



EPA Region 1

Quick Reference Guide for a Permittee to Create an Account and Request Access Using NetDMR (For Signatory/Permit Administrator Roles)

Creating an Account

Are You Going to the Test or the Live (Production) Website?

If this is your first time using NetDMR, we recommend that you start by using the **Test Website** to familiarize yourself with the NetDMR registration, data entry, and submittal processes and practice submitting at least one DMR electronically before moving on to the **Live (or Production) Website**.

Test Website – <https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>

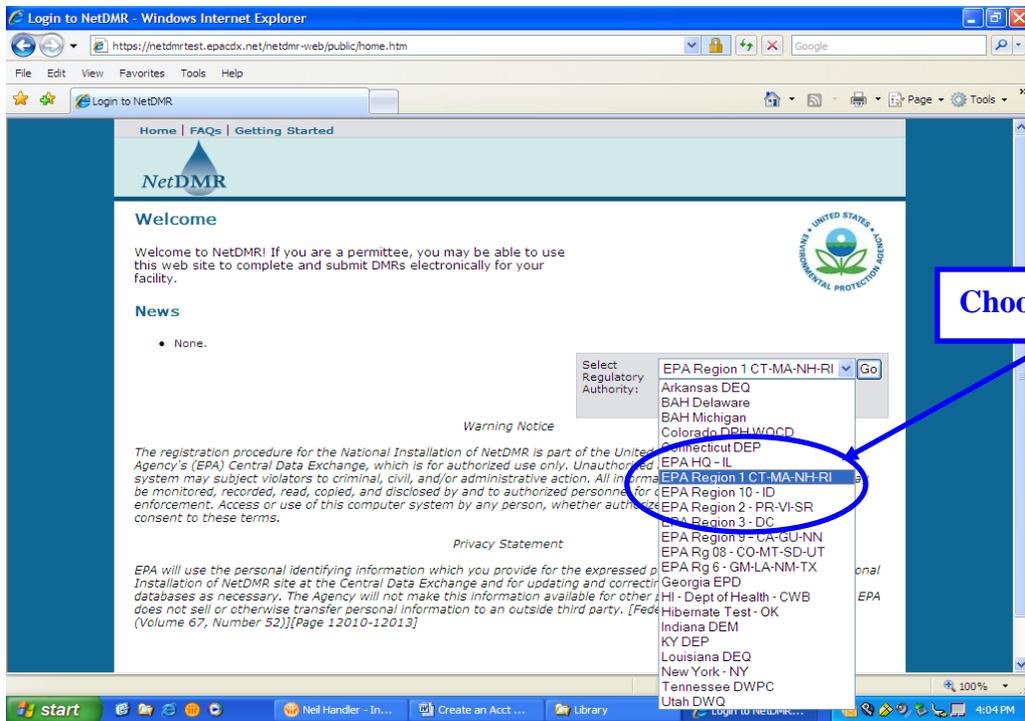
Live (Production) Website– www.epa.gov/netdmr

Please note, that the **first** person creating an account for a facility in NetDMR must have the legal authority (i.e., be the Responsible Official as identified in 40 CFR 122.22) to sign permit applications, reports, and other permit-required submittals (e.g., DMRs) or it can be someone who has been authorized/delegated in writing by the Responsible Official to sign DMRs (i.e., the Authorized Official). This Responsible or Authorized Official will be identified in NetDMR as the **Signatory** and will also automatically be given the **Permit Administrator, Edit** and the **View** Roles.

The **Permit Administrator** will have the responsibility for approving other individuals or outside data providers (such as labs) that will be assisting with NetDMR data entry or management at the facility. These individuals could be given Permit Administrator, Edit, or View roles. Please see the discussion on page 10 of this guide for more information on the different roles and functions each permittee user type can have in NetDMR.

Test Website

At the **Test Website**, you should first see the “**NetDMR Welcome**” page, where you can use the “**Select Regulatory Authority**” pull down menu to choose the appropriate Instance to use (i.e., EPA Region 1). Select the **EPA Region 1** instance and click on “**Go**” (or hit the enter key).



Live (Production) Website

If you go the **Live Website**, you should see the “NetDMR Home” page, where you can click on the “[Log In](#)” tab to get you to the “NetDMR Welcome” page. Once on the NetDMR Welcome page, click on the “[Select Regulatory Authority](#)” pull down menu and select the **EPA Region 1** instance and click on “[Go](#)” (just like for the Test Website).



Once you are on the “NetDMR Welcome” Page:

We recommend that you **Check for your Permit Number** prior to creating an account.

