



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

**(For Responsible Officials 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
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.

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>

Text

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	Answer
Question 1 * Who is your favorite author?	Answer 1 * king
Question 2 * Where did you graduate from high school?	Answer 2 * little 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
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 *	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 *

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

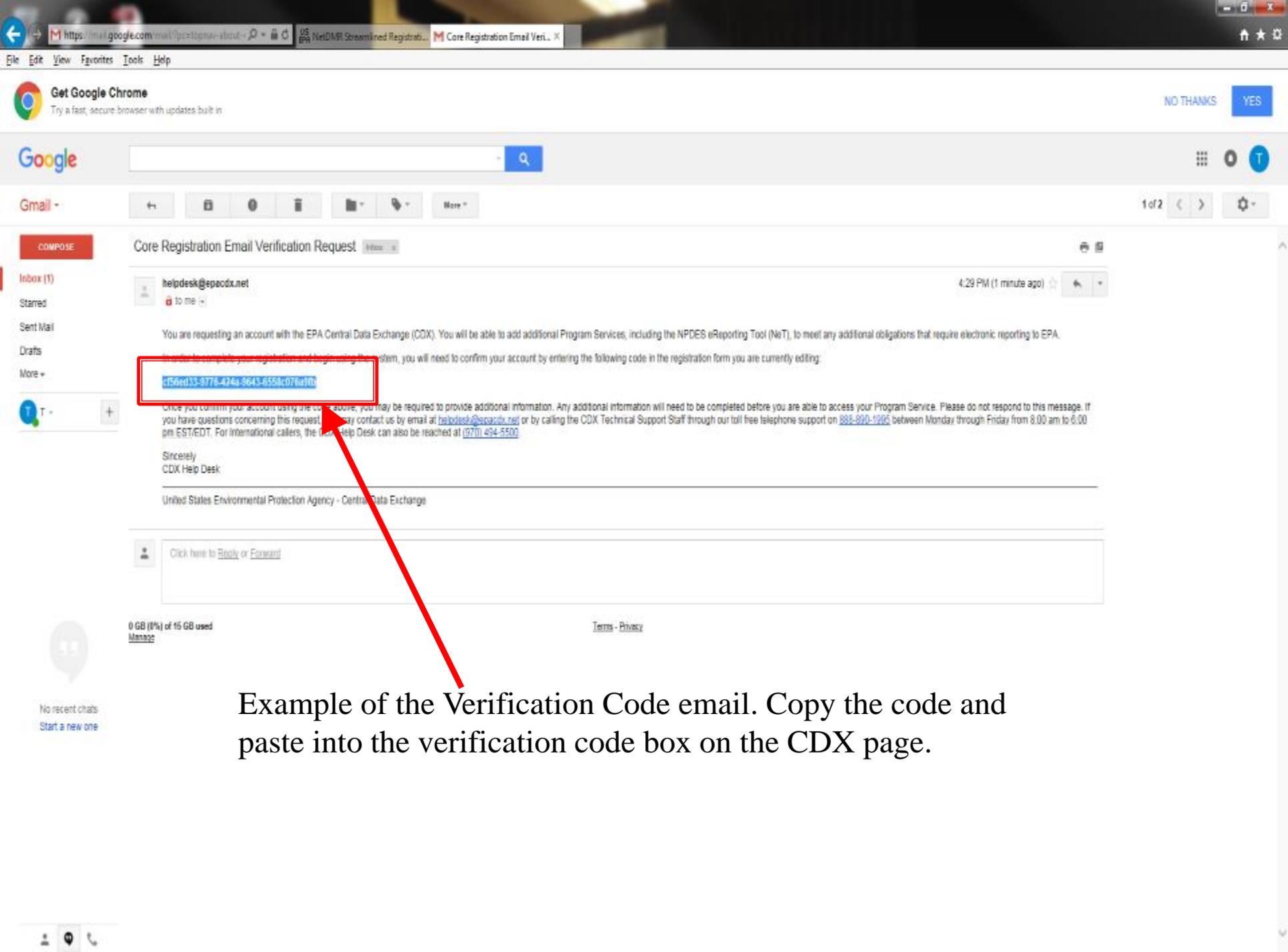
Re-enter Email *

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 *

Mailing Address (line 1) *

Mailing Address (line 2)

