Upcoming eReporting Changes

and

NetDMR Account Migration to CDX
Why are Reporting Requirements Changing?

In December 2015, EPA passed the NPDES electronic reporting rule.

Requires permittees to submit certain NPDES data to primacy agencies (DOW) in electronic, database compatible format.

Discharge Monitoring Reports

Notices of Intent

Notices of Termination

No Exposure Certifications

Certain Program Reports
Kentucky required the use of NetDMR before the federal requirement (December 2016) to avoid having to make the change at the same time as other states.

The Kentucky NetDMR program has been very successful, and we will continue to use NetDMR.

User NetDMR account management will be migrated to EPA Central Data Exchange (CDX) accounts May 12 – 22, 2017.

You should have already seen some email from NPDESeReporting on the user account migration.

Migration will be covered later in this presentation.
Kentucky has submitted the most DMRs in NetDMR since 2015, and has had the most users in NetDMR since mid 2014.

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<tr>
<td>Kentucky DEP</td>
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<td>64</td>
<td>32,149</td>
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<td>44,960</td>
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<td>643</td>
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<td>33</td>
<td>91</td>
<td>136</td>
<td>51</td>
<td>45</td>
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<tr>
<td>EPA Region 06</td>
<td>366</td>
<td>25</td>
<td>20,960</td>
<td>21,600</td>
<td>21,510</td>
<td>22,033</td>
<td>86,103</td>
<td>12,399</td>
<td>2,683</td>
<td>101,287</td>
<td>115,729</td>
<td>131,595</td>
<td>141,219</td>
<td>489,830</td>
<td>33%</td>
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Notices of Intent, Notices of Termination, and No Exposure Certifications are already being submitted to KY DEP through our eForms program.

The only eRule related changes will be updating of some eForms, and the addition of a “signing ceremony” which is similar to signing DMRs in NetDMR.

Individual permit applications will also move to eForms, but the timeframe has not been determined and is not a requirement of the eRule.

Submitting eForms requires a One-Stop account with the Kentucky State Government. eForms and One-Stop instructions are available at:

http://dca.ky.gov/Pages/default.aspx

Implementation of eReporting is required by December 2021.
Program reports that are covered under the eRule include:

Biosolids Annual Program Reports

CAFO Annual Program Reports

MS4 Annual Program Reports

Pretreatment Annual Reports, including SIU Periodic Compliance Reports

Sewer Overflow Event Reports

Cooling Water Intake 316(b) Annual Reports
Kentucky DEP has 2 options for implementing program reports:

1. **Create a Kentucky DEP eForm for each required report**
   - Labor intensive to create
   - Few facilities are required to submit each type of report

2. **Work with EPA to have EPA contractors create NeT forms (EPA version of eForms) for the program reports**
   - EPA Contractor response time is slow
   - EPA planning can be suspect at times (Biosolids reports)
   - We might be limited to having only Nationally required report elements
   - Would need to create a method to get Reports from EPA to Kentucky DEP databases
Biosolids Annual Program Report for 2016

Kentucky does not have primacy for the Biosolids Program.

Kentucky has modified all KPDES WWTP permits with sludge reporting to remove those parameters from the KPDES permits based on EPA’s request.

Facilities generating biosolids may have reporting requirements to the Division of Waste Management.

Facilities that do not use landfills for disposal of biosolids must submit the Biosolids Annual Program Reports directly to EPA.

2016 Annual Report was due in February.
CAFO Annual Program Reports

KNDOP Ag permitted facilities by definition are NOT CAFOs

At this time only CAFO facilities with KPDES permits will be required to submit these reports.

We hope to have the electronic reports forms available for the 2019 reporting year.
Program Reports

MS4 Annual Program Reports, Pretreatment Annual Reports and Cooling Water Intake 316(b) Annual Reports

The MS4 and Pretreatment Annual Program reports will be very similar to what are currently being submitted.

Instead of PDF format, a fillable eform with data fields will be used.

We hope to have the electronic reports forms available for the 2018 reporting year for MS4 and Pretreatment, and 2019 reporting year for 316(b).
Program Reports

Sewer Overflow Event Reports

May require a regulation change to designate how and when Sewer Overflow Events are reported

Some type of eForm with data fields will be used

May develop a cell phone / tablet application or an online form

To be completed prior to the December 2021 deadline
Questions?

