



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





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## 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.

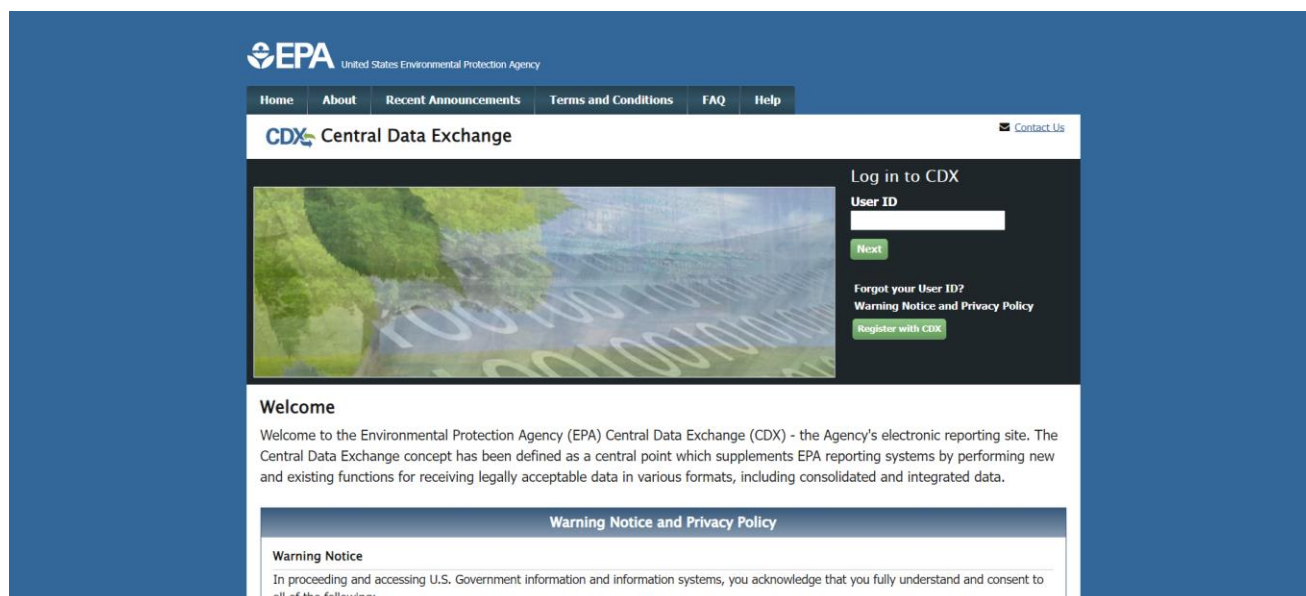


Figure 1

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.



## EPS: Electronic Permit System

A screenshot of the EPA CDX Login.gov sign-in page. The page has a light blue background. At the top, there is a dark blue header bar with the text 'An official website of the United States government' and a link 'Here's how you know'. Below the header, the 'LOGIN.GOV' logo is visible. The main content area is a white box with a blue border. It features an illustration of a person's head, a red shield with a white exclamation mark, and a blue shield with a white checkmark. Below the illustration, the text reads: 'EPA CDX is using Login.gov to allow you to sign in to your account safely and securely.' There are two buttons: 'Sign in' (blue) and 'Create an account' (white with blue border). Below these buttons, the section 'Sign in for existing users' is shown. It includes input fields for 'Email address' and 'Password'. A checkbox labeled 'Show password' is present. A large blue 'Sign in' button is at the bottom of the sign-in section. Below the button, there are links: 'Sign in with your government employee ID', 'Back to EPA CDX', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'. At the very bottom, a footer bar contains the 'US General Services Administration' logo, a 'Language' dropdown menu, and links for 'Help', 'Contact', 'Privacy & security', and 'Accessibility statement'.

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.



