



# **NetDMR Move to Central Data Exchange (CDX) (For Signatory Roles Only)**

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**ADEQ**  
**ARKANSAS**  
Department of Environmental Quality

# 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

- **May 12, 2017 – May 19, 2017** – 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](mailto: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:
<b><u>Permittee</u></b>	
Signatory	Permittee (signature)
Permit Administrator	
Edit	
View	Permittee (no signature)
(No Role Assigned)	
<b><u>Data Provider</u></b>	
Edit	
View	Data Provider
<b><u>Internal User</u></b>	
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.

The screenshot shows an email inbox interface. The top row shows a search bar, a trash icon, a star icon, and the text 'Pre-Registration Email Verification Request You have been invited to register for the 12:32 PM'. Below this, a red box highlights a specific email entry: 'CDX Helpdesk Pre-Registration Email Verification Request You have been invited to register for the 12:32 PM'. Underneath the red box, the month 'August' is displayed. Below the month, there are four email entries, each with a checkbox, a purple dot, and a sender address starting with 'netdmr-notification@'. The first two entries are 'NetDMR Access Request Notification' from 'Jake Nguyen', dated 'Aug 23'. The third entry is 'Your NetDMR Account Has Been Created' from 'Jake Nguyen', dated 'Aug 23'. The fourth entry is 'Activate Your NetDMR Account' from 'Jake Nguyen', dated 'Aug 23'.

Checkbox	Sender	Subject	Preview	Time
<input type="checkbox"/>	CDX Helpdesk	Pre-Registration Email Verification Request	You have been invited to register for the	12:32 PM
August				
<input type="checkbox"/>	netdmr-notification@	NetDMR Access Request Notification	Jake Nguyen, The following actions have been t	Aug 23
<input type="checkbox"/>	netdmr-notification@	NetDMR Access Request Notification	Jake Nguyen, The following actions have been t	Aug 23
<input type="checkbox"/>	netdmr-notification@	Your NetDMR Account Has Been Created	Jake Nguyen, Your NetDMR account has be	Aug 23
<input type="checkbox"/>	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](mailto: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>



Click here

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](tel:888-890-1995) | [970-494-5500](tel:970-494-5500) for International callers

[helpdesk@epacdx.net](mailto: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](mailto: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](mailto: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**

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CDX CDX Pre-Registration: Additional Verification

1. Confirm Account > 2. Role Information > 3. Review Account Information

Registration Information

Program Service NetDMR: Arkansas DEQ

Role Permittee (signature)

Enter Your NetDMR Credentials

NetDMR User ID netdmracct@gmail.com

NetDMR Password

Verify | [Forgot Password](#)

**Note: 3 tries allowed on your password**

# 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.

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**CDX** CDX Pre-Registration: Additional Verification [Contact Us](#)

1. Confirm Account > 2. Role Information > 3. Review Account Information

**Registration Information**

Program Service	NetDMR	Arkansas DEQ
Role	Permittee (signature)	

**Enter Your NetDMR Credentials**

NetDMR User ID NetDMR-Test@cox.net

NetDMR Password

- Click “Forgot Password” to reset it.
- After resetting password, continue with the registration process.

CDX Help Desk: 888-890-1885 / (870) 494-5500 for International callers

# Forgot Password, Cont'd. – Provide Security Answer



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## CDX Pre-Registration: Additional Verification

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1. Confirm Account

2. Role Information

3. Review Account Information

To reset your password, you must answer your secret question.

Secret Question for NetDMR User ID:

What is the temporary answer for this user to enter when prompted to reset their security questions?

Next >

# 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**

NetDMR Password Reset Notification (TEST) Inbox x



helpdesk@epacdx.net

to me

12:40 PM (0 minutes ago) ☆



A request to reset your NetDMR account password from within CDX, [p.tdnetdmr7@gmail.com](mailto:p.tdnetdmr7@gmail.com), has been processed. If you believe you have received this message in error because you have not requested to reset your NetDMR password, please contact the Help Desk immediately.

To complete the password reset process, you need to copy and paste this code onto the CDX page that initiated this request:

