

A Step-By-Step Guide to NetDMR Account Set-Up
ELECTRONIC DISCHARGE MONITORING REPORTING



James Environmental
management, inc.



NetDMR Instructions

Permittees must now submit their Discharge Monitoring Reports (DMRs) electronically through NetDMR. You will have to complete the registration on Central Data Exchange (CDX) to get access to the NetDMR. After your account has been approved, James Environmental Management, Inc. (JEM) can request access to fill out your DMR for your approval and submission. Please follow the instruction below to get started. For more information please visit:

https://netdmr.epa.gov/netdmr/public/getting_started.htm

Step 1. CDX Registration

1. Log on to <https://netdmr.epa.gov> and click on “Create a New Account”.
2. Select from the dropdown box for State Agency or EPA Region and “Permittee (signature)” for User Type. Click “next”.
3. Enter your Personal Information: title, first name, middle name (optional), last name, suffix (optional), and job title, and click “next”.
4. Create a User ID and Password. choose three security questions and enter an answer for each. *Note that the answers are case sensitive. We attached a page for you to note down your ID, password, and security questions and answers.*
5. Mark the box “Agree to the Terms and Conditions” and click “next”.
6. As a signatory authority, create five additional questions and keep the answer in a safe place as you will be required to answer one each time you submit a document. Click “next” to proceed.
7. Enter your organization information and click “Find”. *When searching for your facility, entering a partial address or facility and not the full address or facility will improve the chances of finding your facility*
8. Click “Select” next to your Organization ID to choose your facility. Confirm your organization by clicking on “next”. *If your facility couldn't be found, click on “Request That We Add Your Organization”. Fill out your organization information and click “Submit Request for Access”. Select your organization and enter your phone number. Click “Submit Request for Access”.*
9. Next, input Contact Information and click “Send Verification Code”. A box for Verification code will appear. Additionally, a green box will pop-up notifying that you will receive an email from CDX with a Verification Code within a few minutes.
10. “Copy” the Verification Code and “Paste” the code into the box. Click Register to complete the registration.
11. As a Signatory Authority, click “continue” for Identify Proofing.
 - For electronic proofing, enter the required fields marked with an asterisk. Check the box for “I agree to the Electronic Signature Agreement”.
12. Upon approval, login into CDX. Click on your Role (i.e. Permittee (signature)) to access NetDMR.
13. Another click on “Continue to NetDMR” is required to access specific NPDES IDs within the NetDMR.

Step 2. NetDMR Set-Up

1. Click the “Request Access” menu option at the top of the **Request Access to Permits and Associated DMRs** page.
2. Enter the Permit ID that you would like to access.
3. Click “Update”.
4. Click in the dropdown box next to Roles and select “Signatory”.
5. Click “Add Request”.
6. Confirm the request has been added to the **Summary of Access Requests Table** at the bottom of the page and click “Submit”.
7. On the **Additional Information Required** page, choose “facility” on the Employer’s Relationship box. Next select the first radio button with the following statement:
 - "I have the authority to enter into this Agreement for the Permittee under the applicable standards"
8. Click “Submit” to proceed with the request.
9. The **Confirm Access Requests** page is displayed again. Verify the information displayed and click “Confirm”. A message will appear notifying you that your access request has been submitted for approval. This may take 1-7 business days for approval.

After your account is set up, JEM can then request access as a “data provider” to fill in your sample results online for you to electronically sign and submit. We can also indicate “No Discharge” on the electronic DMR form you submit.

Once your Signatory has been approved, JEM will request access to become the “Preparer” of your DMR.

Step 3. JEM “Preparer” Approval

1. Log into **NetDMR** by going to <https://netdmr.epa.gov> or <http://cdx.epa.gov>. Input your Username and Password.
2. On the **MyCDX** start page, click on your role next to the NetDMR program (i.e. “*Permittee Signature*”).
3. Click “Continue to NetDMR”.
4. In NetDMR, click on “Access Requests” under the “Manage” Tab.
5. Approve the pending requests from James Environmental Management.

Step 4. Signing/Submitting DMRs

A DMR that is ready to be signed and submitted has the Status “NetDMR Validated”.

1. Under “Next Step(s), select “Sign and Submit DMR” from the dropdown box and click “go”.
2. Check the boxes “Include in Submission” and “Add COR and Attachments to Email Notification.”
3. Enter the answer to your security question and your NetDMR password, and then click “Submit”
4. After successful submission, a **Submission Confirmation** Page will appear.

Your CDX NetDMR Account Information

Facility

Permit Number

User ID

Password

Security Question 1:

Answer:

Security Question 2:

Answer:

Security Question 2:

Answer:
