



Texas NeT MS4 Training



September 17, 2024

Webinar Details

- Due to the expected large number of participants, we are muting all lines except for the lines of the EPA or TCEQ presenters.
- This training is specific to the NeT-MS4 platform and will not go over the TXR040000 permit requirements or general permit compliance.
- Listeners can use the webinar 'Q&A' Box to send in questions or comments.
 - We will be monitoring and answering questions as they come.
- Contact TCEQ's Stormwater Team at 512-239-4671 or swgp@tceq.texas.gov if you have any technical questions about the general permit.

Introductions

EPA HQ - Office of Compliance:

- Lauren D'Angelo (Product Owner for NeT MS4)
- Jake Nguyen (NeT MS4 Trainer)

Texas Regulatory Authority (RAs):

- Rebecca L. Villalba (MS4 Program Coordinator)
- Hannah Cobos
- Jesse Gress-Alamilla

NPDES e-Reporting Helpdesk

Agenda

- Why Electronic Reporting/ NeT – [Jake](#)
- Reminder of Deadlines – [Rebecca](#)
- Creating a CDX Account and Accessing NeT MS4 – [Jake](#)
- NeT MS4 – NOI Access – [Jake](#)
- Live Demo of NOI and Waiver Forms – [Hannah](#)
- Public Permit Lookup Tool – [Jake](#)
- How to Submit a Change NOI – [Jake](#)
- Resources – [All](#)
- Q&A – [All](#)



Texas MS4: Electronic Reporting Rule

Electronic Reporting Rule

The Electronic Reporting rule (NPDES eRule) helps EPA and states clean up the nation's waters through:

- **Automation**
 - Shifting from paper to electronic reporting.
- **Time Savings**
 - Time and resources for the regulated community and states can be shifted to other program areas.
- **Improved Transparency**
 - Serves to elevate the importance of data and environmental performance.
- **Modern Technology**
 - Tools increase data accuracy, timeliness, completeness, and consistency for the NPDES program.



NeT
NPDES eReporting Tool



Texas MS4: Reminder of Deadlines

Texas NPDES Phase II (Small) Municipal Separate Storm Sewer System (MS4) Overview

- The permit was signed/effective **August 15, 2024**.
- The permit will expire **August 15, 2029**.
- The permit can be found on [TCEQ's General Permit TXR040000 for Phase II \(Small\) MS4s](#) webpage
- Texas Phase II MS4 Permit is an NPDES-based permit which requires eReporting in the NPDES eReporting Tool (NeT) for NOIs, permit forms, and reports.

Texas NeTMS4 Deadlines

- TXR040000 is now a “Comprehensive General Permit”, no longer a “Two-Step General Permit”.
- Stormwater Management Program (SWMP) needs to be developed or revised *prior* to submittal of Notice of Intent (NOI).
 - Not required to be submitted to TCEQ
- NOIs and Waivers applications must be submitted in NeTMS4 by Small MS4 operators by **February 11, 2025**.

Texas NeTMS4 Deadlines

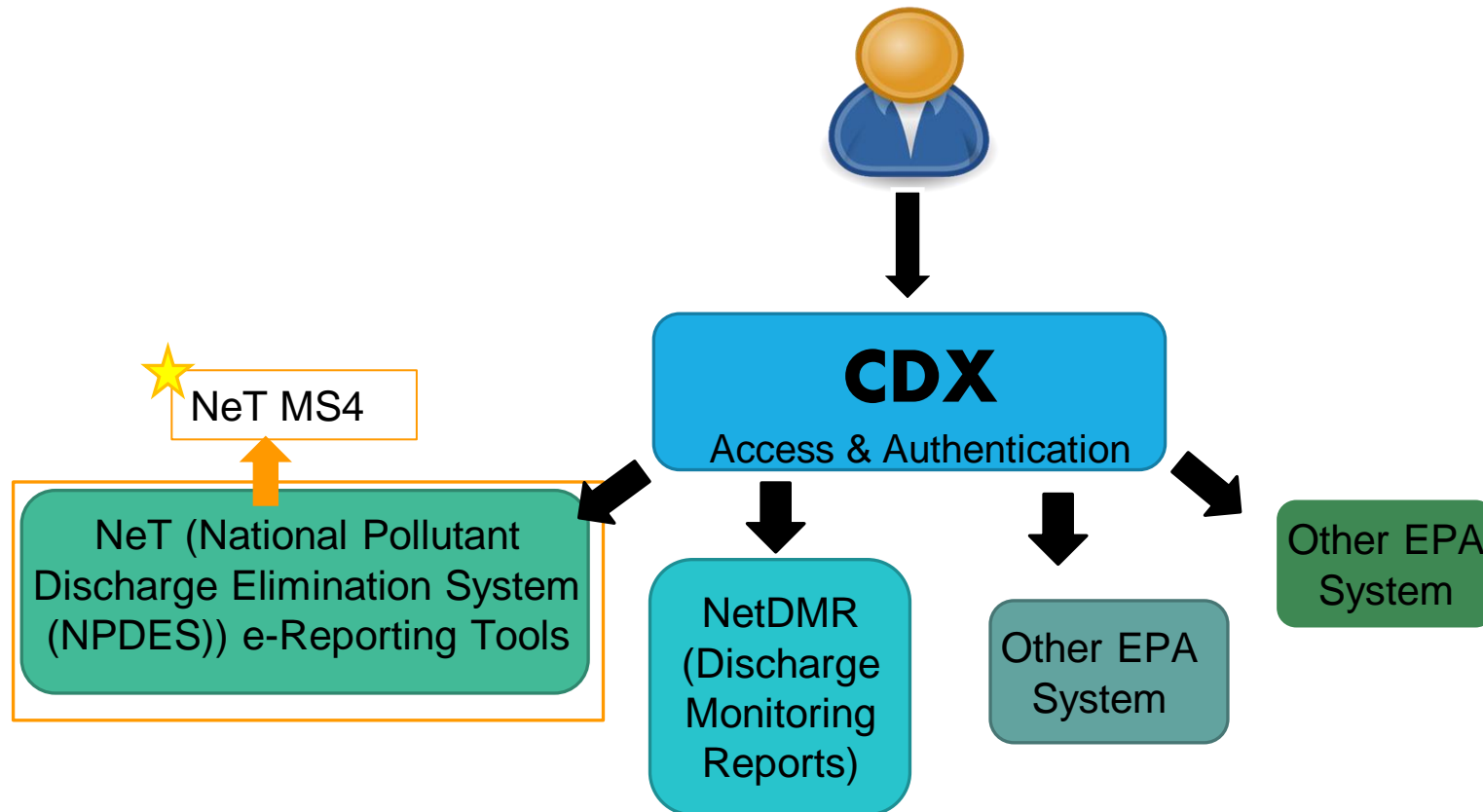
- Annual Reports:
 - For the reporting period ending December 1, 2024, will be due by **March 31, 2025** (using NeTMS4 or via paper *if NeTMS4 is not available*).
 - For the reporting period of January 1, 2025 to December 31, 2025, will be due by **March 31, 2026** (using NeTMS4).
 - Duly Authorized Representative (DAR) signatory for annual reports (equivalent to Delegation of Signatory) is available in NeTMS4.

Central Data Exchange (CDX) Review

What is CDX?

Environmental Protection Agency (EPA) Central Data Exchange (CDX) is the Agency's electronic reporting site

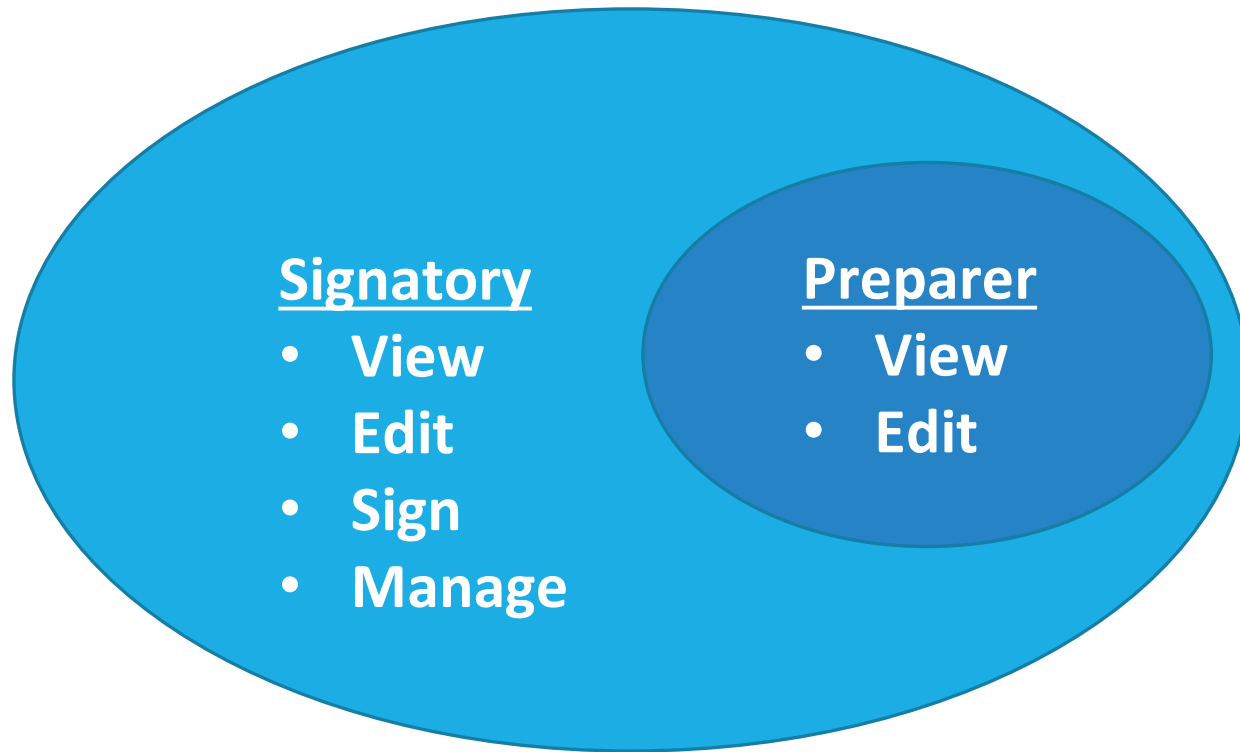
Uses "Signature Agreement" to authenticate and authorize users who 'certify' data



Roles and Permissions

Roles	Description	Available Permissions in NeT
Signatory	Individual who will be signing/certifying submissions or managing facility user permissions. Signatories can also prepare forms.	View, Edit, Sign, Manage
Preparer	Individual who will be viewing and editing forms. Preparers are not authorized to sign and certify forms.	View, Edit
Regulatory Authority (RA)	In the Actions Center, RA's can approve, deny, hold or remove hold for New NOIs, Change NOIs, Renewals and NOTs. RA's can also approve permission requests.	View

Roles and Permissions





Roles	Available Permissions
Signatory	View, Edit, Sign, Manage
Preparer	View, Edit

Signatory Role:

MS4 Authority to Sign:

“For a **municipality**, State, Federal, or other public agency either a principal executive officer or ranking elected official.”

<https://www.ecfr.gov/current/title-40/chapter-I/subchapter-D/part-122/subpart-B/section-122.22>



Authority to Sign Confirmation

Only individuals who have the requisite legal authority to sign permit applications as described in [40 CFR § 122.22\(a\)](#) are legally authorized to sign this document. **Any permittee improperly signing a document may be subject to fines or other enforcement action under Clean Water Act, 33 U.S.C. § 1319.** By selecting the "Continue" button below, You are confirming that the user to whom you are assigning the "sign" permission is one of the following individuals described in [40 CFR § 122.22\(a\)](#):

- For a corporation**, a responsible corporate officer. A responsible corporate officer includes:
 - A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
 - The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- For a partnership or sole proprietorship**, by a general partner or the proprietor, respectively.
- For a municipality, State, Federal, or other public agency**, either a principal executive officer or ranking elected official. A principal executive officer or a Federal Agency includes:
 - The chief executive officer of the agency, or
 - A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

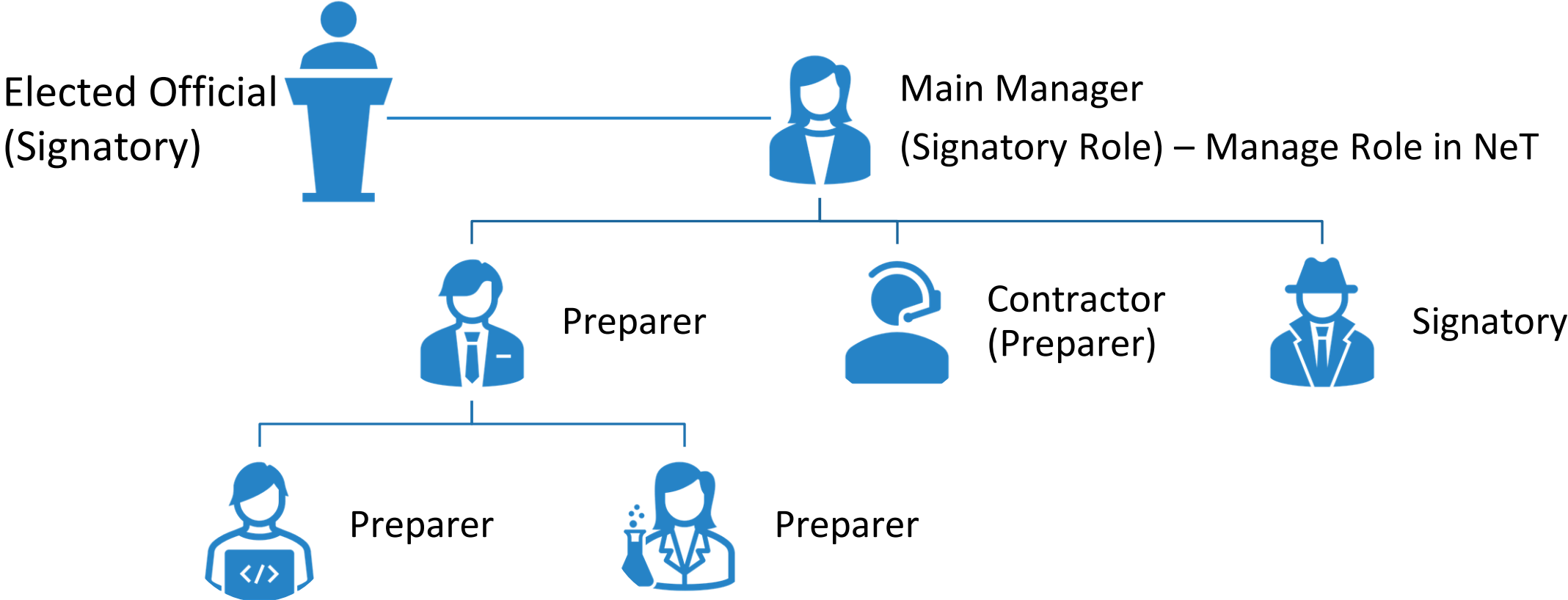
CDX Account Sharing:

- All Permittee (signature) must submit an Electronic Signature Agreement (ESA) which includes Identify Proofing.
- CDX account (password and user ID) can only be registered to one person and cannot be shared or transferred.
- Misuse of credentials for a government system is a federal offense.
- User's account will be locked due to violation.
- If an individual is no longer associated with the company/facility, they must have their account deactivated.



