



## TRI-MEweb Reference Guide 2

### How to Add Role, Facility, and Generate an ESA to a New Certifying Official's CDX user account.

#### **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.

Start



#### **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.

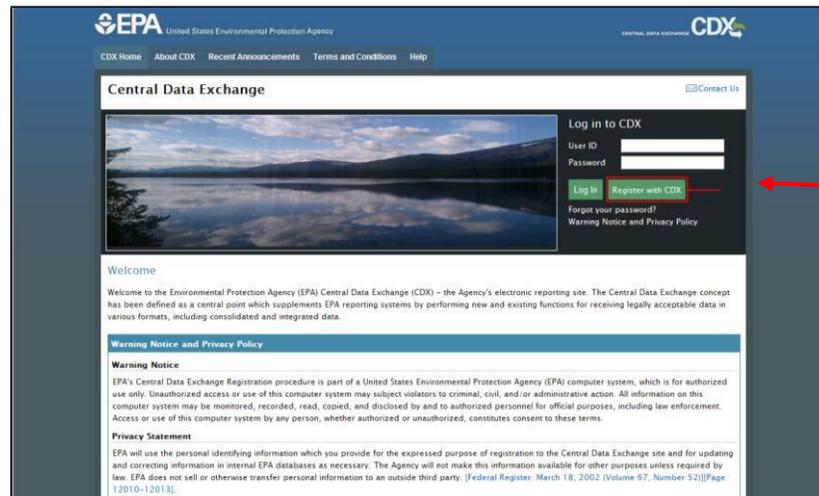


Figure 1: CDX login web page.



## TRI-MEweb Reference Guide 2

### 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 **"TRIMEweb: Toxic Release Inventory Made Easy Web"** from the Active Program Services List, as shown in red box in Figure 2.

SWENOR: Stormwater Notice of Intent for MDCR, NOC, LEW, and VGR

TRIME: Toxic Release Inventory Made Easy

**TRIMEweb: Toxic Release Inventory Made Easy Web**

TSCA: TSCA

VERIFY: Vehicles and Engines Compliance Information System

VERIFY MFR REG: Request Manufacturer Code for Vehicle or Engine Compliance

VERIFYDEV: Vehicles and Engines Compliance Information System

WCIT: Water Contaminant Information Tool

WHIPS: Wood Heater Information Processing System

Cancel

#### Did you know?

Certifying officials are assigned dual roles. They can prepare and certify TRI forms.

**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

CDX Home | About CDX | Recent Announcements | Terms and Conditions | Help

Core CDX Registration [Contact Us](#)

1. Request Program Service  2. Request Role Access  3. Provide User and Organization Information 4. Confirmation

**Registration Information**

**Program Service:** Toxic Release Inventory Made Easy Web

**Role:** Not selected

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

Select Role

Preparer

**Certifying Official**

Request Role Access Cancel

**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.



## TRI-MEweb Reference Guide 2

### 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).

1. Request Program Service 2. Request Role Access 3. Provide User and Organization Information 4. Confirmation

**Registration Information**

Program Service: Toxic Release Inventory Made Easy Web  
Role: Certifying Official

Essential information is marked with an asterisk(\*)

**Part 1: User Information**

Description of Fields

User ID \*

Title \* --Please Select--

First Name \*

Middle Initial

Last Name \*

Suffix --Please Select--

Password \*

Re-type Password \*

Security Question 1 \*

Security Question 2 \*

Security Question 3 \*

**Part 2: Organization Information**

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

- 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.





## TRI-MEweb Reference Guide 2

### How to Add Role, Facility, and Generate an ESA to a New Certifying Official's CDX user account.



#### TRI Data Processing Center Information

Mail your paper ESAs to:

Attention: Paper ESA Approval  
CGI Federal, Inc.  
c/o TRI Data Processing Center  
12601 Fair Lakes Circle  
Fairfax, VA 22033

Other [TRI Contacts](#)

**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.



## TRI-MEweb Reference Guide 2

### How to Add Role, Facility, and Generate an ESA to a New Certifying Official's CDX user account.

15. **E- Signature widget:** TRI-MEweb 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.

