

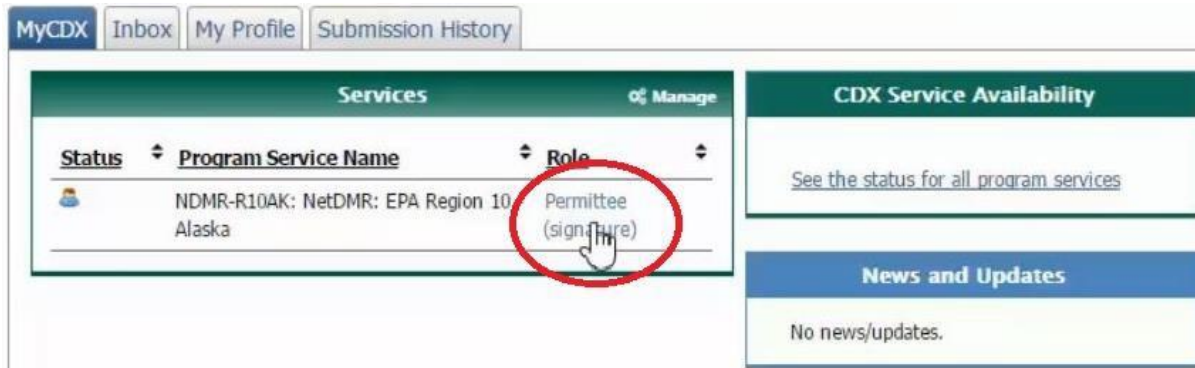
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## How to: Sign and submit a batch of DMRs

**Step 1:** Access the CDX or NetDMR page and login with your username and password at <https://cdxnodengn.epa.gov/oeca-netdmr-web/action/login>  
Or <https://netdmr.zendesk.com/hc/en-us> Click on Login to NetDMR

**Step 2:** Once you login it should take you to the MyCDX tab.

**A:** Circled in red is the link to access NetDMR from inside CDX. Click on “permittee” to access NetDMR.



**B:** Circled in red is the link to access NetDMR from inside CDX. Click on “permittee” to access NetDMR.

### Access NetDMR

**B** [Continue to 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 [NDEQ.NetDMR@nebraska.gov](mailto:NDEQ.NetDMR@nebraska.gov).

### News

**Step 3: Searching for DMRs that are ready to be signed.**

- A:** click the tab for DMRs Ready to Submit.
- B:** click on the Search button for your facility.

Search: **All DMRs & CORs** **DMRs Ready to Submit** Permit ID Users

**DMRs Ready to Submit** **A**

Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" status).

**All DMRs** Search

**DMRs for Permit ID** NE0023973 Search

**DMRs for Facility** SCOTIA WASTEWATER TREATMENT FACILITY Search **B**

**Step 4: Search Results**

- A:** Click on the Check all on page button.
- B:** Now select Sing & Submit checked DMRs.

**Sign & Submit Checked DMRs** Download Checked CORs | Update NODI

**B**

Large Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit
it rge	08/31/17	Scheduled	10/28/17	NetDMR Validated		<input checked="" type="checkbox"/> <b>A</b>
it rge	09/30/17	Scheduled	10/28/17	NetDMR Validated		<input checked="" type="checkbox"/>
it rge	02/28/18	Scheduled	04/28/18	NetDMR Validated		<input checked="" type="checkbox"/>

## Step 5: Signing process

**A:** Click on the check box to include the DMR in the submission.

**B:** Also check the box to the right to have a copy sent to your email if you want it for your records.

**C:** At the bottom of the yellow box enter your password for NetDMR. This is the same password you used to login. Then click on the Submit button at the bottom of the page.

### 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.

Include in Submission	Add Copy of Submission and Attachments to Email Notification	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
<input checked="" type="checkbox"/> Check All Clear All	<input checked="" type="checkbox"/> Check All Clear All		NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	10/31/17	01/28/18	NetDMR Validated

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted 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 fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am Test NetDMR.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit these data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

Password **C**

Submit Do Not Submit

**Step 6: Signing process continued**

The page will refresh and go back to the top, you will then need to scroll back to the bottom.

**D:** Enter the answer to your security question and click on submit.

What is your favorite TV show?

**D**

**Step 7: Signing confirmation**

If you entered your password and security question correctly then you should arrive at the confirmation page. At this point you are finished with signing the DMRs that you selected.

*Produced by: Nebraska Department of Environment and Energy, P.O. Box 98922, Lincoln, NE 68509-8922; phone (402) 471-2186. To view this, and other information related to our agency, visit our web site at <http://dee.ne.gov>.*