ELECTRONIC PERMIT STYSTEM (EPS) REGISTERING AS A PERMITTING AUTHORITY PREPARER USER GUIDE

Table of Contents

CDX — EPS: Electronic Permit System

1.0 Introduction

This job aide includes information on the steps to register as a Permitting Authority Preparer (PAP) within the Electronic Permit System (EPS).

Users in this role are responsible for preparing and submitting permit actions to the Environmental Protection Agency (EPA), on behalf of a Permitting Authority.

2.0 Accessing the CDX Homepage

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 clicking the 'Next' button (Figure 1). Then proceed to Step 2, Log in to Login.gov.

    b. **Registration:** If you do not have a CDX account, click the 'Register with CDX' button and proceed to 4.0 Creating a new CDX Account to begin the CDX registration process.
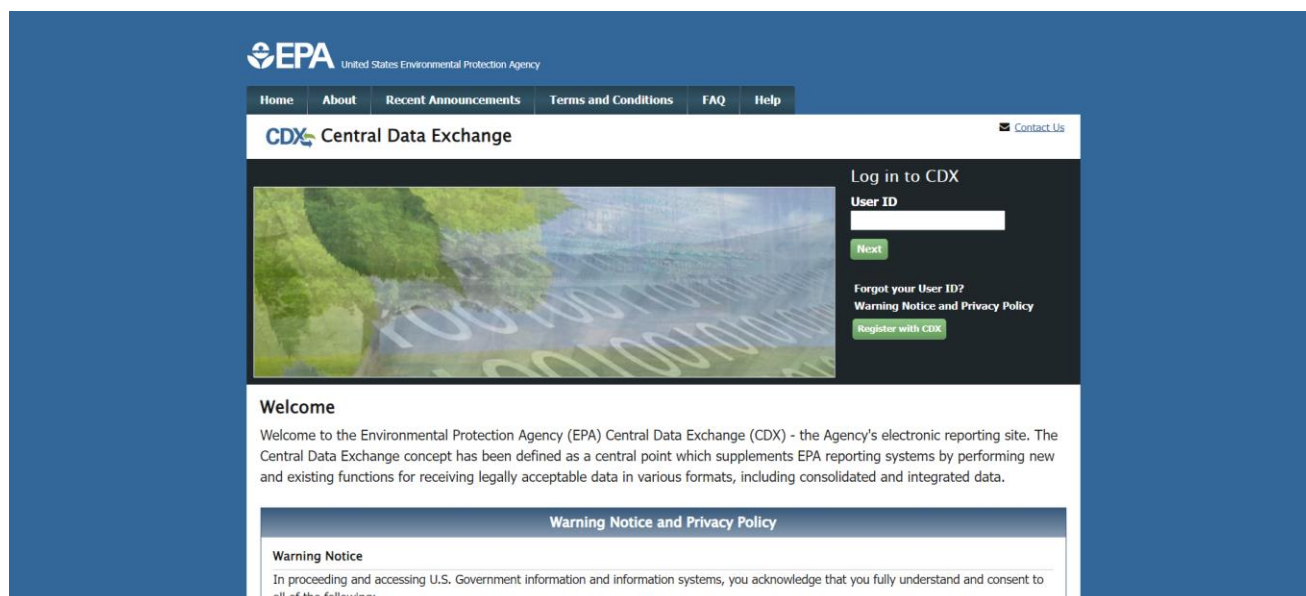

Figure 1

2. Log in to Login.gov.

    a) If you have a Login.gov account, click 'Sign in' (Figure 2), and then perform necessary authentication steps. Proceed to Step 3.0 Selecting a Program Service. If you don't have a Login.gov account, select 'Create an account' and continue to step 2b.

CDX

EPS: Electronic Permit System

Figure 2

b) After selecting 'Create an account' (Figure 3), enter in your email address, select a language preference, and click the checkbox for accepting the rules of use.