#### Did you know?

The TRI-MEweb resource web page has a troubleshooting guide with instructions to resolve issues with computer settings

[Link to Guide](#)

**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 "TRI-MEweb: 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

The screenshot shows the EPA Central Data Exchange (CDX) user interface. At the top, it says "EPA United States Environmental Protection Agency" and "CENTRAL DATA EXCHANGE CDX". Below the header, there are navigation links: "CDX Home", "About CDX", "Recent Announcements", "Terms and Conditions", "FAQs", and "Help". The user is logged in as "TUTORIAL1 (Log out)". The main content area is titled "Central Data Exchange" and includes a "Contact Us" link and a "Last Login" timestamp of "1/24/2013 11:15:44 AM". There are tabs for "MyCDX", "Inbox (1)", "My Profile", and "Submission History". The "Services" section is active, showing a table with columns "Status", "Program Service Name", and "Role(s)". The table contains one entry: "TRIMEweb: Toxic Release Inventory Made Easy Web" with a status icon of a person with a question mark and the role "TRI-MEweb". Below the table is an "Add Program Service" button. At the bottom, there is a footer with contact information and links to "EPA Home", "About CDX", "Frequently Asked Questions", "Privacy and Security Notice", "Terms and Conditions", and "Contact Us".

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.

The screenshot shows the EPA Central Data Exchange (CDX) user interface, similar to Figure 8. The user is logged in as "TUTORIAL1 (Log out)". The "Services" section shows the same table entry for "TRIMEweb: Toxic Release Inventory Made Easy Web", but the status icon has changed to a person with a checkmark, and the role is now "TRI-MEweb". The "Add Program Service" button is still present. The footer and navigation links are identical to Figure 8.

Figure 9: Sample of the TRI-MEweb with approved Electronic Signature Agreement (ESA).



## TRI-MEweb Reference Guide 2

### How to Add Role, Facility, and Generate an ESA to a New Certifying Official's CDX user account.

#### **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.

#### **Did you know?**

The Certifying Official role can do two tasks- prepare and certify forms.



## TRI-MEweb Reference Guide 2

### How to Add Role, Facility, and Generate an ESA to a New Certifying Official's CDX user account.

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.

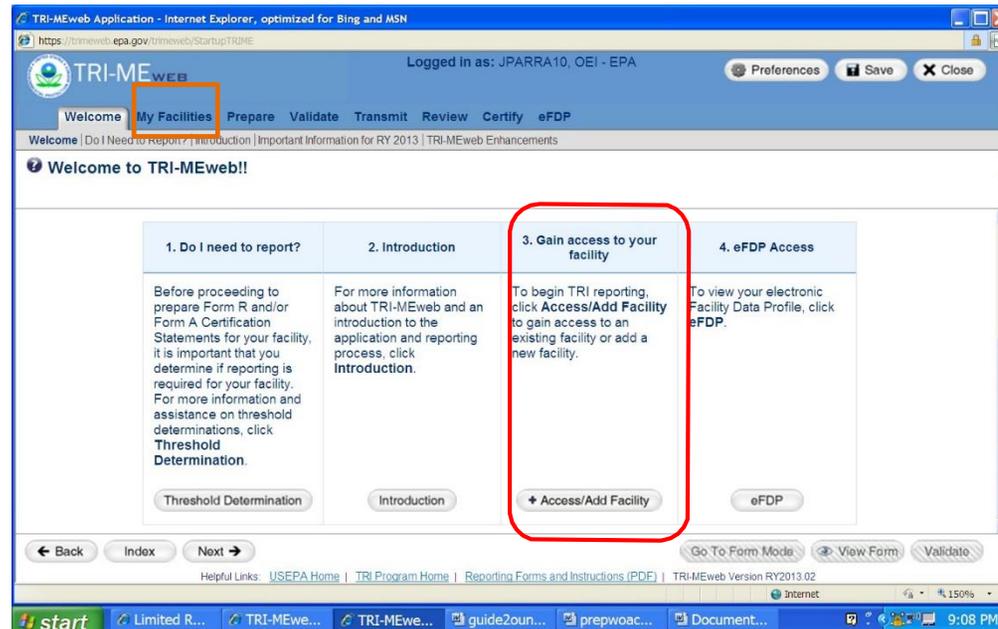


Figure 10: First time visitor to TRI-MEweb Welcome page- How to add a facility profile



## TRI-MEweb Reference Guide 2

### How to Add Role, Facility, and Generate an ESA to a New Certifying Official's CDX user account.

Logged in as: MDONAT107.DONATI

Welcome | My Facilities | Prepare | Validate | Transmit | Review | eFDP

My Facilities | Third-Party Load Tool

#### Enter Facility's Access Information

Before you can begin to work on your facility's TRI reports and/or view electronic Facility Data Profile (eFDP) information, you must gain access to your facility's data. Please select an access option, provide the requested data, and click **Next**.

