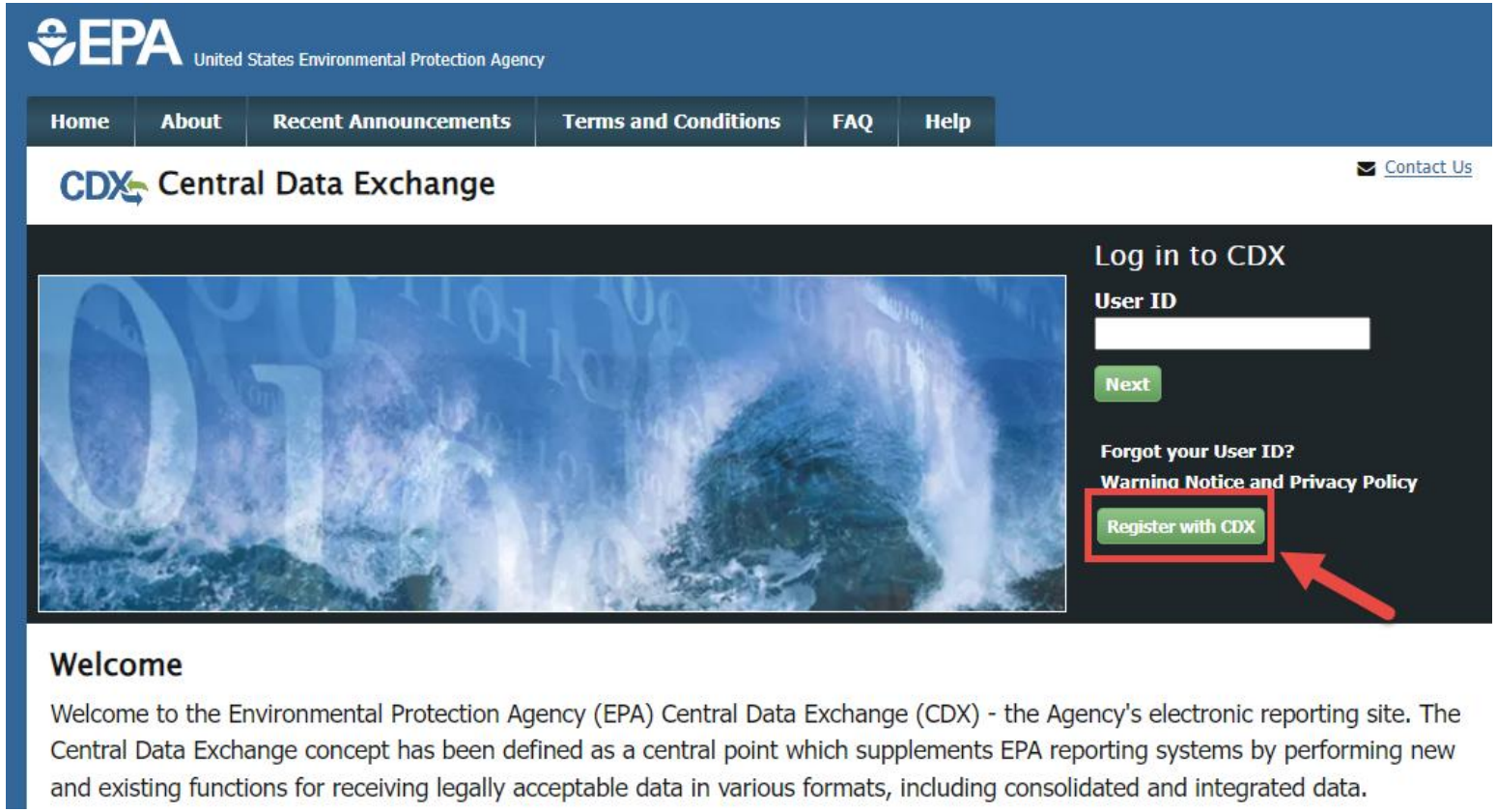
Create a New CDX Account - **CDX**

Go to the **CDX** website: **https://cdx.epa.gov/**

Click on the **"Register with CDX"** button

CDX Transition to Login.gov: ServiceNOW Login.gov Transition FAQ

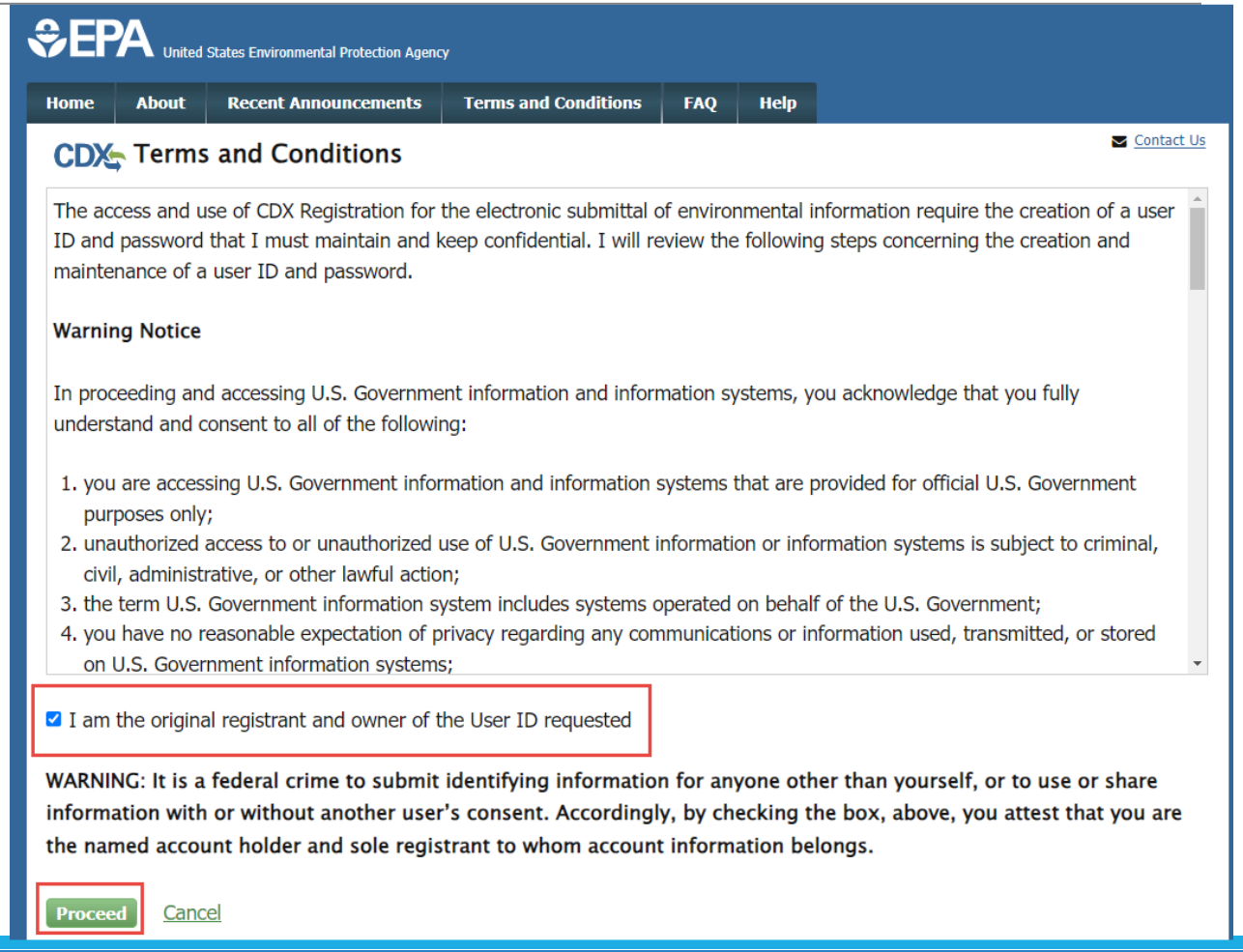


CDX: Terms and Conditions

Read **Terms and Conditions:**

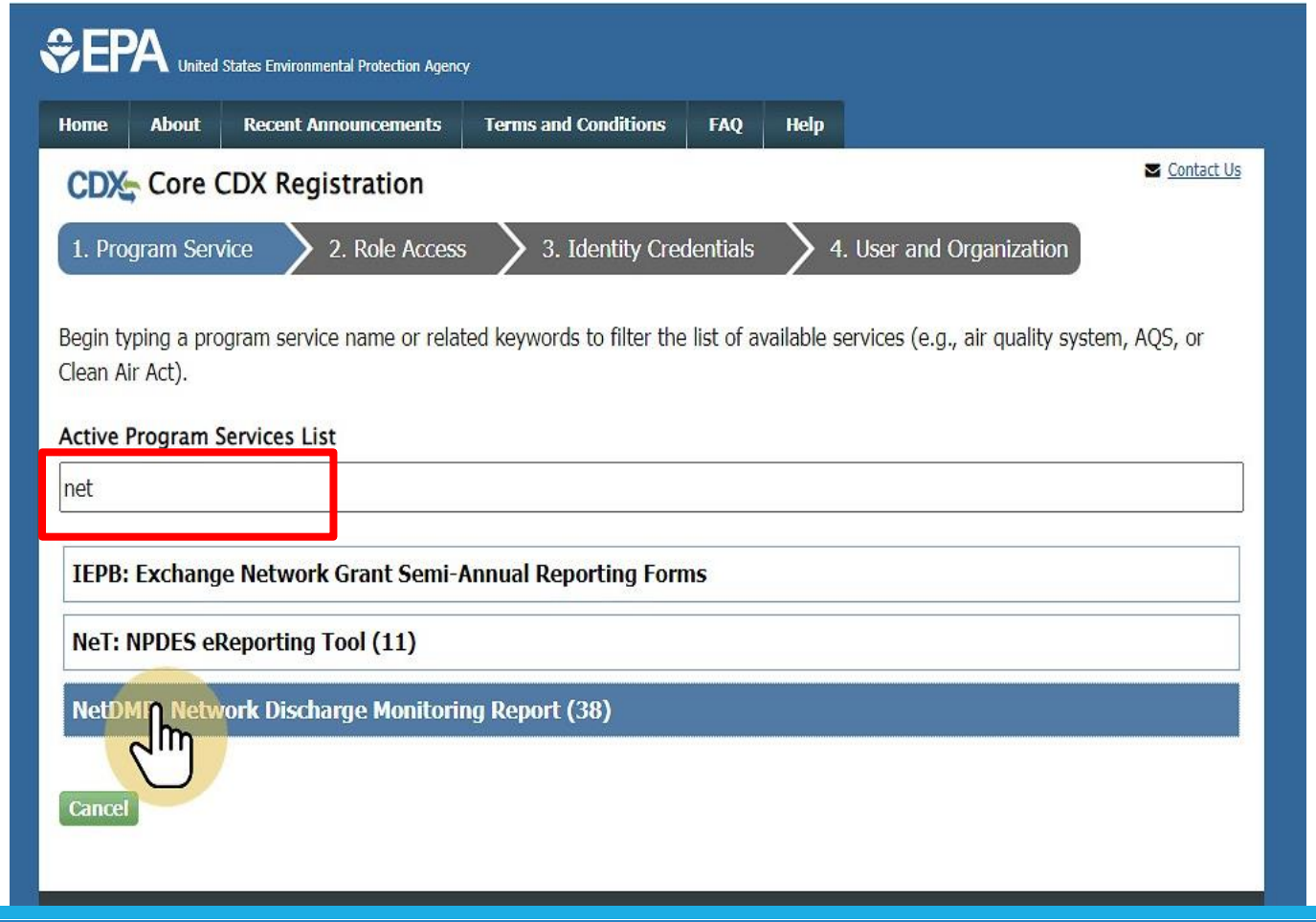
- *The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.*

Click "**Proceed**" to continue



Core CDX Registration

- Search net ms4 in Active Program Services List
- Click Net NPDES eReportin Tool (11)
- Click NETMS4: NeT Municipal Separate Storm Sewer System

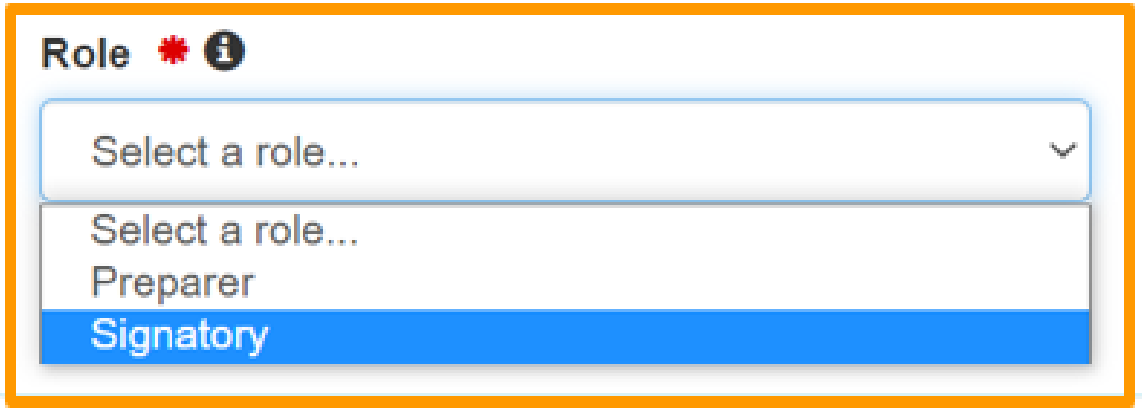


CDX: Selecting **Role**

Select a role from the drop-down list

Select "**Request Role Access"** to continue

For MS4, only the **Signatory** and **Preparer** role will be available.

