



Public
Utilities

Public Utilities Department
Industrial Wastewater Control Program
Phone: 858-654-4100
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How to Create a Shared CROMERR Services (SCS) Electronic Signature

**A guide to completing the EPA's
registration procedure**

City of San Diego

Industrial Wastewater Control Program

August 2023 v2.0

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What is a Shared CROMERR Services (SCS) Electronic Signature and why do I need one?

A SCS electronic signature will enable a user to submit and track electronic documents through the City of San Diego Industrial Wastewater Control Program's (IWCP) Online Portal. To access the IWCP Online Portal, you will first need to create your electronic signature.

According to the current regulations for electronic reporting, a list of requirements must be met before a system can begin collecting environmental data electronically. These requirements are commonly referred to as CROMERR (**CRO**ss **Media** **E**lectronic **R**eporting **R**ule). The requirements provide the legal framework for electronic reporting under Title 40 of the Code of Federal Regulations to the Environmental Protection Agency (EPA).

As part of your SCS electronic signature creation, you will be required to verify your identity through a third-party service called LexisNexis. Since IWCP offers the ability to electronically sign and submit information, these additional registration steps must be completed to comply with CROMERR's legal requirements.

Before you begin, please review the following information:

- If your organization/company has never had a permit with the IWCP, if your organization/company has recently changed ownership, or if you do not have signatory authority for your company, please complete and submit by mail the [Shared CROMERR Services \(SCS\) Electronic Signature Registration Form](#) and the [Confirmation/Delegation of Signatory Authority Form](#) before attempting to create your SCS electronic signature.
- Individual consultants and performance testing companies must register themselves and indicate the organization/company to be submitting for during the SCS registration. If you are a consultant or performance testing company, please complete and submit by mail the [Shared CROMERR Services \(SCS\) Electronic Signature Registration Form](#) and the [Confirmation/Delegation of Signatory Authority Form](#).
- The access and use of a SCS electronic signature requires the creation of a user ID and password that must be kept confidential. A SCS electronic signature is for individual use only and cannot be shared or accessed by anyone other than the original owner. For more


information, see the [SCS Terms and Conditions](#).

The following steps will guide you through the process of setting up your SCS electronic signature. If you have any questions throughout the process, please contact the SCS Help Desk 888-890-1995, option 2 or SCS@epadx.net.

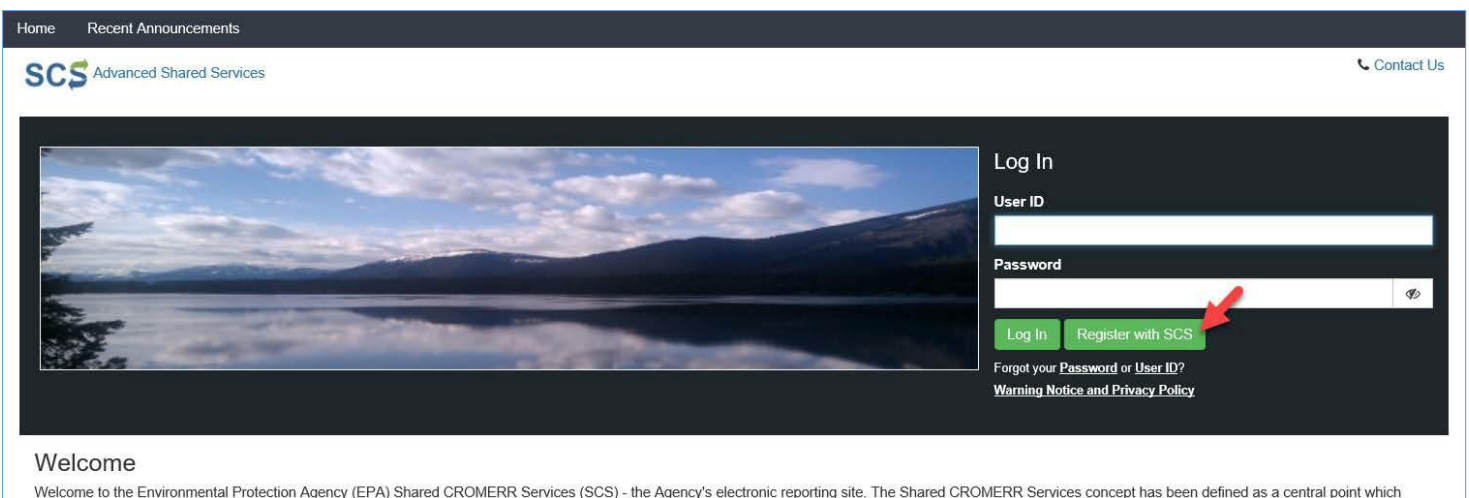
Step 1

Using Google Chrome or Microsoft Edge as your internet browser, access the EPA's SCS electronic reporting site, <https://Encromerr.epa.gov> **Please note other internet browsers will not support the SCS/IWCP Online Portal.** You must also enable pop-ups from <https://sandiego.gov> on your internet browser.

To enable pop-ups on Google Chrome:

1. On your computer, open Chrome.
2. At the top right, select the three dots  then select **Settings**.
3. On the left side of the screen, select **Privacy and Security**.
4. Select **Site Settings** from the middle of the screen.
5. Scroll down and select **Pop-ups and Redirects**.
6. At the top, turn the setting to **Allowed** to disable the pop-up blocker altogether.
7. To only allow pop-ups from the IWCP, select **Add** under the Allow section and enter <https://Sandiego.gov> .

Once you have accessed the EPA's SCS electronic reporting site, select **Register with SCS**



The screenshot shows the SCS Advanced Shared Services website. At the top, there are links for 'Home' and 'Recent Announcements'. The SCS logo is on the left, and 'Contact Us' is on the right. The main content area features a large landscape image of a lake and mountains. To the right of the image is a 'Log In' section with input fields for 'User ID' and 'Password', and two buttons: 'Log In' and 'Register with SCS'. A red arrow points to the 'Register with SCS' button. Below the buttons are links for 'Forgot your Password or User ID?' and 'Warning Notice and Privacy Policy'. At the bottom, there is a 'Welcome' message and a paragraph of introductory text.

Step 2

Begin by choosing your Partner/Program/Role.
Under Choose a Partner, search and select **City of San Diego**.

