CREATING A NEW:

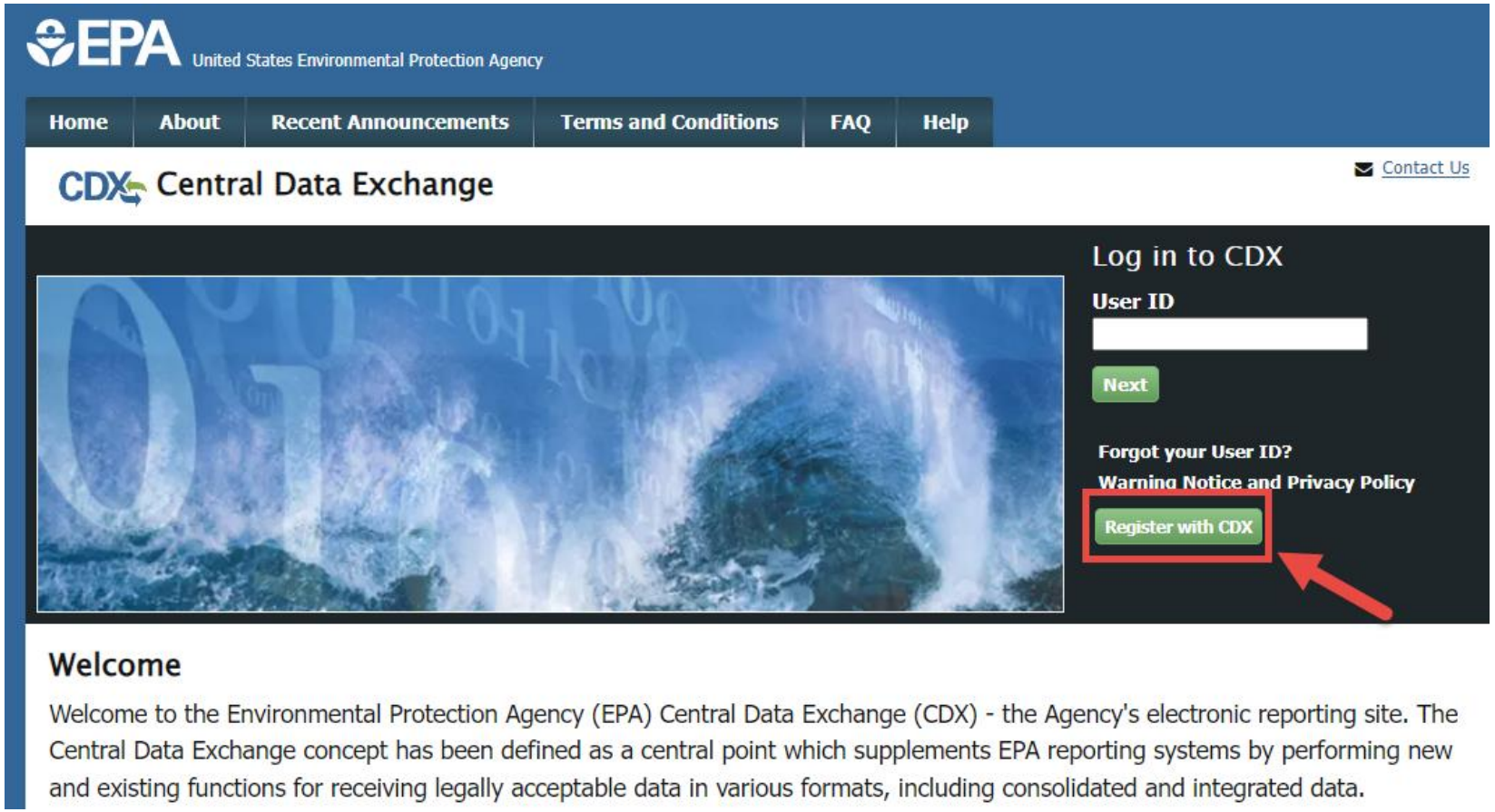
CENTRAL DATA EXCHANGE (**CDX**) ACCOUNT

NET SIGNATORY AND PREPARER

NeT
NPDES eReporting Tool

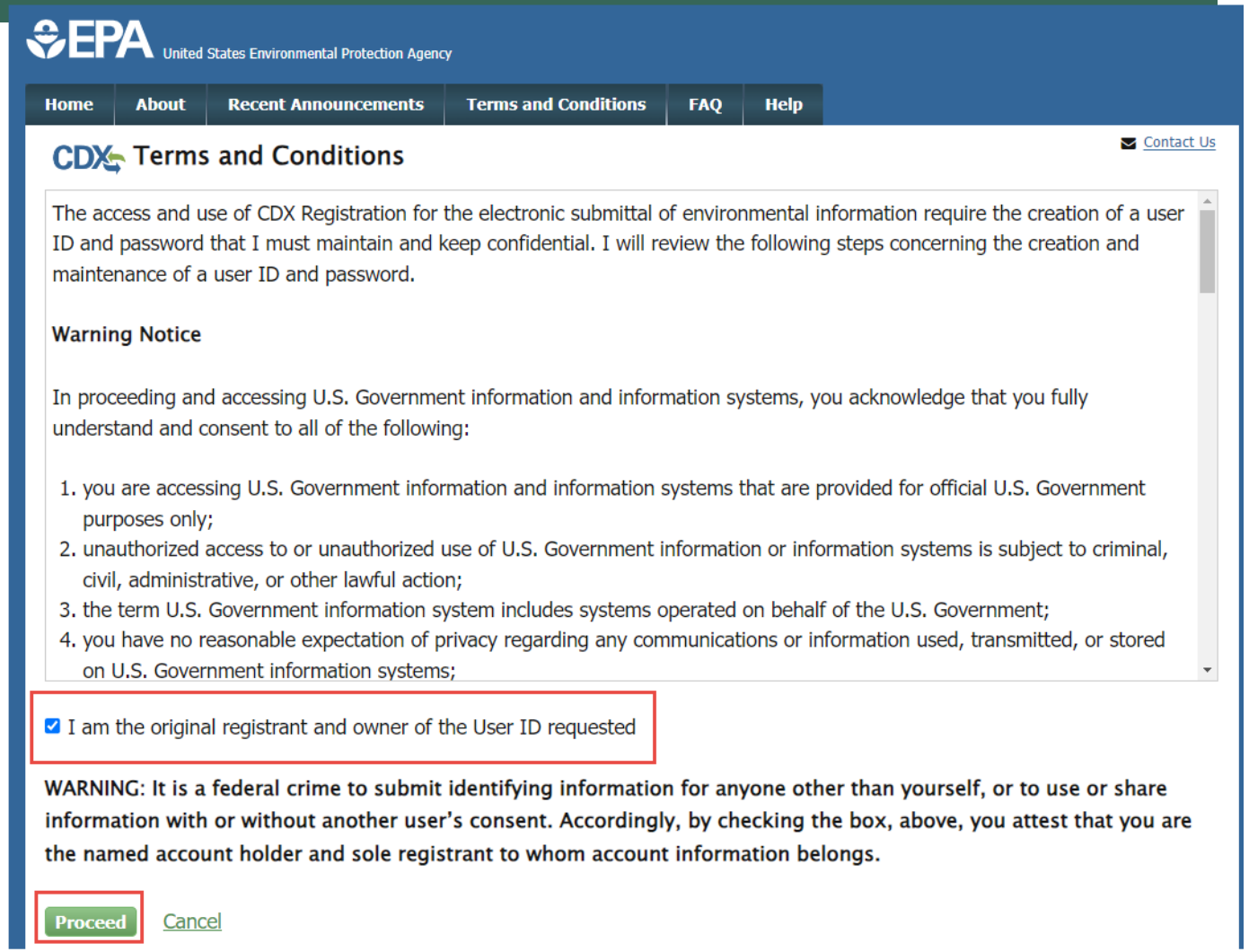
CREATE A NEW CDX ACCOUNT- **CDX**

- Go to the **CDX** website: **https://cdx.epa.gov/**
- Click on the **"Register with CDX"** button



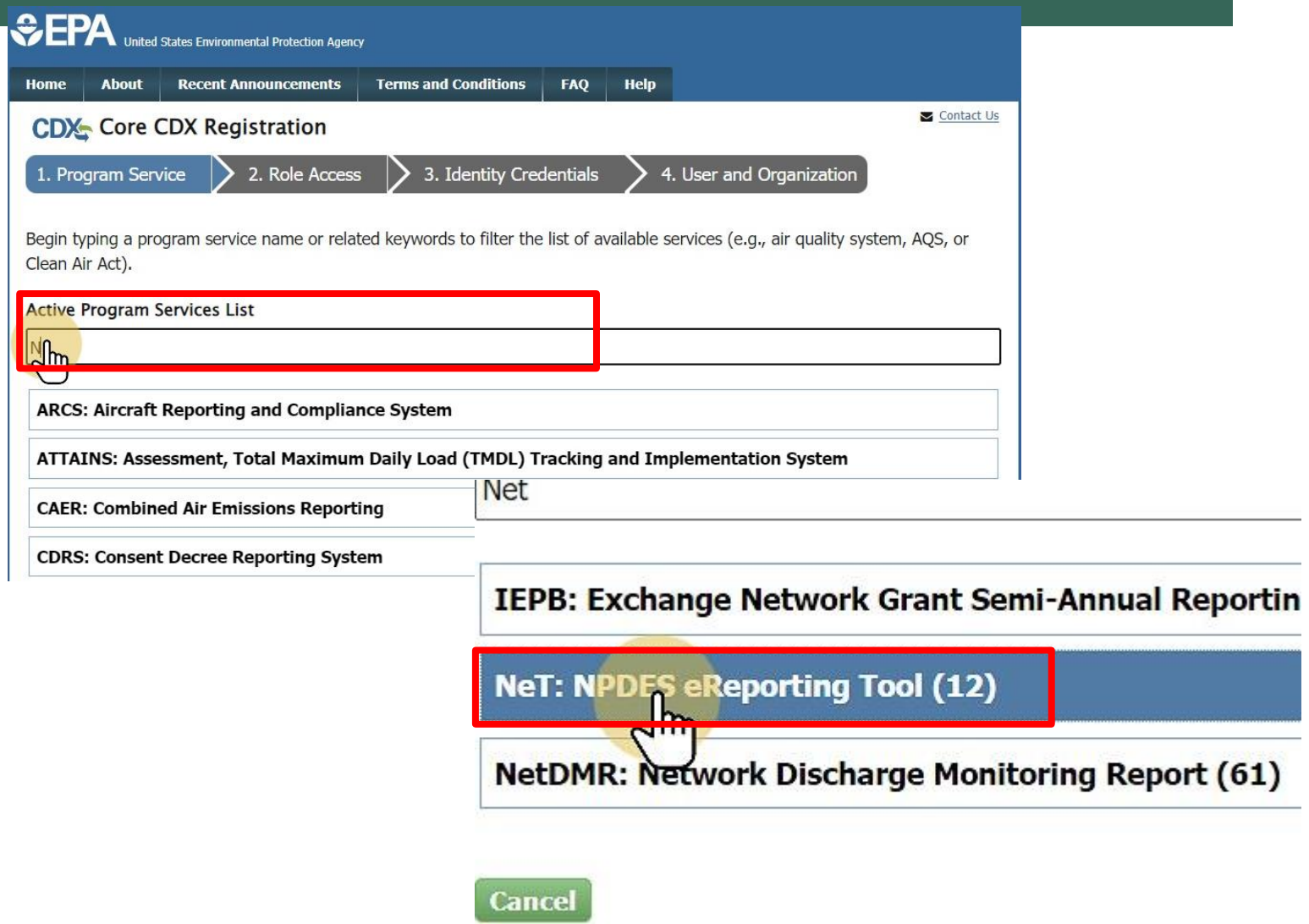
CDX: TERMS AND CONDITIONS

- Read **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. I will review the following steps concerning the creation and maintenance of a user ID and password.*
- Click "**Proceed**" to continue



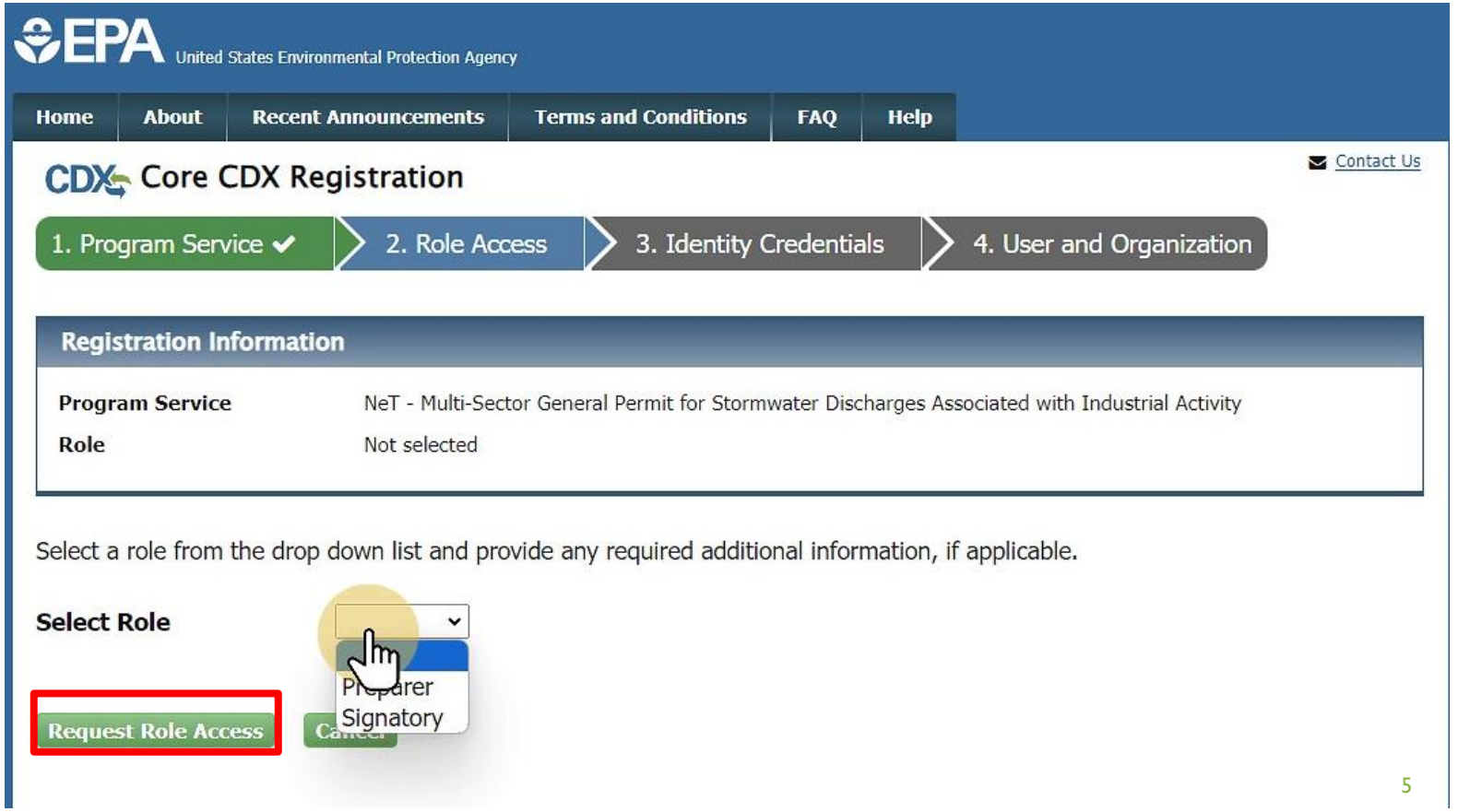
CORE CDX REGISTRATION

- Next, you'll be asked to complete the "**Core CDX Registration**"
- Begin typing a program service name or related keywords to filter the list of available services
  - E.g., NeT, NetDMR, Biosolids, Sewer Overflow
- Click on **"NeT"**



