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# NetDMR User's Guide

How to Complete and Submit Electronic  
Discharge Monitoring Reports

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State of Alaska

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Department of Environmental Conservation  
Division of Water – Compliance & Enforcement



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## Introduction

### ***Overview of NetDMR System***

NetDMR is a Web-based tool that allows National Pollutant Discharge Elimination System (NPDES) permittees to electronically sign and submit discharge monitoring reports (DMRs) to EPA's Integrated Compliance Information System (ICIS-NPDES) via the Central Data Exchange (CDX) node on the Environmental Information Exchange Network (NEIEN). NetDMR is designed to reduce the burden on EPA, states, and the regulated community; improve data quality; provide a cost savings; and expand the ability of both states and EPA in targeting their limited resources to meet environmental goals. An essential component of NetDMR is the exchange of data with ICIS-NPDES allowing permittees to complete a DMR that is specific to their permit limits and outfalls. All facilities required to provide DMR data as part of their NPDES permit will need to do so electronically using NetDMR effective December 21, 2016.

Within the EPA's National NetDMR system, the ability to view and modify data is controlled by the regulatory authority (RA) that is authorized to implement the NPDES program that warrants submission of the DMR. A NetDMR User is affiliated with (a facility, a labor contractor, a state, an EPA region, or EPA headquarters) and the roles a User can be assigned to.

### ***Reasons and Benefits of Using the NetDMR System***

-  Saves facilities compliance costs with a streamlined reporting method and readily available computer tools.
-  Improves accuracy of compliance data by eliminating potential errors that might otherwise be introduced through manual data entry processes.
-  Places the facility in control of reporting on time.
-  Incorporates legal and security encryption measures to ensure the identity of the sender and the integrity of the information.
-  Allows facility personnel to easily obtain up-to-date reporting requirements.
-  Provides immediate feedback of compliance status for proper actions.
-  Serves as a secure electronic communication channel.

### ***Common NetDMR Terms***

| Acronym/Term | Definition                                                                                                                                                                                                                                           |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CDX          | Central Data Exchange ( <a href="http://epa.gov/cdx">epa.gov/cdx</a> )                                                                                                                                                                               |
| COR          | Copy of Record, a legally enforceable copy of a DMR submission                                                                                                                                                                                       |
| CROMERR      | Cross-Media Electronic Reporting Regulation ( <a href="http://epa.gov/cromerr">epa.gov/cromerr</a> )                                                                                                                                                 |
| DAR          | Duly Authorized Representative                                                                                                                                                                                                                       |
| DMR          | Discharge Monitoring Report, generated by permittees regulated under the National Pollutant Discharge Elimination System and containing information pertaining to the self-monitoring of discharges into waters regulated under the Clean Water Act. |
| eDMR         | Electronic Discharge Monitoring Report                                                                                                                                                                                                               |
| EPA          | US Environmental Protection Agency                                                                                                                                                                                                                   |

| Acronym/Term | Definition                                                                                                                                                                                                                                                                   |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ICIS-NPDES   | Integrated Compliance Information System – National Pollutant Discharge Elimination System, a Web-based system that enables individuals from states and EPA to access integrated enforcement, compliance and NPDES data from any desktop connected to the Internet.          |
| NEIEN        | National Environmental Information Exchange Network, an Internet-based system used to securely exchange environmental and health data among EPA, states, tribes and territories, and other partners ( <a href="http://www.exchangenetwork.net">www.exchangenetwork.net</a> ) |
| NPDES        | National Pollutant Discharge Elimination System ( <a href="http://epa.gov/npdes">epa.gov/npdes</a> )                                                                                                                                                                         |
| OECA         | US EPA's Office of Enforcement and Compliance Assurance                                                                                                                                                                                                                      |
| RA           | Regulatory Authority/Regulating Agency – A governing body that issues NPDES permits such as States, EPA Regions, or tribes.                                                                                                                                                  |
| RO or RP     | Responsible Official or Responsible Party                                                                                                                                                                                                                                    |

## Getting Started

Please use the web browsers Google Chrome or Microsoft Edge to mitigate any unforeseen functionality issues.

**Note:** NetDMR's registration and sign in process uses the Central Data Exchange (CDX) registration services. CDX is an agency user account creation and management tool used for accessing several different EPA systems for electronic reporting with a single sign in. To access NetDMR, Users must have a CDX account.

## User Type

The ability to view and modify data within NetDMR is determined by the type of User and Role assigned by the affiliated organization (a facility, a laboratory, contractor, a state, an EPA region, or EPA headquarters) submitting DMR's.

The four different types of Users are as follow:

-  **Permittees**
  - **Permittee (signature)**
  - **Permittee (no signature)**
-  **Data Providers** (Contractors and Labs)
-  **Internal Users** (EPA & State Regulatory Authority only)

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| User Type                | Who                                                                                           | Definition                                                                                                     |
|--------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Internal User            | This is for State/EPA Agency personnel only                                                   | A Regulatory Authority staff member with a NetDMR account. Only role able to approve other signatory roles.    |
| Permittee (signature)    | If you are a Responsible Official or Duly Authorized Representative AND will Sign/Submit DMRs | A person authorized to sign, view, edit and submit DMRs for a specific permit.                                 |
| Permittee (no signature) | If you work for the permittee but will NOT Sign/Submit DMRs                                   | Can view, enter and upload DMRs into NetDMR, edit CORs, and approve requests from Data Provider.               |
| Data Provider            | Lab, Contractor, or 3rd Party Affiliate                                                       | Allowed to view, enter and import DMRs into NetDMR and edit CORs but they <b>cannot</b> sign and submit forms. |

## Role

| User Category         | Role      | Functions                                                                                                                                                                                                                                                        |
|-----------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Permittee or Facility | Signatory | <ul style="list-style-type: none"> <li>• View and download CORs</li> <li>• Modify, sign and submit DMRs</li> <li>• Delete DMRs</li> <li>• Request a Permit Administrator role</li> <li>• Sign and submit subscriber agreements</li> <li>• Import DMRs</li> </ul> |

| Permittee or Facility             | Permit Administrator | <ul style="list-style-type: none"> <li>• Manage permit administrator, edit, read-only, and view partial DMRs requests to view or modify DMRs and CORs</li> <li>• Manage read only access to partially completed DMRs</li> <li>• Request access to view, modify, sign or submit DMRs for a permit</li> <li>• Import DMRs</li> </ul> |
|-----------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| User Category                     | Role                 | Functions                                                                                                                                                                                                                                                                                                                          |
| Permittee or Facility             | Read Only            | <ul style="list-style-type: none"> <li>• View a permit and its DMRs/CORs</li> <li>• View partially completed DMRs</li> <li>• Request Edit, Permit Administrator and Signatory roles</li> </ul>                                                                                                                                     |
| Data Provider (Contractor or Lab) | Edit                 | <ul style="list-style-type: none"> <li>• View CORs</li> <li>• Import and modify DMRs for a permit</li> <li>• View users</li> <li>• Download CORs</li> </ul>                                                                                                                                                                        |
| Data Provider (Contractor or Lab) | Read Only            | <ul style="list-style-type: none"> <li>• View a permit and its DMRs/CORs</li> <li>• View partially completed DMRs</li> <li>• Request an Edit Role</li> </ul>                                                                                                                                                                       |

## Creating an Account

This section provides information on how to create a CDX account to sign into NetDMR for data entries, DMR submissions and CORs access. **Note:** The first individual to sign up for NetDMR from your facility must be the Responsible Official (RO) listed on your permit. If the RO information needs to be changed/updated, please contact your permit writer. The RO will choose the CDX “Permittee (Signature)” role and log in to NetDMR as the “Signatory” and request the access to the permit. Thereafter, additional staff members will be able to create their own individual log-in to be able to utilize the system.

- ✚ Go to the NetDMR website at <https://netdmr.epa.gov> .
- ✚ You will be routed to the NetDMR registration and Sign in screen, which is powered by CDX. Click on the “create a new account” link located under Sign In to start creating a new account as shown in Figure 1.





Welcome to the NetDMR 2017 Upgrade registration and log-in 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](mailto: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

[create a new account](#)

\* = required

User ID \*

Password \*

Sign in

[Forgot username?](#)

[Forgot password?](#)

**Figure 1: NetDMR Registration and Sign-In Page**

- You will then be prompted to select your **State Agency or EPA Region** and **User Type** by clicking on the dropdown field shown in Figure 2.

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

State Agency or EPA Region \*

NetDMR: Alaska Department of Environmental Conservation

User Type \*

Select...

Next

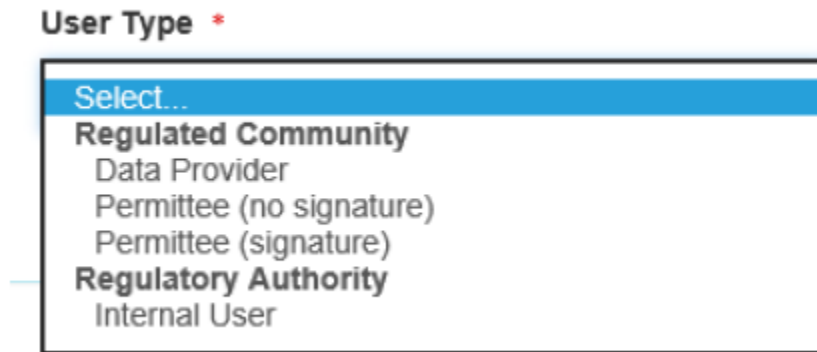
**Figure 2: Select Agency/Region and User Type**



- For State Agency/ EPA Region, select the **Regulatory Agency** where your DMRs are sent.

**NetDMR: Alaska Department of Environmental Conservation**

- Select **User Type**:
  - a. **Data Provider**: Labs, contractors, or 3rd party affiliates who normally edit or view DMR's.
  - b. **Permittee (no signature)**: A person that edits or views the DMRs and is not able to sign the forms or Permit Administrator of the permit.
  - c. **Permittee (signature)**: A person authorized to sign DMRs.



**Figure 3:** User Type Dropdown Menu

- ✚ Click “Next” to continue to the next step.
- ✚ Fill out the required information marked with asterisks on **Personal Information** section (Figure 4):
  - Title
  - First Name
  - Last Name

## Create a New Account

\* = required

Select State Agency or EPA Region and User Type ☒

Personal Information

**Title \***

Select...

**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**

Select...

**Next Section**

Create a User ID and Password

**Figure 4: Personal Information**



Click “Next Section”



On the following screen, you will need to create a User ID, password, and answer three security questions. Please see Figure 5 to view all required fields.

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 \***

Select a question...

**Question 2 \***

Select a question...

**Question 3 \***

Select a question...

**Answer 1 \***

**Answer 2 \***

**Answer 3 \***

☐ Show answers

☐ Agree to the Terms and Conditions

**Next Section**

**Figure 5: Create a User ID and Password**



User ID must be:

- Minimum 8 characters
- Cannot contain any spaces
- Only the following special characters can be used “.”, “-”, “\_” and “@”

 Security Questions:

- Select three questions from the dropdown list and enter an answer for each question selected.
- These questions will be used to reset your password.

 Read the Terms and Conditions. Then Click on radio box to Agree to the **Terms and Conditions**.

 Click “Next Section” to continue to next step.

 Search for your employer’s organization by entering required information (Figure 6):

Organization Information 

Search your organization by one or more of the following criteria:

Organization Name \*

Mailing Address (line 1)

Mailing Address (line 2)

City State \* Zip/Postal Code

Find

Next Section

**Figure 6:** Organizational Information

 Click “Find” to continue to the next step.

 A list of similar name organizations that meet your search criteria will appear as shown in Figure 7. Select your correct organization.

Organization Information

Select your organization:

Show 10 entries

| Action | Organization ID | Organization Name                        | Address 1               | Address 2 | City    | State | Zip Code |
|--------|-----------------|------------------------------------------|-------------------------|-----------|---------|-------|----------|
| Select | 87805           | CITY AND BOROUGH OF JUNEAU               | 155 SOUTH SEWARD ST     |           | JUNEAU  | AK    | 99801    |
| Select | 133765          | CITY AND BOROUGH OF JUNEAU               | 155 S. SEWARD ST        |           | JUNEAU  | AK    | 99801    |
| Select | 966982          | City and Borough of Juneau Water Utility | 5433 Shaune Drive       |           | Juneau  | AK    | 99801    |
| Select | 1067200         | City And Borough OF Juneau               | 2009 Radcliffe Road     |           | Juneauu | AK    | 99801    |
| Select | 1067540         | City and Borough of Juneau               | 2009 Radcliffe Road     |           | Juneau  | AK    | 99801    |
| Select | 1087099         | City and Borough of Juneau - AJ mine     | 155 S. Seward Street    |           | Juneau  | AK    | 99801    |
| Select | 1195305         | City and Borough of Juneau               | 155 South Seward Street |           | Juneau  | AK    | 99801    |

Showing 1 to 7 of 7 entries

Previous 1 Next

Can't find your organization? [Back to search page](#) or [request that we add your organization](#).

Next Section

**Figure 7: Select Your Organization**

- Click the button on the left of the correct organization.
- Note:** There may be multiple pages with similar organization names. Each page is limited to 10 organizations per page shown. Make sure to view all pages.
- Once you select your organization, you will be prompted to confirm your organization information is correct by clicking on “Next Section”. (Figure 8).

Organization Information

City and Borough of Juneau - AJ mine  
155 S. Seward Street  
Juneau , AK 99801  
US

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

Next Section

**Figure 8: Your Organizational Information**

- If the organization is **incorrect**, click on [back to search results](#) link.

