

NetDMR Move to Central Data Exchange (CDX)

(For Edit, View, and Data Provider Roles Only)

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NetDMR Users Move to Central Data Exchange (CDX)

Reasons

- Streamline Accounts for Permittees and Data Providers
- Store Copy of Records at CDX; access to CORs still available from NetDMR
- One CDX Account will allow you to have access to various electronic reporting programs, such as:
 - NeT, NetDMR, and other EPA Program Services



CDX vs NetDMR

Central Data Exchange (CDX)

- Agency User account creation and management tool used for access several different EPA systems with a single login
- Uses "Signature Agreement" to authenticate and authorize users who 'certify' data
- Signature Agreement need only be submitted/approved once per CDX account

Network Discharge Monitoring Report (NetDMR)

- ► Agency's system for the electronic reporting and management of DMR data
- ► Uses a "Subscriber
 Agreement" to authenticate
 and authorize users who
 Sign and Submit DMRs at a
 permit level
- ► User must sign a Subscriber Agreement for each NPDES ID they are requesting Signatory Role for



Migration Schedule

- <u>May 12, 2017 May 19, 2017 –</u> No new NetDMR accounts; no longer able to edit User Account or Reset Password in NetDMR; NetDMR will still be operational for entering/submitting DMR data.
- May 19-21, 2017 Implementation (NetDMR will be down all weekend).
- May 22, 2017 New NetDMR online; users will begin receiving CRK emails.
 - Existing NetDMR users will receive a Customer Retrieval Key (CRK)
 email from CDX Helpdesk netdmr.notification@epa.gov.
 - A separate CRK email will be sent per Instance. Users registered in multiple Instances will receive multiple CRK emails.
 - Users with User Account discrepancies as of May 12 will NOT receive a CRK email.
 - New users (and users not receiving a CRK email) can start registering for a new NetDMR account beginning May 22, 2017.



Who will get moved?

ONLY those NetDMR user who receive a CRK email will be moved

Who will receive a CRK email?

- Registered NetDMR users as of May 12, 2017
 - Permittees & Data Providers must "Finalize" their account. Not necessary to be Approved by RA
- Registered users with no User Account Discrepancies
 - NetDMR User ID matches CDX User ID (if CDX account exists)
 - NetDMR Email matches CDX Email (if CDX account exists)

Who will NOT receive a CRK email?

- New NetDMR users not registered in NetDMR prior to May 12, 2017
- Permittees & Data Providers who have not "Finalized" their account creation
- Any user with a User Account Discrepancy



What does it mean to **NOT** get moved?

- New users to NetDMR (those not registered by May 12), users who do not get a CRK email, or users who fail the move process will not get moved
- Beginning May 22, 2017, non-moved users can begin creating a New Account in NetDMR
 - All new users will need to Request Access (for Role) and be Approved in NetDMR
- For Signatories Only
 - Will be required to authenticate via LexisNexis in CDX (one time event)
 - LexisNexis is a third party tool used for identity proofing
 - Will be required to submit a Subscriber Agreement for each requested NPDES Permit ID



Current NetDMR User Types will move to the Following CDX User Types

If your highest NetDMR Role is:	Your new CDX Role will be:	
<u>Permittee</u>		
Signatory	Permittee (signature)	
Permit Administrator		
Edit	П '11 / ' 1 \	
View	Permittee (no signature)	
(No Role Assigned)		
<u>Data Provider</u>		
Edit	Data Provider	
View		
<u>Internal User</u>		
Internal Admin	Internal User	



Sample Email

- Email will come from "netdmr-notification@epa.gov"
- For users expecting multiple CRK emails, some email programs may display similar emails into a single conversation chain. This would give the appearance that only a single email was received, but when opened, will reveal all of the other emails.

	● CDX Helpdesk Q 📋	★ Pre-Registration Email Verification Request You have been invited to register for the	12:32 PM
	CDX Helpdesk	Pre-Registration Email Verification Request You have been invited to register for the	12:32 PM
Augu	ist		
	• netdmr-notification@	NetDMR Access Request Notification Jake Nguyen, The following actions have been t	Aug 23
	• netdmr-notification@	NetDMR Access Request Notification Jake Nguyen, The following actions have been t	Aug 23
	• netdmr-notification@	Your NetDMR Account Has Been Created Jake Nguyen, Your NetDMR account has be	Aug 23
	netdmr-notification@e	Activate Your NetDMR Account Jake Nguyen, Your NetDMR account must be finalized	Aug 23



Customer Retrieval Key (CRK) Link things to know

- Click the CRK link only one time
 - You will receive an error message if you double-click the link or attempt to click the link after you have already moved the cursor off the link
- If you click the CRK link and nothing happens, Copy and Paste the link into your browser's address bar
- CRK link does not expire (but we recommend users click on it as soon as possible)



