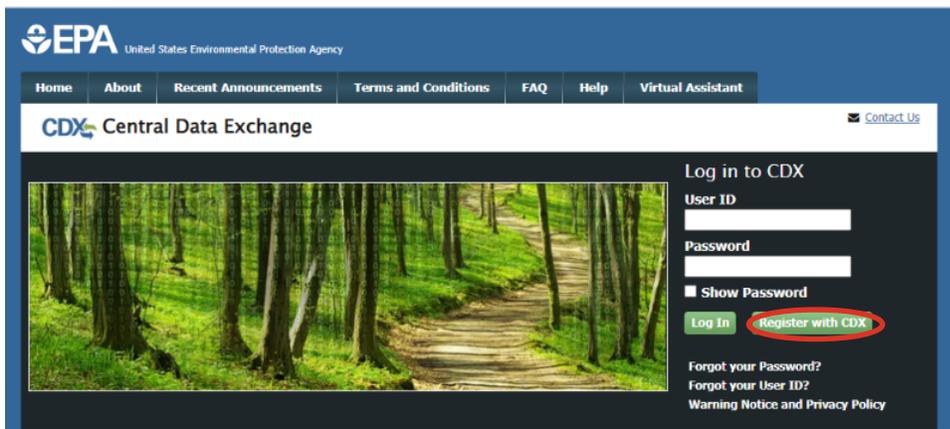




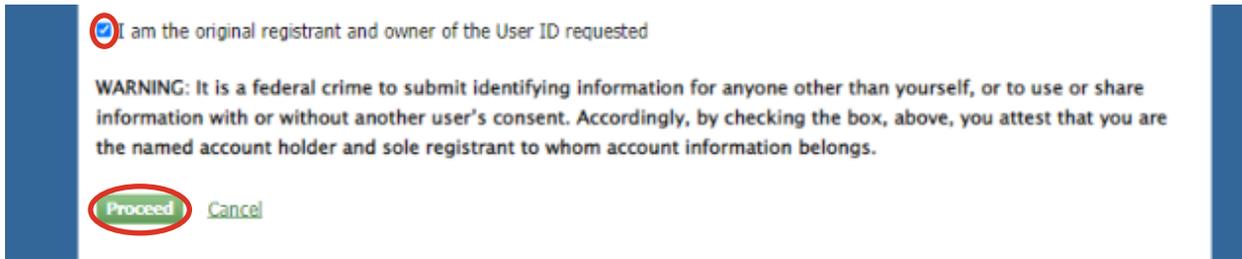
This job aid is designed to assist those who are required to submit documents through the Compliance and Emissions Data Reporting Interface (CEDRI). CEDRI is accessed through the Central Data Exchange (CDX) – the Environmental Protection Agency's (EPA) electronic reporting site for collecting and distributing environmental data. Follow the instructions below to set up a new account or access an existing account. For additional questions, [review the frequently asked questions](#) or contact the [Iowa Waste Reduction Center's](#) Iowa Air Emissions Assistance Program at [iwrc@uni.edu](mailto:iwrc@uni.edu) or 319-273-8905.

## Setting Up a New Account

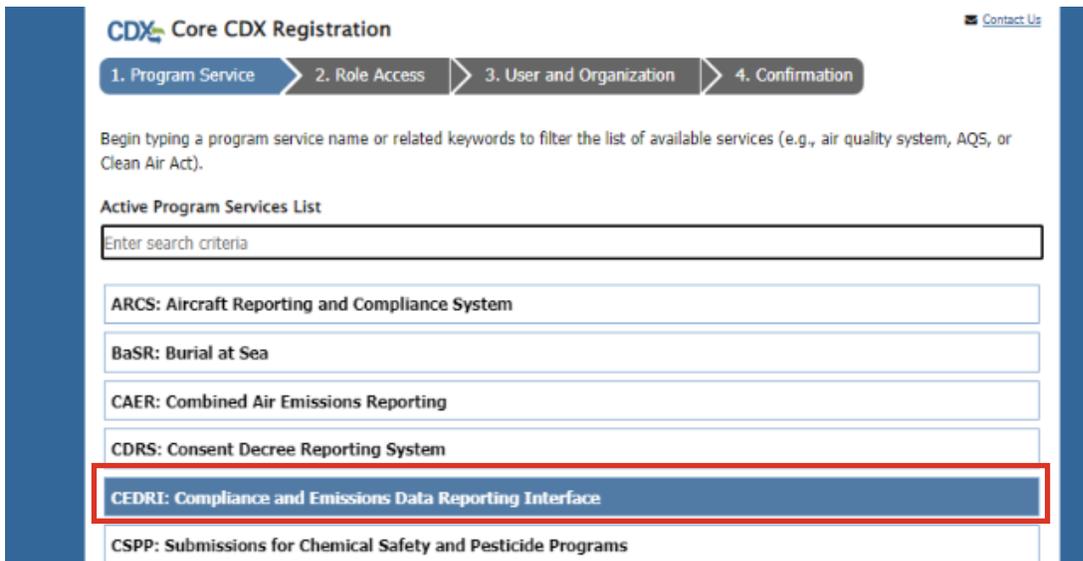
1. Visit [the CEDRI site](#)
2. Click on 'Register with CDX'



