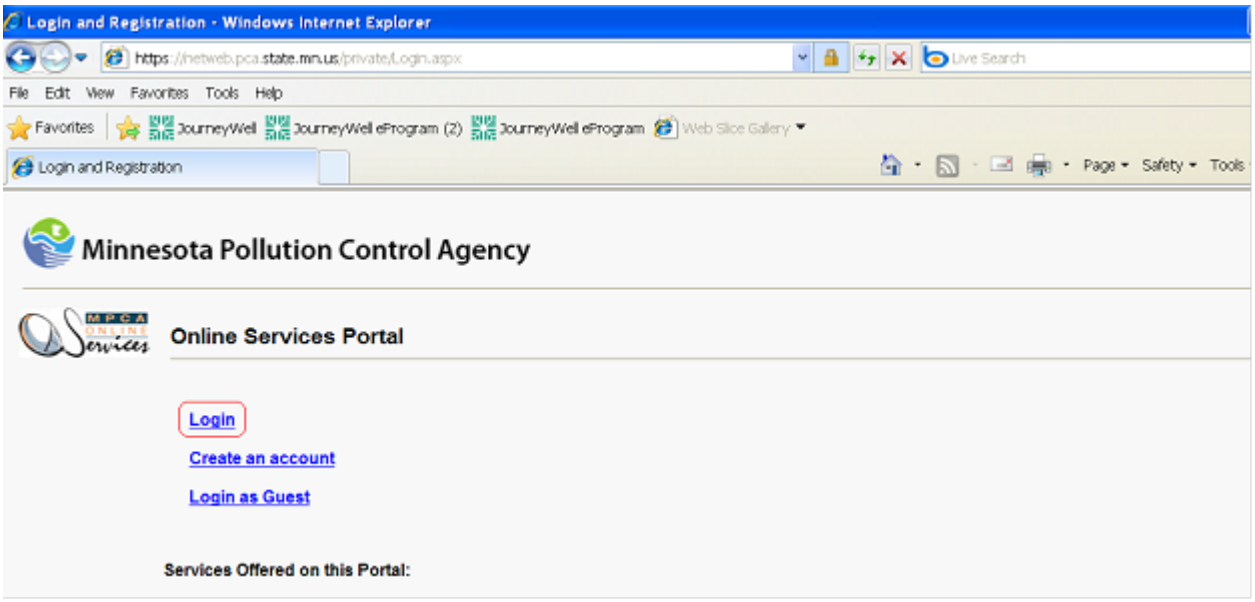
On-line eDMR Submittal and Adding Attachments

