

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.

I 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: Your company must still complete Verify's manufacturer registration process so that your existing 3-character manufacturer code can be registered with Verify.

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.

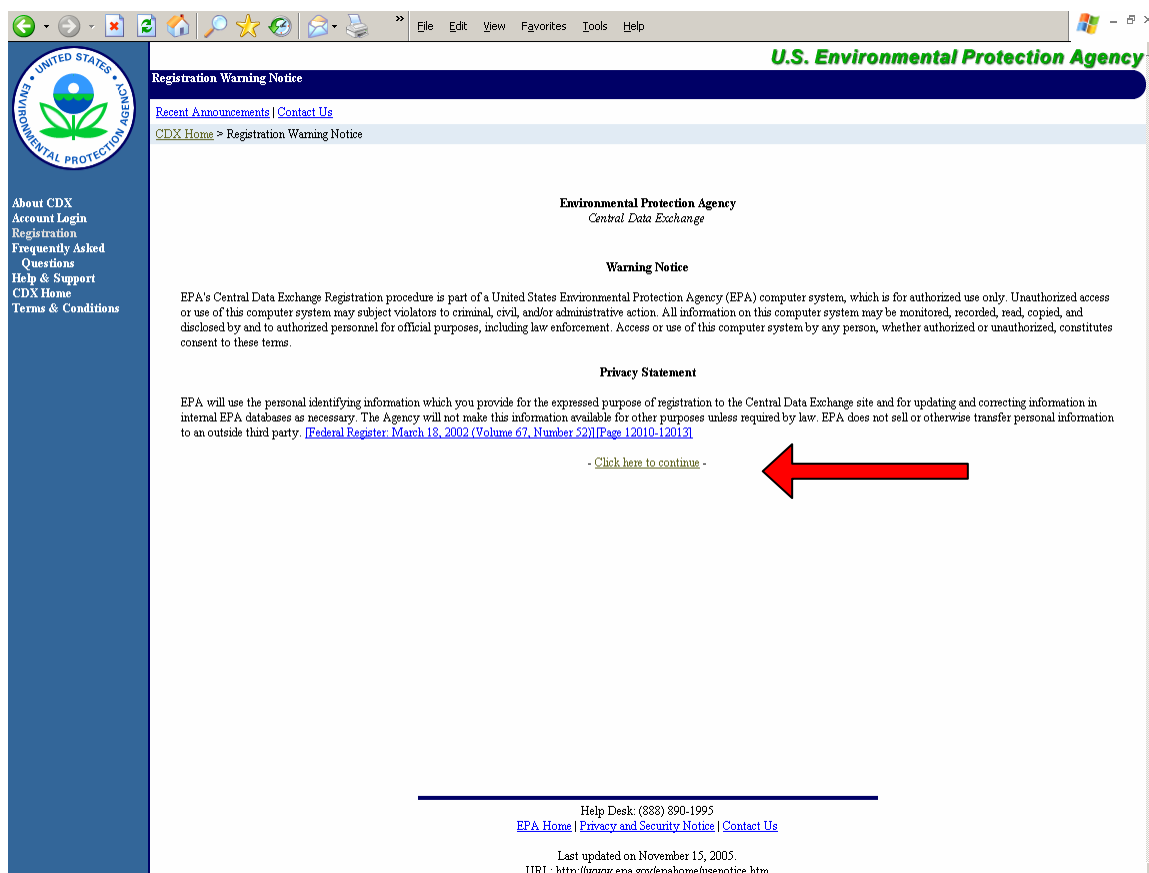
A. Create a Verify (CDX) User Account

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.

