# TRI-MEweb Mini Tutorials

| Tutorial Title and Link | Tutorial Description | Duration |
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| Do I Need to Report? | This link will take you to the TRI Threshold Screening Tool **welcome page**. This web-based tool can help you determine if your facility meets all three TRI reporting criteria. If your facility does meet all three criteria, it must submit at least one TRI reporting form. The tool also provides guidance and other resources to help explain reporting requirements and threshold determinations. | N/A |
| Register a New CDX Account as a Certifying Official | Learn how to register for a new CDX account as a certifying official, and sign Electronic Signature Agreement (ESA) as part of the registration process. | 00:14:15 |
| Resetting Your CDX Password | Learn how to reset your CDX password and security questions. | 00:03:35 |
| Update Your CDX Profile | Learn how to update your CDX profile. | 00:02:02 |
| Add a Certifying Official Role to Your CDX Profile | Learn how to add a certifying official role to your to your existing CDX account and sign Electronic Signature Agreement (ESA). | 00:11:58 |
| Register a New CDX Account as a Preparer | Learn how to register for a new CDX account as a preparer. | 00:06:16 |
| Adding a Preparer Role to Your CDX Account | Learn how to add a preparer role to your existing CDX account for TRI-MEweb. | 00:04:00 |
| Add an Existing Facility to Your TRI-MEweb Account | Learn how to add an existing TRI facility and its reporting history to your TRI-MEweb account. | 00:07:47 |

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| [Create a New TRI Facility](#) | Learn how to add a new facility (that has never reported to TRI) to your TRI-MEweb account. | |
| [Remove a Facility from Your Account](#) | Learn why you would want to remove a facility from your TRI-MEweb account and how to do so. | 00:01:49 |
| [Manage and Edit Facility Information](#) | Learn how to manage and edit facility information. Forms and widgets within TRI-MEweb will allow you to edit information such as facility address, industry sector codes, and facility type. | 00:08:24 |
| [Edit Facility Information for a Prior Reporting Year](#) | Learn how to edit facility information on a reporting form that is being created or revised for a prior reporting year. Forms and widgets within TRI-MEweb will allow you to edit information such as facility address, industry sector codes, and facility type. | 00:03:30 |
| [Manage Multi-Establishments](#) | Learn how to create multi-establishments, add or remove a part from an establishment, and edit establishment information in TRI-MEweb. A multi-establishment is a facility that consists of two or more distinct and separate economic units located on contiguous or adjacent property owned by the same organization. See the **Prepare a Form as a Multi-Establishment tutorial** for how to prepare, certify, and submit a form as a multi-establishment. | 00:07:18 |
| [Provide Optional Facility Information](#) | Learn how to provide optional facility-level information outside of the Form R and Form A TRI reporting forms as well as how to let EPA know that you do not plan to file a TRI reporting form. | 00:04:48 |
| [Manage Users](#) | Learn how to manage and edit users that have access to your facility in TRI-MEweb. Only users authorized to access a facility may view and work with forms for that facility. | 00:02:42 |
| [Sign TRIFID Signature Agreements](#) | Learn how to sign your TRIFID signature agreements. Before you can certify any forms in TRI-MEweb, a certifying official must have an approved Electronic Signature Agreement and have signed a TRIFID Signature Agreement form for each facility account. | 00:04:07 |
| [Certify and Send Pending Forms](#) | Learn how to certify and send your forms to EPA as well as states and tribes. | 00:05:22 |

