

<u>NET Role</u>	<u>Who</u>	<u>Permissions</u>	<u>Definition</u>
Signatory	If you work for the facility and will be signing and submitting forms.	View, Edit, Sign, Manage (i.e. -User Access)	Appropriate for users who want to sign and submit required forms and reports and perform facility access management. Signatories are generally responsible officials as identified in 40 CFR 122.22(a) or Duly Authorized Representatives as identified in 40 CFR 122.22(b). Which states he/she certifies under penalty of law that the information submitted was prepared under his or her direction and supervision.
Preparer	Lab, Contractor, 3 rd party	View, Edit	Appropriate for users who want to create, view, or edit NOIs, NDCs or NECs. Preparers cannot sign submissions or perform facility access management.
State Regulatory Authority (RA)	State officials	View and approve or reject all submissions, Approve/remove permission requests, Terminate permit coverage	Individual with the ability to approve or deny user permission request and terminate permit coverage for all facilities within their respective Region.

Role Definitions:

- **View:** Can see all submissions and information for a facility but cannot enter data or take any other actions. The view permission is required to be granted any other permission for a facility. Both preparers and signatories can be given the view permission.
- **Edit:** Can create draft submissions and edit submissions for a facility. Both preparers and signatories can be given the edit permission.
- **Sign:** Can sign and certify submissions to EPA. Only signatories can be given the sign permission.
- **Manage:** Can manage user permissions for the facility, including approving or denying permission requests. Only signatories can request the manage permission.

How to receive permissions for a facility:

When a new facility is created, the creator of the facility is assigned default permissions for the facility.

- **Signatories:**

If a signatory creates a facility, then they are assigned **all** permissions for the facility (which can later be modified).

NOTE: As a security measure, when creating an account in CDX, users with the signatory role must complete CDX identity proofing (electronic or paper) before they can access the application.

- **Preparer:**

If a preparer creates a facility, then they are given the **view, edit,** and a ***one-time manage*** permission which can be used to give a signatory the manage permission

After the preparer gives the manage permission to another user, the preparer manage permission is then removed and cannot be regained.

- **Regulatory Authorities (RA):**

- To receive the RA role in NeT MSGP, the CDX Help Desk must initiate the pre-registration process. After the helpdesk enters the pre-registration information, the Regional RA will receive an email with a personalized link to continue account setup.
- As an added security measure, users being granted the RA role must complete CDX identity proofing (electronic or paper) before they can access the application.