3. On the Terms and Conditions page check the box and click 'Proceed'



4. On the Program Service page select 'CEDRI'



5. At the bottom of the Role Access Page select 'Certifier' from the dropdown menu and click 'Request Role Access'



6. If you do not want to add your facility information or do not have your facility information at this time select 'Continue Without Facilities' and your facility can be added at a later time

CDX Core CDX Registration

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

Registration Information	
Program Service	Compliance and Emissions Data Reporting Interface
Role	Certifier

Add Facilities **Continue Without Facilities**

7. If you have your facility information and wish to add it at this time select 'Add Facilities'

CDX Core CDX Registration

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

Registration Information	
Program Service	Compliance and Emissions Data Reporting Interface
Role	Certifier

**Add Facilities** Continue Without Facilities

8. To find your facility add in at least two search criteria including City, State, or ZIP and click 'Search Facilities'

Add Facilities

Find Existing Facility

For best results, please fill in at least two search criteria.

Facility ID

Facility Name

Facility Address

City

State

ZIP Code

**Search Facilities** Clear All

9. Mark the checkbox next to the facilities you would like to add to your profile, and select 'Proceed with Selections' and skip to step 14
- a. If you are unable to find your facility, you may create one. Select 'Can't find your facility? Click here to create it' and follow the next step

**Add Facilities**

Facility Search Results (4 facilities found)

**Search Criteria:** IOWA WASTE REDUCTION CENTER | 50613

Filter:

<input type="checkbox"/> (Select All)	EPA Registry ID	Facility Name	Facility Address
<input checked="" type="checkbox"/>	110005777329	IOWA WASTE REDUCTION CENTER	6114 CHANCELLOR DR CEDAR FALLS, IA 506136951 BLACK HAWK
<input type="checkbox"/>	110001398167	IOWA WASTE REDUCTION CENTER - UNI	1005 TECHNOLOGY PARKWAY CEDAR FALLS, IA 50613-6951 BLACK HAWK
<input type="checkbox"/>	110009361163	IOWA WASTE REDUCTION CENTER - UNI	1405 CENTER STREET CEDAR FALLS, IA 50613-1411 BLACK HAWK
<input type="checkbox"/>	110068787619	IOWA WASTE REDUCTION CENTER A	1405 CENTER ST CEDAR FALLS, IA 50613-1411 BLACK HAWK COUNTY

Showing 1 to 4 of 4 facilities

[Proceed with Selections](#) [Can't find your facility? Click here to create it](#)

10. On the next screen fill in all the appropriate information marked with \* (Facility name, address, operating status and the mailing address question)

**Add Facilities**

Create Facility

[Back to Search Results](#)

\* Asterisks denote required fields

**Facility Name \***

**Owner**

**Operator**

Mobile/No Fixed Address  
 Offshore

**Facility Address**

Address 1 \*

Address 2

City \*

Select a County:

**Coordinates**

Latitude

Longitude

**Operating Status \***

**Operating Status Change Year**

**BIA Code**

**Map**

Map Legend

**11. Once this is complete, select ‘Map Facility’ at the bottom of the screen**

The screenshot shows a form with the following fields: Operating Status \* (dropdown menu set to OPERATING), Operating Status Change Year (text input), BIA Code (text input), NAICS Code(s) (text input with a search icon and "= Primary NAICS" text), Source Type (text input), Responsible Agency Facility ID (text input with "(e.g., State Facility Identifier)" below it), Responsible Agency (text input), and Is Mailing Address Same as Facility Address? \* (radio buttons for Yes and No, with Yes selected). At the bottom left, the "Map Facility" button is circled in red. A "Cancel" button is at the bottom center. A "Map Legend" tab is visible at the top right.