Example Role Structure in NeT

MS4:



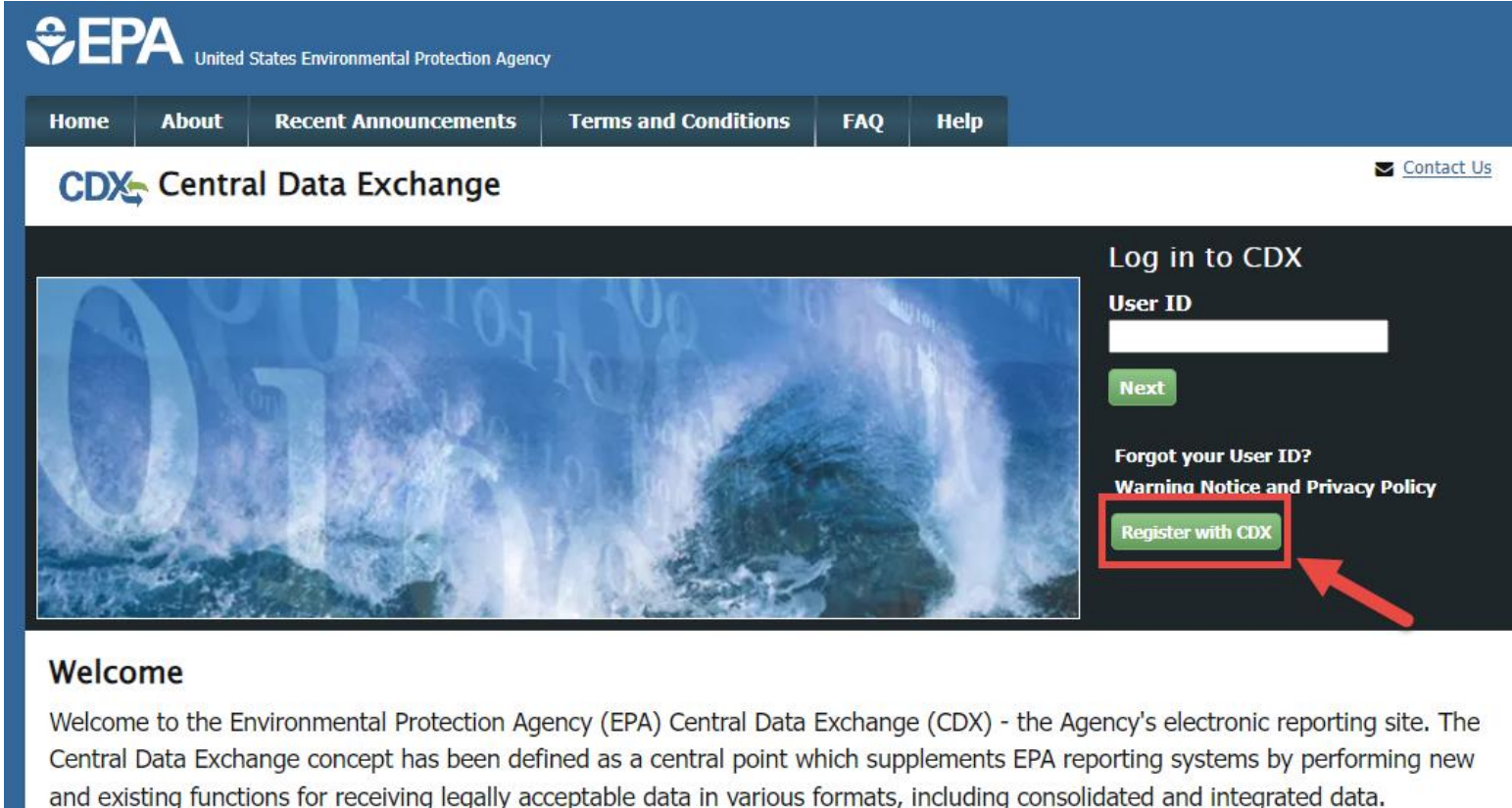
Creating a CDX Account and Accessing NeT MS4

Create a New CDX Account - CDX

Go to the **CDX** website:
<https://cdx.epa.gov/>

Click on the “**Register with CDX**” button

CDX Transition to
Login.gov: [ServiceNOW](#)
[Login.gov Transition FAQ](#)



The screenshot shows the EPA Central Data Exchange (CDX) website. At the top, the EPA logo and "United States Environmental Protection Agency" are visible. Below the logo is a navigation menu with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header reads "CDX Central Data Exchange" with a "Contact Us" link on the right. The main content area features a large image of a waterfall with binary code overlaid. To the right of the image is a login section titled "Log in to CDX" with a "User ID" input field, a "Next" button, and links for "Forgot your User ID?" and "Warning Notice and Privacy Policy". A red box highlights the "Register with CDX" button, with a red arrow pointing to it. Below the image and login section is a "Welcome" message: "Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data."

CDX: Terms and Conditions

Read **Terms and Conditions:**

- *The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.*

Click **“Proceed”** to continue

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CDX Terms and Conditions [Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;

I am the original registrant and owner of the User ID requested

WARNING: It is a federal crime to submit identifying information for anyone other than yourself, or to use or share information with or without another user's consent. Accordingly, by checking the box, above, you attest that you are the named account holder and sole registrant to whom account information belongs.

Proceed Cancel

Core CDX Registration

Next, you'll be asked to complete the “**Core CDX Registration**”

Begin typing a program service name or related keywords to filter the list of available services

- e.g., NeT, NeTMS4

Click on “**NeTMS4**”

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CDX Core CDX Registration [Contact Us](#)

1. Program Service 2. Role Access 3. Identity Credentials 4. User and Organization

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

net

IEPB: Exchange Network Grant Semi-Annual Reporting Forms

NeT: NPDES eReporting Tool (11)

NetDMI Network Discharge Monitoring Report (38)

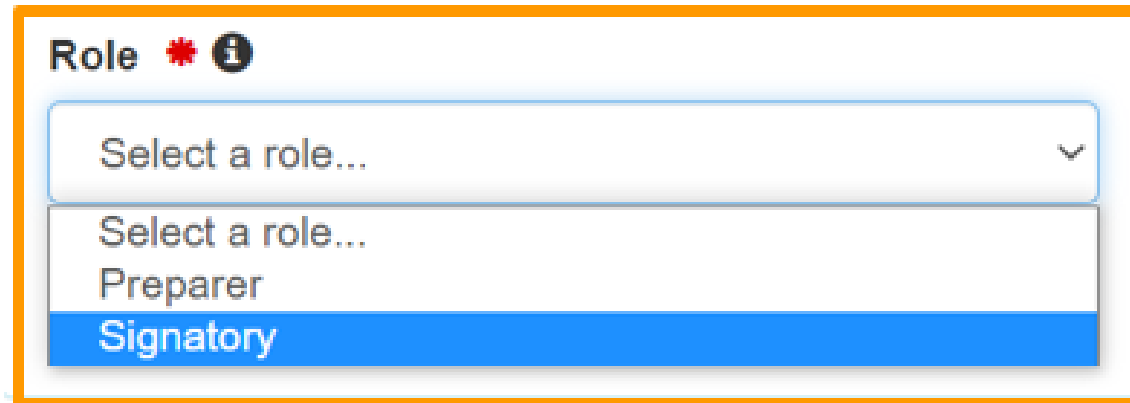
Cancel

CDX: Selecting Role

Select a role from the drop-down list

Select “**Request Role Access**” to continue

For MS4, only the **Signatory** and **Preparer** role will be available.



The image shows a screenshot of a web form element. At the top, the label "Role" is followed by a red asterisk and an information icon. Below this is a dropdown menu. The menu is currently open, showing a list of options. The top option is "Select a role..." with a small downward arrow on the right. Below this, there are two more options: "Preparer" and "Signatory". The "Signatory" option is highlighted with a blue background, indicating it is the selected role.

CDX: User Information

Create a **“User ID”**

Type in the **“Email Address”**
you’d like associated with
your CDX account

Select **“Continue
Registration”** to continue

The screenshot displays the EPA CDX Core CDX Registration interface. At the top, the EPA logo and navigation menu are visible. The registration progress bar shows four steps: 1. Program Service (checked), 2. Role Access (checked), 3. Identity Credentials (current step), and 4. User and Organization. Below the progress bar, a message states: "Please fill out all required fields marked with an asterisk(*)". The "Part 1: User Information" section contains two input fields: "User Id *" and "Email Address: *". The "Email Address" field contains the text "e@example.com". A hand cursor icon is positioned over the "User Id" field. At the bottom of the form, the "Continue Registration" button is highlighted with a red rectangular box, and a "Cancel" button is also present. The footer of the page includes the EPA Home, Privacy and Security Notice, Accessibility, CDX Help Desk contact information, and various navigation links.

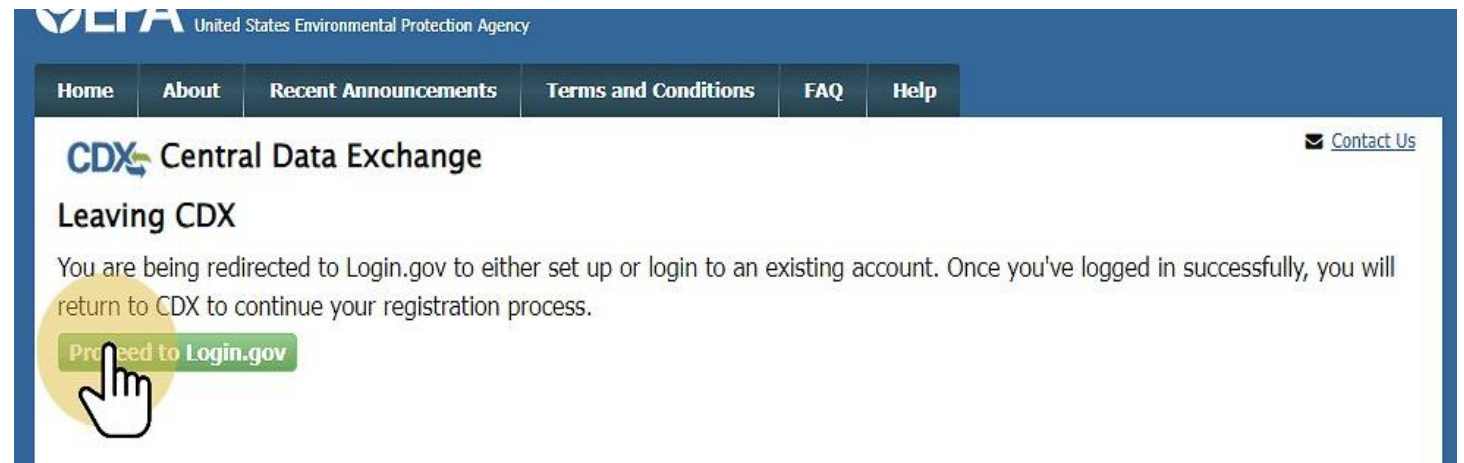
CDX → Login.gov Registration

After entering **User Information**, you will receive the following message stating you will be redirected to set up a Login.gov account.

Login.gov is a secure sign-in service used by the public to sign in to participating government agencies.

- This streamlines your process and eliminates the need to remember multiple usernames and passwords.

Click **“Process to Login.gov”**



Create a Login.gov Account

Click on “**Create an account**”

Type in the email used when registering to CDX

Select email language preference

Read “**Rules of Use**”. Click box when done

Click on “**Submit**” to continue

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

EPA CDX is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference
You will receive emails from Login.gov in the language you choose.

