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
Creating a CDX Account

3. Select the “Georgia Environmental Protection Division”

4. Select “Permittee (signature)”

5. Click “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”
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”
16. Select and provide responses to five NetDMR signatory security questions. Remember these are case sensitive.

17. Click “Next”
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.
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”
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.
26. Paste the code copied from email into the Verification Code box. If correct a green checkmark appears.

27. Click “Register”
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.
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”.

Creating a CDX Account

<table>
<thead>
<tr>
<th>Identity Verification</th>
<th>Electronic Identity Proofing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Would you like to perform electronic Identity Proofing?</td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

- **Home Mailing Address (line 1):** 456 main street
- **Home Mailing Address (line 2):**
- **City:** Atlanta
- **State:** Georgia
- **Zip/Postal Code:** 30334
- **Date of Birth:** Jan 1, 1970
- **SSN Last 4:** ****
- **Phone Number:** 404-606-0261

- **Show SSN digits**
- **agree to the Electronic Signature Agreement**

[Verify and Sign button]
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

CDX account creation is complete at this point. Next up is requesting access to the 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.
Requesting Access to Permit in NetDMR

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

Sign Electronically  Cancel

Agency: Georgia Environmental Protection Division
Subscriber Agreement Number: ae7e7483-6bb9-498c-98da-8e24b419071a
Generated On: 2017-10-03 10:19:45.6
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

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**eSignature Authorization**

**1. Authenticate**
Login to CDX

**User:**
SOCSCOTTY

**Password:**

**2. Verify**

**Question:**
Where did you first meet your spouse?

**Answer:**
spouse

**3. Sign**
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.
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.
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.
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/