

Engines and Vehicles – Compliance
Information System (EV-CIS)

Electronic Role Sponsorship User Guide

October 2023

Topics

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*Note- Ctrl-Click on a Part # to go to that Part within this presentation

The screenshots in this document are from our test environment. The production screens may vary slightly.

Part 1:

Required Action For All Existing
EV-CIS Users Upon 1st Log In After
March 6th, 2020

Part 1: Required Action For All Existing EV-CIS Users Upon 1st Log In After 03/06/2020

Associate A CAO With Your CDX Account

- The first time you log into CDX after March 6th, 2020, you will be prompted to associate a CAO with each of your EV-CIS roles
- Enter your User ID and Password for your CDX account
- Click the “Log In” button
- Click the “Find a Sponsor” link to view all the active CAOs for your Manufacturer Code

The top screenshot shows the EPA CDX login page. It features the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main heading is 'CDX Central Data Exchange'. Below this is a 'Log in to CDX' section with input fields for 'User ID' and 'Password', a 'Show Password' checkbox, and 'Log In' and 'Register with CDX' buttons. A 'Contact Us' link is in the top right.

The bottom screenshot shows the 'Roles Requiring Sponsorship' page after login. It displays a message: 'Your program service has recently updated its policies and a sponsorship is now required for this role. Please select a sponsor, or opt out of the sponsorship process (you may also defer until your next login). WARNING: If you decline a sponsorship for any role, that role will be deactivated.' Below this is a table with columns: Program Service, Role, Sponsor, and Decline. The table contains one row: EV-CIS, Submitter, [Find a Sponsor](#) (circled in red), and a decline button. At the bottom are 'Proceed with Selection(s)' and 'Choose Later' buttons.

Program Service	Role	Sponsor	Decline
EV-CIS	Submitter	Find a Sponsor	<input type="checkbox"/>

Part 1: Required Action For All Existing EV-CIS Users Upon 1st Log In After 03/06/2020

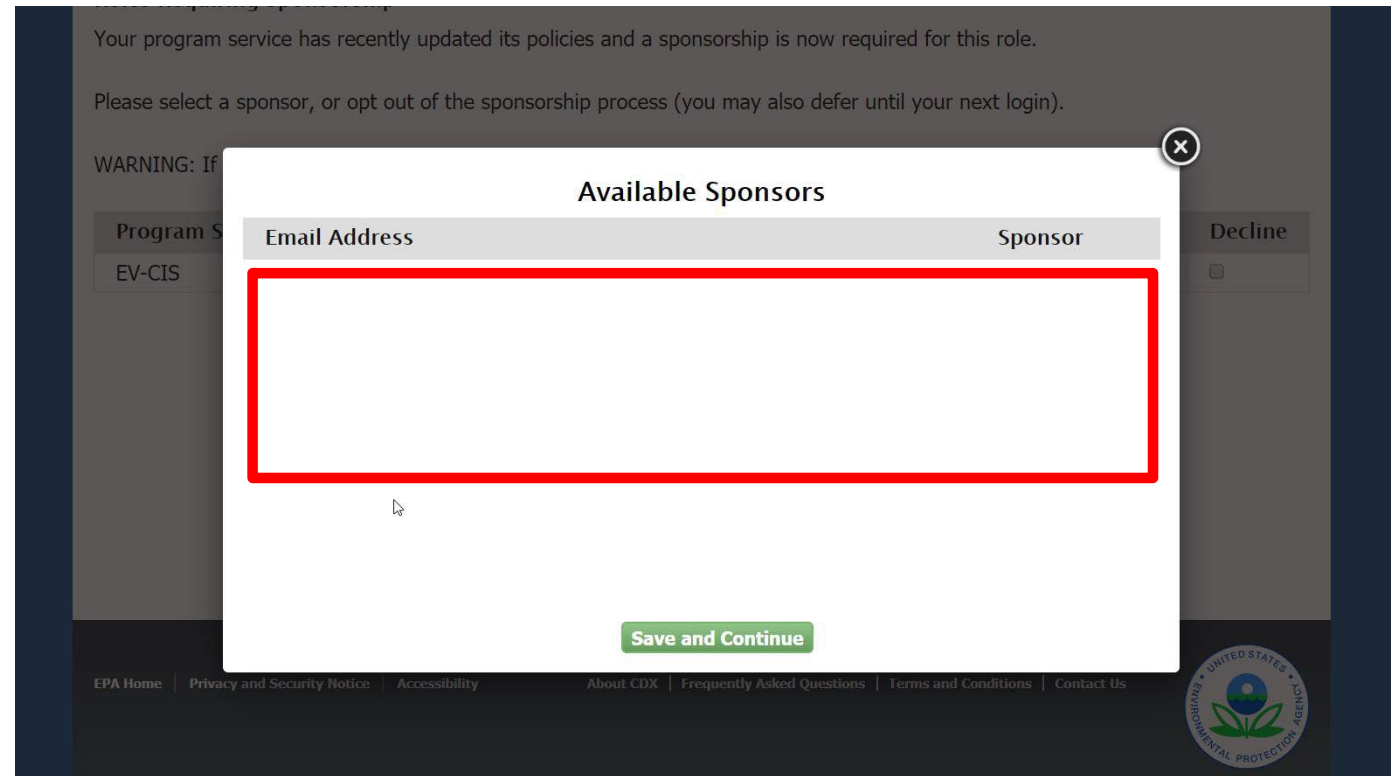
Select CAO Sponsor Email Address

- Select a CAO's Email Address from the list of Available Sponsors
 - It does not matter which sponsor you select and the CAO does not have to take any actions
- Click the "Save and Continue" button

The screenshot shows the EPA CDX interface. At the top, there's a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the CDX logo is visible, along with a user login status: 'Logged in as CHRISTIPOIRIERFCG (Log out)'. A notification titled 'Roles Requiring Sponsorship' states: 'Your program service has recently updated its policies and a sponsorship is now required for this role.' Below the notification, there's a 'Please select' prompt and a 'WARNING: I' message. A table titled 'Available Sponsors' is displayed, with columns for 'Email Address' and 'Sponsor'. The 'Email Address' column contains '@epa.gov'. The 'Sponsor' column has a radio button selected, highlighted with a red circle. At the bottom of the dialog box, there is a 'Save and Continue' button, highlighted with a red oval. A 'Decline' button is also visible on the right side of the dialog box. The footer of the page includes contact information for the CDX Help Desk and various links like 'Privacy and Security Notice', 'Accessibility', 'About CDX', 'Frequently Asked Questions', 'Terms and Conditions', and 'Contact Us'. The EPA logo is also present in the bottom right corner.

Part 1: Required Action For All Existing EV-CIS Users Upon 1st Log In After 03/06/2020 If No CAO Sponsor Email(s) To Select

- If there are no email addresses listed in the Available Sponsors pop-up window, it means your company does not have a CAO with an active CDX account.
- A CAO must exist for your manufacturer code before you will be able to access EV-CIS
- For assistance contact verify@epa.gov



Part 1: Required Action For All Existing EV-CIS Users Upon 1st Log In After 03/06/2020

Finalize CAO Sponsor Selection

- The selected CAO's email is displayed after the "Find a Sponsor" link
- If it is correct, click the "Proceed with Selection(s)" button
- You will then be prompted to log back in to your account and should be able to access EV-CIS as normal from your MyCDX page

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CDX Contact Us Logged in as (Log out)

Roles Requiring Sponsorship

Your program service has recently updated its policies and a sponsorship is now required for this role.

Please select a sponsor, or opt out of the sponsorship process (you may also defer until your next login).

WARNING: If you decline a sponsorship for any role, that role will be deactivated.

Program Service	Role	Sponsor	Decline
EV-CIS	Submitter	Find a Sponsor (<input type="text"/> @epa.gov)	<input type="checkbox"/>

[Proceed with Selection\(s\)](#) [Choose Later](#)

EPA Home | Privacy and Security Notice | Accessibility | CDX Help Desk: 888-896-1995 | (970) 494-5500 for International callers | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

Part 2:

EV-CIS Roles, CAO Functions &
Identity Verification

Part 2: EV-CIS Roles, CAO Functions & Identity Verification

EV-CIS Roles

Role	Description
Company Approving Official (CAO)	Identifies, vouches for, and manages EV-CIS “Submitters” and “CROMERR Signers”
CROMERR Signer	Requests certificates and takes legal responsibility for all the information used as the basis for a request for certificate
Submitter	Submits certification and compliance information for every applicable industry to EV-CIS, not including certificate requests

Part 2: EV-CIS Roles, CAO Functions & Identity Verification

CAO Role

- A CAO may:
 - Sponsor a new EV-CIS user for their Manufacturer Code to get a role of CROMERR Signer or Submitter
 - Add the role of Submitter to a person who is already a CROMERR Signer
 - Add the role of CROMERR Signer to a person who is already a Submitter
 - Revoke any existing user roles
- Any individual may request a new CAO role for themselves
 - A CAO may not request the role of CAO for other users
 - EPA must approve all CAO role requests
- Users must complete Identity Verification to become a CAO

Identity Verification- Overview

- Must only be completed one time when adding either the CAO Role or CROMERR Signer Role
 - Does not need to be repeated if already completed for another role
 - The Submitter Role does not require Identity Verification
- May be performed electronically or by paper process
- It is likely that users from outside the U.S. will have to use the paper identity verification process

Identity Verification- Required Information

- In order to perform electronic Identity Verification you must provide the following information:
 - Full Name
 - Home Address
 - Personal Phone Number
 - Birthday
 - Last 4 digits of your Social Security Number
- This requires your personal information, not business information
- This information is not stored or shared with EPA

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CDX Registration: LexisNexis®

Contact Us
Logged in as CHRISTIPOIRIERFCG2 [Log out]

1. Identity Verification 2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID ([View Guidance](#))

Legal Name
[Text Input]

Home Address
Address Line 1*
Address Line 2
City* State* Zip Code*

Home or Personal Phone
Home or Personal Phone

Date of Birth
Month* Day* Year*

Last 4 of SSN
Last 4 of SSN* Show SSN

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

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

Part 2: EV-CIS Roles, CAO Functions & Identity Verification

Identity Verification- LexisNexis Information

- Click on “Additional LexisNexis Information” Link at the top of the page
- Review additional LexisNexis information in the pop-up window
- Click the “X” icon in upper right corner of the pop-up window to close it and return to the LexisNexis form

The screenshot displays the EPA CDA Registration LexisNexis interface. At the top, it shows 'CDA Registration LEXISNEXIS™' and a user logged in as '_____' with a '(Log out)' link. A progress bar indicates '1. Identity Verification' and '2. ESA'. The main text explains that the program requires additional proof of identity and offers two options: electronic identity proofing or submitting a signed form via U.S. Postal Mail. A red circle highlights the link 'Additional LexisNexis® Information'. Below this, there is a 'Legal Name' field with 'Holly' entered. A pop-up window titled 'Identity Verification with LexisNexis®' is overlaid on the page. The pop-up contains the following text: 'Registration roles often require government id validation for remote electronic access. Personally identifying information, such as Social Security Numbers, are not permanently retained but securely validated against existing 3rd Party records for the purpose of validating your identity for access authority. While your government id will not be collected, evidence of your input, as well as the success or failure of validation against the 3rd Party vendor, will be recorded. By proceeding with electronic verification, you understand that the service is voluntary and that you are validating personally identifying information against a 3rd-Party service which will return evidence of identity validation back to the U.S. Environmental Protection Agency.' It also includes a link to 'EXIT' to learn more about the technology. At the bottom, it lists the 'Benefits of LexisNexis® Electronic Identity Verification:' which include: 'Identity authentication in real time', 'Accelerated access to program service', 'Enhanced fraud detection', 'Reduced risk of exposure', and 'Strengthen customer experience'. The pop-up window has a close button (X) in the top right corner.

Identity Verification- LexisNexis Form Guidance

- Hover mouse over the “View Guidance” Link for information about the LexisNexis required fields

The screenshot shows the EPA CDX Registration LexisNexis interface. At the top, the EPA logo and navigation menu (Home, About, Recent Announcements, Terms and Conditions, FAQ, Help) are visible. The user is logged in as SARAZAREMSKI. The main content area is titled "1. Identity Verification" and "2. ESA". A paragraph explains the identity verification process and provides a link to "Additional LexisNexis® Information". Below this, the "LexisNexis® Instant ID" section is partially visible, with a "(View Guidance)" link circled in red. A tooltip box is overlaid on the page, containing the following text:

When completing LexisNexis validation:

- Input your full first name (contact [Help Desk](#) to update)
- Do not provide a nickname (contact [Help Desk](#) to update)
- Input your home phone number
- Input your prior home phone number, if moved within last 6 months
- Input your mobile phone number, if a home phone number does not exist
- Input your prior home address if moved within last 6 months

Part 2: EV-CIS Roles, CAO Functions & Identity Verification

Two Attempts Allowed For Electronic Identity Verification

- If you are unable to complete electronic Identity verification on first attempt, you will be allowed one additional attempt
- If verification again fails on second attempt, then you must complete the paper verification & ESA process

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

CDX was unable to verify the personal information provided. Use the "Retry LexisNexis" button to re-validate the personal information. Be sure to:

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

Please check your data

Legal Name
Holly

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: Additional Verification [Contact Us](#)
Logged in as HPUGLIESE12 ([Log out](#))

1. Identity Verification ✓ 2. ESA

You have failed LexisNexis® identity proofing. Please proceed to print, sign and mail the paper Electronic Signature Agreement below or contact the CDX Help Desk for assistance.

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:

Alternate Paper Verification & ESA Process

- Alternatively, if Sponsored User is unable to, or does not want to, complete electronic identity verification, click the “Paper Verification” link

Address Line 2

City* State* Zip Code*

Home or Personal Phone
Home or Personal Phone

Date of Birth
Month* Day* Year*

Last 4 of SSN
Last 4 of SSN* Show SSN

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

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

Alternate Paper Verification & ESA Process

- If choose “Paper Verification”, the ESA will be displayed
- Click “Sign Paper Form” button

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:	EPA
Address:	2000 TRAVERWOOD DRIVE
City, State, Zip:	ANN ARBOR, MI 48105
Province:	
Country:	US
Phone Number:	(734) 214-4288
E-mail Address:	diaz.leah@epa.gov
Registrant's Name:	Ms Leah Diaz
CDX User Name:	DIAZLEAH

Sign Paper Form [Cancel](#) [Return to Electronic Verification](#)

Part 2: EV-CIS Roles, CAO Functions & Identity Verification

Alternate Paper Verification & ESA Process

- Click “Print to Mail” button or print copy of ESA from CDX Inbox message
- Send ink-signed ESA to EPA by postal mail

1. Identity Verification > 2. ESA

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:	EPA
Address:	2000 TRAVERWOOD DRIVE
City, State, Zip:	ANN ARBOR, MI 48105
Province:	
Country:	US
Phone Number:	(734) 214-4288
E-mail Address:	diaz.leah@epa.gov
Registrant's Name:	Ms Leah Diaz
CDX User Name:	DIAZLEAH

I, Leah Diaz,
(Name of Electronic Signature Holder)

Sign Paper Form Cancel Return to Electronic Verification

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CDX Central Data Exchange Contact Us Logged in as (Log out)

MyCDX Inbox My Profile Submission History Payment History E-Enterprise Portal

Copy of CDX Electronic Signature Agreement (TEST)

From CDX Administrator

Date 2/11/2020 2:18:27 PM

Your CDX electronic signature agreement (ESA) is attached below.

If you have questions concerning this message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995, 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 or you may contact the CDX Helpdesk via live Chat by clicking on the following URL: https://test.epacdx.net/Chat. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT. CDX Registration Homepage https://test.epacdx.net United States Environmental Protection Agency - Central Data Exchange

LEAHNDIAZ2020021114182525.html (6 KB) - Download

Back to Inbox Print Delete

Part 3: How To Become A CAO

Part 3: How To Become A CAO

Two Scenarios

- [Part 3 Scenario A](#): Creating New CDX Account With CAO Role
- [Part 3 Scenario B](#): Adding CAO Role To Existing CDX Account

Part 3 Scenario A: Creating New CDX Account With CAO Role

Part 3 Scenario A: Creating New CDX Account With CAO Role

Process Overview

1. Register For New CDX Account
2. Select EV-CIS Program Service
3. Select CAO Role & Manufacturer Code
4. Provide New CDX Account Information
5. Act On CDX Email To Complete Account Registration
6. Provide Information For Identity Verification
7. Select CDX Signature Questions & Provide Answers
8. Review & Sign ESA
9. Electronically Sign ESA
10. Complete CDX Account Registration and CAO Role Request

Part 3 Scenario A: Creating New CDX Account With CAO Role

Register For New CDX Account

- Click on the “Register with CDX” button to create a new CDX Account
- Check the box next to “I am this registrant...”
- Click the “Proceed” button

The image displays two screenshots of the EPA CDX website. The top screenshot shows the 'Log in to CDX' section with a 'Register with CDX' button circled in red. The bottom screenshot shows the 'Terms and Conditions' page with a radio button for 'I am this registrant...' circled in red and a 'Proceed' button also circled in red.

