How to Register a Company with EPA

(Request a Manufacturer Code)



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Compliance Division Office of Transportation and Air Quality U.S. Environmental Protection Agency



EPA-420-B-14-062 August 2014

How to Register a Company with EPA (Request a Manufacturer Code)

One of the requirements to use EPA's Verify computer system is for each company (a manufacturer or importer) to acquire an EPA manufacturer code and register that code in Verify. This document shows how to obtain and register a manufacturer code.

Request a Manufacturer Code through Verify

EPA assigns a 3-character, alpha-numeric manufacturer code to each company that wants to certify their vehicles or engines with EPA. Only one manufacturer code is assigned to each company, even if that company plans to certify products from multiple industries.

<u>If your company does not yet have an EPA-assigned manufacturer code</u>: In order for EPA to assign a manufacturer code, one person from your company must complete Verify's manufacturer registration process so that your manufacturer code can be registered with Verify.

<u>If your company already has an EPA-assigned manufacturer code</u>: One person from your company must still complete Verify's manufacturer registration process so that your existing 3-character manufacturer code can be registered with Verify.

Note: Both companies acquiring a new manufacturer code AND companies who already have a manufacturer code but need to register the code in Verify must complete all steps in section A below.

A. Create a Verify (CDX) User Account

Verify uses EPA's Central Data Exchange (CDX) as the interface for companies to submit vehicle and engine compliance information to EPA. The first step of the Verify manufacturer registration process is to have one person from your company create a Verify (CDX) user account.

Note: This user account will only be used for the manufacturer registration process - it will not be used to submit actual compliance information. Separate user accounts must be established for submitting vehicle and engine compliance information.

For instructions on creating Verify (CDX) user accounts that will be used to submit compliance information for a specific manufacturer, please go to <u>www.epa.gov/otaq/verify/setup.htm</u>.

1. Go to https://cdx.epa.gov. Click on the green box labeled "Register with CDX".



2. Read the Terms and Conditions of accessing and using CDX. Select "I Accept" and then click "Proceed".



3. Select the Program Service Name of "VERIFY MFR REG: Request Manufacturer Code for Vehicle or Engine Compliance" from the list. You can either scroll down or type "Verify" in the text box to view the appropriate item.

Core CDX Registration	Contact Us
1. Request Program Service 2. Request Role Access 3. Provide User and C	organization Information 4. Confirmation
egin typing a program service name or related keywords to filter the list of available services (e.c	g., air quality system, AQS, or Clean Air Act).
Active Program Services List	
Verify	
VERIFY: Vehicles and Engines Compliance Information System	
VERIFY MFR REG: Request Manufacturer Code for Vehicle or Engine Compliance	
VERIFYDEV: Vehicles and Engines Compliance Information System	
VERIFYDEV2: Vehicles and Engines Compliance Information System	
Cancel	
CDX Help Desk: 888–890–1995 L (970) 494–5500 for callers fr	om Puerto Rico and Guam

4. Fill-out all of the required fields in "Part 1: User Registration" which are denoted by an asterisk (*). In "Part 2: Organization Information", type the name of your organization in the text box and click "Search". If your organization appears in the list, click on the applicable "Organization Id" and provide your email address and phone number and then click on "Submit Request for Access".

	Environmental Protection	n Agency		CENT	
DX Home About CDX R	ecent Announcements	Terms and Conditions	Help		
Core CDX Regis	tration				Contact Us
1. Request Program S	Service 🥝 2. Re	equest Role Access 🥝	3. Provide User and Organiza	tion Information	4. Confirmation
Registration Informa	ation				
Program Service: Reque Role: New Manufacturer F	est Manufacturer Code Registration	for Vehicle or Engine Com	Ipliance		
Essential information is mar	ked with an asterisk(*)				
Part 1: User Informa	tion				
Description of Fields					
User ID *		User ID may not	be blank.		
Title *	-Please Select- 💌				
First Name *					
Middle Initial					
Last Name *					
Suffix	-Please Select- ⊻				
Password *					
Re-type Password *					
Security Question 1 *			[¥	
Security Question 2 *				×	
Security Question 3 *				~	
Part 2: Organization	Information				
Search for your organizati	on using the text box b	below. You may search by	entering the Organization Name or th	e Organization ID.	
		Search.			
L		Search			
Cancel					
	CDX Help [Desk: 888-890-1995 (970)	494-5500 for callers from Puerto Rico a	nd Guam	
	EPA Home A	Dout CDX Privacy and Se	curity Notice Terms and Conditions	Contact Us	

If your organization name is not found during the search you can "Request that we add your Organization" by clicking on the "request that we add your organization" link. Fillout all of the required fields, denoted by an asterisk (*) and click on "Submit Request for Access".

1. Request Program	Service 🥝 👘 2. Re	quest Role Access 🥝	3. Provide User and Organiza	tion Information	4. Confirmation
Registration Inform	ation				
Program Service: Requ	iest Manufacturer Code	for Vehicle or Engine Com	pliance		
Role: New Manufacturer	Registration				
Essential information is ma	rked with an asterisk(")				
Part 1: User Inform	ation				
Description of Fields					
User ID *	epauserl				
Title *	Mrs 💌				
First Name *	EPA				
Middle Initial					
Last Name *	User				
Suttix	-Please Select- 💌				
Re-type Password *	********				
Security Question 1 *	What street did you	live on in third grade?		 traverwood 	
Security Question 2 *	In what city or town	was your first job?		ann arbor	
Security Question 3 *	What is the name of	the college (or institution)	you applied to but didn't attend?	U of M	
Part 2: Organizatio	n Information				
Organization Name *					
Country *	UNITED STATES		×		
Mailing Address *					
Mailing Address 2					
City *					
State *	Alabama	~			
∠IP/Postal Code *					
Re-enter Email *					
Phone Number *					
Phone Number Ext					
Fax Number					
Back to Search Results	Submit Request for A	cess			
Cancel					

5. You will be directed to a confirmation screen with a confirmation number. Please keep a copy for your records in case you have any issues with this request and need to contact the CDX helpdesk. You are not finished creating your account- go to step 6.



6. Check your e-mail provided in step 4 for a message from <u>helpdesk@epacdx.net</u> to complete your CDX registration. Follow the instructions provided in the e-mail.

From: helpdesk@epacdx.net [mailto:helpdesk@epacdx.net] Sent: Tuesday, April 16, 2013 2:23 PM To: User, EPA Subject: Core Registration Email Verification Request (TEST) You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully logging in. You will need to enter the UserID (EPAUSER1) and Password that were selected during the registration process. https://cdx.epa.gov/Registration/EmailValidation?code=e95954a0-a80c-46f8-9f2e-67c770e3970f If you click the link and it appears to be broken, please copy and paste it into a new browser window. Once you have successfully logged into your account, 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 callers from Puerto Rico and Guam, the CDX Help Desk can also be reached at (970) 494-5500. Sincerely CDX Help Desk United States Environmental Protection Agency - Central Data Exchange

<u>Note:</u> Do not proceed to section B of this document until you have successfully created your Verify (CDX) user account.

B. To Request a Manufacturer Code for Your Company OR To Enter the Manufacturer Code your Company Has in Verify

After one person from your company has successfully created a Verify (CDX) user account (see section A), the next step in the Verify company registration process is to request a manufacturer code for your company or enter the code you already have. All companies must complete this step, even those that have already been assigned a manufacturer code.

<u>Note:</u> Do not continue in this section until you have created a Verify (CDX) user account (see section A)

Note: Even if EPA has already assigned a manufacturer code to your company, you will not be able to submit compliance information to Verify until you have completed section B of this document. Pay particular attention to Step 2

1. Login to the temporary CDX account created in section A. From your MyCDX home page, click on the "Request Manufacturer Code for Vehicle or Engine Compliance" link which is listed under Role(s) for the CDX user account that was created in section A of this document. If this link is not displayed on your MyCDX home page, contact the CDX help desk at (888) 890-1995.

Conited States Environmental Protection Agency		
CDX Home About CDX Recent Announcements Term	is and Conditions FAQs Help	Logged in as SANDRA4704 (Log out)
Central Data Exchange	istory	Contact Us Last Login: 4/16/2013 3:28:24 PM
Services		News and Updates
	Manage Your Program Services	5 No news/updates.
Status Program Service Name	Role(s)	
VERIFY MFR REG: Request Manufacturer Code f Vehicle or Engine Compliance	or Request Manufacturer Code for Vehicle or Engine Compliance	
Add Program Service		

2. On the Manufacturer Information tab, fill-out all of the required fields, denoted by an asterisk (*). If your company already has an EPA manufacturer code, select "Yes" for "Previous Manufacturer Code?" and enter the code in the text box labeled "Manufacturer Code Previously Assigned by EPA". Select all the industries in which your company will be requesting certificates of conformity from EPA. Once selected you will also be required to provide the first model year the company expects to request a certificate. You should only select those industries which are currently active for this manufacturer code. The Manufacturer Information should be entered in the order the tabs are displayed as some tabs are dependent on information provided on previous tabs. Click "Next" or select the next tab to continue.

Note: A company contact must be entered on the Contact Information tab for all applicable Compliance Programs for each industry that is selected on the Manufacturer tab.

UNITED STATES			U.S. Environmental Protection A	gency
	Request for EPA Manufacturer C	ode	Logged in as SANDRA4704 Manufacturer EPA - E	PA (Logour
	MyCDX > Request for EPA Manufacturer Code		Edgged in ab, overbrown of analoued et. Er X - E	Codod)
9L PROTECTI	Manufacturer Information			
.DX	* = required field			Help
Password ntly Asked	+ = CTRL-click to select multiple values			
ons Support ome	Manufacturer Addresses Information Notif	fication Emails		
s & Conditions It		Manufactu	rer Information	
	Manufacturer Full Company Legal Name *			
	Previous Manufacturer Code? *	©Yes ⊙No	Manufacturer Code Previously Assigned By EPA *	
	Please include all applicable industries for which you will	l be requesting a certificate of	conformity from EPA.	
	For each selected industry, please include the first mode	el year you expect to request a	certificate.	
	Aircraft			
	All Terrain Vehicle		First Model Year 2012	
	Alternative Fuel Converter (LDV/LDT/HDV C	Jhassis Certified)		
	Complete Heavy-Duty Highway Vehicle			
	Heavy-Duty Highway Compression-Ignition			
	Hoory Duty Highway Evaporative		First Madel Veer * 2012	
	Heavy-Duty Highway Spark-Ignition	Vehicles		
	Highway Motorcycle	vencida		
	ICI: Light-Duty			
	Independent Test Lab			
	Light-Duty Vehicle & Truck		First Model Year * 2014 💌	
	Marine Compression-Ignition			
	Marine IMO			
	Nonroad Compression-Ignition			
	Nonroad Spark-Ignition - Evaporative Compo	onent & Equipment∕Vessels		
	Nonroad Spark-Ignition - Large			
	Nonroad Spark-Ignition - Marine			
	Nonroad Spark-Ignition - Small			
	Off-highway Motorcycle			
	Portable Fuel Container			
	Snowmobile			
	Manufacturer Comments (1000 characters available)			
	Print	Next >	Review & Submit	
		You are in an enc	rypted secure session.	
		Help Desk EPA Home I Privacy and	(888) 890-1995 Security Notice I Contact Us	
		URL: http://www.epa.g	ov/epshome/usenotice.htm	

3. On the Addresses tab, provide addresses for company facilities, such as manufacturing and engineering, company contacts, such as individuals that will be representing your company to EPA, Agents for Service, Importers and test labs. For the "Address Label" field, provide a description that explains the name, location and/or purpose of each address. The address label fields will be helpful when linking each company contact and test lab with one of the addresses entered on this tab. The address label will not be included as part of the mailing address.

INITED STATE				U.S. Environmental Protection Agenc	;y	
	Request for EPA Man	ufacturer Code				
AGEN	MVCDX > Request for EPA Manufacturer Co	de		Logged in as, SANDRA4704. Manufacturer: EPA - EPA (Logo	out)	
A REAL PROPERTY OF	Manufacturar Information					
About CDX	Manufacturer mormation					
MyCDX Inbox	* = required field			Help		
Change Password Frequently Asked	+ = CTRL-click to select multiple values				-	
Questions Help & Support	Manufacturer Addresses I	Notification Emails			_	
CDX Home Terms & Conditions Logout	Company Address Information					
	_Address #1					
	Address Label *		Example: Company Hea	adquarters		
	Address, First Line *					
	Address, Second Line					
	Address, Third Line					
	Address, Fourth Line					
	City *		Country *	Select		
	State	Select	Zip Code			
	State/Province *		Postal Code *			
	Active/Inactive Status *	Active Olnactive				
			Delete This New Address			
	Add Another Address					
	Print	< Prev	ious Next >	Review & Submit	_	
59:29		You are	in an encrypted secure session.			
Click here to reset timer		EPA Home	Help Desk: (888) 890-1995 Privacy and Security Notice <u>Contact Us</u>			
		URL: http://	www.epa.gov/epahome/usenotice.htm			

4. On the Contact Information tab, you are required to provide at least one contact for all the industries selected on the Manufacturer Information tab and for all applicable compliance programs for that industry. Each contact must have at least one combination of industry/compliance program selected. See the Required Compliance Programs for each Industry at the end of this document for a list of which compliance programs are required for each industry.

The contact address must be selected from the "Address" pull-down. The address pull down is populated from the information provided on the Addresses tab. If the correct address does not appear in the pull-down list, clicking on the "Add New Address" button will take you to the Addresses tab where you can edit or add a new company address.

Note: Enter as many compliance contacts for your company as applicable. Contacts can be included here that will not have a Verify (CDX) user account. Entering a contact here is not the same as creating a Verify (CDX) user account for that person.

Note: As applicable for NRCI/NRSI industry sectors, contacts must also be entered for "Agents for Service" and "Importers" since they will be referenced in the engine family and evaporative family datasets. When entering an importer that is a company rather than an individual, enter Importer – Company in the "First Name" box and then enter the name of the company in the "Last Name" box.

NITED STATE			U.S. Environmental Protecti	on Agency			
	Request for EPA M	anufacturer Code					
VIDAN	MyCDX > Request for EPA Manufacture	er Code	Logged in as, SANDRA4704. Manufacturer:	EPA - EPA (Logout)			
ANAL PROTECTION	Manufacturer Informat	ion					
About CDX MyCDX	*			Halp			
Change Password Frequently Asked	+ = CTRL-click to select multiple value	IS Download		Пер			
Questions Help & Support CDX Home	Manufacturer Addresses	Information Notification Emails					
Terms & Conditions Logout		Com	npany Contact Information				
	Company Contact #1						
	Prefix	Select 🛩	Title				
	First Name *		Middle Initial				
	Last Name *		Suffix Select 💌				
	Contact Role *	Select	Contact Role, If Other				
	Active/Inactive Status *	 Active Olnactive 					
	-Contact Industry/Compliance	Programs					
		Select	All Delete				
			Confirmatory Test				
	Add Additional Industry/ Compliance Program(s)						
	-Contact Address/Phone Inform	nation					
	Address *	Select 💙					
		Add New Address on Address	STab Phone Number* Phone Type* Select V Del	ete			
	Primary Email Address	*	Add Phone Number				
	Secondary Email Addre	988					
			Delete This New Contact				
	Add Another Contact						
	Print	< P	Previous Next > Review & Submit				
59:50		You	are in an encrypted secure session.				
Click here to reset timer		EPA Hom	Help Desk: (888) 890-1995 ne Privacy and Security Notice Contact Us				
		URL: htt	ttp://www.epa.gov/epahome/usenotice.htm				

5. On the Notification Emails tab manufacturers provide specific email addresses (either individual or group accounts) that you would like to receive email messages regarding certificate request updates or EPA confirmatory test status updates (light-duty only).

These status update emails are sent to all provided email addresses whenever EPA has taken action on a certificate request or a confirmatory test. However, the detailed submission processing reports for each dataset submission are only sent to the user's CDX in-box that submitted the Request for Certificate or Confirmatory Test Decision Information dataset to Verify.

For each email address, select the applicable "Email Notification Type" and all applicable industries. In order to use the same email address for multiple "Email Notification Types", the same email address must be entered into multiple "Notification Email Address" entries with the different "Email Notification Type" selected.

INITED STATES	U.S. Environmental Protection Agency				
	Request for EPA Manu	facturer Code			
AGEN	MyCDX > Request for EPA Manufacturer Code		Logged in as, SANDRA4704. Manufacturer: EPA - EPA (Logout)		
REAL PROTECTION	Manufacturer Information				
About CDX MyCDX					
Inbox Change Password	* = required field + = CTRL-click to select multiple values		Help		
Frequently Asked Questions Help & Support	Manufacturer Addresses Co	ontact Notification Emails			
CDX Home Terms & Conditions Logout		Broadcast Notification Email Address Info	rmation		
	Use this form to indicate to which email ad	ddresses Verify should send broadcast notifications.			
	Notification Email Address #1				
	Notification Email Address *	Email Notification Type *	Select		
	Industry *+	All Industries All Terrain Vehicle Heavy-Duty Highway Spark-Ignition			
	Active/Inactive	Olnactive			
		Delete This New Notification Email Address	J		
	Add Another Notification Email A	ladress			
	Print	< Previous	Review & Submit		
		You are in an encrypted secure session.			
		Help Desk: (888) 890-1995 EPA Home Privacy and Security Notice Contact Us			
59:46 Click here	I	URL: http://www.epa.gov/epahome/usenotice.htm			
to reset timer					

6. Click on the "Review and Submit" button when you have entered your company information on all four tabs. This will take you to the Review screen where you can look at all of the information you are about to submit.

At the bottom of the Review screen you must click on the checkbox next to "I affirm that this manufacturer information is accurate and complete" and then click on the submit button.

D STA			U.S. Environmental Protection Age		
TES ?	Manufacturer Info	rmation			
			Logged in as, SOMOZA4704. Manufacturer: US EPA - EPA (Lo		
	MyCDX > Manufacturer Information >	 Keview 			
ROTECTIC	Review				
	Please review your submissi	on for accuracy. If you need to make changes, click on the "Retu	urn to Form" button. To submit to the EPA, click on the "Submit"		
sword sked	button.				
ort					
vitions	Manufacturer Information Compan	v Address Information Company Contact Information Broadcast Notification	h Email Address Information		
lationa					
	Manufacturer Information	Bottom			
	Manufacturer Full Company Lega	Name Environmental Protection Agency Manufacturer Code EPA			
		Industrian First Model Mean			
	Aircraft	Industries First Model Year			
	All Terrain Vehicle	2009			
17	Light-Duty Vehicle & Truck	2009			
47 here	Manufacturer Commente				
timer	manufacturer comments				
	Company Address Inform	ation Top Bottom			
	Address #1				
	Agent for Senice in LIS Active	Inactive Status Active			
	2000 Traverwood	mactive status Acave			
	Ann Arbor, MI US 48105				
	Address#2				
	NVFEL-Lab Building Active/I	nactive Status Active			
	Ann Arbor, MI US 48105				
	Address #3				
	1730 44 Diffee Building Arthesharthe Status Arthee				
	2000 Traverwood Dr	ennactive Status Active			
	Ann Arbor, MI US 48105				
	Address #4				
	OTAQ DC Offices Active Inact	ive Status Active			
	Washington, DC US 20005				
	Company Contact Informa	tion Top Bottom			
	Company Contact #1				
	Name	Mrs EPA User	Title		
	Contact Role	Compliance Representative - Employee	Contact Role, if Other		
	Active/Inactive Status	Active			
		Industry	Compliance Drogram(a)		
		Aircraft	RT FEES		
		All Terrain Vehicle	RT, CNFT, DVER, FEES, PRLT, SEFA		
		Light-Duty Vehicle & Truck CEI	RT, CNFT, DVER, FEES, CAFE, FEGL, IUSE		
		OTAQ AA Office Building			
	Address	2000 Traverwood Dr Ann Arbor, MI US 48105	Phone Number Phone Type		
	Primary Email Address	epauser1 @003.00V	734-214-43 00 Phone		
	Secondary Email Address	-brane . Rebailer			
	Soonaa y Emai Mali 600				
	Broadcast Notification Em	ail Address Information <u>Top</u> <u>Bottom</u>			
	Notification Email Address #1		Cartification Notifications		
	Notification Email Address	epauser1 @epa.gov Email Matifica	tion Type Confirmatory Test Notifications Contineation Notification		
	Industry	Aircraft All Terrain Vehicle Light Duity Vehicle ? Twee	Commandy restrictment of fill allon Notification		
	Active/Inactive	Active			
	Active	course.			
	-				
	lop	I affirm that this manufacturer information is	s accurate and complete.		
5		Daham ka fami			
imer		Return to Form	Submit		
		You are in an encrypted secure se	ession.		
		Help Desk: (888) 890-1995			
		EPA Home Privacy and Security Notice	Contact Us		
		URL: http://www.epa.gov/epahome/use	notice.htm		

