


1. Basic User Registration	2
1.1 About User Registration	2
1.1.1 Timeout Warning	4
1.1.2 Terms and Conditions	4
1.2 Account Activation Pending	5
1.3 CAMD Business System User	6
1.3.1 CBS Login Difficulty	7
1.4 Challenge Questions	7
1.5 User Registration FAQs	8
1.6 Electronic Signature Agreement	9
1.6.1 About PDF Viewers	10
1.6.2 Electronic Signature and Use Agreement	10
1.6.3 Processing Your Electronic Signature Agreement	11
1.6.4 e-GGRT Help Desk Mailing Address	11
1.7 Reporting Under Subpart LL & MM	11
1.8 A User Profile	11
1.9 Password Requirements	13

Basic User Registration

 A printer-friendly version (pdf) (13 pp, 1,837K) of the Basic User Registration and Profile

Anyone who intends to use e-GGRT to register a facility/supplier or serve as its Designated Representative (DR), Alternate Designated Representative (ADR) or Agent must first register as an e-GGRT user. Follow the instructions on the page to create a user profile and set your user name, password and security questions.

If you already have an active CDX user account, you will need to complete only an abbreviated e-GGRT registration process. To do this, navigate to the e-GGRT login page, log in with your existing CDX user name and password, then follow the instructions on the page to complete your e-GGRT user profile and set your secret question and answer and your challenge questions and answers.

All e-GGRT users have an Electronic Signature Agreement on file with EPA. For most users, this requires you to create your Electronic Signature Agreement using e-GGRT, then print it, sign it, date it, and mail it to EPA. After EPA receives and processes your Electronic Signature Agreement, EPA will send an account activation notice to the email address in your user profile. You will then be able to log in to e-GGRT and begin the facility/supplier registration process.

The U.S. Environmental Protection Agency (EPA) issued a final rule amending the Greenhouse Gas Reporting Program (GHGRP). This rule extends the reporting deadline for 2010 GHG data to September 30, 2011.

This action effectively extends the deadline for registering with EPA's online reporting system (e-GGRT) to August 1, 2011, 60 days before the extended reporting deadline.

Each facility or supplier applicable to the GHGRP in 2010 must use e-GGRT to submit a Certificate of Representation by the extended deadline of August 1, 2011 if they have not done so already.

In order to meet this deadline, the Designated Representative must allow at least 10 business days in order to prepare and print out the e-GGRT Electronic Signature Agreement, then sign and mail it to EPA. Users must have an approved Electronic Signature Agreement on file at EPA before gaining access to e-GGRT.

This action does not affect what data must be reported and does not change the reporting deadline for future years.

NOTE: Users who are a DRs or ADRs for a 40 CFR 75 facility and have an active account in the CAMD Business System (CBS) will be able to reuse their existing CBS Electronic Signature Agreement, and do not need to submit a new one.

About User Registration

Click image to expand

You will need to create an e-GGRT user account if you plan to register or represent a facility or supplier affected by EPA's Mandatory Greenhouse Gas Reporting Rule.

User registration begins at the e-GGRT login page. The panel on the left displays links to context-sensitive help topics.

If you already have a CDX user account, then you can use those to login to e-GGRT: Enter your CDX user name and password and click the green LOGIN button.

If you don't already have a CDX user account, click the green NEW USER REGISTRATION button.

Please note that all e-GGRT sessions end after ten minutes of inactivity. You must complete the user registration process during one session. If your e-GGRT session is inactive for ten minutes during user registration, you will need to start the user registration process again.

Review and make sure you meet the [System Requirements](#)

User registration includes these four steps:

1. Create Your User Profile
2. Create Your Challenge Questions and Answers
3. Complete Your Electronic Signature Agreement
4. Print a Summary

E-GGRT provides directions to guide you through the user registration steps.