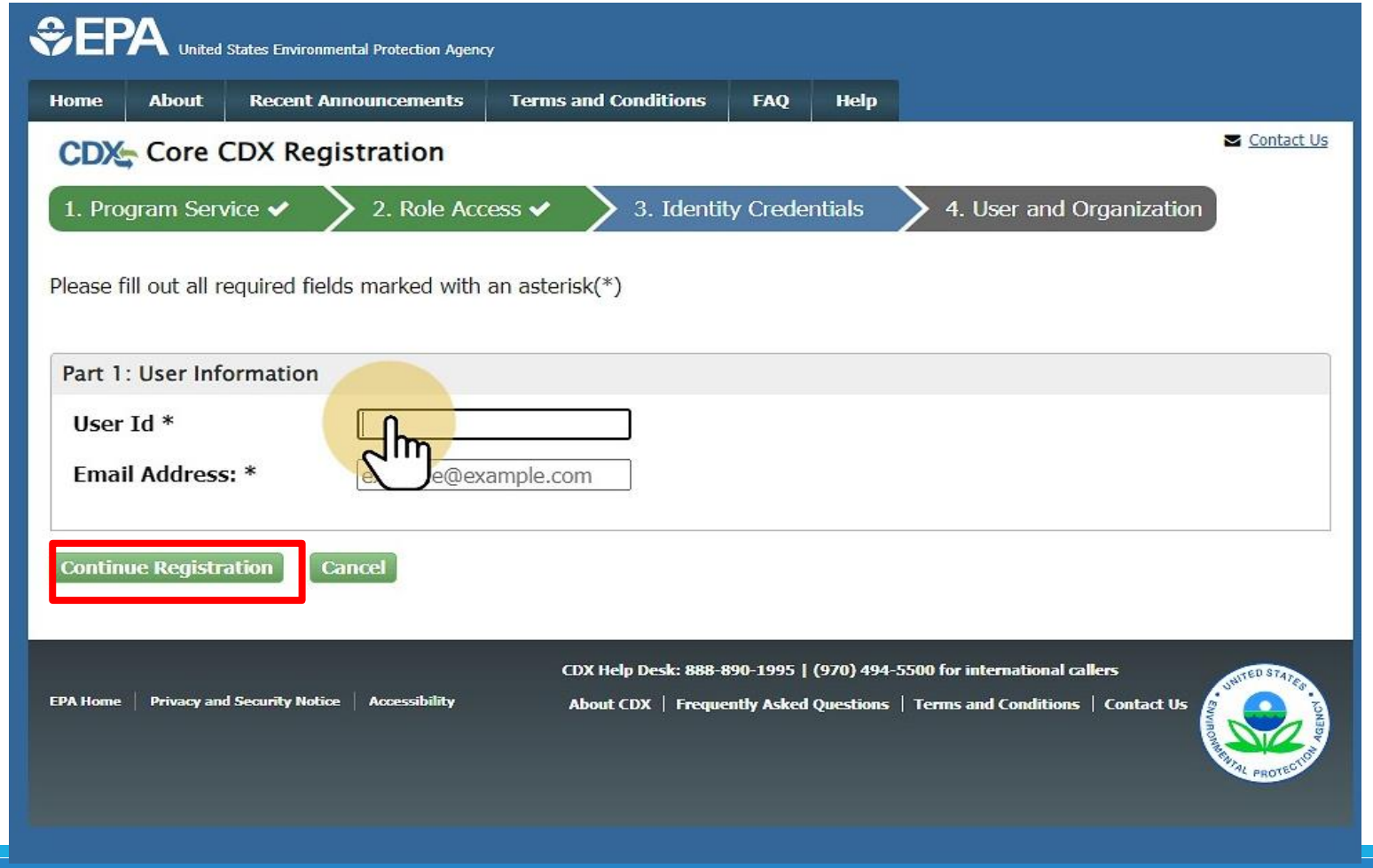


CDX: User Information

Create a “**User ID**”

Type in the **“Email Address”** you’d like associated with your CDX account

Select “**Continue Registration”** to continue



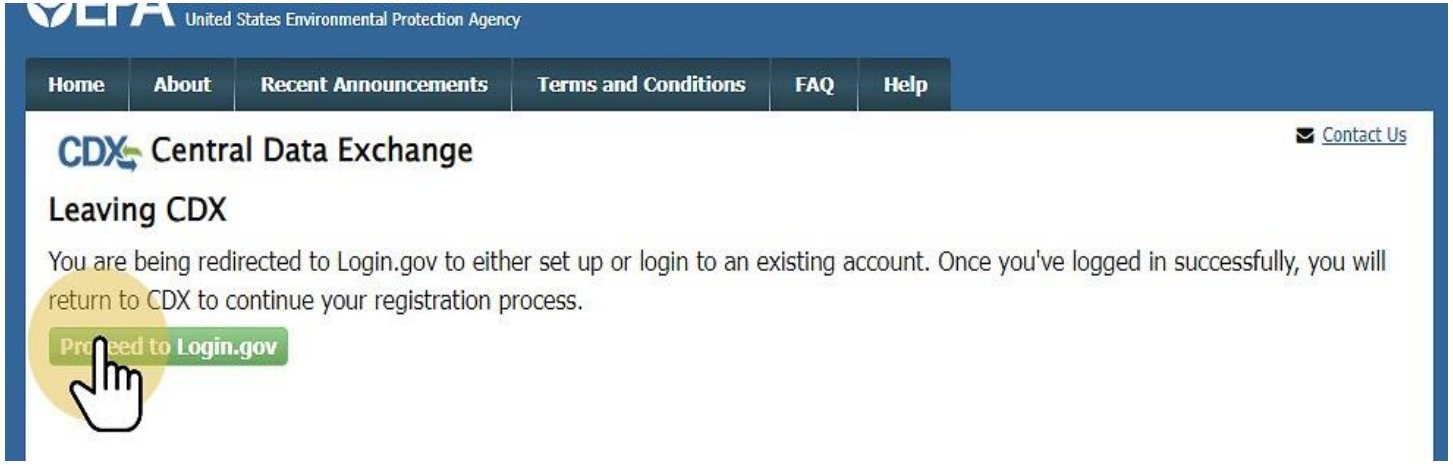
CDX→ Login.gov Registration

After entering **User Information**, you will receive the following message stating you will be redirected to set up a Login.gov account.

Login.gov is a secure sign-in service used by the public to sign in to participating government agencies.

- This streamlines your process and eliminates the need to remember multiple usernames and passwords.

Click "**Process to Login.gov**"



Create a **Login.gov** Account

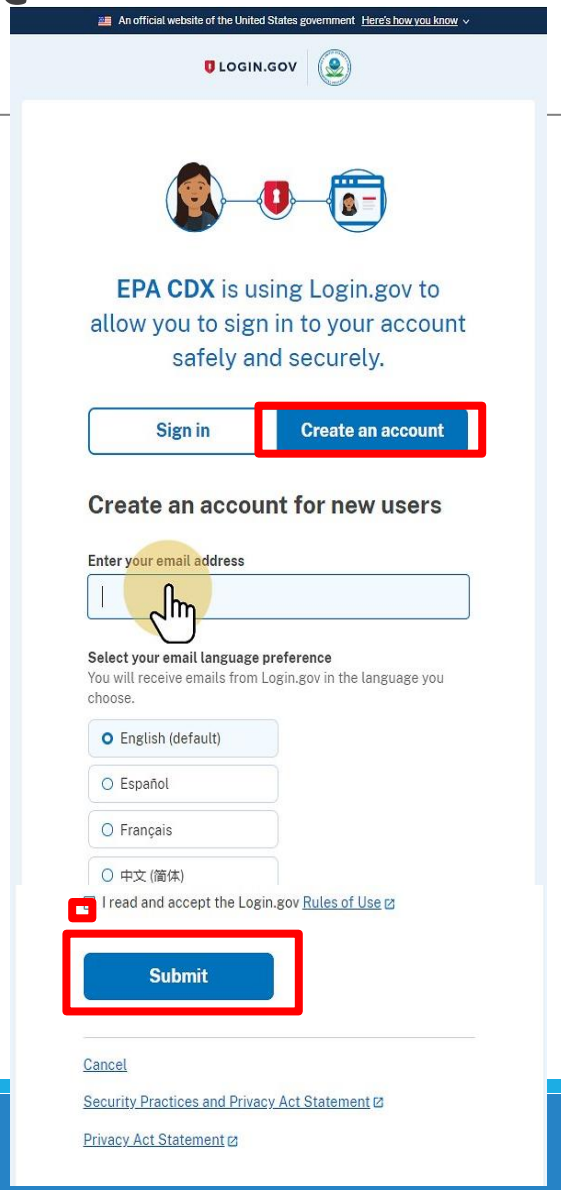
Click on “**Create an account”**

Type in the email used when registering to CDX

Select email language preference

Read “**Rules of Use**”. Click box when done

Click on “**Submit”** to continue

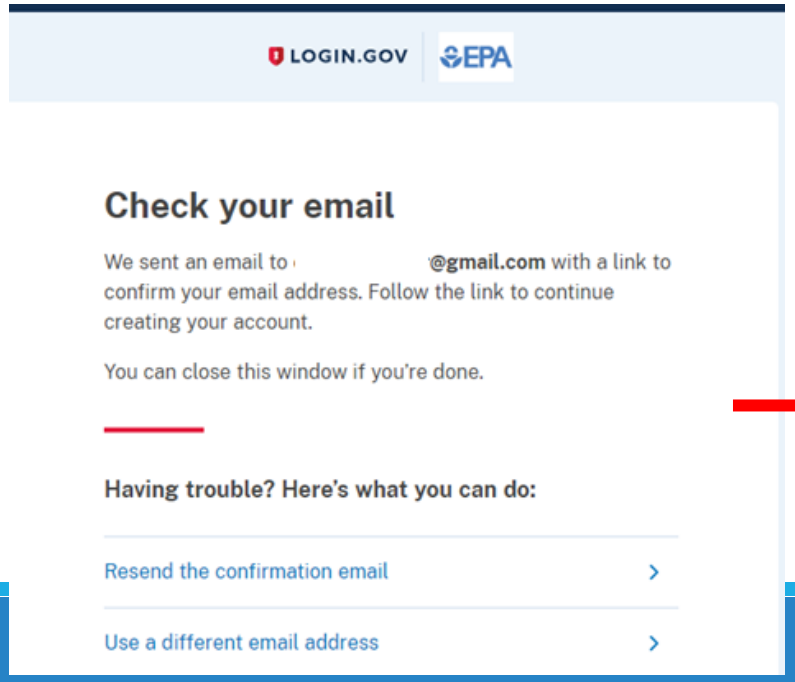


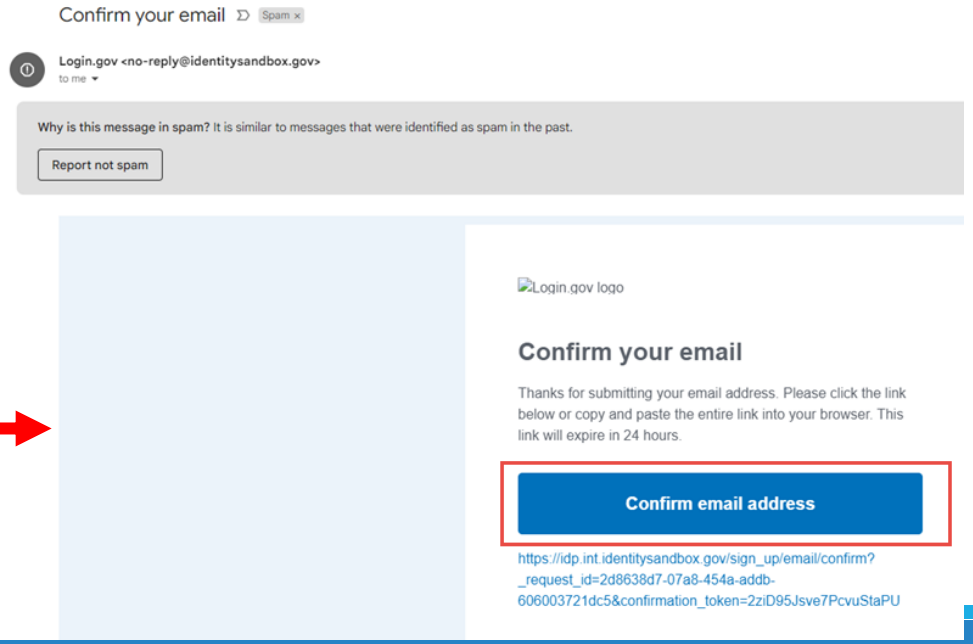
Create a **Login.gov** Account

Check your email for a link from Login.gov to confirm your email address.

***Make sure to check SPAM folder

Click the link to continue creating your account.



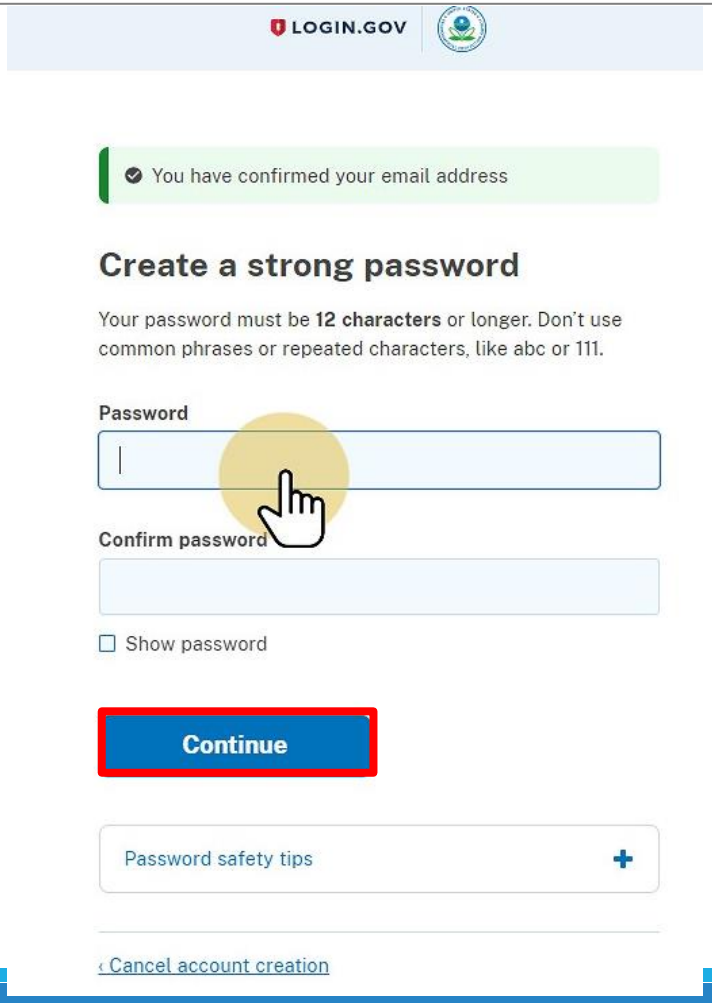


Create a **Login.gov** Account

After confirming your email, you'll create a password

Password must be 12 characters or longer

After confirming password, click "**Continue**"



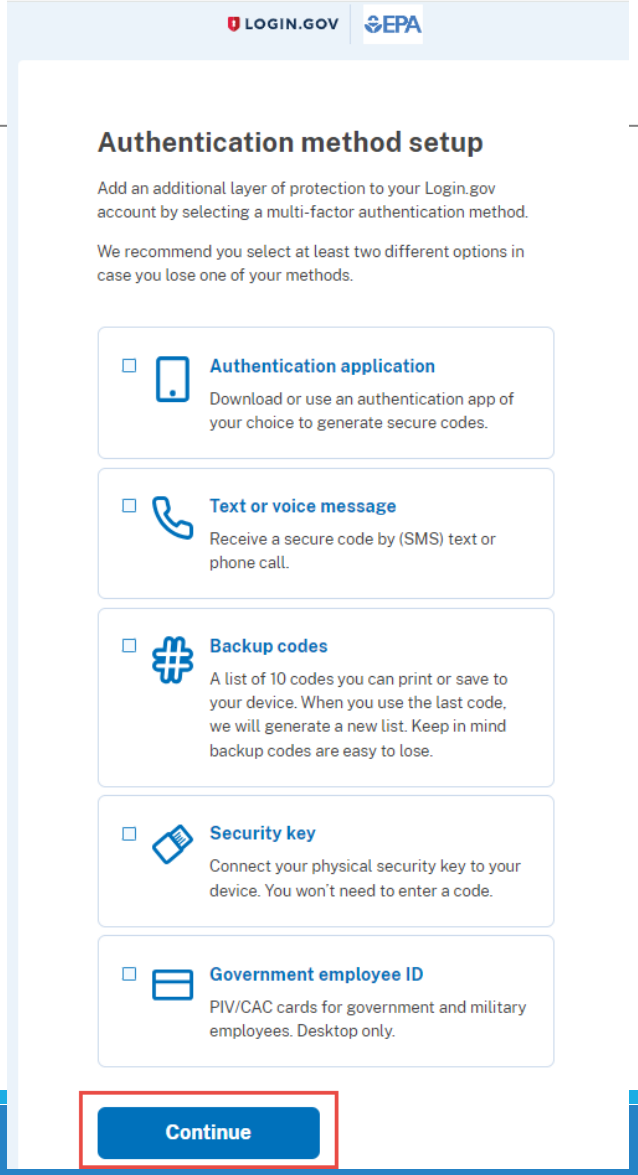
Create a **Login.gov** Account

<u>Authentication method setup:</u>

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select **at least <u>two</u>** different options in case you lose one of your methods.

