

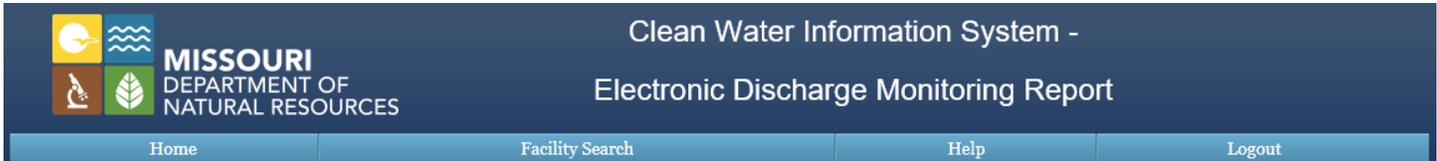
How to Disassociate from a Facility

This eDMR system provides users with the ability to manage their accounts without the need for DNR. Users can disassociate from a facility on their own and Organization Officials can disassociate any user from their facility.

Below all users can learn how to disassociate their account from a facility (pg. 1). Additionally, Organization Officials can learn how to disassociate other users from their facility (pg. 4).

Part 1: Disassociate Account from a Facility

Step 1: From the eDMR Home page click 'Facility Information & User Management'.



Clean Water Information System -
Electronic Discharge Monitoring Report

Home Facility Search Help Logout

Welcome to eDMR

If you have no facilities listed in the Associated Facility section below or if you would like to add an additional facility that is not listed, you must select the Facility Search tab at the top of the page. From that page, you will be able to search for and request association to a facility.

It is the responsibility of the permittee to understand all reporting requirements of their Missouri State Operating Permit. If the reports in the eDMR system do not accurately reflect the reporting requirements of the permit, it is the responsibility of the permittee to notify the Department to correct them.

MoGEM eServices

Associated Facilities		
Facility Name/Permit Number	Address, City, State, Zip, County	
Johnson Shut Ins State Park WWTF MO0134813	148 Taum Sauk Trl , MIDDLE BROOK , MO 63656, Reynolds	Facility Information & User Management Submit a Report View Submitted Report/Revise Report
MDNR, Division of State Parks MOR100079	1659 E. Elm , JEFFERSON CITY , MO 65102-0176, Cole	Facility Information & User Management Submit a Report View Submitted Report/Revise Report
Moberly WWTP MO0117960	Rt EE and County Rd 2350 , MOBERLY , MO 65270, Randolph	Facility Information & User Management Submit a Report View Submitted Report/Revise Report

Step 2: Click 'Disassociate' button next to your account in the Associated Users list.

NOTE: Facility Information page contains the Facility Information, Owner Information, Associated Users list, and if applicable the Requested Association list.

NOTE: Associated Users list shows all of the users associated to the facility including: Name/User ID, Email, and Role. Certifier, Preparer, and Viewers will only see disassociate option for their account. Organization Officials will see button for all users.



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Clean Water Information System - Electronic Discharge Monitoring Report

HomeFacility SearchHelpLogout

Facility Information

Facility Information			
Facility Name:	Moberly WWTP		
Address:	Rt EE and County Rd 2350		
City:	MOBERLY	State:	MO
County:	Randolph	Region:	NER
		Zip Code:	65270

Owner Information			
Company Name:	City of Moberly		
First Name:		Last Name:	
Address:	101 W Reed Street		
City:	Moberly	State:	MO
Phone:	(660)269-9437	Zip Code:	65270
Email:			

There are no pending request for this facility.

Associated Users		
Name/User Id	Email	Role
Rebecca Cripe - Weather78	rebecca.cripe@dnr.mo.gov	eDMR Preparer
Billy Hackett - nr.hackb	billy.hackett@dnr.mo.gov	eDMR Organization Official
Billy Hackett - nr.hackb1	billy.hackett@dnr.mo.gov	eDMR Certifier
Susie Mills - nrmills2	susan.mills@dnr.mo.gov	eDMR Certifier



Step 3: Click 'OK' on pop up window to disassociate from facility. Click 'Cancel' to remain associated.

NOTE: User will stay on Facility Information page and their account will be removed from the Associated Users list.

Facility Information			
Facility Name:	Moberly WWTP		
Address:	Rt EE and County Rd 2350		
City:	MOBERLY	State:	MO
County:	Randolph	Region:	NER
		Zip Code:	65270

Company Name: City of Moberly First Name: Address: 101 W Reed Street City: Moberly Phone: (660)269-9437 Email:	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p>Message from webpage</p> <p>? Are you going to disassociate user from this facility? Click OK to confirm</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>	Zip Code: 65270
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There are no pending request for this facility.

