

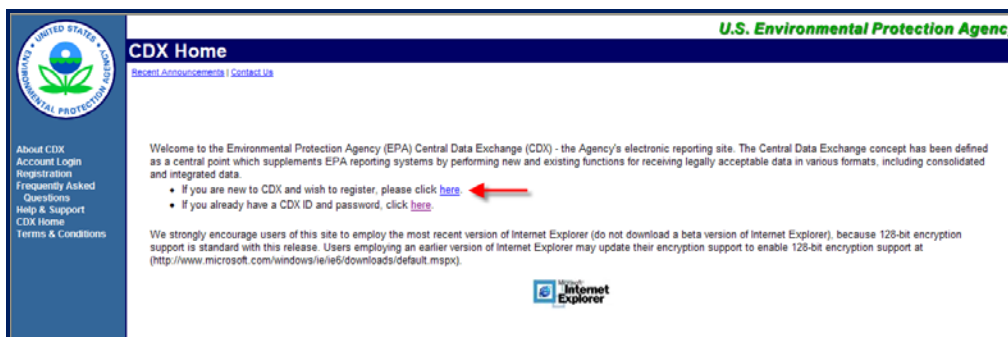
## CDX Registration for Cooperative Agreement Recipients

CDX registration is a one-time process that each Cooperative Agreement Recipient (CAR) user must go through to create a user name and password for accessing ACRES. You will need the eight-digit grant number for your Cooperative Agreement (CA), and the state in which the CAR is located. Each CA number can be used more than once, allowing for multiple users for each CAR organization.

1. Open an Internet browser to the following URL: <https://cdx.epa.gov>. After reading the Warning Notice and Privacy Statement, click “[Click here to continue](#).”



2. On the CDX Home page, click “[here](#)” in the first bullet to register as a new user with CDX.





- After reading through the Terms & Conditions, click “I ACCEPT” to continue to registration.

**Terms & Conditions**

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user 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**

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

**Privacy Statement**

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register, March 19, 2002 (Volume 67, Number 50)(Page 12019-12013)]

**Choosing a CDX Password**

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.). This password will be at least eight characters long and contain a mix of letters and numbers.

**Protecting my CDX Password**

I agree to protect my CDX password.

*I will not divulge my password to any other individual, I will not store it in an unprotected location, and I will not allow it to be written into computer scripts to achieve automated login.*

**Limited CDX Software Distribution**

Any distribution of software provided by the Environmental Protection Agency's Central Data Exchange shall be handled according to any defined license practices.

CDX provides tools which contains FIPS-validated RSA BSAFE Crypto-J which is classified under Export Commodity Classification Number (ECCN) 5D002 "Encryption Software" referenced under CCATS G059799. This product is eligible for license exception ENC under Sections 740.17 (A) and (B) (2) of the Export Administration Regulations (EAR). The exportation of this item classified by the Bureau of Industry and Security (BIS) as 5D002 "Unrestricted" to foreign subsidiaries of US companies is permitted under this license exception ("ENC "Encryption"). This license exception does not apply to the embargoed nations of Cuba, Iran, North Korea, Sudan and Syria or any parties found on the various government denial lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United States' standard regulations for encryption at <http://www.access.gpo.gov/bis/earpdf740.pdf>

**Actions to take if my CDX Account has been Compromised**

If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

**Terminating my CDX Account**

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 via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

- On the User Information screen, enter your name and create your user name and password. Enter a secret question and answer for easy authentication if you forget your password. Click “Next>>” after all required fields have been completed.

**Registration**

**CDX Registration: User Information**

Use the TAB key to move from field to field. \* = REQUIRED FIELD

First Name: Mrs. ACRES \*  
 Last Name: User \* Suffix: --

Please choose a user name and password—passwords must be a minimum of 8 characters, contain at least 1 of each: uppercase character, lowercase character, number. Both passwords and user names are restricted to alpha-numeric characters and may not begin, or end, with a number or contain spaces or symbols, e.g. \$ # . " or @. Your user name should not be a part of your password and your password should not contain the word "password". If you enter a user name which is in use, you will be asked to select a new user name.

