



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](#) and select 'Register with CDX' to begin the registration process ([Exhibit 1](#)).

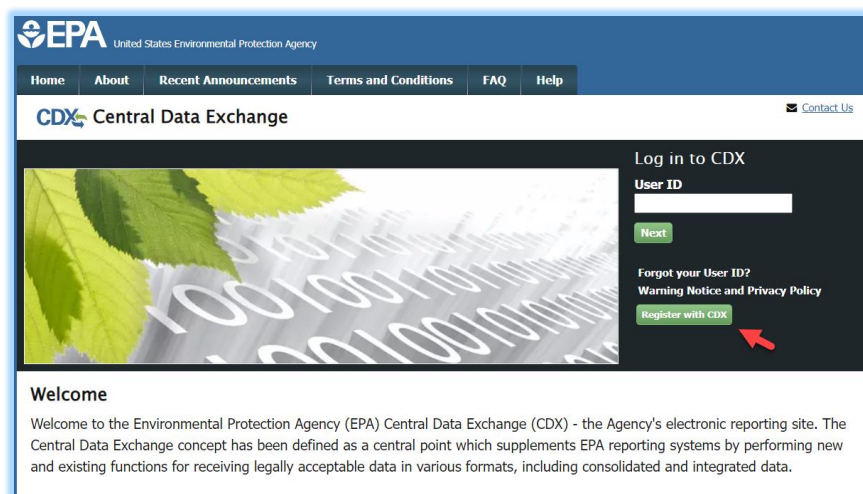


Exhibit 1

CDX Terms and Conditions

After selecting 'Register with CDX', you are brought to the CDX Terms and Conditions page. To continue, select the checkbox confirming that you are registering for CDX, and click 'Proceed' ([Exhibit 2](#)).

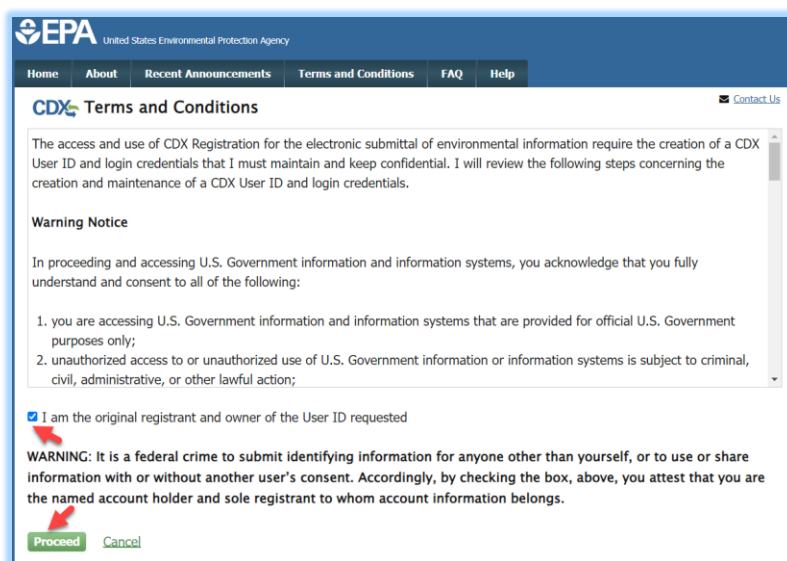


Exhibit 2



Program Service

After acknowledging the 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](#)).

The screenshot shows the EPA Core CDX Registration page. At the top, there's a navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is a progress bar with four steps: 1. Program Service (selected), 2. Role Access, 3. Identity Credentials, and 4. User and Organization. A search prompt says: '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)'. Below this is a search box containing 'CEDRI'. The results show 'CEDRI: Compliance and Emissions Data Reporting Interface' as a single option. A red arrow points to this option. There is a 'Cancel' button below the results. At the bottom, there's a footer with EPA contact information and a logo.

Exhibit 3

Role Access

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, select 'Preparer' from the 'Select Role' dropdown, and click 'Request Role Access' to continue ([Exhibit 4](#)**Error! Reference source not found.**).