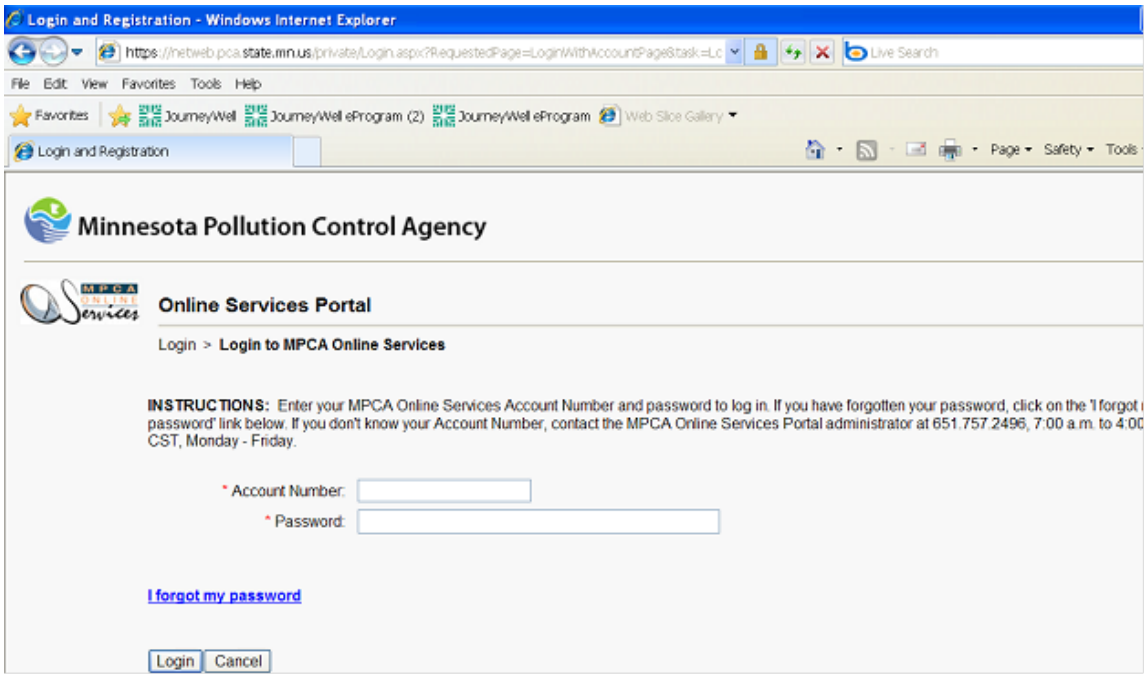
Step 1 – Log into your account

Go to the Online Services Portal webpage https://netweb.pca.state.mn.us/private/ and click on the "Login" prompt.



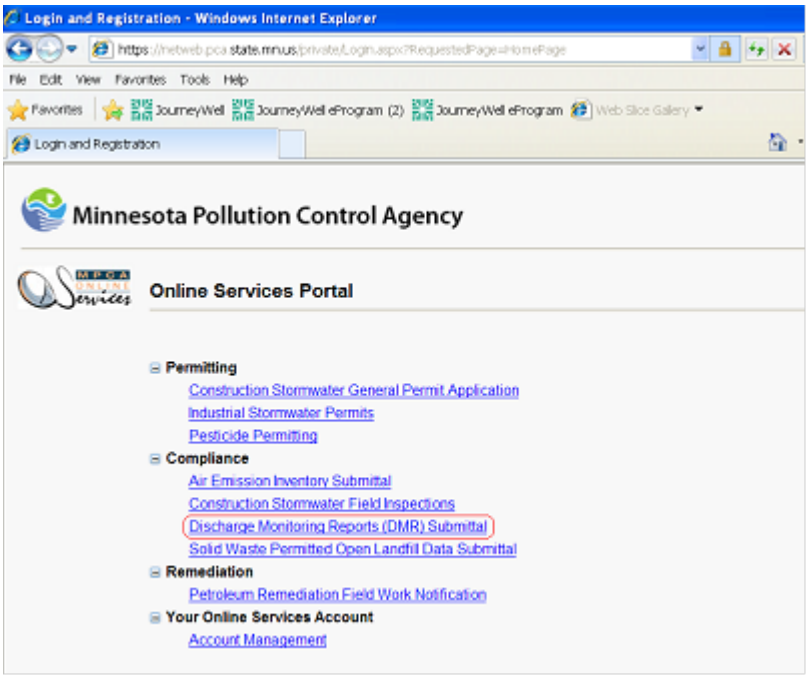
Step 2

Enter your account number and password and click the "Login" button.



