

Permittee Create an Acct from Home Page

Permittee / Signatory (Permit Administrator)

First Person – Request Signatory Role (automatic Permit Administrator role) – be sure to “Create an Account, Finalize and Account, Request Signatory Access, and verify that Regulatory Administrator has approved your request **before** creating any other accounts or asking for other roles.

Permittee and Data Provider User Guide Sections: 1.5.1, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6

www.epa.gov/netdmr

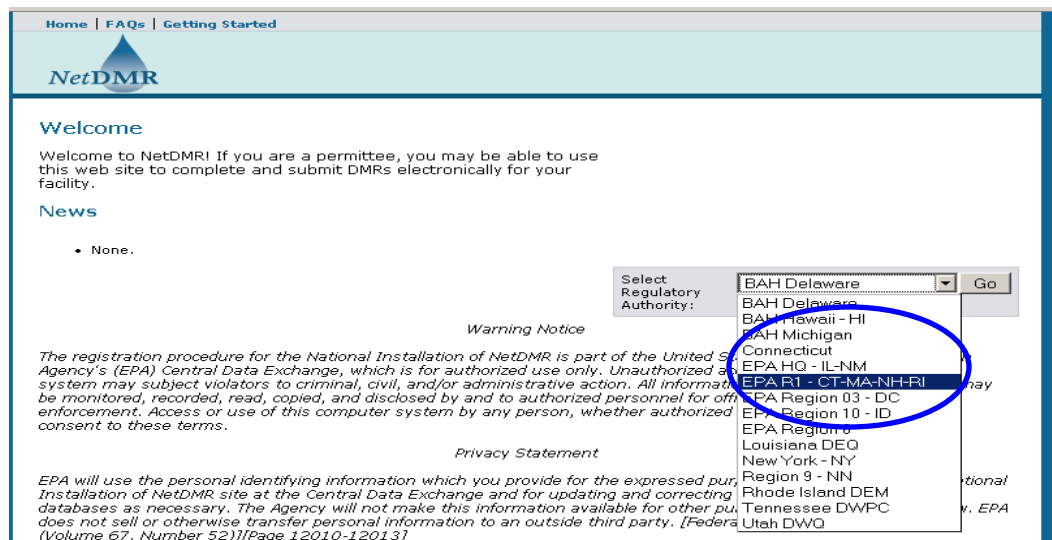
Quicklinks

Map of Participating States
Click on your State, Log In

NetDMR Welcome Page

Very important to choose **Select Your Regulatory Authority** from the pull down menu first. (do not use any of the BAH items) Click “Go”

Note: There may be more than one Regulatory Authority for your state. For example, ODEQ (core NPDES) – OK Dept. of Agriculture (CAFOs) – EPA (Storm Water). Be sure to select the correct Regulatory Authority. One way to verify is to check your Permit ID which we will discuss shortly.



The screenshot shows the NetDMR Welcome page. At the top, there are navigation links for Home, FAQs, and Getting Started. Below the NetDMR logo, there is a 'Welcome' section with a message to permittees. A 'News' section shows 'None'. A 'Warning Notice' and 'Privacy Statement' are also visible. On the right side, there is a form with a dropdown menu labeled 'Select Regulatory Authority'. The dropdown menu is open, showing a list of options: BAH Delaware, BAH Delaware, BAH Hawaii - HI, BAH Michigan, Connecticut, EPA HQ - IL-NM, EPA R1 - CT-MA-NH-RI (highlighted with a blue circle), EPA Region 03 - DC, EPA Region 10 - ID, EPA Region 0, Louisiana DEQ, New York - NY, Region 9 - NN, Rhode Island DEM, Tennessee DWPC, and Utah DWQ. A 'Go' button is next to the dropdown menu.

From the NetDMR Home Page:

We recommend that you **Check for your Permit Number** prior to creating an account.

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)

NetDMR

Welcome

Welcome to the EPA HQ – IL-NM installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

New to NetDMR?

- ▶ First time users can [register for a new account](#).
- ▶ If you have any questions about NetDMR, please contact icis@epa.gov.