User Roles

E-GGRT uses four different user roles, which are described below:

- **Designated Representative (DR)** The DR is the individual who is responsible for submitting annual GHG reports and other information on behalf of the owners and operators of the facility/supplier. Every facility or supplier must have one DR. The DR is identified on the Certificate of Representation. Every facility/supplier must submit a complete Certificate of Representation by January 30th, 2011. After EPA reviews the appointment of the DR, the DR must log into e-GGRT to accept his or her appointment. The DR may then appoint (or confirm the appointment of) an ADR and one or more Agents, who can act on behalf of the DR. The DR will confirm these actions by signing an electronic Certificate of Representation (for an ADR) or Notice of Delegation (for an Agent). If the facility/supplier is required to report emissions data under 40 CFR 75, e.g. Clean Air Interstate Rule, the DR registered in e-GGRT must be the same as the individual who has been appointed as DR under 40 CFR 75.
- **Alternate Designated Representative (ADR)** The ADR is an individual who is appointed by the DR to act on his/her behalf. This is optional. A facility or supplier may have one ADR. If the facility/supplier is required to report annual GHG reports under 40 CFR 75, the ADR registered in e-GGRT must be the same individual who has been appointed as ADR under 40 CFR 75. After EPA reviews the appointment of the ADR, the ADR must log into e-GGRT to accept his/her appointment. The ADR may then appoint (or confirm the appointment of) one or more Agents who can act on his/her behalf.
- **Agent** An Agent is an individual to whom the DR or ADR has delegated responsibility for submitting annual GHG reports for the facility/supplier. This is optional. A facility or supplier may have many Agents. After the EPA approves the DR/ADR's appointment of an Agent, the Agent must log in to e-GGRT to accept his/her appointment. Following the Agent's acceptance, the DR/ADR must then log in to e-GGRT to sign an electronic Notice of Delegation confirming his/her appointment of the Agent.

- **Registrar** A Registrar is an individual who sets up one or more facilities or suppliers and sends invitations to the DR, ADR or Agent(s). The Registrar is optional. The Registrar role is for the sole purpose of registering a facility or supplier in e-GGRT. The Registrar does not gain access to facility data, cannot edit the facility profile or enter data for annual GHG reports.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

Q: Can multiple users register for a single company?

A: Yes; e-GGRT does not impose any limit on the number of users at a given company or facility. There are limits on certain roles, for example, each facility must have one DR.

Q: When I register under e-GGRT, does that give me access on CDX using the same user name and password?

A: Yes.

Q: What happens if I do not complete e-GGRT user registration in one session? Can you start again later?

A: You can start again later, but data you entered before will be lost.

Timeout Warning

Please note that all e-GGRT sessions end after ten minutes of inactivity. You must complete the user registration process during one session. If your e-GGRT session is inactive for ten minutes during user registration, you will need to start the user registration process again.

Terms and Conditions

E-GGRT Terms and Conditions

The access and use of e-GGRT and Central Data Exchange (CDX) registration for the electronic submittal of environmental information requires the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

EPA's Central Data Exchange 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

Choosing a CDX Password

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

This password will be at least eight characters long and contain a mix of letters and numbers.

Protecting my CDX Password

I agree to protect my CDX password.

I will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

Limited CDX Software Distribution

Any distribution of software provided by the Environmental Protection Agency's Central Data Exchange shall be handled according to any defined license practices.

CDX provides tools which contains FIPS-validated RSA BSAFE Crypto-J which is classified under Export Commodity Classification Number (ECCN) 5D002 "Encryption Software" referenced under CCATS G059799. This product is eligible for license exception ENC under Sections 740.17 (A) and (B) (2) of the Export Administration Regulations (EAR). The exportation of this item classified by the Bureau of Industry and Security (BIS) as 5D002 "Unrestricted" to foreign subsidiaries of US companies is permitted under this license exception ("ENC "Encryption"). This license exception does not apply to the embargoed nations of Cuba, Iran, North Korea, Sudan and Syria or any parties found on the various government denial lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United States' standard regulations for encryption at <http://www.access.gpo.gov/bis/ear/pdf/740.pdf>

Actions to take if my CDX Account has been Compromised

If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

Terminating my CDX Account

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 via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

Paperwork Reduction Act Burden Statement

OMB Number: 2060-0629. Expiration Date: November 30, 2012. The public reporting and recordkeeping burden for this collection of information is estimated to average 1.76 hours per response.

OMB Number: 2025-0003. Expiration Date: July 31, 2011. The public reporting and recordkeeping burden for this collection of information is estimated to average 0.69 hours per response.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence.

Electronic Signature Agreement

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account. I have reviewed and agree to the following conditions for the access and use of my account.

