



REGISTRY MAINTENANCE USER GUIDE





EPS: Electronic Permit System

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EPS: Electronic Permit System

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:

- [Approving/Disapproving Preparer Registration Requests](#)
- [Accessing User Account Information](#)
- [Support](#)

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).

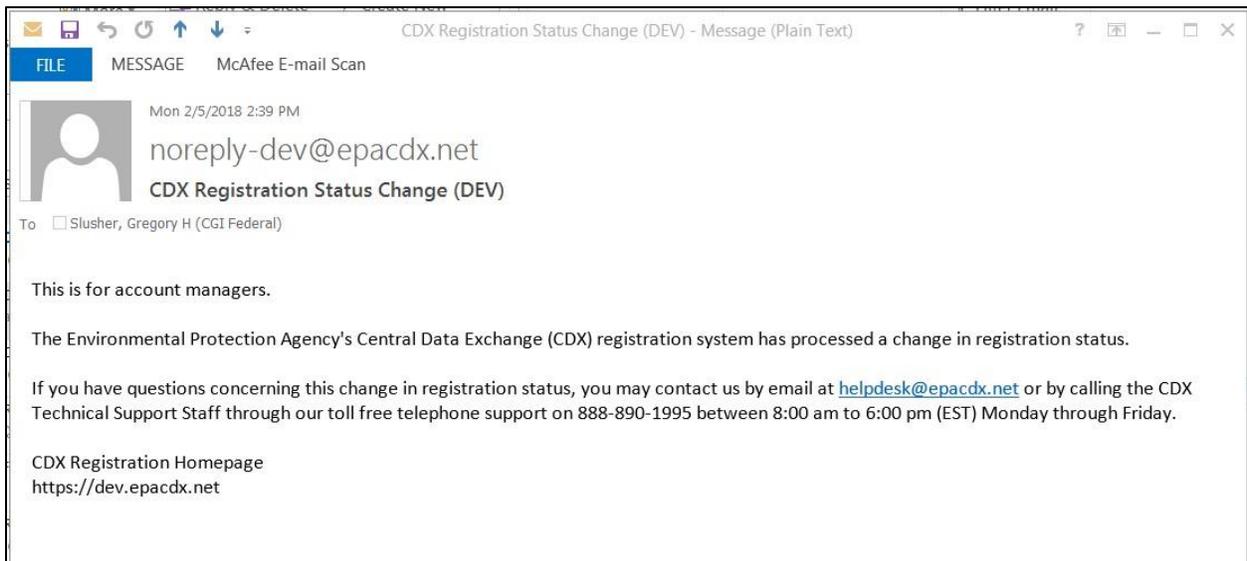


Figure 1



EPS: Electronic Permit System

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

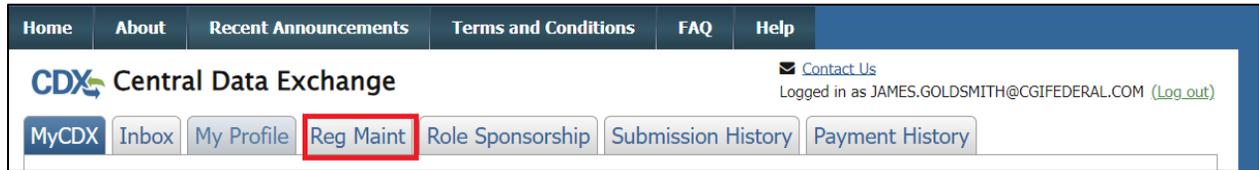


Figure 2

4. Select the 'Pending Requests' link (Figure 3).

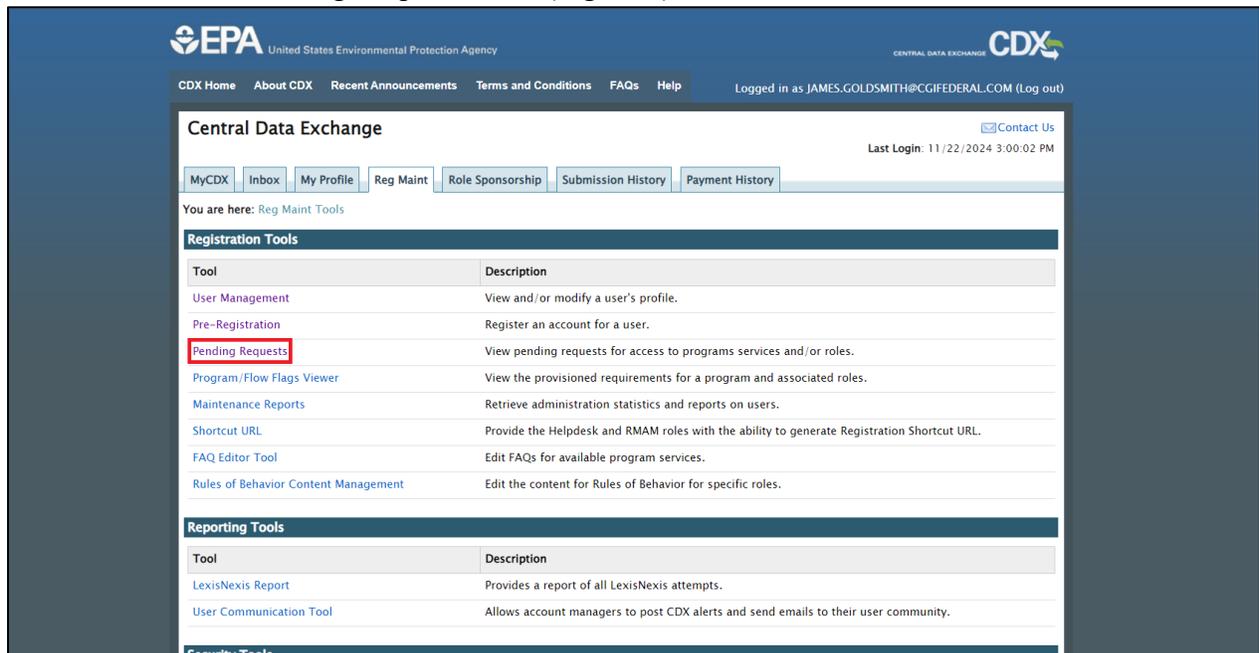


Figure 3

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.



EPS: Electronic Permit System

You are here: [Reg Maint Tools](#) » Pending Requests – Search

Pending Requests – Search

Search By Criteria

User ID Exact Matches Only:

First Name Exact Matches Only:

Last Name Exact Matches Only:

Email Exact Matches Only:

Program Service ▼

Role ▼

Program ID Exact Matches Only:

Phone Number Exact Matches Only:

Organization Name Exact Matches Only:

Organization State ▼

Or

Organization Region ▼

Search By Confirmation Number

Confirmation Number

Figure 4

6. Select the ‘Search’ button after entering your search criteria.
7. 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.



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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](#) » [Pending Requests - Search](#) » Pending Requests - Summary

Pending Requests - Search Results

9 items found; displaying 1 to 9. Page of 1

Select All <input type="checkbox"/>	Requestor Information	Request Details	Request Date
<input type="checkbox"/>	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 <input type="text"/>

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

The screenshot displays the EPA Central Data Exchange (CDX) interface. At the top, there are navigation links for CDX Home, About CDX, Recent Announcements, Terms and Conditions, FAQs, and Help. The user is logged in as JAMES.GOLDSMITH@CGIFEDERAL.COM. The main content area is titled 'Central Data Exchange' and shows 'Pending Requests - Search Results'. A table lists 9 items, with the first item selected. The table columns are Requestor Information, Request Details, and Request Date. The first row shows a Permitting Authority Preparer (James Goldsmith) for a request from CGI INC. The 'Approve Selected Requests' button is highlighted with a red box.

