GUIDELINES

Electronic Reporting for Ozone-Depleting Substances

Part 1: Register as a CDX User

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If you questions about electronic reporting, please contact:

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Contents

Overview

This document, **Register as a CDX User,** is the first part of a comprehensive Three-Part Guidance developed to assist you in submitting your ODS data electronically. In its entirety, the Three-Part Guidance Document provides step-by-step instructions to:

1. **Register as a CDX User,**
2. Prepare Data for Submission, and
3. Submit ODS Data to EPA.

Part 1 of the guidance walks you through the steps of registering as a CDX user and setting up your system for ODSTS e-Reporting. This is a one-time registration process that you will need to complete the first time you submit your data electronically. Part 2 assists you in preparing your data for submission. Part 3 guides you through the process of zipping, encrypting, and sending your files to EPA using CDX.

A number of security measures are taken to safeguard user access and identity, so various passwords, passphrases, and verification numbers are created during the process. For this reason, the document provides guidance as you maneuver through the various steps. It is important to remember your passwords and keep track of verification numbers provided to you. You should refrain from clicking on "remember password" at any of the password creation stages. This impairs database protection and the registration process can fail to verify passwords if the box is checked.

You will see there are numerous steps in this section of the guidance. Don't be afraid – the steps are very simple. Although registration is easy and your part only takes approximately twenty minutes, it will take several days for the CDX Helpdesk to verify the information and complete the registration process. It may take the CDX Helpdesk up to 48 hours to complete this step; this does not require action on the part of the user.

Please keep the CDX Helpdesk phone number on hand as you register as a CDX user. There may be slight variations in screenshots or pop-ups you encounter during the registration process. You can call the Helpdesk if you have difficulties. **[CDX Helpdesk: 1-888-890-1995]**

Here is a quick overview of the steps included in Part 1 of this guidance.

CDX Registration - First you will register with CDX and create a username and password. You will use this password each time you log onto the CDX system to submit your electronic forms.

Application for a Digital Signature - After registering with CDX, you will:

1. Submit an agreement to obtain a digital signature;
2. Register with IdenTrust (the company that specializes in identity authentication systems and issues digital signatures) to obtain your digital signature;
3. Create a passphrase for your digital signature (which is different from your CDX password); and
4. Wait for an e-mail from the CDX helpdesk informing you that your application has been approved.

A digital signature is your handwritten signature in electronic format, and provides authentication.

Downloading the Digital Signature - You will receive an email confirmation from the CDX with your activation code. With this code in hand, you will return to the IdenTrust web site. You may be prompted to adjust certain security settings on your computer. You will then enter your activation code and passphrase to retrieve the digital signature. After this, you will then download the digital signature to your computer. You will also create a password that you will use each time you apply your digital signature.

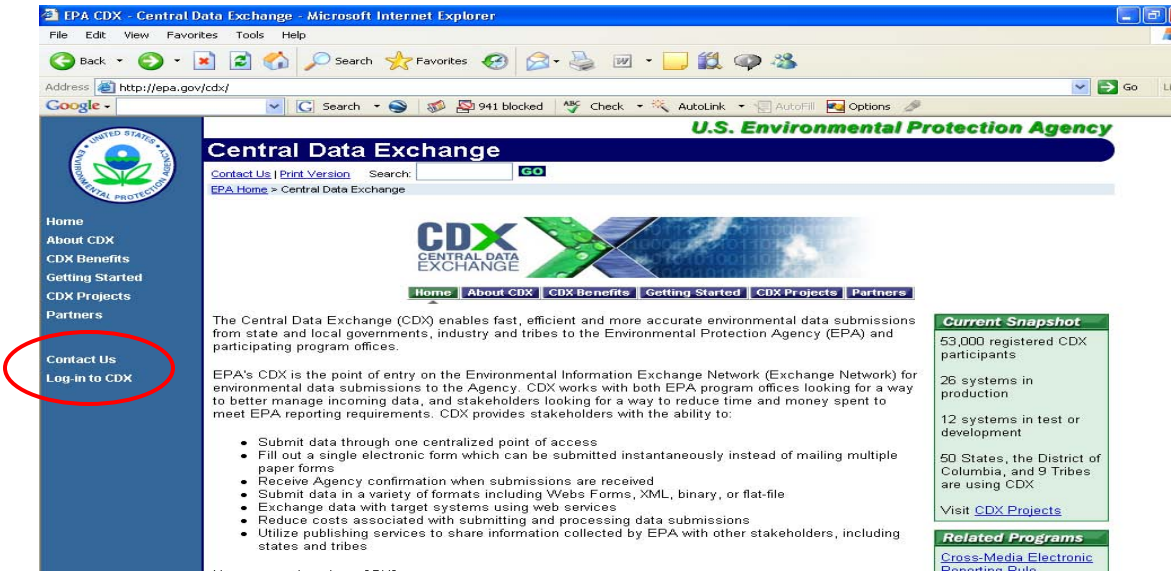
The remainder of this document discusses each of these major steps in further detail.