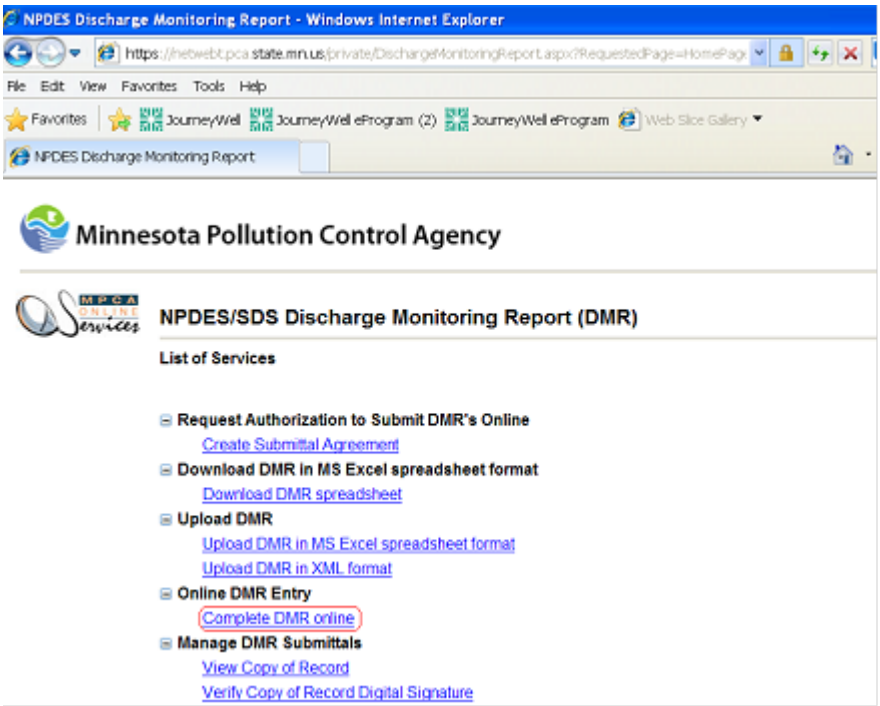
Step3

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



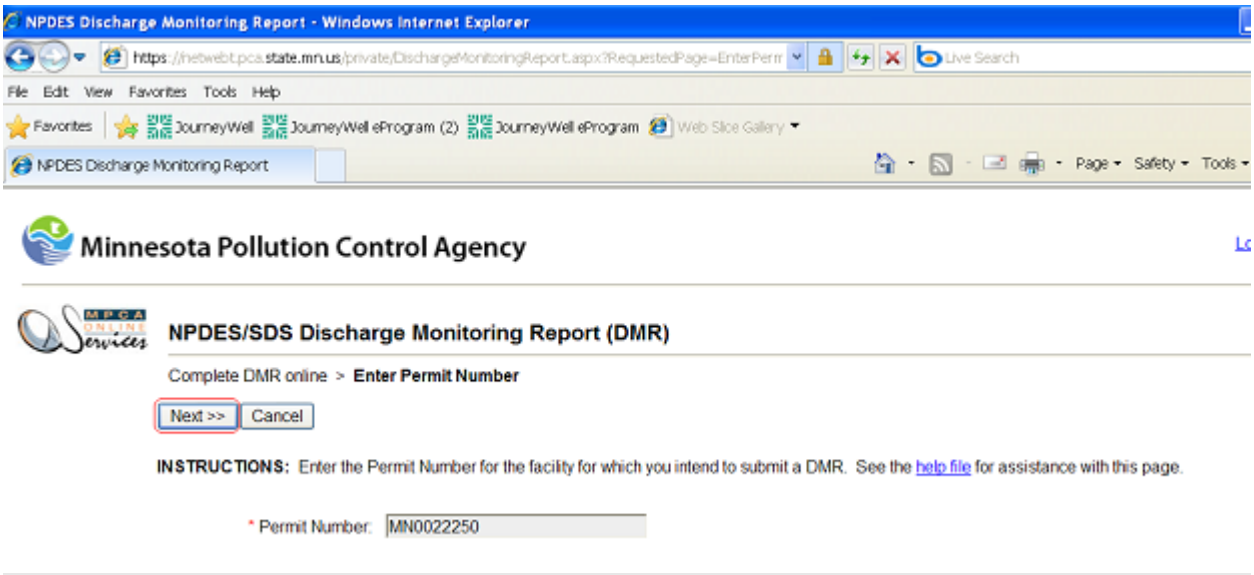
Step 4

Click on the "Complete DMR online" prompt.



