



## STEP 2: Requesting Access to NetDMR (for Signatory Users)

1. Open your internet browser and go to <https://npdes-ereporting.epa.gov/net-netdmr>.
2. Access NetDMR by clicking on the role of **Permittee (signature)** on the MYCDX screen. Click **Continue to NetDMR** on next page.
3. In the upper left corner of the screen, above the NetDMR leaf logo, click **Request Access**.
4. Enter your permit number, including the LAG, LA, LAR, or LAP in front of the numbers. 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 4 and 5 until you have added requests for all of your permit numbers.
7. Click **Submit** when you've entered requests for all of your permit numbers.
8. Answer Question 1: What is your relationship to the facility?
  - a. Choose **Parent** if you work at a corporate headquarters or offsite office.
  - b. Choose **Facility** if you work at or near to the location of the wastewater treatment facility.
  - c. Choose **Other** if you are a third-party operator.
9. Answer Question 2: Choose the appropriate radio button that states how you have the authority to sign DMRs:
  - a. **Sole or Outright Signatory Status:** If you are the owner, co-owner, CEO, CFO, COO, highest ranking official, or over all day to day operations at the facility, **choose the first radio button** that states "I am the Responsible Official and have the authority to enter into this agreement..."
    - DO NOT enter information into the Responsible Official boxes
  - b. **Delegated Signatory Status:** If you are over all environmental operations/decisions at the facility only, are a town wastewater operator, or are a contract operator, **choose the second radio button** that states "I am authorized by the person below, who is a Responsible Official, and does have the authority to enter into this agreement..."
    - YOU MUST be delegated by someone who would qualify under the above guidelines in **9.a** as a Sole or Outright Signatory.
    - Fill out the information in the Responsible Official boxes of the person at the facility who will be delegating this responsibility to you. **\*\*PLEASE NOTE\*\*** Make sure that the information entered matches the Responsible Official's NetDMR account, if applicable.
10. Click **Submit**.
11. Review the information you provided and click one of the following **Signature options**:
  - a. **Sign Electronically:** Use this method only if you are a **Sole or Outright Signatory** OR you are a Delegated Signatory whose Responsible Official ALSO has an active NetDMR account.
    - Click on the **Sign Electronically** button. The electronic agreement will appear with a second **Sign Electronically** button for you to click. On the next page enter information for eSignature Authorization then click **Sign**.

- 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**. (Delegated Signatories only must alert the RO for their company that the RO must login and sign off on delegation.)
- b. **Sign Via Paper:** Use this method if you are a **Delegated Signatory** whose Responsible Official DOES NOT have an active NetDMR account
  - Click on the **Sign Via Paper** button. The Agreement will open up in a new window. **Print** the document.
  - Alternatively, click on My Account and find the signatory request under My Permits. Click on the printer icon associated with the request and Print the document.
  - **Sign** the document. If applicable, have the Responsible Official also sign the document (Delegated Signatories only). Please make sure to mail with original, wet-ink signature(s), and all pages. **Copied, stamped, or PDF'd signatures, and agreements with missing pages will not be accepted.**
  - Mail the signed subscriber agreement to the following address:

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. A verification email may be sent to research your qualifications per Louisiana State Regulations. Please respond timely.
14. Once you have been approved, LDEQ will send you an approval email confirmation. The approval process can take up to two weeks' time. After you've received the approval email, have your staff/lab create their accounts and request access to the permit(s).

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