



Creating a New NetDMR Account in Central Data Exchange (CDX)

**(For Permit Administrator, Edit, and View
Roles Only)**

Tommi West, NetDMR Program Coordinator
Office of Water Quality – Enforcement Branch



Welcome to the NetDMR 2017 Upgrade registration 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).

To create a new NetDMR account, go to:

<https://netdmr.epa.gov>

Sign in
or create a new account

* = required

User ID *

Password *

Sign in

[Forgot username?](#)

[Forgot password?](#)

- Click on “Create a new account”.
- Only create a new account if you did not receive a migration email from EPA.
- If you think you should have received an email, please call ADEQ at 501-682-0624.

US EPA NetDMR Streamlined Registr...

File Edit View Favorites Tools Help

United States Environmental Protection Agency Home Resources

NetDMR Network Discharge Monitoring Report powered by CDX

New Account ID Proofing Submission

Create a New Account * = required

Select State Agency or EPA Region and User Type

State Agency or EPA Region *

- NetDMR: Arkansas DEQ
- NetDMR: Alaska Department of Environmental Conservation
- NetDMR: Arkansas DEQ
- NetDMR: Colorado DPHE WQCD
- NetDMR: Connecticut DEP
- NetDMR: EPA Region 01 - New Hampshire and Massachusetts
- NetDMR: EPA Region 02 - Salamanca - PR & SR

- All fields with an asterisk are required
- Select Arkansas DEQ from the pull down menu

External or Internal Users

- ▶ Internal Users

- ▶ State and Federal Agency Users

- ▶ Read-only access to all signed and submitted reports
 - ▶ Partially completed DMRs only able to be viewed when specifically requested and authorized by facility

- ▶ External Users

- ▶ Permittees

- ▶ Data providers

- ▶ contractors and labs

CDX User Types

<u>Term</u>	<u>Who</u>	<u>Available NetDMR Roles</u>	<u>Definition</u>
Data Provider	Lab, Contractor, or 3rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they <u>cannot</u> sign and submit forms.
Permittee (signature)	If you work for the company AND will Sign/Submit DMRs	Signatory, Permit Administrator, Edit, View	A person authorized to sign, view, edit and submit DMRs for a specific permit. Will also be able to approve roles for other users within NetDMR.
Permittee (no signature)	If you work for the company but will NOT Sign/Submit DMRs	Permit Administrator, Edit, View	Can view, enter and upload DMRs into NetDMR, edit CORs, and approve roles for other users within NetDMR.
Internal User	This is for State/EPA Agency personnel only	Internal Administrator	A Regulatory Authority staff member with a NetDMR account.

Permit Administrator, Edit and View Roles

Permittee (no signature) User

- ▶ You will be able to:
 - ▶ View, edit, and upload DMRs in NetDMR
 - ▶ Edit CORs (Copies of Records)
 - ▶ As a Permit Administrator, can approve roles for other Permit Administrators, Edit, and View users within NetDMR.

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EPA United States Environmental Protection Agency Home Resources

NetDMR Network Discharge Monitoring Report powered by CDX

New Account ID Proofing Submission

Create a New Account * = required

Select State Agency or EPA Region and User Type

State Agency or EPA Region *

NetDMR: Arkansas DEQ

User Type *

- Select...
- Regulated Community
- Data Provider
- Permittee (no signature)
- Permittee (signature)**
- Regulatory Authority
- Internal User

- All fields with an asterisk are required
- Select User Type
 - Choose from the pull down menu under “Regulated Community”
 - Permittee (signature) – Signs DMRs (Responsible and Cognizant Officials)
 - **(Select) Permittee (no signature) – Permit Administrator, Data Entry, or Review**
 - Data Provider – Labs, Consultants, Engineers only



New Account

ID Proofing

Submission

Create a New Account

* = required

Select State Agency or EPA Region and User Type

Personal Information

Title *

Ms

First Name *

Test

Middle Initial

Last Name *

NetDMR

Suffix

Select...

Job Title * ⓘ

Operator

Next

Electronic Signature Setup

All fields
with an
asterisk are
required



New Account

ID Proofing

Submission

Create a New Account

* = required

Select State Agency or EPA Region and User Type

Personal Information

Create a User ID and Password

User ID *

testaccountAFNetDMR

Password *

Testnetdmr5

Verify Password *

Testnetdmr5

☒ Show password

These questions will be used to reset your password:

Question 1 *

What was your childhood nickname?

Answer 1 *

netdmr

Question 2 *

In what city or town was your first job?

Answer 2 *

anywhere

Question 3 *

If you could be any animal, what would it be?

Answer 3 *

lion

☒ Show answers

☒ Agree to the [Terms and Conditions](#)

Next

Check Agree to the Terms and Conditions and Click "Next"

Electronic Signature Setup

All fields with an asterisk are required

Everything is case sensitive

User ID has to be at least 8 characters in length

Password has to be at least 8 characters in length with at least one Number and one Capital Letter

To see your password and answers, click the box by Show Password and Show Answers

Please select three questions in order to reset your password if needed.

