



Registering as a Certifier in CEDRI

This Job Aide documents the steps to register as a Certifier in CEDRI. To begin, navigate to the [CDX homepage](#) and select 'Register with CDX' to begin the registration process ([Exhibit 1](#)).

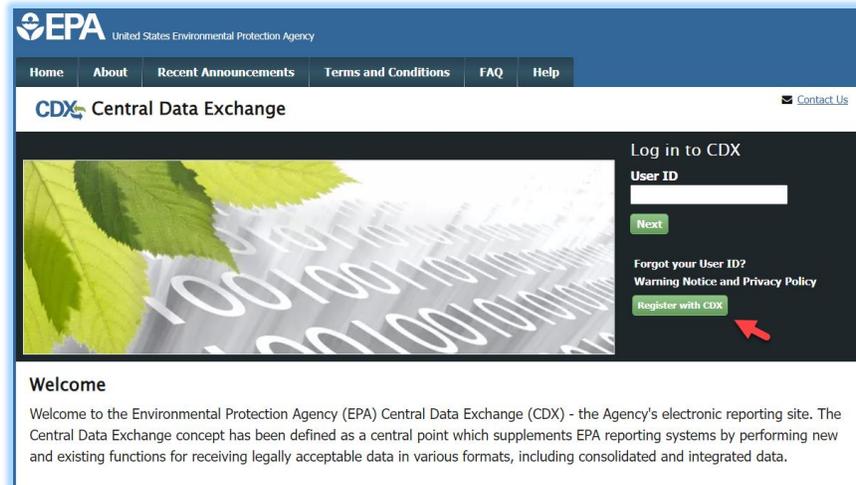


Exhibit 1

CDX Terms and Conditions

After selecting 'Register with CDX', you are brought to the CDX Terms and Conditions page. To continue, select the checkbox confirming that you are registering for CDX, and click 'Proceed' ([Exhibit 2](#)).

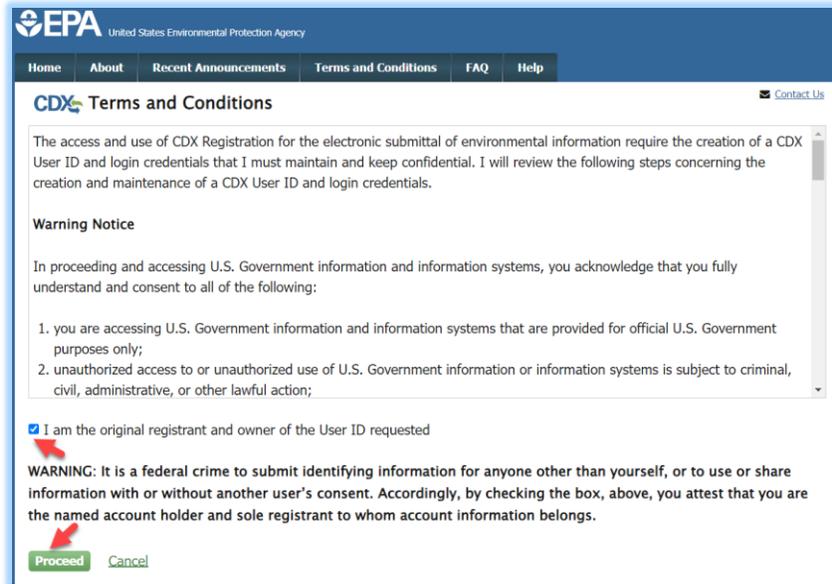


Exhibit 2

Program Service

After acknowledging the Terms and Conditions, you are prompted to select your CDX Program service. To do so, navigate to 'CEDRI: Compliance and Emissions Data Reporting Interface', or enter 'CEDRI' as the search criteria, and click the link ([Exhibit 3](#)).

