



Texas Commission On Environmental Quality

NetDMR – Texas TCEQ Instance

Access Instructions for the Texas TCEQ NetDMR Instance

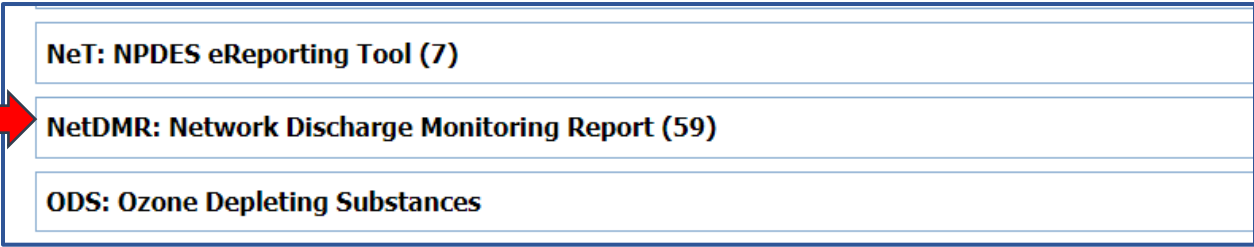
*The first person requesting access to the Texas TCEQ NetDMR instance must be the signatory. Once a signatory is approved for the permit the edit, view, and permit administrator roles will be available for users to request.

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

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

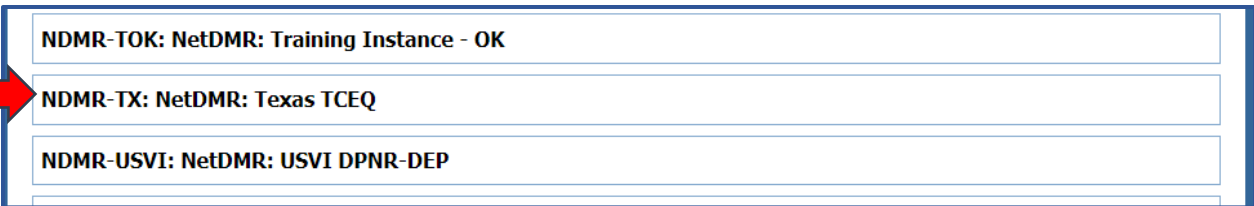
Step 2: Select 'Add Program Service' located at the bottom of the screen.

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



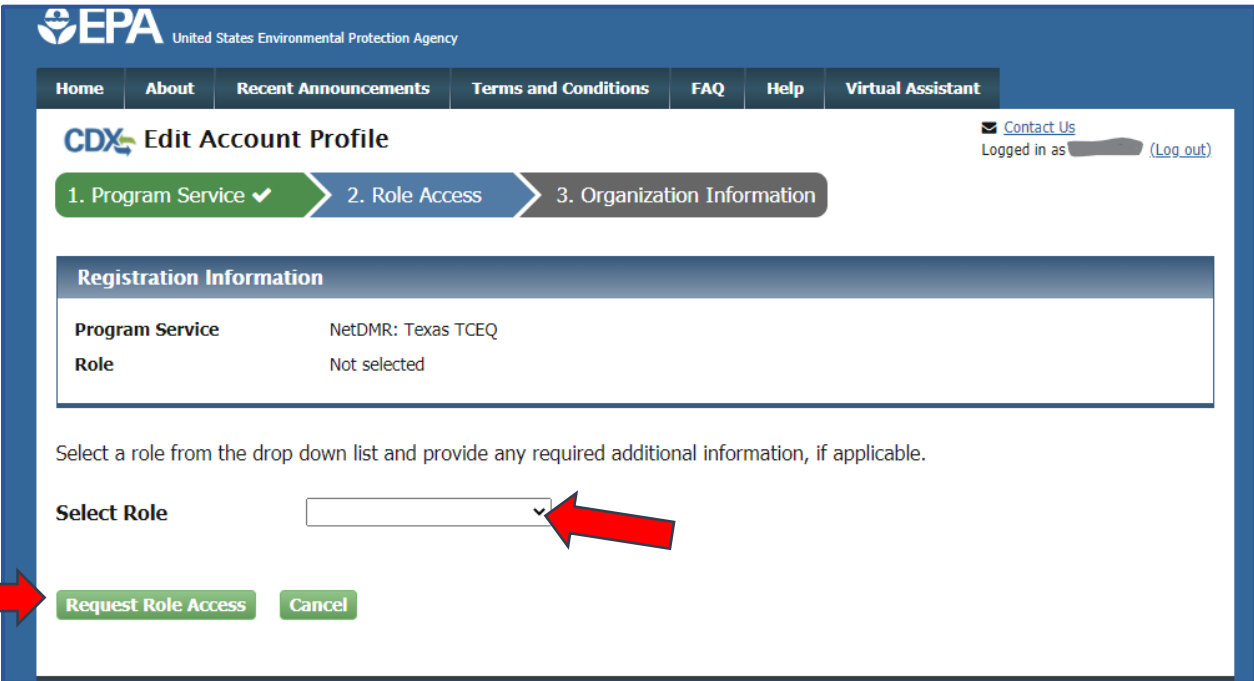
A screenshot of a search results page. The results are listed in a table-like format. The first row is 'NeT: NPDES eReporting Tool (7)'. The second row is 'NetDMR: Network Discharge Monitoring Report (59)', which is highlighted with a red arrow pointing to it from the left. The third row is 'ODS: Ozone Depleting Substances'.