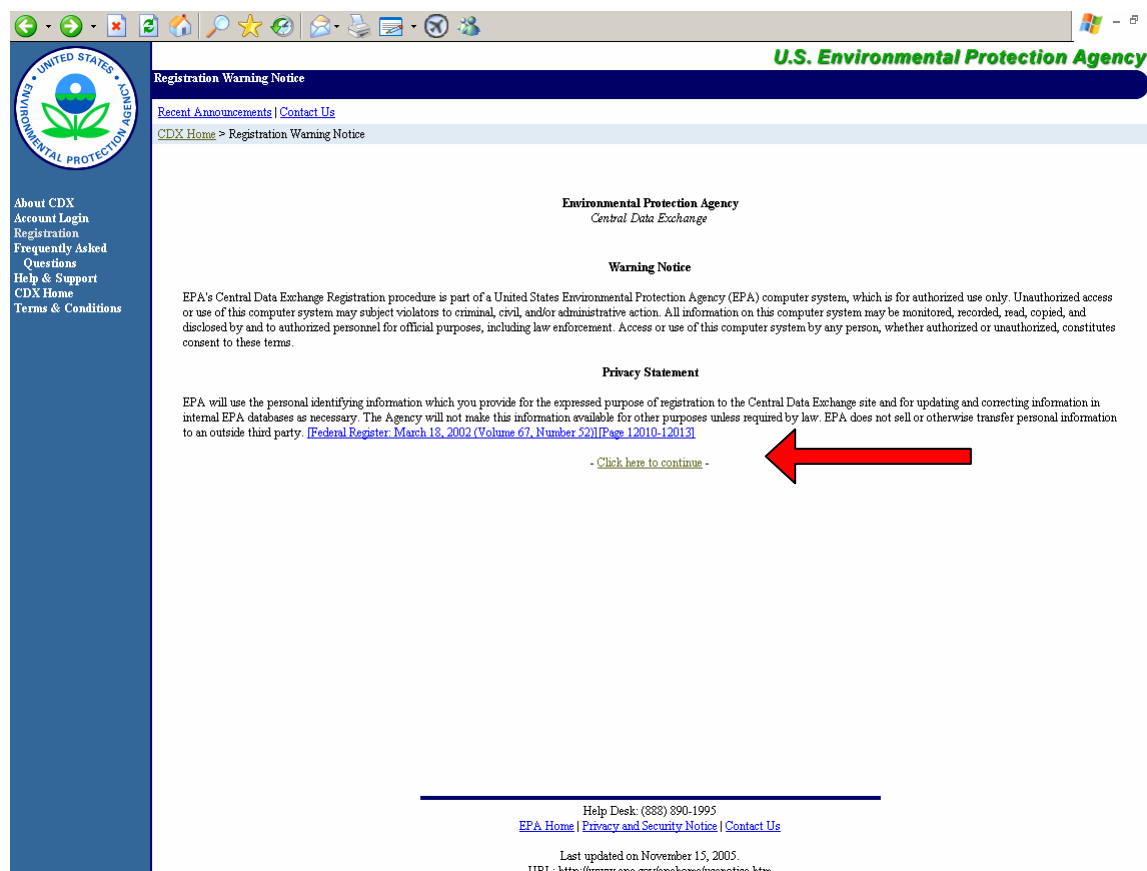
Note: This user account will only be used for the manufacturer registration process - it will not be used to submit actual compliance information. Separate user accounts must be established for submitting vehicle and engine compliance information.

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/epa_home.asp. Click on the link in the first bullet, "If you are new to CDX and wish to register, please click **here**."



2. Read the Warning notice and privacy statement and then click on the “Click here to continue” link.



3. Read the CDX Terms and Conditions. After you have reviewed the terms, click the **"I ACCEPT"** button.

U.S. Environmental Protection Agency

Terms & Conditions

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[CDX Home](#) > Terms & Conditions

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.).

This password will be at least eight characters long and contain a mix of letters and numbers.

Protecting my CDX Password

I agree to protect my CDX password.

I will not divulge my password to any other individual. I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

Actions to take if my CDX Account has been Compromised

If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

Terminating my CDX Account

I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

4. Fill-out all the fields on the “CDX Registration: User Information” screen and click the “Next” button.

Registration

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[CDX Home](#) > Registration

CDX Registration: User Information

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

First Name: *
Last Name: * Suffix:

Please choose a user name and password--the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. \$ # . " or @. Your user name should not be a part of your password. If you enter a user name which is in use, you will be asked to select a new user name.

