

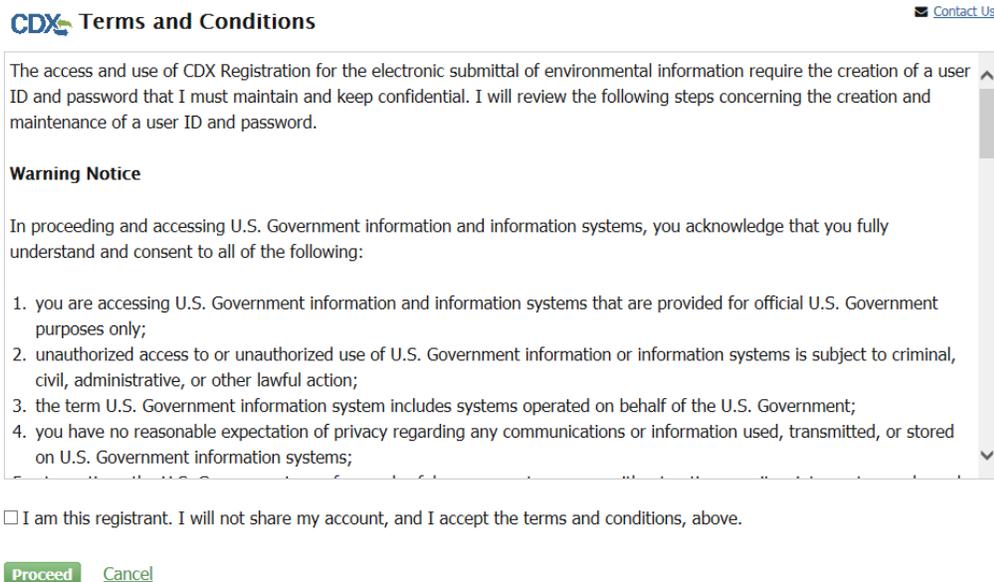


# How to Create a NetDMR Account in CDX

1. To create an account for NetDMR Test, go to <https://test.epacdx.net>. To create an account for NetDMR Production, go to <https://cdx.epa.gov>. The registration process is identical for both sites.
2. Click “Register with CDX”, which is underneath the login field.



3. Read and review the CDX Terms and Conditions. Check the box to confirm your identity and accept the Terms and Conditions. Click “Proceed”.



- Select “NetDMR: Network Discharge Monitoring Report” as your program service. You can type into the search bar, or scroll down and select it from the list.



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**

**NetDMR: Network Discharge Monitoring Report (55)**

**Cancel**

- Choose “NDMR-OR: NetDMR: Oregon DEQ” as your state regulatory authority. Make sure you do not mistakenly choose “NDMR-R10OR: NetDMR: EPA Region 10 – Oregon” as Oregon DEQ and EPA Region 10 are separate entities, and therefore the EPA permit IDs for Oregon DEQ-permitted facilities will not work in that instance.



Registration Information	
<b>Program Service Category</b>	NetDMR

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**

**NDMR-OR: NetDMR: Oregon DEQ**

**NDMR-R10OR: NetDMR: EPA Region 10 - Oregon**

**Back** **Cancel**

- Select the appropriate role from the drop-down list. If you are a permittee user who will be signing DMRs, choose “Permittee (signature)”. You must have a Permittee (signature) account in CDX to request a Signatory role in NetDMR, and Permittee (signature) users are required to take extra steps when registering to verify their identities. If you are a permittee user who will not be signing DMRs, choose “Permittee (no signature)”. If you are a contractor for a permittee who is solely providing data and has no signatory or administrative authority, choose “Data Provider”. If you are a DEQ employee or affiliate who will review DMRs or provide administrative support, choose “Internal User”. Click “Request Role Access”.

Registration Information	
<b>Program Service</b>	NetDMR: Oregon DEQ
<b>Role</b>	Not selected

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

**Select Role**

- 7. Fill out the User Information field. Your User ID must be at least eight characters and have no spaces. Most CDX users use their business email address as their User ID.

**Part 1: User Information**

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

**User ID \***

**Title \***

**First Name \***

**Middle Initial**

**Last Name \***

**Suffix**

**Password \***

**Re-type Password \***

**Security Question 1 \***

**Security Answer 1 \***

**Security Question 2 \***

**Security Answer 2 \***

**Security Question 3 \***

**Security Answer 3 \***

8. Enter the name of your organization and click “Search”. If your organization appears, select it, and skip to Step 10. If it does not, click “Request to add my organization”, and follow the instructions in Step 9.

**Part 2: Organization Info**

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

9. If you are requesting to add a new organization, fill out the Organization Info field, and click “Submit Request for Access”.