Be sure to write down User ID, Password and Security Questions and Answers



New Account

ID Proofing

Submission

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

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

Organization Name *

City of Little Rock

Mailing Address (line 1)

1234 Anywhere St

Mailing Address (line 2)

City

Little Rock

State *

Arkansas

Zip/Postal Code

72022

Find

Enter the name and address of facility.

Click Find


If facility is not found, please see the “Add Organization” slide to learn how to add the facility.

Select Organization

- ▶ Click on the Organization Id link to choose your facility

Organization Information

Select your organization:

Show 10  entries

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
Select	15948	GULF COAST STORET	11110 ROUNDTABLE DRIVE		ROSE HILL	TX	77375
Select	21820	GULF BP CATASTROPHE	100 GULF OF MEXICO DRIVE		CORPUS CHRISTIE	TX	72019
Select	22941	Gulf Oil (Test)	100 Main		Houston	TX	12345
Select	23061	Gulf Coast Oil	100 Main		Houston	TX	65432
Select	23062	Gulf Coast Oil	100 Main		Houston	TX	75202

Showing 1 to 5 of 5 entries

[Previous](#) [1](#) [Next](#)

Organization

► Confirm your Organization

Organization Information

Gulf Oil (Test)
100 Main
Dallas, TX 75202
US

Wrong organization information? [Back to search results](#) or [request that we add your organization.](#)

Next

Add Organization

- ▶ Organization unavailable
- ▶ “Request that we add your organization”

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Add Organization – Continued

Fill out the required information for your facility

All fields with an asterisk are required

Click “Submit Request for Access”

Part 2: Organization Info

Organization Name *	<input type="text"/>
Country *	<input type="text" value="UNITED STATES"/>
Mailing Address *	<input type="text"/>
Mailing Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="-Please Select-"/>
ZIP/Postal Code *	<input type="text"/>
Email *	<input type="text" value="jakenetdmr1@yahoo.com"/>
Phone Number *	<input type="text"/>
Phone Number Ext	<input type="text"/>
Fax Number	<input type="text"/>

[Back to Search Results](#)[Submit Request for Access](#)

Add Organization - Continued

- ▶ Select your Organization
- ▶ Enter your phone number

Part 2: Organization Info

- ☐ Select a Current Organization
☒ Request to Add an Organization

Shell Offshore, Inc

701 Poydras St
New Orleans, LA, US
70139

Email * cathypermitadm@gmail.com

Phone Number * (214) 665-0000

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

[Submit Request for Access](#)

US EPA NetDMR Streamlined Registr...

File Edit View Favorites Tools Help

EPA United States Environmental Protection Agency Home Resources

Personal Information ^

Create a User ID and Password ^

Electronic Signature Setup ^

Organization Information ^

Contact Information v

Organization Name *

City of Little Rock

Mailing Address (line 1) *

1234 Anywhere St

Mailing Address (line 2)