The screenshot shows the EPA SCS Advanced Shared Services registration interface. The left sidebar contains navigation links for 'SERVICES REQUESTED', 'ACCOUNT PROFILE', 'VERIFY IDENTITY', and 'SIGNATURE AGREEMENT'. The main content area has two buttons: 'Register By Partner' and 'Register By Program'. A modal window titled 'Choose a Partner' is open, displaying a search prompt: 'Begin by typing Environmental Partner name or related keyword(s) to filter the list of available partners (e.g. Alabama, Michigan, etc.) or press "Register by Program" for more filters. To continue click on the desired Partner.' Below the prompt is a search input field with the text 'City of' and a list of search results: 'City of Fresno DPU-WMD', 'City of Nampa, Idaho', 'City of Philadelphia, Department of Public Health, PA Asbestos Control Unit', and 'City of San Diego'. A 'Cancel' button is located at the bottom right of the modal.

Under Choose a Program Service, select **IWCP Industrial Wastewater Control Program**.

The screenshot shows the EPA SCS Advanced Shared Services registration interface. The left sidebar is the same as in the previous screenshot. The main content area has the same two buttons. A modal window titled 'Choose a Partner > City of San Diego' is open. Inside this modal, there is a sub-modal titled 'Choose a Program Service' with a search prompt: 'Type service related keyword(s) to filter the list of available programs (e.g. Compliance, Portal, etc.) To continue click on the desired Program.' Below the prompt is a search input field with the text 'Search' and a list of search results: 'IWCP: Industrial Wastewater Control Program'. A 'Cancel' button is located at the bottom right of the sub-modal.

Under Choose a Role, choose Certifier.

Certifier: A Certifier is the authorized representative of the company. A Certifier is authorized to create, submit, and sign for any task within the IWCP Online Portal and also has submission signing authority.

The screenshot shows the EPA SCS Advanced Shared Services registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are displayed. Below this is a navigation bar with 'Home', 'Recent Announcements', and 'About'. The main header includes the 'SCS Advanced Shared Services' logo and a 'Contact Us' link. The page is divided into several sections: 'SERVICES REQUESTED', 'ACCOUNT PROFILE', 'VERIFY IDENTITY', and 'SIGNATURE AGREEMENT'. Under 'SERVICES REQUESTED', there are two buttons: 'Register By Partner' and 'Register By Program'. Below these are three dropdown menus: 'Choose a Partner' (selected: City of San Diego), 'Choose a Program Service' (selected: IWCP: Industrial Wastewater Control Program), and 'Choose a Role'. The 'Choose a Role' dropdown is open, showing a search bar with the text 'To continue please select a Role and then press the continue button that will appear once a role is selected.' and a list of roles, with 'Permittee' selected. A 'Cancel' button is located at the bottom right of the role selection area. The footer contains 'Advanced SCS Home | Privacy and Security Notice', 'Accessibility | Terms & Conditions', and the EPA logo.

When you are finished with this section, select **Continue** to proceed.

The screenshot shows the EPA SCS registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are displayed. Below this is a navigation bar with 'Home', 'Recent Announcements', and 'About'. The main header area includes the 'SCS Advanced Shared Services' logo and a 'Contact Us' link. The form is divided into several sections: 'SERVICES REQUESTED' with two buttons 'Register By Partner' and 'Register By Program'; 'ACCOUNT PROFILE' with fields for 'Partner / Program / Role', 'Program ID', 'Terms & Conditions', and 'Rules of Behavior', each with a dropdown menu; 'VERIFY IDENTITY' with fields for 'Account Owner', 'Organization Information', and 'Email Validation'; and 'SIGNATURE AGREEMENT'. A 'Continue' button and a 'Cancel' button are located at the bottom right of the form. The footer contains 'Advanced SCS Home | Privacy and Security Notice', 'Accessibility | Terms & Conditions', a help icon, and the EPA seal.

Step 3

Next, read and accept the City of San Diego’s Terms and Conditions/Privacy Policy. Check the box at the bottom of the screen that states, “I am this registrant...”. Select **Accept** to proceed.

The screenshot shows the EPA SCS registration interface. On the left is a navigation menu with sections: SERVICES REQUESTED (Partner / Program / Role, Program ID, Terms & Conditions, 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 City of San Diego's Terms & Conditions / Privacy Policy'. It contains a paragraph about user ID creation, a 'Warning Notice' section with a list of 7 terms, and a checkbox labeled 'I am this registrant. I will not share my account, and I accept the terms and conditions, above.' At the bottom right are 'Accept' and 'Reject' buttons.

You have now completed the Services Requested section of the registration process. Please continue to the Account Profile section.

