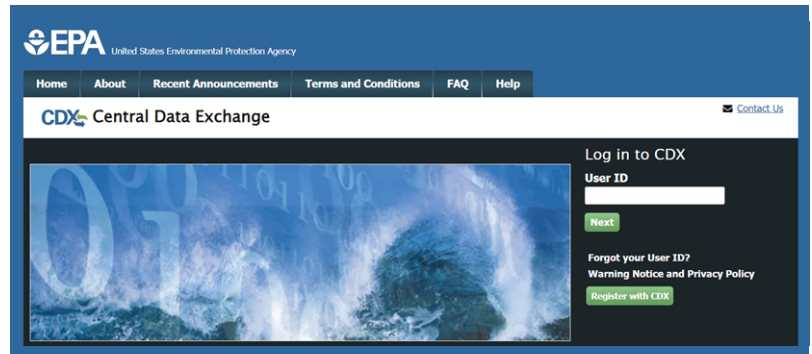


## Online Registration User Guide

The online user guide provides step-by-step instructions for the CDX registration process. Follow the process steps below or view the [downloadable version](#).

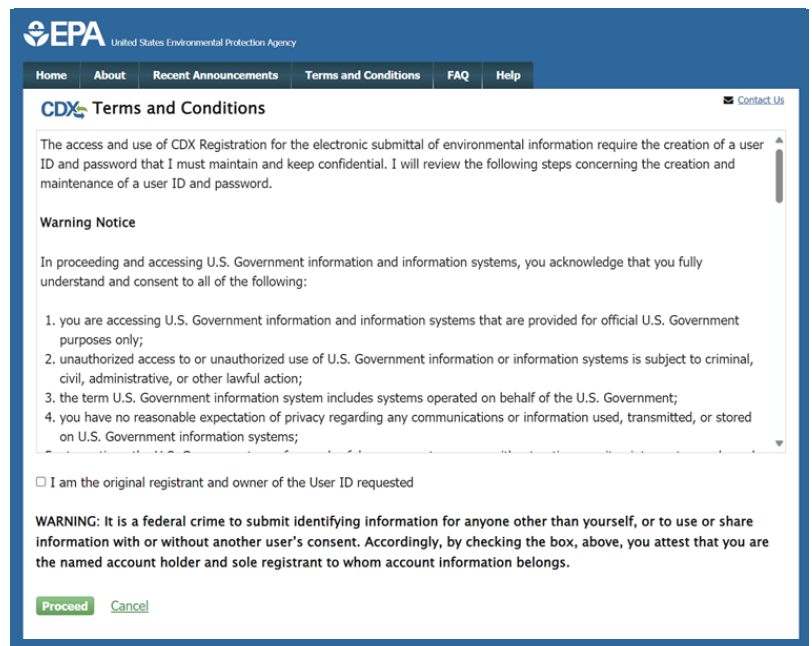
### 1 Go to [cdx.epa.gov](https://cdx.epa.gov) and Register

On the Central Data Exchange (CDX) homepage click the “Register with CDX” button to start the registration process.



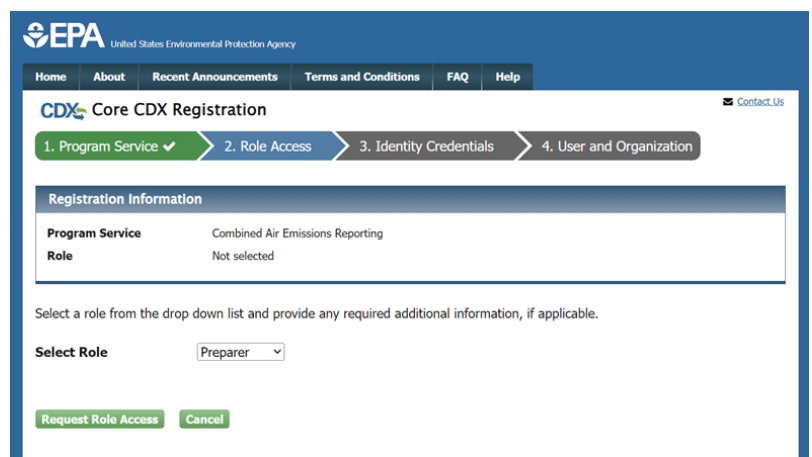
### 2 Accept the Terms and Conditions

By accepting the terms and conditions you agree to abide by the system requirements and the system will allow you to access CDX.



