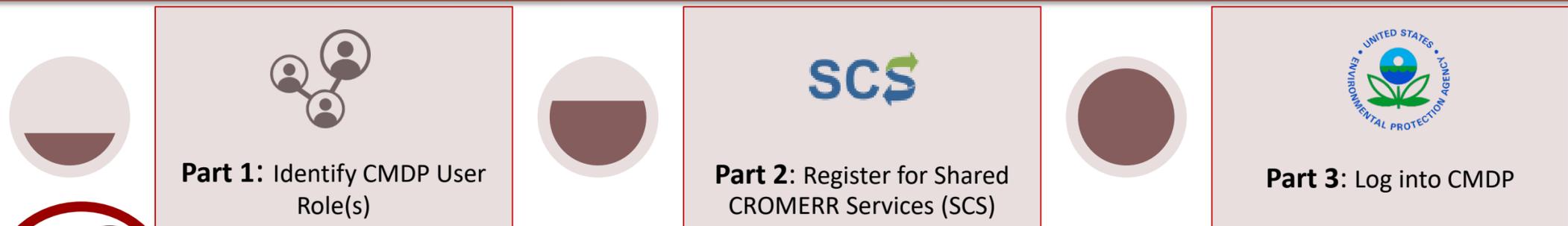


SCS REGISTRATION GUIDANCE FOR LABORATORIES (TEST CMDP)



Part 1: Identify CMDP User Role(s)

Before registering with EPA's Shared Cross-Media Electronic Reporting Regulation (CROMERR) Services (SCS) and using CMDP, you will need to identify your CMDP User Role. Four hierarchical roles for laboratories exist within CMDP. Roles are listed in the figure below in order of functionality (e.g., the Lab System Administrator role has the most functionality). Each role assumes the functionality of the role below it. For example, the Certifier can perform the functions of the Reviewer and Preparer.

Please review the [CMDP Role Registration Guide](#)

[https://usepa.servicenowservices.com/sdwisprogram?id=kb_article&sysparm_article=KB0015307&sys_kb_id=061bf5071b055998fd044262f54bcbda&spa=1] for descriptions of the functionality available for each user role to determine the appropriate role for individuals within your organization.

Laboratory User Roles
1. Lab System Administrator
2. Certifier
3. Reviewer
4. Preparer

A few things to keep in mind when selecting roles within your laboratory:

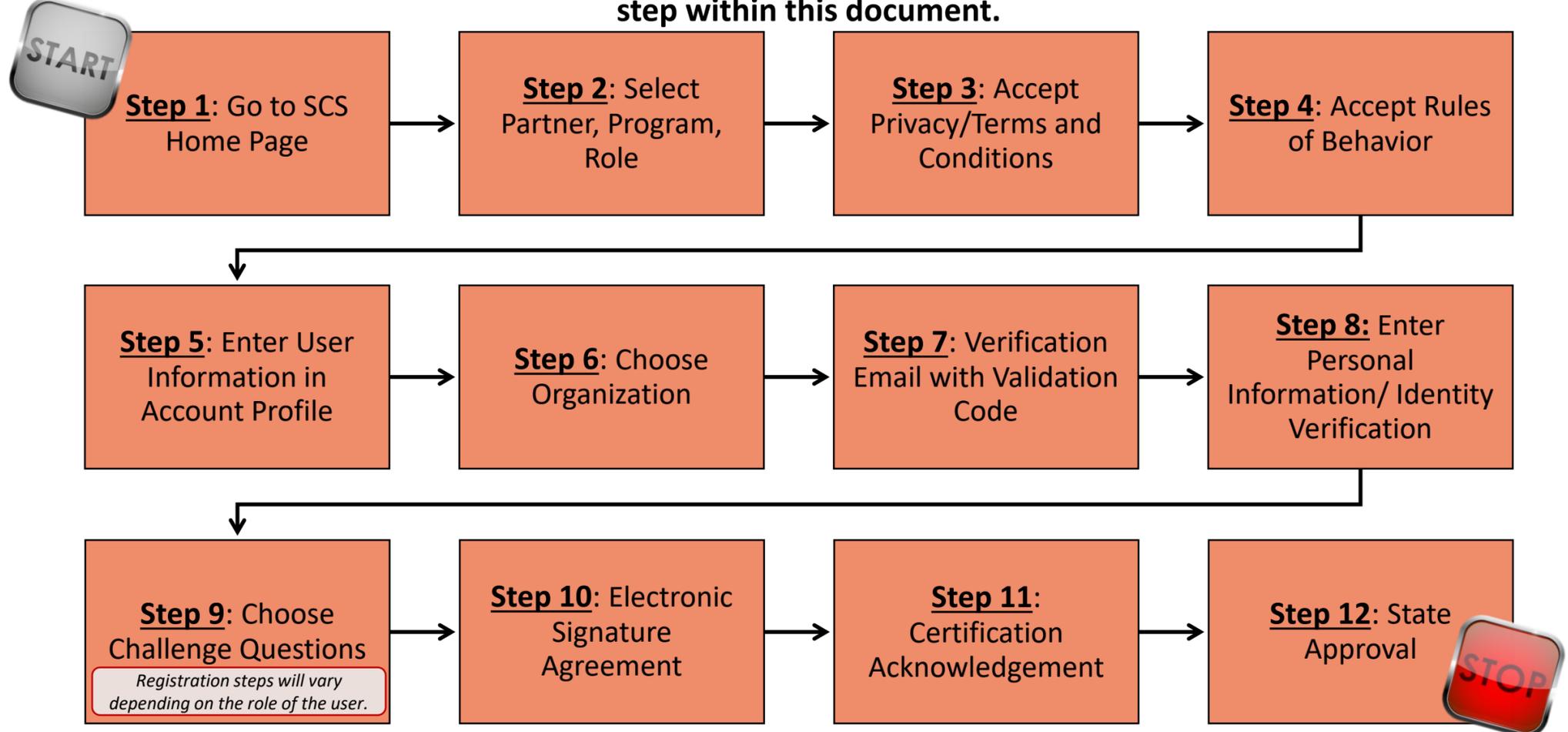
- **Lab System Administrators must register first for SCS.** Once registered, Administrators can invite/accept other role requests from individuals within their organization.
- Only the Lab CMDP Administrator and Certifier can submit data to the State.
- Larger laboratories should consider having two Lab System Administrators.



