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



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(Request a Manufacturer Code)

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



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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.

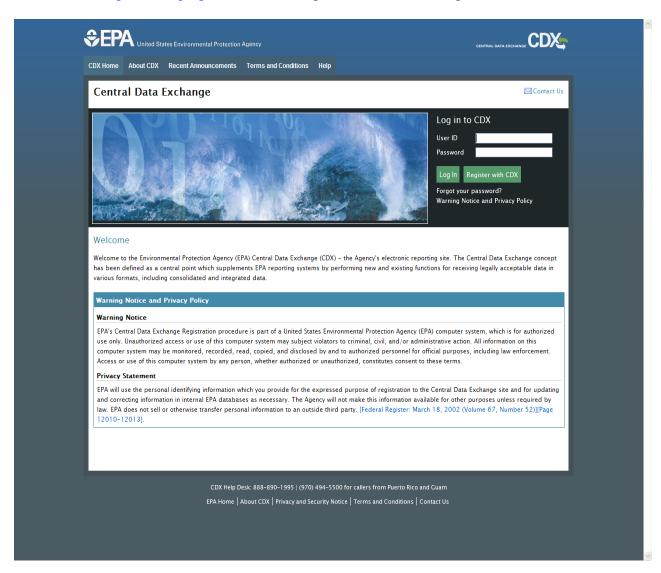
### A. Create a Verify (CDX) User Account

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.

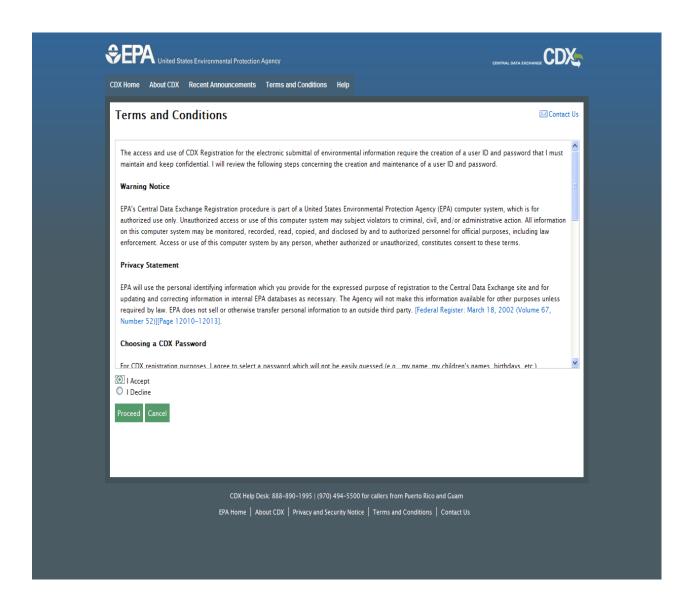
**Note:** This user account will only be used for the manufacturer registration process - it will not be used to submit actual compliance information. Separate user accounts must be established for submitting vehicle and engine compliance information.

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

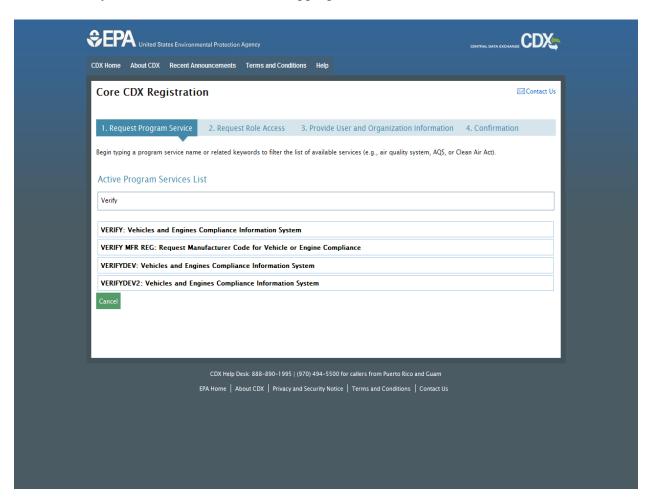
1. Go to <a href="https://cdx.epa.gov">https://cdx.epa.gov</a>. Click on the green box labeled "Register with CDX".



