Registering a New User as a Certifier in TRI

Go to the EPA Website of <u>https://cdx.epa.gov</u> Click Register with CDX.



Read through the Terms and Conditions using the scroll arrow on the right side of page. When ready, check mark the box to the left of the "I am this registrant. I will not share my account, and I accept the terms and conditions, above." Please note that CDX accounts are per person and not per company and you are acknowledging this fact by accepting these terms and conditions. Click Proceed.

Home	About	Recent Announcements	Terms and Conditions	Help	
CD>	🔄 Term	s and Conditions			Sector Contact Us
The a ID and mainte	ccess and u d password enance of a	use of CDX Registration for that I must maintain and a user ID and password.	the electronic submittal keep confidential. I will n	of enviror eview the	nmental information require the creation of a user following steps concerning the creation and
Warn	ing Notice	2			
In pro under	ceeding an stand and (d accessing U.S. Governm consent to all of the follow	ent information and infor ing:	mation sy	rstems, you acknowledge that you fully
1. yo pu	u are acces rposes only	sing U.S. Government info /;	ormation and information	systems	that are provided for official U.S. Government
2. un	authorized il. administ	access to or unauthorized rative, or other lawful activ	use of U.S. Government	informati	on or information systems is subject to criminal,
3. the	e term U.S.	Government information	system includes systems (operated	on behalf of the U.S. Government;
🗏 I am	this regist	rant. I will not share my a	ccount, and I accept the	terms and	conditions, above.
Proce	ed <u>Cano</u>	<u>rel</u>			

Choose TRI-MEweb from the program list:

CDX	- Core		Terms and Conditions	nep Sontact U
1. Pro	aram Ser	vice 2 Role Acces	s 3 Liser and O	roanization 4 Confirmation
1. 110	gruin oei	2. Noie Pieces	3 J 3. Oser und Or	- Comminication
legin t	yping a pr	ogram service name or rela	ted keywords to filter th	e list of available services (e.g., air quality system, AQS, or
lean A	ir Act).			
Active	Program	Services List		
n				
NeT:	NPDES e	Reporting Tool (4)		
		teporang root (1)		
SSTS	: Section	Seven Tracking System		
TRIM	Eweb: To	oxic Release Inventory I	4ade Easy Web	
	_			

Choose the Role of Certifying Official and Request Role access:

CDX: Core CDX R	egistration			Contact Us
1. Program Service 🗸	2. Role Access	3. User and Organization	> 4. Confirmation	
Registration Informat	ion			
Program Service	Toxic Release Inventory I	Made Easy Web		
Role	Not selected			
Select a role from the drop This role can prepare and Select Role	down list and provide any certify the forms for your f Certifying Official •	y required additional information, facility.	if applicable.	
Request Role Access	Cancel			

Fill in user information:

Hints:

*Use your full legal name as the one you use on your taxes and driver's license

* User ID cannot be all numerals. It must contain at 8-30 English only characters. An email address can be used if it is under 30 characters.

* Password must be 8-14 characters, numbers and letters only, include one upper case, one lowercase and one number. Passwords ARE character, case and space sensitive

* Security questions will be used to verify Identity when calling the service desk or trying to do an online password reset. Security questions are case and space sensitive.

Please fill out all required field	is marked with an asterisk(*)	
Part 1: User Information		
User ID *		
Title *	Mr •	
First Name *		
Middle Initial		
Last Name *		
Suffix	-Please Select- *	
Password *		
Re-type Password *		
Security Question 1 *	-Please Select-	
Security Answer 1 *		
Security Question 2 *	-Please Select-	
Security Answer 2 *		
Security Question 3 *	-Please Select-	
Security Answer 3 *		
Part 2: Organization Info	•	
	Search	
- Care - Agendant - Agendant		
Cancel		

For Part 2: Organization Info, enter your company name or part of your company name and click search. If you have been provided an organization ID from a coworker, enter that number here and click Search. If your Organization is found, click on the blue Organization ID link to select that organization listing.

