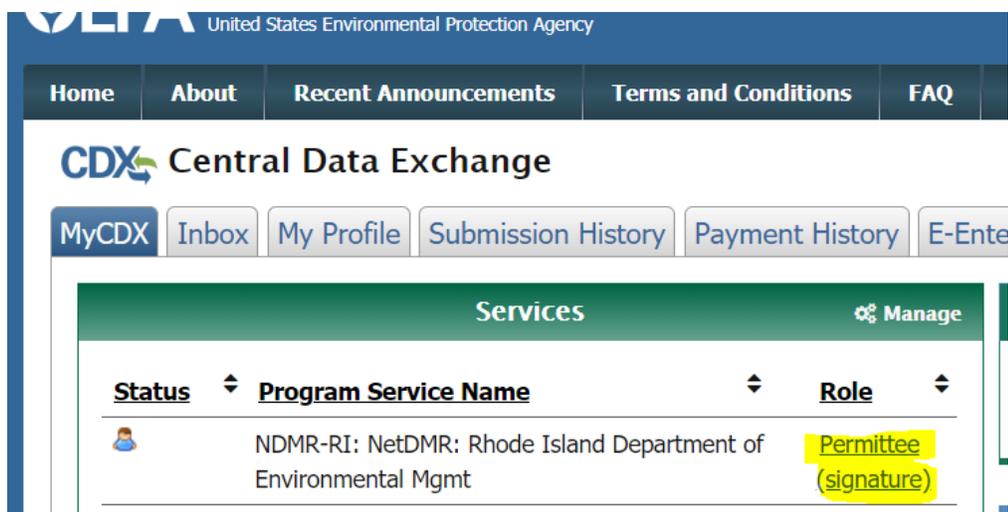# How to Request Access to your RIPDES Permit(s) in NetDMR (Rev. 9/30/24)

Once you have established your CDX account and have added/activated your NetDMR Program Service you will need to associate your NetDMR Account with your RIPDES permit(s). If you do not see your permit number(s) when you search for DMRs and CORs in NetDMR (see article "DMR Search and Data Entry") you will need to follow the instructions below to request access to your permit in NetDMR.

**Overview**: Similar to the process in CDX, an individual will need to identify what permissions they will need for a RIPDES Permit ID in NetDMR (i.e. Signatory, edit, view, permit administrator). The individual signing and certifying the DMRs for the facility (i.e., the Signatory) must be the first person to request access to the permit through NetDMR. Users requesting Signatory access must complete a Subscriber Agreement, which should be Signed via Paper and mailed to RIDEM. If the Signatory is not a Responsible Official (i.e., not a Town Official or Corporate Officer) but is being authorized by a Responsible Official to be a Duly Authorized Representative then they must get the signature (via hard paper copy) of the Responsible Official on the Subscriber Agreement. Once the Signatory has been approved by RIDEM, other users can request permissions (e.g., edit, view, permit administrator) that can be approved by the user(s) with existing Permit Administrator permissions for that RIPDES Permit ID.

1. **Log in** to your CDX and Login.gov accounts at https://cdx.epa.gov.  If you do not have a CDX account, you must Create a CDX account (see ***Create a New CDX Account with Login.gov***).
2. Click on your **Role** (i.e. – Permittee(signature), Permittee(no signature), or Data Provider) associated with your NetDMR-RI account on your MyCDX page to open the NetDMR program service.  If you do NOT have access to NetDMR, you will need to **add the program service** (see ***How to Add NetDMR to an existing CDX_Login.gov account***).



3. Click on **Continue to NetDMR** to get to the NetDMR Home page

4. Once on the NetDMR Home page click on **Request Access**



5. Enter your Permit ID, click **Update**

6. Select appropriate **Role**



7. Click on **Add Request**. If there is more than one permit you are requesting access to, repeat steps 5-7. Otherwise, click **Submit.**

*For "view", "edit", and "Permit Administrator" requests, the request can be approved by a user with existing "Permit Administrator" access to the RIPDES Permit ID.*

*For __Signatory__ requests there are still a few more steps in order to complete your NetDMR access request*

