



U.S. Environmental Protection Agency Central Data Exchange



National Air Emission Inventory (NEI) XML Schema Version 3.0

**User Guide
Revision 1**

Final

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Section 1. Getting Started

The Central Data Exchange (CDX) will start accepting electronic submissions beginning approximately one (1) month prior to scheduled National Emissions Inventory (NEI) due date(s). NEI submission schedule is shown in Section 1.2.

1.1 System Requirements

Please have the following items before you get started:

- Emission inventory files to be submitted. The files must be in the National Emission Inventory (NEI) Input Format (NIF) or extensible markup language (XML) and be zipped.
- Email account. In order to participate in this project, you will need an email account. Here is one resource for free email: <http://www.free-email-address.com/>.
- Internet access.
- Internet Explorer (IE) 5.5 with 128-bit encryption. Go to the following link to download: <http://www.microsoft.com/windows/ie/>. (Do not download IE 6.0; it is a Beta version.)
- Pentium processor (minimum). To check processor information, open Control Panel, click System (icon), go to General tab, and check the processor information displayed under the Computer section.
- Microsoft Windows 95B with Y2K Service Pack installed, Windows 98, Windows 2000 or Windows NT4.0 (Service Pack 5 or greater). To check for the Y2K upgrade in Windows 95 or 98 environments, go to Windows Explorer, select View, click on Details, and look in C:\Windows to find the Y2KW95.txt file.

Do not proceed if you do not meet all of these requirements. For more information, call the CDX Technical Support line for assistance at 888-890-1995.

1.2 NEI Submission Schedule

CDX will be available for your account registration and file transfer a month prior to specified data due dates for the NEI. The Consolidated Emissions Reporting Rule (CERR), located at <http://www.epa.gov/ttn/chief/cerr/index.html>, describes the reporting dates and the specific emissions inventory data elements that are to be submitted. Note that your data is due annually on June 1. Keep the following CDX milestone dates in mind:

May 1	CDX available to begin accepting NEI electronic submissions
June 1	Data submissions due per the CERR

In addition, the EPA Emission Factors and Inventory Group (EFIG) may host submittal opportunities as part of a review and data correction cycle during development of a specific year version of the NEI. Such data review and correction time periods will be advertised at <http://www.epa.gov/ttn/chief>, and via the NEI Listserv. Data transfer, during such additional periods, will also be supported by CDX.

1.3 Support

For general and technical questions related to CDX, there are three (3) support options available:

1. Telephone - Person-to-person telephone support is available from 8:00 a.m. - 6:00 p.m. (EST). Call our toll-free line at 888-890-1995.
2. Email - Send email to Technical Support at epacdx@csc.com with "NEI Tech Support" listed in the Subject line.
3. Fax - Assistance requests are accepted 24 hours a day at 703-917-7105. Support personnel will respond to faxed requests Monday - Friday from 8:00 a.m. - 6:00 p.m. (EST).

If you have questions about the content, format, and policy for reporting emissions inventory data, please call EFIG (Ms. Lee Tooly) at 919-541-5292 between 8:00 a.m. and 4:30 p.m. (EST).

1.4 Process Overview

The process to submit your emissions inventory files to EFIG involves the following steps:

1. Prepare Emissions Data in Acceptable Format and Zip File
2. Access CDX Secure Web Site
3. Activate CDX Account
4. Access NEI Submittal Form
5. Populate NEI Submittal Form
6. Attach and Send Zipped File
7. Log Off of CDX
8. Log On After Account Activation
9. Provide User Comments

1.4.1 Step 1 - Prepare Emissions Data in Acceptable Format and Zip the File

Prepare your emissions data in the NIF or XML format. For file format information, see <http://www.epa.gov/ttn/chief/nif/index.html>. The file must be zipped before it can be submitted to CDX.

The Zip file must follow the naming convention:

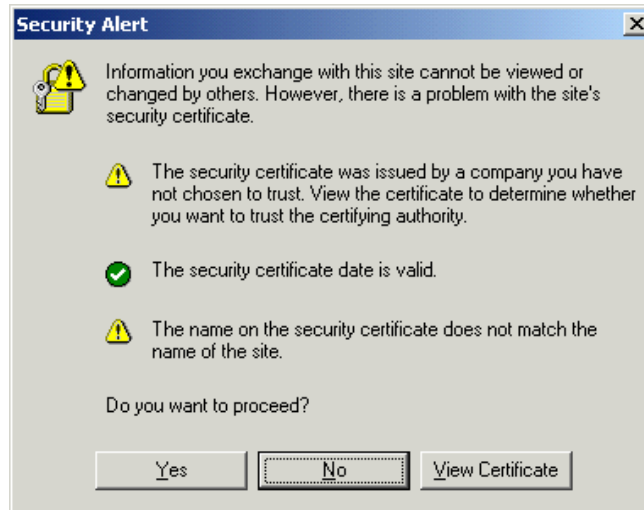
- First three (3) characters of the EPA program: NEI
- Next two (2) characters: Two (2) letter state abbreviation
- Next two (2) characters: Number of submission
- User ID used for CDX registration

If the file name is NEIVA01chaudet123, the file for upload is NEIVA01chaudet123.zip.

1.4.2 Step 2 - Access CDX Secure Web Site

You should have IE 5.5 with 128-bit encryption. If you would like to download IE, go to the following Web site before you access CDX: <http://www.microsoft.com/windows/ie/>.

