

# Request Signatory Access (Duly Authorized Representatives)

# Prerequisites

- ▶ User must have CDX Role: Permittee (signature)
- ▶ DAR **MUST** first consult with Responsible Official (RO) to determine if RO will sign Subscriber Agreement via electronic process or paper process
  - ▶ If RO will sign electronically, RO will be required to create a CDX account
  - ▶ If RO does not want to create a CDX account, RO must sign paper Subscriber Agreement, which forces the DAR to submit paper Subscriber Agreement
- ▶ Signatory must be first person to request access to a Permit ID
- ▶ First Signatory is also assigned Permit Administrative Rights
  - ▶ Permit Admins must approve/deny edit and view access requests for the permit
  - ▶ Regulatory Authority must approve all Signatory requests

# CDX Signature vs NetDMR Subscriber Agreements

| <b>System</b> | <b>Agreement</b> | <b>Role</b>           | <b>Request Frequency</b>          |
|---------------|------------------|-----------------------|-----------------------------------|
| CDX           | Signature (ESA)  | Permittee (signature) | per Program Service (i.e. NetDMR) |
| NetDMR        | Subscriber       | Signatory             | per Permit ID                     |

# Log into CDX (cdx.epa.gov) and Click on hyperlink role to get into NetDMR

The screenshot displays 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. The main header includes the CDX logo and the text "Central Data Exchange". On the right side of the header, there is a "Contact Us" link and a notification that the user is logged in as "JBTAFTTEST" with a "Log out" link.

Below the header, there is a secondary navigation bar with buttons for "MyCDX", "Inbox", "My Profile", "Submission History", and "Payment History".

The main content area is divided into several sections:


- Services:** A table with columns for Status, Program Service Name, and Role. The role "Permittee (signature)" is highlighted in yellow. A "Manage" link is visible in the top right of this section.
- CDX Service Availability:** A section with a link to "See the status for all program services".
- News and Updates:** A section indicating "No news/updates."

At the bottom of the main content area, there are two buttons: "Add Program Service" and "Manage Your Program Services".

The footer contains contact information for the CDX Help Desk (888-890-1995 | (970) 494-5500 for International callers) and links for EPA Home, Privacy and Security Notice, Accessibility, About CDX, Frequently Asked Questions, Terms and Conditions, and Contact Us. The EPA logo is also present in the bottom right corner.

# Continue to NetDMR

[FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#) | [Contact Us](#)



## Welcome

Welcome to the **NYSDEC** Installation of NetDMR! NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to EPA. All facilities required to provide DMR data as part of their NPDES permit will need to do so electronically using NetDMR as of December 21, 2016. If you are interested in learning more about NetDMR please check out the NetDMR Support [https://usepa.servicenowservices.com/oeca\\_icis?id=netdmr\\_homepage](https://usepa.servicenowservices.com/oeca_icis?id=netdmr_homepage)

## Access NetDMR

[Continue to NetDMR](#)

- First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)
- If you have any questions about NetDMR, please contact [NetDMR@dec.ny.gov](mailto:NetDMR@dec.ny.gov).

## News

- Welcome to the NYSDEC NetDMR Test site!!!!!!
- Please be aware any DMR submission is only a test. For real submittals please register with the NetDMR production, [www.epa.gov/netdmr](http://www.epa.gov/netdmr), if you have questions please contact the Bureau of Water Compliance at (518)402-8177.

*Warning Notice*

*The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.*

*Privacy Statement*



*EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]*

NPDES eReporting Help Desk: [NPDESeReporting@epa.gov](mailto:NPDESeReporting@epa.gov) | 877-227-8965 (9:00am - 8:00pm EST)  
Contact Us to ask a question, provide feedback, or report a problem.

# Request Access

Home | My Account | **Request Access** | Help | Logout

User: , Permittee User



**Manage**  
Access Requests

**Search**  
All DMRs & CORs

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**Download**  
Blank DMR Form

Session Lo

Search: **All DMRs & CORs**

**All DMRs & Copies of Record (CORs)**

| Last 10 Logins |          |   |
|----------------|----------|---|
| 5/16/17        | 12:46 PM | - |
| 5/16/17        | 7:09 AM  | - |

# Enter Permit ID

## Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and press the **Enter or Tab button** on your keyboard to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

**Permit ID:**

**Facility Name:**

**Role:**   
Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

## Access Requests

A summary of the current access requests is presented below.