**Part 2: Organization Info**

**Organization Name \***

**Country \***

**Mailing Address \***

**Mailing Address 2**

**City \***

**State \***

**ZIP/Postal Code \***

**Email \***

**Re-enter Email \***

**Phone Number \***

**Phone Number Ext**

**Fax Number**

10. A message will load instructing you to check the email account that you registered with for a confirmation message with a link to activate your user account.

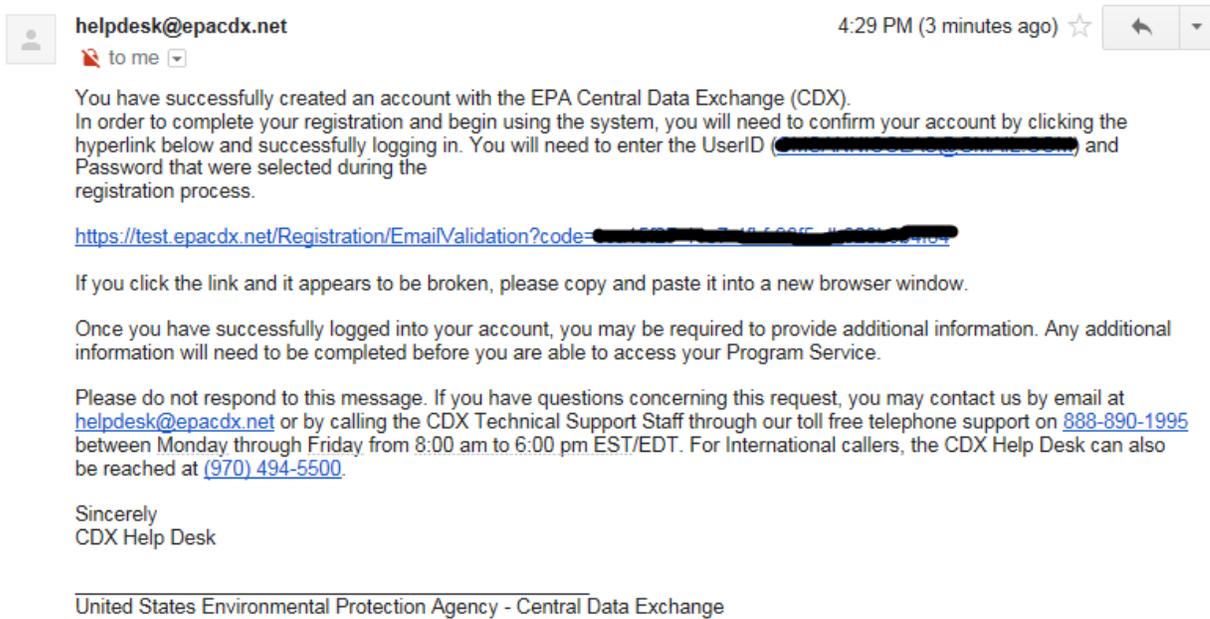


**A few more steps...**

You will soon receive an email confirmation message (at [ams@epacdx.net](mailto:ams@epacdx.net)) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for International callers.

[Return to CDX Home](#)

11. Click on the link in the verification email sent to you to activate your account. The message will be sent from [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net), with the subject “Core Registration Email Verification Request”.



12. Enter your User ID and password into the login field. If you are a Permittee (no signature), a Data Provider, or an Internal User, you are finished creating your account, and you can skip to step 20. If you are a Permittee (signature), you will need to complete an Identity Verification process, which is outlined in steps 13-19.

The screenshot shows the 'CDX Central Data Exchange Log In' page. It features a 'Log In' heading, a 'User ID' input field, a 'Password' input field, and a green 'Log In to CDX' button. At the bottom, there are links for 'Register with CDX', 'Forgot your Password?', 'Forgot your User ID?', and 'Help'.

13. Enter your job title into the field, and click “Next”.

1. Program Service ✓ > 2. Role Access ✓ > 3. User and Organization ✓ > 4. Confirmation

**Registration Information**

<b>Program Service</b>	NetDMR: Oregon DEQ
<b>Role</b>	Permittee (signature)

**Enter Your Job Title \***

**Next**

14. Fill out the Identity Verification section. The recommended option is to verify your identity electronically via LexisNexis Instant ID, though you may also request to verify your identity via paper and mail a signed form to EPA. If you choose to verify your identity electronically, fill out the required fields and click “Proceed with Verification”. Click “Paper Verification” to print a paper form to sign and mail.

1. Identity Verification > 2. ESA

The program you are registering for requires additional proof of identity. Your options are to use an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Identity Proofing Information](#)

LexisNexis® Instant ID

**Legal Name**

**Home Address**

Address Line 1\*

Address Line 2

City\*  State\*  Zip Code\*

**Home or Personal Phone**

Home or Personal Phone\*

**Date of Birth**

Month\*  Day\*  Year\*

**Last 4 of SSN**

Last 4 of SSN\*

The name above is me. Please proceed with LexisNexis® Validation.

