

New Manufacturer Registration Instructions for Users of EPA's Verify Compliance Information System

Summary Registration Instructions

Any manufacturer who is applying for the first time for U.S. Environmental Protection Agency (EPA or the Agency) emissions certification must first register with the Agency. The registration process consists of the following two steps:

Step 1: Submit a Letter of Intent

Manufacturer submits a Letter Of Intent, including satisfactory answers to Questions for New Manufacturers, to EPA.

Step 2: Request a Manufacturer Identification Code

Manufacturer visits EPA's interactive website to register for a manufacturer identification code. EPA reviews and evaluates submitted registration information and then issues a manufacturer identification code.

When a Manufacturer Identification Code is assigned, it must be used in preparing applications for certification. The Agency requires all application materials to be submitted online via the Central Data Exchange (CDX) and Verify system.

This document applies to new motorcycle (MC) or all-terrain vehicle (ATV) manufacturers, specifically. For EPA certification regulations and guidance applicable to MCs and ATVs, please visit www.epa.gov/otaq/roadbike.htm (for highway motorcycles) and www.epa.gov/otaq/recveh.htm (for off-highway motorcycles and ATVs.)

Detailed Registration Instructions

Step 1: Register with EPA

Manufacturer sends a **Letter of Intent** to:

Motorcycle/ATV Certification Team
U.S. Environmental Protection Agency
Office of Transportation and Air Quality
Compliance and Innovative Strategies Division
2000 Traverwood Drive
Ann Arbor, MI 48105
(Email: MC-cert@epa.gov)

and/or for California emissions certification:

Mr. Allen Lyons, Chief
Mobile Source Operations Division
Air Resources Board
9480 Telstar Ave. Suite 4
El Monte, CA 91734-2301

In this letter, provide general information about your company, your certification plans and a brief description of the new vehicles that you intend to introduce into commerce in the United States. The letter must also contain answers to the list of Questions for New Manufacturers (see Attachment 1). The letter must be signed by the intended certificate holder (a U.S. manufacturer/U.S. importer only). If the information you provide is satisfactory, EPA will inform you of your manufacturer status (e.g. small-volume manufacturer, independent commercial importer, agent of a foreign original equipment manufacturer, etc.).

Step 2: Register to Use EPA Interactive Website -Verify/CDX

Step 2a: Setting up a user to Request a Manufacturer Code

Step 2a.1: Access the EPA CDX home page at <http://www.epa.gov/cdx/>. It will look like this:

The screenshot shows the EPA CDX Central Data Exchange website in Microsoft Internet Explorer. The browser's address bar displays <http://www.epa.gov/cdx/>. The website features the EPA logo and the title "Central Data Exchange". A search bar is located at the top right. The main content area includes a large graphic with the text "CDX CENTRAL DATA EXCHANGE" and a navigation menu with links: Home, About CDX, CDX Benefits, Getting Started, CDX Projects, and Partners. Below this, there is a paragraph describing the CDX service and a list of benefits. On the right side, there are two boxes: "Current Snapshot" and "Related Programs".

Current Snapshot

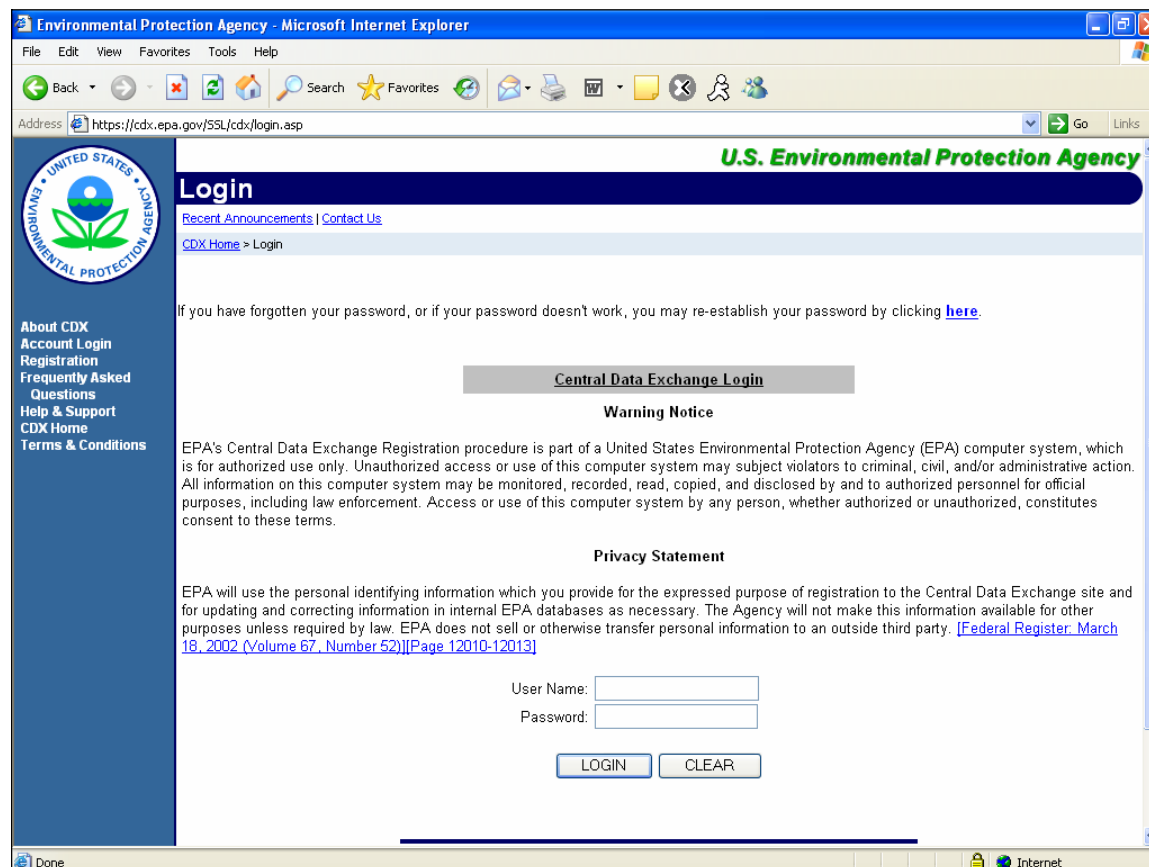
- 46,000 registered CDX participants
- 22 systems in production
- 11 systems in test or development
- 50 States, the District of Columbia, and 9 Tribes are using CDX

Visit [CDX Projects](#)

