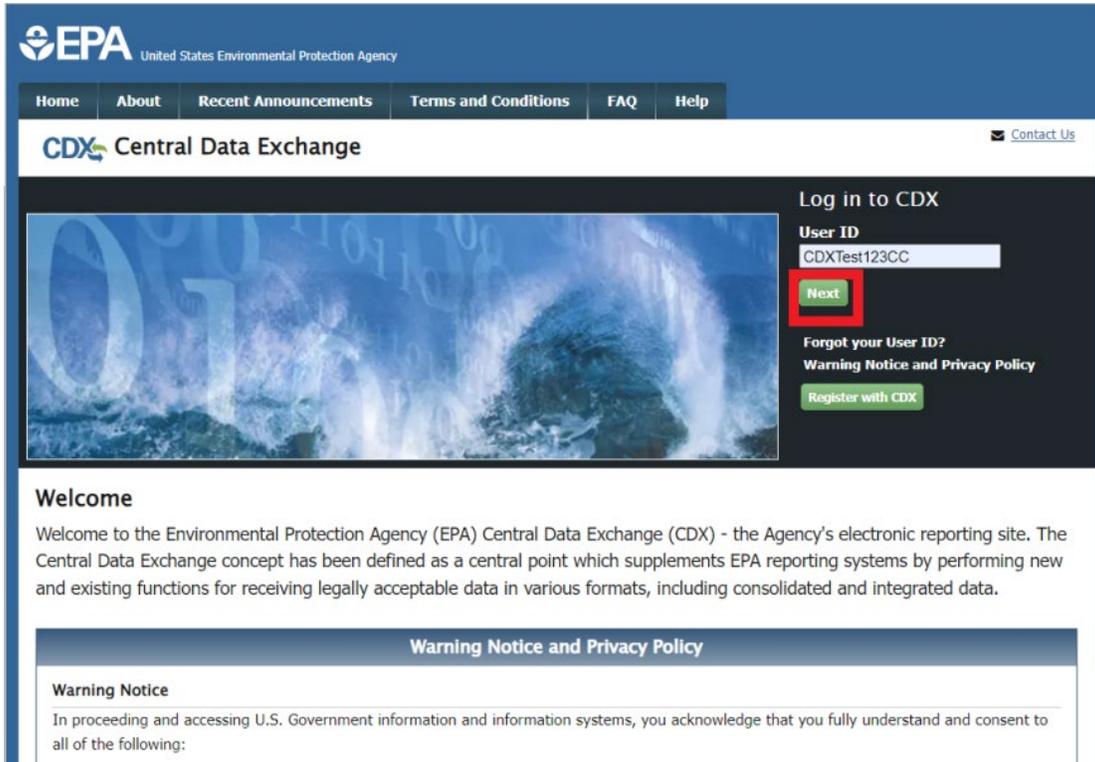


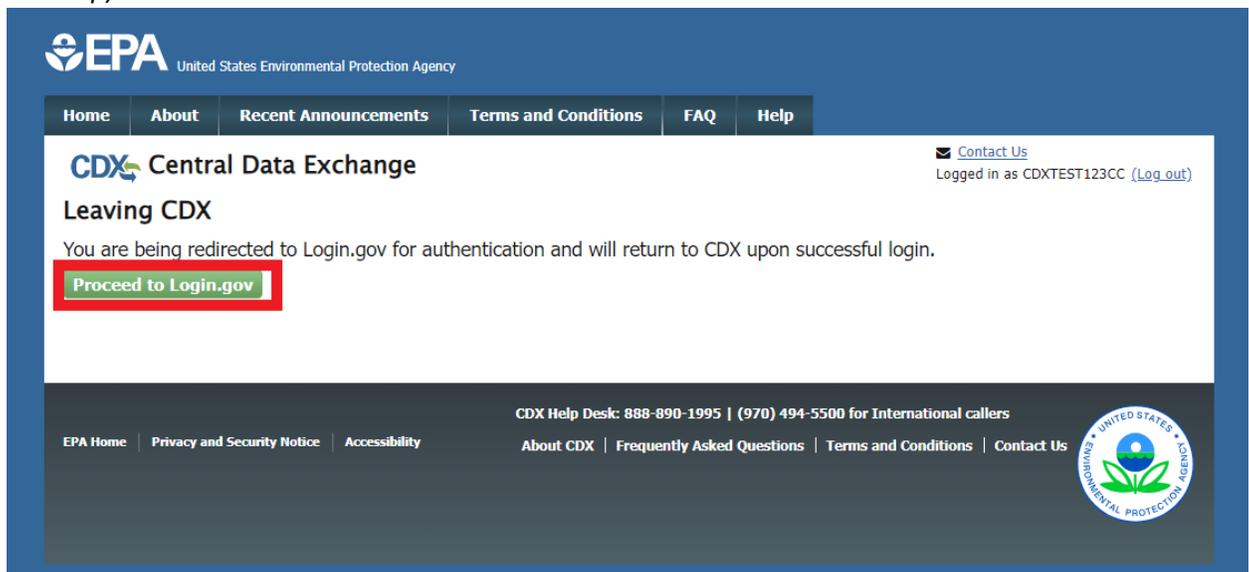
How to Add the NETSEWEROVERFLOW Program Service to an existing CDX account (Rev 8/23/24)