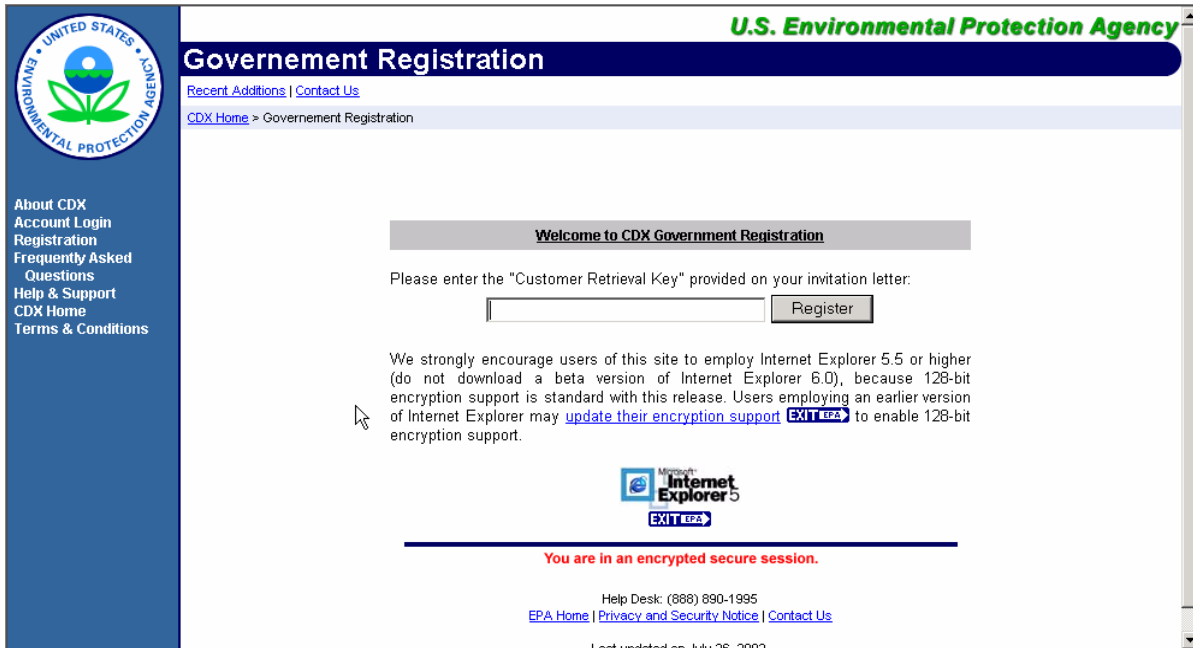
Go to <https://epacdx.csc.com/govtregistration> through your Internet connection. CDX is a secure Web site that supports secure socket layer (SSL). Depending on the version of IE that you use, you may be prompted with this pop-up Security Alert message:



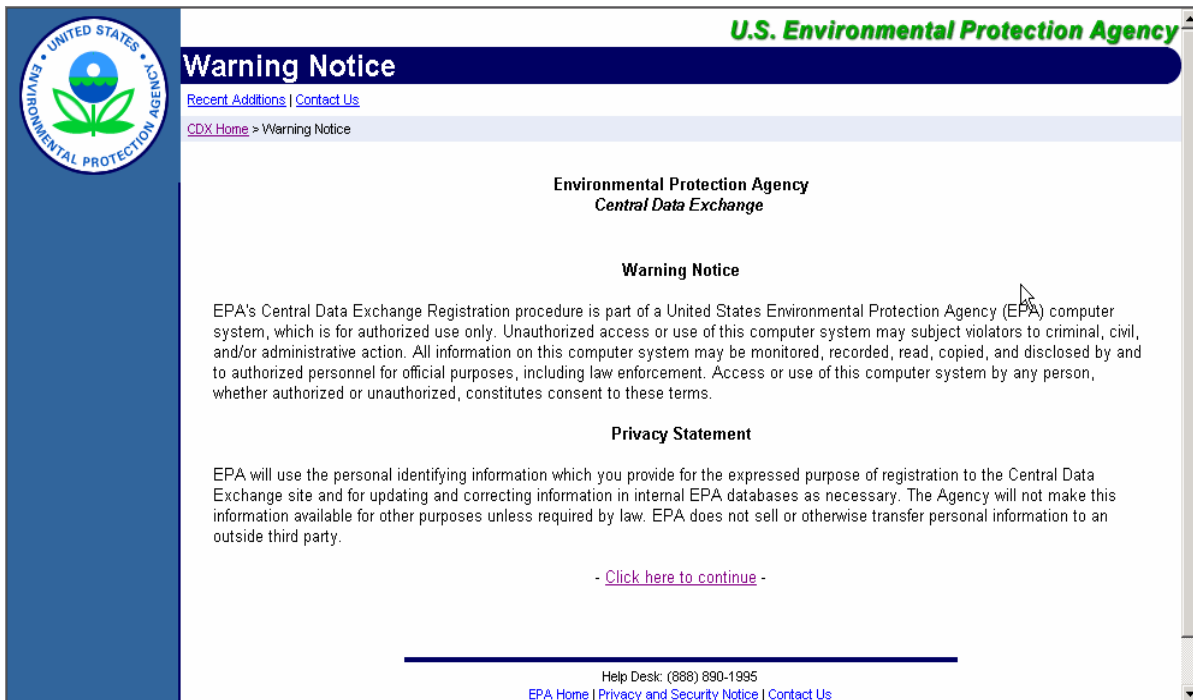
Click **Yes** to proceed to the CDX Registration page.

