

STEP 2: Requesting Access to NetDMR (for Data Providers)

- 1. Go to the CDX program at the following link: https://cdx.epa.gov/cdx/login.
- 2. Enter in your **NetDMR User ID** and click **Next**.
- 3. Click the button to **Proceed to Login.gov**.
- 4. **Sign in** to Login.gov using your email address and password, and then enter in your pre-established authentication factor to confirm your identity with Login.gov.
- 5. Access NetDMR by clicking on the role of **Data Provider** that is listed next to NDMR-LA: NetDMR: Louisiana DEQ on the MYCDX screen.
- 6. Click Continue to NetDMR.
- 7. In the upper left corner of the screen, <u>above</u> the NetDMR leaf logo, click **Request Access**.
- 8. Enter your permit number, including the LAG, LA, LAR, or LAP in front of the numbers. Click **Enter**.
- 9. Click the dropdown box for Role and choose **Edit** (for data entry purposes and viewing signed DMRs), or **View** (for viewing signed DMRs only, no editing abilities). Click **Add Request**.
- 10. If you have more than one permit number, repeat steps 8 and 9 until you have added requests for all of your permit numbers.
- 11. Click **Submit** when you've entered requests for all of your permit numbers.
- 12. Review the information you provided and click **Confirm**. If something needs to be corrected, click Cancel and you will be directed back to the previous screen.
- 13. Notify the appropriate clients that your access requests have been completed. The Signatory or Permit Administrator for each permit number must approve your request(s) in their own
 NetDMR account.

Questions? Email us at degnetdmr@la.gov