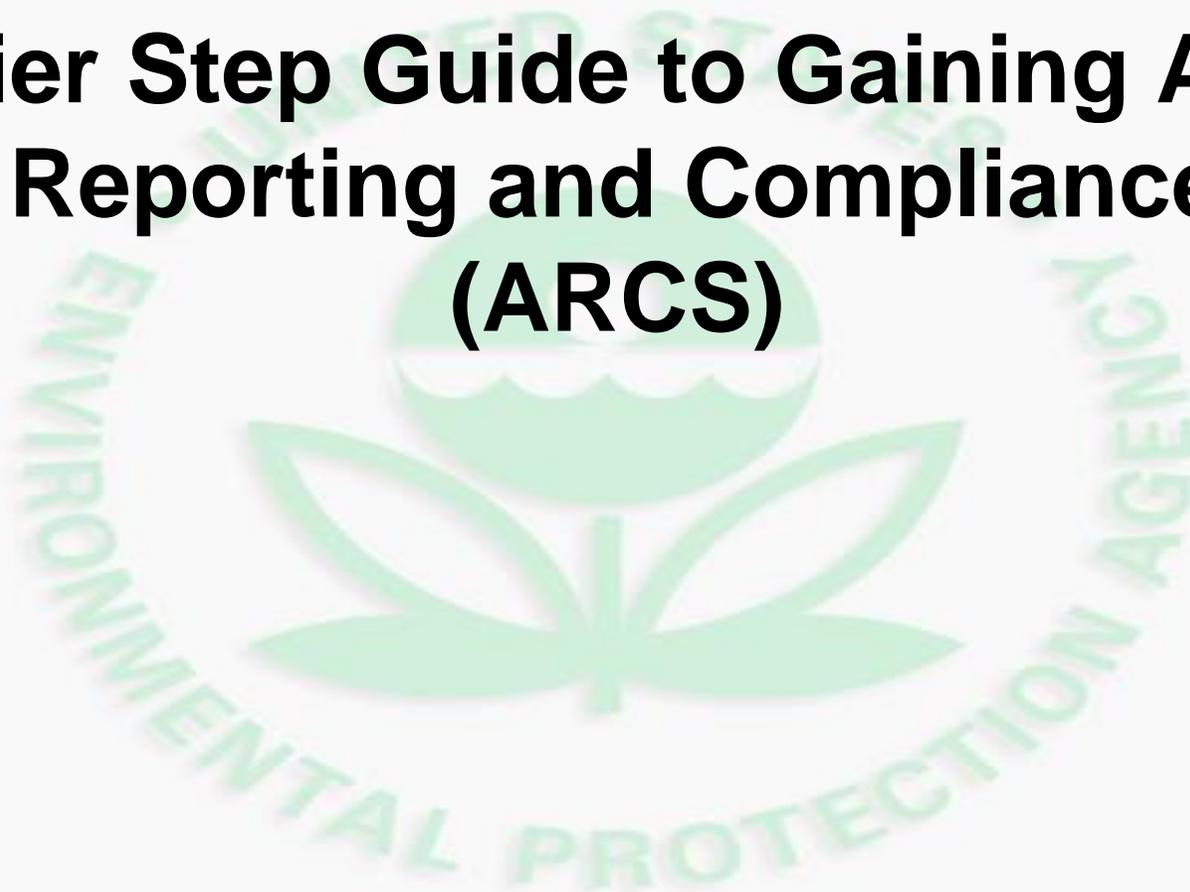


Air Carrier Step Guide to Gaining Access to Aircraft Reporting and Compliance System (ARCS)