1.4.3 Step 3 - Activate CDX Account

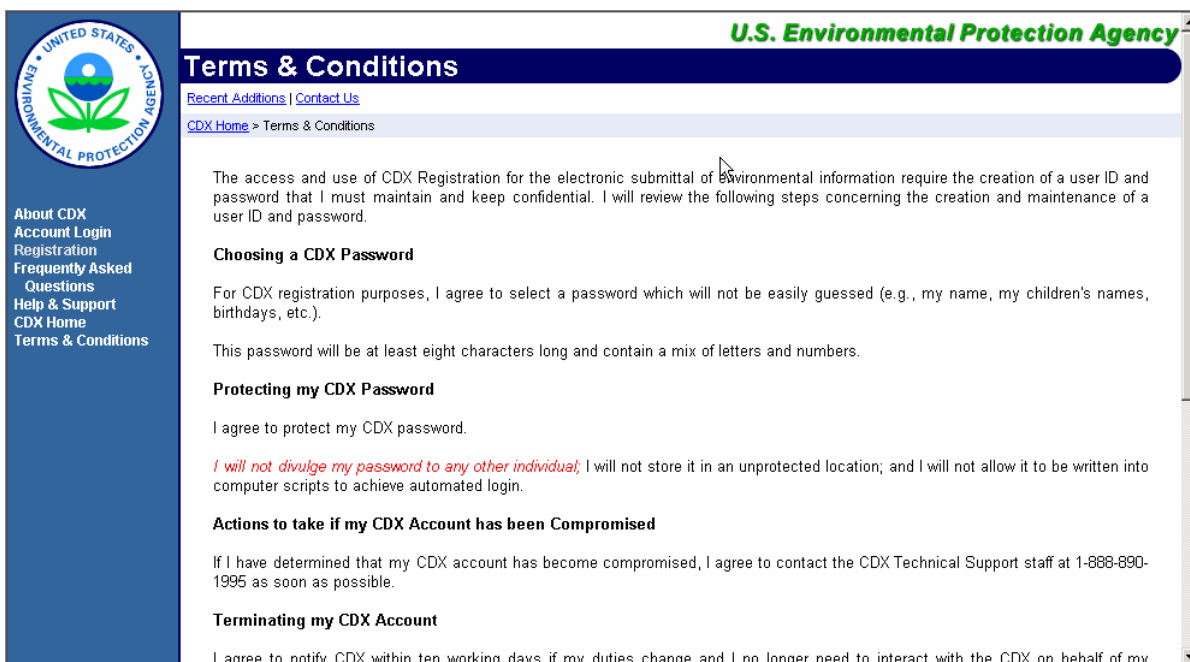
At the CDX Registration page, enter the provided Customer Retrieval Key (CRK) (case sensitive - use UPPERCASE) from your invitation letter in the text box, and then click **Register**. If you end the session before you complete registration, or the session times out (which occurs if inactive for 20 minutes), you will have to contact CDX Technical Support to have your CRK reset.



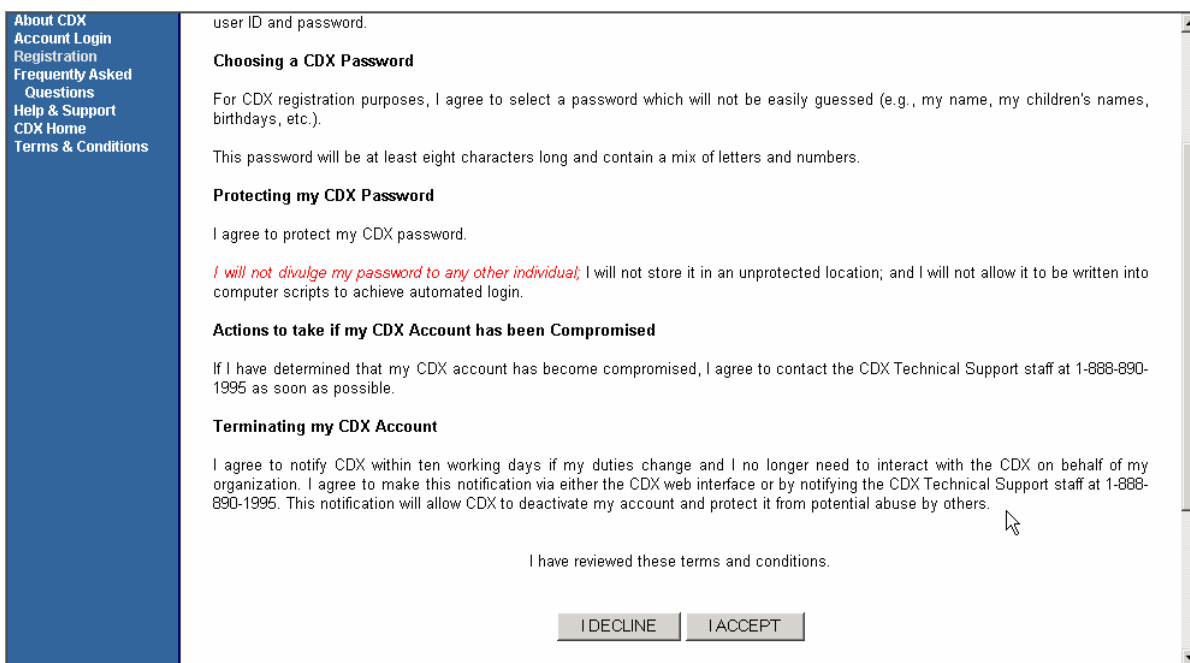
Read the warning notice, then click the **Click here to continue** link.



Carefully read the CDX Terms & Conditions. You should print a copy for your records.



Click **I Accept** at the bottom of the “Terms & Conditions” screen to continue.



When you accept the terms and conditions, the “User Information” screen will display.

The “User Information” screen displays information you provided when you pre-registered in CDX government registration. Make necessary changes to the displayed information.

First Name: Mr. Roy *

Last Name: Cheudet * 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 @. If you enter a user name which is in use, you will be asked to select a new user name.

User Name: chaudet123 *
(8 characters; Don't use \$ # . " or @)

Password: ***** *
Re-enter Password: ***** *
(8 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: Mother's Name *
Secret Answer: Libby *

Next >>

You are in an encrypted secure session.

Choose your user name and password. (A unique user name is required within CDX. If the user name supplied is already in use, you will be prompted to select another user name.) The user name and password must be at least eight (8) characters long, and must include at least one (1) number. Both user name and password are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g., \$, #, “, or @. The user name and password should not be the same.

In addition to user name and password, you must provide a secret question and secret answer. If you forget your user name and password, CDX Technical Support will supply the secret question and you must provide the secret answer to reset your password.

Select **Next** when you have completed the “User Information” screen.

Please verify the information in your organization profile. Use the TAB key to move from field to field. Fields marked with an asterisk are required. For users without an e-mail address, the following web page provides information for many free email services: <http://www.free-email-address.com/> [EXIT](#)

Organization Name: VADEQ *

Registrant's Work Mailing Address 1: 12nd Street *

Registrant's Work Mailing Address 2: *

City: Woodbridge *

State/Province: Virginia *

Zip/Postal Code: 22102 *

Country: UNITED STATES *

E-mail: rchaudet@lmi.org *

Phone Number: (703) 917-7005 * 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.

