SCS REGISTRATION GUIDANCE FOR LABORATORIES (TEST CMDP)



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.

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



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.





Step 2: At the top of the

Then, choose a Partner (in

the Idaho Department of

Environmental Quality is

Compliance Monitoring

Data Portal as the Program.

Finally, choose the desired

role. In this example, the user selects Private Lab

CMDP Administrator.

Then, select CMDP:

the screen shot to the right,

page, select Register By

Partner.

selected).

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**.



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.



📞 Contact Us

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.

tome Recent Announcements	ADOUL	
SCS Advanced Shared Services	3	
SERVICES REQUESTED		Read and accept Private
Partner / Program / Role		
Program ID		RULE
Terms & Conditions		RE
Rules of Behavior		
ACCOUNT PROFILE		
Account Owner		Administrator (`Administr
Organization Information		sponsor and grant acces access right, and specific Maintenance) dataflow
Email Validation		0,
VERIFY IDENTITY		All Administrator users si protected from loss, misu registration data requires address, work contact in
SIGNATURE AGREEMENT		the specific SCS dataflor

Lab CMDP Administrator's Rules of Behavior

S OF BEHAVIOR FOR ACCESSING CDX'S SCS GISTRATION MAINTENANCE and ACCOUNT MANAGEMENT

Services (SCS) system within the Environmental Protection Agency¿s Central Data Exchange (CDX) provides CMDP Submitter rator¿) users the ability to access Compliance Monitoring Data Portal (CMDP) end user registration data stored in SCS in order to ss rights and roles to CMDP users. Each Administrator user shall be authorized and assigned by specific dataflow, specific dataflow c dataflow role their particular Administrator privileges within the Registration Maintenance and sponsorship ('Registration for granting CMDP users access privileges

shall abide by the following Rules of Behavior to ensure that CDX, the Registration Maintenance dataflow, and registration data are use, or unauthorized access to or modification of, the information in the SCS system or Registration Maintenance dataflow. SCS es a robust level of protection as it includes an individual user's name, self- assigned user name and security question, work title, work formation (e.g., phone and fax numbers, E-mail address), supervisor's name and other personal contact information. Depending upon v(s) to which end user has access or data may also additionally include such items from an indi to otch ac loubly

Reject

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.

onarea oennees			
D Enter your acc	ount information		
Role Enter Account	Identity Information (Dasswords must be	a minimum of 8 alpha numeric characters and contain at least 1 of e	ach of the following: i
character, lowe	ercase character, number. Passwords must be an asterisk (*)	y not begin with a number nor contain the word "password" nor contai	in your User Name.)
Account Ow	ner		
	Title	Title	¥
	First Name *	Jane	•
	Middle Initial	Middle Initial	
	Last Name *	Smith	~
	Suffix	Suffix	~
	Email Address *	jane.smith@statename.gov	✓
Account	Confirm Email *	jane.smith@statename.gov	~
Account	Confirm Email * User ID *	jane.smith@statename.gov	~ 0
Account	Confirm Email * User ID * Password *	jane.smith@statename.gov 123janesmith	 ✓ ● ✓ ● ✓ ●
Account	Confirm Email * User ID * Password * Confirm Password *	jane.smith@statename.gov 123janesmith	 ✓ ● ✓ ● ✓ ● ✓ ● ✓ ●
Account	Confirm Email * User ID * Password * Confirm Password * Security Question 1 *	jane.smith@statename.gov 123janesmith In what city or town was your first job?	 ✓
Account	Confirm Email * User ID * Password * Confirm Password * Security Question 1 * Security Answer 1 *	jane.smith@statename.gov 123janesmith 123janesmith In what city or town was your first job? In what city or town was your first job? In what city or town was your first job?	 ✓ ● ✓ ● ✓ ● ✓ ● ✓ ●
Account	Confirm Email * User ID * Password * Confirm Password * Security Question 1 * Security Answer 1 * Security Question 2 *	jane.smith@statename.gov 123janesmith 123janesmith In what city or town was your first job? What street did you live on in third grade?	 ✓ ✓ Ø ✓ ✓ Ø ✓
Account	Confirm Email * User ID * Password * Confirm Password * Security Question 1 * Security Answer 1 * Security Question 2 * Security Answer 2 *	jane.smith@statename.gov 123janesmith In what city or town was your first job? What street did you live on in third grade?	 ✓ ✓ Ø ✓ ✓ Ø ✓
Account	Confirm Email * User ID * Password * Confirm Password * Security Question 1 * Security Answer 1 * Security Question 2 * Security Answer 2 * Security Question 3 *	jane.smith@statename.gov 123janesmith In what city or town was your first job? What street did you live on in third grade? What school did you attend for sixth grade?	 ✓ ✓ Ø ✓ ✓ Ø ✓ ✓ Ø Ø
Account	Confirm Email * User ID * Password * Confirm Password * Security Question 1 * Security Answer 1 * Security Question 2 * Security Answer 2 * Security Question 3 * Security Answer 3 *	jane.smith@statename.gov 123janesmith In what city or town was your first job? What street did you live on in third grade? What school did you attend for sixth grade?	 ✓ Ø ✓ ✓ Ø ✓ ✓ Ø

