

Registration User Guide for Preparer and Signatory Roles

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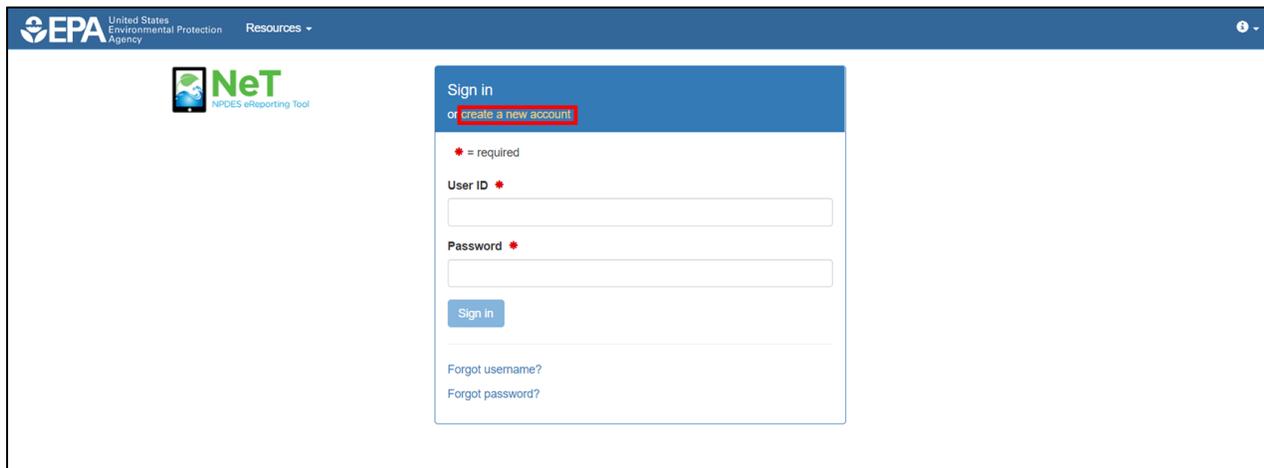
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CDX Streamlined User Registration Guide

1 Accessing User Registration to Create an Account

This document outlines the steps to create a new account for NeT CGP.

1. Navigate to NeT Login and Registration Page: <https://cdxnodengn.epa.gov/net-cgp/action/login>
2. Click **Create a New Account**.



The screenshot shows the NeT login and registration interface. The top navigation bar includes the EPA logo and the text 'United States Environmental Protection Agency'. The main content area features the NeT logo and a 'Sign in' form. The form has a blue header with 'Sign in' and 'or create a new account' (the latter is highlighted with a red box). Below the header, there is a legend '* = required', followed by 'User ID *' and 'Password *' labels, each with a corresponding input field. A 'Sign in' button is located below the fields. At the bottom of the form, there are links for 'Forgot username?' and 'Forgot password?'.

On the *Create a New Account* page for Streamline User Registration, select a permittee role: Preparer or Signatory.

- A Preparer is eligible to prepare documents for managers, or their designees to certify. (Section 2)
- A Signatory will go through identify verification making them eligible to certify documents in addition to preparing documents. (Section 3)

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2 Requesting Preparer Role

1. Select **'Preparer'** from the **Role** drop-down. Click **Next**.

The screenshot shows the EPA Net NPDES eReporting Tool interface. At the top, there is a progress bar with three steps: 'New Account' (active), 'ID Proofing', and 'Submission'. Below the progress bar, the title 'Create a New Account' is displayed with a red asterisk indicating required fields. A 'Select Role' dropdown menu is open, showing 'Preparer' as the selected option. A red box highlights the 'Next' button below the dropdown. A 'Cancel' button is also visible at the bottom of the form.

2. In Personal Information, select title and enter first name, last name, and job title. If applicable, enter middle initial and select suffix. Click **Next**.

The screenshot shows the 'Create a New Account' page with the 'Personal Information' section expanded. The 'Title' dropdown is set to 'Dr'. The 'First Name' field contains 'Fake', the 'Middle Initial' field contains 'A', and the 'Last Name' field contains 'Count'. The 'Suffix' dropdown is set to 'III'. The 'Job Title' field contains 'Tester'. A red box highlights the 'Next' button at the bottom of the form.

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3. In *Create a User ID and Password*, enter a unique **User ID** with a minimum of three characters. Enter and verify **Password** with a minimum of eight characters, containing at least one letter and one number. Check the “Show password” checkbox to reveal password.
4. Select and answer three **Security Questions**. The answers to these three questions must be unique and contain at least three characters. Check the “Show answers” checkbox to reveal answers.
5. Confirm that “I am this registrant. I will not share my account, and I accept the Terms and Conditions” by selecting the checkbox. Click **Next**.

