



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

(For Permit Administrator, Edit, and View Roles Only)

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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
or 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>
Data Provider	Lab, Contractor, or 3rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they cannot sign and submit forms.
Permittee (signature)	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.
Permittee (no signature)	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.
Internal User	This is for State/EPA Agency personnel only	Internal Administrator	A Regulatory Authority staff member with a NetDMR account.

Permit Administrator, Edit and View Roles

Permittee (no signature) User

- ▶ You will be able to:
 - ▶ View, edit, and upload DMRs in NetDMR
 - ▶ Edit CORs (Copies of Records)
 - ▶ As a Permit Administrator, can approve roles for other Permit Administrators, Edit, and View users within NetDMR.



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)
 - **(Select) Permittee (no signature) – Permit Administrator, 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 *

testaccountARNetDMR Testnetdmr5 Testnetdmr5

Show password

These questions will be used to reset your password:

Question 1 * Answer 1 *
What was your childhood nickname? netdmr

Question 2 * Answer 2 *
In what city or town was your first job? anywhere

Question 3 * Answer 3 *
If you could be any animal, what would it be? lion

Show answers

Agree to the Terms and Conditions

Next

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"



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
Select	15948	GULF COAST STORET	11110 ROUNDTABLE DRIVE		ROSE HILL	TX	77375
Select	21820	GULF BP CATASTROPHE	100 GULF OF MEXICO DRIVE		CORPUS CHRISTIE	TX	72019
Select	22941	Gulf Oil (Test)	100 Main		Houston	TX	12345
Select	23061	Gulf Coast Oil	100 Main		Houston	TX	65432
Select	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 *	<input type="text" value="UNITED STATES"/>
Mailing Address *	<input type="text"/>
Mailing Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="-Please Select-"/>
ZIP/Postal Code *	<input type="text"/>
Email *	<input type="text" value="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

