

e-GGRT Tutorial: Basic User Registration

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Audience

- This tutorial applies to you if you need to:
 - Register facilities or suppliers
 - Prepare facility or supplier reports
 - Sign and submit facility or supplier reports

 CDX
CENTRAL DATA
EXCHANGE

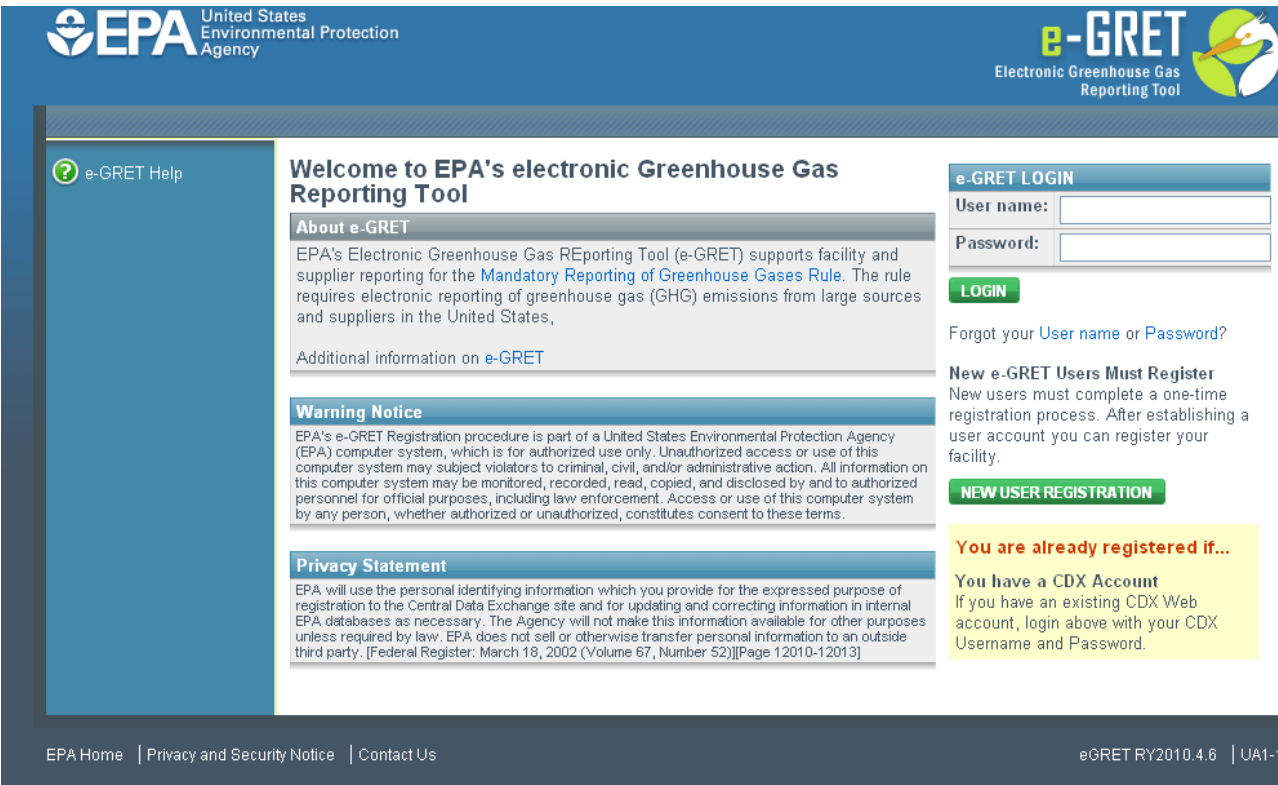


- Before you begin, you should be aware that some people may not need to create a new user account to use e-GGRT.
- If you already have a user account with the EPA Central Data Exchange (or CDX), you can use that user account to log into e-GGRT.
- If you already have a CDX account, please stop this tutorial and instead view the e-GGRT tutorial for user registration for CDX account holders.

e-GGRT Login Page

To access the e-GGRT login page,
use your web browser to go to:

<https://ghgreporting.epa.gov>



The screenshot shows the e-GGRT login page. At the top left is the EPA logo. At the top right is the e-GGRT logo. The main content area is divided into several sections: a left sidebar with 'e-GRET Help', a main header 'Welcome to EPA's electronic Greenhouse Gas Reporting Tool', an 'About e-GRET' section, a 'Warning Notice' section, a 'Privacy Statement' section, an 'e-GRET LOGIN' form with 'User name:' and 'Password:' fields and a 'LOGIN' button, a 'Forgot your User name or Password?' link, a 'New e-GRET Users Must Register' section, a 'NEW USER REGISTRATION' button, and a yellow box with the text 'You are already registered if... You have a CDX Account. If you have an existing CDX Web account, login above with your CDX Username and Password.'