**12. Once the map populates the red X, select ‘Move point on map’ to relocate the red X onto your accurate facility location**

The screenshot shows a map interface with a form on the left and a map on the right. The form includes: Add Facilities tab, Create Facility section with a "< Back to Search Results" link, Facility Name \* (text input with "Iowa Waste Reduction Center"), Owner (text input), Operator (text input), Mobile/No Fixed Address (checkbox), Offshore (checkbox), Facility Address (text input with "6114 CHANCELLOR DR"), Address 2 (text input with "CEDAR FALLS, IA 50613"), and a dropdown menu for "BLACK HAWK COUNTY". Below the dropdown is a yellow box with a link "Click to undo the Address Standardization" and a list of suggestions: "6114 Chancellor Drive", "Cedar Falls, IA 50614", and "BLACK HAWK COUNTY". The map on the right shows an aerial view of a facility with a red X on a building. A tooltip for "Iowa Waste Reduction Center" is open, showing the address "6114 CHANCELLOR DR, CEDAR FALLS, IA 50613" and a "Move point on map" button circled in red. A "Map Legend" tab is at the bottom left.

**13. After relocating the X, select ‘Submit’ at the bottom of the screen**

The screenshot shows a form with the following fields: BIA Code (text input), NAICS Code(s) (text input with a search icon and "= Primary NAICS" text), Source Type (text input), Responsible Agency Facility ID (text input with "(e.g., State Facility Identifier)" below it), Responsible Agency (text input), and Is Mailing Address Same as Facility Address? \* (radio buttons for Yes and No, with Yes selected). At the bottom left, the "Submit" button is circled in red. A "Cancel" button is at the bottom center.

## 14. On the next page select 'Save Selected Facilities'

Add Facilities Unsaved Facilities

Selected Facilities (1 unsaved facility) List View | Map View  
[Add Additional Facilities](#)

Clicking the 'Save Selected Facilities' button saves the facilities you have selected in the current session so they are available to you the next time you log in. You may view a facility's details by clicking the 'View/Edit Details' link on the table view or the 'Details' button on the map view. You may also remove a facility by clicking the 'Remove' link or button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

Filter:

EPA Registry ID	Program ID	Facility Name	Facility Address	
110005777329	Pending	IOWA WASTE REDUCTION CENTER	6114 CHANCELLOR DR CEDAR FALLS, IA 506136951 BLACK HAWK	<a href="#">View/Edit Details</a> <a href="#">Remove</a>

Showing 1 to 1 of 1 facilities Previous 1 Next

**Save Selected Facilities**

## 15. On the registration page fill out all boxes that include an asterisk (\*)

- It is recommended that you write down your security questions and answers in the event you need to reset your password

### Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID \*

Title \*

First Name \*

Middle Initial

Last Name \*

Suffix

Password \*

Re-type Password \*

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

Security Question 3 \*

Security Answer 3 \*

Show Passwords and Answers

16. Under ‘Organization Info’ enter your organization ID or name and select ‘Search’

17. Select the appropriate Organization ID and skip to step 21

Part 2: Organization Info

1208643

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
1208643	Iowa Waste Reduction Center	8120 Jennings Dr. (BCS Building - UNI)	Cedar Falls	IA	50614

a. If your organization does not appear after searching, follow the next step

18. Select ‘Request that we add your organization’

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
Too many organizations found. Please refine your search using the advanced search below and try again.					

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

19. Fill out your organization information in all the boxes with the \* and select ‘Submit Request for Access’ and skip to step 19

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

**20. Enter your phone number and email address then select ‘Submit Request for Access’**

Part 2: Organization Info

Iowa Waste Reduction Center  
8120 Jennings Dr. (BCS Building - UNI)  
Cedar Falls, IA, US  
50614

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](#).

