

Creating a CDX account

The screenshot shows a web browser window with the URL <https://cdxnodengn.epa.gov/oeca-netdmr-web/action/login>. The page features the EPA logo and the NetDMR logo (Network Discharge Monitoring Report powered by CDX). A welcome message states: "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)." Below this message is a "Sign in" section with a red box around the link "or [create a new account](#)". The sign-in form includes fields for "User ID" and "Password", both marked with a red asterisk to indicate they are required. A "Sign in" button is located below the password field. Links for "Forgot username?" and "Forgot password?" are at the bottom of the sign-in section. The Windows taskbar at the bottom shows several open applications, including "Inbox - stev...", "NetDMR C...", "Create CDX...", "NetDMR St...", and "ICIS: - Win...", along with the system clock showing 1:37 PM on 5/23/2017.

File Edit View History Bookmarks Tools Help

US EPA NetDMR Streamlined Registr...

https://cdxnodengn.epa.gov/oeca-netdmr-web/action/login

EPA United States Environmental Protection Agency Home Resources

NetDMR
Network Discharge
Monitoring Report
powered by CDX

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 *

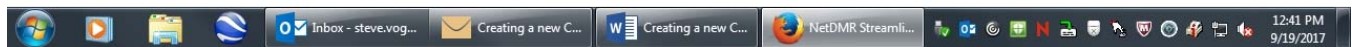
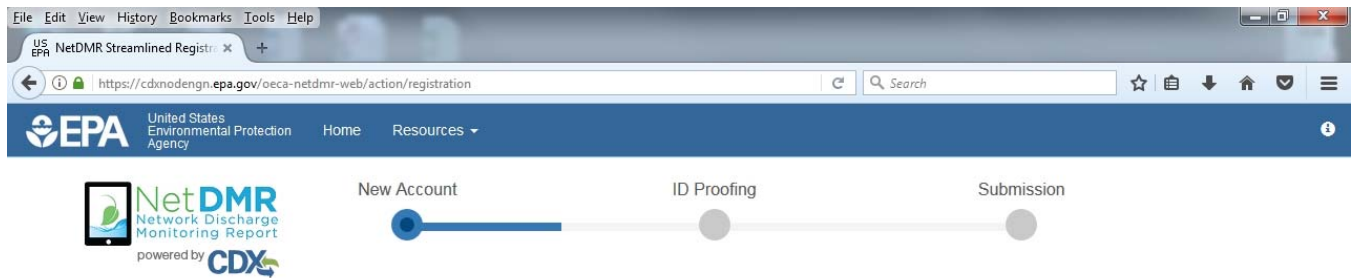
Sign in

[Forgot username?](#)

[Forgot password?](#)

Windows taskbar: Inbox - stev..., NetDMR C..., Create CDX..., NetDMR St..., ICIS: - Win..., 1:37 PM 5/23/2017

1. Go to <https://netdmr.epa.gov>
2. Click **Create a New Account**



3. Select **NetDMR:NYSDEC** under “State Agency or EPA Region”.
4. Select a User Type from the table below. Click **Next**
 - *Permittee (signature)* users will be required to authenticate (either LexisNexis or Paper) later in the process

CDX User Type	Who	Definition
Data Provider	Lab, Contractor or 3 rd Party Affiliate	Authorized to view and edit DMRs. Not able to Sign and Submit DMRs.
Permittee (no signature)	Facility Personal	Authorized to view and edit DMRs. Not able to Sign and Submit DMRs.
Permittee (signature)	Facility Personal	Authorized to view, edit, sign and submit DMRs.
Internal User	Regulatory Authority – EPA/State Agency Personal only	A Regulatory Authority staff member. Approves NetDMR Signatory role only.

File Edit View History Bookmarks Tools Help

US EPA NetDMR Streamlined Registr... x

https://cdxnodengn.epa.gov/oeca-netdmr-web/action/registration

EPA United States Environmental Protection Agency Home Resources

NetDMR Network Discharge Monitoring Report powered by CDX

Create a New Account

* = required

Select State Agency or EPA Region and User Type

Personal Information

Title *
Mr

First Name *

Middle Initial

Last Name *

Suffix
Select...

Job Title *

Next

Electronic Signature Setup

Windows taskbar: 1:38 PM 5/23/2017

5. Enter Personal Information. Click **Next**
 - o Use your legal First Name and Last Name (e.g. Robert instead of Bob)

File Edit View History Bookmarks Tools Help

US EPA NetDMR Streamlined Registr... x

https://cdxnodengn.epa.gov/oeca-netdmr-web/action/registration

EPA United States Environmental Protection Agency

Home Resources

Network Discharge Monitoring Report powered by CDX

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 *

.....