Top Screenshot: Log in to CDX

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CDX Central Data Exchange Contact Us

Log in to CDX

User ID

Password

Show Password

[Forgot your Password?](#)

Bottom Screenshot: Terms and Conditions

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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;

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

Part 3 Scenario A: Creating New CDX Account With CAO Role

Select EV-CIS Program Service

- Type “EV-CIS” to search for the applicable Program Service Category
- Select “Verify: Vehicles and Engines Compliance Information System – New (1)” for the Program Service Category to display two options
- Select “EV-CIS: Engines and Vehicles – Compliance Information System” for Program Service

The screenshot shows the EPA Core CDX Registration interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is a progress indicator with four steps: 1. Program Service, 2. Role Access, 3. User and Organization, and 4. Confirmation. The main content area contains a search prompt: "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)." Below the prompt is a search input field containing the text "ev-cis". Underneath the search field is a list of results, with the first item, "EV-CIS: Engines and Vehicles - Compliance Information System (2)", highlighted with a red oval. A "Cancel" button is located at the bottom left of the search results area.

The screenshot shows the EPA Core CDX Registration interface at the "2. Role Access" step. The progress indicator shows steps 1. Program Service, 2. Role Access, 3. User and Organization, and 4. Confirmation. Below the progress indicator is a "Registration Information" section with a table containing the following data:

Registration Information	
Program Service Category	EV-CIS

Below the table is a search prompt: "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)." Below the prompt is a search input field containing the text "Enter search criteria". Underneath the search field is a list of results, with the first item, "EV-CIS: Engines and Vehicles - Compliance Information System", highlighted with a red oval. Below this is another result, "EV-CIS MFR REG: Request Manufacturer Code for Engine or Vehicle Compliance". At the bottom left, there are "Back" and "Cancel" buttons.

Part 3 Scenario A: Creating New CDX Account With CAO Role

Select CAO Role & Manufacturer Code

- Select “Company Authorizing Official (CAO)” from the Role dropdown
- Type your Manufacturer Code
- Select the value that is displayed for Manufacturer Code
- Click the “Request Role Access” button

The screenshot shows the EPA CDX Edit Account Profile page. The page is divided into two main sections. The top section is titled "CDX Edit Account Profile" and has a progress bar with three steps: "1. Program Service" (checked), "2. Role Access" (active), and "3. Organization Information". Below this, the "Registration Information" section shows "Program Service" as "Engines and Vehicles - Compliance Information System" and "Role" as "Not selected". A dropdown menu for "Select Role" is open, showing "Company Approving Official (CAO)" selected. A red arrow points to this selection. Below the dropdown are "Request Role Access" and "Cancel" buttons.

The bottom section is titled "1. Program Service" (checked), "2. Role Access" (active), "3. User and Organization", and "4. Confirmation". It also shows "Registration Information" with "Program Service" as "Engines and Vehicles - Compliance Information System" and "Role" as "Not selected". Below this, there is a "Select Role" dropdown set to "Company Approving Official (CAO)". A "Manufacturer Code *" field contains "EPA" and a dropdown menu shows "EPA - Environmental Protection Agency". A red arrow points to this dropdown. Below these fields are "Request Role Access" (circled in red) and "Cancel" buttons.

Part 3 Scenario A: Creating New CDX Account With CAO Role

Provide New CDX Account Information

- Provide User Information
- Create a password
- Provide security questions & answers
- Type your company name and click “Search” button
- Select the correct Organization ID from the list
- Provide your business email address & phone number
- Click the “Submit Request for Access” button
- Wait for email from CDX to complete account registration

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CDX Core CDX Registration

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

Registration Information

Program Service	Engines and Vehicles - Compliance Information System
Role	Company Approving Official (CAO)

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

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 *

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

US EPA
1200 PENN AVE
WASHINGTON, DC, US
20460

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](#).

Part 3 Scenario A: Creating New CDX Account With CAO Role

Act On CDX Email To Complete Registration

- Perform one of two options:
 - Click the link in email you receive from CDX which will open CDX so you can perform the Identity Verification process or
 - Enter the code from that same CDX email on the web page that appeared after you clicked the “Submit Request For Access” button from the previous slide and then click on the “Create Account” button

From: noreply-test@epacdx.net
Date: February 28, 2020 at 10:02:10 AM EST
To:
Subject: Core Registration Email Verification Request (TEST)

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 completing either of the following options:

a) Click the following link. You may need to enter the UserID (CHRISTIPOIRIERFCG2) and Password that were selected during the registration process.
<https://test.epacdx.net/Registration/EmailValidation?code=YxjOSdDKhaXN>
If you click the link and it appears to be broken, please copy and paste it into a new browser window.

b) In your existing browser window, copy and paste the following code into the "Code" field on the web page:
YxjOSdDKhaXN

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 message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995, 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 or you may contact the CDX Helpdesk via live Chat by clicking on the following URL: <https://test.epacdx.net/Chat>. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

CDX Registration Homepage
<https://test.epacdx.net>

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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 chrisp35aa@gmail.com) with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.
[Resend validation code](#)

User ID: [CHRISTIPOIRIERFCG2](#)

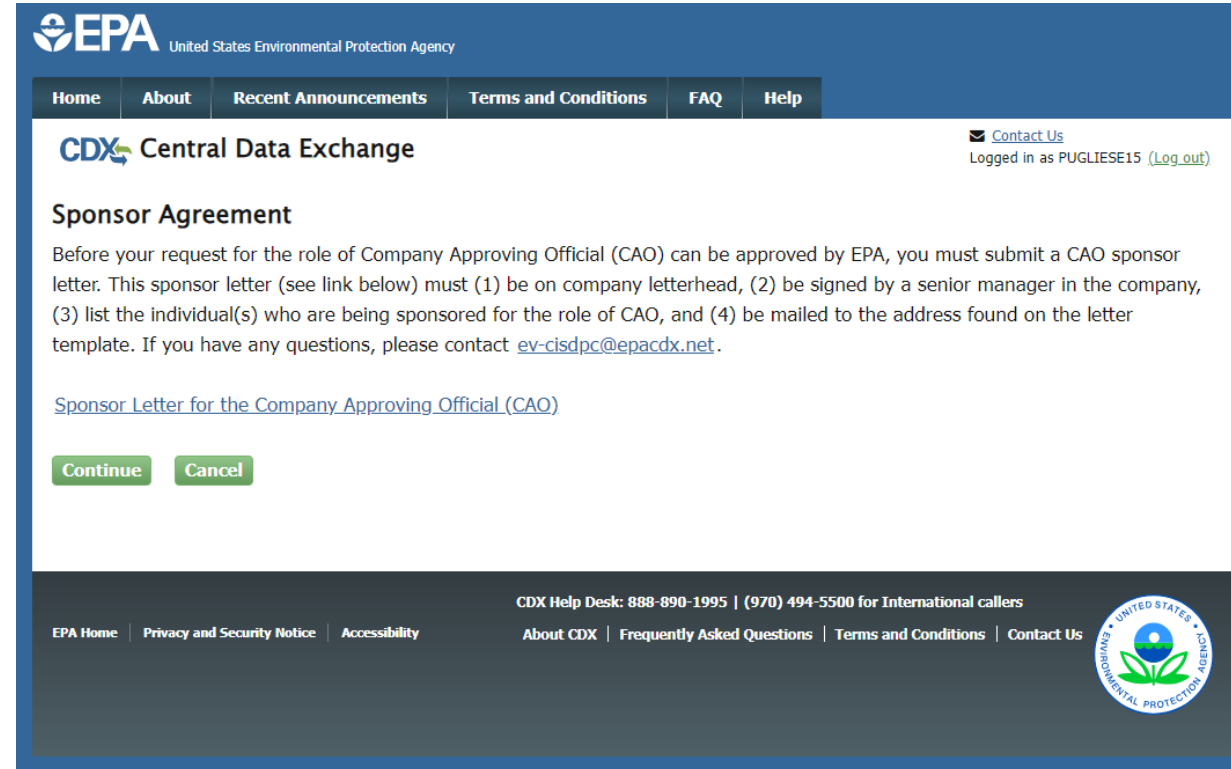
Code:

Create Account Return to CDX Home

Part 3 Scenario A: Creating New CDX Account With CAO Role

CAO Sponsor Letter

- You will now be prompted to an EPA web page with a template for a CAO Sponsor Letter.
- All new CAOs must mail a signed copy of this letter to address included on the template.
- **NOTE:** CAOs cannot sponsor themselves. The letter must be signed by someone other than the person being sponsored for the CAO role.
- EPA will not approve the CAO role until this letter has been received.



The screenshot displays the EPA CDX Central Data Exchange website. At the top, the EPA logo and "United States Environmental Protection Agency" are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area features the CDX logo and "Central Data Exchange" text, with a "Contact Us" link and "Logged in as PUGLIESE15 (Log out)" in the top right. The "Sponsor Agreement" section explains that before a CAO role can be approved, a sponsor letter must be submitted, detailing requirements such as company letterhead, senior manager signature, and specific information about the sponsored individual(s). A link for the "Sponsor Letter for the Company Approving Official (CAO)" is provided. At the bottom of the content area, there are "Continue" and "Cancel" buttons. The footer contains contact information for the CDX Help Desk (888-890-1995) and various utility links like "EPA Home", "Privacy and Security Notice", "Accessibility", "About CDX", "Frequently Asked Questions", "Terms and Conditions", and "Contact Us". The EPA logo is also present in the bottom right corner of the footer.

Part 3 Scenario A: Creating New CDX Account With CAO Role

Provide Information For Identity Verification

- You will now be prompted to begin the Identity Verification process
- Review/Provide your:
 - Full Name
 - Home Address
 - Personal Phone Number
 - Birthday
 - Last 4 digits of your Social Security Number
- Check the box next to “The name above is me. Please proceed with LexisNexis Validation.”
- Click the “Proceed with Verification” button to complete electronic identity verification
 - Or alternatively click on the “Paper Verification” link (see slide 16 in Part 2 above for more information)

EPA United States Environmental Protection Agency

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CDX CDX Registration: LexisNexis® Contact Us
Logged in as CHRISTIPOIRIERFCGZ [Log out](#)

1. Identity Verification > 2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID ([View Guidance](#))

Legal Name
[] [] []

Home Address
Address Line 1*
Address Line 2
City* State* Zip Code*

Home or Personal Phone
Home or Personal Phone

Date of Birth
Month* Day* Year*

Last 4 of SSN
Last 4 of SSN* Show SSN

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

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

Part 3 Scenario A: Creating New CDX Account with CAO Role

Select Signature Questions & Answers

- If your electronic identity verification was successfully completed, you will now be prompted to select 5 signature questions and answers
- Click the “Save Answers” button when complete

The screenshot shows the EPA CDX Central Data Exchange registration page. The header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The page title is 'CDX Registration: Additional Verification'. A progress bar shows three steps: 1. Identity Verification (checked), 2. Signature Question (current step), and 3. ESA. Below the progress bar, there is a message: '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.' The main content area is titled 'Select 5 Signature Questions and Answers' and contains five rows, each with a dropdown menu and a text input field. At the bottom left, there is a checkbox labeled 'Show Answers' and a green button labeled 'Save Answers' which is circled in red.

Part 3 Scenario A: Creating New CDX Account with CAO Role

Review & Sign ESA

- Review Electronic Signature Agreement (ESA)
- Click the “Sign Electronically” button
- Review and click the “Accept” button in the pop-up window

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: Additional Verification

Contact Us (Log out)

1. Identity Verification ✓ 2. Signature Question ✓ 3. 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:	EPA
Address:	2000 TRAVERWOOD DRIVE
City, State, Zip:	ANN ARBOR, MI 48105
Province:	
Country:	US
Phone Number:	(734) 214-4374
E-mail Address:	Jaros.Evan@epa.gov
Registrant's Name:	Mr Evan Jaros
CDX User Name:	JAROSEVA111

Sign Electronically Cancel

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: Additional Verification

Contact Us (Log out)

1. Identity Verification ✓ 2. Signature Question ✓ 3. 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.

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.

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:	EPA
Address:	2000 TRAVERWOOD DRIVE
City, State, Zip:	ANN ARBOR, MI 48105
Province:	
Country:	US
Phone Number:	(734) 214-4374
E-mail Address:	Jaros.Evan@epa.gov
Registrant's Name:	Mr Evan Jaros
CDX User Name:	JAROSEVA111

Accept **Sign**

Sign Electronically Cancel

Part 3 Scenario A: Creating New CDX Account with CAO Role Electronically Sign ESA

- Complete 3-step electronic signature process in order to Sign ESA

- Enter Account Password
- Provide Answer for Signature Question
- Click the “Sign” button

The screenshot shows the 'CDX Registration: Additional Verification' page. The progress bar indicates '1. Identity Verification' is complete, '2. Signature Question' is in progress, and '3. ESA' is next. The 'Electronic CDX Electronic Signature Agreement' text is visible. The 'eSignature Widget' shows the '1. Authentication' step with a 'Log into CDX' section containing a 'User' field with 'JAROSEVA111', a 'Password' field, and a 'Show Password' checkbox. A red circle highlights the 'Login' button.

The screenshot shows the 'CDX Registration: Additional Verification' page. The progress bar indicates '1. Identity Verification' is complete, '2. Signature Question' is in progress, and '3. ESA' is next. The 'Electronic CDX Electronic Signature Agreement' text is visible. The 'eSignature Widget' shows the '2. Verification' step with a 'Question' field containing 'Who is your favorite author?' and an 'Answer' field. A red circle highlights the 'Answer' button.

The screenshot shows the 'CDX Registration: Additional Verification' page. The progress bar indicates '1. Identity Verification' is complete, '2. Signature Question' is in progress, and '3. ESA' is next. The 'Electronic CDX Electronic Signature Agreement' text is visible. The 'eSignature Widget' shows the '3. Sign File' step with a 'Sign' button highlighted by a red circle.

Part 3 Scenario A: Creating New CDX Account with CAO Role

Complete Registration & CAO Role Request

- After successfully completing the account registration and request for CAO role process, you will be returned to your MyCDX page that shows the new CAO role which is not yet active
- As soon as EPA approves your new CAO role, it will be activated and you will receive a confirmation email

The screenshot displays the EPA MyCDX portal interface. At the top, the EPA logo and navigation menu are visible. The main content area shows the 'Services' section with a table of program services. A red circle highlights the role 'Company Approving Official (CAO)' for the 'EV-CIS: Engines and Vehicles - Compliance Information System' service. The role is currently inactive, indicated by a sandglass icon in the 'Status' column. Other elements include 'CDX Service Availability' and 'News and Updates' sections.

Status	Program Service Name	Role
	EV-CIS: Engines and Vehicles - Compliance Information System	Company Approving Official (CAO)

Part 3 Scenario B: Adding CAO Role To Existing CDX Account

Part 3 Scenario B: Adding CAO Role To Existing CDX Account

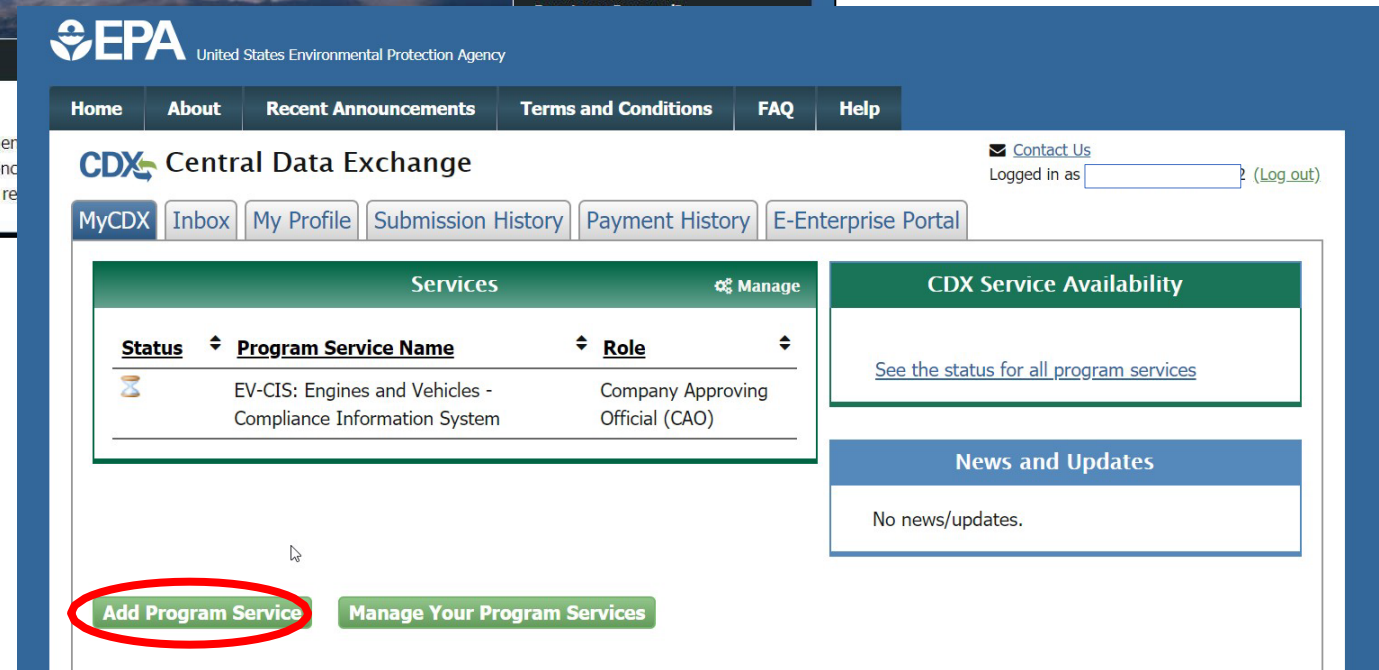
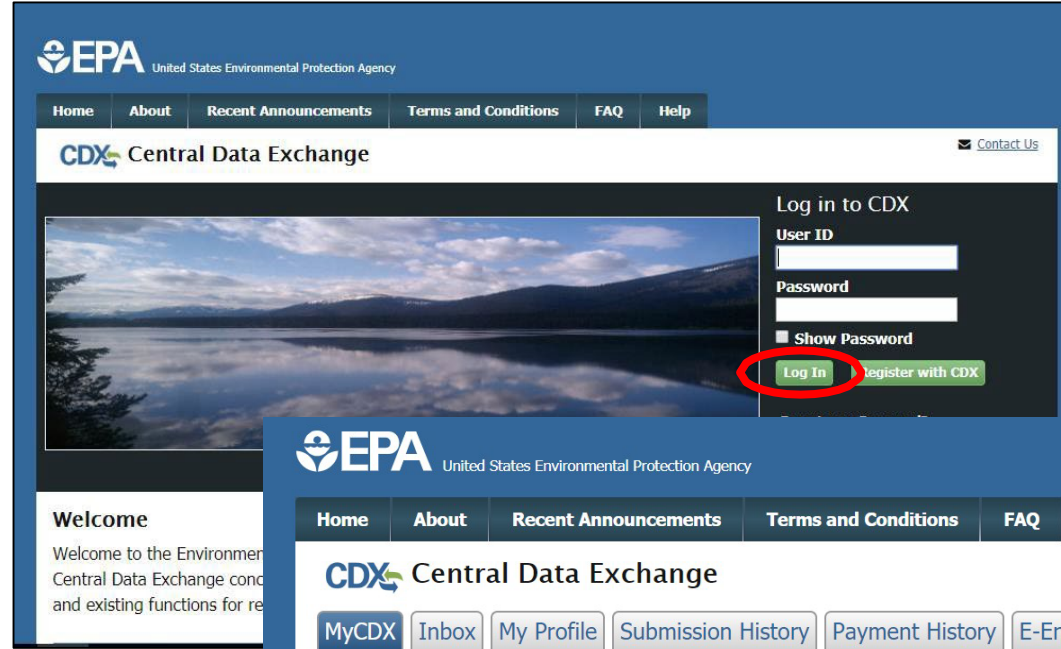
Process Overview