Figure 3

c) Check your email in order to confirm your email address. Once your email is confirmed you will need to create a password and then set up an authentication method.

d) Click 'Agree and continue'.

![CDX logo]

EPS: Electronic Permit System

3.0 Selecting a Program Service

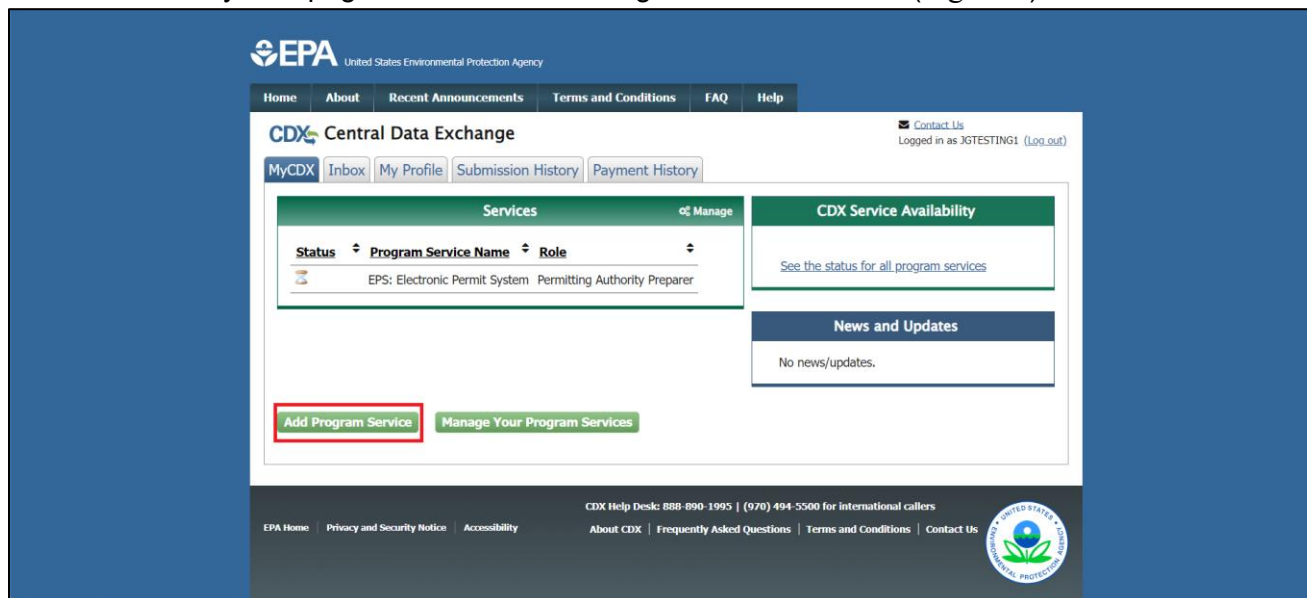1. On the MyCDX page, select the 'Add Program Service' button (Figure 4).

