



State of Connecticut

Instructions for Creating an Account and Requesting Access to Use NetDMR as an Individual NPDES or Pretreatment Permittee

It is required that permittees start by using the **NetDMR Test Website** to become familiar with registration, data entry, and submittal processes and practice submitting at least one DMR electronically before moving on to the **Live Website**.

Step 1: Navigate to the Test Website

- 1.1 Select the following link to open a new window in your internet browser and navigate to the Test Website:

<https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>

[Select This Link If You Cannot Open the Test Website in Your Internet Browser](#)

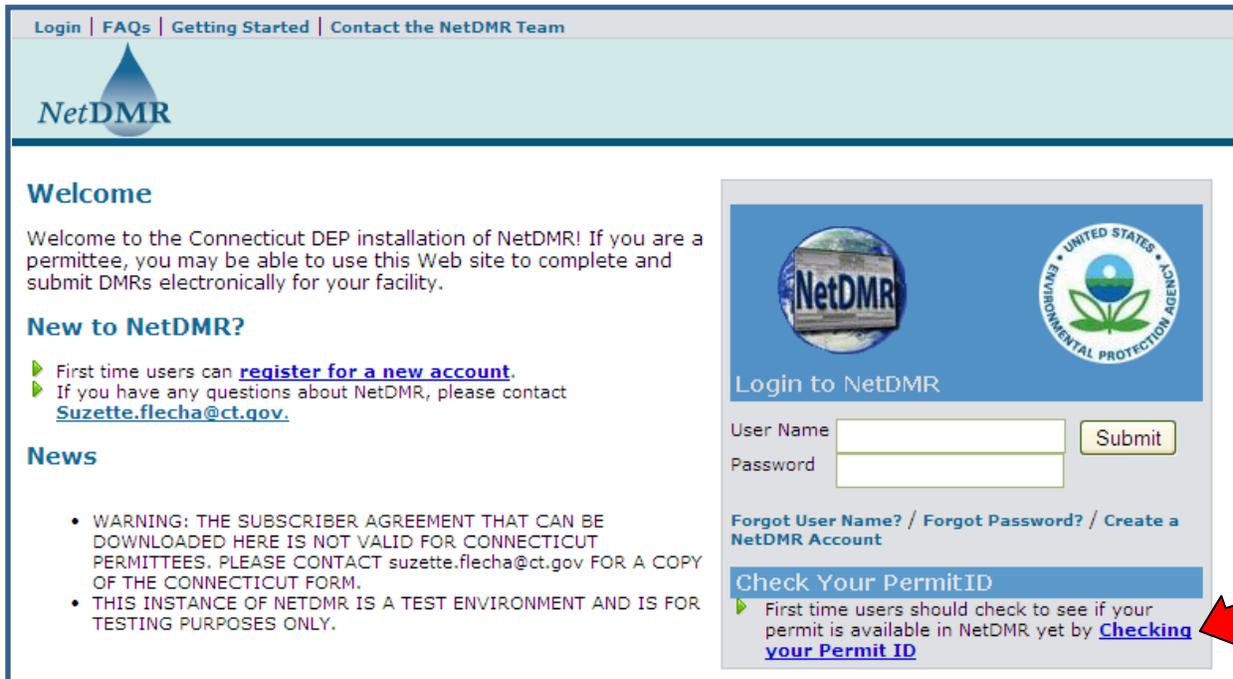
- 1.2 Once on the "**NetDMR Welcome**" page, use the "**Select Regulatory Authority**" pull down menu to choose the **Connecticut DEP** regulatory authority and select "**Go**".

The screenshot shows the NetDMR Welcome page. At the top, there are navigation links: Login | FAQs | Getting Started | Contact the NetDMR Team. Below the NetDMR logo, the text reads: "Welcome to NetDMR! If you are a permittee, you may be able to use this web site to complete and submit DMRs electronically for your facility." There is a "News" section with "None." listed. A "Warning Notice" is present, followed by a "Privacy Statement" section. A dropdown menu titled "Select Regulatory Authority:" is open, showing a list of options. A red arrow points to the dropdown menu, and a red circle highlights "Connecticut DEP" in the list. The "Go" button is visible to the right of the dropdown. The footer of the page contains the copyright notice: ©2008 NetDMR.

