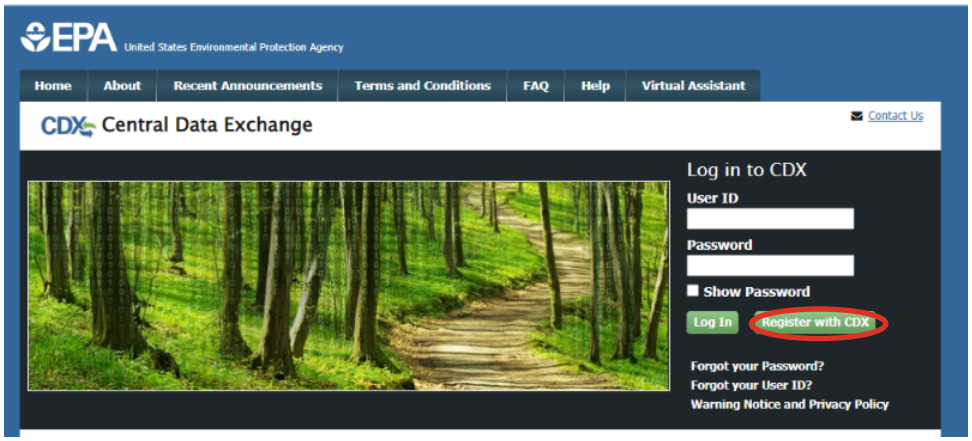
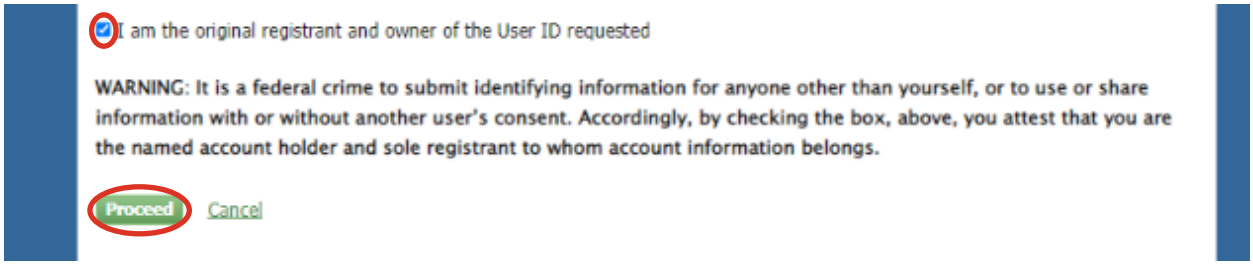
This job aid is designed to assist those who are required to submit documents through the Compliance and Emissions Data Reporting Interface (CEDRI). CEDRI is accessed through the Central Data Exchange (CDX) – the Environmental Protection Agency's (EPA) electronic reporting site for collecting and distributing 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 or 319-273-8905.

Setting Up a New Account

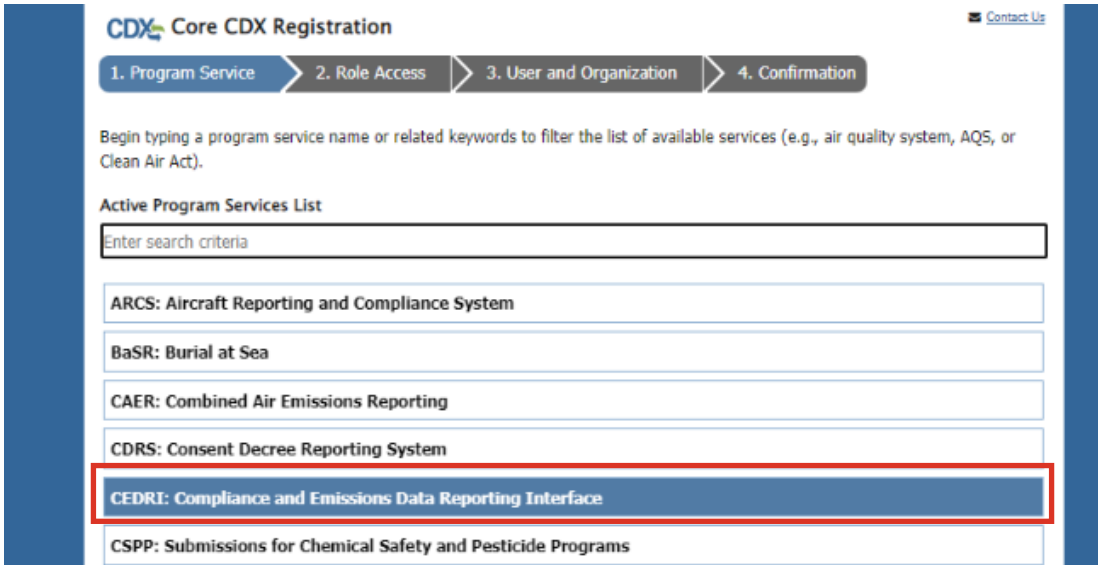
1. **Visit the CEDRI site**
2. **Click on 'Register with CDX'**



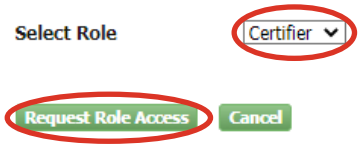
3. **On the Terms and Conditions page check the box and click ‘Proceed’**



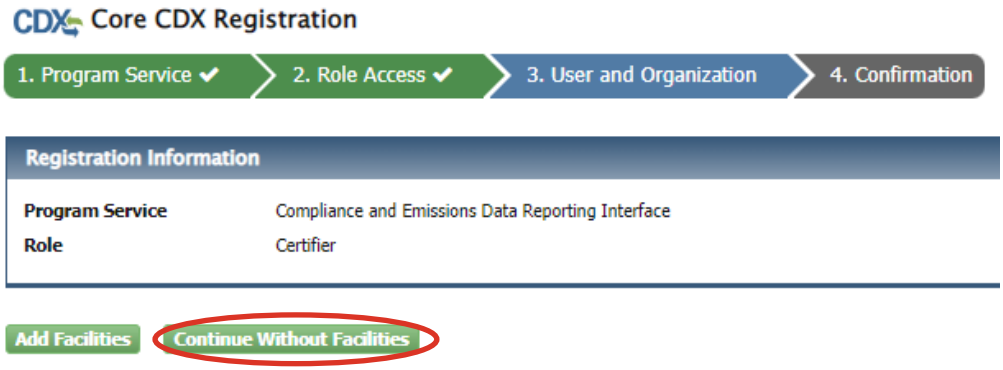
4. **On the Program Service page select ‘CEDRI’**



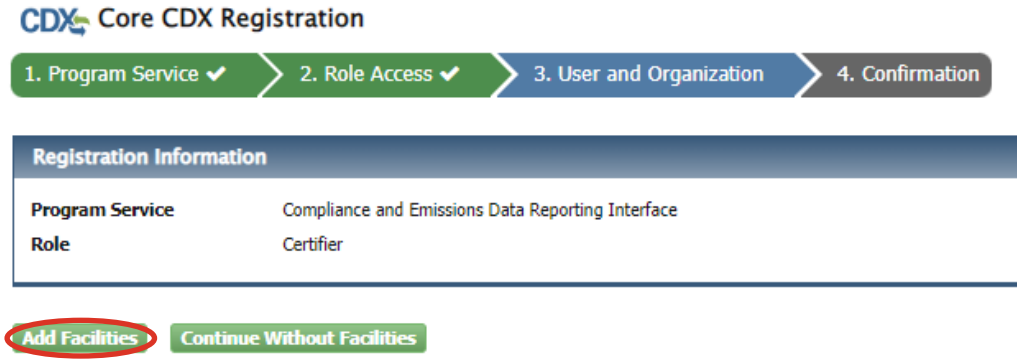
5. **At the bottom of the Role Access Page select 'Certifier' from the dropdown menu and click 'Request Role Access'**