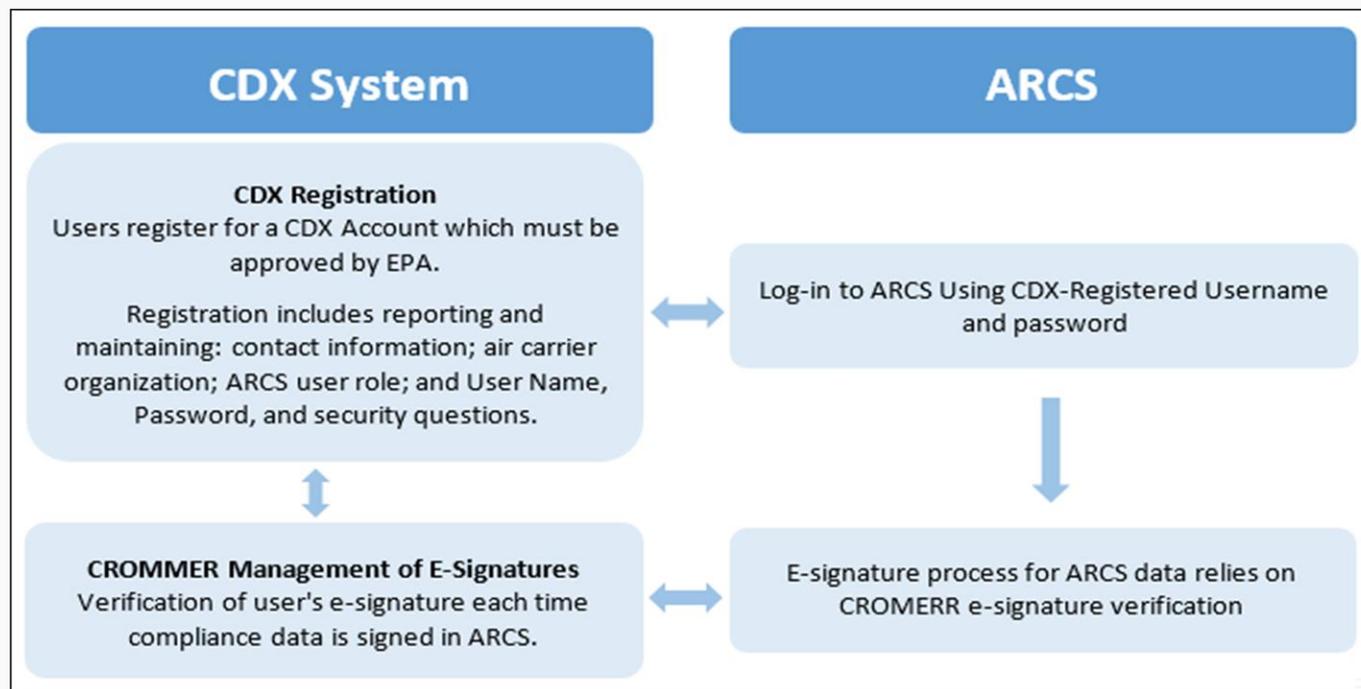




Account Registration

- Access to ARCS requires each user to register and obtain an EPA Central Data Exchange (CDX) account. The ARCS log-in username and password are created during the CDX electronic registration process.
- Data submitted in ARCS requires US EPA's Cross-Media Electronic Reporting Regulation (CROMERR) electronic signature, or e-signature. Set-up, approval, and verification of CROMERR e-signatures are managed by the CDX system.

Account Registration



- The data flow between CDX and ARCS for username, password, and e-signature functions



Account Registration

EPA Aircraft Reporting and Compliance System

Username

Password

[Can't access your account?](#)

If you do not already have an account with the Aircraft Reporting and Compliance System, click

WARNING NOTICE!
This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business. 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.

- Click the “Request User Account” button located on the ARCS login page.



Account Registration

Specify your role:

- **Primary contact:** Serves as the air carrier's primary personnel to resolve any ADWR data and/or compliance issues with EPA. EPA will communicate with the primary contact for official correspondence related to ADWR data and/or compliance issues. The primary contact will be given rights to submit, read, write, modify, e-sign, and delete (where appropriate) all of the air carrier's data. The primary contact is the only user allowed to approve requests for a secondary or laboratory account; therefore, a primary contact must be approved by EPA before secondary or laboratory contacts can be approved.

A screenshot of the EPA Aircraft Reporting and Compliance System (ARCS) registration form. The window title is "EPA Aircraft Reporting and Compliance System (ARCS)". Below the title bar, there is a blue header with the text "Specify your role in the ARCS system". To the right of this header are two buttons: "Cancel" and "Next >". Below the header, there are four radio button options:

- I am a primary contact for an airline.
- I am a secondary contact for an airline.
- I am a laboratory who will enter sampling results for an airline.
- I am an EPA employee.



Account Registration

- **Secondary contact:** Serves as the back-up to the primary contact. The secondary contact will be given rights to submit, read, write, modify, e-sign, and delete (where appropriate) all of the air carrier's data. Secondary contacts must be approved by the primary contact.

