

REQUESTING NetDMR ROLES

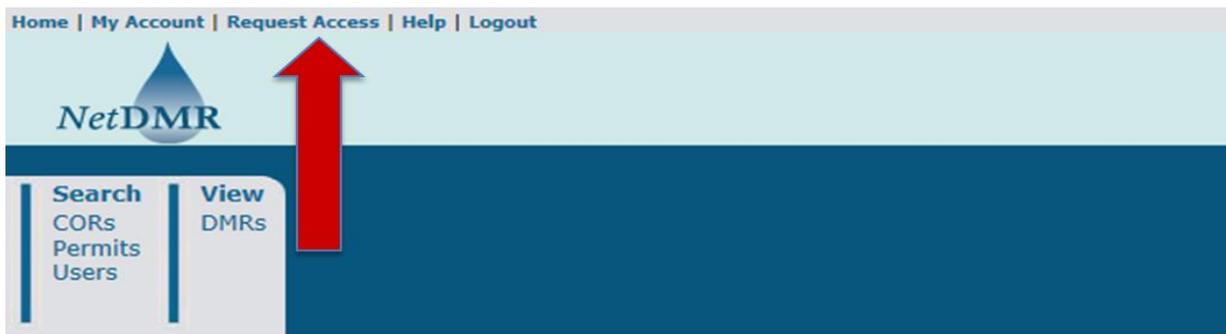
This guide gives a quick explanation of how to request roles in NetDMR.

To make an access request in NetDMR, you'll first need to have a User Account. Please see the *NetDMR Account Creation* guide or video if you'd like a walk-through.

It's also recommended that you take a few minutes to read the *Understanding NetDMR Roles* document located on the NetDMR technical assistance site.

So let's request a Role. Login to NetDMR by first choosing your Regulatory Authority, then entering your User name and Password. If you are not familiar with the URL for the NetDMR test site, it is: <https://netdmrtest.epacdx.net>

Once you're logged in, click the Request Access link located at the top of the page.

A screenshot of the NetDMR search interface. At the top, there is a search bar with a magnifying glass icon and the text "Search:". To the right of the search bar are three tabs: "CORs", "Permit ID", and "Users". The "CORs" tab is currently selected. Below the search bar is a section titled "CORs" with a button labeled "Advanced Search" in the top right corner. Below the title, there is a text box with the instruction: "Enter all of part of a search criteria. For example, entering a user name of 'jo' would return 'JohnSmith' and 'sjohnson'." Below this instruction are several input fields: "Permit ID:" with a text input field; "Signatory First Name:" with a text input field; "Signatory Last Name:" with a text input field; "Facility Name:" with a text input field; and "Monitoring Period End Date Range:" with two date input fields and a "(mm/dd/yyyy)" label. At the bottom of the form is a "Search" button.

To access a DMR you need to have a Role, and in order to get one, you have to specify the Permit ID of the facility you're working with. Enter the Permit ID, and then make sure to click the 'Update' button. Roles available for the Permit ID you provided will only be visible if you click Update.

Home | My Account | Request Access | Help | Logout User:netdmrcjdemo@gmail.com, Permittee User




Search
All DMRs & CORs

Import DMRs
Perform Import
Check Results

Download
Blank DMR Form

***Fill in your permit ID number. Don't forget to click the "Update" button!**

Session Lockout Timer: 29:21

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.

Permit ID: ➔

Role:

Note: Permit Administrator Role comes with the first Signatory Role requested for a Permit.

Access Requests

A summary of the current access requests is presented below.

After clicking Update, choose the Role you need from the dropdown menu, then click Add Request. You're free to make more than one request – if you do, they'll all be listed in the Access Requests box at the bottom of the page.

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.

Permit ID:

Role: ➔

Note: Permit Administrator Role comes with the first Signatory Role requested for a Permit.

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
GA0049247	Edit	✘
GA0049247	Permit Administrator	✘

← *Access Requests Box

Click Submit and then Confirm, and you'll see this message letting you know that your request has been submitted for approval.

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: netdmrcj'. Below the navigation bar is the NetDMR logo. A dark blue sidebar contains three main menu items: 'Search All DMRs & CORs', 'Import DMRs Perform Import Check Results', and 'Download Blank DMR Form'. The main content area has a heading 'Request Access to a Permit and Associated DMRs' with a folder icon. Below this heading is a green dashed box containing a green checkmark icon and the text 'Your access request(s) have been submitted for approval.' At the bottom of this message box is a 'Back' button.

You will receive an email notifying you when your role request has been approved or denied. Once a role has been approved, you will have access to the features allowed for that role the next time you login to NetDMR.

To see how the Role Request process works, feel free to view the *Requesting NetDMR Roles* video.