



ACCESSDEQ USER GUIDE

AIR QUALITY PERMITS

Department of Environmental Quality (DEQ)
Division of Air Quality (DAQ)
Air Quality Permits
Permitting Transformation Program (PTP)

Chaya Schack, Power Platform Developer
Rich Funk, Lead Architect



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Document Overview

This document walks through the AccessDEQ Application Portal in the Permitting Transformation Program (PTP) solution created for Air Quality Permit applications.

There is information about the Air Quality permitting on [NC DEQ's Air Quality Permitting webpage](#).

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

Helpful reference information may be found in [Appendix B](#) and [Appendix C](#).

Brief instructional videos can be found on DEQ's YouTube channel in the [AccessDEQ Portal Instructional Video](#) playlist.

AccessDEQ Quick Links

AccessDEQ Portal Home Screen	https://portal.deq.nc.gov/my-accessdeg
AccessDEQ Help and Support	https://portal.deq.nc.gov/help-support
Applications Grid	https://portal.deq.nc.gov/my-accessdeg/myapplications
Permits & Projects Grid	https://portal.deq.nc.gov/my-accessdeg/my-permits
User Settings	https://portal.deq.nc.gov/my-accessdeg/settings
Invoices	https://portal.deq.nc.gov/my-accessdeg/my-invoices

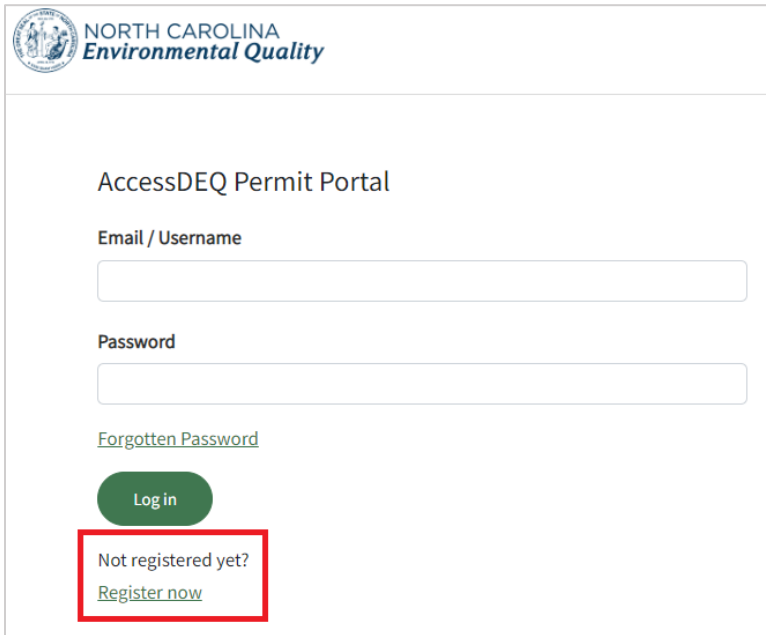
General Instructions for Portal Users

- The left-hand navigation panel is accessible throughout AccessDEQ and can be toggled open or closed by clicking the hamburger icon ☰ in the top left of the screen.
- Clicking the **Action** button on the Applications grid displays available options, such as sharing, viewing, or editing.
- Fields or grid rows with a **pencil icon**  or the **edit button** allow editing upon clicking the icon.
- Fields displaying a down caret ▼ indicate a drop-down list is available. In some cases, an **+ Add New** option displays indicating an option to create a new choice.
- Fields on the application marked with an **asterisk *** are mandatory fields and cannot be left blank. Users will not be able to proceed if a mandatory field is left blank.
- The **+ Add Existing** option on grids will display a list of existing records that can be selected from a drop-down list and added to the grid.
- The **+ Add** option on grids can be used to create a new record
- Location and contact information records may be stored with the portal user account allowing the user to select from their own list for certain fields within an application. At the beginning of a new PCSW application, a user may have none of these associated records.
- Columns in most tables can be sorted by clicking the column heading. Where vertical ellipses (dots) appear in the column heading, clicking on the ellipses displays a menu of available options, such as column sorting and filtering.
- Text boxes appearing with diagonal lines at the bottom right can be expanded or reduced by clicking in the area then dragging the box's bottom line down or up.

A screenshot of a text input field. The field is rectangular with a light gray border. Inside the field, the text '5000 characters max' is displayed in a small, light gray font. At the bottom right corner of the text field, there is a small square handle with a diagonal line, which is highlighted by a red rectangular box.

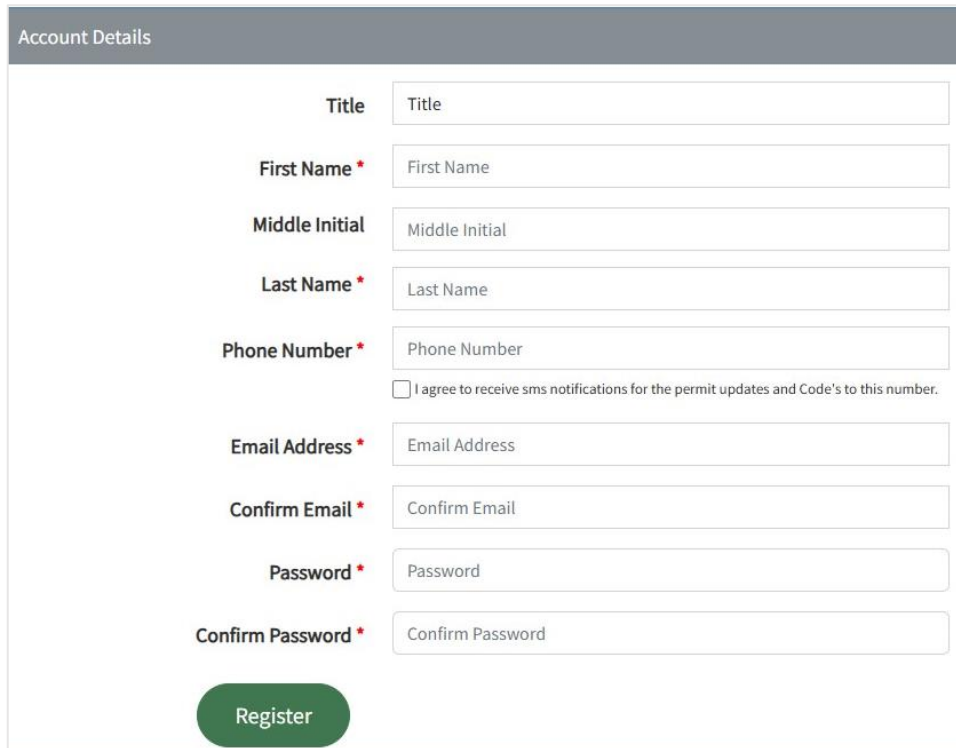
AccessDEQ Home & Registration

The home page for AccessDEQ is <https://accessdeq.nc.gov>. The user portal home page is <https://portal.deq.nc.gov/my-accessdeq>. Users who are not signed in will be presented with the login screen where new users can use the **Register now** link to register for a new account. This screen can also be reached using <https://portal.deq.nc.gov/login>.



The screenshot shows the 'AccessDEQ Permit Portal' login interface. It includes the North Carolina Department of Environmental Quality logo at the top left. Below the logo, the title 'AccessDEQ Permit Portal' is centered. There are two input fields: 'Email / Username' and 'Password'. A green 'Log in' button is positioned below the password field. To the left of the 'Log in' button, the text 'Not registered yet?' is displayed, with a red rectangular box highlighting the 'Register now' link below it. A green link for 'Forgotten Password' is located above the 'Log in' button.

Users can fill out the form and click **Register** to create an account.

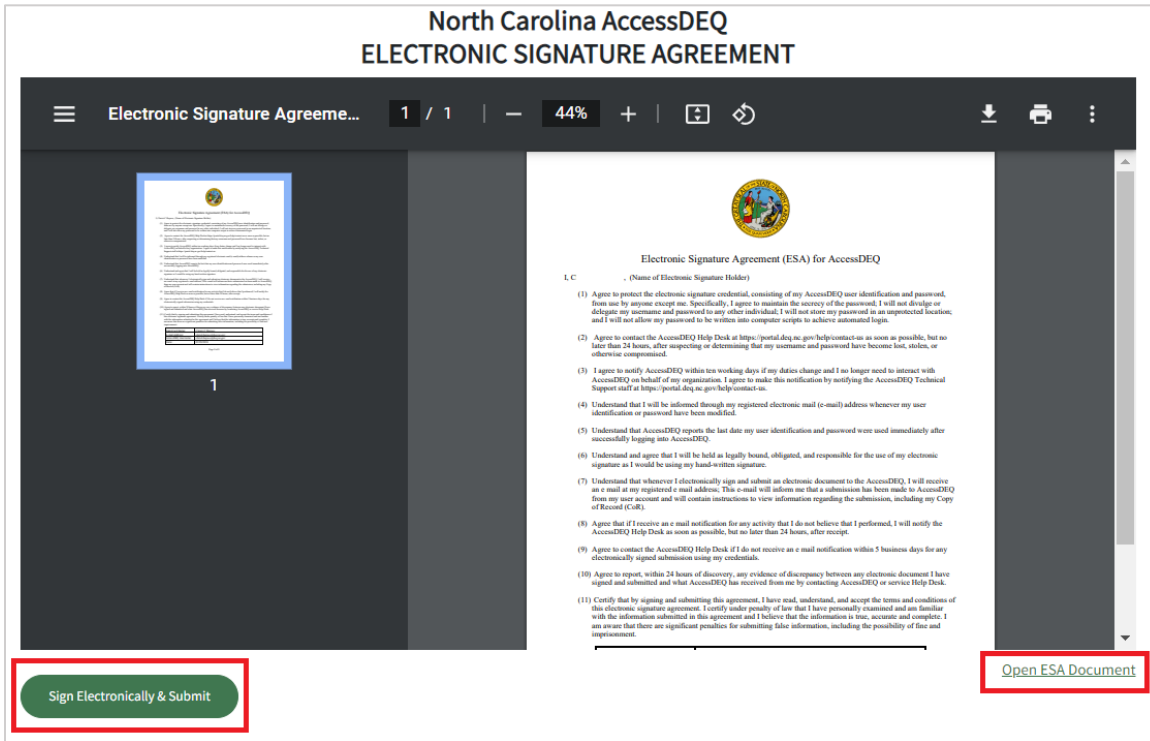


The screenshot displays the 'Account Details' registration form. It features a series of input fields for personal information: Title, First Name (marked with a red asterisk), Middle Initial, Last Name (marked with a red asterisk), Phone Number (marked with a red asterisk), Email Address (marked with a red asterisk), Confirm Email (marked with a red asterisk), Password (marked with a red asterisk), and Confirm Password (marked with a red asterisk). A checkbox labeled 'I agree to receive sms notifications for the permit updates and Code's to this number.' is located below the phone number field. A green 'Register' button is positioned at the bottom of the form.

