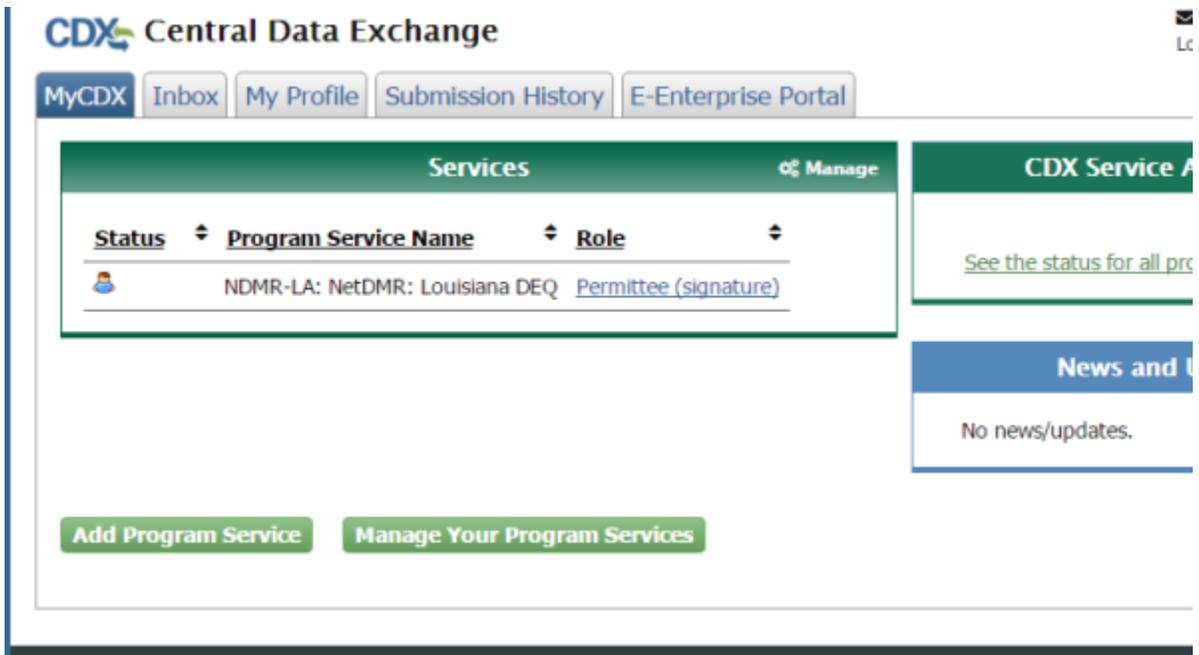


# CDX REGISTRATION

- 1) Login to <https://netdmr.epa.gov>.
- 2) Click on **CREATE A NEW ACCOUNT**.
- 3) Select **NETDMR: LOUISIANA DEQ** for State Agency or EPA Region.
- 4) Select **PERMITTEE (SIGNATURE)** for User Type. Click **NEXT**.
- 5) Only fill in the boxes with the **RED ASTERISK**:
  - a) **TITLE** – select from Dr, Miss, Mr, Mrs, Ms. \_\_\_\_\_
  - b) Put in your **FIRST NAME**. \_\_\_\_\_
  - c) Put in your **LAST NAME**. \_\_\_\_\_
  - d) Put in your **JOB TITLE**. \_\_\_\_\_
  - e) Click **NEXT**.
- 6) Only fill in the boxes with the **RED ASTERISK**:
  - a) Put in your **USER ID** (most people use their email addresses) \_\_\_\_\_
  - b) Choose a **PASSWORD**. \_\_\_\_\_
    - 1) Passwords must start with and contain one uppercase letter.
    - 2) Passwords must contain one number.
    - 3) Passwords must be at least 8 characters.
  - c) Verify **PASSWORD** (they must match). \_\_\_\_\_
  - d) Select **THREE QUESTIONS** that will be used to reset password in case it is forgotten – **SELECT FROM THESE QUESTIONS AND PROVIDE ANSWERS:**
    - 1) What was your childhood nickname? \_\_\_\_\_
    - 2) What street did you live on in third grade? \_\_\_\_\_
    - 3) What school did you attend for sixth grade? \_\_\_\_\_
    - 4) In what city does your nearest sibling live? \_\_\_\_\_
    - 5) In what city or town was your first job? \_\_\_\_\_
    - 6) What was your dream job as a child? \_\_\_\_\_
    - 7) What was your childhood phone number including area code? \_\_\_\_\_
    - 8) What was the last name of your second grade teacher? \_\_\_\_\_
    - 9) What is the name of the college (or institution) you applied to but did not attend?  
\_\_\_\_\_
    - 10) What is your biggest pet peeve? \_\_\_\_\_
    - 11) What was your favorite toy as a child? \_\_\_\_\_
    - 12) If you could be any animal, what would it be? \_\_\_\_\_
    - 13) What is your least favorite food? \_\_\_\_\_
    - 14) What was the best gift you ever received? \_\_\_\_\_
    - 15) Who is your favorite cartoon character? \_\_\_\_\_
  - e) Click the box to **AGREE TO THE TERMS AND CONDITIONS**. Click **NEXT**.
- 7) Select **FIVE QUESTIONS** that will be used for signing your document electronically – **SELECT FROM THESE QUESTIONS AND PROVIDE ANSWERS:**
  - a) What is the first and middle name of your oldest sibling? \_\_\_\_\_