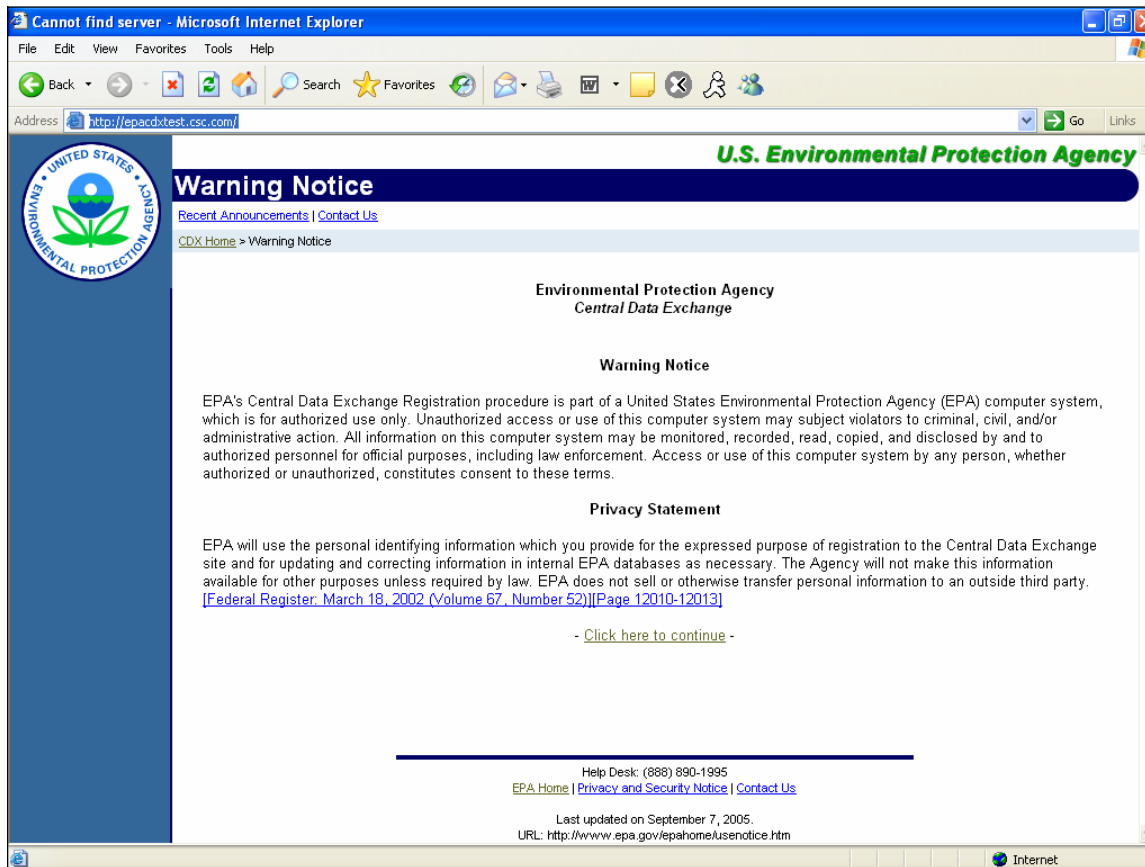
Related Programs

- [Cross-Media Electronic Reporting Rule](#)
- [Exchange Network](#)
- [EXIT disclaimer](#)
- [Network Grants Program](#)

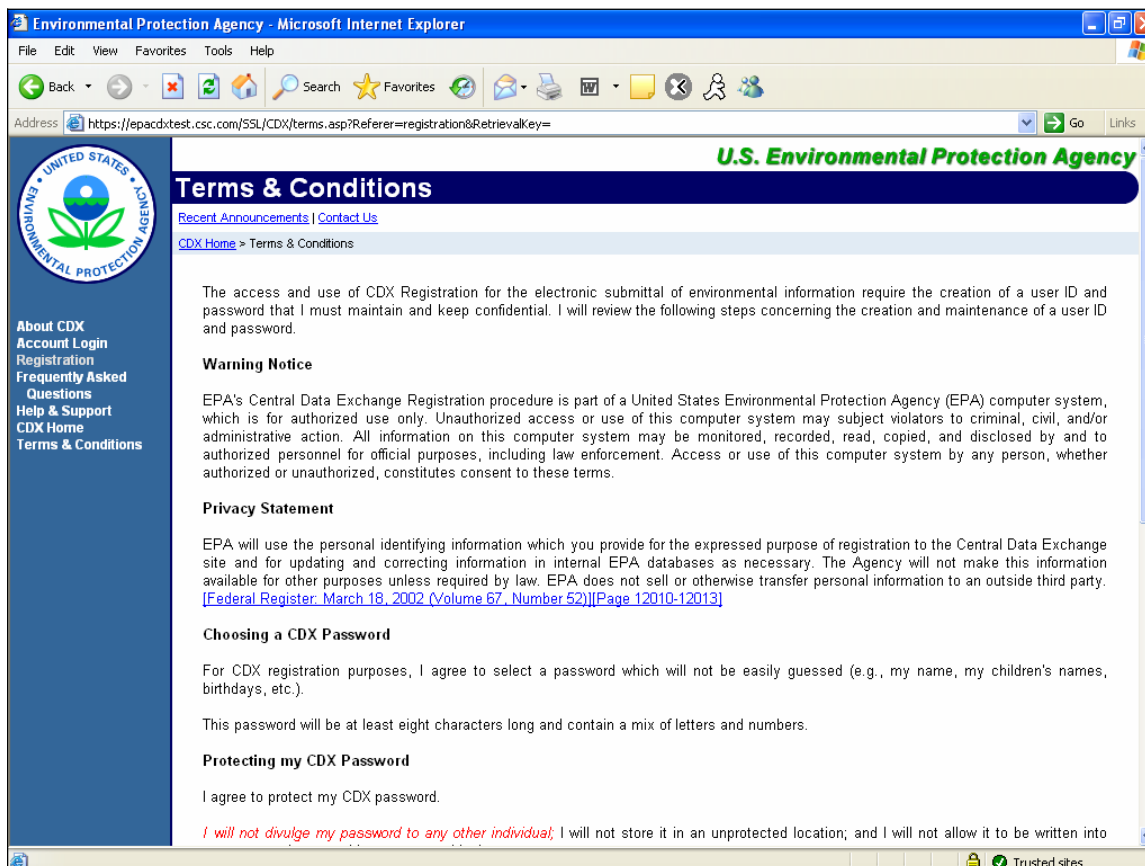
Step 2a.2: On the left hand side of the page in the blue navigation bar, click "Log-in to CDX." You will get the Log-in Page. It should look like this:

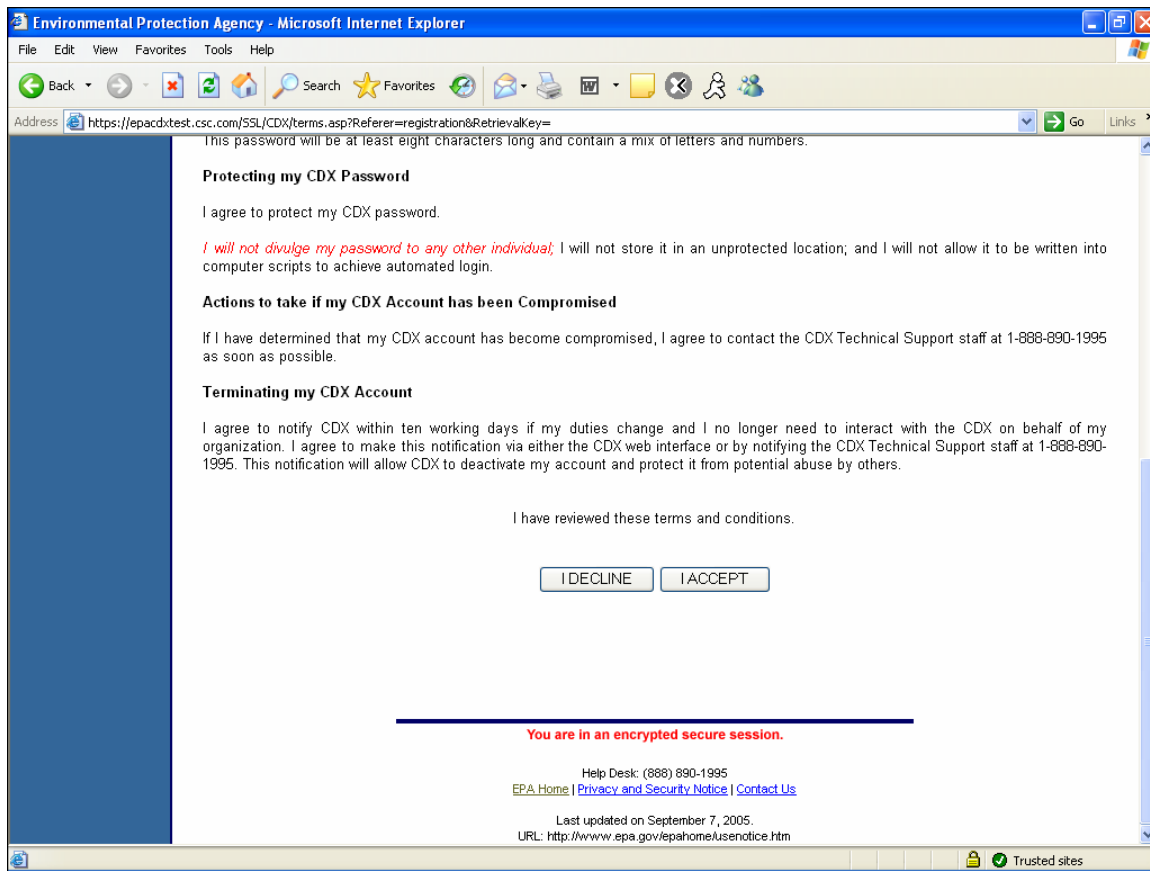


Step 2a.3: On the left hand side of the page in the blue navigation bar, click on "Registration." You should then see the Warning Notice page, telling you that this registration procedure is part of a U.S. EPA computer system and is for authorized use only:



Step 2a.4: Click on "[Click here to continue.](#)" You should see the Terms and Conditions page. Please read this as well; it contains important information regarding system use and behavior while in the CDX environment.





Step 2a.5 Click on "I ACCEPT." You should then see the following page:

Environmental Protection Agency - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://epacdxtest.csc.com/SSL/CDX/pre-reg-userinfo.asp>

U.S. Environmental Protection Agency

Registration

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

[CDX Home](#) > Registration

CDX Registration: User Information

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

First Name: Mr. *

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.

Done Trusted sites

This is the Registration Page (page 1 of 5). Please provide the required information. User names and passwords must be a minimum of eight characters with no "punctuation" or "special" characters used. Passwords must have at least one numeric character (digit). If you supply insufficient or improper information, you will be redirected to this page with an appropriate error indicated.

Step 2a.6: Click on "Next>>." You should see the following page:

Environmental Protection Agency - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://epacdxtest.csc.com/SSL/CDX/pre-reg-organizationinfo.asp?RetrievalKey=>

U.S. Environmental Protection Agency

Registration

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

[MyCDX > Registration](#)

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](#)

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:
###-###-####

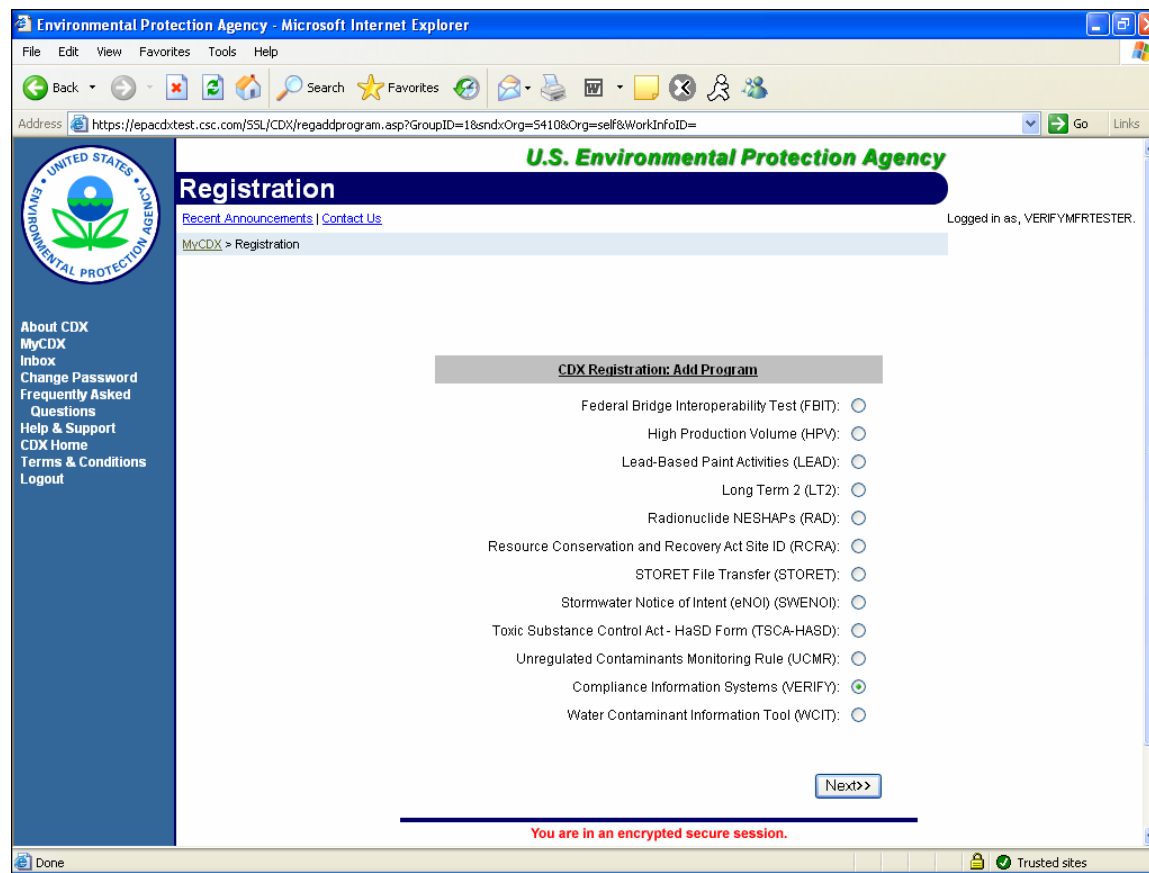
International Phone Format:
011 + Country Code + City Code¹ + Local Number

¹As necessary.

Done Trusted sites

Step 2a.7: This is the second page of the registration process. Enter the required information. As before, if you provide insufficient or incorrect information you will be prompted to enter it again.

Click on "Next>>." You should then see the following page:



Step 2a.8: This is the third page of the Registration process. Please select "Compliance Information Systems (VERIFY)" (second from bottom; shown selected). Click "Next>>." You should receive the following page:

Environmental Protection Agency - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://epacdxtest.csc.com/SSL/CDX/regaddclientrole.asp?GroupID=1&sndxOrg=5410&code=VERIFY> Go Links

U.S. Environmental Protection Agency

Registration

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Logged in as, VERIFYMFRTTESTER.