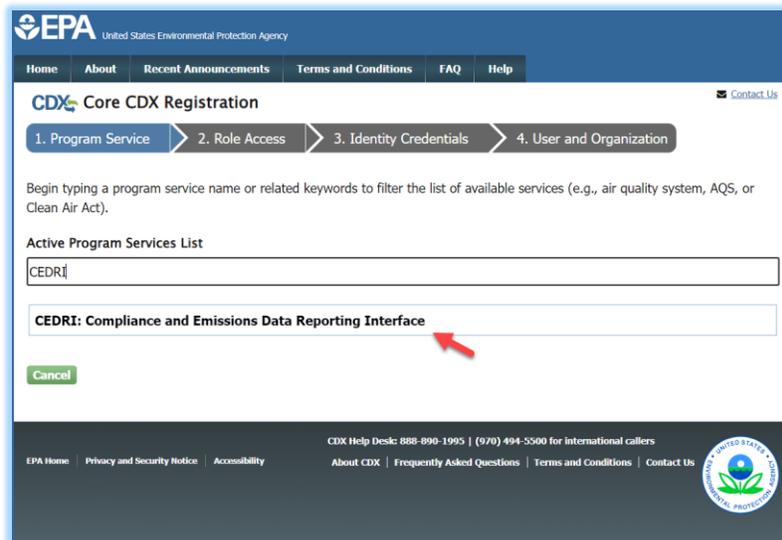


Exhibit 3



Role Access

Selecting *CEDRI: Compliance and Emissions Data Reporting Interface* takes you to the Core CDX Registration page which prompts you to select the role for which you are registering. Scroll to the bottom of the page, select 'Certifier' from the 'Select Role' dropdown, and click 'Request Role Access' to continue ([Exhibit 4](#)**Error! Reference source not found.**).

CDX Core CDX Registration

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

Registration Information	
Program Service	Compliance and Emissions Data Reporting Interface
Role	Not selected

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

A summary of roles that apply to the CEDRI program service are listed below. Please note that registration for a State Reviewer and an EPA Regional Reviewer should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. Please provide the required information provided within the role descriptions shown below.

Preparer: The Preparer is the person responsible for the preparation of reports for signature. Contractors are permitted to register as a Preparer and may assemble submission packages, such as files generated by the Emissions Reporting Tool (ERT), for the Certifier's approval and signature. A Preparer may not sign and submit a submission package. The Preparer may only access packages which they have prepared.

Certifier: The Certifier is the duly authorized representative of the source/facility or more commonly referred to as the "owner" or "operator" of the facility. The Certifier is authorized to modify the package a Preparer has assembled, and sign and submit the package to CDX. To view a package created by a Preparer, the Preparer and Certifier must share the same facility. The Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from registering as a Certifier.

Delegated Certifier: The Delegated Certifier is a person granted authority by a registered Certifier to sign and submit packages on behalf of the Certifier. The Delegated Certifier is authorized to modify the package a Preparer has assembled, and sign and submit the package to CDX. The Delegated Certifier may perform all the tasks the Preparer may perform, but also has signing and submission authority. Contractors are prohibited from being appointed as a Delegated Certifier.

State Reviewer: The State Reviewer role encompasses regulatory officials who service local, state, and/or tribal areas. State Reviewers are authorized to review all submissions that are applicable to the states and/or territories for which they are registered. The State Reviewer role should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. The email should include the following information: Applicable State(s) and/or Territories in which registration is needed, First and Last Name, phone number, organization information (name, address, and phone number), and email address.

EPA Regional Reviewer: The EPA Regional Reviewer role encompasses EPA regulatory officials who service EPA regional areas and need access to CEDRI submissions. EPA Regional Reviewers are authorized to view all submissions to CEDRI that are applicable to the Region for which they are registered. The EPA Regional Reviewer role should be requested outside of the CEDRI application by contacting EPA via email: CEDRI@epa.gov. The email should include the following information: Region Number, First and Last Name, Phone number, Organization Information (name, address, and phone number), and email address.

The Certifier role requires identify proofing and a signed Electronic Signature Agreement (ESA) prior to activating the Certifier role in EPA's Central Data Exchange (CDX). If you have not previously verified your identity through LexisNexis and signed an ESA, you will be prompted to follow additional steps that support the LexisNexis identify validation and the ESA signing process. After entering your organization information, CDX will navigate you to the 'Identity Verification' page. Upon successful identify validation, you will be prompted to sign an ESA. By signing the ESA you are accepting the electronic signature credential issued by the EPA to sign electronic documents submitted to the EPA's CDX. The ESA may be submitted electronically or manually. Please refer to section 3.7 of the [CEDRI User Guide](#) for additional information.