Example of Email

From: CDX Helpdesk <netDMR-Notification@epa.gov>

Sent: Monday, May 22, 2017 9:08 AM

To: {User Name}

Subject: Action Required for your NetDMR account to successfully migrate to Central Data Exchange (CDX)

Dear NetDMR User,

We are improving NetDMR to make it more accessible, secure and efficient! We apologize for any inconvenience, but we need your help to complete the upgrade. In order to finalize your account set-up in the new system and maintain access to NetDMR, please click on the hyperlink below and follow the steps to update your account:

State Agency or EPA Region: {Instance Name}

https://dev.epacdx.net/PreRegistration/?CRK=d544eaea-6779-472d-b6df-ff7690342ed8



If you click the link and it does not work, please copy and paste it into a new browser window.

Please note, if you are a Signatory, you will go through extra steps to establish your electronic signature in CDX. These steps include providing 5 Security Questions and Answers and signing the CDX Electronic Signature Agreement (ESA).

We greatly appreciate your support during this upgrade.

Sincerely,
CDX Help Desk
888-890-1995 | (970) 494-5500 for International callers
helpdesk@epacdx.net



If CRK Email was not received (and you know you should have received one)

- Ensure there were no discrepancies between your NetDMR account and CDX. Users with account discrepancies will not receive a CRK email
- Check SPAM folder
 - We are using the same email address as current NetDMR emails to the users
 - netdmr-notification@epa.gov
 - Low possibility of not receiving the email
- Contact Your Local IT staff
 - Ensure security/firewall settings allow for email passage
- Contact NetDMR Support, CRK email can be resent
 - Call 877-227-8965 (toll-free) (Mon Fri 8:00am 4:00 CST)
 - NPDESeReporting@epa.gov



Enter your NetDMR Password

- Your User ID is pre-populated and display only
- Program Service (aka Instance Name) and Role are also displayed for reference
- Enter your most recent Password (Expired passwords should work)
- If you remember your password, enter the password and click "Verify" and please go to Slide 30 to continue completing the registration process
- If you cannot remember your password, please continue to the next slide to reset it
- If you have a current CDX account, please go to Slide 29 to continue completing the registration process



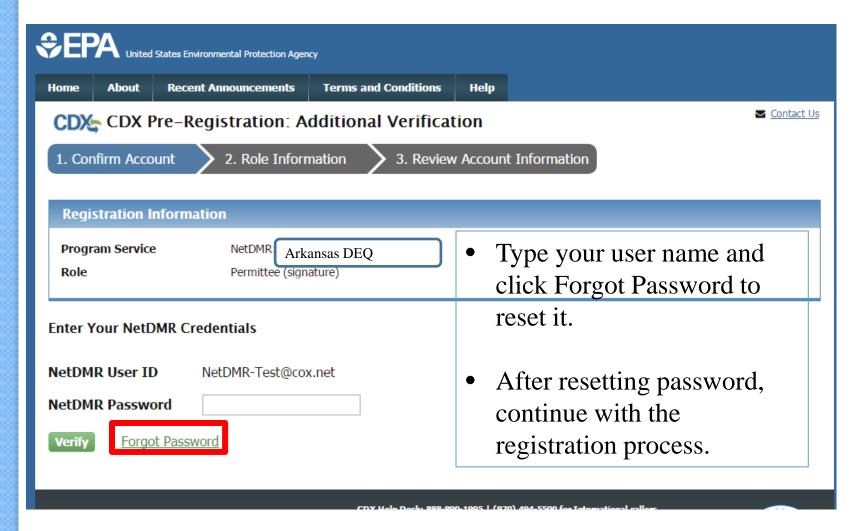


Forgot Password

- If you simply have no clue what your password may be (expired or not), you can use the "Forgot Password" utility
 - Click on "Forgot Password"
 - Have one opportunity to reset password
 - Answer the Security question correctly
 - Answers are Case Sensitive
 - Get verification code in email
 - Continue with the registration process

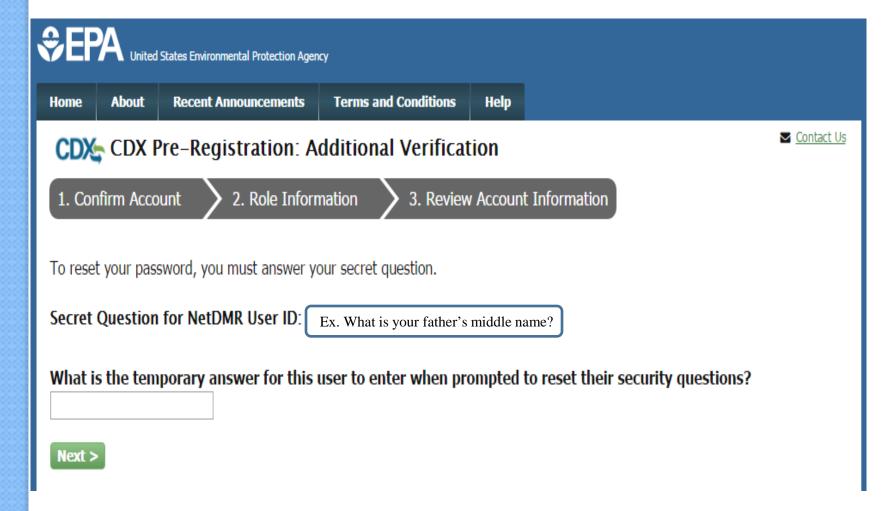


Forgot Password, Cont'd.