I. Registering for CDX and Signing the Digital Signature Agreement

First, you should register as a CDX User.

Step 1: Access CDX at the link: http://epa.gov/cdx

- Click on Log-in to CDX (on the left sidebar)



Step 2: Click on Registration (on the left sidebar)

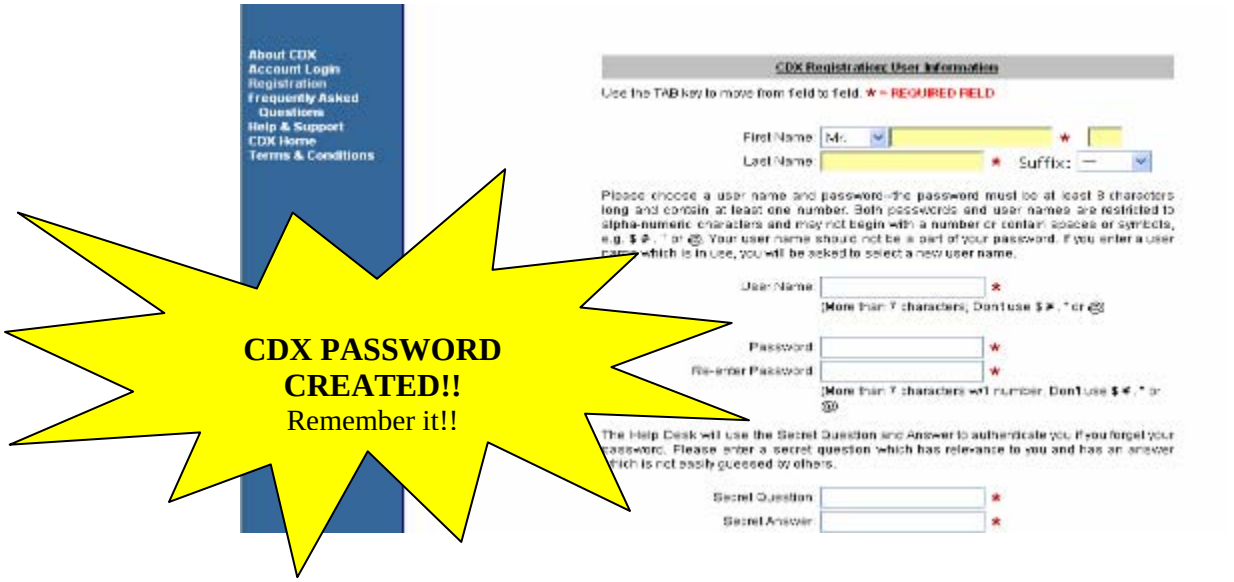
Step 3: Read the Warning Notice and Privacy Statement and click to continue

Step 4: Carefully read the Terms and Conditions and click I Accept to continue

Step 5: Fill out the registration information boxes and choose a password

- Keep Password Secure. Follow the instructions provided on the CDX Website if the password is compromised. (**CDX support # 1-888-890-1995**)

- At the bottom of the page, select **Next** to continue



Step 6: Enter Organization Information and click Next to continue

Step 6a: Click the oval to the right of Ozone Depleting Substances (ODS)

- Make sure the **oval** is highlighted and click **Next** to continue

Step 7: On the Add Program ID page, enter N/A into the box designated for the ID

- Make sure that the pull down screen indicates that you are **a submitter** and that the submission method indicates **Webform**

- Click **Finished**

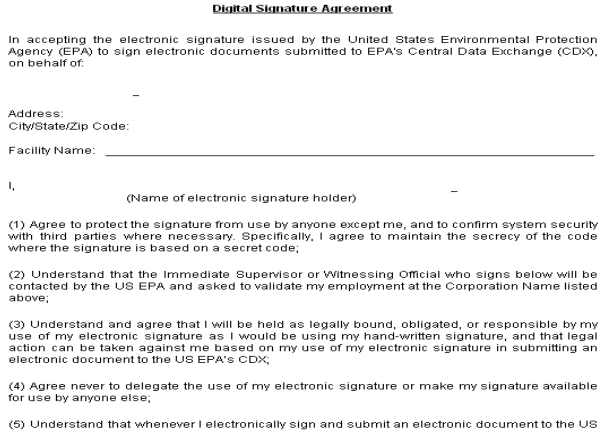
Step 7a: You are finished with the online portion of CDX registration. Read the screen and click Finished. A digital signature agreement will be automatically generated.

- The Ozone Depleting Substances Program requires **approval** for use of the dataflow, so your access to ODS will be on **hold** until approved by Mike James at the EPA.

- Your Ozone Depleting Substances account will be activated upon approval.

Step 8: In this step, you will complete and submit your digital certificate agreement. Click Accept & Print.

- A digital certificate is an electronic file that helps uniquely identifies each user.



