Step 4
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 –PERMITTE 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 rose 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
- ➢ If you shoes Signatory, answer the Additional Information Required fields
  - Employer relationship
  - Choose whether you have the authority to enter this agreement or if someone will be granting you authority to enter in the agreement. If someone is granting you authority fill in the required fields.