



# **Electric Motorcycles & Portable Fuel Containers**

Verify Certification Module Information Meeting

June 10, 2015



# Agenda

- Introduction
- CROMERR and User Registration
- Submitting Certification Information
- Requesting a Certificate
- Deployment Information
- Questions
- Appendix A – Request a Manufacturer Code through Verify
- Appendix B – Sample CRK Letters



# INTRODUCTION



# **CROMERR AND THE USER REGISTRATION PROCESS**



# Cross-Media Electronic Reporting Rule (CROMERR)

- What is CROMERR?
  - CROMERR (40 CFR Part 3) provides the framework for electronic reporting for all of the Environmental Protection Agency's (EPA) environmental regulations.
  - CROMERR establishes standards for information systems that receive reports and other documents electronically.
- Whom does it affect?
  - Regulated entities that submit reports and other documents to EPA under Title 40 of the Code of Federal Regulations.
  - States, tribes, and local governments that are authorized to administer EPA programs under Title 40.
- How does Verify implement CROMERR?
  - Verify implements CROMERR through its Request for Certificate Module Verify-RFC.
  - Applications are deemed final when a manufacturer submits a Request For Certificate (RFC).
  - An authorized “CROMERR Signer” must electronically sign that submission.



# Verify/CROMERR User Roles

<b>Functional Roles</b>	<b>Description</b>
Company Authorizing Official (CAO)	Individual(s) responsible for identifying, vouching for, and managing the "Verify submitters" and "CROMERR signers". Also referred to as the "Company Approving Official"
Verify Submitter	Submitters of electric motorcycle & portable fuel container application information to Verify's Certification module.
CROMERR Signer	Individual(s) taking legal responsibility for that final submission and/or requesting a certificate through the Request for Certificate module. (Could be the same person as the Verify submitter.)



# User Registration Process

- Assumptions:
  - All Certification Module submitters of electric motorcycle and portable fuel container information are currently registered Verify users.
  - A CAO was previously identified in the CROMERR package submitted to EPA
- Manufacturers will have to identify
  - Verify Submitters
  - CROMERR Signers



# What Your Company Needs to do?

- For Users requesting the Verify Submitter Role, the Company Authorizing Official (CAO) will need to:
  1. Create a sponsor letter for the Verify Submitter.
  2. Complete the User Information spreadsheet with the “Certification Module” role selected.
  3. Mail package to the Verify Team.
  
- For Users requesting the Request for Certificate CROMERR Signer Role, the CAO will need to:
  1. Create a sponsor letter for the CROMERR Signer.
  2. Complete the User Information spreadsheet with the “Certification Module” role and CROMERR Signer role selected.
  3. Have user complete a CROMERR Electronic Signature Agreement (ESA).
  4. Mail package to the Verify Team.





## To Complete User Registration

- The CDX Helpdesk ([helpdesk@epacdx.net](mailto:helpdesk@epacdx.net)) will send the user an email, which will contain Pre-registration Customer Retrieval Key (CRK) to access the new certification module - follow the instructions of the letter (sample letters are in the appendix).
- Make sure you complete the registration process when you get the email, the CRK will expire.
- Do not forward your CRK to another user, it is meant for the identified person only, you will get locked out of CDX access.



# Electric Motorcycle and Portable Fuel Container Submission Overview

- Update Manufacturer Information
- Submit Certification Information
  - Process includes document submission
- Request Certificate



# Login To CDX

- To login
  - Go to <http://cdx.epa.gov>
  - Enter your User ID and Password
    - If you do not remember your User ID or Password click on the “Forgot your Password” or “Forgot your User ID” links below the log in box.
    - If you are still unable to log in to CDX contact the CDX helpdesk at 888-890-1995 and tell them you are having issues with your CDX account.
- Once you are logged in click on
  - Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF



# My CDX Continued

- Required Roles
  - Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF
    - Used to enter electric motorcycle and portable fuel container certification data and documents
  - CROMERR Signer
    - Used to request a certificate through the Request for Certificate module.
  - Maintain Manufacturer Information
    - Used to enter/update manufacturer contact information, test labs and specify contacts for each industry.



# My CDX

The screenshot shows the EPA My CDX interface. At the top is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation bar with links for "Home", "About", "Recent Announcements", "Terms and Conditions", and "FAQ". The main heading is "CDX Central Data Exchange". Underneath are tabs for "MyCDX", "Inbox", "My Profile", and "Submission History". The "Services" section is highlighted in green and contains a table with three rows. Each row has a user icon, a program name, and a role link. Arrows point from the role links to callout boxes on the right.

