



Manage Users by Facility

This job aide guides you through the process of managing user associations for a facility.

As a Certifier, you can grant or revoke facility access for Preparers and Certifiers by clicking on the 'Manage Users' link (Exhibit 1) at the top of the CEDRI application.

EPA CEDRI (Compliance and Emissions Data Reporting Interface) Logged in as Kyle Speight - Certifier Get Help On This Page

MyCEDRI My Reports CEDRI History **Manage Users** CBI Disclaimer Return to CDX Logout Admin Console

Manage Users By Facility

Select a facility from the dropdown that you'd like to manage user associations for. You can remove existing users from the facility, and also add new users using their email address. After a user is added or removed, they will receive a confirmation email from CDX with next steps.

Manage Facility Associations

Select Facility: *

CGI FEDERAL INC (110070234690 - CEDRI10022690)

Facility Information

Facility Name	CGI FEDERAL INC
Facility Address	12604 FAIR LAKES CIR FAIRFAX VA, 22033
FRS ID	110070234690
Program ID	CEDRI10022690

Users with access to facility reports

Preparers

Kyle Speight (KSPEIGHT)

Certifiers

Kyle Speight (KSPEIGHT)

Nicole Spaeth (PRODTSCA2)

[Revoke access for selected users](#)

Grant users access to facility reports

User's Email Address

example@epa.gov [Add New User](#)

[Grant access to selected users](#)

Exhibit 1

NOTE: If the Certifier would like to add a Delegated Certifier to a facility, and the Delegated Certifier does not have a CDX account, the Certifier should reference the "Navigating Role Sponsorship" job aide to help the Delegated Certifier gain access to CDX.

Once the Delegated Certifier has access to CDX, the Delegated Certifier can add the desired facility to their "My Facilities" tab in the FRS Widget. See the "Managing Your CEDRI Facilities" job aide.

When the Delegated Certifier has added the facility to their "My Facilities" tab in the FRS Widget, they can view reports in CEDRI History that are associated with that facility and submit reports on behalf of that facility.



Managing Users by Facility

1. [Revoke User Access to Facility Reports](#)
2. [Grant User Access to Facility Reports](#)

Revoke user access to facility reports

To revoke Preparer or Certifier access for a facility, click the 'Select Facility' dropdown (Exhibit 2) to see the list of facilities that are associated to your role. Choose the desired facility.

Manage Users By Facility

Select a facility from the dropdown that you'd like to manage user associations for. You can remove existing users from the facility, and also add new users using their email address. After a user is added or removed, they will receive a confirmation email from CDX with next steps.

Manage Facility Associations

Select Facility: *

Select a facility

Select a facility

CGI FEDERAL INC (110070234690 - CEDRI10022690)

Exhibit 2

Based on the dropdown selection, the 'Facility Information' section (Exhibit 3) is populated with 'Facility Name', 'Facility Address', 'FRS ID', and 'Program ID'. Once you select the proper facility, you can now grant or revoke user access.

Select the check the box next to the user's name(s) that you would like to revoke, and click the 'Revoke access for selected users' button (Exhibit 3).



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Manage Facility Associations

Select Facility: *

CGI FEDERAL INC (110070234690 - CEDRI10022690)

Facility Information

Facility Name	CGI FEDERAL INC
Facility Address	12604 FAIR LAKES CIR FAIRFAX VA, 22033
FRS ID	110070234690
Program ID	CEDRI10022690

Users with access to facility reports

Preparers

- Kyle Speight (KSPEIGHT)

Certifiers

- Kyle Speight (KSPEIGHT)
- Nicole Spaeth (PRODTSCA2)

Revoke access for selected users

Grant users access to facility reports

User's Email Address

example@epa.gov Add New User

Grant access to selected users

Exhibit 3

The 'Revoke Report Access Confirmation' pop-up screen appears (Exhibit 4). Clicking the 'Cancel' button cancels the process and access will not be revoked. Clicking 'OK' (Exhibit 4) revokes user access and sends an email to the user(s) stating that access to the facility reports will be revoked (Exhibit 5). A confirmation email is sent to you (Exhibit 6) stating which user's access was revoked.