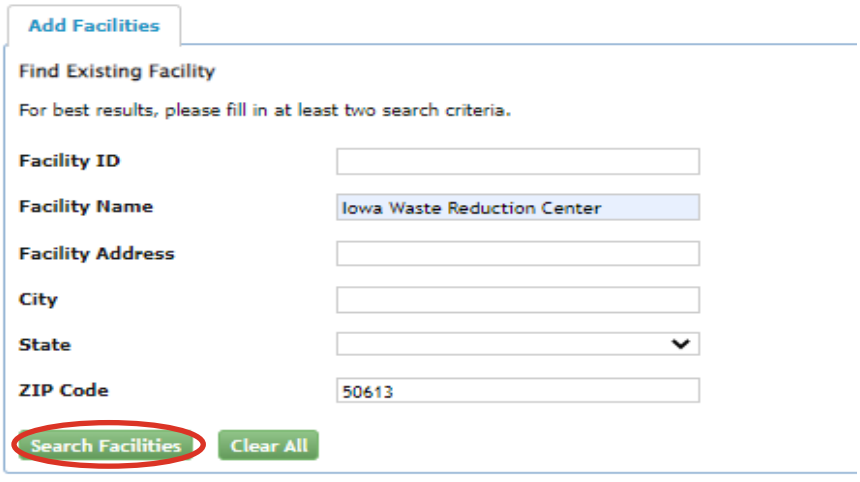
6. **If you do not want to add your facility information or do not have your facility information at this time select 'Continue Without Facilities' and your facility can be added at a later time**



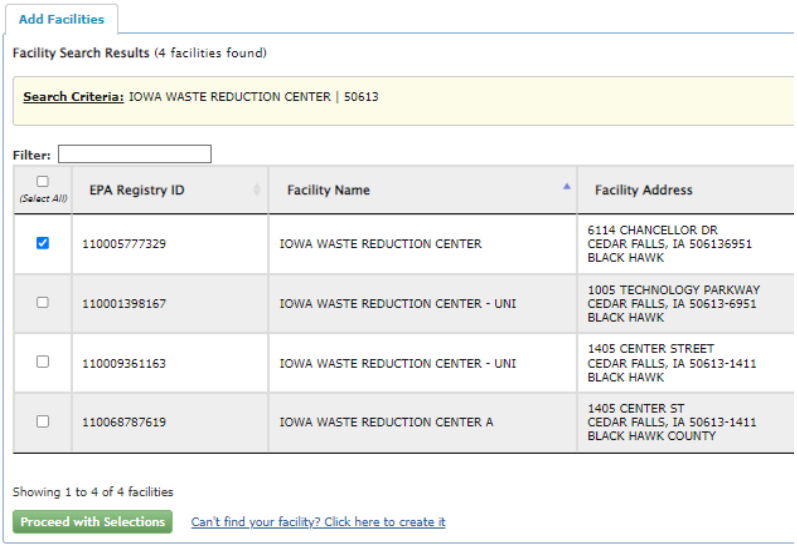
7. **If you have your facility information and wish to add it at this time select 'Add Facilities'**



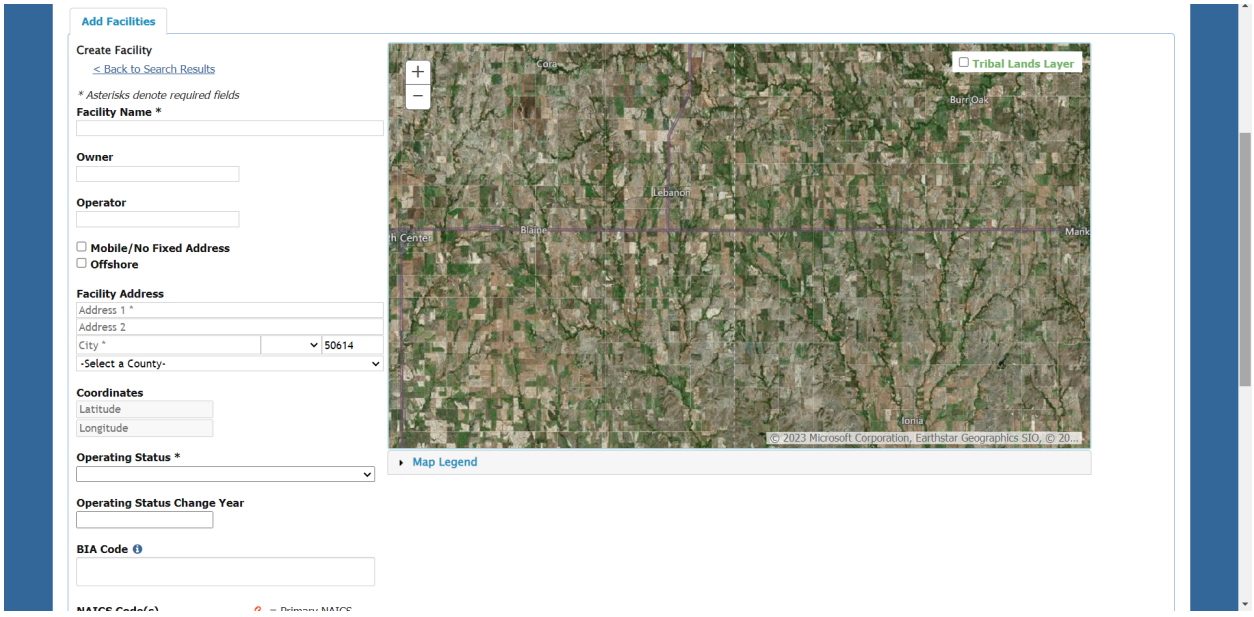
8. **To find your facility add in at least two search criteria including City, State, or ZIP and click 'Search Facilities'**



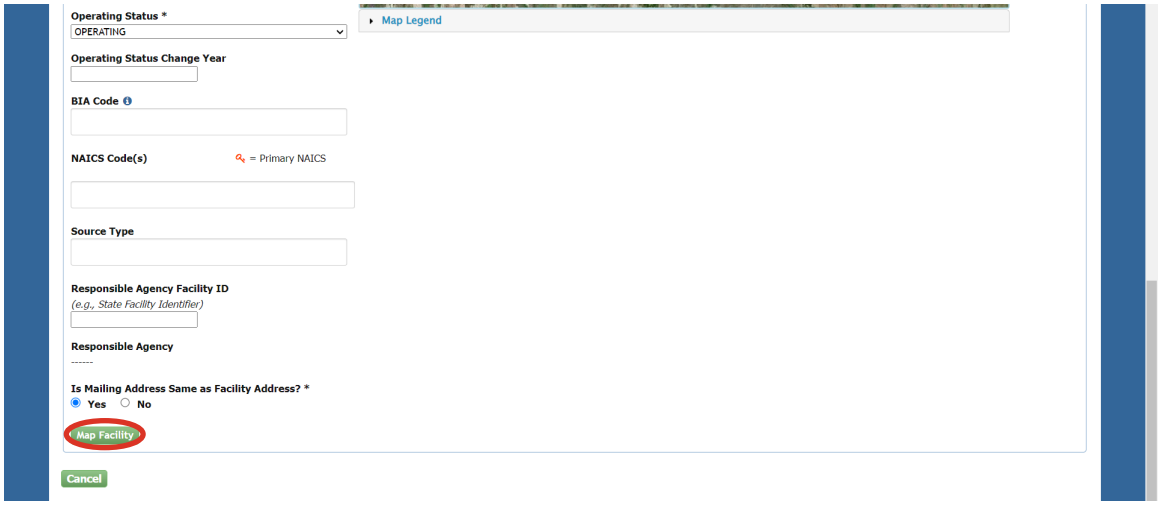
9. **Mark the checkbox next to the facilities you would like to add to your profile, and select 'Proceed with Selections' and skip to step 14**
    a. **If you are unable to find your facility, you may create one. Select 'Can't find your facility? Click here to create it' and follow the next step**



