

How to Register a Company with EPA (Request a Manufacturer Code)

One of the requirements to use EPA's Verify computer system is for each company (a manufacturer or importer) to acquire an EPA manufacturer code and register that code in Verify. This document shows how to obtain and register a manufacturer code.

I Request a Manufacturer Code through Verify

EPA assigns a 3-character, alpha-numeric manufacturer code to each company that wants to certify their vehicles or engines with EPA. Only one manufacturer code is assigned to each company, even if that company plans to certify products from multiple industries.

If your company does not yet have an EPA-assigned manufacturer code: In order for EPA to assign a manufacturer code one person from your company must complete Verify's manufacturer registration process so that your manufacturer code can be registered with Verify.

If your company already has an EPA-assigned manufacturer code: Your company must still complete Verify's manufacturer registration process so that your existing 3-character manufacturer code can be registered with Verify.

Note: Both companies acquiring a new manufacturer code AND companies who already have a manufacturer code but need to register the code in Verify must complete all steps in section A below.

A. Create a Verify (CDX) User Account

Verify uses EPA's Central Data Exchange (CDX) as the interface for companies to submit vehicle and engine compliance information to EPA. The first step of the Verify manufacturer registration process is to have one person from your company create a Verify (CDX) user account.

Note: This user account will only be used for the manufacturer registration process - it will not be used to submit actual compliance information. Separate user accounts must be established for submitting vehicle and engine compliance information.

For instructions on creating Verify (CDX) user accounts that will be used to submit compliance information for a specific manufacturer, please go to www.epa.gov/otaq/verify/setup.htm.

1. Go to https://cdx.epa.gov/epa_home.asp. Click on the link in the first bullet, "If you are new to CDX and wish to register, please click **here**."

The screenshot shows a web browser window displaying the EPA's Central Data Exchange (CDX) Registration Warning Notice page. The browser's address bar shows the URL https://cdx.epa.gov/epa_home.asp. The page header includes the EPA logo and the text "U.S. Environmental Protection Agency". The main content area is titled "Registration Warning Notice" and contains the following sections:

- Environmental Protection Agency**
Central Data Exchange
- 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 \(Volume 67, Number 52\)\(Page 12010-12013\)](#)

At the bottom of the main content area, there is a link that says "- Click here to continue -". A red arrow points to this link. Below the main content area, there is a footer section with the following information:

- Help Desk: (888) 890-1995
- [EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)
- Last updated on November 15, 2005.
- URL: <http://www.epa.gov/epahome/usenctice.htm>

2. Read the Warning notice and privacy statement and then click on the “**Click here to continue**” link.

The screenshot shows a web browser window displaying the EPA's Central Data Exchange Registration Warning Notice. The page has a blue header with the EPA logo on the left and the text "U.S. Environmental Protection Agency" on the right. Below the header, there are navigation links for "Recent Announcements" and "Contact Us". The main content area is titled "Registration Warning Notice" and contains the following text:

Environmental Protection Agency
Central Data Exchange

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

- [Click here to continue](#) -

A red arrow points to the "Click here to continue" link. At the bottom of the page, there is a footer with the following information:

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)
Last updated on November 15, 2005.
URL: <http://www.epa.gov/epahome/usenotice.htm>

3. Read the CDX Terms and Conditions. After you have reviewed the terms, click the “I ACCEPT” button.

The screenshot shows a web browser window displaying the EPA's CDX Terms & Conditions page. The browser's address bar shows the URL. The page header includes the EPA logo and the text 'U.S. Environmental Protection Agency'. The main content area is titled 'Terms & Conditions' and contains several sections of text. At the bottom of the page, there are two buttons: 'I DECLINE' and 'I ACCEPT'. A red arrow points to the 'I ACCEPT' button.

Terms & Conditions

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

[CDX Home](#) > [Terms & Conditions](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

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Choosing a CDX Password

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

This password will be at least eight characters long and contain a mix of letters and numbers.

Protecting my CDX Password

I agree to protect my CDX password.

I will not divulge my password to any other individual. I will not store it in an unprotected location, and I will not allow it to be written into computer scripts to achieve automated login.