Show password

These questions will be used to reset your password:

Question 1 * Answer 1 * i

What was your childhood nickname? nickname

Question 2 * Answer 2 *

What street did you live on in third grade? grade

Question 3 * Answer 3 *

In what city does your nearest sibling live? live

Show answers

☒ Agree to the Terms and Conditions

Next

6. Create a User ID and Password
 - o Password must be unique; be at least 8 characters; contain a number; contain at least one capital letter
7. Select and Answer 3 security questions.
 - o These security questions are used to help manage your CDX user account and are case sensitive.
8. Agree to the Terms and Conditions. Click **Next**

(Permittee (no signature) & Data Providers skip to Step 10)

File Edit View History Bookmarks Tools Help

US EPA NetDMR Streamlined Registr... x

https://cdxnodengn.epa.gov/oeca-netdmr-web/action/registration

Search

EPA United States Environmental Protection Agency Home Resources

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 1 *	Who is your favorite author?	Answer 1 *	author
Question 2 *	What is your favorite pet's name?	Answer 2 *	name
Question 3 *	Where did you graduate from high school?	Answer 3 *	school
Question 4 *	What is your favorite song?	Answer 4 *	song
Question 5 *	What is your favorite book?	Answer 5 *	book

☒ Show answers

Next

9. *For Permittee (Signature) users only*– Select and answer 5 additional security questions. Click **Next**
- These security questions will be used when signing/submitting DMRs and are case sensitive.

File Edit View History Bookmarks Tools Help

US EPA NetDMR Streamlined Registr... x

https://cdxnodengn.epa.gov/oeca-netdmr-web/action/registration

EPA United States Environmental Protection Agency Home Resources

NetDMR Network Discharge Monitoring Report powered by CDX

New Account ID Profiling Submission

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 *

New York

Mailing Address (line 1)

Mailing Address (line 2)

City **State *** **Zip/Postal Code**

New York

Find

1:41 PM 5/23/2017

10. Enter your Organization Information. Click **Find**
 - o If your organization can not be found, it must be added in step 12.

File Edit View History Bookmarks Tools Help

US EPA NetDMR Streamlined Registr... x

https://cdxnodengn.epa.gov/oeca-netdmr-web/action/registration

EPA United States Environmental Protection Agency Home Resources

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
- Electronic Signature Setup
- Organization Information

New York State Department of Environmental Conservation
625 Broadway
Albany, NY 12233-3506
US

Wrong organization information? [Back to search results](#) or [request that we add your organization.](#)

Next

Windows taskbar: Internet Explorer, Mail, NetDMR C..., Create CDX..., NetDMR St..., ICIS: - Win..., 1:44 PM 5/23/2017

11. If your organization is found click **Next** (*skip to Step 14*).
12. If you can't find your organization, you need to add it. Click **request that we add your organization**.

File Edit View History Bookmarks Tools Help

NetDMR Streamlined Registration x

https://testngn.epacdnnode.net/oeca-netdmr-web/action/registration

EPA United States Environmental Protection Agency Home Resources

Organization Name *

This field is required.

Mailing Address (line 1) *

This field is required.

Mailing Address (line 2)

City * **State ***

New York

This field is required.

Zip/Postal Code * **Country ***

UNITED STATES

This field is required.

Phone Number * **Extension**

This field is required.

Email *

This field is required.

Re-enter Email *

11:39 AM 9/25/2017

13. Fill in all fields with an asterisk. Click **Continue**.

US EPA NetDMR Streamlined Registr: x

https://cdxnodengn.epa.gov/oeca-netdmr-web/action/registration

EPA United States Environmental Protection Agency

Network Discharge Monitoring Report powered by CDX

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

Contact Information

Phone Number * Extension

Email *

Re-enter Email *

Send Verification Code

Verification Code *

a9f742fe-ab00-40ed-8bb7-a4313607cfc0

Register Continue

helpdesk@epacdx.net
Core Registration Email Verification Request
To: Vogler, Steve (DEC)

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

You are requesting an account with the EPA Central Data Exchange (CDX). You will be able to add additional Program Services, including the NPDES eReporting Tool (NeT), to meet any additional obligations that require electronic reporting to EPA.

