

### Registering as a Preparer

This job aide includes information on the following steps related to registering as a Preparer for the Electronic Permit System (EPS) program service.

The Preparer is the person within a given permitting authority that is responsible for preparing and submitting permit actions to the Environmental Protection Agency (EPA).

- [Accessing the CDX Homepage](#)
- [Adding the Electronic Permit System Program Service to an Existing CDX Account](#)
- [Creating a New CDX Account](#)
- [Organization Information](#)
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#### Accessing the CDX Homepage

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1. Access the Central Data Exchange (CDX) home page directly by selecting this URL (or entering it into your browser): <https://cdx.epa.gov/>. The homepage provides you with the following features:
  - a. **Log in:** If you already have an existing CDX account, you may log into the system by entering your User ID and Password, and clicking the 'Log In' button (see Figure 1). Then proceed to the next section to add the Electronic Permit System program service to your account.
  - b. **Registration:** If you do not have an account with CDX, click the 'Register with CDX' button (see Figure 1) and proceed to [Creating a New CDX Account](#) to begin the CDX registration process.

Figure 1: CDX Web Home Page

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**CDX** Central Data Exchange [Contact Us](#)

**Log in to CDX**

User ID

Password

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

[Forgot your Password?](#)  
[Forgot your User ID?](#)  
[Warning Notice and Privacy Policy](#)

### Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

#### Warning Notice and Privacy Policy

##### 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;
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;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

##### Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register: March 18, 2002 \(Volume 67, Number 52\)\]\[Page 12010-12013\]](#).

## Adding the Electronic Permit System Program Service to an Existing CDX Account

1. On the MyCDX page, select the 'Add Program Service' button (see Figure 2).

Figure 2: MyCDX Page

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CDX Central Data Exchange

MyCDX Inbox My Profile Submission History E-Enterprise Portal

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Logged in as S4SGSLUSHERALPREP (Log out)

**Services** Manage

Status	Program Service Name	Role
	S4S: SPeCS for SIPs	Preparer

**CDX Service Availability**

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

**News and Updates**

No news/updates.

**Add Program Service** Manage Your Program Services

EPA Home Privacy and Security Notice Accessibility  
CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers  
About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

- The Edit Account Profile screen will appear. Search for the Electronic Permit System program service in the Program Service page by entering the program service name in the 'Active Program Services List' text box (See Figure 3).

Figure 3: Selecting a Program Service

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CDX Edit Account Profile

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Logged in as S4SGSLUSHERALPREP (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**

EPS

Enter 'EPS' or 'Electronic Permit System' in this text box

**EPS: Electronic Permit System**

Cancel

- Select the 'Electronic Permit System' program service once it appears on the list.

4. You will be automatically redirected to the Role Access page (see Figure 4). Select the 'Preparer' role from the dropdown list on the Role Access page.
5. The 'Permitting Authority' field will appear after selecting the 'Preparer' role. From the dropdown field, select the Permitting Authority you are affiliated with.
6. Select the 'Request Role Access' button to complete adding the role to your account.

Figure 4: Role Access Page

The screenshot shows the EPA CDX 'Edit Account Profile' page. The top navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as S4SGSLUSHERALPREP. The page has three tabs: 1. Program Service (checked), 2. Role Access (active), and 3. Organization Information. Under the 'Role Access' tab, there is a 'Registration Information' section with a table showing 'Program Service' as 'Electronic Permit System' and 'Role' as 'Not selected'. Below this, a message states: 'Select a role from the drop down list and provide any required additional information, if applicable.' There are two dropdown menus: 'Select Role' with 'Preparer' selected, and 'Permitting Authority \*' with 'Arizona DEQ' selected. At the bottom, there are two buttons: 'Request Role Access' (highlighted with a red box) and 'Cancel'.

Registration Information	
Program Service	Electronic Permit System
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role:

Permitting Authority \*:

7. The Organization Information page will appear. On the Organization Information page (see Figure 5), choose one option from the following:
  - a) *Select a Current Organization.* If you already have other CDX Program Services associated with your account, this option will display the list of organizations that you associated with those program services. Select the appropriate organization from the dropdown list to associate with your Electronic Permit System role.
  - b) *Request to Add an Organization.* This option prompts you to enter keyword(s) to search for the name of the organization you wish to associate with your Electronic Permit System role.
    - i. If you see your organization in the search results table, click on the appropriate organization ID to select your organization.
    - ii. If the simple search returns too many results, you may 1) click on the "Use advanced search" at the bottom of the page; or 2) enter new keywords in the search box.