Actions to take if my CDX Account has been Compromised

If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

Terminating my CDX Account

I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

4. Fill-out all the fields on the “CDX Registration: User Information” screen and click the “Next” button.

The screenshot shows a web browser window displaying the EPA's CDX Registration: User Information form. The browser's address bar shows the URL: <http://www.epa.gov/epahome/usenotice.htm>. The page header includes the EPA logo and the text "U.S. Environmental Protection Agency". The navigation menu on the left lists: About CDX, Account Login, Registration, Frequently Asked Questions, Help & Support, CDX Home, and Terms & Conditions. The main content area is titled "CDX Registration: User Information" and contains the following fields and instructions:

- First Name:** A dropdown menu with "Mr." selected, followed by a text input field with a red asterisk.
- Last Name:** A text input field with a red asterisk.
- Suffix:** A dropdown menu with a red asterisk.
- User Name:** A text input field with a red asterisk. Below it, the instruction reads: "(More than 7 characters; Don't use \$ # . " or @)".
- Password:** A text input field with a red asterisk.
- Re-enter Password:** A text input field with a red asterisk. Below it, the instruction reads: "(More than 7 characters w/1 number; Don't use \$ # . " or @)".
- Secret Question:** A text input field with a red asterisk.
- Secret Answer:** A text input field with a red asterisk.

Below the fields, there is a "Next >>" button. A large red arrow points to this button from the right side of the page. At the bottom of the form, there is a security notice: "You are in an encrypted secure session." and contact information: "Help Desk: (888) 890-1995", "EPA Home | Privacy and Security Notice | Contact Us", "Last updated on October 27, 2006.", and "URL: http://www.epa.gov/epahome/usenotice.htm".

5. Fill-out all the fields on the “CDX Registration: Organization Information” screen and click the “Next” button.

Registration

U.S. Environmental Protection Agency

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MyCDX > Registration

Logged in as, S5VERIFY.

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.

Next >>

You are in an encrypted secure session.

Help Desk: (888) 890-1995
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Last updated on May 24, 2001.
URL: <http://www.epa.gov/epahome/usenotice.htm>

- At the “CDX Registration: Add Program screen”, select “**Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG)**” and click the “**Next**” button.

Registration

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MyCDX > Registration

Logged in as, S5VERIFY.

CDX Registration: Add Program

- Assessment Cleanup and Redevelopment Exchange System (ACRES):
- Environmental Appeals Board (EAB):
- Electronic Inventory Update Reporting (EIUR):
- Facility Registry System - Update Service (FRS-US):
- Lead-Based Paint Activities (LEAD):
- LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2):
- Ozone Depleting Substances (ODS):
- Radiomclide NESHAPs (RAD):
- Stormwater Notice of Intent (eNOI) (GWENOI):
- Toxic Release Inventory Made Easy Web (Approved Pilot Submitters ONLY) (TRIMEweb):
- Toxic Substance Control Act - HaSD Form (TSCA-HASD):
- Compliance Information Systems (VERIFY):
- Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG):**
- Water Contaminant Information Tool (WCIT):

Next>>

You are in an encrypted secure session.

Help Desk: (888) 890-1995
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Last updated on March 9, 2001.
URL: <http://www.epa.gov/epahome/usenotice.htm>

7. At the “CDX Registration: Add Program ID screen”, enter the value specified below for each of the requested fields. Click the “**Finished**” button after all four fields have been filled in.

Role = “A SUBMITTER”
Program ID Type = “New Manufacturer Registration”
ID = “N/A”
Submission Method = “WEBFORM”

