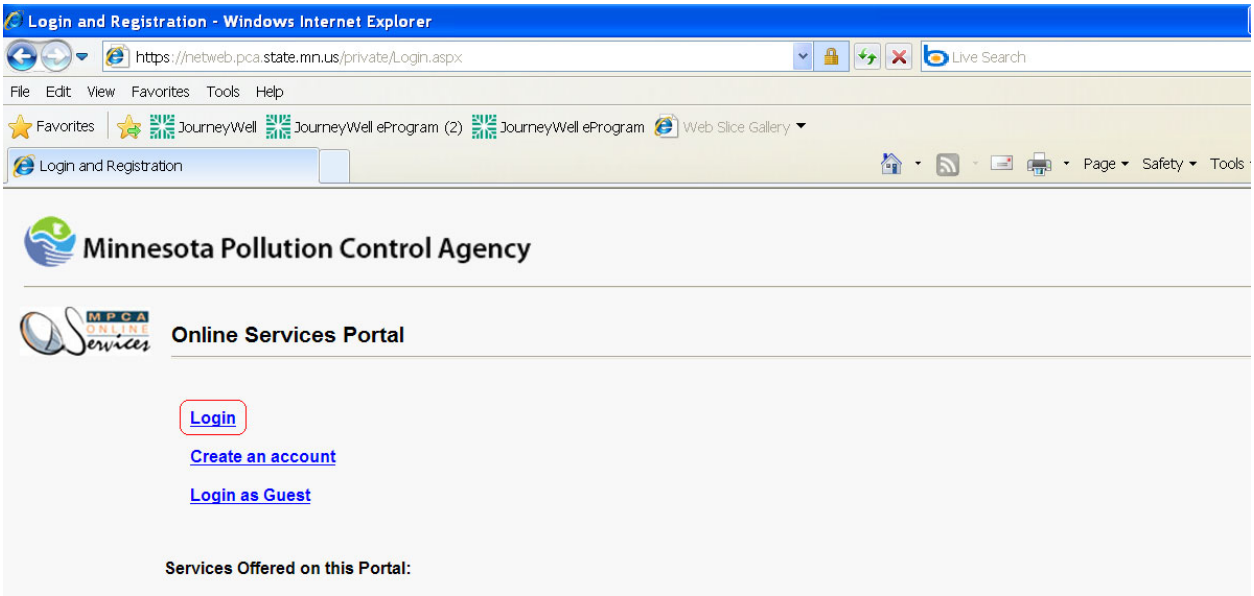
Amending a submitted eDMR

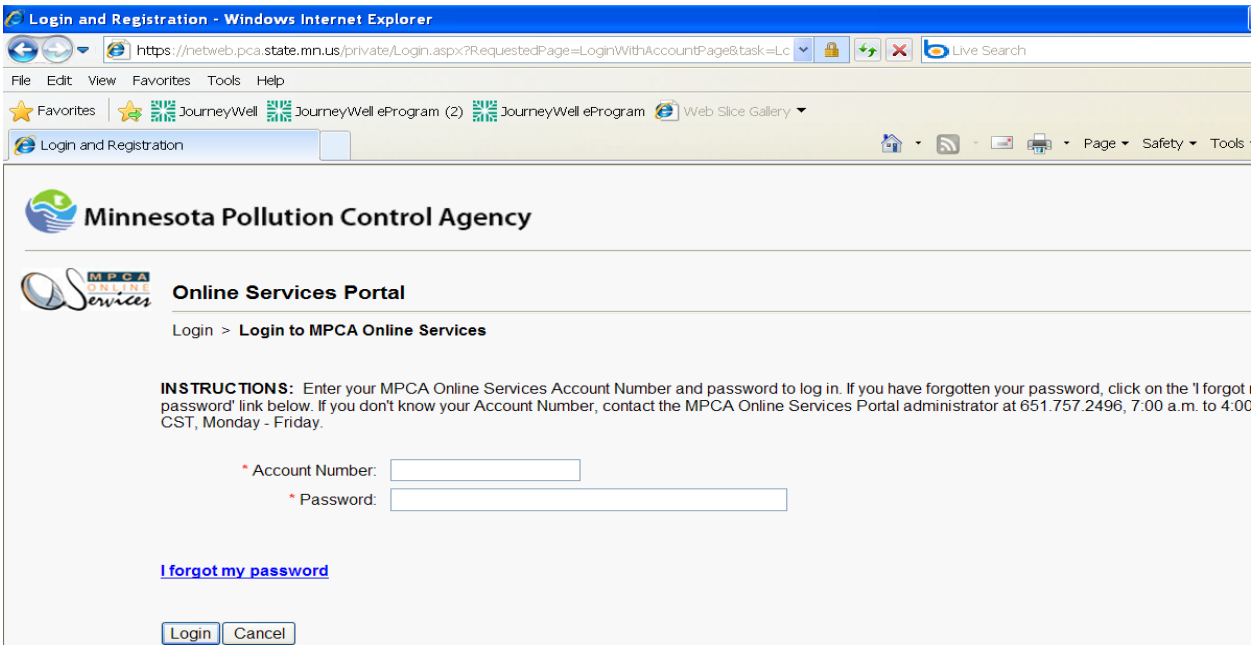
Step 1 - Log into your account

Click on the "Login" prompt.



Step 2

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



