

## Fact Sheet – Creating a New CDX Account to Access NetDMR (Rev. 4/6/18)

**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 NetDMR 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 NetDMR (For RIDEM this will be “[NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt](#)”). Also, there are different roles available in NetDMR, so if the individual setting up their account will be signing and certifying the Discharge Monitoring Reports or “DMRs” for the facility then they should select the “Permittee (signature)” role in CDX. If they will be editing the DMRs then they should select either the “Permittee (no signature)” or “Data Provider” roles.

### 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 **NetDMR** into the Active Program Services List box
5. Click on the **NetDMR: Network Discharge Monitoring Report (35)** box to see all NetDMR options
6. Select **NDMR-RI: NetDMR: Rhode Island Department of Environmental Mgmt** from available program services
7. Select User Role Type and click **Request Role Access**
8. Enter User Information (all boxes with an asterisk \* must be filled in)
  - a. Note: Ensure that your First Name and Last Name are your legal names (e.g. Robert instead of Bob)
9. Create a User ID and Password
  - 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**
10. Select and Answer 3 security questions
  - a. Print out and save your answers. These security questions are used to help change your password and manage your user account (answers are case sensitive)
11. Enter your Organization Name and click **Search**
  - a. If your organization can not be found, you may request to add it
12. Enter Organization Contact Information
  - a. Click **Submit Request for Access**
  - b. You should receive an email from [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) with a link that you will need to click on to activate your account
13. Enter your **User ID** and **Password** and click **Log In to CDX** to finalize your account

At this stage, Permittee (no signature), Data Providers, and Internal Users are finished creating their CDX account and should be able to see an active NetDMR program service with their role. Clicking on the NetDMR program service role will open NetDMR.

*For Permittee (signature) role there are still a few more steps to take to complete your CDX account set up*

14. After logging into CDX you will be asked to Enter Your Job Title and then click **Next**
15. You now need to authenticate your identity via an Electronic Signature Agreement (ESA). You will be given the choice to authenticate electronically (online) or by paper. **It is best to authenticate electronically (go to 15.a)**
  - a. If you choose to authenticate electronically (by clicking on **Proceed with Verification**), 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

- b. (Not Recommended) If you choose paper (by clicking on **Paper Verification**), your ESA will appear and you need to print, sign, and mail it to the address below:

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

*(Note: RIDEM must receive and approve the request before you can continue with your request to access NetDMR)*

16. Once you fill in all the fields click **Proceed with Verification**
17. You will then be asked to select and answer 5 additional security questions (the answers are case sensitive).  
Print out and save your answers - each time you sign and submit an electronic DMR you will be asked to answer one of these questions
18. Click **Save Answers**
19. Read and review the ESA and click **Sign Electronically**
20. Accept the Terms and Conditions
21. To Sign the ESA, enter your **Password**, answer the **Security Question**, and click **Sign**
22. You are now done and will be directed to your MyCDX Home Page where you can access NetDMR by clicking on the Role associated with your NetDMR Program Service and then clicking **Continue to NetDMR**. If the link in your role is inactive (i.e., nothing happens when you click on it) please send an email to [crystal.charbonneau@dem.ri.gov](mailto:crystal.charbonneau@dem.ri.gov) explaining your issue

Additional information about CDX and NetDMR can be found by clicking on the following link to the NetDMR Support Portal - <https://netdmr.zendesk.com/hc/en-us> . Questions about CDX should be directed to the CDX Help Desk ([helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or 888-890-1995). If you have questions about NetDMR please feel free to send an email to [crystal.charbonneau@dem.ri.gov](mailto:crystal.charbonneau@dem.ri.gov) or you can contact:

NetDMR Helpdesk: [support@epanet.zendesk.com](mailto:support@epanet.zendesk.com) or 1-877-227-8965