News

- There are no news items

Warning Notice

The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Login to NetDMR

User Name

Password

[Forgot User Name? / Forgot Password? / Create a NetDMR Account](#)

Check Your PermitID

- ▶ First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)

click on [Checking Your Permit ID](#)

Enter a valid 9 digit NPDES ID.

Click on Check Permit ID

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)

NetDMR

Check Whether a Permit is Available for Reporting in NetDMR

Enter a Permit ID*

If the permit is **not** available for reporting in NetDMR, message will appear.

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)

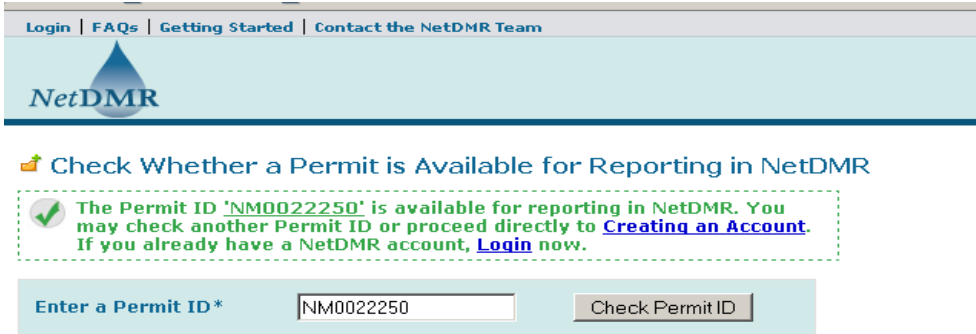
NetDMR

Check Whether a Permit is Available for Reporting in NetDMR

The Permit ID 'NM0012345' is not available for reporting in NetDMR. Check another Permit ID or return to the [Login](#) page.

Enter a Permit ID*

Confirmation message will appear if permit is available for electronic reporting.

