

# Registering with CDX

## *ODS and HFC Reporting Instructions*

*November 2024*

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### 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:

<https://www.epa.gov/ods-phaseout/ozone-depleting-substances-ods-recordkeeping-and-reporting>.

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:** Update your Account Information
- **Appendix B:** Deactivating Accounts

### Questions?

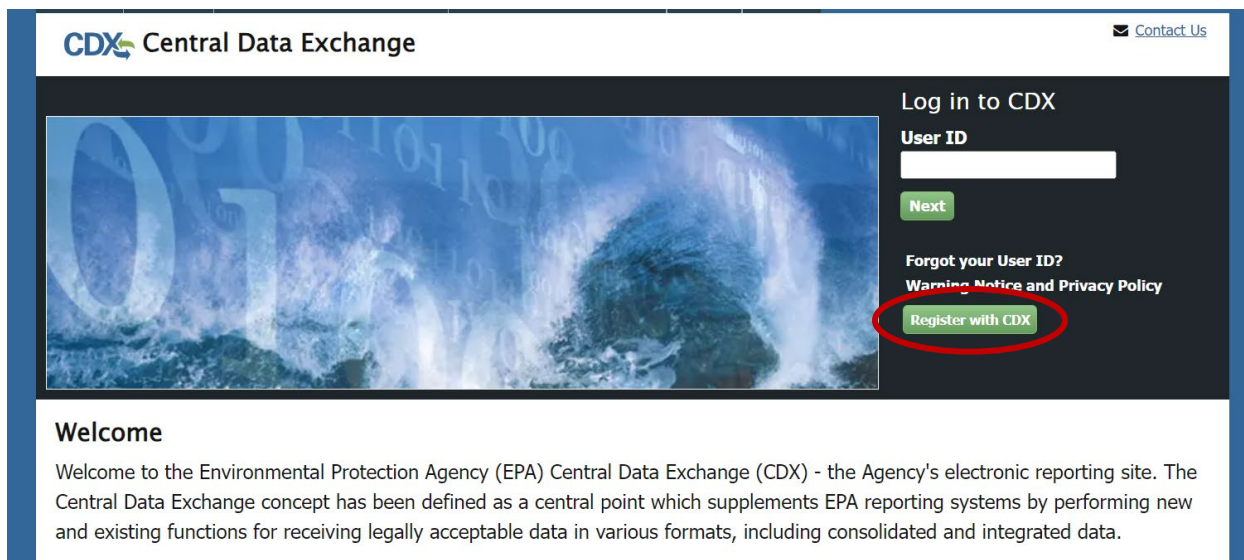
For questions about ODS reporting and HFC reporting, contact [HFCallocation@epa.gov](mailto:HFCallocation@epa.gov).

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



CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Next

Forgot your User ID?  
[Warning Notice and Privacy Policy](#)

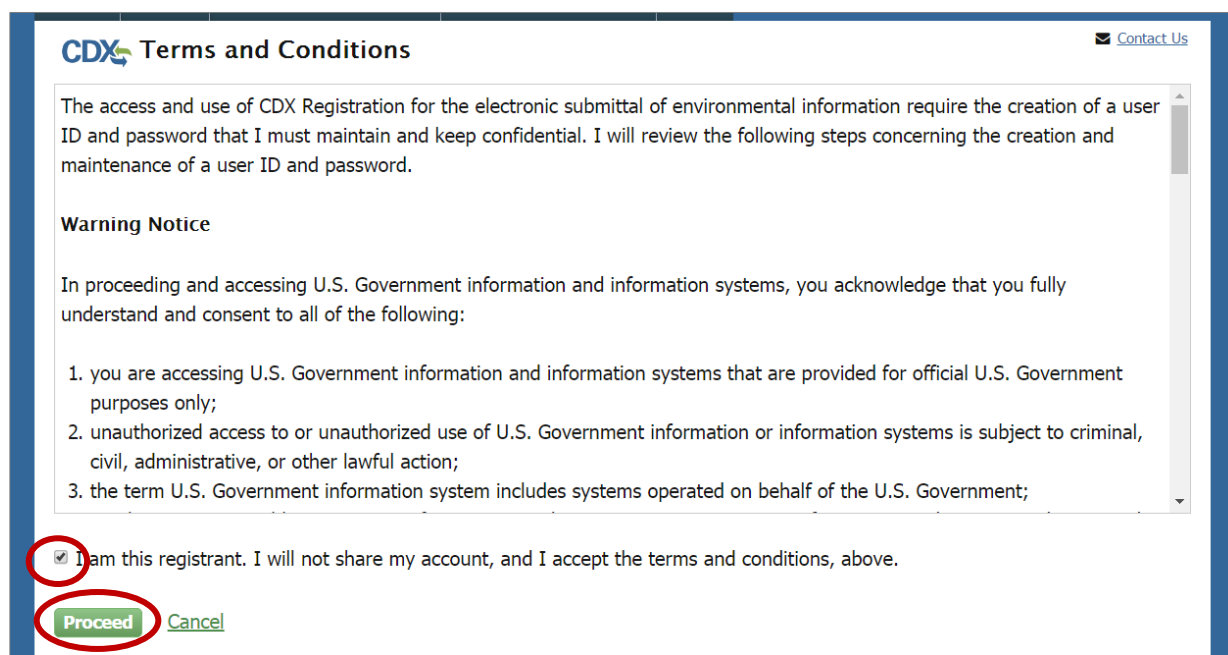
**Register with CDX**

**Welcome**

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: Read and Accept the Terms and Conditions

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



CDX Terms and Conditions [Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require 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.

