

Registering for eSIPS – State “Certifier” Role

Registering with CDX – There are three ways to start the registration process. If you were a pilot participant, you **DO NOT** need to register again.

1. If you have an existing CDX account, please log-in. **Skip to slide 27.**
2. Use this shortcut registration link for the Certifier Role:
<https://cdx.epa.gov/RegistrationRequest/ConfirmAccount?DataflowRole=101020>
3. Go to <https://cdx.epa.gov/>. Click on “Register with CDX”, accept the “Terms and Conditions”, and search for “esips” as your “active program service”. Select “Certifier” as your role. **Skip to slide 4.**

To create a new account, click on “Create New Account”

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CDX Core CDX Registration [Contact Us](#)

To add the registration information below to your existing profile, log in to CDX.

Registration Information	
Program Service	eSIPS - electronic State Implementation Plan Submission
Role	Certifier

Log in to existing account

User ID

Password

[Log In](#) [Create New Account](#)

Read the Terms and Conditions, select “I Accept” and click on the “Proceed” button

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CDX Terms and Conditions

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

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

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;

I Accept
 I Decline

[Proceed](#) [Cancel](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

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Select your state from the drop down menu. When completed, click on the “Request Role Access” button.

The screenshot shows the 'CDX Core CDX Registration' page. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, and Help. Below this is a progress indicator with four steps: 1. Program Service (checked), 2. Role Access (active), 3. User and Organization, and 4. Confirmation. The 'Registration Information' section displays 'Program Service' as 'electronic State Implementation Plan Submission' and 'Role' as 'Not selected'. Below this, a text prompt reads: 'Review the selected role below and provide any required additional information, if applicable. Any role issues will display in the status below.' The 'Role' is set to 'Certifier' and the 'State *' is an empty dropdown menu. At the bottom of the form, there are two buttons: 'Request Role Access' and 'Cancel'. The footer contains contact information for the CDX Help Desk and various utility links.

This screenshot is identical to the previous one, but with the 'State *' dropdown menu open, showing a list of US states and the District of Columbia. The 'Request Role Access' button is highlighted with a red rectangle. The list of states includes: Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Marshall Islands, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, and Missouri. The 'Request Role Access' button is highlighted with a red rectangle.

Provide User Registration Information

CDX Core CDX Registration [Contact Us](#)

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

Registration Information

Program Service	electronic State Implementation Plan Submission
Role	Certifier

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 *

Sample text provided below for demonstration only. Do not copy.

Registration Information

Program Service	electronic State Implementation Plan Submission
Role	Certifier

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 *

Part 2: Organization Info

Organization Information – You can search by Org ID or by Org name

Enter Org ID and click on “Search”

Part 2: Organization Info

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

15404

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CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

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Select from search results

Part 2: Organization Info

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

15404

Org ID	15404
Org Name	EPA 2
Address	1200 PENN AVE
City	WASHINGTON
State	DC
ZIP Code	20460

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

Organization Information – Provide your work email and phone number. When completed, click on “Submit Request for Access”