Login | FAQs | Getting Started | Contact the NetDMR Team

NetDMR

Welcome

Welcome to the EPA HQ – IL-NM installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

New to NetDMR?

- ▶ First time users can [register for a new account](#).
- ▶ If you have any questions about NetDMR, please contact icis@epa.gov.

News

- There are no news items

Login to NetDMR

User Name

Password

Submit

[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

[Checking Your Permit ID](#)

- ▶ First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)

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.

To do this click on the “[Checking Your Permit ID](#)” link

Enter a valid **9 digit** NPDES Permit ID.

Click on “[Check Permit ID](#)”

Login | FAQs | Getting Started | Contact the NetDMR Team

NetDMR

Check Whether a Permit is Available for Reporting in NetDMR

Enter a Permit ID*

Check Permit ID

If the permit is **not** available for reporting in NetDMR, a message similar to below will appear.

Login | FAQs | Getting Started | Contact the NetDMR Team

NetDMR

Check Whether a Permit is Available for Reporting in NetDMR

The Permit ID "NM0012345" is not available for reporting in NetDMR. Check another Permit ID or return to the [Login](#) page.

Enter a Permit ID*

Check Permit ID

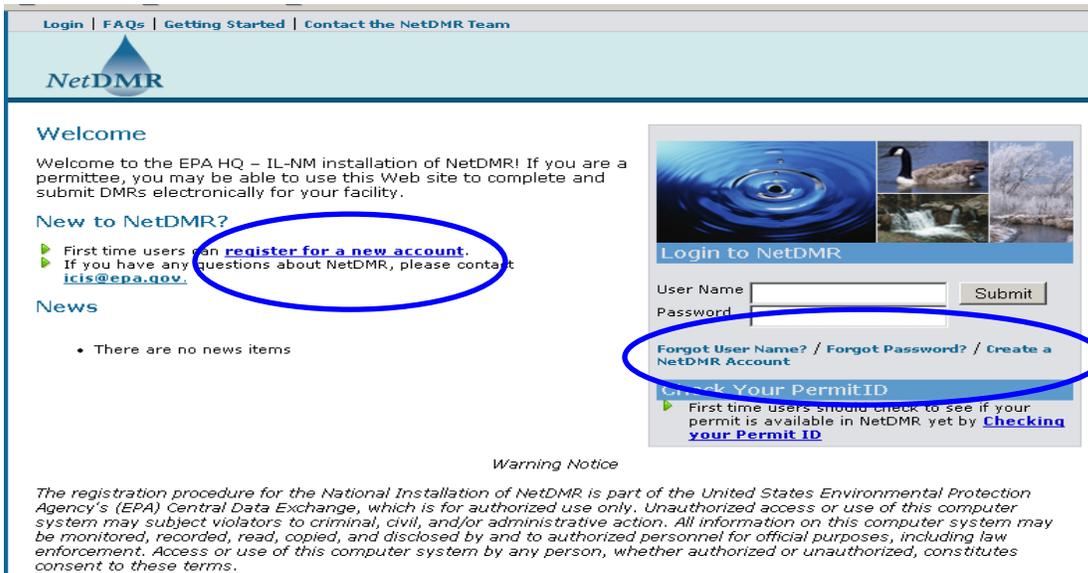
If the permit is available you will receive a confirmation message similar to below.



Now you can create an account on the “NetDMR Welcome” Page

If you checked for your permit, click the “[Login](#)” tab on the top of the page to return to the “NetDMR Welcome” page. Once on the “NetDMR Welcome” page:

Click on either “[Register for a new Account](#)” or “[Create a NetDMR Account](#)”



You will be required to complete all the fields with an asterisk. Note the “Type of User” selected is “[Permittee User](#)”.

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)



Create a NetDMR Account

General Account Information

Please provide the information requested below to create a NetDMR account. A "*" indicates a required entry.

Email Address: *
Enter Email Address Again: *
User Name: *
 Use my email address as my user name
 Create my own user name
First Name: *
Last Name: *
Telephone Number: * (###-###-####)
Organization: *
Type of User: *

Selected Security Questions
Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive.

Answer the required number of security questions. Choose from the list of questions and type in your answers (it's important that you remember your answers as you will be asked to respond to one of the questions to finish the registration process).

Use my email address as my user name
 Create my own user name

First Name: *
Last Name: *
Telephone Number: * (###-###-####)
Organization: *
Type of User: *

Selected Security Questions
Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive.

Question 1 *

Question 2 *

Question 3 *

Here is the list of questions. **Remember your answers are case-sensitive!**

case-sensitive.