7. The confirmation page will summarize your request that was submitted to EPA for processing and will include a Transaction ID which you will need if you need to contact the Verify helpdesk if there are any problems with your submission. You should print this page for your records.

NITED STAT				U.S. Environmental Protection Agency		
BENCY S	Manufacturer Infor	mation				
	MyCDV > Manufacturer Information >			Logged in as, SOMOZA4704. Manufacturer: US EPA - EPA (Logout		
PROTECTO	Success	A Sulless				
About CDX MyCDX Inbox	Your Manufacturer Profile Information has been updated. If you have any questions, please contact the EPA at:					
Change Password Frequently Asked Questions Help & Support			Phone - (888) 890-1995 Email - verifyhelp@csc.com			
CDX Home Terms & Conditions			Submission Summary			
Logout		Date	04/16/2013			
		Industry	Aircraft All Terrain Vehicle Light-Duty Vehicle & Truck			
		Compliance Module	Manufacturer Information			
		Manufacturer Name	Environmental Protection Agency			
		Transaction ID	_0dbb38d3-51c9-4888-8bd6-1ea30a38f548			
			Verify Home (CDX) Print			
			You are in an encrypted secure session			
59:24			too ato in an energied secure session.			
Click here to reset timer			Help Desk: (888) 890-1995 EPA Home Privacy and Security Notice Contact Us			
			LIRL: http://www.ena.gov/enahome/usenotice.htm			

8. You will receive a notification in your MyCDX Inbox stating that your submission was sent to EPA for processing.

Note: Although EPA tries to respond to all manufacturer code requests in less than two business days, it may occasionally take longer if EPA receives requests from numerous companies in a short period. We appreciate your patience.

While waiting for EPA's response, do not submit a duplicate manufacturer code request to Verify. This will only delay your registration process. If after two business days you have not received a status notification in your MyCDX Inbox, you may send an e-mail to Verify@epa.gov asking for a status of your submission. Please provide the date, time, and transaction ID from your submission confirmation message.

9. Once EPA has processed your request, you will receive a notification in your MyCDX Inbox and at your business e-mail address indicating whether your manufacturer code request was approved or rejected. If it was approved, this notification will include the 3-character manufacturer code that EPA assigned to your company.

Note: Once EPA has assigned a 3-character manufacturer code to your company, you have completed the manufacturer registration process. You may now begin the Verify (CDX) user registration process for anyone who will be submitting compliance information to Verify for your company.