

## Registering as a Preparer

This job aide includes information on how to register as a Preparer for the SPeCS for SIPs program service.

The Preparer is one of the two State Roles in SPeCS for SIPs, which are below described:

1. **Preparer:** The Preparer is the person within a given state organization that is responsible for preparing a plan submission in SPeCS for later certification by an authorized representative of the organization. Preparers can submit draft submission to EPA, but cannot submit official submissions, withdrawals, or supplemental submissions.
2. **Certifier:** The Certifier is the authorized representative of a state organization responsible for signing and submitting official submissions to EPA through SPeCS. Certifiers can create (if desired), modify (if necessary), sign, and submit forms to EPA through CDX.

For more information on the two SPeCS for SIPs State Roles, see the “Overview of State Roles” job aide.

- [Accessing the CDX Homepage](#)
- [Adding the SPeCS for SIPs Program Service to an Existing CDX Account](#)
- [Creating a New CDX Account](#)
- [Organization Information](#)
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### Accessing the CDX Homepage

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1. Access the Central Data Exchange (CDX) home page by selecting or entering this URL into your browser: <https://cdx.epa.gov/>. The homepage provides the following features:
  - a. **Log in:** If you already have a CDX account, you may log into the system by entering your User ID and Password, and selecting the ‘Log In’ button (see Figure 1). Then proceed to [Adding the SPeCS for SIPs Program Service to an Existing CDX Account](#) to add the SPeCS for SIPs program service to your account.
  - b. **Registration:** If you do not have a CDX account, select the ‘Register with CDX’ button (see Figure 1) and proceed to [Creating a New CDX Account](#) to begin the CDX registration process.

Figure 1: CDX Home Page

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

**Log in to CDX**

User ID

Password

Show Password

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

**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.

**Warning Notice and Privacy Policy**

**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;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

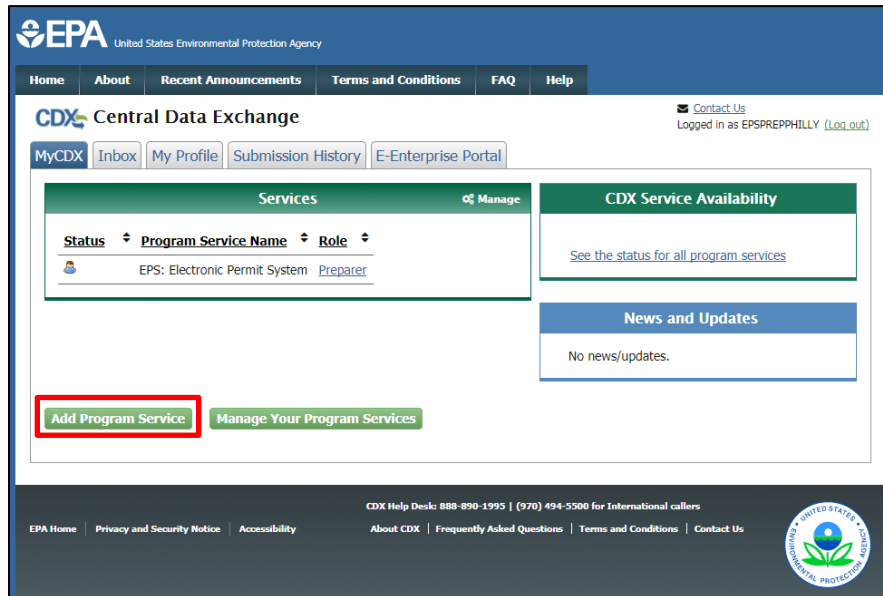
**Privacy Statement**

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.  
[\[https://www.federalregister.gov/documents/2021/08/18/2021-17639/privacy-act-of-1974-system-of-records\]](https://www.federalregister.gov/documents/2021/08/18/2021-17639/privacy-act-of-1974-system-of-records)