Part 2: Organization Info

EPA 2
1200 PENN AVE
WASHINGTON, DC, US
20460

Email *

Re-enter Email *

Phone Number * ×

Phone Number Ext

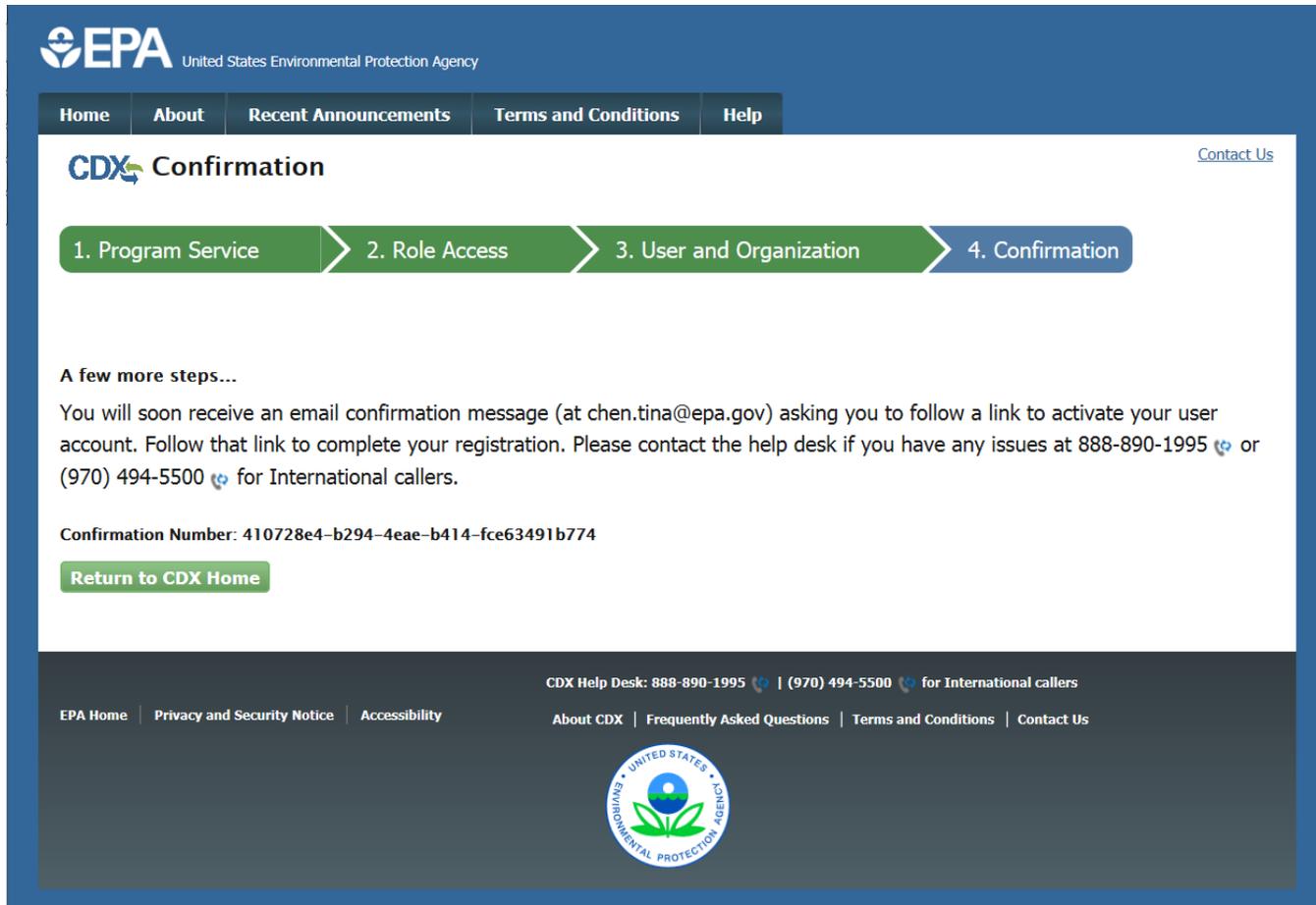
Fax Number

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

Submit Request for Access

Cancel

A few more steps to complete your registration – Look for an email from “helpdesk@epacdx.net”



The screenshot shows the EPA CDX Confirmation page. At the top left is the EPA logo with the text "United States Environmental Protection Agency". A navigation bar contains links for "Home", "About", "Recent Announcements", "Terms and Conditions", and "Help". The main heading is "CDX Confirmation" with a "Contact Us" link on the right. A progress bar shows four steps: "1. Program Service", "2. Role Access", "3. User and Organization", and "4. Confirmation", with the fourth step highlighted in blue. Below the progress bar, the text reads: "A few more steps... You will soon receive an email confirmation message (at chen.tina@epa.gov) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for International callers." A "Confirmation Number: 410728e4-b294-4eae-b414-fce63491b774" is displayed, followed by a "Return to CDX Home" button. The footer includes contact information for the CDX Help Desk and various links: "EPA Home", "Privacy and Security Notice", "Accessibility", "About CDX", "Frequently Asked Questions", "Terms and Conditions", and "Contact Us". The EPA logo is centered at the bottom.

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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 chen.tina@epa.gov) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for International callers.

Confirmation Number: 410728e4-b294-4eae-b414-fce63491b774

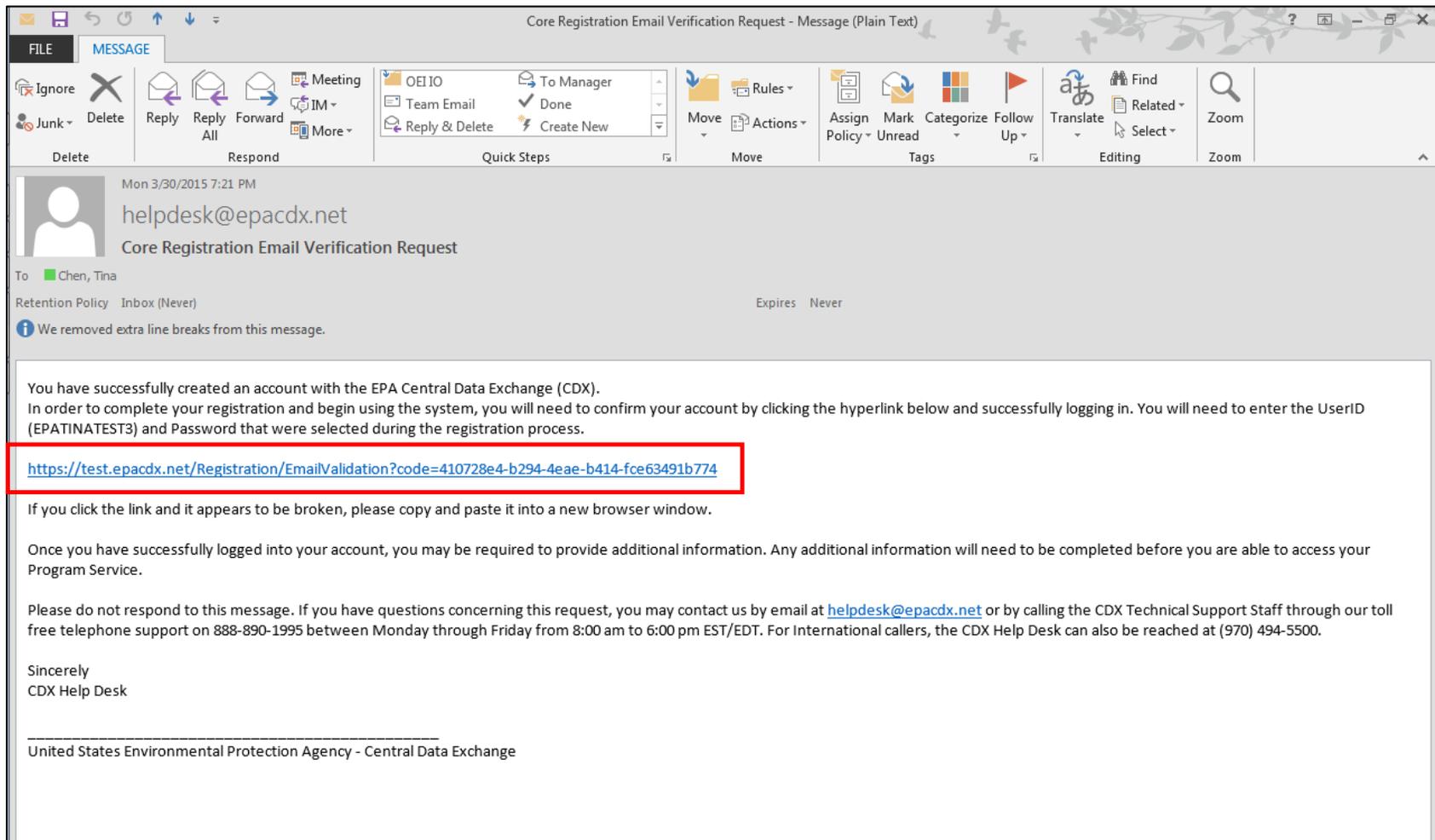
[Return to CDX Home](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

[EPA Home](#) | [Privacy and Security Notice](#) | [Accessibility](#) | [About CDX](#) | [Frequently Asked Questions](#) | [Terms and Conditions](#) | [Contact Us](#)



Click on the link provided in the email to finish your registration. This link can only be used ONCE.