Select Regulatory Authority:	Go
Amy T - BAH SMOKE TEST	Go
Amy T - BAH SMOKE TEST	
Arkansas DEQ	
BAH - Delaware 3	
BAH Michigan	
Colorado DPH WQCD	
Connecticut DEP	
EPA HQ - IL	
EPA Region 05	
EPA Region 1 CT-MA-NH-RI	
EPA Region 10 - ID	
EPA Region 2 - PR-VI-SR	
EPA Region 3 - DC	
EPA Region 9 - CA-GU-NN	
EPA Rg 08 - CO-MT-SD-UT	
EPA Rg 6 - AR-GM-LA-NM-TX	
Georgia EPD	
HI - Dept of Health - CWB	
Hibernate Test - OK	
Indiana DEM	
KY DEP	
Louisiana DEQ	
New York - NY	
Pennsylvania DEP	
Tennessee DWPC	
Utah DWQ	

Step 2: Check Your Permit ID

- 2.1 After setting Connecticut DEP as your regulatory authority, you should see a welcome page similar to below. PRIOR to creating an account, it is important to check if your permit is available for electronic reporting. To do this, select the "**Checking Your Permit ID**" link located under the log in.



NetDMR

Welcome

Welcome to the Connecticut DEP installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

New to NetDMR?

- ▶ First time users can [register for a new account](#).
- ▶ If you have any questions about NetDMR, please contact Suzette.flecha@ct.gov.

News

- WARNING: THE SUBSCRIBER AGREEMENT THAT CAN BE DOWNLOADED HERE IS NOT VALID FOR CONNECTICUT PERMITTEES. PLEASE CONTACT suzette.flecha@ct.gov FOR A COPY OF THE CONNECTICUT FORM.
- THIS INSTANCE OF NETDMR IS A TEST ENVIRONMENT AND IS FOR TESTING PURPOSES ONLY.

NetDMR

UNITED STATES * ENVIRONMENTAL PROTECTION AGENCY

Login to NetDMR

User Name

Password

Submit

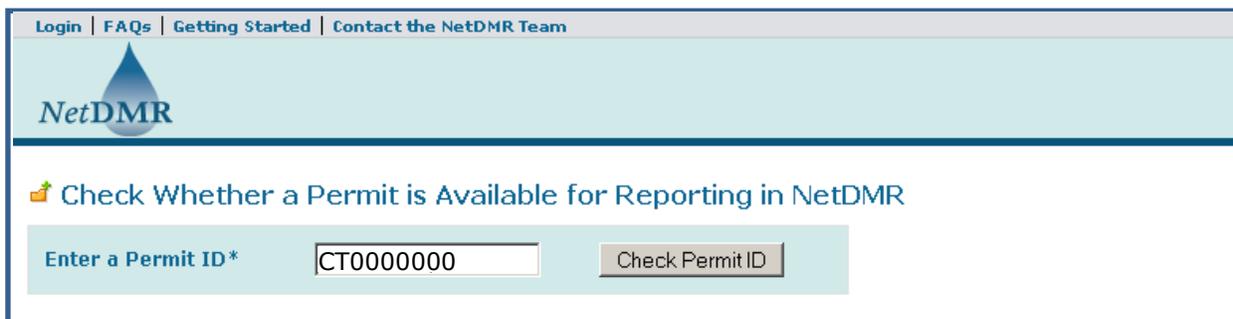
[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

Check Your PermitID

- ▶ First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)

- 2.2 Enter a valid **9 digit** Individual NPDES or Pretreatment Permit ID (ex: **CT0000000**) and select "**Check Permit ID**".

For Pretreatment permits beginning with "SP", you will need to alter your ID format. First change the "SP" prefix to "CTP" and subtract one "0" from the permit number. Then keep the remaining five digits in their original order. For example, Permit ID "SP0003030" would become "CTP003030".



NetDMR

Check Whether a Permit is Available for Reporting in NetDMR

Enter a Permit ID*

Check Permit ID

2.3 If the permit is available for electronic reporting, you will receive a confirmation message similar to below. You can now create an account by selecting the "**Creating an Account**" link within the Permit ID Check box.

