

# REGISTRY MAINTENANCE USER GUIDE





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#### 1.0 EPA Registration Maintenance Account Manager (RMAM) Job Aide

Note: This guide is intended to provide an overview of the CDX RMAM tools for use by individuals responsible for managing access to the Electronic Permit System (EPS) application. There are three sections to this job aide. Select a hyperlink below to navigate to a specific section:

- <u>Approving/Disapproving Preparer Registration Requests</u>
- <u>Accessing User Account Information</u>
- <u>Support</u>

## 2.0 Approving/Disapproving Preparer Registration Requests

When a Permitting Authority user registers for the Preparer or Manager role, they must be approved by an RMAM before they can access the Electronic Permit System application.

1. As an RMAM, you will receive an email notification when a Preparer or Manager has requested access to the EPS application (Figure 1).



Figure 1



- 2. Log into CDX (<u>https://cdx.epa.gov/</u>)/Login.gov..
- 3. Select the 'Reg Maint' tab (Figure 2).

Home	About	Recent Announ	ncements	Terms and Conditi	ions	FAQ	Help	
CDX	Centra	al Data Exch	ange				⊾ C	ontact Us ed in as JAMES.GOLDSMITH@CGIFEDERAL.COM ( <u>Log out)</u>
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4. Select the 'Pending Requests' link (Figure 3).

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CDX Home About CDX Recent Announcements 1	erms and Conditions FAQs Help Logged in as JAMES.GOLDSMITH@CGIFEDERAL.COM (Log ou
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MyCDX         Inbox         My Profile         Keg Maint         Role S           You are here: Reg Maint Tools         Registration Tools         Registrating Registration Tools         Registrating Regist	ponsorship Submission History Payment History
Tool	Description
User Management	View and/or modify a user's profile.
Pre-Registration	Register an account for a user.
Pending Requests	View pending requests for access to programs services and/or roles.
Program/Flow Flags Viewer	View the provisioned requirements for a program and associated roles.
Maintenance Reports	Retrieve administration statistics and reports on users.
Shortcut URL	Provide the Helpdesk and RMAM roles with the ability to generate Registration Shortcut URL.
FAQ Editor Tool	Edit FAQs for available program services.
Rules of Behavior Content Management	Edit the content for Rules of Behavior for specific roles.
Reporting Tools	
Tool	Description
LexisNexis Report	Provides a report of all LexisNexis attempts.
User Communication Tool	Allows account managers to post CDX alerts and send emails to their user community.
Security Tools	

Figure 3

- 5. View all pending requests for EPS by selecting 'EPS Electronic Permit System' from the 'Program Service' dropdown field (Figure 4).
  - a. Alternatively, enter other information on this page to search based on specific criteria such as Last Name or Email.



Search By Criteria	
User ID	Exact Matches Only:
First Name	Exact Matches Only:
Last Name	Exact Matches Only:
Email	Exact Matches Only:
Program Service	EPS – Electronic Permit System 🗸
Role	
Program ID	Exact Matches Only:
Phone Number	Exact Matches Only:
Organization Name	Exact Matches Only:
Organization State	~
Or	
Organization Region	<b>~</b>
Search By Confirmatic Confirmation Number	n Number

Figure 4

- 6. Select the 'Search' button after entering your search criteria.
- The search results page will display all users associated with your search criteria (Figure 5)
  - a. You may check this tool periodically to ensure users of all types are not awaiting approval to proceed with their daily activities.



Central Data Exchan	ge			Last Login: 11/22/202	Contact Us					
MyCDX Inbox My Profile	Reg Maint Role Sponsorship	Submission History Pay	ment History							
You are here: Reg Maint Tools » Pending Requests – Search » Pending Requests – Summary         Pending Requests – Search Results         9 items found; displaying 1 to 9.    Page 1 of 1										
Select All	Requestor Information \$	Request Details		Request Date	\$					
Permitting Authority Preparer	James Goldsmith (JGTESTING2) james.goldsmith@cgifederal.co m	Organization: CGI INC Program Service: EPS Role: Permitting Authority Preparer Permitting Authority Preparer: COLORADO DPHE View Details	Current Electronic Score: Not Set Current Paper Score: Not Set Updated Paper Score	∷ 11/13/2024 8:58	:47 PM					
		Figure 5								

- 8. Check the box next to the name of each user that will be approved.
- 9. Select the 'Approve Selected Requests' button (Figure 6).
  - a. If you do not wish to approve the registration request, select the 'Reject Selected Requests' button. You will be asked to provide a reason for why you are denying the user's request. This will send an automated email message to the user notifying them that their registration request has been rejected.



