

## How to Register a Company with EPA (Request a Manufacturer Code)

One of the requirements to use EPA's Verify computer system is for each company (a manufacturer or importer) to acquire an EPA manufacturer code and register that code in Verify. This document shows how to obtain and register a manufacturer code.

### I Request a Manufacturer Code through Verify

EPA assigns a 3-character, alpha-numeric manufacturer code to each company that wants to certify their vehicles or engines with EPA. Only one manufacturer code is assigned to each company, even if that company plans to certify products from multiple industries.

If your company does not yet have an EPA-assigned manufacturer code: In order for EPA to assign a manufacturer code one person from your company must complete Verify's manufacturer registration process so that your manufacturer code can be registered with Verify.

If your company already has an EPA-assigned manufacturer code: Your company must still complete Verify's manufacturer registration process so that your existing 3-character manufacturer code can be registered with Verify.

**Note:** Both companies acquiring a new manufacturer code AND companies who already have a manufacturer code but need to register the code in Verify must complete all steps in section A below.

#### A. Create a Verify (CDX) User Account

Verify uses EPA's Central Data Exchange (CDX) as the interface for companies to submit vehicle and engine compliance information to EPA. The first step of the Verify manufacturer registration process is to have one person from your company create a Verify (CDX) user account.

Note: This user account will only be used for the manufacturer registration process - it will not be used to submit actual compliance information. Separate user accounts must be established for submitting vehicle and engine compliance information.

For instructions on creating Verify (CDX) user accounts that will be used to submit compliance information for a specific manufacturer, please go to [www.epa.gov/otaq/verify/setup.htm](http://www.epa.gov/otaq/verify/setup.htm).

1. Go to [https://cdx.epa.gov/epa\\_home.asp](https://cdx.epa.gov/epa_home.asp). Click on the link in the first bullet, "If you are new to CDX and wish to register, please click here."

The screenshot shows a web browser window displaying the EPA's Central Data Exchange (CDX) Registration Warning Notice page. The browser's address bar shows the URL [https://cdx.epa.gov/epa\\_home.asp](https://cdx.epa.gov/epa_home.asp). The page header includes the EPA logo and the text "U.S. Environmental Protection Agency". The main content area is titled "Registration Warning Notice" and contains the following sections:

- Environmental Protection Agency**  
*Central Data Exchange*
- Warning Notice**  
EPA's Central Data Exchange Registration procedure 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 \(Volume 67, Number 52\)\(Page 12010-12013\)](#)

At the bottom of the page, there is a link: [- Click here to continue -](#). A red arrow points to this link.

Footer information includes:  
Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
Last updated on November 15, 2005.  
URL: <http://www.epa.gov/epahome/usenctice.htm>

2. Read the Warning notice and privacy statement and then click on the “**Click here to continue**” link.

The screenshot shows a web browser window displaying the EPA's Central Data Exchange (CDX) Registration Warning Notice. The page has a blue header with the EPA logo on the left and the text "U.S. Environmental Protection Agency" on the right. Below the header, there are navigation links for "Recent Announcements" and "Contact Us". The main content area is titled "Registration Warning Notice" and contains the following text:

**Environmental Protection Agency**  
*Central Data Exchange*

**Warning Notice**

EPA's Central Data Exchange Registration procedure 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 \(Volume 67, Number 52\)\(Page 12010-12013\)](#)

- [Click here to continue](#) -

A red arrow points to the "Click here to continue" link. At the bottom of the page, there is a footer with the following information:

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)  
Last updated on November 15, 2005.  
URL: <http://www.epa.gov/epahome/usenotice.htm>

3. Read the CDX Terms and Conditions. After you have reviewed the terms, click the “I ACCEPT” button.

The screenshot shows a web browser window displaying the EPA's CDX Terms & Conditions page. The browser's address bar shows the URL. The page header includes the EPA logo and the text "U.S. Environmental Protection Agency". The main content area is titled "Terms & Conditions" and contains several sections of text, including a "Warning Notice", a "Privacy Statement", "Choosing a CDX Password", "Protecting my CDX Password", "Actions to take if my CDX Account has been Compromised", and "Terminating my CDX Account". At the bottom of the page, there are two buttons: "I DECLINE" and "I ACCEPT". A red arrow points to the "I ACCEPT" button.