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



A screenshot of a search results page. The results are listed in a table-like format. The first row is 'NDMR-TOK: NetDMR: Training Instance - OK'. The second row is 'NDMR-TX: NetDMR: Texas TCEQ', which is highlighted with a red arrow pointing to it from the left. The third row is 'NDMR-USVI: NetDMR: USVI DPNR-DEP'.

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 (current step), and 3. Organization Information. The main content area is titled 'Registration Information' and shows a table with 'Program Service' set to 'NetDMR: Texas TCEQ' and 'Role' set to '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.' There is a 'Select Role' label followed by a dropdown menu. A red arrow points to the dropdown menu. Below the dropdown menu 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.

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CDX Edit Account Profile [Contact Us](#)
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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

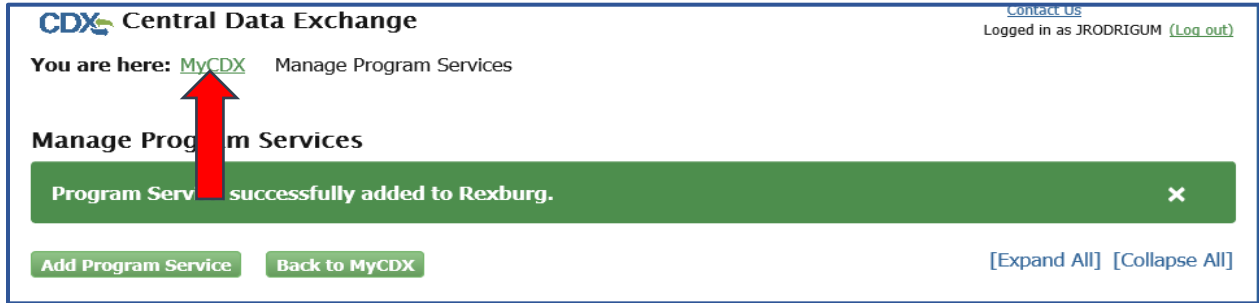
Registration Information	
Program Service	NetDMR: Texas TCEQ
Role	Permittee (signature)

Enter Your Job Title *

[Text input field]

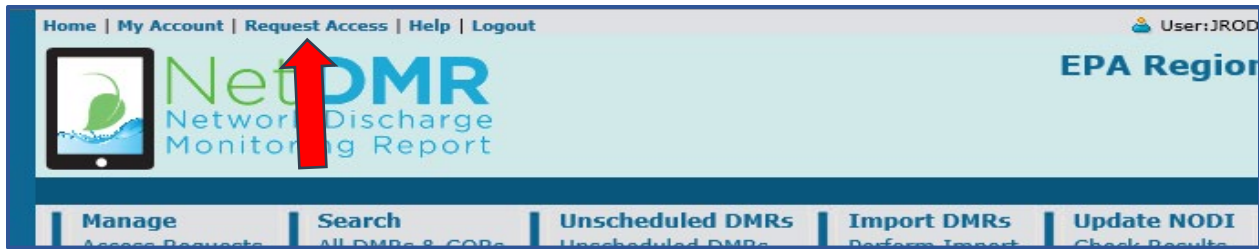
Next

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.

