CDX REGISTRATION

1) Login to https://netdmr.epa.gov.
2) Click on **CREATE A NEW ACCOUNT**.
3) Select **NETDMR: LOUISIANA DEQ** for State Agency or EPA Region.
4) Select **PERMITTEE (SIGNATURE)** for User Type. Click **NEXT**.
5) Only fill in the boxes with the **RED ASTERISK**:
   a) **TITLE** – select from Dr, Miss, Mr, Mrs, Ms.   _____
   b) Put in your **FIRST NAME**.   _____
   c) Put in your **LAST NAME**.   _____
   d) Put in your **JOB TITLE**.   _____
   e) Click **NEXT**.
6) Only fill in the boxes with the **RED ASTERISK**:
   a) Put in your **USER ID** (most people use their email addresses) _____
   b) Choose a **PASSWORD**.   _____
      1) Passwords must contain one uppercase letter.
      2) Passwords must contain one number.
      3) Passwords must be at least 8 characters.
   c) Verify **PASSWORD** (they must match).   _____
   d) Select **THREE QUESTIONS** that will be used to reset password in case it is forgotten – **SELECT FROM THESE QUESTIONS AND PROVIDE ANSWERS:**
      1) What was your childhood nickname?   _____
      2) What street did you live on in third grade?   _____
      3) What school did you attend for sixth grade?   _____
      4) In what city does your nearest sibling live?   _____
      5) In what city or town was your first job?   _____
      6) What was your dream job as a child?   _____
      7) What was your childhood phone number including area code? _____
      8) What was the last name of your second grade teacher? _____
      9) What is the name of the college (or institution) you applied to but did not attend?
         _____
      10) What is your biggest pet peeve?   _____
      11) What was your favorite toy as a child?   _____
      12) If you could be any animal, what would it be?   _____
      13) What is your least favorite food?   _____
      14) What was the best gift you ever received?   _____
      15) Who is your favorite cartoon character?   _____
   e) Click the box to **AGREE TO THE TERMS AND CONDITIONS**. Click **NEXT**.
7) Select **FIVE QUESTIONS** that will be used for signing your document electronically – **SELECT FROM THESE QUESTIONS AND PROVIDE ANSWERS**:
   a) What is the first and middle name of your oldest sibling?   _____

b) Who is your favorite author?   _____

c) What is your favorite pet's name?   _____

d) Where did you graduate from high school?   _____

e) What is the last name of your favorite teacher?   _____

f) What is your best friend's last name?   _____

g) What is your favorite song?   _____

h) What was your high school's mascot?   _____

i) Who is your favorite all-time entertainer?   _____

j) What is the name of the hospital where you were born?   _____

k) What is your favorite hobby?   _____

l) What is the name of your home town newspaper?   _____

m) What street was your high school located on?   _____

n) What is your favorite movie?   _____

o) What was your first pet's name?   _____

p) What is your favorite book?   _____

q) Where did you first meet your spouse?   _____

r) What is your favorite TV show?   _____

s) What year and model was your first car?   _____

t) What is your favorite vacation destination?   _____

8) Click **NEXT**.

9) Only fill in the boxes with the **RED ASTERISK**:

a) Put in your **ORGANIZATION NAME**.   _____

b) Select **STATE**.   Louisiana

c) Click **FIND**. **Usually people who are registering into CDX for the first time will not be able to find their **ORGANIZATION** – if you cannot find your organization, Click **REQUEST THAT WE ADD YOUR ORGANIZATION**.**

10) Only fill in the boxes with the **RED ASTERISK**:

a) Put in your **ORGANIZATION NAME**.   _____

b) Select **COUNTRY**.   United States

c) Put in your **MAILING ADDRESS**.   _____

d) Put in your **CITY**.   _____

e) Select **STATE**.   Louisiana

f) Put in your **ZIP/POSTAL CODE**.   _____

g) Put in your **EMAIL ADDRESS**.   _____

h) Put in your **PHONE NUMBER**.   _____

i) Click **SUBMIT REQUEST FOR ACCESS**.

11) Only fill in the boxes with the **RED ASTERISK**:

a) Put in your **PHONE NUMBER**.   _____

b) Put in your **EMAIL ADDRESS**.   _____

c) Re-enter **EMAIL ADDRESS**.   _____

d) Click **SEND VERIFICATION CODE**. ****A green pop-up will appear letting you know an email was sent to the email address you provided.****

e) **CHECK YOUR EMAIL** – you should receive the **VERIFICATION CODE** within a few minutes.

f) **COPY & PASTE** the **VERIFICATION CODE** from the email directly to the box that will pop up asking for the **VERIFICATION CODE**. (The **VERIFICATION CODE** is a long code consisting of a combination of letters and numbers.)

g) Click **REGISTER**.

h) Click **CONTINUE**.

12) For **IDENTITY VERIFICATION/IDENTITY PROOFING** – only fill in the boxes with the **RED ASTERISK**:

a) Put in your **HOME MAILING ADDRESS** (not company but **HOME**) _____

b) Put in your **CITY**.   _____

c) Select **STATE**.   _____

d) Put in your **ZIP/POSTAL CODE**.   _____

e) Put in your **DATE OF BIRTH**.   _____

f) Put in the **LAST 4 of your SSN**.   _____

g) Click box to **AGREE TO THE ELECTRONIC SIGNATURE AGREEMENT**.

h) Click **VERIFY AND SIGN**.

13) You should then see the account you created: