

Search



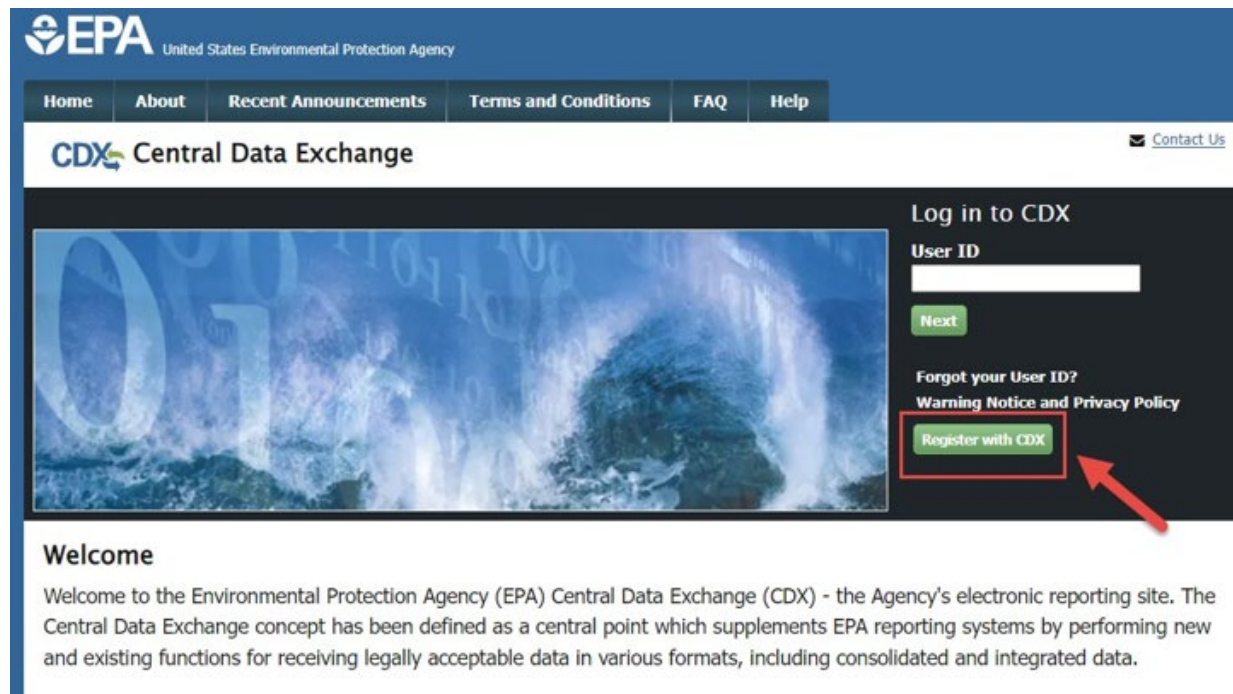
KB0014708

How To Create A New CDX Account.

📅 3mo ago • 👁 213 Views

New CDX and Login.gov User.

1. Go to <https://cdx.epa.gov/>.
2. Click “Register with CDX”.



3. Terms and Conditions:
 - The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential.

EPA United States Environmental Protection Agency

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CDX Terms and Conditions [Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;

☒ I am the original registrant and owner of the User ID requested

WARNING: It is a federal crime to submit identifying information for anyone other than yourself, or to use or share information with or without another user's consent. Accordingly, by checking the box, above, you attest that you are the named account holder and sole registrant to whom account information belongs.

[Proceed](#) [Cancel](#)

4. Core CDX

- Begin typing a program service name or related keywords to filter the list of available services.
- E.g., NeT. NetDMR, air quality system, AQS, or Clean Air Act.

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CDX Core CDX Registration [Contact Us](#)

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

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

Net

IEPB: Exchange Network Grant Semi-Annual Reporting Forms

NeT: NPDES eReporting Tool (26)

NetDMR: Network Discharge Monitoring Report (25)

[Cancel](#)

5. Select Program Service from the drop-down list.

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

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

net

IEPB: Exchange Network Grant Semi-Annual Reporting Forms

NeT: NPDES eReporting Tool (11)

NetDMR Network Discharge Monitoring Report (38)

Cancel

6. Select a role from the drop-down list and provide any required additional information, if applicable.
 - Click on **“Request Role Access”** to continue.

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CDX Core CDX Registration [Contact Us](#)

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

Registration Information

Program Service	NetDMR Development
Role	Not selected

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

Select Role Permittee (signature) ▼

Request Role Access Cancel

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

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7. Create User ID and enter email address.
 - Click on **“Continue Registration”** to continue.