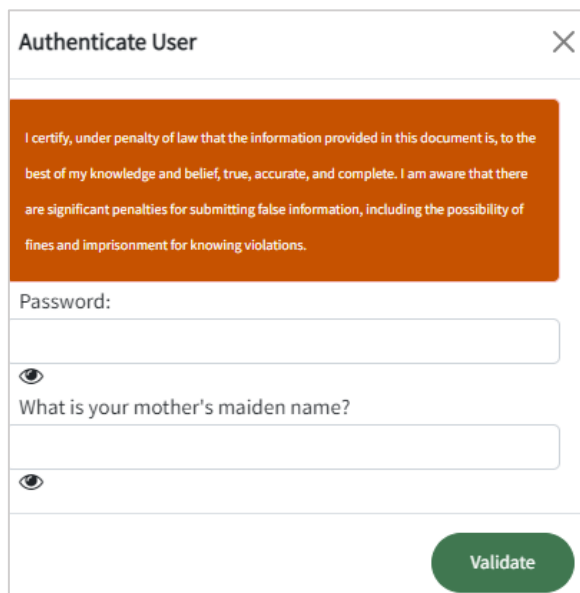


Users who will need to complete identity proofing should use their legal first and last name when registering for an account.

Upon the first login, the user will be prompted to set up security questions and answers for their account and sign the Electronic Signature Agreement (ESA). This will only be required once. To sign the document click **Sign Electronically & Submit**.



Some browsers may not display the preview of the agreement document. The agreement can be opened by clicking the **Open ESA Document** link.



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

Once that is complete, the user will be directed to their account Profile to enter a phone number.

Other optional fields can also be completed. Adding entries for such fields as company name and job title is advisable for consultants and those who will be signing and submitting applications.



On the Account Security page users can **verify** their email address and phone number. They can select their desired two-factor authorization (2FA) method for their account: SMS text message, or an answer to a security question.

For verifying email address, a one-time password will be sent from the email address **DoNotReply-DEQPermits@deq.nc.gov**. For verifying phone number, a one-time password will be sent via SMS message.

Account Security

Method of Communication

Phone: +1 919-111-1111 ! Not Verified [Verify](#)

Email: testuser@test.com ! Not Verified [Verify](#)

Manage Security Questions

[View/Edit Security Questions](#)

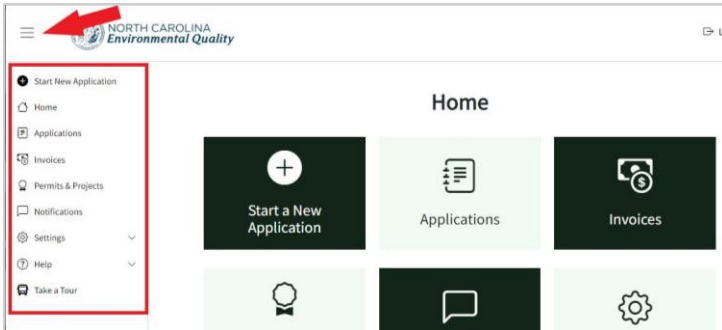
Two Factor Authentication (2FA) Authentication ! Disabled

Add an extra layer of security to your account by requiring a verification code that is sent to our phone to be entered at login.

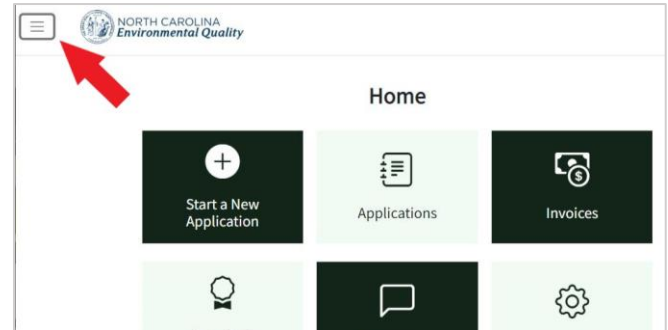
Preferred 2FA Method *

- ☐ SMS/Text Message
- ☐ Security Question/Answer

The left-hand navigation menu is accessible anywhere within AccessDEQ. Users may toggle it open or closed by clicking the hamburger icon ☰ in the top left of the screen. Each tile on the **Home** page is also an entry in the navigation menu.

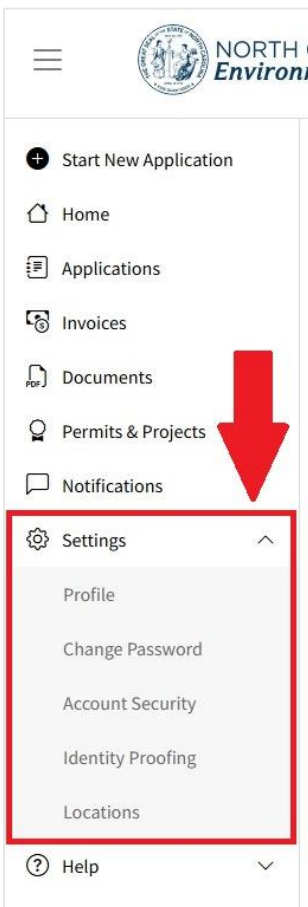


Left-hand Navigation Menu Expanded

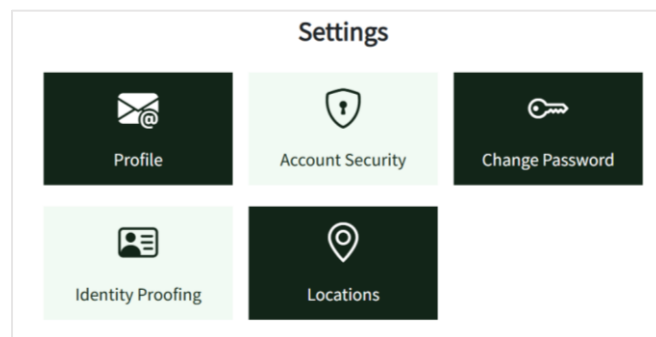
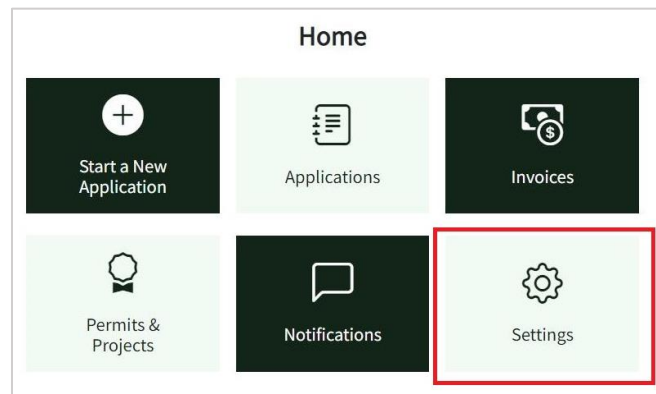


Left-hand Navigation Menu Collapsed

From the Settings menu, users may perform operations such as setting their desired two-factor security, updating their security questions, or initiating identity proofing. Settings can be reached anywhere within AccessDEQ from the **Settings** section in the left menu and navigation panel. Clicking the heading will expand or collapse the section. Settings may also be reached by clicking the **Settings** tile on the Home page.

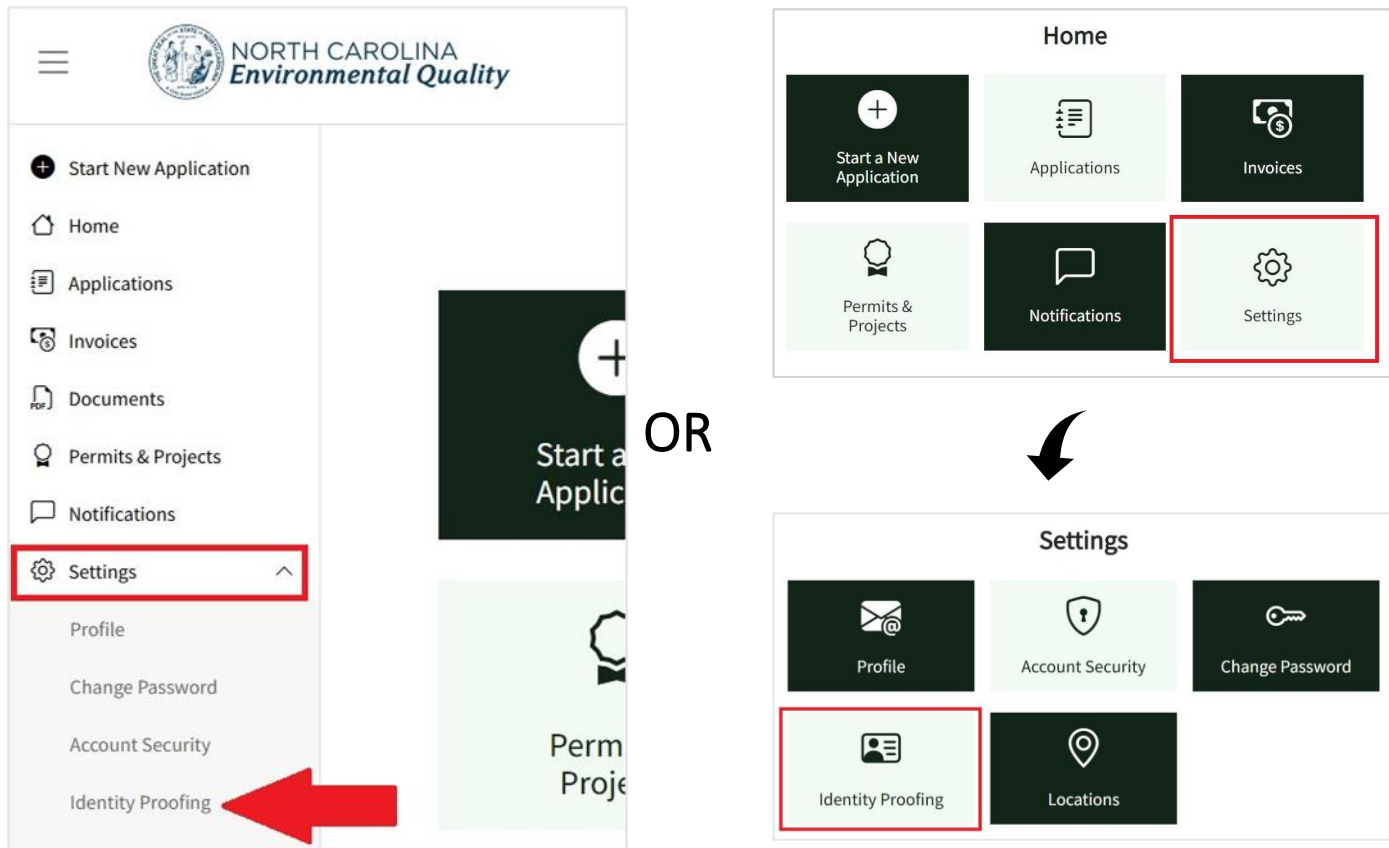


OR



Identity Proofing (CROMERR Compliance)

For applications requiring federal CROMERR compliance, only a user who is a Responsible Official (RO) or Delegated Responsible Official (DRO) for the entity legally responsible for the permit can sign and submit the application. The RO/DRO must be identity proofed. This is done by selecting **Identity Proofing** from the left-hand navigation under **Settings**. Alternatively, a user can select the **Settings** tile on the home screen, then select the **Identity Proofing** tile. The identity proofing screen can also be accessed by direct link <https://dev1.portal.deq.nc.gov/my-accessdeq/settings/identity-proofing>.