Adding the SPeCS for SIPs Program Service to an Existing CDX Account

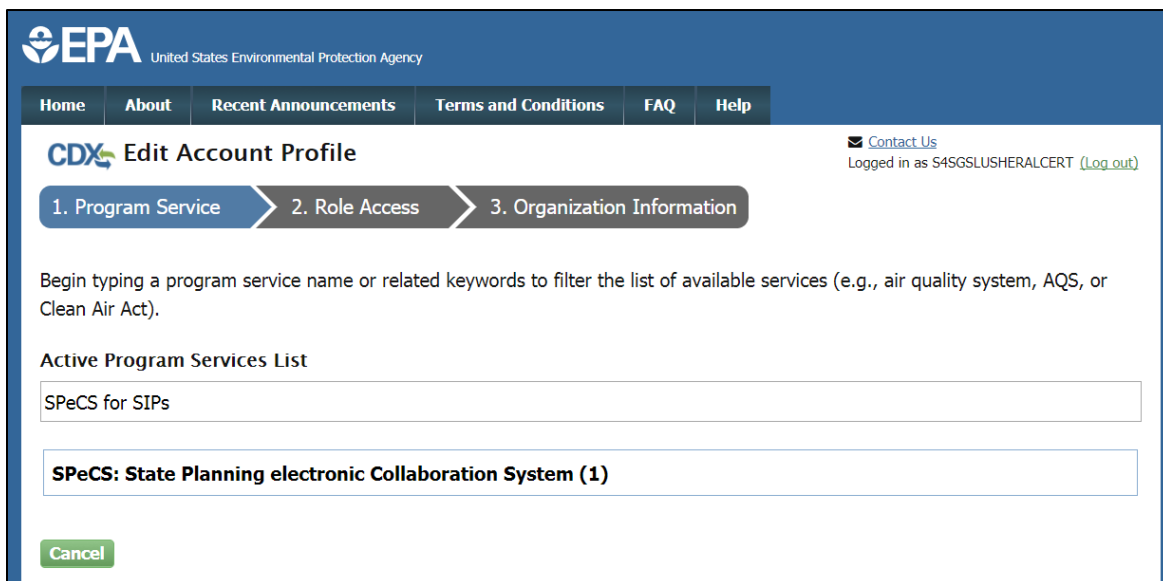
1. On the MyCDX page, select the ‘Add Program Service’ button (see Figure 2). The Edit Account Profile screen will display.

**Figure 2: MyCDX Page**



2. Search for the SPeCS for SIPs program service in the Program Service page by entering the program service name in the ‘Active Program Services List’ text box (See Figure 3).
  - a. The SPeCS for SIPs program service will be listed within the SPeCS: State Planning electronic Collaboration System category.

**Figure 3: Selecting a Program Service**



3. Select the ‘SPeCS: State Planning Electronic Collaboration System (1)’ category.

4. Select the 'SPeCS for SIPs' program service once it appears on the list.
5. You will be automatically redirected to the Role Access page (see Figure 4). Select the 'Preparer' role from the dropdown list on the Role Access page.
6. The 'State' field will appear after selecting the 'Preparer' role. From the dropdown field, select the state with which you are affiliated.
7. Select the 'Request Role Access' button to continue adding the role to your account.

**Figure 4: Role Access Page**

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CDX Edit Account Profile [Contact Us](#)  
Logged in as S4SGSLUSHERALPREP ([Log out](#))

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

Registration Information	
Program Service	SPeCS for SIPs
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

State \*

8. The Organization Information page will appear. On the Organization Information page (see Figure 5), choose one option from the following:
  - a. *Select a Current Organization.* If you have other CDX Program Services associated with your account, this option will display the list of organizations that you associated with those program services. Select the appropriate organization from the dropdown list to associate with your SPeCS for SIPs role.
  - b. *Request to Add an Organization.* This option prompts you to enter keyword(s) to search for the name of the organization you wish to associate with your SPeCS for SIPs role.
    - i. If you see your organization in the search results table, click on the appropriate organization ID to select your organization.
    - ii. If the simple search returns too many results, you may 1) click on the "Use advanced search" at the bottom of the page; or 2) enter new keywords in the search box.

- iii. If you cannot locate your organization in the search results, you may click the 'Request that we add your organization' link at the bottom of the page. The form will expand and you can enter the name, address, and other information for the new organization.

9. Select the 'Submit Request for Access' button.

**Figure 5: Organization Information Page**

The screenshot displays the EPA CDX 'Edit Account Profile' page. The top navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area is titled 'CDX Edit Account Profile' and shows a user logged in as '545GSLUSHERALPREP'. A progress bar indicates the user is on the '3. Organization Information' step. The 'Registration Information' section shows 'Program Service' as 'SPeCS for SIPs' and 'Role' as 'Preparer'. Below this, there are two radio buttons: 'Select a Current Organization' (selected) and 'Request to Add an Organization'. A text prompt asks the user to 'Select an organization from the dropdown list.' followed by a dropdown menu. At the bottom, a green button labeled 'Submit Request for Access' is highlighted with a red box.