4. Fill-out all the fields on the “CDX Registration: User Information” screen and click the “Next” button.

The screenshot shows a web browser window displaying the EPA's CDX Registration: User Information form. The browser's address bar shows the URL: <http://www.epa.gov/epahome/usenotice.htm>. The page header includes the EPA logo and the text "U.S. Environmental Protection Agency". The navigation menu on the left lists: About CDX, Account Login, Registration, Frequently Asked Questions, Help & Support, CDX Home, and Terms & Conditions. The main content area is titled "CDX Registration: User Information" and contains the following fields and instructions:

Use the TAB key to move from field to field. \* = REQUIRED FIELD

First Name:  \*  
Last Name:  \* Suffix:

Please choose a user name and password—the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. \$ # . " or @. Your user name should not be a part of your password. If you enter a user name which is in use, you will be asked to select a new user name.

User Name:  \*  
(More than 7 characters; Don't use \$ # . " or @)

Password:  \*  
Re-enter Password:  \*  
(More than 7 characters w/1 number; Don't use \$ # . " or @)

The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Secret Question:  \*  
Secret Answer:  \*

Next >>

A red arrow points to the "Next >>" button.

At the bottom of the form, it states: "You are in an encrypted secure session." and provides contact information for the Help Desk: (888) 890-1995. It also includes links for EPA Home, Privacy and Security Notice, and Contact Us. The page was last updated on October 27, 2006.

5. Fill-out all the fields on the “CDX Registration: Organization Information” screen and click the “Next” button.

Registration

U.S. Environmental Protection Agency

Recent Announcements | Contact Us

MyCDX > Registration

Logged in as, S5VERIFY.

**CDX Registration: Organization Information**

Use the TAB key to move from field to field. \* = REQUIRED FIELD For users without an e-mail address, the following web page provides links and information for many free email services. <http://www.free-email-address.com/>  
[EXIT](#)

Organization Name:  \*

Registrant's Work Mailing Address 1:  \*

Registrant's Work Mailing Address 2:

City:  \*

State/Province: Alabama  \*

Zip/Postal Code:  \*

Country: UNITED STATES  \*

E-mail:  \*

Phone Number:  \* Ext.

U.S., Canada & Caribbean Islands Phone Format:  
###-###-####

International Phone Format:  
011 + Country Code + City Code<sup>1</sup> + Local Number

<sup>1</sup>As necessary.

Next >>

You are in an encrypted secure session.

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on May 24, 2001.  
URL: <http://www.epa.gov/epahome/usenotice.htm>

6. At the “CDX Registration: Add Program screen”, select “**Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG)**” and click the “**Next**” button.

The screenshot displays the "CDX Registration: Add Program" interface. The main content area lists various programs, each with a radio button. The "Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG)" option is highlighted in yellow and has a red arrow pointing to it. Below the list is a "Next>>" button, also with a red arrow pointing to it. The page includes a navigation menu on the left, a header with the EPA logo, and a footer with contact information.

**CDX Registration: Add Program**

- Assessment Cleanup and Redevelopment Exchange System (ACRES):
- Environmental Appeals Board (EAB):
- Electronic Inventory Update Reporting (EIUR):
- Facility Registry System - Update Service (FRS-US):
- Lead-Based Paint Activities (LEAD):
- LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2):
- Ozone Depleting Substances (ODS):
- Radiomulchide NESHAPs (RAD):
- Stormwater Notice of Intent (eNOI) (GWENOI):
- Toxic Release Inventory Made Easy Web (Approved Pilot Submitters ONLY) (TRIMEweb):
- Toxic Substance Control Act - HaSD Form (TSCA-HASD):
- Compliance Information Systems (VERIFY):
- Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG):**
- Water Contaminant Information Tool (WCIT):