English (default)
 Español
 Français
 中文 (简体)

I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

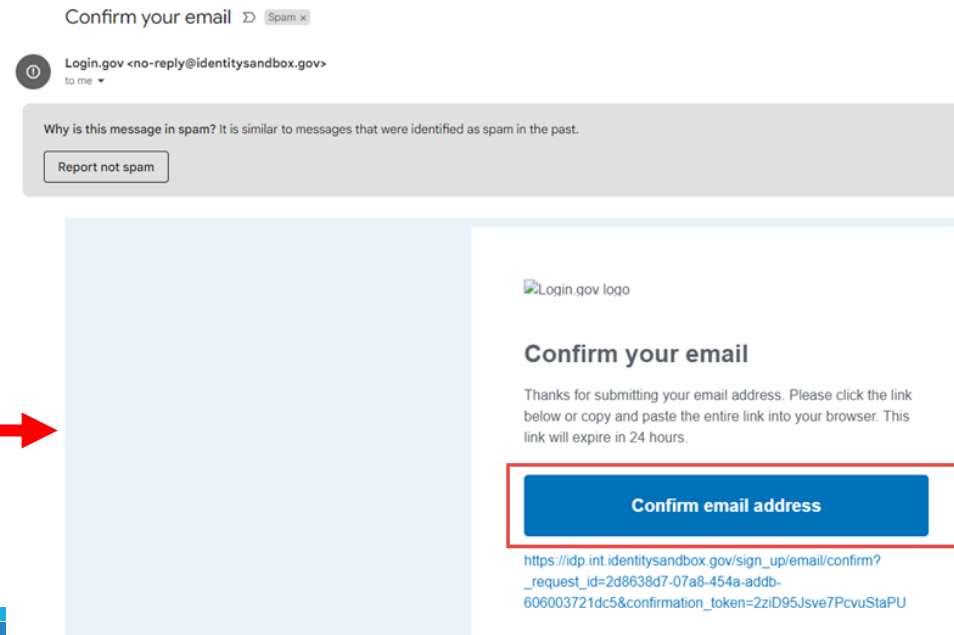
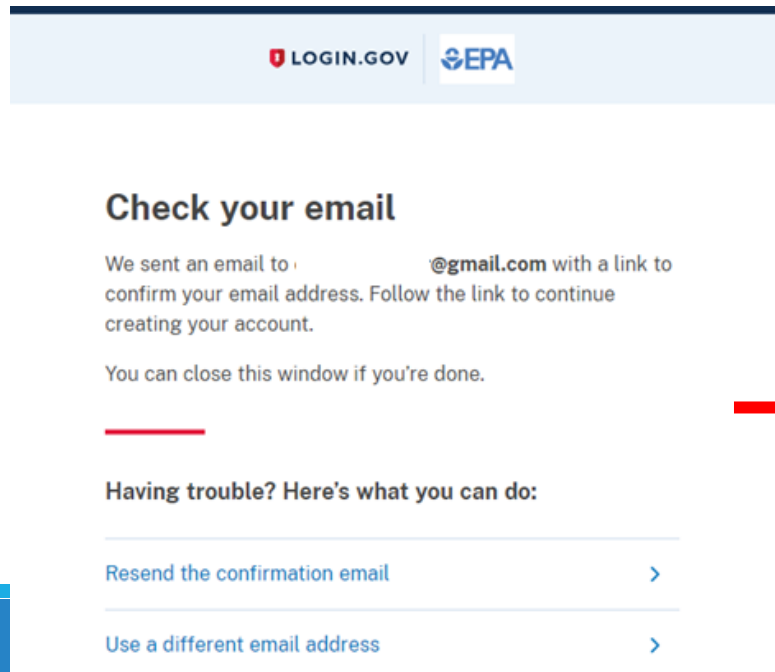
[Cancel](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

Create a Login.gov Account

Check your email for a link from Login.gov to confirm your email address.

***Make sure to check SPAM folder

Click the link to continue creating your account.

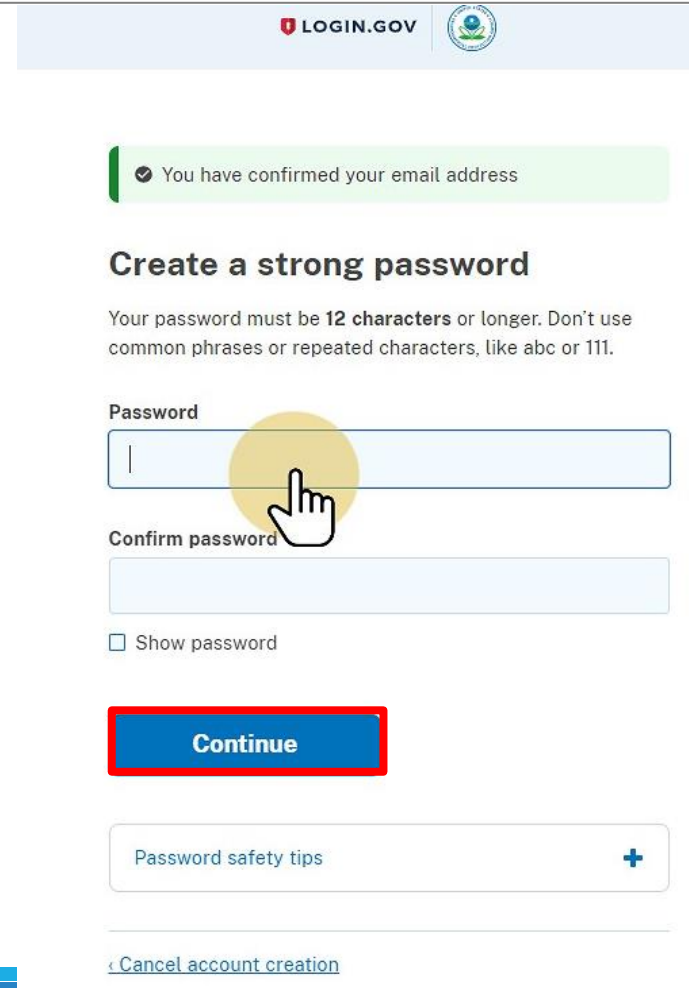


Create a Login.gov Account

After confirming your email, you'll create a password

Password must be 12 characters or longer

After confirming password, click **“Continue”**



The screenshot shows the Login.gov account creation interface. At the top, there is a header with the "LOGIN.GOV" logo and a circular seal. Below the header, a green notification bar states "You have confirmed your email address". The main heading is "Create a strong password", followed by instructions: "Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111." There are two input fields: "Password" and "Confirm password". A yellow circle with a hand cursor is positioned over the "Password" field. Below the fields is a checkbox labeled "Show password" which is unchecked. A blue "Continue" button is highlighted with a red border. At the bottom, there is a link for "Password safety tips" with a plus sign, and a link for "Cancel account creation" with a left arrow.

Create a Login.gov Account

Authentication method setup:

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select **at least two** different options in case you lose one of your methods.

Click “Continue”

LOGIN.GOV EPA

Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**
Connect your physical security key to your device. You won't need to enter a code.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

Authentication options

Authentication application:

Download or use an authentication app of your choice to generate secure codes.

Add an authentication app

Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)

1 Give it a nickname

If you add more than one app, you'll know which one is which.

2 Open your authentication app

3 Scan this QR barcode with your app



Or enter this code manually into your authentication app

R24ZZJ7ZRAVUQNJN6Z7K7M7SK62504HJ

Copy

4 Enter the temporary code from your app

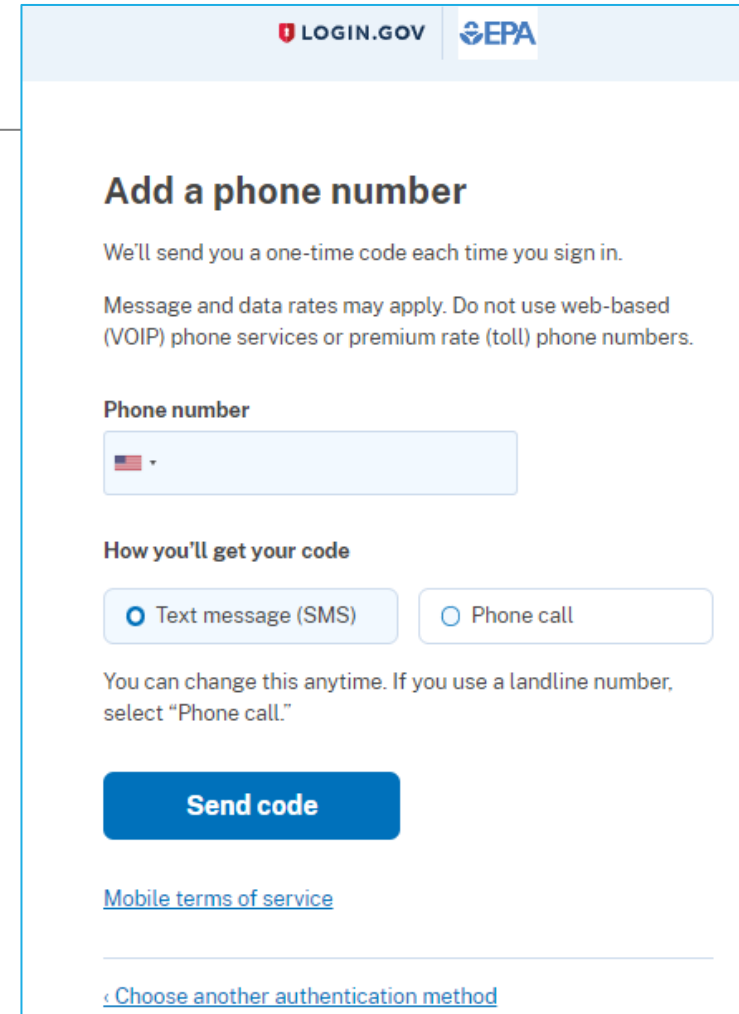
Example: 123456

Remember this browser

Submit

Authentication options

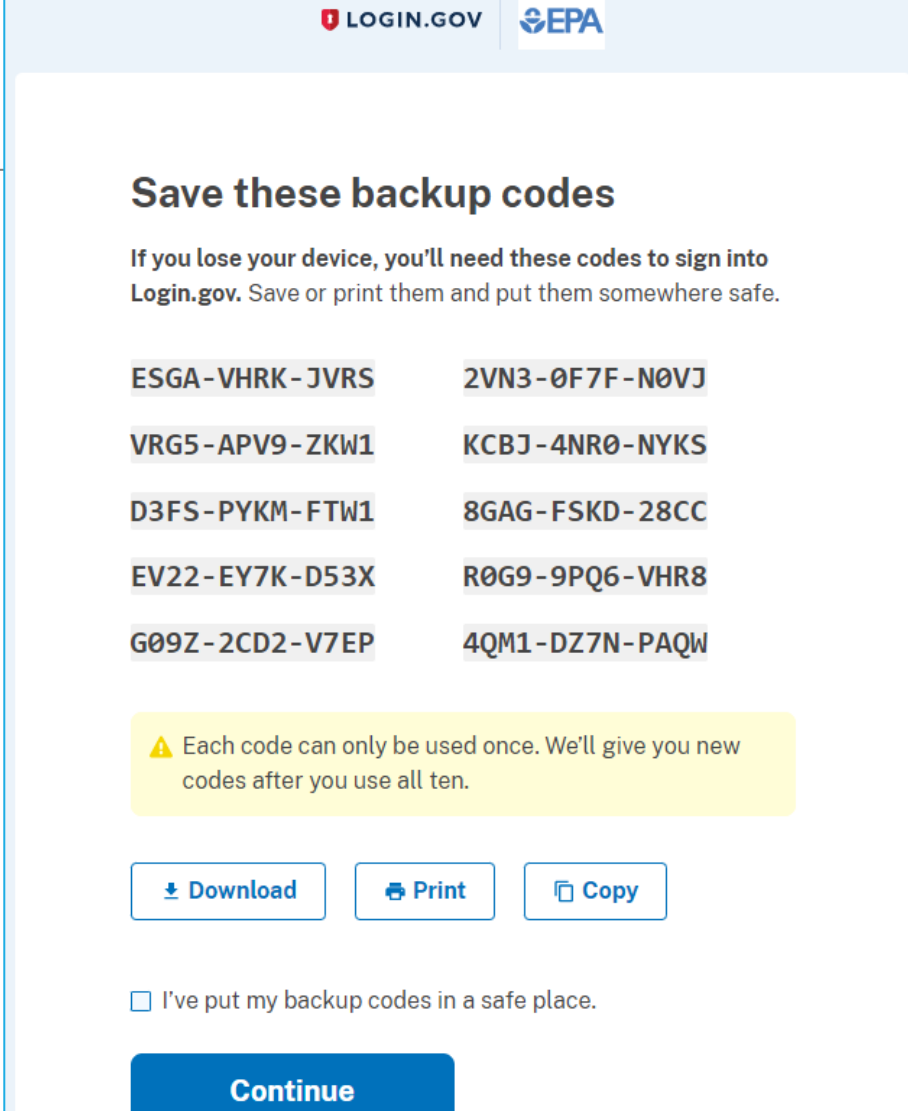
- **Text or voice message:**
- Receive a secure code by (SMS) text or phone call.



The screenshot shows the 'Add a phone number' page on the EPA LOGIN.GOV website. At the top, there are logos for LOGIN.GOV and EPA. The main heading is 'Add a phone number'. Below this, there is explanatory text: 'We'll send you a one-time code each time you sign in.' and 'Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.' The form includes a 'Phone number' section with a dropdown menu for country selection, currently showing the United States flag. Below that is the 'How you'll get your code' section with two radio button options: 'Text message (SMS)' (which is selected) and 'Phone call'. A note states: 'You can change this anytime. If you use a landline number, select "Phone call."' A prominent blue 'Send code' button is located below the options. At the bottom of the form, there is a link for 'Mobile terms of service' and a link to 'Choose another authentication method'.