Question 1*

Select One

Select One

- What is the name of the street where you grew up?
- What is your father's middle name?
- What was your first pet's name?
- What is your favorite color?
- What is your favorite city?
- What is your favorite vacation destination?
- What is the name of the high school you attended?
- What is your mother's maiden name?
- What was your high school mascot?
- Who was your childhood hero?

When you're done filling in all of the required fields, click "[Submit](#)"

Verify your responses displayed in the gray boxes. Make any necessary changes. Click on "[Verify](#)".

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)



Verify NetDMR Account Request

 Please verify the information you entered below to create a NetDMR account.

General Account Information

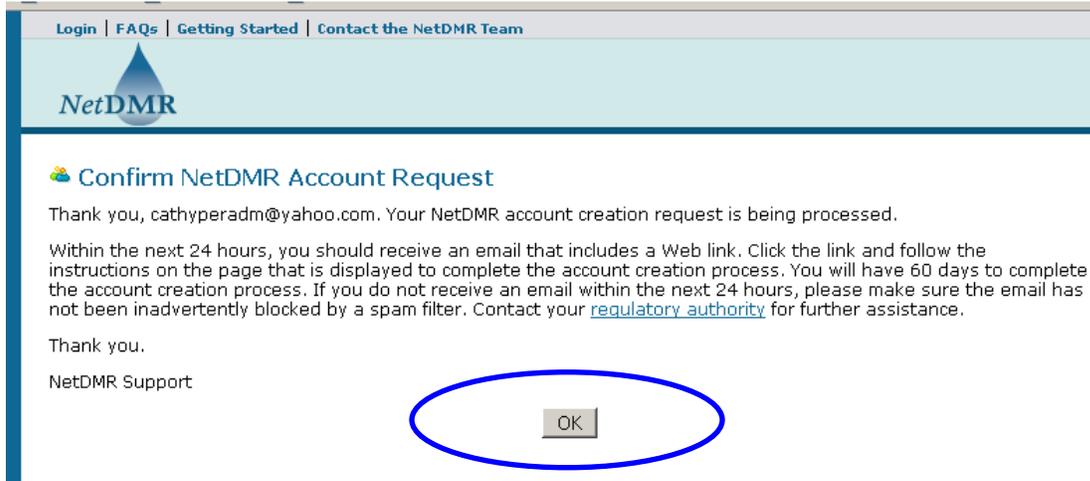
Email Address:	<input type="text" value="cathyperadm@yahoo.com"/>
User Name:	<input type="text" value="cathyperadm@yahoo.com"/>
<input checked="" type="radio"/> Use my email address as my user name <input type="radio"/> Create my own user name	
First Name:	<input type="text" value="Cathy PA"/>
Last Name:	<input type="text" value="Bius"/>
Telephone Number:	<input type="text" value="214-665-6456"/>
Organization:	<input type="text" value="NM"/>
Type of User:	<input type="text" value="Permittee User"/>

Selected Security Questions

Question 1	<input type="text" value="What was your first pet's name?"/>	<input type="text" value="Dog"/>
Question 2	<input type="text" value="What was your high school mascot?"/>	<input type="text" value="Mascot"/>

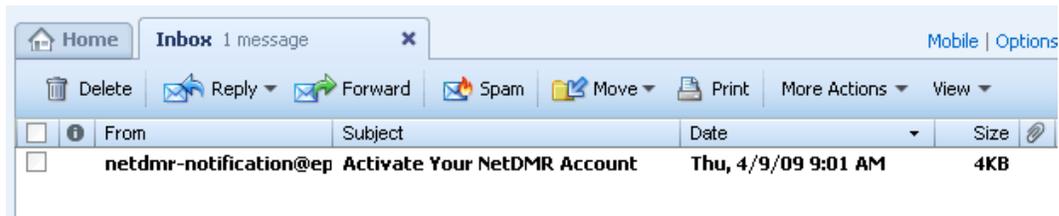
A NetDMR Account Request message appears stating your request is being processed and you should receive an email within 24 hours (but typically it's less than that). **Note: you will have 60 days to complete the account creation process before the account becomes inactive.**

