



Registration and Account Management

*HFC Allocation Rule Reporting Instructions
December 2021*

I. INTRODUCTION

This document provides information for registering with and managing your HFC Reporting System account through EPA’s electronic Greenhouse Gas Reporting Tool (e-GGRT). Anyone subject to the HFC Allocation Rule’s reporting requirements in 40 CFR 84.31 must provide the following information to EPA to receive a unique registration invitation. Refer to EPA’s guidance documents on *Petitioning to Import Virgin HFCs for Transformation and Destruction* and *Submitting HFC Reports* for information on the data submission process. The remainder of this document is organized as follows:

- **Section II:** Initialize your HFC Reporting System Account
- **Section III:** Access your HFC Reporting System Account
- **Section IV:** Appoint an Alternate Company Representative or Delegate
- **Section V:** Remove an Alternate Company Representative or Delegate
- **Section VI:** Update the Company Address
- **Section VII:** Add a New Facility
- **Section VIII:** Update a Facility Address
- **Appendix A:** Create an e-GGRT Account

II. INITIALIZE YOUR HFC REPORTING SYSTEM ACCOUNT

Step 1: Designate a Company Representative

Before you may access the HFC Reporting System, you must first request a registration invitation code. Registration is by invitation only. Your company must designate a single Company Representative (CR) to register your company. Affected reporting entities must provide the following information to EPA through HFCAllocation@epa.gov to receive an invitation:

- *Company Name* - The entity that received consumption allowances. Companies that are majority owned and/or controlled by the same individual(s) must report to EPA under a single company name.

Registration Assistance

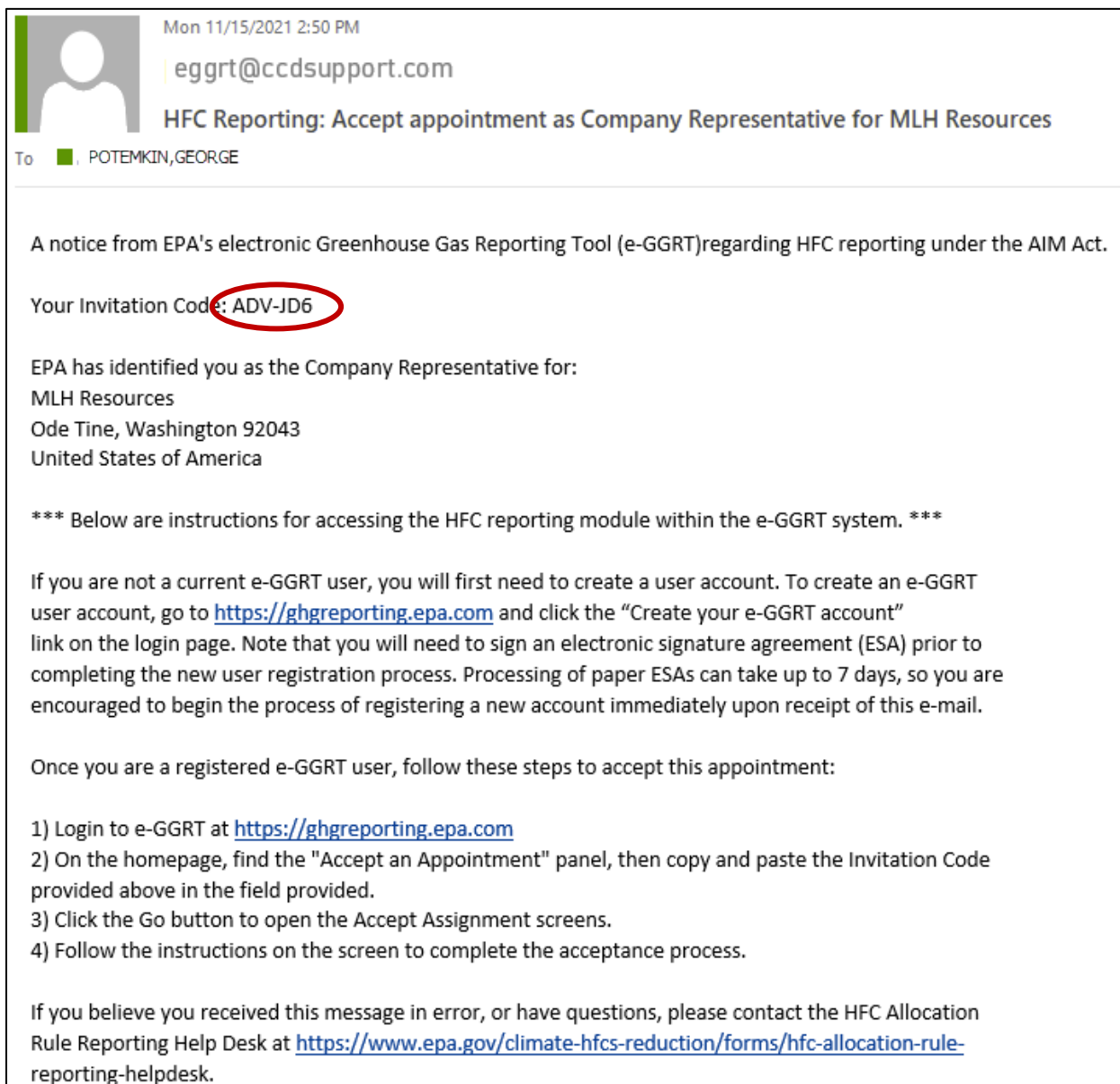
If your company needs assistance in creating or using a HFC Reporting System account, request assistance by contacting the Help Desk at <https://www.epa.gov/climate-hfcs-reduction/forms/hfc-allocation-rule-reporting-helpdesk>.

- *Corporate Address*
- *Company Representative Name* - The designated officer that will serve as the entity's main point of contact for the HFC allocation program.
- *Company Representative Email*
- *Company Representative Phone*

Step 2: Receive E-mail Invitation

Access to EPA's HFC Reporting System starts when you receive an e-mail invitation from eggert@ccdsupport.com. The email will contain an invitation code, as highlighted in the example email shown on the following page.

Be sure emails from eggert@ccdsupport.com are not sent to your spam/junk folder.



Step 3: Log into e-GGRT

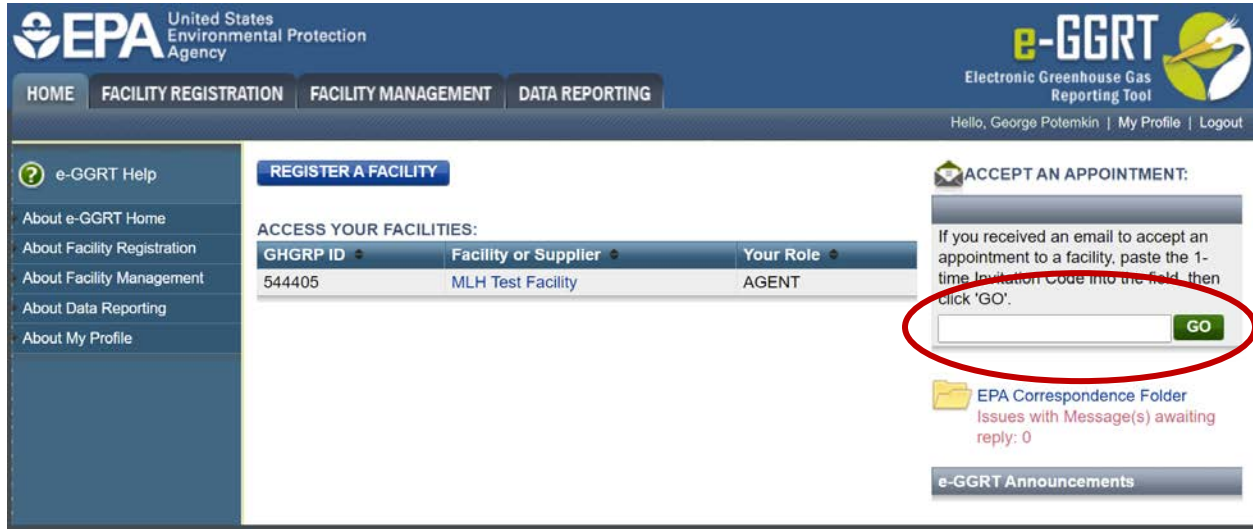
Visit <https://ghgreporting.epa.gov/> and enter your e-GGRT Username and Password.