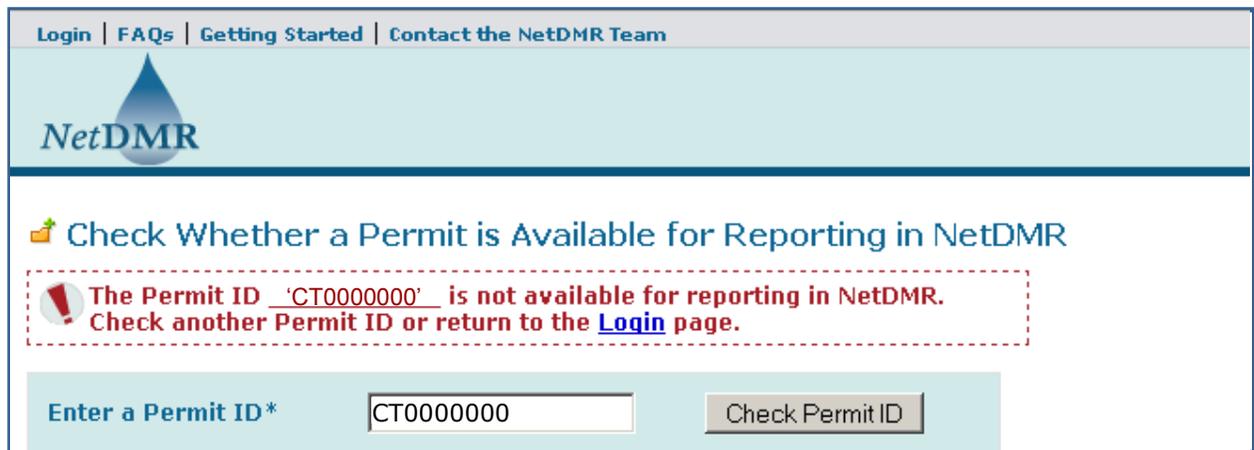


Check Whether a Permit is Available for Reporting in NetDMR

 The Permit ID 'CT0000000' is available for reporting in NetDMR. You may check another Permit ID or proceed directly to [Creating an Account](#). If you already have a NetDMR account, [Login](#) now.

A red arrow points to the "Creating an Account" link.

If the permit is **not** available for reporting in NetDMR, a message similar to below will appear. **Be sure to check that your permit number has been entered correctly.** Certain Individual NPDES or Pretreatment Permits are not available for reporting in NetDMR until reissuance. For further assistance, contact dep.netdmr@ct.gov.



NetDMR

Check Whether a Permit is Available for Reporting in NetDMR

 The Permit ID 'CT0000000' is not available for reporting in NetDMR. Check another Permit ID or return to the [Login](#) page.

Enter a Permit ID*

Step 3: Creating an Account

3.1 Once on the “**Creating an Account**” page, you will be required to complete all fields with an asterisk (*).

Create a NetDMR Account

General Account Information

Please provide the information requested below to create a NetDMR account. A '*' indicates a required entry.

Email Address: *

Enter Email Address Again: *

User Name: *

Use my email address as my user name

Create my own user name

First Name: *

Last Name: *

Telephone Number: * (###-###-####)

Organization: *

Type of User: *

- Permittee User
- Select One
- Data Provider
- Permittee User**
- Internal User

Select "Permittee User" for the type of user.

A "Data Provider" is typically someone from a lab who is supplying information on behalf of a facility.

An "Internal User" is typically someone from CT DEP or EPA granted internal access for NetDMR.

3.2 Choose from the list of required security questions and provide answers for each question.

3.3 Before submitting your security questions and answers, print this page to keep on file for future reference as you will be asked your security questions to finish creating your NetDMR account.

You will also be asked your security questions each month for signing and submitting DMRs electronically and for resetting a forgotten password.

Selected Security Questions

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive.

Question 1*

Select One

Question 2*

Select One

Question 3*

Select One

- 3.4 After printing the security questions page, select **"Submit"**. The information entered will be displayed in gray boxes. Verify the information entered displayed in the gray boxes. Make any necessary changes and select **"Verify"**.



 Please verify the information you entered below to create a NetDMR account.

General Account Information

Email Address:	<input type="text" value="cathyperadm@yahoo.c"/>
User Name:	<input type="text" value="cathyperadm@yahoo.c"/>
<input checked="" type="radio"/> Use my email address as my user name <input type="radio"/> Create my own user name	
First Name:	<input type="text" value="Cathy PA"/>
Last Name:	<input type="text" value="Bius"/>
Telephone Number:	<input type="text" value="214-665-6456"/>
Organization:	<input type="text" value="NM"/>
Type of User:	<input type="text" value="Permittee User"/>

Selected Security Questions

Question 1	<input type="text" value="Dog"/>
What was your first pet's name? ▾	
Question 2	<input type="text" value="Mascot"/>
What was your high school mascot? ▾	



- 3.5 Once your account information has been verified, a NetDMR Account Request message appears stating that your request is being processed. Select **"OK"** to confirm your NetDMR account request.