City * **State ***

Zip/Postal Code * **Country ***

Phone Number * **Extension**

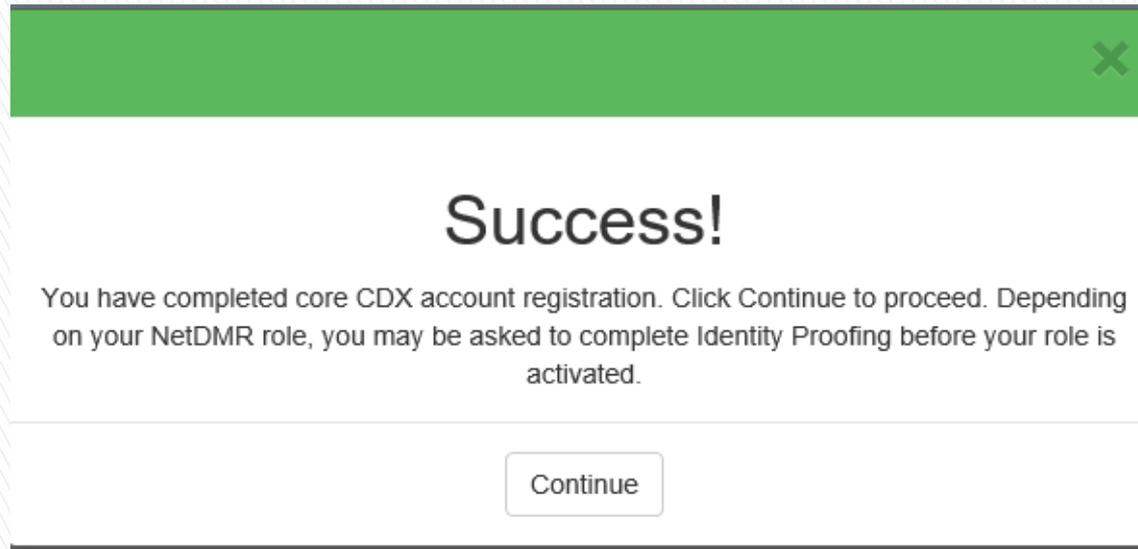
Email *

Re-enter Email *

Verification Code *
 ✓

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

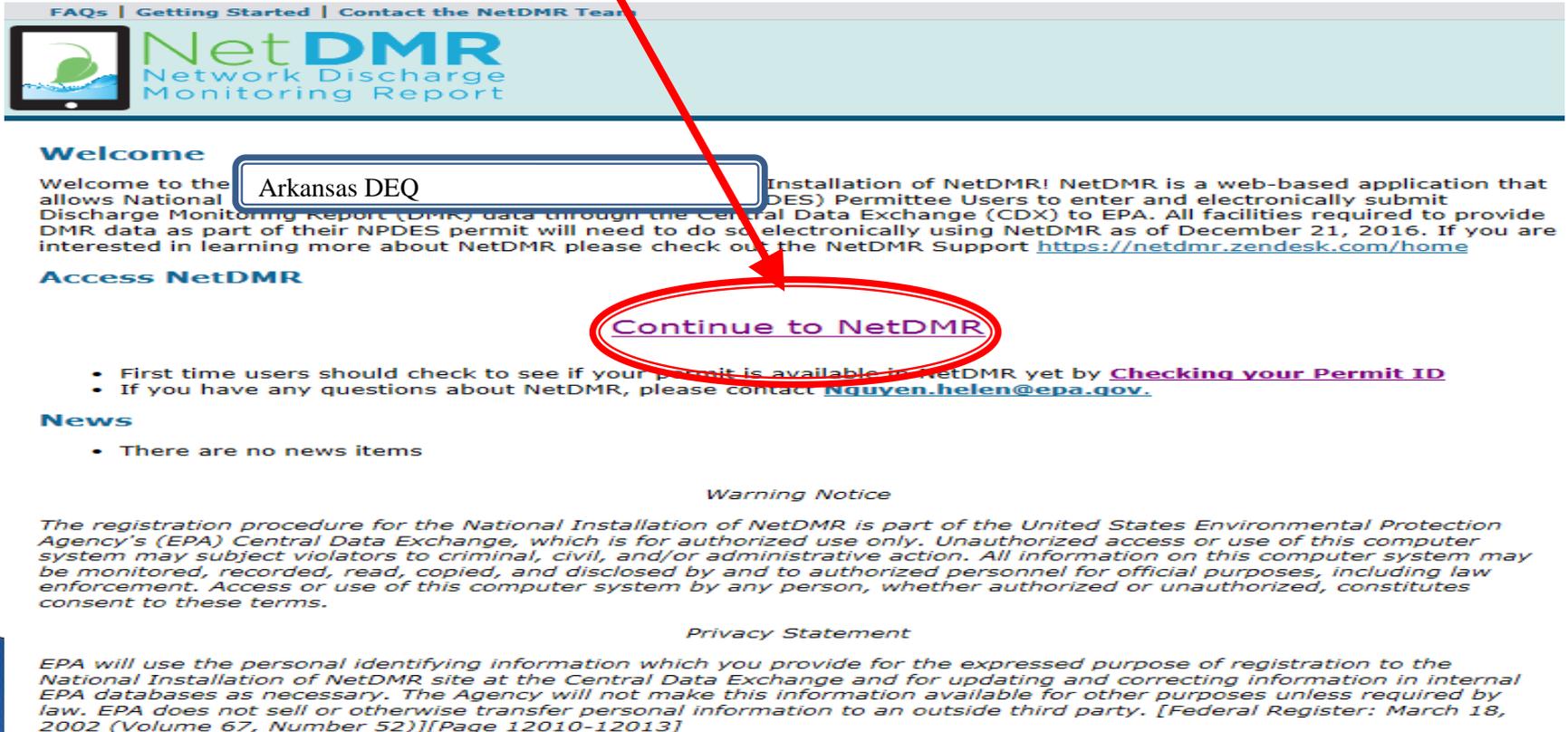
- After creating a CDX account, you will log into CDX, click on the link under Role.
- You will be taken to the new NetDMR Landing Page.