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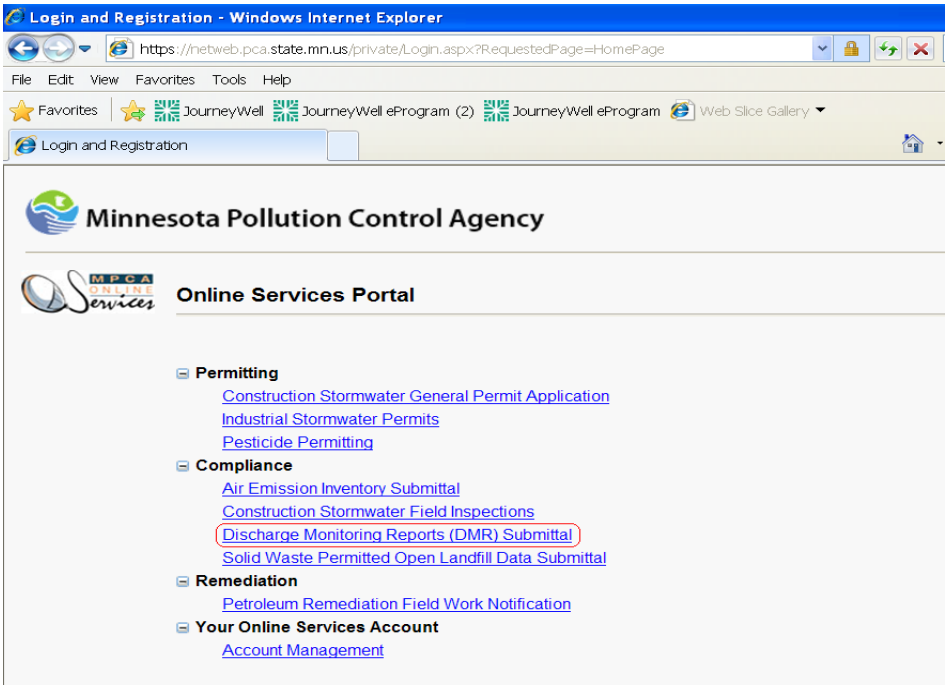
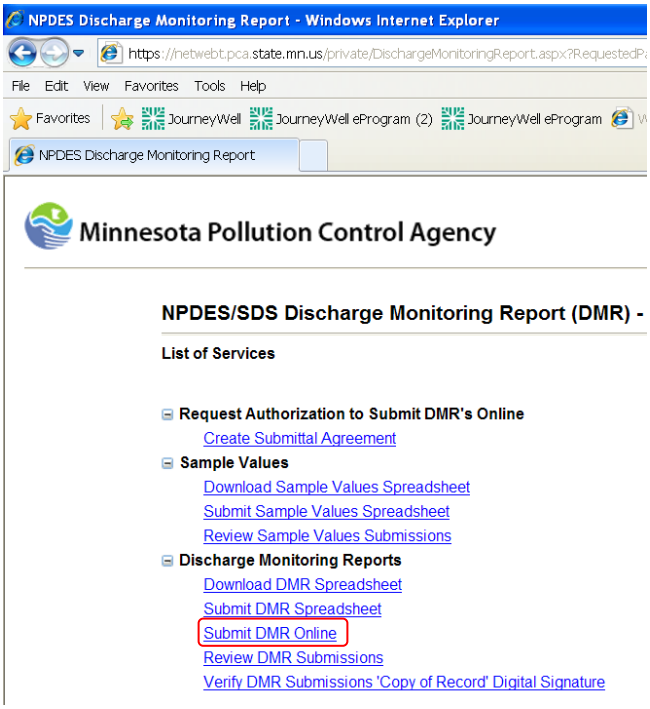
Step3

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



Step 4

Click on the "Submit DMR Online" prompt.



