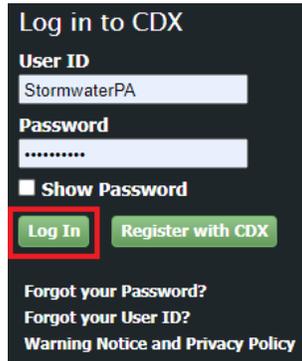


Existing Account – Add Program Service User Guide

1. Go to <https://cdx.epa.gov/>
2. Enter log in information and click **Log In**



Log in to CDX

User ID
StormwaterPA

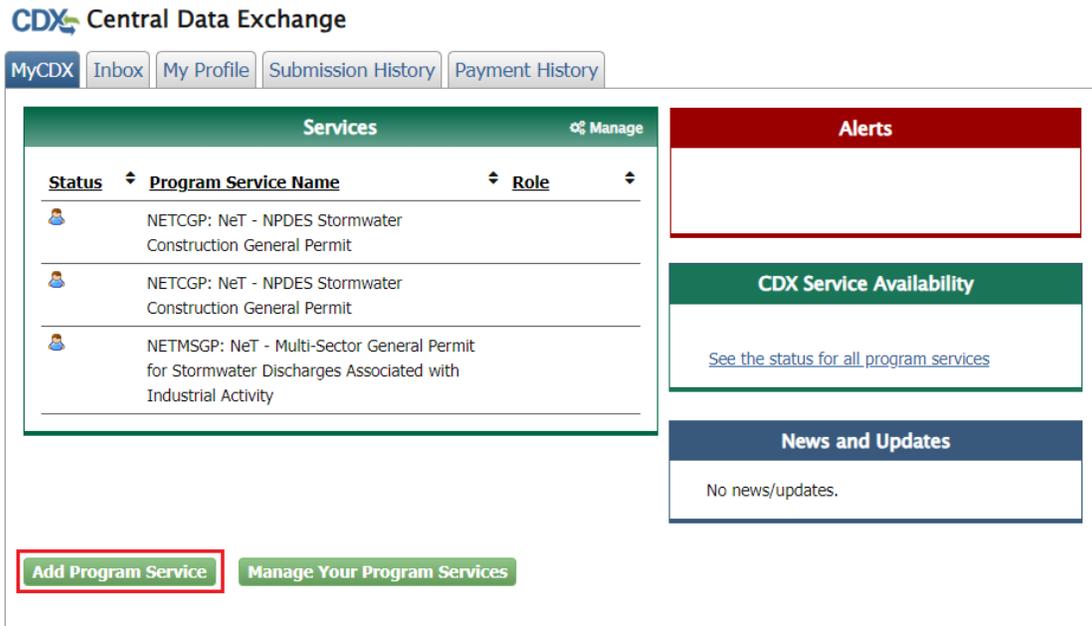
Password

Show Password

Log In Register with CDX

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

3. Click on **Add Program Service**



CDX Central Data Exchange

MyCDX | [Inbox](#) | [My Profile](#) | [Submission History](#) | [Payment History](#)

Status	Program Service Name	Role
	NETCGP: NeT - NPDES Stormwater Construction General Permit	
	NETCGP: NeT - NPDES Stormwater Construction General Permit	
	NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	

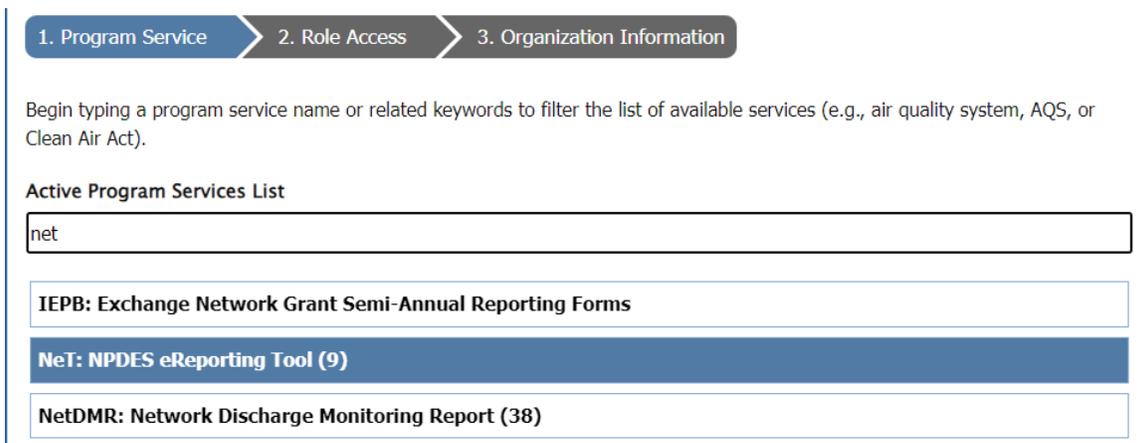
Alerts

CDX Service Availability
[See the status for all program services](#)

News and Updates
No news/updates.