Status	Program	Service Name	Role
	VERIFY: Vehicles and Engines Compliance Information System		<a href="#">Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF</a>
	VERIFY: Vehicles and Engines Compliance Information System		<a href="#">Maintain Manufacturer Information</a>
	Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR)		<a href="#">CROMERR Signer</a>

Click on "Certification Module..." to enter engine family information

Click on "Maintain Manufacturer Information" to update addresses & contacts

Click on "CROMERR Signer" to request a certificate



# Maintain Manufacturer Information



# Maintain Manufacturer Information



About CDX  
MyCDX  
Inbox  
Change Password  
Frequently Asked Questions  
Help & Support  
CDX Home  
Terms & Conditions  
Logout

58:59  
Click here  
to reset timer

U.S. Environmental Protection Agency

## Manufacturer Information

Logged in as, SARAZAREMSKI, Manufacturer: EPA - EPA (Logout)

MyCDX > Manufacturer Information

### Maintain Manufacturer Profile

\* = required field

+ = CTRL-click to select multiple values

Help

Manufacturer Addresses Contact Information Notification Emails Test Labs Divisions (Light-Duty Only) Alternate Manufacturers EPA Compliance Representatives

### Manufacturer Information

Manufacturer Full Company Legal Name Environmental Protection Agency Manufacturer Code EPA

#### Industries\*

Please include all applicable industries for which you will be requesting a certificate of conformity from EPA. For each selected industry, please include the first model year you expect to request a certificate.

- |   |                  |        |
|---|------------------|--------|
| <input checked="" type="checkbox"/> Electric Motorcycle                 | First Model Year | Select |
| <input checked="" type="checkbox"/> Heavy-Duty Highway Clean Fuel Fleet | First Model Year | Select |
| <input checked="" type="checkbox"/> Heavy-Duty Highway Evaporative      | First Model Year | 2009   |
| <input checked="" type="checkbox"/> Portable Fuel Container             | First Model Year | 2009   |
| <input checked="" type="checkbox"/> Snowmobile                          | First Model Year | 2009   |

Manufacturer Comments (1000 characters available)

“Electric Motorcycle” and/or “Portable Fuel Container” must be selected as an industry here and applicable addresses and contacts entered on the next two tabs in order to submit certification information.



# Maintain Manufacturer Information

## Maintain Manufacturer Profile

\* = required field

+ = CTRL-click to select multiple values

Help

- Manufacturer
- Addresses
- Contact Information
- Notification Emails
- Test Labs
- Divisions (Light-Duty Only)
- Alternate Manufacturers
- EPA Compliance Representatives

### Company Address Information

#### Address #6

Address Label *	<input type="text"/>	Example: Company Headquarters
Address, First Line *	<input type="text"/>	
Address, Second Line	<input type="text"/>	
Address, Third Line	<input type="text"/>	
Address, Fourth Line	<input type="text"/>	
City *	<input type="text"/>	Country * <input type="text" value="Select"/>
State	<input type="text" value="Select"/>	Zip Code <input type="text"/>
State/Province *	<input type="text"/>	Postal Code * <input type="text"/>
Active/Inactive Status *	<input type="text" value="Active"/>	

Delete This New Address

Add New Address on Address Tab

Print

< Previous

Next >

Review & Submit





# Maintain Manufacturer Information - Continued

## Maintain Manufacturer Profile

\* = required field  
+ = CTRL-click to select multiple values

Help

- Manufacturer
- Addresses
- Contact Information**
- Notification Emails
- Test Labs
- Divisions (Light-Duty Only)
- Alternate Manufacturers
- EPA Compliance Representatives

### Company Contact Information

**Company Contact #6**

Prefix:  Title:

First Name \*:  Middle Initial:

Last Name \*:  Suffix:

Contact Role \*:  Contact Role, If Other:

Active/Inactive Status \*:

**Contact Industry/Compliance Programs**

Industry*	Compliance Program(s)*	
Heavy-Duty Highway Tractors & Vocational Vehicles	All	Delete
	Certification	
	Confirmatory Test	

**Add Additional Industry/Compliance Program(s)**

**Contact Address/Phone Information**

Address \*:  **Add New Address on Address Tab**

Primary Email Address \*:

Secondary Email Address:

Phone Number*	Phone Type*	
<input type="text"/>	Select	Delete

**Add Phone Number**

**Delete This New Contact**

**Add Another Contact**

Print

< Previous

Next >

Review & Submit



# Submitting Certification Information



# Electric Motorcycle & Portable Fuel Container

**VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SARAZAREMSKI! Manufacturer: EPA Logout

## Certification Module

### Family Information

59:47

Click here to reset timer

Process Code \*

Select Process Code

- Select Process Code
- New Submission
- Correction
- Request Dataset Report
- Delete Dataset

Industry \*

Model Year \*

Next



# Electric Motorcycle & Portable Fuel Container Continued

- **Certification Information Submission**
  - **New Submission**
    - Used to enter your certification information for your family for the first time.
  - **Correction**
    - Used to enter updated certification information for your family.
  - **Request Dataset Report**
    - Used to request a dataset report for a specific family and model year combination.
  - **Delete Dataset**
    - Used to delete a dataset submission for a specific family and model year combination.