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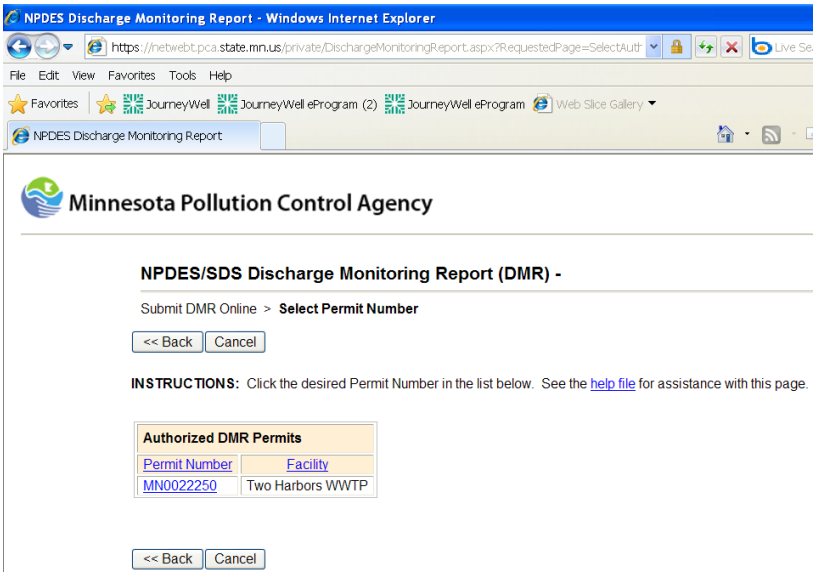
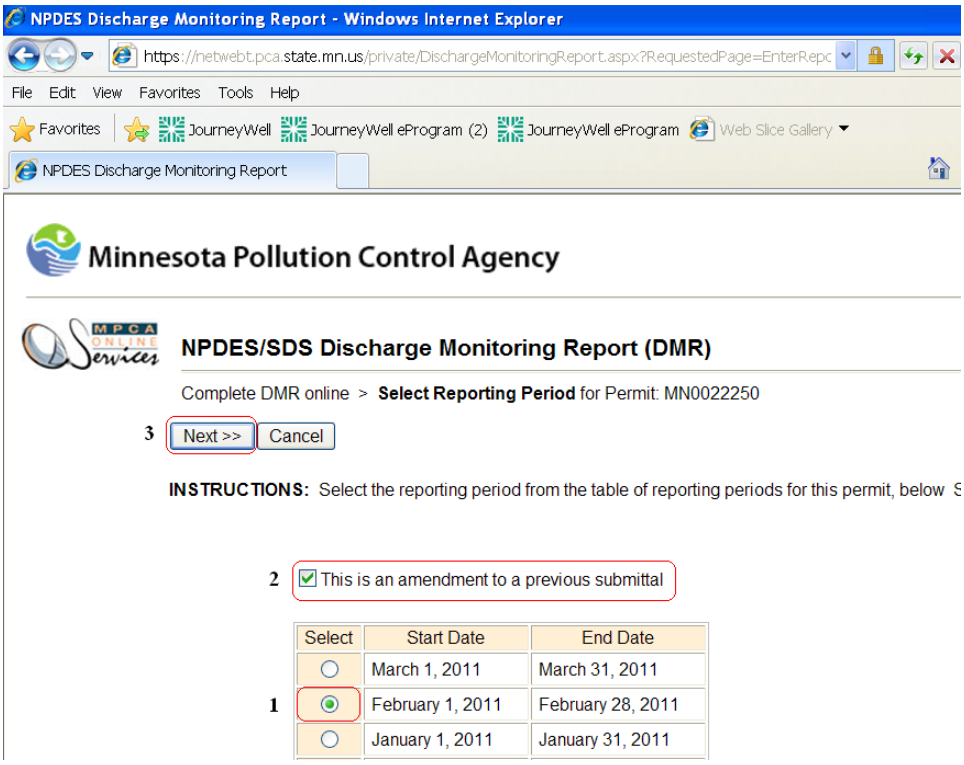
Step 5

Click on the permit number for the facility you would like to amend DMR data.



Step 6

First click on the radio button for the month of DMR amendments are needed. Next check the box for “This is an amendment to a previous submittal” and then click on the “Next” button.



