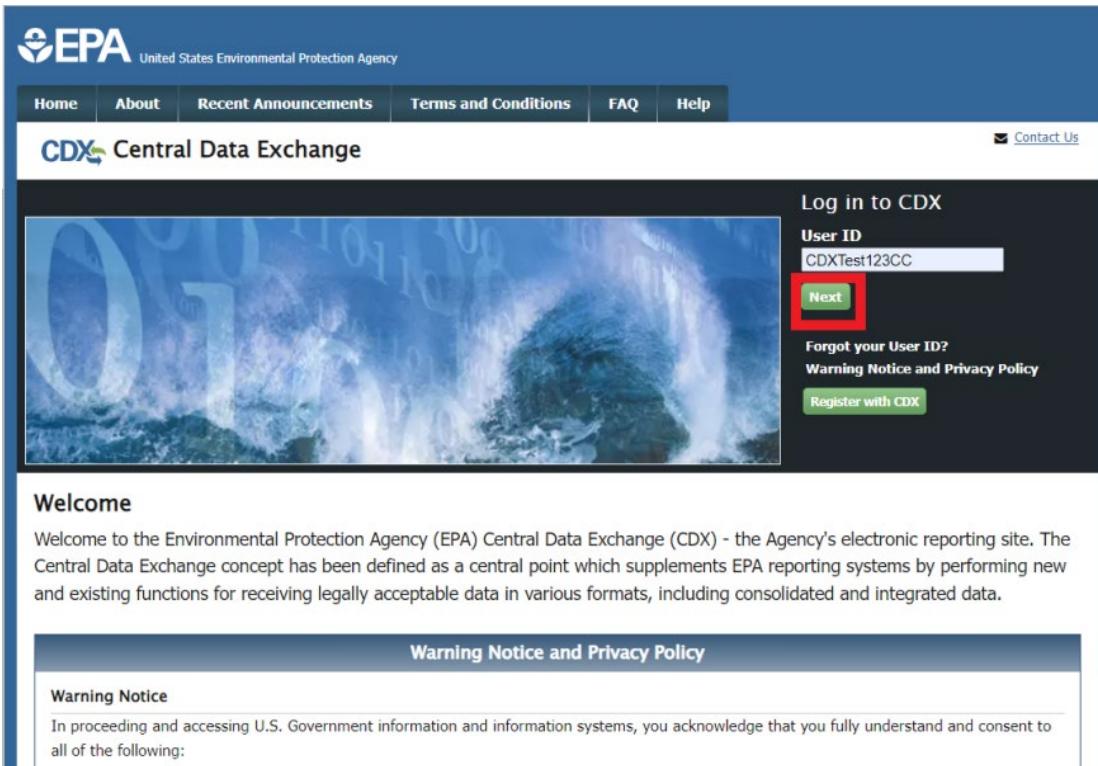


How to Add the NeTMSGP Program Service to an existing CDX account (Rev 8/14/24)

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



Welcome

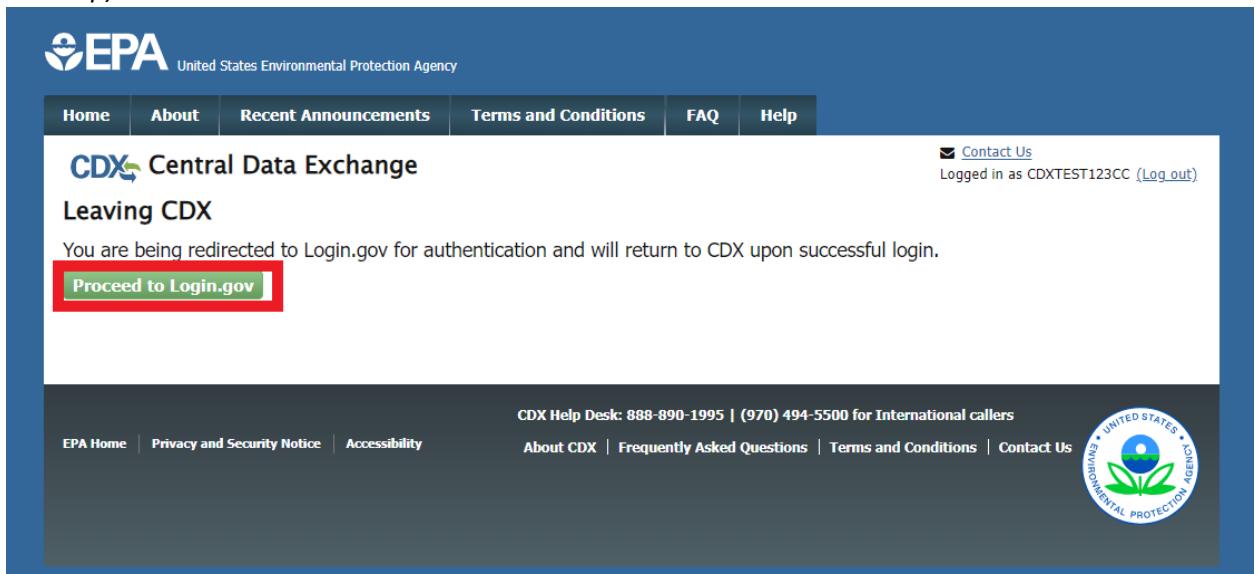
Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable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



