Oregon Department of Environmental Quality

Instructions for NetDMR Registration

Overview

DEQ's NetDMR Support Team created this guide to demonstrate how to create an account in EPA's Central Data Exchange, add the NetDMR program service to your account, select the appropriate NetDMR Role, and set up multi-factor authentication for future logins. The process includes the following steps:

Create a Central Data Exchange account

Start the Registration Process

1. In your web browser, go to EPA's Central Data Exchange website. Click on **Register with CDX**.

2. Review the Terms and Conditions, check the box next to **I am the original registrant and owner of the User ID requested**, and click **Proceed**.

Choose the NetDMR Program Service

3. Type **NetDMR** in the **Active Program Services List** search box, then click on **NetDMR: Network Discharge Monitoring Report** to proceed.

4. Type **NDMR-OR** in the **Active Program Services List** search box, then click on **NDMR-OR: NetDMR: Oregon DEQ** to proceed.[1]

Select Your NetDMR role

5. Select the appropriate role from the menu:

- Choose **Permittee (signature)** if you are a permittee user who will be signing DMRs. You must have a Permittee (signature) account in CDX to request a Signatory role in NetDMR.

- Choose **Permittee (no signature) if** you are a permittee user who will not be signing DMRs.

- Choose **Data Provider** if you are a contractor for a permittee who is solely providing data and has no signatory or administrative authority.

- Choose **Internal User** if you are a DEQ employee or affiliate who will review DMRs or provide administrative support.

Click **Request Role Access**.

6. Choose a User ID and enter your email address. Note that your User ID can be the same as your email address, if desired. Click **Continue Registration** to proceed.

7. Click **Proceed to Login.gov**.

Create a Login.gov account

8. You will be redirected to the Login.gov sign-in page. Click on **Create an account**. Enter your email address, choose your preferred language, and read and accept the Login.gov Rules of Use. Click **Submit**.

9. You will be instructed to check your email for a message from Login.gov with the subject **Confirm your email**.

Check your email

We sent an email to demo-user@email.com with a link to confirm your email address. Follow the link to continue creating your account.

You can close this window if you're done.
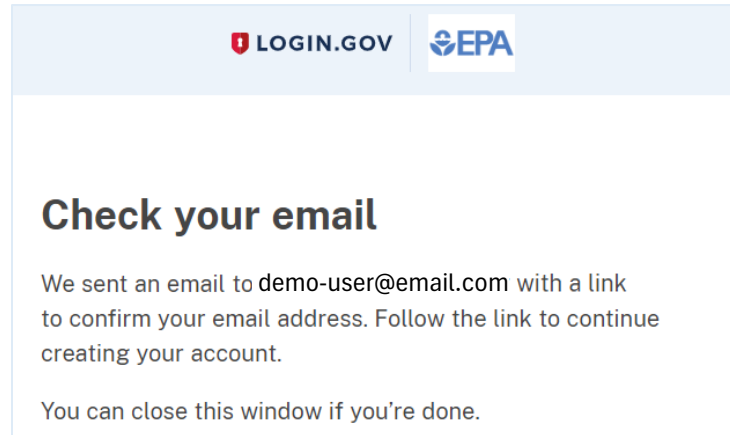
10. Open the email and click on the **Confirm email address** box.

Confirm your email

L Login.gov <no-reply@identitysandbox.gov>

If there are problems with how this message is displayed, click here to view it in a web browser.

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://idp.int.identitysandbox.gov/sign_up/email/confirm?_request_id=a002f965-40cd-45d8-b9f4-d193414574b7&confirmation_token=ydVjZyCWyrcxyzdMuxxY

Please do not reply to this message. If you need help, visit login.gov/help/

11. The link will return you to the Login.gov process to create a password that is at least 12 characters long. Click **Continue**.