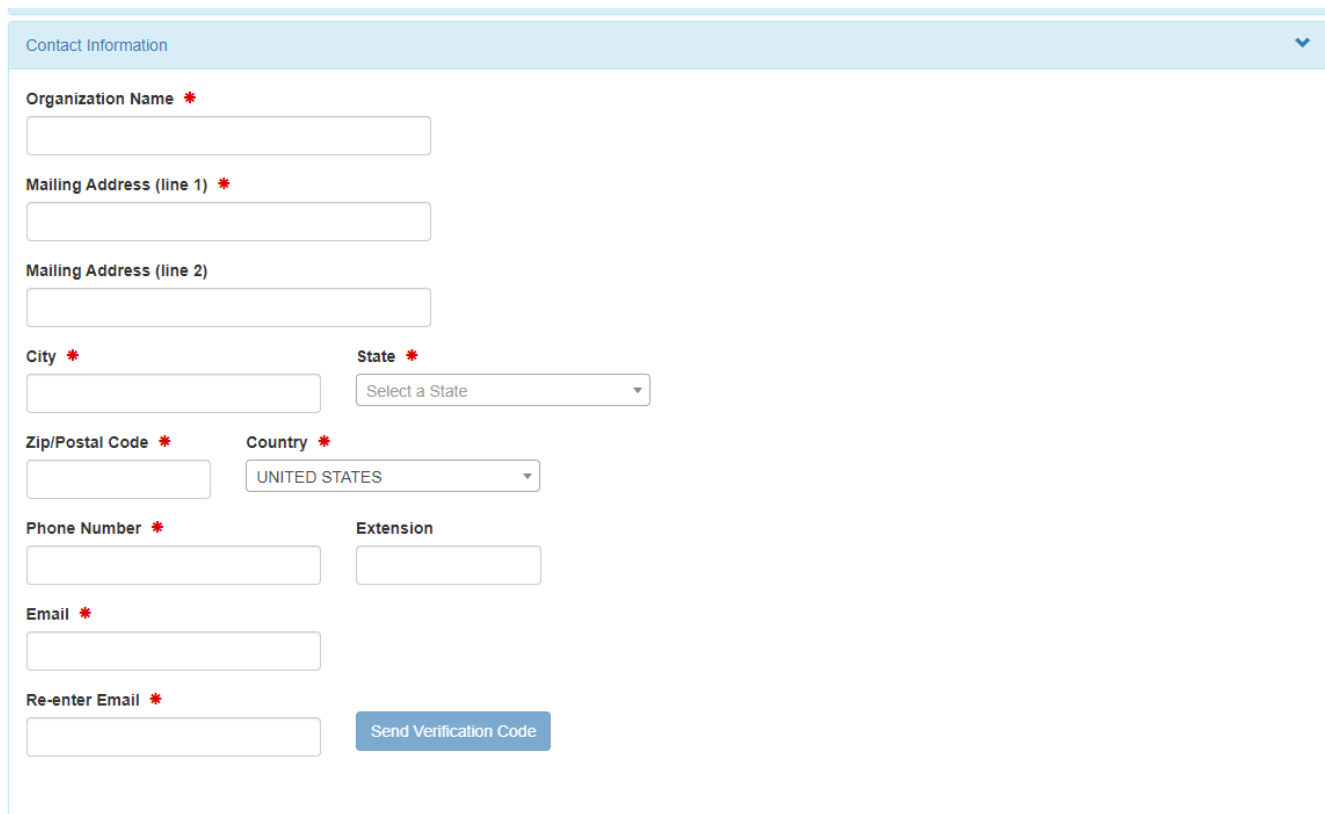
✚ If the organization is **unavailable**, click on [request that we add your organization](#) link.

### **Adding an Organization**

If you cannot find the organization you are searching for, you will be given the option to submit a request to add a new organization.

Can't find your organization? [Back to search page](#) or [request that we add your organization](#).

✚ To add your organization, fill out required information (Figure 9):



The form is titled "Contact Information" and contains the following fields and controls:

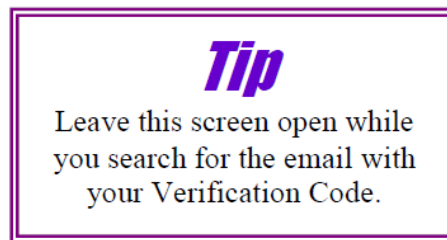
- Organization Name \***: A text input field.
- Mailing Address (line 1) \***: A text input field.
- Mailing Address (line 2)**: A text input field.
- City \***: A text input field.
- State \***: A dropdown menu with the option "Select a State".
- Zip/Postal Code \***: A text input field.
- Country \***: A dropdown menu with the option "UNITED STATES".
- Phone Number \***: A text input field.
- Extension**: A text input field.
- Email \***: A text input field.
- Re-enter Email \***: A text input field.
- Send Verification Code**: A blue button.

**Figure 9:** Contact Information

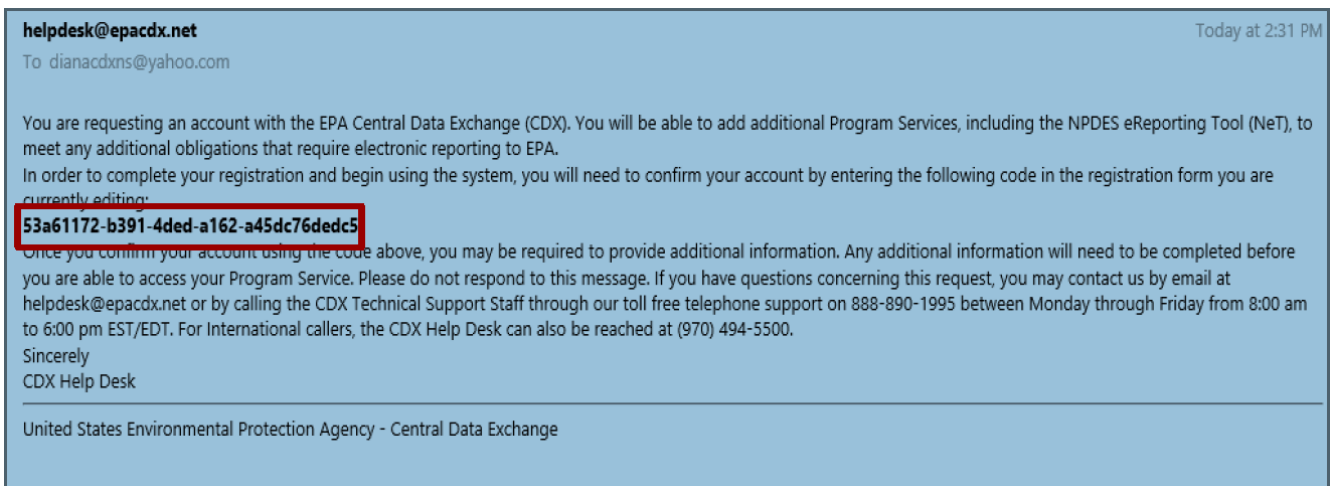
- Click "Send Verification Code". A green pop-up note will appear on screen informing you an email was sent to the email address you entered.



**Figure 10:** Pop Up Note



- You will receive an email from CDX support containing a Verification Code within a few minutes.



**Figure 11:** Verification Code Email

- Enter the Verification Code (You can copy & paste the code directly from the email into the box).

**Contact Information**

**Phone Number \*** 202-564-3249 **Extension**

**Email \*** dianacdxns@yahoo.com

**Re-enter Email \*** dianacdxns@yahoo.com **Send Verification Code**

**Verification Code \*** 53a61172-b391-4ded-a162-a45dc76dedc5

**Register** **Continue**

**Figure 12: Verification Code Entry**

Click Register. The below pop-up will appear confirming completion.

**Success!**

You have completed core CDX account registration. Click Continue to proceed. Depending on your NetDMR role, you may be asked to complete Identity Proofing before your role is activated.

**Continue**

**Figure 13: Confirmation**

Click Continue. At this stage, Permittee (no signature) and Data Providers are finished and now have access to NetDMR. Permittee (Signature) must verify their identity and sign an Electronic Signature Agreement.



## CDX Electronic Signature Agreement (ESA)

If you have the role of a Permittee (signature), you will be required to sign an Electronic Signature Agreement (ESA), which is an agreement between yourself and CDX that will authorize your electronic signature. Once the ESA has been signed, you will be authorized to sign information in NetDMR.

- ✚ CDX uses "Signature Agreement" to authenticate and authorize users who 'certify' data.
- ✚ Only one Signature Agreement needs to be submitted and approved per CDX account.
- ✚ By signing ESA, user is legally bound and obligated to keep their signatory credentials secured, and responsible for their electronic signature as if it were a wet in signature.

If you choose to electronically identity proof through LexisNexis, you will need to:

- ✚ Answer the question, "Would you like to perform electronic identity proofing?" The default is "yes." If you choose not to, then you will need to set it to "No" by clicking the tab to the left.
- ✚ Enter your personal information for the required fields (Figure 14).  
**Note:** EPA does **not** save or copy the information required thru LexisNexis.
- ✚ 3. Agree to the terms in the **Electronic Signature Agreement (ESA)** by clicking on radio box.
- ✚ 4. Click "Verify and Sign" to continue registration.

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 \* Zip/Postal Code \*

Date of Birth \*

SSN Last 4: \* Phone Number

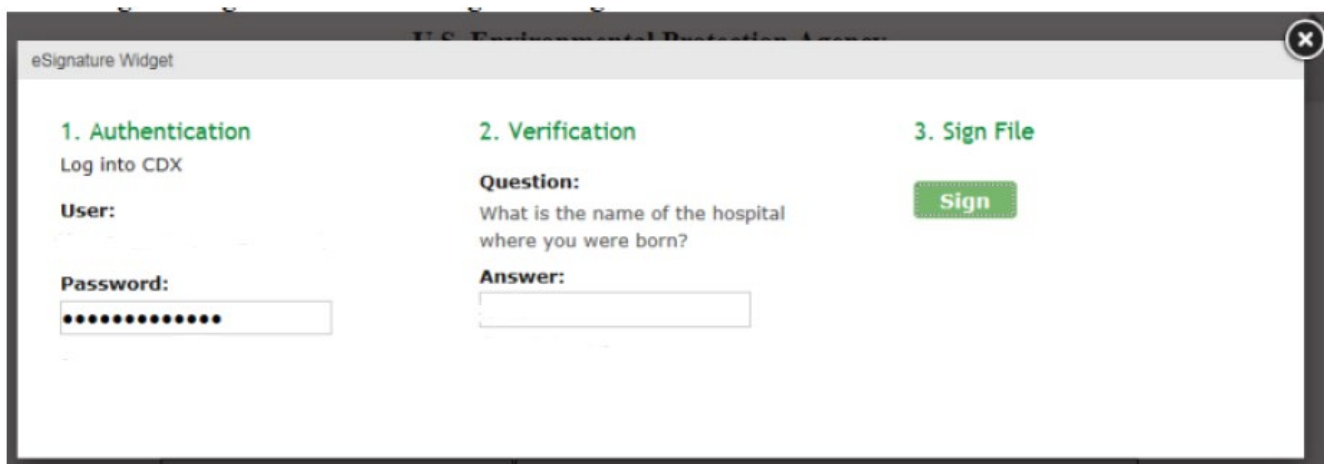
☐ Show SSN digits

☐ I agree to the [Electronic Signature Agreement](#)

Verify and Sign

Figure 14: Identity Verification

- ✚ You will then need to select five security questions from a drop-down menu.
  - These questions will appear when digitally signing the electronic DMRs.  
**Note:** Answers are case sensitive, so make sure you will remember them.
- ✚ Click “save” to continue.
- ✚ An eSignature Authorization window will pop up with your User ID and Password (Figure 15).
- ✚ Complete the following steps for authorization:
  - First step: **Authenticate**  
Enter **password** to start authentication of eSignature process.
  - Second step: **Verify**  
Answer security question
  - Third step: **Sign**  
Click on “Sign”



The screenshot shows a web browser window with the title "eSignature Widget" and a close button in the top right corner. The main content area is divided into three columns: "1. Authentication", "2. Verification", and "3. Sign File". Under "1. Authentication", there is a "Log into CDX" heading, a "User:" label, a text input field, a "Password:" label, and a password input field filled with dots. Under "2. Verification", there is a "Question:" label, a text input field containing the question "What is the name of the hospital where you were born?", an "Answer:" label, and an empty text input field. Under "3. Sign File", there is a green "Sign" button.

**Figure 15:** Authentication Process

- ✚ A green pop-up box will appear stating you have successfully signed your ESA and have passed identity proofing.

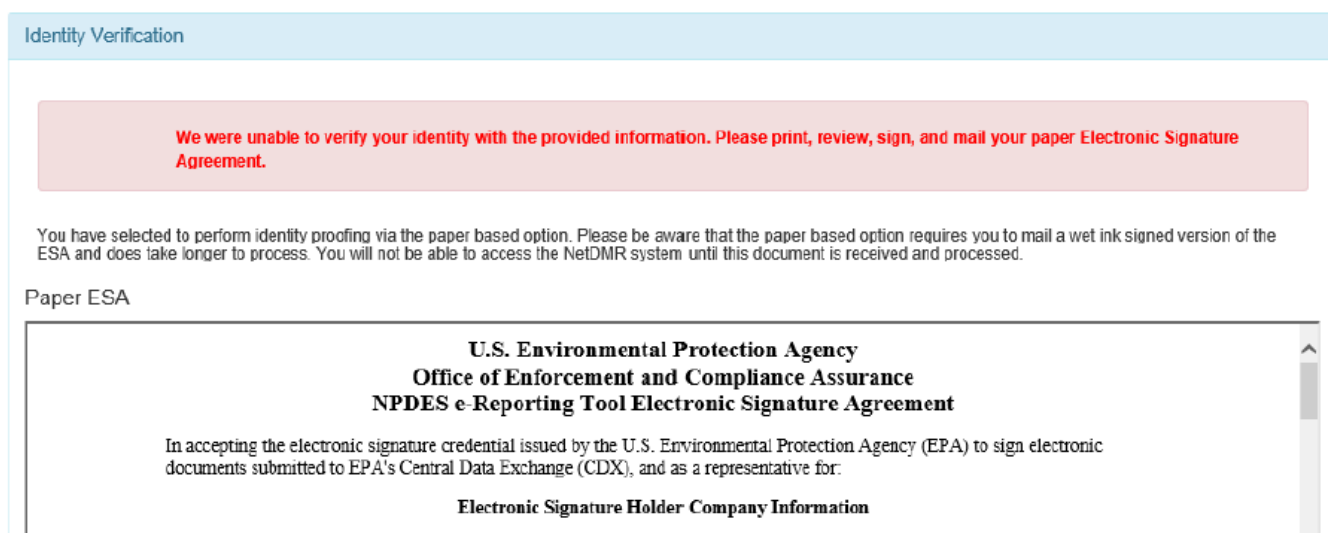


- ✚ Once you have completed identity proofing and signed the ESA, you will be brought to the MyCDX Landing Page.

## CDX Paper Signature Agreement

If you opt out of the electronic signature process, or fail identity proofing, a paper signature option is available. **Note:** The paper signature process takes significantly longer to complete, so electronic is the preferred method if possible.

- Click the white tab under the question, “Would you like to perform electronic identity proofing?” This would change your answer to “No.” (see Figure 14).
- Review the signature agreement, print, and sign it (Figure 16).



The screenshot shows a web interface for 'Identity Verification'. A red message box states: 'We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement.' Below this, a paragraph explains that the user has selected the paper-based option and that they will not be able to access the NetDMR system until the document is received and processed. The section is titled 'Paper ESA' and contains the following text:

**U.S. Environmental Protection Agency  
Office of Enforcement and Compliance Assurance  
NPDES e-Reporting Tool Electronic Signature Agreement**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

**Figure 16: Paper ESA**

- An original signature must be received by the Department to approve the Paper ESA. Either mail the original signature agreement to:

DEC-Water-Data  
PO Box 111800  
Juneau AK 99811

Or drop it off at your local DEC office.

