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

Exhibit 12

Exhibit 13

After selecting 'Create Account', you are prompted to verify your identity using LexisNexis®. To do so, enter your legal name, address, DOB, and the last 4 digits of your Social Security Number (Exhibit 14). This information is not be shared outside of CDX and is not retained following identity verification. Once you have entered your information, check the box verifying your information, and click 'Proceed with Verification' (Exhibit 14).

Exhibit 14

If your identity is verified you are prompted to select 5 security questions and provide answers (Exhibit 15). Do so, and then select 'Save Answers' to continue.

> **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.

If your identity is not verified you may proceed by printing, signing, and mailing the Electronic Signature Agreement (ESA) to EPA's data processing center (refer to Complete Paper ESA section).

Exhibit 15

After saving your signature questions and answers, you are provided the option of adding a mobile phone number for SMS verification as an optional second authentication factor. SMS messaging can be used as an alternative to security questions when signing and submitting a report in CEDRI.

If you wish to provide a phone number, enter your mobile number and then select 'Send' (Exhibit 16). If you'd like to skip this step, select 'Skip Mobile Number Setup'.

Exhibit 16

If you chose to activate SMS verification, enter the PIN number that was texted to the number you provide in the 'Enter PIN Number' field (Exhibit 17). Once you have done so, select 'Verify' (Exhibit 17).

Exhibit 17

After adding your mobile number (or skipping the step), you are asked to sign an electronic signature agreement. To do so, read the agreement, and click 'Sign Electronically' (Exhibit 18).

> **Note:** You cannot complete this step until identity proofing has been completed. If you failed electronic identity proofing and have mailed in a paper ESA you will have to wait until the CDX Data Processing Center activates your role before completing the process.

Exhibit 18

Selecting 'Sign Electronically' displays a window asking you to confirm all information provided during the signup process is accurate. To continue, select 'Accept' (Exhibit 19). Exhibit 17

Exhibit 19

After selecting 'Accept', you are prompted to enter the password you provided while creating your account. Do so, and then click 'Login' (Exhibit 20).

Exhibit 20

After selecting 'Login', you are prompted to answer one of your security questions, or verify your identity via SMS text message. Choose your option, and click either 'Answer' (Exhibit 21) or 'Verify' (Exhibit 22) after entering your answer or PIN.

Exhibit 21

Exhibit 22

Once you have entered the answer to your security question or entered the PIN, click 'Sign' to finalize the process (Exhibit 23).
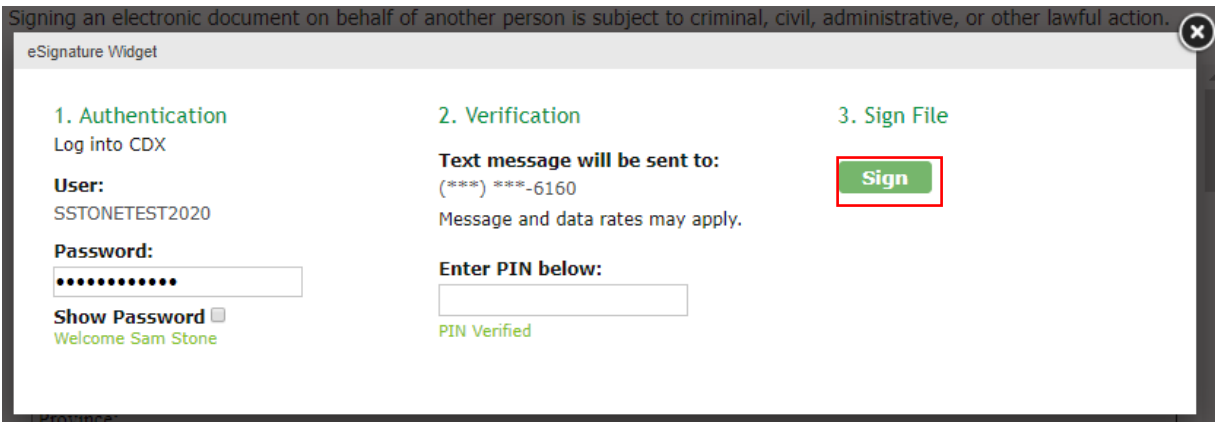
Exhibit 23

After selecting 'Sign', you are returned to the MyCDX page, where you will be able to see your newly added CEDRI Certifier role. To login as a Certifier, clcik the 'Certifier' link in the 'Services' table (Exhibit 24).