1. Log In To Existing CDX Account
2. Click Add Program Service
3. Select EV-CIS Program Service
4. Select CAO Role & Provide Manufacturer Code
5. Select Organization
6. Provide Information Needed for Identity Verification (Unless already CROMER Signer)
7. Select 5 Signature Questions & Provide Answers
8. Review & Electronically Sign ESA
9. Submit Request For New CAO Role For EPA Approval

Part 3 Scenario B: Adding CAO Role To Existing CDX Account

Log In & Click Add Program Service

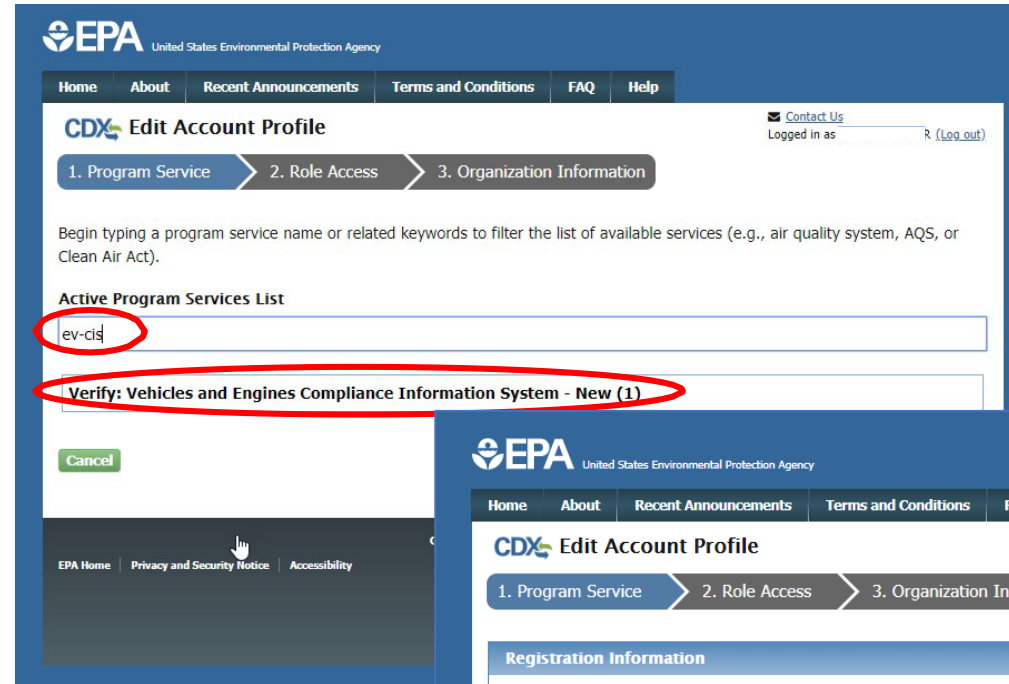
- Log in to your existing CDX Account
- Click on the “Add Program Service” button



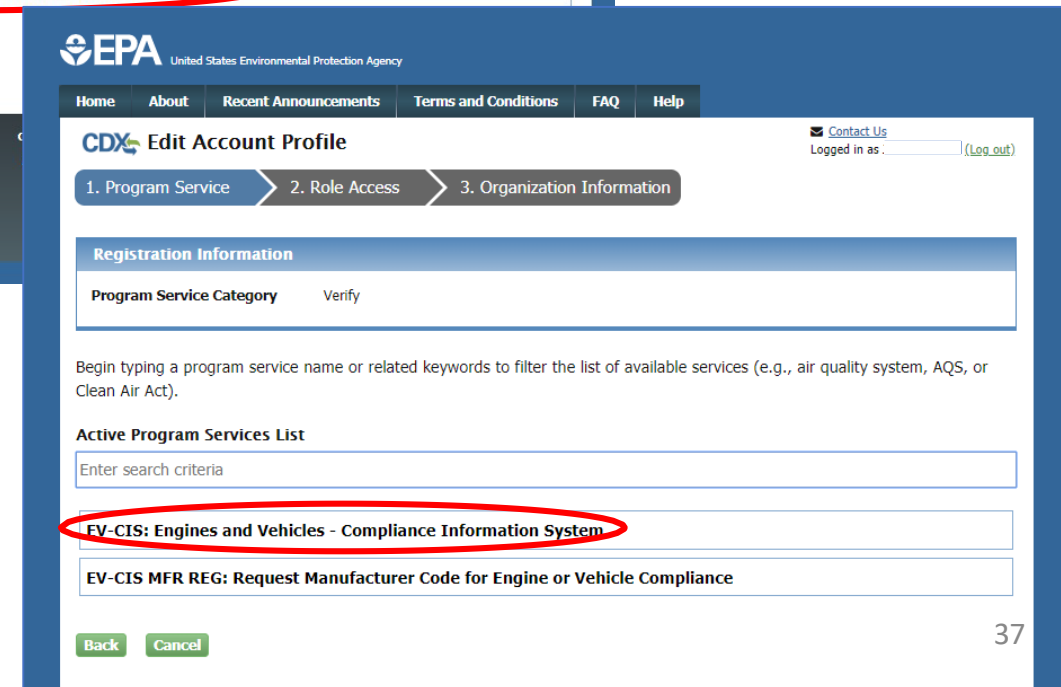
Part 3 Scenario B: Adding CAO Role To Existing CDX Account

Select EV-CIS Program Service

- Type “EV-CIS” to search for the applicable Program Service
- Select “Verify: Vehicles and Engines Compliance Information System – New (1)” for the Program Service Category to display two options
- Then select “EV-CIS: Engines and Vehicles – Compliance Information System” for Program Service



The screenshot shows the EPA CDX 'Edit Account Profile' page, Step 1: Program Service. The breadcrumb trail is '1. Program Service > 2. Role Access > 3. Organization Information'. Below the breadcrumb, there is a search instruction: '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)'. An 'Active Program Services List' search box contains the text 'ev-cis'. Below the search box, a single result is displayed: 'Verify: Vehicles and Engines Compliance Information System - New (1)'. A 'Cancel' button is visible at the bottom left of the search area.



The screenshot shows the EPA CDX 'Edit Account Profile' page, Step 1: Program Service. The breadcrumb trail is '1. Program Service > 2. Role Access > 3. Organization Information'. Below the breadcrumb, there is a search instruction: '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)'. An 'Active Program Services List' search box contains the text 'Enter search criteria'. Below the search box, two results are displayed: 'EV-CIS: Engines and Vehicles - Compliance Information System' and 'EV-CIS MFR REG: Request Manufacturer Code for Engine or Vehicle Compliance'. A 'Back' button and a 'Cancel' button are visible at the bottom left of the search area.

Part 3 Scenario B: Adding CAO Role To Existing CDX Account

Select CAO Role & Manufacturer Code

- Select “Company Authorizing Official (CAO)” from the Role dropdown
- Type your Manufacturer Code
- Select the value that is displayed for your Manufacturer Code
- Click the “Request Role Access” button

The screenshot displays the EPA CDX 'Edit Account Profile' interface. The navigation bar includes 'Home', 'About', 'Recent Announcements', 'Terms and Conditions', 'FAQ', and 'Help'. The main heading is 'CDX Edit Account Profile' with a 'Contact Us' link. A progress indicator shows three steps: '1. Program Service' (completed), '2. Role Access' (current), and '3. Organization Information'. The 'Registration Information' section shows 'Program Service' as 'Engines and Vehicles - Compliance Information System' and 'Role' as 'Not selected'. Below this, a dropdown menu for 'Select Role' has 'Company Approving Official (CAO)' selected. A red arrow points to this selection. At the bottom, there are 'Request Role Access' and 'Cancel' buttons. A second, larger screenshot is overlaid on the right, showing the same page but with the progress indicator at '3. User and Organization' and '4. Confirmation'. In this view, the 'Role' dropdown is still 'Company Approving Official (CAO)'. The 'Manufacturer Code *' field contains 'EPA', and a dropdown below it shows 'EPA - Environmental Protection Agency'. A red arrow points to this dropdown. The 'Request Role Access' button is circled in red.

Part 3 Scenario B: Adding CAO Role To Existing CDX Account

Select Organization

- Select your organization from the dropdown
- Click the “Submit Request for Access” button

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Edit Account Profile Contact Us
Logged in as CHRISTIPOIRIER (Log out)

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

Registration Information

Program Service	Engines and Vehicles - Compliance Information System
Role	Company Approving Official (CAO)

Select a Current Organization
 Request to Add an Organization

Select an organization from the dropdown list.

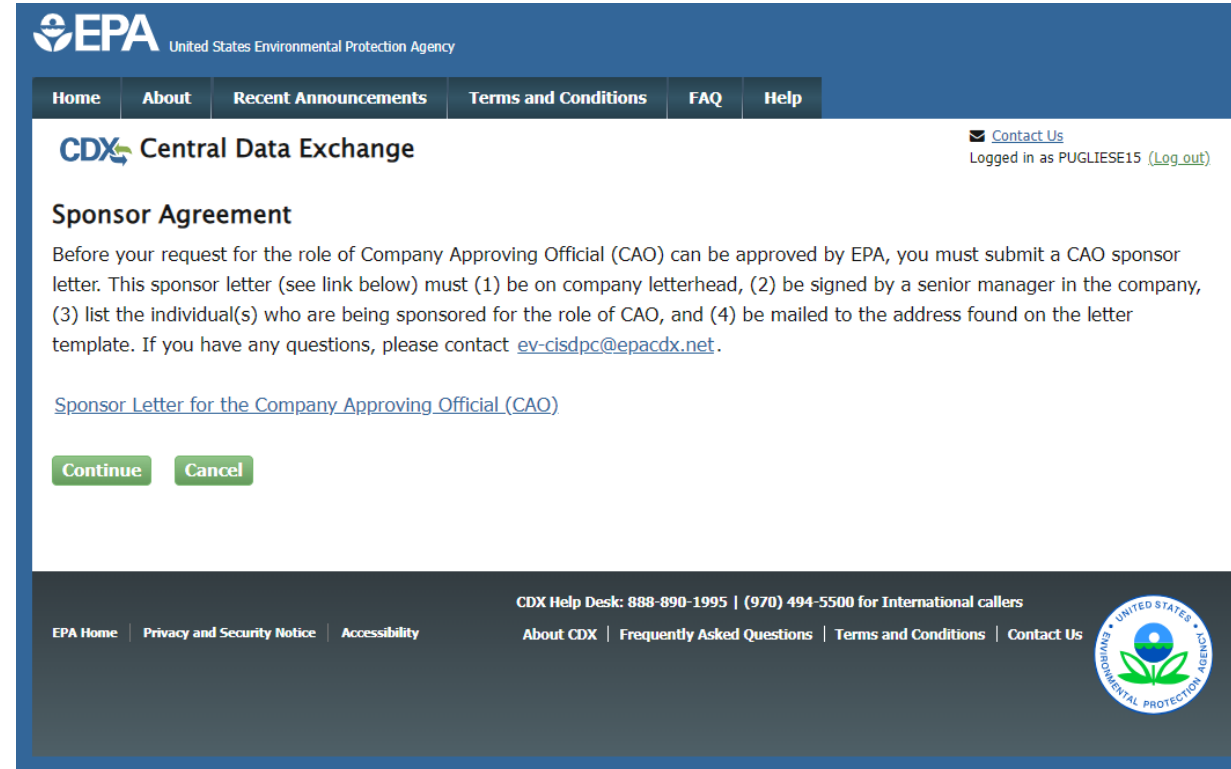
EPA (2000 TRAVERWOOD, ANN ARBOR, MI, US 48105) ▾

Submit Request for Access

Part 3 Scenario A: Creating New CDX Account With CAO Role

CAO Sponsor Letter

- You will now be prompted to an EPA web page with a template for a CAO Sponsor Letter.
- All new CAOs must mail a signed copy of this letter to address included on the template.
- **NOTE:** CAOs cannot sponsor themselves. The letter must be signed by someone other than the person being sponsored for the CAO role.
- EPA will not approve the CAO role until this letter has been received.



The screenshot displays the EPA CDX Central Data Exchange website. At the top, the EPA logo and "United States Environmental Protection Agency" are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area features the CDX logo and "Central Data Exchange" text, with a "Contact Us" link and "Logged in as PUGLIESE15 (Log out)" in the top right. The "Sponsor Agreement" section explains that before a CAO role can be approved, a sponsor letter must be submitted, detailing requirements such as company letterhead, senior manager signature, and list of sponsored individuals. A link for the "Sponsor Letter for the Company Approving Official (CAO)" is provided. At the bottom of the content area, there are "Continue" and "Cancel" buttons. The footer contains EPA Home, Privacy and Security Notice, Accessibility, CDX Help Desk contact information, and a circular EPA logo.

