Registering with CDX

ODS and HFC Reporting Instructions November 2021

I. INTRODUCTION

This document provides information for reporting entities on how to register with the Central Data Exchange (CDX) for the purposes of submitting data to the Environmental Protection Agency (EPA) on ozone depleting substances (ODS) and/or hydrofluorocarbons (HFCs), as required by CFR 40, Part 82, and Part 84, respectively. All individuals that report ODS and/or select HFC data electronically on behalf of a reporting entity must register with the ODS Program within CDX.

For information on completing and submitting ODS reports and other relevant ODS and HFC documents to EPA using CDX, see EPA's other helpful documents available for download online at: <u>https://www.epa.gov/ods-phaseout/ozone-depleting-substances-ods-recordkeeping-and-reporting</u>.

The remainder of this document is organized as follows:

- Section II: Register with CDX (First-Time Users)
- Section III: Add ODS to your Program Services (Existing Users)
- Section IV: Register Under a New Organization (Existing Users)
- Appendix A: Provide EPA with your Organization ID
- Appendix B: Update your Account Information
- Appendix C: Deactivating Accounts

Questions?

For questions about ODS reporting, contact Sean Duenser at (202) 343-9157 or duenser.sean@epa.gov.

For questions about HFC reporting, contact <u>HFCallocation@epa.gov</u>.

For questions about CDX, contact the CDX Helpdesk at (888) 890-1995 or helpdesk@epacdx.net.

II. REGISTER WITH CDX (FIRST-TIME USERS)

Step 1: Initiate the Registration Process

Visit https://cdx.epa.gov/ and select "Register with CDX."



Step 2: Read and Accept the Terms and Conditions

After reading the Terms and Conditions, check the box and click "Proceed."



Step 3: Select "ODS: Ozone Depleting Substances" from the Program List

Locate and select "ODS: Ozone Depleting Substances" from the list of active program services by either scrolling down the list or entering "ODS" in the search criteria box.

Home About	Recent Announcements	Terms and Conditions	Help		
CDX Core CI	OX Registration			✓ Contact Us	
1. Program Servic	e 💙 2. Role Access	s 💙 3. User and Or	ganization	4. Confirmation	
Begin typing a progr Clean Air Act).	am service name or rela	ted keywords to filter the	e list of availa	ble services (e.g., air quality system, AQS, or	
Active Program Se	ervices List				
ODS					
ODS: Ozone De Cancel	pleting Substances	>			

Step 4: Enter User Information

- Create a unique User ID, which must be more than 7 characters long.
- Select a title and enter your first and last name. Middle initial and suffix are optional.
- Choose a password, which must contain at least one uppercase letter, one number, and be at least 8 characters long. The password must begin with a letter and may only contain letters and numbers.
- Select three security questions and provide an answer for each one.

<u>Note:</u> It is important that you remember your username, password, and the security question answers entered in Part 1: User Information; you will need this information to access your CDX account and submit reports to EPA.

Part 1: User Information	
User ID *	
Title *	Mr •
First Name *	
Middle Initial	
Last Name *	
Suffix	-Please Select- 🔻
Password *	
Re-type Password *	
Security Question 1 *	-Please Select-
Security Answer 1 $*$	
Security Question 2 *	-Please Select-
Security Answer 2 *	
Security Question 3 *	-Please Select-
Security Answer 3 *	

Step 5: Search for Your Organization

Search for your organization by typing the name of your organization or the organization ID (if known) in the text box and clicking "Search."

Part 2: Organization Info			
Enter organization or organization ID	Search		

The Importance of your Organization ID

CDX assigns each organization in its database with a unique 5-7-digit ID. The Organization ID you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. Additionally, all users registered under the same Organization ID have access to the same Submission History table in CDX (as described in EPA's guidance document on *Submitting ODS Data*). The use of a consistent Organization ID by all individuals that submit reports on behalf of your company is required by EPA. See *Appendix A* for the form that should be used to notify EPA of your company's Organization ID.

→ If your organization appears in the search results, continue to Step 6a.

→ If your organization is not already in CDX, skip to Step 6b.

Step 6a: Select Your Organization

If your organization appears in the search results, click on the link under 'Organization ID.'

Part 2: Organization Info						
Test Company Search						
Enter organization or organization ID						
Organization ID	Organization Name	Address	City	State	ZIP Code	
26226	Test Company	100 Main St	Santa Fe	NM	20154	

What if my Organization's Address is different from my Address?