Figure 4

2. The Edit Account Profile screen will appear. Search for the 'EPS: Electronic Permit System' program service in the Program Service page by entering the program service name in the 'Active Program Services List' text box (Figure 5).
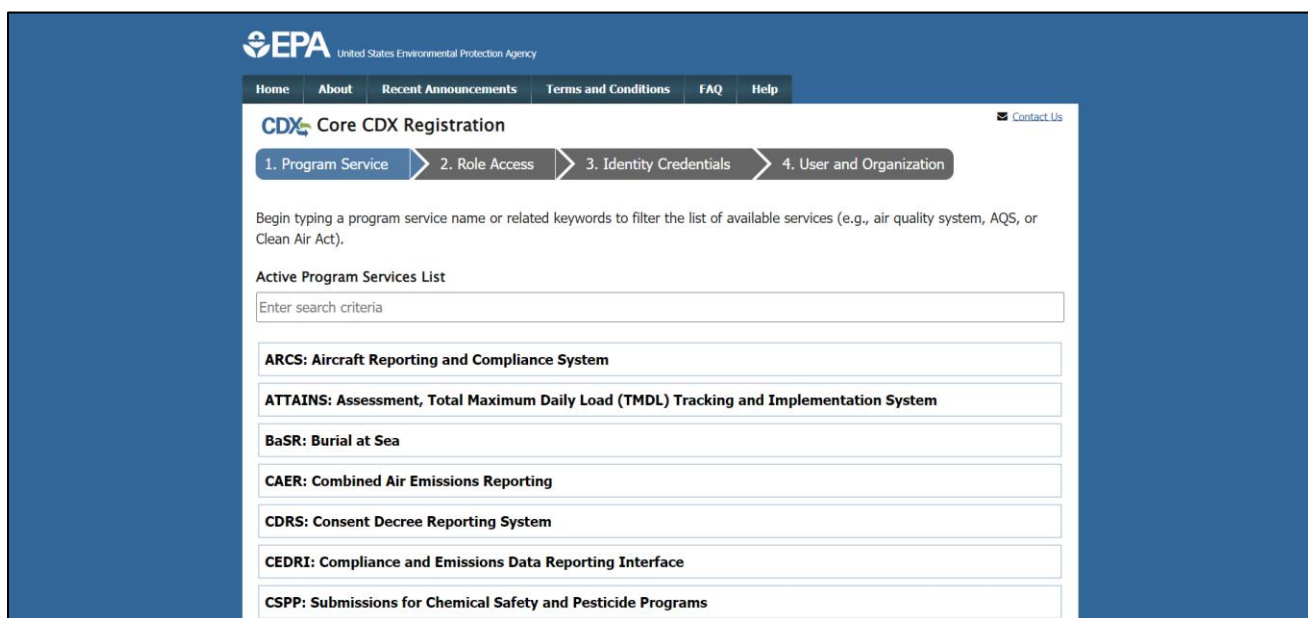

Figure 5

3. Select the 'EPS: Electronic Permit System' program service.

CDX

EPS: Electronic Permit System

4. You will be automatically redirected to the 'Role Access' page. Select the appropriate role from the dropdown list.

5. The 'Permitting Authority' field will appear after selecting a role. From the dropdown field, select the Permitting Authority you are affiliated with.

6. Select the 'Request Role Access' button to request that the role be added to your account (Figure 6) .

Figure 6

7. The 'Organization Information' page will appear. Choose one option from the following:

    a) *Select a Current Organization*. This option will display the list of organizations that you are associated to. Select the appropriate organization from the dropdown list to associate to 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 to 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 'Use advanced search' link at the bottom of the page; or 2) enter new keywords in the search box.

CDX   **EPS: Electronic Permit System**

       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. After entering in your email and phone number, 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/Login.gov and select the role hyperlink within the EPS Program Service row (Figure 7). You will now be directed to the EPS application.

