

HOW TO SEARCH FOR DMR TO CORRECT IN NETDMR.

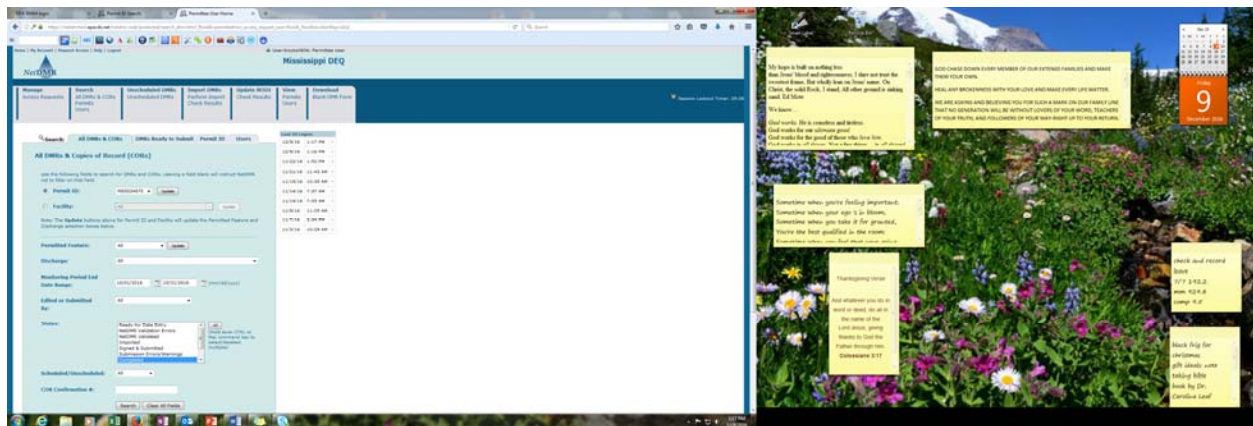
LOG IN

YOU WILL COME TO THE 'ALL DMRS & COPIES OF RECORD (CORS)' PAGE

YOU WILL SEE **PERMIT ID**. IF YOU HAVE ONLY ONE FACILITY YOU CAN LEAVE IT AT ALL BUT IF YOU HAVE MORE, THEN CLICK ON THE ARROW IN THE BOX THAT SAYS ALL. YOUR FACILITY WILL BE LISTED, CHOOSE AND CLICK **UPDATE**. PLEASE NOTE: NOTHING WILL HAPPEN; WHAT HAPPENS TAKES PLACE BEHIND THE SCENES.

ENTER THE MONITORING DATE (PLEASE ENTER ACCORDING TO FORMAT GIVEN).

GO TO **STATUS**: CLICK '**COMPLETED**'



CLICK **SEARCH** (SEE BELOW)

ONCE SEARCH IS CLICKED, IT WILL PULL YOUR DMR THAT HAS BEEN COMPLETED (SIGNED AND SUBMITTED). (PLEASE NOTE: IT IS ALWAYS BETTER TO SEARCH YOUR DMR BY MONITORING PERIOD DATE TO PREVENT SUBMITTING OR CORRECTING THE WRONG MONTH).

TO ENTER YOUR DATA, CLICK ON ERROR TO DROP DOWN TO **CORRECT**. (SEE TOP OF NEXT PAGE)