Part 3 Scenario B: Adding CAO Role To Existing CDX Account

Provide Information For Identity Verification

- You will now be prompted to begin the Identity Verification process
- Review/provide your
 - Full Name
 - Home Address
 - Personal Phone Number
 - Birthday
 - Last 4 digits of your Social Security Number
- Check the box next to “The name above is me. Please proceed with LexisNexis Validation.”
- Click the “Proceed with Verification” button
 - Or alternatively, click on the “Paper Verification” link

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: LexisNexis®

Contact Us
Logged in as CHRISTIPOIRIERFCG2 (Log out)

1. Identity Verification 2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID ([View Guidance](#))

Legal Name
[Text Field]

Home Address
Address Line 1*
Address Line 2
City* State* Zip Code*

Home or Personal Phone
Home or Personal Phone

Date of Birth
Month* Day* Year*

Last 4 of SSN
Last 4 of SSN* Show SSN

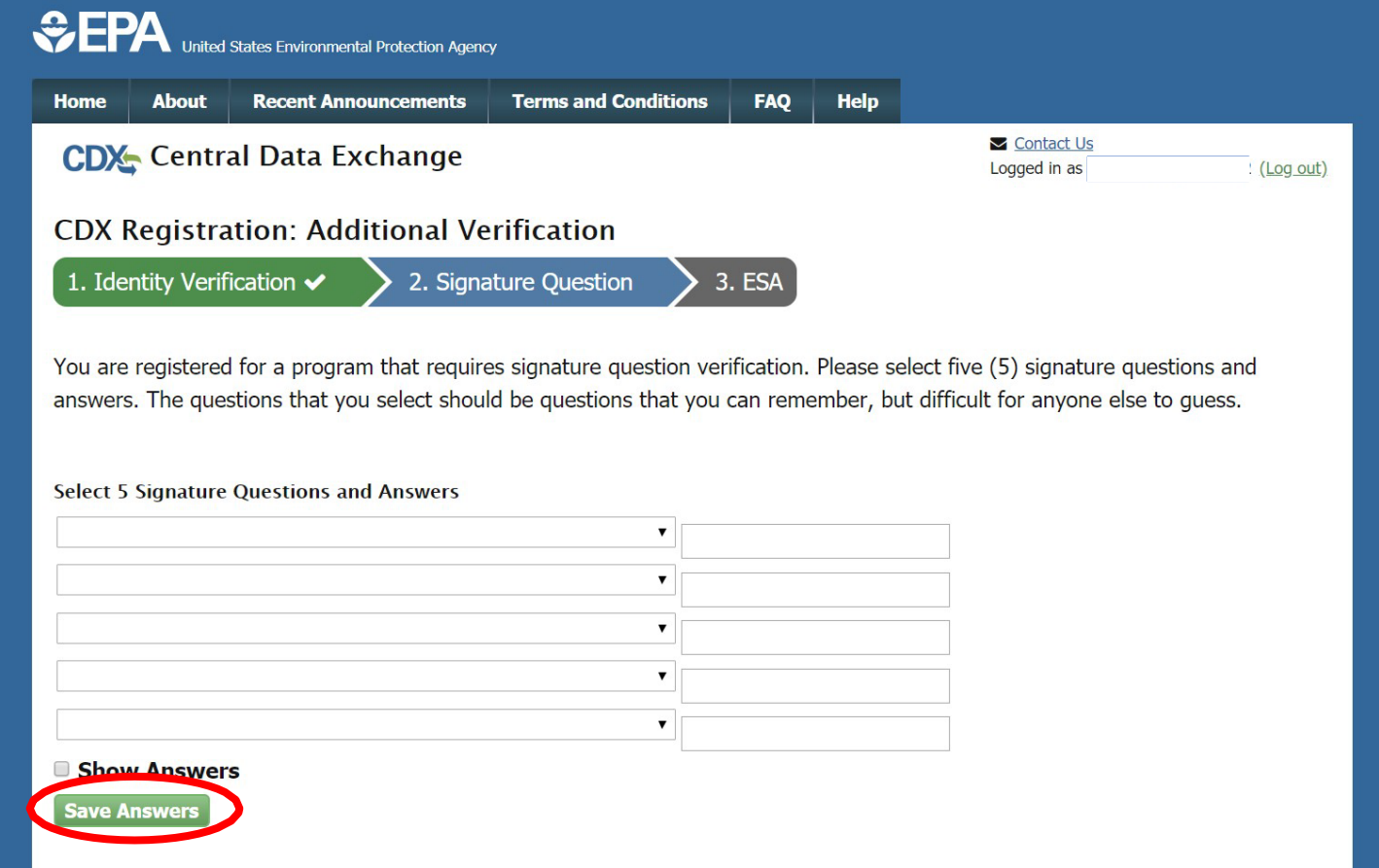
The name above is me. Please proceed with LexisNexis® Validation

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

Part 3 Scenario B: Adding CAO Role To Existing CDX Account

Select Signature Questions & Provide Answers

- If your electronic identity verification was completed successfully, you will now be prompted to select 5 signature questions and answers
- Click the “Save Answers” button when complete



The screenshot shows the EPA CDX Central Data Exchange registration page. The header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area is titled 'CDX Registration: Additional Verification' and shows a progress bar with three steps: 1. Identity Verification (checked), 2. Signature Question (current step), and 3. ESA. Below the progress bar, there is a message: '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.' The form contains five rows, each with a dropdown menu for selecting a question and a text input field for the answer. At the bottom of the form, there is a checkbox labeled 'Show Answers' and a green button labeled 'Save Answers' which is circled in red.

Part 3 Scenario B: Adding CAO Role To Existing CDX Account

Review & Sign ESA

- Review the Electronic Signature Agreement (ESA)
- Click the “Sign Electronically” button
- Review and click the “Accept” button in the pop-up window

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: Additional Verification Contact Us
Logged in as Log out

1. Identity Verification ✓ 2. Signature Question ✓ 3. 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:	EPA
Address:	2000 TRAVERWOOD DRIVE
City, State, Zip:	ANN ARBOR, MI 48105
Province:	
Country:	US
Phone Number:	(734) 214-4374
E-mail Address:	Jaros.Evan@epa.gov
Registrant's Name:	Mr Evan Jaros
CDX User Name:	JAROSEVA111

Sign Electronically Cancel

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: Additional Verification Contact Us
Logged in as Log out

1. Identity Verification ✓ 2. Signature Question ✓ 3. 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.

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.

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:

Organization Name:	EPA
Address:	2000 TRAVERWOOD DRIVE
City, State, Zip:	ANN ARBOR, MI 48105
Province:	
Country:	US
Phone Number:	(734) 214-4374
E-mail Address:	Jaros.Evan@epa.gov
Registrant's Name:	Mr Evan Jaros
CDX User Name:	JAROSEVA111

Accept Decline

Sign Electronically Cancel

Part 3 Scenario B: Adding CAO Role To Existing CDX Account Electronically Sign ESA

- Complete 3-step electronic signature process in order to Sign ESA

- Enter Account Password
- Provide Answer for Signature Question
- Click the “Sign” button

United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: Additional Verification

Contact Us Logged in as [user] (Log out)

1. Identity Verification ✓ 2. Signature Question ✓ 3. 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](#).

eSignature Widget

1. Authentication
Log into CDX

User: JAROSEVA111

Password: [password]

Show Password []

Login

City, State, Zip: []
Province: []
Country: []
Phone Number: []
E-mail Address: []
Registrant's Name: []
CDX User Name: []

Sign Electronically Cancel

United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: Additional Verification

Contact Us Logged in as [user] (Log out)

1. Identity Verification ✓ 2. Signature Question ✓ 3. 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](#).

eSignature Widget

1. Authentication
Log into CDX

User: JAROSEVA111

Password: [password]

Show Password []

Welcome Evan Jaros

2. Verification
Question:
Who is your favorite author?

Answer: []

Show Answer []

Answer

City, State, Zip: ANN ARBOR, MI 48106
Province: []
Country: US
Phone Number: (734) 214-4374
E-mail Address: Jaros.Evan@epa.gov
Registrant's Name: Mr Evan Jaros
CDX User Name: JAROSEVA111

Sign Electronically Cancel

United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: Additional Verification

Contact Us Logged in as [user] (Log out)

1. Identity Verification ✓ 2. Signature Question ✓ 3. 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](#).

eSignature Widget

1. Authentication
Log into CDX

User: JAROSEVA111

Password: [password]

Show Password []

Welcome Evan Jaros

2. Verification
Question:
Who is your favorite author?

Answer: []

Show Answer []

Correct Answer

3. Sign File

Sign

City, State, Zip: ANN ARBOR, MI 48106
Province: []
Country: US
Phone Number: (734) 214-4374
E-mail Address: Jaros.Evan@epa.gov
Registrant's Name: Mr Evan Jaros
CDX User Name: JAROSEVA111

Sign Electronically Cancel

Part 3 Scenario B: Adding CAO Role To Existing CDX Account

Submit Request For CAO Role For EPA Approval

- After successfully completing the request for CAO process, a confirmation message will display
- Click the “Back to MyCDX” button to return to your MyCDX page that shows the new CAO role which is not active yet
- As soon as EPA approves your new CAO Role, you will receive a confirmation email and the new role will be activated

The image displays two screenshots of the EPA CDX (Central Data Exchange) portal. The top screenshot shows the 'Manage Program Services' page with a green confirmation message: 'Program Service successfully added to US EPA.' Below the message are buttons for 'Add Program Service' and 'Back to MyCDX'. The bottom screenshot shows the 'MyCDX' dashboard with a table of services. The table has columns for 'Status', 'Program Service Name', and 'Role'. A red circle highlights the role 'Company Approving Official (CAO)' for the 'EV-CIS: Engines and Vehicles - Compliance Information System' service. The dashboard also includes a 'CDX Service Availability' section and a 'News and Updates' section.

Status	Program Service Name	Role
	EV-CIS: Engines and Vehicles - Compliance Information System	Company Approving Official (CAO)

Part 4:

How To Become A Submitter Or CROMERR
Signer

Two Scenarios

- [Part 4 Scenario A](#): CAO sponsors new CDX user who needs Submitter or CROMERR Signer role
- [Part 4 Scenario B](#): CAO sponsors existing CDX user who needs additional role (either Submitter or CROMERR Signer)

Part 4 Scenario A:
CAO Sponsors New CDX User

CAO Sponsors New CDX User

- This scenario has four sections:
 - [Section 1](#)- CAO Invites User To Create New CDX Account With Either Submitter or CROMERR Signer Role
 - [Section 2](#)- Sponsored User Accepts CAO Invitation
 - [Section 3](#)- CAO Signs ESA Authorizing Sponsored User For The Requested Role
 - [Section 4](#)- (Only for CROMERR Signer Role) Sponsored User Completes CROMERR Signer Role Activation By Completing Electronic Identity Verification and Signing ESA

Part 4 Scenario A: CAO Sponsors New CDX User

Section 1 of 4: CAO Invites User To Create New CDX Account With Either CROMERR Signer or Submitter Role

Part 4 Scenario A: CAO Sponsors New CDX User

CAO Begins New “Role Sponsorship” Invitation

- CAO logs in to CDX
- Click on “Role Sponsorship” tab
 - This tab is only visible for users with CAO role
- Click on “Role Sponsorship/Invitation” link

The image shows two screenshots of the EPA CDX Central Data Exchange interface. The top screenshot shows the main dashboard with the 'Role Sponsorship' tab highlighted by a red arrow. The bottom screenshot shows the 'Role Sponsorship Tools' page with the 'Role Sponsorship/Invitation' link circled in red.

Role Sponsorship Tools

Tool	Description
Role Sponsorship/Invitation	Initiate and inform users of request to authorize service access
Pending Sponsorship Requests	List and approve/deny requests for service access
Access Management	View and/or modify existing privileges

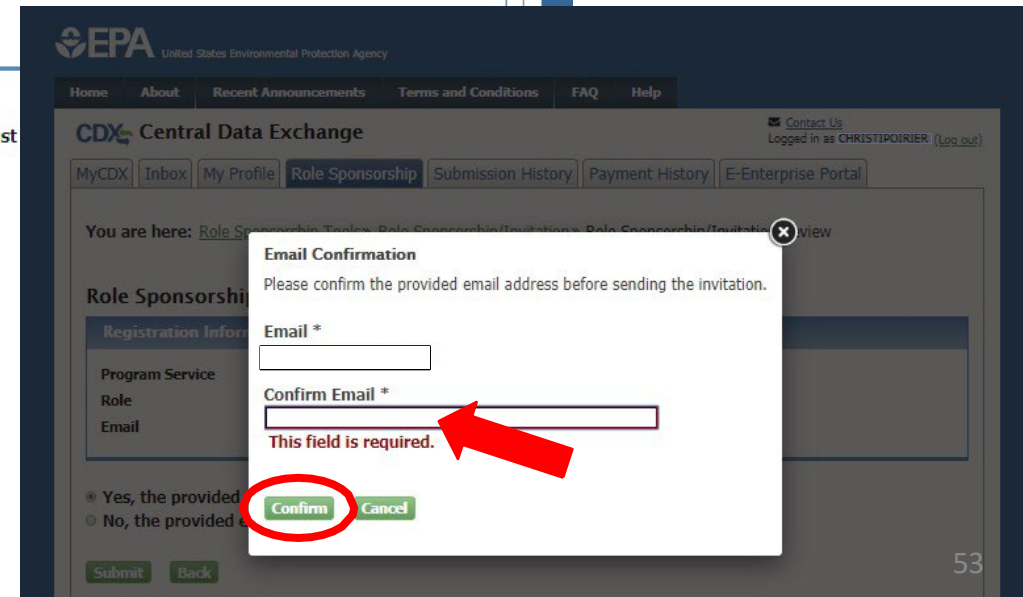
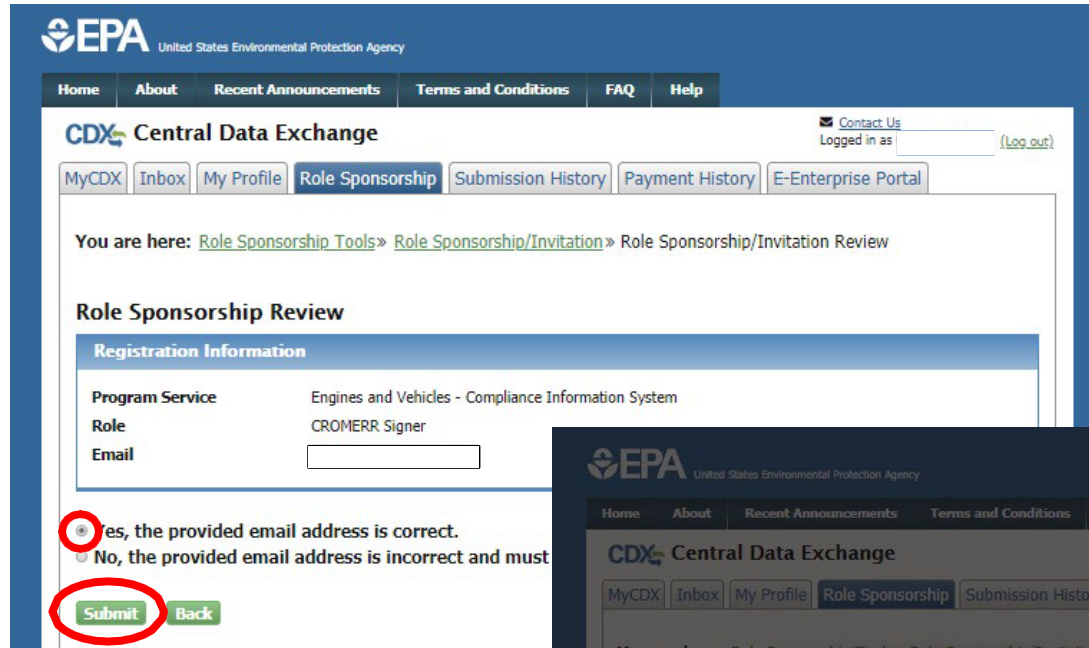
CAO Provides Role Sponsorship Information

- Type sponsored user's email address
- Select "EV-CIS" for Program Service
- Select the desired Role (either Submitter or CROMERR Signer)
- Click the "Submit" button

The screenshot shows the EPA CDX Central Data Exchange interface. The header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as CHRISTIPOIRIER. The main navigation bar includes MyCDX, Inbox, My Profile, Role Sponsorship (selected), Submission History, Payment History, and E-Enterprise Portal. The breadcrumb trail indicates the user is in the Role Sponsorship/Invitation section. The form is titled "Role Sponsorship" and includes a note that asterisks denote required fields. It is divided into two steps: Step 1: Recipient Information, which requires an email address, and Step 2: Sponsorship Information, which requires selecting a Program Service (EV-CIS: Engines and Vehicles - Compliance Info) and a Role (CROMERR Signer). A red circle highlights the "Submit" button at the bottom left of the form.

CAO Confirms Role Sponsorship Information

- Review the provided role sponsorship information
- Select “Yes, the provided email address is correct.”
- Click the “Submit” button
- Review the email of the sponsored user previously entered displayed in the pop-up window
- Re-type the email of the sponsored user
- Click the “Confirm” button



CAO Completes Role Sponsorship Invitation

- After completing sponsorship request, you will be returned to the “Role Sponsorship” tab
- Sponsored User must now act on email they receive before CAO is prompted to complete their next step in the process
- The new sponsorship request will not show up in the “Pending Sponsorship Requests” search results until after the sponsored user acts on the email they receive

The screenshot shows the EPA Central Data Exchange (CDX) interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area displays "CDX Central Data Exchange" and a user login status: "Logged in as CHRISTIPOIRIER (Log out)". A secondary navigation bar contains buttons for MyCDX, Inbox, My Profile, Role Sponsorship (which is highlighted), Submission History, Payment History, and E-Enterprise Portal. Below this, a breadcrumb trail reads "You are here: Role Sponsorship Tools". The main content area is titled "Role Sponsorship Tools" and contains a table with the following data:

Tool	Description
Role Sponsorship/Invitation	Initiate and inform users of request to authorize service access
Pending Sponsorship Requests	List and approve/deny requests for service access
Access Management	View and/or modify existing privileges

Part 4 Scenario A: CAO Sponsors New CDX User

Section 2 of 4:

Sponsored User Accepts CAO
Invitation

Part 4 Scenario A: CAO Sponsors New CDX User

Sponsored User Creates New CDX Account

- Click the link in the CDX email
- Click the “Create New Account” button

EPA United States Environmental Protection Agency

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CDX Role Sponsorship Process [Contact Us](#)

You are here: Role Sponsorship

Sponsorship Information

Email	diaz.leah@epa.gov
Program Service	Engines and Vehicles - Compliance Information System
Role	Submitter
Manufacturer Code	EPA

You have been sponsored for a new CDX role. Since you have an existing account, you may enter your CDX user ID and password to link the new role to your account. If you do not already have a CDX account for this manufacturer code, you must click on the "Create New Account" button below.

If you experience issues or need assistance with the sponsorship process, please call the CDX Help Desk toll-free line at 888-890-1995. (970) 494-5500 for callers from Puerto Rico and Guam.

Log in to existing account

User ID

Password

Show Password

Sponsored User Approves Role Invitation

- Review the Sponsorship Information
- Click the “Approve” button

The screenshot displays the EPA website's 'CDX Role Sponsorship Process' page. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main heading is 'CDX Role Sponsorship Process' with a 'Contact Us' link. Below this, a breadcrumb trail reads 'You are here: Role Sponsorship » Role Sponsorship Review'. A section titled 'Sponsorship Information' contains a table with the following details:

Email	diaz.leah@epa.gov
Program Service	Engines and Vehicles - Compliance Information System
Role	Submitter
Manufacturer Code	EPA

Below the table, a message states: 'A CDX official for the program service above is requesting to view your contact information to sponsor you for the corresponding role. You may choose to approve or reject this request by making the appropriate selection below.' At the bottom of the page, there are two buttons: 'Approve' and 'Reject'. The 'Approve' button is circled in red.

