



ACCESS DEQ APPLICATION PORTAL USER GUIDE

**Erosion & Sediment Control Certificate of Approval
Financial Responsibility Ownership Form**

**Department of Environmental Quality (DEQ)
Division of Energy, Mineral and Land Resources (DEMLR)
Erosion and Sediment Control
Permitting Transformation Project (PTP)**

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Document Overview

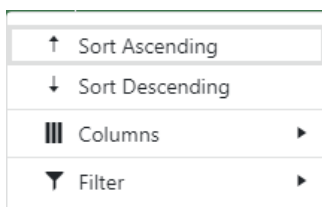
This document walks through the AccessDEQ Application Portal (intake) in the Permit Transformation Project (PTP) solution created for Erosion and Sediment Control.

A revision history and approvals for this document are recorded in [Appendix A](#).

A glossary of terms that may be used in this document is recorded in [Appendix B](#).

General Instructions for Portal Users

- Some fields or grid entries may appear with a pencil icon . Clicking on the pencil will allow editing.
- Fields displaying a down caret  indicate a drop-down list is available. In some cases, an “Add New” icon  Add New will display at the top of the drop-down indicating an option to create a new choice.
- Fields on the application marked with an **asterisk** * are mandatory fields and cannot be left blank. These fields are also validated for the data type. Users will not be able to proceed if a mandatory field is left blank.
- Grids display the Add Existing  Add Existing option. Clicking on “Add Existing” will display a list of existing records that can be selected from a drop-down list and added to the grid.
- The Create New  Create New option on grids can be used to create a new record which will then show up under the drop-down list when a user selects the “Add Existing” icon.
- Records such as locations and contact information are stored with the portal user account allowing the user access to these for certain fields using drop-down lists in other parts of an application or future applications. Upon using the portal for the first time, a user may have none of these associated records.
- All the columns in a table can be sorted and filtered using the ellipses, next to the column header, to display a specific type of record.





Portal Registration

The home page for AccessDEQ is <https://accessdeq.nc.gov>. The user's portal homepage (My AccessDEQ) is <https://portal.deq.nc.gov/my-accessdeq>. Applicants can use the "Register now" link to register for a new account in the AccessDEQ portal using the following URL :
<https://portal.deq.nc.gov/login>.



AccessDEQ Permit Portal

Email / Username

Password

[Forgotten Password](#)

Log in

Not registered yet?

[Register now](#)

Applicants can fill out required information and click “Register”.



Register

Registration

First name

Last name

Email

Password (must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and between 10 - 24 characters in length)

Repeat password

Register

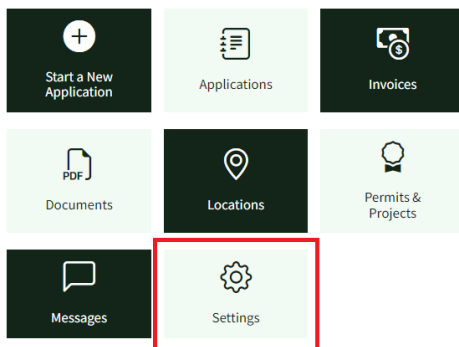
Already registered? [Log in](#)

A confirmation email from the address **DEQTPCAAdmin@deq.nc.gov** containing a link to activate the account will be sent to the email address on the registration. Upon logging in for the first time the user will be prompted to set up security questions and answers for their account.

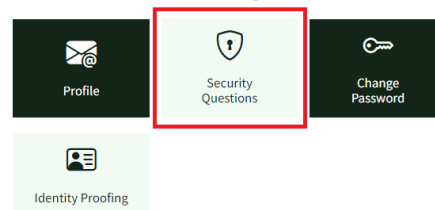
Security questions can be updated any time from [My AccessDEQ](#) by going to “Settings” then selecting “Security Questions”.



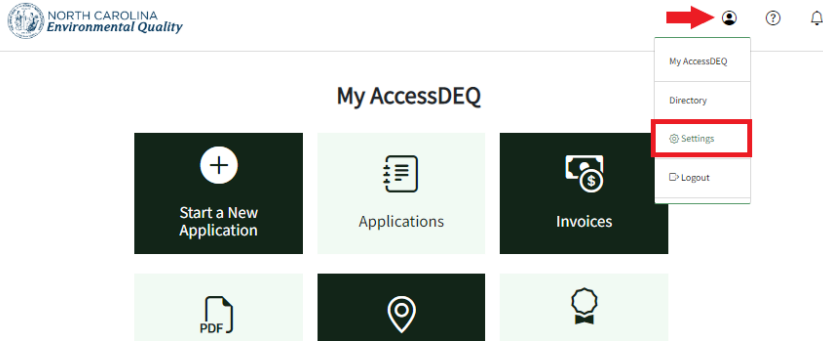
My AccessDEQ

A grid of nine dark green buttons with white icons and text. The buttons are: "Start a New Application" (plus icon), "Applications" (list icon), "Invoices" (dollar sign icon), "Documents" (PDF icon), "Locations" (location pin icon), "Permits & Projects" (award icon), "Messages" (speech bubble icon), and "Settings" (gear icon). The "Settings" button is highlighted with a red border.

Settings

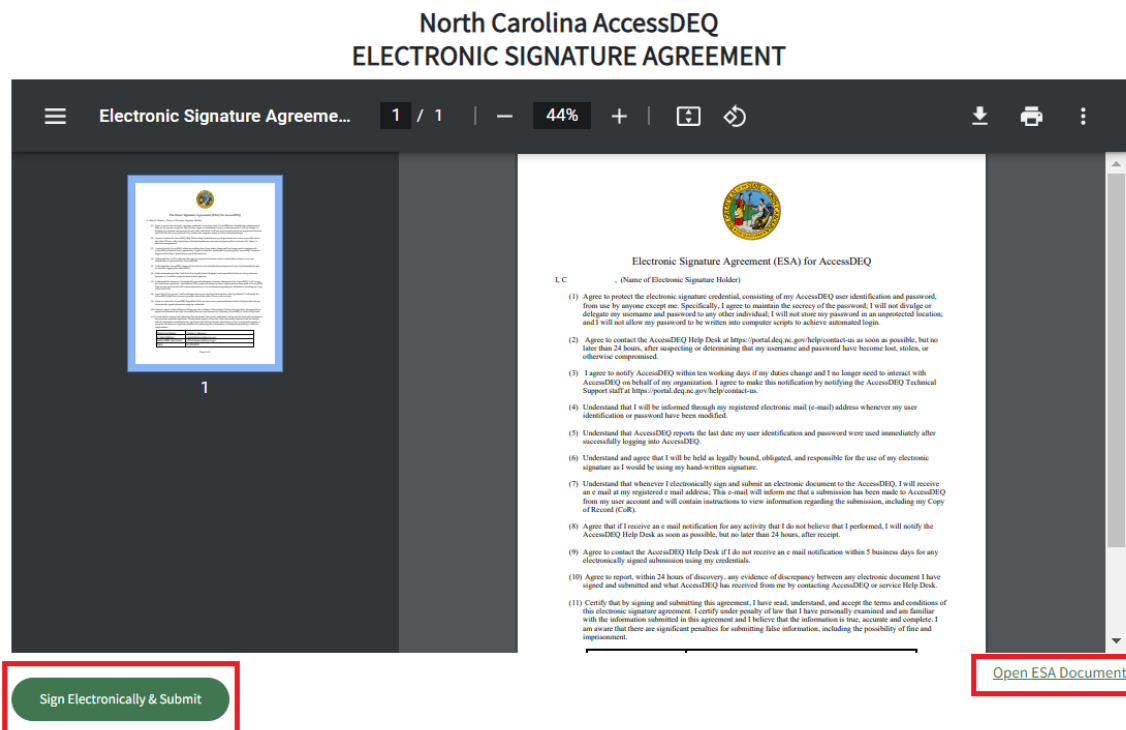
A vertical list of three dark green buttons with white icons and text. The buttons are: "Profile" (envelope icon), "Security Questions" (shield icon), and "Change Password" (key icon). The "Security Questions" button is highlighted with a red border.