A screenshot of the EPA Aircraft Reporting and Compliance System (ARCS) registration form. The window title is "EPA Aircraft Reporting and Compliance System (ARCS)". Below the title bar, there is a section titled "Specify your role in the ARCS system" with "Cancel" and "Next >" buttons. The form contains four radio button options:

- I am a primary contact for an airline.
- I am a secondary contact for an airline.
- I am a laboratory who will enter sampling results for an airline.
- I am an EPA employee.



Account Registration

- **Laboratory contact:** A certified laboratory the air carrier chooses to give direct access to ARCS to enable the laboratory to report monitoring data to EPA. The laboratory contact will be given rights to *submit, read, write, modify, e-sign, and delete* (where appropriate) sample analysis data only. Laboratory contacts must be approved by the primary contact. More than one laboratory can be approved for an air carrier, and a laboratory can be approved for more than one carrier.

A screenshot of the EPA Aircraft Reporting and Compliance System (ARCS) registration form. The form has a blue header with the EPA logo and the text "Aircraft Reporting and Compliance System (ARCS)". Below the header is a blue bar with the text "Specify your role in the ARCS system" and two buttons: "Cancel" and "Next >". The main content area contains four radio button options:

- I am a primary contact for an airline.
- I am a secondary contact for an airline.
- I am a laboratory who will enter sampling results for an airline.
- I am an EPA employee.



Account Registration

A screenshot of a web application interface. At the top left, the EPA logo is followed by the text "Aircraft Reporting and Compliance System (ARCS)". Below this is a dark blue horizontal bar. Underneath is a light blue header bar with the text "CDX Registration" on the left and a "Cancel" button on the right. The main content area contains the following text: "Data submitted in ARCS require US EPA's CROMERR (Cross-Media Electronic Reporting Regulation) electronic signatures. Data submissions and CROMERR electronic signature are managed by EPA's CDX (Central Data Exchange) system. YOU MUST CLICK THE BUTTON BELOW TO REGISTER FOR A CDX ACCOUNT. Once your CDX account is approved, login to ARCS using your CDX username and password." At the bottom center of this area is a button labeled "CDX Registration".

EPA Aircraft Reporting and Compliance System (ARCS)

CDX Registration Cancel

Data submitted in ARCS require US EPA's CROMERR (Cross-Media Electronic Reporting Regulation) electronic signatures. Data submissions and CROMERR electronic signature are managed by EPA's CDX (Central Data Exchange) system. YOU MUST CLICK THE BUTTON BELOW TO REGISTER FOR A CDX ACCOUNT. Once your CDX account is approved, login to ARCS using your CDX username and password.

[CDX Registration](#)

- Click the “CDX Registration” button to go to CDX homepage.



Account Registration

A screenshot of the EPA CDX Central Data Exchange website. The page has a blue header with the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. Below the header is a white section with the CDX logo and "Central Data Exchange" text, and a "Contact Us" link. The main content area is dark blue and contains a "Log in to CDX" section. This section includes input fields for "User ID" and "Password", a "Log In" button, and a "Register with CDX" button. The "Register with CDX" button is circled in red.

- Click the “Register with CDX” button to start the registration wizard.



Account Registration

A screenshot of the EPA website's "CDX Terms and Conditions" page. The page has a blue header with the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. Below the header, the title "CDX Terms and Conditions" is displayed with a "Contact Us" link. The main content area contains a paragraph explaining that access to CDX registration requires a user ID and password. A "Warning Notice" section follows, stating that users acknowledge they understand and consent to the following terms:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal

At the bottom of the form, there are two radio buttons: "I Accept" (which is selected) and "I Decline". Below these are two buttons: "Proceed" and "Cancel".

- Review and accept the Terms and Conditions.



Account Registration

The screenshot shows the EPA website's "Core CDX Registration" page. At the top left 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 "Help". The main heading is "CDX Core CDX Registration" with a "Contact Us" link on the right. A progress bar indicates four steps: "1. Program Service" (highlighted in blue), "2. Role Access", "3. User and Organization", and "4. Confirmation". Below the progress bar, there is a text prompt: "Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act)." Underneath is the section "Active Program Services List" with a search input field containing the placeholder text "Enter search criteria". Below the search field, three service options are listed: "ACRES: Assessment Cleanup and Redevelopment Exchange System", "ARCS: Aircraft Reporting and Compliance System" (highlighted in blue), and "CEDRI: Compliance and Emissions Data Reporting Interface".

- Select “ARCS: Aircraft Reporting and Compliance System” from the list of services.



