Creating a CDX account

1. Go to https://netdmr.epa.gov
2. Click Create a New Account
3. Select **NetDMR:NYSDEC** under “State Agency or EPA Region”.
4. Select a User Type from the table below. Click **Next**
   - *Permittee (signature)* users will be required to authenticate (either LexisNexis or Paper) later in the process

<table>
<thead>
<tr>
<th>CDX User Type</th>
<th>Who</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Provider</td>
<td>Lab, Contractor or 3rd Party Affiliate</td>
<td>Authorized to view and edit DMRs. Not able to Sign and Submit DMRs.</td>
</tr>
<tr>
<td>Permittee (no signature)</td>
<td>Facility Personal</td>
<td>Authorized to view and edit DMRs. Not able to Sign and Submit DMRs.</td>
</tr>
<tr>
<td>Permittee (signature)</td>
<td>Facility Personal</td>
<td>Authorized to view, edit, sign and submit DMRs.</td>
</tr>
<tr>
<td>Internal User</td>
<td>Regulatory Authority – EPA/State Agency Personal only</td>
<td>A Regulatory Authority staff member. Approves NetDMR Signatory role only.</td>
</tr>
</tbody>
</table>
5. Enter Personal Information. Click Next
   ○ Use your legal First Name and Last Name (e.g. Robert instead of Bob)
6. Create a User ID and Password
   - Password must be unique; be at least 8 characters; contain a number; contain at least one capital letter
7. Select and Answer 3 security questions.
   - These security questions are used to help manage your CDX user account and are case sensitive.
8. Agree to the Terms and Conditions. Click **Next**

*(Permittee (no signature) & Data Providers skip to Step 10)*
9. **For Permittee (Signature) users only**—Select and answer 5 additional security questions. Click **Next**

- These security questions will be used when signing/submitting DMRs and are case sensitive.
10. Enter your Organization Information. Click **Find**
   - If your organization can not be found, it must be added in step 12.
11. If your organization is found click **Next** *(skip to Step 14)*.
12. If you can’t find your organization, you need to add it. Click **request that we add your organization**.
13. Fill in all fields with an asterisk. Click **Continue**.
14. Enter Contact Information
   1  Click Send Verification Code.
   2  An email with a verification code will be sent to the email entered. After receiving the email, copy the verification code and paste it into the verification code field. A green check mark will appear letting you know you entered a valid code. Click Register.

At this stage, Permittee (no signature), Data Providers, and Internal Users are finished creating their CDX account. Permittee (signature) will need to continue to authenticate.
Click on **Continue** to complete Identity Proofing for **signatories only**.
15. For Permittee (Signature) users only—You will need to be authenticated via an Electronic Signature Agreement (ESA). You will be given the choice to authenticate electronically (online) or by paper.

1. If you choose paper, click in the white box under “Would you like to perform electronic Identity Proofing?” and the Signature Agreement will appear. Print, sign, and mail it to the address on the Signature Agreement.

2. If you choose to authenticate electronically, fill in the required fields (those marked with asterisk (*)) with your actual home personal information.
   1. The data entered on this screen is not stored. It is used for authentication purposes only, then it is discarded. The data cannot be retrieved.
   2. If you failed electronic authentication, you will be required to submit a paper Signature Agreement.
   3. Complete electronic signature of the ESA by providing your CDX Password, the answer to one of your security question, then click the Verify Sign button.
At this stage, the **Permittee (signature)** has completed their CDX account creation. All regulated Community users will need to add the NetDMR service for their respective SPDES IDs to obtain the DMRs. Permittee (Signatory) users will need to apply for the Signatory Role to be approved to sign and submit DMR forms.

To access NetDMR, link your permit(s) and fill out your Signatory Agreement (if needed), click on the **Role** hyperlink next to “NetDMR:NYSDEC”. On the next screen click on **Continue to NetDMR**.
Link your SPDES permit to your account

1. Click on request access,
2. Type in your permit number
3. Click **Update**
4. Select a role type from the dropdown menu
5. Click **Add Request**.
To request access to more permits, repeat the steps on previous page. Once all permits are linked to your account, click **Submit**. If you are not requesting a signatory role, you are finished with the process. The permit administrator in your organization will need to approve your role as a Permittee (non-signatory) or Data Provider.
For Permittee (Signatory) –

1. Choose “Facility” from the drop-down for “What is your employer’s relationship to the facility or facilities?”.

2. If you are the owner of the facility or in a title that lets you self-authorize (Responsible Official) choose the first radio button. If you are being authorized (Duly Authorized Representative) by the owner or their approved designee, choose the second radio button and enter the owner’s or their designee’s information.

3. Click Submit
The subscriber can be signed and submitted either via paper or electronically. If the agreement is signed electronically the Responsible Official needs to have a CDX account so that they can approve the Duly Authorized Representative. Choose the appropriate method of signing.
To submit via paper, click the **Print** button. Both the Responsible Official and the Duly Authorized Representative sign the paper agreement and send it to the address listed in the agreement.
To sign electronically click the **Sign Electronically** button.
Enter your CDX password and click **Login**.
Answer the security question and click Answer.
Click Sign.
A message confirming successful submittal will display.