**You are in an encrypted secure session.**

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

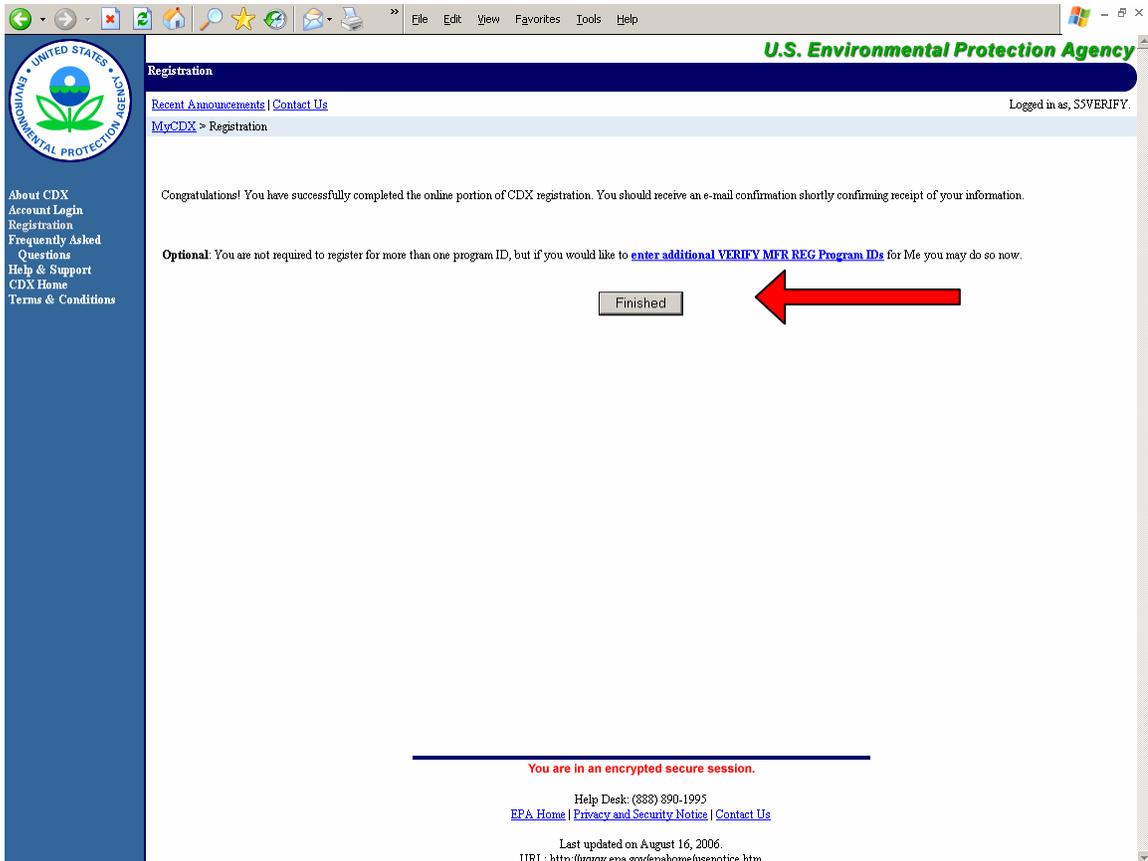
Last updated on March 9, 2001.  
URL: <http://www.epa.gov/epahome/usenotice.htm>

- At the “CDX Registration: Add Program ID screen”, enter the value specified below for each of the requested fields. Click the “**Finished**” button after all four fields have been filled in.

Role = “A SUBMITTER”  
Program ID Type = “New Manufacturer Registration”  
ID = “N/A”  
Submission Method = “WEBFORM”

The screenshot shows a web browser window displaying the EPA's CDX Registration: Add Program ID form. The form is titled "CDX Registration: Add Program ID" and includes instructions: "Use the TAB key to move from field to field. \* = REQUIRED FIELD". The form contains four dropdown menus: "Role" (A SUBMITTER), "Program ID Type" (New Manufacturer Registration), "ID" (N/A), and "Submission Method" (WEBFORM). A red arrow points to the "FINISHED" button. Below the form, a modal error message is displayed: "Please enter N/A into this field." The page includes a navigation menu on the left, a header with the EPA logo, and a footer with contact information and a security notice.

