



State of Oregon Department of Environmental Quality

Instructions for Accessing Your Subscriber Agreement in NetDMR

1. Log in to CDX with the user ID and password that you registered with.

Log in to CDX

User ID

Password

Log In Register with CDX

Forgot your Password?
Forgot your User ID?
Warning Notice and Privacy Policy

2. Click on “Permittee (signature)” in MyCDX, which will show up as a hyperlink next to the program service “NDMR-OR: NetDMR: Oregon DEQ”.

CDX Central Data Exchange

MyCDX | Inbox | My Profile | Submission History | E-Enterprise Portal

Services Manage

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

3. Click “Continue to NetDMR”.

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@deg.state.or.us.

4. Click “Request Access”, which is in the toolbar at the very top of the page in the upper left-hand corner.



5. Enter your EPA permit ID, which is in the format OR00XXXXX, and click “Update”.

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.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID:

Role:
Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

6. Select “Signatory” from the drop-down menu options for your role, and click “Add Request”.

Role:
Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

7. Ensure that the information in the table under “Access Requests” is correct, and if it is, click “Submit”.

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
OR0000	Signatory	

Submit

- Input the information that pertains to your employer's relationship to the permitted facility and your authority as a Signatory, click "Submit", and then click "Confirm" when the page loads.

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
OR0000	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Select One</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p>

Submit Cancel

- You will be given the option to either sign via paper or sign electronically. To sign via paper, go to step 10. To sign electronically, go to steps 11-16.

Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

Permit ID	Requested Role	Additional Information
OR0000	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Other</p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p>

Sign via Paper Sign Electronically Cancel

- If you click "Sign via Paper", you will get a green checkmark with the message "Your access request(s) have been submitted for approval". Click "Review & Print Subscriber Agreement(s)", print the document, sign it, and mail it to:

Oregon Department of Environmental Quality
Attn: William Hickey
700 Lloyd Building
700 NE Multnomah St., Suite 600
Portland, OR 97232

Request Access to a Permit and Associated DMRs

 **Your access request(s) have been submitted for approval.**

Click below to print the subscriber agreement for the signatory request(s) made during this session.

[Review & Print Subscriber Agreement\(s\)](#) [Back](#)

11. If you click “Sign Electronically”, you will get a green checkmark with the message “Your access request(s) have been submitted for approval”. This means that Oregon DEQ has been notified that you have initiated the electronic signing process, but you have not signed your Subscriber Agreement yet. You will first need to click “Review & Print Subscriber Agreement(s)”.

Request Access to a Permit and Associated DMRs

 **Your access request(s) have been submitted for approval.**

Click below to print the subscriber agreement for the signatory request(s) made during this session.

[Review & Print Subscriber Agreement\(s\)](#) [Sign Subscriber Agreement\(s\)](#) [Back](#)

12. A pop-up will load, showing your Subscriber Agreement, which you can print for your records. Read it, and then click “Sign Subscriber Agreement(s)”.

Request Access to a Permit and Associated DMRs

 **Your access request(s) have been submitted for approval.**

Click below to print the subscriber agreement for the signatory request(s) made during this session.

[Review & Print Subscriber Agreement\(s\)](#) [Sign Subscriber Agreement\(s\)](#) [Back](#)

13. Enter your CDX password to authenticate your account.

eSignature Authorization

1. Authenticate

Login to CDX

User:

[Redacted]

Password:

14. Provide the answers to one of the security questions you answered when you registered in CDX as a Permittee (signature) to verify your identity.

eSignature Authorization

1. Authenticate

Login to CDX

User:

[Redacted]

Password:

2. Verify

Question:

What is the name of the hospital where you were born?

Answer:

15. Click “Sign” to complete the electronic signing process.

