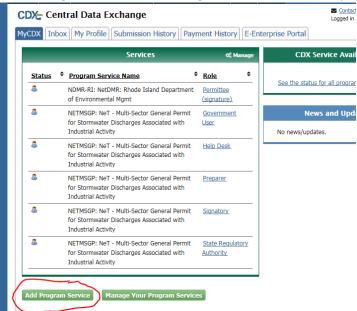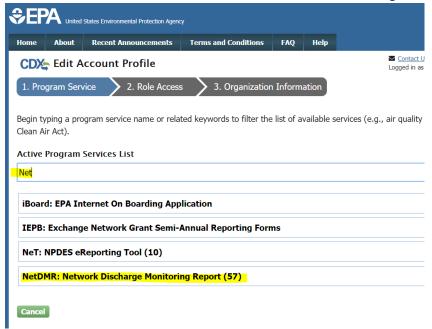**How to Add the NetDMR Program Service to an Existing CDX Account**

1. **Sign in** to your CDX account
2. Select the green button "**Add Program Service**" on the MyCDX Page

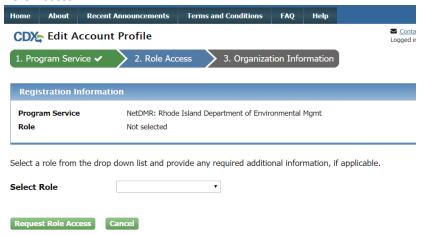3. Search for or scroll down to and click **NetDMR: Network Discharge Monitoring Report**

4. Scroll down or search for and Select **NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt**
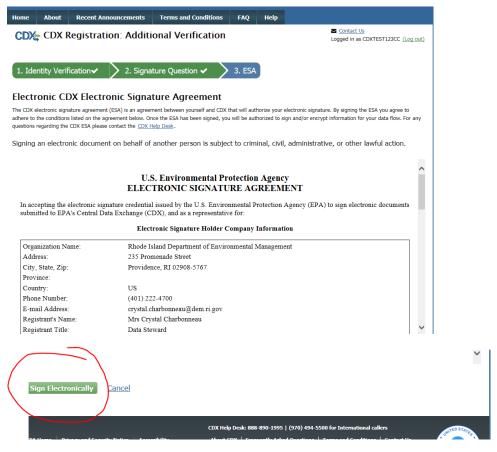

5. Select Role (Data Provider, Permittee(signature) or Permittee (no signature)) and click Request Role Access

Available Roles:

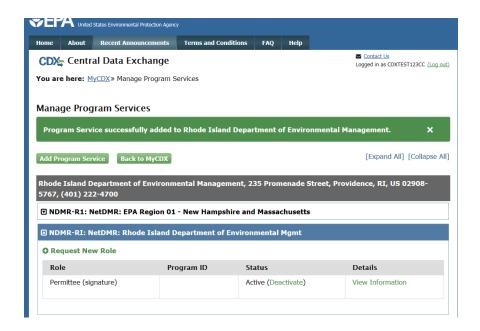| Term	Who	Available NetDMR Roles	Definition
Data Provider	Lab, Contractor, or 3rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they **cannot** sign and submit forms.
Permittee (signature)	If you work for the company AND will Sign/Submit DMRs	Signatory, Permit Administrator, Edit, View	A person authorized to sign, view, edit and submit DMRs for a specific permit. Will also be able to approve roles for other users within NetDMR.
Permittee (no signature)	If you work for the company but will NOT Sign/Submit DMRs	Permit Administrator, Edit, View	Can view, enter and upload DMRs into NetDMR, edit CORs, and approve roles for other users within NetDMR.
Internal User	This is for State/EPA Agency personnel only	Internal Administrator	A Regulatory Authority staff member with a NetDMR account.

6. **Permittee (signature)** may be prompted to sign an ESA.
   a. (*Permittee(signature) only*) Sign ESA Electronically (scroll to bottom):

   b. (*Permittee(signature) only*) Enter Password, click **Sign in**; enter answer to Security question, click **Verify**; and then click **Sign**
   c. (*Permittee(signature) only*) Click the green "Back to MyCDX" button

7. Click on your Role to open the web application:

Additional Resources can be found at:

http://www.dem.ri.gov/ripdesErule

https://usepa.servicenowservices.com/oeca_icis?id=netdmr_homepage