Core Registration Email Verification Request - Message (Plain Text)

FILE MESSAGE

Ignore X Delete Reply Reply All Forward IM More

Meeting

OEIO To Manager Done Create New

Team Email Reply & Delete

Rules Move Actions

Assign Policy Mark Unread Categorize Follow Up

Translate Find Related Select Zoom

Mon 3/30/2015 7:21 PM

helpdesk@epacdx.net

Core Registration Email Verification Request

To: Chen, Tina

Retention Policy: Inbox (Never) Expires: Never

We removed extra line breaks from this message.

You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully logging in. You will need to enter the UserID (EPATINATEST3) and Password that were selected during the registration process.

<https://test.epacdx.net/Registration/EmailValidation?code=410728e4-b294-4eae-b414-fce63491b774>

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely
CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange

Log-in with the User ID and Password that you just created

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CDX Central Data Exchange [Contact Us](#)

Log In

User ID

Password

Log In to CDX

[Register with CDX](#) | [Forgot your Password?](#) | [Forgot your User ID?](#) | [Help](#)

Warning Notice

Warning Notice

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1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;

Additional verification required. Please read the contents on this page and select the check box and click on “Proceed to Verification”, if you are ready to proceed with additional electronic identity proofing by LexisNexis.

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CDX CDX Registration: Additional Verification [Contact Us](#)
Logged in as EPATINATEST3 ([Log out](#))

1. Identity Verification 2. Electronic Signature Agreement

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

Note: By clicking [Proceed to Verification] you understand the service is voluntary and that you are validating personally identifying information including the last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may [sign the paper form](#) if you do not want to use the automatic verification process.

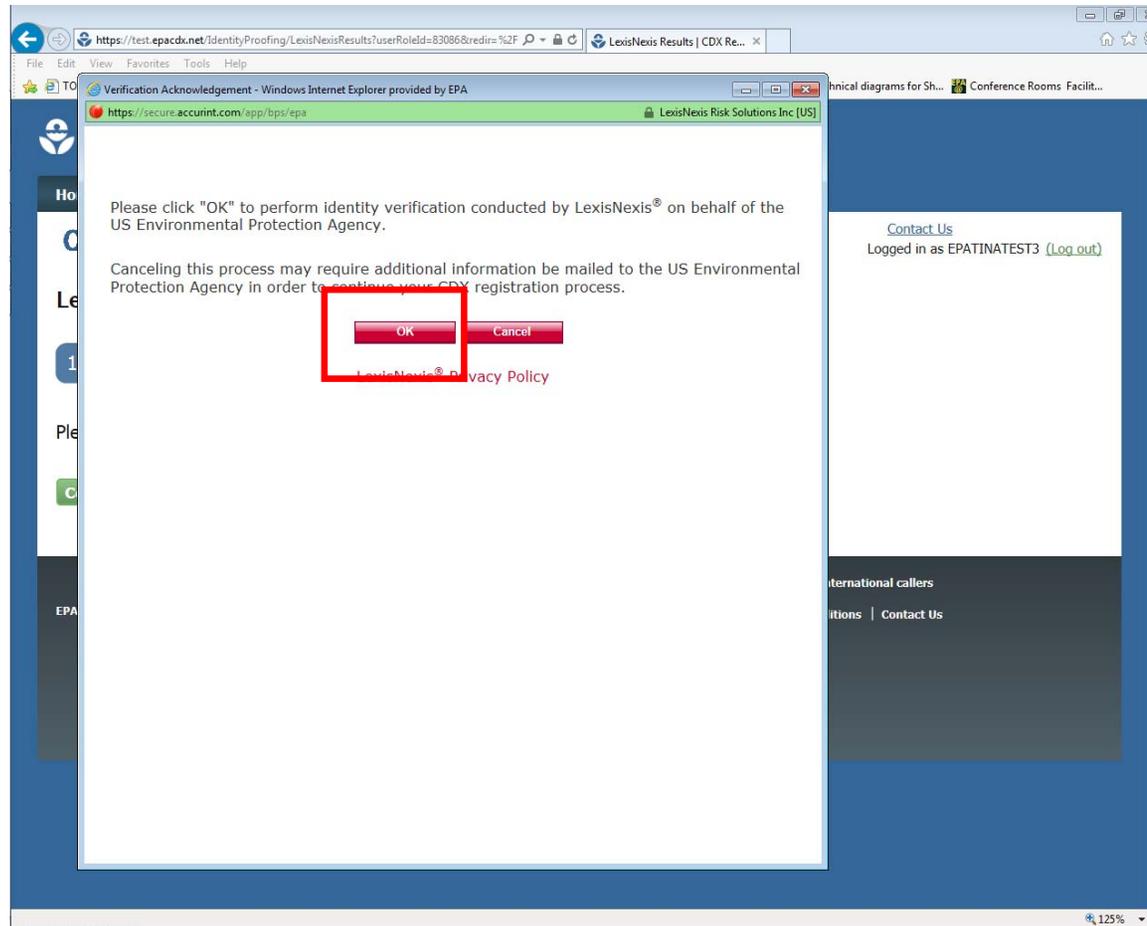
Note: You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the [CDX Help Desk](#).

