

## Registration User Guide for Preparer and Signatory Roles

### Contents

1	Accessing User Registration to Create an Account .....	2
2	Requesting Preparer Role .....	3
3	Requesting Signatory Role .....	8
3.1	Pass Electronic Identity Proofing .....	14
3.2	Fail Electronic Identity Proofing:.....	15
4	Common Registration Problems .....	17
4.1	Organization Not Listed .....	17

# CDX Streamlined User Registration Guide

## 1 Accessing User Registration to Create an Account

This document outlines the steps to create a new account for NeT PGP.

1. Navigate to NeT Login and Registration Page: <https://npdes-ereporting.epa.gov/net-pgp/action/login>
2. Click **Create a New Account**.

Welcome to the NeT PGP registration and log-in page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you do not currently have a CDX account, you will need to create one by clicking "create a new account" below.

If the NETPGP program service does not appear on your MyCDX page, you can add it by clicking "Add Program Service" at the bottom of your MyCDX page.

For additional information on creating a CDX account, refer to the [User Registration Guide](#).

For additional information on adding NeT PGP to an existing CDX account, refer to the [Add Program Service Guide](#).

Sign in  
or [create a new account](#)

\* = required

User ID \*

Password \*

Sign In

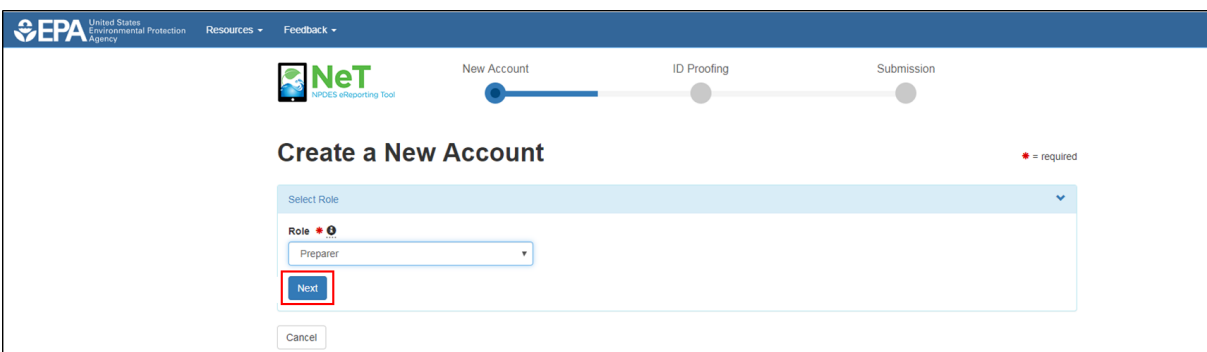
On the *Create a New Account* page for Streamline User Registration, select a permittee role: Preparer or Signatory.

- A Preparer is eligible to prepare documents for Decision-makers, or their designees to certify. (Section 2)
- A Signatory will go through identify verification making them eligible to certify documents in addition to preparing documents. (Section 3)

