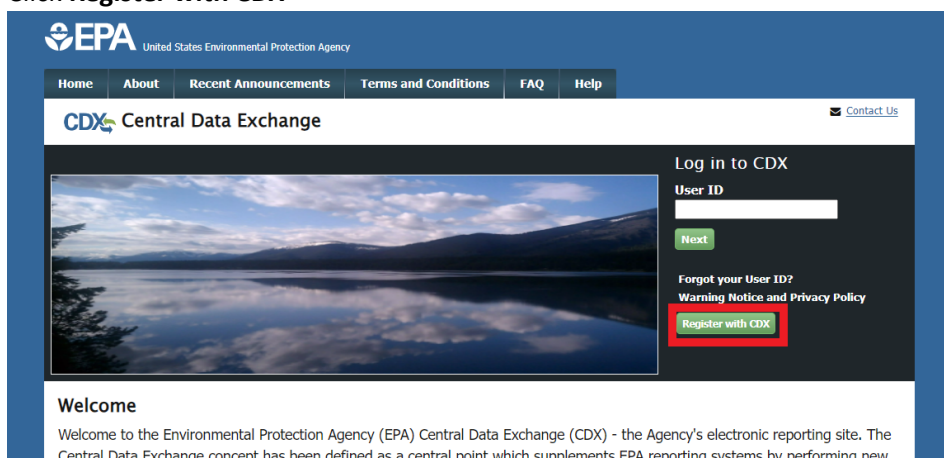


# Creating a New CDX account with Login.gov (rev. 7/22/24)

*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](mailto: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](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**



**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

Next

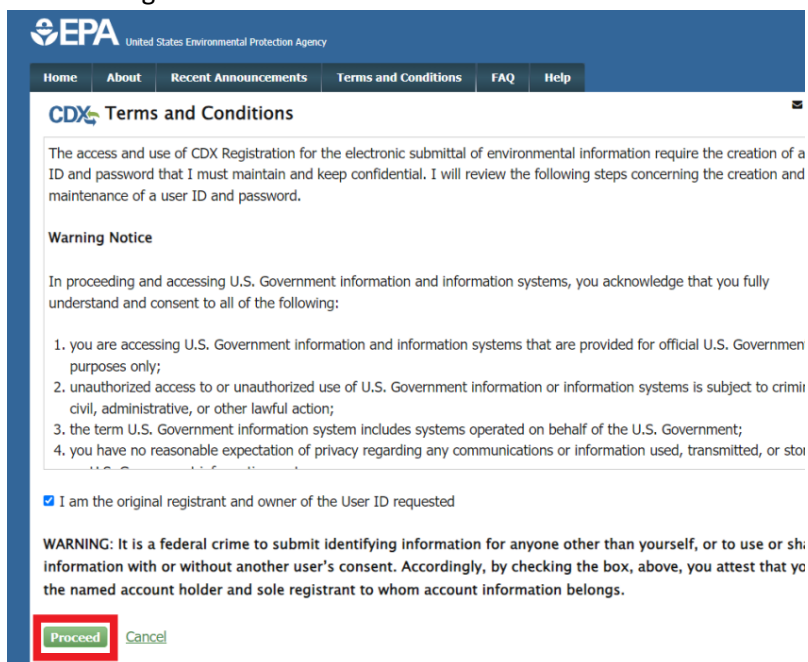
Forgot your User ID?  
Warning Notice and Privacy Policy

Register with CDX

**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

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



**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

**CDX** Terms and Conditions

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a 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. Begin typing a program service name into the Active Program Services List box (e.g - type **NeT** into the Active Program Services List box)

- 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 of 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

- 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

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

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

NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting

Back

Cancel

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

---

Registration Information	
Program Service	NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial
Role	Not selected

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

Select Role

Preparer

Signatory

Request Role Access

Cancel

---

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**.
- 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

The screenshot shows the EPA website header with the logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below the header is the 'CDX Core CDX Registration' section. A progress bar indicates four steps: 1. Program Service (checked), 2. Role Access (checked), 3. Identity Credentials (current step), and 4. User and Organization. A note states: 'Please fill out all required fields marked with an asterisk(\*)'. The form is titled 'Part 1: User Information' and contains two fields: 'User Id \*' with the value 'Logintesting123' and 'Email Address \*' with the value 'test@test.com'. At the bottom of the form are two buttons: 'Continue Registration' (highlighted with a red box) and 'Cancel'. The footer of the page includes the text 'CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers'.

