

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

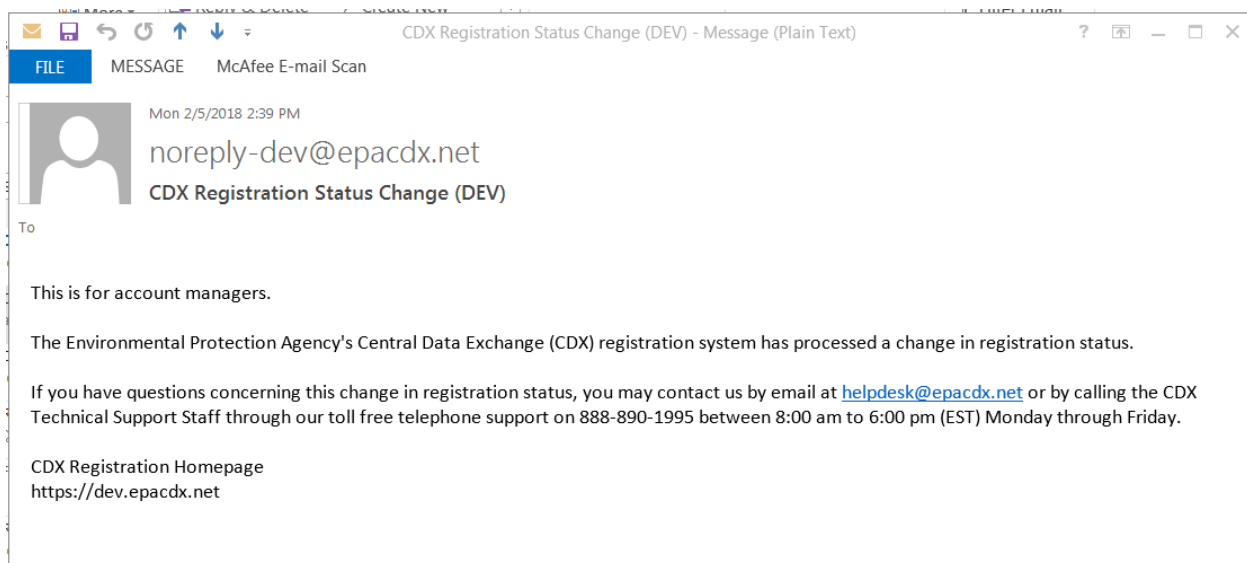
- [Approving/Disapproving Preparer Registration Requests](#)
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Approving/Disapproving Preparer Registration Requests

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



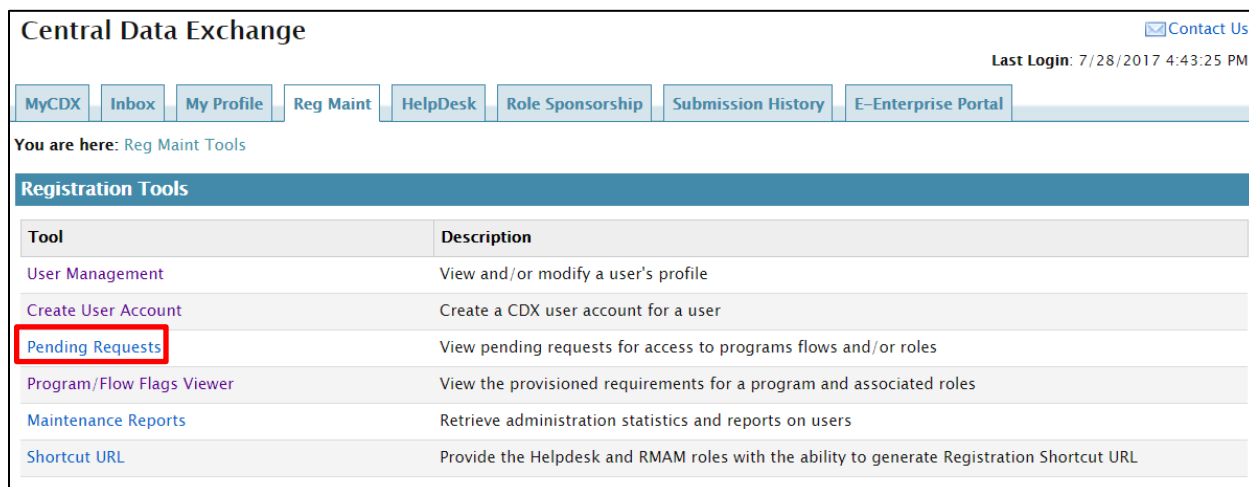
2. Log into CDX (<https://cdx.epa.gov/>) using your CDX User ID and Password.
3. Select the Reg Maint tab on your MyCDX page (see Figure 2).

