

SCS Registration Guide (CMDP Pre-Production)

The Compliance Monitoring Data Portal (CMDP) is an online reporting application that allows certified laboratories to report compliance monitoring data directly to the Hawaii Environmental Health Administration (EHA).

This document provides step-by-step instructions for how to register for the CMDP through the Shared Cross-Media Electronic Reporting Regulation (CROMERR) Services. If anything in this guidance document is unclear, please contact the EHA at: DOH.CMDP@doh.hawaii.gov. The EHA intends to replace current compliance reporting methods with CMDP by the end of 2019. Laboratories will transition from the pre-production to the production version of CMDP on an individual basis.

CMDP Roles

Four hierarchical roles for laboratories to consider exist within CMDP (described below). Roles are listed in the order of functionality and each role assumes the functionality of the role below it. For example, the Certifier can perform the functions of the Reviewer and the Preparer. As such, when selecting a role, we recommend to choose the highest role level you will need when working in CMDP.

For more information on the functionality of each role, review the CMDP Role Registration User Guide: <https://cmdp.zendesk.com/hc/en-us/articles/228281028-CMDP-Role-Registration-User-Guide>

Lab System Administrator

Lab System Administrators must register with SCS first. Once registered, Administrators can manage user access requests from individuals within their organization by (1) initiating new sponsorship requests, (2) approve/reject sponsorship requests, and (3) revoke active sponsorships. Administrators can also electronically sign and submit drinking water sample results in CMDP.

Certifier

Certifiers can upload data submissions into CMDP, review submissions for validation errors and submit data to the State. Certifiers have the ability to search and view copies of record which an individual has generated for the organization.

Reviewer

Reviewers can upload data submissions into CMDP and review submissions for validation errors.

Preparer

Preparers can upload data submissions into CMDP

Register for SCS Test

Before using CMDP Pre-Production, each user must first register as a CMDP user with EPA's Shared CROMERR Services (SCS) to receive a user name and password (credentials). Once the registrant is approved as a CMDP user, they will be able to access the CMDP Pre-Production environment using the credentials received from SCS.

The steps below highlight the actions taken for registering in SCS. Note that the steps in the registration process listed in this document may vary by CMDP user role, and these differences are noted in the instructions below.

1. Go to the [SCS Home Page](#) and select **Register with SCS**
2. Select partner, program, and lab user role
3. Read and accept the privacy/terms and conditions
4. Read and accept rules of behavior (Private Lab Admin)
5. Enter user information in account profile
6. Choose organization
7. Verification email with validation code
8. Request sponsorship from organization (Private Lab Certifier, Reviewer, or Preparer)
9. Enter personal information for identity verification (Private Lab Admin or Certifier)
10. Choose challenge questions (Private Lab Admin or Certifier)
11. Electronic signature agreement (Private Lab Admin or Certifier)
12. Certification acknowledgement (Private Lab Admin or Certifier)
Note, this step may be "Signature device authentication" for some users
13. State approval (Private Lab Admin)

If desired, click the link below to view a recorded demonstration of registering with SCS:

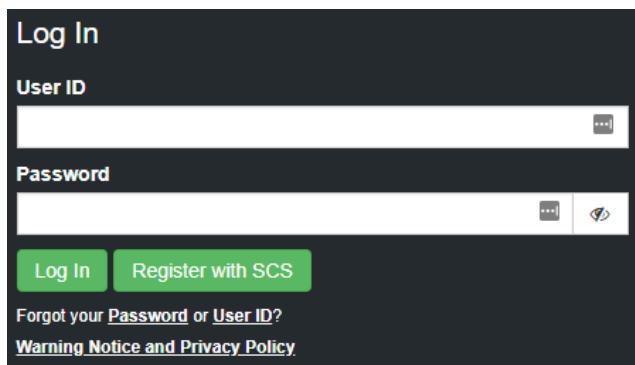
<https://www.youtube.com/watch?v=d3UsMDgC-yM&feature=youtu.be>

