

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;
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.

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

>> [Click this link to expand](#)

USER REGISTRATION

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:

1. Use LexisNexis®, an independent 3rd-party electronic identity proofing service by completing the form below and clicking **VERIFY**, or
2. 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



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	<input type="text"/>
Home Address*	<input type="text"/>
Home City*	<input type="text"/>
Home State*	Select <input type="text"/>
Home Zip*	<input type="text"/>
Home Phone*	<input type="text"/>
Date of Birth*	<input type="text"/>
Last 4 of SSN*	<input type="text"/>

☐ I am the person whose name is presented above. Please proceed with LexisNexis® validation.

VERIFY **EXIT**

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](#)

The screenshot shows the EPA e-GGRT User Registration page. The top navigation bar includes the EPA logo, "United States Environmental Protection Agency", and the e-GGRT logo with the text "Electronic Greenhouse Gas Reporting Tool". Below the navigation bar, a progress indicator shows five steps: "User Profile", "Identity Verification (LexisNexis®)", "Challenge Questions", "Signature Agreement", and "Print Summary". The "Challenge Questions" step is currently active. The main content area is titled "YOUR FIVE CHALLENGE QUESTIONS" and includes a sub-header "Select and answer five different Challenge Questions. When you use e-GGRT to sign a submission, you will be prompted to correctly answer one of these questions." followed by a note "* denotes a required field". Below this, there are five question-answer pairs, each with a dropdown menu for the question and a text input field for the answer. The questions are all "What is the first and middle name of your oldest sibling?". A "SAVE" button is located at the bottom left of the form.

This screenshot shows the same EPA e-GGRT User Registration page, but with a different layout for the "Challenge Questions" section. The progress indicator at the top remains the same. The main content area is titled "YOUR FIVE CHALLENGE QUESTIONS" and includes the same sub-header and note. Below this, the "CHALLENGE QUESTIONS" section is expanded, showing five question-answer pairs. Each question is a dropdown menu, and each answer is a text input field. The questions are all "What is the first and middle name of your oldest sibling?". A "SAVE" button is located at the bottom left of the form.

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

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

>> [Click this link to expand](#)

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

[e-GGRT Help](#)

Electronic Signature Agreement

User Profile Identity Verification (LexisNexis®) Challenge Questions **Signature Form** Print Summary

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.

[Print ESA](#)

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

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 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 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](#)

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

[e-GGRT Help](#)

Electronic Signature Agreement

User Profile Identity Verification (LexisNexis®) Challenge Questions **Signature Form** Print Summary

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.

[Print ESA](#)

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

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 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 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 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

The screenshot shows the EPA e-GGRT User Registration page. The 'Electronic Signature Agreement' section is expanded, displaying the agreement text and a list of conditions. A small pop-up window is visible over the agreement text, containing a certification statement and 'ACCEPT' and 'DECLINE' buttons. The page includes a progress bar at the top with steps: User Profile, Identity Verification (LexisNexis®), Challenge Questions, Signature Form, and Print Summary. The 'Signature Form' step is currently active.

This screenshot shows the same EPA e-GGRT User Registration page, but with a larger pop-up window overlaid on the agreement text. The pop-up window contains the following text:

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Below the text are two buttons: 'ACCEPT' and 'DECLINE'.

The background page shows the 'Electronic Signature Agreement' section with the following text:

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 electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

The electronic submission requires the creation and agreement to the following conditions for the use of the e-GGRT system:


- (1) I understand and agree to sign electronically signed submissions with my handwritten signature.
- (2) I agree to maintain and 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 authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

At the bottom of the agreement section are two buttons: 'PAPER ESA' and 'SIGN ELECTRONICALLY'.

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

Next, you will be prompted to enter your password.

>> Click this link to expand




United States
Environmental Protection
Agency



e-GGRT
Electronic Greenhouse Gas
Reporting Tool

USER REGISTRATION

 e-GGRT Help

Electronic Signature Agreement

User Profile

Identity Verification (LexisNexis®)

Challenge Questions

Signature Form

Print Summary

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 electronic signature

I certify, under penalty of law that the information I submit is true and correct.

eSignature

1. Authentication

User Name:

Password:

☐ Show Password

LOGIN

CANCEL

(1) I understand the requirements for signing an electronic signature.

(2) 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.

(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 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

USER REGISTRATION

 e-GGRT Help

Electronic Signature
Agreement

User Profile Identity Verification (LexisNexis®) Challenge Questions **Signature Form** Print Summary

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.

Print ESA 

Signing an electronic signature I certify, under penalty of law that the information is true and correct to the best of my knowledge and belief.

eSignature

1. Authentication

User Name:

Password:

LOGIN

☐ Show Password

CANCEL

Electron

The ele
require
followi

(1) I un
electro
with m

(2) I ag

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 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 be prompted to answer one of your Challenge Questions.

>> [Click this link to expand](#)



USER REGISTRATION

e-GGRT Help

Electronic Signature
Agreement

User Profile Identity Verification (LexisNexis®) Challenge Questions **Signature Form** Print Summary

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.