# **EPS: Electronic Permit System**

MCDX       Indox       My Profile       Reg Maint       Role Sponsorbite       Submission History       Payment History         You are here: Reg Maint Tools = Pending Requests - Search = Pending Requests - Search Results       9       Items found, displaying 1 to 9.       Page       Items found, displaying 1 to 9.         Pending Requests - Search Results       9       Items found, displaying 1 to 9.       Page       Items found, displaying 1 to 9.       Page       Items found, displaying 1 to 9.         Pending Requests - Search Results       Organization CGI NC       Current Bectronic Score. Not 11/13/2024 8.58.47 PM         Permitting Authority Preparer       Colorable       Current Reper Score: Not Set       Program Service 195         Permitting Authority Preparer       Colorable       Organization CGI Federal       Current Bectronic Score. Not.       8/15/2022 6.03.35 PM         Responsible Official       Cereald Frilot (Gr487184) geraid.frilot@cgifederal.com       Organization CGI Federal Program Service. 195       Current Bectronic Score. Not.       8/8/2022 7.00.53 PM         Application Preparer       Cereald Frilot (Gr487184) geraid.frilot@cgifederal.com       Organization CGI Federal Program Service. 195       Current Bectronic Score. Not.       8/8/2022 7.00.53 PM         Pole Autor Preparer       Jacob Kora       Organization CGI FEDERAL Program Service. 195       Current Bectronic Score. Not.       8/8/2022 6.06.48 PM	Central Data Exchan	ge			Contact Us
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Figure 6

- 10. A 'Pending Requests Confirm Selected' screen will appear displaying all users that were selected on the previous screen. Select the 'Approve Requests' button.
  - a. This will activate the user's account. No further action is required.



b. The user will receive an email notification indicating that EPA has activated their account.

#### 3.0 Accessing User Account Information

1. Select the 'Reg Maint' tab (Figure 7).

Home	About	Recent An	nouncements	Terms and Conditi	ions	FAQ	Help	
CDX	Centra	al Data E>	kchange				Log	Contact Us ged in as JAMES.GOLDSMITH@CGIFEDERAL.COM ( <u>Log_out)</u>
MyCDX	Inbox	My Profile	Reg Maint	Role Sponsorship	Subn	nission H	listory	Payment History
					Figu	ire 7		

2. Select the 'User Management' link (Figure 8).

	IN AGERICY CENTRAL DATA EXCILANCE
CDX Home About CDX Recent Announcement	ts Terms and Conditions FAQs Help Logged in as JAMES.GOLDSMITH@CGIFEDERAL.COM (Log out
Central Data Exchange	Contact Us
	Last Login: 11/22/2024 3:00:02 PM
MyCDX Inbox My Profile Reg Maint	Role Sponsorship Submission History Payment History
You are here: Reg Maint Tools	
Registration Tools	
Tool	Description
User Management	View and/or modify a user's profile.
Pre-Registration	Register an account for a user.
Pending Requests	View pending requests for access to programs services and/or roles.
Program/Flow Flags Viewer	View the provisioned requirements for a program and associated roles.
Maintenance Reports	Retrieve administration statistics and reports on users.
Shortcut URL	Provide the Helpdesk and RMAM roles with the ability to generate Registration Shortcut URL.
FAQ Editor Tool	Edit FAQs for available program services.
Rules of Behavior Content Management	Edit the content for Rules of Behavior for specific roles.
Reporting Tools	
Tool	Description
LexisNexis Report	Provides a report of all LexisNexis attempts.
User Communication Tool	Allows account managers to post CDX alerts and send emails to their user community.

Figure 8

- 3. Enter desired search criteria on the 'User Management Search' page and select the 'Search' button.
  - a. At a minimum, select the 'EPS Electronic Permit System' in the 'Program Service' dropdown to refine your search results to only search for users registered for EPS.



- b. All applicable roles for EPS will be shown in the 'Role' dropdown.
- c. Within the 'Program ID' field, you may enter additional criteria to search for users by a specific permitting authority (i.e. Tennessee DEC)
- 4. A search results page will display all applicable search results. Click on the user's name (Figure 9).