User Name: ACRESUser1 \*  
 (At least 8 characters; Don't use \$ # . " or @)

Password: \*\*\*\*\* \*  
 Re-enter Password: \*\*\*\*\* \*  
 (At least 8 characters with at least 1 of each: uppercase character, lowercase character, number; Don't use \$ # . " or @)

The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Secret Question: Mother's Maiden Name \*  
 Secret Answer: Smith \*



5. On the Organization Information screen, enter the required information for your organization and click “Next>>.”

**Registration** U.S. Environmental Protection Agency  
Recent Announcements | Contact Us  
Logged in as: ACRESUSER1  
My CDX > Registration

**CDX Registrations: Organization Information**  
Use the TAB key to move from field to field. \* = REQUIRED FIELD

Organization Name: Recipient Organization \*  
Registrant's Work Mailing Address 1: 123 Main Street \*  
Registrant's Work Mailing Address 2: \*  
City: Somewhere \*  
State/Province: Texas \*  
Zip/Postal Code: 12345 \*  
Country: UNITED STATES \*

E-mail: mrsmith@car.org \*  
Phone Number: 555-555-5555 \* Ext: 55  
U.S., Canada & Caribbean Islands Phone Format  
###-###-####  
International Phone Format  
011 - Country Code - City Code<sup>1</sup> - Local Number  
<sup>1</sup>As necessary.

Next>>

6. On the Add Program screen, select Assessment Cleanup and Redevelopment Exchange System (ACRES), which is the first option. Then click “Next>>.”

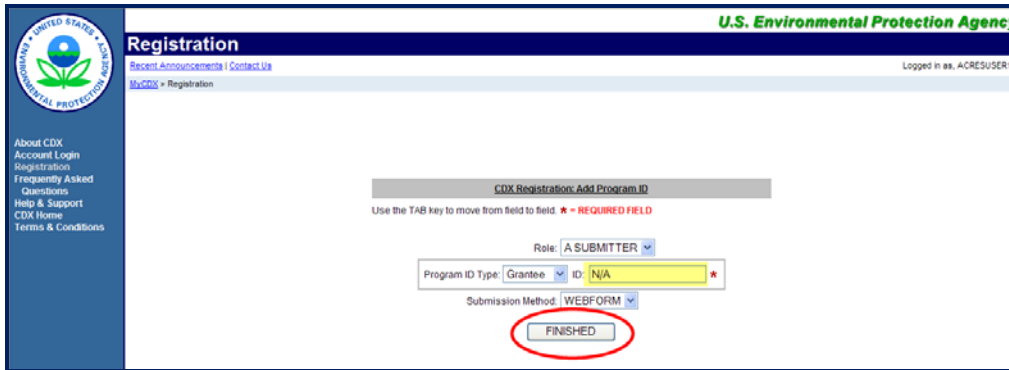
**Registration** U.S. Environmental Protection Agency  
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My CDX > Registration

**CDX Registration: Add Program**

- Assessment Cleanup and Redevelopment Exchange System (ACRES)
- Environmental Appeals Board (EAB)
- Audit Policy Self-Disclosure (eDisclosure)
- Facility Registry System - Update Service (FRS-US)
- Great Lakes Environmental Database Query System (GLENDL)
- Exchange Network Grant Semi-Annual Reporting Forms (IEPB)
- Lead-Based Paint Program (LEAD)
- LT2, LT2, Stage 2, and IDSE Plan/Report Entry (LT2)
- National Environmental Methods Index Contaminants (NEMI-CBR)
- Ozone Depleting Substances (ODS)
- Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS)
- Office of Transportation and Air Quality Fuels Registration (OTAQREG)
- Cellulosic Biofuel Waiver Credits Pay gov Application (OTAQWaiverCredits)
- Radionuclide NESHAPs (RAD)
- Radiation Network (RADNET)
- Risk Management Plan (RMPESUBMIT)
- Stormwater Notice of Intent (eNOI) (SWENOI)
- Toxic Release Inventory Made Easy Web (TRIMEweb)
- TRI State Data Exchange (TRISDX)
- TSCA (TSCA)
- Toxic Substance Control Act - H&SD Form (TSCA-H&SD)
- Compliance Information Systems (VERIFY)
- Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG)
- Water Contaminant Information Tool (WCIT)