The screenshot shows the EPA CDX Central Data Exchange home page. At the top left is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area includes the CDX logo, the text "Central Data Exchange", and a "Contact Us" link. Below the header, there are tabs for "MyCDX", "Inbox", "My Profile", and "Submission History". The main content area is divided into several sections. On the left is 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 in the first bullet point of the list above. To the right of the Services table is a "CDX Service Availability" section with a link "See the status for all program services". Below that is a "News and Updates" section with the text "No news/updates.". At the bottom of the Services table are two buttons: "Add Program Service" and "Manage Your Program Services".

Status	Program Service Name	Role
	NDMR-AR: NetDMR: Arkansas DEQ	Permittee (signature)
	NDMR-R6: NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX	Permittee (signature)

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 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 Compl... 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

Last 10 Logins	
5/14/17	8:59 AM
5/13/17	3:48 PM

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.

Responsible Official (RO)

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
NM0030813	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Facility ▾</p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input 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"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p>Sign via Paper Sign Electronically Cancel</p>

If you are the Responsible Official

As Responsible Official, you will choose Facility in the drop down menu, then select the first radio button, and click Sign Electronically.

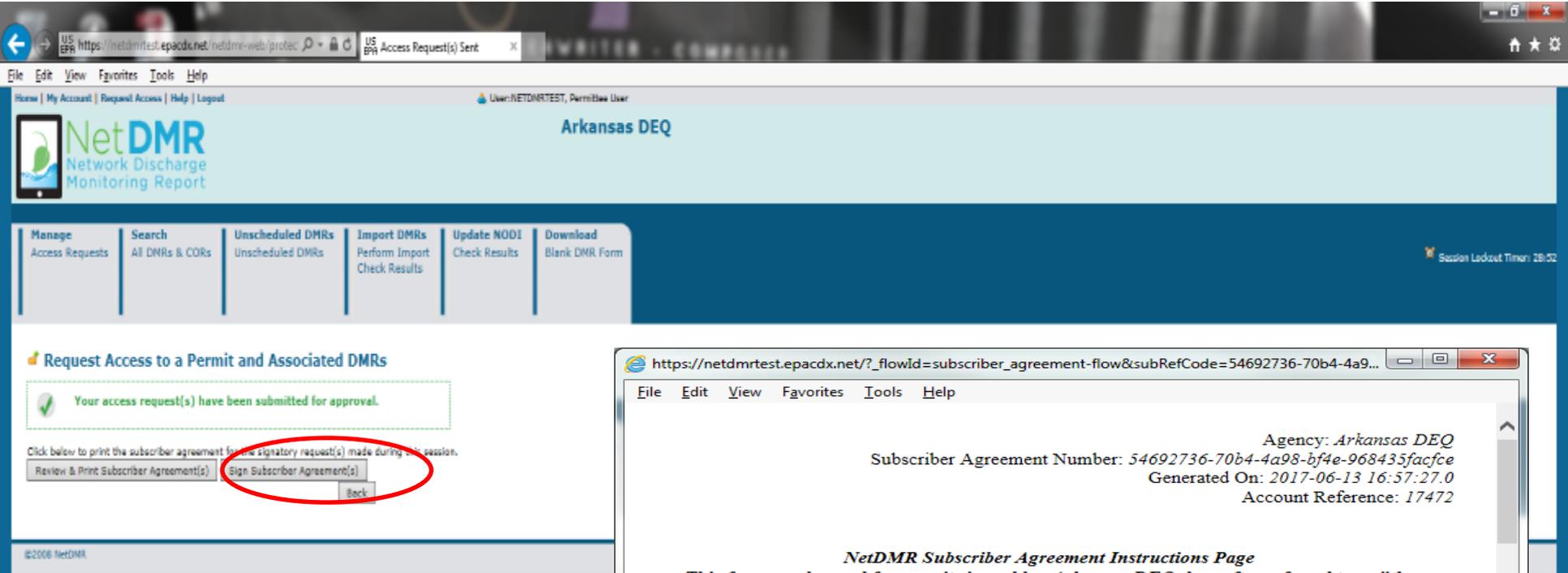
The screenshot shows a web browser window with the URL <https://netdmrtest.epacdx.net/netdmr-web/protect>. The page header includes "Arkansas DEQ" and "NetDMR Network Discharge Monitoring Report". A navigation menu contains links for "Manage Access Requests", "Search All DMRs & CORs", "Unscheduled DMRs", "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: 29:57".

The main content area displays a success message: "Your access request(s) have been submitted for approval." Below this message, there is a red circle highlighting a button labeled "Review & Print Subscriber Agreement(s)". A "Back" button is also present below the highlighted button.

©2008 NetDMR

Click on Review & Print Subscriber Agreement

The Subscriber Agreement will pop up in a separate window and you may print or save for your files.



After the Subscriber Agreement appears, save 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:

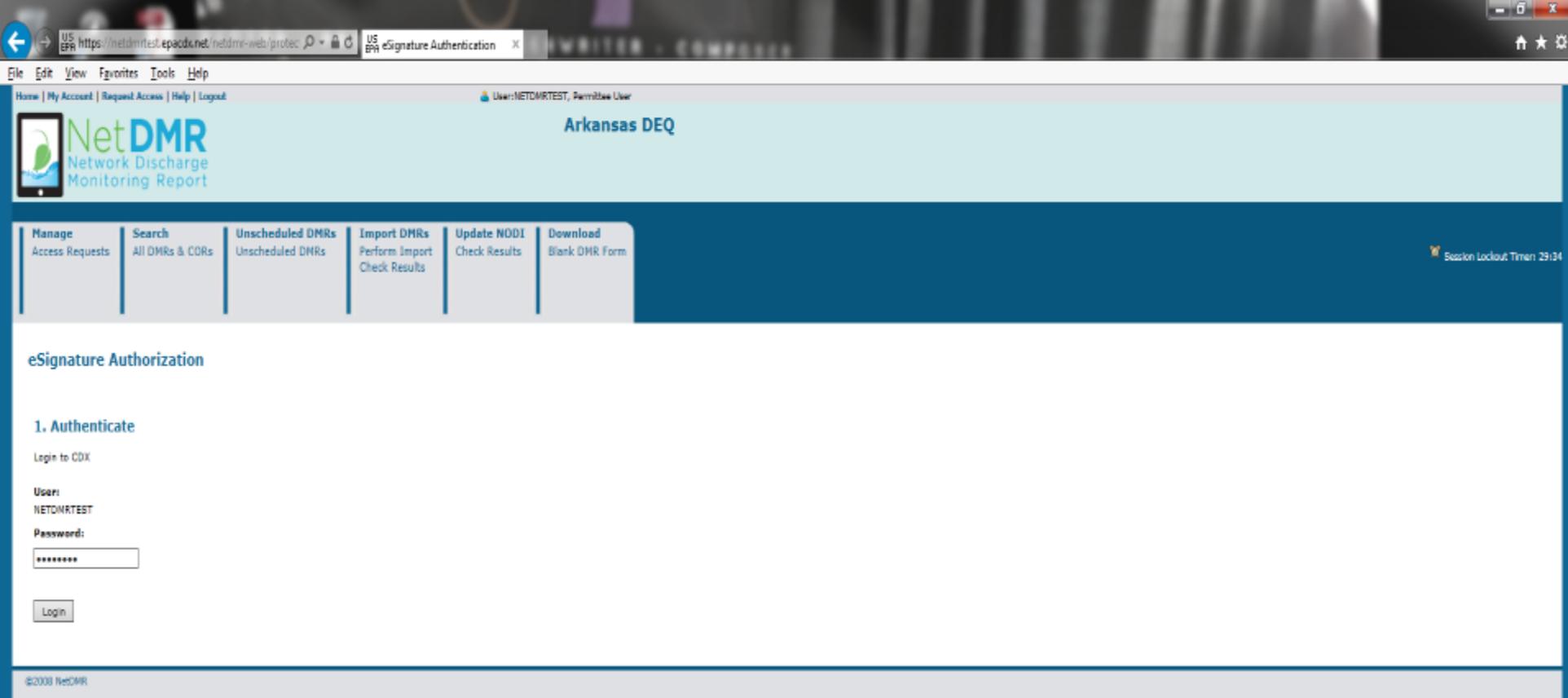
Permit ID	Facility Name	Facility Address	Relationship	Authorized By
ARG640125	BENTON/WASHINGTON REGIONAL PUBLIC WATER AUTHORITY	15531 WOODS LODGE ROAD ROGERS, AR	Facility	RO