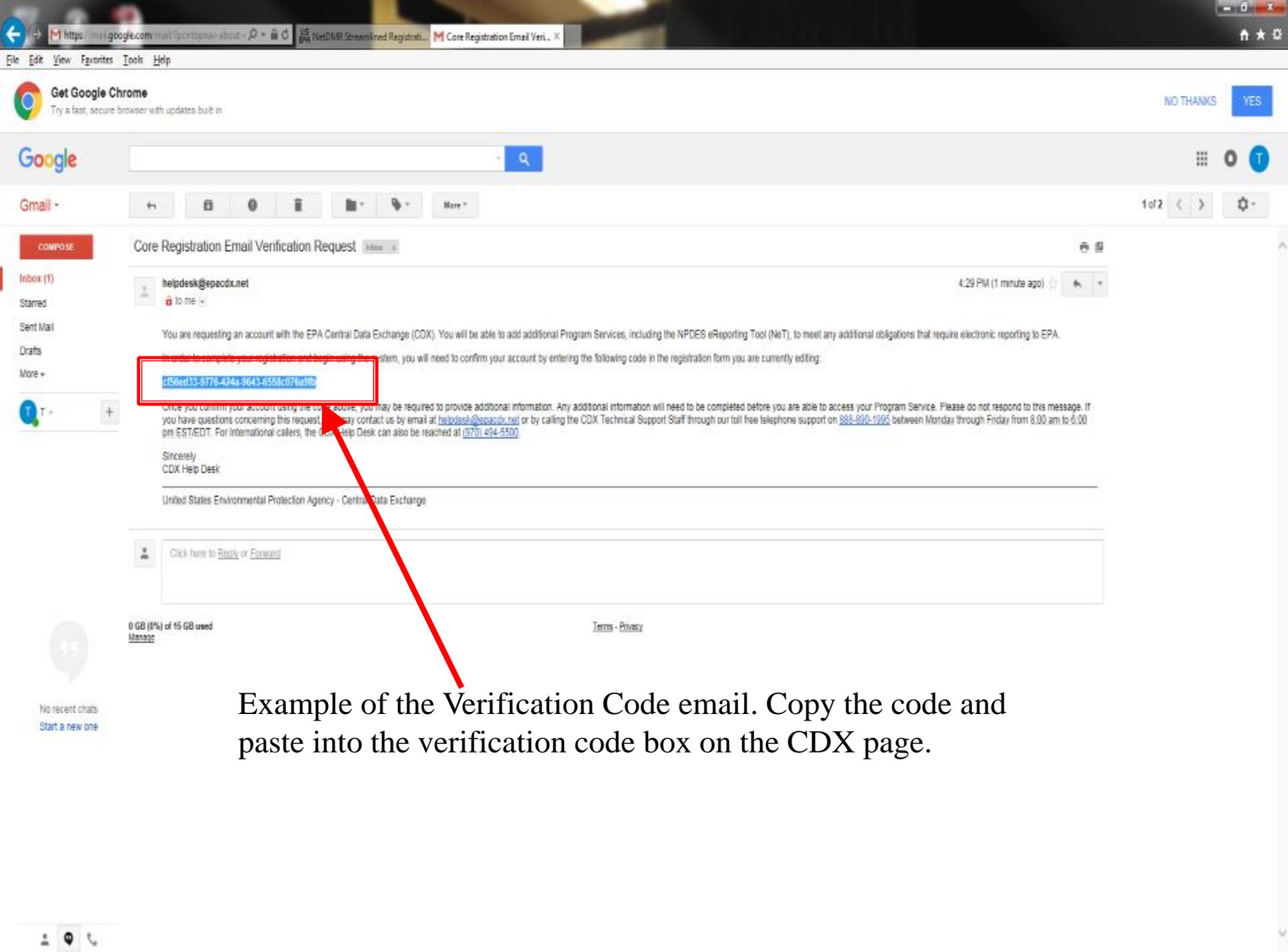
Re-enter Email *

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 * State *

Little Rock Arkansas

Zip/Postal Code * Country *

72022 UNITED STATES

Phone Number * Extension

601-555-2222

Email *

netdmrtest5@gmail.com

Re-enter Email *

netdmrtest5@gmail.com

Send Verification Code

Verification Code *

Register Continue

• Copy and paste verification code from email.

Verification Code *

ⓧ

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

✓ A verification code has been sent to netdmrtest5@gmail.com. [Click to resend](#)

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

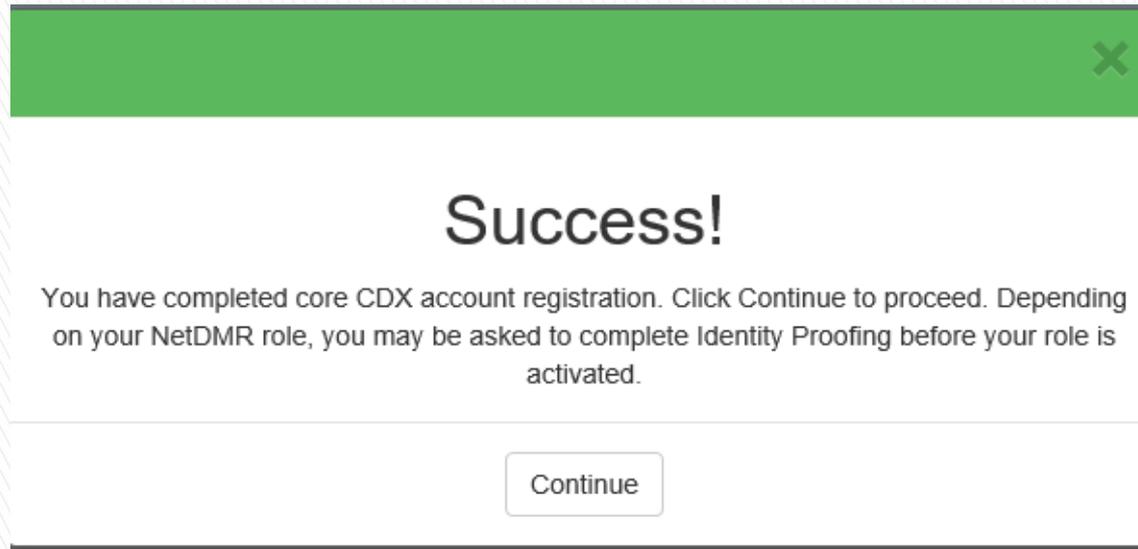
Re-enter Email * netdmrtest15@gmail.com [Send Verification Code](#)