# CDX Streamlined User Registration Guide

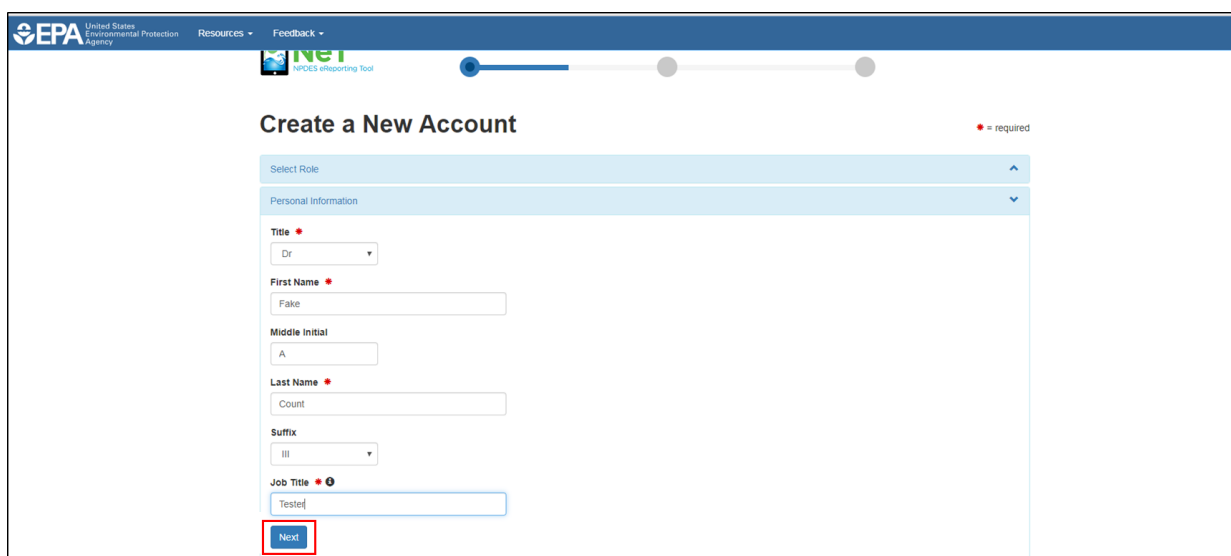
## 2 Requesting Preparer Role

1. Select **'Preparer'** from the **Role** drop-down. Click **Next**.



The screenshot shows the EPA NeT registration interface. At the top, there is a progress bar with three steps: 'New Account' (active), 'ID Proofing', and 'Submission'. Below the progress bar, the title 'Create a New Account' is displayed. A dropdown menu labeled 'Select Role' is open, showing 'Preparer' as the selected option. A red box highlights the 'Next' button below the dropdown. A 'Cancel' button is also visible at the bottom of the form area.

2. In Personal Information, select title and enter first name, last name, and job title. If applicable, enter middle initial and select suffix. Click **Next**.



The screenshot shows the 'Personal Information' section of the 'Create a New Account' form. The 'Select Role' dropdown is collapsed. The 'Personal Information' section is expanded, showing several fields: 'Title' (dropdown with 'Dr' selected), 'First Name' (text input with 'Fake'), 'Middle Initial' (text input with 'A'), 'Last Name' (text input with 'Count'), 'Suffix' (dropdown with 'III' selected), and 'Job Title' (text input with 'Tester'). A red box highlights the 'Next' button at the bottom of the form.

# CDX Streamlined User Registration Guide

3. In *Create a User ID and Password*, enter a unique **User ID** with a minimum of three characters. Enter and verify **Password** with a minimum of eight characters, containing at least one letter and one number. Check the “Show password” checkbox to reveal password.
4. Select and answer three **Security Questions**. The answers to these three questions must be unique and contain at least three characters. Check the “Show answers” checkbox to reveal answers.
5. Confirm that “I am this registrant. I will not share my account, and I accept the Terms and Conditions” by selecting the checkbox. Click **Next**.

The screenshot shows the EPA 'Create a New Account' form. The 'Create a User ID and Password' section is active. It includes fields for 'User ID', 'Password', and 'Verify Password'. Below these are three security questions: 'What street did you live on in third grade?', 'In what city or town was your first job?', and 'What is your least favorite food?'. Each question has a corresponding answer field. A red box highlights the checkbox for 'I am this registrant. I will not share my account, and I accept the Terms and Conditions'. A 'Next' button is visible at the bottom.

6. In the *Organizational Information* section, search for existing organization using **Name** and **State**. Mailing address, city, and zip code can be used as additional search criteria. Click **Find**.

The screenshot shows the EPA 'Create a New Account' form, now in the 'Organization Information' section. A progress bar at the top indicates the current step. The search criteria include 'Your Organization', 'Mailing Address (line 1)', 'Mailing Address (line 2)', 'City', 'State', and 'Zip/Postal Code'. A red box highlights the 'Find' button. A 'Cancel' button is also visible at the bottom.

# CDX Streamlined User Registration Guide

- Review search results. Select “Back to Search Again” to narrow results or change criteria. Click **Select** next to correct organization from search results. For issues finding an organization, see Section 4.1.

The screenshot shows the 'Create a New Account' form in the EPA Net system. The progress bar indicates the 'New Account' step is active. The 'Organization Information' section is expanded, showing a table of search results. The first row is highlighted, and the 'Select' button next to it is circled in red.

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
Select	16204	Fake Test Company	123 Fake Test Street		Richmond	VA	23112
Select	22052	Fake Test Org 77	123 Testing Avenue		Richmond	VA	23112
Select	22296	Fake Test Co	12601 Fair Lakes Circle		Fairfax	VA	22033
Select	26084	Fake Org	12601 Fair Lakes Circle		Fairfax	VA	22033

- Information for the selected organization will be displayed in the *Organization Information* section. Click **Next**.