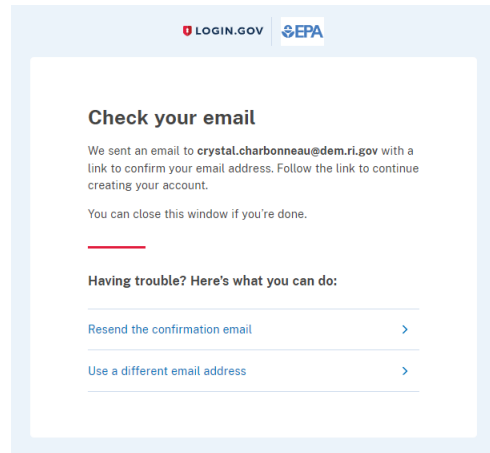
9. On the next screen, click **Proceed to login.gov**

The screenshot shows the EPA website header with the logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below the header is the 'CDX Central Data Exchange' section. A sub-header reads 'Leaving CDX'. The main text states: '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.' Below this text is a button labeled 'Proceed to Login.gov' (highlighted with a red box). The footer of the page includes the text 'CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers' and a circular EPA logo on the right.

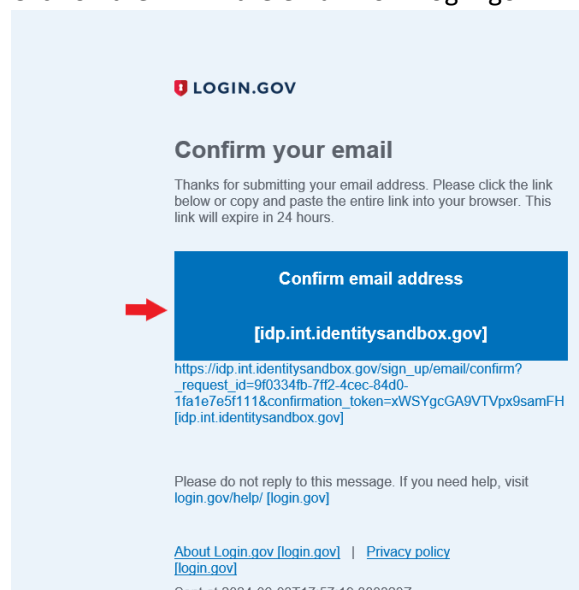
10. Sign in to your existing Login.gov account, or create a new Login.gov account
- If you have an existing Login.gov account** associated with your email address, enter your email address and your existing Login.gov password and click **Sign in**. Otherwise, skip to step 10b below.

- 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**.

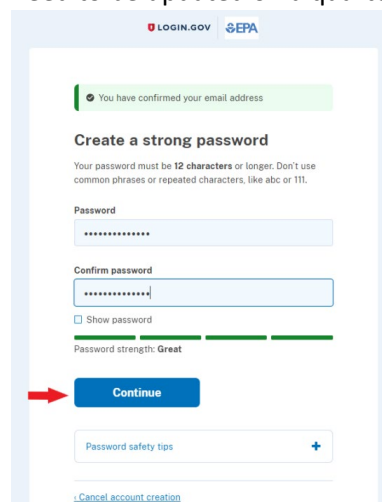
- i. You will be directed to check your email and follow the instructions in the email to complete setting up your Login.gov account. Check your spam folder if you do not see it in your inbox.