If you do not already have an e-GGRT account, refer to Appendix A for step-by-step guidance on creating an e-GGRT account or visit <https://ccdsupport.com/confluence/display/help/Basic+User+Registration>.

The screenshot shows the EPA's e-GGRT (Electronic Greenhouse Gas Reporting Tool) login page. At the top left is the EPA logo with the text "United States Environmental Protection Agency". At the top right is the e-GGRT logo with the text "Electronic Greenhouse Gas Reporting Tool". On the left is a navigation menu with "e-GGRT Help", "Login to e-GGRT", and "Log In". The main content area has a heading "Welcome to EPA's electronic Greenhouse Gas Reporting Tool" and an "About e-GGRT" section. Below that is a "Warning Notice" section with detailed text. On the right is the "e-GGRT LOGIN" section, which includes a "User Name" input field, a "Password" input field, a "Show Password" checkbox, and a "LOGIN" button. A red circle highlights the "User Name" and "Password" input fields. Below the login form are links for "Need Help?" (» [Forgot your User Name?](#), » [Forgot your Password?](#)) and "New to e-GGRT?" (» [Create your e-GGRT account](#)).

Step 4: Enter the Invitation Code

Copy and paste the invitation code you received in the invitation email into the Accept an Appointment box and click **Go**.

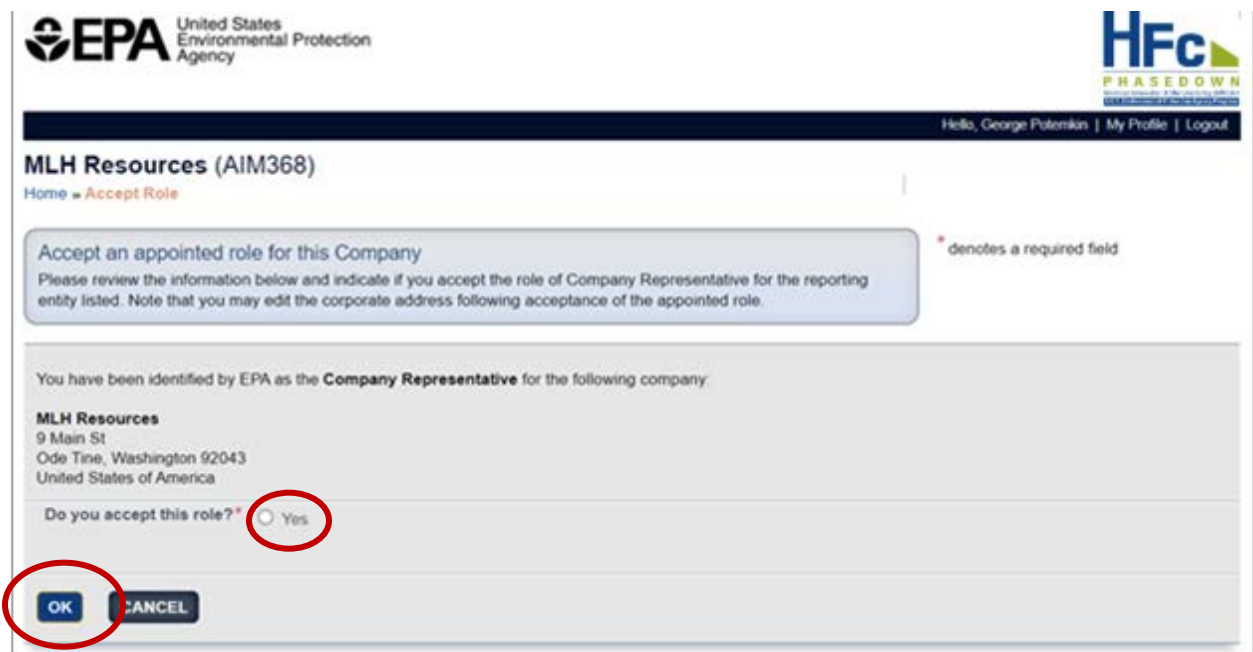


The screenshot shows the EPA e-GGRT dashboard. The top navigation bar includes 'HOME', 'FACILITY REGISTRATION', 'FACILITY MANAGEMENT', and 'DATA REPORTING'. The user is logged in as George Polemkin. The main content area is divided into three sections: 'REGISTER A FACILITY', 'ACCESS YOUR FACILITIES', and 'ACCEPT AN APPOINTMENT'. The 'ACCEPT AN APPOINTMENT' section contains a text box for entering an invitation code and a green 'GO' button, which is circled in red. Below this is an 'EPA Correspondence Folder' section showing 0 messages.

GHGRP ID	Facility or Supplier	Your Role
544405	MLH Test Facility	AGENT

Step 5: Accept the Role

View the name and address of the company you will represent. Note that you may edit the corporate address following acceptance of the appointed role. Select **Yes** and click **OK** to accept the appointment. Select **Cancel** if you do not wish to accept the appointment.



The screenshot shows the 'Accept Role' page for MLH Resources (AIM368). The page title is 'MLH Resources (AIM368)' and the breadcrumb is 'Home > Accept Role'. The main heading is 'Accept an appointed role for this Company'. Below this is a text box with instructions: 'Please review the information below and indicate if you accept the role of Company Representative for the reporting entity listed. Note that you may edit the corporate address following acceptance of the appointed role.' The company information is: 'MLH Resources, 9 Main St, Ode Tine, Washington 92043, United States of America'. The question 'Do you accept this role?' has a 'Yes' radio button selected, which is circled in red. At the bottom, there are 'OK' and 'CANCEL' buttons, with the 'OK' button also circled in red.

Following acceptance of the appointment, you will be taken to the HFC Reporting System landing page.

The screenshot shows the EPA website interface. At the top left is the EPA logo and "United States Environmental Protection Agency". To the right is the "HFC PHASEDOWN" logo. Below the logo is a navigation bar with "Home", "Company Management", and "Import Petitions". A user profile bar shows "Hello, George Potomkin | My Profile | Logout". A large banner image of a landscape is on the left. On the right, there is a section titled "Accept an appointment:" with a text box and a "GO" button. Below that is a yellow box with text: "You are also a reporter under EPA's Greenhouse Gas Reporting Program (40 CFR Part 98)" and a link "Go to e-GGRT for GHG Reporting". At the bottom left, there is a section "Access your Companies" with a table:

Company	Comp ID	Your Role	Actions
MLH Resources	AIM368	Company Representative	Report Manage

III. ACCESS YOUR HFC REPORTING SYSTEM ACCOUNT

Step 1: Log into e-GGRT

Visit <https://ghgreporting.epa.gov> and enter your Username and Password.

The screenshot shows the EPA e-GGRT login page. The header includes the EPA logo and "United States Environmental Protection Agency" on the left, and the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo on the right. A navigation menu on the left has "e-GGRT Help", "Login to e-GGRT", and "Log In". The main content area is titled "Welcome to EPA's electronic Greenhouse Gas Reporting Tool" and includes an "About e-GGRT" section, a "Warning Notice" section, and a "LOGIN" button. The login form is circled in red and contains the following fields:

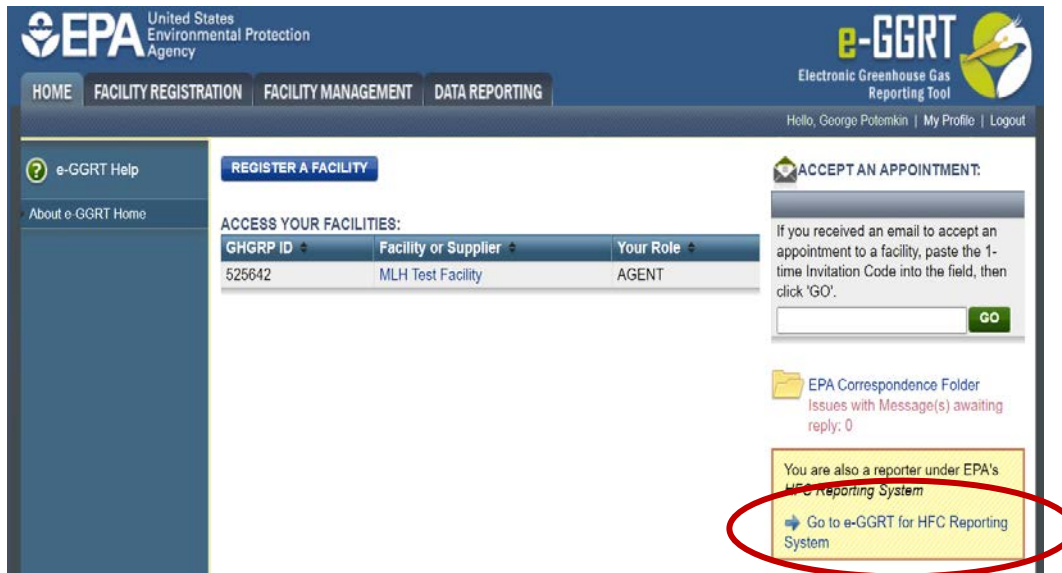
e-GGRT LOGIN
 User name:
 Password:
 Show Password
 LOGIN

Below the login form are links for "Need Help?" (Forgot your User Name?, Forgot your Password?) and "New to e-GGRT?" (Create your e-GGRT account).

