



# Registration and Account Management

*HFC Allocation Rule Reporting Instructions*  
*March 2025*

## I. INTRODUCTION

This document provides information for registering with and managing your HFC & ODS Allowance Tracking System (HAWK) account. HAWK is a reporting module that is housed within EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT). Anyone subject to the HFC Allocation Rule's reporting requirements in 40 CFR 84.31 must provide the following information to EPA to receive a unique registration invitation. Refer to EPA's guidance documents on *Petitioning to Import Virgin HFCs for Transformation and Destruction* and *Submitting HFC Reports* for information on the data submission process. The remainder of this document is organized as follows:

- **Section II:** Initialize your HAWK Account
- **Section III:** Access Your HAWK Account
- **Section IV:** Appoint a New Company Representative, Alternate Company Representative, or Delegate
- **Section V:** Remove an Alternate Company Representative or Delegate
- **Section VI:** Update the Company Address
- **Section VII:** Add a New Facility
- **Section VIII:** Update a Facility Name or Address
- **Appendix A:** Create an e-GGRT Account

## II. INITIALIZE YOUR HAWK ACCOUNT

### Step 1: Designate a Company Representative

Before you may access HAWK, you must first request a registration invitation code. Registration is by invitation only. Your company must designate a single Company Representative (CR) to register your company. Affected reporting entities must provide the following information to EPA through [HFCAallocation@epa.gov](mailto:HFCAallocation@epa.gov) to receive an invitation:

- *Company Name* - The entity that received consumption allowances. Companies that are majority owned and/or controlled by the same individual(s) must report to EPA under a single company name.
- *Corporate Address*
- *Company Representative Name* - The designated officer that will serve as the entity's main point of contact for the HFC allocation program.
- *Company Representative Email*
- *Company Representative Phone*

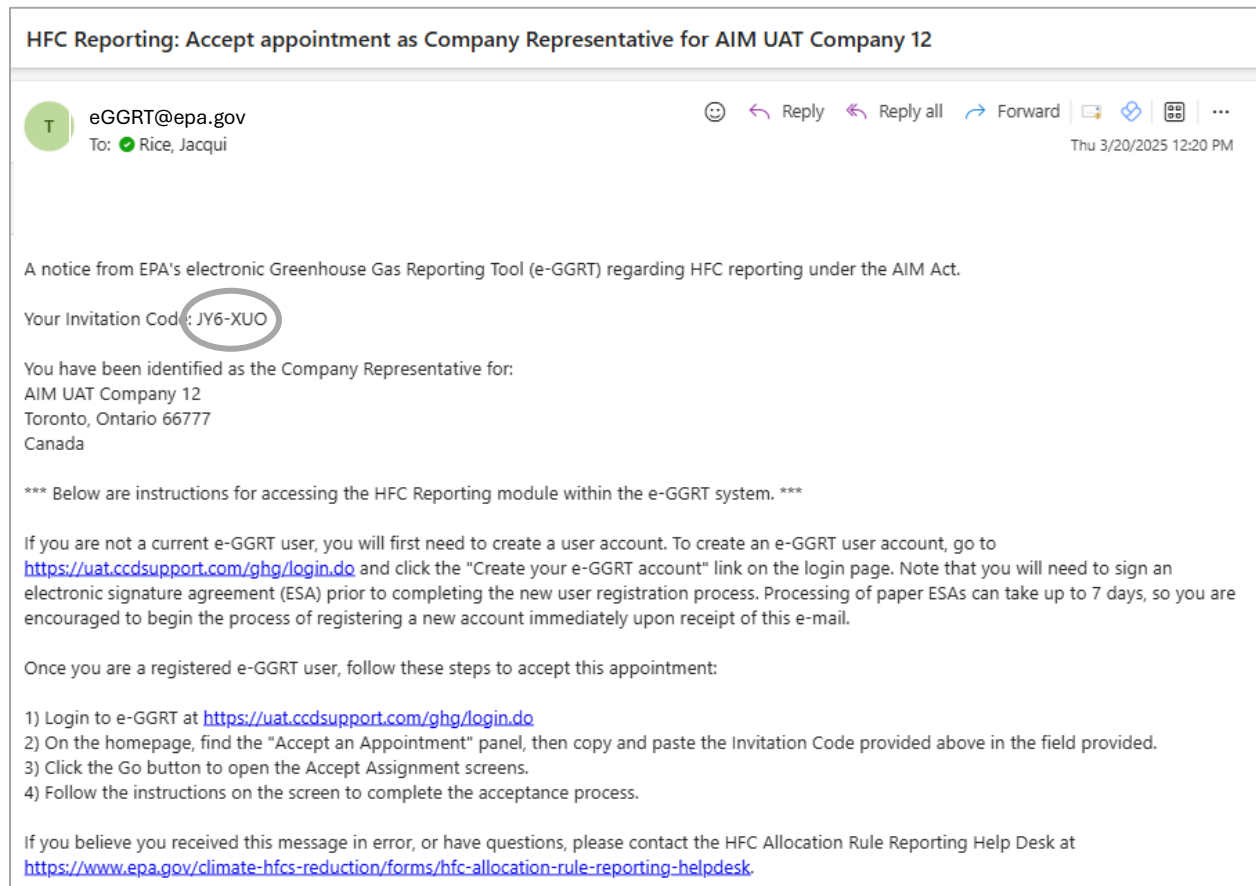
### Registration Assistance

If your company needs assistance in creating or using a HAWK account, contact the Help Desk at [HFCAallocation@epa.gov](mailto:HFCAallocation@epa.gov).

## Step 2: Receive E-mail Invitation

Access to HAWK starts when you receive an e-mail invitation from [eGGRT@epa.gov](mailto:eGGRT@epa.gov). The email will contain an invitation code, as highlighted in the example email shown on the following page.

Be sure emails from [eGGRT@epa.gov](mailto:eGGRT@epa.gov) are not sent to your spam/junk folder.



### Step 3: Log into e-GGRT

Visit <https://ghgreporting.epa.gov/> and enter your e-GGRT Username.

If you do not already have an e-GGRT account, refer to Appendix A for step-by-step guidance on creating an e-GGRT account or visit <https://ccdsupport.com/confluence/display/help/Basic+User+Registration>.

**EPA** United States Environmental Protection Agency

**Welcome**  
This login portal supports the following EPA programs:

- e-GGRT**  
Electronic Greenhouse Gas Reporting Tool  
Greenhouse Gas Reporting Program
- HAWK**  
HFC & GDS Allowance Tracking System  
HFC Allowance Allocation and Reporting
- LANDFILL METHANE OUTREACH PROGRAM**  
Landfill Methane Outreach Program

**Username**  
[Text Field]  
NEXT  
Forgot your Username?

**New Here?**  
Create an account to access these EPA systems  
**CREATE ACCOUNT**

**Announcements**  
Created on August 19, 2024  
**New Credentials Process Required for e-GGRT Access**  
As of August 17, 2024, all e-GGRT users will need to use Login.gov credentials to access e-GGRT. This will require a one-time migration of your e-GGRT account by connecting it to a Login.gov account. To learn more [CLICK HERE](#).  
Created on January 13, 2025  
**e-GGRT RY2024 Reporting Availability Status**  
e-GGRT is NOT open for RY2024 reporting yet, but is expected to be available for RY2024 reporting in mid-February 2025. For updates as to when e-GGRT will open for RY2024 data entry, monitor the GHGRP help site at [www.ccdsupport.com](http://www.ccdsupport.com)

### Step 4: Proceed to Login.gov

You will be redirected to Login.gov for authentication. Select **Proceed to Login.gov** to continue.

**EPA** United States Environmental Protection Agency

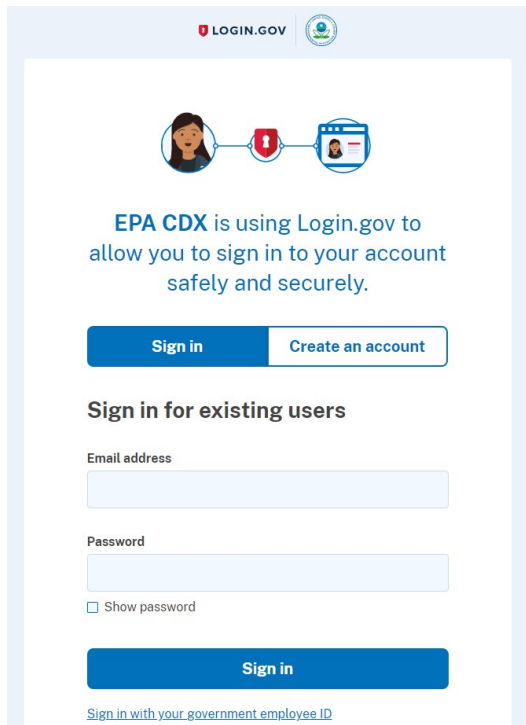
**You are Being Redirected**  
You are being redirected to Login.gov for authentication and will return to this portal upon successful login.

**Proceed to Login.gov**

**EPA** EPA Home | Privacy and Security Notice | Accessibility | Contact Us  
e-GGRT 23.26-p853 (32b0badf) | UA1-9

## Step 5: Log into Login.gov

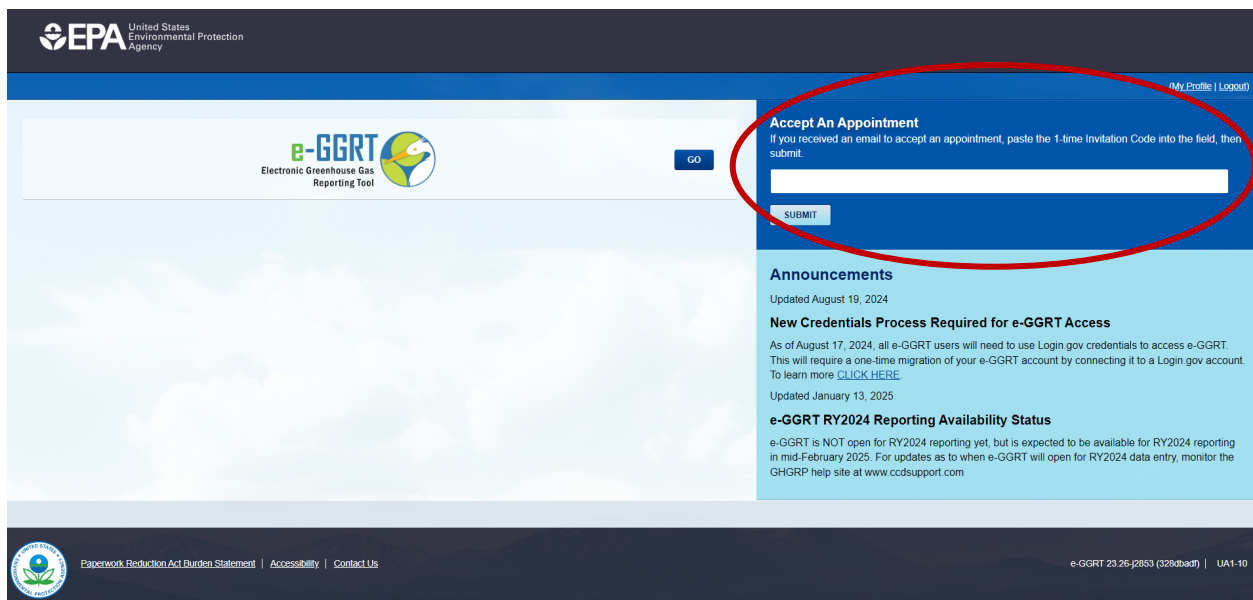
Enter your Login.gov credentials and you will be redirected to e-GGRT upon successful login. You will need to create an account if you do not already have one.



The screenshot shows the EPA CDX Login.gov interface. At the top, it says "LOGIN.GOV" with the Login.gov logo. Below that, a message states: "EPA CDX is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" and "Create an account". Under the "Sign in" button, it says "Sign in for existing users". There are input fields for "Email address" and "Password". Below the password field is a checkbox labeled "Show password". At the bottom, there is a large blue "Sign in" button and a link that says "Sign in with your government employee ID".