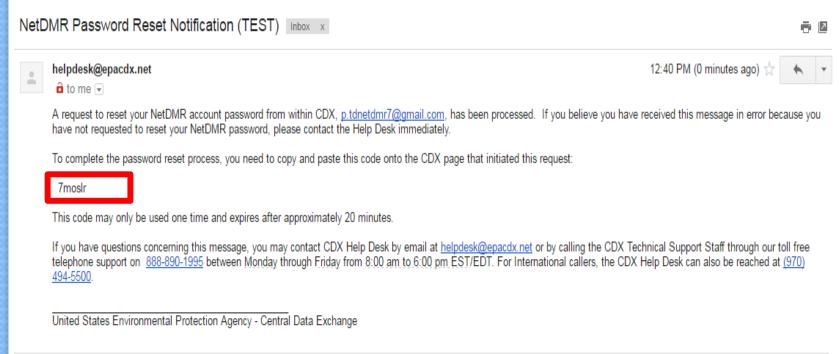
Forgot Password, Cont'd. – Provide Security Answer





Forgot Password, Cont'd. - Verification Code

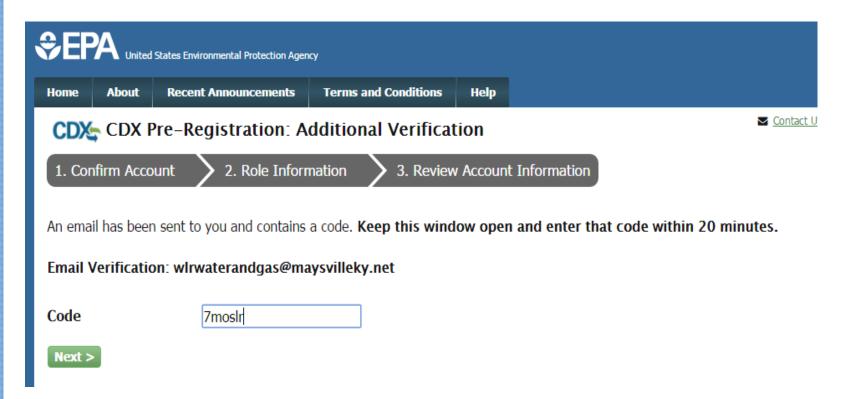
- A Verification Code will be sent to your email
- An email should be sent quickly
- You have to enter the verification code within 20 minutes





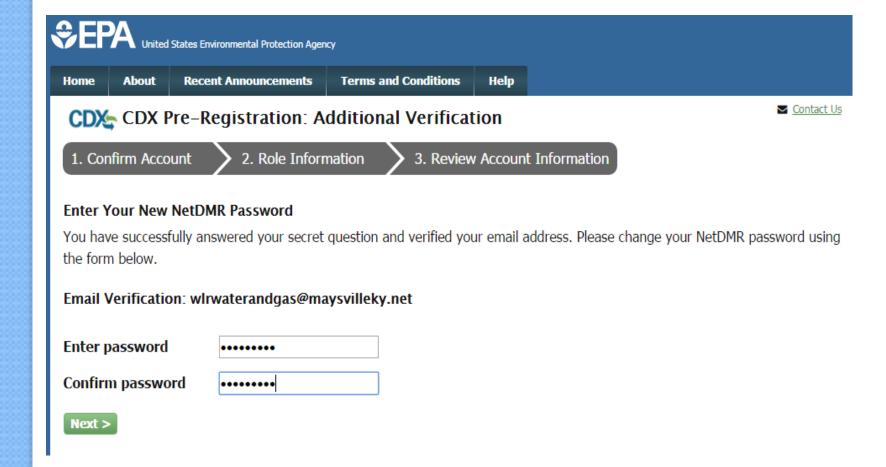
Forgot Password, Cont'd. - Verification Code