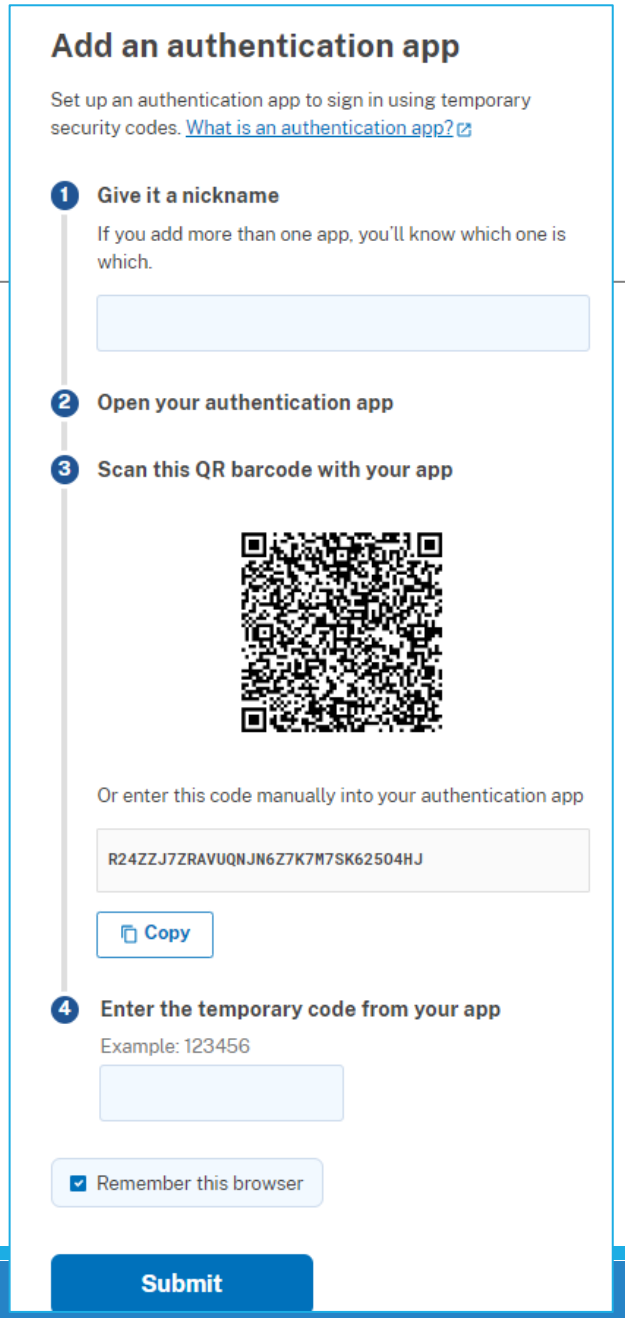
Click “**Continue**”



Authentication options

Authentication application:

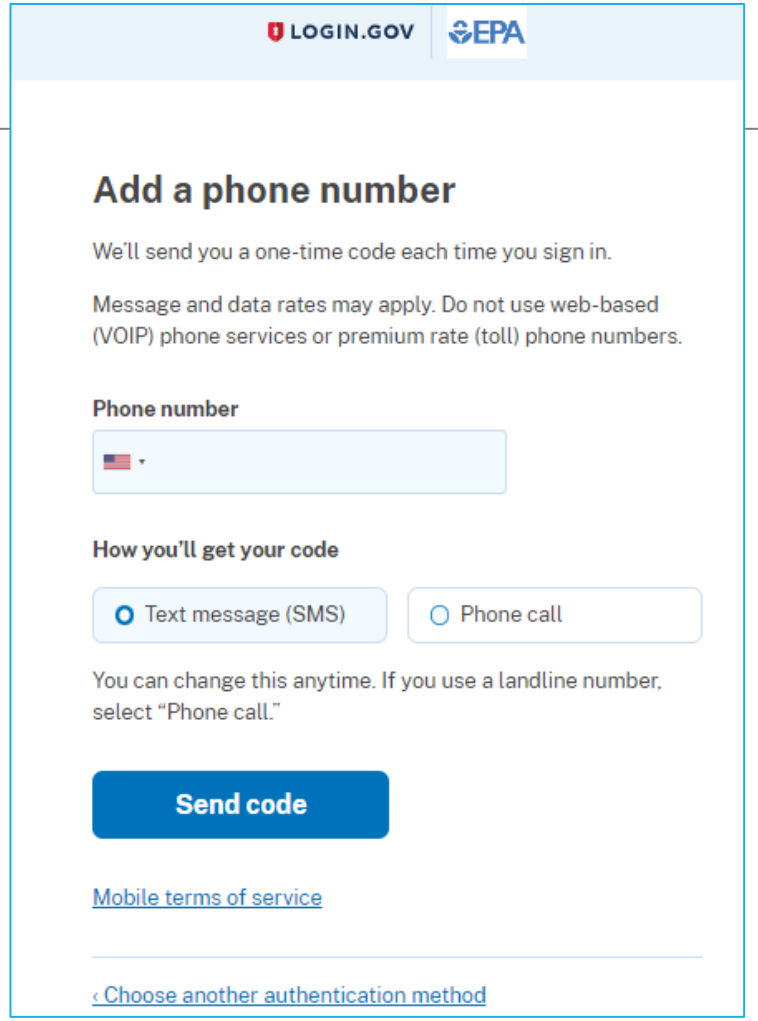
Download or use an authentication app of your choice to generate secure codes.



Authentication options

- **Text or voice message:**

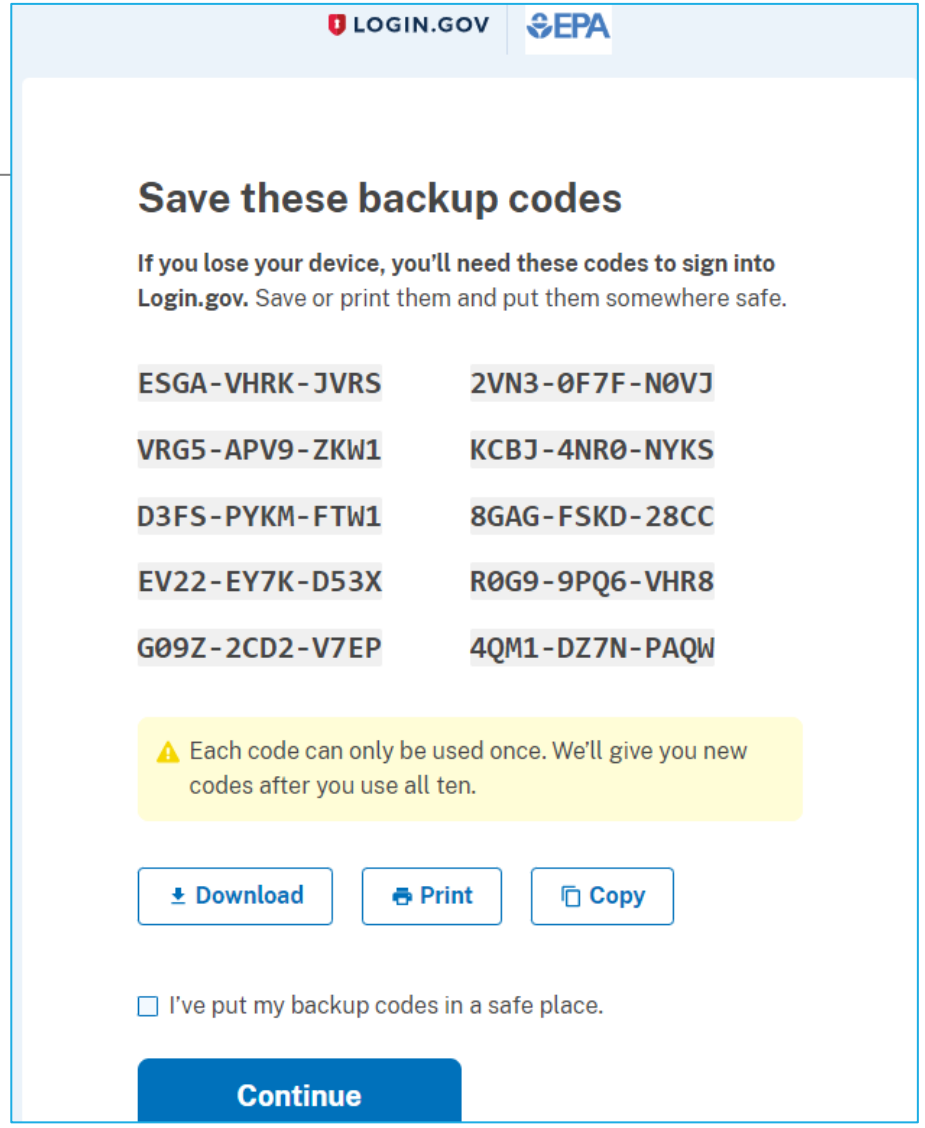
- Receive a secure code by (SMS) text or phone call.



Authentication options

- **Backup codes:**

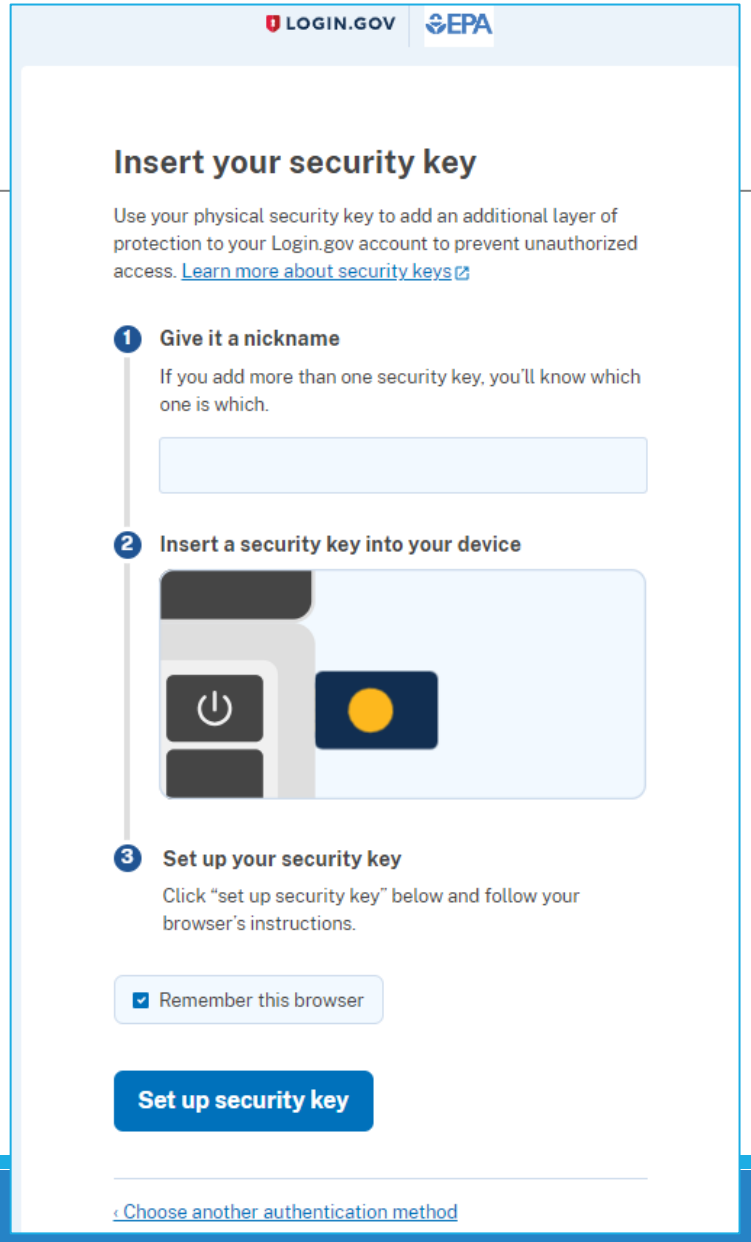
- A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.



Authentication options

- **Security key:**

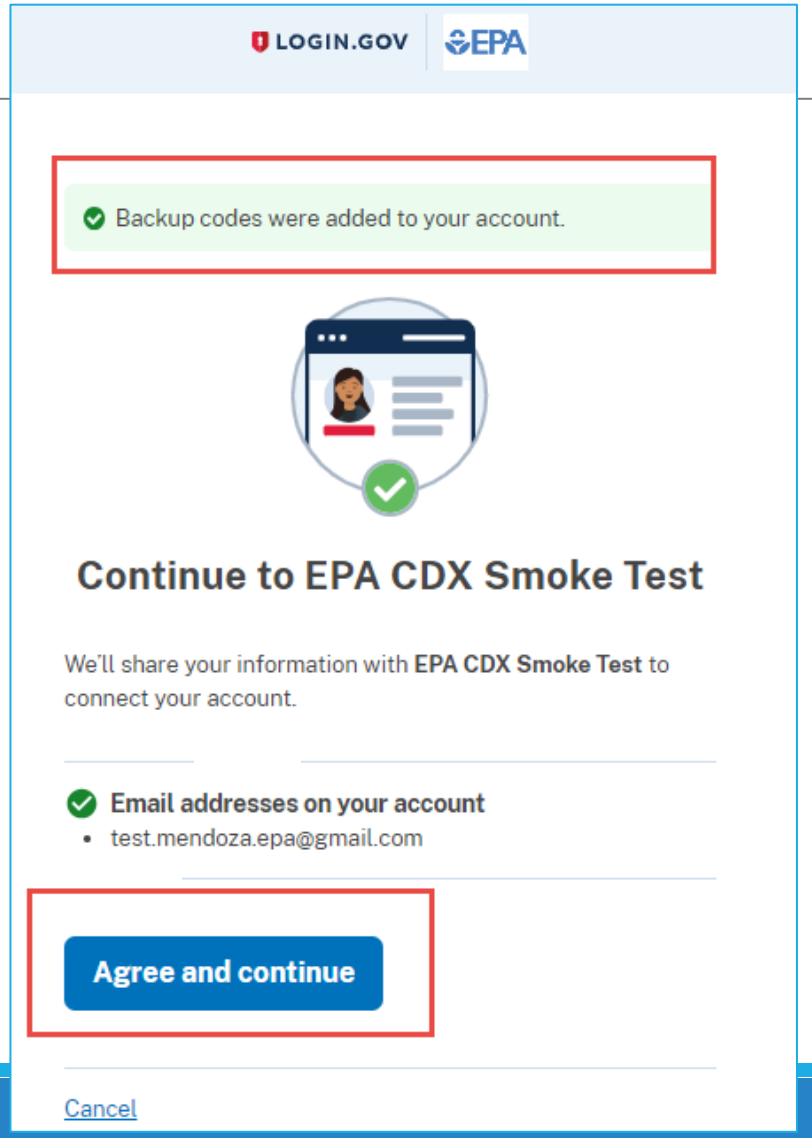
- Connect your physical security key to your device. You won't need to enter a code.



