

How to Request a Signatory Role



What is a Signatory user?

A **Signatory** (40 CFR § 122.22) is a person associated with a Permittee that is responsible for signing and submitting DMRs on behalf of an organization. In order to sign and submit DMRs you must be either a *Responsible Official (RO)* or a *Duly Authorized Representative (DAR)*.

Signatories can also perform the following tasks:

- ▶ view, edit and delete DMRs
- ▶ import DMRs
- ▶ view CORs, permits and users
- ▶ download blank DMR forms
- ▶ **Note:** Before a Signatory can sign and submit DMRs, they first **must** sign and submit a **Subscriber Agreement (SA)** to the Regulatory Authority. This can be done electronically or via paper.

RO or DAR? (Signatories Only)


- ▶ Are you a Responsible Official (RO) or a Duly Authorized Representative (DAR)?
- ▶ **Responsible Officials** are authorized to sign and submit DMRs themselves (in accordance with 40 CFR 122.22)
- ▶ **Duly Authorized Representatives** are authorized to sign and submit DMRs on behalf of a Responsible Official
 - ▶ When Requesting Access as a Signatory, DARs will need to enter the Responsible Official Information to complete the Subscriber Agreement


Signatory Access Role (Responsible Official)

To get Request Access

Home | My Account | **Request Access** | Help | Logout

User: , Permittee User

 **NetDMR**
Network Discharge
Monitoring Report



Manage
Access Requests

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

Download
Blank DMR Form

Session Lo

Search: **All DMRs & CORs**

All DMRs & Copies of Record (CORs)

Last 10 Logins

5/16/17	12:46 PM	-
5/16/17	7:09 AM	-

- Click on “**Request Access**” to type in the permit you want to have Signatory access to.

Insert Permit ID and Role

Home | My Account | Request Access | Help | Logout

User: dianasigcdx@yahoo.com



NetDMR
Network Discharge
Monitoring Report

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Search

All DMRs & CORs
Permits
Users

Unscheduled DMRs

Unscheduled DMRs

Import DMRs

Perform Import
Check Results

Update NODI

Check Results

View

Permits
Users
DMR Signi

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:

Roles:

Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

Access Requests

➤ Type in Permit ID

➤ Click **“Update”**

➤ Next, click on drop-down list


➤ Click **“Signatory”**

➤ Click **“Add Request”**


Submit Request

Access Requests

A summary of the current access requests is presented below.

<u>Permit ID</u>	Requested Role	Remove Access Request
NM0000060	Signatory	

- Make sure you typed in the correct Permit ID and Role.
- If correct, click **Submit**.



Submit

Select Radio Button for Responsible Official

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
nm0000051	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Select One ▼</p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

- Click on employer's relationship to facility.
- Click on first radio button if you are the RO.

Paper or Electronic Signature

Confirm Access Requests to a Permit and Associated DMRs

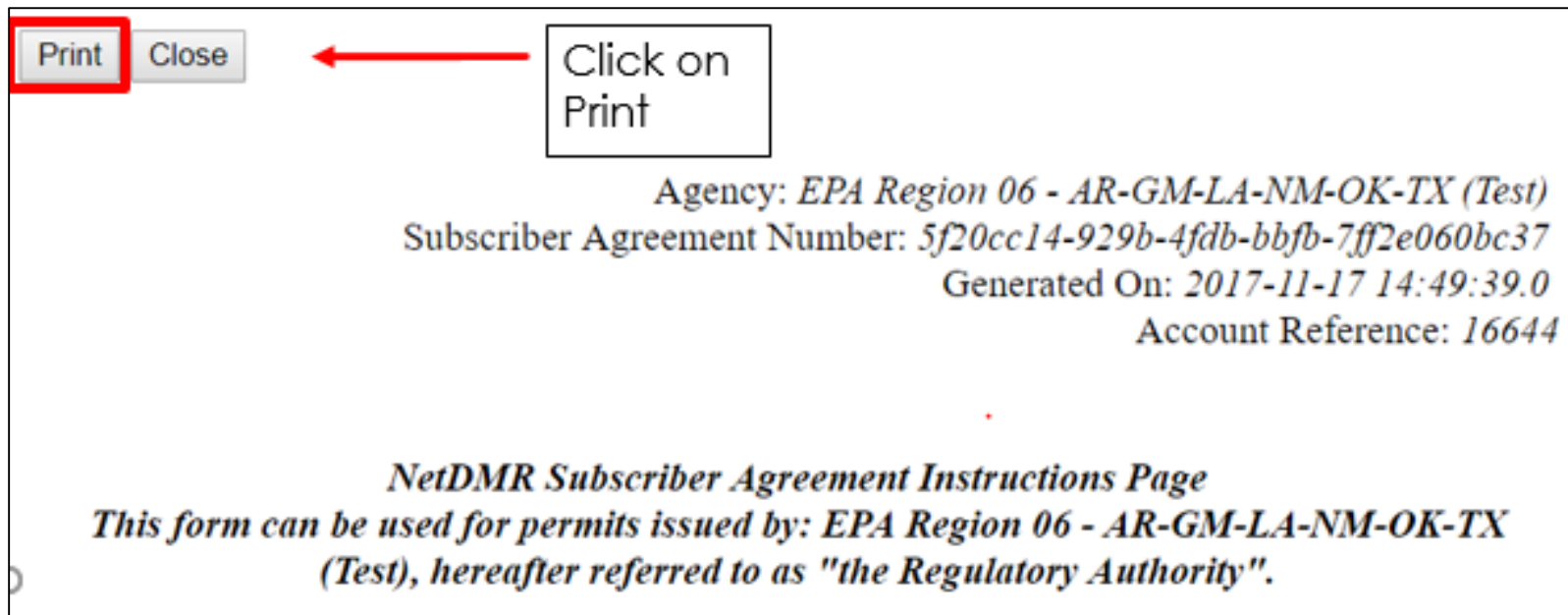
The table below contains the access requests that you have entered.