Note: You will need your user name and password each time you log on to CDX. Remember your user name and password.

The CDX registration user information was obtained from your pre-registration information. Make any necessary changes to the displayed information. Click **Next** after you have reviewed and, if necessary, updated this screen.

Please verify the information in your organization profile. Use the TAB key to move from field to field. Fields marked with an asterisk are required. For users without an e-mail address, the following web page provides information for many free email services: <http://www.free-email-address.com/> [EXIT](#) [EPA](#)

Organization Name: VADEQ *

Registrant's Work Mailing Address 1: 1 2nd Street *

Registrant's Work Mailing Address 2:

City: Woodbridge *

State/Province: Virginia *

Zip/Postal Code: 22102 *

Country: UNITED STATES *

E-mail: rchaudet@lmi.org *

Phone Number: (703) 917-7005 * Ext.

U.S., Canada & Caribbean Islands Phone Format:
####

International Phone Format:
011 + Country Code + City Code¹ + Local Number

¹As necessary.

You are in an encrypted secure session.

The “CDX Registration: Verify Program(s)” screen will appear. Confirm that you are registered for the National Emissions Inventory program, and then click **Next**.

CDX Registration: Verify Program(s)

National Emissions Inventory (NEI):

If you do not wish to register for any programs at this time, simply uncheck any preselected programs.

You are in an encrypted secure session.

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

Last updated on August 22, 2003.
 URL: <http://www.epa.gov/epahome/usenotice.htm>

Verify and accept default selections, where indicated, on the “Registration” screen.

Role: Submitter.

ID Type: Verify as state, county, district, city, tribe, or other.

Program ID: Verify state abbreviation. If local agency, verify agency name after state abbreviation.

Submission Method: Select Webform if you are submitting a zipped file that is smaller than 100 MB. For files that are larger than 100 MB, contact CDX Hotline.

Click **Next** to proceed.

The screenshot shows a web form titled "Add Program ID". At the top, it says "Use the TAB key to move from field to field. * = REQUIRED FIELD". The form contains the following fields:

- Role: SUBMITTER *
- Program ID Type: STATE ID: VA *
- Submission Method: WEBFORM *

Below the fields is an "ADD" button. A red message states "You are in an encrypted secure session." At the bottom, there is contact information for the Help Desk (888) 690-1995, links for EPA Home, Privacy and Security Notice, and Contact Us, and a note that the page was last updated on July 18, 2002. The URL is http://www.epa.gov/epahome/usenotice.htm.

A completion screen will verify that you have completed registration. CDX provides the option for adding Program IDs if, in the unique circumstance, you represent more than one reporting entity. Please let us know if this is the case by contacting the CDX Hotline.

The screenshot shows the "U.S. Environmental Protection Agency Registration" completion screen. The header includes the EPA logo and the text "U.S. Environmental Protection Agency Registration". Below the header, it says "Recent Additions | Contact Us" and "Logged in as, ADSETZERREGTEST3". A breadcrumb trail shows "MyCDX > Registration".

The main content area contains the following text:

Congratulations! You have successfully completed the online portion of CDX registration. You should receive an e-mail confirmation shortly confirming receipt of your information.

Optional: You are not required to register for more than one program ID, but if you would like to [enter additional NEI Program IDs](#) for CSC you may do so now.

At the bottom of the main content area is a "Finished" button.

1.4.4 Step 4 - Access NEI Submittal Form

Note: Before you begin this part of the CDX electronic submission process, you must have your zipped file ready.

Click the **NEI: National Emissions Inventory** link from the “My CDX” screen to submit your file.

The screenshot shows the MyCDX web interface. At the top right, it says "U.S. Environmental Protection Agency" and "MyCDX". Below this, it indicates "Logged in as, CHAUDET123." and provides links for "Recent Additions" and "Contact Us".

The main content area is titled "Central Data Exchange - MyCDX" and displays the following information:

Welcome, Mr. Roy Chaudet			Last Login: September 30, 2002
			Registered Since: May 15, 2001
			Recertification Date: May 15, 2001
CDX Registration Status: Active			

Below this, a message states: "You have 6 new messages in your [Inbox](#)".

There are four navigation links: [Change System Password](#), [Edit Personal Information](#), [Edit Current Account Profiles](#), and [Add New Employer Profile](#).

The "Available Account Profiles:" section contains a single link: [NEI: National Emissions Inventory](#).

At the bottom of the page, a red message states: "You are in an encrypted secure session." Below this, contact information is provided: "Help Desk: (888) 890-1995" and links for "EPA Home", "Privacy and Security Notice", and "Contact Us".

1.4.5 Step 5 - Populate NEI Submittal Form

Fill out sections I, II, and III of the NEI Submittal Form.

I. Contact Information

This section is pre-populated with the name, organization, telephone number, fax number, and email address of the person who logged in. Confirm that the information displayed is accurate and make any necessary changes.

II. Submittal Status

This section is pre-populated with the current date.

The screenshot shows the top portion of the '2001 National Emission Inventory Submittal Form'. At the top left is the EPA logo and 'United States Environmental Protection Agency'. The title '2001 National Emission Inventory Submittal Form' is centered. Below the title are two lines of red text: '* = REQUIRED FIELD' and '! = ONE OR MORE SELECTIONS REQUIRED'. A section header 'Available Profiles:' is followed by a dropdown menu that is currently open, showing 'PLEASE SELECT A PROFILE...' at the top and two options: 'NEI SUBMISSION PROFILE: VA DEQ' and 'NEI SUBMISSION PROFILE: VA'. Below this, the 'I. Contact Information' section is partially visible, with a label 'Please provide information' and a text input field for 'Name:' containing 'Roy Chaudet' with a red asterisk to its right. Below that is an empty 'Organization:' field with a red asterisk to its right.