NOTE: You will have **60 days** to complete the account creation process before the account becomes **inactive**.



Thank you, cathyperadm@yahoo.com. Your NetDMR account creation request is being processed.

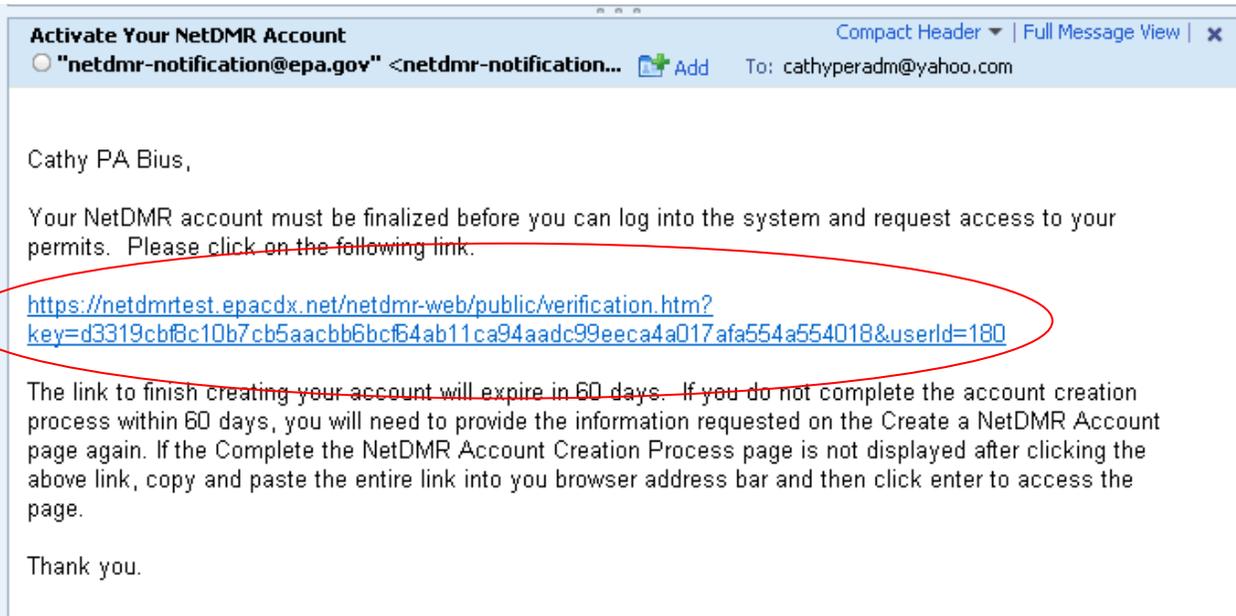
Within the next 24 hours, you should receive an email that includes a Web link. Click the link and follow the instructions on the page that is displayed to complete the account creation process. You will have 60 days to complete the account creation process. If you do not receive an email within the next 24 hours, please make sure the email has not been inadvertently blocked by a spam filter. Contact your [regulatory authority](#) for further assistance.

Thank you.

NetDMR Support



3.6 After you have received an email message from “**netdmrnotification**” similar to below, **select the link provided once**. You may need to copy and paste this in your web browser to access the URL.



3.7 To Complete the NetDMR Account Creation Process, answer the required security question(s) and create a password. Passwords can be 8 – 20 characters, alpha & numeric (the following Special Characters are ok “!”, “@”, “#”, “\$”, “^”, “&”, “+”, “=”, “*”). When finished, select “**Submit**”.

Login | FAQs | Getting Started | Contact the NetDMR Team

NetDMR

Complete NetDMR Account Creation Process

Hello bius.catherine@epa.gov. To finish creating your NetDMR account, provide a response to the security question and create a password for your account.