While in the My AccessDEQ portal, the settings can also be accessed from the User menu at the top right of the screen.

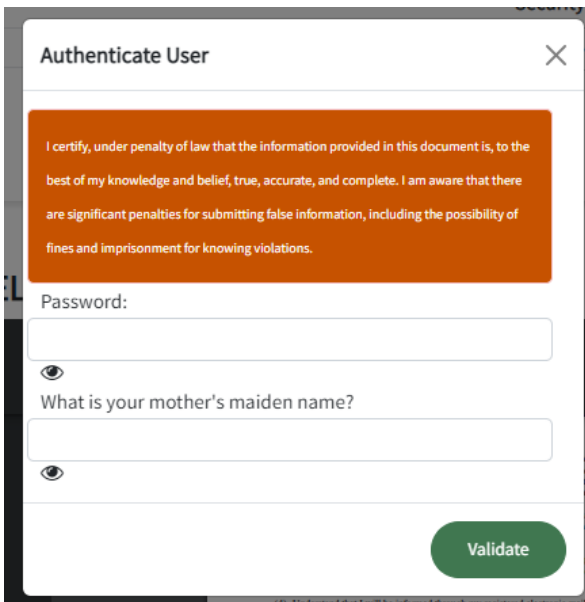


When logging in for the first time, the user must sign the Electronic Signature Agreement (ESA). This will only be required once. To sign the document click “Sign Electronically & Submit”.

The agreement can also be opened by clicking the “Open ESA Document” link. Some browsers may not display the preview of the agreement document. If that is the case, a link to open the ESA document will be provided.



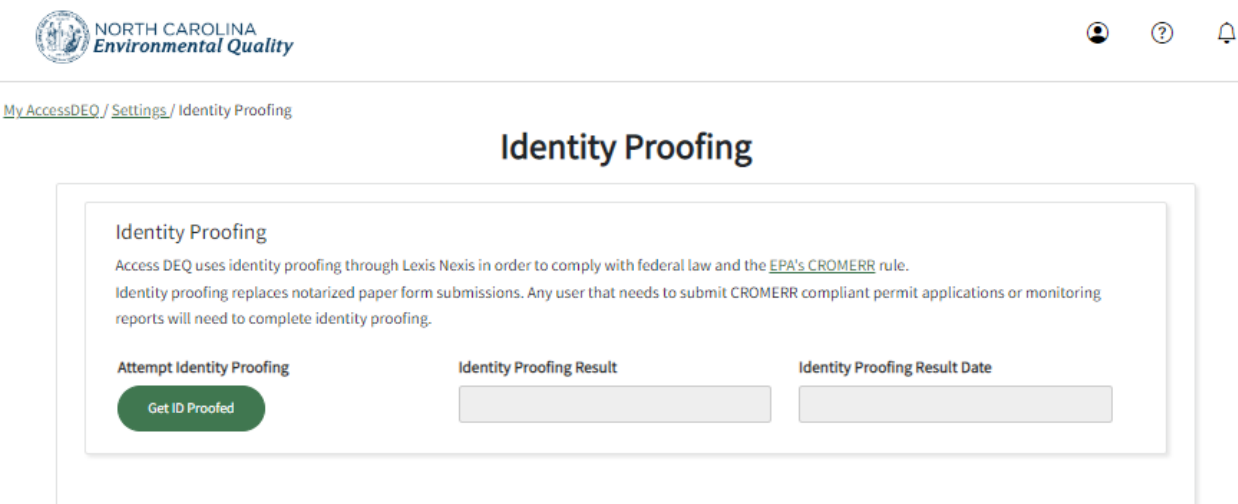
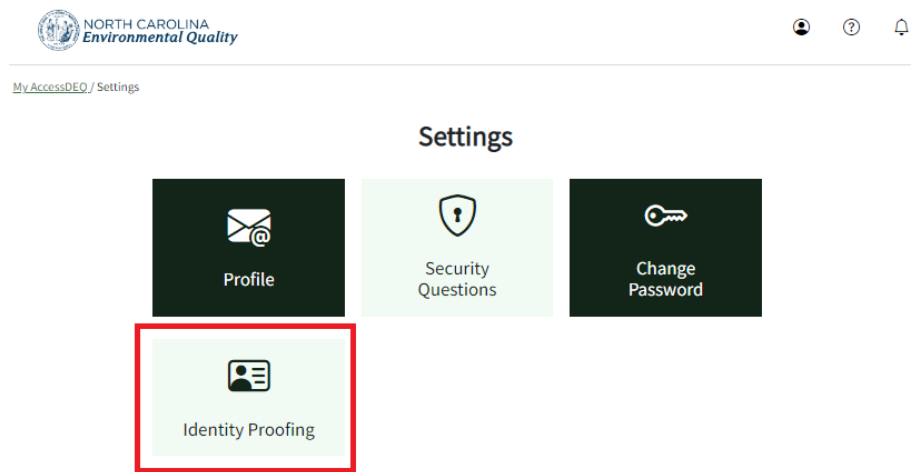
Next, the user will enter their password and answer a security question to complete signing.

A screenshot of a web application dialog box titled "Authenticate User". The dialog box has a white background and a thin grey border. At the top left, the title "Authenticate User" is displayed in a dark grey font, and at the top right, there is a close button represented by a grey "X" icon. Below the title bar, there is a prominent orange rectangular box containing white text that reads: "I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations." Below this orange box, the label "Password:" is followed by a white text input field with a thin grey border. To the left of the input field is a small grey eye icon. Below the password field, the security question "What is your mother's maiden name?" is followed by another white text input field with a thin grey border. To the left of this field is another small grey eye icon. At the bottom right of the dialog box, there is a green rounded rectangular button with the word "Validate" written in white text.

Identity Proofing (CROMERR Compliance)

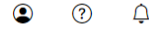
Users who are Responsible Officials (RO) or Designated Responsible Officials (DRO) for projects requiring CROMERR compliance can complete Identity Proofing by going to My AccessDEQ Settings then selecting “Identity Proofing” and clicking the link for “Get ID Proofed”. For erosion and sedimentation control applications, the Financially Responsible Person is considered the Responsible Official (RO), and their designee is considered a Designated Responsible Official (DRO).

Note: Identity Proofing only needs to be completed once.





The applicant can fill out the form and submit it to perform Identity Proofing.