On the Identity Proofing page users may click the button for **Get ID Proofed**.

Identity Proofing

Identity Proofing

Access DEQ uses identity proofing through Lexis Nexis in order to comply with federal law and the [EPA's CROMERR](#) rule. Identity proofing replaces notarized paper form submissions. Any user that needs to submit CROMERR compliant permit applications or monitoring reports will need to complete identity proofing.

Attempt Identity Proofing Get ID Proofed	Identity Proofing Result	Identity Proofing Result Date
---	---	--

The applicant can fill out the form and submit it to perform identity proofing.

Identity Proofing

First Name *	Middle Initial	Last Name *
Phone Number *	SSN Last 4 *	Date of Birth *
		mm/dd/yyyy

(Home Phone Number is recommended. If home phone number is not available, use a cell phone number registered in your name.)

Address

(This should be your Home Address. Business address or PO Box may lead to failed identity proofing)

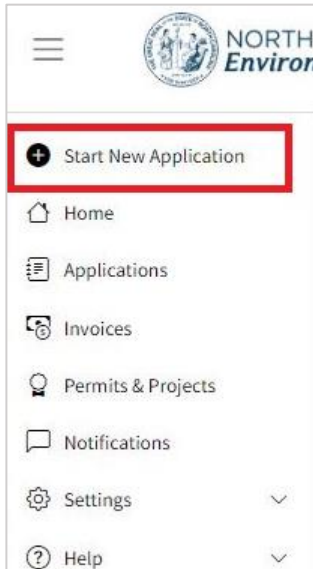
Address Line 1 *	Address Line 2	
City *	State *	Zip *
	- Select -	

Submit

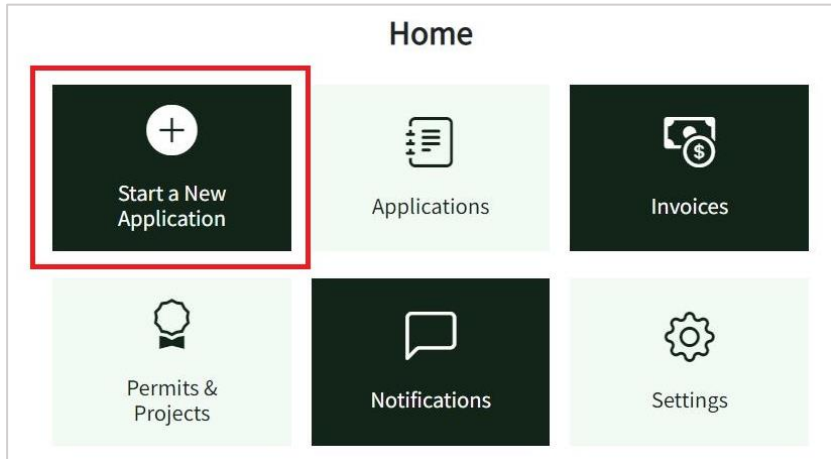
There is more information regarding identity proofing in [Appendix C](#).

Start An Application

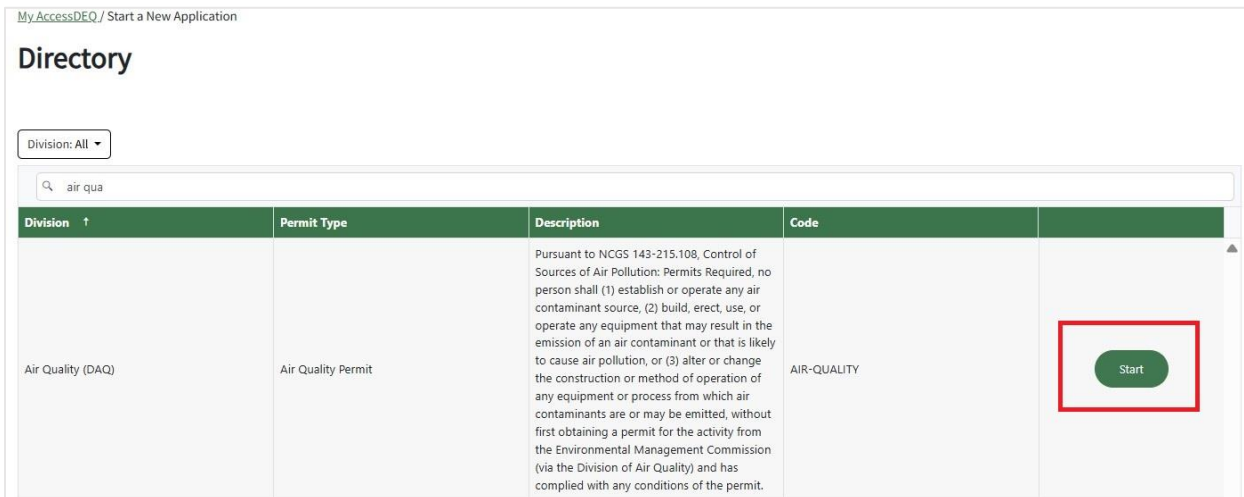
A user may create an application for a new Air Quality Permit from the application Directory by clicking **+** **Start New Application** from the left-hand navigation, by clicking the **Start a New Application** tile on the Home screen, or by direct link at <https://portal.deq.nc.gov/my-accessdeq/deq-permit-directory>.



OR

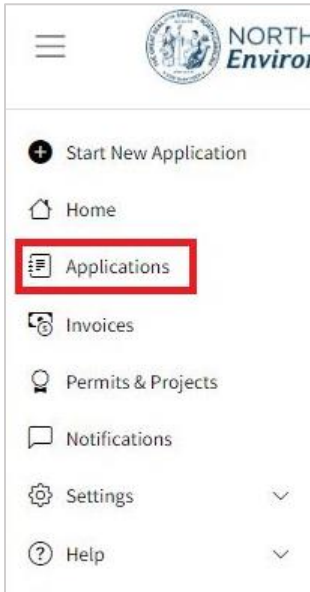


The application Directory will open from which an application for an Air Quality permit may be started by finding the selection for Air Quality and clicking **Start**.

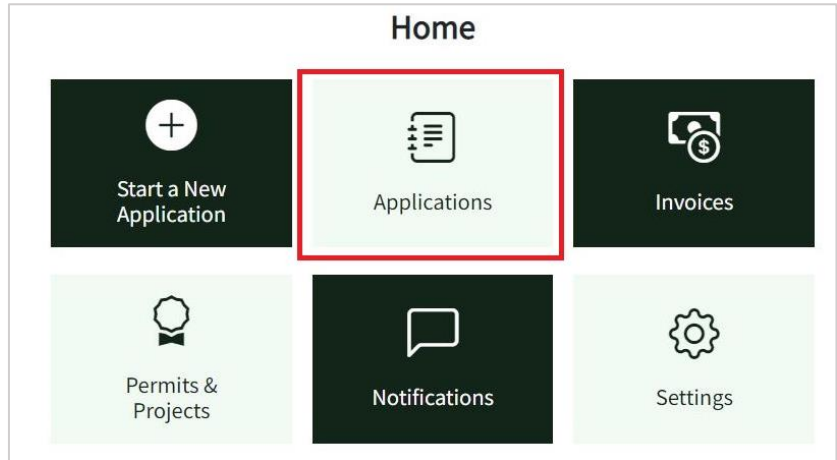


Permit Directory found at <https://portal.deq.nc.gov/my-accessdeq/deq-permit-directory>

The Directory may also be accessed from the **Applications** grid. It can be reached by selecting it from the left-hand navigation menu or the tile on the Home screen.



OR



Clicking on **+ Start New Application** at the top of the list will open the application Directory.

Applications

Use this page to start a new application, share an application, edit an existing application or check the status of a submitted application.

Status: All ▾

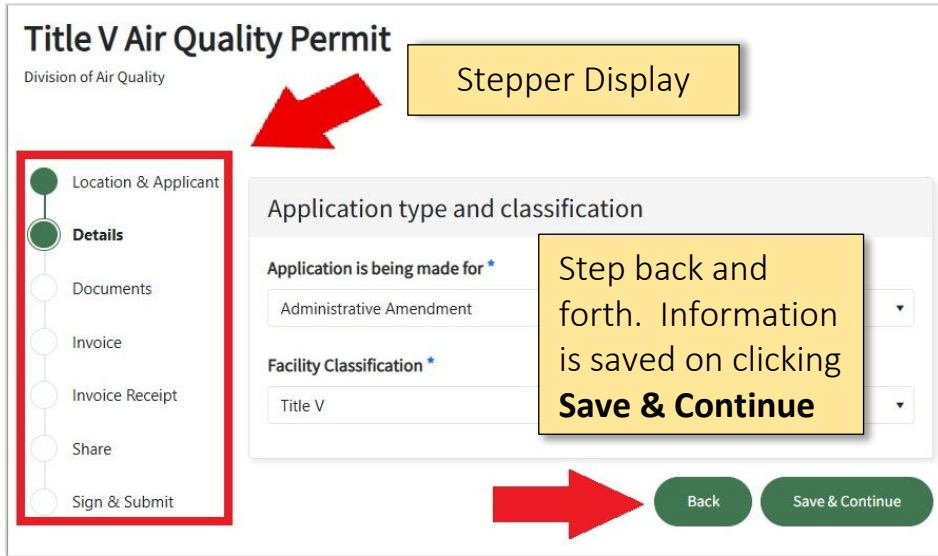
+ Start New Application  Export to Excel

Application	Program	Application Type	Status	Application For	Primary Applicant
PA-019756	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Completeness Review	Venus Trees	Gordon Sims

General information about applications

Each application is automatically assigned a unique permit application number (PA-#####). Entries into the application are saved, so users can leave and return to the application without having to re-enter information.

A stepper display illustrates progress through the application screens.



The screenshot shows the 'Title V Air Quality Permit' application interface. On the left, a vertical 'Stepper Display' shows the progress through the application steps: Location & Applicant, Details (highlighted with a red box), Documents, Invoice, Invoice Receipt, Share, and Sign & Submit. The main form area is titled 'Application type and classification' and contains two dropdown menus: 'Application is being made for *' (set to 'Administrative Amendment') and 'Facility Classification *' (set to 'Title V'). At the bottom right, there are two buttons: 'Back' and 'Save & Continue'. A yellow callout box points to the 'Save & Continue' button with the text: 'Step back and forth. Information is saved on clicking **Save & Continue**'. A red arrow points from the 'Details' step in the stepper display to the main form area.

As users progress through an application, the **Back** and **Save & Continue** buttons at the bottom of the screen can be used to step back and forth through the application.

Application information is saved once **Save & Continue** is clicked, and users may leave the application and come back to it.

Until an application is submitted it can be edited at any time. Users can access applications from the [Applications Grid](#).