# Electric Motorcycle & Portable Fuel Container Continued

**VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SARAZAREMSKI! Manufacturer: EPA Logout

### Certification Module

1 Family Information    2 Upload Documents    3 Review    4 Complete

**59:47**  
Click here to reset timer

#### Family Information

Process Code \*

Industry \*   
  
Electric Motorcycle  
Heavy-Duty Highway Clean Fuel Fleet  
Heavy-Duty Highway Evaporative  
Portable Fuel Container  
Snowmobile

Model Year \*

Comments

**Next**



# Electric Motorcycle & Portable Fuel Container Continued



**VERIFY**

ENGINE AND VEHICLE COMPLIANCE SYSTEM

My CDX

CDX Inbox

Welcome, SARAZAREMSKI!

Manufacturer: EPA

Logout

## Certification Module

1

Family Information

2

Upload Documents

3

Review

4

Complete

58:43

Click here to reset timer

### Family Information

Process Code *	<input type="text" value="New Submission"/>
Industry *	<input type="text" value="Electric Motorcycle"/>
Model Year *	<input type="text" value="2016"/>
Engine Family *	<input type="text" value="GEPAC1.15124"/>
Emission Family *	

Comments

Next





# Electric Motorcycle & Portable Fuel Container Continued

EPA VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SARAZAREMSKI! Logout  
Manufacturer: EPA

1 Family Information 2 Upload Documents 3 Review 4 Complete

### Certification Documents

CBI Application for Certification \*  No file chosen

FOIA Application for Certification \*  No file chosen

### Additional Documents

Document #1

Document Type

Confidentiality Status

Additional Document  No file chosen

**Select Document Type**

- Select Document Type
- Averaging, Banking and Trading Report
- Bond Worksheet
- CARB Executive Order
- CARB OBD Approval
- Maintenance Instructions
- Sample Label Language
- Warranty Statement

59:35

[Click here to reset timer](#)

Add as many additional documents as applicable

These should be 2 versions of the same application with all CBI removed from the FOIA version



# Electric Motorcycle & Portable Fuel Container Continued

**EPA** **VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SARAZAREMSKI! Manufacturer: EPA Logout

### Certification Module

1  Family Information    2  Upload Documents    3  Review    4  Complete

**59:45**  
Click here to reset timer

#### Certification Documents

CBI Application for Certification *	testing cert module CBI.docx	Delete
FOIA Application for Certification *	testing cert module FOI.docx	Delete

#### Additional Documents

**Document #1**

Document Type:


Confidentiality Status:

Additional Document:  testing cert module label.docx





# Electric Motorcycle & Portable Fuel Container Continued

**VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SARAZAREMSKI! Manufacturer: EPA Logout

### Certification Module

Progress: 1. Family Information (checked) 2. Upload Documents (checked) 3. Review (active) 4. Complete

**59:04**  
Click here to reset timer

#### Review Submission

Process Code	New Submission		
Industry	Electric Motorcycle		
Model Year	2016		
Engine Family	GEPAC1.15127		
Comments			
CBI Application for Certification	testing cert module CBI.docx		
FOIA Application for Certification	testing cert module FOI.docx		
Document No.	Type	Status	Filename
Additional Document #1	Sample Label Language	FOIA	testing cert module label.docx

[← Back](#) [Submit →](#)



# Electric Motorcycle & Portable Fuel Container Continued

**EPA VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM **My CDX CDX Inbox** Welcome, SARAZAREMSKI! Logout  
Manufacturer: EPA

Family Information Upload Documents Review **Complete**

### Complete

Your Certification Information has been submitted to the EPA.  
If you have any questions, please contact EPA at 888-890-1995 or email [verifyhelp@csc.com](mailto:verifyhelp@csc.com)  
Please check your MyCDX Inbox for a message indicating that Verify has accepted your submission.