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| [Create a New TRI Form](#) | Learn how to create and start filling out a new TRI form for your facility. | |
| [Report Chemical Mixtures](#) | Learn how to complete a reporting form for a TRI chemical whose identity has been withheld by the chemical supplier. | 00:02:30 |
| [Manage Section 5.3: Water Bodies](#) | Learn how to report data for Section 5.3 (Discharges to Receiving Streams or Water Bodies). Section 5.3 uses geospatial mapping to locate and map water body releases near your facility's location. | 00:03:32 |
| [Complete Section 5.1 – 5.5: On-site Releases and Disposal](#) | Learn how to complete Section 5.1 to 5.5 (On-site Releases and Disposal) on your reporting forms and how to import reported air emissions submitted through the Combined Air Emissions Reporting System (CAERS). | 00:07:41 |
| [Manage POTWs](#) | Learn how to list Publicly Owned Treatment Works (POTWs) on your reporting forms and how to report the quantity of a TRI-listed chemical sent to POTWs in Section 6.1 (Discharges to Publicly Owned Treatment Works). | 00:06:38 |
| [Prepare a Form as a Multi-Establishment](#) | Learn how to report for multi-establishments. A multi-establishment is a facility that consists of two or more distinct and separate economic units located on contiguous or adjacent property owned by the same organization. This tutorial demonstrates how to prepare, certify, and submit a reporting form as a Multi-Establishment. See the **Manage Multi-Establishments tutorial** for information on how to set up and modify multi-establishment facilities. | 00:05:06 |
| [Complete Section 8.11 and Section 9.1](#) | Learn how to complete Section 8.11 (Optional Pollution Prevention Information) and Section 9.1 (Miscellaneous Information). These sections allow you to showcase important information related to your facility and TRI reporting form (e.g., provide additional information on source reduction activities). | 00:04:18 |
| [Enter Form R Schedule 1 Information](#) | Learn how to complete Form R Schedule 1 for Dioxin and Dioxin-like compound releases. | 00:19:35 |
| [Get Help](#) | Learn how to access help materials within TRI-MEweb (e.g., Helpdesk chat, mini-tutorials, and an electronic reference library of TRI guidance). | 00:05:32 |

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| [Import Prior Year Data](#) | Learn how to import prior-year data into reporting forms for the current reporting year. | |
| [Revise Submitted Forms](#) | Learn how to revise submitted reporting forms that have already been certified and processed by EPA. | 00:03:51 |
| [Withdraw Submitted Forms](#) | Learn how to withdraw submitted reporting forms that have already been certified and processed by EPA. | 00:03:59 |
| [Nominate Certifying Official](#) | Learn how to nominate a certifying official. After checking for errors on your reporting forms, you will need to designate a certifying official to digitally sign your forms before they are submitted to EPA. | 00:04:09 |
| [Check Forms for Errors](#) | Learn how to start the error-checking software for your completed TRI forms, including how to easily locate form errors for correction and how to navigate through each error. | 00:10:05 |
| [Notify Certifying Official of Pending Forms](#) | Learn how to notify a certifying official of pending forms. You will also learn about how the roles of the preparer and certifying official differ when submitting a reporting form. | 00:05:11 |
| [View Facility's Form Submission History](#) | Learn how to view your facility's TRI submission history. EPA uses electronic receipts to confirmation that the TRI Data Processing Center has received and processed a reporting form. The e-Receipt was formerly known as the electronic Facility Data Profile (eFDP). | 00:07:59 |
| [Upload XML Files](#) | Learn how to upload your TRI reporting forms using the **Upload Tool** feature. If you submit numerous chemical forms or collect your TRI data electronically, you can import and upload your TRI data for multiple chemical forms all at once using an XML file and this tool. | 00:09:20 |
| [Complete Sections 8.1-8.8](#) | Learn how to complete Sections 8.1-8.8. These sections focus on releases and other waste management quantities (i.e., energy recovery, recycling, and treatment). Much of data in these sections can be calculated automatically using equations that draw upon data reported in Sections 5, 6, and 7. However, all facilities must review Section 8 for accuracy and provide additional input variables into the equations, as appropriate, that influence the output of the calculations. This tutorial will show you how to use the Section 8 calculator to help ensure that you report correctly. | 00:12:45 |

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| [Complete Section 8.9](#) | Learn how to complete section 8.9. | |
| [Complete Section 8.10](#) | Learn how to complete section 8.10. | 00:08:46 |
| [Manage Pending Forms](#) | Learn how to manage your pending forms and how a newly designated certifying official can access TRI forms that are awaiting certification. | 00:03:03 |
| [Sign Up for SMS Text Message Verification](#) | Learn how to sign up for Short Message Service (SMS) text message verification. This optional but time-saving feature allows you to verify your identity when digitally signing your TRIFID signature agreement or certifying your Form R submission. | 00:08:23 |
| [Use Streamlined Certification for Existing CDX Account](#) | Learn how to use the TRI-MEweb Streamlined Certification application to electronically sign any pending documentation as well as certify and submit your forms to EPA and state or tribes for an existing CDX account. | 00:05:33 |
| [Use Streamlined Certification to Register as a Certifying Official](#) | Learn how to use the TRI-MEweb Streamlined Certification application to register as a certifying official for your facility, electronically sign any pending documentation, as well as certify and submit your forms to EPA and states or tribes. Additionally, user will learn the new user setup instructions to register as a certifying official. | 00:15:22 |