



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.

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Access CDX directly at <https://cdx.epa.gov>

- Log in with your CDX User ID and Password
- On the MyCDX Landing Page, click the **Add Program Service** button
- Select NetDMR: Network Discharge Monitoring Report from the list of Program Services Categories
- Select the NDMR-NE: Nebraska Department of Environment and Energy NetDMR Program Services
- Select your Role (You can only have one Role assigned to your CDX account)
- **Permittee (signature)** – NetDMR user at Facility that can create, enter, sign, and submit DMR form data
- **Permittee (no signature)** - NetDMR user at Facility that can create, enter DMR form data. Permittee (no signature) users cannot sign or submit DMR forms
- Select your Organization from the drop-down menu – Or Request to Add your Organization if one doesn't already exist in the system
- Click **Submit Request for Access**

At this point, Permittee (no signature) are finished. The NetDMR Program Service has been added to your account. Permittee (signature) will need to continue to authenticate their account

FOR Permittee (signature) ONLY:

- Type your Job Title
- Select and answer five (5) security questions. Click Save Answers

Note: If you have not previously signed a CDX Subscriber Agreement, you will be prompted to use LexisNexis for authentication before moving onto the next step.

- Electronic Signature Agreement (ESA). Click **Sign Electronically**. Or PRINT to submit paper ESA. Click **Accept**
- Enter your CDX password. Click **Login**
- Answer the Security Question. Click **Answer**
- Click **Sign**
- You have completed the registration process and will be returned to the MyCDX Landing Page

The NetDMR Program Service has been added to your MyCDX account.

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