Application Introduction

After starting an application, the introductory page displays. It contains information about Air Quality programs and permitting. Users can also find information on [NC DEQ's Air Quality Permitting page](#).

Clicking **Continue** will start an application for an Air Quality permit.

Air Quality Permit Application

Division of Air Quality

Introduction

Pursuant to NCGS 143-215.108, Control of Sources of Air Pollution: Permits Required, no person shall (1) establish or operate any air contaminant source, (2) build, erect, use, or operate any equipment that may result in the emission of an air contaminant or that is likely to cause air pollution, or (3) alter or change the construction or method of operation of any equipment or process from which air contaminants are or may be emitted, without first obtaining a permit for the activity from the Environmental Management Commission (via the Division of Air Quality) and has complied with any conditions of the permit.

Documents uploaded to the AccessDEQ Portal may become public record under the North Carolina Public Records Act. Do not include confidential business information (CBI) – such as trade secrets, proprietary data, or internal company processes – as this type of information generally cannot be kept confidential once submitted. Only upload materials that are appropriate for public review. DAQ's CBI policy can be found here: [SP-DENR-GS-22092310500](#). If your application contains CBI, please contact the appropriate regional office for instructions on how to submit your application. Regional office contact information can be found here: [Air Quality Regional Offices | NC DEQ](#).

Continue

Application Part 1: Location & Applicant

Overview

On the first screen the user can enter information about the location and the applicant(s) for the permit.

Permit Application Number

PA-036976

Facility ^{*}

Search by name, address, ID

+ Add New

View / Edit



Primary Applicant

Additional Applicants

Add any additional applicants/co-applicants in the grid below.

+ Add

+ Add Existing

Edit	Delete	Na...	E...	M...	Bu...	M...

0

100

items per page

No items to display

Save & Continue

For **Facility** users can click **+ Add New** to enter information about the location associated to the permit. The [Add a new location](#) section of this document has more information.

The user can select an existing location if it is already in the AccessDEQ system. The [Select an existing location](#) section of this document has more information. However, **using existing locations should be done with care, ensuring all information is accurate for this application.** If it is not, the user should **+ Add New**.

For the **Primary Applicant** field users can click the drop down to reveal the **+ Add New** button to add the primary applicant's information.

Primary Applicant

Search

+ Add New

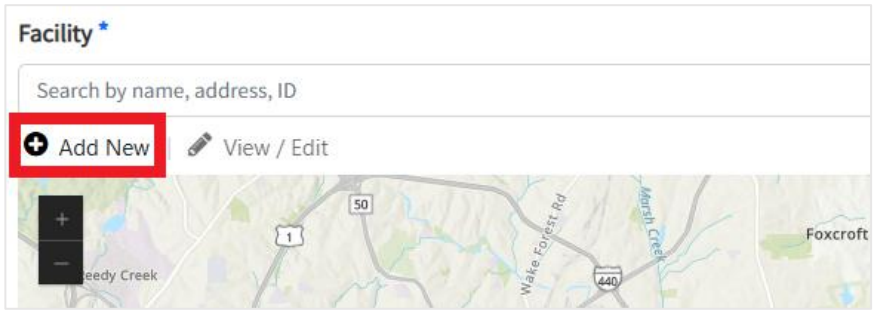
The [Add a primary applicant](#) section of this document has more information.

The grid at the bottom of the page is to enter additional applicants. More information on using the grid is in the [Additional Applicants](#) section of this document.

The [Step 2: Details](#) section in this document has information about the next part of the application.

Add a new location

When users click **+ Add New** to add information about the location associated with the permit a modal window pops up allowing the user to enter information about the facility's name and location



Create a new location

Location

Name *

Type(s) *

Parent Location

Use this field if the location is part of a larger site, such as a military base, campus, or industrial complex.

If the parent location does not exist, create the parent location first and then associate the parent location to each child location.

Physical Address

What type of location is this? *

Physical Address

Select a point on the map that represents the physical address.

Search for location...

The user can enter the **Name** of the facility/location and select the **Type** from the dropdown list.

There are several choices for Type, the user may select *Facility* if unsure.

Type(s) *

Dam

Drainage Area

Facility

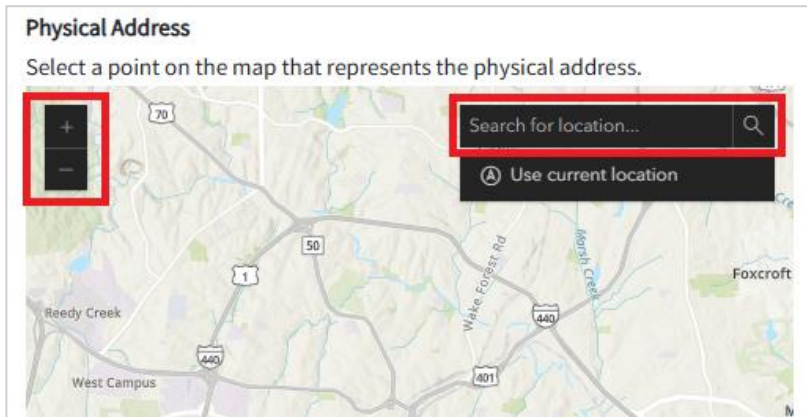
In the Physical Address section, the user can select the location address type:

What type of location is this? *

My location has a physical street address

My location does not have a physical street address but has a single geographic point

My location spans a larger geographical area or includes multiple addresses/geographic points

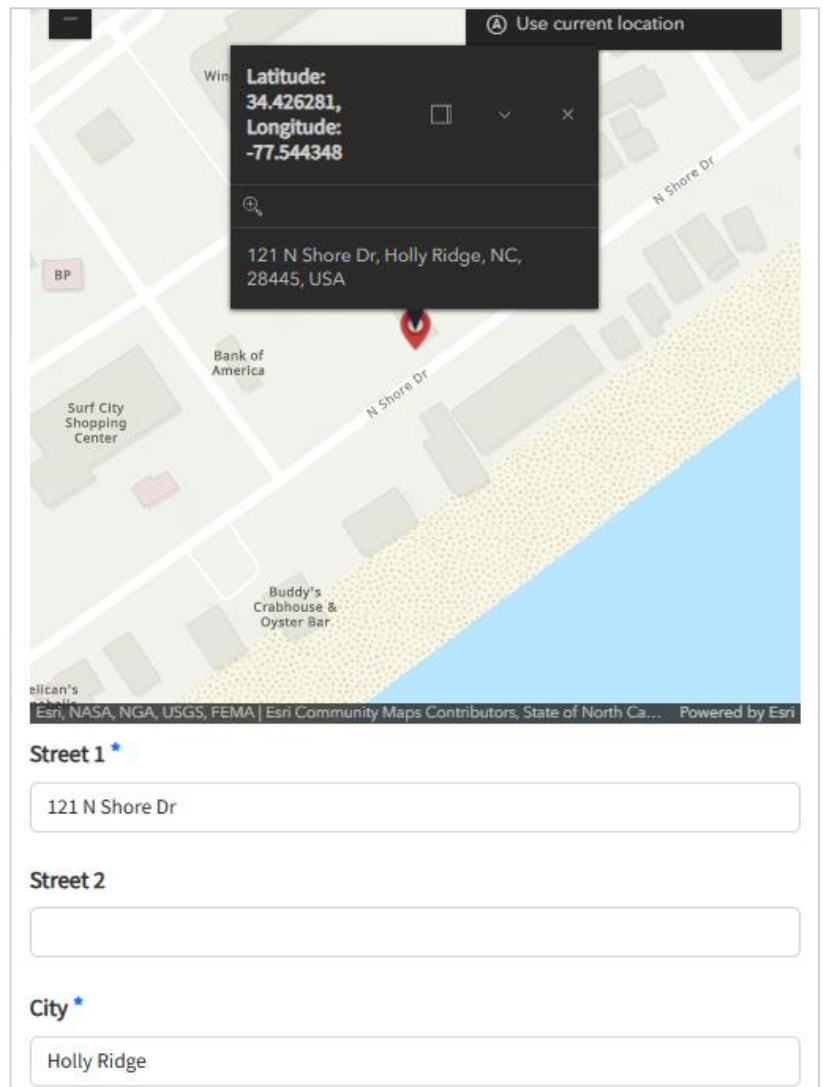


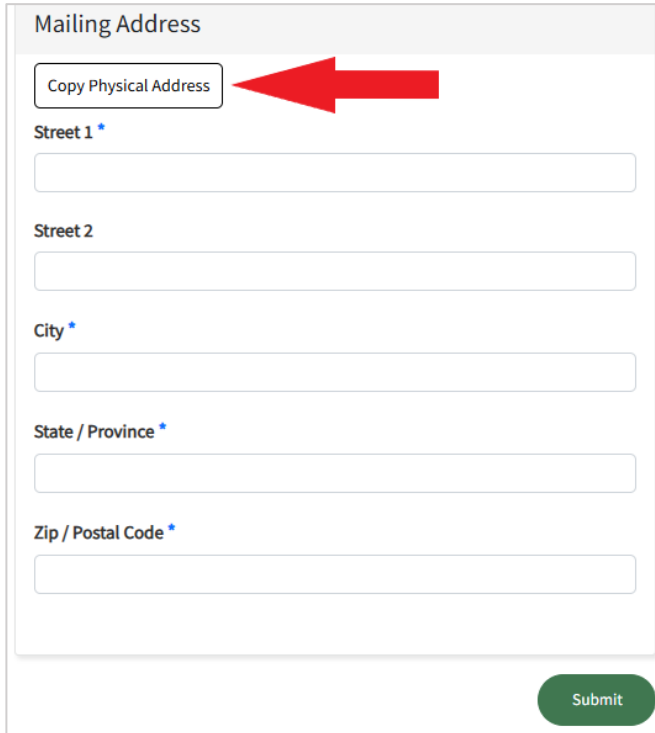
The user can use their mouse to move around the map. The + and – signs in the top left of the map zoom in and out.

Users can also use the **search** bar to enter the address/coordinates of the site.

When the user selects a point on the map the latitude and longitude are automatically filled. If the point on the map has a street address associated with it, the address will also automatically be filled in.

These values can be manually overridden by the user.





Mailing Address

Copy Physical Address

Street 1 *

Street 2

City *

State / Province *

Zip / Postal Code *

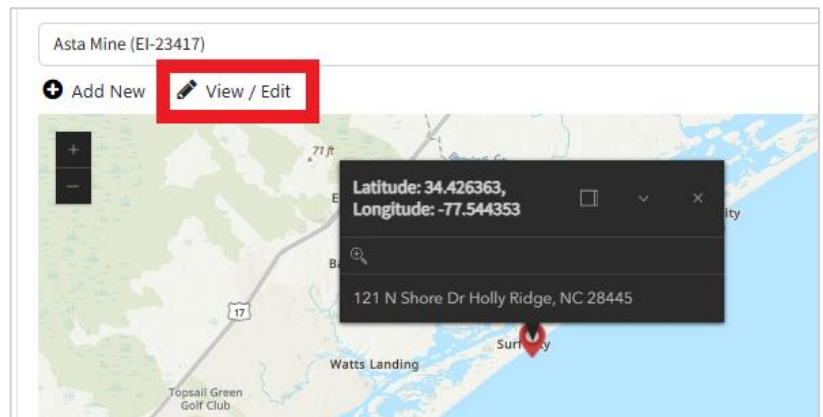
Submit

In the Mailing Address part of the form, the user can click the **Copy Physical Address** button to have the address field values from the physical address copied into the mailing address fields.