Create a New Account * = required

Select Role ^

Personal Information ^

Create a User ID and Password ^

User ID *

Password *

Verify Password *

Show password

These questions will be used to reset your password:

Question 1 *

Answer 1 *

Question 2 *

Answer 2 *

Question 3 *

Answer 3 *

I am this registrant. I will not share my account, and I accept the Terms and Conditions

6. In the *Organizational Information* section, search for existing organization using **Name** and **State**. Mailing address, city, and zip code can be used as additional search criteria. Click **Find**.

Create a New Account * = required

Select Role ^

Personal Information ^

Create a User ID and Password ^

Organization Information ^

Search for your Organization using the following criteria:

Your Organization *

Mailing Address (line 1)

Mailing Address (line 2)

City

State *

Zip/Postal Code

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- Review search results. Select “Back to Search Again” to narrow results or change criteria. Click **Select** next to the correct organization from the search results. For issues finding an organization, see Section 4.1.

The screenshot shows the EPA Net registration interface. At the top, there is a progress bar with three steps: "New Account" (completed), "ID Proofing", and "Submission". Below the progress bar, the heading "Create a New Account" is displayed. The form is divided into several sections: "Select Role", "Personal Information", "Create a User ID and Password", and "Organization Information". The "Organization Information" section is expanded, showing a table of search results. The first row is highlighted, and the "Select" button next to it is circled in red. Below the table, there are "Previous" and "Next" navigation buttons. A "Cancel" button is located at the bottom left of the form.

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
Select	18204	Fake Test Company	123 Fake Test Street		Richmond	VA	23112
Select	22052	Fake Test Org 77	123 Testing Avenue		Richmond	VA	23112
Select	22286	Fake Test Co	12601 Fair Lakes Circle		Fairfax	VA	22033
Select	26084	Fake Org	12601 Fair Lakes Circle		Fairfax	VA	22033

- Information for the selected organization will be displayed in the *Organization Information* section. Click **Next**.

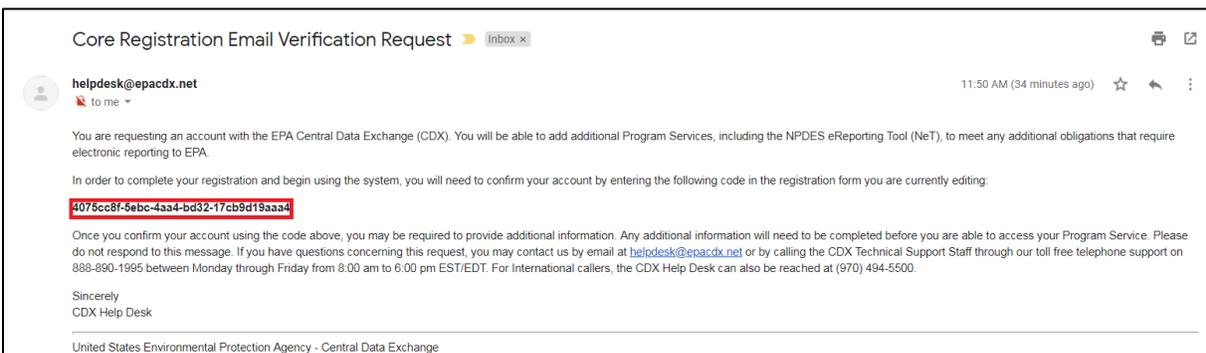
The screenshot shows the EPA Net registration interface, similar to the previous one. The "Organization Information" section is expanded, and the details for the selected organization are displayed. The text "Fake Test Company", "123 Fake Test Street", "Richmond, VA 23112", and "US" is highlighted with a red box. Below this information, there is a "Next" button, also highlighted with a red box. A "Cancel" button is located at the bottom left of the form.

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9. In the *Contact Information* section, enter phone number. Enter and confirm email. Click **Send Verification Code**. A verification email with the subject “Core Registration Email Verification Request” will be sent to the email address provided. The **Verification Code** field will be displayed.

The screenshot shows the EPA NeT registration interface. At the top, there's a progress bar with three steps: 'New Account' (active), 'ID Proofing', and 'Submission'. Below the progress bar, the title 'Create a New Account' is displayed. The form is divided into several sections: 'Select Role', 'Personal Information', 'Create a User ID and Password', 'Electronic Signature Setup', 'Organization Information', and 'Contact Information'. The 'Contact Information' section is expanded, showing fields for 'Phone Number' (with a red asterisk), 'Extension', 'Email' (with a red asterisk), 'Re-enter Email' (with a red asterisk), and 'Verification Code' (with a red asterisk). The 'Email' and 'Re-enter Email' fields both contain 'cgicdtest@gmail.com'. A blue button labeled 'Send Verification Code' is highlighted with a red box. Below the 'Verification Code' field, there is a red 'x' icon and a link that says 'Haven't received your verification code yet? Click to resend.' At the bottom of the form, there are 'Register', 'Continue', and 'Cancel' buttons.

