

## Fact Sheet – Creating a New CDX Account to Access NETMSGP (Rev. 1/20/22)

**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. Note: when registering – please make sure you request access to the correct version of NeT (For RIDEM this will be “[NETMSGP: NeT – Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity](#)”). Also, there are different permissions available in NeT (i.e. - sign, DAR sign, manage, view, and edit) which will need to be established once you have access to the NETMSGP program service.

### 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**
4. Type **NeT** into the Active Program Services List box
5. Click on the **NeT: NPDES eReporting Tool (8)** box to see all NeT options
6. Select **NETMSGP: NeT – Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity** from available program services
7. Select User Role and 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)
  - a. 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
  - b. Password must be unique; be at least 8 characters; contain a number; 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. Enter your Personal Information (all boxes with an asterisk \* must be filled in) and click **Next** to continue
  - a. Note: Ensure that your First Name and Last Name are your **legal names** (e.g. Robert instead of Bob)
10. Select and Answer 3 security questions and **agree to the Terms and Conditions**; click **Next** to continue
  - 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)
  - b. **Signatory** roles will also be required to select 5 additional signatory questions to setup an electronic signature – save your answers in a secure way. These questions will be used to validate your signature on applications and reports.
11. Enter your Organization Name and State; click **Find**
  - a. If your organization can not be found, you may request to add it (See troubleshooting article “Add Organization in CDX”)
12. **Select** your organization and Click **Next**; verify Organization
  - a. Fill out Organization Contact Information and click **Send Verification Code**.
  - b. You should receive an e-mail from [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) with a verification code. Copy the code into the registration screen and click **Register**
13. Then click **Continue**

*For Signatory role there are still a few more steps to take to complete your CDX account set up – continue to Step 14.*

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

14. You now need to authenticate your identity via an Electronic Signature Agreement (ESA). **Please perform Identity Proofing electronically.** The program will already have the answer to this question defaulted to YES.
- When choosing to perform Identity Proofing electronically, you will need to fill in the required fields with your personal (rather than facility) information. The data within this screen is not collected or stored and the information will be discarded once your identity has been authenticated
  - (Not Recommended)* If you choose paper Identity Proofing (by answering NO to the question), your ESA will appear and you need to print, sign, and mail it to the NPDES E-Reporting address listed on the paper ESA (Stormwater Notice Processing Center, Mail Code 4203M, ATTN: 2015 MSG P Signature Agreement, U.S. EPA, 1200 Pennsylvania Avenue, NW, Washington, DC 20460). *Note: The paper ESA must be received and approved before you can access NETMSGP. This process can take many weeks.*

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

You are now done and will be directed to your MyCDX Home Page. Clicking on the hyperlinked role (Preparer or Signatory) will open the NETMSGP 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.servicenow.com/oeca\\_icis?id=net\\_homepage](https://usepa.servicenow.com/oeca_icis?id=net_homepage)

Questions about CDX and NETMSGP should be directed to the NPDES E-Reporting HelpDesk ([NPDESeReporting@epa.gov](mailto:NPDESeReporting@epa.gov) or 1-877-227-8965). You can also send an email to [crystal.charbonneau@dem.ri.gov](mailto: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](mailto:helpdesk@epacdx.net) or 888-890-1995).