Laboratory personnel must first register as a CMDP User with EPA's SCS to receive a username and password (credentials) before using the Test version of CMDP. This document provides step-by-step instructions for how to register for SCS. Once the registrant is approved as a CMDP User, they will be able to access the Test version of CMDP using the credentials received from SCS.

Watch the registration process in action!
Click the picture for a screen recorded demonstration of registering with Shared CROMERR Services.

The flow chart below highlights the major steps in the SCS registration process and contains hyperlinks to each step within this document.





Part 2: Register for Shared CROMERR Services (SCS)

Step 1: Create an account in Test SCS by going to the following URL:
<https://encromerrtest.epacdxnode.net/>.

On the home page, select **Register with SCS**.

Step 2: At the top of the page, select **Register By Partner**.

Then, choose a Partner (in the screen shot to the right, the **Idaho Department of Environmental Quality** is selected).

Then, select **CMDP: Compliance Monitoring Data Portal** as the Program.

Finally, choose the desired role. In this example, the user selects **Private Lab CMDP Administrator**.

Click **Continue**.

NOTE: The registration steps are the same for each role, except where noted.

Step 3: Read the terms & conditions/privacy policy for the use of these services.

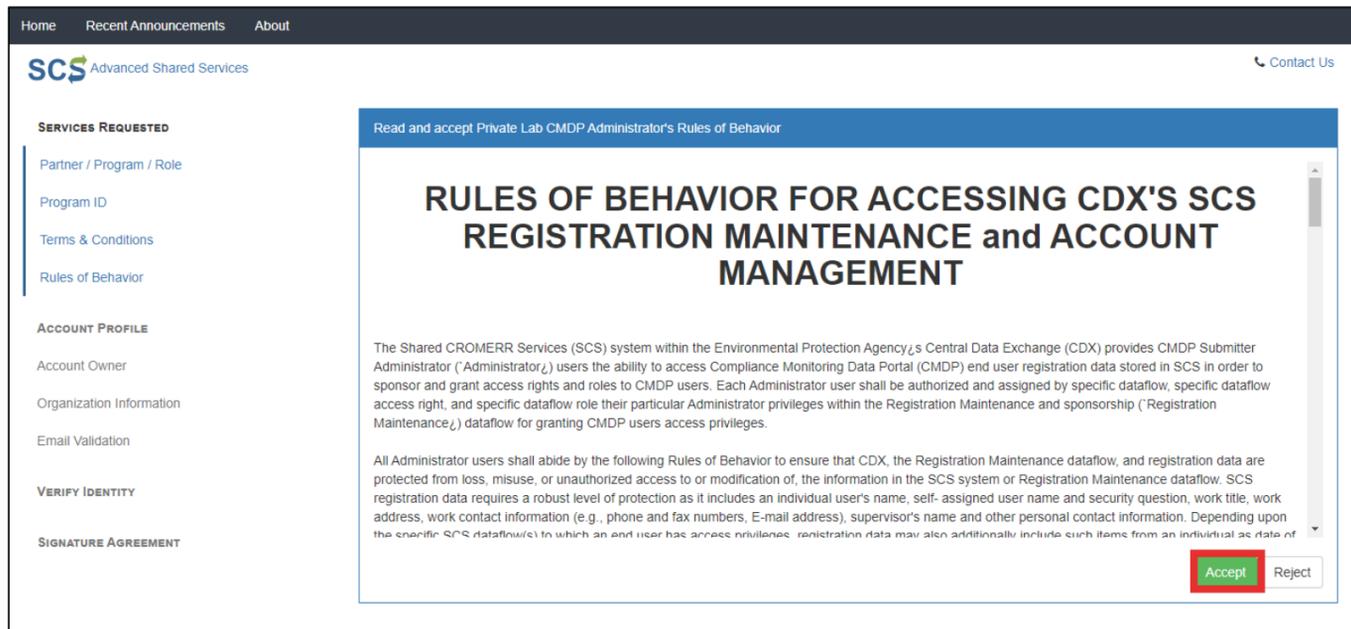
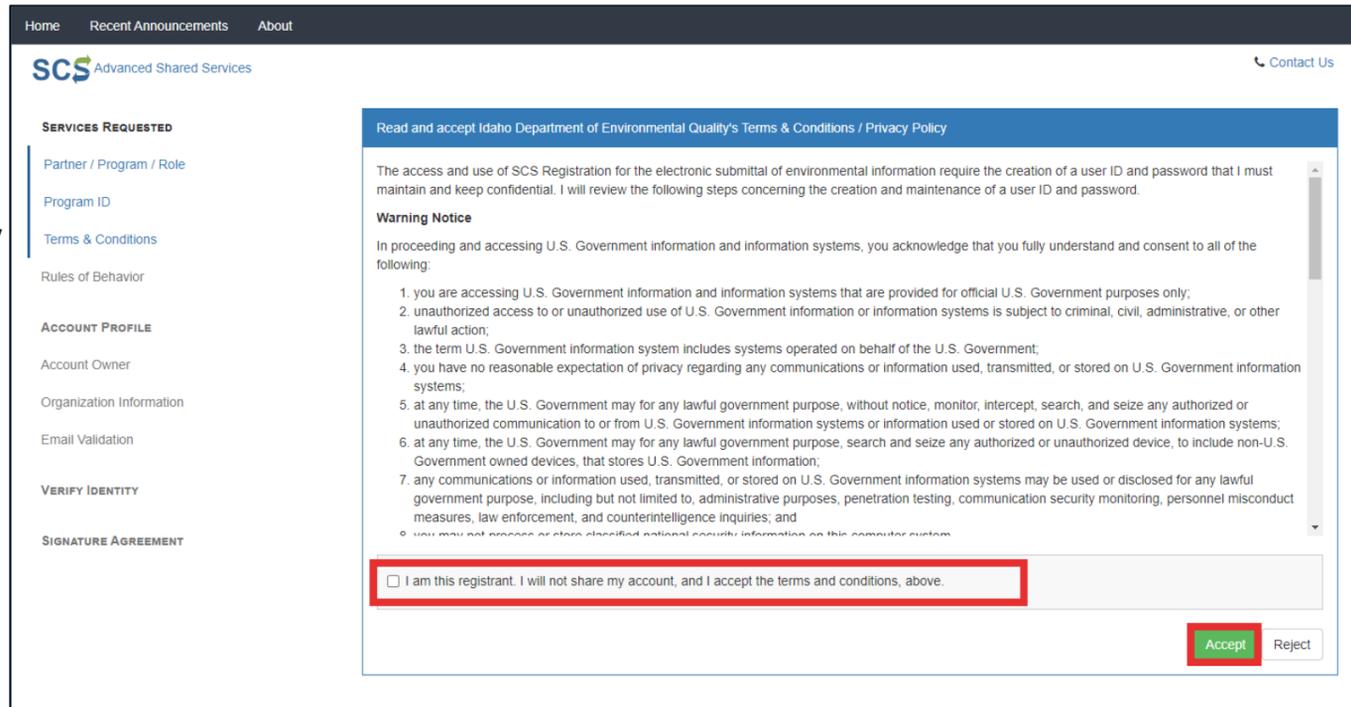
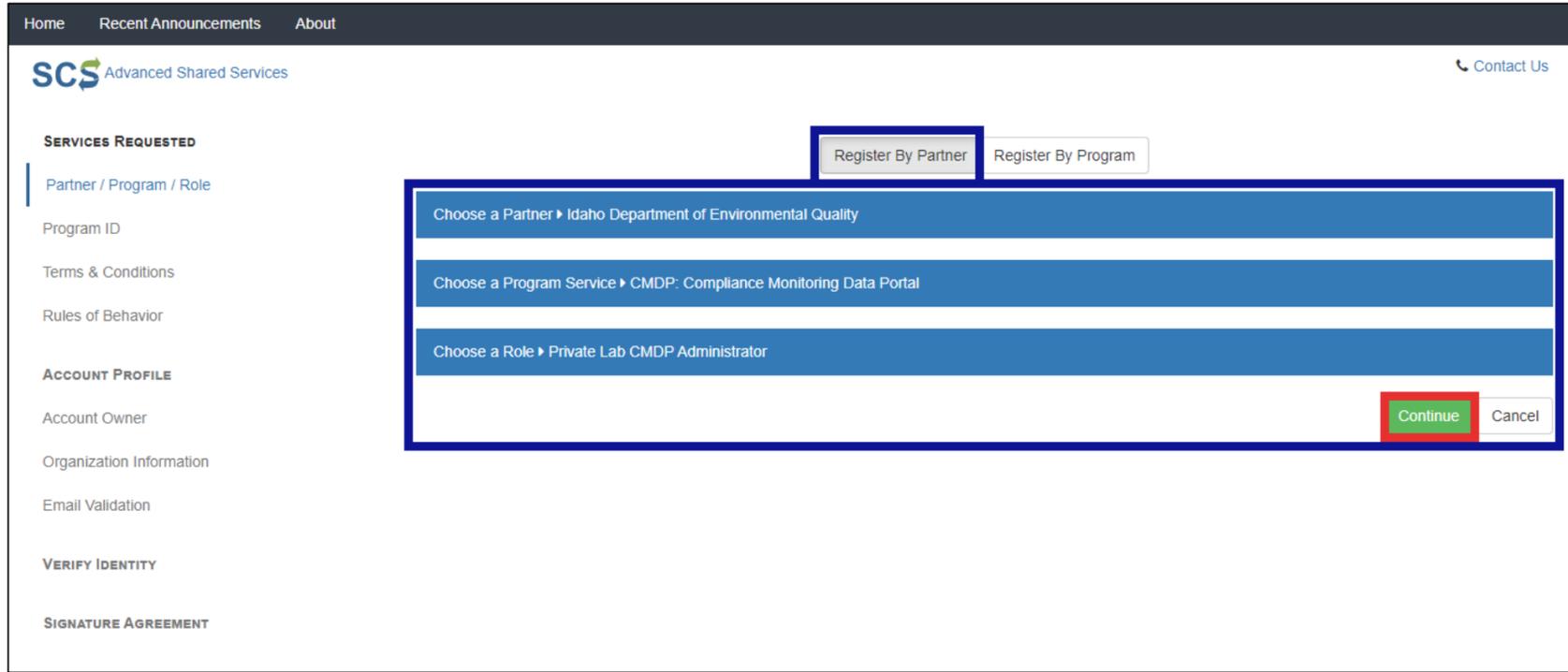
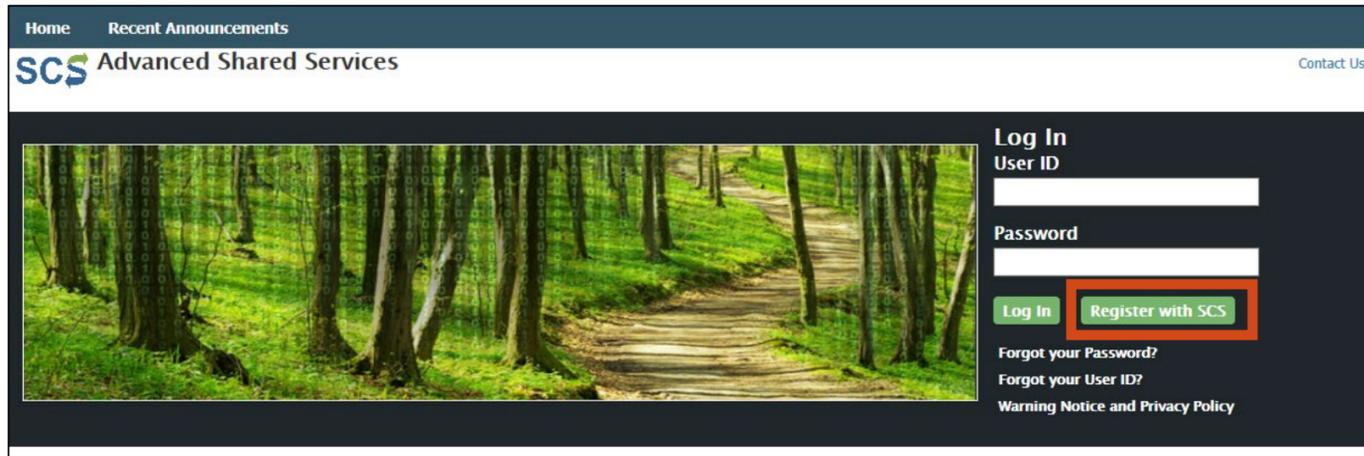
If you agree to these conditions, **check the box** stating "I am a registrant. I will not share my account, and I accept the terms and conditions, above."