The screenshot shows the 'Create a New Account' form in the EPA Net system. The progress bar indicates the 'New Account' step is active. The 'Organization Information' section is expanded, showing the details of the selected organization. The 'Next' button is circled in red.

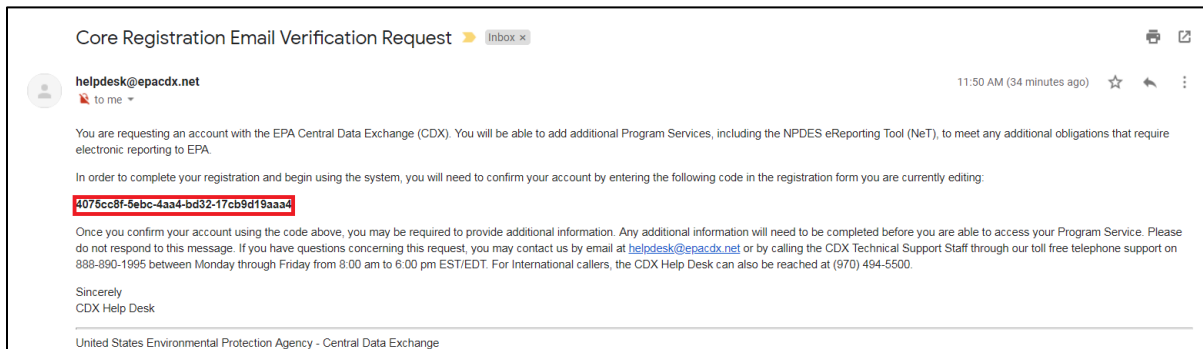
Fake Test Company  
123 Fake Test Street  
Richmond, VA 23112  
US

# CDX Streamlined User Registration Guide

9. In the *Contact Information* section, enter phone number. Enter and confirm email. Click **Send Verification Code**. A verification email with the subject “Core Registration Email Verification Request” will be sent to the email address provided. The **Verification Code** field will be displayed.

The screenshot shows the EPA NeT registration interface. At the top, there's a progress bar with three steps: 'New Account' (active), 'ID Proofing', and 'Submission'. Below the progress bar, the title 'Create a New Account' is displayed. The form is divided into several sections: 'Select Role', 'Personal Information', 'Create a User ID and Password', 'Electronic Signature Setup', 'Organization Information', and 'Contact Information'. The 'Contact Information' section is expanded, showing fields for 'Phone Number', 'Extension', 'Email', 'Re-enter Email', and 'Verification Code'. The 'Send Verification Code' button is highlighted with a red box. There are also 'Register', 'Continue', and 'Cancel' buttons at the bottom.

10. Open the “Core Registration Email Verification Request” email. Copy the bolded verification code and paste into the **Verification Code** field in NeT Contact Information section.

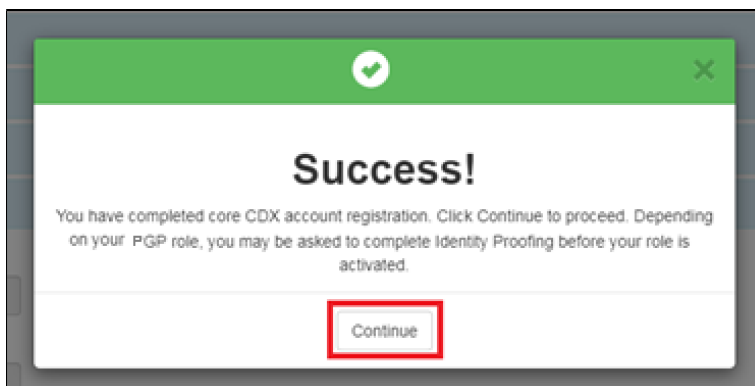


# CDX Streamlined User Registration Guide

11. After the verification code is correctly entered, a green check mark will appear in the **Verification Code** field. Click **Register** to complete the registration process.

The screenshot shows the EPA Net registration interface. At the top, there's a progress bar with three steps: 'New Account' (active), 'ID Proofing', and 'Submission'. Below the progress bar, the heading is 'Create a New Account'. The form is divided into sections: 'Select Role', 'Personal Information', 'Create a User ID and Password', 'Organization Information', and 'Contact Information'. The 'Contact Information' section is expanded, showing fields for 'Phone Number' (with extension), 'Email', 'Re-enter Email', and 'Verification Code'. The 'Verification Code' field contains a long alphanumeric string and has a green checkmark to its right. At the bottom of the form, the 'Register' button is highlighted with a red box, and there is also a 'Continue' button.