LOGIN.GOV | **EPA**

✓ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

••••••••••••••

Confirm password

••••••••••••••

☐ Show password

Password strength: **Great**

Continue

Choose a multi-factor authentication method

12. Choose at least one method for multi-factor authentication, then click **Continue**:

- Use an [authentication app](#)
- Have the code sent as a [text or receive a voice call](#) with the code
- Generate a list of [backup codes](#)

Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

☐ 📱 **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

☐ 📞 **Text or voice message**
Receive a secure code by (SMS) text or phone call.

☐ 🔑 **Security key**   ⬅ Security keys are
Connect your physical security key to your   not provided
device. You won't need to enter a code.

☐ 💳 **Government employee ID**   ⬅ Only an option for
PIV/CAC cards for government and military   federal employees
employees. Desktop only.

☐ #️⃣ **Backup codes**
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

Continue

Authentication application

12a. You can use an authentication app of your choice to process multi-factor authentication requests. Follow the instructions on the Login.gov screen in combination with your app's instructions to add a new account. Your app will display a one-time passcode to enter on the Login.gov app, after which click **Submit**.

Text or voice message

12b. If you would like to receive login codes by text, enter a cell phone number and choose **Text message (SMS)**. If you would like to receive login codes via phone call, enter a cell phone or landline number and choose **Phone call**.

Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

[🇺🇸]

How you'll get your code

◉ Text message (SMS)   ○ Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Make this your default phone number?

Send one-time codes to this number by default.

☐ Default phone number

Send code

Check your cell phone for a text with the login code, or answer the call to hear the code if you chose phone call.

Login.gov: Your one-time code is 304086. It expires in 10 minutes. Don't share this code with anyone.

@idp.int.identitysandbox.gov
#304086
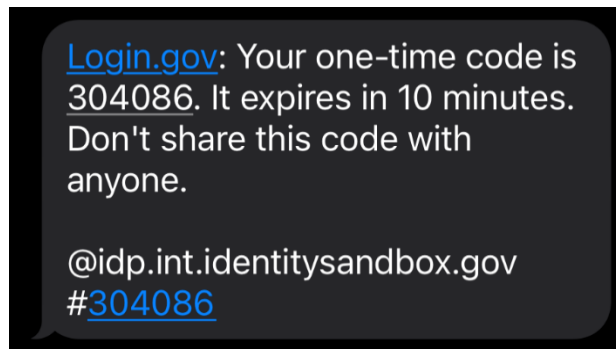
Enter the code in the Login.gov screen and click **Submit**.

Enter your one-time code

We sent a text (SMS) with a one-time code to **###-###-
####** . This code will expire in 10 minutes.

One-time code
Example: 123456

######

☑ Remember this browser

Submit

↻ **Send another code**

You will be directed to a confirmation page stating that a phone was added to your account. Choose **Skip for now** to proceed to the CDX login.

✓ A phone was added to your account.

You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

Add another method

Skip for now

Backup codes

12c. You can generate a list of backup codes that you can save in case you can't access your mobile device or authenticator app. Backup codes should not be your primary method of authentication.

To generate a list of ten backup codes, click **Continue** to bypass the **Are you sure you want to use backup codes?** message and click on download, print, or copy to save the codes to your computer or create a hard copy. If you use all 10 codes, you can visit Login.gov again to generate another set of 10 codes.

Are you sure you want to use backup codes?

Backup codes are the least preferred authentication method because the codes can easily be lost. Try a safer option, like an authentication application or a security key.

We'll give you 10 codes that you can download, print, copy or write down. You'll enter one code every time you sign in.

Continue

Cancel

Save these backup codes

If you lose your device, you'll need these codes to sign into Login.gov. Save or print them and put them somewhere safe.

F1K3-REQ3-72CY	04NG-086B-FCZ1
82AT-95SP-QXQT	FYWH-QQAE-WY9K
HE8A-WFEJ-ANKQ	FT48-Q94Y-2MWP
EXD1-8GJE-HW7Y	DAWZ-TCVF-V4W0
WKYQ-44QW-SCFQ	HP99-ZD09-H71J

⚠ Each code can only be used once. We'll give you new codes after you use all ten.