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
- ▶ After account creation, the CDX home page will appear (as shown on the next page)

https://test.epa.gov/CDX/MyCDX

MyCDX | Central Data Exchange

CDX Home | Central Data Exchange | (478 unread) - tavest2273@epa.gov

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange

Contact Us
Logged in as TESTNOSIGNATURE (Log out)

MyCDX Inbox My Profile Submission History E-Enterprise Portal

Status	Program Service Name	Role
	NDMR-AR: NetDMR: Arkansas DEC	Permittee (no signature)

CDX Service Availability

See the status for all program services

News and Updates

No news/updates.

Add Program Service Manage Your Program Services

CDX Help Desk: 888-690-1995 | (970) 494-5589 for International callers

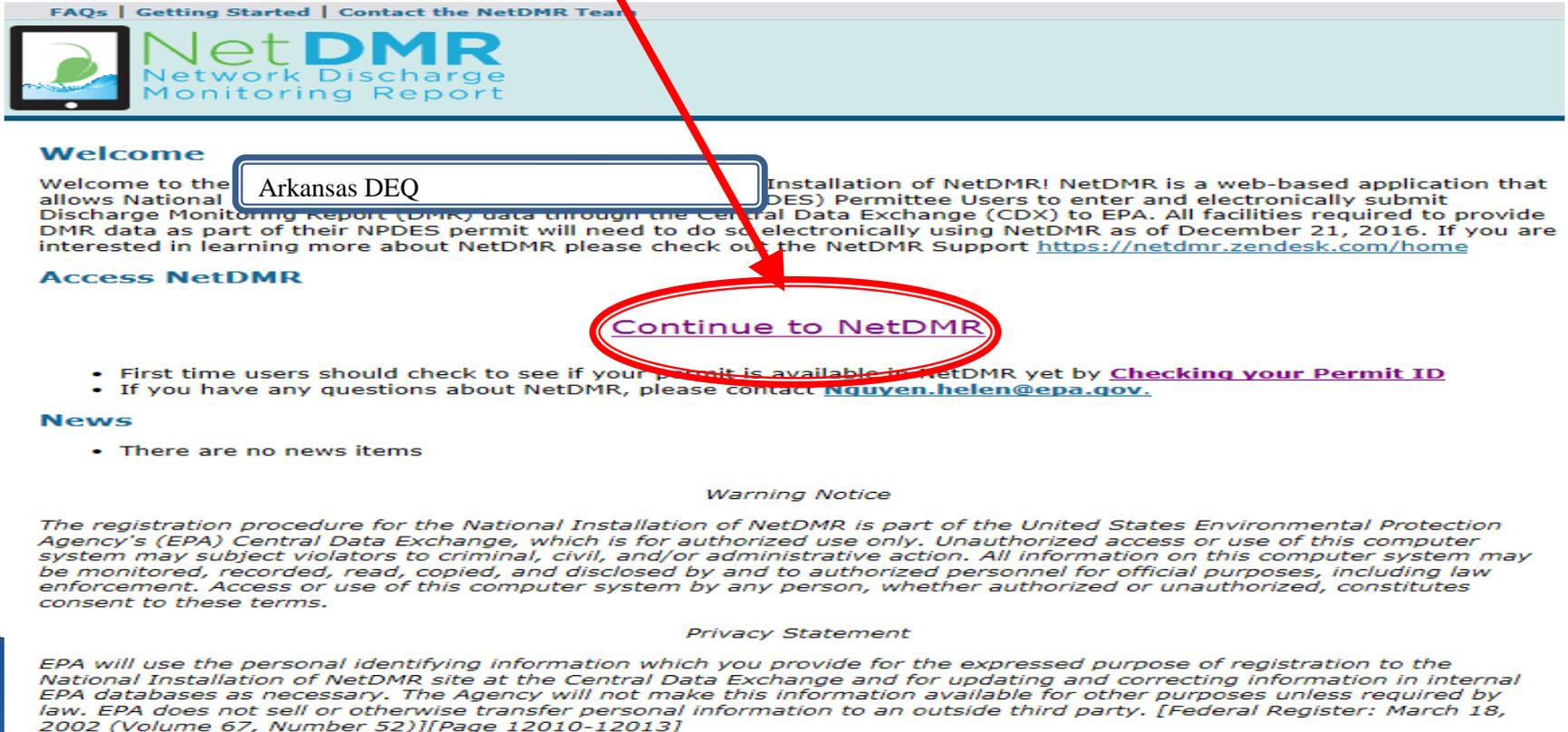
EPA Home Privacy and Security Notice Accessibility About CDX Frequently Asked Questions Terms and Conditions Contact Us