In order to complete your registration and begin using the system, you will need to confirm your account by entering the following code in the registration form you are currently editing:

a9f742fe-ab00-40ed-8bb7-a4313607cfc0

Once you confirm your account using the code above, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service. Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

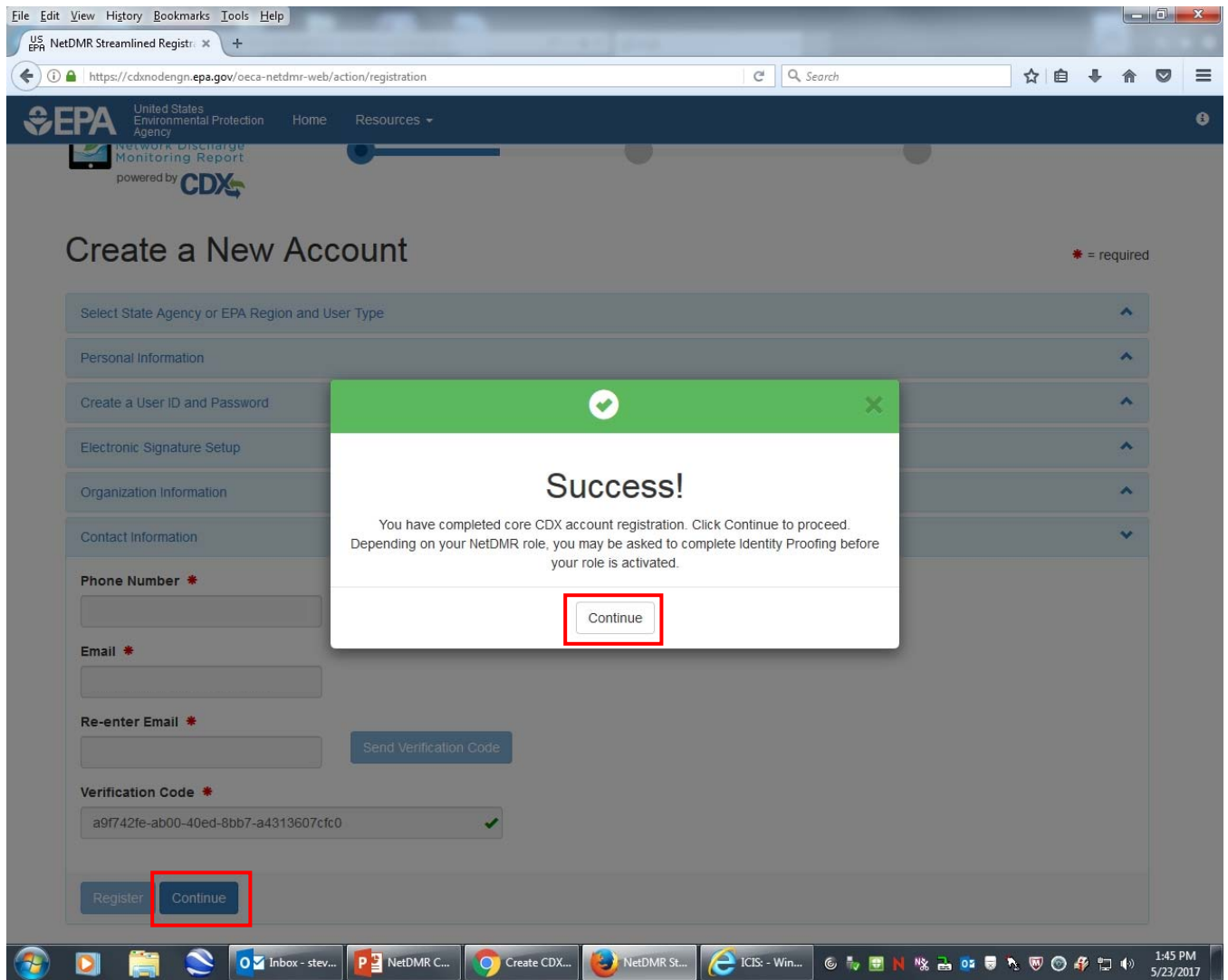
Sincerely,
CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange

14. Enter Contact Information

- 1 Click Send Verification Code.
- 2 An email with a verification code will be sent to the email entered. After receiving the email, copy the verification code and paste it into the verification code field. A green check mark will appear letting you know you entered a valid code. Click **Register**.

*At this stage, **Permittee** (no signature), **Data Providers**, and **Internal Users** are finished creating their CDX account. **Permittee** (signature) will need to continue to authenticate.*



Click on **Continue** to complete Identity Proofing for **signatories only**.

Identity Verification

Would you like to perform electronic Identity Proofing?

YES

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 * New York Zip/Postal Code *

Date of Birth *

SSN Last 4: * Phone Number

Show SSN digits

☒ I agree to the Electronic Signature Agreement

Verify and Sign

15. *For Permittee (Signature) users only*– You will need to be authenticated via an **Electronic Signature Agreement (ESA)**. You will be given the choice to authenticate electronically (online) or by paper.

