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 Nevada Bureau of Safe Drinking Water (BSDW).

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 BSDW at: E-Data_BSDW@ndep.nv.gov

The BSDW 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 Test, 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 Test 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.

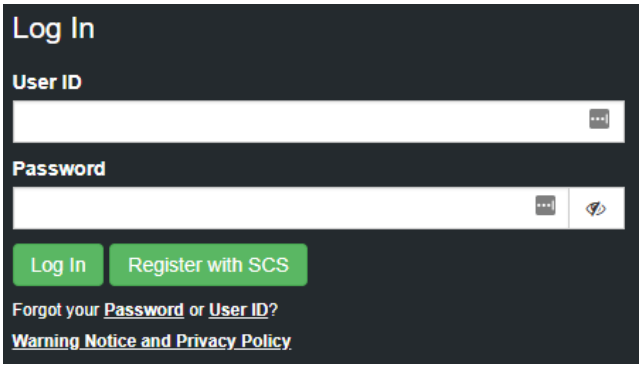
1. Go to the SCS Home Page and select **Register with SCS**
2. Select partner, program, and lab user role
3. Read and accept the privacy/terms and conditions
4. Read and accept rules of behavior (Private Lab Admin)
5. Enter user information in account profile
6. Choose organization
7. Verification email 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. Signature device authentication/Certification acknowledgement (Private Lab Admin or Certifier)
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

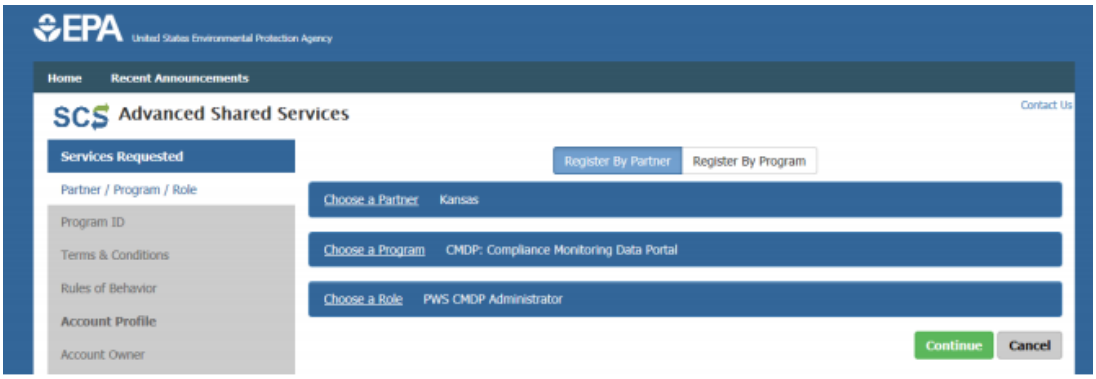
To use CMDP, first create an account in SCS. To do so, go to the following URL:
https://encromerrtest.epacdxnode.net/

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



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**.



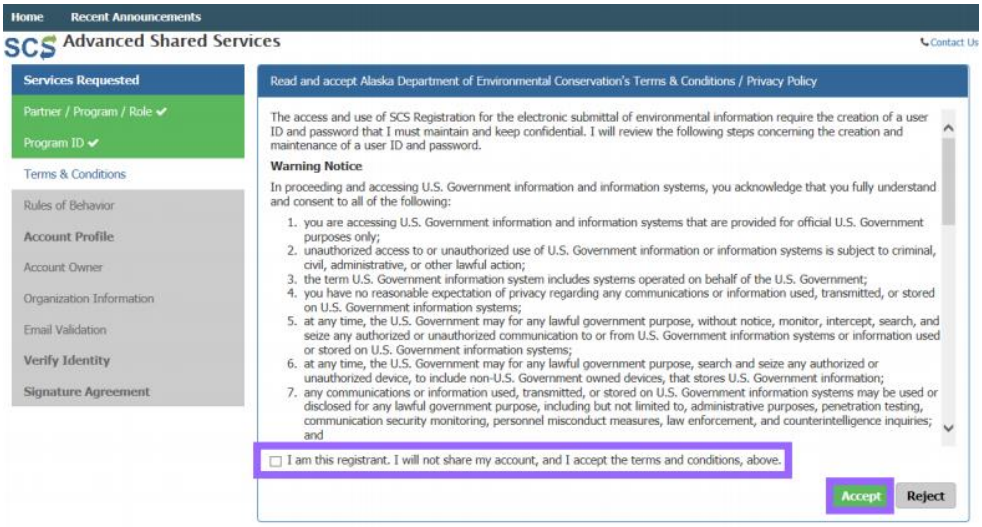
As noted earlier, there are various hierarchical roles in CMDP (see figure at right) for laboratories to consider. The Lab Administrator role has all the functionality available to Certifier, Reviewer and Preparer Roles. The following are a few things to keep in mind when selecting roles within your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