If you agree to the **Terms & Conditions/Privacy Policy**, click **Accept** to move forward.

Step 4: Read the Rules of Behavior, because as Lab System Administrators, you are accessing SCS Registration maintenance and account management pages.

If you agree to the conditions in the **Rules of Behaviors**, click **Accept** at the bottom of the page.

NOTE: Lab Certifiers, Lab Reviewers, and Lab Preparers will not see this step.



Step 5: Enter individual information including full name and email address. You will also enter your account information and select three security questions and answers.

Click **Continue** to move forward.

NOTE: If the user also has access to the live version of CMDP, it is recommended that you create a different User ID and Password.

Step 6: Choose your organization. Use the search feature to narrow down the list of organizations. Proceed by entering the organization name then click search.

In this case, we entered "Idaho" in the **Advanced Search** field and a list of laboratories within Idaho appeared. We selected **Generic Lab (ST11111)**.

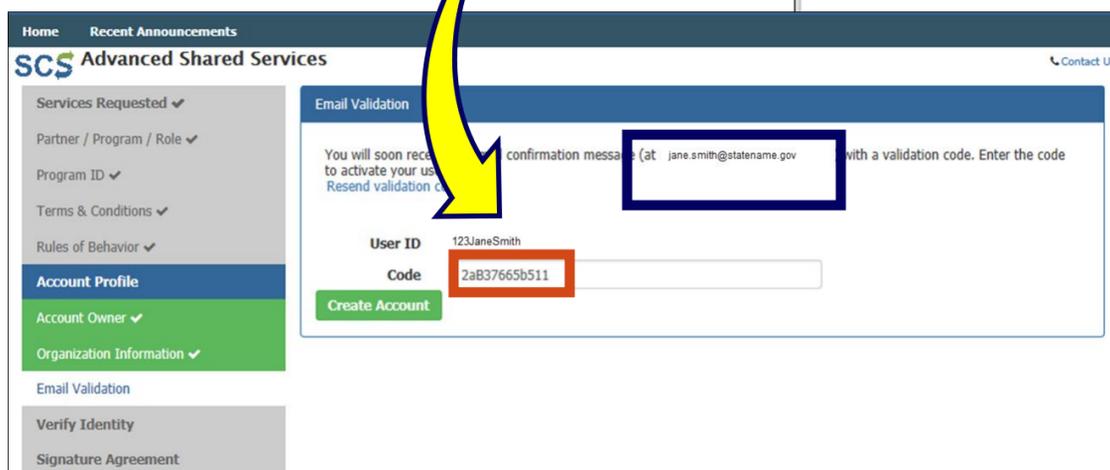
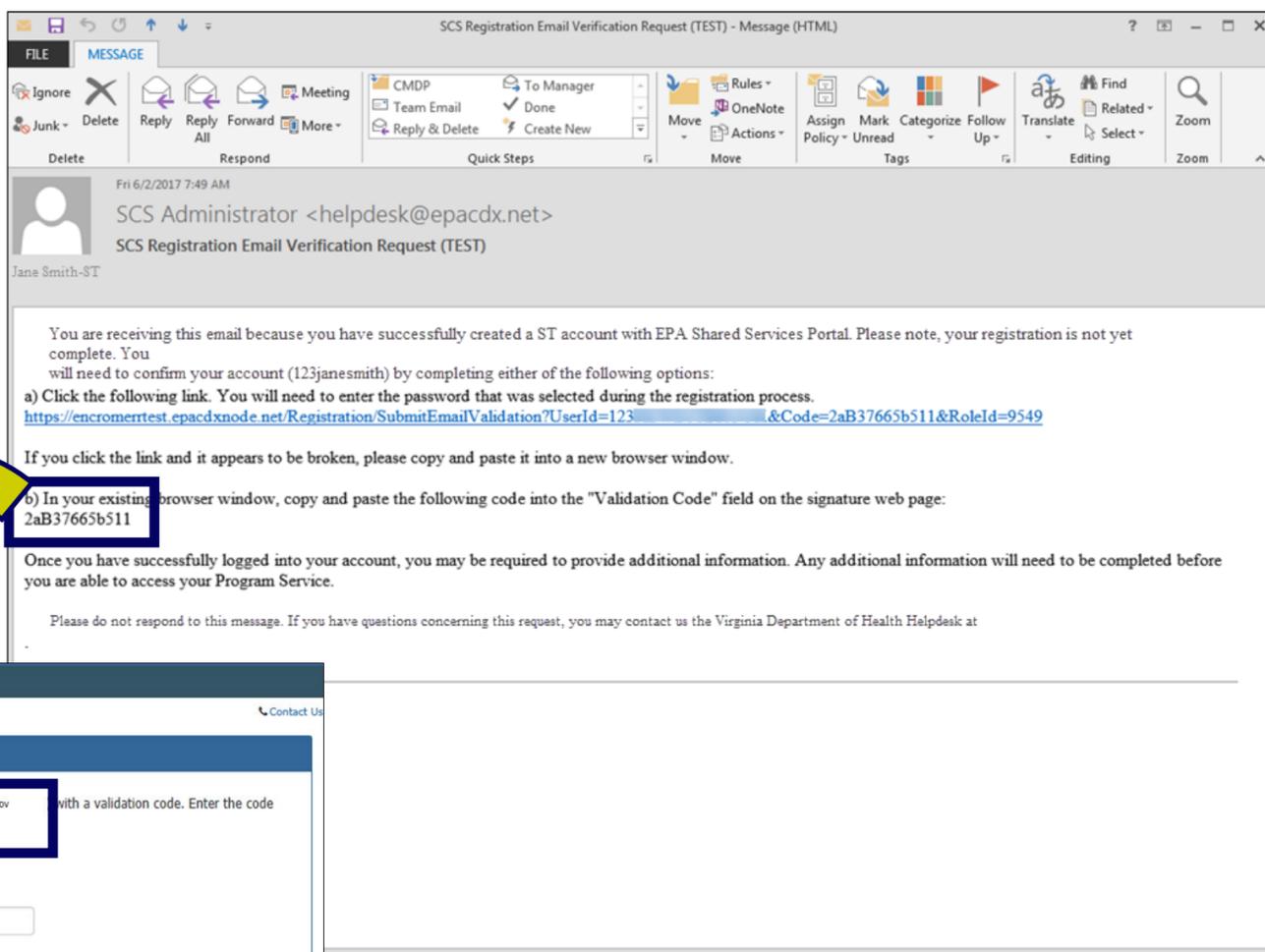
You will have to click on the address located below the name to select the appropriate laboratory.

