

# How to Add the NetDMR Program Service to an existing CDX account (Rev 9/30/24)

1. Go to <https://cdx.epa.gov>
2. Enter your **User ID** and click **Next**

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CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID  
CDXTest123CC

**Next**

Forgot your User ID?  
Warning Notice and Privacy Policy

Register with CDX

**Welcome**

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

**Warning Notice and Privacy Policy**

**Warning Notice**

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

3. On the next screen, click "Proceed to login.gov" (if you have not yet migrated your CDX account to the new Login.gov platform, please follow the [instructions](#) to do so before proceeding with this step)

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CDX Central Data Exchange [Contact Us](#)

Logged in as CDXTEST123CC ([Log out](#))

**Leaving CDX**

You are being redirected to Login.gov for authentication and will return to CDX upon successful login.

**Proceed to Login.gov**

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

4. Enter in the email address associated with your Login.gov account, and your Login.gov password, and click **Sign in (at the bottom)**:

LOGIN.GOV EPA

EPA CDX Test is using Login.gov to allow you to sign in to your account safely and securely.

Sign in Create an account

Sign in for existing users

Email address  
crystal.charbonneau@dem.nj.gov

Password  
.....  
 Show password

Sign in

[Sign in with your government employee ID](#)

[Back to EPA CDX Test](#)  
[Forgot your password?](#)  
[Security Practices and Privacy Act Statement](#)  
[Privacy Act Statement](#)

5. Enter in the code from your preferred authentication method, and click **Submit**

LOGIN.GOV EPA

Enter your authentication app code

One-time code  
Example: 123456  
123456

Remember this browser

Submit

Enter the code from your authenticator app. If you have several accounts set up in your app, enter the code corresponding to Login.gov.

Having trouble? Here's what you can do:

[Choose another authentication method](#)  
[Learn more about authentication options](#)  
[Cancel](#)

6. You will be directed to your CDX Homepage. Select the green button “**Add Program Service**” on the MyCDX Page

**CDX Central Data Exchange** Contact Us  
Logged in

MyCDX | [Inbox](#) | [My Profile](#) | [Submission History](#) | [Payment History](#) | [E-Enterprise Portal](#)

Status	Program Service Name	Role
	NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt	<a href="#">Permittee (signature)</a>
	NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	<a href="#">Government User</a>
	NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	<a href="#">Help Desk</a>
	NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	<a href="#">Preparer</a>
	NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	<a href="#">Signatory</a>
	NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	<a href="#">State Regulatory Authority</a>

[Add Program Service](#) [Manage Your Program Services](#)

- Search for or scroll down to and click **NetDMR: Network Discharge Monitoring Report**

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**CDX Edit Account Profile** Contact Us  
Logged in as

1. Program Service > 2. Role Access > 3. Organization Information

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality Clean Air Act).

Active Program Services List

- iBoard: EPA Internet On Boarding Application
- IEPB: Exchange Network Grant Semi-Annual Reporting Forms
- NeT: NPDES eReporting Tool (10)
- NetDMR: Network Discharge Monitoring Report (57)**

[Cancel](#)

- Scroll down or search for and Select **NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt**

NDMR-R8: EPA Region 08

NDMR-R9: EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN

**NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt**

NDMR-SD: NetDMR: South Dakota DENR

NDMR-TN: NetDMR: Tennessee Division of Water Resources

NDMR-TOK: NetDMR: Training Instance - OK

NDMR-TX: NetDMR: Texas TCEQ

NDMR-USVI: NetDMR: USVI DPNR-DEP

NDMR-UT: NetDMR: Utah DWQ

Back Cancel

9. Select Role (Data Provider, Permittee(signature) or Permittee (no signature)) and click **Request Role Access**

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CDX Edit Account Profile Contact Logged in

1. Program Service ✓ 2. Role Access 3. Organization Information

**Registration Information**

Program Service NetDMR: Rhode Island Department of Environmental Mgmt

Role Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

Request Role Access Cancel

Available Roles:

<u>Term</u>	<u>Who</u>	<u>Available NetDMR Roles</u>	<u>Definition</u>
<b>Data Provider</b>	Lab, Contractor, or 3rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they <b>cannot</b> sign and submit forms.
<b>Permittee (signature)</b>	If you work for the company AND will Sign/Submit DMRs	Signatory, Permit Administrator, Edit, View	A person authorized to sign, view, edit and submit DMRs for a specific permit. Will also be able to approve roles for other users within NetDMR.
<b>Permittee (no signature)</b>	If you work for the company but will NOT Sign/Submit DMRs	Permit Administrator, Edit, View	Can view, enter and upload DMRs into NetDMR, edit CORs, and approve roles for other users within NetDMR.
<b>Internal User</b>	This is for State/EPA Agency personnel only	Internal Administrator	A Regulatory Authority staff member with a NetDMR account.