## EPS: Electronic Permit System

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

**EPA CDX is using Login.gov to allow you to sign in to your account safely and securely.**

[Sign in](#) [Create an account](#)

**Create an account for new users**

Enter your email address

Select your email language preference  
You will receive emails from Login.gov in the language you choose.

☒ English (default)  
☐ Español  
☐ Français  
☐ 中文 (简体)

☐ I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

[Cancel](#)  
[Security Practices and Privacy Act Statement](#)  
[Privacy Act Statement](#)

US General Services Administration [Language](#) [Help](#) [Contact](#) [Privacy & security](#) [Accessibility statement](#)

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'.



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### 3.0 Selecting a Program Service

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

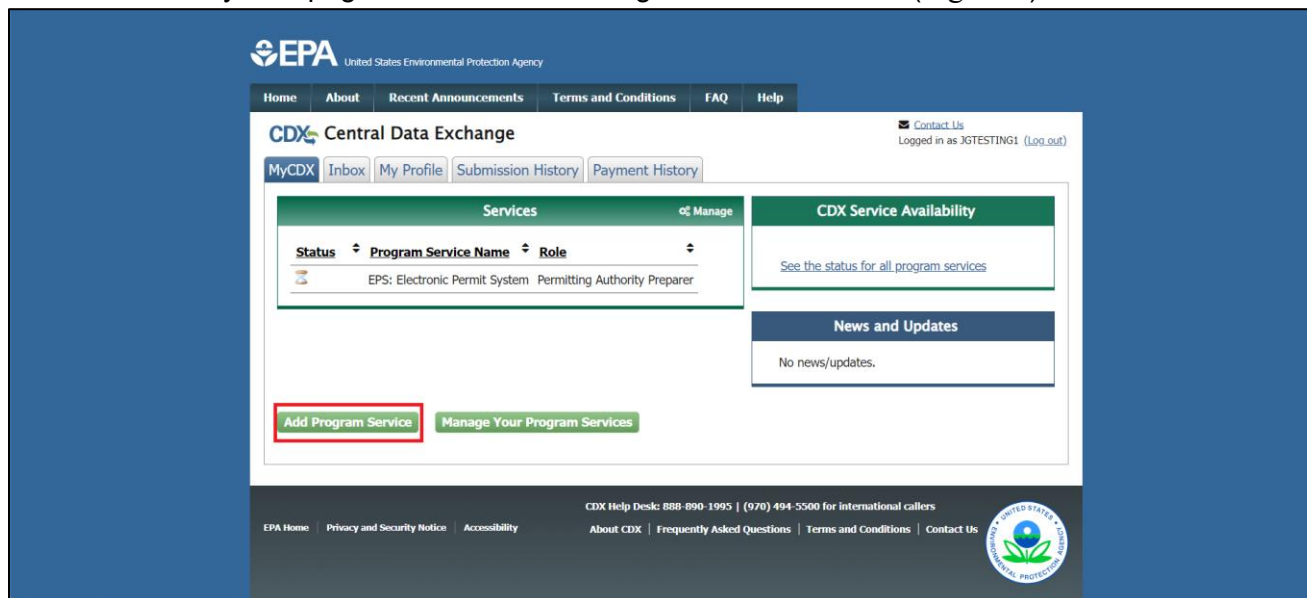


Figure 4

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).