- The ESA must be received and approved by the RA before you are able to access NetDMR.
- You will receive an email from your RA once your ESA has been approved.
- Continue the process by logging into your account and clicking the hyperlink with your role type under the Role Column (Figure 16).

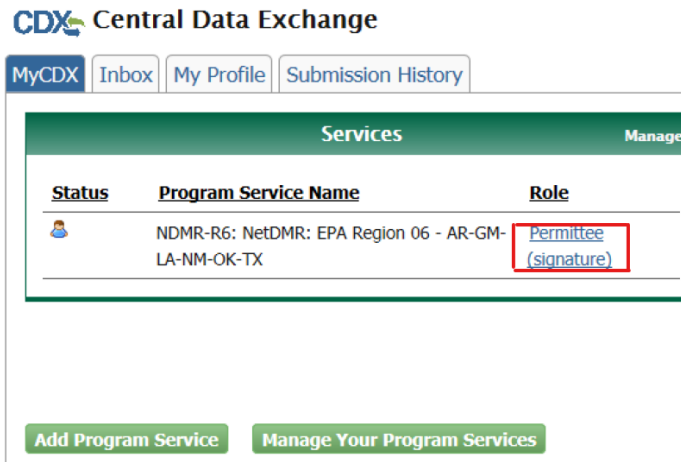


Figure 17: Program Services Page

- ✚ After clicking on hyperlink, the next screen will show the NetDMR welcome page. You can now access your NetDMR (Figure 18).

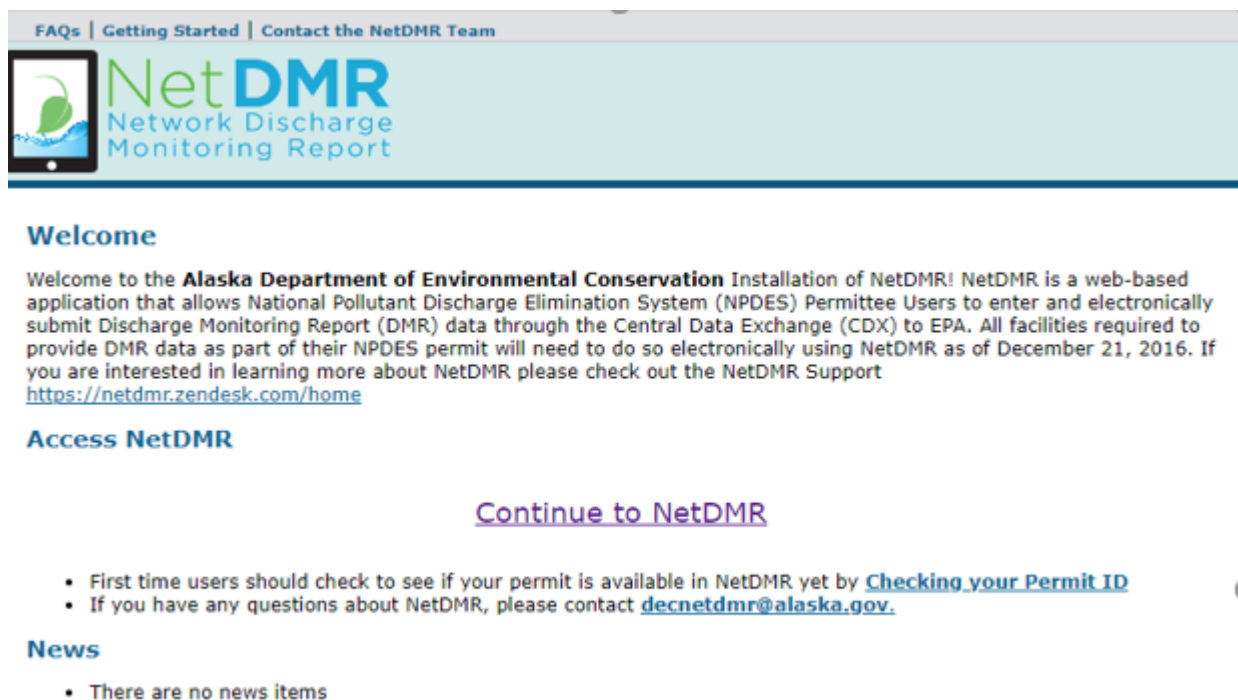


Figure 18: NetDMR Welcome Page

## Requesting Access for Specific NPDES ID'S

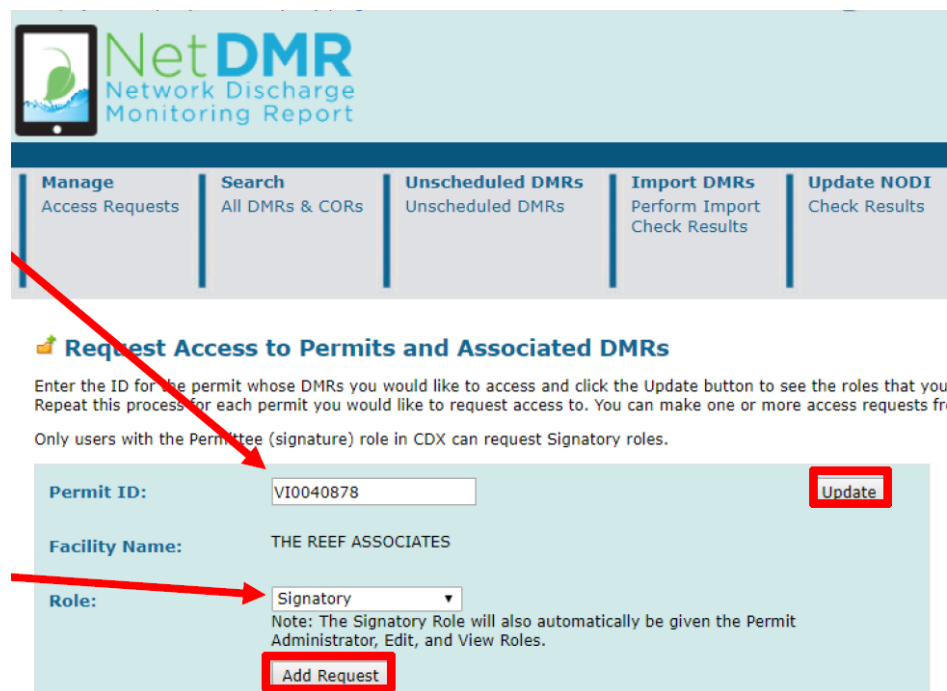
- ✚ Once in the NetDMR application, you will need to Requesting Access for specific NPDES ID(s).

- Click on “Request Access” at top of screen (just above NetDMR logo) to type in the permit you want to have access to. (Figure 18)



**Figure 19: Request Access**

- Enter Permit ID and Select the Role you require. Then click “Add Request”.



**Figure 20: Permit Selection**

- Repeat this process for each permit you would like to have access to.

- Click "Submit"

## Access Requests

A summary of the current access requests is presented below.

| Permit ID | Facility Name       | Requested Role | Remove Access Request                                                               |
|-----------|---------------------|----------------|-------------------------------------------------------------------------------------|
| VI0040878 | THE REEF ASSOCIATES | Signatory      |  |

Submit

Figure 21: Submit Request

- For **Signatory** requests, an **Additional Information Required** page (Figure 21) will appear after requesting Permit ID access.
  - On this page, you will have to click on your Employer's Relationship to the facility in which you are submitting DMR's.

## Additional Information Required

Please provide additional information associated with the Signatory role.

| Permit ID | Requested Role | Additional Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ing080271 | Signatory      | <p>What is your employer's relationship to the facility or facilities?*</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><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. 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="Submit"/> <input type="button" value="Cancel"/></p> |

Figure 22: Additional Information

- Click on the **Employer's Relationship** drop-down box, then click on the desired relationship:

Select One ▼

Select One

Parent

**Facility**

Other

### Definition:

**Parent** – If you work for an organization that owns or controls the organizations for which you are submitting DMRs for.

**Facility**– If you work for the primary organization for which you are submitting DMRs for.

2. Then click on the radio button next to either:

a) **“I have the authority to enter into this Agreement for the Company under the applicable standards.”**

☐ By choosing this option, you are confirming you are the **Responsible Official (RO)**.

OR

b) **“I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.”**

☐ By choosing this option, you are confirming you are the **Duly Authorized Representative (DAR)** signing on behalf of your organization’s Responsible Official.

**Responsible Official:**

a) If you are the RO, click on the first radio button and click “Submit”.

**Duly Authorized Representative (DAR):**

b) If you are the DAR you must identify the RO by filling out the required fields:

- Responsible Official Name
- Responsible Official Title
- Responsible Official Phone Number
- Responsible Official Email Address

3. Review the information displayed is correct, then click “Submit” to continue with the request.

4. The **Confirm Access Requests to a Permit and Associated DMRs** page is displayed again (Figure 23).

 **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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| nm0000051 | Signatory      | <p>What is your employer’s relationship to the facility or facilities?*: <span>Facility ▼</span></p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><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.<br/>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> |

**Figure 23: Confirm Access Request**

5. Click “Sign Electronically”
6. A pop-up box will appear confirming you have selected to sign electronically.
7. Click on “Sign Electronically” to sign the Subscriber Agreement.



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.

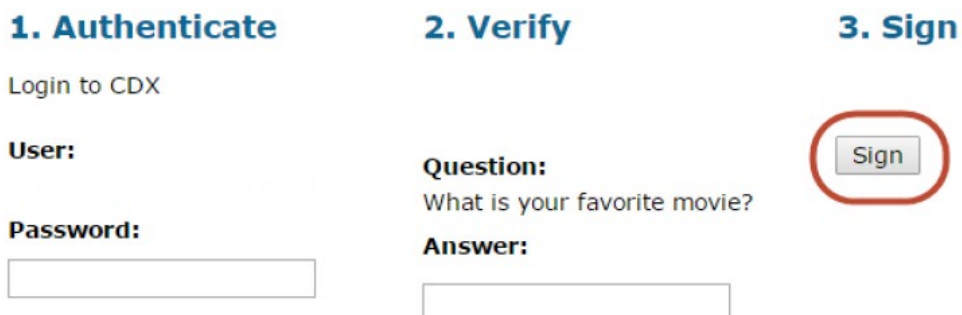
Your status will be Pending until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

**Sign Electronically** Cancel

**Figure 24:** Subscriber Agreement

- a) Enter password.
- b) Answer security Question
- c) Click “Sign”

## eSignature Authorization



**1. Authenticate**      **2. Verify**      **3. Sign**

Login to CDX

**User:**

**Password:**

**Question:**  
What is your favorite movie?

**Answer:**

**Sign**

**Figure 25:** eSignature Authorization

- d) After signing, a message will appear confirming your electronic signature.



---

## 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.

- e) If you are a Responsible Official, your request will be sent directly to you RA via email.
- f) If you are a Dually Authorized Representative, your request will first be sent to the RO for approval. The RO must access NetDMR to approve your request before it is sent to the RA.

### ***How to delete your NetDMR Subscriber Agreement***

As a Responsible Official (RO) or Duly Authorized Representative (DAR), you can delete your own permit signatory request and then request it again by following these steps:

-  Sign in to CDX (<https://netdmr.epa.gov>)
-  Click on your role hyperlink to access NetDMR
-  Go to “My Account | Edit Account”.
-  Delete the intended request
-  Request the Permit Signatory role again by going to “Request Access” (top left of the NetDMR screen), enter Permit ID, hit 'Update' and select 'Role', click on 'Submit'.

### ***Managing Access Requests***

A user with **Permit Administrator** access to a permit can manage requests from state and EPA regulatory authority staff, or Permittee and Data Provider users for access to permit(s) within your instance. This is done by using the **Pending Access Requests – External** tables on the **Permit Administrator** home page (initial page after clicking “Continue to NetDMR”) or the **Manage Access Requests** page (Figure 25) The specific types of access request you can respond to include:

**Note:** Internal users are State and EPA agencies/ organizations. External users are all other organizations.

-  External Edit Access Requests – Edit access allows a Permittee user to view and edit DMRs.
-  External View Access Requests – View access allows a Permittee user to view DMRs but not modify any entries.

- ✚ External Data Provider Access Requests – Data provider access allows a Data Provider user to view and edit DMRs.



**Figure 26 – Manage Access Requests**

Up to ten requests will be displayed by default in the External request tables. If more than 10 users are associated with this permit or have pending requests, you can navigate through the list by:

- ✚ Clicking a page number link to go to a specific page of results.
- ✚ Clicking the green forward arrow to display the next page of Users.
- ✚ Clicking the green back arrow to view the previous page of Users.
- ✚ Clicking the double green forward arrow icon to display the last 10 Users.
- ✚ Clicking the double green back arrow icon to display the first 10 Users.
- ✚ Clicking the View All link to show all Users in the table on the same page.
- ✚ Clicking on the View Partial link to return from the View All display back to viewing 10 Users at a time.

You can click any underlined column title to sort the Users in ascending or descending order by the information in that column.

---

## Delete Access Rights

You can delete access rights to the permits you currently have access to by clicking on the empty checkboxes in the **Delete Access Rights** column within the **My Permits** table next to the permits to delete. Click on a checked box to unselect a permit.

## Managing Permittee and Data Provider User Access Requests

External users are Permittee or Data Provider staff that view, edit, or sign and submit DMRs for a facility's permit(s). *Remember you must have the Permit Administrator or Signatory role to manage access requests.* Follow the directions below to approve or deny access requests from Permittee and Data Provider users:

- ✚ Sign into CDX and access your NetDMR account with the Permit Administrator or Signatory role, continue to NetDMR, then scroll down to the **Pending Access Requests – External** table at the bottom of the **Permit Administrator** home page to view all pending requests.

OR

Click on “Access Requests” under the **Manage** menu at the top of any NetDMR page and scroll down to the **Pending Access Requests – External** table at the bottom of the **Manage Access Requests** page to view all pending requests.

OR

Search by Permit ID and scroll down to the **Pending Access Requests – External** table at the bottom of the **View Permit Details** page to view all pending requests.

- ✚ Locate the user of interest in the table. You can click any underlined column title to sort the users in ascending or descending order by the information in that column.
- ✚ Approve or deny the user's access request:

To approve access, click on the box in the **Approve** column in the same row as the user.

OR

To deny access, click on the box in the **Deny** column in the same row as the user and enter a reason for denying access in the **Comment** column.