User enters verification code from email





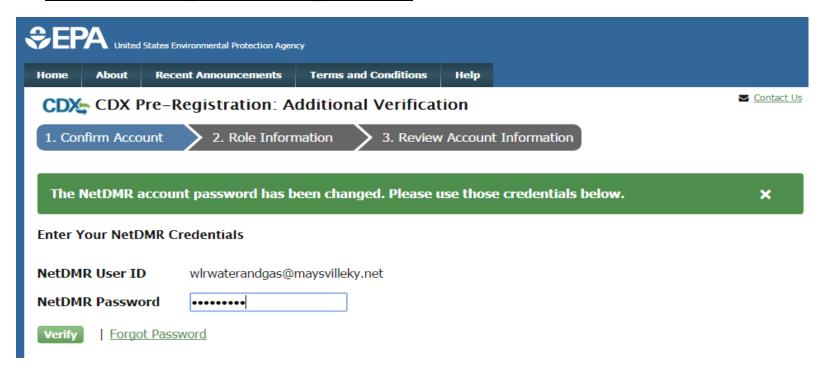
Forgot Password, Cont'd. - User Resets Password





Account has been changed

- Password has been reset
- Enter the New NetDMR Password
- NetDMR User ID will be pre-populated
- If password reset is successful, please skip to slide 30 to continue registration process.





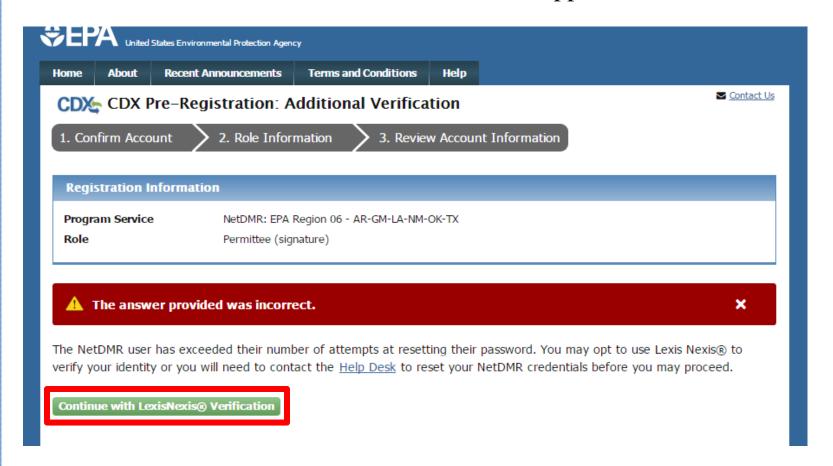
Reset Password Using Out of Wallet

- During the password reset, if you are unable to successfully answer your security questions within 3 attempts, you will have a last opportunity to reset your password using the "Out of Wallet" option.
 - Fill in LexisNexis Instant Verify information
 - Answer Out of Wallet Questions
 - Enter Code
 - Reset Password
- If you opt-out of the "Out of Wallet" option, you will need to create a new NetDMR account and the Permittee (Signatory) is required to sign and submit a new <u>Electronic Subscriber Agreement (ESA)</u> & Request Role(s) in NetDMR



Out of Wallet - Click on "Continue with LexisNexis Verification"

• After failing 3 attempts at your NetDMR security questions, an option to continue with LexisNexis Verification will appear.





Out of Wallet - Enter information required by LexisNexis to generate your Out of Wallet questions

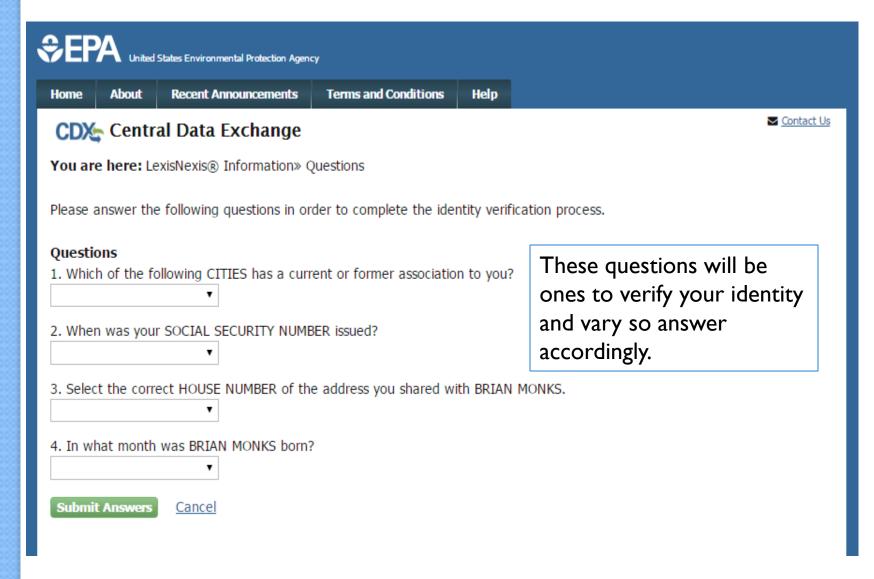
LexisNexis® Instant Verify

The program you are registering for requires additional proof of identity. Your options are to use an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note**: Additional LexisNexis® Identity Proofing Information