1. If you choose **paper**, click in the white box under “Would you like to perform electronic Identity Proofing?” and the Signature Agreement will appear. Print, sign, and mail it to the address on the Signature Agreement.
2. If you choose to authenticate **electronically**, fill in the required fields (those marked with asterisk (*)) with your actual home personal information.
 1. The data entered on this screen is not stored. It is used for authentication purposes only, then it is discarded. The data cannot be retrieved.
 2. If you failed electronic authentication, you will be required to submit a paper Signature Agreement.
 3. Complete electronic signature of the ESA by providing your CDX Password, the answer to one of your security question, then click the **Verify Sign** button.

At this stage, the **Permittee (signature)** has completed their CDX account creation. All regulated Community users will need to add the NetDMR service for their respective SPDES IDs to obtain the DMRs. Permittee (Signatory) users will need to apply for the Signatory Role to be approved to sign and submit DMR forms.

The screenshot displays the EPA CDX Central Data Exchange web application. The user is logged in as SEVOGLER@GW.DEC.STATE.NY.US. The main content area features a 'Services' table with the following data:

Status	Program Service Name	Role
	NDMR-NY: NetDMR: NYSDEC	Permittee (signature)

Below the table are buttons for 'Add Program Service' and 'Manage Your Program Services'. The right sidebar shows 'CDX Service Availability' and 'News and Updates' (No news/updates). The footer includes EPA contact information and a logo.

To access NetDMR, link your permit(s) and fill out your Signatory Agreement (if needed), click on the Role hyperlink next to “NetDMR:NYSDEC”. On the next screen click on **Continue to NetDMR**.

File Edit View History Bookmarks Tools Help

US EPA Request Access Summary x

https://netdmrtest.epacdx.net/netdmr-web/protected/common/request_access.htm?_flowId=request_access-flow&_flowExe...

Home | My Account | **Request Access** | Help | Logout

User: BUDDHA62, Permittee User

NYSDEC

NetDMR Network Discharge Monitoring Report

Manage Access Requests | Search All DMRs & CORs Permits Users | **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: 29:20

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: **2** NY0028240 **3** Update

Role: **4** Select One

will also automatically be given the, and View Roles.

Signatory
View
Edit
Permit Administrator **5**

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
No Permits found		

Submit

©2008 NetDMR

CDX New User | Inbox - steve.vog... | Request Access S... | 2:04 PM 9/25/2017

Link your SPDES permit to your account

1. Click on request access,
2. Type in your permit number
3. Click **Update**
4. Select a role type from the dropdown menu
5. Click **Add Request**.

Activate Your NetDMR Account | US EPA Request Access Summary | X

Secure | https://netdmrtest.epacdx.net/netdmr-web/protected/common/request_access.htm?_flowId=request_access-flow&_flowExecutionKey=e2s3

Home | My Account | Request Access | Help | Logout

User: sevogler30@gmail.com, Permittee User

NetDMR **NYSDEC**

Search: All DMRs & CORs | Unscheduled DMRs: Unscheduled DMRs | Import DMRs: Perform Import, Check Results | Update NODI: 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.

Permit ID:

Role:
 Note: Permit Administrator Role comes with the Signatory Role requested for a Permit.

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
NYTEST015	Signatory	

© 2006 NetDMR

Taskbar: Inbox - steve.vogl... | Login to NetDMR ... | Request Access S... | 2:49 PM 4/6/2017

To request access to more permits, repeat the steps on previous page. Once all permits are linked to your account, click **Submit**. If you are not requesting a signatory role, you are finished with the process. The permit administrator in your organization will need to approve your role as a Permittee (non-signatory) or Data Provider.

Internal User Home | ICIS: | US EPA NetDMR Streamlined Registr... | US EPA Request Signatory Access

https://netdmrtest.epacdx.net/netdmr-web/protected/common/request_access.htm?_flowId=request_access-flow&_flowExe...

Home | My Account | Request Access | Help | Logout

User: rsevogler, Permittee User

NetDMR
Network Discharge Monitoring Report

NYSDEC

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: 29:06

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
NY0006734	Signatory	<p>What is your employer's relationship to the facility or facilities?": 1 Facility</p> <p>2</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><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. 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>3 Submit Cancel</p>

© 2008 NetDMR

CDX New User | Outlook 2013 | Request Sign... | NYDEC CRK ... | Passwords.rt...