Enter organization or o	rganization ID	-			
Organization ID	Organization Name	Address	City	State	ZIP Code
<u>58901</u>	CSG	2120 S COLLEGE AVE	FORT COLLINS	CO	80525
70450	CSG	2120 S COLLEGE	FORT COLLINS	CO	80525
83093	CSG	2121 S COLLEGE	FORT COLLINS	CO	80525
104561	CSG LLC	2120 S. COLLEGE AVE	FORT COLLINS	CO	80525
140894	CSG	2120 S COLLEGE AVE.	FORT COLLINS	CO	80525
161622	CSG	2120 S. COLLEGE	FORT COLLINS	CO	80525
<u>184573</u>	CSG	2120 S. COLLEGE AVE.	FORT COLLINS	CO	80525
<u>998113</u>	CSG Crazy House	4803 Innovation Dr	Fort Collins	CO	80528
an't find your organiz	ation? Use advanced search	or request that we add you	r organization.		

Provide the additional contact information. This is the Users email address and phone number. Click Submit Request for Access:

Part 2: Organization Info
CSG 2120 S COLLEGE FORT COLLINS, CO, US 80525
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.

If the organization name "Search" does not show up or it say No Data Found, you will need to select "Request that we add your organization" and enter all the organization information.

data	Search				
nter organization or orga	nization ID				
Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found mat	ching your criteria				

Enter the most up-to-date and accurate information here. The company name and address will appear however you type it and it cannot be edited once you click Submit. Use English only characters. Make sure your company name is under 70 characters total. Make sure you are using your email address not someone else's.

Part 2: Organization In	fo
Organization Name *	
Country *	UNITED STATES •
Mailing Address *	
Mailing Address 2	
City *	
State *	-Please Select-
ZIP/Postal Code *	
Email *	
Re-enter Email *	
Phone Number *	
Phone Number Ext	
Fax Number	
Back to Search Results	Submit Request for Access

You will now receive a confirmation and directions to check your email for the verification link:

EPA United States En					
DX Home About CDX Rec	ent Announcements	Terms and Conditions			
Confirmation				Contact Us	
A few more steps					
ou will soon receive an emai nk to complete your registra luam. Confirmation Number	confirmation messag ion. Please contact th	pe (at barbara rasmusse he help desk if you have	s@csg-fc.com) asking you to any issues at 888-890-1995	follow a link to activate your user account. Follow that or (970) 494-5300 for callers from Puerto Rico and	
Return to CDX Home					
	COX Help De EPA Home Ab	usk: 888-890-1995 (970 out CDX Privacy and Se) 494-5500 for callers from Pue curity Notice Terms and Coni	rto Rico and Guam Atlions Contact Us	

Once you have received the confirmation email you will want to click on the link provided. Please note: this is a one-time use link and if you click on it more than once you will key a validation key is invalid error.

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 clicking the hyperlink below and successfully logging in. You will need to enter the UseriD and Password that were selected during the registration process.
https://cdx.epa.gov/Registration/EmailValidation?code=e730c6de-4947-42e9-b8c9-88fe938fba69
If you click the link and it appears to be broken, please copy and paste it into a new browser window.
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 Service.
Please do not respond to this message. If you have questions concerning this request, you may contact us by email at <u>helodesk@epacdx.net</u> 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 callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.
Sincerely CDX Help Desk
United States Environmental Protection Agency - Central Data Exchange

Once you have clicked on the link you will need to log in using your User ID and password that you created (remember the password is case sensitive)

€PA				
Home About	Recent Announcements	Terms and Conditions	Help	
CDX Ce	ntral Data Exchange	2		Contact Us
				Log in to CDX User ID Pessword Log II Register with CDX Forgot your Password? Forgot your User ID? Warning Notice and Privacy Policy
Welcome Welcome to the I Central Data Excl and existing func	invironmental Protection Ag hange concept has been def	ency (EPA) Central Data fined as a central point v ceptable data in various	Exchange (C hich suppler formats, incl	DX) - the Agency's electronic reporting site. The nents EPA reporting systems by performing new uding consolidated and integrated data.

