Instructions for certifying officials without a Central Data Exchange (CDX) account

Role: Certifying Official – A person with management responsibility for staff preparing the TRI forms to meet environmental compliance requirements, or the manager of environmental programs for the facility or the corporation that owns and operates the facility that will be responsible for certifying prepared forms within TRI-MEweb. The certifying official may also prepare TRI forms.

Prerequisite: This guide applies to new Certifying Officials that do not have a registered CDX user account. You will need to create a CDX user account to add your new role as Certifying Official.

Need: You will need your Access Key code(s) and TRI Identification Designator(s) (TRIFIDs) assigned to your facility’s location.

Instructions on how to register and add the TRI-MEweb application to your new CDX user account.
1. Go to http://cdx.epa.gov to create your new CDX user account.
2. Read the Warning and Privacy Policy notices.
   On the mail CDX login page click on the button: "Register with CDX." See red arrow in Figure 1.

Figure 1: CDX login web page.
How to Add Role, Facility, and Generate an ESA to a New Certifying Official's CDX user account.

3. Review the Terms and Conditions, select "I Accept" radio button, and click on the green "Proceed" button.

4. Click "I Accept" radio button to accept the Terms and Conditions and go to the "CDX Registration: User Information" page.

5. You will then be forwarded to the Active Program Services List. In the search field, enter "TRI," "TRI-MEweb," "EPCRA 313," or other TRI-related search terms and select 'TRI-MEweb: Toxic Release Inventory Made Easy Web' from the Active Program Services List, as shown in red box in Figure 2.

Figure 2: Adding the TRI-MEweb application to your CDX user account.

6. On the "Request Role Access" step on the CORE CDX Registration page, select the "Certifying Official" role from the dropdown menu. Click Request Role Access link. See red box in Figure 3.

Figure 3: Adding the Certifying Official role to CDX user account.

7. Complete your one-time registration on the CDX registration screens. Enter a user ID, title, name, password, and three secret questions/answers for password reset. See Figure 4.
How to Add Role, Facility, and Generate an ESA to a New Certifying Official's CDX user account.

a. **Tip:** Write your answers down and store in a safe place. You will not be able to edit your answers after CDX user account is created. They are 5 more answers that you will need to record as a Certifying Official (sneak peek at step 16).

**Part 1**
- Enter user information
- Answer your 3 questions to reset CDX password

**Part 2**
- Enter Organization information. If no organization is found, click on "Request CDX Add Your Organization" button after "Search" button is selected

Figure 4: Provide user and organization information.

8. On Part 2 of the **Provide User and Organization Information** page, you will also be required to search for and select an organization associated with your TRI Form submissions using the general or advanced search options (see Part 2 of Figure 3).
   a. **NOTE:** If your organization is not found, you may click Request CDX add your organization link and manually enter your organization information.
b. Environmental consultants should list their company name. Industrial facilities should list their company headquarters. Click the "Submit" button.

9. After you have selected an organization or requested that your organization be added, provide your personal email address and phone number. Your email address is the key to receiving all CDX automated communications about the status of your reporting.

10. You will receive an automated email sent to your pre-registered email address. You will be required to re-login into your CDX user account and proceed to identity verification process (step 11-17).

11. **LexisNexis ESA approval:** On the "Identity Verification" page you will review the information and click "Proceed to Verification". Upon clicking "Proceed to Verification" a disclaimer pop-up window will be displayed as part of the process for the Electronic Signature Agreement (ESA). Click "OK".

12. **LexisNexis ESA approval:** A new LexisNexis window will display the required fields (see Figure 5). Fill out the LexisNexis form and submit it for identity verification. Click "OK". EPA does not collect personal information.
   
a. **Tip:** Home telephone has no parenthesis. Date of Birth (dd/mm/yyyy)

b. **Note:** If your scores do not meet the minimum requirements set by the program office for LexisNexis verification, you will have to print, sign, and mail the ESA to EPA's Data Processing Center (see step 13). Or Call the CDX Helpdesk to reset your attempt for LexisNexis real-time approval of your ESA.

c. **Success:** You will observe if you successfully passed LexisNexis identification verification a prompt to provide your answers to 5 security questions out of 20 possible questions for electronic signature (e-signature) procedures. Your e-signature will be required to fill-out the TRIFID Signature Agreement form and to sign your certify TRI forms before submitting them to EPA. Go to step 15.

