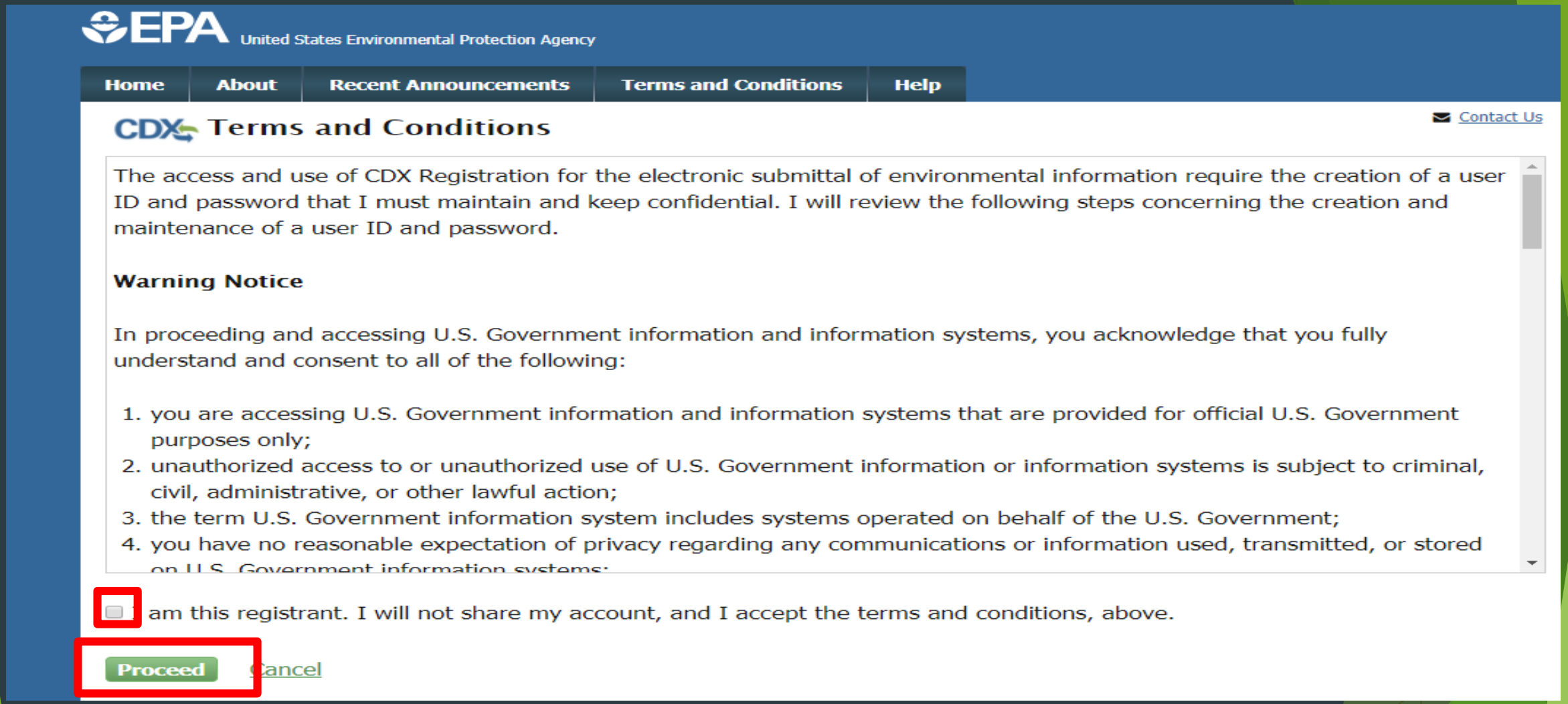
How to create a new NetDMR account in Central Data Exchange (CDX)