Next>>

- On the Add Program ID screen, enter N/A in the ID field and click “FINISHED.”



Registration U.S. Environmental Protection Agency

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MyCDX > Registration

**CDX Registration: Add Program ID**

Use the TAB key to move from field to field. \* = REQUIRED FIELD

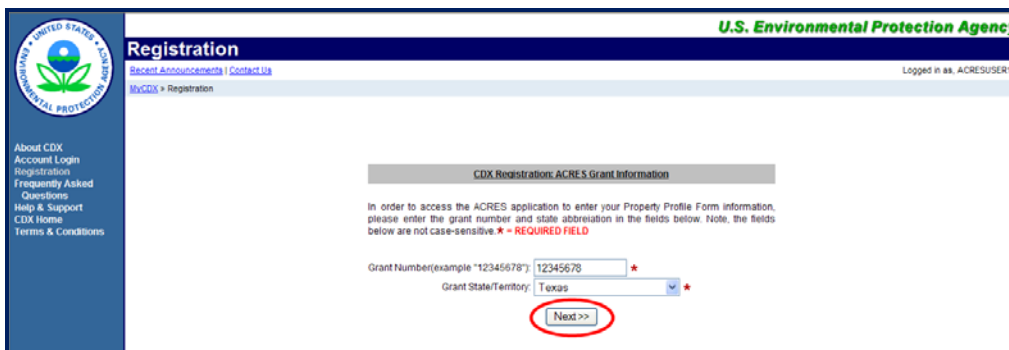
Role: A SUBMITTER

Program ID Type: Grantee ID: N/A \*

Submission Method: WEBFORM

**FINISHED**

- On the ACRES Grant Information screen, enter your eight-digit CA number and select the state in which the CAR is located. Be sure to exclude the two-letter prefix and any amendment numbers when entering your eight-digit CA number. Click “Next>>.”



Registration U.S. Environmental Protection Agency

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MyCDX > Registration

**CDX Registration: ACRES Grant Information**

In order to access the ACRES application to enter your Property Profile Form information, please enter the grant number and state abbreviation in the fields below. Note, the fields below are not case-sensitive. \* = REQUIRED FIELD

Grant Number(example "12345678") 12345678 \*

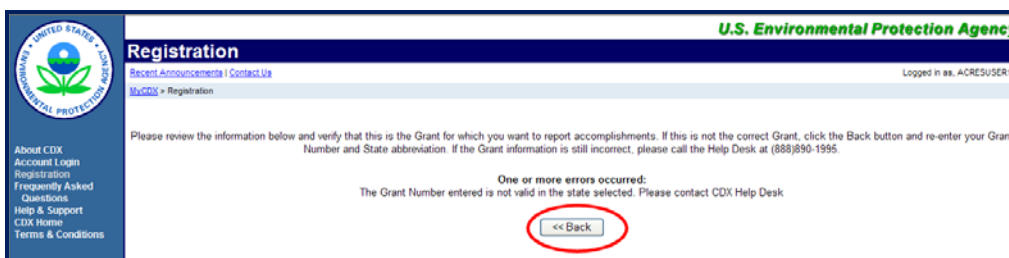
Grant State/Territory Texas \*

**Next >>**

**Do NOT include the two-letter prefix  
or any amendment numbers when  
entering your eight-digit CA number:**

~~2B~~ 12345678 ~~-01~~

- If the registration is unsuccessful, click “<<Back” and re-enter your information making sure to exclude any prefix and amendment characters. If you continue to have trouble, please contact the CDX Help Desk at 1-888-890-1995.