Sponsored User Requests Role Access

- Review the sponsored Role and Manufacturer Code
- Click “Request Role Access” button

The screenshot displays the EPA CDX Role Sponsorship Process web page. At the top, the EPA logo and navigation menu are visible. The main heading is 'CDX Role Sponsorship Process'. Below this, a breadcrumb trail indicates the current location: 'You are here: Role Sponsorship » Role Sponsorship Review » Account Registration'. A 'Contact Us' link is in the top right corner.

The 'Registration Information' section contains the following details:

Program Service	Engines and Vehicles - Compliance Information System
Role	Submitter

Below the registration information, there is a prompt: 'Provide any required additional information, if applicable.' This is followed by two form fields:

- 'Select Role' with a dropdown menu currently set to 'Submitter'.
- 'Manufacturer Code *' with a text input field containing 'EPA'.

At the bottom of the form, there are two buttons: 'Request Role Access' (highlighted with a red circle) and 'Back'.

Part 4 Scenario A: CAO Sponsors New CDX User

Sponsored User Provides Account Information

- Provide User Information
- Create a password
- Provide security questions & answers
- Type your company name and click “Search” button
- Select the correct Organization ID from the list
- Provide your business email address & phone number
- Click on the “Submit Request for Access” button
- Wait for email from CDX to complete account registration

The screenshot displays the EPA CDX Core CDX Registration interface. At the top, the EPA logo and navigation menu are visible. The main heading is "CDX Core CDX Registration". Below this, a progress bar shows four steps: 1. Program Service, 2. Role Access, 3. User and Organization, and 4. Confirmation. The current step is "User and Organization".

The form is divided into two main sections: "Part 1: User Information" and "Part 2: Organization Info".

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.

Fields include:

- User ID * (text input: christipoinerFCG2)
- Title * (dropdown: Mrs)
- First Name * (text input)
- Middle Initial (text input)
- Last Name * (text input)
- Suffix (dropdown: -Please Select-)
- Password * (password input)
- Re-type Password * (password input)
- Security Question 1 * (dropdown: What was your childhood nickname?)
- Security Answer 1 * (password input)
- Security Question 2 * (dropdown: What street did you live on in third grade?)
- Security Answer 2 * (password input)
- Security Question 3 * (dropdown: What school did you attend for sixth grade?)
- Security Answer 3 * (password input)

Show Passwords and Answers

Part 2: Organization Info

US EPA
1200 PENN AVE
WASHINGTON, DC, US
20460

Fields include:

- Email * (text input: example@example.com)
- Re-enter Email * (text input: example@example.com)
- Phone Number * (text input)
- Phone Number Ext (text input)
- Fax Number (text input)

At the bottom, there is a link: "Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#)."

The "Submit Request for Access" button is highlighted with a red circle.

Part 4 Scenario A: CAO Sponsors New CDX User

Sponsored User Waits For Required CAO Action

- After submitting your request for new account, you will be returned to your MyCDX page where your new role will be visible but not active
- Your CAO must now act on the email they receive before you can complete the process

The screenshot displays the EPA MyCDX portal interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. Below this is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area includes the CDX Central Data Exchange logo and a 'Contact Us' link. The user is logged in as 'EAHDIAZ1' with a 'Log out' link. The main content area features a 'MyCDX' section with tabs for Inbox, My Profile, Submission History, Payment History, and E-Enterprise Portal. The 'Services' section is highlighted, showing a table with columns for Status, Program Service Name, and Role. The 'Role' column for the 'EV-CIS: Engines and Vehicles - Compliance Information System' entry is circled in red and contains the text 'Submitter'. To the right of the Services table are two side panels: 'CDX Service Availability' with a link to 'See the status for all program services', and 'News and Updates' which shows 'No news/updates.'. At the bottom of the Services section, there are two buttons: 'Add Program Service' and 'Manage Your Program Services'.

Part 4 Scenario A: CAO Sponsors New CDX User

Section 3 of 4:

CAO Signs ESA Authorizing
Sponsored User For The Requested
Role

Part 4 Scenario A: CAO Sponsors New CDX User

CAO Approves Role Sponsorship Request From Email

- Click the “Review...” link from CDX email
 - Or click the “Pending Sponsorship Requests” link on Role Sponsorship tab (see next slide)
- Click “Select an Existing Role
- Select your Organization
- Select “CAO” for the Role that will be used to approve this request
- Click the “Approve” button

EPA United States Environmental Protection Agency

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CDX Role Sponsorship Process [Contact Us](#)
Logged in as [CHRISTIPOIRIER](#) ([Log out](#))

You are here: [Role Sponsorship](#) » Role Sponsorship Review

Sponsorship Information

Email	sara.zaremski@gmail.com
Organization	EPA (2000 TRAVERWOOD DRIVE, ANN ARBOR, MI, US 48105)
Program Service	Engines and Vehicles - Compliance Information System
Role	Submitter
Manufacturer Code	EPA

Role Information

A request was submitted for you to sponsor the CDX role above. Please select the role you wish to use as a sponsor for this request.

Select an Existing Role

Add a New Role

Organization: EPA (2000 TRAVERWOOD DRIVE, ANN ARBOR, MI, US 48105) ▼

Role: Company Approving Official (CAO) - EPA ▼

Part 4 Scenario A: CAO Sponsors New CDX User

CAO Searches For Pending Role Sponsorship Request

- Click on Role Sponsorship tab
 - This is an alternative process to clicking on the link in the CDX email
- Click on “Pending Sponsorship Requests” link
- Select “Engines and Vehicles – Compliance Information System” for Program Service
- Enter any other desired search criteria
- Click on “Search” button

The image displays two screenshots of the EPA CDX Central Data Exchange interface. The left screenshot shows the 'Role Sponsorship Tools' section with a table listing tools: 'Role Sponsorship/Invitation', 'Pending Sponsorship Requests' (circled in red), and 'Access Management'. The right screenshot shows the 'Access Management - Search' form with search criteria for Email, User ID, First Name, Last Name, Sponsorship Status, Organization Name, Program Service (set to 'Engines and Vehicles - Compliance Information System'), Role, and Program ID. The 'Search' button at the bottom is circled in red.

Part 4 Scenario A: CAO Sponsors New CDX User

CAO Approves Pending Role Sponsorship Request

- Click “Approve” in the Actions column for the desired pending request

The screenshot displays the EPA CDX Central Data Exchange interface. The top navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as CHRISTIPOIRIER. The main content area shows the 'Role Sponsorship' section with a search results table. The table has four columns: Requestor Information, Request Details, Request Date, and Actions. The first row shows a request from Holly Pugliese (PUGLIESEH) for EPA, EV-CIS, CROMERR Signer, dated 1/13/2020 2:00:41 PM. The 'Approve' button in the Actions column is circled in red.

Requestor Information	Request Details	Request Date	Actions
Holly Pugliese (PUGLIESEH) hpugliese@yahoo.com	Organization: EPA Program Service: EV-CIS Role: CROMERR Signer View Details	1/13/2020 2:00:41 PM	Approve Reject

Part 4 Scenario A: CAO Sponsors New CDX User

CAO Signs ESA For This Sponsorship Request

- Review ESA
- Click “Sign Electronically” button
- Review attestation statement
- Click the “Accept” button in the pop-up window

EPA United States Environmental Protection Agency

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CDX Central Data Exchange

Contact Us
Logged in as CHRISTIPOIRIER (Log out)

You are here: [Role Sponsorship](#) » Role Sponsorship Signature

Electronic Sponsor Agreement

The electronic sponsor agreement is an agreement between the signature holder and you, on behalf of the organization, that will authorize the signature holder's electronic signature. By signing the sponsor letter, you will be authorizing the signature holder to sign and/or encrypt information for your organization.

Authorized Official Signature

I am an authorizing official and an electronic signature holder in U.S. EPA's CDX for the organization listed below, and I verify that the person identified as the electronic signature holder below is authorized to submit on behalf of my organization.	
CDX User ID:	CHRISTIPOIRIER
Name of Authorized Official:	Ms Christi Poirier
Company Name:	EPA
Company Address:	2000 TRAVERWOOD
Signature	Date

Electronic Signature Holder for Submission of Information

I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of the anticipated facts regarding the information described therein. Any knowing and willful penalty pursuant to 18USC 1001.

I also acknowledge that I am authorized to submit only on behalf of the organization listed below, and I verify that the person identified as the electronic signature holder below is authorized to submit on behalf of my organization.

CDX User ID:	PUGLIESEH
Name of Electronic Signature Holder:	Miss Holly Pugliese
Signature	Date

Sign Electronically Cancel

EPA United States Environmental Protection Agency

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CDX Central Data Exchange

Contact Us
Logged in as CHRISTIPOIRIER (Log out)

You are here: [Role Sponsorship](#) » Role Sponsorship Signature

Electronic Sponsor Agreement

The electronic sponsor agreement is an agreement between the signature holder and you, on behalf of the organization, that will authorize the signature holder's electronic signature. By signing the sponsor letter, you will be authorizing the signature holder to sign and/or encrypt information for your organization.

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.

Accept Decline

Authorized Official Signature

I am an authorizing official and an electronic signature holder in U.S. EPA's CDX for the organization listed below, and I verify that the person identified as the electronic signature holder below is authorized to submit on behalf of my organization.	
CDX User ID:	CHRISTIPOIRIER
Name of Authorized Official:	Ms Christi Poirier
Company Name:	EPA
Company Address:	2000 TRAVERWOOD DRIVE, ANN ARBOR, MI, US 48105
Signature	Date

Electronic Signature Holder for Submission of Information

I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of the anticipated facts regarding the information described therein. Any knowing and willful penalty pursuant to 18USC 1001.

I also acknowledge that I am authorized to submit only on behalf of the organization listed below, and I verify that the person identified as the electronic signature holder below is authorized to submit on behalf of my organization.

CDX User ID:	PUGLIESEH
Name of Electronic Signature Holder:	Miss Holly Pugliese
Signature	Date

Part 4 Scenario A: CAO Sponsors New CDX User

CAO Signs ESA For This Sponsorship Request

- This is a 3-step window.

1. Type Password and click “Login”
2. Answer security question and click “Answer” button
3. Click “Sign” button

United States Environmental Protection Agency
Home About Recent Announcements Terms and Conditions FAQ Help
CDX CDX Registration: Additional Verification
1. Identity Verification 2. Signature Question 3. 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](#).

eSignature Widget
1. Authentication
Log into CDX
User: JAROSEVA111
Password: [REDACTED]
Show Password []
Login

City, State, Zip: [REDACTED]
Province: [REDACTED]
Country: [REDACTED]
Phone Number: [REDACTED]
E-mail Address: [REDACTED]
Registrant's Name: [REDACTED]
CDX User Name: [REDACTED]
Sign Electronically Cancel

United States Environmental Protection Agency
Home About Recent Announcements Terms and Conditions FAQ Help
CDX CDX Registration: Additional Verification
1. Identity Verification 2. Signature Question 3. 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](#).

eSignature Widget
1. Authentication
Log into CDX
User: JAROSEVA111
Password: [REDACTED]
Show Password []
Welcome Evan Jaros
2. Verification
Question: Who is your favorite author?
Answer: [REDACTED]
Show Answer []
Answer

City, State, Zip: ANN ARBOR, MI 48106
Province: [REDACTED]
Country: US
Phone Number: (734) 214-4374
E-mail Address: Jaros.Evan@epa.gov
Registrant's Name: Mr Evan Jaros
CDX User Name: JAROSEVA111
Sign Electronically Cancel

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Home About Recent Announcements Terms and Conditions FAQ Help
CDX CDX Registration: Additional Verification
1. Identity Verification 2. Signature Question 3. 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](#).

eSignature Widget
1. Authentication
Log into CDX
User: JAROSEVA111
Password: [REDACTED]
Show Password []
Welcome Evan Jaros
2. Verification
Question: Who is your favorite author?
Answer: [REDACTED]
Show Answer []
Correct Answer
3. Sign File
Sign

City, State, Zip: ANN ARBOR, MI 48106
Province: [REDACTED]
Country: US
Phone Number: (734) 214-4374
E-mail Address: Jaros.Evan@epa.gov
Registrant's Name: Mr Evan Jaros
CDX User Name: JAROSEVA111
Sign Electronically Cancel

Part 4 Scenario A: CAO Sponsors New CDX User

CAO Approves Sponsorship Request

- After signing ESA, you will be returned to the “Role Sponsorship” tab and no further action is necessary by CAO for this sponsorship
- The Sponsored User will receive an email that contains instructions and a link to complete their next step in the process
- If the Submitter Role was being added, this was the last step and the new role should now be active. If the CROMERR Signer Role was being added, the next section outlines the final Identity Verification and ESA steps to be taken by the Sponsored User.

The screenshot displays the EPA CDX Central Data Exchange interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the 'CDX Central Data Exchange' header is present, along with a 'Contact Us' link and a user login status: 'Logged in as CHRISTIPOIRIER (Log out)'. A secondary navigation bar contains tabs for MyCDX, Inbox, My Profile, Role Sponsorship (which is active), Submission History, Payment History, and E-Enterprise Portal. The main content area shows the breadcrumb path: 'You are here: Role Sponsorship Tools » Pending Sponsorship Requests - Search » Pending Sponsorship Request Search Results'. Below this, the heading 'Pending Sponsorship Request Search Results' is followed by the message '0 items found; displaying 0 to 0.' and 'Page 1 of 1'. A table with four columns is shown: 'Requestor Information', 'Request Details', 'Request Date', and 'Actions'. Below the table, a message states 'No data was found matching your criteria. Please search again.' and a green 'Back' button is located at the bottom left.

Part 4 Scenario A: CAO Sponsors New CDX User

Section 4 of 4:

Sponsored User Completes
CROMERR Signer Role Activation By
Completing Electronic Identity
Verification and Signing ESA

Note- This section is not required for Submitter Role or if Identity Verification was already completed as part of CAO Role approval.

Part 4 Scenario A: CAO Sponsors New CDX User

Sponsored User Reviews Account Information

- Click “Log in...” link from CDX email
- Log in to CDX
- Review pending role sponsorship and contact information
- Click “Submit” button

The screenshot shows the 'CDX Role Sponsorship Process' page. At the top right, there is a 'Contact Us' link and a 'Logged in as' field with a '(Log out)' link. Below this, a breadcrumb trail reads 'You are here: Role Sponsorship » Complete Account'. The main content area is titled 'Registration Information' and contains a table with the following details:

Name	<input type="text"/>
Email	<input type="text"/>
Program Service	Engines and Vehicles - Compliance Information System
Role	CROMERR Signer
Manufacturer Code	EPA

Below the table, a message states: 'Please review your contact information below before proceeding to complete your account registration.' The next section is 'Provide Contact Information', which displays the following details:

EPA
2000 TRAVERWOOD DRIVE
ANN ARBOR, MI, US
48105

Below this, there are input fields for:

- Email *
- Phone Number * (with '(734) 214-4288' entered)
- Phone Number Ext
- Fax Number

At the bottom left of the form, a green 'Submit' button is circled in red.

Part 4 Scenario A: CAO Sponsors New CDX User

Sponsored User Provides Identity Verification Information

- Review/Provide required personal information for electronic identity verification
- Check the box next to “The name above is me. Please proceed with LexisNexis Validation.”
- Click “Proceed with Verification”

CDA Registration - LexisNexis®

Logged in as [] (Log out)

1. Identity Verification > 2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID ([View Guidance](#))

Legal Name
Holly [] M [] Pugliese []

Home Address
Address Line 1* []
Address Line 2 []
City* [] State* [] Zip Code* []

Home or Personal Phone
Home or Personal Phone []

Date of Birth
Month* [] Day* [] Year* []

Last 4 of SSN
Last 4 of SSN* [] Show SSN

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

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

Sponsored User Selects Signature Questions

- Select 5 security questions from the dropdowns
- Provide the answer for each selected question
- Click “Save Answers” button

EPA United States Environmental Protection Agency

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CDX Central Data Exchange [Contact Us](#)
Logged in as **PUGLIESEH** ([Log out](#))

CDX Registration: Additional Verification

1. Identity Verification ✓ 2. Signature Question 3. Mobile Number 4. ESA

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.

Select 5 Signature Questions and Answers

What is your favorite vacation destination?	▼	●●●●●●
What is your favorite pet's name?	▼	●●●
Who is your favorite author?	▼	●●●●●
What is your favorite TV show?	▼	●●●●
What is your favorite book?	▼	●●●●

Show Answers

Save Answers

Part 4 Scenario A: CAO Sponsors New CDX User Sponsored User Reviews ESA

- Review Electronic Signature Agreement (ESA)
- Click “Sign Electronically”
- Review Attestation statement
- Click “Accept”

CDX Registration: Additional Verification

Contact Us
Logged in as [] (Log out)

1. Identity Verification ✓ 2. Signature Question ✓ 3. Mobile Number ✓ 4. 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.

Signature: _____

Date: _____

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

EV-CIS Team
c/o CGI Federal, Inc.
12601 Fair Lakes Circle
Fairfax, VA 22033

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge 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.

