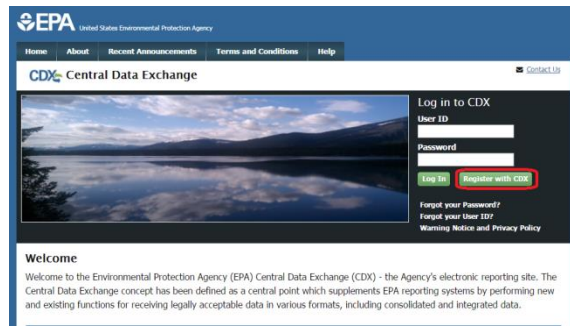
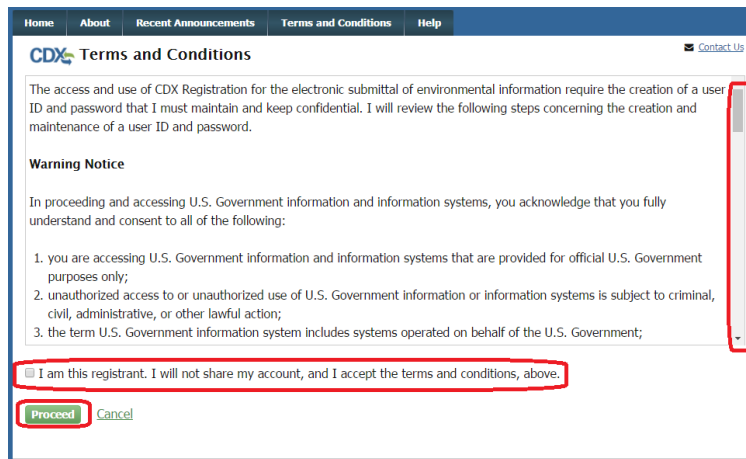


Registering a New User as a Certifier in TRI

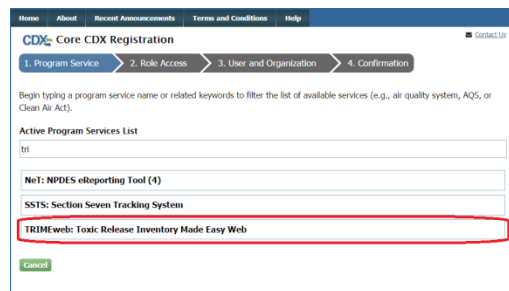
Go to the EPA Website of <https://cdx.epa.gov> Click Register with CDX.



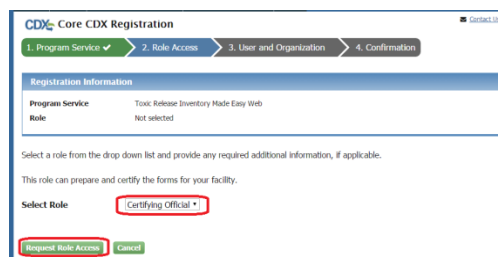
Read through the Terms and Conditions using the scroll arrow on the right side of page. When ready, check mark the box to the left of the “I am this registrant. I will not share my account, and I accept the terms and conditions, above.” **Please note that CDX accounts are per person and not per company and you are acknowledging this fact by accepting these terms and conditions.** Click Proceed.



Choose TRI-MEweb from the program list:



Choose the Role of Certifying Official and Request Role access:



Fill in user information:

Hints:

*Use your full legal name as the one you use on your taxes and driver's license

* User ID cannot be all numerals. It must contain at 8-30 English only characters. An email address can be used if it is under 30 characters.

* Password must be 8-14 characters, numbers and letters only, include one upper case, one lowercase and one number. Passwords ARE character, case and space sensitive

* Security questions will be used to verify Identity when calling the service desk or trying to do an online password reset. Security questions are case and space sensitive.

Please fill out all required fields marked with an asterisk(*)

Part 1: User Information

User ID *

Title *

Mr

First Name *

Middle Initial

Last Name *

Suffix

-Please Select-

Password *

Re-type Password *

Security Question 1 *

-Please Select-

Security Answer 1 *

Security Question 2 *

-Please Select-

Security Answer 2 *

Security Question 3 *

-Please Select-

Security Answer 3 *

Part 2: Organization Info

Search

Enter organization name or organization ID

Cancel

For Part 2: Organization Info, enter your company name or part of your company name and click search. If you have been provided an organization ID from a coworker, enter that number here and click Search. If your Organization is found, click on the blue Organization ID link to select that organization listing.

