



# The Central Data Exchange (CDX) Its how you report

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Office of Transportation and Air Quality

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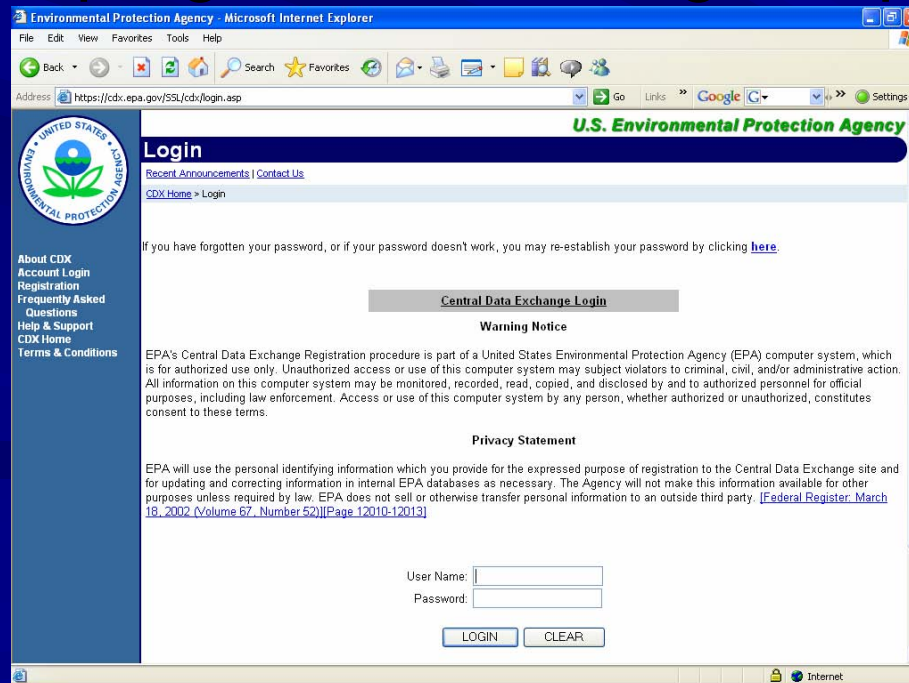
# CDX Overview

- Highly Secure online submission and signature system
- Can be used to submit all your EPA part 79 and 80 fuels reports (RFG, Diesel Sulfur, Gasoline Sulfur, Fuels and Fuel Additives) at the same time
- Used by all 50 states and other EPA organizations
- Free to you\*
- Easy to use

\* (OTAQ will cover the digital certification costs for up to 5 submitters per entity)

# Step by Step 1 of 5

- After you have registered and installed your digital signature and the QTAQ encryption key
- Login ( <http://cdx.epa.gov/> or <https://cdx.epa.gov/SSL/cdx/login.asp> )



The screenshot shows a Microsoft Internet Explorer browser window displaying the EPA Central Data Exchange Login page. The address bar shows the URL <https://cdx.epa.gov/SSL/cdx/login.asp>. The page features the EPA logo on the left and a navigation menu with links such as "About CDX", "Account Login", "Registration", "Frequently Asked Questions", "Help & Support", "CDX Home", and "Terms & Conditions". The main content area includes a "Login" header, a "Warning Notice" section, and a "Privacy Statement" section. At the bottom, there are input fields for "User Name:" and "Password:", followed by "LOGIN" and "CLEAR" buttons.

Environmental Protection Agency - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://cdx.epa.gov/SSL/cdx/login.asp>

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## Login

[Recent Announcements](#) | [Contact Us](#)

[CDX Home](#) > Login

If you have forgotten your password, or if your password doesn't work, you may re-establish your password by clicking [here](#).