#### Submission Summary

Date	06/04/2015
Process Code	New Submission
Industry	Electric Motorcycle
Engine Family	GEPAC1.15127
Model Year	2016
Submission Transaction ID	_0d13bd89-6f14-4b22-8b56-b541ba8c9faa
Application for Certification (CBI) Transaction ID	_9bb01cd2-ccd8-4c9f-a813-395d9bee8812
Application for Certification (FOIA) Transaction ID	_55d30294-c81a-4c1c-83f2-770d521828f4

Document No.	Type	Status	Filename	Transaction ID
Additional Document #1	Sample Label Language	FOIA	testing cert module label.docx	_5a0656f8-950a-4680-8718-c4e95d567d8e

[Go to My CDX](#) [New Submission](#)

**59:49**  
Click here to reset timer

“Transaction ID” will be needed for Verify Help Desk inquiries



# MyCDX Inbox



# MyCDX Inbox

- Inbox contains information about your submission
- There will be an inbox notification for the family dataset and a separate inbox notification for each successful document submitted

802 items found; displaying 1 to 20. Page 1 of 41

<input type="checkbox"/>	<u>From</u>	<u>Subject</u>	<u>Received</u>
<input type="checkbox"/>	<a href="#">Verify Administrator</a>	Submission accepted for your file upload testing cert module FOI.docx	6/4/2015 4:25:00 PM
<input type="checkbox"/>	<a href="#">Verify Administrator</a>	Submission Accepted. EPA Certificate Dataset GEPAC1.15127	6/4/2015 4:24:41 PM
<input type="checkbox"/>	<a href="#">Verify Administrator</a>	Submission accepted for your file upload testing cert module label.docx	6/4/2015 4:24:07 PM
<input type="checkbox"/>	<a href="#">Verify Administrator</a>	Submission accepted for your file upload testing cert module CBI.docx	6/4/2015 4:23:45 PM