Part 2: Organization Info

csg

Search

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
589001	CSG	2120 S COLLEGE AVE	FORT COLLINS	CO	80525
70450	CSG	2120 S COLLEGE	FORT COLLINS	CO	80525
83093	CSG	2121 S COLLEGE	FORT COLLINS	CO	80525
104561	CSG LLC	2120 S. COLLEGE AVE	FORT COLLINS	CO	80525
140894	CSG	2120 S COLLEGE AVE.	FORT COLLINS	CO	80525
161622	CSG	2120 S. COLLEGE	FORT COLLINS	CO	80525
184573	CSG	2120 S. COLLEGE AVE.	FORT COLLINS	CO	80525
998113	CSG Crazy House	4803 Innovation Dr	Fort Collins	CO	80528

Can't find your organization? [Use advanced search](#) or [request that we add your organization.](#)

Cancel

Provide the additional contact information. This is the Users email address and phone number. Click Submit Request for Access:

Part 2: Organization Info

CSG
2120 S COLLEGE
FORT COLLINS, CO, US
80525

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization.](#)

[Submit Request for Access](#)

If the organization name "Search" does not show up or it say No Data Found, you will need to select "Request that we add your organization" and enter all the organization information.

Part 2: Organization Info

[Search](#)

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria					

Can't find your organization? [Use advanced search](#) or [request that we add your organization.](#)

[Cancel](#)

Enter the most up-to-date and accurate information here. The company name and address will appear however you type it and it cannot be edited once you click Submit. Use English only characters. Make sure your company name is under 70 characters total. Make sure you are using your email address not someone else's.

Part 2: Organization Info

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](#)

You will now receive a confirmation and directions to check your email for the verification link:

EPA United States Environmental Protection Agency

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 barbara.raoussien@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

[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

Once you have received the confirmation email you will want to click on the link provided. Please note: this is a one-time use link and if you click on it more than once you will key a validation key is invalid error.

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 User ID [redacted] and Password that were selected during the registration process.

<https://cdx.epa.gov/Registration/EmailValidation?code=e730c6de-4947-42e9-b8c9-88fe938fba09>

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

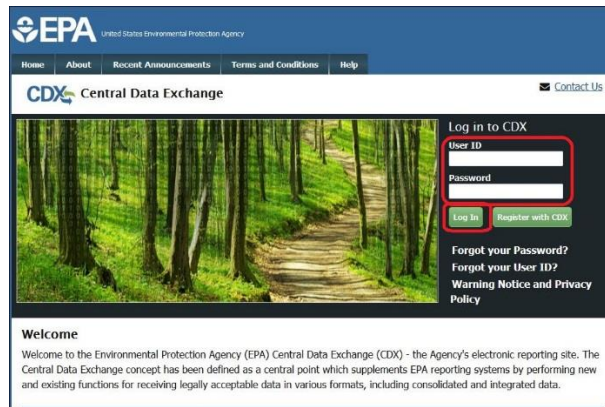
Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.

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

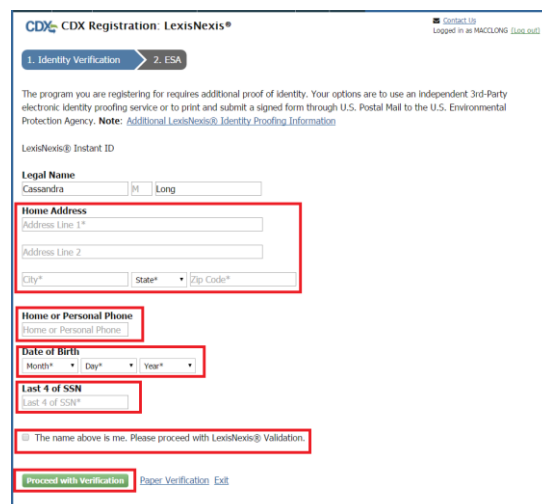
Once you have clicked on the link you will need to log in using your User ID and password that you created (remember the password is case sensitive)



