

# **Verify Information System Manufacturer Code & User Account Setup**

**November 3, 2011**



# Steps for Doing Business with EPA's Verify System

1. Request and obtain an EPA manufacturer code
2. Register users for Verify



# Request a Manufacturer Code Through Verify

- What is an EPA manufacturer code?
  - It's a three character alphanumeric sequence that is associated with your company.
  - It's used in each test group, engine family or component family name
  - All companies that plan to certify vehicles, engines and components with EPA must have one
  - Only one manufacturer code is assigned to each company, even if that company plans to certify products within multiple industries
- To submit information to the Verify system, you must have a manufacturer code registered in the Verify system.



# Request a Manufacturer Code Through Verify Continued

- The complete instructions to Request a Manufacturer Code is on the Verify web site at <http://www.epa.gov/otaq/verify/mfr-code.htm>
- Step 1 – Create a temporary CDX user account (cdx.epa.gov)
  - This account is only used to request a Manufacturer Code
  - The Verify account is created in a separate step

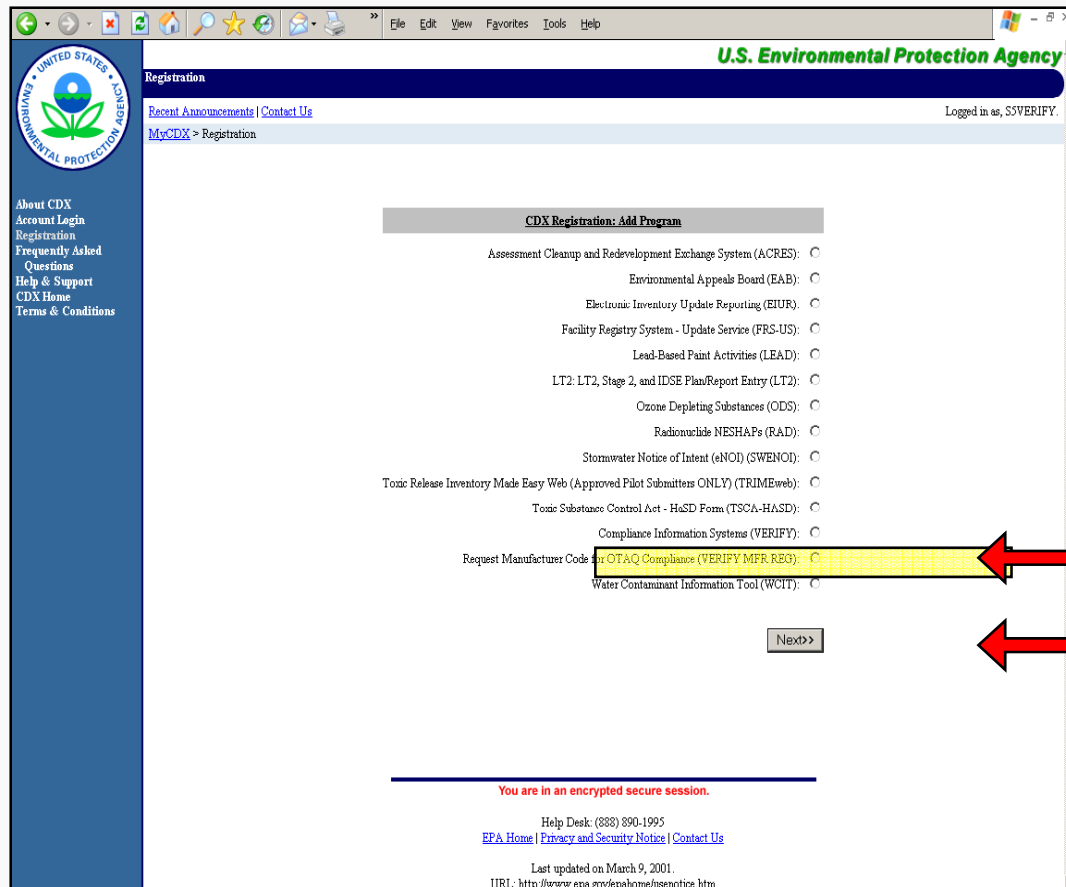


# Request a Manufacturer Code: Step 1

The screenshot shows a web browser window displaying the "CDX Registration: User Information" form. The browser's address bar shows "U.S. Environmental Protection Agency". The page title is "Registration". The left sidebar contains links for "About CDX", "Account Login", "Registration", "Frequently Asked Questions", "Help & Support", "CDX Home", and "Terms & Conditions". The main content area includes a "CDX Registration: User Information" header, a "REQUIRED FIELD" instruction, and several input fields: "First Name" (with a dropdown menu), "Last Name", "Suffix", "User Name", "Password", "Re-enter Password", "Secret Question", and "Secret Answer". A "Next >>" button is located at the bottom right of the form. A red arrow points to the "Next >>" button. At the bottom of the page, there is a footer with the text: "You are in an encrypted secure session.", "Help Desk: (888) 800-1995", "EPA Home | Privacy and Security Notice | Contact Us", and "Last updated on October 27, 2006. URL: http://www.epa.gov/epahome/registex.htm".



# Request a Manufacturer Code: Step 1 Continued



At the “CDX Registration: Add Program” screen, select :

**“Request Manufacturer Code for Vehicle or Engine Compliance (VERIFY MFR REG)”**



# Request a Manufacturer Code: Step 1 Continued

U.S. Environmental Protection Agency  
Registration  
Recent Announcements | Contact Us  
MyCDX > Registration  
Logged in as, S5VERIFY.

**CDX Registration: Add Program ID**  
Use the TAB key to move from field to field. \* = REQUIRED FIELD

Role: [A SUBMITTER] ▼  
Program ID Type: [New Manufacturer Registration] ▼ ID: [N/A] \*  
Submission Method: [WEBFORM] ▼

FINISHED

Please enter N/A into this field.

You are in an encrypted secure session.  
Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
Last updated on October 7, 2005.  