CDX Home       About CDX       Recent Announcements       Terms and Conditions       FAQs       Help       Logged in as JAMES.GOLDSMITH#CCIFEDERAL.COM (Log out)         Central Data Exchange       Contact Us       Last Login: 11/22/2024 3:00:02 PM         MyCDX       Inbox       My Profile       Reg Maint       Role Sponsorship       Submission History       Payment History         You are here:       Reg Maint Tools >>       User Management - Search >>       Users Summary         User Management - Search Results       1       Page 1 of 1         Name       ©       User ID        Registration Date	CDX Home       About CDX       Recent Announcements       Terms and Conditions       FAQs       Help       Logged in as JAMES.GOLDSMITH#CGIFEDERAL.COM (Log out)         Central Data Exchange         Contract Us Last Login: 11/22/2024 3:00:02 PM         MyCDX       Inbox       My Profile       Reg Maint       Role Sponsorship       Submission History       Payment History         You are here:       Reg Maint Tools & User Management - Search & Users Summary       User Management - Search Results       Page 1 of 1         1       Items found; displaying 1 to 1.       Page 1 of 1       Page 1 of 1         Name       User ID       Registration Date       Last Log In Date          Goldsmith, James       JAMES.GOLDSMITH#CGIFEDERAL.COM       9/23/2022 3:16:42 PM       11/22/2024 3:00:02 PM		d States Environmental Pr	ntection Agency		CENTRAL GATA	
Central Data Exchange	Central Data Exchange	CDX Home About	DX Recent Announce	ments Terms and Conditions	FAQs Help	Logged in as JAMES.GOLDSMITH@CGIFE	DERAL.COM (Log out)
Ny-Lux     Indox     My Profile     Reg Maint     Role sponsorship     Submission History     rayment History       You are here:     Reg Maint Tools = User Management - Search = Users Summary       User Management - Search Results       1 items found; displaying 1 to 1.       Name     •       Goldsmith, James     JAMES.GOLDSMITH@CGIFEDERAL.COM       9/23/2022 3:16:42 PM     11/22/2024 3:00:02 PM	NyLUX     Indox     My Profile     Kole sponsorship     Submission History     Payment History       You are here: Reg Maint Tools = User Management - Search = Users Summary       User Management - Search Results       1 items found; displaying 1 to 1.     Page 1 of 1       Name     User ID     Registration Date       Goldsmith, James     JAMES.GOLDSMITH@CGIFEDERAL.COM     9/23/2022 3:16:42 PM       Back	Central Data	Exchange			Last Login: 11/	Contact Us 22/2024 3:00:02 PM
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			EPA Home   About CD	CDX Help Desk: 888-890-1995 K   Frequently Asked Questions	(970) 494-5500 fo Privacy and Security	r international callers Notice   Terms and Conditions   Contact Us	
CDX Help Desk: 888–890–1995   (970) 494–5500 for international callers EPA Home   About CDX   Frequently Asked Questions   Privacy and Security Notice   Terms and Conditions   Contact Us	CDX Help Desk: 888-890-1995   (970) 494-5500 for international callers EPA Home   About CDX   Frequently Asked Questions   Privacy and Security Notice   Terms and Conditions   Contact Us						

Figure 9

- 5. The 'User Detail' page is displayed (Figure 10). Within this page you can view User Account Information, Organizational Information, and see which CDX program services the user has access to.
  - a. Selecting the 'Edit Account' hyperlink will allow you to modify the user's Title, First Name, Middle Initial, Suffix, and Last Name. Select 'Apply Changes' to save any edits.
  - b. Selecting the hyperlink for an organization within the 'Organizational Information' field will allow you to update the user's phone number, extension, and fax number. Select 'Save Changes' to save any edits.
  - c. Within the Program Flow Information section, you may:
    - i. Add a new CDX Program Service to the user's account.
    - ii. Add roles to an existing Program Service.
    - iii. Deactivate/Reactivate a user's access to a Program Service/role.



Central Data Exc	hange					Contact Us
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You are here: Reg Maint To	ols » User M	anagement - Searc	h » Users Summary » Use	r Details		
User Management – Use User Account Information	er Detail • Edit Accou	int				
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Program Flow Information Program Service Code	l (click program s Role	ervice code to modify -	Add Program Service	Nomination Allowed	Status	Show Inactive Roles? Yes V
EPS	Preparer	ARIZONA DEQ	(1)	N	Active (E	Deactivate)

Figure 10

## 4.0 Support

If you have any questions related to CDX or the EPS program service, please contact the CDX Help Desk at <u>helpdesk@epacdx.net</u> or by telephone at 888-890-1995.