- 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

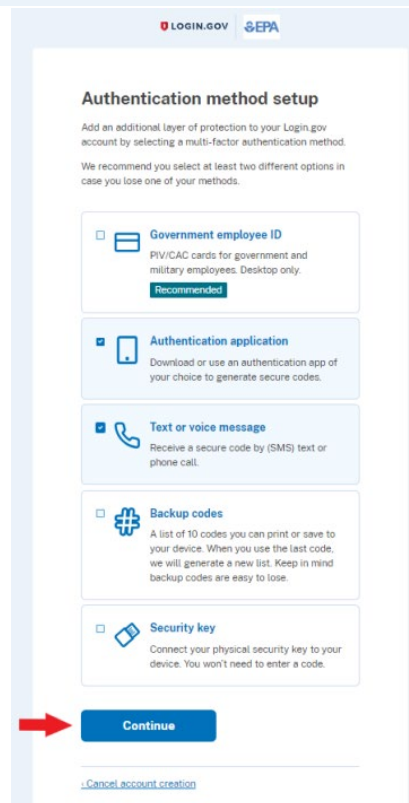
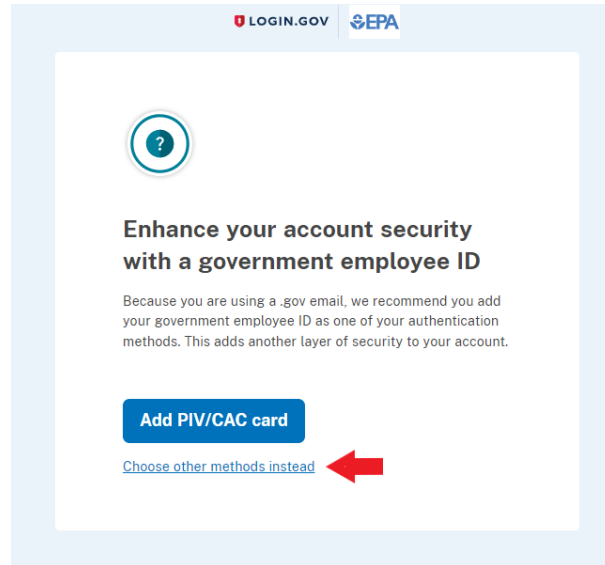
<https://www.login.gov/help/get-started/authentication-methods/>

**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.**

The screenshot shows the 'Authentication method setup' page on the Login.gov website. At the top, there are logos for LOGIN.GOV and EPA. The main heading is 'Authentication method setup'. Below it, a subheading reads: '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.' There are five selection boxes, each with an icon, a title, and a description. The first box is 'Government employee ID' with a PIV/CAC card icon and a 'Recommended' tag; it is not selected. The second box is 'Authentication application' with a smartphone icon; it is selected. The third box is 'Text or voice message' with a phone icon; it is selected. The fourth box is 'Backup codes' with a plus sign icon; it is not selected. The fifth box is 'Security key' with a key icon; it is not selected. At the bottom, there is a blue 'Continue' button with a red arrow pointing to it from the left. Below the button is a link that says 'Cancel account creation'.

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



LOGIN.GOV | EPA

An authentication app was added to your account.

### 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.

6S9F-H7ZQ-	JGQQ-PDS2-
ECQN-VPN1-	8VJC-DK1Y-
R5FV-3HRQ-	FYME-AGNQ-
S9H9-QYZ5-	Z65K-ZBC1-
TT1P-K5GT-	V8FW-ViNA-

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

[Choose another authentication method](#)

#### 4. For security Key:

LOGIN.GOV | EPA

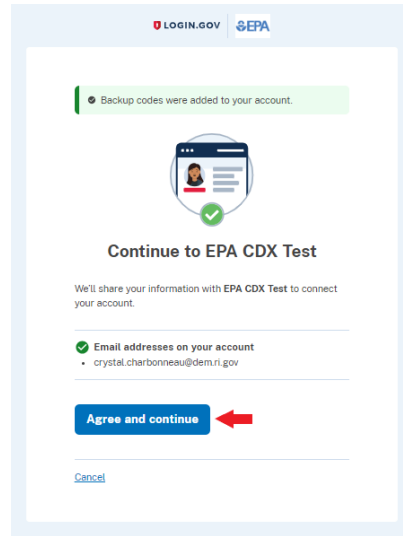
### Insert your security key

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](#)

- Give it a nickname**  
 If you add more than one security key, you'll know which one is which.
- Insert a security key into your device**
- 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](#)

- 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 (answers are case sensitive)

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.