To ensure the accurate tracking of ODS and HFC data, EPA requires each reporting entity to use a consistent Organization ID in CDX. If your company has already begun using an Organization ID in CDX, but the address listed for that Organization ID is for a different facility/location than the address of the individual registering, you should still register under the established Organization ID. You will have the option to tailor the primary contact's address when you submit a report to EPA. If your company has not previously submitted ODS or HFC data to EPA under an existing Organization ID in CDX, you may add a new organization entry to CDX by following steps 6b-7b. See *Appendix A* for the form that should be used to notify EPA of your company's Organization ID.

Step 7a: Enter Organization Information

Enter your email, phone number, and fax number (if desired), and select "Submit Request for Access."

Part 2: Organization Info	
	0
Test Company	
100 Main St	
Santa Fe, NM, US	
20154	
Email *	
Re-enter Email *	
Re-enter Entan	
Phone Number *	
Phone Number Ext	
Fax Number	

Step 6b: Request to Add Your Organization

If your organization's information is not already in CDX, you may request for CDX to add your organization by clicking on the link to "request that we add your organization."

Step 7b: Submit Request to Add an Organization

Part 2: Organization Info	
Organization Name *	Company X
Country *	UNITED STATES
Mailing Address *	1 Main Street
Mailing Address 2	
City *	Washington
State *	District of Columbia •
ZIP/Postal Code *	20001
Email *	email@test.com
Re-enter Email *	email@test.com
Phone Number *	(202) 555-5555
Phone Number Ext	
Fax Number	
Rack to Soarch Results	Submit Doquest for Access
back to search Results	Submit Request for Access

Enter your organization information and then click "Submit Request for Access."

Step 8: Activate your Account

Once you submit a request for access, you will be directed to a Confirmation page, indicating that an email has been sent to the email address provided under Step 7.

€E	SEPA United States Environmental Protection Agency							
Home	About	Recent Announcements	Terms and Conditions	Help				
CD>	🔄 Confi	rmation						Contact Us
1. Pr	1. Program Service 2. Role Access 3. User and Organization 4. Confirmation							
A few more steps You will soon receive an email confirmation message (at email@test.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for International callers.								
Retur	n to CDX H	ome						

Locate the email and click on the link provided within the body of the email.

	You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully logging in. You will need to enter the UserID (JANE.DOE) and Password that were selected during the registration process.
<	https://dev.epacdx.net/Registration/EmailValidation?code=a10581de-d8ec-495b-b22c-9392bf22d80
	If you click the link and it appears to be broken, please copy and paste it into a new browser window.
	Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.
	Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.
	Sincerely
	CDX Help Desk
	United States Environmental Protection Agency - Central Data Exchange

Step 9: Log in to CDX

Enter your CDX User ID and Password, as created under Step 4, and click "Log In to CDX."

CDX: Centra Log In	l Data Exchange		S <u>Cont</u>
User ID	jane.doe		
Password			
Log In to CDX	>		

Identity Proofing in CDX

As part of the CDX registration process, EPA requires proof of your identity. You may use an independent third-party electronic identity proofing service (i.e., LexisNexis) or print and submit a signed electronic signature agreement (ESA) through U.S. Postal Mail to EPA. LexisNexis, which is only available to users located within the United States, allows users to immediately access the ODS data flow following authentication; users that submit a paper ESA are required to wait 7-10 days for EPA to receive their ESA and approve them for access.

- → If you wish to verify your identity using LexisNexis, continue to Step 10.
- → If you wish to submit a signed ESA through U.S. Postal Mail, skip to Step 11a.

Step 10: Verify your Identity using LexisNexis

Enter your address, date of birth, and last 4 digits of your Social Security Number (SSN).¹ Verify that the name above is you by checking the box and clicking "Proceed with Verification."

CDX Regi	stration: LexisNexis®	Contact Us (Log o
1. Identity Verificatio	n 💙 2. ESA	
The program you are re electronic identity proof Protection Agency. Not	gistering for requires additional proof of identity. Your options ing service or to print and submit a signed form through U.S. e: Additional LexisNexis® Identity Proofing Information	are to use an independent 3rd-Party Postal Mail to the U.S. Environmental
LexisNexis® Instant ID		
Legal Name		
Jane	M Doe	
Home Address		
100 Test Avenue		
Address Line 2		
Washington D.C.	District of C	
Home or Personal Ph (555) 555-5555 Date of Birth	one	
January	1963	
Last 4 of SSN	1	
••••]	
The name above is	me. Please proceed with LexisNexis® Validation.	

¹ If you have concerns about providing this information, click on the link for 'Additional LexisNexis Identity Proofing Information.'