Click **“OK”**

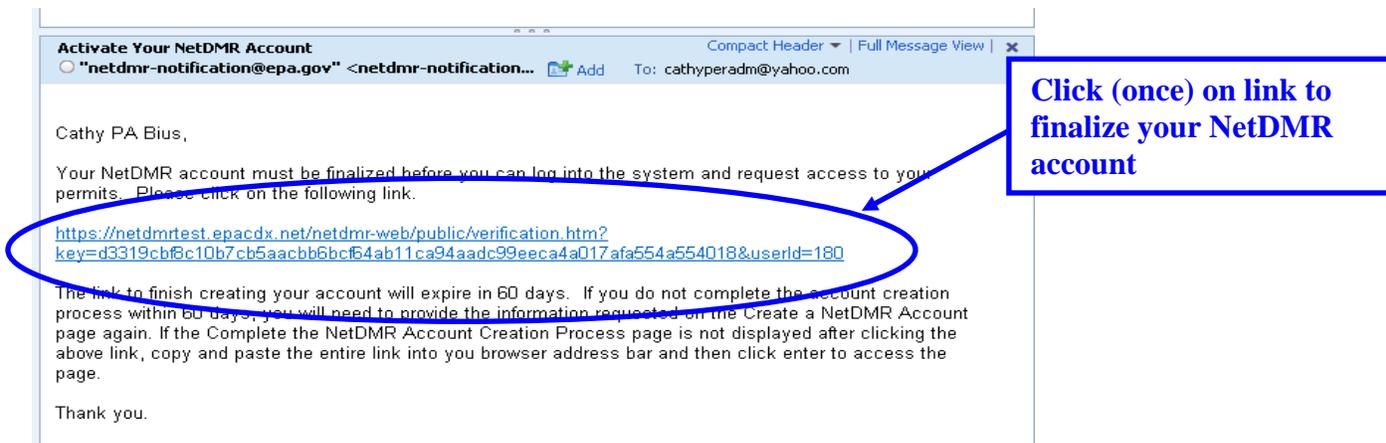


Within the next 24 hours you should receive an email message from **“netdmr-notification”** (similar to below) that you need to open and read to finalize your account.

Email – Inbox



Open the email, and click (**Important, click only once!**) on the link to finalize your NetDMR account. If the link doesn't work, you may need to copy & paste this in your web browser to access the url.



To Complete the NetDMR Account Creation Process, answer the required security question(s) and Create a Password. Passwords can be 8 – 20 characters, alpha & numeric (the following Special Characters are ok “!”, “@”, “#”, “\$”, “^”, “&”, “+”, “=”, “*”).

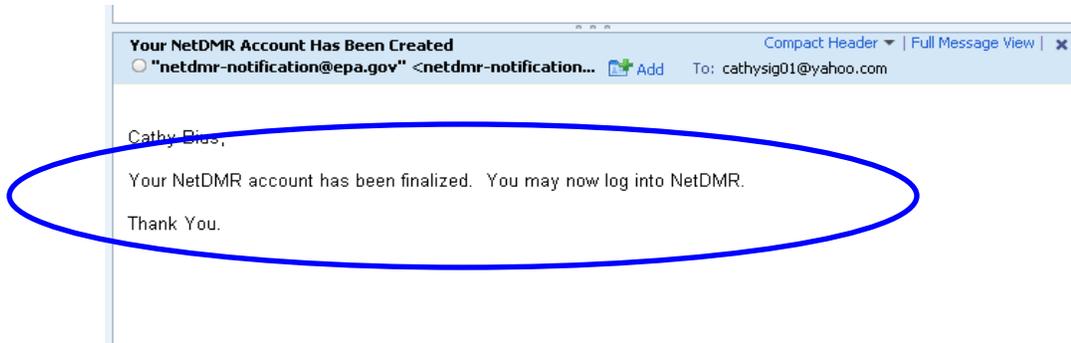
The screenshot shows a web browser window with the NetDMR logo and navigation links (Login, FAQs, Getting Started, Contact the NetDMR Team). The main heading is "Complete NetDMR Account Creation Process". Below this, a message reads: "Hello bius.catherine@epa.gov. To finish creating your NetDMR account, provide a response to the security question and create a password for your account." The form contains three input fields: "What was your high school mascot?", "Create Password:", and "Enter Password Again:". To the right of the first field, there is a note: "(Answers are case-sensitive) (Case sensitive, 8-20 characters, include letters and numbers)". At the bottom of the form are "Submit" and "Cancel" buttons. The footer of the page reads "©2008 NetDMR".

Click **Submit**

You should receive the following message: **“Your NetDMR Account has been created. Click [here to access the login page](#) and begin using NetDMR”.**

The screenshot shows a web browser window with the NetDMR logo and navigation links (Login, FAQs, Getting Started, Contact the NetDMR Team). The main heading is "NetDMR Account Created". Below this, a message reads: "Your NetDMR Account has been created. Click [here to access the login page](#) and begin using NetDMR." The footer of the page reads "©2008 NetDMR".

Congratulations !!! You have now successfully created your NetDMR account. You should shortly receive another email from **“netdmr-notification”** stating that your account has been finalized.



