



CDX/NetDMR: Getting Started Overview

1. **Who is going to sign DMRs?** Identify who will be a Signatory and if you will need backup Signatories using the guide on CDX/NetDMR roles in page 2 of this document.
2. **Create account in CDX.** Each Signatory will create their own personal account with EPA's Central Data Exchange (CDX) program, and link the account to the NetDMR program service. ** DO NOT allow your computer to save and automatically import your password. This will cause issues when logging in, as your password needs to change every 90 days**
3. **Request access to permit numbers within NetDMR.** Access NetDMR by clicking on the role listed on the MyCDX page, and then click the link to Continue to NetDMR. Request access to the permit(s) needed within the NetDMR program.
4. **Submit a Subscriber Agreement (SA).** A Subscriber Agreement (SA) is created for all requested permits and must be approved before access is available for the Signatories. There are two ways to sign the SA:
 - a. Electronic Signature – sign and submit within NetDMR using a password and security questions
 - b. Paper Signature – print, sign, and mail the original SA document to the following address:

LDEQ/Office of Environmental Compliance
Attn: NetDMR
PO Box 4312
Baton Rouge, LA 70821
5. **Next steps:** After the Signatory receives the approval email from LDEQ, have other staff create their own, personal CDX accounts and request access to the permit(s) in NetDMR. ****Please note:** Edit, View, and Permit Administrator roles are approved by the Signatory or already approved Permit Administrator roles in NetDMR**

Want Step by Step Instructions, or, Have General Questions? Email us at deqnetdmr@la.gov

CDX USER TYPE & NETDMR ROLE DESCRIPTION SUMMARY

CDX Account--What User Type should I choose?			NetDMR Role--What Role could I request?				
User Type	Work At Facility?	Authority to Sign/Submit DMRs?	Signatory	Permit Administrator	Edit	View	Who Approves?
Permittee (Signature)	Yes	Yes	Yes	*	*	*	DEQ
Permittee (No Signature)	Yes	No	No	Yes	Yes	Yes	Signatory or Permit Administrator
Data Provider	No	No	No	No	Yes	Yes	Signatory or Permit Administrator

* Signatory is automatically granted permit administrator, edit, and view rights

What Can Each NetDMR Role Do?

Requested NetDMR Role	Sign/Submit DMRs	Enter DMR data/Add Attachments	View submitted DMRs	Approve/Deny other users
Signatory	X	X	X	X
Edit		X	X	
View			X	
Permit Administrator			X	X