

## **EMTS Adding the EMTS Application in CDX**

### **Introduction**

This tutorial will walk you through the steps required to add the EMTS application in CDX.

While it is tailored to EMTS, the steps demonstrated here can be used to add any program to your CDX account.

Note that it is assumed that users already have a CDX account. If you do not have a CDX account, please see the "Registering a New CDX User" tutorial.

Often a user has received a pending trade notification from EMTS and may be unfamiliar with what EMTS is and how to respond to the pending trade notification.

This tutorial will walk users through the initial steps required to add the EMTS application in CDX, which will allow you to access the EMTS system and respond to the pending trade notification.

It will also explain which of the support lines to contact for specific issues that you may run into while trying to access CDX and add the EMTS application.

If you can already access EMTS you may want to continue on to the EMTS Quick Start tutorial.

### **CDX Warning Notice/Privacy Statement**

This is the first page you will reach when accessing CDX at <https://cdx.epa.gov>.

This page outlines acceptable use and provides details about how information provided in the system will be used and protected.

Please click the "Click here to continue" link.

### **CDX Home Page**

You are now on the CDX home page where you can select whether you are a new user or already have CDX credentials.

It is important to note that you must have your own CDX account. It is a violation of the CDX user agreement to share accounts and passwords.

Creating a new account is simple and can be done via the link provided.

You will be required to fill out a one-page web form and will receive a confirmation email once your account is created.

For any questions about CDX, please contact the CDX Helpdesk at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or call 1-888-890-1995 and select option 1.

Please click the link for "If you already have a CDX ID and password" to continue.

### **CDX Login**

You are now on the CDX login page and a user name and password have been entered.

Remember that you **MUST** use your own CDX account and are **NOT** allowed to share user names and passwords.

Please click the "Login" button to continue.

### **MyCDX I**

This is the page you will see after logging in.

Under Available Account Profiles, the different programs that you have access to are listed.

Currently you are only associated with OTAQREG, which is a prerequisite for adding EMTS. The next step is to add the EMTS application.

As mentioned earlier, you would follow these same basic steps to add any other program to your CDX account.

Please click the "Edit Current Account Profiles" link to begin adding the EMTS Application.

### **Edit Organization Profiles**

You are now on the edit organization profiles page where you will be able to add the EMTS application.

Please click the "Add New Program" link to continue.

## **Add Program**

Now you can see a list of programs that can be added.

The Office of Transportation and Air Quality EPA Moderated Transaction System, or OTAQ EMTS application, has already been selected and just needs to be added.

If you do not see the option for the OTAQ EMTS you should contact the EPA Fuels Programs Support Line at EPAFuelsPrograms@epa.gov or 1-202-343-9755.

If you are trying to add a different program you would want to select that program at this point.

Please click the "Add" button to continue.

## **Add Program ID**

Next you will be asked to select a role.

Leave all of the boxes as they appear when this screen loads, except for the ID box where you will need to enter "N/A."

If the other boxes appear with different selections be sure to set the first two to "Submitter" and the last one to "Web Form."

Next, click the Add button to confirm your selections.

## **Registration Complete**

You have now finished adding the EMTS Application and will receive a confirmation email at the address associated with your CDX account.

Please click the "Finished" button to continue.

## **MyCDX II**

You should now be able to see the OTAQ EMTS application link under Available Account Profiles.

If after going through the add process you still do not see the OTAQ EMTS application link you need to contact the EPA Fuels Programs Support Line at EPAFuelsPrograms@epa.gov or 1-202-343-9755.

EPA must activate your request to access EMTS before you will be able to see the link.

Once you can see the OTAQ EMTS application link you can click that link to access EMTS.

After you have added the EMTS application link you may want to watch the EMTS Quick Start tutorial which will walk you through the basic steps to accept and verify a trade.

If you have trouble with EMTS you can always contact EMTS Support at [support@epamts-support.com](mailto:support@epamts-support.com) or 1-800-385-6164.

This concludes the tutorial on adding the EMTS application to your CDX profile.