The next step is for the primary NetDMR user(s) (the individual(s) who will be identified as the Signatory/Permit Administrator Role) to “Request Access” to the permits that will be using – See Next Page.

REQUESTING ACCESS

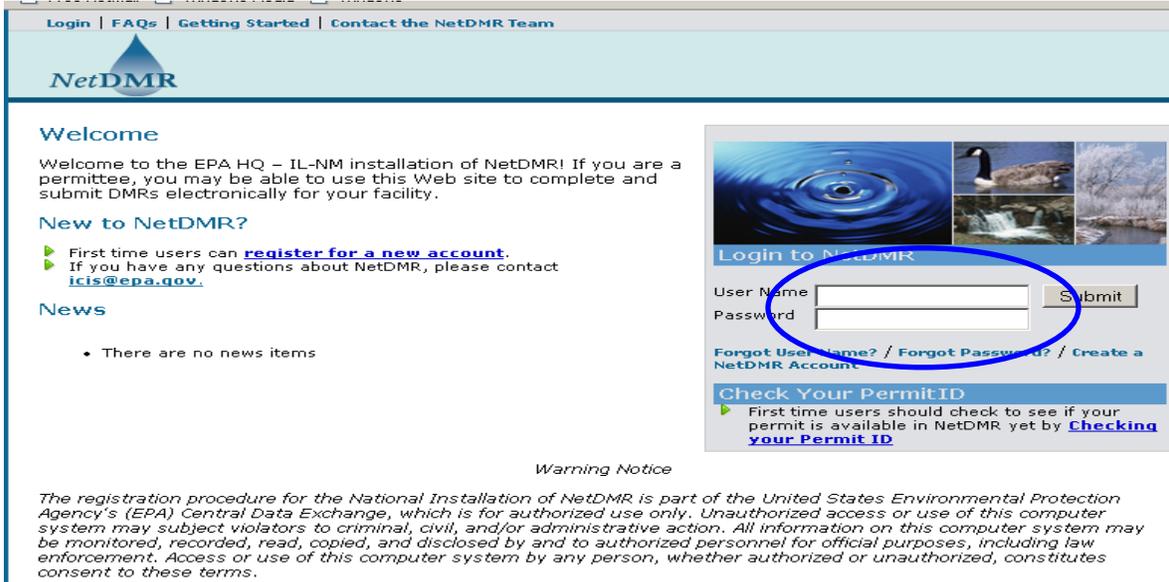
How do I decide what roles I will need and who will fill these roles?

Now that you have created a NetDMR account, the next step is to **Request Access** to the permits you will be using. You need to think about a couple of things before you do this such as who will be using NetDMR for your facility and what role each person will play in the data entry process. The **first** person creating an account for NetDMR must be a person that will be signing the DMRs (and will be identified as a **Signatory Role**). This person can be the **Responsible Official** (as identified in 40 CFR 122.22) with the authority to sign permit applications, reports, and other permit-required submittals or it can be the **Authorized Official** - someone who has been authorized in writing by the Responsible Official to sign DMRs. The person identified in NetDMR as the **Signatory Role (either the Responsible or Authorized Official)** will also automatically be given the **Permit Administrator** and the **View Roles**. The **Permit Administrator** will have the responsibility for approving other individuals or outside data providers (such as labs) that will be assisting with NetDMR data entry or management at the facility. These individuals could be given Permit Administrator, Edit, or View roles as shown in the table below. It is the responsibility of the first person identified as the **Signatory Role** to approve access for these other users.