Select five signature questions and provide answers to the questions. Select "Save Answers."

CDX Central Data Exchange	Contact Us (Log out)					
CDX Registration: Additional Verification	CDX Registration: Additional Verification					
1. Identity Verification 🗸 🔰 2. Signature Question	1. Identity Verification 2. Signature Question 3. ESA 					
You are registered for a program that requires signature question answers. The questions that you select should be questions that Select 5 Signature Questions and Answers	You are registered for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.					
~						
· •						
~ ·						
~ ·						
~						
Save Answers						

Review and sign your CDX electronic signature agreement (ESA) by selecting "Sign Electronically."

1. Identity Verification 2. Signature Question ✓ 3. ESA Idectronic CDX Electronic Signature Agreement Idectronic Signature Agreement below. Once the ESA has been signed, you will be authorize your electronic signature. By signing the ESA you a been signed, you will be authorized to sign and/or encrypt information for your data feedons regarding the CDX ESA please contact the CDX Help Desk. gning an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful actions regarding the electronic signature credential issued by the U.S. Environmental Protection Agency LECTRONIC SIGNATURE AGREEMENT In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic docu submitted to EPA's Central Data Exchange (CDX), and as a representative for: Determine Signature Holder Company Information Organization Name: Test Company Address: 100 Main St City, State, Zip: Santa Fe, NM 20154 Province: US Phone Number: jane. doe@lest.com Bereistrant's Name: Jane Doe			
Image: Constraint of the constraint	identity Verification 🗸 🔰 2. Signati	ure Question 🗸 🔰 3. ESA	
e CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you a sere 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 your data fiestions regarding the CDX ESA please contact the <u>CDX Help Desk</u> . gning an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful act U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic docus submitted to EPA's Central Data Exchange (CDX), and as a representative for: Electronic Signature Holder Company Information Organization Name: City, State, Zip: Country: Country: Phone Number: Country: Brain Address: E-mail Address: Jane.doe@test.com Jane Doe	ctronic CDX Electronic Signat	ure Agreement	
gning an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful active of the subject of criminal, civil, administrative, or other lawful active of the subject	XX electronic signature agreement (ESA) is an agreeme e to the conditions listed on the agreement below. Onco ons regarding the CDX ESA please contact the <u>CDX He</u>	ent between yourself and CDX that will authorize your el e the ESA has been signed, you will be authorized to sig <u>Ip Desk</u> .	ectronic signature. By signing the ESA you agree to n and/or encrypt information for your data flow. For
U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic docus submitted to EPA's Central Data Exchange (CDX), and as a representative for: Electronic Signature Holder Company Information Organization Name: Test Company Address: 100 Main St City, State, Zip: Santa Fe, NM 20154 Province: US Phone Number: (555) 555-5555 E-mail Address: jane.doe@test.com Beejistrant's Name: Jane Doe	ng an electronic document on behalf of a	mother person is subject to criminal, civil,	administrative, or other lawful action.
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Certify that the information provided is correct by clicking "Accept."



Enter your account password, the answer to the security question, and select "Sign."

1. Authentication	2. Verification	3. Sign File	
Log into CDX	Question:		
User:	What is the name of the hospital	Sign	
JANE.DOE	where you were born?		
Password:	Answer:		
•••••			
Welcome	Correct Answer		

Congratulations!

You are now registered with CDX under the ODS Program.

Step 11a: Submit Signed ESA through U.S. Postal Mail

If you do not wish to use LexisNexis for identity proofing, select "Paper Verification."

Home	About	Recent Announcer	nents Terms an	d Conditions	FAQ	Help	
CDX	CDX F	Registration: L	exisNexis®				Contact Us Logged in as JANE.DOE (Log out)
			_				
1. Ider	ntity Verif	ication > 2. E	SA				
The prog identity (gram you proofing s	are registering for re ervice or to print and	equires additional p d submit a signed	proof of identit form through	y.Yourd U.S.Post	ptions an al Mail to	e to use an independent 3rd-Party electronic the U.S. Environmental Protection Agency
Note: A	dditional L	exisNexis® Identity	Proofing Informat	tion	0.0.105		the olo. Environmental Hotection Agency.
LovieNov	ic@ Insta	nt ID					
Lexisive	asi insta						
Legal N	lame						
Jane		M Doe					
Home A	ddress						
Address	Line 1*						
Address	Line 2						
City*		State*	▼ Zip Code*				
Home o	r Person	al Phone					
Home o	r Personal	Phone					
Date of	Birth						
Month*	▼ Da	ay* ▼ Year*	•				
Last 4 o	of SSN						
Last 4 o	f SSN*						
The	name abo	ove is me. Please pr	oceed with LexisN	exis® Validatio	on.		
			le ifice di se inte				
Procee	d with Vei	rification Paper V	rerification <u>Exit</u>				