# Request for Certificate Process



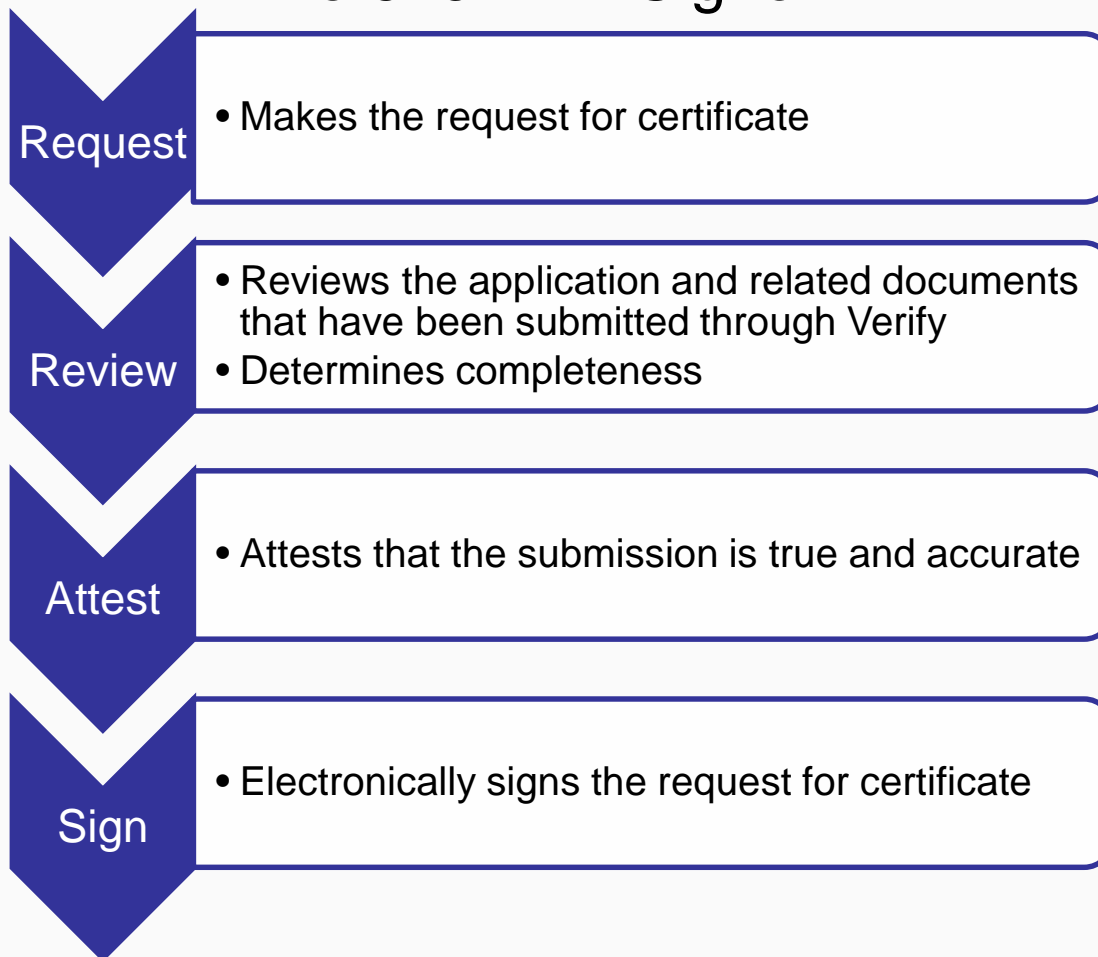
# Request for Certificate Process

- Prerequisites
  - Family Dataset for the family being certified must have been accepted by the system.
  - All of the required documents must have been submitted.
  - User must have the “Verify Request for Certificate CROMERR Signer” Role.



# CROMERR Signer Role in Request for Certificate Module

## The CROMERR Signer





# Request for Certificate

- Go to your MyCDX account
  - Click on “CROMERR Signer”
    - Make sure the Program Service Name is “Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR)”
  - For General Information Provide:
    - Process Code (Type of Certificate Request)
    - Industry (Electric Motorcycle or Portable Fuel Container)
    - Model Year
    - EPA Family Name
  - Click “Next”

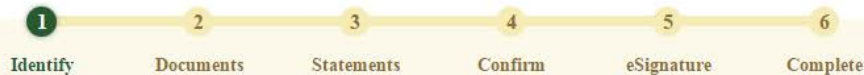




# Request for Certificate - Continued

**VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX   CDX Inbox   Welcome, SARAZAREMSKI!   [Logout](#)  
Manufacturer: EPA

## Request *for* Certificate



**59:52**  
[Click here to reset timer](#)

### General Information

---

Process Code *	<div style="border: 1px solid #ccc; padding: 2px;"><p>Select Process Code ▼</p><p>Select Process Code</p><p><b>Request for New Certificate</b></p><p>Request for Revised Certificate</p><p>Request for CSI Update</p><p>Delete Request for Certificate</p></div>
Industry *	
Model Year (YYYY)*	

---

[Next](#)



# Request for Certificate - Continued

- Request for Certificate Process Codes
  - Request for New Certificate
    - Request a certificate for a family that has not previously been certified.
  - Request for Revised Certificate
    - Request a revised certificate for a certified family where the information on the certificate has changed.
  - Request for CSI Update
    - Request a Certificate Summary Information (CSI) update for a certified family where updates have been made to the family dataset and/or certification documents. This option should only be selected when nothing on the certificate has changed.
  - Delete Request for Certificate
    - Delete a request for a certificate for a engine family that has not been certified.
- Request for Certificate Documents
  - While requesting a certificate you will receive a list of all documents associated with the family you are certifying. You must select one of each of the required document types and any additional documents associated with the family. If you have multiple versions of a document, make sure you are choosing the correct version.



# Request for Certificate - Continued

- If you have any validation errors they will be displayed at the top of each screen.

The screenshot shows the EPA Verify 'Request for Certificate' web application. The header includes the EPA logo, 'VERIFY ENGINE AND VEHICLE COMPLIANCE SYSTEM', and user information: 'My CDX CDX Inbox Welcome, SARAZAREMSKI! Manufacturer: EPA Logout'. A progress bar at the top indicates six steps: 1. Identify (active), 2. Documents, 3. Statements, 4. Confirm, 5. eSignature, and 6. Complete.

On the left, a timer shows '59:59' with a link to 'Click here to reset timer'.

Two validation errors are displayed at the top of the form:

- ✘ RFC-GEN-BR007 - The Model Year (RFC-4) must match the model year code (first character) embedded in the EPA Engine Family Name (RFC-5).**
- ✘ RFC-GEN-BR001 - The Certification Information dataset for the EPA Engine Family Name (RFC-5) and Model Year (RFC-4) does not exist in Verify for the selected Industry Name (RFC-3).**

The form section is titled 'General Information' and contains the following fields:

Process Code *	Request for New Certificate ▼
Industry *	Electric Motorcycle ▼
Model Year (YYYY)*	2015
EPA Engine Family Name	GEPAC1.15127

A 'Next' button with a right arrow is located at the bottom right of the form.



