



State of Connecticut

Instructions for Creating an Account and Requesting Access to Use NetDMR



NOTE: There are several steps for successfully completing your NetDMR registration.

Once you have created an account, received confirmation from EPA via email, and chosen a password, you will then need to **log into your new account and request access** (Step 4) before you can search for your DMRs. Please follow these instructions in their entirety in order to successfully register for NetDMR.

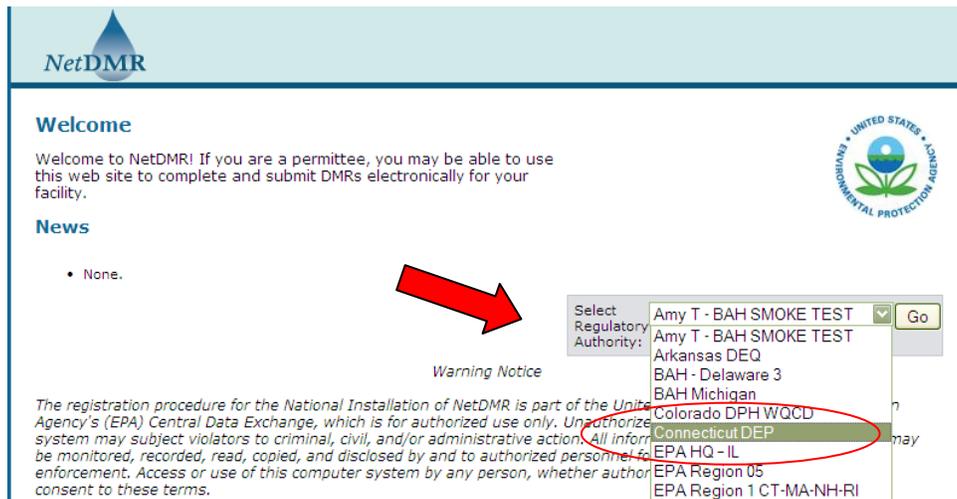
Step 1: Navigate to the NetDMR Website

Select the following link to navigate to the **netDMR Website**

<https://netdmr.epa.gov>

[Select This Link If You Are Having Trouble Opening the Website in Your Internet Browser](#)

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



Step 2: Check Your Permit ID

2.1 After setting Connecticut DEEP 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

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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.



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 [Check 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" for NetDMR purposes.

For NPDES permits starting with "CT0", the number is the same

For Miscellaneous Discharge general permits, the number will start with CTMIU

For Categorical (Metal finishing) general permits, the number will start with CTCUI

For septic system permits, the number will start with CTUIC

For Stormwater Construction permits, the number will start with CTGSN

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Check Whether a Permit is Available for Reporting in NetDMR

Enter a 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 'CT0000000' 50' 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.



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 deep.netdmr@ct.gov.

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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 DEEP or EPA granted internal access for NetDMR.

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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

Submit Reset Cancel

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

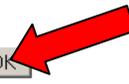
NOTE: You will have **60 days** to complete the account creation process before the account becomes **inactive**.



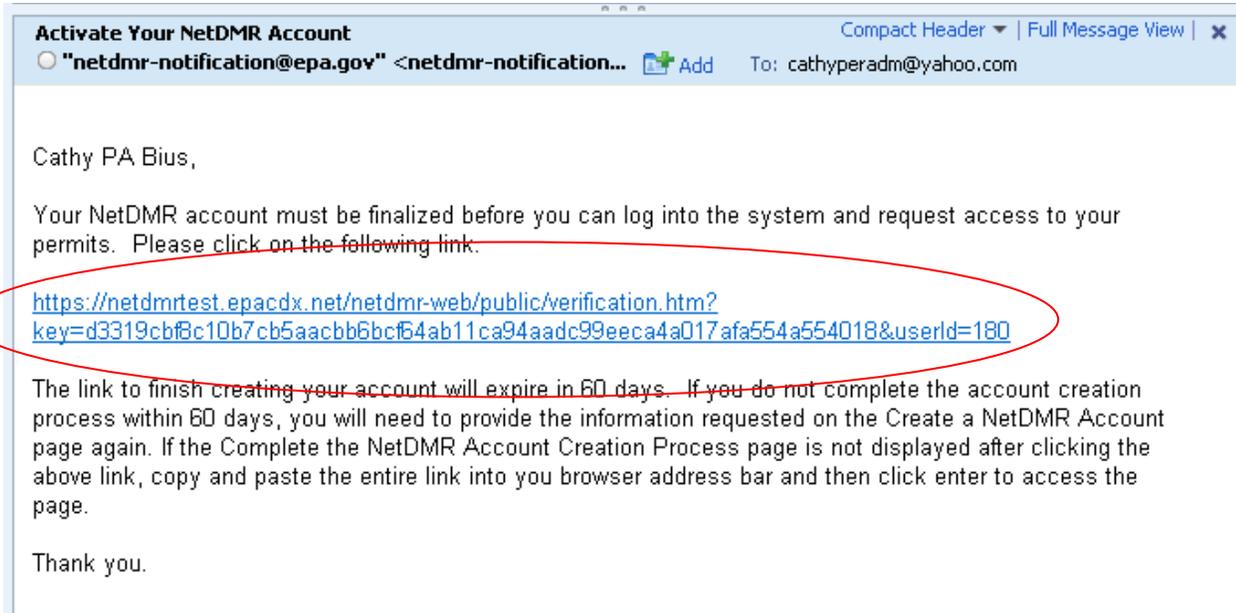
Thank you, cathyperadm@yahoo.com. Your NetDMR account creation request is being processed.

