
How to Register a Company with EPA

(Request a Manufacturer Code)

How to Register a Company with EPA

(Request a Manufacturer Code)

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

How to Register a Company with EPA (Request a Manufacturer Code)

One of the requirements to use EPA's Verify computer system is for each company (a manufacturer or importer) to acquire an EPA manufacturer code and register that code in Verify. This document shows how to obtain and register a manufacturer code.

Request a Manufacturer Code through Verify

EPA assigns a 3-character, alpha-numeric manufacturer code to each company that wants to certify their vehicles or engines with EPA. Only one manufacturer code is assigned to each company, even if that company plans to certify products from multiple industries.

If your company does not yet have an EPA-assigned manufacturer code: In order for EPA to assign a manufacturer code, one person from your company must complete Verify's manufacturer registration process so that your manufacturer code can be registered with Verify.

If your company already has an EPA-assigned manufacturer code: One person from your company must still complete Verify's manufacturer registration process so that your existing 3-character manufacturer code can be registered with Verify.

<p>Note: Both companies acquiring a new manufacturer code AND companies who already have a manufacturer code but need to register the code in Verify must complete all steps in section A below.</p>

A. Create a Verify (CDX) User Account

Verify uses EPA's Central Data Exchange (CDX) as the interface for companies to submit vehicle and engine compliance information to EPA. The first step of the Verify manufacturer registration process is to have one person from your company create a Verify (CDX) user account.

Note: This user account will only be used for the manufacturer registration process - it will not be used to submit actual compliance information. Separate user accounts must be established for submitting vehicle and engine compliance information.

For instructions on creating Verify (CDX) user accounts that will be used to submit compliance information for a specific manufacturer, please go to www.epa.gov/otaq/verify/setup.htm.

1. Go to <https://cdx.epa.gov>. Click on the green box labeled “Register with CDX”.

EPA United States Environmental Protection Agency

CENTRAL DATA EXCHANGE **CDX**

CDX Home About CDX Recent Announcements Terms and Conditions Help

Central Data Exchange

Contact Us

Log in to CDX

User ID

Password

Log In Register with CDX

Forgot your password?
Warning Notice and Privacy Policy

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) – the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Warning Notice and Privacy Policy

Warning Notice

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013].

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

EPA Home | About CDX | Privacy and Security Notice | Terms and Conditions | Contact Us

2. Read the Terms and Conditions of accessing and using CDX. Select "I Accept" and then click "Proceed".

The screenshot shows the EPA Central Data Exchange (CDX) Terms and Conditions page. At the top left is the EPA logo with the text "United States Environmental Protection Agency". At the top right is the CDX logo with the text "CENTRAL DATA EXCHANGE". Below the logos is a navigation bar with links: "CDX Home", "About CDX", "Recent Announcements", "Terms and Conditions", and "Help". The main content area is titled "Terms and Conditions" and includes a "Contact Us" link. The text explains that CDX registration requires a user ID and password and outlines the "Warning Notice", "Privacy Statement", and "Choosing a CDX Password" requirements. At the bottom of the main content area, there are radio buttons for "I Accept" (which is selected) and "I Decline", along with "Proceed" and "Cancel" buttons. Below the main content area, there is a footer with contact information: "CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam" and a navigation bar with links: "EPA Home", "About CDX", "Privacy and Security Notice", "Terms and Conditions", and "Contact Us".

EPA United States Environmental Protection Agency

CENTRAL DATA EXCHANGE **CDX**

CDX Home About CDX Recent Announcements Terms and Conditions Help

Terms and Conditions [Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register: March 18, 2002 \(Volume 67, Number 52\)\]](#)[\[Page 12010-12013\]](#).

Choosing a CDX Password

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.)

I Accept
 I Decline

[Proceed](#) [Cancel](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

[EPA Home](#) | [About CDX](#) | [Privacy and Security Notice](#) | [Terms and Conditions](#) | [Contact Us](#)

3. Select the Program Service Name of “VERIFY MFR REG: Request Manufacturer Code for Vehicle or Engine Compliance” from the list. You can either scroll down or type “Verify” in the text box to view the appropriate item.

