



## CDX/NetDMR: Getting Started Overview

1. **Who is going to sign DMRs?** Identify who will be a Signatory and if you will need backup **Signatories** using the role guide below:
  - a. If you need to sign and submit DMRs you will be a **Permittee (signature) role in CDX/Signatory role in NetDMR**
  - b. If you are entering data for another person to sign and submit you will be a **Permittee (no signature) role in CDX/Edit role in NetDMR**
  - c. If you only need access to view already submitted DMRs you will be a **Permittee (no signature) role in CDX/View role in NetDMR**
  - d. If you are a third party laboratory or contractor you will be a **Data Provider role in CDX/Edit role in NetDMR**
  - e. If you only need to manage access rights for non-signatories, and do not need to view or edit DMRs in any capacity, you will be a **Permittee (no signature) in CDX/Permit Administrator role in NetDMR.**
2. **Create account in CDX.** Each Signatory will create their own personal account with EPA's Central Data Exchange (CDX) program, and link the account to the NetDMR program service. \*\* DO NOT allow your computer to save and automatically import your password. This will cause issues when logging in, as your password needs to change every 90 days\*\*
3. **Request access to permit numbers within NetDMR.** Access NetDMR by clicking on the role listed on the MyCDX page, and then click the link to Continue to NetDMR. Request access to the permit(s) needed within the NetDMR program.
4. **Submit a Subscriber Agreement (SA).** A Subscriber Agreement (SA) is created for all requested permits and must be approved before access is available for the Signatories. There are two ways to sign the SA:
  - a. Electronic Signature – sign and submit within NetDMR using a password and security questions
  - b. Paper Signature – print, sign, and mail the original SA document to the following address:

LDEQ/Office of Environmental Compliance  
Attn: NetDMR  
PO Box 4312  
Baton Rouge, LA 70821

5. **Next steps:** After the Signatory receives the approval email from LDEQ, have other staff create their own, personal CDX accounts and request access to the permit(s) in NetDMR. **\*\*Please note:** Edit, View, and Permit Administrator roles are approved by the Signatory or already approved Permit Administrator roles in NetDMR\*\*

*Want Step by Step Instructions, or, Have General Questions?* Email us at [deqnetdmr@la.gov](mailto:deqnetdmr@la.gov)