



Creating a CDX-NetDMR Account For NetDMR Signatory Role

Updated 10/11/2017

Creating a NetDMR Signatory account involves:

- First creating a CDX “Permittee (signature)” account
Accessing NetDMR requires signing in each time through a CDX account.
- Requesting access to permits in NetDMR

If a user already has a CDX account they may add NetDMR program services to that account. A user may add multiple NetDMR program services if they manage NetDMR permits in more than one state, for example.

This guide covers creating a CDX account for the first time and requesting access to a permit in NetDMR.

Creating a CDX Account

1. Use your web browser and go to: <https://netdmr.epa.gov>
2. Click the link to *create a new account*
See image to the right

Welcome to the NetDMR 2017 Upgrade registration and log-in page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you are already a registered NetDMR user with or without a current CDX account, check for an email from netdmr-notification@epa.gov with instructions on how to complete the CDX registration for NetDMR users. If you did not receive an email or could NOT complete the process using the link provided in the email, you will need to create a new CDX account unless you already have a CDX account. If you already have a CDX account, please add the appropriate NetDMR program service(s).

Sign in

or [create a new account](#)

* = required

User ID *

Password *

Sign in

[Forgot username?](#)

[Forgot password?](#)

Creating a CDX Account



New Account



ID Proofing



3. Select the “Georgia Environmental Protection Division”

4. Select “Permittee (signature)”

5. Click “Next”

Create a New Account

Select State Agency or EPA Region and User Type

State Agency or EPA Region *

NetDMR: Georgia Environmental Protection Division

User Type *

Permittee (signature)

Next



Creating a CDX Account

6. Select the Title for your name
7. Enter your LEGAL first name, middle initial (if any) last name
8. Select name suffix, if any
9. Enter job title
10. Click “Next”



New Account

ID Proofing



Create a New Account

Select State Agency or EPA Region and User Type

Personal Information

Title *
Mr

First Name *
Montgomery

Middle Initial
C

Last Name *
Scott

Suffix
Select...

Job Title * ⓘ
Director of Engineering

Next


Electronic Signature Setup


Creating a CDX Account


11. Enter a User ID
This can be anything you wish including your email address, but does not have to be.
12. Enter a password
Should contain at least 8 characters with at least one uppercase and one lowercase letter and a digit.
13. Confirm the password
14. Select and provide responses to three **CDX account security** questions. Remember these are case sensitive.
15. Click “Next”

Create a New Account

* = required

Select State Agency or EPA Region and User Type 

Personal Information 

Create a User ID and Password 

User ID * **Password *** **Verify Password ***

Show password

These questions will be used to reset your password:


Question 1 * **Answer 1 ***

Question 2 * **Answer 2 ***

Question 3 * **Answer 3 ***

Show answers

Agree to the [Terms and Conditions](#)

Electronic Signature Setup 


Creating a CDX Account


16. Select and provide responses to five **NetDMR signatory security** questions. Remember these are case sensitive.


17. Click “Next”


Create a New Account

* = required

Select State Agency or EPA Region and User Type 


Personal Information 


Create a User ID and Password 

Electronic Signature Setup 

These questions will be used for signing your document electronically:


Question 1 *

What is the first and middle name of your oldest sibling? 

Answer 1 * 

.....


Question 2 *

Where did you graduate from high school? 

Answer 2 *

.....


Question 3 *

What is the last name of your favorite teacher? 

Answer 3 *

.....


Question 4 *

What is your favorite vacation destination? 

Answer 4 *

.....


Question 5 *

Where did you first meet your spouse? 

Answer 5 *

.....

Show answers



Creating a CDX Account

Create a New Account

18. Enter the name of your organization.

This is not necessarily the name of the facility holding the permit. This should be YOUR employer's business name. If you work directly with the facility holding the permit then you may enter the facility name.

It is best to enter only a partial name to do the search

19. Select the state for your organization.

Other input fields are optional.

20. Click "Find"

Not finding your organization is OK. You will have the opportunity to request adding your organization in the next step, if necessary.

The screenshot shows a web form titled "Create a New Account" with several sections: "Select State Agency or EPA Region and User Type", "Personal Information", "Create a User ID and Password", "Electronic Signature Setup", and "Organization Information". The "Organization Information" section is active and contains the following fields:

- Search your organization by one or more of the following criteria:**
- Organization Name ***: A text input field containing "Enterprise NCC-1701".
- Mailing Address (line 1)**: An empty text input field.
- Mailing Address (line 2)**: An empty text input field.
- City**: A text input field containing "Atlanta".
- State ***: A dropdown menu showing "Georgia".
- Zip/Postal Code**: An empty text input field.
- Find**: A blue button with a hand cursor icon pointing to it.