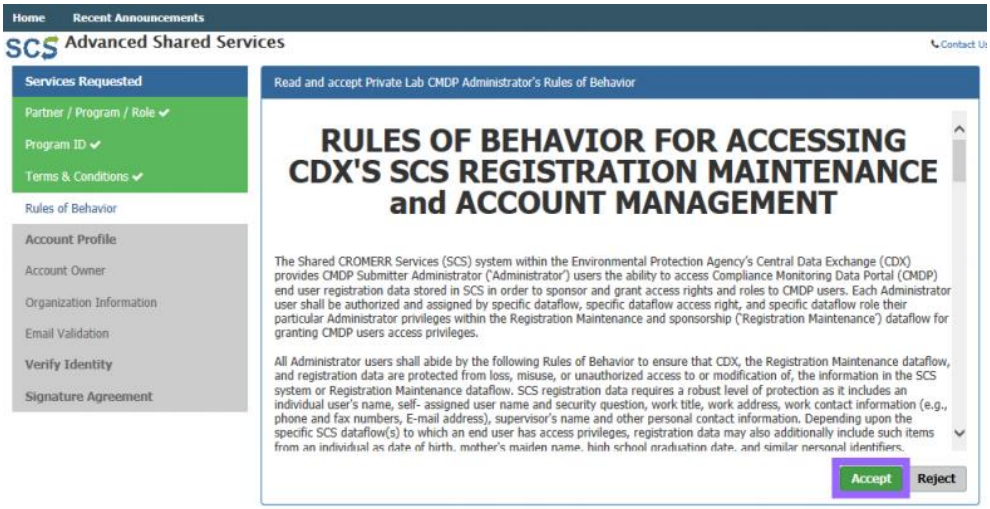


Step 4

Read through the Rules of Behavior

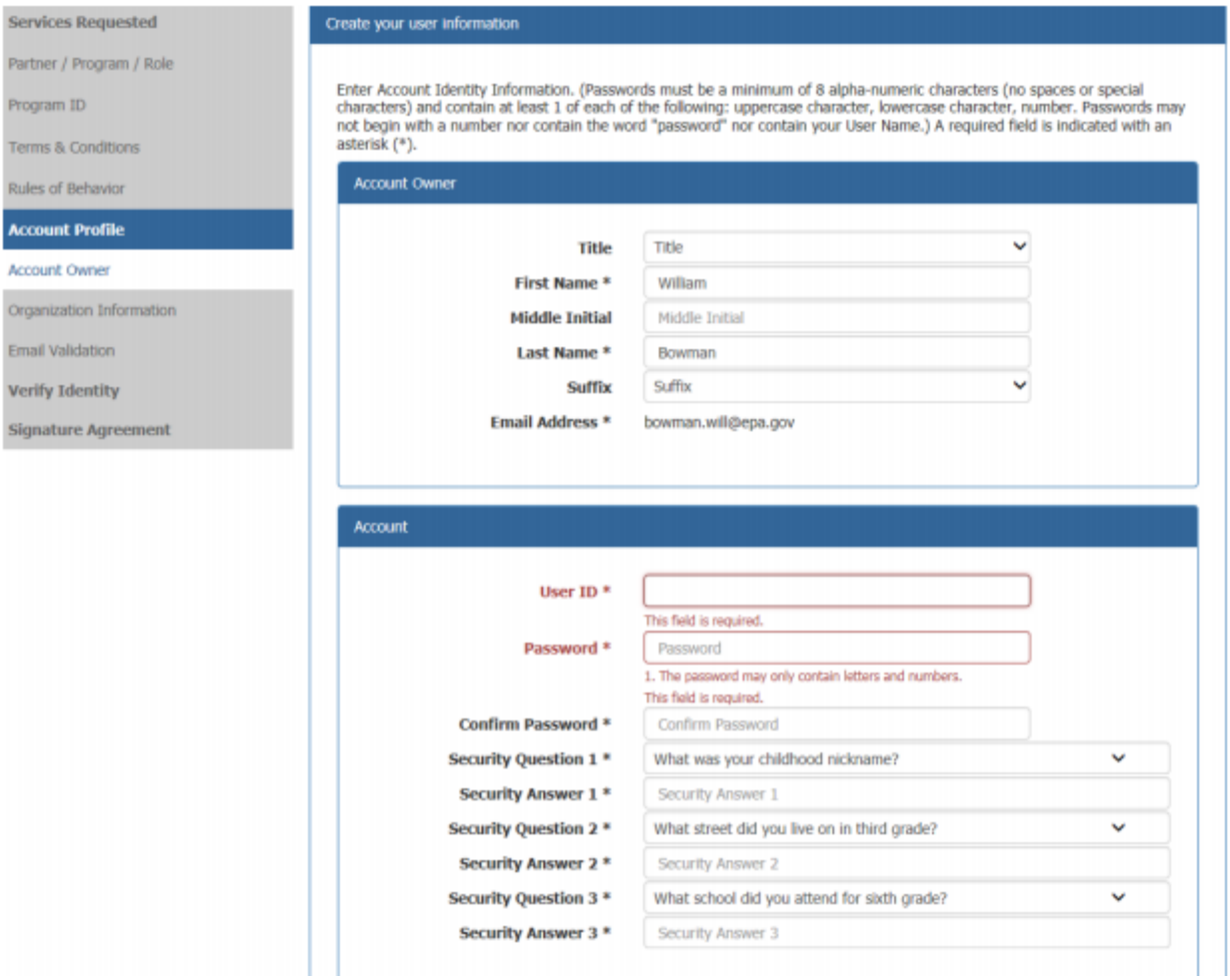
If you agree to the conditions in the Rules of Behaviors, click **Accept** at the bottom of the page.