12. Click **Continue**.

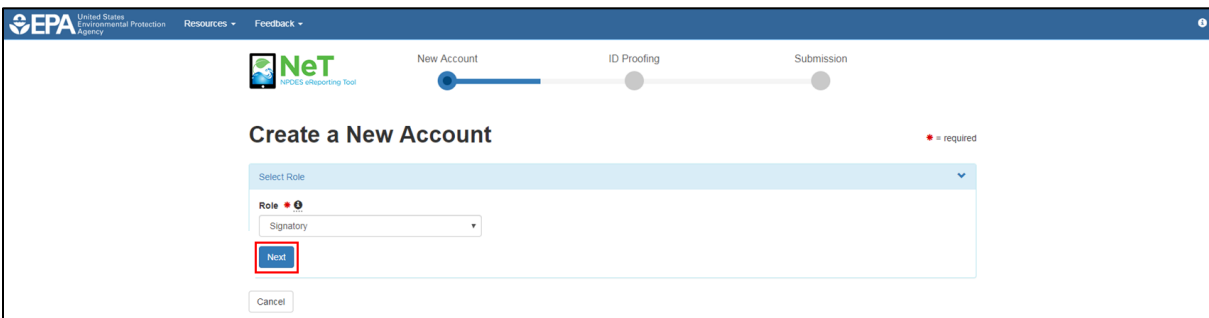


13. The EPA MyCDX page shows program service and role. Select the role to open the application.

The screenshot shows the EPA MyCDX dashboard. At the top, there's a navigation bar with links like 'Home', 'About', 'Recent Announcements', 'Terms and Conditions', 'FAQ', 'Help', and 'Virtual Assistant'. Below that, the 'CDX Central Data Exchange' header is visible. The main content area has a 'Services' table with columns for 'Status', 'Program Service Name', and 'Role'. The 'Role' column for the 'NETPGP: NeT - NPDES Pesticide General Permit' row is highlighted with a red box. There are also buttons for 'Add Program Service' and 'Manage Your Program Services'. The footer contains contact information and a logo for the United States Environmental Protection Agency.

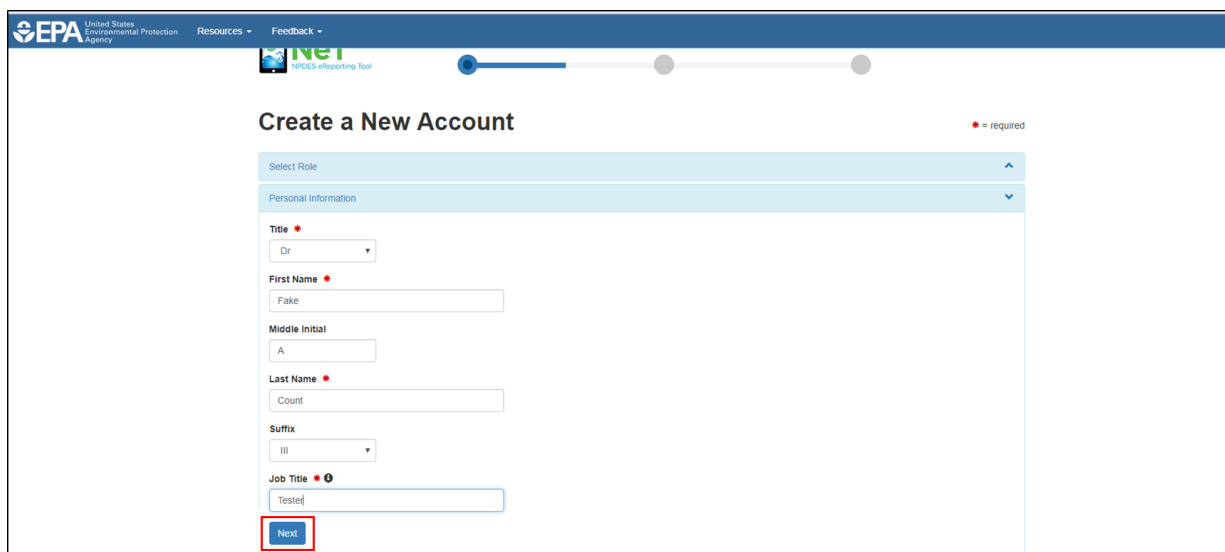
### 3 Requesting Signatory Role

1. Select **Signatory** from the Role drop down menu. Click **Next**.



The screenshot shows the EPA NeT registration interface. At the top, there is a navigation bar with the EPA logo, 'United States Environmental Protection Agency', and links for 'Resources' and 'Feedback'. Below this is a progress indicator with three steps: 'New Account' (active), 'ID Proofing', and 'Submission'. The main heading is 'Create a New Account' with a red asterisk indicating required fields. A 'Select Role' dropdown menu is open, showing 'Role' with a red asterisk and a dropdown arrow. The selected option is 'Signatory'. Below the dropdown is a red-bordered 'Next' button and a 'Cancel' button.