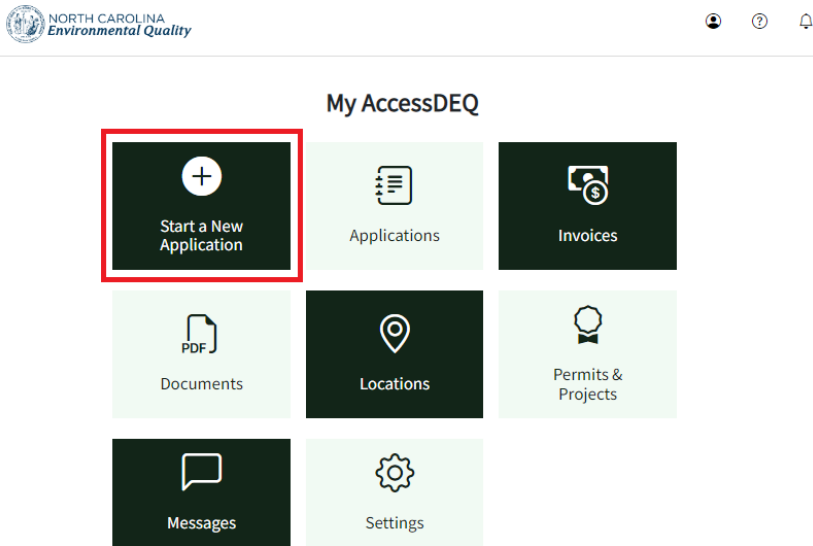


Identity Proofing

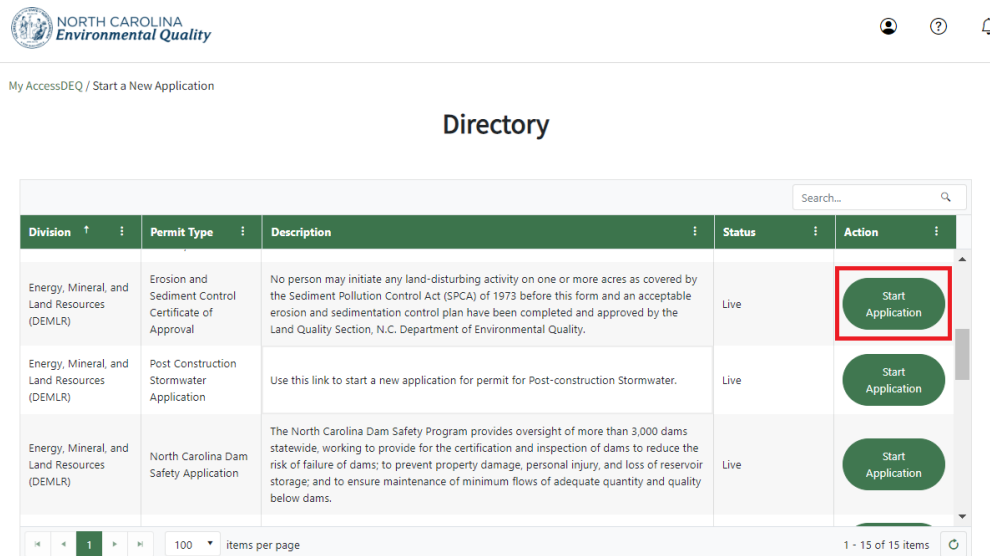
First Name *	Middle Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number *	SSN Last 4 *	Date of Birth *
<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
<small>(Home Phone Number is recommended. If home phone number is not available, use a cell phone number registered in your name.)</small>		
Address		
<small>(This should to be your Home Address. Business address or PO Box may lead to failed identity proofing)</small>		
Address Line 1 *	Address Line 2	
<input type="text"/>	<input type="text"/>	
City *	State *	Zip *
<input type="text"/>	<input type="text" value="- Select -"/>	<input type="text"/>
<input type="button" value="Submit"/>		

Starting a New Application

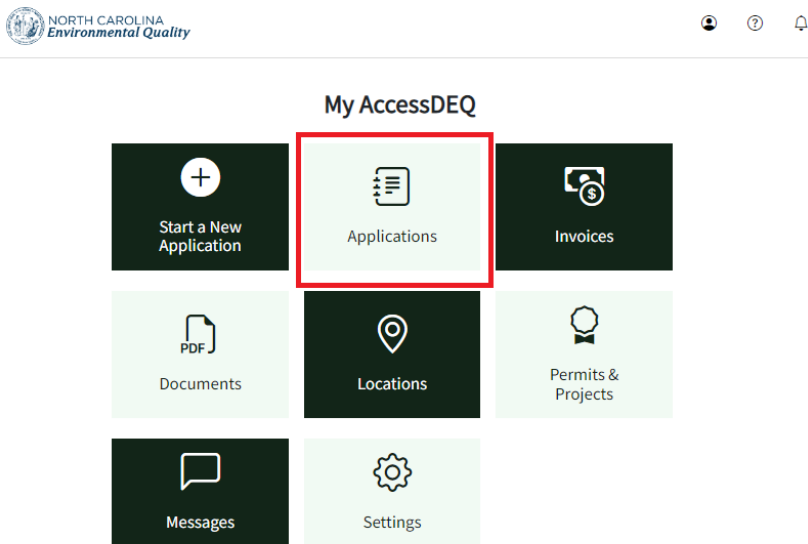
After registering for the portal an applicant may create a new application from the application Directory by selecting “Start a New Application” on My AccessDEQ.



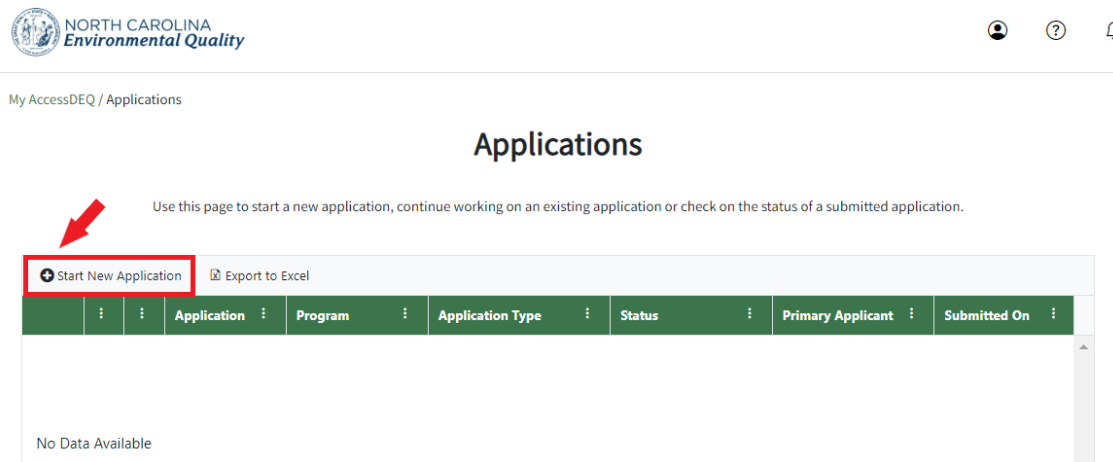
Clicking “Start a New Application” will open the application Directory from which a new application for an Erosion and Sediment Control Certificate of Approval may be started by clicking “Start Application”.



The Directory may also be accessed from the Applications section of My AccessDEQ.



Clicking on “Start New Application” will open the application Directory.



When an Erosion and Sediment Control Certificate of Approval Application is selected from the Directory, a new Financial Responsibility/Ownership (FRO) form for the Sedimentation Pollution Control Act (SPCA) opens.

Application Introduction

The first page of the FRO form gives the Applicant an option to select between a new or a revised plan for submission.

Division of Energy, Mineral, and Land Resources
Financial Responsibility/Ownership Form
Sedimentation Pollution Control Act

No person may initiate any land-disturbing activity on one or more acres as covered by the Sediment Pollution Control Act (SPCA) of 1973 before this financial responsibility and ownership form and an acceptable erosion and sedimentation control plan have been completed and approved by the Land Quality Section, N.C. Department of Environmental Quality.

The mission of the Erosion and Sediment Control (E&SC) Program is to allow development within our state while preventing pollution by sedimentation.

In cooperation with the [Sedimentation Control Commission](#) and pursuant to the Sedimentation Pollution Control Act of 1973, the Erosion and Sediment Control Program:

- Develops, adopts, and revises [rules and regulations](#) for erosion and sediment control.
- Assists and encourages [local programs](#) and other agencies in developing erosion and sedimentation control programs.
- Develops and distributes recommended methods of erosion and sedimentation control, including the [E&SC Planning and Design Manual](#).
- Develops and distributes other material relating to erosion and sediment control including technical, instructional, and [educational material](#), including the [Field Manual](#), [Inspector's Guide](#), [E&SC Practices Videos](#), and the [Erosion and Sedimentation Newsletter](#).
- Conduct [educational programs](#) in E&SC for State and local governmental officials, persons engaged in land-disturbing activities, and interested citizen groups such as the general public, students, and educators.
- Requires the submission of erosion and sedimentation control plans, and completes or delegates the completion of the review, inspection, and [enforcement](#) of those plans and their associated projects.

If you are ready to begin an application for the Erosion and Sediment Control Act, please click on the [Approval](#) button, answer the following question(s) and click continue below.