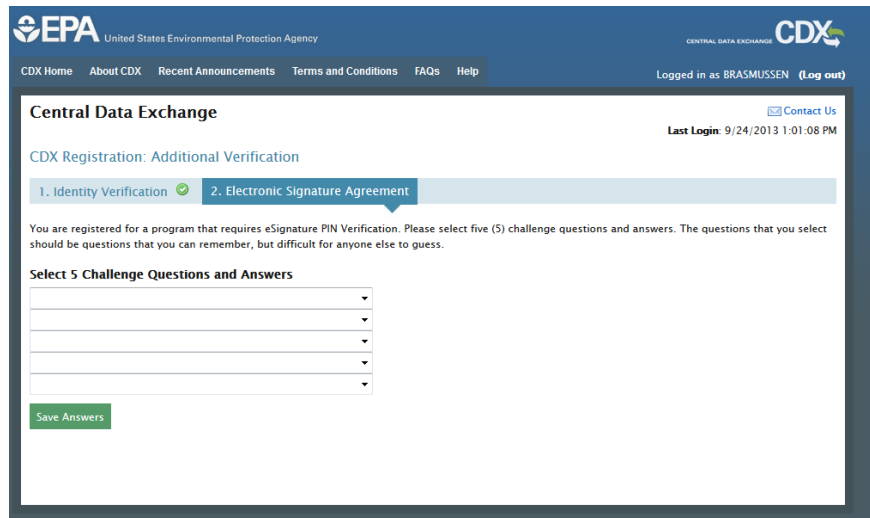
The Identity Verification page will come up. Enter your personal information for confirmation of your identity. This information is taken from your previous year's tax forms. This information is not given to the EPA or sold to any third parties.

Check the box to the left of "The name above is me. Please proceed with LexisNexis Validation."

