



Texas Commission On Environmental Quality

NetDMR – Texas TCEQ Instance

Access Instructions for the Texas TCEQ NetDMR Instance

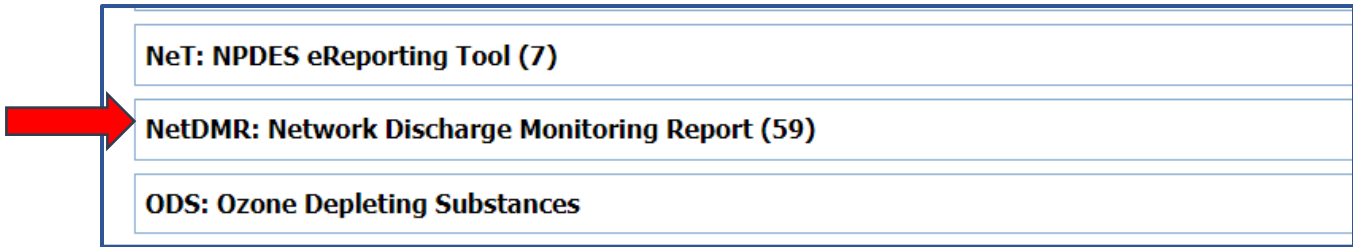
*The first person requesting access to the Texas TCEQ NetDMR instance must be the signatory. Once a signatory is approved for the permit the edit, view, and permit administrator roles will be available for users to request.

Step 1: Login to your CDX account here. <https://cdx.epa.gov/>

The screenshot shows the EPA Central Data Exchange (CDX) user interface. At the top is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, FAQ, Help, and Virtual Assistant. The main header area includes the "CDX Central Data Exchange" logo and a "Contact Us" link. A user is logged in, indicated by "Logged in as [redacted] (Log out)". Below the header is a row of tabs: MyCDX, Inbox, My Profile, Submission History, Payment History, and E-Enterprise Portal. The main content area is divided into two columns. The left column has a "Services" section with a "Manage" link. It contains a table with columns for Status, Program Service Name, and Role. The table has one row: a person icon, "NETBIO: NeT - Biosolids Annual Program Report", and a "Signatory" link. The right column has a "CDX Service Availability" section with a link "See the status for all program services" and a "News and Updates" section with the text "No news/updates.". At the bottom of the Services section are two green buttons: "Add Program Service" and "Manage Your Program Services". A red arrow points to the "Add Program Service" button.

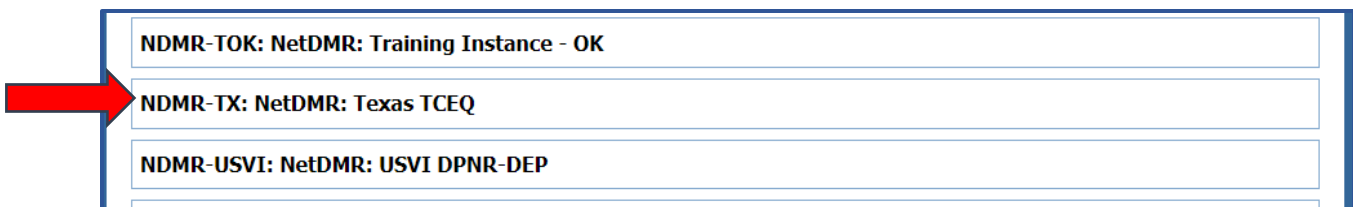
Step 2: Select 'Add Program Service' located at the bottom of the screen.

Step 3: Type NetDMR into the search field or scroll down and select 'NetDMR: Network Discharge Monitoring Report'