Shawn.hokanson@ky.gov

NetDMR@ky.gov
NetDMR Account Migration to CDX
What is CDX?

CDX is the Central Data Exchange operated under the National Computing Center.

CDX is administered by US EPA.

Kentucky DEP does not have administrator access within CDX and can only provide limited support/advice with CDX issues.

CDX is EPA’s electronic reporting clearing house, where users can report required information for multiple programs (RCRA, Title V, etc.) using a single account.

NetDMR and ICIS use CDX to transfer NPDES data to between the programs.

ICIS uses CDX to transfer NPDES data to the publicly accessible ECHO database.
What Changes will I see in NetDMR?

Users will LOG IN at CDX or at Zendesk
https://netdmr.zendesk.com/hc/en-us

Users will the select the CDX Service they want to use:
NETDMR : Kentucky DEP

CDX will route the user to the selected NetDMR Instance.

Users will not be able to edit their account information in NetDMR, that is completed in CDX.

Post-migration Copies of Record (CORs) will be stored in CDX
Retrieving CORs will take slightly longer
NetDMR should run slightly faster due to less storage
Users with NetDMR reporting requirements in multiple states will have a single account, not separate accounts for each state.

Users that report TRI, RCRA, Biosolids and are using NetDMR Only need a single CDX account to do so.

For new signatories, Lexis-Nexus Identity proofing allows completing subscriber agreements electronically. No mailing of subscriber agreements!

More robust user account and password management (NetDMR had issues)
Who Do I ask for Help?

- CDX - Account information, including passwords, resend your Verification email
  - Call 888-890-1995 (toll-free) or (970) 494-5500 for International callers
  - helpdesk@epacdx.net

- NetDMR Customer Support
  - Call Center at 1-877-227-8965 (toll-free)
  - Email to NPDESeReporting@epa.gov

- Using NetDMR once Logged in
  - Normal KY DOW contacts
  - Email to NetDMR@ky.gov
CDX Migration – what do you need to do?

1. Know your password and security questions. If you are not absolutely sure what they are, please reset them.

2. You **DO NOT** need to create a CDX account if you do not have one. EPA will create one for you based on your current NetDMR information during the migration process. All of your user roles WILL migrate.

3. Migration will begin May 19th, you will not be able to log in between May 19th and May 22nd. You will receive instructions from EPA NPDESSeReporting telling you what to do complete the migration process on May 22nd, 2017.

4. Read and follow the instructions carefully to avoid issues.
CDX Migration – what do you need to do?

1. Know your password and security questions. If you are not absolutely sure what they are, please reset them.

2. If you have a CDX account and your account information does not match your NetDMR account, or if your NetDMR user information does not meet CDX rules, EPA NPDESeReporting is sending emails requesting that you make changes to your account to resolve the issue.

3. I have also sent out emails trying to provide a clearer explanation of what needs to be done. You may have received an email from me even though you had previously completed the required changes – if so, you do not need to make additional changes.

4. Please reply to NPDESeReporting when you make the account changes in NetDMR. EPA will verify that the changes made will allow your account to migrate.
From: NPDESReporting [mailto:NPDESReporting@epa.gov]
Sent: Monday, April 03, 2017 12:27 PM
To: shawn.hokanson@ky.gov
Cc: NETDMR (FEC)
Subject: Action Required: Your NetDMR Account Profile Needs Modification

Dear Shawn Hokanson,

Starting **May 19, 2017**, users will experience a new way to access NetDMR. The change is necessary to accommodate the increase in the number of registered NetDMR user accounts to EPA’s Central Data Exchange (CDX) on May 19.

You are receiving this email because modifications need to be made to your NetDMR user information in order to ensure a successful integration. Please make the change(s) noted as soon as possible.

**Account Instance:** Kentucky DEP

**User Type:** Internal Administrator

**ACCOUNT ISSUE:** Please ensure that your first name, last name, and user name in NetDMR matches your first name, last name, and User ID in CDX. If you have more than one account in NetDMR, you must migrate your NetDMR account into that specific CDX account.

