

*This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.*

## Step 2

### How to: Request Access for your Permit in NetDMR(Signatory)

\*this guide is for after you have created a CDX account

Once a NetDMR account has been created you are now ready to request access to your permit. The first person to request access to your permit in NetDMR needs to be someone that is already authorized to sign your DMRs and will become the Signatory and Permit Administrator.

**Step 1:** Login to NetDMR.

**Step 2:** Click on the Request Access button at the top of the page.

The screenshot shows the NetDMR web application interface. At the top, there is a navigation bar with links for Home, My Account, Request Access (circled in red), Help, and Logout. The user is logged in as 'User:nenettest1, Permittee User'. Below the navigation bar is a main menu with several buttons: Manage Access Requests, Search All DMRs & CORs Permits Users, Unscheduled DMRs Unscheduled DMRs, Import DMRs Perform Import Check Results, Update NODI Check Results, View Permits Users, and Download Blank DMR Form. At the bottom, there is a search bar and a 'Last 10 Logins' table.

Last 10 Logins		
10/24/16	3:23 PM	-
10/24/16	8:48 AM	-

## Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.



Permit ID: **A**  **B**

Role: **C**    
 Note: Permit Administrator Role comes with the Signatory Role requested for a Permit.

**D**

- A:** Insert your Permit ID into the field box, this can be found on your permit cover or paper DMRs.
- B:** Click on the update button.
- C:** Select Signatory – In order to be a signatory you must be listed as either a Certifying official or Authorized Representative for your facility on the NDEE SAF (signatory authorization form). This is someone that is able to sign DMRs at your facility.
- D:** Click on Add Request.
- E:** Click on Submit at the bottom of the page.



Permit ID	Requested Role	Additional Information
NE0030767	Signatory	What is your employer's relationship to the facility or facilities?*: <b>A</b> <input type="text" value="Facility"/>

**B**  I have the authority to enter into this Agreement for the Permittee under the applicable standards.

**C**  I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.

Responsible Official Name:

Responsible Official Title:

Responsible Official Phone Number:

Responsible Official Email Address:

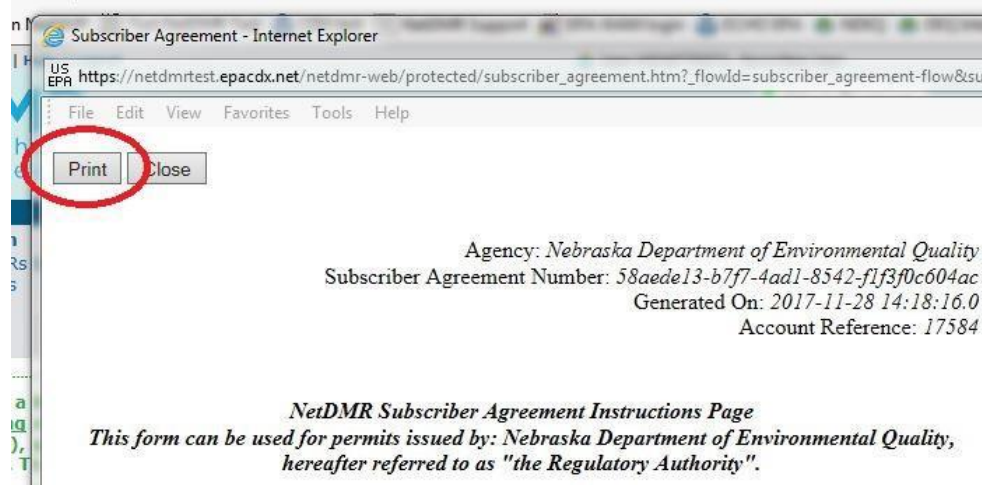
- A:** Select from the drop down if you work at the Facility or are part of the Parent company.
- B:** You will select the top radial button if you are a Certifying official –must be a Chairperson or Mayor for a municipality or for industry a VP / plant manager with operational control (Title 119, ch13, 002).
- C:** You will select the bottom radial button if you are an Authorized Representative – someone authorized by the Certifying official to sign DMRs. On the right you will need to provide the contact information for who you are authorized by. For example: John Smith, VP operations, 555-555-5555.
- D:** Click on Submit

Permit ID	Requested Role	Additional Information
NE0030767	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text" value="Bob Guy"/></p> <p>Responsible Official Title: <input type="text" value="Mayor"/></p> <p>Responsible Official Phone Number: <input type="text" value="555-555-5555"/></p> <p>Responsible Official Email Address: <input type="text" value="isthisreallife@gmail.com"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p>

**E:** Confirm the information is correct and click on Sign Via Paper button at the bottom of the page.

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### Step 3: Print the Subscriber Agreement.



- A:** The agreement should open in a popup window. Click on the Print button.\*
- B:** Have the appropriate people sign the document on the Responsible Official line and/or the Signatory line.
- C:** Mail the Subscriber Agreement to NDEE at: PO Box 98922, Lincoln, NE 68509.

\* If the popup window does not open, navigate to My Account in the upper left corner. Scroll to the bottom of the page and find your pending request. Then click on the small printer button, this should let you open the agreement.

Once the NDEE has received your Subscriber Agreement they will review it and approve you in NetDMR, you will then have access to your permit/ DMRs. You will receive an email to confirm when you have been approved.