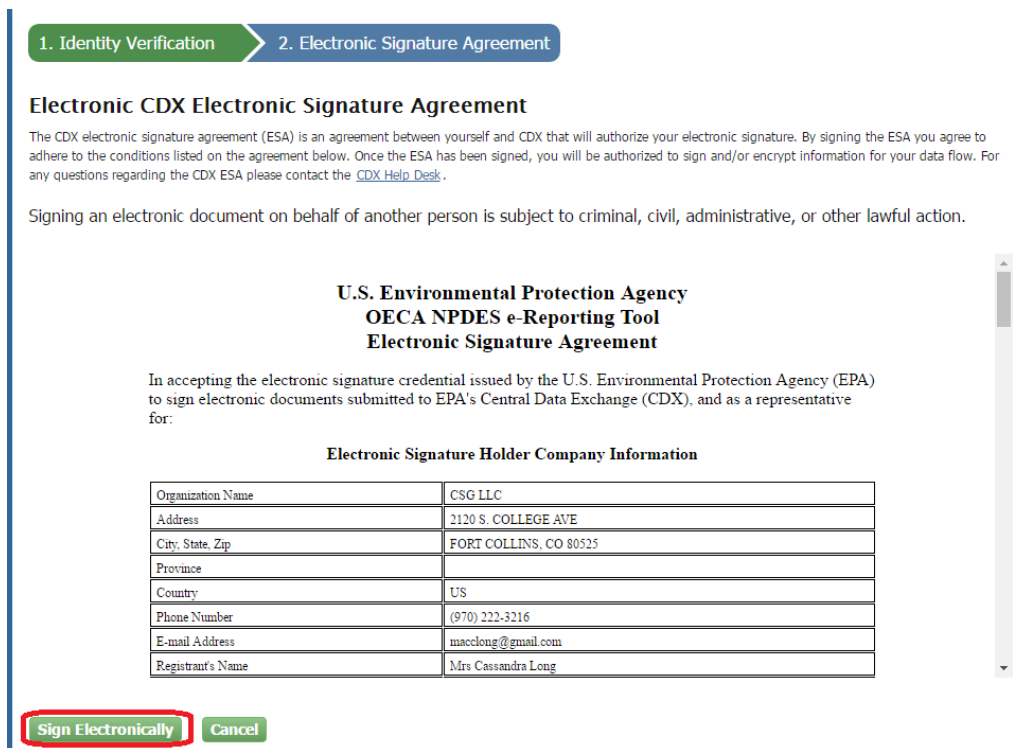
Click Proceed with Verification button



If you passed LexisNexis you will see a page to select and answer 5 security questions. You will need to use the drop downs to answer 5 challenge questions for certification purposes. Please note: **Challenge questions ARE case and space sensitive. You must use English only characters. You must use unique answers for all 5 questions.** This is the only time you get to see the answers, so please print the page, take a screenshot or note your answers if you need to before you click Save Answers. Click Save Answers.



The Electronic Signature Agreement will come up. Click Sign Electronically.



1. Identity Verification 2. Electronic Signature Agreement

Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

**U.S. Environmental Protection Agency
OECA NPDES e-Reporting Tool
Electronic Signature Agreement**

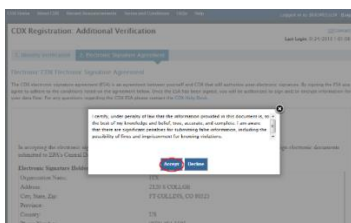
In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

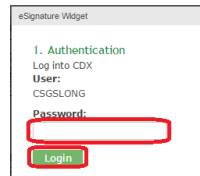
Organization Name	CSG LLC
Address	2120 S. COLLEGE AVE
City, State, Zip	FORT COLLINS, CO 80525
Province	
Country	US
Phone Number	(970) 222-3216
E-mail Address	macclong@gmail.com
Registrant's Name	Mrs Cassandra Long

Sign Electronically **Cancel**

Read and accept the terms and conditions of the ESA

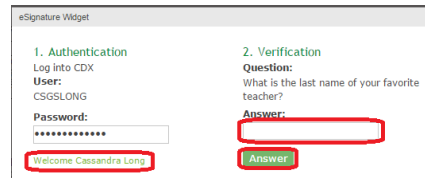


The eSignature widget will now appear with your CDX user ID already listed. Enter your CDX password and click Login button. This is the same password you used when you log in on the CDX home page.



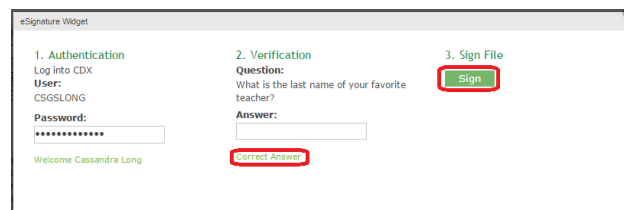
The screenshot shows the 'eSignature Widget' with the '1. Authentication' section. It includes a 'Log into CDX' link, a 'User:' field with the value 'CSGSLONG', a 'Password:' field with masked characters, and a green 'Login' button. Red boxes highlight the password field and the login button.

Once your password is correct, it will say “Welcome Your Name”. Now answer the security question and click the Answer button. This is the case, space and character sensitive answer you provided when you became an approved certifying official on CDX.



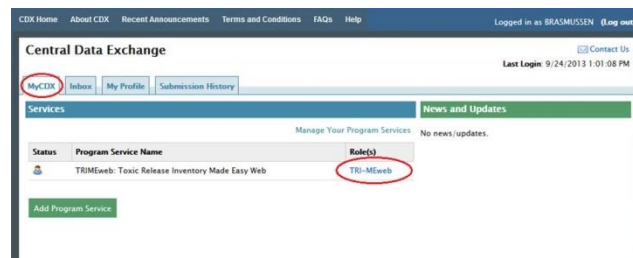
The screenshot shows the 'eSignature Widget' with the '2. Verification' section. It includes a 'Question:' field with the text 'What is the last name of your favorite teacher?', an 'Answer:' field, and a green 'Answer' button. A 'Welcome Cassandra Long' message is visible at the bottom left. Red boxes highlight the answer field and the answer button.