Digital Signature Agreement

In accepting the electronic signature issued by the United States Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), on behalf of:

_

Address:
City/State/Zip Code:

Facility Name: _____

I, _
(Name of electronic signature holder)

(1) Agree to protect the signature from use by anyone except me, and to confirm system security with third parties where necessary. Specifically, I agree to maintain the secrecy of the code where the signature is based on a secret code;

(2) Understand that the Immediate Supervisor or Witnessing Official who signs below will be contacted by the US EPA and asked to validate my employment at the Corporation Name listed above;

(3) Understand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand-written signature, and that legal action can be taken against me based on my use of my electronic signature in submitting an electronic document to the US EPA's CDX;

(4) Agree never to delegate the use of my electronic signature or make my signature available for use by anyone else;

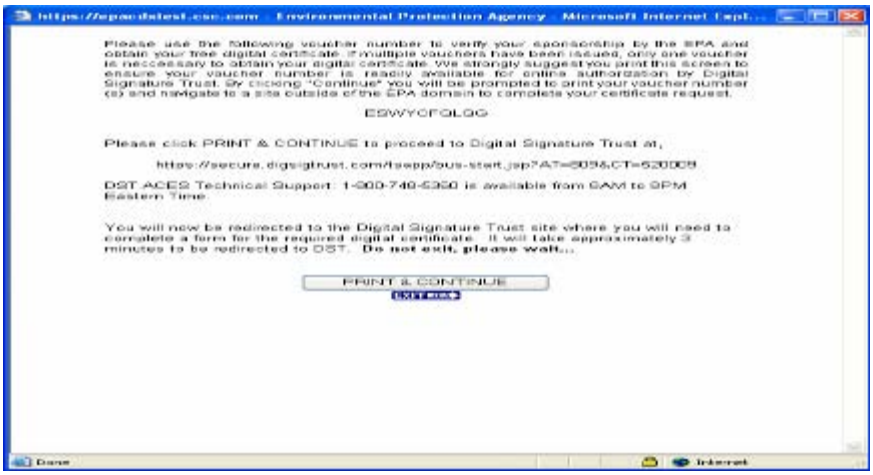
(5) Understand that whenever I electronically sign and submit an electronic document to the US

Fax, as soon as possible, the signed agreement to the CDX Help Desk:
Fax # 301-429-3905

Also you MUST send, within 30 days, your original agreement to:
U.S. Environmental Protection Agency
c/o Computer Sciences Corporation
ATTN: CDX Helpdesk
8400 Corporate Drive Suite 150
New Carrollton, MD 20785

Step 9: You will be prompted with this screen, which is your voucher. Print the voucher and keep it in your records.

- A voucher is needed to verify your sponsorship by the EPA and to obtain your free digital certificate.



II. Obtaining a Digital Certificate and Digital Signature

Now you begin the process for obtaining your digital signature. There are three steps to the applications process: 1) Application, 2) Authentication, and 3) Retrieval.

APPLICATION STAGE

Step 10: Apply with ACES in order to obtain a Digital Signature

- Read the introduction page and click on **Next**

Step 10a: Read and click Next

Step 10b: Provide your e-mail address and your organization's postal code (zip code)

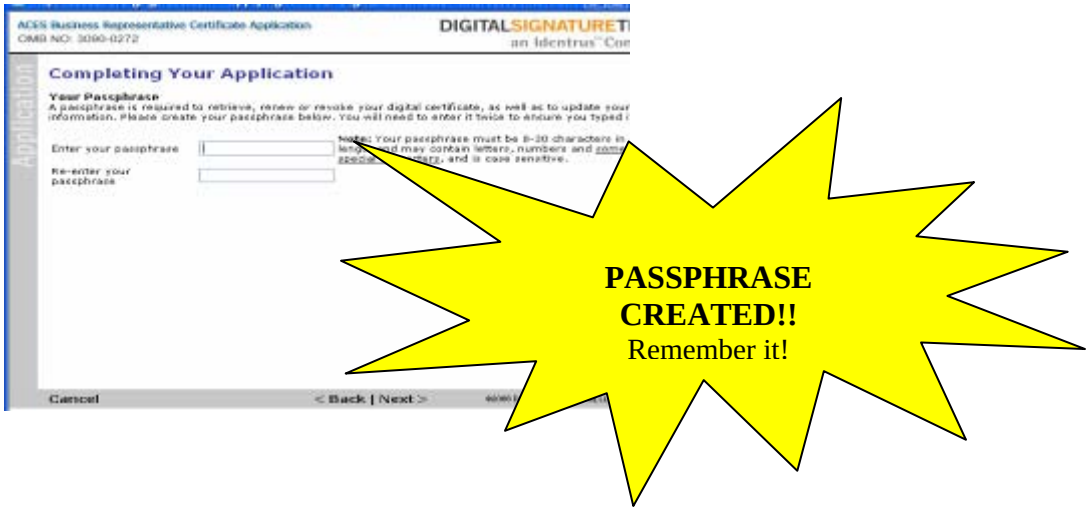
Step 10c: Enter the information for your Organization's Headquarters

- You may be prompted to select the appropriate entry from a list if your organization is already contained in the system.