Account Registration

The screenshot shows the EPA website's account registration process. At the top left is the EPA logo and the text "United States Environmental Protection Agency". A navigation bar contains links for "Home", "About", "Recent Announcements", "Terms and Conditions", and "Help". The main heading is "CDX Core CDX Registration" with a "Contact Us" link on the right. A progress bar indicates four steps: "1. Program Service" (completed), "2. Role Access" (current step), "3. User and Organization", and "4. Confirmation". Below this is a "Registration Information" table:

Program Service	Aircraft Reporting and Compliance System
Role	Not selected

Below the table, a text prompt reads: "Select a role from the drop down list and provide any required additional information, if applicable." Underneath is a "Select Role" label and a dropdown menu. The dropdown menu is open, showing three options: "Air Carrier Primary", "Air Carrier Secondary", and "Laboratory". To the left of the dropdown is a "Request Role Access" button. A partially visible "Ca" button is also present.

- Select the role from the drop down.



Account Registration

A screenshot of the EPA Core CDX Registration web application. The page has a blue header with the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. Below the header, the title "CDX Core CDX Registration" is displayed with a "Contact Us" link. A progress bar shows four steps: "1. Program Service" (checked), "2. Role Access", "3. User and Organization", and "4. Confirmation". A "Registration Information" section contains a table with the following data:

Program Service	Aircraft Reporting and Compliance System
Role	Air Carrier Primary

Below this table, there is a form field labeled "Enter your FAA Code *" with the text "Miami" entered. A green button labeled "Find FAA Code(s)" is positioned below the input field.

- Search for the air carrier by FAA designator code or air carrier name.



Account Registration

The screenshot displays the EPA Core CDX Registration interface. At the top, the EPA logo and navigation menu are visible. The main heading is "Core CDX Registration" with a "Contact Us" link. A progress bar indicates four steps: "1. Program Service" (completed), "2. Role Access", "3. User and Organization", and "4. Confirmation". Below this, a "Registration Information" table shows the selected program service and role. A list of FAA codes is provided for selection, with "MYWA (MIAMI AIR INTERNATIONAL INC)" selected. "Next" and "New Search" buttons are at the bottom.

Registration Information	
Program Service	Aircraft Reporting and Compliance System
Role	Air Carrier Primary

Select your FAA Code from the list below.

- MIAB (MIAMI AIR LEASE INC)
- MYWA (MIAMI AIR INTERNATIONAL INC)

- Choose the air carrier from the list of search results.
- If the airline is not listed, stop registration, and contact EPA.



Account Registration

Part 1: User Information

User ID *	<input type="text"/>
Title *	Mr <input type="button" value="v"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	-Please Select- <input type="button" value="v"/>
Password *	<input type="text"/>
Re-type Password *	<input type="text"/>
Security Question 1 *	-Please Select- <input type="button" value="v"/>
Security Answer 1 *	<input type="text"/>
Security Question 2 *	-Please Select- <input type="button" value="v"/>
Security Answer 2 *	<input type="text"/>
Security Question 3 *	-Please Select- <input type="button" value="v"/>

- Enter user information, the security questions and answers in this section will be used for password resets/forgotten passwords.



Account Registration

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

Part 2: Organization Info

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

Organization ID	Organization Name	Address	City	State	ZIP Code
24945	MIAMI AIR INTERNATIONAL	5000 NW 36TH STREET	MIAMI	FL	33266
36614	MIAMI AIR INTERNATIONAL	5000 NW 36TH STREET	MIAMI	DC	33166
63529	MIAMI PRODUCTS & CHEMICAL CO.	1260 SCHWERMAN DRIVE	FAIRBORN	OH	45324
70324	BOSTON SCIENTIFIC CORPORATION-MIAMI	8600 NW 41ST ST	MIAMI	FL	33166

- Search for the air carrier in “Part 2: Organization Info”, if the airline is listed with the correct information, click the blue “Organization ID”.



Account Registration

	CITY				
184706	FREEPORT MCMORAN MIAMI INC.	5701 NEW ST	CLAYPOOL	AZ	85532

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

[Cancel](#)

- If the airline is not listed in the search results, click the link titled “request that we add your organization”.