Once your answer is correct it will say Correct Answer. Now click the Sign button



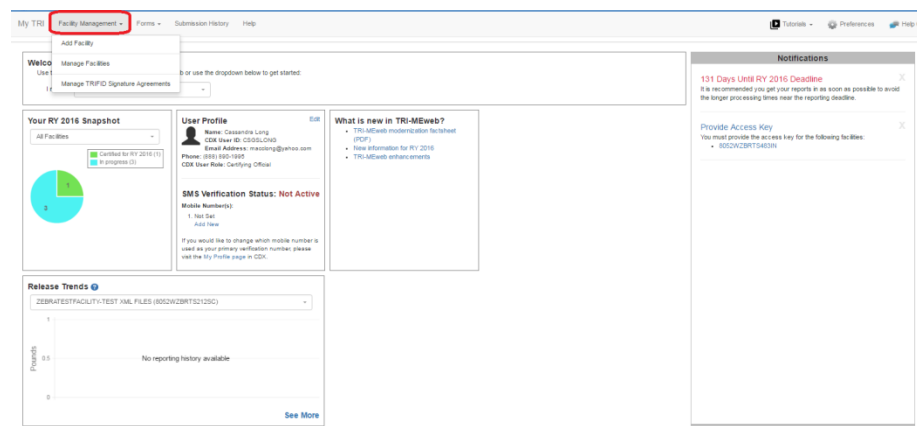
The screenshot shows the 'eSignature Widget' with the '3. Sign File' section. It includes a green 'Sign' button. A 'Correct Answer' message is visible at the bottom left. Red boxes highlight the sign button and the correct answer message.

You will be taken to your My CDX page. Click on the blue TRI-MEweb link on the MyCDX Tab



The screenshot shows the 'My CDX' page. The 'MyCDX' tab is selected, showing a table with columns 'Status', 'Program Service Name', and 'Role(s)'. The 'Role(s)' column contains the link 'TRI-MEweb', which is circled in red. Other elements include a 'Log in as: BIASMUSSEN' link and a 'Last Login: 9/24/2013 1:01:08 PM' timestamp.

If TRIMEweb does not load you will need to add <https://cdx.epa.gov> and <https://trimeweb.epa.gov> to your pop up exceptions or follow the “Always Allow option” on the security window that appears. You will load to the new My TRI page. Click Facility Management and then click Add Facility.



The screenshot shows the 'My TRI' page. The 'Facility Management' tab is selected, showing a 'Welcome' message, a 'Your RY 2016 Snapshot' chart, a 'User Profile' section, and a 'Release Trends' graph. The 'Facility Management' tab is circled in red. The 'User Profile' section shows the user's name, email, and role. The 'Release Trends' graph shows a line chart with the title 'RELEASETRENDS: TEST XML FILES (802N238732125C)'.

If you know your TRIFID select the “My facility has previously reported to TRI.” If your site has never reported to TRI before click the “My facility has not previously reported to TRI.” If unsure, click the “I am not sure if my facility has reported to TRI.”

My TRI | Facility Management | Forms | Submission History | Help | Tutorials | Preferences | Help Chat

Add Facility

TRI facilities are location specific. This means that if a prior owner or operator reported to TRI for the location, then you should report to TRI using the same TRI identification number (TRIFID) as used by the prior owner. If your facility changes its physical location, you should report under the TRIFID for the new location. If you have any questions regarding which TRIFID to use for your facility, please contact the CDX Help Desk at (888) 890-1995. Reporting under the incorrect TRIFID will delay the processing of your TRI form.

Select an option below to get started:

- My facility has previously reported to TRI
- My facility has not previously reported to TRI
- I am not sure if my facility has reported to TRI

If you know the facility TRIFID, click the appropriate button. Enter the TRIFID. Please note all letters in the TRIFID are capitalized. Click Check TRIFID. The page will then load your facility information. Enter the Access Key or use the “Email me the access key” link. Once you get the email with the access key, which should be nearly immediate, enter the key from the email and click Authenticate.