2:22 PM 6/23/2017

For Permittee (Signatory) –

1. Choose “Facility” from the drop-down for “What is your employer’s relationship to the facility or facilities?”.
2. If you are the owner of the facility or in a title that lets you self-authorize (Responsible Official) choose the first radio button. If you are being authorized (Duly Authorized Representative) by the owner or their approved designee, choose the second radio button and enter the owner’s or their designee’s information.
3. Click **Submit**

File Edit View History Bookmarks Tools Help

Internal User Home x ICIS: x US EPA NetDMR Streamlined Registr x US EPA Confirm Access Requests x +

https://netdmrtest.epacdx.net/netdmr-web/protected/common/request_access.htm?_flowId=request_access-flow&_flowExe Search

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

NetDMR
Network Discharge
Monitoring Report

NYSDEC

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: 29:54

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
NY0006734	Signatory	<p>What is your employer's relationship to the facility or facilities?: <input type="text" value="Facility"/></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><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. 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><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p>

©2008 NetDMR

CDX New User Outlook 2013 Confirm Acc... NYDEC CRK ... Passwords.rt... 2:22 PM 6/23/2017

The subscriber can be signed and submitted either via paper or electronically. If the agreement is signed electronically the Responsible Official needs to have a CDX account so that they can approve the Duly Authorized Representative. Choose the appropriate method of signing.

Subscriber Agreement - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://netdmrtest.epacdx.net/netdmr-web/protected/subscriber_agreement.htm?_flowId=subscriber_agreement-flow&

Print Close

Agency: *NYSDEC*
Subscriber Agreement Number: *bcafb0a7-0ec2-4122-9ad6-b549ff495b8b*
Generated On: *2017-10-23 14:43:35.0*
Account Reference: *17558*

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: NYSDEC, 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 E.

User Name:
Subscriber Name:
Organization:
Email Address:
Phone Number:

B. Permit Information

Signing privileges are requested for the following permits:

To submit via paper, click the **Print** button. Both the Responsible Official and the Duly Authorized Representative sign the paper agreement and send it to the address listed in the agreement.

File Edit View History Bookmarks Tools Help

US EPA Access Request(s) Sent x +

https://netdmrtest.epacdx.net/netdmr-web/protected/common/request_access.htm?_flowId=request_access-flow&_flowExec...

Home | My Account | Request Access | Help | Logout

User: BUDDHA62, Permittee User

NetDMR
Network Discharge
Monitoring Report

NYSDEC

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: 29:11

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be Pending until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Agency: NYSDEC
Subscriber Agreement Number: 46b9c9e3-ee53-408a-82e1-2363af9d8d6d
Generated On: 2017-10-23 13:05:17.0
Account Reference: 17558

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: NYSDEC, hereafter referred to as "the Regulatory Authority".

