Quick Guide:
NetDMR Account Creation

To create a NetDMR account you’ll need a connection to the internet, a web browser, and an email account.

Accounts to access NetDMR are created in EPA’s CDX system. CDX stands for Central Data Exchange. Accounts created in CDX can be used to access NetDMR, NeT, and other EPA Program Services.

To get started with account creation in CDX, navigate to the following address either by clicking on the link in this document or by typing the URL directly in your web browser’s Address bar: https://cdxnodengn.epa.gov/oeca-netdmr-web/action/login. Once there, click on the “create new account” link to get started (Highlighted in the Screen grab below):
The next Page will contain two drop down menus that you will need to make selections for:

The first item to choose is the State Agency or EPA Region through which you report DMR’s. **For all users in the state of Georgia, the selection should be “NetDMR: Georgia Environmental Protection Division”**. It is important that Georgia permittee holders choose this during account creation. If you choose a different entity, then you will not have access to the DMR’s that are for facilities in the state of Georgia. (Please note that the illustration above shows the correct State Agency already chosen for Georgia users. You will need to scroll down and make this selection yourself when you are creating your account as it is not prepopulated for you)

The second item to choose is the User Type. In the dropdown, you will see them categorized into Regulatory Authority and Regulated Community. Below is a brief description of each User Type. The main thing to remember is that if you are a Signatory for your facility or may ever in the future be designated as a Signatory by another Signatory at your facility you should choose **Permittee User (signature)** as your user type.

- **Regulatory Authority**: means you work for EPD or EPA
  - **Internal User**: means you work for or support EPD or EPA and need to *look* at DMRs. "*Read-only*"
- **Regulated Community**: means you work for a facility or lab
  - **Data Provider**: means you support a permittee that is required to submit DMRs (such as a testing lab or consulting firm). "*Data Entry Only*"
  - **Permittee User (no signature)**: means you work for a facility that is required to submit DMRs. "*Can Edit*"
  - **Permittee User (signature)**: means you work for a facility that is required to submit DMRs. "*Can Edit, Sign and Submit DMRs*"

Once you’ve made the appropriate selections for **State Agency or EPA Region** and **User Type**, click next.
The next Page will contain boxes for you to fill out your personal information. Everything marked with a red asterisk is required.

Create a New Account

Select State Agency or EPA Region and User Type

Personal Information

Title
Select...

First Name

Middle Initial

Last Name

Suffix
Select...

Job Title

After filling in all of the required fields, click Next.
The next page will contain boxes for you to create your user id and password. It also contains dropdown boxes for security questions. Choose the questions you wish and fill out the appropriate answer. These security questions will be used for password recovery in the future if you forget your password. It is a good idea to jot your answers down and keep them in a secure location so you will remember how you answered if you ever need them in the future. Your answers are case sensitive, so capitalization matters.

If you wish you see your password as you type it, click the Show password checkbox. Likewise, if you wish to see your security question answers as you type them, click the Show answers checkbox. Once you’ve completed filling out everything on this page, click the Agree to the Terms and Conditions checkbox and then click Next. If you wish to review the terms and conditions before you proceed, just click the blue link that says Terms and Conditions.

If you are creating an account with a user type of Permittee User (Signature) then there is one additional step after the previous page. You will be required to choose and answer 5 additional security questions that will be used later for you to electronically sign off on DMR’s.
This is the next page that **Permittee User (Signature)** must complete.

As part of the registration process you’ll need to identify the organization you are with. You will need to enter at least the first 3 letters of your facility’s name to perform a search. Identify your facility from the returned results and click **Select**.

The screen grab below shows the page where you enter this information.
If your organization is not available to choose from the system, you will have the opportunity to add yours to the system.

- To add your organization in the test system:
  - Type at least 3 letters in the “Organization Name” search box
  - Choose “Georgia” from the “State” dropdown menu
  - At the bottom of the returned results, click the blue link that says “request that we add your organization” this is circled in red in the screen grab below:
Once you click **request that we add your organization** the following page appears:
Fill out your organizations information and then click **Send Verification Code**. (Illustrated in the screen grab above). You will receive a code via email that you then enter into the next line that will appear once you click **Send Verification Code**.

Once the verification code has been entered, click **Register**.

After this you will need to fill out personal information for identity proofing in order to complete the Account Creation process.
Once you click **Verify and Sign** the system will process and should return a message indicating successful account creation. You can then use your new credentials to login to the NetDMR system.

Click on the blue link under Role column. It should be the user type that you chose during the account creation process.

From here you can continue on to the NetDMR system.