CMDP: SCS Registration Quick Guide for Labs

This guide explains how laboratories can register with EPA's Shared Cross-Media Electronic Reporting Regulation (CROMERR) Services (SCS) to access the Compliance Monitoring Data Portal (CMDP). Follow the steps for a smooth registration process.

Part 1: Identify CMDP User Roles – **Before** registering with EPS's Shared Cross-Media Electronic Reporting Regulation (CROMERR) Services (SCS) and using CMDP, you will need to **identify your CMDP Users Role**.

1. **Lab System Administrator:** (Should have 2 users with Administrator rights.) **The Lab System Administrator must be the first person to register for your Lab**. This role has the broadest access and can:
   - Set up and manage the lab's CMPD account
   - **Approve or invite** other lab users (Certifiers, Reviewers, Preparers)
   - **Submit data** (if also assigned Certifier permissions)
2. **Certifier:** This person is responsible for reviewing and signing sample data before it is sent to the state. This role can:
   - **Review, edit, and electronically sign** sample jobs
   - **Submit data** to the state via CMDP
3. **Reviewer:** This person who checks and verifies data entries before they are submitted. This role can:
   - Review and validate sample jobs
   - **Cannot sign or submit** data
4. **Preparer:** This person who enters sample data into CMDP but cannot approve or submit. This role can:
   - Create and edit sample jobs
   - **Cannot Review or Submit** the data

Part 2: Register for Shared CROMERR Services (SCS) –

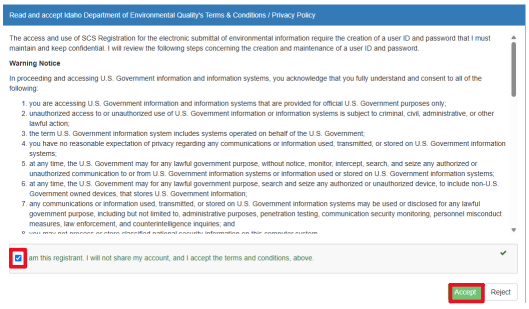


1. Create an account in SCS by going to the following URL: Go to:
   Test - https://encromerrtest.epacdxnode.net/ or
   Production - https://encromerr.epa.gov/

2. On the home page, click '**Register by Partner**' and select '**Idaho Department of Environmental Quality'**, then choose '**CMDP**'. Select your role and click '**Continue'**.



3. **Accept** the Terms & Conditions and Privacy Policy.



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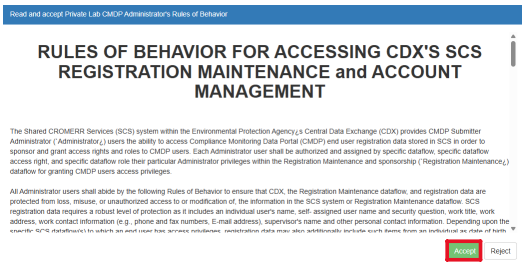
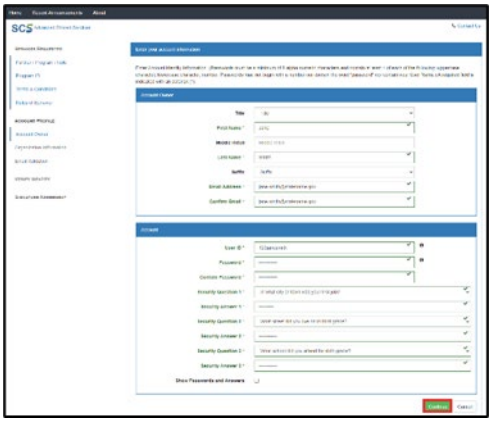
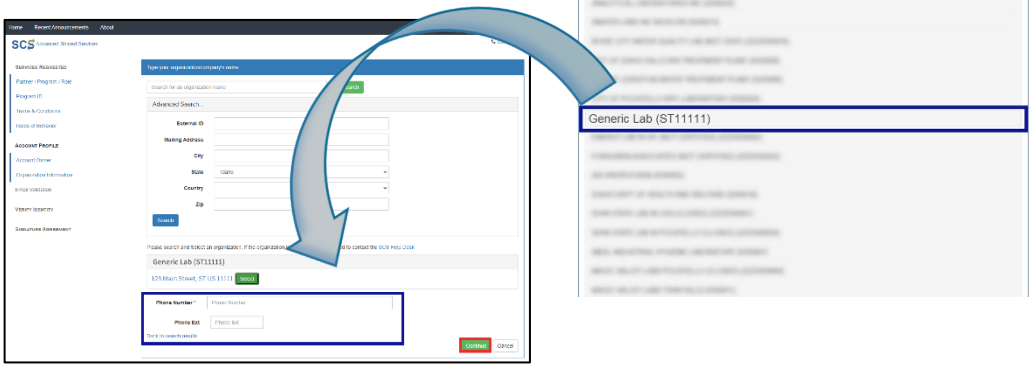
4. **Lab System Admins Only:** Read and Accept the Rules of Behavior.



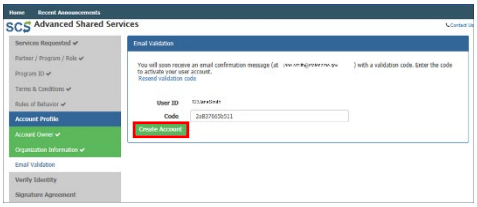
5. Enter your name, email, account info, and 3 security questions. Click '**Continue**'.