± Download   🖶 Print   ⧉ Copy

Select **Agree and Continue** to return to the CDX Login

Continue to EPA CDX

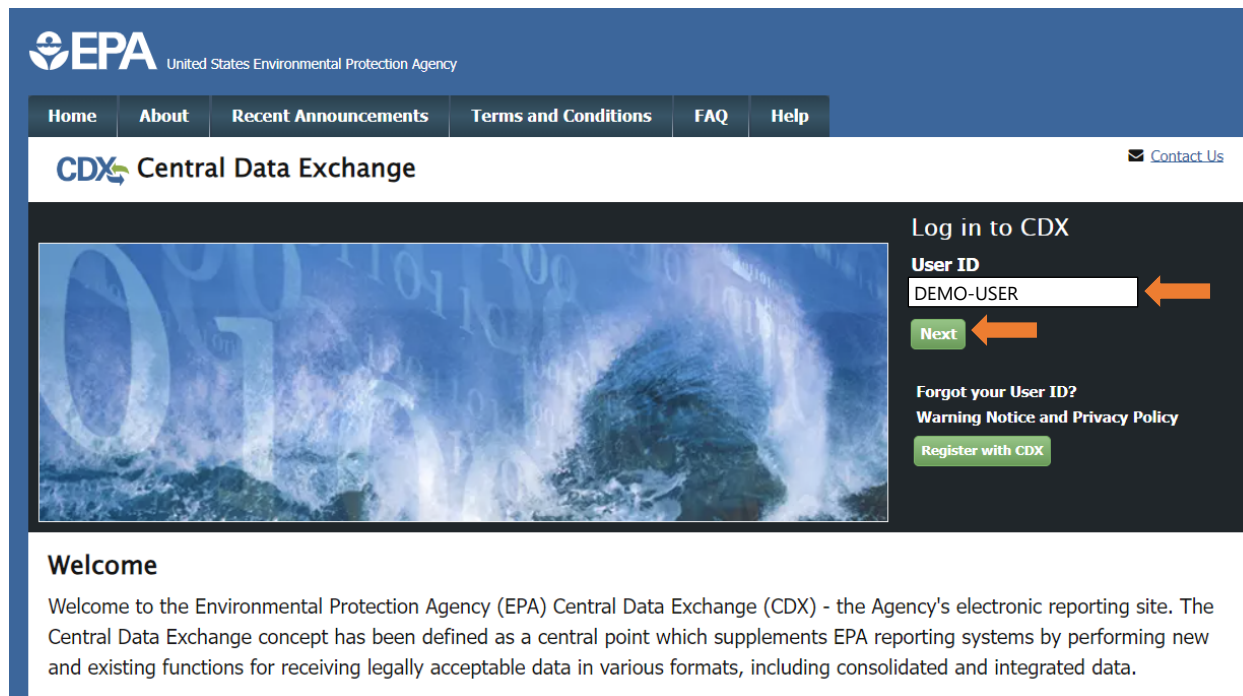We'll share your information with **EPA CDX** to connect your account.

✔ **Email addresses on your account**
- demo-user@email.com

Agree and continue

Log into CDX

13. Enter your User ID and click **Next**.

14. You will be notified that you are leaving CDX for Login.gov. Click on **Proceed to Login.gov**.

15. Enter your email address and password and click **Sign in.**

LOGIN.GOV   EPA

EPA CDX Test is using Login.gov to allow you to sign in to your account safely and securely.

Sign in	Create an account

Sign in for existing users

Email address

demo-user@email.com

Password

....

☐ Show password

Sign in

Sign in with your government employee ID

16. Enter the one-time code you received via your chosen authentication method and click **Submit**.

LOGIN.GOV | **EPA**

Enter your one-time code

We sent a text (SMS) with a one-time code to **###-###-#### ** This code will expire in 10 minutes.

One-time code
Example: 123456

######

☑ Remember this browser

Submit

↻ Send another code

Access NetDMR

17. This will bring you to the **MyCDX** tab of the Central Data Exchange, where you will find the Program Service **NDMR-OR: NetDMR: Oregon DEQ** and your chosen role. Click on the role hyperlink to proceed.

