



Step 2:
NetDMR: Request Access
for Signatories

1. Open your internet browser and go to <https://netdmr.epa.gov> and login to your account.
2. Access NetDMR by clicking **Permittee (signature)** on MyCDX screen. On the next page, click **Continue to NetDMR.**
3. In the upper left corner of the screen, click **Request Access.**
4. Enter your permit number(s) one at a time. Click **Update.**
5. Click the dropdown box for Role and choose Signatory. Click **Add Request.**
6. If you have more than one permit number, repeat steps 3 and 4 until you have added signatory requests for all of your permit numbers.
7. Click **Submit** when you've entered all of your permit numbers.
8. Answer the required information on the next screen. Click **Submit** when you're done.
 - a. Question 1: What is your relationship to the facility?
 - i. Choose **Parent** if you work at a corporate headquarters or offsite office.
 - ii. Choose **Facility** if you work at or near to the location of the wastewater treatment facility.
 - iii. Choose **Other** if you are a third-party operator.
 - b. Question 2: Choose the appropriate radio button that states how you have the authority to sign DMRs.
 - i. Choose the **first** radio button if your position grants you authority to sign DMRs.
 - DO NOT enter the information for the Responsible Official if you are not being delegated signatory rights
 - ii. Choose the **second** radio button if you must be delegated by someone higher in your company to sign DMRs.
 - You MUST enter the information for the Responsible Official that is delegating the signatory rights



9. Review the information you provided and click **Sign Electronically** or **Sign Via Paper**.
PLEASE NOTE: A paper subscriber agreement will have to be used if the person whose information was entered above in Step 8.b.ii does not have a CDX account.
10. If signing electronically, complete the following steps:
 - a. Click on the **Sign Electronically** button. On the next page enter information for eSignature Authorization then click **Sign**.
 - b. Alternatively, click on **My Account** and find the signatory request under My Permits. Click the Sign button associated with the request. Enter information for eSignature Authorization then click **Sign**.
11. If signing via paper, complete the following steps:
 - a. Click on the **Print** button. Print it, sign it with an original, wet-ink signature, and have the delegating authority sign off if needed. Click on the **Close** button.
 - b. Mail the signed subscriber agreement to :

LDEQ/Office of Environmental Compliance
Attn: NetDMR
P.O. Box 4312
Baton Rouge, LA 70821
12. A confirmation e-mail will be sent for your records whether you sign electronically or via paper, as long as you completed the request correctly. If you did not receive an e-mail, please contact us to resolve any issues you may have.
13. Wait for an approval email from LDEQ. After you've received the approval email, have your staff create their accounts and request access to the permit(s).

Questions? Email us: deqnetdmr@la.gov