

IPDES E-Permitting

DEQ uses an on-line system for applications and report submittal. Permittees are expected to continue using NetDMR to submit discharge monitoring reports. Instructions for updating Idaho's NetDMR on EPA's Central Data Exchange (CDX) are below.

Access Instructions for the Idaho DEQ NetDMR

*The first person requesting access to the new Idaho DEQ NetDMR **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

Log in to your CDX account: <https://cdx.epa.gov/>.

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange [Contact Us](#)
Logged in as JRODRIGUM ([Log out](#))

MyCDX Inbox My Profile Submission History E-Enterprise Portal

Status	Program Service Name	Role
	NDMR-R10ID: NetDMR: EPA Region 10 - Idaho	Permittee (signature)

CDX Service Availability
[See the status for all program services](#)

News and Updates
No news/updates.

[Add Program Service](#) [Manage Your Program Services](#)

Step 2

Select "Add Program Service" located at the bottom of the screen.

Step 3

Scroll down and select "NetDMR: Network Discharge Monitoring Report."

NeT: NPDES eReporting Tool (7)

NetDMR: Network Discharge Monitoring Report (55)

ODS: Ozone Depleting Substances

Step 4

Select "NDMR-ID: NetDMR: Idaho Department of Environmental Quality."

NDMR-ID: NetDMR: Idaho Department of Environmental Quality

Step 5

Select the appropriate role, and click the "Request Role Access" button.

The screenshot shows the "CDX Edit Account Profile" page. At the top right, it says "Logged in as [redacted] (Log out)". Below the header is a progress bar with three steps: "1. Program Service" (checked), "2. Role Access" (active), and "3. Organization Information". The main content area is titled "Registration Information" and contains a table:

Program Service	NetDMR: Idaho Department of Environmental Quality
Role	Not selected

Below the table, it says "Select a role from the drop down list and provide any required additional information, if applicable." There is a "Select Role" label next to a dropdown menu. Below the dropdown are two buttons: "Request Role Access" and "Cancel". A blue arrow points to the "Select Role" label.

Step 6

Select either "Current Organization" and choose from the drop-down list, or "Request to Add an Organization," and click the "Submit Request for Access" button.

The screenshot shows the "CDX Edit Account Profile" page, Step 6. It has two radio button options: "Select a Current Organization" (selected) and "Request to Add an Organization". Below these is the instruction "Select an organization from the dropdown list." There is a dropdown menu with "Rexburg (2222, 2222, ID, US 33333)" selected. Below the dropdown is a "Submit Request for Access" button. A blue arrow points to the "Submit Request for Access" button.

Step 7

Enter your job title, and click the "Next" button.

Registration Information	
Program Service	NetDMR: Idaho Department of Environmental Quality
Role	Permittee (signature)

Enter Your Job Title *

[Next](#)

Step 8

A green “Program Service successfully added” message appears. 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. ✕

[Add Program Service](#)

[Back to MyCDX](#)

[\[Expand All\]](#) [\[Collapse All\]](#)

Step 9

Click on the role for your new NetDMR: Idaho Department of Environmental Quality program service. When the NetDMR site appears, click “Continue to NetDMR.” Request access to the specific permit or permits in NetDMR.

Step 10

In the top left corner of the screen, select “Request Access.”

[Home](#) | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#) User: JROD



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 the 9-digit permit number with no spaces or dashes. Click the “Update” button. Select the appropriate role, and click “Add Request.”. The Access Request populated in the summary of current access requests will appear. Either click “Submit” if you only need the one role, or click “Update” again and select an additional role. Add the request and 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:	<input type="text" value="ID0000123"/>	<input type="button" value="Update"/>
Role:	<input type="text" value="Select One"/>	
	Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.	
	<input type="button" value="Add Request"/>	

📄 Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
ID0000123	Signatory	



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

Step 12

From the drop-down box, select your employer's relationship to the facility or facilities. The choices are Parent, Facility, or other. "Facility" is most commonly selected for 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 signatory authority, and click "Submit." If you do not have signatory 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 the second option is selected, one of the following steps must occur before your signatory access is approved:

- 1) If you choose to sign the subscriber agreement electronically, the responsible official identified must create a CDX account to gain access to NetDMR and approve your request, or
- 2) If you choose to sign the subscriber agreement via paper, print the agreement, and both you and the responsible official must sign before mailing to DEQ attn. IPDES Data Management Coordinator 1410 N. Hilton, Boise, ID 83706.

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"/> <div style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div>

Step 13

Choose to “Sign via Paper” or “Sign Electronically.” (Signing electronically is the preferred method.)

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

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"/> <div style="text-align: right;"> <input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/> </div>

Step 14

If you select “Sign Electronically,” the following screen appears. Select “Sign Electronically,” and when prompted, enter your password and answer the security question. You now have completed the required steps.

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.

Account Reference: 17992

NetDMR Subscriber Agreement Instructions Page

Step 15

If you select “Sign via Paper,” a pop-up widow with your subscriber agreement appears. Print and sign the agreement, and mail it to DEQ.

Additional help and resources are found on the NetDMR support site at <https://netdmr.zendesk.com/hc/en-us>. For assistance logging in or for any CDX issues, call 1-888-890-1995. For NetDMR support, call 1-877-227-8965, or the local DEQ office.