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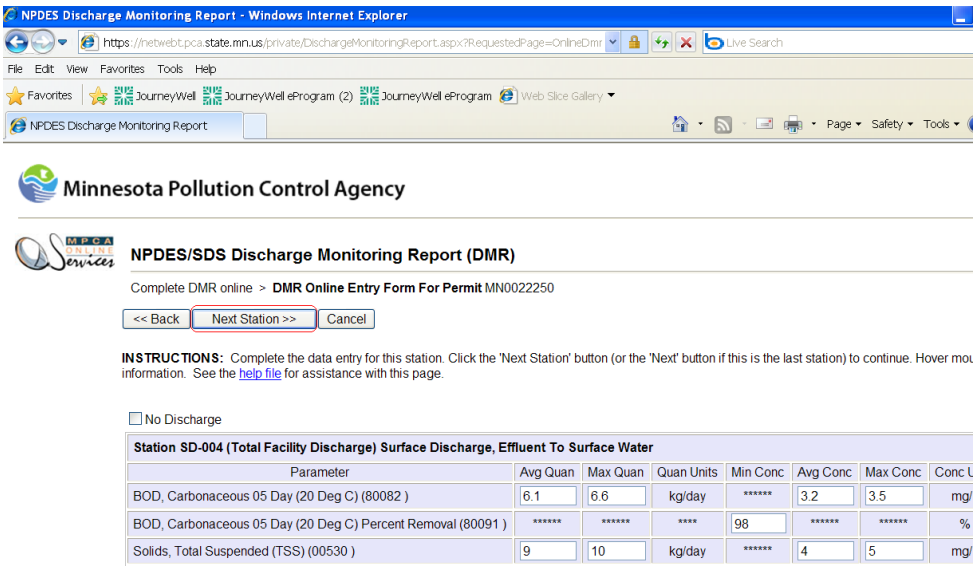
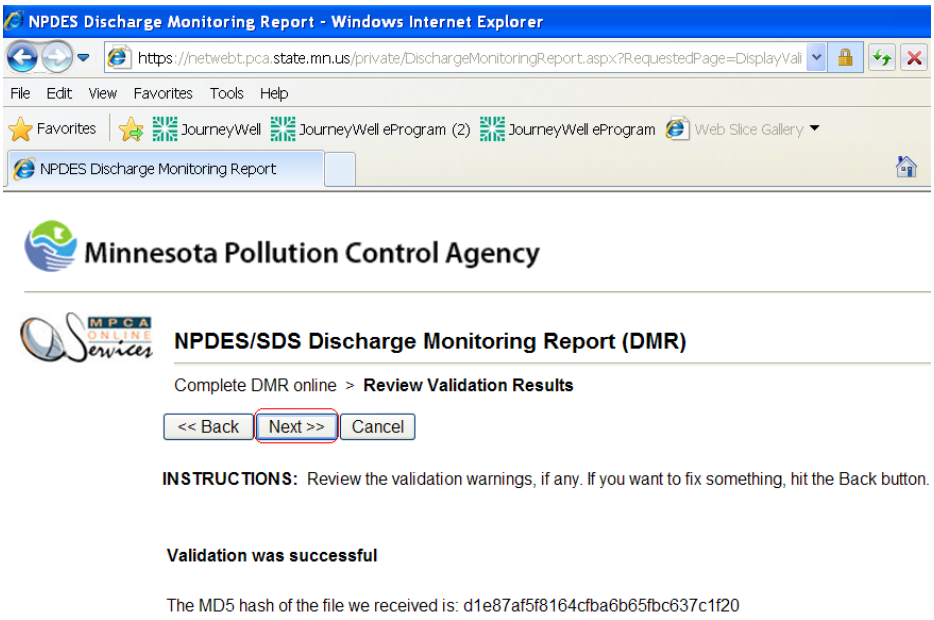
Step 7

Enter the amended data in the appropriate DMR station. At the bottom of the screen you can enter a note to why you are amending the DMR. You can move from one station to the next by clicking on the “Next Station” button and go back to a previous station by clicking the “Previous Station” button.



Step 8

When you have completed entering the data and advanced to the last DMR station the portal will review the data and bring you to the validation screen. Click on the “Next” button.



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Step 9

The portal will give you the option to attach any supporting documents if needed. If you have no documents to attach simply click the “Next” button. If you have documents to attach, please attach them and then click the “Next” button.

Step 10

The portal will then bring you back to the certification statement and will prompt you to enter your password and answer a challenge question. Enter them and click on the “Submit” button. The portal will validate the submittal and send an email to your account. Click on the “Finished” button and it will be completed.