CDX Home Page

Click on “Permittee (no signature)” to continue the NetDMR Landing page.

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 welcome message. A red arrow points from the text 'Continue to NetDMR' in the instructions above to a red oval around the 'Continue to NetDMR' link on the page. Below the link is a list of instructions for first-time users. At the bottom, there are sections for 'News' (with one item), '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>

Arkansas DEQ

Access NetDMR

[Continue to 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.

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 Request Access Summary x CDX Home | Central Data Exch... (476 unread) - tavest2273@ya...

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

NetDMR

Network Discharge Monitoring Report

Arkansas DEQ

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

Session Lockout Timer: 29:49

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: will also automatically be given the [role] and View Roles.

- View
- Edit
- Permit Administrator
- Add Request

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
No Permits found		

©2008 NetDMR

After creating your account, you will request a Edit, View, or Permit Administrator role to your permit.

- Enter your full Permit Number, Click Update, Select Role, and Click Add Request.

US EPA Request Access Summary x CDX Home | Central Data Exch... (476 unread) - tavest2273@ya...

File Edit View Favorites Tools Help

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

NetDMR

Network Discharge Monitoring Report

Arkansas DEQ

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

Session Lockout Timer: 29:56

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
ARG640125	Edit	<input type="button" value="X"/>

©2008 NetDMR

After requesting access, your request will appear under Access Requests.

- If you have more than one permit, repeat the process, and Click Submit.

US EPA https://netdmrtest.epacdc.net/netdmr-web/protoc... Confirm Access Requests x CDX Home | Central Data Exch... (476 unread) - tavest2273@ya...

File Edit View Favorites Tools Help

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

NetDMR

Network Discharge Monitoring Report

Arkansas DEQ

Search All DMRs & CORs | **Unscheduled DMRs** | Import DMRs Perform Import Check Results | Update NOD1 Check Results | Download Blank DMR Form

Session Lockout Timer: 29:59

Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

Permit ID	Requested Role	Additional Information
ARG640125	Edit	N/A

©2008 NetDMR

This page will appear to confirm your Access Request, click Confirm.