1. I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
2. I agree to maintain an email account. If any email sent to me by EPA is returned as undeliverable, I will explain why this occurred when requested by EPA;
3. I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or 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;
4. I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
5. I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

Account Activation Pending

Click image to expand

The screenshot shows the EPA e-GGRT web interface. At the top left is the EPA logo. At the top right is the e-GGRT logo and the text "Electronic Greenhouse Gas Reporting Tool". Below the logos is a navigation bar with "e-GGRT Help" and "Account Activation Pending". The main content area is titled "ACCOUNT ACTIVATION PENDING" and contains the following text: "The Environmental Protection Agency (EPA) has not yet received your Electronic Signature Agreement. Receipt of your Electronic Signature Agreement is required to activate your account. If you have mailed your Electronic Signature Agreement, please allow 10 business days for processing. If you failed to mail, or believe your Electronic Signature Agreement to be lost, the directions and form are included below." Below this text is a numbered list of instructions: 1. Print: Your Electronic Signature Agreement Form (with a PDF icon); 2. Read your form; 3. Sign and date your form; 4. Mail your form to: e-GGRT Help Desk, SAIC, 8301 Greensboro Drive, Mail Stop E-11-2, McLean, VA 22102; 5. Wait for EPA to receive your form, after which you will receive an account activation notice by email and can begin using e-GGRT. On the right side of the page, there is a "QUESTIONS?" section with the email address "GHGMRR@epa.gov". At the bottom of the page, there is a footer with "Paperwork Reduction Act Burden Statement | Contact Us" and "e-GGRT RY2010.7.9 | UA1-5".

If you see the Account Activation Pending page after you login to e-GGRT, it means that EPA has not yet approved your Electronic Signature Agreement. Once your Electronic Signature Agreement is approved, EPA will notify you by email, and you will be able to login to the e-GGRT home page.

You can use this page to print out your Electronic Signature Agreement.

See Also

CAMD Business System User

See Also

- [ECMPS Support Article: Registering to Report for the GHGRP](#)

For any facility that reports to both e-GGRT and the CAMD Business System (CBS), 40 CFR 98 requires that the facility must maintain the same DR and ADR for both reporting programs. The requirement for maintaining the same DR and ADR applies to all CAMD facilities, including those in industrial source categories such as Cement (Subpart H) and Pulp and Paper Manufacturing (Subpart AA).

To make it easier for facilities who use both systems, EPA has integrated e-GGRT with CBS. If you are a Designated Representative (DR) or Alternate Designated Representative (ADR) for a facility reporting to CBS under 40 CFR 75, e-GGRT will import your CBS facility information during the user registration process.

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

During the user registration process, e-GGRT will ask you if you are a DR, ADR, or Agent in the CAMD Business System (CBS).

Click image to expand

- If you select "I am Not a DR, ADR or Agent for a CAMD facility", e-GGRT will not try to link your e-GGRT user account to CBS data.
- If you select "I am a DR, ADR or Agent for a CAMD facility", e-GGRT will try to link your e-GGRT user account to your CBS user account, using your CBS user name and password. If you do not have a CBS user name and password, e-GGRT will notify the e-GGRT help desk to link your e-GGRT account to your CBS facilities.
- If you select "I am an Agent for a CAMD facility", e-GGRT will try to link your e-GGRT user account to your CAMD user account, using your CBS user name and password. If you are an Agent for a CAMD facility and you do not provide a CBS user name and password, e-GGRT will not try to link your e-GGRT user account to a CBS user account.
- If you provide a CBS user name and password, e-GGRT will retrieve your Electronic Signature Agreement from CBS so you don't need to create a new one for e-GGRT.

Select the best choice and click CONTINUE.

Click image to expand

United States Environmental Protection Agency

EPA

e-GGRT
Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

e-GGRT Help
Help with User Registration

ONE-TIME CAMD BUSINESS SYSTEM (CBS) LOGIN TO SYNCHRONIZE YOUR NEW ACCOUNT
Enter your CBS credentials below and e-GGRT will synchronize your existing CBS account with the new e-GGRT account you are about to create. * denotes a required field

CBS User Name *

CBS Password *

[BACK](#) [CANCEL](#) [SUBMIT](#)

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.1 | UA2-7

If you have a CBS user name and password, e-GGRT will use that information to link your CBS account with the e-GGRT account you are creating. If you represent a CAMD facility but do not have a CBS user name and password, e-GGRT cannot link you to your CAMD facilities automatically. In that case, you will see the "Getting Linked to Your CAMD Facilities" page (see below). E-GGRT Help Desk staff will attempt to link the data for you manually and will notify you when this process is complete.

