



## STEP 2: Requesting Access to NetDMR (for Permit Administrators)

1. Open your internet browser and go to <https://npdes-ereporting.epa.gov/net-netdmr>.
2. Access NetDMR by clicking on the role of **Permittee (no signature)** on the MYCDX screen. Click **Continue to NetDMR** on next page.
3. In the upper left corner of the screen, above the NetDMR leaf logo, click **Request Access**.
4. Enter your permit number, including the LAG, LA, LAR, or LAP in front of the numbers. Click **Update**.
5. Click the dropdown box for Role and choose **Permit Administrator**. Click **Add Request**.
6. If you have more than one permit number, repeat steps 4 and 5 until you have added requests for all of your permit numbers.
7. Click **Submit** when you've entered requests for all of your permit numbers.
8. Review the information you provided and click **Confirm**. If something needs to be corrected, click Cancel and you will be directed back to the previous screen.
9. Notify the Signatory or other Permit Administrators that your access requests have been completed. **The Signatory or other Permit Administrators for each permit number must approve your request(s) in their own NetDMR account.**

**Questions?** Email us at [deqnetdmr@la.gov](mailto:deqnetdmr@la.gov)