TN Department of **Environment & Conservation**

Permittees and Data Providers- How to Create a NetDMR Account

Overview

There is no limit to how many signatory and non-signatory users can be associated with a NPDES permit in NetDMR, but a signatory user must have access to the permit before any other users can be approved. Each user expecting to enter DMR data, view DMR data, and/or sign and submit DMRs must create and manage their own NetDMR account and, when they are no longer associated with the permit, must notify a NetDMR administrator to revoke their access to the permit in NetDMR.

If a new user needs to edit, view, and sign and submit DMRs, they can follow the instructions below to register for a Permittee (signature) account through the EPA's CDX website and request signatory access to a NPDES permit in NetDMR. After the signatory access request has been submitted, a NetDMR administrator will approve the request and email instructions for reporting DMRs in NetDMR.

If a new user needs to edit and/or view DMRs but does NOT need to sign DMRs, they can follow the instructions below to create a new Permittee (no signature) or Data Provider account through the EPA's CDX website then request edit and/or view access to a NPDES permit in NetDMR. Users with Permittee (no signature) or Data Provider roles will NOT be able to sign and submit DMRs in NetDMR.

If a user already has a NetDMR account but does not have access to a permit, they can sign in to their NetDMR account, click on their role, Continue to NetDMR, then follow steps 8 through 10 to request access to the permit in NetDMR.

For assistance with NetDMR account registration, NetDMR account management, or reporting, correcting, or deleting DMR data in NetDMR, contact Sarah Elias at (615) 961-0486 or Sarah.Elias@tn.gov.

Instructions for users requesting signatory access to a permit in NetDMR

1. Go to NetDMR.EPA.gov and create a new account.
2. Add the NetDMR program service by searching for NetDMR then selecting NDMR- TN: NetDMR: Tennessee Division of Water Resources.
3. Select the appropriate CDX role. Since you are expecting to sign a DMR, select Permittee (signature). Identity proofing will be required.*
4. Follow the steps to establish a user ID, password, security questions, and add your organization. If your organization does not show up in search, or if the contact information does not match your organization, click on request to add a new organization and manually enter your organization's contact information.
5. Since you are expecting to sign DMRs, complete the electronic identify proofing process to establish your electronic signature and set up additional security questions for your electronic signature,**
6. Sign the Electronic Signature Agreement by scrolling to the bottom of the document and clicking Sign Electronically, and
7. Proceed to NetDMR by clicking on your Permittee (signature) role and clicking Continue to NetDMR.
8. From the NetDMR homepage, request signatory access to the permit by scrolling to the top left corner of the page and clicking on Request Access, then enter the NPDES permit number (TNXXXXXXX), click Update, select the Signatory role, click Add the request, repeat for each additional permit, then after all of the applicable permits have been added, click Submit.

9. Select your relationship to the facility then fill out the additional information. If you are already authorized to sign DMRs as the Responsible Official or you are planning to send documentation of being authorized as a signatory authority for the permit, check <u>I have the authority…</u>, click <u>Submit</u>, choose the option to <u>Sign Electronically</u>, then after you read the NetDMR Subscriber Agreement, click <u>Sign Electronically</u> and follow the steps to enter your password, answer a signature authorization question, and click <u>Sign</u> to submit to document to the NetDMR administrator for final approval.

   - If you are instead delegated signatory authority by another Responsible Official, check <u>I am authorized by the person below…</u> and enter that person's information, then
     - o If the Responsible Official does NOT have a NetDMR account and does not want to create one, after you <u>Submit</u> the request, select the <u>Sign via Paper</u> option and follow the steps to print, sign, and mail the Subscriber Agreement to the address listed on the document with two wet-ink signatures for you and the Responsible Official.
     - o If the Responsible Official has a NetDMR account, after you <u>Submit</u> the request, choose the option to <u>Sign Electronically</u>, then follow the steps to enter your password, answer a signature authorization question, and click <u>Sign</u>. After you sign and submit the Subscriber Agreement in NetDMR, notify the listed Responsible Official to log in and sign the Subscriber Agreement from their NetDMR account, which will then be submitted the NetDMR administrator for final approval.

10. After the access request has been submitted, the NetDMR administrator will review the request for approval and email instructions for reporting DMRs in NetDMR. Registered signatories are also granted a Permit Administrator role in NetDMR, so they can approve edit and/or view access requests for any additional users who need the ability to enter and/or view DMRs in NetDMR.

    * Signatory users will have to enter sensitive information during the LexisNexis identity proofing process, including the last four digits of your social security number. Sensitive information will not be stored.

    ** If you submitted an access request for the Permittee (signature) role in CDX but did not sign the Electronic Signature Agreement (ESA), you can electronically sign the ESA by logging back in to your CDX account at CDX.epa.gov and finishing the identity verification process. If you received an error message that you failed the identity verification process, you will need to print, sign, and mail the ESA to the address listed on the document. A copy of your ESA can be found in your CDX inbox.

Instructions for users requesting edit and/or view access to a permit in NetDMR

1. Go to NetDMR.epa.gov and click on <u>create a new account</u>.
2. Add the NetDMR program service by searching for "Tennessee" then selecting <u>NetDMR: Tennessee Division of Water Resources</u>.
3. If you are not signing DMRs and are employed directly by the permittee, select the <u>Permittee (no signature)</u> role, then <u>Next</u>. If you are not signing DMRs and are indirectly employed by the permittee, select the <u>Data Provider</u> role, then <u>Next</u>.
4. Follow the steps to enter your personal information, create a user ID and password, set up your security questions, agree to the terms and conditions, and click <u>Next</u>.
5. Search for your organization name, and if your organization does not show up in search, or if the contact information does not match your organization, click on <u>request to add a new organization</u> and manually enter your organization's contact information.
6. Enter your personal contact information and click the button to <u>Send Verification Code</u>.
7. Check your email for your verification code and click the button to <u>Register</u> your account.

8. Proceed to NetDMR by clicking on your CDX role and clicking Continue to NetDMR.
9. From the NetDMR homepage, request access to the permit by scrolling to the top left corner of the page, clicking on Request Access, entering the NPDES permit number (TNXXXXXXX), clicking Update, selecting the Edit or View role, clicking Add the request, and repeating for any additional roles. After you've added the applicable roles, click Submit.
10. After the access request is submitted, contact a permit signatory or permit administrator to approve the request by signing in to their NetDMR account, scrolling down to Pending Access Requests, checking the box to Approve the request, then clicking Save until they receive a confirmation message.