This is the e-GGRT login page.

To register as a new user, click the green button labeled **NEW USER REGISTRATION**.

 e-GRET Help

- ▶ About e-GRET
- ▶ Climate Change Home Page
- ▶ Applicability Tool for the Mandatory Greenhouse Gas Reporting Rule

About the e-GRET One-time User Registration Process

SHOULD YOU REGISTER TO USE e-GRET?

You will need to create an e-GRET user account, if you plan to register or represent a Facility or Supplier affected by EPA's Mandatory Greenhouse Gas Reporting Rule.

If you are uncertain, the [Applicability Tool](#) may help you assess whether your facility is required to report greenhouse gas (GHG) emissions. Note that information tailored to Suppliers and other affected entities can also be found there.

You are already registered if:

You have a CDX Account. CDX and e-GRET are integrated so that both will work with your existing CDX account.

[Login to e-GRET](#) with your username and password.

User Registration Process

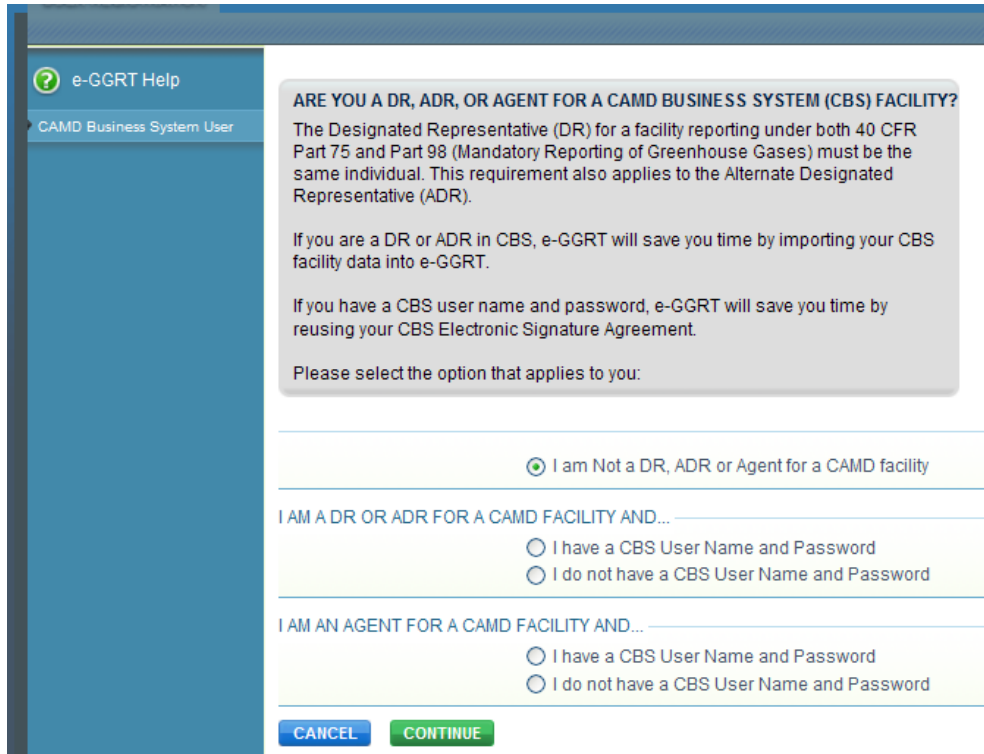
- | | |
|---|--|
| 1 Create User Profile | Enter identifying information (name, address, contact information); set your username, password, and a secret password reset question. |
| 2 Pick Challenge Questions | Pick, and supply answers to, five challenge questions. You will be asked one of these questions anytime you certify and sign a submission in e-GRET. |
| 3 Electronic Signature Agreement | Print the Electronic Signature Agreement (ESA). Sign the form, then mail or courier to EPA.