**Warning Notice**

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

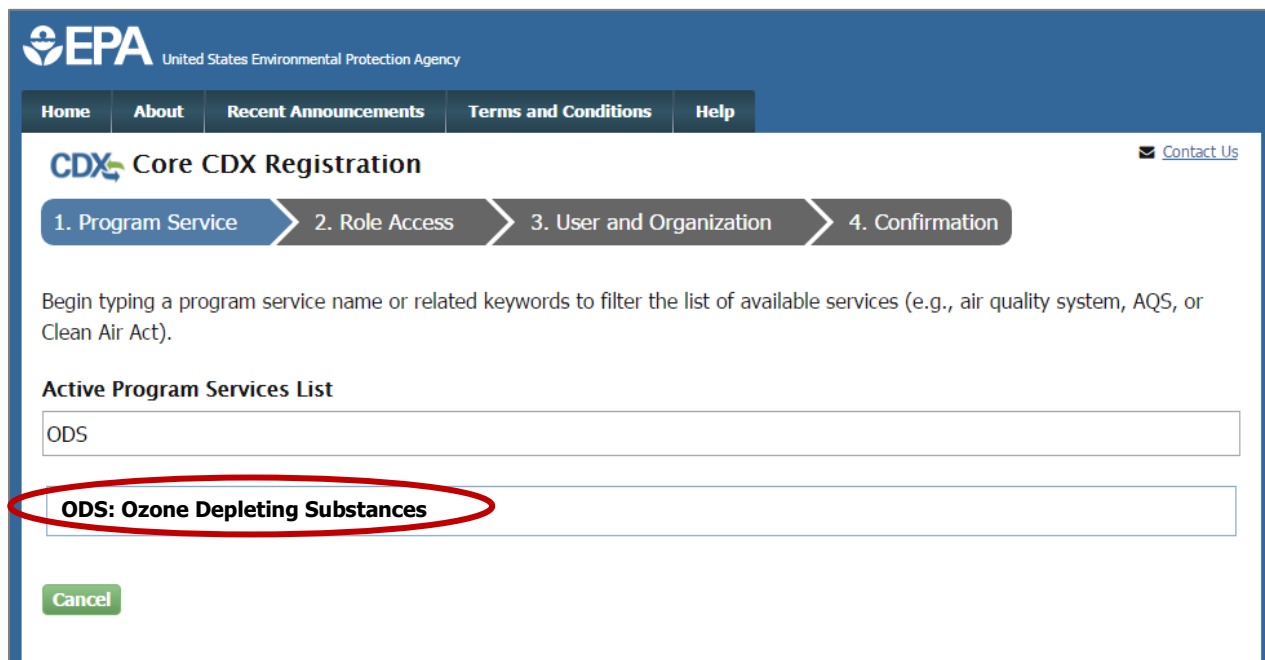
1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;

☒ I am this registrant. I will not share my account, and I accept the terms and conditions, above.

**Proceed** [Cancel](#)

### 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.



EPA United States Environmental Protection Agency

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CDX Core CDX Registration [Contact Us](#)

1. Program Service > 2. Role Access > 3. User and Organization > 4. Confirmation

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

ODS

**ODS: Ozone Depleting Substances**

Cancel

### Step 4: Enter User ID and Email

- Create a unique User ID, which must be more than 7 characters long.
- Enter your email address.



Part 1: User Information

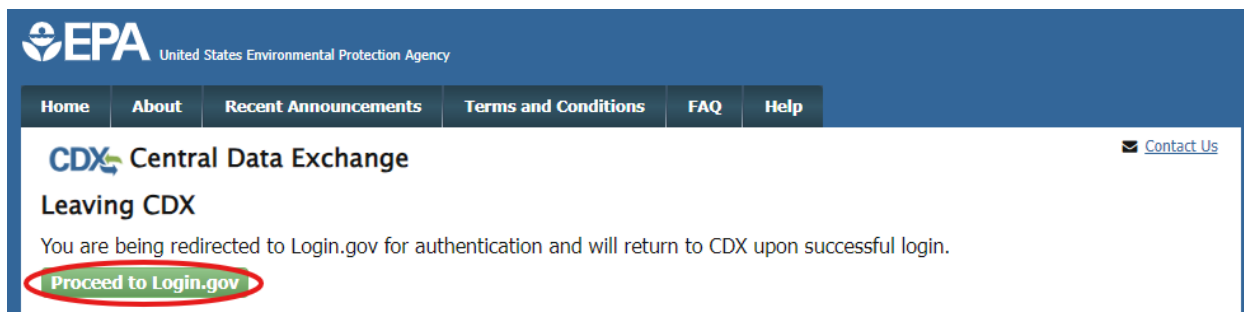
User Id \*

Email Address: \*

**Note:** It is important that you remember your username; you will need this information to access your CDX account and submit reports to EPA.

## Step 5: Proceed to Login.gov

Select “Proceed to Login.gov.”



## Step 6: Log into or Create a Login.gov Account

If you have an existing Login.gov account, sign in with your Login.gov credentials. If you do not have an existing Login.gov account, select “Create an account” and follow the steps to create an account for new users. Ensure the email you enter is the same email you entered under Step 4.

[Sign in](#)[Create an account](#)

### Sign in for existing users

Email address

Password

☐ Show password

[Sign in](#)

[Sign in with your government employee ID](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

After logging into your new or existing Login.gov account, select “Agree and Continue” to proceed to CDX.

## Step 7: Enter User Information

- Select a title and enter your first and last name. Middle initial and suffix are optional.
- Select three security questions and provide an answer for each one.

**Part 1: User Information**

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

**User ID \*** **USER ID**

**Title \***

**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**

**Security Question 1 \***

**Security Answer 1 \***

**Security Question 2 \***

**Security Answer 2 \***

**Security Question 3 \***

**Security Answer 3 \***

☒ **Show Answers**

**Note:** It is important that you remember 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.

## Step 8: Enter Organization Information

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

### 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.

- ➔ If your organization appears in the search results, continue to Step 8a.
- ➔ If your organization is not already in CDX, skip to Step 8c.

### Step 8a: Select Your Organization

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

Part 2: Organization Info

Test Company

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">26226</a>	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.

