



## STEP 2: Requesting Access to NetDMR (for Permit Administrators)

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 **Permittee (no signature)** 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, above 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 **Permit Administrator** (to approve edit and view users for the permit numbers, no data entry or viewing of DMRs, not signing and submitting DMRs). 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 [deqnetdmr@la.gov](mailto:deqnetdmr@la.gov)