

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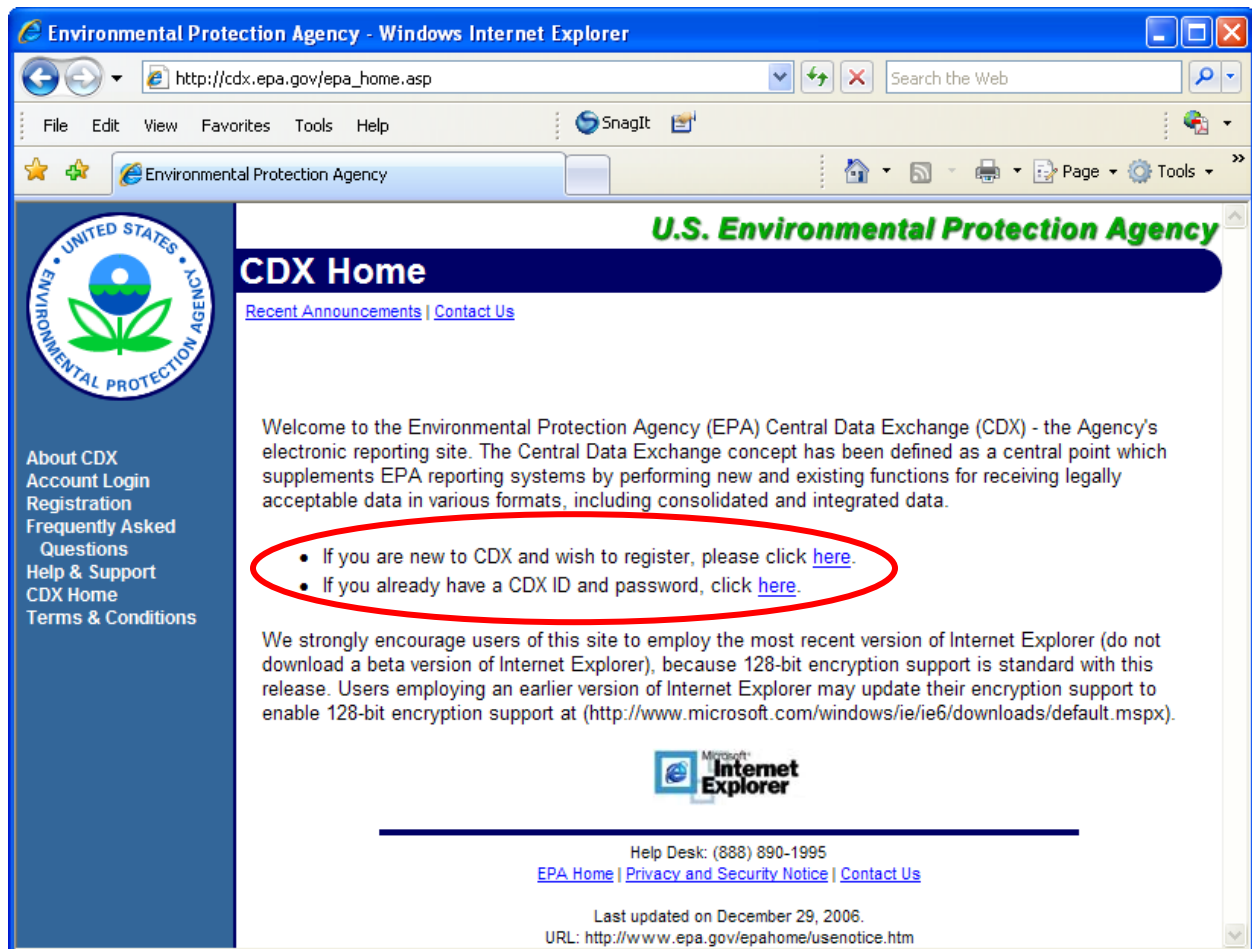
This document provides the instructions for logging-in and accessing the EMTS web application from the MyCDX portal.

1. Open CDX Web Page

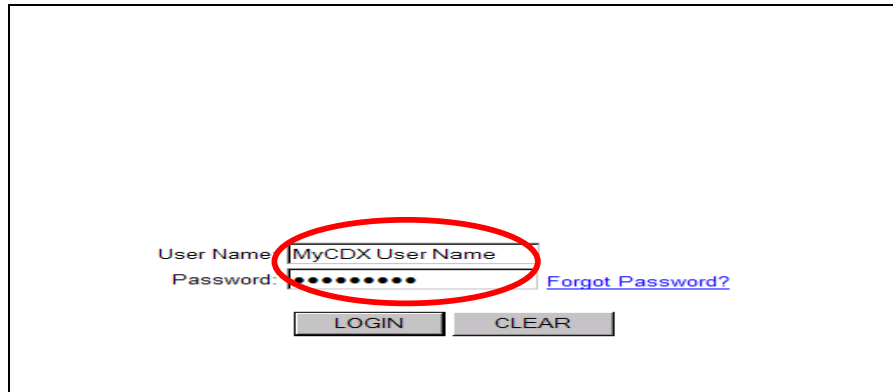
- a. Open your internet browser, either IE 7.0 and higher or Firefox 2.0 and higher (no other browsers are supported) and enter the following URL:

http://cdx.epa.gov/epa_home.asp.