Figure 2: MyCDX Homepage



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

Figure 3: Reg Maint Tools



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.

Figure 4: Pending Requests Search

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.

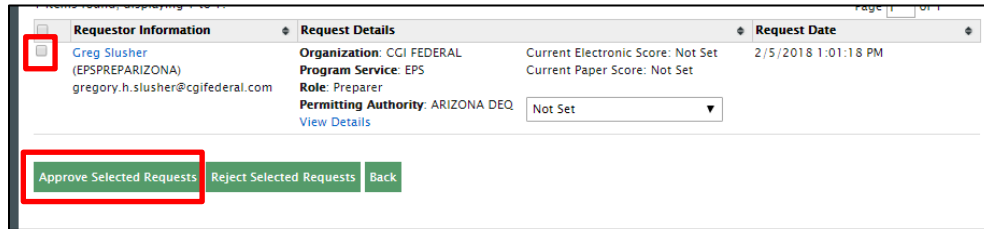
Figure 5: Search Results Page

Requestor Information	Request Details	Request Date
<input type="checkbox"/> Greg Slusher (EPSPREPARIZONA) gregory.h.slusher@cgifederal.com	Organization: CGI FEDERAL Program Service: EPS Role: Preparer Permitting Authority: ARIZONA DEQ Current Electronic Score: Not Set Current Paper Score: Not Set Not Set	2/5/2018 1:01:18 PM

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).

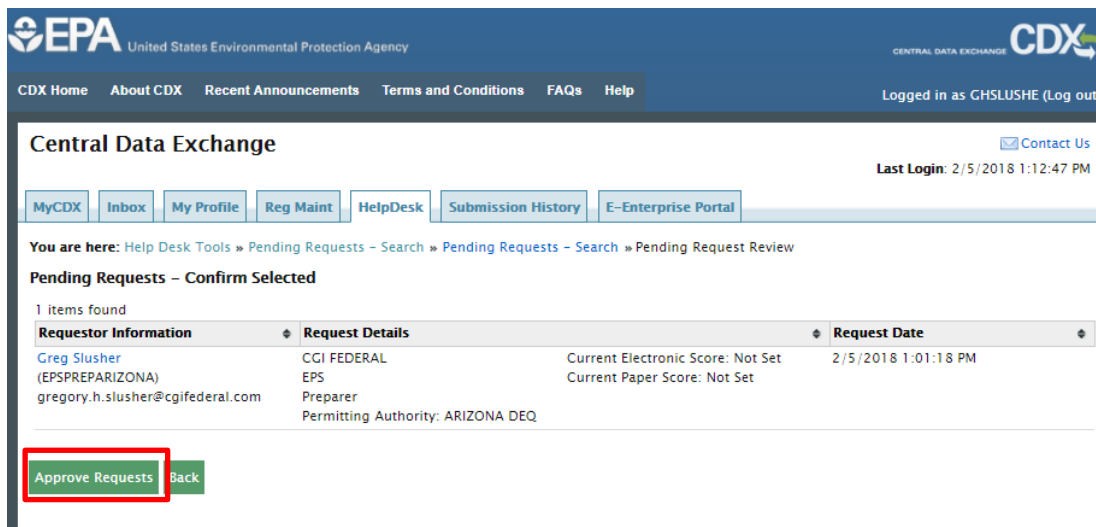
- a. If you do not wish to approve the registration request, select the ‘Reject Selected Requests’ button. This will send an automated email message to the Preparer notifying them that their registration request has been rejected.

