Permittee

Create an Acct from Home Page
https://netdmr.ndep.nv.gov/netdmr/public/home.htm

Permittee / Signatory (Permit Administrator)

First Person – Request Signatory Role (automatic Permit Administrator role) – be sure to “Create an Account, Finalize an Account, Request Signatory Access, and verify that Regulatory Administrator has approved your request before creating any other accounts or asking for other roles.

Permittee and Data Provider User Guide Sections: 1.5.1, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6

NetDMR Welcome Page

Very important to choose Select Your Regulatory Authority from the pull down menu first. Click “Go”

From the NetDMR Home Page:

We recommend that you Check for your Permit Number prior to creating an account.
click on **Check Your Permit ID** Enter a valid 9 digit Permit ID. Click on Check Permit ID

Check Whether a Permit is Available for Reporting in NetDMR

Enter a Permit ID:
NS2016502

If the permit is **not** available for reporting in NetDMR, a message will appear.

Check Whether a Permit is Available for Reporting in NetDMR

The Permit ID NS2013908 is not available for reporting in NetDMR. Check another Permit ID or return to the Login page.

Enter a Permit ID:
NS2013900

Confirmation message will appear if your permit is available for electronic reporting.

Please note: Never hit 'enter' on the keyboard. If you wish to move forward on the page, you must click confirm, search, save, etc.
From this screen you can click on "Home" to begin creating an account.

Click on **Create Account**

You will be required to enter all the fields with an asterisk. Note the Type of User selected is “Permittee User”.

In addition, you will be required to answer all security questions. Also answer the required number of security questions. Choose from the list of questions and type in your answers. Remember that the security question answers are case sensitive.
Verify your responses displayed in the gray boxes. Make any necessary changes. Click on **Submit**.

Security Question 1

**Question**
What is your favorite color?

**Answer**
color

Security Question 2

**Question**
What is your favorite vacation destination?

**Answer**
destination

Security Question 3

**Question**
Who was your childhood hero?

**Answer**
hero

Security Question 4

**Question**
What was your high school mascot?

NetDMR Account Request message appears stating your request is being processed.

Confirm NetDMR Account Request

Thank you, your NetDMR account creation request is being processed.

Within the next 24 hours, you should receive an email that includes a web link. Click the link and follow the instructions on the page that is displayed to complete the account creation process. You will have 60 days to complete the account creation process. If you do not receive an email within the next 24 hours, please make sure the email has not been inadvertently blocked by a spam filter. Contact your regulatory authority for further assistance.

Thank you.
NetDMR Support

OK

Take a short break and then go to your email for a message that you must read to finalize your account.
Email – Inbox
From the email message, you will need to click on the link in order to finalize your NetDMR account. If the link doesn’t work, you may need to copy & paste to access this url in a different way.

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; recommend you not use Special Characters.
NetDMR Account has been created – confirmation screen. Click on the “here to access the login page”.

You will also receive an email stating your account has been finalized.

Error Message encountered if you click on the link below in your email more than one time.
The next step is to request access.

REQUEST ACCESS

How do I decide what roles I will need? Review the chart to view the activities that can be performed by each user type.

Permittee User Functions

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<th>View DMRs</th>
<th>Download blank DMRs</th>
<th>Edit Import/Dist</th>
<th>Sign and submit DMRs</th>
<th>Manage CORs</th>
<th>View Permits</th>
<th>View Users</th>
<th>Request Signatory Access</th>
<th>Request Permit Administrator Access</th>
<th>Request Edit Access</th>
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Note: The first person creating an account for NetDMR must be a person that will be signing (Signatory role) the DMRs. This person will automatically be given Permit Administrator role. As others in your company or data providers (such as labs) create an account and request Permit Administrator, Edit, or View roles, this person will be able to approve access. All other Signatory requests must be approved by the Regulatory Authority.

Enter your User Name and Password. Click Submit.

Click on the Request Access

![Image of the NetDMR interface](image)
Enter the 9 digit Permit ID and select the Role from the drop down menu and Click “Update”. You can request access for more than one NPDES ID.

Request Access to Permits and Associated DMRs

Choose the Role(s): The initial request for “Signatory” will automatically include the Permit Administrator role. Choose Signatory, click on Add Request. Others at your facility may request the Signatory, Permit Administrator, Edit and/or View roles.

Note: The first person to sign up for the permit cannot be a consultant, it must be the permittee who applied for the permit. They can then choose to give another person Signatory Authority.

A list of permits you have requested access for will appear in the Access Requests section. You can request to “remove access” by checking on the red X. Very important to click on “Submit” once you have requested access for all your Permit IDs.

Additional information is required for the Signatory. Enter the required information and click Submit. **Be sure to answer the first question as it is easily missed.** You are required to answer your relationship to the facility.
Also, if you are the authorized representative, click in the radio button next to the statement. If you are going to be authorized by another person (such as the Mayor, President of the company), click on the radio button next to “I am authorized by the person below…..”, fill in the person’s name, title and phone number. You may currently be authorized for the paper submittal of the DMR form, and you will need to have the authorized representative sign your Subscriber Agreement to show that you are now “authorized” to submit the electronic DMR as well.