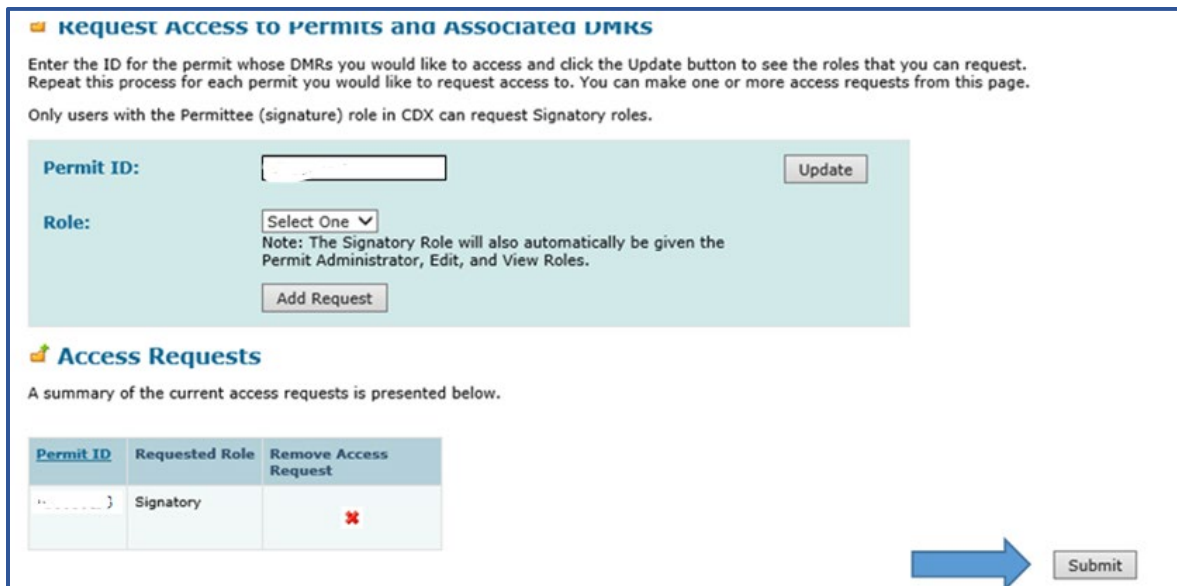


Step 9: Click on the role for your new NetDMR: Texas TCEQ program service. This will take you into the NetDMR site, then click 'Continue to NetDMR'. You will now need to request access to your specific permit or permits in NetDMR.

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



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.



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

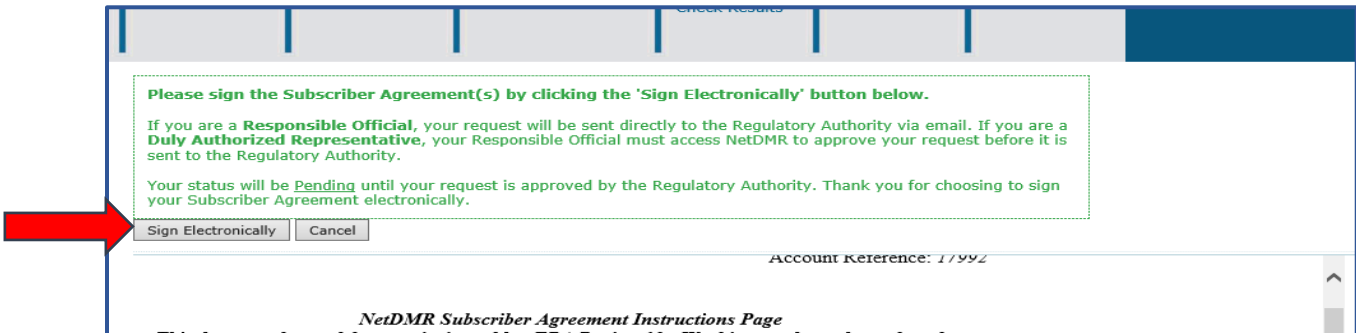
If you have not been given this authority, select the second option 'I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards'. If you select this second option one of two things must happen before your signatory access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

Permit ID	Facility Name	Requested Role	Additional Information
	PLANT	Signatory	What is your employer's relationship to the facility or facilities?*: Facility <input type="radio"/> I am a Responsible Official and have the authority to enter into this Agreement for the Permittee under the applicable standards. <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. Responsible Official Name: <input type="text" value="nam"/> Responsible Official Title: <input type="text" value="nam"/> Responsible Official Phone Number: <input type="text" value="202-222-2222"/> Responsible Official Email Address: <input type="text" value="rescure.nasrin@epa.gov"/> <small>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.</small> <small>Otherwise, you must select "Sign via Paper".</small> <input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/>

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.



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).