2. In Personal Information, select title and enter first name, last name, and job title. If applicable, enter middle initial and select suffix. Click **Next**.



The screenshot shows the same EPA NeT registration interface, but the 'Personal Information' section is expanded. The 'Select Role' dropdown is now closed. The 'Personal Information' section contains several fields: 'Title' (dropdown menu with 'Dr' selected), 'First Name' (text input with 'Fake' entered), 'Middle Initial' (text input with 'A' entered), 'Last Name' (text input with 'Count' entered), 'Suffix' (dropdown menu), and 'Job Title' (text input with 'Testle' entered). A red-bordered 'Next' button is highlighted at the bottom of the form.



# CDX Streamlined User Registration Guide

3. In *Create a User ID and Password*, enter a unique **User ID** with a minimum of three characters. Enter and verify **Password** with a minimum of eight characters, containing at least one letter and one number. Check the “Show password” checkbox to reveal password.
4. Select and answer three **Security Questions**. The answers to these three questions must be unique and contain at least three characters. Check the “Show answers” checkbox to reveal answers.
5. Confirm that “I am this registrant. I will not share my account, and I accept the Terms and Conditions” by selecting the checkbox. Click **Next**.

The screenshot shows the EPA 'Create a New Account' registration form. The form is titled 'Create a New Account' and includes a legend indicating that a red asterisk (\*) denotes a required field. The form is divided into several sections: 'Select Role', 'Personal Information', and 'Create a User ID and Password'. The 'Create a User ID and Password' section contains three input fields: 'User ID' (with the example 'FakeAccount123'), 'Password', and 'Verify Password'. Below these fields is a 'Show password' checkbox. The 'Personal Information' section contains three security questions, each with a dropdown menu and a corresponding answer field. The questions are: 'Question 1: What street did you live on in third grade?', 'Question 2: In what city or town was your first job?', and 'Question 3: What is your least favorite food?'. Below the questions is a 'Show answers' checkbox. At the bottom of the form, there is a checkbox for the statement 'I am this registrant. I will not share my account, and I accept the Terms and Conditions', which is highlighted with a red box. A 'Next' button is located at the bottom left of the form.

# CDX Streamlined User Registration Guide

- The *Electronic Signature Setup* requires users with signatory roles to select and answer questions with user inputted responses. It is important that the user has both unique and easy to remember answers for these questions. When certifying a form as a Signatory, users will be asked to respond to one of the questions chosen below and will be required to answer to continue through the Cross-Media Electronic Reporting Rule (CROMERR) Certification Process. Select security questions and complete answers. Click **Next** at the bottom of the page.

The screenshot shows the EPA NeT registration interface. At the top, there is a navigation bar with the EPA logo and the text 'United States Environmental Protection Agency'. Below this, there are links for 'Resources' and 'Feedback'. The main header area includes the 'NeT' logo and a progress indicator with three steps: 'New Account', 'ID Proofing', and 'Submission'. The current step is 'New Account', which is highlighted in blue. Below the progress indicator, the title 'Create a New Account' is displayed, followed by a red asterisk indicating required fields. The page is divided into several sections: 'Select Role', 'Personal Information', 'Create a User ID and Password', and 'Electronic Signature Setup'. The 'Electronic Signature Setup' section is expanded, showing a heading 'These questions will be used for signing your document electronically:'. Below this heading are five questions, each with a dropdown menu and an answer field. The questions are: 'Question 1: What is the first and middle name of your oldest sibling?', 'Question 2: What is your favorite TV show?', 'Question 3: What year and model (yyyy-name) was your first car?', 'Question 4: What is your best friend's last name?', and 'Question 5: What is your favorite movie?'. Each question has a corresponding answer field with a red asterisk. At the bottom of the form, there is a blue 'Next' button highlighted with a red box.