**13. Only applies if paper form ESA is created:** If you failed LexisNexis you will see a **Sign Paper Form**" button. Click the "Sign Paper Form" button and the ESA will be displayed in a new window, as shown in Figure 6. **Important:** Do not close the ESA pop-up window until you have printed your ESA!
Figure 6: Sample of unsigned Electronic Signature Agreement (ESA) that will be printed, mailed and signed to the TRI’s Data Processing Center (DPC).

14. **Only applies if paper form ESA is created:** Click the "Print to Mail" button on the ESA window to print the ESA. Please follow the instructions on the printed ESA. As the certifying official, you will need to sign the ESA document, and mail the signed ESA to EPA for approval. We suggest you photocopy the original ESA for your records before mailing it to our Data Processing Center (DPC) whose address is found on the bottom the ESA printout. The approval of the ESA by EPA may take up to 5 calendar days. This processing time must be taken into account in your schedule in order to complete your TRI forms before the July 1st deadline. See Figure 6 for sample ESA.

   a. **Tip:** While logged into your CDX user account and on the MyCDX tab, the **TRI-MEweb: Toxic Release Inventory Made Easy Web** service will have an icon to the left that when hovered over will say "Awaiting ESA Approval" and the Role "TRI-MEweb" will not be a hyperlink (see Figure 8).

   b. **Note:** While your paper ESA is being mailed to TRI’s DPC, the "**TRI-MEweb: Toxic Release Inventory Made Easy Web**" link will have an icon to the left that when hovered over that will say "Inactive" and the "TRI-MEweb" link will remain not hyperlinked (see Figure 8). When your paper ESA is received and approved by TRI’s DPC, the "**TRI-MEweb: Toxic Release Inventory Made Easy Web**" link will have an icon to the left that when hovered over will say "Active" and the "TRI-MEweb" link will be activated (see Figure 9). Call the CDX helpdesk if your status has not changed after 5 business days has passed since you mailed your paper ESA form.

   c. Go to step 15.
15. **E-Signature widget:** TRIMEweb uses the answers to Challenge questions to verify the identity of the Certifying Official during the e-signature process. Certifying Officials must select five different questions from a list of 20 and provide answers to each question, as shown in Figure 7.

16. EPA recommends that all passwords be recorded separately and safeguarded for future reporting as users cannot edit their answers after leaving the CDX registration process. Contact the CDX Helpdesk directly at (888) 890-1995 to reset your Challenge answers if you fail 3 attempts and get locked from moving forward.

**Figure 7:** Certifying official must five e-signature questions and answers -print and safe keep them for future use!

17. You have obtained approval of your Electronic Signature Agreement (ESA) for the assigned Certifying Official, however you will still need to complete one last step before the Certifying Official can begin to certify any pending forms. All new Certifying Officials will need to complete the TRIFID Signature Agreement (steps 37-45) form. Most new Certifying Officials failed to complete these steps last year.

18. Click the "TRIMEweb: TRI made Easy Web" link to open the application in a new browser window (see Figure 9). If your window does not open (hour glass is running in loops), check that your Internet browser pop-up blocker is disabled.
TRI-MEweb Reference Guide 2
How to Add Role, Facility, and Generate an ESA to a New Certifying Official's CDX user account.

Did you know?
Status of ESA approval can be checked here

Figure 8: Sample of the TRI-MEweb service awaiting Electronic Signature Agreement (ESA) approval.

Did you know?
1.- Icon will change when an approved ESA is active.
2.- This is your landing page after your CDX user account has been created.

Figure 9: Sample of the TRI-MEweb with approved Electronic Signature Agreement (ESA).
Instructions on how to add facilities to a Certifying Official's CDX user account.

