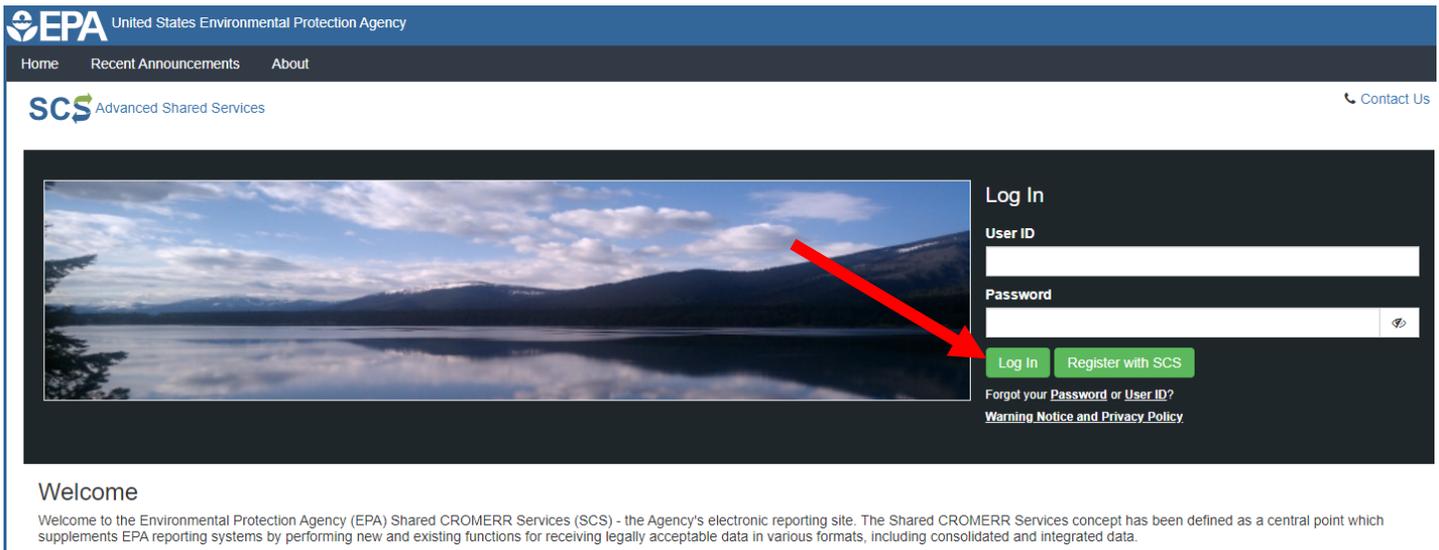


How to add eDMR eService to an existing MoGEM Account

Existing users who already have a MoGEM account do not need to create another account to access eDMR. Users can add eDMR as an eService to your current account as a new 'Program'. Follow the steps below if you have an existing account in MoGEM.

