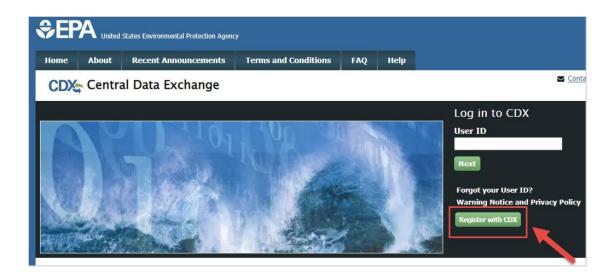




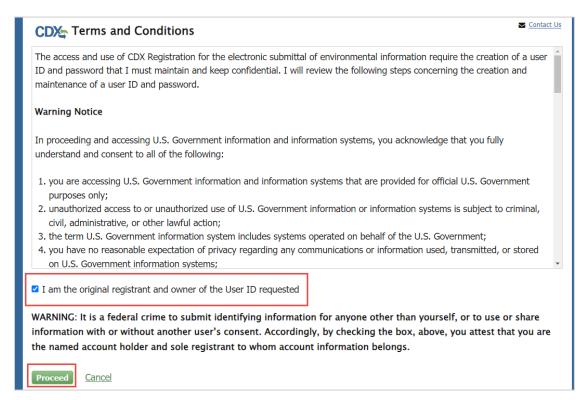
# NetDMR Account Creation & Requesting Permit Access for Reporting

Part One: NetDMR Account Creation

1. Go to <a href="https://cdx.epa.gov/">https://cdx.epa.gov/</a>. Click on Register with CDX.



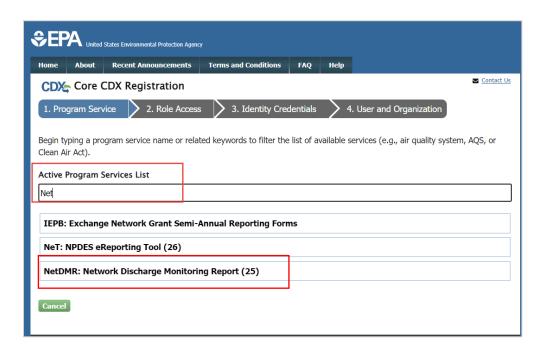
2. Read Terms and Conditions, check the box, and click Proceed.



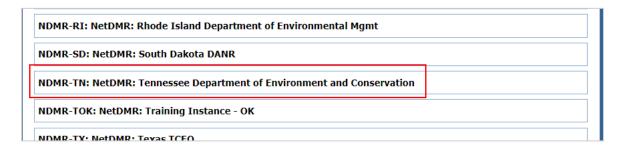




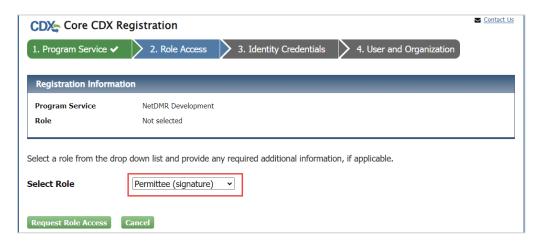
3. Scroll down and select the NetDMR: Network Discharge Monitoring Report program service.



a. Then select NetDMR: Tennessee Department of Environment and Conservation.