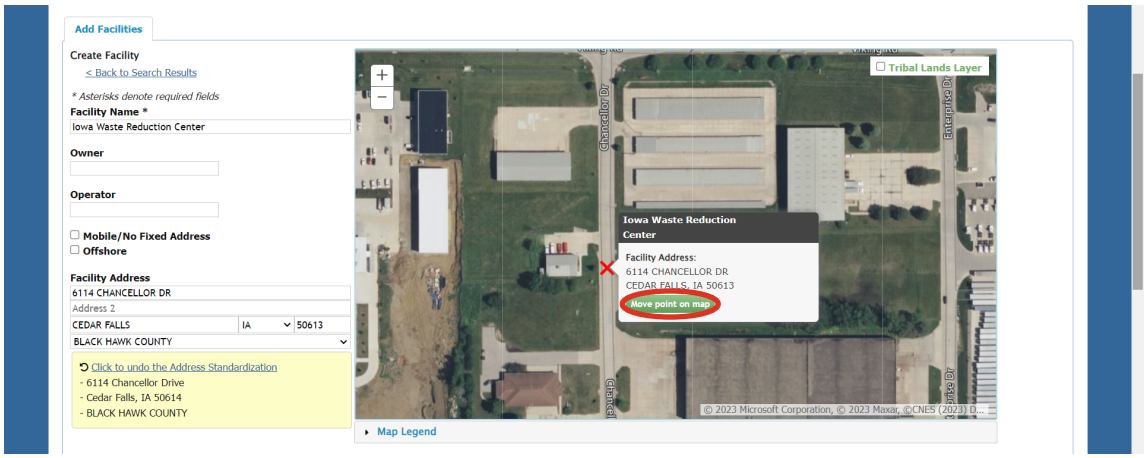
10. **On the next screen fill in all the appropriate information marked with * (Facility name, address, operating status and the mailing address question)**



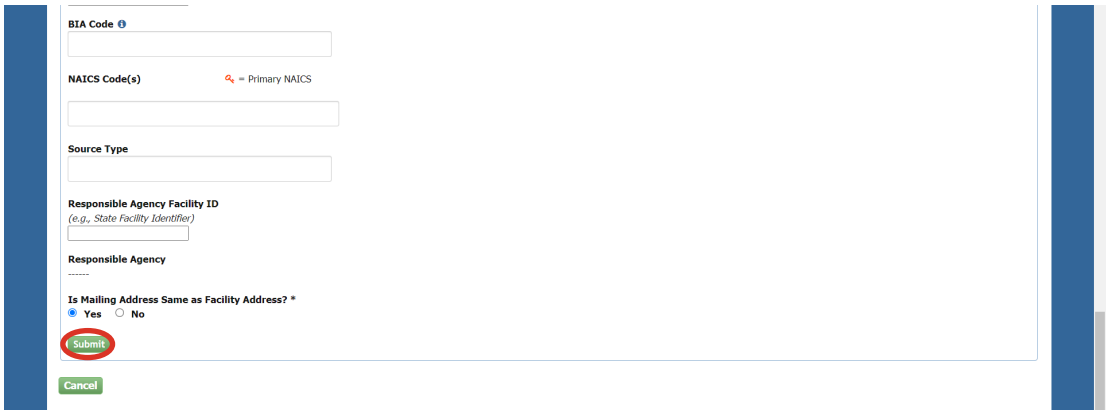
11. Once this is complete, select ‘Map Facility’ at the bottom of the screen



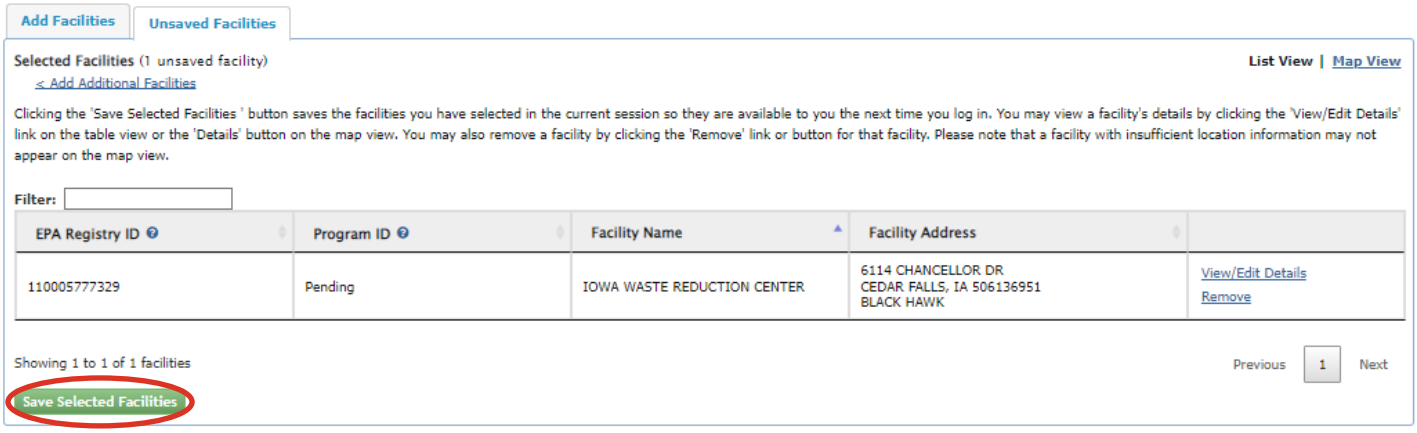
12. Once the map populates the red X, select ‘Move point on map’ to relocate the red X onto your accurate facility location



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

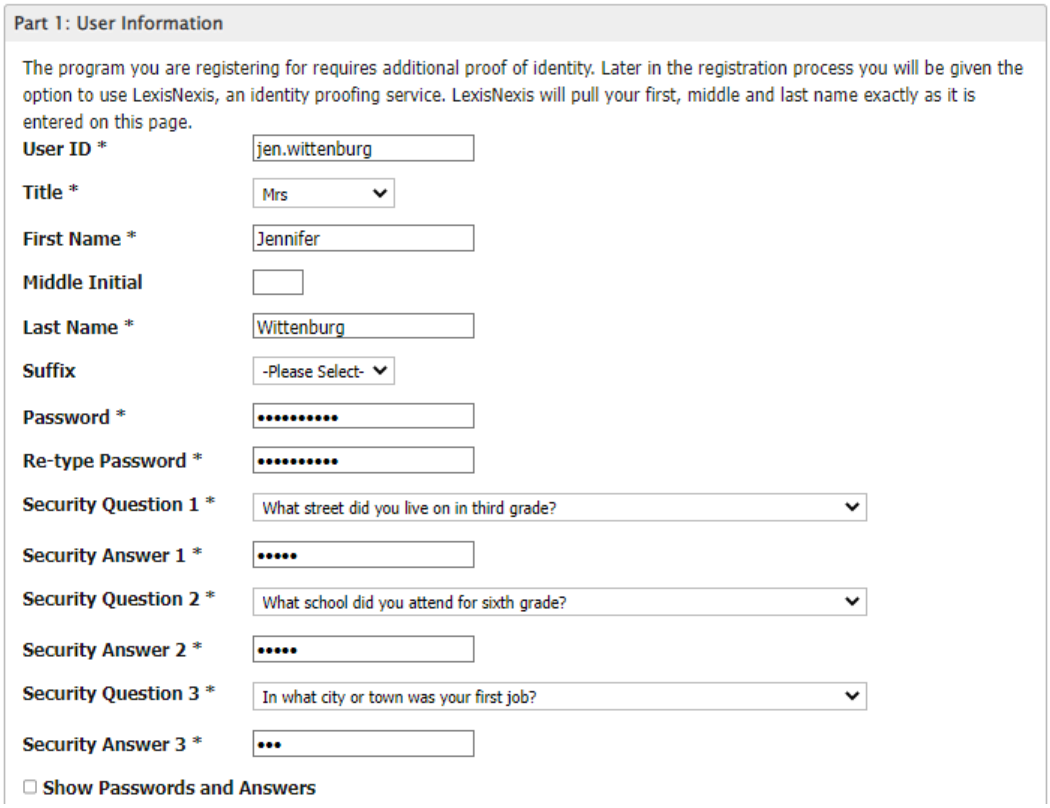


14. On the next page select 'Save Selected Facilities'



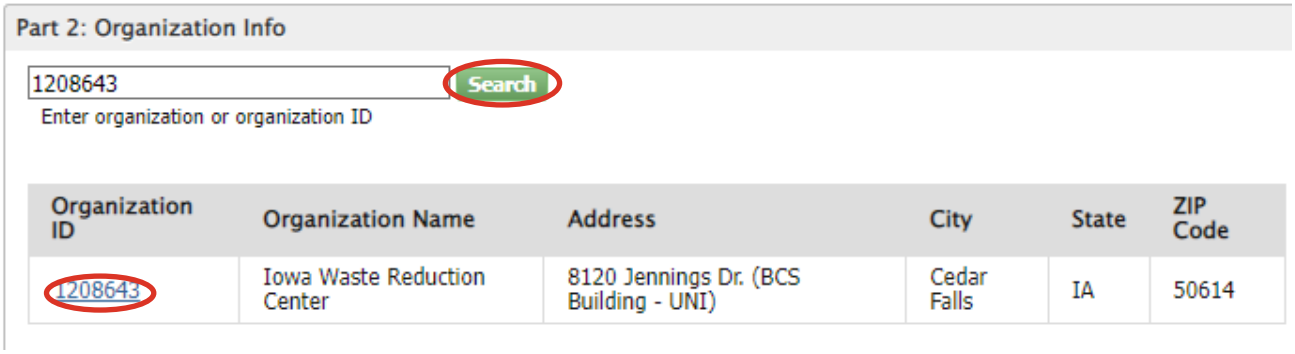
15. On the registration page fill out all boxes that include an asterisk (*)