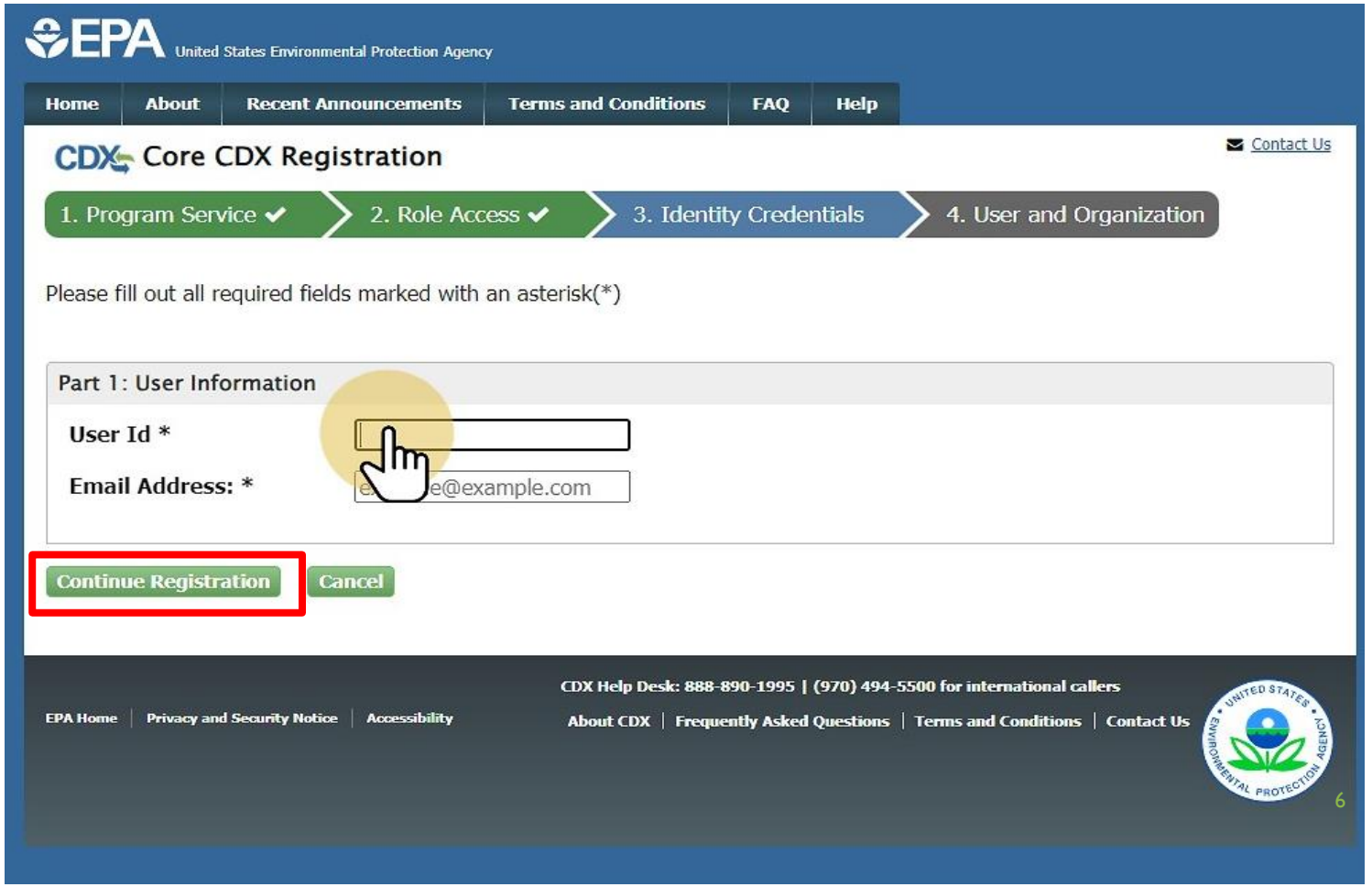
CDX: SELECTING ROLE

- Select a role from the drop-down list
- User Roles:
  - Signatory
  - Preparer
- Select "**Request Role Access**" to continue



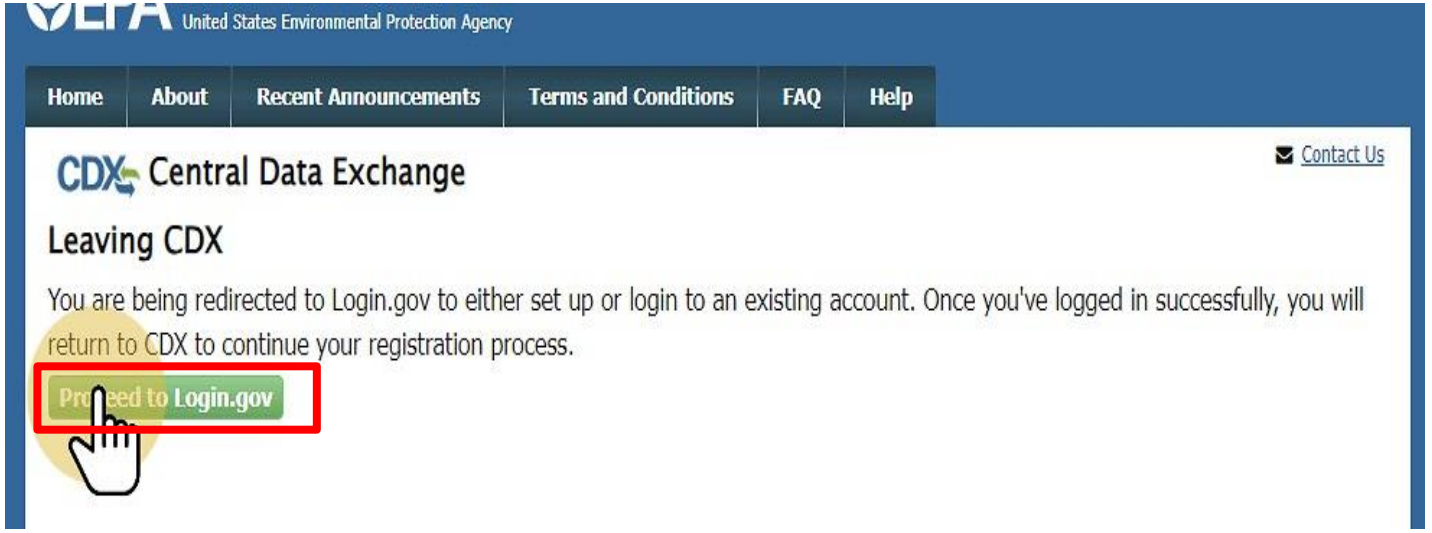
CDX: USER INFORMATION

- Create a "**User ID**"
- Type in the **"Email Address"** you'd like associated with your CDX account
- Select "**Continue Registration**" to continue



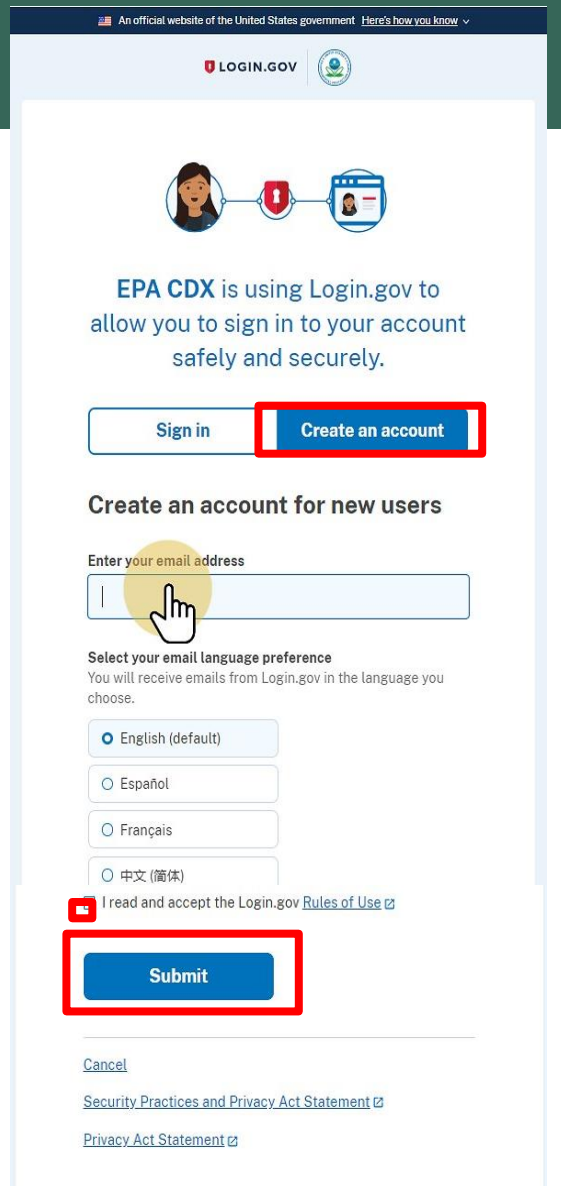
CDX→ LOGIN.GOV REGISTRATION

- After entering **User Information**, you will receive the following message stating you will be redirected to set up a Login.gov account.
- **Login.gov** is a secure sign-in service used by the public to sign in to participating government agencies.
  - This streamlines your process and eliminates the need to remember multiple usernames and passwords.
- Click "**Process to Login.gov**"



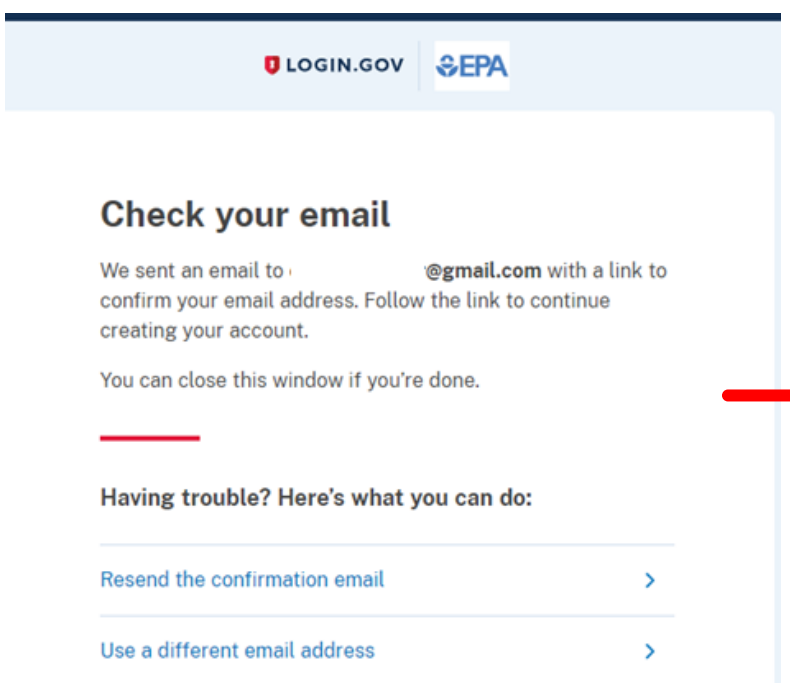
CREATE A **LOGIN.GOV** ACCOUNT

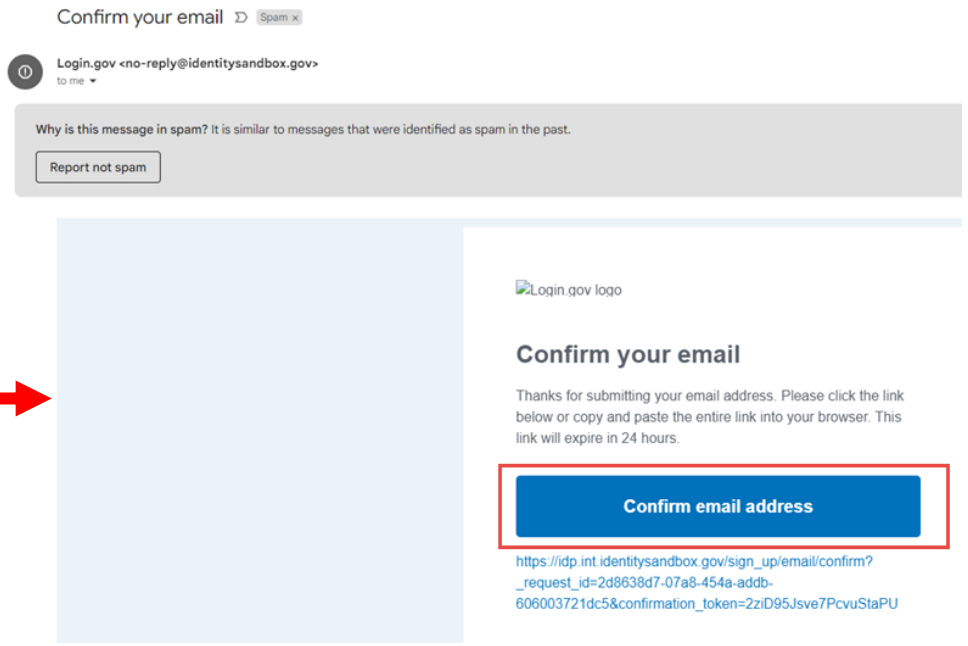
- Click on "**Create an account**"
- Type in the email used when registering to CDX
- Select email language preference
- Read "**Rules of Use**". Click box when done
- Click on "**Submit**" to continue



CREATE A **LOGIN.GOV** ACCOUNT

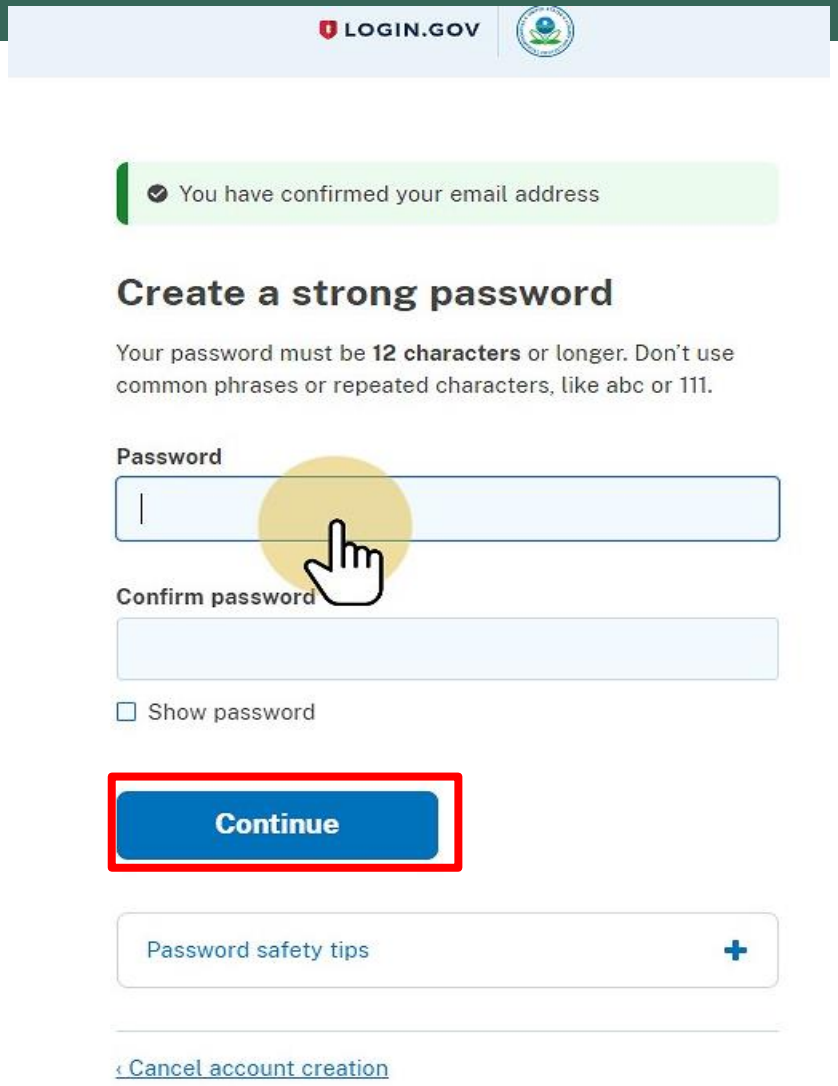
- Check your email for a link to confirm your email address.
  - ***Make sure to check SPAM folder
- Click the link to continue creating your account.