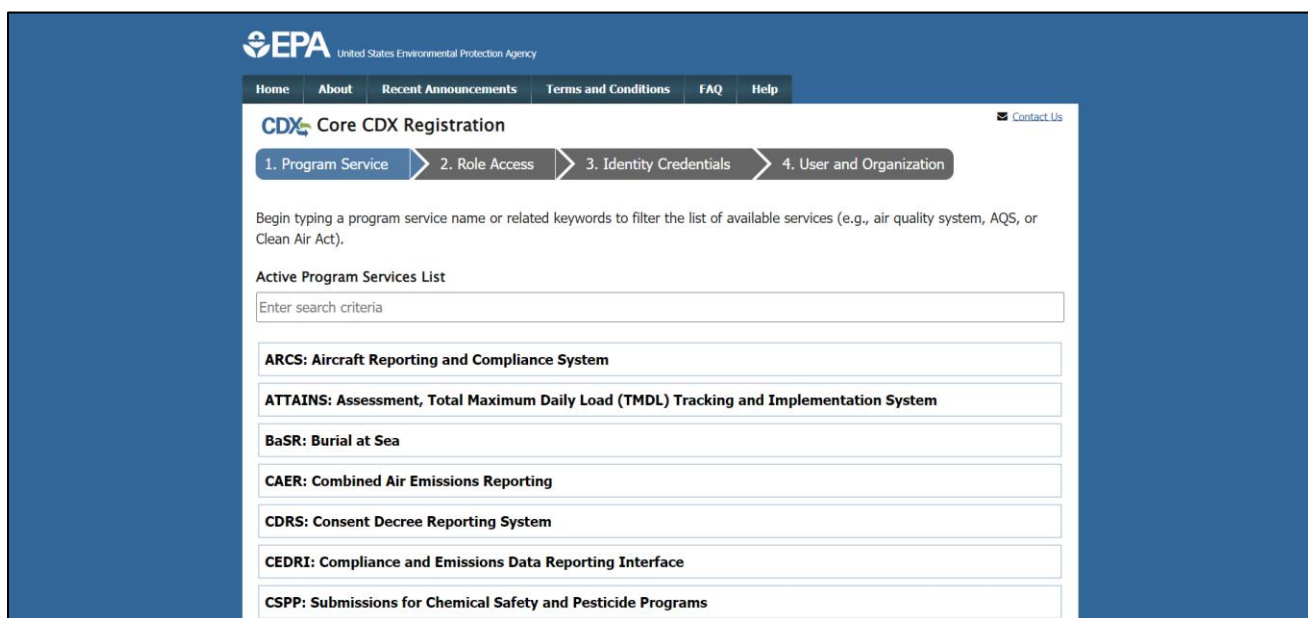


Figure 5

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



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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) .

**EPA** United States Environmental Protection Agency

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**CDX** Edit Account Profile [Contact Us](#)  
Logged in as JGTESTING4 ([Log out](#))

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

**Registration Information**

<b>Program Service</b>	Electronic Permit System
<b>Role</b>	Not selected

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

**Select Role**

**Permitting Authority Preparer \***

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

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.



## 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.

The screenshot displays the EPA Central Data Exchange (CDX) interface. At the top, the EPA logo and navigation links (Home, About, Recent Announcements, Terms and Conditions, FAQ, Help) are visible. The user is logged in as EPSPERMITTINGMANAGER. The main content area features a 'Services' table with columns for Status, Program Service Name, and Role. A red arrow points to the 'Permitting Authority Manager' role link for the 'EPS New: Electronic Permitting System'. To the right, there are sections for 'CDX Service Availability' and 'News and Updates'.

Status	Program Service Name	Role
	EPS New: Electronic Permitting System	<a href="#">Permitting Authority Manager</a>