Account Registration

Part 2: Organization Info

Organization Name *	<input type="text"/>
Country *	UNITED STATES ▾
Mailing Address *	<input type="text"/>
Mailing Address 2	<input type="text"/>
City *	<input type="text"/>
State *	-Please Select- ▾
ZIP/Postal Code *	<input type="text"/>
Email *	<input type="text"/>
Re-enter Email *	<input type="text"/>
Phone Number *	<input type="text"/>
Phone Number Ext	<input type="text"/>
Fax Number	<input type="text"/>

- Complete the organization information form.



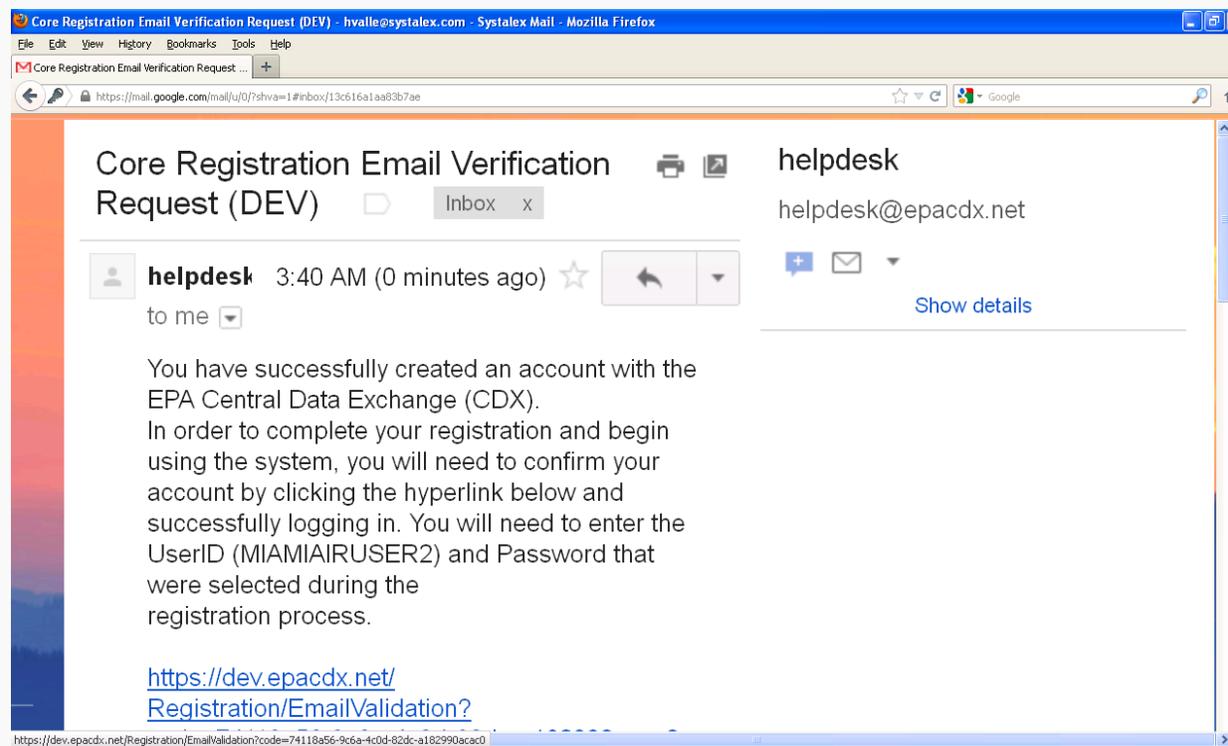
Account Registration

The screenshot shows the EPA CDX account registration confirmation page. At the top left is the EPA logo and "United States Environmental Protection Agency". At the top right is the CDX logo and "CENTRAL DATA EXCHANGE". Below the logos is a navigation bar with links: "CDX Home", "About CDX", "Recent Announcements", "Terms and Conditions", and "Help". The main content area is titled "Confirmation" and includes a "Contact Us" link. The text reads: "A few more steps... You will soon receive an email confirmation message (at hvalle@systalex.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for callers from Puerto Rico and Guam." Below this is the "Confirmation Number: 74118a56-9c6a-4c0d-82dc-a182990acac0" and a green button labeled "Return to CDX Home". At the bottom, there is a footer with contact information: "CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam" and a navigation bar with links: "EPA Home", "About CDX", "Privacy and Security Notice", "Terms and Conditions", and "Contact Us".

- A confirmation email will be sent to the email address used during registration.



Account Registration



- Click on the link provided in the email.



