Electronic Signature Agreement

The Electronic Signature and Use Agreement (ESA) is as follows:

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

As part of the e-GGRT user registration process, all users are required to submit an Electronic Signature and Use Agreement (ESA) for e-GGRT. After completing the User Profile page, the Additional Proof of Identity page will appear which presents the user with two options for submitting an e-GGRT ESA:

- 1. Electronically sign the ESA or;
- 2. Print and submit a hard copy of the ESA

Option 1: Electronically Signing the ESA

By proceeding with verification using this option, you understand the service is voluntary and that you are validating personally identifying information against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the US Environmental Protection Agency (EPA). EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

The First Name and Last Name fields will automatically be populated with the First and Last Name you entered on the User Profile page. These fields are not editable on the Additional Proof of Identity page.

Enter the following information as noted in the screen shot below. Required fields are marked with a red asterisk.

- Home Address
- Home City
- Home State
- Home Zip Code
- Home Phone Number
- · Date of Birth
- Last 4 digits of your Social Security Number

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USER REGISTRATION				Electronic Greenhouse Gas Reporting Taol			
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C sources	User Profile Identity Verification	Challenge Questions	Signature Form	Print Summary			
	ADDITIONAL PROOF OF IDENTIT e-GGRT requires additional proof of	Y identity. Your options a	e to:				
	 Use LexisNexis®, an independent 3rd-perty electronic identity proofing service by completing the form below and clicking VERIFY, or 						
	 Print and submit a signed from via regular U.S. mail or overright service to the U.S. Environmental Protection Agency. Submitting the signed form via centified U.S. mail is not recommended. I would line to print and submit a 						
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	information against a 3rd-party servi information back to the U.S. Environ identifying information such as your which may be used to identify you?	ce LexisNexis®, which mental Protection Ager Social Security Numbe or legal purposes. Priva	will return evidence icy. The U.S. EPA v r (SSN); however, E cy Policy	In that you are variabling personally lothinging of validation of your personally identifying will not collect or retain sensitive, personally IPA will receive evidence of identity validation			
	Before attempting to complete ident • Input your prior home phone nu • Input your prior home address in	ity verification, please n mber if moved within las f moved within last 6 mo	wiew the guidance I t 6 months inths	below:			
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	Last Name Sch	rute					
	Middle Name						
	Home Address*						
	Home City*						
	Home State* Sel	ect					
	Home Zip*						
	Home Phone*						
	Date of Birth*						
	Last 4 of SSN*						
	I am the person whose name is p	resented above. Please	proceed with Lexis	Nexis® validation.			
	VERBY						

SEPA United Sta Environm Agency	tes Inital Protection E-GGRT	
USER REGISTRATION	Electronic Greenhouse Gas Reporting Tool	\square
		/////
e-GGRT Help	User Profile Identity Verification Challenge Questions Signature Form Print Summary	
	ADDITIONAL PROOF OF IDENTITY e-GGRT requires additional proof of identity. Your options are to:	
	 Use LexisNexis®, an independent 3rd-party electronic identity proofing service by completing the form below and clicking VERIFY, or 	
	 Print and submit a signed form via regular U.S. mail or overnight service to the U.S. Environmental Protection Agency. Submitting the signed form via certified U.S. mail is not recommended. I would like to print and submit a signed form. 	
	* denotes a required field	
	Contraction for EPA	—
	Note: By proceeding with verification you understand the service is voluntary and that you are validating personally identifying	
	information against a 3rd-party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes. Privacy Policy	
	Before attempting to complete identity verification, please review the guidance below: • Input your prior home phone number if moved within last 6 months • Input your prior home address if moved within last 6 months	
	First Name Dwight	
	Last Name Schrute	
	Middle Name	
	Home Address*	
	Home City*	
	Home State* Select	
	Home Zip*	
	Home Phone*	
	I am the person whose name is presented above. Please proceed with LexisNexis® validation.	
	VERIFY	

After entering the information, click on the checkbox for "I am the person whose name is presented above. Please proceed with LexisNexis validation".

Next, click the VERIFY button.