Is This a New Plan Submission? (Select No if you have previously submitted a sediment control plan for your project) *

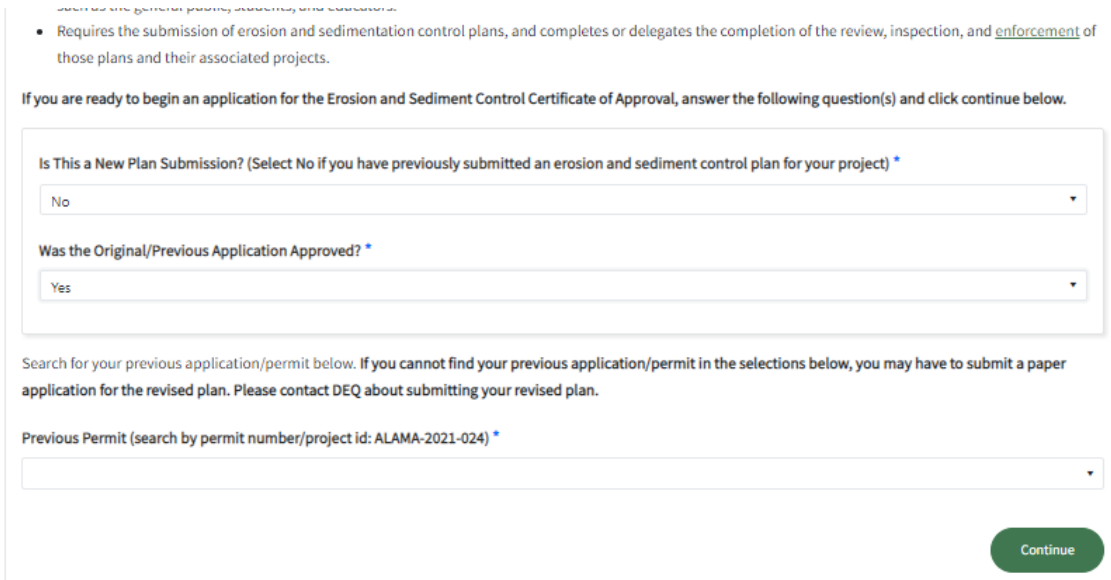
Yes

No

[Continue](#)

Select NO if you have previously completed this form (including if you have been previously denied coverage)

For revised submissions, selecting “Yes” for a previously approved application will allow the user to select a previously issued permit from a list. Selecting “No” will allow the user to select from a list of previously submitted or drafted permit application(s) to be updated and/or submitted.

A screenshot of a web form titled "Erosion and Sediment Control Certificate of Approval". The form contains several sections: a bullet point about submission requirements, a prompt to answer questions before continuing, two dropdown menus for "Is This a New Plan Submission?" (set to "No") and "Was the Original/Previous Application Approved?" (set to "Yes"), a search field for previous permits, and a "Continue" button. The search field contains the text "Previous Permit (search by permit number/project id: ALAMA-2021-024)".

Selecting a new submission will take the user to the first page of a new FRO form. Above the form header is an application tracker to indicate in what stage of the application the user is working.

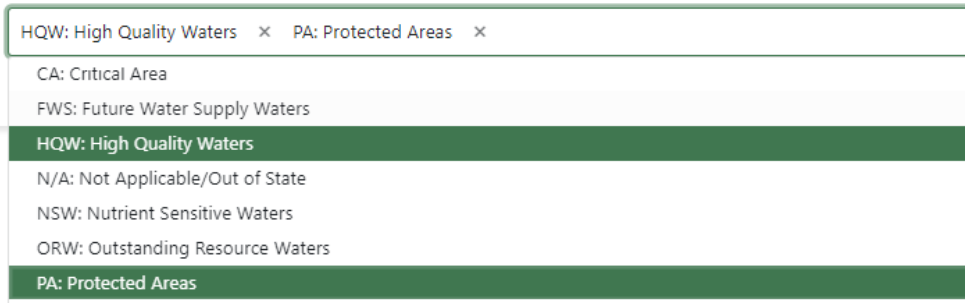
A screenshot of the "Financial Responsibility/Ownership Form" application tracker. At the top, it says "Division of Energy, Mineral, and Land Resources". Below that is the title "Financial Responsibility/Ownership Form". A progress bar shows eight steps, with step 1 highlighted in green. Below the progress bar is a section titled "Project Information" with a paragraph of text explaining how to access facilities/sites/locations.

While completing the application, a user can step back to previously completed application screens by clicking the “Back” button and step forward again by clicking “Save & Continue”. Information previously submitted will not be lost. A user can also step forward or back one step by clicking on the corresponding tracker circle.

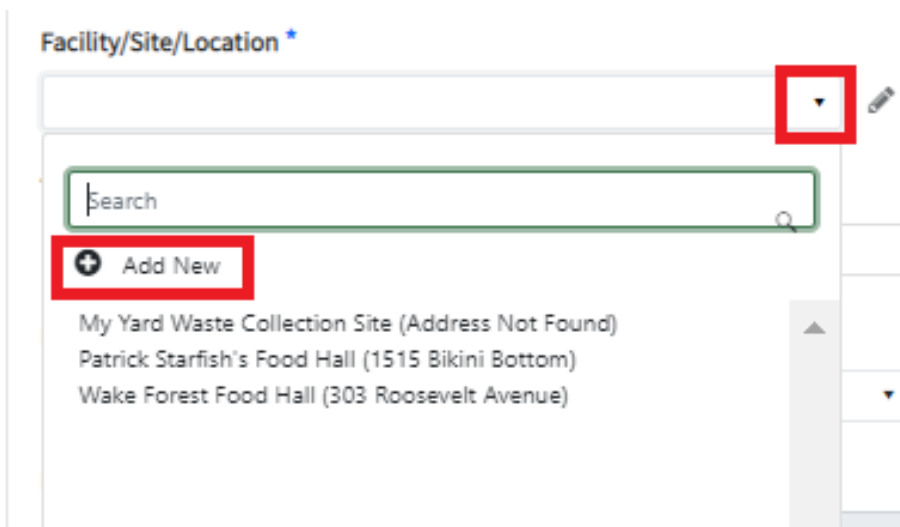
Required fields are indicated by an asterisk *. Users will not be able to advance screens without completing required fields.

Certain fields, such as “Stream Classification”, may allow multi-selection from a list of options.

