

How to Add the NETSEWEROVERFLOW Program Service to an existing CDX account (Rev 11/28/23)

1. **Log in** to your CDX account at <https://cdx.epa.gov>
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. Below these is a 'Services' table with columns for Status, Program Service Name, and Role. The table lists several services, including NDMR-RI and NETMSGP. Below the table, there are two buttons: 'Add Program Service' (circled in red) and 'Manage Your Program Services'. To the right, there are sections for 'CDX Service Avail' and 'News and Upd'.

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 **NeT: NPDES eReporting Tool**

The screenshot shows the CDX Edit Account Profile page. At the top, there are navigation tabs: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below these is a 'CDX Edit Account Profile' section with a progress indicator showing three steps: 1. Program Service, 2. Role Access, and 3. Organization Information. Below the progress indicator, there is a search box with the text 'Net' entered. Below the search box, there is a list of results: '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)'. The 'NeT: NPDES eReporting Tool (10)' result is highlighted in yellow. Below the list, there is a 'Cancel' button. At the bottom, there is a footer with contact information and a logo for the United States.

4. 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

5. Select Role 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

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.

6. Select your Organization from the dropdown menu, click **Submit Request for Access** and skip to Step 7.

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

7. 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

8. Users requesting the **Signatory** Role may be prompted to sign an ESA.
a. (Signatory only) Sign ESA Electronically (scroll to bottom):

Home About Recent Announcements Terms and Conditions FAQ Help

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

- b. (Signatory only) Review the certification statement and click "Accept"

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) Enter Password, click **Sign in**; enter answer to Security question, click **Verify**; and then click **Sign**

eSignature Widget

1. Authentication
Log into CDX

User:
JAKENETDMR1@GMAIL.COM

Password:
[REDACTED]

Welcome Anh Nguyen

2. Verification

Question:
What is your favorite TV show?

Answer:
[REDACTED]

Correct Answer

3. Sign File

[Sign](#)

d. (*Signatory only*) 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. [Close]

[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

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

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)