

Quick Guide:

NetDMR Account Creation

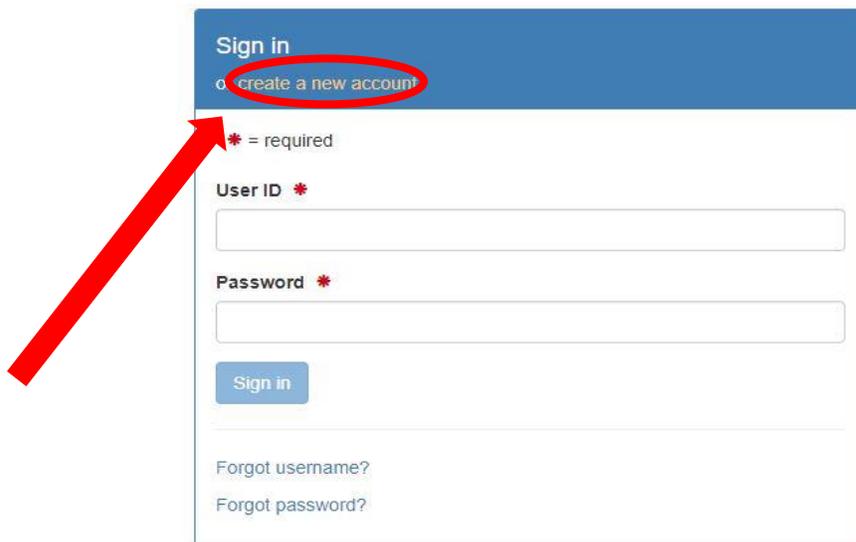
To create a NetDMR account you'll need a connection to the internet, a web browser, and an email account.

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):



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).

A screenshot of the NetDMR login page. The page has a blue header with the text "Sign in" and a link "create a new account" which is circled in red. Below the header, there is a legend "* = required". The main form contains two input fields: "User ID *" and "Password *". Below these fields is a blue "Sign in" button. At the bottom of the form, there are two links: "Forgot username?" and "Forgot password?". A large red arrow points from the bottom left towards the "create a new account" link.

The next Page will contain two drop down menus that you will need to make selections for:



Create a New Account

* = required

Select State Agency or EPA Region and User Type

State Agency or EPA Region *

NetDMR: Georgia Environmental Protection Division

User Type *

Select...

Next

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

* = required

Select State Agency or EPA Region and User Type ^

Personal Information v

Title *

First Name *

Middle Initial

Last Name *

Suffix

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.



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](#)

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.



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 v

These questions will be used for signing your document electronically:

| | |
|------------------------|----------------------|
| Question 1 * | Answer 1 * ⓘ |
| Select a question... v | <input type="text"/> |
| Question 2 * | Answer 2 * |
| Select a question... v | <input type="text"/> |
| Question 3 * | Answer 3 * |
| Select a question... v | <input type="text"/> |
| Question 4 * | Answer 4 * |
| Select a question... v | <input type="text"/> |
| Question 5 * | Answer 5 * |
| Select a question... v | <input type="text"/> |

Show answers

Next

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.



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

Search your organization by one or more of the following criteria:

Organization Name *

Mailing Address (line 1)

Mailing Address (line 2)

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

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:

Organization Information

Select your organization:

Show 10 entries

| Action | Organization ID | Organization Name | Address 1 | Address 2 | City | State | Zip Code |
|--------|-----------------|---|--------------------------|-----------------|---------------|-------|----------|
| Select | 16744 | SIERRAPINE LTD., ADEL DIVISION | 801 COOK STREET | | ADEL | GA | 31620 |
| Select | 32788 | SIERRAPINE - ADEL DIVISION | 801 COOK ST. | | ADEL | GA | 31620 |
| Select | 49904 | DADE COUNTY WATER AUTHORITY | P. O. BOX 1047 | 250 Bond Avenue | TRENTON | GA | 30752 |
| Select | 67909 | DADE COUNTY WATER & SEWER AUTHORITY | P.O. BOX 1047 | | TRENTON | GA | 30752 |
| Select | 75486 | DADE COUNTY WATER AUTHORITY | P.O.BOX 1047 | | TRENTON | GA | 30752 |
| Select | 80230 | FINISHING TRADES INSTITUTE OF DISTRICT COUNCIL 77 | 4914 COURTNEY DRIVE | | FOREST PARK | GA | 30297 |
| Select | 98936 | SIERRAPINE - ADEL DIVISION | 801 COOK STREET | | ADEL | GA | 31620 |
| Select | 112927 | SIERRAPINE --ADEL DIVISION | 801 COOK ST. | | ADEL | GA | 31620 |
| Select | 136842 | CASCADE CORPORATION | 104 INDUSTRIAL PARK BLVD | | WARNER ROBINS | GA | 31088 |
| Select | 156552 | DADE COUNTY WATER AUTHORITY | PO BOX 1047 | | TRENTON | GA | 30752 |

Showing 1 to 10 of 30 entries

Previous 1 2 3 Next

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

Once you click **request that we add your organization** the following page appears:

Contact Information

Organization Name *

Mailing Address (line 1) *

Mailing Address (line 2)

City * State *

Zip/Postal Code * Country *

Phone Number * Extension

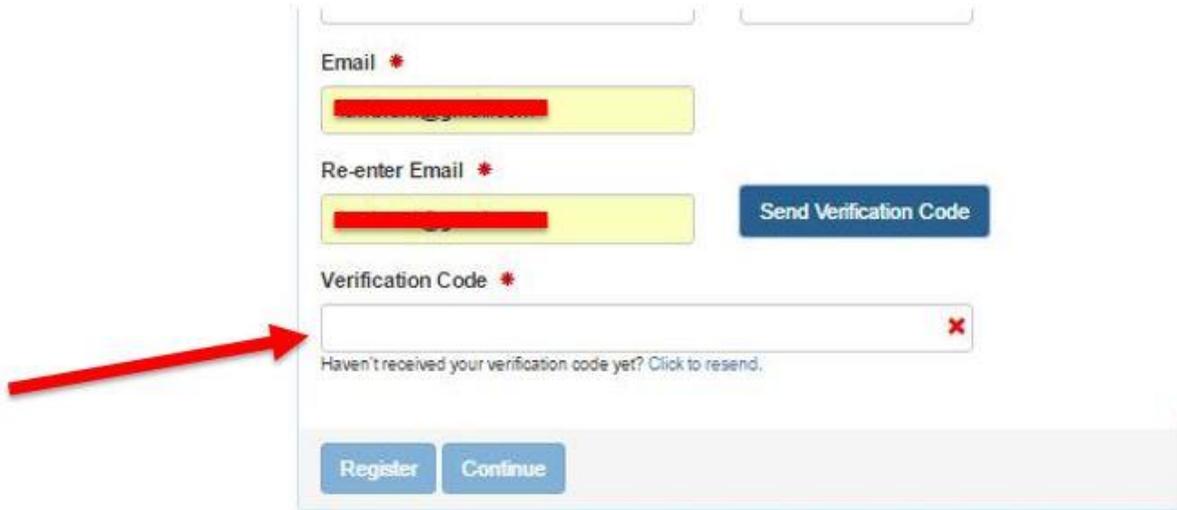
Email *

Re-enter Email *

Send Verification Code

Register Continue

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**.