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, **click once** on the link provided. You may need to copy and paste this in your web browser to access the URL. If you do not receive an e-mail, it is possible that the message is in your SPAM folder, please check there.



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**".

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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?

Create Password:

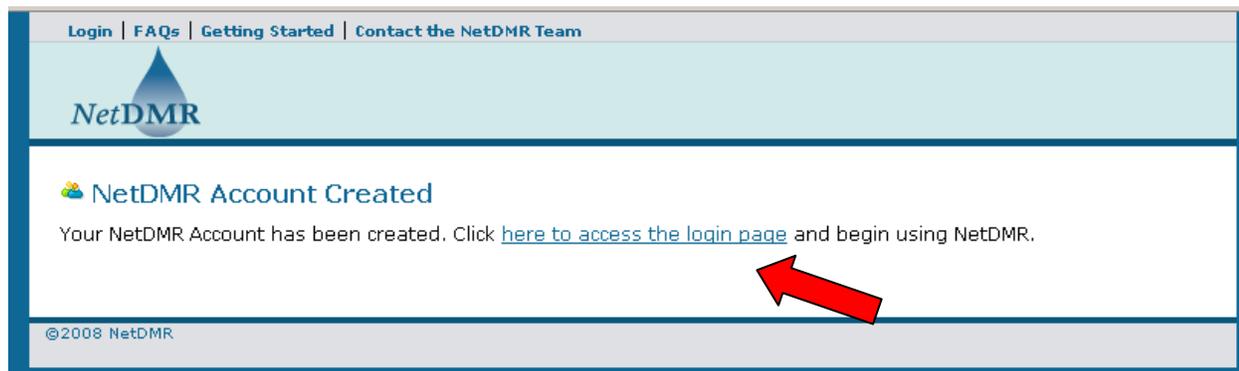
Enter Password Again:

(Answers are case-sensitive)
(Case sensitive, 8-20 characters, include letters and numbers)

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 below to “Request Access” as a NetDMR user.**

Step 4: Request Access as NetDMR User

The **first** person creating an account for NetDMR must be person that will be signing the DMRs and will be identified as a **Signatory Role** as named in the CT DEEP NetDMR Subscriber Agreement (if applicable). This person is typically:

- 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 laboratories or consultants) that will be assisting with NetDMR data entry or management at the facility.

Other individuals may be given Permit Administrator, Edit, or View or additional Signatory roles. However, it is the responsibility of the first person identified as the Signatory to approve access for these other users after their own account has been approved. Any request for a Signatory role must be approved by DEEP in accordance with a submitted CT DEEP NetDMR Subscriber Agreement. A table of NetDMR user functions is shown below.

Table of User Functions

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

4.2 To obtain a user role, select the **"Request Access"** tab located at the top of the page.

The screenshot displays the NetDMR web application interface. At the top, the navigation bar includes links for Home, My Account, **Request Access** (circled in red), Help, and Logout. The user is identified as 'User: cathyperadm@yahoo.com, Permittee User'. The main header features the NetDMR logo and the text 'EPA HQ - IL-NM'. Below the header, there are three main navigation buttons: 'Search All DMRs & CORs', 'Import DMRs Perform Import Check Results', and 'Download Blank DMR Form'. A 'Session Lockout Timer: 29:08' is displayed on the right. The main content area is titled 'All DMRs & Copies of Record (CORs)'. It contains a search section with the following fields and controls:

- Permit ID:** A radio button, a dropdown menu set to 'All', and an 'Update' button.
- Facility:** A radio button, a dropdown menu set to 'All', and an 'Update' button.
- Permitted Feature:** A dropdown menu set to 'All' and an 'Update' button.
- Discharge:** A dropdown menu set to 'All'.

A note states: 'Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.' To the right, a 'Last 10 Logins' table shows the following data:

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

4.4 Enter your 9 digit 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 clicking on **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: Select One
 Note: Permit Administrator role comes with Signatory role
 Add Request

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
CT0000000	Signatory	✘
CT0000000	Signatory	✘

Submit

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 2250	Signatory	What is your employer's relationship to the facility or facilities?*: Select One <input checked="" 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 Number: <input type="text"/>

Submit Cancel

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

Complete this section according to your previously submitted CT DEEP NetDMR Subscriber Agreement (if applicable).

Select the first option if you are a corporate officer/elected town official and you have designated yourself to sign and submit electronic DMRs.

Select the second option and complete the appropriate information if you have been designated as the Signatory Authority by another individual.

