



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

**(For Authorized Representatives Only Who  
Sign DMRs)**

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Office of Water Quality – Enforcement Branch



Welcome to the NetDMR 2017 Upgrade registration page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you are already a registered NetDMR user with or without a current CDX account, check for an email from netdmr-notification@epa.gov with instructions on how to complete the CDX registration for NetDMR users. If you did not receive an email or could NOT complete the process using the link provided in the email, you will need to create a new CDX account unless you already have a CDX account. If you already have a CDX account, please add the appropriate NetDMR program service(s).

Sign in

[create a new account](#)

\* = required

User ID \*

Password \*

Sign in

[Forgot username?](#)

[Forgot password?](#)

To create a new NetDMR account, go to:  
<https://netdmr.epa.gov>

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



## Create a New Account

\* = required

Select State Agency or EPA Region and User Type

State Agency or EPA Region \*

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

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

# External or Internal Users

- ▶ Internal Users
  - ▶ State and Federal Agency Users
    - ▶ Read-only access to all signed and submitted reports
    - ▶ Partially completed DMRs only able to be viewed when specifically requested and authorized by facility
- ▶ **External Users**
  - ▶ Permittees
  - ▶ Data providers
    - ▶ contractors and labs

# CDX User Types

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

# Signatory Role (Permittee (signature) User)

- ▶ You will be able to:
  - ▶ Sign and submit the Subscriber Agreement
  - ▶ View, edit, import, sign and delete DMRs
  - ▶ Submit corrected DMRs – generate CORs
  - ▶ Initiate the refusal of unauthorized DMRs

# Who is authorized to Sign DMRs?

## ▶ Signatory role

## ▶ Guidance

▶ See Appendix L,  
NetDMR User  
Guide

▶ 40 CFR 122.22

**40 CFR 122.22 - Signatories to permit applications and reports (applicable to State programs, see 123.25).**

Code of Federal Regulations - Title 40: Protection of Environment

Id. vLex: VLEX-19812669

<http://vlex.com/vid/122-signatories-applicable-see-123-19812669>

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### Text

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TITLE 40 - PROTECTION OF ENVIRONMENT

CHAPTER I - ENVIRONMENTAL PROTECTION AGENCY

SUBCHAPTER D - WATER PROGRAMS

PART 122 - EPA ADMINISTERED PERMIT PROGRAMS: THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

subpart b - PERMIT APPLICATION AND SPECIAL NPDES PROGRAM REQUIREMENTS

122.22 - Signatories to permit applications and reports (applicable to State programs, see 123.25).

(a) Applications. All permit applications shall be signed as follows: (1) For a corporation. By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been



## Create a New Account

\* = required

Select State Agency or EPA Region and User Type

State Agency or EPA Region \*

NetDMR: Arkansas DEQ

User Type \*

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

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





## Create a New Account

\* = required

Select State Agency or EPA Region and User Type

Personal Information

Title \*  
Ms

First Name \*  
Test

Middle Initial

Last Name \*  
NetDMR

Suffix  
Select...

Job Title \* ⓘ  
Operator

Next

Electronic Signature Setup

All fields with an asterisk are required

All fields with an asterisk are required

**Everything is case sensitive**

**User ID** has to be at least 8 characters in length

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

NetDMR Network Discharge Monitoring Report powered by CDX

New Account ID Proofing Submission

### Create a New Account \* = required

Select State Agency or EPA Region and User Type

Personal Information

Create a User ID and Password

User ID *	Password *	Verify Password *
<input type="text" value="testaccountARNetDMR"/>	<input type="text" value="Testnetdmr5"/>	<input type="text" value="Testnetdmr5"/>
		<input checked="" type="checkbox"/> Show password

These questions will be used to reset your password:

Question 1 *	Answer 1 *
<input type="text" value="What was your childhood nickname?"/>	<input type="text" value="netdmr"/>
Question 2 *	Answer 2 *
<input type="text" value="In what city or town was your first job?"/>	<input type="text" value="anywhere"/>
Question 3 *	Answer 3 *
<input type="text" value="If you could be any animal, what would it be?"/>	<input type="text" value="lion"/>
	<input checked="" type="checkbox"/> Show answers

Agree to the Terms and Conditions

Electronic Signature Setup

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

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

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

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

## Everything is case sensitive

Please select five questions. These will be asked every time you electronically sign & submit a DMR.

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



### Create a New Account

\* = required

Select State Agency or EPA Region and User Type

Personal Information

Create a User ID and Password

Electronic Signature Setup

These questions will be used for signing your document electronically:

Question 1 *	Who is your favorite author?	Answer 1 *	king
Question 2 *	Where did you graduate from high school?	Answer 2 *	litle rock high school
Question 3 *	What is your favorite book?	Answer 3 *	cabal
Question 4 *	What is your favorite hobby?	Answer 4 *	reading
Question 5 *	What is your favorite movie?	Answer 5 *	serenity

Show answers

**Next**

All fields with an asterisk are required

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

**After completing questions, Click "Next" to continue**



## Create a New Account

\* = required

Select State Agency or EPA Region and User Type

Personal Information

Create a User ID and Password

Electronic Signature Setup

Organization Information

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

Organization Name \*

Mailing Address (line 1)

Mailing Address (line 2)

City  State \*  Zip/Postal Code

Enter the name and address of facility.

Click Find

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

# Select Organization

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

## Organization Information

Select your organization:

Show  entries

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

Showing 1 to 5 of 5 entries

Previous [1](#) Next

# Organization

- ▶ Confirm your Organization

Organization Information

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

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

[Next](#)

# Add Organization

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

**Part 2: Organization Info**

Enter organization or organization ID

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

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

# Add Organization – Continued

Fill out the required information for your facility

All fields with an asterisk are required

Click “Submit Request for Access”