Leaving CDX

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

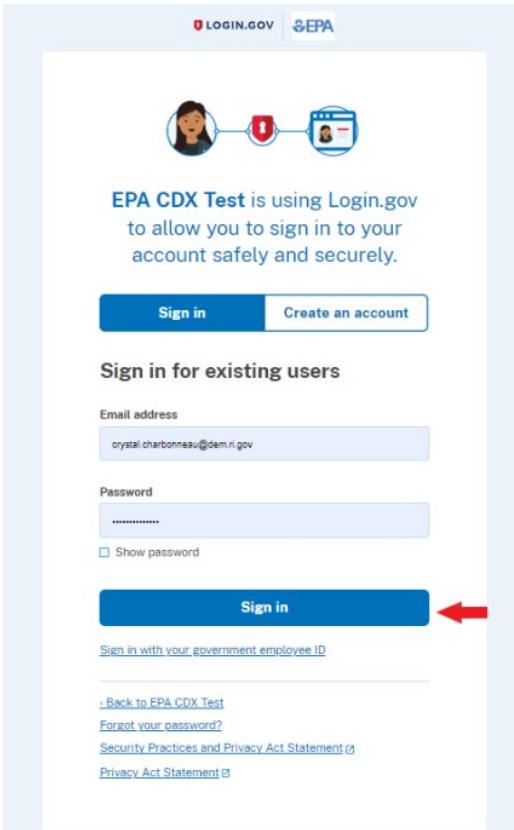
Proceed to Login.gov

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

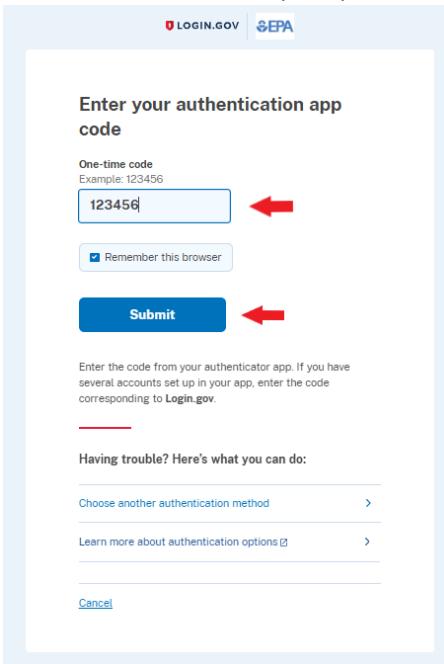
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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

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



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



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
Logged in

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

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

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

7. Search for or scroll down to and click **NeT: NPDES eReporting Tool**

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Contact Us
Logged in as CRYSTAL.CHARBONNEAU@DEM.RI.GOV ([Log out](#))

CDX Edit Account Profile

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 system, AQS, or Clean Air Act).

Active Program Services List

net

IEPB: Exchange Network Grant Semi-Annual Reporting Forms

NeT: NPDES eReporting Tool (11)

NetDMR: Network Discharge Monitoring Report (38)

[Cancel](#)

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8. Select **NETMSGP: NeT – Multi-sector General Permit for Stormwater Discharges Associated with Industrial Activity**

Clean Air Act).