Creating a CDX Account

21. If your organization appears in the results list you may select it to continue.

If your organization is not found, click the link to “request that we add your organization”

Create a New Account

* = required

Select State Agency or EPA Region and User Type ^

Personal Information ^

Create a User ID and Password ^

Electronic Signature Setup ^

Organization Information v

Select your organization:

Show 10 entries

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Can't find your organization? [Back to search page](#) or [request that we add your organization](#).

Creating a CDX Account

22. Enter the requested information for your organization.
All fields with red asterisks are required.
23. Enter your email address and confirm your email address.
Make sure email address is correct!!
24. Click “Send Verification code”
25. Check your email inbox. It may take a minute or two for the email to arrive in your inbox. If you wait for more than 5 minutes and do not receive the code, make sure your email address is correct then click the button to resend the code. If you still do not receive the code then use a different email address.

Once the email arrives, copy the lengthy code and paste in step 26 on the next page.

Create a New Account

Select State Agency or EPA Region and User Type

Personal Information

Create a User ID and Password

Electronic Signature Setup

Organization Information

Contact Information

Organization Name *

Mailing Address (line 1) *

Mailing Address (line 2)

City * **State ***

Zip/Postal Code * **Country ***

Phone Number * **Extension**

Email *

Re-enter Email *

Creating a CDX Account

26. Paste the code copied from email into the Verification Code box.

If correct a green checkmark appears.

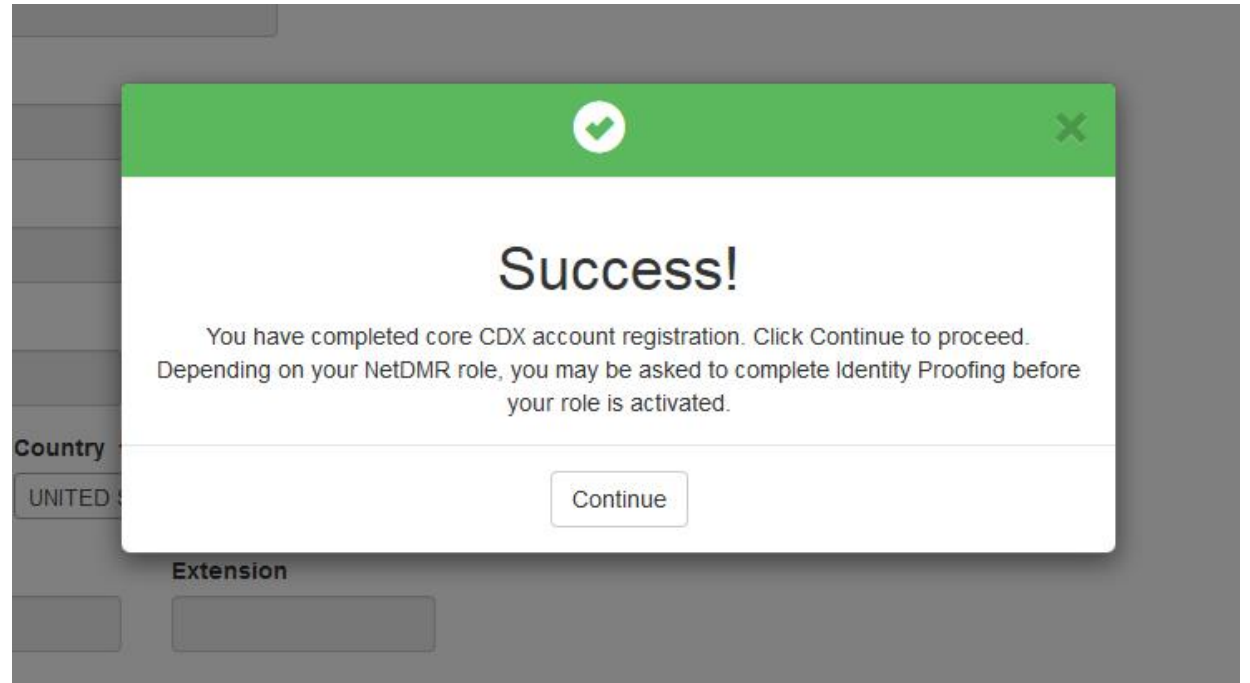
27. Click “Register”

The image shows a registration form with the following fields and buttons:

- Phone Number ***: Input field containing "404-656-5261".
- Extension**: Empty input field.
- Email ***: Input field containing "ndoharris@georgiaepd.com".
- Re-enter Email ***: Input field containing "ndoharris@georgiaepd.com".
- Send Verification Code**: A blue button.
- Verification Code ***: Input field containing "08493681-0b4e-4728-94aa-f296c0d45b79" with a green checkmark on the right.
- Register**: A blue button with a mouse cursor pointing to it.
- Continue**: A light blue button.

