

Permittees and Data Providers- NetDMR Account Registration

NetDMR is a reporting website that allows NPDES permittees to electronically submit Discharge Monitoring Reports (DMRs). Each person who needs the ability to enter DMR data, view DMR data, and/or sign and submit DMRs must create and manage their own NetDMR account. There is no limit to how many signatory and non-signatory users can be associated with a NPDES permit in NetDMR, but a signatory user must request access to the permit before any other users can view or edit DMR data for the permit in NetDMR.

Note that each email address can only be assigned to one user account, so users should register with an email address where they can receive communications for their NetDMR account and DMR submissions. If a user cannot be reached at their registered email address or is no longer associated with the NPDES permit, they should contact a NetDMR administrator to update their contact information or revoke their access to the permit in NetDMR.

If a new user needs to edit, view, and sign and submit DMRs for a permit or multiple permits, they can follow the instructions below to register for a Permittee (signature) account through the EPA's CDX website and request signatory access to the NPDES permit or permits in NetDMR. After the signatory access request has been submitted, a NetDMR administrator will approve the request and email instructions for reporting DMRs in NetDMR.

If a new user needs to edit and/or view DMRs but does NOT need to sign and submit DMRs, they can follow the instructions below to create a new Permittee (no signature) or Data Provider account through the EPA's CDX website then request edit and/or view access to a NPDES permit or multiple permits in NetDMR. Users with Permittee (no signature) or Data Provider roles will NOT be able to sign and submit DMRs in NetDMR.

If a user already has a NetDMR account but does not have access to a permit, they can sign in to their NetDMR account, click on their role, Continue to NetDMR, then follow steps 8 through 10 to request access to the permit in NetDMR.

For assistance with NetDMR account registration or reporting in NetDMR, please contact Bri Begley at (423) 268-4770 or Brianne.Begley@tn.gov.

Instructions for users requesting signatory access to a permit in NetDMR

1. Go to [NetDMR.epa.gov](https://netdmr.epa.gov) and create a new account.
2. Add the NetDMR program service by searching for NetDMR, then select NDMR- TN: NetDMR: Tennessee Department of Environment & Conservation.
3. Select the appropriate CDX role. If you need the ability to sign DMRs in NetDMR, select Permittee (signature). Identity proofing will be required.*
4. Follow the steps to establish a user ID, password, security questions, and add your organization. If your organization does not show up in search, or if the contact information does not match your organization, click on request to add a new organization, and manually enter your organization's contact information.

5. Since you are expecting to sign DMRs, complete the electronic identify proofing process to establish your electronic signature and set up additional security questions for your electronic signature,**
6. Sign the Electronic Signature Agreement by scrolling to the bottom of the document and clicking Sign Electronically.
7. Proceed to NetDMR by clicking on your Permittee (signature) role and clicking Continue to NetDMR.
8. From the NetDMR homepage, request signatory access to the permit by scrolling to the top left corner of the page and clicking on Request Access, then enter the NPDES permit number (TNXXXXXXX), click Update, select the Signatory role, click Add the request, repeat for each additional permit, then after all of the applicable permits have been added, click Submit.
9. From the drop-down menu, select your relationship to the facility. If you are employed directly by the facility, select Facility. If you are NOT employed directly by the facility, select Parent or Other.
10. Fill out the additional information about your signatory authorization.
 - If you are already authorized to sign DMRs as the Responsible Official, are planning to send documentation of being authorized as a signatory authority for the permit, or have documentation of being authorized to sign DMRs, check the box next to “I am a Responsible Official and have the authority to enter into this Agreement for the Permittee under the applicable standards,” then click Submit to submit the request. Next, choose the option to Sign Electronically, then after you review the NetDMR Subscriber Agreement, click Sign Electronically, and follow the steps to 1. enter your password (then click Login), 2. answer your Signature Authorization question (then click Answer), and click Sign to sign the NetDMR Subscriber Agreement, which will be submitted to a NetDMR administrator for final approval.
 - If you are instead delegated signatory authority by another Responsible Official, check the box next to “I am authorized by the person below, who is a Responsible Official,” and enter that person’s information, then:
 - If the Responsible Official does NOT have a NetDMR account and does not want to create one, after you Submit the request, select the Sign via Paper option, and follow the steps to print, sign, and mail the Subscriber Agreement with two wet-ink signatures to the address listed on the NetDMR Subscriber Agreement.
 - If the Responsible Official has a NetDMR account, after you Submit the request, choose the option to Sign Electronically, then follow the steps to Authenticate, Verify, and Sign the NetDMR Subscriber Agreement. After you sign and submit the Subscriber Agreement in NetDMR, notify the Responsible Official to sign in and sign the Subscriber Agreement from their NetDMR account, which will be submitted to me for final approval.
11. After the access request has been submitted, the NetDMR administrator will review the request for approval and email step-by-step instructions for reporting DMRs in NetDMR.

Note that registered signatories are also granted a Permit Administrator role in NetDMR, so they can approve edit and/or view access requests for any additional users who need the ability to enter DMR data and/or view DMRs in NetDMR.

** Signatory users will have to enter sensitive information during the LexisNexis identity proofing process, including the last four digits of your social security number. Sensitive information will not be stored.*

*** If you submitted an access request for the Permittee (signature) role in CDX but did not sign the Electronic Signature Agreement (ESA), you can electronically sign the ESA by logging back in to your CDX account at CDX.epa.gov and finishing the identity verification process. If you received an error message that you failed the identity verification process, you will need to print, sign, and mail the ESA to the address listed on the CDX Electronic Signature Agreement. A copy of your ESA can be found in your CDX inbox.*

Instructions for users requesting edit and/or view access to a permit in NetDMR

1. Go to NetDMR.epa.gov and click on [create a new account](#).
2. Add the NetDMR program service by searching for "Tennessee" then selecting [NetDMR: Tennessee Division of Water Resources](#).
3. If you are not signing DMRs and are employed directly by the permittee, select the [Permittee \(no signature\)](#) role, then [Next](#). If you are not signing DMRs and are indirectly employed by the permittee, select the [Data Provider](#) role, then [Next](#).
4. Follow the steps to enter your personal information, create a user ID and password, set up your security questions, agree to the terms and conditions, and click [Next](#).
5. Search for your organization name, and if your organization does not show up in search, or if the contact information does not match your organization, click on [request to add a new organization](#), and manually enter your organization's contact information.
6. Enter your personal contact information and click the button to [Send Verification Code](#).
7. Check your email for your verification code and click the button to [Register](#) your account.
8. Proceed to NetDMR by clicking on your CDX role and clicking [Continue to NetDMR](#).
9. From the NetDMR homepage, request access to the permit by scrolling to the top left corner of the page, clicking on [Request Access](#), entering the NPDES permit number (TNXXXXXXX), clicking [Update](#), selecting the [Edit](#) or [View](#) role, clicking [Add the request](#), and repeating for any additional roles. After you've added the applicable roles, click [Submit](#).
10. After the access request is submitted, contact a permit signatory or permit administrator to approve the request by signing in to their NetDMR account, scrolling down to Pending Access Requests, checking the box to Approve the request, then clicking [Save](#) until they receive a confirmation message.