NOTE: Lab Certifiers, Lab Reviewers and Lab Preparers will not see this step.



Step 5

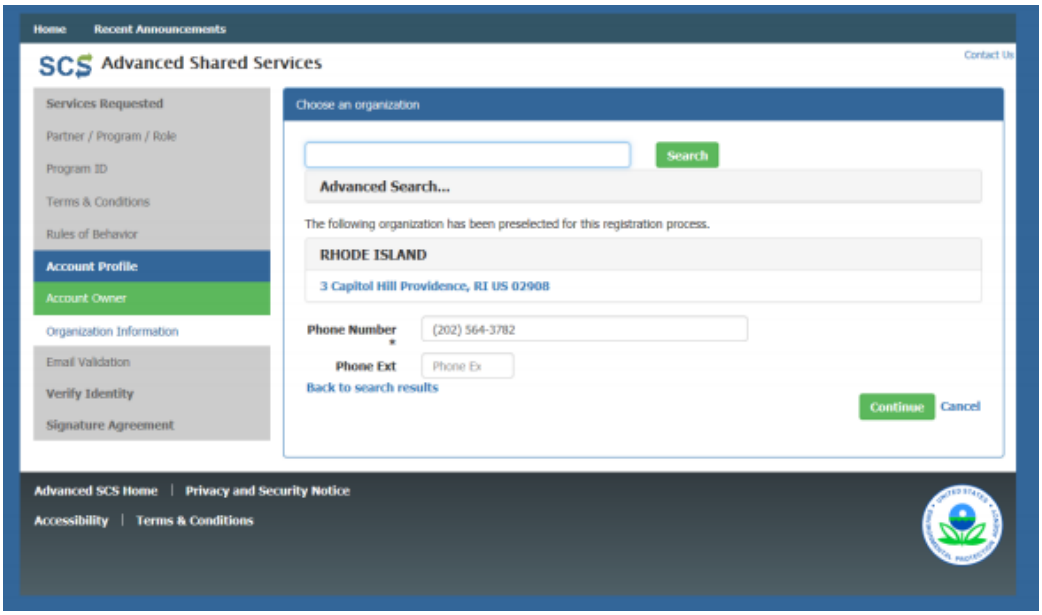
In the next step, you will have to enter individual information as displayed, including full name and email address. You will also enter your account information and select three security questions/answers. Click **Continue** to move forward.