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

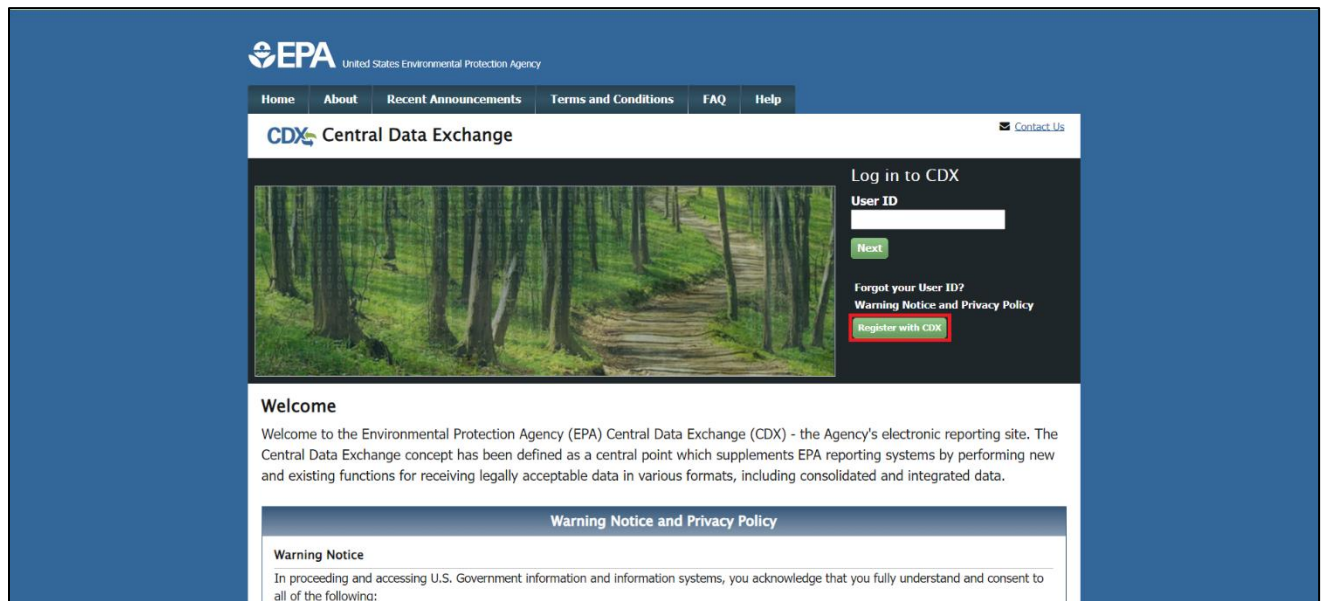


Figure 8

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).