Part 2: Organization Info

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

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



# Add Organization - Continued

- ▶ Select your Organization
- ▶ Enter your phone number

**Part 2: Organization Info**

Select a Current Organization  
 Request to Add an Organization

**Shell Offshore, Inc**  
701 Poydras St  
New Orleans, LA, US  
70139

Email \* cathypermitadm@gmail.com

Phone Number \*

Phone Number Ext

Fax Number

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

Personal Information ^

Create a User ID and Password ^

Electronic Signature Setup ^

Organization Information ^

Contact Information v

**Organization Name \***

City of Little Rock

**Mailing Address (line 1) \***

1234 Anywhere St

**Mailing Address (line 2)**

**City \*** **State \***

Little Rock Arkansas

**Zip/Postal Code \*** **Country \***

72022 UNITED STATES

**Phone Number \*** **Extension**

501-555-2222

**Email \***

west@adeq.state.ar.us

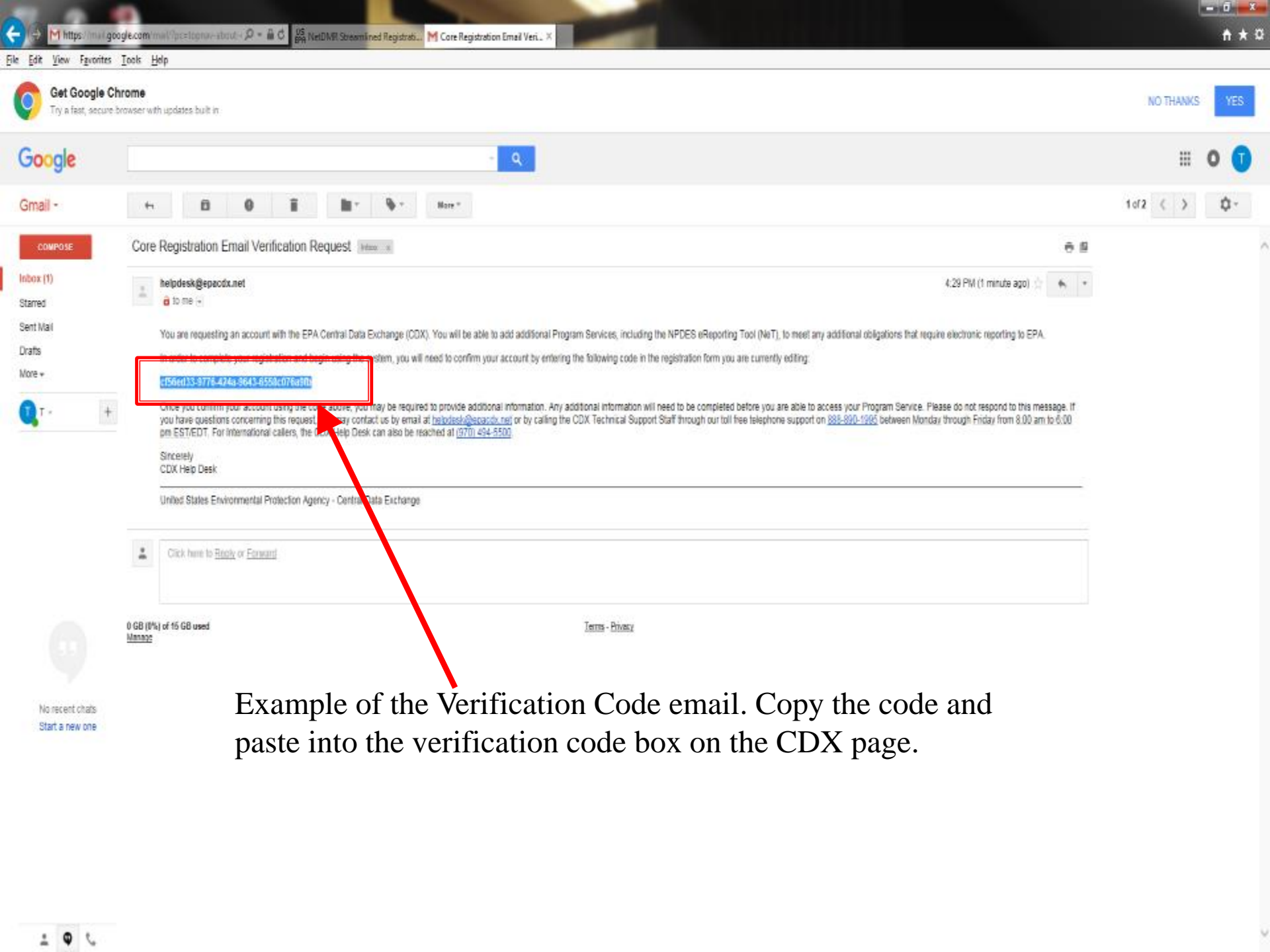
**Re-enter Email \***

west@adeq.state.ar.us

**Send Verification Code**

Register Continue

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



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

Create a User ID and Password ^

Electronic Signature Setup ^

Organization Information ^

Contact Information v

**Organization Name \***

City of Little Rock

**Mailing Address (line 1) \***

1234 Anywhere St

**Mailing Address (line 2)**

**City \*** Little Rock **State \*** Arkansas

**Zip/Postal Code \*** 72022 **Country \*** UNITED STATES

**Phone Number \*** 501-555-2222 **Extension**

**Email \*** netdmrtest5@gmail.com

**Re-enter Email \*** netdmrtest5@gmail.com **Send Verification Code**

**Verification Code \***

Didn't receive your verification code yet? [Click to resend](#)

**Register** **Continue**

• Copy and paste verification code from email.



Create a User ID and Password ^

Electronic Signature Setup ^

Organization Information ^

Contact Information v

**Organization Name \***  
City of Little Rock

**Mailing Address (line 1) \***  
1234 Anywhere St

**Mailing Address (line 2)**

**City \*** Little Rock **State \*** Arkansas

**Zip/Postal Code \*** 72022 **Country \*** UNITED STATES

**Phone Number \*** 501-555-2222 **Extension**

**Email \*** netdmrtest15@gmail.com

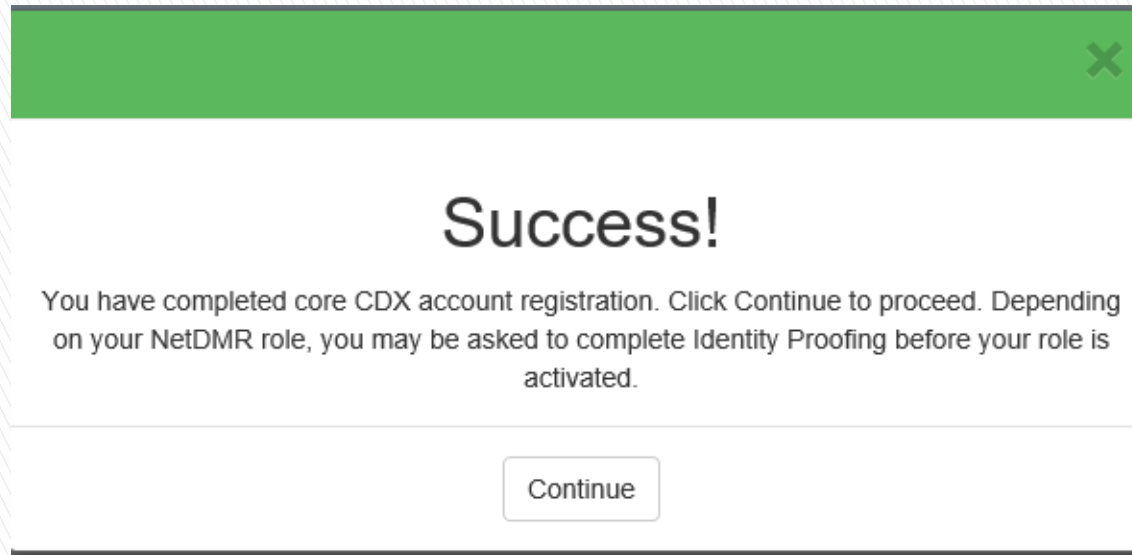
**Re-enter Email \*** netdmrtest15@gmail.com [Send Verification Code](#)