7moslr

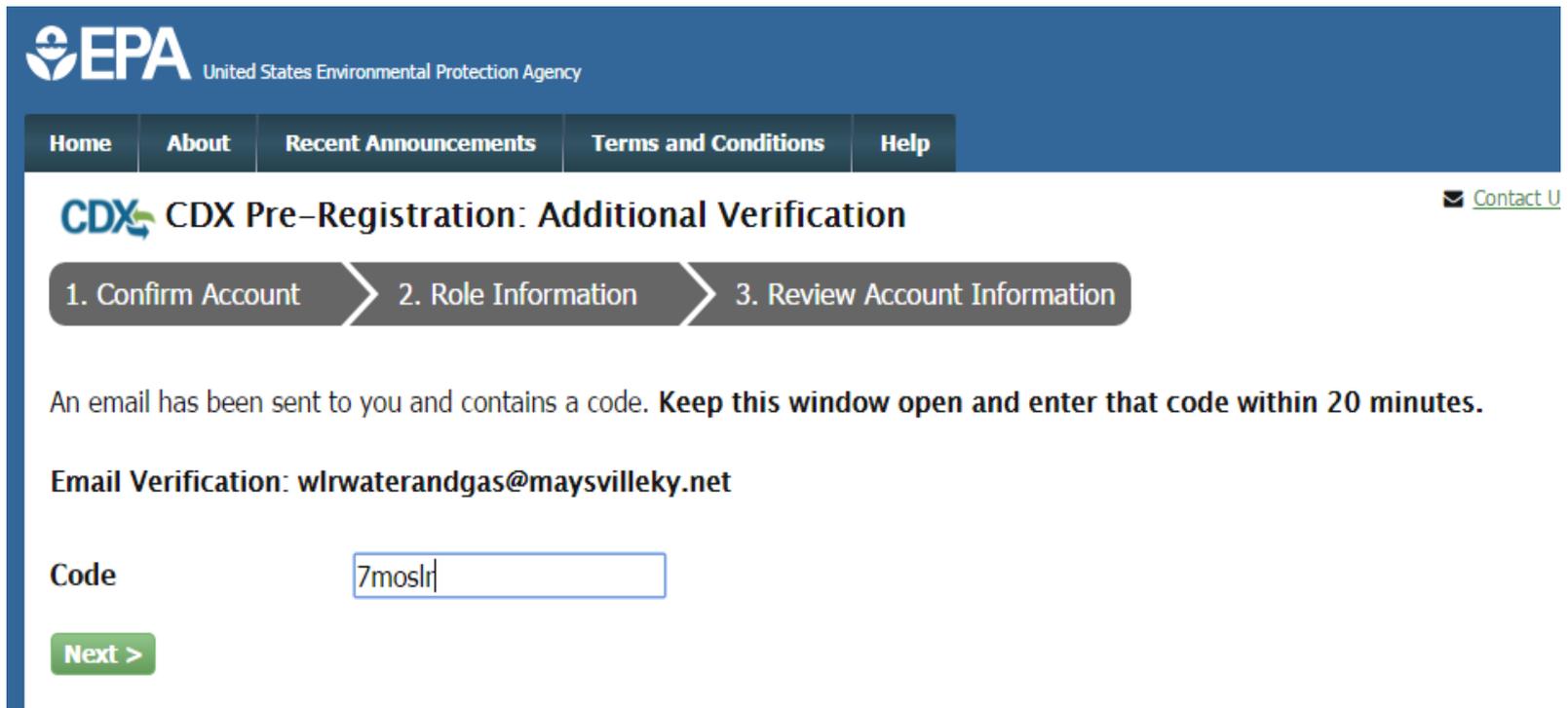
This code may only be used one time and expires after approximately 20 minutes.

If you have questions concerning this message, you may contact CDX Help Desk by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on [888-890-1995](tel: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](tel:970-494-5500).

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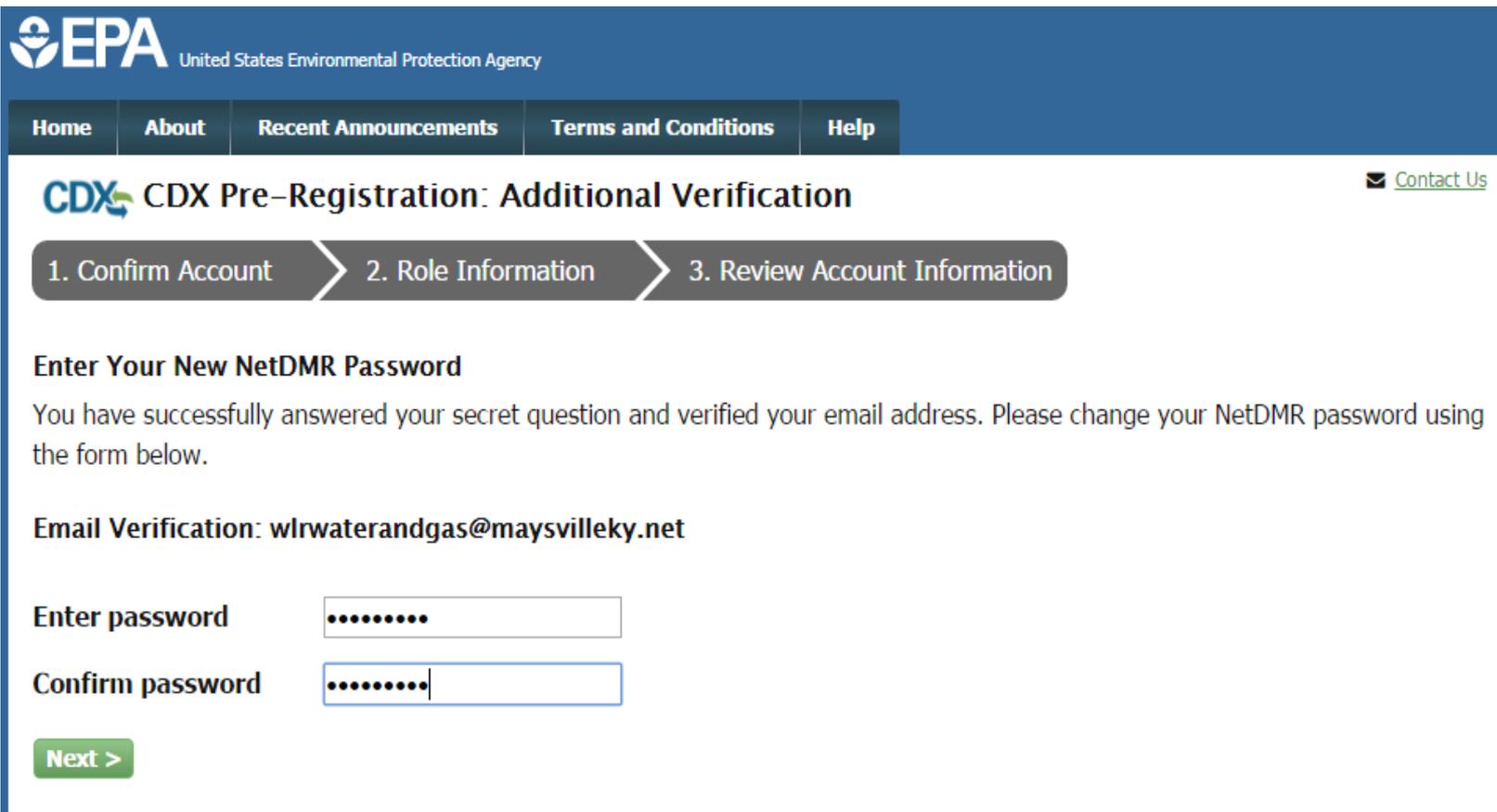
# Forgot Password, Cont'd. - Verification Code