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



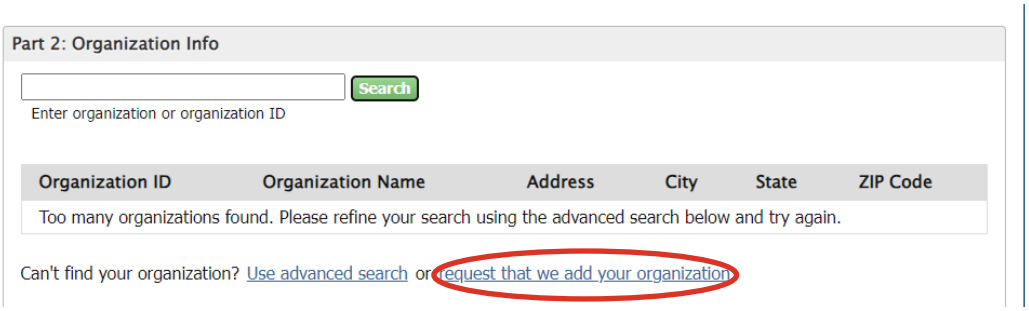
16. **Under 'Organization Info' enter your organization ID or name and select 'Search'**

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

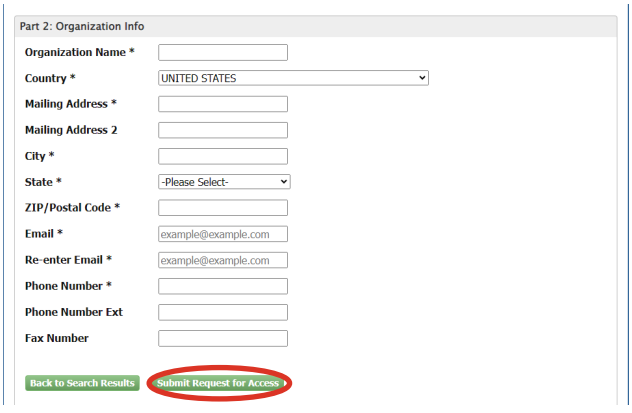


a. **If your organization does not appear after searching, follow the next step**

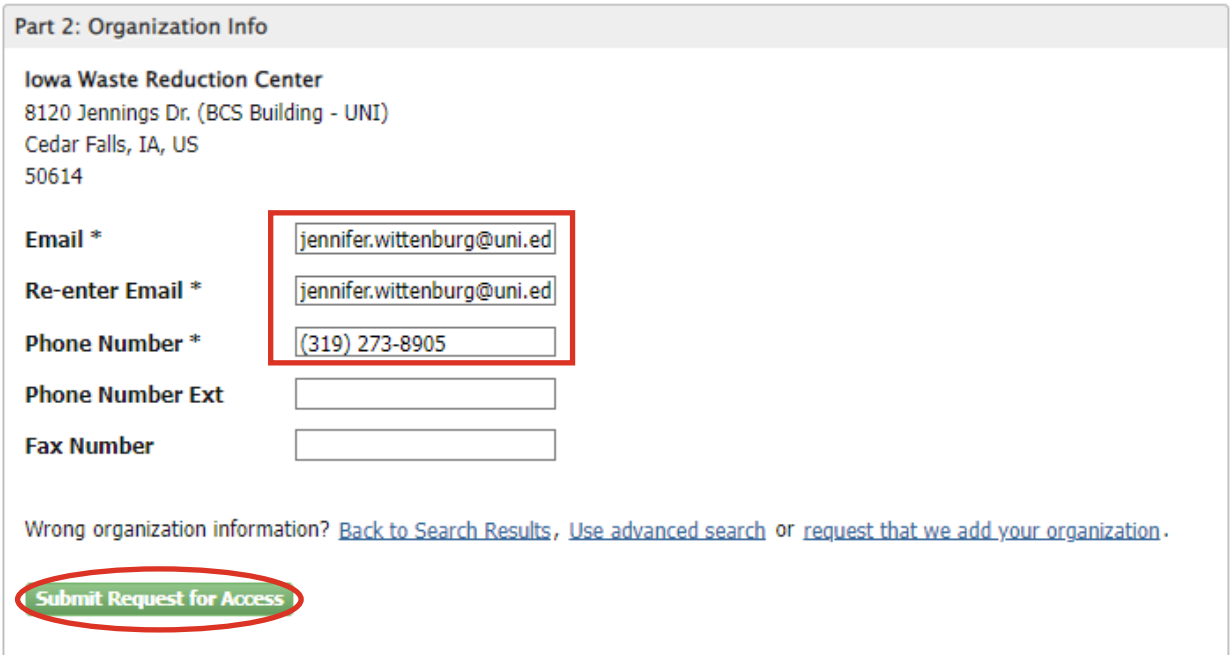
18. **Select 'Request that we add your organization'**



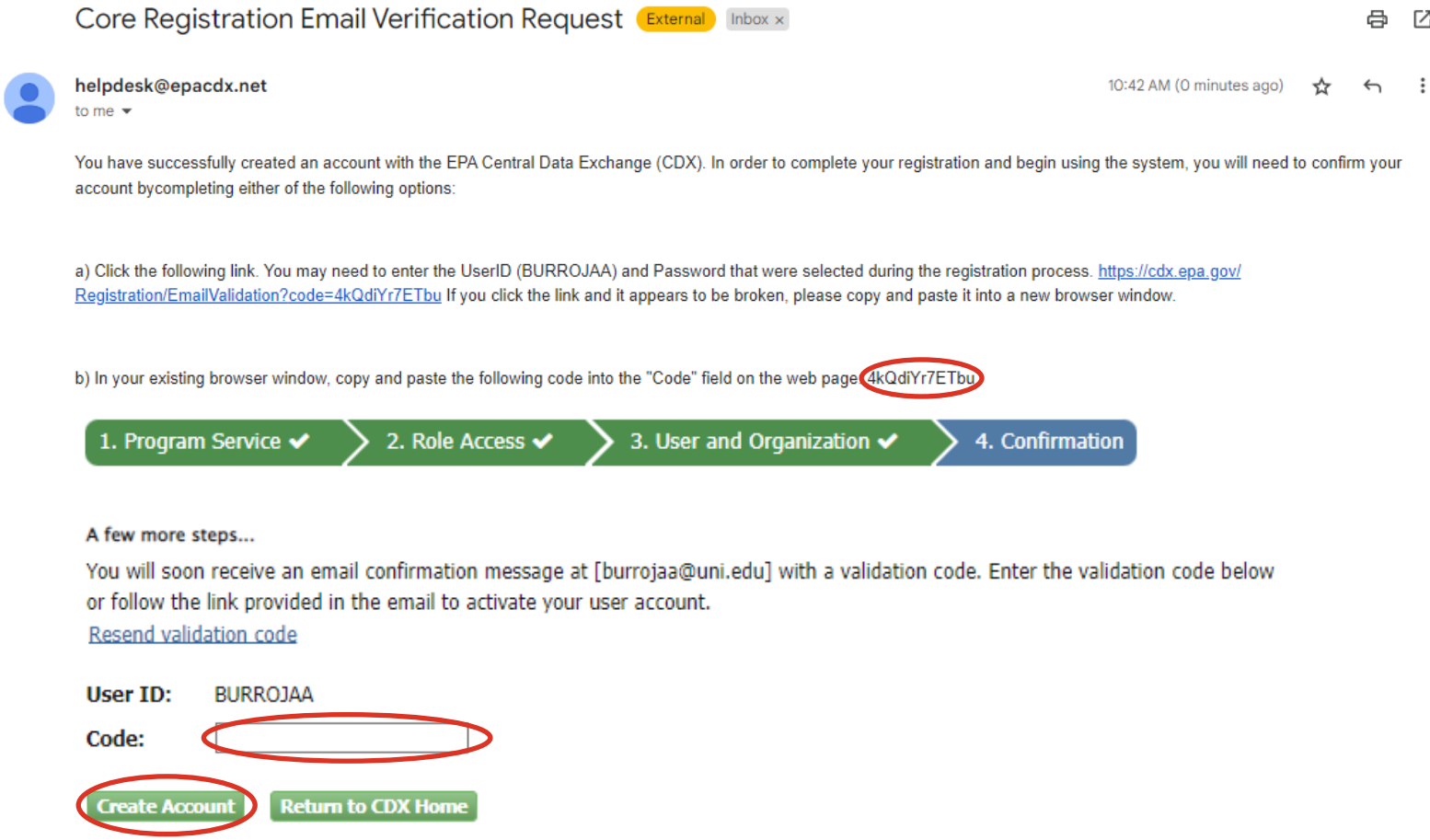
19. **Fill out your organization information in all the boxes with the * and select 'Submit Request for Access' and skip to step 19**