Please make the change(s) noted as soon as possible and reply to this email when completed. In your reply, be sure to include the CDX user ID of the account you wish to migrate.

To change your NetDMR account information, follow these steps:

(Note: If you are a signatory, you do not have the ability to change your first & last name in NetDMR; please call the help desk if you need to update this information)
<table>
<thead>
<tr>
<th>State Agency or Region</th>
<th>Total Users No. Outreach</th>
<th>Total users - resolved discrepancies</th>
<th>Total users - with discrepancies</th>
<th>Total % of Successful Outreach</th>
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</thead>
<tbody>
<tr>
<td>EPA Region 01 - New Hampshire and Massachusetts</td>
<td>918</td>
<td>161</td>
<td>558</td>
<td>23%</td>
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<tr>
<td>EPA Region 02 - NY - PR - SR</td>
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<td>146</td>
<td>16%</td>
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<tr>
<td>EPA Region 03 - DC-DE</td>
<td>71</td>
<td>4</td>
<td>43</td>
<td>59%</td>
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<td>EPA Region 04</td>
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<td>1</td>
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<td>EPA Region 05</td>
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<td>2</td>
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<td>73%</td>
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<td>EPA Region 10 - Alaska</td>
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<td>30</td>
<td>11%</td>
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<td>EPA Region 10 - Idaho</td>
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<td>36</td>
<td>163</td>
<td>22%</td>
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<td>4</td>
<td>17</td>
<td>24%</td>
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<td>EPA Region 10 - Washington</td>
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<td>16%</td>
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<td>Arkansas DEQ</td>
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<td>251</td>
<td>22%</td>
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<tr>
<td>Hawaii - Dept. of Health</td>
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<td>3</td>
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<td>10%</td>
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<td>90</td>
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<tr>
<td>Kentucky DEQ</td>
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<tr>
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<td>139</td>
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<td>Maryland (MDDE)</td>
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<td>30</td>
<td>103</td>
<td>66%</td>
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<td>Mississippi DEQ</td>
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<td>36</td>
<td>273</td>
<td>11%</td>
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<tr>
<td>Montana DEQ</td>
<td>510</td>
<td>19</td>
<td>96</td>
<td>22%</td>
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<td>NYSDEC</td>
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<td>253</td>
<td>19%</td>
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<td>Oregon DEQ</td>
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<td>11%</td>
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<td>57</td>
<td>267</td>
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<tr>
<td>Utah DEQ</td>
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<td>3</td>
<td>54</td>
<td>17%</td>
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<tr>
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<td>6139</td>
<td>124%</td>
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Key: Migration Outreach Completion

- > 88%
- 33%-66%
- <33%
What Happens May 22\textsuperscript{th} and Beyond

1. On May 22\textsuperscript{nd}, you will receive a Customer Retrieval Key (CRK) email from netdmr-notification@epa.gov with a link and instructions for migrating your account.

2. If you do not receive the email by May 23, check your SPAM folder. If you didn’t get one, helpdesk@epacdx.net with your NetDMR user name and email address, requesting a new CRK email or call 888-890-1995.

3. Read all instructions and enter your information carefully. NetDMR has over 20,000 users, you do not want to have to contact EPA.

4. KY DEP cannot help you with the getting the CRK email, it comes from EPA.

5. KY DEP can provide advice if you get lost in the process.
Step by Step Migration

Click the Link 1 Time (only works once)

From: CDX Helpdesk <netDMR-Notification@epa.gov>
Sent: Monday, May 22, 2017 9:08 AM
To: [User Name]
Subject: Action Required for your NetDMR account to successfully migrate to Central Data Exchange (CDX)

Dear NetDMR User,

We are improving NetDMR to make it more accessible, secure and efficient! We apologize for any inconvenience, but we need your help to complete the upgrade. In order to finalize your account set-up in the new system and maintain access to NetDMR, please click on the hyperlink below and follow the steps to update your account:

State Agency or EPA Region: {Instance Name}
https://dev.epacdx.net/PreRegistration/?CRK=d544eaca-0773-472d-b5df-f7690342ed8

if you click the link and it does not work, please copy and paste it into a new browser window.