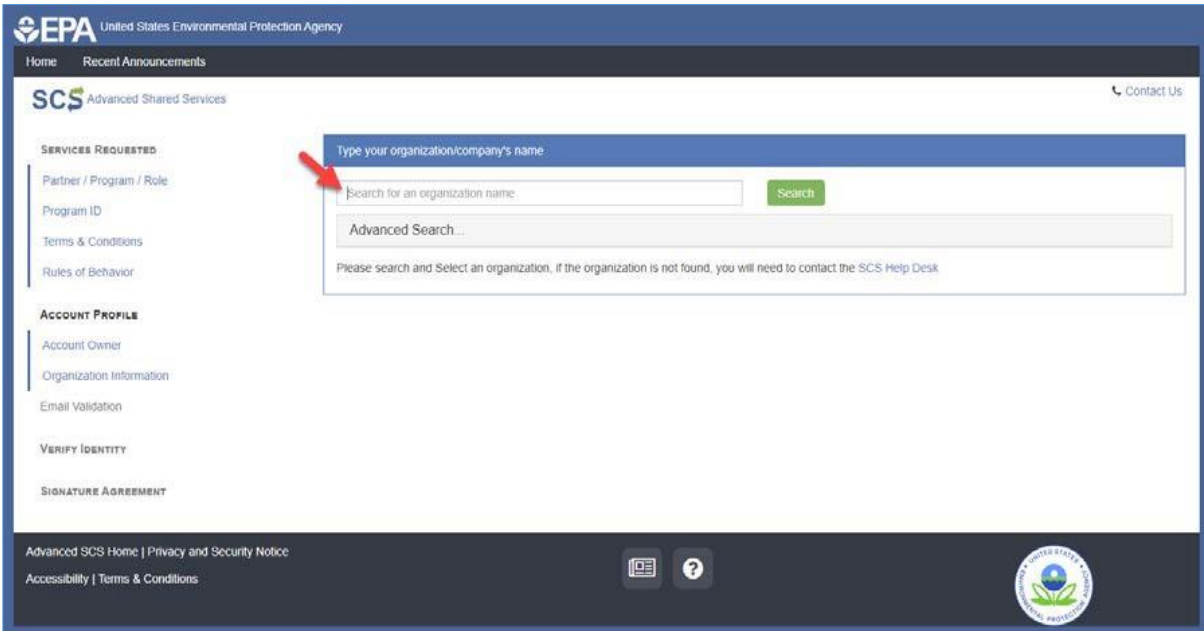
Step 4

Complete the Account Profile section. All information entered in this section applies to you, the individual person registering. Enter your information under Account Owner. The email you provide will be used to verify your identity. Do not use a shared email address for which any other person has access. Under Account, create your SCS user ID and password. Then, provide answers to three security questions, which can be used in the future if you forget your SCS login information. Your SCS login password must be changed every 90 days. Select **Continue** to proceed.

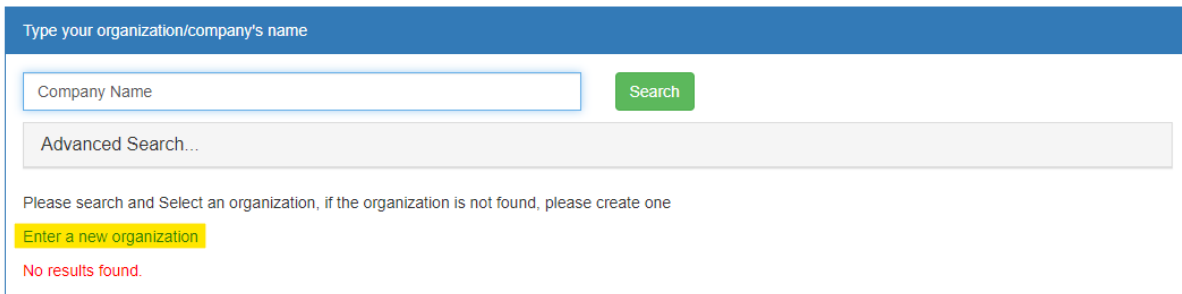
The screenshot shows the EPA SCS registration interface. The top navigation bar includes the EPA logo and 'United States Environmental Protection Agency'. Below it are links for 'Home' and 'Recent Announcements'. The main header features the 'SCS Advanced Shared Services' logo and a 'Contact Us' link. A left sidebar lists navigation options: 'SERVICES REQUESTED' (Partner / Program / Role, Program ID, Terms & Conditions, Rules of Behavior), 'ACCOUNT PROFILE' (Account Owner, Organization Information, Email Validation), 'VERIFY IDENTITY', and 'SIGNATURE AGREEMENT'. The main content area is titled 'Enter your account information' and contains two sections: 'Account Owner' and 'Account'. The 'Account Owner' section includes fields for Title, First Name, Middle Initial, Last Name, Suffix, Email Address, and Confirm Email. The 'Account' section includes fields for User ID, Password, Confirm Password, and three Security Questions with their respective answers. A 'Show Passwords and Answers' checkbox is at the bottom of the 'Account' section. A green 'Continue' button and a grey 'Cancel' button are located at the bottom right of the form. Red arrows point to the 'Account Owner' section, the 'Account' section, and the 'Continue' button.

Step 5

Complete the organization information. Begin by typing in your organization/company name in the search bar. It is helpful to only type in the first couple letters of the organization/company name and then select Search.



If your organization/company is not found, please create one by clicking the hyperlink text “Enter a new organization”.

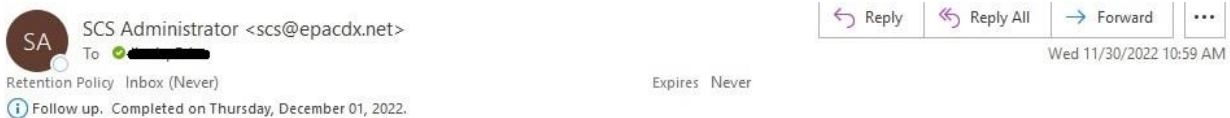


Once you have found the correct organization/company, click **Select**, then enter your primary phone number. Select **Continue** to proceed.

Step 6

Once the Organization Information has been selected, SCS will send a verification email to the email address entered in step four. This email will contain a link and validation code.

SCS Registration Verification Request Email Sample:



****This email came from an external source. Be cautious about clicking on any links in this email or opening attachments.****

You are receiving this email because you have successfully created a SanDiego account with EPA Shared Services Portal. Please note, your registration is not yet complete. You will need to confirm your account (redacted) by completing either of the following options:

a) Click the following link. You will need to enter the password that was selected during the registration process.

[https://encromerrdev.epacdxnode.net/Registration/SubmitEmailValidation?UserId=\[redacted\]&Code=\[redacted\]&RoleId=10870](https://encromerrdev.epacdxnode.net/Registration/SubmitEmailValidation?UserId=[redacted]&Code=[redacted]&RoleId=10870)

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

b) In your existing browser window, copy and paste the following code into the "Validation Code" field on the signature web page:

[redacted]5d

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.

Please do not respond to this message. If you have questions concerning this request, you may contact support at the hyperlink below.

Partner Help Desk <https://encromerrdev.epacdxnode.net/Hotlines?Code=SanDiego>

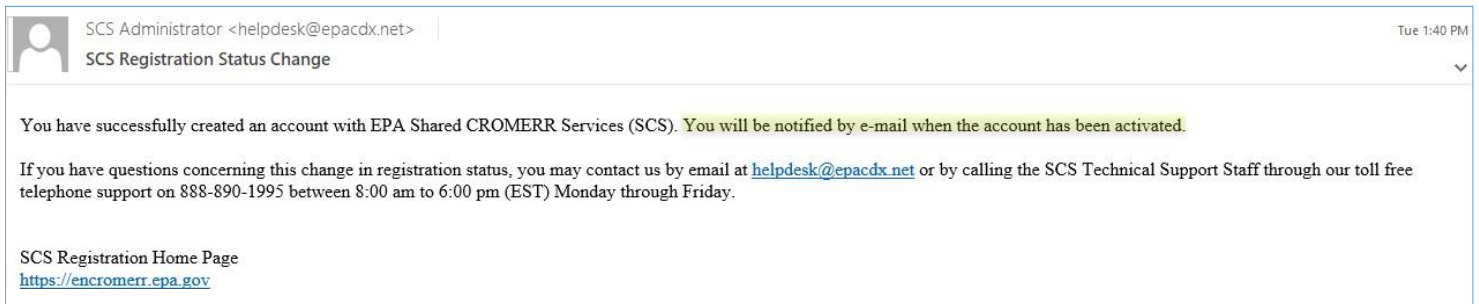
City of San Diego
<https://encromerrdev.epacdxnode.net>

Click the link provided within the email; or copy and paste the code provided into the **Validation Code** field on the signature web page. Select **Create Account** to proceed.