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

1. Identity Verification ✓ 2. Signature Question ✓ 3. Mobile Number ✓ 4. 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.

Signature: _____

Date: _____

EV-CIS Team
c/o CGI Federal, Inc.
12601 Fair Lakes Circle
Fairfax, VA 22033

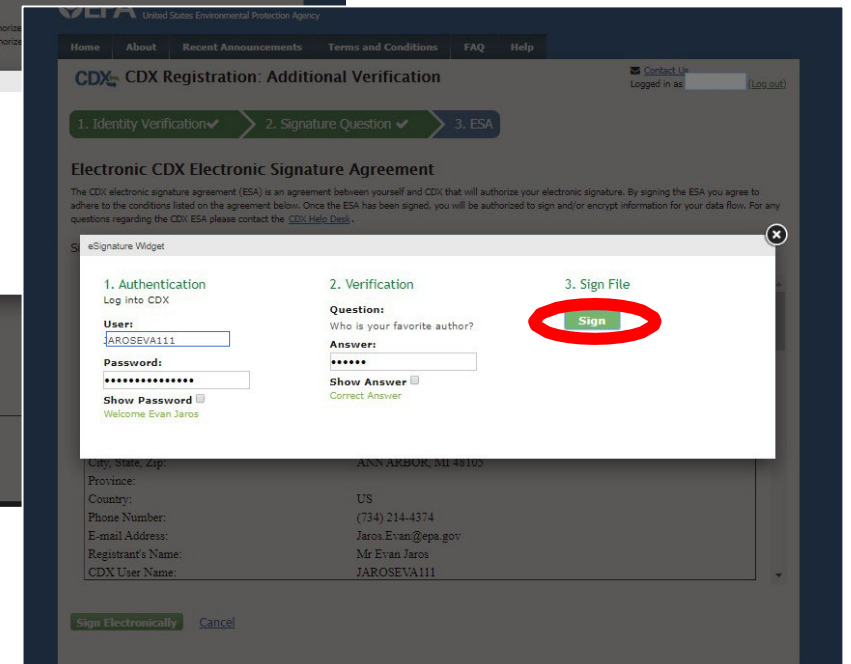
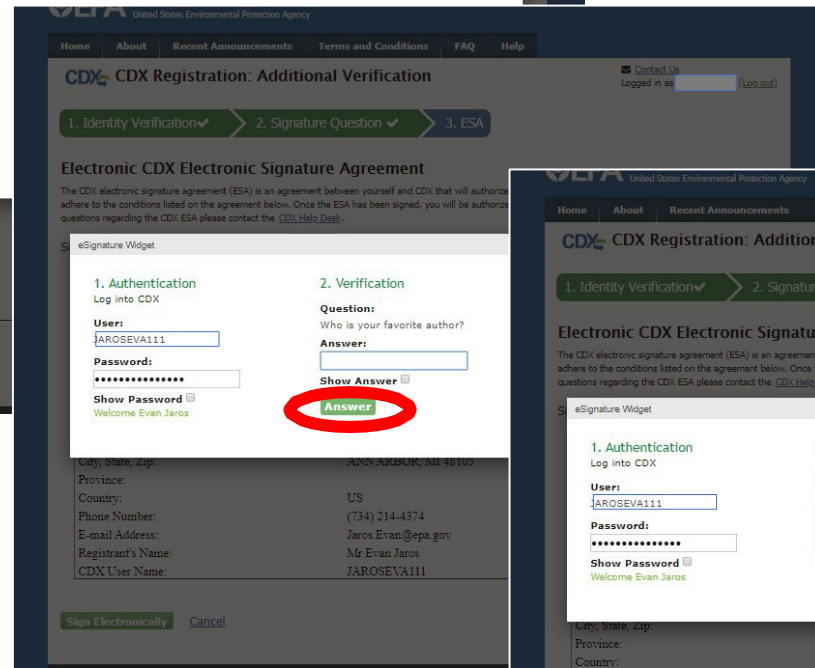
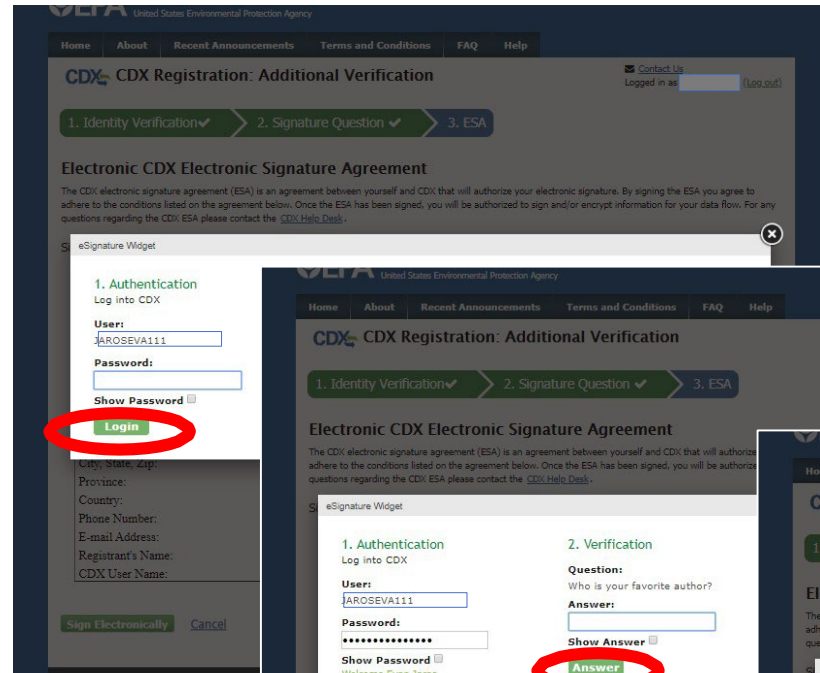
I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations. Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

[Accept](#) [Decline](#)

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

Part 4 Scenario A: CAO Sponsors New CDX User Sponsored User Signs ESA

- This is a 3-step window.
 1. Type Password and click “Login”
 2. Answer security question and click “Answer” button
 3. Click “Sign” button



Sponsored User Completes Role Sponsorship Process

- After completing electronic identity verification and ESA process, you will be returned to the “MyCDX” page
- Your new CROMERR Signer role will now be active

The screenshot displays the EPA MyCDX portal interface. At the top, the EPA logo and "United States Environmental Protection Agency" are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area features the CDX Central Data Exchange logo, a "Contact Us" link, and a "Logged in as" status with a "(Log out)" link. Below this, a secondary navigation bar contains "MyCDX", "Inbox", "My Profile", "Submission History", "Payment History", and "E-Enterprise Portal".

The central content area is divided into two main sections. On the left, a "Services" table lists active roles. The table has columns for Status, Program Service Name, and Role. The first row shows a user icon, "EV-CIS: Engines and Vehicles - Compliance Information System", and the role "CROMERR Signer", which is circled in red. The second row shows the same program service name and the role "Submitter". A "Manage" link is located at the top right of the table.

On the right, a "CDX Service Availability" section contains a link: "See the status for all program services". Below this is a "News and Updates" section with the text "No news/updates." At the bottom of the page, there are two green buttons: "Add Program Service" and "Manage Your Program Services".

Status	Program Service Name	Role
	EV-CIS: Engines and Vehicles - Compliance Information System	CROMERR Signer
	EV-CIS: Engines and Vehicles - Compliance Information System	Submitter

Part 4 Scenario B:

CAO Sponsors New Role For Existing
CDX User

CAO Sponsors New Role For Existing CDX User

- This scenario has four sections:
 - [Section 1](#)- CAO Invites User To Create New CDX Account With Either Submitter or CROMERR Signer Role
 - [Section 2](#)- Sponsored User Accepts CAO Invitation
 - [Section 3](#)- CAO Signs ESA Authorizing Sponsored User For The Requested Role
 - [Section 4](#)- (Only for CROMERR Signer Role) Sponsored User Completes CROMERR Signer Role Activation By Completing Electronic Identity Verification and Signing ESA

Part 4 Scenario B: CAO Sponsors New Role For Existing CDX User

Section 1 of 4:

CAO Invites User With Existing EV-CIS
CDX Account To Add New Role
(CROMERR Signer Or Submitter)

Part 4 Scenario B: CAO Sponsors New Role For Existing CDX User

CAO Begins New “Role Sponsorship” Invitation

- CAO logs in to CDX
- Click on “Role Sponsorship” tab
 - This tab is only visible for users with CAO role
- Click on “Role Sponsorship/Invitation” link

The image shows two screenshots of the EPA CDX Central Data Exchange interface. The top screenshot shows the main navigation menu with the 'Role Sponsorship' tab highlighted by a red arrow. The bottom screenshot shows the 'Role Sponsorship Tools' table with the 'Role Sponsorship/Invitation' link circled in red.

CDX Central Data Exchange

Home About Recent Announcements **Terms and Conditions** FAQ Help

MyCDX Inbox My Profile **Role Sponsorship** Submission History Payment History E-Enterprise Portal

Services Manage

Status	Program Service Name	Role
	EV-CIS: Engines and Vehicles - Compliance Information System	Company Approving Official (CAO)
	EV-CIS: E	
	EV-CIS: E	

[Add Program Service](#)

CDX Service Availability

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

Role Sponsorship Tools

Tool	Description
Role Sponsorship/Invitation	Initiate and inform users of request to authorize service access
Pending Sponsorship Requests	List and approve/deny requests for service access
Access Management	View and/or modify existing privileges

CAO Provides Role Sponsorship Information

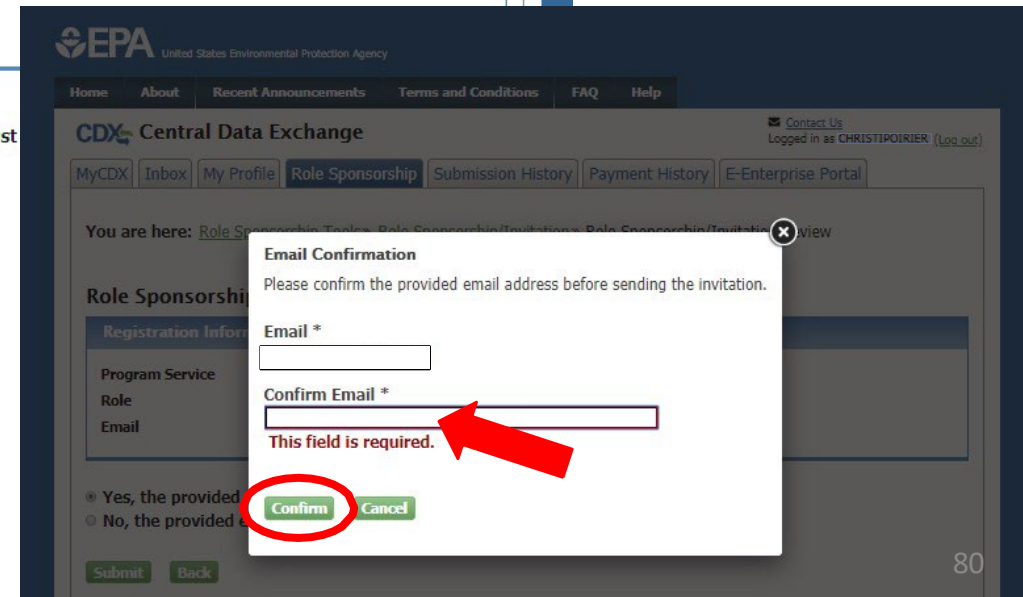
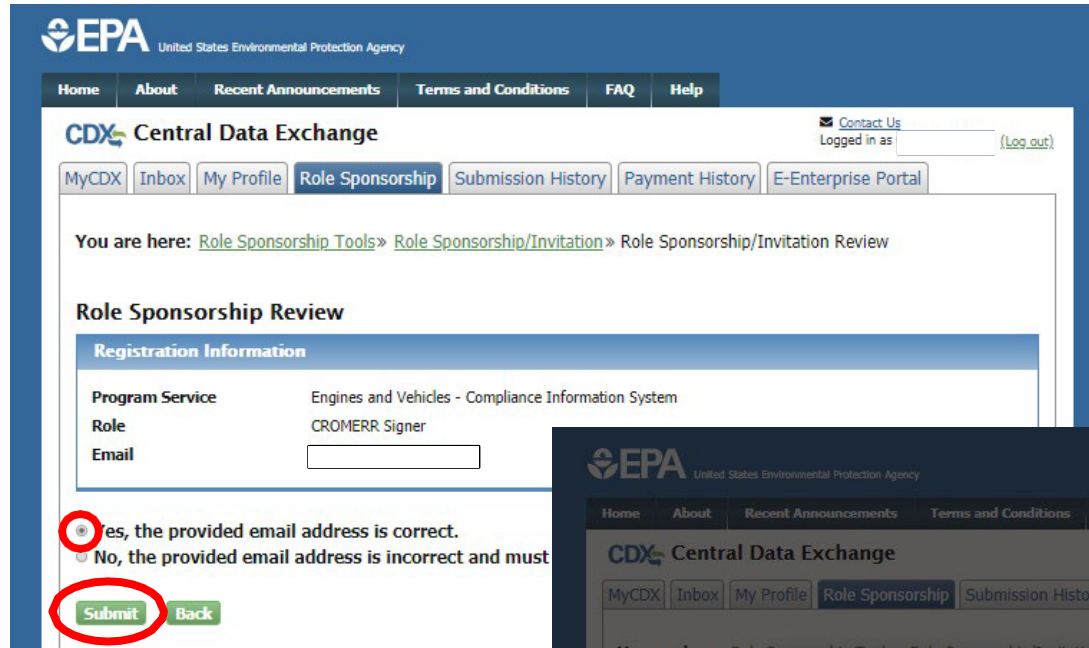
- Type sponsored user's email address
- Select "EV-CIS" for Program Service
- Select the desired new role (either Submitter or CROMERR Signer)
- Click the "Submit" button

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, the EPA logo and "United States Environmental Protection Agency" are visible. Below the logo is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area includes the CDX logo and "Central Data Exchange" text, along with a "Contact Us" link and a "Logged in as CHRISTIPOIRIER (Log out)" notification. A secondary navigation bar contains buttons for MyCDX, Inbox, My Profile, Role Sponsorship (which is highlighted), Submission History, Payment History, and E-Enterprise Portal. The main content area shows the breadcrumb "You are here: Role Sponsorship Tools >> Role Sponsorship/Invitation" and the title "Role Sponsorship". A note states "The asterisk (*) denotes a required field." The form is divided into two steps: "Step 1: Recipient Information" and "Step 2: Sponsorship Information". Step 1 includes a text box for "Email *" and a "Submit" button circled in red. Step 2 includes a dropdown menu for "Program Service *" (set to "EV-CIS: Engines and Vehicles - Compliance Infor") and a dropdown menu for "Role *" (set to "CROMERR Signer"). A "Back" button is located at the bottom of the form.

Part 4 Scenario B: CAO Sponsors New Role For Existing CDX User

CAO Confirms Role Sponsorship Information

- Review the provided role sponsorship information
- Select “Yes, the provided email address is correct.”
- Click the “Submit” button
- Review the email of the sponsored user previously entered displayed in the pop-up window
- Re-type the email of the sponsored user
- Click the “Confirm” button



CAO Completes Role Sponsorship Invitation

- After completing sponsorship request, you will be returned to the “Role Sponsorship” tab.
- Sponsored User must now act on email they receive before CAO is prompted to complete their next step of the process

The screenshot shows the EPA CDX Central Data Exchange interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area includes the CDX logo and "Central Data Exchange" text, along with a "Contact Us" link and a "Logged in as" dropdown menu with a "(Log out)" link. A secondary navigation bar contains buttons for MyCDX, Inbox, My Profile, Role Sponsorship (which is highlighted), Submission History, Payment History, and E-Enterprise Portal. Below this, a breadcrumb trail reads "You are here: Role Sponsorship Tools". The main content area is titled "Role Sponsorship Tools" and contains a table with three rows of tool descriptions.

Tool	Description
Role Sponsorship/Invitation	Initiate and inform users of request to authorize service access
Pending Sponsorship Requests	List and approve/deny requests for service access
Access Management	View and/or modify existing privileges

Part 4 Scenario B: CAO Sponsors New Role For Existing User

Section 2 of 4:

Sponsored User Accepts CAO
Invitation To Add New Role

Part 4 Scenario B: CAO Sponsors New Role For Existing CDX User

Sponsored User Reviews Role Invitation

- Click the “Review...” link in CDX Sponsorship Request email
- Type your User ID and Password
- Click “Log In”
- Review the Sponsorship information
- Click the “Approve” button

The screenshot shows the EPA website's 'CDX Role Sponsorship Process' page. The user is logged in as 'chrsp35aa@gmail.com'. The page displays sponsorship information for 'Engines and Vehicles - Compliance Information System' with the role of 'CROMERR Signer'. Below this, there is a section for logging into an existing account with fields for 'User ID' and 'Password'. The 'Log In' button is circled in red.

Sponsorship Information	
Email	chrsp35aa@gmail.com
Program Service	Engines and Vehicles - Compliance Information System
Role	CROMERR Signer
Manufacturer Code	EPA

You have been sponsored for a new CDX role. Since you have an existing account, you can click the "Log In" button to link the new role to your account. If you do not already have a CDX account, you can click the "Create New Account" button below.