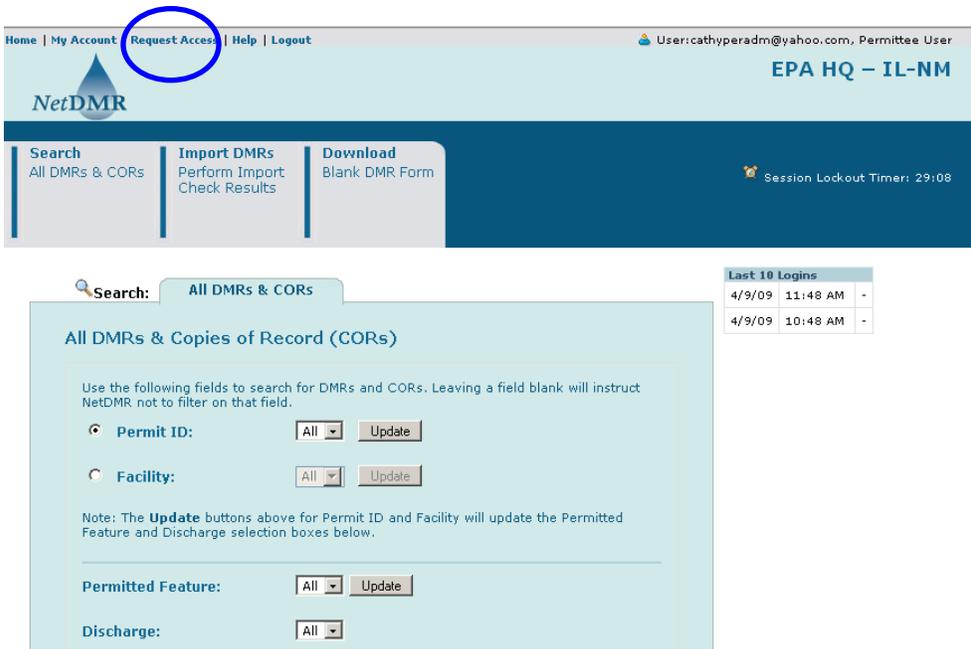
Permittee User Functions

User Type	Manage Access Requests	View DMRs	Download Blank DMRs	Edit / Import / Correct DMRs	Sign and Submit DMRs	Manage CORs	View Permits	View Users	Request Signatory Access	Request Administrator Access	Request Edit Access
View											
Edit											
Signatory											
Signatory & Permit Administrator											
Permit Administrator & Edit											
Permit Administrator & View											

To begin the process to **Request Access** to your specific permit go back to the “NetDMR Welcome” page (either the test website or production website addresses noted on page 1 of this reference guide) and after selecting the correct instance for **EPA Region 1**, Log In to NetDMR using your “User Name” and “Password”.



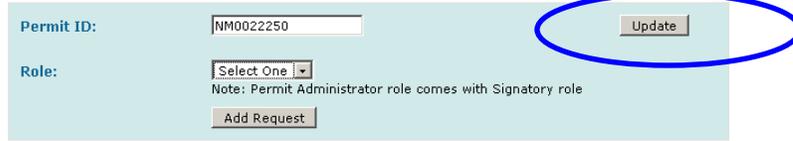
After you have logged in, click on the “**Request Access**” tab located at the top of the page



Enter the 9 digit NPDES Permit ID and click the “[Update](#)” tab to see what roles are available for the permit selected.

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.



Select the appropriate user role for yourself from the “[Role](#)” drop down menu. Remember the first person creating an account must select (and have the authority) to be identified as the “**Signatory**” role. This person will also be automatically given the “**Permit Administrator**”, “**Edit**” and “**View**” roles. After you have identified the appropriate role click “[Add Request](#)”.

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.



Note: Until the first Signatory privilege is granted for a permit, no other user can be granted read/edit privileges for the permit.

A list of the permits you have requested access for will appear in the “**Access Requests**” section. You can request to “remove access” by checking on the red **X**. It’s very important that you click on the “[Submit](#)” tab once you have completed your access request for all appropriate NPDES IDs.

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.