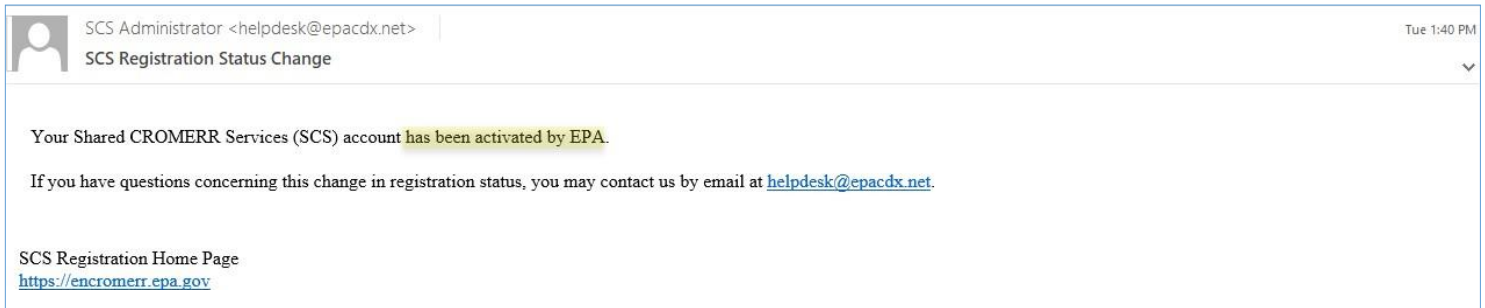
The screenshot shows the EPA SCS Advanced Shared Services website. The main content area is titled 'Email Validation' and contains the following text: 'You will soon receive an email confirmation message (at [redacted]) with a validation code. Enter the code to activate your user account. Resend validation code'. Below this text are two input fields: 'User ID' and 'Code', both highlighted in yellow. A red arrow points to the 'Create Account' button located below the 'Code' field. The left sidebar contains a navigation menu with categories: SERVICES REQUESTED, ACCOUNT PROFILE, VERIFY IDENTITY, and SIGNATURE AGREEMENT. The top navigation bar includes 'Home', 'Recent Announcements', and 'Contact Us'.

After you have completed the Email Validation section, you will receive an email indicating that you have successfully created an Account. Please note that the Account is **not yet activated**. The Account activation process can take up to five business days.

SCS Registration Status Change Email Sample:



Once the Account is activated, you will receive a separate confirmation email. SCS Registration Status Change Email Sample:



You have now completed the Services Requested and the Account Profile sections of the registration process. Please continue to the LexisNexis Identity Verification, Electronic Signature Agreement, and Signature Device Authentication sections to complete the registration process.

Step 7

Once your SCS account has been activated, you will be asked to verify your identity with the third-party service LexisNexis. Since IWCP offers the ability to electronically sign and submit information, these additional registration steps must be completed to comply with CROMERR's legal requirements.

Once all the requested information has been entered, check the box that you have reviewed the information presented, and then select **Verify** to proceed.

Show SSN
 Date of Birth

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

[Use Paper Agreement](#)

***If you choose to verify your identity via a paper-based process, select Use Paper Agreement on the bottom of the screen. Please note that using a paper-based process will significantly delay the applicant's access to the IWCP Online Portal.**

If your identity verification results have passed, skip to step 8. If your LexisNexis identity verification results fail to meet the requirements, you will receive a pop-up notification. From this pop-up screen, you can select **Continue** and try entering your information again, or you can select **Sign Paper Form** and bypass the electronic submission. **The most common error is using your organization/companies address and phone number instead of your home address and phone number.**

The screenshot shows the EPA SCS registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. The page title is 'SCS'. A message at the top states: 'The information submitted to LexisNexis failed to meet the requirements. Please try again.' Below this is a section titled 'Verify your identity with LexisNexis'. A note explains that the registration requires an identity proofing process. The form fields include: First Name, Middle Initial, Last Name, Home Address, Home Address 2, City, State, Zip Code, Home Phone, Last 4 of SSN, a checkbox for 'Show SSN', and Date of Birth. A 'Verify' button is at the bottom left. A pop-up dialog box titled 'Attention' is centered over the form, containing the text: 'You have registered with an international organization. If you have a valid social security number and wish to sign the ESA electronically, click Continue to proceed with the automatic verification process.' Two red arrows point to the 'Continue' and 'Sign Paper Form' buttons in the dialog box.

After selecting Sign Paper Form, you will be directed to the Electronic Signature Agreement page. Read over the information, and then select **Sign Paper Form** to bring up the print option on your computer.

SCS
Contact Us

Paper SCS 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

**City of San Diego
ELECTRONIC SIGNATURE AGREEMENT**

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

Electronic Signature Holder Company Information

Organization Name:	Brian's Brewery II
Address:	9142 Topaz Way San Diego, CA US 92071
Phone Number:	[REDACTED]
E-mail Address:	[REDACTED]
Registrant's Name:	[REDACTED]
SCS User Name:	[REDACTED]

I, [REDACTED]