8. Select your relationship to the facility



9. Select the appropriate radio button to describe how you are authorized to sign the Subscriber Agreement.
   a. If you are a **Responsible Official** (i.e., Corporate Officer or elected or appointed Town Official, see 40 CFR 122.22) then click on the first radio button which says "I have the authority to enter into this Agreement for the Permittee under the applicable standards".
   b. If you are a **Duly Authorized Representative** (i.e., not a Corporate Officer or elected or appointed Town Official, but are authorized to sign reports, see 40 CFR 122.22) then click the second radio button that says "I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards" and enter the Responsible Officials information (e.g., name, title, phone number, and email address)



10. Click on **Sign via Paper (RIDEM requires a paper Subscriber Agreement for the RIDEM file)**.

**Confirm Access Requests to a Permit and Associated DMRs**

The table below contains the access requests that you have entered.

| Permit ID | Facility Name | Requested Role | Additional Information |
|---|---|---|---|
| RI0100455 | BURRILLVILLE WWTF | Signatory | What is your employer's relationship to the facility or facilities?*: **Facility ▾** |

○ I am a Responsible Official and have the authority to enter into this Agreement for the Permittee under the applicable standards.

○ I am authorized by the person below, who is a Responsible Official, and does have the authority to enter into this Agreement for the Permittee under the applicable standards.
The following fields are required.

Responsible Official Name: _____
Responsible Official Title: _____
Responsible Official Phone Number: _____
Responsible Official Email Address: _____

[ Sign via Paper ] [ Sign Electronically ] [ Cancel ]

Please **do not** click Sign Electronically. This option currently does not maintain the "signed" document in the NetDMR system for DEM records. Additionally, if you are a Duly Authorized Representative and you elect to Sign Electronically, this will mean that the Responsible Official authorizing you will also need to have an account in NetDMR in order to sign your Subscriber Agreement electronically in addition to signing a paper version. If you select Sign Electronically, please click **Cancel** and then select **Sign via Paper**.

11. Upon clicking **Sign via Paper**, a copy of your Subscriber Agreement may pop-up. If you do not see your Subscriber Agreement, go to My Account, and follow the guidance "How to Print the NetDMR Subscriber Agreement").



You have chosen to sign a hard copy of your Subscriber Agreement. Your request will be in <u>Pending</u> status <u>until</u> you print and sign the paper Subscriber Agreement(s), and mail it to your Regulatory Authority for the request to be processed. To print additional copies, go to My Account.

12. Click **Print**.

[ Print ] [ Close ]

Agency: *Rhode Island DEM*
Subscriber Agreement Number: *d5b029fd-124b-4a93-9c2c-4dbd0135682a*
Generated On: *2024-10-01 15:17:54.827*
Account Reference: *17997*

**NetDMR Subscriber Agreement Instructions Page**
*This form can be used for permits issued by: Rhode Island DEM, hereafter referred to as "the Regulatory Authority".*

**A. Signatory Authority Information**

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

| | |
|---|---|
| User Name: | CDXTEST123CC |
| Subscriber Name: | Crystal Charbonneau |
| Organization: | Rhode Island Department of Environmental Management |
| Email Address: | crystal.charbonneau@dem.ri.gov |
| Phone Number: | (401) 222-4700 |

**B. Permit Information**

Signing privileges are requested for the following permits:

| Permit ID | Facility Name | Facility Address | Relationship | Authorized By |
|---|---|---|---|---|

Once signed please mail the original Subscriber Agreement to:

Crystal Charbonneau
Office of Water Resources, RIPDES Program
RI Department of Environmental Management
235 Promenade Street
Providence, RI 02908
*(Note: RIDEM must approve the request before you can access your DMRs through NetDMR)*

13. You will receive an email from netdmr-notification@epa.gov once your Signatory request has been approved by RIDEM.  Once approved, you can search, enter DMR data, and electronically sign DMRs for that RIPDES Permit ID.


Questions about CDX or NetDMR should be directed to the NetDMR Helpdesk at NPDESeReporting@epa.gov  or 1-877-227-8965.  You can also send an email to crystal.charbonneau@dem.ri.gov

Additional information about CDX and NetDMR can be found by clicking on the following link to the NetDMR Support Portal - https://usepa.servicenowservices.com/oeca_icis?id=netdmr_homepage

If your CDX account is locked or your first/last name has changed, please contact the CDX Help Desk (helpdesk@epacdx.net or 888-890-1995).