- User enters verification code from email



The screenshot shows the EPA website's CDX Pre-Registration: Additional Verification page. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. A 'Contact Us' link is in the top right. The main heading is 'CDX Pre-Registration: Additional Verification'. Below it is a progress bar with three steps: '1. Confirm Account', '2. Role Information', and '3. Review Account Information'. The current step is '2. Role Information'. The text below the progress bar reads: 'An email has been sent to you and contains a code. Keep this window open and enter that code within 20 minutes.' Below this is the email address 'Email Verification: wlrwaterandgas@maysvilleky.net'. There is a text input field labeled 'Code' containing the text '7moslr'. A green 'Next >' button is located below the input field.

# Forgot Password, Cont'd. - User Resets Password



The screenshot shows the EPA website's password reset process. At the top is the EPA logo and navigation menu. The main heading is 'CDX Pre-Registration: Additional Verification'. Below it is a progress bar with three steps: '1. Confirm Account', '2. Role Information', and '3. Review Account Information'. The current step is 'Enter Your New NetDMR Password', which includes instructions to change the password and a form with two password input fields and a 'Next >' button. The email address 'wlrwaterandgas@maysvilleky.net' is displayed for verification.

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**CDX** CDX Pre-Registration: Additional Verification [Contact Us](#)

1. Confirm Account > 2. Role Information > 3. Review Account Information

**Enter Your New NetDMR Password**

You have successfully answered your secret question and verified your email address. Please change your NetDMR password using the form below.

Email Verification: wlrwaterandgas@maysvilleky.net

Enter password

Confirm password

[Next >](#)

# 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 go to slide 30 to continue the registration process.**

The screenshot shows the EPA website's NetDMR registration interface. At the top, the EPA logo and navigation menu are visible. The main heading is "CDX Pre-Registration: Additional Verification". A progress bar indicates three steps: "1. Confirm Account" (active), "2. Role Information", and "3. Review Account Information". A green notification banner states: "The NetDMR account password has been changed. Please use those credentials below." Below this, the "Enter Your NetDMR Credentials" section shows the "NetDMR User ID" field pre-filled with "wlrwaterandgas@maysvilleky.net" and the "NetDMR Password" field with masked characters. A "Verify" button and a "Forgot Password" link are at the bottom.

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1. Confirm Account 2. Role Information 3. Review Account Information

The NetDMR account password has been changed. Please use those credentials below. X

Enter Your NetDMR Credentials

NetDMR User ID wlrwaterandgas@maysvilleky.net

NetDMR Password [masked]

Verify | [Forgot Password](#)

# 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 **Electronic Subscriber Agreement (ESA)** & 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.

The screenshot displays the EPA NetDMR portal interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, and Help. The main content area is titled 'CDX Pre-Registration: Additional Verification' and features a progress indicator with three steps: '1. Confirm Account', '2. Role Information', and '3. Review Account Information'. Below this, a 'Registration Information' section shows 'Program Service' as 'NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX' and 'Role' as 'Permittee (signature)'. A prominent red error message states: 'The answer provided was incorrect.' Below the error, a text block explains: 'The NetDMR user has exceeded their number of attempts at resetting their password. You may opt to use Lexis Nexis® to verify your identity or you will need to contact the Help Desk to reset your NetDMR credentials before you may proceed.' At the bottom, a green button labeled 'Continue with LexisNexis® Verification' is highlighted with a red rectangular border.

# 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 Monks

### Address1

Address Line 1\*

Address Line 2

City\* State\* Zip Code\*

**Enter your home/personal address.**

### Home or Personal Phone

Home or Personal Phone

### Date of Birth

Month\* Day\* Year\*

The name above is me. Please proceed with LexisNexis® Validation.

[Proceed with Verification](#)

[Exit](#)

# Out of Wallet - Answer Questions



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**You are here:** LexisNexis® Information» Questions

Please answer the following questions in order to complete the identity verification process.

## Questions

1. Which of the following CITIES has a current or former association to you?

2. When was your SOCIAL SECURITY NUMBER issued?

3. Select the correct HOUSE NUMBER of the address you shared with BRIAN MONKS.

4. In what month was BRIAN MONKS born?

**Submit Answers**

[Cancel](#)

These questions will be ones to verify your identity and vary so answer accordingly.