User Name: *
(More than 7 characters; Don't use \$ # . " or @)

Password: *
Re-enter Password: *
(More than 7 characters w/1 number; Don't use \$ # . " or @)

The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Secret Question: *
Secret Answer: *

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on October 27, 2006.
URL: <http://www.epa.gov/epahome/usenotice.htm>

5. Fill-out all the fields on the “CDX Registration: Organization Information” screen and click the “Next” button.

The screenshot shows a web browser window displaying the EPA's CDX Registration: Organization Information form. The browser's address bar shows the URL <http://www.epa.gov/epahome/usenotice.htm>. The page header includes the EPA logo and the text "U.S. Environmental Protection Agency". The navigation bar shows "Registration" and "Logged in as, S5VERIFY". The left sidebar contains links: "About CDX", "Account Login", "Registration", "Frequently Asked Questions", "Help & Support", "CDX Home", and "Terms & Conditions". The main content area is titled "CDX Registration: Organization Information" and contains the following fields: "Organization Name", "Registrant's Work Mailing Address 1", "Registrant's Work Mailing Address 2", "City", "State/Province" (a dropdown menu showing "Alabama"), "Zip/Postal Code", "Country" (a dropdown menu showing "UNITED STATES"), "E-mail", and "Phone Number" (with an "Ext." field). Each field has a red asterisk indicating it is required. Below the fields, there is a "Next >>" button. A large red arrow points to the "Next >>" button. At the bottom of the form, there is a red line with the text "You are in an encrypted secure session." and a footer with contact information: "Help Desk: (888) 890-1995", "EPA Home | Privacy and Security Notice | Contact Us", "Last updated on May 24, 2001.", and "URL: http://www.epa.gov/epahome/usenotice.htm".

Registration

U.S. Environmental Protection Agency

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MyCDX > Registration

Logged in as, S5VERIFY.

About CDX
Account Login
Registration
Frequently Asked
Questions
Help & Support
CDX Home
Terms & Conditions

CDX Registration: Organization Information

Use the TAB key to move from field to field. * = REQUIRED FIELD For users without an e-mail address, the following web page provides links and information for many free email services. <http://www.free-email-address.com/>
[EXIT 022](#)

Organization Name: *

Registrant's Work Mailing Address 1: *

Registrant's Work Mailing Address 2:

City: *

State/Province: Alabama *

Zip/Postal Code: *

Country: UNITED STATES *

E-mail: *

Phone Number: * Ext.:

U.S., Canada & Caribbean Islands Phone Format:
###-###-####
International Phone Format:
011 + Country Code + City Code¹ + Local Number
¹As necessary.

Next >>

You are in an encrypted secure session.

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Last updated on May 24, 2001.
URL: <http://www.epa.gov/epahome/usenotice.htm>

6. At the “CDX Registration: Add Program screen”, select “**Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG)**” and click the “**Next**” button.

The screenshot shows a web browser window displaying the U.S. Environmental Protection Agency's CDX Registration: Add Program screen. The page has a blue header with the EPA logo and navigation links. A sidebar on the left contains links like 'About CDX', 'Account Login', and 'Registration'. The main content area is titled 'CDX Registration: Add Program' and lists various programs with radio buttons. The option 'Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG)' is highlighted in yellow. A red arrow points to this option, and another red arrow points to the 'Next>>' button at the bottom right. The footer contains contact information and a security notice.

Registration

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MyCDX > Registration

Logged in as, S5VERIFY.

CDX Registration: Add Program

- Assessment Cleanup and Redevelopment Exchange System (ACRES): ☐
- Environmental Appeals Board (EAB): ☐
- Electronic Inventory Update Reporting (EIUR): ☐
- Facility Registry System - Update Service (FRS-US): ☐
- Lead-Based Paint Activities (LEAD): ☐
- LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2): ☐
- Ozone Depleting Substances (ODS): ☐
- Radionuclide NESHAPs (RAD): ☐
- Stormwater Notice of Intent (eNOI) (SWENOI): ☐
- Toxic Release Inventory Made Easy Web (Approved Pilot Submitters ONLY) (TRIMEweb): ☐
- 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): ☐

Next>>

You are in an encrypted secure session.