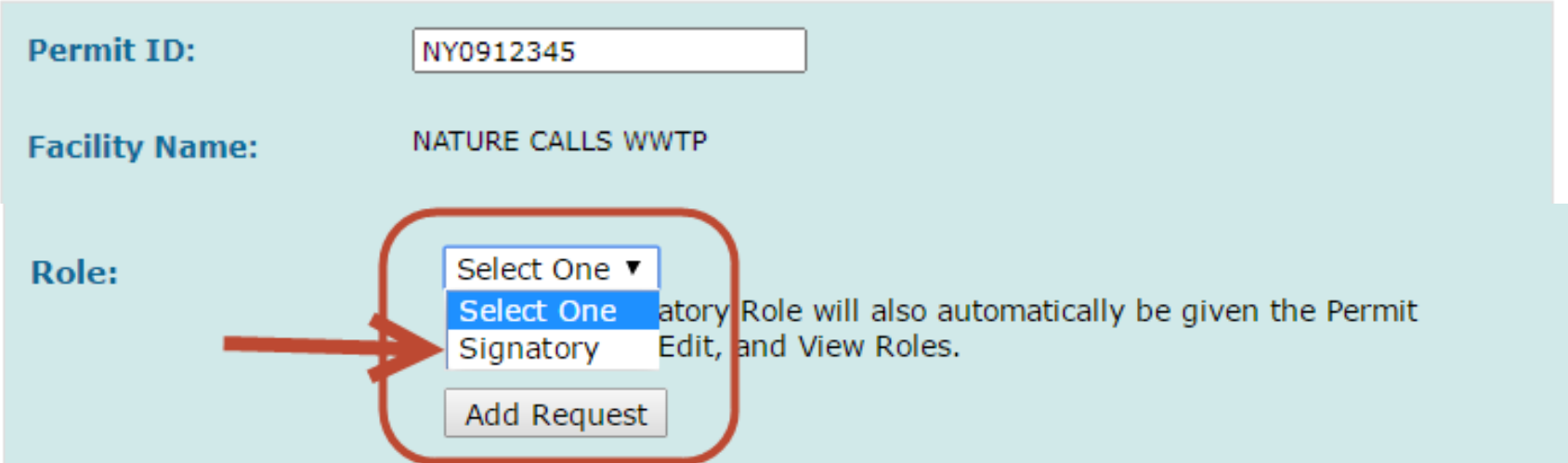
| Permit ID        | Facility Name | Requested Role | Remove Access Request |
|------------------|---------------|----------------|-----------------------|
| No Permits found |               |                |                       |

# Select Signatory Role, Click Add Request

## Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and press the Enter or Tab button on your keyboard to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Only users with the Permittee (signature) role in CDX can request Signatory roles.



**Permit ID:**

**Facility Name:** NATURE CALLS WWTP

**Role:** Select One ▼  
Select One Signatory Role will also automatically be given the Permit Edit, and View Roles.  
Signatory



# Submit Request

## Access Requests

A summary of the current access requests is presented below.

| <u>Permit ID</u> | Facility Name     | Requested Role | Remove Access Request   |
|------------------|-------------------|----------------|---|
| NY0912345        | NATURE CALLS WWTP | Signatory      |  |

Submit

# Enter Employer's relationship to the facility and Responsible Official Information, then click Submit

## Additional Information Required

Please provide additional information associated with the Signatory role.

| Permit ID | Requested Role | Additional Information  |
|-----------|----------------|---|
| nm0000060 | Signatory      | <p>What is your employer's relationship to the facility or facilities?*</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name:</p> <p>Responsible Official Title:</p> <p>Responsible Official Phone Number:</p> <p>Responsible Official Email Address:</p> <p>Facility <input type="text"/></p> <p>RO Name <input type="text"/></p> <p>RO Title <input type="text"/></p> <p>RO Phone <input type="text"/></p> <p>RO Email <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> |

# Paper OR Electronic

- Remember, this determination is made in consultation with your RO
  - If RO requires paper, DAR must choose Sign via Paper
  - If RO requires electronic, DAR must choose Sign Electronically

## Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

| Permit ID | Requested Role | Additional Information  |
|-----------|----------------|---|
| nm0000060 | Signatory      | <p>What is your employer's relationship to the facility or facilities?*: <span>Facility ▼</span></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text" value="First Last"/></p> <p>Responsible Official Title: <input type="text" value="President"/></p> <p>Responsible Official Phone Number: <input type="text" value="123-456-7890"/></p> <p>Responsible Official Email Address: <input type="text" value="test@test.com"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p> |

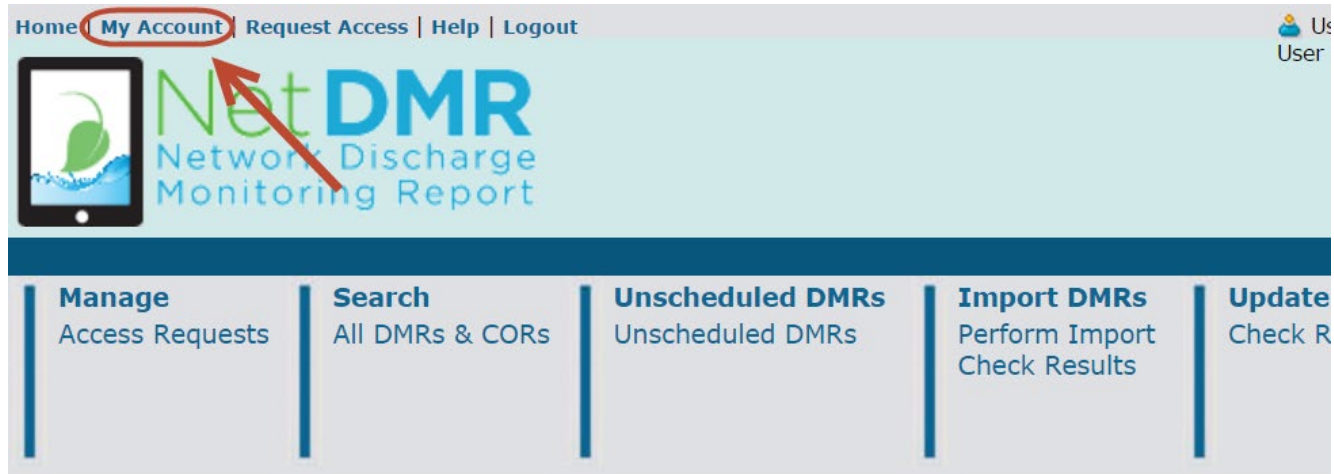
**\*\*Need to choose paper if RO does NOT have a Signatory account**