CREATE A **LOGIN.GOV** ACCOUNT

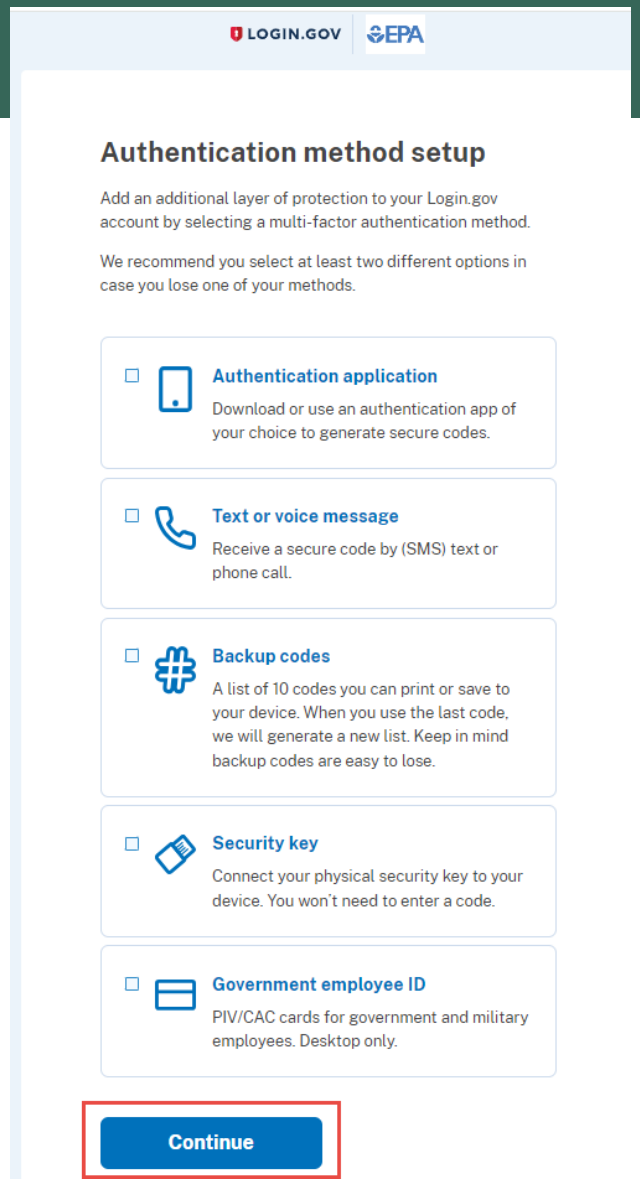
- After confirming your email, you'll create a password
- Password must be 12 characters or longer
- After confirming password, click "**Continue**"



CREATE A **LOGIN.GOV** ACCOUNT

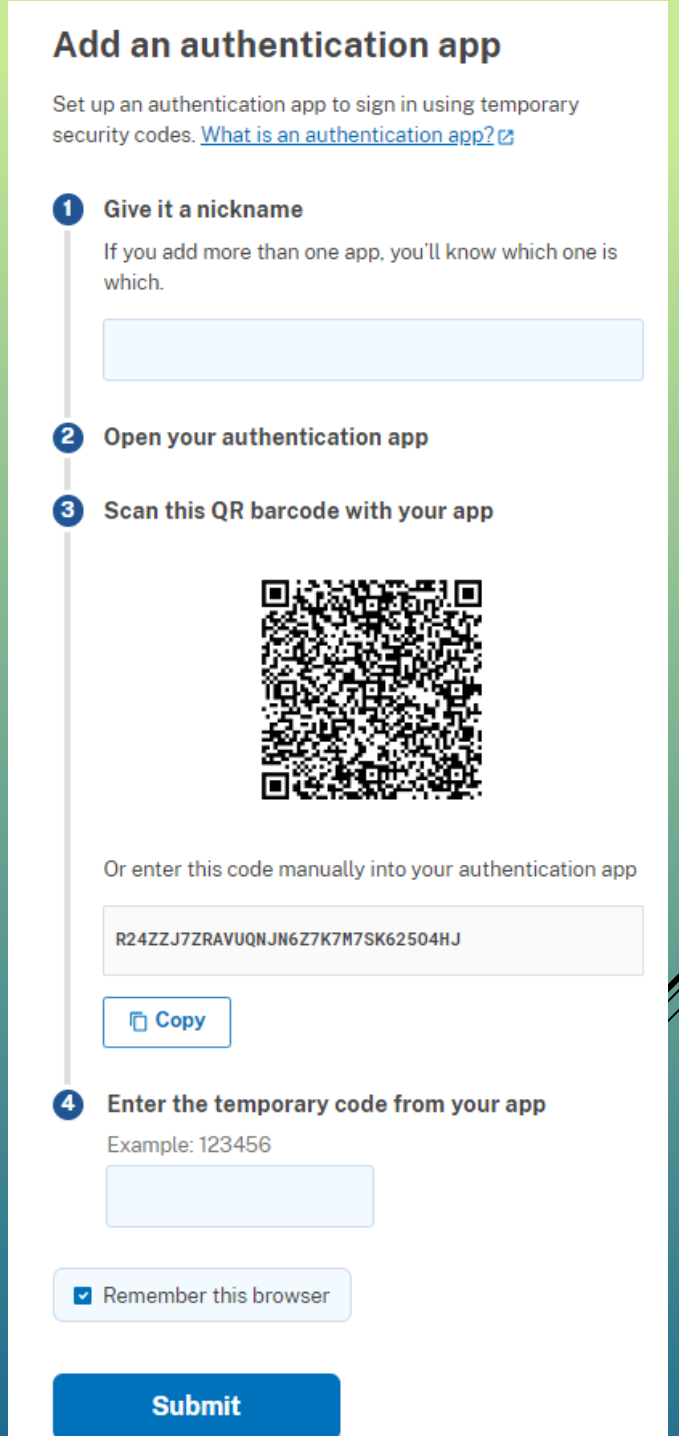
Authentication method setup:

- 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.
- Click "**Continue**"