Figure 7

4.0 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 (Figure 8).
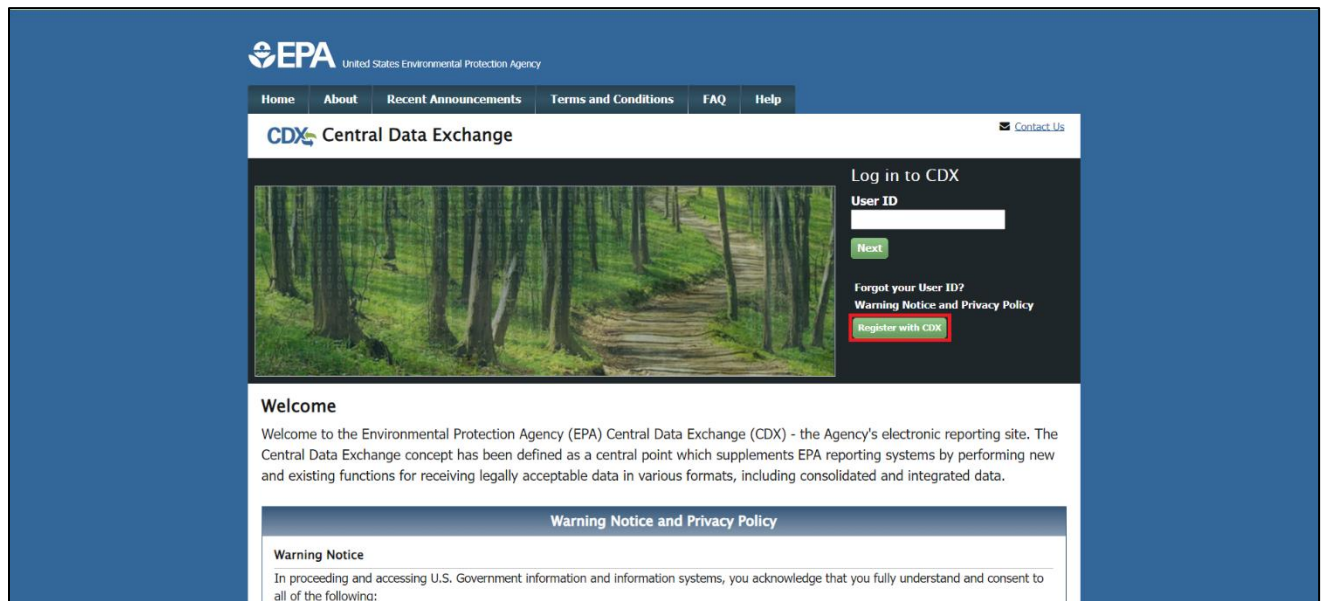
EPS: Electronic Permit System

Figure 8

2. The CDX 'Terms and Conditions' screen will be displayed. After reading, accept the terms and conditions by selecting the 'I am the original registrant and owner of the User ID requested' checkbox.

    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, select 'Proceed' to continue with the registration process (Figure 9).
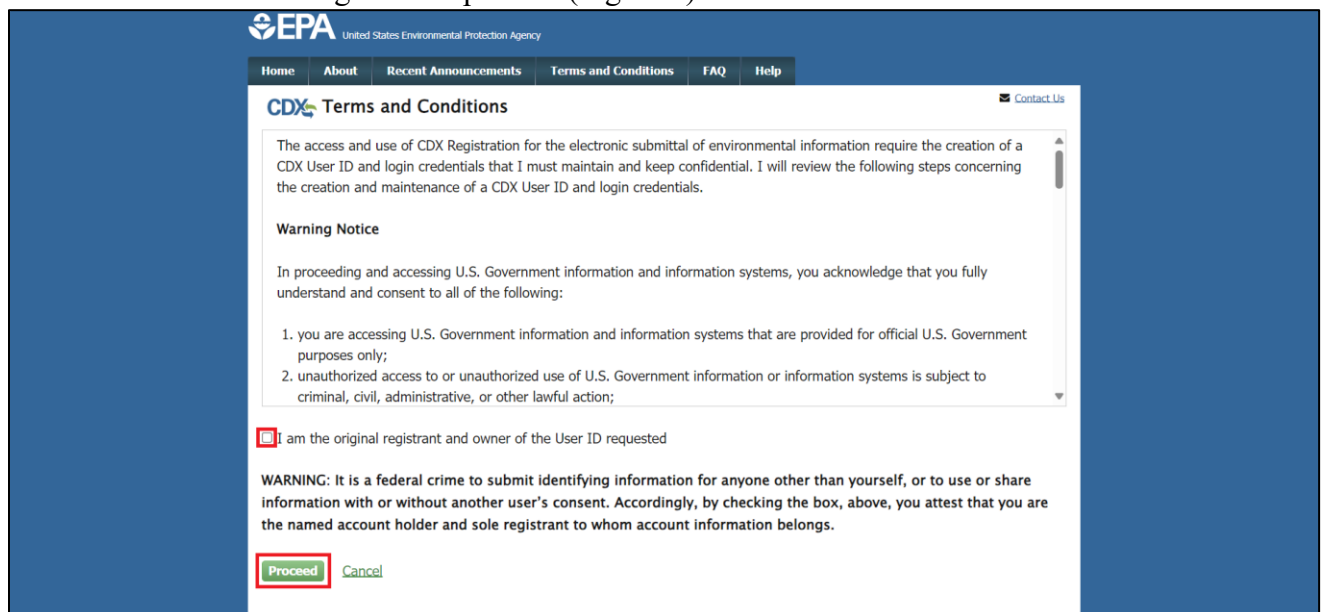

