

SWIS – Creating a New CDX Account to Access NETMSGP (Rev. 4/4/19)


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 NeT 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 NeT (For RIDEM this will be “NETMSGP: NeT – Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity”). Also, there are different roles available in NeT (Sign, manage, view, and edit) which will need to be established once you have access to the NETMSGP program service.

TO CREATE A NEW CDX ACCOUNT

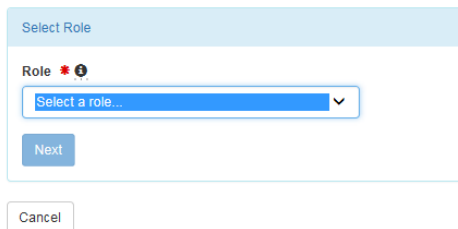
1. Go to <https://npdes-ereporting.epa.gov/msgp>

2. Click on **Create a new account**

A blue rectangular button with the text "create a new account" in white, lowercase letters.

3. Select User Role by clicking the drop-down symbol  and then clicking the role. click **Next**

Create a New Account

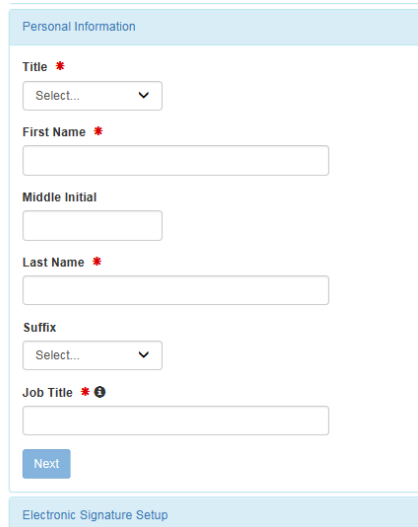
A screenshot of a web form titled "Create a New Account". The form has a light blue header with the text "Select Role". Below the header, there is a label "Role" with a red asterisk and an information icon. Underneath is a dropdown menu with the text "Select a role...". Below the dropdown is a blue "Next" button. At the bottom left of the form is a "Cancel" button.

Available Roles:

Signatory Individual who is authorized under 40 CFR 122.22 to sign/certify application submissions and/or program reports to RIDEM or needs to manage facility user permissions.

Preparer: Individual who will be viewing and editing data, but who is not authorized to sign/certify applications and/or program reports under 40 CFR 122.22.

4. Enter your Personal Information (all boxes with an asterisk * must be filled in) and click **Next** to continue
- a. Note: Ensure that your First Name and Last Name are your legal names (e.g. Robert instead of Bob)

A screenshot of a web form titled "Personal Information". The form has a light blue header with the text "Personal Information". Below the header, there are several fields: "Title" with a red asterisk and a dropdown menu; "First Name" with a red asterisk and a text input field; "Middle Initial" with a text input field; "Last Name" with a red asterisk and a text input field; "Suffix" with a dropdown menu; and "Job Title" with a red asterisk, an information icon, and a text input field. Below the fields is a blue "Next" button. At the bottom of the form is a light blue footer with the text "Electronic Signature Setup".

5. Create a User ID and Password (a user ID can never be changed)
- 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; and contain at least one capital letter.
- You will need to update it every 90 days (or when you sign in if the 90 day timeframe has lapsed)**

Create a User ID and Password

User ID * RIDEMTEST Password * Password Verify Password * Password

Show password

6. Select and Answer 3 security questions and **agree to the Terms and Conditions**; click **Next** to continue
- a. Save your answers in a secure way. These security questions are used to help change your password and manage your user account (answers are case sensitive)

Create a User ID and Password

User ID * RIDEMTEST Password * Password Verify Password * Password

Show password

These questions will be used to reset your password:

Question 1 * What was your childhood nickname? Answer 1 * Password

Question 2 * What street did you live on in third grade? Answer 2 * Password

Question 3 * What school did you attend for sixth grade? Answer 3 * Password

Show answers

I am this registrant. I will not share my account, and I accept the [Terms and Conditions](#)

Next

- b. **Signatory** roles will also be required to select 5 additional signatory questions to setup an electronic signature – save your answers in a secure way. These questions will be used to validate your signature on applications and reports.

Electronic Signature Setup

These questions will be used for signing your document electronically:

Question 1 * What is the first and middle name of your oldest sibling? Answer 1 * Password

Question 2 * Who is your favorite author? Answer 2 * Password

Question 3 * What is your favorite pet's name? Answer 3 * Password

Question 4 * Where did you graduate from high school? Answer 4 * Password

Question 5 * What is the last name of your favorite teacher? Answer 5 * Password

Show answers

Next

7. Enter your Organization Name and State and click **Find**

Organization Information

Search for your Organization using the following criteria:

Your Organization * ⓘ

RHODE ISLAND DEPARTMENT OF ENVIRONMEN

Mailing Address (line 1)

Mailing Address (line 2)

City

State *

Rhode Island

Zip/Postal Code

Find

- a. If your organization can not be found, you may request to add it

Select your organization:

Show 10 entries

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

Can't find your organization? [Back to search page](#) or [request that we add your organization.](#)

8. Select your organization and click **Next**; verify Organization

Organization Information

Select your organization:

Show 10 entries

Action	Organization ID	Organization Name	Address 1	Address 2	City	State	Zip Code
Select	25329	Rhode Island Department of Environmental Management	235 Promenade Street		Providence	RI	02908-5767

Showing 1 to 1 of 1 entries

Previous 1 Next

Can't find your organization? [Back to search page](#) or [request that we add your organization.](#)

Organization Information

Rhode Island Department of Environmental Management
235 Promenade Street
Providence, RI 02908-5767
US

Wrong organization information? [Back to search results](#) or [request that we add your organization.](#)

Next

- a. Fill out Organization Contact Information and click **Send Verification Code**.