18. Click on **Continue to NetDMR**.

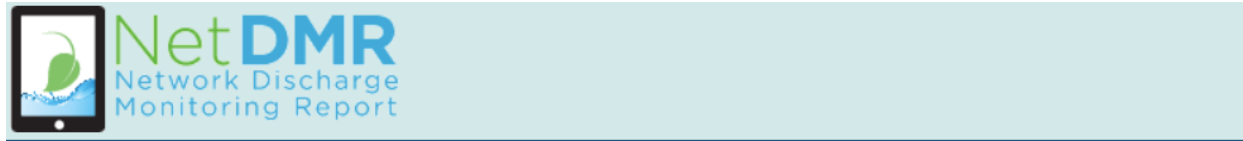# Request access to your permit

Locate your permit and choose a role

19. In the upper left corner of the NetDMR home screen, click on **Request Access**.

20. Enter your EPA permit ID, which is in the format OR00##### and can be found on the cover page of your permit. **Be sure to press Enter or Tab** on your keyboard to display the facility name and the roles available to you.

Enter the ID for the permit whose DMRs you would like to access and press the Tab button on your keyboard 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: OR0000000 ← Be sure to **press Tab** once you have typed in your permit ID

Facility Name:

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

Add Request

21. Confirm that the Facility Name that appears is correct, and select a role:

- The **Signatory** role allows you to sign and submit DMRs
- The **Permit Administrator** role can fill out and save DMRs but cannot submit them.

Once you have selected a role, click **Add Request**.

22. The request will appear under Access Requests. Click **Submit**.

Sign the subscriber agreement

23. Select whether your employer's relationship to the permitted facility is Parent, Facility, or Other, and specify whether you are a Responsible Official or authorized by a Responsible Official. Click **Submit**.

24. You have the option to sign via paper or sign electronically:

- **Sign electronically (Step 24a)** if you indicated that you are the Responsible Official, or if you indicated that you are authorized by a Responsible Official who has a NetDMR account and can log in to approve your request. Be sure that the email address you entered for the Responsible Official is the same as the one they used for NetDMR registration.

- **Sign via paper (Step 24b)** if you indicated that you are authorized by a Responsible Official but they do not have a NetDMR account, or if you do not know the email address with which they registered.

24a. Sign electronically

After choosing Sign Electronically, you will see the message below, with a window below that message that contains an electronic copy of the subscriber agreement for your review. Click on **Sign Electronically**.

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be Pending until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Sign Electronically | Cancel

A certification statement will appear as a pop-up. Click on **Accept**.

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By selecting 'Accept', I agree that:
1. I am
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit this data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

Accept | Decline

A confirmation message appears stating that your subscriber agreement was successfully signed. Your request will go to Oregon DEQ to be approved by NetDMR Support staff or the responsible official.

📗 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.

24b. Sign via Paper

After choosing Sign via Paper, you will see the message below indicating you need to print, sign, and mail the subscriber agreement to DEQ.

You have chosen to sign a hard copy of your Subscriber Agreement. Your request will be in <u>Pending</u> status <u>until</u> you print and sign the paper Subscriber Agreement(s), and mail it to your Regulatory Authority for the request to be processed. To print additional copies, go to My Account.