The screenshot shows a web browser window with the URL <https://netdmrtest.epacdx.net/netdmr-web/protect>. The page header includes the NetDMR logo and the text "Arkansas DEQ". 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 in the top right corner shows "28:05".

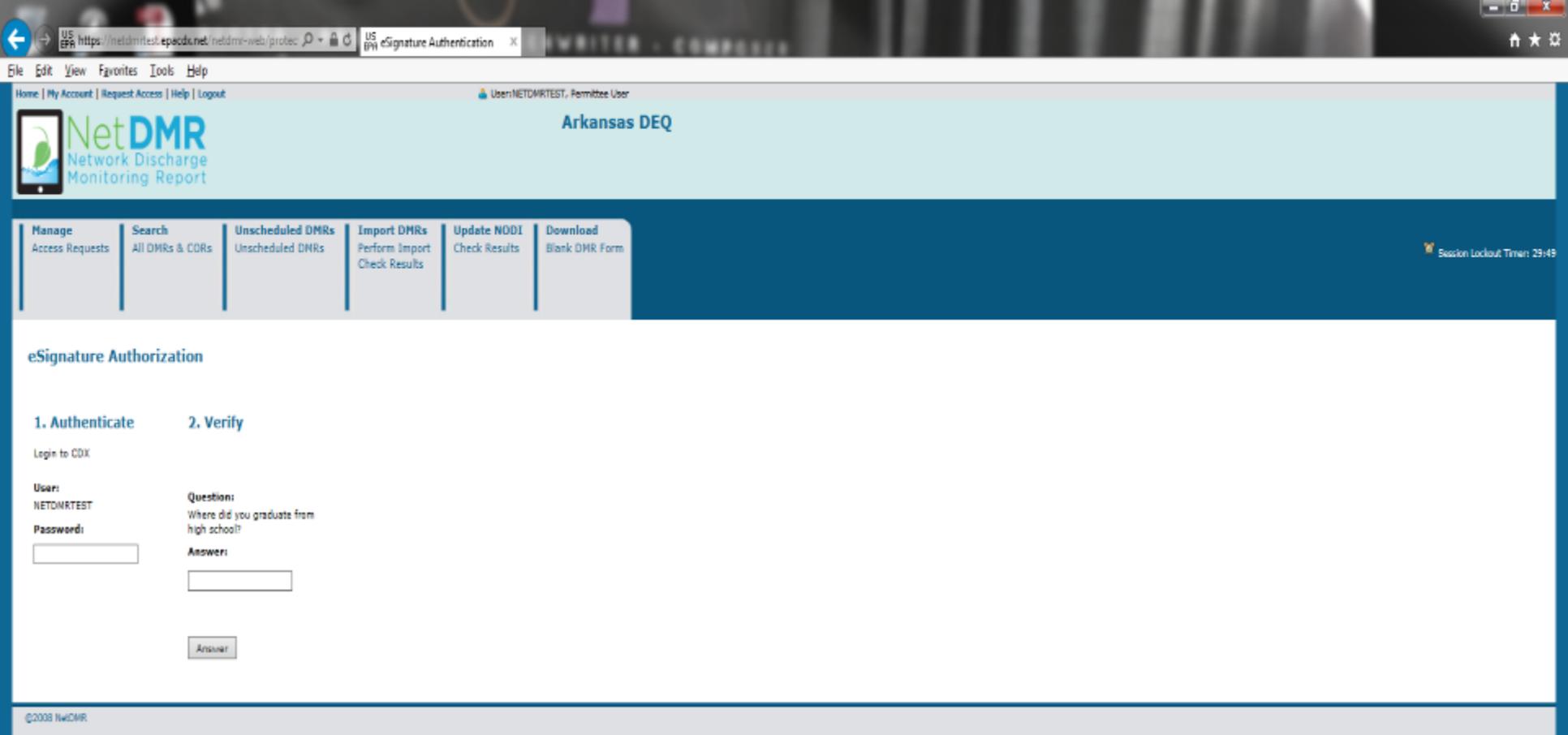
The main content area features a section titled "Request Access to a Permit and Associated DMRs" with a green success message: "Your access request(s) have been submitted for approval." Below this message, a text prompt reads: "Click below to print the subscriber agreement for the signatory request(s) made during this session." Three buttons are displayed: "Review & Print Subscriber Agreement(s)", "Sign Subscriber Agreement(s)", and "Back". The "Sign Subscriber Agreement(s)" button is circled in red.