- (1) Certify I have the authority to enter into this Agreement on behalf of the Organization** identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.
- (2) Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions** of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.
- (3) Agree to protect the electronic signature credential**, consisting of my Shared CROMERR Service (SCS), user identification and password, as well as knowledge based questions (KBQs) and answers 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, password, and KBQs and answers to any other individual; I will not store my password as well as KBQs and answers in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.
- (4) Agree to immediately contact the SCS Help Desk: at 888-890-1995, Option 2** after suspecting misuse of my account. I will contact the SCS Help Desk: at 888-890-1995, Option 2 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen, compromised or used inconsistent with SCS Terms and Conditions at <https://cdx.epa.gov/EpaSharedServicesPortal/Scs/TermsAndConditions>.
- (5) 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 City of San Diego Technical Support staff at 888-890-1995, Option 2 or scs@epacdx.net.
- (6) Understand that I will be informed of profile changes through my registered electronic mail (e-mail) address** whenever my user identification or password have been modified.
- (7) Understand that SCS reports the last login date** that my user identification and password were used immediately after successfully logging into SCS.
- (8) Understand and agree that I will be held as legally bound, obligated, and responsible** for the use of my electronic signature as I would be using my hand-written signature.
- (9) Understand I will receive email upon use of my electronic signature** so whenever I electronically sign and submit an electronic document to the SCS, I will receive an e mail at my registered e mail address; This e-mail will inform me that a submission has been made to SCS from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR).
- (10) Agree to report any suspicious activity** so if I receive an e mail notification for any activity that I do not believe that I performed, I will notify the SCS Help Desk: as soon as possible, but no later than 24 hours, after receipt.
- (11) Agree to contact the SCS Help Desk: if I do not receive an e mail notification** within 5 business days for any electronically signed submission using my credentials.

- (11) Agree to contact the SCS Help Desk: if I do not receive an e mail notification** within 5 business days for any electronically signed submission using my credentials.
- (12) Agree to report, within 24 hours of discovery, any evidence of discrepancy** between any electronic document I have signed and submitted and what the SCS has received from me by contacting the SCS Help Desk.
- (13) Agree to notify the City of San Diego if I cease to represent the regulated entity** specified above as signatory of that organization's electronic submissions by contacting the SCS Help Desk: as soon as this change in relationship occurs and to sign a surrender certification at that time.
- (14) Agree to retain a copy of this signed agreement** as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

Name of electronic signature holder: [REDACTED]

Signature: Signed Electronically By [REDACTED]

Date: 6/7/2023

PLEASE SEND THIS DOCUMENT AS SOON AS POSSIBLE TO:

US Postal Service:
CGI Federal Data Processing Center
12601 Fair Lakes Circle
Fairfax, VA 22033

USPS/FedEX:
CGI Federal Data Processing Center
12601 Fair Lakes Circle
Fairfax, VA 22030

Advanced SCS Home | Privacy and Security Notice

Accessibility | Terms & Conditions

An additional screen will pop-up, select the button on the left-hand corner of the screen indicating **Print to Mail**. After you print the Electronic Signature Agreement. IWCP can only accept forms that are hand-signed (wet signature), therefore the form must be mailed or hand-delivered to the address listed on the agreement.

Please note that using a paper-based process will significantly delay the applicant's access to the IWCP Online Portal.

protected location, and I will not allow my password to be written into computer scripts to achieve automated login.

mediately contact the SCS Help Desk: at 888-890-1995, Option 2 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen, compromised or used inconsistent with SCS Terms and Conditions at <https://cdx.epa.gov/EpaSharedServicesPortal/Scs/TermsAndConditions>.

ify 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 City of San Diego Technical Support staff at 888-890-1995, Option 2 or scs@epacdx.net.

that I will be informed of profile changes through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.

that SCS reports the last login date that my user identification and password were used immediately after successfully logging into SCS.

and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature.

I will receive email upon successful submission of my registration information to my registered e-mail address. This e-mail is for informational purposes only (CoR). It is not intended to be used for any other purpose. If you are unable to receive this e-mail, please contact the SCS Help Desk: at 888-890-1995, Option 2 as soon as possible, but no later than 24 hours, after my registration information is submitted.

port any suspicious activity to the SCS Help Desk: at 888-890-1995, Option 2 as soon as possible, but no later than 24 hours, after I become aware of the activity.

contact the SCS Help Desk: at 888-890-1995, Option 2 as soon as possible, but no later than 24 hours, after I become aware of the activity.

port, within 24 hours of discovery, to the SCS Help Desk: at 888-890-1995, Option 2 as soon as possible, but no later than 24 hours, after I become aware of the activity.

ify the City of San Diego if I am no longer authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.

tain a copy of this signed agreement. I agree to make this notification by notifying the City of San Diego Technical Support staff at 888-890-1995, Option 2 or scs@epacdx.net.

ic signature holder: Brian H. [REDACTED]

Signed: [REDACTED]

6/7/2018

ce:

a Processing Center
S Circle
3

a Processing Center
S Circle
3

Cancel

Home | Privacy and Security | Terms and Conditions

Print to Mail Close

City of San Diego
ELECTRONIC SIGNATURE AGREEMENT

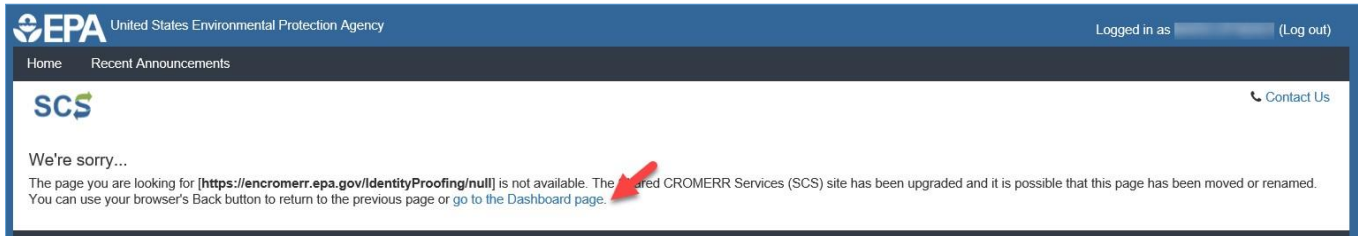
In accepting the electronic signature credential issued by the City of San Diego to sign electronic documents submitted to City of San Diego's Shared CROMERR Services (SCS), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	Brian's Brewery II
Address:	9142 Topaz Way San Diego, CA US 92071
Phone Number:	[REDACTED]
E-mail Address:	[REDACTED]
Registrant's Name:	[REDACTED]
SCS User Name:	[REDACTED]

