

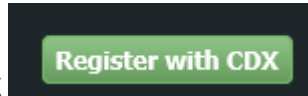
Creating a New CDX Account to Access NETSEWEROVERFLOW (Rev. 11/28/23)

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 | X

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

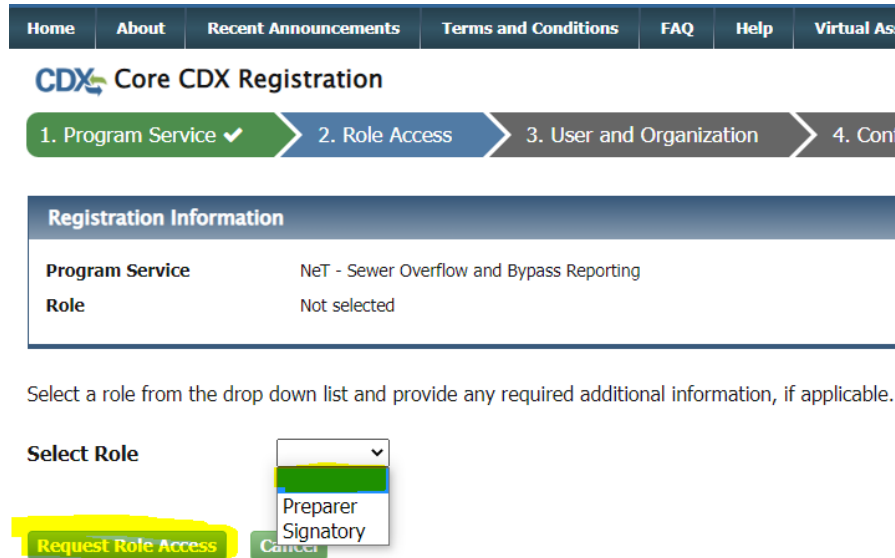
NETRDHT: NeT - Groundwater Remediation, Dewatering, and Hydrostatic Testing General Permit

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**



Home About Recent Announcements Terms and Conditions FAQ Help Virtual As

CDX Core CDX Registration

1. Program Service ✓ 2. Role Access 3. User and Organization 4. Cont

Registration Information

Program Service	NeT - Sewer Overflow and Bypass Reporting
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

Request Role Access

Preparer
Signatory

Cancel

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)
- Ensure that your First Name and Last Name are your legal names (e.g. Robert instead of Bob)
 - 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
 - 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)

Home About Recent Announcements Terms and Conditions FAQ Help Virtual Assistant

CDX Core CDX Registration [Contact Us](#)

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

Registration Information

Program Service NeT - Sewer Overflow and Bypass Reporting
Role Signatory

Please fill out all required fields marked with an asterisk(*)

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *

Title *

First Name *

Middle Initial

Last Name *

Suffix

Password *

Re-type Password *

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)

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

Show Passwords and Answers

10. Enter your Organization Name and click Search

Part 2: Organization Info

Enter organization or organization ID

- 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

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State
No data was found matching your criteria.				

Can't find your organization? [Use advanced search](#) or **request that we add your organization**.

Part 2: Organization Info

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

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 *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use ad](#)

[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=Fd4IAemrUjCb>. 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: **Fd4IAemrUjCb**

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 [Contact U](#)

CDX Confirmation

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

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.

CDX CDX Registration: LexisNexis

1. Identity Verification > 2. ESA

The program you are registering for requires additional proof of identity. Identity verification has provided sufficient identity information in order to conduct business safely and an identity proofing service for immediate access to your program service or to print and Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis@ Info](#)

LexisNexis® Instant ID

Legal Name
 Crystal [M] Charbonneau

Home Address
 123 Test
 Address Line 2

Test Rhode Island 00000

Home or Personal Phone
 Home or Personal Phone

Date of Birth
 January 1 1933

Last 4 of SSN
 **** Show SSN

The name above is me. Please proceed with LexisNexis@ Validation.

Proceed with Verification Paper Verification Exit

- 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.**

CDX CDX Registration: Additional Verification

1. Identity Verification > 2. ESA

You have failed LexisNexis identity proofing. Please proceed to **print, sign and mail** the paper Electronic Signature Agreement below or contact the CDX Help Desk for assistance.

Paper CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data files. For any questions regarding the CDX ESA, please contact the [CDX Help Desk](#).

**U.S. Environmental Protection Agency
 ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	Rhode Island Department of Environmental Management
Address:	235 Promenade Street
City, State, Zip:	Providence, RI 02908-5767
Province:	
Country:	US
Phone Number:	(401) 222-4700
E-mail Address:	ridtesting123@gmail.com
Registrant's Name:	Mr Crystal Charbonneau
Registrant Title:	

Sign Paper Form Cancel

- 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 [Contact Us](#)
Logged in as TESTPERMSIG ([Log out](#))


CDX Registration: Additional Verification

You are registered for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Signature Questions and Answers

<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>

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.

	NETSEWEROVERFLOW: NeT - Sewer Overflow and Bypass Reporting	Signatory
---	--	------------------

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 (NPDESReporting@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).