Figure 9

3. Search for the 'EPS: Electronic Permit System' program service in the Program Service page by entering the program service name or related keywords in the 'Active Program Services List' text box.

4. Select 'EPS: Electronic Permit System' program service (Figure 10).

Figure 10

5. You will be automatically redirected to the 'Role Access' page. Select the appropriate role from the dropdown list (Figure 11).

Figure 11

CDX   **EPS: Electronic Permit System**

6. The 'Permitting Authority' field will appear after selecting a role. From the dropdown field, select the Permitting Authority you are affiliated with.

7. Select the 'Request Role Access' button to request that the role be added to your account (Figure 12).

Figure 12

8. You will be automatically redirected to the 'Identity Credentials' page. Enter your desired 'User Id' and the email address you would like to register with. Select 'Continue Registration' (Figure 13).

Figure 13

9. Select 'Proceed to Login.gov' to be redirected to Login.gov to sign in or create your Login.gov account (Figure 14).
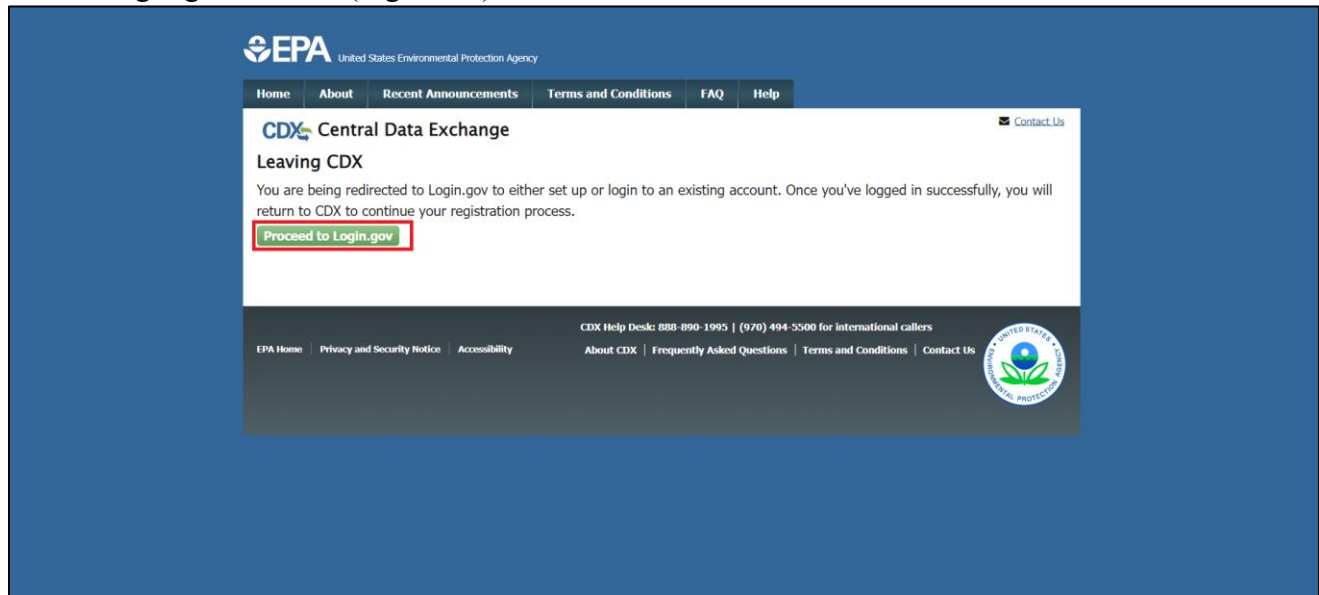