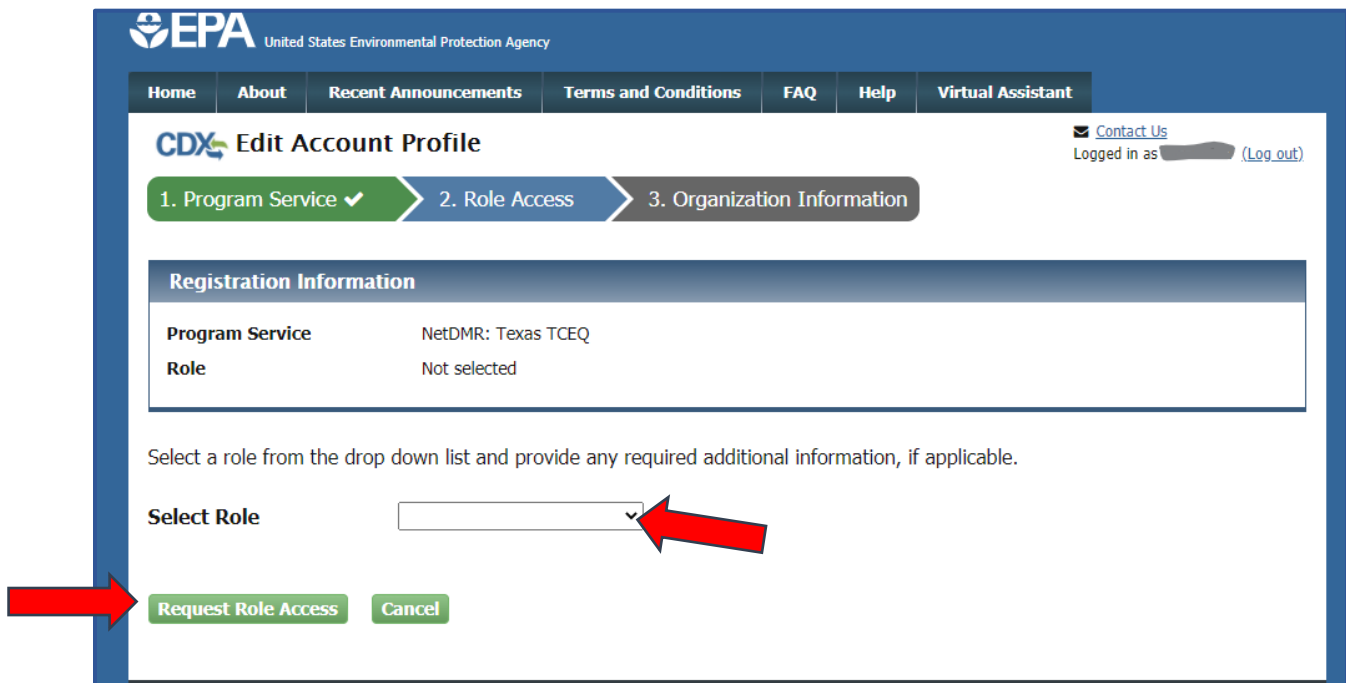
A screenshot of a search results interface. It features a list of three items: 'NeT: NPDES eReporting Tool (7)', 'NetDMR: Network Discharge Monitoring Report (59)', and 'ODS: Ozone Depleting Substances'. A red arrow points to the second item, 'NetDMR: Network Discharge Monitoring Report (59)'.

Step 4: Type Texas into the search field or scroll down and select 'NDMR-TX: NetDMR: Texas TCEQ'



A screenshot of a search results interface. It features a list of three items: 'NDMR-TOK: NetDMR: Training Instance - OK', 'NDMR-TX: NetDMR: Texas TCEQ', and 'NDMR-USVI: NetDMR: USVI DPNR-DEP'. A red arrow points to the second item, 'NDMR-TX: NetDMR: Texas TCEQ'.

Step 5: Select the appropriate role and then click the 'Request Role Access' button.



A screenshot of the EPA CDX 'Edit Account Profile' page. The page has a blue header with the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, Help, and Virtual Assistant. Below the header, there's a breadcrumb trail: 1. Program Service (checked), 2. Role Access (active), and 3. Organization Information. The main content area is titled 'Registration Information' and contains a table with two rows: 'Program Service' with the value 'NetDMR: Texas TCEQ' and 'Role' with the value 'Not selected'. Below the table, there's a text prompt: 'Select a role from the drop down list and provide any required additional information, if applicable.' This is followed by a 'Select Role' label and a dropdown menu. A red arrow points to the dropdown menu. At the bottom, there are two buttons: 'Request Role Access' and 'Cancel'. A red arrow points to the 'Request Role Access' button.

Step 6: Select either 'Current Organization' and choose from dropdown list or 'Request to Add an Organization', then click the 'Submit Request for Access' button.

Home About Recent Announcements Terms and Conditions FAQ Help Virtual Assistant

CDX Edit Account Profile [Contact Us](#)
Logged in as [redacted] ([Log out](#))

1. Program Service ✓ 2. Role Access ✓ 3. Organization Information

Registration Information

Program Service	NetDMR: Texas TCEQ
Role	Permittee (signature)

☒ Select a Current Organization
☐ Request to Add an Organization

Select an organization from the dropdown list.

[Dropdown Menu]

Submit Request for Access

Step 7: Enter your job title. Then click the 'Next' button.

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CDX Core CDX Registration [Contact Us](#)
Logged in as [redacted] ([Log out](#))

1. Program Service ✓ 2. Role Access ✓ 3. User and Organization ✓ 4. Confirmation

Registration Information

Program Service	NetDMR: Texas TCEQ
Role	Permittee (signature)

Enter Your Job Title *

[Text Input Field]

Next

Step 8: You should now see a green 'Program Service successfully added' message. Click the 'MyCDX' option to return to the screen in Step 1.

CDX Central Data Exchange

Contact Us
Logged in as JRODRIGUM (Log out)

You are here: [MyCDX](#) Manage Program Services

Manage Program Services

Program Service successfully added to Rexburg. X

Add Program Service Back to MyCDX [Expand All] [Collapse All]

Step 9: Click on the role for your new NetDMR: Texas TCEQ program service. This will take you into the NetDMR site, then click 'Continue to NetDMR'. You will now need to request access to your specific permit or permits in NetDMR.

Step 10: In the top left corner of your screen select 'Request Access'.