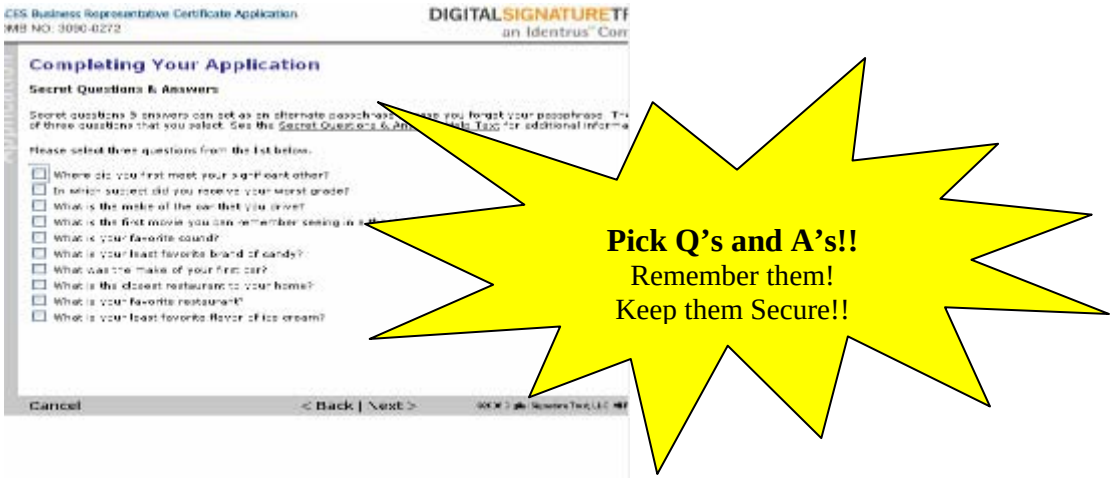
Step 10d: Enter your Mailing Address

Step 10e: Enter your Employee Information

Step 10f: Create a Passphrase for your digital signature: Remember this Passphrase and keep it in a secure location



Step 10g: Choose three questions that you will use in case you forget your Passphrase (*Questions will change for each new user*)



Step 10h: Provide easy-to-remember answers to the questions you've selected

Step 11: Review your information and make sure it is correct. Click Next

Step 12: Read the privacy statement, and, if you agree with the terms, click I Accept and click Next.

Congratulations! You have completed the "Application Stage" for acquiring your digital certificate!

AUTHENTICATION STAGE

Digital Signature Trust (DST), the certification entity, will now begin the authentication process. Please be sure to send in your "Digital Certificate Agreement" (Page 8, Step 7a) as soon as possible. Expect a phone call from the CDX helpdesk to verify your applicant information. The authentication stage should take no longer than two business days.

You will receive an email acknowledging your application request. The email will provide an application ID and a website address that can be accessed to track your approval status.

- The email you receive will look like the page below.
- Please note that you will need your passphrase (Page 10f, Step 11) when the **Retrieval Stage** begins!!

Dear **Your Name**,

Thank you for applying with Digital Signature Trust (DST) for a TrustID certificate. We have received your application and have begun the approval and authentication process. As you know by now, your TrustID certificate stands for the highest level of authentication available, allowing you to use the Internet with confidence for your secure online transactions.

The approval process is normally completed within two business days of application submission. You can check the status of your application at any time by going to http://www.trustdst.com/app-status.html. You will need the following information in order to check your application process: Application ID , provided below, and your passphrase that you entered during your application process.

Application ID: 662235

Please remember to keep track of your passphrase. You must be able to provide your passphrase at the time you retrieve your certificate.

For any other questions, please contact DST Customer Support by sending e-mail to helpdesk@identrus.com, or call 888-248-4447 (call direct at 801-326-5972). Customer Support representatives are available to assist you Monday through Friday, 7 a.m. to 6 p.m. Mountain Time.

Thank you again for applying for a TrustID certificate. We look forward to creating the highest level of trust in all of your digital transactions.
Sincerely,

Marlene Martinez
Certificate Registration Manager
Digital Signature Trust, LLC a subsidiary of Identrust, LLC.
www.trustDST.com

RETRIEVAL STAGE

When your digital certificate is approved, you will receive an email from the CDX Helpdesk. This email provides you the website and activation code. If your email does not contain the activation code, it will include instructions on how to call the CDX Helpdesk to retrieve your activation code.

Your Name,

I have approved your digital certificate and now you will have to activate it, which will be the last part of creating your digital certificate. Please click the link below and follow the instructions to complete your application.

Thanks

Charles

This is a PRIVATE message. If you are not the intended recipient, please delete without copying and kindly advise us by e-mail of the mistake in delivery. NOTE: Regardless of content, this e-mail shall not operate to bind CSC to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.