### Creating a New CDX Account

1. Go to the CDX Home Page at <https://cdx.epa.gov/>. To create a new CDX account, select the 'Register with CDX' button (see Figure 1).
2. The CDX 'Terms and Conditions' screen will be displayed, documenting the terms and conditions. To continue, accept the terms and conditions by selecting the 'I am the original registrant and owner of the User ID requested.' checkbox and the 'Proceed' button (see Figure 6).
  - a. You may cancel the registration process by selecting the 'Cancel' hyperlink. Note that if you decline the terms and conditions, you will not be able to proceed with the registration.
  - b. Once you have accepted the registration agreement, you are redirected to proceed with the registration process.

Figure 6: CDX Terms and Conditions

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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.

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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;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;

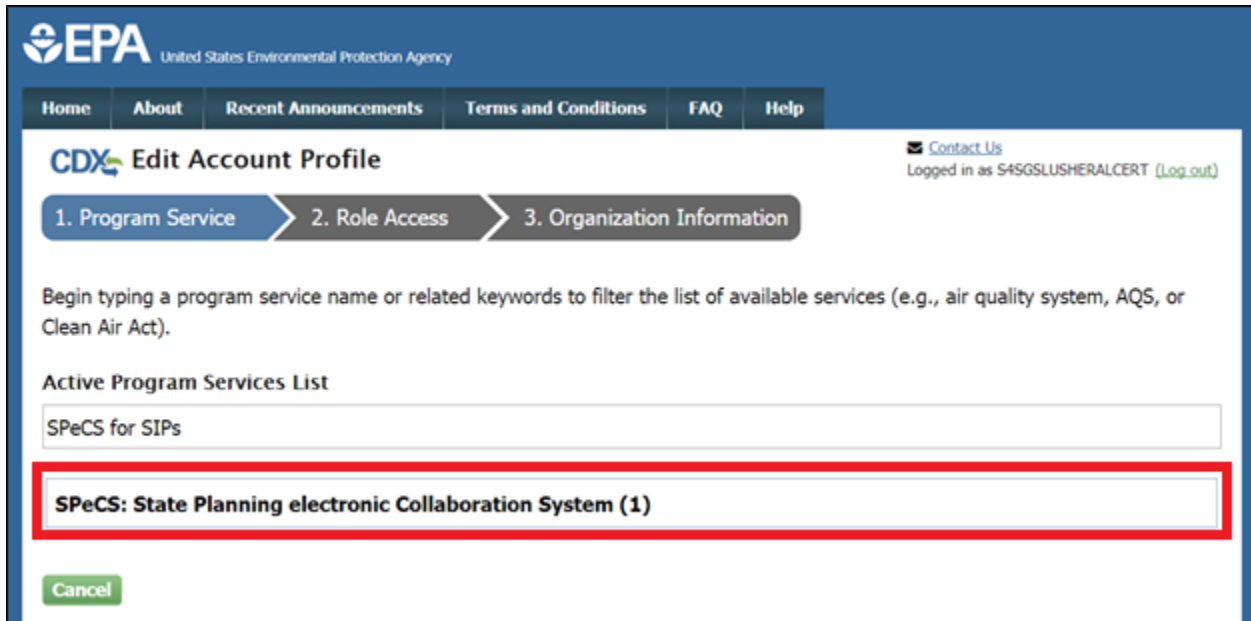
I am the original registrant and owner of the User ID requested

**WARNING:** It is a federal crime to submit identifying information for anyone other than yourself, or to use or share information with or without another user's consent. Accordingly, by checking the box, above, you attest that you are the named account holder and sole registrant to whom account information belongs.

[Cancel](#)