You will not be able to use e-GRET until EPA has received and processed this paper agreement with your signature. |
| 4 Print Summary | Print the summary of your registration for your records. If you have questions regarding your registration, including the status of your ESA, you can refer to this document. |
| Start Using e-GRET | EPA will not activate your account until your ESA has been received and processed. An account activation notice will be sent to the email address you used for registration. You will then be able to use e-GRET. |

BEGIN REGISTRATION

E-GGRT will now guide you through the user registration process described here.

To begin, click the button labeled **BEGIN REGISTRATION**.



The screenshot shows a help page titled "e-GGRT Help" for "CAMD Business System User". The main heading is "ARE YOU A DR, ADR, OR AGENT FOR A CAMD BUSINESS SYSTEM (CBS) FACILITY?". Below this, it explains that the Designated Representative (DR) for a facility reporting under both 40 CFR Part 75 and Part 98 must be the same individual. It also states that if you are a DR or ADR in CBS, e-GGRT will save time by importing your CBS facility data into e-GGRT, and if you have a CBS user name and password, it will save time by reusing your CBS Electronic Signature Agreement. The user is asked to select the option that applies to them. There are three sections of radio buttons: "I am Not a DR, ADR or Agent for a CAMD facility" (selected), "I AM A DR OR ADR FOR A CAMD FACILITY AND..." (with options "I have a CBS User Name and Password" and "I do not have a CBS User Name and Password"), and "I AM AN AGENT FOR A CAMD FACILITY AND..." (with options "I have a CBS User Name and Password" and "I do not have a CBS User Name and Password"). At the bottom, there are "CANCEL" and "CONTINUE" buttons.

The Greenhouse Gas Reporting Rule has special reporting requirements for facilities or suppliers that report to EPA using the Clean Air Market Division Business System or CBS.

If your facility reports to EPA using CBS, and if you are identified as the Designated Representative or Alternate Designated Representative in CBS, then you should stop this tutorial now, and instead view the e-GGRT tutorial for e-GGRT user registration for CBS users .

Otherwise, click I am Not a DR, ADR or Agent for a CAMD facility and CONTINUE.

 e-GRET Help

e-GRET Security and CROMERR Compliance

EPA'S CENTRAL DATA EXCHANGE TERMS AND CONDITIONS

The access and use of Central Data Exchange (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.

Why Am I Using EPA's Central Data Exchange (CDX)?

By registering in e-GRET you are creating a CDX account. CDX is EPA's designated system for handling regulatory data submitted electronically to EPA in compliance with the Cross Media Electronic Reporting Rule (CROMERR).

Warning Notice
EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement
EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)] [Page 12010-12013]

Choosing a CDX Password
For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

This password will be at least eight characters long and contain a mix of letters and numbers.

Protecting my CDX Password
I agree to protect my CDX password.

I will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

Limited CDX Software Distribution
Any distribution of software provided by the Environmental Protection Agency's Central Data Exchange shall be handled according to any defined license practices.

CDX provides tools which contains FIPS-validated RSA BSAFE Crypto-J which is classified under Export Commodity Classification Number (ECCN) 5D002 "Encryption Software" referenced under CCATS G059799. This product is eligible for license exception ENC under Sections 740.17 (A) and (B) (2) of the Export Administration Regulations (EAR). The exportation of this item classified by the Bureau of Industry and Security (BIS) as 5D002 "Unrestricted" to foreign subsidiaries of US companies is permitted under this license exception ("ENC "Encryption"). This license exception does not apply to the embargoed nations of Cuba, Iran, North Korea, Sudan and Syria or any parties found on the various government denial lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United States' standard regulations for encryption at <http://www.access.gpo.gov/bis/ear/pdf/740.pdf>

Actions to take if my CDX Account has been Compromised
If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

Terminating my CDX Account
I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

I have read and agree to the above terms and conditions.

