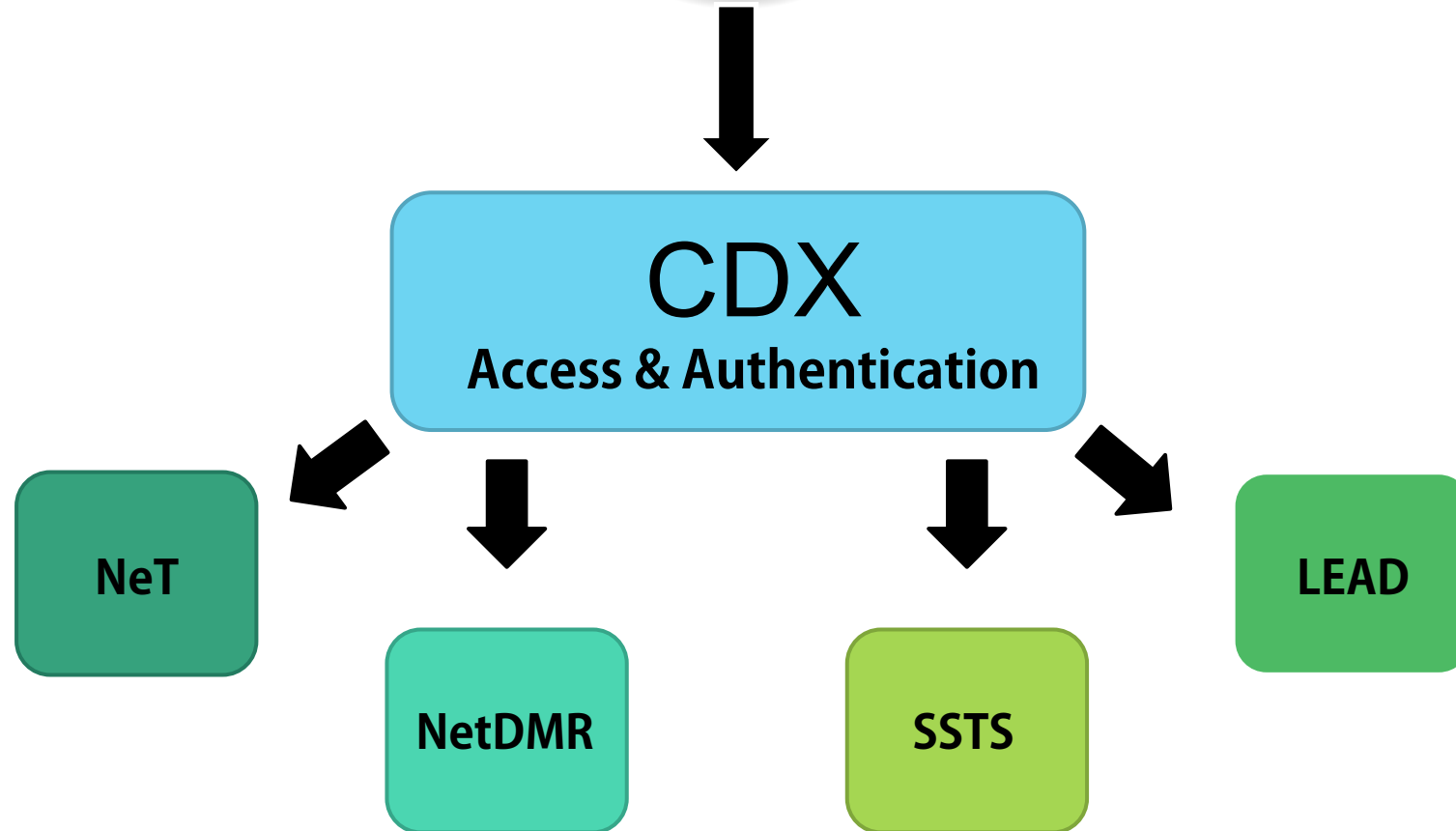
The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue, creating a modern, dynamic feel.

# **Creating a new Central Data Exchange (CDX) Account (to access NetDMR)**



In order to access NetDMR, you must first create an account in CDX





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](mailto: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).