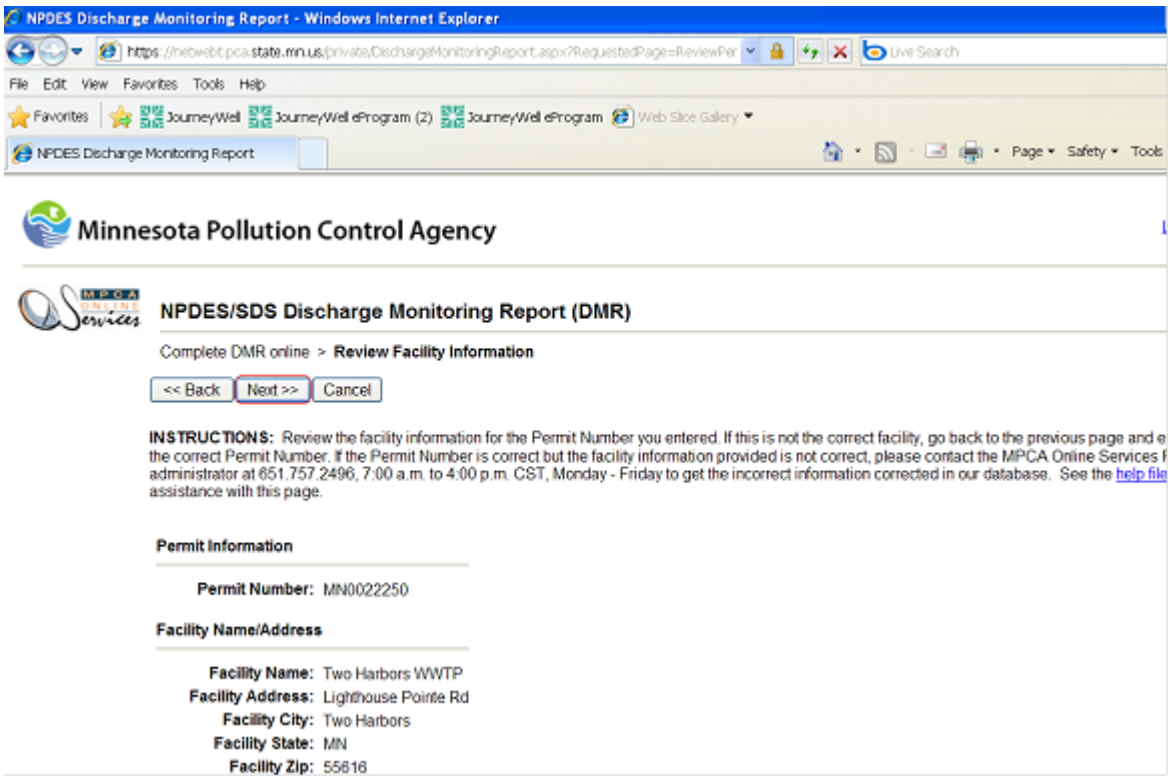
Step 5

Enter the permit number for the facility you would like to enter DMR data and click the “Next” button.