- iii. If you cannot locate your organization in the search results, you may click the 'Request that we add your organization' link at the bottom of the page. The form will expand and you can enter the name, address, and other information for the new organization.
8. Select the 'Submit Request for Access' button.
9. A notification will be sent to an EPA Registration Maintenance Account Manager (RMAM) to review and approve your request for access. You will be notified via email once your request has been approved. Once approved, please log into CDX with your CDX username and password and select the 'Preparer' role hyperlink on the MyCDX homepage to access the Electronic Permit System program service.

**Figure 5: Organization Information Page**

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**CDX** Edit Account Profile [Contact Us](#)  
Logged in as S4SGSLUSHERALPREP ([Log out](#))

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

**Registration Information**

Program Service	Electronic Permit System
Role	Preparer

☒ Select a Current Organization  
☐ Request to Add an Organization

Select an organization from the dropdown list.

CGI FEDERAL (12601 FAIRLAKES CIRCLE, FAIRFAX, VA, US 22033) ▼

**Submit Request for Access**

### Creating a New CDX Account

1. Go to the CDX Home Page at <https://cdx.epa.gov/>. To create a new CDX account, click the 'Register with CDX' button (see Figure 1).
2. The CDX 'Terms and Conditions' screen will be displayed, documenting the terms and conditions. To continue, accept the terms and conditions by selecting the 'I am this registrant. I will not share my account, and I accept the terms and conditions, above.' checkbox and the 'Proceed' button (see Figure 6).

- a. You may cancel the registration process by selecting the 'Cancel' hyperlink. Note that if you decline the terms and conditions, you will not be able to proceed with the registration.
- b. Once you have accepted the registration agreement, you are redirected to proceed with the registration process.

**Figure 6: CDX 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.

**Proceed** [Cancel](#)

3. The 'Request Program Service' screen displays a list of active program services (see Figure 7). You may filter the active program service list by typing the program service name or related keywords in the text bar.
4. Select 'EPS: Electronic Permit System' from the Active Program Service List by clicking on the list item.

Figure 7: Program Service Selection

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**CDX** Core CDX Registration [Contact Us](#)

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

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**

EPS

Enter 'EPS' or 'Electronic Permit System' in this text box

**EPS: Electronic Permit System**

Cancel

5. You will be automatically redirected to the Role Access page (see Figure 8). Select the 'Preparer' role from the dropdown list on the Role Access page.
6. The 'Permitting Authority' field will appear after selecting the 'Preparer' role. From the dropdown field, select the Permitting Authority you are affiliated with.
7. Select the 'Request Role Access' button to complete adding the role to your account.

Figure 8: Role Access Page

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**CDX** Core CDX Registration [Contact Us](#)

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

**Registration Information**

Program Service	Electronic Permit System
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role **Preparer**

Permitting Authority \* **Arizona DEQ**

**Request Role Access** Cancel

### Organization Information

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1. The User and Organization Information Page will appear. On the 'Part 1: User Information' section of the 'User and Organization' page, enter your user information in all of the required fields marked with an asterisk (see Figure 9).
  - a. The 'Security Question' and 'Security Answer' selections are used for identity authentication in the event you forget your password and need to reset it. The answers you provide to the security questions are case insensitive.

**Note:** It is important that you carefully note your input for the 'User ID' and 'Password' fields, as you are prompted for this information during the Electronic Permit System submission process and will need to provide an exact match for authentication.



Figure 9: User and Organization Information Page

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**CDX** Core CDX Registration [Contact Us](#)

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

**Registration Information**

Program Service	Electronic Permit System
Role	Preparer

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

**Part 1: User Information**

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**

Enter organization or organization ID

- On the 'Part 2: Organization Info' section of the 'User and Organization' page, search for the name of your existing organization (see Figure 10).

