



# CLEAN AIR ACT PERMITTING SYSTEM (CAAPS): REGISTERING AS A PREPARER USER GUIDE



Last Update: 04/28/26



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## 1.0 Introduction

This user guide includes information on the steps to register as either a Permitting Authority Preparer (PAP) or a Reasonably Available Control Technology (RACT)/Best Available Control Technology (BACT)/Lowest Achievable Emission Rate (LAER) Clearinghouse-Permitting Authority Preparer (RBLC-PAP), within the Clean Air Act Permitting System (CAAPS).

The main purpose of CAAPS is to provide a centralized platform to collect and store, documents and data from State/Local/Tribal Permitting Authorities (SLT PAs) and permit applicants, to allow the Environmental Protection Agency (EPA) to provide permit review oversight and issue EPA permits. An additional objective of CAAPS is to provide permitting information to the public in accordance with the Clean Air Act (CAA). An SLT PA is any SLT agency with an approved/delegated permitting program to issue CAA permits.

CAAPS is broken into two modules: the Permits Module (PM) and the RBLC Data Entry Module (DEM).

### 1.1 User Roles

There are two distinct user roles within CAAPS: the PAP role and RBLC-PAP role. These roles involve different workflows and are separated to ensure that users interact only with the processes relevant to their air permitting activities.

When interacting with the PM, PAP users prepare and submit permit action forms for each step of the permitting lifecycle, receiving EPA's review during the process via the CAAPS application. Their work involves uploading required documentation to the PM, completing all required fields within the PM, and participating in the EPA permit review cycle.

When interacting with the PM, RBLC-PAP users focus on preparing and submitting only Final Permit data to EPA. These users enter limited permit-related information into CAAPS but will not upload supporting documentation in the PM. RBLC-PAP submissions do not undergo EPA review and follow a different, more streamlined workflow. RBLC-PAP users will not be able to edit or resubmit their permit action forms once submitted.

Both PAP and RBLC-PAP users will interact with the RBLC DEM in the same capacity.

Users should consult with their EPA and SLT PA Points of Contact (POCs) to determine which role best aligns with their work, as the PAP and RBLC-PAP roles involve different levels of data entry, documentation requirements, and interaction with the EPA review cycle. Depending on how your PA plans to interact with CAAPS will determine which role is appropriate. For further details about PAP and RBLC-PAP roles, look for the CAAPS User Guide within the "CAAPS" subsection located in the ["FAQ" section](#) on the Central Data Exchange (CDX) landing page (Figure 1).

**Note:** Each user may only register for either the PAP or RBLC-PAP role, but not both. If your PA has a need to change the CAAPS role they are using, please contact the [CDX Help Desk](#).