City * State *

Little Rock Arkansas

Zip/Postal Code * Country *

72022 UNITED STATES

Phone Number * Extension

501-555-2222

Email *

west@adeq.state.ar.us

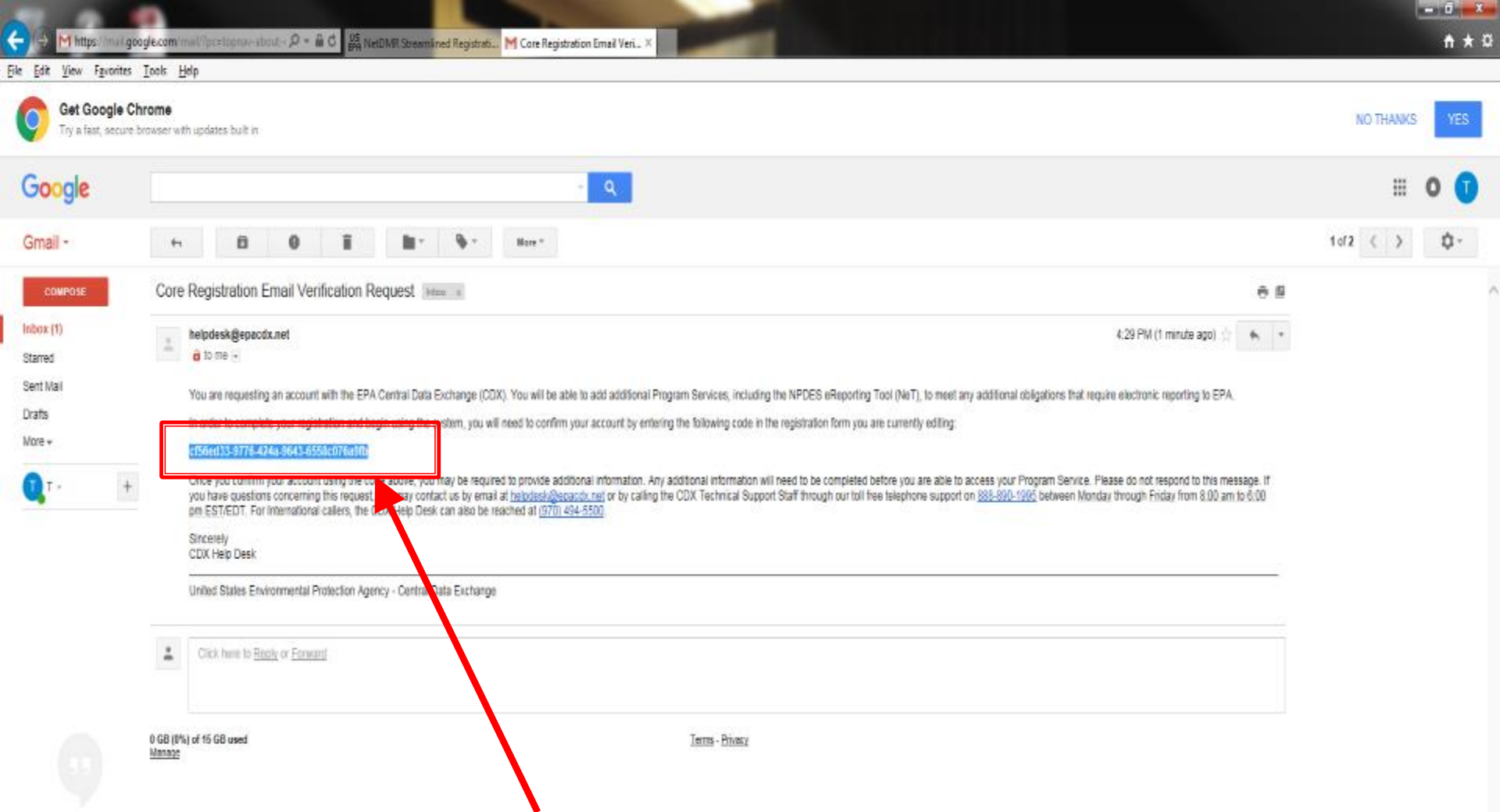
Re-enter Email *

west@adeq.state.ar.us

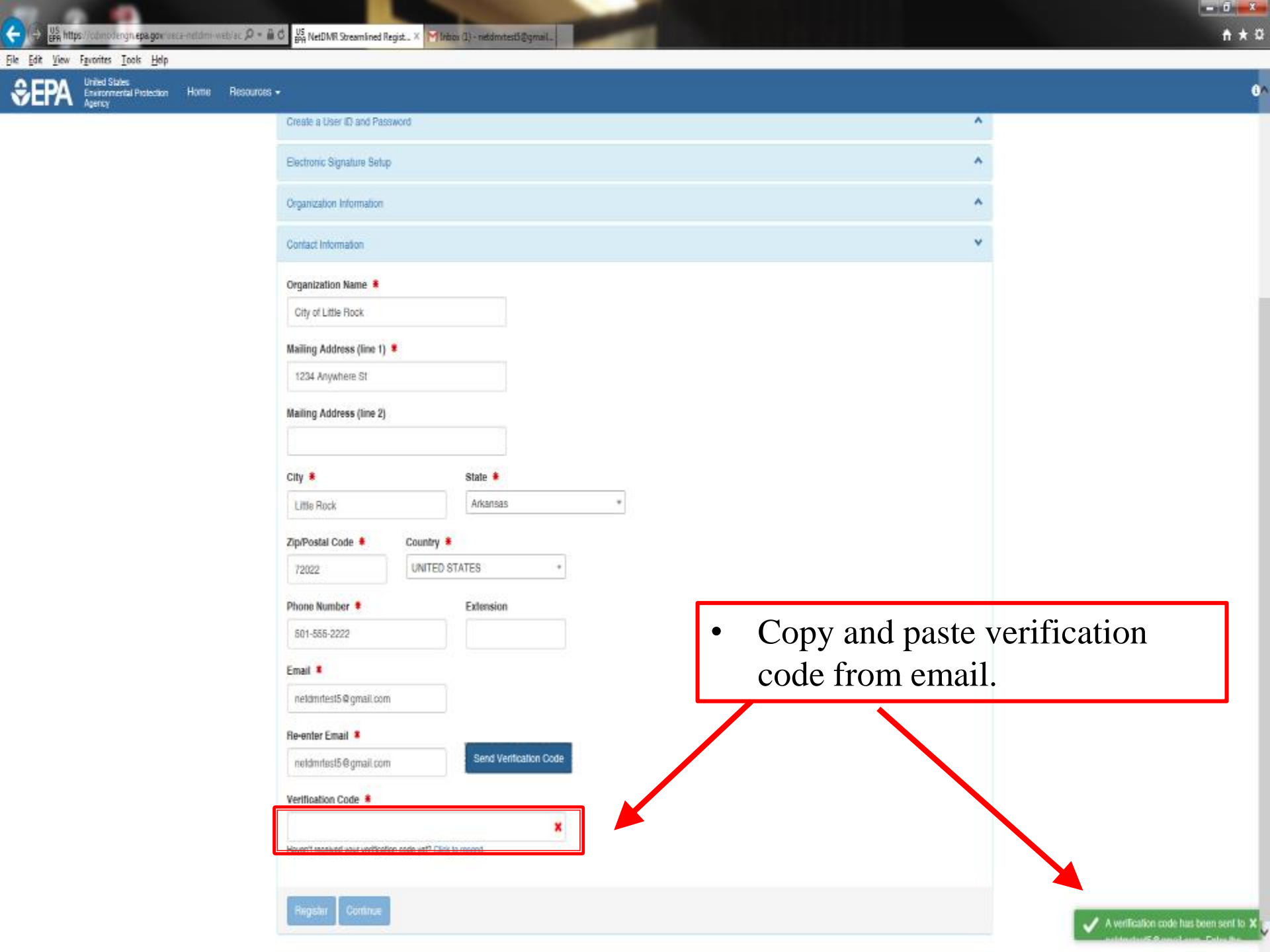
Send Verification Code

Register Continue

- Click “Send Verification Code”. Will receive the verification code in your email listed.
- Will only have 20 minutes to copy and paste code.