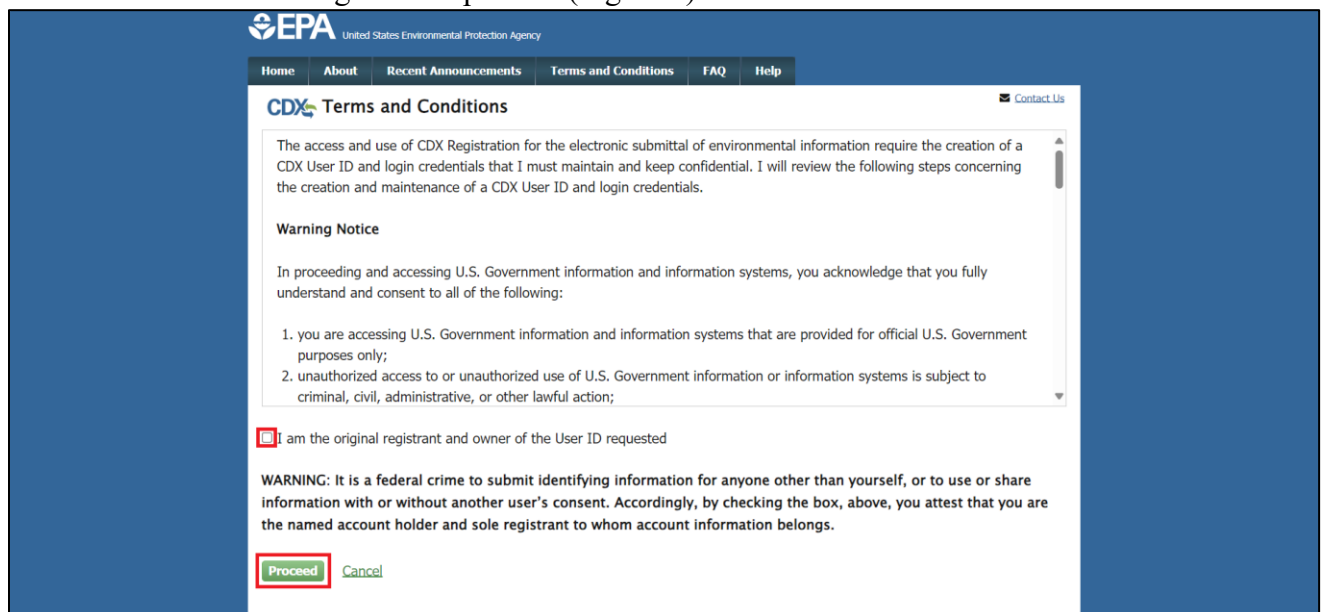


Figure 9



## EPS: Electronic Permit System

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).

The screenshot shows the EPA Core CDX Registration page. The navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main heading is 'CDX Core CDX Registration' with a 'Contact Us' link. Below the heading are four steps: 1. Program Service, 2. Role Access, 3. Identity Credentials, and 4. User and Organization. A text box prompts the user to '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 the 'Active Program Services List' with a search input field. The list contains the following services:

- ARCS: Aircraft Reporting and Compliance System
- ATTAINS: Assessment, Total Maximum Daily Load (TMDL) Tracking and Implementation System
- BaSR: Burial at Sea
- CAER: Combined Air Emissions Reporting
- CDRS: Consent Decree Reporting System
- CEDRI: Compliance and Emissions Data Reporting Interface
- CSPP: Submissions for Chemical Safety and Pesticide Programs

Figure 10

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

The screenshot shows the EPA Core CDX Registration page at the 'Role Access' step. The navigation bar is the same as in Figure 10. The main heading is 'CDX Core CDX Registration' with a 'Contact Us' link. Below the heading are four steps: 1. Program Service (checked), 2. Role Access, 3. Identity Credentials, and 4. User and Organization. A section titled 'Registration Information' shows 'Program Service' as 'Electronic Permit System' and 'Role' as 'Not selected'. Below this, a text box prompts the user to 'Select a role from the drop down list and provide any required additional information, if applicable.' There is a 'Select Role' dropdown menu. At the bottom of the form are two buttons: 'Request Role Access' and 'Cancel'. The footer includes the EPA logo, contact information for the CDX Help Desk (888-890-1995 | (970) 494-5500 for international callers), and links for EPA Home, Privacy and Security Notice, Accessibility, About CDX, Frequently Asked Questions, Terms and Conditions, and Contact Us.