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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

8. Leaving CDX:

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

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CDX Central Data Exchange [Contact Us](#)

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](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

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9. New Login.gov account creation.

- Click on **“Create an account.”**

LOGIN.GOV EPA



EPA CDX Smoke Test is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

Password

☐ Show password

[Sign in](#)

[Sign in with your government employee ID](#)

10. Use the same email used in CDX registration in step 6.

LOGIN.GOV EPA



EPA CDX Smoke 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
Login.gov allows you to receive your email communication in English, Spanish or French.

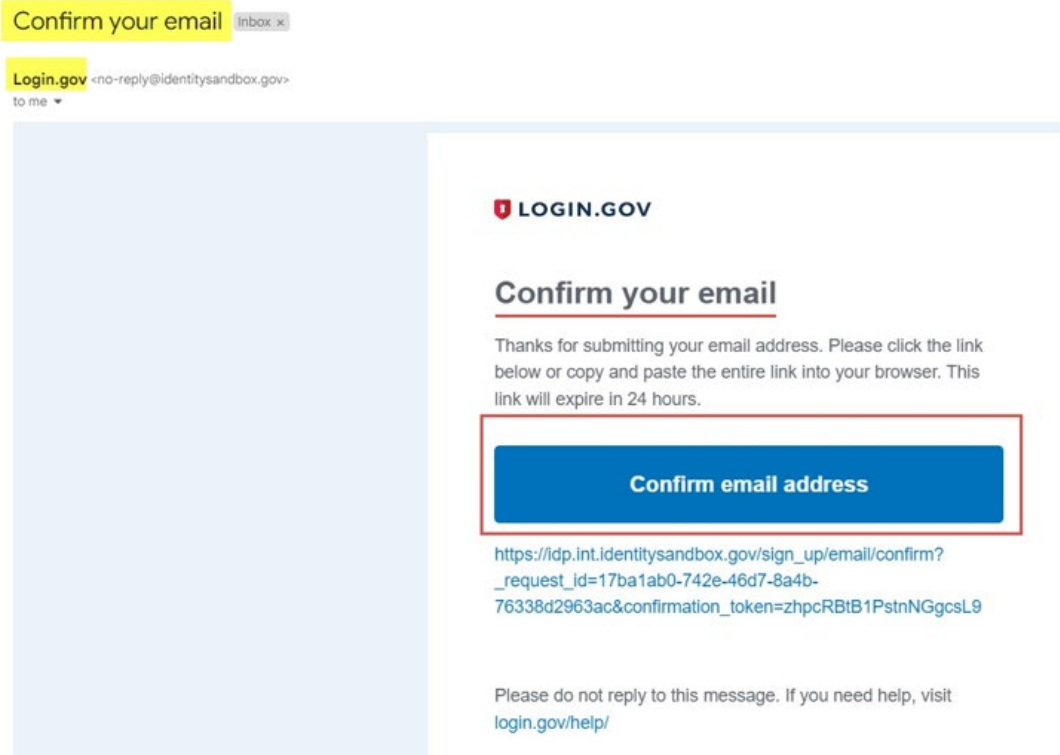
☒ English (default)
☐ Español
☐ Français

☐ I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

11. Check your email:

- Login.gov will send an email to the email address with a link to confirm your email address.
- Follow the link to continue creating your account.
- You can close this window if you're done.



12. Email confirmed.

This is a screenshot of the "Create a strong password" page on the Login.gov website. At the top, there are logos for "LOGIN.GOV" and "EPA". A green success message with a checkmark icon says "You have confirmed your email address" and is highlighted with a red border. Below this, the heading "Create a strong password" is followed by instructions: "Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111." There are two input fields: "Password" and "Confirm password". Below these fields is a checkbox labeled "Show password". A blue "Continue" button is positioned below the checkbox. At the bottom, there is a link for "Password safety tips" with a plus icon to its right. A link to "Cancel account creation" is at the very bottom.

13. Authentication method setup

- Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.
- We recommend you select at least **TWO** different options in case you lose one of your methods.
- See all four options and descriptions.

Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

☐  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

☐  **Text or voice message**
Receive a secure code by (SMS) text or phone call.

☐  **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

☐  **Security key**
Connect your physical security key to your device. You won't need to enter a code.

☐  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

AUTHENTICATION OPTIONS

Authentication application:

Download or use an authentication app of your choice to generate secure codes.

Add an authentication app

Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)

1 Give it a nickname

If you add more than one app, you'll know which one is which.