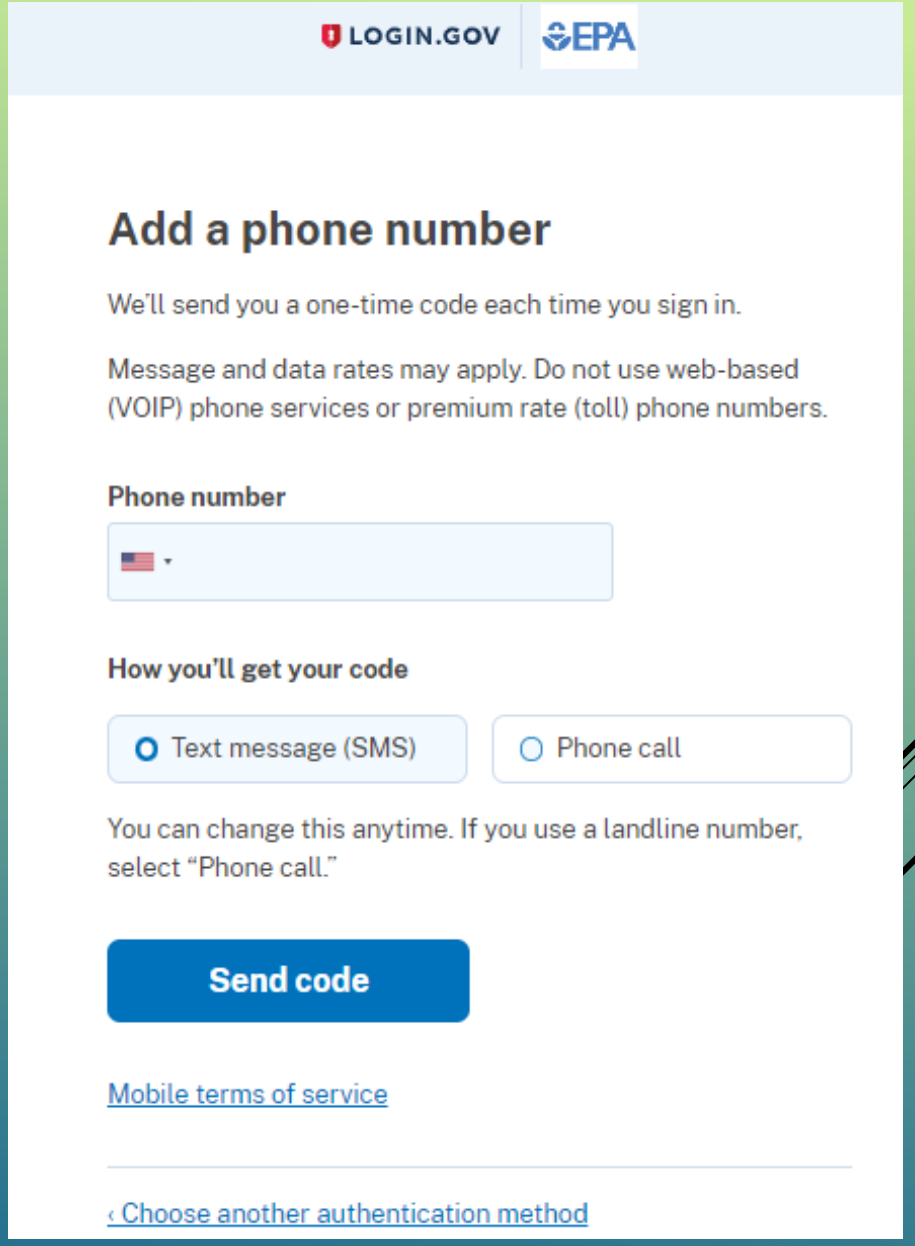
AUTHENTICATION OPTIONS

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



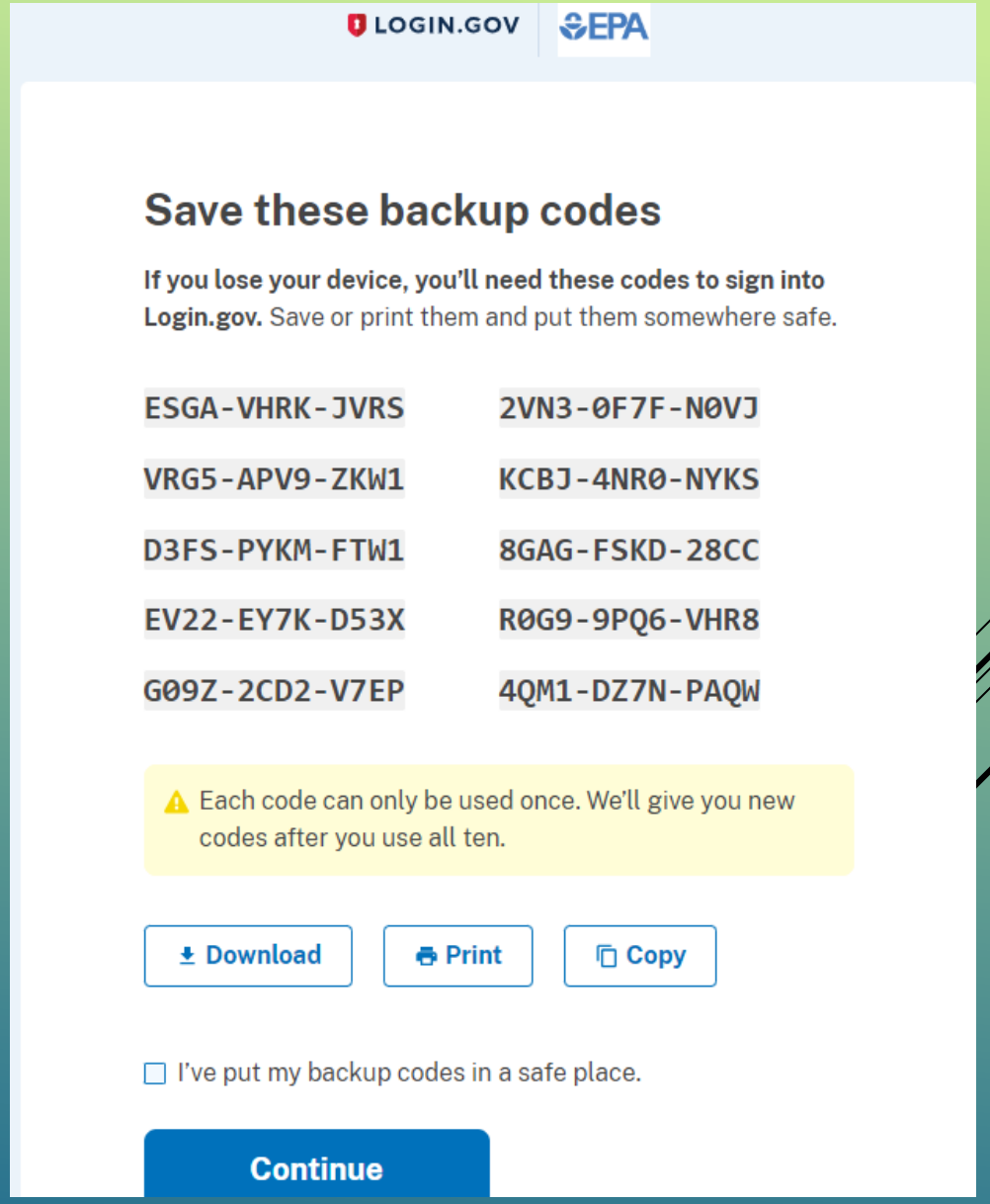
AUTHENTICATION OPTIONS

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



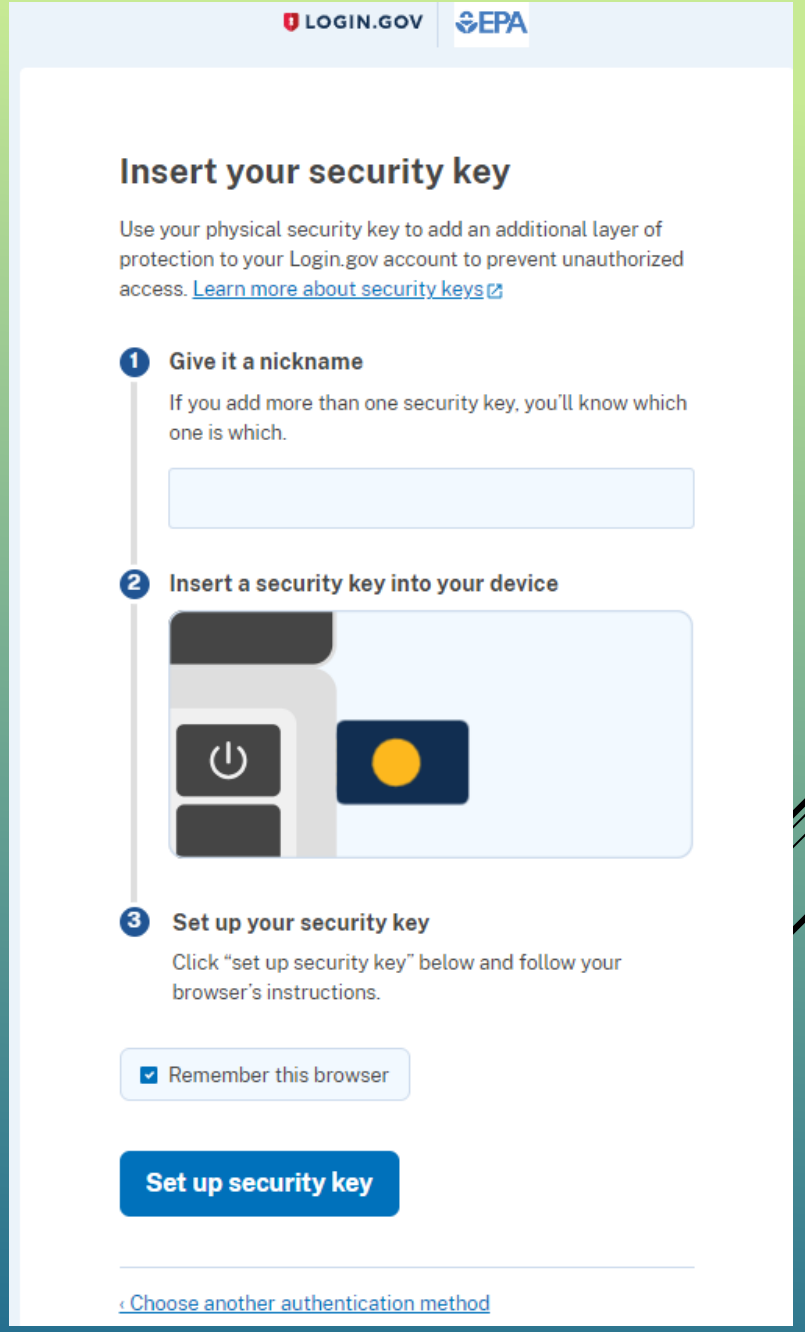
AUTHENTICATION OPTIONS

- **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.



AUTHENTICATION OPTIONS

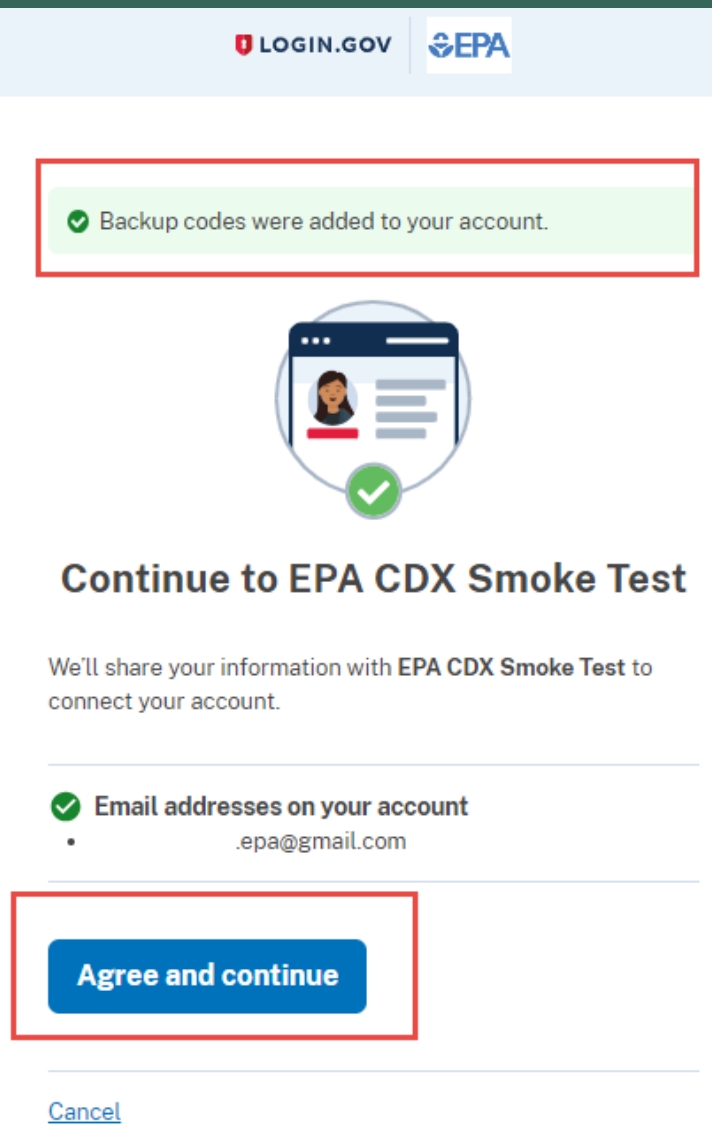
- **Security key:**
  - Connect your physical security key to your device. You won't need to enter a code.



RETURN TO **CDX** CORE REGISTRATION

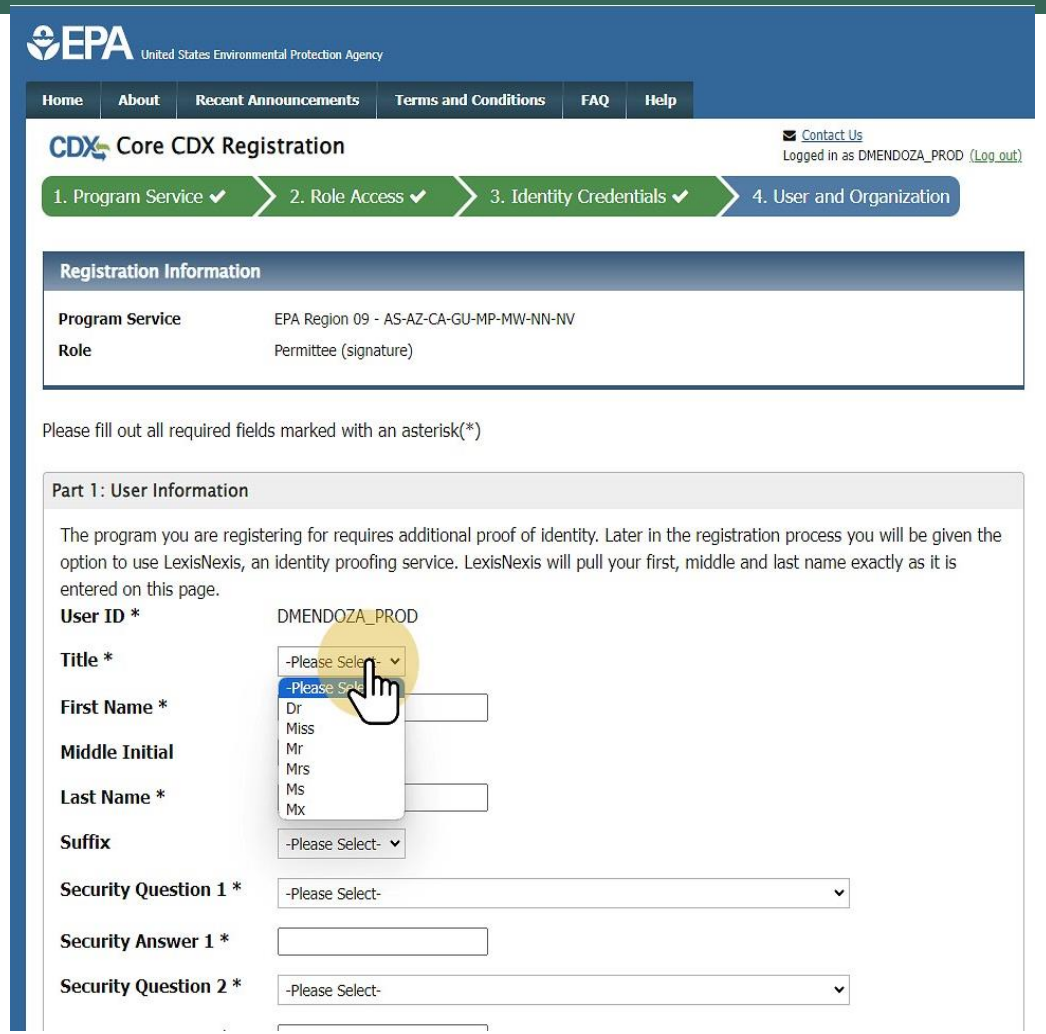
- Once backup codes are added, click on **"Agree and continue"**

- You'll be redirected to complete your **Core CDX Registration**



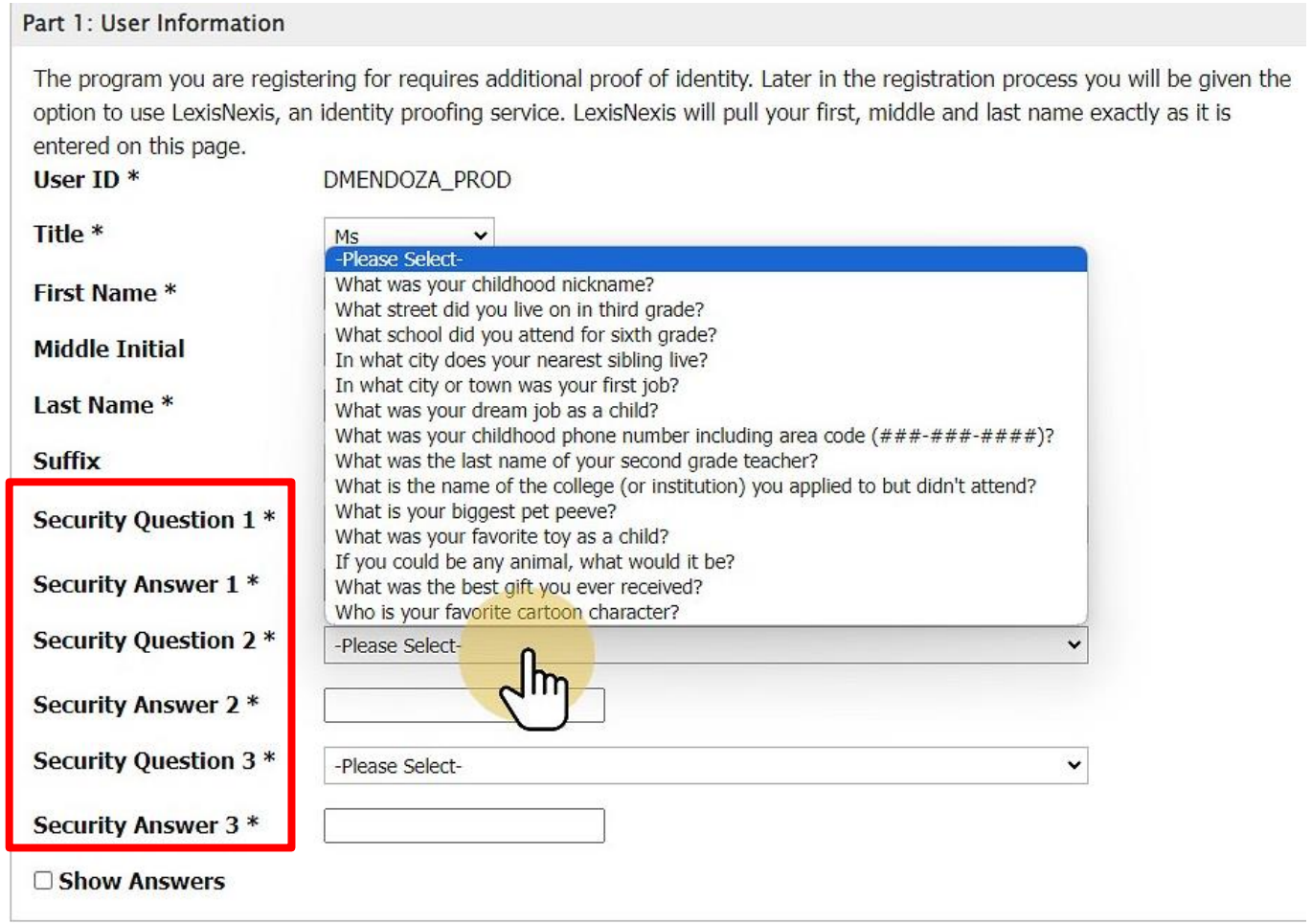
RETURN TO **CDX** CORE REGISTRATION

- Complete Core Registration
- **User Information**
  - Fill in all required fields
  - Make sure to type in full legal name
    - EX: Robert, not Bob



