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

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](image-url)
3. Click “Continue to NetDMR”.

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”.

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

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

Instructions for Accessing Your Subscriber Agreement in NetDMR
8. 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.

9. 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.

10. 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:
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)”.

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)”.

13. Enter your CDX password to authenticate your account.
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.

15. Click “Sign” to complete the electronic signing process.
16. You will receive a green check mark with the message “Signing of the Subscriber Agreement was successful. Your access request(s) have been submitted for approval” when you have completed the electronic signing process.

**Request Access to a Permit and Associated DMRs**

 Signing of the Subscriber Agreement(s) was successful. Your access request(s) have been submitted for approval.

**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.