# 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**

NetDMR Password Reset Notification (TEST) Inbox x



helpdesk@epacdx.net

to me

12:40 PM (0 minutes ago) ☆



A request to reset your NetDMR account password from within CDX, [p.tdnetdmr7@gmail.com](mailto:p.tdnetdmr7@gmail.com), has been processed. If you believe you have received this message in error because you have not requested to reset your NetDMR password, please contact the Help Desk immediately.

To complete the password reset process, you need to copy and paste this code onto the CDX page that initiated this request:

7moslr

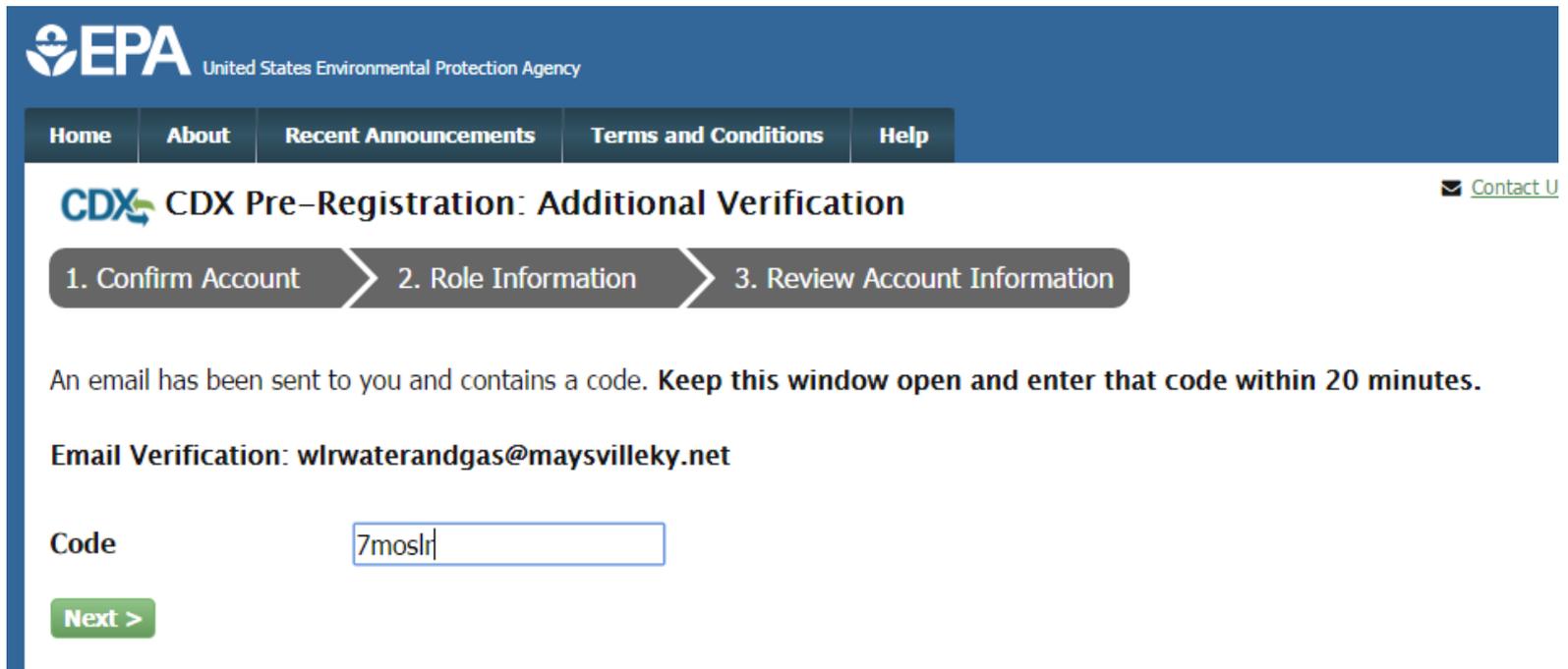
This code may only be used one time and expires after approximately 20 minutes.

If you have questions concerning this message, you may contact CDX Help Desk by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on [888-890-1995](tel: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](tel:970-494-5500).

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

- User enters verification code from email



The screenshot shows the EPA website's CDX Pre-Registration: Additional Verification page. The header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. A 'Contact Us' link is also present. The main content area features a progress bar with three steps: 1. Confirm Account, 2. Role Information, and 3. Review Account Information. Below the progress bar, a message states: 'An email has been sent to you and contains a code. Keep this window open and enter that code within 20 minutes.' The email address for verification is 'wlrwaterandgas@maysvilleky.net'. A text input field labeled 'Code' contains the value '7moslr'. A green 'Next >' button is located below the input field.

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CDX CDX Pre-Registration: Additional Verification [Contact Us](#)

1. Confirm Account > 2. Role Information > 3. Review Account Information

An email has been sent to you and contains a code. **Keep this window open and enter that code within 20 minutes.**

Email Verification: wlrwaterandgas@maysvilleky.net

Code

[Next >](#)

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

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 **CDX Pre-Registration: Additional Verification** [Contact Us](#)

1. Confirm Account > 2. Role Information > 3. Review Account Information

**Enter Your New NetDMR Password**

You have successfully answered your secret question and verified your email address. Please change your NetDMR password using the form below.