**Verification Code \***  
ct56ed33-9776-424a-9643-6558c076a9fb ✓

[Register](#) [Continue](#)

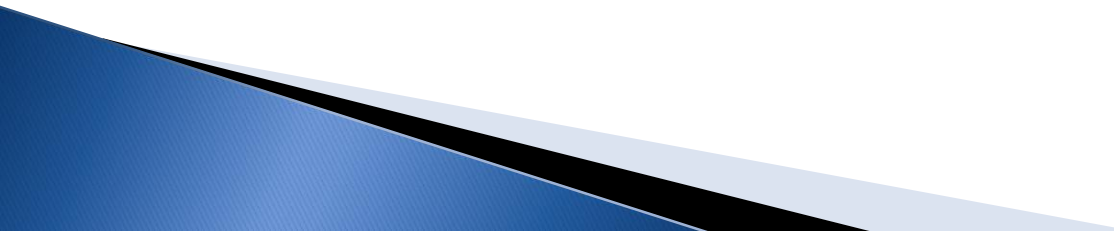
After copying the verification code from the email, paste in the box and click "Register"

# Organization Registration Completed



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

# Registration Process

- ▶ At this stage, Permittee (no signature) and Data Providers are finished and now have access to NetDMR
  - ▶ Permittee (signature) must continue with Identity Proofing
- 

# “Permittee (signature)” Additional Requirements

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



**The Identity Proofing information needs to be your personal home address, date of birth, and last four digits of your social security number.**

**Check the “I agree to Electronic Signature Agreement” and Click “Verify and Sign”**



### Identity Proofing

\* = required

Identity Verification

Would you like to perform electronic Identity Proofing?

YES  NO

Electronic Identity Proofing

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

Home Mailing Address (line 1) \*

Home Mailing Address (line 2)

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

Date of Birth \*

SSN Last 4: \* Phone Number

Show SSN digits

I agree to the Electronic Signature Agreement

Verify and Sign

Click on white tab for paper option of Identity Proofing.

(If you choose paper, it will take longer to process your request)

I agree to the Electronic Signature Agreement

Verify and Sign

✓ Your ESA has been generated

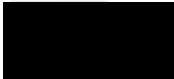


## Identity Proofing

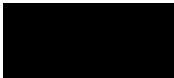
\* = required

### Identity Verification

Would you like to perform electronic Identity Proofing?



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

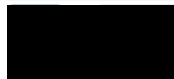


### U.S. Environmental Protection Agency Office of Enforcement and Compliance Assurance NPDES e-Reporting Tool Electronic Signature Agreement

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	City of Little Rock
Address	1234 Anywhere St
City, State, Zip	Little Rock, AR 72022
Province	
Country	US
Phone Number	501-555-2222
E-mail Address	netdmrtest3@gmail.com
Registrant's Name	Ms Test NetDMR
Registrant Title	Operator



The Electronic Signature Agreement is created.

Scroll down to the bottom of the Electronic Signature Agreement and Click the green button "Sign Electronically"

Should be able to sign electronically unless you fail CDX Identity Proofing.

In that case, print the Electronic Signature Agreement, sign on the first and third page and mail all four pages to:  
ADEQ  
Attn: Water Enforcement  
5301 Northshore Drive  
North Little Rock, AR  
72118

# CDX Home Page

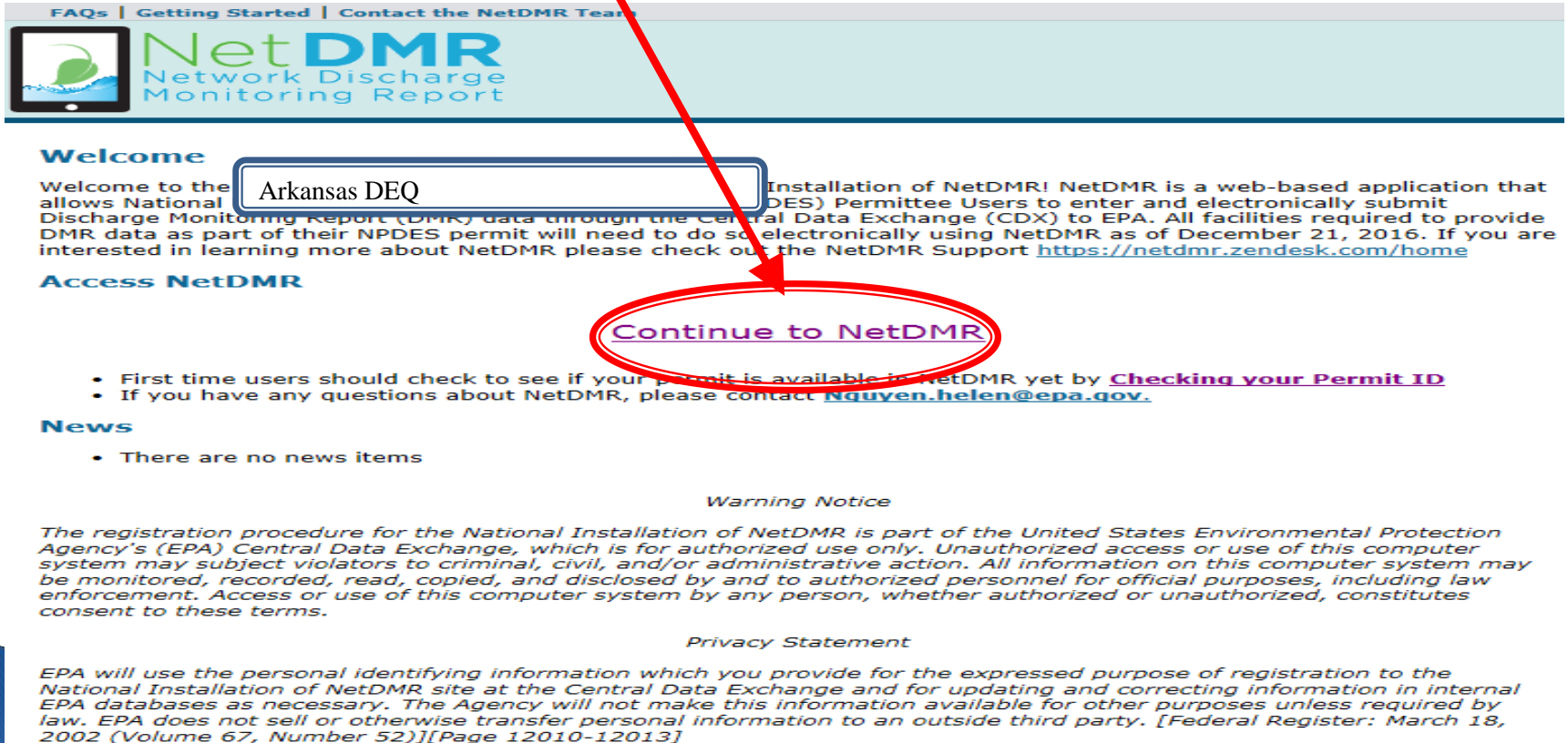
- After creating a CDX account, you will log into CDX, click on the link under Role.
- You will be taken to the new NetDMR Landing Page.