Stream Classification *

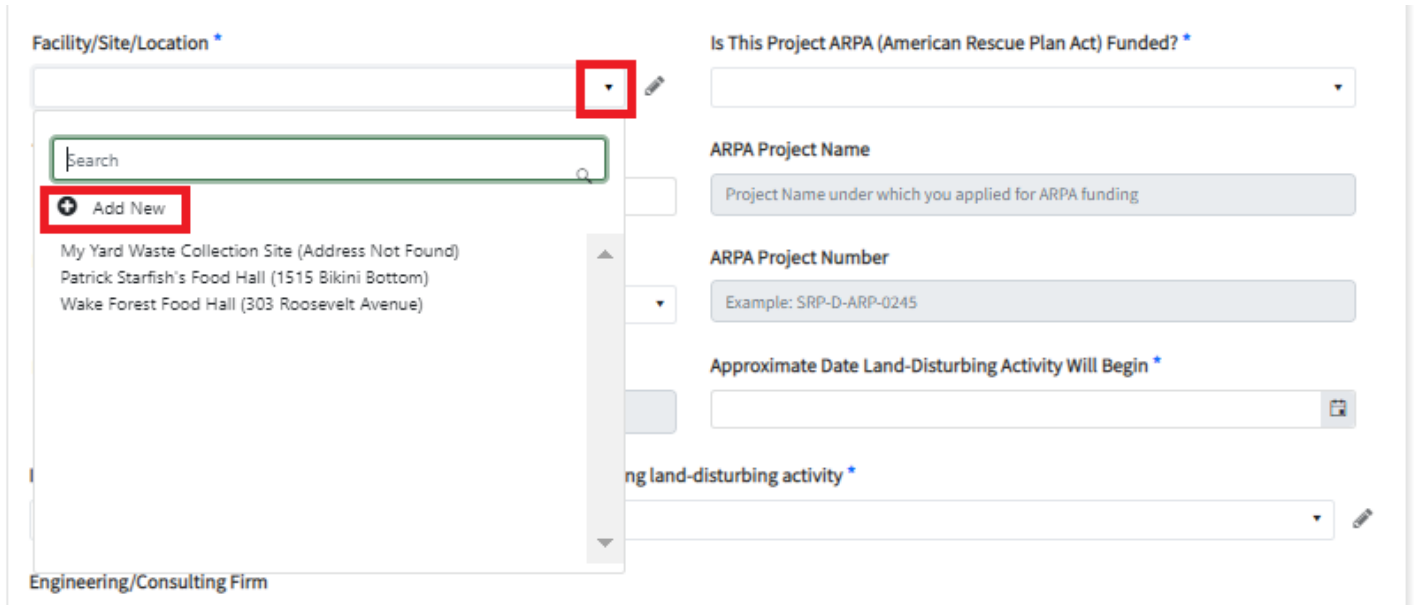
A screenshot of a dropdown menu for 'Stream Classification'. The menu is open, showing a list of options. At the top, there are two selected items: 'HQW: High Quality Waters' and 'PA: Protected Areas', each with a small 'x' icon to its right. Below these are several unselected options: 'CA: Critical Area', 'FWS: Future Water Supply Waters', 'HQW: High Quality Waters', 'N/A: Not Applicable/Out of State', 'NSW: Nutrient Sensitive Waters', 'ORW: Outstanding Resource Waters', and 'PA: Protected Areas'. The 'HQW: High Quality Waters' and 'PA: Protected Areas' options are highlighted with a dark green background.

Fields with a down caret display a list of options from which to choose. For certain fields there may also be an option to add a new entry.

A screenshot of a dropdown menu for 'Facility/Site/Location'. The menu is open, showing a list of options. At the top, there is a search bar with the placeholder text 'Search'. Below the search bar is an 'Add New' button with a plus sign icon. Below the 'Add New' button are three entries: 'My Yard Waste Collection Site (Address Not Found)', 'Patrick Starfish's Food Hall (1515 Bikini Bottom)', and 'Wake Forest Food Hall (303 Roosevelt Avenue)'. A red box highlights the 'Add New' button. Another red box highlights the dropdown arrow icon on the right side of the search bar.

Application Step 1: Location

The first field to complete is “Facility/Site/Location” (referred to subsequently as Location). A list of Locations a user already has access to will appear on the drop-down list. If the application is for a location the user does not have access to, they can add a new location.



Clicking “Add New” brings up the Location grid. From here users can search for a location already existing in the system or indicate they need to create a new location.

Note: Selecting from an existing location with the system can save the user time in preparing their application as well as future applications with the NCDEQ.

To select an existing location, click “Select” then click “Confirm”.

Search for your location using the Search box, click "Select" & "Confirm" if you find it.

View	Select	Location Name	Type	Address	Mailing	Parent Location
	Select	American Renaissance School Gymnasium				
	Select	Retreat @ Renaissance II	Site	398 South Franklin Street Wake Forest, NC 27587		
	Select	Renaissance Place		631 N. Tryon Street		

Search for your location using the Search box, click "Select" & "Confirm" if you find it.

View	Select	Location Name	Type	Address	Mailing	Parent Location
	Select	American Renaissance School Gymnasium				
	Confirm	Retreat @ Renaissance II	Site	398 South Franklin Street Wake Forest, NC 27587		
	Select	Renaissance Place		631 N. Tryon Street		

The location will then be added to the user's Location dropdown list in the application.

Facility/Site/Location *

Retreat @ Renaissance II

Search

+ Add New

- Patrick Starfishs Food Hall (1515 Bikini Bottom)
- Retreat @ Renaissance II (398 South Franklin Street)**
- Retreat at Renaissance (White & S. Franklin Streets)
- Wake Forest Food Hall (303 Roosevelt Avenue)

ng land-di

If the user's location cannot be found, the user will need to take additional steps to provide details regarding their project site. To create a new location, click "Didn't find your location?"


	Select	Renaissance Place Apartment	Site	631 N. Tryon Street Charlotte, NC 28202		
	Select	Retreat at Renaissance	Site	White & S. Franklin Streets Wake Forest, NC 27587		
	Select	Renaissance Park, Phase 14				

100 items per page 1 - 5 of 5 items

Didn't find your location?

The New Location screen displays. Click on the New Location Instructions heading to toggle between expanding and collapsing the instructional text.

New Location

New Location Instructions (Click to Collapse/Expand) 

Please enter the details of your Location. We consider a Location to be the facility, subdivision, lot, landfill, plant, other project site or entity name related to a permit, certificate, project, or agreement. See location types below. "Child" Locations can be created for smaller, individually-permitted projects associated with larger "parent" Locations. Every "child" Location must first have one "parent" Location that shares the same Financially Responsible Party and Responsible Official. Not every "parent" Location needs a child(ren). For project sites that involve multiple build-out phases, lots, extensions, expansions or those that otherwise involve similar names, you will need to include in the Location name (i.e., project name) the phase number/letter, lot numbers, store number, extension number/name, or other unique identifying text. For the purposes of this permit, every land-disturbing activity seeking a certificate of plan approval must be tied to one "parent" or "child" Location created specifically for that individual land disturbance (i.e., project).

Examples:

- "Flowers Subdivision, Phase 1" as the name of the Location with the developer as the Responsible Official or Delegated Responsible Official.
- "Flowers Subdivision, Phase 1, Lots 1-20" as the name of a separate Location with the homebuilder as the Responsible Official or Delegated Responsible Official.
- "City of Raleigh Public Utilities" as the name of the "parent" Location with the public utilities director as the Responsible Official or Delegated Responsible Official.
- "Main Street Water Line Extension" as the name of the "child" Location for a "parent" Location named "City of Raleigh Public Utilities" with the public utilities director as the Responsible Official or Delegated Responsible Official. In this example, the Financially Responsible Party's Responsible Official or delegate share both the parent and child locations.

Location Name *

If your location has a "parent" location, you may select that here. If the parent location does not exist, create the parent location first and then create the child locations.

Location Type(s) *


Parent Location

Location Address Type *

Street 1

Street 2

New Location

New Location Instructions (Click to Collapse/Expand) 

Location Name *

If your location has a "parent" location, you may select that here. If the parent location does not exist, create the parent location first and then create the child locations.

Location Type(s) *

Parent Location

Location Address Type *

Street 1

Street 2

City

State / Province

Zip / Postal Code

If you are unsure of the river basin, you can use the [NC Surface Water Classifications map](#) to find in which basin the majority of your location lies.

County *

River Basin *

Is this on an Indian Reservation?



The user can fill out and submit the form to create the details of their new location.

New Location

New Location Instructions (Click to Collapse/Expand) ▼

Location Name *

Wake Forest Food Hall

If your location has a "parent" location, you may select that here. If the parent location does not exist, create the parent location first and then create the child locations.

Location Type(s) *

Project ×

Parent Location

▼ ✎

Location Address Type *

My location has a physical street address ▼

Street 1 *

303 Roosevelt Avenue

Street 2

City *

Wake Forest

State / Province *

NC

Zip / Postal Code *

27587

If you are unsure of the river basin, you can use the [NC Surface Water Classifications map](#) to find in which basin the majority of your location lies.

County *

Wake ▼

River Basin *

Neuse ▼

Is this on an Indian Reservation?