- ✚ Click on “Submit” to continue, or click on “Cancel” to discard your changes.
- ✚ If boxes were not checked for the Approve and Deny columns for any of the users, an error window will appear asking you to select one box to continue.

✚ Click on “OK” and repeat Step 4.

✚ Review your access changes when the confirmation message appears:

 **You have requested access rights update for the following users. Please confirm.**

- Click on “Submit” to save your changes or click on “Cancel” to discard your changes and return to the **Manage Access Requests** page or the home page.

1. If the box next to the Deny column was checked but nothing was entered into the Comments field, an error message will appear:

 **There were errors processing your request.**

- Enter the reason for denying the request in the Comments field, then click on “Submit” to continue or “Cancel” to discard your changes and return to the **Manage Access Requests** page or the home page.

## Viewing All Signatories and Users for Permits

You can view of all the permits you administer within a program service and all the users that are associated with your permits using the **Permits** or **Users** hyperlink on the View tab.

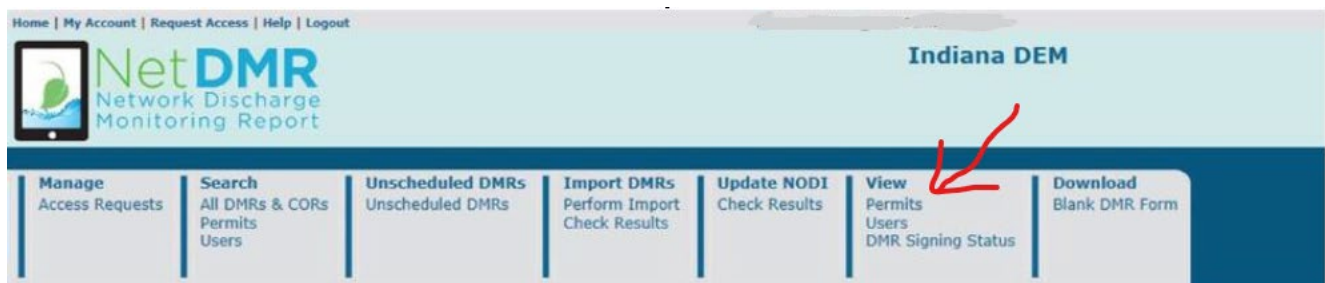


Figure 27 – View Tab

## Viewing All Permit Signatories

Permit Administrators can view a list of all signatories for the permits they administer using the **View Permit** page:

## View Permit

You are the Administrator for the permits below. 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.

Permits 1 through 10 of 60   1, 2, 3, 4, 5, 6    View All

| Permit ID | Facility                                              | Signatory First Name | Signatory Last Name | Signatory Email |                                                                                     |
|-----------|-------------------------------------------------------|----------------------|---------------------|-----------------|-------------------------------------------------------------------------------------|
| NM0000060 | UNKNOWN                                               |                      |                     |                 |  |
| NM0000060 | UNKNOWN                                               |                      |                     |                 |  |
| NM0022250 | ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY |                      |                     |                 |  |
| NM0022250 | ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY |                      |                     |                 |  |
| NM0022250 | ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY |                      |                     |                 |  |
| NM0022250 | ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY |                      |                     |                 |  |
| NM0022250 | ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY |                      |                     |                 |  |
| NM0022250 | ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY |                      |                     |                 |  |
| NM0022250 | ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY |                      |                     |                 |  |
| NM0022250 | ALBUQUERQUE BERNALILLO COUNTY WATER UTILITY AUTHORITY |                      |                     |                 |  |

**Figure 28: View Signatories**

-  To access this page:
-  Sign into CDX and access your NetDMR account and continue to NetDMR.
-  On the home page, click on within the gray **View** tab.
-  The **View Permit** page will display the following information about the permits you have approved access to in a table.
  - Permit ID
  - Facility Name
  - Signatory First Name
  - Signatory Last Name
  - Signatory Email
  - Link to the **View Permit Details** page
-  Up to ten permits will be displayed by default in the table. If more than 10 signatories exist, you can navigate through the list by:
  - Clicking a page number link to go to a specific page of results.
  - Clicking the green forward arrow to display the next page of Signatories.
  - Clicking the green back arrow to view the previous page of Signatories.
  - Clicking the double green forward arrow icon to display the last 10 Signatories.
  - Clicking the double green back arrow icon to display the first 10 Signatories.
  - Clicking the View All link to show all Signatories in the table on the same page.
  - Clicking on the View Partial link to return from the View All display back to viewing 10 Users at a time.
-  You can click any underlined column title to sort the signatories in ascending or descending order by the information in that column.

## Viewing All Permit Users

Permit Administrators can view a list of all users for the permits within a program service they administer using the **View Users** page:

| First Name | Last Name | User Name | Facility                | Permit ID | User Type | Role                 | Delete Role              | Email                   |
|------------|-----------|-----------|-------------------------|-----------|-----------|----------------------|--------------------------|-------------------------|
| Alison     | Kittle    | pmt4hi    | KAHE GENERATING STATION | HI0000019 | External  | Signatory            | <input type="checkbox"/> | alison_kittle@yahoo.com |
| Alison     | Kittle    | pmt4hi    | KAHE GENERATING STATION | HI0000019 | External  | Permit Administrator | <input type="checkbox"/> | alison_kittle@yahoo.com |

Submit

**Figure 29: View Users**

- ✚ Sign into CDX and access NetDMR selecting the desired Regulatory Authority and using a Permit Administrator account. The home page will be displayed.
- ✚ Click on within the gray **View** tab.
- ✚ The **View Users** page will display the following information about the users in a table.
  - First Name
  - Last Name
  - User Name
  - Facility
  - Permit ID
  - User Type (Internal = Regulatory Authority, External = Permittee or Data Provider)
  - Role
  - Delete Role
  - Email
  - Link to the **View User Account Details** page

Up to ten user roles will be displayed by default in each of these tables. If more than 10 user roles are returned, you can navigate through the list by:

- ✚ Clicking a page number link to go to a specific page of results.
- ✚ Clicking the green forward arrow to display the next page of User Roles.
- ✚ Clicking the green back arrow to view the previous page of User Roles.

- ✚ Clicking the double green forward arrow icon to display the last 10 User Roles.
- ✚ Clicking the double green back arrow icon to display the first 10 User Roles.
- ✚ Clicking the View All link to show all User Roles in the table on the same page.
- ✚ Clicking on the View Partial link to return from the View All display back to viewing 10 User Roles at a time.

You can click any underlined column title to sort the User Roles in ascending or descending order by the information in that column.

## View User Account Details



**View User Account Details**

**General Account Information**

|                  |                       |
|------------------|-----------------------|
| First Name       | Alison                |
| Last Name        | Kittle                |
| User Name        | kittle.alison@epa.gov |
| E-mail Address   | kittle.alison@epa.gov |
| Telephone Number | 202-564-6233          |
| Organization     | U.S. EPA              |
| Type of User     | External              |

**Permits and Roles**

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 and any selected check boxes will be reset to unselected.

Roles 1 through 2 of 2

| <u>Permit ID</u> | <u>Facility</u>         | <u>Role</u> | <u>Role Request Status</u> | Delete Role              | Comment              |
|------------------|-------------------------|-------------|----------------------------|--------------------------|----------------------|
| TN0002968        | USDOE-OAK RIDGE Y12 PLT | View        | Approved                   | <input type="checkbox"/> | <input type="text"/> |
| TN0002968        | USDOE-OAK RIDGE Y12 PLT | Signatory   | Pending                    | <input type="checkbox"/> | <input type="text"/> |

Submit Cancel

**Figure 30:** View User Account Details

---

The **View User Account Details** page will display the following information about the user:

 General Account Information

- First Name
- Last Name
- User Name
- Email Address
- Organization
- Type of User (Internal = Regulatory Authority, External = Permittee or Data Provider)

 Permits and Roles Table

- Permit ID
- Facility
- Role
- Role Request Status
- Delete Role
- Comment

Up to ten permit roles will be displayed by default in the Permits and Roles tables. If more than 10 permit roles are returned, you can navigate through the list by:

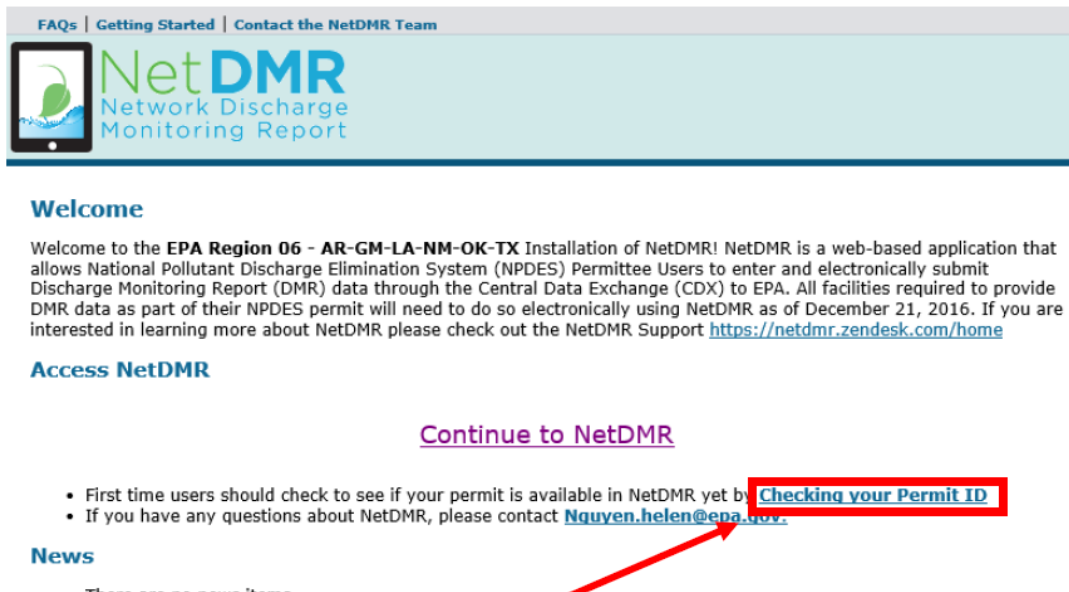
-  Clicking a page number link to go to a specific page of results.
-  Clicking the green forward arrow to display the next page of Permit Roles.
-  Clicking the green back arrow to view the previous page of Permit Roles.
-  Clicking the double green forward arrow icon to display the last 10 Permit Roles.
-  Clicking the double green back arrow icon to display the first 10 Permit Roles.
-  Clicking the View All link to show all Permit Roles in the table on the same page.
-  Clicking on the View Partial link to return from the View All display back to viewing 10 Permit Roles at a time.

## NetDMR Functions

### ***Searching for Available Permit IDs***

-  Click on “Checking your Permit ID” on the **NetDMR Welcome** page





**Figure 31: NetDMR Welcome Page**

- ✚ Enter the permit ID and click on “Check Permit ID”.

**Figure 32: Check Permit ID**

- ✚ NetDMR will display a message if the permit does not exist. Re-enter the permit ID if it was incorrectly entered or contact your Regulatory Authority to request the permit be added to NetDMR:

**! The Permit ID 'nm002229' is not available for reporting in NetDMR. Check another Permit ID or [return to the Welcome screen](#).**

- ✚ 4. If the permit exists in NetDMR, you will see a message telling you it is available for reporting:

**✓ The Permit ID 'nm0022292' is available for reporting in NetDMR. You may check another Permit ID or [return to the Welcome screen](#).**

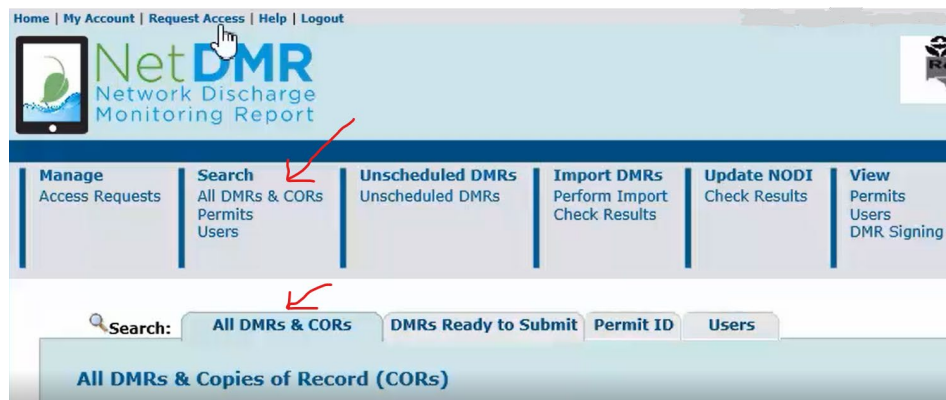
## Search for DMR's

As an external user with signatory or edit access to a permit, you can search for DMRs by selecting to either search all DMRs and CORs or searching DMRs that are ready to submit.

### Search All DMRs & CORs

You can search for DMRs by selecting the **All DMRs & CORs** tab from your **NetDMR Home** page, or by clicking **All DMRs and CORs** under the **Search** menu. You can search using any combination of the criteria below. Leaving a field blank or selecting "All" from a pick list will instruct NetDMR not to search on that criterion. All search fields are optional. After entering your search criteria, click the "Search" button to display the search results.

✚ Login to your Signatory or Edit Account



**Figure 33:** All DMRs & CORs

✚ Specify Permit ID or Facility search criteria:

You can choose to search for DMRs and CORs for a specific permit ID or facility name, but not both. Click in the circle to the left of Permit ID or Facility to select either option. The option not selected will be disabled. You can change options at any time by clicking to reactivate the option.

- **Permit ID** - After clicking in the circle to the left of Permit ID, select the permit number of interest by clicking in the box to the right of Permit ID. NetDMR will retrieve the permitted feature, discharge, and Edited or Submitted by options for that permit. **Note** that the Permit ID list will only include those permits that you have requested and been granted access to.
- **Facility** – After clicking in the circle to the left of Facility, select the facility name of interest by clicking in the box to the right of Facility. NetDMR will retrieve the permitted feature, discharge, and Edited or Submitted by options for that Facility. **Note** that the Facility list will only include those facilities associated with the permits that you have requested and been granted access to.