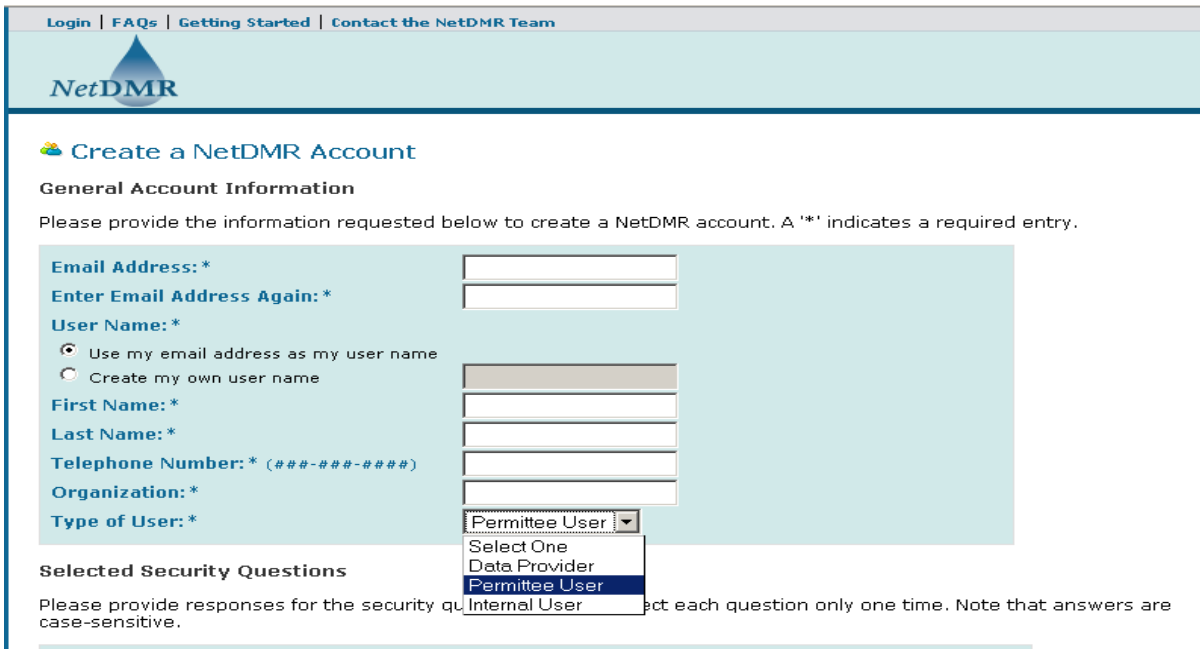


The screenshot shows the NetDMR website header with navigation links: Login | FAQs | Getting Started | Contact the NetDMR Team. Below the header is the NetDMR logo. A main heading reads "Check Whether a Permit is Available for Reporting in NetDMR". A green dashed box contains a confirmation message: "The Permit ID 'NM0022250' is available for reporting in NetDMR. You may check another Permit ID or proceed directly to [Creating an Account](#). If you already have a NetDMR account, [Login now](#)." Below this is a form with a label "Enter a Permit ID*" and a text input field containing "NM0022250". To the right of the input field is a button labeled "Check Permit ID".

From this screen you can Create an Account or Login from this screen.

Click on [“Creating an Account”](#)

You will be required to enter all the fields with an asterick. Note the Type of User selected is “Permittee”.



The screenshot shows the NetDMR website header with navigation links: Login | FAQs | Getting Started | Contact the NetDMR Team. Below the header is the NetDMR logo. A main heading reads "Create a NetDMR Account". Underneath is the section "General Account Information" with the instruction: "Please provide the information requested below to create a NetDMR account. A '*' indicates a required entry." The form contains several fields: "Email Address:*", "Enter Email Address Again:*", "User Name:*" (with radio buttons for "Use my email address as my user name" and "Create my own user name"), "First Name:*", "Last Name:*", "Telephone Number:* (###-###-####)", "Organization:*", and "Type of User:*". The "Type of User" dropdown menu is open, showing options: "Permittee User", "Select One", "Data Provider", "Permittee User", and "Internal User". Below the form is the section "Selected Security Questions" with the instruction: "Please provide responses for the security questions. Select each question only one time. Note that answers are case-sensitive."

Also answer the required number of security questions. During **testing**, you will be required to fill in 3 answers. Choose from the list of questions and type in your answer.

Use my email address as my user name
 Create my own user name

First Name: * Cathy (PA)
Last Name: * Bius
Telephone Number: * (###-###-####) 214-665-6456
Organization: * NM
Type of User: * Permittee User

Selected Security Questions

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive.

Question 1 *
Select One
[Text Input]

Question 2 *
Select One
[Text Input]

Question 3 *
Select One
[Text Input]

Submit Reset Cancel

List of questions: Your answers are Case-sensitive.

case-sensitive.

Question 1 *
Select One
Select One
What is the name of the street where you grew up?
What is your father's middle name?
What was your first pet's name?
What is your favorite color?
What is your favorite city?
What is your favorite vacation destination?
What is the name of the high school you attended?
What is your mother's maiden name?
What was your high school mascot?
Who was your childhood hero?

Verify your responses displayed in the gray boxes. Make any necessary changes. Click on **Verify**.

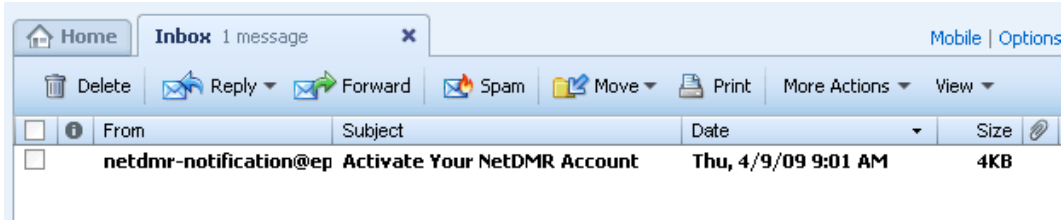
The screenshot shows the 'Verify NetDMR Account Request' page. At the top, there are navigation links: 'Login | FAQs | Getting Started | Contact the NetDMR Team'. Below the NetDMR logo, the page title is 'Verify NetDMR Account Request'. A dashed box contains the instruction: 'Please verify the information you entered below to create a NetDMR account.' The 'General Account Information' section includes the following fields: 'Email Address' (cathyperadm@yahoo.com), 'User Name' (with radio buttons for 'Use my email address as my user name' and 'Create my own user name'), 'First Name' (Cathy PA), 'Last Name' (Bius), 'Telephone Number' (214-665-6456), 'Organization' (NM), and 'Type of User' (Permittee User). The 'Selected Security Questions' section includes: 'Question 1' (What was your first pet's name? Dog) and 'Question 2' (What was your high school mascot? Mascot).

