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://cmdp.zendesk.com/hc/en-us/articles/228281028-CMDP-Role-Registration-User-Guide] 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 personnel must first register as a CMDP User with EPA's SCS to receive a user name 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.

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

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

Laboratory User Roles

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

Please review the CMDP Role Registration Guide for descriptions of the functionality available for each user role to determine the appropriate role for individuals within your organization.
**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 screenshot to the right, the Virginia Department of Health 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.

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**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 “Virginia” in the **Advanced Search** field and a list of laboratories within Virginia 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 **CMRP 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.

**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.

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

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.

**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.

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/) 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 Production application is differentiated by the papp1 in the link.*

CMDP Production: https://cmdpapp1.epa.gov/
CMDP Pre-Production (Test version): https://cmdpprep.epa.gov/

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.