Access Requests

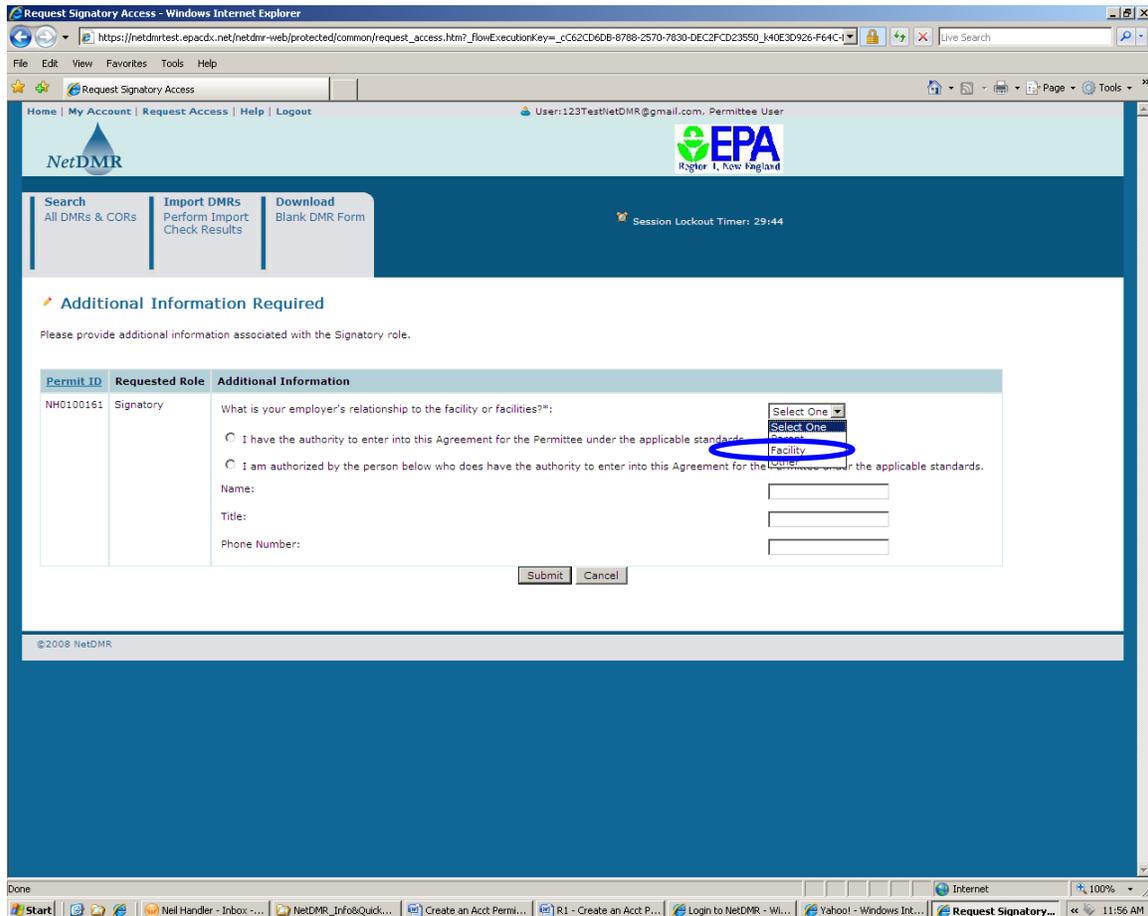
A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
NM0022250	Signatory	
NM0022268	Signatory	



You will then be prompted in the next screen to provide additional information related to your **Signatory Role**.

The first question you must answer has to do with your relationship to the facility or facilities. The correct answer when you click on the “**Select One**” pull down menu for this question is “**Facility**”.



Next you must answer the question on how you derive your Signatory Authority. If you are a **Responsible Official** (for a Corporation this means that you are a Corporate Officer such as a president, secretary, treasurer or facility manager or for a Municipality you are a principal executive officer or ranking elected official) **who can sign NPDES permit renewal applications** and DMRs then you need to select the **first button** which states “**I have the authority to enter into this Agreement for the Permittee under the applicable standards**”.

If you are an **Authorized Official** – in other words you are being authorized by the Responsible Official to sign the DMRs for your facility then you need to select the **second button** which states “**I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards**”. If you select the second button you will also need to fill in the Name, Title, and Phone Number of the Responsible Official who is giving you the Authority to sign the DMRs.

Once you’ve answered all of the questions and filled in the appropriate information, click “**Submit**”

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
NM0022250	Signatory	What is your employer's relationship to the facility or facilities?*: <input type="text" value="Select One"/> <input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards. <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. Name: <input type="text"/> Title: <input type="text"/> Phone Number: <input type="text"/>
NM0022268	Signatory	What is your employer's relationship to the facility or facilities?*: <input type="text" value="Select One"/> <input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards. <input checked="" 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. Name: <input type="text" value="Connie Overbay"/> Title: <input type="text" value="Supervisor"/> Phone Number: <input type="text" value="214-665-7274"/>

Responsible Official Statement

Authorized Official Statement

You will be asked to confirm the information submitted and shown in gray. Make any necessary changes and if the responses are correct Click “**Confirm**”

Confirm Access Requests

The table below contains the access requests that you have entered. Click *Confirm* to complete submission of these access requests.

Permit ID	Requested Role	Additional Information
NM0022250	Signatory	What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/> <input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards. <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 Name: <input type="text"/> Title: <input type="text"/> Phone: <input type="text"/>
NM0022268	Signatory	What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/> <input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards. <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 Name: <input type="text" value="Connie Overbay"/> Title: <input type="text" value="Supervisor"/> Phone: <input type="text" value="214-665-7274"/>

At this point your **Access Request** has been submitted **for approval** to the Regulatory Administrator at EPA Region 1.

The screenshot shows the NetDMR web application interface. At the top, there is a navigation bar with links for Home, My Account, Request Access, Help, and Logout. The user is identified as 'User: cathyperadm@yahoo.com, Permittee User' and the location is 'EPA HQ - IL-NM'. The main content area features three tabs: 'Search' (All DMRs & CORs), 'Import DMRs' (Perform Import, Check Results), and 'Download' (Blank DMR Form). A session lockout timer is set to 29:32. A central message box with a green checkmark icon states: 'Request Access to a Permit and Associated DMRs' and 'Your access request(s) have been submitted for approval.' Below this message, there is a link to 'Print Subscriber Agreement' and a 'Back' button.