Using *cdx.epa.gov* URL

Create a New Account

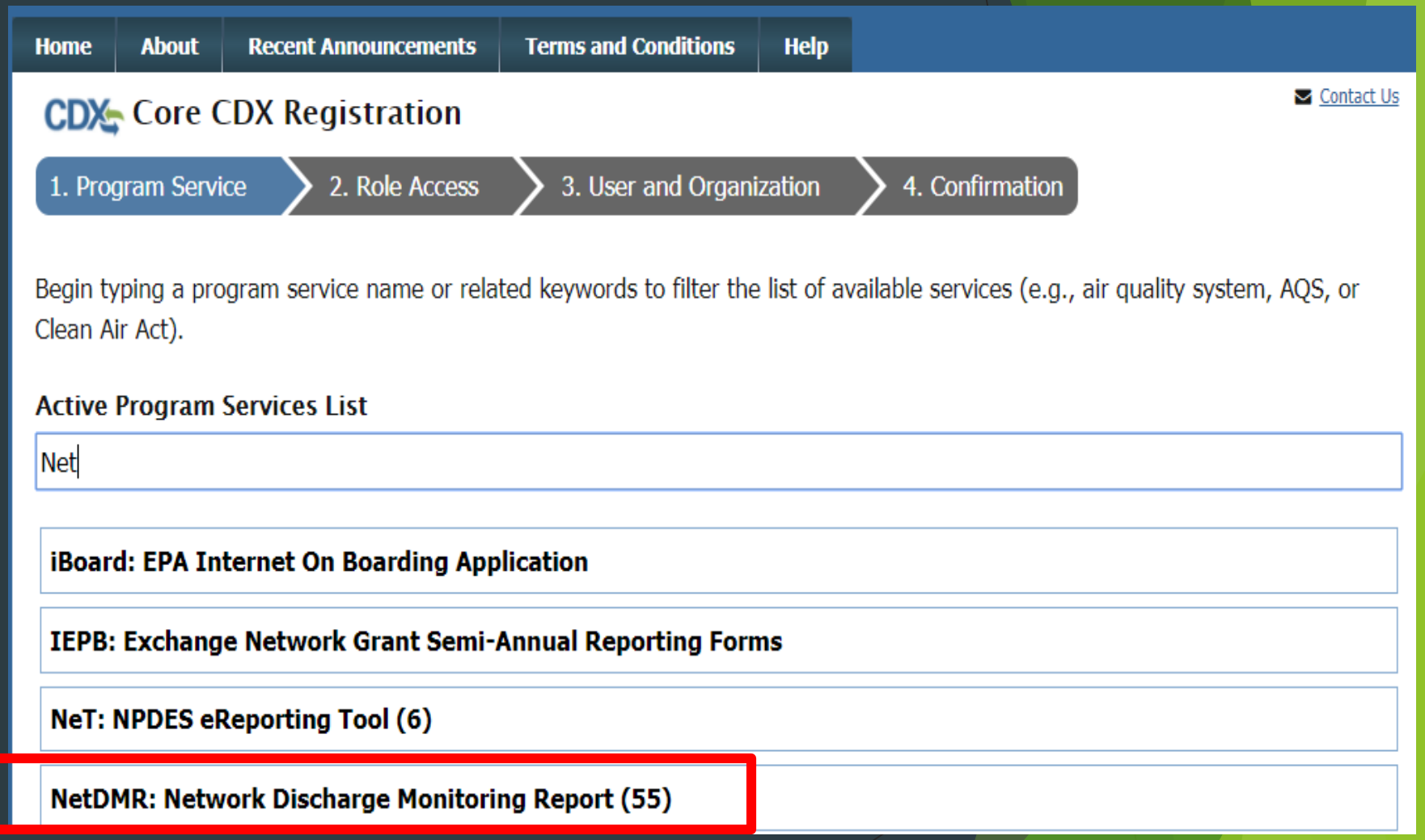
- Click on **Registrar with CDX.**



- Read and agree to terms and conditions.
- Click on **Proceed**

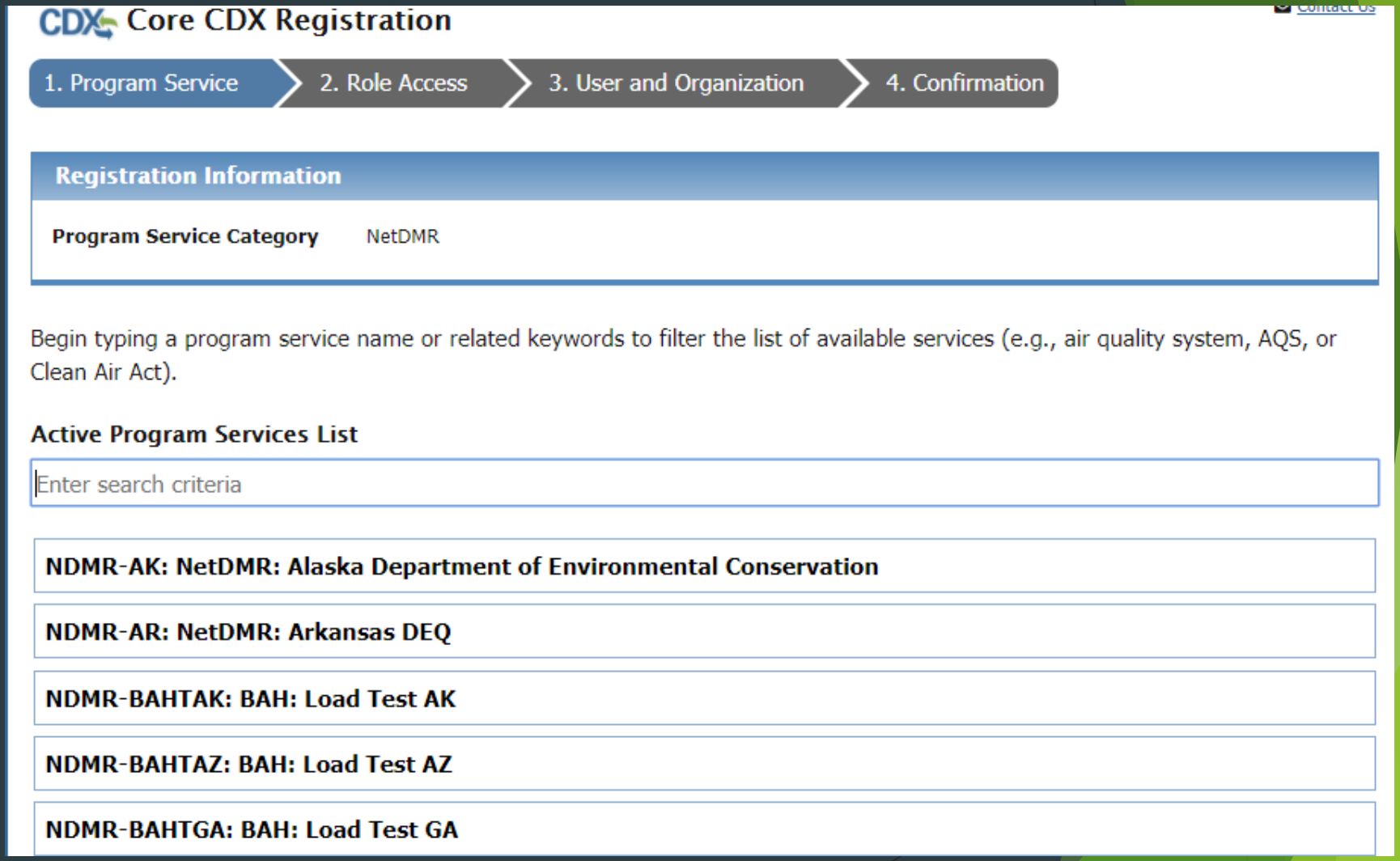
Adding Program Service

- Type in your program service name or related keywords to filter the list of available services. i.e. NetDMR
- Click on correct program service



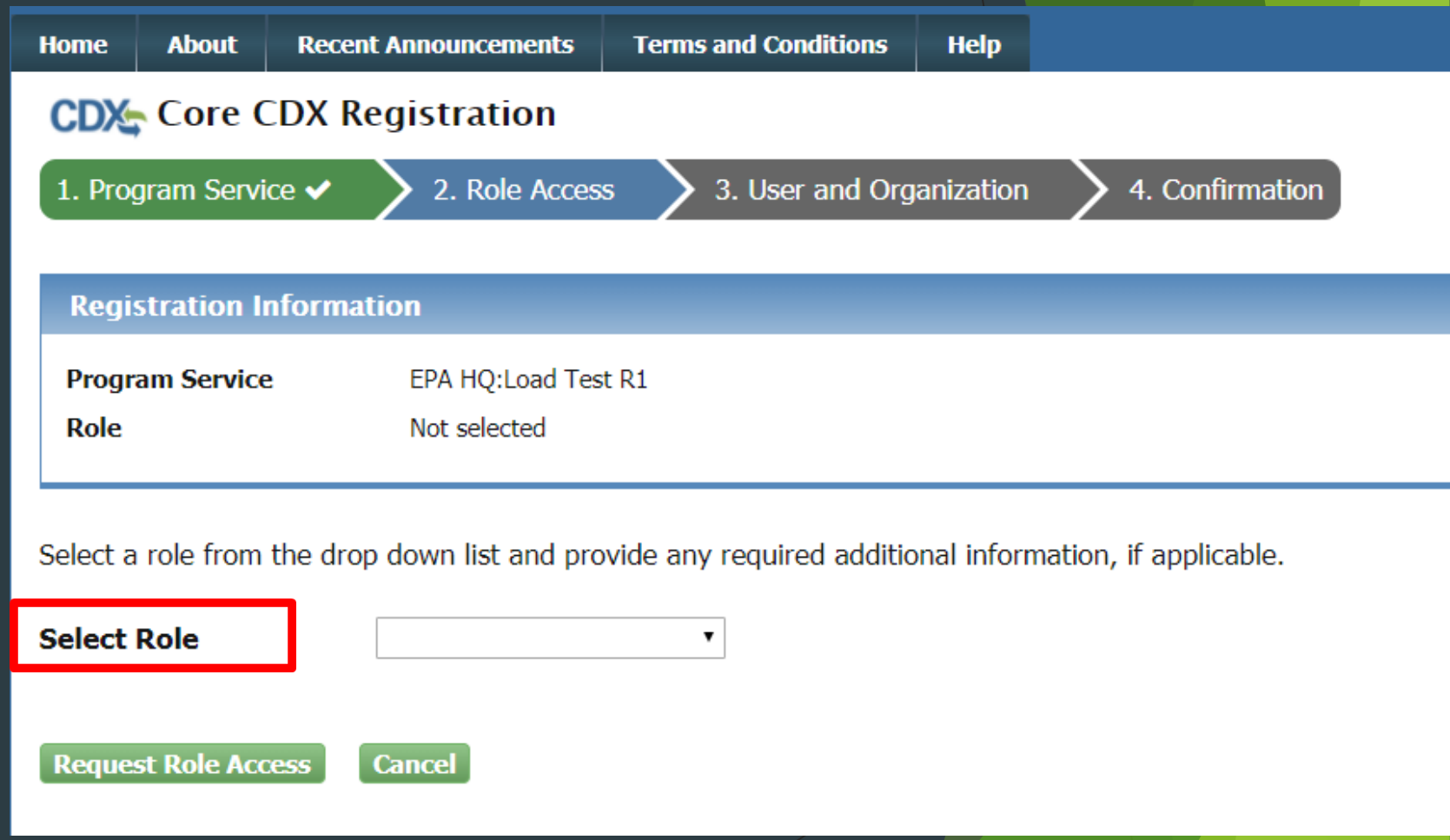
Adding Program Service

- A list of similar NetDMR program names will appear.
- Make sure you click on the correct Regions/ State program service.



