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**

   ![NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt](image)

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

   ![Request Role Access](image)

### Available Roles:

<table>
<thead>
<tr>
<th>Term</th>
<th>Who</th>
<th>Available NetDMR Roles</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Provider</strong></td>
<td>Lab, Contractor, or 3rd Party Affiliate</td>
<td>Edit, View</td>
<td>Allowed to view, enter and Import DVRS into NetDMR and edit CORs but they <strong>cannot</strong> sign and submit forms.</td>
</tr>
<tr>
<td><strong>Permittee (signature)</strong></td>
<td>If you work for the company AND will Sign/Submit DVRS</td>
<td>Signatory, Permit Administrator, Edit, View</td>
<td>A person authorized to sign, view, edit and submit DVRS for a specific permit. Will also be able to approve roles for other users within NetDMR.</td>
</tr>
<tr>
<td><strong>Permittee (no signature)</strong></td>
<td>If you work for the company but will NOT Sign/Submit DVRS</td>
<td>Permit Administrator, Edit, View</td>
<td>Can view, enter and upload DVRS into NetDMR, edit CORs, and approve roles for other users within NetDMR.</td>
</tr>
<tr>
<td><strong>Intrnal User</strong></td>
<td>This is for State/EPA Agency personnel only</td>
<td>Internal Administrator</td>
<td>A Regulatory Authority staff member with a NetDMR account.</td>
</tr>
</tbody>
</table>
6. **Permittee (signature)** may be prompted to sign an ESA.
   a. *(Permittee(signature) only)* Sign ESA Electronically (scroll to bottom):
   
   ![Image of CDX Registration Additional Verification]

   a. **(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:

![EPA Central Data Exchange](image)

Additional Resources can be found at:

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