First Name: Tina
Last Name: Chen

I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)

[Back](#) **Proceed to Verification** Cancel

Click "Ok" to proceed



Please complete all the required fields on this form and click “submit”. None of the information you provide to LexisNexis is collected or stored by the EPA.

The DOB format is mm/dd/yyyy.

Click “OK” to continue.

The image displays two screenshots of a web application interface for LexisNexis Verification for EPA. The left screenshot shows the registration form with the following fields: Last Name (Chen), First Name (Tina), Middle Name, SSN (Last 4), Home Address, Home City, Home State (dropdown menu), Home Zip, Home Phone, and Date of Birth. The 'Submit' button is highlighted with a red box. The right screenshot shows the confirmation dialog with the text: "Thank you for completing the LexisNexis verification process on behalf of the U.S. Environmental Protection Agency. Please click the 'OK' button below or close this window to return to CDX to continue." The 'OK' button is highlighted with a red box.

Click on “continue” to proceed.

If you did not pass LexisNexis identity verification, you will see this page. Skip to slide 25.

If you passed LexisNexis identity verification, please go to the next slide.

The screenshot shows the EPA CDX Registration: Additional Verification page. The page title is "CDX Registration: Additional Verification". Below the title, it says "LexisNexis® Results". There are two steps: "1. Identity Verification" and "2. Electronic Signature Agreement". The "Continue" button is highlighted with a red box. The page also includes a "Contact Us" link and a "Logged in as EPATINATEST3 (Log out)" link. At the bottom, there is a footer with contact information and a logo.

The screenshot shows the EPA CDX Registration: Additional Verification page. The page title is "CDX Registration: Additional Verification". Below the title, it says "1. Identity Verification" and "2. Electronic Signature Agreement". A red box highlights a message: "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". Below the message, there is a section titled "U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT". The section includes a paragraph about accepting the electronic signature credential and a table of "Electronic Signature Holder Company Information". The table lists the following information:

Organization Name:	USEPA
Address:	1200 PENNSYLVANIA AVE ms2823t
City, State, Zip:	WASHINGTON, DC 20460
Province:	
Country:	US
Phone Number:	(202) 566-0248
E-mail Address:	chen.tina@epa.gov
Registrant's Name:	Ms Tina Chen
CDX User Name:	EPATINATEST3

At the bottom of the form, there are two buttons: "Sign Paper Form" and "Cancel".

You passed the LexisNexis identity verification. Now you have to establish a 2nd factor for authentication.

Select 5 challenge questions and provide answers. You will be prompted with one of these questions when you are required to sign a document electronically. Click on “save answers” when completed.

Review the Electronic Signature Agreement and click on “sign electronically” to complete

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CDX Central Data Exchange [Contact Us](#)
Logged in as EPATINATEST3 ([Log out](#))

CDX Registration: Additional Verification

1. Identity Verification 2. Electronic Signature Agreement

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Challenge Questions and Answers

<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>

[Save Answers](#)

EPA United States Environmental Protection Agency

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CDX CDX Registration: Additional Verification [Contact Us](#)
Logged in as EPATINATEST3 ([Log out](#))

1. Identity Verification 2. Electronic Signature Agreement

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](#).

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

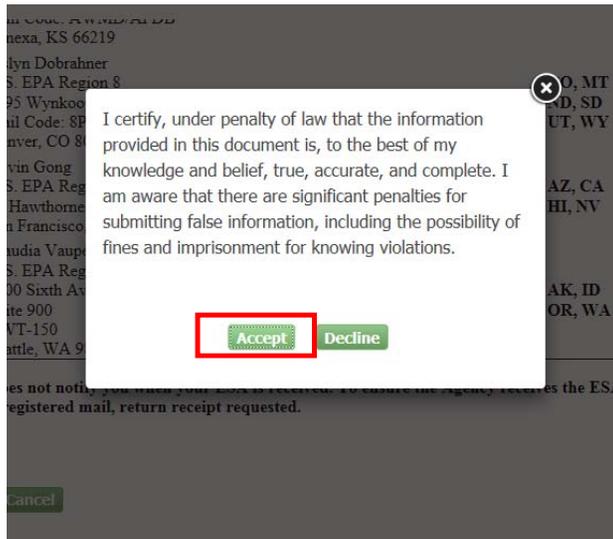
In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

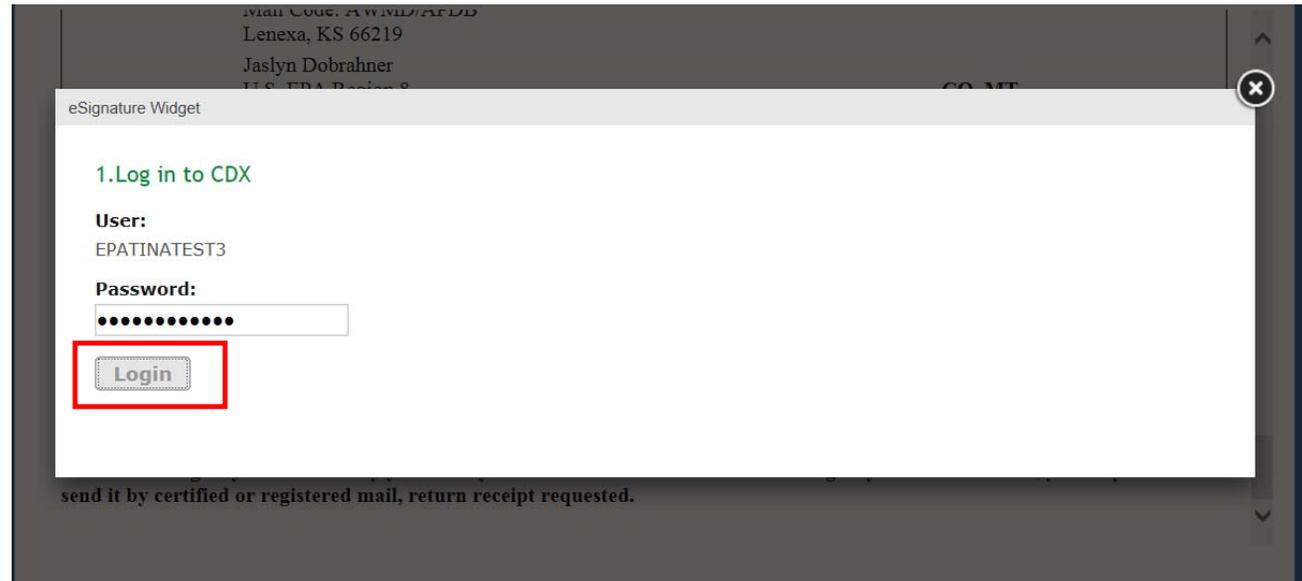
Organization Name:	USEPA
Address:	1200 PENNSYLVANIA AVE ms2823t
City, State, Zip:	WASHINGTON, DC 20460
Province:	
Country:	US
Phone Number:	(202) 566-0248 ☎
E-mail Address:	chen.tina@epa.gov
Registrant's Name:	Ms Tina Chen
CDX User Name:	EPATINATEST3

