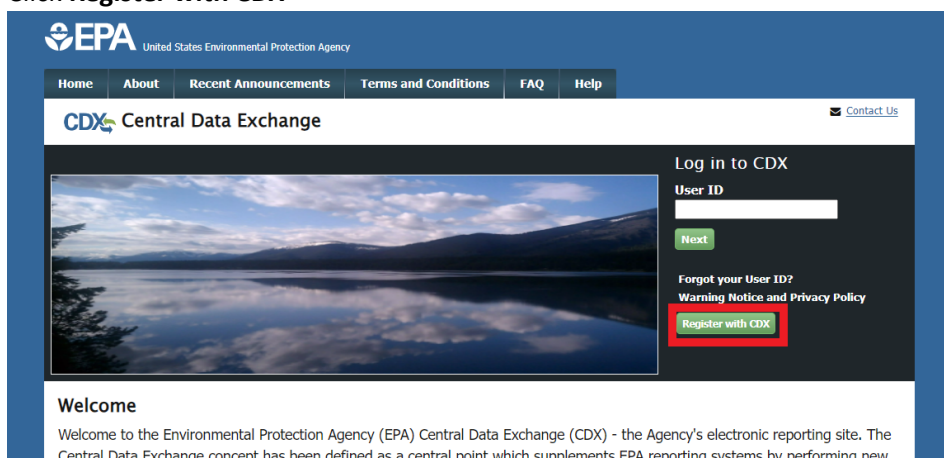# Creating a New CDX account with Login.gov (rev. 7/22/24)

If users run into any issues that are not shown in this guidance, please contact the NPDES E-reporting Help Desk at 1-877-227-8965 or NPDESeReporting@epa.gov Monday through Friday 8 am-8 pm EST. Login.gov help can also be reached at (844) 875-6446 and https://login.gov/contact/

EPA's guidance on Login.gov and CDX can be accessed at:
https://usepa.servicenowservices.com/oeca_icis/en/cdx-log-in-transition-to-login-gov-step-by-step-guides?id=kb_article&sys_id=3351c9921bee825479ab0f67624bcbcf

1. Go to https://cdx.epa.gov
2. Click **Register with CDX**

3. Read and Agree to the Terms and Conditions and click **Proceed**

4. Begin typing a program service name into the Active Program Services List box (e.g - type **NeT** into the Active Program Services List box)

5. Click on the desired box to see all related program service options (e.g. – NeT: NPDES eReporting Tool, NetDMR: Network Discharge Monitoring Report)

Begin typing a program service name or related keywords to filter the list o 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)

Active Program Services List

Net

iBoard: EPA Internet On Boarding Application

IEPB: Exchange Network Grant Semi-Annual Reporting Forms

NeT: NPDES eReporting Tool (10)

NetDMR: Network Discharge Monitoring Report (57)

Cancel

6. Select the appropriate tool from available program services

Active Program Services List

Enter search criteria

NETAQUA: NeT - Aquaculture General Permit

NETBIO: NeT - Biosolids Annual Program Report

NETCGP: NeT - NPDES Stormwater Construction General Permit

NETEPAGEG: NeT - EPA Offshore Oil and Gas Extraction - Eastern Outer Continental Shelf NPDES Permit

NETEPAGMG: NeT - EPA Offshore Oil and Gas Extraction - Western Outer Continental Shelf NPDES Permit

NETMS4: NeT - NPDES Municipal Separate Storm Sewer System

NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity

NETPGP: NeT - NPDES Pesticide General Permit

NETPPR: NeT - Pretreatment Program Report

NETRDHT: NeT - Groundwater Remediation, Dewatering, and Hydrostatic Testing General Permit

NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting

NDMR-R8: EPA Region 08

NDMR-R9: EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN

NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt

NDMR-SD: NetDMR: South Dakota DENR

NDMR-TN: NetDMR: Tennessee Division of Water Resources

NDMR-TOK: NetDMR: Training Instance - OK

NDMR-TX: NetDMR: Texas TCEQ

NDMR-USVI: NetDMR: USVI DPNR-DEP

NDMR-UT: NetDMR: Utah DWQ

Back   Cancel

7. Select User Role by clicking the drop-down symbol [⌄] and then clicking the role. click **Request Role Access**

Available Roles:

Signatory Individual who is authorized under 40 CFR 122.22 to sign/certify application submissions and/or program reports to RIDEM or needs to manage facility user permissions.