NetDMR Account Request message appears stating your request is being processed.

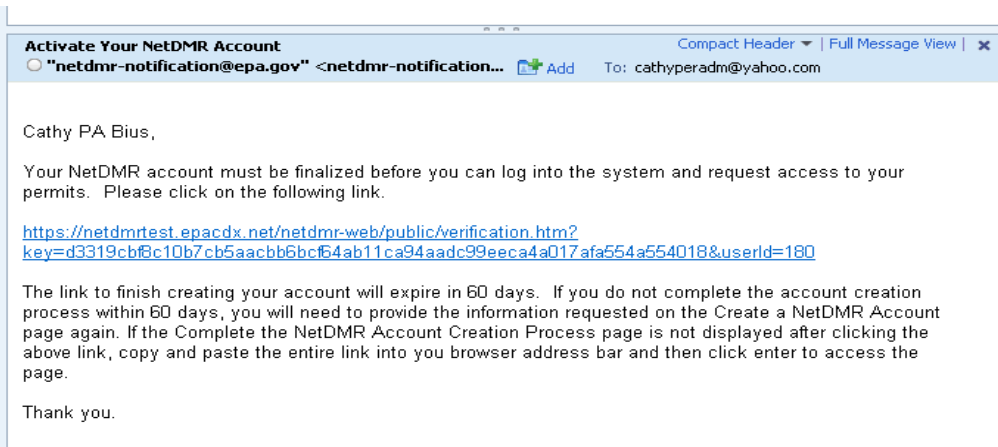
The screenshot shows the 'Confirm NetDMR Account Request' message. At the top, there are navigation links: 'Login | FAQs | Getting Started | Contact the NetDMR Team'. Below the NetDMR logo, the page title is 'Confirm NetDMR Account Request'. The message text reads: 'Thank you, cathyperadm@yahoo.com. Your NetDMR account creation request is being processed. Within the next 24 hours, you should receive an email that includes a Web link. Click the link and follow the instructions on the page that is displayed to complete the account creation process. You will have 60 days to complete the account creation process. If you do not receive an email within the next 24 hours, please make sure the email has not been inadvertently blocked by a spam filter. Contact your [regulatory authority](#) for further assistance. Thank you. NetDMR Support'. At the bottom center, there is an 'OK' button.

Take a short break and then go to your email for a message that you must read to finalize your account.

Email – Inbox



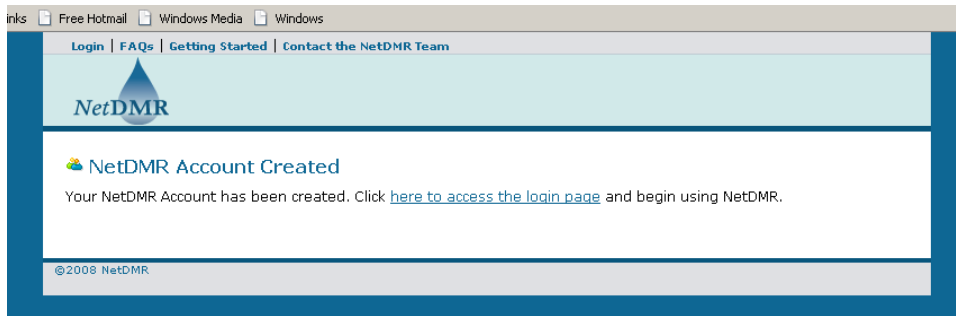
From the email message, you will need to click on the link in order to finalize your NetDMR account. (I am experiencing problems in Internet Explorer for NetDMR, so I must copy & paste to assess this url a different way)



