



TRI-MEweb Reference Guide 4

How to Add TRI-MEweb and Add a Facility Profile to a New Preparer's CDX Account.

Instructions for preparers who need a new Central Data Exchange (CDX) account

Role: Preparer – Person who will be preparing TRI files for submission but is not authorized to certify.

Requisite: If you never have used CDX to transmit your TRI forms to EPA, you will need to create a new CDX account to use TRI-MEweb to create your TRI Forms R and/or A.

Need: Access key and TRI Facility Identification Designator (TRIFID) assigned to your facility's location.

Instructions on how to register at the CDX Web site and add the TRI-MEweb application in your new CDX account.

1. Go to <http://cdx.epa.gov> to create your new CDX account.
2. Read the **Warning and Privacy** notices and click; "-Click here to continue-" to go to the CDX Home page.
3. On the CDX Home page click on the link: "**If you are new to CDX and wish to register, please click here.**" See Figure 1.

Start

Did you know?

Your MYCDX account hosts 59 CDX applications. TRI-MEweb is one of them.

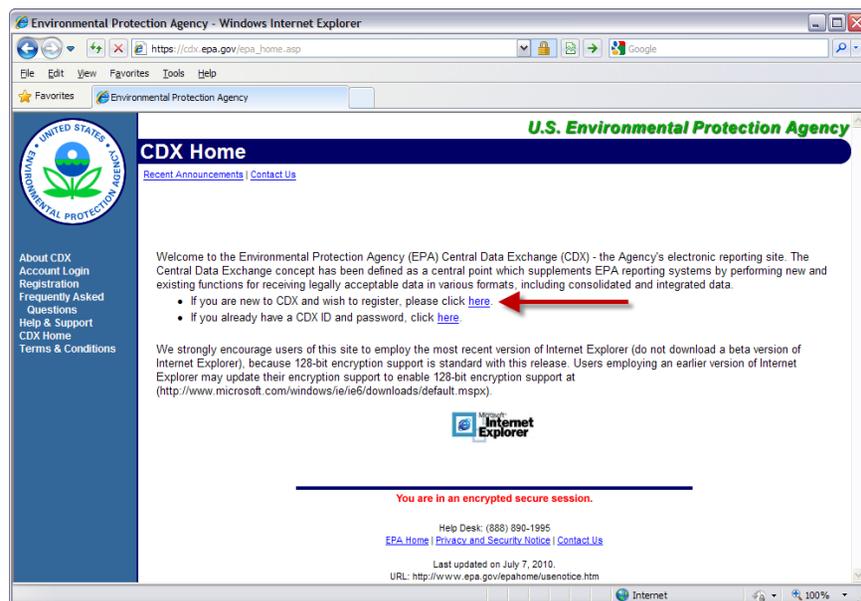


Figure 1: CDX login Web page.



TRI-MEweb Reference Guide 4

How to Add TRI-MEweb and Add a Facility Profile to a New Preparer's CDX Account.

4. Click on the "-Click here to continue-" link on this warning page.
5. Click "**I Accept**" to accept the Terms and Conditions and it will take you to the "**CDX Registration: User Information**" page.
6. Complete your **one-time** registration on the CDX registration screens. You will provide your name and other user information, enter a **login name**, **password**, provide an **email address**, and devise a **secret question** for identification. Write this information down and store in a safe place. See Figure 2.

Did you know?

Make sure your pop-blocker is disabled before TRI-MEweb is opened in your browser.

Figure 2: Creating your CDX account. EPA recommends recording account information for future use.

Figure 3: Add TRI-MEweb application to your CDX account.

7. You will then be forwarded to the **Program Selection** page. **Select** the "Toxics Release Inventory Made Easy Web (**TRI-MEweb**)" radio button and click "**Add**". See Figure 3.
8. On the "**Add Role**" page, select your Program ID type based on the criteria in next section:



TRI-MEweb Reference Guide 4

How to Add TRI-MEweb and Add a Facility Profile to a New Preparer's CDX Account.

Instructions on how to assign facilities to a preparer's CDX account.

9. Change the **Program ID type** to "**Preparer**" using the drop down menu. If you **received an email** notifying you that you were selected as the certifying official for a facility, you will need to obtain an "Access Code" – **typically a six digit number** – by calling the CDX Helpdesk (888) 890-1995. If your facility has reported in prior years to TRI, your technical contact may also have gotten an email from CDX when the *TRI-MEweb* application is released (start of calendar year) that contains the access code in it. An "Access Code" is assigned to every TRI facility's location. Enter your access code in the ID field, otherwise, if you have no access key, enter **N/A** in the **ID field**. See Figure 4.
10. Enter **N/A** in the **ID field** and click "**FINISHED**".