Select Role

- After clicking on your Program Service, select your **Role:**
  - Permittee (signature)
  - Permittee (no signature)
  - Data Provider



- Click **Request Role Access** to continue.

CDX Roles

Term	Who	Available NetDMR Roles	Definition
Data Provider	Lab, Contractor, or 3rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they **cannot** sign and submit forms.
Permittee (signature)	If you work for the company AND will Sign/Submit DMRs	Signatory, Permit Administrator, Edit, View	A person authorized to sign, view, edit and submit DMRs for a specific permit. Will also be able to approve roles for other users within NetDMR.
Permittee (no signature)	If you work for the company but will NOT Sign/Submit DMRs	Permit Administrator, Edit, View	Can view, enter and upload DMRs into NetDMR, edit CORs, and approve roles for other users within NetDMR.
Internal User	This is for State/EPA Agency personnel only	Internal Administrator	A Regulatory Authority staff member with a NetDMR account.

Personal Information and Create a User ID

- Fill out required information
  - All boxes with asterisks *
  - For Permittee (signature), ensure First & Last Names are your legal names (e.g. Robert, not Bob)
- Create User ID & Password
- Choose 3 Security questions, and enter an answer.

Registration Information

Program Service	EPA HQ:Load Test R1
Role	Permittee (signature)

Please fill out all required fields marked with an asterisk(*)

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

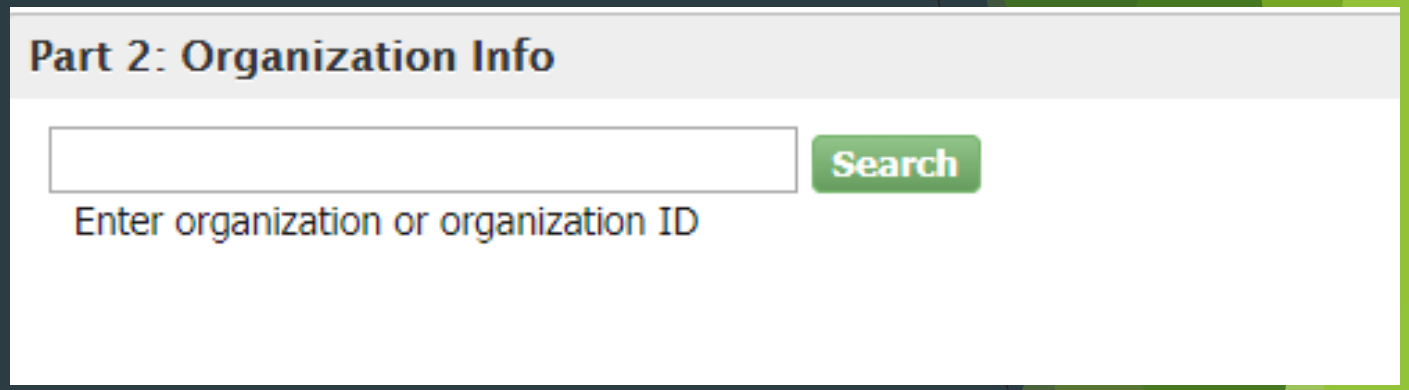
User ID *	
Title *	Mr
First Name *	
Middle Initial	
Last Name *	
Suffix	-Please Select-
Password *	
Re-type Password *	
Security Question 1 *	-Please Select-
Security Answer 1 *	
Security Question 2 *	-Please Select-
Security Answer 2 *	
Security Question 3 *	-Please Select-
Security Answer 3 *	

NOTE:

- These questions will be used in case you forget your password or User ID.
- Be sure to write down your answers and store them in a secure location.
- The answers are case sensitive.

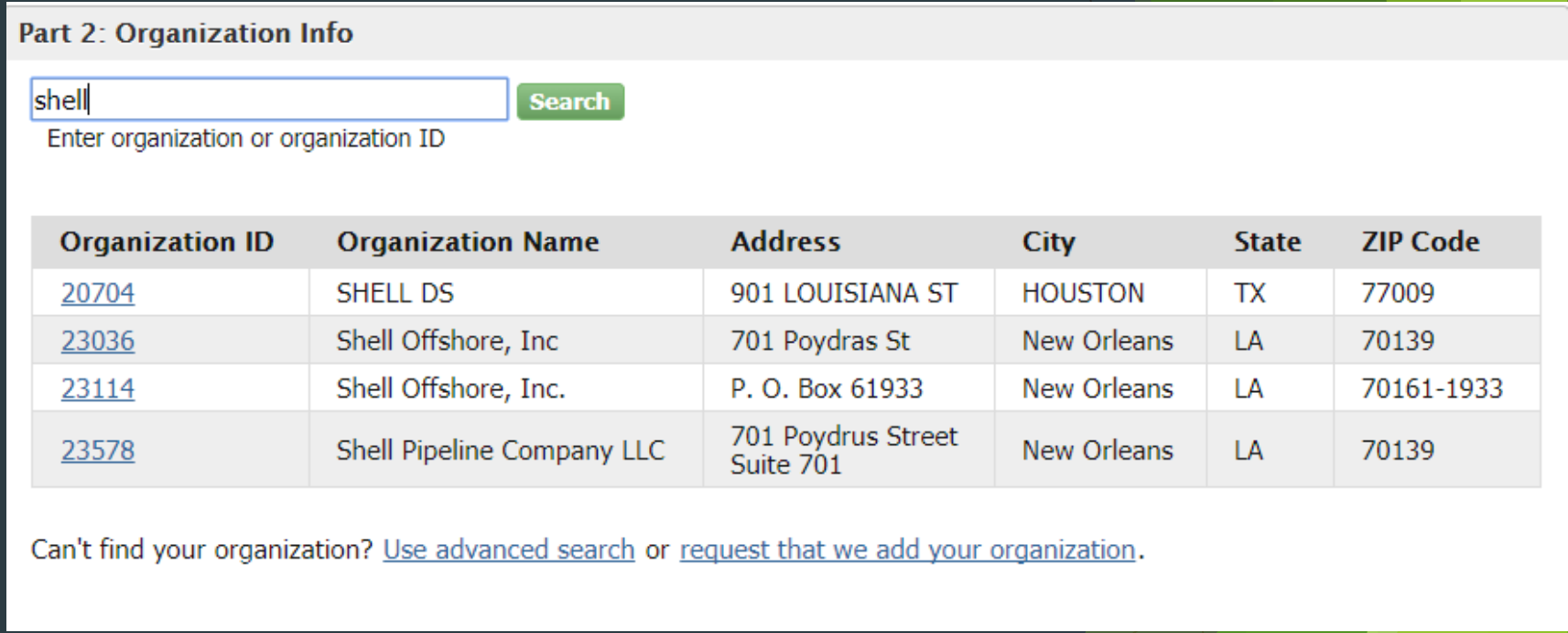
Adding Organization

- After creating your User ID and adding your personal information, type in your organization .
- Click **Search.**



Adding Organization

- A list of similar named organizations may appear, select your correct organization by looking at the address and city.
- Click the correct **Organization ID** hyperlink on the left hand side to add your organization.