The screenshot shows the EPA CDX Central Data Exchange home page. At the top, there is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this, the CDX logo and 'Central Data Exchange' text are displayed. On the right, there is a 'Contact Us' link and a login status: 'Logged in as JAKENETDMR1@GMAIL.COM (Log out)'. Below the navigation, there are buttons for 'MyCDX', 'Inbox', 'My Profile', and 'Submission History'. The main content area features a 'Services' table with columns for 'Status', 'Program Service Name', and 'Role'. The 'Role' column contains two entries: 'Permittee (signature)' and 'Permittee (signature)'. A red box highlights the first 'Permittee (signature)' link, and a red arrow points to it from the text above. To the right of the table, there is a 'CDX Service Availability' section with a link 'See the status for all program services' and a 'News and Updates' section with the text 'No news/updates.'. At the bottom, there are two buttons: 'Add Program Service' and 'Manage Your Program Services'.

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

# New NetDMR Landing Page

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



The screenshot shows the NetDMR landing page. At the top, there is a navigation bar with links for 'FAQs', 'Getting Started', and 'Contact the NetDMR Team'. Below this is the NetDMR logo, which includes a green leaf icon and the text 'NetDMR Network Discharge Monitoring Report'. The main content area starts with a 'Welcome' section. A blue-bordered box highlights the text 'Arkansas DEQ' in the first paragraph. A red arrow points from the text 'Continue to NetDMR' in the second bullet point of the 'Access NetDMR' section to a red oval around the text 'Continue to NetDMR' in the first bullet point of the 'Access NetDMR' section. Below the 'Access NetDMR' section is a 'News' section with one bullet point. At the bottom, there are sections for 'Warning Notice' and 'Privacy Statement'.

FAQs | Getting Started | Contact the NetDMR Team

**NetDMR**  
Network Discharge  
Monitoring Report

## Welcome

Welcome to the NetDMR! 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

- First time users should check to see if your permit is available in NetDMR yet by **Checking your Permit ID**
- If you have any questions about NetDMR, please contact [nguyen.helen@epa.gov](mailto:nguyen.helen@epa.gov).

### News

- There are no news items

*Warning Notice*

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

*Privacy Statement*

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

US EPA Permittee User Home

File Edit View Favorites Tools Help

CDX Home Central Data ... NetDMR Streamlined Regi... EASE Login Grants and Resources for... Blue and You Fitness Chal... Administrative Services fo... Enforcement and Compli... AHELP SIGN IN

Home My Account **Request Access** Help Logout

User: NETDMRTEST, Permittee User

Arkansas DEQ

Manage Access Requests Search All DMRs & CORs Unscheduled DMRs Import DMRs Perform Import Check Results Update NODI Check Results Download Blank DMR Form

Session Lockout Timer: 29:51

**Click on Request Access to ask for access to your permit(s)**

Search: All DMRs & CORs

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: All Update

Facility: All Update

Note: The Update buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

Permitted Feature: All Update

Discharge: All

Monitoring Period End Date Range: [ ] [ ] (mm/dd/yyyy)

Edited or Submitted By: All

Status: Ready for Data Entry, NetDMR Validation Errors, NetDMR Validated, Imported, Signed & Submitted, Submission Errors/Warnings, Completed. [All] [Hold down CTRL or Mac command key to select/deselect multiple]

Scheduled/Unscheduled: All

COR Confirmation #: [ ]

Search Clear All Fields

**NetDMR “Home Page”**

**Once you create a CDX account, you will need to request access to your permit(s) in NetDMR and create a Subscriber Agreement.**

### 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

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
No Permits found		

Type the permit number in the Permit ID box, click Update, and select Signatory role (if you are going to be signing the DMRs).

After selecting role, click Add Request. The request will appear below Access Requests.

If you have multiple permits to access, repeat this process until all permits have been added.

After adding all access requests, click Submit.

