Registering as a Preparer in CEDRI

This Job Aide documents the steps to register as a Preparer in CEDRI. To begin, navigate to the CDX homepage (https://cdx.epa.gov/). From here, select ‘Register with CDX’ to begin the registration process (Exhibit 1).

After selecting ‘Register with CDX’, you are taken to the CDX Terms and Conditions page. To continue, select the checkbox confirming that you are registering for CDX, and click ‘Proceed’ (Exhibit 2).

After proceeding from Terms and Conditions, you are prompted to select your CDX Program service. To do so, navigate to ‘CEDRI: Compliance and Emissions Data Reporting Interface’, or enter ‘CEDRI’ as the search criteria, and click the link (Exhibit 3).
Selecting *CEDRI: Compliance and Emissions Data Reporting Interface* takes you to the Core CDX Registration page which prompts you to select the role for which you are registering. Scroll to the bottom of the page and select ‘Preparer’ from the ‘Select Role’ dropdown and click ‘Request Role Access’ to continue (Exhibit 4).
After selecting ‘Request Role Access’, you are taken to the User and Organization step of the registration process. First, you are prompted to add a facility. Facilities can be added in this step, or from the
MyCEDRI Dashboard after you have completed registration. If you do not wish to add a facility at this time, select ‘Continue Without Facilities’ (Exhibit 5) to continue to the next step.

**Note:** You may skip this step of the registration process if you do not have your facility information available. Facilities may be added from the MyCEDRI dashboard after you have completed registration.

If you are adding facilities after registration, please refer to the Manage Facilities Job Aide. If you do wish to add your facilities now select ‘Add Facilities’ (Exhibit 5).

Selecting ‘Add Facilities’ opens the CDX Facility Widget. To search for your facility, enter the appropriate criteria into the search parameters listed (Exhibit 6). You can search by:

- Facility ID
- Facility Name
- Facility Address
- City
- State
- ZIP Code

You must enter at least City, State, or ZIP code to limit the search results. Once you have entered your parameters, select ‘Search Facilities’ (Exhibit 6) to view the list of facilities matching your search criteria (Exhibit 7).
Check the checkbox next to the facilities you would like to add to your profile, and select ‘Proceed with Selections’ (Exhibit 7).

If you are unable to find your facility record, you may create one. To begin this process, select ‘Can’t find your facility? Click here to create it’. Steps on how to create a new facility can be found in the Manage Facilities Job Aide.

After selecting ‘Proceed with Selections’, you are prompted to confirm your selected facilities. To do so, select ‘Save Selected Facilities’ (Exhibit 8).
After you have added your facilities (or elected to skip this step), you are prompted to provide User and Organization information.

Part 1: User Information:
Complete all fields marked with an asterisk (Exhibit 9). Once you have filled out the User Information fields, proceed to Part 2 Organization (Company) Information.

Note: Please record the answers to your security questions as these answers will be confirmed by the CDX Help Desk in the event you need your password reset. CDX accounts are locked after three unsuccessful log in attempts or if the password expires (passwords expire in 90 days if not changed).

Part 2: Organization Info:
Enter your organization name or Organization ID and select ‘Search’ (Exhibit 9). After searching for your organization, you are presented with a list of organizations that match your search criteria. Click the Organization ID link of the appropriate organization to continue (Exhibit 10).
Exhibit 9
Selecting the Organization ID link prompts you to enter your Email and Phone number (Exhibit 11).

Note: The phone number and email address entered in this step are used by CDX and CEDRI to send notifications, announcements, or contact you in response to Help Desk inquiries. Therefore enter your email address and phone number and not a general company email address and phone number.

Once you have done so, click ‘Submit Request for Access’ (Exhibit 11).

After selecting ‘Submit Request for Access’ you are asked to enter a code sent to the email that you provided in the last step (Exhibit 12). Find the email in your inbox (be sure to check your spam folder!) and enter it in the ‘Code:’ field (Exhibit 13). Once you have entered your code, select ‘Create Account’ to finish the registration process (Exhibit 13).
Now that you have activated your account, you are brought to the MyCDX page, where you see the Preparer role that you just added (Exhibit 14). To launch CEDRI as a preparer, click the ‘Preparer’ link in the ‘Services’ table (Exhibit 14).
Exhibit 14