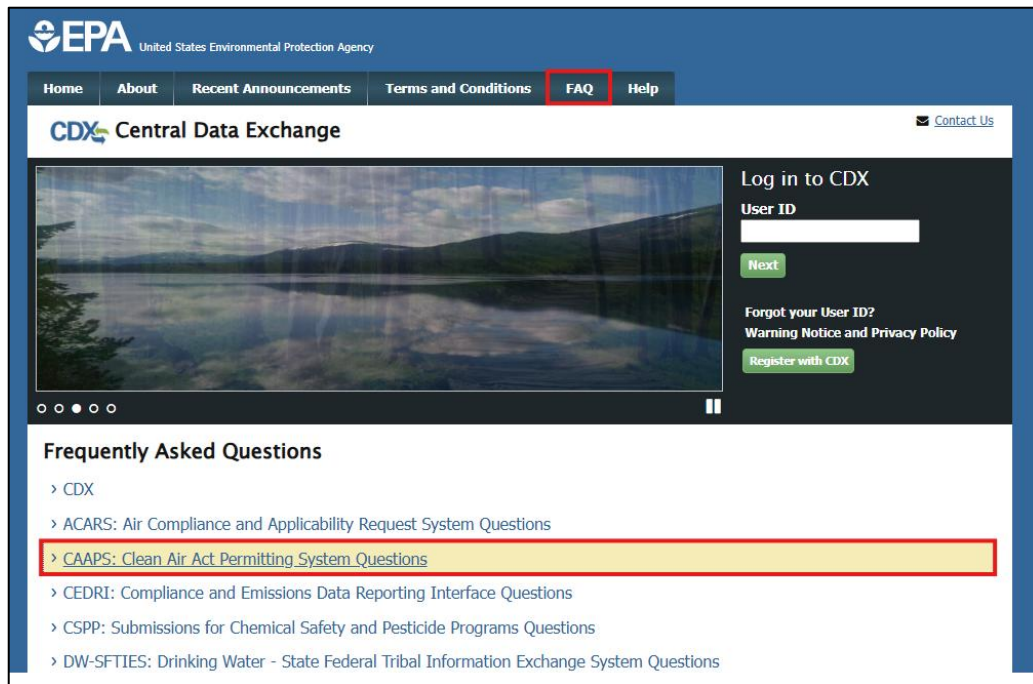


Figure 1

## 2.0 Accessing the CDX Homepage

1. Access the CDX landing page 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 2). Then proceed to Step 2, below, after clicking 'Proceed 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.

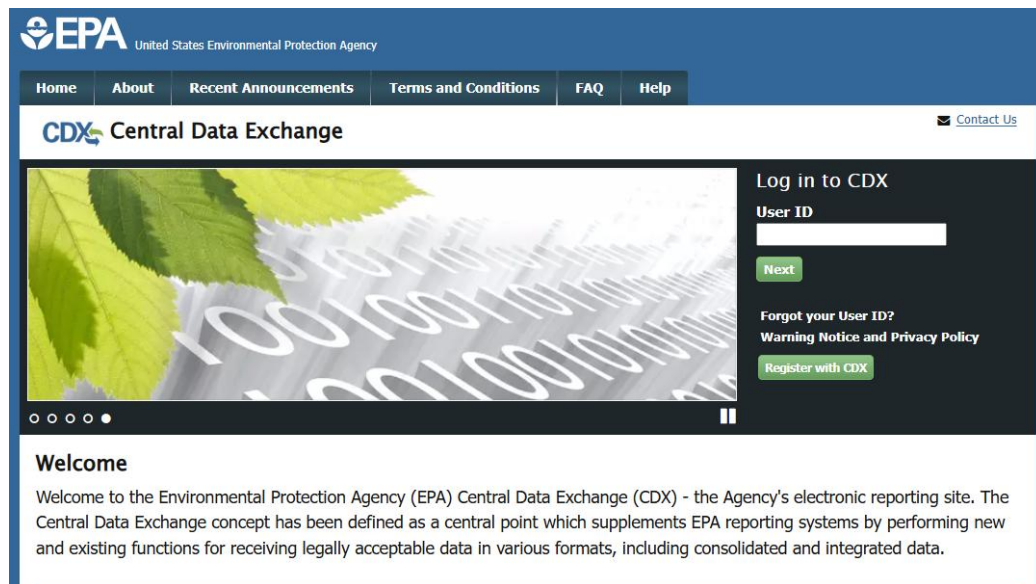


Figure 2

2. Log in to Login.gov.
  - a. If you have a Login.gov account (Figure 3) perform necessary authentication steps, then proceed to [3.0 Selecting a Program Service](#). If you don't have a Login.gov account, select 'Create an account' and continue to step 2b.

