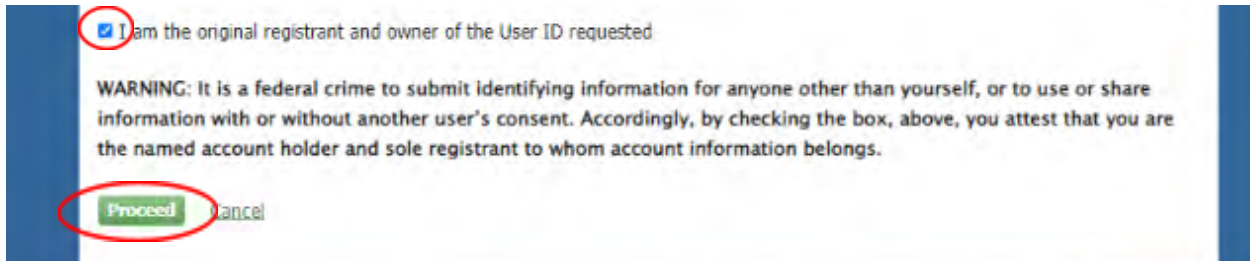This job aid is designed to assist those who are required to submit documents through the Compliance and Emissions Data Reporting Interface (CEDRI). CEDRI is accessed through the Central Data Exchange (CDX) – the Environmental Protection Agency's (EPA) electronic reporting site for collecting and distributing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

☑ 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. On the Program Service page select 'CEDRI'

CDX Core CDX Registration   ✉ Contact Us

1. Program Service > 2. Role Access > 3. User and Organization > 4. Confirmation
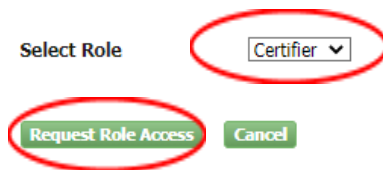
Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

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

CSPP: Submissions for Chemical Safety and Pesticide Programs

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

Select Role   Certifier ▼

Request Role Access   Cancel

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

Part 2: Organization Info					

1208643	**Search**				
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

	Search
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 *	UNITED STATES
Mailing Address *	
Mailing Address 2	
City *	
State *	-Please Select-
ZIP/Postal Code *	
Email *	example@example.com
Re-enter Email *	example@example.com
Phone Number *	
Phone Number Ext	
Fax Number	

Back to Search Results   Submit Request for Access

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 *   jennifer.wittenburg@uni.ed

Re-enter Email *   jennifer.wittenburg@uni.ed

Phone Number *   (319) 273-8905

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 ×

helpdesk@epacdx.net   10:42 AM (0 minutes ago)
to me ▾

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 bycompleting 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

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 [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'

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'

CDX Registration: Additional Verification

| 1. Identity Verification ✔ | 2. Signature Question ✔ | 3. Mobile Number | 4. ESA |

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

| 1. Identity Verification ✔ | 2. Signature Question ✔ | 3. Mobile Number | 4. ESA |

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   (319) 273-8905   **Use this as my primary mobile number**

Enter PIN Number *   162304   [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'

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'

Add Facilities

Find Existing Facility

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

Facility ID	
Facility Name	Iowa Waste Reduction Center
Facility Address	
City	
State	⌄
ZIP Code	50614

Search Facilities | Clear All

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 | Change

Filter:

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

Showing 1 to 4 of 4 facilities | Previous | 1 | Next

Proceed with Selections | Can't find your facility? Click here to create it

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'