



STEP 1: Creating a CDX-NetDMR Account

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

1. Go to the CDX program at the following link: <https://cdx.epa.gov/cdx/login>.
2. Click the green **Register with CDX** link found underneath the User ID box.
3. Check the checkbox beside the statement, "**I am the original registrant and owner of the User ID requested.**" 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:**
 - 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 and enter in the email address that will be used for your account.** Note both in your records for future use. Click the button to **Continue Registration**. ****PLEASE NOTE**** Email can be used as the User ID, however User IDs cannot be altered once the account is created.**
9. Click the button to **Proceed with Login.gov**.
 - a. If you already have an existing Login.gov account, please **login** using your credentials and enter in your pre-established authentication factor to confirm your identity with Login.gov. **(Proceed to step 10)**.
 - b. If you do not have an existing Login.gov account, please click on the white and blue header to **Create an Account** and complete the following steps:
 - Enter in the **email address** entered into Step 8 above.
 - Click the checkbox beside the statement, "**I read and accept the Login.gov Rules of Use.**" Click **Submit**.

- Check your email for an email confirmation from Login.gov. Please check your spam folder if it does not appear in your inbox. Click the button in the email to **Confirm email address**.
- **Create a password** and note in your records for future use. This password must be at least 12 characters.
- **Setup 1st Authentication method:** LDEQ recommends selecting the checkbox beside **Text or Voice message**, and clicking the **Continue** button. **Enter in your cellphone number** and click the radio button for **text message**. Click the button to **Send Code**. Enter the text messaged code into the prompt on the screen, and click **Submit**.
- Click the button to **Add another method**.
- **Setup 2nd Authentication method:** LDEQ recommends selecting the checkbox beside **Backup codes**, and clicking the **Continue** button. Print, Copy, or Download these backup codes, and put in a secure place in your records for future use. Click the checkbox next to the statement, **“I’ve put my backup codes in a safe place.”** Click the button to **Continue**. ****PLEASE NOTE**** if both authentication methods are lost, the account will need to be deleted and re-created after a 24-48hr re-setting period. Please keep codes in a secure and accessible location.******
- Click the button to **Agree and continue**. You will be redirected back to CDX.

10. **Enter in name, and select 3 security questions to answer.** Note security question answers in your records for future use.

11. **Enter Organization Name** (the name of your facility) 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**.

12. **Permittee (no signature) roles can proceed to Step 14 below.**

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

- a. Enter your **Job Title** into the box. Click **Next**.
- a. **You will need to fill out the Identity Verification form with Lexis Nexis®.** This is a third party program that will verify your identity. We do not see or keep this information. The program will ask for personal information – this section should not be filled out with facility information.

- b. Once your information is filled in, click the checkbox beside the statement "**The name above is me. Please proceed with Lexis Nexis® Validation.**" Then, click the link to **Proceed with Verification**.
 - c. The CDX Electronic Signature Agreement (ESA) will appear. Click the box to **Sign Electronically**.
 - d. The legal signature disclaimer will appear. Click **Accept**.
14. To access NetDMR once the account has been created, click on the **Permittee (no signature) or Permittee (signature)** link that is 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.

Questions? Email us at deqnetdmr@la.gov