Step 1

To use CMDP, first create an account in SCS. To do so, go to the following URL:

<https://encromerrtest.epacdxnode.net/>

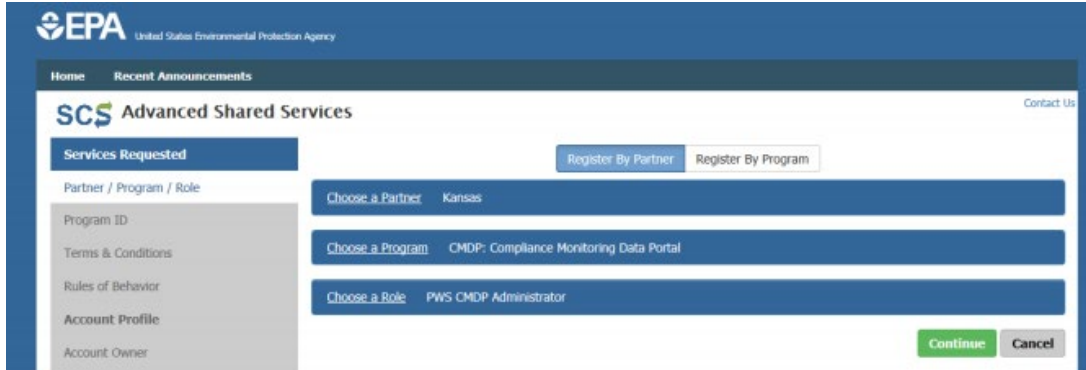
On the home page, click on **Register with SCS**.



The screenshot shows a dark-themed login and registration form. At the top, it says "Log In". Below that are two input fields: "User ID" and "Password". The "User ID" field has a small icon on the right. The "Password" field has a small icon on the right and a small icon on the left. Below the input fields are two green buttons: "Log In" and "Register with SCS". At the bottom, there are two links: "Forgot your Password or User ID?" and "Warning Notice and Privacy Policy".

Step 2

At the top of the page, select the **Register By Partner** tab. Then, choose a Partner, select *CMDP: Compliance Monitoring Data Portal* as the Program, and choose the desired Role (i.e., *Private Lab CMDP Administrator*). Then click **Continue**.



The screenshot shows the EPA SCS Advanced Shared Services registration interface. At the top, there is a navigation bar with 'Home' and 'Recent Announcements'. Below this, the 'SCS Advanced Shared Services' header is visible. The main content area features a 'Services Requested' section with two tabs: 'Register By Partner' (selected) and 'Register By Program'. Under the 'Register By Partner' tab, there are three dropdown menus: 'Choose a Partner' (set to 'Kansas'), 'Choose a Program' (set to 'CMDP: Compliance Monitoring Data Portal'), and 'Choose a Role' (set to 'PWS CMDP Administrator'). At the bottom right of the form, there are 'Continue' and 'Cancel' buttons. A sidebar on the left contains a menu with items like 'Partner / Program / Role', 'Program ID', 'Terms & Conditions', 'Rules of Behavior', 'Account Profile', and 'Account Owner'.

As noted earlier, there are various hierarchical roles in CMDP (see figure at right) for laboratories to consider. The Lab Administrator role has all the functionality available to Certifier, Reviewer and Preparer Roles. The following are a few things to keep in mind when selecting roles within your laboratory:

- Only the Lab Administrator and Certifier can submit data to the State
- A single individual can occupy multiple roles
- The Private Lab CMDP Administrator must register BEFORE Preparers, Reviewers, and Certifiers from their organizations can complete registration
- Larger laboratories should consider having two Lab Administrators



To learn more about CMDP roles, refer to the CMDP Role Registration

Guide: <https://cmdp.zendesk.com/hc/en-us/articles/228281028-CMDP-Role-Registration-User-Guide>

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 continue.

