

How to Add the NetDMR Program Service to an Existing CDX Account

1. Sign in to your CDX account
2. Select the green button “Add Program Service” on the MyCDX Page

The screenshot shows the CDX Central Data Exchange MyCDX page. At the top, there are navigation tabs: MyCDX, Inbox, My Profile, Submission History, Payment History, and E-Enterprise Portal. A user is logged in as 'Contact U'. The main content area is titled 'Services' and contains a table with columns for Status, Program Service Name, and Role. The table lists several NETMSGP services for Stormwater Discharges Associated with Industrial Activity, each with a different role: Permittee (signature), Government User, Help Desk, Preparer, Signatory, and State Regulatory Authority. Below the table, there are two buttons: 'Add Program Service' (circled in red) and 'Manage Your Program Services'.

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

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

The screenshot shows the EPA CDX Edit Account Profile page. The user is logged in as 'Contact U'. The page has a navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area is titled 'Edit Account Profile' and has a progress indicator with three steps: 1. Program Service (selected), 2. Role Access, and 3. Organization Information. Below the progress indicator, there is a search box with the text 'Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality Clean Air Act)'. The search results are displayed under the heading 'Active Program Services List'. The results include: iBoard: EPA Internet On Boarding Application, IEPB: Exchange Network Grant Semi-Annual Reporting Forms, NeT: NPDES eReporting Tool (10), and **NetDMR: Network Discharge Monitoring Report (57)** (highlighted in yellow). A 'Cancel' button is located at the bottom left.

4. 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

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

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CDX Edit Account Profile Conta 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>
Data Provider	Lab, Contractor, or 3rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they cannot sign and submit forms.
Permittee (signature)	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.
Permittee (no signature)	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.
Internal User	This is for State/EPA Agency personnel only	Internal Administrator	A Regulatory Authority staff member with a NetDMR account.

6. **Permittee (signature)** may be prompted to sign an ESA.
 - a. (Permittee(signature) only) Sign ESA Electronically (scroll to bottom):

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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

UNITED STATES

- b. (Permittee(signature) only) Enter Password, click **Sign in**; enter answer to Security question, click **Verify**; and then click **Sign**
- c. (Permittee(signature) only) Click the green "Back to MyCDX" button

United States Environmental Protection Agency

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CDX Central Data Exchange

Contact Us
Logged in as CDXTEST123CC (Log out)

You are here: MyCDX » Manage Program Services

Manage Program Services

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

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-R1: NetDMR: EPA Region 01 - New Hampshire and Massachusetts

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

Request New Role

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

7. Click on your Role to open the web application:

United States Environmental Protection Agency

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CDX Central Data Exchange

MyCDX Inbox My Profile Submission History Payment History E-Enter

Services Manage

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

Additional Resources can be found at:

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

https://usepa.servicenowservices.com/oeca_icis?id=netdmr_homepage