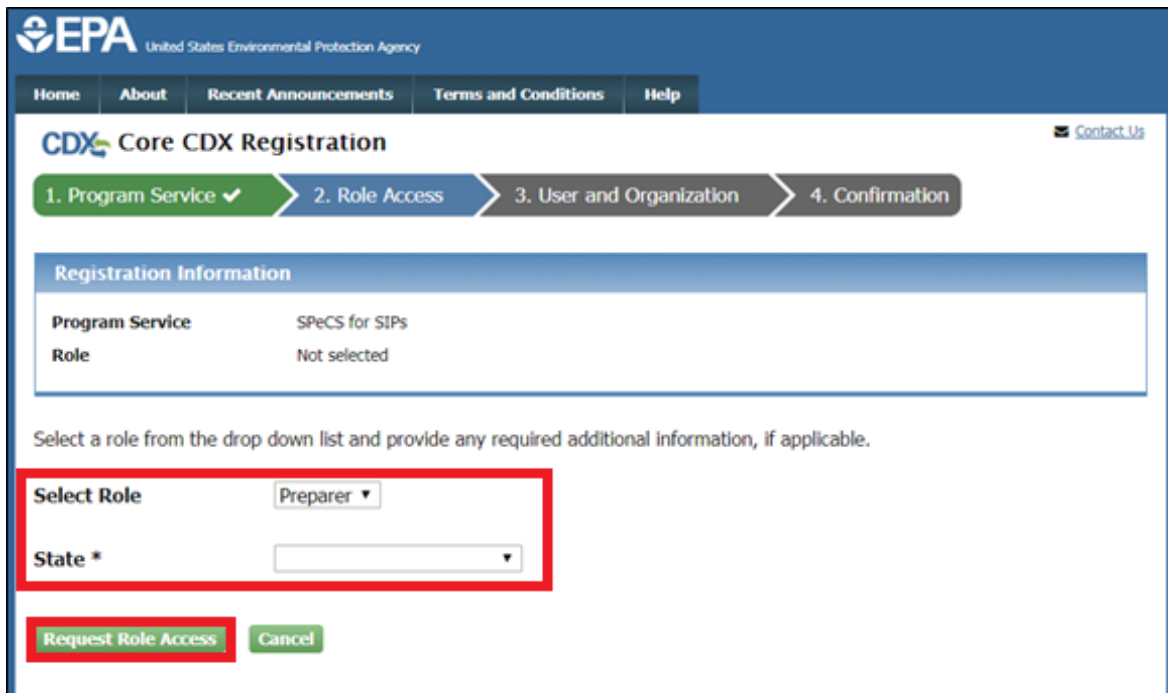
3. The 'Request Program Service' screen displays a list of active program services (see Figure 7). You may filter the active program service list by typing the program service name or related keywords in the text bar.
4. Select the 'SPeCS: State Planning Electronic Collaboration System' category from the Active Program Service List.
5. Next, select 'SPeCS for SIPs' from the Active Program Service List.

**Figure 7: Program Service Selection**



6. You will be automatically redirected to the Role Access page (see Figure 8). Select the ‘Preparer’ role from the dropdown list on the Role Access page.
7. The ‘State’ field will appear after selecting the ‘Preparer’ role. From the dropdown field, select the state with which you are affiliated.
8. Select the ‘Request Role Access’ button to complete adding the role to your account.

**Figure 8: Role Access Page**



Organization Information

1. The User and Organization Information Page will appear. On the ‘Part 1: User Information’ section of the ‘User and Organization’ page, enter your user information in all of the required fields marked with an asterisk (see Figure 9).
  - a. The ‘Security Question’ and ‘Security Answer’ selections are used for identity authentication in the event you forget your password and need to reset it. The answers you provide to the security questions are case insensitive.

**Note:** It is important that you carefully note your input for the ‘User ID’ and ‘Password’ fields, as you are prompted for this information during the SPeCS for SIPs submission process and will need to provide an exact match for authentication.

**Figure 9: User and Organization Information Page**

**Registration Information**

Program Service	SPeCS for SIPs
Role	Preparer

Please fill out all required fields marked with an asterisk(\*)

**Part 1: User Information**

User ID \*

Title \*

First Name \*

Middle Initial

Last Name \*

Suffix

Password \*

Re-type Password \*

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

Security Question 3 \*

Security Answer 3 \*

Show Passwords and Answers

**Part 2: Organization Info**

Enter organization or organization ID



2. On the ‘Part 2: Organization Info’ section of the ‘User and Organization’ page, search for the name of your existing organization (see Figure 10).

**Figure 10: Organization Search**

Part 2: Organization Info

Virginia Search

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">22597</a>	Virginia Department of Environmental Quality	629 East Main Street	Richmond	VA	23219
<a href="#">22598</a>	West Virginia Department of Environmental Protection	601 57th Street SE	Charleston	WV	25304

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

Cancel

- a. If you see your organization in the search results table, click on the appropriate organization ID to select your organization.
  - i. If the simple search returns too many results, you may use the advanced search option or choose to search again with modified keyword(s).
  - ii. Once an existing organization has been selected, you are required to enter an email and phone number with the option of entering a phone number extension or fax number (see Figure 11).

