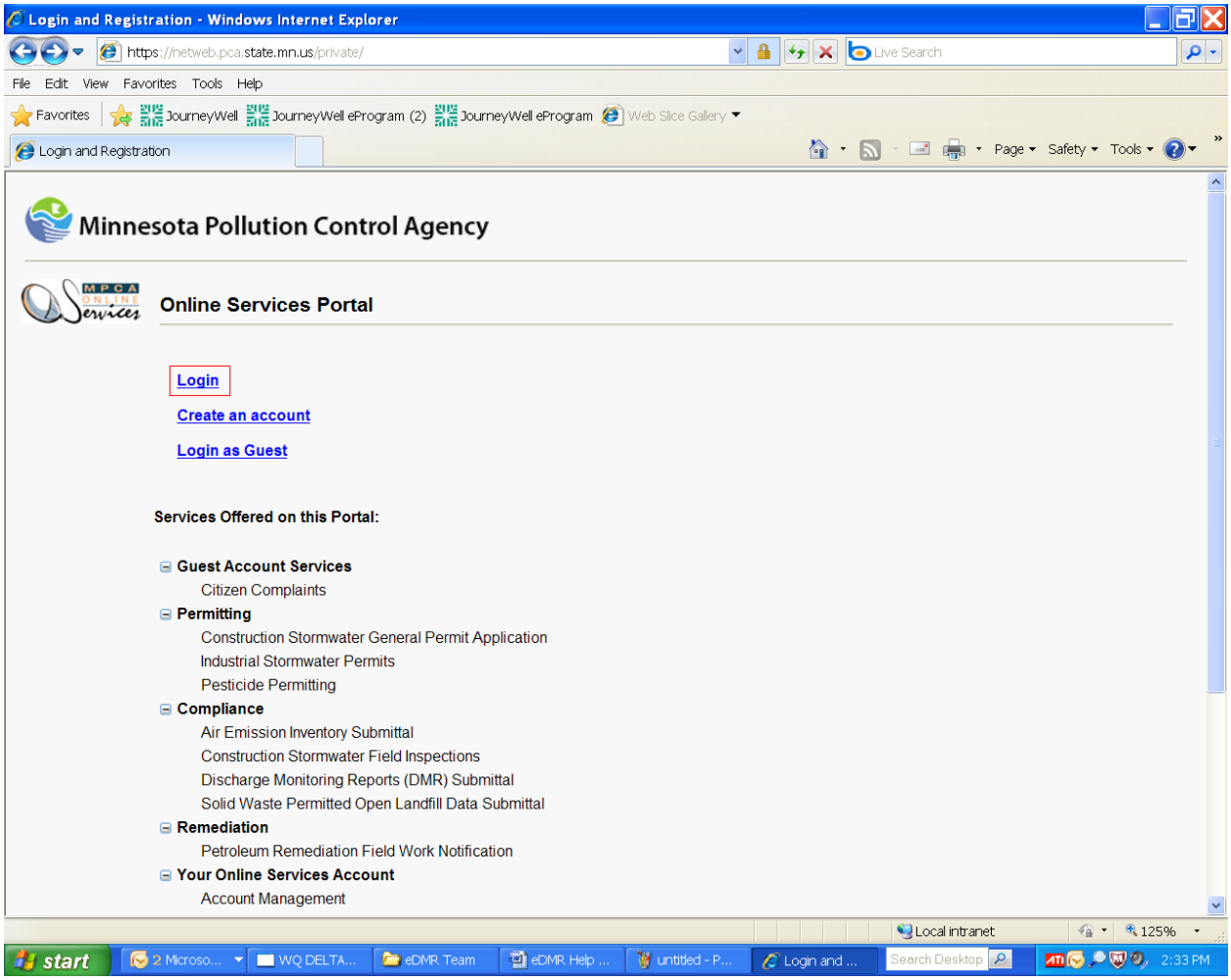
Creating a Submittal Agreement

Step 1

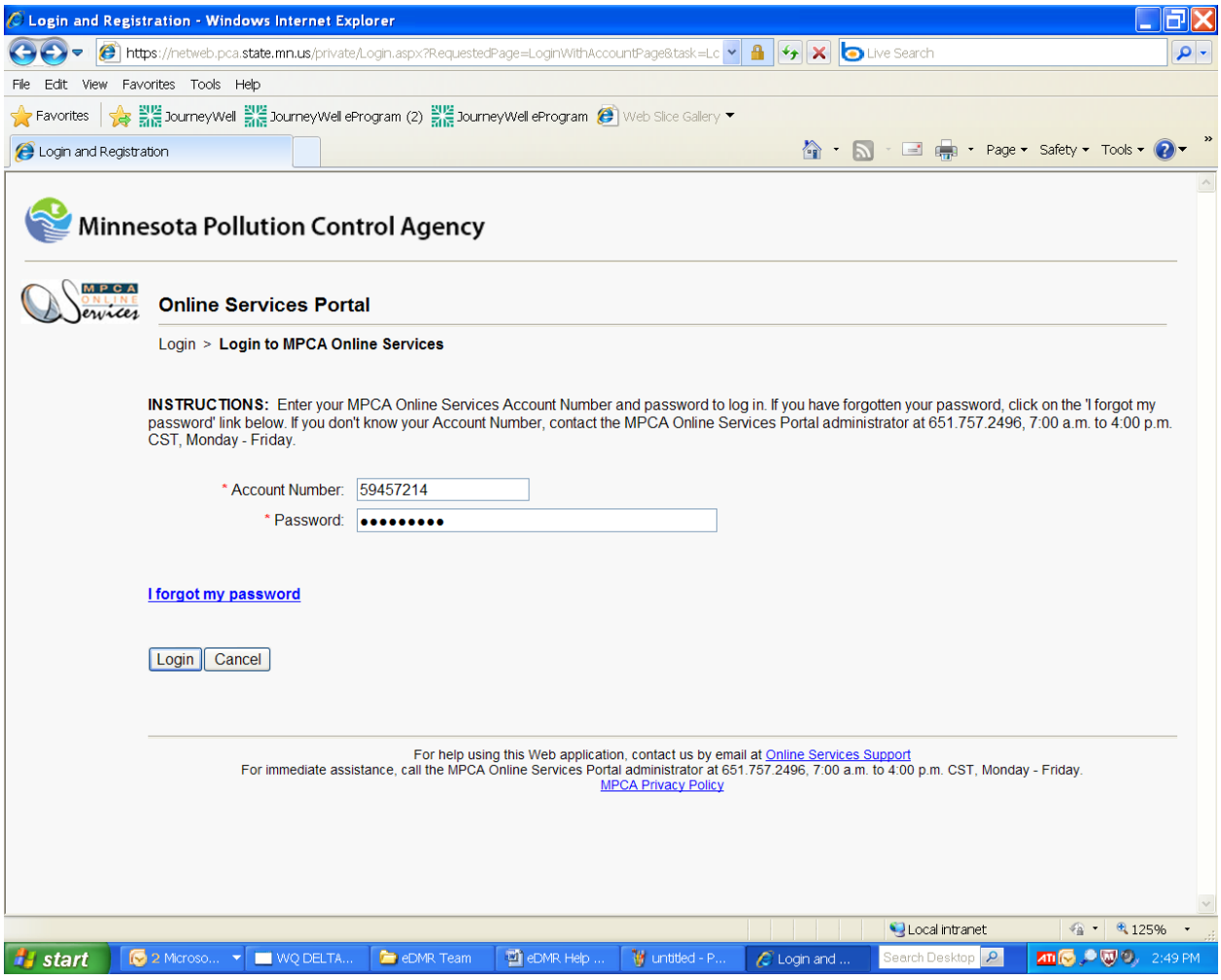
Go to the MPCA Online Services webpage located at https://netweb.pca.state.mn.us/private/

Click on the "Login" prompt.