### Central Data Exchange Login

#### 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 \(Volume 67, Number 52\)\] \[Page 12010-12013\]](#)

User Name:

Password:

# Step by Step 2 of 5

- Open OTAQ:DCFUEL

The screenshot shows the EPA MyCDX portal in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://cdx.epa.gov/SSL/CDX/MyCDX.asp>. The page title is "Environmental Protection Agency - Microsoft Internet Explorer". The browser's address bar shows the URL: <https://cdx.epa.gov/SSL/CDX/MyCDX.asp>. The page content includes the EPA logo, the text "U.S. Environmental Protection Agency", and "MyCDX". A navigation menu on the left lists: About CDX, MyCDX, Inbox, Change Password, Digital Certificate, Frequently Asked Questions, Help & Support, CDX Home, Terms & Conditions, and Logout. The main content area is titled "Central Data Exchange - MyCDX" and displays user information for Mr. Scott Christian, including last login and registration dates. It also shows account management links and a list of available account profiles, with "OTAQ: DCFUEL" highlighted by a red circle.

Environmental Protection Agency - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://cdx.epa.gov/SSL/CDX/MyCDX.asp> Go Links Google Settings

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**MyCDX**

[Recent Announcements](#) | [Contact Us](#) Logged in as, SCOTTDCRISTIAN.

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**Central Data Exchange - MyCDX**

Welcome, Mr. Scott Christian	Last Login: March 9, 2007 Registered Since: January 9, 2007 Recertification Date: January 9, 2007
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CDX Registration Status: Active

You have 1 **new** messages in your [Inbox](#)

<a href="#">Change System Password</a>	<a href="#">Edit Personal Information</a>	<a href="#">Edit Current Account Profiles</a>	<a href="#">Add New Employer Profile</a>
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Available Account Profiles:

- [OTAQ: DCFUEL](#)

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**You are in an encrypted secure session.**

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

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

<https://cdx.epa.gov/SSL/CDX/appprofileset.asp?AppUrl=/otaq/OTAQUpload.do&certreq=yes&program=OTAQ> Internet

# Step by Step 3 of 5

- Fill out the form and indicate which programs you are submitting for. (Then click next)

OTAQ File Transfer - File Type Selection - Microsoft Internet Explorer

Address: <https://cdx.epa.gov/otaq/OTAQUpload.do>

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Logged in as: SCOTTCHRISTIAN

**OTAQ File Transfer**

[Recent Additions](#) | [Contact Us](#)

**Company/Entity Information :**

Company/Entity Name: EPA/OAR/OTAQ/CISD/IO

EPA Company/Entity ID (required):

Facility Name:

EPA Facility ID:

**Contact Information (required):**

Name (Last, Middle, First): Christian Scott

Address 1: 1200 Pennsylvania Ave, NW

Address 2:

City, State Zip: Washington, DC 20460

Phone Number: 2023439498

Fax Number:

E-Mail Address: christian.scott@epa.gov

**Report Status (required):**

Original

Resubmission

Done Internet

# Step by Step 4 of 5

- Verify your submission
- *Encrypt, Sign, and Submit*

*(Please note those with certain Firewalls will have an additional step in their submission process)*

OTAQ File Transfer - Preview - Microsoft Internet Explorer

Address: <https://cdx.epa.gov/otaq/OTAQUpload.do>

Please review and confirm the submission details.

Submitter: SCOTTDCRISTIAN  
First Name: Scott  
Last Name: Christian  
State: DC

Company/Entity Name: EPA/OAR/OTAQ/CISD/IO  
EPA Company/Entity ID: TEST  
Facility Name: dl  
EPA Facility ID: dsl

Report Status: Original

Signature and Certification:  
Gasoline Sulfur: I certify that, to the best of my knowledge, the information included in this submission is complete and accurate."

File Name: C:\Documents and Settings\trpdadm1\Desktop\lx.htm  
File Size: 350 Bytes

Comments:

This process requires that the OTAQ Public Key be installed on your browser. If you have not done so, please [click here](#) to retrieve and install the public key. For detail instruction, please [click here](#).