If you experience issues or need assistance with the sponsorship process, please call 1-800-494-5500. (970) 494-5500 for callers from Puerto Rico and Guam.

Log in to existing account

User ID:

Password:

Show Password

The screenshot shows the EPA website's 'CDX Role Sponsorship Process' page. The user is logged in as 'chrsp35aa@gmail.com'. The page displays sponsorship information for 'Engines and Vehicles - Compliance Information System' with the role of 'CROMERR Signer'. Below this, there is a section for logging into an existing account with fields for 'User ID' and 'Password'. The 'Log In' button is circled in red.

Sponsorship Information	
Email	chrsp35aa@gmail.com
Program Service	Engines and Vehicles - Compliance Information System
Role	CROMERR Signer
Manufacturer Code	EPA

A CDX official for the program service above is requesting to view your contact information to sponsor you for the corresponding role. You may choose to approve or reject this request by making the appropriate selection below.

Sponsored User Requests Role Access

- Review the assigned Role and Manufacturer Code
- Click the “Request Role Access” button
- Note- These values are pre-populated from the CAO’s sponsorship request and cannot be modified here

The screenshot displays the EPA CDX Role Sponsorship Process web page. At the top, the EPA logo and navigation menu are visible. The main heading is "CDX Role Sponsorship Process". Below this, there is a breadcrumb trail: "You are here: Role Sponsorship » Role Sponsorship Review » Account Registration". A "Registration Information" table shows the following details:

Registration Information	
Program Service	Engines and Vehicles - Compliance Information System
Role	CROMERR Signer

Below the table, there is a prompt: "Provide any required additional information, if applicable." This is followed by two form fields: "Select Role" with a dropdown menu showing "CROMERR Signer" and "Manufacturer Code *" with a text input field containing "EPA". At the bottom of the form, there are two buttons: "Request Role Access" (highlighted with a red circle) and "Back".

Part 4 Scenario B: CAO Sponsors New Role For Existing CDX User

Sponsored User Submits Request For New Role

- Review pre-populated account User Information
- Click “Select a Current Organization”
- Click “Submit Request For Access” button

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Role Sponsorship Process Contact Us
Logged in as (Log out)

You are here: [Role Sponsorship](#) » [Role Sponsorship Review](#) » Account Registration

Registration Information

Program Service	Engines and Vehicles - Compliance Information System
Role	CROMERR Signer

The following information was entered by a CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.

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 *

Prefix

First Name *

Middle Initial

Last Name *

Suffix

Part 2: Organization Info

Select a Current Organization
 Request to Add an Organization

Select a Current Organization
Select an organization from the dropdown list.

Part 4 Scenario B: CAO Sponsors New Role For Existing CDX User

Sponsored User Waits For CAO To Take Next Step

- After submitting the request for a new role, you will be returned to the “MyCDX” screen where the new role will be visible but not active
- Your CAO must now act on the email they receive before you can complete the process

The screenshot shows the EPA CDX Central Data Exchange interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. Below this is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area includes the CDX logo, 'Central Data Exchange', and a 'Contact Us' link. A 'Logged in as' field is present with a '(Log out)' link. Below the header, there are tabs for MyCDX, Inbox, My Profile, Submission History, Payment History, and E-Enterprise Portal. The main content area is divided into two columns. The left column is titled 'Services' and contains a table with columns for Status, Program Service Name, and Role. The right column is titled 'CDX Service Availability' and contains a link to 'See the status for all program services'. Below the table, there are two buttons: 'Add Program Service' and 'Manage Your Program Services'. The 'Role' column in the table has two entries: 'CROMERR Signer' (circled in red) and 'Submitter'.

Status	Program Service Name	Role
	EV-CIS: Engines and Vehicles - Compliance Information System	CROMERR Signer
	EV-CIS: Engines and Vehicles - Compliance Information System	Submitter

Part 4 Scenario B: CAO Sponsors New Role For Existing User

Section 3 of 4:

CAO Signs ESA Authorizing
Sponsored User For The Requested
Role

Part 4 Scenario B: CAO Sponsors New Role for Existing CDX User

CAO Approves Role Sponsorship Request From Email

- Click the “Review...” link from CDX email
- Click “Select an Existing Role
- Select your Organization
- Select “CAO” for the Role that you will use to approve this request
- Click the “Approve” button

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Role Sponsorship Process [Contact Us](#)
Logged in as (Log out)

You are here: [Role Sponsorship](#) » Role Sponsorship Review

Sponsorship Information

Email	sara.zaremski@gmail.com
Organization	EPA (2000 TRAVERWOOD DRIVE, ANN ARBOR, MI, US 48105)
Program Service	Engines and Vehicles - Compliance Information System
Role	Submitter
Manufacturer Code	EPA

Role Information

A request was submitted for you to sponsor the CDX role above. Please select the role you wish to use as a sponsor for this request.

Select an Existing Role

Add a New Role

Organization:

Role:

Part 4 Scenario B: CAO Sponsors New Role for Existing CDX User

CAO Searches For Pending Role Sponsorship Request

- Alternatively, click on the Role Sponsorship tab
- Click on “Pending Sponsorship Requests” link
- Select “Engines and Vehicles – Compliance Information System” for Program Service
- Click on “Search” button

The screenshot displays the EPA CDX Central Data Exchange interface. The top navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area shows the 'Role Sponsorship Tools' section with a table of tools. The 'Pending Sponsorship Requests' link is circled in red. Below this, the 'Access Management - Search' form is shown with various search criteria fields. The 'Program Service' dropdown is set to 'Engines and Vehicles - Compliance Information System'. The 'Search' button is also circled in red.

Role Sponsorship Tools

Tool	Description
Role Sponsorship/Invitation	Initiate
Pending Sponsorship Requests	List
Access Management	View

Access Management - Search

Search Criteria

Email Exact

User ID Exact

First Name Exact

Last Name Exact

Sponsorship Status

Organization Name

Program Service *

Role

Program ID Exact

CAO Approves Pending Role Sponsorship Request From Search Results

- Click “Approve” (or “Reject”) in the Actions column for the desired pending request

The screenshot shows the EPA CDX Central Data Exchange interface. The user is logged in as CHRISTIPOIRIER. The 'Role Sponsorship' tab is selected. The page displays 'Pending Sponsorship Request Search Results' with 2 items found. The first item is for Holly Pugliese (PUGLIESEH) from EPA, with a request date of 1/13/2020 2:00:41 PM. The 'Actions' column for this request shows 'Approve' and 'Reject' buttons, with 'Approve' circled in red.

Requestor Information	Request Details	Request Date	Actions
Holly Pugliese (PUGLIESEH)	Organization: EPA Program Service: EV-CIS Role: CROMERR Signer View Details	1/13/2020 2:00:41 PM	Approve Reject

Part 4 Scenario B: CAO Sponsors New Role for Existing CDX User

CAO Signs ESA For This Sponsorship Request

- Review ESA
- Click “Sign Electronically” button
- Review attestation statement
- Click the “Accept” button in the pop-up window

The image shows two screenshots of the EPA CDX Central Data Exchange interface. The top screenshot displays the 'Electronic Sponsor Agreement' page. The 'Authorized Official Signature' section includes a 'Sign Electronically' button, which is circled in red. The bottom screenshot shows a pop-up window with a certification statement: '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.' Below this statement are 'Accept' and 'Decline' buttons, with the 'Accept' button circled in red.

Part 4 Scenario B: CAO Sponsors New Role for Existing CDX User

CAO Signs ESA For This Sponsorship Request

- This is a three-step window.

1. Type Password and click the “Login” button
2. Answer security question and click the “Answer” button
3. Click the “Sign” button

United States Environmental Protection Agency
Home About Recent Announcements Terms and Conditions FAQ Help
CDX CDX Registration: Additional Verification
1. Identity Verification 2. Signature Question 3. 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](#).

eSignature Widget
1. Authentication
Log into CDX
User: JAROSEVA111
Password: [Redacted]
Show Password []
Login

City, State, Zip: [Redacted]
Province: [Redacted]
Country: [Redacted]
Phone Number: [Redacted]
E-mail Address: [Redacted]
Registrant's Name: [Redacted]
CDX User Name: [Redacted]
Sign Electronically Cancel

United States Environmental Protection Agency
Home About Recent Announcements Terms and Conditions FAQ Help
CDX CDX Registration: Additional Verification
1. Identity Verification 2. Signature Question 3. 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](#).

eSignature Widget
1. Authentication
Log into CDX
User: JAROSEVA111
Password: [Redacted]
Show Password []
Welcome Evan Jaros
2. Verification
Question: Who is your favorite author?
Answer: [Redacted]
Show Answer []
Answer

City, State, Zip: ANN ARBOR, MI 48106
Province: [Redacted]
Country: US
Phone Number: (734) 214-4374
E-mail Address: Jaros.Evan@epa.gov
Registrant's Name: Mr Evan Jaros
CDX User Name: JAROSEVA111
Sign Electronically Cancel

United States Environmental Protection Agency
Home About Recent Announcements Terms and Conditions FAQ Help
CDX CDX Registration: Additional Verification
1. Identity Verification 2. Signature Question 3. 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](#).

eSignature Widget
1. Authentication
Log into CDX
User: JAROSEVA111
Password: [Redacted]
Show Password []
Welcome Evan Jaros
2. Verification
Question: Who is your favorite author?
Answer: [Redacted]
Show Answer []
Correct Answer
3. Sign File
Sign

City, State, Zip: ANN ARBOR, MI 48106
Province: [Redacted]
Country: US
Phone Number: (734) 214-4374
E-mail Address: Jaros.Evan@epa.gov
Registrant's Name: Mr Evan Jaros
CDX User Name: JAROSEVA111
Sign Electronically Cancel

Part 4 Scenario B: CAO Sponsors New Role for Existing CDX User

CAO Approves This Sponsorship Request

- After signing ESA, you will be returned to the “Role Sponsorship” tab and no further action is necessary by CAO for this sponsorship
- If the Submitter Role was being added, this is the last step and the new role should now be active. If the CROMERR Signer Role was being added, the next section outlines the final Identity Verification and ESA steps to be taken by the Sponsored User.

The screenshot displays the EPA CDX Central Data Exchange interface. At the top, the EPA logo and "United States Environmental Protection Agency" are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the CDX logo and "Central Data Exchange" are shown, along with a "Contact Us" button and a "Logged in as" field with a "(Log out)" link. A secondary navigation bar contains buttons for MyCDX, Inbox, My Profile, Role Sponsorship (which is highlighted), Submission History, Payment History, and E-Enterprise Portal. The main content area shows a breadcrumb trail: "You are here: Role Sponsorship Tools » Pending Sponsorship Requests - Search » Pending Sponsorship Request Search Results". Below this is the heading "Pending Sponsorship Request Search Results" and the message "0 items found; displaying 0 to 0." A table with four columns is shown: "Requestor Information", "Request Details", "Request Date", and "Actions". The table is currently empty. At the bottom of the table area, a message states "No data was found matching your criteria. Please [search again](#)." and a green "Back" button is located at the bottom left.

Part 4 Scenario B: CAO Sponsors New Role for Existing User

Section 4 of 4:

Sponsored User Completes
CROMERR Signer Role Activation By
Completing Electronic Identity
Verification and Signing ESA

Note: This section is not required for Submitter Role or if Identity Verification was already completed as part of CAO role approval.

Part 4 Scenario B: CAO Sponsors New Role for Existing CDX User

Sponsored User Reviews Account Information

- Click “log in...” link from CDX email
- Log in to CDX
- Review pending role sponsorship and contact information
- Click “Submit” button

The screenshot shows the 'CDX Role Sponsorship Process' page. At the top right, there is a 'Contact Us' link and a 'Logged in as' field with a '(Log out)' link. Below this, a breadcrumb trail reads 'You are here: Role Sponsorship » Complete Account'. The main content area is titled 'Registration Information' and contains a table with the following details:

Name	<input type="text"/>
Email	<input type="text"/>
Program Service	Engines and Vehicles - Compliance Information System
Role	CROMERR Signer
Manufacturer Code	EPA

Below the table, a message states: 'Please review your contact information below before proceeding to complete your account registration.' The next section is 'Provide Contact Information', which displays the following details:

EPA
2000 TRAVERWOOD DRIVE
ANN ARBOR, MI, US
48105

Below the address, there are input fields for:

- Email *
- Phone Number *
- Phone Number Ext
- Fax Number

At the bottom left of the form, a green 'Submit' button is circled in red.

Part 4 Scenario B: CAO Sponsors New Role for Existing CDX User

Sponsored User Provides Identity Verification Information

- Review/Provide required personal information for electronic identity verification
- Check the box next to “The name above is me. Please proceed with LexisNexis Validation.”
- Click “Proceed with Verification”

CDA Registration - LexisNexis®

Logged in as [] (Log out)

1. Identity Verification > 2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID ([View Guidance](#))

Legal Name
Holly [] M [] Pugliese []

Home Address
Address Line 1* []
Address Line 2 []
City* [] State* [] Zip Code* []

Home or Personal Phone
Home or Personal Phone []

Date of Birth
Month* [] Day* [] Year* []

Last 4 of SSN
Last 4 of SSN* [] Show SSN

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

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

Sponsored User Selects Signature Questions

- Select five security questions from the dropdowns
- Provide the answer for each selected question
- Click “Save Answers” button

EPA United States Environmental Protection Agency

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CDX Central Data Exchange [Contact Us](#)
Logged in as **PUGLIESEH** ([Log out](#))

CDX Registration: Additional Verification

1. Identity Verification ✓ 2. Signature Question 3. Mobile Number 4. ESA

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.

Select 5 Signature Questions and Answers

What is your favorite vacation destination?	▼	●●●●●●
What is your favorite pet's name?	▼	●●●
Who is your favorite author?	▼	●●●●●
What is your favorite TV show?	▼	●●●●
What is your favorite book?	▼	●●●●

Show Answers

Save Answers

Part 4 Scenario B: CAO Sponsors New Role for Existing CDX User

Sponsored User Reviews ESA

- Review Electronic Signature Agreement (ESA)
- Click “Sign Electronically”
- Review Attestation statement
- Click “Accept”

CDX Registration: Additional Verification

Contact Us
Logged in as [] (Log out)

1. Identity Verification ✓ 2. Signature Question ✓ 3. Mobile Number ✓ 4. 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.

Signature: _____

Date: _____

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

EV-CIS Team
c/o CGI Federal, Inc.
12601 Fair Lakes Circle
Fairfax, VA 22033

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge 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.

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

1. Identity Verification ✓ 2. Signature Question ✓ 3. Mobile Number ✓ 4. 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.

Signature: _____

Date: _____

EV-CIS Team
c/o CGI Federal, Inc.
12601 Fair Lakes Circle
Fairfax, VA 22033

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge 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.

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

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.