Associated Users		
Name/User Id	Email	Role
Rebecca Cripe - Weather78	rebecca.cripe@dnr.mo.gov	eDMR Preparer
Billy Hackett - nr.hackb	billy.hackett@dnr.mo.gov	eDMR Organization Official
Billy Hackett - nr.hackb1	billy.hackett@dnr.mo.gov	eDMR Certifier Disassociate
Susie Mills - nrmills2	susan.mills@dnr.mo.gov	eDMR Certifier

Step 4: Click the 'Home' tab at the top of the screen.

NOTE: User will no longer see the disassociated facility in the Associated Facilities list.

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Clean Water Information System -
Electronic Discharge Monitoring Report

Home
Facility Search
Help
Logout

Welcome to eDMR

If you have no facilities listed in the Associated Facility section below or if you would like to add an additional facility that is not listed, you must select the Facility Search tab at the top of the page. From that page, you will be able to search for and request association to a facility.

It is the responsibility of the permittee to understand all reporting requirements of their Missouri State Operating Permit. If the reports in the eDMR system do not accurately reflect the reporting requirements of the permit, it is the responsibility of the permittee to notify the Department to correct them.

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Associated Facilities		
Facility Name/Permit Number	Address, City, State, Zip, County	
Johnson Shut Ins State Park WWTF M00134813	148 Taum Sauk Trl , MIDDLE BROOK , MO 63656, Reynolds	Facility Information & User Management Submit a Report View Submitted Report/Revise Report
MDNR, Division of State Parks MOR100079	1659 E. Elm , JEFFERSON CITY , MO 65102-0176, Cole	Facility Information & User Management Submit a Report View Submitted Report/Revise Report

Part 2: Organization Official: Disassociate Other Users

Step 1: From the eDMR Home page click 'Facility Information & User Management'.



Clean Water Information System -
Electronic Discharge Monitoring Report

Home Facility Search Help Logout

Welcome to eDMR

If you have no facilities listed in the Associated Facility section below or if you would like to add an additional facility that is not listed, you must select the Facility Search tab at the top of the page. From that page, you will be able to search for and request association to a facility.

It is the responsibility of the permittee to understand all reporting requirements of their Missouri State Operating Permit. If the reports in the eDMR system do not accurately reflect the reporting requirements of the permit, it is the responsibility of the permittee to notify the Department to correct them.

MoGEM eServices

Associated Facilities		
Facility Name/Permit Number	Address, City, State, Zip, County	
MDNR, Division of State Parks MOR100079	1659 E. Elm , JEFFERSON CITY , MO 65102-0176, Cole	Facility Information & User Management
	Submit a Report View Submitted Report/Revise Report	
Moberly WWTP MO0117960	Rt EE and County Rd 2350 , MOBERLY , MO 65270, Randolph	Facility Information & User Management
	Submit a Report View Submitted Report/Revise Report	



Step 2: Click 'Disassociate' button next to the desired account in the Associated Users list.

NOTE: Facility Information page contains the Facility Information and the Owner Information.

NOTE: Associated Users list shows all of the users associated to the facility including: Name/User ID, Email, and Role. Certifier, Preparer, and Viewers will only see disassociate option for their account. Organization Officials will see button for all users.



Clean Water Information System -
Electronic Discharge Monitoring Report

Home Facility Search Help Logout

Facility Information

Facility Information			
Facility Name:	Moberly WWTP		
Address:	Rt EE and County Rd 2350		
City:	MOBERLY	State: MO	Zip Code: 65270
County:	Randolph	Region: NER	

Owner Information			
Company Name:	City of Moberly		
First Name:		Last Name:	
Address:	101 W Reed Street		
City:	Moberly	State: MO	Zip Code: 65270
Phone:	(660)269-9437		
Email:			

There are no pending request for this facility.

Associated Users			
Name/User Id	Email	Role	
Rebecca Cripe - Weather78	rebecca.cripe@dnr.mo.gov	eDMR Preparer	Disassociate
Billy Hackett - nr.hackb	billy.hackett@dnr.mo.gov	eDMR Organization Official	Disassociate
Billy Hackett - nr.hackb1	billy.hackett@dnr.mo.gov	eDMR Organization Official	Disassociate
Susie Mills - nrmills2	susan.mills@dnr.mo.gov	eDMR Certifier	Disassociate

Step 3: Click 'OK' on pop up window to disassociate the user from facility. Click 'Cancel' to keep them associated.

NOTE: Users account will be removed from the Associated Users list. User will receive an email informing them that they have been disassociated.

Associated Users			
Name/User Id	Email	Role	
Rebecca Cripe - Weather78	rebecca.cripe@dnr.mo.gov	eDMR Preparer	Disassociate
Billy Hackett - nr.hackb	billy.hackett@dnr.mo.gov	eDMR Organization Official	Disassociate
Billy Hackett - nr.hackb1	billy.hackett@dnr.mo.gov	eDMR Organization Official	Disassociate