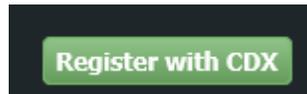


SWIS – Creating a New CDX Account to Access NETMSGP (Rev. 1/20/22)

Overview: If you do not have an existing Central Data Exchange or “CDX” account, then you will need to register/create a new account and add the NeT program service to it. Please follow the step-by-step instructions below to create your CDX account. Note: when registering – please make sure you request access to the correct version of NeT (For RIDEM this will be “NETMSGP: NeT – Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity”). Also, there are different permissions available in NeT (i.e. - sign, DAR sign, manage, view, and edit) which will need to be established once you have access to the NETMSGP program service.

TO CREATE A NEW CDX ACCOUNT

1. Go to <https://cdx.epa.gov>



3. Read and agree to Terms and Conditions and click **Proceed**

I am the original registrant and owner of the User ID requested

Proceed

4. Type **NeT** into the Active Program Services List box
5. Click on the **NeT: NPDES eReporting Tool (8)** box to see all NeT options

4. Confirmation

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 (8)

NetDMR: Network Discharge Monitoring Report (38)

Cancel

6. Select **NETMSGP: NeT – Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity** from available program services

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
- 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



Registration Information	
Program Service	NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial
Role	Not selected

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

Select Role

- Preparer
- Signatory

[Request Role Access](#) [Cancel](#)

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.

8. Create a User ID and Password (a user ID can never be changed)
 - a. User ID must be at least 8 characters, it cannot contain spaces but can include the use of period (.), hyphen (-), underscore (_), and at (@) special characters
 - b. Password must be unique; be at least 8 characters; contain a number; and contain at least one capital letter.

You will need to update it every 90 days (or when you sign in if the 90 day timeframe has lapsed)

9. Enter your Personal Information (all boxes with an asterisk * must be filled in) and click **Next** to continue
 - a. Note: Ensure that your First Name and Last Name are your legal names (e.g. Robert instead of Bob)

Personal Information

Title *
Select... ▾

First Name *

Middle Initial

Last Name *

Suffix
Select... ▾

Job Title * ⓘ

Next

Electronic Signature Setup

10. Select and Answer 3 security questions and **agree to the Terms and Conditions**; click **Next** to continue
- Save your answers in a secure way. These security questions are used to help change your password and manage your user account (answers are case sensitive)

Create a User ID and Password

User ID *
RIDEMTEST

Password *
.....

Verify Password *
.....

Show password

These questions will be used to reset your password:

Question 1 *
What was your childhood nickname? ▾

Question 2 *
What street did you live on in third grade? ▾

Question 3 *
What school did you attend for sixth grade? ▾

Answer 1 * ⓘ
.....

Answer 2 *
.....

Answer 3 *
.....

Show answers

I am this registrant. I will not share my account, and I accept the [Terms and Conditions](#)

Next

- Signatory** roles will also be required to select 5 additional signatory questions to setup an electronic signature – save your answers in a secure way. These questions will be used to validate your signature on applications and reports.

Electronic Signature Setup

These questions will be used for signing your document electronically:

Question 1 *

Question 2 *

Question 3 *

Question 4 *

Question 5 *

Answer 1 *

Answer 2 *

Answer 3 *

Answer 4 *

Answer 5 *

Show answers

11. Enter your Organization Name and State and click **Find**

Organization Information

Search for your Organization using the following criteria:

Your Organization *

Mailing Address (line 1)

Mailing Address (line 2)

City **State *** **Zip/Postal Code**

a. If your organization can not be found, you may request to add it

Select your organization:

Show entries

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
No data available in table							

Showing 0 to 0 of 0 entries

Can't find your organization? [Back to search page](#) or [request that we add your organization.](#)

12. Select your organization and click **Next**; verify Organization

Organization Information

Select your organization:

Show entries

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
<input type="button" value="Select"/>	25329	Rhode Island Department of Environmental Management	235 Promenade Street		Providence	RI	02908-5767

Showing 1 to 1 of 1 entries

Can't find your organization? [Back to search page](#) or [request that we add your organization.](#)

Organization Information

Rhode Island Department of Environmental Management
 235 Promenade Street
 Providence, RI 02908-5767
 US

Wrong organization information? [Back to search results](#) or [request that we add your organization.](#)

Next

- a. Fill out Organization Contact Information and click **Send Verification Code.**

Contact Information

Phone Number * **Extension**

Email *

Re-enter Email * **Send Verification Code**

Contact Information

Your Organization *

Mailing Address (line 1) *

Mailing Address (line 2)

City * **State ***

Zip/Postal Code * **Country ***

Phone Number * **Extension**

Email *

Re-enter Email * **Send Verification Code**

- b. You should receive an e-mail from helpdesk@epacdx.net with a verification code. Copy the code into the registration screen and click **Register**

Contact Information

Phone Number * **Extension**

Email *

Re-enter Email * **Send Verification Code**

Verification Code *

Register **Continue**

- 13. Then click **Continue**



Success!