10. Open the “Core Registration Email Verification Request” email. Copy the bolded verification code and paste into the **Verification Code** field in NeT Contact Information section.



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11. After the verification code is correctly entered, a green check mark will appear in the **Verification Code** field. Click **Register** to complete the registration process. Click **Continue**.

The screenshot shows the 'Create a New Account' page for the Net NPDES reporting tool. The page is titled 'Create a New Account' and has a progress bar at the top with three steps: 'New Account', 'ID Proofing', and 'Submission'. The 'New Account' step is currently active. Below the progress bar, there are several sections for user information: 'Select Role', 'Personal Information', 'Create a User ID and Password', 'Organization Information', and 'Contact Information'. The 'Contact Information' section contains fields for 'Phone Number', 'Extension', 'Email', 'Re-enter Email', and 'Verification Code'. The 'Verification Code' field contains the code 'e1e7b7e7-2f15-4b7d-9270-95ebf3730da8' and has a green checkmark. At the bottom, there are 'Register' and 'Continue' buttons, with 'Register' highlighted by a red box.

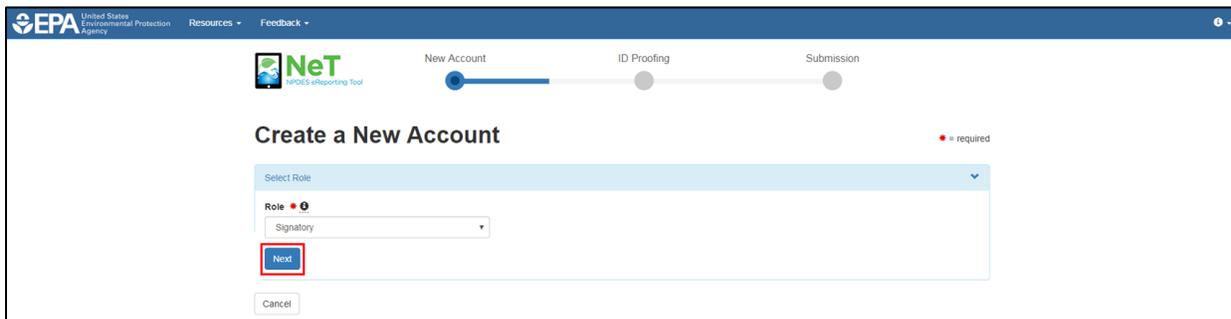
12. The EPA MyCDX page shows program service and role. Select the role to open application.

The screenshot shows the EPA MyCDX Central Data Exchange page. The page has a navigation menu with 'Home', 'About', 'Recent Announcements', 'Terms and Conditions', 'FAQ', and 'Help'. Below the navigation menu, there are tabs for 'MyCDX', 'Inbox', 'My Profile', 'Submission History', 'Payment History', and 'E-Enterprise Portal'. The 'MyCDX' tab is active. Below the tabs, there is a 'Services' table with columns for 'Status', 'Program Service Name', and 'Role'. The 'Role' column for the 'NETCGP: NeT - NPDES Stormwater Construction General Permit' row is highlighted with a red box and contains the text 'Preparer'. To the right of the 'Services' table, there is a 'CDX Service Availability' section with a link 'See the status for all program services' and a 'News and Updates' section with the text 'No news/updates.' At the bottom, there are buttons for 'Add Program Service' and 'Manage Your Program Services'.