Authentication options

- **Backup codes:**
- A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.



The screenshot shows the 'Save these backup codes' screen on the Login.gov website. At the top, there are logos for LOGIN.GOV and EPA. The main heading is 'Save these backup codes'. Below this, a message states: 'If you lose your device, you'll need these codes to sign into Login.gov. Save or print them and put them somewhere safe.' There are two columns of backup codes, each with a light gray background. A yellow warning box contains a triangle icon and the text: 'Each code can only be used once. We'll give you new codes after you use all ten.' Below the codes are three buttons: 'Download', 'Print', and 'Copy'. At the bottom, there is a checkbox labeled 'I've put my backup codes in a safe place.' and a large blue 'Continue' button.

LOGIN.GOV EPA

Save these backup codes

If you lose your device, you'll need these codes to sign into Login.gov. Save or print them and put them somewhere safe.

ESGA-VHRK-JVRS	2VN3-0F7F-N0VJ
VRG5-APV9-ZKW1	KCBJ-4NR0-NYKS
D3FS-PYKM-FTW1	8GAG-FSKD-28CC
EV22-EY7K-D53X	R0G9-9PQ6-VHR8
G09Z-2CD2-V7EP	4QM1-DZ7N-PAQW

⚠ Each code can only be used once. We'll give you new codes after you use all ten.

[Download](#) [Print](#) [Copy](#)

I've put my backup codes in a safe place.

[Continue](#)

Authentication options


- **Security key:**
- Connect your physical security key to your device. You won't need to enter a code.

LOGIN.GOV EPA

Insert your security key

Use your physical security key to add an additional layer of protection to your Login.gov account to prevent unauthorized access. [Learn more about security keys](#)

- 1 Give it a nickname**

If you add more than one security key, you'll know which one is which.
- 2 Insert a security key into your device**
- 3 Set up your security key**

Click "set up security key" below and follow your browser's instructions.

Remember this browser

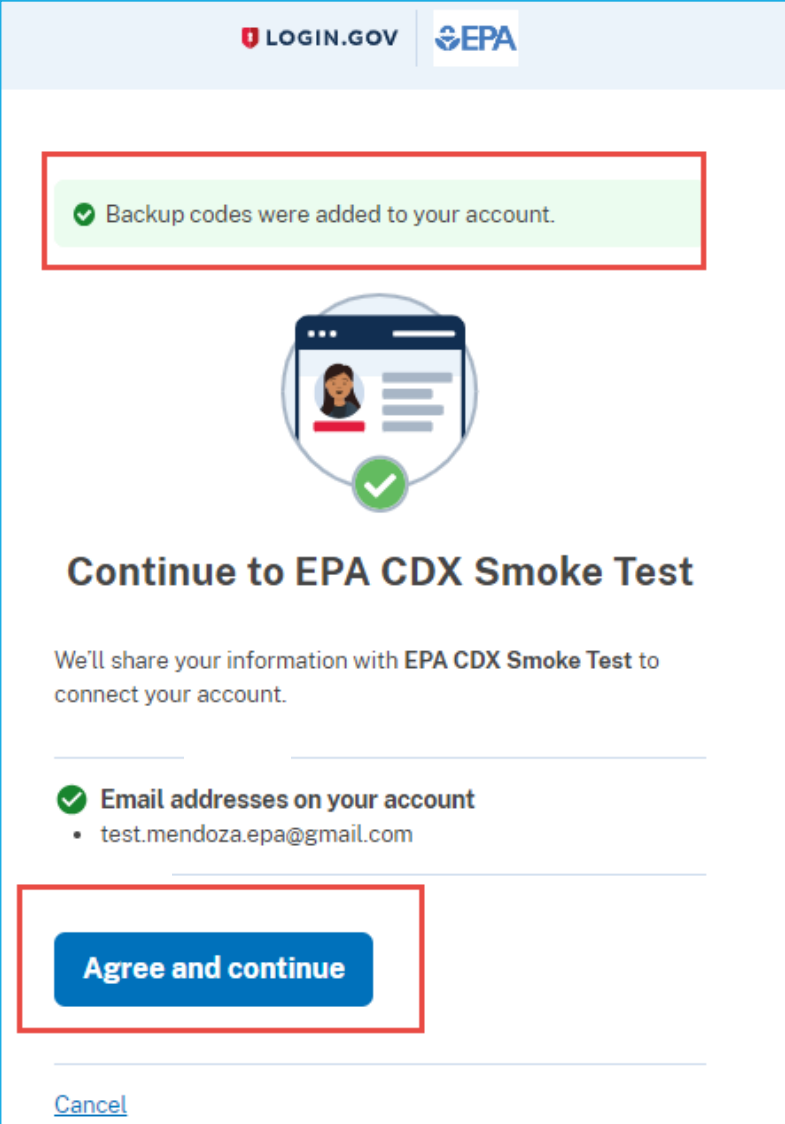
Set up security key

[Choose another authentication method](#)

Return to CDX Core Registration

Once backup codes are added, click on **“Agree and continue”**

You’ll be redirected to complete your **Core CDX Registration**



The screenshot shows a confirmation page from the EPA CDX Smoke Test registration process. At the top, there are logos for LOGIN.GOV and EPA. A green message box at the top states: "Backup codes were added to your account." Below this is a circular icon containing a user profile and a green checkmark. The main heading is "Continue to EPA CDX Smoke Test". A sub-heading reads: "We'll share your information with EPA CDX Smoke Test to connect your account." Below this, another green message box says: "Email addresses on your account" followed by a bulleted list: "test.mendoza.epa@gmail.com". At the bottom, there is a blue button labeled "Agree and continue" and a link for "Cancel".

Return to CDX Core Registration

Complete Core Registration

User Information

- Fill in all required fields
- Make sure to type in full legal name
 - EX: Robert, not Bob

The screenshot shows the EPA CDX Core Registration interface. At the top, the EPA logo and navigation menu are visible. The main heading is 'CDX Core CDX Registration'. A progress bar indicates the current step is '4. User and Organization', with previous steps '1. Program Service', '2. Role Access', and '3. Identity Credentials' completed. Below this, a 'Registration Information' table shows 'Program Service' as 'EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN-NV' and 'Role' as 'Permittee (signature)'. A note states: 'Please fill out all required fields marked with an asterisk(*)'. The 'Part 1: User Information' section contains a text block about LexisNexis identity proofing, followed by a form with fields for 'User ID *' (DMENDOZA_PROD), 'Title *' (dropdown menu), 'First Name *', 'Middle Initial', 'Last Name *', 'Suffix', 'Security Question 1 *', 'Security Answer 1 *', and 'Security Question 2 *'. A hand cursor is pointing at the 'Title *' dropdown menu, which is open and showing options: '-Please Select-', 'Dr', 'Miss', 'Mr', 'Mrs', 'Ms', and 'Mx'.

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CDX Core CDX Registration [Contact Us](#)
Logged in as DMENDOZA_PROD ([Log out](#))

1. Program Service ✓ 2. Role Access ✓ 3. Identity Credentials ✓ 4. User and Organization

Registration Information

Program Service	EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN-NV
Role	Permittee (signature)

Please fill out all required fields marked with an asterisk(*)

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID * DMENDOZA_PROD

Title *

First Name *

Middle Initial

Last Name *

Suffix

Security Question 1 *

Security Answer 1 *

Security Question 2 *

CDX: Security Questions

Choose **3 Security questions**, and enter an answer

- Case Sensitive

Security Questions are used for helpdesk verification

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID * DMENDOZA_PROD

Title * Ms

First Name *

Middle Initial

Last Name *

Suffix

Security Question 1 *

Security Answer 1 *

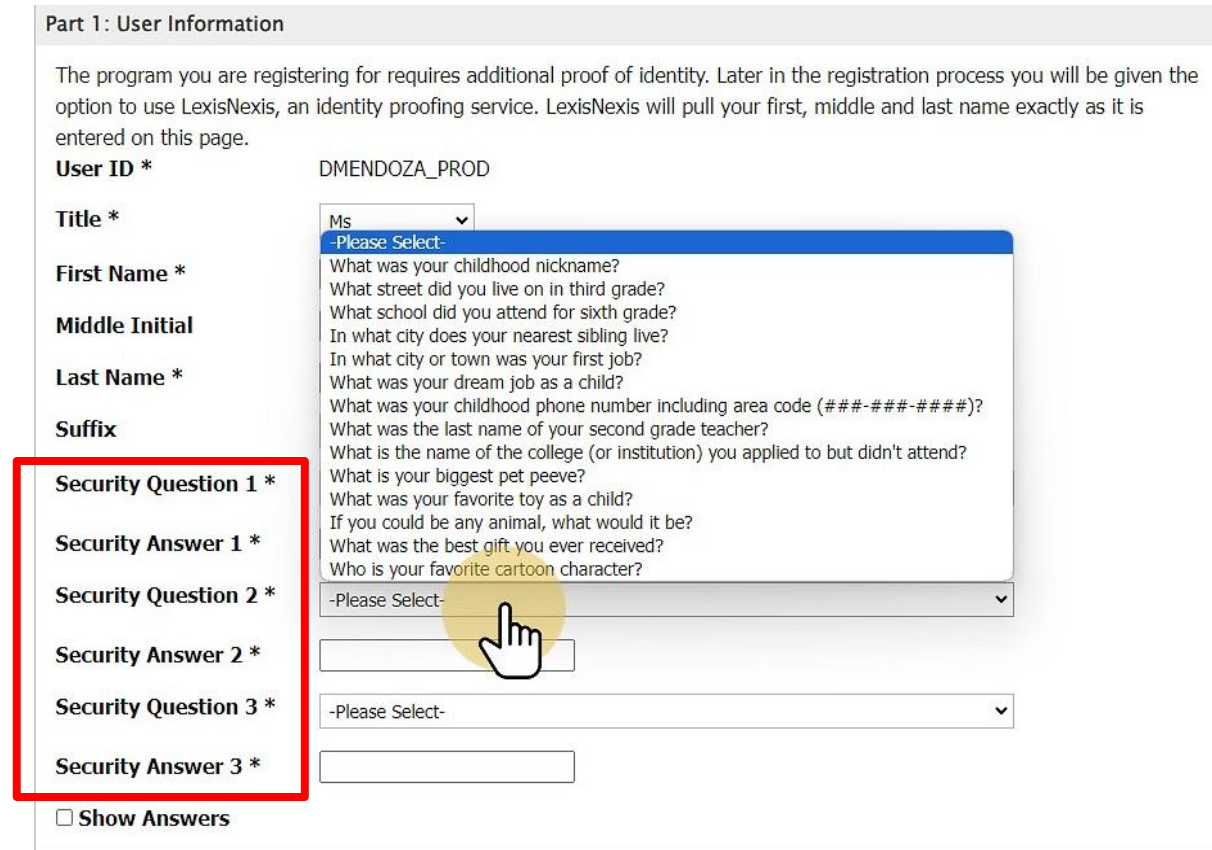
Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

Show Answers



The dropdown menu contains the following questions:

- Please Select-
- What was your childhood nickname?
- What street did you live on in third grade?
- What school did you attend for sixth grade?
- In what city does your nearest sibling live?
- In what city or town was your first job?
- What was your dream job as a child?
- What was your childhood phone number including area code (###-###-####)?
- What was the last name of your second grade teacher?
- What is the name of the college (or institution) you applied to but didn't attend?
- What is your biggest pet peeve?
- What was your favorite toy as a child?
- If you could be any animal, what would it be?
- What was the best gift you ever received?
- Who is your favorite cartoon character?
- Please Select-

CDX: Organization Info

Search for your organization

- This is the organization you work for (***your employer***)

Click on “**Search**”

Security Answer 3 *

Show Answers

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
Too many organizations found. Please refine your search using the advanced search below and try again.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Cancel

CDX: Add Organization

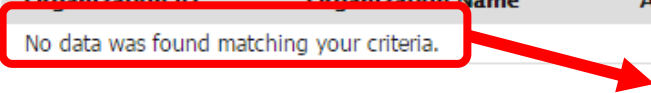
If you cannot find your organization: click on **“Request that we add your organization”**

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).



Continued

Fill out the required information for your organization

Click **“Submit Request for Access”**

Part 2: Organization Info

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Phone Number *

Phone Number Ext

Fax Number

[Back to Search Results](#) [Submit Request for Access](#)

Continued

Select your
Organization

Enter phone
number

Part 2: Organization Info

Select a Current Organization

Request to Add an Organization

Organization Name

Address
701 Poydras St
New Orleans, LA, US
70139

Email *

Phone Number *

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

Continued *Contact Information*

Enter required fields.

Click **SEND VERIFICATION CODE**.

A green pop-up note will appear on the screen informing an email was sent to this email.

You will receive an email from CDX support with a Verification Code within a few minutes.

Contact Information

Phone Number *

Extension

Email *

Re-enter Email *

Send Verification Code

Register Continue

A verification code has been sent to cathygfsign@gmail.com. Enter the code below and select Continue to finalize your CDX account setup.

Add Organization – Continued *Email Verification*

helpdesk@epacdx.net

Today at 2:31 PM

To dianacdxns@yahoo.com

You are re [the EPA Central Data Exchange \(CDX\)](#). You will be able to add additional Program Services, including the NPDES eReporting Tool (NeT), to meet any additional obligations that require electronic reporting to EPA.