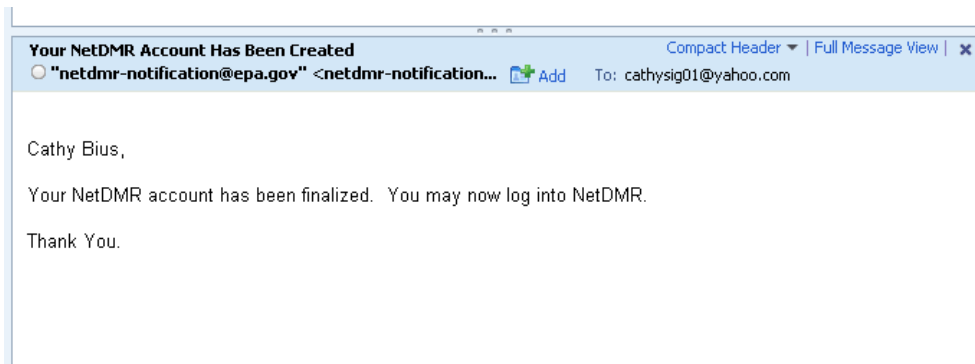
To Complete the NetDMR Account Process, answer the required security question(s) and Create a Password. Passwords can be 8 – 20 characters, alpha & numeric; recommend you not use Special Characters.

The screenshot shows the 'Complete NetDMR Account Creation Process' page. At the top, there are links for 'Login', 'FAQs', 'Getting Started', and 'Contact the NetDMR Team'. The NetDMR logo is displayed. Below the logo, the heading 'Complete NetDMR Account Creation Process' is followed by a message: 'Hello bius.catherine@epa.gov. To finish creating your NetDMR account, provide a response to the security question and create a password for your account.' The form contains three input fields: 'What was your high school mascot?' (with a note: '(Answers are case-sensitive)'), 'Create Password:' (with a note: '(Case sensitive, 8-20 characters, include letters and numbers)'), and 'Enter Password Again:'. Below the input fields are 'Submit' and 'Cancel' buttons. At the bottom left, there is a copyright notice: '©2008 NetDMR'.

NetDMR Account has been created – confirmation screen. Click on the “[here to access the login page](#)”.



You will also receive an email stating your account has been finalized.



The next step is to request access.

REQUEST ACCESS

How do I decide what roles I will need? Review the chart to view the activities that can be done for each user type.

Permittee User Functions

User Type	Manage Access Requests	View DMRs	Download Blank DMRs	Edit / Import / Correct DMRs	Sign and Submit DMRs	Manage CORs	View Permits	View Users	Request Signatory Access	Request Administrator Access	Request Edit Access
View											
Edit											
Signatory											
Signatory & Permit Administrator											
Permit Administrator & Edit											
Permit Administrator & View											

Note: We recommend that the first person creating an account for NetDMR be the Signatory. This person will automatically be given Permit Administrator role. As others in your company or data providers (such as labs) create an account and request Permit Administrator, Edit, or View roles, this person will be able to approve access. All Signatory requests must be approved by the Regulatory Authority.

Enter your User Name and Password. Click Submit.

The screenshot shows the NetDMR web application interface. At the top, there are navigation links: [Login](#), [FAQs](#), [Getting Started](#), and [Contact the NetDMR Team](#). Below the navigation is the NetDMR logo. The main content area is divided into several sections:

- Welcome:** A message welcoming users to the EPA HQ - IL-NM installation of NetDMR, stating that permittees can use the site to complete and submit DMRs electronically.
- New to NetDMR?:** A section with two bullet points:
 - First time users can [register for a new account](#).
 - If you have any questions about NetDMR, please contact icis@epa.gov.
- News:** A section stating "There are no news items".
- Login to NetDMR:** A form with fields for "User Name" and "Password", and a "Submit" button.
- Forgot User Name? / Forgot Password? / Create a NetDMR Account:** A section with links for these actions.
- Check Your PermitID:** A section with a bullet point: "First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)".

At the bottom of the page, there is a "Warning Notice" section with the following text: "The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms."

Click on the Request Access

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

User: cathyperadm@yahoo.com, Permittee User

EPA HQ – IL-NM

NetDMR

Search: All DMRs & CORs

Import DMRs: Perform Import, Check Results

Download: Blank DMR Form

Session Lockout Timer: 29:08

Search: All DMRs & CORs

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: All Update

Facility: All Update

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

Permitted Feature: All Update

Discharge: All

Last 10 Logins		
4/9/09	11:48 AM	-
4/9/09	10:48 AM	-

Enter the 9 digit NPDES ID and select the Role from the drop down menu and Click “Update”.