Clicking the **Submit** button at the bottom of the form completes the entry of the location information.

Note: If the user needs to change the information at any time before the permit application is submitted, they can click  **View/Edit** to edit the location information.

However, if a location record has a Permit or a submitted Permit Application associated with it, the information cannot be edited. Instead, the user can use  **Add New** to create a new record.



The next page of this guide has information on selecting location record already in AccessDEQ. To skip to information about filling out the Primary Applicant field, users can go to the [Add primary applicant](#) section in this document.

To skip to information in this document about the next screen in the application, users can go to the [Step 2: Details](#) section.

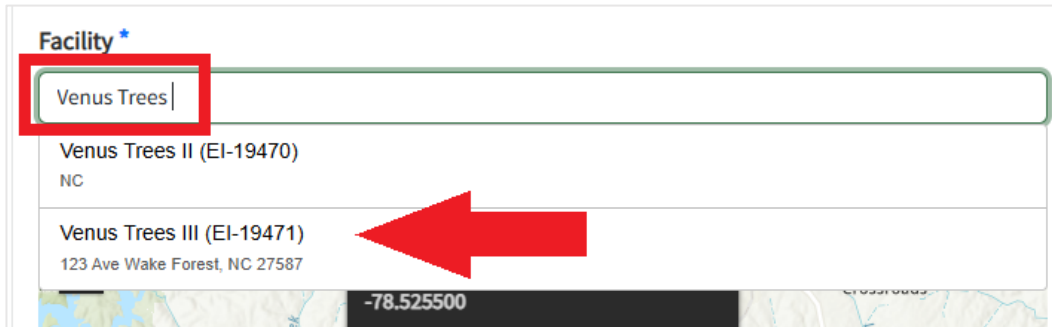
Select an existing location

Users may select an existing location record within the AccessDEQ system by typing the name and/or address of the location in the **Facility** in the search bar to search for it and then selecting the appropriate result.



Using an existing location should be done with care because its information cannot be changed if a permit or submitted permit application for that location record already exists in the system.

Before using an existing location, the user should check the information on file in the system to ensure it is accurate. If it is not accurate for the permit, the user should [Add a new location](#).

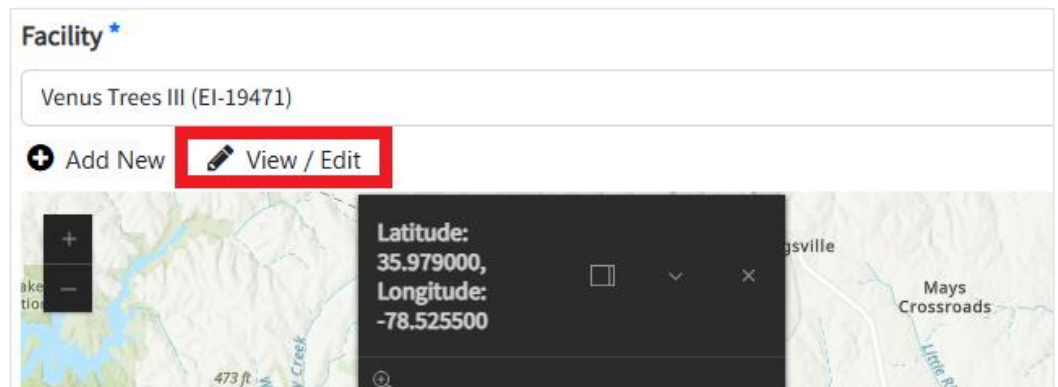


Only a handful of results are returned in the event of multiple matches, so users can continue to add name or address information in the search bar to narrow down the list.

Once a location has been selected users can click



View/Edit to see the location's information to ensure it is correct.



The location record information is read only and cannot be edited if a permit or submitted permit application is associated with it. In such circumstances, users should use **+ Add New** to add a new location record with the correct information. The previous section in this document, [Add a new location](#), has more information.

Add primary applicant

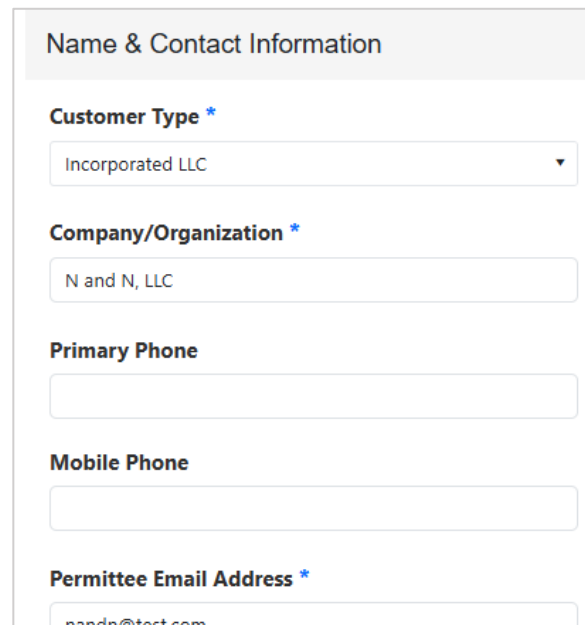
To add information about the Primary Applicant, users can click the dropdown then click **+ Add New**.



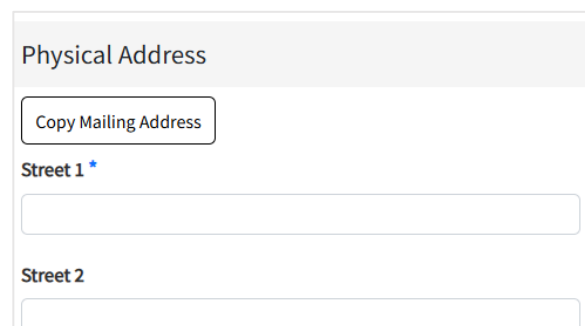
A modal window pops up where the user can complete and submit the form to add a contact record for the permit's Primary Applicant.

The user can select the appropriate contact type, such as *Corporation*, *Individual*, *Sole Proprietor*, *Incorporated LLC*, etc.

Certain information is required.



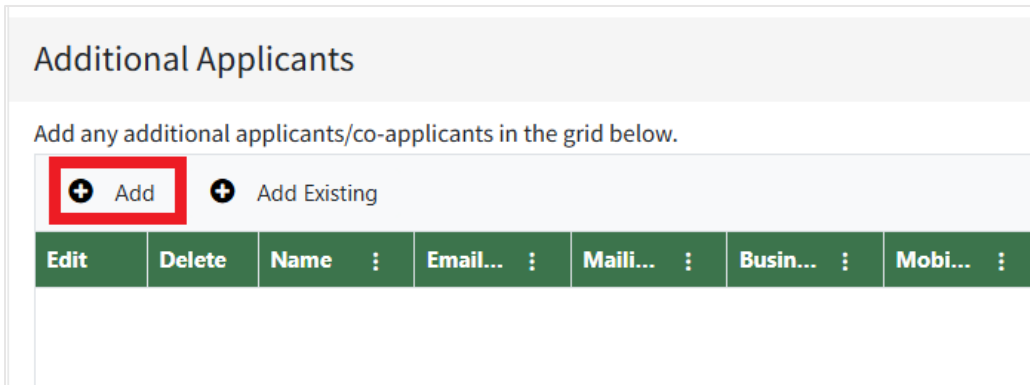
To copy the mailing address information into the physical address fields, users can click the **Copy Mailing Address** button.



Additional Applicants

Additional Applicants utilizes a grid allowing the user to add as many contact records as needed. Adding contacts into the grid works in a similar way to adding the contact record for the primary applicant field.

To add a new contact, the user can click the **+ Add** button in the heading of the grid. The user may repeat this as many times as necessary to add contacts.



Additional Applicants

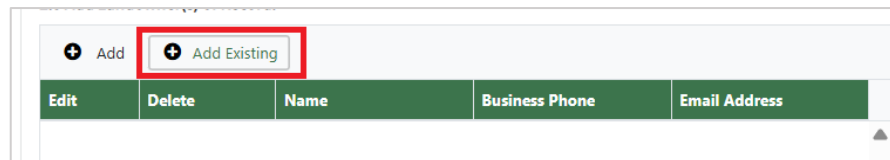
Add any additional applicants/co-applicants in the grid below.

+ Add **+ Add Existing**

Edit	Delete	Name	Email...	Mali...	Busin...	Mobi...
------	--------	------	----------	---------	----------	---------

To select from contact records appearing in the contact dropdown, the user can follow these steps:

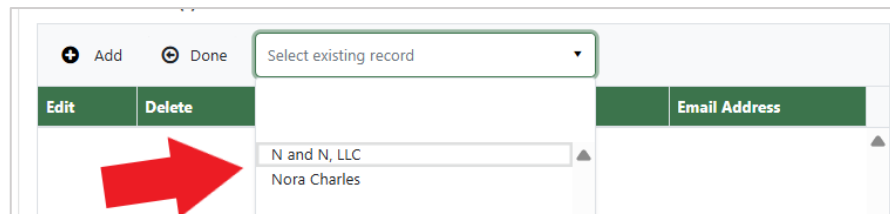
Step 1: Click on **+ Add Existing** in the grid header to display the available contact records.



+ Add **+ Add Existing**

Edit	Delete	Name	Business Phone	Email Address
------	--------	------	----------------	---------------

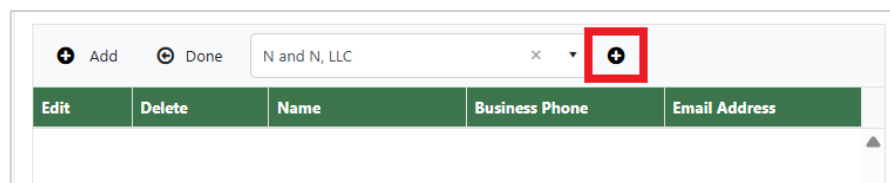
Step 2: Select the appropriate contact.



+ Add **Done** Select existing record

Edit	Delete	Name	Business Phone	Email Address
------	--------	------	----------------	---------------

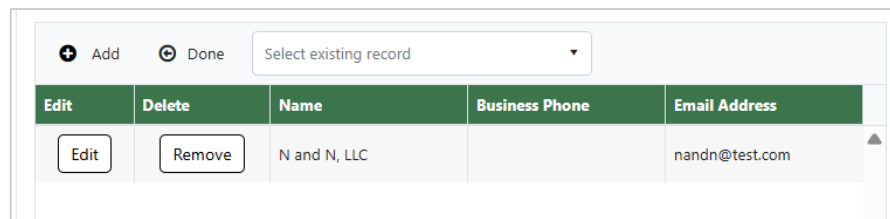
Step 3: Click the **+ Add** button to add the contact to the grid.



