

Fact Sheet – Requesting Access to Your Permit in NetDMR (Rev. 1/22/18)

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 RIDES permit. If you do not see your permit number when you open your NetDMR account (to open NetDMR click on the role next to the “NDMR-RI” Program service on your My CDX page) 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. 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. The Signatory must also complete a Subscriber Agreement online, which can either be signed electronically (online) or as a hard copy which must be printed, signed, and then mailed to EPA. 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 you must get the signature (via electronic or hard paper copy) of a Responsible Official on your Subscriber Agreement. Note, if you elect to have the Responsible Official sign your Subscriber Agreement electronically then the Responsible Official will also need to have a NetDMR account. Once the Signatory has been approved by RIDEM other roles can be requested/activated on behalf of the permittee (e.g., edit, view, permit administrator) and submitted internally to the Signatory/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 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 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) 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) 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 recommends paper agreement)**.
8. Upon clicking **Sign via Paper**, a copy of your Subscriber Agreement will pop-up, click on **Print**. 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. If you click **Sign Electronically (not recommended)**, a pop-up box will appear asking you to confirm that you want to sign your Subscriber Agreement electronically. [Please note 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 that the Responsible Official does not have an account in NetDMR (and does not want to create one) you will need to click **Cancel** and then select **Sign via Paper**.
 - a. To complete the electronic signature process, click **Sign Electronically** and type in your **Password**, answer your **Security Question**, and click **Sign**. If you are a Responsible Official, your request will be sent directly to your Regulatory Authority for approval. If you are a Duly Authorized Representative your request will first be sent to the Responsible Official for their approval in NetDMR and then to the Regulatory Authority for final approval.
10. You will receive an email from netdmr-notification once your Signatory request has been approved by RIDEM.

Additional information about NetDMR can be found by clicking on the following link to the NetDMR Support Portal - <https://netdmr.zendesk.com/hc/en-us> . If you have questions about NetDMR please feel free to send an email to crystal.charbonneau@dem.ri.gov or you can contact:

NetDMR Helpdesk: support@epanet.zendesk.com or 1-877-227-8965