To view your subscriber agreement, at the upper left corner of your screen, click on **My Account**.
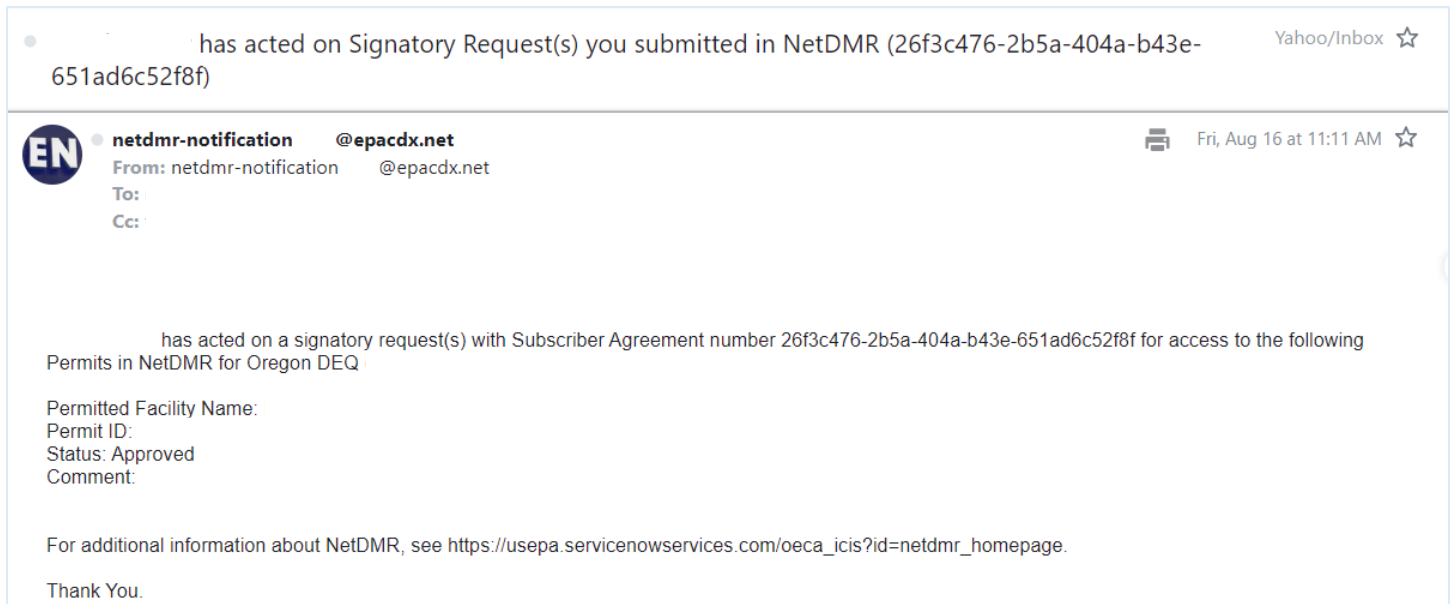

Scroll down to the **My Permits** section to find the subscriber agreement associated with your request. Click on the printer icon to open a printable copy of the agreement for you to sign and mail to DEQ at the addressed indicated on the agreement.

My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.
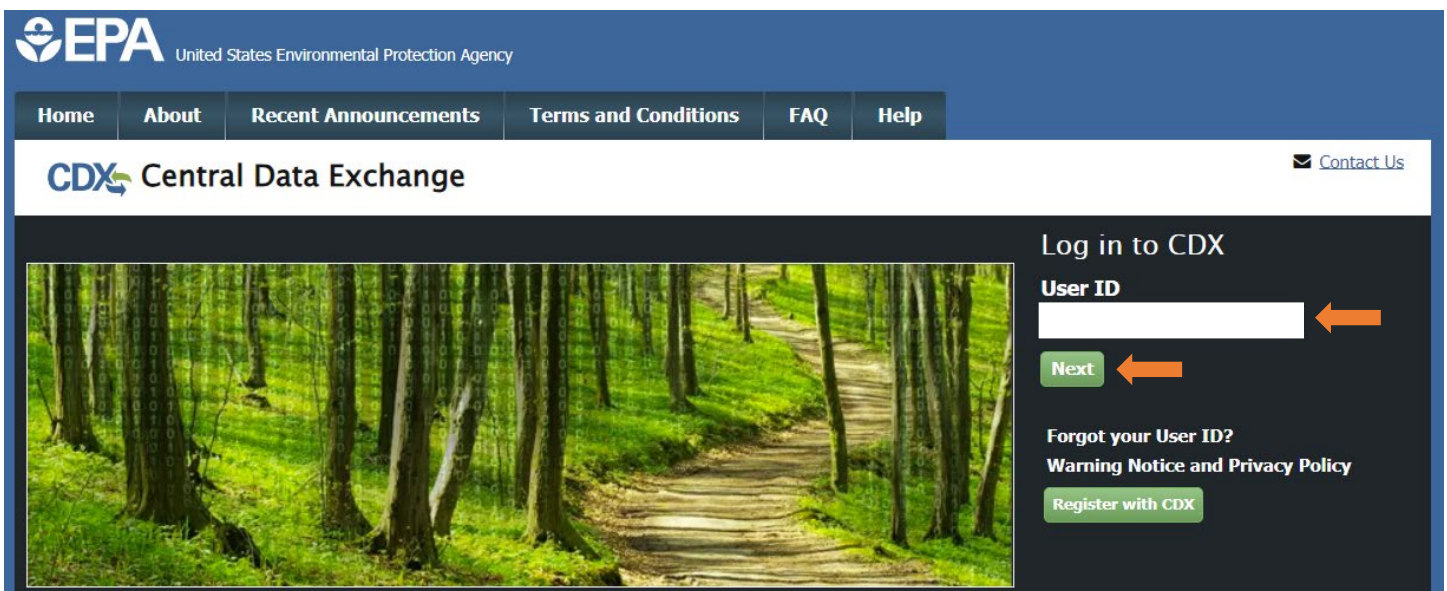
View All