The screenshot displays the EPA CDX Core Registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and the CDX logo 'CENTRAL DATA EXCHANGE' is on the right. A navigation bar includes links for 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', and 'Help'. The main content area is titled 'Core CDX Registration' and features a progress indicator with four steps: '1. Request Program Service' (highlighted), '2. Request Role Access', '3. Provide User and Organization Information', and '4. Confirmation'. Below the progress bar, a text prompt reads: '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)'. Under the heading 'Active Program Services List', a search input field contains the text 'Verify'. Below the search field, four results are listed in a table-like format:

VERIFY: Vehicles and Engines Compliance Information System
VERIFY MFR REG: Request Manufacturer Code for Vehicle or Engine Compliance
VERIFYDEV: Vehicles and Engines Compliance Information System
VERIFYDEV2: Vehicles and Engines Compliance Information System

A green 'Cancel' button is located at the bottom left of the results area. At the bottom of the page, contact information for the CDX Help Desk is provided: 'CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam'. A footer navigation bar includes links for 'EPA Home', 'About CDX', 'Privacy and Security Notice', 'Terms and Conditions', and 'Contact Us'.

4. Fill-out all of the required fields in “Part 1: User Registration” which are denoted by an asterisk (*). In “Part 2: Organization Information”, type the name of your organization in the text box and click “Search”. If your organization appears in the list, click on the applicable “Organization Id” and provide your email address and phone number and then click on “Submit Request for Access”.

The screenshot displays the 'Core CDX Registration' page. At the top, there is a navigation bar with the EPA logo and 'United States Environmental Protection Agency' on the left, and 'CENTRAL DATA EXCHANGE CDX' on the right. Below this is a secondary navigation bar with links for 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', and 'Help'. The main content area is titled 'Core CDX Registration' and includes a 'Contact Us' link. A progress indicator shows four steps: '1. Request Program Service', '2. Request Role Access', '3. Provide User and Organization Information' (which is the active step), and '4. Confirmation'. Under 'Registration Information', it specifies 'Program Service: Request Manufacturer Code for Vehicle or Engine Compliance' and 'Role: New Manufacturer Registration'. A note states 'Essential information is marked with an asterisk(*)'. 'Part 1: User Information' contains several required fields: 'User ID *' (with a red error message 'User ID may not be blank.'), 'Title *' (dropdown), 'First Name *', 'Middle Initial', 'Last Name *', 'Suffix' (dropdown), 'Password *', 'Re-type Password *', and three 'Security Question *' items, each with a dropdown menu and a text input field. 'Part 2: Organization Information' includes a search instruction: 'Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.' Below this is a text input field and a green 'Search' button. A green 'Cancel' button is located at the bottom left of the form area. At the very bottom of the page, there is a footer with contact information: 'CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam' and a row of links: 'EPA Home | About CDX | Privacy and Security Notice | Terms and Conditions | Contact Us'.

If your organization name is not found during the search you can “Request that we add your Organization” by clicking on the “request that we add your organization” link. Fill-out all of the required fields, denoted by an asterisk (*) and click on “Submit Request for Access”.

The screenshot displays the EPA CDX Core Registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and the CDX logo 'CENTRAL DATA EXCHANGE' is on the right. A navigation bar includes links for 'CDX Home', 'About CDX', 'Recent Announcements', 'Terms and Conditions', and 'Help'. The main heading is 'Core CDX Registration' with a 'Contact Us' link. A progress bar shows four steps: '1. Request Program Service', '2. Request Role Access', '3. Provide User and Organization Information' (the current step), and '4. Confirmation'. Below this, the 'Registration Information' section shows 'Program Service: Request Manufacturer Code for Vehicle or Engine Compliance' and 'Role: New Manufacturer Registration'. A note states 'Essential information is marked with an asterisk(*)'. The form is divided into two parts: 'Part 1: User Information' and 'Part 2: Organization Information'. 'Part 1' includes fields for User ID (*), Title (*), First Name (*), Middle Initial, Last Name (*), Suffix, Password (*), Re-type Password (*), and three Security Questions (*). 'Part 2' includes fields for Organization Name (*), Country (*), Mailing Address (*), Mailing Address 2, City (*), State (*), ZIP/Postal Code (*), Email (*), Re-enter Email (*), Phone Number (*), Phone Number Ext, and Fax Number. At the bottom of the form are buttons for 'Back to Search Results', 'Submit Request for Access', and 'Cancel'. The footer contains contact information: 'CDX Help Desk: 888-890-1995 | (970) 454-5500 for callers from Puerto Rico and Guam' and links for 'EPA Home', 'About CDX', 'Privacy and Security Notice', 'Terms and Conditions', and 'Contact Us'.