### Step 8b: Enter Organization Information

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

## Register with CDX (First-Time Users)

**Part 2: Organization Info**

Test Company  
100 Main St  
Santa Fe, NM, US  
20154

Email \*

Re-enter Email \*

Phone Number \*

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

**Submit Request for Access**

### Step 8c: 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."

**Part 2: Organization Info**

**Search**  
Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

---

### Step 8d: Submit Request to Add an Organization

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

## Register with CDX (First-Time Users)


**Part 2: Organization Info**

<b>Organization Name *</b>	<input type="text" value="Company X"/>
<b>Country *</b>	<input type="text" value="UNITED STATES"/>
<b>Mailing Address *</b>	<input type="text" value="1 Main Street"/>
<b>Mailing Address 2</b>	<input type="text"/>
<b>City *</b>	<input type="text" value="Washington"/>
<b>State *</b>	<input type="text" value="District of Columbia"/>
<b>ZIP/Postal Code *</b>	<input type="text" value="20001"/>
<b>Email *</b>	<input type="text" value="email@test.com"/>
<b>Re-enter Email *</b>	<input type="text" value="email@test.com"/>
<b>Phone Number *</b>	<input type="text" value="(202) 555-5555"/>
<b>Phone Number Ext</b>	<input type="text"/>
<b>Fax Number</b>	<input type="text"/>


[Back to Search Results](#) [Submit Request for Access](#)

## Step 8e: Confirm Account with Email Validation

Check your email inbox for an email confirmation. When you receive the message, click the link provided to confirm your account.

 **United States Environmental Protection Agency**

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 **CDX Confirmation** [Contact Us](#)

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.

[Return to CDX Home](#)



## Register with CDX (First-Time Users)

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](mailto: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

Follow the instructions provided in the confirmation email. You may be required to enter the UserID and login credentials that were created during the registration process.

### 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 9.
  - ➔ If you wish to submit a signed ESA through U.S. Postal Mail, skip to Step 10a.
-

## Step 9: Verify your Identity using LexisNexis

Once you submit a request for access, you will be directed to verify your identity using LexisNexis. Enter your address, date of birth, and last 4 digits of your Social Security Number (SSN).<sup>1</sup> Verify that the name above is you by checking the box and clicking “Proceed with Verification.”

CDX Registration: LexisNexis® [Contact Us](#) [\(Log out\)](#)

1. Identity Verification 2. ESA

The program you are registering for requires additional proof of identity. Your options are to use an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Identity Proofing Information](#)

LexisNexis® Instant ID

**Legal Name**  
Jane M Doe

**Home Address**  
100 Test Avenue  
Address Line 2  
Washington D.C. District of C 20000

**Home or Personal Phone**  
(555) 555-5555

**Date of Birth**  
January 1 1963

**Last 4 of SSN**  
....

☒ The name above is me. Please proceed with LexisNexis® Validation.

[Proceed with Verification](#) [Paper Verification](#) [Exit](#)

<sup>1</sup> If you have concerns about providing this information, click on the link for ‘Additional LexisNexis Identity Proofing Information.’

## Register with CDX (First-Time Users)

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

**CDX** CDX Registration: Additional Verification

[Contact Us](#)  
Logged in as J

[\(Log out\)](#)

1. Identity Verification✓

2. ESA

### Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. 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 your data flow. For any questions regarding the CDX ESA, please contact the [CDX Help Desk](#).

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

#### 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 documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

##### Electronic Signature Holder Company Information

Organization Name:	TEST COMPANY
Address:	12601 FAIRLAKES CIRCLE
City, State, Zip:	FAIRFAX, VA 22033
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	jane.doe@test.com
Registrant's Name:	Jane Doe
CDX User Name:	JANE.DOE

**Sign Electronically**

[Cancel](#)

Certify that the information provided is correct by clicking “Accept.”

✕

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.

Accept

Decline

## Register with CDX (First-Time Users)

You will then be redirected to your new CDX Account Page.

**CDX** Central Data Exchange

[Contact Us](#)  
Logged in as **TESTUSER** [\(Log out\)](#)

[MyCDX](#) [Inbox](#) [My Profile](#) [Submission History](#) [Payment History](#)

Services ⚙️ Manage

Status	Program Service Name	Role
JANE.DOE	ODS: Ozone Depleting Substances	<a href="#">Ozone Depleting Substances</a>

CDX Service Availability

[See the status for all program services](#)

News and Updates

No news/updates.

[Add Program Service](#) [Manage Your Program Services](#)


**Congratulations!**

**You are now registered with CDX under the ODS Program.**

## Step 10a: Submit Signed ESA through U.S. Postal Mail

If you do not wish to or are unable to use LexisNexis for identity proofing, select “Paper Verification.”

[Home](#) [About](#) [Recent Announcements](#) [Terms and Conditions](#) [FAQ](#) [Help](#)

 **CDX Registration: LexisNexis®**

[Contact Us](#)  
Logged in as JANE.DOE ([Log out](#))

1. Identity Verification

2. ESA

The program you are registering for requires additional proof of identity. Your options are to use an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.  
**Note:** [Additional LexisNexis® Identity Proofing Information](#)

LexisNexis® Instant ID

**Legal Name**

**Home Address**

**Home or Personal Phone**

**Date of Birth**

**Last 4 of SSN**

☐ The name above is me. Please proceed with LexisNexis® Validation.

Proceed with Verification

Paper Verification

Exit

## Register with CDX (First-Time Users)

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.

[Home](#) [About](#) [Recent Announcements](#) [Terms and Conditions](#) [FAQ](#) [Help](#)

CDX **CDX Registration: Additional Verification** [Contact Us](#)  
Logged in as JANE.DOE ([Log out](#))

1. Identity Verification ✓ 2. ESA

**Paper CDX Electronic Signature Agreement**  
The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. 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 your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

**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 documents 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:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	email@test.com
Registrant's Name:	Ms Jane Doe
CDX User Name:	JANE.DOE

**Sign Paper Form** [Cancel](#)

**Print to Mail** **Close**

**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 documents 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:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	email@test.com
Registrant's Name:	Ms Jane Doe
CDX User Name:	JANE.DOE

## **Step 10b: 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*

### **Notifying EPA of your Hardcopy ESA**

It is strongly encouraged that you send an email to [HFCAllocation@epa.gov](mailto:HFCAllocation@epa.gov) to notify EPA that you have sent by mail a hardcopy ESA and provide a tracking number for the document. This will help EPA expedite the account activation process.

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## **Step 11: 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 [helpdesk@epacdx.net](mailto: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 callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.