If your facility last reported in Reporting Year 2004 (or a prior reporting year), contact the TRI Data Processing Center (phone: 703-227-7644) so they can create an Access Key for your facility.

If your facility is new for Reporting Year 2012 and reported TRI data via paper form, please select the second radio button below (Option 2: Access Key) to view electronic Facility Data Profile (eFDP) information.

Option 1: Enter your TRIFID and the following two items from a prior year's TRI Form for this facility:

TRI Facility ID:

Technical Contact Name:

Technical Contact Phone Number:

Option 2: Enter your facility's Access Key

Access Key:

I will be transmitting reports for a facility that has not previously transmitted TRI data

← Back | Index | Next →

Go To Form Mode | View Form | Validate

Helpful Links: [USEPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions \(PDF\)](#) | TRI-MEweb Version RY2012.01.4

**Option 2**

- Enter your unique access key here.

**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.



## TRI-MEweb Reference Guide 2

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

- 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**  
Enter your TRIFID  
and technical  
contact information  
from any prior year  
submission.

**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.



## TRI-MEweb Reference Guide 2

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

**Figure 13: Confirm facility information is correct.**

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.



## TRI-MEweb Reference Guide 2

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

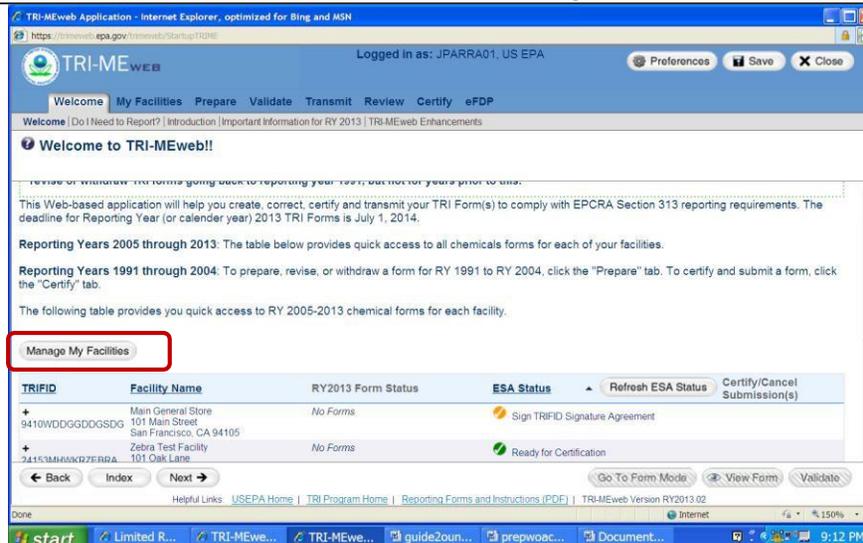


Figure 14: Welcome page for user with pre-registered facility accounts. View the “Manage My Facilities” button.

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



## TRI-MEweb Reference Guide 2

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

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.

The screenshot shows the TRI-MEweb interface. At the top, it says "Logged in as: MDONATI07, DONATI". The main heading is "Enter Facility's Access Information". Below this, there are instructions: "Before you can begin to work on your facility's TRI reports and/or view electronic Facility Data Profile (eFDP) information, you must gain access to your facility's data. Please select an access option, provide the requested data, and click **Next**." It then provides instructions for facilities that last reported in 2004 or earlier, and for new facilities in 2012. There are three radio button options:

- Option 1: Enter your TRIFID and the following two items from a prior year's TRI Form for this facility:
  - TRI Facility ID:
  - Technical Contact Name:
  - Technical Contact Phone Number:
- Option 2: Enter your facility's Access Key
  - Access Key:
- I will be transmitting reports for a facility that has never previously transmitted TRI data

At the bottom, there are navigation buttons: "Back", "Index", "Next", "Go To Form Mode", "View Form", and "Validate".

**Figure 16: Select option 3 if you are certain if your facility has never reported to TRI in prior years.**



## TRI-MEweb Reference Guide 2

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

32. Next, enter your facility's information as shown in Figure 17. Then, click the **"Search for matching EPA Records"** button.