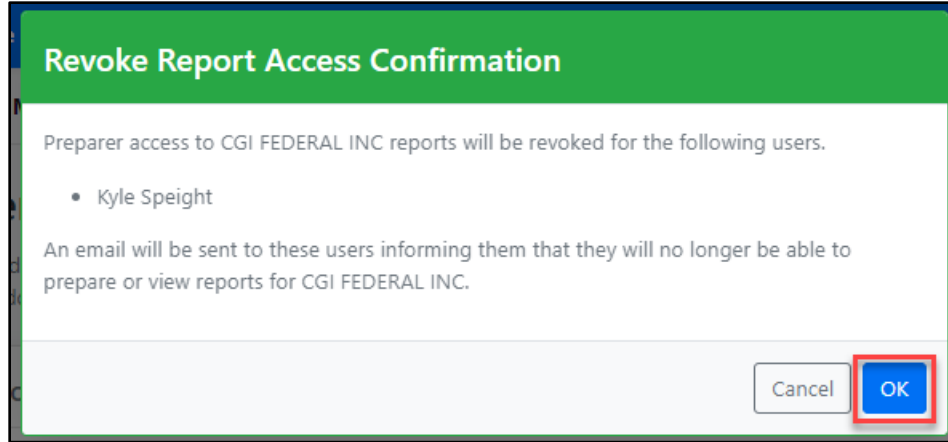


Exhibit 4

This email is to inform you that your access to CGI FEDERAL INC reports has been revoked by Kyle Speight. For more information on managing facilities in CEDRI, refer to the [Manage Facilities Job Aide](#).

Facility Name	CGI FEDERAL INC
Facility Address	12604 FAIR LAKES CIR SUITE 1777 FAIRFAX, VA 22033
EPA Facility ID	110070234690
CEDRI Program ID	CEDRI10022690
Name	Kyle Speight

If you have questions regarding this email, please contact the CDX Helpdesk at helpdesk@epacdx.net or 1-888-890-1995.

Exhibit 5

This email is to inform you that access to CGI FEDERAL INC reports has been revoked for the following user(s).

Facility Name	CGI FEDERAL INC
Facility Address	12604 FAIR LAKES CIR SUITE 1777 FAIRFAX, VA 22033
EPA Facility ID	110070234690
CEDRI Program ID	CEDRI10022690
Email	kyle.speight@cgifederal.com (Preparer)

If you have questions regarding this email, please contact the CDX Helpdesk at helpdesk@epacdx.net or 1-888-890-1995.

Exhibit 6



Grant user access to facility reports

To grant Preparers or Certifiers access to a facility, enter the email address of the user in the 'User's Email Address' field of the 'Grant users access to facility reports' section and click the 'Add New User' button (Exhibit 7). The email address is displayed with options to grant access as 'Preparer' or 'Certifier'. To remove an email address, click the 'Remove' link (Exhibit 8). Once you have checked the appropriate boxes, click the 'Grant access to selected users' button (Exhibit 8).

Manage Users By Facility

Select a facility from the dropdown that you'd like to manage user associations for. You can remove existing users from the facility, and also add new users using their email address. After a user is added or removed, they will receive a confirmation email from CDX with next steps.

Manage Facility Associations

Select Facility: *

CGI FEDERAL INC (110070234690 - CEDRI10022690)

Facility Information

Facility Name	CGI FEDERAL INC
Facility Address	12604 FAIR LAKES CIR FAIRFAX VA, 22033
FRS ID	110070234690
Program ID	CEDRI10022690

Users with access to facility reports

Preparers

No existing Preparers found.

Certifiers

Kyle Speight (KSPEIGHT)

Nicole Spaeth (PRODTSCA2)

Revoke access for selected users

Grant users access to facility reports

User's Email Address

example@epa.gov Add New User

Grant access to selected users

Exhibit 7



Manage Users By Facility

Select a facility from the dropdown that you'd like to manage user associations for. You can remove existing users from the facility, and also add new users using their email address. After a user is added or removed, they will receive a confirmation email from CDX with next steps.

Manage Facility Associations

Select Facility: *

CGI FEDERAL INC (110070234690 - CEDRI10022690) ▼

Facility Information

Facility Name	CGI FEDERAL INC
Facility Address	12604 FAIR LAKES CIR FAIRFAX VA, 22033
FRS ID	110070234690
Program ID	CEDRI10022690

Users with access to facility reports

Preparers

No existing Preparers found.