Step 2: Enter the HFC Reporting System Application (if applicable)

Click on the link to enter the HFC Reporting System application. Note that this link will only appear for users that are registered with the HFC Reporting System application. Additionally, this step is only

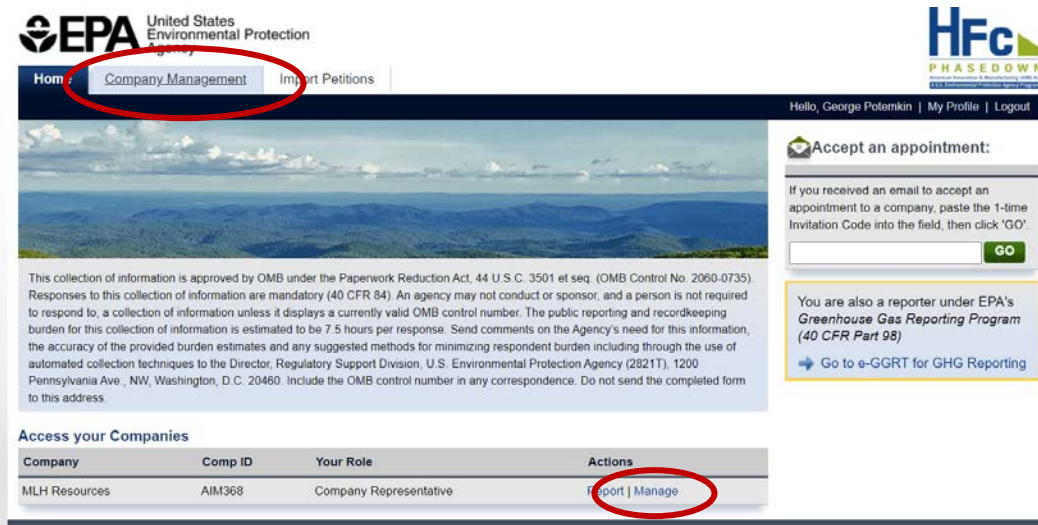
applicable to users who have a registered Part 98 facility within e-GGRT; all other users will be taken directly to the HFC Reporting System landing page after logging into e-GGRT.



IV. APPOINT AN ALTERNATE COMPANY REPRESENTATIVE OR DELEGATE

Step 1: Navigate to the Company Management tab

Click on the Company Management Tab at the top of the screen or click **Manage** from the action menu.



Step 2: Appoint an ACR or Nominate a Delegate

Select **Appoint** from the action menu for ACR or click **Add a Delegate** to nominate a delegate.

MLH Resources (AIM368)

Home » [Company Summary](#)

Company Summary

This page summarizes your company's profile and registered company contacts. Only the Company Representative and Alternate Company Representative may edit this information. To edit the corporate address, click Edit Address. Click Appoint to appoint an Alternate Company Representative. Each company may only appoint one Alternate Company Representative. Click the Add a Delegate button to appoint a new Delegate. Each company may appoint multiple Delegates. Click Remove to remove an Alternate Company Representative or Delegate. If no edits are required, click the Cancel button.

Company Profile

Company ID	AIM368	Created Date	10/26/2021
Company Name	MLH Resources	Company Status	
Corporate Address	9 Main St Ode Tine Washington 92043 United States of America (Edit Address)		

Company Representatives and Delegates

Role	Name	Date Added	Actions
Company Representative	George Potemkin	10/26/2021	
Alternate Company Representative	none		Appoint

[Add a Delegate](#)

[CANCEL](#)

Step 3: Enter the ACR or Delegate's Information

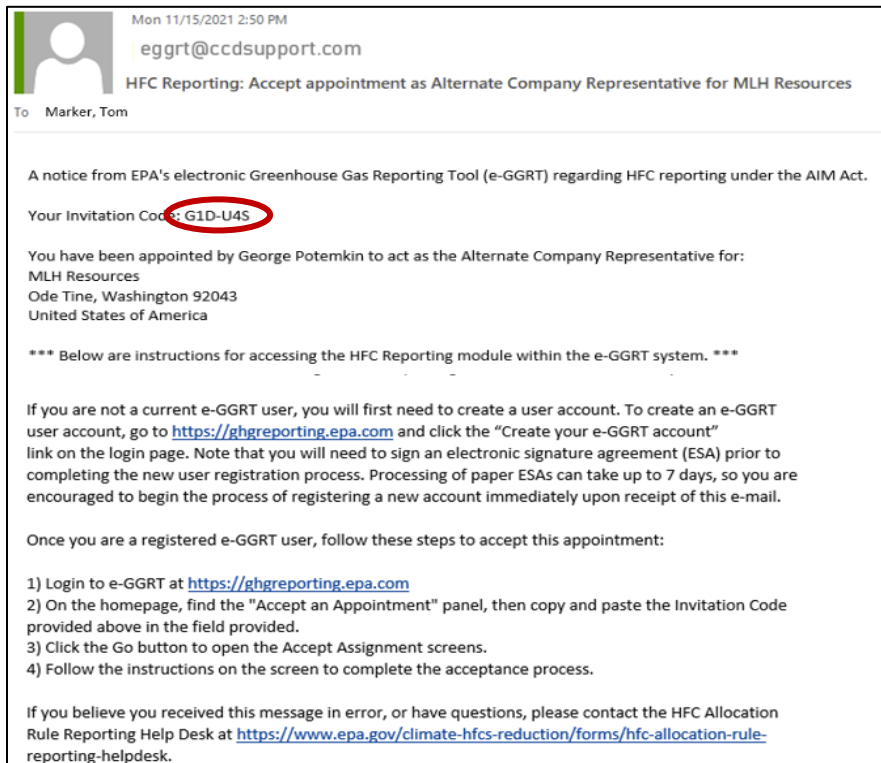
Enter the name, phone number, and e-mail of the person you intend to nomination as an ACR. Click **Send Invitation** to have the HFC Reporting System send the invitation code e-mail to the designated ACR.

The screenshot shows the EPA HFC Reporting System interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the HFC logo with 'PHASEDOWN' and 'American Chemical & Manufacturing Industry Association'. A navigation bar includes 'Home', 'Company Management', and 'Import Petitions'. A user greeting reads 'Hello, George Potemkin | My Profile | Logout'. Below the navigation bar is the 'MLH Resources' section with a breadcrumb trail: 'Home » Company Summary » Appoint ACR'. A blue-bordered box contains instructions: 'Company Summary Use the form below to appoint an Alternate Company Representative. Complete the required information, click the Send Invitation button, and an email invitation will be sent to the appointee with instructions on how to login and accept the role. Click the Cancel button if you do not want to proceed with appointing an Alternate Company Representative. Once this person becomes an Alternate Company Representative, they will have access to all HFC reports for this company, which may include sensitive business information.' Below this is the 'New ACR Information' form with fields for 'First Name*', 'Last Name*', 'Phone', 'Email', and 'Re-enter Email*'. A red circle highlights the 'First Name' and 'Last Name' fields. At the bottom left, the 'Send Invitation' button is circled in red, next to a 'Cancel' button.