The screenshot shows the SCS Advanced Shared Services registration interface. On the left is a navigation menu with options: Partner / Program / Role, Program ID, Terms & Conditions (highlighted), Rules of Behavior, Account Profile, Account Owner, Organization Information, Email Validation, Verify Identity, and Signature Agreement. The main content area is titled "Read and accept Alaska Department of Environmental Conservation's Terms & Conditions / Privacy Policy". It contains a warning notice and a list of seven points regarding U.S. Government information systems. At the bottom, there is a checkbox labeled "I am this registrant. I will not share my account, and I accept the terms and conditions, above." and two buttons: "Accept" and "Reject".

Step 4

Read through the Rules of Behavior

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.

The screenshot shows the SCS Advanced Shared Services registration interface. The navigation menu on the left is the same as in Step 3, but "Rules of Behavior" is highlighted. The main content area is titled "Read and accept Private Lab CMDP Administrator's Rules of Behavior". It features a large heading: "RULES OF BEHAVIOR FOR ACCESSING CDX'S SCS REGISTRATION MAINTENANCE and ACCOUNT MANAGEMENT". Below the heading is a paragraph explaining the Shared CROMERR Services (SCS) system and the role of the Administrator. At the bottom, there is a checkbox labeled "I am this registrant. I will not share my account, and I accept the terms and conditions, above." and two buttons: "Accept" and "Reject".

Step 5

In the next step, you will have to enter individual information as displayed, including full name and email address. You will also enter your account information and select three security questions/answers. Click **Continue** to move forward.

Services Requested

Partner / Program / Role

Program ID

Terms & Conditions

Rules of Behavior

Account Profile

Account Owner

Organization Information

Email Validation

Verify Identity

Signature Agreement

Create your user information

Enter Account Identity Information. (Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following: uppercase character, lowercase character, number. Passwords may not begin with a number nor contain the word "password" nor contain your User Name.) A required field is indicated with an asterisk (*).

Account Owner

Title	Title
First Name *	William
Middle Initial	Middle Initial
Last Name *	Bowman
Suffix	Suffix
Email Address *	bowman.will@epa.gov