**Submit Request for Access**

**21. Check your email for a code (make sure to check spam folder)and copy and paste it in the ‘Code’ field then select ‘Create Account’**

Core Registration Email Verification Request External Inbox x



helpdesk@epacdx.net  
to me ▾

10:42 AM (0 minutes ago)



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 options:

a) Click the following link. You may need to enter the UserID (BURROJAA) and Password that were selected during the registration process. <https://cdx.epa.gov/Registration/EmailValidation?code=4kQdiYr7ETbu> If you click the link and it appears to 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 **4kQdiYr7ETbu**



A few more steps...

You will soon receive an email confirmation message at [burrojaa@uni.edu] 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: BURROJAA

Code:

**Create Account** Return to CDX Home

**22. the Identity Verification page fill out the required fields (\*), check the box, and select ‘Proceed with Verification’**

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**

**Home Address**

Address Line 1\*

Address Line 2

City\* State\* Zip Code\*

**Home or Personal Phone**

Home or Personal Phone

**Date of Birth**

Month\* Day\* Year\*

**Last 4 of SSN**

\*\*\*\*  Show SSN

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

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

**23. On the Signature Question page fill out the 5 questions and answers and ‘Save Answers’**

**CDX Registration: Additional Verification**

1. Identity Verification ✓ > 2. Signature Question > 3. Mobile Number > 4. ESA

You are registered for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Signature Questions and Answers

What is your favorite pet's name?	▼	****
Where did you graduate from high school?	▼	*****
What is your best friend's last name?	▼	****
What was your first pet's name?	▼	****
What is your favorite song?	▼	****

Show Answers

**Save Answers**

**24. On the Mobile Number page enter your phone number, check the box, and select ‘send’ or choose ‘Skip Mobile Number Setup’**

#### CDX Registration: Additional Verification



You are registered for a program that supports mobile number verification. Once your mobile number has been verified, it will be used during the electronic signature process to provide additional proof of your identity.

Message and data rates may apply.

Mobile Number

**Send**

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.

**25. If you chose to enter your mobile number, enter the PIN sent to your mobile device into the PIN number field and select ‘Verify’**

#### CDX Registration: Additional Verification



You are registered for a program that supports mobile number verification. Once your mobile number has been verified, it will be used during the electronic signature process to provide additional proof of your identity.

Message and data rates may apply.

Mobile Number

Use this as my primary mobile number

Enter PIN Number \*

**Verify**

## 26. On the ESA page select ‘Sign Electronically’

### Electronic 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](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

EPA CEDRI Program  
U.S. Environmental Protection Agency  
C/O CGI Federal Inc.  
12601 Fair Lakes Circle  
Fairfax, Virginia 22033

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.

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

## 27. Select ‘Accept’ when prompted

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**

28. Enter your password into the field and select 'Login'

### 1. Authentication

Log into CDX

User:

BURROJAA

Password:

••••••••

Show Password

Login

29. Choose 'Answer Secret Question' or 'Send Text Message' and either enter the answer to your question or code from the text message sent to our mobile device

### 2. Verification

Answer Secret Question

Send Text Message

Question:

What is your favorite pet's name?

Answer:

••••

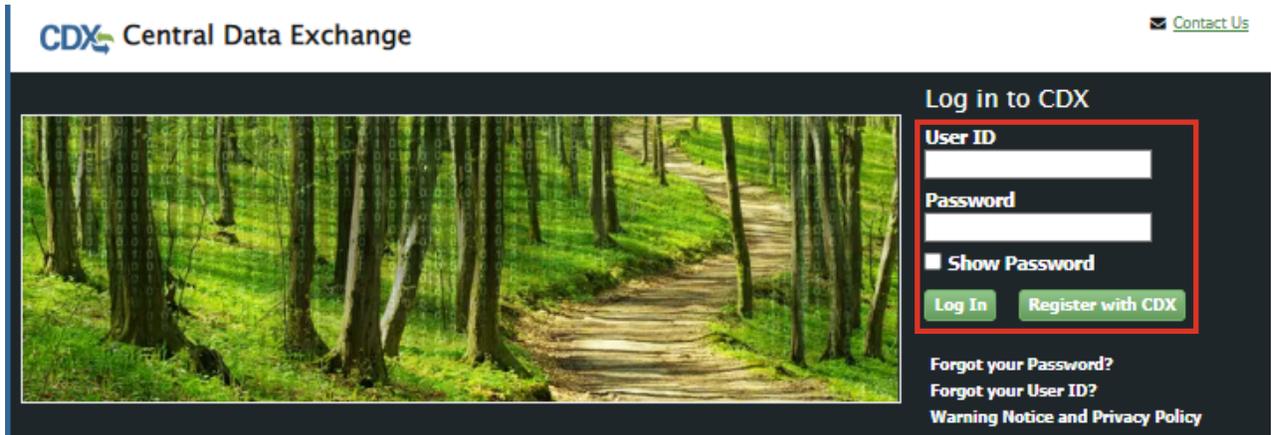
Show Answer

Answer

30. Lastly, select 'Sign File' and your account is officially created

## IF CDX ACCOUNT ALREADY EXISTS

1. Visit [CDX Website](#)
2. Enter User ID and Password
3. Click 'Log In'



CDX Central Data Exchange [Contact Us](#)

### Log in to CDX

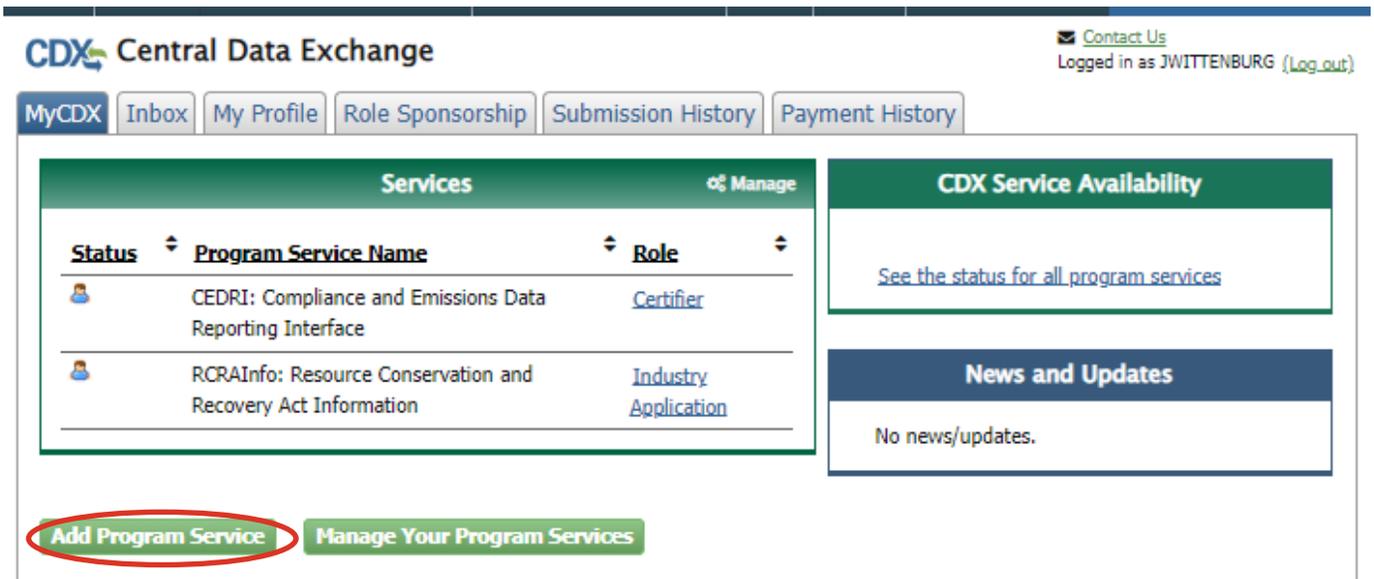
User ID  
Password

Show Password

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

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

4. In your CDX page select 'Add Program Service'



CDX Central Data Exchange [Contact Us](#)  
Logged in as JWITTENBURG ([Log out](#))

[MyCDX](#) [Inbox](#) [My Profile](#) [Role Sponsorship](#) [Submission History](#) [Payment History](#)

### Services [Manage](#)

Status	Program Service Name	Role
	CEDRI: Compliance and Emissions Data Reporting Interface	<a href="#">Certifier</a>
	RCRAInfo: Resource Conservation and Recovery Act Information	<a href="#">Industry Application</a>

### CDX Service Availability

[See the status for all program services](#)

### News and Updates

No news/updates.

