STEP 1: Creating a CDX-NetDMR Account (for all Users)

==**You will need a pen and paper to note down User ID, Password, and Security Question answers. Please keep this information safe and do not share your account information with anyone.**==

1. Open your internet browser and go to https://cdx.epa.gov/cdx/login.

2. Click the green **Register with CDX** link found underneath the User ID and Password boxes.

3. Check the checkbox that states **I am the original registrant…** and then click the green **Proceed** button.

4. Select **NetDMR: Network Discharge Monitoring Report** from the list of Active Program Services.

5. Select State Agency **NDMR-LA: NetDMR: Louisiana DEQ** from the new list of Active Program Services.

6. Select Role type:

   a. Choose **Permittee (signature)** if you will be signing and submitting DMRs.

   b. Choose **Permittee (no signature)** if you are directly employed with the company and will be entering data or viewing DMRs, but not signing and submitting DMRs.

   c. Choose **Data Provider** if you are a third-party lab or consultant.

7. Click the green button to **Request Role Access**.

8. Create User ID, password and 3 security questions.

9. Enter Organization Name and State and click **Find**. Select your organization from the list of search results, or, if it is not found, click the link "request that we add your organization" at bottom of page and enter in your organization information. Then, click **Submit Request for Access.**

10. Open a new tab in your browser and login to the email address associated with your CDX/NetDMR account. **Copy and paste** the Verification Code from the email into the **Code** box on the CDX screen. Close your email.

11. Click **Create Account**.

12. **Permittee (No Signature) roles** can proceed to **Step 14** below.

13. **Permittee (signature) roles ==only==**:

a. Enter in your job title. Click **Next.**

b. Identity Verification; LexisNexis:

   i. Enter personal information (i.e. your home address, home/cell phone number, etc.) for Electronic Identity Proofing, click the checkbox to attest **the name above is me…**, and click **Proceed with Verification.**

   ii. Alternatively, if you would not like to perform Electronic Identity Proofing, click to the right on the link that says **Paper Verification**. The Paper ESA appears. Click the **Sign Paper Form** button, sign on the appropriate lines, and mail the ESA to the address provided below. You must wait for this step to be approved by LDEQ before you can move forward with requesting access to your permit ID in NetDMR.

<div align="center">

LDEQ/Office of Environmental Compliance
Attn: NetDMR
P.O. Box 4312
Baton Rouge, LA 70821

</div>

c. Choose 5 new Security Questions and type the corresponding answers. DO NOT use the tab button on your keyboard to toggle between answers and questions. This somehow skews the question selection. Click **Save Answers**. ****Please note:** We highly recommend writing down the security question answers, and keeping them for future reference, as they are case sensitive. You will need these to sign and submit DMRs.

14. To access NetDMR once the account has been created, go to the MyCDX page and click on role listed next to NDMR-LA: NetDMR: Louisiana DEQ.

15. Click **Continue to NetDMR**.

16. **The NetDMR account is not complete.** Please continue with the **STEP 2 Document** for your chosen role, and link your permit(s) to your NetDMR account.

<div align="center">

Questions? Email us at deqnetdmr@la.gov

</div>