+ Add **Done** N and N, LLC

Edit	Delete	Name	Business Phone	Email Address
------	--------	------	----------------	---------------

Step 4: The contact is added. The user can continue to select contacts to add, or they can add new contact records.



+ Add **Done** Select existing record

Edit	Delete	Name	Business Phone	Email Address
Edit	Remove	N and N, LLC		nandn@test.com

Application Part 2: Details

On this part of the application the user can select the facility classification and the application type. The fields and options available change according to the user's selections.

Location & Applicant

Details

Documents

Share

Sign & Submit

Application type and classification

An applicant seeking to modify its permit, resulting in a facility category change, shall submit the applicable forms and application fee associated with the facility class it wishes to become.

Facility Classification *

Is a Renewal Included?

☒ No
 ☐ Renewal only
 ☐ Renewal with other application type

Is an administrative change included?

☒ No
 ☐ Administrative change only
 ☐ Administrative Change with other application type

Application Type *

Is Modeling Required with this Application?

☐ Yes
 ☒ No

Back

Save & Continue

Facility Classification Choices

☐ Small
 ☐ Synthetic Minor
 ☐ Title V
 ☐ Title V (PSD and NSR/NAA)
 ☐ Title V (PSD or NSR/NAA)

For all facility classifications, the user can indicate if the application contains:

- | | |
|------------------------------------|--|
| ✓ No Renewal | ✓ No Administrative Change |
| ✓ Renewal Only | ✓ Administrative Change only |
| ✓ Renewal + other application type | ✓ Administrative Change + other application type |

Application Type Options

	Title V	All Other Classifications
New	X	X
Ownership Change	X	X
Modification		X
2Q.0300 or Minor Modification	X	
Significant Modification	X	

Application Part 3: Documents

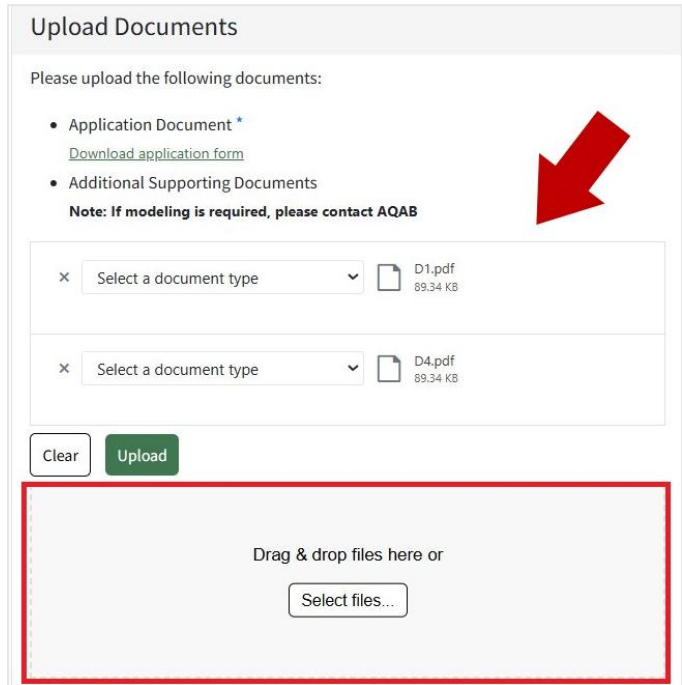
On this page the user can upload their application document and additional supporting documents. [This page](#) on DAQ's website has helpful information. The [Application Matrix](#) page link shows the forms required for the different application types.

Step 1: Users can click **Select files...** or they can **Drag & drop files here** into the shaded area to add them to the application.

As files are added they will appear in a list above the file upload area.

To remove a file, users can click the x to the left of the file.

There is a 99MB limit for each file upload.



Upload Documents

Please upload the following documents:

- Application Document *
[Download application form](#)
- Additional Supporting Documents

Note: If modeling is required, please contact AQAB

x	Select a document type	D1.pdf 89.34 KB
x	Select a document type	D4.pdf 89.34 KB

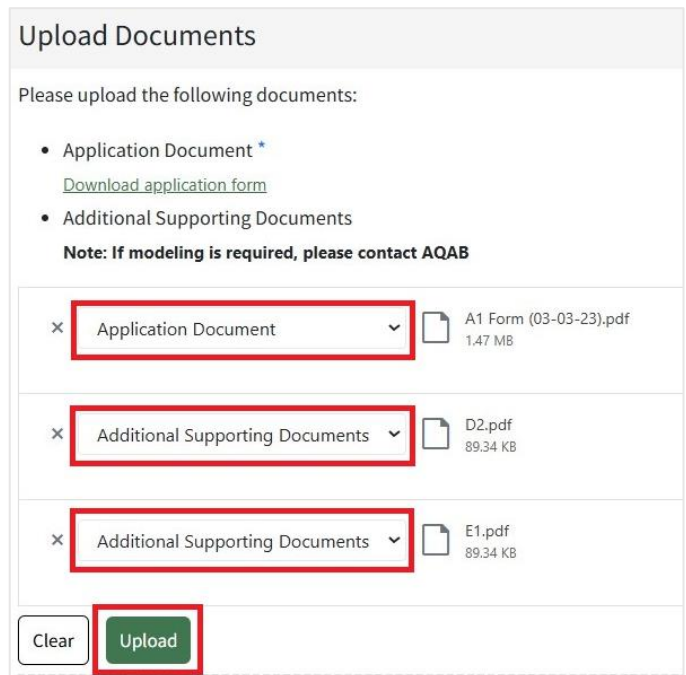
Clear Upload

Drag & drop files here or
[Select files...](#)

Step 2: For each file the user should select the document type from the dropdown list.

To remove files, the user can click the **x** next to the document or click the **Clear** button to remove all documents.

Step 3: The user can click the **Upload** button to add the files to the application.



Upload Documents

Please upload the following documents:

- Application Document *
[Download application form](#)
- Additional Supporting Documents

Note: If modeling is required, please contact AQAB

x	Application Document	A1 Form (03-03-23).pdf 1.47 MB
x	Additional Supporting Documents	D2.pdf 89.34 KB
x	Additional Supporting Documents	E1.pdf 89.34 KB

Clear Upload

Note: Applications can be edited at any time before they are submitted. After that, the application and attached documents cannot be changed unless the application is sent back to the portal user for revision.

Application Part 4: Invoice

This screen displays the invoice and allows the user to make payment online. If users will be paying by check, they can come back to the application once payment has been received to continue the application and submit.

Location & Applicant

Details

Documents

Invoice

Invoice Receipt

Share

Sign & Submit

Invoice

Invoice Header

Application Number	Invoice Number	Invoice Date	Due Date
PA-067493	INV-056277		

Invoice Total	Total Paid	Remaining Balance	Status
\$25.00	\$0.00	\$25.00	Payment Due

Environmental Interest Name	Primary Applicant Name
Wake Forest Food Hall Original	NN, LLC

Invoice Line Items

Product Name	Description	Quantity	Amount
DAQ New - Small - General		1	\$25.00

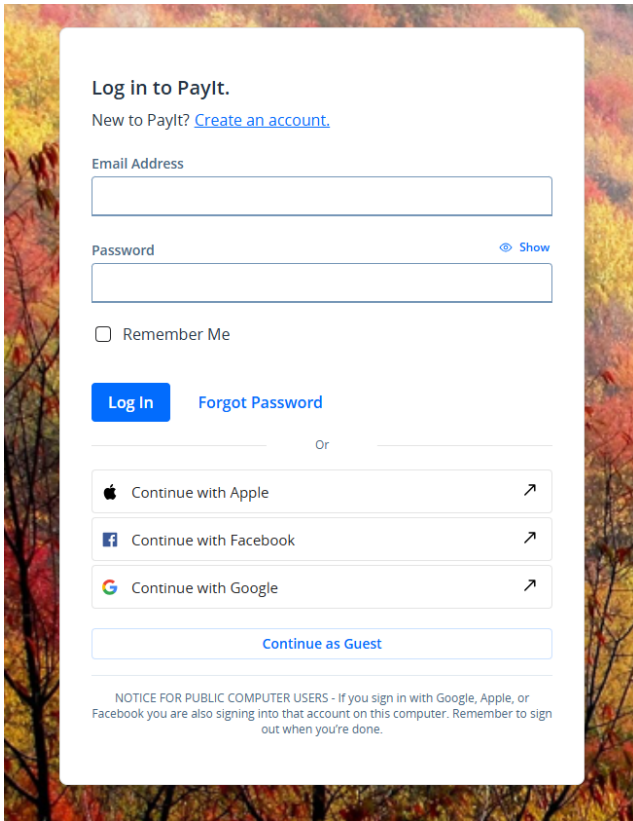
Pay By Check?

☐ Yes

[Pay by Check?](#)

Make Online Payment

Clicking **Make Online Payment** takes the user to the PayIt service.



The image shows a PayIt login form with the following elements:

- Log in to PayIt.**
- New to PayIt? [Create an account.](#)
- Email Address:
- Password: [Show](#)
- ☐ Remember Me
- [Log In](#) [Forgot Password](#)
- Or
- Continue with Apple
- Continue with Facebook
- Continue with Google
- [Continue as Guest](#)
- NOTICE FOR PUBLIC COMPUTER USERS - If you sign in with Google, Apple, or Facebook you are also signing into that account on this computer. Remember to sign out when you're done.

Using a PayIt account allows users to save payment information so it can be used later.

Users can click the **Create an account** link if they do not already have a PayIt account. For users with a PayIt account, they can sign in before proceeding to the payment.

Using **Continue as Guest** allows users to enter a payment without a PayIt account.

Valid payment methods in PayIt are credit card, debit card, and checking account (ACH).

A \$3 convenience fee is applied to all electronic payments. There is an additional fee of 1.85% if paying with credit or debit card. For ACH, there is an additional flat fee of \$1.25 per ACH payment.

A receipt from PayIt will be provided showing the total payment including fees. Users can print a copy of the receipt by clicking the Print button at the top right corner of the page.

Note: AccessDEQ allows payment of invoices without signing in to an AccessDEQ account. If a user knows the Invoice Number and the Invoice Amount, they can go to <https://portal.deq.nc.gov/make-payment> to pay online. The [Invoice Payment](#) guide, and the [AccessDEQ YouTube Playlist](#) has more information.

Application Part 5: Invoice Receipt

The Invoice Receipt screen allows the user to view their receipt. Clicking the **Print** button at the top of the page allows the user to save the receipt as a PDF or send it to a printer.

Air Quality Permit

Division of Air Quality

- Location & Applicant
- Details
- Documents
- Invoice
- Invoice Receipt**
- Share
- Sign & Submit

Payment Details

Print

Invoice Header

Application Number	Invoice Number	Invoice Date
PA-067493	INV-056277	

Invoice Line Items

Product Name	Description	Quantity	Amount
DAQ New - Small - General		1	\$25.00

Payments

Payment ID	Transaction #	Payment Method	Payment Amount	Date Received	Status
PMT-25994	3386ef9d-62d6-403b-8c85-1f5d853f1f3b	Online Payment	\$25.00	06/26/2026	Active

Back

Save & Continue

Application Part 6: Share

This page allows users to share the application with others.