Did you know?

You can obtain your access code by calling the CDX Helpdesk: (888) 890-1995

Begin Preparing your TRI Forms

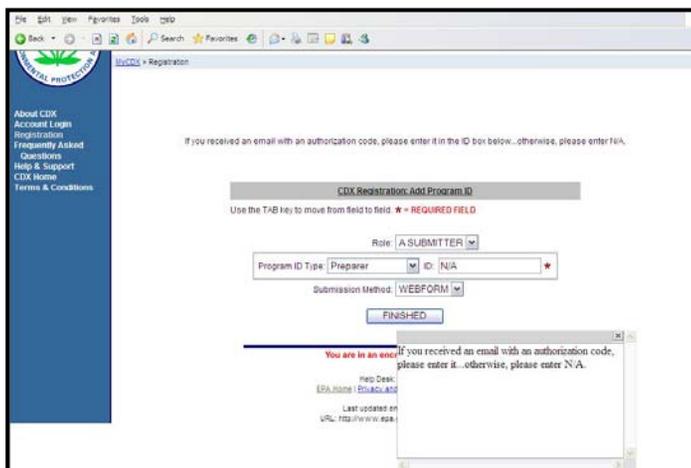


Figure 4: Adding your preparer role in CDX.

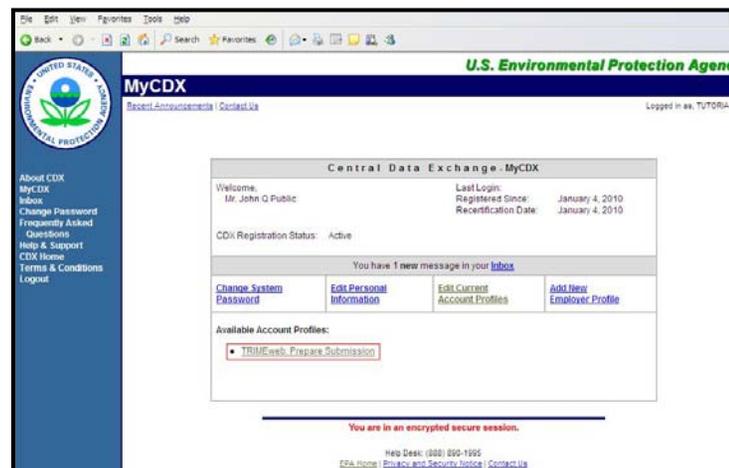


Figure 5: Click on the "**TRI-MEweb: Prepare Submission**" link to launch *TRI-MEweb*.

11. The "**successfully registered**" confirmation page will be displayed. Click "**Finished**" to continue. This will complete your registration as a preparer for *TRI-MEweb* and you will automatically be redirected to the "**MyCDX**" home page.
12. The [TRI-MEweb: Prepare submission hyperlink](#) will be displayed below "**Available Account Profiles**" on your "**MyCDX**" home page. See Figure 5.



TRI-MEweb Reference Guide 4

How to Add TRI-MEweb and Add a Facility Profile to a New Preparer's CDX Account.

Option 1.- Establishing access to an existing facility profile in TRI-MEweb.

Option 1:

Do you need to access an existing facility profile? If yes, use this section; otherwise, if you need to create a new facility profile go to step 17.

You have successfully opened the TRI-MEweb application from CDX. You are now ready to establish access to an existing facility data profile! TRI preparers may gain access to an existing facility in TRI-MEweb by obtaining the facility's access key. Access keys can be obtained by calling the CDX Helpdesk ((888) 890-1995) or EPA may have sent the access key to the facility's technical contact (if facility reported last year) in an email from CDX before the TRI-MEweb application is released in January. Upon adding the facility profile in TRI-MEweb, the preparer may edit facility information, prepare chemical forms, or view their submission history.

Did you know?

You can sort the table on the Welcome page by clicking on the name of each column in order to determine if your facility is listed already.