Part 2: Organization Info

shell Search

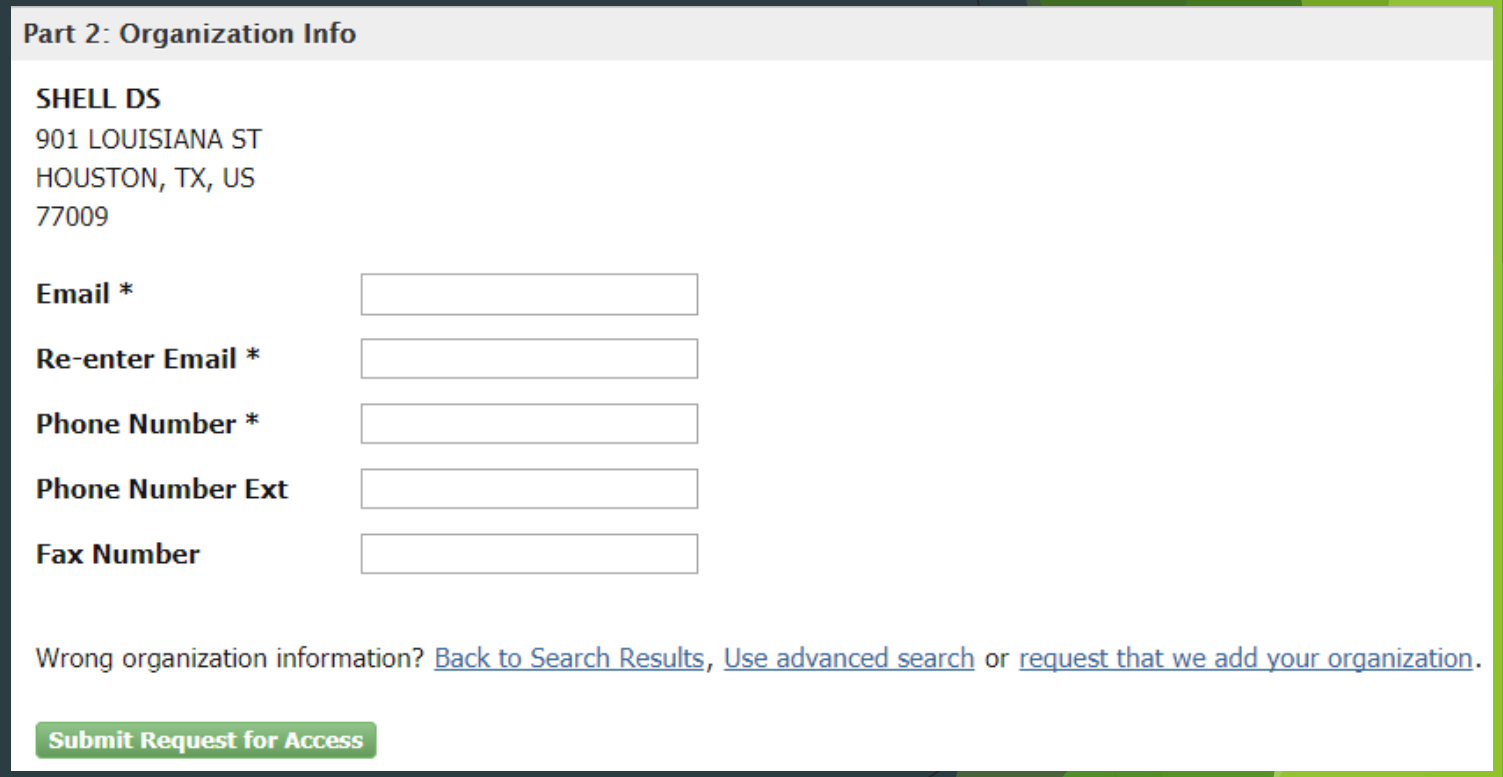
Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
20704	SHELL DS	901 LOUISIANA ST	HOUSTON	TX	77009
23036	Shell Offshore, Inc	701 Poydras St	New Orleans	LA	70139
23114	Shell Offshore, Inc.	P. O. Box 61933	New Orleans	LA	70161-1933
23578	Shell Pipeline Company LLC	701 Poydrus Street Suite 701	New Orleans	LA	70139

Can't find your organization? Use advanced search or request that we add your organization.

Organization Info

- Fill out required Organizations Info.
- Click on **Submit Request for Access.**


Part 2: Organization Info

SHELL DS
901 LOUISIANA ST
HOUSTON, TX, US
77009

Email *

Re-enter Email *

Phone Number *

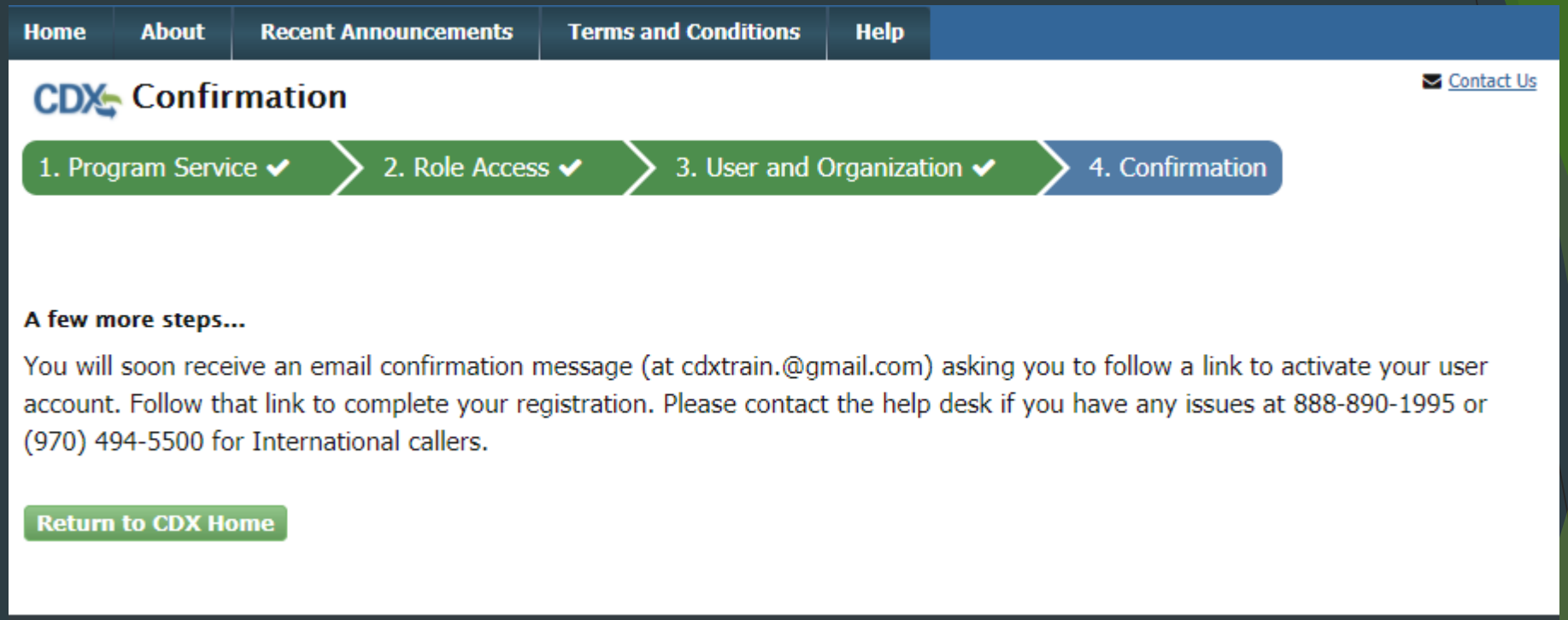
Phone Number Ext

Fax Number

Wrong organization information? Back to Search Results, Use advanced search or request that we add your organization.