Select Role:

Exhibit 4



Role Access: Selecting a Facility

After selecting 'Request Role Access', you are prompted to add a facility. Facilities can be added in this step, or from the MyCEDRI Dashboard after you have completed registration. If you do not wish to add a facility yet, you can select 'Continue Without Facilities' (**Error! Reference source not found.**) to continue to the next step. If you are adding facilities after registration, please refer to the [Manage Facilities Job Aide](#). If you do wish to add your facilities now select 'Add Facilities' ([Exhibit 5](#)**Error! Reference source**

Note: You may skip this step of the registration process if you do not have your facility information available. Facilities may be added from the MyCEDRI dashboard after you have completed registration.

not found.)

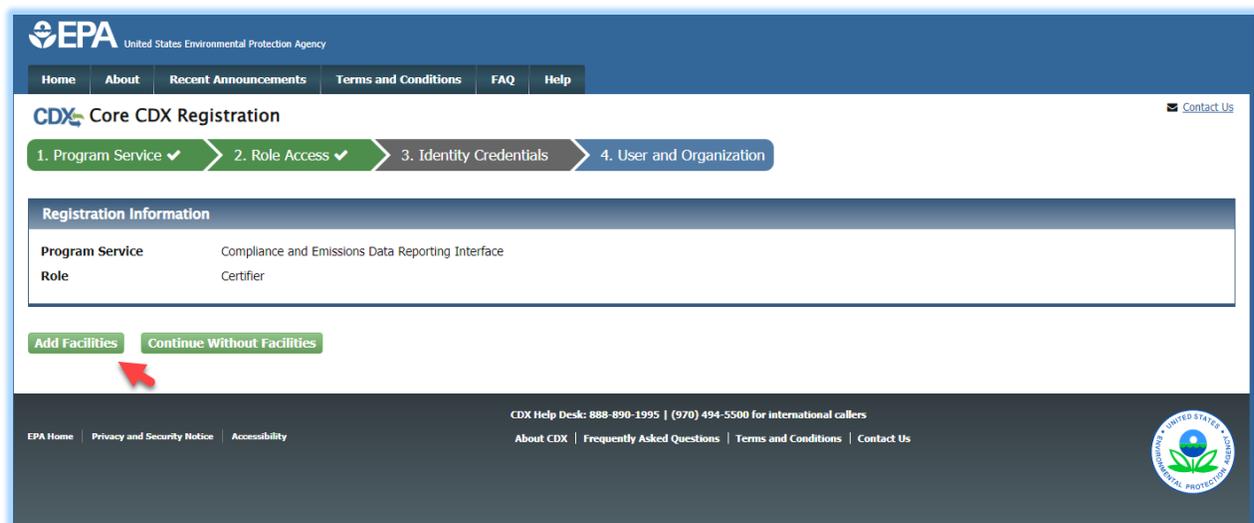


Exhibit 5

Selecting 'Add Facilities' opens the CDX Facility Widget. To search for your facility, enter the appropriate criteria into the search parameters listed. You can search by:

- Facility ID
- Facility Name
- Facility Address
- City
- State
- ZIP Code

You must enter at least City, State, or ZIP code to limit the search results. Once you have entered your parameters, select 'Search Facilities' ([Exhibit 6](#)**Error! Reference source not found.**) to view the list of facilities matching your search criteria.



Exhibit 6

Select the checkbox associated with the facilities that you would like to add to your profile and select 'Proceed with Selections' ([Exhibit 7](#)).

If you are unable to find your facility record, you may create one. To begin this process, select 'Can't find your facility? Click here to create it'. Steps on how to create a new facility can be found in the [Manage Facilities Job Aide](#).

Note: Contact cedri@epa.gov for help before creating a new facility.