Example of the Verification Code email. Copy the code and paste into the verification code box on the CDX page.



- Copy and paste verification code from email.

Create a User ID and Password ^

Electronic Signature Setup ^

Organization Information ^

Contact Information v

Organization Name *

City of Little Rock

Mailing Address (line 1) *

1234 Anywhere St

Mailing Address (line 2)

City *

Little Rock

State *

Arkansas

Zip/Postal Code *

72022

Country *

UNITED STATES

Phone Number *

501-555-2222

Extension

Email *

netdmrtest5@gmail.com

Re-enter Email *

netdmrtest5@gmail.com

Send Verification Code

Verification Code *

ct56ed33-9776-424a-9643-6558c076a9fb

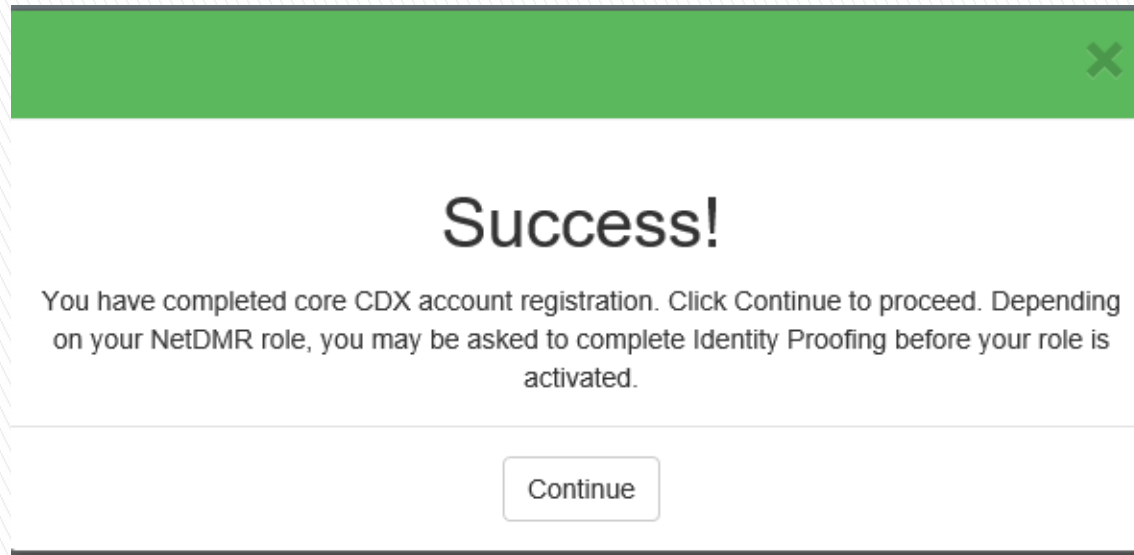


Register

Continue

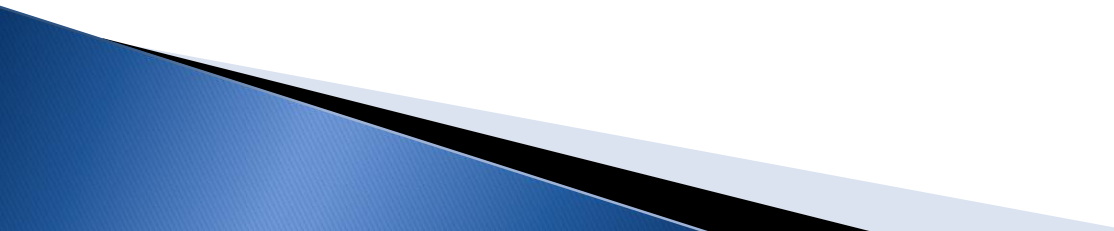
After copying the verification code from the email, paste in the box and click "Register"

