# Creating a New CDX Account to Access NETSEWEROVERFLOW (Rev. 11/28/23)

Overview: If you do not have an existing Central Data Exchange or "CDX" account, then you will need to register/create a new account and add the NeT program service to it. Please follow the step-by-step instructions below to create your CDX account.

TO CREATE A NEW CDX ACCOUNT

1. Go to https://cdx.epa.gov

2. Click on **Register with CDX**
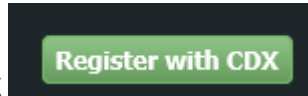
3. Read and agree to Terms and Conditions and click **Proceed**

   ☑ I am the original registrant and owner of the User ID requested

4. Type **NeT** into the Active Program Services List box
5. Click on the **NeT: NPDES eReporting Tool** box to see all NeT options

   > 4. Confirmation

   Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

   Active Program Services List

   | NeT | ✕ |

   | IEPB: Exchange Network Grant Semi-Annual Reporting Forms |

   | NeT: NPDES eReporting Tool (8) |

   | NetDMR: Network Discharge Monitoring Report (38) |

   Cancel

6. Select **NETSEWEROVERFLOW: NeT – Sewer Overflow and Bypass Reporting** from available program services

   Active Program Services List

   | Enter search criteria |

   | NETAQUA: NeT - Aquaculture General Permit |

   | NETBIO: NeT - Biosolids Annual Program Report |

   | NETCGP: NeT - NPDES Stormwater Construction General Permit |

   | NETEPAGEG: NeT - EPA Offshore Oil and Gas Extraction - Eastern Outer Continental Shelf NPDES Permit |

   | NETEPAGMG: NeT - EPA Offshore Oil and Gas Extraction - Western Outer Continental Shelf NPDES Permit |

   | NETMS4: NeT - NPDES Municipal Separate Storm Sewer System |

   | NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity |

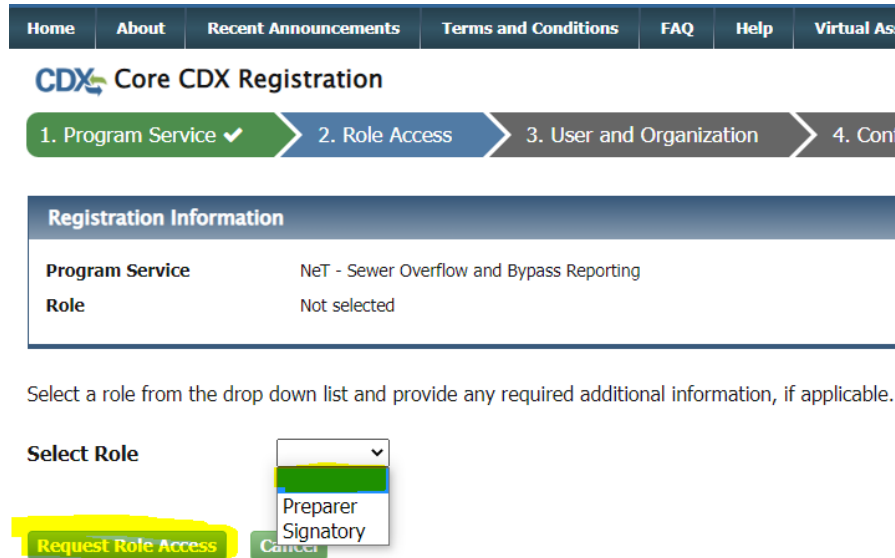 | NETPGP: NeT - NPDES Pesticide General Permit |

   | NETRDHT: NeT - Groundwater Remediation, Dewatering, and Hydrostatic Testing General Permit |

   | NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting |

   Back   Cancel

7. Select User Role by clicking the drop-down symbol and then clicking the role. click **Request Role Access**

Available Roles:

Signatory Individual who is authorized under 40 CFR 122.22 to sign/certify application submissions and/or program reports to RIDEM or needs to manage facility user permissions.

Preparer: Individual who will be viewing and editing data, but who is not authorized to sign/certify applications and/or program reports under 40 CFR 122.22.

8. Create a User ID and Password (a user ID can never be changed) and Enter your Personal Information (all boxes with an asterisk * must be filled in)
   a. Ensure that your First Name and Last Name are your legal names (e.g. Robert instead of Bob)
   b. User ID must be at least 8 characters, it cannot contain spaces but can include the use of period (.), hyphen (-), underscore (_), and at (@) special characters
   c. Password must be unique; be at least 8 characters; contain a number; and contain at least one capital letter. **You will need to update it every 90 days (or when you sign in if the 90 day timeframe has lapsed)**

9. Select and Answer 3 security questions
   a. Save your answers in a secure way. These security questions are used to help change your password and manage your user account (answers are case sensitive)

10. Enter your Organization Name and click **Search**

   a. **If your organization can not be found,** you may request to add it by selecting "request that we add your organization" and filling out the organization information and selecting **Submit Request for Access**. Otherwise, skip to step 11.