Users without signature authority should share the application with the individual responsible for submitting.

Users can also share applications with colleagues or others who should have access.

Share recipients can edit unsubmitted applications.

Clicking  **Add** at the top of the grid allows users to enter a share invitation to other users. More information follows in this document.

Only users who have signature authority for the entity responsible for the permit should **Save & Continue**. Other users can exit the application when they are finished on this screen.

Share This Application

Permit Application Number

Application Type

Location

Primary Applicant

Share this application with others by using the grid below. Add an entry for each person you would like to share this application with. For example, if you are a preparer or consultant, you can share the application with a responsible official that has the authority to sign and submit the application.

+

Add

Email Address	Role(s)	Status Reason	Initiating Contact
◀ ◁ 0 ▷ ▶ 100 ▼ items per page No items to display ↺			

Users who submit the application continue. Others can exit after sharing.

Back

Save & Continue

Note: Sharing applications can also be done at any time from the [Applications Grid](#).

Share This Application

Permit Application Number PA-029773	Application Type Title V Air Quality
Location Venus Trees III	Primary Applicant Venus Trees

Share this application with others by using the grid below. Add an entry for each person you would like to share this application with. For example, if you are a preparer or consultant, you can share the application with a responsible official that has the authority to sign and submit the application.

Email Address	Role(s)	Status Reason	Initiating Contact

Clicking  **Add** at the top of the grid allows users to enter a share invitation to other users.

A modal window will open where the user can fill out the invitation. The sharing user's name is automatically filled in.

The **Email Address** of the invitee must be entered and their **Role** must be selected from the dropdown. There is also space for optional comments which will be inserted into the email that is automatically sent to the share recipient once **Send Sharing Invitation** is clicked.

Fill out the information below and then click "Send Sharing Invitation". This will generate an email to the email address provided with a link to redeem the sharing invitation.

Initiating Contact

Your name will appear here.

Email Address Of The Person You Would Like To Share The Application With *

Role(s) *

Comments

Add comments that will be seen by the user that your are inviting to this application.

Send Sharing Invitation

The **Email Address** that is/will be associated with the recipient's AccessDEQ portal account must match the email address entered here.

If the wrong email address is used, a new share invitation can be issued to the correct one.

Invitees who will be submitting the application should have the role **Responsible Official** or **Delegated Responsible Official**.

- Responsible Official
- Delegated Responsible Official
- Report Certifier
- Preparer
- Financial Administrator

For others, users can select the role that seems most appropriate. If unsure, the role of **Preparer** can be used.

Users may continue clicking **+ Add** to send more share invitations. Once entered, the invitations appear in the grid. Invitations in **Pending** status have not yet been redeemed, those in **Redeemed** status have.

Preparers who will not submit the application can exit when they are finished on this screen. Users may always return to the application before it has been submitted to make revisions.

+ Add			
Email Address	Role(s)	Status Reason	Initiating Contact
ptp.test.user2@deq.n...	Preparer	Redeemed	PTP Test User 3
ptp.test.user1@deq.n...	Responsible Official	Pending	PTP Test User 3

The [Accepting Shared Applications/Permits](#) section in this document has information about receiving shares

Application Part 7: Sign & Submit

The next step is signing the application. Only users who have signature authority for the entity responsible for the permit may sign and submit the application.

Non-signatory users who inadvertently proceed onto this page may safely navigate away, and do not need to complete identity proofing. When an RO or DRO proceeds onto this step, they may sign and submit the application.

There are two roles with signature authority: Responsible Official (RO) and Delegated Responsible Official (DRO). The first time using AccessDEQ for an organization, DROs must go through an extra step to have their signature authority verified. The [Delegated Responsible Officials](#) section has more information on this process. Once a DRO's signature authority has been established they do not need to go through this step again.

Important Information About User Roles

Responsible Official (RO) is defined as the representative with the authority to be the primary decision-maker for the property or business function. Duties include, but are not limited to:

- Signature Authority
- This role is responsible and accountable for compliance.
- Ability to Prepare/Submit applications, modifications, data/reports and pay fees (see individual rules for the program).
- Examples: Owner, Operator, Plant Manager, Corporate Officer, Elected Official, LLC owner/operator, etc.

Delegated Responsible Official (DRO) is defined as a duly Authorized Representative who has been given specific powers/authority to act on the behalf of the RO.

Delegation of duties must be approved by a Responsible Official in advance and documented within the AccessDEQ system. Delegated Responsible Officials who do not already have signature authority on file can apply for it from the signature page within the application. More information is in the [Delegated Responsible Officials](#) section of this document. This is a summary of the steps:

Paper Method	Online Method
1. Print Form	1. Fill out and sign/submit form
2. Fill it out	2. RO electronically signs form
3. RO and DRO sign form	
4. Mail in signed copy	

The online method requires the RO to have a portal account in AccessDEQ, the paper method does not. Please note that the form, whether paper or online, only needs to be submitted once for each Delegated Responsible Official within a specific organization.

Identity Proofing

A user who has signature authority must have completed identity proofing to submit the application. If this is not already done, the user may click the **Get ID Proofed Now!** button for real-time online identity proofing. For

paper-based identity proofing, the user can click the paper-based subscriber agreement button to download an agreement that can be printed out and mailed to DEQ.

Note: Identity proofing only needs to be completed once. The section in this guide on [Identity Proofing](#) and [Appendix C](#) have more information about identity proofing.

Sign Application

1 ID Proofing

2 Submit

Identity Proofing

You must complete *either* **Electronic Identity Proofing** or mail a signed **Alternative Subscriber Agreement** in order to satisfy the [Title CFR 40 Part 3 and Part 127 EPA requirements for digital submissions](#). You will only need to complete this step *one time* for your user account.

Real-Time Identity Proofing

Get ID Proofed Now!

Mail Signed Agreement

Paper-Based Subscriber Agreement

**Preparers do not need ID proofing
and can navigate away.**

In order to submit applications of this type, you must first complete identity proofing. Please scroll to the top of the page and follow the instructions.

Save & Continue

Responsible Officials

AccessDEQ users who have been identity proofed and who are responsible officials for the entity seeking the permit can attest to signature authority and sign and submit the application.

The **RO/DRO Name** is already filled in and cannot be changed. The **Permit Organization Name** is already filled in but can be changed. The user must enter the **RO/DRO Title** field (their title at the organization: CEO, COO, Director, Owner, etc.) and select Responsible Official for **Role for the Organization**. They must select **Yes** to indicate they have signature authority, then click **Save & Continue** to submit the application.

Signature Authority Attestation

Only the Responsible Official (or Delegated Responsible Official) for the Permittee's Organization may submit this application on behalf of the Organization. Please [see this link for more detailed Title 40 CFR requirements](#).

Note: If you are acting as a Preparer, please stop and [Click here to share this application with the RO/DRO](#). The RO/DRO will receive an invitation (via email) to review, sign and submit this application.

Responsible Official/Delegated Responsible Official
PTP Test User 3

Permit Organization Name * RO/DRO Title *

Cap Six Development CEO

Role for the Organization *

Responsible Official

Certify the Following Statement is True

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).

I Possess Signature Authority *

Yes

Save & Continue

The next section applies only to Delegated Responsible Officials (DROs). ROs can skip it and go directly to the [Review Permit Application and Submit](#) section.

Information on RO approval of an online delegated responsible official request is within the next section of this document in the [Approval of Online DOSA](#) subsection.



Delegated Responsible Officials

AccessDEQ users who have been identity proofed and who are delegated responsible officials for the entity seeking the permit must have signature authority on file to sign and submit the application.

Delegated Responsible Official (DRO) is defined as a duly Authorized Representative who has been given specific powers/authority to act on behalf of the RO.

Delegation of duties to the DRO must be approved in advance and documented. AccessDEQ users who have been identity proofed and who are a DRO for the entity seeking the permit must have signature authority approved by the RO and documented in AccessDEQ to sign and submit applications.

Once the approval is on file, the user can select it when signing an application.

A delegated responsible official who does not already have approval on file can apply for that approval on the signature page of the application and select either the **Online** or **Paper** Delegation of Signature Authority (DOSA) method.

Summary of Steps	
Paper Method:	Online Method:
1. Print Form	1. Fill out and sign/submit form
2. Fill it out	2. RO signs form in AccessDEQ
3. RO and DRO sign form	
4. Mail in signed copy	

Note: The online method requires the Responsible Official to have an account in the AccessDEQ portal.

Online Method

After selecting the online DOSA method, the user can fill out the delegated responsible official's information and the responsible official's information. A PDF DOSA form will be generated which the user can sign electronically. The email address entered for the Responsible Official will be sent a link to view and approve the request in AccessDEQ. If the RO does not already have an AccessDEQ account, they will be sent instructions on creating one.

Paper Method

After selecting the paper DOSA method, a PDF DOSA form will be generated that must be printed out, filled in, and signed by the DRO and RO. The wet-signed paper copy of the DOSA form should then be mailed to the Stormwater program per the instructions.

For Both Methods

The name of the DRO is already filled in and cannot be changed. The **Permit Organization Name** and the **RO/DRO Title** field should be filled in and "Delegated Responsible Official" selected for **Role for the Organization**. The user must select **Yes** to indicate they have signature authority. Once the DRO signature authority has been approved, the DRO can select the signature authority on file, then click **Save & Continue** to submit the application.

Note: Delegated Responsible Officials only need to apply for signature authority once for each organization for which they have delegated signature authority.

Signature Authority Attestation

Only the Responsible Official (or Delegated Responsible Official) within the Permittee's Organization may submit this application on behalf of the Organization. Please [see this link for more detailed Title 40 CFR requirements](#).

Note: If you are acting as a Preparer, please stop and [Click here to share this application with the RO/DRO](#). The RO/DRO will receive an invitation (via email) to review, sign and submit this application.

Responsible Official/Delegated Responsible Official/Owner
PTP Test User 3

Permit Organization Name *

RO/DRO Title *

Role for the Organization *

Certify the Following Statement is True

I certify under penalty of law that I am within the permittee's organization and possess signature authority to sign documents and/or reports based on my relationship to the aforementioned Organization and I am either an owner, responsible corporate officer, proprietor, principal executive officer, or ranked elected official, or a Delegated Responsible Official.

I Possess Signature Authority *

Signature Authority on File *

Delegated Signature Authority

[Click Here to Apply](#)

If you do not have a record of Signature Authority on file, please click the button above to apply.

The user's name is automatically filled in from their user profile.

The user fills in/selects:

- The **name** of the organization
- Their **title** in the organization
- **Delegated Responsible Office** as the role
- **Yes** for signature authority.

If the user already has a **signature authority on file** for the organization, they should select it and continue.

To add signature authority the user can **Click Here to Apply**.

After **Click Here to Apply** the next step allows the user to choose the Paper or Online method.

