

*Step 2. Requesting Access  
to your Permit*



## Welcome

NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to the Integrated Compliance Information System (ICIS). This is an alternative to the paper-based DMR submission process. If you are a permittee, this website can be used to complete and submit DMRs electronically for your facility.



Select Regulatory Authority:

Kentucky DEP

Go

### Warning Notice

*The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.*

### Privacy Statement

*EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]*

Click this link to go to NetDMR Production site:

[NetDMR Production](#)

(Internet Explorer required)

Click the rocker to select Kentucky DEP (NetDMR Production)

or KY DEP Training (NetDMR Training)

click GO

If you elect to use the training site, use this link:

[NetDMR Training](#)



## Welcome

Welcome to the KY DEP installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

## New to NetDMR?

- ▶ First time users can [register for a new account](#).
- ▶ If you have any questions about NetDMR, please contact [Cheryl.Edwards@ky.gov](mailto:Cheryl.Edwards@ky.gov).

## News

- NetDMR requires the use of the Microsoft Internet Explorer web browser.
- First time users - once you have created your account and logged in, the first step is to request your permit. In the upper left corner of the home page click on "Request Access", enter your permit number and follow the rest of the instructions. Be sure to confirm all steps before leaving the page.
- Kentucky has officially implemented NetDMR production at <https://netdmr.epa.gov>
- This is a test site only for the entry of DMR and electronic submittal of those results and is not in anyway used for the purpose of compliance reporting of your permit.
- NetDMR training is available at <http://epa.gov/netdmr/about/training.html>
- In Production, you will be required to create a new account and submit an original hardcopy; no copy will be accepted, of the Subscribers Agreement to the Division of Water Central Office.

Enter your user name and password and click submit to log in.

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# Request Access to your Permit

Click Request Access to associate your NetDMR account with your KPDES permit.

The screenshot shows the NetDMR web application interface. At the top, the navigation bar includes 'Home | My Account | Request Access | Help | Logout'. The 'Request Access' link is highlighted with a red box. Below the navigation bar, the main content area is titled 'All DMRs & CORs'. It contains a search section with the following fields and options:

- Permit ID:** A dropdown menu set to 'All' and an 'Update' button.
- Facility:** A dropdown menu set to 'All' and an 'Update' button.
- Permitted Feature:** A dropdown menu set to 'All' and an 'Update' button.
- Discharge:** A dropdown menu set to 'All'.
- Monitoring Period End Date Range:** Two date input fields with a calendar icon and a '(mm/dd/yyyy)' label.
- Edited or Submitted By:** A dropdown menu set to 'All'.
- Status:** A list of status options: 'Ready for Data Entry', 'NetDMR Validation Errors', 'NetDMR Validated', 'Imported', 'Signed & Submitted', 'Submission Errors/Warnings', and 'Completed'. An 'All' button is also present.

On the right side of the interface, there is a 'Last 10 Logins' section showing a single entry: '2/4/13 10:43 AM -'.

# Request Access to your Permit

Request Access Summary

Home | My Account | Request Access | Help | Logout

User: shawnhokanson00@gmail.com, Permittee User

NetDMR

KY DEP

Search  
All DMRs & CORs

Import DMRs  
Perform Import  
Check Results

Download  
Blank DMR Form

Session Lockout Timer: 29:52

### 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.

Permit ID:

Role:

Note: Permit Administrator Role comes with the first Signatory Role requested for a Permit.

### Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
No Permits found		

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Enter your KPDES permit number (KY#####) and click Update

# Select Your Role

Request Access Summary

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

**NetDMR**

**Search**  
All DMRs & CORs

**Import DMRs**  
Perform Import  
Check Results

**Download**  
Blank DMR Form

## 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 are available for that permit. Repeat this process for each permit you would like to request access to. You can make one or more access requests for a permit.

**Permit ID:**

**Role:**

Note: Permit Administrator Role comes with the first Signatory Role requested for a Permit.

## Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
No Permits found		

Click the rocker to select your role for the permit and click Add Request

Signatory: View/Edit and Sign /Submit DMRs

Permit Administrator: View and Edit DMRs, approve access requests for other users

Edit: View and Edit DMRs

View: review DMRs only (no edit)

**The first person to request access to a permit must be a Signatory and will also become the Permit Administrator.**

# Submit Your Request

Request Access Summary

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

**NetDMR**

**Search**  
All DMRs & CORs

**Import DMRs**  
Perform Import  
Check Results

**Download**  
Blank DMR Form

### 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 Repeat this process for each permit you would like to request access to. You can make one or more access requests.

**Permit ID:**

**Role:**    
Note: Permit Administrator Role comes with the first Signatory Role requested for a Permit.

### Access Requests

A summary of the current access requests is presented below.

<u>Permit ID</u>	<u>Requested Role</u>	<u>Remove Access Request</u>
KY0106909	Signatory	

Click Submit –

The access request will either be approved by DOW staff for all Signatory requests or by your Signatory or Permit Administrator for all other roles.

When approved you will receive an email confirmation (check your spam folder)

# Fill out Subscriber Agreement (if Signatory)

Request Signatory Access

Home | My Account | Request Access | Help | Logout

User: shawnhokanson00@gmail.com, Permittee User

NetDMR KY DEP

Search All DMRs & CORs | Import DMRs Perform Import Check Results | Download Blank DMR Form

Session Lockout Timer: 29:19

### Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
KY0106909	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p><input type="radio"/> I 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 does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text" value="John"/></p> <p>Title: <input type="text" value="Doe"/></p> <p>Phone Number: <input type="text" value="502-867-5309"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

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If you are not a signatory, skip the (if Signatory Pages)

Select relationship to facility  
Parent – if the facility is a subsidiary of the entity for which you work.