This screenshot shows the '2001 National Emission Inventory Submittal Form' with the 'Available Profiles:' dropdown menu now closed and 'NEI SUBMISSION PROFILE: VA DEQ' selected. The 'I. Contact Information' section is fully visible, with the instruction 'Please provide information on the person submitting data.' Below this are several input fields: 'Name:' with 'Roy Chaudet' and a red asterisk; 'Organization:' with 'VA DEQ' and a red asterisk; 'Telephone No:' with '(703) 917-7005' and a red asterisk; 'Fax No:' with an empty field; and 'E-Mail:' with 'rchaudet@lmi.org' and a red asterisk. Below this is the 'II. Submittal Status' section, which includes a note: 'Note: All data sent to EPA should be considered publicly available. All data received by EPA will be processed as publically available.' Below the note is a 'Date of Submission:' field with '8/19/2003' and a red asterisk. The 'III. Geographic Coverage' section is partially visible at the bottom, with the instruction 'Please provide information on the geographic coverage of the submittal and check all that apply to the'.

III. Geographic Coverage

This section documents the geographic area covered by your data submittal. The For State drop-down box is pre-populated with your state information. Confirm that the state displayed is correct and make any necessary changes. In the For Local drop-down box, select the data level for county, city, district, tribal or other. Then populate all that apply to your submittal: Statewide, Non-attainment Area(s), or other.

The screenshot shows a web form with three sections:

- III. Geographic Coverage**: Includes a text prompt, a warning "At least one selection is required for Statewide, Non-attainment Area(s) or Other.", and input fields for "For State" (MD), "For Local" (dropdown), and checkboxes for "Statewide", "Non-attainment Area(s)", and "Other".
- IV. Pollutant Coverage**: Includes a text prompt and a warning "At least one selection is required.", and checkboxes for "VOC", "NO_x", "CO", "SO₂", "PM₁₀", "PM_{2.5}", "NH₃", and "HAPs".
- V. Source Category Information**: Includes a text prompt and a warning "At least one selection is required for section", and checkboxes for "Stationary Point", "Stationary NonPoint", "Criteria" (with a "Size Cutoff" dropdown), and "HAPs" (with "Major" and "Area" checkboxes and a "Size Cutoff" dropdown).

Step 5 - Populate NEI Submittal Form (Continued)

Complete sections IV, V, and VI.

IV. Pollutant Information

This section confirms the pollutants included in your submittal. Check all that apply to your submittal: VOC, NO_x, CO, SO₂, PM₁₀, PM_{2.5}, NH₃, or HAPs.

V. Source Category Information

This section whether criteria and HAP data are included in your submission:

For Criteria, check all source type information that applies to your submission: Point, Stationary Area, Nonroad Mobile, Biogenic, Onroad Mobile: Emissions, VMT, MOBILE Input Files. Finally, in the Size Cutoff drop-down box, choose 5, 10, 25, 50, 100, 250, or other.

For HAPs, check all source type information that applies to your submittal: Point/major, Point/Area, Nonpoint, Onroad Mobile: Emissions, VMT, MOBILE Input Files. Finally, in the Size Cutoff drop-down box, choose 10, 25, or other.

VI. Temporal Information

This section indicates the time period covered by your submission. Populate all temporal information categories that apply: Annual Emissions, Seasonal Emissions, Average Daily Emissions.

IV. Pollutant Coverage		
Please check all pollutants included in submittal. ! At least one selection is required.		
VOC: <input type="checkbox"/> NO _x : <input type="checkbox"/> CO: <input type="checkbox"/> SO ₂ : <input type="checkbox"/> PM ₁₀ : <input type="checkbox"/> PM _{2.5} : <input type="checkbox"/> NH ₃ : <input type="checkbox"/> HAPs: <input type="checkbox"/>		
V. Source Category Information		
Please check all source categories included in the data submittal. ! At least one selection is required for section		
	Criteria	HAPs
Stationary Point	<input type="checkbox"/> Size Cutoff <input type="text"/>	<input type="checkbox"/> Major Size Cutoff <input type="text"/>
		<input type="checkbox"/> Area
Stationary NonPoint	<input type="checkbox"/>	
Nonroad Mobile	<input type="checkbox"/>	<input type="checkbox"/>
Onroad Mobile	<input type="checkbox"/>	<input type="checkbox"/>
VMT	<input type="checkbox"/>	<input type="checkbox"/>
MOBILE Input Files	<input type="checkbox"/>	<input type="checkbox"/>
Biogenic	<input type="checkbox"/>	<input type="checkbox"/>
VI. Temporal Information		
Please check all that apply to the submittal. ! At least one selection is required.		
Specify year of data:	<input type="text" value="2003"/>	
Annual Emissions :	<input type="checkbox"/> Seasonal Emissions : <input type="checkbox"/> Daily Emissions : <input type="checkbox"/> Other : <input type="checkbox"/>	
If Other, specify :	<input type="text"/>	

Step 5 - Populate NEI Submittal Form (Continued)

Complete sections VII, VIII, and IX. Once you have filled out the 2003 National Emission Inventory Form, you are ready to transmit the Web form and your zipped file.

VII. Electronic Submittal Information

This section confirms the format and type of your data file. Specify the file format of your data: NIF 3.0 or XML. Populate the check box if both criteria and HAP data are included in the same file.

VIII. Additional Comments

Note other important information in the comment box provided. For example, the size cutoff point source data or some source categories are covered statewide while others are included for the NAA only.

IX. Emissions File

Use the browser to select the Zip file that will be transmitted with this form. Note the file will need to follow the file naming convention described in Step 1.

National Emission Inventory Submittal Form - Microsoft Internet Explorer

Address: https://epacdx.test.csc.com/SSL/NEI/NEIhome.asp

VII. Electronic Submittal Information

Please specify the method(s) used to electronically format the data.
 NOTE: If a format other than NIF or NEI XML is used, a format dictionary should be included.
 For such submissions, EPA will not process the data file for the NEI but may post it with the format dictionary as public information.

NIF 3.0: MS Access ASCII

NEI XML 3.0: XML Schema

Please check here if both criteria and HAPs are included in the same file:

Other Format:

If other check here if format dictionary is included:

NIF QC Software:

Check if NIF QC software has been run on the file:

If so specify version of NIF QC software: If so, check here if NIF QC reports are error - free:

If other files are submitted with the data, please specify in additional comments below. Thank you!