No ▼

Latitude *

35.9790

Longitude *

-78.5079

Location Geographic Description

Example: Project involves a utility contract work order for various locations across town. Coordinates for the different locations include 35.1234, -78.1234 and 35.5678, -78.5678 and 35.9101 and -78.9101. ✎

Directions to Location

About Child Locations:

A "Location" is the facility, subdivision, lot, landfill, plant, other project site or entity name related to a permit, certificate, or other agreement with the NCDEQ. For many users, only one Location is needed. "Child" Locations can be created for smaller, individually-permitted projects within larger "parent" Locations. Every "child" Location must first have one "parent" Location that shares the same Financially Responsible Party and Responsible Official. "Parent" Locations can be created based on the extent of responsibilities for "child" projects or Locations within the organization. For project sites



that involve multiple build-out phases, lots, extensions, expansions or those that otherwise involve similar names, you will need to include in the Location name (i.e., project name) the phase number/letter, lot numbers, store number, extension number/name, or other unique identifying text. For the purposes of an erosion and sedimentation control permit, every land-disturbing activity seeking a certificate of plan approval must be tied to one “parent” or “child” Location created specifically for that individual land disturbance (i.e., project).

Examples of Parent and Child Locations:

- “Flowers Subdivision, Phase 1” as the name of the Location with the developer as the Responsible Official.
- “Flowers Subdivision, Phase 1, Lots 1-20” as the name of a separate Location with the homebuilder as the Responsible Official.
- “City of Raleigh Public Utilities” as the name of the “parent” Location with the public utilities director as the Responsible Official.
- “Main Street Water Line Extension” as the name of the “child” Location for a “parent” Location named “City of Raleigh Public Utilities” with the public utilities director as the Responsible Official. In this example, the Financially Responsible Party’s Responsible Official or delegate share both the parent and child locations.

After clicking Submit a message confirming access to the added location will be displayed. The user can click the “x” at the upper right to return to the application and select the newly added location.

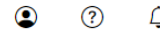
Location Access Confirmation



Access has been granted to use the location record for your permit applications. You will now see the location in the dropdown selection. Just choose the new location to proceed with your application.

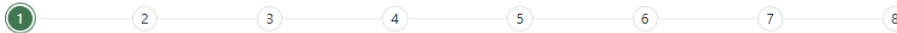
Application Steps 1 - 5

The user completes the fields on step 1 of the FRO form and clicks “Save & Continue” to proceed to the next step.



Division of Energy, Mineral, and Land Resources

Financial Responsibility/Ownership Form



Project Information

If you do not see your Facility/Site/Location in the dropdown list below, click **+** "Add New" to gain access to a Facility/Site/Location or create a new Facility/Site/Location. The term "Facility/Site/Location" refers to a project site when associating it with this form, the name of which will appear in the Facility/Site/Location list once you have access to it.

Facility/Site/Location *

Wake Forest Food Hall

Is This Project ARPA (American Rescue Plan Act) Funded? *

No

Total Acreage Disturbed or Uncovered *

3

ARPA Project Name

Project Name under which you applied for ARPA funding

Purpose of Development *

Commercial

ARPA Project Number

Example: SRP-D-ARP-0245

Purpose of Development - Other (Describe)

Approximate Date Land-Disturbing Activity Will Begin *

3/29/2024

Individual to contact should erosion & sediment control issues arise during land-disturbing activity *

Johnny Caravella (Dr.) (drjohn@caravella.com)

Engineering/Consulting Firm

If you are unsure of the stream classification, you can use the [NC Surface Water Classifications Map](#) to determine water classifications.

Stream Classification *

HQW: High Quality Waters PA: Protected Areas

Save & Continue

Steps 2 – 4 request the applicant to provide the names of Financially Responsible Parties, landowners, and agents registered with the Office of the Secretary of State to conduct business within the state of North Carolina.



Step 5 guides the applicant through the uploading of their project deliverables. Users can upload supporting documents, which are displayed in a grid. Uploaded documents can also be removed from the unsubmitted application if required.

Division of Energy, Mineral, and Land Resources
Financial Responsibility/Ownership Form

Progress: 1 2 3 4 5 6 7 8

Add Supporting Documents

Common documents include plan drawings, calculations, deeds, letter(s) of consent, etc.

If the Financially Responsible Party is not the owner of the land to be disturbed, include the landowner's signed and dated written consent for the applicant to submit an erosion and sedimentation control plan and to conduct the anticipated land disturbing activity.

Will Hard Copies of Plans Be Delivered? *
Yes - Will be Mailed or Hand-Delivered

Will Hard Copies Of Calculations Be Delivered? *
Yes - To Be Mailed or Hand-Delivered

Calculations Not Applicable
Yes

Upload Plan Documents (100 MB Max File Size)

+ Add new document

Document Name	Document Size	Created On	Modified On
No records available.			

0 items per page No items to display

Upload Deed Documents

+ Add new document

Document Name	Document Size	Created On	Modified On
user_deed_Example1.pdf	266.22 KB	2/28/2024 1:53:34 PM	2/28/2024 1:53:34 PM

1 items per page 1 - 1 of 1 items

Upload Calculations Documents

+ Add new document

Document Name	Document Size	Created On	Modified On
No records available.			

0 items per page No items to display



Upload User Letters of Consent

+ Add new document

Document Name	Document Size	Created On	Modified On
No records available.			

« < 0 > » 25 items per page No items to display

Additional Supporting Documents

+ Add new document

Document Name	Document Size	Created On	Modified On
No records available.			

« < 0 > » 25 items per page No items to display

Back Save & Continue

Application Step 6: Express Review Request

Step 6 of the application is where users can select an “Express Review Request”. This page also contains some general information about the Express Review process and the documentation requirements for the selection.

Division of Energy, Mineral, and Land Resources
Financial Responsibility/Ownership Form

✓ ✓ ✓ ✓ ✓ 6 7 8

Express Review

Permit Application Number
PA-021330

Primary Financially Responsible Party
Johnny Caravella (Dr.)

If you would like to request an express review, please mark "Yes" below for [Request an Express Review](#) (see [Express Review Guidance Document](#) & [Express Review General Process](#) for more information). If you choose to request an express review, an express review meeting will be conducted to verify that the plan qualifies for express review.

Request an Express Review *

No

Back Save & Continue

Application Step 7: Review, Share, Submit

In Step 7 users can review the application. Users can also share the completed application with another party by clicking “Share Application”.

Division of Energy, Mineral, and Land Resources
Financial Responsibility/Ownership Form

✓ ✓ ✓ ✓ ✓ ✓ 7 8

Review & Submit


In order to submit this type of application, you must complete identity proofing and you must have submission authority for the organization, financially responsible party or project. If you have signature authority, you may complete the attestation statements below and submit the application. **If you do not have signature authority, you can share the application with an appropriate individual with signature authority below.**

ⓘ In order to submit applications of this type, you must have signature authority and you must first complete identity proofing. If you have signature authority, use the link below to complete identity proofing. **If you do not have signature authority, scroll down to share the application.**
[Complete Identity Proofing](#)

Permit Application Number
PA-021330

Primary Financially Responsible Party
Johnny Caravella (Dr.)

