



# CDX/NetDMR Account: 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, linking to the NetDMR program service.
3. **Create a Login.gov account or register with an existing Login.gov account.** Login.gov is the secure way to login to CDX and gain access to your NetDMR account. This account will be established or linked as part of the registration process for the CDX account setup.
4. **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.
5. **Submit a Subscriber Agreement (SA).** A Subscriber Agreement (SA) is created for all requested permits and must be approved by LDEQ before access is granted for the Signatories. There are two ways to sign the SA:
  - a. Electronic Signature – sign and submit within NetDMR using electronic signature and identity proofing through Lexis Nexis®.
  - b. Paper Signature – print, sign, and mail the original SA document to the Permit Compliance Unit at LDEQ.
6. **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)