VIII. Additional Comments

Please provide other important information. For example, the size cutoff for point source data, or if a pollutant is included for only specific source categories, or if some source categories are covered Statewide while others are included for the nonattainment area only, please specify below.

IX. Emissions File

NOTE: As you are zipping your NIF files, the zip file name must have:

- "NEI"
- 2-letter state abbreviation
- 2-digit submission number (incremental for each CDX submission)
- Your CDX User ID

Example file name: NEIVA01NEITEST1. All files within the zip file should be named using NIF Guidance.

VIII. Additional Comments

Please provide other important information. For example, the size cutoff for point source data, or if a pollutant is included for only specific source categories, or if some source categories are covered Statewide while others are included for the nonattainment area only, please specify below.

IX. Emissions File

NOTE: As you are zipping your NIF files, the zip file name must have:

- "NEI"
- 2-letter state abbreviation
- 2-digit submission number (incremental for each CDX submission)
- Your CDX User ID

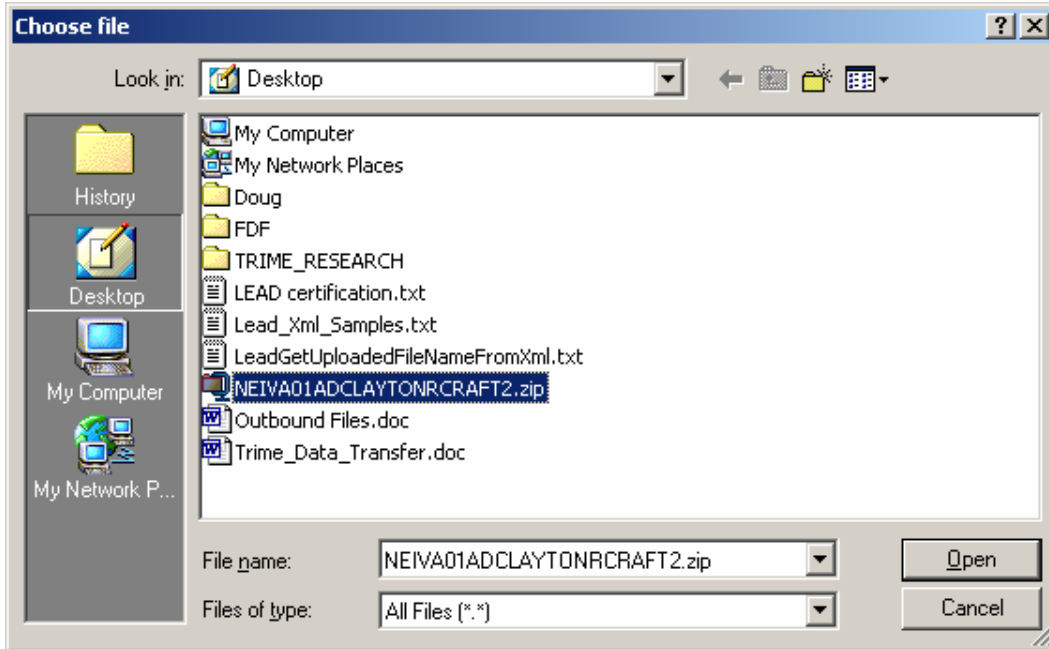
Example file name: NEIVA01ADCLAYTONRCRAFT2. All files within the zip file should be named using NIF Guidance.

Please specify the zip file or attachment on your local computer or network that will be transmitted with this emissions data form. Use the BROWSE button to locate your file or attachment.