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Core CDX Registration
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1. Program Service ✓
2. Role Access
3. Identity Credentials
4. User and Organization

Registration Information

Program Service	Compliance and Emissions Data Reporting Interface
Role	Not selected

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

A summary of roles that apply to the CEDRI program service are listed below. Please note that registration for a State Reviewer and an EPA Regional Reviewer should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. Please provide the required information provided within the role descriptions shown below.

Preparer: The Preparer is the person responsible for the preparation of reports for signature. Contractors are permitted to register as a Preparer and may assemble submission packages, such as files generated by the Emissions Reporting Tool (ERT), for the Certifier's approval and signature. A Preparer may not sign and submit a submission package. The Preparer may only access packages which they have prepared.

Certifier: The Certifier is the duly authorized representative of the source/facility or more commonly referred to as the "owner" or "operator" of the facility. The Certifier is authorized to modify the package a Preparer has assembled, and sign and submit the package to CDX. To view a package created by a Preparer, the Preparer and Certifier must share the same facility. The Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from registering as a Certifier.

Delegated Certifier: The Delegated Certifier is a person granted authority by a registered Certifier to sign and submit packages on behalf of the Certifier. The Delegated Certifier is authorized to modify the package a Preparer has assembled, and sign and submit the package to CDX. The Delegated Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from being appointed as a Delegated Certifier.

State Reviewer: The State Reviewer role encompasses regulatory officials who service local, state, and/or tribal areas. State Reviewers are authorized to review all submissions that are applicable to the states and/or territories for which they are registered. The State Reviewer role should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. The email should include the following information: Applicable State(s) and/or Territories in which registration is needed, First and Last Name, phone number, organization information (name, address, and phone number), and email address.

EPA Regional Reviewer: The EPA Regional Reviewer role encompasses EPA regulatory officials who service EPA regional areas and need access to CEDRI submissions. EPA Regional Reviewers are authorized to view all submissions to CEDRI that are applicable to the Region for which they are registered. The EPA Regional Reviewer role should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. The email should include the following information: Region Number, First and Last Name, Phone number, Organization Information (name, address, and phone number), and email address.

Contact EPA via email: CEDRI@epa.gov for access to the State Reviewer or EPA Regional Reviewer roles.

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

Select Role

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

Exhibit 4



Role Access: Selecting a Facility

After selecting 'Request Role Access', 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 yet, you can select 'Continue Without Facilities' (**Error! Reference source not found.**) to continue to the next step. 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 5Error! Reference source**

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.

not found.)

The screenshot shows the EPA Core CDX Registration interface. At the top is the EPA logo and navigation links. Below is a progress bar indicating the current step is 'Role Access'. The 'Registration Information' section contains a table with the following data:

Program Service	Compliance and Emissions Data Reporting Interface
Role	Preparer

Below the table are two buttons: 'Add Facilities' (highlighted with a red arrow) and 'Continue Without 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. 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 6Error! Reference source not found.**) to view the list of facilities matching your search criteria.



The screenshot shows the EPA Core CDX Registration page. The top navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header displays the EPA logo and the text 'United States Environmental Protection Agency'. Below this, the 'CDX Core CDX Registration' section is visible, with a progress bar indicating four steps: 1. Program Service (checked), 2. Role Access (checked), 3. Identity Credentials, and 4. User and Organization. The 'Registration Information' section shows 'Program Service' as 'Compliance and Emissions Data Reporting Interface' and 'Role' as 'Preparer'. The 'Add Facilities' section is active, showing a 'Find Existing Facility' form. A red box highlights the search criteria fields: Facility ID, Facility Name, Facility Address, City, State (dropdown), County (dropdown), and ZIP Code. Below these fields are 'Search Facilities' and 'Clear All' buttons.

Exhibit 6

Select the checkbox associated with the facilities that 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](#).

Note: Contact cedri@epa.gov for help before creating a new facility.



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CDX

Core CDX Registration

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1. Program Service ✓

2. Role Access ✓

3. Identity Credentials

4. User and Organization

Registration Information

Program Service

Compliance and Emissions Data Reporting Interface

Role

Preparer

Add Facilities

Unsaved Facilities

Facility Search Results (18 facilities found)

List View

Map View

Search Criteria:

Change

Filter:

<input type="checkbox"/> (Select All)	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs / Program IDs
<input type="checkbox"/>					
<input type="checkbox"/>					

Exhibit 7

After locating your facility, you are prompted to confirm your selected facilities. Select ‘Save Selected Facilities’ ([Exhibit 8](#)).