19. After registration process has been completed and user logging into their CDX user account, the Certifying Official will view their MYCDX page. Click on the "TRI-MEweb" link to open the TRI-MEweb application in a new browser window. To continue, select the method that applies to you:
   a. **Method 1: Do you have your 8 digit access key assigned to your facility?** If your answer is No, go to Step 20, otherwise, if your answer is no, answer the next question.
   b. **Method 2: Has your facility reported to TRI in any reporting year after January 1, 2005?** If your answer is Yes, go to step 24. If your location have reported in prior years, you will need to find your assigned TRIFID. Call CDX helpdesk for assistance in finding your assigned TRIFID. TRIFIDs are assigned to the physical location of the facility only.
   c. **Method 3: Are you using TRI-MEweb application to prepare TRI forms for a facility that NEVER reported to TRI in any prior year?** If your answer is Yes, your facility will need to request a new TRIFID. TRI-MEweb will be able to issue a TRIFID automatically. Go to Step 28.

Method 1: Instructions on how to assign TRIFIDs to your Certifying Official’s CDX user account.

20. You have successfully opened the TRI-MEweb application from CDX. You are now ready to establish access to an existing facility profile using two options.

21. TRI Certifying Officials may gain access to a prior year reporting facility in TRI-MEweb by obtaining the facility's 7-8 digit access key. Access keys can be obtained by calling the CDX Helpdesk at (888) 890-1995. Additionally, EPA may have sent the access key to the facility's technical contact in an email from CDX just before the updated TRI-MEweb application is released each year.
22. From the "Welcome" page, click the +Access/Add Facility button listed under option 3. See Figure 10.
   a. **Note for Returning TRI-MEweb users that want to add a new facility account:** You can also access and/or add facilities from the "My Facilities" tab located at the top of TRI-MEweb (orange box in Figure 10). Go to Step 20 to view TRI-MEweb Welcome page with accounts on it and to learn how to add a new account.

Figure 10: First time visitor to TRI-MEweb Welcome page- How to add a facility profile
TRI-MEweb Reference Guide 2
How to Add Role, Facility, and Generate an ESA to a New Certifying Official's CDX user account.

Figure 11: Select option 2 if you have the access key for your facility's TRIFID.

23. Next, select the radio button beside Option 2 and enter your facility’s access key in the Access Key field on the “Enter Facility’s Access Information” page as shown in Figure 11. Then, click the “Next” button.

Method 2: Instructions for adding a new facility profile in TRI-MEweb using prior year contact information.

24. First Time users of TRI-MEweb only: The second method to add a facility profile consists of using prior year contact information that has been provided to EPA.
a. **Note for Returning TRI-MEweb users that want to add a new facility account:** You can also access and/or add facilities from the "My Facilities" tab located at the top of TRI-MEweb (orange box in Figure 12). Go to Step 20 to view the TRI-MEweb Welcome page with pre-registered facility accounts on it and to learn how to add a new account.

25. Next, select the radio button beside **Option 1** and enter your facility’s TRIFID and Technical Contact Information from a prior year submission on the Enter Facility’s Access Information page as shown in Figure 15. Then, click the "Next" button.

![Option 1](Image)

Option 1
Enter your TRIFID and technical contact information from any prior year submission.

![Figure 12](Image)

Figure 12: Enter the Technical Contact Name and Phone Number from your prior year TRI form to load your facility profile into TRI-MEweb.

26. Regardless of using Option 1 or Option 2 to gain facility access (see Figures 11 and 12), you will now need to select the appropriate radio button. If the facility information shown (Figure 13) is correct, choose the "Yes" radio button.

27. **NOTE:** If the facility information shown does not correspond to your facility, choose the "No" radio button. Then, click the "Next" button. If needed, call the CDX Helpdesk for help obtaining the correct access key.
28. If you indicated that the facility's information was correct, you will be directed to the Users with Access to My facility page. You have now been granted access to the facility and may begin editing facility information, preparing chemical forms, transmitting and certifying form, or viewing submission history. You may also proceed to add a new certifying official or preparer to access the facility's profile. Go to step 35.

**Method 3: Instructions for adding a new facility profile that has never reported to TRI in any prior year.**

29. **Returning TRI-MEweb users only:** The third option consist of adding a new facility profile for a facility that has identified themselves as a new reporting facility. The location of the new facility (under any prior ownership) has never reported to TRI since 1986. Figure 10 shows a TRI-MEweb Welcome page for a retuning preparer with multiple pre-registered facility accounts already on it. Click the “Manage My Facilities” button. See red box in Figure 14.
Figure 14: Welcome page for user with pre-registered facility accounts. View the “Manage My Facilities” button.