- In the *Organizational Information* section, search for existing organization using **Name** and **State**. Mailing address, city, and zip code can be used as additional search criteria. Click **Find**.

The screenshot shows the EPA NeT registration interface, specifically the 'Organization Information' section. The top navigation bar and progress indicator are the same as in the previous screenshot. The 'Create a New Account' title is followed by a red asterisk. The 'Organization Information' section is expanded, showing a heading 'Search for your Organization using the following criteria:'. Below this heading is a search form with the following fields: 'Your Organization' (with a red asterisk), 'Mailing Address (line 1)', 'Mailing Address (line 2)', 'City', 'State' (with a dropdown menu showing 'Virginia'), and 'Zip/Postal Code'. At the bottom of the form, there is a blue 'Find' button highlighted with a red box and a 'Cancel' button.

# CDX Streamlined User Registration Guide

- Review search results. Select “Back to Search Again” to narrow results or change criteria. Click **Select** next to the correct organization from the search results. For issues finding an organization, see Section 4.1.

The screenshot shows the 'Create a New Account' page in the EPA Net reporting tool. The page has a progress bar at the top with three steps: 'New Account' (completed), 'ID Proofing', and 'Submission'. The 'Organization Information' section is expanded, showing a table of search results. The first row is highlighted, and the 'Select' button next to it is circled in red.

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
Select	18204	Fake Test Company	123 Fake Test Street		Richmond	VA	23112
Select	22052	Fake Test Org 77	123 Testing Avenue		Richmond	VA	23112
Select	22296	Fake Test Co	12601 Fair Lakes Circle		Fairfax	VA	22033
Select	26084	Fake Org	12601 Fair Lakes Circle		Fairfax	VA	22033

- Information for the selected organization will be displayed in the *Organization Information* section. Click **Next**.

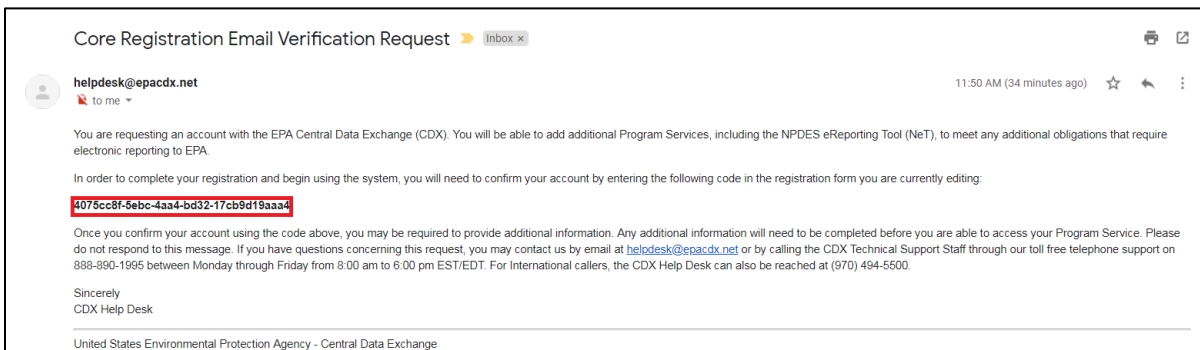
The screenshot shows the 'Create a New Account' page in the EPA Net reporting tool. The 'Organization Information' section is expanded, showing the details for the selected organization: 'Fake Test Company', '123 Fake Test Street', 'Richmond, VA 23112', and 'US'. The 'Next' button is circled in red.

# CDX Streamlined User Registration Guide

10. In the *Contact Information* section, enter phone number. Enter and confirm email. Click **Send Verification Code**. A verification email with the subject “Core Registration Email Verification Request” will be sent to the email address provided. The **Verification Code** field will be displayed.

The screenshot shows the EPA NeT registration interface. At the top, there's a progress bar with three steps: 'New Account' (active), 'ID Proofing', and 'Submission'. Below the progress bar, the title 'Create a New Account' is displayed. The form is divided into several sections: 'Select Role', 'Personal Information', 'Create a User ID and Password', 'Electronic Signature Setup', 'Organization Information', and 'Contact Information'. The 'Contact Information' section is expanded, showing fields for 'Phone Number' (with a red asterisk), 'Extension', 'Email' (with a red asterisk), 'Re-enter Email' (with a red asterisk), and 'Verification Code' (with a red asterisk). A red box highlights the 'Send Verification Code' button. Below the 'Verification Code' field, there is a link: 'Haven't received your verification code yet? Click to resend.' At the bottom, there are 'Register', 'Continue', and 'Cancel' buttons.