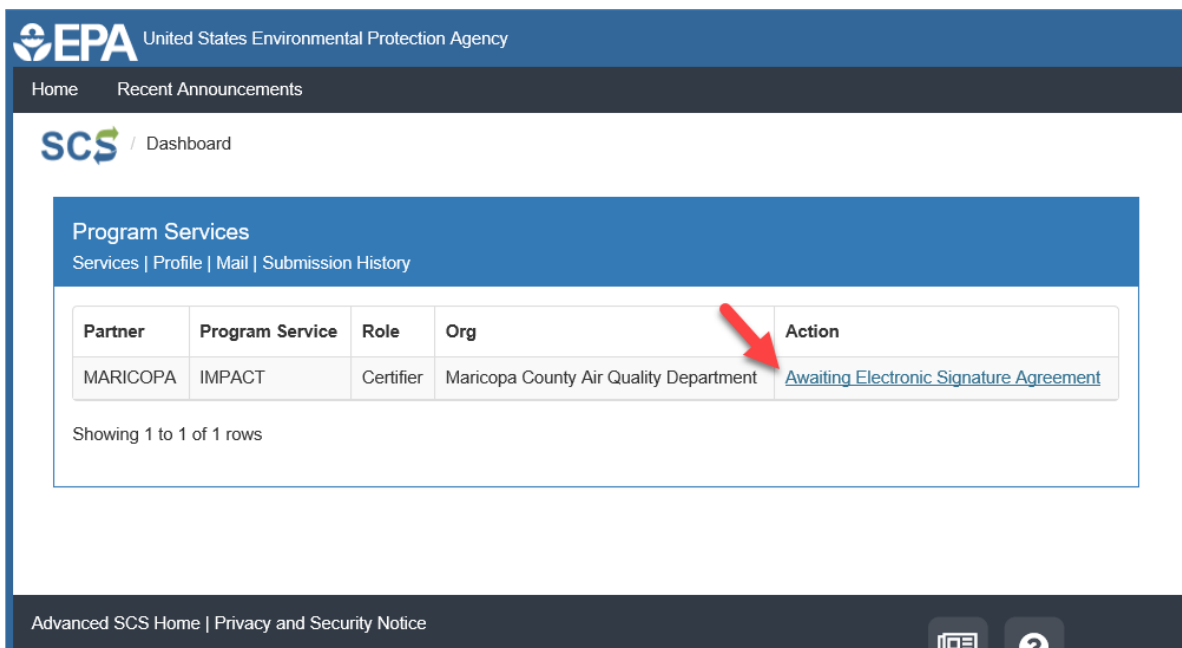
I, [REDACTED],

- I certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.
- I certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.
- Agree to protect the electronic signature credential, consisting of my Shared CROMERR Service (SCS), user identification and password, as well as knowledge based questions (KBQs) and answers 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, password, and KBQs and answers to any other individual; I will not store my password as well as KBQs and answers in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.
- Agree to immediately contact the SCS Help Desk: at 888-890-1995, Option 2 after suspecting misuse of my account. I will contact the SCS Help Desk: at 888-890-1995, Option 2 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen, compromised or used inconsistent with SCS Terms and Conditions at <https://cdx.epa.gov/EpaSharedServicesPortal/Scs/TermsAndConditions>.
- 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 City of San Diego Technical Support staff at 888-890-1995, Option 2 or scs@epacdx.net.
- Understand that I will be informed of profile changes through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.
- Understand that SCS reports the last login date that my user identification and password were used immediately after successfully logging into SCS.
- Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic

Once you have completed printing the form, SCS will direct you to an error page. From here, select **go to the Dashboard page**.



Once you are at your dashboard, you will see “Awaiting Electronic Signature Agreement” under Action. After IWCP receives and processes the Electronic Signature Agreement, you will be notified via email from SCS to log back into your account to continue the SCS electronic signature registration process.



For questions regarding this step, please contact the IWCP at 858-654-4100 or IWCP@sandiego.gov

Step 8

Next, you will be prompted to enter challenge questions and answers. Begin by selecting five challenge questions and completing each answer. It is suggested to click the Show Answers box in the lower left to avoid mistakes. Be sure to save these challenge questions and answers separately as they will be used frequently within SCS. After you complete the challenge questions and answers, select **Save Answers** to proceed.

United States Environmental Protection Agency

Home Recent Announcements

SCS

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

Show Answers

Save Answers

You will receive an automated email to confirm the submission of the challenge questions. E-Sig PIN Questions Answered Email Sample:

SCS Administrator <helpdesk@epacdx.net>

eSIG-PIN Questions Answered (TEST)

You have provided answers to 5 eSIG-PIN questions on 10/8/2019 5:33:02 PM for SCS user account, [redacted]

A Dashboard Inbox message has been sent with the questions you selected.

However, for your protection, your answers are not provided. If you forget your questions or answers, you may reset your eSIG-PIN questions and answers through your profile page or by contacting the SCS Help Desk to request an eSIG-PIN Reset Authorization Code. If you did not provide eSIG-PIN questions and answers, please contact the SCS Help and alert them of a possible security breach of your account.

SCS Registration Homepage
<https://encromerrtest.epacdxnode.net>

Shared CROMERR Services Portal

Step 9

Next, you will be directed to the Electronic Signature Agreement screen. Once this section is thoroughly reviewed, select **Sign Electronically** at the bottom of the page.

The screenshot shows the EPA SCS Electronic Signature Agreement screen. At the top, there is a navigation bar with the EPA logo and the text "United States Environmental Protection Agency". On the right, it says "Logged in as BEADWCPTEST (Log out)". Below the navigation bar, there are links for "Home", "Recent Announcements", and "About". The main content area features the SCS logo and a "Contact Us" link. A green notification bar at the top of the main content area states "The questions/answers have been saved." Below this, the heading "Electronic Signature Agreement" is followed by a paragraph explaining the agreement. The main part of the screen is a form titled "City of San Diego ELECTRONIC SIGNATURE AGREEMENT". It includes a section for "Electronic Signature Holder Company Information" with a table containing the following data:

Organization Name:	Brian's Brewery II
Address:	9142 Topaz Way San Diego, CA US 92071
Phone Number:	[REDACTED]
E-mail Address:	[REDACTED]
Registrant's Name:	[REDACTED]
SCS User Name:	[REDACTED]

Below the table, there are three numbered items:

- I, [REDACTED],
- I Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.
- I Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Item (3) is a paragraph: "(3) Agree to protect the electronic signature credential, consisting of my Shared CROMERR Service (SCS), user identification and password, as well as knowledge based questions (KBQs) and answers 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, password, and KBQs and answers to any other individual; I will not store my password as well as KBQs and answers in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login."