Dear Administrator,

Your Name DST TrustSource Certificate request has
been approved. Please have the client visit the following web address
to retrieve the new certificate. He/She will be asked to
use the following Activation Code and enter the passphrase
he/she selected when submitting the request.

http://www.digsigtrust.com/retrieve-cert.html

Activation Code: 1743737696

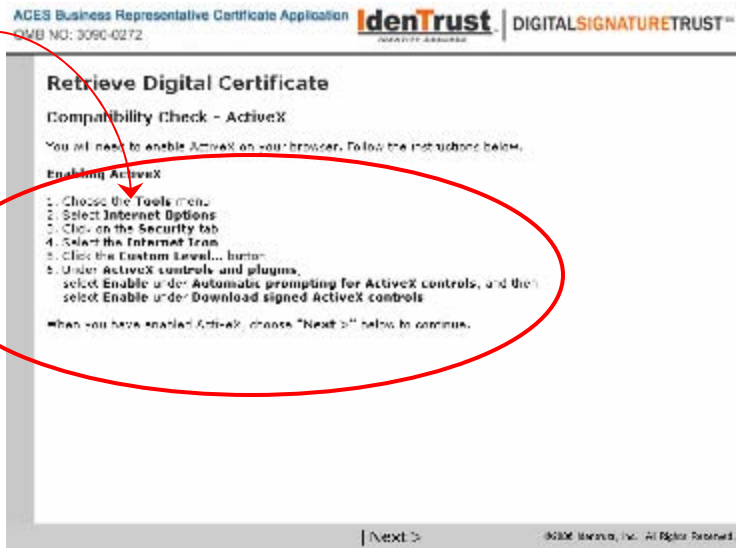
Name: John Smith
Account: 30353576-2
E-Mail: John.Smith@email.com
Cert Type: 520009
Server: secure.digsigtrust.com

TrustSource Certification Service
Digital Signature Trust Co.
Salt Lake City, Utah
trustsource@trustdst.com

Step 13: From the previous email, click on or type in the Web site address to retrieve the digital certificate. Read and click Next.

Step 14: You will complete a compatibility check. You may be prompted to adjust certain security settings on your computer; these vary depending on your computer. Follow the onscreen instruction.

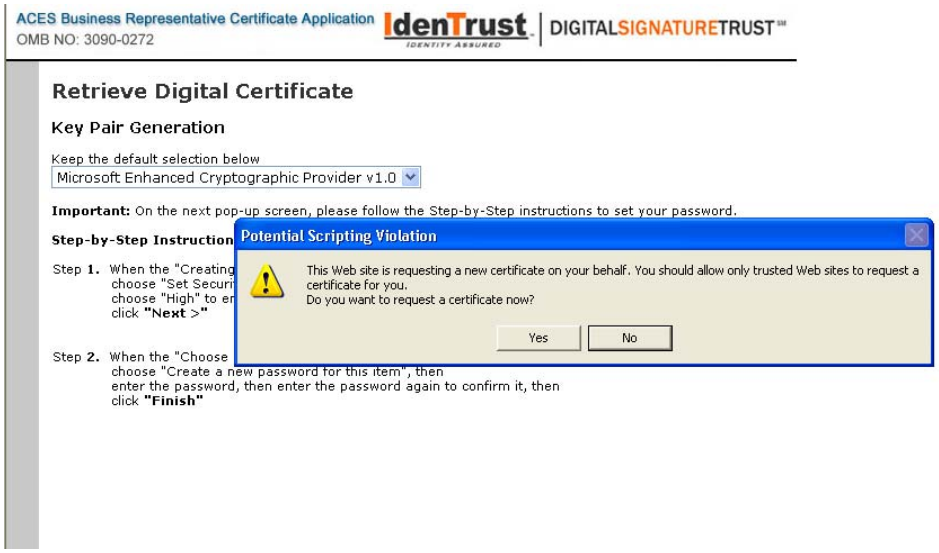
- You may need to add https://secure.digsigtrust.com to your trusted sites



Step 15: You now need your Activation Code (provided by email– see sample email on Page 13) and Passphrase (Page 11, Step 10f).

Step 16: Again, you will follow the instructions listed for the next few steps.

Step 17: If this warning screen appears, click Yes and continue



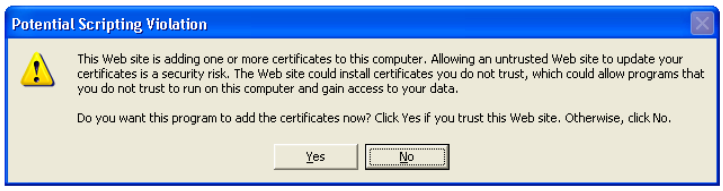
Step 17a: Click Set Security Level

Step 17b: Choose High and then click Next

Step 17c: Create a password for your exchange key, then click Finish

- An exchange key is a standard protocol used to ensure security for virtual private networks (VPN) and remote host or network access