Figure 14

10. Log in to login.gov.
    a) If you have a Login.gov account, click 'Sign in', and then perform necessary authentication steps. If you don't have a Login.gov account, select 'Create an account', enter in your email address, select a language preference, and click the checkbox for accepting the rules of use.
    b) Check your email to confirm your email address. Once your email is confirmed you will need to create a password and then set up an authentication method.
    c) Click 'Agree and continue'.
11. You will be automatically redirected to page 4 'User and Organization'.
12. The 'User and Organization' page will appear. In the 'Part 1: User Information' section, enter your user information in all the required fields marked with an asterisk (Figure 15).

    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.

EPS: Electronic Permit System

Figure 15

13. On the 'Part 2: Organization Info' section, search for the name of your existing organization (Figure 16).

CDX

EPS: Electronic Permit System

Part 2: Organization Info

[_____] [Search]
Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
Too many organizations found. Please refine your search using the advanced search below and try again.					

Can't find your organization? Use advanced search or request that we add your organization.

[Cancel]

Figure 16

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 click on the 'Use advanced search' link or choose to search again with a modified keyword(s).

    ii. Once an organization has been selected, you are required to enter an email and phone number (Figure 17).

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 users with approved ESAs are returned in search results if the search is conducted by organization name.

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

Figure 17

 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. Clicking the link will take you to the 'Organization Information' page where you can enter required organization details.

![CDX logo] **EPS: Electronic Permit System**

Figure 18

14. Select the 'Submit Request for Access' button to proceed to the CDX homepage (Figure 18).
15. Upon logging in to CDX or navigating to the 'MyCDX' screen, the role is listed under the 'Role' section of the screen (Figure 19).
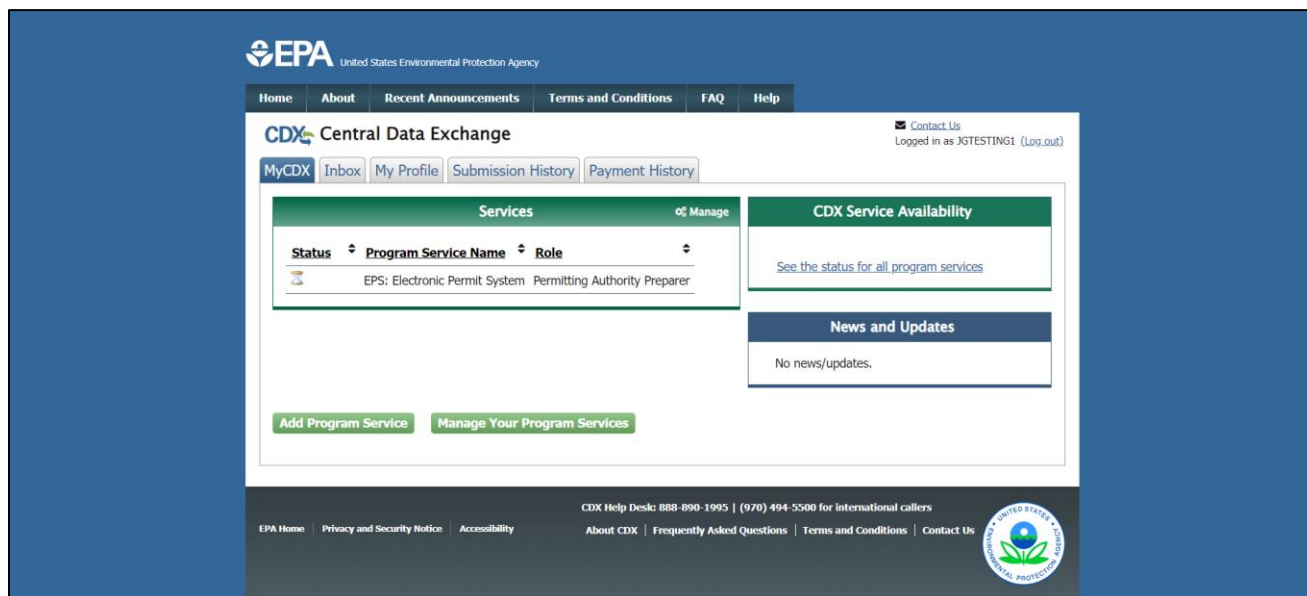
CDX