Help Desk: (888) 890-1995
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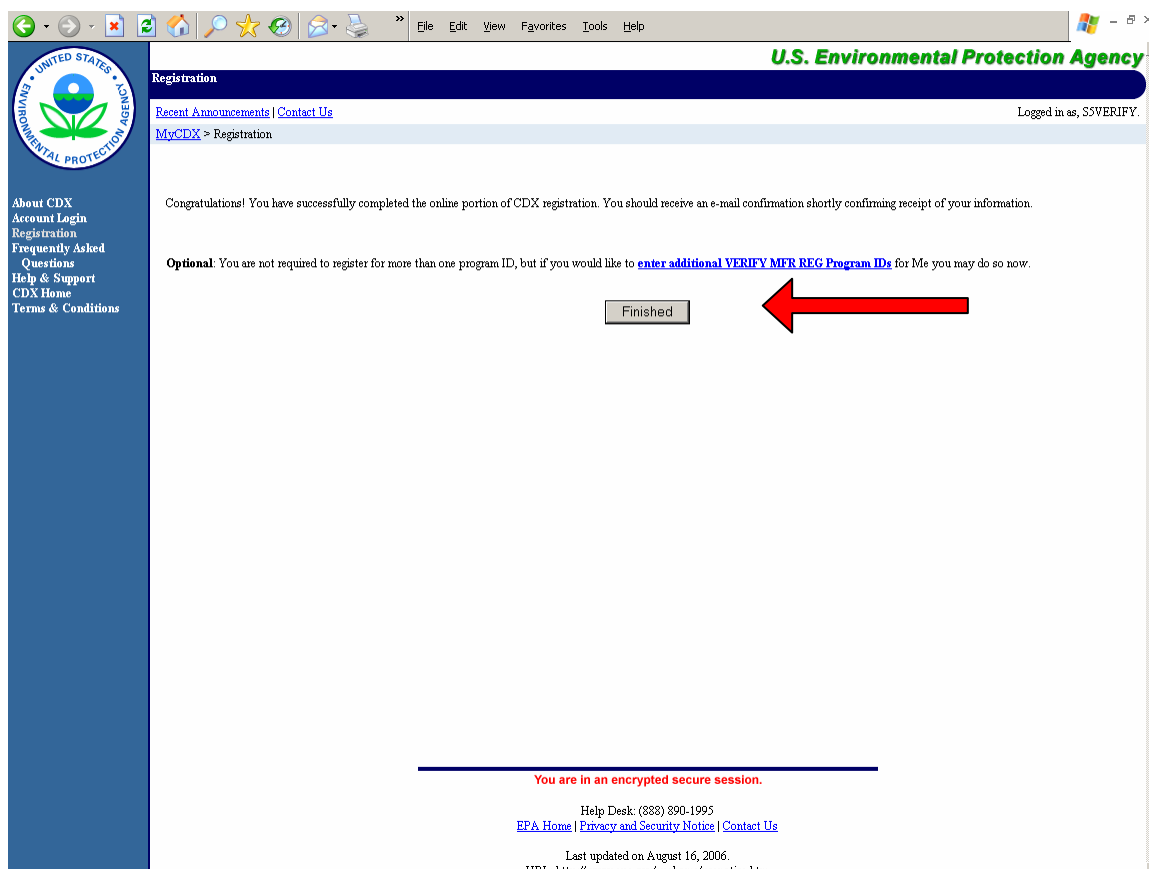
Last updated on March 9, 2001.
URL: <http://www.epa.gov/epahome/usenotice.htm>

7. At the “CDX Registration: Add Program ID screen”, enter the value specified below for each of the requested fields. Click the “**Finished**” button after all four fields have been filled in.

Role = “A SUBMITTER”
Program ID Type = “New Manufacturer Registration”
ID = “N/A”
Submission Method = “WEBFORM”

The screenshot shows the "CDX Registration: Add Program ID" web form. The form has four input fields: "Role" with a dropdown menu showing "A SUBMITTER", "Program ID Type" with a dropdown menu showing "New Manufacturer Registration", "ID" with a text box containing "N/A" and a red asterisk indicating it is a required field, and "Submission Method" with a dropdown menu showing "WEBFORM". Below these fields is a "FINISHED" button, which is highlighted by a large red arrow. A small message box is open, stating "Please enter N/A into this field." The page header includes the EPA logo and the text "U.S. Environmental Protection Agency". The footer contains the text "You are in an encrypted secure session.", "Help Desk: (888) 890-1995", "EPA Home | Privacy and Security Notice | Contact Us", "Last updated on October 7, 2005.", and "URL: http://www.epa.gov/epahome/usenotice.htm".

