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.

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.
Provide the additional contact information. This is the Users email address and phone number. Click 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.

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.

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

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.

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.

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.

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

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

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.
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.”

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.

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

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

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@epacdxc.net. We are available M-F from 8-6 EST except on federal holidays.

Thank you,

EPA CDX Helpdesk

Staffed by CNSS