At the bottom of the form, there is a green button labeled "Sign Electronically" with an information icon.

A pop-up window will appear requesting a Certification Acknowledgment. After thoroughly reviewing the pop-up window, select **Accept** to proceed.

The screenshot shows the EPA SCS interface with a "Certification Acknowledgement" pop-up window. The pop-up window contains the following text: "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." Below the text are two buttons: "Accept" and "Decline". A red arrow points to the "Accept" button. The background shows the SCS interface with a "Signature Device Authentication" section containing fields for "User ID" and "Password", and a "Log In" button.

Step 10

Now you will be directed to the Signature Device Authentication section. To complete this section, follow the steps below.

1. Enter your password and select **Log In**.

The screenshot shows the EPA SCS Signature Device Authentication page. The 'Log In' section is highlighted with a blue header. It contains a 'User ID' field, a 'Password' field with a yellow '1' icon, a 'Show Password' checkbox, and a 'Log in' button with a red arrow pointing to it. The page header includes the EPA logo, 'United States Environmental Protection Agency', and 'Logged in as [username] (Log out)'. Navigation links for 'Home' and 'Recent Announcements' are visible, along with a 'Contact Us' link.

2. Provide the answer to one of your pre-selected challenge questions and select **Answer**.

The screenshot shows the EPA SCS Signature Device Authentication page. The 'Log In' section is now greyed out and has a checkmark. The 'Answer Secret Question' section is highlighted with a blue header. It contains a 'Question' field with the text 'What is your favorite pet's name?' and a yellow '2' icon, an 'Answer' field with a red arrow pointing to it, and a 'Show Answer' checkbox. The page header and navigation links are the same as in the previous screenshot.

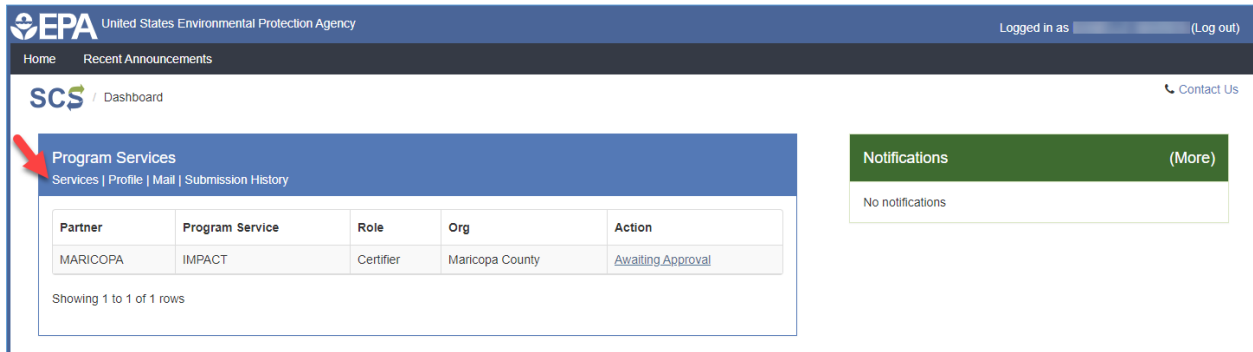
3. Select **Sign** to complete the submission.

The screenshot shows the EPA SCS Signature Device Authentication page. The 'Log In' and 'Answer Secret Question' sections are now greyed out and have checkmarks. The 'Sign File' section is highlighted with a blue header. It contains the text 'Click Sign to complete your submission.' and a yellow '3' icon, with a red arrow pointing to the 'Sign' button. The page header and navigation links are the same as in the previous screenshots.

Setting up Access to Multiple Organizations/Companies

If you require access to more than one organization/company, you must provide sufficient evidence to IWCP that you are approved to access that organization/company information. Please submit evidence in the form of a [Shared CROMERR Services \(SCS\) Electronic Signature Registration Form](#) and [Confirmation/Delegation of Signatory Authority Form](#) (if one is not already on file). If a Confirmation/Delegation of Signatory Authority Form is submitted, the original with wet signature must be mailed to 9192 Topaz Way MS902, San Diego, CA 92123.

Once the above step is completed, log into your SCS account dashboard. Inside the Program Services box on the home page, select **Services**.

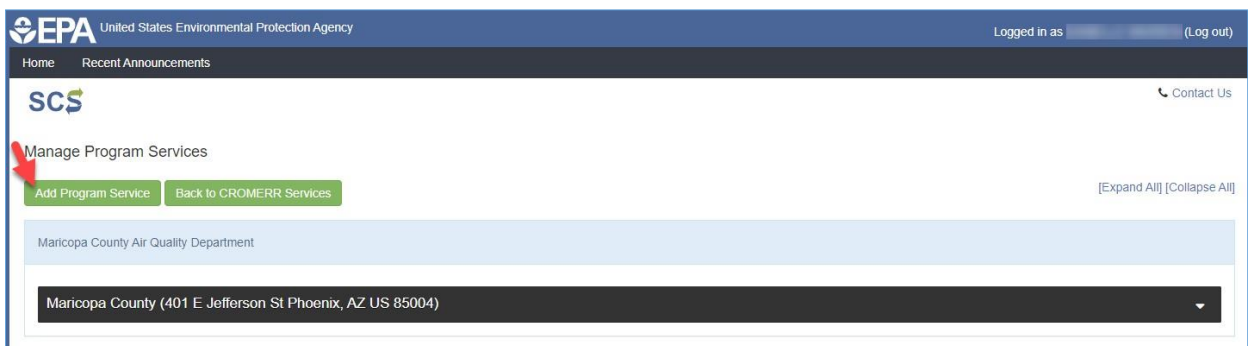


The screenshot shows the EPA SCS Dashboard. The top navigation bar includes the EPA logo, "United States Environmental Protection Agency", and a "Logged in as" dropdown with a "Log out" link. Below the navigation bar, there are links for "Home" and "Recent Announcements". The main content area is titled "SCS / Dashboard" and includes a "Contact Us" link. A red arrow points to the "Program Services" section, which has sub-links for "Services", "Profile", "Mail", and "Submission History". Below this is a table with the following data:

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT	Certifier	Maricopa County	Awaiting Approval

Below the table, it says "Showing 1 to 1 of 1 rows". To the right of the table is a "Notifications" section with a "(More)" link and the text "No notifications".