8. You should now have successfully created a CDX user account. Click the “**Finished**” button to go to your MyCDX homepage



Note: You do not need to click on the “enter additional VERIFY MFR REG Program IDs” link

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 this section 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 “VERIFY MFR REG: Request Manufacturer Code for OTAQ Compliance” link which is listed under the Available Account Profiles for the CDX user account that was created in section A.I. 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 displays the MyCDX web application interface. At the top, there is a navigation bar with the EPA logo and the text "U.S. Environmental Protection Agency". Below this, the "MyCDX" header is visible. The main content area shows a welcome message for "Mr. S Somoza" and login details. A section titled "Available Account Profiles:" lists a link: "VERIFY MFR REG: Request Manufacturer Code for OTAQ Compliance". A red arrow points to this link. The footer contains contact information for the Help Desk and the URL: http://www.epa.gov/epahome/usenotice.htm.

2. On the Manufacturer Information screen, fill in all applicable fields about your company.

If your company already has an EPA manufacturer code, enter it in the comment field at the bottom of the screen.

Click the **“Review & Submit”** button when you have completed the form.

The screenshot shows the 'Request for EPA Manufacturer Code' form. A red arrow points to the 'Comments' field at the bottom, which contains the text: 'If the company being registered already has a manufacturer code, please include it here and ask that the same code be assigned. Eg. "Our manufacturer code is XYZ. Please assign this company this manufacturer code."' Another red arrow points to the 'Review & Submit' button at the bottom right of the form.

U.S. Environmental Protection Agency
Request for EPA Manufacturer Code
Logged in as: SVERIFY: Manufacturer: Me - NOA (Logout)

Note:
1. Required fields are marked with * and cannot be left blank.

Manufacturer Information

Manufacturer Short Company Name *
Manufacturer Full Company Legal Name *

Industries *

<input type="checkbox"/> Aircraft	<input type="checkbox"/> All Terrain Vehicle
<input type="checkbox"/> Complete Heavy-Duty Highway Vehicle	<input type="checkbox"/> Light-Duty Vehicle & Truck
<input type="checkbox"/> Heavy-Duty Highway Spark Ignited	<input type="checkbox"/> Heavy-Duty Highway Gas Engine/Generator
<input type="checkbox"/> Heavy-Duty Highway Compression Ignited	<input type="checkbox"/> Highway Motorcycle
<input type="checkbox"/> ICI	<input type="checkbox"/> Independent Test Lab
<input type="checkbox"/> Large Nonroad Spark Ignited	<input type="checkbox"/> Locomotive
<input type="checkbox"/> Marine Compression Ignited	<input type="checkbox"/> Marine DMO
<input type="checkbox"/> Marine Spark Ignited	<input type="checkbox"/> Nonroad Compression Ignited
<input type="checkbox"/> Off-highway Motorcycle	<input type="checkbox"/> Recreational Vehicle - Snowmobile
<input type="checkbox"/> Small Nonroad Spark Ignited	

Domestic/Import * Select

Company Address

Address, First Line *
Address, Second Line
Address, Third Line
Address, Fourth Line
City *
Address Type ☐ United States ☐ Other
State * Select
Zip Code *
State
Country
Postal Code

Country

Category Type * Select
If Other:
Industries *
Prefix * Select
First Name *
Middle Initial
Last Name *
Suffix * Select
Title
Primary Email Address *
Secondary Email Address
Phone Number *
Phone Type * Select
Add Phone Number
Division #1
Division Short Name
Division Full Name
Add Additional Division

Comments
If the company being registered already has a manufacturer code, please include it here and ask that the same code be assigned.
Eg. "Our manufacturer code is XYZ. Please assign this company this manufacturer code."

Print Review & Submit

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: Only light-duty manufacturers must fill in the division information to cover the different “Makes” of vehicle models that a company plans to certify. Do not enter general organization divisions.

- Review the information you entered and click the **“Return to Form”** button to return to the data entry screen to make any corrections. If no further corrections are needed, click the **“Submit”** button to send your request to EPA.