It is very important to check the appropriate radio button below. If you check the wrong button, you will have to create your account over as the Authorized Official’s information will not be incorporated into the Subscriber Agreement.

A confirmation screen will appear. Notice the responses are in the gray boxes. Click “Confirm”
Your access request has been submitted for approval by the Regulatory Administrator.

Very important to click on the “Print Subscriber Agreement” when using the test environment. While the region/state most likely will not require a signed agreement when testing, the Internal Administrator must have the Subscriber Agreement number in order to process your request. As soon as you open this file, NetDMR will log the Agreement number.

In production, each Signatory will Print the Subscriber Agreement, sign and mail it to the Regulatory Agency. (address shown on Agreement). Fax copies of the agreement are not acceptable, nor is relying on the electronic Agreement contained in NetDMR.

LOGOUT

Please wait for an email confirmation that your access has been approved or denied by the Regulatory Administrator.
Access your email to verify signatory access request has been approved.

Now you are ready for NetDMR and others can now create their account, finalize their account, and request access. The Signatory person will be able to approve or deny those access requests from others in your company or from the Data Providers. As a reminder all Signatory requests will be approved by the Regulatory Authority.
My Account     (log on to NetDMR)

You will be able to confirm that you have been given the “Signatory” rights by accessing “My Account”.

Scroll down to the “My Permits” section to view access that has been granted for NPDES Permits. You will be able to access the Subscriber Agreement from this screen also.

You will be able to view account information, view selected security questions, and view any pending access requests.
Edit your account information

Along with basic information about your account, you will be able to change the security questions and/or answers, change your password, or lock your account.

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:  
(8-20 characters, both letters and numbers)

Enter your password again:

Lock Your Account

Locked accounts cannot access NetDMR.

Lock Account

Permittee DMR Data Entry Demo

Log on to NetDMR. Remember you must have “Signatory” or the “EDIT” role to be able to add/change/delete the DMR forms for each individual NPDES id.

You can easily verify that you have the Signatory or EDIT role by accessing “My Account”.

Click on “My Account”.

Scroll down to the “My Permits” section.Verify you have the “Signatory” or “EDIT” role for each individual NPDES ID.
Now you are ready to Search and key in DMR data.

All DMRs & CORs

Select the 9 digit Permit ID, make selection from the pull down menu. Click on “Update”. This Update button will automatically update the Permitted Feature and Discharge selection boxes.

If you click on Search with no other criteria, you will get a list of all the Permitted Features available for data entry.
You will notice that monthly, yearly, and quarterly requirements are included in these search results. DMRs that meet a specific criteria are available in NetDMR. Appendix G – explains how the anticipated DMRs (empty slots) are generated in NetDMR. You have the option rather than to display all permitted features and discharges to narrow down your search criteria.

**Permitted Feature** (referred to as an outfall previously).

**Discharge** – you may have several groups of limits based on their frequency of reporting. For example you may have a Permitted Feature for 001 with monthly, quarterly and yearly requirements. The Discharge number is the field that has been used to uniquely group this information. In this example, you could have an 001-M, 001-Q and 001-Y.
Status field is very important to identify the current stage of your DMR form.

- **Ready for DMR Entry**
- **NetDMR Validation Errors** – Must correct all hard errors and acknowledge all soft errors
- **NetDMR Validated** – DMRs must have this status before they can be signed
- **Imported**
- **Signed & Submitted**
- **Submission Errors/Warnings**
- **Completed**

**COR Confirmation #** - You can enter this number to search for a specific Copy Of Record

Make your selections, and Click SEARCH.

(search a couple different ways to show search results)

If for some reason, DMRs are not available in NetDMR there may be several reasons.
Items to point out on this screen.

NetDMR will have the logical selections in the first field that has Edit DMR depending on the current status of the DMR. Click on “GO” if you are ready to enter data.

Notice the Status column has “Ready for Data Entry”.

On Discharge # 001-A, under Edit DMR, click GO.

Sort - Can sort on any column with a hyperlink.

Watch for multiple pages – click on the page number, or arrows.
We will discuss the DMR page in detail.

Top of screen -

**Options at top of screen:** Clear Parameter Fields, Save & Continue *(preferred)*, Save and Exit, Sign & Submit, Print Friendly View, DMR/COR Search Results

**Header:** Contains basic information about the facility, report dates and DMR status. Data can be entered for the Principal Executive Officer (not required) You can collapse the Header to have more room on the screen.