©2008 NetDMR

The “Sign Subscriber Agreement” button will appear and click it.



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 EPA https://netdmrtest.epacdx.net/netdmr-web/protect US EPA eSignature Authentication

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

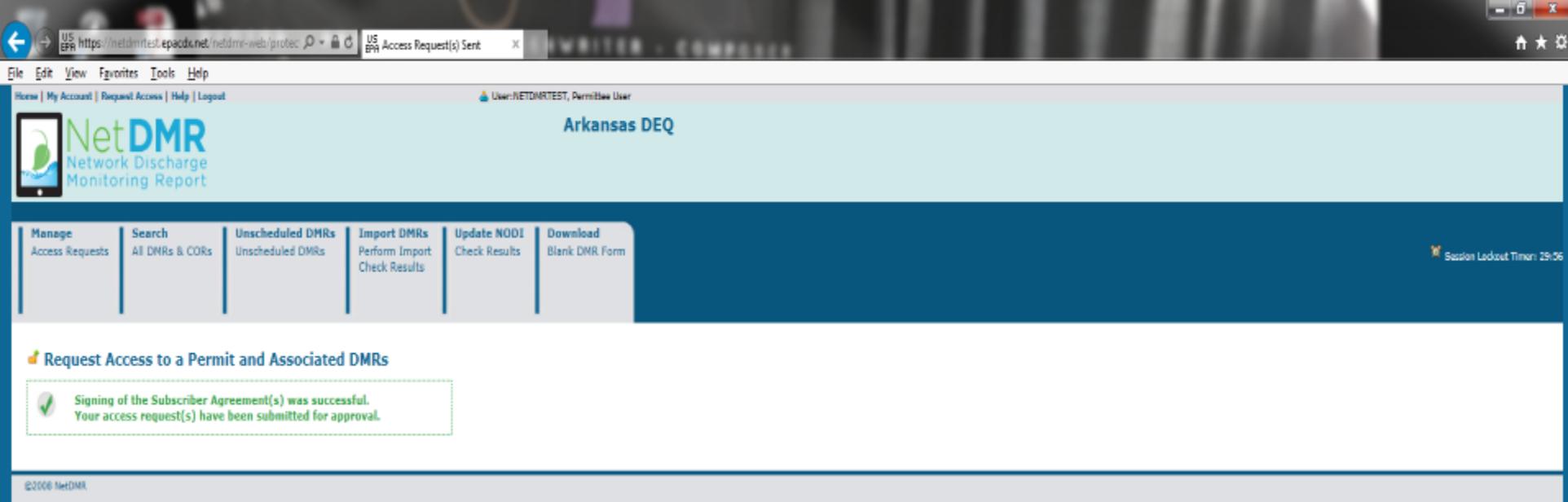
Password:

Question: Where did you graduate from high school?