EPA United States Environmental Protection Agency **CDX** CENTRAL DATA EXCHANGE

CDX Home About CDX Recent Announcements Terms and Conditions Help

Core CDX Registration [Contact Us](#)

1. Request Program Service 2. Request Role Access 3. Provide User and Organization Information 4. Confirmation

Registration Information

Program Service: Request Manufacturer Code for Vehicle or Engine Compliance
Role: New Manufacturer Registration

Essential information is marked with an asterisk(*)

Part 1: User Information

Description of Fields

User ID *

Title *

First Name *

Middle Initial

Last Name *

Suffix

Password *

Re-type Password *

Security Question 1 *

Security Question 2 *

Security Question 3 *

Part 2: Organization Information

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

[Back to Search Results](#) [Submit Request for Access](#)

[Cancel](#)

CDX Help Desk: 888-890-1995 | (970) 454-5500 for callers from Puerto Rico and Guam
EPA Home | About CDX | Privacy and Security Notice | Terms and Conditions | Contact Us

5. You will be directed to a confirmation screen with a confirmation number. Please keep a copy for your records in case you have any issues with this request and need to contact the CDX helpdesk. You are not finished creating your account- go to step 6.

EPA United States Environmental Protection Agency

CENTRAL DATA EXCHANGE **CDX**

[CDX Home](#) [About CDX](#) [Recent Announcements](#) [Terms and Conditions](#) [Help](#)

Confirmation

[Contact Us](#)

A few more steps...

You will soon receive an email confirmation message (at: `user.epa@epa.gov`) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for callers from Puerto Rico and Guam.

Confirmation Number: e95954a0-a80c-46f8-9f2e-67c770e3970f

[Return to CDX Home](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

[EPA Home](#) | [About CDX](#) | [Privacy and Security Notice](#) | [Terms and Conditions](#) | [Contact Us](#)

6. Check your e-mail provided in step 4 for a message from helpdesk@epacdx.net to complete your CDX registration. Follow the instructions provided in the e-mail.

From: helpdesk@epacdx.net [mailto:helpdesk@epacdx.net]
Sent: Tuesday, April 16, 2013 2:23 PM
To: User, EPA
Subject: Core Registration Email Verification Request (TEST)

You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully logging in. You will need to enter the UserID (EPAUSER1) and Password that were selected during the registration process.

<https://cdx.epa.gov/Registration/EmailValidation?code=e95954a0-a80c-46f8-9f2e-67c770e3970f>

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely
CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange

Note: Do not proceed to section B of this document until you have successfully created your Verify (CDX) user account.

B. To Request a Manufacturer Code for Your Company OR To Enter the Manufacturer Code your Company Has in Verify

After one person from your company has successfully created a Verify (CDX) user account (see section A), the next step in the Verify company registration process is to request a manufacturer code for your company or enter the code you already have. All companies must complete this step, even those that have already been assigned a manufacturer code.

Note: Do not continue in this section until you have created a Verify (CDX) user account (see section A)

Note: Even if EPA has already assigned a manufacturer code to your company, you will not be able to submit compliance information to Verify until you have completed section B of this document. Pay particular attention to Step 2

1. Login to the temporary CDX account created in section A. From your MyCDX home page, click on the “Request Manufacturer Code for Vehicle or Engine Compliance” link which is listed under Role(s) for the CDX user account that was created in section A of this document. If this link is not displayed on your MyCDX home page, contact the CDX help desk at (888) 890-1995.