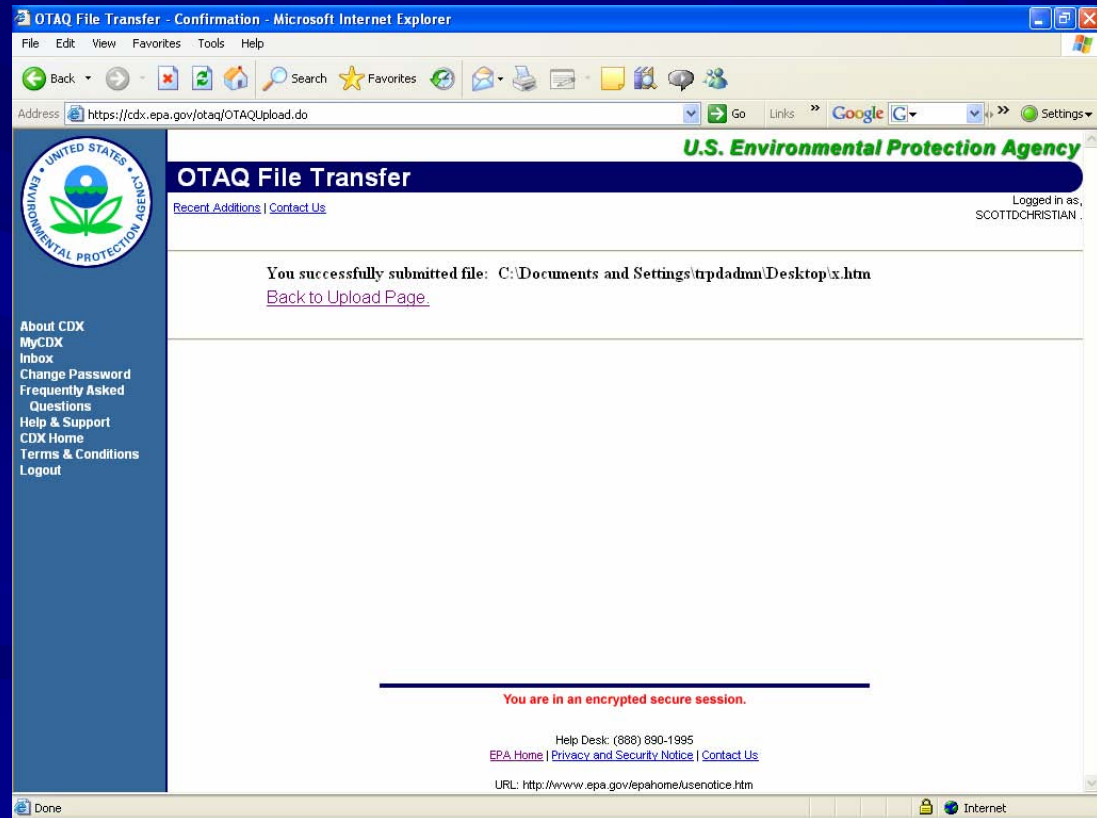
**Encrypt and Sign**

Please note that the submission/encryption process is performed via a Java Applet. You will need to click on the "Encrypt and Sign" button twice to invoke the process. After you click on the "Encrypt and Sign", your file will be encrypted and signed.



# Step 5 of 5

- Wait for the submission received page and then check you email.
- You are done.