Step 1: Login to the SCS: <https://encromerr.epa.gov/>

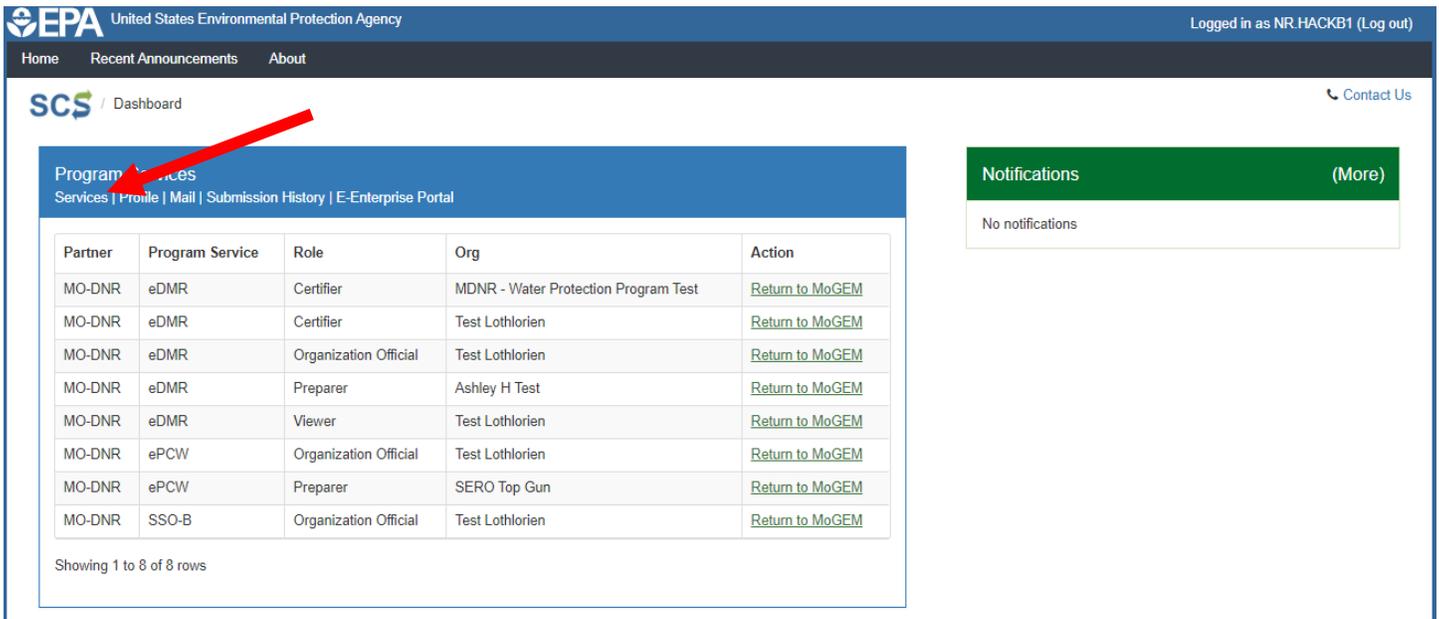
NOTE: Link can be found on the MoGEM splash page <https://dnr.mo.gov/mogem/>.



Welcome

Welcome to the Environmental Protection Agency (EPA) Shared CROMERR Services (SCS) - the Agency's electronic reporting site. The Shared CROMERR Services 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.

Step 2: Click the 'Services' link in the Program Services box



Partner	Program Service	Role	Org	Action
MO-DNR	eDMR	Certifier	MDNR - Water Protection Program Test	Return to MoGEM
MO-DNR	eDMR	Certifier	Test Lothlorien	Return to MoGEM
MO-DNR	eDMR	Organization Official	Test Lothlorien	Return to MoGEM
MO-DNR	eDMR	Preparer	Ashley H Test	Return to MoGEM
MO-DNR	eDMR	Viewer	Test Lothlorien	Return to MoGEM
MO-DNR	ePCW	Organization Official	Test Lothlorien	Return to MoGEM
MO-DNR	ePCW	Preparer	SERO Top Gun	Return to MoGEM
MO-DNR	SSO-B	Organization Official	Test Lothlorien	Return to MoGEM

Showing 1 to 8 of 8 rows

Step 3: Click the green ‘Add Program Services’ button at the top left.

Step 4: Select the Partner: “Missouri Department of Natural Resources”

Step 5: Select Program Service: “eDMR: Electronic Discharge Monitoring Report”

Step 6: Select the Role: Organization Official, Certifier, Preparer, or Viewer

NOTE: Only the Organization Official and Certifier roles will have the ability to eSign and submit DMRs.

NOTE: For more information about MoGEM roles read through the supporting documents on the splash page at <https://dnr.mo.gov/mogem/>.