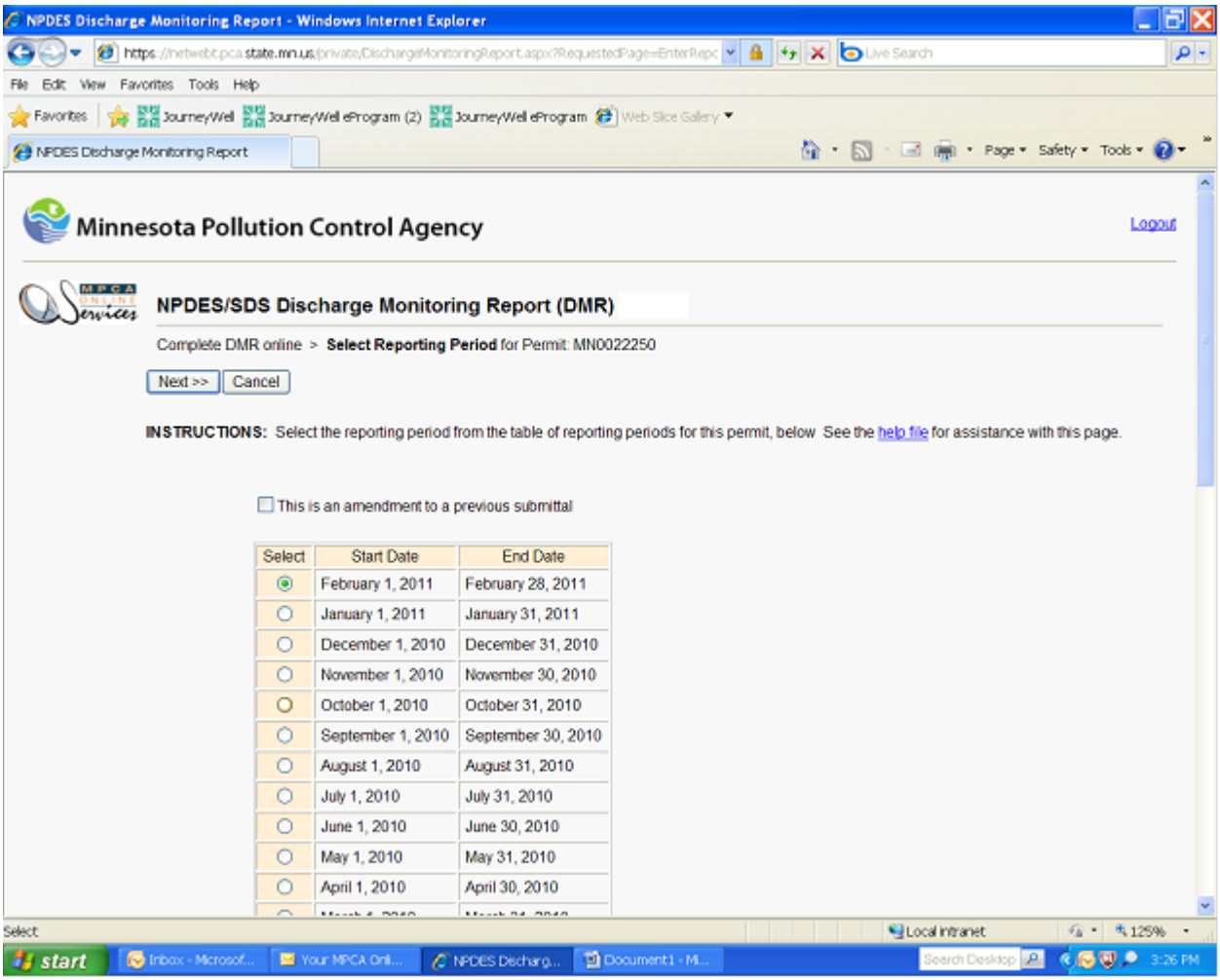
Step 6

Review the facility information and click the “Next” button.