Legal Name Mike	M Mo	nks	
rince		THO .	
Address1			
Address Line 1*			Enter your
			home/personal address
Address Line 2			iloine/personal address
City*	State*	▼ Zip Code*	
Home or Perso	nal Phone		
Home or Persona			
Home or Person Home or Person Date of Birth Month* C		* ▼	
Date of Birth Month* Date of Birth	al Phone vay* ▼ Year*		
Date of Birth Month* Date of Birth	al Phone vay* ▼ Year*	* ▼ roceed with LexisNexis@	® Validation.
Date of Birth Month* Date of Birth	al Phone vay* ▼ Year*		® Validation.
Date of Birth Month* Date of Birth	al Phone vay* ▼ Year* ve is me. Please pro		® Validation.



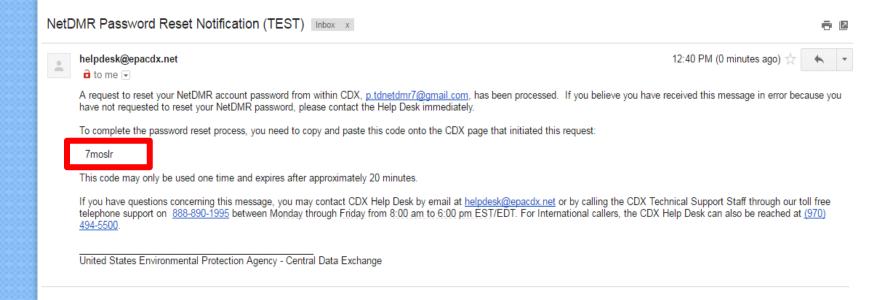
Out of Wallet - Answer Questions





Forgot Password - Verification Code – Using Out of Wallet

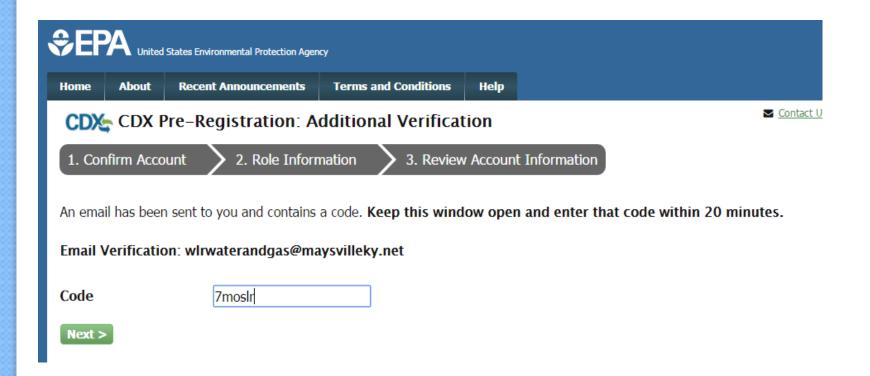
- A Verification Code will be sent to your email
- An email should be sent quickly
- You have to enter the verification code within 20 minutes





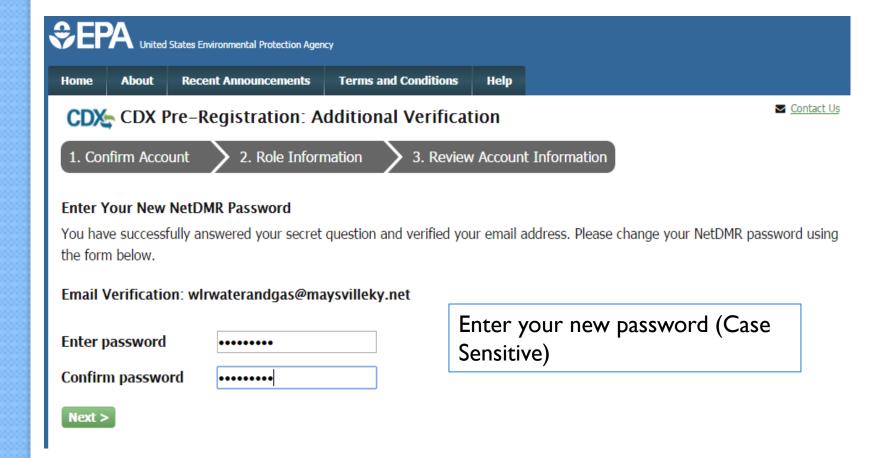
Forgot Password, Cont'd. - Verification Code – Using Out of Wallet