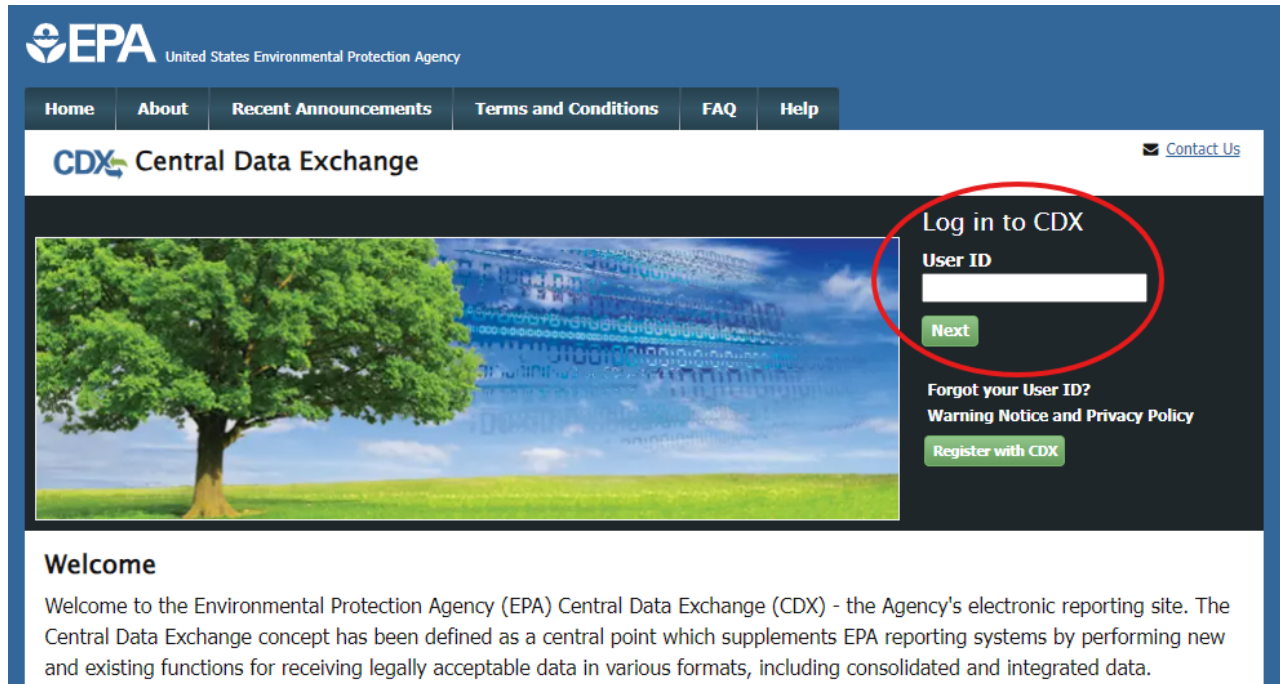
**Congratulations!**

**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 User ID, and select “Next”.



**EPA** United States Environmental Protection Agency

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**CDX** Central Data Exchange [Contact Us](#)

**Log in to CDX**

User ID

Next

Forgot your User ID?  
Warning Notice and Privacy Policy

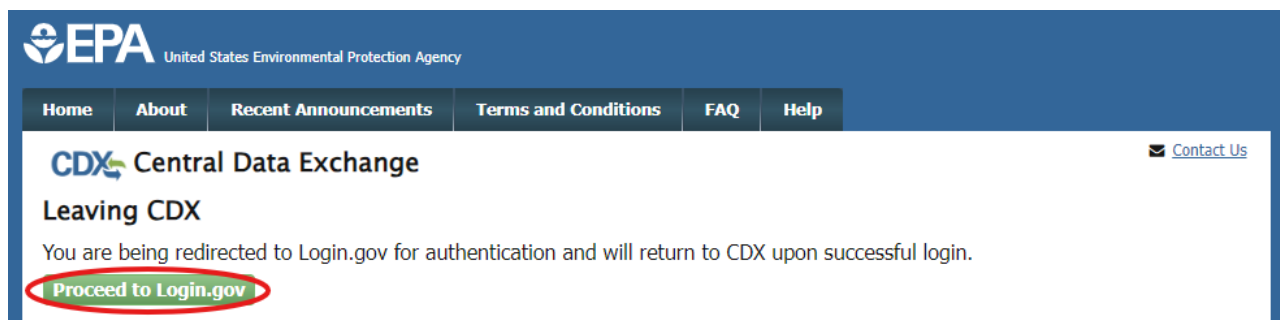
Register with CDX

**Welcome**

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: Proceed to Login.gov

You will be redirected to Login.gov to sign in. Select “Proceed to Login.gov”.



**EPA** United States Environmental Protection Agency

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**CDX** Central Data Exchange [Contact Us](#)

**Leaving CDX**



You are being redirected to Login.gov for authentication and will return to CDX upon successful login.


Proceed to Login.gov



### Step 3: Log into Login.gov

Sign in with your Login.gov credentials.