## Step 6: Enter the Invitation Code

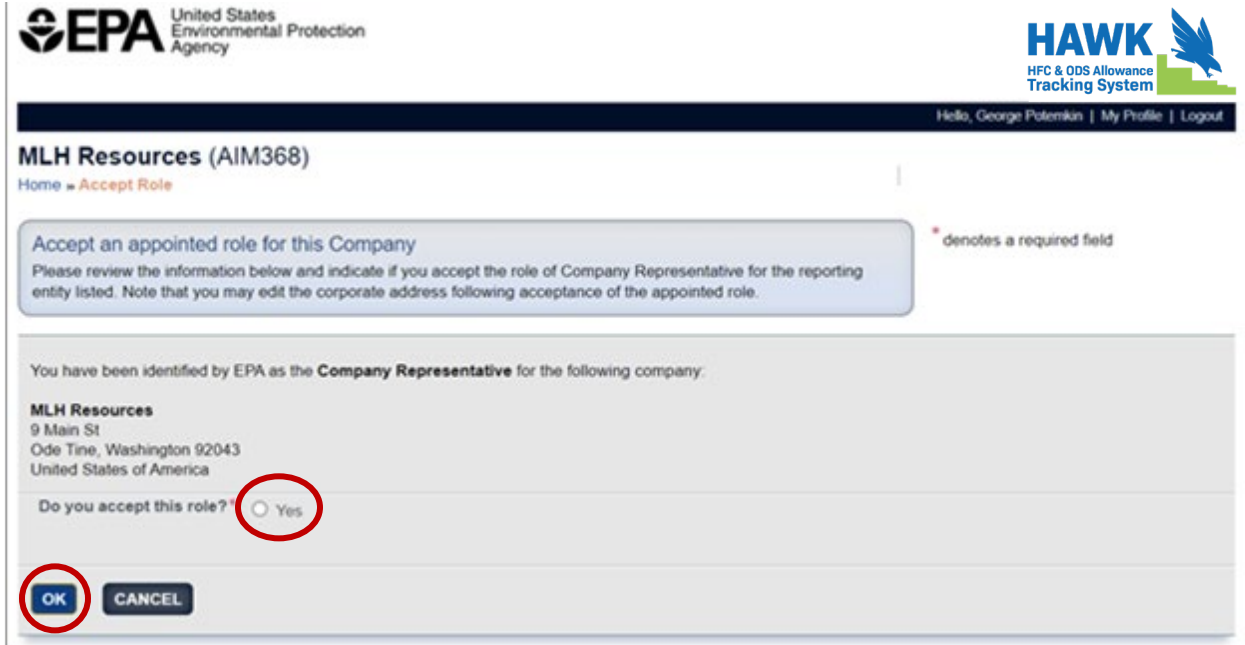
Copy and paste the invitation code you received in the invitation email into the Accept an Appointment box and click **Submit**.



The screenshot shows the EPA e-GGRT (Electronic Greenhouse Gas Reporting Tool) interface. The top header includes the EPA logo and "United States Environmental Protection Agency". The main content area has the e-GGRT logo and a "GO" button. On the right side, there is a section titled "Accept An Appointment" which is circled in red. It contains the text: "If you received an email to accept an appointment, paste the 1-time Invitation Code into the field, then submit." Below this text is a text input field and a "SUBMIT" button. Below the "Accept An Appointment" section, there are "Announcements" with dates and text regarding new credentials and reporting status. The footer includes the EPA logo, links for "Paperwork Reduction Act Burden Statement", "Accessibility", and "Contact Us", and the text "e-GGRT 23-26-2853 (326bba7f) | UA1-10".

## Step 7: Accept the Role

View the name and address of the company you will represent. Note that you may edit the corporate address following acceptance of the appointed role. Select **Yes** and click **OK** to accept the appointment. Select **Cancel** if you do not wish to accept the appointment.



**EPA** United States Environmental Protection Agency

**HAWK** HFC & ODS Allowance Tracking System

Hello, George Potemkin | My Profile | Logout

### MLH Resources (AIM368)

Home » Accept Role

Accept an appointed role for this Company

Please review the information below and indicate if you accept the role of Company Representative for the reporting entity listed. Note that you may edit the corporate address following acceptance of the appointed role.

\* denotes a required field

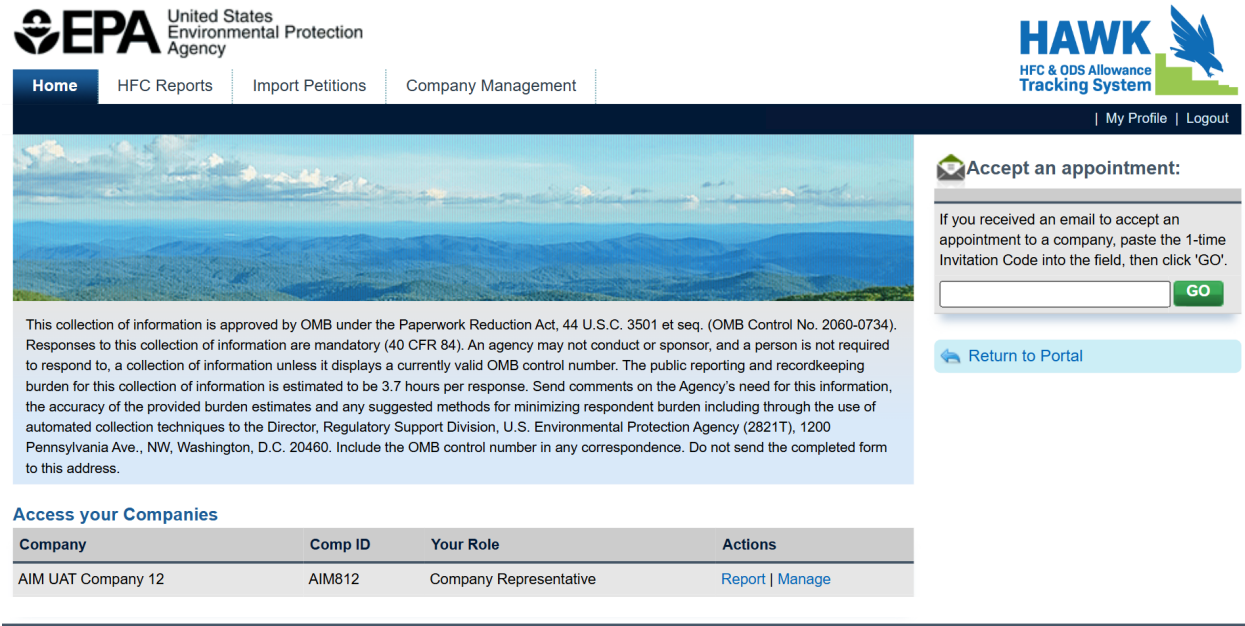
You have been identified by EPA as the **Company Representative** for the following company:

**MLH Resources**  
9 Main St  
Ode Tine, Washington 92043  
United States of America

Do you accept this role? ☒ Yes

**OK** **CANCEL**

Following acceptance of the appointment, you will be taken to the HAWK landing page.



**EPA** United States Environmental Protection Agency

**HAWK** HFC & ODS Allowance Tracking System

Home | HFC Reports | Import Petitions | Company Management | My Profile | Logout

### Accept an appointment:

If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.

**GO**

[Return to Portal](#)

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0734). Responses to this collection of information are mandatory (40 CFR 84). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 3.7 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden including through the use of automated collection techniques to the Director, Regulatory Support Division, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

### Access your Companies

Company	Comp ID	Your Role	Actions
AIM UAT Company 12	AIM812	Company Representative	<a href="#">Report</a>   <a href="#">Manage</a>

### III. ACCESS YOUR HAWK ACCOUNT

#### Step 1: Log into e-GGRT

Visit <https://ghgreporting.epa.gov> and enter your Username.

**Welcome**  
This login portal supports the following EPA programs:

- e-GGRT**  
Electronic Greenhouse Gas Reporting Tool  
Greenhouse Gas Reporting Program
- HAWK**  
HFC & ODS Allowance Tracking System  
HFC Allowance Allocation and Reporting
- Landfill Methane Outreach Program**  
Landfill Methane Outreach Program

**Username**  
[Input Field]  
NEXT  
Forgot your Username?

**New Here?**  
Create an account to access these EPA systems  
CREATE ACCOUNT

**Announcements**  
Created on August 19, 2024  
**New Credentials Process Required for e-GGRT Access**  
As of August 17, 2024, all e-GGRT users will need to use Login.gov credentials to access e-GGRT. This will require a one-time migration of your e-GGRT account by connecting it to a Login.gov account. To learn more [CLICK HERE](#).  
Created on January 13, 2025  
**e-GGRT RY2024 Reporting Availability Status**  
e-GGRT is NOT open for RY2024 reporting yet, but is expected to be available for RY2024 reporting in mid-February 2025. For updates as to when e-GGRT will open for RY2024 data entry, monitor the GHGRP help site at [www.cdssupport.com](http://www.cdssupport.com)

#### Step 2: Proceed to Login.gov

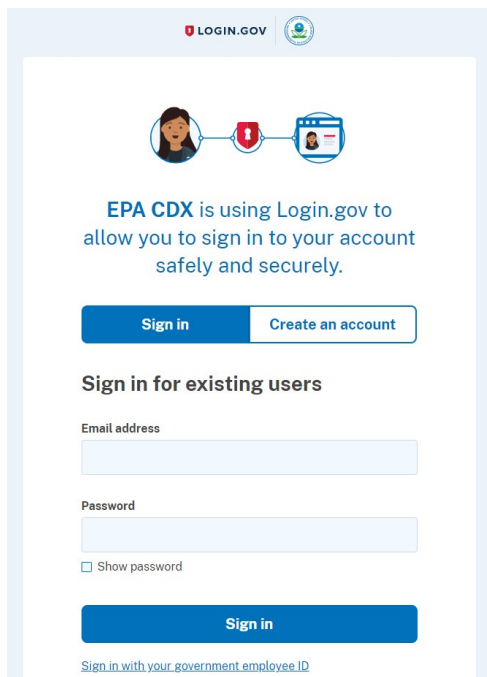
You will be redirected to Login.gov for authentication. Select **Proceed to Login.gov** to continue.

**You are Being Redirected**  
You are being redirected to Login.gov for authentication and will return to this portal upon successful login.  
Proceed to Login.gov

EPA Home | Privacy and Security Notice | Accessibility | Contact Us  
e-GGRT 23.26-j2853 (328dbad) | UA1-9

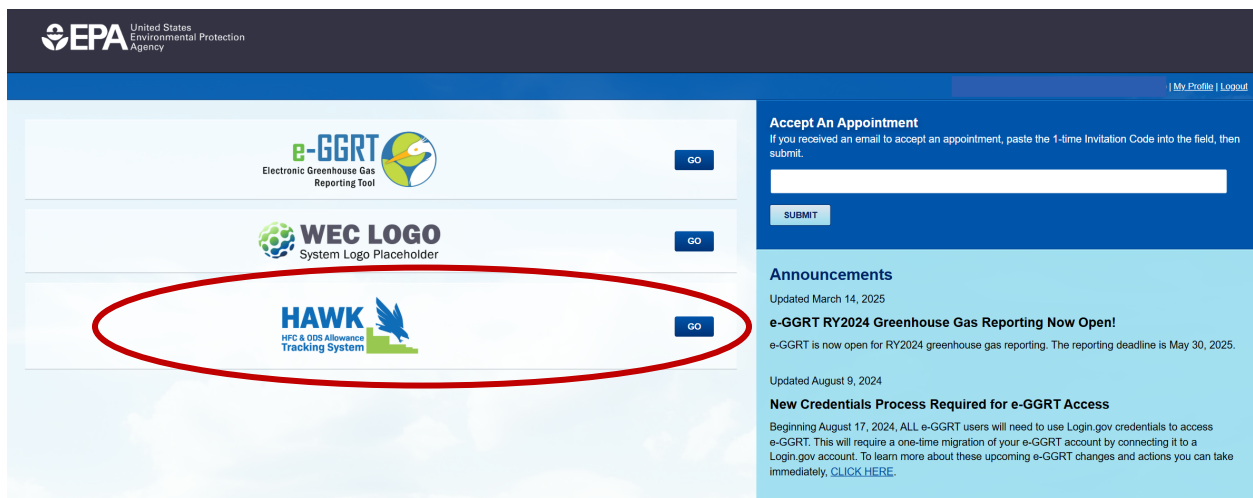
### Step 3: Log into Login.gov

Enter your Login.gov credentials and you will be redirected to e-GGRT upon successful login.



### Step 4: Enter HAWK (if applicable)


Click on the link to enter HAWK. Note that this link will only appear for users that are registered with HAWK. Additionally, this step is only applicable to users who have a registered Part 98 facility within e-GGRT; all other users will be taken directly to the HAWK landing page after logging into e-GGRT.




## IV. APPOINT A NEW COMPANY REPRESENTATIVE, ALTERNATE COMPANY REPRESENTATIVE, OR DELEGATE

### Step 1: Navigate to the Company Management tab

Click on the Company Management Tab at the top of the screen or click **Manage** from the action menu.



United States  
Environmental Protection  
Agency



HAWK  
HFC & ODS Allowance  
Tracking System

[Home](#) | [HFC Reports](#) | [Import Petitions](#) | [Company Management](#)[My Profile](#) | [Logout](#)

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0734). Responses to this collection of information are mandatory (40 CFR 84). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 3.7 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden including through the use of automated collection techniques to the Director, Regulatory Support Division, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

 **Accept an appointment:**

If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.

[GO](#)

[Return to Portal](#)

#### Access your Companies

Company	Comp ID	Your Role	Actions
AIM UAT Company 12	AIM812	Company Representative	<a href="#">Report</a>   <a href="#">Manage</a>

## Step 2: Appoint a new Company Representative or Alternate Company Representative, or Nominate a Delegate

Select **Appoint** to appoint an alternate company representative (ACR), **Add a Delegate** to nominate a Delegate, or **Replace Self** from the action menu to appoint a new company representative (CR).

