



Rhode Island Department of Environmental Management

Air Pollution Inventory

CAERS Access Guide



CDX Registration

1. To Register in EPA's Central Data Exchange go to <https://cdx.epa.gov/> and click "Register with CDX".

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

Show Password

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

2. Agree to the terms and conditions by clicking the box of "I am the original registrant and owner of the User ID requested" and then clicking "Proceed"

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

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:

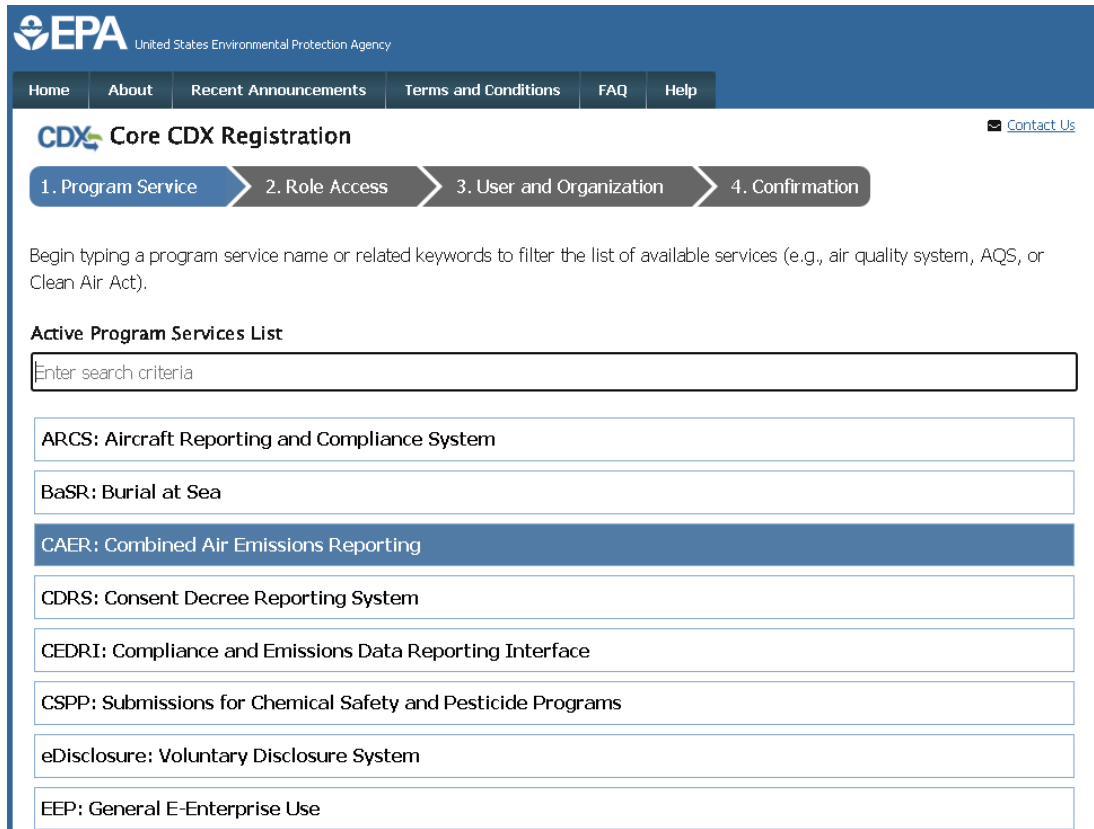
1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
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

