NEBRASKA
DEPT. OF ENVIRONMENT AND ENERGY

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How to: Request Access for your Permit in NetDMR (Edit Role)

*this guide is for after you have created an 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.

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** NE0132756   **B** Update

Role: **C** EDIT
Note: Permit Administrator Role comes with the Signatory Role requested for a Permit.
D Add Request

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 the EDIT role, this allows you to enter DMR data and save it for your signatory to sign them.

D: Click on Add Request.

E: Click on Submit at the bottom of the page.

You will now need to contact your permit administrator for NetDMR at your facility and have them approve you. They need to login to their account and scroll to the bottom of the home page.