The next screen will show a list of all the organizations/companies to which you currently have access. To add another, select the green box that says **Add Program Service**.



The screenshot shows the EPA SCS Dashboard with the "Manage Program Services" section highlighted by a red arrow. This section contains two buttons: "Add Program Service" and "Back to CROMERR Services". To the right of these buttons are links for "[Expand All]" and "[Collapse All]". Below the buttons is a list of organizations, with "Maricopa County Air Quality Department" selected. A dropdown menu below this list shows "Maricopa County (401 E Jefferson St Phoenix, AZ US 85004)".

Next, you will choose the Program/Partner/Role. See step two in the above instructions for detailed steps. After you have made your selections, select **Continue**.

The screenshot shows the EPA SCS registration interface. The header includes the EPA logo and 'United States Environmental Protection Agency'. Navigation links for 'Home' and 'Recent Announcements' are present. The main content area is titled 'SCS Advanced Shared Services' and includes a 'Contact Us' link. Under 'SERVICES REQUESTED', there are two buttons: 'Register By Partner' and 'Register By Program'. Below these are three selection steps: 'Choose a Partner' (selected: Maricopa County Air Quality Department), 'Choose a Program Service' (selected: IMPACT: IMPACT), and 'Choose a Role' (selected: Preparer). A red arrow points to the 'Continue' button. The 'ACCOUNT PROFILE' section on the left lists 'Account Owner', 'Organization Information', and 'Email Validation'.

Next, enter the requested organization/company. See step five in the above instructions for detailed steps. After you have entered the information, select **Continue**.

The screenshot shows the EPA SCS registration interface for entering organization information. The header includes the EPA logo and 'United States Environmental Protection Agency'. Navigation links for 'Home' and 'Recent Announcements' are present. The main content area is titled 'SCS' and includes a 'Contact Us' link. Under 'SERVICES REQUESTED', there are four links: 'Partner / Program / Role', 'Program ID', 'Terms & Conditions', and 'Rules of Behavior'. Under 'ACCOUNT PROFILE', there are three links: 'Account Owner', 'Organization Information', and 'Email Validation'. Under 'VERIFY IDENTITY', there is one link: 'SIGNATURE AGREEMENT'. The main form area is titled 'Type your organization/company's name' and includes a search box with 'arizona' entered and a 'Search' button. Below the search box is an 'Advanced Search...' link. A message states: 'Please search and Select an organization, if the organization is not found, you will need to contact the SCS Help Desk'. A search result is shown: 'State of Arizona' with address '1740 W Adams St Phoenix, AZ US 85007' and a 'Select' button. Below the search results are fields for 'Email *', 'Phone Number *', and 'Phone Ext'. A red arrow points to the 'Continue' button.

Next, read over the Electronic Signature Agreement then select **Sign Electronically**.

Maricopa County Air Quality Department
ELECTRONIC SIGNATURE AGREEMENT

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

Electronic Signature Holder Company Information	
Organization Name:	
Address:	
Phone Number:	
E-mail Address:	
Registrant's Name:	
SCS User Name:	

I, _____,

- (1) I Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.
- (2) I Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.
- (3) Agree to protect the electronic signature credential, consisting of my Shared CROMERR Service (SCS), user identification and password, as well as knowledge based questions (KBQs) and answers 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, password, and KBQs and answers to any other individual; I will not store my password as well as KBQs and answers in an unprotected location, and I will not allow my password to be written into computer scripts to achieve automated login.

[Sign Electronically](#)

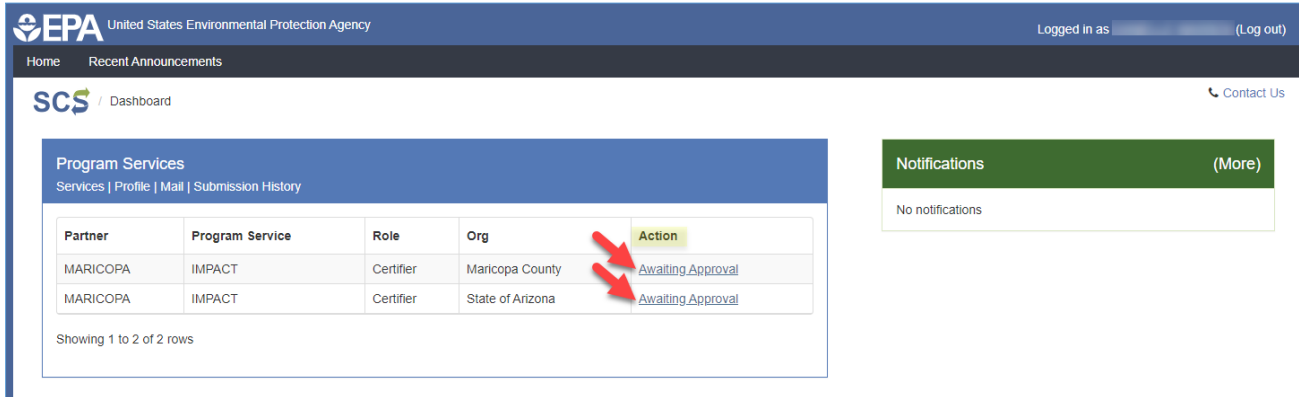
After signing electronically, a pop-up will appear. Select **Accept**.

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](#)

Now log into your SCS account dashboard. See step ten in the above instructions for detailed steps. After you have logged into your SCS Account, the Program Services box on the home page under Action will indicate Awaiting Approval for the new Organization/Company.



The screenshot shows the EPA SCS dashboard. At the top, it says "EPA United States Environmental Protection Agency" and "Logged in as [redacted] (Log out)". Below that, there are navigation links for "Home" and "Recent Announcements". The main content area is titled "SCS / Dashboard" and includes a "Contact Us" link. A "Program Services" section is highlighted in blue, with sub-links for "Services", "Profile", "Mail", and "Submission History". Below this is a table with the following data:

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT	Certifier	Maricopa County	Awaiting Approval
MARICOPA	IMPACT	Certifier	State of Arizona	Awaiting Approval

Below the table, it says "Showing 1 to 2 of 2 rows". To the right of the table is a "Notifications" box with a "(More)" link and the text "No notifications". Two red arrows point to the "Awaiting Approval" links in the table.

Once IWCP verifies that you have permission to access the organization/company information, you will receive an automated email to confirm that your request has been processed. **The verification and activation process can take up to seven business days.**