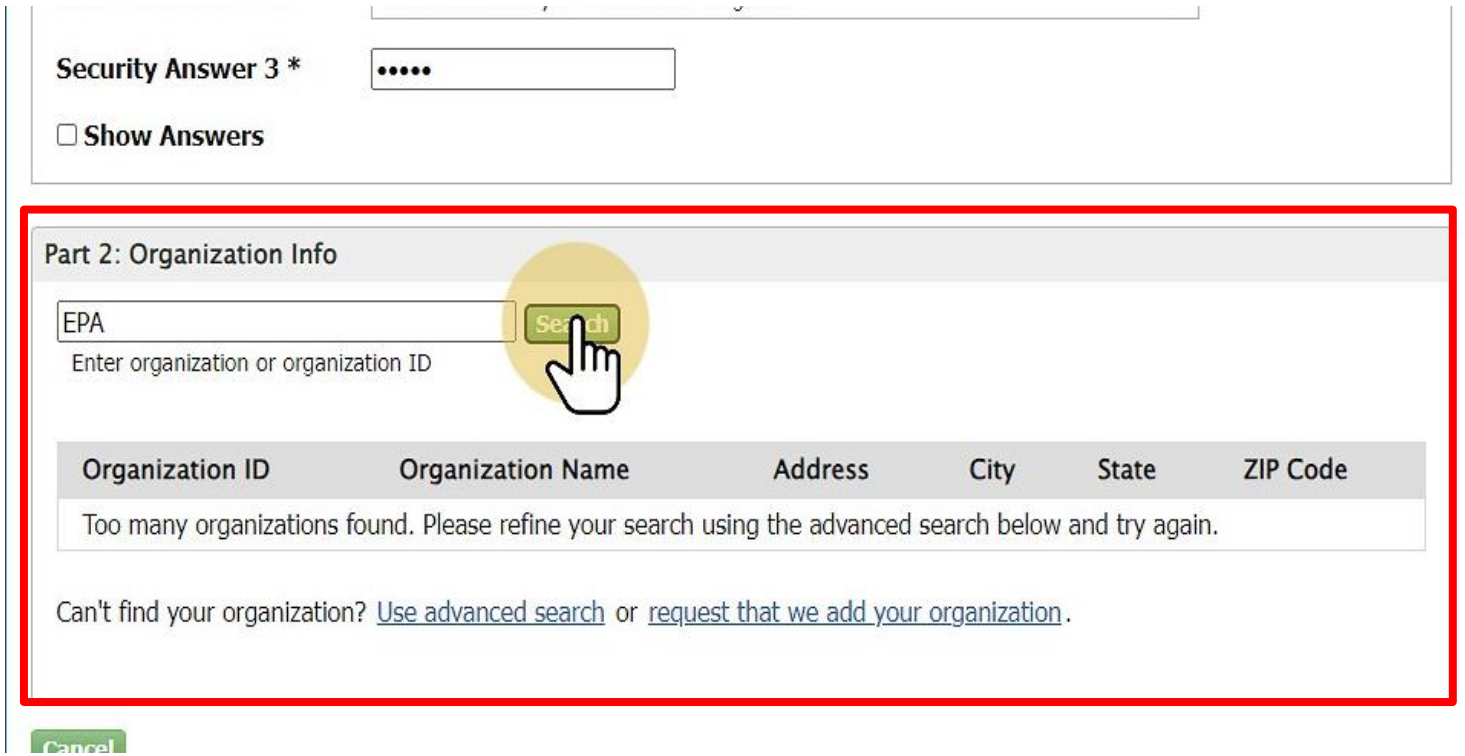
CDX: SECURITY QUESTIONS

- Choose **3 Security questions**, and enter an answer
  - Case Sensitive
- Security Questions are used for helpdesk verification



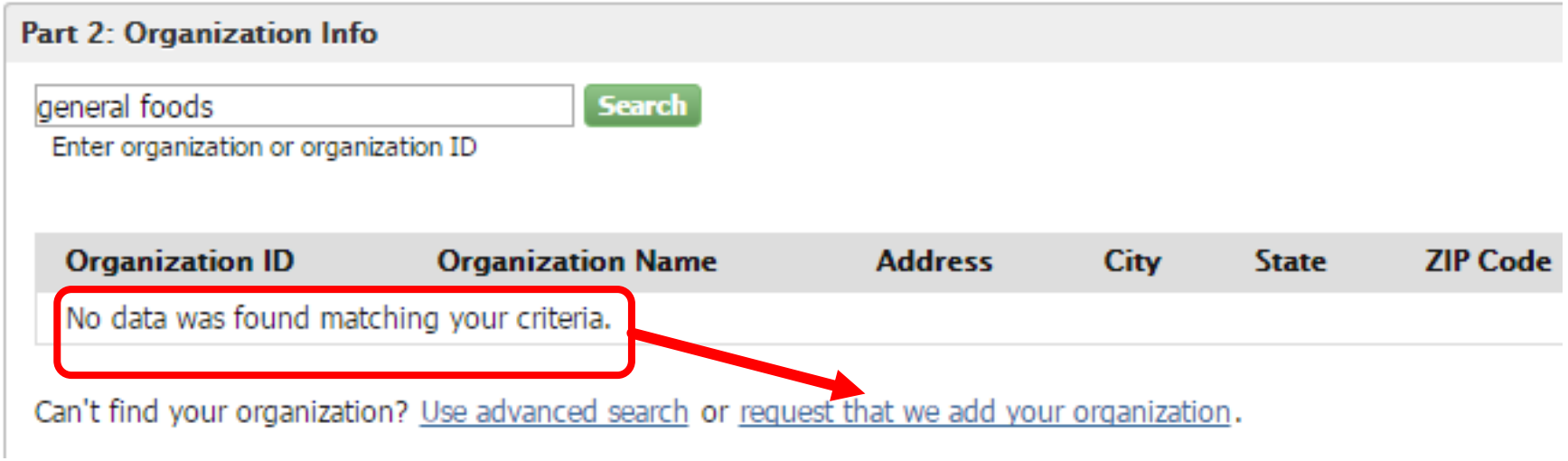
CDX: ORGANIZATION INFO

- Search for your organization
  - This is the organization you work for ***(your employer)***
- Click on "**Search**"



CDX: ADD ORGANIZATION

- If you cannot find your organization: click on "**Request that we add your organization**"

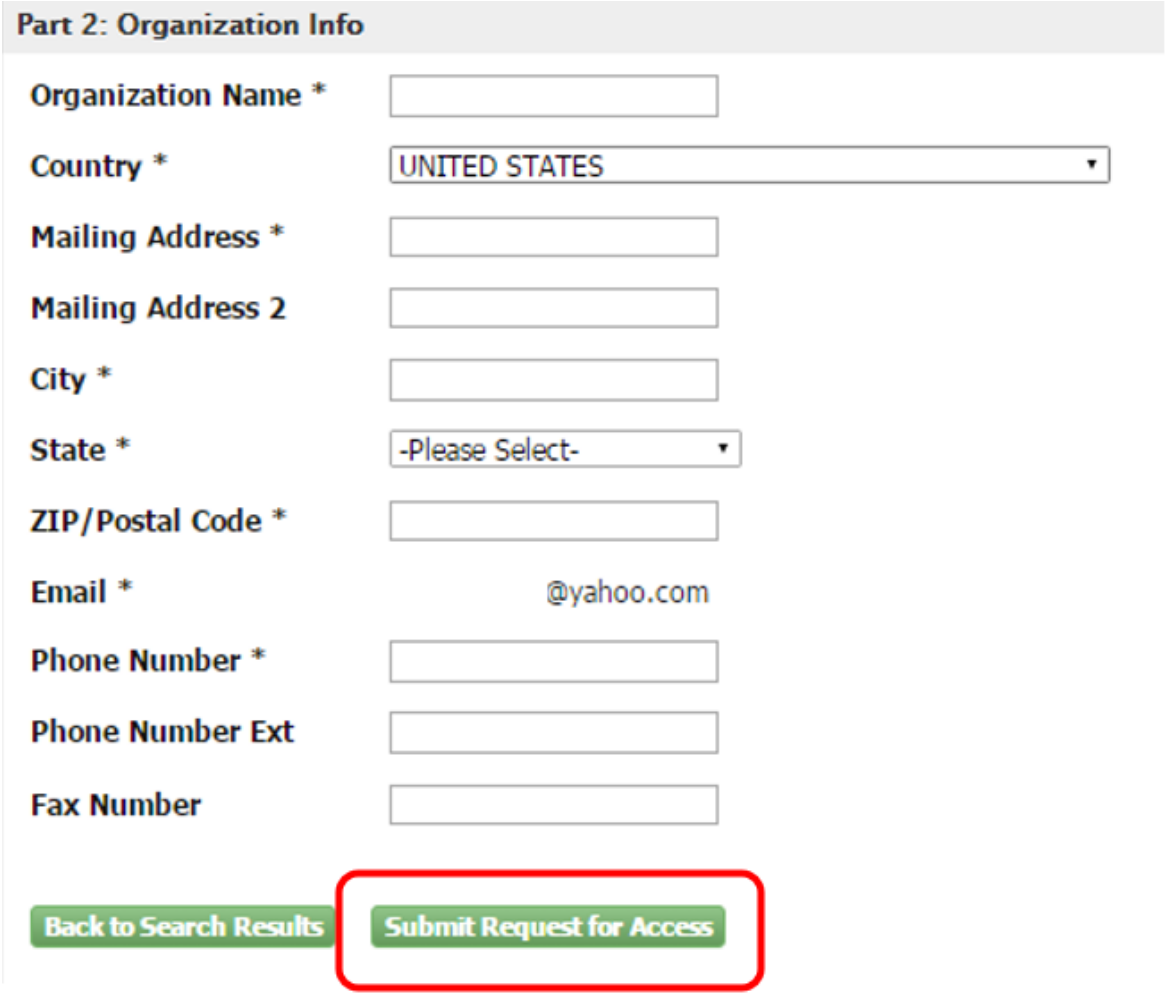


Blue slides are steps specifically for **adding an organization**.
* If your organization is found, **ignore** blue slides

ADD ORGANIZATION – CONTINUED

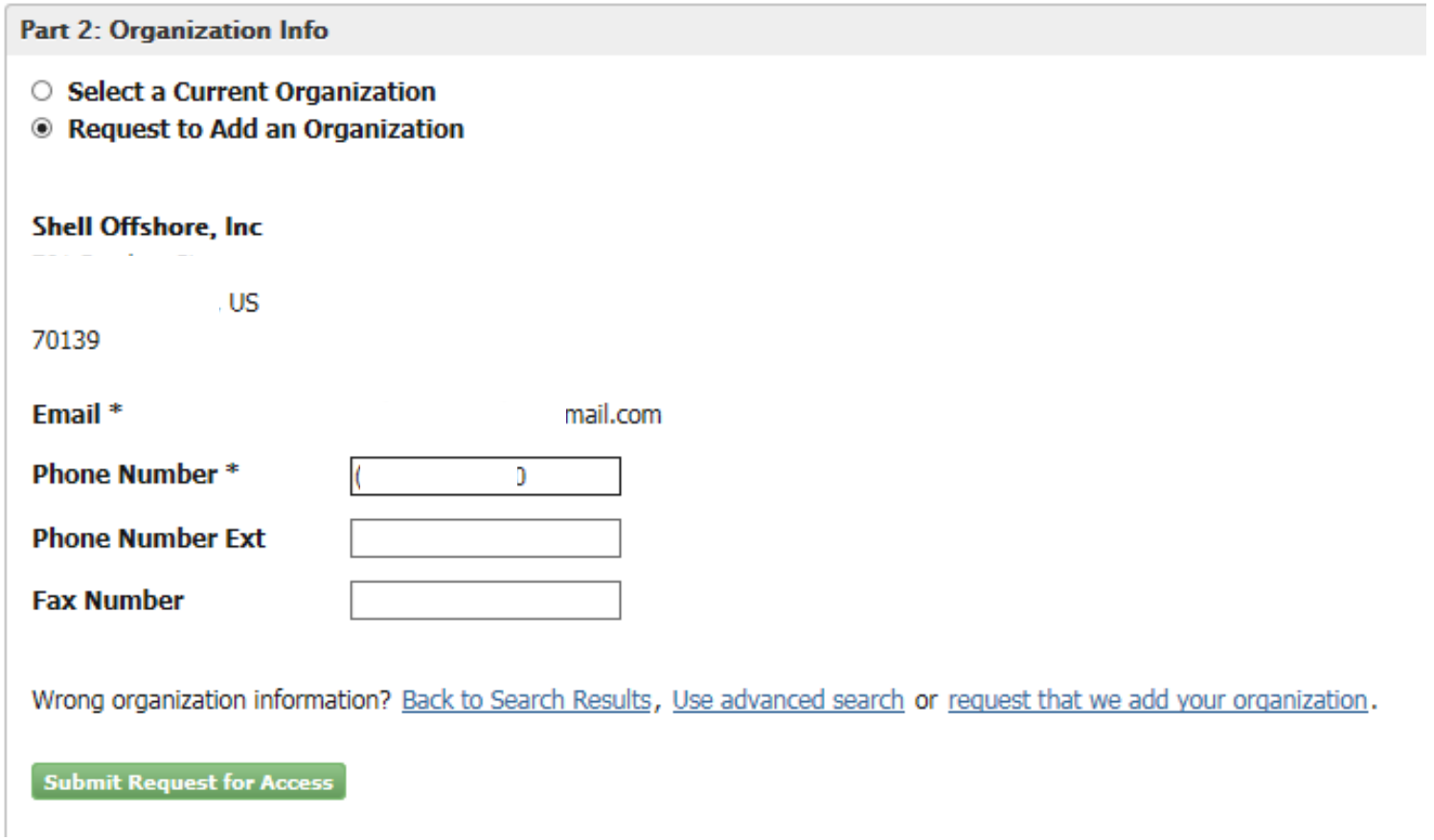
- Fill out the required information for your organization

- Click "**Submit Request for Access**"



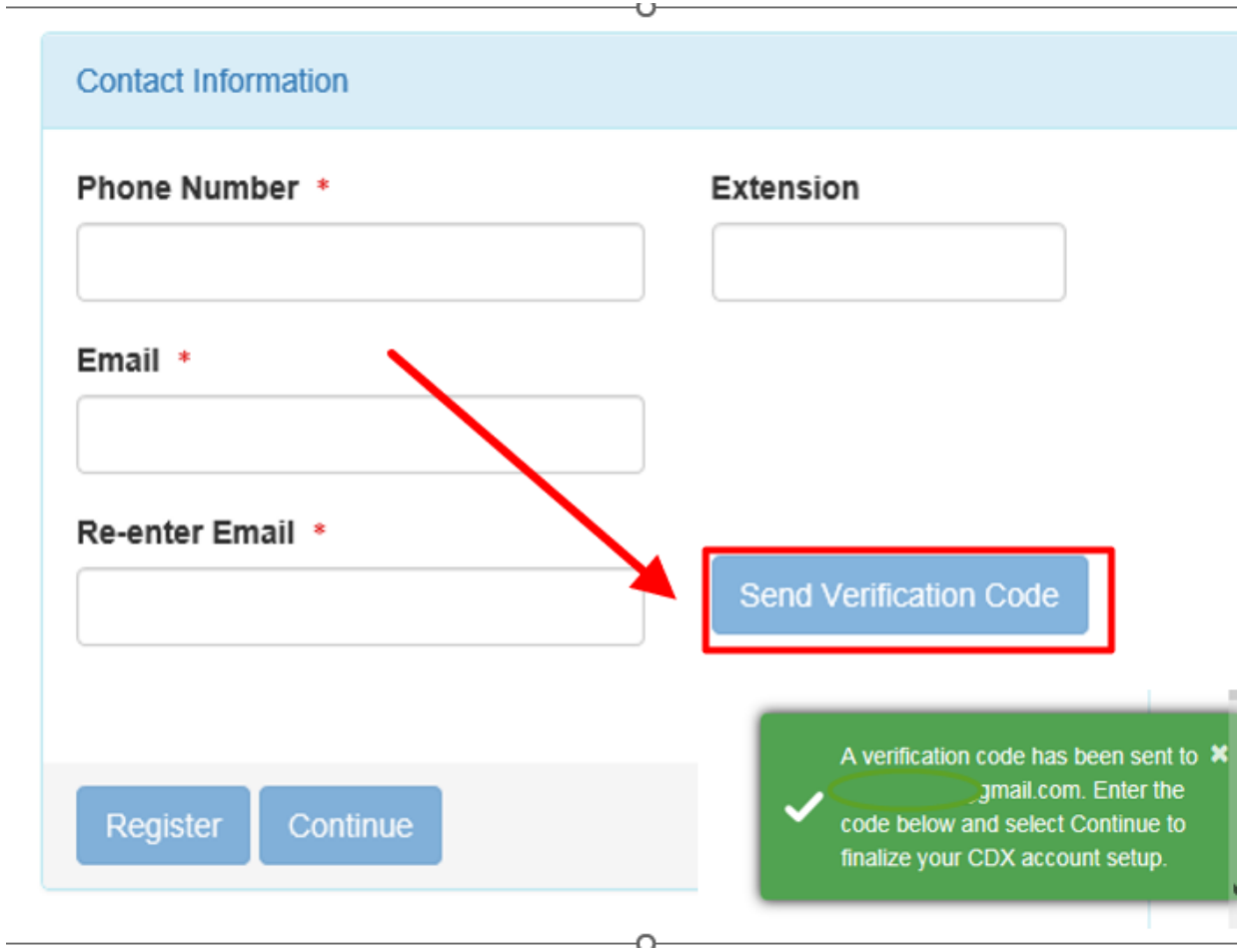
ADD ORGANIZATION - CONTINUED

- Select your Organization
- Enter phone number



ADD ORGANIZATION – CONTINUED
CONTACT INFORMATION

- Enter required fields.
- Click **SEND VERIFICATION CODE.**
- **A green pop-up note will appear on the screen informing an email was sent to this email.**
- You will receive an email from CDX support with a Verification Code within a few minutes.