Search: **All DMRs & CORs** **DMRs Ready to Submit** **Permit ID** **Users**

### All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☒ **Permit ID:**

☐ **Facility:**

---

**Permitted Feature:**

**Discharge:**

☒ **Monitoring Period End Date (MPED) Range:**   (mm/dd/yyyy)

☐ **DMR Due Date:** Month  Year

**Edited or Submitted By:**

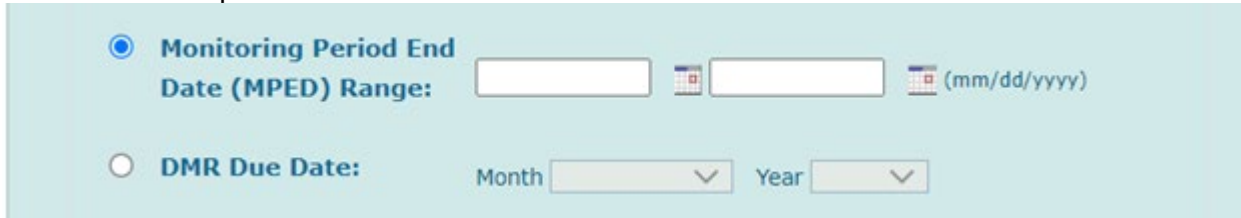
**Status:** (Hold down CTRL or Mac command key to select/deselect multiple)

**Scheduled/Unscheduled:**

Specify additional search criteria:

- **Permitted Feature** - Select the permitted feature of interest from the box next to Permitted Feature. NetDMR will retrieve the discharge and Edited or Submitted by options associated with that permitted feature. **Note** that the Permitted Feature list will only include those features associated with the permits that you have requested and been granted access to.
- **Discharge** – Select the discharge (name and numbers of available limit sets) of interest from the box next to Discharge. **Note** that the Discharge list will only include those features associated with the permits that you have requested and been granted access to.
- **Monitoring Period End Date Range** - Enter the start and end dates for the monitoring period end date range using the *mm/dd/yyyy* format or select the appropriate start and end dates from a calendar by clicking the calendar icon next to each text box.

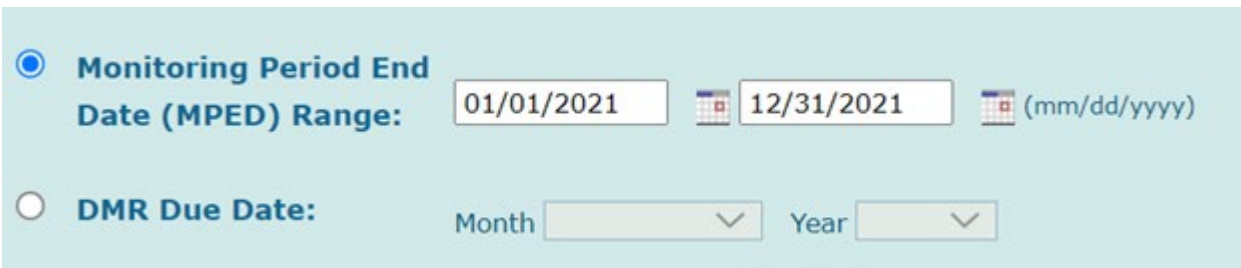
- ✚ If data are entered for one option, and then the user selects the other radio button, the data for the first option should be blanked out.



☒ **Monitoring Period End**  
Date (MPED) Range:     (mm/dd/yyyy)

☐ **DMR Due Date:** Month  Year

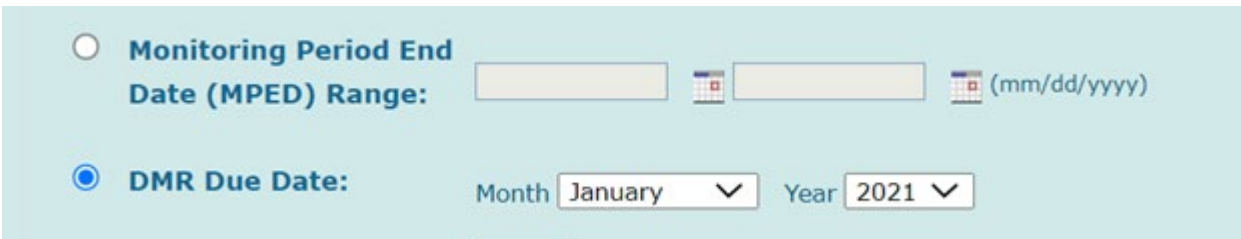
- ✚ If **MPED Range** button selected, then user should add the start and end date of monitoring.
  - For example: User wants to see all the DMRs started from 01/01/2021 and ended at 12/31/2021.



☒ **Monitoring Period End**  
Date (MPED) Range:     (mm/dd/yyyy)

☐ **DMR Due Date:** Month  Year

- ✚ If **DMR Due Date** button selected, then user can select Month and Year.
  - For example: User wants to see all the DMRs due in January of 2021.



☐ **Monitoring Period End**  
Date (MPED) Range:     (mm/dd/yyyy)

☒ **DMR Due Date:** Month  Year

Please notice the MPED Range is grayed out since DMR Due Date button was selected.

- **Edited or Submitted by** – Click in the box next to Edited or Submitted by to view the names of users who have modified the DMRs for permits that you can access. Click to select a name from the box.
- **Status** – Select a DMR status. You can make multiple selections by holding down the control key on your keyboard while clicking more than one selection from the list. You can select all status options by clicking the *All* button next to the selection box. Available status options include:
  - Ready for Data Entry
  - NetDMR Validation Errors
  - NetDMR Validated
  - Imported
  - Signed & Submitted
  - Submission Errors/Warnings
  - Completed

**NOTE: Only DMRs and CORs for which the monitoring period has begun will be returned. Future DMR forms are not displayed. Only a maximum of 200 DMRs are returned.**

4. Click *Search* to retrieve the DMRs and CORs that match the criteria you specified on the **DMR/COR Search Results** page.

|                           |                                               |                                      |                                                |                              |                                                |                            |                           |
|---------------------------|-----------------------------------------------|--------------------------------------|------------------------------------------------|------------------------------|------------------------------------------------|----------------------------|---------------------------|
| Manage<br>Access Requests | Search<br>All DMRs & CORs<br>Permits<br>Users | Unscheduled DMRs<br>Unscheduled DMRs | Import DMRs<br>Perform Import<br>Check Results | Update NODI<br>Check Results | View<br>Permits<br>Users<br>DMR Signing Status | Download<br>Blank DMR Form | Session Lockout Timer: 22 |
|---------------------------|-----------------------------------------------|--------------------------------------|------------------------------------------------|------------------------------|------------------------------------------------|----------------------------|---------------------------|

|            |               |                            |                       |             |
|------------|---------------|----------------------------|-----------------------|-------------|
| New Search | Refine Search | Sign & Submit Checked DMRs | Download Checked CORs | Update NODI |
|------------|---------------|----------------------------|-----------------------|-------------|

DMR/COR Search Results

DMRs 1 through 10 of 10

| Next Step(s)  | Permit ID | Facility        | Permitted Feature | Discharge # | Discharge Description     | Monitoring Period End Date | Scheduled/ Unscheduled | DMR Due Date | Status               | COR Received Date | Include in Batch Submit<br>Check All On Page<br>Clear All | Include in Batch COR Download<br>Check All On Page<br>Clear All | Update NODI<br>Check All On Page<br>Clear All |
|---------------|-----------|-----------------|-------------------|-------------|---------------------------|----------------------------|------------------------|--------------|----------------------|-------------------|-----------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------|
| Edit DMR ▼ Go |           | THORNE BAY WWTF | 001               | 001-A       | Discharge into Thorne Bay | 04/30/21                   | Scheduled              | 05/15/21     | Ready for Data Entry |                   |                                                           |                                                                 | <input type="checkbox"/>                      |
| Edit DMR ▼ Go |           | THORNE BAY WWTF | 001               | 001-A       | Discharge into Thorne Bay | 03/31/21                   | Scheduled              | 04/15/21     | Ready for Data Entry |                   |                                                           |                                                                 | <input type="checkbox"/>                      |

**Figure 34: Search Results**

Up to ten DMRs/CORs are displayed by default. If more than 10 DMRs/CORs are returned, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow to display the next page of results.
- Clicking the green back arrow to view the previous page of results.
- Clicking the double green forward arrow icon to display the last 10 results.
- Clicking the double green back arrow icon to display the first 10 results.
- Clicking the View All link to show all results in the table on the same page.
- Clicking the View Partial link to return from the View All display back to viewing 10 results at a time.

You can click any underlined column title to sort the search results in ascending or descending order by the information in that column.

For each DMR or COR that is displayed in the Search Results table, the following options and information are provided:

- Next Step(s)** – The list of actions that you can perform for a specific DMR or COR. Select the action of interest by clicking in the box on the column and clicking the Go button. The possible options are listed below. The options displayed for a specific DMR depend on the type of access you have been granted for that DMR.
  - Edit DMR** – You can enter or edit DMR data if the status of the DMR is “Ready for Data Entry”, “NetDMR Validated”, or “NetDMR Validation Errors” and no COR has ever been submitted for this DMR. This option is available to external users with edit, signatory, or data provider access to this permit.

- **Correct DMR** – You can correct data for DMRs that you have successfully signed and submitted if the status is “Completed”, “Submission Errors/Warnings”, “NetDMR Validated”, or “NetDMR Validation Errors”. This option is available to external users with edit, signatory, or data provider access to this permit.
- **Sign & Submit DMR** – You can sign and submit DMRs with a status of “NetDMR Validated”. When this option is available, a check box is displayed in the Include in Batch Submit column. Checking this box for more than one DMR and clicking *Sign & Submit Checked DMRs* gives you the option to sign multiple DMRs at the same time. This option is available to external users with signatory access to this permit.
- **View CORs** – CORs are available only for DMRs that have been signed and submitted. This option is available to external users that have approved access to the permit. After clicking to view COR details, the COR will be displayed in a new window. When you close the COR, you will be returned to the DMR/COR Search Results table with any sorting or paging selections still applied.
- **Download CORs** – You can download the COR file for DMRs that have been signed and submitted. When this option is available, you can check the box displayed in the Include in Batch Download column to include this COR in the group to be downloaded. This option is available to external users that have approved access to the permit.
- **Review Last Submissions Errors/Warnings** – The Review Last Submissions Errors/Warnings step is displayed only after the DMR has been submitted AND if errors or warnings were encountered. If the DMR was submitted and no errors or warnings were encountered, this next step will not be displayed. You can view data transfer errors, data validation errors, or warnings generated by ICIS-NPDES for a DMR submittal by selecting this option. This option is available to external users that have edit, signatory, or data provider access to the permit.

 **Permit ID** – The permit number associated with this DMR/COR.

 **Facility** – The facility name associated with this DMR/COR.

 **Permitted Feature** – The permitted feature associated with this DMR/COR.

 **Discharge #** – The limit set designator associated with this DMR/COR.

 **Discharge Description** – The limit set name associated with this DMR/COR.

 **Monitoring Period End Date** – The monitoring period end date associated with this DMR/COR.

 **DMR Due Date** – The due date for this DMR/COR.

 **Status** – If more than one COR was generated for this DMR (due to corrections), the Status shown is for the most recent DMR.

- **Ready for Data Entry** – No data have been entered for the DMR.



- **NetDMR Validated** – A DMR for which the entered data passes all NetDMR validation checks.
- **NetDMR Validation Errors** – A DMR for which the entered data fails certain NetDMR validation checks.
- **Signed & Submitted** – A DMR that has been signed and submitted and for which a COR has been generated.
- **Submission Errors/Warnings** – A DMR submission with data exchange or ICIS-NPDES validation errors. These errors are only applicable to DMRs that have been signed and submitted.
- **Imported** – Data for the DMR have been imported using NetDMR's import functionality but not yet reviewed.
- **Completed** – A DMR that has been signed, submitted, and accepted by ICIS-NPDES.
- ✚ **COR Received Date** – The date the COR was generated by NetDMR. More than one COR date is displayed if the DMR was signed and submitted multiple times due to corrections. Click on the hyperlinked date to view the COR.
- ✚ **Include in Batch Submit** – If the DMR is "NetDMR Validated", you can check the box in this column to include it in a batch submittal. You can check all available boxes or clear all available boxes for batch submittal by clicking *Check All* or *Clear All* in the column title.
- ✚ **Include in Batch COR Download** – You can download the CORs available for this DMR by checking the box in this column. You can also check all available boxes or clear all available boxes for batch submittal by clicking the appropriate button, *Check All* or *Clear All*, in the column header. Batch COR downloads are limited to the ten (10) most recent CORs.

## Enter DMR

### Enter Basic Facility Information and Form NODI

On the **Edit DMR** page, you will find basic information about your permit, permitted feature, discharge, and monitoring period. A check in the box next to Major indicates that the DMR is associated with a facility designated as 'major'. You cannot edit this information.

- ✚ Fill in the Principal Executive Officer name and contact information. The only special characters allowed in this field are hyphens (-) and apostrophes ('). Enter the principal executive officer's telephone number in the format XXX-XXX-XXXX.

If you had no data for the permitted feature for the discharge type specified, you can use the form-wide No Data Indicator (**Form NODI**) to select the appropriate code explaining why data will not be submitted. Before you apply a Form NODI Code, be sure you are viewing all parameters on one page by clicking **View All** at the top of the page. Otherwise, NetDMR will apply the Form NODI Code to one page only and you will see an error when you try to submit. **Note** if you choose to apply a Form NODI code, NetDMR will ignore any selections that you make for qualifiers, units, frequency of analysis, and sample type.

[View All](#) | 
 [Clear Parameter Fields](#) | 
 [Save & Continue](#) | 
 [Save & Exit](#) | 
 [Sign & Submit](#) | 
 [Print Friendly View](#) | 
 [Cancel/Back to Search Results](#)

**Edit DMR**

[Collapse Header](#)

|                                    |                           |                    |                               |
|------------------------------------|---------------------------|--------------------|-------------------------------|
| <b>Permit</b>                      |                           |                    |                               |
| Permit ID:                         | [REDACTED]                | Major:             | <input type="checkbox"/>      |
| Permittee:                         | [REDACTED]                | Permittee Address: | [REDACTED]                    |
| Facility:                          | [REDACTED]                | Facility Location: | [REDACTED]                    |
| Permitted Feature:                 | 001 - External Outfall    | Discharge:         | A - Discharge into Thorne Bay |
| <b>Report Dates &amp; Status</b>   |                           |                    |                               |
| Monitoring Period:                 | From 04/01/21 to 04/30/21 | DMR Due Date:      | 05/15/21                      |
| Status:                            | Ready for Data Entry      |                    |                               |
| <b>Principal Executive Officer</b> |                           |                    |                               |
| First Name:                        | <input type="text"/>      | Last Name:         | <input type="text"/>          |
| Title:                             | <input type="text"/>      | Telephone:         | <input type="text"/>          |
| <b>No Data Indicator (NODI)</b>    |                           |                    |                               |
| Form NODI:                         | <input type="text"/>      |                    |                               |

**Figure 35:** Edit DMR Basic Facility Info

| NODI Code | NODI Name                                                       |
|-----------|-----------------------------------------------------------------|
| 2         | Operation Shutdown                                              |
| 3         | Special Report Attached                                         |
| 7         | No Influent                                                     |
| 9         | Conditional Monitoring – Not Required This Period               |
| A         | General Permit Exemption                                        |
| B         | Below Detection Limit/No Detection                              |
| C         | No Discharge                                                    |
| E         | Failed to Sample/Required Analysis Not Conducted                |
| F         | Insufficient Flow for Sampling                                  |
| I         | Land Applied                                                    |
| N         | Not Constructed                                                 |
| P         | <b>Laboratory Error or Invalid Test (new)</b>                   |
| Q         | Not Quantifiable                                                |
| T         | <b>Environmental Conditions – Monitoring Not Possible (new)</b> |
| W         | Dry Lysimeter/Well                                              |

**Figure 36:** Available NODI Codes

## Table of Parameters

- Farther down the **Edit DMR** page is a table of parameters for which you need to report. This list is customized to your facility's permit, so the specific parameters, sample type, frequency, and summary statistics will differ from the example shown.
- The **Edit DMR** page is sorted by parameter code by default, but you can sort by parameter name if you wish.