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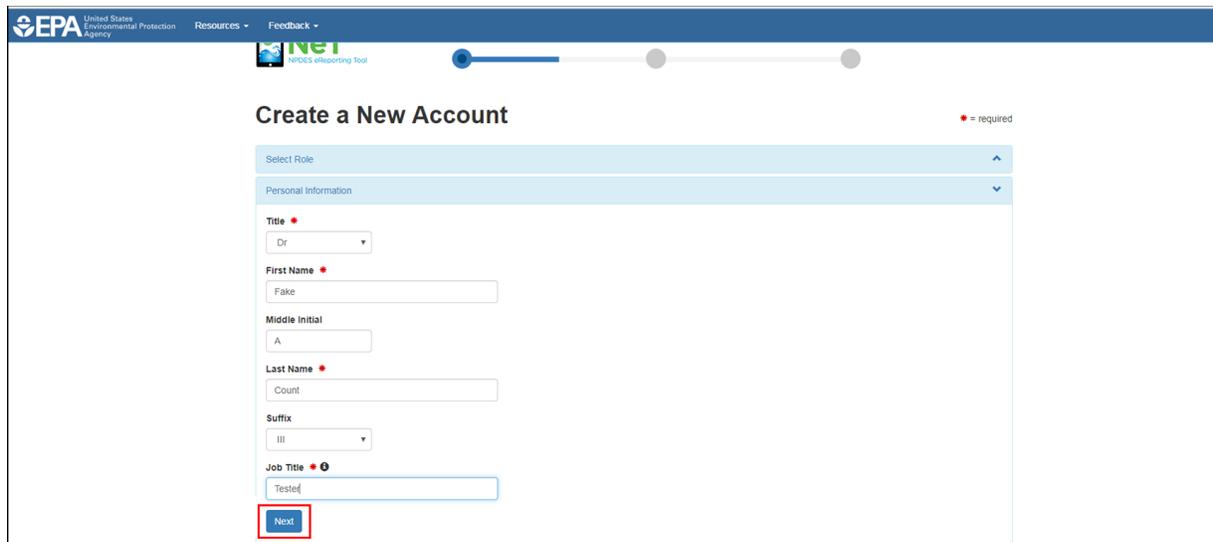
3 Requesting Signatory Role

1. Select **Signatory** as the Role drop down menu. Click **Next**.



The screenshot shows the EPA NeT registration interface. At the top, there is a navigation bar with the EPA logo and the text "United States Environmental Protection Agency". Below this, there are links for "Resources" and "Feedback". The main header area includes the "NeT" logo and a progress indicator with three steps: "New Account", "ID Proofing", and "Submission". The "New Account" step is currently active. The main content area is titled "Create a New Account" and includes a "Select Role" dropdown menu. The "Role" dropdown is set to "Signatory". A red asterisk indicates that the role selection is required. The "Next" button is highlighted with a red box, and the "Cancel" button is visible below it.

2. In Personal Information, select title and enter first name, last name, and job title. If applicable, enter middle initial and select suffix. Click **Next**.



The screenshot shows the EPA NeT registration interface, specifically the "Personal Information" section. The "Select Role" dropdown is expanded, and the "Personal Information" section is also expanded. The "Personal Information" section includes fields for "Title", "First Name", "Middle Initial", "Last Name", "Suffix", and "Job Title". The "Title" dropdown is set to "Dr", "First Name" is "Fake", "Middle Initial" is "A", "Last Name" is "Count", "Suffix" is "III", and "Job Title" is "Tester". A red asterisk indicates that the title selection is required. The "Next" button is highlighted with a red box, and the "Cancel" button is visible below it.

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3. In *Create a User ID and Password*, enter a unique **User ID** with a minimum of three characters. Enter and verify **Password** with a minimum of eight characters, containing at least one letter and one number. Check the “Show password” checkbox to reveal password.
4. Select and answer three **Security Questions**. The answers to these three questions must be unique and contain at least three characters. Check the “Show answers” checkbox to reveal answers.
5. Confirm that “I am this registrant. I will not share my account, and I accept the Terms and Conditions” by selecting the checkbox. Click **Next**.

Create a New Account * = required

Select Role ^

Personal Information ^

Create a User ID and Password v

User ID * **Password *** **Verify Password ***

Show password

These questions will be used to reset your password:

Question 1 * **Answer 1 ***

Question 2 * **Answer 2 ***

Question 3 * **Answer 3 ***

Show answers

I am this registrant. I will not share my account, and I accept the Terms and Conditions

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- The *Electronic Signature Setup* requires users with signatory roles to select and answer questions with user inputted responses. It is important that the user has both unique and easy to remember answers for these questions. When certifying a form as a Signatory, users will be asked to respond to one of the questions chosen below and will be required to answer to continue through the Cross-Media Electronic Reporting Rule (CROMERR) Certification Process. Select security questions and complete answers. Click **Next** at the bottom of the page.

The screenshot shows the EPA Net user registration interface. At the top, there is a navigation bar with the EPA logo, "United States Environmental Protection Agency", and links for "Resources" and "Feedback". Below this is a progress indicator with three steps: "New Account" (active), "ID Proofing", and "Submission". The main heading is "Create a New Account" with a red asterisk indicating required fields. The "Electronic Signature Setup" section is expanded, showing five questions and their corresponding answer fields. The questions are: "What is the first and middle name of your oldest sibling?", "What is your favorite TV show?", "What year and model (yyyy-name) was your first car?", "What is your best friend's last name?", and "What is your favorite movie?". Each question has a dropdown menu for selection and a text input field for the answer. A "Show answers" checkbox is located at the bottom right of the question list. A red box highlights the "Next" button at the bottom left of the form.