Select All	Requestor Information	Request Details	Request Date
<input checked="" type="checkbox"/>	Permitting Authority Preparer James Goldsmith (JTESTING2) james.goldsmith@cgifederal.com	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: [Dropdown]
<input type="checkbox"/>	Responsible Official Gerald Frlot (GF487184) gerald.frlot@cgifederal.com	Organization: CGI Federal Program Service: EPS Role: Responsible Official View Details	Current Electronic Score: Not Set Current Paper Score: Not Set Signature-Letterhead Updated Paper Score: [Dropdown]
<input type="checkbox"/>	Application Preparer Gerald Frlot (GF487184) gerald.frlot@cgifederal.com	Organization: CGI Federal Program Service: EPS Role: Application Preparer Application Preparer: MULTI-FACILITIES View Details	Current Electronic Score: Not Set Current Paper Score: Not Set Updated Paper Score: [Dropdown]
<input type="checkbox"/>	EPA Viewer Jacob Kora (JACOB.KORA) jacob.kora@cgifederal.com	Organization: CGI FEDERAL Program Service: EPS Role: EPA Viewer View Details	Current Electronic Score: Not Set Current Paper Score: Not Set Updated Paper Score: [Dropdown]
<input type="checkbox"/>	Application Preparer Katy Dupre (KWUPRE83) katy.dupre@cgifederal.com	Organization: TestOrg198800 Program Service: EPS Role: Application Preparer Application Preparer: MULTI-FACILITIES View Details	Current Electronic Score: Not Set Current Paper Score: Not Set Updated Paper Score: [Dropdown]
<input type="checkbox"/>	Application Preparer JacAP KoraAP (JAKE.KORA.AP) jacob.kora@cgi.com	Organization: CGI FEDERAL Program Service: EPS Role: Application Preparer Application Preparer: N/A View Details	Current Electronic Score: Not Set Current Paper Score: Not Set Updated Paper Score: [Dropdown]
<input type="checkbox"/>	Permitting Authority Preparer Test LC (TEST_LC0510) laxmi.chetla@cgifederal.com	Organization: CGI Program Service: EPS Role: Permitting Authority Preparer Permitting Authority Preparer: ALABAMA CHDNR View Details	Current Electronic Score: Not Set Current Paper Score: Not Set Updated Paper Score: [Dropdown]
<input type="checkbox"/>	Permitting Authority Preparer KT DD (KWUPRE36) katy.dupre@cgifederal.com	Organization: TestOrg198800 Program Service: EPS Role: Permitting Authority Preparer Permitting Authority Preparer: AMADOR COUNTY APCD View Details	Current Electronic Score: Not Set Current Paper Score: Not Set Updated Paper Score: [Dropdown]
<input type="checkbox"/>	Permitting Authority Preparer Katy Dupree (KWUPRE33) katy.dupre@cgifederal.com	Organization: TestOrg198800 Program Service: EPS Role: Permitting Authority Preparer Permitting Authority Preparer: ALABAMA CHDNR View Details	Current Electronic Score: Not Set Current Paper Score: Not Set Updated Paper Score: [Dropdown]

Buttons: Approve Selected Requests, Reject Selected Requests, Back

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.



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- 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).