- b) Who is your favorite author? \_\_\_\_\_
  - c) What is your favorite pet's name? \_\_\_\_\_
  - d) Where did you graduate from high school? \_\_\_\_\_
  - e) What is the last name of your favorite teacher? \_\_\_\_\_
  - f) What is your best friend's last name? \_\_\_\_\_
  - g) What is your favorite song? \_\_\_\_\_
  - h) What was your high school's mascot? \_\_\_\_\_
  - i) Who is your favorite all-time entertainer? \_\_\_\_\_
  - j) What is the name of the hospital where you were born? \_\_\_\_\_
  - k) What is your favorite hobby? \_\_\_\_\_
  - l) What is the name of your home town newspaper? \_\_\_\_\_
  - m) What street was your high school located on? \_\_\_\_\_
  - n) What is your favorite movie? \_\_\_\_\_
  - o) What was your first pet's name? \_\_\_\_\_
  - p) What is your favorite book? \_\_\_\_\_
  - q) Where did you first meet your spouse? \_\_\_\_\_
  - r) What is your favorite TV show? \_\_\_\_\_
  - s) What year and model was your first car? \_\_\_\_\_
  - t) What is your favorite vacation destination? \_\_\_\_\_
- 8) Click **NEXT**.
- 9) Only fill in the boxes with the **RED ASTERISK**:
- a) Put in your **ORGANIZATION NAME**. \_\_\_\_\_
  - b) Select **STATE**. Louisiana
  - c) Click **FIND**. \*\*Usually people who are registering into CDX for the first time will not be able to find their **ORGANIZATION** – if you cannot find your organization, Click **REQUEST THAT WE ADD YOUR ORGANIZATION**.\*\*
- 10) Only fill in the boxes with the **RED ASTERISK**:
- a) Put in your **ORGANIZATION NAME**. \_\_\_\_\_
  - b) Put in your **MAILING ADDRESS**. \_\_\_\_\_
  - c) Put in your **CITY**. \_\_\_\_\_
  - d) Select **STATE**. Louisiana
  - e) Put in your **ZIP/POSTAL CODE**. \_\_\_\_\_
  - f) Select **COUNTRY**. United States
  - g) Put in your **PHONE NUMBER**. \_\_\_\_\_
  - h) Put in your **EMAIL ADDRESS**. \_\_\_\_\_
  - i) Re-enter **EMAIL ADDRESS**. \_\_\_\_\_
  - j) Click **SEND VERIFICATION CODE**. \*\*A green pop-up will appear letting you know an email was sent to the email address you provided.\*\*
  - k) **CHECK YOUR EMAIL** – you should receive the **VERIFICATION CODE** within a few minutes.
  - l) **COPY & PASTE** the **VERIFICATION CODE** from the email directly to the box that will pop up asking for the **VERIFICATION CODE**. (The **VERIFICATION CODE** is a long code consisting of a combination of letters and numbers.)