Print ESA

Signing an electronic signature I certify, under penalty of law that the information I submit is true and correct to the best of my knowledge and belief.

- Electronic Signature Agreement
- The electronic signature agreement requires the following:
- (1) I understand the electronic signature agreement with my user name and password.
 - (2) I agree to provide accurate information and to keep my information current.
 - (3) 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.
 - (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.

1. Authentication

User Name:

Password:

Authenticated

2. Verification

Question: What is your favorite movie?

Answer:

ANSWER

☐ Show Answer

CANCEL

PAPER ESA

SIGN ELECTRONICALLY

User Profile Identity Verification (LexisNexis®) Challenge Questions **Signature Form** Print Summary

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.

Print ESA 

eSignature

User Name:

Authenticated

Question: What is your favorite movie?

Answer: ANSWER

☐ Show Answer

CANCEL

The ele
require
followin

(1) I un
electro
with m

(2) I agree
will expect

(3) I agree to delete and not to retransmit any unencrypted information automatically.

(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.

PAPER ESA

SIGN ELECTRONICALLY

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

>> *Click this link to expand*

USER REGISTRATION

 e-GGRT Help
Electronic Signature
Agreement

User Profile Identity Verification (LexisNexis®) Challenge Questions **Signature Form** Print Summary

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.

[Print ESA](#) 

Signing an electronic signature I certify, under penalty of law that the information is true and correct to the best of my knowledge.

eSignature

1. Authentication

User Name:

Password: *****

Authenticated

2. Verification

Question:

What is your favorite movie?

Answer: *****

Verified

SIGN

CANCEL

Electronic Signature Agreement (ESA)
The e-GGRT requires an Electronic Signature Agreement (ESA) 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.

(1) I understand that the e-GGRT requires an Electronic Signature Agreement (ESA) 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.

(2) I 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.


(3) I 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.

(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.

[PAPER ESA](#)

SIGN ELECTRONICALLY



United States
Environmental Protection
Agency



e-GGRT
Electronic Greenhouse Gas
Reporting Tool

USER REGISTRATION

e-GGRT Help

Electronic Signature Agreement

User Profile

Identity Verification (LexisNexis®)

Challenge Questions

Signature Form

Print Summary

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 electronic signature

I certify, under penalty of law that the

eSignature

1. Authentication

User Name:

Password:

Authenticated

2. Verification

Question:

What is your favorite movie?

Answer:

Verified

SIGN


CANCEL

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.

>> [Click this link to expand](#)



United States
Environmental Protection
Agency



e-GGRT
Electronic Greenhouse Gas
Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

Hello, Mark Palmer | My Profile | Logout

e-GGRT Help

Electronic Signature Agreement

User Profile

Identity Verification (LexisNexis®)

Challenge Questions

Signature Agreement

Print Summary

SUCCESS!

You have successfully completed e-GGRT New User Registration and your Electronic Signature (ESA) has been approved. Click OK to go to your e-GGRT Home Page.

PRINT this summary for your records:

Username

dwhighrules

Registration Date

29 August 2017

Name

Mr Dwight Schrute

Organization (Employer)

Dunder Mifflin

Address

123 Dunder Mifflin Dr.
Scranton, PA 18503, US

Email

dschrute@dunder.com

Phone Number

2222222222

FAX

OK

United States Environmental Protection Agency

e-GGRT
Electronic Greenhouse Gas Reporting Tool

HOME FACILITY REGISTRATION FACILITY MANAGEMENT

Hello, Mark Palmer | My Profile | Logout

e-GGRT Help

Electronic Signature Agreement

SUCCESS!

You have successfully completed e-GGRT New User Registration and your Electronic Signature (ESA) has been approved. Click OK to go to your e-GGRT Home Page.

PRINT this summary for your records:

Username	dwightrules
Registration Date	29 August 2017
Name	Mr Dwight Schrute
Organization (Employer)	Dunder Mifflin
Address	123 Dunder Mifflin Dr , Scranton, PA 18503, US
Email	dschrute@dunder.com
Phone Number	2222222222
FAX	

OK

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.

>> Click this link to expand

United States Environmental Protection Agency

e-GGRT
Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

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:

1. Use LexisNexis®, an independent 3rd-party electronic identity proofing service by completing the form below and clicking VERIFY, or
2. 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. * would like to print and submit a signed form.

* denotes a required field

LexisNexis® | Verification 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*

Date of Birth*

Last 4 of SSN*

☐ I am the person whose name is presented above. Please proceed with LexisNexis® validation.

VERIFY EXIT

USER REGISTRATION

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:

1. Use LexisNexis®, an independent 3rd-party electronic identity proofing service by completing the form below and clicking **VERIFY**, or
2. 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



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*

Last Name*

Middle Name

Home Address*

Home City*

Home State*

Home Zip*

Home Phone*

Date of Birth*

Last 4 of SSN*

☐ I am the person whose name is presented above. Please proceed with LexisNexis® validation.