The Identity Verification page will come up. Enter your personal information for confirmation of your identity. This information is taken from your previous year's tax forms. This information is not given to the EPA or sold to any third parties.

Check the box to the left of "The name above is me. Please proceed with LexisNexis Validation.

Click Proceed with Verification button

CDX: CDX Reg	istration: LexisNexis®	Contact Us Logged in as MACCLONG (Log out)
1. Identity Verificat	on 🔪 2. ESA	
The program you are electronic identity pro Protection Agency. No LexisNexis® Instant I	registering for requires additional proof of identity. You ofing service or to print and submit a signed form throu te: Additional LexisNexis® Identity Proofing Informatis D	options are to use an independent 3rd-Party h U.S. Postal Mail to the U.S. Environmental ID
Legal Name		
Cassandra	M Long	
Address Line 1* Address Line 2 City*	State* • Zip Code*	
Home or Personal F Home or Personal Pho	hone one	
Date of Birth Month* • Day*	Year*	
Last 4 of SSN Last 4 of SSN*		
The name above is	me. Please proceed with LexisNexis® Validation.	
Proceed with Verifica	Paper Verification Exit	

If you passed LexisNexis you will see a page to select and answer 5 security questions. You will need to use the drop downs to answer 5 challenge questions for certification purposes. Please note: <u>Challenge questions ARE case and space</u> <u>sensitive. You must use English only characters. You must use unique answers for all 5 questions</u>. This is the only time you get to see the answers, so please print the page, take a screenshot or note your answers if you need to before you click Save Answers. Click Save Answers.



The Electronic Signature Agreement will come up. Click Sign Electronically.

Electronic	CDX Electronic Sign	iture Agreement
The CDX electron adhere to the cor any questions reg	ic signature agreement (ESA) is an agre nditions listed on the agreement below. parding the CDX ESA please contact the	ement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree I Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. CDX Help Desk.
Signing an el	ectronic document on behalf c	another person is subject to criminal, civil, administrative, or other lawful action.
	U	S. Environmental Protection Agency
	In accepting the electronic sig to sign electronic documents s for: Ele	OECA NPDES e-Reporting Iool Electronic Signature Agreement nature credential issued by the U.S. Environmental Protection Agency (EPA) ubmitted to EPA's Central Data Exchange (CDX), and as a representative tronic Signature Holder Company Information
	In accepting the electronic sig to sign electronic documents s for: Ele	OECA NPDES e-Reporting Tool Electronic Signature Agreement nature credential issued by the U.S. Environmental Protection Agency (EPA) ubmitted to EPA's Central Data Exchange (CDX), and as a representative tronic Signature Holder Company Information
	In accepting the electronic sig to sign electronic documents s for: Ele Organization Name Address	OECA NPDES e-Reporting Tool Electronic Signature Agreement nature credential issued by the U.S. Environmental Protection Agency (EPA) ubmitted to EPA's Central Data Exchange (CDX), and as a representative tronic Signature Holder Company Information CSG LLC D100.8 COLLEGE AVE
	In accepting the electronic sig to sign electronic documents s for: Ele Organization Name Address City, State, Zip	OECA NPDES e-Reporting Tool Electronic Signature Agreement nature credential issued by the U.S. Environmental Protection Agency (EPA) ubmitted to EPA's Central Data Exchange (CDX), and as a representative tronic Signature Holder Company Information CSG LLC CSG LLC I2120 S. COLLEGE AVE FORT COLLINS, CO 80525
	In accepting the electronic sig to sign electronic documents s for: Ele Organization Name Address City, State, Zip Province	OECA NPDES e-Reporting Tool Electronic Signature Agreement nature credential issued by the U.S. Environmental Protection Agency (EPA) ubmitted to EPA's Central Data Exchange (CDX), and as a representative tronic Signature Holder Company Information CSG LLC 2120 S. COLLEGE AVE FORT COLLINS, CO 80525
	In accepting the electronic sig to sign electronic documents s for: Ele Organization Name Address City, State, Zip Province Country	OECA NPDES e-Reporting Tool Electronic Signature Agreement hature credential issued by the U.S. Environmental Protection Agency (EPA) ubmitted to EPA's Central Data Exchange (CDX), and as a representative tronic Signature Holder Company Information CSG LLC CSG LLC C120 S. COLLEGE AVE FORT COLLINS, CO 80525 US
	In accepting the electronic sig to sign electronic documents s for: Ele Organization Name Address City, State, Zip Province County Phone Number	OECA NPDES e-Reporting Tool Electronic Signature Agreement nature credential issued by the U.S. Environmental Protection Agency (EPA) ubmitted to EPA's Central Data Exchange (CDX), and as a representative tronic Signature Holder Company Information CSG LLC 2120 S. COLLEGE AVE FORT COLLINS, CO 80525 US (970) 222-3216
	In accepting the electronic sig to sign electronic documents a for: Ele Organization Name Address City. State. Zip Province Country Phone Number E-mail Address	OECA NPDES e-Reporting Tool Electronic Signature Agreement nature credential issued by the U.S. Environmental Protection Agency (EPA) ubmitted to EPA's Central Data Exchange (CDX), and as a representative tronic Signature Holder Company Information CSG LLC 2120 S. COLLEGE AVE FORT COLLINS, CO 80525 US (970) 222-3216 macclong@gmail.com