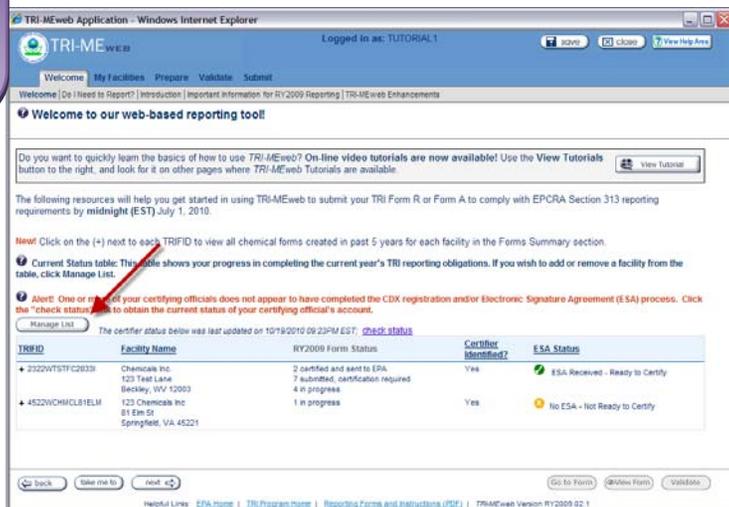


Figure 5: View list of facilities on your account. Click the "Manage List" icon to add any missing facilities to your TRI-MEweb account.

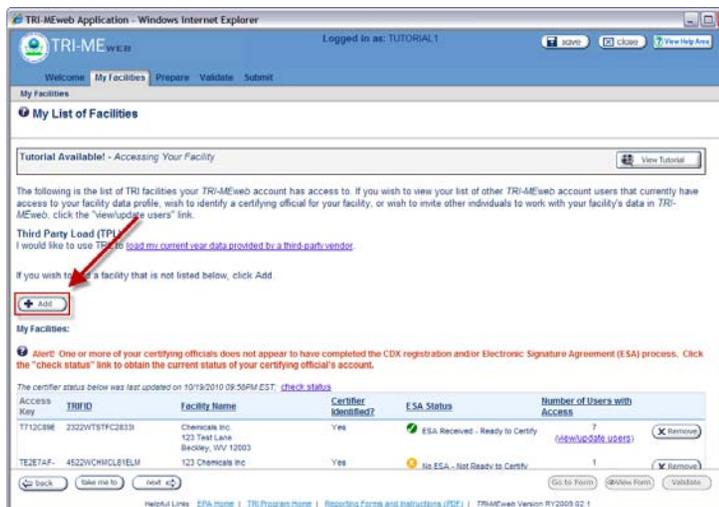


Figure 6: Click "Add" to load an unlisted facility data profile.

- From the "Welcome" page, click the **Manage List** button above the table listing of facilities as shown in Figure 5.
- Next, click the **Add** button on the "My List of Facilities" page as shown in Figure 6.



TRI-MEweb Reference Guide 4

How to Add TRI-MEweb and Add a Facility Profile to a New Preparer's CDX Account.

Option 1.- Establishing access to an existing facility profile in TRI-MEweb. (cont.)

TRFACILITY ID: _____
Technical Contact Name: _____
Technical Contact Phone Number: _____

Access Key:

next >

Figure 7: Select option 2 if you have the access key for the unlisted facility. Enter key in text field shown in box.

TRFID: 2322WTSTFC2833
Facility Name: Test Facility
Address: 2833 Industry Road
Lexington, VA 23223

Yes, this is the correct facility
No, this is not the correct facility

next >

Figure 8: Verify that your facility location is correct.

Did you know?

If you are uncertain or could not find the access key assigned to your facility's location, please call the CDX helpdesk (888) 890-1995 to obtain the access key for unlisted facility.

- 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 7. Then, click the **next** button.
- Next, select the appropriate radio button as shown in Figure 8. If the facility information shown is correct, choose the **Yes** radio button. Go to step 16.
- However, if the facility information shown does not correspond to your facility, choose the **No** radio button. Then, click the **next** button. Call CDX Helpdesk for assistance to obtain your correct access key.



TRI-MEweb Reference Guide 4

How to Add TRI-MEweb and Add a Facility Profile to a New Preparer's CDX Account.

Option 1.- Establishing access to an existing facility profile in TRI-MEweb. (cont.)

18. If you specified that the facility's information was correct, you will be directed to the "**Access Granted**" page as shown in Figure 9. You have now been granted access to the facility and may begin editing facility information, preparing chemical forms, or viewing submission history.



Useful Tip

If you are a new facility reporting to TRI and have been issued an access key and a TRIFID, please print and store this information for the next reporting year.