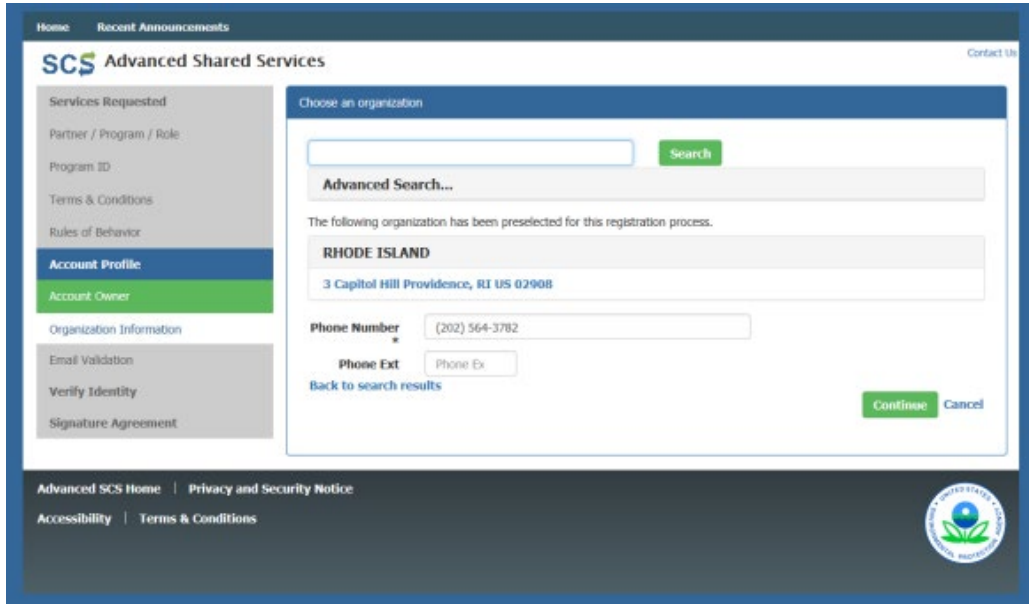
Account

User ID *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Security Question 1 *	What was your childhood nickname?
Security Answer 1 *	Security Answer 1
Security Question 2 *	What street did you live on in third grade?
Security Answer 2 *	Security Answer 2
Security Question 3 *	What school did you attend for sixth grade?
Security Answer 3 *	Security Answer 3

Step 6

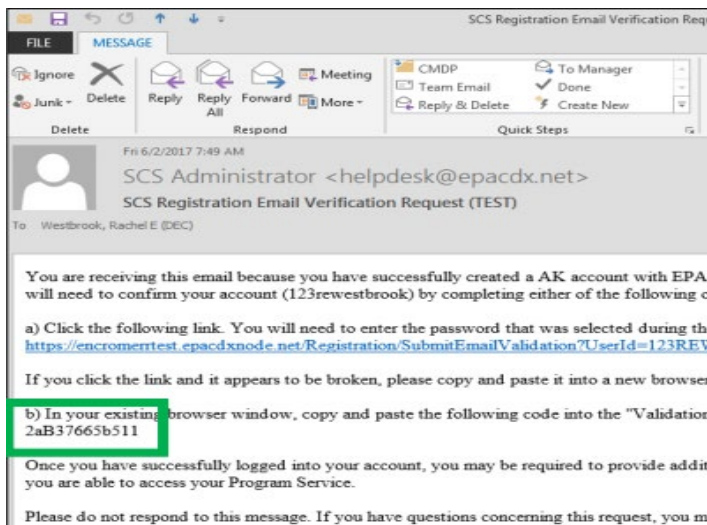
Use the search feature to narrow down the list of organizations by entering the organization name and clicking **Search**. Then choose your organization.

Add the phone number for your laboratory and click **Continue** to move forward with the registration.



Step 7

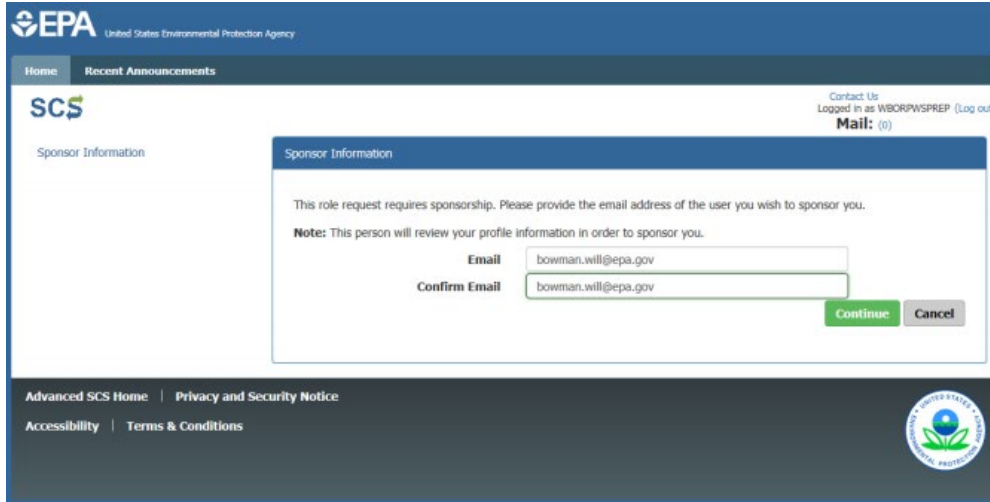
An email will be sent to the address entered previously during the registration process. Copy the validation code found in that email and paste it into the **Code** field in the **Email Validation** step. Once you entered the code, click **Create Account**.



