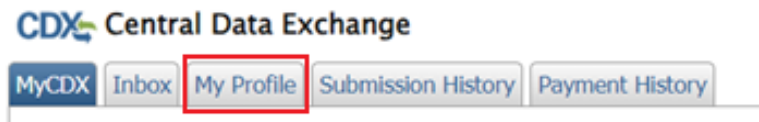


# Existing Organization ID Search Guide

Follow these steps to add your organization if there is an existing active CDX account for someone from your organization:

## Existing user with the organization:

1. Log in to CDX
2. Click on the **My Profile** tab



3. Scroll down to the **Organization Information** section. (Should be the last section.)

**Organization Information**

Active Organizations

Primary Organization = 📌

Org. ID	Name	Address
1303330	South Dakota Department of Agriculture and Natural Resources	Joe Foss Building, 523 E Capitol, Pierre, SD, US 57501 📌
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Pending Organizations

Org. ID	Name	Address
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[Modify Organization Information](#)

4. Locate the **Org. ID** column and note the number listed here. (Do not use the number from the example. You must use the number for your organization.)

**Organization Information**

Active Organizations

Primary Organization = 📌

<b>Org. ID</b>	Name	Address
1303330	South Dakota Department of Agriculture and Natural Resources	Joe Foss Building, 523 E Capitol, Pierre, SD, US 57501 📌
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Pending Organizations

Org. ID	Name	Address
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[Modify Organization Information](#)

5. Provide the Org. ID number to the individual(s) creating account access. (Do not use the number from the example. You must use the number for your organization.)

**Organization Information**

Active Organizations

Primary Organization =

Org. ID	Name	Address
1303330	South Dakota Department of Agriculture and Natural Resources	Joe Foss Building, 523 E Capitol, Pierre, SD, US 57501

Pending Organizations

Org. ID	Name	Address

Modify Organization Information

### Individual adding the organization to their account:

1. Step 9 of the instructions - Enter the Org. ID (determined by following the above steps) into the search bar and click **Search**.

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">111195</a>	ENVIRONMENTAL AND NATURAL RESOURCES DIVISION	3040 BUTLER ROAD Building 22526	FORT HUACHUCA	AZ	85613-7010
<a href="#">978949</a>	North Carolina Department of Environment, and Natural Resources	1601 Mail Service Center	Raleigh	NC	27699-1601
<a href="#">978958</a>	Virgin Islands Department of Planning and Natural Resources	45 Mars Mills Frederiksted	St. Croix	VI	00841

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

2. Verify the information shown is correct.

#### New Organization

New organizations can be added to your profile. Search for your organization using the text box below.

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">111195</a>	ENVIRONMENTAL AND NATURAL RESOURCES DIVISION	3040 BUTLER ROAD Building 22526	FORT HUACHUCA	AZ	85613-7010

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

3. Click the correct **Organization ID** to add it to your account.

### New Organization

New organizations can be added to your profile. Search for your organization using the text box below.

   
Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">111195</a>	ENVIRONMENTAL AND NATURAL RESOURCES DIVISION	3040 BUTLER ROAD Building 22526	FORT HUACHUCA	AZ	85613-7010

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

4. Proceed with the rest of the step 9 instructions as described to get access to the organization.