Email Verification: wlrwaterandgas@maysvilleky.net

Enter password

Confirm password

[Next >](#)

Enter your new password (Case Sensitive)

# 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

The screenshot shows the EPA website header with the logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, and Help. Below the header is a CDX Pre-Registration banner for 'Additional Verification' with a 'Contact Us' link. A progress bar indicates three steps: 1. Confirm Account, 2. Role Information, and 3. Review Account Information. A green notification box states: 'The NetDMR account password has been changed. Please use those credentials below.' Below this is a section titled 'Enter Your NetDMR Credentials' with a pre-filled 'NetDMR User ID' of 'wlrwaterandgas@maysvilleky.net' and a 'NetDMR Password' field containing seven dots. At the bottom are 'Verify' and 'Forgot Password' buttons.

# 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.

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**CDX** CDX Pre-Registration: Additional Verification [Contact Us](#)

1. Confirm Account > 2. Role Information > 3. Review Account Information

**NetDMR Account Verified - Please log in to Existing CDX Account**

User ID NetDMR-test@cox.net

Password

[Log In](#) | [Forgot Password](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

# 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)

## CDX CDX Pre-Registration

1. Confirm Account ✓

2. Role Information

3. Review Account Information

### Registration Information

**Program Service**  
**Role**

NetDMR: Arkansas DEQ  
Permittee (signature)

Provide any required additional information, if applicable.

Select Role

Permittee (signature) ▾

Request Role Access

Back

# 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**

1. Confirm Account 2. Role Information 3. Review Account Information

## Registration Information

Program Service	NetDMR: Arkansas DEQ
Role	Permittee (no signature)

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 *	<input type="password"/>
Re-type Password *	<input type="password"/>
Security Question 1 *	-Please Select- ▼
Security Answer 1 *	<input type="text"/>
Security Question 2 *	-Please Select- ▼
Security Answer 2 *	<input type="text"/>
Security Question 3 *	-Please Select- ▼
Security Answer 3 *	<input type="text"/>

# 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)

**Part 2: Organization Info**

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
<a href="#">20704</a>	SHELL DS	901 LOUISIANA ST	HOUSTON	TX	77009
<a href="#">23036</a>	Shell Offshore, Inc	701 Poydras St	New Orleans	LA	70139
<a href="#">23114</a>	Shell Offshore, Inc.	P. O. Box 61933	New Orleans	LA	70161-1933
<a href="#">23578</a>	Shell Pipeline Company LLC	701 Poydrus Street	New Orleans	LA	70139

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

# 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 \*

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](#)

# Select Organization – Not Found (Slide 34)

- 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](#).

# Select Organization – Not Found

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

**Part 2: Organization Info**

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

# Permittee (signature) Registration

- Permittee (signature) role requires additional steps
  - Enter Job Title
  - Create 5 additional security questions & answers
  - “Accept” the Electronic Signature Agreement

# Confirmation

- Enter Job Title

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CDX Core CDX Registration [Contact Us](#)  
Logged in as JAKENETDMR1@GMAIL.COM ([Log out](#))

1. Program Service ✓ 2. Role Access ✓ 3. User and Organization ✓ 4. Confirmation

**Registration Information**

Program Service	NetDMR: Arkansas DEQ
Role	Permittee (signature)

Enter Your Job Title \*

Next

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

EPA Home | Privacy and Security Notice | Accessibility | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us



# Confirmation

- Signature Question Verification
  - Complete 5 Signature questions and answers
  - Be sure to write down answers (case sensitive)
  - Click Save Answers

The screenshot shows the EPA CDX Central Data Exchange registration page. The header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main heading is 'CDX Registration: Additional Verification'. Below this, a progress bar shows three steps: '1. Identity Verification' (completed), '2. Signature Question' (current step), and '3. ESA'. The instructions state: 'You are registered for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.' There are five dropdown menus for selecting questions, each with an adjacent text input field. The questions are: 'What is the first and middle name of your oldest sibling?', 'What is your favorite pet's name?', 'What is your favorite song?', 'What is your favorite movie?', and 'What is your favorite TV show?'. A green 'Save Answers' button is highlighted with a red box. The footer contains contact information for the CDX Help Desk and various links.

# CDX Signature Agreement (ESA)

- For Migration purposes only – CDX will accept existing NetDMR Subscriber Agreements as authentication. What this means is that existing NetDMR Signatories with an already approved Subscriber Agreement in NetDMR will not need to be authenticated again during migration.
- After migration, new Signatories (or those Signatories who failed migration) will need to be authenticated and must either submit a Signature Agreement electronically or by paper.
- CDX requires only 1 Signature Agreement per account. Once a user has an approved Signature Agreement on file with CDX for an account, they do not need to authenticate any more.

# ESA (Electronic Subscriber Agreement)

- “Sign Electronically”

CDX  CDX Registration: Additional Verification

 [Contact Us](#)  
Logged in as JAKENETDMR1@GMAIL.COM ([Log out](#))

1. Identity Verification

2. Electronic Signature Agreement

## Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

### 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

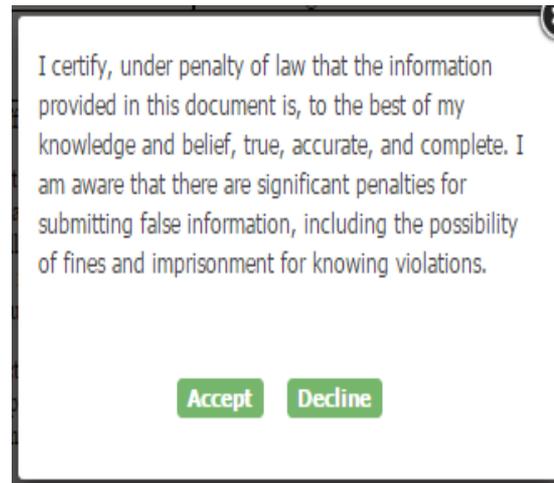
Organization Name	Amazon Oil
Address	100 Main
City, State, Zip	Dallas, TX 12345
Province	
Country	US
Phone Number	(202) 564-8298 <input type="text"/>
E-mail Address	jakenetdmr1@gmail.com
Registrant's Name	Mr Jake Nguyen
CDX User Name	JAKENETDMR1@GMAIL.COM

