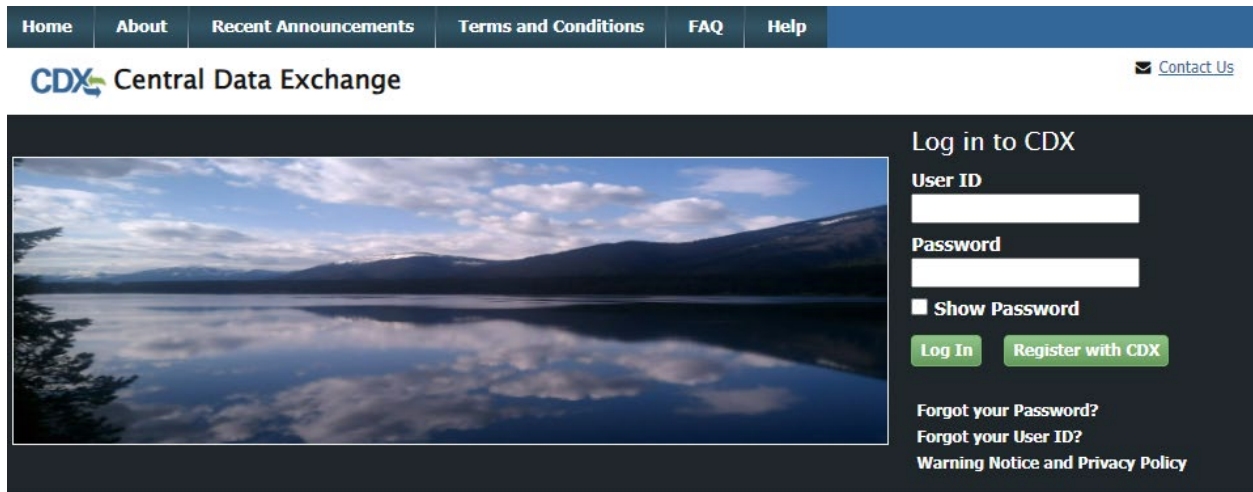


How to Reset your CDX Email

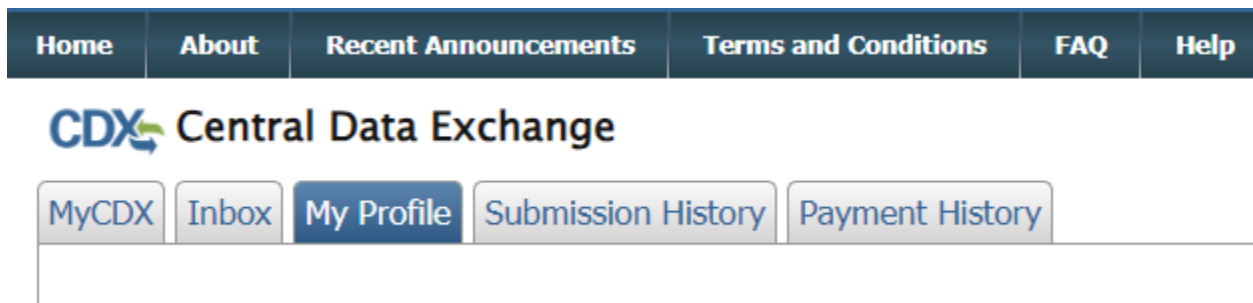
To update the email address on an existing CDX account follow the below instructions.

Step 1. Log in to <https://cdx.epa.gov/>



The screenshot shows the top navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below the navigation bar is the CDX Central Data Exchange logo and a Contact Us link. The main content area features a large landscape image of a lake and mountains. To the right of the image is a login form titled "Log in to CDX" with fields for "User ID" and "Password", a "Show Password" checkbox, and "Log In" and "Register with CDX" buttons. Below the buttons are links for "Forgot your Password?", "Forgot your User ID?", and "Warning Notice and Privacy Policy".

Step 2. Go to the **My Profile** tab






The screenshot shows the top navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below the navigation bar is the CDX Central Data Exchange logo. Below the logo is a row of tabs: MyCDX, Inbox, My Profile, Submission History, and Payment History. The "My Profile" tab is highlighted with a dark blue background.

Step 3. Click **Modify Organization Information**

Organization Information

Active Organizations

Primary Organization = 

Org. ID	Name	Address	
951560	New York State Department of Environmental Conservation	625 Broadway, Albany, NY, US 12233	

Pending Organizations

Org. ID	Name	Address
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[Modify Organization Information](#)


Step 4. In CDX email addresses are associated with organizations, click on the name of the organization for which you would like to update the email address.

Organization Information

Current Organizations

Click the organization name to view or modify organization information.

Primary Organization = 

> [New York State Department of Environmental Conservation \(951560\)](#) 

Pending Organizations

New Organization

New organizations can be added to your profile. Search for your organization using the text box below.

[Search](#)

Enter organization or organization ID


[Back](#)


Step 5. Enter the updated Email address and click **Save Organization Details**

Organization Information

Current Organizations

Click the organization name to view or modify organization information.

Primary Organization = 

~ New York State Department of Environmental Conservation (951560) 

Organization Name (ID)	New York State Department of Environmental Conservation (951560)
Mailing Address	625 Broadway Albany, NY, US 12233
Provide Additional Contact Information	
Email	<input type="text"/>
Phone Number*	<input type="text"/>
Phone Number Ext	<input type="text"/>
Fax Number	<input type="text"/>

[Save Organization Details](#)

Step 6. An email confirmation message will be sent to your new inbox, to complete the change, **click on the link in that email.**