URL: <http://www.epa.gov/epahome/usetnotice.htm>

At the “CDX Registration: Add Program ID screen”, enter the value specified below:

- Role = **“A SUBMITTER”**
- Program ID Type = **“New Manufacturer Registration”**
- ID = **“N/A”**
- Submission Method = **“WEBFORM”**



# Request a Manufacturer Code through Verify Continued

- Step 2 – Request the Manufacturer code; before starting the process be sure that you have the following information:
  - Legal Company Name, and an existing manufacturer code (if you have one)
  - Industries you certify.
  - Your company addresses
  - Your company contact information by compliance program for each industry (includes the contact's name, role, email, address, and phone number)
  - Notification email address (for certification and confirmatory test)



# Request a Manufacturer Code: Step 2

The screenshot shows the MyCDX web interface. The header includes the EPA logo and the text "U.S. Environmental Protection Agency". The user is logged in as "SSVERIFY". The main content area is titled "Central Data Exchange - MyCDX" and displays a welcome message for "Mr. Somoza". It shows the user's registration status as "Active" and provides a table of account profiles. A red arrow points to the link "VERIFY MFR REG: Request Manufacturer Code for OTAQ Compliance" in the "Available Account Profiles" section.

Central Data Exchange - MyCDX			
Welcome, Mr. Somoza	Last Login: November 20, 2006	Registered Since: November 20, 2006	Recertification Date: November 20, 2006
CDX Registration Status: Active			
You have 1 new message in your <a href="#">Inbox</a>			
<a href="#">Change System Password</a>	<a href="#">Edit Personal Information</a>	<a href="#">Edit Current Account Profiles</a>	<a href="#">Add New Employer Profile</a>
Available Account Profiles:			
- <a href="#">VERIFY MFR REG: Request Manufacturer Code for OTAQ Compliance</a>			

From your MyCDX home page,  
click on the :

**“VERIFY MFR REG: Request  
Manufacturer Code for OTAQ  
Compliance”**



# Request Manufacturer Code: Step 2 Continued

Enter the Manufacturer Information in the order the tabs are displayed (for example, enter company addresses before moving on to the Contact Information tab).

**U.S. Environmental Protection Agency**

## Request for EPA Manufacturer Code

MyCDX > Request for EPA Manufacturer Code Logged in as SANDRA4704. Manufacturer: EPA - EPA [Logout](#)

### Manufacturer Information

\* = required field  
+ = CTRL-click to select multiple values [Help](#)

**Manufacturer** | Addresses | Contact Information | Notification Emails

#### Manufacturer Information

Manufacturer Full Company Legal Name *	<input type="text"/>
Previous Manufacturer Code? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Manufacturer Code Previously Assigned By EPA *



# Request Manufacturer Code: Step 2 Continued

**Industries\***

Please include all applicable industries for which you will be requesting a certificate of conformity from EPA. For each selected industry, please include the first model year you expect to request a certificate.

