

REQUESTING NetDMR ROLES

This document explains how to request roles in NetDMR. Before requesting your role, you must answer “yes” to the following questions:

- Do you have a confirmed User Account? If not, follow the instructions in the “NetDMR Account Creation” document.
- Have you reviewed the role definitions in “Understanding NetDMR Roles? It is important that you understand the level of access of each role before requesting a role for yourself.

The roles available in NetDMR include: View, Edit, Signatory, and Permit Administrator.

Steps to Request a NetDMR Role:

1. Login to NetDMR by first choosing your Regulatory Authority (NYSDEC), then entering your user name and password. Once logged in, click the “Request Access” link located at the top of the page.
2. Enter your SPDES number and click “Update”. Roles available for the Permit ID you provided will only be visible if you click Update. Select the desired role in the dropdown menu, and click “Add Request”. You are free to make more than one request – if you do, they will all be listed here.

Note that NetDMR reminds you that whomever is granted the Signatory role will also be assigned the role of Permit Administrator.

3. Click “Submit” and then “Confirm” on the next page. You will see a message letting you know that your request has been submitted for approval. **If the role being requested is Signatory, more information must be entered, and there are more steps to follow. Follow the steps described in “Requesting the NetDMR Signatory Role” document.**
4. If you are requesting the role of “view” and/or “edit”, the Permit Administrator for the SPDES permit ID number will authorize (or deny) your request. If you are requesting the Signatory role, DEC must approve the request. (More details about this are in “Requesting the Signatory Role” document)



Manage
Access Requests

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Permits
Users

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View
Permits
Users

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🕒 Session Lockout Timer: 29:54

📌 Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID: **Enter SPDES Permit ID, then click update**

Role: **Select Role** **Click Here**

Note: Permit Administrator Role comes with the first Signatory Role requested for a Permit.

📌 Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
NY0095401	Signatory	✖

Finally, click "Submit"