Read and accept the terms and conditions of the ESA

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CDX Registration: Add	tional Verification	Last Legis. 0.21 CTLL 10: DEPH
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Centry		
Phone Namber	1/8703 46425.05	

The eSignature widget will now appear with your CDX user ID already listed. Enter your CDX password and click Login button. This is the same password you used when you log in on the CDX home page.

eSignature Widget
1. Authentication
Log into CDX
User:
CSGSLONG
Password:
Login

Once your password is correct, it will say "Welcome Your Name". Now answer the security question and click the Answer button. This is the case, space and character sensitive answer you provided when you became an approved certifying official on CDX.

Log into CDX	Question:
User:	What is the last name of your favorit
CSGSLONG	teacher?
Password:	Answer:
•••••	

Once your answer is correct it will say Correct Answer. Now click the Sign button

eSignature Widget		le l
1. Authentication Log into CDX User: CSGSLONG	2. Verification Question: What is the last name of your favorite teacher?	3. Sign File Sign
Password:	Answer:	
•••••		
Welcome Cassandra Long	Correct Answer	

You will be taken to your My CDX page. Click on the blue TRI-MEweb link on the MyCDX Tab

DX Home	About CDX Recent Announcements Terms and Condit	ions FAQs	Help	Logged in as BRASMUSSEN (Log out
Centra	I Data Exchange			Contact Us Last Login: 9/24/2013 1:01:08 PM
Services				News and Updates
		Manage Yo	ur Program Services	No news/updates.
Status	Program Service Name		Role(s)	
8	TRIMEweb: Toxic Release Inventory Made Easy Web		TRI-MEweb	
Add Proc	gram Service			

If TRIMEweb does not load you will need to add https://cdx.epa.gov and https://trimeweb.epa.gov to your pop up exceptions or follow the "Always Allow option" on the security window that appears. You will load to the new My TRI page. Click Facility Management and then click Add Facility.