If the identity verification is unsuccessful, an error message will be displayed:

>> Click this link to expand

The LexisNexis® Verification for EPA was unable to verify the personal information provided. Please review your information on the form, make any necessary changes and click VERIFY to re-try the LexisNexis Verification check. If LexisNexis® Verification for EPA is unable to verify your personal information, you will need to print and submit a signed form.

The LexisNexis® Verification for EPA was unable to verify the personal information provided. Please review your information on the form, make any necessary changes and click VERIFY to re-try the LexisNexis Verification check. If LexisNexis® Verification for EPA is unable to verify your personal information, you will need to print and submit a signed form. You will then need to click the "print and submit a signed form" link and proceed with the steps to submit your Electronic Signature and Use Agreement (ESA) to EPA in hard copy format. See the "Option 2: Print and Submit a Hard Copy of the ESA" section below for details and instructions.

If the identity verification is successful, the following page will appear where you will select and answer five Challenge Questions:

>> Click this link to expand



After selecting and answering the five questions, click the SAVE button.

The next page displays the conditions of the Electronic Signature and Use Agreement:





After reviewing the conditions, click on the SIGN ELECTRONICALLY button. If you prefer to submit your Electronic Signature and Use Agreement in hard copy form, click the PAPER ESA button. See the "Option 2: Print and Submit a Hard Copy of the ESA" section below for details and instructions.

After clicking the SIGN ELECTRONICALLY button, a pop-up window with a certification statement will appear.

>> Click this link to expand





If you agree to the statement, click the ACCEPT button.

Next, you will be prompted to enter your password.



User REGISTRATION	ates ental Protection E-GGRT Electronic Greenhouse Gas Reporting Tool
USER REGISTRATION	Electronic Greenhouse Gas Reporting Tool User Profile Identity Verification (LexisNexis®) Challenge Questions Signature Form Print Summary VOUR ELECTRONIC SIGNATURE AGREENENT e-GGRT requires an Electronic Signature Agreement. Your Electronic Signature Agreement that you submitted for CDX is NOT transferable to e-GGRT. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for e-GGRT. Signing an electroni I certify, under penalty of law that the ext to exting a submitted for CDX is NOT transferable to e-GGRT. Signing an electroni I certify, under penalty of law that the ext to exting a submitted for CDX is Not Password is given and/or encrypt information for e-GGRT. Signing an electroni I certify. under penalty of law that the ext to exting a submitted for CDX is Not Password is given and a submitted for CDX is Not Password in a numprotected location and I will not allow my password from use by anyone except me. I will not divulge or delegate my user name and password from use by anyone except me. I will not divulge or delegate my user name or password is an anyonrepresent 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 incident; and is not present the security and the password have become lost, stolen, or otherwise compromised, or of any other security incident; and is not present the security incident; and is not present the security incident.
	 (5) I agree not to attempt to view, change, or delete data unless I have authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data. PAPER ESA SIGN ELECTRONICALLY

After entering your password and clicking on the LOGIN button, you will prompted to answer one of your Challenge Questions.

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	PAPER ESA	SIGN ELECTRONICALLY			

SEPA United St Environm Agency USER REGISTRATION	ates ental Protection Electronic Greenhouse Gas Reporting Tool
e-GGRT Help	User Profile Identity Verification (LexisNexis®) Challenge Questions Signature Form Print Summary
Electronic Signature Agreement	YOUR ELECTRONIC SIGNATURE AGREEMENT e-GGRT requires an Electronic Signature Agreement. Your Electronic Signature Agreement that you submitted for CDX is NOT transferable to e-GGRT. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for e-GGRT. Signing an electroni I certify, under penalty of law that the ecite User Name:
	require followir Password: Authenticated a (1) I un electro with m 2. Verification y form Question: What is your favorite movie? y form (2) I ag will ext Show Answer ble, I (3) I ag or dele unprote CANCEL vulge an hieve
	(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 authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

Enter the answer to the Challenge Question and click the ANSWER button.

If the answer to the Challenge Question is correct and the status is shown as "Verified", click the SIGN button to proceed.