**Proceed with Verification** [Paper Verification](#) [Exit](#)

15. Select five security questions from the drop-down menus and provide answers for them. Answers are case sensitive, so make sure that you will remember them.

1. Identity Verification ✓ 2. Signature Question 3. ESA

You are registered for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Signature Questions and Answers

<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>

Save Answers

16. Read and review the Electronic Signature Agreement, and click “Sign Electronically”. Accept the Terms and Conditions that pop up in order to proceed.

**Electronic CDX Electronic Signature Agreement**

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

**U.S. Environmental Protection Agency  
Office of Enforcement and Compliance Assurance  
NPDES e-Reporting Tool Electronic Signature Agreement**

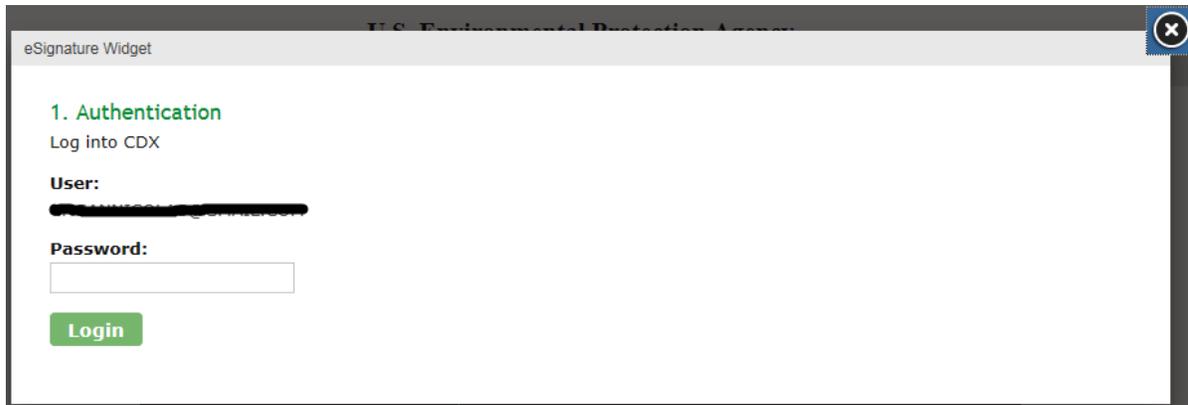
In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

Organization Name	Oregon DEQ
Address	700 NE Multnomah St
City, State, Zip	Portland, OR 97232
Province	
Country	US
Phone Number	██████████
E-mail Address	██████████
Registrant's Name	██████████

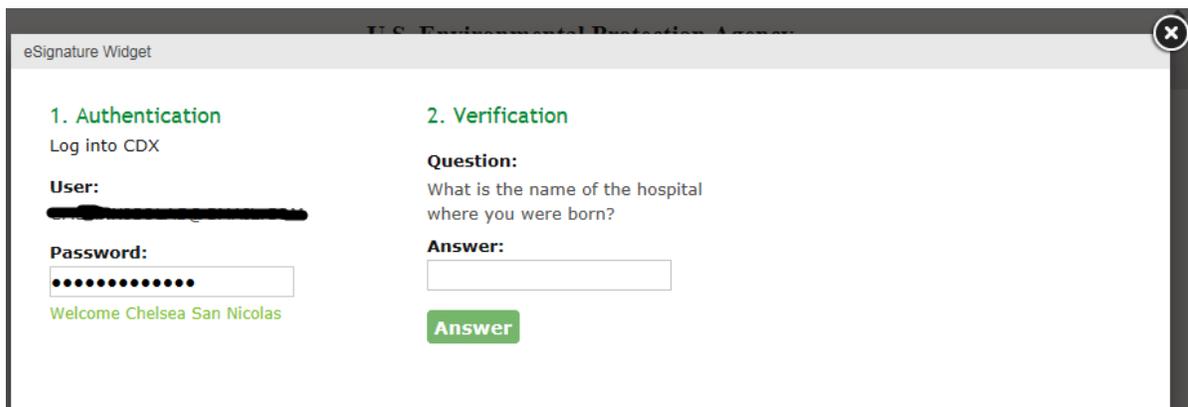
Sign Electronically [Cancel](#)