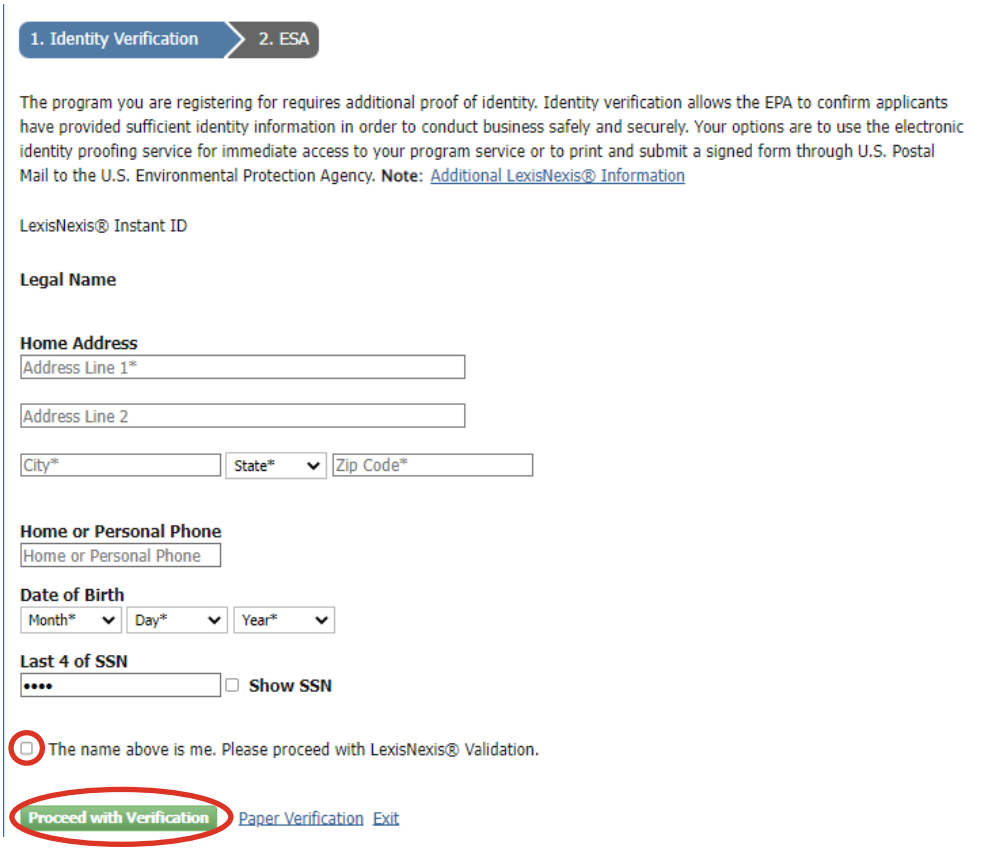
20. Enter your phone number and email address then select 'Submit Request for Access'



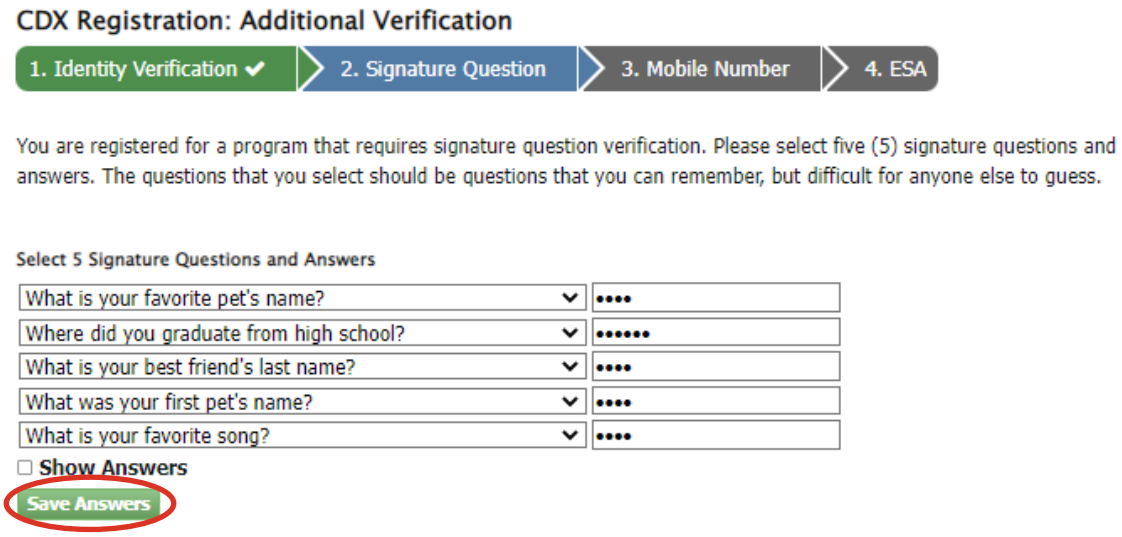
21. Check your email for a code (make sure to check spam folder)and copy and paste it in the 'Code' field then select 'Create Account'



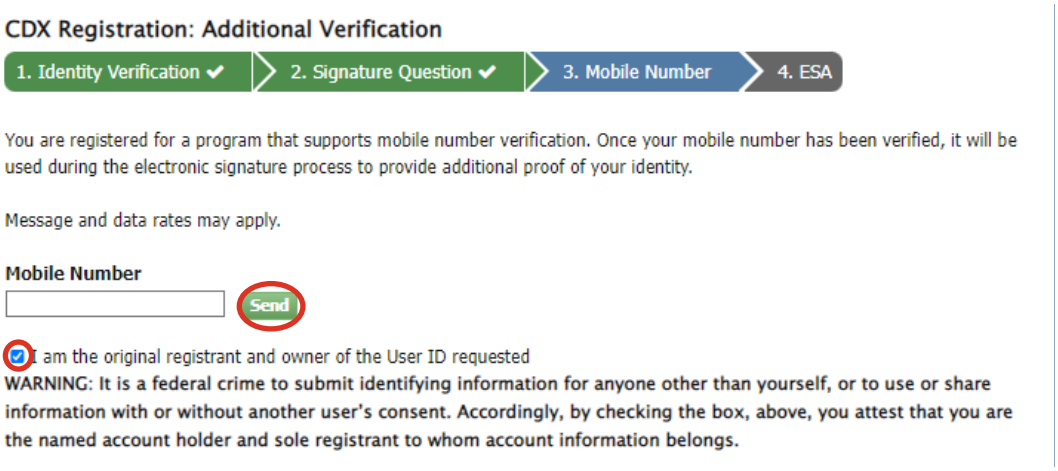
22. the Identity Verification page fill out the required fields (*), check the box, and select 'Proceed with Verification'