Part 2: Organization Info

Environmental Managementccc

Enter organization or organization ID

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

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

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

### 13. Select your organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">25306</a>	Alabama Department of Environmental Management	P.O. Box 301463	Montgomery	AL	36130-1463
<a href="#">25329</a>	Rhode Island Department of Environmental Management	235 Promenade Street	Providence	RI	02908-5767
<a href="#">25342</a>	Indiana Department of Environmental Management	Indiana Government Center North 100 N. Senate Ave.	Indianapolis	IN	46204
<a href="#">33620</a>	RI Dept. of Environmental Management, Division of Agriculture & Resource Marketing Room 370	235 Promenade Street	Providence	RI	02908-5767
<a href="#">33756</a>	RI Dept. of Environmental Management, Division of Agriculture & Resource Marketing Room 370	235 Promenade Street	Providence	RI	02908-5767

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

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 \***

**Re-enter Email \***

**Phone Number \***

**Phone Number Ext**

**Fax Number**

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

**Submit Request for Access**

- a. You should receive an email from [helpdesk@epacdx.net](mailto: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 of the following steps:

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=Fd4lAemnUjCb>. If the link is 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: [Fd4lAemnUjCb](#)

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.

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](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll-free number 1-800-455-6262, 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 CDX Helpdesk is not available during the 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 Us](#)

**CDX Confirmation**

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

A few more steps...

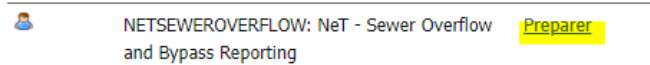
You will soon receive an email confirmation message at [ridemtesting123@gmail.com] with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.  
[Resend validation code](#)

**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).



*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.

A screenshot of the 'CDX Registration: LexisNexis' identity verification page. At the top, there are two tabs: '1. Identity Verification' (active) and '2. ESA'. Below the tabs, a paragraph explains the purpose of the identity verification. The form contains several sections: 'Legal Name' with fields for first name ('Crystal'), middle initial ('M'), and last name ('Charbonneau'); 'Home Address' with fields for address line 1 ('123 Test'), address line 2, city ('Test'), state (a dropdown menu showing 'Rhode Island'), and zip code ('00000'); 'Home or Personal Phone' with a text field; 'Date of Birth' with dropdown menus for month ('January'), day ('1'), and year ('1933'); and 'Last 4 of SSN' with a masked text field ('\*\*\*\*') and a 'Show SSN' checkbox. At the bottom, there is a checkbox labeled 'The name above is me. Please proceed with LexisNexis® Validation.' which is checked. Below this are three buttons: 'Proceed with Verification' (highlighted in yellow), 'Paper Verification', and 'Exit'.

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

Home About Recent Announcements Terms and Conditions FAQ Help

CDX 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.menderson@gmail.com

[Sign Electronically](#) [Cancel](#)

- 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.***

CDX CDX Registration: Additional Verification [Contact Us](#)  
Logged in as RIDENTESTING123 (Log out)

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 CDX Electronic Signature Agreement

The CDX 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 CDX 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 02908-5787
Province:	
Country:	US
Phone Number:	(401) 222-4700
E-mail Address:	rdidentesting123@gmail.com
Registrant's Name:	Mr Crystal Charbonneau
Registrant Title:	

[Sign Paper Form](#) [Cancel](#)

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



**U.S. Environmental Protection Agency**

**Office of NPDES**


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](#)

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.


**NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting**
[Signatory](#)



 United States Environmental Protection Agency

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[FAQ](#)


**CDX Central Data Exchange**

[MyCDX](#)
[Inbox](#)
[My Profile](#)
[Submission History](#)
[Payment History](#)
[E-Enter](#)

**Services**
[Manage](#)

Status	Program Service Name	Role
	NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt	<a href="#">Permittee (signature)</a>

**Services**
[Manage](#)

Status	Program Service Name	Role
	NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	<a href="#">Signatory</a>