Preparer: Individual who will be viewing and editing data, but who is not authorized to sign/certify applications and/or program reports under 40 CFR 122.22.

8. Create a **User ID** (a user ID can never be changed), enter your email address and click **Continue Registration**.
   a. User ID must be at least 8 characters, it cannot contain spaces but can include the use of period (.), hyphen (-), underscore (_), and at (@) special characters

9. On the next screen, click **Proceed to login.gov**

10. Sign in to your existing Login.gov account, or create a new Login.gov account

    a. **If you have an existing Login.gov account** associated with your email address, enter your email address and your existing Login.gov password and click **Sign in**. **Otherwise, skip to step 10b below.**

b. **If you do not have an existing Login.gov account** associated with your email address, you must create an account by selecting the **Create an Account** tab, and entering your email address and your language preference, accept the Rules of Use and then click **Submit**.

    i. You will be directed to check your email and follow the instructions in the email to complete setting up your Login.gov account. Check your spam folder if you do not see it in your inbox.
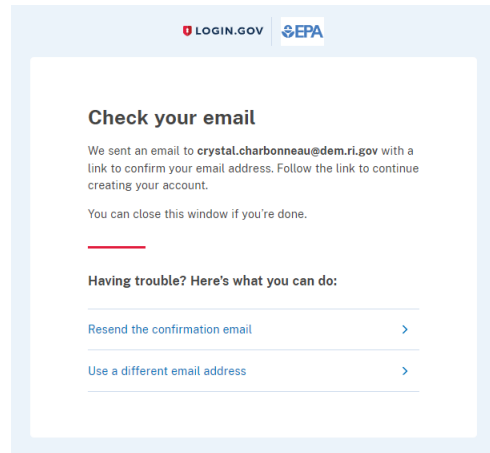
ii. Click on the link in the email from Login.gov:
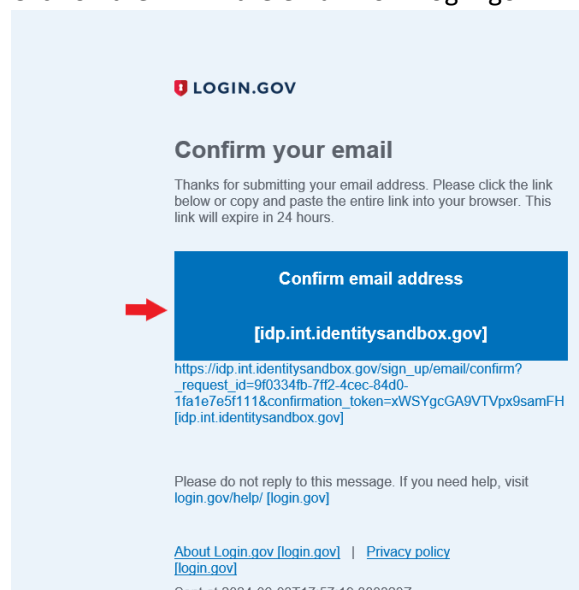
iii. A new webpage will open and you will be prompted to create a Login.gov password. This password will replace your existing CDX password and does not need to be updated on a quarterly basis.
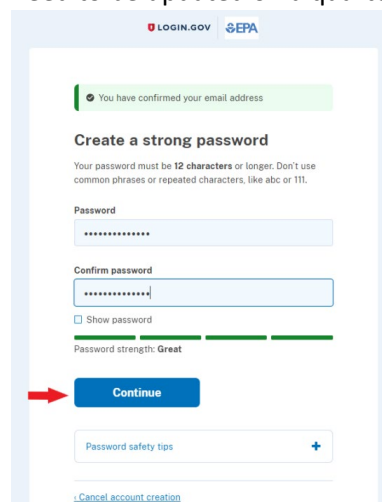
iv. Setup your authentication methods.