Arkansas DEQ

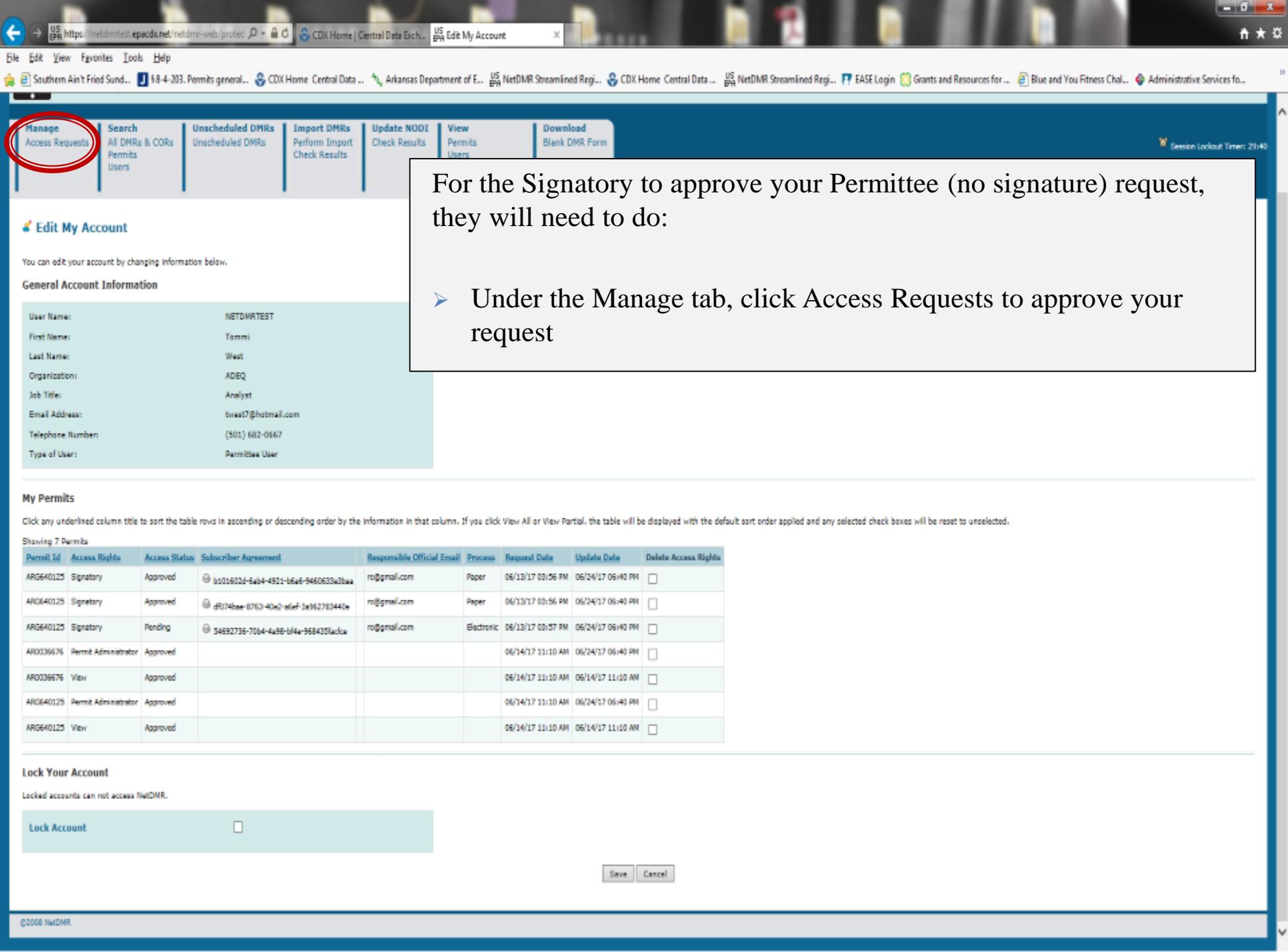
- Search**
All DMRs & CORs
- Unscheduled DMRs**
Unscheduled DMRs
- Import DMRs**
Perform Import
Check Results
- Update NODI**
Check Results
- Download**
Blank DMR Form

Request Access to a Permit and Associated DMRs

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

Back

This page will appear to confirming your Access Request has been submitted for approval.
The Signatory will need to approve the access request.



Manage
Access Requests

For the Signatory to approve your Permittee (no signature) request, they will need to do:

- Under the Manage tab, click Access Requests to approve your request

Edit My Account

You can edit your account by changing information below.