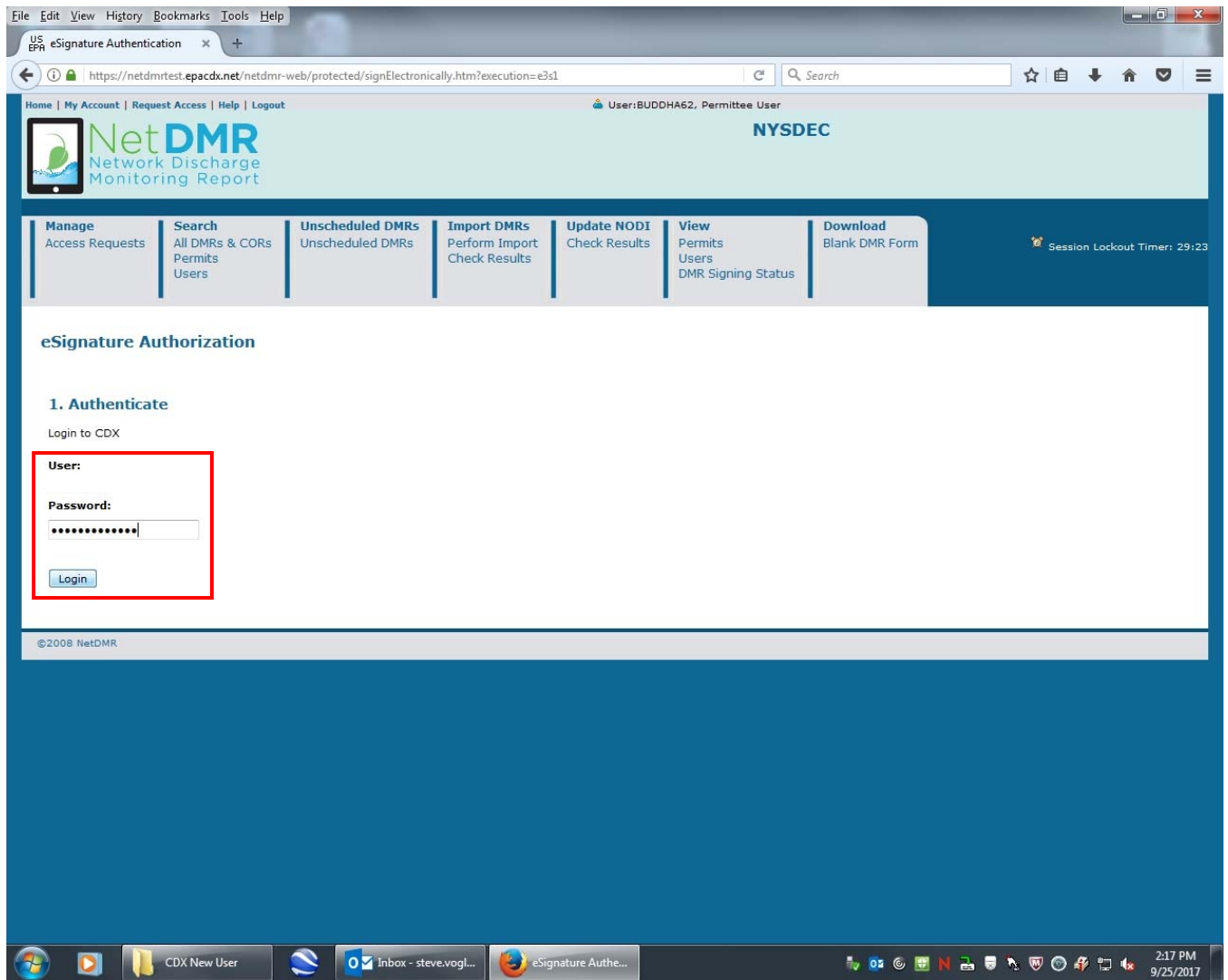
A. Signatory Authority Information

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

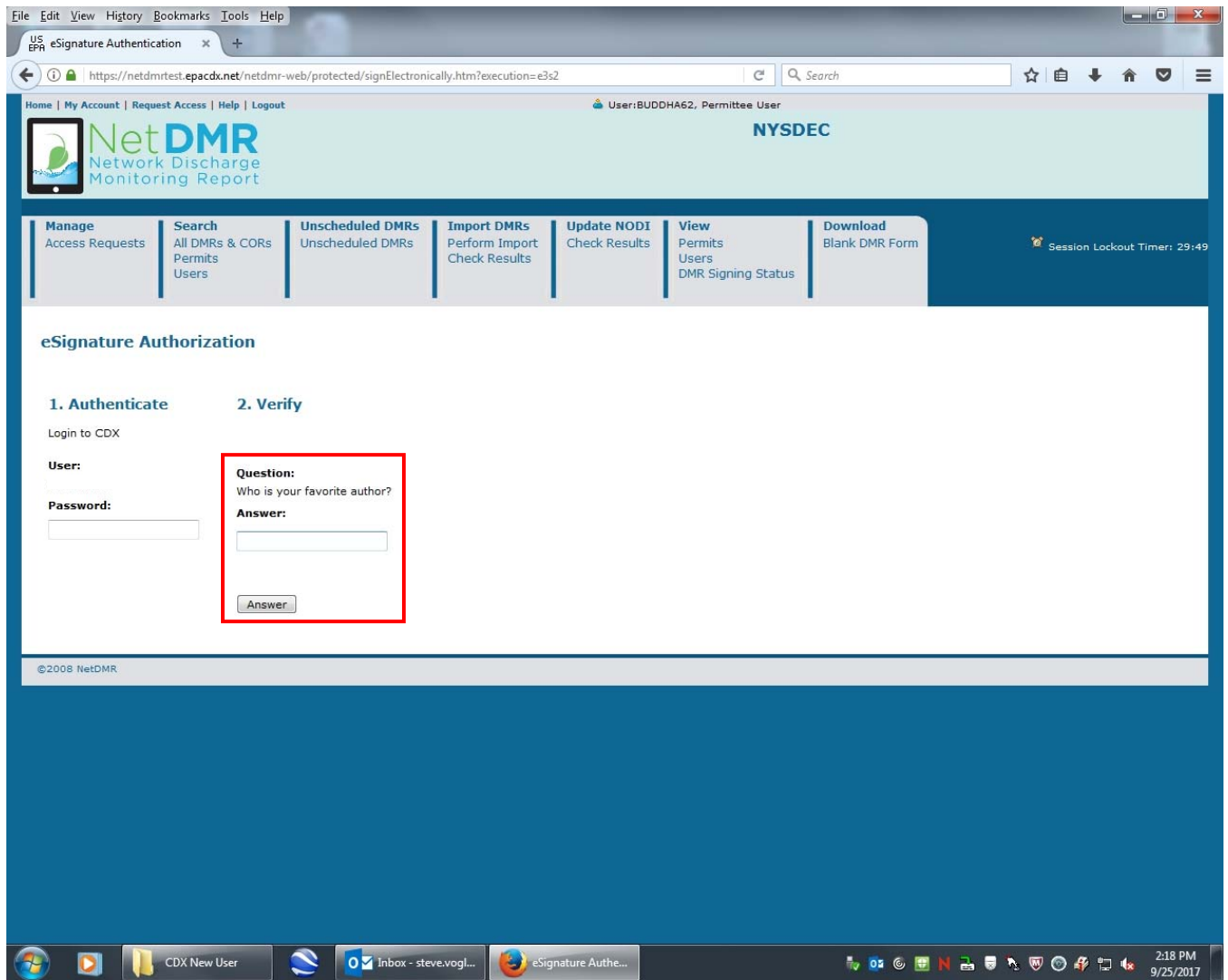
User Name:
Subscriber Name:
Organization:
Email Address:
Phone Number:

Windows taskbar: 1:06 PM 10/23/2017

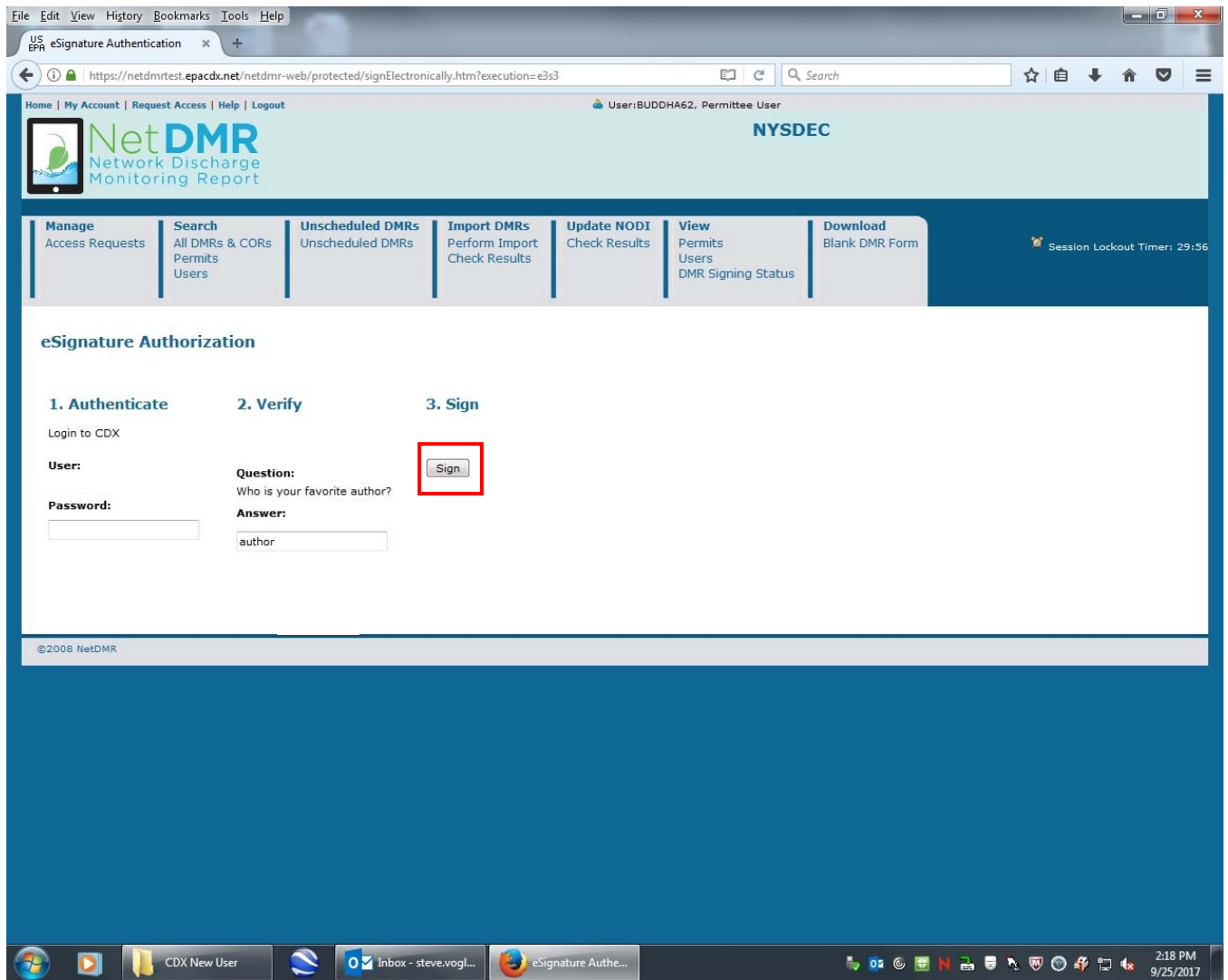
To sign electronically click the **Sign Electronically** button.