Step 7

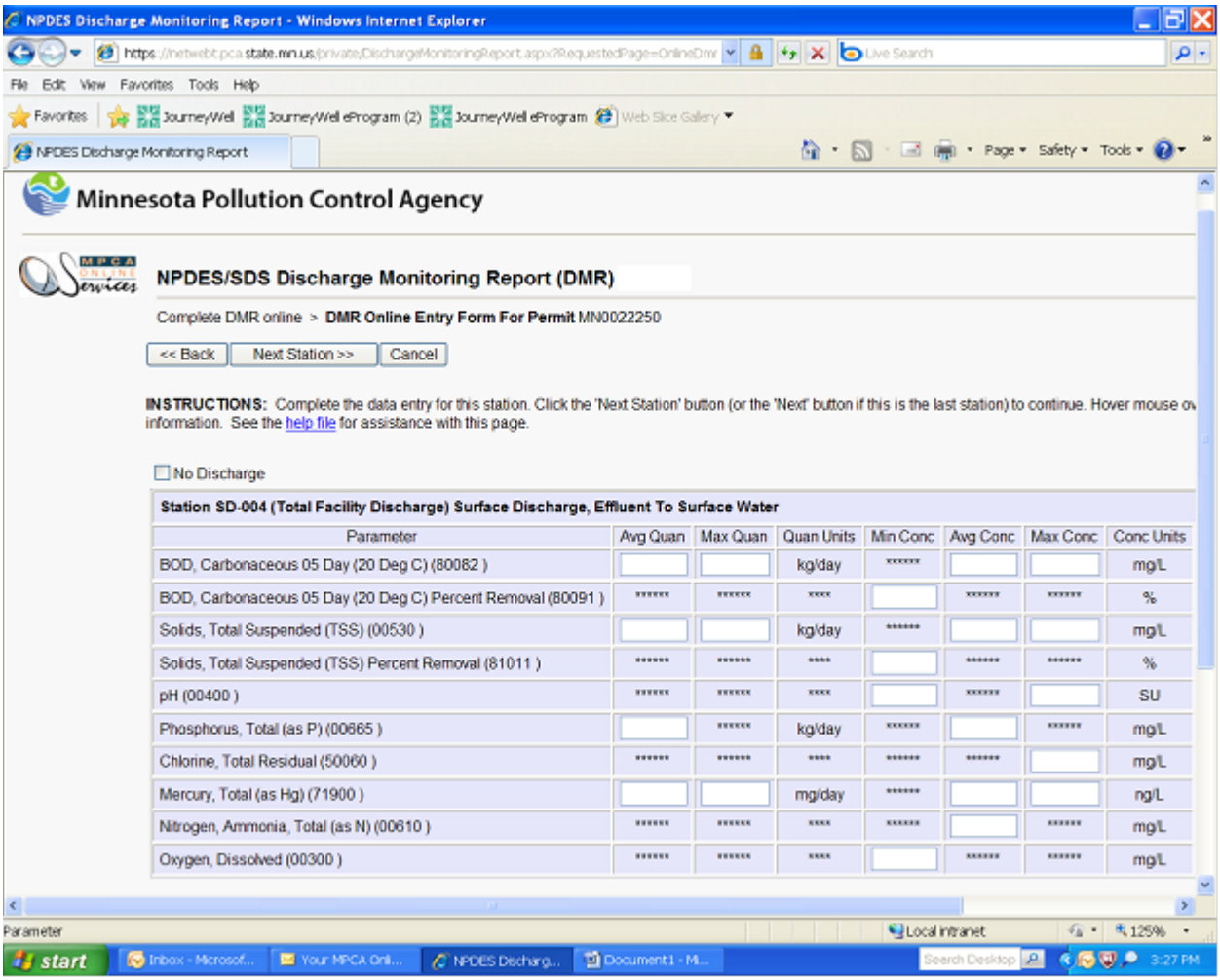
Select the monitoring period for which you want to submit DMR data. Click the radio button for the desired timeframe and then click the “Next” button.

