



STEP 4: Signing & Submitting DMRs in NetDMR

1. Go to the CDX program at the following link: <https://cdx.epa.gov/cdx/login>.
2. Enter in your **NetDMR User ID** and click **Next**.
3. Click on the button to **Proceed to Login.gov**.
4. **Sign in** to Login.gov using your email address and password, and then enter in your pre-established authentication factor to confirm your identity with Login.gov.
5. Access NetDMR by clicking on the role of **Permittee (signature)** listed next to NDMR-LA: NetDMR: Louisiana DEQ on the MYCDX screen.
6. Click **Continue to NetDMR**.
7. In the center of the screen, there is a large blue search engine. At the top of this blue search engine are several tabs, click the tab that says **“DMRs Ready to Submit.”**
8. Choose one of the following search methods: ****Please note** This may not encompass all DMRs currently due. It is the Signatory’s responsibility to verify that all DMRs are present and ready for submission. A status of Ready for Data Entry, or NetDMR Validation Errors will NOT appear in this search method****
 - a. **All DMRs:** Click **Search** beside this option. This will bring forward any and all DMRs that are in the status of NetDMR Validated for all permit numbers associated with the account.
 - b. **DMRs for Permit ID:** Choose a Permit ID from the dropdown and click **Search** beside this second option. This will bring forward any and all DMRs that are in the status of NetDMR Validated for this permit only.
 - c. **DMRs for Facility:** Select a facility from the dropdown and click **Search** beside this third option. This will bring forward any and all DMRs that are in the status of NetDMR Validated for only this facility location.
9. Locate the DMR for which you would like to enter data. To ensure that you are selecting the right DMR, verify the Permit ID, Discharge #, and Monitoring Period End Date.
10. In the third column from the right entitled **“Include in Batch Submit”**, select the checkboxes associated with the DMRs you wish to submit. (Alternatively, you can select the **Check All On Page** button to submit all the available DMRs.) Then, click the link above the columns to **Sign and Submit Checked DMRs**.

11. The Sign and Submit DMR screen will appear, with a summary of the DMR being submitted, including any acknowledged violations. Click the **checkbox** in the first column entitled, **“Include in Submission.”**
12. **Optional Step:** Click the **checkbox** for the second column entitled, **“Add Copy of Submission and Attachments to Email Notification”** if you would like a copy of the submitted DMR sent to your email.
13. Click the button to **Submit**.
14. The legal signature disclaimer will appear. Click **Accept**.
15. The system will generate a Signing Process Confirmation number to confirm your DMR has been successfully signed and is being processed by the system.

Questions? Email us at deqnetdmr@la.gov