Permit ID	Access Rights	Access Status	Subscriber Agreement	Responsible Official Email	Process	Request Date	Update Date
OR0000000	Signatory	Pending	b40e4460-7fbd-4e69-a902-b4795ac5064a		Paper	08/16/24 02:46 PM	08/16/24 02:46 PM

25. Once approved, you will receive an email from netdmr-notification@epacdx.net indicating whether your access request was approved or denied.
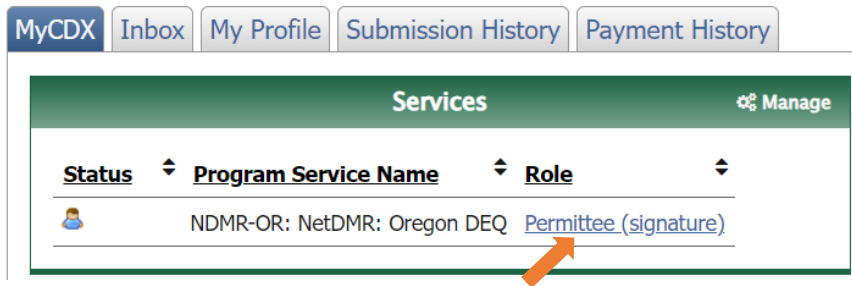
has acted on Signatory Request(s) you submitted in NetDMR (26f3c476-2b5a-404a-b43e-651ad6c52f8f)

Yahoo/Inbox ☆

netdmr-notification   @epacdx.net
From: netdmr-notification   @epacdx.net
To:
Cc:

🖨 Fri, Aug 16 at 11:11 AM ☆

has acted on a signatory request(s) with Subscriber Agreement number 26f3c476-2b5a-404a-b43e-651ad6c52f8f for access to the following Permits in NetDMR for Oregon DEQ

Permitted Facility Name:
Permit ID:
Status: Approved
Comment:

For additional information about NetDMR, see https://usepa.servicenowservices.com/oeca_icis?id=netdmr_homepage.

Thank You.

Confirm permit access

26. To confirm you have access to your permit, log into CDX and proceed to Login.gov for multi-factor identification.

Click on your NetDMR role.

Click **Continue to NetDMR**.

27. On the **All DMRs & CORs** tab, check that your Permit ID is listed in the dropdown menu.

Congratulations! You have successfully entered NetDMR and connected to your permit. You can begin the process of submitting electronic DMRs. Please review the NetDMR User's Guide for instructions to complete and submit DMRs. If you need additional assistance, please contact the NetDMR Support Team.

<div align="center">

NetDMR Support Team
NetDMRSupport@deq.oregon.gov
(503) 229-6400

</div>

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