Contact Information

Phone Number * Extension

Email *

Re-enter Email *

Send Verification Code

Contact Information

Your Organization * ⓘ

Mailing Address (line 1) *

Mailing Address (line 2)

City * State *

Zip/Postal Code * Country *

Phone Number * Extension

Email *

Re-enter Email *

Send Verification Code

- b. You should receive an e-mail from helpdesk@epacdx.net with a verification code. Copy the code into the registration screen and click **Register**

Contact Information

Phone Number * Extension

Email *

Re-enter Email *

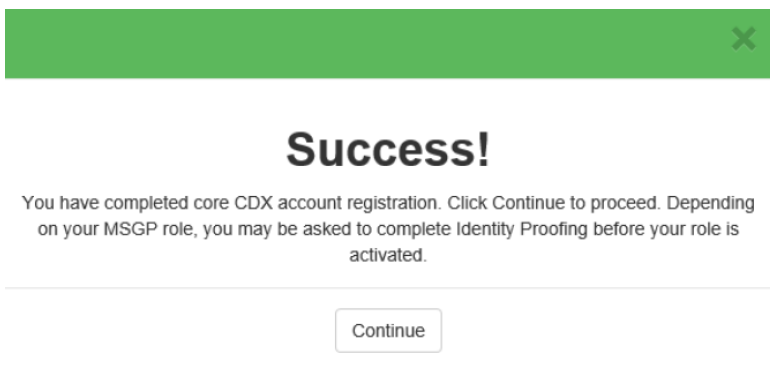
Send Verification Code

Verification Code *

681b824b-2162-45f4-8711-f089c477ff50

Register Continue

9. Then click **Continue**



For Signatory role there are still a few more steps to take to complete your CDX account set up

At this stage, **Preparers** are finished creating their CDX account and should be able to see an active NeT program service with their role listed in blue underlined text (hyperlinked). Clicking on the hyperlinked role will open the NETMSGP program.

10. You now need to authenticate your identity via an Electronic Signature Agreement (ESA). **It is best to perform Identity Proofing electronically.** Your screen should look like this:

Identity Verification

Would you like to perform electronic Identity Proofing? ⓘ

YES

- a. When choosing to perform Identity Proofing electronically, 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.

Identity Verification

Would you like to perform electronic Identity Proofing? ⓘ

YES

Electronic Identity Proofing

The following information will be used for identity proofing, it will not be stored.

Home Mailing Address (line 1) *

This field is required.

Home Mailing Address (line 2)

City * State * Zip/Postal Code *

Date of Birth *

SSN Last 4: * Phone Number

Show SSN digits

I agree to the Electronic Signature Agreement

Verify and Sign

- b. ***(Not Recommended)*** If you choose paper Identity Proofing (by answering NO to the question), your ESA will appear and you need to print, sign, and mail it to the NPDES E-Reporting address listed on the paper ESA (Stormwater Notice Processing Center, Mail Code 4203M, ATTN: 2015 MSG P Signature Agreement, U.S. EPA, 1200 Pennsylvania Avenue, NW, Washington, DC 20460).

(Note: The ESA must be received and approved before you can access NETMSGP)

11. Once you fill in all the fields, check the box to agree to the Electronic Signature Agreement and click **Verify and Sign**

You are now done and will be directed to your MyCDX Home Page. Clicking on the hyperlinked role will open the NETMSGP program. If the link in your role is inactive (i.e., nothing happens when you click on it) please contact the NPDES eReporting Help Desk.

The screenshot shows the CDX Central Data Exchange user interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX logo and the text 'Central Data Exchange'. A secondary navigation bar includes 'MyCDX', 'Inbox', 'My Profile', 'Submission History', 'Payment History', and 'E-Enterprise Po'. The main content area is titled 'Services' and features a table with columns for 'Status', 'Program Service Name', and 'Role'. A single row is visible with a status icon, the program name 'NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity', and the role 'Signatory'. To the right of the table is a 'Manage' button and a 'See th' link. Below the table are two buttons: 'Add Program Service' and 'Manage Your Program Services'. A notification box on the right indicates 'No new'.

Status	Program Service Name	Role
	NETMSGP: NeT - Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	Signatory

Additional information about CDX and NeT can be found by clicking on the following link to the NeT Support Portal - <https://epanet.zendesk.com/hc/en-us>.

Questions about CDX and NETMSGP should be directed to the NPDES E-Reporting HelpDesk (NPDESeReporting@epa.gov or 1-877-227-8965).

Additional questions can be directed to crystal.charbonneau@dem.ri.gov or 401-222-4700 xt 7221.