Answer:

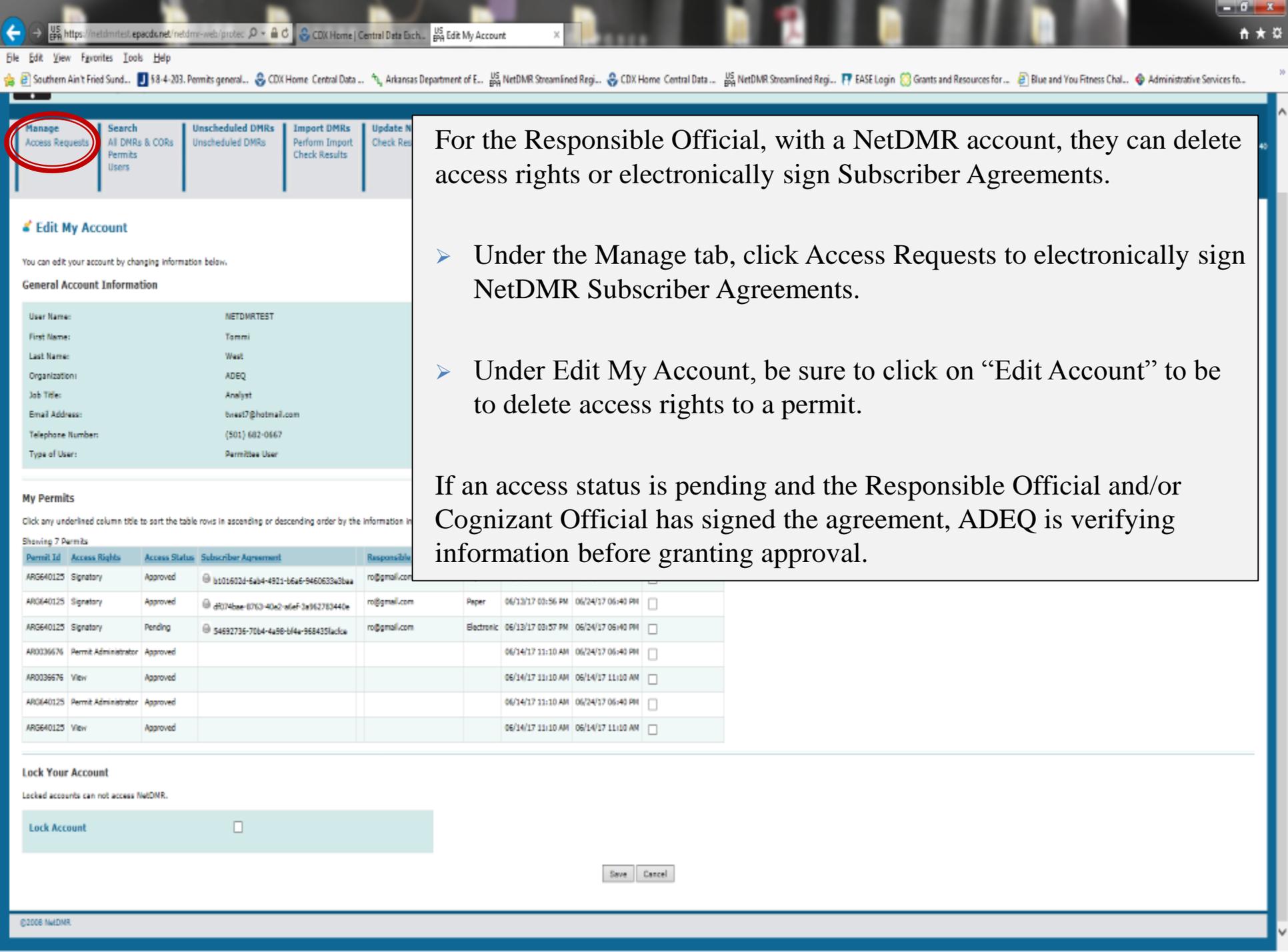
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After answering one of your security questions, click on “Sign” to complete the electronic signature process of the NetDMR Subscriber Agreement.



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

Please ensure we have you on file as the Responsible Official 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
- 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