- In the *Organizational Information* section, search for existing organization using **Name** and **State**. Mailing address, city, and zip code can be used as additional search criteria. Click **Find**.

The screenshot shows the EPA Net user registration interface, specifically the "Organizational Information" section. The progress indicator shows "New Account" as the active step. The "Organizational Information" section is expanded, showing a search form for existing organizations. The search criteria include: "Your Organization" (text input), "Mailing Address (line 1)" (text input), "Mailing Address (line 2)" (text input), "City" (text input), "State" (dropdown menu with "Virginia" selected), and "Zip/Postal Code" (text input). A red box highlights the "Find" button at the bottom left of the search form. A "Cancel" button is located below the "Find" button.

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- Review search results. Select “Back to Search Again” to narrow results or change criteria. Click **Select** next to correct organization from search results. For issues finding an organization, see Section 4.1.

The screenshot shows the 'Create a New Account' page in the EPA Net eReporting Tool. The page has a progress bar at the top with three steps: 'New Account' (completed), 'ID Proofing', and 'Submission'. Below the progress bar, the title 'Create a New Account' is followed by a red asterisk indicating required fields. The page is divided into sections: 'Select Role', 'Personal Information', 'Create a User ID and Password', and 'Organization Information'. The 'Organization Information' section is expanded, showing a search results table. The table has columns for Action, Organization ID, Organization Name, Address 1, Address 2, City, State, and Zip Code. The first row is highlighted, and the 'Select' button next to it is highlighted with a red box. Below the table, there are 'Previous' and 'Next' buttons, and a 'Cancel' button at the bottom.

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
Select	18204	Fake Test Company	123 Fake Test Street		Richmond	VA	23112
Select	22052	Fake Test Org 77	123 Testing Avenue		Richmond	VA	23112
Select	22286	Fake Test Co	12601 Fair Lakes Circle		Fairfax	VA	22033
Select	26084	Fake Org	12601 Fair Lakes Circle		Fairfax	VA	22033

- Information for the selected organization will be displayed in the *Organization Information* section. Click **Next**.

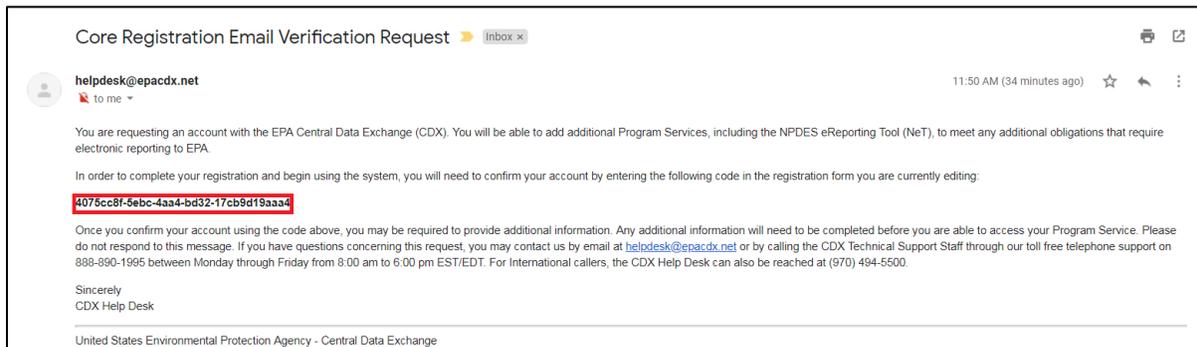
The screenshot shows the 'Create a New Account' page in the EPA Net eReporting Tool. The page has a progress bar at the top with three steps: 'New Account' (completed), 'ID Proofing', and 'Submission'. Below the progress bar, the title 'Create a New Account' is followed by a red asterisk indicating required fields. The page is divided into sections: 'Select Role', 'Personal Information', 'Create a User ID and Password', and 'Organization Information'. The 'Organization Information' section is expanded, showing the details of the selected organization: 'Fake Test Company', '123 Fake Test Street', 'Richmond, VA 23112', and 'US'. The 'Next' button is highlighted with a red box. Below the organization information, there is a message: 'Wrong organization information? Back to search results or request that we add your organization.' and a 'Cancel' button at the bottom.

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10. In the *Contact Information* section, enter phone number. Enter and confirm email. Click **Send Verification Code**. A verification email with the subject “Core Registration Email Verification Request” will be sent to the email address provided. The **Verification Code** field will be displayed.