Submit Request for Access

Conformation



- After adding organization, a message will load instructing you to check the email account that you registered with for a confirmation message with a link to activate your user account.

Email Verification

- Click on the link in the verification email sent to you to activate your account.
- The message will be sent from helpdesk@epacdx.net with the subject '**Core Registration Email Verification Request.**'

helpdesk@epacdx.net 4:29 PM (3 minutes ago)

to me

You have successfully created an account with the EPA Central Data Exchange (CDX).
In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully logging in. You will need to enter the UserID ([redacted]) and Password that were selected during the
registration process.

https://test.epacdx.net/Registration/EmailValidation?code=[redacted]

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.

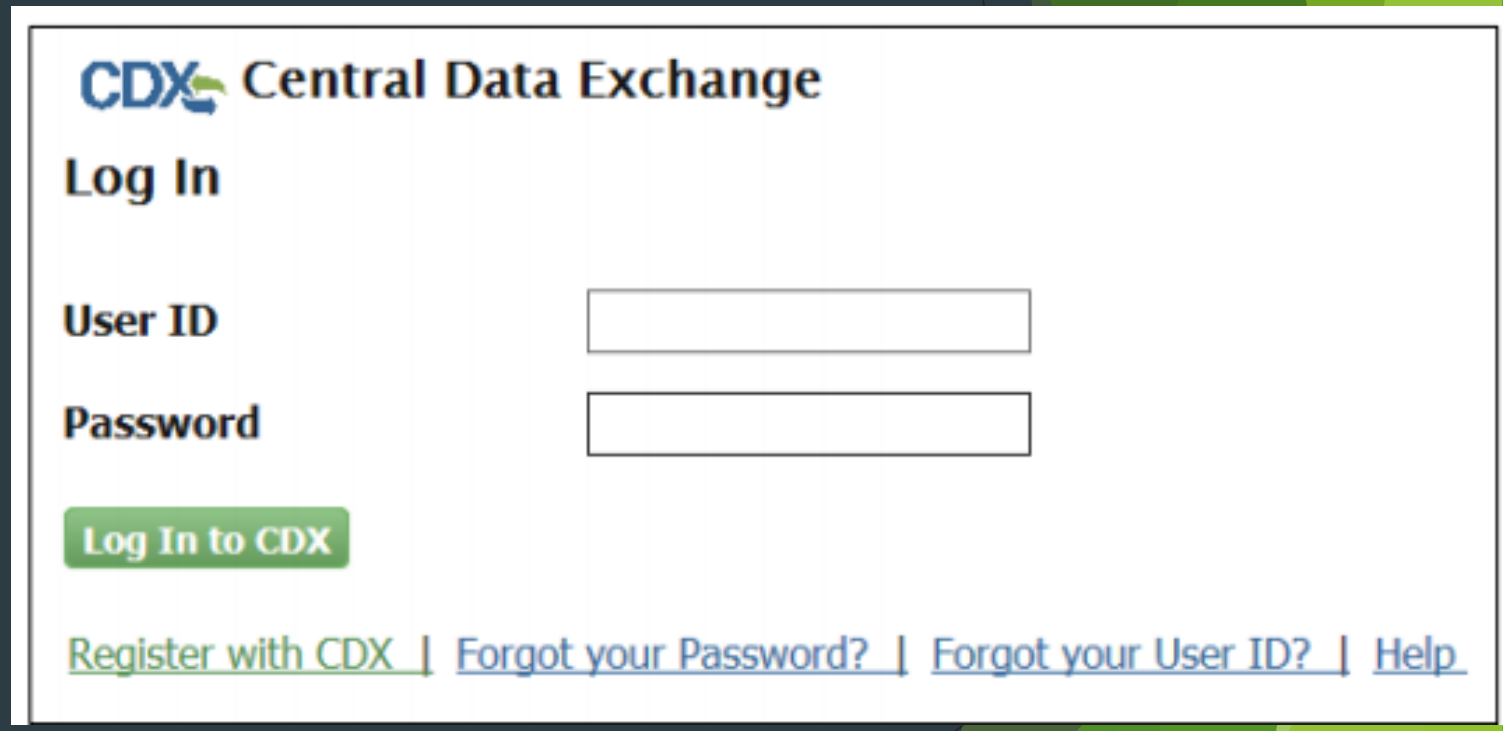
Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely
CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange

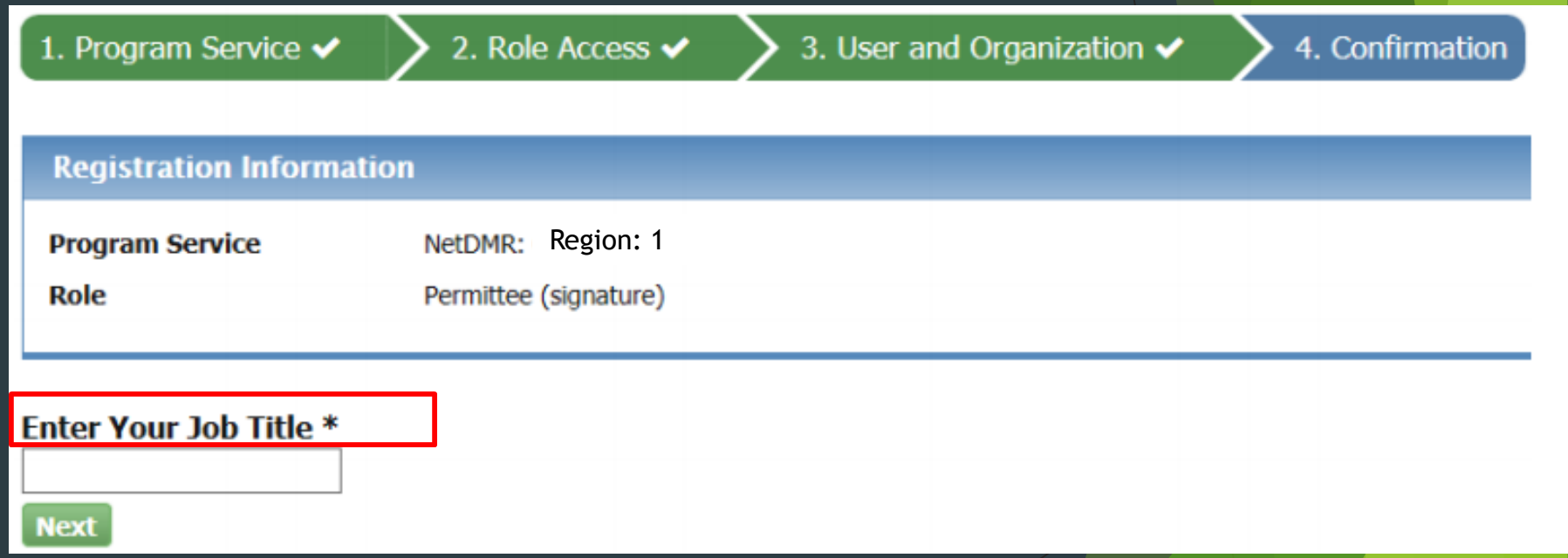
Account Created!