RY 2014

**Enter New Facility Location**

**\*Step 1\***: Enter facility information. The accuracy of your query matches will depend on the number of fields you provide info for.

Facility Name:

Address:

City:  State:  ZIP:  -

County:

Facility Type:  Federal Facility  
 Government Owned, Contractor Operated (GOCO)  
 Neither

**\*Step 2\***: Press "Search for Matching EPA Facility Records" button to query EPA's database to determine if your facility record already exists.

**Figure 17: Enter your facility information if your facility's location has never reported to EPA.**



## TRI-MEweb Reference Guide 2

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

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.

**Enter New Facility Location**

\*Step 1\*: Enter facility information. The accuracy of your query matches will depend on the number of fields you provide.

Facility Name:

Address:

City:  State:  ZIP:  -

County:

Facility Type:  Federal Facility  
 Government Owned, Contractor Operated (GOCO)  
 Neither

\*Step 2\*: Press "Search for Matching EPA Facility Records" button to query EPA's database to determine if your facility record already exists.

**Search Results for any matching EPA Facility records**

35 items found, displaying 1 to 10. [Pages: 1, 2, 3, 4](#)

TRIFID	Facility Name	Address	City	State	County	ZIP Code	EPA Registry ID
<input type="radio"/>	11839 STANISLAUS COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES	9952 CROWS LANDING RD	CROWS LANDING	CA	STANISLAUS	95313	110043349579
<input type="radio"/>	12693 STANISLAUS COUNTY	301 IKE CROW RD	CROWS	CA	STANISLAUS	95313	110043362848

**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 locate 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.

TRI-MEweb Application - Windows Internet Explorer

Logged in as: SAMORI\_AUGUSTO, CGI FEDERAL

Welcome | My Facilities | Prepare | Validate | Transmit | Review | **Certify** | eDR | CDX Help

Welcome | Do I Need to Report? | Introduction | Important Information for RY 2014 | Reports

Welcome to TRI-MEweb!

Alert! EPA published an Information Collection Request Renewal effective for RY 2014 that included several modifications to the TRI reporting forms and provided a new mechanism through which facilities can submit optional facility-level information to EPA (e.g., contact changes or facility closures). TRI-MEweb has been modified to reflect these changes and will display a icon that you can mouse-over for additional information next to each new feature.

This Web-based application will help you create, correct, certify and transmit your TRI Form(s) to comply with EPCRA Section 313 reporting requirements. The deadline for Reporting Year (or calendar year) 2014 TRI Forms is July 1, 2015.

The following table provides you quick access to RY 1991-2014 chemical forms for each facility.

Manage My Facilities

To add a new TRI form or to access forms in progress, click the (+) sign adjacent to the TRIFID of your facility and click the "Add Blank Form(s)" hyperlink or click the Prepare tab.

TRIFID	Facility Name	RY2014 Form Status	ESA Status	Refresh ESA Status	Certify/Cancel Submission(s)
+ 20147MKNTR345CP	test test, IA 20148	1 in progress	Active Certifying Official Available		
+ 2010WNVCR83RI	NEW CREATION SOURCING, INC. 8830 ROLLEW LANE MANASSAS, VA 20109	No Forms	Sign TRIFID Signature Agreement		
+ 2014VSTSTFC4SHUL	4000 TEST FACILITY NOW WITH MORE FRS 4000 SHOULD BE IN FRS STREET ASHBURN, VA 20147	No Forms	Sign TRIFID Signature Agreement		
+ 2203WPLSSVFRSS	5000 PLEASE SAVE ME 5000 FRS SAVING PROPERLY AvenUE FAIRFAX, VA 22033	1 in progress	Sign TRIFID Signature Agreement		
+ 2010WVSVNGT6SAVE	AA SAVING TO FRS TEST 6000 SAVE TO FRS AVE MANASSAS, VA 20109	1 in progress	Sign TRIFID Signature Agreement		
+ 2014VTRLS02325C	TRAILSIDE MIDDLE SCHOOL AND KID PRISON 20325 CLABORNE PKY ASHBURN, VA 20147	No Forms	Sign TRIFID Signature Agreement		
+ 2010VSTNWL11LM	STONEWALL ELEMENTARY SCHOOL 10100 LOMOND DR MANASSAS, VA 20110	No Forms	Sign TRIFID Signature Agreement		

Helpful Links: USEPA Home | TRI Program Home | Reporting Forms and Instructions (PDF) | TRI-MEweb Version RY2014.01

Figure 19: Users listed on this page have access to the facility account in TRI-MEweb

- 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.
- 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.
- 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.
- Click the **Certify** tab in TRI-MEweb.