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID: NM0022250 Update

Role: Select One

Note: Permit Administrator role comes with Signatory role

Add Request

Choose the Role(s): The initial request for “Signatory” will automatically include the Permit Administrator role. Choose Signatory, click on Add Request. (See the Tip on page 25 of the User Guide) Others at your facility may request the Signatory, Permit Administrator, Edit and/or View roles.

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID: NM0022250 Update

Role: Signatory

Note: Permit Administrator role comes with Signatory role

Add Request

TIP: Until the first Signatory privilege is granted for a permit, no read only/edit accesses or privileges can be requested for the permit.

A list of permits you have requested access for will appear in the Access Requests section. You can request to “remove access” by checking on the red **X**. Very important to click on “**Submit**” once you have requested access for all your NPDES IDs.

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID:

Role:
Note: Permit Administrator role comes with Signatory role

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
NM0022250	Signatory	✘
NM0022268	Signatory	✘

Additional information is required for the Signatory. Enter the required information and click Submit. (Skip the first question with the Select One to show the reject message)

Additional Information Required


Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
NM0022250	Signatory	What is your employer's relationship to the facility or facilities?*: <input type="button" value="Select One"/> <input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards. <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. Name: <input type="text"/> Title: <input type="text"/> Phone Number: <input type="text"/>
NM0022268	Signatory	What is your employer's relationship to the facility or facilities?*: <input type="button" value="Select One"/> <input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards. <input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. Name: <input type="text" value="Connie Overbay"/> Title: <input type="text" value="Supervisor"/> Phone Number: <input type="text" value="214-665-7274"/>

You are required to answer your relationship to the facility.

Additional Information Required

Please provide additional information associated with the Signatory role.

 **There were errors processing your request.**

Permit ID	Requested Role	Additional Information
NM0022250	Signatory	What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/> Required. <input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards. <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. Name: <input type="text"/> Title: <input type="text"/> Phone Number: <input type="text"/>

A confirmation screen will appear. Notice the responses are in the gray boxes. Click “Confirm”

Confirm Access Requests

The table below contains the access requests that you have entered. Click *Confirm* to complete submission of these access requests.

Permit ID	Requested Role	Additional Information
NM0022250	Signatory	What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/> <input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards. <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 Name: <input type="text"/> Title: <input type="text"/> Phone: <input type="text"/>
NM0022268	Signatory	What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/> <input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards. <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 Name: <input type="text" value="Connie Overbay"/> Title: <input type="text" value="Supervisor"/> Phone: <input type="text" value="214-665-7274"/>

Your access request has been submitted **for approval** by the Regulatory Administrator.

The screenshot shows the NetDMR web application interface. At the top, there is a navigation bar with links for Home, My Account, Request Access, Help, and Logout. The user is identified as 'User: cathyperadm@yahoo.com, Permittee User' and the location is 'EPA HQ - IL-NM'. Below the navigation bar, there are three main sections: 'Search' (All DMRs & CORs), 'Import DMRs' (Perform Import, Check Results), and 'Download' (Blank DMR Form). A 'Session Lockout Timer: 29:32' is displayed in the top right. The main content area features a heading 'Request Access to a Permit and Associated DMRs' and a green success message: 'Your access request(s) have been submitted for approval.' Below this message, there is a note: 'Click below to print the subscriber agreement for the signatory request(s) made during this session.' Two buttons are visible: 'Print Subscriber Agreement' and 'Back'.

Very important to click on the “Print Subscriber Agreement” for testing. The Regulatory Administrator must have the Subscriber Agreement number in order to process your request. As soon as you open this file, NetDMR will log the Agreement number.

In production, each Signatory will Print the Subscriber Agreement, sign and mail to the Regulatory Agency. (address shown on Agreement). Fax or the electronic Agreement in NetDMR is not acceptable.

LOGOUT

Please wait for an email confirmation that your access has been approved or denied by the Regulatory Administrator.

Sharon will approve my access request. Instructions for locating the Subscriber Agreement number in NetDMR (Regulatory User Guide Section 3.1.1) are toward the back of the Section.