SEPA United St Environm Agency USER REGISTRATION	ates ental Protection	Electronic Greenhouse Gas Reporting Tool
OSER REGISTRATION Image: Comparison of the system	User Profile Identity Verification (LexisNexis®) Challenge Questions Signature Form VOUR ELECTRONIC SIGNATURE AGREEMENT e-GGRT requires an Electronic Signature Agreement. Your Electronic Signature Agreement that you submitted for CDX is NOT transferable to e-GGRT. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for e-GGRT. Signing an electroni I certify, under penalty of law that the crim eSignature Electrc Authentication The ele User Name: Password: Ouestion: What is your favorite movie? Answer: Ouestion: What is your favorite movie? (2) I ag will ex Signi CANCEL (3) I ag or dele Unprotected not and rown not anow my password to be written into computer scripts to a automated login; (4) I agree to contact the EPA as soon as possible after suspecting or determining that my u name and password have become lost, stolen, or otherwise compromised, or of any other see incidents; and	Print Summary Print Summary (EPA) y form Ible, I vulge an chieve ser surity I agree fata.
	PAPER ESA SIGN ELECTRONICALLY	

A summary page of your user registration will appear. You may print this summary page for your records. Note: You DO NOT need to submit the Print Summary page to EPA.





You will also receive a confirmation email indicating that you have successfully completed e-GGRT New User Registration and that your Electronic Signature and Use Agreement has been approved.

Click the OK button. You will be returned to the e-GGRT home page.

Option 2: Print and Submit a Hard Copy of the ESA

The First Name and Last Name field will automatically be populated with the First and Last Name you entered on the User Profile page. These fields are not editable on the Additional Proof of Identity page.

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	🍘 LexisNex	is [•] Verificat	ion for EPA	4
	Note: By proceeding with verif information against a 3rd-party information back to the U.S. E identifying information such as which may be used to identify	cation you understand the s service LexisNexis®, which nvironmental Protection Age your Social Security Numbe you for legal purposes. Priva	ervice is voluntary a will return evidence ncy. The U.S. EPA rr (SSN); however, E cy Policy	and that you are validating personally identifying e of validation of your personally identifying will not collect or retain sensitive, personally EPA will receive evidence of identity validation
	Before attempting to complete Input your prior home phone Input your prior home add	identity verification, please r ne number if moved within las ess if moved within last 6 m	eview the guidance at 6 months onths	below:
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	Last Name*	Schrute		
	Middle Name			
	Home Address*			
	Home City*			
	Home State*	Select	~	
	Home Zip*			
	Home Phone*			
	Date of Birth*			
	Last 4 of SSN*			
		<u> </u>		
	I am the person whose nam	e is presented above. Please	proceed with Lexis	sNexis® validation.
	VERIFY			

You DO NOT need to enter data for any of the fields on this page if you are printing and submitting a hard copy of your Electronic Signature and Use Agreement.

Click on the "I would like to print and submit a signed form" link located in the gray box near the top of the page.

The following page will appear where you will select and answer five Challenge Questions:



After selecting and answering the five questions, click the SAVE button.

On the next page, click the "Your Electronic Signature Agreement Form" link to open the form in PDF format using Adobe Acrobat and print it. For additional information about PDF files refer to About PDF Viewers.

After printing the form, sign and date the form, then submit it to the address listed on your Electronic Signature and Use Agreement form.

We DO NOT recommend sending your Electronic Signature and Use Agreement via certified US mail. The processing time for Electronic Signature and Use Agreements sent via certified US mail is much slower than the processing time for Electronic Signature and Use Agreements sent via regular US mail or overnight service.



After printing your Electronic Signature and Use Agreement form, click the NEXT button and the Print Summary page will appear. You may print this summary page for your records. Note: You DO NOT need to submit the Print Summary page to EPA.



You will receive a confirmation email after EPA has received, processed, and approved your Electronic Signature and Use Agreement.

Click the OK button. You will be returned to the e-GGRT home page.

Cross-Media Electronic Reporting Rule (CROMERR)

For more information on electronic reporting, see 40 CFR Part 3 -- Cross-Media Electronic Reporting.

See Also

Processing Your Electronic Signature Agreement

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