Part 2: Organization Info

Organization Name *	RIDEM
Country *	UNITED STATES
Mailing Address *	235 Promenade Street
Mailing Address 2	
City *	Providence
State *	Rhode Island
ZIP/Postal Code *	02903
Email *	crystal.charbonneau@dem.
Re-enter Email *	crystal.charbonneau@dem.
Phone Number *	(401) 222-4700
Phone Number Ext	
Fax Number	

Back to Search Results   **Submit Request for Access**

11. **Select** your organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
25306	Alabama Department of Environmental Management	P.O. Box 301463	Montgomery	AL	36130-1463
25329	Rhode Island Department of Environmental Management	235 Promenade Street	Providence	RI	02908-5767
25342	Indiana Department of Environmental Management	Indiana Government Center North 100 N. Senate Ave.	Indianapolis	IN	46204
33620	RI Dept. of Environmental Management, Division of Agriculture & Resource Marketing Room 370	235 Promenade Street	Providence	RI	02908-5767
33756	RI Dept. of Environmental Management, Division of Agriculture & Resource Marketing Room 370	235 Promenade Street	Providence	RI	02908-5767

Can't find your organization? Use advanced search or request that we add your organization.

Fill out Organization Contact Information and click **Submit Request for Access**. This should be the contact information you are using to create your CDX account.

Part 2: Organization Info

Rhode Island Department of Environmental Management
235 Promenade Street
Providence, RI, US
02908-5767

Email *	crystal.charbonneau@dem.
Re-enter Email *	crystal.charbonneau@dem.
Phone Number *	(401) 222-4700
Phone Number Ext	
Fax Number	

Wrong organization information? Back to Search Results, Use adv

Submit Request for Access

a. You should receive an email from helpdesk@epacdx.net with either a link you can click or a code you can copy and paste into the screen to activate your account.

You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by completing either of the following options:

a) Click the following link. You may need to enter the UserID (RIDEMTESTING123) and Password that were selected during the registration process. https://test.epacdx.net/Registration/EmailValidation?code=Fd4lAemnUjCb If you click the link and it appears to be broken, please copy and paste it into a new browser window.

b) In your existing browser window, copy and paste the following code into the "Code" field on the web page: Fd4lAemnUjCb

Once you have successfully logged into your account, 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 message, you may contact CDX Help Desk by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995, Monday through Friday from 8:00 am to 6:00 pm ET. For International callers, the CDX Help Desk can also be reached at (970) 494-5500 or you may contact the CDX Helpdesk https://test.epacdx.net/Chat. The CDX Helpdesk Chat service is available during our regular open hours of Monday through Friday, 8:00am to 6:00pm EST/EDT.

CDX Registration Homepage
https://test.epacdx.net

If you use the code, Enter the code and Click Create Account

Home	About	Recent Announcements	Terms and Conditions	FAQ	Help	Virtual Assistant

CDX Confirmation

1. Program Service ✔ | 2. Role Access ✔ | 3. User and Organization ✔ | 4. Confirmation

Contact U

A few more steps...

You will soon receive an email confirmation message at [ridemtesting123@gmail.com] with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.

Resend validation code

User ID: RIDEMTESTING123
Code: [   ]

Create Account   Return to CDX Home

At this stage, Preparers are finished creating their CDX account and should be able to see an active NETSEWEROVERFLOW program service with their role listed in blue underlined text (hyperlinked). Clicking on the hyperlinked role will open the NETSEWEROVERFLOW program.

NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting   Preparer

For Signatory role there are still a few more steps to take to complete your CDX account set up

12. You now need to authenticate your identity via an Electronic Signature Agreement (ESA). Please perform Identity Proofing electronically by filling in the required fields with your *personal* information (rather than facility) and

selecting **Proceed With Verification.** The data within this screen is not collected or stored and the information will be discarded once your identity has been authenticated.

a. *(Not Recommended)* If you choose paper Identity Proofing (by selecting Paper verification, or by Failing identity proofing), your ESA will appear and you need to print, sign, and mail it to the NPDES E-Reporting Processing Center address listed on the paper ESA. *Note: The paper ESA must be received and approved before you can access NETSEWEROVERFLOW. This process can take many weeks.*

13. Once you fill in all the fields, check the box to agree to the Electronic Signature Agreement and click **Verify and Sign**

14. Once you pass Identity Proofing, Signatory roles will also be required to select 5 additional signatory questions and answers to setup an electronic signature – save your answers in a secure way. These questions will be used to validate your signature on all submissions through CDX.

CDX Central Data Exchange

You are now done and will be directed to your MyCDX Home Page. Clicking on the hyperlinked role will open the NETSEWEROVERFLOW program. If the link in your role is inactive (i.e., nothing happens when you click on it) please contact the NPDES eReporting Help Desk.

Additional information about CDX and NeT can be found by clicking on the following link to the NeT Support Portal - https://usepa.servicenowservices.com/oeca_icis?id=net_homepage

Questions about CDX and NETSEWEROVERFLOW should be directed to the NPDES E-Reporting HelpDesk (NPDESeReporting@epa.gov or 1-877-227-8965). You can also send an email to crystal.charbonneau@dem.ri.gov

If your CDX account is locked or your first/last name has changed, please contact the CDX Help Desk (helpdesk@epacdx.net or 888-890-1995).