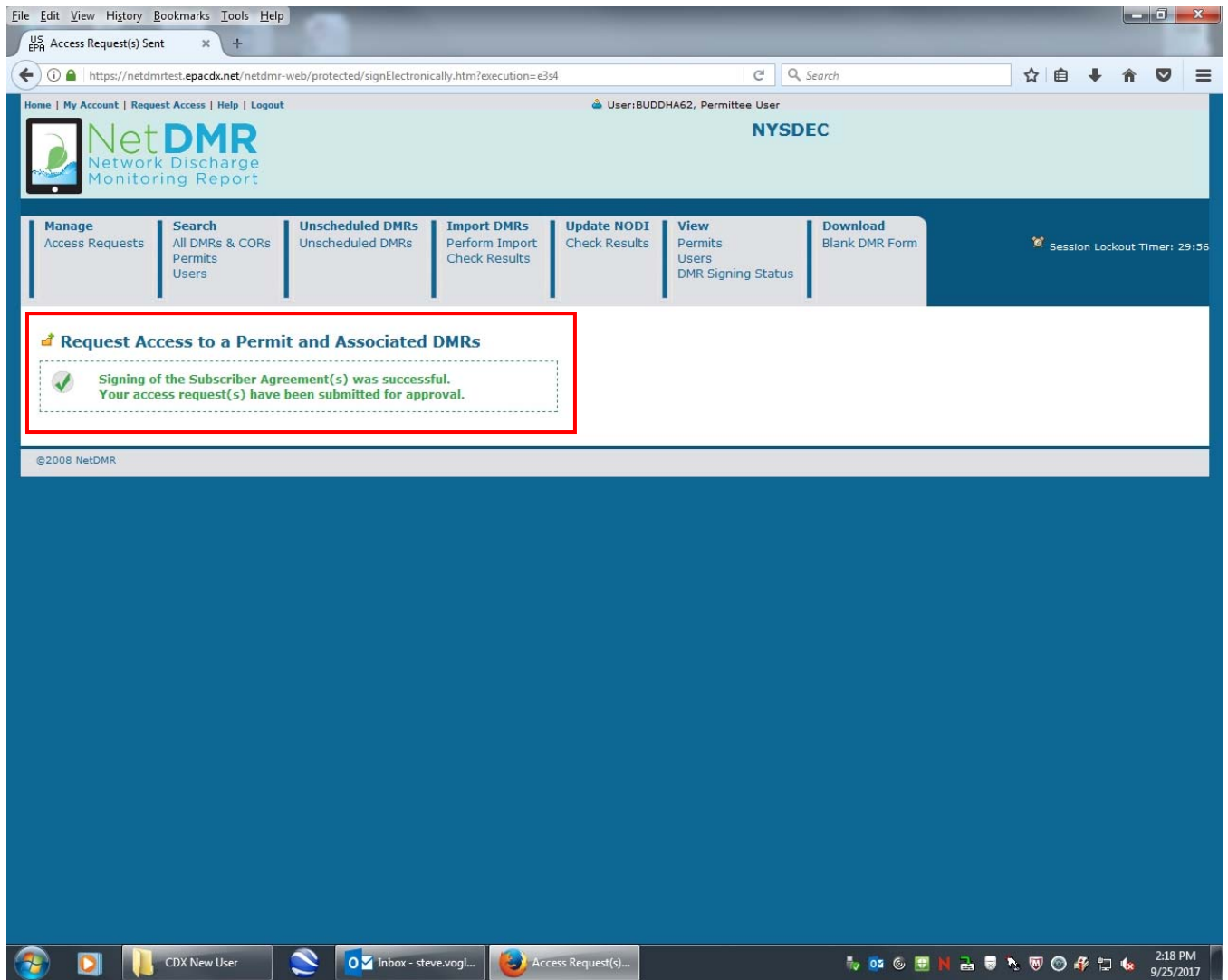
Enter your CDX password and click **Login**.



Answer the security question and click **Answer**.



Click **Sign**.



A message confirming successful submittal will display.