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

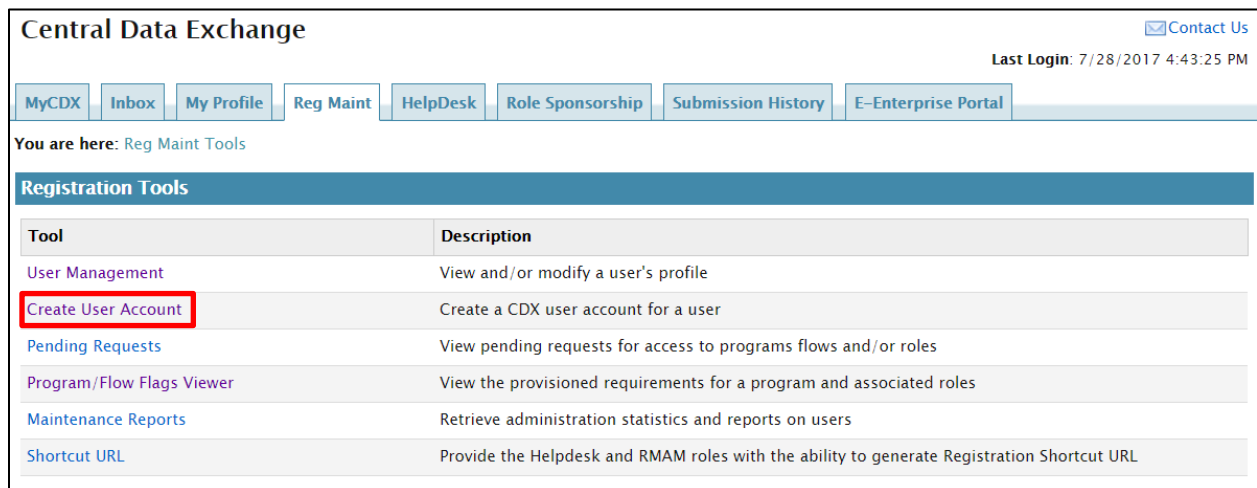
1. Select the Reg Maint tab on your MyCDX page (see Figure 8).

Figure 8: MyCDX Homepage



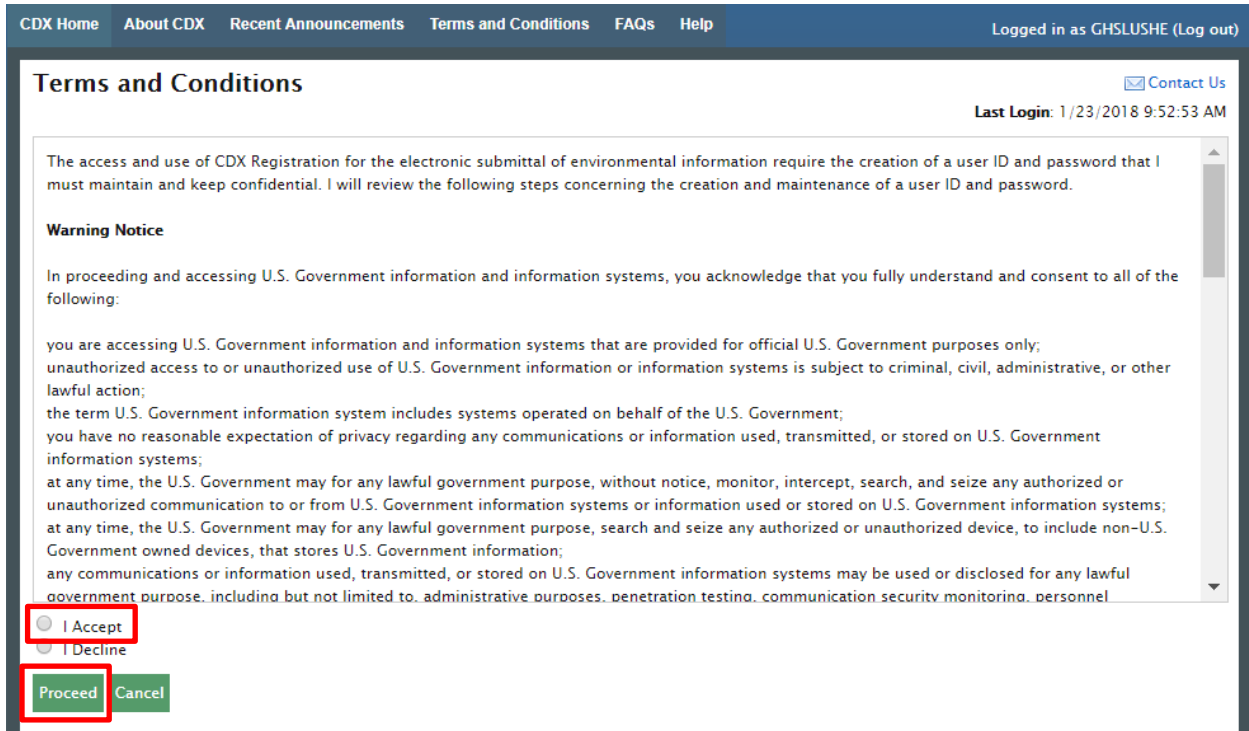
2. Select the Create User Account link (see Figure 9).