What was your high school mascot? (Answers are case-sensitive)

Create Password: (Case sensitive, 8-20 characters, include letters and numbers)

Enter Password Again:

Submit Cancel

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If the information entered is correct, you will receive the following message:



- 3.8** If your account has been created successfully, select the link provided to access the login page and **continue to follow the instructions to "Request Access" for the primary NetDMR user (Signatory/Permit Administrator Role).**

Step 4: Request Access for the Primary NetDMR User (Signatory/Permit Administrator Role)

The **first** person creating an account for NetDMR must be a person that will be signing the DMRs and will be identified as a **Signatory Role**. This person can be:

- the signatory authority as identified in CGS 22a-430-3b who can sign permit applications, reports, and other permit-required submittals (usually a corporate officer); or
- someone who has been delegated in writing by the signatory authority to sign reports and DMRs.

The person identified in NetDMR as the **Signatory Role** will also automatically be given the **Permit Administrator** and the **View** Roles.

The **Signatory Role** and **Permit Administrator** will have the responsibility for approving roles for other individuals or outside data providers (such as labs) that will be assisting with NetDMR data entry or management at the facility.

Other individuals may be given Permit Administrator, Edit, or View roles as shown in the table below. However, it is the responsibility of the first person identified as the **Signatory Role** to approve access for these other users.

Permittee User Functions

User Type	Manage Access Requests	View DMRs	Download Blank DMRs	Edit / Import / Correct DMRs	Sign and Submit DMRs	Manage CORs	View Permits	View Users	Request Signatory Access	Request Administrator Access	Request Edit Access
View											
Edit											
Signatory											
Signatory & Permit Administrator											
Permit Administrator & Edit											
Permit Administrator & View											

[Select This Link to Review Additional Types of NetDMR Users and Roles](#)

- 4.1 To begin the process to **Request Access**, [navigate to the "NetDMR Welcome" page](#). Select the Regulatory Authority: **Connecticut DEP** and select "Go".



The screenshot shows the NetDMR website interface. At the top, there are navigation links: "Login", "FAQs", "Getting Started", and "Contact the NetDMR Team". The NetDMR logo is on the left, and the EPA logo is on the right. The main content area includes a "Welcome" message, a "News" section with "None" listed, and sections for "Warning Notice" and "Privacy Statement". A dropdown menu is open, showing a list of regulatory authorities. A red arrow points to the dropdown, and "Connecticut DEP" is highlighted with a red oval. A "Go" button is visible to the right of the dropdown.

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4.2 Log In to NetDMR using your “**User Name**” and “**Password**” previously created. If you chose to use your email address as your username, you will need to provide the full address (ex: john.smith@email.com).

Welcome

Welcome to the Connecticut DEP installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

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News

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Login to NetDMR

User Name

Password

[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

Check Your PermitID

- ▶ First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)

You will have **30 minutes** on the  **Session Lockout Timer:** to complete this process.

4.3 Select the “**Request Access**” tab located at the top of the page.

Home | **My Account** | **Request Access** | Help | Logout

User: cathyperadm@yahoo.com, Permittee User

EPA HQ – IL-NM

Session Lockout Timer: 29:08

Search: All DMRs & CORs

All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

Permit ID:

Facility:

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

Permitted Feature:

Discharge:

Last 10 Logins		
4/9/09	11:48 AM	-
4/9/09	10:48 AM	-

- 4.4 Enter your 9 digit Individual NPDES or Pretreatment Permit ID and select the **“Update”** tab to see what roles are available for the permit selected.

Remember, for Pretreatment permits beginning with “SP”, you will need to alter your ID format. First change the “SP” prefix to “CTP” and subtract one “0” from the permit number. Then keep the remaining five digits in their original order. For example, Permit ID “SP0003030” would become “CTP003030”.



Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID:

Role:

Note: Permit Administrator role comes with Signatory role

- 4.5 Select the appropriate user role for yourself from the **“Role”** drop down menu. If you are the first person from your facility requesting access, you will need to select the **“Signatory”** role. The initial request for the **“Signatory”** role will automatically give that same person the **“Permit Administrator”** and **“View”** roles.

Until the first Signatory privilege is granted for a permit, no other user can be granted read/edit privileges for the permit.



Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID:

Role:

Note: Permit Administrator role comes with Signatory role

- 4.6 After you have identified the appropriate role select **“Add Request”**. A list of the permits you have requested access for will appear in the **“Access Requests”** section. You can request to remove access by selecting **X** next to the corresponding permit.

4.7 Once you have completed your access request for all appropriate Individual NPDES or Pretreatment IDs, select "**Submit**".