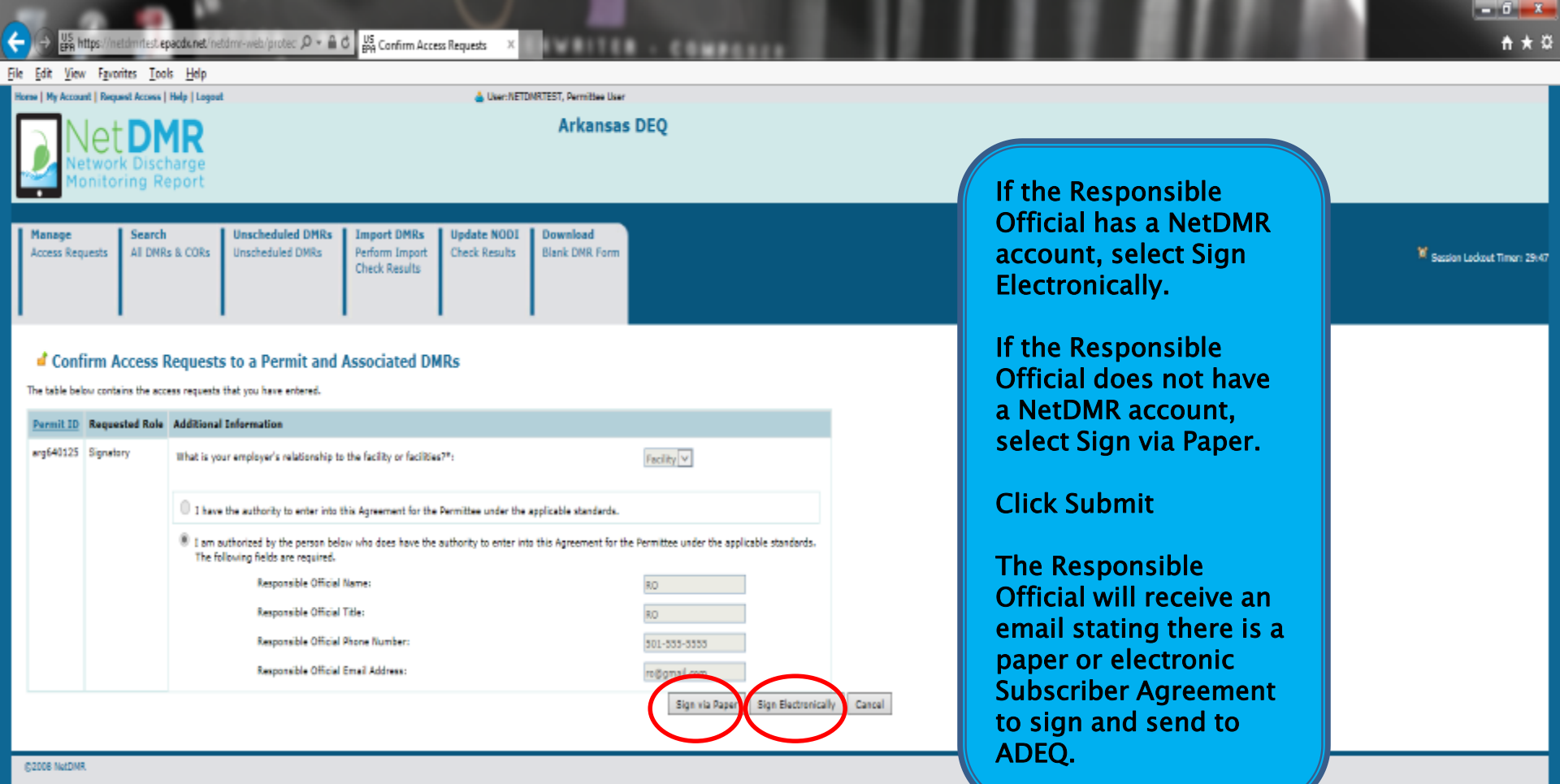
### Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
arg640125	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="RO"/></p> <p>Responsible Official Title: <input type="text" value="RO"/></p> <p>Responsible Official Phone Number: <input type="text" value="501-555-5555"/></p> <p>Responsible Official Email Address: <input type="text" value="ro@gmail.com"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

I have been authorized by the Responsible Official to sign the DMRs

Fill out the boxes with the Responsible Official's information.  
Click Submit  
The Responsible Official will receive an email stating there is a paper or electronic Subscriber Agreement to sign and send to ADEQ.



If the Responsible Official has a NetDMR account, select Sign Electronically.

If the Responsible Official does not have a NetDMR account, select Sign via Paper.

Click Submit

The Responsible Official will receive an email stating there is a paper or electronic Subscriber Agreement to sign and send to ADEQ.



US EPR https://netdmrtest.epacdx.net/netdmr-web/protoc US EPR Access Request(s) Sent

File Edit View Favorites Tools Help

Home | My Account | Request Access | Help | Logout

User: NETDMRTEST, Permittee User

Arkansas DEQ

NetDMR  
Network Discharge  
Monitoring Report

Manage Access Requests Search All DMRs & CORs Unscheduled DMRs Import DMRs Perform Import Check Results Update NOD1 Check Results Download Blank DMR Form

Session Lockout Timer: 29:57

Request Access to a Permit and Associated DMRs

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

Click below to print the subscriber agreement for the statutory request(s) made during this session.

Review & Print Subscriber Agreement(s)

Back

©2008 NetDMR

**Final Step of requesting access if Responsible Official does not have a NetDMR account.  
(No Need to Go Further in this Presentation)**

**If the Responsible Official does not have a NetDMR account, print out the Subscriber Agreement (all four pages), Responsible Official and Cognizant Official will both sign (in blue ink) and mail original to ADEQ.**

**ADEQ**

**Attn: Office of Water Quality - Enforcement Branch  
5301 Northshore Drive  
North Little Rock, AR 72118**

**Any questions, please call 501-682-0624.**

US EPR https://netdmrtest.epacdx.net/netdmr-web/protoc US EPR Access Request(s) Sent

File Edit View Favorites Tools Help

Home | My Account | Request Access | Help | Logout

User: NETDMRTEST, Permittee User

Arkansas DEQ

NetDMR  
Network Discharge  
Monitoring Report

Manage Access Requests Search All DMRs & CORs Unscheduled DMRs Import DMRs Perform Import Check Results Update NODI Check Results Download Blank DMR Form

Session Lockout Timer: 29:57

Request Access to a Permit and Associated DMRs

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

Click below to print the subscriber agreement for the statutory request(s) made during this session.

Review & Print Subscriber Agreement(s)