ADD ORGANIZATION – CONTINUED
EMAIL VERIFICATION

helpdesk@epacdx.net Today at 2:31 PM

To .com

You are requesting an account with the EPA Central Data Exchange (CDX). You will be able to add additional Program Services, including the NPDES eReporting Tool (NeT), to meet any additional obligations that require electronic reporting to EPA.
In order to complete your registration and begin using the system, you will need to confirm your account by entering the following code in the registration form you are currently editing:

53a61172-b391-4ded-a162-a45dc76dedc5

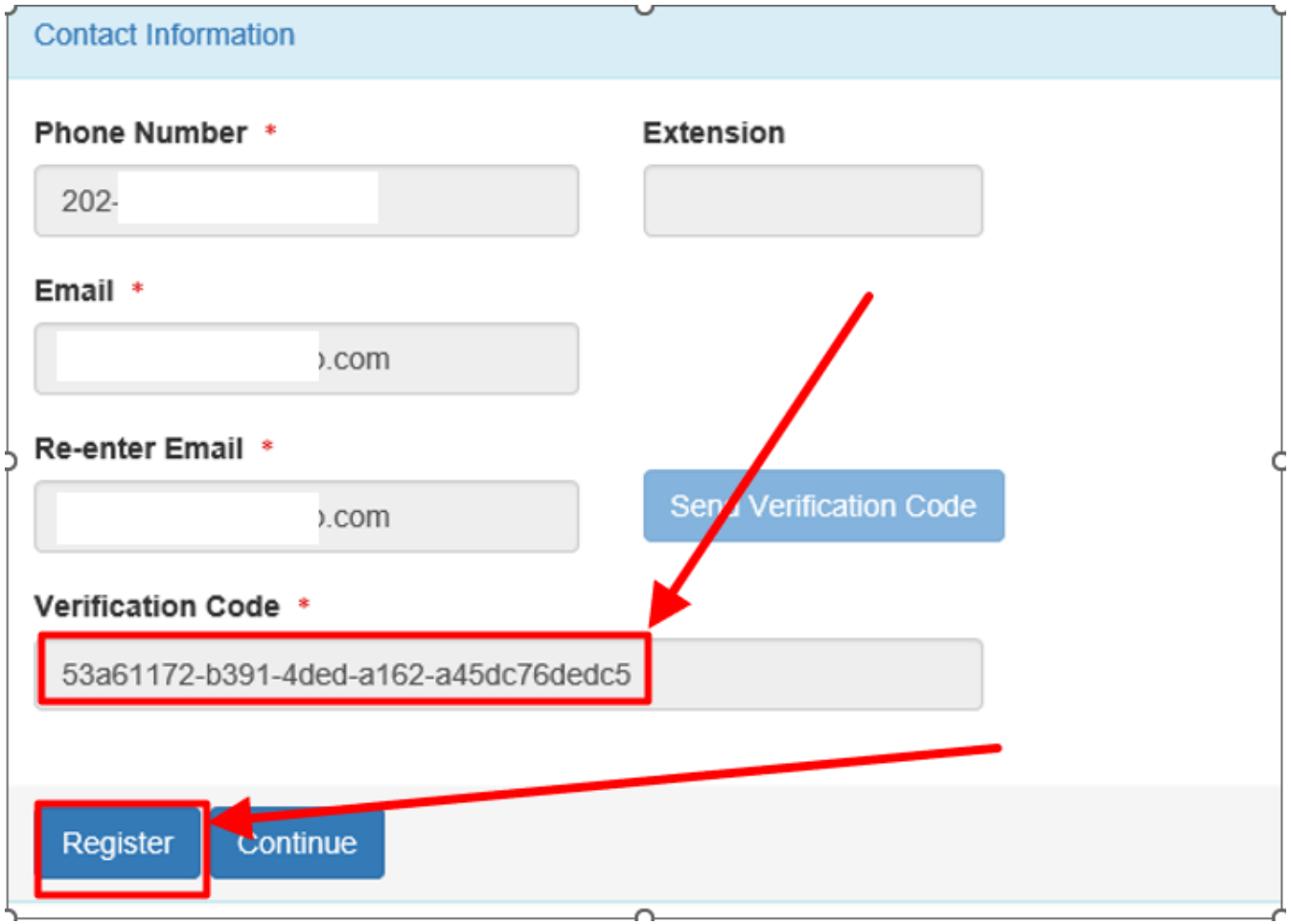
Once you confirm your account using the code above, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service. Please do not respond to this message. If you have questions concerning this request, you 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 Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.
Sincerely
CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange

Reply Reply to All Forward More

ADD ORGANIZATION – CONTINUED
CONTACT INFORMATION

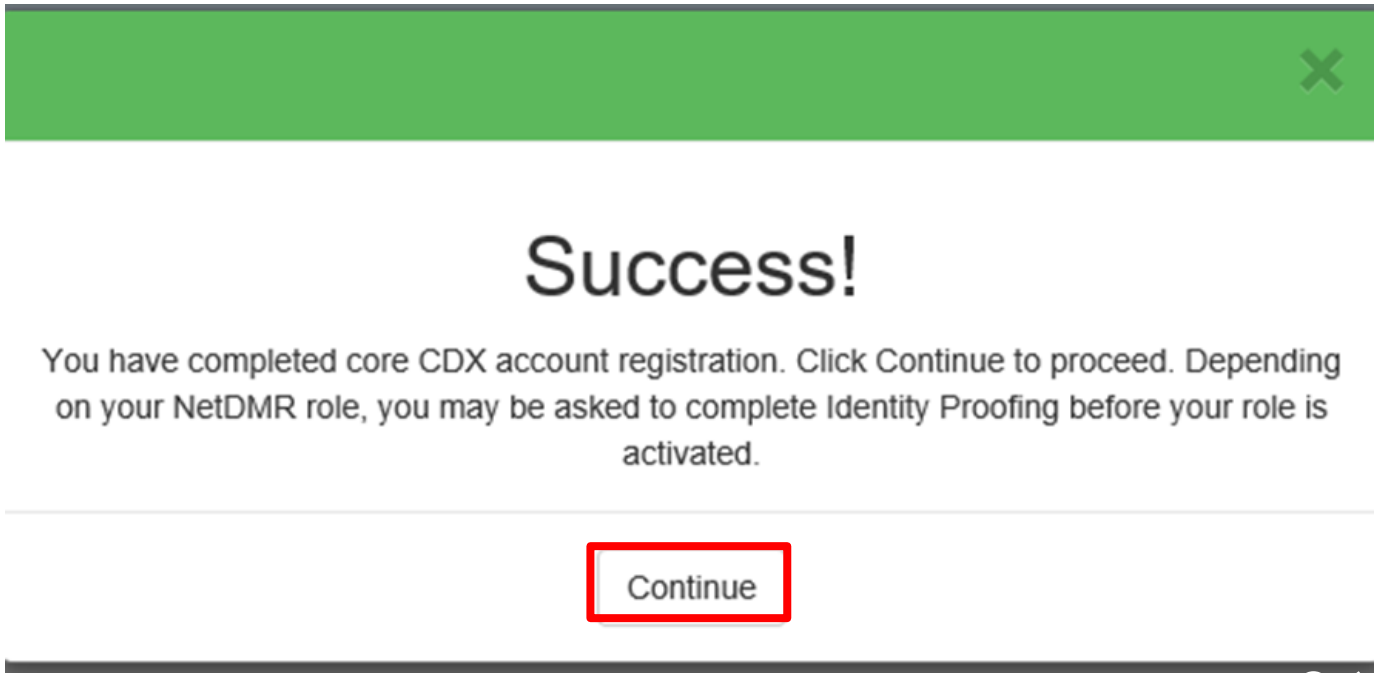
- After clicking **"Send Verification Code"** a verification box will appear
  - Enter Verification Code
  - You can COPY & PASTE code from email directly into box.
- Click **Register**



ORGANIZATION REGISTRATION **COMPLETED**

- After clicking on **REGISTER**, this pop-up will appear confirming completion

- Click **CONTINUE**



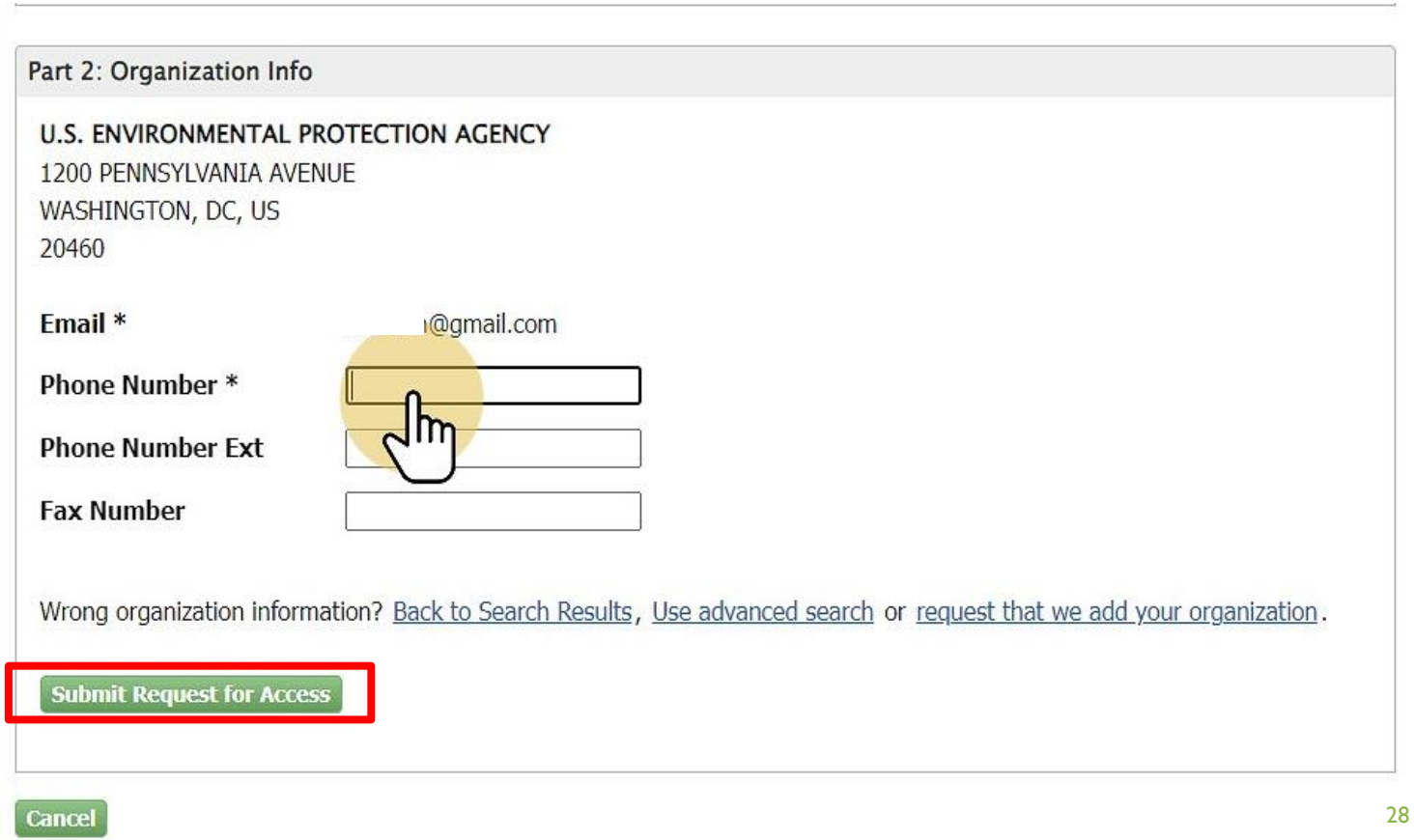
CDX: ORGANIZATION INFO

- If your organization appears, click on **ID hyperlink**
  - Make sure the address and zip code are correct before selecting an organization as many organizations have similar names

ID	Organization Name	Address	City	State	Code
190676	ENVIRONMENTAL PROTECTION AGENCY NATIONAL VEHICLE & FUEL EMISSIONS LABORATORY	2565 PLYMOUTH ROAD	ANN ARBOR	MI	48105
952452	Environmental Protection Agency, Region 1	Office of Ecosystem Protection, Air Quality Planning Unit 5 Post Office Square - Suite 100, (Mail code OEP05	Boston	MA	02109
197[illegible]5	U.S. ENVIRONMENTAL PROTECTION AGENCY	1200 PENNSYLVANIA AVENUE	WASHINGTON	DC	20460
97[illegible]	Guam Environmental Protection Agency	P.O. Box 22439	GMF Barrigada	GU	96921
953229	U.S. Environmental Protection Agency Region III	1650 Arch St.	Philadelphia	PA	19103
952465	Environmental Protection Agency Region 4	61 Forsyth Street, SW	Atlanta	GA	30303
947081	Illinois Environmental Protection Agency	1021 North Grand Avenue East	Springfield	IL	62794-9276
978978	Illinois Environmental Protection Agency	1021 North Grand Ave. East P.O. Box 19276	Springfield	IL	62794-9276
978982	Ohio Environmental Protection Agency	P.O. Box 1049	Columbus	OH	43216-1049
1150019	Guam Environmental Protection Agency	P.O. Box 22439-GMF	Barrigada	GU	96921

