

STEP BY STEP ACCOUNT CREATION IN TEST AREA Pg 1 of 4

CREATE a NetDMR ACCOUNT

- Go to NetDMR test site – <https://netdmrtest.epacdx.net>
- Select Regulatory Authority (drop down menu) – Choose “Tennessee Division of Water Resources (Test)”, click “Go”
- New to NetDMR? Click on “First time users can *register for a new account*”
- Create a NetDMR Account – Fill in all required entries
- Type of User – EXTREMELY IMPORTANT
- ✓ Permittee User – for facilities (and those who sign DMRs) only
- ✓ Data Provider – for laboratories only (cannot sign DMRs)
- ✓ Internal User – for state agency only (DO NOT USE)
- Click “Submit”
- Verify your information and click “Verify”
- Confirm NewDMR Account Request, click “OK”
- You will receive an email at the email account provided from netdmr-notification@epa.gov to Activate Your NetDMR Account, the email will contain a link for you to click on (This must be done within 60 days of creating your account), click on this link, this will take you to Complete NetDMR Account Creation Process, answer the question, create your password and click “submit”
- You will see NetDMR Account Created, from this page you can click on the link to take you to the NetDMR test site.
- You will also receive an email, Your NetDMR Account Has Been Created

LOG IN

- Go to NetDMR test site – <https://netdmrtest.epacdx.net>
- Select Regulatory Authority (drop down menu) – Choose “Tennessee Division of Water Resources”, click “Go”
- Logon to NetDMR Test site
- Enter your User Name and Password
- Click “Submit”

STEP BY STEP REQUESTING ACCESS TO YOUR PERMIT IN TEST AREA Pg 2 of 4

The first person signing up must be a signatory and will be the permit administrator

- After logon, in the upper left hand corner, click on “Request Access”
- Permit ID – Enter your permit number
- Click “Update”
- Role – Choose the role that suits what you will be doing for this permit – EXTREMELY IMPORTANT
 - ✓ Signatory – Permittee User: Responsible for signing and submitting DMRs, view, modify, sign or submit DMRs/CORs, import DMRs, download blank DMRs, download the official COR
 - ✓ Permit Administrator – Permittee User: Responsible for approving all COR and DMR edit/view requests, manage access requests to view or edit, manage access to the Regulatory Authority to view partial DMRs, view partially completed DMRs, view, modify, sign or submit DMRs/CORs, import DMRs, download blank DMRs. download CORs
 - ✓ Edit – Permittee User or Data Provider: Responsible for entering/editing DMR data, view and modify DMRs/CORs, view users, download blank DMRs, download CORs
 - ✓ View – Permittee User or Data Provider: This role can view DMRs/CORs only, access to view DMRs/CORs, view users, download blank DMRs
- Click “Add Request”, an Access Request box will show up listing your permit(s)
- If you have multiple permits, enter your next permit number and repeat the steps
- Once you have all permits listed in the Access Request box
- Click “Submit”
- If you chose Signatory, answer the Additional Information Required fields
 - Employer relationship
 - Choose whether you have the authority to enter this agreement or if someone will be granting you authority to enter in the agreement. If someone is granting you authority fill in the required fields.
- Click “Submit”
- Click “Confirm”
- On the Request Access to a Permit and Associated DMRs page, IGNORE the Print Subscriber Agreement box in NetDMR Test
- If you chose any role other than Signatory, you are finished; you are now waiting for your Signatory or Permit Administrator to approve your role (Signatory requests are approved by Tennessee Division of Water Resources.)
- You will receive an email, Access Request Notification, letting you know you have been approved.

EDITING YOUR DMRS IN TEST AREA Pg 3 of 4

- Log in to [NetDMR Test](#)
- You will be on the All DMR and Copies of Record (CORs) screen
- Choose your permit using the rocker and click “Update”
- You can select DMRS by any one or combination of the fields from Permitted Feature and below;
- To enter DMRS, Using the DMR Status is generally the most efficient – select status of Ready for Data Entry and click “Search”

- Find the DMR you will enter – verify the Permit ID, Permitted feature (Outfall), Discharge (same as Outfall on the paper DMR) and monitoring period end date

- For the DMR selected, Click “Go” to access the edit screen for the DMR
- Enter Executive Officer information

- If there was no discharge for the outfall during the monitoring period, use the FORM NODI rocker to select your NODI code of “C”, Below Detection Limit code “B”, and Conditional Monitoring (Monitoring Not Required) code “9”.
- Skip to the Finalization Section

- If your facility had a discharge for the outfall, enter your DMR data – this is similar to entering the information on the paper DMR.
 - ✓ If you had no excursions, and the units, frequency of analysis and Sample type are as listed, you only need to enter the sample values for each parameter.
 - ✓ If you need to use a No Discharge code for a single parameter, do not enter values, select the No Discharge code using the NODI rocker directly below the parameter code and name.
 - ✓ When all parameters on the page are entered, click “Save and Continue”. If you have additional parameters to enter select the next page number (below the FORM NODI code).
 - ✓ When all parameters on all page(s) are entered, click “Save and Continue”. Skip to the Finalization Section.

DMR FINALIZATION IN TEST AREA Pg 4 of 4

- If you had data entry errors or laboratory values above permit limits-If you receive an error message. Review the reasons for the error and make corrections or click on the appropriate acknowledgement boxes to clear the errors. You must clear all errors and/or acknowledge all warnings to receive a status of NetDMR Validated.
- Click “Save and Continue”. The Status will change to NetDMR Validated.
- If you need to make comments due to findings, fill in the Comments Section.
- If you want to add attachments (lab data, letter of explanation, etc.) click “Add attachment” and follow the instructions.
- If you added comments or attachments, click “Save and Continue”. The Status will change to NetDMR Validated.

- When the DMR status is NetDMR Validated, if you do not have signatory authority, notify the permit signatory that the DMR is ready to sign.

- If you have signatory authority and the DMR is correct, click “Sign and Submit” to submit the DMR
- For all DMRs that you selected to Sign and submit, check the box to include in Submission
- If you want the copy of record emailed to you (RECOMMENDED) check the “Add COR and Attachments to Email Notification”
- Enter the answer to your security question and your NetDMR password, then click “Submit”.

- (In test, the data will not be submitted to EPA). If you have a DMR that is due per your permit, you will need to make that submission using a paper DMR or NetDMR production in addition to the practice DMR in NetDMR test.

- Once you successfully submit a DMR in the Test area, you'll get an email saying your “Submittal Passed”. Please forward that email to Kathy and she'll send you instructions for Production along with a link to that site.