MyCDX > Registration

CDX Registration: Add Program ID

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

Role: A SUBMITTER

Program ID Type: Motorcycles/ATV ID: *

Submission Method: WEBFORM

FINISHED

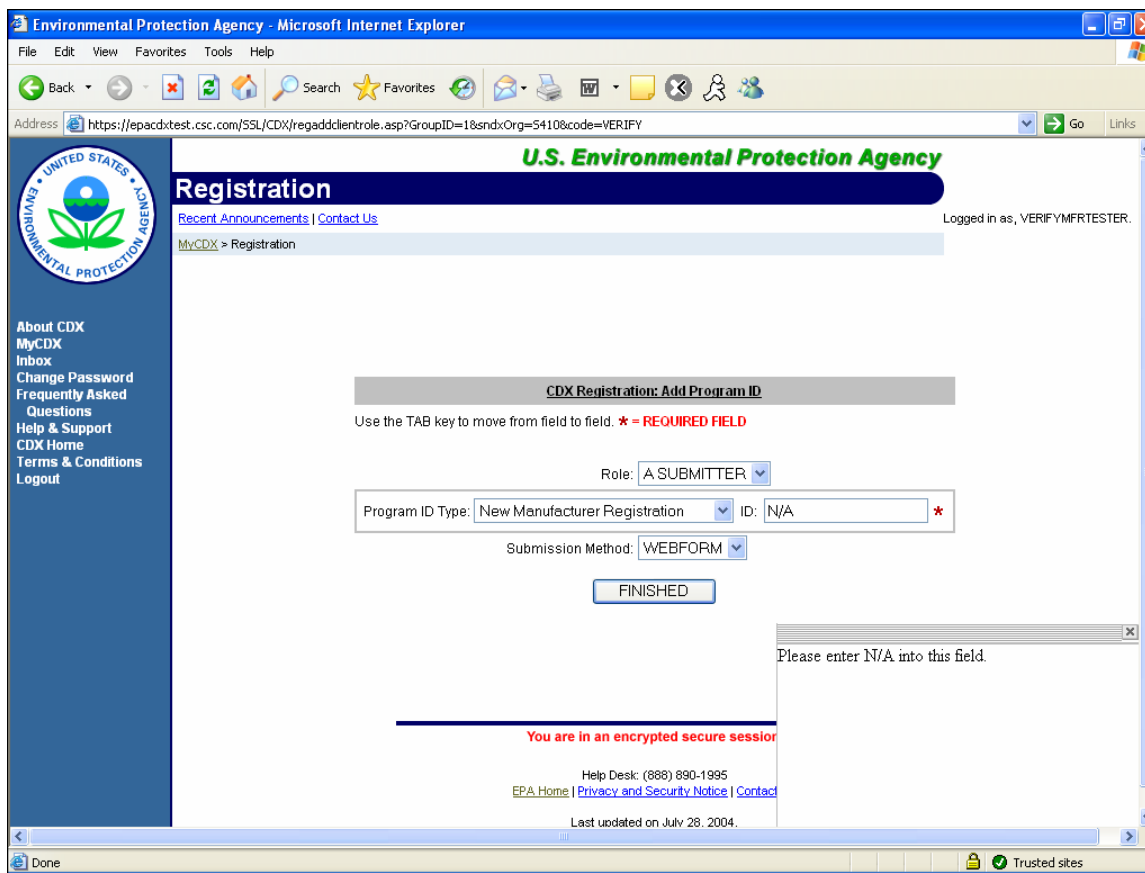
You are in an encrypted secure session.

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

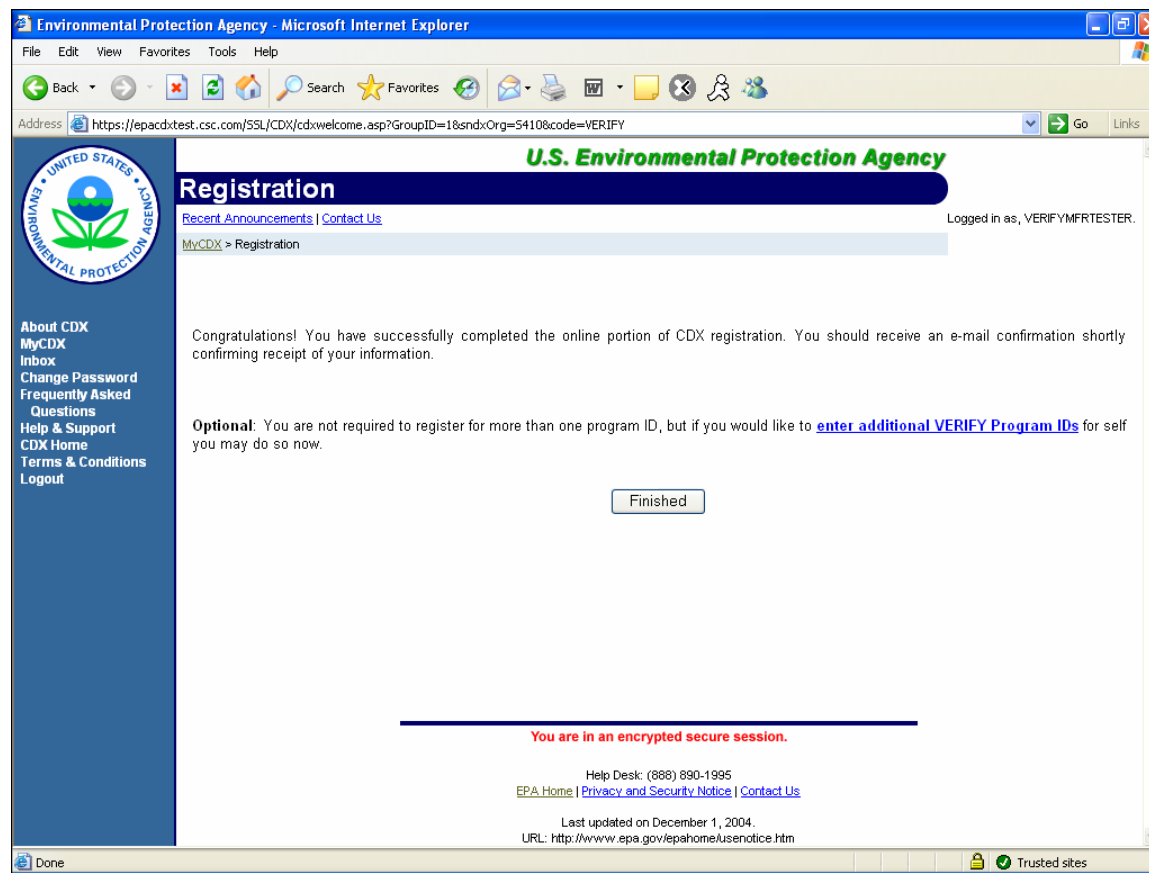
Last updated on July 28, 2004.
URL: <http://www.epa.gov/epahome/usenotice.htm>