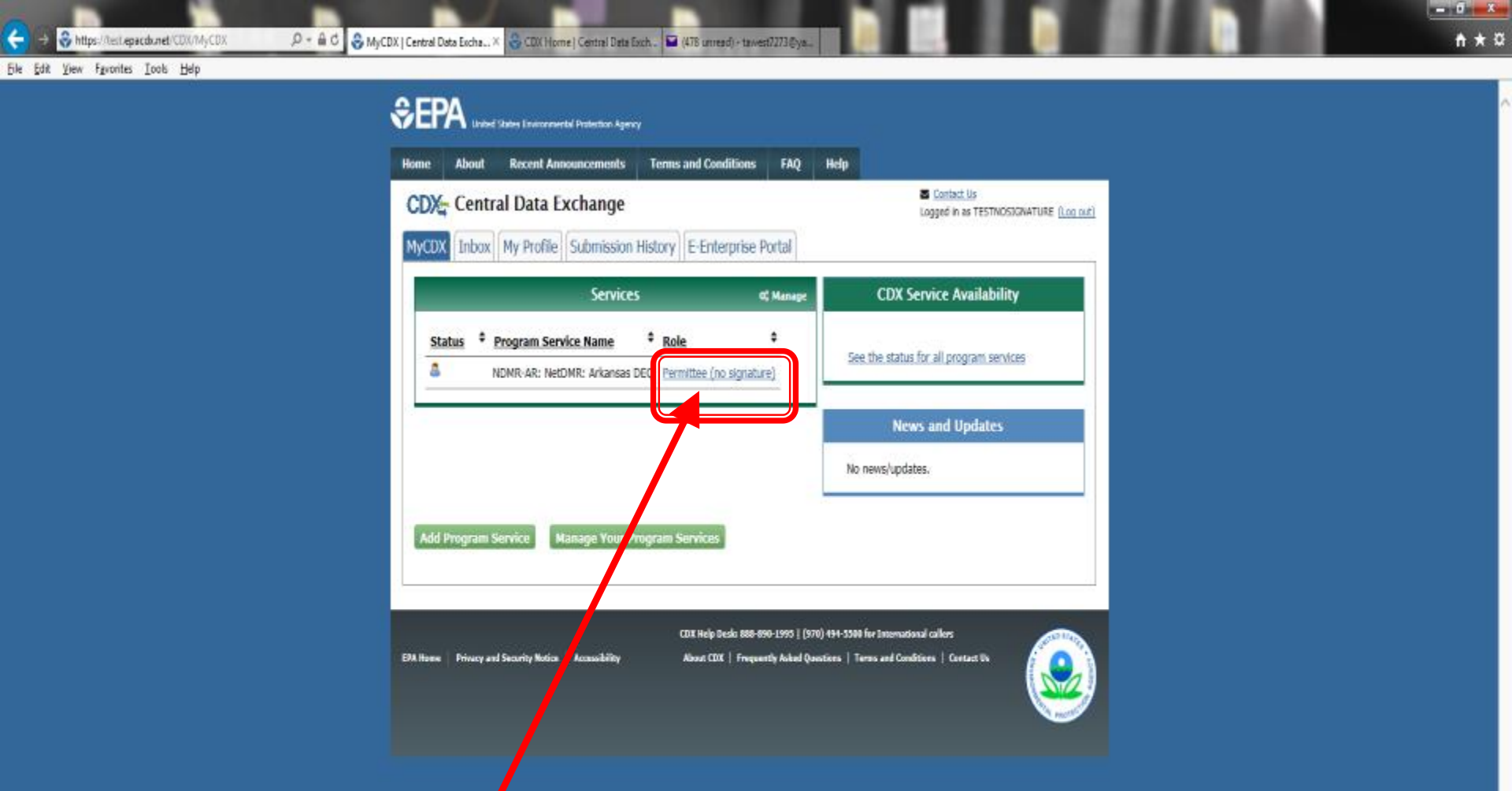
Organization Registration Completed



- After clicking on REGISTER, this pop-up will appear confirming completion.
- Click CONTINUE

Registration Process

- ▶ At this stage, Permittee (no signature) and Data Providers are finished and now have access to NetDMR
 - ▶ After account creation, the CDX home page will appear (as shown on the next page)
- 

