



## Step 4:

### NetDMR: Signing and Submitting DMRs

1. Open your internet browser and go to <https://netdmr.epa.gov>. Login and click on your role listed next to NDMR-LA: NetDMR: Louisiana DEQ. Click **Continue to NetDMR** on next page.
2. On the NetDMR home screen, click on the “DMRs Ready to Submit” tab. Note: If you don’t see this tab on your screen, it means you have no DMRs that are ready to be signed and submitted. Contact your data provider or lab.
3. After clicking on the DMRs Ready to Submit tab, you have three different ways to search. Click the first **Search** button next to the option you want to choose. All of the DMRs associated with your permit(s) that are ready to be signed and submitted will be in the search results on the following page.
4. Scroll to the far right of the search results. You’ll see a column header that reads, “Include in Batch Submit.” You can choose just one or up to all of them by clicking **Check All**.
5. Above the listing of search results, click **Sign and Submit Checked DMRs**.
6. The table on this screen is a list of DMRs you’re about to electronically sign and submit.
  - a. The first column of checkboxes is required. You must click the checkboxes located to the far left to include each DMR in your submittal. You can choose just one or up to all of them by clicking **Check All**.
  - b. The second column of checkboxes is optional. Click these if you would like a copy of the DMR attached to your submission confirmation email.
7. After you’ve clicked all necessary checkboxes, scroll to the bottom of the page. You’ll see the certification statement in the yellow section. Below that, provide your password and click **Submit**.
8. After you’ve provided your password, scroll to the bottom of the page. You’ll still see the certification statement in the yellow section. Below that, provide the answer to your security question and click **Submit**.
9. You will get a confirmation number when your DMRs have been submitted, along with an email confirmation sent to the email address(es) on file.

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