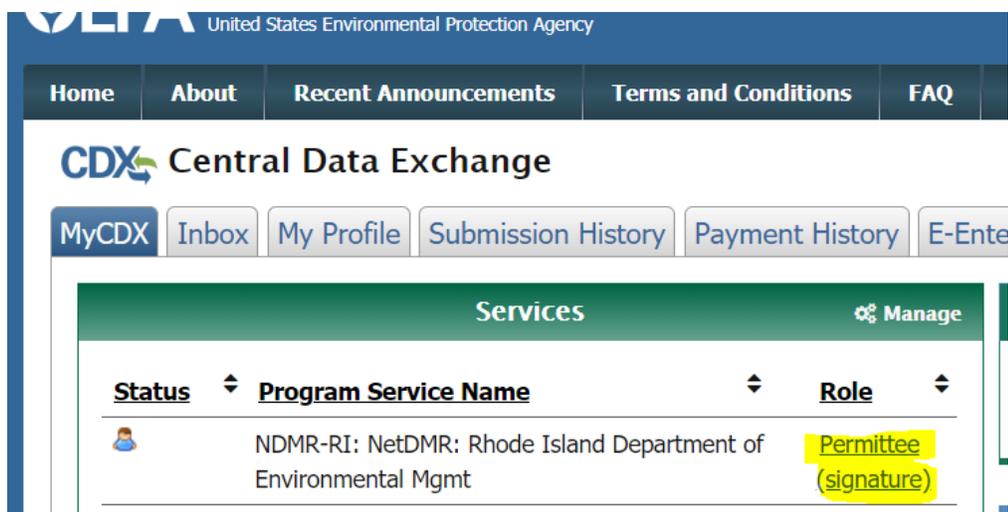


## How to Request Access to your RIPDES Permit(s) in NetDMR (Rev. 9/30/24)

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](#)).



The screenshot shows the EPA CDX Central Data Exchange interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, and FAQ. Below this is the CDX Central Data Exchange logo and a row of buttons: MyCDX, Inbox, My Profile, Submission History, Payment History, and E-Enter. The main content area is titled "Services" and contains a table with columns for Status, Program Service Name, and Role. A "Manage" button is located in the top right corner of the table. The table has one row with a user icon, the program service name "NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt", and the role "Permittee (signature)", which is highlighted in yellow.

Status	Program Service Name	Role
	NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt	Permittee (signature)

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

FAQs | Getting Started | Contact the NetDMR Team | Contact Us



### Welcome

Welcome to the **Rhode Island DEM** Installation of NetDMR! NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to EPA. All facilities required to provide DMR data as part of their NPDES permit will need to do so electronically using NetDMR as of December 21, 2016. If you are interested in learning more about NetDMR please check out the NetDMR Support [https://usepa.servicenowservices.com/osca\\_cis?id=netdmr\\_homepage](https://usepa.servicenowservices.com/osca_cis?id=netdmr_homepage)

### Access NetDMR

[Continue to NetDMR](#)

- First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)
- If you have any questions about NetDMR, please contact [Crystal.Charbonneau@dem.ri.gov](mailto:Crystal.Charbonneau@dem.ri.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.*

*Privacy Statement*

*EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]*

NPDES e-Reporting Help Desk: [NPDESeReporting@epa.gov](mailto:NPDESeReporting@epa.gov) | 877-227-8965 (9:00am - 8:00pm EST)  
Contact Us to ask a question, provide feedback, or report a problem.

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

Home | My Account | **Request Access** | Help | Logout User: VOISIN.EDWARD@EPA.G



**Manage**  
Access Requests

**Search**  
All DMRs & CORs

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**Download**  
Blank DMR F

Search: **All DMRs & CORs**

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

Last 10 Logins		
5/16/17	12:46 PM	-
5/16/17	7:09 AM	-

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

Home | My Account | Request Access | Help | Contact Us | Logout User: CDXTEST123CC, Permittee (signature)




**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**View**  
Permits  
Users  
DMR Signing Status

**Download**  
Blank DMR Form

### 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.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

**Permit ID:**

**Facility Name:**

**Role:**  Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

6. Select appropriate **Role**

### 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.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

**Permit ID:**

**Facility Name:**

**Role:**  Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

Signatory

Select One

**Signatory**

View

Edit

**Access Requests**

A summary of the current access requests is presented below.

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

### 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.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

**Permit ID:**

**Facility Name:**

**Role:**  Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

**Access Requests**

A summary of the current access requests is presented below.

Permit ID	Facility Name	Requested Role	Remove Access Request
RI0100455	BURRILLVILLE WWTF	Signatory	✖

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

### Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
RI0100455	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p><input type="radio"/> I am a Responsible Official and 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 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.</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>Confirm Responsible Official Email Address: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

## 9. Select the appropriate radio button to describe how you are authorized to sign the Subscriber Agreement.

- 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".
- 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)

### Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
NM0030594	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p><input type="button" value="Select One"/></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><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. The following fields are required.</p> <p>Responsible Official Name: <input type="text" value="RO Name"/></p> <p>Responsible Official Title: <input type="text" value="RO Title"/></p> <p>Responsible Official Phone Number: <input type="text" value="RO Phone"/></p> <p>Responsible Official Email Address: <input type="text" value="RO Email"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

## 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	<p>What is your employer's relationship to the facility or facilities?*: <span>Facility</span></p> <p><input checked="" type="radio"/> I am a Responsible Official and 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 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.</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 checked="" type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p>

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**.

- 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 Pending status until 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.**

- Click **Print**.



Agency: Rhode Island DEM  
 Subscriber Agreement Number: d5b029fd-124b-4a93-9e2c-4abd0135682a  
 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](mailto: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](mailto:NPDESeReporting@epa.gov) or 1-877-227-8965. You can also send an email to [crystal.charbonneau@dem.ri.gov](mailto: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](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](mailto:helpdesk@epacdx.net) or 888-890-1995).