Done Trusted sites

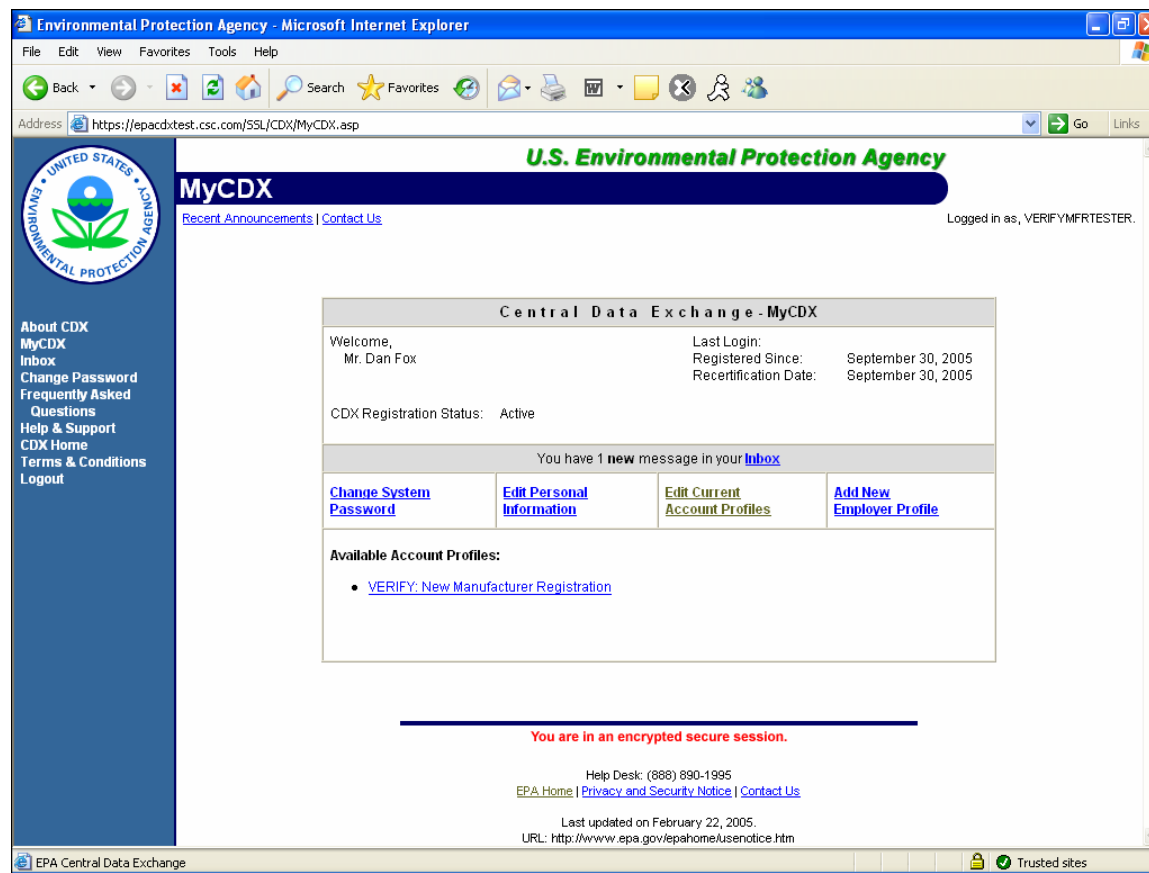
Step 2a.9: This is the fourth page of the Registration process, and is specific to the Verify system. Please use the "Program ID Type" dropdown to select "New Manufacturer Registration." Next, enter the value "N/A" into the "ID" text entry box. You should notice that a popup window instructs you to do this as soon as you click on the "ID" box, as shown in the web screen below:



Step 2a.10: Click on "FINISHED." You should then receive the following web page:



Step 2a.11: This is the fifth and final page of the Registration process. Congratulations! You will eventually need the "enter additional VERIFY Program IDs" link. For now, please click "Finished." You should receive the following web page:



This is your MyCDX Homepage. You should have one Available Account Profile, for "VERIFY: New Manufacturer Registration."

Now that you have an account, when you access the CDX Home Page you must first click on "Log-in" on the left side of the page in the blue navigation bar. After you have successfully submitted a New Manufacturer Registration, please watch your MyCDX Inbox (found by following the "You have 'X' new messages in your Inbox" link off of the MyCDX Home Page).

Step 2b: Complete Online Manufacturer Registration Form

Environmental Protection Agency - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Print Mail

Address <https://epacdxdev.csc.com/SSL/CDX/MyCDX.asp> Go Links

U.S. Environmental Protection Agency

MyCDX

[Recent Announcements](#) | [Contact Us](#) Logged in as, BSMITH123.

Central Data Exchange - MyCDX

Welcome,
Mr. bob smith

Last Login:
Registered Since: September 8, 2005
Recertification Date: September 8, 2005

CDX Registration Status: Active

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

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

Available Account Profiles:

- [VERIFY: New Manufacturer Registration](#)

You are in an encrypted secure session.

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

Last updated on May 12, 2005.
URL: <http://www.epa.gov/epahome/usenotice.htm>

EPA Central Data Exchange Local intranet

Step 2b.1: On the MyCDX homepage, click on the Available Account Profile, “Verify: New Manufacturer Registration.”

The following web screens represent the New Manufacturer Request online form.

Verify (CDX): New Manufacturer Request - Mozilla Firefox

U.S. Environmental Protection Agency

New Manufacturer Request

MyCDX > New Manufacturer Request

Logged in as, TESTER. Manufacturer: CSC - cid (Logout)

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

Help

Manufacturer Full Company Legal Name (if foreign manufacturer, name of U.S. Agent)

Manufacturer Short Company Name (e.g. Ford, Honda, etc.)

Manufacturer Industries (if you select Other, please supply description)

Light Duty Large Volume	<input type="checkbox"/>	Light Duty Small Volume	<input type="checkbox"/>
Large Off Road	<input type="checkbox"/>	Small Off Road	<input type="checkbox"/>
Highway Motorcycle	<input type="checkbox"/>	Off Highway Motorcycle	<input type="checkbox"/>
All Terrain Vehicle	<input type="checkbox"/>	Heavy-Duty	<input type="checkbox"/>
Marine	<input type="checkbox"/>	ICI	<input type="checkbox"/>
Government	<input type="checkbox"/>	Test Lab	<input type="checkbox"/>
Other	<input type="checkbox"/>	Description of Other	<input type="text"/>

Manufacturer is U.S. based or Foreign? U.S. based Foreign

Manufacturer's Address (if more than one, please supply address of headquarters; if Foreign, please supply address of U.S. Agent)

Name/Location

Street, First Line

Street, Second Line

Street, Third Line

City

State

Verify (CDX): New Manufacturer Request - Mozilla Firefox

Manufacturer's Address (if more than one, please supply address of headquarters; if Foreign, please supply address of U.S. Agent)

Name/Location

Street, First Line

Street, Second Line

Street, Third Line

City

State

Country

Zip Code

Please supply contact information for your self or someone who can serve as a contact for the registration process

Contact Name

Contact E-mail

Contact Phone

Please supply address information for the contact person

Copy Address From Above

Street, First Line

Street, Second Line

Street, Third Line

City

State

Country

Zip Code

Divisions Apply to Light Duty Trucks and Vehicles Only

Division #1

Division Full Name

Division Short Name

Division Code

Verify (CDX): New Manufacturer Request - Mozilla Firefox

Please supply address information for the contact person

Copy Address From Above

Street, First Line

Street, Second Line

Street, Third Line

City

State

Country

Zip Code

Divisions Apply to Light Duty Trucks and Vehicles Only

Division #1

Division Full Name

Division Short Name

Division Code

Add New Division

Comments

Print

Review & Submit

You are in an encrypted secure session.