- Enter your User ID and password into the login field.
- If you are a Permittee (no signature), a Data Provider, or an Internal User, ***you are finished creating your account***.
- If you are a Permittee (signature), you will need to complete an Identity Verification process.



Additional Steps: Permittee

- After logging in, enter your **Job Title** into the field.
- Click '**Next.**'

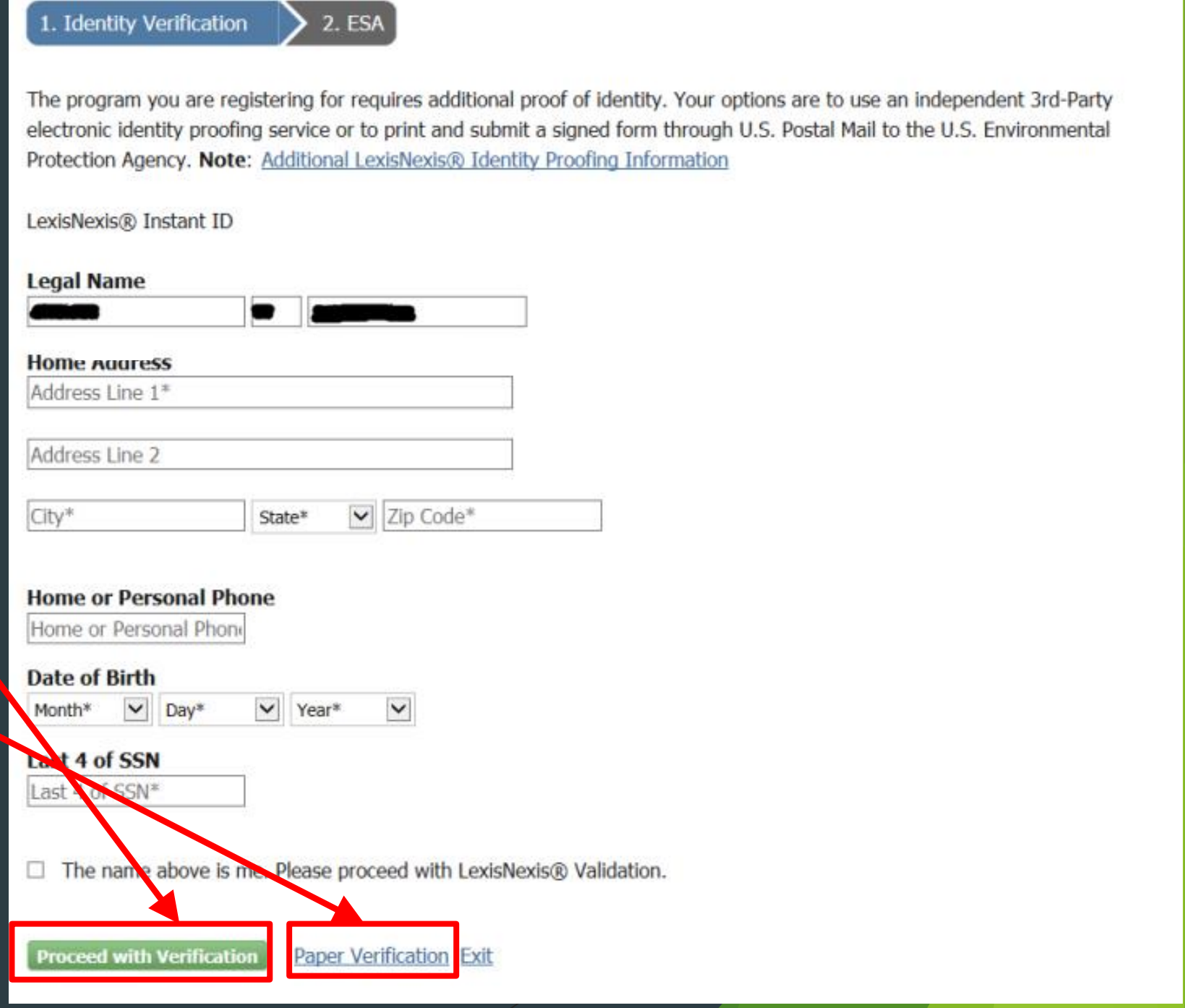


Additional Requirements: Permittee (signature)

- Permittee (signature) will need to continue as additional information is required
  - Identify Proofing
    - Electronic Signature Agreement (ESA)
    - Paper ESA option