**Sign Electronically**

Cancel

# ESA (Electronic Subscriber Agreement)

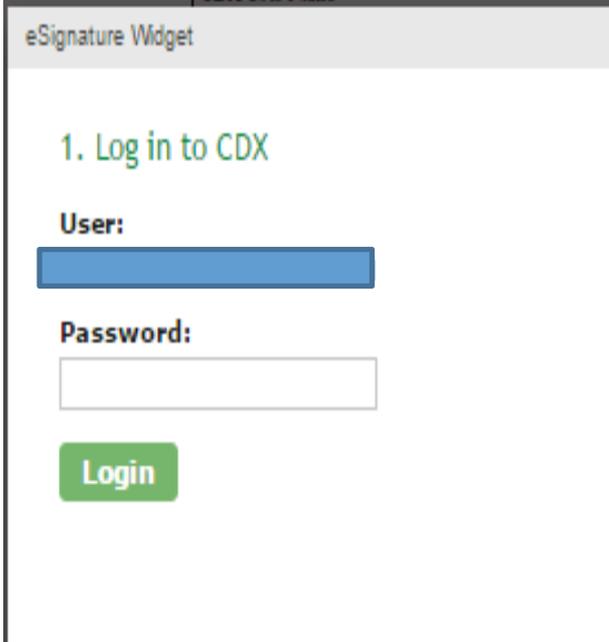
- Click Accept



I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

# ESA (Electronic Subscriber Agreement)

- Login in to CDX
  - User ID will be pre-populated
  - Enter Password
  - Click “Login”



The screenshot shows a web interface titled "eSignature Widget". It contains a heading "1. Log in to CDX" in green text. Below this, there are two input fields: "User:" with a blue pre-filled text box, and "Password:" with an empty white text box. At the bottom of the form is a green button labeled "Login".

# ESA (Electronic Subscriber Agreement)

- Verification
  - Enter Signature Verification Answer
  - Click “Answer”

The screenshot displays a web interface titled "eSignature Widget". It is divided into two columns. The left column, titled "1. Log in to CDX", contains a "User:" label above a blue input field, a "Password:" label above a white input field with masked characters, and a "Welcom" label above a blue input field. The right column, titled "2. Verification", contains a "Question:" label above the text "What is your favorite movie?", an "Answer:" label above a white input field, and a green "Answer" button.

# ESA (Electronic Subscriber Agreement)

- Sign File
  - Click “Sign”

The screenshot shows a web interface titled "eSignature Widget" with a light gray header. Below the header, the interface is divided into three columns representing steps in a process:

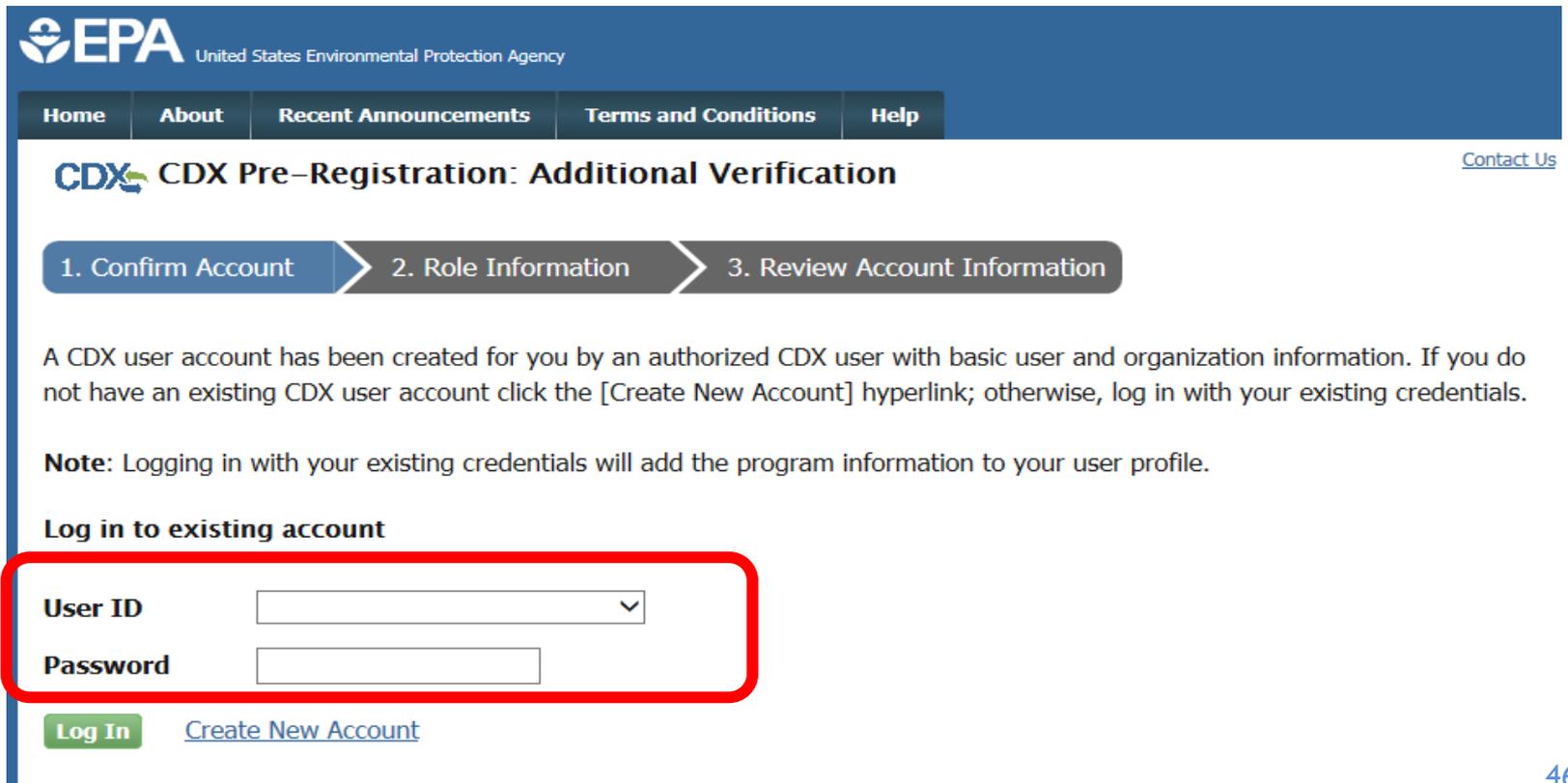
- 1. Log in to CDX:** Contains a "User:" label above a blue input field, a "Password:" label above a white input field with black dots, and a "Welcome." label above another blue input field.
- 2. Verification:** Contains a "Question:" label above the text "What is your favorite movie?", an "Answer:" label above a white input field containing the text "movie", and the text "Correct Answer" below the input field.
- 3. Sign File:** Contains a green button labeled "Sign".