# Request for Certificate - Continued

- Select all applicable certification documents and click “Next”

**EPA VERIFY** ENGINE AND VEHICLE COMPLIANCE SYSTEM My CDX CDX Inbox Welcome, SARAZAREMSKI! Manufacturer: EPA Logout

### Request for Certificate

Identify **2** Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

**59:45**  
Click here to reset timer

**Review Industry Information** - Click to Hide Information

Process Code **Request for New Certificate** Industry **Electric Motorcycle**

Model Year **2016** EPA Engine Family Name **GEPAC1.15127**

#### Compliance Documents

Select the document(s) below by clicking the checkbox or box area. Sort the document(s) by clicking the ▲ up arrow (ascending) and the ▼ down arrows (descending). You can open the documents by clicking the file name or document title in bold text.

Filter: **Select Document Type**

File Name ▲ ▼	Document Title ▲ ▼	Document Type ▲ ▼	Date ▲ ▼
<input checked="" type="checkbox"/> <b>testing cert module CBL.docx</b>	EPA2016Compliance Document DataGEPAC1.15127	APPLICATION FOR CERTIFICATION CBI	06/04/2015
<input checked="" type="checkbox"/> <b>testing cert module label.docx</b>	EPA2016Compliance Document DataGEPAC1.15127	SAMPLE LABEL LANGUAGE	06/04/2015
<input checked="" type="checkbox"/> <b>testing cert module FOL.docx</b>	EPA2016Compliance Document DataGEPAC1.15127	APPLICATION FOR CERTIFICATION FOIA	06/04/2015

**← Re-start** **Next →**



# Request for Certificate - Continued

- Provide the Introduction to Commerce Date, Agree to the Compliance statement and click “Review”.

**Request for Certificate**

Identify   Documents   **3**   4   5   6  
Identify   Documents   Statements   Confirm   eSignature   Complete

**59:53**  
Click here to reset timer- Click to Hide Information

**Review Industry Information**

Process Code	<b>Request for New Certificate</b>	Industry	<b>Electric Motorcycle</b>
Model Year	<b>2016</b>	EPA Engine Family Name	<b>GEPAC1.15127</b>

---

**Review Compliance Documents** - Click to Hide Information

File Name	Document Title	Type	Date
<b>testing cert module CBI.docx</b>	EPA2016Compliance Document DataGEPAC1.15127	APPLICATION FOR CERTIFICATION CBI	06/04/2015
<b>testing cert module label.docx</b>	EPA2016Compliance Document DataGEPAC1.15127	SAMPLE LABEL LANGUAGE	06/04/2015
<b>testing cert module FOI.docx</b>	EPA2016Compliance Document DataGEPAC1.15127	APPLICATION FOR CERTIFICATION FOIA	06/04/2015

---

**Compliance Statements**

1. Introduction to Commerce Date\*

2. I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act.\*  I Agree

**← Back****Review →**



# Request for Certificate - Continued

- Review the information you provided. If you agree click “Sign and Submit”

**59:49**  
Click here to reset timer

**!** RFC-COMP-BR003 - Warning: There is an issue regarding the payment of the certification fee for the EPA Engine Family Name (RFC-5/RFC-6) and Model Year (RFC-4) which may delay your certificate request. Please contact your EPA certification representative for more information.

### Review & Confirm

**Industry Information**

Process Code	Request for New Certificate	Industry	Electric Motorcycle
Model Year	2016	EPA Engine Family Name	GEPAC1.15127

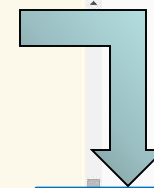
**Compliance Documents**

File Name	Document Title	Type	Date
testing cert module CBI.docx	EPA2016Compliance Document DataGEPAC1.15127	APPLICATION FOR CERTIFICATION CBI	06/04/2015
testing cert module label.docx	EPA2016Compliance Document DataGEPAC1.15127	SAMPLE LABEL LANGUAGE	06/04/2015
testing cert module FOI.docx	EPA2016Compliance Document DataGEPAC1.15127	APPLICATION FOR CERTIFICATION FOIA	06/04/2015

**Compliance Statements**

- Introduction to Commerce Date 06/24/2015
- I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act. I Agree

[← Back](#) [Sign and Submit](#)



This warning will appear if Verify doesn't have a record of the required fee payment for this family



# Request for Certificate - Continued

- Read the CROMERR Electronic Signature page and click “Accept” to continue.

A dialog box with a close button in the top right corner. It contains a certification statement and two buttons: "Decline" and "Accept".

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.

**Decline**      **Accept**

- You will need to provide your CDX password and answer one of your secret questions to sign your Certification package. Click “Sign”.

The eSignature Widget interface is shown, divided into three columns. The first column is for logging in, the second for answering a secret question, and the third for signing the file.