Certifiers

Kyle Speight (KSPEIGHT)

Nicole Spaeth (PRODTSCA2)

[Revoke access for selected users](#)

Grant users access to facility reports

User's Email Address

example@epa.gov [Add New User](#)

	Preparer	Certifier
kenneth.bloom@cgifederal.com	<input checked="" type="checkbox"/>	<input type="checkbox"/> Remove

[Grant access to selected users](#)

Exhibit 8

The 'Grant Report Access Confirmation' pop-up screen (Exhibit 9) appears. Clicking the 'Cancel' button cancels the process and does not result in an email being sent to the users. Clicking 'OK' grants Certifier or Preparer access to the facility and sends an email to the selected users (Exhibit 10). A confirmation email is sent to you (Exhibit 11) informing you which users were granted access to the facility.

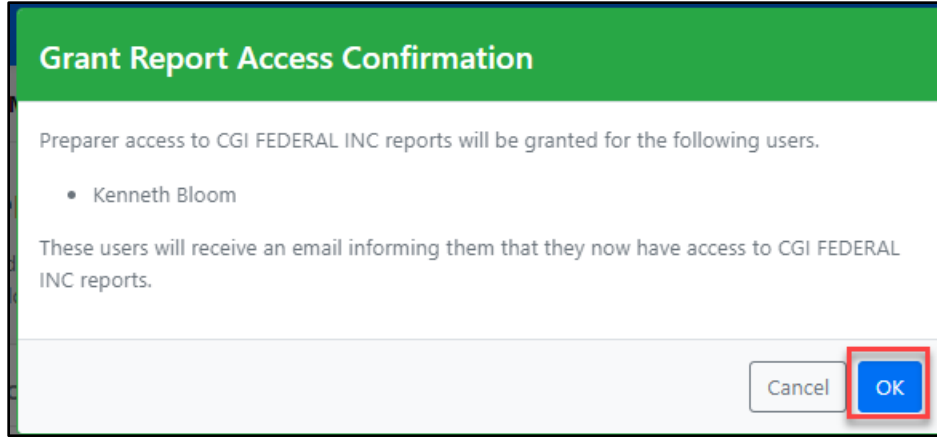


Exhibit 9

This email is to inform you that you have been granted Preparer access to CGI FEDERAL INC reports by Kyle Speight. You may now prepare and view reports for this facility in the [MyCEDRI Dashboard](#).

For instructions on creating and submitting reports please refer to the [Create Reports Job Aide](#).

Facility Name	CGI FEDERAL INC
Facility Address	12604 FAIR LAKES CIR SUITE 1777 FAIRFAX, VA 22033
EPA Facility ID	110070234690
CEDRI Program ID	CEDRI10022690

For more information on managing and adding additional facilities in CEDRI, please refer to the [Manage Facilities Job Aide](#).

If you have other questions regarding this email, please contact the CDX Helpdesk at helpdesk@epacdx.net or 1-888-890-1995.

Exhibit 10

This email is to inform you that the following user(s) have been granted access to CGI FEDERAL INC reports.

Facility Name	CGI FEDERAL INC
Facility Address	12604 FAIR LAKES CIR SUITE 1777 FAIRFAX, VA 22033
EPA Facility ID	110070234690
CEDRI Program ID	CEDRI10022690
Email	kenneth.bloom@cgifederal.com (Preparer)

If you have questions regarding this email, please contact the CDX Helpdesk at helpdesk@epacdx.net or 1-888-890-1995.

Exhibit 11



Managing Users by Facility

Outstanding Invitations (Users without a CDX account)

Upon granting access to a user who does not have a CDX account for the given role selected, an 'Outstanding Invitations' table appears at the bottom of the screen (Exhibit 12). This table shows which users have yet to complete the CEDRI registration process. If you would like to resend the email notification, select the appropriate user and click 'Resend Email Notification'. If you would like to revoke their invitation to the facility, click 'Revoke Invitation'.

The screenshot displays two side-by-side panels at the top. The left panel, titled 'Users with access to facility reports', lists 'Preparers' (none found) and 'Certifiers' (Kyle Speight and Nicole Spaeth, both unselected). A green button at the bottom reads 'Revoke access for selected users'. The right panel, titled 'Grant users access to facility reports', features a text input field with 'example@epa.gov' and an 'Add New User' button. A green button at the bottom reads 'Grant access to selected users'. Below these panels is a table titled 'Outstanding Invitations' with columns for 'Date', 'Email', and 'Role'. A single row is shown with a checkbox, the date '2023-08-22 14:32:22', the email 'ksskldr@gmail.com', and the role 'CERTIFIER'. At the bottom right of the table, two buttons are visible: 'Resend Email Notification' (green) and 'Revoke Invitation' (red).

Exhibit 12