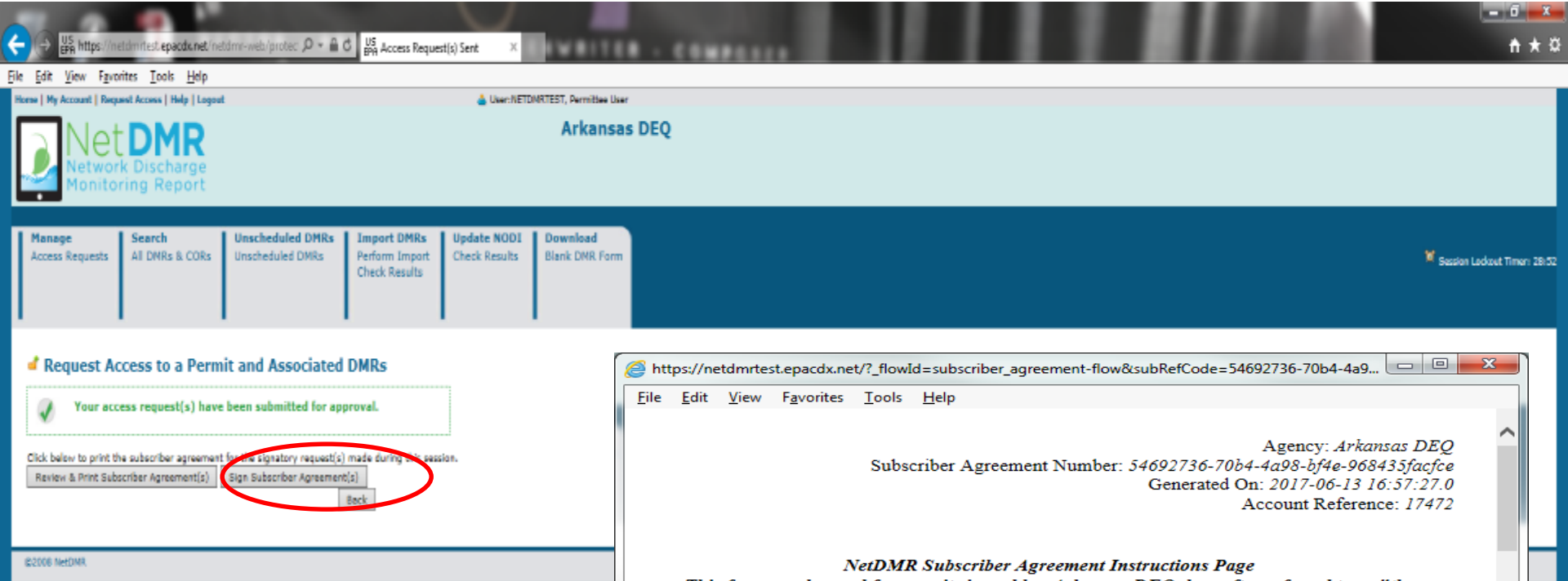
Back

©2008 NetDMR

The next slides are for Responsible Officials who have NetDMR accounts to sign the Subscriber Agreement electronically.

After the Authorized Representative signs electronically from the previous step, you will click “Review and Print Subscriber Agreement”.

The Subscriber Agreement will appear in a separate window as shown on the next page to print or save to your files.



After the Subscriber Agreement appears, save or print it, and close the window with the agreement.

https://netdmrtest.epacdx.net/?\_flowId=subscriber\_agreement-flow&subRefCode=54692736-70b4-4a9...

Agency: *Arkansas DEQ*  
Subscriber Agreement Number: *54692736-70b4-4a98-bf4e-968435facfce*  
Generated On: *2017-06-13 16:57:27.0*  
Account Reference: *17472*

**NetDMR Subscriber Agreement Instructions Page**  
*This form can be used for permits issued by: Arkansas DEQ, 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 F.

**User Name:** NETDMRTEST  
**Subscriber Name:** Tommi West  
**Organization:** ADEQ  
**Email Address:** twest7@hotmail.com  
**Phone Number:** (501) 682-0667

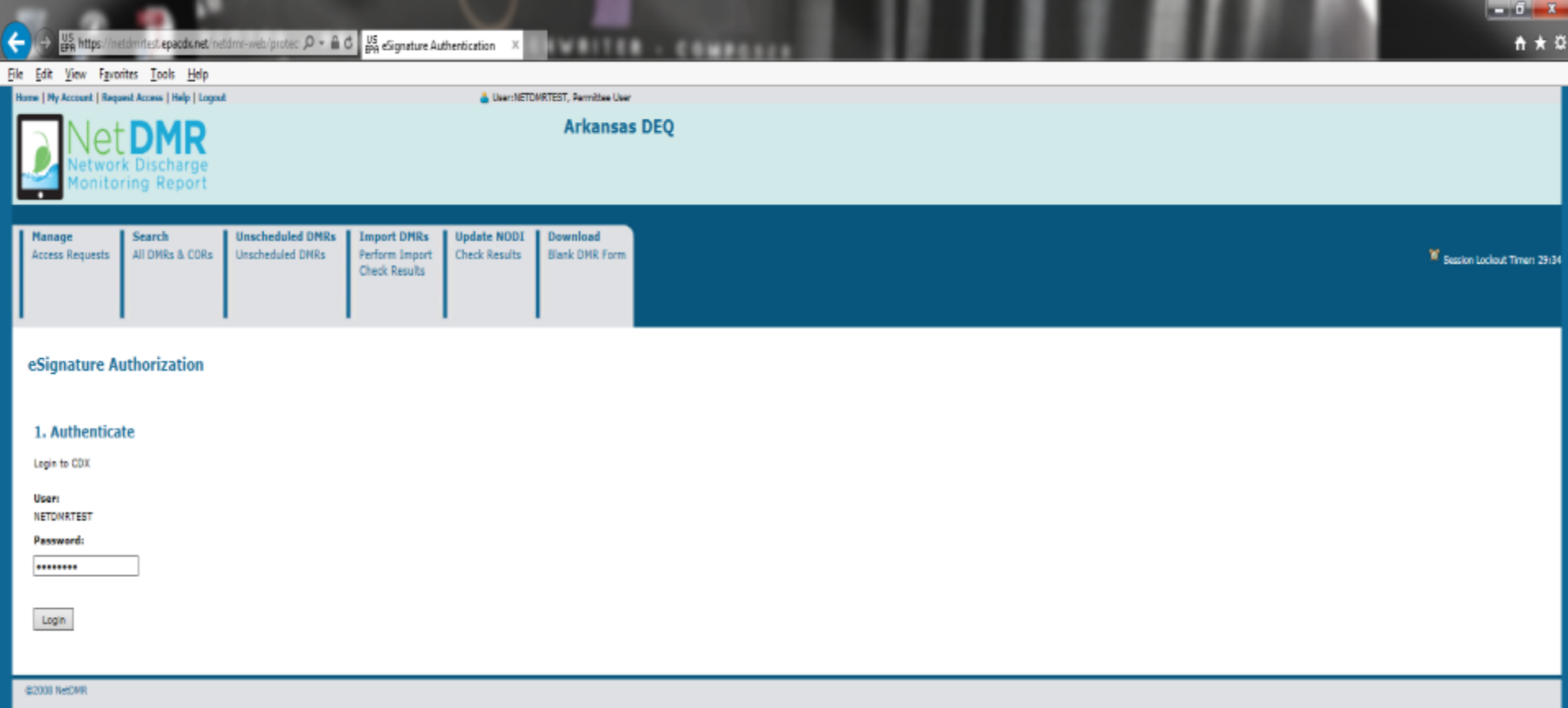
**B. Permit Information**

Signing privileges are requested for the following permits:

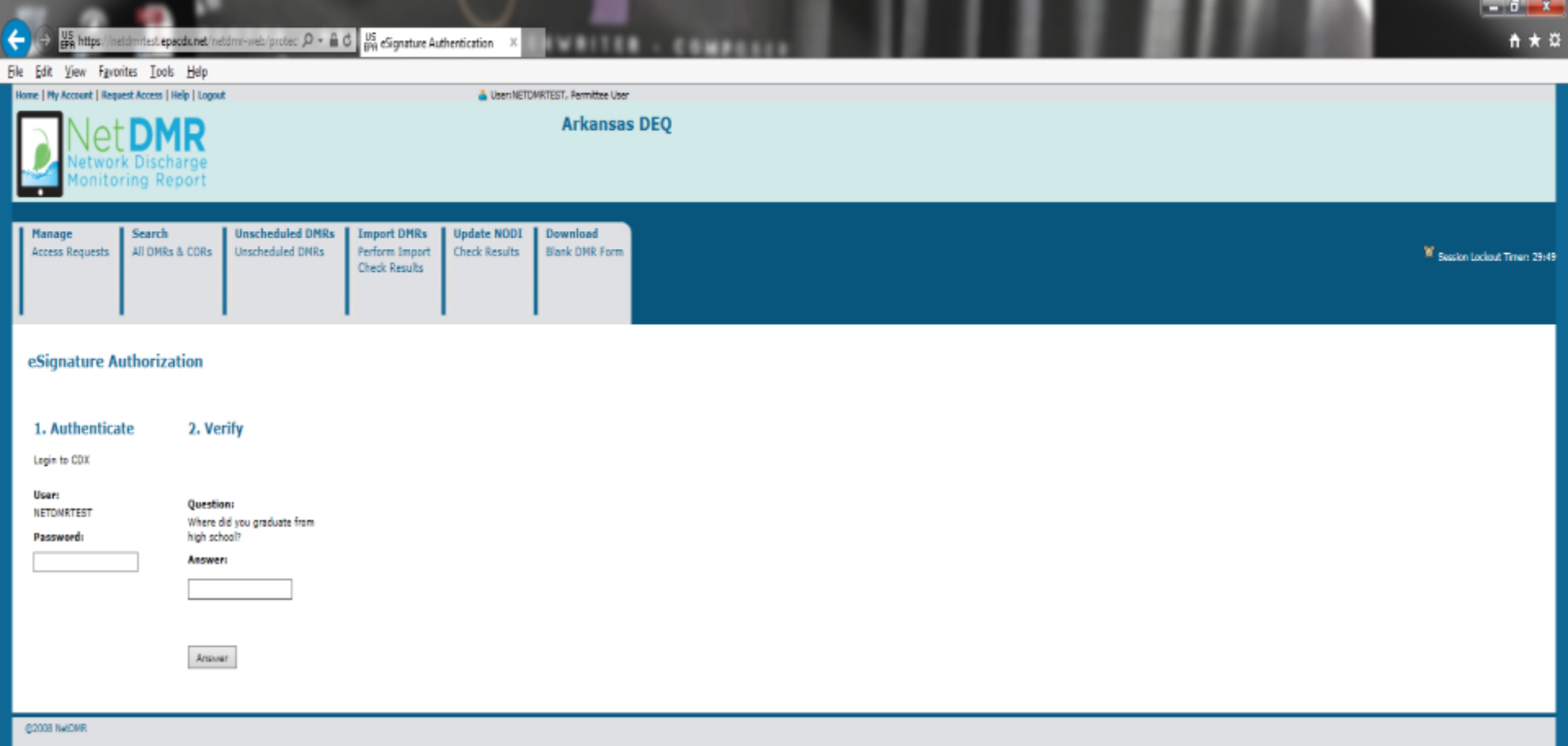
Permit ID	Facility Name	Facility Address	Relationship	Authorized By
ARG640125	BENTON/WASHINGTON REGIONAL PUBLIC WATER AUTHORITY	15531 WOODS LODGE ROAD ROGERS, AR	Facility	RO

The screenshot shows a web browser window with the URL <https://netdmrtest.epacdx.net/netdmr-web/protoc>. The page header includes "Arkansas DEQ" and "NetDMR Network Discharge Monitoring Report". A navigation menu contains buttons for "Manage Access Requests", "Search All DMRs & CORs", "Unscheduled DMRs", "Import DMRs Perform Import Check Results", "Update NOD1 Check Results", and "Download Blank DMR Form". A "Session Lockout Timer: 28:05" is visible in the top right. The main content area features a green success message: "Your access request(s) have been submitted for approval." Below this, a text prompt says "Click below to print the subscriber agreement for the signatory request(s) made during this session." Two buttons are present: "Review & Print Subscriber Agreement(s)" and "Sign Subscriber Agreement(s)", with the latter circled in red. A "Back" button is also visible.

After opening the Subscriber Agreement and printing it for your files, the “Sign Subscriber Agreement” button will appear. Click the button and the Authorized Representative will be asked for your log-in password.



After clicking “Sign Subscriber Agreement”, you will enter your Log In password.



**After entering your password, you will answer one of your security questions.**

US EPR https://netdmrtest.epacdx.net/netdmr-web/protect US EPR eSignature Authorization

File Edit View Favorites Tools Help

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

**NetDMR**  
Network Discharge  
Monitoring Report

Arkansas DEQ

Manage Access Requests Search All DMRs & CORs Unscheduled DMRs Import DMRs Perform Import Check Results Update NODI Check Results Download Blank DMR Form

Session Lockout Timer: 29:55

### eSignature Authorization

**1. Authenticate**    **2. Verify**    **3. Sign**

Login to CDX

User:  
NETDMRTEST

Password:

Question:  
Where did you graduate from high school?

Answer:

**Sign**

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After answering one of your security questions, click on “Sign” to complete the electronic signature process of the NetDMR Subscriber Agreement.