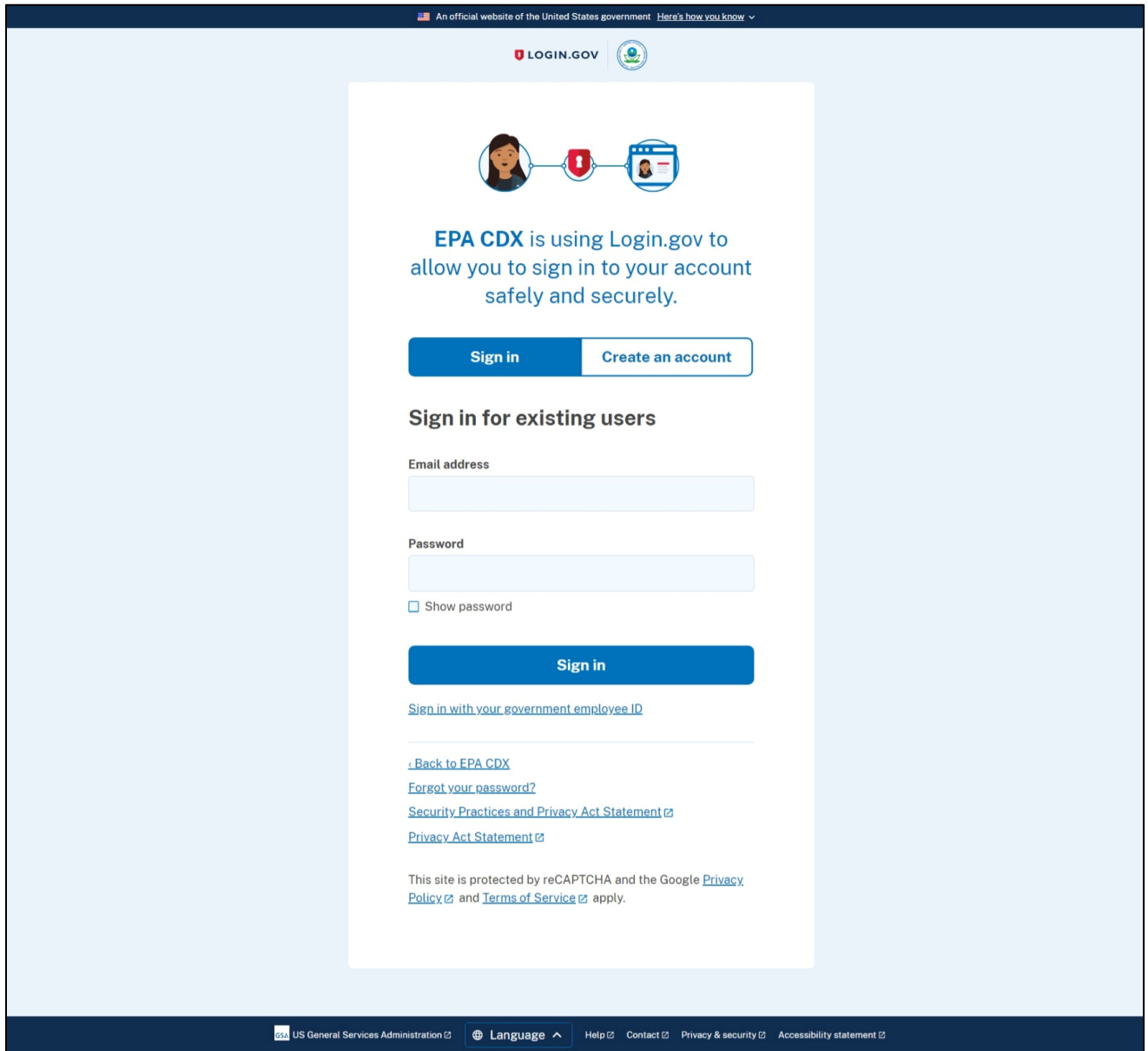





Figure 3

- b. After selecting 'Create an account' (Figure 4) enter in your email address, select a language preference, and click the checkbox to accept the rules of use.



LOGIN.GOV EPA

EPA CDX Test 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](#)

Figure 4

- c. 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.
- d. Click 'Agree and continue.'

### 3.0 Selecting a Program Service

1. On the 'MyCDX' page, select the 'Add Program Service' button (Figure 5).



Figure 5

- The Edit Account Profile screen will appear. Select 'CAAPS: Clean Air Act Permitting System' program service in the 'Program Service' page (Figure 6).

Figure 6

- You will be automatically redirected to the 'Role Access' page. Select the appropriate role from the dropdown list.
- The 'Permitting Authority' field will appear after selecting a role. From the dropdown field, select the Permitting Authority you are affiliated with.



5. Select the 'Request Role Access' button to request that the role be added to your account (

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

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

**Registration Information**

Program Service	Clean Air Act Permitting System
Role	Not selected

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

Select Role

Permitting Authority \*

**Request Role Access** Cancel

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6. Figure 7
7. ).



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

**Registration Information**

Program Service	Clean Air Act Permitting System
Role	Not selected

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

Select Role

Permitting Authority \*

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Figure 7

8. 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 to which you are associated. Select the appropriate organization from the dropdown list to associate to your CAAPS role. Proceed to Step 8 below.
  - 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 CAAPS 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 search returns too many results, you may: 1) Click the 'Use advanced search' link at the bottom of the page; or 2) Enter new keywords in the search box.
    - 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.
9. After entering in your email and phone number, select the 'Submit Request for Access' button.