Figure 11



## 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



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

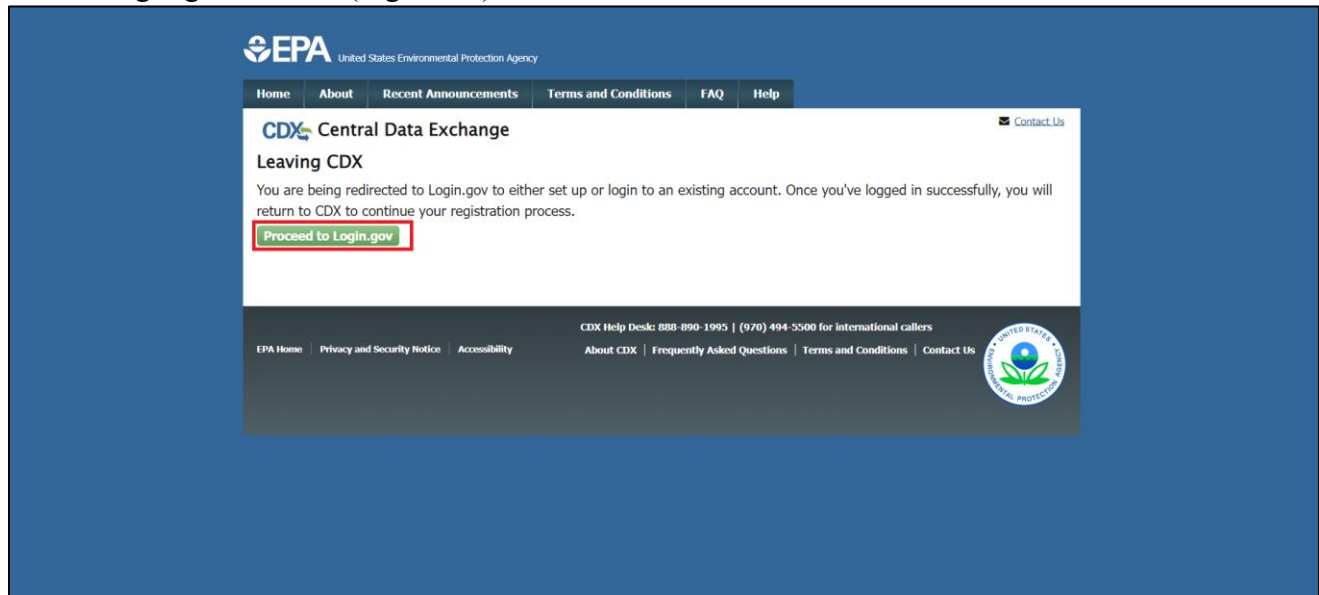


Figure 14

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

Welcome to the CDX Test environment. This is a non-production environment and is not to be used for any regulatory activity. X

**EPA** United States Environmental Protection Agency

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**CDX Core CDX Registration** [Contact Us](#)  
Logged in as JGTESTING1 (Log out)

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

**Registration Information**

Program Service	Electronic Permit System
Role	Permitting Authority Preparer

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

**Part 1: User Information**

User ID \* JGTESTING1

Title \*

First Name \*

Middle Initial

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

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

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Figure 15

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



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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.



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Part 2: Organization Info

CGI FEDERAL GROUP INC

12601 FAIR LAKES CIRCLE

FAIRFAX, VA, US

22033

Email \*

james.goldsmith@cgifederal.com

Phone Number \*

This field is required.

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

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.



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**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"/>

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).





