

MyCDX -- Getting Started Guide

MyCDX -- Getting Started Guide

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



United States
Environmental Protection
Agency

EPA-420-B-10-017
February 2010

MyCDX -- Getting Started Guide

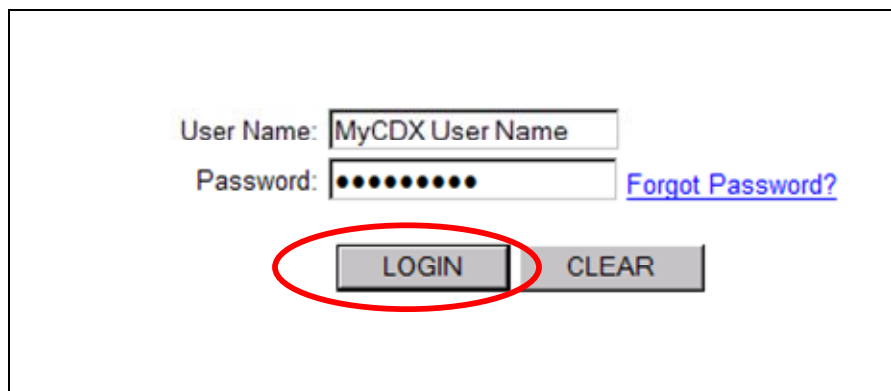
This document provides the instructions for logging-in and accessing the EMTS web application from the MyCDX portal.

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 displays the MyCDX login interface. It features two input fields: 'User Name' with the placeholder text 'MyCDX User Name' and 'Password' with masked characters (dots). To the right of the password field is a blue hyperlink labeled 'Forgot Password?'. Below these fields are two buttons: 'LOGIN' and 'CLEAR'. The 'LOGIN' button is highlighted with a red oval.

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.

Central Data Exchange - MyCDX			
Welcome, Mr. Nat Rogers		Last Login: Registered Since: Recertification Date:	December 1, 2009 November 20, 2009 November 20, 2009
CDX Registration Status: Active			
You have 0 new messages in your Inbox			
Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile
Available Account Profiles:			
• OTAQEMTS: OTAQ EMTS Application			

4. EMTS Home Page

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

MTS		Home My Profile FAQ Help About Logout Logged in as: NatRogers	
EPA Moderated Transaction System			
Organization Information	Submitted Files	Pending Trades	Reports RINs Help
	Good Afternoon Mr. Nat Rogers,  To view Pending Trade details, click the following link: View Pending Transactions  You can submit your XML file here. Submit File		
		Transaction Bin  To view Transaction Bin details, click the link below. View Transaction Bin 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 OTAOREG ▶ 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 (GLENDAS): ☐

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 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): ☐

ADD **CANCEL**

- 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