4. Select a role (see descriptions below) from the drop-down list and provide any required information.





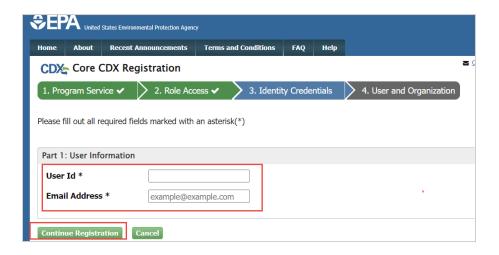


#### a. Description of CDX Roles:

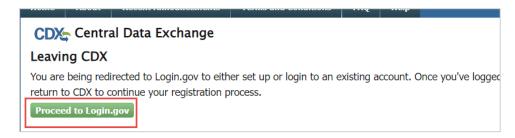
Role	Who	Possible NetDMR Roles	Allowed Tasks	
Permittee (signature)*	Works for the company AND will sign and submit DMRs.	<b>Signatory</b> , Permit Administrator, Edit, View	• • • • • • • • • • • • • • • • • • • •	
Permittee (no signature)	Works for the company but will NOT sign/submit DMRs	Permit Administrator, Edit, View	Can view, enter, and upload DMRs, edit CORs, and approve roles for other users; cannot sign or submit forms.	
Data Provider	Lab, Contractor, 3rd Party Affiliate	Edit, View	Can view, enter, and import DMRs. Can edit CORs but <i>cannot sign or submit forms</i> .	
Internal User	State/EPA Agency personnel only	Internal Administrator	Regulatory Authority staff member with a NetDMR account.	

<sup>\*</sup>To sign and submit DMRs, you must have the Permittee (signature) role.

5. Create User ID and enter email address (TIP: make user ID same as email address).



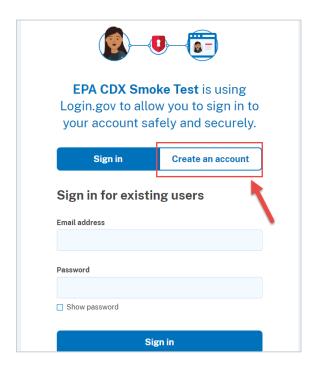
**6.** You will be redirected to **Login.gov** to either set up a new account or log in to an existing account. Click **Proceed to Login.gov**.



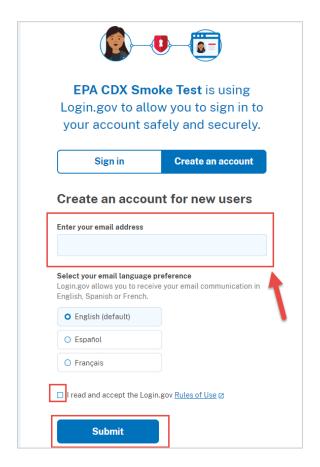




7. New Login.gov account creation- Click on Create an account.



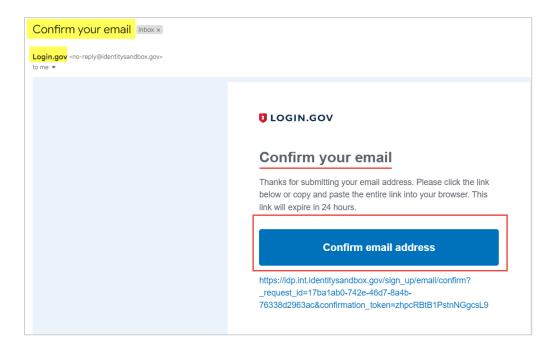
**8.** Use the same email address used in CDX registration in step 6.



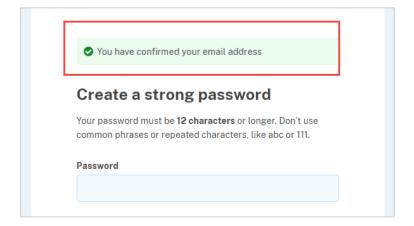




**9.** Login.gov will send an email with a link to confirm your email address; follow link to continue creating account.



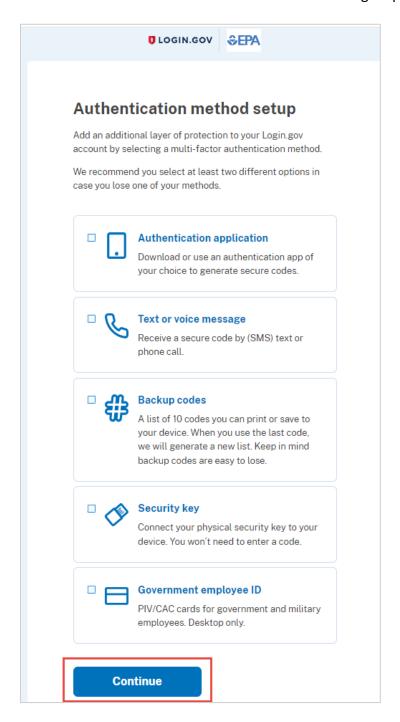
10. You will receive confirmation that your email address is verified.