User enters verification code from email





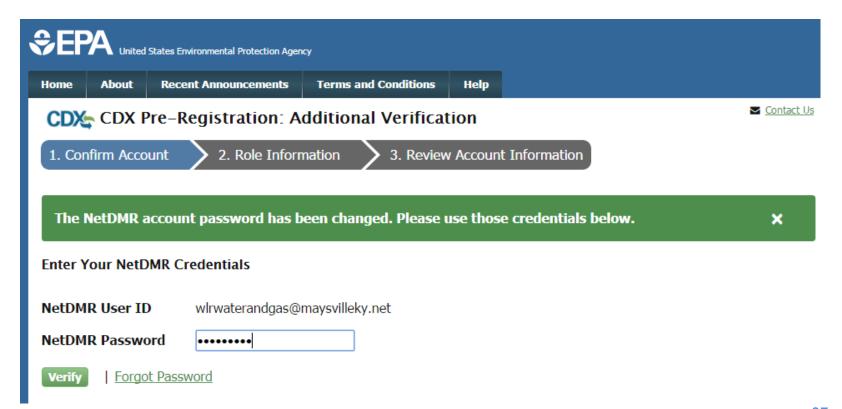
Forgot Password, Cont'd. - Verification Code – Using Out of Wallet





Account has been changed

- Password Has Been Reset
- User Enters New NetDMR Password
- NetDMR User ID will be pre-populated
- Please go to Slide 30 to continue completing the registration process





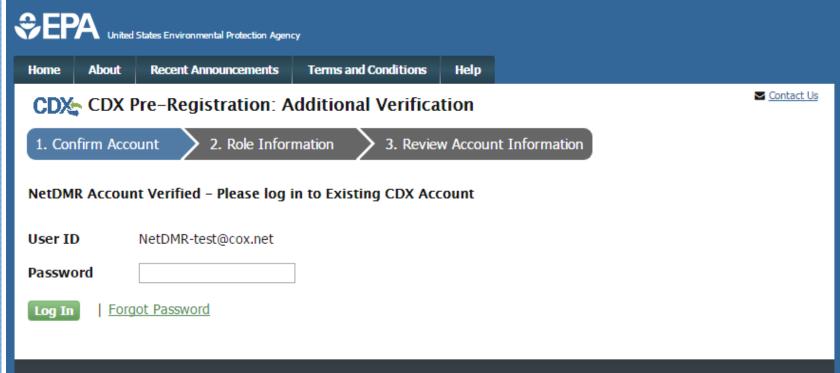
Migration Failed/Opt out of Out of Wallet

- If you did not pass or opted out of the credential verification (Out of Wallet), your move to CDX will not occur
- You will be required to Create a New NetDMR Account
- Permittee (signatory) will be required to sign/submit a new Electronic Subscriber Agreement (ESA) & Request Role(s) in NetDMR



Enter your CDX password (for users logging into an existing CDX account) (Slide 29)

- If you already have a CDX account, enter CDX password
- The CDX account displayed in the User ID field is the account identified during pre-migration account reconciliation.





CONFIRM ACCOUNT (Slide 30)

- Note current role (if it is the incorrect role, continue with registration. You may change it to the correct role after the registration process)
- Roles in CDX is equivalent to your NetDMR User Type
 - PERMITTEE (SIGNATURE) (Signatory role)
 - PERMITTEE (NO SIGNATURE) (**Edit, View role**)
 - DATA PROVIDER (Labs, Consultants Only)





Review Account Information

- Fill out the required information
 - Required with *
 - User ID & Name are pre-populated
 - Password entered becomes new CDX password
 - Be sure to write down your password and answers



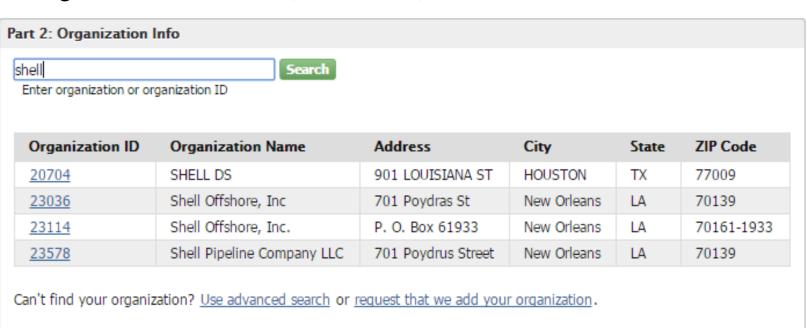
The following information was entered by an authorized CDX user on your behalf. Please review and make any modifications before completing your profile information. Fields with asterisks (*) indicate required fields.

Part 1: User Information		
User ID *	CATHYPERMITADM@GMAIL.COM	
Prefix	Ms	
First Name *	Cathy	
Middle Initial		
Last Name *	Bius	
Suffix		
Password *		
Re-type Password *		
Security Question 1 *	-Please Select-	
Security Answer 1 *		
Security Question 2 *	-Please Select-	
Security Answer 2 *		
Security Question 3 *	-Please Select-	
Security Answer 3 *		3



Review Account Information, Cont'd.