The screenshot shows the EPA Central Data Exchange (CDX) MyCDX home page. The header includes the EPA logo and the text "United States Environmental Protection Agency" on the left, and the CDX logo with "CENTRAL DATA EXCHANGE" on the right. Below the header is a navigation bar with links: "CDX Home", "About CDX", "Recent Announcements", "Terms and Conditions", "FAQs", and "Help". On the right side of the navigation bar, it says "Logged in as SANDRA4704 (Log out)".

The main content area is titled "Central Data Exchange" and includes a "Contact Us" link. Below this, there are tabs for "MyCDX", "Inbox (7)", "My Profile", and "Submission History". The "Services" section is highlighted in blue and contains a "Manage Your Program Services" link. To the right, the "News and Updates" section is highlighted in green and shows "No news/updates".

Below the "Services" section is a table with the following data:

Status	Program Service Name	Role(s)
	VERIFY MFR REC: Request Manufacturer Code for Vehicle or Engine Compliance	Request Manufacturer Code for Vehicle or Engine Compliance

Below the table is a green button labeled "Add Program Service".

At the bottom of the page, there is a footer with the text "CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam" and a navigation bar with links: "EPA Home", "About CDX", "Frequently Asked Questions", "Privacy and Security Notice", "Terms and Conditions", and "Contact Us".

- On the Manufacturer Information tab, fill-out all of the required fields, denoted by an asterisk (*). If your company already has an EPA manufacturer code, select "Yes" for "Previous Manufacturer Code?" and enter the code in the text box labeled "Manufacturer Code Previously Assigned by EPA". Select all the industries in which your company will be requesting certificates of conformity from EPA. Once selected you will also be required to provide the first model year the company expects to request a certificate. You should only select those industries which are currently active for this manufacturer code. The Manufacturer Information should be entered in the order the tabs are displayed as some tabs are dependent on information provided on previous tabs. Click "Next" or select the next tab to continue.

Note: A company contact must be entered on the Contact Information tab for all applicable Compliance Programs for each industry that is selected on the Manufacturer tab.

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

Help

Manufacturer Addresses Contact Information Notification Emails

Manufacturer Information

Manufacturer Full Company Legal Name *

Previous Manufacturer Code? * Yes No Manufacturer Code Previously Assigned by EPA *

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 First Model Year * 2012
- 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 First Model Year * 2013
- Heavy-Duty Highway Tractors & Vocational Vehicles
- Highway Motorcycle
- ICI
- ICI: Light-Duty
- Independent Test Lab
- Light-Duty Vehicle & Truck First Model Year * 2014
- 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


You are in an encrypted secure session.

44:09
Click here to reset timer

Help Desk: (888) 880-1335
EPA Home | Privacy and Security Notice | Contact Us

URL: http://www.epa.gov/epahome/usenotice.htm

- On the Addresses tab, provide addresses for company facilities, such as manufacturing and engineering, company contacts, such as individuals that will be representing your company to EPA, Agents for Service, Importers and test labs. For the “Address Label” field, provide a description that explains the name, location and/or purpose of each address. The address label fields will be helpful when linking each company contact and test lab with one of the addresses entered on this tab. The address label will not be included as part of the mailing address.



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 [Help](#)

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

Manufacturer
Addresses
Contact Information
Notification Emails

Company Address Information

Address #1

Address Label *

Address, First Line *

Address, Second Line

Address, Third Line

Address, Fourth Line

City * Country *

State Zip Code

State/Province * Postal Code *

Active/Inactive Status * Active 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>

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

About CDX
MyCDX
Inbox
Change Password
Frequently Asked Questions
Help & Support
CDX Home
Terms & Conditions
Logout

59:29
[Click here to reset timer](#)

4. On the Contact Information tab, you are required to provide at least one contact for all the industries selected on the Manufacturer Information tab and for all applicable compliance programs for that industry. Each contact must have at least one combination of industry/compliance program selected. See the Required Compliance Programs for each Industry at the end of this document for a list of which compliance programs are required for each industry.

The contact address must be selected from the “Address” pull-down. The address pull down is populated from the information provided on the Addresses tab. If the correct address does not appear in the pull-down list, clicking on the “Add New Address” button will take you to the Addresses tab where you can edit or add a new company address.

Note: Enter as many compliance contacts for your company as applicable. Contacts can be included here that will not have a Verify (CDX) user account. Entering a contact here is not the same as creating a Verify (CDX) user account for that person.