## TRI-MEweb Reference Guide 2

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

The screenshot shows the 'Manage TRIFIDs for Certification' page in the TRI-MEweb interface. The page is divided into three sections, each highlighted by a blue box with an arrow pointing to the corresponding content on the page:

- Section 1: Enter Title** points to the 'Official Title' section, which includes a 'Provide Title' button.
- Section 2: Pending Signature** points to the 'Pending Signature' section, which contains a table of facilities to be signed.
- Section 3: Signature Received** points to the 'Signature Received' section, which shows a table of facilities that have been successfully signed.

Sign TRIFID	TRIFID	Facility Name	Location
<input type="checkbox"/>	22033SYSTEM15FAI	System Testing Facility A	12345 Dumfries Rd Woodbridge, AZ, 22025

TRIFID	Facility Name	Location
--------	---------------	----------

**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.



## TRI-MEweb Reference Guide 2

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

#### 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.

ement document attesting that you have the authority to certify for TRI submissions under

Enter your official title in the space provided.

OK Cancel

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).

Section 2:  
Pending  
Signature

Sign Agreement + Access/Add Facility

**Pending Signature**

Sign TRIFID	TRIFID	Facility Name	Location
<input checked="" type="checkbox"/>	7677WNWFCL123TE	New Facility	123 Test Ln Houston, TX, 76772

---

**Signature Received**

You have successfully signed the TRIFID Certification Agreement for the following TRIFIDs:

TRIFID	Facility Name	Location
--------	---------------	----------

Figure 22: TRIFID(s) pending electronic signature of the Certification Agreement form.



## TRI-MEweb Reference Guide 2

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

TRIFID Agreement

Toxics Release Inventory (TRI)  
TRIFID Certifier Agreement Document

Date:	6/18/2014
Name:	Juan Parra
CDX User ID:	JPARRA01TEST
Email Address:	parra.juan@epa.gov
TRIFID:	7702WSHNST299TE

I, Juan Parra  
(Name of Certifying Official)

(1) Certify that I am the owner/operator, or a senior management official employed by the facility subject to EPCRA Section 313 toxic chemical release inventory reporting for all facilities (TRIFIDs) listed on this document. Senior management official means an official with management responsibility for the person or persons completing the report, or with management responsibility for the manager of environmental programs for the facility or establishments, or with management responsibility for the corporation owning or operating the facility or establishments responsible for certifying similar reports under the other environmental regulatory requirements (40 CFR Section 372.3).

(2) Understand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand-written signature;

**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

A screenshot of a web application window titled "Sign Submissions". The window contains a form with three main sections: "1. Login into CDX", "2. Answer Secret Question", and "3. Sign File:". Under "1. Login into CDX", there is a "User:" field with the value "TUTORIAL1" and a "Password:" field with masked characters. Under "2. Answer Secret Question", there is a "Question:" field with the text "What is your favorite vacation destination?" and an "Answer:" field with the value "test". Under "3. Sign File:", there is a "Sign" button with a checkmark icon. The form is set against a light gray background with a dark border.

**Figure 24: Agreement signed using e-signature widget.**

44. You 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).



## TRI-MEweb Reference Guide 2

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

Section 3: Signature Received

Ready to Certify!

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.



## TRI-MEweb Reference Guide 2

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

Welcome My Facilities Prepare Validate Transmit Review **Certify** eFDP

Manage TRIFIDs **Pending Submissions** Submission History

#### Pending Submissions

Here is a list of EPCRA Section 313 TRI submissions that have been prepared for you to certify and send to EPA. Please review the Form R and/or Form A information in these submissions by clicking the PDF icon. Select the "Certify" radio button and click Next to certify the submissions. A PDF of the submission will not be available for submissions that were certified prior to the certification module being moved into TRI-MEweb.