## EPS: Electronic Permit System

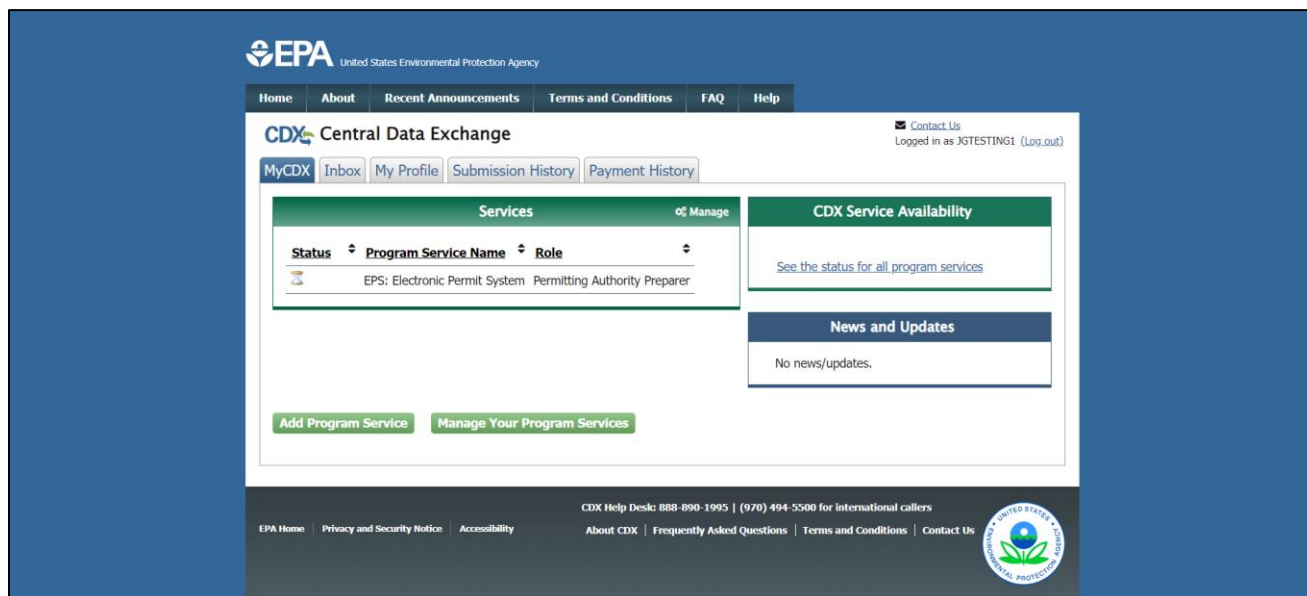


Figure 19

- 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).



# EPS: Electronic Permit System

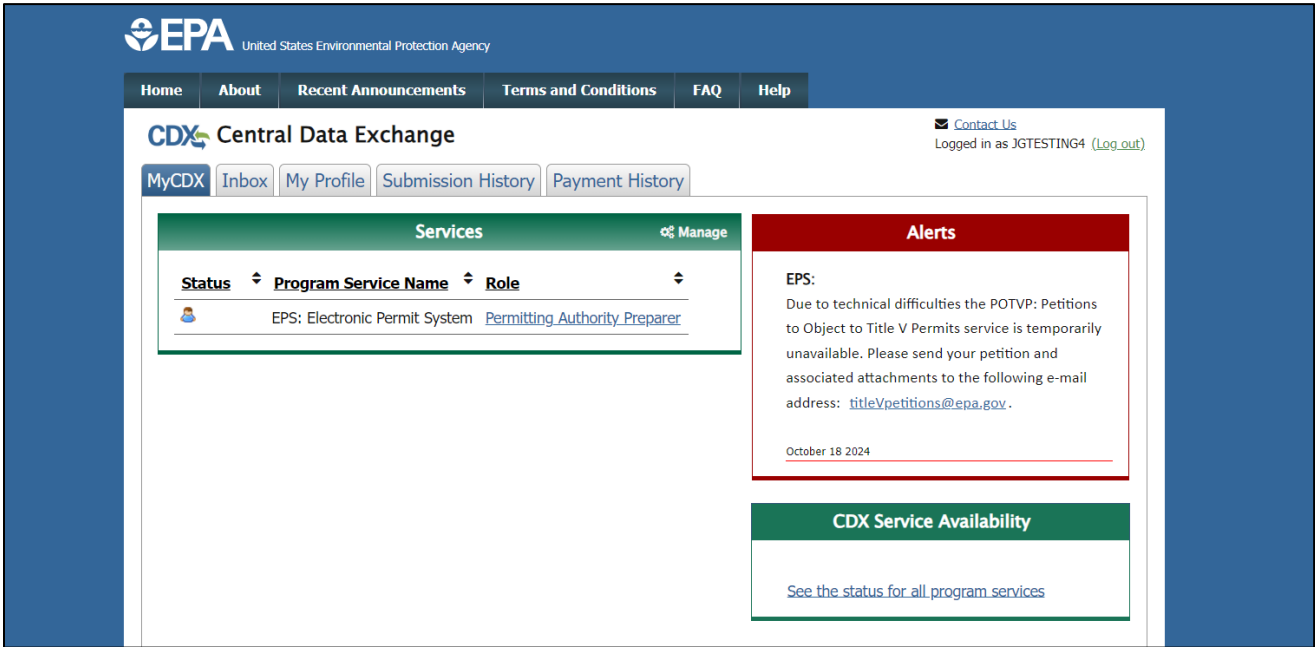


Figure 20

## 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](mailto:helpdesk@epacdx.net) or by telephone at 888-890-1995.