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

Accept the certification statement by clicking on the “accept” button.



The eSignature widget is a 3-step operation to complete the electronic signature process. Enter your password and click on the “login” button



Provide the correct answer to the challenge question displayed.

The screenshot shows a window titled "eSignature Widget" with a close button in the top right corner. The window is divided into two columns. The left column is titled "1. Log in to CDX" and contains the following text: "User: EPATINATEST3", "Password: [password field]", and "Welcome Tina Chen". The right column is titled "2. Answer Secret Question" and contains the text: "Question: What is your favorite pet's name?", "Answer: [text field]", and an "Answer" button. At the bottom of the window, there is a footer that reads "send it by certified or registered mail, return receipt requested."

Click on the "sign" button to finish the electronic signature process.

The screenshot shows the same "eSignature Widget" window, but now with a third column titled "3. Sign File" on the right. The "Answer" field in the second column now contains the text "test pet" and is followed by the text "Correct Answer" in green. A "Sign" button is now visible in the "3. Sign File" column. The footer "send it by certified or registered mail, return receipt requested." remains at the bottom.

You have completed the registration process for an eSIPS certifier role. Congratulations! Click on the “Back to MyCDX” button.

You should now see the “Certifier” role on your MyCDX page.

EPA will use the “News and Updates” box on the MyCDX page to provide users with important information related to eSIPS.

The screenshot shows the EPA MyCDX interface. At the top is the EPA logo and navigation menu. Below is the 'CDX Central Data Exchange' header and a breadcrumb trail: 'You are here: MyCDX > Manage Program Services'. The main section is titled 'Manage Program Services' and features a green success message box: 'Program Service successfully added to USEPA.' Below this are buttons for 'Add Program Service' and 'Back to MyCDX'. At the bottom, there is a box for 'eSIPS: electronic State Implementation Plan Submission' and the address: 'USEPA, 1200 PENNSYLVANIA AVE, ms2823t, WASHINGTON, DC, US 20460, (202)'. A red box highlights the success message.

The screenshot shows the EPA MyCDX 'Services' page. It includes the EPA logo, navigation menu, and 'CDX Central Data Exchange' header. A breadcrumb trail shows 'MyCDX > Inbox > My Profile > Submission History'. The main content area has a 'Services' table with columns for 'Status', 'Program Service Name', and 'Role'. A row is visible for 'eSIPS: electronic State Implementation Plan Submission' with the role 'Certifier'. To the right are sections for 'CDX Service Availability' and 'News and Updates' (containing 'No news/updates.'). At the bottom are buttons for 'Add Program Service' and 'Manage Your Program Services'. A red box highlights the 'Certifier' role and the 'News and Updates' section.

Email notifications sent from: helpdesk@epacdx.net

eSIG-PIN Questions Answered

Wed 4/1/2015 7:58 PM
helpdesk@epacdx.net
eSIG-PIN Questions Answered

To:  Chen, Tina
Retention Policy Inbox (Never) Expires Never

You have provided answers to 5 eSIG-PIN questions on on 4/1/2015 7:57:51 PM for CDX user account, EPATINATEST3.

A MyCDX Inbox message has been sent with the questions you selected.

However, for your protection, your answers are not provided. If you forget your questions or answers, you may contact the CDX Help Desk to receive an eSIG-PIN Reset Authorization Code.

If you did not provide eSIG-PIN questions and answers, please contact the CDX Help and alert them of a possible security breach of your account.

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 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

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

United States Environmental Protection Agency - Central Data Exchange

**You've successfully signed a document
(the Electronic Signature Agreement)**

Wed 4/1/2015 8:13 PM
helpdesk@epacdx.net
You successfully signed a document

To:  Chen, Tina
Retention Policy Inbox (Never) Expires Never

You have successfully signed your CDX submission using the CROMERR E-Signature process. To view the details of this CROMERR activity please [click here](#).
This message is being sent to you as confirmation of your submission. If you did not perform this submission please contact the CDX Helpdesk at 888-890-1995.

Email notifications sent from: helpdesk@epacdx.net

Role Activated - You will receive a confirmation email that your role has been activated by EPA.

Wed 4/1/2015 8:13 PM
helpdesk@epacdx.net
CDX Registration Status Change

To  Chen, Tina

Retention Policy Inbox (Never) Expires Never

Your Central Data Exchange (CDX) CDX Role has been activated by EPA.

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

Your regional account manager(s) will receive this email notification when your role is activated.