The screenshot shows the EPA SCS registration interface. The user is logged in as NR.HACKB1. The navigation menu includes Home, Recent Announcements, and About. The SCS logo is in the top left. The main content area has a sidebar with sections: SERVICES REQUESTED, ACCOUNT PROFILE, VERIFY IDENTITY, and SIGNATURE AGREEMENT. Under SERVICES REQUESTED, there are three dropdown menus: 'Partner / Program / Role', 'Program ID', and 'Terms & Conditions'. The 'Partner / Program / Role' dropdown is expanded, showing 'Choose a Partner' (Missouri Department of Natural Resources), 'Choose a Program Service' (eDMR: Electronic Discharge Monitoring Report), and 'Choose a Role'. The 'Choose a Role' dropdown is highlighted with a red circle and contains the following options: Organization Official, Preparer, Certifier, and Viewer. There are 'Register By Partner' and 'Register By Program' buttons at the top right. A 'Cancel' button is at the bottom right.

Step 7: Click 'Continue'.

NOTE: Review the Partner, Program, and Role to ensure accuracy.

This screenshot shows the same registration interface as the previous one, but with the 'Continue' button highlighted in green. Three red arrows point to the 'Continue' button, and three other red arrows point to the selected options in the dropdown menus: 'Missouri Department of Natural Resources' under 'Choose a Partner', 'eDMR: Electronic Discharge Monitoring Report' under 'Choose a Program Service', and 'Organization Official' under 'Choose a Role'. The 'Cancel' button is also visible. The footer contains links for 'Advanced SCS Home', 'Privacy and Security Notice', and 'Accessibility | Terms & Conditions', along with a help icon and the EPA logo.

Step 8: Search for your Organization by typing in the name and clicking Search. If the Organization is not currently in the system, you will need to select 'Enter a New Organization.' Only Organization Officials can enter a new organization. You will only have the option to do this after you search.

NOTE: An Organization is defined in the FAQ document.

NOTE: If you are typing a city's name as the organization/company's name, do not type in the full name (e.g., City of Columbia). Just type in the city's name (e.g., Columbia) or search a part of the organization/company name instead of the complete legal name.

NOTE: If the name you type in does not appear, check spelling or abbreviations.

The screenshot shows the EPA SCS user interface. At the top is the EPA logo and the text 'United States Environmental Protection Agency'. Below this is a navigation bar with 'Home', 'Recent Announcements', and 'About'. The main content area features the SCS logo and a sidebar with sections: 'SERVICES REQUESTED' (Partner / Program / Role, Program ID, Terms & Conditions, Rules of Behavior), 'ACCOUNT PROFILE' (Account Owner, Organization Information, Email Validation), 'VERIFY IDENTITY', and 'SIGNATURE AGREEMENT'. A search box is highlighted with a blue header 'Type your organization/company's name'. The search box contains the placeholder text 'Search for an organization name' and a green 'Search' button. Below the search box is an 'Advanced Search...' link and a message: 'Please search and Select an organization, if the organization is not found, please create one'. Two red arrows point to the search box and the 'Search' button.

NOTE: After Searching the option to 'Enter a New Organization' will appear.

The screenshot shows the search results page. The search box now contains the text 'Asgard' and the green 'Search' button is visible. Below the search box is the 'Advanced Search...' link and the message: 'Please search and Select an organization, if the organization is not found, please create one'. A blue link 'Enter a new organization' is now visible, highlighted with a red arrow. Below this link is the text 'No results found.' in red.

Please follow steps 9a and 9b if your organization can be found in the list. If entering a new organization, please skip to step 9c.

Step 9a: Select your organization/company's (city's) name from the results list (below we searched the word 'Test' to get the results list).

The screenshot shows the EPA SCS Advanced Shared Services search interface. At the top, there is a navigation bar with 'Home' and 'Recent Announcements' tabs, and a 'Contact Us' link. Below the navigation bar, there is a sidebar with various menu items: 'SERVICES REQUESTED' (Partner / Program / Role, Program ID, Terms & Conditions, Rules of Behavior), 'ACCOUNT PROFILE' (Account Owner, Organization Information, Email Validation), 'VERIFY IDENTITY', and 'SIGNATURE AGREEMENT'. The main content area is titled 'Type your organization/company's name' and contains a search bar with the text 'Test' and a green 'Search' button. Below the search bar, there is an 'Advanced Search...' field and a message: 'Please search and Select an organization, if the organization is not found, please create one'. Below this message, there is a list of search results: 'Ashley H Test', 'Mariah's Test', 'Test Lothlorien', 'Test Org', and 'Test123'. The 'Test Lothlorien' result is circled in red.