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



The screenshot shows the EPA Central Data Exchange (CDX) login page. At the top, there is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and a 'Contact Us' link. The main content area features a large image of a waterfall and a 'Log in to CDX' section. In this section, the 'User ID' field contains 'CDXTest123CC' and the 'Next' button is highlighted with a red box. Below the login form are links for 'Forgot your User ID?', 'Warning Notice and Privacy Policy', and 'Register with CDX'. A 'Welcome' message follows, and a 'Warning Notice and Privacy Policy' banner is displayed at the bottom of the page.

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)



The screenshot shows the EPA CDX 'Leaving CDX' page. At the top, there is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and a 'Contact Us' link. The main content area features a 'Leaving CDX' section with the message: 'You are being redirected to Login.gov for authentication and will return to CDX upon successful login.' The 'Proceed to Login.gov' button is highlighted with a red box. At the bottom of the page, there is a footer with links for 'EPA Home', 'Privacy and Security Notice', 'Accessibility', 'CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers', 'About CDX', 'Frequently Asked Questions', 'Terms and Conditions', and 'Contact Us'. The EPA logo is also present in the bottom right corner.

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	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](#)

CDX Service Avail
[See the status for all prograr](#)

News and Upd
 No news/updates.

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

CDX Edit Account Profile Contact Us
 Logged in as CDXTEST123CC [\(Log out\)](#)

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

- 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](#)

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

EPA Home | [Privacy and Security Notice](#) | [Accessibility](#) | [About CDX](#) | [Frequently Asked Questions](#) | [Terms and Conditions](#) | [Contact Us](#)

8. Select **NETSEWEROVERFLOW: NeT – Sewer Overflow and Bypass Reporting**

Active Program Services List

NETAQUA: NeT - Aquaculture General Permit
NETBIO: NeT - Biosolids Annual Program Report
NETCGP: NeT - 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
NETMS4: NeT - NPDES Municipal Separate Storm Sewer System
NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity
NETPGP: NeT - NPDES Pesticide General Permit
NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting

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

 **Edit Account Profile**  [Contact](#)
Logged in a

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

Registration Information	
Program Service	NeT - Sewer Overflow and Bypass Reporting
Role	Not selected

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

Select Role

Preparer
Signatory

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.

▼

Amazon Oil (100 Main, Dallas, TX, US 12345)

Shell Pipeline Company LLC (701 Poydrus Street, Suite 701, New Orleans, LA, US 70139)

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

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

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 ad](#)

- 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**:

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: Additional Verification [Contact Us](#)
Logged in as CDXTTEST123CC ([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. (*Signatory 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. (*Signatory only*) Once the program is successfully added, click the green "Back to MyCDX" button

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help Virtual Assistant

CDX Central Data Exchange Contact Us
 Logged in as RIDEMRIPDES (Log out)

You are here: MyCDX > Manage Program Services

Manage Program Services

NETSEWEROVERFLOW role successfully added to Rhode Island Department of Environmental Management. ✕

[Add Program Service](#) [Back to MyCDX](#) [\[Expand All\]](#) [\[Collapse All\]](#)

Rhode Island Department of Environmental Management, 235 Promenade Street, Providence, RI, US 02908-5767, (401) 222-4700

- NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt
- NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting

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

CDX Central Data Exchange

MyCDX [Inbox](#) [My Profile](#) [Submission History](#) [Payment History](#)

Services ⚙ Manage

Status	Program Service Name	Role
	NDMR-AR: NetDMR: Arkansas DEQ	Permittee (signature)
	NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting	Signatory
	NDMR-R6: NetDMR: EPA Region 06 - AR-GM-LA-NM-OK-TX	Permittee (signature)
	NDMR-TX: NetDMR: Texas TCEQ	Internal User
	NDMR-USVI: NetDMR: USVI DPNR-DEP	Permittee (signature)