1. CDX login URL:  
<https://netdmr.epa.gov>

2. As soon as you type in the URL, you will be redirected to this NetDMR CDX log in page.

## Sign in

or [create a new account](#)

\* = required

User ID \*

Password \*

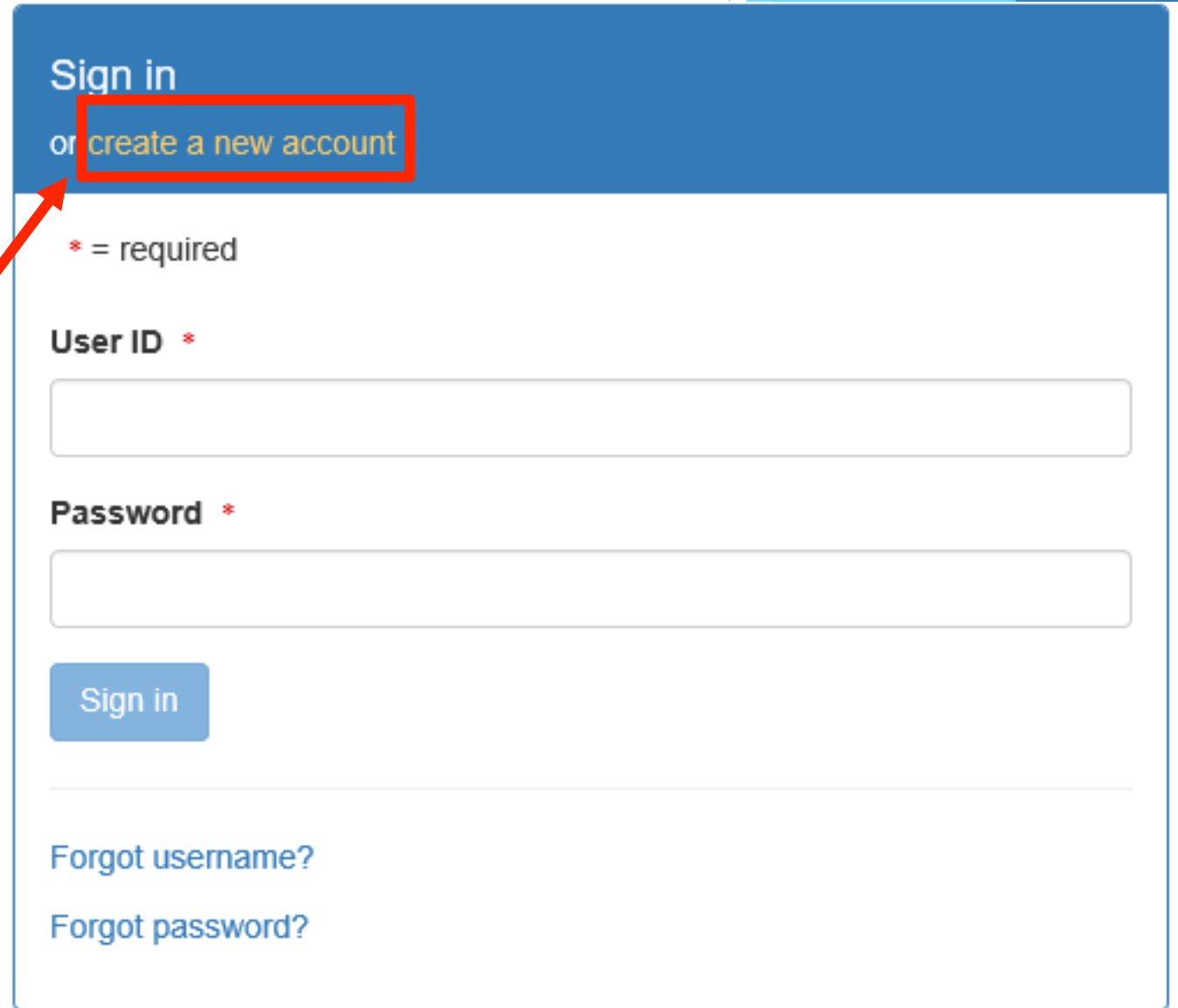
Sign in

[Forgot username?](#)

[Forgot password?](#)

# Create a New Account

- ▶ Click on create a new account.



Sign in  
or [create a new account](#)

\* = required

**User ID \***

**Password \***

[Sign in](#)

---

[Forgot username?](#)

[Forgot password?](#)

# Selecting Program Service and Role

- ▶ All \* fields are required
- ▶ Select State Agency or EPA Region (aka Instance Name) and User Type
  - ▶ Regulatory Agency where your DMRs are sent
  - ▶ Choose from the pull down menu

## Create a New Account

Select State Agency or EPA Region and User Type

State Agency or EPA Region \*

Select...