[Home](#)[HFC Reports](#)[Import Petitions](#)[Company Management](#)[My Profile](#) | [Logout](#)

### AIM UAT Company 12 (AIM812)

[Home](#) » [Company Summary](#)

#### Company Summary

This page summarizes your company's profile and registered company contacts. Only the Company Representative and Alternate Company Representative may edit this information. To edit the corporate address, click Edit Address. Click Appoint to appoint an Alternate Company Representative. Each company may only appoint one Alternate Company Representative. Click the Add a Delegate button to appoint a new Delegate. Each company may appoint multiple Delegates. Click Remove to remove an Alternate Company Representative or Delegate. If no edits are required, click the Cancel button.

#### Company Profile

Company ID	AIM812	Created Date	10/04/2021
Company Name	AIM UAT Company 12	Company Status	
Corporate Address	6566 Arlington Blvd Suite 401 Toronto Ontario 66777 Canada (Edit Address)		

#### Company Representatives and Delegates

Role	Name	Date Added	Actions
Company Representative	Name	03/21/2025	<a href="#">Replace Self</a>
Alternate Company Representative	none		<a href="#">Appoint</a>

[Add a Delegate](#)

#### Your Company's Facilities

Facility	Facility ID	Facility City, State	Created Date (By)	Last Modified Date (By)	Actions
----------	-------------	----------------------	-------------------	-------------------------	---------

[Add a Facility](#)[CANCEL](#)

### Step 3: Enter the New Company Representative, Alternate Company Representative, or Delegate's Information

Enter the name, phone number, and e-mail of the person you intend to nominate as a new CR, ACR, or delegate. Click **Send Invitation** to have HAWK send the invitation code e-mail to the designated representative.



[Home](#) | [HFC Reports](#) | [Import Petitions](#) | **[Company Management](#)**



[My Profile](#) | [Logout](#)

#### AIM UAT Company 12 (AIM812)

[Home](#) » [Company Summary](#) » **Replace the CR**

##### Appoint a Replacement Company Representative

You can use this form to invite a new/replacement Company Representative (CR). Complete the invitation information in the form below and click the Send Invitation button. HAWK will send the appointee an email invitation with instructions on how to login and accept the role. When they accept the role the current CR will be dropped, losing access to this Company. Click the Cancel button if you do not want to proceed.

**Once this person becomes the CR, they will have access to all HAWK for this company, which may include sensitive business information.**

\* denotes a required field

##### New Company Representative Information

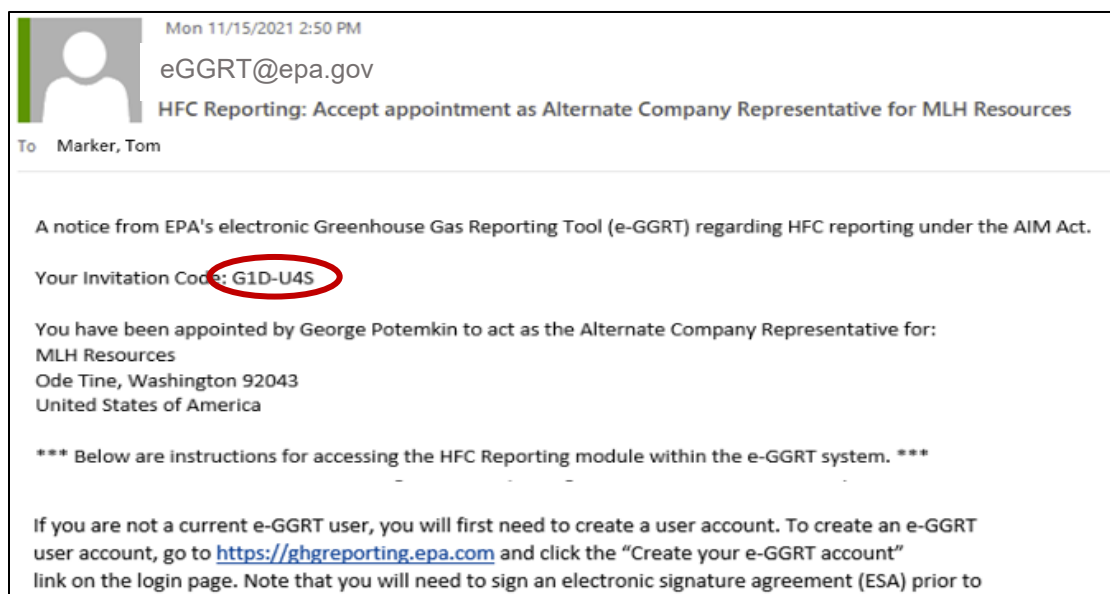
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Phone*	<input type="text"/>
Email*	<input type="text"/>
Re-enter Email*	<input type="text"/>

**Send Invitation**

**Cancel**

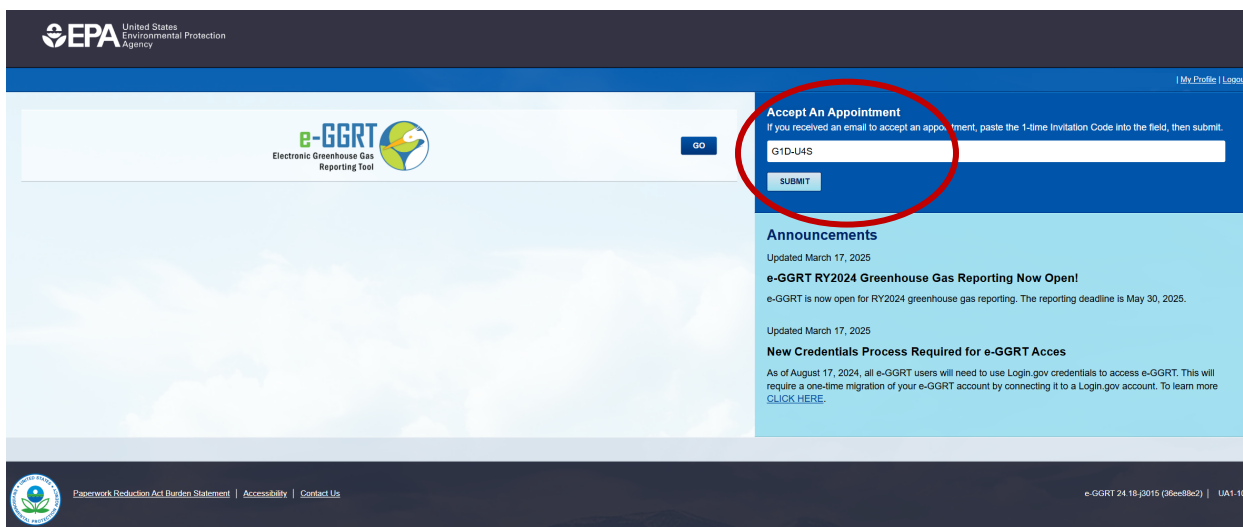
## Step 4: New Company Representative, Alternate Company Representative, or Delegate Receives E-mail Invitation

The new CR, ACR, or delegate will receive an appointment acceptance e-mail with the invitation code. The e-mail will come from [eGGRT@epa.gov](mailto:eGGRT@epa.gov).



## Step 5: New Company Representative, Alternate Company Representative, or Delegate Enters the Invitation Code

Copy and paste the invitation code you received in the invitation email into the Accept an Appointment box and click **Submit**.



## Step 6: New Company Representative, Alternate Company Representative, or Delegate Accepts the Role

View the name and address of the company you will represent. The new CR, ACR, or delegate will select **Yes** and click **OK** to accept the appointment. The recipient should select **No** if they do not wish to accept the appointment.



United States  
Environmental Protection  
Agency

Home



HAWK  
HFC & ODS Allowance  
Tracking System

| My Profile | Logout

**MLH Resources (AIM368)**  
Home » **Accept Role**

Accept an appointed role for this Company  
Please review the information below and indicate if you accept the role of Company Representative for the reporting entity listed. Note that you may edit the corporate address following acceptance of the appointed role.

\* denotes a required field

You have been identified by George Potemkin as the **Alternate Company Representative** for the following company:

**MLH Resources**  
9 Main St  
Ode Tine, Washington 92043  
United States of America

Do you accept this role? \*

☒ Yes  
☐ No

**OK** **CANCEL**

### Updating the Company Representative

Only a company representative can appoint a new company representative. If the company representative has left your organization or is not available to appoint a new company representative, notify EPA by contacting the Help Desk at [HFCAallocation@epa.gov](mailto:HFCAallocation@epa.gov).

## V. REMOVE AN ALTERNATE COMPANY REPRESENTATIVE OR DELEGATE

### Step 1: Navigate to the Company Management tab

Select the Company Management tab at the top of the screen, or click **Manage** from the action menu for the company for which you want to replace the CR.

United States Environmental Protection Agency

Home HFC Reports Import Petitions **Company Management** | My Profile | Logout

**HAWK**  
HFC & ODS Allowance Tracking System

Accept an appointment:  
If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.  
 **GO**

[Return to Portal](#)

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0734). Responses to this collection of information are mandatory (40 CFR 84). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 3.7 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden including through the use of automated collection techniques to the Director, Regulatory Support Division, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

**Access your Companies**

Company	Comp ID	Your Role	Actions
AIM UAT Company 12	AIM812	Company Representative	<a href="#">Report</a>   <a href="#">Manage</a>

### Step 2: Remove the ACR or a Delegate

Click **Remove** next to the ACR or next to the Delegate you want to remove. Note that the ability to remove an ACR is limited to the CR, while the ability to remove a Delegate is limited to the ACR or CR. A Delegate may remove themselves but cannot remove another Delegate.

**Company Profile**

Company ID	AIM368	Created Date	10/26/2021
Company Name	MLH Resources	Company Status	
Corporate Address	9 Main St Ode Time Washington 92043 United States of America ( <a href="#">Edit Address</a> )		

**Company Representatives and Delegates**

Role	Name	Date Added	Actions
Company Representative	George Potemkin	10/26/2021	
Alternate Company Representative	Tom Marker	11/29/2021	<a href="#">Remove</a>
Delegate	Leonardo da Vinci	12/10/2021	<a href="#">Remove</a>

**Add a Delegate**

## VI. UPDATE THE COMPANY ADDRESS

### Step 1: Navigate to the Company Management tab

Select the Company Management tab at the top of the screen or click **Manage** from the action menu.

United States Environmental Protection Agency

Home HFC Reports Import Petitions **Company Management**

HAWK HFC & ODS Allowance Tracking System

My Profile Logout

Accept an appointment:

If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.

GO

Return to Portal

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0734). Responses to this collection of information are mandatory (40 CFR 84). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 3.7 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden including through the use of automated collection techniques to the Director, Regulatory Support Division, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Access your Companies

Company	Comp ID	Your Role	Actions
AIM UAT Company 12	AIM812	Company Representative	Report   <b>Manage</b>

### Step 2: Edit Company Address

Select **Edit Address** to modify the company address. Note that the ability to edit the company address is limited to the CR and ACR. Delegates may view the address but cannot edit it.

United States Environmental Protection Agency

Home HFC Reports Import Petitions **Company Management**

HAWK HFC & ODS Allowance Tracking System

My Profile Logout

AIM UAT Company 12 (AIM812)

Home » **Company Summary**

Company Summary

This page summarizes your company's profile and registered company contacts. Only the Company Representative and Alternate Company Representative may edit this information. To edit the corporate address, click Edit Address. Click Appoint to appoint an Alternate Company Representative. Each company may only appoint one Alternate Company Representative. Click the Add a Delegate button to appoint a new Delegate. Each company may appoint multiple Delegates. Click Remove to remove an Alternate Company Representative or Delegate. If no edits are required, click the Cancel button.

Company Profile

Company ID	AIM812	Created Date	10/04/2021
Company Name	AIM UAT Company 12	Company Status	
Corporate Address	6566 Arlington Blvd Suite 401 Toronto Ontario 66777 Canada <b>(Edit Address)</b>		

### Step 3: Enter Updated Address Information

Enter the updated address and click **Save** when you are done.



Home | HFC Reports | Import Petitions | **Company Management**



| My Profile | Logout

#### AIM UAT Company 12 (AIM812)

Home » Company Summary » **Edit Name or Address**

##### Edit Company Address

Use the form below to edit your company's corporate address. Once the edits are complete, click the Save button to save your changes. If no edits are required, click the Cancel button. Contact the Help Desk by clicking Help at the bottom of the page to request edits to the company name.