# SUCCESS!! - For Permittees (signature)

- **Congratulations!** At this stage, all Permittees (signature) users have successfully moved their user account into CDX.
- Approval of electronic Signature Agreement is immediate and does not require approval from Instance RA
- If Signature Agreement was submitted via Paper, wait for your Instance RA to approve access.
- Once Approved, you may now successfully login to NetDMR

# Specific Roles can now Log into NetDMR

- Permittee signature now have access to NetDMR
- Log into CDX



**EPA** United States Environmental Protection Agency

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**CDX** CDX Pre-Registration: Additional Verification [Contact Us](#)

1. Confirm Account > 2. Role Information > 3. Review Account Information

A CDX user account has been created for you by an authorized CDX user with basic user and organization information. If you do not have an existing CDX user account click the [Create New Account] hyperlink; otherwise, log in with your existing credentials.

**Note:** Logging in with your existing credentials will add the program information to your user profile.

**Log in to existing account**

User ID

Password

[Log In](#) [Create New Account](#)

# Access to NetDMR

- Note the Program Service Name
  - aka Instance Name
- Under “Role”
  - Click on the hyperlink with your role

The screenshot displays the EPA CDX Central Data Exchange interface. At the top, the EPA logo and navigation menu are visible. The main content area shows a table of services with columns for Status, Program Service Name, and Role. The 'Role' column for the first service, 'NDMR-AR: NetDMR: Arkansas DEQ', contains a red-bordered box around the 'Permittee' hyperlink. To the right of the table are sections for 'CDX Service Availability' and 'News and Updates'. At the bottom, there are buttons for 'Add Program Service' and 'Manage Your Program Services'.

Status	Program Service Name	Role
	NDMR-AR: NetDMR: Arkansas DEQ	<a href="#">Permittee</a>
	LA-NM-OK-TX	<a href="#">(signature)</a>

# 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.

FAQs | Getting Started | Contact the NetDMR Team

 **NetDMR**  
Network Discharge  
Monitoring Report

## Welcome

Welcome to the  Installation of NetDMR! NetDMR is a web-based application that allows National (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 on 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

*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

Home | My Account | Request Access | Help | Logout

User: [Redacted]



**NetDMR**  
Network Discharge  
Monitoring Report

**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

Search:

All DMRs & CORs

DMRs Ready to Submit

Permit ID

Users

## All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

**Permit ID:**

**Facility:**

Last 10 Logins

1/11/17	2:43 PM	-
1/11/17	12:18 PM	-
1/10/17	7:55 AM	-
1/10/17	7:10 AM	<a href="#">1 DMR submitted.</a>
12/20/16	8:33 PM	<a href="#">2 DMRs submitted.</a>
12/20/16	7:45 PM	<a href="#">2 DMRs submitted.</a>

# 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 Helpdesk at 1-888-890-1995 to make any changes**



The screenshot shows the NetDMR (Network Discharge Monitoring Report) user interface. At the top, there is a navigation bar with links for Home, My Account, Request Access, Help, and Logout. The user is logged in as CATHYNETDMRDEMO. The main header features the NetDMR logo and the text "Network Discharge Monitoring Report". Below the header is a menu with six options: Manage Access Requests, Search All DMRs & CORs Permits Users, Unscheduled DMRs, Import DMRs Perform Import Check Results, Update NODI Check Results, and View Permits Users DMR Signing. The "Edit My Account" section is highlighted with a red circle. Below this section, there is a message: "You can edit your account by changing information below." followed by a table of "General Account Information".