Click image to expand

United States Environmental Protection Agency

EPA

e-GGRT
Electronic Greenhouse Gas Reporting Tool

USER REGISTRATION

e-GGRT Help
Help with User Registration

GETTING LINKED TO YOUR CAMD FACILITIES
You indicated that you are a Designated Representative, Alternate Designated Representative or Agent for a CAMD facility. Because you do not have a CAMD Business System (CBS) User name and Password, e-GGRT cannot automatically link you to your CAMD facilities.
The e-GGRT Help Desk has been notified and will manually connect you to your CAMD facilities. You will receive an email notice when this process is complete.

[BACK](#) [CANCEL](#) [CONTINUE](#)

Paperwork Reduction Act Burden Statement | Contact Us

e-GGRT RY2010.7.1 | UA2-9

See Also

[Difficulty Logging into CBS?](#)

CBS Login Difficulty

If you do not remember your CBS user name, call the number found on the [CBS login page](#).

If you have forgotten your CBS password, or received an error message indicating that your CBS password is incorrect, your CBS password is expired, or your CBS account is locked, you may reset your CBS password or unlock your CBS account as follows:

1. Go to the [CBS login page](#).
2. Click on the link labeled "Forgot Password or Locked Out?"
3. Enter your first name, last name, CBS user name and email address. In addition, you must provide the correct answer to a challenge question.
4. After successfully entering that information, you will be able to reset your password using the CBS Change Password page.

If you are able to login using your CBS user name and password, e-GGRT will check if you already have an Electronic Signature Agreement on file, and you will not need to submit a new one. If you are an active Designated Representative or Alternate Designated Representative and successfully link your e-GGRT and CBS accounts, you will find your Part 75 facilities listed on your e-GGRT home page the next time you log into e-GGRT.

Challenge Questions

Click image to expand

When you register as an e-GGRT user, you must select five different challenge questions and provide the corresponding answers. E-GGRT will use this information to verify your identity later when you submit your annual GHG report.

Protect your e-GGRT user name, password and challenge questions and answers. Choose challenge questions whose answers other people cannot guess.

User Registration FAQs

Q: How do I retrieve my lost or forgotten e-GGRT user name?

A: If you have lost or forgotten your e-GGRT user name, you can retrieve it as follows:

1. Click on the "Forgot your User Name" link on the e-GGRT login page.
2. Enter the email address you entered in the Contact Information portion of your user profile during user registration, and click SUBMIT.
3. Enter the answer to your secret question and click SUBMIT.
4. E-GGRT will send an e-mail message containing your e-GGRT user name to the email address associated with your e-GGRT account. If you do not receive the email within a few minutes, you may want to check your spam or junk mail folder.

Q: How do I retrieve a lost or forgotten e-GGRT password?

A: If you have lost or forgotten your e-GGRT password, you can reset it as follows:

1. Click on the "Forgot your Password" link on the e-GGRT login page.
2. Enter your e-GGRT user name and click SUBMIT.
3. Enter the answer to your secret question and click SUBMIT.
4. E-GGRT will send an email message containing a single-use password to the email address associated with your e-GGRT account. If you do not receive the email within a few minutes, you may want to check your spam or junk mail folder. Use the one-time password to log in to e-GGRT.
5. After you log in, e-GGRT will require you to change your password. To change your password, enter the one-time password, your new password, confirm the new password, and click Save. You will be returned to the My Profile page. Your password change is complete.

Q: How do I reset an expired e-GGRT password?

A: If your password has expired, e-GGRT will require you to change it. To change your password, follow the same procedure as described above for retrieving a lost or forgotten e-GGRT password.

Q: What are the requirements for my password?

A: Your password must meet these requirements:

- Your password must be 8 to 15 characters long and contain at least one number, one uppercase and one lowercase letter.
- Your password cannot start or end with a number.
- Your password cannot contain spaces, symbols, your user name or the word "password".
- Your password cannot be reused until 10 password changes have occurred.

- Your password cannot be reused within 811 days from its last use.

Q: How do I reset my locked e-GGRT Account?

A: If e-GGRT tells you that your account is locked, contact the e-GGRT Help desk.

Before you Contact the e-GGRT Help Desk

- [EPA Notice on e-GGRT Registration](#)

You can find answers to common help desk questions here. Click on the question to view the answer.