Help Desk: (888) 890-1995

start

Guy J...

S:\CD...

Verify...

Start ...

Java ...

Verify...

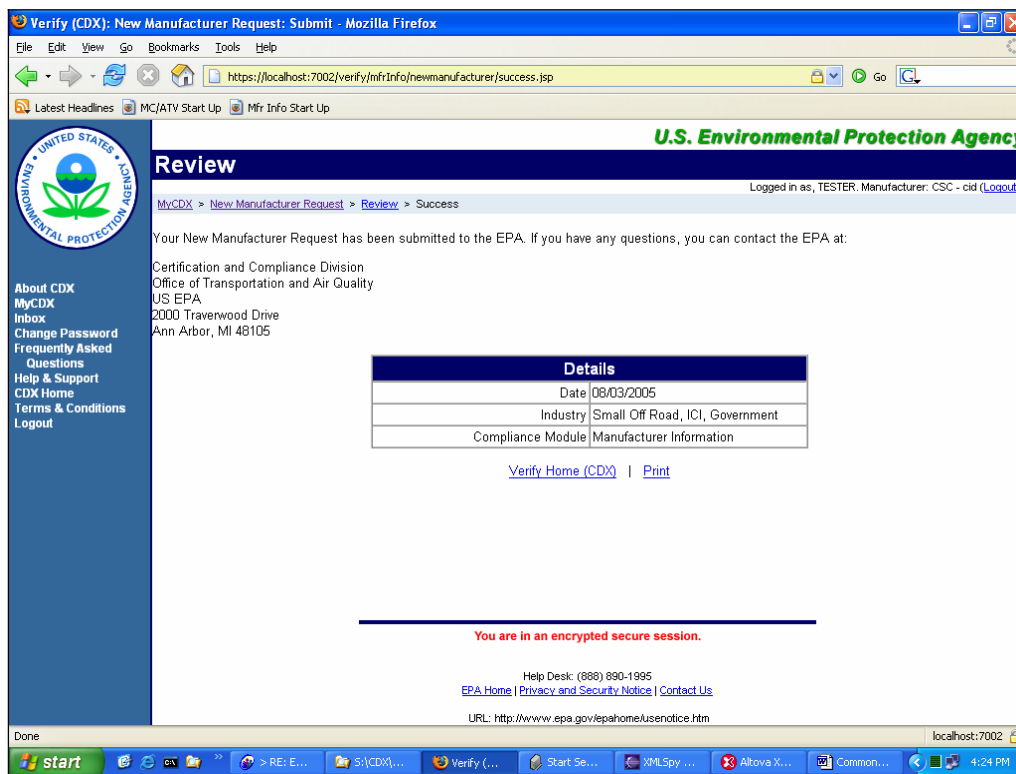
Altov...

Docu...

3:41 PM

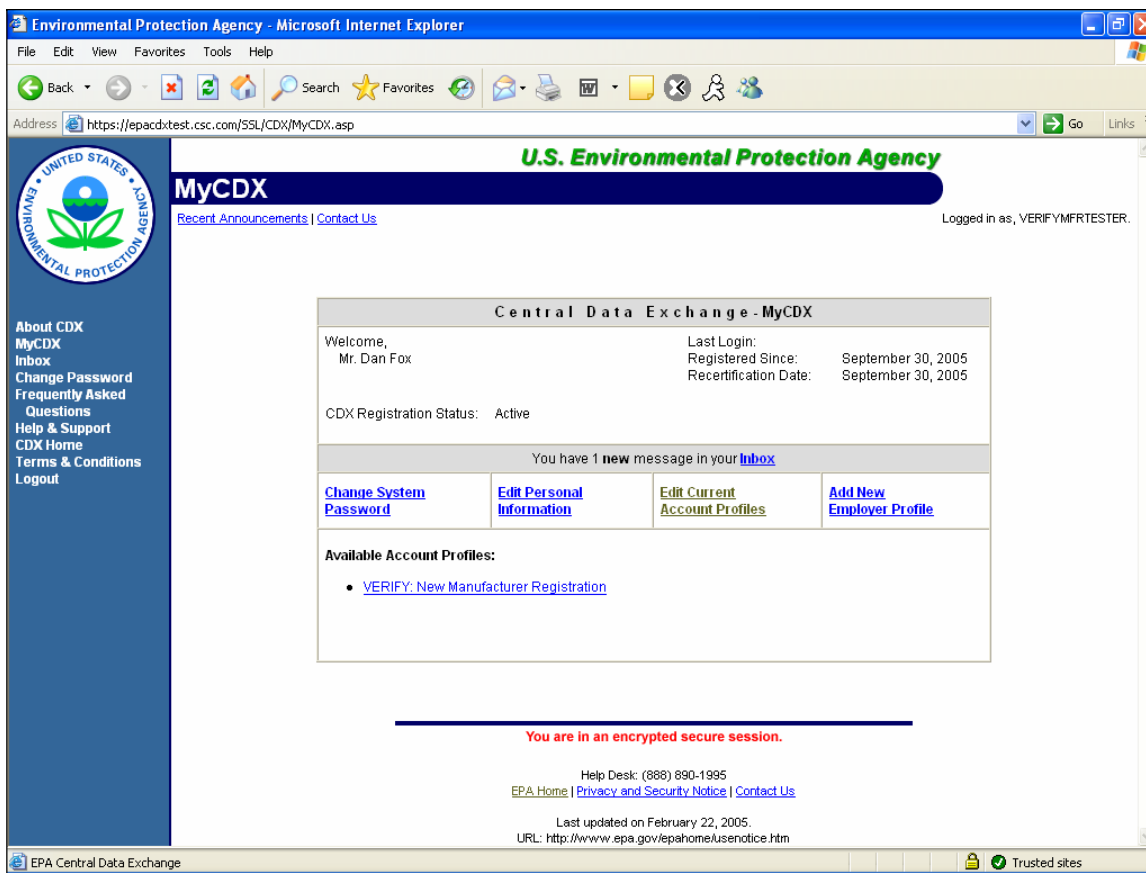
Step 2b.2: Complete the New Manufacturer Registration Form. Fields with a red asterisk are required.

Step 2b.3: When you are ready to submit the form, click on the “Print” button to print a hardcopy of your request. Then click on the “Review & Submit” button. If there are errors, you will be returned to the page and errors that need to be corrected will be printed in red at the top of the form. If all required fields have been populated, the form will submit. Please note that once the form submits without error, all fields will be cleared.