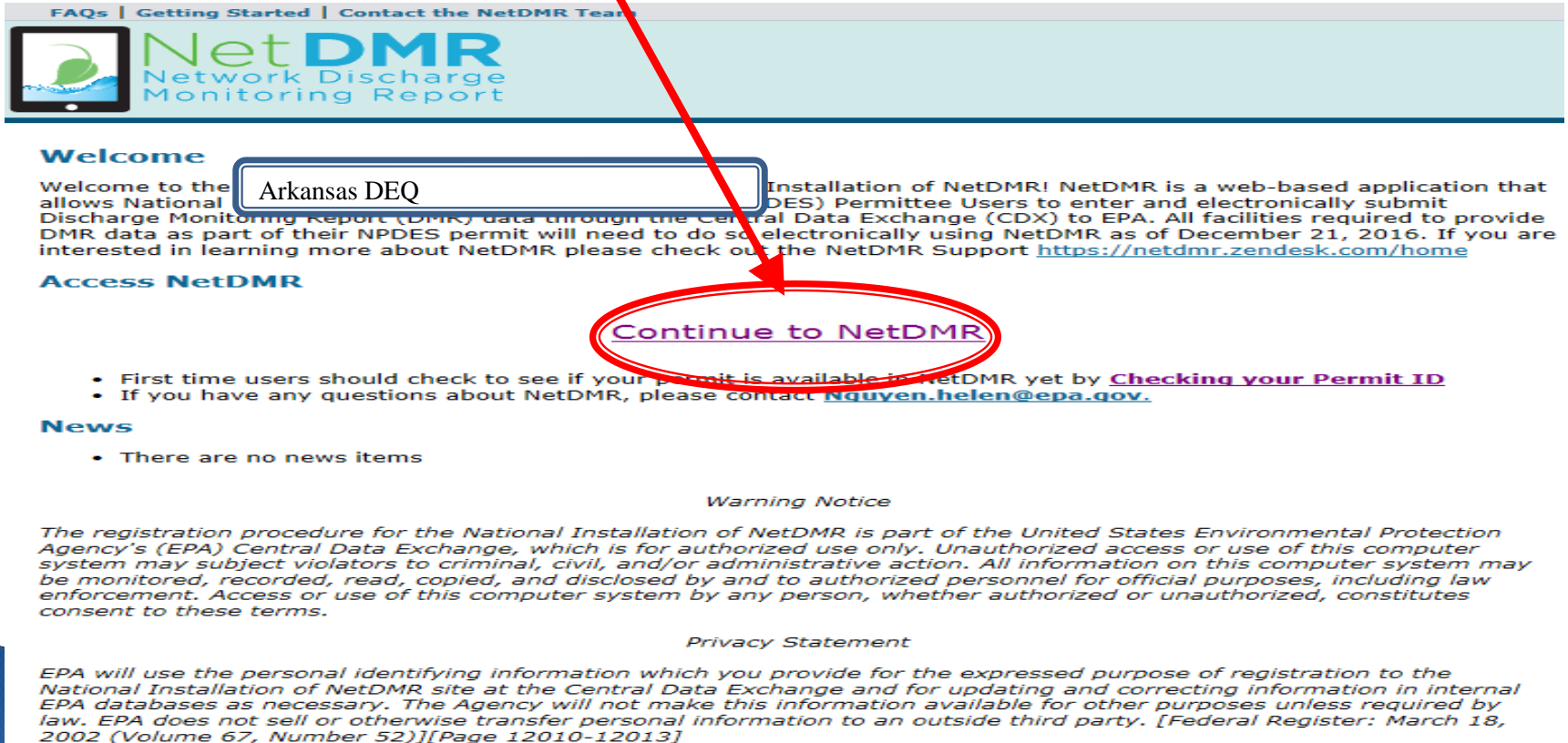


CDX Home Page

Click on “Permittee (no signature)” to continue the NetDMR Landing page.

New NetDMR Landing Page

- After you click on your Role on the CDX home page, you will be taken to the new Welcome page of NetDMR.
- Click on “Continue to NetDMR” and your NetDMR Home Page will appear.



The screenshot shows the NetDMR Welcome page. At the top, there is a navigation bar with links: [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#). Below this is the NetDMR logo, which includes a green leaf icon and the text "NetDMR Network Discharge Monitoring Report". The main heading is "Welcome". The text below the heading reads: "Welcome to the NetDMR! NetDMR is a web-based application that allows National Pollutant Discharge (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>". A red arrow points from the "Continue to NetDMR" link in the list below to the "Continue to NetDMR" link in the text above. The link is circled in red. Below the link, there is a section titled "Access NetDMR" with two bullet points: "• First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)" and "• If you have any questions about NetDMR, please contact nguyen.helen@epa.gov". Below this is a "News" section with one bullet point: "• There are no news items". At the bottom, there is a "Warning Notice" and a "Privacy Statement".

FAQs | Getting Started | Contact the NetDMR Team

NetDMR
Network Discharge
Monitoring Report

Welcome

Welcome to the NetDMR! NetDMR is a web-based application that allows National Pollutant Discharge (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

- 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 nguyen.helen@epa.gov.

News

- There are no news items

Warning Notice

The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]

US EPA Request Access Summary | CDX Home | Central Data Exch... | (476 unread) - tavest2273@ya...

File Edit View Favorites Tools Help

Home | My Account | Request Access | Help | Logout

User: TEST/OSIGNATURE, Permittee User

NetDMR

Network Discharge Monitoring Report

Arkansas DEQ

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

Download
Blank DMR Form

Session Lockout Timer: 29:49

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:
AR0640123

Update

Role:
Select One
View
Edit
Permit Administrator
Add Request

will also automatically be given the
and View Roles.

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
No Permits found		

Submit

©2008 NetDMR

After creating your account, you will request a Edit, View, or Permit Administrator role to your permit.

- Enter your full Permit Number, Click Update, Select Role, and Click Add Request.

US EPA https://netdmrtest.epacdc.net/netdmr-web/protec... Request Access Summary x CDX Home | Central Data Exch... (476 unread) - tavest2273@ya...

File Edit View Favorites Tools Help

Home | My Account | Request Access | Help | Logout User: TEST\OSIGNATURE, Permittee User

NetDMR Network Discharge Monitoring Report

Arkansas DEQ

Search All DMRs & CORs

Unscheduled DMRs Unscheduled DMRs

Import DMRs Perform Import Check Results

Update NOD1 Check Results

Download Blank DMR Form

Session Logout Timer: 29:56

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: ARG640123

Update


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.

Permit ID	Requested Role	Remove Access Request
ARG640123	Edit	

Submit

©2008 NetDMR


After requesting access, your request will appear under Access Requests.

- If you have more than one permit, repeat the process, and Click Submit.

US EPA https://netdmrtest.epacdx.net/netdmr-web/protect US EPA Confirm Access Requests CDX Home | Central Data Exch... (476 unread) - tavest2273@ya...