Facility– if you work for the facility.

Other – if neither Parent or Facility applies

Select if you have the authority or if you are the designee of an authorized person.

Enter contact information for the authorized person (if you are a designee)

Click submit.

# Fill out Subscriber Agreement (if Signatory)

Confirm Access Requests

Home | My Account | Request Access | Help | Logout

User: shawnhokanson00@gmail.com, Permittee User

NetDMR

KY DEP

Search  
All DMRs & CORs

Import DMRs  
Perform Import  
Check Results

Download  
Blank DMR Form

Session Lockout Timer: 29:55

### Confirm Access Requests

The table below contains the access requests that you have entered. Click *Confirm* to complete submission of these access requests.

Permit ID	Requested Role	Additional Information
KY0106909	Signatory	<p>What is your employer's relationship to the facility or facilities?: <input type="text" value="Facility"/></p> <p><input type="radio"/> I 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 does have the authority to enter into this Agreement for the Permittee under the applicable standards</p> <p>Name: <input type="text" value="John"/></p> <p>Title: <input type="text" value="Doe"/></p> <p>Phone: <input type="text" value="502-867-5309"/></p> <p><input type="button" value="Confirm"/> <input type="button" value="Cancel"/></p>

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Click confirm to submit the access request.

# Fill out Subscriber Agreement (if Signatory)

Access Request(s) Sent - Windows Internet Explorer

https://netdmrtest.epacdx.net/netdmr-web/protected/common/request\_access.htm?\_flowExecutionKey=\_cFEDE3D3F-2E2D-381B-A7BE-74860B32...

File Edit View Favorites Tools Help

McAfee

Favorites Personnel forms DOW Blog CDX Home Esearch EPortal ICIS ICIS Test ICIS Stage NetDMR Test

Access Request(s) Sent

Home | My Account | Request Access | Help | Logout User: shawnhokanson00@gmail.com, Permittee User

NetDMR KY DEP

Search All DMRs & CORs Import DMRs Perform Import Check Results Download Blank DMR Form Session Lockout Timer: 29:50

**Request Access to a Permit and Associated DMRs**

**Your access request(s) have been submitted for approval.**

Click below to print the subscriber agreement for the signatory request(s) made during this session.

Permit ID	Print Subscriber Agreement
KY0106909	<a href="#">Print Subscriber Agreement</a>

Back

For NetDMR Production, Print, Sign and Mail ALL PAGES of the Subscriber Agreement to KY DOW at the address on the form. Your account will not be approved until we receive the form.

For NetDMR Training, DO NOT Print, Sign or Mail the form to DOW. We do not need it.

If you sign up as a signatory and are the first person to sign up for this permit, you will also be the permit administrator. DOW only approves Signatory requests, all other roles will be approved by your Signatory or Permit Administrator.

# Select Your Role (Non-Signatory)

The screenshot shows the NetDMR web application interface. At the top, there is a navigation bar with links for Home, My Account, Request Access, Help, and Logout. The user is identified as 'User: shawnhokanson00@gmail.com, Permittee User'. The NetDMR logo is on the left, and 'KY DEP' is on the right. Below the navigation bar is a menu with five items: Manage Access Requests, Search All DMRs & CORs Permits Users, Import DMRs Perform Import Check Results, View Permits Users, and Download Blank DMR Form. A session lockout timer of 29:36 is displayed. The main content area is titled 'Request Access to Permits and Associated DMRs'. It contains a form with a 'Permit ID' field containing 'KY0102261' and an 'Update' button. Below this is a 'Role' dropdown menu with 'Edit' selected. A note states: 'Note: Permit Administrator Role comes with the first Signatory Role requested for a Permit.' Below the role dropdown is an 'Add Request' button. At the bottom, there is an 'Access Requests' section with a table header: 'Permit ID', 'Requested Role', and 'Remove Access Request'. The table currently shows 'No Permits found' and a 'Submit' button.

**Skip the Non-Signatory pages if you selected Signatory**

Click the rocker to select your role for the permit and click Add Request

Permit Administrator: View and Edit DMRs, approve access requests for other users

Edit: View and Edit DMRs

View: review DMRs only (no edit)

# Submit your Access Request (Non-Signatory)

The screenshot shows the NetDMR web application interface. At the top, there is a navigation bar with links for Home, My Account, Request Access, Help, and Logout. The user is identified as 'User:shawnhokanson00@gmail.com, Permittee User'. The main header includes the NetDMR logo and 'KY DEP'. Below the header is a menu with options: Manage Access Requests, Search All DMRs & CORs Permits Users, Import DMRs Perform Import Check Results, View Permits Users, and Download Blank DMR Form. A session lockout timer of 29:53 is displayed.

### 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.

**Permit ID:**

**Role:**    
 Note: Permit Administrator Role comes with the first Signatory Role requested for a Permit.

### Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
KY0102261	Edit	

If your role is listed correctly under Access Requests, click Submit.

**Non-Signatory access requests are approved by the Signatory or Permit Administrator, not KY DOW.**

Your access request has been completed.

# Confirmation

NetDMR Access Request Notification



Inbox x



netdmr-notification@epa.gov

to me ▾

shawn hokanson,

The following actions have been taken for your signatory access requests:

Permitted Facility Name: PILOT TRAVEL CENTER #041

Permit Id: KY0106909

Status: Approved

Comment:

Thank you.

11:01 AM (0 minutes ago) ↗

When your request has been approved (or denied) you will receive an email confirmation.

Be sure to list  
NetDMR-notification@epa.gov  
as a safe sender so the email  
does not go to your SPAM  
folder



Click here to [Reply](#) or [Forward](#)