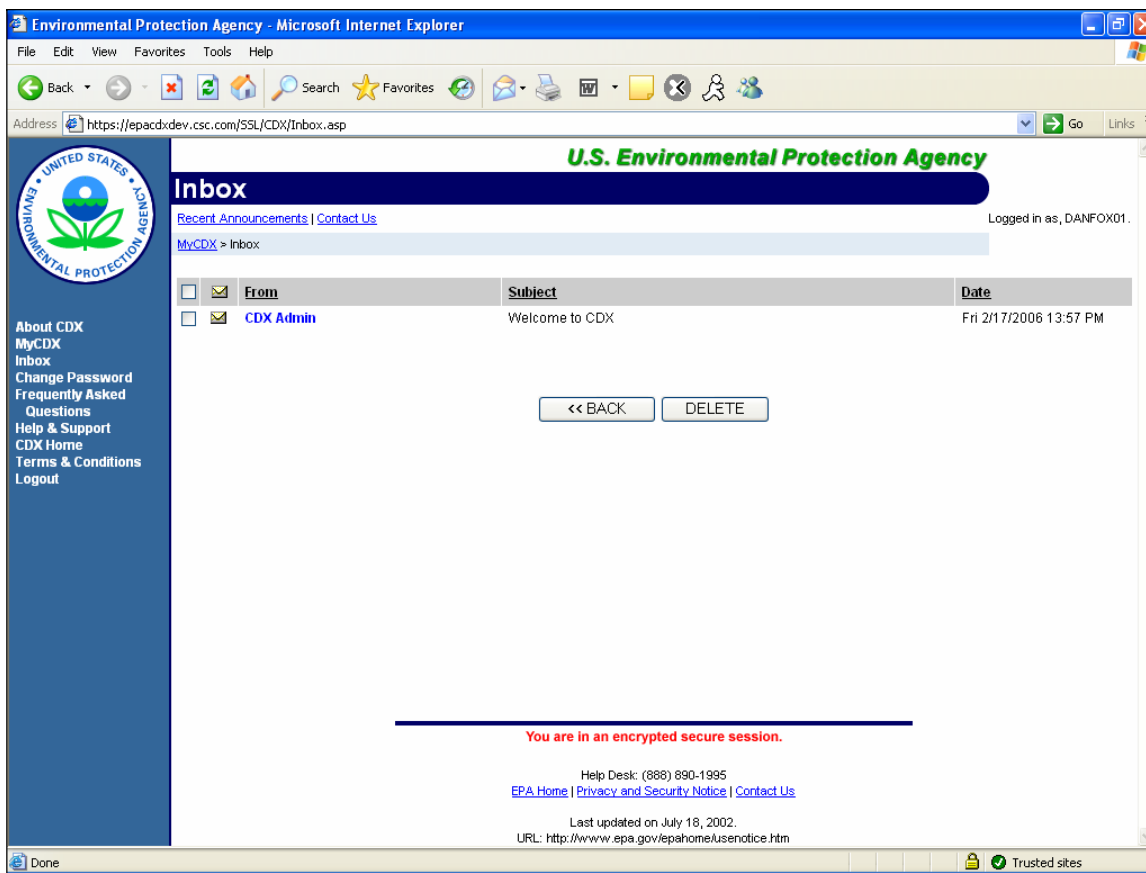


Step 2b.4: Print out your confirmation page and retain it for your records.

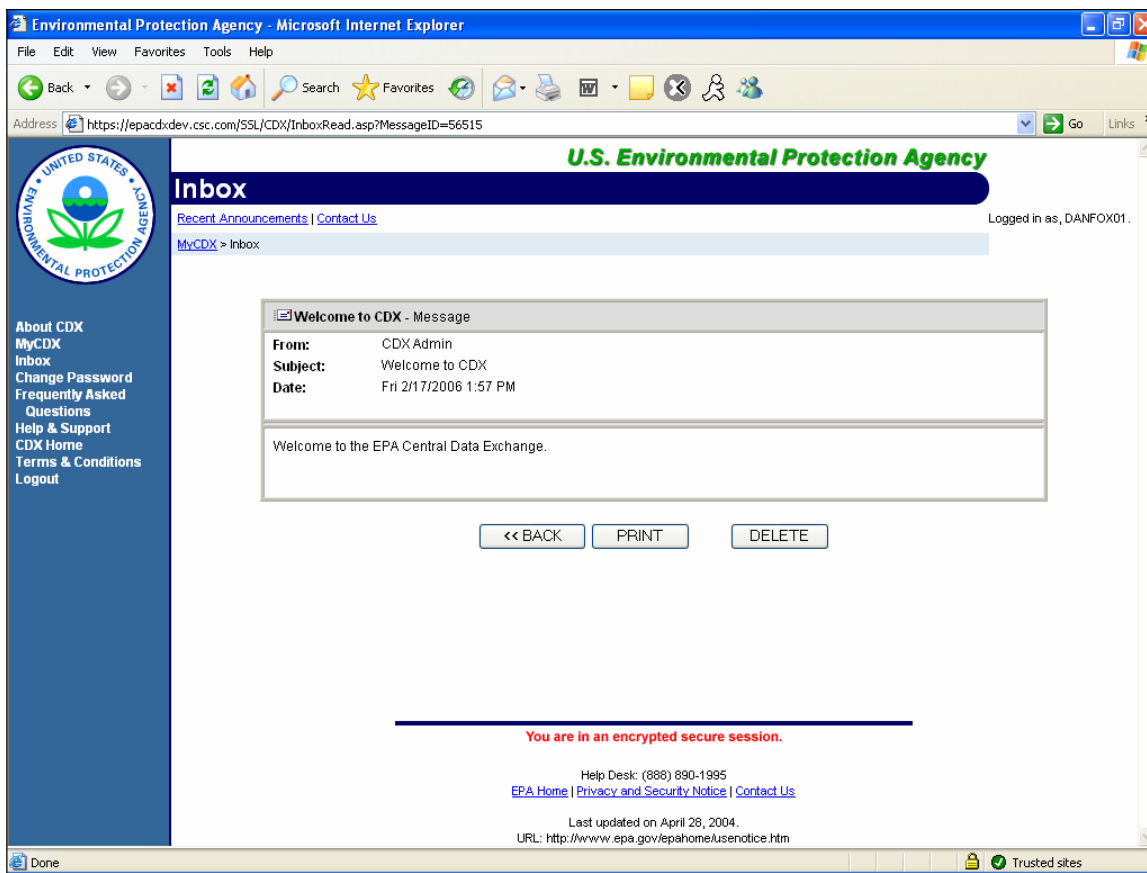
Select "MyCDX" from the menu on the left side of the page in the blue navigation bar to take you back to your MyCDX Homepage. You should receive notification of a new Manufacturer Code via a message in your Inbox.



Notice the banner in the middle of the page in the gray shaded bar – "You have 'X' new message(s) in your **Inbox**." To access your Inbox, click on the linked word "Inbox" (or on the **Inbox** link on the left side of the screen in the blue navigation bar). You should then see the following screen (the actual number of messages and the subjects may vary):