Figure 10: Organization Search

**Part 2: Organization Info**

Virginia

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">22597</a>	Virginia Department of Environmental Quality	629 East Main Street	Richmond	VA	23219
<a href="#">22598</a>	West Virginia Department of Environmental Protection	601 57th Street SE	Charleston	WV	25304

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

- a. If you see your organization in the search results table, click on the appropriate organization ID to select your organization.
  - i. If the simple search returns too many results, you may use the advanced search option or choose to search again with modified keyword(s).
  - ii. Once an existing organization has been selected, you are required to enter an email and phone number with the option of entering a phone number extension or fax number (see Figure 11).

**Warning:** Search results only include “verified” organizations (i.e. organizations that have been verified electronically or has an approved paper Electronic Signature Agreement) unless the search is specifically conducted using the ‘Organization Id’.

This means that organizations created by Certifiers with approved ESAs are returned in search results if the search is conducted by organization name. Organizations created by Preparers will not be returned in the identical search since Preparers are not required to have an ESA.

All users within your Permitting Authority do not need to be registered to the same organization in order to be able to view and/or submit Permit Actions within your Permitting Authority.

Figure 11: Organization Information

**Part 2: Organization Info**

**Virginia Department of Environmental Quality**  
629 East Main Street  
Richmond, VA, US  
23219

**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**

- b. If you cannot locate your organization in the search results, you may create a new organization by clicking the 'request that we add your organization' link (see Figure 10). Clicking the link will take you to the Organization Information page where you can enter required organization details (See Figure 12).

Figure 12: Creating a New Organization

**Part 2: Organization Info**

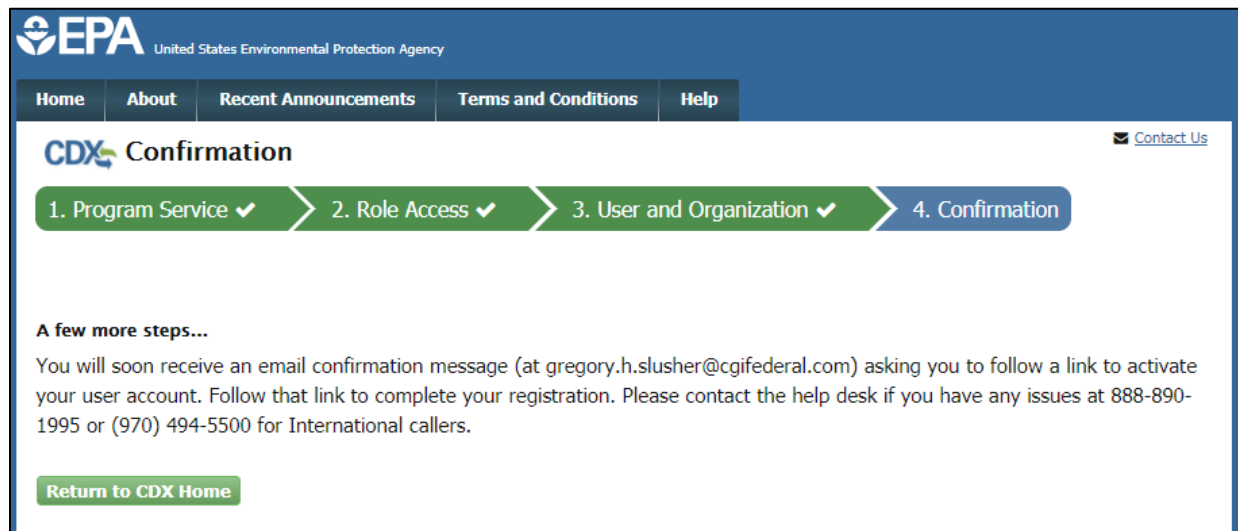
<b>Organization Name *</b>	<input type="text"/>
<b>Country *</b>	UNITED STATES ▼
<b>Mailing Address *</b>	<input type="text"/>
<b>Mailing Address 2</b>	<input type="text"/>
<b>City *</b>	<input type="text"/>
<b>State *</b>	-Please Select- ▼
<b>ZIP/Postal Code *</b>	<input type="text"/>
<b>Email *</b>	<input type="text"/>
<b>Re-enter Email *</b>	<input type="text"/>
<b>Phone Number *</b>	<input type="text"/>
<b>Phone Number Ext</b>	<input type="text"/>
<b>Fax Number</b>	<input type="text"/>

[Back to Search Results](#) [Submit Request for Access](#)

[Cancel](#)

3. Select the 'Submit Request for Access' button to proceed with registration.
  - a. A confirmation page will appear stating that you will receive an email from CDX to activate your account shortly (see Figure 11).