## CAAPS: Clean Air Act Permitting System

10. 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.
11. Once an RMAM approves your request, please log into CDX/Login.gov and select the role hyperlink within the CAAPS Program Service row (Figure 8). You will now be directed to the CAAPS application.

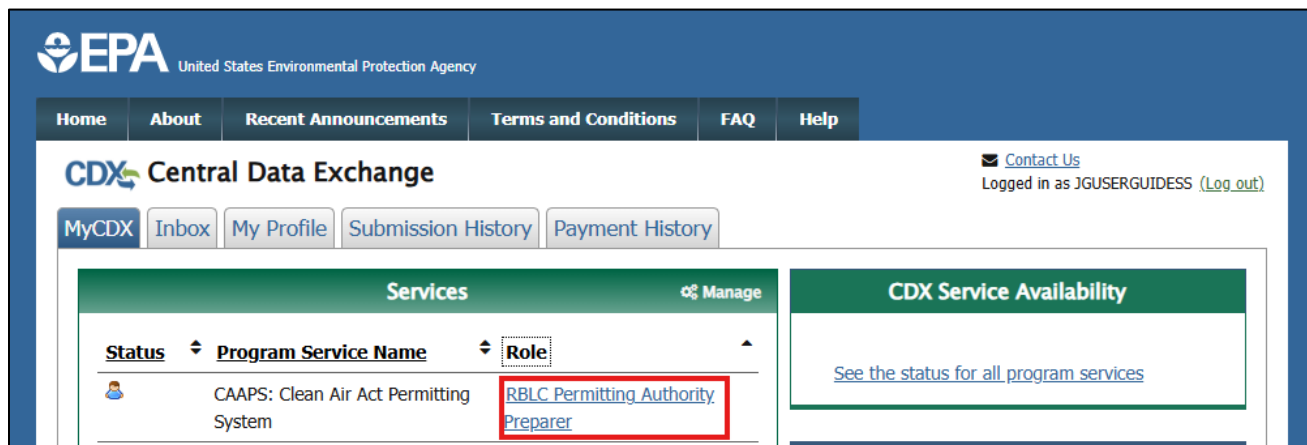


Figure 8

### 4.0 Creating a new CDX Account

1. Go to the CDX landing page at <https://cdx.epa.gov/>. To create a new CDX account, click the 'Register with CDX' button (Figure 9).

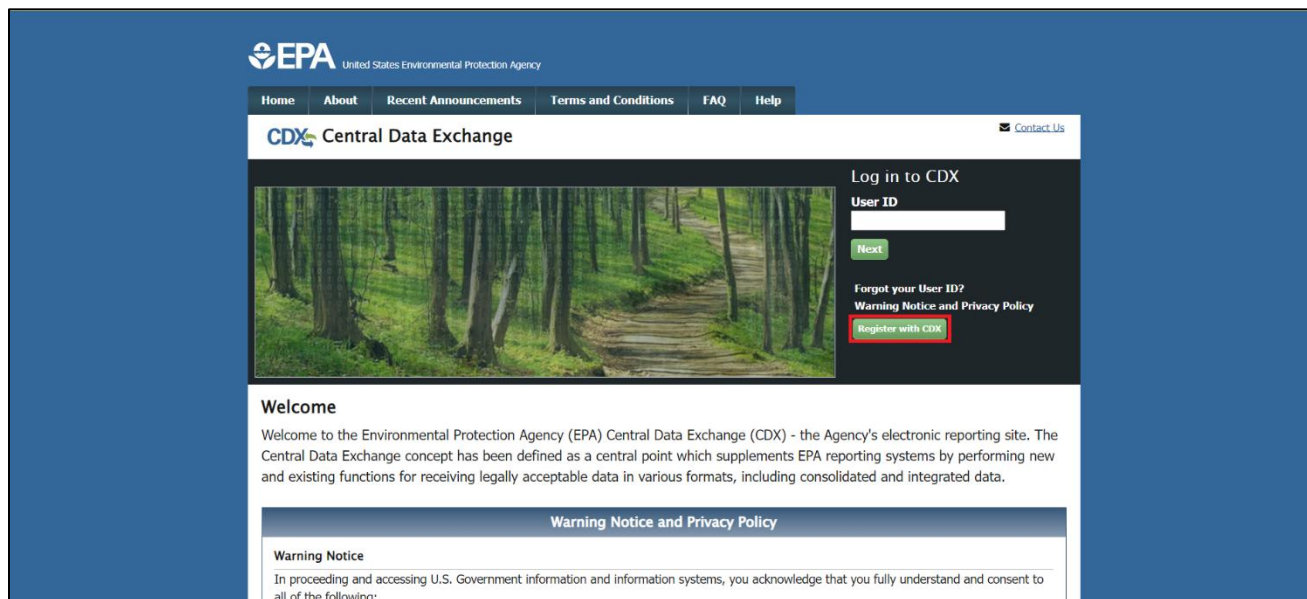


Figure 9



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 10).