Creating a CDX Account

28. Your CDX account creation is partially complete.
Identity proofing needs to be done for Permittee (signature) accounts.
29. Click “Continue” to move on to identity proofing.



Creating a CDX Account

Identity Proofing

30. To go through the electronic identity verification make sure the button at top indicates “YES”. The default is “YES”
31. Make sure of the following:
 - Address is your HOME address
 - Date of birth is correct
 - Last 4 digits of SSN is correct
 - Telephone number is optional
32. Place a checkmark in the box to agree to the electronic signature agreement.
33. Click “Verify and Sign”

Identity Verification

Would you like to perform electronic Identity Proofing?

YES

Electronic Identity Proofing

The following information will be used for identity proofing, it will not be stored.

Home Mailing Address (line 1) *

Home Mailing Address (line 2)

City * **State *** **Zip/Postal Code ***

Date of Birth *

SSN Last 4: * **Phone Number**

Show SSN digits

agree to the [Electronic Signature Agreement](#)

Creating a CDX Account

34. An on screen notification for successful identity verification will appear briefly at bottom right of your screen then you will be taken to the screen as shown on this page. This is the CDX home page or your “MyCDX” page.

This is where you will always go to get to NetDMR.

35. Click on “Permittee (signature)” under Role to go to the NetDMR access page.

If “Permittee (signature)” is not an active link then electronic identity proofing was not successful. You would have been direct to print , sign and mail in the paper subscriber agreement. Contact the CDX Help Desk for assistance.

<https://cdx.epa.gov/Help>

The screenshot shows the EPA CDX Central Data Exchange user interface. The top navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as SOCS COTTY. The main content area displays a table of services with columns for Status, Program Service Name, and Role. The role 'Permittee (signature)' is highlighted with a mouse cursor. To the right, there are sections for 'CDX Service Availability' and 'News and Updates'. At the bottom, there are buttons for 'Add Program Service' and 'Manage Your Program Services'.

Status	Program Service Name	Role
	NDMR-GA: NetDMR: Georgia Environmental Protection Division	Permittee (signature)

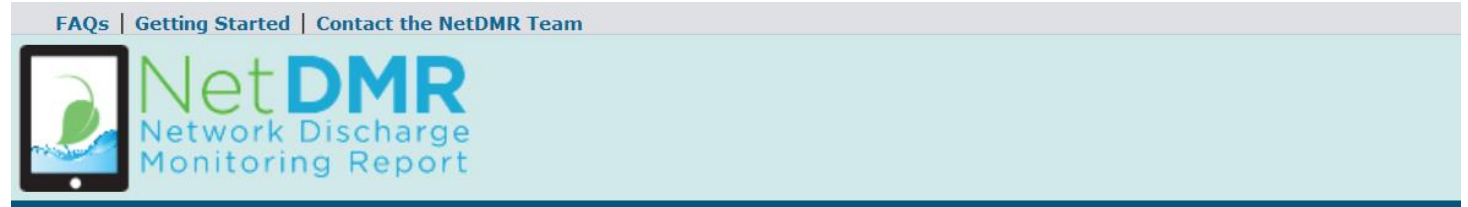
CDX account creation is complete at this point.

Next up is requesting access to the permit in NetDMR

Requesting Access to Permit in NetDMR

36. Click on “Continue to NetDMR” to go to the NetDMR web site.

You will be transferred to the NetDMR web site.



Welcome

Welcome to the **Georgia Environmental Protection Division** Installation of NetDMR! NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to EPA. All facilities required to provide DMR data as part of their NPDES permit will need to do so electronically using NetDMR as of December 21, 2016. If you are interested in learning more about NetDMR please check out the NetDMR Support <https://netdmr.zendesk.com/home>

Access NetDMR

[Continue to NetDMR](#)

- First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)
- If you have any questions about NetDMR, please contact epd_it@dnr.ga.gov.