Add the phone number for your laboratory and click **Continue** to move forward.

NOTE: If your organization is not listed, contact the [CMDP Helpdesk](#) for assistance.

Step 7: An email will be sent to the address entered during the registration process.

Copy the validation code found in that email and paste it into the Code field in the Email Validation step. Once you entered the code, click **Create Account**.



Step 8: Enter your personal information (e.g., home address, city, zip code, etc.) in order for SCS to verify your identify.

Private Laboratory CMDP Administrators and Private Laboratory Certifiers need to complete this LexisNexis verification step because they are requesting authorization to electronically sign Sample Jobs in CMDP.

Once all the information is entered, click **Verify**.

NOTE: If SCS fails to verify any information on Step 8, please contact the [CMDP Helpdesk](#) or select **Use Paper Agreement**. You will need to print and sign the agreement and submit the form into the Drinking Water Program.

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.

First Name
Middle Initial
Last Name
Home Address
Home Address 2
City
State
Zip Code
Home Phone
Last 4 of SSN
Date of Birth
 I have reviewed the name presented above and I would like to proceed with LexisNexis.

[Use Paper Agreement](#)

NOTE: Lab Reviewers and Lab Preparers will not have to complete Steps 9-12 of this document.

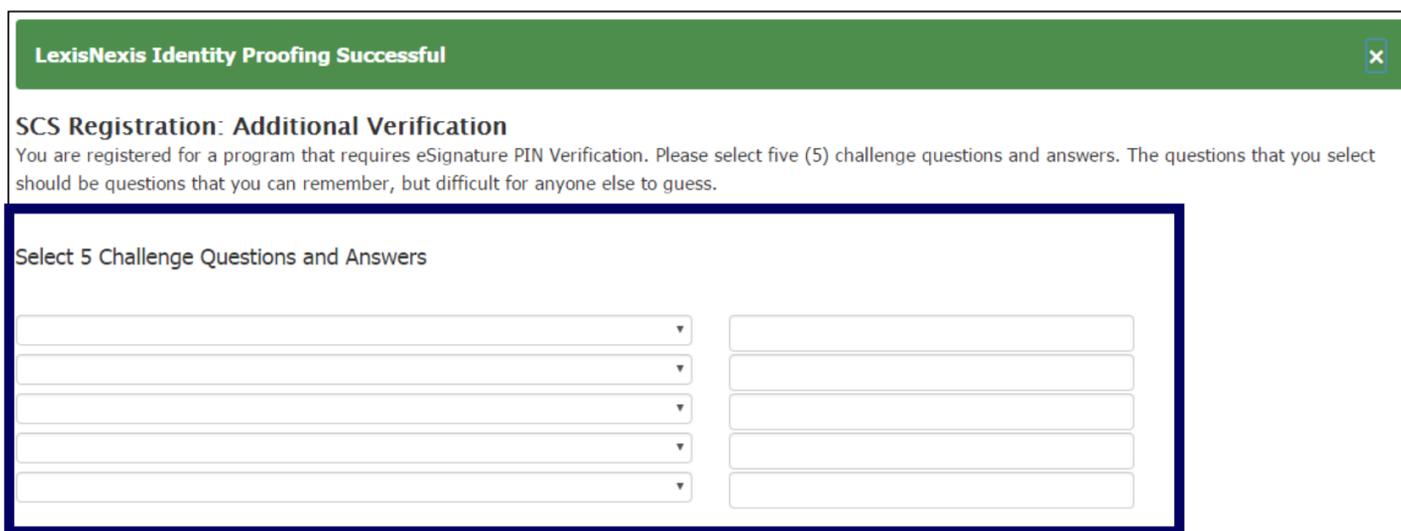
Instead, Lab Reviewers and Lab Preparers will use the Sponsor Information web form to request sponsorship from the CMDP Administrator. Refer to the [CMDP Role Registration Guide](#) for additional guidance.