**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.



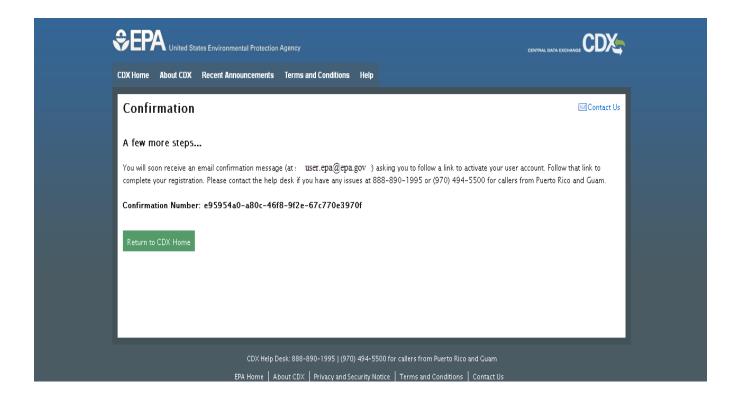
**4.** Fill-out all of the required fields in "Part 1: User Registration" which are denoted by an asterisk (\*). In "Part 2: Organization Information", type the name of your organization in the text box and click "Search". If your organization appears in the list, click on the applicable "Organization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

CDX Home About CDX F	Recent Announcements	Terms and Conditions	Help			
Core CDX Regis	stration					Contact Us
1. Request Program	Service 2. Requ	uest Role Access 🥝	3. Provide User and	Organization	Information	4. Confirmation
Registration Inform	nation					
Program Service: Requ	uest Manufacturer Code fo	r Vehicle or Engine Cor	npliance			
Role: New Manufacturer	Registration					
Essential information is ma	rked with an asterisk(*)					
Part 1: User Inform	ation					
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 *				<u>~</u>		
Security Question 3 *						
Security Question 3				~		
Part 2: Organizatio	n Information					
		ow. You may search by	entering the Organization	Name or the Org	anization ID.	
		Search				
Cancel						
			) 494-5500 for callers from P			
	EPA Home   Abo	ut CDX   Privacy and Se	curity Notice   Terms and C	onditions Cont	act 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".

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Core CDX Regis	stration	Electrication
1. Request Program	Service ② 2. Request Role Access ② 3. Provide User and Organization Information	4. Confirmation
Registration Inform	nation	
	uest Manufacturer Code for Vehicle or Engine Compliance	
Role: New Manufacturer		
Essential information is ma	rked with an asterisk(*)	
Part 1: User Inform	ation	
Description of Fields		
User ID * Title *	epauser1	
First Name *	Mrs SEPA	
Middle Initial	E175	
Last Name *	User	
Suffix	-Please Select- ♥	
Password *	••••••	
Re-type Password *	•••••	
Security Question 1 *	What street did you live on in third grade?	
Security Question 2 *	In what city or town was your first job?	
Security Question 3 *	What is the name of the college (or institution) you applied to but didn't attend?	
D 12 0 1 1		
Part 2: Organizatio	n information	
Organization Name * Country *		
Mailing Address *	UNITED STATES	
Mailing Address 2		
City *		
State *	Alabama	
ZIP/Postal Code *		
Email *		
Re-enter Email * Phone Number *		
Phone Number Ext		
Phone Number Ext Fax Number		
Fax Number	Submit Request for Access	
Fax Number	Submit Request for Access	
Fax Number	Submit Request for Access	
Fax Number  Back to Search Results	Submit Request for Access	
Fax Number  Back to Search Results	Submit Request for Access	
Fax Number  Back to Search Results	Submit Request for Access	
Fax Number  Back to Search Results	CDX Help Desk: 888-890-1995   (970) 494-5500 for callers from Puerto Rico and Guam	
Fax Number  Back to Search Results		

**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 <a href="helpdesk@epacdx.net">helpdesk@epacdx.net</a> 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. 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.