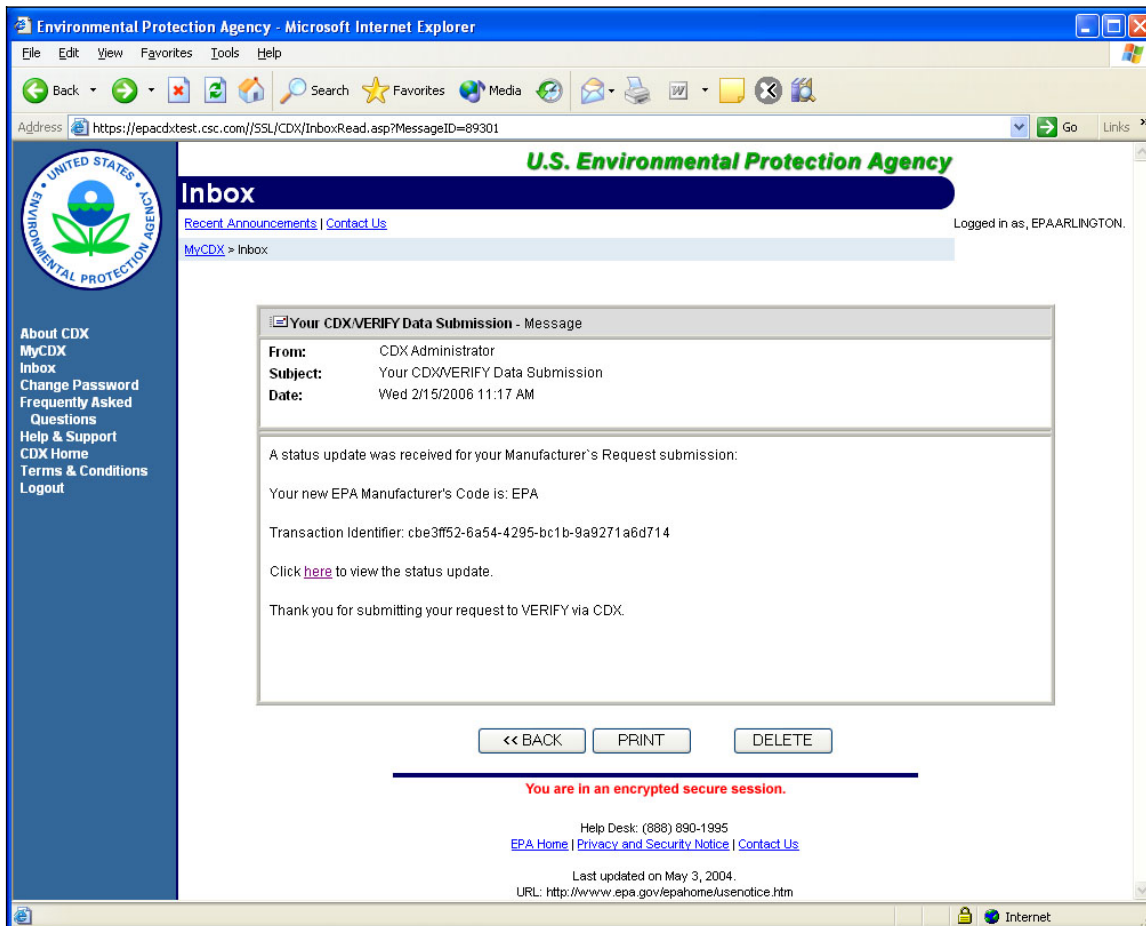


The first time that you access your inbox, you should have a Welcome Message. Click on the blue text in the “From” column (in this case, CDX Admin) to view the message. It should look similar to the web screen below. If you have many messages in your inbox, they will be organized with the unread messages (most recent first) followed by the previously read messages (most recent first).



You may delete the welcome message if you wish by clicking on "DELETE."

Upon your submission of your New Manufacturer Registration form, as described in step 2b.3, above, EPA will review and evaluate it. We may also contact you, using the information you have supplied in your submission, for further information. When we have finished our review and evaluation, we will send you a message informing you of your assigned Manufacturer Code. The message will look like this:



Click on the "[here](#)" link to view the status history:

Verify (CDX): Submission Status

U.S. Environmental Protection Agency

Logged in as, EPAARLINGTON. (Logout)

MyCDX > Verify (CDX) Submission Status

The status of your submission is shown below:

- Submission
 - Document Name: [ManufacturersRequest.xml](#)
 - Transaction Id: cbe3f52-6a54-4295-bc1b-9a9271a6d714
 - Date Submitted: 02/15/2006
- Status History

Date	Status	Description
Wed 02/15/2006 11:17 AM	COMPLETED	Your recent submission has been received by the EPA and you will be notified if any additional actions on your part are required.
Wed 02/15/2006 11:17 AM	COMPLETED	Your recent request for manufacturer code has been approved by the EPA and a new manufacturer code has been assigned to you of: EPA
- Returned Documents
 - None

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/ausenotice.htm>

Both the message regarding your data submission and the status history page will show your Manufacturer Code. This code will be necessary for purposes of conducting business with EPA and obtaining product certification.

Attachment 1

Questions for New Motorcycle and All-Terrain Vehicle Manufacturers

Please answer the following questions to determine your manufacturer status for EPA's/CARB's emission certification program:

- 1) What are the specific details of the vehicles that you intend to certify, such as vehicle/engine type, fuel type (gasoline, diesel), exhaust and evaporative emissions control devices, etc.? Please provide brochures, pictures, copies of owner's manuals, repair manuals, warranties, emission labels, and any sales or promotional information available to the public or other readily available materials which would be useful in explaining your products.
- 2) How will your products be manufactured? Provide a brief description of the manufacturing process for these vehicles, including how, when, where and by whom the vehicles are initially manufactured or assembled; how, when, where and by whom the vehicles will be modified (if applicable) following initial assembly. Also describe briefly how, when, where and by whom the vehicles will be tested for emissions. Briefly describe the test facility to be used for certification testing, including the type of dynamometer used and the test procedures used for certification testing.
- 3) What are the anticipated combined U.S. sales of vehicles you intend to certify during the model year in question? Please provide breakdown sales numbers for each vehicle type or engine displacement category.
- 4) Is your company linked to any other automobile manufacturing or importing company? For example, does your company lease, operate, control, supervise, or own part of another company which manufactures, imports, or certifies recreational vehicles? Does another company lease, operate, control, supervise, or own part of your company? If so, what is the name of the company, the percent ownership, and the company's projected, combined U.S. sales of all MCs and ATVs for the model year?
- 5) If the original manufacturer of the vehicles that you intend to certify makes production changes during the model year after certification, how will this information be made available to EPA/CARB for updating the application for certification that you must submit to obtain your certificate of conformity? Describe the method used by the original manufacturer to notify you of any running changes made to the vehicle.
- 6) What assurances do you have regarding the durability of your emission control systems? How do you plan to demonstrate to EPA/CARB that the control system technology described in your application which you intend to certify will meet emission standards throughout the specified useful life period?
- 7) What assurances do you have to confirm that production vehicles will be identical in all material respects to the motorcycles described in your application for certification?
- 8) Are you aware of your obligation as a manufacturer to warrant, and will you warrant, the emission control system for the useful life of the vehicles/engines in accordance with the

warranty requirements set forth in Section 207(a) of the Clean Air Act (42 U.S.C. 7541(a))?

- 9) How do you plan to demonstrate to EPA that in-use emission non-compliance problems, if any, will be corrected in a timely manner? Provide a detailed description regarding your plans to track the vehicles/engines sold in the U.S., to handle customer complaints, to track warranty claims, and to submit required Defect Reports to EPA.
- 11) Are you an authorized representative for this manufacturer? If yes, please provide appropriate documentation such as your contractual agreement with the manufacturer that provides you with the authority to work with the manufacturer or a letter on manufacturer letterhead signed by a high-level official in the company.
- 12) For CARB certification, please provide your estimation for the total number of vehicles to be sold into the State of California. This information will be used to determine if you qualify as a small volume manufacturer (fewer than 300 units per model year).