In order to complete your registration and begin using the system, you will need to confirm your account by entering the following code in the registration form you are currently editing:

53a61172-b391-4ded-a162-a45dc76dedc5

Once you confirm your account using the code above, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service. Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely
CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange

Reply

Reply to All

Forward

More

Continued *Contact Information*

After clicking “**Send Verification Code**” a verification box will appear

- Enter Verification Code
- You can COPY & PASTE code from email directly into box.

Click **Register**

The screenshot shows a form titled "Contact Information" with the following fields and buttons:

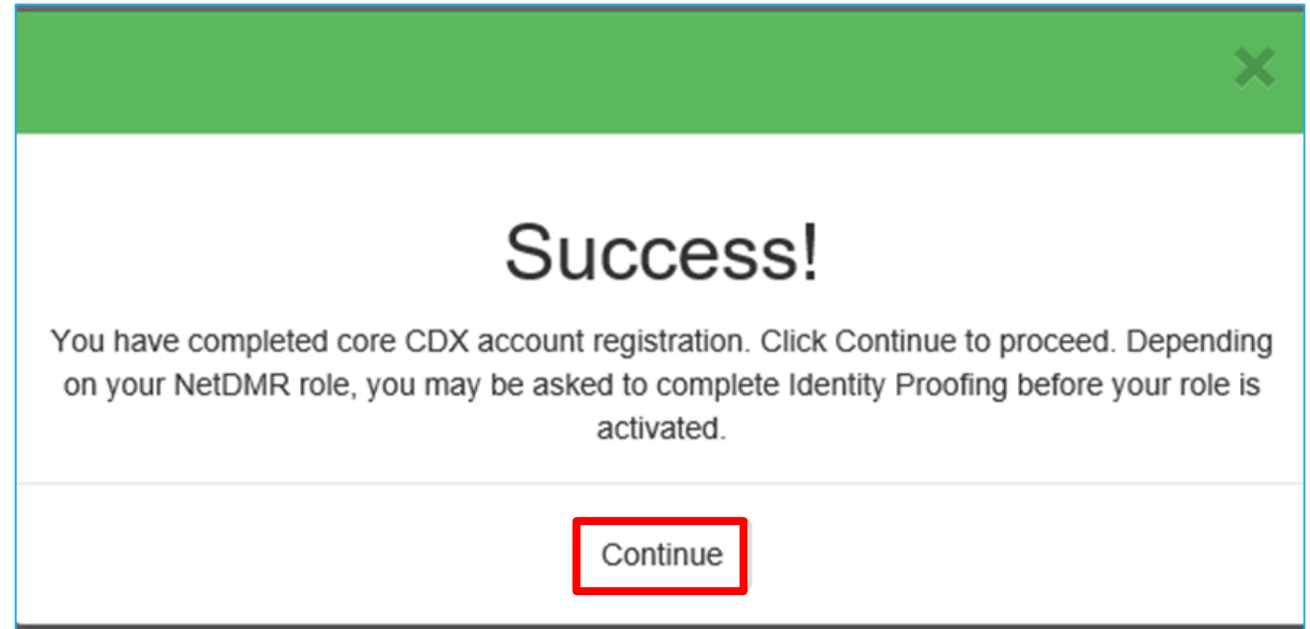
- Phone Number ***: Input field containing "202-".
- Extension**: Empty input field.
- Email ***: Input field containing ".com".
- Re-enter Email ***: Input field containing ".com".
- Send Verification Code**: A blue button.
- Verification Code ***: Input field containing "53a61172-b391-4ded-a162-a45dc76dedc5".
- Register**: A blue button at the bottom left, highlighted with a red box.
- Continue**: A blue button at the bottom right.

Two red arrows point to the "Send Verification Code" button and the "Register" button.

Organization Registration Completed

After clicking on **REGISTER**, this pop-up will appear confirming completion

Click **CONTINUE**



CDX: Organization Info

If your organization appears, click on **ID hyperlink**

- Make sure the address and zip code are correct before selecting an organization as many organizations have similar names

ID	Organization Name	Address	City	State	Code
190676	ENVIRONMENTAL PROTECTION AGENCY NATIONAL VEHICLE & FUEL EMISSIONS LABORATORY	2565 PLYMOUTH ROAD	ANN ARBOR	MI	48105
952452	Environmental Protection Agency, Region 1	Office of Ecosystem Protection, Air Quality Planning Unit 5 Post Office Square - Suite 100, (Mail code SEP05)	Boston	MA	02109
197595	U.S. ENVIRONMENTAL PROTECTION AGENCY	1200 PENNSYLVANIA AVENUE	WASHINGTON	DC	20460
973	Guam Environmental Protection Agency	P.O. Box 22439	Guam Barrigada	GU	96921
953229	U.S. Environmental Protection Agency Region III	1650 Arch St.	Philadelphia	PA	19103
952465	Environmental Protection Agency Region 4	61 Forsyth Street, SW	Atlanta	GA	30303
947081	Illinois Environmental Protection Agency	1021 North Grand Avenue East	Springfield	IL	62794-9276
978978	Illinois Environmental Protection Agency	1021 North Grand Ave. East P.O. Box 19276	Springfield	IL	62794-9276
978982	Ohio Environmental Protection Agency	P.O. Box 1049	Columbus	OH	43216-1049
1150019	Guam Environmental Protection Agency	P.O. Box 22439-GMF	Barrigada	GU	96921

CDX: Organization Info

Once organization is selected, type in Phone Number

Click **“Submit Request for Access”** to continue

Part 2: Organization Info

U.S. ENVIRONMENTAL PROTECTION AGENCY
1200 PENNSYLVANIA AVENUE
WASHINGTON, DC, US
20460

Email *

Phone Number *

Phone Number ext

Fax Number

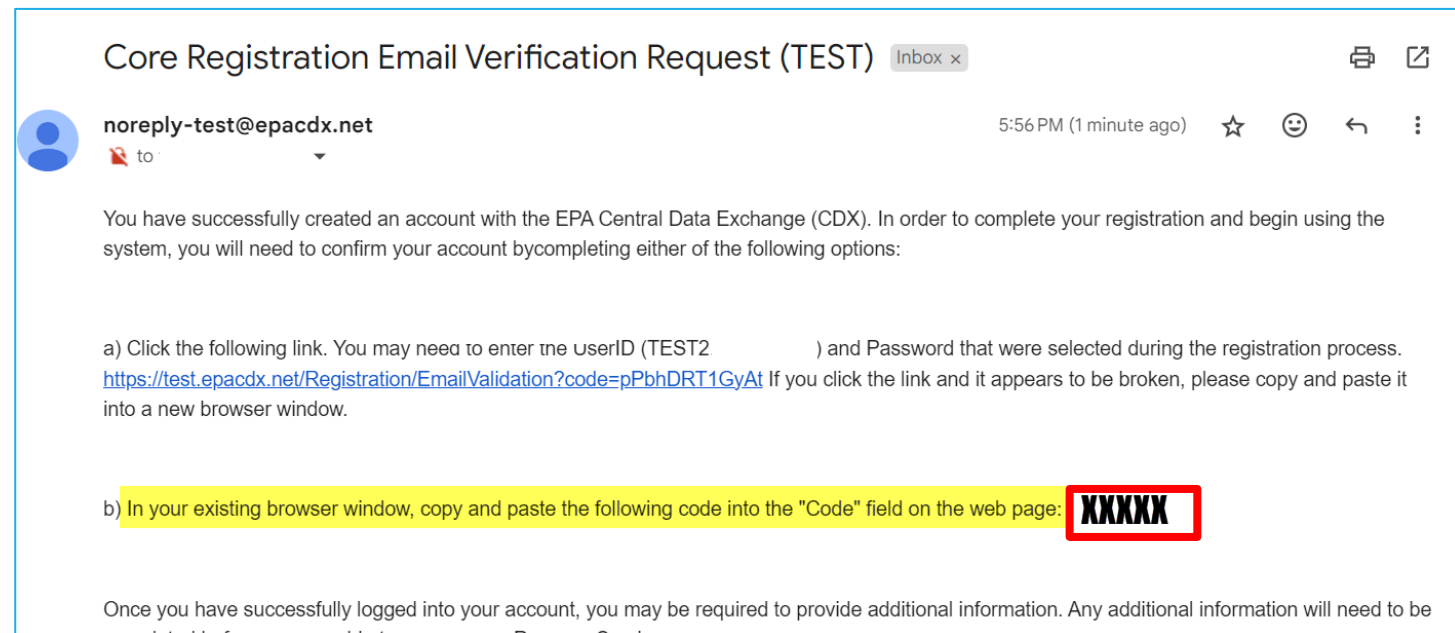
Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

Submit Request for Access

Cancel

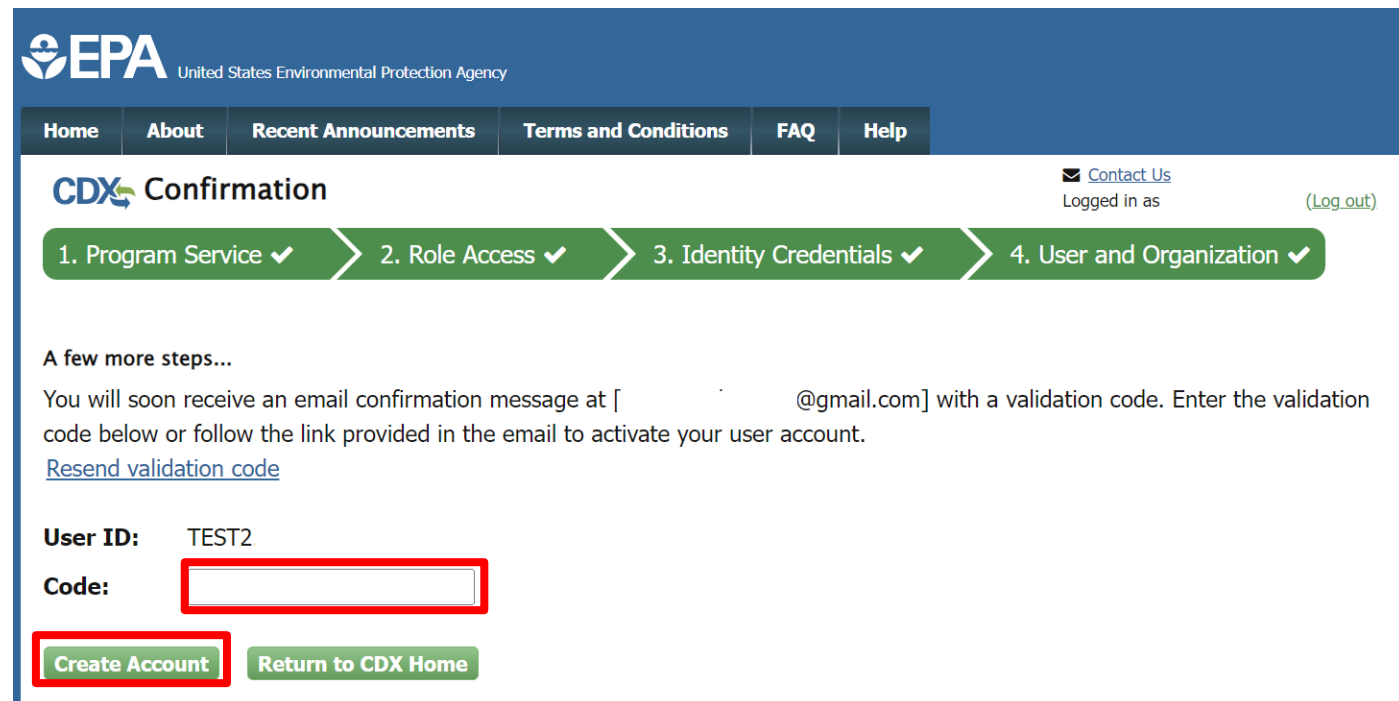
CDX: User and Organization Info

After adding organization, a message will load instructing you to check the email account that you registered for a confirmation message with a link to activate your user account.



CDX: User and Organization Info

Enter the code from the email and click on **"Create account"** to continue account creation



The screenshot shows the EPA CDX Confirmation page. At the top, the EPA logo and 'United States Environmental Protection Agency' are displayed. A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main heading is 'CDX Confirmation' with a 'Contact Us' link and 'Logged in as' status. A progress bar shows four steps: 1. Program Service ✓, 2. Role Access ✓, 3. Identity Credentials ✓, and 4. User and Organization ✓. Below the progress bar, it says 'A few more steps...' and provides instructions: 'You will soon receive an email confirmation message at [redacted]@gmail.com] with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.' A link for 'Resend validation code' is provided. The 'User ID' is 'TEST2'. The 'Code' field is empty and highlighted with a red border. At the bottom, there are two buttons: 'Create Account' (highlighted with a red border) and 'Return to CDX Home'.

CDX: Job Title

After entering the code,
you will have to enter your
job title

Click “**Next**” to continue

The screenshot displays a multi-step registration process. At the top, a progress bar shows four steps: 1. Program Service (checked), 2. Role Access (checked), 3. User and Organization (checked), and 4. Confirmation (active). Below this is a 'Registration Information' section with a table:

Program Service	EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN-NV
Role	Permittee (signature)

Below the table is a form titled 'Enter Your Job Title *' with a text input field and a 'Next' button. A hand cursor icon is pointing at the input field, and the entire form area is highlighted with a red border. At the bottom of the page, there is a footer with links for 'EPA Home', 'Privacy and Security Notice', 'Accessibility', 'CDX Help Desk: 888-890-1995 | (970) 494-5500 for international callers', 'About CDX', 'Frequently Asked Questions', 'Terms and Conditions', and 'Contact Us'. The EPA logo is also present in the bottom right corner.