17. Enter your password to authenticate your account.



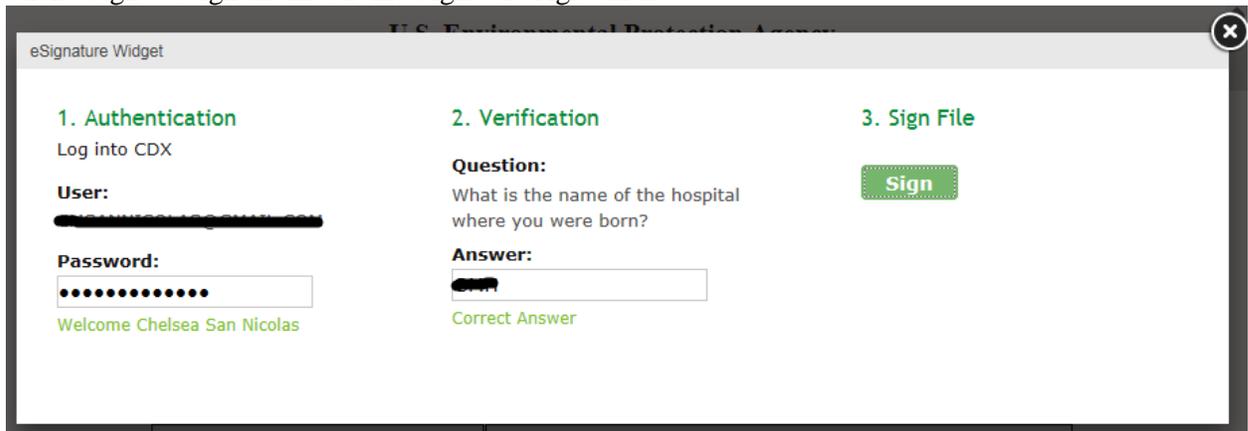
The screenshot shows a web browser window titled "eSignature Widget" with a close button in the top right corner. The main content area is titled "1. Authentication" and "Log into CDX". It contains a "User:" field with a redacted email address, a "Password:" field with a white input box, and a green "Login" button.

18. Answer one of your security questions to verify your identity.



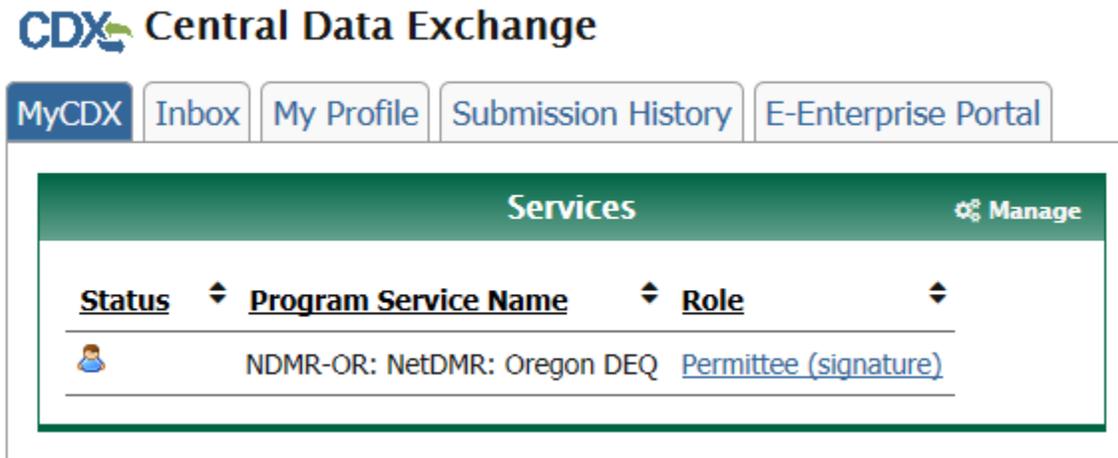
The screenshot shows the "eSignature Widget" window. The "1. Authentication" section is now complete, showing "Welcome Chelsea San Nicolas" below the password field. A new "2. Verification" section is active, featuring a "Question:" "What is the name of the hospital where you were born?", an "Answer:" input field, and a green "Answer" button.

19. Click "Sign" to sign the Electronic Signature Agreement.



The screenshot shows the "eSignature Widget" window. The "2. Verification" section is complete, showing "Correct Answer" below the answer field. A new "3. Sign File" section is active, featuring a green "Sign" button.

20. You will be redirected to MyCDX, which is the first page that loads when users log in to the CDX homepage. There will be a box that lists the NetDMR program service, with your corresponding role showing next to it as a hyperlink. Click on your role to enter NetDMR.



21. Click “Continue to NetDMR” in the middle of the page that loads.

[Access NetDMR](#)

[Continue to NetDMR](#)

- First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)
- If you have any questions about NetDMR, please contact [NetDMRSupport@deq.state.or.us](mailto:NetDMRSupport@deq.state.or.us).

22. **Congratulations!** You have successfully entered NetDMR and can use it to connect to your permit, access your Subscriber Agreement, and begin the process of submitting electronic DMRs.

### Contact information

NetDMR Support Desk  
700 NE Multnomah St.  
Portland, OR 97232  
(503) 229-6400

[NetDMRSupport@deq.state.or.us](mailto:NetDMRSupport@deq.state.or.us)

### Alternative formats

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).