Note: As applicable for NRCI/NRSI industry sectors, contacts must also be entered for “Agents for Service” and “Importers” since they will be referenced in the engine family and evaporative family datasets. When entering an importer that is a company rather than an individual, enter Importer – Company in the “First Name” box and then enter the name of the company in the “Last Name” box.



About CDX
 MyCDX
 Inbox
 Change Password
 Frequently Asked Questions
 Help & Support
 CDX Home
 Terms & Conditions
 Logout

Request for EPA Manufacturer Code

U.S. Environmental Protection Agency

Logged in as, SANDRA4704: Manufacturer: EPA - EPA (Logout)

MyCDX > Request for EPA Manufacturer Code

Manufacturer Information

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

Help

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)	
Select	All Certification Confirmatory Test	Delete

Add Additional Industry/Compliance Program(s)

Contact Address/Phone Information

Address *

Add New Address on Address Tab

Primary Email Address *

Secondary Email Address

Phone Number *

Phone Type *

Delete

Add Phone Number

Delete This New Contact

Add Another Contact

Print

< Previous

Next >

Review & Submit

59:50
 Click here to reset timer

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

- On the Notification Emails tab manufacturers provide specific email addresses (either individual or group accounts) that you would like to receive email messages regarding certificate request updates or EPA confirmatory test status updates (light-duty only).

These status update emails are sent to all provided email addresses whenever EPA has taken action on a certificate request or a confirmatory test. However, the detailed submission processing reports for each dataset submission are only sent to the user's CDX in-box that submitted the Request for Certificate or Confirmatory Test Decision Information dataset to Verify.

For each email address, select the applicable "Email Notification Type" and all applicable industries. In order to use the same email address for multiple "Email Notification Types", the same email address must be entered into multiple "Notification Email Address" entries with the different "Email Notification Type" selected.

The screenshot shows the EPA MyCDX interface for a manufacturer's account. The page title is "Request for EPA Manufacturer Code" and the user is logged in as SANDRA4704. The main section is "Manufacturer Information" with tabs for "Manufacturer", "Addresses", "Contact Information", and "Notification Emails". The "Notification Emails" tab is active, showing a form for "Broadcast Notification Email Address Information".

The form includes a legend:

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

The form fields for "Notification Email Address #1" are:

- Notification Email Address *
- Industry * + (dropdown menu with options: All Industries, All Terrain Vehicle, Heavy-Duty Highway Spark-Ignition)
- Active/Inactive (radio buttons for Active and Inactive)
- Email Notification Type * (dropdown menu with "Select" option)

Buttons at the bottom of the form include "Delete This New Notification Email Address" and "Add Another Notification Email Address".

Navigation buttons at the bottom of the page include "Print", "< Previous", and "Review & Submit".


Footer information includes:

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

A timer in the bottom left corner shows 59:46 and a link to "Click here to reset timer".

- Click on the "Review and Submit" button when you have entered your company information on all four tabs. This will take you to the Review screen where you can look at all of the information you are about to submit.

At the bottom of the Review screen you must click on the checkbox next to "I affirm that this manufacturer information is accurate and complete" and then click on the submit button.



U.S. Environmental Protection Agency

Logged in as: SOMOZA4704. Manufacturer: US EPA - EPA ([Logout](#))

Manufacturer Information [Review](#)

MyCDX > [Manufacturer Information](#) > [Review](#)

Review

Please review your submission for accuracy. If you need to make changes, click on the "Return to Form" button. To submit to the EPA, click on the "Submit" button.