Step 17d: Click Yes



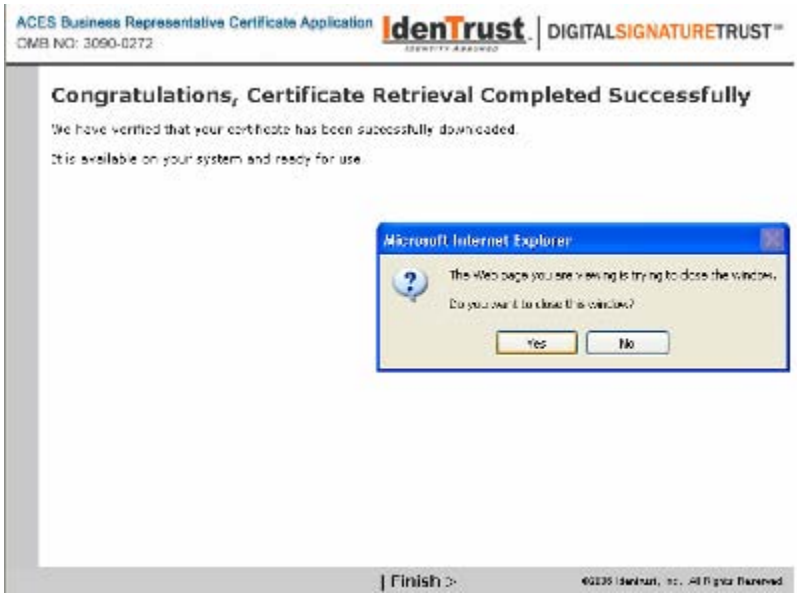
Step 18: Read the information and then click Next

Step 19: Now the system wants to verify the certificate has been properly retrieved. Read the information on the screen, PRINT THE INSTRUCTIONS and click Next.

Step 20: Click on the appropriate digital certificate if you have more than one.

Step 21: This congratulations screen assures you have successfully retrieved your certificate. Click Yes and the process is complete.

- If this screen does not appear, look at the instructions that you printed in Step 20 or call the CDX Helpdesk.



III. Downloading/Exporting your Digital Certificate

- You must export your certificate and place it onto your PC. This will allow your PC to be identified when you submit your data through CDX. In simple terms, this process is providing your computer with the ability to sign digital forms you will be submitting to EPA.

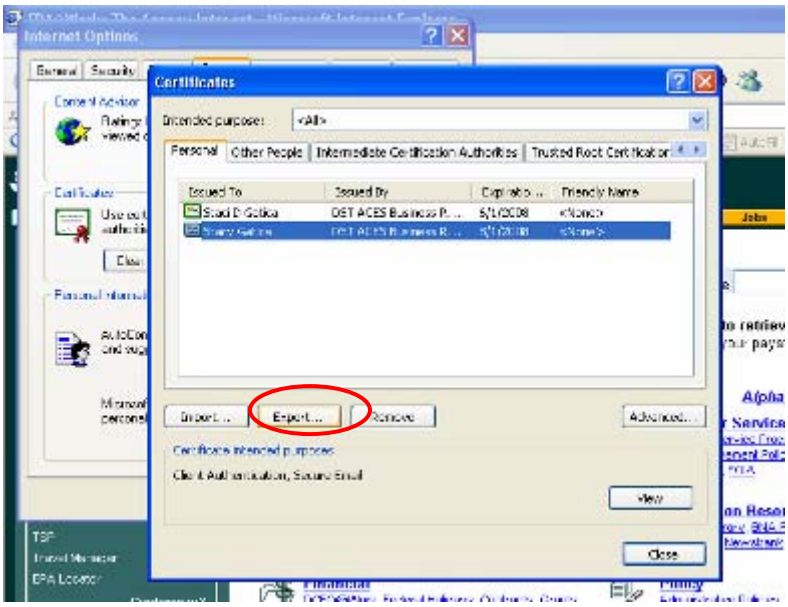
The following is a technical note, and could be helpful if you need IT support:

- This procedure enables the applet to access the user's digital certificate in a platform independent fashion. Since browsers (e.g., Microsoft Internet Explorer, or Firefox) manage certificates in different ways, the applet has no access to the customer's certificate. This procedure provides a way around this problem, by creating a "copy" of the user's certificate (from their browser) into a secure “keystore” file on their computer.

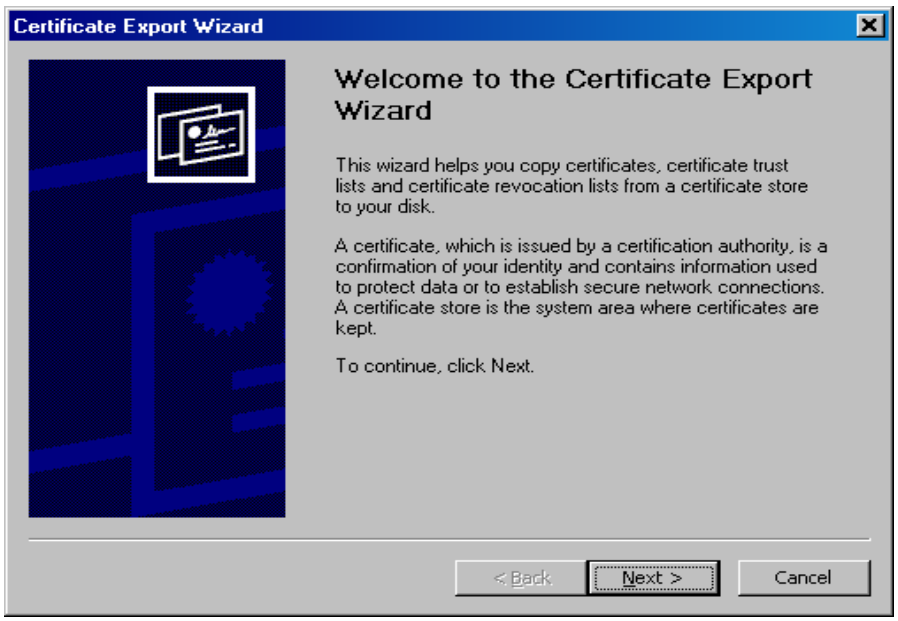
- The certificate export procedure is a mechanism to copy a user’s certificate (from their browser's proprietary keystore) into standard keystore file (NIST approved PKCS#12 format) on their PC file system.