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 The following information is listed for each parameter:

- Parameter Code (5-digit numeric code)
- Parameter Name
- Monitoring Location Code
- Season ID
- No Discharge Indicator Code (NODI)

**Note:** Codes that are specific to your permit are defined on the bottom of the **Edit DMR** page under **DMR Comments**.

### **Parameter Measurements or Statistics**

The Parameter Section contains one row for each DMR parameter that external users with Signatory or Edit access to a permit can modify.

#### **Parameter**

- **Code** – Parameter code, you cannot edit this information. You can sort
  - the parameters in ascending or descending order by code by clicking on
  - the hyperlinked column title.
- **Name** – Parameter name, you cannot edit this information. You can sort
  - the parameters in ascending or descending order by name by clicking on
  - the hyperlinked column title.
- **Monitoring Location** – Monitoring location code and name for the
  - parameter, you cannot edit this information.
- **Season #** – The season for which the parameter limits are applicable, you
  - cannot edit this information.
- **Parameter NODI** – You can select a no data indicator to apply to all
  - entries for the parameter by clicking in the box in the Parameter NODI
  - column, displayed as 'Param. NODI'. Select the NODI code of interest by
  - clicking in the box and clicking on the entry of interest. You can view the
  - NODI codes and a description of each by clicking *List* in the Param.
  - NODI column. **Note** that if you choose to apply a NODI code to a
  - parameter, NetDMR will ignore any qualifier, unit, frequency of
  - analysis, and sample type selections that you make for that parameter.

 **Quantity or Loading** – Select a qualifier and enter the value you would like to report for the parameter. These numerical entries can contain comma separators and decimals. Value fields can contain only numbers.

- **Qualifier 1** – Qualifies the value entered for Value 1 (Sample) and Value 1 (Effluent Trading Sample) if present. The available qualifiers can include:
  - Equals (=) (default)
  - Less than (<)

- 
- Greater than (>)
  - Less than or equal to (<=)
  - Greater than or equal to (>=)
  - “T” (too numerous to count)
  - “E” (estimate)
  - **Note** that the ‘=’ qualifier is the default if no qualifier is selected.
- **Value 1 (Sample)** – Enter the quantity or loading value for the measured sample for this parameter. You can edit this entry if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
    - No more than eight characters, including decimal point and +/- sign but excluding comma separators
    - Minimum value: -99999999
    - Maximum value: 99999999
    - Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’
  - **Value 1 (Permit Requirement)** – Permit limit for the parameter for Quantity or Loading Value 1, including the limit value, qualifier, statistical base, and whether monitoring is optional. You cannot edit this information.
  - **Value 1 (Effluent Trading Sample)** – Enter the quantity or loading value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
    - No more than eight characters, including decimal point and +/- sign but excluding comma separators
    - Minimum value: -99999999
    - Maximum value: 99999999
    - Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’
  - **Value 1 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.
  - **Qualifier 2** – Qualifies the value entered for Value 2 (Sample) and Value 2 (Effluent Trading Sample) if present. The available qualifiers can include:
    - Equals (=) (default)
    - Less than (<)
    - Greater than (>)
    - Less than or equal to (<=)
    - Greater than or equal to (>=)
    - “T” (too numerous to count)
    - “E” (estimate)
    - **Note** that the ‘=’ qualifier is the default if no qualifier is selected.

- **Value 2 (Sample)** – Enter the quantity or loading value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
  - No more than eight characters, including decimal point and +/- sign but excluding comma separators
  - Minimum value: -9999999
  - Maximum value: 99999999
  - Maximum of 7 digits to the right of the decimal point, for example '.1234567'

- **Value 2 (Effluent Trading Sample)** – Enter the quantity or loading value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example '.1234567'

- **Value 2 (Permit Requirement)** – Permit limit for the parameter for Quantity or Loading Value 2, including the limit value, qualifier, statistical base, and whether monitoring is optional. You cannot edit this information.

- **Value 2 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.

- **Units (Sample)** – Select the appropriate unit of measure from the list for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.

- **Units (Effluent Trading Sample)** - Select the appropriate unit of measure from the drop-down list for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.

- **Units (Permit Requirement)** – Unit of measure code and description specified in the limit set for quantity or loading value. You cannot edit this field.

 **Quality or Concentration** – Select a qualifier and enter the value you would like to report for the parameter. These numerical entries can contain comma separators and decimals. Value fields can contain only numbers.

- **Qualifier 1** – Qualifies the value entered for Value 1 (Sample) and Value 1

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(Effluent Trading Sample), if present. The available qualifiers can include:

- Equals (=) (default)
- Less than (<)
- Greater than (>)
- Less than or equal to (<=)
- Greater than or equal to (>=)
- “T” (too numerous to count)
- “E” (estimate)
- **Note** that the ‘=’ qualifier is the default if no qualifier is selected.

• **Value 1 (Sample)** – Enter the quality or concentration value for the measured sample for this parameter. You can edit this entry if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -99999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’

• **Value 1 (Permit Requirement)** – Permit limit for the parameter for Quality or Concentration Value 1, including the limit value, qualifier, statistical base, and whether monitoring is optional. You cannot edit this information.

• **Value 1 (Effluent Trading Sample)** – Enter the quality or concentration value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -99999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’

• **Value 1 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.

• **Qualifier 2** – Qualifies the value entered for Value 2 (Sample) and Value 2 (Effluent Trading Sample) if present. The available qualifiers can include:

- Equals (=) (default)
- Less than (<)
- Greater than (>)
- Less than or equal to (<=)
- Greater than or equal to (>=)
- “T” (too numerous to count)

- 
- “E” (estimate)
  - **Note** that the ‘=’ qualifier is the default if no qualifier is selected.
- **Value 2 (Sample)** – Enter the quality or concentration value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
    - No more than eight characters, including decimal point and +/- sign but excluding comma separators
    - Minimum value: -9999999
    - Maximum value: 99999999
    - Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’
  - **Value 2 (Effluent Trading Sample)** – Enter the quality or concentration value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
    - No more than eight characters, including decimal point and +/- sign but excluding comma separators
    - Minimum value: -9999999
    - Maximum value: 99999999
    - Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’
  - **Value 2 (Permit Requirement)** – Permit limit for the parameter for Quality or Concentration Value 2, including the limit value, qualifier, statistical base, and whether monitoring is optional. You cannot edit this information.
  - **Value 2 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.
  - **Qualifier 3** – Qualifies the value entered for Value 3 (Sample) and Value 3 (Effluent Trading Sample), if present. The available qualifiers can include:
    - Equals (=) (default)
    - Less than (<)
    - Greater than (>)
    - Less than or equal to (<=)
    - Greater than or equal to (>=)
    - “T” (too numerous to count)
    - “E” (estimate)
    - **Note** that the ‘=’ qualifier is the default if no qualifier is selected.
  - **Value 3 (Sample)** – Enter the quality or concentration value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated. The format and

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range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
  - Minimum value: -99999999
  - Maximum value: 99999999
  - Maximum of 7 digits to the right of the decimal point, for example '.1234567'
- **Value 3 (Effluent Trading Sample)** – Enter the quality or concentration value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
    - No more than eight characters, including decimal point and +/- sign but excluding comma separators
    - Minimum value: -99999999
    - Maximum value: 99999999
    - Maximum of 7 digits to the right of the decimal point, for example '.1234567'
  - **Value 3 (Permit Requirement)** – Permit limit for the parameter for Quality or Concentration Value 3, including the limit value, qualifier, statistical base, and whether monitoring is optional. You cannot edit this information.
  - **Value 3 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.
  - **Units (Sample)** – Select the appropriate unit of measure from the list for this quality or concentration value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.
  - **Units (Effluent Trading Sample)** - Select the appropriate unit of measure from the drop-down list for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.
  - **Units (Permit Requirement)** – Unit of measure code and description specified in the limit set for quality or concentration value. You can not edit this field.

 **Number of Excursions** – If appropriate, enter the number of excursions for this parameter. You can only enter whole numbers for this field.

 **Frequency of Analysis**

- **Sample** – Select the frequency of analysis for the sample from the dropdown list. The drop-down list contains all active ICIS-NPDES frequency of analysis codes and descriptions. You can view a list of acceptable

ICIS-NPDES frequency of analysis codes and descriptions by clicking the *List* button under the selection box for this field. The frequency of analysis listed in the permit will be selected by default.

- **Permit Requirement** – Frequency of analysis for the permit requirement for this parameter. You cannot edit this information.

## Sample Type

- **Sample** – Select the appropriate sample type for this parameter by clicking in the box next to sample type and clicking to select an option. The list contains all active ICIS-NPDES sample type codes and descriptions. The sample type listed in the permit will be selected by default.
- **Permit Requirement** – Sample type for the parameter specified in the limit set. It includes the sample type code and description. You can not edit this information.

## Filling Out the DMR Form

- In the **Value** columns that have fields for data entry, type the value of the measurement or statistic using the units specified in the **Units** column. Choose the correct data qualifier that corresponds with your laboratory analysis result:

> Greater than  
 >= Greater than or equal to  
 = Equal to  
 < Less than  
 <= Less than or equal to  
 E - Estimate  
 T - Too Many to Count

If you have a limit violation, this is where you indicate the number of times

| Parameter                                                                                 |                       | NODI  | Quantity or Loading |         |       | Quality or Concentration |         |         |                                                                                            | # of Ex. | Freq. of Analysis  | Smpl. Type  |
|-------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------|---------------------|---------|-------|--------------------------|---------|---------|--------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Code   | Name                  |                                                                                          | Value 1             | Value 2 | Units | Value 1                  | Value 2 | Value 3 | Units                                                                                      |          |                                                                                                         |                                                                                                  |
| 00310                                                                                     | BOD, 5-day, 20 deg. C | Smpl.                                                                                    |                     |         |       |                          |         |         | mg/L  |          | 01/07              | CP          |
| G - Raw Sewage Influent                                                                   |                       |                                                                                          |                     |         |       |                          |         |         |                                                                                            |          |                                                                                                         |                                                                                                  |
| Season: 0                                                                                 |                       | Req.                                                                                     |                     |         |       |                          |         |         | Milligrams per Liter                                                                       |          | Weekly                                                                                                  | COMPOS                                                                                           |
| NODI:  |                       | NODI                                                                                     |                     |         |       |                          |         |         |                                                                                            |          |                                                                                                         |                                                                                                  |

**Annotations:**

- Qualifier:** Points to the dropdown menu for data qualifiers (e.g., >, >=, =, <, <=, E, T).
- This is where you enter your measured value:** Points to the input field for the measured value.
- This NODI code field applies to the entire parameter:** Points to the NODI dropdown in the first row.
- This NODI code applies to a single reporting value:** Points to the NODI dropdown in the second row.
- This tells you which statistic to calculate and report:** Points to the "Req Mon Monthly Average" dropdown.
- This indicates the type of monitoring (Req = required, Opt = optional):** Points to the "Req Mon Monthly Average" dropdown.
- Units:** Points to the "Milligrams per Liter" dropdown.
- Sampling frequency:** Points to the "Weekly" dropdown.
- Sampling method:** Points to the "COMPOS" dropdown.



**Figure 37: Parameter Values**

- ✚ If there was no data for the specified parameter, location, and season, choose the appropriate no data indicator code from the **NODI** pull-down list. You can assign a NODI code for individual values or for an entire parameter/row.
- ✚ Add comments in the **Comments** field if needed, e.g. if you want to explain any violations.
- ✚ Attach additional files if specified in your permit, such as lab reports, to report daily values in an Excel spreadsheet or show certain calculations.

**DMR Comments**  
Q = No resample required or Resample log mean > 126 #/100ml; R = Resample log mean <= 126 #/100ml ; O = Stream Flow < 60 cfs; P = Stream Flow >60 cfs to <96 cfs; S = Stream Flow >96 cfs; T = <2.9 MGD; U = > 2.69 MGD;

**Comments**

Use this field to provide additional explanation for the reported data

**Attachments**

Add Attachment

No results.

Attach spreadsheets, special reports, laboratory analysis results, calculations, or other documentation

**Figure 38: Comments and Attachments**

## **Attachments**

The attachment section lists the following information for all attachments associated with the DMR:

- ✚ **File Name** – The name of the attached file, presented as a hyperlink. You can download the file by clicking the file name hyperlink.
- ✚ **Type** – The MIME content type of the attached file.
- ✚ **Size** – The size of the attached file in megabytes.
- ✚ **Remove** – Click the “x” in this column to delete an attachment from a DMR submission.

## **Page-Level Edit Options**

Page-level edit options available to you as an external user with Signatory or Edit access include the following:

- ✚ **Clear Parameter Fields** – Click **Clear Parameter Fields** to blank out or erase all editable fields in the Parameter Section and restores the defaults listed in the permit for qualifier, frequency of analysis, and sample type.
- ✚ **Save & Continue** – Click **Save & Continue** to save your edits on this page and remain on this page for further edits. Clicking this link also causes NetDMR to recheck the data for hard and soft errors, update the DMR’s status and reload this page for this DMR.



- 
-  **Save & Exit** – Click Save & Exit to save your edits on this page. Clicking this link also causes NetDMR to perform On Save edit checks, update the DMR's status and returns you to the **DMR/COR Search Results** page. If the DMR has any outstanding “Soft” or “Hard” errors, NetDMR will set the status to “NetDMR Validation Errors”. If the DMR does not contain any outstanding “Soft” or “Hard” errors, NetDMR will set the status to “NetDMR Validated”.
  -  **Sign & Submit** – If the DMR's status is “NetDMR Validated,” click **Sign & Submit** to sign and submit this DMR.
  -  **Print Friendly View** – Click **Print Friendly View** to view the DMR in a print friendly format.
  -  **DMR/COR Search Results** – Click **DMR/COR Search Results** to return to the **DMR/COR Search Results** page. You will be returned to the results with any sorting or paging selections still applied. **Note** that if the DMR you were working on is no longer part of the search results, you will be returned to the previous or next page of results.