EPS: Electronic Permit System

Figure 19

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 under the 'Status' field indicating that your account is awaiting approval (Figure 19).

16. 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/Login.gov and select the role hyperlink within the EPS Program Service row. You will now be redirected to the EPS application.

a Once your role has been approved by EPA, the 'EPS: Electronic Permit System' role will have an active hyperlink and the 👤 icon under the 'Status' field, signifying that the role is active (Figure 20).
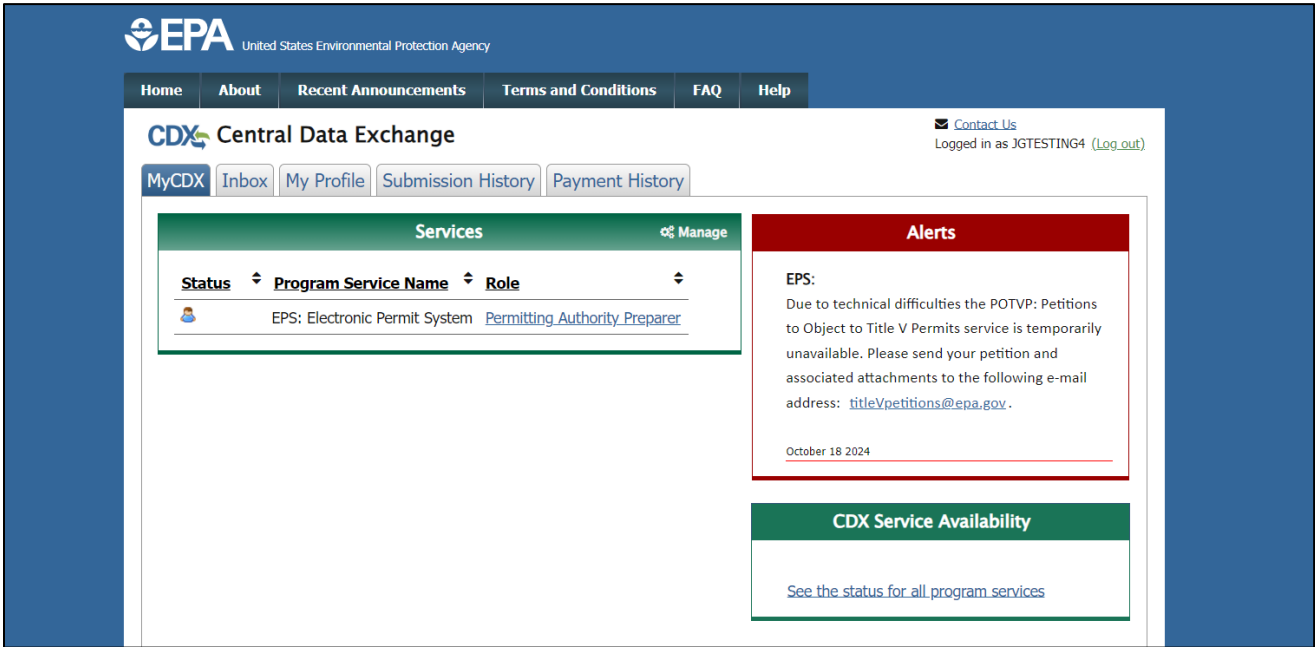
Figure 20

5.0 Support

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