### 3 Select a Program Service

To select a program service, type the flow name or descriptor to filter the results or select from the full list.



## 4 Provide a Role and Additional Information

If a program service has more than one role or requires additional information, select the role and/or fill out all required additional information

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 (checked), 2. Role Access (current step), 3. Identity Credentials, and 4. User and Organization. The main content area is titled "Registration Information" and contains a table with the following data:

Program Service	Combined Air Emissions Reporting
Role	Not selected

Below the table, there is a text prompt: "Select a role from the drop down list and provide any required additional information, if applicable." This is followed by a "Select Role" label and a dropdown menu currently showing "Preparer". At the bottom, there are two buttons: "Request Role Access" and "Cancel".

## 5 Provide User Information

Enter a unique User ID and an email address.

The screenshot shows the EPA Core CDX Registration interface. The progress indicator now shows steps 1, 2, and 3 as completed, with step 4, "User and Organization", as the current step. The main content area is titled "Part 1: User Information" and contains two required fields, both marked with an asterisk (\*): "User Id \*" and "Email Address \*". The "Email Address \*" field contains the text "example@example.com". Below the fields are two buttons: "Continue Registration" and "Cancel".

## 6 Proceed to Login.gov

Continue to Login.gov to set up or login to an existing account

After logging in successfully, the system will redirect back to CDX to complete setup.

The screenshot shows the EPA Core CDX Registration interface. The progress indicator shows all four steps completed. The main content area is titled "CDX Central Data Exchange" and "Leaving CDX". Below this, there is a text prompt: "You are being redirected to Login.gov to either set up or login to an existing account. Once you've logged in successfully, you will return to CDX to continue your registration process." At the bottom, there is a button labeled "Proceed to Login.gov".

## 7 Provide User Information

Fill out the personal information, and answer three security questions.

The screenshot shows the EPA Core CDX Registration interface. The progress indicator shows all four steps completed. The main content area is titled "Registration Information" and contains a table with the following data:

Program Service	Air Compliance and Applicability Request System
Role	Preparer

Below the table, there is a text prompt: "Please fill out all required fields marked with an asterisk(\*)". This is followed by a "Part 1: User Information" section with four required fields, all marked with an asterisk (\*): "User ID \*" (containing "EXAMPLE123"), "Title \*" (a dropdown menu showing "-Please Select-"), "First Name \*" (an empty text box), and "Middle Initial" (an empty text box). Below these fields are two buttons: "Continue Registration" and "Cancel".

Last Name \*   
 Suffix   
 Security Question 1 \*   
 Security Answer 1 \*   
 Security Question 2 \*   
 Security Answer 2 \*   
 Security Question 3 \*   
 Security Answer 3 \*   
 Show Answers

Part 2: Organization Info  
   
Enter organization or organization ID

## 8 Provide Organization Information

Search for an existing organization. If a matching organization is not found, create a new organization. Then Submit Request for Access.

Part 2: Organization Info  
 EPA  
 123 MAIN ST  
 MAIN, MD, US  
 11111  
 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](#).

## 9 Complete Registration and Additional Validation

Once registration is complete the system opens the MyCDX page. On future visits, log in to CDX using the User ID provided during registration and the associated Login.gov account.

EPA United States Environmental Protection Agency  
 Home About Recent Announcements Terms and Conditions FAQ Help  
 CDX Central Data Exchange  
 Contact Us  
 Logged in as EXAMPLE123 (Log out)

MyCDX

Status	Program Service Name	Role
	ACARS: Air Compliance and Applicability Request System	<a href="#">Preparer</a>

**CDX Service Availability**  
[See the status for all program services](#)

**News and Updates**  
 No news/updates.