\* denotes a required field

##### Company Editable Information

Company ID	AIM812
Company Name	AIM UAT Company 12
Country*	Canada
Street Address 1*	6566 Arlington Blvd
Street Address 2	Suite 401
City/Town	Toronto
State/Province/Region*	Ontario
Zip/Postal Code	66777

**SAVE**

**CANCEL**

### Updating the Company Name

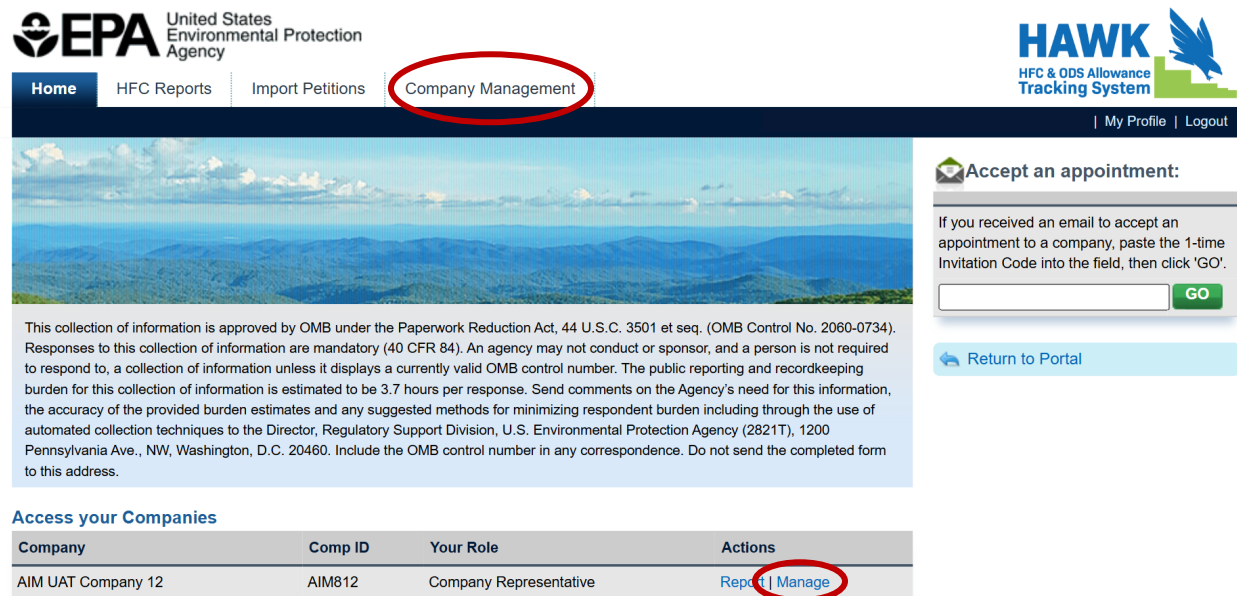
The company name field cannot be updated by registered users. If the name of your company has changed, notify EPA by contacting the Help Desk at [HFCAllocation@epa.gov](mailto:HFCAllocation@epa.gov).

## VII. ADD A NEW FACILITY

Certain HFC activities are reported to EPA at the facility-level, not the company-level. Prior to submitting facility-specific information, companies must first add facility information to their account.

### Step 1: Navigate to the Company Management tab

Select the Company Management tab at the top of the screen or click **Manage** from the action menu.



The screenshot shows the HAWK portal interface. At the top, the EPA logo and "United States Environmental Protection Agency" are on the left, and the HAWK logo "HAWK HFC & ODS Allowance Tracking System" is on the right. Below the logos is a navigation bar with tabs: Home, HFC Reports, Import Petitions, and Company Management (which is circled in red). To the right of the navigation bar are links for "My Profile" and "Logout". Below the navigation bar is a large banner image of a mountain range. To the right of the banner is a section titled "Accept an appointment:" with a text box and a "GO" button. Below the banner is a paragraph of text about the collection of information. Below that is a table titled "Access your Companies" with columns: Company, Comp ID, Your Role, and Actions. The table has one row: AIM UAT Company 12, AIM812, Company Representative, and Actions (with "Report" and "Manage" links, where "Manage" is circled in red).

Home | HFC Reports | Import Petitions | **Company Management** | My Profile | Logout

**Accept an appointment:**

If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.

**GO**

[Return to Portal](#)

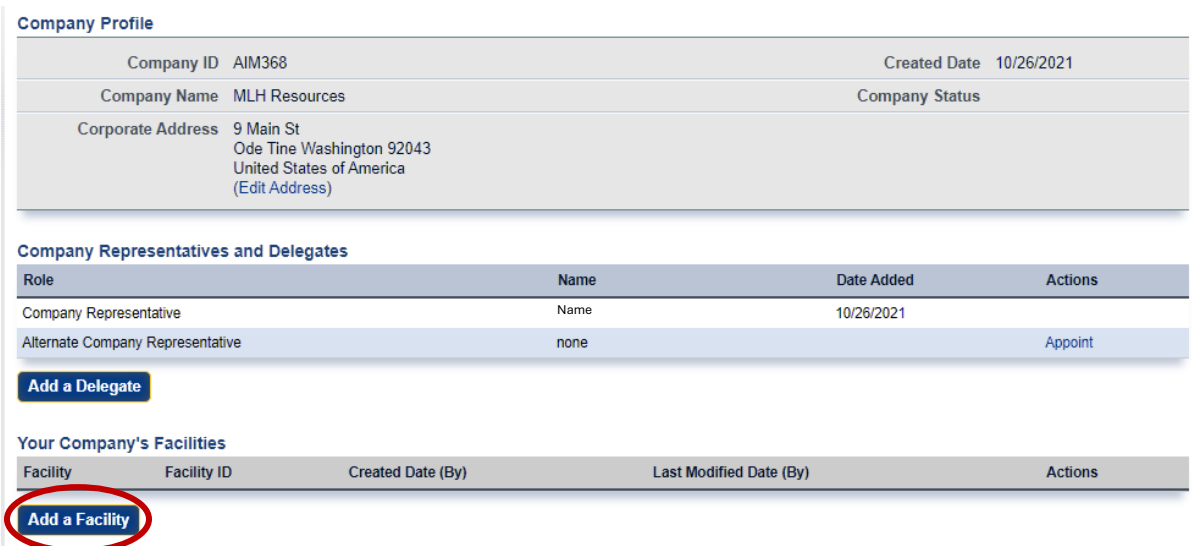
This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0734). Responses to this collection of information are mandatory (40 CFR 84). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 3.7 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden including through the use of automated collection techniques to the Director, Regulatory Support Division, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

**Access your Companies**

Company	Comp ID	Your Role	Actions
AIM UAT Company 12	AIM812	Company Representative	<a href="#">Report</a>   <a href="#">Manage</a>

### Step 2: Select Add a Facility

Click **Add a Facility**. Note that the ability to add a new facility is limited to the CR and ACR. Delegates may view facility information but cannot edit it.



The screenshot shows the "Company Profile" section of the HAWK portal. It includes fields for Company ID (AIM368), Company Name (MLH Resources), Corporate Address (9 Main St, Ode Time Washington 92043, United States of America), and Created Date (10/26/2021). Below this is the "Company Representatives and Delegates" section with a table showing roles and names. Below the table is an "Add a Delegate" button. Below that is the "Your Company's Facilities" section with a table showing facility details. The "Add a Facility" button in the "Your Company's Facilities" section is circled in red.

**Company Profile**

Company ID	AIM368	Created Date	10/26/2021
Company Name	MLH Resources	Company Status	
Corporate Address	9 Main St Ode Time Washington 92043 United States of America (Edit Address)		

**Company Representatives and Delegates**

Role	Name	Date Added	Actions
Company Representative	Name	10/26/2021	
Alternate Company Representative	none		<a href="#">Appoint</a>


**Add a Delegate**

**Your Company's Facilities**

Facility	Facility ID	Created Date (By)	Last Modified Date (By)	Actions
<b>Add a Facility</b>				


### Step 3: Enter the Facility Name and Address

Enter a unique facility name and the address of the facility. Click **Save** when you are done.



United States  
Environmental Protection  
Agency

[Home](#) | [HFC Reports](#) | [Import Petitions](#) | **Company Management**



HAWK  
HFC & QDS Allowance  
Tracking System

| [My Profile](#) | [Logout](#)

AIM UAT Company 12 (AIM812)

[Home](#) » [Company Summary](#) » **New Facility**

Add/Edit Facility Name and Address

Use this page to add a new facility or edit an existing facility name and/or address.

\* denotes a required field

**Facility Information**

Save

Cancel

## VIII. UPDATE A FACILITY NAME OR ADDRESS

### Step 1: Navigate to the Company Management tab

Select the Company Management tab at the top of the screen or click **Manage** from the action menu.

**EPA** United States Environmental Protection Agency

Home HFC Reports Import Petitions **Company Management**

**HAWK** HFC & ODS Allowance Tracking System

| My Profile | Logout

**Accept an appointment:**

If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.

**GO**

[Return to Portal](#)

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2060-0734). Responses to this collection of information are mandatory (40 CFR 84). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 3.7 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden including through the use of automated collection techniques to the Director, Regulatory Support Division, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

#### Access your Companies

Company	Comp ID	Your Role	Actions
AIM UAT Company 12	AIM812	Company Representative	<a href="#">Report</a>   <b><a href="#">Manage</a></b>

### Step 2: Select Facility to Edit or Remove

Select **Edit** from the actions menu for the facility you would like to update. Select **Remove** to delete a facility. Note that facilities can only be removed from your account if data was not previously submitted to EPA for that facility. Also, the ability to edit or remove a facility is limited to the CR and ACR. Delegates may view facility information but cannot edit it.

**Company Profile**

Company ID	AIM368	Created Date	10/26/2021
Company Name	MLH Resources	Company Status	
Corporate Address	9 Main St Ode Tine Washington 92043 United States of America ( <a href="#">Edit Address</a> )		

**Company Representatives and Delegates**

Role	Name	Date Added	Actions
Company Representative	George Potemkin	10/26/2021	
Alternate Company Representative	Tom Marker	11/29/2021	<a href="#">Remove</a>

[Add a Delegate](#)


**Your Company's Facilities**

Facility	Facility ID	Facility City, State	Created Date (By)	Last Modified Date (By)	Actions
Floral Scents Inc	AIM368-01	Ode Tine, Washington	11/04/2021 (George Potemkin)	11/04/2021 (George Potemkin)	<a href="#">Edit</a>   <a href="#">Remove</a>

[Add a Facility](#)


### Step 3: Enter Updated Information

Modify the information, as needed, and click **Save** when you are done.



United States  
Environmental Protection  
Agency

HomeHFC ReportsImport Petitions**Company Management**



HAWK  
HFC & ODS Allowance  
Tracking System

My ProfileLogout

AIM UAT Company 12 (AIM812)

Home » Company Summary » **New Facility**Add/Edit Facility Name and Address

Use this page to add a new facility or edit an existing facility name and/or address.

\* denotes a required field

**Facility Information****Save**Cancel

## APPENDIX A: CREATE AN E-GGRT ACCOUNT

You will need to create an e-GGRT user account if you plan to represent a company who must report under the HFC Allocation Rule Reporting Program. See below for instructions on creating an e-GGRT account for **Existing CDX Account** users and **New CDX Account** users.

### Existing CDX Account

Users with existing CDX accounts can complete an abbreviated e-GGRT registration process.

#### Step 1: Log into e-GGRT

Visit <https://ghgreporting.epa.gov/> and enter your CDX Username.

**EPA** United States Environmental Protection Agency

**Welcome**  
This login portal supports the following EPA programs:

- e-GGRT**  
Electronic Greenhouse Gas Reporting Tool  
Greenhouse Gas Reporting Program
- HAWK**  
HFC & ODS Allowance Tracking System  
HFC Allowance Allocation and Reporting
- LANDFILL METHANE OUTREACH PROGRAM**  
Landfill Methane Outreach Program

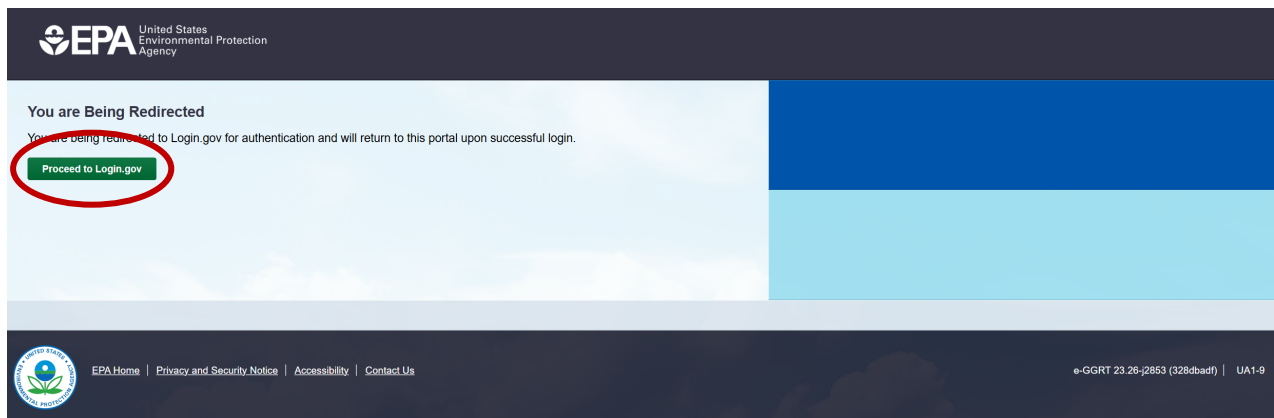
**Username**  
  
NEXT  
Forgot your username?