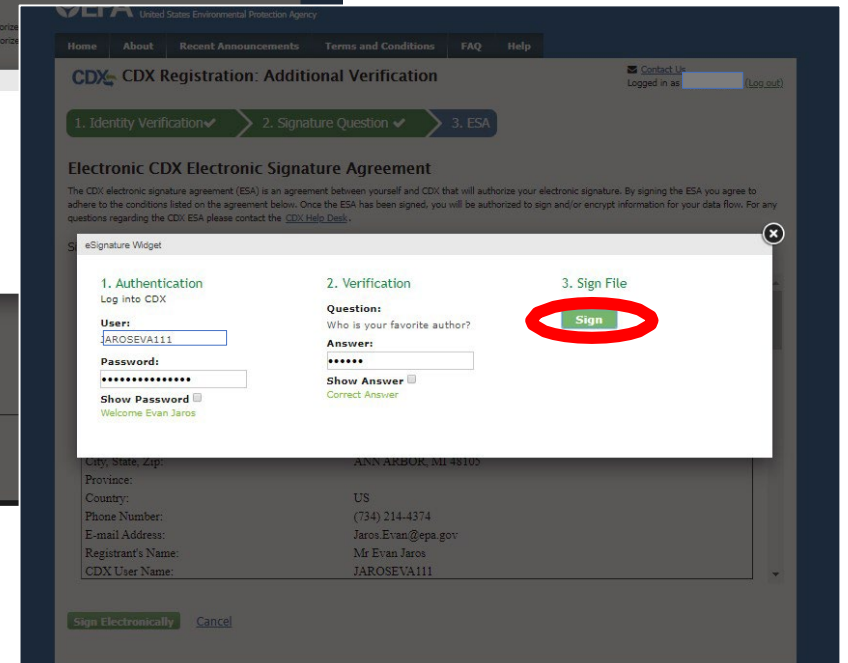
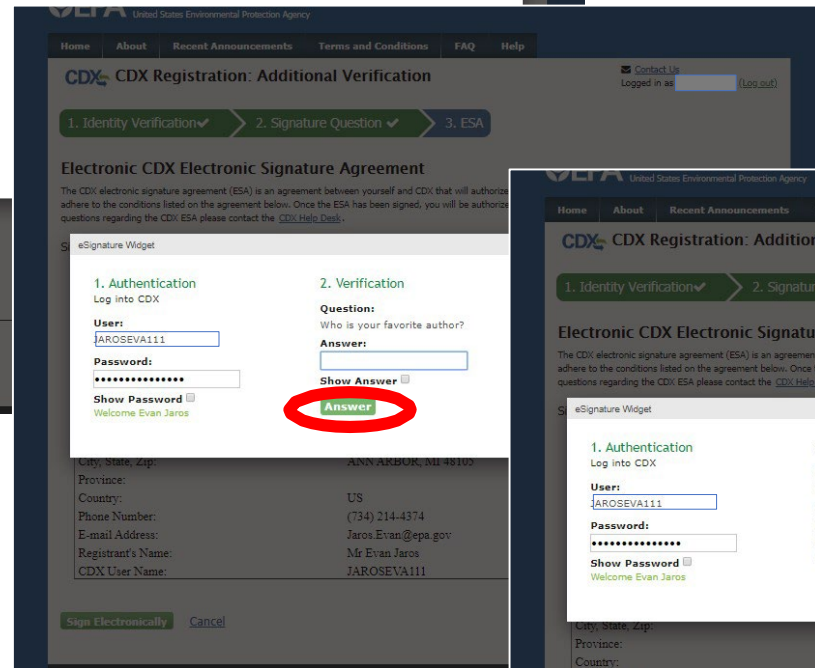
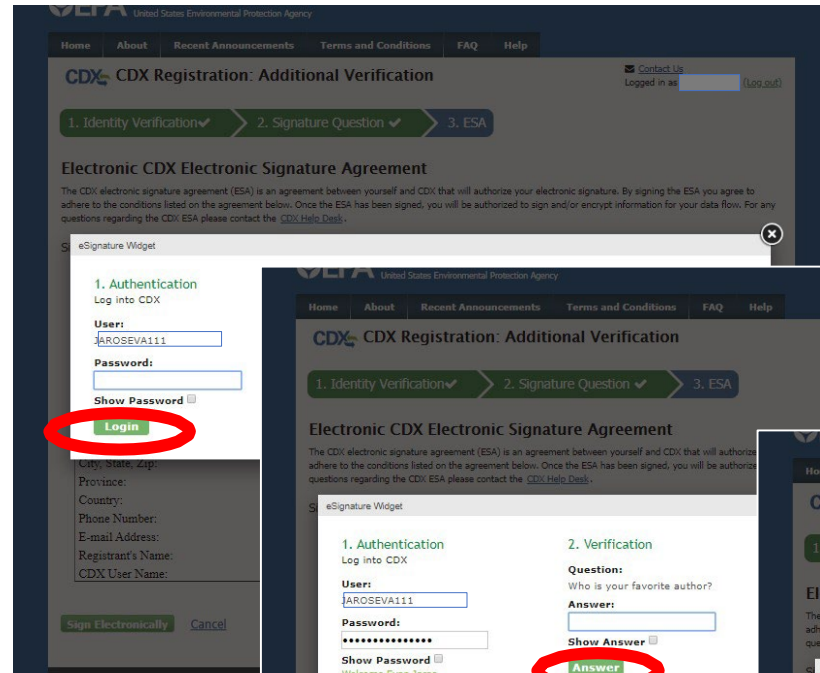
Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

[Accept](#) [Decline](#)

Part 4 Scenario B: CAO Sponsors New Role for Existing CDX User Sponsored User Signs ESA

- This is a three-step window.

1. Type Password and click “Login”
2. Answer security question and click “Answer”
3. Click “Sign”



Sponsored User Completes Role Sponsorship Process

- After completing electronic identity verification and ESA process, you will be returned to the “MyCDX” page
- Your new CROMERR Signer role will now be active

The screenshot displays the EPA MyCDX portal interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area features the CDX Central Data Exchange logo, a 'Contact Us' link, and a 'Logged in as' status with a '(Log out)' link. Below this is a secondary navigation bar with 'MyCDX', 'Inbox', 'My Profile', 'Submission History', 'Payment History', and 'E-Enterprise Portal' buttons.

The central content area is divided into two main sections. The left section, titled 'Services' with a 'Manage' icon, contains a table of active roles:

Status	Program Service Name	Role
	EV-CIS: Engines and Vehicles - Compliance Information System	CROMERR Signer
	EV-CIS: Engines and Vehicles - Compliance Information System	Submitter

The 'CROMERR Signer' role is highlighted with a red circle. Below the table are two buttons: 'Add Program Service' and 'Manage Your Program Services'.

The right section, titled 'CDX Service Availability', contains a link: 'See the status for all program services'. Below this is a 'News and Updates' section with the text: 'No news/updates.'

Part 5:

Tools for CAOs

Part 5: Tools for CAOs

Role Sponsorship Tab For CAOs

- The “Role Sponsorship” tab will be visible to any EV-CIS user with CAO role
- There are three tools to assist with CAO Role Sponsorship responsibilities:
 1. Role Sponsorship/Invitation (*Send invitation for new CDX user or new EV-CIS role*)
 2. Pending Sponsorship Requests (*Search for pending sponsorship requests*)
 3. Access Management (*Revoke/Reactivate user roles*)

The screenshot displays the EPA CDX Central Data Exchange interface. The 'Role Sponsorship' tab is highlighted with a red circle. Below it, the 'Role Sponsorship Tools' table is shown with a red border around the tool descriptions.

Tool	Description
Role Sponsorship/Invitation	Initiate and inform users of request to authorize service access
Pending Sponsorship Requests	List and approve/deny requests for service access
Access Management	View and/or modify existing privileges

Part 5: Tools for CAOs

Tool 1: Role Sponsorship/Invitation

- Click on “Role Sponsorship/Invitation” link
- Enter email of user you wish to sponsor for new CDX account or new role
- Select “Engines and Vehicles – Compliance Information System” for Program Service
- Select the role for this user (Submitter or CROMERR Signer)
- Click the “Submit” button

The image displays two screenshots of the EPA CDX (Central Data Exchange) website interface. The top screenshot shows the 'Role Sponsorship Tools' menu, where the 'Role Sponsorship/Invitation' link is highlighted with a red circle. The bottom screenshot shows the 'Role Sponsorship' form, where the 'Submit' button is highlighted with a red circle. The form includes fields for 'Email *' and 'Role *' (set to 'CROMERR Signer'), and a dropdown for 'Program Service *' (set to 'EV-CIS: Engines and Vehicles - Compliance Infor').

EPA United States Environmental Protection Agency

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CDX Central Data Exchange

Contact Us
Logged in as CHRISTIPOIRIER (Log out)

MyCDX Inbox My Profile Role Sponsorship Submission History Payment History E-Enterprise Portal

You are here: [Role Sponsorship Tools](#)

Role Sponsorship Tools

Tool

- [Role Sponsorship/Invitation](#)
- [Pending Sponsorship Requests](#)
- [Access Management](#)

EPA United States Environmental Protection Agency

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CDX Central Data Exchange

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You are here: [Role Sponsorship Tools](#) » Role Sponsorship/Invitation

Role Sponsorship

The asterisk (*) denotes a required field.

Step 1: Recipient Information

Provide the email address of the user you wish to sponsor. If the user does not already exist in CDX, you can either try a different email address or invite the new user to create a CDX account.

Email *

Step 2: Sponsorship Information

Provide the information for the role you wish to sponsor.

Program Service *
EV-CIS: Engines and Vehicles - Compliance Infor ▼

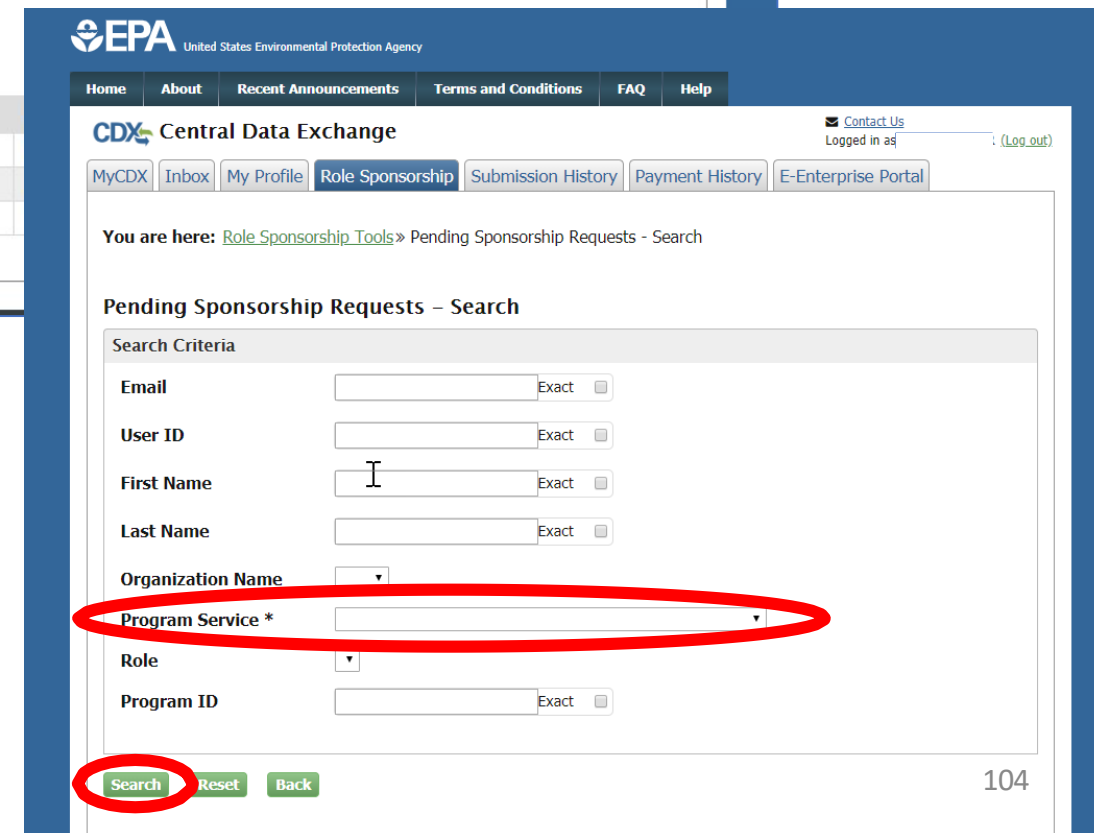
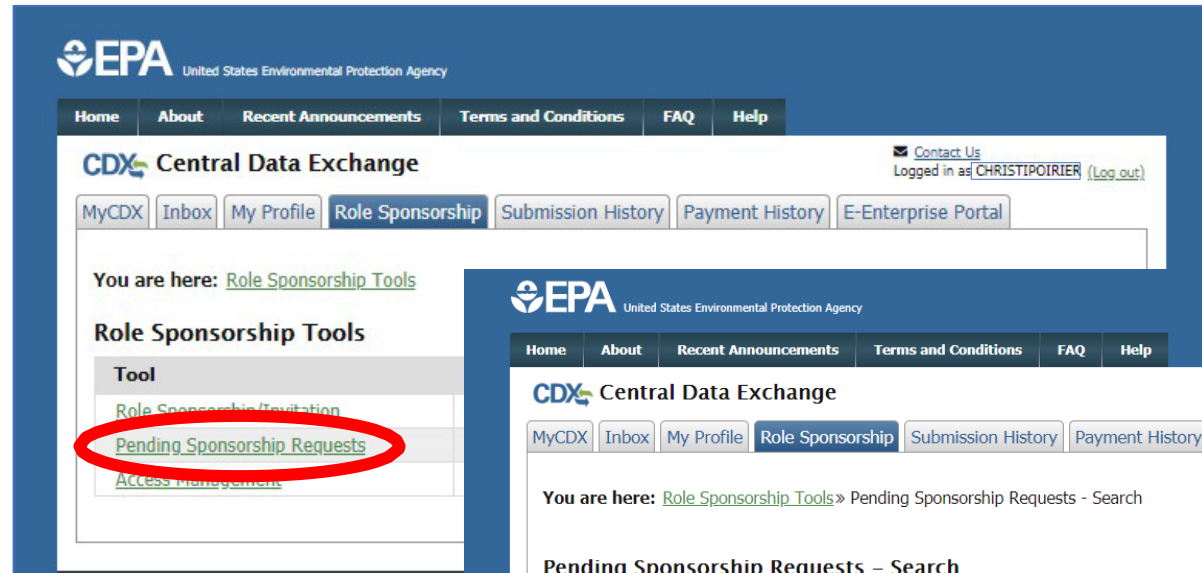
Role *
CROMERR Signer ▼

Submit Back

Tool 2: Pending Sponsorship

Requests

- Click on “Pending Sponsorship Requests” link
- Select “Engines and Vehicles – Compliance Information System” for Program Service
- Enter any additional search criteria
- Click the “Search” button



Tool 2: Pending Sponsorship

Requests

- CAOs will see all pending sponsorship requests for all users for their company (i.e., with the same Manufacturer Code) regardless of which CAO sponsored the user
- CAOs can “Approve” or “Reject” any sponsorship request for any user

The screenshot displays the EPA CDX Central Data Exchange interface. At the top, there is a navigation menu with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the CDX logo and 'Central Data Exchange' text are visible, along with a 'Contact Us' link and a 'Logged in as' field with a '(Log out)' link. A secondary navigation bar contains buttons for MyCDX, Inbox, My Profile, Role Sponsorship (which is highlighted), Submission History, Payment History, and E-Enterprise Portal. The main content area shows a breadcrumb trail: 'You are here: Role Sponsorship Tools » Pending Sponsorship Requests - Search » Pending Sponsorship Request Search Results'. Below this, the heading 'Pending Sponsorship Request Search Results' is followed by '3 items found; displaying 1 to 3.' and 'Page 1 of 1'. A table with four columns: Requestor Information, Request Details, Request Date, and Actions, lists three requests. The first request is from the ENVIRONMENTAL PROTECTION AGENCY, dated 3/2/2020 5:03:53 PM, and its 'Approve' and 'Reject' buttons are circled in red. The second request is also from the ENVIRONMENTAL PROTECTION AGENCY, dated 3/2/2020 4:45:01 PM. The third request is from US EPA, dated 3/1/2020 8:55:19 PM. A 'Back' button is located at the bottom left of the table area.

Requestor Information	Request Details	Request Date	Actions
	Organization: ENVIRONMENTAL PROTECTION AGENCY Program Service: EV-CIS Role: Submitter View Details	3/2/2020 5:03:53 PM	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject
	Organization: ENVIRONMENTAL PROTECTION AGENCY Program Service: EV-CIS Role: Submitter View Details	3/2/2020 4:45:01 PM	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject
	Organization: US EPA Program Service: EV-CIS Role: Submitter View Details	3/1/2020 8:55:19 PM	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject

Part 5: Tools for CAOs

Tool 3: Access Management

- Click on “Access Management” link
- Select “Engines and Vehicles – Compliance Information System” for Program Service
- Enter any additional search criteria
- Click the “Search” button

The screenshot shows the EPA CDX Central Data Exchange interface. The top navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header displays the CDX logo and the text 'Central Data Exchange'. Below this, there are tabs for MyCDX, Inbox, My Profile, Role Sponsorship, Submission History, Payment History, and E-Enterprise Portal. The 'Role Sponsorship' tab is active, and the breadcrumb trail indicates 'You are here: Role Sponsorship Tools'. A sidebar on the left lists 'Role Sponsorship Tools' with sub-links for 'Role Sponsorship/Invitation', 'Pending Sponsorship Requests', and 'Access Management', which is circled in red. The main content area is titled 'Access Management - Search' and contains a 'Search Criteria' form with fields for Email, User ID, First Name, Last Name, Sponsorship Status, Organization Name, Program Service (set to 'Engines and Vehicles - Compliance Information System' and circled in red), Role, and Program ID. Each field has an 'Exact' checkbox. At the bottom of the form, there are 'Search', 'Reset', and 'Back' buttons, with the 'Search' button circled in red. The page number '106' is visible in the bottom right corner.

Tool 3: Access Management

- CAOs will see all roles for all users for their company (i.e., with the same Manufacturer Code) regardless of which CAO sponsored a user
- CAOs can “Revoke” or “Reactivate” any role for any user

The screenshot displays the EPA CDX Central Data Exchange interface. The top navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header shows the CDX logo and the text 'Central Data Exchange'. Below this, there are tabs for MyCDX, Inbox, My Profile, Role Sponsorship (selected), Submission History, Payment History, and E-Enterprise Portal. The breadcrumb trail indicates the current location: Role Sponsorship Tools » Access Management - Search » Access Management Search Results.

The main content area is titled 'Access Management Search Results' and shows '25 items found; displaying 1 to 20.' The results are presented in a table with the following columns: Sponsored Users, Sponsorship Details, Status, Last Updated, and Actions. The table contains three rows of data:

Sponsored Users	Sponsorship Details	Status	Last Updated	Actions
	Organization: EPA Program Service: EV-CIS Role: CROMERR Signer Manufacturer Code: EPA View Details	Active	1/15/2020 4:43:04 PM	✗ Revoke
	Organization: EPA Program Service: EV-CIS Role: Submitter Manufacturer Code: EPA View Details	Active	1/15/2020 4:43:45 PM	✗ Revoke
	Organization: US EPA Program Service: EV-CIS Role: CROMERR Signer Manufacturer Code: EPA View Details	Inactive	1/15/2020 10:50:13 AM	🔄 Reactivate

Appendix: General Resources

- EV-CIS Account Setup
 - <https://www.epa.gov/ve-certification/account-setup-engines-and-vehicles-compliance-information-system-ev-cis>
 - Documentation on the new process will be posted on this page when it is available
 - Questions regarding accounts and/or the new process can be sent to verify@epa.gov
- EV-CIS Listserver
 - Send a blank email to evcis-subscribe@lists.epa.gov