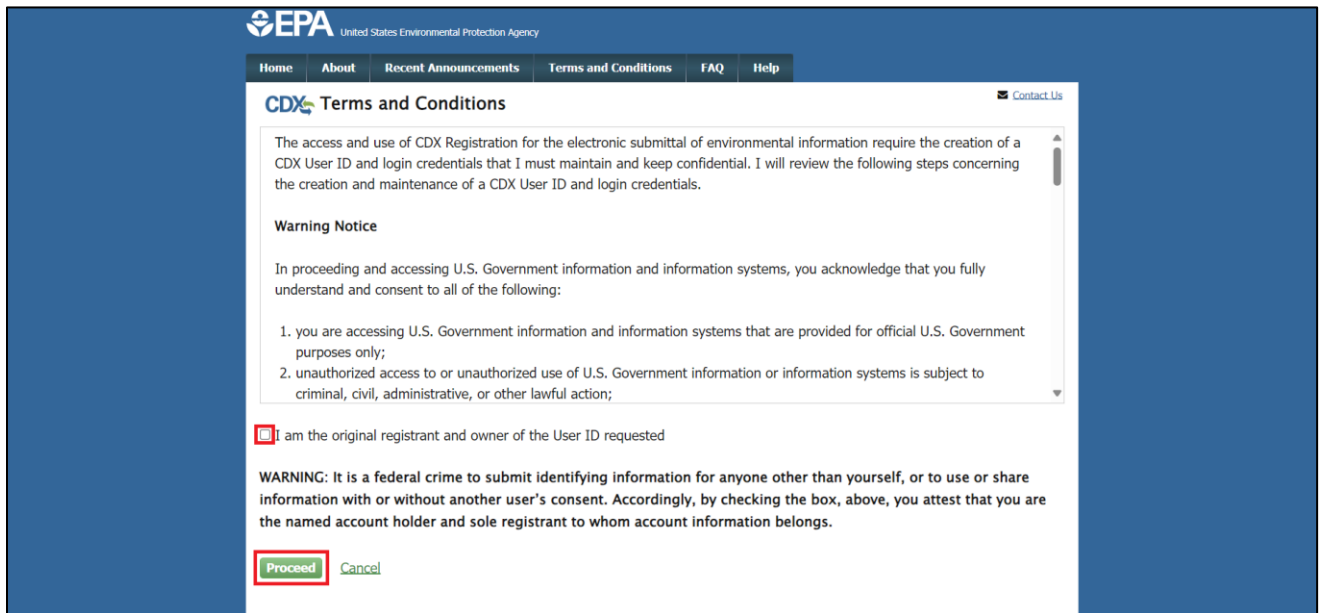


Figure 10

3. Select 'CAAPS: Clean Air Act Permitting System' program service (Figure 11).



# CAAPS: Clean Air Act Permitting System

The screenshot shows the EPA Core CDX Registration page. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the title 'Core CDX Registration'. A progress indicator shows four steps: 1. Program Service (selected), 2. Role Access, 3. Identity Credentials, and 4. User and Organization. A search box is provided for filtering services. The 'Active Program Services List' contains the following items:

- ACARS: Air Compliance and Applicability Request System
- ARCS: Aircraft Reporting and Compliance System
- ATTAINS: Assessment, Total Maximum Daily Load (TMDL) Tracking and Implementation System
- BaSR: Burial at Sea
- CAAPS: Clean Air Act Permitting System** (highlighted with a red border)

Figure 11

- You will be automatically redirected to the 'Role Access' page. Select the appropriate role from the dropdown list (Figure 12).