U.S. Environmental Protection Agency

Review

MyCDX > Request for EPA Manufacturer Code > Review

Logged in as, S5VERIFY. Manufacturer: Me - N/A (Logout)

Please review your submission for accuracy. If you need to make changes, click the "Return to Form" button. Your file has passed data validation. To submit to the EPA, click the "Submit" button.

Manufacturer Information

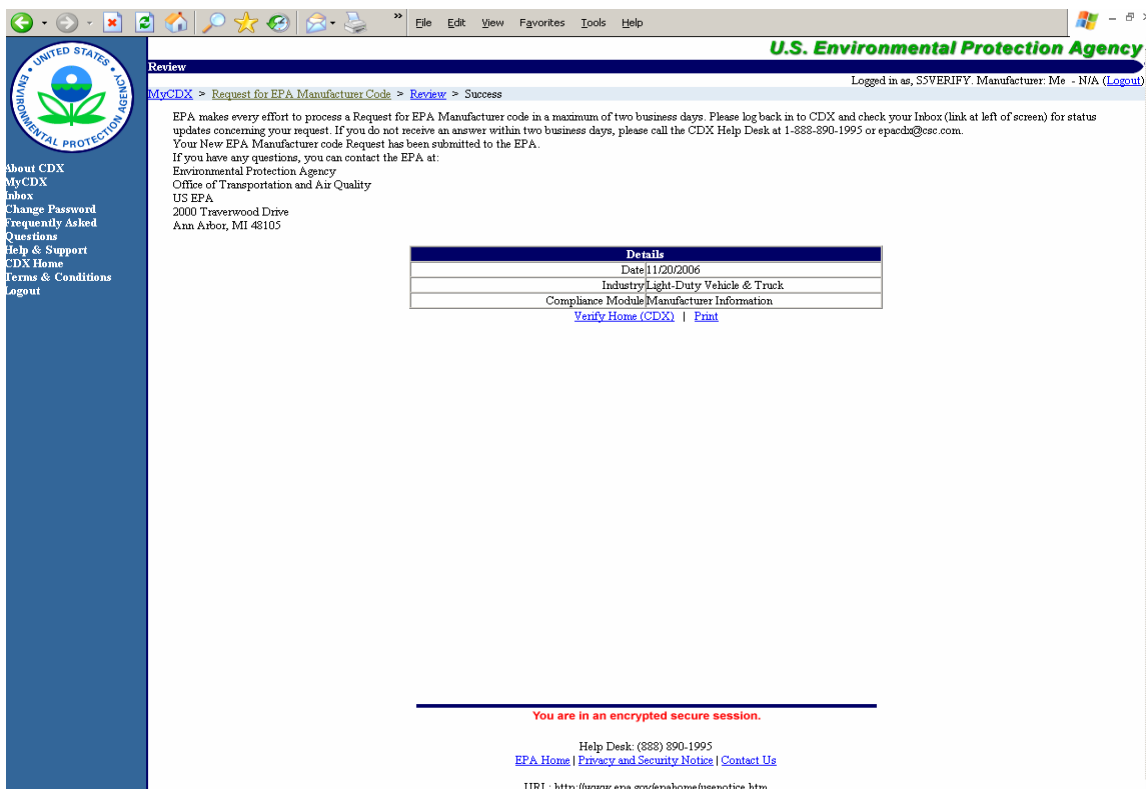
Manufacturer Short Company Name	somoza
Manufacturer code company full legal name	somoza
Industries	Light-Duty Vehicle & Truck
Domestic/Import	U.S. based
Address	
Street, First Line	2000 me drive
Street, Second Line	
Street, Third Line	
City	Ann Arbor
State	Michigan
Zip Code	48105
Contact	
Category Type	Certification
If Other:	
Industries	Light-Duty Vehicle & Truck
Prefix	
First Name	Me
Middle Initial	
Last Name	Somoza
Suffix	
Title	
Primary Email	somoza.sandra@epa.gov
Secondary Email	
Phone Number #1	
Phone Number	734-214-4704
Phone Type	Phone
Comments	Do not create mfr. Thank you