You have completed core CDX account registration. Click Continue to proceed. Depending on your MSGP role, you may be asked to complete Identity Proofing before your role is activated.

Continue

For Signatory role there are still a few more steps to take to complete your CDX account set up

At this stage, **Preparers** are finished creating their CDX account and should be able to see an active NeT program service with their role listed in blue underlined text (hyperlinked). Clicking on the hyperlinked role will open the NETMSGP program.

14. You now need to authenticate your identity via an Electronic Signature Agreement (ESA). **Please perform Identity Proofing electronically.** Your screen should look like this:

Identity Verification

Would you like to perform electronic Identity Proofing? ⓘ

YES

a. When choosing to perform Identity Proofing electronically, you will need to fill in the required fields with your personal (rather than facility) information. The data within this screen is not collected or stored and the information will be discarded once your identity has been authenticated.

Identity Verification

Would you like to perform electronic Identity Proofing? ⓘ

YES

Electronic Identity Proofing

The following information will be used for identity proofing, it will not be stored.

Home Mailing Address (line 1) *

This field is required.

Home Mailing Address (line 2)

City * State * Zip/Postal Code *

Date of Birth *

SSN Last 4: * Phone Number

Show SSN digits

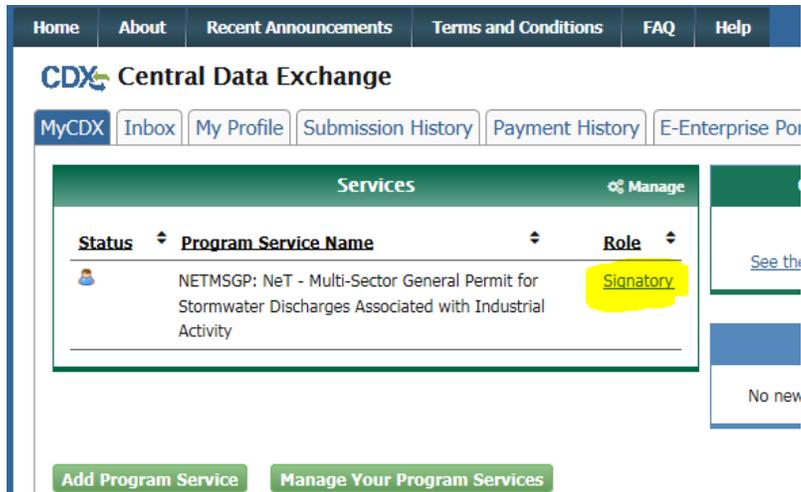
I agree to the [Electronic Signature Agreement](#)

Verify and Sign

b. *(Not Recommended)* If you choose paper Identity Proofing (by answering NO to the question), your ESA will appear and you need to print, sign, and mail it to the NPDES E-Reporting address listed on the paper ESA (Stormwater Notice Processing Center, Mail Code 4203M, ATTN: 2015 MSG P Signature Agreement, U.S. EPA, 1200 Pennsylvania Avenue, NW, Washington, DC 20460). *Note: The paper ESA must be received and approved before you can access NETMSGP. This process can take many weeks.*

15. Once you fill in all the fields, check the box to agree to the Electronic Signature Agreement and click **Verify and Sign**

You are now done and will be directed to your MyCDX Home Page. Clicking on the hyperlinked role will open the NETMSGP program. If the link in your role is inactive (i.e., nothing happens when you click on it) please contact the NPDES eReporting Help Desk.



Additional information about CDX and NeT can be found by clicking on the following link to the NeT Support Portal - https://usepa.servicenow.com/oeca_icis?id=net_homepage

Questions about CDX and NETMSGP should be directed to the NPDES E-Reporting HelpDesk (NPDESeReporting@epa.gov or 1-877-227-8965). You can also send an email to crystal.charbonneau@dem.ri.gov

If your CDX account is locked or your first/last name has changed, please contact the CDX Help Desk (helpdesk@epacdx.net or 888-890-1995).