CANCEL **CONTINUE**

Please read carefully the system usage terms and conditions, indicate your agreement by clicking the checkbox, and then click CONTINUE.

e-GRET Help
e-GRET Security and CROMERR Compliance

User Profile Challenge Questions Signature Agreement Print Summary

YOUR USER PROFILE
By completing and saving this form you will establish your e-GRET user profile.
NOTE: You will not be able to return to this screen, so please double-check the information before you save.

Title * Mr.

First Name * John

Middle Initial

Last Name * Public

Suffix

-ADDRESS INFORMATION-

Organization (Employer) * Test Corporation 1

Mailing Address Line 1 * 8301 Greensboro Dr.

Mailing Address Line 2

City * McLean

State * Virginia

ZIP Code * 22102

Country * UNITED STATES

-CONTACT INFORMATION-

E-mail * user1@email.com

Re-enter E-mail * user1@email.com

Phone Number * 555-555-5555

Phone Extension

FAX

-USER NAME & PASSWORD-

Your user name may not contain spaces or symbols. Do not begin your user name with a number.

User Name * TestUser1

Your password must be at least 8 characters long and contain at least one number, but do not start with a number, Do not use spaces or symbols in your password. Your user name should not be part of your password.

Password *

Confirm Password *

Your secret question and answer is used to authenticate you in situations where you have forgotten your user name or password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Password Reset Question * Testuser1

Password Reset Answer * Testuser1

CANCEL **SAVE**

Please enter your user profile information as shown, including your name, mailing address, email address, telephone number and optional FAX number.

The data entered on the user profile will be used on the Certificate of Registration.

Please enter a user ID and password that you would like to use for e-GGRT.

The system uses a secret question and answer that can be used later to verify your identity. An example secret question is “What is your mother’s maiden name?”

Please enter a secret question and secret answer and click **SAVE** to continue.

[e-GRET Help](#)
[e-GRET Security and CROMERR Compliance](#)

User Profile **Challenge Questions** Signature Agreement Print Summary

YOUR FIVE CHALLENGE QUESTIONS

Select and answer five different Challenge Questions. When you use e-GRET to sign a submission, you will be prompted to correctly answer one of these questions.

Items marked with * are required fields

- CHALLENGE QUESTIONS

Question 1 *	What is the first and middle name of your oldest sibling?	▼
Answer 1 *	<input type="text" value="William Robert"/>	
Question 2 *	Who is your favorite author?	▼
Answer 2 *	<input type="text" value="Hemingway"/>	
Question 3 *	What is your favorite pet's name?	▼
Answer 3 *	<input type="text" value="Spot"/>	
Question 4 *	What was your high school's mascot?	▼
Answer 4 *	<input type="text" value="Tiger"/>	
Question 5 *	What is your favorite TV show?	▼
Answer 5 *	<input type="text" value="Andy Griffith"/>	

SAVE

In addition to the secret question on the previous page, the system uses challenge questions and answers to support electronic signatures. The system requires that you select five questions from a list of choices and provide answers for these five questions. After you specify five questions and answers, click **SAVE** to continue.



The screenshot shows the 'Signature Form' step of the e-GGRT registration process. A progress bar at the top indicates that 'User Profile' and 'Challenge Questions' are completed, while 'Signature Form' is the current step and 'Print Summary' is pending. The main content area is titled 'YOUR ELECTRONIC SIGNATURE AGREEMENT (ESA)' and contains the following text: 'e-GRET requires an Electronic Signature Agreement (ESA). You will not be able to use e-GRET functionality until EPA receives this paper form. Please allow 10 business days for processing.' Below this text is a numbered list of instructions: 1. Print: [Your Electronic Signature Agreement Form](#) (with a printer icon); 2. Read your form; 3. **Sign and date your form**; 4. Mail your form to: e-GRET ESA, 1111 X Street, NW, Washington, DC 20005-4113; 5. Wait for EPA to receive your form, after which you will receive an account activation notice by email and can begin using e-GRET. A green 'NEXT' button is located at the bottom left of the content area.

Next, please click on the link that says “Your Electronic Signature Agreement Form” and print the form.

Electronic Signature and Use Agreement

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account. I have reviewed and agree to the following conditions for the access and use of my account.

- (1) 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;
- (2) 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;
- (3) I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name 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;
- (4) I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
- (5) 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.