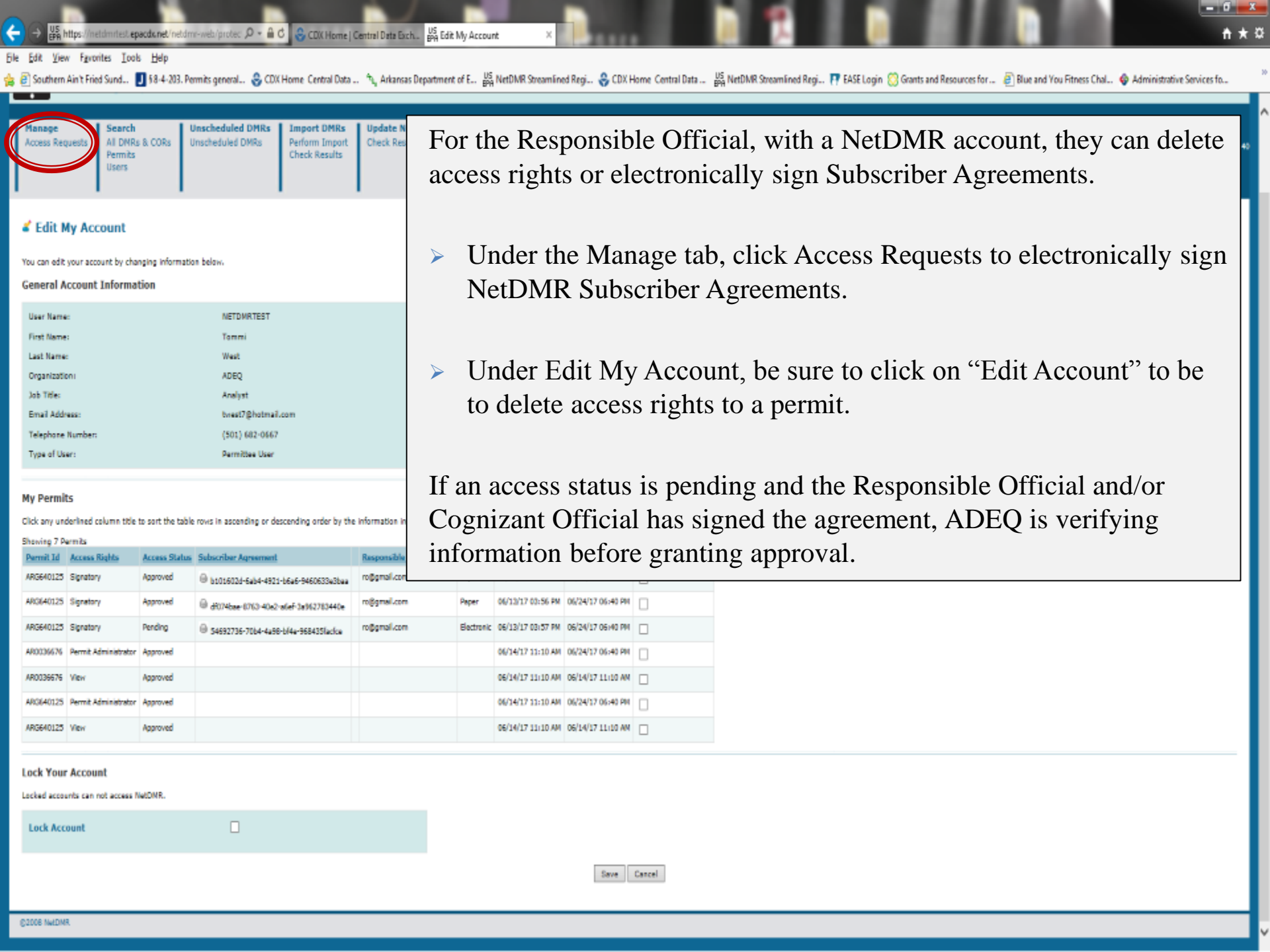
The screenshot shows a web browser window with the URL <https://netdmrtest.epacdx.net/netdmr-web/protect>. The page header includes "Arkansas DEQ" and "NetDMR Network Discharge Monitoring Report". A navigation menu contains links for "Manage Access Requests", "Search All DMRs & CORs", "Unscheduled DMRs", "Import DMRs Perform Import Check Results", "Update NOD1 Check Results", and "Download Blank DMR Form". A session lockout timer is visible in the top right corner, showing "Session Lockout Timer: 29:56". A central message box with a green checkmark icon states: "Request Access to a Permit and Associated DMRs" and "Signing of the Subscriber Agreement(s) was successful. Your access request(s) have been submitted for approval." The footer of the page reads "©2008 NetDMR".

**You will receive the following message the Subscriber Agreement was signed successfully and submitted for approval.**

**The Responsible Official will receive an email notifying them to log into NetDMR and sign the Subscriber Agreement.**

**Please ensure we have you on file as the Authorized Representative for the permit. If you are unsure, please contact the Office of Water Quality – Enforcement Branch at 501-682-0624.**





For the Responsible Official, with a NetDMR account, they can delete access rights or electronically sign Subscriber Agreements.

- Under the Manage tab, click Access Requests to electronically sign NetDMR Subscriber Agreements.
- Under Edit My Account, be sure to click on “Edit Account” to be able to delete access rights to a permit.

If an access status is pending and the Responsible Official and/or Cognizant Official has signed the agreement, ADEQ is verifying information before granting approval.

Permit Id	Access Rights	Access Status	Subscriber Agreement	Responsible				
ARG640125	Signatory	Approved	Ⓜ b101602d-6ab4-4921-b6a6-9460633a3baa	ro@gmail.com				
ARG640125	Signatory	Approved	Ⓜ d074bae-8763-40e2-afef-3a362783440e	ro@gmail.com	Paper	06/13/17 03:56 PM	06/24/17 06:40 PM	<input type="checkbox"/>
ARG640125	Signatory	Pending	Ⓜ 54892736-70b4-4a58-bf4a-968435facc5a	ro@gmail.com	Electronic	06/13/17 03:57 PM	06/24/17 06:40 PM	<input type="checkbox"/>
AR0036676	Permit Administrator	Approved				06/14/17 11:10 AM	06/24/17 06:40 PM	<input type="checkbox"/>
AR0036676	View	Approved				06/14/17 11:10 AM	06/14/17 11:10 AM	<input type="checkbox"/>
ARG640125	Permit Administrator	Approved				06/14/17 11:10 AM	06/24/17 06:40 PM	<input type="checkbox"/>
ARG640125	View	Approved				06/14/17 11:10 AM	06/14/17 11:10 AM	<input type="checkbox"/>

#### Lock Your Account

Locked accounts can not access NetDMR.

Lock Account

Save Cancel

US EPA https://netdmrtest.epacdc.net/netdmr-web/protect US EPA Manage Access Requests

File Edit View Favorites Tools Help

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

**NetDMR**  
Network Discharge  
Monitoring Report

**Arkansas DEQ**

Manage Access Requests Search All DMRs & CORs Permits Users Unscheduled DMRs Unscheduled DMRs Import DMRs Perform Import Check Results Update NODI Check Results View Permits Users DMR Signing Status Download Blank DMR Form

Session Lockout Timer: 29:30

**Manage Access Requests**

**Pending Access Requests - Internal**  
No results.

**Pending Access Requests - External**  
No results.

Save Cancel

**Pending Access Requests - External Signatory**  
Click the link in the Subscriber Agreement column to review the subscriber agreement before signing.

One item found

Name	User Name	Permit ID	Facility	Request Date	Update Date	Responsible Official Email	Approve	Deny	Comment	Subscriber Agreement	View Details
Tommi West	NETDMRTEST	AR6640125	BENLON/WASHINGTON REGIONAL PUBLIC WATER AUTHORITY	06/13/17	07/15/17	ro@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>			

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After clicking on Access Requests, the following page will appear so the Responsible Official (RO) can electronically sign a NetDMR Subscriber Agreement.

The request will appear similar as below, the RO will check the approve box and click Save.

After signing, the request will need to be approved by ADEQ. In approximately 10 business days, you should receive an email/letter notifying the Authorized Representative of approval.

# 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)
- General NetDMR Assistance: 501-682-0624
  - [netdmr@adeq.state.ar.us](mailto:netdmr@adeq.state.ar.us)