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**."
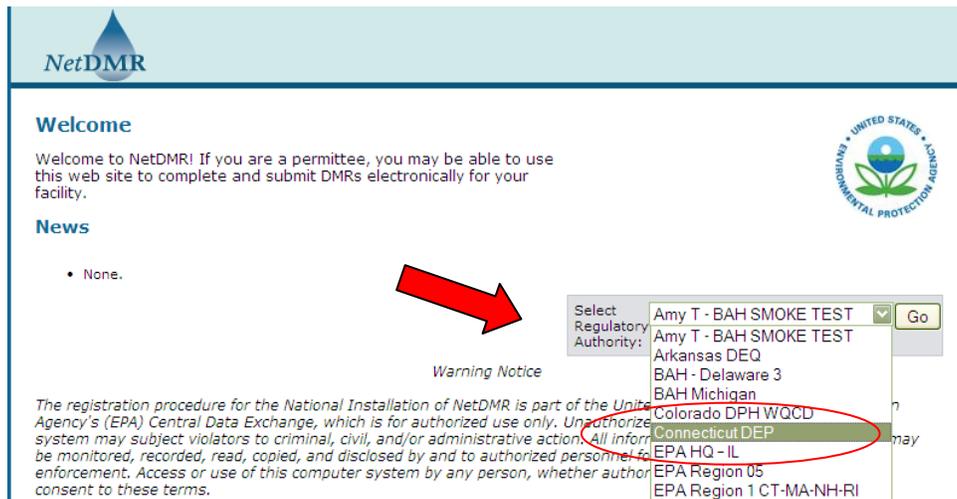
Step 2: Check Your Permit ID

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.

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

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

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.

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 (*).

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.

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**".

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.**

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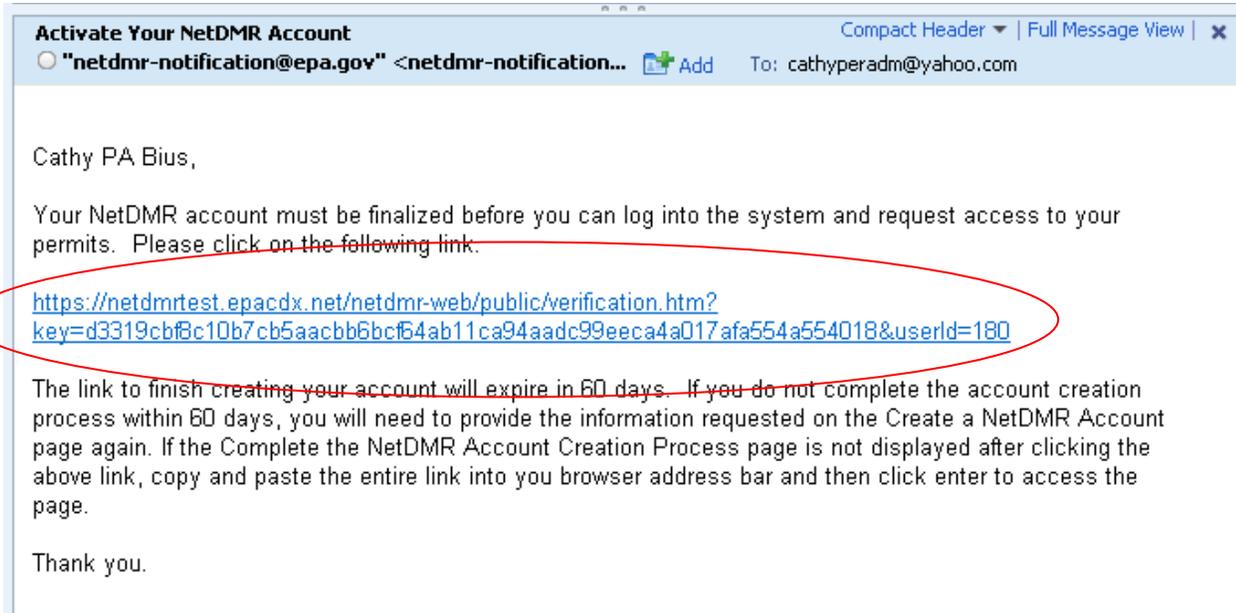
3.7 To Complete the NetDMR Account Creation Process, answer the required security question(s) and create a password. Passwords can be 8 – 20 characters, alpha & numeric (the following Special Characters are ok "!", "@", "#", "$", "^", "&","+","=", "*"). When finished, select "**Submit**".

If the information entered is correct, you will receive the following message:
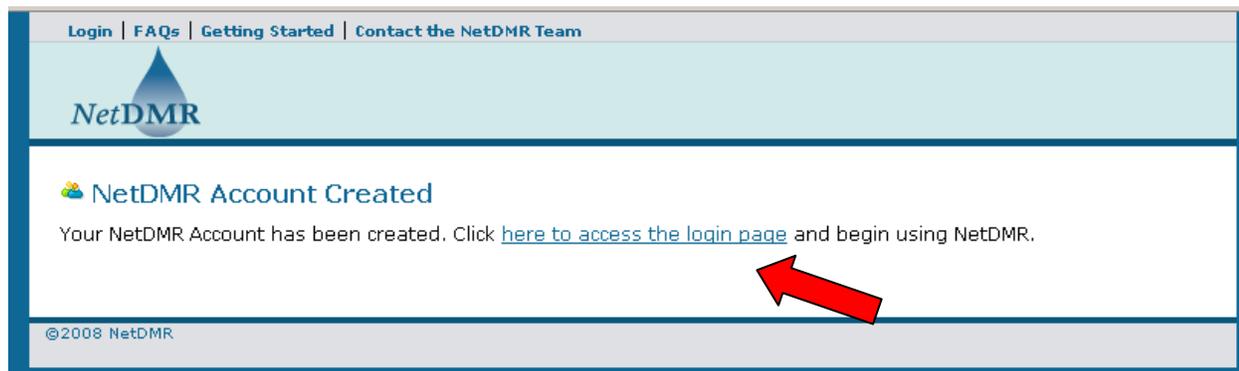
3.8 If your account has been created successfully, select the link provided to access the login page and **continue to follow the instructions below to "Request Access" as a NetDMR user.**

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.