30. **Returning TRI-MEweb users only:** The My List of Facilities page shows all the facility accounts that have been pre-registered into TRI-MEweb by the preparer. Click the “+ Access/Add Facility” button, as shown in red box in Figure 11, to add a new facility account that is not listed on this page.

Figure 15: Adding more facility accounts to TRI-MEweb
31. Next, select the radio button beside the third option on the "**Enter Facility’s Access Information**" page as shown in Figure 16 for a facility that has never reported to TRI. Then, click the **"Next"** button.

**Option 3**
Remember that TRIFIDs are location-specific. Change in ownership does not change a facility’s TRIFID.

**Figure 16:** Select option 3 if you are certain if your facility has never reported to TRI in prior years.
32. Next, enter your facility's information as shown in Figure 17. Then, click the “Search for matching EPA Records” button.

Figure 17: Enter your facility information if your facility's location has never reported to EPA.
33. Confirm if any locations match your facility's location information, as shown in red box Figure 18. Facility names may vary and can be updated separately.

**Figure 18:** Verify whether or not your facility's location has been assigned a TRIFID in a prior year.

a. Verify that your facility profile does not match any TRIFIDs that have already been created for locations with matching your location, if displayed in table, as shown in red box in Figure 14. If you are not able to located an existing TRIFID for your location, click “Save” to request a new TRIFID. If you find a match, select radio button and click the “Save” button.
TRI-MEweb Reference Guide 2
How to Create Role, Obtain an ESA, and add a Facility Account for a New Certifying Official

The Status of your Authorized Users

- If no CDX User ID is listed, a CDX user account has not been created.

Certifying Officials (CO)

- The ESA status of the CO assigned to your this facility is listed under the ESA Status column.
- A status of ✅ Sign TRIFID Signature Agreement indicates that the CO has obtain approval of the CDX ESA, but still needs to sign the TRIFID Signature Agreement.
- A status of ✅ Sign CDX ESA indicates that the CO has provided a paper copy of ESA prior to RY 2012. The returning CO must electronically sign a new CDX ESA upon logging into CDX for the first time in RY 2014. TRIFID Signature Agreement has also not been signed.
- A status of ✅ Active Certifying Official Available indicates that your assign CO has gotten approval of the ESA and signed the TRIFID Certification Agreement and is ready to certify any pending forms transmitted by the preparer.

34. Users with Certifying Official roles (upon approval of ESA) are the only users that can observe a Certify tab in the TRI-MEweb application, as shown in red box in Figure 19.

35. In RY 2014, new Certifying Officials will have a status of ✅ Sign TRIFID Signature Agreement indicates that the Certifying Official has obtained approval of the CDX ESA, but still needs to sign the TRIFID Signature Agreement. The following steps will go over the TRIFID Signature Agreement process. No pending forms will be displayed to the Certifying Official until this form is signed electronically. Go to step 37 to begin the process to sign the TRIFID Signature Agreement.

36. A status of ✅ Active Certifying Official Available indicates that your assign CO has gotten approval of the ESA and signed the TRIFID Certification Agreement and is ready to certify any pending forms transmitted by the preparer. Go to step 46.

37. Click the Certify tab in TRI-MEweb.
Figure 20: Manage TRIFIDs for Certification page.

38. Under the Certify tab; the Manage TRIFIDs for Certification page is displayed and the page is divided into three sections.
39. Click "Provide Title" button in Section 1 (see Figure 15). Enter your appropriate title (i.e., president, plant manager, chief of operation, etc.) and click "OK" button. See Figure 16.
Did you know?  
A certifying official only has to submit their ESA once for EPA approval if they continue to serve in the same role for that facility.

Figure 21: Add title of the Certifying Official.

40. If you have a TRI Facility Identification number (TRIFID) that you want associated with your account click the "+Access/Add Facility" button in Section 2 (see Section 2 Figure 20). Use Method 1 or Method 2 to create the TRIFID Signature Agreement form, click "Next", confirm the facility information is accurate, click "Next" button, and access should now be granted for this facility. See steps 20-28 for instruction how to add a facility profile to TRI-MEweb.