My TRI | Facility Management | Forms | Submission History | Help | Tutorials | Preferences | Help Chat

Add Facility

Successfully sent the access key to your email: macclong@yahoo.com

Add Facility | Existing Facility

Step 1: Enter TRIFID

Enter the TRI facility ID (TRIFID) of the facility you wish to access and click Check TRIFID. If you do not know your facility's TRIFID, click the I don't know this information button so you can search for your facility by its address.

TRIFID: 8052WZBRTS483IN

Check TRIFID | I don't know this information

Step 2: Enter Access Information

Enter your facility's access key or technical contact information from a prior year's form. After you have entered your access key or technical contact information, click Authenticate. If you do not know this information you may request the access to be email to you by clicking on the Email me the access key link or you may click Authenticate at a later time to add the facility to your account with limited access.

TRIFID: 8052WZBRTS483IN
Name: ZEBRA TEST
Address: 4803 INNOVATION DR SUITE 3, FORT COLLINS, CO 80525

Enter Access Key

Access Key: TFA2354D | Email me the access key

Authenticate | Authenticate at a later time

--OR--

Enter Technical Contact Info

Technical Contact Name:

Technical Contact Phone Number:

Authenticate | Authenticate at a later time

Here is a sample of what the email with the Access Key looks like. This sample does not your TRIFID or Access Key and is merely an example. Please do not use this TRIFID or Access Key to try and access your site.

Requested Access Key

no-reply@epacdx.net

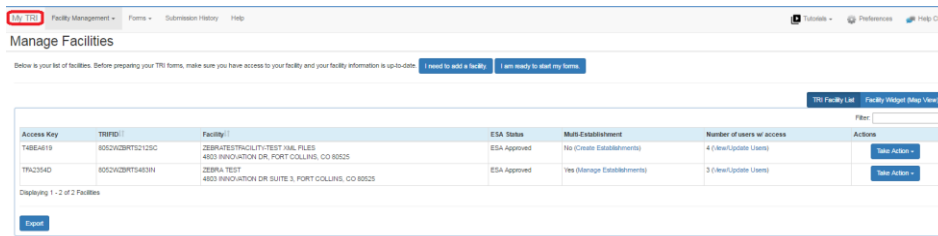
To: Cassandra Long

Below is the requested access key:
TRIFID: 8052WZBRTS483IN
Access Key: TFA2354D

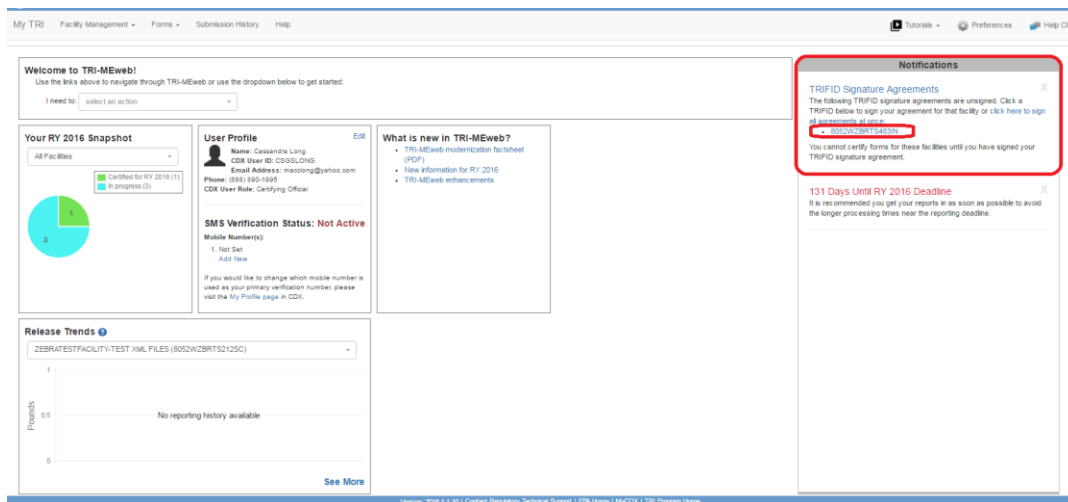
If you would like to add this facility to your account, head to the [Add Facility](#) page.
If you have any questions, please contact the CDX Help desk using the information below:
Phone (toll-free): +1 (888) 890-1995.
Phone (toll): (970) 494-5500.
Email: helpdesk@epacdx.net
The CDX Help Desk is available Monday through Friday, 8:00 AM to 6:00 PM Eastern Time.