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1. Program Service ✓

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Registration Information

Program Service

Compliance and Emissions Data Reporting Interface

Role

Preparer

Add Facilities

Unsaved Facilities

Selected Facilities (1 unsaved facility)

[Add Additional Facilities](#)

List View

Map View

Clicking the 'Save Selected Facilities' button saves the facilities you have selected in the current session so they are available to you the next time you log in. You may view a facility's details by clicking the 'View/Edit Details' link on the table view or the 'Details' button on the map view. You may also remove a facility by clicking the 'Remove' link or button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

Filter:

EPA Registry ID	Program ID	Facility Name	Facility Address	
				<div>View/Edit Details</div> <div>Remove</div>

Showing 1 to 1 of 1 facilities

Previous

1

Next

Save Selected Facilities

Error! Reference source not found.

After you have added your facilities (or elected to skip this step), you are prompted to provide user information.

Role Access: User Information

Complete all fields marked with an asterisk ([Exhibit 9](#)). Once you have filled out the User Id and Email Address fields, select “Continue Registration”.



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1. Program Service ✓

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4. User and Organization

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

Part 1: User Information

User Id *

Email Address: *

example@example.com

Continue Registration

Cancel

EPA Home

Privacy and Security Notice

Accessibility

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

About CDX

Frequently Asked Questions

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Exhibit 9

Login.gov

After the user completes the Role Access step, the user is ushered to login.gov ([Exhibit 10](#)).

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Leaving CDX

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.

Proceed to Login.gov

EPA Home

Privacy and Security Notice

Accessibility

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

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Exhibit 10



Registering as a Preparer Job Aide

- If the user does not have a login.gov account, please see the steps to establish an account at <https://www.login.gov/help/get-started/create-your-account/>.
- If the user has an existing login.gov account, please provide credentials to sign in.

User and Organization

Apply the pertinent user information within the User Information fields ([Exhibit 11](#)).

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Logged in as [blurred] (Log out)

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

Registration Information

Program Service Compliance and Emissions Data Reporting Interface

Role [blurred]

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 * [blurred]

Title * -Please Select- ▼

First Name * [text input]

Middle Initial [text input]

Last Name * [text input]

Suffix -Please Select- ▼

Security Question 1 * -Please Select- ▼

Security Answer 1 * [text input]

Security Question 2 * -Please Select- ▼

Security Answer 2 * [text input]

Security Question 3 * -Please Select- ▼

Security Answer 3 * [text input]

☐ Show Answers

Exhibit 11



Registering as a Preparer Job Aide

Enter your organization name or Organization ID and select ‘Search’ ([Exhibit 12](#)) within Part 2. 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.

After searching for your organization, you are presented with a list of organizations that match your search criteria. Select the appropriate organization ID to continue.

Part 2: Organization Info

Search

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
15361	CGI FEDERAL	12601 FAIRLAKES CIRCLE	FAIRFAX	VA	22033

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

Exhibit 12

Note: It is important that you select the correct Organization for sponsorship purposes. (i.e.- the organization associated with other users that you collaborate with in CEDRI. If possible, confirm the Organization ID before completing this step.)

Selecting the Organization ID link prompts you to enter your Email and Phone number ([Exhibit 13](#)). Once you have done so, click ‘Submit Request for Access’.



Part 2: Organization Info

CGI FEDERAL

12601 FAIRLAKES CIRCLE

FAIRFAX, VA, US

22033

Email *

test@example.com

Re-enter Email *

test@example.com

Phone Number *

(571) 426-6160

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

Exhibit 13

Accessing CEDRI

After the user completes Signature of the ESA, the user is ushered to the CDX landing page. From there, the user can access CEDRI via the role name ([Exhibit 14](#)).

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My Profile

Submission History

Payment History

Services

Manage

Status

Program Service Name

Role

CEDRI: Compliance and Emissions Data Reporting Interface

Preparer

Add Program Service

Manage Your Program Services

CDX Service Availability

See the status for all program services

News and Updates

No news/updates.

Exhibit 14