Name: Jane Smith
User name: SMITHJ1234
Organization: Test Corporation
Email Address: smithj@test.com

Signature: Jane M. Smith
Date: September 21, 2010

Please submit signed and dated agreement

e-GGRT Help Desk


SAIC

8301 Greensboro Drive, Mail Stop E-11-2

McLean, VA 22102

Please sign and date the printed form. Your form cannot be processed without the signature and date.

If your Electronic Signature Agreement is lost, you can log into e-GGRT and print another one.

 e-GRET Help

e-GRET Security and
CROMERR Compliance

QUESTIONS?
Email: CHGMRRR@epa.gov

User Profile Challenge Questions Signature Agreement Print Summary

SUCCESS!

You have successfully completed e-GRET New User Registration. While you may login to e-GRET at this time, you will not be able to perform any further activity until EPA receives your Electronic Signature Agreement (ESA) form and you receive an Account Activation notice.

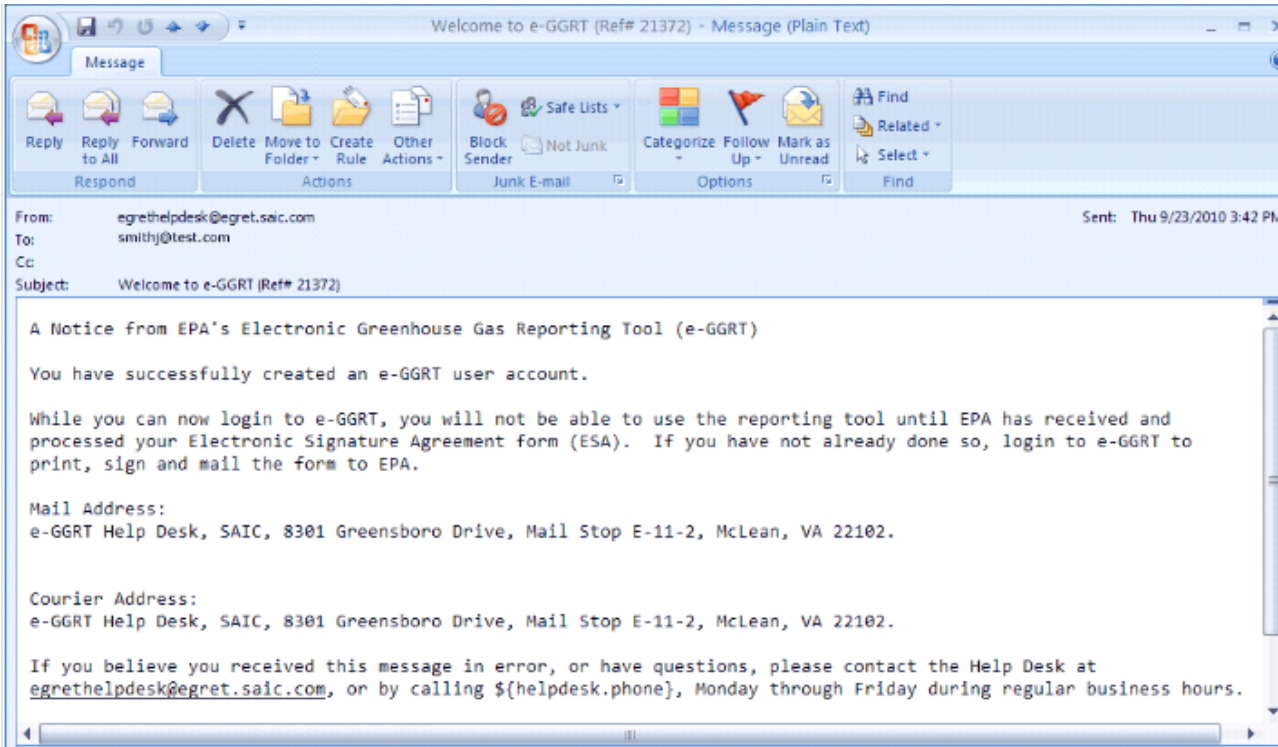
PRINT this summary for your records:

Username	TestUser1
Registration Date	24 May 2010
Name	John Public
Organization (Employer)	SAIC
Address	8301 Greensboro Drive McLean, VA 22102, US
Email	user1@email.com
Phone Number	5555555555
FAX	

If you need to print another ESA, login to e-GRET with your user name and password. Your temporary Home Page (until your account is activated) contains a link to the printable document.