My TRI Facility Management • Forms •	Submission History Help		🛄 Tutoriski - 🛛 🚳 Preferences 💣 Help C
Add Facility Welco Use Use Manage Facilities Use Manage TRIFID Signature Agreements	b or use the dropdown below to get started:		Notifications 131 Days Until RY 2016 Deadline X II in recommended you git your reports in on some a possible to mod the torup reports grows meet the reporting deadline.
Vour RY 2016 Snapshot Afreites Cantad to X7 2010 Promotion 2	User Profile Exe Content Catalogues Content Content of Catalogues Content Proce. Bill ISO-2010 Catalogue Catalogues Content SMS Verification Status: Not Active Insite Non-Market Active Type would be to thomge when holder underse and by Profile gave Color.	What is new in TRI-MEWeb7 • TRU- ment of the triangle in the triangle I the at strange to P 2218 • TRI-MEWeb or fant controls	Provide Access Key X We want provide the screas is for the following facilities: • ROCIVICIENTIFICOR
Release Trends ZERATESTRACUTATEST XAL PLES (002X)	(ZBRT52125C) - gradule		
	See More		

If you know your TRIFID select the "My facility has previously reported to TRI." If your site has never reported to TRI before click the "My facility has not previously reported to TRI." If unsure, click the "I am not sure if my facility has reported to TRI."



If you know the facility TRIFID, click the appropriate button. Enter the TRIFID. Please note all letters in the TRIFID are capitalized. Click Check TRIFID. The page will then load your facility information. Enter the Access Key or use the "Email me the access key" link. Once you get the email with the access key, which should be nearly immediate, enter the key from the email and click Authenticate.

мут	TRI Facility Management -	Forms - Submission History Help	► Tutorials +	Preferences	륽 Help Chat
Ado	d Facility				
Su	uccessfully sent the access key t	o your email: macclong@yahoo.com			×
Ad	dd Facility / Existing Facility				
		Step 1: Enter TRIFID			
Č	Enter the TRI facility ID (TRIFID) TRIFID: 8052WZBRTS483IN Check TRIFID I don't know	of the facility you wish to access and click Check TRIFID. If you do not know your facility's TRIFID, click the I don't know this information button so you can search for your facility by its address.			
		Step 2: Enter Access Information			
E	Enter your facility's access key o you may click Authenticate at a	Step 2: Enter Access Information rechnical contact information from a prior year's form. After you have enter your access key or technical contact information, cick Authenticate. If you do not know this information you may request the access to be email tater time to add the facility to your account with limited access.	to you by clicking on the l	Email me the access	key link or
E	Enter your facility's access key or you may click Authenticate at a TRIFID: 8052WZBRTS483IN Name: ZEBRA TEST Address: 4803 INNOVATION I	Step 2: Enter Access Information technical contact information from a prior year's form. After you have enter your access key or technical contact information, cick Authenticate. If you do not know this information you may request the access to be email tater time to add the facility to your account with limited access. R SUITE 3, FORT COLLINS, CO 80525	lo you by clicking on the B	Email me the access	key link or

Here is a sample of what the email with the Access Key looks like. This sample does not your TRIFID or Access Key and is merely an example. Please do not use this TRIFID or Access Key to try and access your site.



You will load to your Manage Facilities page. Click on My TRI on the upper left of page.

My TRI Fecility M	lanagement + Forms + Subr	nission History Help			Tutori	als - 🙀 Preferences 💣 Help Cl
Manage Fa	cilities					
Below is your list of faci	lities. Before preparing your TRI form	s, make sure you have access to your facility and your facility information is up-to-date. I need	oadd a facility. I am ready to star	t my forms.		
					11	It Facility List Facility Widget (Map View)
						Filter.
Access Key	TRIFID	Facility	ESA Status	Multi-Establishment	Number of users wi access	Actions
T4BEA619	8052WZBRTS212SC	ZEBRATESTRACILITY-TEST XML FILES 4803 INNO/ATION DR, FORT COLLINS, CO 80525	ESA Approved	No (Create Establishments)	4 (view/Update Users)	Take Action -
TFA2354D	8052W28RT5483IN	ZEBRA TEST 4803 INNO/ATION DR SUITE 3, FORT COLLINS, CO 80525	ESA Approved	Ves (Manage Establishments)	3 (view/Update Users)	Take Action -
Displaying 1 - 2 of 2 I	Facilities					
Export						

Click on the facility listed on the right hand side of page that shows you need to sign the TRIFID Agreement.