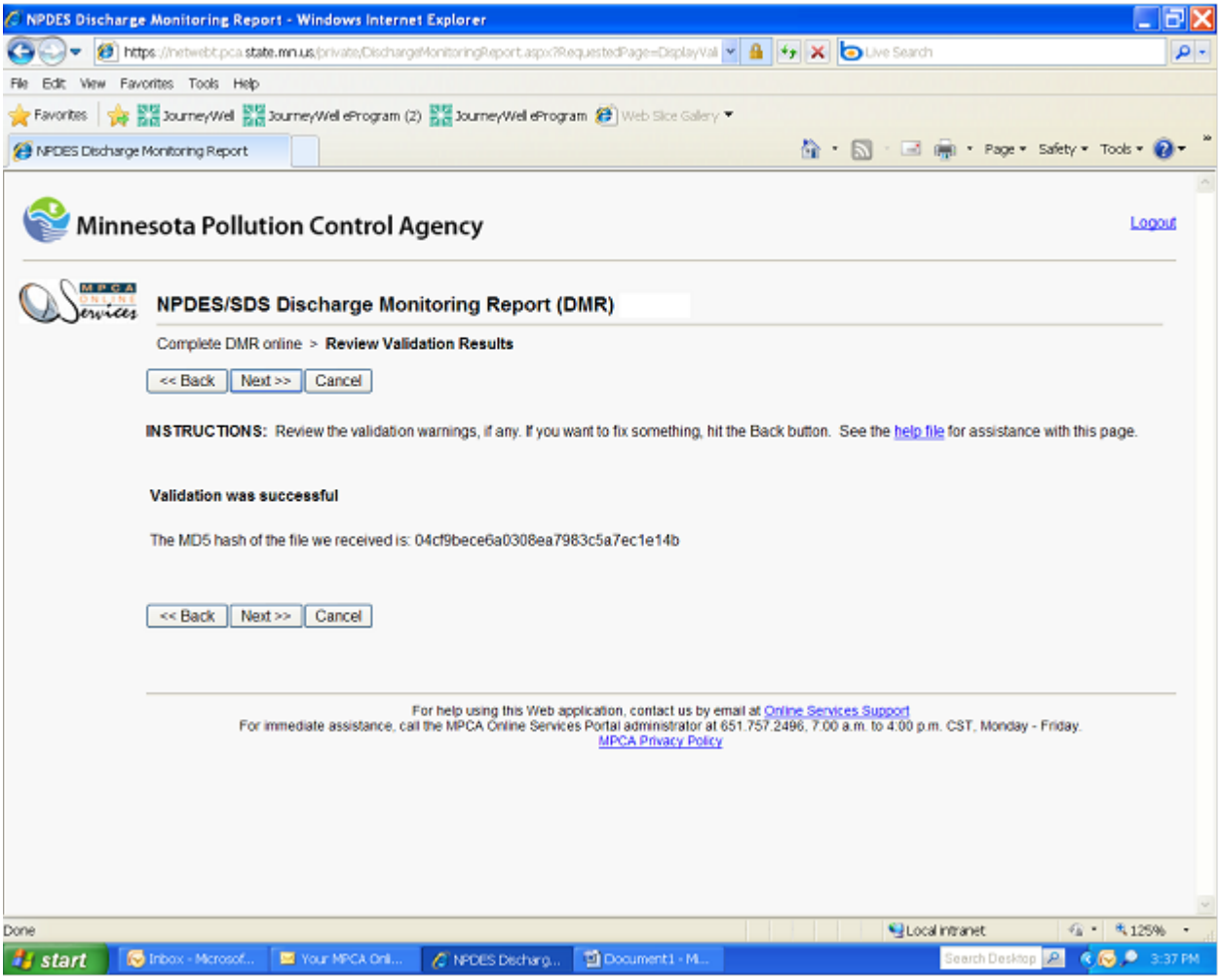


Step 8

The online entry screen will appear next. The stations required for that monitoring period will appear one at a time. Tab through as you enter the data or check the “No Discharge” box if the there is no data for that station. Do not enter ‘0’ in any of the boxes if the no discharge box is checked. Once you have completed entering the data for that station click the “Next Station” button to progress to the next station. At this time the system will perform a data validation check to ensure the data will store correctly. If there is a problem with the file, you will receive an error message in red. These errors must be corrected or you will not be allowed to move forward with entering the data.

Each DMR station will have a box where small comments can be made. Overall the DMR will look very similar to your current DMRs and the operator will still be required to complete all calculations manually.



Step 9

Once all the stations are entered the system will perform a check for missing values. If you wish to go back and add missing values you can do so at this time. The system will allow you to proceed when there are missing values. Click on the "Next" button.