Registration U.S. Environmental Protection Agency

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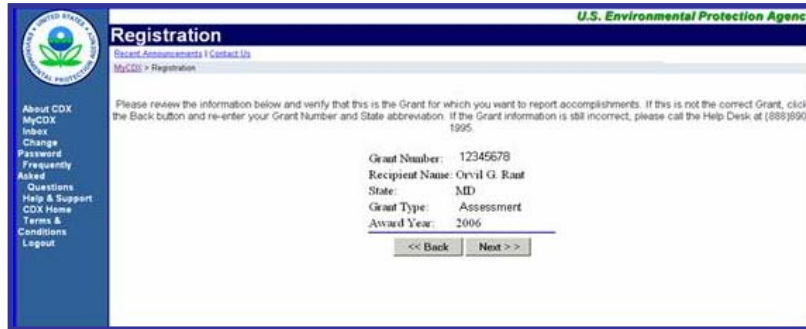
MyCDX > Registration

Please review the information below and verify that this is the Grant for which you want to report accomplishments. If this is not the correct Grant, click the Back button and re-enter your Grant Number and State abbreviation. If the Grant information is still incorrect, please call the Help Desk at (888)890-1995.

One or more errors occurred:  
The Grant Number entered is not valid in the state selected. Please contact CDX Help Desk.

**<< Back**

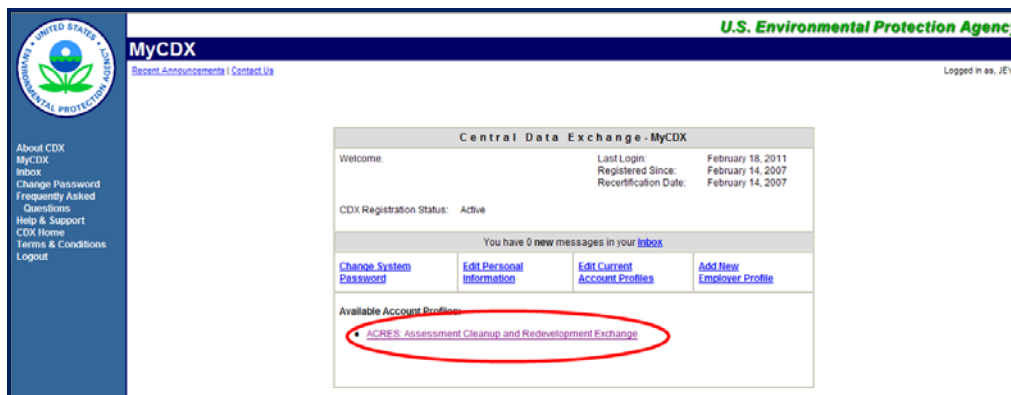
- If the registration is successful, a confirmation screen will appear with the identifying information for the Cooperative Agreement number that you entered. If the information is not for the CA you were expecting, click “<<Back” and re-enter the CA number and state. If the CA information is correct, click “Next>>.”



9. Click “Finished” to complete the registration process. You will receive an e-mail confirming your registration at the address you entered in Step 5.



10. Click on the “ACRES: Assessment Cleanup and Redevelopment Exchange” link in the Available Account Profiles portion of the MyCDX screen to access your ACRES home screen.



If you do not have the ACRES link under Available Account Profiles as depicted above, please contact the CDX Help Desk at 1-888-890-1995 or at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) (hours of operation are 8:00 am to 6:00 pm EST).

**ACRES HELP DESK**  
**[acres\\_help@epa.gov](mailto:acres_help@epa.gov) or 703-284-8212**  
**M-F, 9am-5pm EST**