Return to **CDX** Core Registration

Once backup codes are added, click on **“Agree and continue”**

You’ll be redirected to complete your **Core CDX Registration**

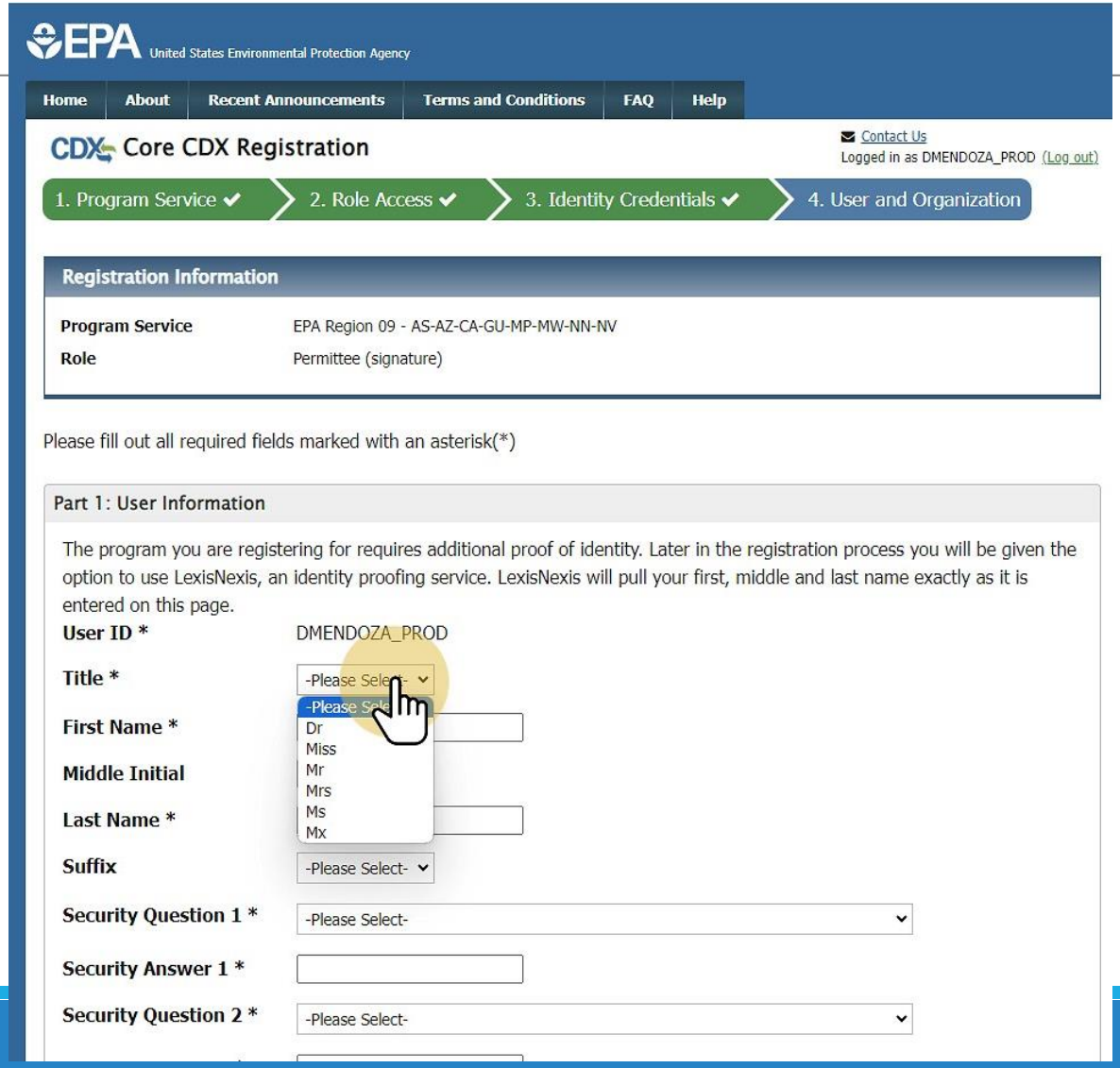


Return to **CDX** Core Registration

Complete Core Registration

User Information

- Fill in all required fields
- Make sure to type in full legal name
  - EX: Robert, not Bob

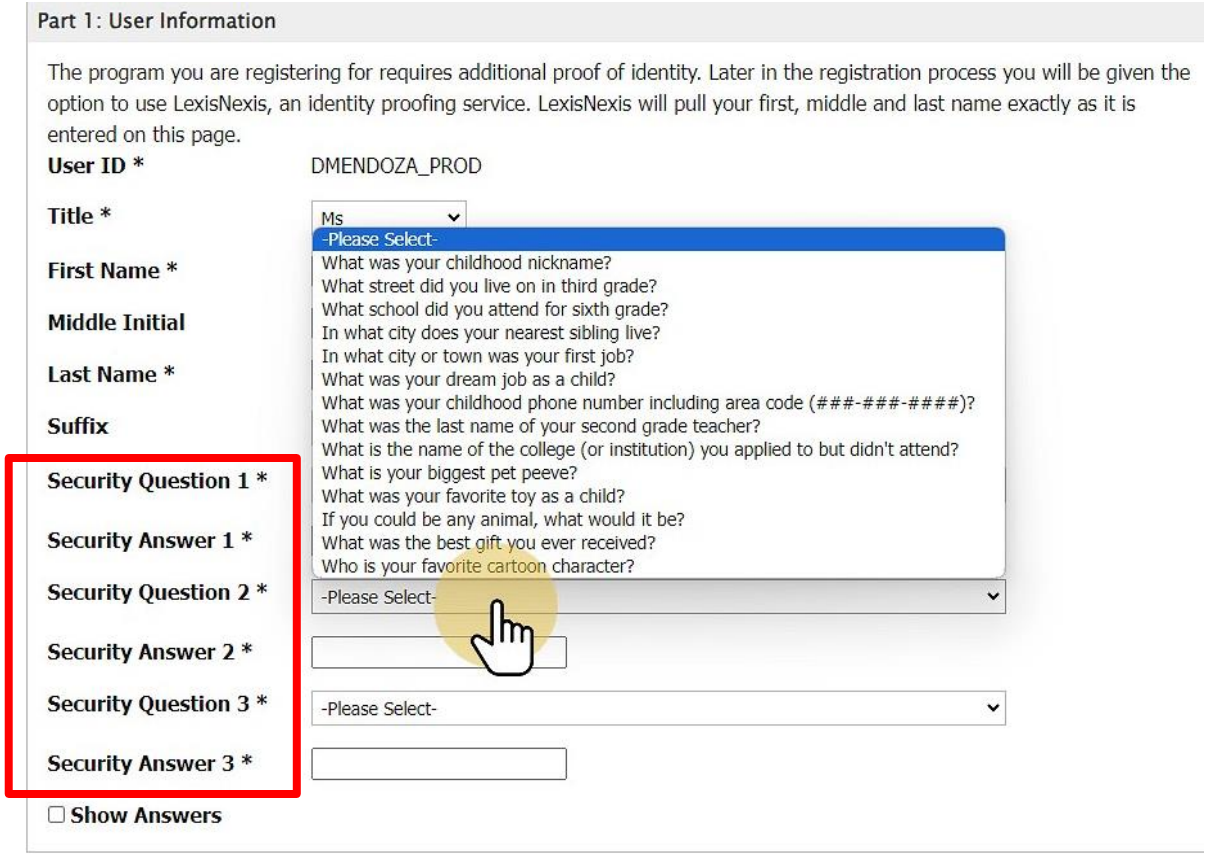


CDX: Security Questions

Choose **3 Security questions**, and enter an answer

- Case Sensitive

Security Questions are used for helpdesk verification

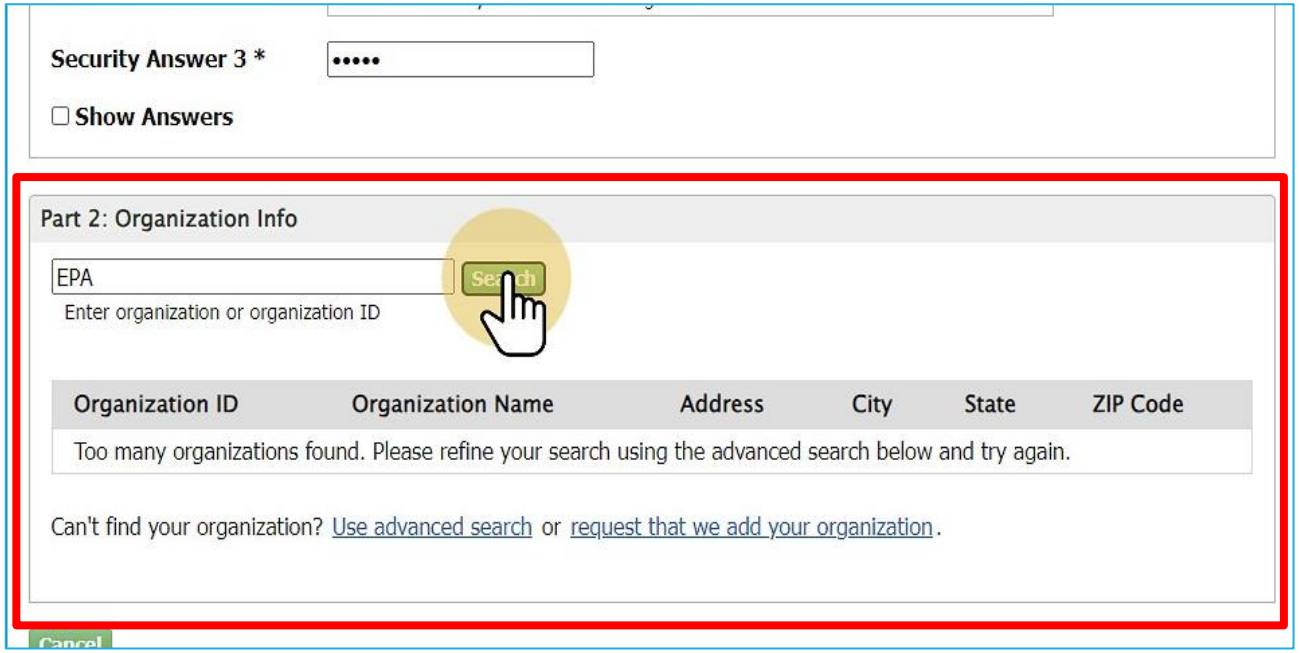


CDX: Organization Info

Search for your organization

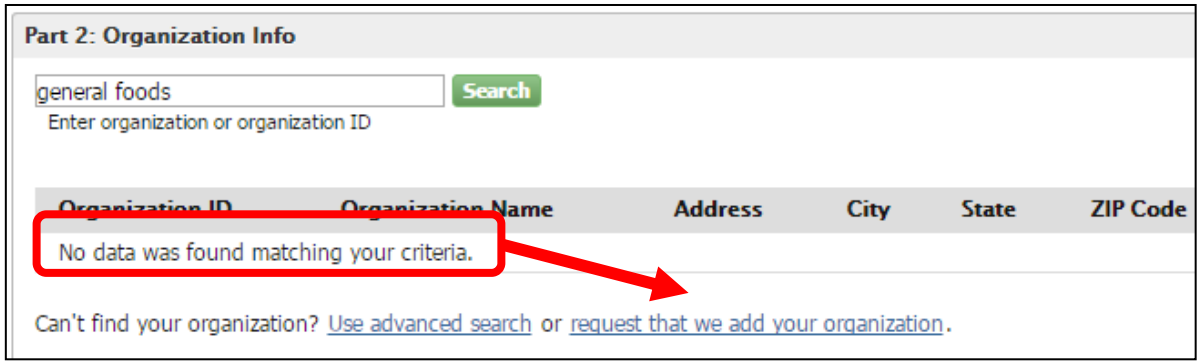
- This is the organization you work for ***(your employer)***

Click on "**Search**"



CDX: Add Organization

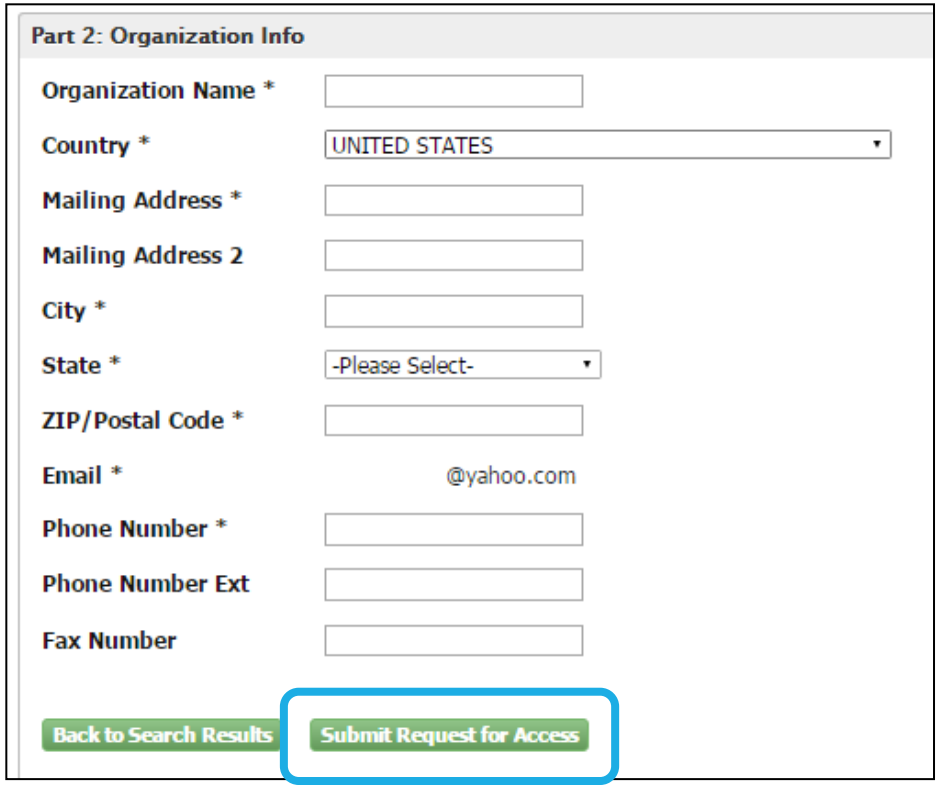
If you cannot find your organization: click on “**Request that we add your organization”**