**Warning:** Search results only include “verified” organizations (i.e., organizations that have been verified electronically or has an approved paper Electronic Signature Agreement) unless the search is specifically conducted using the ‘Organization Id’.

This means that organizations created by Certifiers with approved ESAs are returned in search results if the search is conducted by organization name. Organizations created by Preparers will not be returned in the identical search since Preparers are not required to have an ESA.

All users within your state do not need to be registered to the same organization in order to be able to view and/or submit SIPs within your state.

**Note:** You must register with an email address that ends in .gov or .us in order to register as a Preparer. If you do not have an email address that ends in gov or .us, please reach out to your EPA point of contact for alternative methods of registering as a Preparer.

**Figure 11: Organization Information**

**Part 2: Organization Info**

Virginia Department of Environmental Quality  
 629 East Main Street  
 Richmond, VA, US  
 23219

**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

Cancel

- b. If you cannot locate your organization in the search results, you may create a new organization by clicking the ‘request that we add your organization’ link (see Figure 10). Clicking the link will take you to the Organization Information page where you can enter required organization details (See Figure 12).

**Figure 12: Creating a New Organization**

**Part 2: Organization Info**

**Organization Name \***

**Country \***

**Mailing Address \***

**Mailing Address 2**

**City \***

**State \***

**ZIP/Postal Code \***

**Email \***

**Re-enter Email \***

**Phone Number \***

**Phone Number Ext**

**Fax Number**

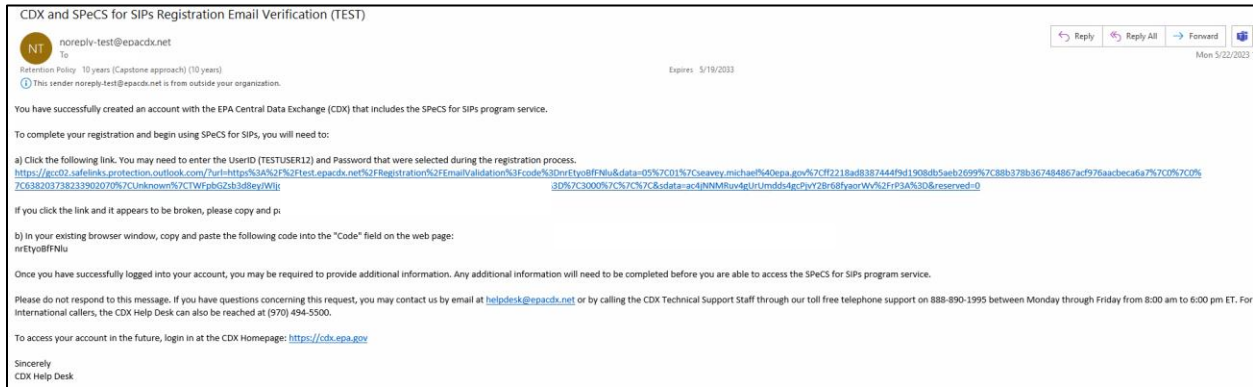
Back to Search Results
Submit Request for Access

Cancel

**Note:** You must register with an email address that ends in .gov or .us in order to register as a Preparer. If you do not have an email address that ends in gov or .us, please reach out to your EPA point of contact for alternative methods of registering as a Preparer.