[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>

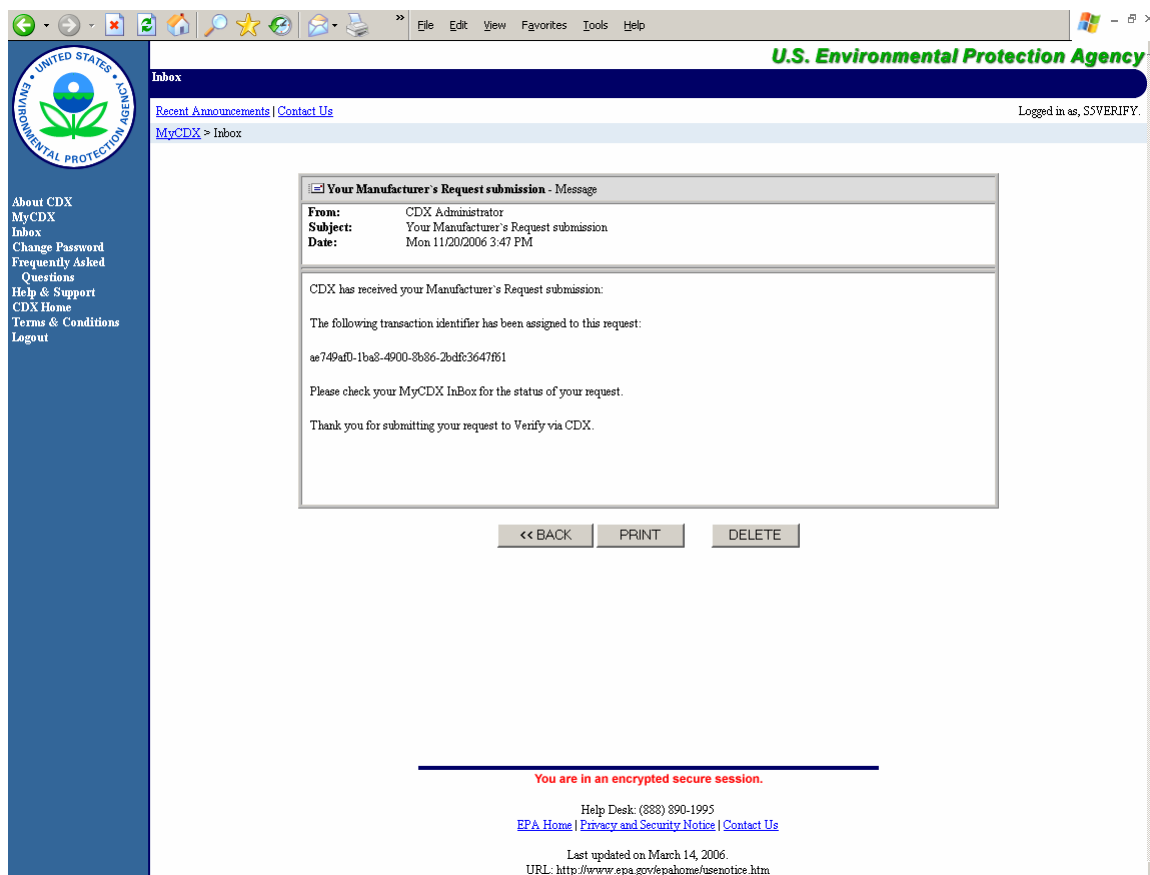
- The confirmation page will summarize your request that was submitted to EPA for processing. You can print this page for your records.



- 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 identifier from your submission confirmation message.



6. 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.

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Inbox

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MyCDX > Inbox

Logged in as, S5VERIFY.

Submission accepted for New Manufacturer - Message

From: VERIFY Administrator
Subject: Submission accepted for New Manufacturer
Date: Mon 11/20/2006 3:49 PM

Your recent submission has been received by the EPA and you will be notified if any additional actions on your part are required.

Manufacturer Code: XXXX

Manufacturer's Request

Transaction Identifier: ae749af0-1ba8-4900-8b86-2bdfc3647f61

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

<< BACK PRINT DELETE

You are in an encrypted secure session.

Help Desk: (888) 890-1995
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Last updated on March 14, 2006.
URL: <http://www.epa.gov/epahome/hasenotice.htm>