Step 22: From the Internet, click the Tools menu and select Internet Options. Click the Contents tab and then click the Certificates button near the center of the dialog box. You should see your certificate(s) in the dialog box that appears.

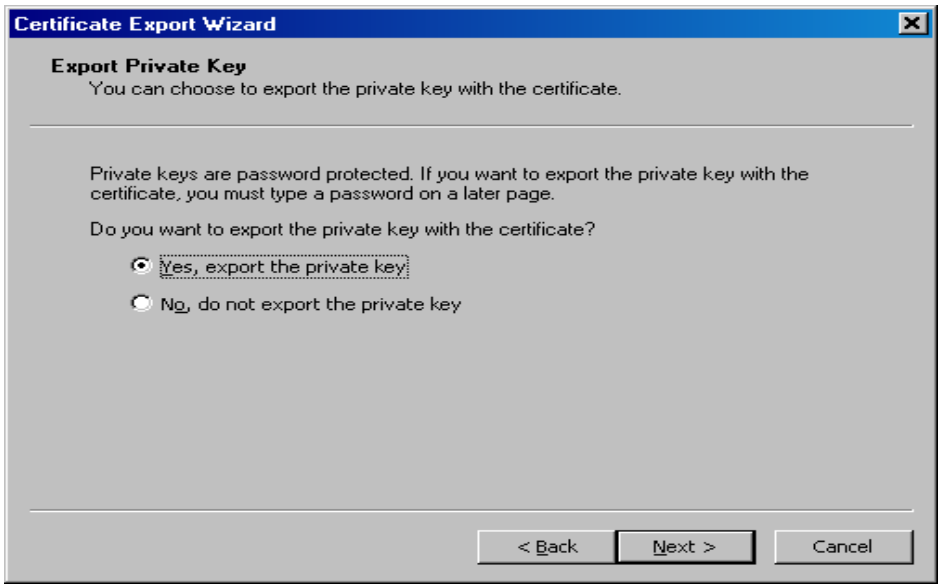
- Select the certificate you wish to export and click the **Export** button.



Step 23: The Certificate Export Wizard appears. Read the page and click Next.

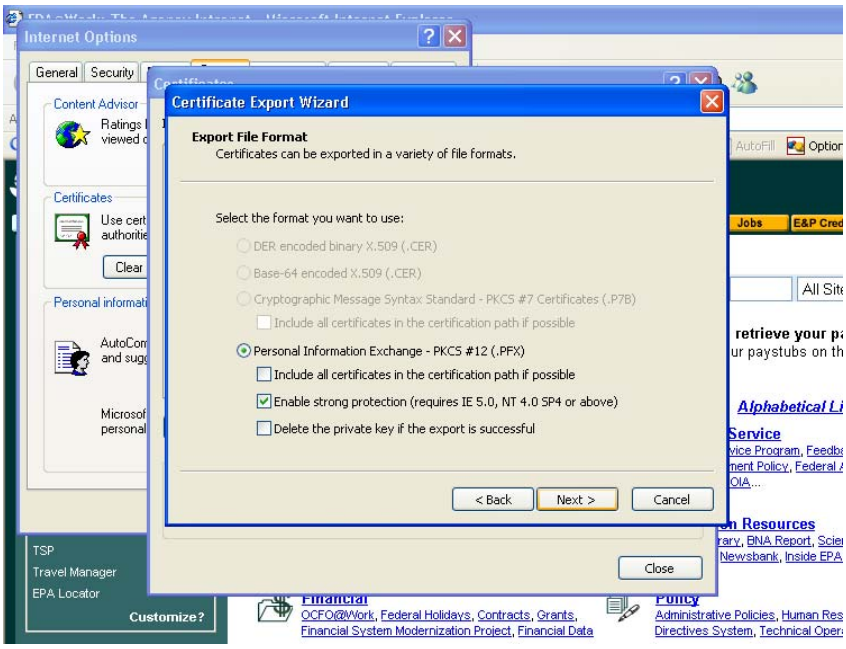


Step 23a: Select the “Yes, export the private key” option and then click Next.