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: EPA HQ - IL-NM

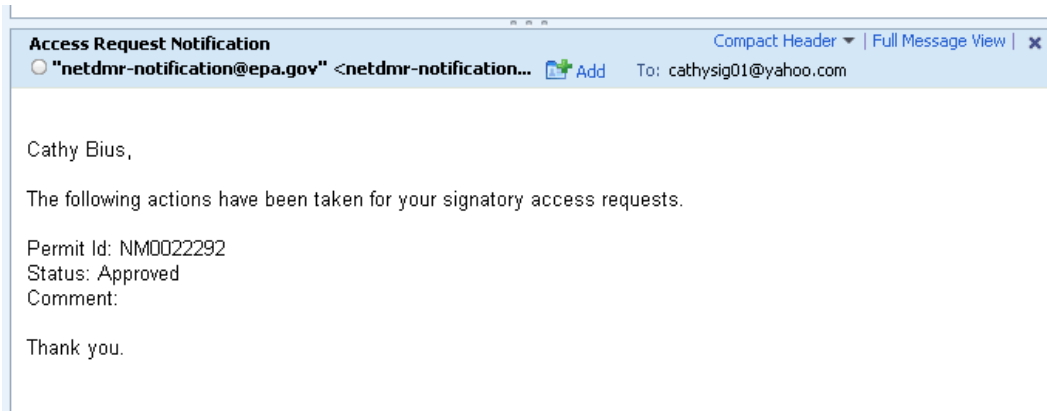
Purpose

The NetDMR Subscriber Agreement should be used by Clean Water Act National Pollutant Discharge Elimination System (NPDES) permit holders that would like to apply to submit Discharge Monitoring Reports (DMRs) electronically, or change/update your reporting status information from a previously-submitted application. Submission of DMRs electronically is an alternative to using paper forms to fulfill the reporting requirements of the CWA NPDES program pursuant to 40 CFR 122.41(l)(4).

Basic Information on Who Should Fill Out the Subscriber Agreement

- To request use of electronic reporting for DMR information, the person that is authorized to sign discharge monitoring reports (DMRs) as described in 40CFR 122.22 (a) must sign this document as the Signatory Authority in Section E of this document.
- If the Signatory Authority (named in Section E) plans to electronically sign DMRs submitted through NetDMR, then this person will also sign as the Subscriber (named in Section F).
- If the Signatory Authority plans to have someone else sign and submit the electronic DMRs, then this individual must be a duly authorized representative as described in 40CFR 122.22(b) and the duly authorized representative must sign as the Subscriber (see Section F).
- If a Signatory Authority has more than one NPDES permit for which they are responsible, and the

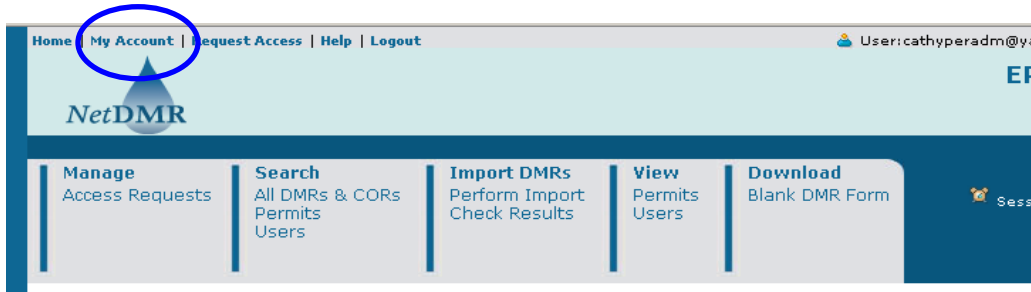
Access email to verify signatory access request has been approved.



