

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

The Environmental Protection Agency (EPA) has launched the second release of its new compliance information system, Verify. Release 2 of Verify has additional functionality beyond that of the pilot release, Release 1, which was launched in March 2005. While Release 2 is still primarily targeted toward the motorcycle (MC) and all-terrain vehicle (ATV) industries, the submission process is now automated such that any manufacturer may now submit certificate summary information (CSI) simultaneously to EPA and the California Air Resource Board (CARB). It also allows manufacturers to receive their certificates electronically. Specifically, in Verify Release 2, registered manufacturer user representatives will be able to:

- Log into the new data submission web screens
- Enter the required certification information (or retrieve a file that was saved during an earlier session)
- Perform basic validation checks on the data set
- Save the generated Extensible Markup Language (XML) data file on his or her local computer workstation
- Submit validated data to EPA and CARB.
- Request and receive a certificate from EPA only
- Submit documents to EPA only
- Update manufacturer profile for EPA contact

The purpose of this letter is to provide you with instructions for establishing Verify user accounts that must be created in order to submit certification information to Verify. Verify user accounts will be assigned by EPA's Central Data Exchange (CDX) Help Desk, which will also provide support for the manufacturer data submission web screens.

To register with CDX and establish a Verify user account, please do the following^{1,2}:

1. Send a letter to identify Verify user(s) for your company. For security reasons, this letter must have your company's letterhead and be signed by a company-authorized representative. This letter should be sent as a PDF file via email to verify@epa.gov.
2. Fill out the attached spreadsheet (also located at <http://www.epa.gov/otaq/recveh.htm>). The following information for each Verify user in your company must be provided:

First name; Last Name; Prefix (Mr./Mrs./Ms); Suffix (Jr/Sr/III/IV); Organization Name; Mailing Address 1; Mailing Address 2; City; State; Zip/Postal Code; Country; E-mail; and Phone Number.

¹ If you are a new manufacturer, you must first register with CDX to obtain a manufacturer identification code before sending the pre-registration information for Verify (described in steps 1-3) to the Agency. You will not be authorized to use the Verify system without an EPA-assigned manufacturer code for your company. The registration instructions for new manufacturers are available at <http://www.epa.gov/otaq/regs/roadbike/newmfrreg.pdf>.

² For security reasons, a consultant/agent who works for a manufacturer(s)/importer(s) must ask the manufacturer(s) or importer(s) to include his/her name in the company's user identification letter (described in step 1) and in the pre-registration form located at http://www.epa.gov/otaq/regs/roadbike/pre_registration_form_cdx.xls. We will not assign a Verify user account to any consultant/agent without the manufacturer's/importer's authorization.

3. Email the spreadsheet (described in step 2, above), and the PDF letter (described in step 1, above) to EPA (verify@epa.gov). The subject line of your email message should read as follows: "Pre-registration for Verify Production System – (*your company name*)"
4. After receiving a copy of the completed spreadsheet and letter, EPA's CDX Help Desk will send each individual user a confirmation email instructing him or her to call the CDX help desk at 1-888-890-1995 to complete the registration process. This confirmation email will also include the URL that is needed in step 6 below.
5. After the user has made the call referenced in step 4, the CDX help desk will then call the user back at the phone number specified in the spreadsheet to authenticate that the caller is legitimate. At that time, the help desk will then provide each user with his or her own unique customer retrieval key (CRK) which is needed to complete the last step of the registration process.
6. To complete the registration process, each user must go to the CDX web site located at the URL provided in the confirmation email referenced in step 4, above. Users will then be prompted to enter their CRK in addition to other account information. Once the user registration process is complete, users will be logged in and may then immediately begin using the Verify certification data submission system.

If you encounter any problems during the registration process, please contact the CDX Help Desk at: 1-888-890-1995 or epacdx@csc.com.