Lab Certifiers will use the Sponsor Information web form to request sponsorship from the CMDP Lab Administrator and then complete Steps 9-12 upon approval.

Step 9: Once the LexisNexis identity proofing is complete, you will be requested to choose 5 **Challenge Questions** that will be used randomly in the electronic signature service in CMDP.

You will be asked one of these security questions every time data is submitted to the State in order to verify your credentials.

After picking five questions and providing answers, click **Save Answers**.



Step 10: You will be redirected to the **Electronic Signature Agreement (ESA)** screen (and you will receive an “eSig-PIN” e-mail from SCS).

If you agree to the conditions in the **Electronic Signature Agreement**, click **Sign Electronically** at the bottom of the page.

The questions/answers have been saved.

Electronic Signature Agreement

The SCS electronic signature agreement (ESA) is an agreement between yourself and SCS that will authorize your electronic signature. 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 your data flow. For any questions regarding the SCS ESA please contact the [SCS Help Desk](#).

**Alaska Department of Environmental Conservation
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the Alaska Department of Environmental Conservation to sign electronic documents submitted to Alaska Department of Environmental Conservation's Shared CROMERR Services (SCS), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	Generic Lab (ST11111)
Address:	123 Main Street, ST US 11111
Phone Number:	(123) 456-7890
E-mail Address:	jane.smith@statename.gov
Registrant's Name:	Jane Smith
SCS User Name:	123REWESTBROOK

I, Jane Smith

(1) I Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.

(2) I Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

(3) Agree to protect the electronic signature credential, consisting of my Shared CROMERR Service (SCS), user identification and password, as well as

Sign Electronically

Step 11: A Certification Acknowledgement dialog window will be displayed. Click **Accept** to move forward.

Certification Acknowledgement

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.

Accept **Decline**

You will then be asked to enter the **password** you already set for this account previously and **answer** one of the challenge questions you chose for the LexisNexis identity verification.

Click **Sign** to move forward.

SCS Contact Us
Logged in as 123JaneSmith (Log out)
Mail: (2)

Signature Device Authentication

Log In ✓

User ID
123Janesmith

Password
.....
 Show Password

Answer Secret Question ✓

Question
Where did you first meet your spouse?

Answer
Answer here

Sign File

Click Sign to complete your submission.

Sign

Step 12: Because you are requesting an account as Private Laboratory CMDP Administrator, your request will be forwarded to the state CMDP Administrator. Once your account has been activated, you will receive a notification indicating you now can access the CMDP application with the Login and Password defined during registration.

The status will change from **Awaiting Approval** to **Active**.

EPA United States Environmental Protection Agency

Home Recent Announcements

SCS / Dashboard Contact Us
Logged in as LABADMIN (Log out)
Mail: (1)

Program Services Services | Profile | Mail | Submission History

Partner	Service	Role	Org	Status
RI	CMDP	Private Lab CMDP Administrator	Generic Lab (11111)	Awaiting Approval

Showing 1 to 1 of 1 rows

Notifications

No notifications

Congratulations! This completes the registration process for TEST CMDP as a Laboratory CMDP Administrator.

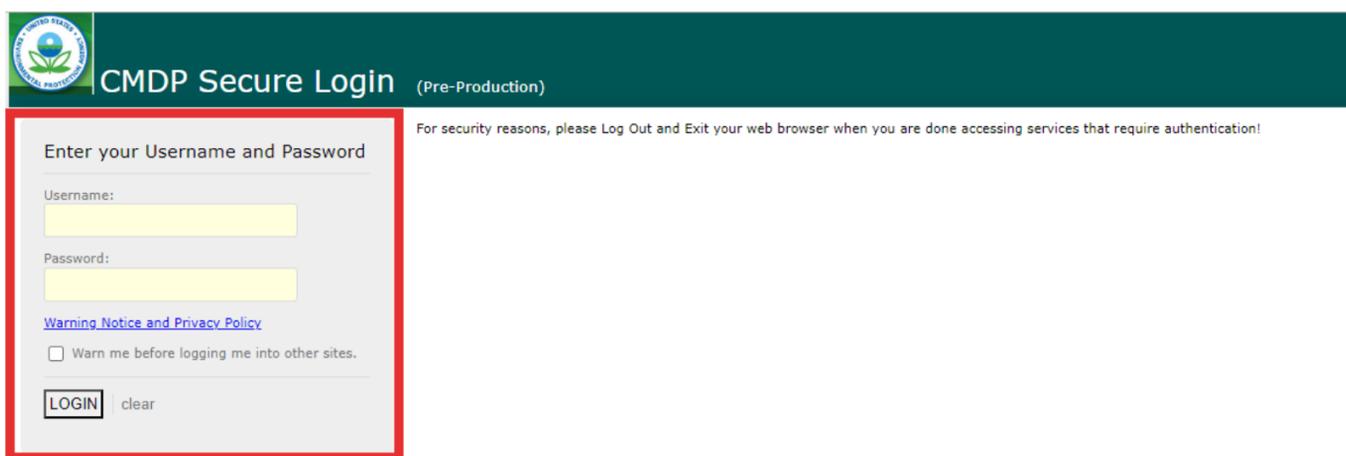


Part 3: Log into CMDP

Step 1: After you have registered with SCS, you can access the test version of the CMDP application.