**11. Authentication method setup**- You must add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method. Select one of the following 5 options:

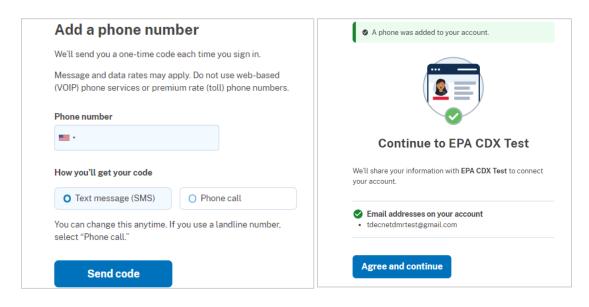




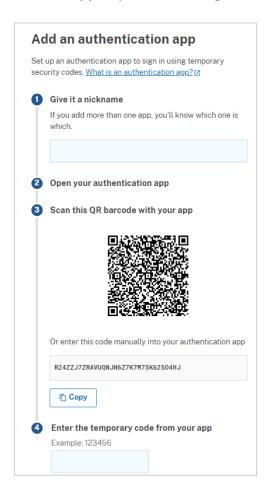


### **OPTION 1:** Choose to receive a Text or voice message \*\*\*RECOMMENDED\*\*\*:

 Receive a secure code by (SMS) text or phone call, receive confirmation that a phone was added to your account, select Agree and continue.



**OPTION 2:** Download or use an **authentication app** of your choice to generate secure codes.

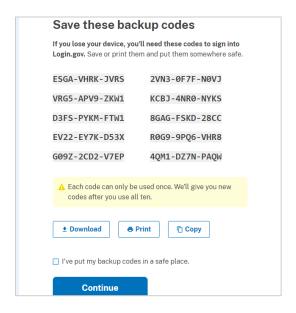






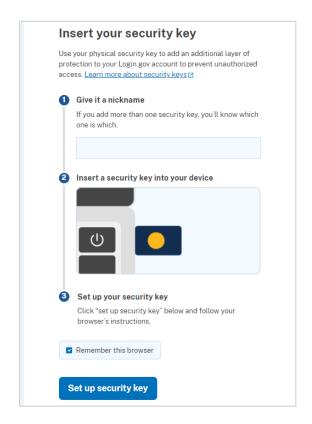
#### **OPTION 3:** Use backup codes:

• A list of 10 codes you can print or save to your device. When you use the last code, it will generate a new list. **Keep in mind that backup codes are easy to lose.** 



## **OPTION 4:** Use a security key:

• Connect your physical security key to your device. You won't need to enter a code.

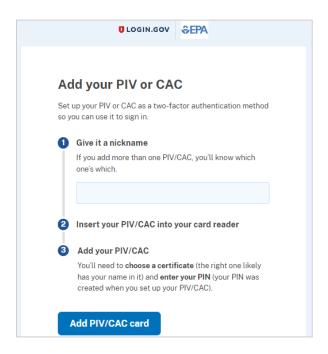






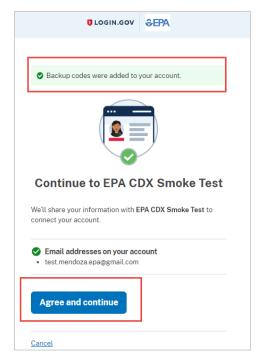
#### **OPTION 5:** Use a government employee ID:

PIV/CAC cards for government and military employees. Desktop only.