Step 6

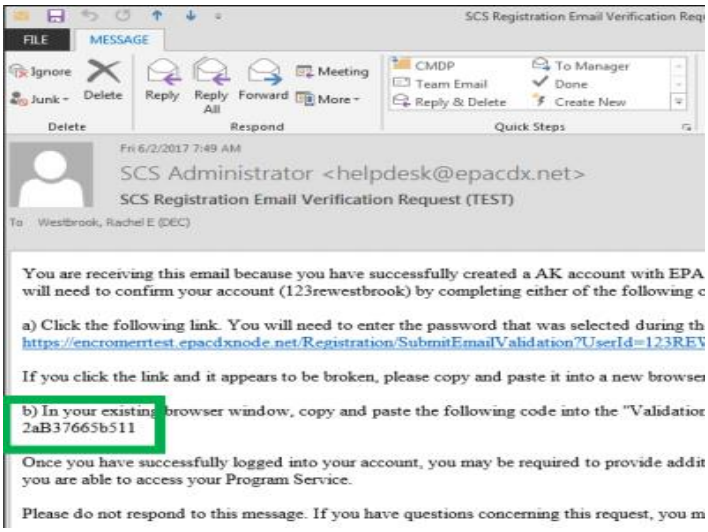
Use the search feature to narrow down the list of organizations by entering the organization name and clicking **Search**. Then choose your organization.

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



Step 7

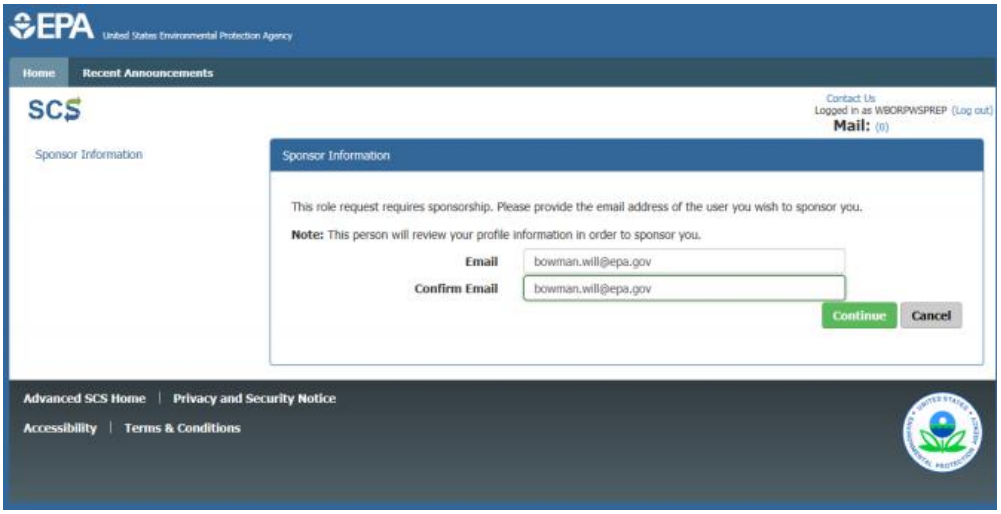
An email will be sent to the address entered previously during the registration process. Copy the validation code found in that email and paste it into the **Code** field in the **Email Validation** step. Once you entered the code, click **Create Account**.



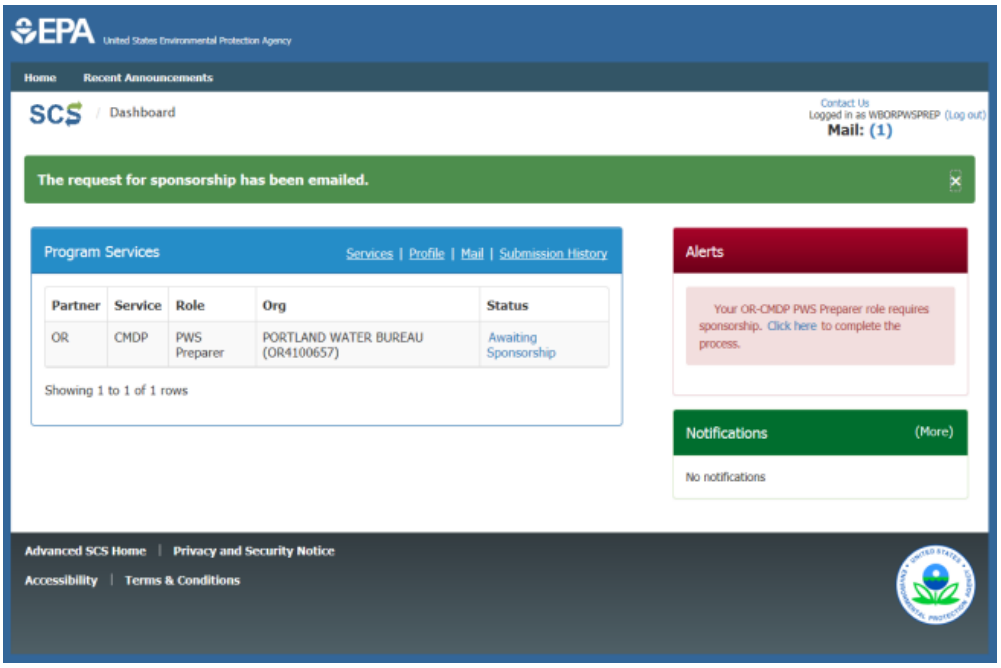
Step 8

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.