CDX: Registration Process

At this stage, Preparers are finished and **now have access to NetMS4**

Signatory must continue with **Identity Proofing and Electronic Signature Agreement (ESA)**

CDX: Permittee Signatory

(Identity Verification)

As a **Signatory**, you will have to complete an Identity Verification process via LexisNexis

- Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely.
- Your options are to use the electronic identity proofing service for immediate access to your program service **or** to print and submit a signed form through U.S. Postal Mail to the address on the Signature Agreement.

NOTE: Signatory **must** enter their legal name, personal home address, date of birth, and last 4 of SSN

1. Identity Verification > 2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID

Legal Name
[] [M] []

Home Address
Address Line 1*
Address Line 2
City* State* Zip Code*

Home or Personal Phone
Home or Personal Phone

Date of Birth
Month* Day* Year*

Last 4 of SSN
Last 4 of SSN* Show SSN

The name above is me. Please proceed with LexisNexis® Validation.

[Paper Verification](#) [Exit](#)

CDX: Permittee Signatory

(ESA)

Example of Electronic Signature Agreement (ESA) option

Note: If you fail electronic authentication, you will be required to submit a paper Signature Agreement.

The screenshot shows a web interface for CDX Registration: Additional Verification. The navigation bar includes Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as TEST2. The page title is CDX Registration: Additional Verification. There are two steps: 1. Identity Verification (completed) and 2. ESA (current step). The main heading is Electronic NetDMR Electronic Signature Agreement. Below this is a paragraph explaining the ESA and a link to the CDX Help Desk. A warning states that signing on behalf of another person is subject to legal action. The agreement title is U.S. Environmental Protection Agency Office of Enforcement and Compliance Assurance NPDES e-Reporting Tool Electronic Signature Agreement. The text explains that by accepting the electronic signature credential issued by the EPA, the user agrees to sign electronic documents submitted to EPA's Central Data Exchange (CDX). Below this is a table for Electronic Signature Holder Company Information.

Electronic Signature Holder Company Information	
Organization Name	CDX TEST1
Address	777 BRISBANE
City, State, Zip	HOUSTON, TX 77061
Province	
Country	US
Phone Number	(202) 555-5555
E-mail Address	test.mcdanone@gmail.com

At the bottom, there are two buttons: Sign Electronically (highlighted with a red box) and Cancel.

CDX: Permittee Signatory

(Paper ESA)

If LexisNexis is **unable** to verify your identity – you **Must** Submit Paper ESA

Identity Verification

We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement.

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the ESA and does take longer to process. You will not be able to access the NetDMR system until this document is received and processed.

Paper ESA

**U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance
NPDES e-Reporting Tool Electronic Signature Agreement**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

CDX: Permittee Signatory

A pop-up will appear.

Read the notice

If the information is correct, click on "**Accept**" to continue registration

The screenshot shows a web form for the U.S. Environmental Protection Agency (EPA) regarding NPDES (National Pollutant Discharge Elimination System) permit registration. A white pop-up window is overlaid on the form, containing a certification statement and two buttons: "Accept" and "Decline". The "Accept" button is highlighted with a red border. The background form includes fields for "Permittee Name", "Address", "City, State, Zip", and "Phone Number".

U.S. Environmental Protection Agency

Office of Water
NPDES

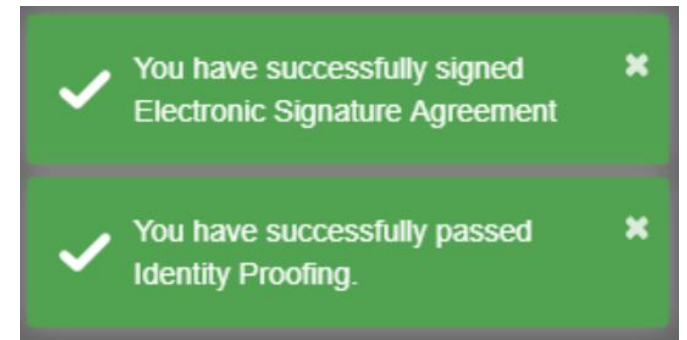
I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Accept **Decline**

Cancel

At the bottom right-hand corner of the screen, two notifications will appear.



You have now successfully made a CDX Account and can access NeT MS4 by clicking on your hyperlinked role.

The screenshot shows the EPA CDX Central Data Exchange user interface. At the top left is the EPA logo and "United States Environmental Protection Agency". A navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, Help, and Virtual Assistant. Below this is the "CDX Central Data Exchange" header with a "Contact Us" link and "Logged in as LAPATRATEST (Log out)". A secondary navigation bar includes MyCDX, Inbox, My Profile, Submission History, and Payment History. The main content area features a "Services" table with columns for Status, Program Service Name, and Role. A row for "NETMS4: NeT - NPDES Municipal Separate Storm Sewer System" has a "Signatory" link highlighted with an orange box. To the right are sections for "CDX Service Availability" (with a link to "See the status for all program services") and "News and Updates" (with "No news/updates."). At the bottom are buttons for "Add Program Service" and "Manage Your Program Services".

Additional Registration Step Only for Signatory Role:

If your identity was unable to be verified (or if you opt for the paper form), it must be manually submitted. **Click Print and mail to the address listed.** NeT MS4 will be accessible once the Electronic Signature Agreement is received and processed.

Identity Proofing * = required

Identity Verification

⚠ We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement (ESA).

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the Electronic Signature Agreement (ESA) and does take longer to process. You will not be able to access the MSGP system until this document is received and processed.

Paper Electronic Signature Agreement: (ESA)

**U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	Fake Test Company
Address:	123 Fake Test Street
City, State, Zip:	Richmond, VA 23112
Province:	
Country:	US
Phone Number:	101-564-4700
E-mail Address:	cdotestcgi@gmail.com
Registrant's Name:	Dr Fake Count
Registrant Title:	Tester
CDX User Name:	FAKEACCOUNT123

[Print](#) [Continue](#)

EPA United States Environmental Protection Agency

[Home](#) [About](#) [Recent Announcements](#) [Terms and Conditions](#) [FAQ](#)

CDX Central Data Exchange

[MyCDX](#) [Inbox](#) [My Profile](#) [Submission History](#) [Payment History](#)

Services [Manage](#)

Status	Program Service Name	Role
	NETPGP: NeT - NPDES Pesticide General Permit	Signatory

[Add Program Service](#) [Manage Your Program Services](#)

The Electronic Signature Agreement is as follows:

The electronic submittal of information to the United States Environmental Protection Agency (EPA) requires the creation and maintenance of a CDX user account.

1. I have reviewed and agree to the following conditions for the access and use of my account.
2. I understand and agree that I will be held as **legally bound, obligated, or responsible** for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
3. I agree to maintain an email account. If any email sent to me by EPA is returned as undeliverable, I will explain why this occurred when requested by EPA;
4. I agree to protect my username and password from use by anyone except me. **I will not divulge or delegate my username or password to any other individual.** I will not store my password in an unprotected location, and I will not allow my password to be written into computer scripts to achieve automated login;
5. I agree to contact the EPA as soon as possible after suspecting or determining that my username and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
6. I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

Logging into your CDX Account to Access NeT MS4

Go to the NeT MS4 Login Website:

<https://npdes-ereporting.epa.gov/net-ms4/action/login>

Links at the bottom if you forgot your username or password.

Welcome to the NeT MS4 registration and log-in page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you do not currently have a CDX account, you will need to create one by clicking "create a new account" below.

If the NETMS4 program service does not appear on your MyCDX page, you can add it by clicking "Add Program Service" at the bottom of your MyCDX page.

For additional information on creating a CDX account, refer to the [User Registration Guide](#).

For additional information on adding NeT MS4 to an existing CDX account, refer to the [Add Program Service Guide](#).

Sign in

or [create a new account](#)

* = required

User ID *

Password *

Sign in

[Forgot username?](#)

[Forgot password?](#)

NPDES eReporting Help Desk Email: NPDESereporting@epa.gov

NPDES eReporting Help Desk Phone: 877-227-8965 (9:00am - 8:00pm EST)

CDX Home Page

Once you have logged in, you can enter NeT MS4 by clicking on your hyperlinked **ROLE**.

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help Virtual Assistant

CDX Central Data Exchange [Contact Us](#)
Logged in as LAPATRATEST ([Log out](#))

MyCDX Inbox My Profile Submission History Payment History

Services Manage		
Status	Program Service Name	Role
	NETMS4: NeT - NPDES Municipal Separate Storm Sewer System	Signatory

CDX Service Availability
[See the status for all program services](#)

News and Updates
No news/updates.

[Add Program Service](#) [Manage Your Program Services](#)

NeT MS4 System Features

Internet Accessible

- Can use computers, laptops or tablets
- Can use **Chrome, Edge, or Firefox**

15-minute time out

- 15 minutes of inactivity will log the user out
- Make sure to save or press '**Next**' every 15 minutes to avoid losing work

Related Questions

- For some questions, depending on the answer provided, additional questions will appear

NeT MS4 – NOI Access

REQUESTING PERMISSIONS FOR YOUR MS4

FILLING OUT YOUR NOI

SUBMITTING & CERTIFYING YOUR NOI

NeT MS4 Home Page

1. Use the **home icon** to return to the homepage
2. The **Action Center** has user permission requests and forms flagged for certification
3. **'My Requests'** has the list of permission(s) you have requested that others have to approve
4. **Resources** has links to the NeT MS4 help center, terms and conditions and more
5. This **drop-down menu** has two options, the first to take you back to your "My CDX" homepage and the second to logout

The screenshot shows the NeT MS4 Home Page interface. At the top is a dark blue navigation bar with the EPA logo and text 'United States Environmental Protection Agency'. On the right side of the bar, it says 'Logged in as: LAPATRATEST'. Below the navigation bar is the main header area with the 'NeT NPDES eReporting Tool' logo and the title 'NPDES Municipal Separate Stormwater Sewer System (MS4)'. The main content area is titled 'My MS4 Regulated Communities' and contains a search bar with the text 'Find MS4 Regulated Community' and a link 'Does My MS4 Qualify for a Waiver?'. Below the search bar is a 'Filter MS4s' dropdown menu and a 'Show 10 entries' selector. A table header is visible with columns: Actions, MS4 Name, MS4 Operator Name, NPDES ID, MS4 Identifier, Coverage Status, Coverage Type, MS4 Class, Effective Date, Expiration Date, and Last Modified. At the bottom of the table area, a message states: 'No MS4 Regulated Communities are currently added. To get started, click Find MS4 Regulated Community.'

1

2

3

4

5

United States Environmental Protection Agency

Action Center

My Requests

Resources

Contact Us

Logged in as: LAPATRATEST

NeT NPDES eReporting Tool

NPDES Municipal Separate Stormwater Sewer System (MS4)

My MS4 Regulated Communities

Find MS4 Regulated Community

Does My MS4 Qualify for a Waiver?

Filter MS4s

Show 10 entries

Column Visibility

Actions	MS4 Name	MS4 Operator Name	NPDES ID	MS4 Identifier	Coverage Status	Coverage Type	MS4 Class	Effective Date	Expiration Date	Last Modified
---------	----------	-------------------	----------	----------------	-----------------	---------------	-----------	----------------	-----------------	---------------

No MS4 Regulated Communities are currently added.
To get started, click Find MS4 Regulated Community.

NeT MS4 Home Page

1. The homepage will show your MS4s, or use the blue button to 'Find MS4 Regulated Community'
2. The + symbol allows you to view a summary of the MS4 information
3. The Actions drop-down allows you to View MS4 Entry, Manage Coverage Requests, Manage Annual Reports, and Manage User Permissions
4. Hover over the ⓘ icon throughout the application to view more information or definitions about the topic
5. Column Visibility allows users to adjust what columns are being visible by selecting and deselecting column titles to customize

The screenshot shows the NeT MS4 Home Page interface. At the top, there is a navigation bar with the EPA logo, 'United States Environmental Protection Agency', and links for 'Action Center', 'My Requests', 'Resources', and 'Contact Us'. The user is logged in as 'LAPATRATEST'. Below the navigation bar, the page title is 'NPDES Municipal Separate Stormwater Sewer System (MS4)'. The main content area is titled 'My MS4 Regulated Communities' and contains a blue button labeled 'Find MS4 Regulated Community' and a link 'Does My MS4 Qualify for a Waiver?'. Below this, there is a 'Filter MS4s' dropdown and a 'Show 10 entries' selector. A table displays the MS4 data with columns: Actions, MS4 Name, MS4 Operator Name, NPDES ID, MS4 Identifier, Coverage Status, Coverage Type, MS4 Class, Effective Date, Expiration Date, and Last Modified Date. The table contains two rows of data. Callouts are present: '1' points to the 'My MS4 Regulated Communities' header; '2' points to the '+' icon in the Actions column; '3' points to the 'Actions' dropdown menu; '4' points to the ⓘ icon in the Coverage Status column; and '5' points to the 'Column Visibility' button in the top right corner of the table area.

Actions	MS4 Name	MS4 Operator Name	NPDES ID	MS4 Identifier	Coverage Status	Coverage Type	MS4 Class	Effective Date	Expiration Date	Last Modified Date
+ Actions	University of Delaware	University of Delaware	DER040001	MS4-DE-SM-ST-2000-0005	Inactive	General Permit	Phase II: Small	-	09/24/2028	11/20/2023 11:39 AM
+ Actions	SAC MS4	SAC Operator	DESAC0001	MS4-DE-SM-MU-2018-0006	Active	General Permit	Phase II: Small	11/03/2023	09/24/2028	11/17/2023 11:00 AM

No MS4 Communities are shown when you first login.

