

Fact Sheet – Requesting Access to Your Permit in NetDMR (Rev. 1/13/22)

Once you have established your CDX account and have added/activated your NetDMR Program Service you will need to associate your NetDMR Account with your RIPDES permit(s). If you do not see your permit number(s) when you search for DMRs and CORs in NetDMR (see article “[DMR Search and Data Entry](#)”) you will need to follow the instructions below to request access to your permit in NetDMR.

Overview: Similar to the process in CDX, an individual will need to identify what role they will have in NetDMR (i.e. Signatory, edit, view, permit administrator). The individual signing and certifying the DMRs for the facility (i.e., the Signatory) must be the first person to request access to the permit through NetDMR. Users requesting Signatory access must complete a Subscriber Agreement, which should be Signed via Paper and mailed to RIDEM. If the Signatory is not a Responsible Official (i.e., not a Town Official or Corporate Officer) but is being authorized by a Responsible Official to be a Duly Authorized Representative then they must get the signature (via hard paper copy) of the Responsible Official on the Subscriber Agreement. Once the Signatory has been approved by RIDEM, other users can request access (e.g., edit, view, permit administrator) from the Signatory and/or Permit Administrator for approval.

TO REQUEST ACCESS TO YOUR PERMIT IN NetDMR

1. Log into your CDX account (<https://cdx.epa.gov>)
2. Click on the role (e.g. “**Permittee(Signature)**”) associated with your **NDMR-RI** (NetDMR) account on your “My CDX” page and then click on **Continue to NetDMR** to get to the NetDMR Home page
3. Once on the NetDMR Home page click on **Request Access** (located above the NetDMR logo in the Upper left corner), enter your Permit ID, click **Update**, select appropriate **Role**, click on **Add Request**, and then click **Submit**
4. At this point, the requests for “Edit”, “View” and “Permit Administrator” roles have been submitted and are just awaiting internal approval by the Signatory/Permit Administrator for the permit. Please notify this individual that they can access and approve your request by logging into their NetDMR account and clicking on the **Manage Access Request** link.

For Signatory requests there are still a few more steps in order to complete your NetDMR access request

5. Respond to the question about your employer’s relationship to the facility by selecting one of the choices in the **Select One** drop down menu
6. Next select the appropriate button to describe how you are authorized to sign the Subscriber Agreement.
 - a. If you are a Responsible Official (i.e., Corporate Officer or elected or appointed Town Official, see 40 CFR 122.22) then click on the first button which says “I have the authority to enter into this Agreement for the Permittee under the applicable standards”.
 - b. If you are a Duly Authorized Representative (i.e., not a Corporate Officer or elected or appointed Town Official, see 40 CFR 122.22) then click the second button that says “I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards” and enter the Responsible Officials information (e.g., name, title, phone number, and email address)
7. Click on **Sign via Paper (RIDEM requires a paper Subscriber Agreement for the RIDEM file)**. Please **do not** click Sign Electronically. This option currently does not maintain the “signed” document in the NetDMR system for DEM records. Additionally, if you are a Duly Authorized Representative and you elect to Sign Electronically, this will mean that the Responsible Official authorizing you will also need to have an

account in NetDMR in order to sign your Subscriber Agreement electronically. If you select Sign Electronically, please click **Cancel** and then select **Sign via Paper**.

8. Upon clicking **Sign via Paper**, a copy of your Subscriber Agreement will pop-up, click on **Print**. If you do not see your Subscriber Agreement, see article "[How to Print the NetDMR Subscriber Agreement](#)"). Once signed please mail the original Subscriber Agreement to:

Crystal Charbonneau
Office of Water Resources, RIPDES Program
RI Department of Environmental Management
235 Promenade Street
Providence, RI 02908

(Note: RIDEM must approve the request before you can access your DMRs through NetDMR)

9. You will receive an email from netdmr-notification once your Signatory request has been approved by RIDEM.

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

Questions about CDX or NetDMR should be directed to the NetDMR Helpdesk at 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).