News

- On September 24, 2015, Administrator Gina McCarthy signed the final National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule for publication in the Federal Register. EPA expects to publish the final rule in the Federal Register in October, 2015. The final rule will be effective 60 days following this publication.
- In the event that you are having trouble reaching the NetDMR Administrator please contact Noel Doharris Email Noel.Doharris@dnr.ga.gov Phone 404-656-5261

Requesting Access to Permit in NetDMR

37. Click on “Request Access” to begin the signatory request process

The screenshot displays the NetDMR web application interface. At the top, a navigation bar includes links for Home, My Account, Request Access, Help, and Logout. The user is identified as 'User: SOCSCOTTY, Permittee User'. The main header features the NetDMR logo (Network Discharge Monitoring Report) and the Georgia Department of Natural Resources Environmental Protection Division logo. Below the header is a menu bar with six items: Manage Access Requests, Search All DMRs & CORs, Unscheduled DMRs, Import DMRs, Update NODI, and Download. The 'Request Access' link in the top navigation bar is highlighted with a red arrow and a mouse cursor. Below the menu bar, there is a search section with a search icon and the text 'Search: All DMRs & CORs'. To the right of the search section is a 'Last 10 Logins' table. The search section contains a heading 'All DMRs & Copies of Record (CORs)' and instructions: 'Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.' There are two search fields: 'Permit ID:' and 'Facility:'. Each field has a dropdown menu set to 'All' and an 'Update' button.

Home | My Account | Request Access | Help | Logout

User: SOCSCOTTY, Permittee User

NetDMR
Network Discharge
Monitoring Report

GEORGIA
DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

Manage
Access Requests

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

Download
Blank DMR Form

Search: All DMRs & CORs

Last 10 Logins

10/3/17	10:10 AM	-
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All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

Permit ID: All Update

Facility: All Update

Requesting Access to Permit in NetDMR

38. Enter the permit ID. e.g. GA0012345

39. Click “Update”

40. Select the Signatory role

41. Click “Add Request”

The request will appear in the Access Requests list below.

If there are multiple permits for the same signatory repeat the above steps for each. All will be listed.

Check the permit IDs before continuing to make sure they are correct.

42. Click “Submit”

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID: GA0038113

Role: Select One

Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

Add Request

Access Requests

A summary of the current access requests is presented below.

If there are multiple permits, repeat steps 1 - 4 for each.

Permit ID	Requested Role	Remove Access Request
GA0038113	Signatory	X

All permits will be listed here. Check permit IDs before continuing. Click red "X" to delete and add again.

Submit

Requesting Access to Permit in NetDMR

43. Select your relationship to the facility.
If you are employed directly by the facility, select "Facility" otherwise select "Other." For example, if you work for a company that manages the facility, select "Other."

44. If you are an RO employed by the facility select the first radio button.
An RO is a President, CEO, COO, VP, plant manager, plant superintendent.
Operators and other job titles are not ROs and must select the second radio button and fill in the 4 pieces of information for the person who is an actual RO.

Make sure to use the correct name, RO's title, telephone number **with dashes**, correct email address.

45. Click "Submit"

Options for Signatory who is a Responsible Official (RO)

Permit ID	Requested Role	Additional Information
GA0038113	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Facility ▼</p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable s The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

Options for delegated Signatory with a Responsible Official (RO)

Permit ID	Requested Role	Additional Information
GA0038113	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Facility ▼</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable The following fields are required.</p> <p>Responsible Official Name: <input type="text" value="John Smith"/></p> <p>Responsible Official Title: <input type="text" value="Owner"/></p> <p>Responsible Official Phone Number: <input type="text" value="404-656-5261"/> Tel # with dashes →</p> <p>Responsible Official Email Address: <input type="text" value="johnsmith@gmail.com"/></p> <p style="text-align: right;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

If relationship is "other" OR you are not an actual RO, select the second radio button

Requesting Access to Permit in NetDMR

Before signing electronically please note that if you entered a Responsible Official (RO) in the previous step, that RO MUST have a CDX/NetDMR account with signatory access to the permit to approve your request before Georgia EPD can approve you as a signatory. In such cases you may prefer to click “Sign by Paper.” You and the RO will have to sign and mail the paper ESA to Georgia EPD. If your RO has a CDX/NetDMR signatory account for the permit then you may sign electronically, but the RO must login and approve your request before Georgia EPD can approve your signatory request.

46. Click “Sign Electronically” and go to STEP 47

OR

Click “Sign by Paper” and skip to STEP 52

Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

Permit ID	Requested Role	Additional Information
GA0038113	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/></p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p>

Requesting Access to Permit in NetDMR

47. Click “Sign Electronically”

The text of the electronic subscriber agreement appears on the page.

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be Pending until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Agency: *Georgia Environmental Protection Division*
Subscriber Agreement Number: *ae7e7483-6bb9-498c-98da-8e24b419071a*
Generated On: *2017-10-03 10:19:45.0*
Account Reference: *38730*

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: Georgia Environmental Protection Division, hereafter referred to as "the Regulatory Authority".

