

Step 2

Terms to know:

DMRs-Discharge Monitoring Reports

CORs-Official Copy of Record

REQUEST ACCESS TO YOUR PERMIT (*The first person to request access to a permit must be the Signatory)

- 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 – PERMIT USER
 - ❖ Responsible for signing and submitting DMRs
 - Sign and submit Subscriber Agreements
 - 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 complete DMRs
 - View, modify, sign or submit DMRs/CORs
 - Import DMRs
 - Sign and submit Subscriber Agreements
 - Download blank DMRs
 - Download CORs
 - EDIT – PERMITTEE USER OF DATA PROVIDER
 - ❖ Responsible for entering/editing DMR data
 - View and modify DMRs/CORs
 - View users
 - Download blank DMRs
 - Download CORs
 - View –Permittee User of 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