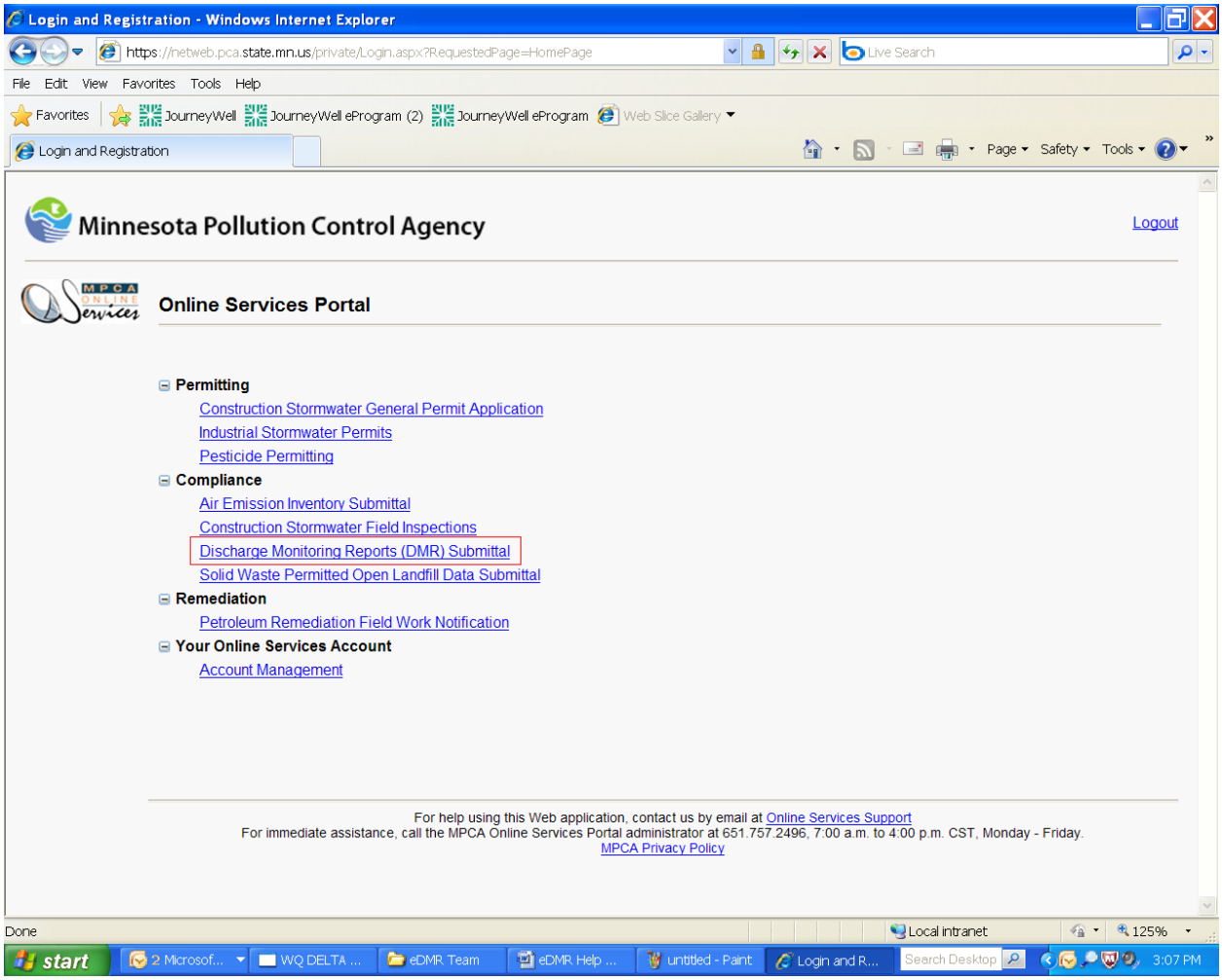
Step 2

Fill in your account number and password and click the “Login” button.