Select "Sign Paper Form" and then "Print to Mail." Save an electronic copy of the ESA to your computer as a PDF, and then print a hard copy of the file.

me About Recent Announcements	Terms and Conditions	FAQ	Help		
DV- CDX Registration: Addit	ional Varification			Contact Us	
				Logged in as JANE.D	OE <u>(Log out)</u>
. Identity Verification 🗸 🔰 2. ESA					
per CDX Electronic Signature	e Agreement				
CDX electronic signature agreement (ESA) is an agree ere to the conditions listed on the agreement below. O	ement between yourself and CDX t	hat will auth will be auth	orize your	electronic signature. By signing the ESA you a on and/or encrypt information for your data fi	agree to ow. For any
stions regarding the CDX ESA please contact the \underline{CDX}	Help Desk.	will be due	IONZEG CO SI	gri and/or energipermormation for your data m	ow. For any
T	S. Environmental Pro	otection	Agenc	v	
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submitted to EPA's Central Data Exchange (C	CDX), and as a representativ	e for:	otection.	Agency (EFA) to sign electronic docu	menus
Elec	tronic Signature Holder C	omnany l	nformati	ion	
Organization Name:	Test (Company			
Address:	100 N	Iain St			
City, State, Zip:	Santa	Fe, NM 2	0154		
Province:					
Country:	US				
Phone Number:	(555)	555-555	5		
E-mail Address:	email	@test.cor	n		
D 1 / / NT		-			
Registrant's Name:	Ms Ja	me Doe			
CDX User Name:	Ms Ja JANE	ine Doe E.DOE			•
Registrant's Name: CDX User Name: ign Paper Form	Ms Ja JANE	ne Doe 2.DOE			•
Registrant's Name: CDX User Name: ign Paper Form	Ms Ja JANE	ne Doe			•
Registrant's Name: CDX User Name: ign Paper Form	Ms Ja JANE	ne Doe			•
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Registrant's Name: CDX User Name: ign Paper Form ancel U.S. J ELECTH In accepting the electronic signature c sign electronic documents submitted t Electron Organization Name: Address: City, State, Zip: Province: Country: Phone Number: E-mail Address: Registrant's Name: Termine Address: Registrant's Name: City, State, Zip: Province: Country: Phone Number: E-mail Address: Registrant's Name: City, State, Zip: Country: C	Environmental Pro RONIC SIGNATU redential issued by the U o EPA's Central Data Ex nic Signature Holder Co 100 M Santa US (555) : email(Ms Ja	otection RE AG U.S. Envir change (ompany Company fain St Fe, NM 555-5555 @test.com ne Doe	n Agen REEN ronment CDX), a Informa 20154	ICY VIENT al Protection Agency (EPA) to md as a representative for: ation	

Step 11b: Read, Sign, and Mail the Electronic Signature Agreement to EPA

Review and sign the Electronic Signature Agreement, and mail the document to EPA using one of the following addresses, which are also provided in the Electronic Signature Agreement:

For Private Courier:

U.S. Environmental Protection Agency Tracking System Program Manager Stratospheric Protection Division William Clinton East Building, Room 1340 1201 Constitution Avenue, N.W. Washington, DC 20004

For U.S. Postal Service:

U.S. Environmental Protection Agency Stratospheric Protection Division Office of Atmospheric Programs Mail Code: 6205T 1200 Pennsylvania Avenue, N.W. Washington, DC 20460

Step 12: Final Registration Notification

Once EPA has received the signed ESA by mail, your account will be activated. Account activation is expected to take 7-10 days. You will be notified by email when your account has been activated.

The Environmental Protection Agency's Central Data Exchange (CDX) registration system has processed a change in registration status.

If you have questions concerning this change in registration status, you may contact us by email at <u>helpdesk@epacdx.net</u> or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.

Congratulations!

You are now registered with CDX under the ODS Program.

III. ADD ODS TO YOUR PROGRAM SERVICES (EXISTING USERS)

Step 1: Log into CDX

Visit https://cdx.epa.gov/, enter your account information, and select "Log In."



Step 2: Add Program Service

From the 'MyCDX' tab, select "Add Program Service."