The screenshot shows the EPA Core CDX Registration page at the 'Role Access' step. The progress indicator shows: 1. Program Service (checked), 2. Role Access (selected), 3. Identity Credentials, and 4. User and Organization. The 'Registration Information' section displays:

Program Service	Clean Air Act Permitting System
Role	Not selected

Below this, there is a prompt: "Select a role from the drop down list and provide any required additional information, if applicable." A dropdown menu labeled "Select Role" is shown, which is highlighted with a red box. Below the dropdown are two buttons: "Request Role Access" and "Cancel".

Figure 12



- The 'Permitting Authority' field will appear after selecting a role. From the dropdown field, select the Permitting Authority you are affiliated with.
- Select the 'Request Role Access' button to request that the role be added to your account (Figure 13).

The screenshot shows the EPA CDX Core CDX Registration page. The navigation bar includes Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main heading is 'CDX Core CDX Registration' with a 'Contact Us' link. A progress bar shows four steps: 1. Program Service (checked), 2. Role Access (current), 3. Identity Credentials, and 4. User and Organization. The 'Registration Information' section shows 'Program Service' as 'Clean Air Act Permitting System' and 'Role' as 'Not selected'. Below this, a message states: 'Select a role from the drop down list and provide any required additional information, if applicable.' The 'Select Role' dropdown is set to 'Permitting Authority Preparer'. Below it, a dropdown menu is set to 'AMADOR COUNTY APCD'. A red box highlights the label 'Permitting Authority Preparer \*' and the dropdown menu. At the bottom, there are two buttons: 'Request Role Access' (highlighted in red) and 'Cancel'. The footer contains EPA Home, Privacy and Security Notice, Accessibility, CDX Help Desk: 888-890-1995 | (970) 494-5500 for international callers, About CDX, Frequently Asked Questions, Terms and Conditions, and Contact Us, along with the EPA logo.

Figure 13

- 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 14).



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CDX Core CDX Registration [Contact Us](#)

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

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

Part 1: User Information

User Id \*

Email Address: \*

Continue Registration Cancel

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Figure 14

8. Select 'Proceed to Login.gov' to be redirected to Login.gov to sign in or create your Login.gov account (Figure 15).

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Leaving CDX

You are being redirected to Login.gov to either set up or login to an existing account. Once you've logged in successfully, you will return to CDX to continue your registration process.

Proceed to Login.gov

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Figure 15

9. Log in to Login.gov.
  - a. If you have a Login.gov account perform necessary authentication steps. If you do not 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.'
10. You will be automatically redirected to page 4, 'User and Organization.'
11. In the 'Part 1: User Information' section, enter your user information in all the required fields marked with an asterisk (Figure 16).
  - 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.



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**Core CDX Registration**

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

**Registration Information**

<b>Program Service</b>	Clean Air Act Permitting System
<b>Role</b>	RBLC Permitting Authority Preparer

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

**Part 1: User Information**

<b>User ID *</b>	JGSCREENSHOT
<b>Title *</b>	<input type="text" value="-Please Select-"/>
<b>First Name *</b>	<input type="text"/>
<b>Middle Initial</b>	<input type="text"/>
<b>Last Name *</b>	<input type="text"/>
<b>Suffix</b>	<input type="text" value="-Please Select-"/>
<b>Security Question 1 *</b>	<input type="text" value="-Please Select-"/>
<b>Security Answer 1 *</b>	<input type="text"/>
<b>Security Question 2 *</b>	<input type="text" value="-Please Select-"/>
<b>Security Answer 2 *</b>	<input type="text"/>
<b>Security Question 3 *</b>	<input type="text" value="-Please Select-"/>
<b>Security Answer 3 *</b>	<input type="text"/>

Show Answers

**Part 2: Organization Info**

Enter organization or organization ID

Figure 16



12. On the 'Part 2: Organization Info' section, search for the name of your existing organization (Figure 17).

**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 17*

- a. If you see your organization in the search results table, click on the appropriate organization ID to select your organization.
  - i. If the search returns too many results, you may: 1) Click the 'Use advanced search' link at the bottom of the page; or 2) Enter new keywords in the search box.
  - ii. Once an organization has been selected, you are required to enter an email and phone number (Figure 18).

**Warning:** Search results only include 'verified' organizations (i.e. organizations that have been verified electronically or have 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.



## CAAPS: Clean Air Act Permitting System

**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 18

- 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 at the bottom of the page. Clicking the link will take you to the 'Organization Info' page where you can enter required organization details.
13. Select the 'Submit Request for Access' button to proceed to the CDX landing page (Figure 19).