The screenshot shows the EPA NeT registration interface. At the top, there's a progress bar with three steps: 'New Account' (active), 'ID Proofing', and 'Submission'. Below the progress bar, the title 'Create a New Account' is displayed. The form is divided into several sections: 'Select Role', 'Personal Information', 'Create a User ID and Password', 'Electronic Signature Setup', 'Organization Information', and 'Contact Information'. The 'Contact Information' section is expanded and contains the following fields: 'Phone Number' (with a red asterisk), 'Extension', 'Email' (with a red asterisk), 'Re-enter Email' (with a red asterisk), and 'Verification Code' (with a red asterisk). The 'Email' and 'Re-enter Email' fields both contain 'cgicdtest@gmail.com'. A blue button labeled 'Send Verification Code' is highlighted with a red box. Below the 'Verification Code' field, there is a link: 'Haven't received your verification code yet? Click to resend.' At the bottom of the form, there are 'Register', 'Continue', and 'Cancel' buttons.

11. Open the “Core Registration Email Verification Request” email. Copy the bolded verification code and paste into the **Verification Code** field in NeT Contact Information section.



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12. After the verification code is correctly entered, a green check mark will appear in the **Verification Code** field. Click **Register** to complete the registration process. Click **Continue**.

The screenshot shows the 'Create a New Account' form in the EPA NeT system. The form is divided into sections: Select Role, Personal Information, Create a User ID and Password, Organization Information, and Contact Information. The Contact Information section is expanded, showing fields for Phone Number (612-655-1235), Extension, Email (cgcdtest@gmail.com), Re-enter Email (cgcdtest@gmail.com), and Verification Code (e1e7b7e7-2f15-4b7d-9270-95ebf3730da8). A green checkmark is visible in the Verification Code field. The 'Register' button is highlighted with a red box, and the 'Continue' button is also visible. A 'Cancel' button is at the bottom left.

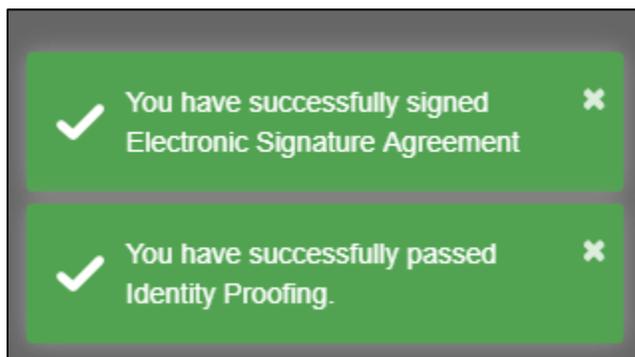
13. In the *Identity Verification* section, enter Home Mailing Address, Date of Birth and SSN Last 4. This information is used to verify identity to process electronic signatures. Check “I agree to the Electronic Signature Agreement” after reading the linked document. Click **Verify and Sign**.

The screenshot shows the 'Identity Proofing' form in the EPA NeT system. The form is titled 'Identity Verification' and asks 'Would you like to perform electronic Identity Proofing?' with a 'YES' button. Below this, it states 'Electronic Identity Proofing' and 'The following information will be used for identity proofing, it will not be stored.' The form includes fields for Home Mailing Address (line 1: 100 Test Street, line 2:), City (Anytown), State (Alaska), Zip/Postal Code (11111), Date of Birth (Jan 1, 1981), SSN Last 4 (---), and Phone Number. A checkbox for 'I agree to the Electronic Signature Agreement' is checked and highlighted with a red box. The 'Verify and Sign' button is also highlighted with a red box.

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3.1 Pass Electronic Identity Proofing

At the bottom right hand corner of the screen, two notifications will appear.



On the MyCDX homepage, the program and role will appear. Select the role to open application.

The screenshot displays the EPA MyCDX Central Data Exchange interface. At the top, the EPA logo and navigation links (Home, About, Recent Announcements, Terms and Conditions, FAQ, Help) are visible. The user is logged in as MYFAKEACCOUNT123. The main content area features a 'Services' table with columns for Status, Program Service Name, and Role. A single entry is shown for 'NETCGP: NeT - NPDES Stormwater Construction General Permit' with the role 'Signatory' highlighted in a red box. Below the table are buttons for 'Add Program Service' and 'Manage Your Program Services'. To the right, there are sections for 'CDX Service Availability' and 'News and Updates'.

Status	Program Service Name	Role
	NETCGP: NeT - NPDES Stormwater Construction General Permit	Signatory

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3.2 Fail Electronic Identity Proofing

Identity was unable to be verified, and form must be manually submitted. Click **Print**.

Identity Proofing * = required

Identity Verification

▲ We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement.

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the ESA and does take longer to process. You will not be able to access the CGP system until this document is received and processed.