**EPA CDX Test** is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#)[Create an account](#)

**Sign in for existing users**

Email address

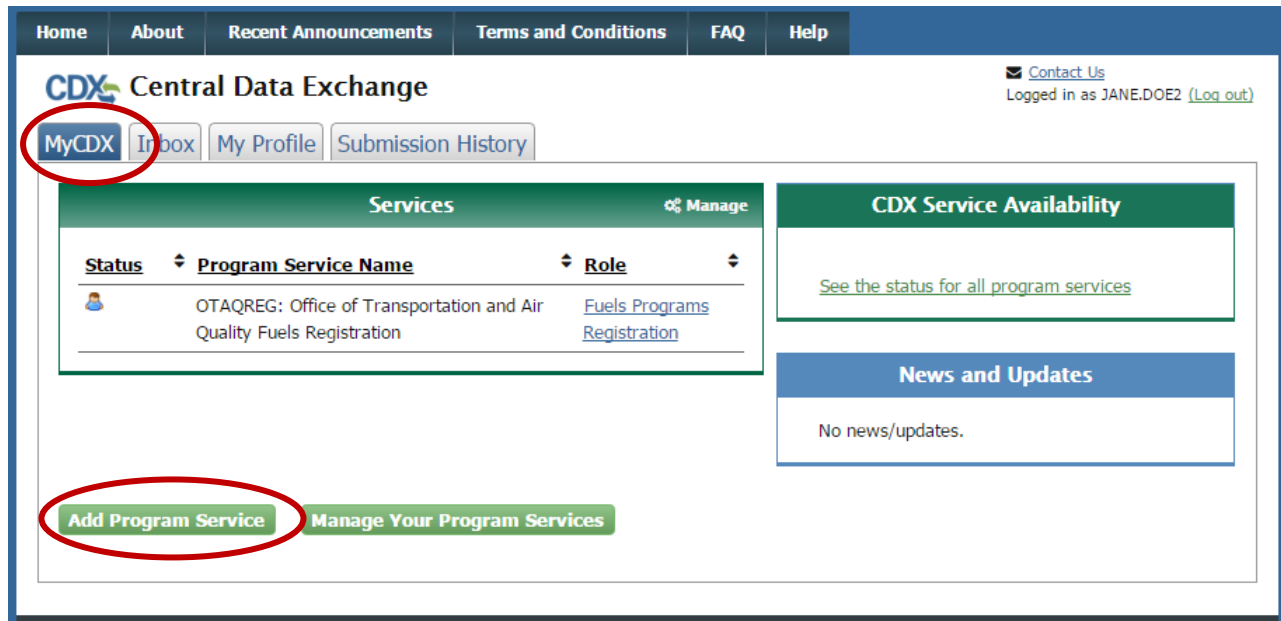
Password

☐ Show password

[Sign in](#)

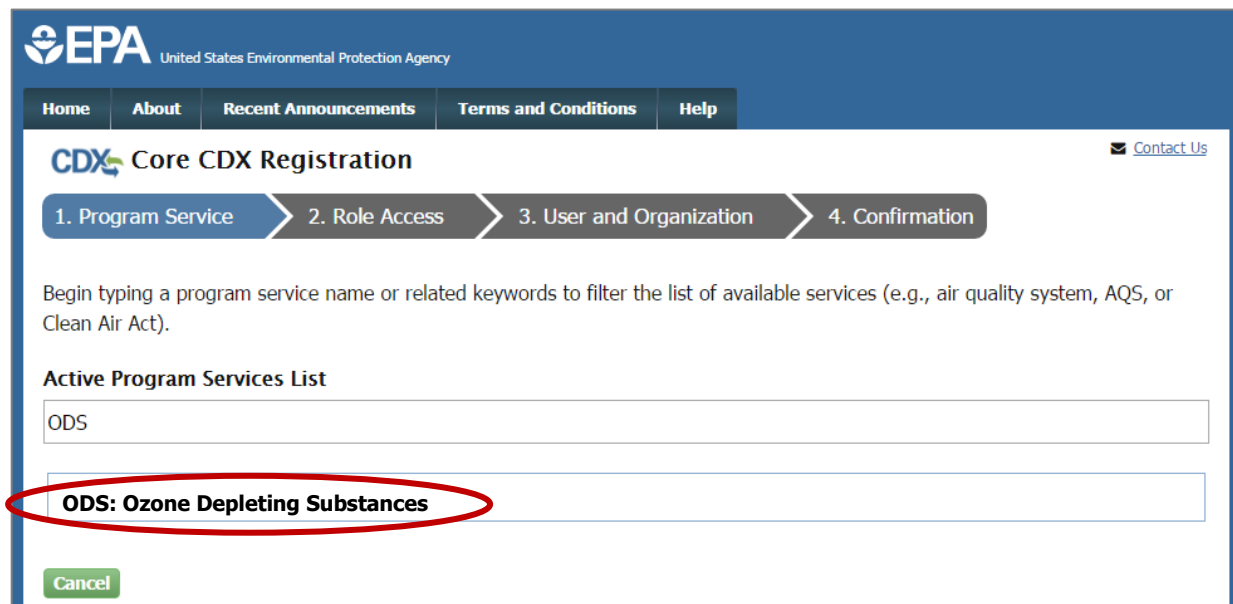
## Step 4: Add Program Service

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



## Step 5: 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.



## Step 6: 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.

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CDX Edit Account Profile [Contact Us](#) [\(Log out\)](#)

1. Program Service ✓ 2. Role Access ✓ 3. Organization Information

**Registration Information**

Program Service	Ozone Depleting Substances
Role	Submitter

☒ Select a Current Organization  
☐ Request to Add an Organization

Select an organization from the dropdown list.

Test Company (100 Main St, Santa Fe, NM, US 20154) ▼

**Submit Request for Access**

### 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.

## Add ODS to your Program Services (Existing Users)

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**CDX** Central Data Exchange

You are here: [MyCDX](#)» Manage Program Services

### Manage Program Services

Program Service successfully added to Test Company. ×

[Add Program Service](#) [Back to MyCDX](#) [\[Expand All\]](#) [\[Collapse All\]](#)

**Test Company, 100 Main St, Santa Fe, NM, US 20154, (555) 555-5555**

☒ **ODS: Ozone Depleting Substances**

☒ **OTAQREG: Office of Transportation and Air Quality Fuels Registration**

**Congratulations!**

**You have successfully added ODS to your Program Services.**

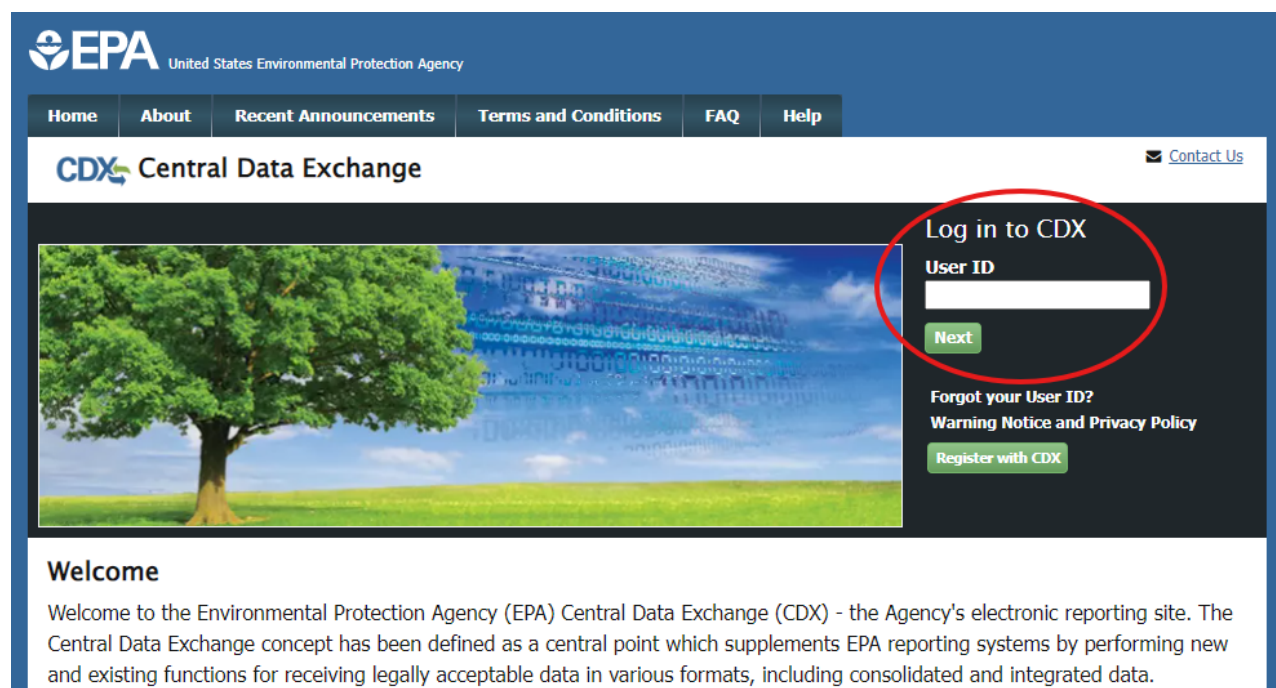
## IV. REGISTER UNDER A NEW ORGANIZATION (EXISTING USERS)