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 (ST1111)**.

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.

Type your organization/comp	bany's name
Search for an organization	name Search
Advanced Search	
External ID	
Mailing Address	
City	
State	Idaho 🗸
Country	~
Zip	
Search	
Please search and Select an	organization, if the organization is not found, you will need to contact the SCS Help Desk
	the second of contract.
Generic Lab (ST1111)

NOTE: If your organization is not listed, contact the <u>CMDP</u> <u>Helpdesk</u> for assistance.

Home Recent Announcements About	
Services Requested	Type your organization/company's name
Program ID	Search for an organization name Search Advanced Search
Rules of Behavior	External ID
Account Profile	Mailing Address City
Organization Information	State Idaho v
	Zip Search
	Please search and Select an organization of found, you will need to contact the SCS Help Desk Generic Lab (ST11111)
	123 Main Street, ST US 11111 Sec.
	Phone Number * Phone Number Phone Ext Phone Ext
	Back to search results Continue Cancel

🔒 S O 🕈 SCS Registration Email Verification Request (TEST) - Message (HTML) Ŧ **Step 7:** An email will be sent to the address entered MESSAGE 🕞 To Manage A Find 🕍 CMDF 🔚 Rules 🔻 弱 A Meeting Q X during the registration process. 🖃 Team Email ✓ Done 📄 Related 🗸 OneNote Reply Reply Forward 🔄 More -Assign Mark Categorize Follow 🗞 Junk 🗸 🛛 Delete Move Translate Zoom 🗣 Reply & Delete Ŧ 🌮 Create New 🗈 Actions -Select -Policy - Unread Up -Delete Quick Steps Move Tags Editing Zoom Copy the validation code found in that email and Fri 6/2/2017 7:49 AM SCS Administrator <helpdesk@epacdx.net> paste it into the Code field in the Email Validation SCS Registration Email Verification Request (TEST) step. Once you entered the code, click Create Account. You are receiving this email because you have successfully created a ST account with EPA Shared Services Portal. Please note, your registration is not yet complete. You will need to confirm your account (123janesmith) by completing either of the following options a) Click the following link. You will need to enter the password that was selected during the registration process. nitEmailValidation?UserId=12 Code=2aB37665b511&RoleId=9549 https://encromerrtest.epacdxnode.net/Registration/Sul If you click the link and it appears to be broken, please copy and paste it into a new browser window rowser window, copy and paste the following code into the "Validation Code" field on the signature web page b) In vour existin 2aB37665b511 Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service Please do not respond to this message. If you have questions concerning this request, you may contact us the Virginia Department of Health Helpdesk at SCS Advanced Shared Services Contact Services Requested V Email Validation Partner / Program / Role 🗸 th a validation code. Enter the code You will soon re to activate your Resend validatio Program ID 🗸 Terms & Conditions ~ Rules of Behavior 🗸 User ID aB37665b511 Code Account Profile Account Owner 🗸 Email Validation Verify Identity Signature Agreement