Continued

Fill out the required information for your organization

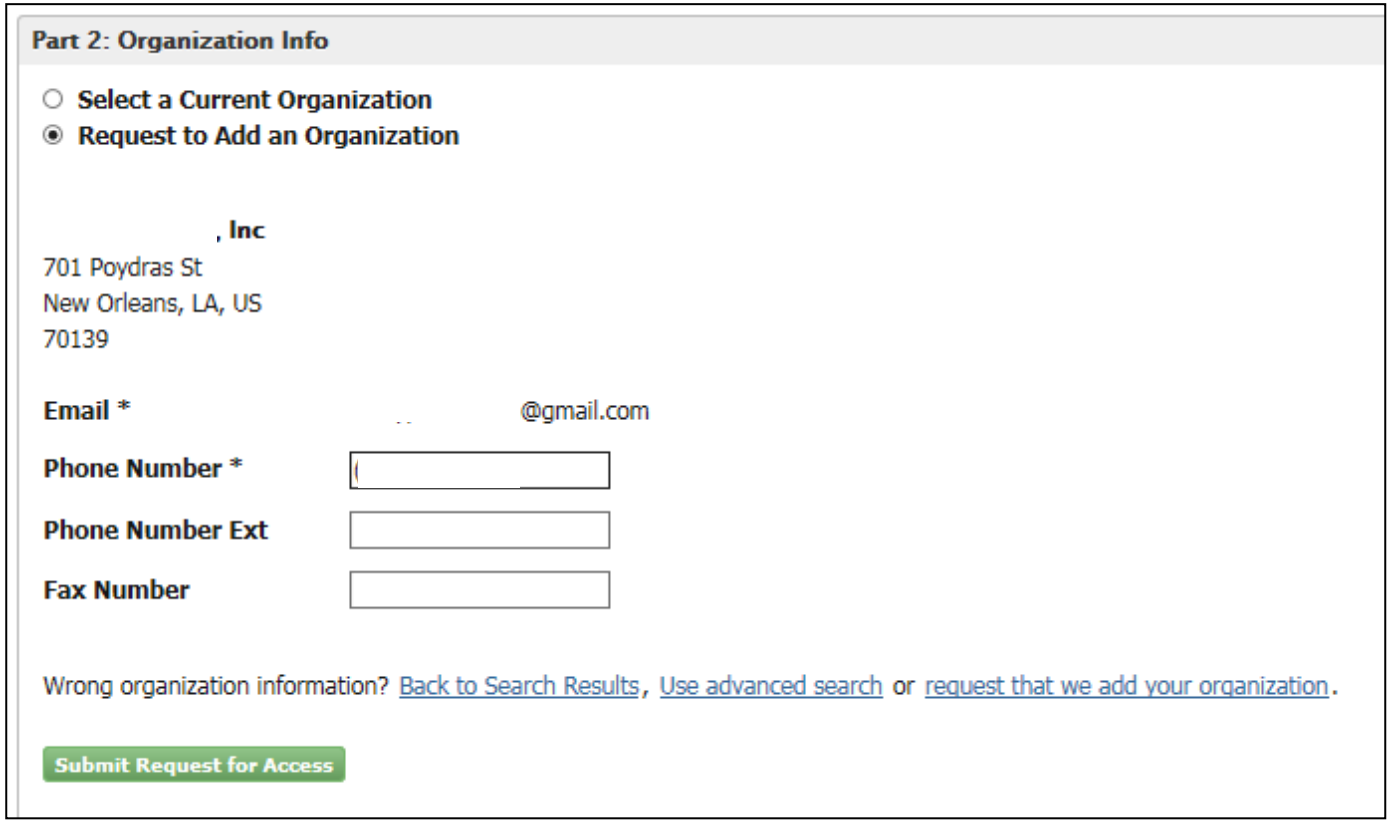
Click “**Submit Request for Access”**



Continued

Select your Organization

Enter phone number



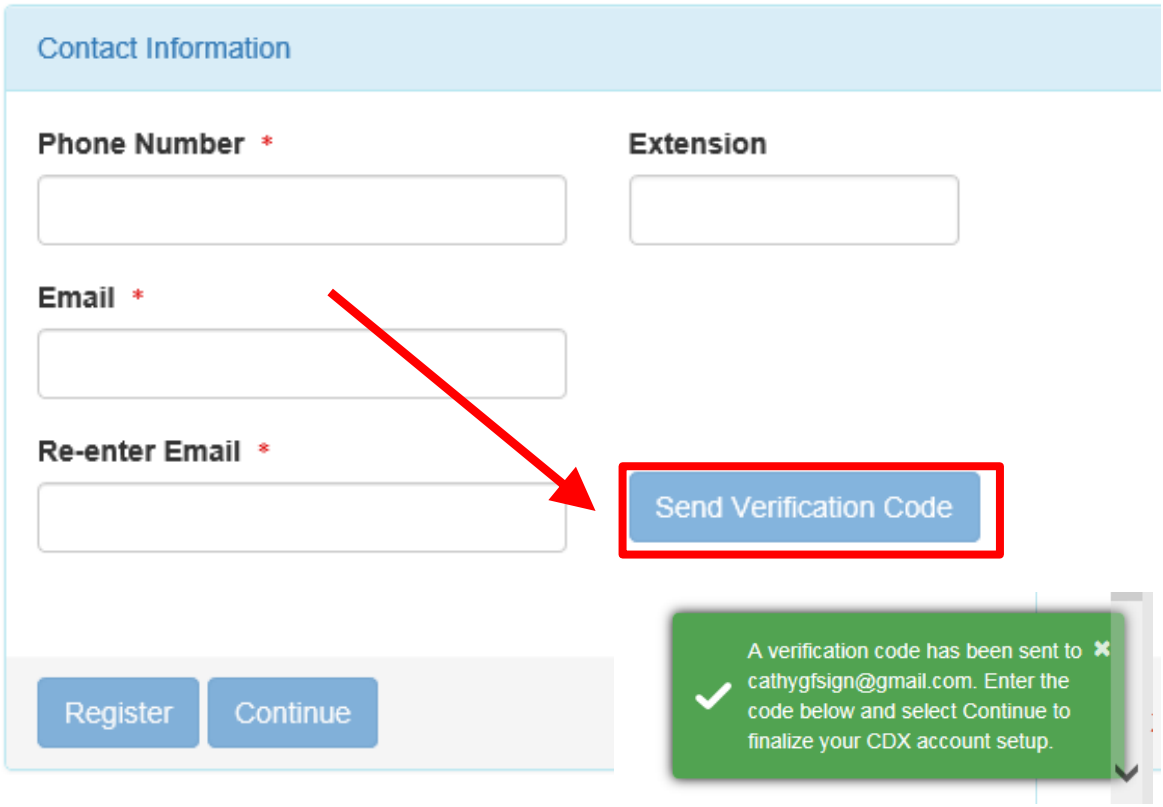
Continued *Contact Information*

Enter required fields.

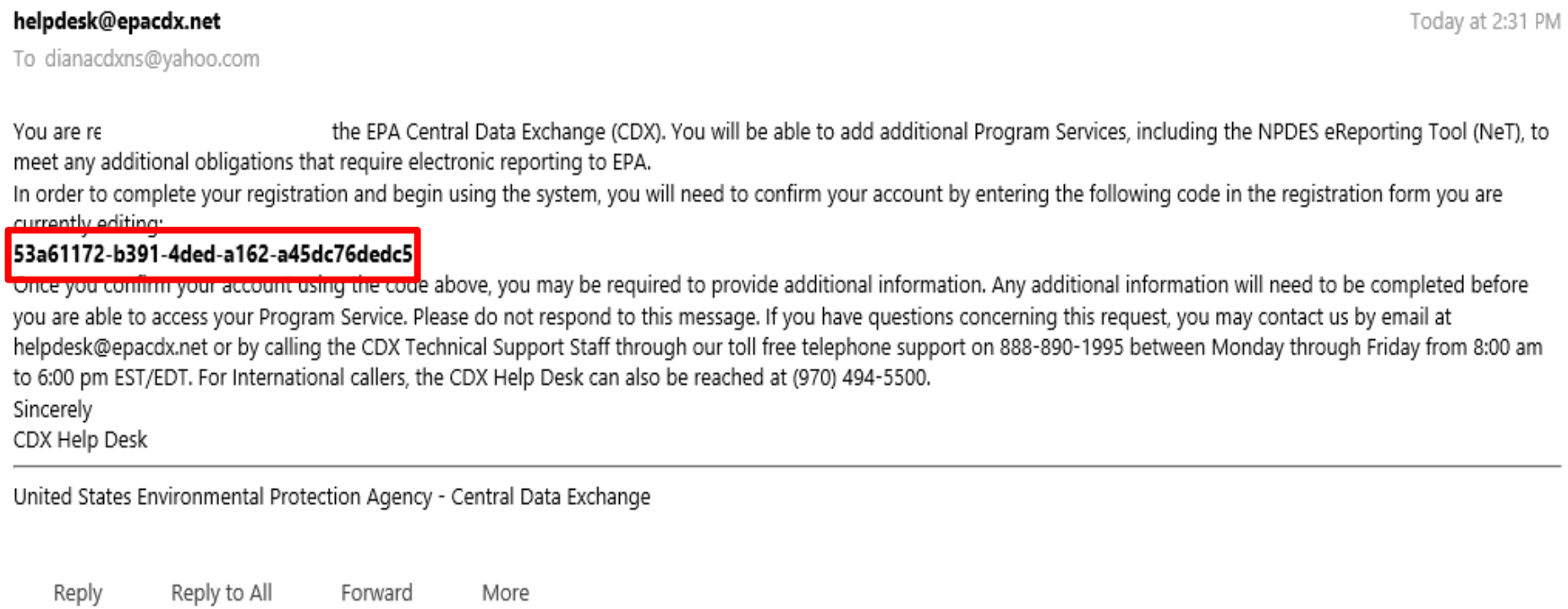
Click **SEND VERIFICATION CODE.**

A green pop-up note will appear on the screen informing an email was sent to this email.

You will receive an email from CDX support with a Verification Code within a few minutes.



Add Organization – Continued *Email Verification*



helpdesk@epacdx.net Today at 2:31 PM

To dianacdxns@yahoo.com

You are re the EPA Central Data Exchange (CDX). You will be able to add additional Program Services, including the NPDES eReporting Tool (NeT), to meet any additional obligations that require electronic reporting to EPA.

In order to complete your registration and begin using the system, you will need to confirm your account by entering the following code in the registration form you are currently editing:

53a61172-b391-4ded-a162-a45dc76dedc5

Once you confirm your account using the code above, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service. Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely

CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange

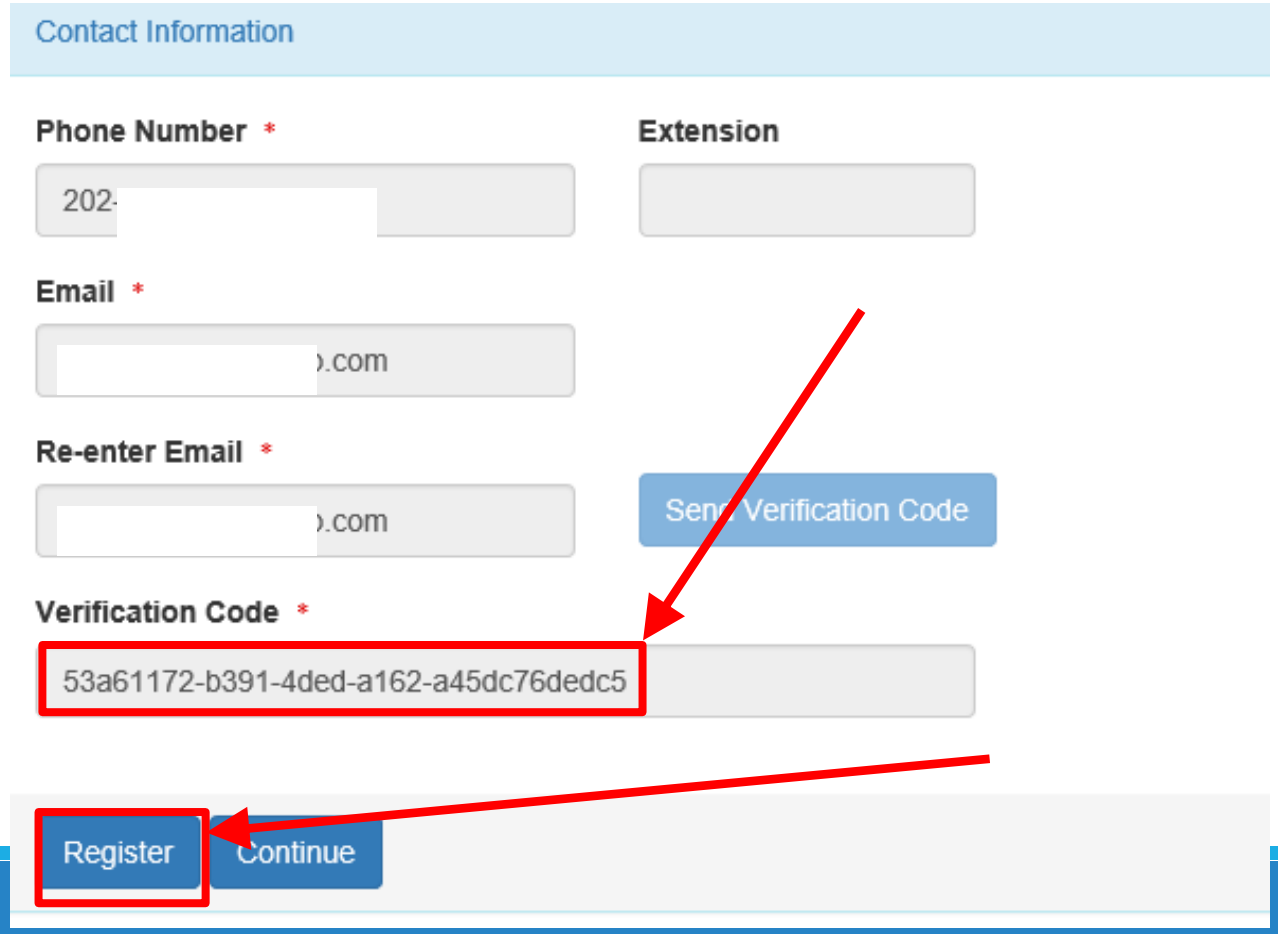
Reply Reply to All Forward More

Continued *Contact Information*

After clicking **“Send Verification Code”** a verification box will appear

- Enter Verification Code
- You can COPY & PASTE code from email directly into box.