### 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).

### Step 1: Log into CDX

Visit <https://cdx.epa.gov>, enter your User ID, and select “Next”.



**EPA** United States Environmental Protection Agency

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**CDX** Central Data Exchange [Contact Us](#)

**Log in to CDX**

User ID

Next

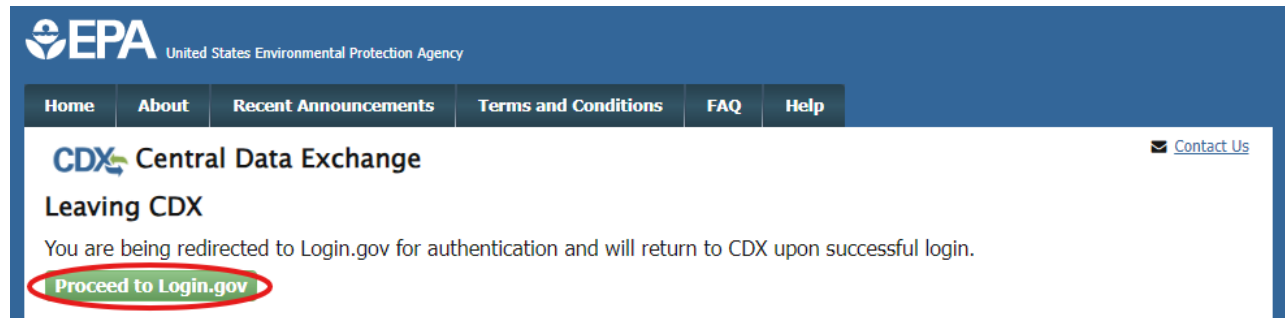
[Forgot your User ID?](#)  
[Warning Notice and Privacy Policy](#)  
[Register with CDX](#)

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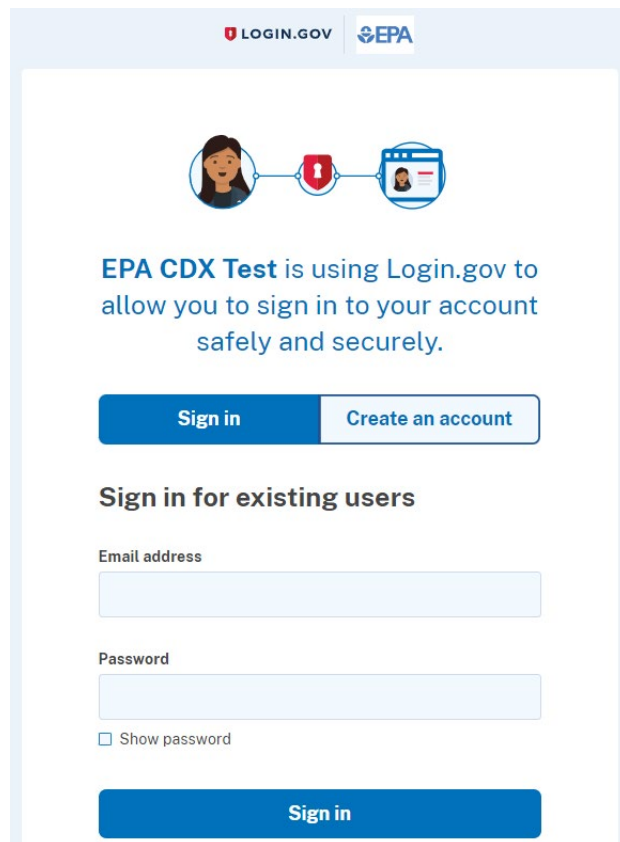
## Step 2: Proceed to Login.gov

You will be redirected to Login.gov to sign in. Select “Proceed to Login.gov”.



## Step 3: Log into Login.gov

Sign in with your Login.gov credentials.



## Step 4: Modify Program Services

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

## Step 5: 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.

## Step 6: 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.

## Step 7: Enter Organization Information

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



## Step 8: 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

Contact Us

(Log out)

1. Program Service ✓

2. Role Access ✓

3. Organization Information

Registration Information

Program Service

Ozone Depleting Substances

Role

Submitter

☐ Select a Current Organization

☒ Request to Add an Organization

Company X

Search

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization?

[Use advanced search](#)

or [request that we add your organization](#).

## Step 9: Submit Request to Add an Organization

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

☐ Select a Current Organization

☒ Request to Add an Organization

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

Back to Search Results

Submit Request for Access

## Step 10: Sign the Electronic Signature Agreement

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

### CDX CDX Registration: Additional Verification

1. Identity Verification ✓ 2. ESA

#### Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. 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 your data flow. For any questions regarding the CDX ESA, please contact the [CDX Help Desk](#).