If you wish, you may print a copy of this screen for your records.

Click OK to continue.



Once you have completed the first part of user registration, e-GGRT will notify you by email.

*Jane Smith
Test Corporation
123 Main Street
Anywhere, AL 12345*

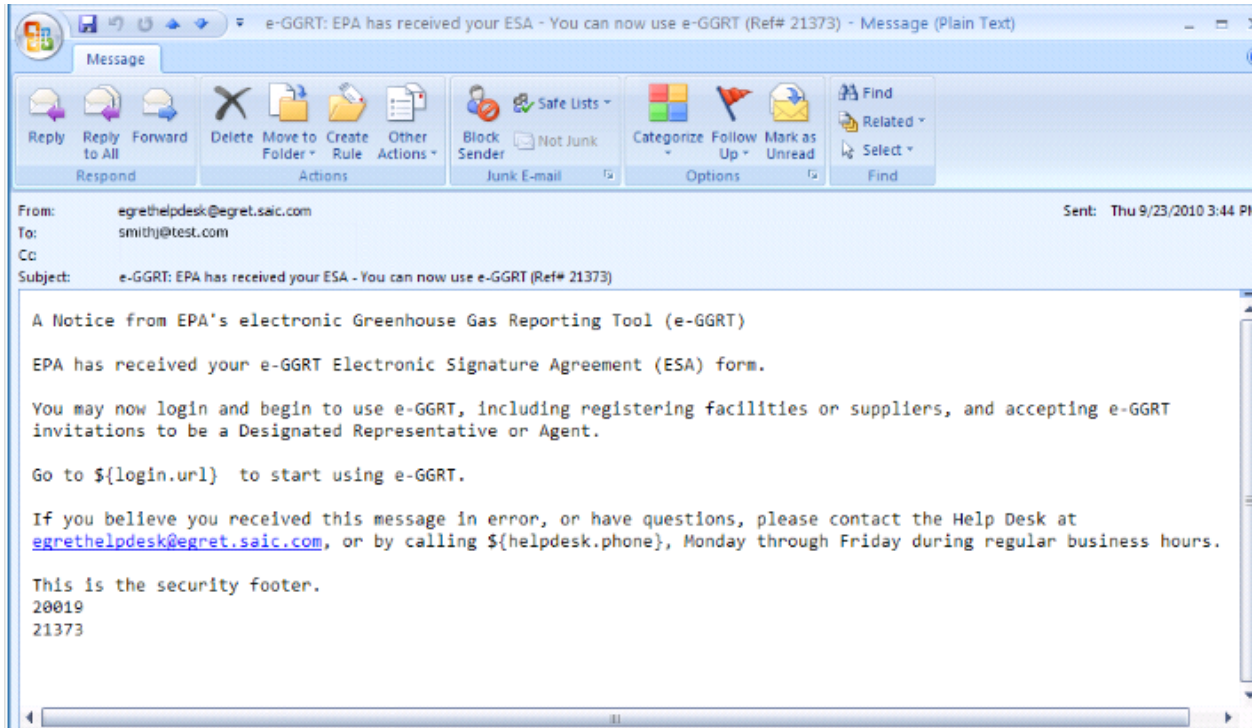


*e-GGRT Help Desk
8301 Greensboro Drive
Mail Stop E-11-2
McLean, VA 22102*

After you sign and date the Electronic Signature Agreement, please mail the completed form as soon as possible.

Your access to e-GGRT will be limited until this form is received and processed.

For legal reasons, you must mail the signed original. Email or FAX copies are not acceptable.



After the e-GGRT Help Desk receives and processes your signed Electronic Signature Agreement, e-GGRT will notify you with a second email.

Once you have received the second email, you can log into the e-GGRT system and begin to use it.

Conclusion

- Key Points
 - e-GGRT will guide you through the registration process
 - If you already have a CDX user id, you don't need a new e-GGRT user id.
 - Before you can use e-GGRT, your signed and dated Electronic Signature Agreement must be received and processed.
- Questions?
 - ghgreporting@epa.gov
 - 1-877-444-1188