

# Changing a Role in CDX

Tommi West, NetDMR Program Coordinator  
Office of Water Quality – Enforcement Branch

# Changing Your Role in CDX

- Example
  - Your role is currently “Data Provider”
  - You work at the facility and your user type should be “Permittee” rather than “Data Provider”. You have been asked to apply for the “Permittee (no signature)” role in CDX so that you can perform the Permit Administrator functions within NetDMR.

- Click on “Manage Your Program Services”

Home About Recent Announcements Terms and Conditions FAQ

**CDX** Central Data Exchange

MyCDX Inbox My Profile Submission History

Services		Manage
Status	Program Service Name	Role
	BIOSOLIDS: NeT - EPA Biosolids Program	<a href="#">Certifier</a>
	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>

Add Program Service **Manage Your Program Services**

- Choose your program service

**CDX** Central Data Exchange

[Logout](#)  
Logged

You are here: [MyCDX](#) Manage Program Services

## Manage Program Services

[Add Program Service](#)

[Back to MyCDX](#)

**Cathy Test Facility, 100 Main, Dallas, TX, US 75202, (214) 665-6456**

**BIOSOLIDS: NeT - EPA Biosolids Program**

**GEG460000: NeT - EPA Region 4 Offshore Oil and Gas NPDES Permit**

**NDMR-AR: NetDMR: Arkansas DEQ**

**NDMR-R6: NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX**

- Click on “Deactivate”

## Manage Program Services

Add Program Service

Back to MyCDX

[Expand All] [Collapse All]

Cathy Test Facility, 100 Main, Dallas, TX, US 75202, (214) 665-6456

BIOSOLIDS: NeT - EPA Biosolids Program

GEG460000: NeT - EPA Region 4 Offshore Oil and Gas NPDES Permit

NDMR-AR: NetDMR: Arkansas DEQ

Role	Program ID	Status	Details
Data Provider		Active (Deactivate)	

NDMR-R6: NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX

- Confirm “Deactivate”

Manage Program Services

[Add Program Service](#)

Cathy Test Facility, 100

BIOSOLIDS: NeT - E

GEG460000: NeT - E

NDMR-AR: NetDMR:

Message from webpage

?

Are you sure you want to deactivate this role?

OK Cancel

Role	Program ID	Status	Details
Data Provider		Active (Deactivate)	

- Confirm Role is Deactivated

### Manage Program Services

Add Program Service

Back to MyCDX

[Expand All] [C

Cathy Test Facility, 100 Main, Dallas, TX, US 75202, (214) 665-6456

BIOSOLIDS: NeT - EPA Biosolids Program

GEG460000: NeT - EPA Region 4 Offshore Oil and Gas NPDES Permit

NDMR-AR: NetDMR: Arkansas DEQ

Request New Role

Role	Program ID	Status	Details
Data Provider		Deactivated	

NDMR-R6: NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX

- Click on “Request New Role”

### Manage Program Services

[Add Program Service](#)

[Back to MyCDX](#)

Cathy Test Facility, 100 Main, Dallas, TX, US 75202, (214) 665-6456

BIOSOLIDS: NeT - EPA Biosolids Program

GEG460000: NeT - EPA Region 4 Offshore Oil and Gas NPDES Permit

NDMR-AR: NetDMR: Arkansas DEQ

[Request New Role](#)

Role	Program ID	Status
Data Provider		Deactivated



# Changing Your Role in CDX

- Enter New Role
- Click “Add Selected Role”

**Request a New Role**

Registration Information	
Organization Name	Cathy Test Facility
Program Service	NetDMR: Arkansas DEQ
Role	Not Selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select a Role

- Confirm Roles have been changed

### Manage Program Services

NDMR-AR role successfully added to Cathy Test Facility.

[Add Program Service](#)

[Back to MyCDX](#)

[\[Expand All\]](#) [\[Collap](#)

Cathy Test Facility, 100 Main, Dallas, TX, US 75202, (214) 665-6456

BIOSOLIDS: NeT - EPA Biosolids Program

GEG460000: NeT - EPA Region 4 Offshore Oil and Gas NPDES Permit

NDMR-AR: NetDMR: Arkansas DEQ

#### Request New Role

Role	Program ID	Status	Details
Data Provider		Deactivated	
Permittee (no signature)		Active (Deactivate)	

# Changing Your Role in CDX

- Note that if you are changing **from Permittee (no signature) or Data Provider to a Permittee (signature)** role, you **WILL** be required to authenticate (identity proofing) and have an approved Electronic Signature Agreement.
- May choose to submit the Signature Agreement electronically or submit via paper form. **(If you choose paper, it will take longer to process and delay your account being approved.)**
- Electronic submission of the Signature Agreement is approved immediately, while paper submissions will need to be approved by ADEQ.

# 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 [NPDESReporting@epa.gov](mailto:NPDESReporting@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)