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18-026-1a

May 2018

Step 1

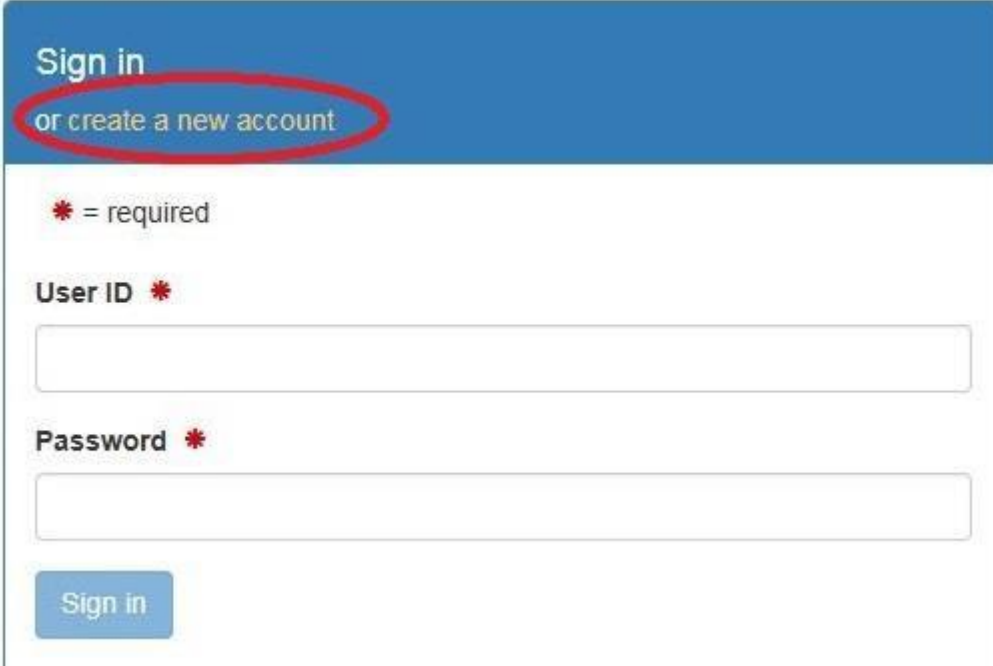
Create a new NetDMR account without an existing CDX account

CDX Site Link:

<https://cdxnodengn.epa.gov/oeca-netdmr-web/action/login>

Or <https://netdmr.zendesk.com/hc/en-us> Click on Login to NetDMR

A



Sign in
or create a new account

* = required

User ID *

Password *

Sign in

Step 1: Register for a new account.

A: Click on create a new account

Continue to next page

Select State Agency or EPA Region and User Type

State Agency or EPA Region *

A NetDMR: Nebraska Department of Environmental Quality

User Type *

B Permittee (signature)

Next

Step 2: Register for a new account.

- A:** From the dropdown select “NetDMR: Nebraska Department of Environment and Energy”
- B:** Select “Permittee (signature)” if you are going to be signing the DMRs.
Select “Permittee (no signature)” if you will be just editing the DMRs.

Continue to next page

Title *
Ms ▼

First Name *
Julie

Middle Initial

Last Name *
Wells

Suffix
Selec ▼

Job Title * ⓘ
tester|

Next

Step 3: User Information

- A:** Fill in the information that is needed to create an account.
- B:** Job Title example: Operator, Clerk, EHS Manager, Plant Manager etc.

Continue to next page

Create a User ID and Password ▼

User ID * Password * Verify Password *

This field is required.

Show password

These questions will be used to reset your password:

Question 1 * Answer 1 * ⓘ

Question 2 * Answer 2 *

Question 3 * Answer 3 *

Show answers

Agree to the [Terms and Conditions](#)

Step 4: User ID and Password

A: Create a user ID and Password that will be used to login to CDX.


B: These three security questions are used to reset your password if ever needed. Make sure that you remember these or keep them in a safe place. The answers are case sensitive!

Continue to next page

***This Step will not show up if you selected the Permittee no signature role.**

Electronic Signature Setup

These questions will be used for signing your document electronically:

Question 1 *	Answer 1 * 
What is the first and middle name of your oldest sibling?
Question 2 *	Answer 2 *
Who is your favorite author?
Question 3 *	Answer 3 *
What is your favorite pet's name?	...
Question 4 *	Answer 4 *
Where did you graduate from high school?
Question 5 *	Answer 5 *
What is the last name of your favorite teacher?

Show answers

Next

Step 5: Electronic Signature Security Questions

A: Fill out 5 of the security questions of your choosing. Use the Show Answers button to verify your answers

One of these questions will be used every time you sign a DMR, and remember they are case sensitive.

