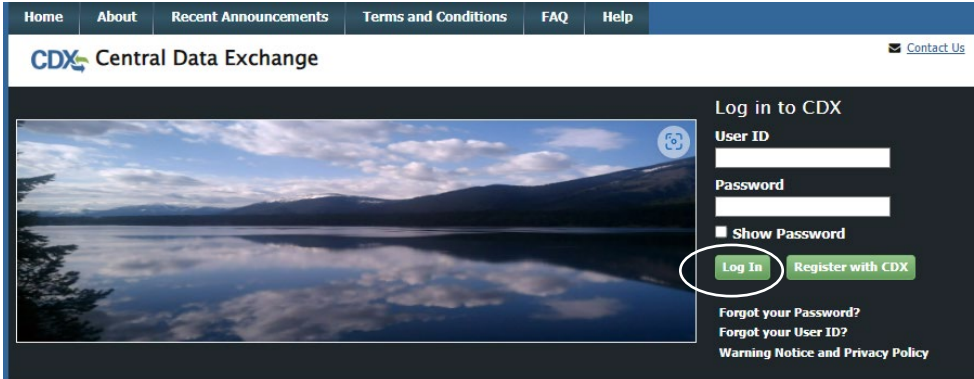
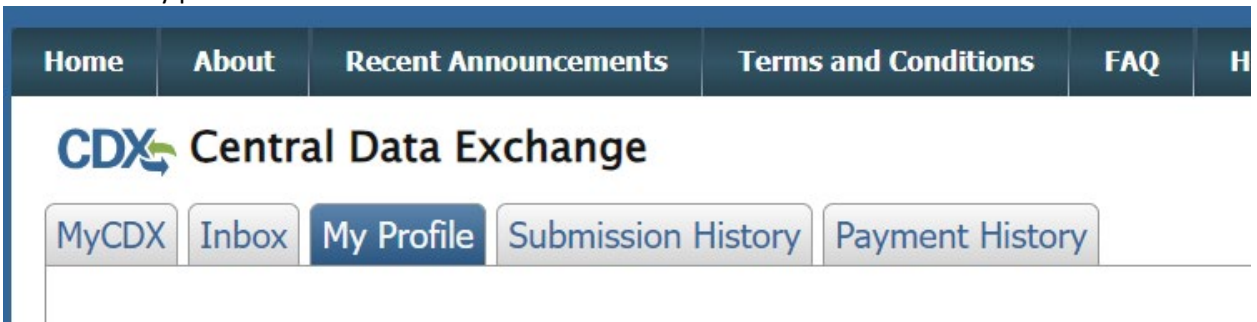


Change organization information within CDX:

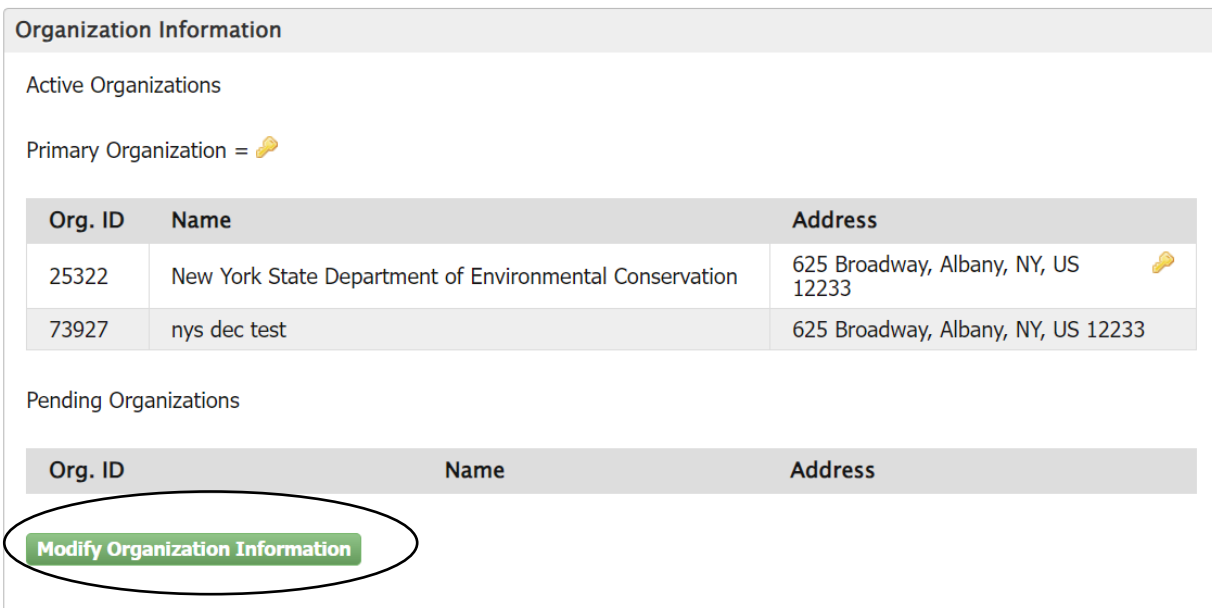
1. Log into CDX with your credentials at cdx.epa.gov