**1. Log in to CDX**

User:  
**SARAZAREMSKI**

Password:  
●●●●●●●●

Welcome Sara Zaremski

**2. Answer Secret Question**

Question:  
**Where did you graduate from high school?**

Answer:

Correct Answer

**3. Sign File**

**Sign**



# Request for Certificate - Continued

**Request for Certificate**

Identify Documents Statements Confirm eSignature **Complete**

**Complete**

Your Request for Certificate has been submitted to EPA.

If you have any questions, please contact EPA at 888-890-1995 or email [verifyhelp@esc.com](mailto:verifyhelp@esc.com)

Please check your MyCDX Inbox for a message indicating that Verify has accepted your submission.

**Submission Summary**

Date	06/04/2015
Process Code	Request for New Certificate
Industry	Electric Motorcycle
EPA Engine Family Name	GEPAC1.15127
Model Year	2016
CROMERR Activity ID	_b17aa111-0adb-4e7f-9cef-0b121bc7570c
CROMERR Document ID	6027f871-008c-46d2-ab74-9d693c5b38df
Transaction ID	_c412d748-d278-43a0-a157-4e28cf348a3e

[New Request](#) [Go to My CDX](#)

59:55

[Click here to reset timer](#)





# CDX Inbox – Certificate Notifications

**EPA** United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

**CDX** Central Data Exchange Contact Us  
Logged in as SARAZAREMSKI ([Log out](#))


MyCDX **Inbox** My Profile Submission History

804 items found; displaying 1 to 20. Page 1 of 41

<input type="checkbox"/>	<b>From</b>	<b>Subject</b>	<b>Received</b>
<input type="checkbox"/>	<a href="#">Verify Administrator</a>	Certificate Request for EPA Engine Family GEPAC1.15127 Issued	6/4/2015 4:33:57 PM
<input type="checkbox"/>	<a href="#">Verify Administrator</a>	Request for Certificate for GEPAC1.15127 Received	6/4/2015 4:32:19 PM



# CDX Inbox – Certificate Notifications

 **EPA** United States Environmental Protection Agency

[Home](#) [About](#) [Recent Announcements](#) [Terms and Conditions](#) [FAQ](#) [Help](#)

**CDX** Central Data Exchange [Contact Us](#)  
Logged in as SARAZAREMSKI ([Log out](#))

[MyCDX](#) **Inbox** [My Profile](#) [Submission History](#)

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**Certificate Request for EPA Engine Family GEPAC1.15127 Issued**

**From** Verify Administrator

**Date** 6/4/2015 4:33:57 PM

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Electric Motorcycle Certificate Number GEPAC1.15127-001 for Engine Family GEPAC1.15127 has been issued. A copy of the signed certificate is attached below. If you would like to have the certificate in an alternate 508 Compliant PDF format, please contact the Verify Help Desk.

---

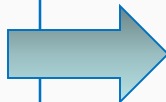
Transaction Identifier: \_c412d748-d278-43a0-a157-4e28cf348a3e

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

Thank you for submitting your request to Verify via CDX.


[Back to Inbox](#) [Print](#) [Delete](#)

Click  
“here”  
to go  
to the  
next  
screen





# CDX Inbox – Certificate Notifications



About CDX  
MyCDX  
Inbox  
Change Password  
Frequently Asked Questions  
Help & Support  
CDX Home  
Terms & Conditions  
Logout

U.S. Environmental Protection Agency

## Verify (CDX): Submission Status

Logged in as, SARAZAREMSKI. (Logout)

MyCDX > Verify (CDX) Submission Status

The status of your submission is shown below:

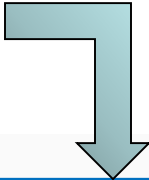
- Submission
  - Document Name: [RequestForCertificateSubmission.xml](#)
  - Transaction Id: \_c412d748-d278-43a0-a157-4e28cf348a3e
  - Date Originally Submitted: 06/04/2015

### Status History

Date	Status	Description
Thu 06/04/2015 4:32 PM	Completed	The Electric Motorcycle Request for Certificate for EPA Engine Family Name GEPAC1.15127 has been successfully signed and submitted to EPA. You can view the signed Request for Certificate package through the Submission History link on your MyCDX page or by using the link below. Contact your EPA compliance representative for additional information. <a href="https://test.epacdx.net/SilentHandoff?URL=https://testnq.epacdxnode.net/cromerr-review/action/submitter/details/details/_b17aa111-0adb-4e7f-9cef-0b121bc7570c">https://test.epacdx.net/SilentHandoff?URL=https://testnq.epacdxnode.net/cromerr-review/action/submitter/details/details/_b17aa111-0adb-4e7f-9cef-0b121bc7570c</a>
Thu 06/04/2015 4:33 PM	Completed	Electric Motorcycle Certificate Number GEPAC1.15127-001 for Engine Family GEPAC1.15127 has been issued. A copy of the signed certificate is attached below. If you would like to have the certificate in an alternate 508 Compliant PDF format, please contact the Verify Help Desk.