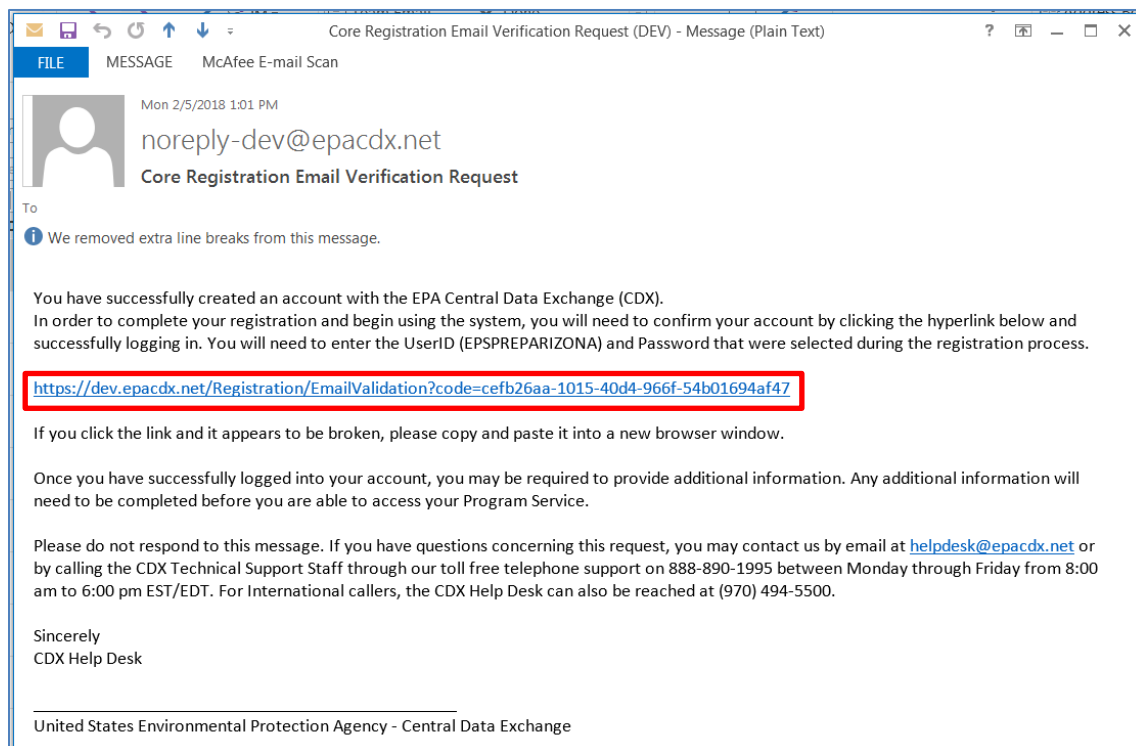
Figure 11: Registration Confirmation



### Confirming your Account Registration

1. Access your email account, and open the email sent from CDX with the subject of 'Core Registration Email Verification Request' (see Figure 11).
2. Select the hyperlink within the email, which will direct you to CDX. From the CDX homepage, log in to activate your account.