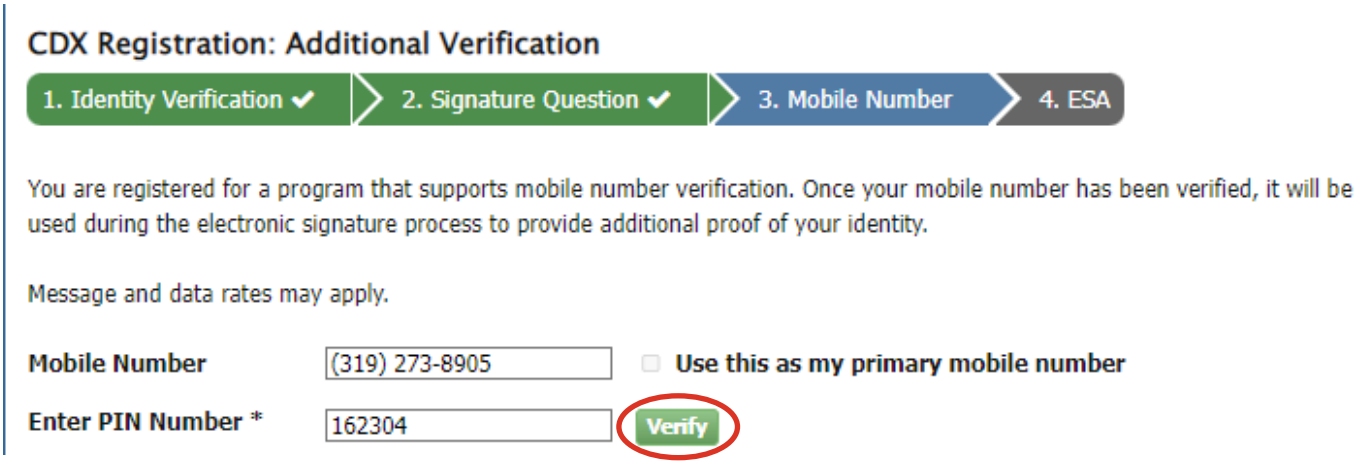
23. On the Signature Question page fill out the 5 questions and answers and 'Save Answers'



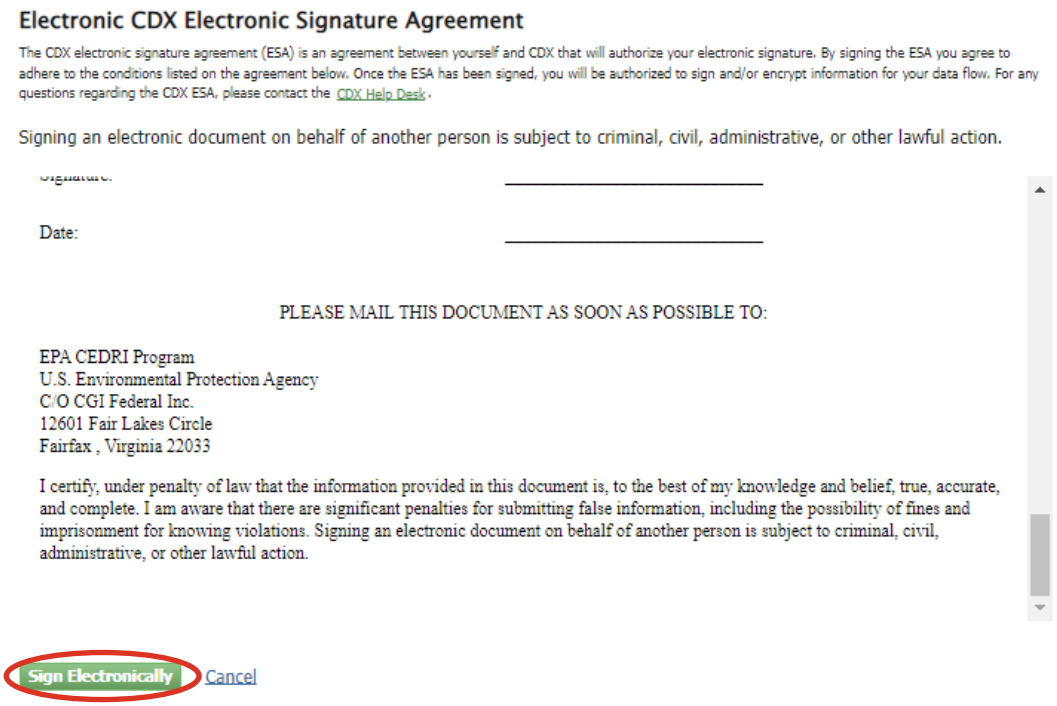
24. On the Mobile Number page enter your phone number, check the box, and select 'send' or choose 'Skip Mobile Number Setup'



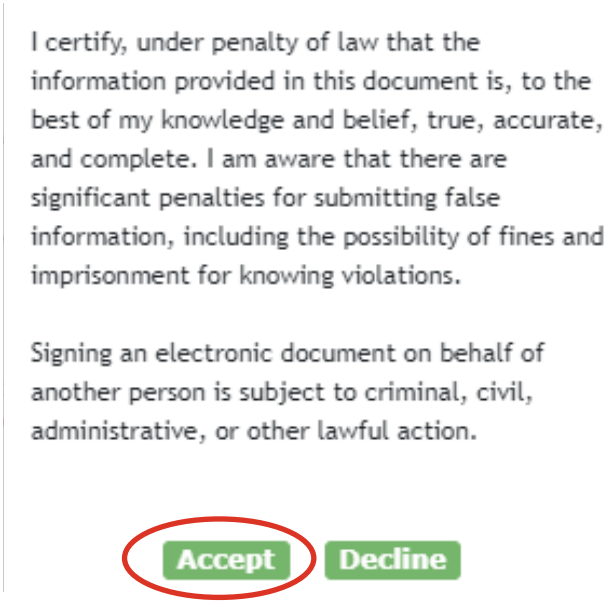
25. If you chose to enter your mobile number, enter the PIN sent to your mobile device into the PIN number field and select 'Verify'



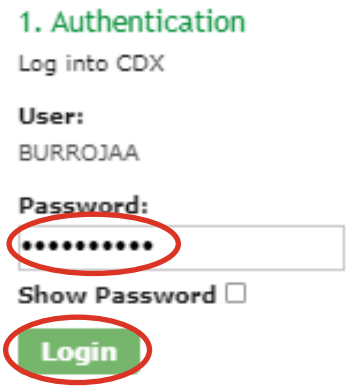
26. On the ESA page select ‘Sign Electronically’



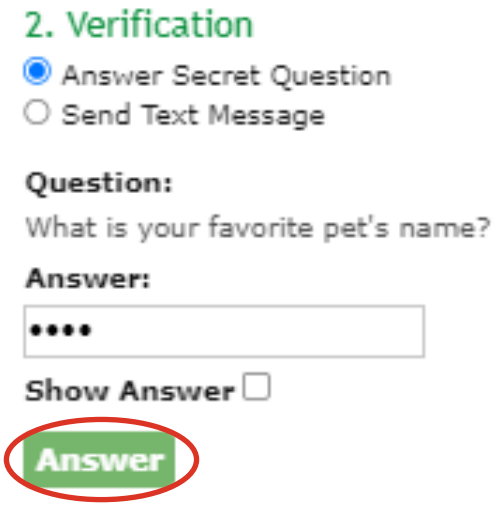
27. Select ‘Accept’ when prompted



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



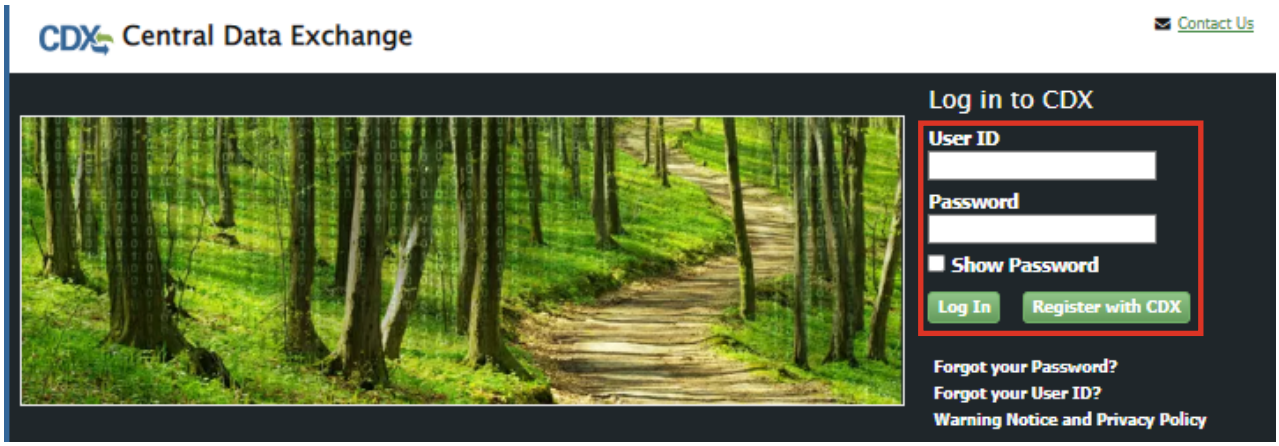
29. Choose 'Answer Secret Question' or 'Send Text Message' and either enter the answer to your question or code from the text message sent to our mobile device