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

#### 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 documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

##### Electronic Signature Holder Company Information

Organization Name:	TEST COMPANY
Address:	12601 FAIRLAKES CIRCLE
City, State, Zip:	FAIRFAX, VA 22033
Province:	
Country:	US
Phone Number:	(555) 555-5555
E-mail Address:	jane.doe@test.com
Registrant's Name:	Jane Doe
CDX User Name:	JANE.DOE

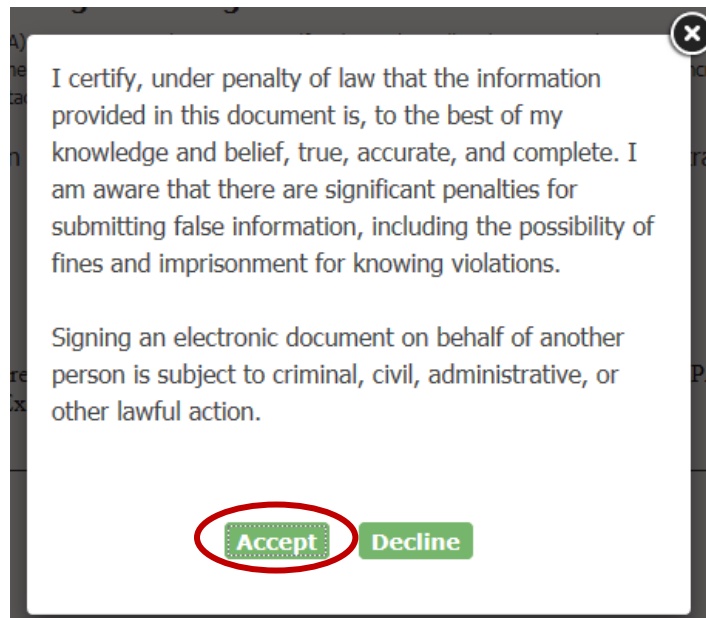
**Sign Electronically** [Cancel](#)

### 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 11: Certify the Information Provided is Accurate**

Certify that the information provided is correct by clicking “Accept.”



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.