2. Go to the "My profile" tab.



3. Scroll down to 'Organization Information' and click "Modify Organization Information".



4. Create a new organization by searching for the organization name. If it is not found in the search results, click the link to “request that we add your organization”.

New Organization

New organizations can be added to your profile. Search for your organization using the text box below.

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
Too many organizations found. Please refine your search using the advanced search below and try again.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

5. Enter required information (including new email if applicable) and click "Submit Request for Access". You will receive an email to confirm the new organization.

To update the organization information within the NetDMR profile, you must deactivate the NetDMR program associated with the old organization and add it to the new organization:

6. Go to "Manage Your Program Services"

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, the user is logged in as JBTAFTTEST. The main content area is divided into several sections: 'MyCDX' with links for Inbox, My Profile, Submission History, and Payment History; 'Services' with a table of active services (NDMR-NY: NetDMR: NYSDEC Permittee (signature)); 'CDX Service Availability' with a link to see the status for all program services; and 'News and Updates' showing no news. At the bottom, there are two buttons: 'Add Program Service' and 'Manage Your Program Services', with the latter being circled in red.

- Click to expand the NetDMR program under the old organization and **deactivate** your role (You will not be able to add another role if you are already that role under the NetDMR program service in your account).

Manage Program Services

[Add Program Service](#)

[Back to MyCDX](#)

[\[Expand All\]](#) [\[Collapse All\]](#)

New York State Department of Environmental Conservation, 625 Broadway, Albany, NY, US 12233, ([REDACTED])

NDMR-NY: NetDMR: NYSDEC

[+ Request New Role](#)

Role	Program ID	Status	Details
Permittee (signature)		Active (Deactivate)	View Information

- Click "Add Program Service"

Manage Program Services

[Add Program Service](#)

[Back to MyCDX](#)

[\[Expand All\]](#) [\[Collapse All\]](#)

New York State Department of Environmental Conservation, 625 Broadway, Albany, NY, US 12233, ([REDACTED])

NDMR-NY: NetDMR: NYSDEC

[+ Request New Role](#)

Role	Program ID	Status	Details
Permittee (signature)		Deactivated	View Information

9. Find the NetDMR program service category and program service.

Logged in as JBIAP TEST ([LOG OUT](#))

- 1. Program Service
- 2. Role Access
- 3. Organization Information

Registration Information	
Program Service Category	NetDMR

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

ny

NDMR-NY: NetDMR: NYSDEC

NDMR-R2: NetDMR: EPA Region 02 - NY - PR - SR

10. Select your role and request role access.

- 1. Program Service ✓
- 2. Role Access
- 3. Organization Information

Registration Information	
Program Service	NetDMR: NYSDEC
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role

Request Role Access

11. Select to add it to the new organization you just added and submit request for access. If prompted, enter job title and finish submitting the request for access. If you are a Permittee (signature) you might be prompted to electronically sign a new ESA.

CDX Edit Account Profile [Contact Us](#)
Logged in as JBTA

1. Program Service ✓ > 2. Role Access ✓ > 3. Organization Information

Registration Information

Program Service	NetDMR: NYSDEC
Role	Permittee (signature)

Select a Current Organization
 Request to Add an Organization

Select an organization from the dropdown list.

New York State Department of Environmental Conservation (625 Broadway, Alban

Submit Request for Access

12. When you enter NetDMR and go to "My Account" the organization info should be updated.