Creating a New NetDMR Account in Central Data Exchange (CDX)
(For Permit Administrator, Edit, and View Roles Only)

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Office of Water Quality – Enforcement Branch
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.
• 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

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

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”
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

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

Showing 1 to 5 of 5 entries
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”
Add Organization – Continued

Fill out the required information for your facility

All fields with an asterisk are required

Click “Submit Request for Access”
Add Organization - Continued

- Select your Organization
- Enter your phone number
• 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.
- Copy and paste verification code from email.
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)
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.
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.
After requesting access, your request will appear under Access Requests.

- If you have more than one permit, repeat the process, and Click Submit.
This page will appear to confirm your Access Request, click Confirm.
This page will appear to confirming your Access Request has been submitted for approval.

The Signatory will need to approve the access request.
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.
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.
After clicking Save, Click Submit to confirm the access request.
Access Rights have been updated and approved.
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](https://netdmr.zendesk.com))
  - Documentation
  - Training Tutorials
  - Training Schedules
  - Recorded webinars
  - FAQs
- Regulatory Authority
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