### **Report Last Saved By**

The Report Last Saved by section lists the following for the user that last saved DMR edits:

-  **User** – The name of the user who last saved the DMR.
-  **Name** – The full name of the user who last saved the DMR.
-  **E-mail** – The email of the user who last saved the DMR.
-  **Date/Time** – The date and time the DMR was last saved.

### **Sign and Submit DMR**

Before the eDMR can be submitted it must be properly signed by an authorized person or representative. This may be a principal executive officer or ranking elected official or their designated representative(s). NetDMR will capture the date the eDMR was signed and submitted. The person signing the DMR is accountable for assuring that the information submitted has been properly gathered and evaluated and certifies it is true, accurate, and complete to the best of their knowledge. Be aware that there are significant penalties for knowingly submitting false information. The role for signing DMRs in NetDMR is the signatory.

A person is a duly authorized representative and may sign and submit DMRs only if the subscriber agreement in NetDMR is submitted and approved by the Responsible Official having responsibility for the overall operation of the system, such as plant manager, supervisor, superintendent or equivalent responsibility. If the RO changes and responsibility for the overall operation of the system needs to be updated, the permit writer should be notified so the permit can be updated. The new RO can then

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create an account in NetDMR. Subscriber agreements are populated in NetDMR when access to the permit is requested.

### **Edit Check Error Table**

The errors summary shows a listing of any hard or soft errors found in the DMR resulting from the entries that you made as an external user with Signatory or Edit access. Both Soft and Hard errors will, when they occur, cause the DMR's status to change to "NetDMR Validation Errors". A DMR with a status of NetDMR Validation Errors cannot be signed and submitted. Only DMRs with a status of "NetDMR Validated" can be signed and submitted. To prepare the DMR for signature and submission, you must resolve all hard errors and acknowledge all soft errors. The Edit Check Errors table includes the following:

#### **Parameter**

- **Code** – The parameter code associated with the submission errors.
- **Name** – The parameter name associated with the submission errors.

#### **Monitoring Location** – The monitoring location code.

#### **Field** – The field in the DMR associated with the submission errors.

#### **Type** – The type of error, Hard or Soft, that was encountered.

- **Hard Errors** – Hard errors must be resolved by editing the DMR.
  - Possible hard error messages are:
    1. A quantity or quality value cannot be entered when the Too Numerous to Count (T) qualifier is selected.
    2. A quantity or quality value NODI code cannot be entered when the T qualifier is selected.
    3. If a quantity or quality value is negative, the less than (<) qualifier cannot be selected.
    4. You cannot select both a quantity or quality value and a value NODI code.
    5. Value fields may contain numbers and the special characters ".", "-", and "," only.
    6. If an effluent trading sample value is entered, a sample value must be entered
- **Soft Errors** – Soft errors can be resolved by editing the DMR or by acknowledging the errors in the errors summary. Possible soft error messages are:
  1. The selected units do not match the permit requirement units for this parameter. The provided quality or quantity value(s) may be outside the permit limit.

---

2. The provided quantity or quality value is outside the permit limit. This soft error is displayed if any of the following apply:

- The value entered is outside the permit limit and the units of measure are the same as those listed in the permit. For example, the permit requirement is 2 mg/L and the entered value is 3 mg/L.  
**Note:** NetDMR does not perform unit conversions and will not display this soft error if it can only be determined after a conversion is completed.
- The user selects a qualifier opposite of the qualifier specified in the permit. A few examples include:
  - The permit requirement is  $\geq 20\%$  and the user enters  $<20\%$ .
  - The permit requirement is  $\geq 20\%$  and the user enters 19%.
  - The permit requirement is  $< 10$  mg/L and the user enters 10 mg/L.
  - The permit requirement is  $< 10$  mg/L and the user enters 11 mg/L.

3. The number of excursions should be greater than zero. This soft error is displayed if all of the following apply: (1) the selected units match the permit units, AND (2) one or more of the entered values are outside the permit limit AND (3) excursions are null or zero. **Note:** NetDMR does not perform unit conversions and will not display this error if it can only be determined after a conversion is completed.

 **Description** – A short description of the error that was encountered.

 **Acknowledge** – A box that you can check to acknowledge soft errors.

 **Note** that NetDMR does not generate hard or soft errors for the following:

- If a Form-level NODI is applied, NetDMR ignores any selections that you make for qualifiers, units, frequency of analysis, and sample type.
- If a parameter NODI is applied, NetDMR ignores any selections that you make for qualifiers, units, frequency of analysis, and sample type.
- If you select qualifiers, units, frequency of analysis, or sample type for a parameter but do not provide a value, NetDMR ignores your selections.

## **DMR Submittal**



 If there are any hard errors or values that are missing, you will be notified, and those errors will need to be resolved or values will need to be entered prior to signing and submitting. (See 1<sup>st</sup> example below.)

### Edit Check Errors

| Code  | Name                               | Monitoring Location | Season ID | Field                                   | Type | Description                                                                                                                                               | Acknowledge              |
|-------|------------------------------------|---------------------|-----------|-----------------------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 00010 | Temperature, water deg, centigrade | Effluent Gross      | 0         | All                                     | Soft | All permit limit values for the Parameter are missing sample values or NOD1 selection. You must correct this before the form can be signed and submitted. |                          |
| 00300 | Oxygen, dissolved [DO]             | Effluent Gross      | 0         | Quality or Concentration Sample Value 3 | Soft | The provided sample value is outside the permit limit. <b>Please verify that the value you have provided is correct.</b>                                  | <input type="checkbox"/> |

**Figure 39: Edit Check Errors**

- On the **Edit DMR** page, click **Sign & Submit**, which will take you to the **Sign & Submit DMR** page.

 **Save & Continue** | 
  **Save & Exit** | 
  **Sign & Submit** | 
  **Cancel/Back to Search Results**

- On the **Sign & Submit DMR** page, check the box in the **Include in Submission** column next to the eDMR you are ready to submit.
- For your recordkeeping, you can choose to add copies of the submission and attachments to the notification email you will receive.
- To complete the submission, enter your CDX password (the password you use to log-in to NetDMR), answer the security question, and choose Submit. **Take care with your CDX password and security questions. If you enter them incorrectly three times, CDX will lock you out of your account.**

| Include in Submission<br>Check All<br>Clear All                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Add Copy of Submission and Attachments to Email Notification<br>Check All<br>Clear All | View Completed DMR                                                                  | Permit ID ▲                             | Facility                                                                                                                 | Permitted Feature | Discharge # | Discharge Description     | Monitoring Period End Date | DMR Due Date | Status           |           |  |                     |       |             |      |      |  |  |  |       |                        |   |                                         |                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|---------------------------|----------------------------|--------------|------------------|-----------|--|---------------------|-------|-------------|------|------|--|--|--|-------|------------------------|---|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/>                                                               |  | ██████████                              | ██████████                                                                                                               | 001               | 001-A       | Discharge into Thorne Bay | 09/30/20                   | 10/15/20     | NetDMR Validated |           |  |                     |       |             |      |      |  |  |  |       |                        |   |                                         |                                                                                                                          |
| <b>Acknowledged Soft Edit Check Errors</b> <table border="1"> <thead> <tr> <th colspan="2">Parameter</th> <th>Monitoring Location</th> <th>Field</th> <th>Description</th> </tr> <tr> <th>Code</th> <th>Name</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>00300</td> <td>Oxygen, dissolved [DO]</td> <td>1</td> <td>Quality or Concentration Sample Value 3</td> <td>The provided sample value is outside the permit limit. <b>Please verify that the value you have provided is correct.</b></td> </tr> </tbody> </table> |                                                                                        |                                                                                     |                                         |                                                                                                                          |                   |             |                           |                            |              |                  | Parameter |  | Monitoring Location | Field | Description | Code | Name |  |  |  | 00300 | Oxygen, dissolved [DO] | 1 | Quality or Concentration Sample Value 3 | The provided sample value is outside the permit limit. <b>Please verify that the value you have provided is correct.</b> |
| Parameter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                        | Monitoring Location                                                                 | Field                                   | Description                                                                                                              |                   |             |                           |                            |              |                  |           |  |                     |       |             |      |      |  |  |  |       |                        |   |                                         |                                                                                                                          |
| Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Name                                                                                   |                                                                                     |                                         |                                                                                                                          |                   |             |                           |                            |              |                  |           |  |                     |       |             |      |      |  |  |  |       |                        |   |                                         |                                                                                                                          |
| 00300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Oxygen, dissolved [DO]                                                                 | 1                                                                                   | Quality or Concentration Sample Value 3 | The provided sample value is outside the permit limit. <b>Please verify that the value you have provided is correct.</b> |                   |             |                           |                            |              |                  |           |  |                     |       |             |      |      |  |  |  |       |                        |   |                                         |                                                                                                                          |

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am ██████████
2. I have not violated any term in my Electronic Signature Agreement.
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 these 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.

Password

Show Password ☐

What is your favorite TV show?

Show Answer ☐

**Figure 40:** Password and Security Question

- ✚ A confirmation ID will appear on your screen and an email will be sent to your email inbox confirming the Signing Process was successful.

**Signing Process Confirmation - CDX Activity ID: \_215e71b4-3519-43d8-8e6a-d7b14b524067**

Your DMRs are undergoing the Signing Process

| Permit ID  | Facility   | Permitted Feature | Discharge # | Discharge Description     | Monitoring Period End Date | DMR Due Date |
|------------|------------|-------------------|-------------|---------------------------|----------------------------|--------------|
| ██████████ | ██████████ | 001               | 001-A       | Discharge into Thorne Bay | 09/30/20                   | 10/15/20     |

NetDMR has received the following 1 DMR(s) during the signing process.

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

-----  
Permitted Facility Name: [REDACTED]  
Permit ID: [REDACTED]  
Permitted Feature: 001  
Discharge: A - Discharge into Thorne Bay  
Monitoring Period End Date: 09/30/20  
Signing Status: SIGNED SUCCESSFULLY  
Comment:  
Attachments included in the COR: No

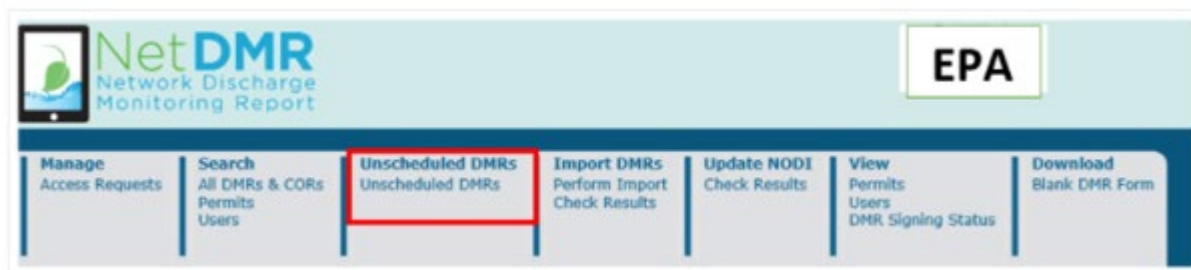
Thank you.

**Figure 41:** Confirmation Email

## ***Searching for an Unscheduled DMR***

**Note:** NetDMR will determine whether a DMR is Scheduled or Unscheduled based on the presence or absence of DMR Due Date. If a DMR has a DMR Due Date, it is Scheduled. If it does not have a DMR Due Date, it is Unscheduled.

Use the **Unscheduled DMRs** tab to search for a new or existing unscheduled DMR.



**Figure 42:** Unscheduled DMRs Tab

- ✚ Click “Unscheduled DMRs”.
- ✚ The Unscheduled DMR search screen will come up.
- ✚ Select the following information:
  - **Permit ID** – Drop-down list of permits user has access to edit. Click Update.
  - **Permitted Feature ID** – Drop-down list of all Permitted Features on the current version of the permit that have unscheduled limit sets for the entered permit. Click Update.
  - **Limit Set Designator** – Drop-down list of all Unscheduled Limit Set Designators for the current version of the selected Permit ID and Permitted Feature. Click Update.
  - **Monitoring Period End Date** – Data Entry Field with Calendar Option. Click Submit.

**Note:** All four fields are required. NetDMR will return an error message if the user clicks Submit without entering data in all four fields.

**Figure 43:** Unscheduled DMR Search

- ✚ If the selected Permit ID has no unscheduled Limit Sets associated with it, then the following Error message will be displayed when the user clicks the Update button next to the Permit ID Field.

**Figure 44:** Error Message

## ***Last 10 Logins***

The dates and times for the last ten logins are displayed. If DMRs were submitted during the last ten sessions, a link to the resultant COR(s) is also provided. Clicking the hot link will allow you to view the COR(s) submitted during a particular session.

|                                  |                                                      |                                             |                                                       |                                     |                                                       |                                   |
|----------------------------------|------------------------------------------------------|---------------------------------------------|-------------------------------------------------------|-------------------------------------|-------------------------------------------------------|-----------------------------------|
| <b>Manage</b><br>Access Requests | <b>Search</b><br>All DMRs & CORs<br>Permits<br>Users | <b>Unscheduled DMRs</b><br>Unscheduled DMRs | <b>Import DMRs</b><br>Perform Import<br>Check Results | <b>Update NODI</b><br>Check Results | <b>View</b><br>Permits<br>Users<br>DMR Signing Status | <b>Download</b><br>Blank DMR Form |
|----------------------------------|------------------------------------------------------|---------------------------------------------|-------------------------------------------------------|-------------------------------------|-------------------------------------------------------|-----------------------------------|

Search:
 

All DMRs & CORs

Permit ID

Users

### All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☒ **Permit ID:**

☐ **Facility:**

---

**Permitted Feature:**

**Discharge:**

#### Last 10 Logins

|          |         |                                  |
|----------|---------|----------------------------------|
| 5/18/21  | 7:22 PM | -                                |
| 5/18/21  | 4:05 PM | <a href="#">1 DMR submitted.</a> |
| 5/18/21  | 2:44 PM | -                                |
| 4/27/21  | 8:43 AM | -                                |
| 12/28/20 | 8:17 AM | -                                |
| 11/25/20 | 9:01 AM | -                                |
| 11/24/20 | 4:54 PM | <a href="#">1 DMR submitted.</a> |
| 11/23/20 | 2:04 PM | -                                |
| 11/23/20 | 2:00 PM | -                                |
| 10/27/20 | 3:14 PM | <a href="#">1 DMR submitted.</a> |

**Figure 45:** Last 10 Logins

## Correct A DMR

You can correct and resubmit an eDMR via NetDMR if you discovered an error in data entry or a problem in the attachment. **Note:** The date of correction will be recorded as the submission date.