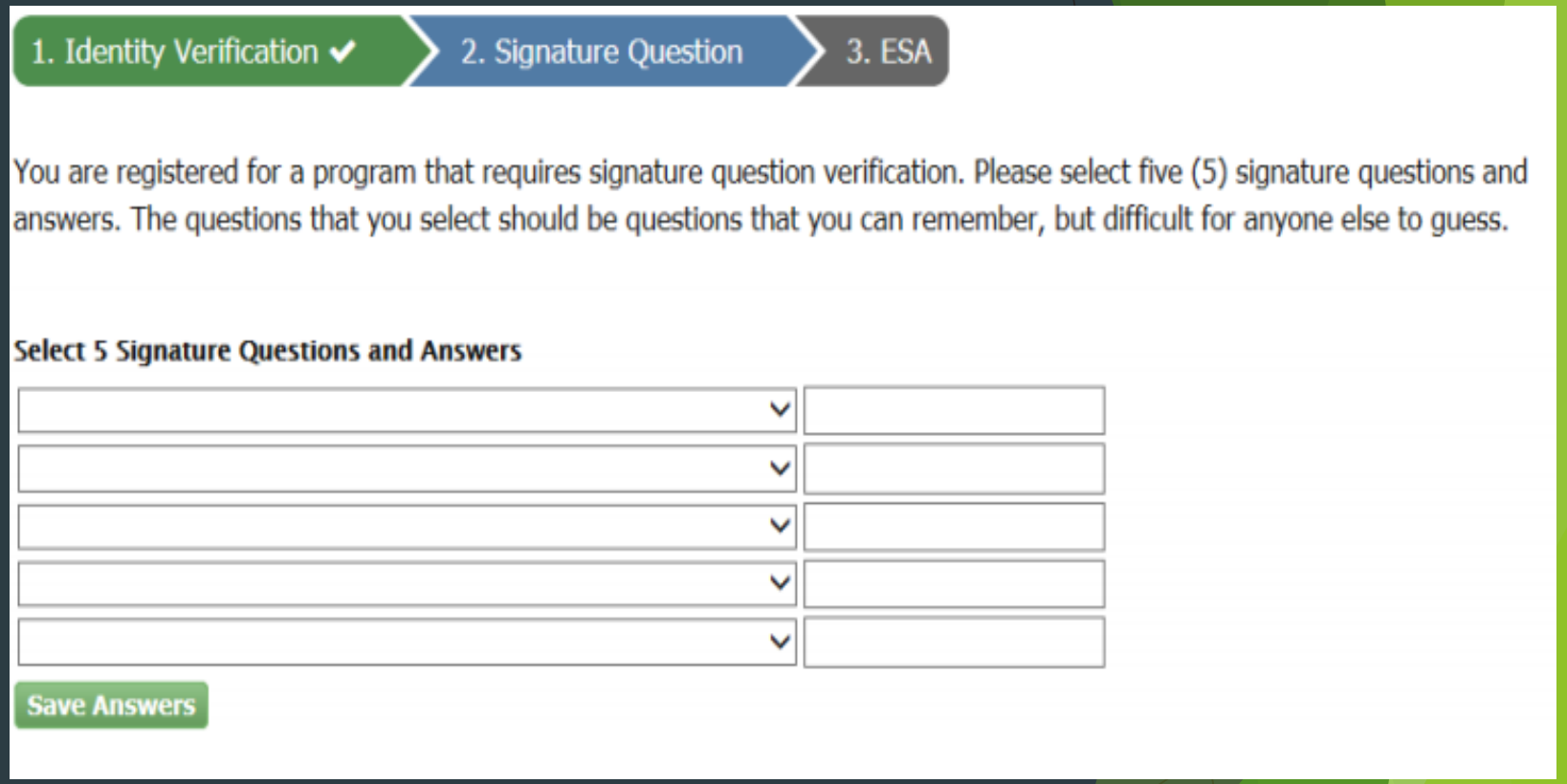
Identity Proofing

- Fill out Identity Verification section.
- If you choose to verify your identity electronically, fill out the required fields and click **'Proceed with Verification.'**
- If you choose to verify your identity via paper, click **'Paper Verification'** to print a paper form to sign and mail.



Signature Questions

- Select five security questions from the drop-down menus and provide answers for them.
- Answers are case sensitive, so make sure that you will remember them.
- These questions will appear when digitally signing the electronic DMRs.
- Click ‘**Save Answers.**’



Electronic Signature (ESA)

- Read and review the Electronic Signature Agreement.
- Click ‘Sign Electronically.’
- Accept the Terms and Conditions that pop up in order to proceed.

Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the CDX Help Desk.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance
NPDES e-Reporting Tool Electronic Signature Agreement

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

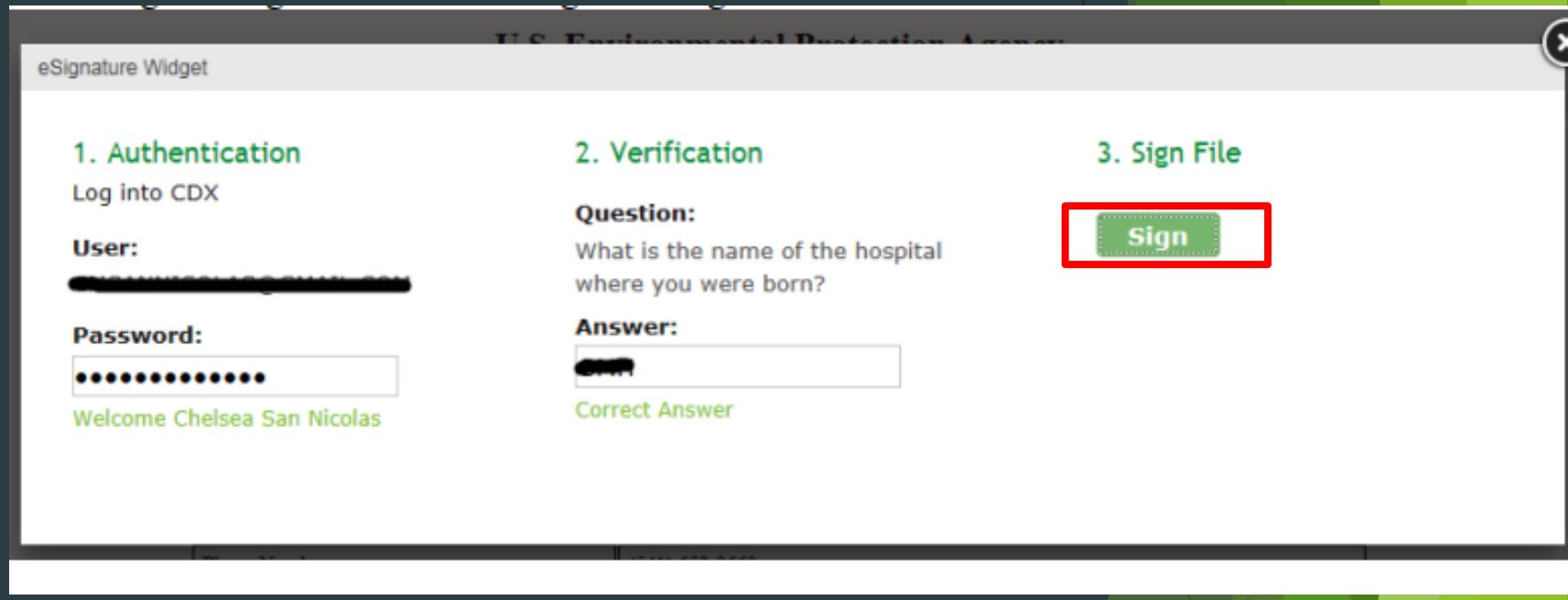
Electronic Signature Holder Company Information

Organization Name	
Address	
City, State, Zip	
Province	
Country	US
Phone Number	
E-mail Address	
Registrant's Name	

Sign Electronically Cancel

Electronic Signature (ESA)

- Enter your password to authenticate your account.
- Answer one of your security questions to verify your identity.
- Click ‘**Sign**’ to sign the Electronic Signature Agreement.



Paper Signature (ESA)

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the ESA and does take longer to process. You will not be able to access the NetDMR system until this document is received and processed.

Paper ESA

U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance
NPDES e-Reporting Tool Electronic Signature Agreement

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

- If you choose to sign via paper, fill out the paper Signature Agreement.
  - If Lexis Nexis is unable to verify your identity, you must Submit Paper Signature Agreement.

Paper ESA: RA address

- Click on hyperlink for mailing instructions and Regulatory Authority (RA) mailing information.
- Print, sign, and mail to your Regulatory Authority.
- You must wait for your RA to approve you before you can access NetDMR.

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the ESA and does take longer to process. You will not be able to access the NetDMR system until this document is received and processed.