A. Signatory Authority Information

Requesting Access to Permit in NetDMR

Each section (1, 2, 3) of this page in sequence.

48. Enter your CDX password and click the button to continue

49. Provide the response to the security question and click the button to continue

50. Click “Sign” to complete the process

eSignature Authorization

1. Authenticate

Login to CDX

User:

SOCSCOTTY

Password:

●●●●●●

2. Verify

Question:

Where did you first meet your spouse?

Answer:

spouse

3. Sign

Sign

Requesting Access to Permit in NetDMR

51. On completion of the signatory request, the page appears as below.

Since this is an electronic request, Georgia EPD usually approves the signatory role within 48 hours of the request being made.

Manage Access Requests	Search All DMRs & CORs	Unscheduled DMRs Unscheduled DMRs	Import DMRs Perform Import Check Results	Update NODI Check Results	Download Blank DMR Form
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Request Access to a Permit and Associated DMRs



**Signing of the Subscriber Agreement(s) was successful.
Your access request(s) have been submitted for approval.**

Requesting Access to Permit in NetDMR

52. If you chose to “Sign by Paper” you are taken to a web page that appears as below.

A popup should appear with the subscriber agreement (ESA). Print it and sign where necessary. If you entered an RO’s information, that RO will need to sign their section as well. Mail all pages of the ESA with original ink signatures to the address on the form.

If the ESA popup does not appear you may need to allow it. This depends on the browser you are using. Contact your IT person or group for support for your browser if necessary.

The screenshot shows the NetDMR web application interface. At the top, there is a navigation bar with links for Home, My Account, Request Access, Help, and Logout. The user is logged in as 'User: SOCSCOTTY, Permi'. The main header features the NetDMR logo, which includes a green leaf icon and the text 'NetDMR Network Discharge Monitoring Report'. Below the header is a menu with six items: Manage Access Requests, Search All DMRs & CORs, Unscheduled DMRs, Import DMRs Perform Import Check Results, Update NODI Check Results, and Download Blank DM. A central notification box with a dashed border contains the following text: 'You have chosen to sign a hard copy of your Subscriber Agreement. Your request will be in Pending status until you print and sign the paper Subscriber Agreement(s), and mail it to your Regulatory Authority for the request to be processed. To print additional copies, go to My Account.' The footer of the page displays the copyright information: ©2008 NetDMR.

Requesting Access to Permit in NetDMR

53. The popup window with the ESA should appear like the image on the right.

Use the “Print” button to print the ESA.

Again, remember to sign the agreement where necessary having the Responsible Official sign their section where required.

Mail all pages of the ESA bearing the original ink signatures to the address on the form.

Upon receiving the completed ESA in the mail, Georgia EPD will approve the signatory request within 48 hours of receipt.

Agency: *Georgia Environmental Protection Division*
Subscriber Agreement Number: *cfcc495a-d8e7-4ad0-8dc6-3968ec403ba5*
Generated On: *2017-10-03 10:25:23.0*
Account Reference: *38730*

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: Georgia Environmental Protection Division, hereafter referred to as "the Regulatory Authority".

A. Signatory Authority Information

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

User Name:	SOCSCOTTY
Subscriber Name:	Noel DoHarris
Organization:	USS Enterprise NCC-1701
Email Address:	ndoharris@georgiaepd.com
Phone Number:	(404) 656-5261

B. Permit Information

Informational Links

NetDMR Production “live” website: <https://netdmr.epa.gov>

NetDMR Test website: <https://testngn.epacdxnode.net/oeca-netdmr-web/action/login>

The test site may be used for getting familiar with NetDMR. Any work done in the test environment is not transferable to the production website and cannot be substituted for “real” NetDMR data.

CDX Help Desk Contact Information: <https://cdx.epa.gov/Help> or tell free at 888-890-1995

All support for password resets, security questions are handled by the CDX Help Desk

Georgia EPD: by email at epd_it@dnr.ga.gov

NOTE: Georgia EPD cannot assist with user accounts. We can assist only within the NetDMR website. Contact the CDX Help Desk for user account and security support.

NetDMR Data Entry Instructional Video: <https://netdmr.zendesk.com/hc/en-us/articles/212971303-DMR-Data-Entry>

EPA’s NetDMR Training: <https://netdmr.zendesk.com/hc/en-us/articles/209616386-Training#idForPermittees>

Georgia EPD NetDMR Training: <https://epd.georgia.gov/netdmr/>