![Edit DMR page screenshot](image-url)

<table>
<thead>
<tr>
<th>Permit ID:</th>
<th>NT000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major:</td>
<td>TEST</td>
</tr>
<tr>
<td>Permitee Address:</td>
<td>RENO, NV 89503</td>
</tr>
<tr>
<td>Permitted Feature:</td>
<td>001 - External Outfall</td>
</tr>
<tr>
<td>Monitoring Period:</td>
<td>1/01/17 - 1/31/17</td>
</tr>
</tbody>
</table>

**Considerations for Form Completion**

<table>
<thead>
<tr>
<th>Principal Executive Officer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
</tbody>
</table>

| Title | |
| Telephone | |
Middle of screen

No Data information (NODI) – discuss in a few minutes. Parameters to be reported are displayed and shaded for the next parameter. Permit limits are displayed (hard coded) – cannot change. We will discuss the individual fields as we enter DMR data.
Bottom of screen

Edit Check Errors
Comments
Add Attachment
Report Last Saved by

Options at bottom of screen: Save & Continue *, Save & Exit, Sign & Submit, DMR/COR Search Results

No Data Indicator (NODI)

3 options for reporting

#1 Form level – when saved all value fields will be populated with NODI
#2 Parameter level - when saved all value fields for that parameter will be populated with NODI
#3 Individual value field level – only that Value field will be populated

Form level & Parameter – You must click APPLY or NetDMR will ignore the entry.
**Form Level (#1)** - When you choose the form NODI from the pull down menu and Click Apply, notice all individual value fields below will be populated with that NODI when saved.

**Parameter Level (#2)** – When you choose the parameter NODI from the pull down menu and Click Apply, notice all individual value fields for that specific parameter will be populated with that NODI when saved.

**Value Level (#3)** – Enter the NODI from the pull down menu for each individual value field.

**Permit ID area:** Will display key information and show the current status of the DMR form.
Unit Codes are pre-populated with the requirements in your permit. If you measured in some other unit, you will need to change that field. Do not change either of these fields as they will result in an error when submitting. Please convert into the units used in the Permit.

Frequency of Analysis and Sample Type are also pre-populated. If you have different values, use the pull down menu to choose the appropriate answer. **Fill in all of the appropriate data.** Notice their are several pull-down fields, including the field to enter greater than, less than, etc. Do not change either of these fields as they will result in an error when submitting.

*Always SAVE before you navigate away from the page.*

 Recommend that you “Save and Continue” first, then “Save & Exit”

Errors may need to be resolved prior to the information being saved. When you click on “Save & Continue” the hard errors or soft errors will be highlighted.

Hard & Soft DMR errors

  You must correct all “Hard” errors before the DMRs can be SAVED.

  Soft errors – Informational type message. You are not required to change DMR data based on these errors; however, you must click on the “Acknowledge” box for each individual soft error in order to Save the DMR data.

A recommendation has already been submitted for a system modification to eliminate the requirement to acknowledge soft errors.

If you click on “Save and Exit”, the errors will not be highlighted and you will have to look in the DMR status field to see that there are errors. You can also search for any permitted features that have a Status of “**NetDMR Validation Errors**”
When DMR data entry is completed for all permitted features & discharges, **recommend** you Search DMRs & CORs. Enter the Permit ID and under Status choose “NetDMR Validation Errors” and Search.

A list of any DMRs with errors that will not be processed for signature will appear. You will need to Edit DMR, click GO. Make sure the Status shows **NetDMR Validated** after Save.
Deleting DMR Data

Access the DMR, click on “Clear Parameter Fields” and SAVE. Watch out that the status did not change to “Ready for Data Entry”, appears in the system that the DMR is ready for Signature.

Samples of DMR errors

# 1 - Entered an incorrect value in the “Value 3” field of 9/333.
# 2 - Must click on the Acknowledge box for each individual “Soft” error.

Once all the errors have been addressed, Save. Changes have been saved and you will notice in the “Status” column, the status now has “NetDMR Validated”. Your DMR is now ready for signature.

**Signing DMRs**

The most efficient way to locate DMRs that are ready to be signed is to click on the tab “DMRs Ready to Submit.” Select an option and click on Search.
From the result screen: A list of all DMRs that are ready for Signature will appear. Notice the Status column has “NetDMR Validated”.

DMR/COR Search Results
Choose which DMRs will be included in this submission. Under the “Include in Batch Submit” column, you have the option to “Check All” and then click on “Sign & Submit Checked DMRs” or you also have the option to Sign and Submit the DMRs individually. From the pull down menu choose “Sign and Submit”. Click “Go”.

A list of the DMRs included in the batch will appear with a list of all the soft errors that have been acknowledged for each outfall for the Signatories review.
The Signatory has several options on this screen:

Can view Completed DMR before signing
Sort on any of the columns with a hyperlink

To officially sign, you must check the box, answer the required security question(s), and enter your password.

Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.
Confirmation screen appears. It is important to track the Submission Confirmation number and would be a good idea to copy & paste into a file for ICIS Batch Summary Reports. You can easily access the Batch Summary, Accepted, and Rejected transactions thru ICIS reports.

From this screen, you can View all CORs, Download all Cors, Download COR Signature Public Key, and

Email messages can be sent to staff in your agency confirming the submission of the DMRs. Notice one of the email Subjects notified you there are possible Warnings or Errors.

To finalize the submission a completed and signed DMR Certification form will need to be mailed into NDEP.