VERIFY

EXIT

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:

>> [Click this link to expand](#)

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

e-GGRT Help
Challenge Questions

User Profile Identity Verification (Paper) **Challenge Questions** Signature Agreement Print Summary

YOUR FIVE CHALLENGE QUESTIONS
Select and answer five different Challenge Questions. When you use e-GGRT to sign a submission, you will be prompted to correctly answer one of these questions. * denotes a required field

CHALLENGE QUESTIONS

Question 1 * What is the first and middle name of your oldest sibling?

Answer 1 *

Question 2 * What is the first and middle name of your oldest sibling?

Answer 2 *

Question 3 * What is the first and middle name of your oldest sibling?

Answer 3 *

Question 4 * What is the first and middle name of your oldest sibling?

Answer 4 *

Question 5 * What is the first and middle name of your oldest sibling?

Answer 5 *

SAVE

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

e-GGRT Help
Challenge Questions

User Profile Identity Verification (Paper) **Challenge Questions** Signature Agreement Print Summary

YOUR FIVE CHALLENGE QUESTIONS
Select and answer five different Challenge Questions. When you use e-GGRT to sign a submission, you will be prompted to correctly answer one of these questions. * denotes a required field

CHALLENGE QUESTIONS

Question 1 * What is the first and middle name of your oldest sibling?

Answer 1 *

Question 2 * What is the first and middle name of your oldest sibling?

Answer 2 *

Question 3 * What is the first and middle name of your oldest sibling?

Answer 3 *

Question 4 * What is the first and middle name of your oldest sibling?

Answer 4 *

Question 5 * What is the first and middle name of your oldest sibling?

Answer 5 *

SAVE

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.

>> [Click this link to expand](#)


United States
Environmental Protection
Agency


e-GGRT
Electronic Greenhouse Gas
Reporting Tool

USER REGISTRATION

e-GGRT Help
Electronic Signature Agreement

User Profile Identity Verification (Paper) Challenge Questions **Signature Form** Print Summary

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. You will not be able to use e-GGRT functionality until EPA receives this paper form. Please allow ten business days for processing.


1. Print: [Your Electronic Signature Agreement Form](#)
2. Read your form
3. **Sign and date your form**
4. Mail your form to:
GHGRP Help Desk
SAIC
12010 Sunset Hills Road, 1st Floor
Reston, VA 20190

For quicker processing, we suggest sending your form via overnight service. We DO NOT recommend sending the form via certified mail.

- 5. Wait for EPA to receive your form, after which you will receive an account activation notice by email and can begin using e-GGRT.

NEXT


United States
Environmental Protection
Agency


e-GGRT
Electronic Greenhouse Gas
Reporting Tool

USER REGISTRATION

e-GGRT Help
Electronic Signature Agreement

User Profile Identity Verification (Paper) Challenge Questions **Signature Form** Print Summary

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. You will not be able to use e-GGRT functionality until EPA receives this paper form. Please allow ten business days for processing.

1. Print: [Your Electronic Signature Agreement Form](#)
2. Read your form
3. **Sign and date your form**
4. Mail your form to:
GHGRP Help Desk
SAIC
12010 Sunset Hills Road, 1st Floor
Reston, VA 20190

For quicker processing, we suggest sending your form via overnight service. We DO NOT recommend sending the form via certified mail.

- 5. Wait for EPA to receive your form, after which you will receive an account activation notice by email and can begin using e-GGRT.

NEXT

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.

>> [Click this link to expand](#)

USER REGISTRATION

e-GGRT Help

Electronic Signature Agreement

SUCCESS!

You have successfully completed e-GGRT New User Registration. While you may log into e-GGRT at this time, you will not be able to perform any further activity until EPA receives your Electronic Signature Agreement (ESA) and you receive an Account Activation notice. If you need to print another ESA, log into e-GGRT. Your Home Page prior to account activation contains a link to the printable document.

PRINT this summary for your records:

Username	dwightrules
Registration Date	29 August 2017
Name	Mr Dwight Schrute
Organization (Employer)	Dunder Mifflin
Address	123 Dunder Mifflin Dr Scranton, PA 18503, US
Email	dschrute@dunder.com
Phone Number	2222222222
FAX	

OK

USER REGISTRATION

e-GGRT Help

Electronic Signature Agreement

SUCCESS!

You have successfully completed e-GGRT New User Registration. While you may log into e-GGRT at this time, you will not be able to perform any further activity until EPA receives your Electronic Signature Agreement (ESA) and you receive an Account Activation notice. If you need to print another ESA, log into e-GGRT. Your Home Page prior to account activation contains a link to the printable document.

PRINT this summary for your records:

Username	dwightrules
Registration Date	29 August 2017
Name	Mr Dwight Schrute
Organization (Employer)	Dunder Mifflin
Address	123 Dunder Mifflin Dr Scranton, PA 18503, US
Email	dschrute@dunder.com
Phone Number	2222222222
FAX	

OK

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](#)

[Back to Top](#)