Paper ESA

**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:	Fake Test Company
Address:	123 Fake Test Street
City, State, Zip:	Richmond, VA 23112
Province:	
Country:	US
Phone Number:	609-555-5555
E-mail Address:	cdxtest1111@gmail.com
Registrant's Name:	Dr Test Test
CDX User Name:	MYFAKEACCOUNT1234

Print **Continue**

Print form, sign, and mail to address listed.

Print

Total: 2 sheets of paper

Print **Cancel**

Destination: FF1-P-CO-SE-01 or

Pages: All

Copies: 1

Layout: Portrait

Color: Color

More settings

Print using system dialog... (Ctrl+Shift+P)

7/1/2019 CGP Identity Proofing

**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:	Fake Test Company
Address:	123 Fake Test Street
City, State, Zip:	Richmond, VA 23112
Province:	
Country:	US
Phone Number:	609-555-5555
E-mail Address:	cdxtest1111@gmail.com
Registrant's Name:	Dr Test Test
CDX User Name:	MYFAKEACCOUNT1234

I, Test Test
(Name of Electronic Signature Holder)

(1) I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification by notifying the CDX Technical Support staff at 1-888-890-1995 or helpdesk@cpacdx.net.

(2) Understand I will be informed of profile changes through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.

(3) Understand that CDX reports the last login date that my user identification and password were used immediately after successfully logging into CDX.

(4) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.

(5) Understand I will receive an e-mail upon use of my electronic signature so whenever I electronically sign and submit an electronic document to the CDX, I will receive an e-mail at my registered e-mail address; This e-mail will inform me that a submission has been made to CDX from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR).

(6) Agree to report any suspicious activity so if I receive an e-mail notification for any activity that I do not believe that I performed, I will notify the CDX Help Desk as soon as possible, but no later than 24 hours, after receipt.

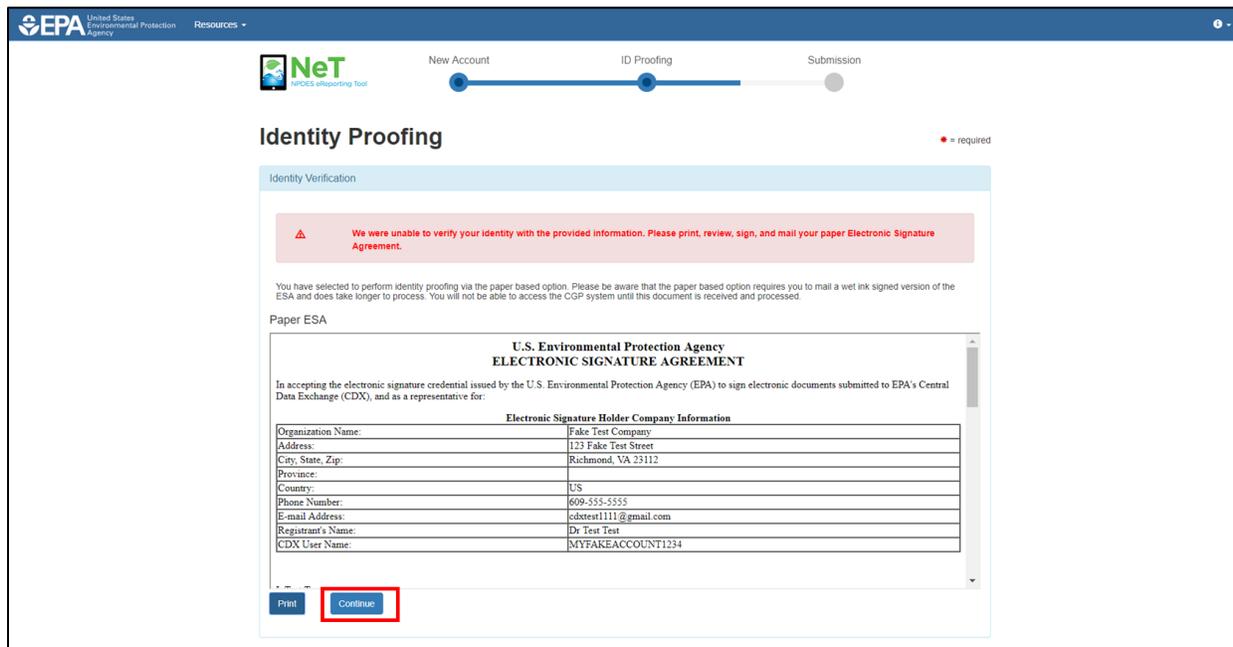
(7) Agree to contact the CDX Help Desk if I do not receive an e-mail notification within 5 business days for any electronically signed submission using my credentials.

(8) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what the CDX has received from me by contacting the CDX or service Help Desk.

