Change User Information

You may update your user profile information by first logging in to e-GGRT and clicking the "My Profile" link located near the top right of the page.

>> Click this link to expand



		Hello, Tam Jones My Profile Loga
🕝 e-GGRT Help	My Profile	
Help with User Profile Changes	Menu » Edit My Profile Information	
	You may edit the e-GGRT profile information below. Name changes requested, and email changes will require answering your Secret Q	uestion. denotes a required field
	ADDRESS INFORMATION	
	Organization (Employer)* ABC Company	
	Mailing Address Line 1* P. O. Box 1	
	Mailing Address Line 2	
	City* New York	
	State/Province* New York	
	Zip/Postal Code* 10001	
	Country* UNITED STATES	
	- CONTACT INFORMATION	
	Phone Number* 212-123-1234	
	Phone Extension	
	FAX	
	CANCEL SAVE	

Edit User Profile

You may edit your e-GGRT profile information, which includes address and contact information.

Required fields are denoted by a red asterisk.



Edit Email Address

If you want to change the email address in your user profile, e-GGRT will ask you to answer your security question correctly. If you are unable to successfully answer your security question, please contact the CDX Help Desk at 1-888-890-1995 for assistance.

HOME FACILITY REGIS	5 States Sy STRATION FACILITY MANAGEMENT	Electronic Greenbosse Gas Reporting Tool Helo, Tom Jones My Profile Logor
e-GGRT Help Help with User Profile Changes	My Profile Menu - Request Name Change	
	 -GGRT requires that name changes be made via request to the Help Desk. Male the appropriate change below, select a reason, and click the SAVE button. +-GGRT Help Desk mill automatically be notified. Note, changing your name in e-GGRT changes your name in CDX. If you have CDX- 	
	view accounts for other CPA programs, your name will change for all of them.	denotes a required field
	View accounts on other CP*A programs, your harde will change for all of them. NAME Title • Mr.	denotes a required field
	Vere accounts or oner EPA programs, your harde will change for all of them. INAME Title * Mr. First Name * Tom	denotes a required field
	IVere accounts for other C-rr programs, your Attink will Change for all of them. IVANE Title Ti	denotes a required field
	The accounts on one CHP programs, your Antie will change to all of them. NAME Table & Ma. First Name * Tam Middle Initial Last Name * Jones	denotes a required field
	The accounts are one programs, your Antie will change to all of them.	denotes a required field
	The accounts on one C-rr programs, your Antie will change to all of them. IUAME Title Mr. First Name Form Middle Initial Last Name Loss Suffix Select Reason for Change Select V	denotes a required field

HOME FACILITY REGIST	RATION FACILITY MANAGEMENT	Electronic Greenhouse Gas Reporting Tool Hello, Tom Jones My Profile Logout
e-GGRT Help Help with User Profile Changes	My Profile Menu » Request Name Change	
	e-GGRT requires that name changes be made via request to the Help Desk. Make the appropriate change below, select a reason, and click the SAVE button. e-GGRT Help Desk will automatically be notified. Note, changing your name in e-GGRT changes your name in CDX. If you have CDX- Web accounts for other EPA programs, your name will change for all of them.	denotes a required field
	NAME Title* Mr.	
	First Name * Tom Middle Initial	
	Suffix Select V Reason for Change* Select	
	CANCEL SAVE	

Request Name Change

Click the "Request Name Change" link.

Make the appropriate change, select a reason (Legal Change - Marital Status, Legal Change - Other, or Other), and click SAVE.

As soon as you submit the name change, e-GGRT will send EPA a request to review the change. After EPA reviews and approves the name change, you will receive an email confirmation.

The next time you login to e-GGRT, the name change will be visible.

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