8. You should now have successfully created a CDX user account. Click the “**Finished**” button to go to your MyCDX homepage



**Note:** You do not need to click on the “enter additional VERIFY MFR REG Program IDs” link

**Note:** Do not proceed to section B of this document until you have successfully created your Verify (CDX) user account.

## B. To Request a Manufacturer Code for Your Company **OR** To Enter the Manufacturer Code your Company Has in Verify

After one person from your company has successfully created a Verify (CDX) user account (see section A), the next step in the Verify company registration process is to request a manufacturer code for your company or enter the code you already have. All companies must complete this step, even those that have already been assigned a manufacturer code.

Note: Do not continue in this section until you have created a Verify (CDX) user account (see section A).

Note: Even if EPA has already assigned a manufacturer code to your company, you will not be able to submit compliance information to Verify until you have completed this section of this document. Pay particular attention to Step 2.

1. Login to the temporary CDX account created in section A. From your MyCDX home page, click on the “VERIFY MFR REG: Request Manufacturer Code for OTAQ Compliance” link which is listed under the Available Account Profiles for the CDX user account that was created in section A.I. of this document. If this link is not displayed on your MyCDX home page, contact the CDX help desk at (888) 890-1995.

The screenshot displays the MyCDX web application interface. At the top, there is a navigation bar with the EPA logo and the text "U.S. Environmental Protection Agency". Below this, the user is logged in as "S5VERIFY". The main content area is titled "Central Data Exchange - MyCDX" and includes a welcome message for Mr. S Somoza, along with login and registration dates. A notification indicates a new message in the inbox. Below this, there are four buttons: "Change System Password", "Edit Personal Information", "Edit Current Account Profiles", and "Add New Employer Profile". Under the "Available Account Profiles" section, a link "VERIFY MFR REG: Request Manufacturer Code for OTAQ Compliance" is highlighted with a red arrow. At the bottom of the page, there is a security notice: "You are in an encrypted secure session." and contact information for the help desk.

- On the Manufacturer Information screen, fill in all applicable fields about your company.

**If your company already has an EPA manufacturer code, enter it in the comment field at the bottom of the screen.**

Click the **“Review & Submit”** button when you have completed the form.

**Request for EPA Manufacturer Code**

U.S. Environmental Protection Agency

Note:  
1. Required fields are marked with \* and cannot be left blank.

**Manufacturer Information**

Manufacturer Short Company Name \*

Manufacturer Full Company Legal Name \*

**Industries \***

Aircraft

Complete Heavy-Duty Highway Vehicle

Heavy Duty Highway Spark Ignited

Heavy Duty Highway Compression Ignited

ICV

Large Nonroad Spark Ignited

Marine Compression Ignited

Marine Spark Ignited

Off-highway Motorcycle

Small Nonroad Spark Ignited

All Terrain Vehicle

Light-Duty Vehicle & Truck

Heavy Duty Highway Gas Engine

Highway Motorcycle

Independent Test Lab

Locomotive

Marine D/MO

Nonroad Compression Ignited

Recreational Vehicle - Snowmobile

Domestic/Import \*

**Company Address**

Address, First Line \*

Address, Second Line

Address, Third Line

Address, Fourth Line

City \*

Address Type  United States  Other

State \*

Zip Code \*

State

Country

Postal Code

**Contact**

Category Type \*

If Other:

Industries: Aircraft, All Terrain Vehicle, Complete Heavy-Duty Highway Vehicle, Light-Duty Vehicle & Truck, Heavy-Duty Highway Spark Ignited

Prefix

First Name \*

Middle Initial

Last Name \*

Suffix

Title

Primary Email Address \*

Secondary Email Address

Phone Number #1 (Clear)

Phone Number \*

Phone Type \*

Add Phone Number

Division #1 Clear

Division Short Name

Division Full Name

Add Additional Division

**Comments**

If the company being registered already has a manufacturer code, please include it here and ask that the same code be assigned.  
Eg. "Our manufacturer code is XYZ. Please assign this company this manufacturer code."

Print

Review & Submit

**Note:** Enter as many compliance contacts for your company as applicable. Contacts can be included here that will not have a Verify (CDX) user account. Entering a contact here is not the same as creating a Verify (CDX) user account for that person.