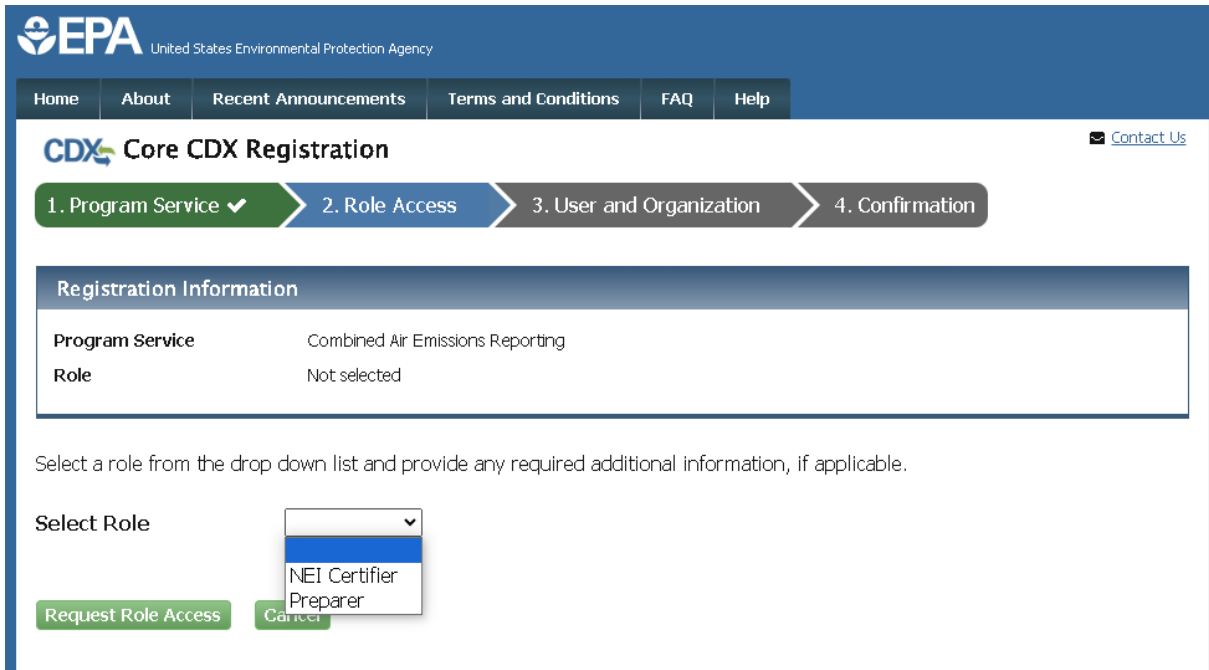
WARNING: It is a federal crime to submit identifying information for anyone other than yourself, or to use or share information with or without another user's consent. Accordingly, by checking the box, above, you attest that you are the named account holder and sole registrant to whom account information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

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

- On the next page, you will want to select “CAER: Combined Air Emissions Reporting” from the Active Program Services List



- Once selected, you will see an option to select your CAERS role from a drop down. Select the role (NEI Certifier or Preparer) and click “Request Role Access”.



- Fill out your user information in Part 1. Make sure you do not skip this step and that you can answer these security questions later. Especially as a NEI Certifier as you will need the answers in CAERS to certify and submit your air pollution inventory reports.

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

Registration Information	
Program Service	Combined Air Emissions Reporting
Role	Preparer

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

Part 1: User Information

User ID *

Title * -Please Select-

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-

6. In Part 2, you will need to search for your facility/organization by name. Select your facility with the correct address as some facilities will have more than one location. If your facility is not there, use the advanced search link to search by other parameters.

Part 2: Organization Info

Search

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

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

Cancel

You will want to broaden your search before narrowing your results. For example, searching only by the postal code before using the mailing address or organization name.

Part 2: Organization Info

Search for your organization using the search criteria below.

Organization ID

Organization Name

Country

Mailing Address

Mailing Address 2

City

State

ZIP/Postal Code

Wrong organization information? [Back to Search](#) or [request that we add your organization](#).

Organization ID	Organization Name	Address	City	State	ZIP Code
978966	Rhode Island Department of Environmental Management	235 Promenade Street	Providence	RI	02908-5767
1150069	RI Dept. of Environmental Management, Division of Agriculture & Resource Marketing Room 370	235 Promenade Street	Providence	RI	02908-5767

If you have found and selected your organization, fill out the information box and submit your request for access.

Part 2: Organization Info

Rhode Island Department of Environmental Management
 235 Promenade Street
 Providence, RI, US
 02908-5767

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#)

If you are still unable to find your organization in CDX, click “request that we add your organization” and fill out your organization info, your email and phone number, before submitting the request for access.