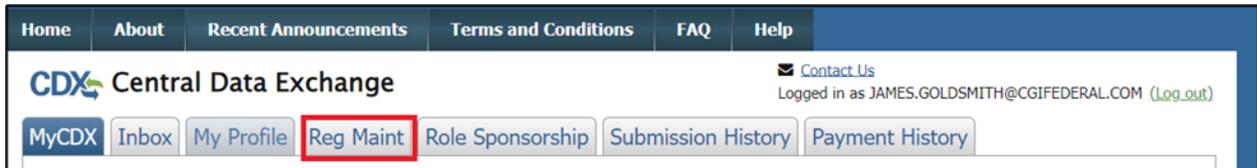


Figure 7

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

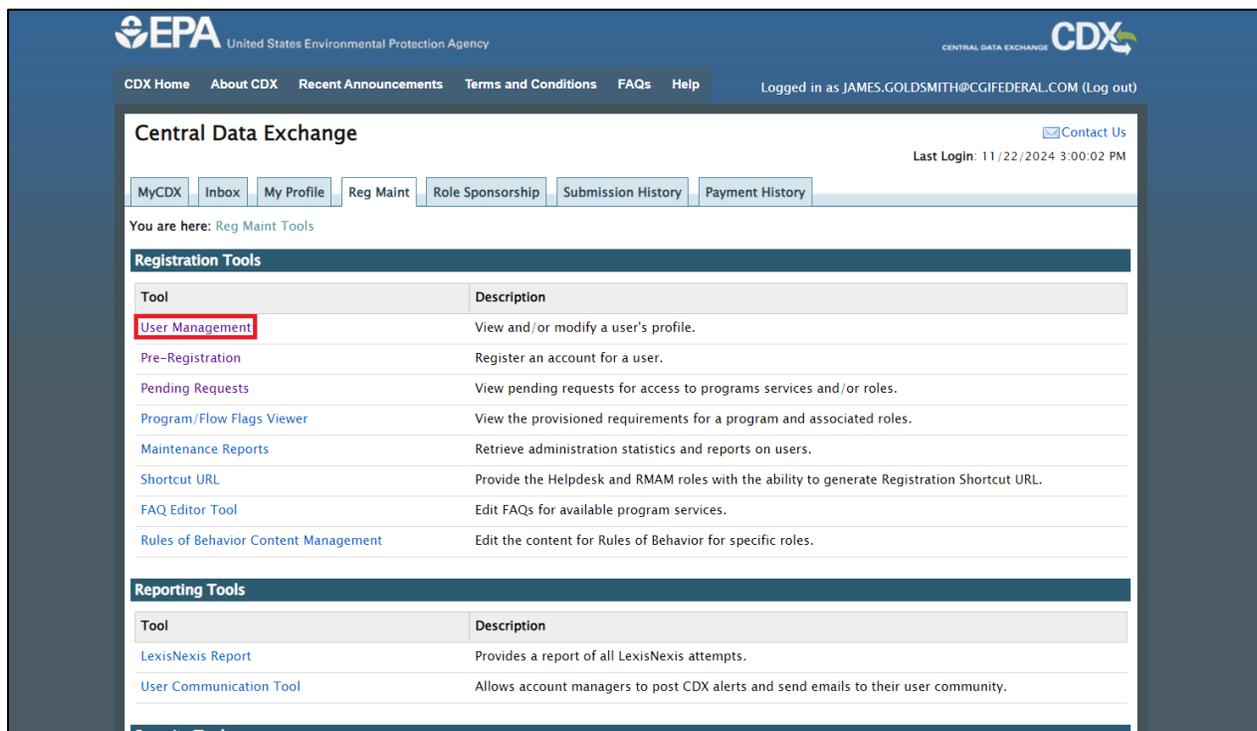


Figure 8

- 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.



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- 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).

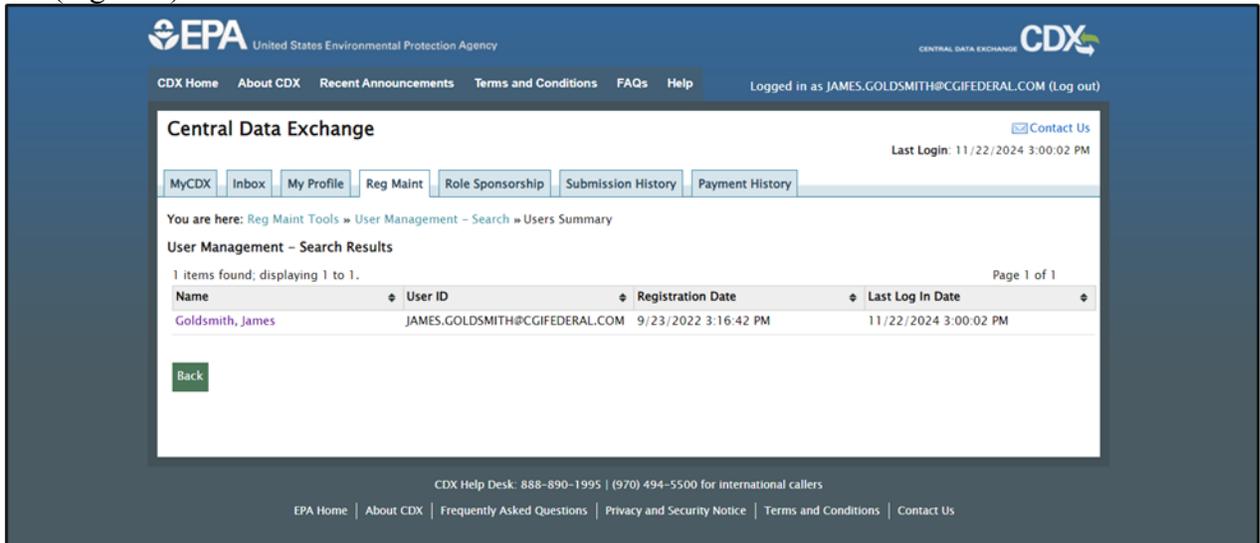


Figure 9

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.



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Central Data Exchange Contact Us
Last Login: 2/5/2018 2:45:54 PM

MyCDX | Inbox | My Profile | Reg Maint | HelpDesk | Submission History | E-Enterprise Portal

You are here: Reg Maint Tools » User Management » Search » Users Summary » User Details

User Management – User Detail

User Account Information **Edit Account**

User Personal Information

User ID EPSPREPARIZONA	Federal Employee / Contractor N	User Name Mr Greg Slusher
Registration Status Active		Paper Verification Index Not Set
Previous Log In 2/5/2018 1:15:27 PM	Registration Date 2/5/2018 1:01:17 PM	Electronic Verification Index Not Set

Verification Methods

Signature Questions Not Set	Mobile Number Not Set	Primary Number -
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User Organization Information (click organization name to modify) – Add Organization

Primary Organization =

Org #	Organization Information	Contact Information	User-Org Verification Index	Organization Verification Index
(1)	CGI FEDERAL 12501 FRANKES CIRCLE FAIRFAX, VA, US 22033	gregory.h.slusher@cgifederal.com Phone: (555) 555-5555	Electronic Verification: Not Set Paper Verification: Not Set ESA Status: Details	Electronic Verification: CROMERR- Minimum Paper Verification: Signature- Notary Organization ID: 15361

Program Flow Information (click program service code to modify) – Add Program Service Show Inactive Roles? Yes ▾

Program Service Code	Role	Program ID	Organization Name	Nomination Allowed	Status	Add Role
EPS	Preparer	ARIZONA DEQ	(1)	N	Active (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 helpdesk@epacdx.net or by telephone at 888-890-1995.