Select at least two authentication methods to setup your Login.gov account and click **Continue**. For more information on the authentication methods, see https://www.login.gov/help/get-started/authentication-methods/

We strongly recommend you create two authentication methods in case you change or lose your device. If you lose access to your only authentication method, you will need to delete your Login.gov account and create a new one.

If you are using a (.gov) email address, you will be asked to add your government employee ID. Unless you are a Federal employee, this method does not apply, and you must select **Choose other methods instead**.
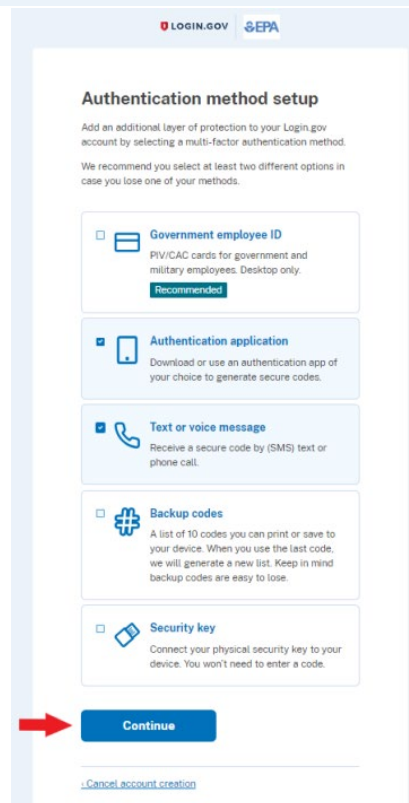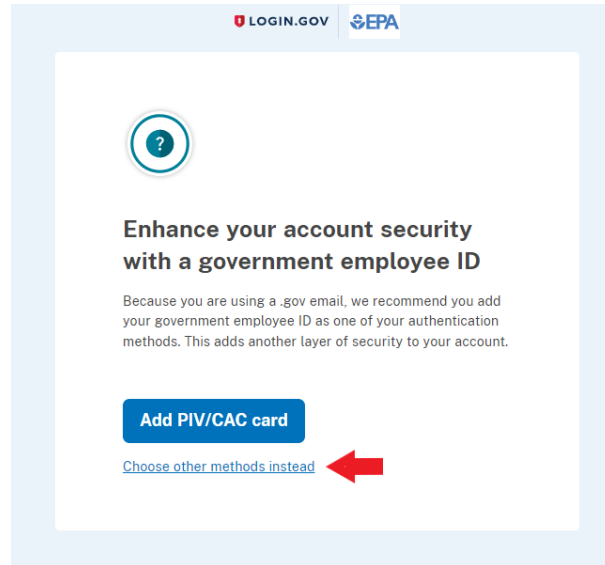
v. Depending on the Authentication method, the screen will prompt you through different authentication setup steps.

1. For Authentication Application – use the on-screen prompts in the App in order to complete this authentication method. Examples of apps include: Google Authenticator, LastPass, 1Password, OTP Manager, Duo

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.

CDXTest

2 Open your authentication app

3 Scan this QR barcode with your app

Or enter this code manually into your authentication app

WFCPXOSBNZ3CTSZPTMRPURAT52SGK4RL

⧉ Copy

4 Enter the temporary code from your app

Example: 123456

123456

☑ Remember this browser

Submit

2. For text or phone call:

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

▇ ▼ 3333333333

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

3. For backup codes (**SAVE them in a secure way!**):

4. For security Key:

vi. When authentication methods are successfully setup, click **Agree and Continue** to connect to your CDX account:
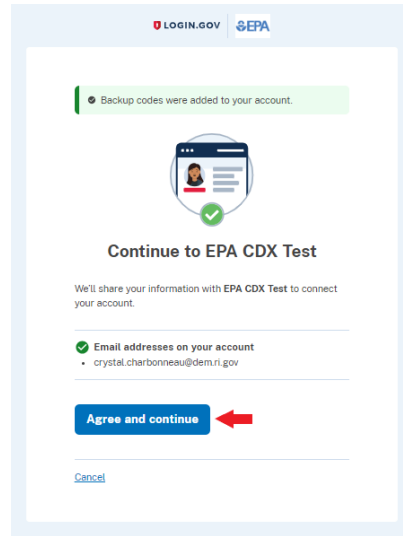
11. Upon returning to CDX, you will have to complete user registration by entering **User Information** and selecting and answering **3 security questions**
    a. Save your answers in a secure way. These security questions are used to help change your password and manage your user account (<u>answers are case sensitive</u>)

12. Enter your Organization Name and click **Search**

a. **If your organization can not be found,** you may request to add it by selecting "request that we add your organization" and filling out the organization information and selecting **Submit Request for Access**. Otherwise, skip to step 11.