User Type \*



Next

# Select Programs Service (Formerly know as Instance)

- ▶ Select your Regulatory Authority
- ▶ For example:
  - ▶ Hawaii - DMRs are sent to state agency
    - ▶ Choose Hawaii Dept. of Health Instance
  - ▶ New Mexico facilities submit DMRs to EPA
    - ▶ Choose EPA Region 6 Instance

## Create a New Account

Select State Agency or EPA Region and User Type

State Agency or EPA Region \*

NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX

NetDMR: Arkansas DEQ

NetDMR: Colorado DPHE WQCD

NetDMR: Connecticut DEP

NetDMR: Georgia Environmental Protection Division

NetDMR: Hawaii - Dept. of Health

NetDMR: Illinois EPA

# Select User Type

- ▶ Select User Type
  - ▶ Permittee (signature)
  - ▶ Permittee (no signature)
  - ▶ Data Provider
  
- ▶ Press **NEXT** to continue

## Create a New Account

Select State Agency or EPA Region and User Type

**State Agency or EPA Region \***

NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX

**User Type \***

Select...

**Regulated Community**

Data Provider

Permittee (no signature)

Permittee (signature)

**Regulatory Authority**

Internal User

# CDX Roles

<u>Term</u>	<u>Who</u>	<u>Available NetDMR Roles</u>	<u>Definition</u>
<b>Data Provider</b>	Lab, Contractor, or 3rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they <b><u>cannot</u></b> sign and submit forms.
<b>Permittee (signature)</b>	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.
<b>Permittee (no signature)</b>	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.
<b>Internal User</b>	This is for State/EPA Agency personnel only	Internal Administrator	A Regulatory Authority staff member with a NetDMR account.



# 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 \***

Next

# Personal Information

- ▶ Fill out required information
  - ▶ All boxes with asterisks \*
  - ▶ For Permittee (signature), ensure First & Last Names are your legal names (e.g. Robert, not Bob)
  - ▶ Click NEXT when done.

# Create a User ID and Password

- ▶ Create User id & Password
- ▶ Choose 3 Security questions, and enter an answer
  - ▶ Case Sensitive
- ▶ Agree to the Terms and Conditions

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 \*

Select a question...

Question 2 \* Answer 2 \*

Select a question...

Question 3 \* Answer 3 \*

Select a question...

Agree to the [Terms and Conditions](#)

Next

# Signatory Accounts

- ▶ If requesting the CDX role of Permittee (signature)
  - ▶ Required to answer 5 additional questions for digitally signing documents
  - ▶ Electronic Signature Agreement (ESA) or Paper Signature Agreement is required

# Electronic Signature Setup - Permittee (signature) Only

- ▶ Select 5 security questions from the drop down list.
- ▶ Enter an answer for each question selected.
- ▶ Remember your answers!

Electronic Signature Setup

These questions will be used for signing your document electronically:

<b>Question 1 *</b>	<input type="text" value="Select a question..."/>	<b>Answer 1 *</b>	<input type="text"/>
<b>Question 2 *</b>	<input type="text" value="Select a question..."/>	<b>Answer 2 *</b>	<input type="text"/>
<b>Question 3 *</b>	<input type="text" value="Select a question..."/>	<b>Answer 3 *</b>	<input type="text"/>
<b>Question 4 *</b>	<input type="text" value="Select a question..."/>	<b>Answer 4 *</b>	<input type="text"/>
<b>Question 5 *</b>	<input type="text" value="Select a question..."/>	<b>Answer 5 *</b>	<input type="text"/>

Show answers

Next

# Organizational Information

▶ Search for your organization.

▶ Organization name and State are required, other search fields are optional

▶ This is the organization you work for (your employer)

Organization Information

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

# Select Organization

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

Organization Information

Select your organization:

Show  entries

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

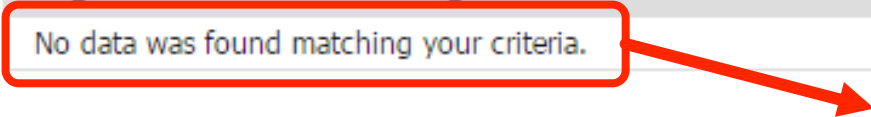
- ▶ Organization unavailable
- ▶ “Request that we add your organization”

**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 organization
  - ▶ Noted with \*
- ▶ 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"/>

# 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 \***

**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](#)

# Contact Information

- ▶ Enter required fields.
- ▶ Click **SEND VERIFICATION CODE**.
- ▶ A green pop-up note will appear on screen informing an email was sent to this email.
- ▶ You will receive an email from CDX support with a Verification Code within a few minutes.

### Contact Information

<b>Phone Number *</b>	<b>Extension</b>
<input type="text"/>	<input type="text"/>
<b>Email *</b>	
<input type="text"/>	
<b>Re-enter Email *</b>	
<input type="text"/>	

✓ A verification code has been sent to cathygfsign@gmail.com. Enter the code below and select Continue to finalize your CDX account setup.