# Paper Subscriber Agreement

You have chosen to sign a hard copy of your Subscriber Agreement. Your request will be in Pending status until you print and sign the paper Subscriber Agreement(s), and mail it to your Regulatory Authority for the request to be processed. To print additional copies, go to My Account.

- **Print, sign with a wet signature, and route** the Subscriber Agreement to your respective Responsible Official (RO)
- RO then needs to sign and mail the Subscriber Agreement to the respective Regulatory Authority for final approval
- Mailing address is on the bottom of the subscriber agreement



# Print Paper Subscriber agreement



## My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.

Showing 5 Permits

| <u>Permit ID</u> | <u>Access Rights</u> | <u>Access Status</u> | <u>Subscriber Agreement</u>   | <u>Responsible Official Email</u> | <u>Process</u> | <u>Request Date</u> | <u>Update Date</u> |
|------------------|----------------------|----------------------|---|-----------------------------------|----------------|---------------------|--------------------|
| NY0021610        | Signatory            | Approved             |  8bcbce19-9ebb-463f-a5b0-48f2d333d5d3  |                                   | Electronic     | 01/13/23 09:48 AM   | 01/13/23 10:26 AM  |
| NY0021610        | View                 | Approved             |   |                                   |                | 01/13/23 10:26 AM   | 01/13/23 10:26 AM  |
| NY0021610        | Permit Administrator | Approved             |   |                                   |                | 01/13/23 10:26 AM   | 01/13/23 10:26 AM  |
| NY0226653        | Signatory            | Pending              |  2554bb9-80ae-4014-b057-ace3ccdd2a92 |                                   | Paper          | 02/02/23 11:07 AM   | 02/02/23 11:07 AM  |
| NY0266345        | Signatory            | Pending              |  2554bb9-80ae-4014-b057-ace3ccdd2a92 |                                   | Paper          | 02/02/23 11:07 AM   | 02/02/23 11:07 AM  |

- Click on printer icon to generate paper subscriber agreement

# Electronic Subscriber Agreement

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be Pending until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Sign Electronically

Cancel

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By selecting 'Accept', I agree that:

1. I am Julia-Beth Taft.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit this data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

Accept

Decline

- For DAR to submit the Subscriber Agreement electronically, the Responsible Official (RO) must have a CDX account and access to the NetDMR Program Service
- Even if RO can sign electronically, DAR may choose to submit Paper Subscriber Agreement. However, if DAR submits paper, RO must also sign paper. Paper and Electronic signing process can not be mixed.

# Signing Electronically via “My Account”



## My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.

Showing 3 Permits

| <u>Permit ID</u> | <u>Access Rights</u> | <u>Access Status</u> | <u>Subscriber Agreement</u>          | <u>Responsible Official Email</u>                 | <u>Process</u> | <u>Request Date</u> | <u>Update Date</u> |
|------------------|----------------------|----------------------|--------------------------------------|---|----------------|---------------------|--------------------|
| NM0000108        | Signatory            | Pending              | 470cbb84-c3e8-4d66-97cb-ee6f9ee0c894 | <input type="button" value="Sign"/> test@test.com | Electronic     | 05/16/17 07:25 AM   | 05/16/17 07:25 AM  |
| NM0022250        | Edit                 | Pending              |                                      |   |                | 05/16/17 12:56 PM   | 05/16/17 12:56 PM  |
| NM0022250        | Signatory            | Pending              | ba8d929d-2093-49d0-b6b9-85e9fa37df4a | <input type="button" value="Sign"/>               | Electronic     | 05/16/17 07:23 AM   | 05/16/17 07:23 AM  |

## Request Access to a Permit and Associated DMRs



**Signing of the Subscriber Agreement(s) was successful.  
Your access request(s) have been submitted for approval.**

# Approval

- After request is submitted, wait for your Responsible Official (RO) to sign (either electronically or paper).
- Once the Responsible Official (RO) has signed, the Subscriber Agreement is routed to the respective Regulatory Authority (RA) (NYSDEC)
- Once the RA official has approved the Subscriber Agreement, the DAR can sign and submit DMRs