2. Select "New to CDX" or "Already have a CDX ID and password"



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

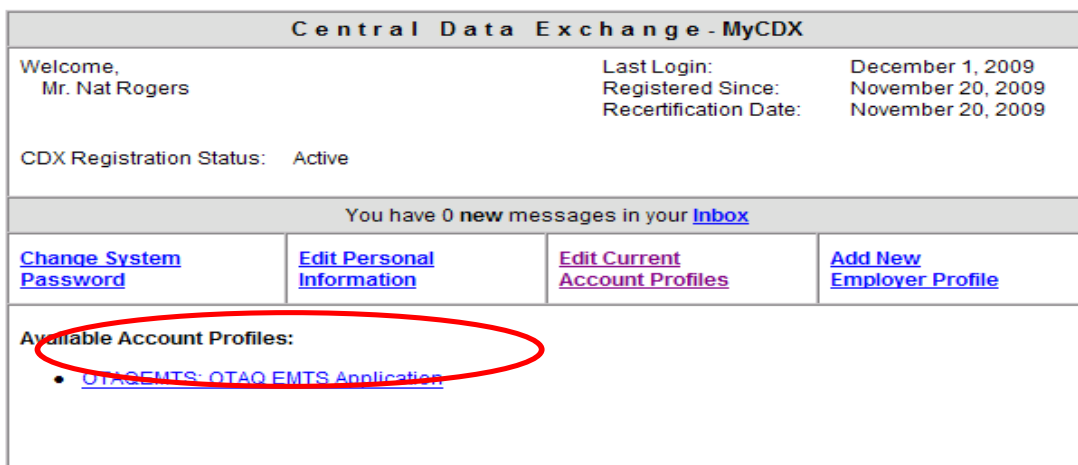


A screenshot of the MyCDX login interface. It features a 'User Name' field containing 'MyCDX User Name' and a 'Password' field with masked characters. A red oval highlights both input fields. To the right of the password field is a blue link labeled 'Forgot Password?'. Below the fields are two buttons: 'LOGIN' and 'CLEAR'.

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

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.



A screenshot of the MyCDX user dashboard. The header reads 'Central Data Exchange - MyCDX'. The main content area includes a welcome message 'Welcome, Mr. Nat Rogers', login statistics (Last Login: December 1, 2009; Registered Since: November 20, 2009; Recertification Date: November 20, 2009), and a 'CDX Registration Status: Active'. Below this is a message 'You have 0 new messages in your [Inbox](#)'. A row of four links is displayed: 'Change System Password', 'Edit Personal Information', 'Edit Current Account Profiles', and 'Add New Employer Profile'. At the bottom, under the heading 'Available Account Profiles:', there is a red oval highlighting a single bullet point: '• [OTAQAEMTS: OTAQ EMTS Application](#)'.

4. EMTS Home Page

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

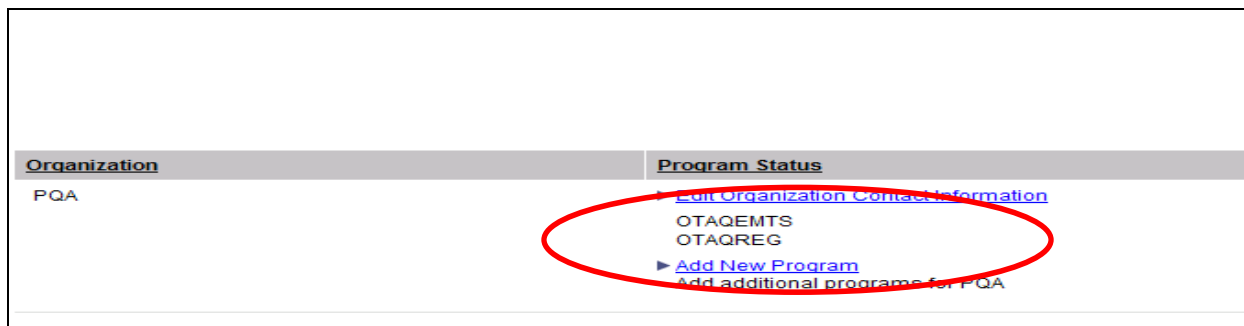


5. Adding OTAQ EMTS Application to Account Profile

- 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. Bruce Wickham | | Last Login: Registered Since: Recertification Date: | December 1, 2009 December 1, 2009 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 CDB): ☐~~

Ozone Depleting Substances (ODS): ☐

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

Public Health Air Surveillance 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