**NetDMR/CDX Registration Assistance Training Packet**

**Please bring this completed packet with you to your class!**

STEP 1 – CDX REGISTRATION

1. Please fill this in to save time at the time of registration:
2. **TITLE** – select from Dr, Miss, Mr, Mrs, Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Put in your **FIRST NAME**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Put in your **LAST NAME**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Put in your **JOB TITLE**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Choose your case-sensitive login information:
7. Put in your **USER ID** (most people use their email addresses) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Choose a **PASSWORD**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Passwords must contain one uppercase letter.
10. Passwords must contain one number.
11. Passwords must be at least 8 characters.
12. Select **THREE QUESTIONS** that will be used to reset password in case it is forgotten – **SELECT FROM THESE QUESTIONS AND PROVIDE ANSWERS:**
13. What was your childhood nickname? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. What street did you live on in third grade? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. What school did you attend for sixth grade? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
16. In what city does your nearest sibling live? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
17. In what city or town was your first job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
18. What was your dream job as a child? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
19. What was your childhood phone number including area code? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
20. What was the last name of your second grade teacher? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
21. What is the name of the college (or institution) you applied to but did not attend? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
22. What is your biggest pet peeve? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
23. What was your favorite toy as a child? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
24. If you could be any animal, what would it be? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
25. What is your least favorite food? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
26. What was the best gift you ever received? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
27. Who is your favorite cartoon character? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
28. Select **FIVE QUESTIONS** that will be used for signing your document electronically – **SELECT FROM THESE QUESTIONS AND PROVIDE ANSWERS**:
29. What is the first and middle name of your oldest sibling? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
30. Who is your favorite author? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
31. What is your favorite pet’s name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
32. Where did you graduate from high school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
33. What is the last name of your favorite teacher? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
34. What is your best friend’s last name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
35. What is your favorite song? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
36. What was your high school’s mascot? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
37. Who is your favorite all-time entertainer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
38. What is the name of the hospital where you were born? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
39. What is your favorite hobby? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
40. What is the name of your home town newspaper? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
41. What street was your high school located on? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
42. What is your favorite movie? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
43. What was your first pet’s name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
44. What is your favorite book? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
45. Where did you first meet your spouse? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
46. What is your favorite TV show? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
47. What year and model was your first car? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
48. What is your favorite vacation destination? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
49. Workplace information required:
50. Put in your **ORGANIZATION NAME**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
51. Select **COUNTRY**. United States
52. Put in the **FACILITY** **MAILING ADDRESS**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
53. Put in the **CITY**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
54. Select **STATE**. Louisiana
55. Put in the **ZIP/POSTAL CODE**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­
56. Put in your **WORKPLACE** **EMAIL ADDRESS**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
57. Put in your **WORKPLACE** **PHONE NUMBER**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
58. Re-enter for Verification Code:
59. Put in your **PHONE NUMBER**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
60. Put in your **EMAIL ADDRESS**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
61. Re-enter **EMAIL ADDRESS**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
62. **VERIFICATION CODE will be sent during class**. \*\***You must have access to your email address during the class in order to complete your account setup\*\***
63. For **IDENTITY VERIFICATION/IDENTITY PROOFING** – verified by a third party. We will not keep this information.
64. Put in your **HOME MAILING ADDRESS** (not company but **HOME**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
65. Put in your **CITY**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
66. Select **STATE**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
67. Put in your **ZIP/POSTAL CODE**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
68. Put in your **DATE OF BIRTH**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
69. Put in your **PERSONAL PHONE NUMBER** (not company but **PERSONAL**)\_\_\_\_\_\_\_\_\_\_\_\_
70. You will need to know the **LAST 4 of your SSN**.
71. This will complete **STEP 1 – CDX account setup**.

STEP 2 – NETDMR REQUEST ACCESS

1. Facility information required:
2. Put in your **PERMIT NUMBER(S).** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Choose your **ROLE:**
	1. **SIGNATORY** – Can enter data into DMRs, sign DMRs and submit them, and view submitted DMRs, and approve other Edit/View users.
	2. **PERMIT ADMINISTRATOR** – only can approve Edit/View users.
	3. **EDIT USER** – Can enter data into DMRs and view submitted DMRs.
	4. **VIEW USER** – Can only view submitted DMRs

**\*\*\*ONLY SIGNATORIES MUST COMPLETE THE REMAINDER OF THE PACKET\*\*\***

1. Choose **WHICH TYPE** of Signatory applies to you:
	1. **SOLE SIGNATORY** – **Must** be at least one of the following: owner, co-owner, partner, mayor or schoolboard member elect, hold financial and/or policy decision making capabilities, be the highest ranking at the facility, over all day to day operations at the facility, corporate level manager such as an area or division manager, etc.
	2. **DELEGATED SIGNATORY** – **Must** be at least one of the following: making environmental decisions over the facility such as an EHS manager, wastewater operator for a town or public treatment works, contract operator for a facility, school maintenance director, etc.
2. Delegated signatories will need to know the following:
	1. **RESPONSIBLE OFFICIAL’S (RO) NAME** (person delegating to you – fits into Sole Signatory guidelines) ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. **RO’s TITLE.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. **RO’s PHONE NUMBER** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. **RO’s EMAIL ADDRESS \* If the RO has a NetDMR account, this email address MUST be the same as on their own NetDMR account\*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. You will use the **USER ID** and **PASSWORD** you created in **STEP 1** to sign your document.
4. This will complete the **STEP-2 – NetDMR Request Access.**