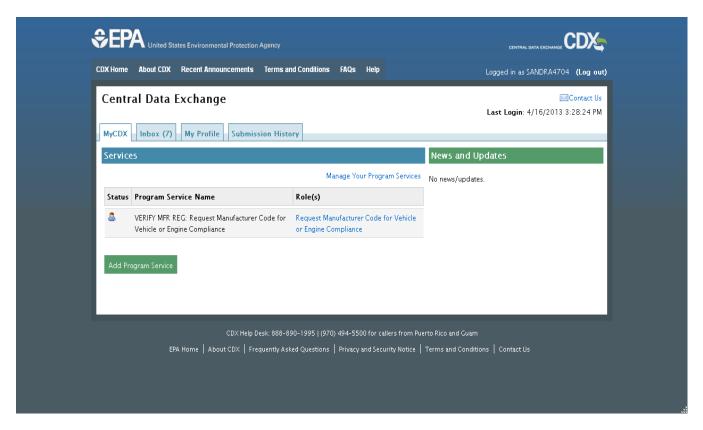
# B. To Request a Manufacturer Code for Your Company OR To Enter the Manufacturer Code your Company Has in Verify

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)

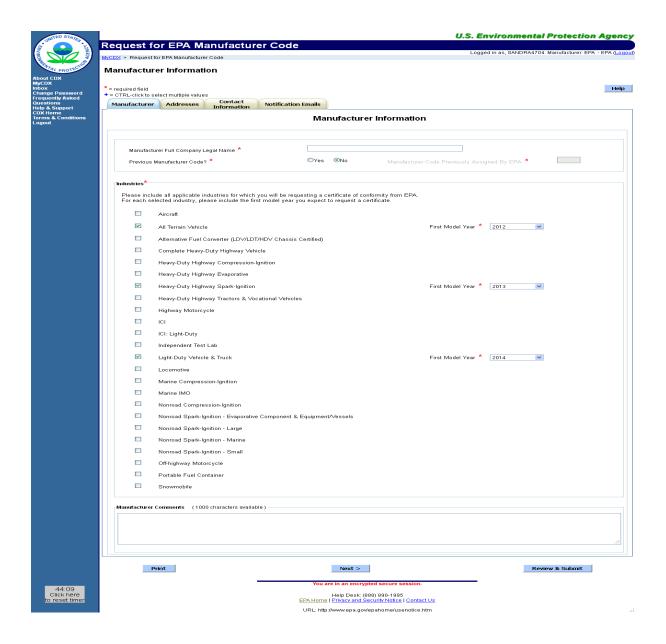
Note: Even if EPA has already assigned a manufacturer code to your company, you will not be able to submit compliance information to Verify until you have completed section B of this document. Pay particular attention to Step 2

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.



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.

<u>Note:</u> 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.



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.

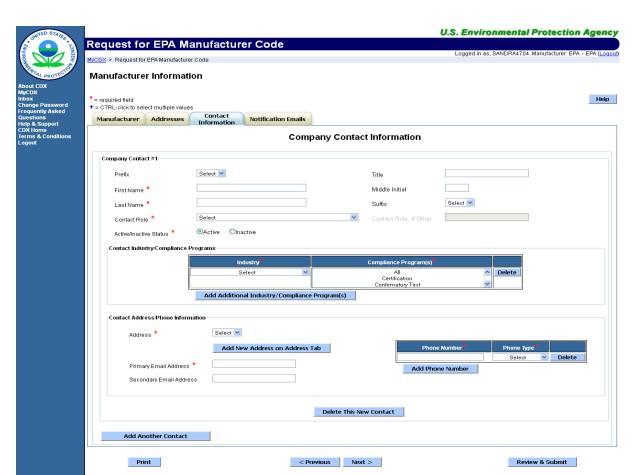
JNITED STATES	U.S. Environmental Protection	Agency								
	Request for EPA Manufacturer Code									
AGENCY AGENCY		Logged in as, SANDRA4704. Manufacturer: EPA - EPA (Logout								
ARNTAL PROTECTO	Manufacturer Information									
About CDX MyCDX										
Inbox Change Password	*= required field += CTRL-click to select multiple values	Help								
Frequently Asked Questions Help & Support	Manufacturer Addresses Contact Information Notification Emails									
CDX Home Terms & Conditions Logout	Company Address Information									
	Address#1									
	Address Label * Example: Company Headquarters									
	Address, First Line *									
	Address, Second Line									
	Address, Third Line									
	Address, Fourth Line									
	City * Country * Select	V								
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	Active/Inactive Status *   Active Olnactive									
	Delete This New Address									
	Add Another Address									
	Print < Previous Next > Review & Submit									
50.00	You are in an encrypted secure session.									
59:29 Click here to reset timer	Help Desk: (888) 890-1995  EPA Home   Privacy and Security Notice   Contact Us									
	URL: http://www.epa.gov/epahorne/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.

<u>Note:</u> 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.



59:50 Click here to reset timer

fou are in an encrypted secure session.