Home	About	Recent Announcements	Terms and Conditions	FAQ	Help	
MyCDX	MyCDX Inbox My Profile Submission History					Contact Us Logged in as JANE.DOE2 (Log out)
		Services	¢\$	Manage		CDX Service Availability
<u>Sta</u>	a <u>tus</u> † <u>I</u> C	Program Service Name DTAQREG: Office of Transportal Quality Fuels Registration	Role ion and Air Fuels Progra Registration	¢ ims	<u>See</u>	the status for all program services
						News and Updates
					No	news/updates.
Add	Program S	Service Manage Your Po	rogram Services			

Step 3: Select "ODS: Ozone Depleting Substances" from the Program List

Locate and select "ODS: Ozone Depleting Substances" from the list of active program services by either scrolling down the list or entering "ODS" in the search criteria box.

\$EP	A United	States Environmental Protection Ager	q		
Home	About	Recent Announcements	Terms and Conditions	Help	
CDX	Core	CDX Registration			Sector Contact Us
1. Pro	gram Serv	vice 🔰 2. Role Acces	s 💙 3. User and Or	ganizatio	n 💙 4. Confirmation
Begin ty Clean Ai	rping a pro ir Act). Program	ogram service name or rela	ted keywords to filter the	e list of av	ailable services (e.g., air quality system, AQS, or
	riogram	Services List			
005					
ODS	Ozone I	Depleting Substances	>		
			_		
Cancel					

Step 4: Select a Current Organization

Select a current organization from the dropdown list and select "Submit Request for Access." If you want to register under a new organization, see Section IV.

	t R	Recent Announcements	Terms and Condition	ns FAQ	Help			
CDX Edit	Acc	ount Profile					✓ Contact Us	(Log out
1. Program S	ervice	🗸 🔪 2. Role Ac	xcess 🗸 💙 3. 0	ganization 1	Informati	on		
		,	·					
Registratio	n Info	rmation						
Program Serv	vice	Ozone Depletin	ng Substances					
Role		Submitter						
🤋 Select a Cu	irrent	Organization						
Select a Cu Request to Select an organ	irrent Add a	: Organization an Organization n from the dropdown lis	st.					
Select a Cu Request to Select an organ Test Company	Add a	Organization an Organization In from the dropdown lis Main St, Santa Fe, NM,	st. , US 20154)					

Why don't I need to sign another ESA?

The electronic signature agreement (ESA) is specific to the organization under which you register. Therefore, since you already submitted an ESA when registering for another CDX program, you are not required to sign and submit a new electronic signature agreement.

Home	About	Recent Announcements	Terms and Conditions	FAQ	Help	
CDX	Centra	al Data Exchange				<u> Contact Us</u> (Log out)
You ar	e here: <u>M</u>	<u>yCDX</u> » Manage Program Se	ervices			
Mana	ge Prog	ram Services				
Prog	ram Servi	ice successfully added t	o Test Company.			×
Add Pr	ogram Ser	vice Back to MyCDX				[Expand All] [Collapse All]
Test C	ompany,	100 Main St, Santa Fe, I	NM, US 20154, (555) 5	55-555	5	
	S: Ozone	Depleting Substances	1			
🖸 ОТ.	AQREG: O	ffice of Transportation	and Air Quality Fuels I	Registra	tion	

Congratulations!

You have successfully added ODS to your Program Services.

IV. REGISTER UNDER A NEW ORGANIZATION (EXISTING USERS)

When should I Register under a New Organization?

The organization you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. CDX assigns each organization in its database with a unique 5-7-digit ID. The use of a consistent Organization ID by all individuals that submit reports on behalf of your company is required by EPA. If your company has previously submitted ODS or HFC data to EPA through CDX under an Organization ID, you should only register and submit data under a new Organization ID in CDX if the name of your organization changes (e.g., due to a merger or acquisition). See *Appendix A* for more information on notifying EPA of your organization's name change.

Step 1: Log into CDX

Visit https://cdx.epa.gov/, enter your account information, and select "Log In."



Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Step 2: Modify Program Services

From the 'MyCDX' tab, select "Add Program Service."

Home	About	Recent Announcements	Terms and Conditions	FAQ	Help		
CDX MyCDX	Centr Irbox	al Data Exchange	History			≤ <u>Contact Us</u>	(Log out)
	_	Services		🕫 Manage		CDX Service Availability	
<u>Sta</u>	atus 🕈 <u>I</u>	Program Service Name DDS: Ozone Depleting Substances	Role Ozone Depleting Substances	+	<u>Se</u>	e the status for all program services	
		Substances	Substances			News and Updates	
					No	news/updates.	
Add	Program S	Service Manage Your Pr	rogram Services				

Step 3: Select "ODS: Ozone Depleting Substances" from the Program List

Locate and select "ODS: Ozone Depleting Substances" from the list of active program services by either scrolling down the list or entering "ODS" in the search criteria box.

