

# How to Approve/Deny Pending Association Requests as an Organization Official

This eDMR system provides users with the ability to manage their accounts without the need for DNR. When a Certifier or Preparer makes an association, a request is sent to the Organization Official(s) for that facility. The Organization Official will receive an email with the request information. They will have to login and approve the association request before the requested user is associated. If denied, the request is removed.

Below all users can learn how to how to approve/deny a pending association request made by a certifier/preparer.

**Step 1:** From the eDMR Home page click 'Facility Information & User Management' for the facility with the association request.

**NOTE:** When a request is made an email is sent to the Organization Officials for the facility. Refer to the request email notification to see what facility the request was made for.



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

[Submit a Report](#) [View Submitted Report/Revise Report](#) [Facility Information & User Management](#)

**Step 2:** Click 'Approve' next to the account in the Pending Requests list to make the user an associated user appearing in the Associated Users list. Click 'Deny' to remove the request.

### Facility Information

Facility Information			
<b>Facility Name:</b>	MDNR, Division of State Parks		
<b>Address:</b>	1659 E. Elm		
<b>City:</b>	JEFFERSON CITY	<b>State:</b>	MO
<b>County:</b>	Cole	<b>Region:</b>	CFO
		<b>Zip Code:</b>	65102

Owner Information			
<b>Company Name:</b>	MDNR, Division of State Parks		
<b>First Name:</b>		<b>Last Name:</b>	
<b>Address:</b>	P.O. Box 176		
<b>City:</b>	Jefferson City	<b>State:</b>	MO
<b>Phone:</b>	(573)751-8553		
<b>Email:</b>	coy.king@dnr.mo.gov		
		<b>Zip Code:</b>	65102

Pending Requests			
Name/User Id	Email	Role	
Billy Hackett - nr.hackb1	billy.hackett@dnr.mo.gov	eDMR Certifier	<a href="#">Approve</a> <a href="#">Deny</a>

Associated Users			
Name/User Id	Email	Role	
Billy Hackett - nr.hackb	billy.hackett@dnr.mo.gov	eDMR Organization Official	<a href="#">Disassociate</a>

**Step 3:** Click 'Ok' to confirm the approval.

Facility Information			
<b>Facility Name:</b>	MDNR, Division of State Parks		
<b>Address:</b>	1659 E. Elm		
<b>City:</b>	JEFFERSON CITY	<b>State:</b>	MO
<b>County:</b>	Cole	<b>Region:</b>	CFO
		<b>Zip Code:</b>	65102

  

Company Information			
<b>Company Name:</b>	MDNR, Division of State Parks		
<b>First Name:</b>	Coy King		
<b>Address:</b>	P.O. Box 176		
<b>City:</b>	Jefferson City		
<b>Phone:</b>	(573)751-8553		
<b>Email:</b>	coy.king@dnr.mo.gov		
		<b>Zip Code:</b>	65102

Message from webpage

Are you going to approve this request? Click OK to confirm



Pending Requests			
Name/User Id	Email	Role	
Billy Hackett - nr.hackb1	billy.hackett@dnr.mo.gov	eDMR Certifier	<input type="button" value="Approve"/> <input type="button" value="Deny"/>

Associated Users			
Name/User Id	Email	Role	
Billy Hackett - nr.hackb	billy.hackett@dnr.mo.gov	eDMR Organization Official	<input type="button" value="Disassociate"/>

**Step 4:** The user now appears in the Associated Users list.

**NOTE:** The new user will now see the facility listed in their Associated Facilities list.

Associated Users			
Name/User Id	Email	Role	
Billy Hackett - nr.hackb	billy.hackett@dnr.mo.gov	eDMR Organization Official	<input type="button" value="Disassociate"/>
Billy Hackett - nr.hackb1	billy.hackett@dnr.mo.gov	eDMR Certifier	<input type="button" value="Disassociate"/>