11. Open the “Core Registration Email Verification Request” email. Copy the bolded verification code and paste into the **Verification Code** field in NeT Contact Information section.

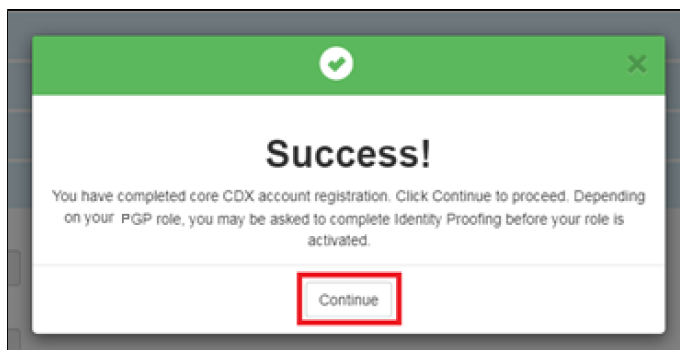


# CDX Streamlined User Registration Guide

12. After the verification code is correctly entered, a green check mark will appear in the **Verification Code** field. Click **Register** to complete the registration process.

The screenshot shows the 'Create a New Account' form in the EPA NeT system. The progress bar at the top indicates the 'New Account' step is complete, and the 'ID Proofing' step is the current active step. The form includes fields for 'Phone Number', 'Extension', 'Email', 'Re-enter Email', and 'Verification Code'. The 'Verification Code' field contains the text 'e1e7b7e7-2f15-4b7d-9270-85ebf3730da8' and has a green checkmark next to it. A red box highlights the 'Register' button at the bottom left of the form.

13. Click **Continue**.



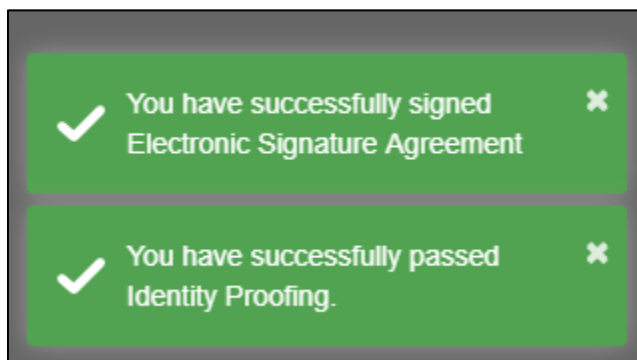
14. In the *Identity Verification* section, enter Home Mailing Address, Date of Birth, and SSN Last 4. This information is used to verify identity to process electronic signatures. Check “I agree to the Electronic Signature Agreement” after reading the linked document. Click **Verify and Sign**.

The screenshot shows the 'Identity Proofing' form in the EPA NeT system. The progress bar at the top indicates the 'ID Proofing' step is complete. The form includes a section for 'Identity Verification' with a 'YES' radio button selected. Below this, there are fields for 'Home Mailing Address (line 1)', 'Home Mailing Address (line 2)', 'City', 'State', 'Zip/Postal Code', 'Date of Birth', 'SSN Last 4', and 'Phone Number'. The 'I agree to the Electronic Signature Agreement' checkbox is checked and highlighted with a red box. The 'Verify and Sign' button is also highlighted with a red box.

# CDX Streamlined User Registration Guide

## 3.1 Pass Electronic Identity Proofing.

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



On the MyCDX homepage, the program and role will appear. Select the role to open the application.

Welcome to the CDX Development environment. This is a non-production environment and is not to be used for any regulatory activity.

The screenshot shows the MyCDX homepage with the following elements:

- Header:** EPA United States Environmental Protection Agency
- Navigation:** Home, About, Recent Announcements, Terms and Conditions, FAQ, Help, Virtual Assistant
- CDX Central Data Exchange:** MyCDX, Inbox, My Profile, Submission History, Payment History
- Services Table:**

Status	Program Service Name	Role
	NETPGP: NeT - NPDES Pesticide General Permit	Signatory
- Buttons:** Add Program Service, Manage Your Program Services
- CDX Service Availability:** See the status for all program services
- News and Updates:** No news/updates.
- Footer:** EPA Home, Privacy and Security Notice, Accessibility, CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers, About CDX, Frequently Asked Questions, Terms and Conditions, Contact Us

# CDX Streamlined User Registration Guide

## 3.2 Fail Electronic Identity Proofing

Identity was unable to be verified, and form must be manually submitted. Click **Print**.