Role:
 Note: Permit Administrator role comes with Signatory role

 **Access Requests**

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
CT0000000	Signatory	<input type="checkbox"/>
CT0000000	Signatory	<input type="checkbox"/>



4.8 Enter additional information regarding your employer's relationship to the facility or facilities and your authority as the **Signatory** and select "**Submit**".

 **Additional Information Required**

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
CT0000000	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <input type="text" value="Select One"/></p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

 Your employer's relationship to the facility or facilities is typically "Facility"

4.9 Confirm the information displayed in gray. Make any necessary changes and select **"Confirm"**.

Permit ID	Requested Role	Additional Information
CT0000000	Signatory	What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/> <input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards. <input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards Name: <input type="text"/> Title: <input type="text"/> Phone: <input type="text"/> <input type="button" value="Confirm"/> <input type="button" value="Cancel"/>

By selecting **"Confirm"**, the initial Signatory Access Request will be submitted to the Regulatory Administrator at Connecticut DEP for approval. Within 48 hours of confirmation, you should receive an email from "netdmr-notification" notifying of approval.

IMPORTANT: Do NOT print and mail the Subscriber Agreement as instructed by EPA. This step is not necessary for Connecticut NetDMR.

Step 5: Submit an Electronic DMR

5.1 Once you have received your **"Access Request Notification"** approval email, you are ready to [log in and practice entering data into the NetDMR Test Website](#).

You can also allow others to create their account, finalize their account, and request access. The Signatory Role/Permit Administrator will be able to approve or deny those access requests from others in your company or from the Data Providers.

Step 6: Continue to the Live Website

6.1 Before continuing to the NetDMR Live Website be sure that your **Connecticut Subscriber Agreement** for NetDMR has been approved.

6.2 After your Connecticut Subscriber Agreement has been approved and all of the above steps have been completed to become familiar with the NetDMR **Test Website**, continue on to the NetDMR Production Environment and **Live Website**:
<http://www.epa.gov/netdmr/>

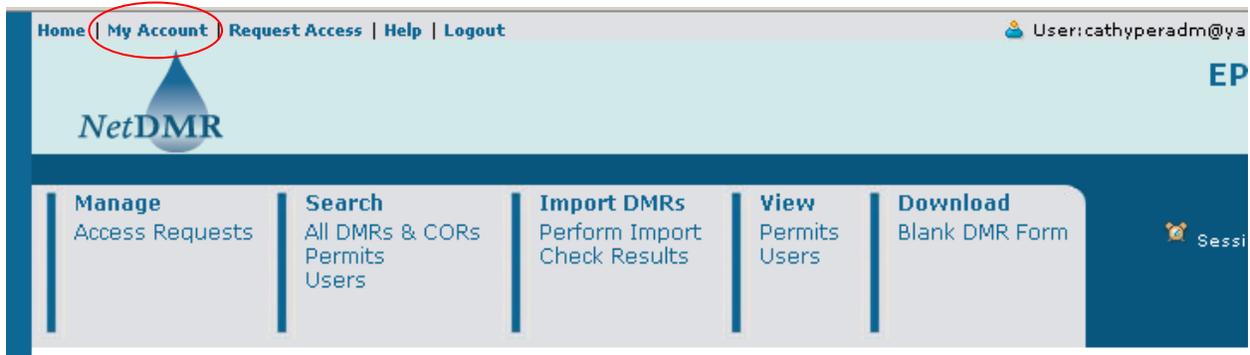
6.3 Follow Steps 1.2-4.9 to register for the **Live Website**. You will need to RECREATE your username, password and account information and Request Access in order to register

for a NetDMR account in the **Live Website**. Any information created within the **Test Website** is NOT officially registered and will not grant access to the **Live Website**.

6.4 [Log in to NetDMR](#) and begin reporting electronically! [Select this link for instructions to enter and submit electronic DMRs.](#)

Useful Tips

You can view and confirm that you have been given access rights by accessing the "**My Account**" tab after logging in to NetDMR.



The screenshot shows the top navigation bar of the NetDMR application. The "My Account" tab is circled in red. The user is logged in as "User: cathyperadm@ya". The main navigation menu includes: Manage Access Requests, Search All DMRs & CORs Permits Users, Import DMRs Perform Import Check Results, View Permits Users, and Download Blank DMR Form.