**Accept** Decline

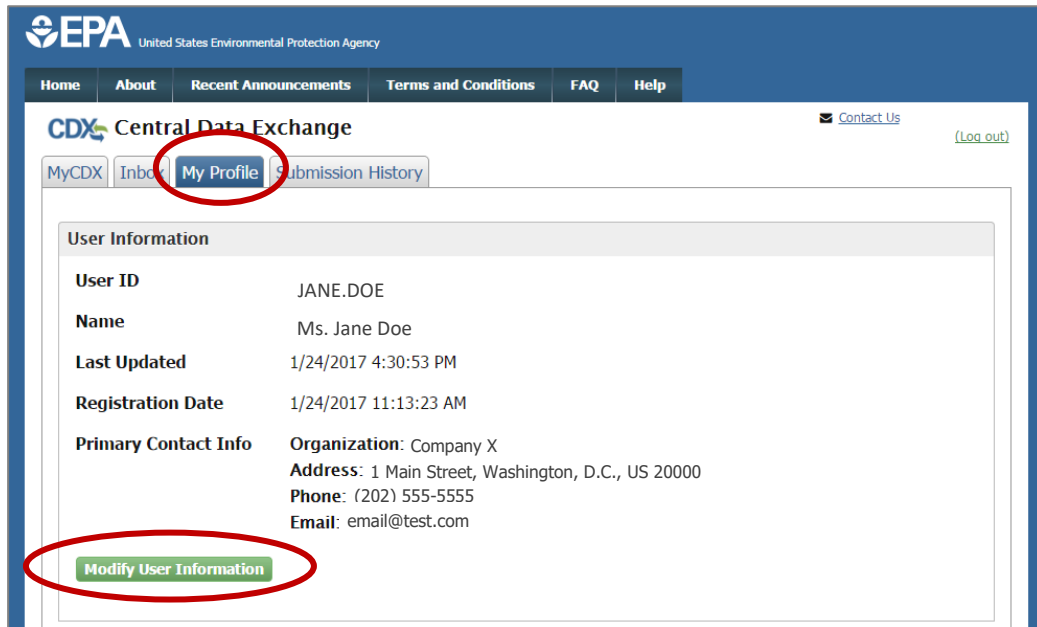
**Congratulations!**

**You are now registered under a New Organization.**

## APPENDIX A. UPDATE YOUR ACCOUNT INFORMATION

### Edit your account's security questions

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

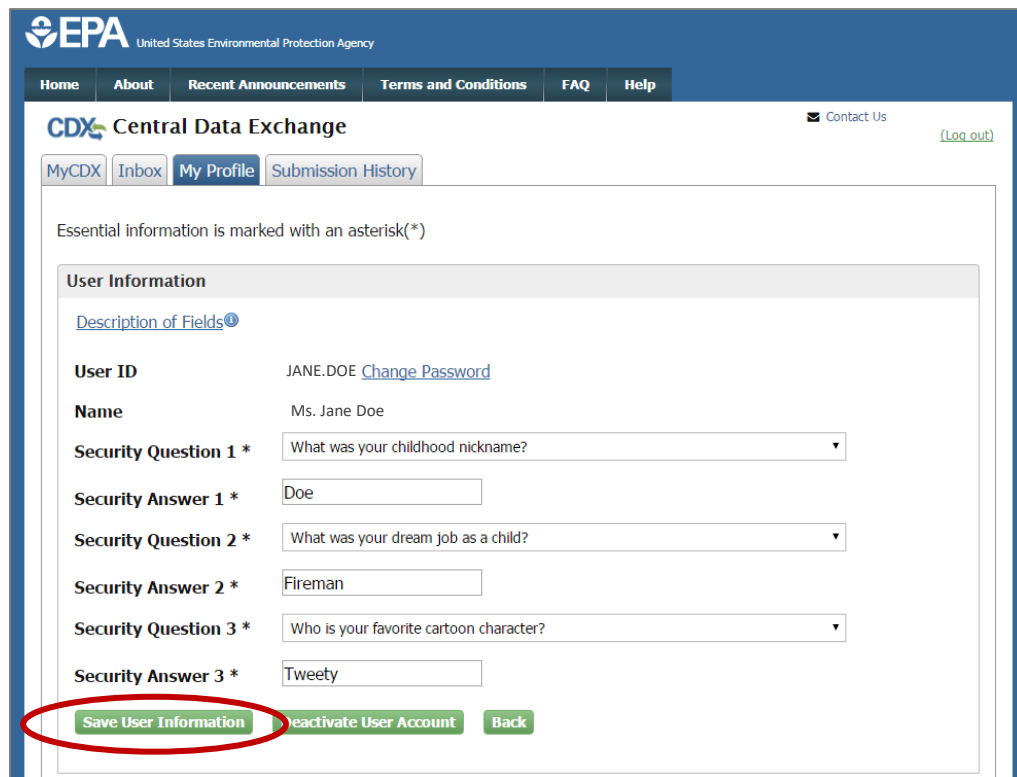


The screenshot shows the EPA Central Data Exchange interface. At the top, there's a navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the 'CDX Central Data Exchange' header is visible, along with a 'Contact Us' link and a '(Log out)' link. The 'My Profile' tab is selected and circled in red. Below the tabs, the 'User Information' section displays the following details:

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	<b>Organization:</b> Company X <b>Address:</b> 1 Main Street, Washington, D.C., US 20000 <b>Phone:</b> (202) 555-5555 <b>Email:</b> email@test.com

At the bottom of the 'User Information' section, a green button labeled 'Modify User Information' is circled in red.

Edit the information and select "Save User Information."



The screenshot shows the EPA Central Data Exchange interface, specifically the 'User Information' form. The 'My Profile' tab is selected. A note at the top states: 'Essential information is marked with an asterisk(\*)'. The form fields are as follows:

User ID	JANE.DOE	<a href="#">Change Password</a>
Name	Ms. Jane Doe	
Security Question 1 *	What was your childhood nickname?	
Security Answer 1 *	Doe	
Security Question 2 *	What was your dream job as a child?	
Security Answer 2 *	Fireman	
Security Question 3 *	Who is your favorite cartoon character?	
Security Answer 3 *	Tweety	

At the bottom of the form, three buttons are visible: 'Save User Information' (circled in red), 'Reactivate User Account', and 'Back'.

## Edit your email address, phone number, or fax number

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

**Organization Information**

Primary Organization = 

Org. ID	Name	Address
26226	Test Company	100 Main St, Santa Fe, NM, US 20154 


**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 Organizations**

Click the organization name to 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 Contact Information**

**Email\*\***

email@test.com

**Phone Number\***

**Phone Number Ext**

**Fax Number**

**Save Organization Details**

\*\*To change your e-mail address, please contact your account manager or the CDX Help Desk.

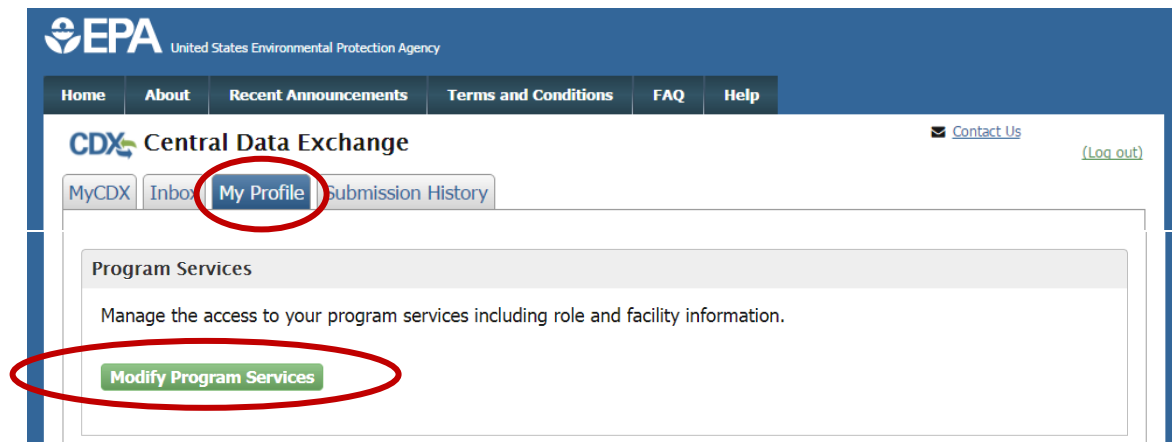
Email addresses, phone numbers, and fax numbers in CDX are tied to the organization under which you are registered. If you are registered under more than one organization in CDX, you may tailor your email address, phone number, and fax number for each organization.

## APPENDIX B. DEACTIVATING ACCOUNTS

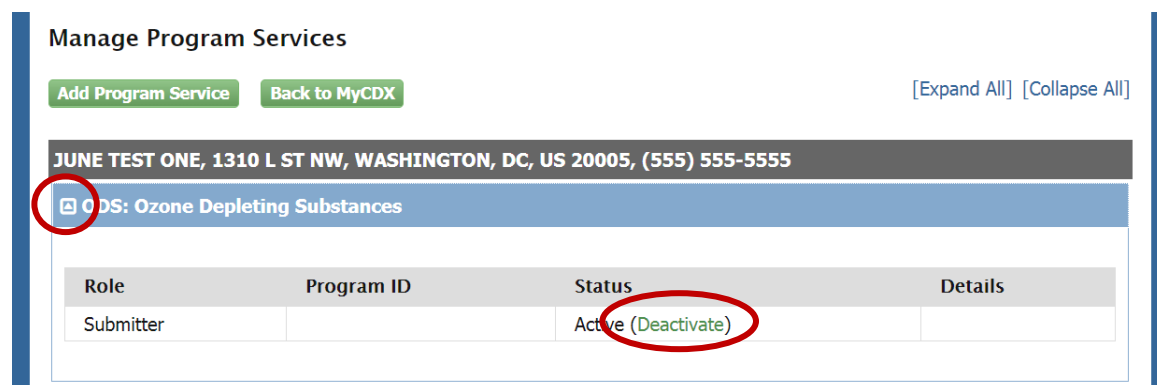
Since all users registered under the same Organization ID have access to the same Submission History table in CDX, it is important to deactivate accounts when individuals leave your organization to ensure they can no longer access your company's ODS submissions. The process for deactivating your own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

### Deactivate your own account

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



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



### Deactivate the account of a previous employee

Provide the following information to [HFCAallocation@epa.gov](mailto:HFCAallocation@epa.gov) 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.