[Add Program Service](#) [Manage Your Program Services](#)

- In the Program Service page select 'CEDRI: Compliance and Emissions Data Reporting Interface'

**CDX** Edit Account Profile [Contact Us](#)  
Logged in as JWITTENBURG ([Log out](#))

1. Program Service > 2. Role Access > 3. Organization Information

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

**Active Program Services List**

Enter search criteria

- ARCS: Aircraft Reporting and Compliance System
- BaSR: Burial at Sea
- CAER: Combined Air Emissions Reporting
- CDRS: Consent Decree Reporting System
- CEDRI: Compliance and Emissions Data Reporting Interface**

- On the Role Access page select 'Certifier' from the dropdown menu and then select 'Request Role Access'

Select Role Certifier ▼

**Request Role Access** Cancel

- On the Organization Information page select 'Add Facilities'

**CDX** Core CDX Registration

1. Program Service ✓ > 2. Role Access ✓ > 3. Organization Information

**Registration Information**

Program Service	Compliance and Emissions Data Reporting Interface
Role	Certifier

**Add Facilities** Continue Without Facilities

8. Enter at least two search criteria that include your Facility ID, State, or ZIP Code and select 'Search Facilities'

**Add Facilities**

**Find Existing Facility**

For best results, please fill in at least two search criteria.

**Facility ID**

**Facility Name**

**Facility Address**

**City**

**State**

**ZIP Code**

9. Check the box next to the facility you would like to add to your account and select 'Proceed with Selections'

**Add Facilities**

**Facility Search Results (4 facilities found)** [List View](#) | [Map View](#)

**Search Criteria:** IOWA WASTE REDUCTION CENTER | 50613

Filter:

<input type="checkbox"/> (Select All)	EPA Registry ID	Facility Name	Facility Address	EPA Programs Reporting	Alternate EPA Registry IDs/Program IDs
<input checked="" type="checkbox"/>	110005777329	IOWA WASTE REDUCTION CENTER	6114 CHANCELLOR DR CEDAR FALLS, IA 506136951 BLACK HAWK	CEDRI	CEDRI10158883
<input type="checkbox"/>	110001398167	IOWA WASTE REDUCTION CENTER - UNI	1005 TECHNOLOGY PARKWAY CEDAR FALLS, IA 50613-6951 BLACK HAWK		
<input type="checkbox"/>	110009361163	IOWA WASTE REDUCTION CENTER - UNI	1405 CENTER STREET CEDAR FALLS, IA 50613-1411 BLACK HAWK		
<input type="checkbox"/>	110068787619	IOWA WASTE REDUCTION CENTER A	1405 CENTER ST CEDAR FALLS, IA 50613-1411 BLACK HAWK COUNTY		

Showing 1 to 4 of 4 facilities

[Can't find your facility? Click here to create it](#)

Previous  Next

10. On the next page select 'Save Selected Facilities'

**Add Facilities** | **Unsaved Facilities**

**Selected Facilities** (1 unsaved facility) [List View](#) | [Map View](#)

[Add Additional Facilities](#)

Clicking the 'Save Selected Facilities' button saves the facilities you have selected in the current session so they are available to you the next time you log in. You may view a facility's details by clicking the 'View/Edit Details' link on the table view or the 'Details' button on the map view. You may also remove a facility by clicking the 'Remove' link or button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

Filter:

EPA Registry ID	Program ID	Facility Name	Facility Address	
110005777329	CEDRI10158883	IOWA WASTE REDUCTION CENTER	6114 CHANCELLOR DR CEDAR FALLS, IA 506136951 BLACK HAWK	<a href="#">View/Edit Details</a> <a href="#">Remove</a>

Showing 1 to 1 of 1 facilities Previous  Next

**Save Selected Facilities**

11. On the Organization Information page check 'Select a Current Organization' and select your correct organization from the dropdown menu followed by 'Select Request for Access'

**CDX Edit Account Profile** [Contact Us](#)  
Logged in as JWITTENBURG ([Log out](#))

1. Program Service ✓ > 2. Role Access ✓ > 3. Organization Information

**Registration Information**

<b>Program Service</b>	Compliance and Emissions Data Reporting Interface
<b>Role</b>	Certifier

**Select a Current Organization**

Request to Add an Organization

Select an organization from the dropdown list.

Iowa Waste Reduction Center (8120 Jennings Dr. (BCS Building - UNI), Cedar Fal ▼

**Submit Request for Access**