Continue to next page

Organization Information ▼

Search your organization by one or more of the following criteria:

Organization Name *

Mailing Address (line 1)

Mailing Address (line 2)

City

State *

Zip/Postal Code

Step 6: Search for your Organization with just the Name and State.

A: The Organization name will be for example: Village of Dodge, City of Omaha or a company name.

B: Click on the Find button to perform the search

Continue to next page

			AVE		
Select	2088	AVANTICORPORATION			ALEXANDRIA
Select	21341	AVANTI CORPORATION			ALEXANDRIA
Select	21658	AVANTI			ALEXANDRIA
Select	21659	AVANTI CORPORATION		Suite 205	ALEXANDRIA

Showing 1 to 10 of 19 entries

Previous **1** 2 Next

Can't find your organization? Back to search page or **request that we add your organization.**

Step 7: Select the organization

- A:** If your facility is shown in the search results click on Select next to it.
- B:** If no results are found then you will need to click on “request that we add your organization”.

Continue to next page

Contact Information

A

Organization Name *
Avanti

Mailing Address (line 1) *
123 Test

Mailing Address (line 2)

City * State *
Select a State

Zip/Postal Code * Country *
Select a Country

Phone Number * Extension
This field is required.

Email *
Re-enter Email *

Send Verification Code

Enter your phone number and email address. You will need access to this email address.

Step 8: Confirmation Email Link

A: Enter the facility information in this section, the phone number and email need to be your own and not the facilities main contact info. Click on “Send Verification Code”.

Continue to next page

Core Registration Email Verification Request Inbox x

 **helpdesk@epacdx.net** Apr 27 (13 days ago) ☆  
 to me 

You are requesting an account with the EPA Central Data Exchange (CDX). You will be able to add additional Program Services, including the NPDES eReporting Tool (NeT), to meet any additional obligations that require electronic reporting to EPA.

In order to complete your registration and begin using the system, you will need to confirm your account by entering the following code in the registration form you are currently editing:

378d036b-5cfc-4328-8ff0-409a4f62692a

Once you confirm your account using the code above, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service. Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on [888-890-1995](tel:888-890-1995) between Monday through Friday from 8:00 am to 6:00 pm

Step 9: Now open up your email and go into this email from EPA CDX. Caution do not close the open page for NetDMR.

A: Locate the verification code in the middle of the email in Bold. Highlight it and copy it.
Continue to next page

Contact Information ▼

Phone Number * Extension

Email *

Re-enter Email *

Verification Code * ✖

Haven't received your verification code yet? [Click to resend.](#)

A: Go back to your browser and click in the Verification Code box, then paste the code.

B: Click the **Register** button.

Continue to next page



Step 10: If you have the role of (Permittee no signature) aka you do not sign the DMRs you're now Registered.

If you sign the DMRs you should have the role of (Permittee signature) you will continue to Identity proofing.

Continue to next page

The following information will be used for identity proofing, it will not be stored.

Home Mailing Address (line 1) *

123 Home Address

Home Mailing Address (line 2)

City *

City

State *

Idaho

Zip/Postal Code *

33333

Date of Birth *

Jan 1 1996

SSN Last 4: *

....

Phone Number

Step 11: Identity Proofing

A: This is your personal information that is only used to identify you and is not saved or stored in your account. This allows you to sign the CDX subscriber agreement electronically.

B: If the proofing passes you will be able to sign electronically. Click on sign and it should ask for your password and one security question, then you can click on sign document.

If you signed the document electronically you are now registered for CDX.

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Identity Verification



We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement.

I, _____
(Responsible Official or Duly Authorized Representative)

(1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(2) Agree to contact the U.S. EPA CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.

(3) Agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification by notifying the CDX Technical Support staff at 1-888-890-1995 or helpdesk@epacdx.net.

Print

Continue

Step 12: Identity proofing failed

A: If the system could not identify you then you must print, sign and mail in the CDX subscriber agreement.

B: Once the NDEE receives the agreement in the mail you will be approved in CDX and your registration is complete.

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CDX Central Data Exchange [Contact Us](#)
Logged in as JSBTTESTPERMSIG ([Log out](#))

MyCDX Inbox My Profile Submission History

Status	Program Service Name	Role
	NDMR-R10AK: NetDMR: EPA Region 10 Alaska	Permittee (signature)

CDX Service Availability
[See the status for all program services](#)

News and Updates
No news/updates.

[Add Program Service](#) [Manage Your Program Services](#)

Step 12: Link for NetDMR

A: Circled in red is the link to access NetDMR from inside CDX.

End

The next will be requesting access for your permit in NetDMR.
For help requesting access please see the Requesting Access Guide.

Produced by: Nebraska Department of Environment and Energy, P.O. Box 98922, Lincoln, NE 68509-8922; phone (402) 471-2186. To view this, and other information related to our agency, visit our web site at <http://dee.ne.gov>.