Figure 9: Reg Maint Tools



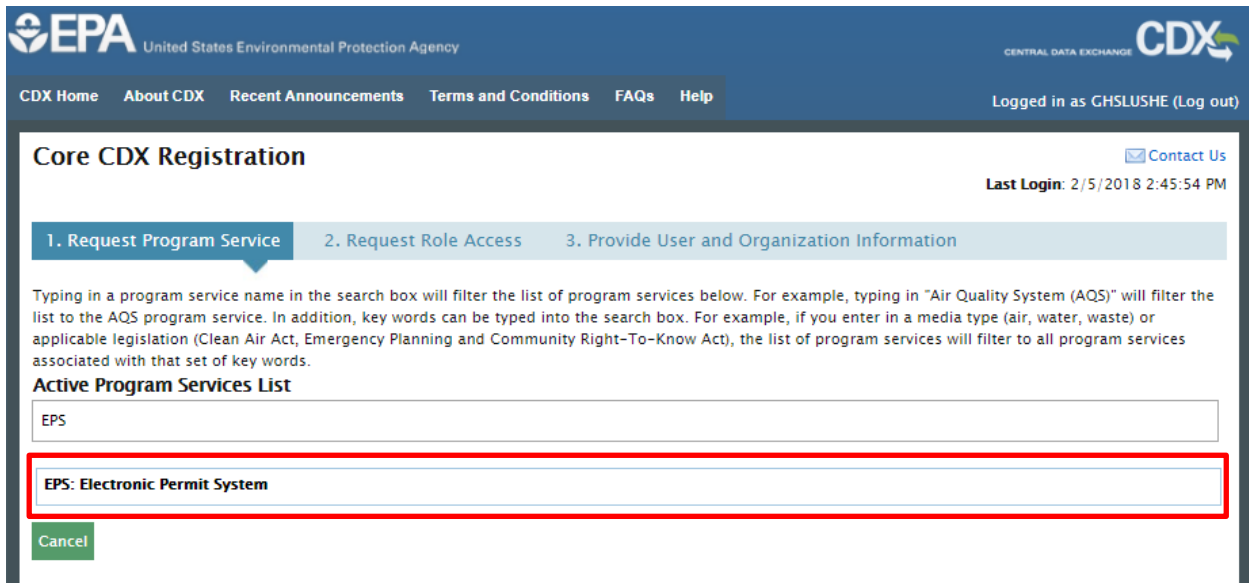
3. Accept the terms and conditions by selecting the 'I accept' radio button and the 'Proceed' button (see Figure 10).

Figure 10: Terms and Conditions



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.

Figure 12: Registration Information Role Selection

The screenshot displays the EPA CDX registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and 'CDX CENTRAL DATA EXCHANGE' is on the right. A navigation bar includes links for 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', 'FAQs', and 'Help'. The user is logged in as 'GHSLUSHE (Log out)'. The main content area is titled 'Core CDX Registration' and shows a progress bar with three steps: '1. Request Program Service' (completed), '2. Request Role Access' (active), and '3. Provide User and Organization Information'. Below the progress bar, the 'Registration Information' section shows 'Program Service: Electronic Permit System' and 'Role: Not selected'. The 'Select Role' dropdown menu is set to 'Regional Reviewer'. The 'Region *' dropdown menu is set to '2'. A green 'Request Role Access' button and a grey 'Cancel' button are visible at the bottom of the form.