General Account Information

User Name:	NETDMRTEST
First Name:	Tommi
Last Name:	Wast
Organization:	ADEQ
Job Title:	Analyst
Email Address:	twast17@hotmail.com
Telephone Number:	(501) 682-0667
Type of User:	Permittee User

My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Showing 7 Permits

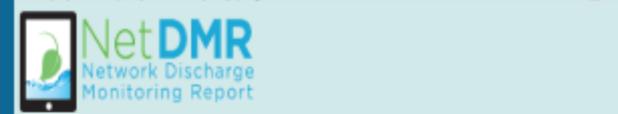
Permit Id	Access Rights	Access Status	Subscriber Agreement	Responsible Official Email	Process	Request Date	Update Date	Delete Access Rights
ARG640125	Signatory	Approved	b101602d-6ab4-4921-b6a6-9460633a3baa	ro@gmail.com	Paper	06/13/17 03:56 PM	06/24/17 06:40 PM	<input type="checkbox"/>
ARG640125	Signatory	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-9684351a6c5a	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



Arkansas DEQ

- Manage Access Requests
- Search All DMRs & CORs Permits Users
- Unscheduled DMRs Unscheduled DMRs
- Import DMRs Perform Import Check Results
- Update Check Re

After the Signatory clicks on Access Requests, this page will appear. Under Pending Access Requests – External, the user’s request will be listed and the Signatory will need to check the Approve box and click Save.

Manage Access Requests

Pending Access Requests - Internal

No results.

Pending Access Requests - External

One item found

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Test Site	TESTNOSIGNATURE	BENTON/WASHINGTON REGIONAL PUBLIC WATER AUTHORITY	ARG640125	Edit	07/19/17	<input checked="" type="checkbox"/>			

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 Iliet	NETDMRTEST	ARG640125	BENTON/WASHINGTON REGIONAL PUBLIC WATER AUTHORITY	06/13/17	07/15/17	rs@gmail.com					



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: 29:59

Manage Access Requests

After clicking Save, Click Submit to confirm the access request.

You have requested access rights update for the following users. Please confirm.

Pending Access Requests - External

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Test Site	TESTVOSIGNATURE	BENTON/WASHINGTON REGIONAL PUBLIC WATER AUTHORITY	ARG640125	Edit	07/19/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Submit Cancel

Pending Access Requests - Internal

No results.

Submit Cancel



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: 29:52

Access Rights have been updated and approved.

Confirm Access Requests

✓ Access rights have been updated.

Pending Access Requests - External

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Test Site	TESTNOSIGNATURE	BENTON/WASHINGTON REGIONAL PUBLIC WATER AUTHORITY	ARG640125	Edk	07/19/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Back

Pending Access Requests - Internal

No results.

Back

CDX/NetDMR Customer Service

- CDX - Account information, including passwords, resend your Verification email
 - Call 888-890-1995 (toll-free) or (970) 494-5500 for International callers
 - helpdesk@epacdx.net
 - Hours of operation is Monday - Friday,
 - 7 am – 5 pm Central Standard Time
-
- NetDMR Customer Support
 - Call Center at 1-877-227-8965 (toll-free)
 - Email to NPDESeReporting@epa.gov
 - Hours of operation is Monday - Friday,
 - 8 am – 4 pm Central Standard Time

Additional Support Resources

- NetDMR Zendesk (<https://netdmr.zendesk.com>)
 - Documentation
 - Training Tutorials
 - Training Schedules
 - Recorded webinars
 - FAQs
- Regulatory Authority

<https://netdmr.zendesk.com/hc/en-us/articles/209616226>

ADEQ NetDMR Contact Information

- Richard Healey, Enforcement Branch Manager: 501-682-0640
 - healeyr@adeq.state.ar.us
- General NetDMR Assistance: 501-682-0624
 - netdmr@adeq.state.ar.us