Reply | Reply to All | Forward | More

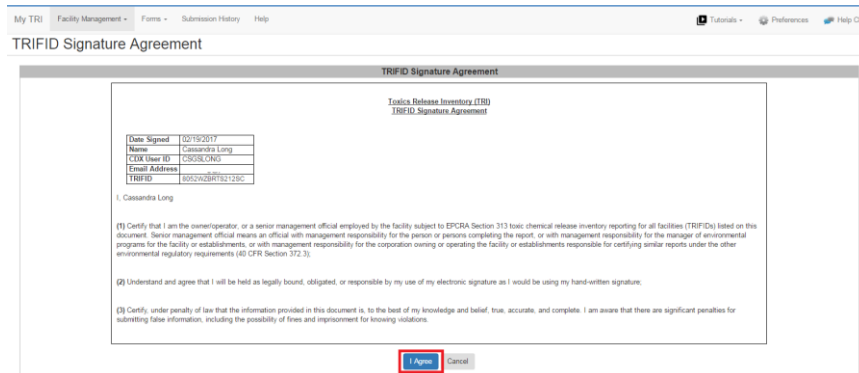
You will load to your Manage Facilities page. Click on My TRI on the upper left of page.



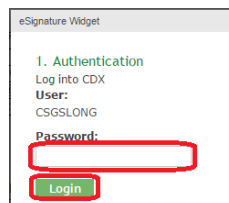
Click on the facility listed on the right hand side of page that shows you need to sign the TRIFID Agreement.



Read the TRIFID Signature Agreement and click I Agree



The eSignature widget will now appear with your CDX user ID already listed. Enter your CDX password and click Login button. This is the same password you used when you log in on the CDX home page.



Once your password is correct, it will say "Welcome Your Name". Now answer the security question and click the Answer button. This is the case, space and character sensitive answer you provided when you became an approved certifying official on CDX.

eSignature Widget

1. Authentication

Log into CDX

User:
CSGSLONG

Password:

Welcome Cassandra Long

2. Verification

Question:
What is the last name of your favorite teacher?

Answer:
[Redacted]

Answer

Once your answer is correct it will say Correct Answer. Now click the Sign button

eSignature Widget

1. Authentication

Log into CDX

User:
CSGSLONG

Password:

Welcome Cassandra Long

2. Verification

Question:
What is the last name of your favorite teacher?

Answer:
[Redacted]

Correct Answer

3. Sign File

Sign

You will now load to the Manage TRIFID Signature Agreement page.

Manage TRIFID Signature Agreements

Official Title

TRIMEweb must collect and store your official title with the TRIFID submission you are certifying. Please provide the official title below by clicking Provide Title.

Providing Title: [Redacted]

Provide Title

Pending Tasks

Pending Forms	Pending TRIFID Signature Agreements
0	0

Pending Signatures

You have access to the following list of TRIFIDs, but have not yet signed the TRIFID Signature Agreement document attesting that you have the authority to certify for TRIFID submissions under these TRIFIDs. Check the box corresponding to the TRIFID(s) which you would like to certify for and click Sign Agreements.

Add Facility

Signature Received

You have successfully signed the TRIFID Signature Agreement for the following TRIFIDs:

View	TRIFID	Facility Name	Location
	852CH2P752125G	258PATEDTRACULTYTEST AVAL FILES	4002 INNOVATION DR PORT COLLINS CO 80525
	852CH2P752125H	258PATEDTRACULTYTEST AVAL FILES	4002 INNOVATION DR SUITE 3 PORT COLLINS CO 80525

You have now completed the registration as a New User and certifying official for the Toxic Release Inventory (TRIME) Web program. You can now prepare and/or certify your forms inside TRIMEweb.

If you require any assistance with this process please call the Helpdesk at 888-890-1995 or 970-494-5500 or email us at helpdesk@epacdx.net. We are available M-F from 8-6 EST except on federal holidays.

Thank you,

EPA CDX Helpdesk

Staffed by CNSS