[Manufacturer Information](#) [Company Address Information](#) [Company Contact Information](#) [Broadcast Notification Email Address Information](#)

Manufacturer Information [Bottom](#)

Manufacturer Full Company Legal Name Environmental Protection Agency **Manufacturer Code** EPA

Industries	First Model Year
Aircraft	2008
All Terrain Vehicle	2009
Light-Duty Vehicle & Truck	2009

Manufacturer Comments

Company Address Information [Top](#) [Bottom](#)

Address #1

Agent for Service in US **Active/Inactive Status** Active
 2000 Traverwood
 Ann Arbor, MI US 48105

Address #2

NVFEL- Lab Building **Active/Inactive Status** Active
 2565 Plymouth Rd
 Ann Arbor, MI US 48105

Address #3

OTAQ AA Office Building **Active/Inactive Status** Active
 2000 Traverwood Dr
 Ann Arbor, MI US 48105

Address #4

OTAQ DC Offices **Active/Inactive Status** Active
 1310 L St
 Washington, DC US 20005

Company Contact Information [Top](#) [Bottom](#)

Company Contact #1

Name	Mrs. EPA User	Title	
Contact Role	Compliance Representative - Employee	Contact Role, If Other	
Active/Inactive Status	Active		

Industry	Compliance Program(s)
Aircraft	CERT, FEES
All Terrain Vehicle	CERT, CNFT, DVER, FEES, PRLT, SEFA
Light-Duty Vehicle & Truck	CERT, CNFT, DVER, FEES, CAFE, FEGL, IUSE

Address **Phone Number** **Phone Type**

OTAQ AA Office Building 2000 Traverwood Dr 734-214-43 00 Phone
 Ann Arbor, MI US 48105

Primary Email Address **Secondary Email Address**

epauser1@epa.gov

Broadcast Notification Email Address Information [Top](#) [Bottom](#)

Notification Email Address #1

Notification Email Address	epauser1@epa.gov	Email Notification Type	Certification Notifications
Industry	Aircraft . All Terrain Vehicle . Light-Duty/Vehicle & Truck		Confirmatory Test Notifications Certification Notifications
Active/Inactive	Active		

[Top](#)

I affirm that this manufacturer information is accurate and complete.

Return to Form
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

About CDX
 MyCDX
 Index
 Change Password
 Frequently Asked Questions
 Help & Support
 CDX Home
 Terms & Conditions
 Logout

59:47
Click here to reset timer

- The confirmation page will summarize your request that was submitted to EPA for processing and will include a Transaction ID which you will need if you need to contact the Verify helpdesk if there are any problems with your submission. You should print this page for your records.



The screenshot shows the EPA MyCDX interface. At the top right, it says "U.S. Environmental Protection Agency" and "Logged in as, SOMOZA4704. Manufacturer: US EPA - EPA (Logout)". The main heading is "Manufacturer Information". Below it, a breadcrumb trail reads "MyCDX > Manufacturer Information > Review > Success".

Success
Your Manufacturer Profile Information has been updated. If you have any questions, please contact the EPA at:
Phone - (888) 890-1995
Email - verifyhelp@csc.com

Submission Summary	
Date	04/16/2013
Industry	Aircraft All Terrain Vehicle Light-Duty Vehicle & Truck
Compliance Module	Manufacturer Information
Manufacturer Name	Environmental Protection Agency
Transaction ID	_0dbb38d3-51c9-4888-8bd6-1ea30a38f548

At the bottom of the page, there are links for "Verify Home (CDX)" and "Print". A security notice states "You are in an encrypted secure session." Below that, it provides the Help Desk contact information: (888) 890-1995, and links for "EPA Home", "Privacy and Security Notice", and "Contact Us". The URL is listed as <http://www.epa.gov/epahome/usenotice.htm>. On the left sidebar, there is a timer showing "59:24" and a "Click here to reset timer" link.

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

Note: Although EPA tries to respond to all manufacturer code requests in less than two business days, it may occasionally take longer if EPA receives requests from numerous companies in a short period. We appreciate your patience.

While waiting for EPA's response, do not submit a duplicate manufacturer code request to Verify. This will only delay your registration process. If after two business days you have not received a status notification in your MyCDX Inbox, you may send an e-mail to Verify@epa.gov asking for a status of your submission. Please provide the date, time, and transaction ID from your submission confirmation message.

- Once EPA has processed your request, you will receive a notification in your MyCDX Inbox and at your business e-mail address indicating whether your manufacturer code request was approved or rejected. If it was approved, this notification will include the 3-character manufacturer code that EPA assigned to your company.

Note: Once EPA has assigned a 3-character manufacturer code to your company, you have completed the manufacturer registration process. You may now begin the Verify (CDX) user registration process for anyone who will be submitting compliance information to Verify for your company.