<u>Permit ID</u>	<u>Requested Role</u>	<u>Additional Information</u>
nm0000051	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Facility ▼</p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p>

➤ Click either sign electronically or sign via paper.

Paper Signature

- ▶ Upon clicking “**Sign via Paper**”, a pop-up window with your SA will appear.
- ▶ Click on print.



Print Close

Click on Print

Agency: *EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)*
Subscriber Agreement Number: *5f20cc14-929b-4fdb-bbfb-7ff2e060bc37*
Generated On: *2017-11-17 14:49:39.0*
Account Reference: *16644*

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".

Final Print

Print

Total: **2 sheets of paper** (4 pages)

Print

Cancel

Destination



\\W18H1N-OEIPS01.a...
Lexmark Color Laser X79...

Change...

Pages

All

e.g. 1-5, 8, 11-13

Copies

1

Layout

Portrait

Color

Black and white

Options

Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

11/17/2017

Subscriber Agreement

Agency: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)
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NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".

A. Signatory Authority Information

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

User Name: dianasigcdx@yahoo.com
Subscriber Name: Diana Mendoza
Organization: CDX TEST1
Email Address: dianasigcdx@yahoo.com
Phone Number: (202) 564-2349

B. Permit Information

Signing privileges are requested for the following permits:

Permit ID	Facility Name	Facility Address	Relationship	Authorized By
NM0000060	UNKNOWN	UNKNOWN BLOOMFIELD, NM 00000	Facility	Self

C. Terms and Conditions

- **PURPOSE:** This agreement creates a legally binding obligation for the signer of the Agreement (the Responsible Official and/or Signatory Authority) to abide by the terms and conditions for use of the NetDMR System, and memorializes a mutual understanding that the signer of this agreement is as legally bound, obligated, and responsible by use of the assigned electronic signature as by a hand-written signature.
- **ACCEPTANCE & EFFECT:** Acceptance of this agreement by the Regulatory Authority shall be evidenced by notice from the Regulatory Authority, provided electronically, that this agreement has been approved.

Where to mail Subscriber Agreement

- ▶ Once signed, mail Subscriber Agreement (SA) to your Regulatory Authority (RA).
- ▶ You can find your RA's mailing information on the bottom of SA form.

Print this form, save a copy for your records, and mail to:

EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)

Attn: U.S. EPA Region 6

Suite 1200

Dallas , TX 75202-2733

Approving/ Denying Paper Subscriber Agreement

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- ▶ RA accesses NetDMR to approve/deny pending Signatory access role.
- ▶ **Note:** Paper process can take several weeks to complete.

Electronical Signature

- ▶ Upon clicking on “**Sign Electronically**”, a pop-up box will appear confirming you have chosen to sign your Subscriber Agreement electronically.
- ▶ As an RO, your request will be sent directly to your RA via email.
- ▶ Click on **Sign Electronically** to sign SA.

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

Electronical Signature

eSignature Authorization

1. Authenticate

Login to CDX

User:

Password:

2. Verify

Question:

What is your favorite movie?

Answer:

3. Sign

Sign

- Complete the following steps for authorization:
 - Enter password to start authenticate eSignature process.
 - Answer security question
 - Click on “**Sign**”

Route to RA

- ▶ After signing SA, a message will appear confirming your electronic signature.