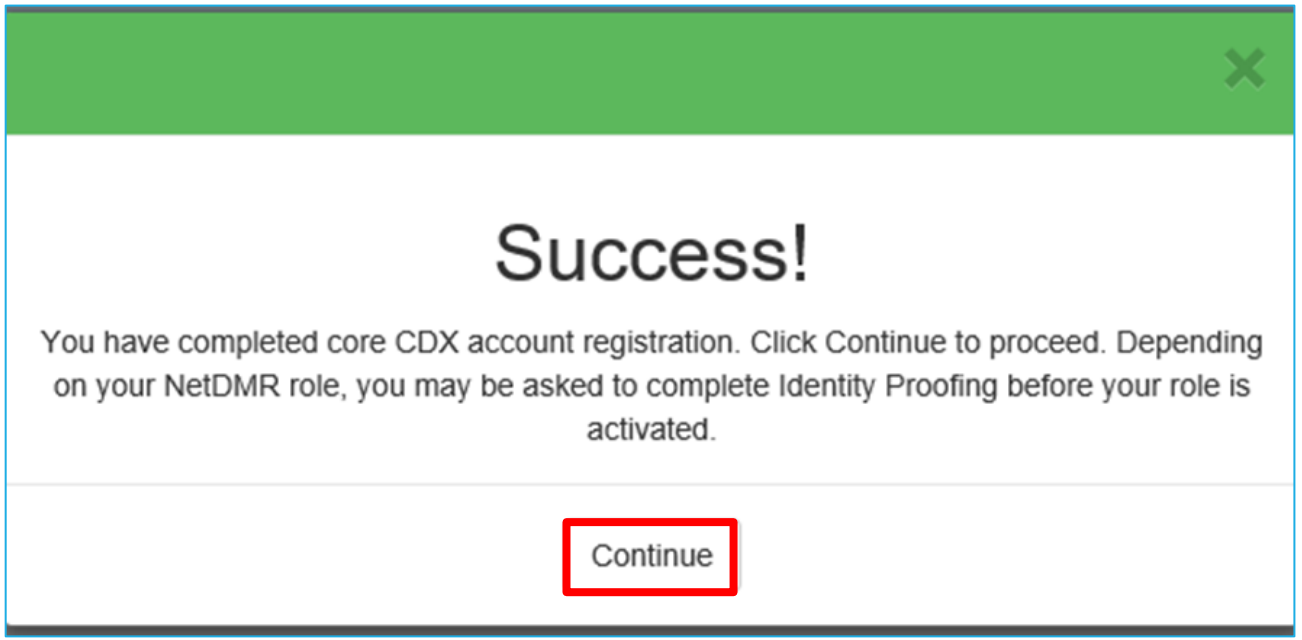
Click **Register**



Organization Registration **Completed**

After clicking on **REGISTER**, this pop-up will appear confirming completion

Click **CONTINUE**



CDX: Organization Info

If your organization appears, click on **ID hyperlink**

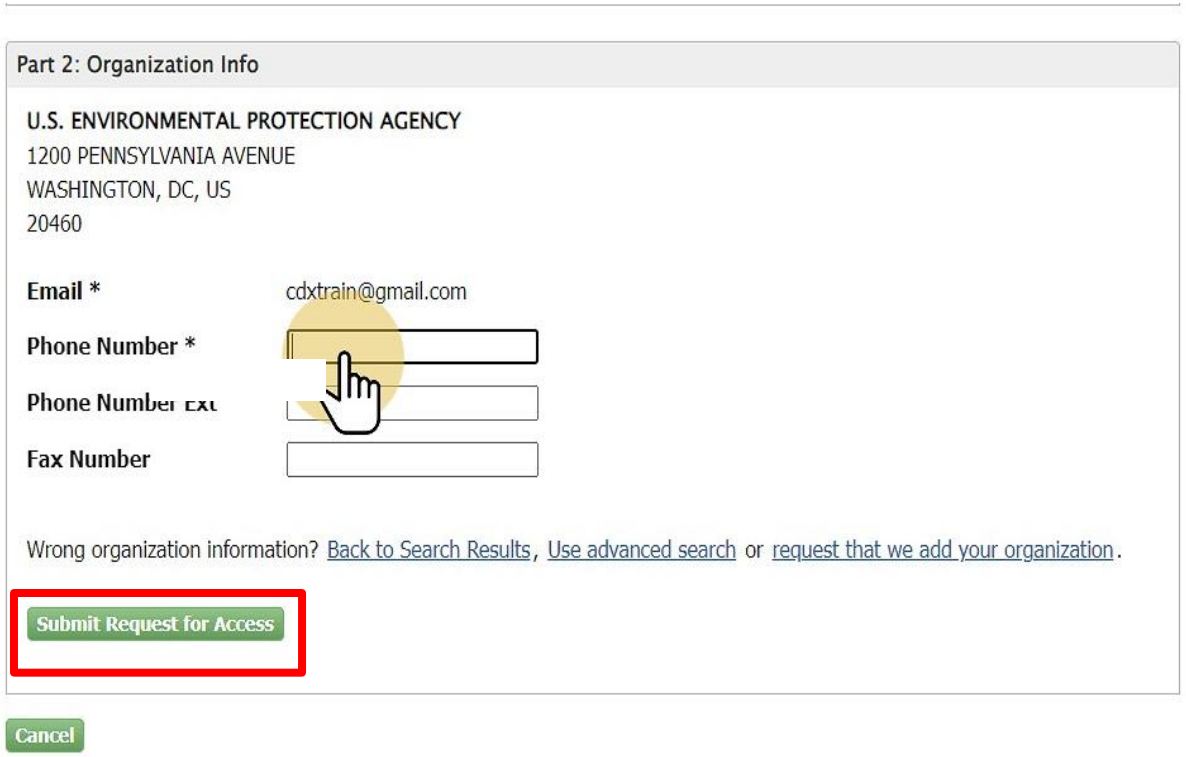
- Make sure the address and zip code are correct before selecting an organization as many organizations have similar names

ID					Code
190676	ENVIRONMENTAL PROTECTION AGENCY NATIONAL VEHICLE & FUEL EMISSIONS LABORATORY	2565 PLYMOUTH ROAD	ANN ARBOR	MI	48105
952452	Environmental Protection Agency, Region 1	Office of Ecosystem Protection, Air Quality Planning Unit 5 Post Office Square - Suite 100, (Mail code	Boston	MA	02109
197535	U.S. ENVIRONMENTAL PROTECTION AGENCY	1200 PENNSYLVANIA AVENUE	WASHINGTON	DC	20460
97[illegible]	Guam Environmental Protection Agency	P.O. Box 22439	GMF Barrigada	GU	96921
953229	U.S. Environmental Protection Agency Region III	1650 Arch St.	Philadelphia	PA	19103
952465	Environmental Protection Agency Region 4	61 Forsyth Street, SW	Atlanta	GA	30303
947081	Illinois Environmental Protection Agency	1021 North Grand Avenue East	Springfield	IL	62794-9276
978978	Illinois Environmental Protection Agency	1021 North Grand Ave. East P.O. Box 19276	Springfield	IL	62794-9276
978982	Ohio Environmental Protection Agency	P.O. Box 1049	Columbus	OH	43216-1049
1150019	Guam Environmental Protection Agency	P.O. Box 22439-GMF	Barrigada	GU	96921

CDX: Organization Info

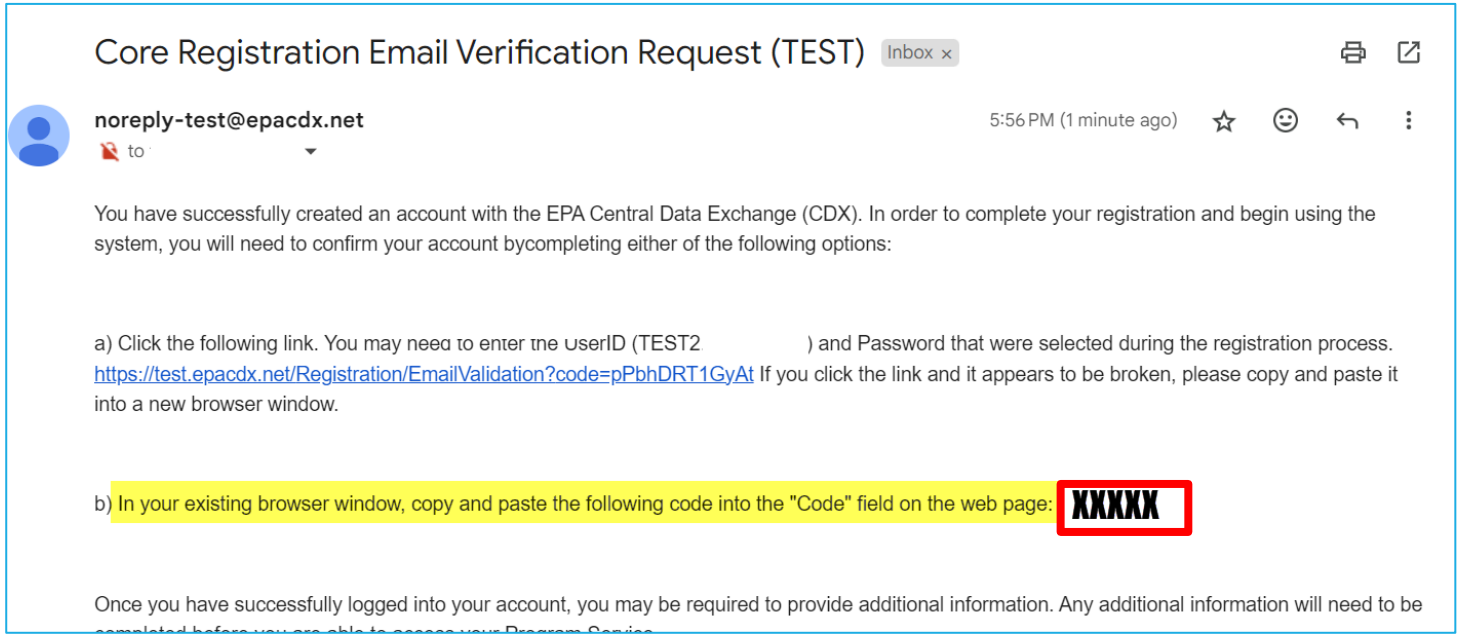
Once organization is selected, type in Phone Number

Click “**Submit Request for Access**” to continue



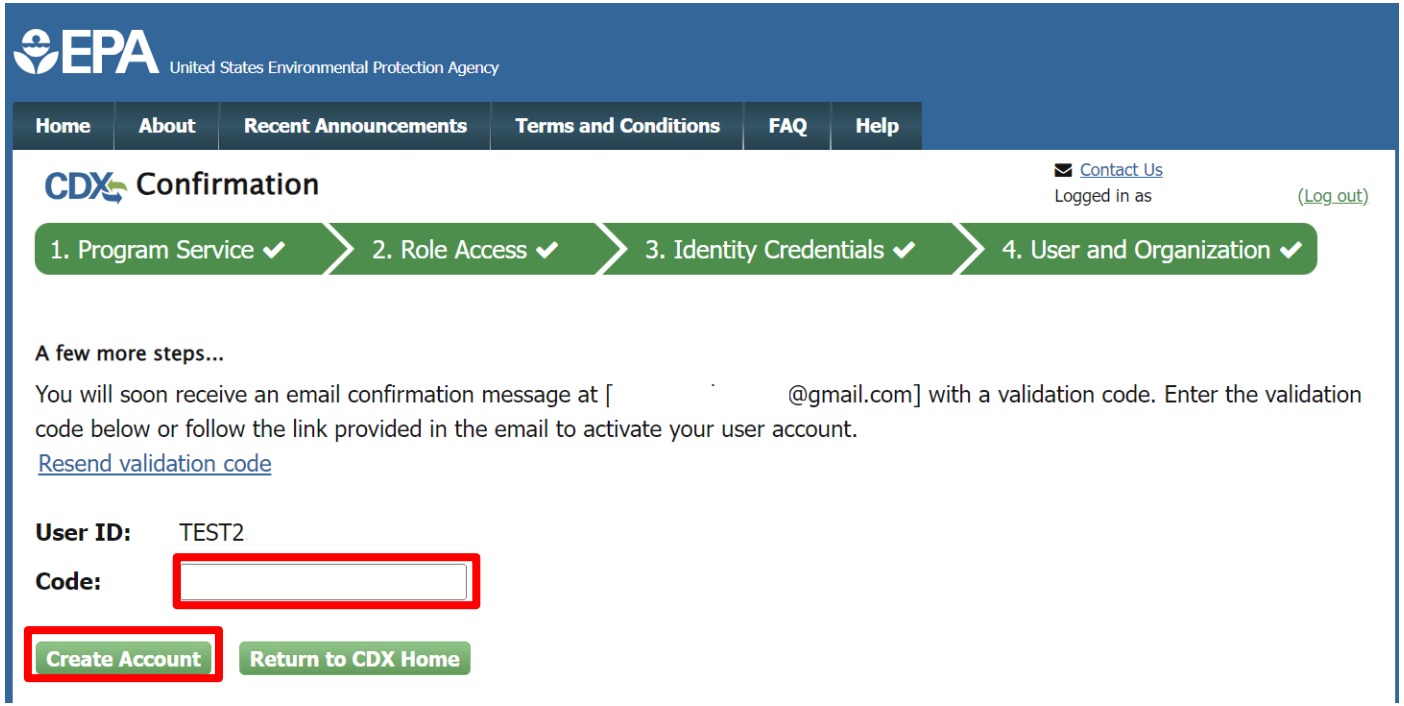
CDX: User and Organization Info

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



CDX: User and Organization Info

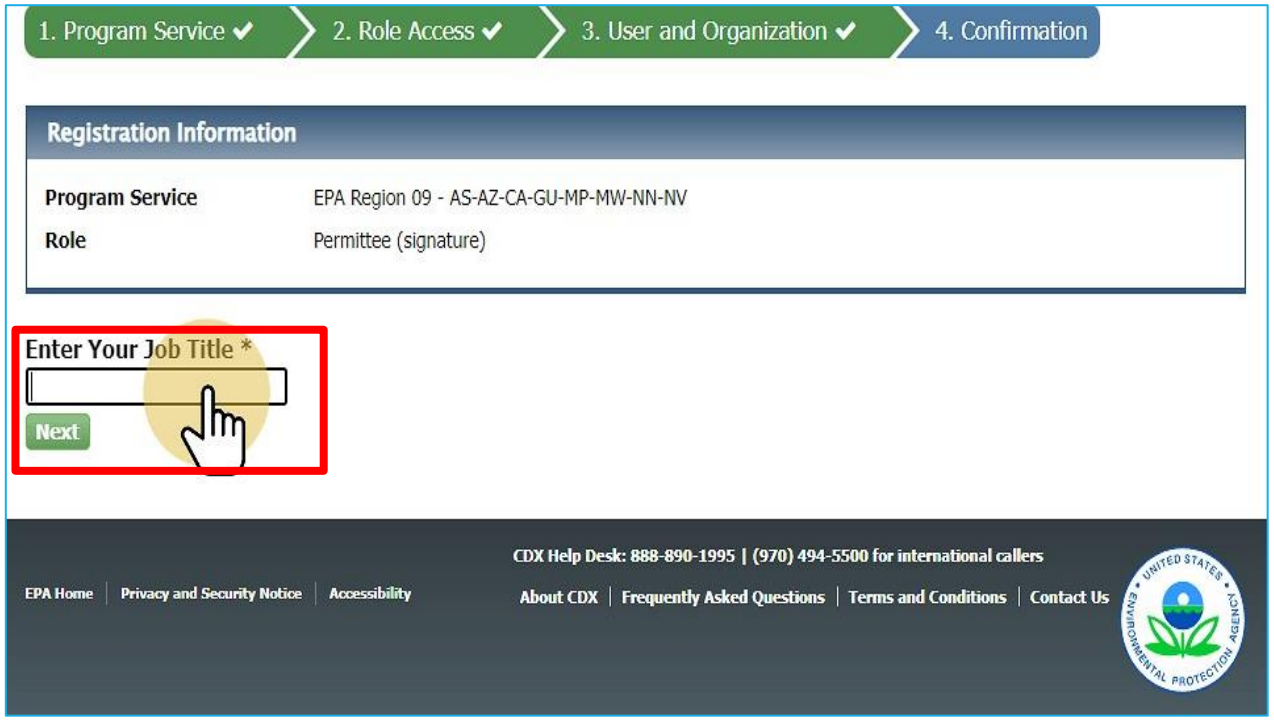
Enter the code from the email and click on "**Create account**" to continue account creation



CDX: Job Title

After entering the code, you will have to enter your job title

Click “**Next**” to continue



CDX: Registration Process

At this stage, Preparers are finished and **now have access to NetMS4**

Signatory **must** continue with **Identity Proofing** and **Electronic Signature Agreement (ESA)**

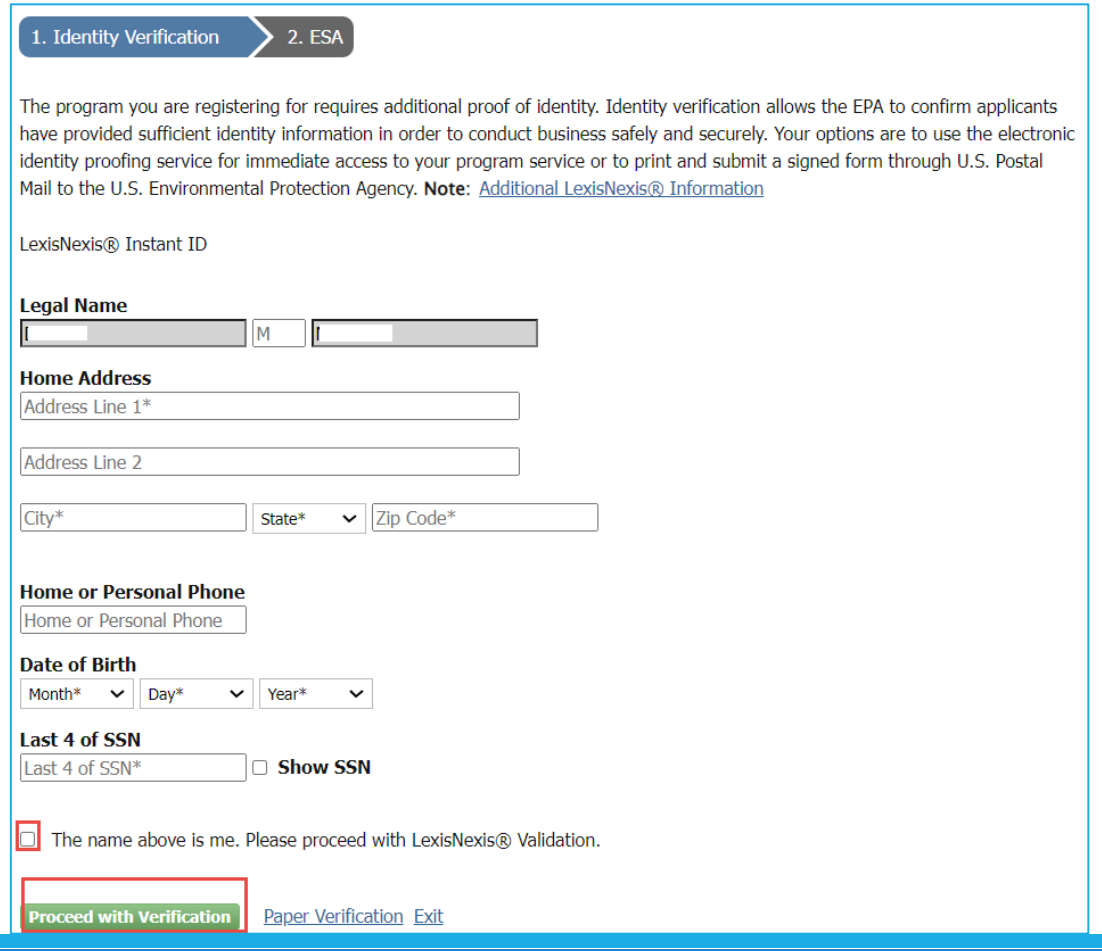
CDX: Permittee Signatory

(Identity Verification)

As a ***Signatory***, you will have to complete an Identity Verification process via LexisNexis

- Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely.
- Your options are to use the electronic identity proofing service for immediate access to your program service **or** to print and submit a signed form through U.S. Postal Mail to the address on the Signature Agreement.