Step 8

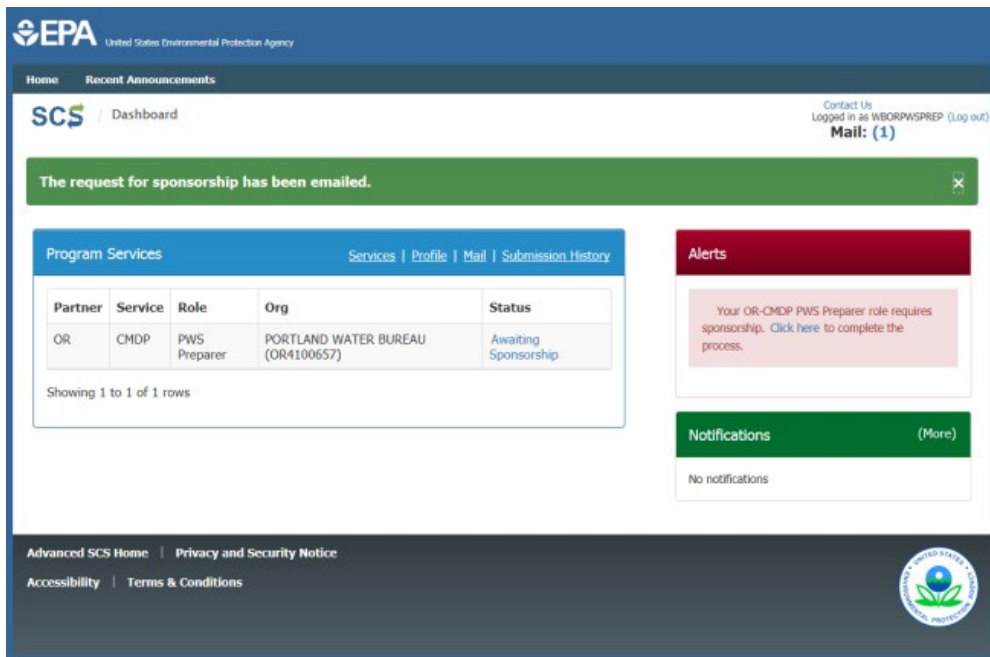
Users requesting the Certifier, Reviewer, or Preparer role for a private lab require sponsorship from a Lab Administrator. The registrant must use the **Sponsor Information** form to request sponsorship from the Lab Administrator for their Organization.

Enter the e-mail address of the sponsor and enter it again to confirm the e-mail address. Both fields must match to continue the registration process.



The screenshot shows the EPA SCS website with a 'Sponsor Information' form. The form includes a header with the EPA logo and navigation links. The main content area contains a form with the following text: 'This role request requires sponsorship. Please provide the email address of the user you wish to sponsor you.' Below this is a note: 'Note: This person will review your profile information in order to sponsor you.' There are two input fields: 'Email' and 'Confirm Email', both containing the text 'bowman.will@epa.gov'. At the bottom right of the form are 'Continue' and 'Cancel' buttons. The footer contains links for 'Advanced SCS Home', 'Privacy and Security Notice', 'Accessibility', and 'Terms & Conditions', along with the EPA logo.

After selecting the **Continue** button, the user may view the status of their role registration in the SCS Dashboard will also receive an e-mail from SCS.



The screenshot shows the EPA SCS Dashboard. At the top, there is a green notification bar that says 'The request for sponsorship has been emailed.' Below this is a table titled 'Program Services' with columns for Partner, Service, Role, Org, and Status. The table contains one row: Partner: OR, Service: CMDP, Role: PWS Preparer, Org: PORTLAND WATER BUREAU (OR4100657), Status: Awaiting Sponsorship. To the right of the table is an 'Alerts' section with a red header and a message: 'Your OR-CMDP PWS Preparer role requires sponsorship. Click here to complete the process.' Below the alerts is a 'Notifications' section with a green header and the text 'No notifications'. The footer contains links for 'Advanced SCS Home', 'Privacy and Security Notice', 'Accessibility', and 'Terms & Conditions', along with the EPA logo.