Step 9b: Click on the auto-populated address and enter a phone number for the account. Click the 'Continue' button.

NOTE: Remember, this is your account, so if you have a specific phone number, it is preferred to use this one rather than a main, general number. If a general number is all you have, using it will be fine as long as calls to that number will reach you.

The screenshot shows the EPA SCS Advanced Shared Services search interface. At the top, there is a navigation bar with 'Home' and 'Recent Announcements' tabs, and a 'Contact Us' link. Below the navigation bar, there is a sidebar with various menu items: 'SERVICES REQUESTED' (Partner / Program / Role, Program ID, Terms & Conditions, Rules of Behavior), 'ACCOUNT PROFILE' (Account Owner, Organization Information, Email Validation), 'VERIFY IDENTITY', and 'SIGNATURE AGREEMENT'. The main content area is titled 'Type your organization/company's name' and contains a search bar with the text 'Test' and a green 'Search' button. Below the search bar, there is an 'Advanced Search...' field and a message: 'Please search and Select an organization, if the organization is not found, please create one'. Below this message, there is a list of search results: 'Test Lothlorien' with an auto-populated address: 'Western Wilderland, Silverlode River, Jefferson City, MO US 65270'. A red arrow points to this address. Below the address, there are input fields for 'Phone Number *' and 'Phone Ext', with another red arrow pointing to the 'Phone Number *' field. At the bottom, there are 'Back to search results', 'Continue', and 'Cancel' buttons.

Step 9c: Enter a New Organization: Fill out required Organization information. Then click ‘Continue.’

NOTE: An asterisk (*) indicates a required field.

The screenshot shows the EPA SCS registration interface. On the left is a navigation menu with sections: SERVICES REQUESTED (Partner / Program / Role, Program ID, Terms & Conditions, Rules of Behavior), ACCOUNT PROFILE (Account Owner, Organization Information, Email Validation), VERIFY IDENTITY, and SIGNATURE AGREEMENT. The main content area is titled 'Type your organization/company's name' and contains a search bar, an advanced search section, and a form with the following fields: Name *, Country *, Mailing Address *, Address 2, City *, State *, Zip / Postal Code *, Phone Number *, and Phone Ext. A red arrow points to the 'Continue' button at the bottom right of the form.

Step 10: The selected Partner, Program, Role, and Org is listed in the Program Services dashboard. Click ‘Return to MoGEM’ to go to the MoGEM login page.

NOTE: If a first time Organization Official or Certifier user will need to go through the identity verification process to obtain an eSignature. See the How to Register guide for information on this process (<https://dnr.mo.gov/mogem/documents/how-to-register.pdf>).

The screenshot shows the 'Program Services' dashboard with a navigation bar (Services | Profile | Mail | Submission History | E-Enterprise Portal) and a table of organization entries. The table has columns for Partner, Program Service, Role, Org, and Action. A red circle highlights the row where Partner is MO-DNR, Program Service is eDMR, Role is Organization Official, and Org is MDNR - Water Protection Program Test. A red arrow points to the 'Return to MoGEM' link in the Action column of that row.

Partner	Program Service	Role	Org	Action
MO-DNR	eDMR	Certifier	MDNR - Water Protection Program Test	Return to MoGEM
MO-DNR	eDMR	Certifier	Test Environment	Return to MoGEM
MO-DNR	eDMR	Organization Official	MDNR - Water Protection Program Test	Return to MoGEM
MO-DNR	eDMR	Organization Official	Test Environment	Return to MoGEM