NOTE: Signatory **must** enter their legal name, personal home address, date of birth, and last 4 of SSN

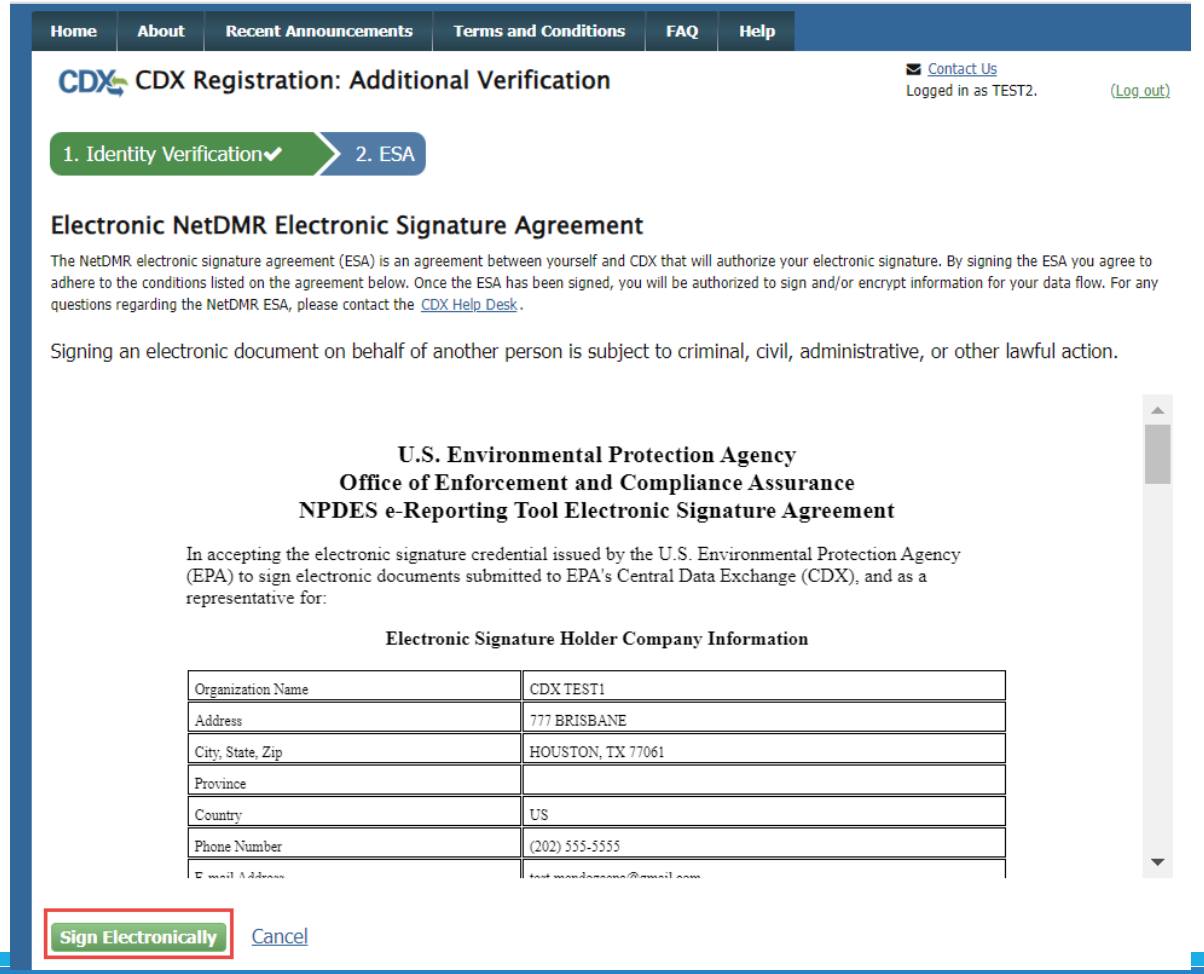


CDX: Permittee Signatory

(ESA)

Example of Electronic Signature Agreement **(ESA)** option

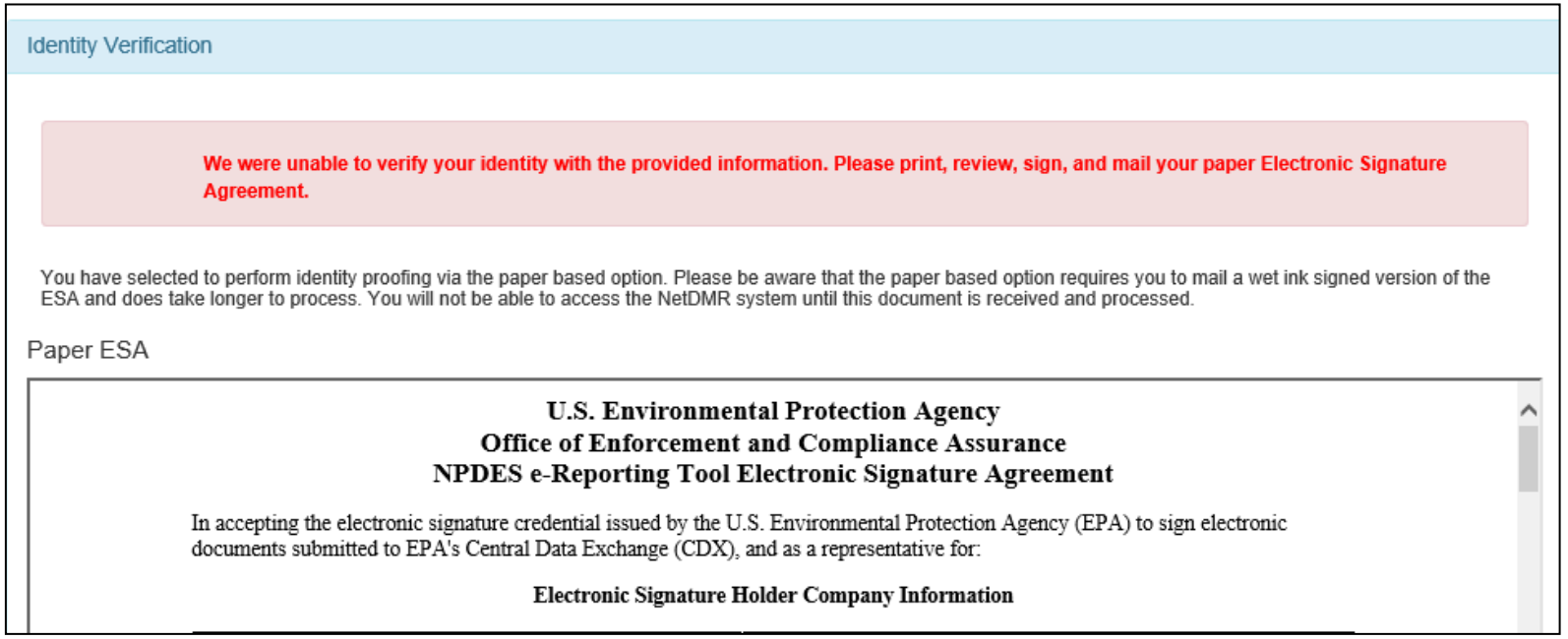
Note: If you fail electronic authentication, you will be required to submit a paper Signature Agreement.



CDX: Permittee Signatory

(Paper ESA)

If LexisNexis is **unable** to verify your identity – you **Must** Submit Paper ESA

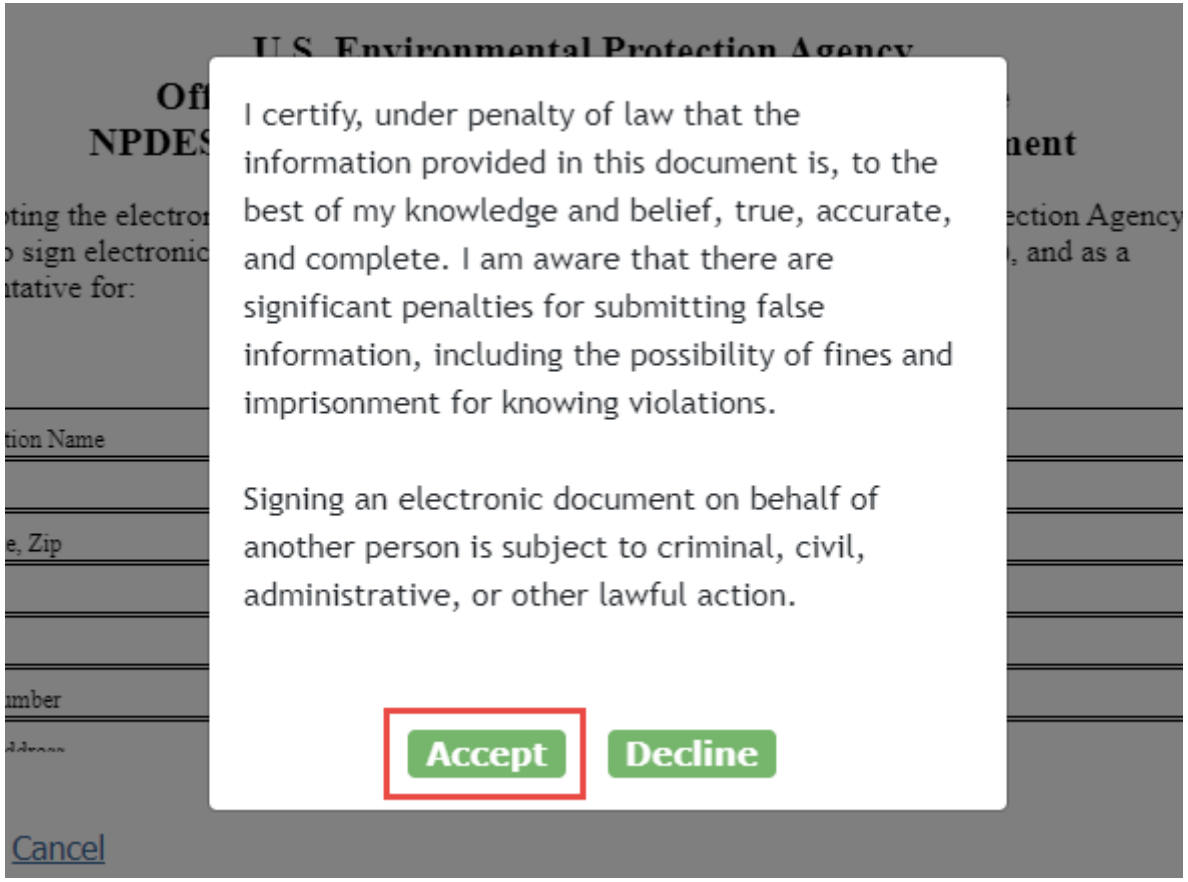


CDX: Permittee Signatory

A pop-up will appear.