CDX Core CDX Registration

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

Registration Information

Program Service Compliance and Emissions Data Reporting Interface
Role Certifier

Facility Search Results (1 facility found) [List View](#) | [Map View](#)

Search Criteria: 110004885152 [Change](#)

Filter: [Export Options](#)

<input type="checkbox"/> (Select All)	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input checked="" type="checkbox"/>	110004885152	7-ELEVEN #25151	11714 SUNSET HILLS RD RESTON, VA 20190 FAIRFAX	TSCA	TSCA82580

Showing 1 to 1 of 1 facilities Previous Next

[Proceed with Selections](#) [Can't find your facility? Click here to create it](#)

[Cancel](#)

Exhibit 7

After selecting 'Proceed with Selections', you are prompted to confirm your selected facilities. To do so, select 'Save Selected Facilities' ([Exhibit 8](#)).



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Registration Information

Program Service Compliance and Emissions Data Reporting Interface
Role Certifier

Add Facilities **Unsaved Facilities**

Selected Facilities (1 unsaved facility) [List View](#) | [Map View](#)
[Add Additional Facilities](#)

Clicking the 'Save Selected Facilities' button saves the facilities you have selected in the current session so they are available to you the next time you log in. You may view a facility's details by clicking the 'View/Edit Details' link on the table view or the 'Details' button on the map view. You may also remove a facility by clicking the 'Remove' link or button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

Filter: [Export Options](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	
110004885152	Pending	7-ELEVEN #25151	11714 SUNSET HILLS RD RESTON, VA 20190 FAIRFAX	View/Edit Details Remove

Showing 1 to 1 of 1 facilities [Previous](#) **1** [Next](#)

[Save Selected Facilities](#)

[Cancel](#)

Error! Reference source not found.

After you have added your facilities (or elected to skip this step), you are prompted to provide user information.

Role Access: User Information

Complete all fields marked with an asterisk ([Exhibit 9](#)). Once you have filled out the User Id and Email Address fields, select "Continue Registration".



The screenshot shows the EPA website's registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are displayed. A navigation bar includes links for 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 indicates four steps: 1. Program Service (checked), 2. Role Access (checked), 3. Identity Credentials (active), and 4. User and Organization. Below the progress bar, a message states: 'Please fill out all required fields marked with an asterisk(*)'. The 'Part 1: User Information' section contains two input fields: 'User Id *' and 'Email Address: *'. The 'Email Address' field contains the text 'example@example.com'. At the bottom of this section are two buttons: 'Continue Registration' and 'Cancel'. The footer contains contact information for the CDX Help Desk (888-890-1995 | (970) 494-5500 for international callers) and various links: EPA Home, Privacy and Security Notice, Accessibility, About CDX, Frequently Asked Questions, Terms and Conditions, and Contact Us. The EPA seal is also present in the bottom right corner.

Exhibit 9

Login.gov

After the user completes the Role Access step, the user is ushered to login.gov ([Exhibit 10](#)).

The screenshot shows the EPA website's 'Leaving CDX' page. At the top, the EPA logo and 'United States Environmental Protection Agency' are displayed. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main heading is 'CDX Central Data Exchange' with a 'Contact Us' link. Below the heading, the text reads: 'Leaving CDX' and '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.' A green button labeled 'Proceed to Login.gov' is positioned below the text. The footer contains contact information for the CDX Help Desk (888-890-1995 | (970) 494-5500 for international callers) and various links: EPA Home, Privacy and Security Notice, Accessibility, About CDX, Frequently Asked Questions, Terms and Conditions, and Contact Us. The EPA seal is also present in the bottom right corner.

Exhibit 10



- If the user does not have a login.gov account, please see the steps to establish an account at <https://www.login.gov/help/get-started/create-your-account/>.
- If the user has an existing login.gov account, please provide credentials to sign in.

User and Organization

Apply the pertinent user information within the User Information fields ([Exhibit 11](#)).