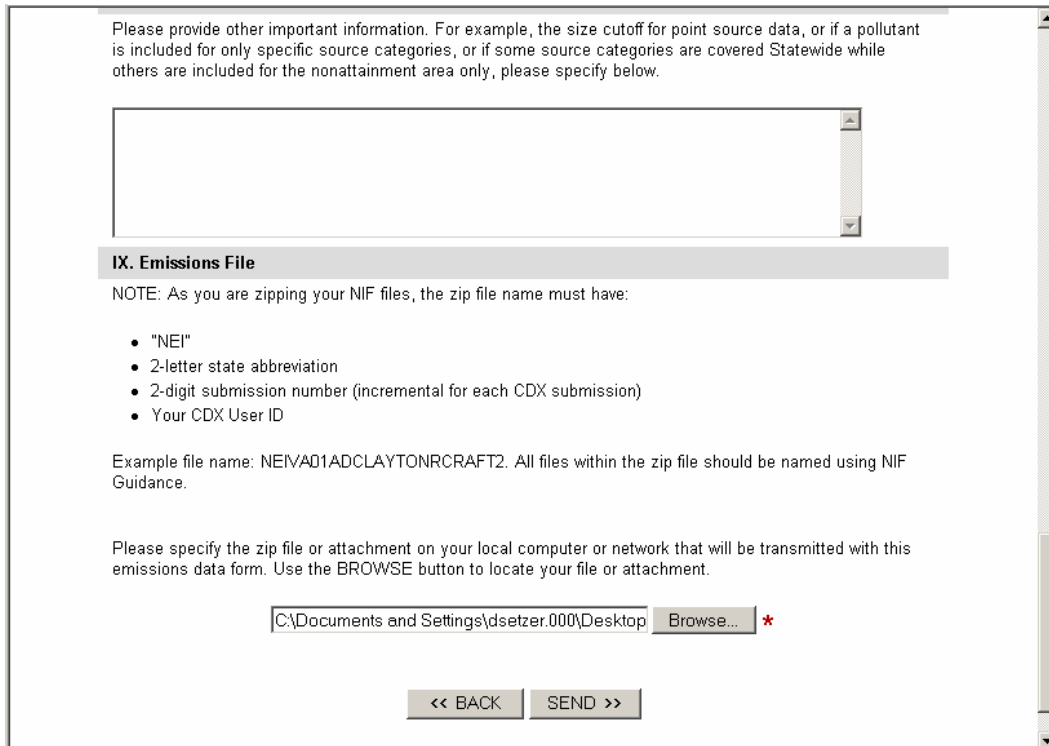
*

1.4.6 Step 6 - Attach and Send Zipped File

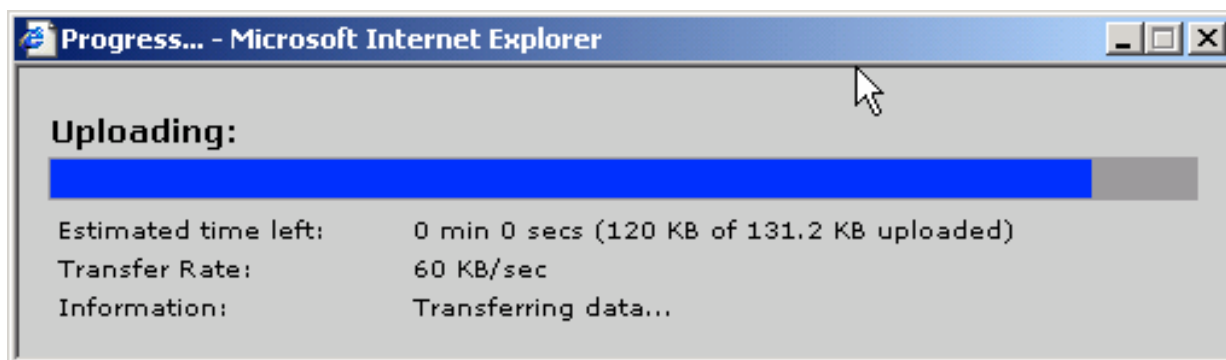
The default file format for the browser is HTML. You will have to set the file format to All Files (*.*) to view your submission file in the browser. Highlight the file and click the **Open** button.



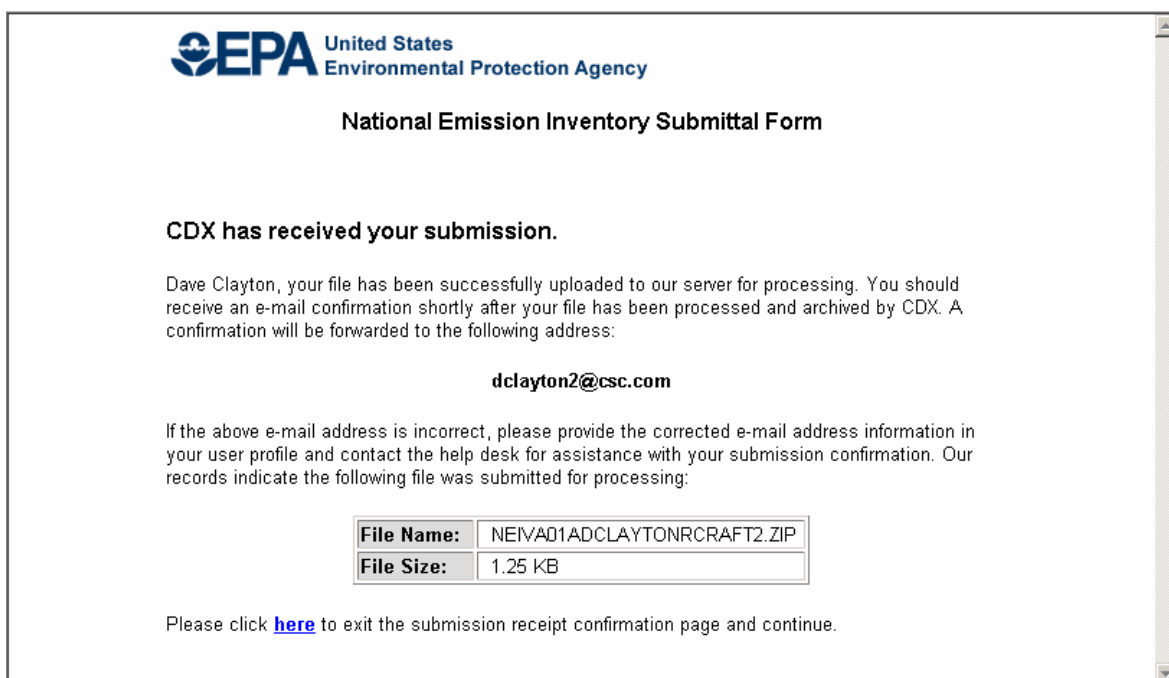
Then click the **Send** button to submit your file.



The following message will appear on your screen indicating that your file is transferring.



If your upload is successful, you will receive an acknowledgement confirming the name of the file uploaded along with your email address.



Click the **here** link to return to the “MY CDX” screen.

You will also receive email from our automated system confirming our receipt of your file. The CDX file name derived from the information provided in your NEI Submittal Web Form will be listed on the receipt email.

1.4.7 Step 7 - Log Off of CDX

Click **Logout** on the blue sidebar menu from the “MyCDX” screen.