**Note:** Only light-duty manufacturers must fill in the division information to cover the different “Makes” of vehicle models that a company plans to certify. Do not enter general organization divisions.

- Review the information you entered and click the **“Return to Form”** button to return to the data entry screen to make any corrections. If no further corrections are needed, click the **“Submit”** button to send your request to EPA.

The screenshot shows a web browser window displaying the EPA MyCDX application. The page title is "Review" and the breadcrumb trail is "MyCDX > Request for EPA Manufacturer Code > Review". The user is logged in as "S5VERIFY" and is a manufacturer named "Me". The page contains a form for reviewing the submission. The form fields are as follows:

|   |                              |
|---|------------------------------|
| Manufacturer Short Company Name           | somoza                       |
| Manufacturer code company full legal name | somoza                       |
| Industries                                | Light-Duty Vehicle & Truck   |
| Domestic/Import                           | U.S. based                   |
| Address                                   |                              |
| Street, First Line                        | 2000 me drive                |
| Street, Second Line                       |                              |
| Street, Third Line                        |                              |
| City                                      | Ann Arbor                    |
| State                                     | Michigan                     |
| Zip Code                                  | 48105                        |
| Contact                                   |                              |
| Category Type                             | Certification                |
| If Other:                                 |                              |
| Industries                                | Light-Duty Vehicle & Truck   |
| Prefix                                    |                              |
| First Name                                | Me                           |
| Middle Initial                            |                              |
| Last Name                                 | Somoza                       |
| Suffix                                    |                              |
| Title                                     |                              |
| Primary Email                             | somoza.sandra@epa.gov        |
| Secondary Email                           |                              |
| Phone Number #1                           |                              |
| Phone Number                              | 734-214-4704                 |
| Phone Type                                | Phone                        |
| Comments                                  | Do not create mfr. Thank you |

At the bottom of the form, there are two buttons: "Return to Form" on the left and "Submit" on the right. A red arrow points to the "Return to Form" button. Below the form, there is a message: "You are in an encrypted secure session." followed by contact information for the Help Desk and a URL.

- The confirmation page will summarize your request that was submitted to EPA for processing. You can print this page for your records.

The screenshot shows a web browser window displaying the EPA MyCDX portal. The page title is "Review" and the breadcrumb trail is "MyCDX > Request for EPA Manufacturer Code > Review > Success". The user is logged in as "S5VERIFY" with manufacturer "Me - NIA". The main content area contains a message from EPA stating that the request has been submitted and will be processed within two business days. A "Details" table is displayed with the following information:

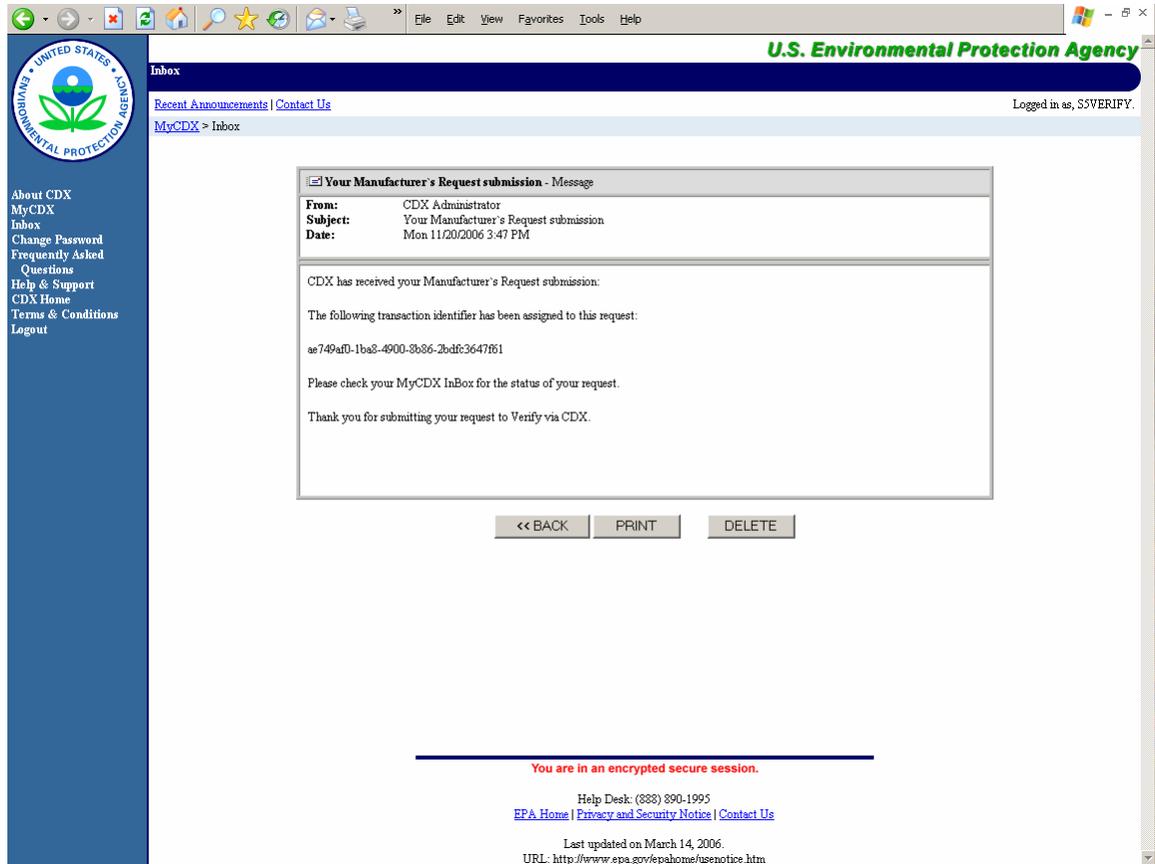
| Details                                     |
|---|
| Date: 11/20/2006                            |
| Industry: Light-Duty Vehicle & Truck        |
| Compliance Module: Manufacturer Information |

Below the table, there are links for "Verify Home (CDX)" and "Print". At the bottom of the page, there is a security notice: "You are in an encrypted secure session." and contact information for the Help Desk: (888) 890-1995. The URL is http://www.epa.gov/epahome/usenotice.htm.

- You will receive a notification in your MyCDX Inbox stating that your submission was sent to EPA for processing.

**Note:** Although EPA tries to respond to all manufacturer code requests in less than two business days, it may occasionally take longer if EPA receives requests from numerous companies in a short period. We appreciate your patience.

While waiting for EPA's response, do not submit a duplicate manufacturer code request to Verify. This will only delay your registration process. If after two business days you have not received a status notification in your MyCDX Inbox, you may send an e-mail to [Verify@epa.gov](mailto:Verify@epa.gov) asking for a status of your submission. Please provide the date, time, and transaction identifier from your submission confirmation message.



- Once EPA has processed your request, you will receive a notification in your MyCDX Inbox and at your business e-mail address indicating whether your manufacturer code request was approved or rejected. If it was approved, this notification will include the 3-character manufacturer code that EPA assigned to your company.

**Note:** Once EPA has assigned a 3-character manufacturer code to your company, you have completed the manufacturer registration process. You may now begin the Verify (CDX) user registration process for anyone who will be submitting compliance information to Verify for your company.

The screenshot shows a web browser window with the U.S. Environmental Protection Agency logo and navigation menu on the left. The main content area displays an email message with the following details:

- From:** VERIFY Administrator
- Subject:** Submission accepted for New Manufacturer
- Date:** Mon 11/20/2006 3:49 PM

The body of the email contains the following text:

Your recent submission has been received by the EPA and you will be notified if any additional actions on your part are required.

---

Manufacturer Code: XXX

Manufacturer's Request

Transaction Identifier: ae749afd-1ba8-4900-8b86-2bdfc3647861

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

At the bottom of the message area are three buttons: << BACK, PRINT, and DELETE.

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**You are in an encrypted secure session.**

Help Desk: (888) 890-1995  
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on March 14, 2006.  
URL: <http://www.epa.gov/epahome/usenotice.htm>