41. Navigate back to the Certify tab (see red box in Figure 22). To sign the TRIFID Signature Agreement document attesting that you have the authority to certify for TRI submissions under these TRIFIDs. Check the box corresponding to the TRIFID(s) which you would like to certify for and click "Sign Agreement" button in Section 2 (see red box in Figure 22).

Figure 22: TRIFID(s) pending electronic signature of the Certification Agreement form.
Figure 23: Certification Agreement Form that you represent facility.

42. Review the TRIFID Signature Agreement language. After the appropriate TRIFID(s) have been selected, click the "I Agree" button (Figure 23).

43. You will then be prompted to enter your CDX password in addition to answering one of your Challenge questions. Once that information is entered, click the "Sign" button (see Figure 24). Call the CDX Helpdesk to rest your e-signature security questions and answers if you fail (after 3 attempts) to answer security question and your TRI-MEweb account is locked.
TRI-MEweb Reference Guide 2
How to Create Role, Obtain an ESA, and add a Facility Account for a New Certifying Official

Figure 24: Agreement signed using e-signature widget.

44. You have now have successfully signed the Certification Agreement for the selected TRIFID(s). All signed TRIFID(s) will now show up under the **Signature Received** table on the **Certify** tab (see Section 3 in Figure 25).
How to Create Role, Obtain an ESA, and add a Facility Account for a New Certifying Official

Section 3: Signature Received

Figure 25: TRIFID(s) with signed Signature Agreements.

45. **Note:** Keep in mind that if you are still the certifying official next year, **you will not need to submit a new ESA or a TRIFID Signature Agreement**. You may add additional facility profiles without the need to process a new ESA approval. Just click the "+Access/Add Facility" button (green box in Figure 25). Follow step 23 to add a new facility profile using Method 2 Access key. Sign the TRIFID Signature Agreement form for each facility profile account (step 41) that is added to the Certifying Official's TRI-MEweb account.
Figure 26: TRI-MEweb Pending Submission page for a Certifying official with approved ESA and signed TRIFID Signature Agreement.

46. You are now ready to certify any forms that have been transmitted for certification. Click the **Certify** tab and then the **Pending Submissions** sub tab (see red boxes in Figure 21) to view your pending submissions. You can take 3 actions here (view orange box in Figure 21).
   a. Click the **Validation Report** icon if you wish to see the error report/data quality alerts for each chemical submission.
   b. Click the **View Submission** icon if you wish to obtain a draft copy (without Certifying Official signature) of the Form R or Form A Certification Statement to review your data before approval is granted.
   c. Select "**Cancel and Return Form to TRI-MEweb**" radio button if you find an error that needs correction. This option will return form to editable mode in TRI-MEweb. After corrections are made, transmit it, and certify it if satisfied, or.
   d. Select the "**Certify and Submit to EPA**" radio button to certify form and submit it to EPA to meet your EPCRA Section 313 reporting requirement.
TRI-MEweb Reference Guide 2

How to Create Role, Obtain an ESA, and add a Facility Account for a New Certifying Official

Figure 27: View your submission history under the Submission History subtab.

47. TRI-MEweb Submission History page will list all certified TRI submissions that were prepared using the TRI-MEweb application.

The TRI-MEweb submission for the facility and chemical(s) listed below has been prepared, certified, and sent to USEPA.

Please be aware that the status of the TRI submission will be electronically forwarded to the Environmental Information Exchange Network (EIN). This certified submission will be electronically forwarded to the EIN.

You may wish to print a copy of this receipt and keep it for your records. Do not send this receipt to USEPA.

If you have any questions regarding this email, please contact the CDX Help Desk at the phone numbers listed below for further assistance. Please reference the information below when contacting the CDX Help Desk.

--- REFERENCE INFORMATION ---

TRI Facility ID: 77043927299F
Facility: Shell's Test Facility
2904 Test Lane
Houston, TX, 77024

Figure 28: CDX email sample sent to the pre-registered email address to confirm certification of your TRI form.

48. You have completed the TRI submission process of your forms. An automated email is sent to the Certifying Official's pre-registered email account (as shown in Figure 28) to confirm that you have properly certified and submitted your forms to EPA. Congratulations!