6. **Search for and select** your lab organization (e.g., Generic Lab' (ST11111)').
   Enter the lab phone number.



7. **Check** your email for verification code. Enter it and click '**Create Account**'.



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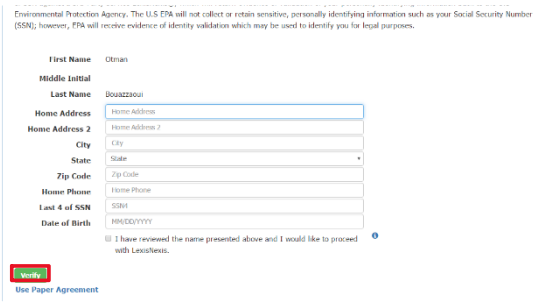
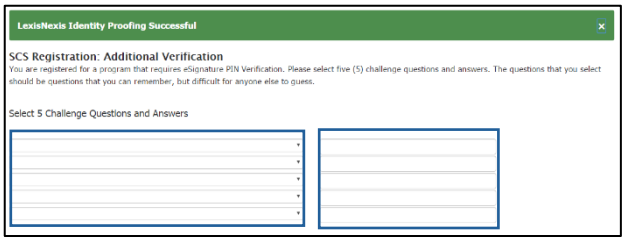
8. **Enter your personal information** (address, city, zip, etc.) for SCS to verify your identity. Click **Verify**.

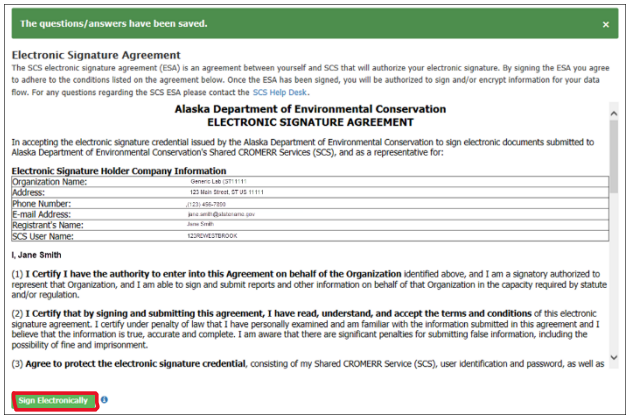


NOTE: ***Lab Reviewers and Lab Preparers will not have to complete Steps 9-12.***

9. Choose 5 challenge questions and provide your answers, then click '**Save Answers**'. Be sure to copy your answers so you can reference them later.



10. **Accept** the Electronic Signature Agreement and **click 'Sign Electronically'**.



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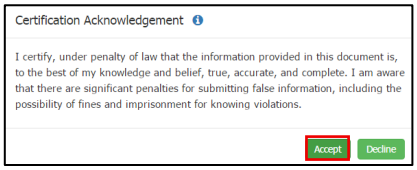
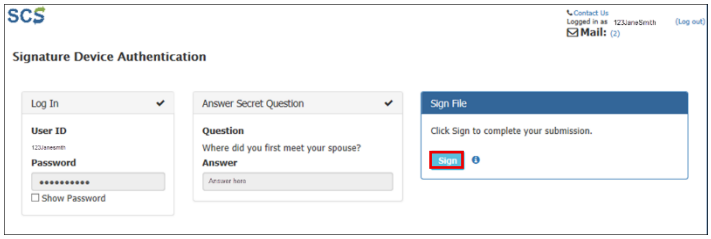
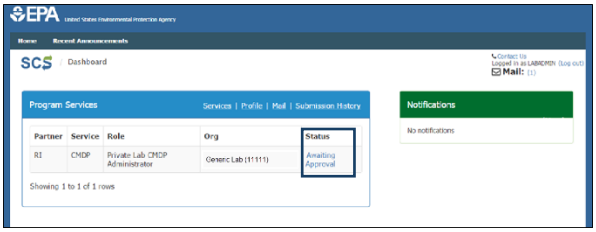
11. **Accept** the Certification Acknowledgement.



12. You will then be asked to enter your password and answer one of the challenge questions. Click **Sign**.



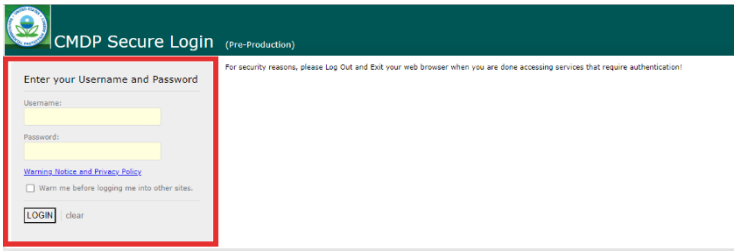
13. Wait for account approval from the state CMDP Administrator. Once approved, your account status will change to Active.



Part 3: Log into CMDP

After registering with Shared CROMERR Services (SCS), you can access the test version of the Compliance Monitoring Data Portal (CMDP).

1. Go to the CMDP Secure Login page:
   - Test Version: https://cmdpprep.epa.gov
   - Production Version: https://cmdp.epa.gov/
2. Enter your username and password.



Important Note: Keep test and production links separate to avoid accidentally uploading test data to the live system.
The test environment is identified by "prep" in the web address.

Need Help?

- Support: Contact the CMDP Helpdesk at support@1gec.com for assistance with SCS registration or CMDP submissions.
- EPA Support:
- Idaho DEQ Support: Dani Nelson at Danielle.Nelson@DEQ.Idaho.Gov