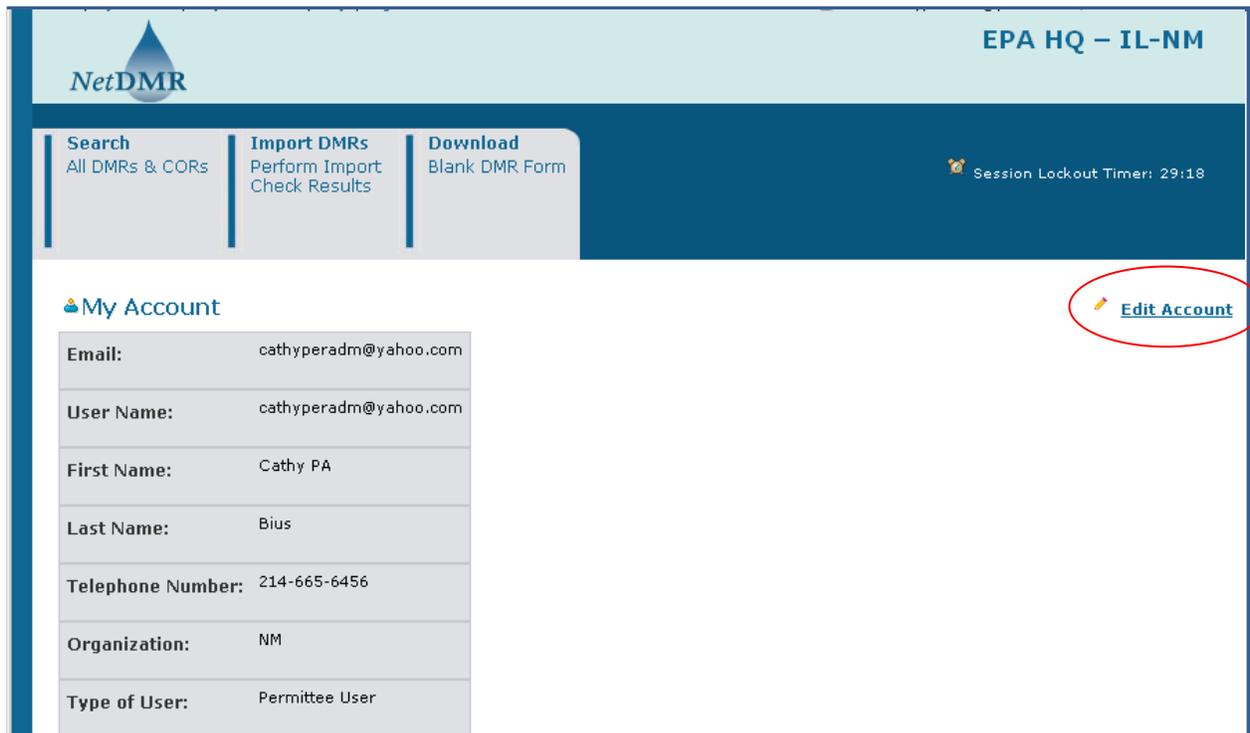
By scrolling down to the "**My Permits**" section, you can view the types of access granted to you for each NPDES Permits under the "**Access Rights**" column.



The "My Permits" section displays a table with the following data:

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
NM0022292	Signatory	Pending	04/29/09 06:36 PM	04/29/09 06:36 PM	

Also within "**My Account**", you can edit account information, view selected security questions, and view any pending access requests.



The "My Account" section displays the following user profile information:

Email:	cathyperadm@yahoo.com
User Name:	cathyperadm@yahoo.com
First Name:	Cathy PA
Last Name:	Bius
Telephone Number:	214-665-6456
Organization:	NM
Type of User:	Permittee User

The "Edit Account" link is circled in red.

Along with basic information about your account, you will be able to change the security questions and/or answers and change your password. Please note that the **Lock Your Account** tab is only to be used when you believe your account may have been compromised or you no longer are planning to use NetDMR. Once this option has been selected your account can only be reopened by an EPA System Administrator.

Security Questions and Answers

 Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers.

Change Your Password

Your password must be 8-20 characters and contain both letters and numbers.

Enter a new password:	<input type="password"/>	(case sensitive, 8-20 characters, both letters and numbers)
Enter your password again:	<input type="password"/>	

Lock Your Account

Locked accounts can not access NetDMR.

Lock Account	<input type="checkbox"/>
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For further information or questions concerning Connecticut DEP NetDMR, contact dep.netdmr@ct.gov.