The screenshot shows the EPA Net Identity Proofing interface. At the top, there is a progress bar with three steps: 'New Account', 'ID Proofing', and 'Submission'. The 'ID Proofing' step is currently active. Below the progress bar, the page title is 'Identity Proofing'. A red warning message states: 'We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement (ESA)'. Below this message, there is a section titled 'Paper Electronic Signature Agreement (ESA)' which contains a form for 'U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT'. The form includes fields for 'Electronic Signature Holder Company Information' such as Organization Name, Address, City, State, Zip, Province, Country, Phone Number, E-mail Address, Registrant's Name, Registrant Title, and CDX User Name. A 'Print' button is highlighted with a red box at the bottom left of the form area.

Print form, sign, and mail to address listed.

This block contains two screenshots. The left screenshot shows a print dialog box with the following settings: 'Total: 2 sheets of paper', 'Destination: FF1-P-CO-SE-01 on I', 'Pages: All', 'Copies: 1', 'Layout: Portrait', 'Color: Color', and 'Print using system dialog... (Ctrl+Shift+P)'. A red box highlights the 'Print' button. The right screenshot shows the printed form, which is the 'U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT'. The form includes the same 'Electronic Signature Holder Company Information' table as seen in the previous screenshot, followed by a list of terms and conditions for the user to agree to.

# CDX Streamlined User Registration Guide

Click **Continue**.

**Identity Proofing** \* = required

**Identity Verification**

▲ We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement (ESA).

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the Electronic Signature Agreement (ESA) and does take longer to process. You will not be able to access the MSGP system until this document is received and processed.

Paper Electronic Signature Agreement (ESA)

**U.S. Environmental Protection Agency  
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	Fake Test Company
Address:	123 Fake Test Street
City, State, Zip:	Richmond, VA 23112
Province:	
Country:	US
Phone Number:	202-564-4700
E-mail Address:	cdxtest@i@gmail.com
Registrant's Name:	Dr. Fake Count
Registrant Title:	Tester
CDX User Name:	FAKEACCOUNT123

On the MyCDX homepage, Program Service and Role are listed. The application will be accessible by clicking on the role once the Electronic Signature Agreement is received and processed. The application is not currently available.

Welcome to the CDX Development environment. This is a non-production environment and is not to be used for any regulatory activity.

**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help Virtual Assistant

**CDX** Central Data Exchange Contact Us  
Logged in as FAKEACCTSUR (Log out)

MyCDX

Status	Program Service Name	Role
	NETPGP: NeT - NPDES Pesticide General Permit	Signatory

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

**News and Updates**  
No news/updates.

EPA Home | Privacy and Security Notice | Accessibility | CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us



## 4 Common Registration Problems

### 4.1 Organization Not Listed

When encountering an issue with finding the correct organization, please follow the steps below.

1. If the wrong organization from the search results table was selected, click **Back to Search Results** to return to the search result table and repeat the previous step to select the correct organization.
2. If search returned no results OR correct organization is not listed in the results table:
  - a. Click **Back to Search Page** and repeat the organization search to conduct another search.
  - b. Click **Request That We Add Your Organization** and follow the steps below.

The screenshot shows the 'Create a New Account' form with the 'Organization Information' section expanded. Under 'Select your organization:', there is a search input and a table with columns: Action, Organization ID, Organization Name, Address 1, Address 2, City, State, and Zip Code. The table is empty with the message 'No data available in table'. Below the table, a red box highlights the link 'Request that we add your organization'.

- i. In the *Contact Information* section, enter information about the organization. This information will be saved to CDX and will be available for future registrations by other members of the organization.
- ii. Enter Organization name in the Your Organization field.
- iii. Enter Organization Mailing Address, City, State, and Zip/Postal Code.
- iv. Enter Phone Number and Email in the appropriate fields.
- v. Continue the Streamlined User Registration process by requesting the verification code. This process is detailed in the registration walkthroughs above.

The screenshot shows the 'Contact Information' section of the form. Fields include: 'Your Organization' (with a dropdown), 'Mailing Address (line 1)', 'Mailing Address (line 2)', 'City', 'State', 'Zip/Postal Code', 'Country', 'Phone Number', 'Extension', 'Email', and 'Verification Code'. A 'Send Verification Code' button is visible next to the email field.