United States Environmental Protection Agency

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CDX Core CDX Registration

[Contact Us](#)
 Logged in as (Log out)

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

Registration Information

Program Service	Compliance and Emissions Data Reporting Interface
Role	Certifier

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

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *

Title * -Please Select-

First Name *

Middle Initial

Last Name *

Suffix -Please Select-

Security Question 1 * -Please Select-

Security Answer 1 *

Security Question 2 * -Please Select-

Security Answer 2 *

Security Question 3 * -Please Select-

Security Answer 3 *

Show Answers

Exhibit 11



Enter your organization name or Organization ID and select 'Search' ([Exhibit 12](#)) within Part 2. After searching for your organization, you are presented with a list of organizations that match your search criteria. Click the Organization ID link of the appropriate organization to continue.

After searching for your organization, you are presented with a list of organizations that match your search criteria. Select the appropriate organization ID to continue.

Part 2: Organization Info

Search

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
15361	CGI FEDERAL	12601 FAIRLAKES CIRCLE	FAIRFAX	VA	22033

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Exhibit 12

Note: It is important that you select the correct Organization for sponsorship purposes. (i.e.- the organization associated with other users that you collaborate with in CEDRI. If possible, confirm the Organization ID before completing this step.)

Selecting the Organization ID link prompts you to enter your Email and Phone number ([Exhibit 13](#)). Once you have done so, click 'Submit Request for Access'.



Part 2: Organization Info

CGI FEDERAL
12601 FAIRLAKES CIRCLE
FAIRFAX, VA, US
22033

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](#).

Exhibit 13

Lexis/Nexis Identity Proofing

After selecting 'Submit Request for Access' you are asked to complete Lexis/Nexis Identity Proofing. Complete the required fields and select "Proceed with Verification" ([Exhibit 14](#)).



EPA United States Environmental Protection Agency

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CDX CDX Registration: LexisNexis Contact Us
Logged in as: (Log out)

1. Identity Verification > 2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID

Legal Name

Home Address

Address Line 2

City* State* Zip Code*

Home or Personal Phone

Home or Personal Phone

Date of Birth

Month* Day* Year*

Last 4 of SSN

Last 4 of SSN* Show SSN

The name above is me. Please proceed with LexisNexis® Validation.

[Proceed with Verification](#) [Paper Verification](#) [Exit](#)

Exhibit 14

- If your identity is verified, you are prompted to review and electronically sign the CDX Electronic Agreement (**Error! Reference source not found.**).
- If your identity is not verified, you may proceed by printing, signing, and mailing the Electronic Signature Agreement (ESA) to EPA's data processing center (refer to [Complete Paper ESA section](#)).

The next step requires the user to confirm their information within the ESA form. If the information is correct, complete the signature by selecting the "Sign Electronically" button ([Step 15](#)).



EPA United States Environmental Protection Agency

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CDX CDX Registration: Additional Verification [Contact Us](#)
Logged in as [redacted] ([Log out](#))

1. Identity Verification ✓ 2. **ESA**

Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA, please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	[redacted]
Address:	[redacted]
City, State, Zip:	[redacted]
Province:	[redacted]
Country:	[redacted]
Phone Number:	[redacted]
E-mail Address:	[redacted]
Registrant's Name:	[redacted]
CDX User Name:	[redacted]

[Sign Electronically](#) [Cancel](#)

Exhibit 15

Accessing CEDRI

After the user completes Signature of the ESA, the user is ushered to the CDX landing page. From there, the user can access CEDRI via the role name ([Exhibit 16](#)).



The screenshot shows the EPA CDX Central Data Exchange user 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, with a 'Contact Us' link and a '(Log out)' link. A secondary navigation bar includes 'MyCDX', 'Inbox', 'My Profile', 'Role Sponsorship', 'Submission History', and 'Payment History'. The main content area features a 'Services' table with columns for Status, Program Service Name, and Role. A red arrow points to the 'Certifier' role in the 'Role' column for the 'CEDRI: Compliance and Emissions Data Reporting Interface' service. To the right of the table are two panels: 'CDX Service Availability' with a link to 'See the status for all program services', and 'News and Updates' with the text 'No news/updates.'. At the bottom of the main content area are two buttons: 'Add Program Service' and 'Manage Your Program Services'.

Status	Program Service Name	Role
	CEDRI: Compliance and Emissions Data Reporting Interface	Certifier

Exhibit 16