- Returned Documents
  - [Cert\\_GEPAC1.15127-001.pdf](#)
  - [Cert Alternate View\\_GEPAC1.15127-001.xml](#)

[Back To Inbox](#)



Click this link to view the certificate



# Electric Motorcycle and Portable Fuel Container Update/Correction Process

- Submit Updated Certification Information through Certification Module
  - Process code: Correction
  - Any changes to documents should be included in this submission
- Process Update through Request for Certificate Module (if a certificate has already been issued)
  - Process Code:
    - Request Update CSI or
    - Request Revised Certificate



# Deployment Information



# Deployment Information

- The Electric Motorcycle and Portable Fuel Container Certification Module will be available to manufacturers starting Friday, July 24, 2015
  - All new applications for certification (including carry over families) will need to be submitted via this new Verify module
  - Updates to any applications submitted prior to July 24, 2015 will need to be updated via the current method being used.



# Information Sources

- Verify Website: [www.epa.gov/otaq/verify](http://www.epa.gov/otaq/verify)
- Verify Listserver:  
[https://lists.epa.gov/read/all\\_forums/subscribe?name=verify](https://lists.epa.gov/read/all_forums/subscribe?name=verify)
- Manufacturer Guidance letters: [www.epa.gov/dis](http://www.epa.gov/dis)
- Verify Help Desk: [verifyhelp@csc.com](mailto:verifyhelp@csc.com)



# QUESTIONS





# **APPENDIX A- REQUEST A MANUFACTURER CODE**



## Request a Manufacturer Code through Verify

- To submit to Verify you must have a manufacturer code existing in Verify.
- The latest instructions to get a manufacturer code are posted at <http://www.epa.gov/otaq/verify/mfr-code.htm>.
- You can contact the Verify Helpdesk at [verifyhelp@csc.com](mailto:verifyhelp@csc.com) for additional assistance.



# **APPENDIX B – SAMPLE CRK LETTERS**



# CRK Email – U.S. Template

Hello [Persons name here],

A Pre-registration Customer Retrieval Key (CRK) has been created for you to utilize the VERIFY application via the Central Data Exchange (CDX) using the Manufacture Code of [insert MFR here] with a Role of “Submitter” and an ID Type of:

**Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine CFF**

Please contact the CDX Helpdesk at (888)890-1995 or (970) 494-5500 where you will need to refer to this ticket [enter ticket number here] to obtain your CRK VERIFY CRK notification for [enter MFR here]

Once you have received your CRK, please access the CDX website using the following link:

<https://cdx.epa.gov/SSL/CDX/preregistration.asp>

If you already have a CDX account, you will be asked to provide the password for it.

If you have more than one CDX account, you will be asked to select the one you wish the CRK to be applied to and then provide the password for it.

If you don't currently have a CDX account, you will be asked to create an account with a user ID of your choice.

If you have any questions or require assistance, please contact us by utilizing one of the two contact numbers above or by emailing us at [Helpdesk@epacdx.net](mailto:Helpdesk@epacdx.net)



# CRK Email – International Template

Hello [Persons name here],

A Pre-registration Customer Retrieval Key (CRK) has been created for you to utilize the VERIFY application via the Central Data Exchange (CDX) using the Manufacture Code of [insert MFR here] with a Role of “Submitter” and an ID Type of:

**Certification Module: Electric-MC, Portable Fuel Containers, Snowmobile, HD-Evap, HD-Engine  
CFF**

Please contact the CDX Helpdesk at (888)890-1995, 970-494-5500 internationally or by email, [Helpdesk@epacdx.net](mailto:Helpdesk@epacdx.net) where you will need to refer to this ticket [enter ticket number here] to obtain your CRK VERIFY CRK notification for [enter MFR here]

Once you have received your CRK, please access the CDX website using the following link:

<https://cdx.epa.gov/SSL/CDX/preregistration.asp>

If you already have a CDX account, you will be asked to provide the password for it.

If you have more than one CDX account, you will be asked to select the one you wish the CRK to be applied to and then provide the password for it.

If you don't currently have a CDX account, you will be asked to create an account with a user ID of your choice.

If you have any questions or require assistance, please contact us by utilizing any of the contact methods as listed above.