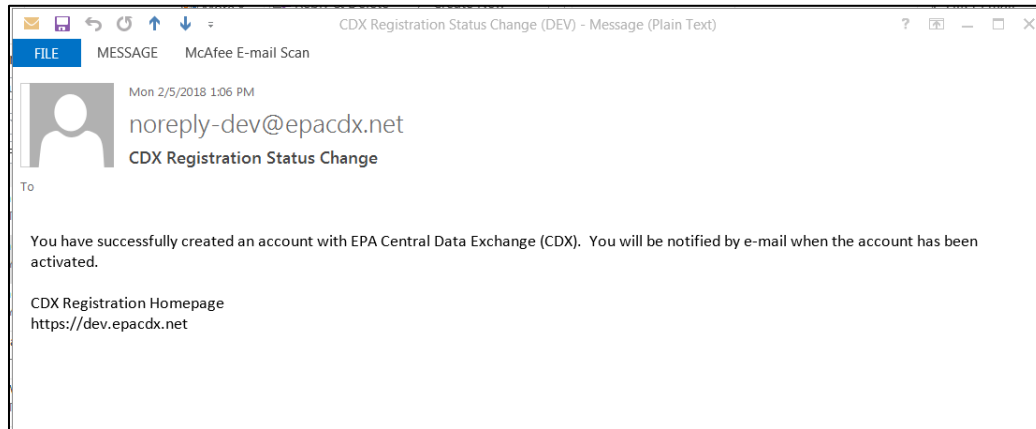
Figure 11: CDX Email Verification Request



## Registration Notifications

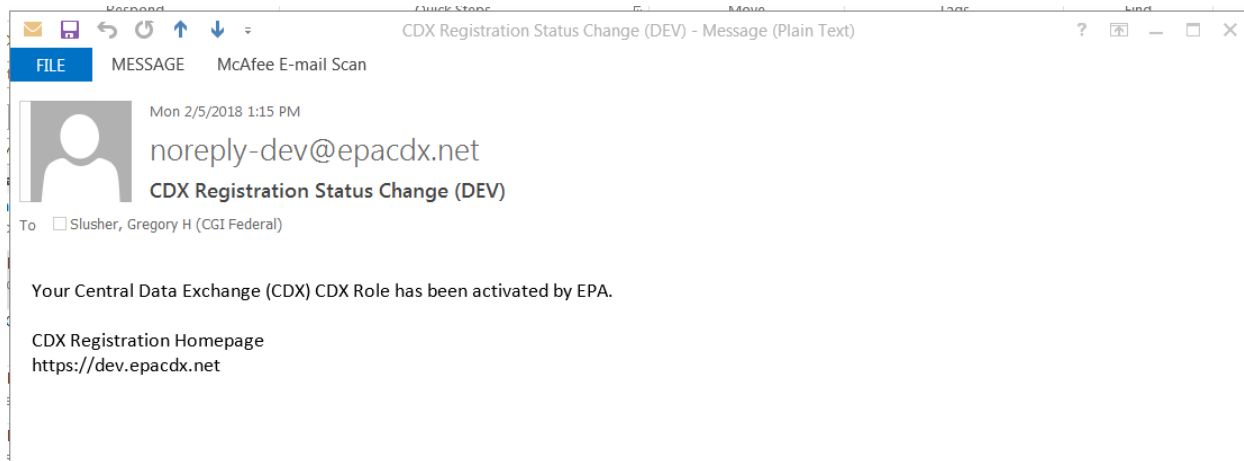
1. After completing the registration process, CDX will send you an email confirming your successful registration (see Figure 12).

**Figure 12: CDX Registration Confirmation Email**



2. Upon logging in to CDX or navigating to the 'MyCDX' screen, the Preparer role is listed under the 'Services' section of the screen.
  - a. You cannot access the Electronic Permit System until EPA has reviewed and approved your request for access.
  - b. Until EPA has reviewed and approved your request, an hourglass ⌚ icon will be shown indicating that your account is awaiting approval.
3. A notification will be sent to an EPA Registration Maintenance Account Manager (RMAM) to review and approve your request for access. You will be notified via email once your request has been approved (see Figure 14). Once approved, please log into CDX with your CDX username and password and select the 'Preparer' role hyperlink on the MyCDX homepage to access the Electronic Permit System program service.
  - a. Once your role has been approved by EPA, the EPS: Electronic Permit System' Preparer role will have an active hyperlink and the 👤 icon, signifying that the role is active.

**Figure 14: Active Role Notification**



## Support

If you have any questions related to whether or not you should register as a Preparer for Electronic Permit System, please contact your EPA Regional Office contact.

If you have any questions related to CDX, the Preparer registration process, or the Electronic Permit System program service, please contact the CDX Help Desk at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by telephone at 888-890-1995.