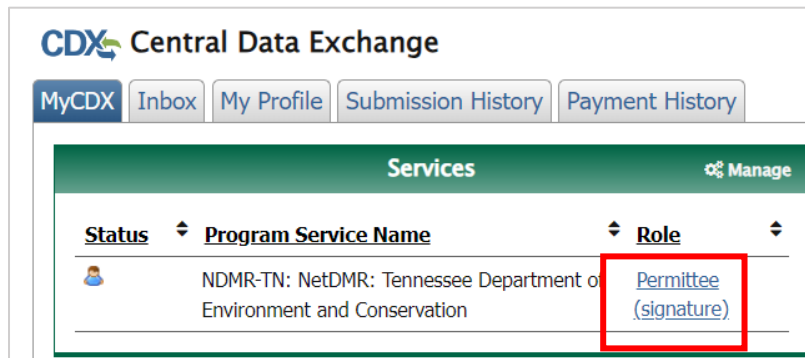
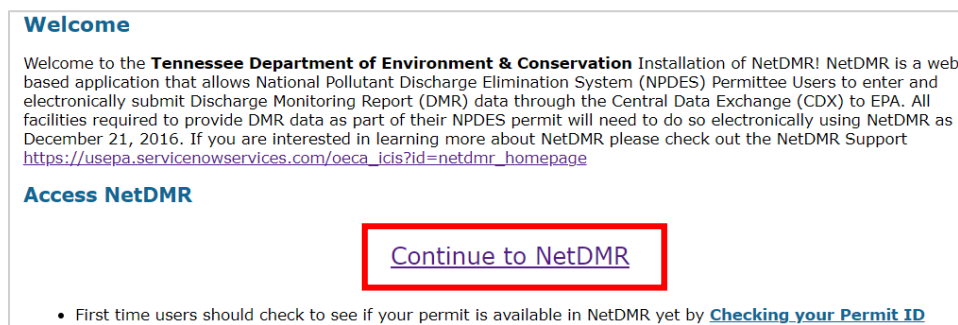


How to Add Permits to Your NetDMR Account

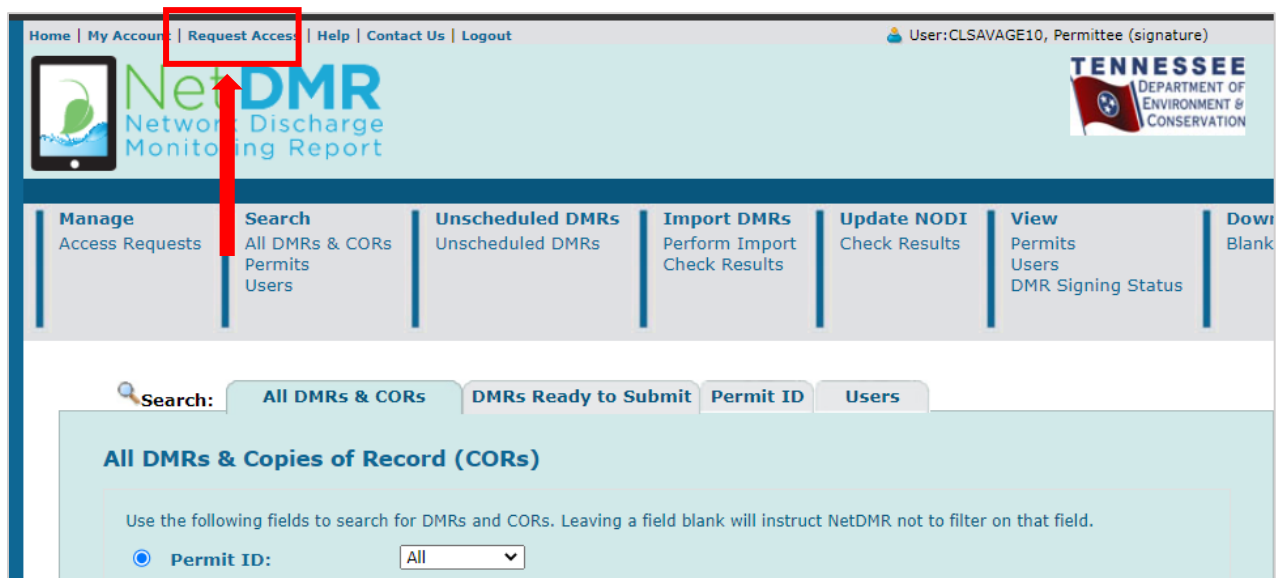
1. Once you have created an account, sign into CDX, look under “Services”, and select your Permittee (signature) or Permittee (no signature) role.



2. Click **Continue to NetDMR**.



3. Find the row of tabs in the upper left (tiny writing). Click on **Request Access**- NOT “Access Requests”.



4. Under the heading, “Request Access to Permits and Associate DMRs”, enter the NPDES Permit ID (begins with “TN”), and **press the “Enter” key on your keyboard**. The Facility Name should pop up right underneath the Permit ID:

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and press the Enter or Tab button on your keyboard 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:

Facility Name:

Role:

Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

5. Check that the **facility name appeared and is correct**, then select your desired role from the dropdown box beside “Role” (descriptions below), then click **Add Request**. Do this for each permit to which you need access.

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and press the Enter or Tab button on your keyboard 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:

Facility Name:

Role:

Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

a. Description of NetDMR Permit Access Roles:

NetDMR Role	What each role can do
Signatory	View, Edit, Correct, Import, Sign and Submit DMRs; must sign a Subscriber Agreement
Edit	View, Edit, Correct, and Import DMRs
View	Download and View CORs
Permit Administrator	Approve, Deny, and Revoke roles

****To sign and submit DMRs, you must have the Signatory role.***

6. The Permit ID will now appear beneath the “Access Requests” heading. Verify that it is correct, then click **Submit**. You will receive an email verifying the access request has been submitted.