To begin, go to the CMDP Secure Login website (<https://cmdpprep.epa.gov/cmdp/>) and enter your username and password information.

NOTE: If the user also has access to the live version of CMDP, it is very important to keep these links separate (differences noted below) so that test data is not accidentally uploaded into the live version of CMDP.

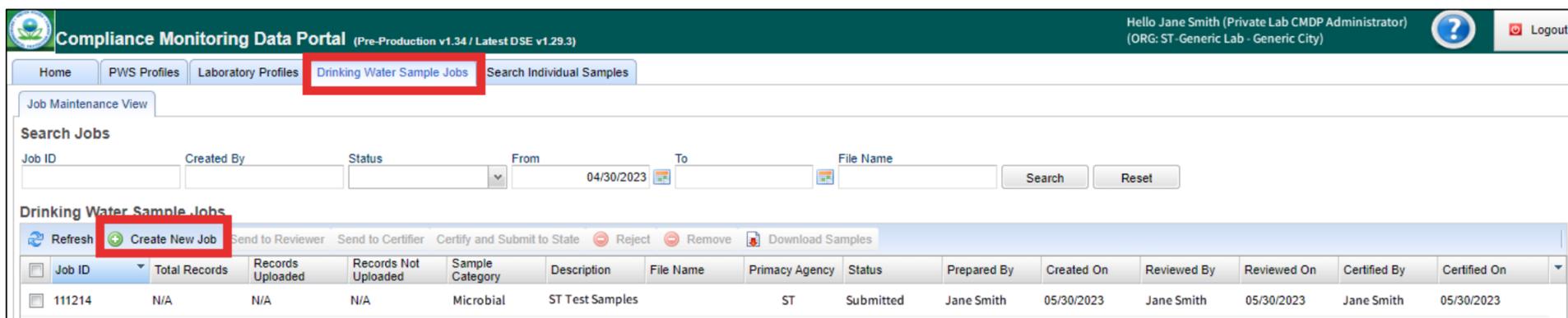


The Test application is differentiated by the **prep** in the link.

CMDP Production: <https://cmdp.epa.gov/cmdp/>

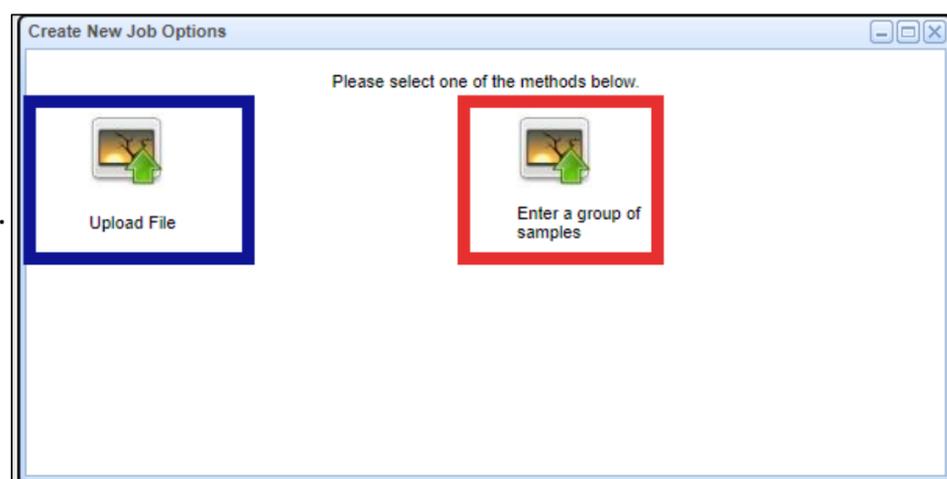
CMDP Pre-Production (Test version): <https://cmdpprep.epa.gov/cmdp/>

Step 2: To submit data to the Department, go to the **Drinking Water Sample Jobs** tab and select **Create New Job**.



Step 3: Data Submission

1. If you are submitting data via web entry, select **Enter a group of samples**.
2. If you are submitting data via an excel spreadsheet, select **Upload File**.



Remember, users can refer to the EPA training videos when submitting samples to help ensure a successful data submittal. You can also contact the CMDP Helpdesk at support@1gec.com if you have any questions or concerns when registering through SCS or submitting data through CMDP.