**New Here?**  
Create an account to access these EPA systems  
CREATE ACCOUNT

**Announcements**  
Created on August 19, 2024  
**New Credentials Process Required for e-GGRT Access**  
As of August 17, 2024, all e-GGRT users will need to use Login.gov credentials to access e-GGRT. This will require a one-time migration of your e-GGRT account by connecting it to a Login.gov account. To learn more [CLICK HERE](#).  
Created on January 13, 2025  
**e-GGRT RY2024 Reporting Availability Status**  
e-GGRT is NOT open for RY2024 reporting yet, but is expected to be available for RY2024 reporting in mid-February 2025. For updates as to when e-GGRT will open for RY2024 data entry, monitor the GHGRP help site at [www.ccdsupport.com](http://www.ccdsupport.com)

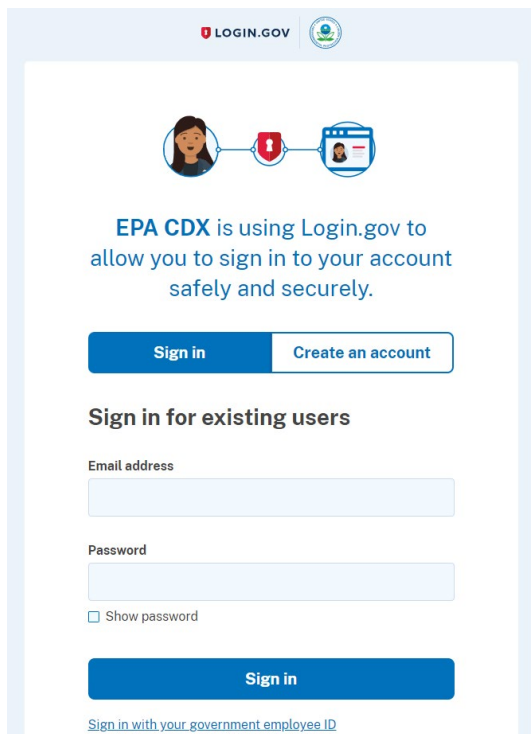
## Step 2: Proceed to Login.gov

You will be redirected to Login.gov for authentication. Select **Proceed to Login.gov** to continue.



## Step 3: Log into Login.gov

Enter your Login.gov credentials and you will be redirected to e-GGRT upon successful login. If you need to create a Login.gov account, follow the instructions posted [here](#) to create an account) or sign in to an existing account.



#### Step 4: Preview Registration Steps

After signing in to Login.gov, you will be redirected to e-GGRT to complete registration. Preview the user registration process. Select **Complete Registration** to proceed.

The screenshot displays the EPA e-GGRT (Electronic Greenhouse Gas Reporting Tool) user registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and the e-GGRT logo with the text 'Electronic Greenhouse Gas Reporting Tool' and a 'Logout' link are on the right. A 'USER REGISTRATION' tab is active. On the left sidebar, there is an 'e-GGRT Help' section with a list of links: Basic User Registration, About User Registration, Account Activation Pending, Challenge Questions, User Registration FAQs, Electronic Signature Agreement, A User Profile, Password Requirements, and Overview of Security Questions. The main content area is titled 'Welcome to e-GGRT' and contains a section 'ABOUT THE ONE-TIME REGISTRATION PROCESS'. This section explains that based on the user profile, either it's a first visit or the profile is incomplete, and that a short, one-time registration is required. Below this is a 'User Registration Process' table with three rows: 1. 'Complete Your User Profile' (Enter missing identifying information), 2. 'Electronic Signature Form' (Your options are: 1) electronically sign the Electronic Signature Agreement or; 2) print and submit a hard copy of the Electronic Signature Agreement. It also states: 'You will not be able to use e-GGRT until EPA has approved your Electronic Signature Agreement.'), and 3. 'Start Using e-GGRT' (EPA will not activate your account until your Electronic Signature Agreement has been submitted and approved. An account activation notice will be sent to the email address you used for registration. You will then be able to use e-GGRT.). At the bottom of the page, a blue button labeled 'COMPLETE REGISTRATION' is circled in red.

**United States Environmental Protection Agency**

**e-GGRT**  
Electronic Greenhouse Gas Reporting Tool

Logout

**USER REGISTRATION**

**e-GGRT Help**

- Basic User Registration
- About User Registration
- Account Activation Pending
- Challenge Questions
- User Registration FAQs
- Electronic Signature Agreement
- A User Profile
- Password Requirements
- Overview of Security Questions

### Welcome to e-GGRT

**ABOUT THE ONE-TIME REGISTRATION PROCESS**

Based on your user profile, either

- this is your first visit to e-GGRT
- or, you have an incomplete e-GGRT user profile.


You must complete a short, one-time e-GGRT registration.


User Registration Process	
1 Complete Your User Profile	Enter missing identifying information.
2 Electronic Signature Form	Your options are: 1) electronically sign the Electronic Signature Agreement or; 2) print and submit a hard copy of the Electronic Signature Agreement.  You will not be able to use e-GGRT until EPA has approved your Electronic Signature Agreement.
Start Using e-GGRT	EPA will not activate your account until your Electronic Signature Agreement has been submitted and approved. An account activation notice will be sent to the email address you used for registration. You will then be able to use e-GGRT.


**COMPLETE REGISTRATION**

## Step 5: Review and Accept e-GGRT Terms and Conditions

Once you have read through the terms and conditions, check the box at the bottom of the page and click **Continue**.

United States  
Environmental Protection  
Agency

e-GGRT  
Electronic Greenhouse Gas  
Reporting Tool

e-GGRT Help

- Basic User Registration
- About User Registration
- Account Activation Pending
- Challenge Questions
- User Registration FAQs
- Electronic Signature Agreement
- A User Profile
- Password Requirements
- Overview of Security Questions

### E-GGRT TERMS AND CONDITIONS

The access and use of e-GGRT and Central Data Exchange (CDX) registration for the electronic submittal of environmental information requires the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

#### Why Am I Using EPA's Central Data Exchange (CDX)?

By registering in e-GGRT you are creating a CDX account. CDX is EPA's designated system for handling regulatory data submitted electronically to EPA in compliance with the Cross Media Electronic Reporting Rule (CROMERR).

#### Warning Notice

EPA's Central Data Exchange is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

#### Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [<https://www.federalregister.gov/documents/2021/08/18/2021-17639/privacy-act-of-1974-system-of-records>]

#### Protecting My CDX Credentials

I agree to protect my CDX User ID and login credentials.

*I will not divulge my credentials to any other individual; I will not store them in an unprotected location; and I will not allow them to be written into computer scripts to achieve automated login.*

#### Limited CDX Software Distribution

Any distribution of software provided by the Environmental Protection Agency's Central Data Exchange shall be handled according to any defined license practices.

CDX provides tools which contains FIPS-validated RSA BSAFE Crypto-J which is classified under Export Commodity Classification Number (ECCN) 5D002 "Encryption Software" referenced under CCATS G059799. This product is eligible for license exception ENC under Sections 740.17 (A) and (B) (2) of the Export Administration Regulations (EAR). The exportation of this item classified by the Bureau of Industry and Security (BIS) as 5D002 "Unrestricted" to foreign subsidiaries of US companies is permitted under this license exception ("ENC" "Encryption"). This license exception does not apply to the embargoed nations of Cuba, Iran, North Korea, Sudan and Syria or any parties found on the various government denial lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United States' standard regulations for encryption at <http://www.access.gpo.gov/bis/ear/pdf/740.pdf>

#### Actions to take if my CDX Account has been Compromised

If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

#### Terminating my CDX Account

I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

#### Paperwork Reduction Act

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. See the [Paperwork Reduction Act Burden statement](#) for more information

#### Electronic Signature Agreement

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account.

(1) I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;

(2) I agree to maintain an email account. If any email sent to me by EPA is returned as undeliverable, I will explain why this occurred when requested by EPA;

(3) I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;

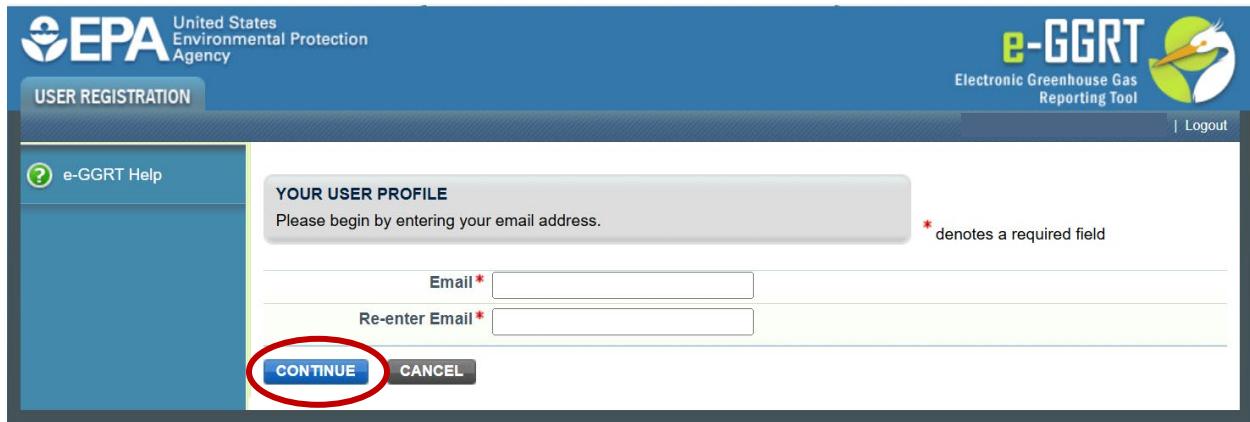
(4) I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and

(5) I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

☐ I have reviewed and agree to the above conditions for the access and use of my account.

## Step 6: Create a User Profile

Enter your email address and click **Continue**.



Enter the additional information and click **Save** to proceed.



### Step 7: Complete LexisNexis 3<sup>rd</sup> Party Identity Verification

To electronically certify your e-GGRT electronic signature agreement (ESA), complete the LexisNexis form. Check the box to certify that you are the person whose information was entered and click **Verify** to continue.

*Note: If you are unsuccessful or if you opt not to use the LexisNexis feature, you must print, sign, and mail a paper ESA to EPA. Instructions for this process are outlined beginning with Step 8b below.*

Hello, [Name] | Logout

**Progress:** User Profile **Identity Verification** Signature Form Print Summary

**ADDITIONAL PROOF OF IDENTITY**  
e-GGRT requires additional proof of identity. Your options are to:

1. Use LexisNexis®, an independent 3rd-party electronic identity proofing service by completing the form below and clicking **VERIFY**, or
2. Print and submit a signed form via regular U.S. mail or overnight service to the U.S. Environmental Protection Agency. Submitting the signed form via certified U.S. mail is not recommended. [I would like to print and submit a signed form.](#)

\* denotes a required field

**LexisNexis® | Verification for EPA**

**Note:** By proceeding with verification you understand the service is voluntary and that you are validating personally identifying information against a 3rd-party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes. [Privacy Policy](#)

Before attempting to complete identity verification, please review the guidance below:

- Input your prior home phone number if moved within last 6 months
- Input your prior home address if moved within last 6 months

First Name  
Last Name  
Middle Name  
Home Address \*  
Home City \*  
Home State \* Select  
Home Zip \*  
Home Phone \*  
Date of Birth \*  
Last 4 of SSN \*

☐ I am the person whose name is presented above. Please proceed with LexisNexis® validation.

**VERIFY** **EXIT**

## Step 8a: Review and e-Sign the ESA

Upon successfully completing the LexisNexis identity verification process, review the ESA and click **Sign Electronically**.

**EPA** United States Environmental Protection Agency

**e-GGRT** Electronic Greenhouse Gas Reporting Tool

Progress: User Profile Identity Verification (LexisNexis®) **Signature Form** Print Summary

**YOUR ELECTRONIC SIGNATURE AGREEMENT**

e-GGRT requires an Electronic Signature Agreement. Your Electronic Signature Agreement that you submitted for CDX is **NOT** transferable to e-GGRT. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for e-GGRT.

**Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.**

Print ESA

Electronic Signature and Use Agreement

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account. I have reviewed and agree to the following conditions for the access and use of my account.