Paper ESA

Signed:

Ms Diana Mendoza
Responsible Official

Date:

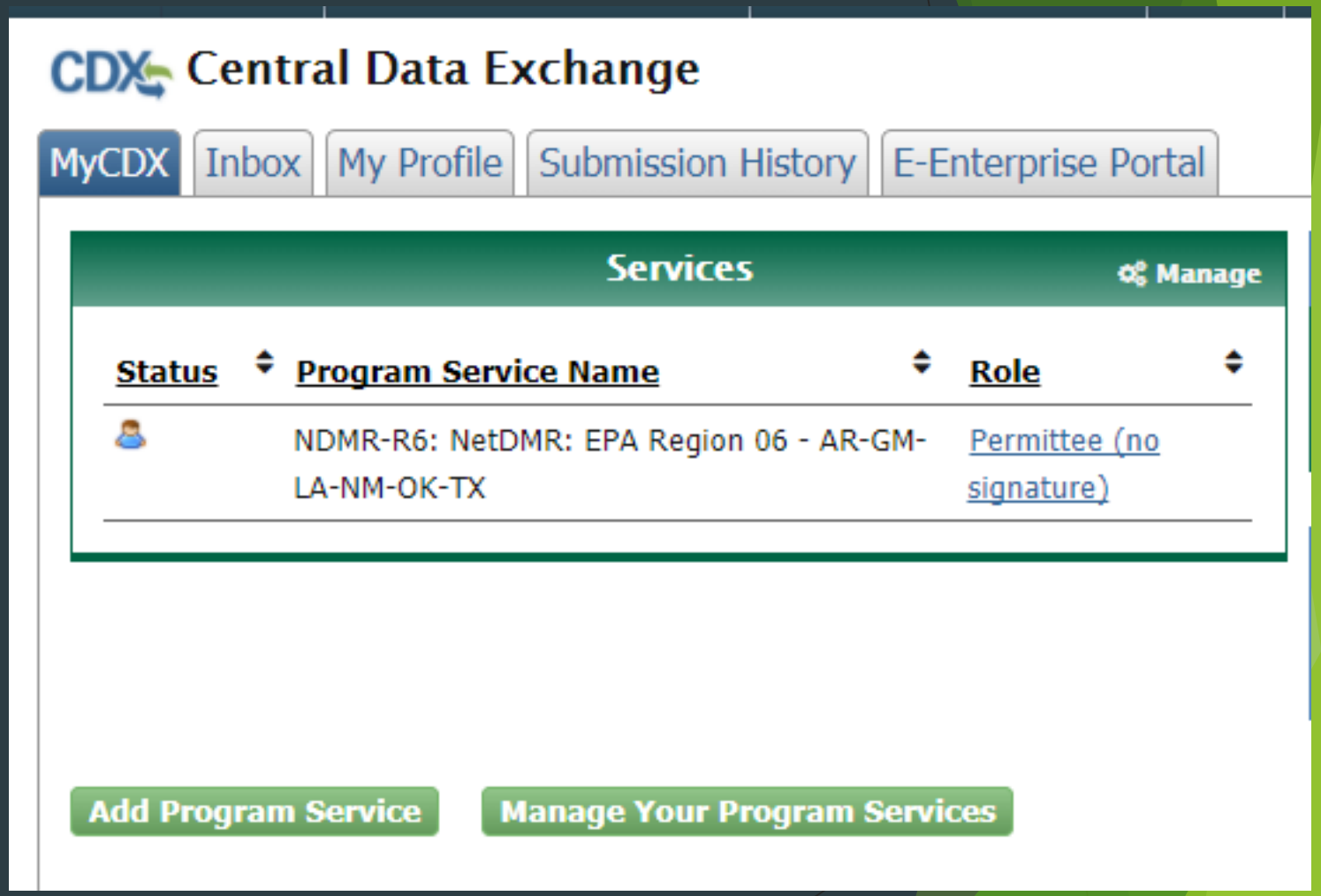
PLEASE FOLLOW THE MAILING INSTRUCTIONS AT THE FOLLOWING HYPERLINK:

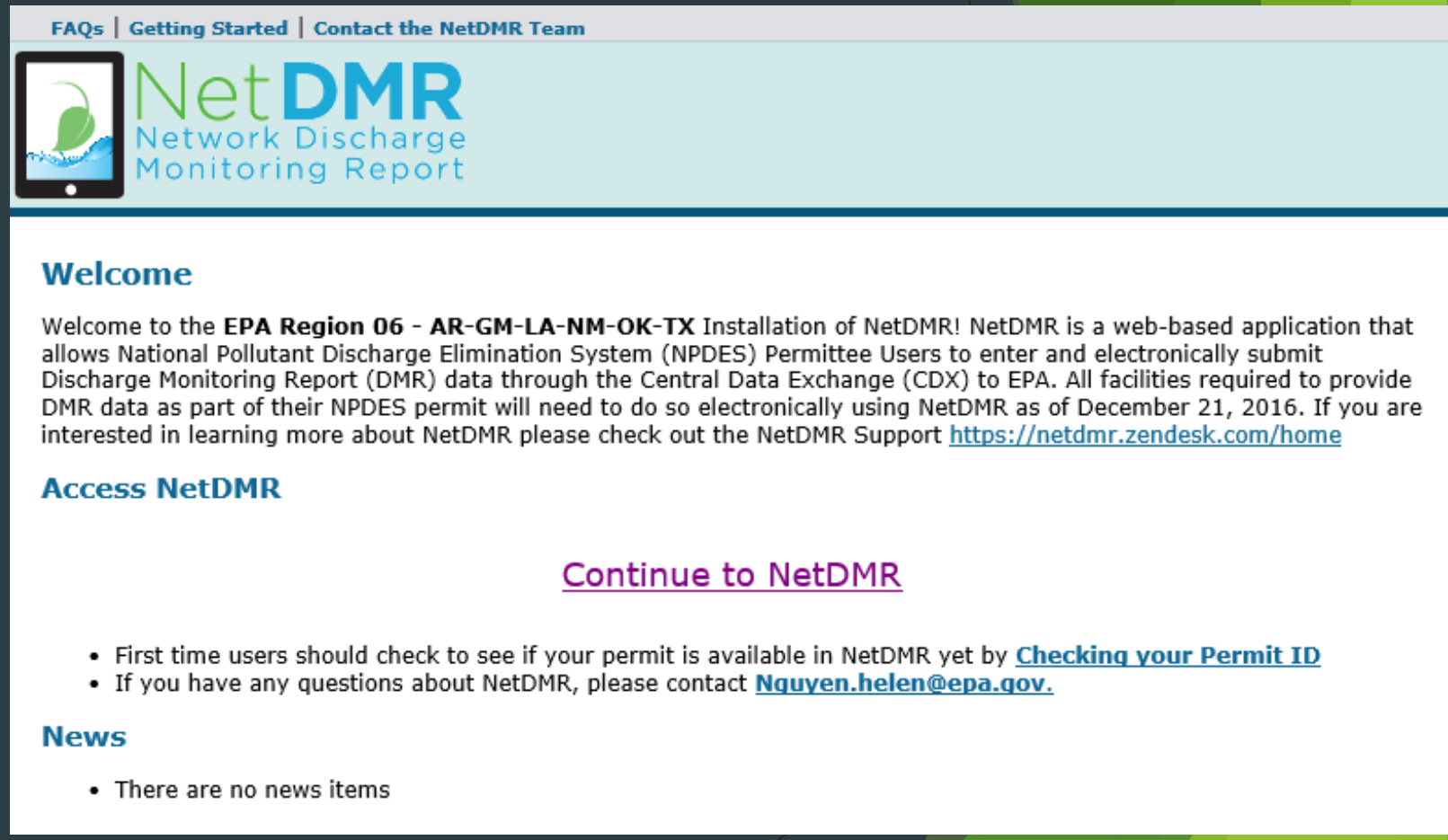
https://netdmrloadtest.epacdx.net/netdmr-web/public/instance_mailing_address.htm?instance=NDMR-R6

Print Continue

MyCDX

- You will be redirected to MyCDX homepage.
- There will be a box with your NetDMR program service and your corresponding role showing next to it as a hyperlink.
- Click on your role to enter NetDMR.
  - This link will be inactive (not clickable) if you have not been approved.



NetDMR

- Click on '**Continue to NetDMR**' to continue.
- **Congratulations!** You have successfully entered NetDMR and can use it to connect to your permit, access your Subscriber Agreement, and begin the process of submitting electronic DMRs.