File Edit View Favorites Tools Help

Home | My Account | Request Access | Help | Logout User: TEST\MOESIGNATURE, PermitUser

 **NetDMR**
Network Discharge
Monitoring Report

Arkansas DEQ

Search
All DMRs & CORs


Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NOD1
Check Results


Download
Blank DMR Form

Session Logout Timer: 29:59

 **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
ARG640125	Edit	N/A

 Confirm Cancel

©2008 NetDMR

This page will appear to confirm your Access Request, click Confirm.

US EPA Access Request(s) Sent x CDX Home | Central Data Exch... (478 unread) - taw

File Edit View Favorites Tools Help

Home | My Account | Request Access | Help | Logout User:TESTNOSIGNATURE, Permittee User

NetDMR

Network Discharge Monitoring Report

Arkansas DEQ

Search
All DMRs & CORs


Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

Download
Blank DMR Form

Request Access to a Permit and Associated DMRs

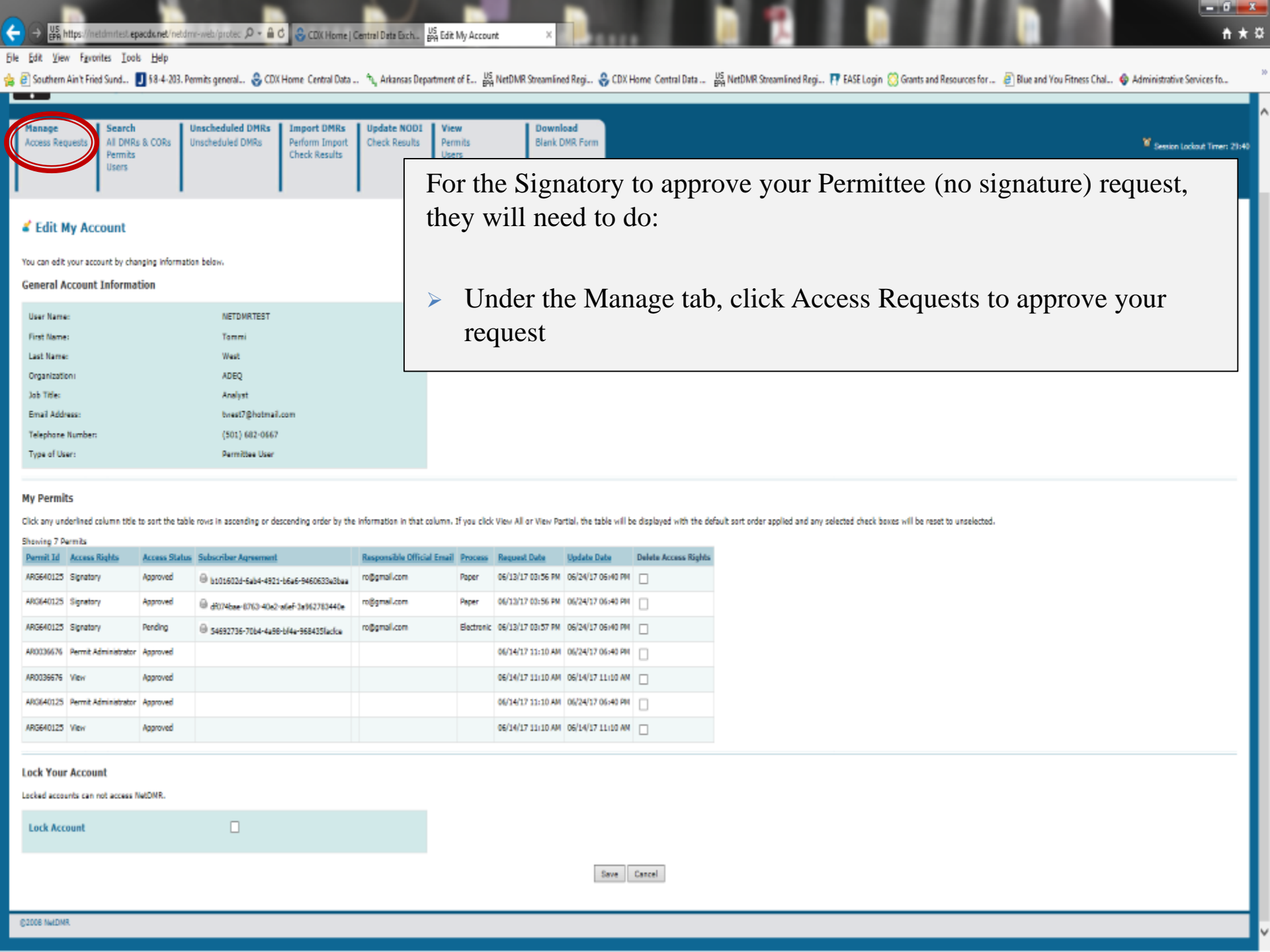
 **Your access request(s) have been submitted for approval.**

Back

©2008 NetDMR

This page will appear to confirming your Access Request has been submitted for approval.

The Signatory will need to approve the access request.