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.



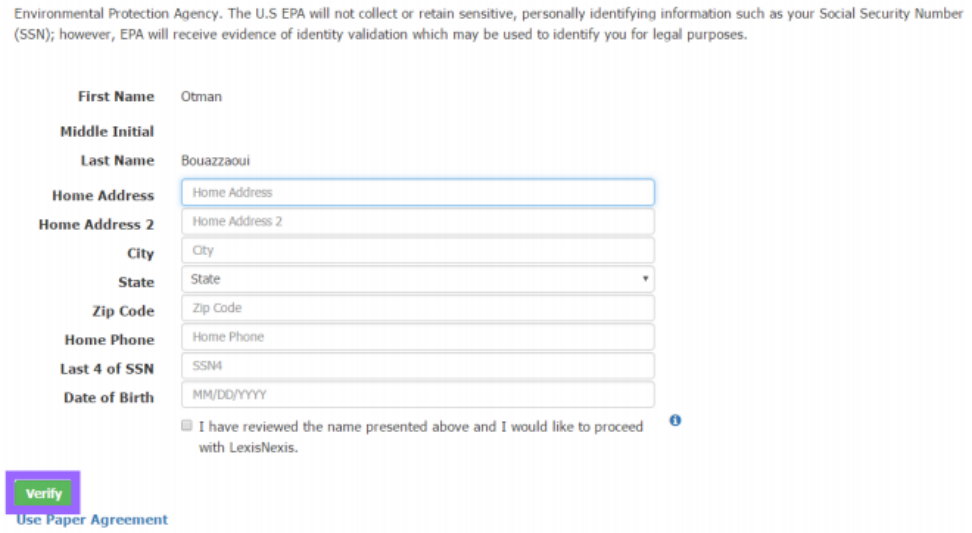
Once the sponsor approves the role, the role will be activated, and the user will see the role as *active* in their **SCS Dashboard**.

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**.



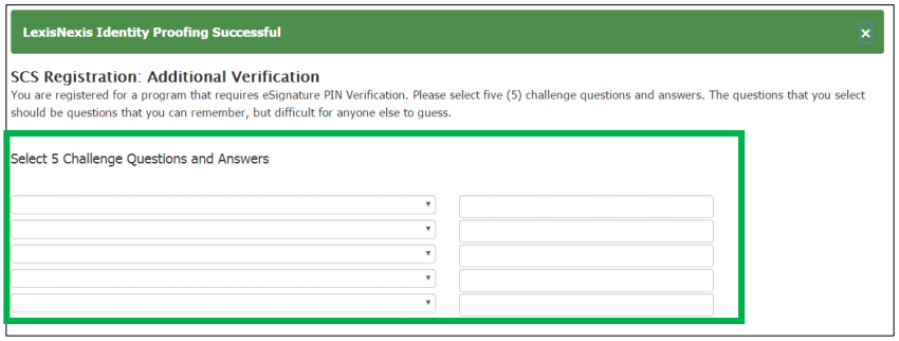
If SCS fails to verify any information on this step, please contact the NDEP CMDP Helpdesk or select **Use Paper Agreement** and mail the form into the NDEP.

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.