Wed 4/1/2015 8:13 PM
helpdesk@epacdx.net
CDX Registration Status Change

To  Chen, Tina

Retention Policy Inbox (Never) Expires Never

This is for account managers.

The Environmental Protection Agency's Central Data Exchange (CDX) registration system has processed an activation for a registered user of the electronic State Implementation Plan Submission data flow.

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

Click on the “certifier” role to access the eSIPS application.

The screenshot shows the CDX Central Data Exchange user interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, and FAQ. Below this is the CDX logo and the text 'Central Data Exchange'. A secondary navigation bar contains 'MyCDX', 'Inbox', 'My Profile', and 'Submission History'. The main content area is titled 'Services' and includes a 'Manage' link. A table lists services with columns for Status, Program Service Name, and Role. The 'Role' column for 'eSIPS: electronic State Implementation Plan Submission' has 'Certifier' highlighted with a red box. At the bottom, there are two buttons: 'Add Program Service' and 'Manage Your Program Services'.

Status	Program Service Name	Role
	eSIPS: electronic State Implementation Plan Submission	Certifier

The “In-Progress” tab is a list of forms ready for review and certification. Click on any form name to access the form. Or click on the “create new form” button to start a new form.

The screenshot shows the 'eSIPS: Certifier: DC Forms' page. At the top, it displays the CDX logo and 'Central Data Exchange'. On the right, there are links for 'Contact Us' and 'Logged in as EPATINATEST3 (Log out)'. Below the header, the page title is 'eSIPS: Certifier: DC Forms' and the organization is 'USEPA (1200 PENNSYLVANIA AVE, ms2823t, WASHINGTON, DC, US 20460)'. There are two tabs: 'In Progress' and 'Submitted'. Below the tabs, it says '3 items found; displaying 1 to 3.' and 'Page 1 of 1'. A table lists forms with columns for Form Name, Status, Created Date, and Last Updated. The 'Form Name' 'MICHAELHART-203399' is highlighted with a red box. At the bottom, there are two buttons: 'Create New Form' and 'Close'.

Form Name	Status	Created Date	Last Updated
MICHAELHART-203399	Complete	10/17/2014 3:13:00 PM	10/17/2014 3:13:00 PM
KDESIPSTEST-193190	Complete	5/1/2014 1:58:35 PM	5/1/2014 4:24:12 PM
Test eSIP DC 1	Complete	3/18/2014 4:50:25 PM	3/18/2014 4:51:52 PM

Go through each page of the form and verify the information provided by the preparer. You can make changes, if necessary. When the form is ready for submission to EPA, click on the “sign and submit” button on the last page of the form.

The “Submitted” tab allows you to access a read-only copy of other SIP forms submitted to EPA. Click on any form name to view a “read only” copy of the form.

Central Data Exchange [Contact Us](#)

MyCDX
Inbox
File Information
Administrative Evidence Completeness Checklist
Technical Support Documentation Information
Revision Log

Submission Info

Please complete the submission information section questions, as applicable.
* Denotes the question is required.

Rule/Plan Title *

Tribe (If Applicable)

Pollutants Affected Pollutants *

Submittal Category Submittal Categories Selected *

Submittal Category Description

Geographic Area Affected

Are you requesting parallel processing for this SIP Revision? * Yes No

CDX Central Data Exchange [Contact Us](#)
Logged in as EPATINATEST3 ([Log out](#))

eSIPS: Certifier: DC Forms
Organization: USEPA (1200 PENNSYLVANIA AVE, ms2823t, WASHINGTON, DC, US 20460)

[In Progress](#) **[Submitted](#)**

12 items found; displaying 1 to 10. Page 1 of 2 ▶

Form Name	State	Status	Created Date	Last Updated
Karmen's Test Submission	KS	Submitted	3/13/2015 7:04:28 PM	3/13/2015 7:12:41 PM
VA_Test_01292015	KS	Submitted	3/12/2015 9:02:12 PM	3/12/2015 9:03:36 PM
Karmen VA_20176	KS	Submitted	3/11/2015 9:39:27 PM	3/11/2015 9:52:42 PM
Test eSIP 4/3	DC	Submitted	4/3/2014 5:23:56 PM	4/3/2014 5:30:27 PM
Ryan Test Submission V	ME	Submitted	3/28/2014 10:34:39 AM	3/28/2014 10:38:28 AM
Test Plan	ME	Submitted	3/13/2014 12:40:47 PM	3/13/2014 12:50:08 PM
KARMEN101-192903	IN	Submitted	3/5/2014 5:11:40 PM	3/5/2014 5:12:44 PM
Testing 1405 CS	ME	Submitted	2/14/2014 10:34:07 AM	2/14/2014 10:42:58 AM
Testing 50 Again	ME	Submitted	2/14/2014 8:48:10 AM	2/14/2014 8:56:57 AM
Testing 50	DC	Submitted	2/14/2014 8:43:14 AM	2/14/2014 8:46:31 AM

Role Activated - You will receive an email confirmation that your role has been activated by EPA.
The email will be sent from: helpdesk@epacdx.net

CDX Registration Status Change - Message (Plain Text)

FILE MESSAGE

Ignore Delete Reply Reply All Forward Meeting IM More

SIPs To Manager Done Create New

Team Email Reply & Delete

Rules Move Actions Assign Policy Mark Unread Categorize Translate Find Related Select Zoom

Tue 3/17/2015 12:59 PM

helpdesk@epacdx.net

CDX Registration Status Change

To Chen, Tina

Retention Policy Deleted Items (30 days) Expires 4/16/2015

This item will expire in 29 days. To keep this item longer apply a different Retention Policy.

Your Central Data Exchange (CDX) CDX Role has been activated by EPA.

