

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](#)

The screenshot shows the e-GGRT user interface. At the top, there's a navigation bar with the EPA logo, 'United States Environmental Protection Agency', and 'e-GGRT Electronic Greenhouse Gas Reporting Tool'. Below this is a secondary navigation bar with 'HOME', 'FACILITY REGISTRATION', and 'FACILITY MANAGEMENT'. On the right, a user is logged in as 'Hello, Tom Jones | My Profile | Logout'. A left sidebar contains 'e-GGRT Help' and 'Help with User Profile Changes'. The main content area is titled 'My Profile' with a sub-menu 'Edit My Profile Information'. A message states: 'You may edit the e-GGRT profile information below. Name changes can be requested, and email changes will require answering your Secret Question. denotes a required field'. The form is divided into two sections: 'ADDRESS INFORMATION' and 'CONTACT INFORMATION'. The address section includes fields for Organization (Employer)*, Mailing Address Line 1*, Mailing Address Line 2, City*, State/Province*, Zip/Postal Code*, and Country*. The contact section includes Phone Number*, Phone Extension, and FAX. At the bottom are 'CANCEL' and 'SAVE' buttons. The footer contains 'Paperwork Reduction Act Burden Statement | Contact Us' and 'e-GGRT RY2010.7.1 | UA7-1'.

This screenshot shows the 'My Profile' page with the 'Edit My Profile Information' menu item selected. The layout is similar to the previous screenshot, but the form fields are expanded. The 'ADDRESS INFORMATION' section includes: 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), and Country* (UNITED STATES). The 'CONTACT INFORMATION' section includes: Phone Number* (212-123-1234), Phone Extension, and FAX. The 'CANCEL' and 'SAVE' buttons are at the bottom. The footer contains 'Paperwork Reduction Act Burden Statement | Contact Us' and 'e-GGRT RY2010.7.1 | UA7-1'.

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.

>> Click this link to expand

The screenshot shows the 'My Profile' page with the 'Edit My Email' link highlighted. A message states: 'E-GGRT requires that you correctly answer your Security Question when changing your email address.' Below this, the 'Security Question' is 'What was your childhood nickname?'. The 'Security Answer' field is empty. The 'Current Email' is 'matt.foley@foley.com'. The 'New Email' and 'Re-enter New Email' fields are empty. There are 'CANCEL' and 'SAVE' buttons at the bottom.


This is a full screenshot of the 'My Profile' page. The 'Edit My Email' link is highlighted. A message states: 'E-GGRT requires that you correctly answer your Security Question when changing your email address.' Below this, the 'Security Question' is 'What was your childhood nickname?'. The 'Security Answer' field is empty. The 'Current Email' is 'matt.foley@foley.com'. The 'New Email' and 'Re-enter New Email' fields are empty. There are 'CANCEL' and 'SAVE' buttons at the bottom.


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.

>> Click this link to expand


The screenshot shows the 'My Profile' page with the 'Request Name Change' link highlighted. A message states: '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.' Below this, the 'NAME' section includes fields for 'First Name' (Tom), 'Middle Initial' (Jones), and 'Last Name' (Jones). There are also dropdown menus for 'Title' (Mr.), 'Suffix' (Select), and 'Reason for Change' (Select). There are 'CANCEL' and 'SAVE' buttons at the bottom.


United States
Environmental Protection
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e-GGRT
Electronic Greenhouse Gas
Reporting Tool

[HOME](#)
[FACILITY REGISTRATION](#)
[FACILITY MANAGEMENT](#)

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

Last Name *
Jones

Suffix
Select

Reason for Change *
Select

CANCEL

SAVE

[Paperwork Reduction Act Burden Statement](#) | [Contact Us](#)

e-GGRT RY2010.7.1 | UA20-1

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.

[Back to Top](#)