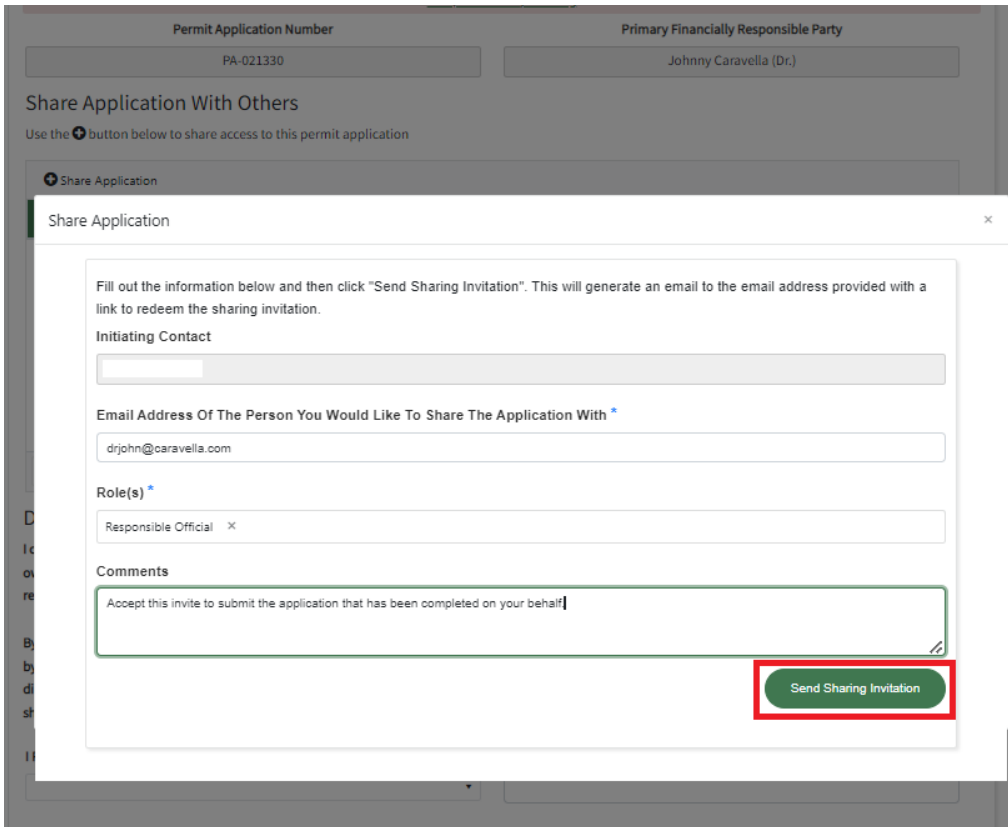
Share Application With Others

Use the  button below to share access to this permit application

Share Application

Email Address	Initiating Contact	Permit Application	Role(s)	Status Reason

After “Share Application” is clicked, the Share Application form will display.

A screenshot of a web application interface. At the top, there are two fields: "Permit Application Number" with the value "PA-021330" and "Primary Financially Responsible Party" with the value "Johnny Caravella (Dr.)". Below these is a section titled "Share Application With Others" with a sub-header "Share Application". A modal window titled "Share Application" is open, containing the following fields: "Initiating Contact" (empty), "Email Address Of The Person You Would Like To Share The Application With" (containing "drjohn@caravella.com"), "Role(s)" (containing "Responsible Official"), and "Comments" (containing "Accept this invite to submit the application that has been completed on your behalf"). A green button labeled "Send Sharing Invitation" is highlighted with a red rectangle at the bottom right of the modal.

Only a user who has signature authority for the financially responsible party can submit the application. A user who does not have signature authority can share the completed application with the appropriate party/parties and should select the role “Responsible Official” or “Designated Responsible Official” on the Share Application form to share the application with a party who has authority to submit it. For erosion and sedimentation control applications, the Financially Responsible Person is considered the Responsible Official (RO), and their designee, if applicable, is considered a Designated Responsible Official (DRO).

Note: The sharing user should use the email address that is/will be associated with the sharing recipient’s AccessDEQ portal account. If the email address of the recipient is not associated with an AccessDEQ portal account, the sharing message will include registration instructions for the recipient. For more information on receiving share invitations, see the [Accepting Shared Applications](#) section in this document.


A user who has signature authority must complete identity proofing to submit the application. If this has not already been done, a user may click one of the links on step 7 of the application.

signature authority, you can share the application with an appropriate individual with signature authority below.

[Complete Identity Proofing](#)

Permit Application Number: PA-021330
Primary Financially Responsible Party: Johnny Caravella (Dr.)

Share Application With Others

Use the  button below to share access to this permit application

Share Application

Email Address	Initiating Contact	Permit Application	Role(s)	Status Reason
---------------	--------------------	--------------------	---------	---------------

100 Items per page | No items to display

Declaration of Signature Authority

I certify under penalty of law that I possess authority to sign documents and/or reports based on my relationship to the aforementioned Organization and I am an owner, responsible corporate officer, proprietor, principal executive officer, or ranked elected official or I have been granted permission to act as a duly authorized representative (Delegated Responsible Official).

By clicking the submit button, I certify that the information provided in this application is true and correct to the best of my knowledge and belief and was provided by me under oath (This form must be submitted by the Financially Responsible Person if an individual or his attorney-in-fact, or if not an individual, by an officer, director, partner, or registered agent with the authority to execute instruments for the Financially Responsible Person). I agree to provide corrected information should there be any change in the information provided herein.

I Possess Signature Authority For This Application *

Submitting User Job Title *

[Complete Identity Proofing](#)

Once the user submits the application the PDF version of the application is provided. It may be printed or downloaded.



Accepting Shared Applications

An applicant may grant access to an application to someone else by using the Share Application feature (see sections [Application Step 7: Review, Share, Submit](#) and [Applications Grid](#) in this document for more information about sharing an application). When an applicant shares an application, the recipient will receive a message from the email address **DoNotReply-DEQPermits@deq.nc.gov** which will include a link to redeem the share invitation. The subject line of the email will say *[name of sharer] Has Requested For You To Register With Access DEQ*.

If the recipient does not already have a portal account in AccessDEQ, they will first need to sign up (refer to the [Portal Registration](#) section of this document for more information about registering for a portal account).

It is important that the email address the applicant used for their sharing request matches the email address that is/will be associated with the share recipient's portal account. In the event an applicant sends a sharing request to an email address the recipient does not, or will not, associate with an AccessDEQ portal account, the sharer should re-send the invitation using the correct email address for the recipient.

This is the email message sent which includes instructions to register an account then return to the email to redeem the invitation:

Request to Register with AccessDEQ

AccessDEQ user PTP Test User 3 (ptp.test.user3@deq.nc.gov) has invited you to join AccessDEQ to access a permit application for Wheat Fields.

Location Name: Wheat Fields

Permit Application Number: PA-021349

In order to join AccessDEQ, you must register first. Once you have completed the registration and activated your AccessDEQ account, return to this email and use the link in Step 2 below to redeem the invitation to join the environmental interest.

Step 1: [Register with AccessDEQ](#)

Step 2: After completing your registration, [Click Here](#) to redeem your invitation to join Wheat Fields.

[AccessDEQ Home Page](#)

Thank You,
North Carolina Department of Environmental Quality



This is the message sent to a share recipient whose email address matches a current AccessDEQ portal account:

Request to contribute on AccessDEQ

AccessDEQ user Julie Coco (julie.coco@deq.nc.gov) has invited you to gain access to a permit application for Archdale Renovation Project.

Environmental Interest/Organization: Archdale Renovation Project

Permit Application Number: PA-019647

It looks like you already have an account with AccessDEQ so all you need to do is use the link below to redeem your invitation to join Archdale Renovation Project.

[Click Here](#) to redeem your invitation to join Archdale Renovation Project.

[AccessDEQ Home Page](#)

Thank You,
North Carolina Department of Environmental Quality

Once the redemption link is clicked, access to the permit application will be granted and the shared permit application will now appear in the recipient's Applications section in My AccessDEQ. If the share recipient is not logged into the AccessDEQ portal at the time of clicking the invitation redemption link, the recipient is automatically routed to the sign in screen first. After signing in, the sharing invitation will automatically be redeemed and a message will display.