- (1) I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
- (2) I agree to maintain an email account. If any email sent to me by EPA is returned undeliverable, I will explain why this occurred when requested by EPA;
- (3) I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;
- (4) I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
- (5) I agree not to attempt to view, change, or delete data unless I have authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

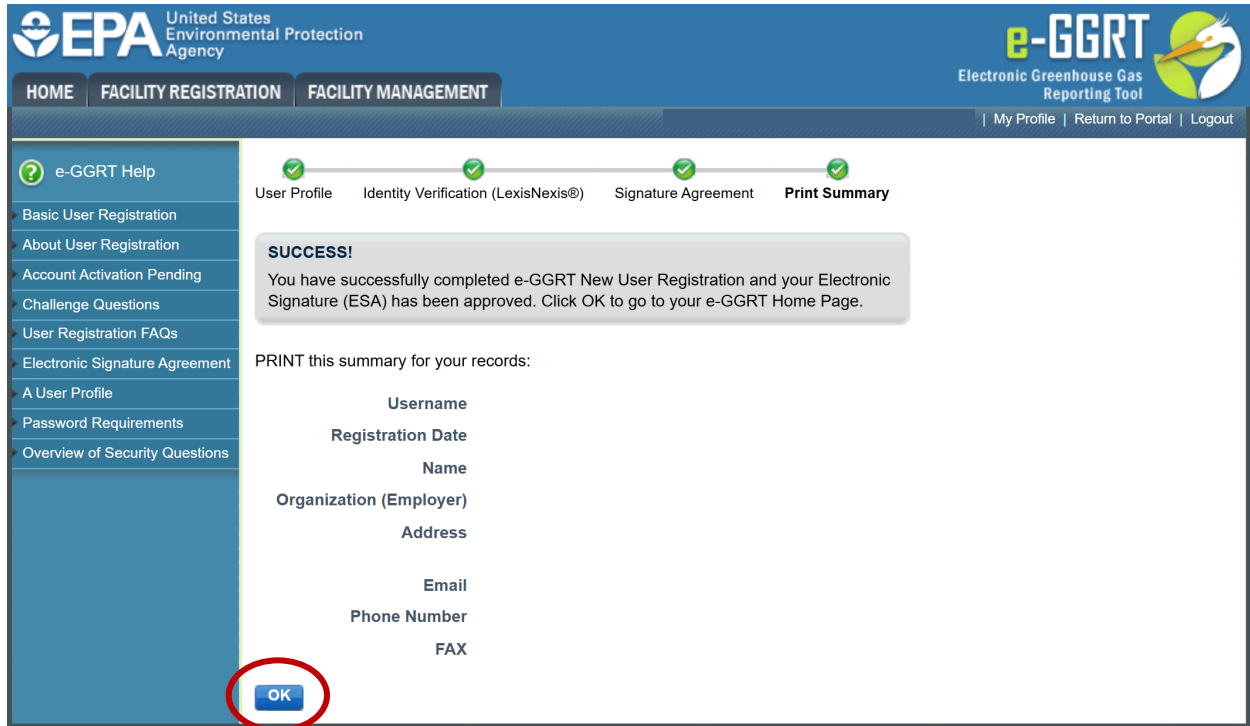
I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

**PAPER ESA** **SIGN ELECTRONICALLY**

### Step 9a: Success! Confirmation Page (ESA Approved)

After electronically signing your ESA, you will be taken to the confirmation page. Click **OK** to go to the e-GGRT home page.



The screenshot shows the e-GGRT Success Confirmation Page. At the top, the EPA logo and "United States Environmental Protection Agency" are on the left, and the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo is on the right. Below the logo is a navigation bar with "HOME", "FACILITY REGISTRATION", and "FACILITY MANAGEMENT". On the right side of the navigation bar are links for "My Profile", "Return to Portal", and "Logout".

On the left side of the page is a sidebar with a "e-GGRT Help" section containing links to "Basic User Registration", "About User Registration", "Account Activation Pending", "Challenge Questions", "User Registration FAQs", "Electronic Signature Agreement", "A User Profile", "Password Requirements", and "Overview of Security Questions".

The main content area features a progress bar at the top with four steps: "User Profile", "Identity Verification (LexisNexis®)", "Signature Agreement", and "Print Summary". The "Print Summary" step is currently active, indicated by a green checkmark.

Below the progress bar is a "SUCCESS!" message box that reads: "You have successfully completed e-GGRT New User Registration and your Electronic Signature (ESA) has been approved. Click OK to go to your e-GGRT Home Page." Below this message is a "PRINT this summary for your records:" section with a list of fields: "Username", "Registration Date", "Name", "Organization (Employer)", "Address", "Email", "Phone Number", and "FAX".

At the bottom left of the main content area, there is a blue "OK" button, which is circled in red.

### Step 8b: Print, Sign, and Mail Paper ESA

If you opted for a paper ESA or could not successfully complete the LexisNexis identity verification process, you must print a paper ESA, sign it, and mail the signed hard copy to EPA. To opt for a paper ESA, click **Paper ESA**.

**EPA** United States Environmental Protection Agency

**e-GGRT** Electronic Greenhouse Gas Reporting Tool

Progress: User Profile Identity Verification (LexisNexis®) **Signature Form** Print Summary

**YOUR ELECTRONIC SIGNATURE AGREEMENT**

e-GGRT requires an Electronic Signature Agreement. Your Electronic Signature Agreement that you submitted for CDX is **NOT** transferable to e-GGRT. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for e-GGRT.

[Print ESA](#)

**Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.**

Electronic Signature and Use Agreement

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account. I have reviewed and agree to the following conditions for the access and use of my account.

(1) I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;

(2) I agree to maintain an email account. If any email sent to me by EPA is returned undeliverable, I will explain why this occurred when requested by EPA;

(3) I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;

(4) I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and

(5) I agree not to attempt to view, change, or delete data unless I have authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

**PAPER ESA** **SIGN ELECTRONICALLY**

## Step 9b: Print, Sign, and Mail the ESA

Print the ESA, sign it, and mail the hard copy to EPA. Click **Next** to continue.

The screenshot shows the EPA e-GGRT User Registration interface. At the top, the EPA logo and "United States Environmental Protection Agency" are on the left, and the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo is on the right. Below the header is a "USER REGISTRATION" tab. A progress bar at the top of the main content area shows four steps: "User Profile" (completed with a green checkmark), "Identity Verification (Paper)" (completed with a green checkmark), "Signature Form" (current step, indicated by a white circle), and "Print Summary" (not started, indicated by a red circle). On the left side, there is a vertical menu with links: "e-GGRT Help", "Basic User Registration", "About User Registration", "Account Activation Pending", "Challenge Questions", "User Registration FAQs", "Electronic Signature Agreement", "A User Profile", "Password Requirements", and "Overview of Security Questions". The main content area is titled "YOUR ELECTRONIC SIGNATURE AGREEMENT". It explains that e-GGRT requires an Electronic Signature Agreement and that the one submitted for CDX is **NOT** transferable to e-GGRT. It offers two options for completing the ESA: 1. Submit your ESA electronically (using LexisNexis® now in e-GGRT) and 2. Submit a paper ESA. It provides instructions for submitting a paper ESA, including a note that scanned or faxed copies are not accepted. The instructions are: 1. Print: Your Electronic Signature Agreement Form (with a printer icon), 2. Read your form, 3. Sign and date your form, 4. Mail your form to: GHGRP Help Desk, SAIC, 12010 Sunset Hills Road, 1st Floor, Reston, VA 20190, and 5. Wait for EPA to receive your form. It also states that users will receive an account activation notice by email and can begin using e-GGRT. A final note suggests allowing ten business days for processing and recommends overnight service. At the bottom of the page, a green "NEXT" button is circled in red.

**YOUR ELECTRONIC SIGNATURE AGREEMENT**

e-GGRT requires an Electronic Signature Agreement. Your Electronic Signature Agreement that you submitted for CDX is **NOT** transferable to e-GGRT. You will not be able to use e-GGRT functionality until EPA receives it.

You have two options for completing your ESA:

1. **Submit your ESA electronically.** Use identity proofing service LexisNexis® now in e-GGRT.
2. **Submit a paper ESA.** Follow the instructions below to print, sign, and mail a paper ESA to the GHGRP Help Desk.

Submitting a paper ESA Instructions:

**NOTE:** We cannot accept scanned or faxed copies of your Electronic Signature Agreement.

1. Print: [Your Electronic Signature Agreement Form](#)
2. Read your form
3. **Sign and date your form**
4. Mail your form to:  
GHGRP Help Desk  
SAIC  
12010 Sunset Hills Road, 1st Floor  
Reston, VA 20190
5. Wait for EPA to receive your form, after which you will receive an account activation notice by email and can begin using e-GGRT.

Please allow ten business days for processing. For quicker processing, we suggest sending your form via overnight service. We DO NOT recommend sending the form via certified mail.

**NEXT**

### Step 10b: Success! Confirmation Page (ESA Pending)

After printing your ESA, you will be taken to the confirmation page. Click **OK** to go to the e-GGRT home page.

The screenshot shows the e-GGRT User Registration Confirmation Page. At the top, there is a navigation bar with the EPA logo and the text "United States Environmental Protection Agency". On the right, there is a logo for "e-GGRT Electronic Greenhouse Gas Reporting Tool". Below the navigation bar, there is a "USER REGISTRATION" section. On the left, there is a sidebar with a list of links: "e-GGRT Help", "Basic User Registration", "About User Registration", "Account Activation Pending", "Challenge Questions", "User Registration FAQs", "Electronic Signature Agreement", "A User Profile", "Password Requirements", and "Overview of Security Questions". The main content area shows a progress bar with four steps: "User Profile", "Identity Verification (LexisNexis®)", "Signature Agreement", and "Print Summary". The "Print Summary" step is currently active. Below the progress bar, there is a "SUCCESS!" message: "You have successfully completed e-GGRT New User Registration. While you may log into e-GGRT at this time, you will not be able to perform any further activity until EPA receives your Electronic Signature Agreement (ESA) and you receive an Account Activation notice. If you need to print another ESA, log into e-GGRT. Your Home Page prior to account activation contains a link to the printable document." Below this message, there is a "PRINT this summary for your records:" section. This section lists the following details: "Username", "Registration Date", "Name", "Organization (Employer)", "Address", "Email", "Phone Number", and "FAX". At the bottom of the page, there is a red circle around the "OK" button.

### Step 11b: e-GGRT Home Page (ESA Pending)

Until EPA has approved your ESA, you will be able to log into e-GGRT, but no access to e-GGRT features will be provided. The following screen is what you will see on the e-GGRT home page upon logging in.

The screenshot shows the e-GGRT Home Page. At the top, there is a navigation bar with the EPA logo and the text "United States Environmental Protection Agency". On the right, there is a user profile section with the text "Hi, Jacqueline Rice (My Profile | Logout)". Below the navigation bar, there is a "Questions?" section with the text "Email [help@ccdsupport.com](mailto:help@ccdsupport.com)". The main content area has a heading "Account Activation Pending" and a message: "The Environmental Protection Agency (EPA) has not yet received your Electronic Signature Agreement. Receipt of your Electronic Signature Agreement is required to activate your account. If you have mailed your Electronic Signature Agreement, please allow up to 10 business days for processing." Below this message, there is a section titled "If you failed to mail, or believe your Electronic Signature Agreement to be lost, you still have two options for completing your ESA:" with two numbered options: "1. Submit your ESA electronically. Use identity proofing service LexisNexis®." and "2. Submit a paper ESA. Follow the instructions below to print, sign, and mail a paper ESA to the GHGRP Help Desk." Below these options, there is a section titled "Submitting a paper ESA Instructions:" with a note: "NOTE: We cannot accept scanned or faxed copies of your Electronic Signature Agreement." and a list of five steps: "1. Print: Your Electronic Signature Agreement Form Printable ESA (PDF)", "2. Read your form", "3. Sign and date your form", "4. Mail your form to: GHGRP Help Desk, SAIC, 12010 Sunset Hills Road, 1st Floor, Reston, VA 20190", and "5. Wait for EPA to receive your form, after which you will receive an account activation notice by email." At the bottom of the page, there is a footer with the text: "Please allow ten business days for processing. For quicker processing, we suggest sending your form via overnight service. We DO NOT recommend sending the form via certified mail."

# Create a New e-GGRT Account

## Step 1: Initiate the Process

Visit <https://ghgreporting.epa.gov/> and select **Create your e-GGRT account**.

**EPA** United States Environmental Protection Agency

**Welcome**  
This login portal supports the following EPA programs:

- e-GGRT**  
Electronic Greenhouse Gas Reporting Tool  
Greenhouse Gas Reporting Program
- HAWK**  
HFC & ODS Allowance Tracking System  
HFC Allowance Allocation and Reporting
- Landfill Methane Outreach Program**

**Username**  
  
**NEXT**  
[Forgot your Username?](#)

**New Here?**  
Create an account to access these EPA systems  
**CREATE ACCOUNT**

**Announcements**  
Created on August 19, 2024  
**New Credentials Process Required for e-GGRT Access**  
As of August 17, 2024, all e-GGRT users will need to use Login.gov credentials to access e-GGRT. This will require a one-time migration of your e-GGRT account by connecting it to a Login.gov account. To learn more [CLICK HERE](#).  
Created on January 13, 2025  
**e-GGRT RY2024 Reporting Availability Status**  
e-GGRT is NOT open for RY2024 reporting yet, but is expected to be available for RY2024 reporting in mid-February 2025. For updates as to when e-GGRT will open for RY2024 data entry, monitor the GHGRP help site at [www.cdcsupport.com](http://www.cdcsupport.com)

## Step 2: Preview Registration Steps

Preview the user registration process. Select **Begin Registration** to proceed.