Request Access to a Permit and Associated DMRs



**Signing of the Subscriber Agreement(s) was successful.
Your access request(s) have been submitted for approval.**

Signatory Access Role (Duly Authorized Representatives)

Prerequisites

- ▶ User must be User Type: Permittee (signature).
- ▶ DAR **MUST** first consult with RO to determine if RO will sign Subscriber Agreement via electronic process or paper process.
 - ▶ If RO will sign electronically, RO will be required to create a CDX account.
 - ▶ If RO does not want to create a CDX account, RO must sign paper Subscriber Agreement, which forces the DAR to submit paper Subscriber Agreement.
- ▶ Signatory must be first person to request access to a Permit ID.
 - ▶ Regulatory Authority must approve all Signatory requests.

To get Request Access

Home | My Account | **Request Access** | Help | Logout

User: , Permittee User

NetDMR
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Monitoring Report

EPA
Region 6

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- Click on **“Request Access”** to type in the permit you want to have Signatory access to.

Insert Permit ID and Role

20

Home | My Account | Request Access | Help | Logout User: dianasigcdx@yahoo.com



NetDMR

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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:

Role: ▼

Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

Access Requests

➤ Type in Permit ID

➤ Click **“Update”**

➤ Next, click on drop-down list


➤ Click **“Signatory”**

➤ Click **“Add Request”**

Submit Request

Access Requests

A summary of the current access requests is presented below.

<u>Permit ID</u>	Requested Role	Remove Access Request
NM0000060	Signatory	

- Make sure you typed in the correct Permit ID and Role.
- If correct, click **Submit**.



Submit

Enter Responsible Official Information

22

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
nm0000060	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name:</p> <p>Responsible Official Title:</p> <p>Responsible Official Phone Number:</p> <p>Responsible Official Email Address:</p> <p>Facility ▼</p> <p>Jane Doe</p> <p>Manager</p> <p>202-123-4567</p> <p>jane@example.com</p> <p>Submit Cancel</p>

- Click on employer's relationship to facility.
- Click on second radio button if you are the DAR.
- Make sure to type in your RO's email address correctly.

Paper or Electronic Signature

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
nm0000051	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text" value="Jane Doe"/></p> <p>Responsible Official Title: <input type="text" value="Manager"/></p> <p>Responsible Official Phone Number: <input type="text" value="202-123-4567"/></p> <p>Responsible Official Email Address: <input type="text" value="jane@example.com"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p>

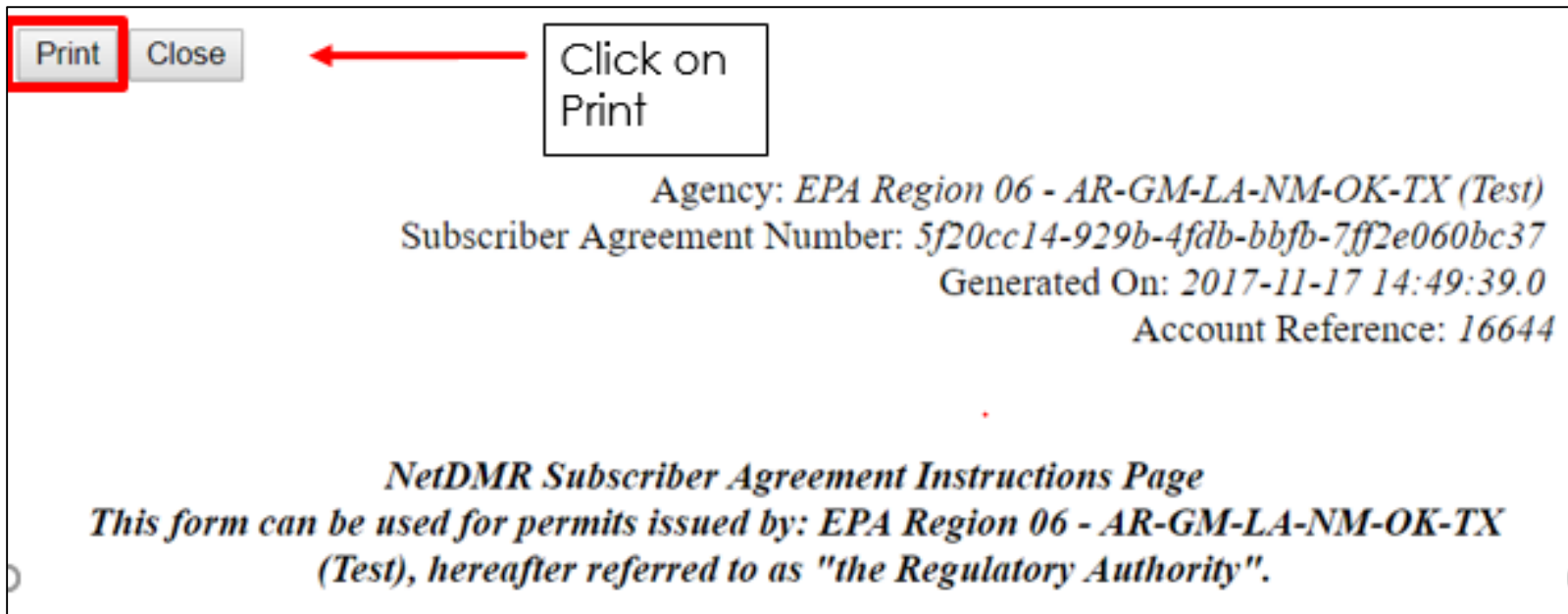
➤ Click either sign electronically or sign via paper.

