

MyCDX -- Getting Started Guide



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Compliance and Innovative Strategies Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

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This document provides the instructions for logging-in and accessing the EMTS web application from the MyCDX portal.

1. Access MyCDX Login Page

- a. Open your internet browser, either IE 7.0 and higher or Firefox 2.0 and higher (no other browsers are supported) and enter the following URL:
<https://cdx.epa.gov/SSL/CDX/login.asp>.

2. MyCDX Login

- a. Enter your MyCDX User Name and Password Click the "LOGIN" button.



The screenshot shows a login form with the following elements:

- User Name:
- Password: [Forgot Password?](#)
- Buttons: and

The "LOGIN" button is circled in red.

3. Select Account Profile

- a. Click the "OTAQ EMTS Application" link (under Available Account Profiles). If you do not see the "OTAQAEMTS: OTAQ EMTS Application" link, see Step 5 below.

The screenshot shows the MyCDX user interface. At the top, it says "Central Data Exchange - MyCDX". Below that, it displays a welcome message for "Mr. Nat Rogers" and his login details: "Last Login: December 1, 2009", "Registered Since: November 20, 2009", and "Recertification Date: November 20, 2009". The "CDX Registration Status" is "Active". A message bar indicates "You have 0 new messages in your [inbox](#)". Below this are four buttons: "Change System Password", "Edit Personal Information", "Edit Current Account Profiles", and "Add New Employer Profile". The "Available Account Profiles" section lists one profile: "OTAQEMTS: OTAQ EMTS Application", which is circled in red.

4. EMTS Home Page

- a. Clicking the "OTAQ EMTS Application" link will take you to the EMTS Home page.

The screenshot shows the EPA Moderated Transaction System (EMTS) home page. The header includes the MTS logo and navigation links: "Home | My Profile | FAQ | Help | About | Logout". The user is logged in as "NatRogers". The main navigation bar contains "Organization Information", "Submitted Files", "Pending Trades", "Reports", "RINs", and "Help". The main content area displays a greeting: "Good Afternoon Mr. Nat Rogers," and provides links for "View Pending Transactions" and "Submit File". A "Transaction Bin" section on the right offers a "View Transaction Bin" link and "Announcements".

5. Adding OTAQ EMTS Application to Account Profile

- a. If you do not have the "OTAQAEMTS: OTAQ EMTS Application" link under "Available Account Profiles" (in Step 3 above), you can add it by following the steps below.

- i. Click the "Edit Current Account Profiles" link.

Central Data Exchange - MyCDX			
Welcome, Mr. Nat Rogers		Last Login:	December 1, 2009
		Registered Since:	December 1, 2009
		Recertification Date:	December 1, 2009
CDX Registration Status: Active			
You have 1 new message in your Inbox			
Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile
Available Account Profiles: No programs are available at this time.			

- ii. Click the "Add New Program" link.

Organization	Program Status
PQA	▶ Edit Organization Contact Information OTAQEMTS OTAQREG ▶ Add New Program Add additional programs for PQA

- iii. On the "Add Program" page, select the radio button next to the "Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS):" and then click the "ADD" button.

Add Program

- Assessment Cleanup and Redevelopment Exchange System (ACRES):
- CROMERR Test Sandbox (CROMERRTEST):
- Environmental Appeals Board (EAB):
- Electronic Inventory Update Reporting (EIUR):
- Federal Bridge Interoperability Test (FBIT):
- Facility Registry System - Update Service (FRS-US):
- Great Lakes Environmental Database Query System (GLENDA):
- High Production Volume (HPV):
- Exchange Network Grant Semi-Annual Reporting Forms (IEPB):
- Lead-Based Paint Activities (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):**
- Public Health Air Serveillance Evaluations (PHASE):
- Radionuclide NESHAPs (RAD):
- Radiation Network (RADNET):
- Risk Management Plan (RMPESUBMIT):
- STORET File Transfer (STORET):
- Stormwater Notice of Intent (eNOI) (SWENOI):
- Toxic Release Inventory Made Easy Web (TRIMEweb):
- TRI State Data Exchange (TRISDX):
- TSCA (TSCA):
- Toxic Substance Control Act - HaSD Form (TSCA-HASD):
- Compliance Information Systems (VERIFY):
- Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG):
- Water Contaminant Information Tool (WCIT):
- Audit Reporting System (eDisclosure):

- iv. On the Add Program ID page, all fields except for the "ID:" field are automatically filled in. Enter "N/A" in the "ID:" field, and then click the "ADD" button.

Add Program ID

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

Role: A SUBMITTER *

Program ID Type: Submitter ID: N/A *

Submission Method: WEBFORM *

ADD

- v. You will then be notified the addition was successful, and after clicking the "Finished" button, you should see the new application in the "Available Account Profiles" section on your MyCDX logged-in home page. Go back to Step 3 above to continue accessing the EMTS Web Application.

Congratulations! You have successfully completed the online portion of CDX registration. You should receive an e-mail confirmation shortly confirming receipt of your information.

Finished