The screenshot shows the EPA HFC Reporting System interface for appointing a delegate. It features the same EPA and HFC logos and navigation bar as the previous screenshot. The breadcrumb trail is 'Home » Company Summary » Appoint Delegate'. A blue-bordered box contains instructions: 'Appoint a Delegate Use the form below to invite a new Delegate. Complete the required information, click the Send Invitation button, and an email invitation will be sent to the appointee with instructions on how to login and accept the role. Click the Cancel button if you do not want to invite a new Delegate. Once this person becomes a Delegate, they will have access to all HFC reports for this company, which may include sensitive business information.' A red asterisk with the text '* denotes a required field' is located to the right of the instructions. Below is the 'New Delegate Information' form with fields for 'First Name*', 'Last Name*', 'Phone', 'Email', and 'Re-enter Email*'. A red circle highlights the 'First Name' and 'Last Name' fields. At the bottom left, the 'Send Invitation' button is circled in red, next to a 'Cancel' button.

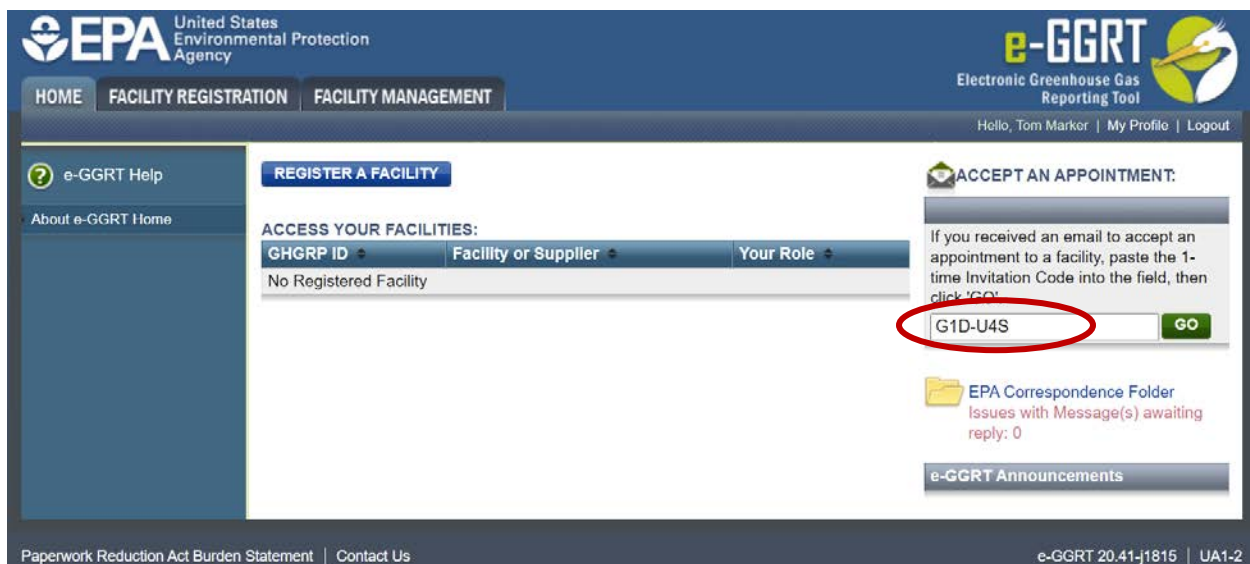
Step 4: ACR or Delegate Receives E-mail Invitation

The designated ACR or delegate will receive an appointment acceptance e-mail with the invitation code. The e-mail will come from eggert@ccdsupport.com.



Step 5: ACR or Delegate Enters the Invitation Code

Copy and paste the invitation code you received in the invitation email into the Accept an Appointment box and click **Go**.



Step 6: ACR or Delegate Accepts the Role

View the name and address of the company you will represent. The ACR or delegate will select **Yes** and click **OK** to accept the appointment. The recipient should select **No** if they do not wish to accept the appointment.

Home

United States Environmental Protection Agency

HFC PHASEDOWN
American Innovation & Manufacturing (AIM) Act
U.S. Environmental Protection Agency

Hello, Tom Marker | My Profile | Logout

MLH Resources (AIM368)

Home » [Accept Role](#)

Accept an appointed role for this Company

Please review the information below and indicate if you accept the role of Company Representative for the reporting entity listed. Note that you may edit the corporate address following acceptance of the appointed role.

* denotes a required field

You have been identified by George Potemkin as the **Alternate Company Representative** for the following company:

MLH Resources
9 Main St
Ode Tine, Washington 92043
United States of America

Do you accept this role? Yes No

Following acceptance of the appointment, the ACR or delegate will be taken to the HFC Reporting System landing page.

Home

United States Environmental Protection Agency

HFC PHASEDOWN
American Innovation & Manufacturing (AIM) Act
U.S. Environmental Protection Agency

Hello, George Potemkin | My Profile | Logout

Home | Company Management | Import Petitions

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Accept an appointment:

If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.

You are also a reporter under EPA's **Greenhouse Gas Reporting Program (40 CFR Part 98)**

[Go to e-GGRT for GHG Reporting](#)

Access your Companies

Company	Comp ID	Your Role	Actions
MLH Resources	AIM368	Alternate Company Representative	Report Manage

V. REMOVE AN ALTERNATE COMPANY REPRESENTATIVE OR DELEGATE

Step 1: Navigate to the Company Management tab

Select the Company Management tab at the top of the screen, or click **Manage** from the action menu for the company for which you want to replace the CR.

The screenshot shows the EPA HFC reporting system interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. The navigation bar includes 'Home', 'Company Management' (circled in red), and 'Import Petitions'. On the right, there is a user greeting 'Hello, George Potemkin | My Profile | Logout' and a 'PHASEDOWN' logo. Below the navigation bar is a large landscape image. To the right of the image is a section titled 'Accept an appointment:' with a text box and a 'GO' button. Below that is a yellow box with text about EPA's Greenhouse Gas Reporting Program and a link to 'Go to e-GGRT for GHG Reporting'. At the bottom, there is a table titled 'Access your Companies' with columns for 'Company', 'Comp ID', 'Your Role', and 'Actions'. The table contains one row for 'MLH Resources' with 'AIM368' as the Comp ID and 'Company Representative' as the role. The 'Actions' column for this row contains 'Report' and 'Manage' (circled in red).

Step 2: Remove the ACR or a Delegate

Click **Remove** next to the ACR or next to the Delegate you want to remove. Note that ability to remove an ACR is limited to the CR, while the ability to remove a Delegate is limited to the ACR or CR. A Delegate may remove themselves but cannot remove another Delegate.

Company Profile

Company ID	AIM368	Created Date	10/26/2021
Company Name	MLH Resources	Company Status	
Corporate Address	9 Main St Ode Tine Washington 92043 United States of America (Edit Address)		

Company Representatives and Delegates

Role	Name	Date Added	Actions
Company Representative	George Potemkin	10/26/2021	
Alternate Company Representative	Tom Marker	11/29/2021	Remove
Delegate	Leonardo da Vinci	12/10/2021	Remove

[Add a Delegate](#)

Reassigning the Company Representative

At this time, users do not have the ability to reassign the CR. Until this functionality becomes available, if you need to reassign the CR, contact the Help Desk at <https://www.epa.gov/climate-hfcs-reduction/forms/hfc-allocation-rule-reporting-helpdesk>.

VI. UPDATE THE COMPANY ADDRESS

Step 1: Navigate to the Company Management tab

Select the Company Management tab at the top of the screen or click **Manage** from the action menu.

The screenshot shows the EPA HFC Reporting System dashboard. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and the 'HFC PHASEDOWN' logo is on the right. Below the logos is a navigation bar with 'Home', 'Company Management' (circled in red), and 'Import Petitions'. A user greeting 'Hello, George Potemkin | My Profile | Logout' is visible. Below the navigation bar is a large landscape image. To the right of the image is a section titled 'Accept an appointment:' with a text box and a 'GO' button. Below that is a yellow box with text about EPA's Greenhouse Gas Reporting Program and a link 'Go to e-GGRT for GHG Reporting'. Below the image is a text block with OMB control information. At the bottom is a table titled 'Access your Companies' with columns: Company, Comp ID, Your Role, and Actions. The table has one row for 'MLH Resources' with Comp ID 'AIM368' and Your Role 'Company Representative'. The 'Actions' column for this row contains 'Report | Manage', with 'Manage' circled in red.


Step 2: Edit Company Address

Select **Edit Address** to modify the company address. Note that ability to edit the company address is limited to the CR and ACR. Delegates may view the address but cannot edit it.