Add Program Service Manage Your Program Services

4. Type in “NeT” to filter the list of available services. Select “NeT: NPDES eReporting Tool”



1. Program Service > 2. Role Access > 3. Organization Information

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

net

IEPB: Exchange Network Grant Semi-Annual Reporting Forms

NeT: NPDES eReporting Tool (9)

NetDMR: Network Discharge Monitoring Report (38)

5. A list of NeT program names will appear. Select "NETCGP: NeT –NPDES Stormwater Construction General Permit".

Active Program Services List

Enter search criteria
NETAQUA: NeT - Aquaculture General Permit
NETBIO: NeT - Biosolids Annual Program Report
NETCGP: NeT - NPDES Stormwater Construction General Permit
NETEPAGEG: NeT - EPA Offshore Oil and Gas Extraction - Eastern Outer Continental Shelf NPDES Permit
NETEPAGMG: NeT - EPA Offshore Oil and Gas Extraction - Western Outer Continental Shelf NPDES Permit
NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity
NETPGP: NeT - NPDES Pesticide General Permit
NETRDHT: NeT - Groundwater Remediation, Dewatering, and Hydrostatic Testing General Permit
NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting

6. After clicking on your Program Service, select your **Role**. Click **Request Role Access** to continue.

*Choosing the proper Role – If you are legally allowed to sign off on permit forms, make sure to choose Signatory. If someone else signs off on permit forms, you must choose Preparer. (Engineers, Consultants, and contractors cannot be signatories unless their company owns the project.)

CDX Core CDX Registration



Registration Information	
Program Service	NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

Request Role Access

7. Fill out required information

- All boxes with asterisks *
- For Permittee (signature), ensure First & Last Names are your legal names (e.g., Robert, not Bob)
- Create User ID & Password
 - Password must be unique; be at least 8 characters; contain a number; contain at least one capital letter.
- Choose 3 Security questions and enter an answer.
 - These security questions are used to help manage your CDX user account.

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *

Title *

First Name *

Middle Initial

Last Name *

Suffix

Password *

Re-type Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

8. After creating your User ID and adding your personal information, type in your organization. Click **Search**.

- If someone from your organization already has an account, ask them for their organization ID. Use the Existing Organization ID Search Guide for instructions on how to locate that information.

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
111195	ENVIRONMENTAL AND NATURAL RESOURCES DIVISION	3040 BUTLER ROAD Building 22526	FORT HUACHUCA	AZ	85613-7010
978949	North Carolina Department of Environment, and Natural Resources	1601 Mail Service Center	Raleigh	NC	27699-1601
978958	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](#).

9. A list of similar named organizations may appear, select your correct organization by looking at the address and city.

- Click the correct **Organization ID** hyperlink on the left-hand side if your organization is listed correctly.

Note: If you cannot find your organization, click on “request that we add your organization”

- a. Fill out the required information for your organization (all boxes with asterisks*).
- b. Click “Send Verification Code”
- c. A green pop-up note will appear on screen informing you an email was sent to this email.
- d. You will receive an email from CDX helpdesk with a Verification Code within a few minutes.
- e. Copy the verification code from the email.
- f. After you clicked on “Send Verification Code” a “Verification Code” box should have appeared. Paste the code into this box directly from the email you received.
- h. Click “Register” to continue.
- i. A pop-up will appear that says “Success!”
- j. Click “continue”

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
20704	SHELL DS	901 LOUISIANA ST	HOUSTON	TX	77009
23036	Shell Offshore, Inc	701 Poydras St	New Orleans	LA	70139
23114	Shell Offshore, Inc.	P. O. Box 61933	New Orleans	LA	70161-1933
23578	Shell Pipeline Company LLC	701 Poydrus Street Suite 701	New Orleans	LA	70139

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

10. After adding organization, a message will load instructing you to check the email account that you registered with for a confirmation message with a link to activate your user account.