- Search for your Organization (where you work)
- Click on the Organization ID to link
- Organization not found (see slide 34)





Review Account Information, Cont'd.

- Select your Organization
- Enter your phone number

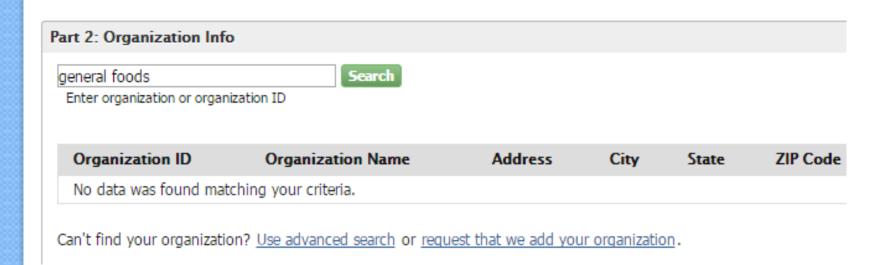
Part 2: Organization Info					
 Select a Current Organization Request to Add an Organization 					
Shell Offshore, Inc 701 Poydras St New Orleans, LA, US 70139					
Email *	cathypermitadm@gmail.com				
Phone Number *	(214) 665-0000				
Phone Number Ext					
Fax Number					

Wrong organization information? Back to Search Results, Use advanced search or request that we add your organization.



Select Organization – Not Found (Slide 34)

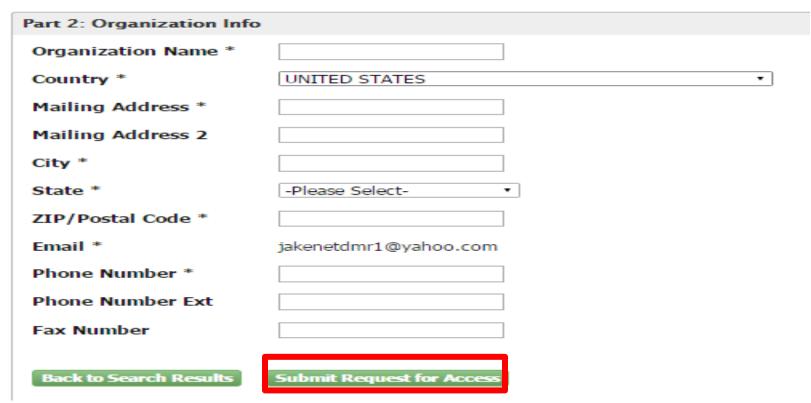
- Organization unavailable
- "Request that we add your organization"





Select Organization – Not Found

- Fill out the required information for your organization
 - Noted with *
- Click "Submit Request for Access"
- Required fields with *





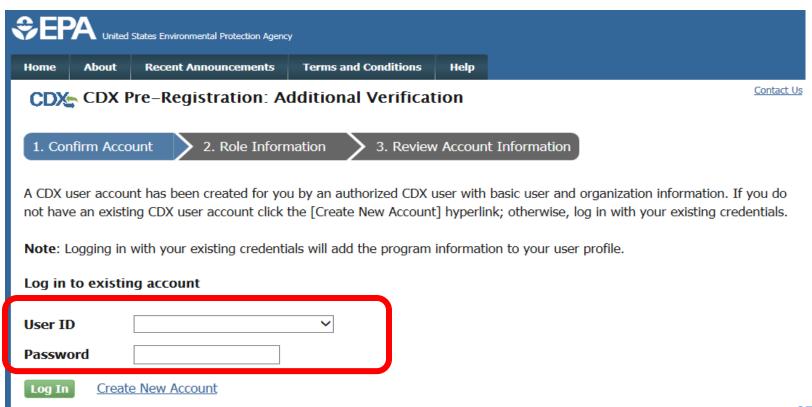
CDX Registration Process

- Permittee (no signature) and Data Providers will now have access to NetDMR
- Permittee (signature) will need to continue as additional information is require
 - Please see the ADEQ PowerPoint presentation for Signatory Roles to complete the registration process
 - Contact ADEQ Office of Water Quality Enforcement Branch at 501-682-0624 to request a copy of the Signatory registration process presentation