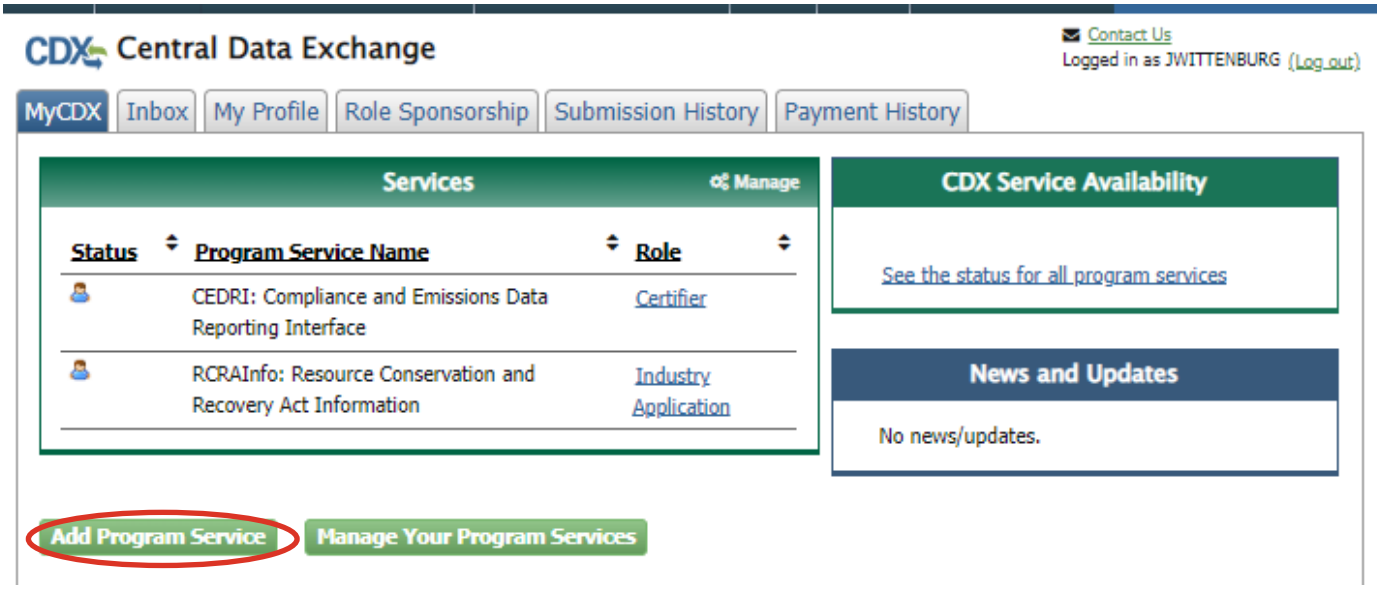
30. Lastly, select 'Sign File' and your account is officially created

IF CDX ACCOUNT ALREADY EXISTS

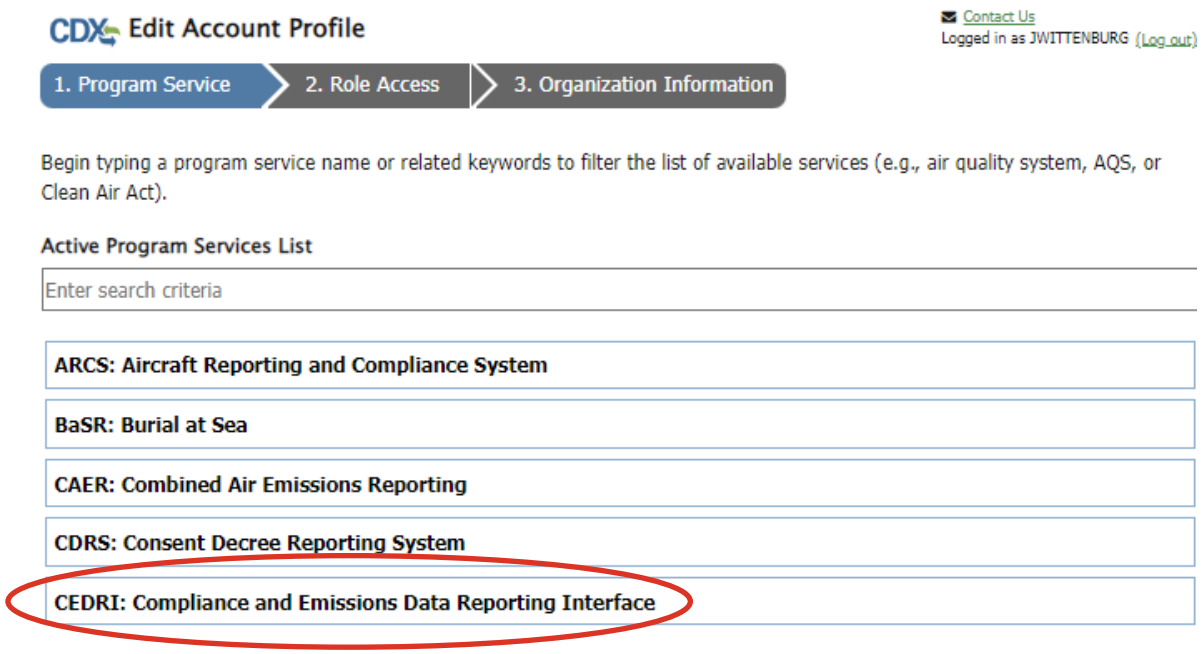
1. Visit CDX Website
2. Enter User ID and Password
3. Click ‘Log In’



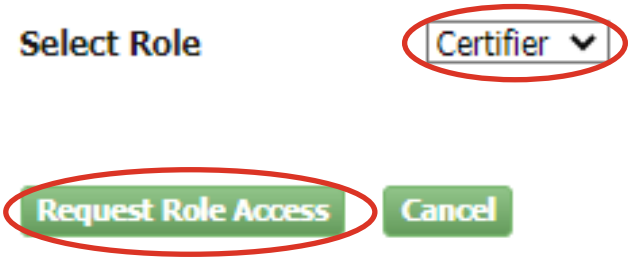
4. In your CDX page select ‘Add Program Service’