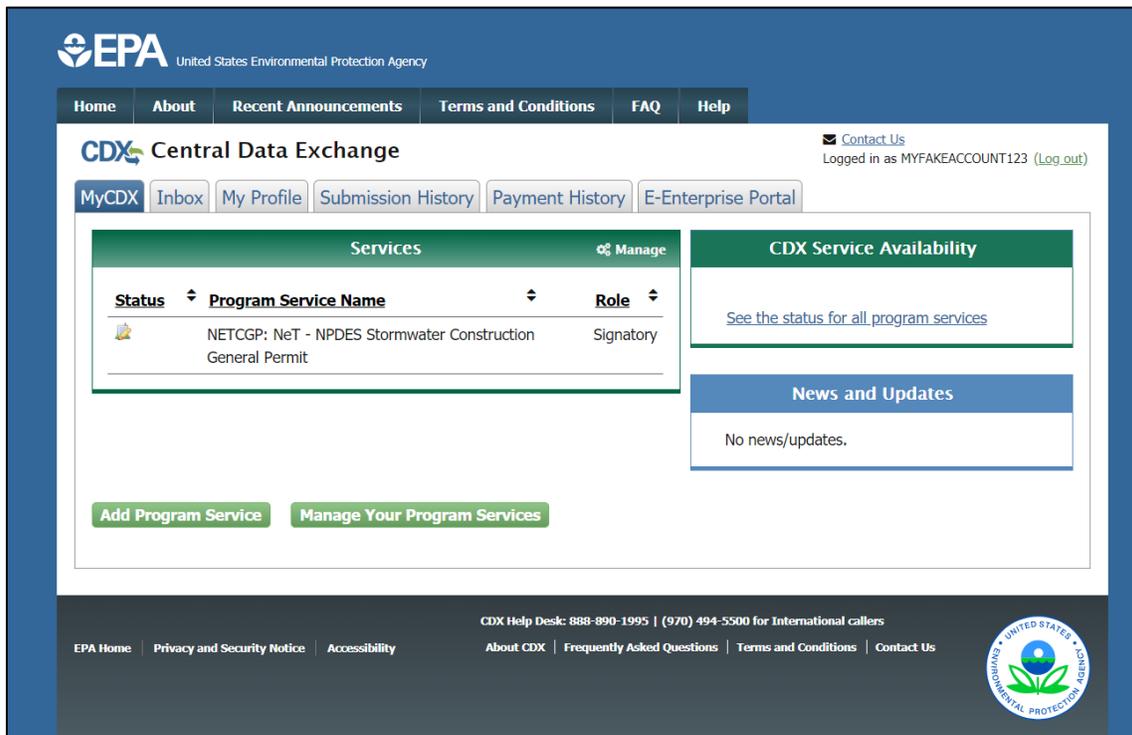
<https://devsigns.epacpnode.net/net-egg/action/registration/#/id-proofing> 1/2

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Click **Continue**.



On the MyCDX homepage, Program Service and Role are listed. The application will be accessible by clicking on the role once the Electronic Signature Agreement is received and processed. The application is not currently available.



4 Common Registration Problems

4.1 Organization Not Listed

When encountering an issue with finding the correct organization, please follow the steps below.

1. If the wrong organization from the search results table was selected, click **Back to Search Results** to return to the search result table and repeat the previous step to select the correct organization.
2. If search returned no results OR correct organization is not listed in the results table:
 - a. Click **Back to Search Page** and repeat the organization search to conduct another search.
 - b. Click **Request That We Add Your Organization** and follow the steps below.

The screenshot shows the 'Create a New Account' form with the 'Organization Information' section expanded. Below the 'Select your organization:' dropdown, there is a table with columns: Action, Organization ID, Organization Name, Address 1, Address 2, City, State, and Zip Code. The table is empty with the message 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries'. A red box highlights the link 'Request that we add your organization'.

- i. In the *Contact Information* section, enter information about the organization. This information will be saved to CDX and will be available for future registrations by other members of the organization.
- ii. Enter Organization name in the Your Organization field.
- iii. Enter Organization Mailing Address, City, State, and Zip/Postal Code.
- iv. Enter Phone Number and Email in the appropriate fields.
- v. Continue the Streamlined User Registration process by requesting the verification code. This process is detailed in the registration walkthroughs above.

The screenshot shows the 'Contact Information' form with the following fields filled: 'Your Organization' (Another Fake Organization), 'Mailing Address (line 1)' (123 Real Address Way), 'Mailing Address (line 2)', 'City' (Pseudo), 'State' (Virginia), 'Zip/Postal Code' (20111), 'Country' (UNITED STATES), 'Phone Number' (512-555-1235), 'Extension', 'Email' (test@test.com), and 'Verification Code' (4075cc9f-5ab0-4aa4-b0d2-17b09d119aa4). A 'Send Verification Code' button is visible.