Please note, if you are a Signatory, you will go through extra steps to establish your electronic signature in CDX. These steps include providing 5 Security Questions and Answers and signing the CDX Electronic Signature Agreement (ESA).

We greatly appreciate your support during this upgrade.

Sincerely,
CDX Help Desk
888-890-1995 | (970) 494-5500 for International callers
helpdesk@epacdx.net
Step by Step Migration

Note: 2 tries allowed on your password
Step by Step Migration

Click Request Role Access
Fill out the * Information

The 3 security questions and answers are used when resetting / renewing your CDX password or changing your personal information.

They are not used within NetDMR as verification when submitting DMRs.
Step by Step Migration

Search for your organization. This is the organization who pays you, not necessarily the place you work.

Can’t find your organization? Use advanced search or request that we add your organization.
**Step by Step Migration**

*If your organization was found*

Select the Select a Current Button radio button, fill in the required information and click Submit Request for Access.

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<th>Part 2: Organization Info</th>
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<tbody>
<tr>
<td>Select a Current Organization</td>
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</tbody>
</table>

**Shell Offshore, Inc**
701 Poydras St
New Orleans, LA, US
70139

- **Email**: cathypermitadm@gmail.com
- **Phone Number**: (214) 665-0000
- **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
Step by Step Migration

If your organization was not found, click **Use advanced search** to see if you can find it or click **request that we add your organization**.
Step by Step Migration

Adding your organization

Enter the required information (*) to create your organization and click Submit Request for Access
Step by Step Migration

Non-signatory users will now have completed the migration process

Log In using your NetDMR user name and password

A CDX user account has been created for you by an authorized CDX user with basic user and organization information. If you do not have an existing CDX user account click the [Create New Account] hyperlink; otherwise, log in with your existing credentials.

Note: Logging in with your existing credentials will add the program information to your user profile.

Log in to existing account

User ID
Password

Log In  Create New Account
Step by Step Migration
Step by Step Migration

CDX Central Data Exchange

CDX Registration: Additional Verification

1. Identity Verification  
2. Signature Question  
3. ESA

You are registered for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Signature Questions and Answers

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tr>
<td>What is the first and middle name of your oldest sibling?</td>
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<tr>
<td>What is your favorite pet's name?</td>
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<tr>
<td>What is your favorite song?</td>
<td></td>
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<tr>
<td>What is your favorite movie?</td>
<td></td>
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<tr>
<td>What is your favorite TV show?</td>
<td></td>
</tr>
</tbody>
</table>

Save Answers

CDX Help Desk: 888-890-1995 | (970) 494-5300 for International callers
ESA

- “Sign Electronically”
I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept  Decline
ESA

- Login in to CDX
  - Enter Password
  - Click “Login”

- Verification
  - Enter Signature Verification Answer
  - Click “Answer”
Step by Step Migration

Select your Instance and Role

Most users will have only one NetDMR instance/role listed. Generally, only users with permits in multiple states will have more than one role.
Welcome

Welcome to the EPA Region 06 - AR-GM-LA-NM-OK-TX Installation of NetDMR. 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 EPA. All facilities required to provide DMR data as part of their NPDES permit will need to do so electronically using NetDMR as of December 21, 2016. If you are interested in learning more about NetDMR please check out the NetDMR Support: https://netdmr.zendesk.com/home

Access NetDMR

• First time users should check to see if your permit is available in NetDMR yet by Checking your Permit ID
• If you have any questions about NetDMR, please contact nguyen.helen@epa.gov

News

• There are no news items

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]
Migration Problems
Expired Password/Reset Password OR Forgot Password

- You can use the “Forgot Password” utility
- Click on “Forgot Password”
- Answer the Security question correctly
- Get verification code in email
- Continue with the registration process
Forgot Password – Enter User ID

CDX Pre-Registration: Additional Verification

1. Confirm Account  2. Role Information  3. Review Account Information

If you have forgotten your previous NetDMR credentials, please use the form below. Note, this is not for forgotten CDX passwords.