If you are in the **Test Environment** you should click on the “[Print Subscriber Agreement](#)” tab and review the Subscriber Agreement so that you are familiar with the **Terms and Conditions** as well as the information you will need to provide to EPA Region 1 when you are ready to go into the **Production Environment**.

If you have already finished the training in the Test Environment and now are following this process in the **Production Environment**, **please print out a copy of the subscriber agreement, fill the agreement out, sign it, and mail the original agreement back to the following address at EPA:**

**EPA Region 1
Attn: Norma Mason (OES04-4)
5 Post Office Square, Suite 100
Boston, MA 02109-3912**

Fax'd copies of the agreement are not acceptable!!!

If there are multiple people at your facility that have signatory authority then each one will need to complete and submit a separate Subscriber Agreement to EPA.

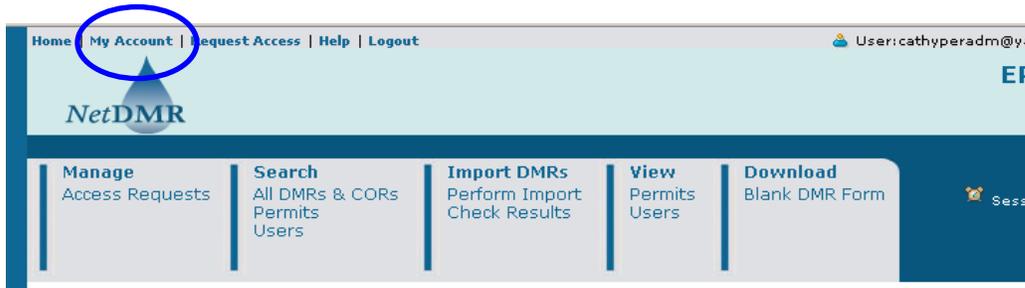
If you are in the **Test Environment** you should receive a confirmation email from “**netdmr-notification**” within 24 to 48 hours letting you know when your **Access Request** has been approved.

If you are in the **Production Environment** EPA will need to receive and review the hard copy of the Subscriber Agreement you mailed and assuming the agreement has all of the appropriate information, you will receive a confirmation email from “**netdmr-notification**” letting you know that your **Access Request** has been approved.

All Subscriber Agreement Signatory Requests submitted by a facility while in the Production Environment will need to be approved by EPA Region 1 prior to your actual entry of data in NetDMR.



You can view and confirm that you have been given the “Signatory” rights by accessing “[My Account](#)” after **Log In** to NetDMR.



If you scroll down to the “[My Permits](#)” section you can view the types of access granted to you for each NPDES Permits under the “[Access Rights](#)” column. You are also able to access the Subscriber Agreement from this screen.

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.

One Permit found

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
NM0022292	Signatory	Pending	04/29/09 06:36 PM	04/29/09 06:36 PM	

You can also view account information, view selected security questions, and view any pending access requests under the “[My Account](#)” tab.

Selected Security Questions

Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers.

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.

Showing 2 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
NM0022250	Signatory	Pending	04/13/09 01:53 PM	04/13/09 01:53 PM	
NM0022268	Signatory	Pending	04/13/09 01:53 PM	04/13/09 01:53 PM	

If you need to edit any of the information shown in this section click on the “[Edit Account](#)” tab

Along with basic information about your account, you will be able to change the security questions and/or answers and change your password. Please note that the **Lock Your Account** tab is only to be used when you believe your account may have been compromised or you no longer are planning to use NetDMR. Once this option has been selected your account can only be reopened by an EPA System Administrator.

Security Questions and Answers

 Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers.

Change Your Password

Your password must be 8-20 characters and contain both letters and numbers.

Enter a new password:	<input type="password"/>	(case sensitive, 8-20 characters, both letters and numbers)
Enter your password again:	<input type="password"/>	

Lock Your Account

Locked accounts can not access NetDMR.

Lock Account	<input type="checkbox"/>
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Once you receive your “Access Request Notification” email you are ready to enter data into NetDMR and can also allow others to create their account, finalize their account, and request access. The Signatory person will be able to approve or deny those access requests from others in your company or from the Data Providers.

If you have any further questions about using EPA Region 1 NetDMR please feel free to contact:

Norma Mason: (617) 918-1879 or mason.norma@epa.gov

Ed Kim: (617) 918-1945 or kim.ed@epa.gov

Neil Handler: (617) 918-1334 or handler.neil@epa.gov