The screenshot shows the 'Company Summary' page for 'MLH Resources (AIM368)'. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and the 'HFC PHASEDOWN' logo is on the right. Below the logos is a navigation bar with 'Home', 'Company Management' (selected), and 'Import Petitions'. A user greeting 'Hello, George Potemkin | My Profile | Logout' is visible. Below the navigation bar is the title 'MLH Resources (AIM368)' and a link 'Home » Company Summary'. Below that is a box titled 'Company Summary' with text explaining the page's purpose and listing actions like 'Edit Address', 'Appoint', 'Add a Delegate', and 'Cancel'. Below this is a 'Company Profile' section with a table showing details for 'MLH Resources' (AIM368), including 'Corporate Address' and an '(Edit Address)' button circled in red. Below that is a 'Company Representatives and Delegates' section with a table listing 'George Potemkin' as the 'Company Representative' and 'none' as the 'Alternate Company Representative'. At the bottom are buttons for 'Add a Delegate' and 'CANCEL'.


Step 3: Enter Updated Address Information

Enter the updated address and click **Save** when you are done.



United States Environmental Protection Agency

Home | **Company Management** | Import Petitions



PHASEDOWN
American Innovation & Manufacturing (AIM) Act
U.S. Environmental Protection Agency

Hello, George Polemkin | My Profile | Logout

MLH Resources (AIM368)

Home » Company Summary » **Edit Name or Address**

Edit Company Address * denotes a required field

Use the form below to edit your company's corporate address. Once the edits are complete, click the Save button to save your changes. If no edits are required, click the Cancel button. Contact the Help Desk by clicking Help at the bottom of the page to request edits to the company name.

Company Editable Information

Company ID	AIM368
Company Name	MLH Resources
Country*	United States of America
Street Address 1*	9 Main St
Street Address 2	
City*	Ode Tine
State*	Washington
Zip/Postal Code*	92043

SAVE **CANCEL**

Updating the Company Name

The company name field cannot be updated by registered users. If the name of your company has changed, notify EPA by contacting the Help Desk at <https://www.epa.gov/climate-hfcs-reduction/forms/hfc-allocation-rule-reporting-helpdesk>.

VII. ADD A NEW FACILITY

Certain HFC activities are reported to EPA at the facility-level, not the company-level. Prior to submitting facility-specific information, companies must first add facility information to their account.

Step 1: Navigate to the Company Management tab

Select the Company Management tab at the top of the screen or click **Manage** from the action menu.

United States Environmental Protection Agency

Home **Company Management** Import Petitions

Hello, George Potemkin | My Profile | Logout

Accept an appointment:
If you received an email to accept an appointment to a company, paste the 1-time Invitation Code into the field, then click 'GO'.

You are also a reporter under EPA's Greenhouse Gas Reporting Program (40 CFR Part 98)
Go to e-GGRT for GHG Reporting

Access your Companies

Company	Comp ID	Your Role	Actions
MLH Resources	AIM368	Company Representative	Report Manage

Step 2: Select Add a Facility

Click **Add a Facility**. Note that ability to add a new facility is limited to the CR and ACR. Delegates may view facility information but cannot edit it.

Company Profile

Company ID	AIM368	Created Date	10/26/2021
Company Name	MLH Resources	Company Status	
Corporate Address	9 Main St Ode Time Washington 92043 United States of America (Edit Address)		

Company Representatives and Delegates

Role	Name	Date Added	Actions
Company Representative	George Potemkin	10/26/2021	
Alternate Company Representative	none		Appoint

Add a Delegate

Your Company's Facilities

Facility	Facility ID	Created Date (By)	Last Modified Date (By)	Actions
Add a Facility				

CANCEL

Step 3: Enter the Facility Name and Address

Enter a unique facility name and the address of the facility. Click **Save** when you are done.

The screenshot shows the EPA HFC Reporting System interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". To the right is the "HFC PHASEDOWN" logo. A navigation bar contains links for "Home", "HFC Reports", "Import Petitions", and "Company Management" (which is highlighted). A user greeting "Hello, George Potemkin | My Profile | Logout" is visible on the right. Below the navigation bar, the page title is "MLH Resources (AIM368)" and the breadcrumb trail is "Home » Company Summary » New Facility".

A light blue box contains the heading "Add/Edit Facility Name and Address" and a paragraph of placeholder text: "Ut vulputate lorem pulvinar varius maximus. Nam ullamcorper enim scelerisque erat blandit sagittis. Vestibulum lacinia ante at metus rutrum scelerisque. Fusce in nunc neque. Mauris nibh diam, porttitor id semper eu, ullamcorper vel sem. Nam ullamcorper enim scelerisque erat blandit sagittis." To the right of this box, a red asterisk is followed by the text "denotes a required field".

The "Facility Information" section contains the following fields:

- Facility Name* (text input)
- Street Address 1* (text input)
- Street Address 2 (text input)
- City* (text input)
- State* (dropdown menu with "Select" as the current selection)
- Zip* (text input)

At the bottom left of the form, the "Save" button is circled in red, and the "Cancel" button is located to its right.

VIII. UPDATE A FACILITY NAME OR ADDRESS

Step 1: Navigate to the Company Management tab

Select the Company Management tab at the top of the screen or click **Manage** from the action menu.

The screenshot shows the EPA HFC Reporting System interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. The navigation bar includes 'Home', 'Company Management' (circled in red), and 'Import Petitions'. A user greeting 'Hello, George Potemkin | My Profile | Logout' is present. A sidebar on the right contains an 'Accept an appointment' section and a notification about the Greenhouse Gas Reporting Program. The main content area features a large landscape image and a text block regarding OMB approval. Below this is a table titled 'Access your Companies' with the following data:

Company	Comp ID	Your Role	Actions
MLH Resources	AIM368	Company Representative	Report Manage (circled in red)

Step 2: Select Facility to Edit or Remove


Select **Edit** from the actions menu for the facility you would like to update. Select **Remove** to delete a facility. Note that facilities can only be removed from your account if data was not previously submitted to EPA for that facility. Also, the ability to edit or remove a facility is limited to the CR and ACR. Delegates may view facility information but cannot edit it.

The screenshot displays the 'Company Profile' page. It includes sections for 'Company Profile', 'Company Representatives and Delegates', and 'Your Company's Facilities'. The 'Your Company's Facilities' table contains the following data:


Facility	Facility ID	Facility City, State	Created Date (By)	Last Modified Date (By)	Actions
Floral Scents Inc	AIM368-01	Ode Tine, Washington	11/04/2021 (George Potemkin)	11/04/2021 (George Potemkin)	Edit Remove (circled in red)

Step 3: Enter Updated Information

Modify the information, as needed, and click **Save** when you are done.



United States Environmental Protection Agency



PHASEDOWN
American Innovation & Manufacturing (AIM) Act
U.S. Environmental Protection Agency

Home | HFC Reports | Import Petitions | **Company Management**

Hello, George Potemkin | My Profile | Logout

MLH Resources (AIM368)
Home » Company Summary » **New Facility**

Add/Edit Facility Name and Address * denotes a required field

Ut vulputate lorem pulvinar varius maximus. Nam ullamcorper enim scelerisque erat blandit sagittis. Vestibulum lacinia ante at metus rutrum scelerisque. Fusce in nunc neque. Mauris nibh diam, porttitor id semper eu, ullamcorper vel sem. Nam ullamcorper enim scelerisque erat blandit sagittis.

Facility Information

Facility ID	AIM368-01
Created Date (By)	11/04/2021 (George Potemkin)
Last Modified Date (By)	11/04/2021 (George Potemkin)
Facility Name*	<input type="text" value="Floral Scents Inc"/>
Street Address 1*	<input type="text" value="9 Main St"/>
Street Address 2	<input type="text"/>
City*	<input type="text" value="Ode Tine"/>
State*	<input type="text" value="Washington"/>
Zip*	<input type="text" value="92043"/>

APPENDIX A: CREATE AN E-GGRT ACCOUNT

You will need to create an e-GGRT user account if you plan to represent a company who must report under the HFC Allocation Rule Reporting Program. See below for instructions on creating an e-GGRT account for **Existing CDX Account** users and **New CDX Account** users.

Existing CDX Account

Users with existing CDX accounts can complete an abbreviated e-GGRT registration process.

Step 1: Log into e-GGRT

Visit <https://ghgreporting.epa.gov/> and enter your CDX Username and Password. The panel on the left displays links to context-sensitive help topics.