Home | My Account | Request Access | Help | Logout User: JRODRIGUM

NetDMR Network Discharge Monitoring Report EPA Region

Manage Access Requests Search All DMRs & CDRs Unscheduled DMRs Unscheduled DMRs Import DMRs Perform Import Update NODI Check Results

Step 11: Type in your 9-digit permit number with no spaces or dashes (e.g. TX0000000). Then click the 'Update' button. Now select the appropriate role then click 'Add Request'. You should now see the Access Request populated in the summary of current access requests. You can now either click submit if you only need the one role or access to one permit or go back up to the Permit ID field and repeat the steps to add additional permits or roles. Then add the request before you click submit.

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.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID: Update

Role: Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles. Add Request

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
TX0000000	Signatory	X

Submit

***If you are requesting a role other than the signatory you have completed all the steps needed. If you are the signatory, please continue.**

Step 12: Select your employer's relationship to the facility or facilities from the dropdown box. The choices are: Parent, Facility, or other. Almost all of you will select 'Facility' in this field unless you work for a parent corporation or have some other relationship to the facility. Select the first radio button 'I have the authority to enter into this Agreement for the Permittee under the applicable standards' if you have been given signatory authority and then click 'Submit'.

Permit ID	Requested Role	Additional Information
	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Facility</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. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p>Submit Cancel</p>

If you have not been given this authority, select the second option 'I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards'. If you select this second option one of two things must happen before your signatory access is approved. Either:

1) you choose to sign the subscriber agreement electronically and the responsible official you identified will need to use their existing CDX account (or create a new one) with the same email address you entered on the subscriber agreement to gain access to the Texas NetDMR instance in order to sign it, or

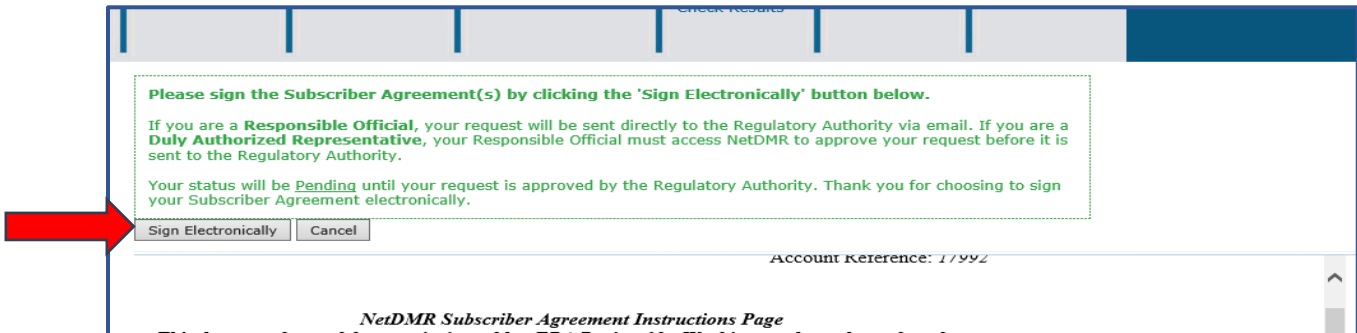
2) you choose to sign the subscriber agreement via paper. You will need to print the agreement and have it signed by yourself and the responsible official before mailing to TCEQ. Original, "wet-ink" signatures for both parties listed on the Subscriber Agreement must be provided.

Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

Permit ID	Facility Name	Requested Role	Additional Information
	PLANT	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Facility</p> <p><input type="radio"/> I am a Responsible Official and have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below, who is a Responsible Official, and does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p>When selecting the "Sign Electronically" option, the Responsible Official must have an active CDX Permittee (signature) / NetDMR account associated with the email address provided in order to complete this process.</p> <p>Otherwise, you must select "Sign via Paper".</p> <p>Sign via Paper Sign Electronically Cancel</p>

Step 13: If you select 'Sign Electronically' you will be taken to the below screen. You will then select 'Sign Electronically' and be prompted to enter your password and answer a security question. You are now finished with the required steps.



The screenshot shows a web interface for the NetDMR Subscriber Agreement. At the top, there is a navigation bar with several tabs, one of which is labeled 'Check Results'. Below the navigation bar, a green-bordered box contains the following text:

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be **Pending** until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Below this text are two buttons: 'Sign Electronically' and 'Cancel'. A red arrow points to the 'Sign Electronically' button. Below the buttons, the text 'Account Reference: 17992' is visible. At the bottom of the page, the text 'NetDMR Subscriber Agreement Instructions Page' is displayed.

Step 14: If you select 'Sign via Paper' a pop-up window with your subscriber agreement will appear. If you have the pop-up blocker enabled in your browser, you can also locate your Subscriber Agreement under the 'My Account' link on the top of the page. You will need to print and sign that agreement before mailing it to the TCEQ office.

Additional help and resources can be found on the NetDMR support site <https://netdmr.zendesk.com/hc/en-us>. If you need assistance with logging in or any CDX issues call 1-888-890-1995 or if you need NetDMR support contact us at TCEQ's NetDMR Helpline at NetDMR@tceq.texas.gov or call us at 512-239-eDMR (3367).