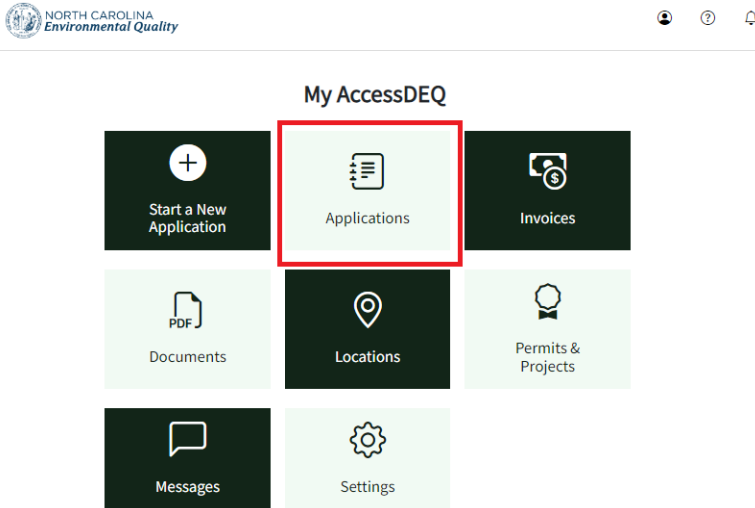
The shared application will now be available to the recipient in their Applications section in My AccessDEQ. The recipient may now view, edit, or share details of the application. (See the [Applications Grid](#) section in this document for more information on working with applications.)

You have successfully redeemed the invitation. You now have access to Permit **PA-021329**.

- ✓ Validating Invitation Code
- ✓ Granting Access to the Permit Application

Applications Grid

An applicant can view existing applications under “Applications” in My AccessDEQ



The application grid shows the applications to which the user has access. This could be applications previously created by the applicant or shared with the applicant. Highlighted below is the application that was shared earlier.


My AccessDEQ / Applications


Applications

Use this page to start a new application, continue working on an existing application or check on the status of a submitted application.

Start New Application		Export to Excel		Application	Program	Application Type	Status	Primary Applicant	Submitted
				PA-021349	Erosion & Sediment Control	Financial Responsibility/Ownership Form (DEMLR E&SC)	New - Pending Submission	John Caravella (Dr.)	
				PA-021337	Erosion & Sediment Control	Financial Responsibility/Ownership Form (DEMLR E&SC)	Technical Review	Gordon Sims	3/8/2024
				PA-021330	Erosion & Sediment Control	Financial Responsibility/Ownership Form (DEMLR E&SC)	Issued	Johnny Caravella (Dr.)	3/8/2024

100 items per page | 1 - 6 of 6 items

Applications may be shared using the share icon . See the [Application Step 7: Review, Share, Submit](#) and [Accepting Shared Applications](#) sections in this guide for more information about application sharing.

Clicking on the details icon  will display the View Application Details screen which includes status and invoice information and a progress tracker for the application.

View Application Details

This is an overview of your application. From here you can see the current status and related invoices or records.




Application Details

Application Number
PA-021330

Application Type
Financial Responsibility/Ownership Form (DEMLR E&SC)

Invoices

Invoice Num	Invoice Date	Due Date	Invoice Total	Total Paid	Voide
No Data Available					

Applications that have not been submitted may be edited by clicking the edit icon .

Applications which have been submitted may not be changed, but clicking the edit icon will display the application contents on the “Application Details” tab. Clicking on the “Application Permissions” tab will allow sharing of the application and display the application’s sharing history.

Division of Energy, Mineral, and Land Resources
Financial Responsibility/Ownership Form

Application Details | Application Permissions

✓
 Pending

2
 Application Submitted

3
 Completeness Review

4
 Technical Review

5
 Decision

Permit Application Number

Invoices

Invoice Numl	Invoice Date	Due Date	Invoice Total	Total Paid
No items to display				

Total Acreage Disturbed or Uncovered

Status

Is This a New Plan Submission?

Original Application Approved?

Previous Project Not Found

Previous Project/Permit Number

Permit

Previous Application

Purpose of Development

Other (Describe)

ARPA Funded

ARPA Project Name

Invoices & Payments

An invoice is generated after a successful completeness review of an application. All invoices can be viewed from the “Invoices” section of My AccessDEQ.

My AccessDEQ / Invoices

Invoices

Use this page to pay invoices related to applications and permits.

Export to Excel

Action	Application Number	Invoice Number	Invoice Date	Due Date	Invoice Total	Total Paid	Remaining Bal
	PA-021253	INV-002627	02/26/2024	03/25/2024	\$200.00	\$0.00	\$200.00
	PA-021294	INV-002628	02/26/2024	03/27/2024	\$2,600.00	\$2,600.00	\$0.00
		INV-002629	02/26/2024	02/27/2024	\$0.00	\$0.00	\$0.00
		INV-002630	02/26/2024	02/27/2024	\$0.00	\$0.00	\$0.00

100 items per page 1 - 4 of 4 items

Invoice information for an individual application is also available on the application details.

My AccessDEQ / Applications / View Application Details

View Application Details

This is an overview of your application. From here you can see the current status and related invoices or records.



Application Details


Application Number
PA-021253

Application Type
Financial Responsibility/Ownership Form (DEMLR E&SC)

Sub Type

Invoices

Invoice Num	Invoice Date	Due Date	Invoice Total	Total Paid	Voide
INV-002627	02/26/2024	03/25/2024	\$200.00	\$0.00	No

Clicking on the details icon  from the Invoices grid allows the user to view details of an invoice. The “Make Payment” button is enabled for invoices with an outstanding balance. Clicking it takes the applicant to the Paylt web application, where they can submit a payment.

Invoice

Invoice Header

Application Number	Invoice Number	Invoice Date	Due Date
PA-021294	INV-002628	02/26/2024	03/27/2024
Invoice Total	Total Paid	Remaining Balance	Status
\$2,600.00	\$2,600.00	\$0.00	Paid In Full

Invoice Line Items

Product Name	Description	Quantity	Amount
DEMLR - FROF - Acreage	Per acre fee for DEMLR FROF permit applications	26.00	\$2,600.00

Payments Make Payment

Payment ID	Transaction #	Payment Method	Payment Amount	Date Received	Status
PMT-24531		Check	\$2,600.00	02/26/2024	Active

Note: If paying by credit card, there is an additional fee of 1.85% or if paying by ACH, there is an additional fee of \$1.25, and a \$3 convenience fee applied to all electronic payments.




Checkout

Payment Summary

DEMLR - FROF - Acreage Per acre fee for DEMLR E&SC permit applications	\$1,000.00
Convenience Fee	\$3.00
Processing Fee	\$18.50
Total Payment	\$1,021.50

Payment Methods [Change](#)



Visa ending in 1111

[Pay \\$1,021.50](#)

The applicant can select or update a payment method to connect a credit card, debit card or checking account (ACH) to use for payment.



Payment Receipt

Print

Invoice Header

Application Number

PA-001139

Invoice Number

INV-001036

Invoice Date

09/29/2023

Invoice Line Items

Product Name	Description	Quantity	Amount
DEMLR - FROF - Acreage	Per acre fee for DEMLR E&SC permit applications	10.00	\$1,000.00

Payments

Payment ID	Transaction #	Payment Method	Payment Amount	Date Received	Status
PMT-1023	d63a89ac-e614-48c6-b6f3-d68ef36e10f0	Online Payment	\$1,000.00	09/29/2023	Active

Successful processing of a payment in PayIt will send the applicant back to the portal and a receipt will be generated. Applicants can print a copy of the receipt by clicking on the 'Print' button at the top right corner of the page.

Appendix A – Document Management

Document History

The change history of the document is recorded in the Revision History Table.

Version	Version Description	Details
1.0	The initial document instance for this initiative was created leveraging the standard Specifications Team template.	
1.1	Reorganization for User Guide	Author: Sonia Khanijo Date: 06/23/2023
2.0	Updated the User Guide	Author: Sonia Khanijo Date: 08/28/2023
3.0	Update for new releases of AccessDEQ and E&SC FROF <ul style="list-style-type: none"> • My AccessDEQ redesign. • Location access and ID proofing changes to allow application information to be entered independently of completion of ID proofing by financial responsible party. • Add application sharing functionality. • Add ESA. 	Author: Christi Haynes Date: 03/11/2024

Appendix B – Glossary

Refer to: [PTP Glossary \(PDF\)](#)