Partner	Service	Role	Org	Status
OR	CMDP	PWS Preparer	PORTLAND WATER BUREAU (OR4100657)	Awaiting Sponsorship

Once the sponsor approves the role, the role will be activated, and the user will see the role as *active* in their **SCS Dashboard**.

Step 9

Users requesting the Lab Administrator or Certifier roles must provide proof of identity because they are requesting authorization to electronically sign submissions to CMDP. The default identity proofing method is through LexisNexis and is assumed in these instructions.

Enter your personal information (i.e., home address, city, zip code, etc.) in order for SCS to verify your identify.

Once all the information is entered, click **Verify**.

Environmental Protection Agency. The U.S EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

First Name	Otman
Middle Initial	
Last Name	Bouazzaoui
Home Address	<input type="text" value="Home Address"/>
Home Address 2	<input type="text" value="Home Address 2"/>
City	<input type="text" value="City"/>
State	<input type="text" value="State"/>
Zip Code	<input type="text" value="Zip Code"/>
Home Phone	<input type="text" value="Home Phone"/>
Last 4 of SSN	<input type="text" value="SSN4"/>
Date of Birth	<input type="text" value="MM/DD/YYYY"/>

I have reviewed the name presented above and I would like to proceed with LexisNexis.

Verify
Use Paper Agreement

If SCS fails to verify any information on this step, please contact the EHA CMDP Helpdesk or select **Use Paper Agreement** and mail the form into the EHA.

Step 10

Once the LexisNexis identity proofing is complete, you will be requested to choose five challenge questions and answers that will be used when using the electronic signature service in CMDP.

NOTE: You will be asked one (randomly selected) of these security questions every time data is submitted to the State to verify your credentials.

After picking five questions and providing answers, click **Save Answers**.

LexisNexis Identity Proofing Successful

SCS Registration: Additional Verification
You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Challenge Questions and Answers

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Step 11

You will then be redirected to the **Electronic Signature Agreement (ESA)** screen (and concurrently 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.

The questions/answers have been saved. x

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](#).

Kansas ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the Kansas to sign electronic documents submitted to Kansas's Shared CROMERR Services (SCS), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	LAWRENCE, CITY OF (KS2004503)
Address:	6 E 6TH ST PO BOX 708Lawrence, KS US 66044-0708
Phone Number:	(202) 123-4567
E-mail Address:	bowman.will@epa.gov
Registrant's Name:	William Bowman
SCS User Name:	WBLAWRENCEPWSADMIN

I, **William Bowman**,

(1) Agree to protect the electronic signature credential, consisting of my Shared CROMERR Services (SCS) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(2) Agree to contact the SCS Help Desk: at 202-564-3782 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.

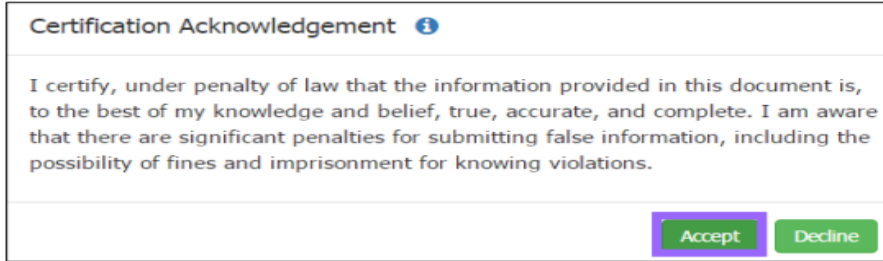
(3) I agree to notify SCS within ten working days if my duties change and I no longer need to interact with the SCS on behalf of my organization. I agree to make this notification by notifying the Kansas Technical Support staff at 202-564-3782 or scs@epacdx.net.