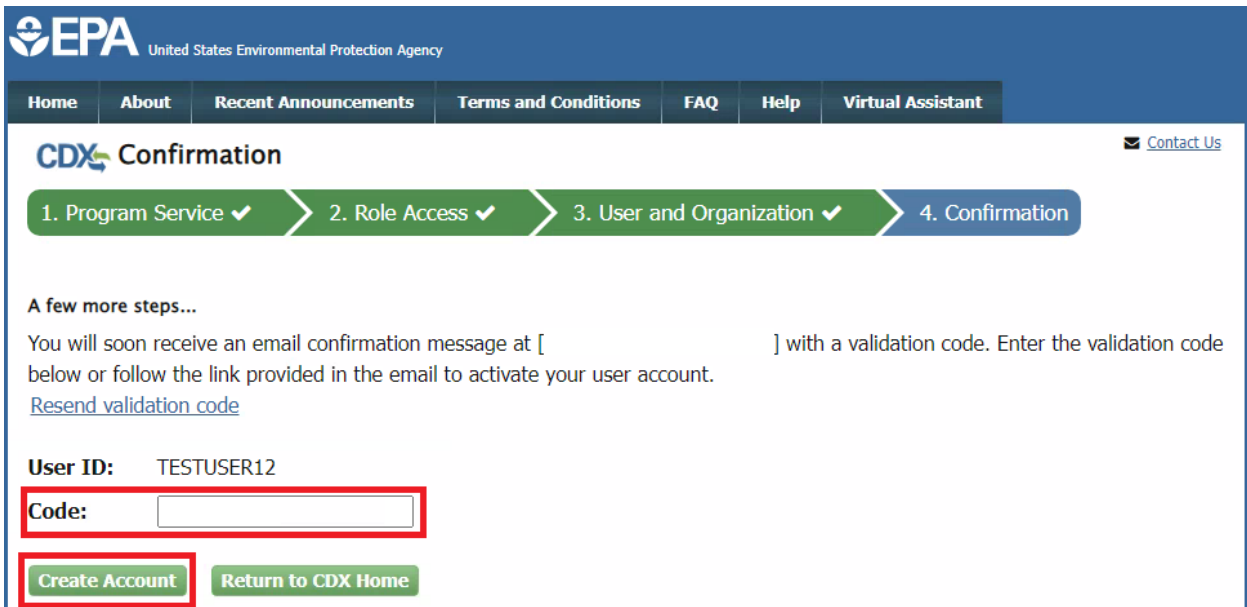
3. Select the ‘Submit Request for Access’ button to proceed with registration.
  - a. A confirmation page will appear and CDX will send you an email confirming your registration and to activate your account (see Figure 13).

**Figure 13: CDX Email Verification Request**



4. Select either the URL included within the email or enter the code contained within the email in the ‘Code’ field and select ‘Create Account’ on the ‘Confirmation’ page.

**Figure 14: CDX Registration Confirmation**

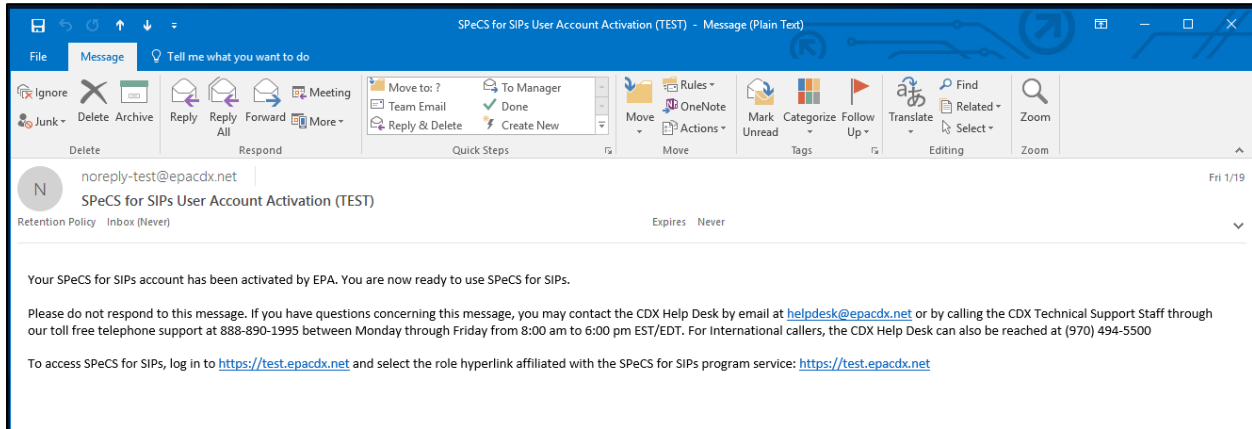



**Registration Notification**

1. After completing the registration process, a Registration Maintenance Account Manager (RMAM) will then review your registration to determine if it’s complete. If the RMAM

approves the registration, CDX will send you an email confirming your successful registration (see Figure 15).

**Figure 15: CDX Registration Confirmation Email**



2. Upon logging in to CDX or navigating to the ‘MyCDX’ screen, the Preparer role is listed under the ‘Services’ section of the screen.
  - a. All ‘SPeCS for SIPs’ roles should have an active hyperlink and the  icon next to them, signifying that the role is active.

## Support

If you have any questions related to whether or not you should register as a Preparer for SPeCS for SIPs, please contact your EPA Regional Office contact.

If you have any questions related to CDX, the Preparer registration process, or the SPeCS for SIPs program service, please contact the CDX Help Desk at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by telephone at 888-890-1995.