- [How do I reset my CDX password?](#)
- [Can I login to e-GGRT using my CAMD Business System user name and password?](#)
- [Can I reuse my CAMD Business System Electronic Signature Agreement, or do I need to mail in a new one?](#)
- [I'm trying to sign my Certificate of Representation but am getting an error message saying E_MissingSecurityQuestions - user does not have any security questions. How do I proceed?](#)

Still Have a Question?

[e-GGRT Help Desk Contact Information](#)

Disclaimer - This information is intended to provide general and administrative information about 40 CFR Part 98. It does not represent legal advice. This information does not have legally binding effect or expressly or implicitly create, expand, or limit any legal rights, obligations, responsibilities, expectations, or benefits in regard to any person. Facility owners or operators and suppliers are responsible for determining how they would be affected by the requirements of 40 CFR Part 98.

Electronic Signature Agreement

See Also

[About PDF Viewers](#)
[Processing Your Electronic Signature Agreement](#)

Electronic Signature and Use Agreement

The Electronic Signature and Use Agreement is as follows:

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account. I have reviewed and agree to the following conditions for the access and use of my account.

1. I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
2. I agree to maintain an email account. If any email sent to me by EPA is returned as undeliverable, I will explain why this occurred when requested by EPA;
3. I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or 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;
4. I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
5. I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

CROMERR

For more information on electronic reporting, see [40 CFR Part 3 -- Cross-Media Electronic Reporting](#).

Viewing your Electronic Signature Agreement

Click on the blue "Your Electronic Signature Agreement link" to view your Electronic Signature Agreement. In order to view your Electronic Signature Agreement, you will need access to a PDF viewer.

You will need Adobe Acrobat or another PDF reader installed on your computer in order to read PDF files.

You can download Adobe Acrobat free here <http://get.adobe.com/reader/>.

Electronic Signature Agreement Processing

After printing your Electronic Signature Agreement, complete the following steps:

1. Read your form.
2. Sign and date your form.
3. Mail your form to:

E-GGRT Help Desk
SAIC
8301 Greensboro Drive, Mail Stop E-11-2
McLean, VA 22102
703-676-4400
Attn: Mark Palmer

4. Monitor your email for a message from EPA notifying you that your Electronic Signature Agreement has been received by EPA and approved, after which you may begin using e-GGRT.

For CAMD Business Systems (CBS) users only: If you linked your e-GGRT and CBS accounts, then e-GGRT informed you if you already have an Electronic Signature Agreement on file at EPA. If so, you will not need to print, sign and mail another one.

After completing e-GGRT new user registration, you may log in to e-GGRT, but will not be able to perform any further activity until EPA has processed your Electronic Signature Agreement.

Deadline

The U.S. Environmental Protection Agency (EPA) issued a final rule amending the Greenhouse Gas Reporting Program (GHGRP). This rule extends the reporting deadline for 2010 GHG data to September 30, 2011.

This action effectively extends the deadline for registering with EPA's online reporting system (e-GGRT) to August 1, 2011, 60 days before the extended reporting deadline.

Each facility or supplier applicable to the GHGRP in 2010 must use e-GGRT to submit a Certificate of Representation by the extended deadline of August 1, 2011 if they have not done so already.

In order to meet this deadline, the Designated Representative must allow at least 10 business days in order to prepare and print out the e-GGRT Electronic Signature Agreement, then sign and mail it to EPA. Users must have an approved Electronic Signature Agreement on file at EPA before gaining access to e-GGRT.

This action does not affect what data must be reported and does not change the reporting deadline for future years.

About PDF Viewers

You will Adobe Acrobat or another PDF reader installed on your computer in order to read PDF files.

You can download Adobe Acrobat free here <http://get.adobe.com/reader/>.

Electronic Signature and Use Agreement

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account. I have reviewed and agree to the following conditions for the access and use of my account.

1. I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
2. I agree to maintain an email account. If any email sent to me by EPA is returned as undeliverable, I will explain why this occurred when requested by EPA;
3. I agree to protect my user name and password from use by anyone except me. I will not divulge or delegate my user name or 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;
4. I agree to contact the EPA as soon as possible after suspecting or determining that my user name and password have become lost,

- stolen, or otherwise compromised, or of any other security incidents; and
5. I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

Processing Your Electronic Signature Agreement

Do I Need an Electronic Signature Agreement?

EPA requires every e-GGRT user to have an Electronic Signature Agreement on file at EPA. If you are a registered user of the CAMD Business System (CBS) and you already have an Electronic Signature Agreement on file with EPA, you may use that instead of filing a new one.

