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 application. There are several sections to this job aide. Select a hyperlink below to navigate to a specific section:

- Approving/Disapproving Preparer Registration Requests
- Registering EPA Users
- Accessing User Account Information
- Support

Approving/Disapproving Preparer Registration Requests

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

1. As an RMAM, you will receive an email notification when a Preparer has requested access to the Electronic Permitting System application (see Figure 1).

   ![Figure 1: Account Request Email Notification](image)

   This is for account managers.

   The Environmental Protection Agency's Central Data Exchange (CDX) registration system has processed a change in registration status.

   If you have questions concerning this change in registration status, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between 8:00 am to 6:00 pm (EST) Monday through Friday.

   CDX Registration Homepage
   https://dev.epacdx.net

3. Select the Reg Maint tab on your MyCDX page (see Figure 2).
4. Select the Pending Requests link (see Figure 3).

Figure 3: Reg Maint Tools

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Management</td>
<td>View and/or modify a user’s profile</td>
</tr>
<tr>
<td>Create User Account</td>
<td>Create a CDX user account for a user</td>
</tr>
<tr>
<td>Pending Requests</td>
<td>View pending requests for access to programs flows and/or roles</td>
</tr>
<tr>
<td>Program/Flow Flags Viewer</td>
<td>View the provisioned requirements for a program and associated roles</td>
</tr>
<tr>
<td>Maintenance Reports</td>
<td>Retrieve administration statistics and reports on users</td>
</tr>
<tr>
<td>Shortcut URL</td>
<td>Provide the Helpdesk and RMAM roles with the ability to generate Registration Shortcut URL</td>
</tr>
</tbody>
</table>

5. View all pending requests by selecting the ‘EPS - Electronic Permit System’ program service from the Program Service dropdown field (see Figure 4).
   a. Alternatively, enter other information on this page to search based on specific criteria.
6. Select the ‘Search’ button after entering your search criteria (see Figure 4).

7. The search results page will display all users associated with your search criteria (see 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.

8. Check the box next to the name of each user that will be approved (see Figure 6). Do not make any updates to the ‘Not Set’ dropdown list under the Current Paper Score.

9. Select the ‘Approve Selected Requests’ button (see Figure 6).
EPS: Electronic Permitting System

a. If you do not wish to approve the registration request, select the ‘Reject Selected Requests’ button. This will send an automated email message to the Preparer notifying them that their registration request has been rejected.

**Figure 6: Approving Requests**

10. A ‘Pending Requests - Confirm Selected’ screen will appear displaying all users that were selected on the previous screen (see Figure 7). Select the ‘Approve Requests’ button.
   a. This will activate the preparer’s account. No further action required.
   b. The preparer will receive an email notification indicating that EPA has activated their account.

**Figure 7: Pending Requests – Confirm Selected**

Registering EPA Users

1. Select the Reg Maint tab on your MyCDX page (see Figure 8).

**Figure 8: MyCDX Homepage**
2. Select the Create User Account link (see Figure 9).

**Figure 9: Reg Maint Tools**

3. Accept the terms and conditions by selecting the ‘I accept’ radio button and the ‘Proceed’ button (see Figure 10).
4. A list of program services in which you have been granted RMAM access to will be displayed. Select ‘EPS: Electronic Permit System’ (see Figure 11).

**Figure 11: EPS- Electronic Permit System Program Service Selection**
5. Select the appropriate role from the dropdown list, complete any supporting details such as Region number, and select the ‘Request Role Access’ button (see Figure 12).
   a. Regional Reviewer and Regional Admin will require you to select an appropriate EPA Region.

6. On the ‘Part 1: User Information’ section of the ‘Registration Information’ page, enter at a minimum all of the required fields. Required fields are marked with an asterisk (see Figure 13).
   a. The User ID, Title, First Name, Last Name and Organization Information (Organization, email address and phone number) cannot be modified at a later date, so please confirm these fields with the user in which you are registering prior to completing this step.
   b. The information entered into the Password fields are temporary. The user that you are registering will have the ability to reset their password once they log into CDX.
      i. Please take note of the password that you enter, as you will have to provide the temporary password to the user that you are registering.

7. Select the ‘Submit Request for Access’ button (see Figure 13).
   a. An email will be sent to the user informing them that they have been registered for the Electronic Permit System program service with a link for them to complete their registration. Within the email, the User ID that you provided will be shown, however, the password created for the user will not be provided and you must inform the user of their temporary password.
Figure 13: Registration Information Role Selection

Part 1: User Information

- User ID: EPSRegionalReviewer6
- Title: Mr.
- First Name: John
- Middle Initial: 
- Last Name: Doe
- Suffix: -Please Select-
- Password: **********
- Re-type Password: **********

Part 2: Organization Information

- EPA Region: 6
- Mailing Address: 1445 Ross Avenue, Dallas, TX, US 75202
- Provide Additional Contact Information:
  - Email: john doe@epa.gov
  - Re-enter Email: john doe@epa.gov
  - Phone Number: (333) 555-5555
  - Phone Number Ext: 
  - Fax Number: 

[Submit Request for Access]
Accessing User Account Information

1. Select the ‘Reg Maint’ tab on your MyCDX page (see Figure 14).

   **Figure 14: MyCDX Homepage**

   ![MyCDX Homepage](image)

2. Select the ‘User Management’ link (see Figure 15).

   **Figure 15: Reg Maint Tools**

   ![Reg Maint Tools](image)

3. Enter desired search criteria on the ‘User Management – Search’ page and select the ‘Search’ button (see Figure 16).
   a. At a minimum, select the ‘EPS – Electronic Permit System’ to refine your search results to only search for users registered for the Electronic Permit System program service.
   b. All applicable roles for Electronic Permit System will be shown in the Role dropdown.
   c. Within the Program ID, you may enter a Regional Role (e.g. 4) to refine your search results to a specific region when searching for Regional Viewer or Regional Admins.
4. A search results page will display all applicable search results. Click on the User’s name to view additional details for a user (see Figure 17).
5. A User Detail page is displayed. Within this page you can view User Account Information, Organizational Information, and see which CDX flows the user has access to (see Figure 18).
   a. Selecting the ‘Edit Account’ hyperlink next to the User Account Information section will allow you to modify the user’s Title, First Name, and Last Name.
   b. Selecting the ‘Organizational Information hyperlink will allow you to update the user’s phone number, extension, and fax number.
   c. Within the program Flow Information section, you may:
      i. Add a new CDX Program Service for the user.
      ii. Add roles to an existing Program Service
      iii. Deactivate/Reactivate a user’s access to a Program Service
Support

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