The screenshot shows the EPA NeT NPDES Municipal Separate Stormwater Sewer System (MS4) interface. The header includes the EPA logo, navigation links (Action Center, My Requests, Resources, Contact Us), and a login status (Logged in as: MLA). The main title is "NPDES Municipal Separate Stormwater Sewer System (MS4)". Below the title, there is a section for "My MS4 Regulated Communities" with a "Find MS4 Regulated Community" button and a "Does My MS4 Qualify for a Waiver?" link. A "Filter MS4s" dropdown is present. The table shows 10 entries per page, but the content area is empty, displaying the message: "No MS4 Regulated Communities are currently added. To get started, click Find MS4 Regulated Community." The table headers are: Actions, MS4 Name, MS4 Operator Name, NPDES ID, MS4 Identifier, Coverage Status, Coverage Type, MS4 Class, Effective Date, Expiration Date, and Last Modified. The footer shows "Showing 0 to 0 of 0 entries" and "Previous Next" navigation buttons.

United States Environmental Protection Agency

Action Center My Requests 1 Resources Contact Us

Logged in as: MLA

NeT NPDES Municipal Separate Stormwater Sewer System (MS4)

NPDES eReporting Tool

My MS4 Regulated Communities

Find MS4 Regulated Community Does My MS4 Qualify for a Waiver?

Filter MS4s

Show 10 entries [Column Visibility](#)

Actions	MS4 Name	MS4 Operator Name	NPDES ID	MS4 Identifier	Coverage Status	Coverage Type	MS4 Class	Effective Date	Expiration Date	Last Modified
No MS4 Regulated Communities are currently added. To get started, click Find MS4 Regulated Community.										

Showing 0 to 0 of 0 entries

Previous Next

First, you need to search for your MS4

United States Environmental Protection Agency | Action Center | My Requests | Resources | Contact Us | Logged in as: LAPATRATEST

NeT NPDES eReporting Tool

NPDES Municipal Separate Stormwater Sewer System (MS4)

My MS4 Regulated Communities

Find MS4 Regulated Community Does My MS4 Qualify for a Waiver?

Filter MS4s

Show 10 entries

Actions	MS4 Name	MS4 Operator Name	NPDES ID	MS4 Identifier	Coverage Status	Coverage Type	MS4 Class	Effective Date	Expiration Date	Last Modified Date
No MS4 Regulated Communities are currently added. To get started, click Find MS4 Regulated Community.										

- Click on 'Find MS4 Regulated Community' to request permissions for yours.
- You want the primary person (person signing/managing) doing this first.

- You will have to search for your NeT MS4 and then once you find it, 'Request Permissions'.
- Do not 'Create New MS4'.

MS4 Home Page / MS4 Regulated Community Search

MS4 Regulated Community Search

Operator Type must be selected first.

Show 10 entries

NPDES ID	MS4 Name	MS4 Operator Name	State	MS4 Class	Operator Type	MS4 Entity Type	
<input checked="" type="checkbox"/>	DESAC0001	SAC MS4	SAC Operator	DE	Phase II: Small	Municipal	County

Enter your NPDES ID, MS4 Name, or MS4 Operator Name in the search box above. As you type, results will appear in the table.

Showing 0 to 0 of 0 entries

Request Permissions

Request MS4 Permissions for LAPATRATEST

Select one or more permissions to the MS4s in the list below. Click Submit to request the selected permissions ⓘ.

NPDES ID	MS4 Name	View	Edit	Sign	Manage	Has Manager?
DESAC0001	SAC MS4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes

Permissions are used to control a user's access to a MS4:

- **View** - allows the user to view forms (automatically assigned when another permission is selected)
- **Edit** - allows the user to create and modify forms
- **Sign** - allows the user to certify forms (does not include the edit permission)
- **Manage** - allows the user to assign permissions to other users for the MS4

- A State Regulatory Authority (State RA) will have to approve the first manager for an MS4.
- After a State RA approves the first manager, that person will receive emails/ notifications for subsequent user permission requests for that MS4 in NeT.

Action Center

1 User Permission Requests 0 MS4 Requests 0 Submissions Under Review 1 Submissions On Hold 0 Submitted Annual Reports 0 Permit Configuration Additional Notifications

User Permission Requests

Below is a list of all user permission requests you can take action on. Click "Apply" to approve the selected user permissions. Reject requested permissions by unchecking and clicking "Apply." To reject all permission requests, uncheck View permission and click "Apply"

Search:

Request Date	User Name	MS4 Name	NPDES ID	Has Manager?	View	Edit	Sign	Manage	Comment	Actions
11/29/2023	MLAPATRA	Dover	DE0051161	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Apply"/>

Showing 1 to 1 of 1 entries

[Back to Home](#)

- Approving User Permission Requests is done in the 'Action Center'.
- Permissions can be adjusted, you can leave a comment, then approve the request.
- Click on the 'User Name' hyperlink to view details about that user.

There are a couple ways to access your NOI for your MS4:

1. On the Home Page –
 - ‘Coverage Requests’
 - Actions Drop Down
 - Edit

The screenshot shows the MS4 Home Page interface. At the top, there is a table with columns: Actions, MS4 Name, MS4 Operator Name, NPDES ID, MS4 Identifier, Coverage Status, Coverage Type, MS4 Class, Effective Date, Expiration Date, and Last Modified Date. A row for 'TEST MS4' is visible. Below this, there are navigation tabs: 'MS4 Entity Details', 'Coverage Requests' (highlighted with an orange box), and 'Annual Reports'. Below the tabs is another table with columns: Actions, MS4 Name, MS4 Operator Name, MGP Number, NPDES ID, Submission Status, Submission Type, Coverage Status, Coverage Type, Certified / Submitted Date, Effective Date, Expiration Date, and Last Modified Date. A row for 'TEST MS4 Operator' is visible. An 'Actions' dropdown menu is open for the 'TEST MS4 Operator' row, with options: 'View Form', 'Edit', 'Flag for Certification', and 'Certify' (all highlighted with an orange box). At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

2. In the ‘Action Center’–
 - ‘Pending Coverage Requests’
 - Go To Form

The screenshot shows the EPA Action Center interface. At the top, there is a navigation bar with the EPA logo, 'United States Environmental Protection Agency', 'Action Center' (highlighted with an orange box), 'My Requests 1', 'Resources', and 'Contact Us'. Below the navigation bar, there is a breadcrumb trail: 'MS4 Home Page / Action Center'. The main heading is 'Action Center'. Below this, there are four summary cards: 'User Permission Requests' (0), 'Pending Coverage Requests' (1, highlighted with an orange box), 'Pending Annual Reports' (0), and 'Forms Flagged for Certification' (0). Below the cards, there is a section titled 'Pending Coverage Requests' with a sub-heading 'Pending Coverage Requests'. Below this, there is a text block: 'Below is a list of draft coverage requests created for you. Click "Go to Form" to edit and certify your request.' Below the text block is a table with columns: Request Date, MS4 Name, MS4 Operator Name, Submission Type, Coverage Type, NPDES ID, Time Remaining, and Actions. A row is visible with the following data: Request Date: 11/22/2023, MS4 Name: TEST MS4, MS4 Operator Name: TEST MS4 Operator, Submission Type: New, Coverage Type: General Permit, NPDES ID: (blank), Time Remaining: Ends in 23 days, and Actions: Go To Form (highlighted with an orange box). Below the table, there is a 'Showing 1 to 1 of 1 entries' message and a 'Back to Home' button.

Live Demo of NOI and Waiver Forms

The Permit Search Tool (Public)

EPA Permit Search Tool:

<https://permitsearch.epa.gov/epermit-search/ui/search>

- The Permit Search tool can be used to search for permit records and related submissions for general permits implemented in EPA's NPDES eReporting Tool (NeT), including coverage requests and certain types of reports.

- **Example Search:**

- Program Area: Municipal Stormwater
- Issuer: TX

Resources

Permit Search

Program
(required)

NPDES

Program Area (required)

Municipal Stormwater

Issuer (required) ⁱ

TX

Coverage Type ⁱ

Document Type ⁱ

Coverage Requests

Action Type ⁱ

Action Status ⁱ

NPDES ID

Coverage Status ⁱ

Regulated Entity Name ⁱ

[Show more...](#)

Reset



Search

Permit Search Results

[< Back to Search](#)

Filter Results

Rows

Issuer ⁱ	Regulated Entity Name	Program ID	MS4 Identifier	Program	Coverage Type	Program Area	Action Type ⁱ	Action Status ⁱ	Coverage Status ⁱ	Certified Date	Effective Date	Corresponding Documents
TX	CITY OF LEON VALLEY MS4	TXR040001	MS4-TX-SM-MU-2007-0376	NPDES	General Permit	Municipal Stormwater	Legacy	Approved	Admin Continued	10/30/2023	11/01/2023	
TX	CITY OF PRIMERA MS4	TXR040002	MS4-TX-SM-MU-2008-0253	NPDES	General Permit	Municipal Stormwater	Legacy	Approved	Admin Continued	07/12/2023	08/01/2023	
TX	CITY OF KENNEDALE MS4	TXR040006	MS4-TX-SM-MU-2008-0536	NPDES	General Permit	Municipal Stormwater	Legacy	Approved	Admin Continued	01/24/2024	01/24/2024	
TX	CITY OF SOUTHLAKE MS4	TXR040007	MS4-TX-SM-MU-2008-0246	NPDES	General Permit	Municipal Stormwater	Legacy	Approved	Admin Continued	09/06/2023	10/01/2023	 COR  ZIP

The 'Permit Search Results' show information for each MS4 (certified and approved NOI) as well as the COR (Copy of Record) with documents for download available in the ZIP file.

Change NOIs

Creating a Change NOI

- To submit your updates, select 'Create Change' under the 'Coverage Requests' actions drop-down:
 - This creates a Change NOI that contains all your previous NOI information.
 - Add the revised information, update any NOI data as needed.
 - Certify the Change NOI just like you did with the initial NOI.

The screenshot displays a web application interface for managing MS4 entities. At the top, there is a table with columns: Actions, MS4 Name, MS4 Operator Name, NPDES ID, and MS4 Identifier. Below this table, there are three tabs: 'MS4 Entity Details', 'Coverage Requests' (highlighted with an orange box), and 'Annual Reports'. Under the 'Coverage Requests' tab, there is another table with columns: Actions, MS4 Name, MS4 Operator Name, MGP Number, NPDES ID, Submission Status, Submission Type, and Coverage Status. The 'Actions' dropdown for the first row is highlighted with an orange box, and its menu is open, showing options: 'View Form', 'View Comments', and 'Create Change' (highlighted with an orange box).


Actions	MS4 Name	MS4 Operator Name	NPDES ID	MS4 Identifier
Actions	TEST MS4	TEST MS4 Operator	DER040002	MS4-DE-SM-MU-2023-0006

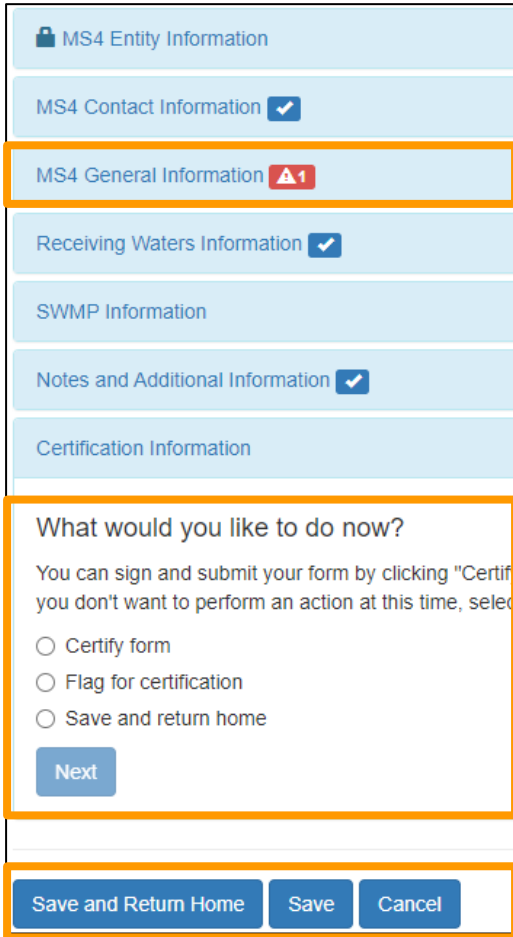
MS4 Entity Details | **Coverage Requests** | Annual Reports

Actions	MS4 Name	MS4 Operator Name	MGP Number	NPDES ID	Submission Status	Submission Type	Coverage Status
Actions	TEST MS4	TEST MS4 Operator	DE0051195	DER040002	Approved	New	Active


- View Form
- View Comments
- Create Change**


Certifying Your NOI


- You will need to see the  blue check for all sections of the NOI to Certify.
- Once all sections are complete, the 'Certification' or 'Flag for Certification' will be available to you.




MS4 Entity Information

MS4 Contact Information 

MS4 General Information 

Receiving Waters Information 

SWMP Information

Notes and Additional Information 

Certification Information

What would you like to do now?

You can sign and submit your form by clicking "Certify form." If you don't want to perform an action at this time, select "Save and return home."