Note: only an individual who is authorized under [40 CFR 122.22](#) to sign/certify application submissions and/or program reports should request the Permittee (signature) role.

10. Select your Organization from the dropdown menu, click **Submit Request for Access** and skip to Step 11.

- Select a Current Organization
- Request to Add an Organization

Select an organization from the dropdown list.

Amazon Oil (100 Main, Dallas, TX, US 12345)  
Shell Pipeline Company LLC (701 Poydrus Street, Suite 701, New Orleans, LA, US 70139)

**Submit Request for Access**

- a. If your organization does not appear in the drop-down list, select “Request to Add an Organization” and search for your organization.

Select a Current Organization  
 Request to Add an Organization

shell

Enter organization or organization ID

Once you locate your Organization click on the Organization ID, and fill out the Organization Contact Information to **Submit Request for Access**.

Organization ID	Organization Name	Address	City	State	ZIP Code
20704	SHELL DS	901 LOUISIANA ST	HOUSTON	TX	77009
23036	Shell Offshore, Inc	701 Poydras St	New Orleans	LA	70139
23114	Shell Offshore, Inc.	P. O. Box 61933	New Orleans	LA	70161-1933

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Email \*

Re-enter Email \*

Phone Number \*

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use adv](#)

**Submit Request for Access**

- b. If the organization does not appear in the search list, you can request that we add your organization and then fill in the required fields and click **Submit Request for Access**

Registration Information						
Program Service	NET - Sewer Overflow and Bypass Reporting					
Role	Signatory					

Select a Current Organization  
 Request to Add an Organization

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#)

Select a Current Organization  
 Request to Add an Organization

Organization Name \*   
 Country \*   
 Mailing Address \*   
 Mailing Address 2   
 City \*   
 State \*   
 ZIP/Postal Code \*   
 Email \*   
 Re-enter Email \*   
 Phone Number \*   
 Phone Number Ext   
 Fax Number

11. If prompted, enter your Job title and then click **Next**

Registration Information	
Program Service	NET - Sewer Overflow and Bypass Reporting
Role	Preparer

**Enter Your Job Title \***

12. Users requesting the **Permittee (signature)** role may be prompted to sign an Electronic Signature Agreement (ESA).

- a. (Permittee (signature) only) Scroll to bottom and click **Sign Electronically**:

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CDX CDX Registration: Additional Verification [Contact Us](#)  
Logged in as CDXTEST123CC [\(Log out\)](#)

1. Identity Verification ✓ 2. Signature Question ✓ 3. ESA

### Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

#### U.S. Environmental Protection Agency 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**

Organization Name:	Rhode Island Department of Environmental Management
Address:	235 Promenade Street
City, State, Zip:	Providence, RI 02908-5767
Province:	
Country:	US
Phone Number:	(401) 222-4700
E-mail Address:	crystal.charbonneau@dem.ri.gov
Registrant's Name:	Mrs Crystal Charbonneau
Registrant Title:	Data Steward

[Sign Electronically](#) [Cancel](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

b. (Permittee (signature) *only*) Click **Accept** to continue

I certify, under penalty of law that the information provided in this document 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 fines and imprisonment for knowing violations.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

[Accept](#) [Decline](#)

c. (Permittee (signature) *only*) Once the program is successfully added, click the green "Back to MyCDX" button

13. Click on your Role hyperlinked in blue to open the NetDMR Program Service:

Additional Resources can be found at:

<http://www.dem.ri.gov/ripdesErule>

[https://usepa.servicenowservices.com/oeca\\_icis?id=netdmr\\_homepage](https://usepa.servicenowservices.com/oeca_icis?id=netdmr_homepage)