How To Create a New Permit in NeT MSGP

1) Sign into the NeT MSGP Application.
   https://npdes-ereporting.epa.gov/msgp

2) Click on your role, will be Signatory or Preparer

   NETMSGP: NeT - Multi-Sector General Permit for
   Stormwater Discharges Associated with Industrial
   Activity

   [Signatory]

3) Click the Add Facility button

   [Add Facility]

4) Enter site name or permit number into search

   [NeT MSGP Facility Search]

5) Review permit list to verify a permit does not already exist. If one exits, you can
   click Request Permissions to gain access.

   [Request Permissions]
6) If a permit does not exist, select Create Facility in the left sidebar. This button will not activate unless a search is performed (step 4).

[Image of Create Facility button]

7) Complete Eligibility Information and select which form you would like to submit: NOI, NEC, or NDC.

8) Select Next to create the form.

[Image of Warning message: After clicking next, questions which have determined your eligibility for this form will be locked. If these responses must be changed, you may be required to create a new form]

9) Select Go to Form to enter the rest of your facility information

[Image of Draft Notice of Intent (NOI) Created]

10) Certify your completed form and submit or Flag for Certification to have a signatory sign. Preparer roles can not sign.

- [ ] Certify Form
- [ ] Flag for certification
- [ ] No action at this time
11) After certifying you will be given the option to pay. If you do not pay after signing, you can return to the payment screen by logging into the home screen (Step 1 & 2) and selecting Pay Fee from the Actions dropdown.

12) You will be sent a notification email when your permit is active.