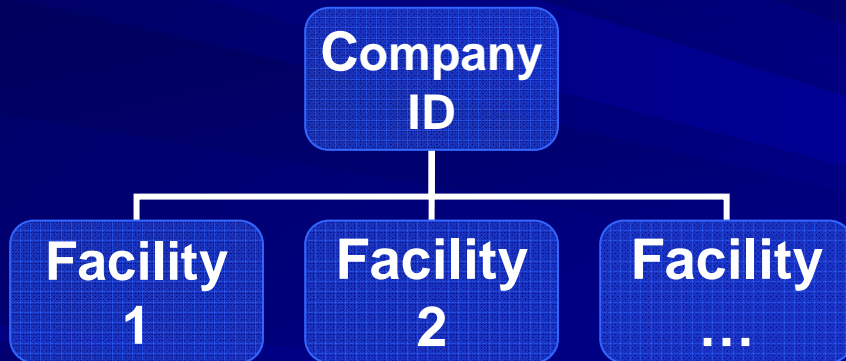
# How to Register

- Reminder this is different from Company Registration!
- Don't wait until the last minute!
- Please note CDX is a highly secure system and that it will take a few business days for EPA and our partners to establish your accounts and digital signatures.
- Once set up the CDX is not only very safe but very easy to use.

# Company Registration vs. CDX Registration

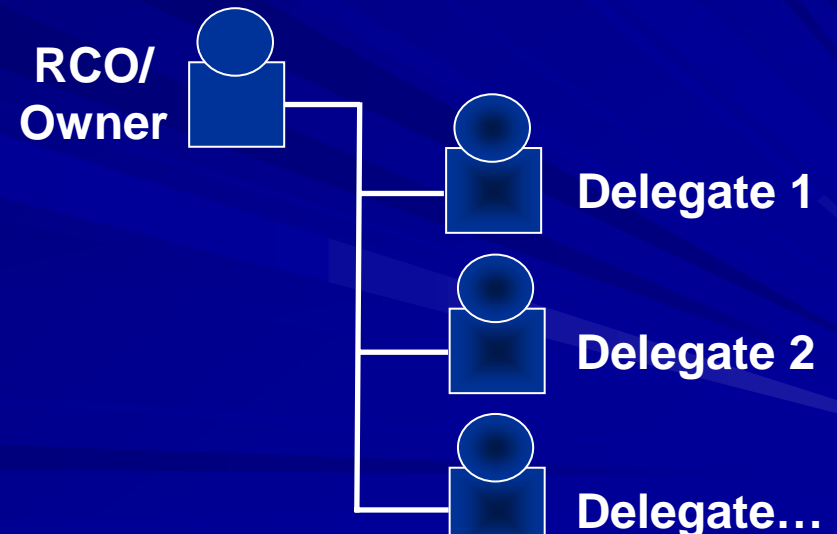
- Company & Facility Registration

- Corporate Entity Id
- Facility ID
  - Infrastructure
  - Places



- CDX Registration

- Personal Account – Assigned to an Individual
- Owner/RCO
- Delegates (optional)



# How to Register (Delegation)

- Decide who you want to submit your entity's reports (Up to 5 individuals)
- Fill out the CDX Delegation/ Submitter Form at (<http://www.epa.gov/otaq/regs/fuels/fuelsregistration.htm> ) and have a responsible corporate officer sign it.
- Mail it to:

Via US Mail

Fuel CDX Programs

1200 Pennsylvania Ave NW

Mail Code:6406J

Washington, DC 20460

Via Private Courier

Fuel CDX Programs

1310 L St NW Suite 613K

Mail Code:6406J

Washington, DC 20005

# How to Register (CDX Registration)

- After we receive your delegation via mail or the internet we will process it.
- With in a few days expect an email from the CDX HELP DESK inviting you to retrieve your Customer Retrieval Key (CRK) to register with CDX.
- Go to <http://cdx.epa.gov> and follow the instructions that will be provided to you

# How to Register (Digital Signatures)

- After registering for CDX return you will be asked to sign a digital signature agreement please sign, fax and mail it to us ASAP (see below)
- After we receive your digital signature agreement we go through a process to create your signature.
- A digital signature is the digital equivalent of your wet ink signature. *Keep it safe.*

Via US Mail

Fuel CDX Programs

1200 Pennsylvania Ave NW

Mail Code:6406J

Washington, DC 20460

Via Private Courier

Fuel CDX Programs

1310 L St NW Suite 613K

Mail Code:6406J

Washington, DC 20005

# Thank you

- Don't wait until the last minute.
- Sign up today!