My TRI Facility Management + Forms + Submission	on History Help		🛄 Tutorials - Preferences 💣 Help Chat
Welcome to TRI-MEweb! Last the bits above to energise through TRI-MElvets or user Interd to: select an action • • • • • • • • • • • • • • • • • • •	Be dropdown below to get started:	What is new in TRI-MEweb? TR-MEweb TR-MEweb? (POP) Free afformation for P(Y 2016) TR-MEweb onharc emerts TR-MEweb onharc emerts	Notifications X The Edoward TRPD Separative Agreements X The Edoward TRPD Separative Agreements are unsigned. Cleft a low of the two is sign of the edoward and unsigned and the separative agreements. X • 000XVCRPT sectors X • 000XVCRPT
Release Trends	125C) •		
	See More		

Read the TRIFID Signature Agreement and click I Agree

My TRI	Facility Management -	Forms - Submission History Help	Tutorials -	Preferences	# Help Chat
TRIFI	D Signature	Agreement			
		TRIFID Signature Agreement			
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	(1) (doci prog envi	Xet/f that I an the owner/operator, or a serior management official employed by the facility subject to EPCRA Section 313 totic chemical misase inventory reporting for all facilities of merel. Sincin management official means an official with management responsible for the perior or perioris completing the next, or with management mappinality for the management responsible for certifying similar reports and for the facility or establishments, or with management responsible for the corporation owing or spectras (additional to establishments responsible for certifying similar reports comment regulatory regulaments (add CPR Section 372.3);	TRIFIDs) listed on to in of environmental under the other	is	
	(2)	Indentand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand-written signature;			
	(3) subr	antly, under penalty of late that the information provided in this document is, to the best of my lecosingly and belief, tous, accurate, and complete. I am aware that there are significant inting take information: including the possibility of three and imprisonment for knowing violations.	nt penalties for		
		1 Agenta			

The eSignature widget will now appear with your CDX user ID already listed. Enter your CDX password and click Login button. This is the same password you used when you log in on the CDX home page.

eSignature Widget
1. Authentication Log into CDX User: CSGSLONG
Password:
Login

Once your password is correct, it will say "Welcome Your Name". Now answer the security question and click the Answer button. This is the case, space and character sensitive answer you provided when you became an approved certifying official on CDX.

•••••	
Password:	Answer:
1. Authentication Log into CDX User: CSGSLONG	2. Verification Question: What is the last name of your favorite teacher?
Signature Widget	

Once your answer is correct it will say Correct Answer. Now click the Sign button

1. Authentication	2. Verification 3. Sig	ın File
User:	What is the last name of your favorite	jn
CSGSLONG	teacher?	
Password:	Answer:	
•••••		
Welcome Cassandra Long	Correct Answer	

You will now load to the Manage TRIFID Signature Agreement page.

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Manage T	RIFID Signature Agreer	ments					
			Official Title				
TRI-MEweb my	ust collect and store your official title with the TRI si	ubmission you are certifying. Please provide the official title for the certify	, ing official listed below by clicking Pr	ovide Title.			
Certifying Of Email Add	Telak Cassendra Long Tillic: Helpdesk Agent Provide Tille Read: Halcologgyafoo com]					
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	and the faile in the of William but have and other		Pending Signatu				
To add addition	al facilities to your account, click Add Pacility.	signed the internal ophistice Agreement document attesting that you	nave the automoticy to beinly for TRU Su	amissions ander trese interios. Credit the look corresponding to the (minibus) w	ion you would like to certary for and or	n sigi Agreements	L.
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		1)	

You have now completed the registration as a New User and certifying official for the Toxic Release Inventory (TRIME) Web program. You can now prepare and/or certify your forms inside TRIMEweb.

If you require any assistance with this process please call the Helpdesk at 888-890-1995 or 970-494-5500 or email us at helpdesk@epacdx.net. We are available M-F from 8-6 EST except on federal holidays.

Thank you,

EPA CDX Helpdesk

Staffed by CNSS