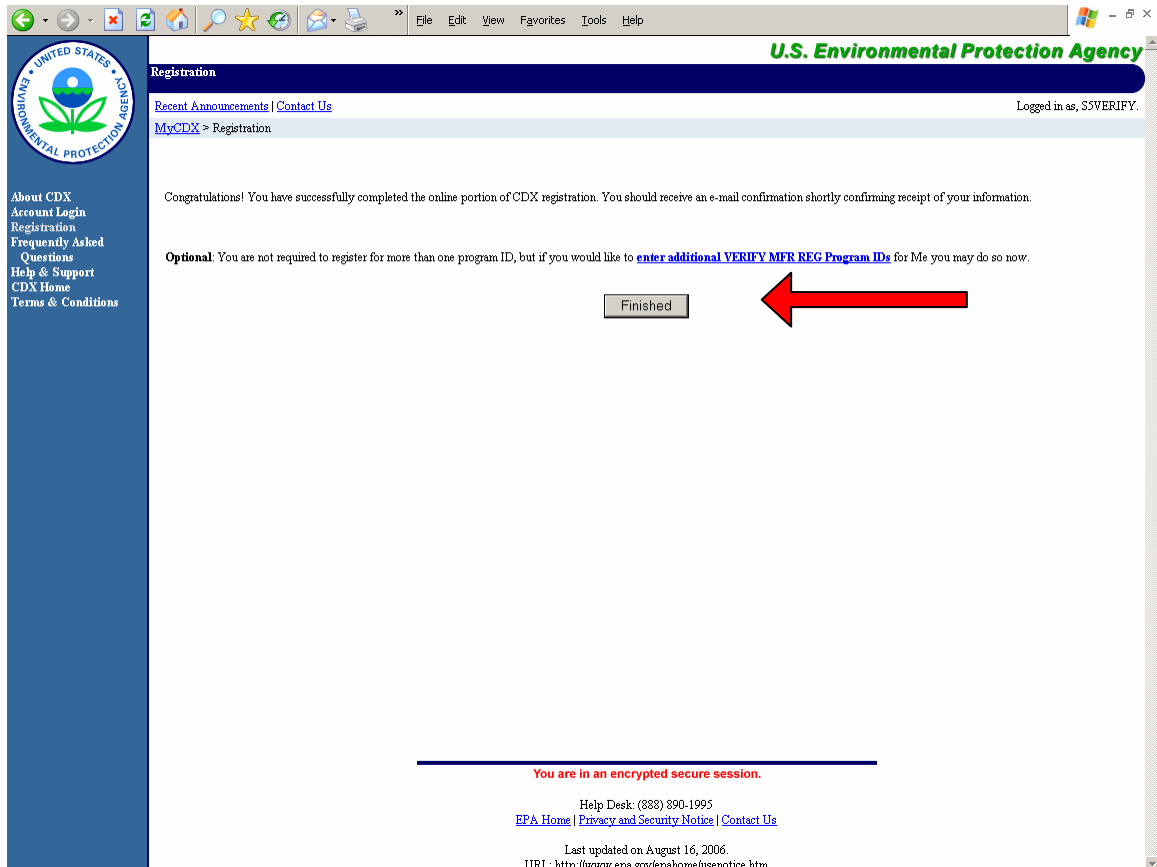
The screenshot shows a web browser window displaying the "CDX Registration: Add Program ID" form. The form fields are as follows:

- Role: A SUBMITTER
- Program ID Type: New Manufacturer Registration
- ID: N/A
- Submission Method: WEBFORM

A red arrow points to the "FINISHED" button. Below the button, a modal error message is displayed: "Please enter N/A into this field." The page footer includes the following text:

You are in an encrypted secure session.
Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)
Last updated on October 7, 2005.
URL: <https://www.epa.gov/epahome/usenotice.htm>

8. You should now have successfully created a CDX user account. Click the “**Finished**” button to go to your MyCDX homepage



Note: You do not need to click on the “enter additional VERIFY MFR REG Program IDs” link

Note: Do not proceed to section B of this document until you have successfully created your Verify (CDX) user account.

B. To Request a Manufacturer Code for Your Company **OR** To Enter the Manufacturer Code your Company Has in Verify

After one person from your company has successfully created a Verify (CDX) user account (see section A), the next step in the Verify company registration process is to request a manufacturer code for your company or enter the code you already have. All companies must complete this step, even those that have already been assigned a manufacturer code.

Note: Do not continue in this section until you have created a Verify (CDX) user account (see section A).

Note: Even if EPA has already assigned a manufacturer code to your company, you will not be able to submit compliance information to Verify until you have completed this section of this document. Pay particular attention to Step 2.

1. Login to the temporary CDX account created in section A. From your MyCDX home page, click on the “VERIFY MFR REG: Request Manufacturer Code for OTAQ Compliance” link which is listed under the Available Account Profiles for the CDX user account that was created in section A.I. of this document. If this link is not displayed on your MyCDX home page, contact the CDX help desk at (888) 890-1995.