### \*\*CONTINUE ACCOUNT CREATION HERE\*\*

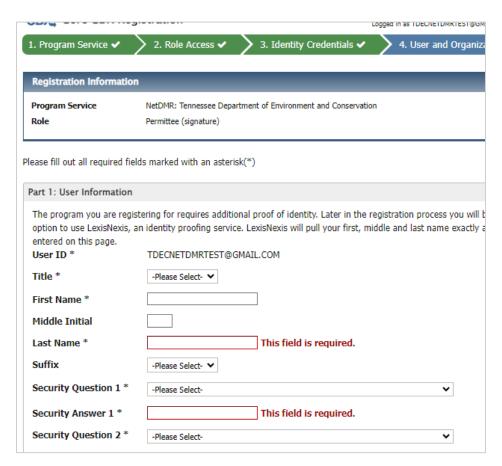
**12.** You can add another verification method at this time or select **Skip for Now** and continue to registration by clicking in **Agree and Continue.** 







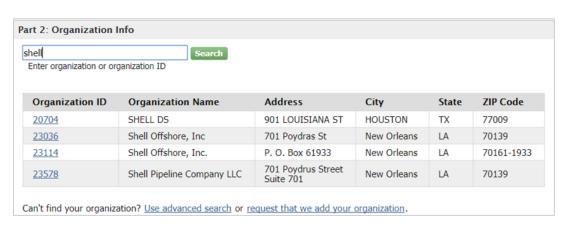
**13.** Upon returning to CDX, complete user registration by entering User Information.



14. After entering your personal information, type in your organization. Click Search.



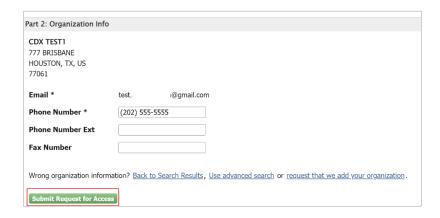
a. A list of similarly named organizations may appear. Select the correct organization by looking at the address and city.



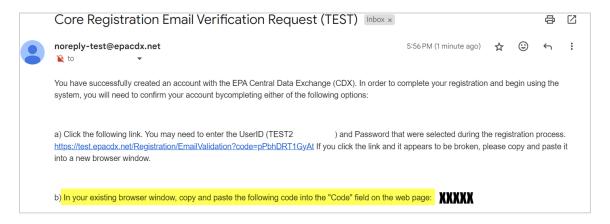




- 15. Click the correct Organization ID hyperlink on the left-hand side to add your organization.
- **16.** If your organization can not be found, you may request it be added by clicking on **request that we add your organization** (adding an organization is very common):
  - a. Enter Contact Information.
  - b. An email with a verification code will be sent to the email you enter.
  - c. Upon receipt of the email, copy the included verification code and paste it into the verification code field. A green check mark will appear when finished.
  - d. Click Register.
- 17. If your organization is found, enter additional information, and click Submit Request for Access.



- **18.** After adding the organization, a message will load instructing you to check the registered email account for a confirmation message with a link to activate your user account.
  - a. Email Example:



b. Enter the code in the email and click on Create account to continue account creation.