Specific Roles can now Log into NetDMR

 Permittee (no signature) and Data Providers now have access to NetDMR





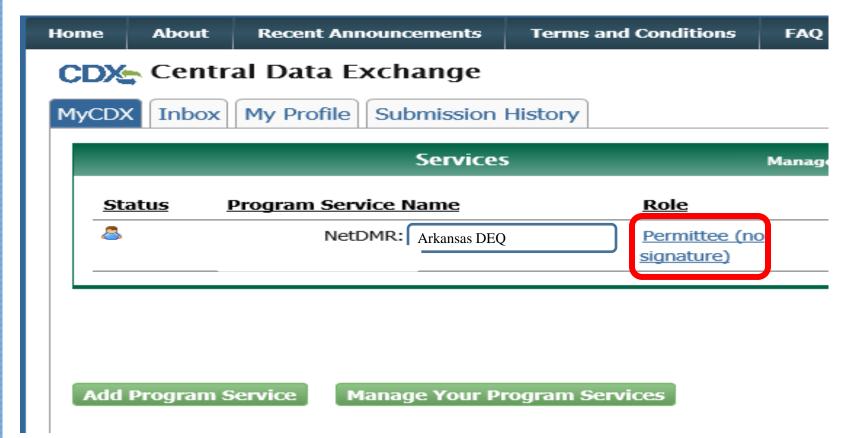
SUCCESS!! - For Permittees (no signature) and Data Provider Users

- Congratulations! At this stage, all Permittees (no signature) and Data Provider users have successfully moved their user account into CDX.
- You may now successfully login to NetDMR
- Permittees (no signature) and Data Provider users do not require the submission/approval of a Signature Agreement



Example of what Permittee (no signature) will see after logging in

Click on your Role to proceed to NetDMR





Example of the New NetDMR Landing Page

- After you log into CDX, this is the new Welcome page of NetDMR.
- Click on "Continue to NetDMR" and your NetDMR Home Page will appear.



Welcome

Welcome to the allows National DEQ Installation of NetDMR! NetDMR is a web-based application that DES) 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 ID

 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

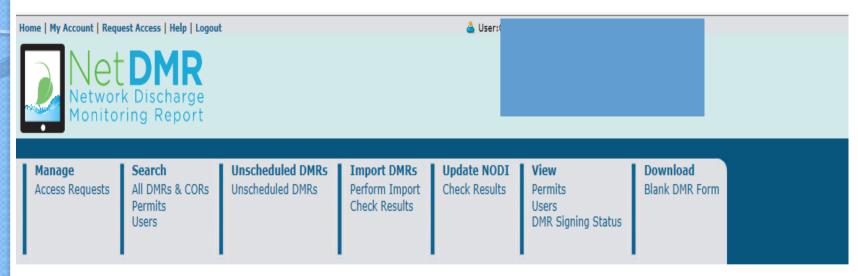
The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative 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]



NetDMR Home Page







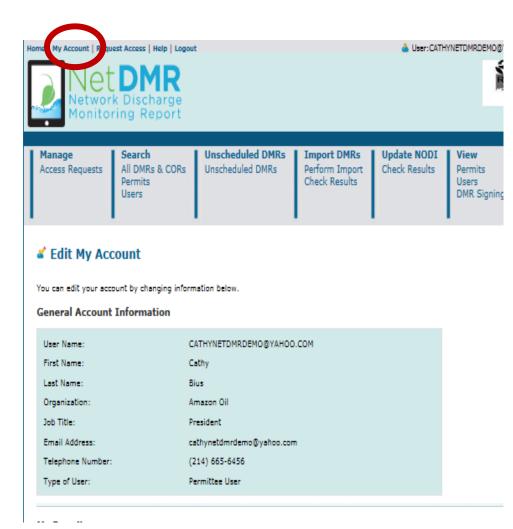
Other Changes in NetDMR after Move on May 22





My Account Changes

- Account information is no longer editable
- Password cannot be reset here
- Contact CDX to make changes





NetDMR Changes After Migration

- Official Copy of Records (CORs) will now be stored at CDX
 - Historical CORs will be maintained in NetDMR
 - Users can download/view all CORs from within NetDMR
- Minor change when signing DMRs



View/Download Copy of COR

- May be stored in CDX or NetDMR
- Download and View is available in NetDMR



Q DMR/COR Search Results ■

One item found													
	Next Step(s)	Permit ID	Facility	Permitted Feature	<u>Discharge</u> #	<u>Discharge</u> <u>Description</u>	Monitoring Period End Date	Scheduled/ Unscheduled	DMR Due Date	<u>Status</u>	COR Received Date	Include in Batch Submit Check AllOn Page Clear All	Include in Batch COR Download Check AllOn Page Clear All
	View Copy of Submissions ▼	NM0022292	SANTA FE WWTP	SLL	SLL-A	LAND APPLICATION	10/31/16	Scheduled	02/19/17	Completed	01/10/17		



Access to NetDMR – Beginning 5/22/2017

- Log into NetDMR Zendesk website (recommended way)
 - url: https://netdmr.zendesk.com
 - Includes User Guides and on-line training modules
- Log into CDX Directly
 - url: https://cdx.epa.gov
- Log into NetDMR
 - url: https://netdmr.epa.gov



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

• Tommi West: NetDMR Registration: 501-682-0667

• westt@adeq.state.ar.us

• General NetDMR Assistance: 501-682-0624

• netdmr@adeq.state.ar.us