Paper or Electronic Signature

- ▶ **Remember**, this determination(to sign via paper or electronically) is made in consultation with your RO.
 - ▶ If RO requires paper, DAR must choose Sign via Paper.
 - ▶ If RO requires electronic, DAR must choose Sign Electronically.

Paper Signature

- ▶ Upon clicking “**Sign via Paper**”, a pop-up window with your SA will appear.
- ▶ Click on print.



Print Close

Click on Print

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Final Print

Print

Total: **2 sheets of paper** (4 pages)

Print

Cancel

Destination



\\W18H1N-OEIPS01.a...
Lexmark Color Laser X79...

Change...

Pages

All

e.g. 1-5, 8, 11-13

Copies

1

Layout

Portrait

Color

Black and white

Options

Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

11/17/2017

Subscriber Agreement

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A. Signatory Authority Information

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

User Name: dianasigcdx@yahoo.com
Subscriber Name: Diana Mendoza
Organization: CDX TEST1
Email Address: dianasigcdx@yahoo.com
Phone Number: (202) 564-2349

B. Permit Information

Signing privileges are requested for the following permits:

Permit ID	Facility Name	Facility Address	Relationship	Authorized By
NM0000060	UNKNOWN	UNKNOWN BLOOMFIELD, NM 00000	Facility	Self

C. Terms and Conditions

- **PURPOSE:** This agreement creates a legally binding obligation for the signer of the Agreement (the Responsible Official and/or Signatory Authority) to abide by the terms and conditions for use of the NetDMR System, and memorializes a mutual understanding that the signer of this agreement is as legally bound, obligated, and responsible by use of the assigned electronic signature as by a hand-written signature.
- **ACCEPTANCE & EFFECT:** Acceptance of this agreement by the Regulatory Authority shall be evidenced by notice from the Regulatory Authority, provided electronically, that this agreement has been approved.

Where to mail SA

- ▶ As a **Duly Authorized Representative**, your **Responsible Official** must sign your request before it is sent to the Regulatory Authority.
- ▶ You can find your RA's mailing information on the bottom of SA form.
- ▶ Your status will be Pending until your request is approved by the Regulatory Authority.

Print this form, save a copy for your records, and mail to:

EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)

☐ - U.S. EPA Region 6

1445 Ross Avenue, Suite 1200

Dallas , TX 75202-2733

Approving/ Denying Paper Subscriber Agreement

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- ▶ RA accesses NetDMR to approve/deny pending Signatory access role.
- ▶ **Note:** Paper process can take several weeks to complete.

Electronic Subscriber Agreement

- ▶ For DAR to submit the Subscriber Agreement electronically, the Responsible Official (RO) must have a CDX account and access to the NetDMR Program Service.
- ▶ If RO chooses to submit Paper Subscriber Agreement, DAR must also sign paper. Paper and Electronic process **cannot** be mixed.
- ▶ Electronic submission of Subscriber Agreement is much faster than paper. It can take only a few minutes to complete

Electronical Signature

- ▶ Upon clicking on “**Sign Electronically**”, a pop-up box will appear confirming you have chosen to sign your Subscriber Agreement electronically.
- ▶ Click on **Sign Electronically** to sign SA.
- ▶ **Note:** As a DAR, your RO must have access to NetDMR to approve request before it is sent to RA.

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

Electronical Signature

eSignature Authorization

1. Authenticate

Login to CDX

User:

Password:

2. Verify

Question:

What is your favorite movie?

Answer:

3. Sign

Sign

- Complete the following steps for authorization:
 - Enter password to start authenticate eSignature process.
 - Answer security question
 - Click on “**Sign**”

Route to RA

- ▶ After signing SA, a message will appear confirming your electronic signature.

Request Access to a Permit and Associated DMRs



**Signing of the Subscriber Agreement(s) was successful.
Your access request(s) have been submitted for approval.**