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	Facility Name	Requested Role	Remove Access Request
No Permits found			

7. **Signatory Access Requests-** continue with all of Step 7. **View, Edit, or Permit Admin. Roles-** skip to Step 8.
- On the following page, select your employer’s relationship to the facility from the drop-down box on the right side of the screen:
 - Choose **Parent** if you work at a corporate headquarters or offsite office.
 - Choose **Facility** if you work at or near to the location of the wastewater treatment facility.
 - Choose **Other** if you are a third-party operator.
 - If you are a Responsible Official (each permit can have as many as you want), select the first option button and click **Submit**. Skip to step 7.d.

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

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
TN0061271	Signatory	What is your employer's relationship to the facility or facilities?*: Select One ☒ I am a Responsible Official and have the authority to enter into this Agreement for the Permittee under the applicable standards. ☐ I am authorized by the person below, who is a Responsible Official, and does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required. Responsible Official Name: Responsible Official Title: Responsible Official Phone Number: Responsible Official Email Address: Confirm Responsible Official Email Address: Submit Cancel

- c. If there is another Responsible Official for this permit and you wish to be an authorized representative, select the second option button, fill out the information, click **Submit**.
 - i. NOTE: The Responsible Official you list **MUST** have their own NetDMR account and have already been granted signatory access to the permit *before* you submit your request.
 1. Put in the email address associated with the Responsible Official's NetDMR account for them to approve your request.
 - ii. After you've completed the entire process, the Responsible Official will receive a message in their NetDMR inbox to approve you as signatory. Let Responsible Official know they can approve you. Contact the DMGR NetDMR Coordinator if the Resp. Official needs instructions.
- d. On the following screen, choose to **Sign Electronically** (Sign via Paper takes considerably longer to complete account setup and is not recommended).

Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

Permit ID	Facility Name	Requested Role	Additional Information
[REDACTED]	[REDACTED]	Signatory	What is your employer's relationship to the facility or facilities?: Facility ▾ ☒ I am a Responsible Official and have the authority to enter into this Agreement for the Permittee under the applicable standards. ☐ I am authorized by the person below, who is a Responsible Official, and does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required. Responsible Official Name: Responsible Official Title: Responsible Official Phone Number: Responsible Official Email Address: Sign via Paper <input checked="" type="button" value="Sign Electronically"/> Cancel

- e. Review the subscriber agreement and click on **Sign Electronically** at the upper left of the screen under the box with green writing.

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: *Tennessee Division of Water Resources (Test)*
 Subscriber Agreement Number: *1f822016-2c9d-4137-b005-0a7460b3ef53*
 Generated On: *2023-06-08 10:51:31.159*
 Account Reference: *19079*

f. Read and accept the terms.

3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.

4. I have the authority to submit this data on behalf of the listed facilities.

5. This action constitutes an electronic signature equivalent to my written signature.

6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

g. A confirmation message is provided.

Access Requests Air DMRs & CDRS Unscheduled DMRs Permit Import Check Results

Permits Users

 **Request Access to a Permit and Associated DMRs**

 **Signing of the Subscriber Agreement(s) was successful.**
Your access request(s) have been submitted for approval.

h. A NetDMR Administrator will review your request and grant access (usually within 48 hours). To speed the process, inform the DMGR NetDMR Coordinator that a request has been submitted.

i. After you have been approved, reporting instructions will be sent to the email associated with your account.

8. Complete this step for **Edit, View, and Permit Administrator Roles** (continued from Step 6 above):

a. After selecting the **Edit, View, or Permit Admin.** role, click **Submit**.

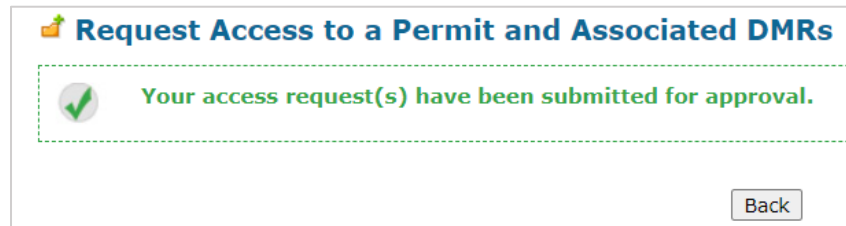
b. On the following screen, press **Confirm** after verifying the information is correct.

 **Confirm Access Requests to a Permit and Associated DMRs**

The table below contains the access requests that you have entered.

Permit ID	Facility Name	Requested Role	Additional Information
TN0020575	NASHVILLE CENTRAL STP	Edit	N/A

- c. Confirmation will be provided.



- d. A Permit Administrator or Signatory can now approve your request from their account following these instructions:
- Login to CDX, click on their **Permittee (signature)** role, click **Continue to NetDMR**.
 - Scroll to the bottom of their homepage to "Pending Access Requests", check the appropriate box to approve the request, then click **Save**.

9. You should now have access to the permit in NetDMR.

- a. If you need instructions for reporting data in NetDMR, please email the DMGR NetDMR Coordinator, and instructions will be sent.

***If you need additional info, please visit our DMR Reporting website by clicking on the following link, or copying the link into your browser: <https://www.tn.gov/environment/permit-permits/mineral-geologic/dmr-reporting.html>.**