



Step 1:  
Creating a CDX-NetDMR Account  
\*\*for all users\*\*

1. Open your internet browser and go to <https://netdmr.epa.gov>.
2. Click the **create a new account** link found in the Sign In box.
3. Select State Agency: **NetDMR Louisiana DEQ**
4. Select User type:
  - a. Choose **Permittee (signature)** if you will be signing and submitting DMRs.
  - b. Choose **Permittee (no signature)** if you are directly employed with the company and will be editing or viewing DMRs.
  - c. Choose **Data Provider** if you are a third-party lab or consultant.
5. Enter your personal information as requested. Click **Next**.
6. Create User ID, password and security questions. Please note passwords and answers to security questions are case sensitive. Agree to Terms and Conditions and click **Next**.
7. If your role is **Permittee (signature)**, setup electronic signature. Select five questions to be used for signing your documents electronically. Click **Next**.
8. Enter Organization Name and State and click **Find**. Select your organization from the list of search results or click "request that we add your organization" at bottom of page. Click **Next**.
9. Enter contact information and click **Send Verification Code**. Check e-mail for verification code. Once the code is received, copy and paste it into the space on the page. Click **Register** and **Continue**.



10. **Permittee (signature)** must undergo Identity Proofing

- a. Enter personal information for Electronic Identity Proofing, agree to the Electronic Signature Agreement, and click **Verify and Sign**
- b. If you would not like to perform Electronic Identity Proofing, click to the right of the blue button that says "Yes" so that it switches to a grey button that says "No" and the Paper ESA appears. **Print**, sign, and mail the ESA.

Mailing address:       LDEQ/Office of Environmental Compliance  
                                  Attn: NetDMR  
                                  P.O. Box 4312  
                                  Baton Rouge, LA 70821

11. To access NetDMR once the account has been created, go to the MyCDX page and click on role listed next to NDMR-LA: NetDMR: Louisiana DEQ. Click **Continue to NetDMR** on next page.

Questions? Email us: [deqnetdmr@la.gov](mailto:deqnetdmr@la.gov)