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

Essential information is marked with an asterisk(*)

Part 1: User Information

Description of Fields ⓘ

User ID *

Title *

First Name *

Middle Initial

Last Name *

Suffix

Password *

Re-type Password *

Show Passwords

Part 2: Organization Information

EPA Region 6

Mailing Address
 1445 Ross Avenue
 Dallas, TX, US
 75202

Provide Additional Contact Information:

Email *

Re-enter Email *

Phone Number *

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

Accessing User Account Information

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

Figure 14: MyCDX Homepage



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

Figure 15: Reg Maint Tools

Central Data Exchange [Contact Us](#)

Last Login: 7/28/2017 4:43:25 PM

[MyCDX](#)
[Inbox](#)
[My Profile](#)
[Reg Maint](#)
[HelpDesk](#)
[Role Sponsorship](#)
[Submission History](#)
[E-Enterprise Portal](#)

You are here: [Reg Maint Tools](#)

Registration Tools

Tool	Description
User Management	View and/or modify a user's profile
Create User Account	Create a CDX user account for a user
Pending Requests	View pending requests for access to programs flows 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

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.

Figure 16: User Management – Search Page

The screenshot shows the 'User Management - Search' page within the EPA's Central Data Exchange (CDX) system. The page header includes the EPA logo, 'United States Environmental Protection Agency', and the CDX logo with 'CENTRAL DATA EXCHANGE'. Navigation links include 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', 'FAQs', and 'Help'. The user is logged in as 'GHSLUSHE' with a 'Log out' link. The page title is 'Central Data Exchange' and the user's last login is '2/5/2018 2:45:54 PM'. A 'Contact Us' link is also present. The main navigation bar includes 'MyCDX', 'Inbox', 'My Profile', 'Reg Maint', 'HelpDesk', 'Submission History', and 'E-Enterprise Portal'. The breadcrumb trail shows 'You are here: Reg Maint Tools » User Management - Search'. The search section is titled 'User Management - Search' and has two radio buttons: 'Search By Criteria' (selected) and 'Search By Confirmation Number'. The 'Search By Criteria' section contains several input fields: 'User ID', 'First Name', 'Last Name', 'Email', 'Program Service' (a dropdown menu with 'EPS - Electronic Permit System' selected), 'Role' (a dropdown menu), 'Program ID', 'Phone Number', and 'Organization Name'. Each of these fields has an 'Exact Matches Only:' checkbox to its right. The 'Search By Confirmation Number' section has a single 'Confirmation Number' input field. At the bottom left, there are three buttons: 'Search', 'Reset', and 'Back'. The 'Search' button is highlighted with a red box.

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).

Figure 17: User Management – Search Results

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 » User Management – Search Results

User Management – Search Results

[Back](#)

10 items found; displaying 1 to 10. Page 1 of 1

User Information	Organization / Program / Role Information	Verification Indexes
Greg Slusher (CGIFEDPREP/ARIZONA) gregory.h.slusher@cgifederal.com	Organization: CGI FEDERAL Program Service: EPS Role: Preparer: ARIZONA DEQ	Current Electronic Score: Not Set Current Paper Score: Not Set
Greg Slusher (EPSEPAVIEWER) gregory.h.slusher@cgifederal.com	Organization: CGI FEDERAL Program Service: EPS Role: EPA Viewer: N/A	Current Electronic Score: Not Set Current Paper Score: Not Set
Greg Slusher	Organization: CGI FEDERAL GROUP	Current Electronic Score: Not Set

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

Figure 18: User Management – User Detail

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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	Registration Date 2/5/2018 1:01:17 PM	Paper Verification Index Not Set
Previous Log In 2/5/2018 1:15:27 PM		Electronic Verification Index Not Set

Verification Methods

Signature Questions Not Set **Mobile Number** Primary Number =

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 12001 PARKLAKES 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)	

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.