Exhibit 24

Complete Paper ESA

If you do not wish to use the LexisNexis process, or are unable to be properly validated to meet the minimum requirements for the program, you are required to follow the paper ESA process to activate your 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 'Paper Verification' hyperlink (see Exhibit 25) to sign the paper form on the identify verification results page, to navigate to the 'Paper CDX Electronic Signature Agreement' page (see Exhibit 25).
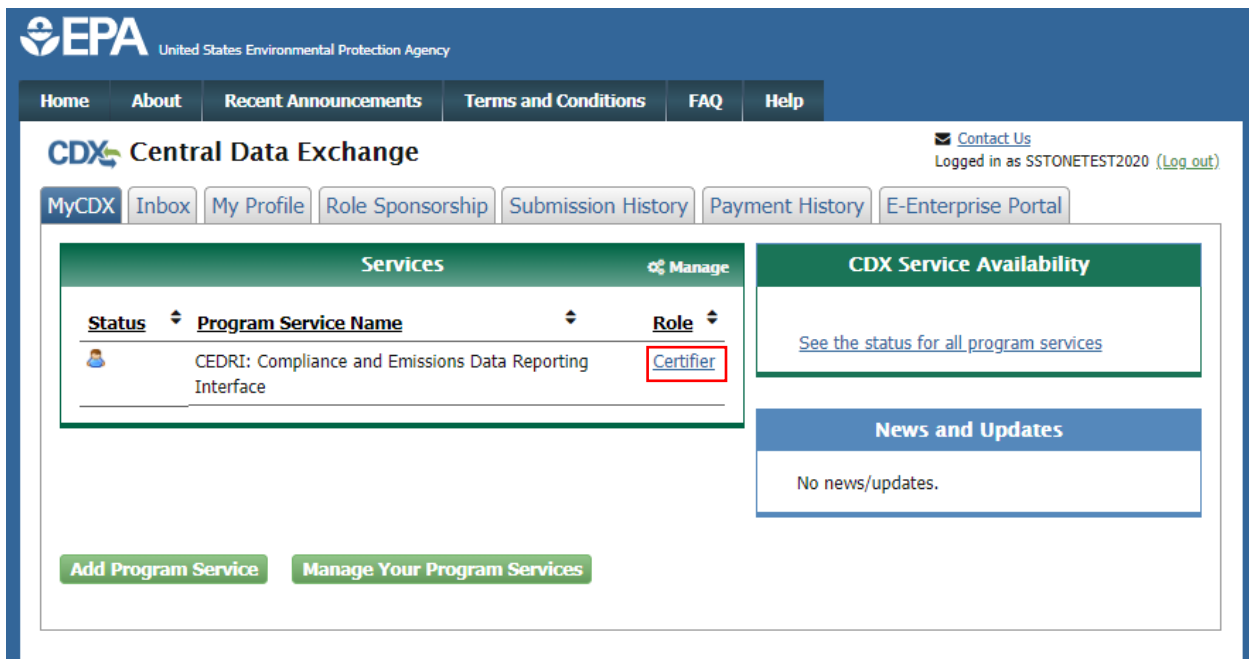

Exhibit 25

1. Select the 'Sign Paper Form' button see (Exhibit 25). The system displays the ESA in a pop up window with an option to print the form.

2. Select the 'Print to Mail' button and print the form.

3. 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 Certifier role remains as 'Awaiting Activation' until the CDX Data Processing Center 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 26). A copy of the ESA form is automatically saved in your CDX Inbox for future reference and reprinting. To print, first download the .HTML file to your computer. You can then open the file in your browser for printing.
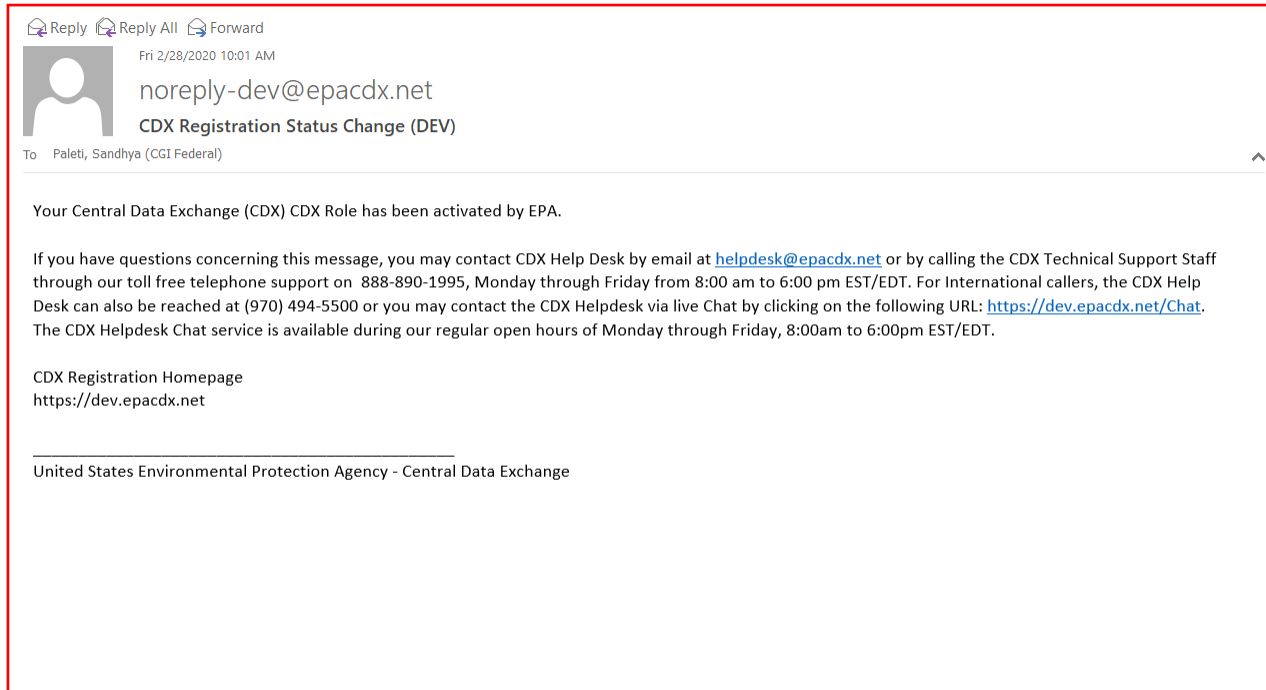

Reply   Reply All   Forward

Fri 2/28/2020 10:01 AM

noreply-dev@epacdx.net

CDX Registration Status Change (DEV)

To   Paleti, Sandhya (CGI Federal)

Your Central Data Exchange (CDX) CDX Role has been activated by EPA.

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, 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 or you may contact the CDX Helpdesk via live Chat by clicking on the following URL: https://dev.epacdx.net/Chat. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

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

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United States Environmental Protection Agency - Central Data Exchange

Exhibit 26

The CROMERR 20-5-1 questions are displayed the first time you log into your CDX account following role approval (see Exhibit 15). 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.