Part 2: Organization Info

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

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

7. Once you have submitted your request for access, you will need to verify your identity for your role. NEI Certifiers go through additional steps to verify their identity to EPA. Preparers will not need to go through all of these steps.

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

M

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.

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

When you proceed with verification as a NEI Certifier, if you succeed validation, you will need to sign an Electronic Signature Agreement and wait for approval. However, if you fail to validate, or prefer to use paper verification, you will

need to print, sign, and mail the paper Electronic Signature Agreement shown below to EPA. Please give time for the paper agreement to be received and processed by their office. You will receive an email notification when the agreement is accepted and you are able to go into CAERS.

1. Identity Verification ✓ 2. ESA

You have failed LexisNexis identity proofing. Please proceed to print, sign and mail the paper Electronic Signature Agreement below or contact the CDX Help Desk for assistance.

Paper CAER Electronic Signature Agreement

The CAER 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 CAER ESA, please contact the [CDX Help Desk](#).

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:	Rhode Island Department of Environmental Management
Address:	235 Promenade Street
City, State, Zip:	Providence, RI 02908-5767
Province:	
Country:	US
Phone Number:	(401) 222-2808
E-mail Address:	
Registrant's Name:	
CDX User Name:	

Sign Paper Form Cancel

NOTE: If you are still having issues getting approval for CAERS access, please contact the CDX help desk (helpdesk@epacdx.net) or use any of their available contacts on their webpage (<https://cdx.epa.gov/Contact>). They will be able to understand and help you with their system.

CAERS Facility Report Access

1. Once you are approved for your role in CAERS, your “MyCDX” page when you log in should look similar to below only with your roles.

Click on the link under “Role” to go to CAERS.

2. This will bring you to the “My Facilities” page shown below. You will need to click “Request Access to a New Facility” to search for the facility or facilities that you are reporting.

3. On the search page, select Rhode Island Department of Environmental Management as your agency and search for your facility using the search bars. This is similar to the CDX facility search, so you will want to broaden your search before narrowing your results. For example, searching only by the postal code before using the AIR FACNO listed on the general facility form or the facility name.

- Select your facility, and request access. You can request access to multiple facilities. This sends an email notification to our emissions inventory staff at the Office of Air Resources and we will review the CAERS Authorization form that you have sent to us before approving your access to your facility reports. When we have approved your access, you will receive an email notification.

Request Access to Facility

Agency: Facility Name: Agency Facility ID:

City: State: Postal Code:

Filter Table: Filter Request Status:

Facility Name	Agency Facility ID	Address
[Redacted]	AIR [Redacted]	[Redacted]

« 1 »

✓ Access requested for [Redacted]

Request Access to Facility

Agency: Facility Name: Agency Facility ID:

City: State: Postal Code:

Filter Table: Filter Request Status:

Facility Name	Agency Facility ID	Address
[Redacted] (Request Pending Approval)	AIR [Redacted]	[Redacted]

« 1 »

- Once you have approval, your facility should be listed in the “My Facilities” page (facility name and address would be in the blank area under Agency ID). Click “Begin/Continue Reporting” to look at your facility reports.

My Facilities

Request Access to a New Facility

Agency ID: AIR

Agency: RIDEM

The next page should look similar to the screenshot below. You can view past years' reports here.

My Facilities > Emissions Reports ⚠ CBI Disclaimer CAERS Help Contact CDX

Agency ID: AIR
Agency: RIDEM

Emissions Reports	
2023 Report	Upload Report Create New Report
2022 Report	View
2021 Report	View

6. To start a new air pollution inventory report, you will need to click “Create New Report”. This creates your report based off the last inventory submitted and will populate with previous data. Now that your report is started, you can edit the data to reflect this air pollution inventory year. Please contact us with any questions or concerns as you create these reports. We can set up one-on-one meetings online or in-person to help guide you during the process. You can also use the user guide and the trainings listed on EPA’s website:

<https://www.epa.gov/combined-air-emissions-reporting/combined-air-emissions-reporting-system-caers> for additional support.