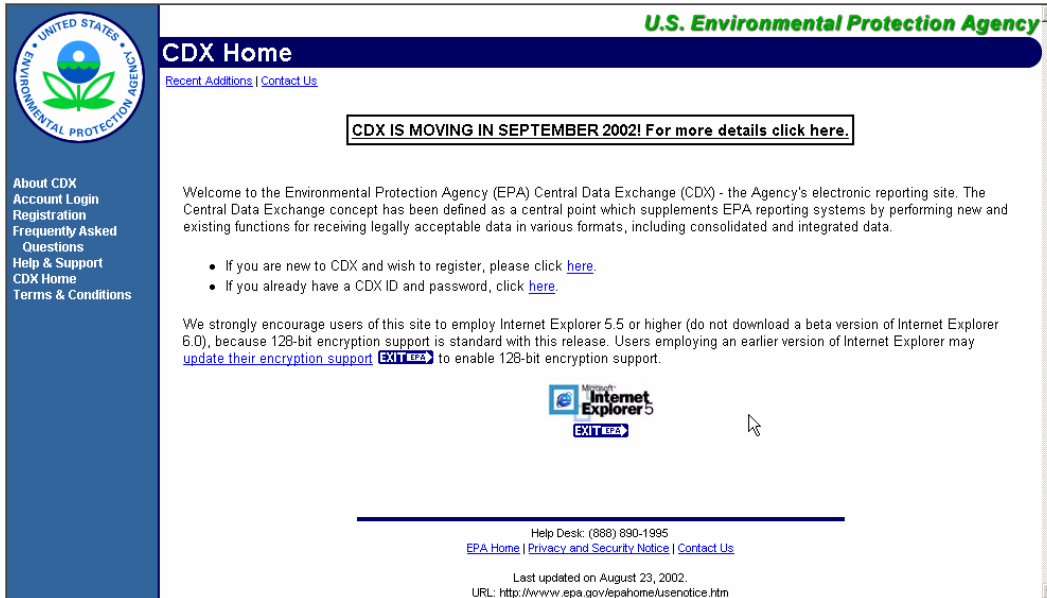
The screenshot shows the MyCDX interface. On the left is a blue sidebar with the EPA logo and a menu including: About CDX, MyCDX, Inbox, Change Password, Frequently Asked Questions, Help & Support, CDX Home, Terms & Conditions, and Logout. The main content area has a header with the EPA logo and 'U.S. Environmental Protection Agency'. Below the header, it says 'MyCDX' and 'Logged in as, CHAUDET123'. The central section is titled 'Central Data Exchange - MyCDX' and displays user information: 'Welcome, Mr. Roy Chaudet', 'Last Login: September 30, 2002', 'Registered Since: May 15, 2001', and 'Recertification Date: May 15, 2001'. It also shows 'CDX Registration Status: Active'. Below this, it states 'You have 6 new messages in your [Inbox](#)'. There are four buttons: 'Change System Password', 'Edit Personal Information', 'Edit Current Account Profiles', and 'Add New Employer Profile'. Underneath, 'Available Account Profiles:' lists 'NEI: National Emissions Inventory'. At the bottom, it says 'You are in an encrypted secure session.', 'Help Desk: (888) 890-1995', and provides links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

The logout screen will appear. Close the Web browser to exit.

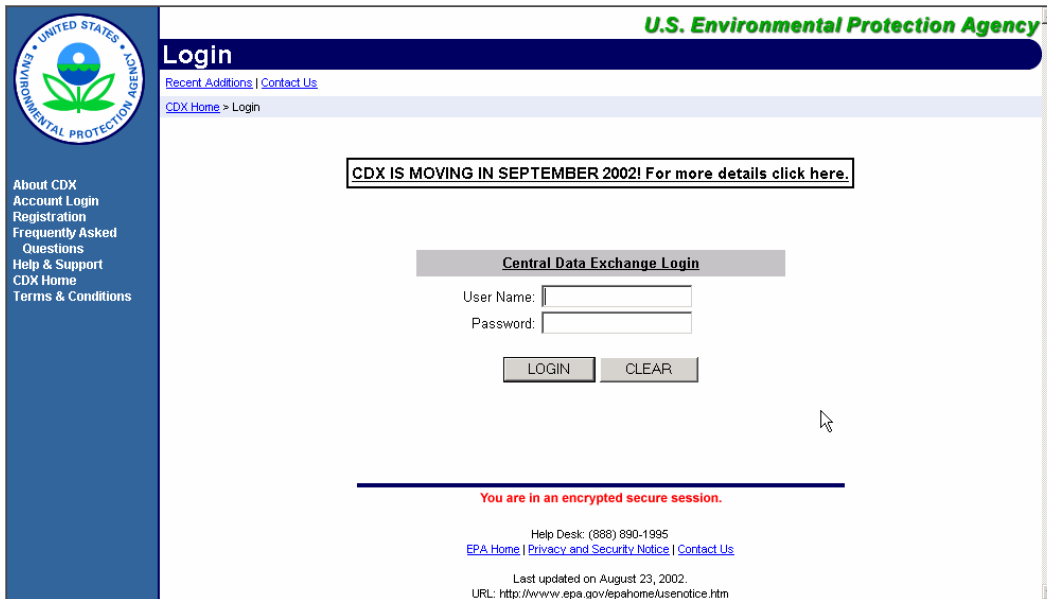
The screenshot shows the CDX logout screen. The left sidebar is the same as in the previous screenshot but includes 'Account Login' and 'Registration' in addition to 'Logout'. The main content area has a header with the EPA logo and 'U.S. Environmental Protection Agency'. Below the header, it says 'CDX' and 'CDX Home > CDX'. The central section contains a thank you message: 'Thank you for using the Central Data Exchange of the Environmental Protection Agency .'. Below the message are two buttons: 'Login' and 'EPA Home Page'. At the bottom, it says 'You are in an encrypted secure session.', 'Help Desk: (888) 890-1995', and provides links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'. At the very bottom, it says 'Last updated on July 18, 2002.' and 'URL: http://www.epa.gov/epahome/Asenotice.htm'.

1.4.8 Step 8 - Log On After Account Activation

To log on after you have activated your account, go to the CDX home page at <https://epacdx.csc.comq>. Click on the second link: **If you already have a CDX ID and password, click here.** You can save this as a reference and use it next year or for the next submission round.



Enter your user name and password in the Central Data Exchange “Login” screen.



Click the **NEI: National Emissions Inventory** link from the “My CDX” screen to submit your files following instructions beginning with Step 4.

U.S. Environmental Protection Agency

MyCDX

[Recent Additions](#) | [Contact Us](#) Logged in as, CHAUDET123.

Central Data Exchange - MyCDX

Welcome, Mr. Roy Chaudet	Last Login: September 30, 2002 Registered Since: May 15, 2001 Recertification Date: May 15, 2001
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CDX Registration Status: Active

You have 6 **new** messages in your [Inbox](#)

Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile
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Available Account Profiles:

- [NEI: National Emissions Inventory](#)

You are in an encrypted secure session.

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

1.4.9 Step 9 - Provide User Comments

Please send us any comments you have about this project. You may submit your comments to CDX Technical Support at EPACDX@csc.com with "NEI Comments" in the subject line. Thank you for your participation.