The screenshot displays the MyCDX web application interface. At the top, there is a navigation bar with the EPA logo and the text "U.S. Environmental Protection Agency". Below this, the user is logged in as "S5VERIFY". The main content area is titled "Central Data Exchange - MyCDX" and includes a welcome message for Mr. S Somoza, along with login and registration dates. A notification indicates a new message in the inbox. Below this, there are four buttons: "Change System Password", "Edit Personal Information", "Edit Current Account Profiles", and "Add New Employer Profile". Under the "Available Account Profiles" section, a link "VERIFY MFR REG: Request Manufacturer Code for OTAQ Compliance" is highlighted with a red arrow. At the bottom, there is a security notice: "You are in an encrypted secure session." and contact information for the Help Desk.

- On the Manufacturer Information screen, fill in all applicable fields about your company.

If your company already has an EPA manufacturer code, enter it in the comment field at the bottom of the screen.

Click the **“Review & Submit”** button when you have completed the form.

The screenshot shows a web browser window displaying the EPA's 'Request for EPA Manufacturer Code' form. The form is titled 'Manufacturer Information' and includes the following sections:

- Manufacturer Information:** Fields for 'Manufacturer Short Company Name' and 'Manufacturer Full Company Legal Name'.
- Industries:** A grid of checkboxes for various vehicle and equipment categories, such as 'Aircraft', 'Complete Heavy-Duty Highway Vehicle', 'Heavy Duty Highway Spark Ignited', 'Heavy Duty Highway Compression Ignited', 'IC/I', 'Large Nonroad Spark Ignited', 'Marine Compression Ignited', 'Marine Spark Ignited', 'Off-highway Motorcycle', 'Small Nonroad Spark Ignited', 'All Terrain Vehicle', 'Light-Duty Vehicle & Truck', 'Heavy Duty Highway Gas Engine', 'Highway Motorcycle', 'Independent Test Lab', 'Locomotive', 'Marine D/MO', 'Nonroad Compression Ignited', and 'Recreational Vehicle - Snowmobile'.
- Domestic/Import:** A dropdown menu.
- Company Address:** Fields for 'Address, First Line', 'Address, Second Line', 'Address, Third Line', 'Address, Fourth Line', 'City', 'Address Type' (with radio buttons for 'United States' and 'Other'), 'State', 'Zip Code', 'State', 'Country', and 'Postal Code'.
- Contact:** Fields for 'Category Type', 'Industries' (with a dropdown menu), 'Prefix', 'First Name', 'Middle Initial', 'Last Name', 'Suffix', 'Title', 'Primary Email Address', and 'Secondary Email Address'.
- Phone Number #1:** Fields for 'Phone Number', 'Phone Type', and an 'Add Phone Number' button.
- Division #1:** Fields for 'Division #1', 'Division Short Name', and 'Division Full Name', with an 'Add Additional Division' button.
- Comments:** A text area at the bottom with a red arrow pointing to it. It contains the instruction: 'If the company being registered already has a manufacturer code, please include it here and ask that the same code be assigned. Eg. "Our manufacturer code is XYZ. Please assign this company this manufacturer code."'.

At the bottom right of the form, there is a 'Review & Submit' button, also indicated by a red arrow.

Note: Enter as many compliance contacts for your company as applicable. Contacts can be included here that will not have a Verify (CDX) user account. Entering a contact here is not the same as creating a Verify (CDX) user account for that person.

Note: Only light-duty manufacturers must fill in the division information to cover the different “Makes” of vehicle models that a company plans to certify. Do not enter general organization divisions.

- Review the information you entered and click the “**Return to Form**” button to return to the data entry screen to make any corrections. If no further corrections are needed, click the “**Submit**” button to send your request to EPA.

U.S. Environmental Protection Agency

Review

MyCDX > Request for EPA Manufacturer Code > Review

Logged in as, S5VERIFY, Manufacturer: Me - NIA (Logout)

Please review your submission for accuracy. If you need to make changes, click the "Return to Form" button. Your file has passed data validation. To submit to the EPA, click the "Submit" button.