Step 23b: Select the “Personal Information Exchange – PKCS #12 (.PFX)” format, and check the middle option (Enable strong protection).

- **Do not select** “Delete the private key if the export is successful”
- Click **Next** to continue.

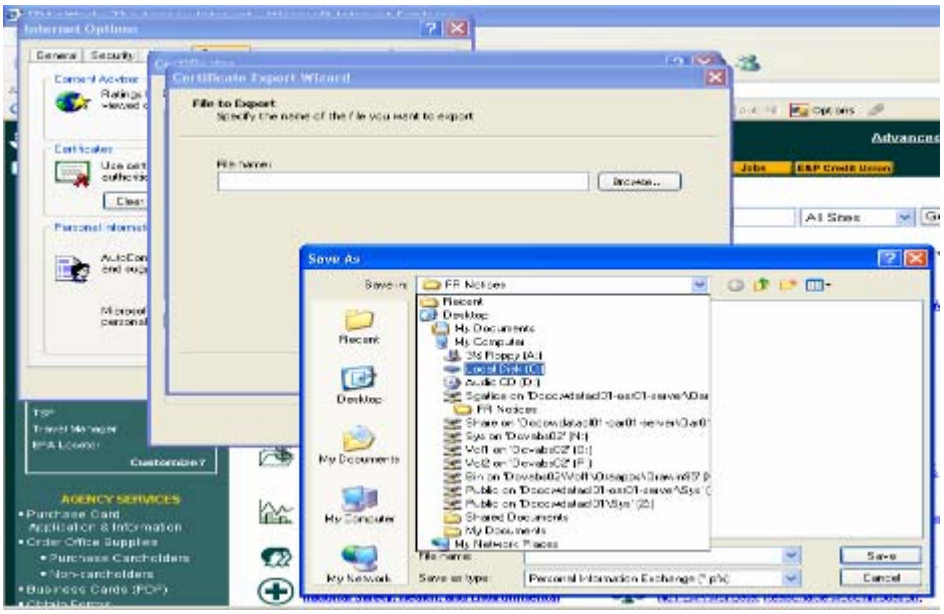


Step 23c: Type a password for your new keystore. This password does not have to be the same as the password for your certificate, CDX account, nor your computer. In fact, it is wise to have a DIFFERENT password for the keystore.

- Click **Next** when done.
- A keystore is a protected database that holds your certificates and keys.

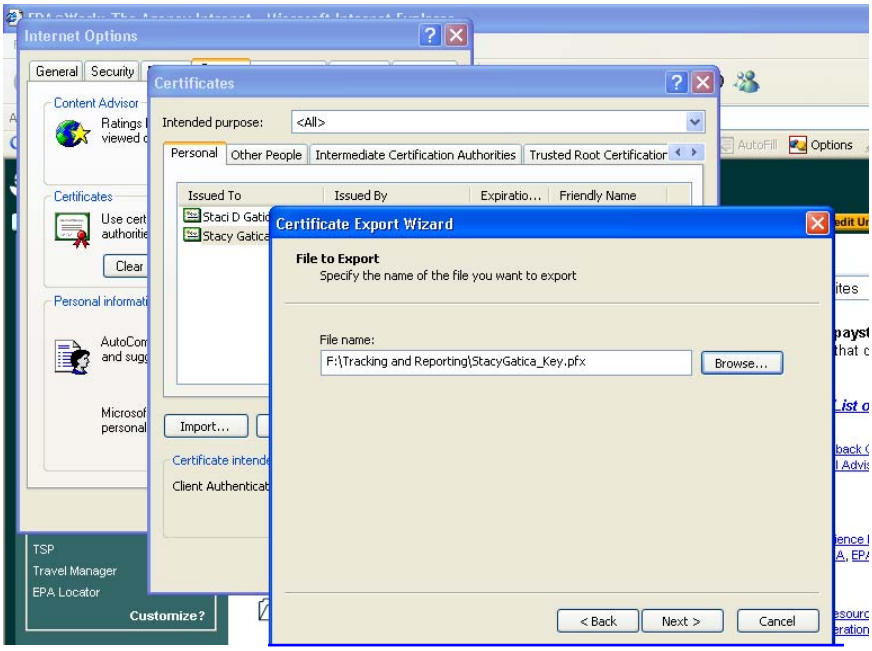
Step 24: Another screen appears asking you the "File to Export." Click Browse.

Step 24a: Navigate to the directory where you want to save your keystore file



Step 24b: Specify a file name for your keystore. Note: the export format should use the "Personal Information Exchange(pfx)" automatically.

- Click **Next.**



Step 24c: Click Finish to close the wizard

Step 25: You may see the following confirmation dialog box. If so, click OK.

Step 26: Enter your password (from Step 23c) for the export process. EPA suggests NOT checking the "Remember password" box. Click OK.

Step 27: Click OK to recognize the export was successful! You have completed Part 1 of the Electronic Reporting Guidance!!