# CAAPS: Clean Air Act Permitting System

**Part 2: Organization Info**

**Organization Name \***

**Country \***

**Mailing Address \***

**Mailing Address 2**

**City \***

**State \***

**ZIP/Postal Code \***

**Email \*** james.goldsmith@cgifederal.com

**Phone Number \***

**Phone Number Ext**

**Fax Number**

[Back to Search Results](#) [Submit Request for Access](#)

Figure 19

14. Upon logging in to CDX or navigating to the ‘MyCDX’ screen, the role is listed under the ‘Role’ field (Figure 20).

Status	Program Service Name	Role
	CAAPS: Clean Air Act Permitting System	RBLC Permitting Authority Preparer


Figure 20

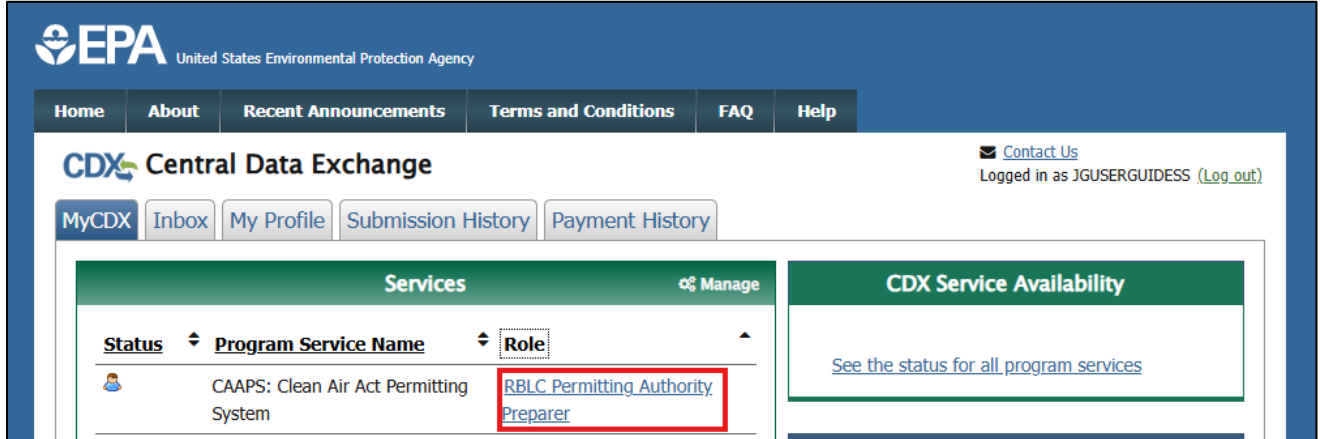
- a. You cannot access CAAPS until EPA has reviewed and approved your request for access.
  - b. Until EPA has reviewed and approved your request, an hourglass icon will be shown under the ‘Status’ field indicating that your account is awaiting approval.
15. A notification will be sent to an EPA RMAM to review and approve your request for access. You will be notified via email once your request has been approved. Once




## CAAPS: Clean Air Act Permitting System

approved, please log into CDX/Login.gov and select the role hyperlink within the CAAPS Program Service row. You will now be directed to the CAAPS application.

- a. Once your role has been approved by EPA, the 'CAAPS: Clean Air Act Permitting System' row will have an active hyperlink and the  icon under the 'Status' field, signifying that the role is active (Figure 21).



The screenshot shows the EPA Central Data Exchange (CDX) interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text 'Central Data Exchange'. A user is logged in as 'JGUSERGUIDESS' with a 'Log out' link. The main content area is divided into several sections. On the left, there are tabs for 'MyCDX', 'Inbox', 'My Profile', 'Submission History', and 'Payment History'. The 'Services' section is highlighted in green and contains a table with the following data:

Status	Program Service Name	Role
	CAAPS: Clean Air Act Permitting System	<a href="#">RBLC Permitting Authority Preparer</a>

The 'Role' column for the CAAPS service is highlighted with a red box. To the right of the Services table is a section titled 'CDX Service Availability' with a link that says 'See the status for all program services'.

Figure 21

### 5.0 Support

If you have any questions related to CDX, the registration process, or the CAAPS program service, please access the CDX ['Help' section](#) to contact the CDX Help Desk.