€EF	A United	States Environmental Protection Agend	Ŷ				
Home	About	Recent Announcements	Terms and Conditions	FAQ	Help		
CDX	Edit A	ccount Profile				Contact Us	(Log out)
1. Pro	gram Serv	vice 🔰 2. Role Access	s 💙 3. Organizatior	1 Inform	ation		
Begin ty Clean A	/ping a pro ir Act).	ogram service name or rela	ted keywords to filter the	e list of a	vailable s	services (e.g., air quality system, A	.QS, or
Active	Program	Services List					
ODS							
ODS	: Ozone I	Depleting Substances	>				
Cancel							

Step 4: Select New Organization

Request to add a new organization by typing the name of your organization or the CDX organization ID (if known) in the text box, clicking "Search," and clicking on the link under 'Organization ID.' If your organization does not appear in the search results, skip to Step 6.

CDX Edit Acco	ount Profile		1	Contact Us	<u>(Log out)</u>
1. Program Service	 2. Role Access 	3. Organization Inform	nation		
Registration Infor	mation				
Program Service Role	Ozone Depleting Substanc Submitter	es			
Select a Current equest to Add a Test Company Enter organization or o	Organization on Organization rganization ID)			
Organization ID	Organization Name	Address	City	State	ZIP Code
26226	Test Company	100 Main St	Santa Fe	NM	20154
Can't find your organi:	zation? <u>Use advanced search</u> or	request that we add your org	<u>anization</u> .		

Step 5: Enter Organization Information

Enter your email, phone number, and fax number (if desired) and select "Submit Request for Access."

Test Company	
100 Main St	
Santa Fe, NM, US	
20154	
Email *	
Ro ontor Empil *	
Phone Number *	
Phone Number Ext	
Fax Number	
Wrong organization informa	tion? Back to Search Results, Use advanced search or request that we add your organization.
Submit Request for Access	

Step 6: Request to Add Your Organization

If your organization's information is not already in CDX, you may request for CDX to add your organization by clicking on the link to "request that we add your organization." Otherwise, skip to Step 8.

CDX: Edit Account Profile					
1. Program Service 🗸	2. Role Access 🗸 🔰 3.	Organization Inform	mation		
Registration Informa	ition				
Program Service	Ozone Depleting Substances				
које	Submitter				
Company X Enter organization or organ	Search nization ID	Address	City	State	7IP Code
		Address	eny	Stute	
No data was found mat	tching your criteria.				
Can't find your organizatio	on? Use advanced search or request	: that we add your or	g <u>anization</u> .	>	

Step 7: Submit Request to Add an Organization

Enter your organization information and then click "Submit Request for Access."

 Select a Current Org. Request to Add an Org. 	anization rganization
Organization Name *	Company X
Country *	UNITED STATES T
Mailing Address *	1 Main Street
Mailing Address 2	
City *	Washington
State *	District of Columbia
ZIP/Postal Code *	20001
Email *	email@test.com
Re-enter Email *	email@test.com
Phone Number *	(202) 555-5555
Phone Number Ext	
Fax Number	
Back to Search Results	Submit Request for Access

Step 8: Sign the Electronic Signature Agreement

Review and sign your CDX electronic signature agreement (ESA) by selecting "Sign Electronically."



Why do I need to sign another ESA?

The electronic signature agreement (ESA) is specific to the organization under which you register. Therefore, when you register under a new organization in CDX, you are required to sign and submit a new electronic signature agreement. If you did not previously sign your ESA electronically, you may be required to provide additional verification information or, alternatively, will be required to submit a paper-copy ESA through U.S. Postal Mail.

Step 9: Certify the Information provided is Accurate

Certify that the information provided is correct by clicking "Accept."



Step 10: Authenticate and Verify your Account Information

Enter your account password, the answer to the security question, and select "Sign."

adhere to the conditions listed on the agreemen questions regarding the CDX ESA please contact eSignature Widget Si	t below. Once the ESA has been signed, you will be authorized to the CDX Help Desk	sign and/or encrypt information for your d	ata flow. For any
1. Authentication Log into CDX	2. Verification	3. Sign File	
User: JANE.DOE	Question: What is the name of the hospital where you were born?	Sign	Î
Password:	Answer:		
Welcome	Correct Answer		
City State Zin:	Santa Fel NM 20154		

Congratulations!

