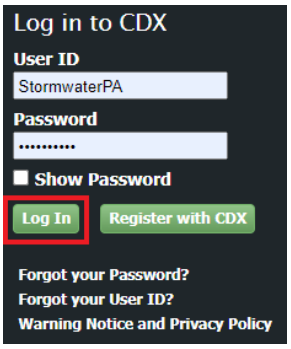
Request Permissions for an Existing NOI User Guide

1. Go to https://cdx.epa.gov/

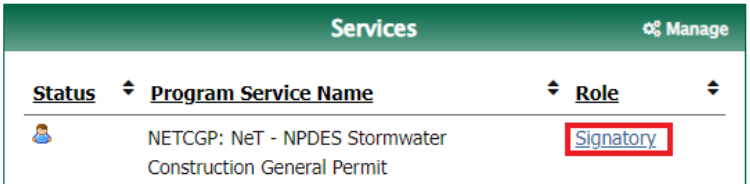
2. Enter log in information and click **Log In**



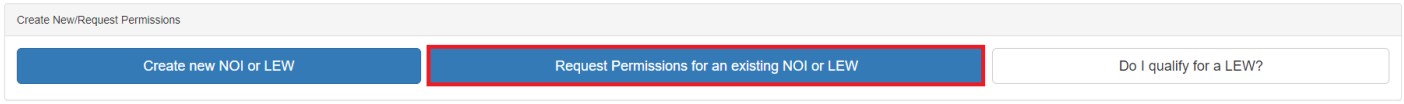
3. Click on the **Role** associated with your account.

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

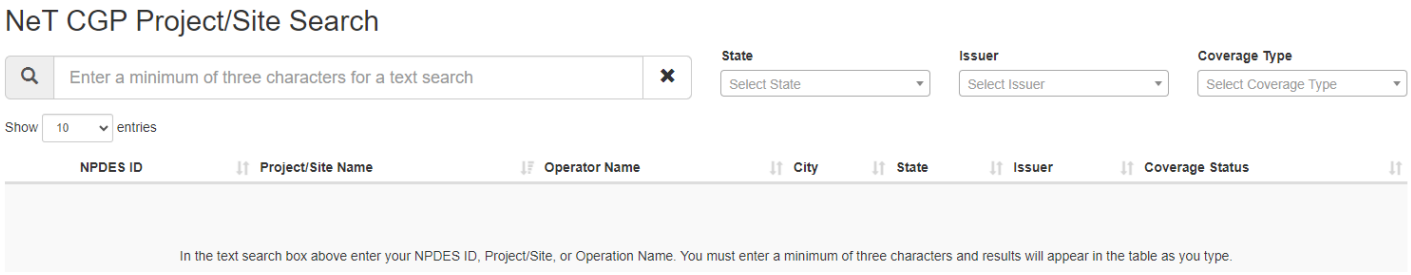
*Make sure the role selected is for the Program Service NETCGP: NeT – NPDES Stormwater Construction General Permit.



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



5. The following screen will appear.



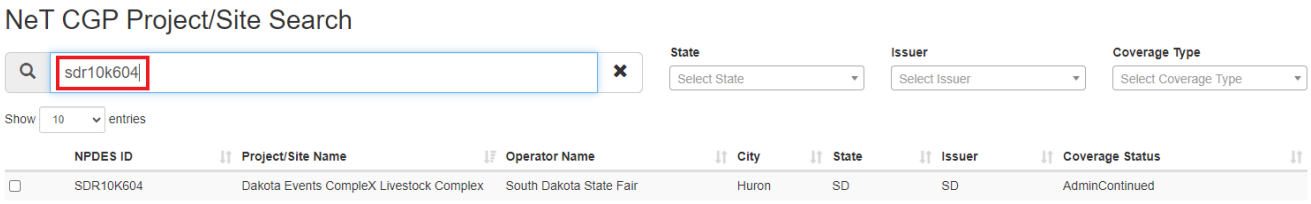
6. Use the search box to find the project you need. Please be aware of the following while searching for project coverages:

*NPDES ID is the SD construction permit number.

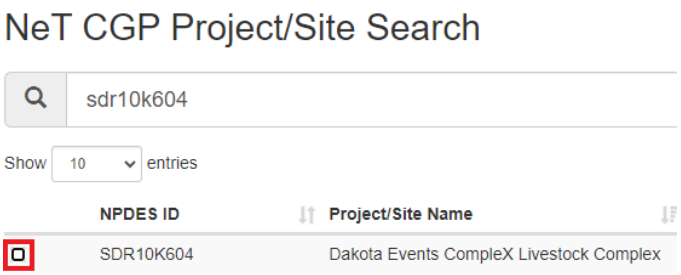
*The SD NPDES IDs start with “SDR10”, and the last 4 digits are project specific. This number is the best way to search for your projects to ensure you add the correct project to your account.

*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.

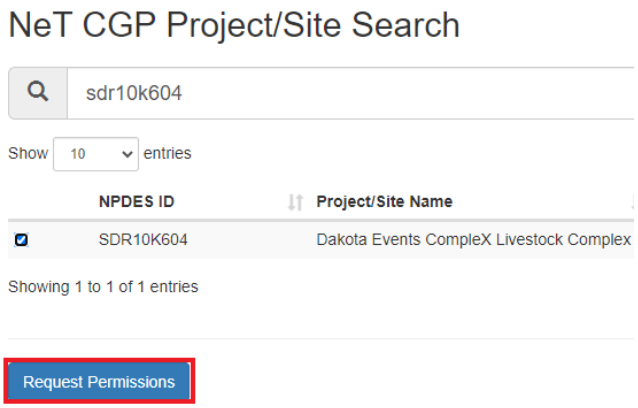
*Most efficient way to search using the NPDES ID is to enter the entire number (**SDR10K604**) or enter the last 4 digits (**K604**).



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



8. Click **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)