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

Reminders

- After you have completed registration; to access the eSIPS application, please go to: <https://cdx.epa.gov/>
- Do not share your CDX User ID and Password
- Do not share your CDX account
- All email notifications from be sent from: helpdesk@epacdx.net
 - Please check your spam/junk folders
 - Please save this email address in your contacts list
- If you require technical assistance with your CDX account, you can contact the CDX Help Desk by email or phone: <https://cdx.epa.gov/Help>
- If you have a programmatic question about SIPs or completing the online webform, please contact Mia South, (919) 541-5550, South.Mia@epa.gov
- If you need to deactivate a program role and/or your CDX account, you can do it yourself via the “My Profile” tab or by contacting the CDX Help Desk
 - If you need to deactivate a program role/CDX account for another person, contact the CDX Help Desk

If you did not pass LexisNexis identity verification, you will need to print, sign and mail the paper Electronic Signature Agreement (ESA).

Click on “Sign Paper Form” to continue.

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CDX CDX Registration: Additional Verification [Contact Us](#)
Logged in as EPATINATEST3 ([Log out](#))

1. Identity Verification 2. Electronic Signature Agreement

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:

Electronic Signature Holder Company Information

Organization Name:	USEPA
Address:	1200 PENNSYLVANIA AVE ms2823t
City, State, Zip:	WASHINGTON, DC 20460
Province:	
Country:	US
Phone Number:	(202) 566-0248 ☎
E-mail Address:	chen.tina@epa.gov
Registrant's Name:	Ms Tina Chen
CDX User Name:	EPATINATEST3

Sign Paper Form Cancel

Click on the “Print to Mail” button to print out the ESA. Please read the terms of this agreement. Make sure you complete the form by providing your name, signature, and date. **You MUST mail the hardcopy original to the appropriate regional contact listed.** Scanned copies and facsimiles are not acceptable.

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

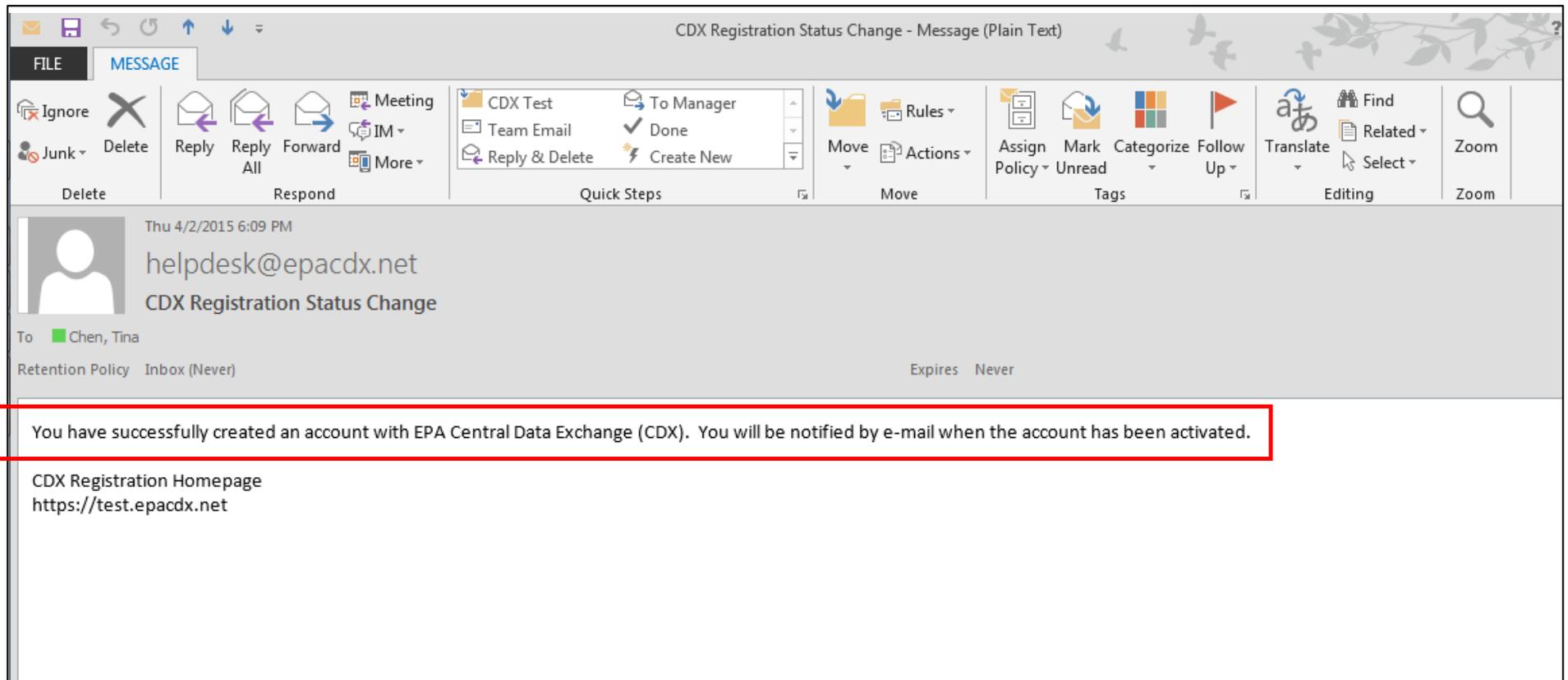
Organization Name:	USEPA
Address:	1200 PENNSYLVANIA AVE ms2823t
City, State, Zip:	WASHINGTON, DC 20460
Province:	
Country:	US
Phone Number:	(202) 566-0248 ☎
E-mail Address:	chen.tina@epa.gov
Registrant's Name:	Ms Tina Chen
CDX User Name:	EPATINATEST3

I, Signature: ,
(Name of Electronic Signature Holder)

(1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(2) Agree to contact the U.S. EPA CDX Help Desk at 1-888-890-1995 ☎ as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise

You will receive an email notification from: helpdesk@epacdx.net. This is to confirm that you created an account. Your certifier role is currently not active. Your certifier role will be activated when the regional contact receives the printed and signed original hard-copy ESA.