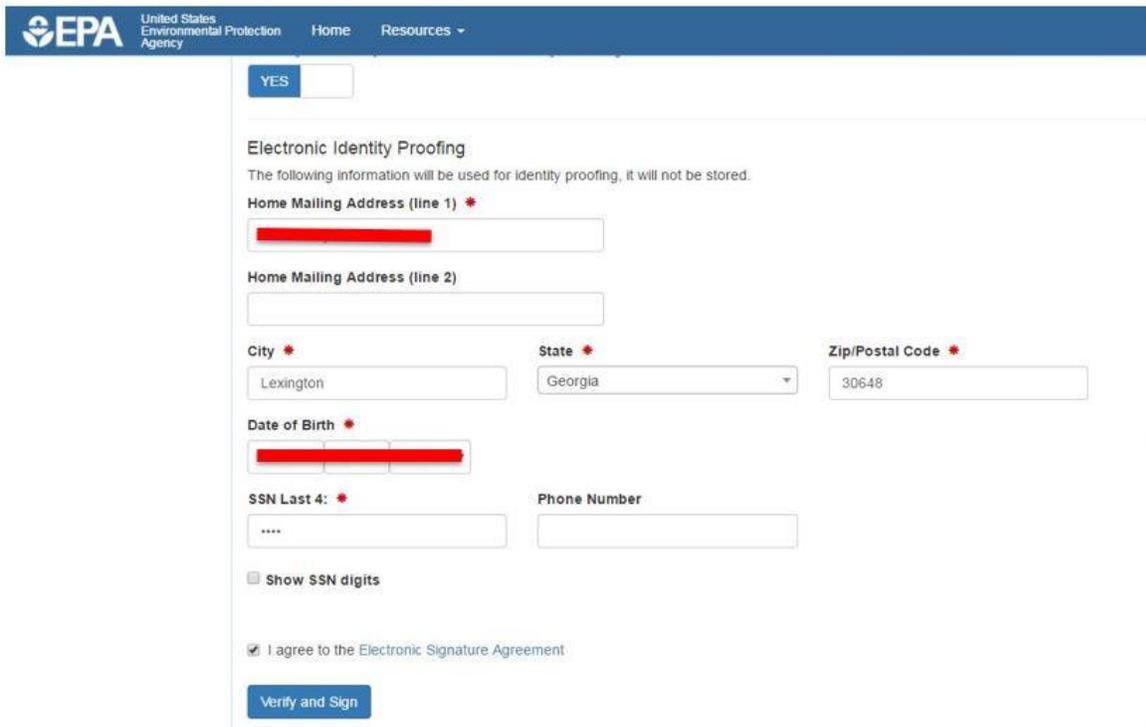


The screenshot shows a registration form with the following fields and buttons:

- Email ***: A text input field with a redacted value.
- Re-enter Email ***: A text input field with a redacted value.
- Send Verification Code**: A blue button.
- Verification Code ***: A text input field with a red 'X' icon on the right. A red arrow points to this field from the left.
- Below the Verification Code field: "Haven't received your verification code yet? Click to resend."
- Register** and **Continue**: Two blue buttons at the bottom.

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.



The screenshot shows the EPA website's Electronic Identity Proofing form. The header includes the EPA logo and navigation links: Home, Resources. The form contains the following fields and options:

- YES**: A blue button.
- Electronic Identity Proofing**: Section title.
- The following information will be used for identity proofing, it will not be stored.**: A note.
- Home Mailing Address (line 1) ***: A text input field with a redacted value.
- Home Mailing Address (line 2)**: A text input field.
- City ***: A text input field with "Lexington" entered.
- State ***: A dropdown menu with "Georgia" selected.
- Zip/Postal Code ***: A text input field with "30648" entered.
- Date of Birth ***: A date input field with a redacted value.
- SSN Last 4: ***: A text input field with "...." entered.
- Phone Number**: A text input field.
- Show SSN digits**
- I agree to the Electronic Signature Agreement**
- Verify and Sign**: A blue button.

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.

The screenshot displays the EPA CDX Central Data Exchange interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header shows 'CDX Central Data Exchange' and a user login status: 'Logged in as LBRANTLEY@ITOS.UGA.EDU (Log out)'. Below the header, there are navigation tabs for MyCDX, Inbox, My Profile, Submission History, and E-Enterprise Portal. The central 'Services' table lists a service for 'NDMR-GA: NetDMR: Georgia Environmental Protection Division' with a role of 'Permittee (signature)'. A red circle highlights this role, and a red arrow points to it. To the right, the 'CDX Service Availability' section contains a link to 'See the status for all program services', and the 'News and Updates' section shows 'No news/updates.'. At the bottom of the services section, there are buttons for 'Add Program Service' and 'Manage Your Program Services'.

From here you can continue on to the NetDMR system.