You are now registered under a New Organization.

APPENDIX A. PROVIDE EPA WITH YOUR ORGANIZATION ID

The organization you register with and submit data under in CDX is used by the ODS Tracking System to identify the reporting entity of each submission. CDX assigns each organization in its database with a unique 5-7-digit ID. The use of a consistent Organization ID by all individuals that submit reports on behalf of your company is required by EPA. To ensure consistency, EPA requests that all organizations provide EPA with the Organization ID under which they plan to submit data. If your Organization ID changes (due to a change in your organization's name), EPA similarly requests that the organization notify EPA of this change before submission of data under the new Organization ID.

New CDX Users

For companies that have never before submitted ODS or HFC data to EPA through CDX, provide the following information to Sean Duenser (<u>duenser.sean@epa.gov</u>) and Emily Golla (<u>golla.emily@epa.gov</u>) following registration with the ODS Program in CDX:

Subject: New ODS CDX User

I recently registered under the ODS Program in CDX in anticipation of submitting data on behalf of [Company Name]. My CDX registration information is provided below.

- Organization Name: ______
- Organization ID: ______

Organization Name Changes

If your company's name changes, provide the following information to Sean Duenser (<u>duenser.sean@epa.gov</u>) and Emily Golla (<u>golla.emily@epa.gov</u>) following registration with the new Organization Name/ID in CDX:

Subject: ODS Submitter Name Change

[Company Name] recently underwent a name change that required us to update the organization name/ID used for data submission in CDX. The old and new CDX organization information is provided below.

- Old Organization Name: ______
- Old Organization ID: _____
- New Organization Name: ______
- New Organization ID: ______

APPENDIX B. UPDATE YOUR ACCOUNT INFORMATION

Edit your account password or your account's security questions

Select "Modify User Information" from the 'My Profile' tab.

Nome About Recent Announcements Terms and Conditions FAQ Help CODE Central Data Exchange Contact Us MyCDX Inder My Profile Jubmission History User Information JANE.DOE Name Ms. Jane Doe Last Updated 1/24/2017 4:30:53 PM Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555	Home About Recent Announcements Terms and Conditions FAQ Help CDX: Central Data Exchange Sontact Us MyCDX Inbo My Profile Jamission History Sontact Us MyCDX Inbo My Profile Jamission History Image: Contact Us Image: Contact Us User ID JANE.DOE JANE.DOE Image: Contact Us Image: Contact Us Image: Contact Us Name Ms. Jane Doe Image: Contact Us Image: Contact Us Image: Contact Us Registration Date 1/24/2017 11:13:23 AM Image: Contact Us Image: Contact Us Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Email: email@etest.com Email: email@etest.com Image: Contact Us	SEPA United States Environmental Protection Agency						
Central Data Exchange Index of the Contact Us Index Profile Cubmission History Index Profile Cubmission History User Information JANE.DOE Name Ms. Jane Doe Last Updated 1/24/2017 4:30:53 PM Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555:555 Email: email@test.com	Central Data Exchange Image: Contact Us My Profile Image: Contact Us User Information JANE.DOE Name Ms. Jane Doe Last Updated 1/24/2017 4:30:53 PM Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Email: email@etest.com	me About Recent Ann	ouncements	Terms and Conditions	FAQ He	lp		
MyCDX Index My Profile Clubmission History User Information JANE.DOE Name Ms. Jane Doe Last Updated 1/24/2017 4:30:53 PM Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Email: email@test.com	My Profile Jamission History User Information Jane.DOE Name Ms. Jane Doe Last Updated 1/24/2017 4:30:53 PM Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Email: email@test.com	DX Central Data Ex	change				Contact Us	(Log out)
User Information User ID JANE.DOE Name Ms. Jane Doe Last Updated 1/24/2017 4:30:53 PM Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-555 Fmail: email@test.com	User Information User ID JANE.DOE Name Ms. Jane Doe Last Updated 1/24/2017 4:30:53 PM Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Email: email@test.com	yCDX Inbox My Profile	Submission	History				
User ID JANE.DOE Name Ms. Jane Doe Last Updated 1/24/2017 4:30:53 PM Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-555 Email: email@test.com	User ID JANE.DOE Name Ms. Jane Doe Last Updated 1/24/2017 4:30:53 PM Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Email: email@test.com	User Information						
Name Ms. Jane Doe Last Updated 1/24/2017 4:30:53 PM Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-555 Email: email@test.com	Name Ms. Jane Doe Last Updated 1/24/2017 4:30:53 PM Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Email: email@test.com	User ID	JANE.DC	θE				
Last Updated1/24/2017 4:30:53 PMRegistration Date1/24/2017 11:13:23 AMPrimary Contact InfoOrganization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-555 Fmail: email@test.com	Last Updated 1/24/2017 4:30:53 PM Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Email: email@test.com	Name	Ms. Jane	Doe				
Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Fmail: email@test.com	Registration Date 1/24/2017 11:13:23 AM Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Email: email@test.com	Last Updated	1/24/2017	4:30:53 PM				
Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Fmail: email@test.com	Primary Contact Info Organization: Company X Address: 1 Main Street, Washington, D.C., US 20000 Phone: (202) 555-5555 Email: email@test.com	Registration Date	1/24/2017	11:13:23 AM				
Linkii.		Primary Contact Info	Organizat Address: Phone: (2 Email: em	t ion : Company X 1 Main Street, Washingt 02) 555-5555 ail@test.com	on, D.C., US	20000		