The screenshot shows an email client interface with a ribbon menu at the top. The ribbon includes sections for FILE, MESSAGE, and various actions like Ignore, Delete, Reply, Forward, Meeting, IM, More, Quick Steps, Move, Actions, Assign Policy, Mark Unread, Categorize, Follow Up, Translate, Find, Related, Select, and Zoom. The email header shows the sender as helpdesk@epacdx.net, the subject as CDX Registration Status Change, and the recipient as Chen, Tina. The message body contains the following text:

You have successfully created an account with EPA Central Data Exchange (CDX). You will be notified by e-mail when the account has been activated.

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

If you already have an existing CDX account; use your existing credentials to log-into CDX. If you require assistance, you can use the self-help links on the homepage or you can contact the [CDX Help Desk](#).

EPA United States Environmental Protection Agency

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

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID
tinachen

Password
●●●●●●●●

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)

[Warning Notice and Privacy Policy](#)

Click on “Add Program Service”

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

MyCDX Inbox My Profile Reg Maint HelpDesk Submission History

Services		Manage
Status	Program Service Name	Role
	CROMERRTEST: CROMERR Test Sandbox	Development Sandbox
	TRIMEweb: Toxic Release Inventory Made Easy Web	TRI-MEweb
	TRISDX: TRI Data Exchange Viewer	TRI Data Exchange Viewer

Alerts

AutoReg: Recent changes have been made to the Rules of Behavior (RoB). You will be prompted to sign the new RoB electronically when clicking on the Reg Maint tab.
March 06 2015

CDX: Your eSIG-Pin reset code has been issued by the CDX Help Desk and emailed to you. Please check your email to retrieve your reset code. Click [here](#) to reset your eSIG-Pin questions and answers. If you have further questions, please contact the help desk.

CDX Service Availability

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

News and Updates

No news/updates.

Add Program Service Manage Your Program Services

Enter “esip” into the search box.

Click on eSIPS.

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

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

Active Program Services List

- ACRES: Assessment Cleanup and Redevelopment Exchange System
- ARCS: Aircraft Reporting and Compliance System
- CEDRI: Compliance and Emissions Data Reporting Interface
- CROMERRLiteTest: CROMERR Lite Testing Utility
- CROMERRS: CROss-Media Electronic Reporting Rule Services
- CROMERRTEST: CROMERR Test Sandbox
- CSPP: Submissions for Chemical Safety and Pesticide Programs
- e-NEPA: NEPA Electronic Filing System
- e-NEPA-II: NEPA Electronic Filing System II
- eNOI: Electronic Notice of Intent for the PGP, 2012 CGP, LEW, and VGP VOTR
- eSIPS: electronic State Implementation Plan Submission
- FOND: Fuel Oil Non-Availability Disclosure
- GLENDAs: Great Lakes Environmental Database Query System
- iBoard: EPA Internet On Boarding Application

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

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

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

Active Program Services List

 X

eSIPS: electronic State Implementation Plan Submission

Cancel

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CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

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Select Role: Certifier

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Logged in as TINACHEN [\(Log out\)](#)

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

Registration Information

Program Service	electronic State Implementation Plan Submission
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable. Any role issues will display in the status below.

Select Role

[Request Role Access](#) [Cancel](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

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CDX Edit Account Profile [Contact Us](#)
Logged in as EPATINATEST3 [\(Log out\)](#)

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

Registration Information

Program Service	electronic State Implementation Plan Submission
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable. Any role issues will display in the status below.

Select Role

State *

[Request Role Access](#) [Cancel](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

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Select your State and then click on “Request Role Access”

The screenshot shows the EPA CDX 'Edit Account Profile' page. At the top, the EPA logo and 'United States Environmental Protection Agency' are displayed. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The page title is 'CDX Edit Account Profile', with a 'Contact Us' link and a login status 'Logged in as EPATINATEST3 (Log out)'. A progress indicator shows three steps: '1. Program Service', '2. Role Access' (current step), and '3. Organization Information'. Below this is a 'Registration Information' table with the following data:

Registration Information	
Program Service	electronic State Implementation Plan Submission
Role	Not selected

Below the table, a text block reads: 'Select a role from the drop down list and provide any required additional information, if applicable. Any role issues will display in the status below.' This is followed by a 'Select Role' dropdown menu currently set to 'Certifier'. Below that is a 'State *' dropdown menu currently set to 'District of Columbia'. At the bottom of this section are two buttons: 'Request Role Access' and 'Cancel'. The 'Request Role Access' button and the 'State' dropdown are highlighted with red boxes. The footer contains contact information for the CDX Help Desk and various utility links.

Select an organization – You can select a current organization or request to add a new one. When completed, click on “Submit Request for Access”. If you are required to complete additional verification, you will be prompted to do so; go to slide 11.

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

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

Registration Information

Program Service	electronic State Implementation Plan Submission
Role	Preparer

Select a Current Organization
 Request to Add an Organization

Select an organization from the dropdown list.

Submit Request for Access

Reminders

- After you have completed registration; to access the eSIPS application, please go to: <https://cdx.epa.gov/>
- Do not share your CDX User ID and Password
- Do not share your CDX account
- All email notifications from be sent from: helpdesk@epacdx.net
 - Please check your spam/junk folders
 - Please save this email address in your contacts list
- If you require technical assistance with your CDX account, you can contact the CDX Help Desk by email or phone: <https://cdx.epa.gov/Help>
- If you have a programmatic question about SIPs or completing the online webform, please contact Mia South, (919) 541-5550, South.Mia@epa.gov
- If you need to deactivate a program role and/or your CDX account, you can do it yourself via the “My Profile” tab or by contacting the CDX Help Desk
 - If you need to deactivate a program role/CDX account for another person, contact the CDX Help Desk