Account Registration

A screenshot of a Mozilla Firefox browser window displaying the EPA Central Data Exchange (CDX) login page. The browser's address bar shows a URL starting with "https://dev.epacdx.net/cdx/Login?ReturnUrl=%2FRegistration%2FEmailValidationPage%3Fcode%3D74118a56-9c6a-4c0d-82dc-a182990acac0&code=74118a56-9c6a-4c0d-82d". The page header includes the EPA logo and the CDX logo. A navigation menu contains links for "CDX Home", "About CDX", "Recent Announcements", "Terms and Conditions", and "Help". The main content area is titled "Central Data Exchange" and includes a "Log In" section with a "User ID" field containing "miamiaruser2" and a "Password" field with masked characters. A green "Log In to CDX" button is positioned below the fields. At the bottom of the page, there is a footer with contact information: "CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam" and a row of links: "EPA Home | About CDX | Privacy and Security Notice | Terms and Conditions | Contact Us".

- The link will prompt you to login to CDX



Account Registration

A screenshot of a web browser displaying the EPA CDX Electronic Signature Agreement page. The browser title is "Electronic Signature Agreement - Mozilla Firefox". The address bar shows the URL: "https://dev.epacdx.net/identityProofing/PaperElectronicSignatureAgreement?userRoleId=62741&redir=%2FCDX%2FMyCDX". The page header includes the EPA logo and "United States Environmental Protection Agency" on the left, and the CDX logo and "CENTRAL DATA EXCHANGE" on the right. A navigation menu contains "CDX Home", "About CDX", "Recent Announcements", "Terms and Conditions", "FAQs", and "Help". The user is logged in as "MIAMIAIRUSER2" with a "Log out" link. The main content area is titled "CDX Registration: Additional Verification" and includes a "Contact Us" link and a "Last Login: 1/22/2013 3:40:04 AM" timestamp. Below this is a section for "Paper CDX Electronic Signature Agreement" with an explanatory paragraph. The main body of the page is titled "U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT" and contains a paragraph about accepting the electronic signature credential. A table titled "Electronic Signature Holder Company Information" lists the following details:

Organization Name:	Miami Air
Address:	123 Main Street
City, State, Zip:	Miami, FL 34333
Province:	
Country:	US
Phone Number:	(301) 251-8889
E-mail Address:	hvalle@systalex.com
Registrant's Name:	Mr Harold Valle

- Upon login you will be presented with an electronic signature agreement (ESA).



Account Registration

- Print, fill in requested information and sign the Electronic Signature Agreement, and mail it to the address provided in the agreement.
- Expedited access to ARCS by e-mailing a PDF copy of your signed agreement to the ARCS administrators at adwr_admin@epa.gov.

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	
Address:	
City, State, Zip:	
Province:	
Country:	
Phone Number:	
E-mail Address:	
Registrant's Name:	
CDX User Name:	

I, _____,
(Printed Name of Requesting Electronic Signature Holder)

(1) I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification by notifying the CDX Technical Support staff at 1-888-890-1995 or helpdesk@epa.gov.

(2) Understand I will be informed of profile changes through my registered electronic mail



Account Registration – Signatures

(14) Agree to immediately contact the U.S. EPA CDX Help Desk after suspecting misuse of my account. I will contact the CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen, compromise or used inconsistent with CDX Terms and Conditions at <https://cdx.epa.gov/terms>

NOTE: Primary Must Be an Airline Employee. Please contact the US EPA Drinking Water Protection Division, [ADWR admin@epa.gov](mailto:ADWR_admin@epa.gov), if you have any questions, regarding the ARCS Registration Process.

Signature of Requesting Applicant:

Signature: _____

Date: _____

Primary or Secondary Account Holder (circle one)

Signature of Approving Official (Must be a Primary User):

Printed Name: _____

Signature: _____

Date: _____

(If no Primary, request will be verified/approve by EPA)

This must be filled out by persons who is requesting ARCS access; be sure to select which type of access is requested

This must be filled out by persons with your company who already has ARCS access; if not available leave blank and your registration will be confirmed by EPA Regional staff.



Account Registration – Where to Mail

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:
US MAIL ONLY (Do not send via FED-X or UPS)

U.S. Environmental Protection Agency
OGWDW, Drinking Water Protection Division
ATTN: Roger Howard
1200 Pennsylvania Ave., NW
MS 4606M
Washington, DC 20469

Send signed copy via
US Mail to this
address; do not send
by UPS or FedEx

NOTE: To expedite access, email ESA to adwr_admin@epa.gov. Original ESA must be received within 7 days or access will be revoked.