Manufacturer Information

Manufacturer Short Company Name	somoza
Manufacturer code company full legal name	somoza
Industries	Light-Duty Vehicle & Truck
Domestic/Import	U.S. based
Address	
Street, First Line	2000 me drive
Street, Second Line	
Street, Third Line	
City	Ann Arbor
State	Michigan
Zip Code	48105
Contact	
Category Type	Certification
If Other:	
Industries	Light-Duty Vehicle & Truck
Prefix	
First Name	Me
Middle Initial	
Last Name	Somoza
Suffix	
Title	
Primary Email	somoza.sandra@epa.gov
Secondary Email	
Phone Number #1	
Phone Number	734-214-4704
Phone Type	Phone
Comments	Do not create mfr. Thank you

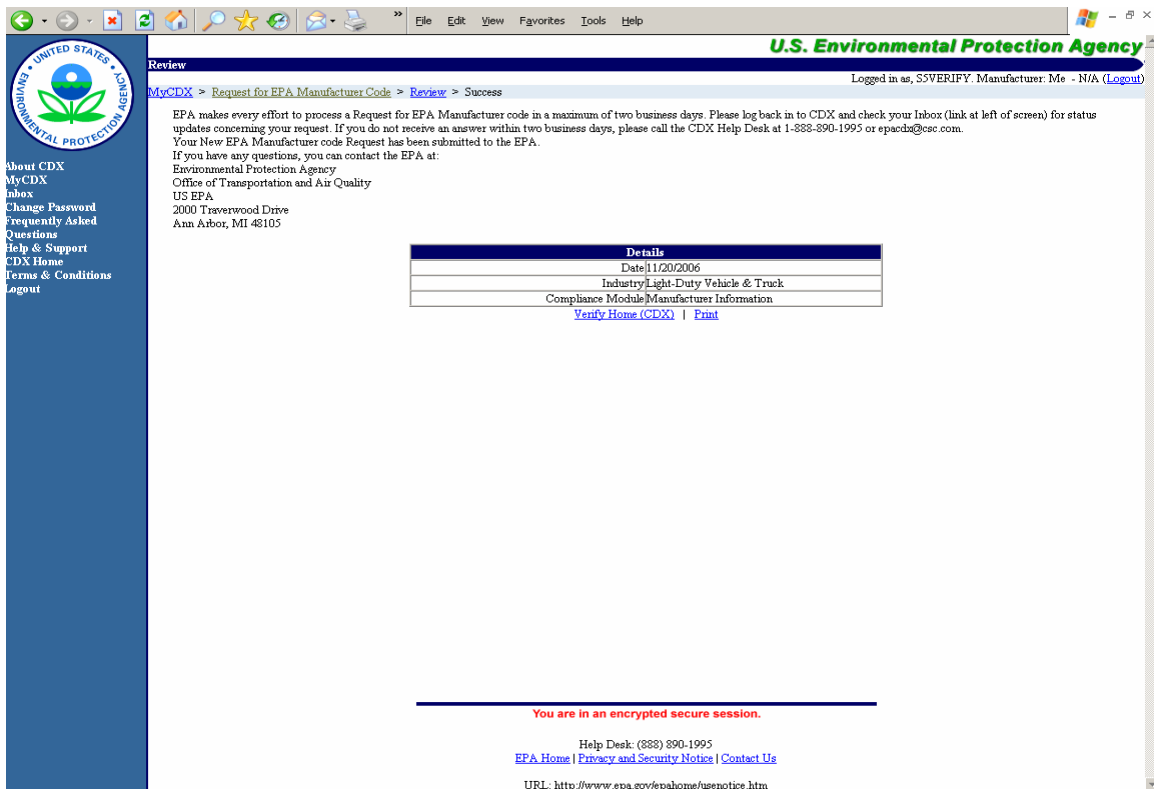
Return to Form

Submit

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/usenotice.htm>

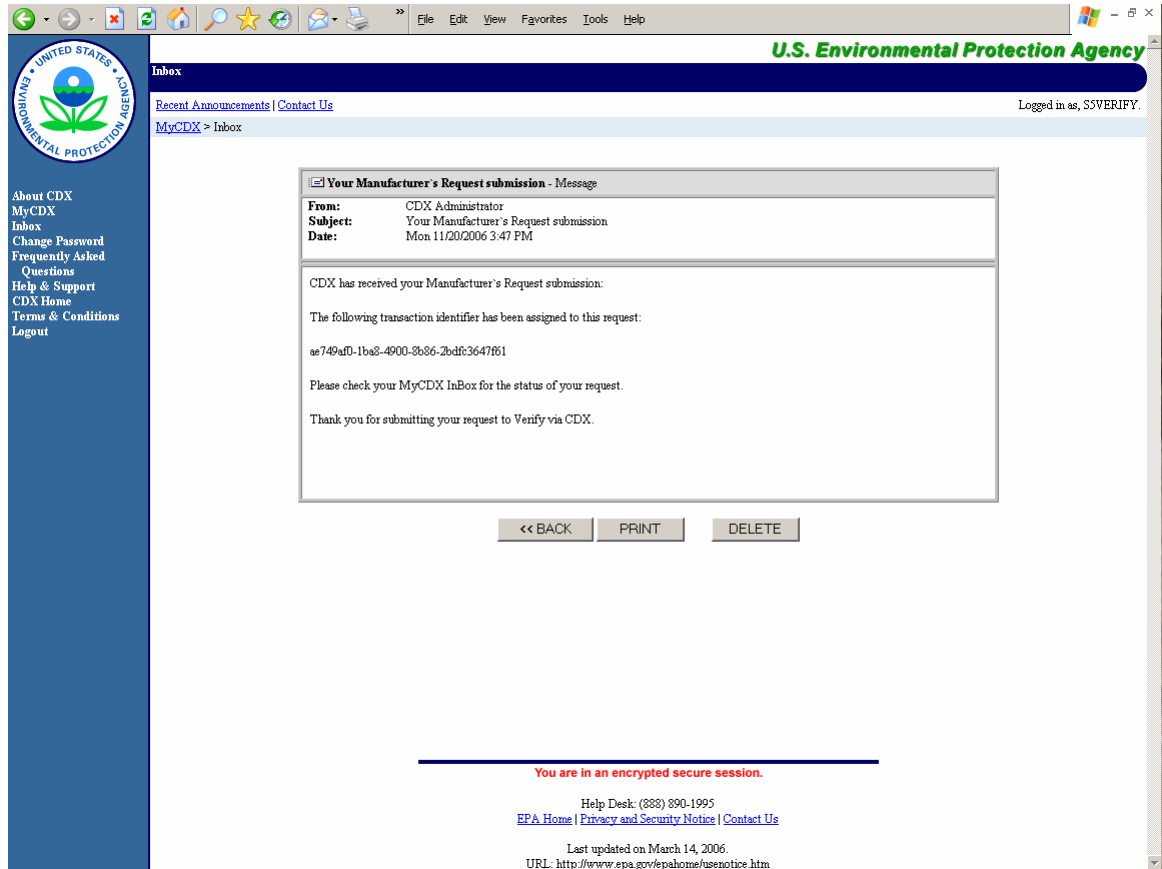
- The confirmation page will summarize your request that was submitted to EPA for processing. You can print this page for your records.



- You will receive a notification in your MyCDX Inbox stating that your submission was sent to EPA for processing.

Note: Although EPA tries to respond to all manufacturer code requests in less than two business days, it may occasionally take longer if EPA receives requests from numerous companies in a short period. We appreciate your patience.

While waiting for EPA's response, do not submit a duplicate manufacturer code request to Verify. This will only delay your registration process. If after two business days you have not received a status notification in your MyCDX Inbox, you may send an e-mail to Verify@epa.gov asking for a status of your submission. Please provide the date, time, and transaction identifier from your submission confirmation message.



6. Once EPA has processed your request, you will receive a notification in your MyCDX Inbox and at your business e-mail address indicating whether your manufacturer code request was approved or rejected. If it was approved, this notification will include the 3-character manufacturer code that EPA assigned to your company.

Note: Once EPA has assigned a 3-character manufacturer code to your company, you have completed the manufacturer registration process. You may now begin the Verify (CDX) user registration process for anyone who will be submitting compliance information to Verify for your company.

U.S. Environmental Protection Agency

Inbox

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Logged in as, S5VERIFY.

[MyCDX](#) > Inbox

Submission accepted for New Manufacturer - Message

From: VERIFY Administrator
Subject: Submission accepted for New Manufacturer
Date: Mon 11/20/2006 3:49 PM

Your recent submission has been received by the EPA and you will be notified if any additional actions on your part are required.

Manufacturer Code: XXX

Manufacturer's Request

Transaction Identifier: ae749af0-1ba8-4900-8b86-2bdfc3647861

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

<< BACK PRINT DELETE

You are in an encrypted secure session.

Help Desk: (888) 890-1995
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Last updated on March 14, 2006.
URL: <http://www.epa.gov/epahome/usenotice.htm>