The screenshot shows the EPA's electronic Greenhouse Gas Reporting Tool interface. On the left, a blue sidebar contains an 'e-GGRT Help' section with a list of links: 'How to Login to e-GGRT', 'How to Retrieve Your Lost or Forgotten User Name', 'How to Retrieve Your Lost or Forgotten Password', 'How to Reset an Expired Password', and 'How to Reset Your Locked e-GGRT Account'. The main content area is titled 'Welcome to EPA's electronic Greenhouse Gas Reporting Tool'. Below this is an 'About e-GGRT' section explaining that the tool supports facility and supplier reporting for the EPA Greenhouse Gas Reporting Program. A 'Warning Notice' section follows, detailing the user's acknowledgment of terms and conditions. On the right side, there is an 'e-GGRT LOGIN' form with input fields for 'User Name' and 'Password', a 'Show Password' checkbox, and a green 'LOGIN' button. Below the login form are links for 'Need Help?' (with sub-links for 'Forgot your User Name?' and 'Forgot your Password?') and 'New to e-GGRT?' (with a sub-link for 'Create your e-GGRT account').

Step 2: Preview Registration Steps

Preview the abbreviated user registration process. Select **Complete Registration** to proceed.

The screenshot displays the EPA e-GGRT user registration interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the e-GGRT logo and 'Electronic Greenhouse Gas Reporting Tool'. Below the logos, the text 'Hello, Chris French | Logout' is visible. The main content area is titled 'Welcome to e-GGRT' and includes a section 'ABOUT THE ONE-TIME REGISTRATION PROCESS' with the following text: 'Based on your user profile, either' followed by a bulleted list: '• this is your first visit to e-GGRT' and '• or, you have an incomplete e-GGRT user profile.' Below this, it states 'You must complete a short, one-time e-GGRT registration.' A 'User Registration Process' table follows, detailing the steps: 1. Complete Your User Profile (Enter missing identifying information), 2. Pick Challenge Questions (If you have not already done so, 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-GGRT.), and 3. Electronic Signature Form (Your options are: 1) electronically sign the Electronic Signature Agreement or; 2) print and submit a hard copy of the Electronic Signature Agreement. You will not be able to use e-GGRT until EPA has approved your Electronic Signature Agreement.) Below the table is a 'Start Using e-GGRT' section stating: 'EPA will not activate your account until your Electronic Signature Agreement has been submitted and approved. An account activation notice will be sent to the email address you used for registration. You will then be able to use e-GGRT.' At the bottom of the registration process section, a blue button labeled 'COMPLETE REGISTRATION' is circled in red.

COMPLETE REGISTRATION

Step 3: Review and Accept e-GGRT Terms and Conditions

Once you have read through the terms and conditions, check the box at the bottom of the page and click **Continue**.

E-GGRT TERMS AND CONDITIONS

The access and use of e-GGRT and Central Data Exchange (CDX) registration for the electronic submittal of environmental information requires 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-GGRT 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 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.

Paperwork Reduction Act Burden Statement

OMB Number: 2060-0629. Expiration Date: May 31, 2016. The public reporting and recordkeeping burden for this collection of information is estimated to average 2.03 hours per response.

OMB Number: 2025-0003. Expiration Date: April 30, 2015. The public reporting and recordkeeping burden for this collection of information is estimated to average 0.69 hours per response.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence.

Electronic Signature Agreement

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

I have reviewed and agree to the above conditions for the access and use of my account.

CANCEL **CONTINUE**

Step 4: Complete e-GGRT User Profile

The User Information and e-mail address will be automatically filled from your CDX account. Enter the additional information and click **Save**.

The screenshot shows the EPA e-GGRT user registration interface. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo and a user greeting 'Hello, Chris French | Logout'. The main heading is 'USER REGISTRATION'. Below this is a sidebar with 'e-GGRT Help' and 'Basic User Registration'. The main content area is titled 'COMPLETE YOUR E-GGRT USER PROFILE' and includes a note: 'Please enter required fields and save the form below to begin using e-GGRT. * denotes a required field'. The form is divided into three sections: 'USER INFORMATION' (Title: Mr, First Name: Chris, Middle Initial, Last Name: French, Suffix), 'ADDRESS INFORMATION' (Organization: SAIC, Mailing Address Line 1: 12010 Sunset Hills, Mailing Address Line 2, City: Reston, State: Virginia, Zip/Postal Code: 20190, Country: UNITED STATES), and 'CONTACT INFORMATION' (Email: frenchch@saic.com, Phone Number: 703-555-5555, Phone Extension, FAX). At the bottom, there are 'CANCEL' and 'SAVE' buttons, with the 'SAVE' button circled in red.

Step 5a: Complete LexisNexis 3rd Party Identity Verification

To electronically certify your e-GGRT electronic signature agreement (ESA), complete the LexisNexis form. Check the box to certify that you are the person whose information was entered and click **Verify** to continue.

Note: If you are unsuccessful or if you opt not to use the LexisNexis feature, you must print, sign, and mail a paper ESA to EPA. Instructions for this process are outlined beginning with Step 5b below.



United States
Environmental Protection
Agency



Electronic Greenhouse Gas
Reporting Tool

USER REGISTRATION
Hello, Chris French | [Logout](#)

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



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	Chris
Last Name	French
Middle Name	<input type="text"/>
Home Address *	<input type="text"/>
Home City *	<input type="text"/>
Home State *	<input type="text" value="Select"/>
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

Paperwork Reduction Act Burden Statement | [Contact Us](#)
e-GGRT 20.37-j1781 | UA2-10

Step 6a: Challenge Questions and Answers

Because this information already exists in your CDX account, no further action is required. Click **Next** to continue.

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

Hello, Chris French | Logout

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.

We have your challenge questions on file. Please click NEXT to continue.

NEXT

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT 20.37-1781 | UA2-3

Step 7a: Review the ESA

Upon successfully completing the LexisNexis identity verification process, review the ESA and click **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**

Step 8a: e-Sign the ESA

Click **Accept** to initiate the e-signature. You will be prompted to enter your password and an answer to a randomly selected Challenge Question. Upon completion of this two-step verification, you will be able to sign.

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.

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.

ACCEPT **DECLINE**

PAPER ESA **SIGN ELECTRONICALLY**

Step 9a: Success! Confirmation Page (ESA Approved)

After electronically signing your ESA, you will be taken to the confirmation page. Click **OK** to go to the e-GGRT home page.

The screenshot shows the e-GGRT confirmation page. At the top left is the EPA logo with the text "United States Environmental Protection Agency". To the right is the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo. Below the EPA logo are navigation tabs: "HOME", "FACILITY REGISTRATION", and "FACILITY MANAGEMENT". In the top right corner, it says "Hello, Chris French | My Profile | Logout". A progress bar at the top of the main content area shows five steps: "User Profile", "Identity Verification (LexisNexis®)", "Challenge Questions", "Signature Agreement", and "Print Summary". The first four steps are marked with green checkmarks, and the fifth step, "Print Summary", is marked with a white circle. Below the progress bar is a "SUCCESS!" message in a grey box: "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." Below this message is the text "PRINT this summary for your records:" followed by a list of user registration details: Username: cftestacct1, Registration Date: 02 August 2021, Name: Mr Chris French, Organization (Employer): SAIC, Address: 12010 Sunset Hills, Reston, VA 20190, US, Email: frenchch@saic.com, Phone Number: 703-555-5555, and FAX. At the bottom left of the page, there is a blue "OK" button circled in red.

Step 5b: Print, Sign, and Mail Paper ESA

If you opted for a paper ESA or could not successfully complete the LexisNexis identity verification process, you must print a paper ESA, sign it, and mail the signed hard copy to EPA. To opt for a paper ESA, click **I would like to print and submit a signed form**.

The screenshot shows the EPA e-GGRT User Registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo is on the right. A navigation bar shows the current step: 'Identity Verification' (highlighted in green), with other steps being 'User Profile', 'Challenge Questions', 'Signature Form', and 'Print Summary'. A progress bar above the steps shows the current step is complete.

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

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

Form fields:

First Name	Chris
Last Name	French
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**

Footer: Paperwork Reduction Act Burden Statement | Contact Us | e-GGRT 20.37-j1781 | UA2-10

Step 6b: Challenge Questions and Answers

Because this information already exists in your CDX account, no further action is required. Click **Next** to continue.

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

Hello, Chris French | Logout

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.

We have your challenge questions on file. Please click NEXT to continue.

NEXT

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT 20.37-11781 | UA2-3

Step 7b: Print, Sign, and Mail the ESA

Print the ESA, sign it, and mail the hard copy to EPA. Click **Next** to continue.

Step 8b: Success! Confirmation Page (ESA Pending)

After printing your ESA, you will be taken to the confirmation page. Click **OK** to go to the e-GGRT home page.

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

Hello, Chris French | Logout

e-GGRT Help

Electronic Signature Agreement

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

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 CLFTESTACCT2
 Registration Date 02 August 2021
 Name Mr Chris French
 Organization (Employer) SAIC
 Address 12010 Sunset Hills ,
 Reston, VA 20190, US
 Email frenchch@saic.com
 Phone Number 703-555-5555
 FAX

OK

Step 9b: e-GGRT Home Page (ESA Pending)

Until EPA has approved your ESA, you will be able to log into e-GGRT, but no access to e-GGRT features will be provided. The following screen is what you will see on the e-GGRT home page upon logging in.

The screenshot displays the e-GGRT home page with the following elements:

- Header:** EPA United States Environmental Protection Agency logo on the left; e-GGRT Electronic Greenhouse Gas Reporting Tool logo on the right, including a bird icon. A user greeting "Hello, Chris French | Logout" is visible in the top right.
- Left Navigation:** "e-GGRT Help" and "Account Activation Pending" (selected).
- Main Content Area:**
 - ACCOUNT ACTIVATION PENDING** (Section Header)
 - Warning Box:** "Your email address is associated with other e-GGRT user accounts that are linked to facilities. [Click here for more information.](#)"
 - Text:** "The Environmental Protection Agency (EPA) has not yet received your Electronic Signature Agreement. Receipt of your Electronic Signature Agreement is required to activate your account."
 - Text:** "If you have mailed your Electronic Signature Agreement, please allow 10 business days for processing. If you failed to mail, or believe your Electronic Signature Agreement to be lost, the directions and form are included below:"
 - NOTE:** "We cannot accept scanned or faxed copies of your Electronic Signature Agreement."
 - Instructions:**
 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, 7th Floor
Reston, VA 20190
 - Text:** "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.
- Right Side:** "QUESTIONS? Email: test@ccdsupport.com"

Create a New e-GGRT Account

Step 1: Initiate the Process

Visit <https://ghgreporting.epa.gov/> and select **Create your e-GGRT account**.

The screenshot shows the EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT) homepage. The header includes the EPA logo and the text "United States Environmental Protection Agency" on the left, and the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo on the right. A navigation menu on the left contains "e-GGRT Help" and "Login to e-GGRT". The main content area is titled "Welcome to EPA's electronic Greenhouse Gas Reporting Tool" and includes an "About e-GGRT" section, a "Warning Notice", and an "e-GGRT LOGIN" form. The "e-GGRT LOGIN" form has fields for "User Name:" and "Password:", a "Show Password" checkbox, and a "LOGIN" button. Below the login form are links for "Need Help?" (» Forgot your User Name?, » Forgot your Password?) and "New to e-GGRT?" (» Create your e-GGRT account). The "Create your e-GGRT account" link is circled in red.

Step 2: Preview Registration Steps

Preview the user registration process. Select **Begin Registration** to proceed.

USER REGISTRATION

About the e-GGRT One-time User Registration Process

SHOULD YOU REGISTER TO USE E-GGRT?

You will need to create an e-GGRT 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-GGRT are integrated so that both will work with your existing CDX account.

Log in to e-GGRT with your user name and password.

User Registration Process

1 Create User Profile	Enter identifying information (name, address, contact information); set your user name, password, and three security questions.
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-GGRT.
3 Electronic Signature Agreement	Your options are: 1) electronically sign the Electronic Signature Agreement or; 2) print and submit a hard copy of the Electronic Signature Agreement. You will not be able to use e-GGRT until EPA has approved your Electronic Signature Agreement.
4 Print Summary	Print the summary of your registration for your records. If you have questions regarding your registration, including the status of your Electronic Signature Agreement, you can refer to this document.
Start Using e-GGRT	EPA will not activate your account until your Electronic Signature Agreement has been submitted and approved. An account activation notice will be sent to the email address you used for registration. You will then be able to use e-GGRT.

BEGIN REGISTRATION

Step 3: Review and Accept e-GGRT Terms and Conditions

Once you have read through the terms and conditions, check the box at the bottom of the page and click **Continue**.

E-GGRT TERMS AND CONDITIONS

The access and use of e-GGRT and Central Data Exchange (CDX) registration for the electronic submittal of environmental information requires 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.

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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.

Paperwork Reduction Act Burden Statement

OMB Number: 2060-0629. Expiration Date: May 31, 2016. The public reporting and recordkeeping burden for this collection of information is estimated to average 2.03 hours per response.

OMB Number: 2025-0003. Expiration Date: April 30, 2015. The public reporting and recordkeeping burden for this collection of information is estimated to average 0.69 hours per response.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence.

Electronic Signature Agreement

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

I have reviewed and agree to the above conditions for the access and use of my account.

CANCEL **CONTINUE**


Step 4: Confirm E-mail Address

Enter the e-mail address you will use for registration. The system will confirm that there is no existing e-GGRT account associated with the entered e-mail address. Click **Continue**.


The screenshot shows the EPA e-GGRT User Registration interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". At the top right is the e-GGRT logo and the text "Electronic Greenhouse Gas Reporting Tool". Below the header is a "USER REGISTRATION" tab. A progress bar shows four steps: "User Profile", "Challenge Questions", "Signature Agreement", and "Print Summary". The "User Profile" step is currently active. Below the progress bar is a section titled "YOUR USER PROFILE" with the instruction "Please begin by entering your E-mail address." and a note that "*" denotes a required field. There are two input fields: "E-MAIL ADDRESS" with a sub-label "Email *" and "Re-enter Email *". At the bottom of the form are two buttons: "CONTINUE" (highlighted with a red circle) and "CANCEL".

Step 5: Create User Profile

Enter your user and organization information. Click **Save** to proceed.



United States Environmental Protection Agency



Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

e-GGRT Help

A User Profile

User Profile Challenge Questions Signature Agreement Print Summary

YOUR USER PROFILE

By completing and saving this form you will establish your e-GGRT user profile.

NOTE: You will not be able to return to this screen, so please double-check the information before you save. * denotes a required field

Title *

First Name *

Please use your full first name and not a nickname for identity proofing purposes.

Middle Initial

Last Name *

Suffix

ADDRESS INFORMATION

Organization (Employer) *

Mailing Address Line 1 *

Maximum 50 characters

Mailing Address Line 2

City *

State *

Zip/Postal Code *

Country *

CONTACT INFORMATION

Email *

Phone Number *

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 *

Your password must be at least 8 characters long and contain at least one number, one uppercase and one lowercase letter. Passwords cannot start with a number.

Password * Show Password

Your security questions and answers are used to authenticate you in situations where you have forgotten your user name or password. Please select three security questions which are relevant to you and provide answers which are not easily guessed by others.

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

Step 6a: Complete LexisNexis 3rd Party Identity Verification

To electronically certify your e-GGRT electronic signature agreement (ESA), complete the LexisNexis form. Check the box to certify that you are the person whose information was entered and click **Verify** to continue.

Note: If you are unsuccessful or if you opt not to use the LexisNexis feature, you must print, sign, and mail a paper ESA to EPA. Instructions for this process are outlined beginning with Step 6b below.

The screenshot shows the EPA e-GGRT registration interface. At the top left is the EPA logo and "United States Environmental Protection Agency". At the top right is the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo and "Hello, Chris French | Logout". Below the header is a "USER REGISTRATION" tab. A progress bar shows five steps: "User Profile" (completed), "Identity Verification" (current), "Challenge Questions", "Signature Form", and "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

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

Form fields:

- First Name: Chris
- Last Name: French
- Middle Name: [Empty]
- Home Address*: [Empty]
- Home City*: [Empty]
- Home State*: Select [Dropdown]
- Home Zip*: [Empty]
- Home Phone*: [Empty]
- Date of Birth*: [Empty]
- Last 4 of SSN*: [Empty]

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

VERIFY **EXIT**

Paperwork Reduction Act Burden Statement | Contact Us e-GGRT 20.37-j1781 | UA2-10

Step 7a: Challenge Questions and Answers

Select and answer five Challenge Questions that will be used as part of the two-step e-signature verification process. Click **Save** to proceed.