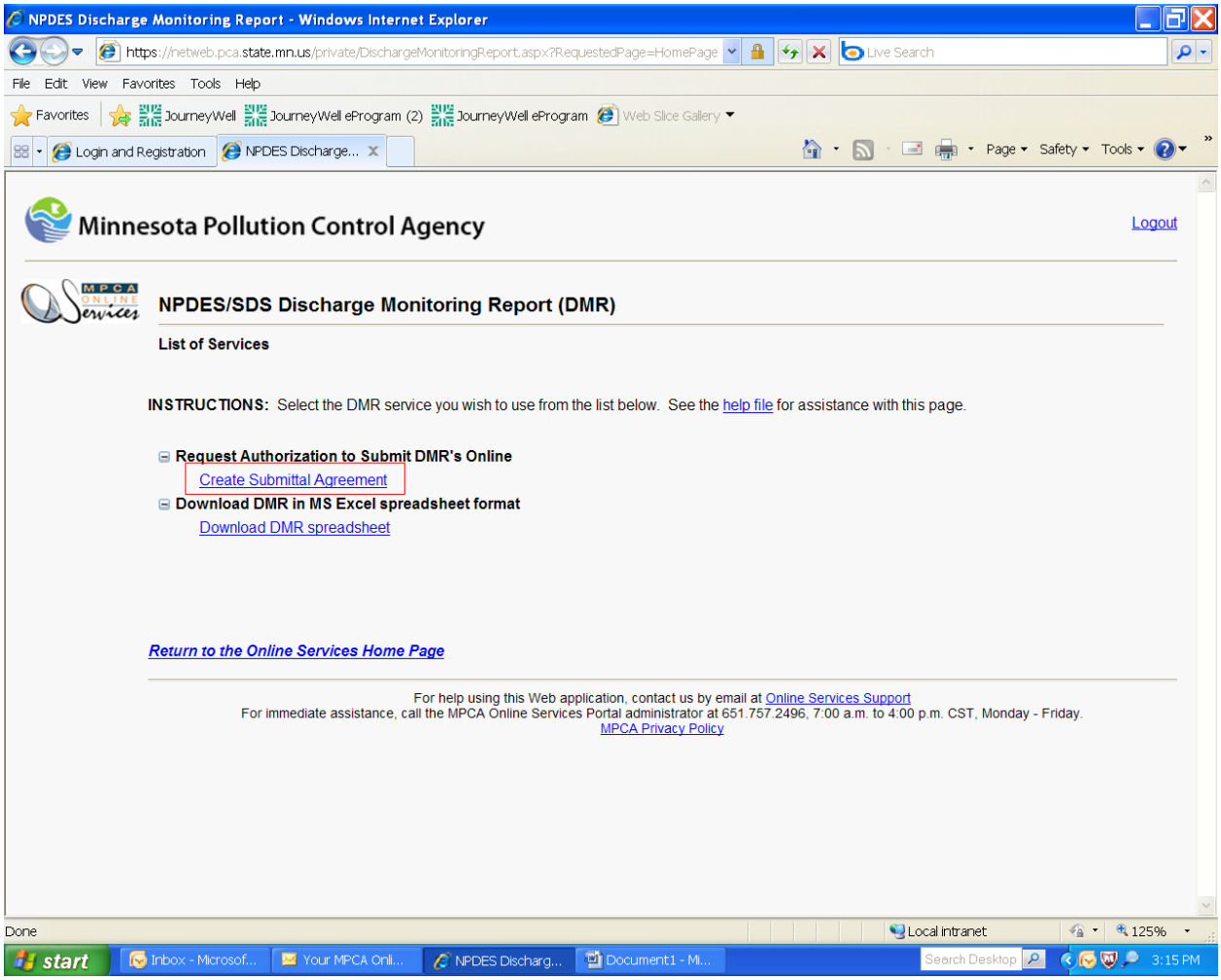
Step 3

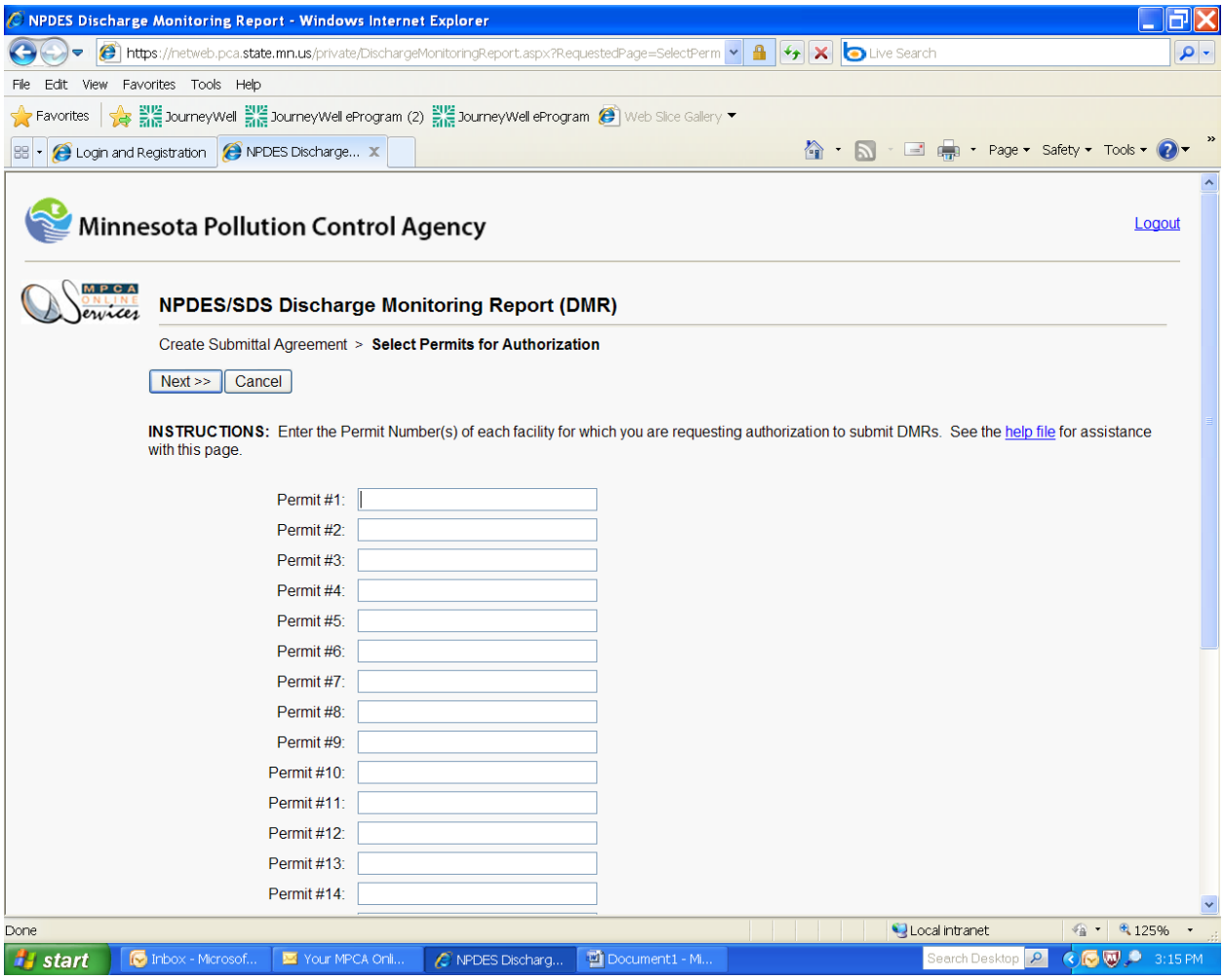
Click on the "Discharge Monitoring Reports (DMR) Submittal" prompt.



Step 4

Click on "Create Submittal Agreement" prompt.



Step 5

A new screen will appear. Enter the permit number(s) for the DMR's you wish to be authorized to submit electronically. Only enter multiple permit numbers if the permits are owned by the same city or company. Click on the "Next" button. (Note: if you are requesting authorization for multiple permits owned by separate entities, you must submit a separate form for each one.)