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".

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.

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**".

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

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**".

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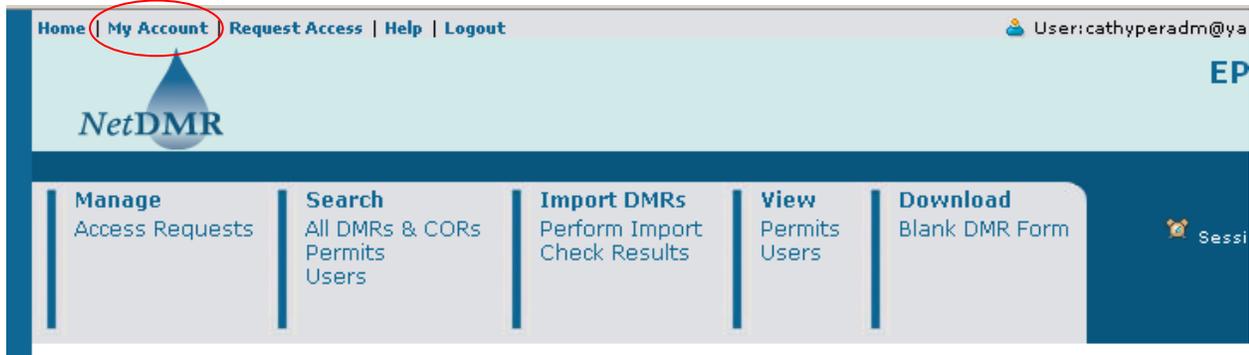
By scrolling down to the "**My Permits**" section, you can view the types of access granted to you for each NPDES Permits under the "**Access Rights**" column.

Also within "**My Account**", you can edit account information, view selected security questions, and view any pending access requests.
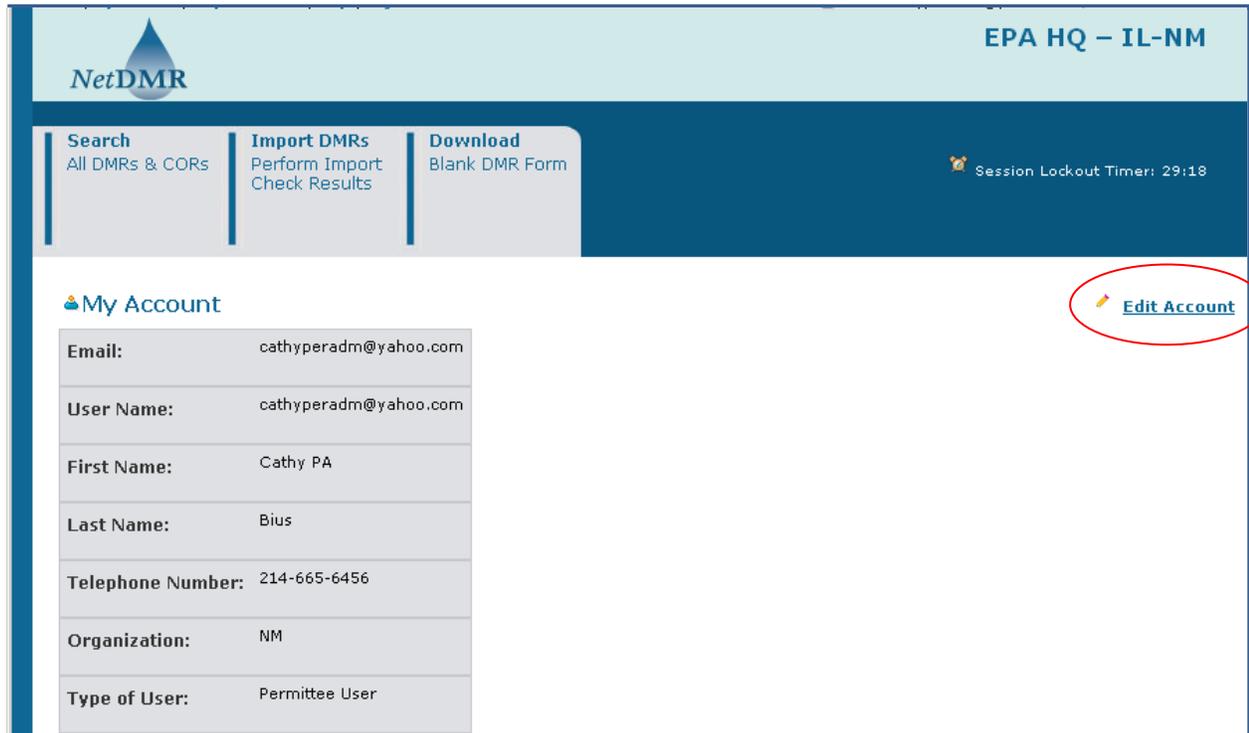
Along with basic information about your account, you will be able to change the security questions and/or answers and change your password. Please note that the **Lock Your Account** tab is only to be used when you believe your account may have been compromised or you no longer are planning to use NetDMR. 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: [   ]   (case sensitive, 8-20 characters, both letters and numbers)

Enter your password again: [   ]

Lock Your Account

Locked accounts can not access NetDMR.

Lock Account   ☐

[Save] [Cancel]

For further information or questions concerning Connecticut DEEP NetDMR, contact deep.netdmr@ct.gov.