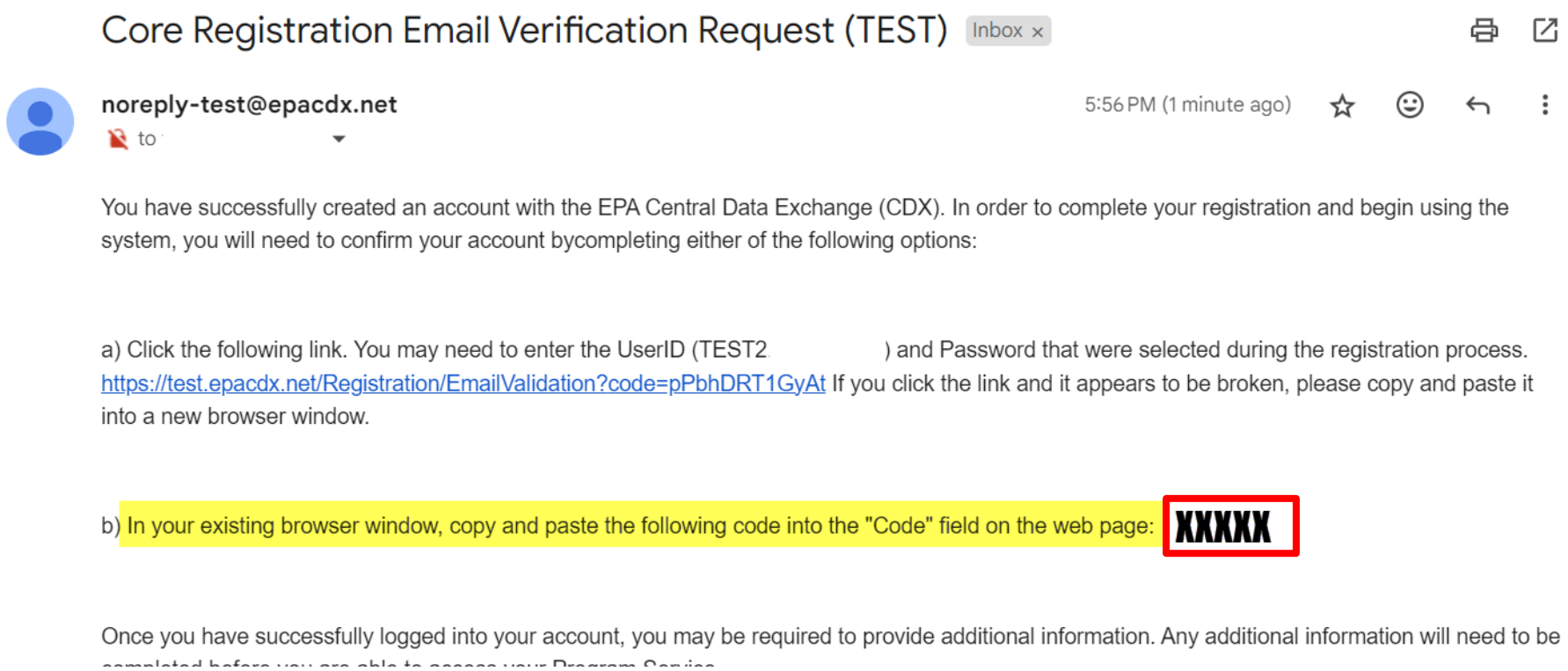
CDX: ORGANIZATION INFO

- Once organization is selected, type in Phone Number
- Click "**Submit Request for Access**" to continue



CDX: USER AND ORGANIZATION INFO

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



Core Registration Email Verification Request (TEST) Inbox ×

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 bycompleting either of the following options:

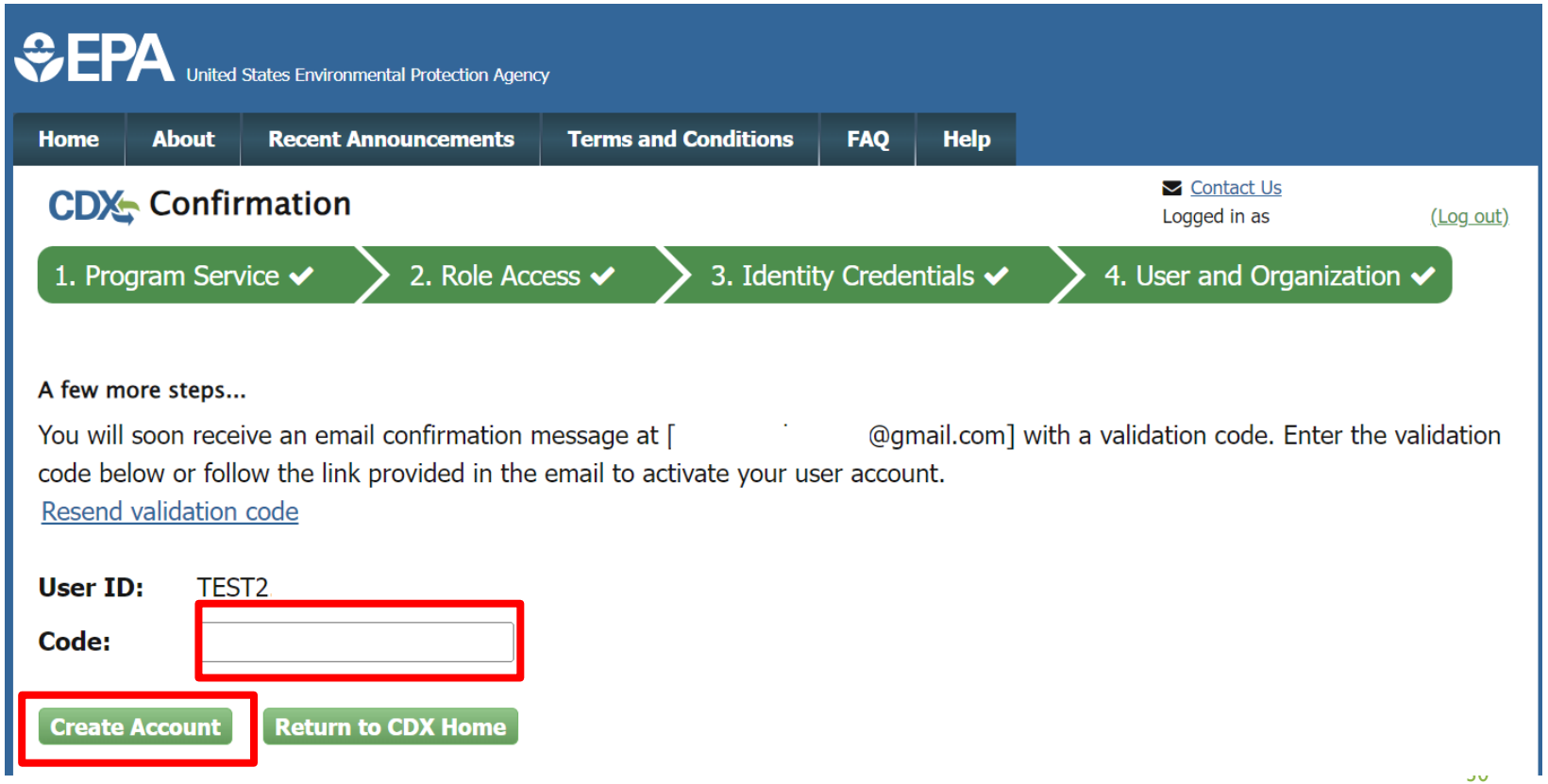
a) Click the following link. You may need to enter the UserID (TEST2) and Password that were selected during the registration process. https://test.epacdx.net/Registration/EmailValidation?code=pPbhDRT1GyAt If you click the link and it appears to be broken, please copy and paste it into a new browser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

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

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be

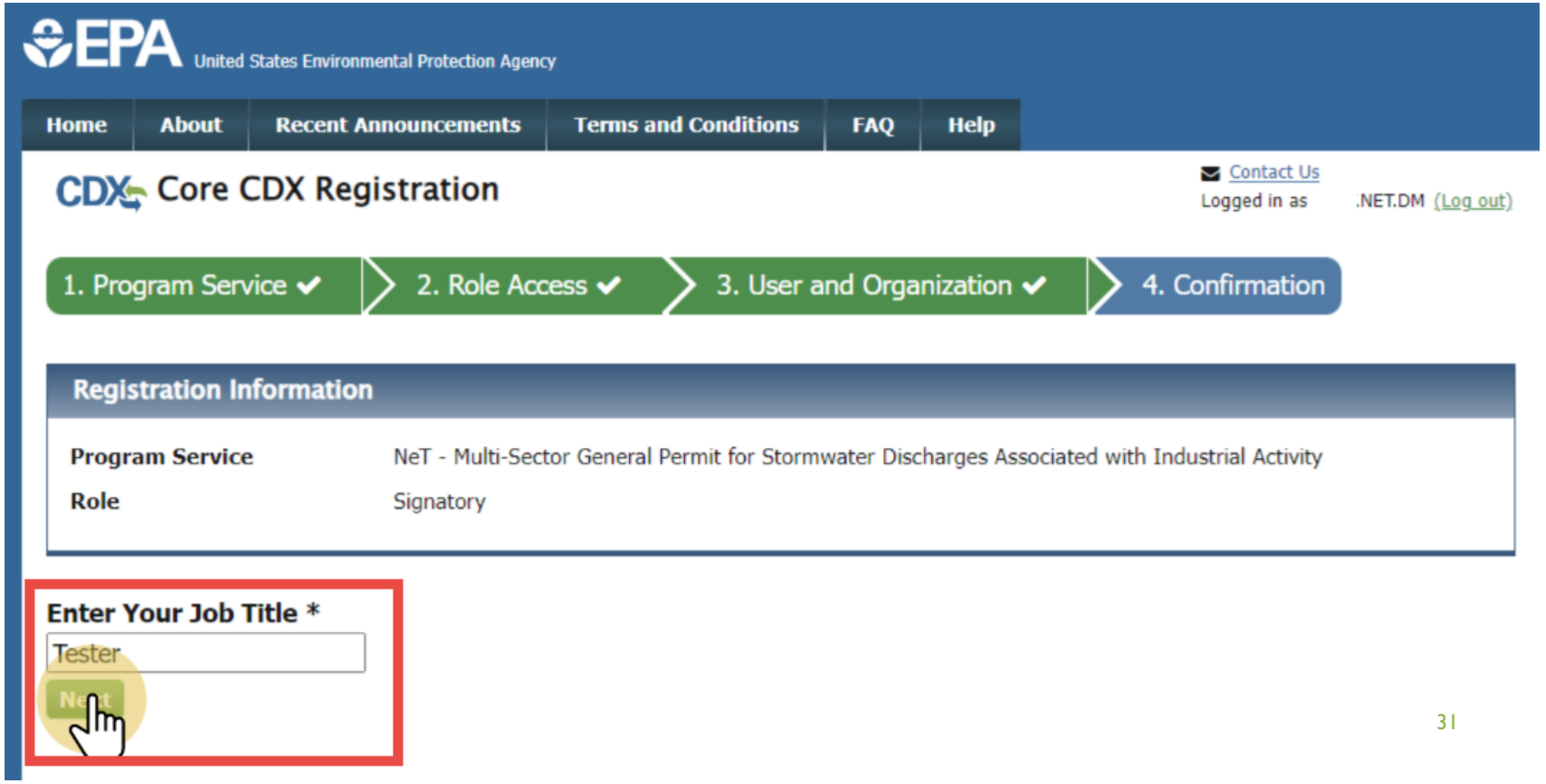
CDX: USER AND ORGANIZATION INFO

- Enter the code from the email and click on "**Create account**" to continue account creation



CDX: JOB TITLE

- After entering the code, you will have to enter your job title
- Click "**Next**" to continue



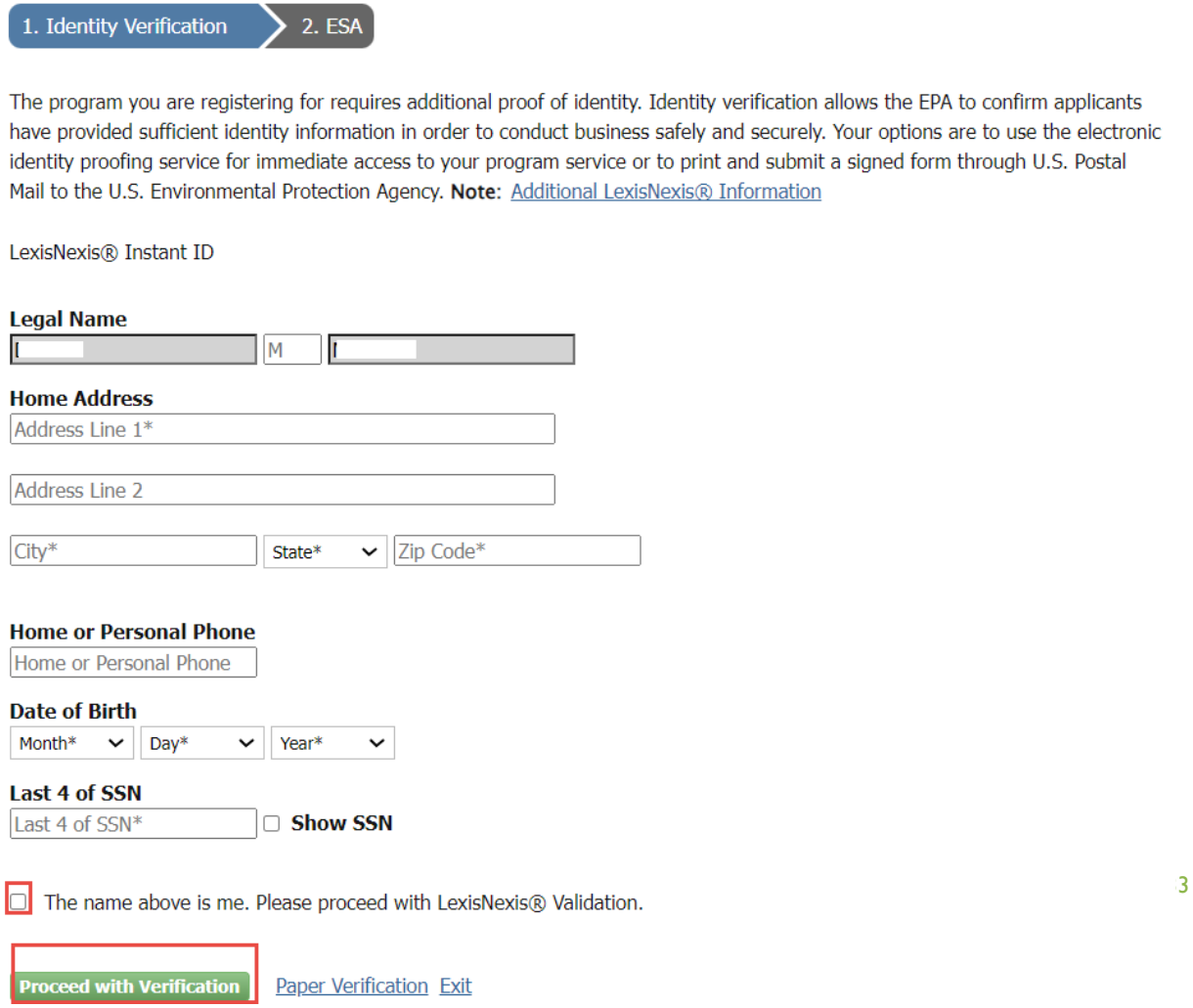
CDX: REGISTRATION PROCESS

- At this stage, the **Preparer** registration process is complete and now has access to **NeT**