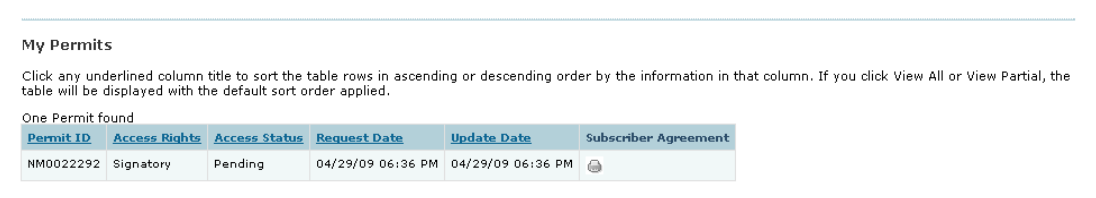
Now you are ready for NetDMR and others can now create their account, finalize their account, and request access. The Signatory person will be able to approve or deny those access requests from others in your company or from the Data Providers. As a reminder all Signatory requests will be approved by the Regulatory Authority.

My Account (log on to NetDMR)

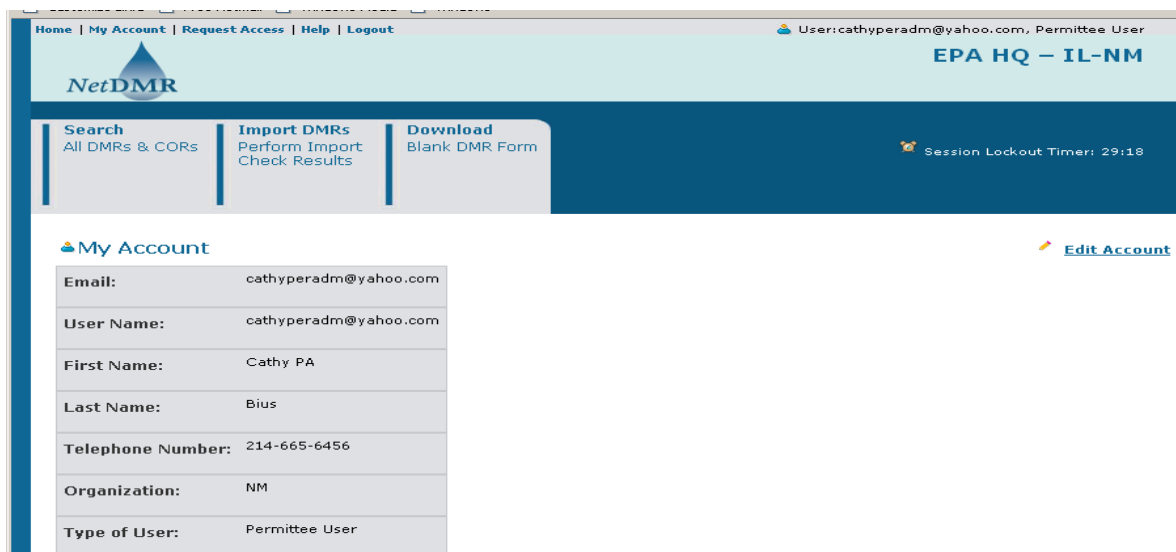
You will be able to confirm that you have been given the “Signatory” rights by accessing “My Account”.



Scroll down to the “My Permits” section to view access that has been granted for NPDES Permits. You will be able to access the Subscriber Agreement from this screen also.



You will be able to view account information, view selected security questions, and view any pending access requests.



Selected Security Questions

 Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers.


My Permits

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.

Showing 2 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
NM0022250	Signatory	Pending	04/13/09 01:53 PM	04/13/09 01:53 PM	
NM0022268	Signatory	Pending	04/13/09 01:53 PM	04/13/09 01:53 PM	

Edit your account information


Search
All DMRs & CORs
Import DMRs
Perform Import
Check Results
Download
Blank DMR Form
Session Lockout Timer: 24:30
My Account
Email: cathyperadm@yahoo.com
User Name: cathyperadm@yahoo.com
First Name: Cathy PA
[Edit Account](#)

Along with basic information about your account, you will be able to change the security questions and/or answers, change your password, or lock your account.

Security Questions and Answers

 Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers.

Change Your Password

Your password must be 8-20 characters and contain both letters and numbers.

Enter a new password:	<input type="password"/>	(case sensitive, 8-20 characters, both letters and numbers)
Enter your password again:	<input type="password"/>	

Lock Your Account

Locked accounts can not access NetDMR.

Lock Account	<input type="checkbox"/>
--------------	--------------------------

Save Cancel