

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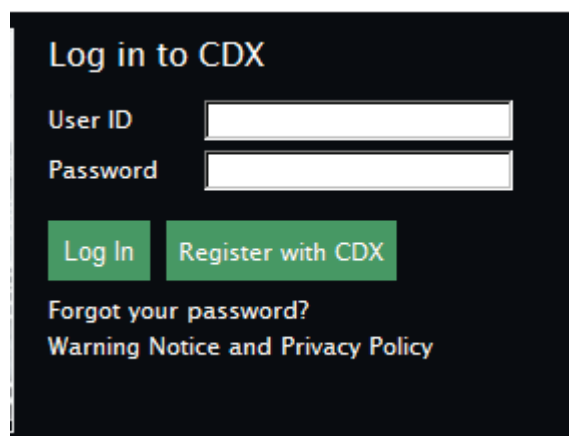
This document provides the instructions for logging-in and accessing the EMTS web application from the MyCDX portal.

1. Open CDX Web 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:
http://cdx.epa.gov/epa_home.asp.

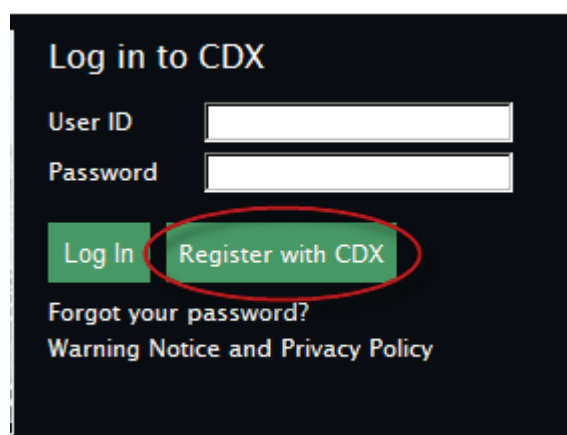
2. Login or Create MyCDX user name and password

- a. Login if you have a CDX User Name and password.



The screenshot shows a dark-themed login page titled "Log in to CDX". It features two input fields: "User ID" and "Password". Below the fields are two green buttons: "Log In" and "Register with CDX". The "Register with CDX" button is highlighted with a red oval. Below the buttons are links for "Forgot your password?" and "Warning Notice and Privacy Policy".

- b. If you do not have a MyCDX User Name and password, register with CDX. When you see the "Add Program" screen, skip to Step 5, number iii below.



This screenshot is identical to the one above, showing the "Log in to CDX" page. The "Register with CDX" button is highlighted with a red oval, indicating the registration step.

3. Select Account Profile

- a. Click the "OTAQ EMTS Application" link. If you do not see the "OTAQEMTS: OTAQ EMTS Application" link, see Step 5 below.

The screenshot shows the 'Central Data Exchange' (MyCDX) interface. At the top, there are navigation tabs: 'MyCDX', 'Inbox (5)', 'My Profile', and 'Submission History'. Below this is a 'Services' section with the heading 'Manage Your Program Services'. A table lists the services:

Status	Program Service Name	Role(s)
	OTAQEMTS: Office of Transportation and Air Quality EPA Moderated Transaction System	OTAQ EMTS Application
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

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 page features a navigation menu with links for 'Organization Information', 'Submitted Files', 'Pending Trades', 'Reports', 'RINS', and 'Help'. A greeting reads 'Good Afternoon Mr. Nat Rogers,'. There are two main links: 'View Pending Transactions' and 'View Transaction Bin'. The 'View Transaction Bin' link is highlighted with a green box.

5. Adding OTAQ EMTS Application to MyCDX Account Services

- a. If you do not have the "OTAQEMTS: OTAQ EMTS Application" link under "MyCDX>Services" (in Step 3 above), you can add it by following the steps below.

- i. Click the "Add Program Service" button.

Central Data Exchange

MyCDX Inbox (3) My Profile Submission History

Services

[Manage Your Program Services](#)

Status	Program Service Name	Role(s)
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

Add Program Service

- ii. On the "Edit Account Profile>Request Program Service" page, type "OTAQEMTS" in the "Active Program Services List" box and then select the "OTAQEMTS: Office of Transportation and Air Quality EPA Moderated Transaction System" link.

Edit Account Profile

[Contact Us](#) Last Login: 11/14/2012 12:24:10 PM

1. Request Program Service 2. Request Role Access 3. Organization Information

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

OTAQEMTS

OTAQEMTS: Office of Transportation and Air Quality EPA Moderated Transaction System

Cancel

- iii. On the "Edit Account Profile>Request Role Access" page, the "Select Role" field defaults to "Submitter," keep that role then click the "Request Role Access" button.

Edit Account Profile

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Last Login: 11/14/2012 12:24:10 PM

1. Request Program Service 2. Request Role Access 3. Organization Information

Registration Information

Program Service: Office of Transportation and Air Quality EPA Moderated Transaction System

Role: Not selected

Select Role

Submitter

Request Role Access

Cancel

- iv. On the “Edit Account Profile>Organization Information” page, either select your company from the drop down list or add it (Request to Add an Organization), then click the “Submit Request for Access” button.

Edit Account Profile

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Last Login: 11/14/2012 12:24:10 PM

1. Request Program Service 2. Request Role Access 3. Organization Information

Registration Information

Program Service: Office of Transportation and Air Quality EPA Moderated Transaction System

Role: Submitter

Provide Organization Details

- Select a Current Organization
 Request to Add an Organization

Select a Current Organization

Select an organization from the dropdown list.

Submit Request for Access

Cancel Request

- v. EPA will need to activate your EMTS account access. In order to ensure that your account is properly activated, make sure that the appropriate delegation letter is included with your OTAQReg: Fuels Programs Registration application paperwork signed by the registered Responsible Corporate Officer (RCO).
- vi. The OTAQEMTS application will be added to the "MyCDX>Services" page. Go back to Step 3 above to continue accessing the EMTS Web Application.