Certifying Official's E-mail Address: parra.juan@epa.gov

TRIFID	Reporting Year	Facility Name	Location	Number of Forms	Transmitted By	Transmission Date	Validation Report	View Submission	Certify or Cancel
+ 7702WSHNST299TE	2013	Shane's Test Facility	299 Test Lane Houston, TX 77024	1	Juan Parra	06/18/2014			<input type="radio"/> Certify and Submit to EPA <input type="radio"/> Cancel and Return Form to TRI-MEweb <input checked="" type="radio"/> No Action on Form

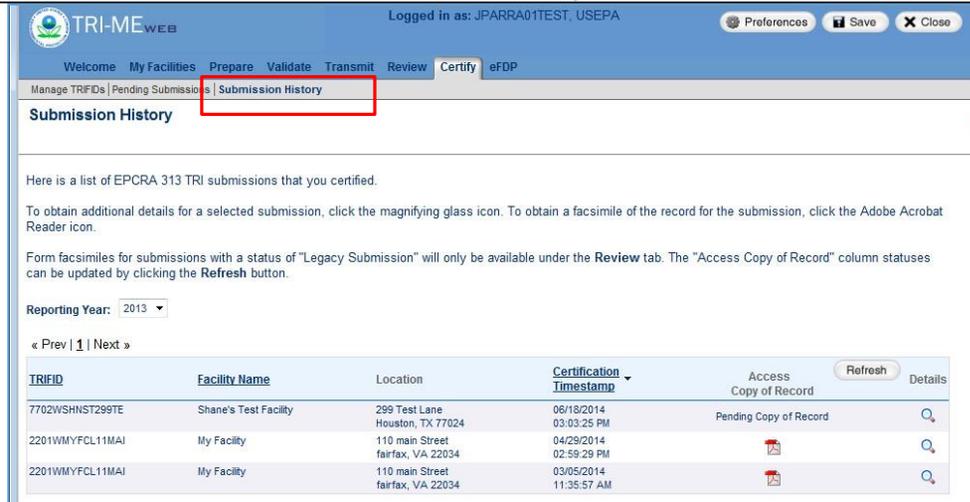
**Figure 26: TRI-MEweb Pending Submission page for a Certifying official with approved ESA and signed TRIFID Signature Agreement.**

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



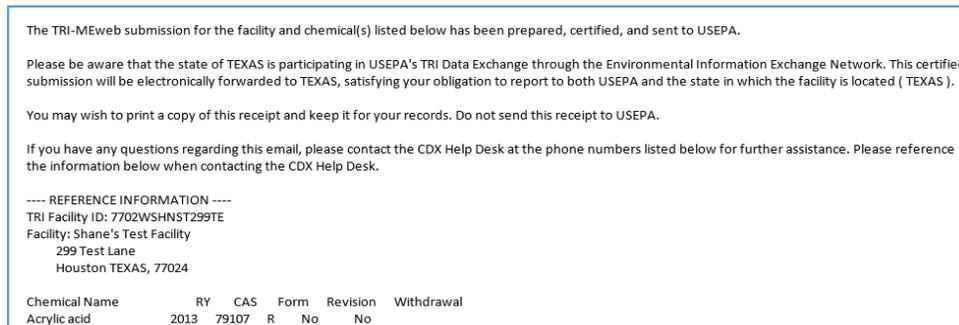
The screenshot shows the TRI-MEweb interface. The user is logged in as JPARRA01TEST, USEPA. The navigation menu includes Welcome, My Facilities, Prepare, Validate, Transmit, Review, Certify, and eFDP. The 'Submission History' subtab is selected and highlighted with a red box. Below the subtab, there is a list of EPCRA 313 TRI submissions. The page includes instructions on how to view details and facsimiles, a reporting year dropdown set to 2013, and a table of submissions.

TRIFID	Facility Name	Location	Certification Timestamp	Access Copy of Record	Refresh	Details
7702WSHNST299TE	Shane's Test Facility	299 Test Lane Houston, TX 77024	08/18/2014 03:03:25 PM	Pending Copy of Record		
2201WMYFCL11MAI	My Facility	110 main Street fairfax, VA 22034	04/29/2014 02:59:29 PM			
2201WMYFCL11MAI	My Facility	110 main Street fairfax, VA 22034	03/05/2014 11:35:57 AM			

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.

**Finished!**



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 state of TEXAS is participating in USEPA's TRI Data Exchange through the Environmental Information Exchange Network. This certified submission will be electronically forwarded to TEXAS, satisfying your obligation to report to both USEPA and the state in which the facility is located ( TEXAS ).

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: 7702WSHNST299TE  
Facility: Shane's Test Facility  
299 Test Lane  
Houston TEXAS, 77024

Chemical Name	RY	CAS	Form	Revision	Withdrawal
Acrylic acid	2013	79107	R	No	No

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!