- Signatories **must** continue with Identity Proofing

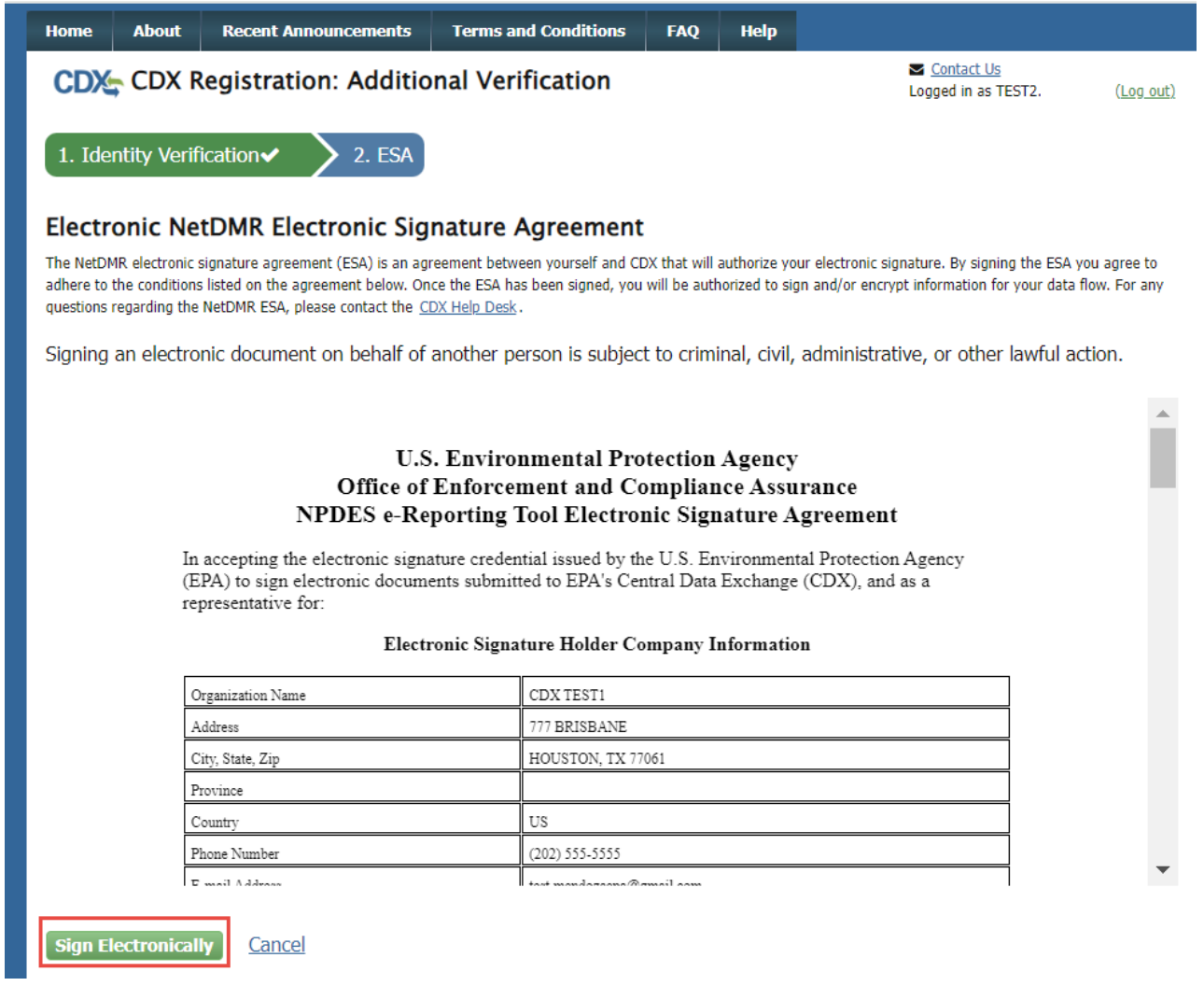
CDX: PERMITTEE SIGNATORY
(IDENTITY VERIFICATION)

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



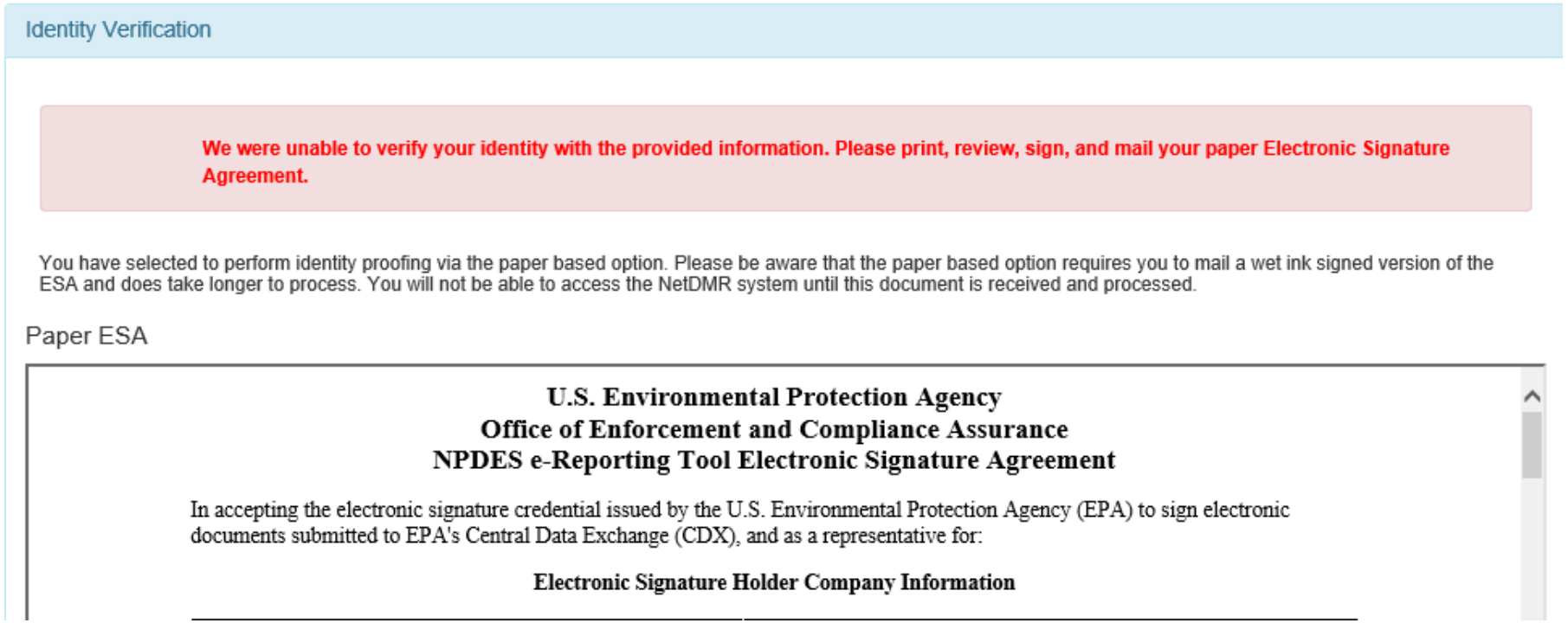
CDX: PERMITTEE SIGNATORY
(ESA)

- Example of Electronic Signature Agreement **(ESA)** option
- **Note**: If you fail electronic authentication, you will be required to submit a paper Signature Agreement.



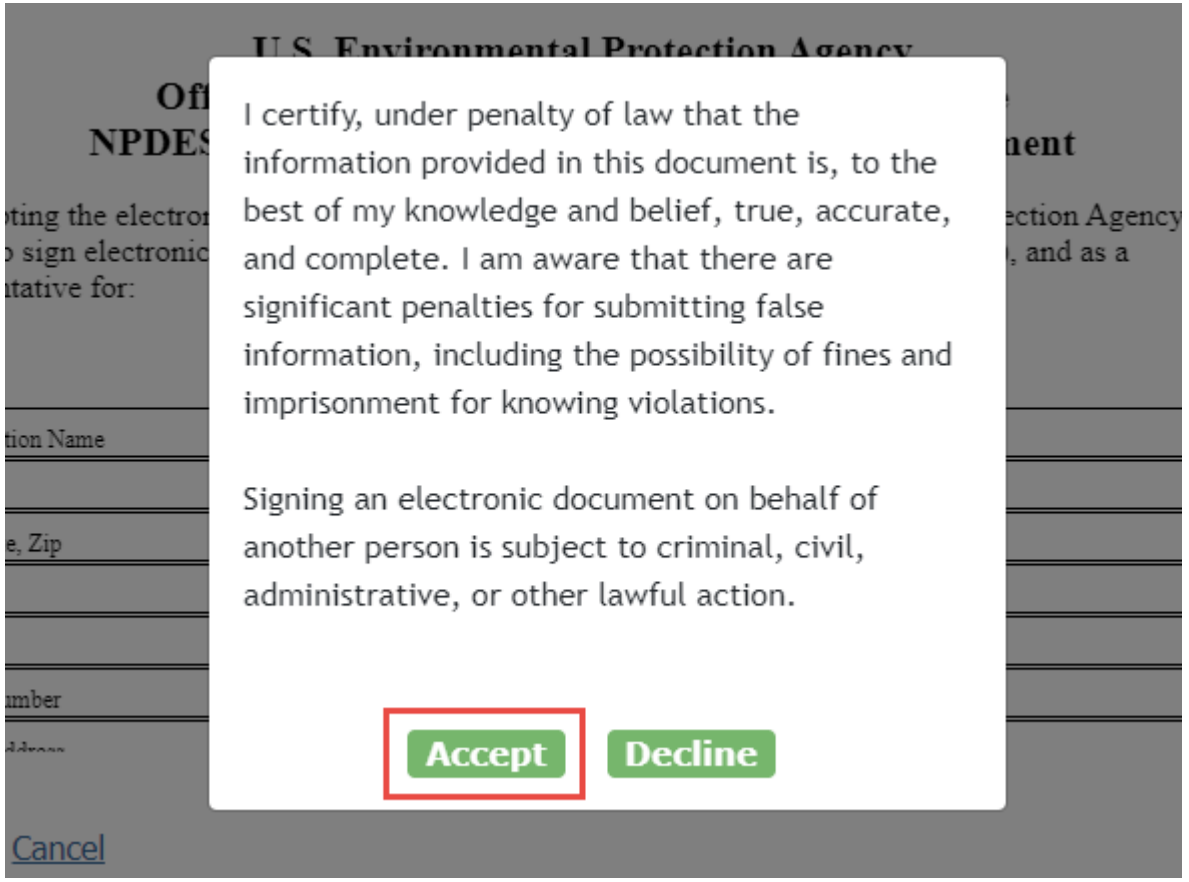
CDX: PERMITTEE SIGNATORY
(PAPER ESA)

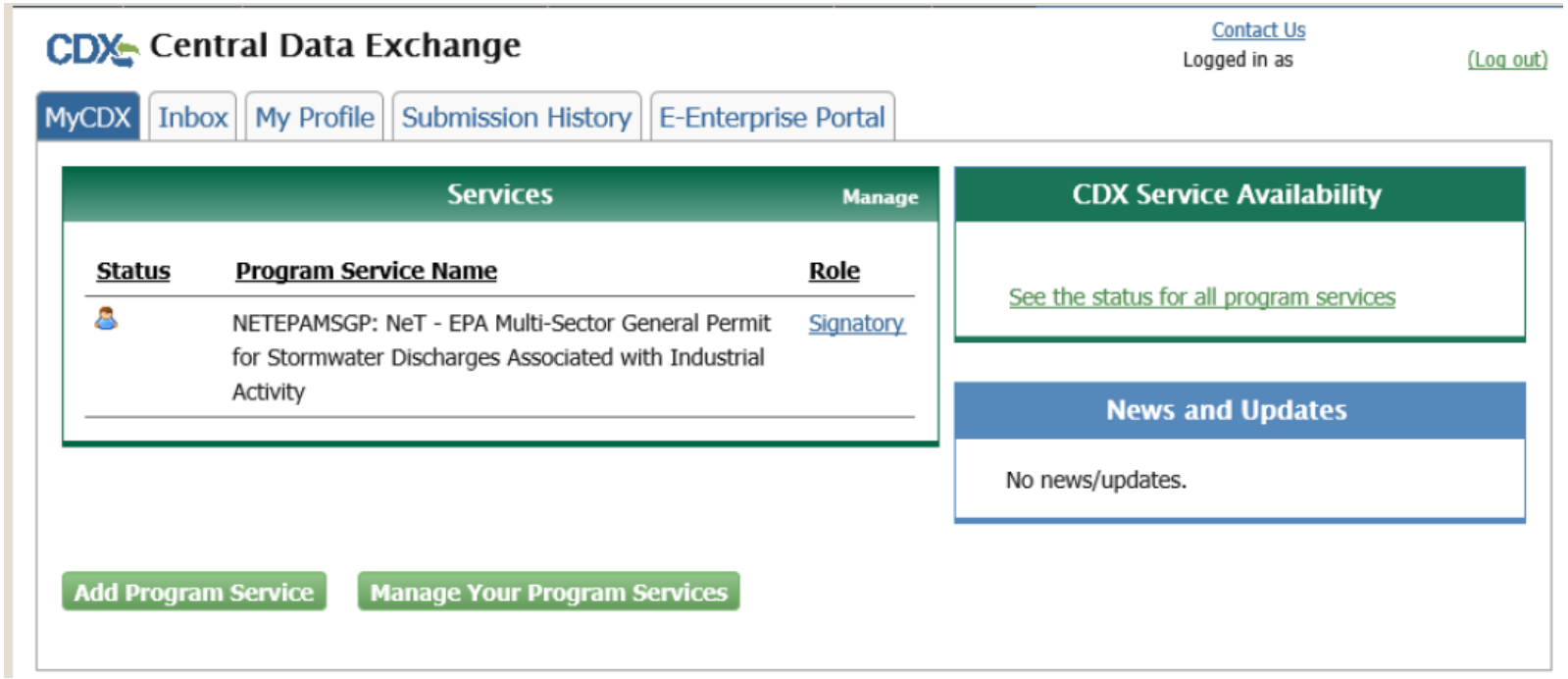
- If LexisNexis is **unable** to verify your identity – you **Must** Submit Paper ESA



CDX: PERMITTEE SIGNATORY

- A pop-up will appear.
- Read the notice
- If the information is correct, click on "**Accept**" to continue registration



CDX: COMPLETION

- After clicking accept, you will be redirected to the CDX landing page.
- **Congrats**! You have completed your CDX account.
- Clicking on your **ROLE** hyperlink will take you to the NeT homepage