The screenshot displays the EPA e-GGRT User Registration Process page. The header includes the EPA logo and the e-GGRT logo. The left sidebar contains a navigation menu with links to e-GGRT Help, Basic User Registration, About User Registration, Account Activation Pending, Challenge Questions, User Registration FAQs, Electronic Signature Agreement, A User Profile, Password Requirements, and Overview of Security Questions. The main content area is titled "About the e-GGRT One-time User Registration Process" and includes a section "SHOULD YOU REGISTER TO USE E-GGRT?" with instructions on when to register and a link to the Applicability Tool. A yellow box on the right states "You are already registered if: You have a CDX Account." and provides a link to log in. The "User Registration Process" section lists the steps: 1. Create User Profile, 2. Electronic Signature Agreement, 3. Print Summary, and Start Using e-GGRT. A red circle highlights the "BEGIN REGISTRATION" button at the bottom left.

**USER REGISTRATION**

**About the e-GGRT One-time User Registration Process**

**SHOULD YOU REGISTER TO USE E-GGRT?**

You will need to create an e-GGRT user account if you plan to register or represent a facility or supplier affected by EPA's Mandatory Greenhouse Gas Reporting Rule.

If you are uncertain, the [Applicability Tool](#) may help you assess whether your facility is required to report greenhouse gas (GHG) emissions. Note that information tailored to Suppliers and other affected entities can also be found there.

**You are already registered if:**

**You have a CDX Account.**  
CDX and e-GGRT are integrated so that both will work with your existing CDX account.

[Log in to e-GGRT](#) with your user name and password.


**User Registration Process**

1	<b>Create User Profile</b>	Enter identifying information (name, address, contact information); set your user name and security questions.
2	<b>Electronic Signature Agreement</b>	Your options are: 1) electronically sign the Electronic Signature Agreement or; 2) print and submit a hard copy of the Electronic Signature Agreement.  You will not be able to use e-GGRT until EPA has approved your Electronic Signature Agreement.
3	<b>Print Summary</b>	Print the summary of your registration for your records. If you have questions regarding your registration, including the status of your Electronic Signature Agreement, you can refer to this document.
	<b>Start Using e-GGRT</b>	EPA will not activate your account until your Electronic Signature Agreement has been submitted and approved. An account activation notice will be sent to the email address you used for registration. You will then be able to use e-GGRT.


**BEGIN REGISTRATION**

### Step 3: Review and Accept e-GGRT Terms and Conditions

Once you have read through the terms and conditions, check the box at the bottom of the page and click **Continue**.




United States  
Environmental Protection  
Agency



e-GGRT  
Electronic Greenhouse Gas  
Reporting Tool

USER REGISTRATION

 e-GGRT Help

Basic User Registration

About User Registration

Account Activation Pending

Challenge Questions

User Registration FAQs

Electronic Signature Agreement

A User Profile

Password Requirements

Overview of Security Questions

**E-GGRT TERMS AND CONDITIONS**

The access and use of e-GGRT and Central Data Exchange (CDX) registration for the electronic submittal of environmental information requires the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

**Why Am I Using EPA's Central Data Exchange (CDX)?**

By registering in e-GGRT you are creating a CDX account. CDX is EPA's designated system for handling regulatory data submitted electronically to EPA in compliance with the Cross Media Electronic Reporting Rule (CROMERR).

**Warning Notice**

EPA's Central Data Exchange is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

**Privacy Statement**

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. <https://www.federalregister.gov/documents/2021/08/18/2021-17639/privacy-act-of-1974-system-of-records>

**Protecting My CDX Credentials**

I agree to protect my CDX User ID and login credentials.

**I will not divulge my credentials to any other individual;** I will not store them in an unprotected location; and I will not allow them to be written into computer scripts to achieve automated login.

**Limited CDX Software Distribution**

Any distribution of software provided by the Environmental Protection Agency's Central Data Exchange shall be handled according to any defined license practices.

CDX provides tools which contains FIPS-validated RSA BSAFE Crypto-J which is classified under Export Commodity Classification Number (ECCN) 5D002 "Encryption Software" referenced under CCATS G059799. This product is eligible for license exception ENC under Sections 740.17 (A) and (B) (2) of the Export Administration Regulations (EAR). The exportation of this item classified by the Bureau of Industry and Security (BIS) as 5D002 "Unrestricted" to foreign subsidiaries of US companies is permitted under this license exception ("ENC "Encryption"). This license exception does not apply to the embargoed nations of Cuba, Iran, North Korea, Sudan and Syria or any parties found on the various government denial lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United States' standard regulations for encryption at <http://www.access.gpo.gov/bis/ear/pdf/740.pdf>

**Actions to take if my CDX Account has been Compromised**

If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

**Terminating my CDX Account**

I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

**Paperwork Reduction Act**

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. See the [Paperwork Reduction Act Burden statement](#) for more information

**Electronic Signature Agreement**

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account.

(1) I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;

(2) I agree to maintain an email account. If any email sent to me by EPA is returned as undeliverable, I will explain why this occurred when requested by EPA;

(3) I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;

(4) I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and

(5) I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

☐ I have reviewed and agree to the above conditions for the access and use of my account.

CANCEL

CONTINUE

#### Step 4: Confirm E-mail Address

Enter the e-mail address you will use for registration. The system will confirm that there is no existing e-GGRT account associated with the entered e-mail address. Click **Continue**.

The screenshot shows the EPA e-GGRT User Registration interface. At the top, the EPA logo and "United States Environmental Protection Agency" are on the left, and the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo is on the right. Below the header, a "USER REGISTRATION" tab is active. A progress bar shows three steps: "User Profile" (current), "Signature Agreement", and "Print Summary". The "User Profile" section is titled "YOUR USER PROFILE" and contains the instruction "Please begin by entering your email address." followed by a red asterisk and the text "\* denotes a required field". Below this, there are two input fields: "Email \*" and "Re-enter Email \*". At the bottom of the form, the "CONTINUE" button is circled in red, and the "CANCEL" button is to its right. A sidebar on the left contains a link to "e-GGRT Help".

#### Step 5: Create User Name

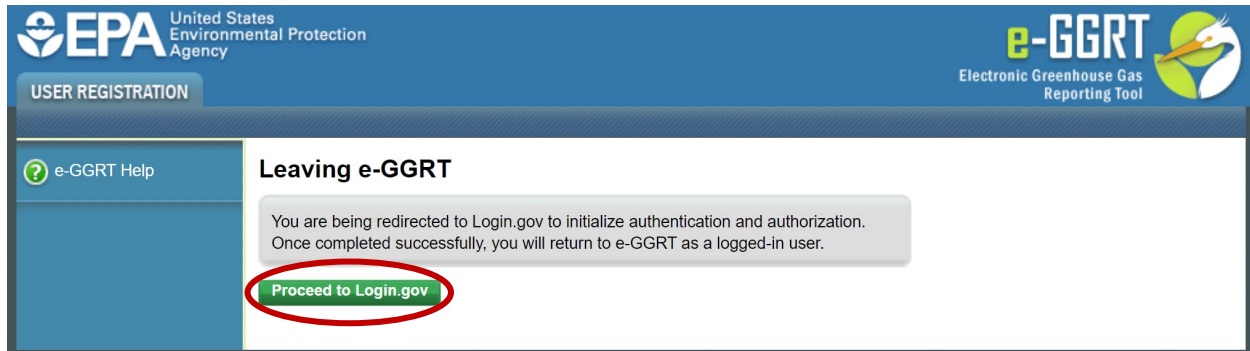
Create a User Name for your e-GGRT account and re-enter your e-mail address. Click **Continue**.

The screenshot shows the EPA e-GGRT User Registration interface, now at Step 5: Create User Name. The header and progress bar are the same as in Step 4. The "User Profile" section is titled "YOUR USER PROFILE" and contains the instruction "Please enter user name and email address to continue." followed by a red asterisk and the text "\* denotes a required field". Below this, there are three input fields: "User Name \*", "Email \*", and "Re-enter Email \*". Above the "User Name" field, there are three bullet points: "Your user name may not contain spaces or symbols.", "Your user name must be more than 7 characters.", and "Acceptable special characters: period (.), hyphen (-), underscore (\_), and at (@).". At the bottom of the form, the "CONTINUE" button is circled in red, and the "CANCEL" button is to its right. A sidebar on the left contains a link to "e-GGRT Help".

### **Step 6: Proceed to Login.gov**


Select **Proceed to Login.gov** to be redirected to Login.gov to complete the login process.

You will then need to create a Login.gov account (follow the instructions posted [here](#) to create an account) or sign in to an existing account. After signing in to Login.gov, you will be redirected to e-GGRT to a user profile and for identity verification.




## Step 7: Create a User Profile

Enter your user and organization information. Click **Save** to proceed.



United States  
Environmental Protection  
Agency



e-GGRT  
Electronic Greenhouse Gas  
Reporting Tool

USER REGISTRATION

 e-GGRT Help

Basic User Registration

About User Registration

Account Activation Pending

Challenge Questions

User Registration FAQs

Electronic Signature Agreement

A User Profile

Password Requirements

Overview of Security Questions

User Profile

Signature Agreement

Print Summary

**YOUR USER PROFILE**  
By completing and saving this form you will establish your e-GGRT user profile.  
**NOTE:** You will not be able to return to this screen, so please double-check the information before you save.  
\* denotes a required field

Title \*

Select

First Name \*

Please use your full first name and not a nickname for identity proofing purposes.

Middle Initial

Last Name \*

Suffix

Select

**ADDRESS INFORMATION**

Organization (Employer) \*

Mailing Address Line 1 \*

Maximum 50 characters

Mailing Address Line 2

City \*

State \*

Select

Zip/Postal Code \*

Country \*

UNITED STATES

**CONTACT INFORMATION**

Email \*

Phone Number \*

Phone Extension

FAX

**USER NAME & SECURITY QUESTIONS**

User Name \*

Your security questions and answers are used to authenticate you in situations where you have forgotten your user name. Please select three security questions which are relevant to you and provide answers which are not easily guessed by others.

Security Question 1 \*

Select

Security Answer 1 \*

Security Question 2 \*

Select

Security Answer 2 \*

Security Question 3 \*

Select

Security Answer 3 \*

CANCEL

SAVE

### Step 8a: Complete LexisNexis 3<sup>rd</sup> Party Identity Verification

To electronically certify your e-GGRT electronic signature agreement (ESA), complete the LexisNexis form. Check the box to certify that you are the person whose information was entered and click **Verify** to continue.

*Note: If you are unsuccessful or if you opt not to use the LexisNexis feature, you must print, sign, and mail a paper ESA to EPA. Instructions for this process are outlined beginning with Step 6b below.*

The screenshot shows the EPA e-GGRT User Registration interface. At the top, the EPA logo and "United States Environmental Protection Agency" are on the left, and the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo is on the right. Below the header, a "USER REGISTRATION" tab is active. A progress bar shows four steps: "User Profile" (completed with a green check), "Identity Verification" (current step with a white circle), "Signature Form" (pending with a red circle), and "Print Summary" (pending with a red circle). On the left, there is a sidebar with "e-GGRT Help". The main content area has a grey box titled "ADDITIONAL PROOF OF IDENTITY" with instructions: "e-GGRT requires additional proof of identity. Your options are to: 1. Use LexisNexis®, an independent 3rd-party electronic identity proofing service by completing the form below and clicking VERIFY, or 2. Print and submit a signed form via regular U.S. mail or overnight service to the U.S. Environmental Protection Agency. Submitting the signed form via certified U.S. mail is not recommended. [I would like to print and submit a signed form.](#)". A red asterisk note states "\* denotes a required field". Below this is the LexisNexis logo and the title "Verification for EPA". A note explains that the service is voluntary and that the EPA will receive evidence of identity validation. Guidance is provided: "Before attempting to complete identity verification, please review the guidance below: • Input your prior home phone number if moved within last 6 months • Input your prior home address if moved within last 6 months". The form fields include: First Name, Last Name, Middle Name, Home Address \*, Home City \*, Home State \* (dropdown), Home Zip \*, Home Phone \*, Date of Birth \*, and Last 4 of SSN \*. At the bottom, there is a checkbox "I am the person whose name is presented above. Please proceed with LexisNexis® validation." and two buttons: "VERIFY" (highlighted with a red circle) and "EXIT".

**ADDITIONAL PROOF OF IDENTITY**  
e-GGRT requires additional proof of identity. Your options are to:

1. Use LexisNexis®, an independent 3rd-party electronic identity proofing service by completing the form below and clicking VERIFY, or
2. Print and submit a signed form via regular U.S. mail or overnight service to the U.S. Environmental Protection Agency. Submitting the signed form via certified U.S. mail is not recommended. [I would like to print and submit a signed form.](#)

\* denotes a required field

**LexisNexis® | Verification for EPA**

**Note:** By proceeding with verification you understand the service is voluntary and that you are validating personally identifying information against a 3rd-party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes. [Privacy Policy](#)

Before attempting to complete identity verification, please review the guidance below:

- Input your prior home phone number if moved within last 6 months
- Input your prior home address if moved within last 6 months

First Name  
Last Name  
Middle Name  
Home Address \*  
Home City \*  
Home State \* Select  
Home Zip \*  
Home Phone \*  
Date of Birth \*  
Last 4 of SSN \*

☐ I am the person whose name is presented above. Please proceed with LexisNexis® validation.