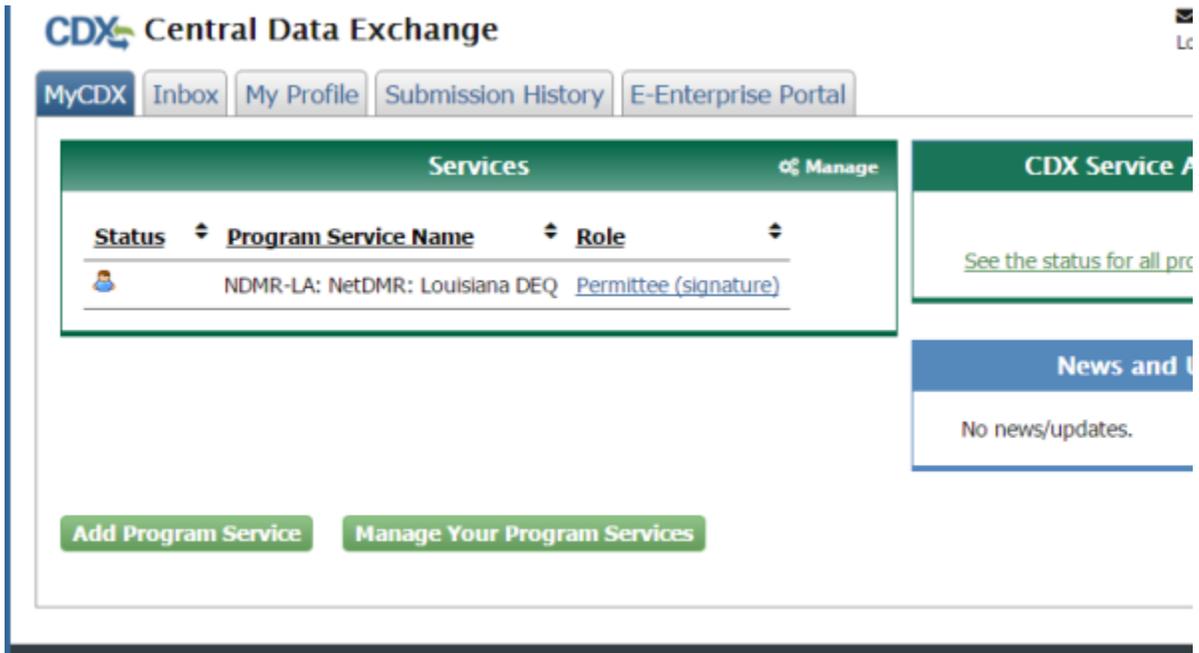
- m) Click **REGISTER**.
- n) Click **CONTINUE**.
- 11) For **IDENTITY VERIFICATION/IDENTITY PROOFING** – only fill in the boxes with the **RED** **ASTERISK**:
  - a) Put in your **HOME MAILING ADDRESS** (not company but **HOME**) \_\_\_\_\_
  - b) Put in your **CITY**. \_\_\_\_\_
  - c) Select **STATE**. Louisiana
  - d) Put in your **ZIP/POSTAL CODE**. \_\_\_\_\_
  - e) Put in your **DATE OF BIRTH**. \_\_\_\_\_
  - f) Put in the **LAST 4 of your SSN**. \_\_\_\_\_
  - g) Click box to **AGREE TO THE ELECTRONIC SIGNATURE AGREEMENT**.
  - h) Click **VERIFY AND SIGN**.
- 12) You should then see the account you created:



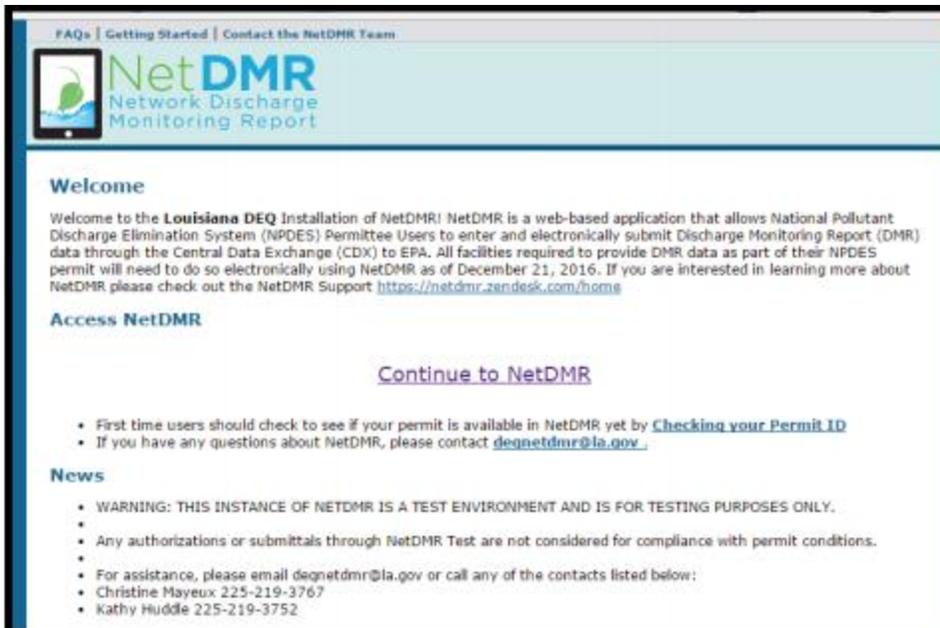
# NETDMR REGISTRATION

## REQUEST ACCESS AS A SIGNATORY – RESPONSIBLE OFFICIAL

- 1) Login to <https://netdmr.epa.gov>.
- 2) Put in your **CDX USER ID**. \_\_\_\_\_
- 3) Put in your **CDX PASSWORD**. \_\_\_\_\_
- 4) It will bring you to your **MYCDX PAGE** (see below):



- 5) Click on **PERMITTEE (SIGNATURE)** under **ROLE**.
- 6) It will bring you the **LOUISIANA NETDMR PAGE** (see below):



- 7) Click on **CONTINUE TO NETDMR**.
- 8) It will bring you to the **NETDMR** page (see below):



- 9) Click on **REQUEST ACCESS** (top left corner of the page).
- 10) Type in your **PERMIT ID** (usually begins with **LAG**).
- 11) Click on **UPDATE**.
- 12) Choose a **ROLE** from the dropdown menu – **SIGNATORY**.
- 13) Click on **ADD REQUEST**.
- 14) You should see the role you requested under **ACCESS REQUESTS**. Click **SUBMIT**.
- 15) Choose **FACILITY** for What is your employer's relationship to the facility or facilities?
- 16) Click **I HAVE THE AUTHORITY TO ENTER INTO THIS AGREEMENT FOR THE PERMITTEE UNDER THE APPLICABLE STANDARDS.**
- 17) Click **SUBMIT**.
- 18) Click **SIGN ELECTRONICALLY**.
- 19) It will bring you to this page:

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.

- 20) You would have to **REVIEW THE SUBSCRIBER AGREEMENT** before the **SIGN SUBSCRIBER AGREEMENT** button is activated.
- 21) It will bring you to the **ESIGNATURE AUTHORIZATION** page:
- a) **AUTHENTICATE** – put in your **CDX USER ID & PASSWORD**.
  - b) **VERIFY** – it will provide you with one of your **SECURITY QUESTIONS**. Provide the **ANSWER** – remember it is case sensitive.
  - c) **SIGN** – click the **SIGN** button.
- 22) It will bring you to this page:

### 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.

- 23) It will take about a week/week and a half to get approved (depending on the workload of the NetDMR staff). You should receive an email from an address with la.gov. Please let me know if you have not heard back within that time frame.