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

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

3) Click the Add Facility button

4) Enter site name or permit number into search

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

![Create Facility Button](image)

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

8) Select Next to create the form.

![Warning Message](image)

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

![Draft Notice of Intent (NOI) Created](image)

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.