Edit the information and select "Save User Information."

Home About Recent Ann	ouncements	Terms and Conditions	FAQ	Help					
CDX: Central Data Exchange									
MyCDX Inbox My Profile	MyCDX Inbox My Profile Submission History								
Essential information is mar	Essential information is marked with an asterisk(*)								
User Information									
Description of Fields									
User ID	JANE.DOE	Change Password							
Name	Ms. Jane D	oe							
Security Question 1 *	What was y	our childhood nickname?				¥			
Security Answer 1 *	Security Answer 1 * Doe								
Security Question 2 * What was your dream job as a child?									
Security Answer 2 * Fireman									
Security Question 3 *	Security Question 3 * Who is your favorite cartoon character?								
Security Answer 3 * Tweety									
Save User Information Deactivate User Account Back									

Edit your email address, phone number, or fax number

From the 'My Profile' tab, select "Modify Organization Information."

0	Organization Information					
	Primary Organiza	ation = 🤌				
	Org. ID	Name	Address			
	26226	Test Company	100 Main St, Santa Fe, NM, US 20154	\gg		
4	Modify Organization Information					

Select the appropriate Organization and edit your phone number or fax number. Select "Save Organization Details." To change your email address, contact the CDX Help Desk.

Organization Information						
Current Organization	15					
Click the organization name t	o view or modify organization information.					
Primary Organization = 🏓						
~ Test Company (26226)						
Organization Name (ID)	Test Company (26226)					
Mailing Address	100 Main St Santa Fe, NM, US 20154					
Provide Additional Cont	tact Information					
Email**	email@test.com					
Phone Number*	(202) 555-5555					
Phone Number Ext						
Fax Number						
Save Organization Details						
**To change your e-mail address, please contact your account manager or the CDX Help Desk.						

Email addresses, phone numbers, and fax numbers in CDX are tied to the organization under which you are registered. If you are registered under more than one organization in CDX, you may tailor your email address, phone number, and fax number for each organization.

APPENDIX C. DEACTIVATING ACCOUNTS

Since all users registered under the same Organization ID have access to the same Submission History table in CDX, it is important to deactivate accounts when individuals leave your organization to ensure they can no longer access your company's ODS submissions. The process for deactivating your own account or an account of a previous employee is described below.

Deactivate your own account

Select "Modify Program Services" from the 'My Profile' tab.

Home	About	Recent Announcements	Terms and Conditions	FAQ	Help		
CDX	Centr	al Data Exchange				Contact Us	(1.00.0)
MyCD)	(Inbox	My Profile Submission	History				
Pro	gram Ser	vices					
					_		
Ma	nage the a	access to your program ser	vices including role and f	facility inf	formation		

Located and expand the account you wish to deactivate and select 'Deactivate'.

Manage Program	n Services		
Add Program Service	Back to MyCDX		[Expand All] [Collapse All]
JUNE TEST ONE, 13	10 L ST NW, WASHINGTON	I, DC, US 20005, (555) 555-5555	
ODS: Ozone Dep	leting Substances		
Role	Program ID	Status	Details
Submitter		Active (Deactivate)	

Deactivate the account of a previous employee

Provide the following information to Sean Duenser (<u>duenser.sean@epa.gov</u>) and Emily Golla (<u>golla.emily@epa.gov</u>) to request deactivation of an account:

Subject: ODS Account Deactivation Request

[Employee Name] is no longer responsible for submitting ODS and/or HFC reports on behalf of [Company Name]. Please deactivate their CDX account.