2 Open your authentication app

3 Scan this QR barcode with your app



Or enter this code manually into your authentication app

R24ZZJ7ZRAVUQJN6Z7K7K7SK62504HJ

[Copy](#)

4 Enter the temporary code from your app

Example: 123456

☒ Remember this browser

[Submit](#)

AUTHENTICATION OPTIONS

Text or voice message:

Receive a secure code by (SMS) text or phone call.

[LOGIN.GOV](#) [EPA](#)

Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code

☒ Text message (SMS)

☐ Phone call

You can change this anytime. If you use a landline number, select "Phone call."

[Send code](#)

[Mobile terms of service](#)

[Choose another authentication method](#)

AUTHENTICATION OPTIONS

Backup codes:

A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Save these backup codes

If you lose your device, you'll need these codes to sign into Login.gov. Save or print them and put them somewhere safe.

ESGA-VHRK-3VRS	2VN3-0F7F-N0VJ
VRG5-APV9-ZKW1	KCBJ-4NR0-NYKS
D3FS-PYKM-FTW1	8GAG-FSKD-28CC
EV22-EY7K-D53X	R0G9-9PQ6-VHR8
G09Z-2CD2-V7EP	4QM1-DZ7N-PAQW

⚠ Each code can only be used once. We'll give you new codes after you use all ten.

Download

Print

Copy

☐ I've put my backup codes in a safe place.

Continue

AUTHENTICATION OPTIONS

Security key:

Connect your physical security key to your device. You won't need to enter a code.

Insert your security key

Use your physical security key to add an additional layer of protection to your Login.gov account to prevent unauthorized access. [Learn more about security keys](#)

1 Give it a nickname

If you add more than one security key, you'll know which one is which.

2 Insert a security key into your device



3 Set up your security key

Click "set up security key" below and follow your browser's instructions.

☒ Remember this browser

Set up security key

[Choose another authentication method](#)

III.

IV.

For government employees only:

- **Government employee ID.**
- PIV/CAC cards for government and military employees. Desktop only.

A DEMO website of the United States government

Here's how you know

LOGIN.GOV

EPA

Add your PIV or CAC

Set up your PIV or CAC as a two-factor authentication method so you can use it to sign in.

1

Give it a nickname
If you add more than one PIV/CAC, you'll know which one's which.

2

Insert your PIV/CAC into your card reader

3

Add your PIV/CAC
You'll need to **choose a certificate** (the right one likely has your name in it) and **enter your PIN** (your PIN was created when you set up your PIV/CAC).

Add PIV/CAC card

[Choose another authentication method](#)

14. Continue to registration by clicking “Agree and continue.”

LOGIN.GOV

EPA

Backup codes were added to your account.



Continue to EPA CDX Smoke Test

We'll share your information with EPA CDX Smoke Test to connect your account.

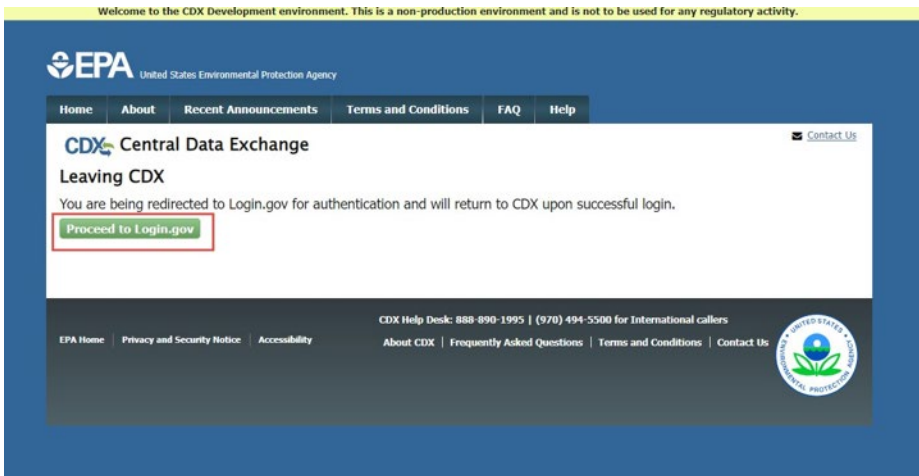
Email addresses on your account

- test.mendoza.epa@gmail.com

Agree and continue

[Cancel](#)

15. Click on **“Proceed to login.gov”** to return to CDX.



16. Upon returning to CDX, you will have to complete user registration by entering User information.

17. After entering your personal information, type in your organization. Click **“Search.”**

18. A list of similarly named organizations may appear; select your correct organization by looking at the address and city.