Active Program Services List

BIOSOLIDS: NeT - EPA Biosolids Program (Read Only)
GEG460000: NeT - EPA Region 4 Offshore Oil and Gas NPDES Permit
GMG290000: eNOI - EPA Region 6 Outer Continental Shelf NPDES Permit
LEGACYNETEPAMSGP: NeT - EPA NPDES Stormwater Industrial Multi-Sector General Permit (Legacy)
NETEPABIO: NeT - EPA Biosolids Annual Program Report
NETEPACGP: NeT - EPA NPDES Stormwater Construction General Permit
NETEPAGEG: NeT - EPA Offshore Oil and Gas Extraction - Eastern Outer Continental Shelf NPDES Permit
NETEPAGMG: NeT - EPA Offshore Oil and Gas Extraction - Western Outer Continental Shelf NPDES Permit
NETEPAVGP: EPA Vessel General Permit for Discharges Incidental to the Normal Operation of a Vessel
NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity

[Back](#) [Cancel](#)

9. Select Role (Signatory or Preparer) using dropdown menu and then click “Request Role Access”

Registration Information

Organization Name	Rhode Island Department of Environmental Management
Program Service	NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity
Role	Not Selected

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

Select a Role

[Add Selected Role](#) [Back](#)

Available Roles:

Signatory Individual who is authorized under 40 CFR 122.22 to sign/certify application submissions and/or program reports to RIDEM or needs to manage facility user permissions.

Preparer: Individual who will be viewing and editing data, but who is not authorized to sign/certify applications and/or program reports under 40 CFR 122.22.

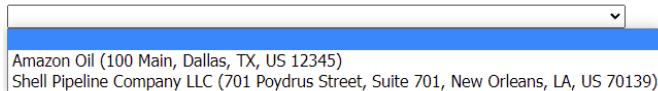
10. Select your Organization from the dropdown menu, click **Submit Request for Access** and skip to Step 11.

Registration Information

Program Service NeT - Sewer Overflow and Bypass Reporting
Role Signatory

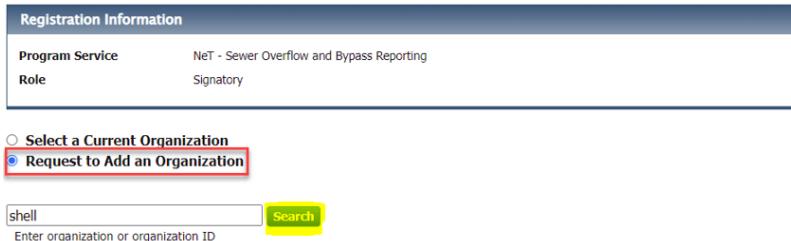
Select a Current Organization
 Request to Add an Organization

Select an organization from the dropdown list.



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.



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 *	<input type="text" value="crystal.charbonneau@dem."/>
Re-enter Email *	<input type="text" value="crystal.charbonneau@dem."/>
Phone Number *	<input type="text" value="(401) 222-4700"/>
Phone Number Ext	<input type="text"/>
Fax Number	<input type="text"/>

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

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 *

Next

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

a. *(Signatory 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

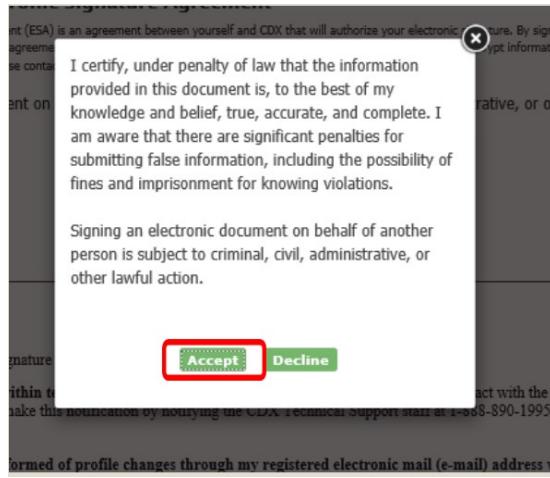
Organization Name:	Rhode Island Department of Environmental Management
Address:	235 Promenade Street
City, State, Zip:	Providence, RI 02908-5767
Province:	
Country:	US
Phone Number:	(401) 222-4700
E-mail Address:	crystal.charbonneau@dem.ri.gov
Registrant's Name:	Mrs Crystal Charbonneau
Registrant Title: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

Sign Electronically [Cancel](#)

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UNITED STATES

b. *(Signatory only)* Click **Accept** to continue



c. *(Signatory only)* Once the program is successfully added, click the green “Back to MyCDX” button

Program Service successfully added to Rhode Island Department of Environmental Management.

Role	Program ID	Status	Details
Permittee (signature)		Active (Deactivate)	View Information

13. Click on your Role hyperlinked in blue (Signatory or Preparer) to open the NetMSGP Program Service:

Status	Program Service Name	Role
	NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt	Permittee (signature)
	NETEPAMSGP: NetT - EPA Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	Signatory