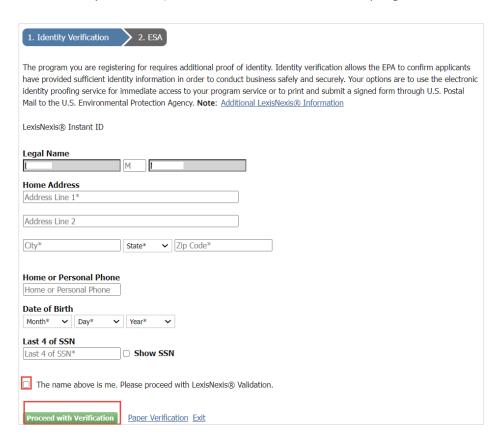




**19.** Enter your job title, click **Next** to continue.



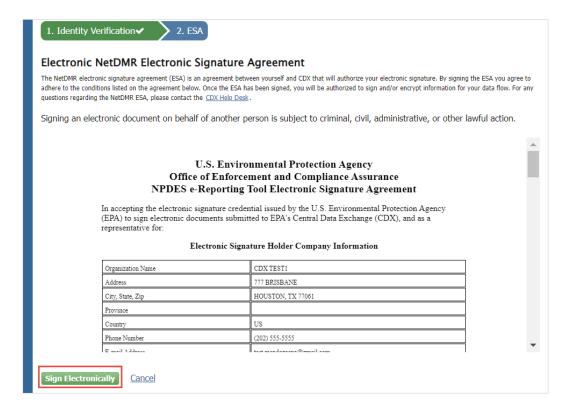
- **20.** If you are requesting a "Permittee (no signature)" role, you will be redirected to your CDX homepage. You can now click on your new role, **Continue to NetDMR**, and skip to the "Requesting Access to Permits in NetDMR" section of these instructions (page 15).
- **21.** If you are requesting a "Permittee (signature)" role, you must complete an Identity Verification process through LexisNexis to ensure that the EPA can confirm your identity and conduct business securely.
  - a. There are two options for this process:
    - 1. Use the electronic identity proofing service for immediate access (HIGHLY RECOMMENDED).
    - 2. OR Print and mail a signed form to TDEC Division of Mineral and Geologic Resources (can take weeks).
  - b. For electronic identity proofing, provide your legal name, address, date of birth, and last four digits of your Social Security Number (information is not saved and is purged after verification).







**22.** To sign electronically, scroll to bottom and press **Sign Electronically** until confirmation of account creation is received.



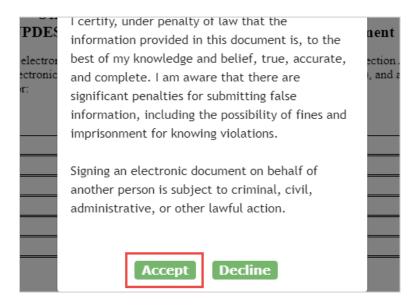
a. If you fail the identity proofing process (can happen for a wide variety of reasons), you'll receive the following message, and need to print, review, sign, and mail in your paper Electronic Signature Agreement.



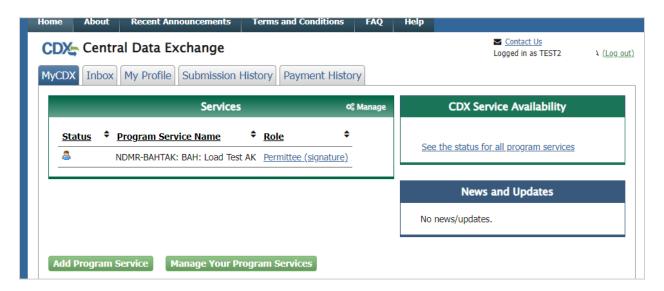




23. Read the notice and click Accept.



**24.** You will be redirected to the CDX landing page.



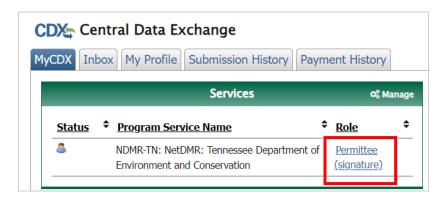
**25.** You have now setup your account to report electronically in NetDMR. **You DO NOT have access to any permits in NetDMR yet**. Follow the instructions below to request access to view, edit, or sign and submit DMRs.





## Part 2: Requesting Access to Permits in NetDMR:

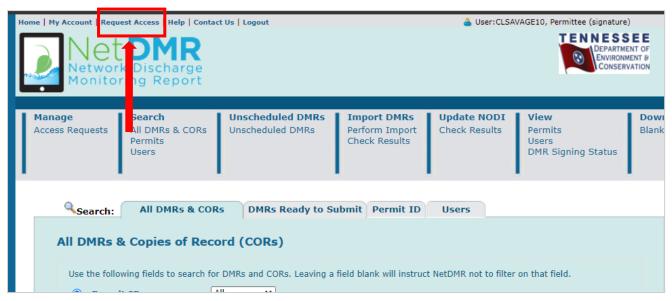
1. Once you have created your account, you can sign into CDX and from your homepage, look under "Services", and select your **Permittee (signature)** or **Permittee (no signature)** role.