# Email Verification

helpdesk@epacdx.net

Today at 2:31 PM

To dianacdxns@yahoo.com

You are requesting an account with the EPA Central Data Exchange (CDX). You will be able to add additional Program Services, including the NPDES eReporting Tool (NeT), to meet any additional obligations that require electronic reporting to EPA.

In order to complete your registration and begin using the system, you will need to confirm your account by entering the following code in the registration form you are currently editing:

**53a61172-b391-4ded-a162-a45dc76dedc5**

Once you confirm your account using the code above, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service. Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely  
CDX Help Desk

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United States Environmental Protection Agency - Central Data Exchange

Reply   Reply to All   Forward   More

# Contact Information/ Registration

- ▶ After clicking SEND VERIFICATION CODE a verification box will appear
  - ▶ Enter Verification Code
  - ▶ You can COPY & PASTE code from email directly into box.
- ▶ Click Register

Contact Information

Phone Number \*

Extension

Email \*

Re-enter Email \*

Verification Code \*

# Organization Registration Completed



## Success!

You have completed core CDX account registration. Click Continue to proceed. Depending on your NetDMR role, you may be asked to complete Identity Proofing before your role is activated.

Continue

- 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

# “Permittee (signature)” Additional Requirements

- ▶ Permittee (signature) will need to continue as additional information is required
  - ▶ Identify Proofing
    - ▶ Electronic Signature Agreement (ESA)
    - ▶ Paper ESA option



# Identity Proofing

- ▶ Enter required fields with an asterisk
- ▶ Agree Electronic Signature Agreement (ESA)
- ▶ Verify and Sign
- ▶ Paper option available
  - ▶ Click on white tab for paper

## Identity Proofing

Identity Verification

Would you like to perform electronic Identity Proofing?

YES  **Click on white tab for paper option of Identity Proofing**

Electronic Identity Proofing

The following information will be used for identity proofing, it will not be stored.

Home Mailing Address (line 1) \*

Home Mailing Address (line 2)

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

Date of Birth \*

SSN Last 4: \* Phone Number

Show SSN digits

I agree to the [Electronic Signature Agreement](#)

Verify and Sign

# Identify Proofing

- ▶ If Lexis Nexis is unable to verify your identity -  
Must Submit Paper Signature Agreement

Identity Verification

**We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement.**

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the ESA and does take longer to process. You will not be able to access the NetDMR system until this document is received and processed.

Paper ESA

**U.S. Environmental Protection Agency  
Office of Enforcement and Compliance Assurance  
NPDES e-Reporting Tool Electronic Signature Agreement**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

# Paper ESA: RA address

## You must click on print to continue

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the ESA and does take longer to process. You will not be able to access the NetDMR system until this document is received and processed.

### Paper ESA

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Signed:

\_\_\_\_\_  
Ms Diana Mendoza  
Responsible Official

Date:

PLEASE FOLLOW THE MAILING INSTRUCTIONS AT THE FOLLOWING HYPERLINK:

[https://netdmrloadtest.epacdx.net/netdmr-web/public/instance\\_mailing\\_address.htm?instance=NDMR-R6](https://netdmrloadtest.epacdx.net/netdmr-web/public/instance_mailing_address.htm?instance=NDMR-R6)

Print

Continue



# NetDMR

Network Discharge  
Monitoring Report

## Electronic Signature Agreement Mailing Address

### EPA Region 06 - AR-GM-LA-NM-OK-TX

Administrator	Address
RA Name Email Phone #	Attn: - U.S. EPA Region 6 1445 Ross Avenue, Suite 1200 Dallas, TX 75202-2733

# MyCDX

- ▶ This is the landing page when logging into NetDMR
- ▶ Clicking on your **ROLE** will take you to NetDMR
- ▶ This link will be inactive (not clickable) if you have not been approved

The screenshot displays the MyCDX Central Data Exchange interface. At the top, there is a navigation bar with the following links: MyCDX, Inbox, My Profile, and Submission History. Below this is a section titled "Services" with a "Manage" link on the right. A table lists the services, with the "Role" column highlighted by a blue box. The table contains one row with a user icon, the program name "NDMR-R6: NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX", and the role "Permittee (signature)". At the bottom of the interface, there are two buttons: "Add Program Service" and "Manage Your Program Services".

Status	Program Service Name	Role
	NDMR-R6: NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX	<a href="#">Permittee (signature)</a>

# NetDMR

- ▶ Click on 'Continue to NetDMR' to continue.