**VERIFY** **EXIT**

## Step 9a: Review and Sign the ESA

Upon successfully completing the LexisNexis identity verification process, review the ESA and click **Sign Electronically**.

The screenshot shows the EPA e-GGRT User Registration interface. At the top, the EPA logo and "United States Environmental Protection Agency" are on the left, and the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo is on the right. Below the header, a "USER REGISTRATION" tab is active. A progress bar indicates the current step: "Signature Form" (highlighted with a white circle), with previous steps "User Profile" and "Identity Verification (LexisNexis®)" marked with green checkmarks, and the final step "Print Summary" marked with a red circle.

On the left side, there is a navigation menu with the following items:

- e-GGRT Help
- Basic User Registration
- About User Registration
- Account Activation Pending
- Challenge Questions
- User Registration FAQs
- Electronic Signature Agreement
- A User Profile
- Password Requirements
- Overview of Security Questions

The main content area displays the "YOUR ELECTRONIC SIGNATURE AGREEMENT" section. It includes a "Print ESA" link with a printer icon. Below this, a grey box contains the text: "Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action."

The "Electronic Signature and Use Agreement" section follows, containing the following text:

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account. I have reviewed and agree to the following conditions for the access and use of my account.

- (1) I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
- (2) I agree to maintain an email account. If any email sent to me by EPA is returned undeliverable, I will explain why this occurred when requested by EPA;
- (3) I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;
- (4) I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
- (5) I agree not to attempt to view, change, or delete data unless I have authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

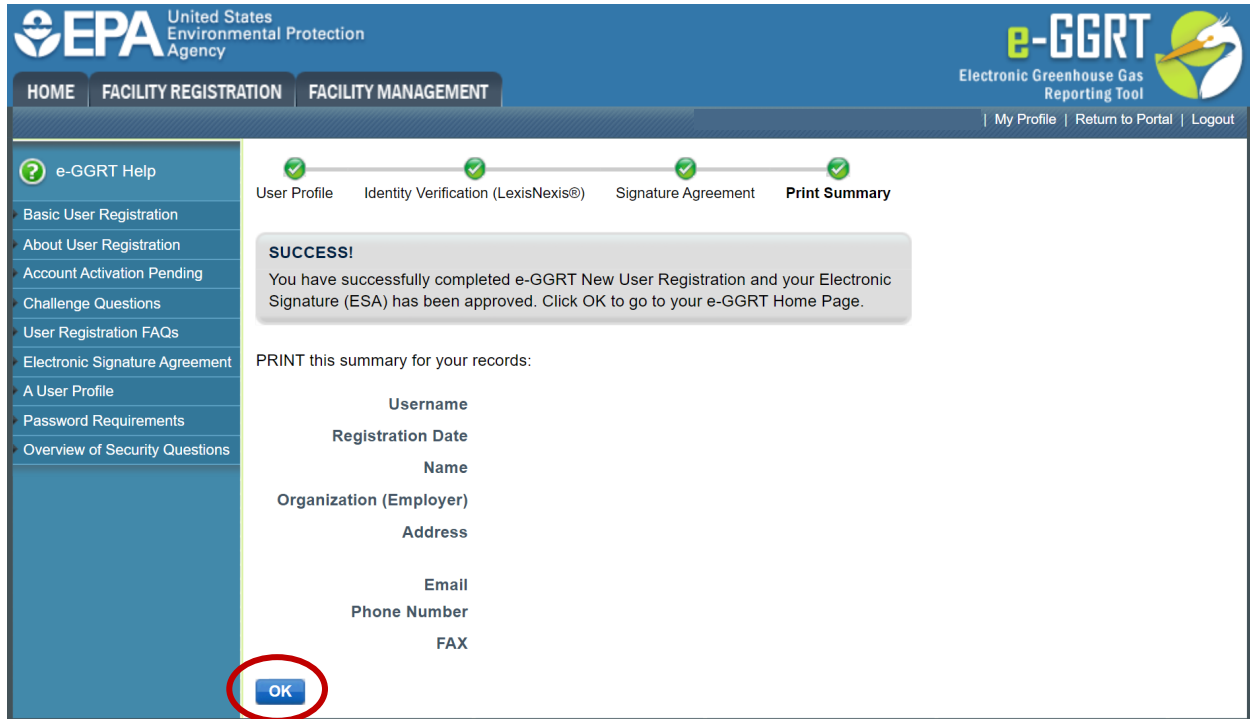
Below the agreement, a certification statement reads: "I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations."

At the bottom, a statement reads: "Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action."

At the very bottom, there are two buttons: "PAPER ESA" and "SIGN ELECTRONICALLY". The "SIGN ELECTRONICALLY" button is highlighted with a red oval.

### Step 10a: Success! Confirmation Page (ESA Approved)

After electronically signing your ESA, you will be taken to the confirmation page. Click OK to go to the e-GGRT home page.



The screenshot shows the e-GGRT Success Confirmation Page. The header includes the EPA logo and the text "United States Environmental Protection Agency" on the left, and the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo on the right. Below the header is a navigation bar with tabs for "HOME", "FACILITY REGISTRATION", and "FACILITY MANAGEMENT". On the right side of the navigation bar are links for "My Profile", "Return to Portal", and "Logout".

On the left side of the page is a sidebar menu with the following items:

- e-GGRT Help
- Basic User Registration
- About User Registration
- Account Activation Pending
- Challenge Questions
- User Registration FAQs
- Electronic Signature Agreement
- A User Profile
- Password Requirements
- Overview of Security Questions

The main content area features a progress bar at the top with four steps, each marked with a green checkmark: "User Profile", "Identity Verification (LexisNexis®)", "Signature Agreement", and "Print Summary". Below the progress bar is a "SUCCESS!" message in a grey box:

**SUCCESS!**  
You have successfully completed e-GGRT New User Registration and your Electronic Signature (ESA) has been approved. Click OK to go to your e-GGRT Home Page.

Below the success message is a section titled "PRINT this summary for your records:" followed by a list of user information fields:

- Username
- Registration Date
- Name
- Organization (Employer)
- Address
- Email
- Phone Number
- FAX

At the bottom left of the main content area, there is a blue button labeled "OK" which is circled in red.

## Step 8b: Print, Sign, and Mail Paper ESA

If you opted for a paper ESA or could not successfully complete the LexisNexis identity verification process, you must print a paper ESA, sign it, and mail the signed hard copy to EPA. To opt for a paper ESA, click **PAPER ESA**.

The screenshot shows the EPA e-GGRT User Registration page. The header includes the EPA logo and the e-GGRT logo. The page is titled "USER REGISTRATION". A progress bar at the top indicates the current step is "Signature Form". The main content area is titled "YOUR ELECTRONIC SIGNATURE AGREEMENT" and contains the following text:

e-GGRT requires an Electronic Signature Agreement. Your Electronic Signature Agreement that you submitted for CDX is **NOT** transferable to e-GGRT. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for e-GGRT.

**Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.**

Electronic Signature and Use Agreement

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account. I have reviewed and agree to the following conditions for the access and use of my account.

- (1) I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
- (2) I agree to maintain an email account. If any email sent to me by EPA is returned undeliverable, I will explain why this occurred when requested by EPA;
- (3) I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;
- (4) I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
- (5) I agree not to attempt to view, change, or delete data unless I have authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

At the bottom of the page, there are two buttons: "PAPER ESA" (circled in red) and "SIGN ELECTRONICALLY".

## Step 9b: Print, Sign, and Mail the ESA

Print the ESA, sign it, and mail the hard copy to EPA. Click **Next** to continue.

The screenshot shows the EPA e-GGRT User Registration interface. At the top, the EPA logo and "United States Environmental Protection Agency" are on the left, and the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo is on the right. Below the header is a "USER REGISTRATION" tab. A progress bar at the top indicates four steps: "User Profile" (completed), "Identity Verification (Paper)" (completed), "Signature Form" (current step), and "Print Summary" (pending). On the left is a sidebar menu with links: "e-GGRT Help", "Basic User Registration", "About User Registration", "Account Activation Pending", "Challenge Questions", "User Registration FAQs", "Electronic Signature Agreement", "A User Profile", "Password Requirements", and "Overview of Security Questions". The main content area is titled "YOUR ELECTRONIC SIGNATURE AGREEMENT" and explains that e-GGRT requires an Electronic Signature Agreement (ESA) that is not transferable. It offers two options: submitting electronically via LexisNexis or submitting a paper ESA. Detailed instructions for submitting a paper ESA are provided, including a note that scanned or faxed copies are not accepted. The steps are: 1. Print the form, 2. Read the form, 3. Sign and date the form, 4. Mail the form to the GHGRP Help Desk at SAIC, 12010 Sunset Hills Road, 1st Floor, Reston, VA 20190, and 5. Wait for EPA to receive the form. A "NEXT" button is highlighted with a red circle at the bottom left of the main content area.

**YOUR ELECTRONIC SIGNATURE AGREEMENT**

e-GGRT requires an Electronic Signature Agreement. Your Electronic Signature Agreement that you submitted for CDX is **NOT** transferable to e-GGRT. You will not be able to use e-GGRT functionality until EPA receives it.

You have two options for completing your ESA:

1. **Submit your ESA electronically.** Use identity proofing service LexisNexis® now in e-GGRT.
2. **Submit a paper ESA.** Follow the instructions below to print, sign, and mail a paper ESA to the GHGRP Help Desk.

Submitting a paper ESA Instructions:

**NOTE:** We cannot accept scanned or faxed copies of your Electronic Signature Agreement.

1. Print: [Your Electronic Signature Agreement Form](#)
2. Read your form
3. **Sign and date your form**
4. Mail your form to:  
GHGRP Help Desk  
SAIC  
12010 Sunset Hills Road, 1st Floor  
Reston, VA 20190
5. Wait for EPA to receive your form, after which you will receive an account activation notice by email and can begin using e-GGRT.

Please allow ten business days for processing. For quicker processing, we suggest sending your form via overnight service. We DO NOT recommend sending the form via certified mail.

**NEXT**

### Step 10b: Success! Confirmation Page (ESA Pending)

After printing your ESA, you will be taken to the confirmation page. Click **OK** to go to the e-GGRT home page.

The screenshot shows the e-GGRT User Registration Confirmation Page. The header includes the EPA logo and the e-GGRT logo. The page title is "USER REGISTRATION". A progress bar at the top indicates the steps: User Profile, Identity Verification (LexisNexis®), Signature Agreement, and Print Summary. The "Print Summary" step is currently active. A success message states: "SUCCESS! You have successfully completed e-GGRT New User Registration. While you may log into e-GGRT at this time, you will not be able to perform any further activity until EPA receives your Electronic Signature Agreement (ESA) and you receive an Account Activation notice. If you need to print another ESA, log into e-GGRT. Your Home Page prior to account activation contains a link to the printable document." Below the message, it says "PRINT this summary for your records:" and lists the following details: Username, Registration Date, Name, Organization (Employer), Address, Email, Phone Number, and FAX. At the bottom left, there is a red circle around the "OK" button.

### Step 11b: e-GGRT Home Page (ESA Pending)

Until EPA has approved your ESA, you will be able to log into e-GGRT, but no access to e-GGRT features will be provided. The following screen is what you will see on the e-GGRT home page upon logging in.

The screenshot shows the e-GGRT Home Page. The header includes the EPA logo and the e-GGRT logo. The page title is "Account Activation Pending". A message states: "The Environmental Protection Agency (EPA) has not yet received your Electronic Signature Agreement. Receipt of your Electronic Signature Agreement is required to activate your account. If you have mailed your Electronic Signature Agreement, please allow up to 10 business days for processing." Below the message, it says "If you failed to mail, or believe your Electronic Signature Agreement to be lost, you still have two options for completing your ESA:" and lists the following instructions: 1. Submit your ESA electronically. Use identity proofing service LexisNexis®. 2. Submit a paper ESA. Follow the instructions below to print, sign, and mail a paper ESA to the GHGRP Help Desk. Submitting a paper ESA Instructions: NOTE: We cannot accept scanned or faxed copies of your Electronic Signature Agreement. 1. Print: Your Electronic Signature Agreement Form Printable ESA (PDF) 2. Read your form 3. Sign and date your form 4. Mail your form to: GHGRP Help Desk SAIC 12010 Sunset Hills Road, 1st Floor Reston, VA 20190 5. Wait for EPA to receive your form, after which you will receive an account activation notice by email. Please allow ten business days for processing. For quicker processing, we suggest sending your form via overnight service. We DO NOT recommend sending the form via certified mail.