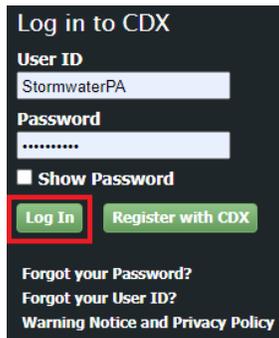


Request Permissions for an Existing NOI User Guide

1. Go to <https://cdx.epa.gov/>
2. Enter log in information and click **Log In**



Log in to CDX

User ID
StormwaterPA

Password
.....

Show Password

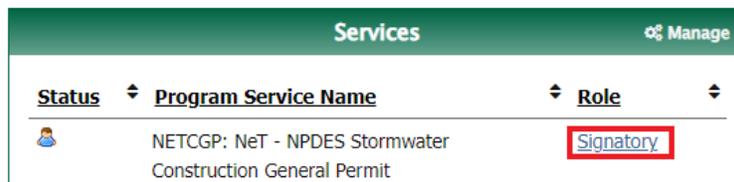
Log In Register with CDX

Forgot your Password?
Forgot your User ID?
[Warning Notice and Privacy Policy](#)

3. Click on the **Role** associated with your account.

*This will be Preparer or Signatory depending on your level of access in CDX.

*Make sure the role selected is for the Program Service NETCGP: NeT – NPDES Stormwater Construction General Permit.



Status	Program Service Name	Role
	NETCGP: NeT - NPDES Stormwater Construction General Permit	Signatory

4. Click **Request Permissions for an existing NOI or LEW**

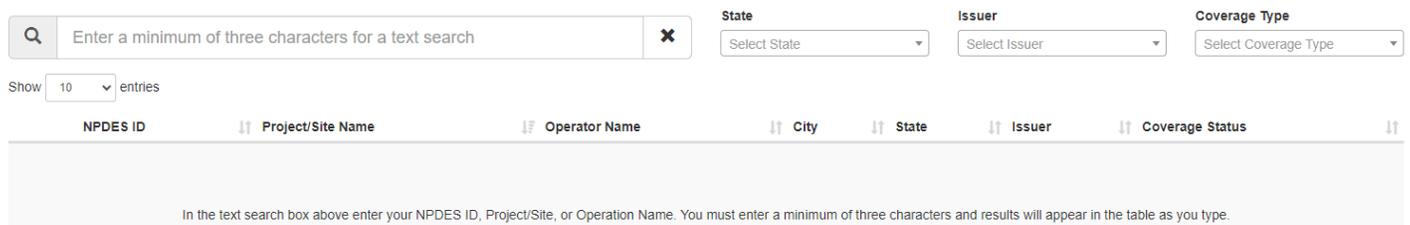


Create New/Request Permissions

Create new NOI or LEW **Request Permissions for an existing NOI or LEW** Do I qualify for a LEW?

5. The following screen will appear.

NeT CGP Project/Site Search



Search: Enter a minimum of three characters for a text search

State: Select State Issuer: Select Issuer Coverage Type: Select Coverage Type

Show 10 entries

NPDES ID	Project/Site Name	Operator Name	City	State	Issuer	Coverage Status
----------	-------------------	---------------	------	-------	--------	-----------------

In the text search box above enter your NPDES ID, Project/Site, or Operation Name. You must enter a minimum of three characters and results will appear in the table as you type.

6. Use the search box to find the project you need. Please be aware of the following while searching for project coverages:

*NPDES ID is the SD construction permit number.

*The SD NPDES IDs start with “SDR10”, and the last 4 digits are project specific. This number is the best way to search for your projects to ensure you add the correct project to your account.

*The NPDES ID can be found on approval letters for projects or can be obtained by emailing stormwater@state.sd.us with project details such as the project name and owner name.

*Most efficient way to search using the NPDES ID is to enter the entire number (**SDR10K604**) or enter the last 4 digits (**K604**).

NeT CGP Project/Site Search

NPDES ID	Project/Site Name	Operator Name	City	State	Issuer	Coverage Status	
<input type="checkbox"/>	SDR10K604	Dakota Events Complex Livestock Complex	South Dakota State Fair	Huron	SD	SD	AdminContinued

7. Verify the information is correct and then click the **checkmark box** to the left of the NPDES ID.

NeT CGP Project/Site Search

NPDES ID	Project/Site Name	
<input checked="" type="checkbox"/>	SDR10K604	Dakota Events Complex Livestock Complex

8. Click **Request Permissions**

NeT CGP Project/Site Search

NPDES ID	Project/Site Name	
<input checked="" type="checkbox"/>	SDR10K604	Dakota Events Complex Livestock Complex

Showing 1 to 1 of 1 entries

Request Permissions

9. Click the checkboxes based on what is allowed for your role and what you need to be able to do.

Descriptions of each option are as follows:

View – This allows you to view all permitting information, but not make changes (Preparer & Signatory Role)

Edit – View plus request changes, but not do final approval of changes. (Preparer & Signatory Role)

Sign – All the above plus sign off on all change requests. (Signatory Role)

Manage – All the above plus approve permission requests. (Signatory Role)