Begin
Preparing your
TRI Forms

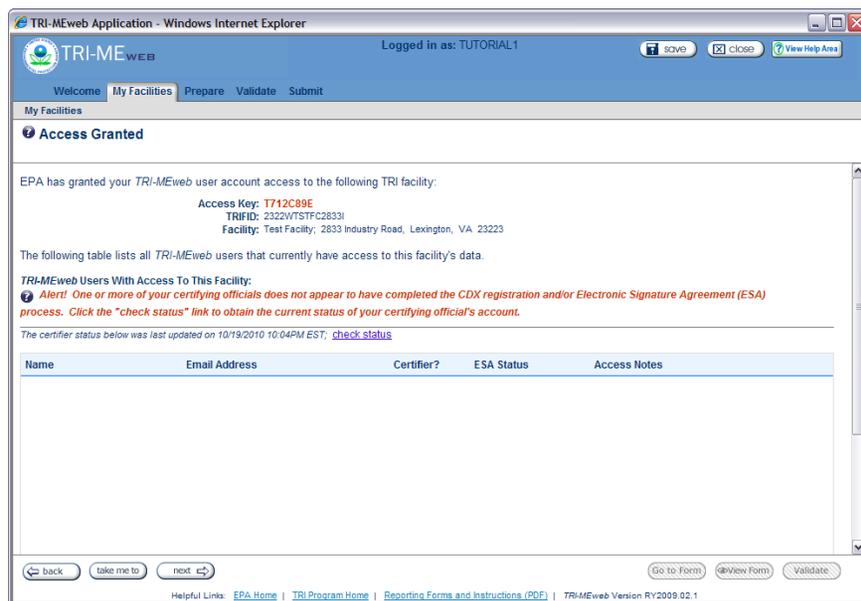


Figure 9: Access key and TRI are automatically generated for new TRI reporting facilities. Please print this information for future use.



TRI-MEweb Reference Guide 4

How to Add TRI-MEweb and Add a Facility Profile to a New Preparer's CDX Account.

Option 2.- Creating a new facility in TRI-MEweb.

TRI reporters may create a new facility profile in TRI-MEweb if the facility TRI profile does not exist. Upon creating the facility profile in TRI-MEweb, the reporter may begin preparing chemical forms.

Option 2:

Do you need to create a new facility profile? If so, use this section.

Did you know?

You can sort the table on the Welcome page by clicking on the name of each column in order to determine if your facility is listed already.

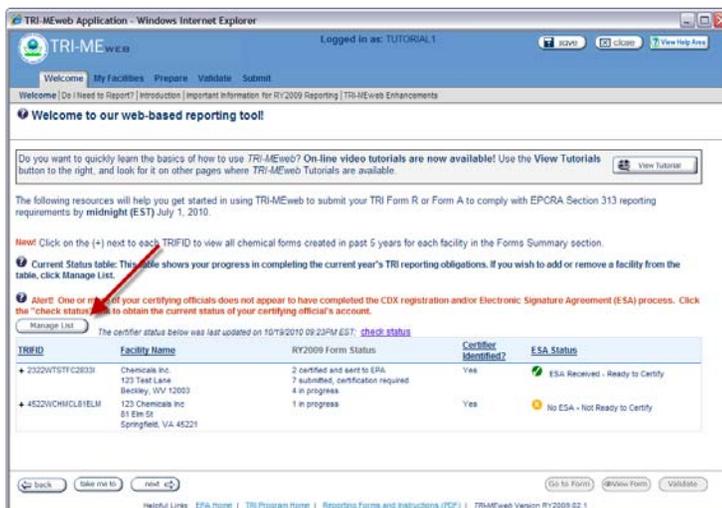


Figure 10: View list of facilities on your account. Click the "Manage List" icon to add any missing facilities to your TRI-MEweb account.

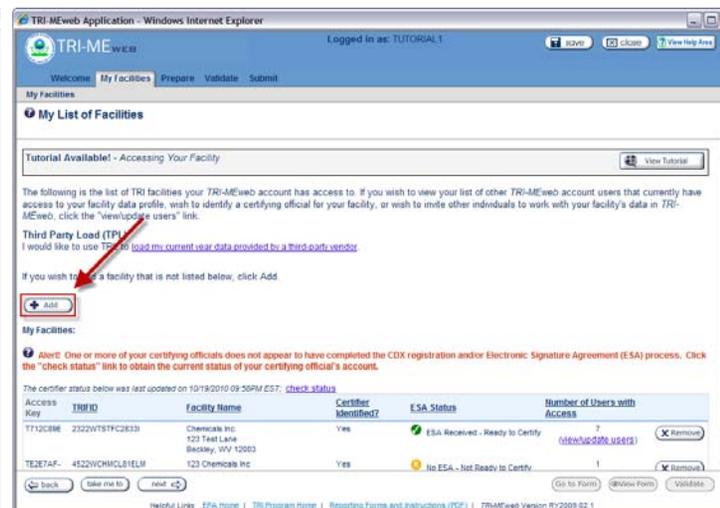


Figure 11: Click "Add" to load an unlisted facility data profile.