2. Click Continue to NetDMR.



3. Find the row of tabs in the upper left (really small writing) and click on Request Access.



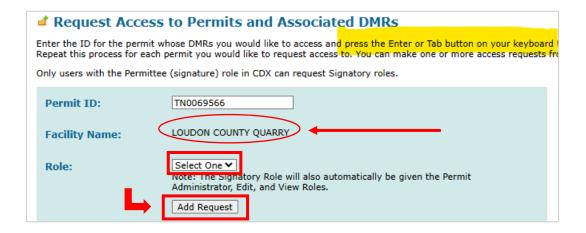




**4.** Under the heading, "Request Access to Permits and Associate DMRs", enter the NPDES Permit ID (begins with "TN"), and **press the "Enter" key on your keyboard**. The Facility Name should pop up right underneath the Permit ID:

	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:	<b>←</b>			
	Role:	Select One V  Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.			
		Add Request			

5. Check that the <u>facility name appeared and is correct</u>, 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.



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

<sup>\*</sup>To sign and submit DMRs, you must have the Signatory role.

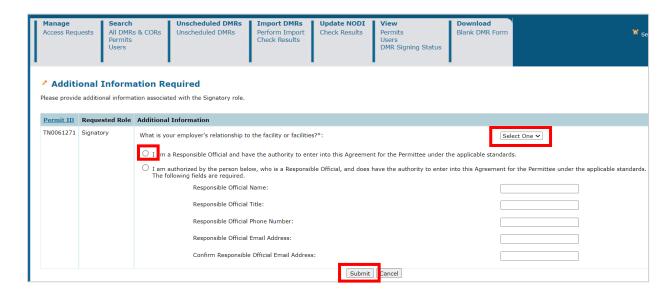




**6.** The Permit ID will now appear beneath the "Access Requests" heading. Verify it is correct, then click **Submit**. You will receive an email verifying the access request has been submitted.



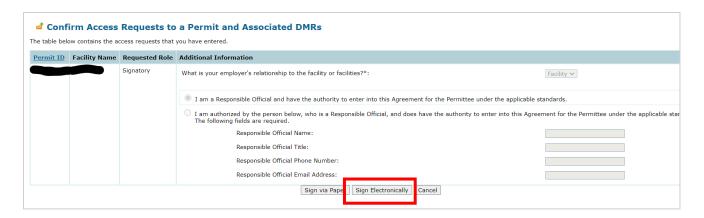
- 7. Signatory Access Requests- continue with all of Step 7. View, Edit, or Permit Admin. Roles- skip to Step 8.
  - a. On the following page, select your employer's relationship to the facility from the drop-down box on the right side of the screen:
    - i. Choose **Parent** if you work at a corporate headquarters or offsite office.
    - ii. Choose **Facility** if you work at or near the location of the site or treatment facility.
    - iii. Choose Other if you are a third-party operator.
  - b. 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.







- 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 <a href="mailto:Cassi.Savage@tn.gov">Cassi.Savage@tn.gov</a> 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).



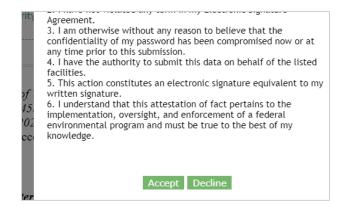
e. Review the subscriber agreement and click on **Sign Electronically** at the upper left of the screen under the box with green writing.







f. Read and accept the terms.



g. A confirmation message is provided.



- h. A NetDMR Administrator will review your request and grant access (usually within 48 hours). To speed the process, inform <a href="mailto:Cassi.Savage@tn.gov">Cassi.Savage@tn.gov</a> that a request has been submitted.
- i. After you have been approved, you'll receive reporting instructions at 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.







c. A confirmation message is provided.



- d. A Permit Administrator or Signatory can now approve your request from their account following these instructions:
  - i. Login to CDX, click on their **Permittee (signature)** role, click **Continue to NetDMR**.
  - ii. 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 <a href="mailto:Cassi.Savage@tn.gov">Cassi.Savage@tn.gov</a>, and instructions will be sent.

<sup>\*</sup>If you have questions or need additional info, please check out our DMR Reporting website by clicking on the following link, or copying the link into your browser: <a href="https://www.tn.gov/environment/permit-permits/mineral-geologic/dmr-reporting.html">https://www.tn.gov/environment/permit-permits/mineral-geologic/dmr-reporting.html</a>.