- Click the correct **Organization ID** hyperlink on the left-hand side to add your organization.
- If your organization cannot be found, you may request it be added by clicking “**request that we add your organization.**”
 - Enter Contact Information.
 - An email with a verification code will be sent to the email you enter.
 - Upon receipt of the email, copy the included verification code and paste it into the verification code field. A green check mark will appear, letting you know you entered a valid code.
 - Click **Register.**

Part 2: Organization Info

shell

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
20704	SHELL DS	901 LOUISIANA ST	HOUSTON	TX	77009
23036	Shell Offshore, Inc	701 Poydras St	New Orleans	LA	70139
23114	Shell Offshore, Inc.	P. O. Box 61933	New Orleans	LA	70161-1933
23578	Shell Pipeline Company LLC	701 Poydrus Street Suite 701	New Orleans	LA	70139

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

19. If your organization is found, enter additional information and click “**Submit Request for Access.**”

Part 2: Organization Info

CDX TEST1
777 BRISBANE
HOUSTON, TX, US
77061

Email * test. i@gmail.com

Phone Number * (202) 555-5555

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

20. After adding the organization, a message will load instructing you to check the email account that you registered with for a confirmation message with a link to activate your user account.

- Enter the code in the email and click on “**Create account**” to continue account creation.

CDX Confirmation

 [Contact Us](#)

Logged in as

[\(Log out\)](#)

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

A few more steps...

You will soon receive an email confirmation message at [] @gmail.com] with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.

[Resend validation code](#)

User ID: TEST2

Code:

[Create Account](#)

[Return to CDX Home](#)

21. Email Example.

Core Registration Email Verification Request (TEST) Inbox x



noreply-test@epacdx.net

5:56 PM (1 minute ago)



 to 

You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by completing either of the following options:

a) Click the following link. You may need to enter the UserID (TEST2) and Password that were selected during the registration process.
<https://test.epacdx.net/Registration/EmailValidation?code=pPbhDRT1GyAt> If you click the link and it appears to be broken, please copy and paste it into a new browser window.

b) In your existing browser window, copy and paste the following code into the "Code" field on the web page: **XXXXXX**

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Services.

22. After entering the code, you will have to enter your job title, click "Next" to continue:

CDX Core CDX Registration

 [Contact Us](#)

Logged in as TEST2.

[\(Log out\)](#)

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

Registration Information

Program Service	BAH: Load Test AK
Role	Permittee (signature)

Enter Your Job Title *

[Next](#)

- 23.** As a **permittee signatory**, you will have to complete an Identity Verification process via LexisNexis
- 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.

NOTE: Signatory **must** enter their legal name, personal home address, date of birth, and last 4 of SSN.

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

Home or Personal Phone

Date of Birth

Last 4 of SSN

☐ Show SSN

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

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

24. Sign Signature Agreement.

- Paper and Electronic signing options available.
- If you choose **paper**, a Signature Agreement will appear.
 - Print it, sign it, and mail it to the address on the Signature Agreement. This could take up to several days or weeks to process.
- Below is an Electronic Signature Agreement.
 - Note: If you fail electronic authentication, you will be required to submit a paper Signature Agreement.

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 **CDX Registration: Additional Verification**

[Contact Us](#)
Logged in as TEST2.
[\(Log out\)](#)

1. Identity Verification✓

2. ESA

Electronic NetDMR Electronic Signature Agreement

The NetDMR 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 NetDMR 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
Office of Enforcement and Compliance Assurance
NPDES e-Reporting Tool 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	CDX TEST1
Address	777 BRISBANE
City, State, Zip	HOUSTON, TX 77061
Province	
Country	US
Phone Number	(202) 555-5555
E-mail Address	test.mcdanessa@gmail.com

Sign Electronically

[Cancel](#)

25. A pop-up will appear. Read the notice, if the information is correct, click on **“Accept”** to continue registration.

U.S. Environmental Protection Agency

Office of Enforcement and Compliance Assurance

NPDES e-Reporting Tool Electronic Signature Agreement

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

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

Accept

Decline

[Cancel](#)

26. After clicking Accept, you will be redirected to the CDX landing page.

- Congrats! You have completed your CDX account.

Most Useful - NPDES eReporting Tool (NeT) Help Center

Step-by-step guide for CDX -> Login.gov (Existing CDX users NEW to Login.gov (State and non-EPA users))

KB0016239 v3.0 • 462 Views • 2mo ago

MSGP Additional Implementation Measures (AIM) (PPT)

KB0014683 v9.0 • 7 Views • 10mo ago

NeT CGP User's Guide

KB0014844 v13.0 • 161 Views • 2y ago

How to File Your Electronic Signature Agreement (ESA)

KB0014746 v6.0 • 69 Views • 4mo ago

How to create and submit a MSGP Annual Report (PPT)

KB0015009 v9.0 • 35 Views • 2mo ago



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