For the Signatory to approve your Permittee (no signature) request, they will need to do:

- Under the Manage tab, click Access Requests to approve your request

My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Permit ID	Access Rights	Access Status	Subscriber Agreement	Responsible Official Email	Process	Request Date	Update Date	Delete Access Rights
ARG640125	Signatory	Approved	6101602d-6ab4-4921-b6a6-9460633e3baa	ro@gmail.com	Paper	06/13/17 03:56 PM	06/24/17 06:40 PM	<input type="checkbox"/>
ARG640125	Signatory	Approved	d074bae-0763-40e2-afef-3a362783440e	ro@gmail.com	Paper	06/13/17 03:56 PM	06/24/17 06:40 PM	<input type="checkbox"/>
ARG640125	Signatory	Pending	54692736-70b4-4a36-bf4a-968435facka	ro@gmail.com	Electronic	06/13/17 03:57 PM	06/24/17 06:40 PM	<input type="checkbox"/>
AR0336676	Permit Administrator	Approved				06/14/17 11:10 AM	06/24/17 06:40 PM	<input type="checkbox"/>
AR0336676	View	Approved				06/14/17 11:10 AM	06/14/17 11:10 AM	<input type="checkbox"/>
ARG640125	Permit Administrator	Approved				06/14/17 11:10 AM	06/24/17 06:40 PM	<input type="checkbox"/>
ARG640125	View	Approved				06/14/17 11:10 AM	06/14/17 11:10 AM	<input type="checkbox"/>

Lock Your Account

Locked accounts can not access NetDMR.

☐ Lock Account

Save Cancel

After the Signatory clicks on Access Requests, this page will appear. Under Pending Access Requests – External, the user’s request will be listed and the Signatory will need to check the Approve box and click Save.

Manage Access Requests

Pending Access Requests - Internal
No results.

Pending Access Requests - External

One item found

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Test Site	TESTNOSIGNATURE	BENTON/WASHINGTON REGIONAL PUBLIC WATER AUTHORITY	ARG640125	Edit	07/19/17	<input checked="" type="checkbox"/>			

Save Cancel

Pending Access Requests - External Signatory

Click the link in the Subscriber Agreement column to review the subscriber agreement before signing.

One item found

Name	User Name	Permit ID	Facility	Request Date	Update Date	Responsible Official Email	Approve	Deny	Comment	Subscriber Agreement	View Details
Tommi West	NETDMRTST	ARG640125	BENTON/WASHINGTON REGIONAL PUBLIC WATER AUTHORITY	06/13/17	07/15/17	rs@gmail.com					

US EPA https://netdmrtest.epacdc.net/netdmr-web/protec... CDX Home | Central Data Exch... US EPA Manage Access Requests X

File Edit View Favorites Tools Help

Home | My Account | Request Access | Help | Logout User: NETDMRTEST, Permittee User

NetDMR Network Discharge Monitoring Report

Arkansas DEQ

Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NOD1
Check Results

View
Permits
Users
DMR Signing Status

Download
Blank DMR Form

Session Lockout Timer: 29:59

Manage Access Requests

You have requested access rights update for the following users. Please confirm.

Pending Access Requests - External

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Test Site	TESTNOSIGNATURE	BENTON/WASHINGTON REGIONAL PUBLIC WATER AUTHORITY	ARG640125	Edit	07/19/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Submit

Cancel

Pending Access Requests - Internal

No results.

Submit

Cancel


©2008 NetDMR

After clicking Save, Click Submit to confirm the access request.

US EPAhttps://netdmrtest.epa.gov/netdmr-web/protecCDX Home | Central Data Exh...US EPAManage Access RequestsX

FileEditViewFavoritesToolsHelp

Home | My Account | Request Access | Help | LogoutUser: NETDMRTEST, Permittee User



NetDMR
Network Discharge
Monitoring Report

Arkansas DEQ

Manage
Access Requests

Search
All DMRs & CORs
Permits
Users

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

View
Permits
Users
DMR Signing Status


Download
Blank DMR Form

Session Lockout Timer: 29:52

Confirm Access Requests

Access rights have been updated.

Pending Access Requests - External

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Test Site	TESTNOSIGNATURE	BENTON/WASHINGTON REGIONAL PUBLIC WATER AUTHORITY	AR6640125	Edit	07/19/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Back

Pending Access Requests - Internal

No results.

Back

©2006 NetDMR

Access Rights have been updated and approved.

CDX/NetDMR Customer Service

- CDX - Account information, including passwords, resend your Verification email
 - Call 888-890-1995 (toll-free) or (970) 494-5500 for International callers
 - helpdesk@epacdx.net
 - Hours of operation is Monday - Friday,
 - 7 am – 5 pm Central Standard Time
-
- NetDMR Customer Support
 - Call Center at 1-877-227-8965 (toll-free)
 - Email to NPDESeReporting@epa.gov
 - Hours of operation is Monday - Friday,
 - 8 am – 4 pm Central Standard Time

Additional Support Resources

- NetDMR Zendesk (<https://netdmr.zendesk.com>)
 - Documentation
 - Training Tutorials
 - Training Schedules
 - Recorded webinars
 - FAQs
- Regulatory Authority

<https://netdmr.zendesk.com/hc/en-us/articles/209616226>

ADEQ NetDMR Contact Information

- Richard Healey, Enforcement Branch Manager: 501-682-0640
 - healeyr@adeq.state.ar.us
- General NetDMR Assistance: 501-682-0624
 - netdmr@adeq.state.ar.us