- Aircraft
- All Terrain Vehicle
- Alternative Fuel Converter (LDV/LDT/HDV Chassis Certified)
- Complete Heavy-Duty Highway Vehicle
- Heavy-Duty Highway Compression-Ignition
- Heavy-Duty Highway Evaporative
- Heavy-Duty Highway Spark-Ignition
- Heavy-Duty Highway Tractors & Vocational Vehicles
- Highway Motorcycle
- ICI
- ICI - Light-Duty
- Independent Test Lab
- Light-Duty Vehicle & Truck
- Locomotive
- Marine Compression-Ignition
- Marine IMO
- Nonroad Compression-Ignition
- Nonroad Spark-Ignition - Evaporative Component & Equipment/Vessels
- Nonroad Spark-Ignition - Large
- Nonroad Spark-Ignition - Marine
- Nonroad Spark-Ignition - Small
- Off-highway Motorcycle
- Portable Fuel Container
- Snowmobile

**Manufacturer Comments** ( 1000 characters available )

[Print](#)      [Next >](#)      [Review & Submit](#)

Select all applicable industries for your company. Note that you can edit the list of applicable industries anytime.



# Request Manufacturer Code: Step 2 Continued

**U.S. Environmental Protection Agency**

## Request for EPA Manufacturer Code

MyCDX > Request for EPA Manufacturer Code Logged in as, SANDRA4704, Manufacturer: EPA - EPA (Logout)

### Manufacturer Information

\* = required field  
+ = CTRL-click to select multiple values

[Help](#)

**Manufacturer** | **Addresses** | **Contact Information** | **Notification Emails**

#### Company Address Information

**Address #1**

Address Label *	<input type="text"/>	Example: Company Headquarters
Address, First Line *	<input type="text"/>	
Address, Second Line	<input type="text"/>	
Address, Third Line	<input type="text"/>	
Address, Fourth Line	<input type="text"/>	
City *	<input type="text"/>	Country * <input type="text" value="Select"/>
State	<input type="text" value="Select"/>	Zip Code <input type="text"/>
State/Province *	<input type="text"/>	Postal Code * <input type="text"/>
Active/Inactive Status *	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	

[Delete This New Address](#)

[Add Another Address](#)

[Print](#)   [< Previous](#)   [Next >](#)   [Review & Submit](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
URL: <http://www.epa.gov/epahome/usenotice.htm>

Enter your Company's address information.

Note that you can enter more than one address.



# Request Manufacturer Code: Step 2 Continued

**Request for EPA Manufacturer Code** U.S. Environmental Protection Agency

MyCDX > Request for EPA Manufacturer Code Logged in as: SANDRA4704 - Manufacturer: EPA - EPA (Logout)

### Manufacturer Information

\* = required field  
+ = CTRL-click to select multiple values

**Manufacturer** | Addresses | **Contact Information** | Notification Emails

#### Company Contact Information

Company Contact #1

Prefix:  Title:

First Name \*:  Middle Initial:

Last Name \*:  Suffix:

Contact Role \*:  Contact Role, If Other:

Active/Inactive Status \*:  Active  Inactive

Contact Industry/Compliance Programs

Industry	Compliance Program(s)	Delete
<input type="text" value="Select"/>	All Certification Confirmatory Test	<input type="button" value="Delete"/>

Contact Address/Phone Information

Address \*:

Primary Email Address \*:

Secondary Email Address:

You are in an encrypted secure session.

Help Desk: (888) 896-1995  
EPA Home | Privacy and Security Notice | Contact Us  
URL: http://www.epa.gov/epahome/usenotice.htm

Enter your contact information.

Note that you will need to enter a contact for each selected Industry.



# Request Manufacturer Code: Step 2 Continued

Enter the email addresses for your company that should receive emails regarding certificate requests or confirmatory test status updates.

**Request for EPA Manufacturer Code** U.S. Environmental Protection Agency

MyCDX > Request for EPA Manufacturer Code Logged in as: SANDRA704, Manufacturer: EPA - EPA (Logout)

### Manufacturer Information

\* = required field  
+ = CTRL-click to select multiple values Help

**Manufacturer** | Addresses | Contact Information | **Notification Emails**

#### Broadcast Notification Email Address Information

Use this form to indicate to which email addresses Verify should send broadcast notifications.