- ✚ Log into NetDMR with an Edit, Data Provider, or Signatory account.
- ✚ Search for the DMR you would like to correct. From the **All DMRs & CORs** tab, select your **Permit ID** from the dropdown.
- ✚ Specify other search fields, such as permitted feature, and discharge for the DMR date range or status, if desired, and click **Search**.
- ✚ On the **DMR/COR Search Results** page, locate the row for the DMR that you would like to correct, select Correct DMR in the Next Step(s) column, and click Go.
- ✚ On the **Edit DMR** page, click “Clear Parameter Fields”. All entered sample values and NODI codes will be deleted and the qualifier, units, sample type, and frequency of analysis fields will be set to the defaults listed in your permit. Alternatively, you can delete each value entry manually and resave to clear reported values.
- ✚ Manually update the Principal Executive Officer information, attachments, and comments if changes are needed.
- ✚ Click **Save & Continue**.
- ✚ If you are a signatory, you can sign the submission to delete the DMR entry as



follows:

- Click Sign & Submit.
- Review the information on the **Sign and Submit** page to verify that you are signing the DMR you intend to submit.
- Provide a response to the Security Question.
- Enter your Password in the text box.
- Click *Submit* to submit the DMR(s)
- The **Submission Confirmation** page will indicate whether the DMR has been forwarded for submission.

- ✚ If you do not have signatory access to the DMR, inform the signatory that the
  - DMR is ready for signature and submission.

## ***How to Add an Email to Receive DMR Submission Emails***

To add a recipient to receive DMR submissions of a particular permit:

- ✚ From the Search menu select **Permit**.
- ✚ Input the Permit ID and click **Search**.
- ✚ Scroll to the bottom of the View Permit Details screen to the "DMR Submission Notifications" section
- ✚ Input the email address and click **Add**.

**Figure 46:** Add E-mail Address

## ***Action Required Emails***

There are 3 scenarios when a Sign and Submit will “FAILED” and the DMR is not successfully signed and submitted. The user will receive an email with instructions to follow to re-sign the DMR form.

### **Scenario 1:**

Additional Data exists in ICIS that is not on the signed NetDMR DMR form. If this was not in place, a user could sign and submit a DMR form and still receive violations because the user did not know that ICIS was expecting additional DMR data.

The following email is received, and the user is instructed to edit the DMR again which will pull in the new data from ICIS onto the NetDMR DMR form.

---

When this email is received, the status of the DMR form in NetDMR is set to “DMR Validation Errors”. When the user edits the form, all the new data from ICIS is pulled onto the NetDMR DMR form. The user will add the new missing DMR values and re-sign and submit the form.

**From:** [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov)  
**Sent:** Tuesday, June 19, 2018 2:16 PM  
**To:** xxxxxx@gmail.com  
**Subject: Action Required:** Re-Sign and Submit the Following DMR(s) for: NCXDMR001

NetDMR has sent the following 1 DMR(s) to be signed.

An error occurred during the signing of the following DMR(s). As a result, your submission was not successfully submitted and a Copy of Record (COR) was not created for this transaction. **Please login to NetDMR, select the following DMR(s), and follow the instructions below to re-sign and successfully submit the DMR(s) as soon as possible:**

-----  
Permitted Facility Name: FAC SITE  
Permit ID: NCXDMR001  
Permitted Feature: 001  
Discharge: B - (no description)  
Monitoring Period End Date: 01/31/18  
Signing Status: FAILED

Comment: Error: **The DMR was not successfully signed and submitted. Please login to NetDMR, search for the failed DMR, edit the DMR, correct the data issues, click save and re-sign. Once you successfully re-sign and submit your DMR, you should receive two emails from [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov) stating that the DMR was received and submitted successfully.**  
Attachments included in the COR: No

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

Thank you.

## **Scenario 2:**

A system error occurred, and EPA's internal system could not be reached during the signing.

The user is instructed to re-sign the DMR again. When this email is received, the status of the DMR remains at “DMR Validated” and is ready to be re-signed by the user.

**From:** [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov)  
**Sent:** Monday, June 18, 2018 2:46 PM  
**To:** [darpermittee@gmail.com](mailto:darpermittee@gmail.com);  
**Subject: Action Required:** Re-Sign and Submit the Following DMR(s) for: NCXDMR001

NetDMR has sent the following 1 DMR(s) to be signed.

An error occurred during the signing of the following DMR(s). As a result, your submission was not successfully submitted and a Copy of Record (COR) was not created for this transaction. **Please login to NetDMR, select the following DMR(s), and follow the instructions below to re-sign and successfully submit the DMR(s) as soon as possible:**

-----  
Permitted Facility Name: FAC SITE  
Permit ID: NCXDMR001  
Permitted Feature: 001  
Discharge: A - (no description)  
Monitoring Period End Date: 01/31/18  
Signing Status: FAILED

Comment: Error: **The DMR was not successfully signed and submitted. Please login to NetDMR, search for the failed DMR and re-sign. Once you successfully re-sign and submit your DMR, you should receive two emails from [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov) stating that the DMR was received and submitted successfully.**  
Attachments included in the COR: Yes

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

Thank you.

### **Scenario 3:**

A system error occurred where the COR could not be located during a sign and submit:

The user is instructed to re-sign the DMR again. When this email is received, the status of the DMR remains at "DMR Validated" and is ready to be re-signed by the user.

**From:** netdmr-notification@epa.gov

**Sent:** Tuesday, March 13, 2018 11:08 AM

**To:** [darpermittee@gmail.com](mailto:darpermittee@gmail.com);

**Subject: Action Required:** Resign and Submit the Following DMR(s) for: NCSDMR001

NetDMR has sent the following 1 DMR(s) to be signed.

An error occurred during the signing of the following DMR(s). As a result, your submission was not successfully submitted and a Copy of Record (COR) was not created for this transaction. **Please login to NetDMR, select the following DMR(s), and follow the instructions below to re-sign and successfully submit the DMR(s) as soon as possible:**

-----  
Permitted Facility Name: FAC SITE

Permit ID: NCSDMR001

Permitted Feature: 001

Discharge: A - (no description)

Monitoring Period End Date: 06/30/17

Signing Status: FAILED

Comment: **Error: Your signature failed. The Copy of Record was not created for this transaction. Please login to NetDMR, search for the failed DMR and re-sign. Once you successfully re-sign and submit your DMR, you should receive two emails from [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov) stating that the DMR was received and submitted successfully.**

Attachments included in the COR: Yes

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

Thank you.

## ***Unable to Authenticate User Error***

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am Randy O'Keeffe.
2. I have not violated any term in my Electronic Signature Agreement.
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 these 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.

Unable to authenticate user - The user account could not be located. The password will be locked after three unsuccessful attempts.

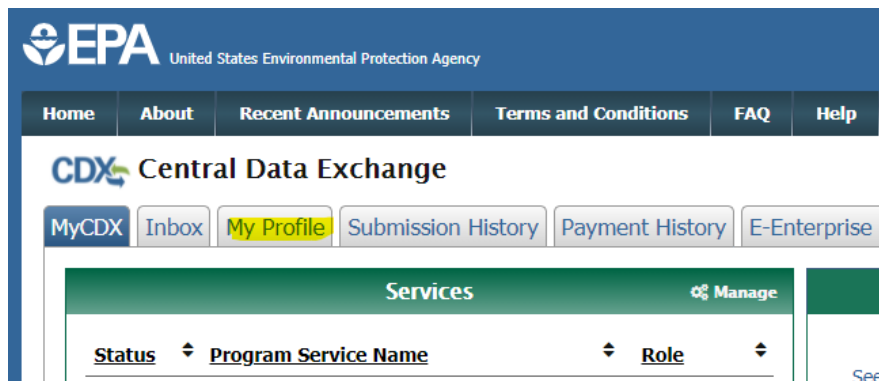
Password

**Figure 47: Authenticate User Error**

- ✚ User should use the CDX login password. If after entering your CDX password, the error persists try resetting your signature questions. NetDMR uses CDX CROMERR Services to sign DMRs when a user chooses to Sign and Submit one or more DMRs in NetDMR. Resetting the signature questions will reset the electronic signature attempts.

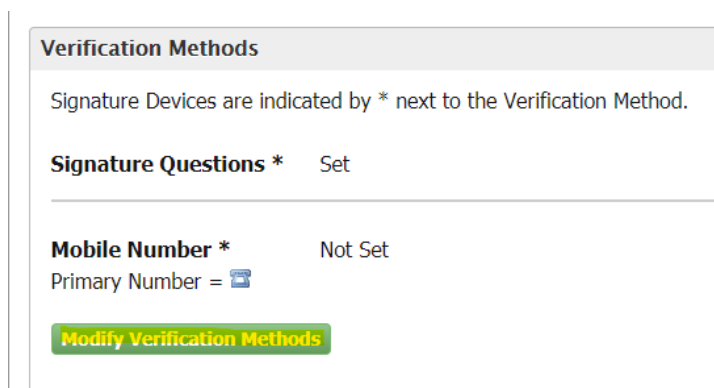
## ***Resetting Your 5 Signatory Questions in CDX***

- ✚ Access your CDX account at <https://cdx.epa.gov>.
- ✚ Once you have accessed your CDX account, click on the **My Profile** tab.



**Figure 48: My Profile Tab**

- ✚ Click the “**Modify Verification Methods**” button in the Verification Methods box.



**Figure 49: Modify Verification Methods**

- ✚ In the Verification Methods section, click the **Edit link**.

### Verification Methods

Signature Devices are indicated by \* next to the Verification Method.

**Signature Questions \*** Set [Edit](#)

**Figure 50: Verification Methods**

- ✚ Enter your CDX **password** in the open field and **click on the box authenticating you are the original registrant**. Then click “**Send**” button.

### Initiate CROMERR 20–5–1 Question Update

To begin the process of updating your CROMERR Signature Questions, please enter your CDX password below. Upon clicking "Send", you will receive an e-mail with an authorization code and further instructions.

Password

☐ Show Password

☐ I am the original  
registrant and owner of  
the User ID requested

**WARNING:** It is a federal crime to submit identifying information for anyone other than yourself, or to use or share information with or without another user's consent. Accordingly, by checking the box, above, you attest that you are the named account holder and sole registrant to whom account information belongs.

[Send](#)

[Cancel](#)

**Figure 51: Question Update**

- ✚ You will see a notice on the page indicating an “**Authorization code sent for updating CROMERR Signature Questions**”.
- ✚ Completing the above actions will invoke an email to be sent to your email account on record with an **authorization code** for use in resetting the questions.
- ✚ In your CDX account, click on your **MyCDX** tab at the top of the page.
- ✚ On your MyCDX page, you will see an **Alert** on the right-hand side of the page regarding your eSIG-Pin Signature Questions.

MyCDX
Inbox
My Profile
Submission History
Payment History
E-Enterprise Portal

ServicesManage

| Status | Program Service Name                                             | Role                                  |
|--------|------------------------------------------------------------------|---------------------------------------|
|        | NDMR-AK: NetDMR: Alaska Department of Environmental Conservation | <a href="#">Permittee (signature)</a> |
|        | NDMR-BAHTAK: BAH: Load Test AK                                   | Permittee (signature)                 |

Alerts

CDX: Your signature questions eSIG-PIN Reset Authorization Code has been issued and emailed to you. Please check your email to retrieve your code. Click [here](#) to update your signature questions. If you have further questions, please contact the help desk.

**Figure 52: Alerts**

- Click on the word “**here**” within the Alert message (It is a blue link).
- This action will take you to another page where you will see a blank field. You will now be required to access your email account and locate an email message from [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net).

United States Environmental Protection Agency

Home
About
Recent Announcements
Terms and Conditions
FAQ
Help

CDX Central Data Exchange
Contact Us
(Log out)

Update Signature Questions
Please enter the authorization code from the email you received and click the "Update" button to update your signature questions.

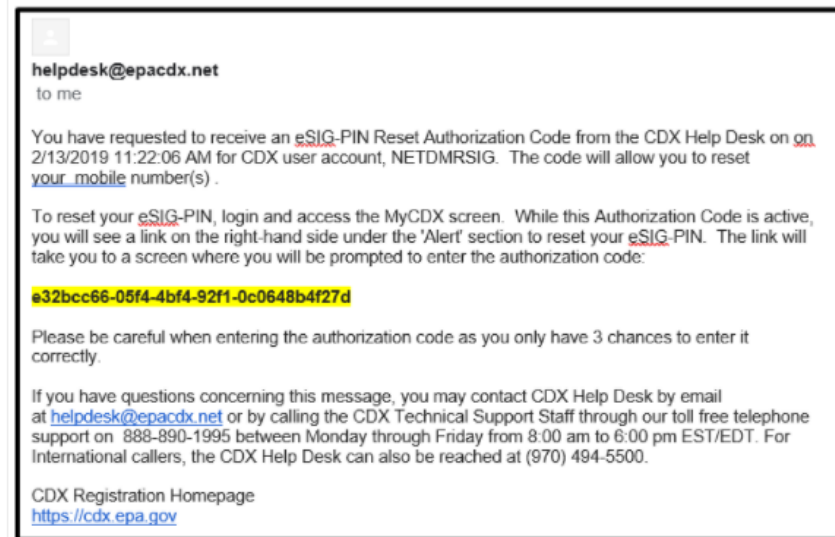
Code

Update

Cancel

**Figure 53: Update**

- Open the email where you will find a long code within the email. Highlight and copy this code.



**Figure 54: Authorization Code E-mail**

- ✚ Paste the authorization code from the email into the open field on the CDX account page.

**Figure 55: Authorization Code**

- ✚ Click the **“Update”** button.
- ✚ You will now be prompted to select 5 security questions and provide 5 answers. **Note:** The answers you enter are case, space and character sensitive within the system. To view the answers, mark the Show Answers checkbox.

**CDX** Central Data Exchange

### CDX Registration: Additional Verification

You are registered for a program that requires signature question verification. Please select five (5) : answers. The questions that you select should be questions that you can remember, but difficult for

Select 5 Signature Questions and Answers

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

☐ Show Answers

**Figure 56:** Signature Questions

- ✚ Once you have completed the entries, click the **“Save Answers”** button.
- ✚ You will now be taken back to your MyCDX page.
- ✚ **Note:** Please visit the NetDMR Support webpage at <https://netdmr.zendesk.com> for other helpful information.