- ▶ Will need to continue by Requesting Access to specific NPDES ID(s) within NetDMR.

FAQs | Getting Started | Contact the NetDMR Team

**NetDMR**  
Network Discharge  
Monitoring Report

## Welcome

Welcome to the **EPA Region 06 - AR-GM-LA-NM-OK-TX** Installation of NetDMR! NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (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>

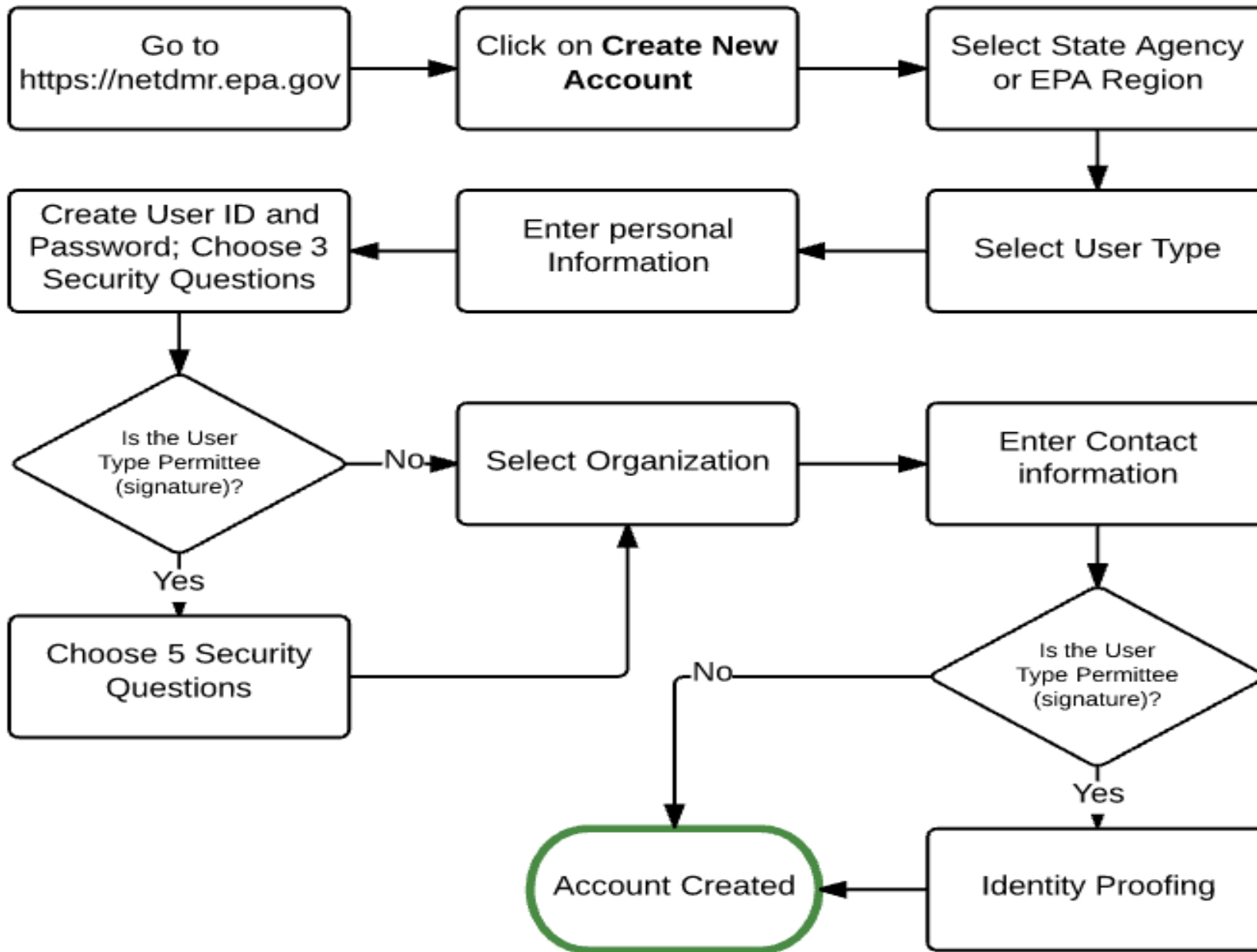
### Access NetDMR

[Continue to 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](mailto:Nguyen.helen@epa.gov).

### News

- There are no news items



# 2 Ways to Access NetDMR

- ▶ Go to NetDMR directly
  - ▶ url: <https://netdmr.epa.gov>
  
- ▶ Go to NetDMR Zendesk website
  - ▶ url: <https://netdmr.zendesk.com>
  - ▶ Includes User Guides and on-line training