



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://npdes-ereporting.epa.gov/net-netdmr>.
2. Click the **create a new account** link found in the Sign In box.
3. Select State Agency: **NetDMR Louisiana DEQ**
4. Select User 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.
5. Enter your personal information as requested. Click **Next**.
6. Create User ID, password and 3 security questions. Agree to Terms and Conditions by checking the available checkbox, and then click **Next**.
7. **Permittee (signature) roles only:** If your role is Permittee (signature), setup electronic signature by selecting five additional security questions to be used for signing your DMRs electronically, and note your responses for future reference. Click **Next**.
8. 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. Click **Next**.
9. Enter contact information and click **Send Verification Code**. Check e-mail for verification code. Once the code is received, copy and paste it into the space on the page. Click **Register** and **Continue**.
10. **Permittee (signature) roles only:** Permittee (signature) roles must undergo Identity Proofing.
 - a. Enter your personal information (i.e. your home address, home/cell phone number, etc.) for Electronic Identity Proofing, agree to the Electronic Signature Agreement, and click **Verify and Sign**.
 - b. Alternatively, if you would not like to perform Electronic Identity Proofing, click to the right of the blue button that says "Yes" so that it switches to a grey button that says "No" and the Paper ESA appears. **Print**, sign, 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.

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

11. 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. Click **Continue to NetDMR** on next page.
12. **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.

Questions? Email us at deqnetdmr@la.gov