General Account Information	
User Name:	CATHYNETDMRDEMO@YAHOO.COM
First Name:	Cathy
Last Name:	Bius
Organization:	Amazon Oil
Job Title:	President
Email Address:	cathynetdmrdemo@yahoo.com
Telephone Number:	(214) 665-6456
Type of User:	Permittee User

# 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

[New Search](#) | 
 [Refine Search](#) | 
 [Sign & Submit Checked DMRs](#) | 
 [Download Checked CORs](#) | 
 [Update NODI](#)

## DMR/COR Search Results

One item found

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download
<a href="#">View Copy of Submissions</a> ▼ <input type="button" value="Go"/>	NM0022292	SANTA FE WWTP	SLL	SLL-A	LAND APPLICATION	10/31/16	Scheduled	02/19/17	Completed	<a href="#">01/10/17</a>	<input type="button" value="Check All"/> On Page <input type="button" value="Clear All"/>	<input type="button" value="Check All"/> On Page <input type="button" value="Clear All"/>

# Signing DMR Process

- Check DMRs to be signed, and enter password

## Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission	Add Copy of Submission and Attachments to Email Notification	View Completed DMR	Permit ID ▲	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date
<input type="checkbox"/>	<input type="checkbox"/>		NM0028355	UNIVERSITY OF CALIFORNIA	001	001-A	POWER PLANT WASTEWATER	01/31/16	02/28/16

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am Cathy Bius.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit these data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

Password

Submit Do Not Submit

# Signing DMR Process

- Enter one of your 5 Security Question Answers established when creating your account

## Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission	Add Copy of Submission and Attachments to Email Notification	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY	001	001-A	TREATED MUNICIPAL WASTEWATER	09/30/16	10/15/16	Net

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am Cathy Bius.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit these data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

Your answer does not match our records.

What is your favorite movie?

Submit Do Not Submit

# Signing DMR Process

- Message appears “The DMRs are undergoing the Signing Process”
- Forms are being routed to CDX
- View Signed COR

<a href="#">Manage Access Requests</a>	<a href="#">Search All DMRs &amp; CORs Permits Users</a>	<a href="#">Unscheduled DMRs Unscheduled DMRs</a>	<a href="#">Import DMRs Perform Import Check Results</a>	<a href="#">Update NODI Check Results</a>	<a href="#">View Permits Users DMR Signing Status</a>	<a href="#">Download Blank DMR Form</a>
--	--	---	--	---	---	---

[View All Copies of Submissions](#) | 
 [DMR/COR Search Results](#) | 
 [View DMR Signing Status](#)

## Signing Process Confirmation - CDX Activity ID: `_ce910b80-3727-42ff-815c-fcec88d2dcf6`

Your DMRs are undergoing the Signing Process

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	View Copy of Submission
NM0022250	ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY	001	001-A	TREATED MUNICIPAL WASTEWATER	09/30/16	10/15/16	

# DMR Signing Status

- Check DMR Signing Status
  - Signing Process Confirmation
  - Pending Processing thru CDX

<b>Manage</b> Access Requests	<b>Search</b> All DMRs & CORs Permits Users	<b>Unscheduled DMRs</b> Unscheduled DMRs	<b>Import DMRs</b> Perform Import Check Results	<b>Update NODI</b> Check Results	<b>View</b> Permits Users DMR Signing Statu	<b>Download</b> Blank DMR Form
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[View All Copies of Submissions](#) | 
 [DMR/COR Search Results](#) | 
 [View DMR Signing Status](#)

## **Signing Process Confirmation - CDX Activity ID: \_2a19fa11-4604-4d78-a297-1f9e9eeb79e8**

Your DMRs are undergoing the Signing Process

<u>Permit ID</u>	<u>Facility</u>	<u>Permitted Feature</u>	<u>Discharge #</u>	<u>Discharge Description</u>	<u>Monitoring Period End Date</u>	<u>DMR Due Date</u>	<u>View Copy of Submission</u>
NM0022292	SANTA FE WWTP	SLL	SLL-A	LAND APPLICATION	10/31/16	02/19/17	

# DMR Signing Status

- Status changed to “Signed Successfully” when Signing Process is complete thru CDX

## DMR Signing Status

This screen displays signing activity from the last 7 days.

Refresh

One message found

<u>CDX Activity ID</u>	<u>Submission Time</u>	<u>Permit ID</u>	<u>Facility</u>	<u>Permitted Feature</u>	<u>Discharge #</u>	<u>Monitoring Period End Date</u>	<u>Due Date</u>	<u>CDX Document ID</u>	<u>Status</u>	<u>Comments</u>
_2a19fa11-4604-4d78-a297-1f9e9eeb79e8	01/10/2017 08:21:08	NM0022292	SANTA FE WWTP	SLL	A	10/31/2016	02/19/2017	7914ef40-8679-4c6c-a922-f68fe16c552e	SIGNED_SUCCESSFULLY	

# 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](mailto: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](mailto: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](mailto:healeyr@adeq.state.ar.us)
- Tommi West: NetDMR Registration: 501-682-0667
  - [westt@adeq.state.ar.us](mailto:westt@adeq.state.ar.us)
- General NetDMR Assistance: 501-682-0624
  - [netdmr@adeq.state.ar.us](mailto:netdmr@adeq.state.ar.us)