Sign Electronically

Step 12

A **Certification Acknowledgement** dialog window is displayed. Click **Accept** to continue.

Note, this step may be “Signature device authentication” for some users.

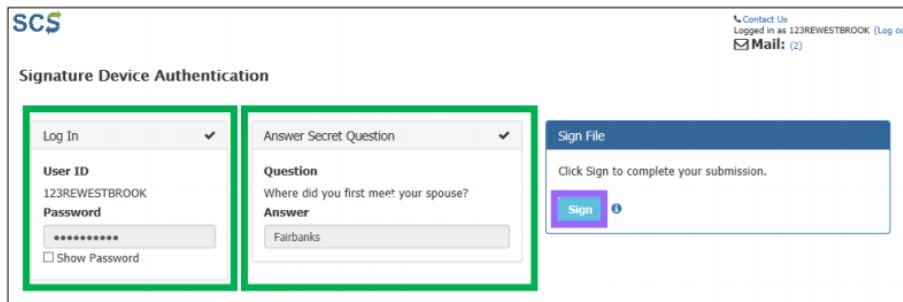


Certification Acknowledgement ⓘ

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.

Accept **Decline**

You will then be asked to enter the password previously set for this account, and answer one of the challenge questions previously provided in LexisNexis identity verification. Click **Sign** to continue the registration process.



SCS Contact Us
Logged in as 123REWESTBROOK (Log out)
Mail: (2)

Signature Device Authentication

Log In ✓

User ID
123REWESTBROOK

Password

 Show Password

Answer Secret Question ✓

Question
Where did you first meet your spouse?

Answer
Fairbanks

Sign File

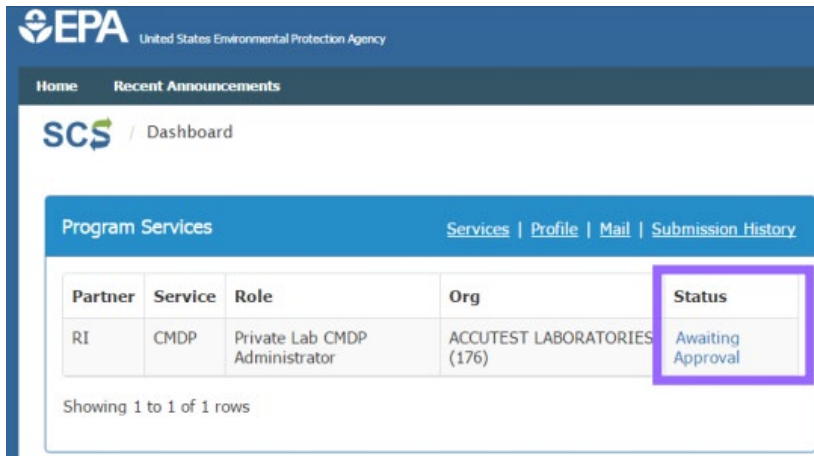
Click Sign to complete your submission.

Sign ⓘ

Step 13

If the user is requesting an account with the Lab Administrator role, the request will be forwarded to the State CMDP Administrator (similar to the sponsorship process described in Step 8). For the lab Certifier role the request will be forwarded to the Lab Administrator. Once the account has been activated by the State CMDP Administrator or the Lab Administrator, the user will receive a notification indicating they can now access the CMDP application with the login and password defined during registration.

The **Status** will change from *Awaiting Approval* to *Active* when approved by an administrator.



EPA United States Environmental Protection Agency

Home Recent Announcements

SCS / Dashboard

Program Services [Services](#) | [Profile](#) | [Mail](#) | [Submission History](#)

Partner	Service	Role	Org	Status
RI	CMDP	Private Lab CMDP Administrator	ACCUTEST LABORATORIES (176)	Awaiting Approval

Showing 1 to 1 of 1 rows