

NetDMR Quick Start Creating An Account Guide

1. Create a new gmail or yahoo email account. Go to www.google.com or www.yahoo.com and set up a new account.
2. After completing set-up of a new email account, go to <https://netdmrtest.epacdx.net/netdmr-web/public/home.htm> – test site
<https://netdmr.epa.gov> – production site

Select **Arkansas DEQ** as the Regulatory Authority and click **Go**.

3. At the NetDMR Login page, click on **Register for a New Account**.
4. Fill out the required information on the **Create a NetDMR Account** page:
 - a. Enter your email address and re-enter the email address to confirm.
 - b. Choose whether to use your email address as your User Name (recommended) or create your own User Name and enter that User Name.
 - c. Enter your first name.
 - d. Enter your last name.
 - e. Enter your 10-digit telephone number.
 - f. Enter the name of the organization you are affiliated with.
 - g. Choose your User Type. (“Permittee Users” are permitted facility staff; “Data Provider Users” are lab or contractor staff; and “Regulatory Users” are state, tribe, or EPA staff.)
 - h. Select 5 security questions from the drop-down list and enter an answer for each question selected. (Answers are case sensitive; use the cheat sheet provided to write down your security questions and answers.) (You will be asked to answer a security question every time you submit a DMR.)
5. Click on **Submit** to process your account request; click on **Reset** to blank out all fields on this page; or click on **Cancel** to return to the NetDMR Login page.
6. If NetDMR notifies you that data errors were found, you will see the following message: “There were errors processing your request.”
7. Fix the problem indicated in red text next to the field with problems. The **Verify NetDMR Account Request** page will appear and ask you to verify that the information is correct; click **Verify** to establish the account, or click **Cancel** to return to the Create a NetDMR Account page.
8. At the **Confirm NetDMR Account Request** page, click on **OK** to finalize the request.
9. A confirmation page will appear. Read the message, then click **OK**. You will receive an email from NetDMR to the new email account created requesting you to complete your

account to activate it. Click on the hyperlink provided in the email to open the **Complete NetDMR Account Creation Process**.

10. Answer the security questions, create a password, and re-enter the password for confirmation. Passwords must be at least 8 characters and contain at least one capital letter and one number. (Security questions, answers, and passwords are case sensitive.)
11. Click on **Submit** to complete the account creation process and activate your account.
12. If the answer to your security question is wrong, the password does not meet the rules, or the two passwords differ, NetDMR will display an error message indicating the problem.
13. Re-enter the correct information and click on **Submit** to complete the account.
14. The **NetDMR Account Created** page will appear.
15. Click on **Login** in the upper left corner on the page to log into NetDMR.

General Information Rules

When entering account information, NetDMR applies data checking rules. A summary of these rules are listed below in the table.

Account Information	Rules
Email address	Use only letters, numbers, “@”, “.”, and “_”. Must contain the “@” symbol. Must be unique. You must have access to the email account.
User Name	Use only letters, numbers, “@”, “.”, and “_”.
First Name	Use only letters, numbers, “@”, “.”, and “_”.
Last Name	Use only letters, numbers, “@”, “.”, and “_”.
Organization	Use only letters, numbers, “@”, “.”, and “_”.
User Type	Permittee User = permitted facility or lab staff Data Provider User = lab or contractor staff Regulatory User = state, tribe, or EPA staff