**Notification Email Address #1**

Notification Email Address \*  Email Notification Type \*

Industry \*+

Active/Inactive  Active  Inactive

You are in an encrypted secure session.

Help Desk: (888) 890-1995  
EPA Home | Privacy and Security Notice | Contact Us  
URL: http://www.epa.gov/epahome/usenotice.htm



# Request a Manufacturer Code: Step 2 Continued

The screenshot shows a web browser window displaying the U.S. Environmental Protection Agency's MyCDX portal. The page title is "Review" and the user is logged in as "S5VERIFY, Manufacturer: Me - N/A". The breadcrumb trail is "MyCDX > Request for EPA Manufacturer Code > Review > Success". The main content area contains the following text:

EPA makes every effort to process a Request for EPA Manufacturer code in a maximum of two business days. Please log back in to CDX and check your Inbox (link at left of screen) for status updates concerning your request. If you do not receive an answer within two business days, please call the CDX Help Desk at 1-888-890-1995 or epacdx@esc.com. Your New EPA Manufacturer code Request has been submitted to the EPA.

If you have any questions, you can contact the EPA at:  
Environmental Protection Agency  
Office of Transportation and Air Quality  
US EPA  
2000 Traverwood Drive  
Ann Arbor, MI 48105

Details
Date: 11/20/2006
Industry: Light-Duty Vehicle & Truck
Compliance Module: Manufacturer Information

Below the table are links for "Verify Home (CDX)" and "Print". At the bottom of the page, there is a security notice: "You are in an encrypted secure session." and contact information for the Help Desk: (888) 890-1995, along with links for "EPA Home", "Privacy and Security Notice", and "Contact Us".

The confirmation page will summarize your request that was submitted to EPA for processing.

You can print this page for your records.

You will receive a notification in your MyCDX Inbox stating that your submission was sent to EPA for processing.



# Verify System User Account Setup

- Detailed instructions located on the Verify web site (<http://www.epa.gov/otaq/verify/setup.htm>)
- Manufacturer's must submit the following documents before Verify accounts can be created or activated.
  - Electronic Signature Agreement from Company Approving Official
  - User Authorization Letter and User Information form
  - Submitter Electronic Signature Agreement
- The original completed document set (“wet ink signed”) must be sent to the Verify team by the US Postal Service or a package delivery service
  - Verify Team
  - OAR/OTAQ/CISD
  - US EPA, NVFEL
  - 2000 Traverwood Drive
  - Ann Arbor, MI 48105
- EPA will review the documents above and will forward the information for all approved users to the CDX helpdesk.
- Each approved user will receive an email from CDX that will instruct the user to call the CDX Help Desk at the phone number provided in the email (i.e., (888) 890-1995).
- The CDX helpdesk will provide each user with a customer retrieval key (CRK) needed in order to finish the user account registration process.



# Join the Verify List Server

- The Verify List Server provides users with status information regarding the Verify system and project. Information includes
  - Meetings
  - Server down time
  - Updates to the system
  - Postings to the Verify website
- Join the Verify List Server
  - Join online by visiting
    - [https://lists.epa.gov/read/all\\_forums/subscribe?name=verify](https://lists.epa.gov/read/all_forums/subscribe?name=verify)
  - Join via email
    - Send a blank email to [verify-subscribe@lists.epa.gov](mailto:verify-subscribe@lists.epa.gov)
  - Instruction online at
    - <http://www.epa.gov/otaq/verify/documents/420b07002.pdf>



# Support

- Telephone - (888) 890-1995
  - Option 1 for CDX User Registration Questions
  - Option 4 for Verify Questions
- E-mail
  - [verifyhelp@csc.com](mailto:verifyhelp@csc.com) for technical questions regarding data or uploading your documents
  - [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) for help with your CDX registration (user ID/password) questions
- Questions regarding any Compliance Program
  - Contact your Certification Representative



# Websites

- Verify
  - General Information
    - <http://epa.gov/otaq/verify/>
  - Request a Manufacturer Code
    - <http://epa.gov/otaq/verify/mfr-code.htm>
  - Account Setup
    - <http://www.epa.gov/otaq/verify/setup.htm>
  - Join the Verify List Server
    - <http://www.epa.gov/otaq/verify/documents/420b07002.pdf>
  - Presentations
    - <http://epa.gov/otaq/verify/publications.htm>
  
- CDX
  - <http://cdx.epa.gov>