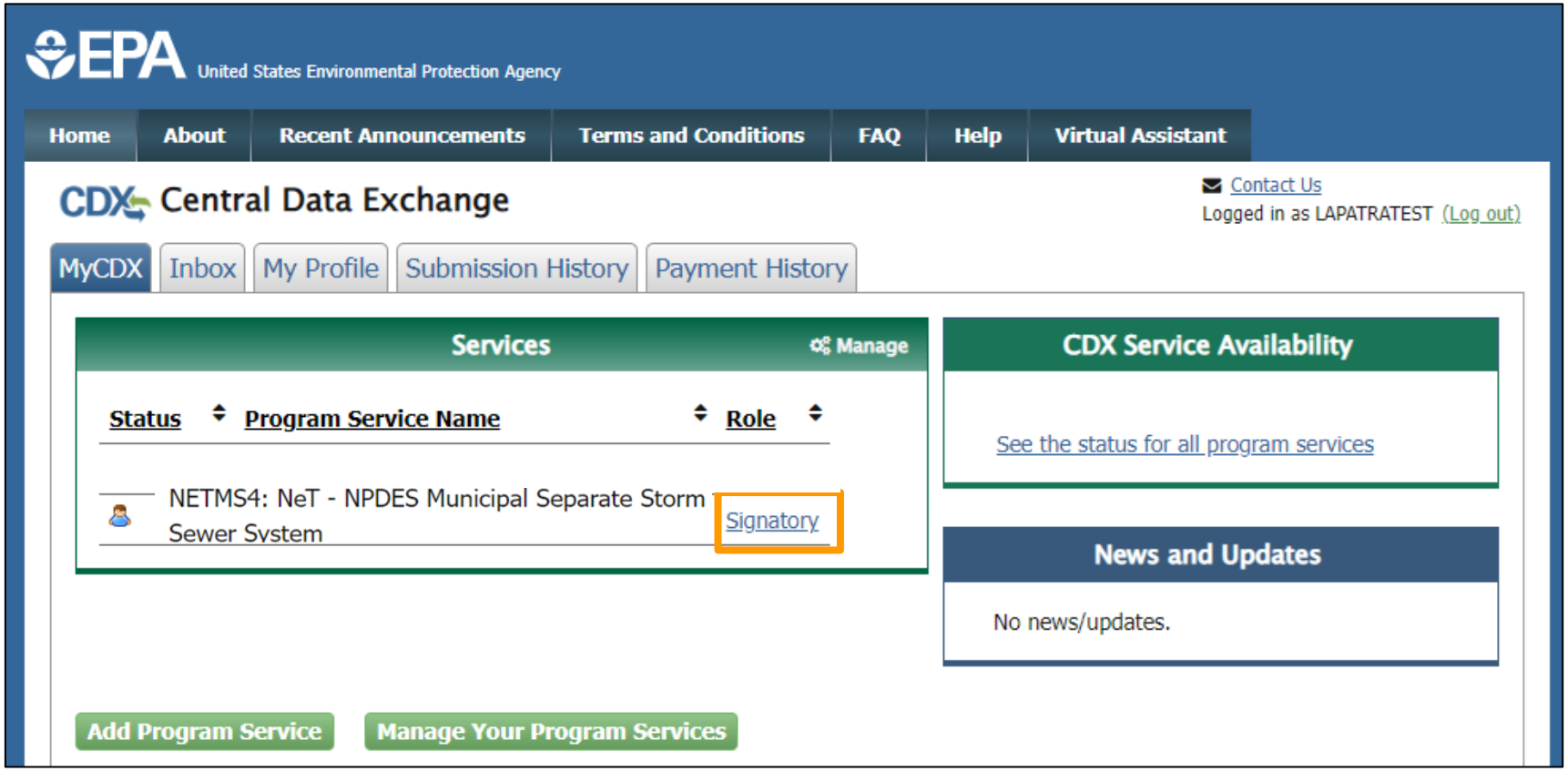
Read the notice

If the information is correct, click on "**Accept**" to continue registration



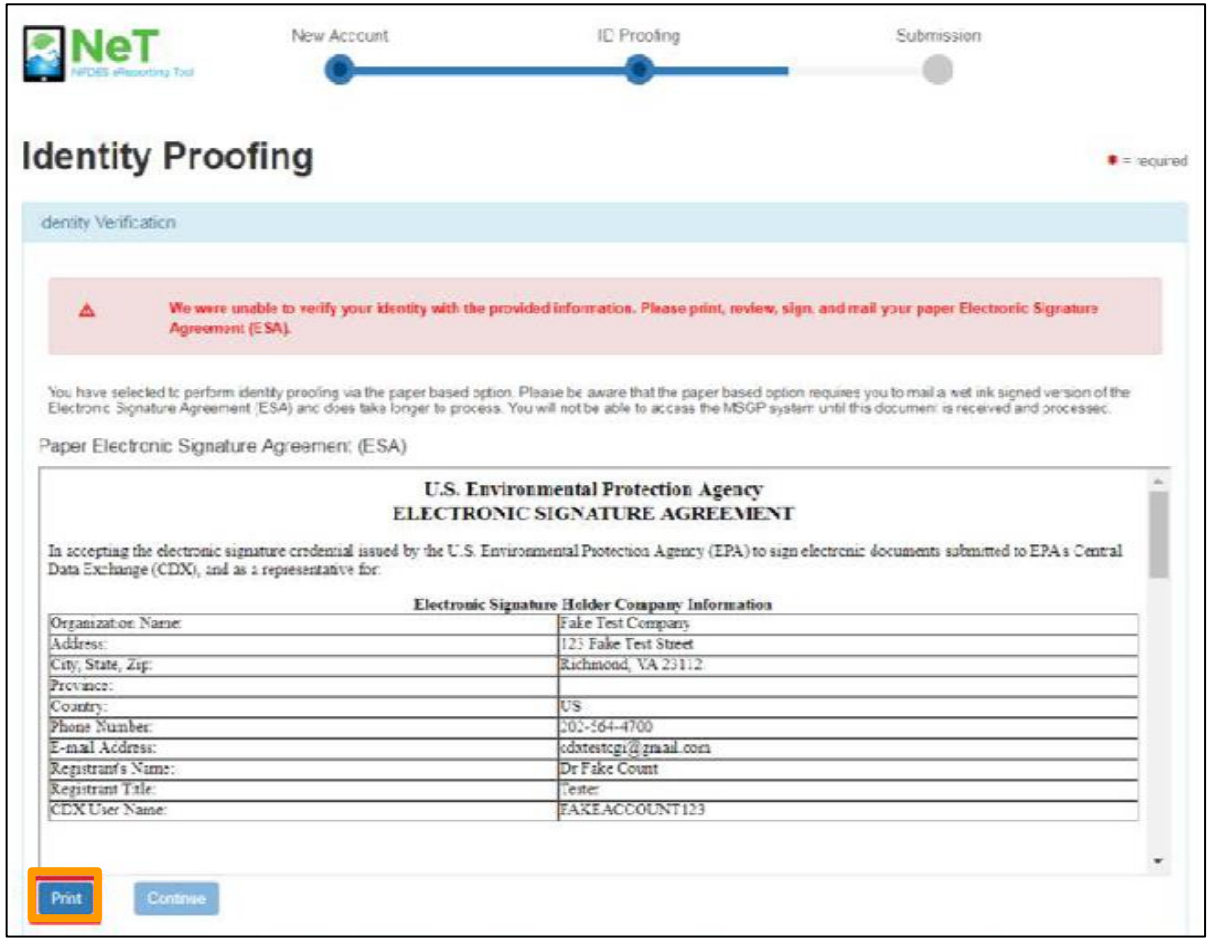
At the bottom right-hand corner of the screen, two notifications will appear.

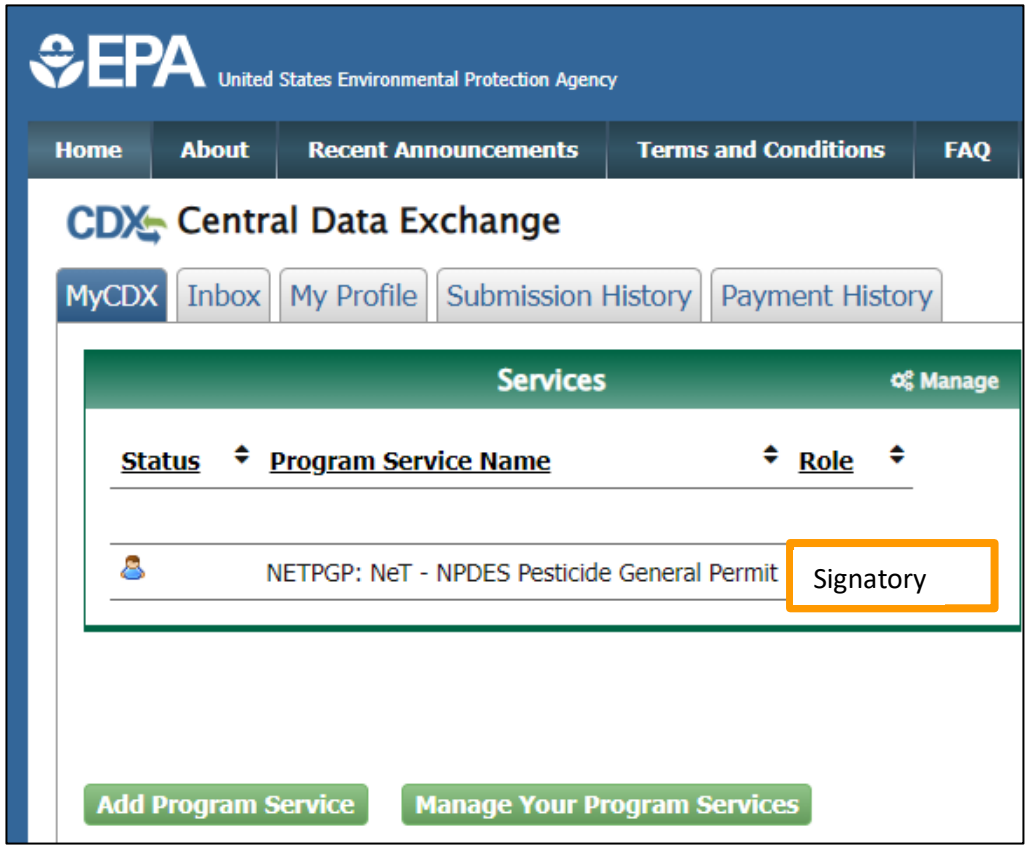
You have now successfully made a CDX Account and can access NeT MS4 by clicking on your hyperlinked role.



Additional Registration Step Only for Signatory Role:

If your identity was unable to be verified (or if you opt for the paper form), it must be manually submitted. **Click Print and mail to the address listed**. NeT MS4 will be accessible once the Electronic Signature Agreement is received and processed.





The **Electronic Signature Agreement** is as follows:

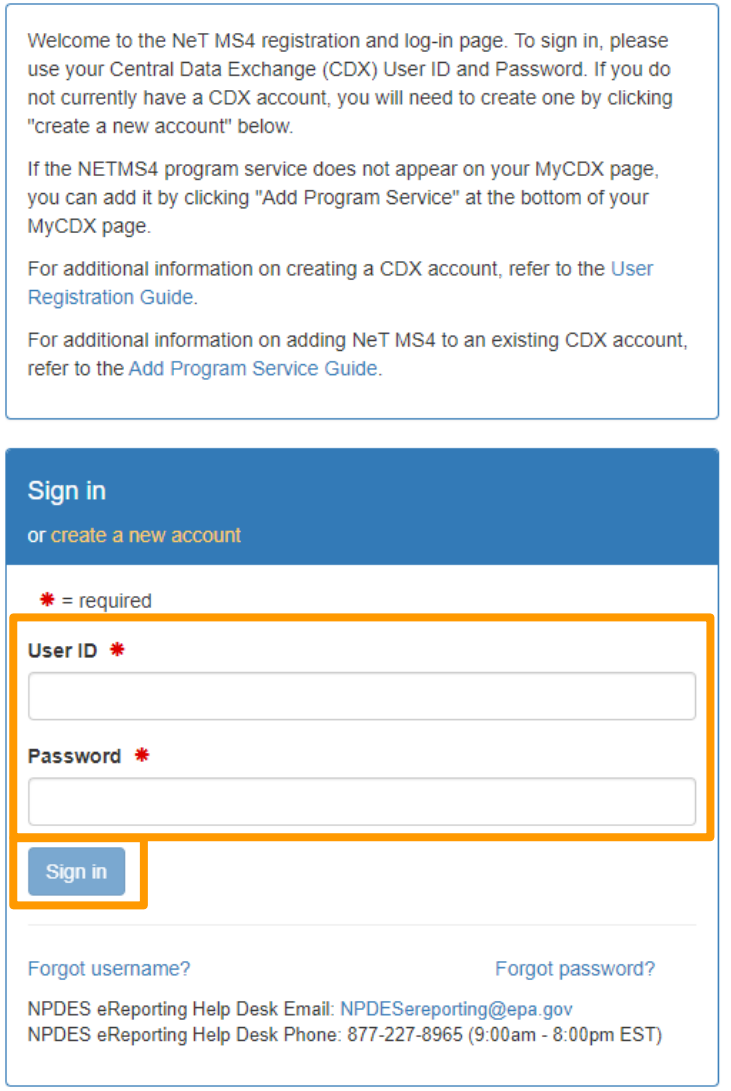
The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account.

1. I have reviewed and agree to the following conditions for the access and use of my account.
2. I understand and agree that I will be held as **legally bound, obligated, or responsible** for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
3. I agree to maintain an email account. If any email sent to me by EPA is returned as undeliverable, I will explain why this occurred when requested by EPA;
4. I agree to protect my username and password from use by anyone except me. **I will not divulge or delegate my username or password to any other individual**. I will not store my password in an unprotected location, and I will not allow my password to be written into computer scripts to achieve automated login;
5. I agree to contact the EPA as soon as possible after suspecting or determining that my username and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
6. I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

Logging into your CDX Account to Access NeT MS4

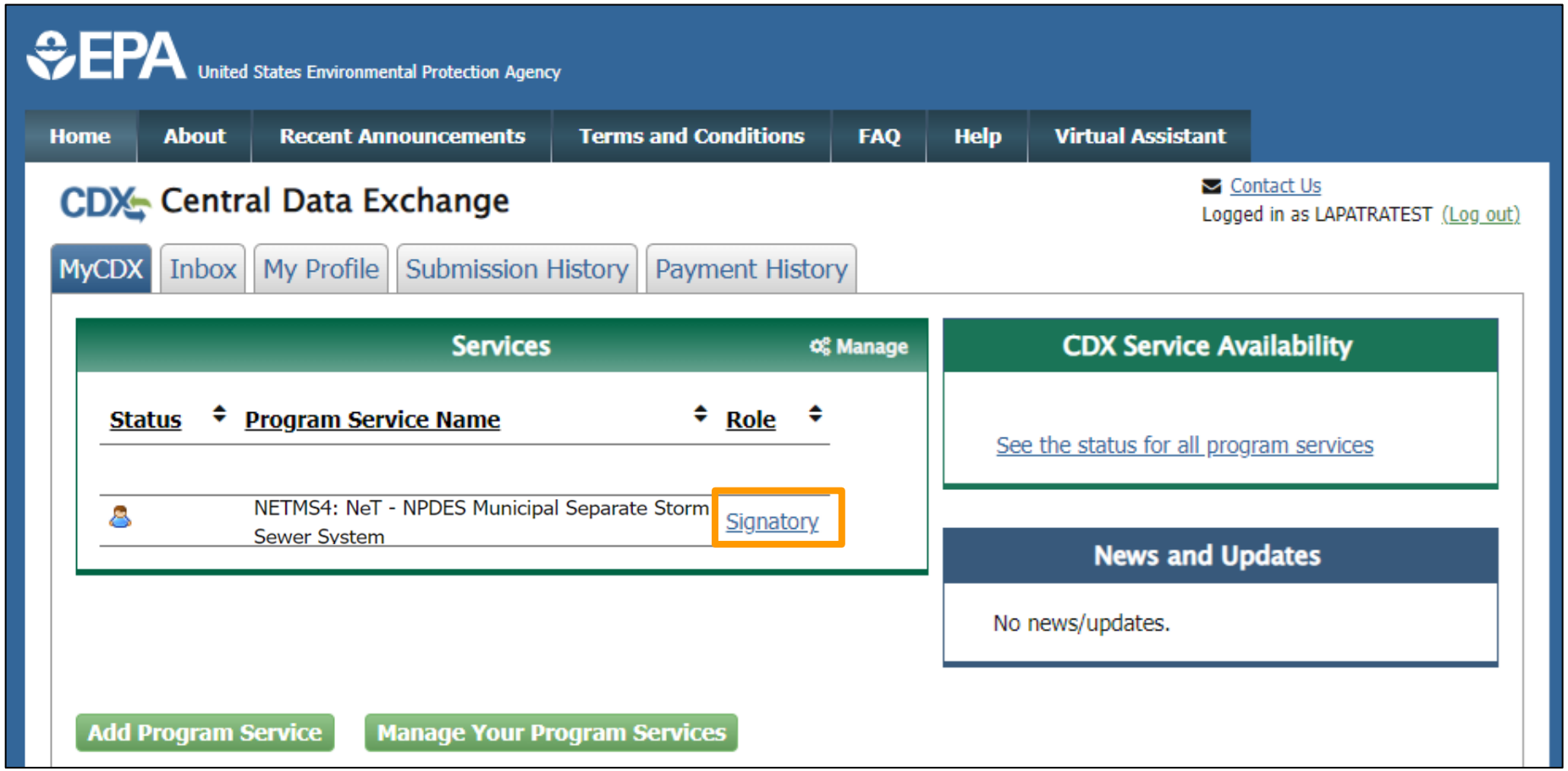
Go to the NeT MS4 Login Website:
https://npdes-ereporting.epa.gov/net-ms4/action/login

Links at the bottom if you forgot your username or password.



CDX Home Page

Once you have logged in, you can enter NeT MS4 by clicking on your hyperlinked **ROLE.**



NeT MS4 System Features

Internet Accessible

- Can use computers, laptops or tablets
- Can use **Chrome, Edge, or Firefox**

15-minute time out

- 15 minutes of inactivity will log the user out
- Make sure to save or press **'Next'** every 15 minutes to avoid losing work

Related Questions

- For some questions, depending on the answer provided, additional questions will appear