For expedited access
send a scanned copy
of the form to
adwr_admin@epa.gov
but remember to still
mail the original!

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. Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

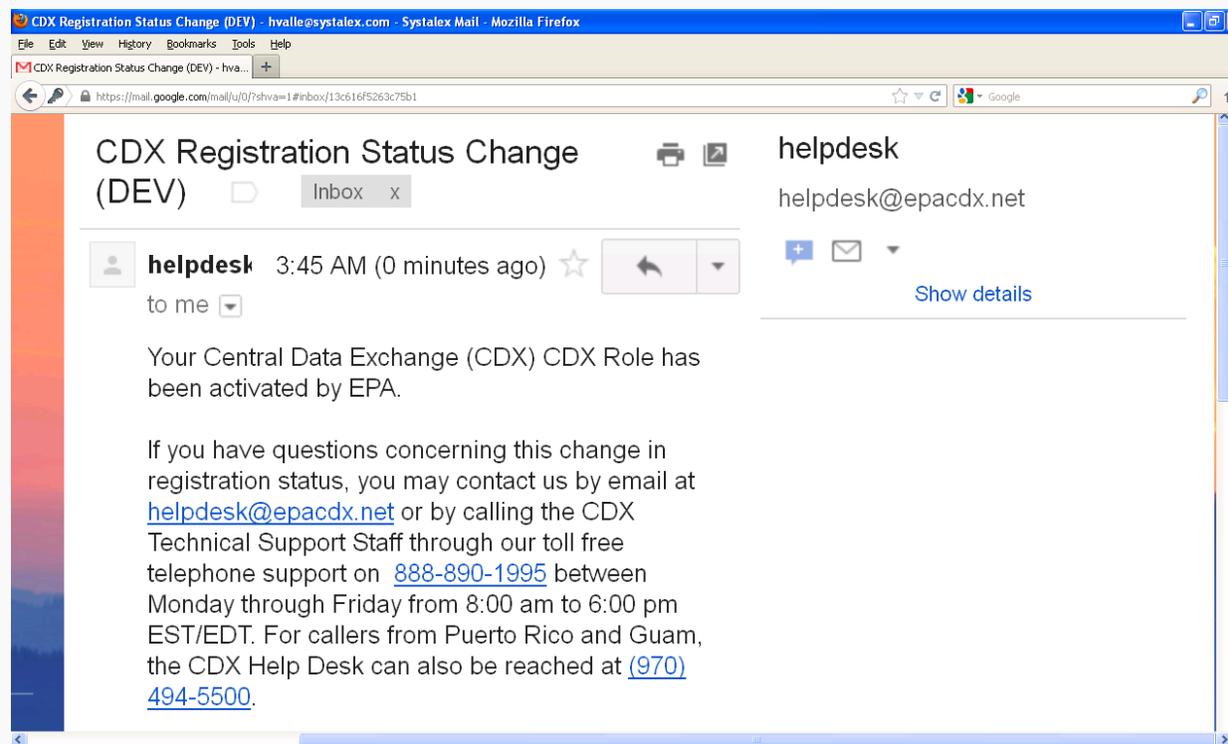


Account Registration – Common Mistakes

- Remember your access must be authorized by another person who already has access to ARCS. This person is typically the primary ARCS account holder for your airline.
- If your air carrier does not have a person with access to ARCS, leave this authorization signature blank and information will be confirmed by EPA Regional Staff to gain access.
- Please send the signed copy via US Mail only. Do not send expedited services such as FedEx; for expedited access email a scanned copy of the agreement to the ARCS administrators at adwr_admin@epa.gov.



Account Registration



- EPA approval of your account is necessary for your account to be activated. Once the account is approved, you will receive an e-mail from EPA notifying you that your account is now active.



Account Registration

A screenshot of a Mozilla Firefox browser window showing the login page for the Central Data Exchange (CDX). The browser's address bar displays a URL starting with "https://dev.epacdx.net/cdx/Login?ReturnUrl=%2FRegistration%2FEmailValidationPage%3Fcode%3D74118a56-9c6a-4c0d-82dc-a182990acac0&code=74118a56-9c6a-4c0d-82d". The page header includes the EPA logo and the CDX logo. A navigation menu contains links for "CDX Home", "About CDX", "Recent Announcements", "Terms and Conditions", and "Help". The main content area is titled "Central Data Exchange" and includes a "Log In" section with input fields for "User ID" (containing "miamiaruser2") and "Password" (masked with dots). A green "Log In to CDX" button is positioned below the fields. At the bottom of the page, there is a footer with contact information: "CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam" and a row of links: "EPA Home | About CDX | Privacy and Security Notice | Terms and Conditions | Contact Us".