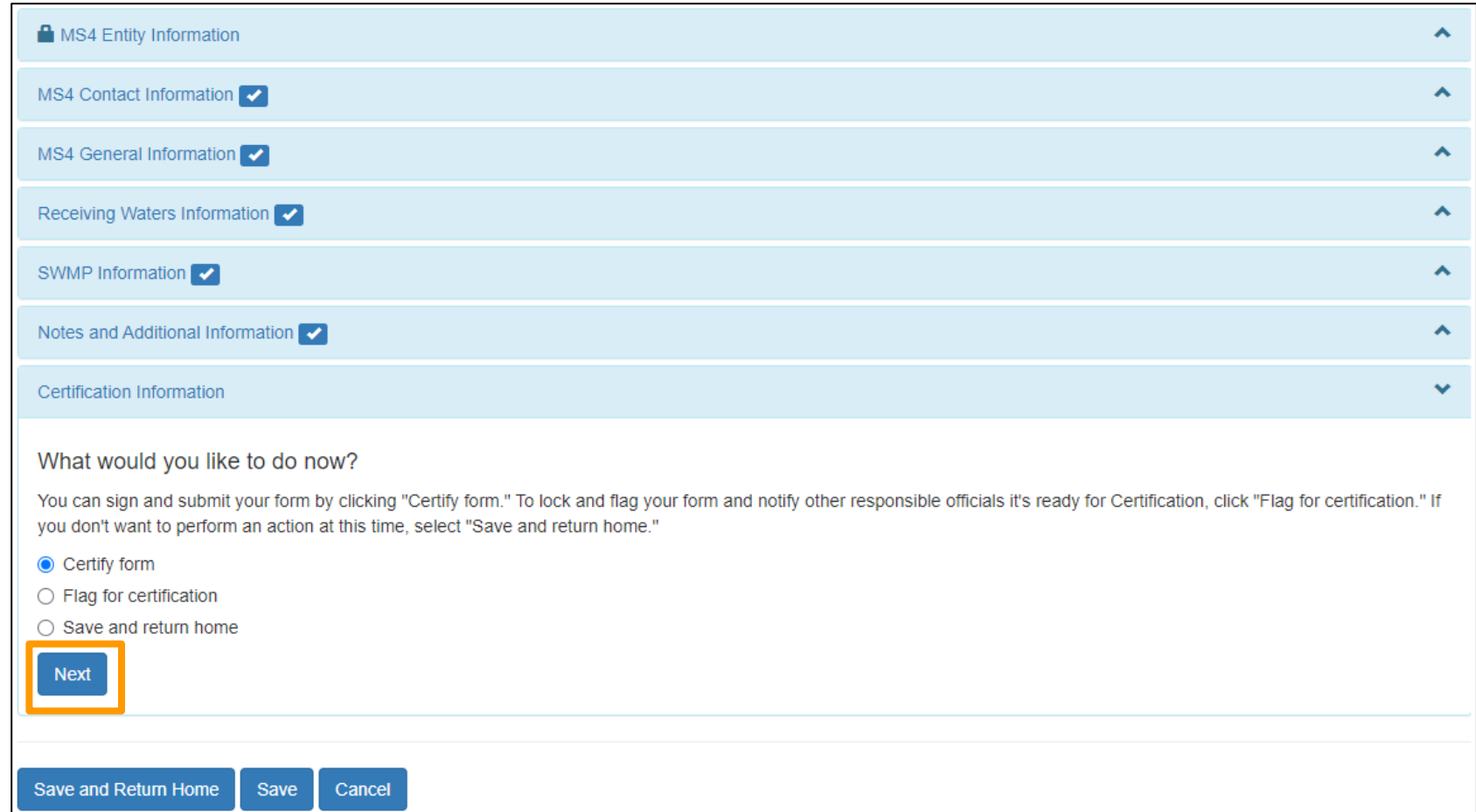
Certify form

Flag for certification


Save and return home


Next


Save and Return Home Save Cancel





MS4 Entity Information

MS4 Contact Information 

MS4 General Information 

Receiving Waters Information 

SWMP Information 

Notes and Additional Information 

Certification Information

What would you like to do now?

You can sign and submit your form by clicking "Certify form." To lock and flag your form and notify other responsible officials it's ready for Certification, click "Flag for certification." If you don't want to perform an action at this time, select "Save and return home."

Certify form

Flag for certification

Save and return home

Next

Save and Return Home Save Cancel

Please Read and Respond to the Following Statement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than 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. Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Signatory: Madeline LaPatra

Date: 12/01/2023

By selecting the "Accept" button on this screen, you are agreeing to the certification statement above, and confirming that you are an individual who is described in [40 CFR §122.22\(a\)](#) as legally authorized to sign this document. **Any permittee improperly signing this document may be subject to fines or other enforcement action under Clean Water Act, 33 U.S.C. § 1319.**


Decline

Accept

- Read the Certification Statement then click **'Accept'**.

- You will receive an email saying that your form has been certified and a second email that a State RA needs to act on the form (on hold until State RA approval).
- Your State RA will now review and approve your NOI.

(TEST) TCEQ MS4 Forms Certified: CITY OF PALM VALLEY Jack, NPDES ID: TXR040701

 noreply-test@epacdx.net
To

2024-07-03

Dear NeT User,

DONAN AKPLOGAN successfully certified the following form within NeT MS4:

NPDES ID	Form Type	MS4 Name	MS4 Operator	City, State
TXR040701	NOI	CITY OF PALM VALLEY Jack	City of Palm Valley	Palm Valley, TX

You can view your submission history and obtain a copy of the form you submitted within the NPDES Electronic Reporting Tool (NeT) or download via [Permit Search](#).

If you were the certifier of this form, a copy of your submission is also available on the Submission History tab of your EPA Central Data Exchange (CDX) account.

If you have questions about this email or about NeT MS4, please refer to [NeT Support](#) or e-mail TCEQ at swgp@tceq.texas.gov for assistance.

This is an automated notification; please do not reply to this email.

- You will receive a third email once your State RA has approved your NOI.
- Your Phase II MS4 General Permit authorization certificate will be included.

(TEST) TPDES Small Municipal Separate Storm Sewer System (MS4) General Permit (TXR040000) Notice of Intent Authorization CITY OF PALM VALLEY Jack, TXR040...

NT noreply-test@epacdx.net
To

Reply Reply All Forward

Fri 7/5/2024 4:29 PM

Jon Niermann, *Chairman*
Bobby Janecka, *Commissioner*
Catarina R. Gonzales, *Commissioner*
Kelly Keel, *Executive Director*



Texas Commission on Environmental Quality
Protecting Texas by Reducing and Preventing Pollution

2024-07-05

Dear Applicant:

Your Notice of Intent (NOI) application for authorization under the general permit for discharge of stormwater associated with a small MS4 has been received. Pursuant to authorization from the Executive Director of the Texas Commission on Environmental Quality (TCEQ), the Division Deputy Director of the Water Quality Division has issued the enclosed Certificate.

Please refer to the [attached certificate](#) for the authorization number that was assigned to your small MS4, the coverage effective date, and the expiration date. Please use this authorization number to reference this MS4 for future communications with the TCEQ.

All authorizations that are active on September 1 of each year will be assessed an annual water quality fee. The billing statement will be mailed to the Operator in November December/January and payment must be made within 30 days to avoid late fees. It is the responsibility of the Operator to notify the TCEQ by submitting a Notice of Change of any change in address supplied on the original NOI.

For questions related to processing your application, you may contact the Stormwater Processing Center by email at SWPermit@tceq.texas.gov or by telephone at (512) 239-3700. For technical questions regarding coverage under this general permit, you may contact the Stormwater Technical Staff by email at swgp@tceq.texas.gov or by telephone at (512) 239-4671. Also, you may obtain information on the stormwater web site at <https://www.tceq.texas.gov/permitting/stormwater>.

Sincerely,



Robert Sadlier, Deputy Director
Water Quality Division

Application Review Process

Addressing Application Deficiencies

- If TCEQ denies* an NOI or Waiver for any reason, the MS4 will receive an email stating that their NOI was denied with comments on why it was denied.
- The MS4 will need to address the issue and resubmit the NOI.
- Upon resubmitting in NetMS4, it looks like it will be a new NOI but it is not. It will show a new submittal date, but TCEQ will honor the first or original attempt for the application submittal date.

**Deny is a term used by NeTMS4. TCEQ uses the term Notice of Deficiency or NOD.*

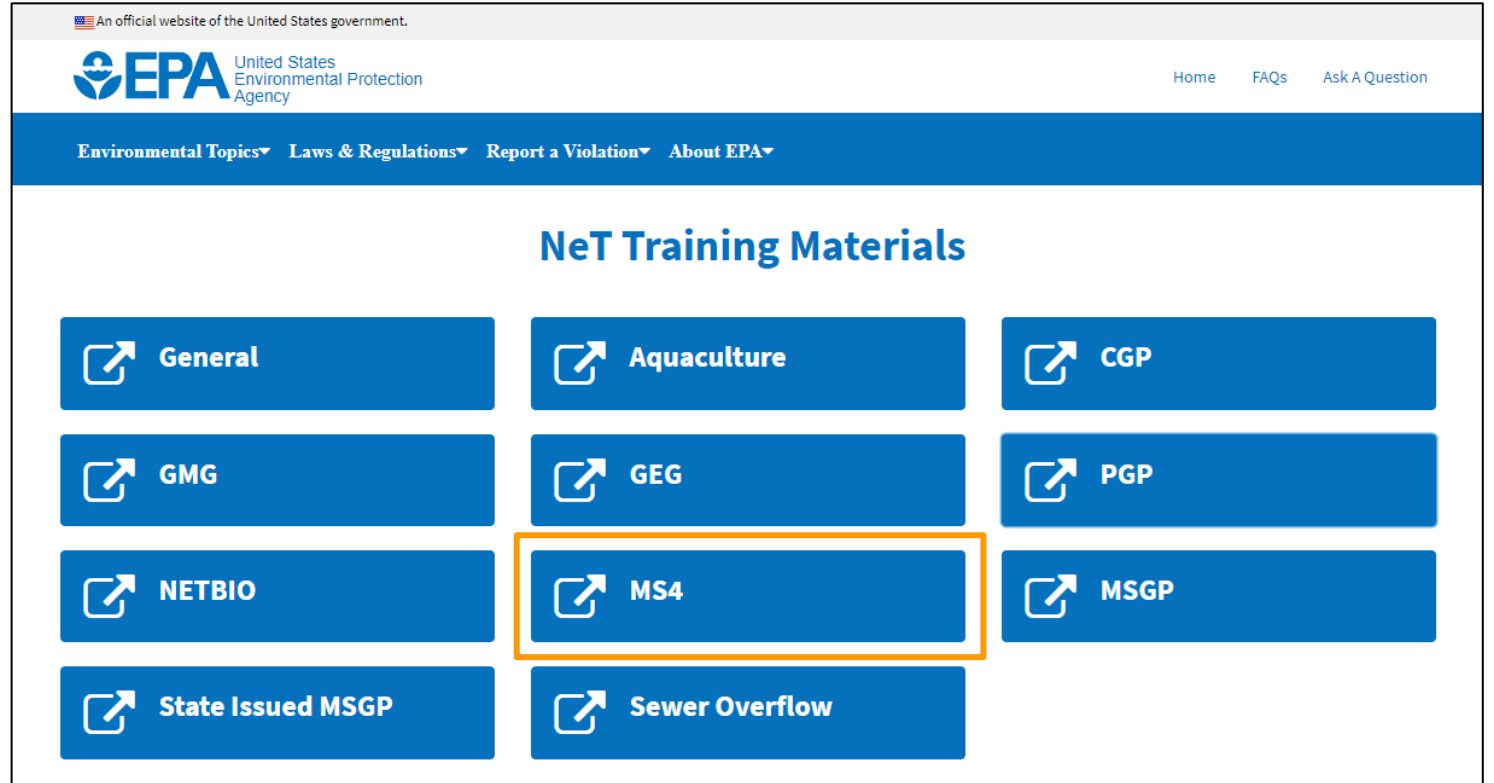
Resources

EPA NeT Support Portal:

https://usepa.servicenowservices.com/oeca_icis?id=net_homepage

The NeT Support Portal has General NeT Info as well as information on NeT MS4.

We will be adding the recording of this training and materials soon.



Useful Links:

Launch NeT MS4: <https://npdes-ereporting.epa.gov/net-ms4/action/login>

TX MS4 Website: <https://www.tceq.texas.gov/permitting/stormwater/ms4>

NeT Support Portal: https://usepa.servicenowservices.com/oeca_ics?id=net_homepage

- [New CDX User: MS4 Registration Guide & Feature Overview Fact Sheet](#)
- [General NeT Information](#)
- [Additional Resources for New NeT Users](#)
- [Login.gov Transition](#)

CDX Assistance

- Forgot CDX Password: <https://cdx.epa.gov>PasswordReset/GetResetCode>
- Forgot CDX User ID: <https://cdx.epa.gov/AccountRecovery/ForgotUserId>

User Support Contact Information:



- EPA (NPDES eReporting) Helpdesk
 - ✓ ServiceNow Support Request Form:
https://usepa.servicenowservices.com/oeca_icis?id=oeca_csm_get_help_1&sys_id=dcf6a9b51b0378104614ddb6bc4bcb34
 - ✓ Email: NPDESeReporting@epa.gov
 - ✓ Phone: 1-877-227-8965
 - ✓ Issues with CDX and NeT: Creating account in CDX, changing email address/Organization, requesting access to permit
- CDX Help Desk
 - ✓ Email: helpdesk@epacdx.net
 - ✓ Phone: 888-890-1995
 - ✓ **ONLY** CDX related issues like editing CDX profile information (first & last name), i.e. If user's last name changed or official email changed.

Questions?

THANK YOU FOR ATTENDING TODAY'S TRAINING!