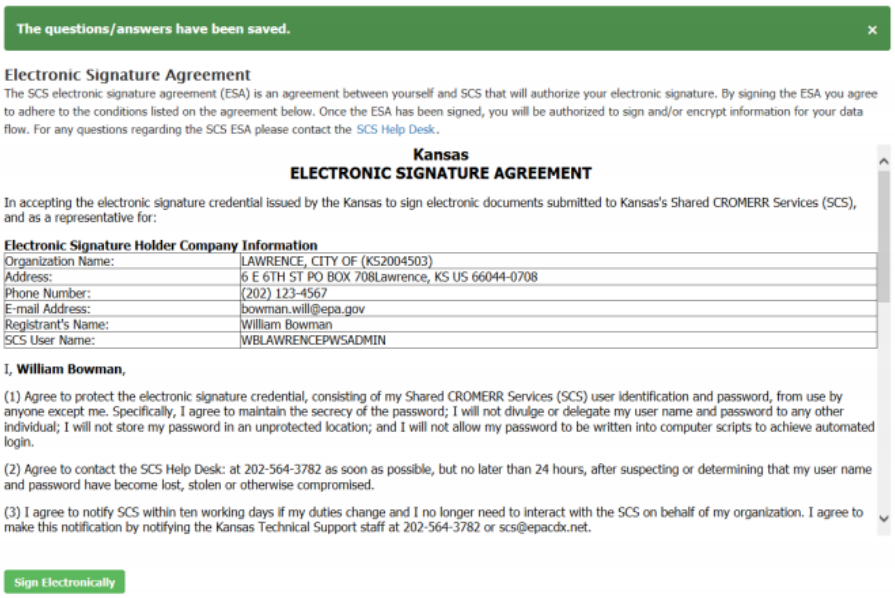
After picking five questions and providing answers, click **Save Answers**.



Step 11

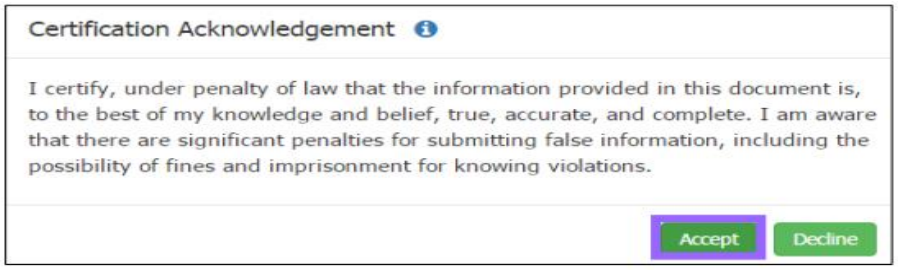
You will then be redirected to the **Electronic Signature Agreement (ESA)** screen (and concurrently receive an "eSig-PIN" e-mail from SCS).

If you agree to the conditions in the **Electronic Signature Agreement**, click **Sign Electronically** at the bottom of the page.

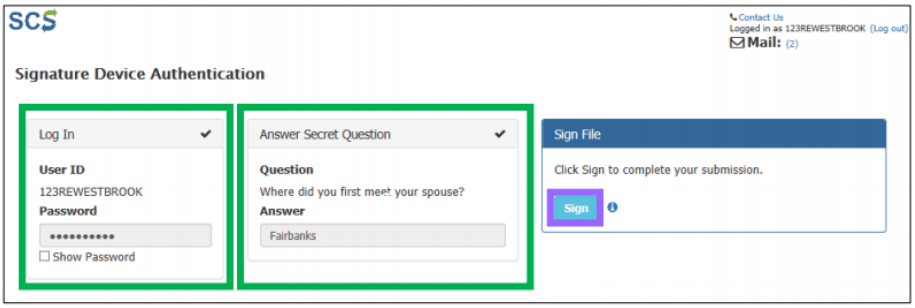


Step 12

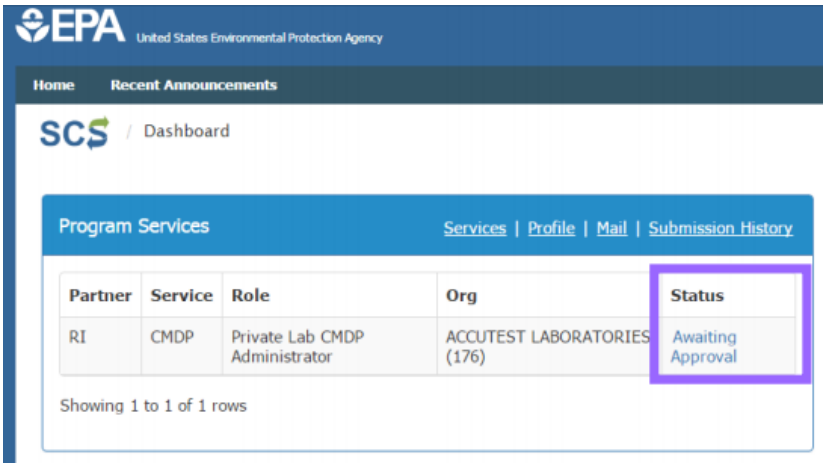
A **Certification Acknowledgement** dialog window is displayed. Click **Accept** to continue.



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.



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.