

NetDMR ACCOUNT CREATION

Needed for NetDMR account: 1) a connection to the internet; 2) a web browser; and 3) an email account you can access either from a web browser or the email program you normally use at your office.

Note: To use NetDMR to electronically submit DMRs, you must first demonstrate your ability to use NetDMR in the test environment. See the “NetDMR Introduction” web page for information on how to access the test environment web site. Then follow the same instructions below beginning with No. 2. The link for the test environment is as follow:
<https://netdmrtest.epacdx.net/netdmr-web/public/login.htm>

Steps to Create a NetDMR Account:

1. **Get started:** Launch your web browser, then type the following website address exactly as you see here:
<https://netdmr.epa.gov/netdmr/public/home.htm>
2. **Identify regulatory authority:** Click “Enter” and you will arrive at a page where you have to select the appropriate Regulatory Authority. Click the down arrow next to the “Go” button. Select “NYSDEC” from the alphabetical list, then click “Go”. You should now see the NetDMR Welcome/Login page. You cannot login without first creating an account.
3. **Create the account:** On the Welcome/Login page, click the “register for a new account” link. On the “Create a NetDMR Account” page, fill in the required information. An asterisk indicates the information that is required. (Phone numbers require the hyphens.) Do not fill in the “Type of User” until you have completed the next step.
4. **Select Type of User:** Review the following information before selecting the ‘Type of User’.

The “Type of User” is important for the account profile you are building. The Type of User you select will determine the information you will be able to see and the functions NetDMR will let you use.

Click the down arrow and you will see three Types of Users to select from:

- **Permittee Users** can view DMRs, enter and modify information and also sign and submit the DMR.
- **An Internal User** is someone who works for, or supports, NYSDEC or EPA and needs to be able to see DMRs that have been submitted.
- **Data Providers** are usually employed with testing labs or consulting firms and are responsible, like Permittee Users, for filling in a DMR’s information. Unlike the Permittee User, the Data Provider does not have the authority to sign and submit the DMR.

Decide which kind of User you are and select.

5. **Select security questions:** Choose and answer security questions. Note that the site will not allow duplicate answers. Also, the answers you provide are case-sensitive. If you use ALL CAPS, the system will require you to answer in ALL CAPS each time you login. When you have finished, click the "Submit" button.
6. **Confirm information:** A confirmation page will appear showing your information in light gray. Review your information carefully; this is the only opportunity you will have to make changes. If changes are needed, click the 'Cancel' button, correct the information, and then click 'Submit' again.

When everything looks accurate click 'Verify'. You will come to a page that informs you that your request to open a NetDMR account has been received and that you should look for an email from EPA. You need this confirmation to finish creating your account.

7. **Activate your account:** Using your email program, open the email from EPA, click the link and you will be sent to the Account Activation page. Answer the security question shown and then choose a password for your NetDMR account.

Passwords: The password is case-sensitive. It needs to be 8 to 20 characters long and include both letters and numbers. Special characters other than ! @ # \$ ^ & * + = may not be used. Choose a password that is known only to you. Type it again, then click "Submit".

After clicking "Submit", you will get a second email from EPA confirming the creation of your NetDMR account. With that, your NetDMR User Account has been created. You can now login and request a NetDMR Role associated with your SPDES Permit ID.