<u>Step 8</u>: 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 <u>CMDP Helpdesk</u> or select **Use Paper Agreement**. You will need to print and sign the agreement **and** submit the form into the Drinking Water Program.

First Name		
Middle Initial		
Last Name		
Home Address	Home Address)
Home Address 2	Home Address 2	
City	City	
State	State •	
Zip Code	Zip Code	
Home Phone	Home Phone	
Last 4 of SSN	SSN4	
Date of Birth	MM/DD/YYYY	

Environmental Protection Agency. The U.S EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number



NOTE: Lab <u>Reviewers</u> and Lab <u>Preparers</u> 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 <u>Certifiers</u> 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**.

_	LexisNexis Identity Proofing Successful	×
ว า	SCS Registration: Additional Verification You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The question be questions that you can remember, but difficult for anyone else to guess.	uestions that you select
	Select 5 Challenge Questions and Answers	
	T T	

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.



×

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.

SC <mark>\$</mark>				Contact Us Logged in as 123JaneSmith (Log ou Mail: (2)
Signature Device Aut	thenticat	tion		
Log In	~	Answer Secret Question	~	Sign File
User ID		Question		Click Sign to complete your submission.
123Janesmith		Where did you first meet your spouse?		Sian 8
Show Password		Answer here		

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.

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.

:PA .	Inited States Er	wronmental Protection Agency				
	Dashboar	d				Contact Us Logged in as LABADMIN (Log o Mail: (1)
rogram :	Services		Services Profile Mail	Submission History	Notifications	
Partner	Service	Role	Org	Status	No notifications	
RI	CMDP	Private Lab CMDP Administrator	Generic Lab (11111)	Awaiting Approval		

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



Part 3: Log into CMDP

<u>Step 1</u>: 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 (<u>https://cmdpprep.epa.gov/cmdp/</u>) 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 accidently uploaded into the live version of CMDP.

The Test application is differentiated by the **prep** in the link. CMDP Production: <u>https://cmdp.epa.gov/cmdp/</u> CMDP Pre-Production (Test version): <u>https://cmdpprep.epa.gov/cmdp/</u>

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

Compliance Monitoring Data Portal (Pre-Production v1.34 / Latest DSE v1.29.3)									Hello Jane Smith (Private Lab CMDP Administrator) (ORG: ST-Generic Lab - Generic City)				🙆 Logout		
Home	PWS Profiles Lab	oratory Profiles	Drinking Water Sample	Jobs Search Ind	dividual Samples										
Job Maintena	nce View														
Search Job	s														
Job ID	Create	ed By	Status	From v	04/30/202	3 📰 To		File Name	s	earch Re	eset				
Drinking W	ater Sample Job	s													
ಿ Refresh	🗿 Create New Job	Send to Review	wer Send to Certifier C	ertify and Submit	to State 🥥 Reje	ct 🥥 Remove	Download Sa	mples							
Job ID	Total Record	ds Records Uploaded	Records Not Uploaded	Sample Category	Description	File Name	Primacy Agency	Status	Prepared By	Created On	Reviewed By	Reviewed On	Certified By	Certified O	n 🔻
111214	N/A	N/A	N/A	Microbial	ST Test Samples		ST	Submitted	Jane Smith	05/30/2023	Jane Smith	05/30/2023	Jane Smith	05/30/2023	6

ect Enter a group of samples. dsheet, select Upload File.

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 <u>support@1gec.com</u> if you have any questions or concerns when registering through SCS or submitting data through CMDP.