Click on the **Create a New Account** link.
Choose **NetDMR: NYSDEC** from the State Agency or EPA Region dropdown and **Permittee (Signature)** from User Type dropdown.

Click on Next.
Complete all boxes with a ● next to them and click next.
Create a User ID and Password and answer the 3 security question. Check the Agree to the Terms and Conditions box and click next.
You must answer 5 more security questions for signing your documents electronically.

Click next.
Search for your organization. Fields are required. Click find.
If you can’t find your organization you can add it. Click next.
Fill out the required fields and choose Send Verification Code. You will receive an email with your Verification Code.
Copy and paste the code into the Verification Code field and click Register.
Click on Continue to complete Identity Proofing.
Fill out your personal information, check I agree to the Electronic Signature Agreement box and click Verify and Sign.

Note that you should fill out your Home address not your work address.
You will enter your password and answer one of your security questions and click on Sign Electronically.
To access NetDMR and fill out your Signatory Agreement click on the Permittee (Signature) hyperlink. On the next screen click on Continue to NetDMR.
You now need to link your NPDES permit to your account. 1. Click on request access, 2. Type in your permit number and 3. hit update, 4. Select signatory from the dropdown menu, 5. Click add request.
If you want to request access to more permit repeat the steps on previous page. Now click Submit.
Complete the additional information. Choose Facility from the drop-down for what is your employer’s relationship to the facility or facilities. If you are in a title that lets you self authorize choose the first radio button. If you are being authorized by someone else choose the second radio button and complete the information for that person. You can choose to sign the agreement electronically.