13. **Select** your organization ID

Fill out Organization Contact Information and click **Submit Request for Access**. This should be the contact information you are using to create your CDX account.

Part 2: Organization Info

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

Email *   crystal.charbonneau@dem.

Re-enter Email *   crystal.charbonneau@dem.

Phone Number *   (401) 222-4700

Phone Number Ext

Fax Number

Wrong organization information? Back to Search Results, Use adv

Submit Request for Access

a. You should receive an email from helpdesk@epacdx.net with either a link you can click or a code you can copy and paste into the screen to activate your account.

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 o

a) Click the following link. You may need to enter the UserID (RIDEMTESTING123) and Password that were selected during the registration process. https://test.epacdx.net/Registration/EmailValidation?code=Fd4IA 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: Fd4IAemnUjCb

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 message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through ou Monday through Friday from 8:00 am to 6:00 pm ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500 or you may contact the CDX Helpdesk https://test.epacdx.net/Chat. The CD regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

CDX Registration Homepage
https://test.epacdx.net

If you use the code, Enter the code and Click Create Account

| Home | About | Recent Announcements | Terms and Conditions | FAQ | Help | Virtual Assistant | |

Contact U

CDX Confirmation

1. Program Service ✔   2. Role Access ✔   3. User and Organization ✔   4. Confirmation
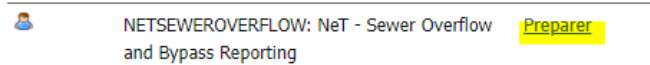
A few more steps...

You will soon receive an email confirmation message at [ridemtesting123@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: RIDEMTESTING123

Code:

Create Account   **Return to CDX Home**

At this stage, Preparers are finished creating their CDX account and should be able to see an active program service with their role listed in blue underlined text (hyperlinked). Clicking on the hyperlinked role will open the program service (e.g. – NETSEWEROVERFLOW, NetDMR, NETMSGP).

NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting   Preparer

For Signatory role there are still a few more steps to take to complete your CDX account set up

14. You now need to authenticate your identity via an Electronic Signature Agreement (ESA).
   a. Please perform Identity Proofing electronically by
      i. Filling in the required fields with your *personal* information (rather than facility) and selecting **Proceed With Verification.** The data within this screen is not collected or stored and the information will be discarded once your identity has been authenticated.

CDX CDX Registration: LexisNexis

| 1. Identity Verification | 2. ESA |

The program you are registering for requires additional proof of identity. Identity veri have provided sufficient identity information in order to conduct business safely and s identity proofing service for immediate access to your program service or to print and Mail to the U.S. Environmental Protection Agency. **Note:** Additional LexisNexis® Infor

LexisNexis® Instant ID

Legal Name
Crystal   M   Charbonneau
Home Address
123 Test

Address Line 2

Test   Rhode Islar ⌄   00000

Home or Personal Phone
Home or Personal Phone
Date of Birth
January ⌄   1 ⌄   1933 ⌄
Last 4 of SSN
••••   ☐ Show SSN

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

Proceed with Verification   Paper Verification Exit

      ii. Sign the Electronic Signature Agreement by selecting **Sign Electronically**

b. *(Not Recommended)* If you choose paper Identity Proofing (by selecting Paper verification, or by Failing identity proofing), your ESA will appear and you need to print, sign, and mail it to the NPDES E-Reporting Processing Center address listed on the paper ESA. *Note: The paper ESA must be received and approved before you can access any program service. This process can take many weeks.*

15. A pop-up will appear. Read the notification and click **Accept**

16. You are now done and will be directed to your MyCDX Home Page. Clicking on the hyperlinked role will open the program service. If the link in your role is inactive (i.e., nothing happens when you click on it) please contact the NPDES eReporting Help Desk.