17. From the "Welcome" page, click the **Manage List** button above the table listing of facilities as shown in Figure 10.
18. Next, click the **Add** button on the "My List of Facilities" page as shown in Figure 11.



TRI-MEweb Reference Guide 4

How to Add TRI-MEweb and Add a Facility Profile to a New Preparer's CDX Account.

Option 2.- Creating a new facility in TRI-MEweb. (cont.)

Did you know?

You can sort the table on the Welcome page by clicking on the name of each column in order to determine if your facility is listed already.

Figure 12: If you're uncertain if your facility has reported in prior years or do not have their access key, select the third radio button

Figure 13: Enter your new facility location information.

19. Next, select the radio button beside the third option on the “**Enter Facility’s Access Information**” page as shown in Figure 12. Then, click the **next** button.
20. Next, enter your facility’s information on the “**Request a TRIFID**” page as shown in Figure 13. Then, click the **next** button.



TRI-MEweb Reference Guide 4

How to Add TRI-MEweb and Add a Facility Profile to a New Preparer's CDX Account.

Option 2.- Creating a new facility in TRI-MEweb. (cont.)

Useful Tip

Facility names can change over time, but TRIFIDs never changes. Facility names can change if ownership has changed. TRIFIDs, in contrast, are assigned to the physical location.

Select	TRIFID	Facility Name	Street	City	State	Zip
<input type="radio"/>	2201W7STFKTESTA	test fat	test addr	fairfax	VA	22011
<input type="radio"/>	2201W7STSCTESTS	test schedule again	test str	fairfax	VA	22011
<input checked="" type="radio"/>	2201W7STSCBETH	test schedule data	bethesda street	bethesda	MD	22011
<input type="radio"/>	2201W7STSCNEWST	test schedule data1	new street	fairfax	VA	22011

Figure 14: Verify that a TRIFID doesn't already exist for your facility location (facility names can be edited later).

Name	Email Address	Certifier?	ESA Status	Access Notes
Test Account	ALPHAVISER@NOEMAILADDRESS.COM	Yes	No ESA - Not Ready to Certify	Entered TRIFID on 10/19/2010 10:42 PM

Figure 15: TRI-MEweb has created your access key and your TRIFID. Please print and save for future use.

1 2

21. Next, verify that your facility does not already exist in TRI-MEweb by reviewing the list of facilities that may be presented on the “**Confirm New TRIFID Request**” page as shown in Figure 14.
 - a. If you do locate your facility in the list, select the corresponding radio button and click the **next** button. Go to step 22.
 - b. However, if your facility is not presented in the list or no list is displayed, simply confirm the new facility's information and click the **next** button without selecting a radio button. Go to Step 21.

Begin Preparing your TRI Forms

22. You have proceeded without selecting an existing facility. You will be directed to the “**Access Granted**” page as shown in Figure 15. You have now been granted access to the facility and may begin preparing chemical forms. **You are ready to begin your TRI forms.**



TRI-MEweb Reference Guide 4

How to Add TRI-MEweb and Add a Facility Profile to a New Preparer's CDX Account.

Avoid creating duplicate records!

It is very important that you do not create a duplicate record with two distinct TRIFIDs for the same facility location. Verify that a TRIFID hasn't already been assigned to your location. Otherwise a "Notice of Data Change" notification will appear in your electronic Facility Data Profile (e-FDP).

Begin Preparing your TRI Forms

Figure 16: Enter the Technical Contact name and phone number from your prior year TRI form in order to load your facility profile into TRI-MEweb.

Figure 17: Confirm the facility information of record found by TRI-MEweb.

23. You have selected an existing facility. You will need to enter the Technical Contact's Name and Phone Number on the "**Enter Facility's Access Information**" page as it was reported on **a prior year's TRI Form** for the corresponding facility as shown in Figure 16. Then, click the **next** button. Keep in mind that the technical contact name may not be the same person as the preparer or certifying official.
24. Next, confirm the facility's information and click the **next** button as shown in Figure 17. **You are ready to begin your TRI forms!**