- Login to CDX with the username and password used during registration.



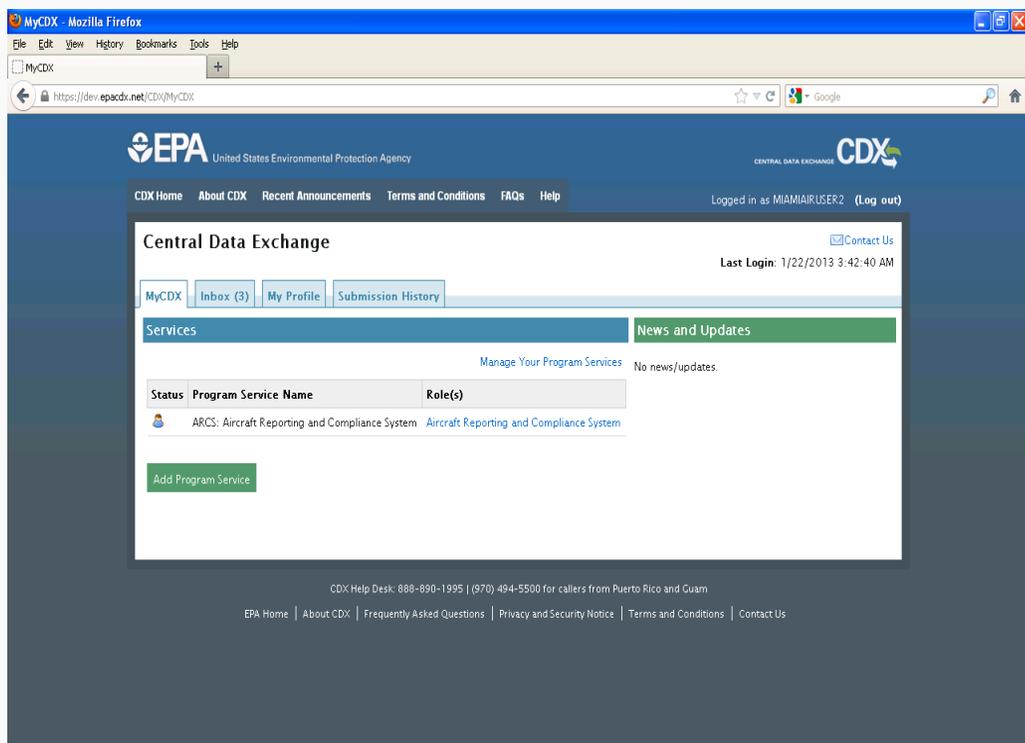
Account Registration

A screenshot of a web browser window displaying the EPA's Central Data Exchange (CDX) registration page. The browser title is "CROMERR Challenge Question Setup - Mozilla Firefox". The address bar shows the URL: "https://dev.epacdx.net/ESigPin/SelectQuestions?redirectUrl=%2FCDX%2FMyCDX". The page header includes the EPA logo and the text "United States Environmental Protection Agency" on the left, and the CDX logo and "CENTRAL DATA EXCHANGE" on the right. A navigation menu contains links for "CDX Home", "About CDX", "Recent Announcements", "Terms and Conditions", "FAQs", and "Help". The user is logged in as "MIAMIAIRUSER2" with a "(Log out)" link. The main content area is titled "Central Data Exchange" and "CDX Registration: Additional Verification". It shows a progress bar with two steps: "1. Identity Verification" (completed) and "2. Electronic Signature Agreement" (current step). Below the progress bar, there is a message: "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." The section is titled "Select 5 Challenge Questions and Answers" and contains five rows of questions with dropdown menus and text input fields. The questions and their selected answers are: "What is your favorite TV show?" (Miami Vice), "What was your first pet's name?" (Fido), "Where did you graduate from high school?" (Miami), "What is your favorite song?" (Going to Miami), and "What is your favorite vacation destination?" (Miami Beach). A green "Save Answers" button is located at the bottom of the form.

- Select the 5 challenge question and answers which will be used during electronic signature.



Account Registration



- Account Registration is complete. ARCS can be accessed via the link CDX or the ARCS login page.