5. In the Program Service page select ‘CEDRI: Compliance and Emissions Data Reporting Interface’

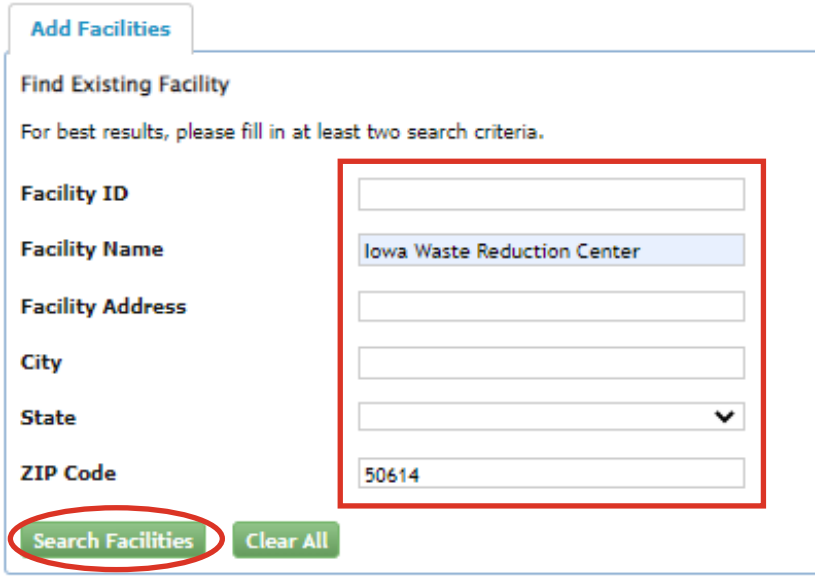


6. On the Role Access page select ‘Certifier’ from the dropdown menu and then select ‘Request Role Access’

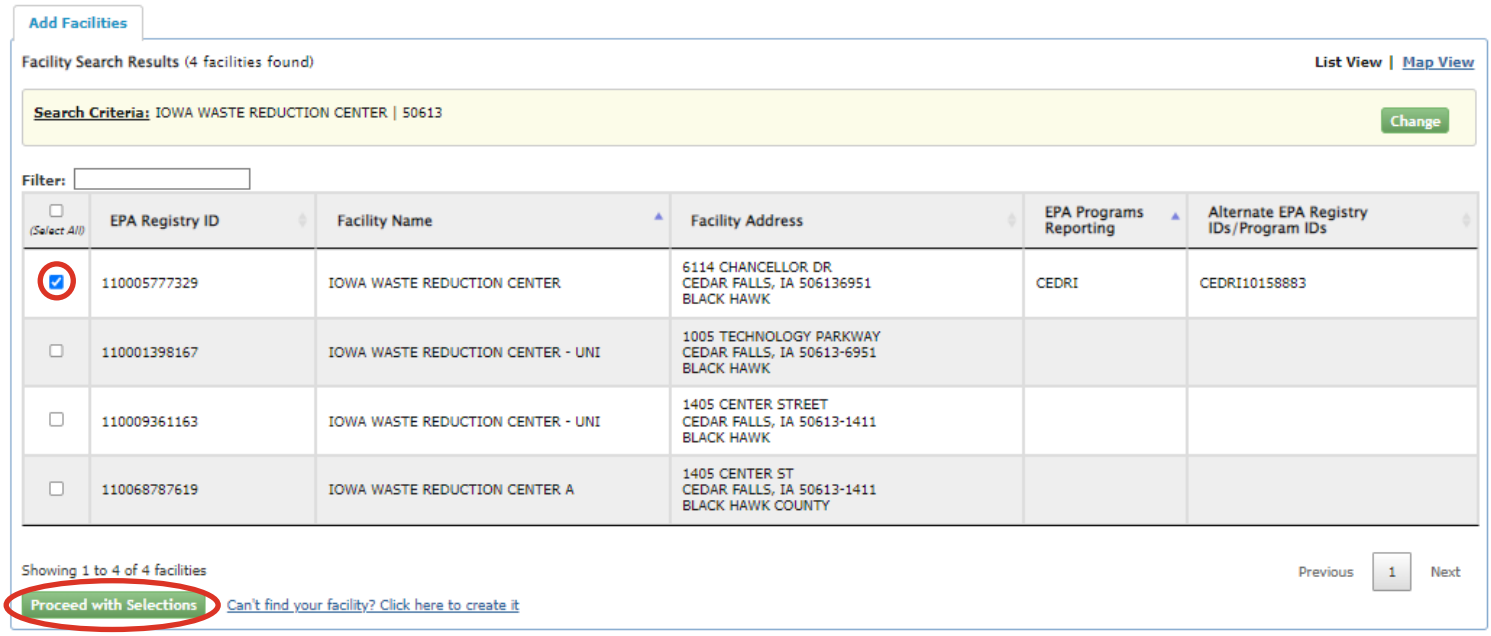


7. On the Organization Information page select ‘Add Facilities’

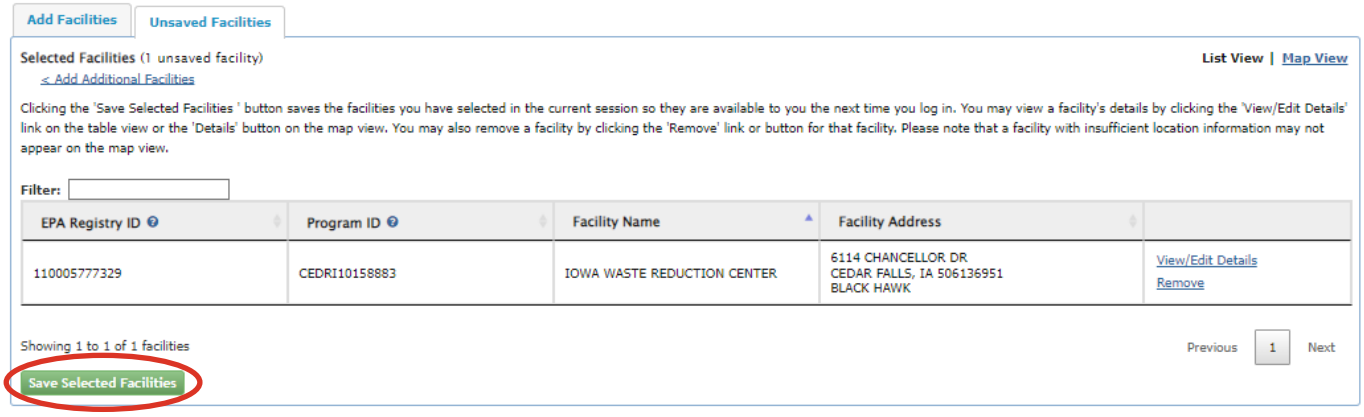
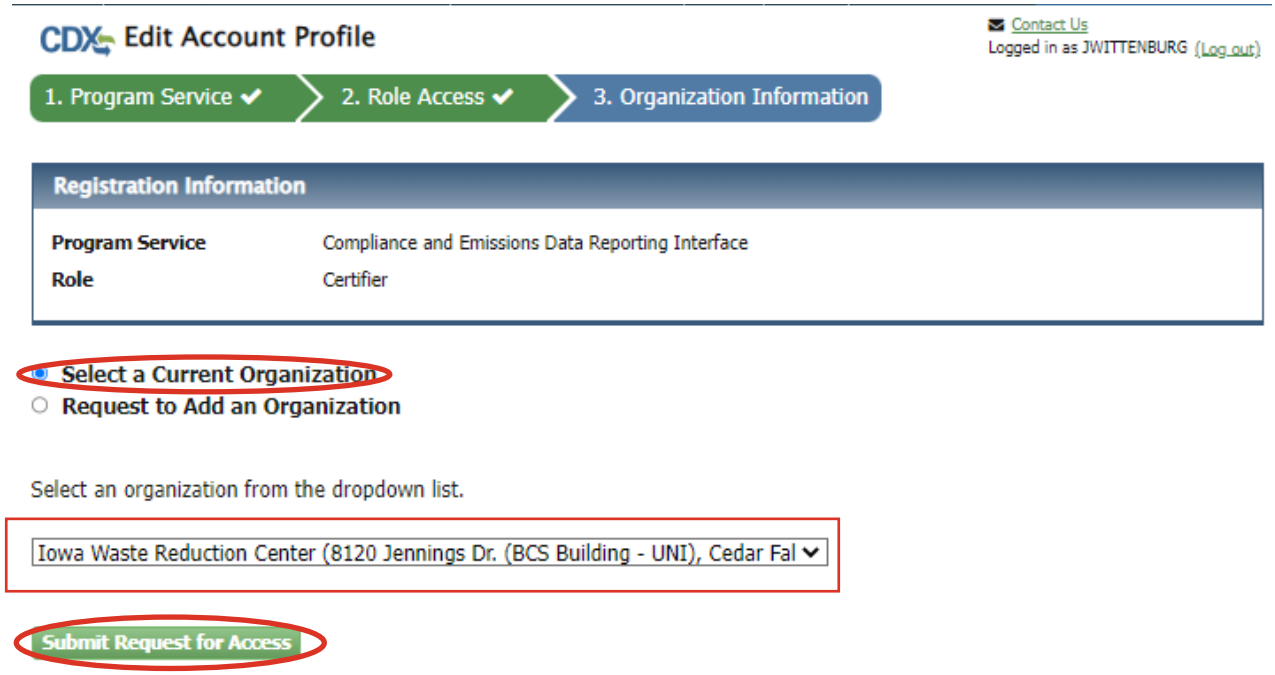
8. Enter at least two search criteria that include your Facility ID, State, or ZIP Code and select ‘Search Facilities’



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



10. On the next page select ‘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’