Home About Recent Announcements Terms and Conditions Help ✉ Contact Us

CDX Confirmation

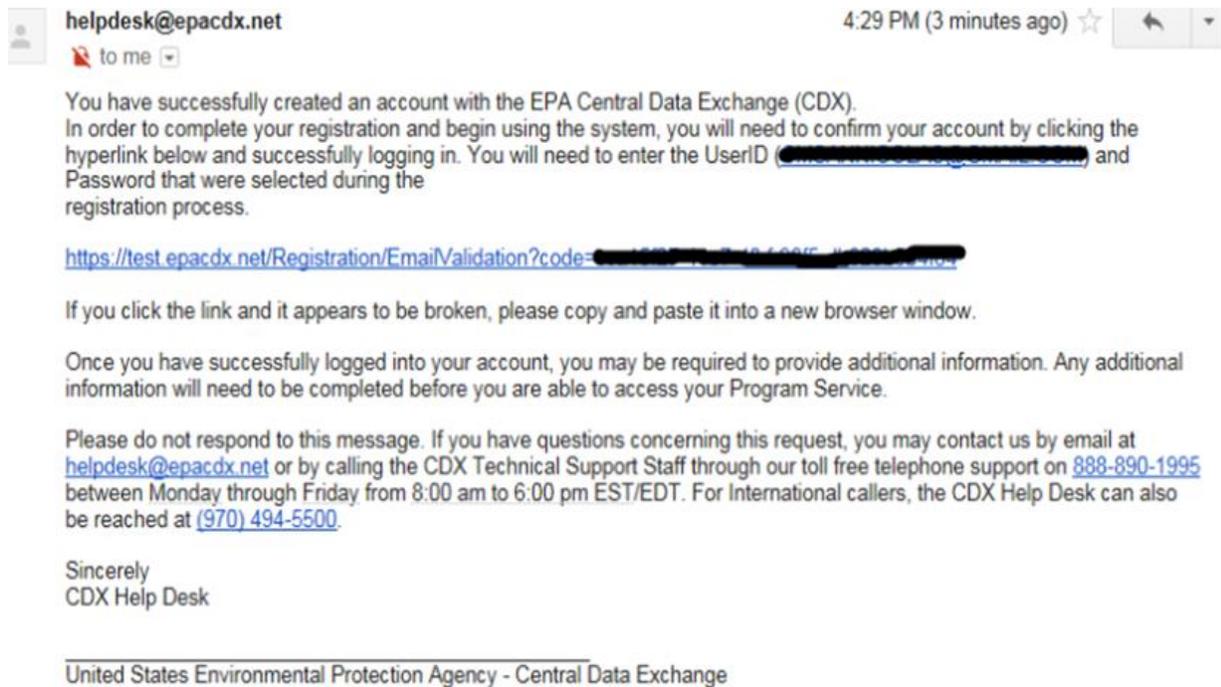
1. Program Service ✓ > 2. Role Access ✓ > 3. User and Organization ✓ > 4. Confirmation

A few more steps...

You will soon receive an email confirmation message (at cdxtrain.@gmail.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for International callers.

[Return to CDX Home](#)

11. Click on the link in the verification email sent to you to activate your account. The message will be sent from helpdesk@epacdx.net with the subject '**Core Registration Email Verification Request.**' Click on the link in the verification email sent to you to activate your account.



12. Enter your User ID and password into the login field.

- **Preparer Role** – You are done and can now request access to permits using the guide that was emailed.
- **Signatory Role** – You must continue with the next page to finalize your signatory account.

Signatory Account Final Steps

13. Select and answer required additional signature questions. Click **Next**

- These signature questions will be used when signing/submitting.

14. You will need to be authenticated via an **Electronic Signature Agreement (ESA)**. You will be given the choice to authenticate electronically (online) or by paper.

Electronic ESA (Recommended procedure for faster access):

- If you choose to authenticate **electronically** (recommended procedure), fill in the required fields (those marked with an asterisk (*)) with your primary information.
 - This is typically your personal information.
 - The data within this screen is not collected or stored. It is used for authentication purposes only, then it is discarded. The data cannot be retrieved.
 - If you fail the electronic authentication, you will be required to submit a paper Signature Agreement.
- Complete the electronic signature of the ESA by providing your CDX Password, the answer to a randomly selected signature question, then click the **SIGN** button.

Paper ESA:

- If you choose **paper**, a Signature Agreement will appear.
 - Print the Signature Agreement, sign where required, and **mail it to the address on the Signature Agreement**. (Do NOT send this to the SDDANR because we cannot process these requests, and it will only lengthen the amount of time it takes to get your account access approved.) The approval for paper ESA forms could take up to several days or weeks to process. Please contact the Help Desk with any questions regarding the approval.

The Signatory account creation is complete. If your ESA was approved, you may begin requesting access to your permits using the Accessing Permits instructions. If you must mail in the ESA, you will need to wait for that approval before you can begin requesting access.