Step 1

Terms to know:
DMRs-Discharge Monitoring Reports
CORs- Official Copy of Record

CREATE A *Net*DMR ACCOUNT

- Go to *Net*Dmr test site – https://netdmrtest.epacdx.net
- Select Regulatory Authority (drop down menu) – Choose Montana DEQ click Go
- New to *Net*DMR? Click on the First time users can "register for a new account"
- Create a *Net*DMR 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 *Net*DMR Account Request, click OK
- You will receive and email at the account provided from netdmr-notification@epa.gov to activate your *Net*DMR 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 the link, this will take you to Complete *Net*DMR Account Creation Process, answer the question, create your password and click Submit.
- You will see *Net*DMR Account Created, from this page you can click on the link to take you to the *Net*DMR test site.
- You will also receive and email, Your *Net*DMR Account Has Been Created

LOG IN

- Go to *Net*DMR test site – https://netdmrtest.epacdx.net
- Select Regulatory Authority (drop down menu)-Choose Montana DEQ, click Go
- Logon to *Net*DMR Test site
- Enter your User Name and Password
- Click submit