Enter your previous NetDMR User ID

NetDMR User ID

Next >
Forgot Password – Provide Security Answer

CDX Pre-Registration: Additional Verification

1. Confirm Account > 2. Role Information > 3. Review Account Information

To reset your password, you must answer your secret question.

Secret Question for NetDMR User ID:

What is the temporary answer for this user to enter when prompted to reset their security questions?

Next >
Verification Code

- A Verification Code will be sent to your email
- An email should be sent quickly
- You have to enter the verification code within 20 minutes
Verification Code

- User enters verification code
User Resets Password

**CDX Pre-Registration: Additional Verification**

1. Confirm Account
2. Role Information
3. Review Account Information

Enter Your New NetDMR Password
You have successfully answered your secret question and verified your email address. Please change your NetDMR password using the form below.

Email Verification: [Input Field]

Enter password: [Input Field]
Confirm password: [Input Field]

Next >
Account has been changed

- User Enters New NetDMR Password

Users email address here
Locked Out of NetDMR

- If you did not pass the credential verification, your NetDMR account will be locked

- NetDMR Customer Support
  - Call Center at 877-227-8965 (toll-free)
  - Email to NPDESeReporting@epa.gov
Recommendation for Credentials

- As soon as possible after this meeting, log into NetDMR
- Unless you recently changed your password, RESET NOW so your password will not be expired
- Click on “My Account”
- Click on “Edit”
- Check your Security Questions (Case sensitive)
- If you have any doubt about the answers to those security questions, reset your Security Answers and Save
- Write them down (and lock them up in secure location)
Questions?

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NetDMR – CDX Migration Walkthrough

1. On or shortly after May 22, 2017, you’ll receive a CRK email from “netdmr-notification@epa.gov” with a link asking you to migrate your NetDMR User account to CDX.
   a. You will receive a separate CRK email for each Instance you were registered with.
   b. If you do not receive an email, check your SPAM folder or consult with your IT staff.
   c. If you are not able to troubleshoot, please request that the CDX Help Desk resend the email.
      (888) 890-1995; (970) 494-5500 for international callers; helpdesk@epacdx.net

2. Open the email, Click the link within the email.
   a. Click only 1 time.
   b. If nothing happens when you click the link, copy & paste the link into your browser’s address bar.

3. CDX is launched.

4. Your Instance and User ID will be displayed. Enter your current (or last known working) NetDMR Password.
   a. Expired passwords will work
   b. You get 2 attempts to enter the correct Password.
   c. If your second attempt fails, you will be asked one of your NetDMR Security Questions.
      i. The answer is Case Sensitive.
      ii. You get 1 attempt to answer the security question correctly.
      iii. If you fail to answer the security question correctly, your NetDMR account is locked and you will not be able to proceed with CDX migration. Please refer to this document [reserved for url to account locked article in NetDMR Zendesk] for further instructions.

5. CDX will display your Role assignment. You cannot change this. Click Request Role Access button.
   a. DO NOT concern yourself if your Role assignment is not accurate. Your Role can be changed after migration. Our goal, at this stage, is to complete the migration process.

6. Fill out the required User Information.
   a. User ID and name will be filled in for you. Select and Answer 3 security questions.

7. Search for and select your Organization. Your Organization is your employer (not the company you work on behalf for).
   a. If not available, request that your Organization be added.

8. Enter your Phone number.

9. Click Submit Request for Access.

10. You will be asked to login again. Login using your now CDX User ID and Password. This is the same User ID and Password used in Step 4 above.
    a. At this stage, all Permittee(No-Signature) and Data Providers are finished with migration (skip to Step 18).
    Permittees (Signature) must continue to Step 11.

For Signatories ONLY

11. Enter your Job Title. Click Next.


13. An Electronic Signature Agreement (ESA) will appear. Click Sign Electronically button.
    a. Users with an existing approved NetDMR Subscriber Agreement will not be asked to authenticate via LexisNexis


15. Enter your CDX Password. Click Login.

16. You will be randomly asked one of your 5 security questions. Answer it and click Answer.

17. Click Sign

18. You will be taken to your MyCDX landing Page. You will see your Instance name and Role assignment. Click on your Role link to launch NetDMR. It is at this stage you can change your CDX Role if needed.