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”.

   ![CDX Terms and Conditions](image)
4. 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.

5. 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.

6. 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”. 

How to create a NetDMR account in CDX
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.
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.

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

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

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

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

19. Click “Sign” to sign the Electronic Signature Agreement.
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.

![CDX Central Data Exchange](image)

Status | Program Service Name | Role
--- | --- | ---
* | NDMR-OR: NetDMR: Oregon DEQ | Permittee (signature)

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.

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

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.