The screenshot shows the 'e-GGRT' registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are on the left, and the 'e-GGRT Electronic Greenhouse Gas Reporting Tool' logo is on the right. Below the logos is a progress bar with 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 instructions: '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.' Below this, there are five questions, each with a dropdown menu for the question and a text input field for the answer. The questions are: 1. 'What is the first and middle name of your oldest sibling?', 2. 'Who is your favorite author?', 3. 'What is your favorite pet's name?', 4. 'Where did you graduate from high school?', and 5. 'What is the last name of your favorite teacher?'. A red circle highlights a 'SAVE' button at the bottom left of the form.

Step 8a: Review the ESA

Upon successfully completing the LexisNexis identity verification process, review the ESA and click **Sign Electronically**.

The screenshot shows the 'e-GGRT' registration interface at the 'Electronic Signature Agreement' step. The progress bar at the top shows 'User Profile', 'Identity Verification (LexisNexis®)', 'Challenge Questions', 'Signature Form', and 'Print Summary'. The 'Signature Form' step is active. The main content area is titled 'YOUR ELECTRONIC SIGNATURE AGREEMENT' and contains the following text: '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.' Below this is a 'Print ESA' button. A section titled 'Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.' is followed by 'Electronic Signature and Use Agreement' which states: '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.' This is followed by five numbered conditions: (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. At the bottom, there are two buttons: 'PAPER ESA' and 'SIGN ELECTRONICALLY', with the latter circled in red.

Step 9a: e-Sign the ESA

Click **Accept** to initiate the e-signature. You will be prompted to enter your password and an answer to a randomly selected Challenge Question. Upon completion of this two-step verification, you will be able to sign.

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.

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.

ACCEPT **DECLINE**

PAPER ESA **SIGN ELECTRONICALLY**

Step 10a: Success! Confirmation Page (ESA Approved)

After electronically signing your ESA, you will be taken to the confirmation page. Click **OK** to go to the e-GGRT home page.

The screenshot shows the e-GGRT confirmation page. At the top left is the EPA logo and text: "United States Environmental Protection Agency". At the top right is the e-GGRT logo and text: "Electronic Greenhouse Gas Reporting Tool". Below the logos are navigation tabs: "HOME", "FACILITY REGISTRATION", and "FACILITY MANAGEMENT". On the right side of the header, it says "Hello, Chris French | My Profile | Logout".

On the left side, there is a sidebar with "e-GGRT Help" and "Electronic Signature Agreement".

At the top of the main content area, there is a progress bar with five steps: "User Profile", "Identity Verification (LexisNexis®)", "Challenge Questions", "Signature Agreement", and "Print Summary". The first four steps are marked with green checkmarks, and the fifth step is marked with a white circle.

In the center, there is a grey box with the text: "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."

Below this, it says "PRINT this summary for your records:" followed by a list of user registration details:

- Username: cftestacct1
- Registration Date: 02 August 2021
- Name: Mr Chris French
- Organization (Employer): SAIC
- Address: 12010 Sunset Hills, Reston, VA 20190, US
- Email: frenchch@saic.com
- Phone Number: 703-555-5555
- FAX:

At the bottom left of the main content area, there is a blue button labeled "OK" which is circled in red.

Step 6b: Print, Sign, and Mail Paper ESA

If you opted for a paper ESA or could not successfully complete the LexisNexis identity verification process, you must print a paper ESA, sign it, and mail the signed hard copy to EPA. To opt for a paper ESA, click **I would like to print and submit a signed form**.

EPA United States Environmental Protection Agency

e-GGRT Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

Hello, Chris French | Logout

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

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 Chris

Last Name French

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**

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Step 7b: Challenge Questions and Answers

Select and answer five Challenge Questions that will be used as part of the two-step e-signature verification process. Click **Save** to proceed.

The screenshot shows the EPA e-GGRT User Registration interface. At the top left is the EPA logo and "United States Environmental Protection Agency". At the top right is the "e-GGRT Electronic Greenhouse Gas Reporting Tool" logo. Below the header is a "USER REGISTRATION" tab. A progress bar at the top indicates the current step: "Challenge Questions" (active), with previous steps "User Profile" and "Identity Verification (LexisNexis®)" marked as complete, and "Signature Agreement" and "Print Summary" marked as pending. On the left is a navigation menu with "e-GGRT Help" and "Challenge Questions". The main content area is titled "YOUR FIVE CHALLENGE QUESTIONS" and includes instructions: "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." A note states "* denotes a required field". Below this are five question rows, each with a question dropdown and an answer text field:

- Question 1 *: What is the first and middle name of your oldest sibling? (dropdown)
- Answer 1 *: (text field)
- Question 2 *: Who is your favorite author? (dropdown)
- Answer 2 *: (text field)
- Question 3 *: What is your favorite pet's name? (dropdown)
- Answer 3 *: (text field)
- Question 4 *: Where did you graduate from high school? (dropdown)
- Answer 4 *: (text field)
- Question 5 *: What is the last name of your favorite teacher? (dropdown)
- Answer 5 *: (text field)

A blue "SAVE" button is located at the bottom left of the form area, circled in red.

Step 8b: Print, Sign, and Mail the ESA

Print the ESA, sign it, and mail the hard copy to EPA. Click **Next** to continue.

Step 9b: Success! Confirmation Page (ESA Pending)

After printing your ESA, you will be taken to the confirmation page. Click **OK** to go to the e-GGRT home page.

The screenshot displays the e-GGRT User Registration Confirmation Page. At the top left is the EPA logo and 'United States Environmental Protection Agency'. At the top right is the e-GGRT logo and 'Electronic Greenhouse Gas Reporting Tool'. Below the header, it says 'Hello, Chris French | Logout'. A progress bar shows five steps: 'User Profile', 'Identity Verification (Paper)', 'Challenge Questions', 'Signature Agreement', and 'Print Summary'. The 'Print Summary' step is currently active. A 'SUCCESS!' message states: '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.' Below this is a 'PRINT this summary for your records:' section with the following details:

Username	CLFTESTACCT2
Registration Date	02 August 2021
Name	Mr Chris French
Organization (Employer)	SAIC
Address	12010 Sunset Hills , Reston, VA 20190, US
Email	frenchch@saic.com
Phone Number	703-555-5555
FAX	

An 'OK' button is circled in red at the bottom left of the page.

Step 10b: e-GGRT Home Page (ESA Pending)

Until EPA has approved your ESA, you will be able to log into e-GGRT, but no access to e-GGRT features will be provided. The following screen is what you will see on the e-GGRT home page upon logging in.

The screenshot displays the e-GGRT home page interface. At the top left is the EPA logo with the text "United States Environmental Protection Agency". At the top right is the e-GGRT logo with the text "Electronic Greenhouse Gas Reporting Tool" and a user greeting "Hello, Chris French | Logout". A left sidebar contains "e-GGRT Help" and "Account Activation Pending". The main content area is titled "ACCOUNT ACTIVATION PENDING" and features a yellow warning box stating: "Your email address is associated with other e-GGRT user accounts that are linked to facilities. [Click here for more information.](#)" Below this, text explains that the EPA has not yet received the user's Electronic Signature Agreement and provides instructions on how to proceed, including a note that scanned or faxed copies are not accepted. A numbered list of steps is provided, with a "PRINT" icon next to step 1. The mailing address for the GHGRP Help Desk is listed, and a recommendation for overnight service is given. The final step is to wait for an email notification from EPA.


ACCOUNT ACTIVATION PENDING

Your email address is associated with other e-GGRT user accounts that are linked to facilities. [Click here for more information.](#)

The Environmental Protection Agency (EPA) has not yet received your Electronic Signature Agreement. Receipt of your Electronic Signature Agreement is required to activate your account.

If you have mailed your Electronic Signature Agreement, please allow 10 business days for processing. If you failed to mail, or believe your Electronic Signature Agreement to be lost, the directions and form are included below:

NOTE: We cannot accept scanned or faxed copies of your Electronic Signature Agreement.

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, 7th 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.

QUESTIONS?
Email: test@ccdsupport.com