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

Permit ID	Requested Role	Additional Information
CT0000000	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/></p> <p><input 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: <input type="text"/></p> <p><input type="button" value="Confirm"/> <input type="button" value="Cancel"/></p>

By selecting **“Confirm”**, the initial Signatory Access Request will be submitted to the Regulatory Administrator at Connecticut DEEP 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

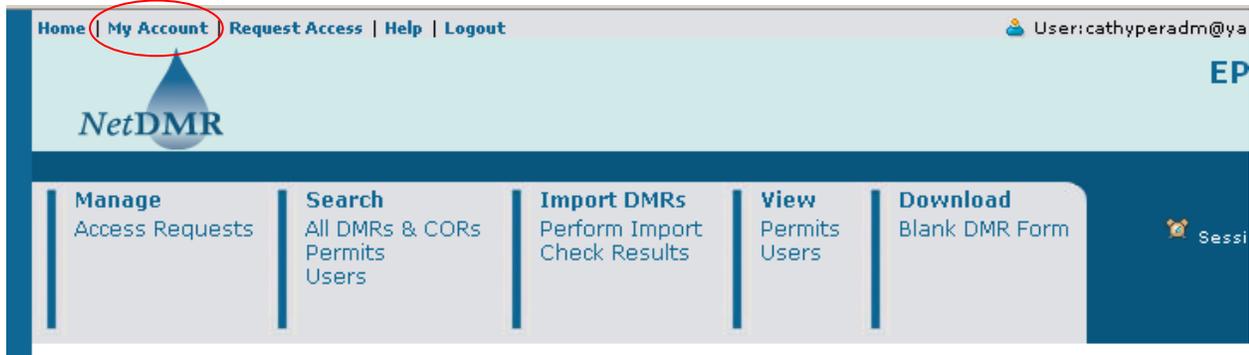
5.1 Once you have received your **“Access Request Notification”** approval email, you are ready to log in and search for your DMRs and submit electronic data. Select the following link for instructions on DMR data entry:

<http://www.epa.gov/netdmr/documents/training/dmr-data-entry/player.html>

See **“Useful Tips”** below for information on managing your NetDMR account.

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.



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.

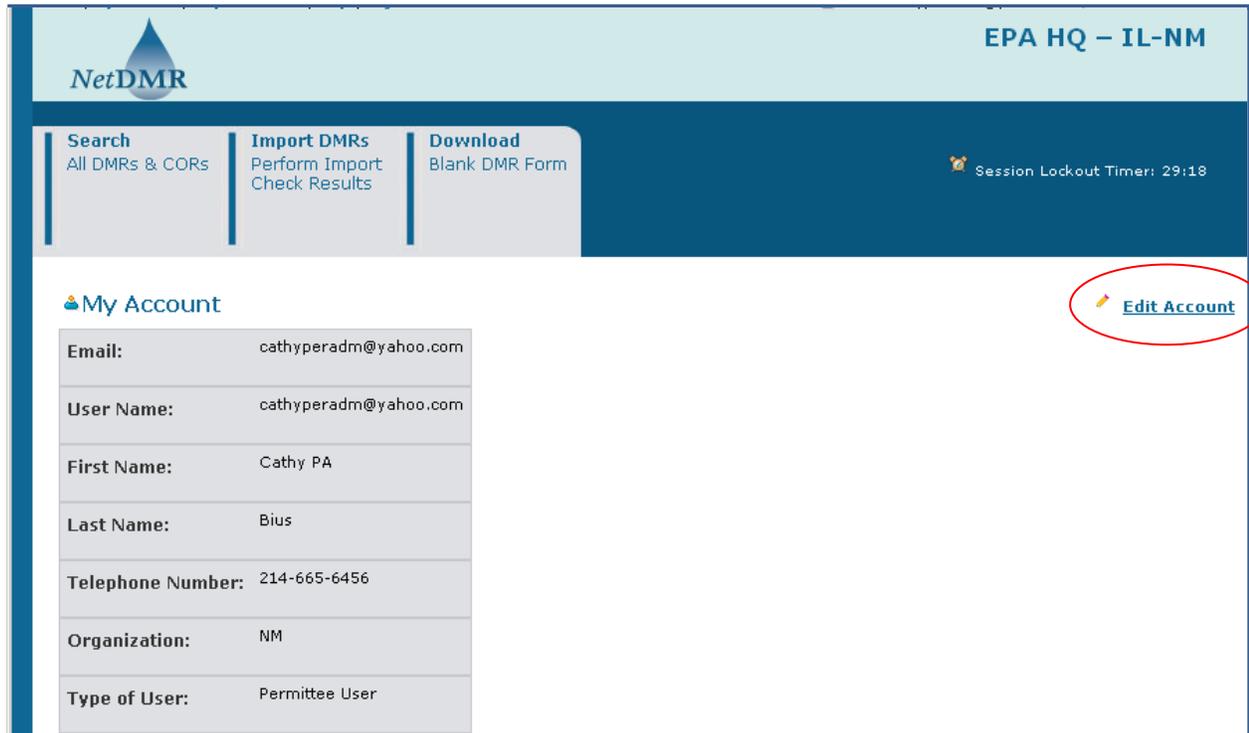
My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.

One Permit found

<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.



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

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 DEEP NetDMR, contact deep.netdmr@ct.gov.