How do I Create an Electronic Signature Agreement?

E-GGRT will create one for you during the user registration process.

Where do I Send my Electronic Signature Agreement?

Please print the form, sign it and date it, and mail it to EPA at the address below. Send your Electronic Signature Agreement via regular US mail, certified mail or express courier to:

E-GGRT Help Desk
SAIC
8301 Greensboro Drive, Mail Stop E-11-2
McLean, VA 22102
703-676-4400
Attn: Mark Palmer

After receiving your Electronic Signature Agreement, EPA will review it for completeness. Once your form successfully completes EPA review, EPA will send you an email notifying you that your account has been activated. You will then be able to log in to e-GGRT to perform the facility registration process.

Why would EPA reject my Electronic Signature Agreement?

If you forgot to sign it, date it or if the signature does not agree with the name.

See Also

[Registration and Reporting Deadlines](#)
[More Information about PDF Viewers](#)

e-GGRT Help Desk Mailing Address

E-GGRT Help Desk
SAIC
8301 Greensboro Drive, Mail Stop E-11-2
McLean, VA 22102
703-676-4400
Attn: Mark Palmer

Reporting Under Subpart LL & MM

If you are a Supplier of Coal-based Liquid Fuels (Subpart LL) or Supplier of Petroleum Products (Subpart MM), then you must use the Office of Transportation and Air Quality Fuels Registration (OTAQREG) system to report for those operations. E-GGRT will not support Subpart LL or MM reporting. If, however, your facility or supplier is required to report under Subpart LL or Subpart MM plus any other subpart (for example, Subpart C stationary combustion), then you will have to report using e-GGRT for those subparts, which requires you to register in e-GGRT.

A User Profile

Click image to expand

YOUR USER PROFILE
By completing and saving this form you will establish your e-GGRT user profile.
NOTE: You will not be able to return to this screen, so please double-check the information before you save. * denotes a required field

USER PROFILE

Title *

First Name *

Middle Initial

Last Name *

Suffix

ADDRESS INFORMATION

Organization (Employer) *

Mailing Address Line 1 *

Mailing Address Line 2

City *

State *

Zip/Postal Code *

Country *

CONTACT INFORMATION

Email *

Re-enter Email *

Phone Number *

Phone Extension

FAX

USER NAME & PASSWORD

Your user name may not contain spaces or symbols. Do not begin your user name with a number.

User Name *

Your password must be at least 8 characters long and contain at least one number, but do not start with a number. Do not use spaces or symbols in your password. Your user name should not be part of your password.

Password *

Confirm Password *

Your secret question and answer is used to authenticate you in situations where you have forgotten your user name or 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 *

Please fill in the required fields, which are denoted by a red asterisk.

You will not be able to return to this page during the user registration process, so please review the information carefully before you click SAVE. After you click SAVE, you will not be able to change this information until after EPA processes your Electronic Signature Agreement.

Address Information

If you do not live in the United States, please select your country from the list of countries, and select N/A from the list of states.

Contact Information Email Address

Enter your personal email address under Contact Information. Keep your email secure: e-GGRT will use it to send you important notifications. In order to use e-GGRT, you must use an email account that you do not share with another e-GGRT user. When you sign the Electronic Signature Agreement, you agree to maintain the email address you have registered with e-GGRT. If you change your email account, you must update your user profile immediately. Make sure your email accepts mail from ccdsupport.com.

User Name & Password

NOTE: You need to provide these only if you are not using an existing CDX user name and password.

User Name: Your user name may not contain spaces or symbols or begin with a number. It must be between 8 and 30 characters in length.

Password:

- Your password must be 8 to 15 characters long and contain at least one number, one uppercase and one lowercase letter.
- Your password cannot start or end with a number.
- Your password cannot contain spaces, symbols, your user name or the word "password".
- Your password cannot be reused until 10 password changes have occurred.
- Your password cannot be reused within 811 days from its last use.

Secret Question/Answer: If you lose or forget your user name or password, e-GGRT will require you to answer your secret question. Please choose a secret question that is relevant to you and has an answer that is not easily guessed by others.

Password Requirements

- Your password must be 8 to 15 characters long and contain at least one number, one uppercase and one lowercase letter.
- Your password cannot start or end with a number.
- Your password cannot contain spaces, symbols, your user name or the word "password".
- Your password cannot be reused until 10 password changes have occurred.
- Your password cannot be reused within 811 days from its last use.