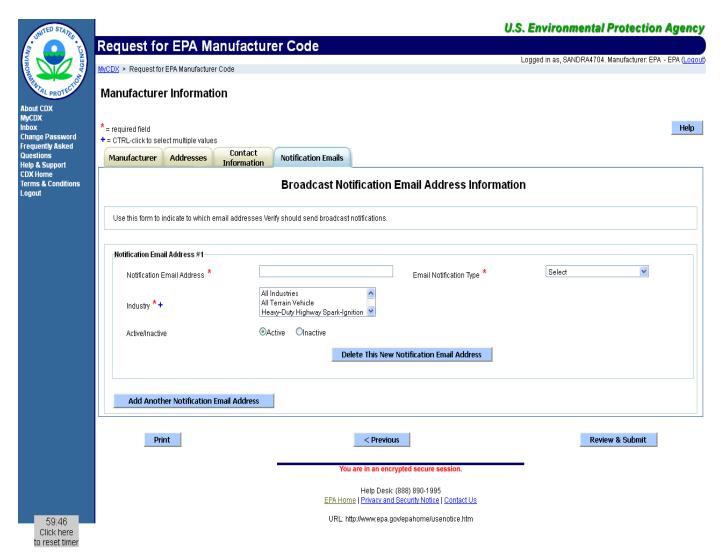
Help Desk: (888) 890-1995 <u>EPA Home</u> | <u>Privacy and Security Notice</u> | <u>Contact Us</u>

URL: http://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).

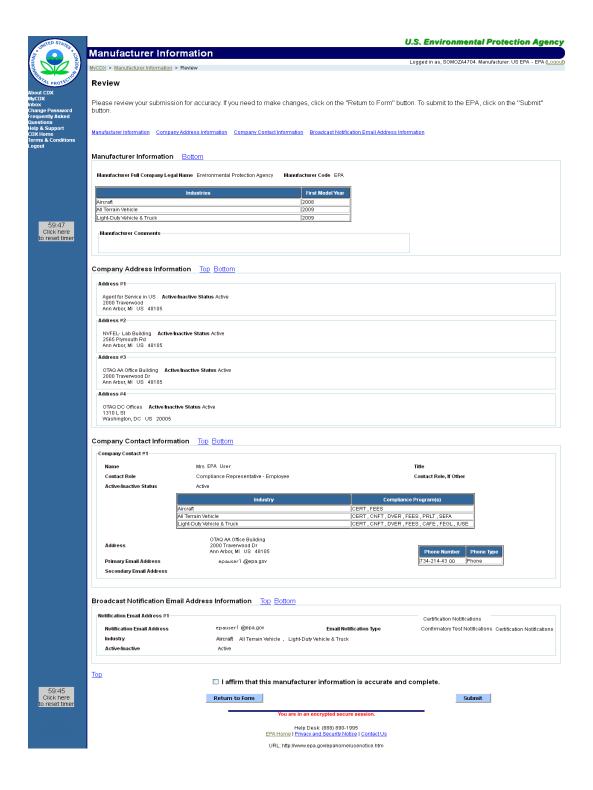
These status update emails are sent to all provided email addresses whenever EPA has taken action on a certificate request or a confirmatory test. However, the detailed submission processing reports for each dataset submission are only sent to the user's CDX in-box that submitted the Request for Certificate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

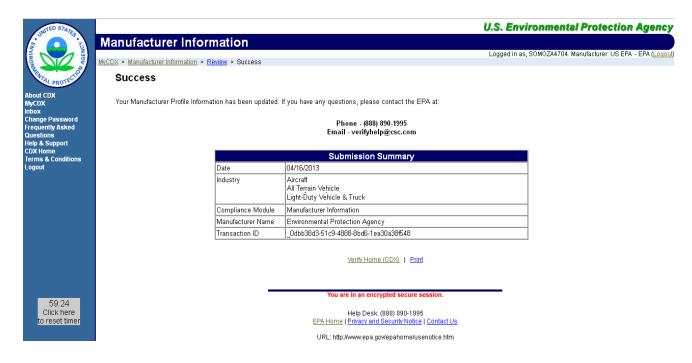


**6.** Click on the "Review and Submit" button when you have entered your company information on all four tabs. This will take you to the Review screen where you can look at all of the information you are about to submit.

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.



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.



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

<u>Note:</u> 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.