Apply for Delegated Signature Authority

1
Signature Authority

2
Print Agreement

3
ID Proofing

Delegation of Signature Authority Method

Please select the method you would like to use for requesting Signature Authority. The **paper** process involves **downloading, completing, signing, and mailing the agreement**. The **online** process allows you to enter the required information on the next screen and digitally sign the agreement. Once submitted, the request will be sent to the Responsible Official for approval and will also require their signature.

DOSA Method

☐ Paper 

☐ Online

[Save & Continue](#)



Paper DOSA

If Paper DOSA method is selected, the user should ensure the name of the organization for which they are seeking delegated signature authority and their title at the organization is filled in correctly and click **Save & Continue**. The user's name is filled in the user profile and cannot be changed.

DOSA Method

☒ Paper

☐ Online

Instructions

By continuing, you certify that you have Signature Authority as a Designated Responsible Official. Submitting this form will generate a document for Signature Authority that will remain on file at NC DEQ for current and future use, as long as you remain a Designated Responsible Official for the named Permit Organization below. In the next step, you must download, print, sign in ink and mail it to the address given.

Responsible Offiical/Delegated Responsible Official

PTP Test User 3

Permit Organization Name *

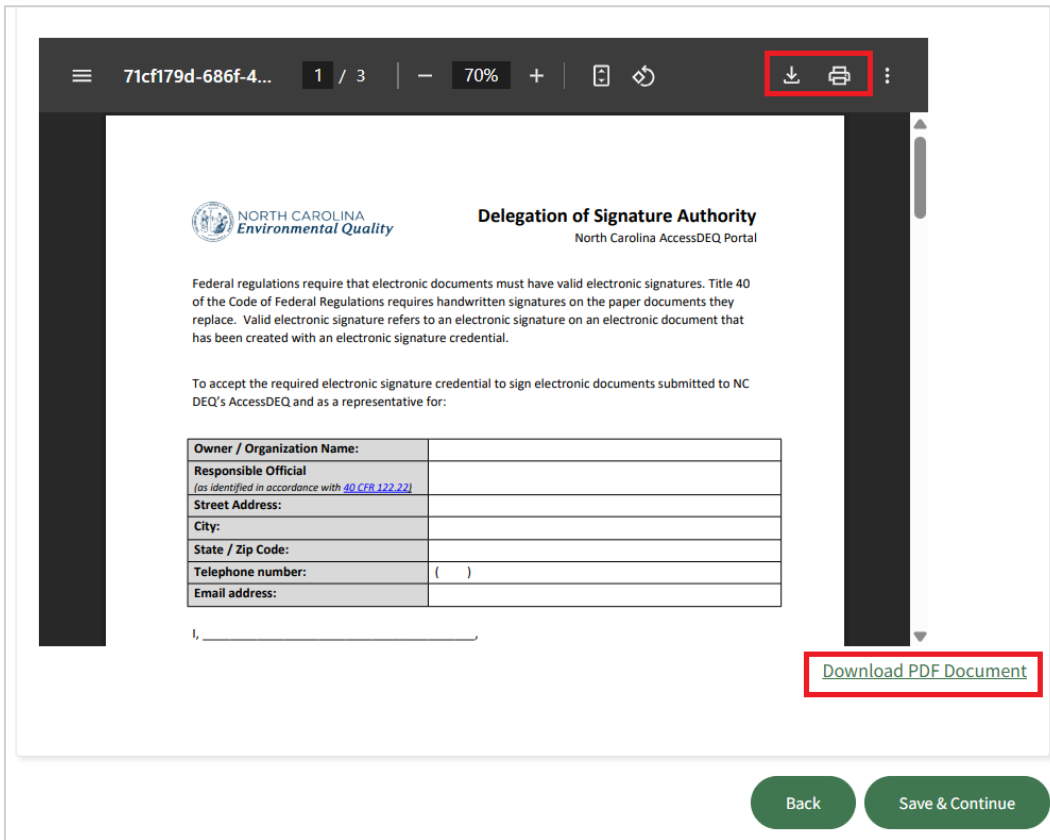
CyDev

DRO Title *

Vice President

Save & Continue

On the next screen the DOSA document is generated. Users can click the download icon, the print icon, or the Download PDF Document link to download or print the Delegation of Signature Authority document.



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Delegation of Signature Authority
North Carolina AccessDEQ Portal

NORTH CAROLINA
Environmental Quality

Federal regulations require that electronic documents must have valid electronic signatures. Title 40 of the Code of Federal Regulations requires handwritten signatures on the paper documents they replace. Valid electronic signature refers to an electronic signature on an electronic document that has been created with an electronic signature credential.

To accept the required electronic signature credential to sign electronic documents submitted to NC DEQ's AccessDEQ and as a representative for:

Owner / Organization Name:	
Responsible Official (as identified in accordance with 40 CFR 122.22)	
Street Address:	
City:	
State / Zip Code:	
Telephone number:	()
Email address:	

I, _____

[Download PDF Document](#)

Back Save & Continue

Once they have completed printing or downloading the form, users can click **Save & Continue** to exit the signature authority process, then click **Save & Continue** again once they are returned to the Sign Application page.

Please note that only one DOSA form can be downloaded and submitted per application, for one individual.

The completed and signed form should be mailed to:

US Mail

Permitting Section Division of Air Quality
1641 mail Service Center
Raleigh, NC 27699-1641

Once they have completed printing or downloading the form, users can click **Save & Continue** to exit the signature authority process. Users will return to the Sign Application page where they can **electronically Sign, Save & Continue, and Submit** the Application once ready to do so.



Online DOSA

To complete the DOSA process online, users can select **Online** and click **Save & Continue** to proceed.

Apply for Delegated Signature Authority

1

2

3

Signature AuthorityPrint AgreementID Proofing

Delegation of Signature Authority Method

Please select the method you would like to use for requesting Signature Authority. The **paper** process involves **downloading, completing, signing, and mailing the agreement**. The **online** process allows you to enter the required information on the next screen and digitally sign the agreement. Once submitted, the request will be sent to the Responsible Official for approval and will also require their signature.

DOSA Method

☐ Paper

☒ Online

Save & Continue

Next the user can fill out information about the DRO (Requestor) and the RO (Respondent) and click **Save and Continue**.

Organization/Financially Responsible Party/Owner *

CyDev

Delegated Responsible Official/Person Information (Requestor)

First Name *

Sharon

Last Name *

Agathon

Title *

Vice President

Phone *

9192345678

Email Address *

sharon@dydev.com

Responsible Official/Financially Responsible Person Information (Respondent)

First Name *

D'Anna

Last Name *

Biers

Title *

Chairman

Phone *

7042341111

Email Address *

d-anna@cydev.com

Save and Continue

The completed DOSA document is generated. The user can download or print the document if they wish. When they click **Sign Electronically & Submit**, the request for delegated authority is sent to the email address of the RO as entered on the previous screen.

Delegated Signature Authority

✓
 1
 Delegation Request

2
Sign and Submit

3
 Thank You

Please complete the following steps:

- Download and review the contents of Delegation of Signature Agreement. Note: the Responsible Official and the Designated Responsible Official will both need to sign and submit this agreement.
- Click the Submit button to continue with the submission process. You will need to enter your login credentials and answer a security question.

☰ dadbc85b-1036-4... 1 / 3 – 75% + 🔍 🔄 🔗 ↶ ↷ 📎 ⬇️ 🖨️ ⋮



Delegation of Signature Authority
North Carolina AccessDEQ Portal

Federal regulations require that electronic documents must have valid electronic signatures. Title 40 of the Code of Federal Regulations requires approved electronic signatures for the paper documents they replace. Valid electronic signatures refer to an electronic signature on an electronic document that has been created with an electronic signature credential.

To accept the required electronic signature credential to sign electronic documents submitted to NC DEQ's AccessDEQ and as a representative for:

Financially Responsible Party / Owner / Organization Name:	CyDev
Financially Responsible Person / Responsible Official (as identified in accordance with 40 CFR 122.22)	D'Anna Biers
Street Address:	6789 Test Ave.
City:	Raleigh
State / Zip Code:	27602
Telephone number:	7042341111
Email address:	d-anna@cydev.com

I, Sharon Agathon, the undersigned, Delegated Responsible Official, am hereby submitting this Delegation of Signature Agreement to the North Carolina Department of Environmental Quality.

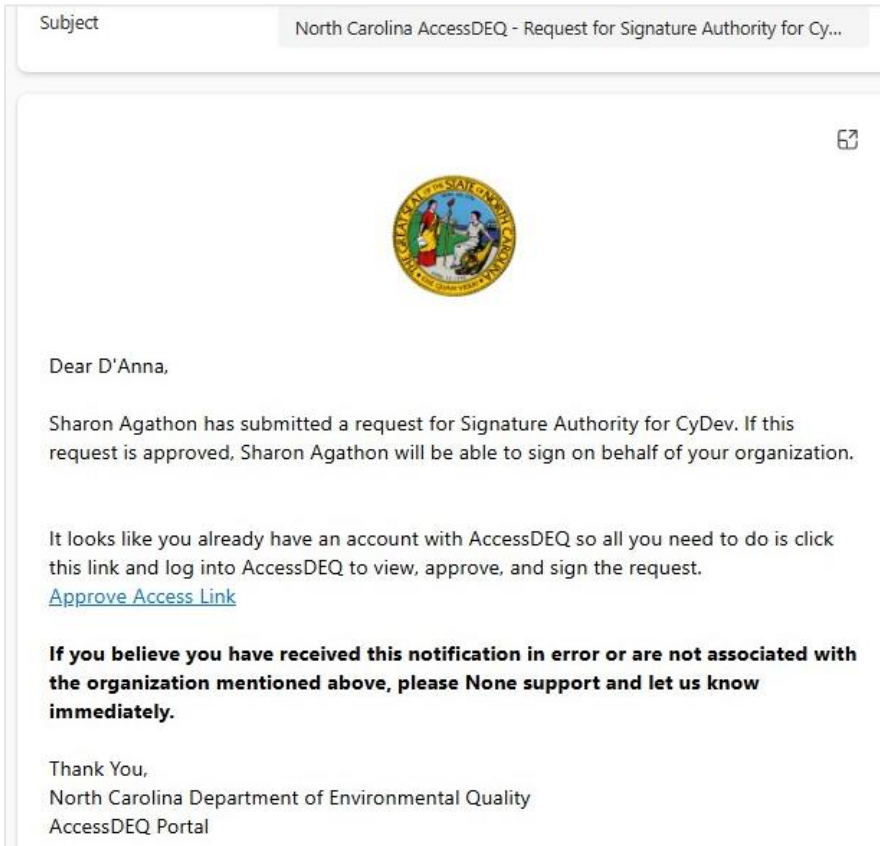
[Download Digital DOSA Agreement.pdf](#)

Sign Electronically & Submit

The RO will receive an email from **DoNotReply-DEQPermits@deq.nc.gov** containing a link to view and approve the DOSA. If there is not an AccessDEQ account associated with the RO email address, the email that is sent will also include instructions on creating one. When the delegated signature authority is approved by the RO, the user will receive an email from **DoNotReply-DEQPermits@deq.nc.gov** notifying them.

Approval of Online DOSA

Responsible Officials approve online DOSA applications. When an online DOSA is submitted, an email containing a link for the DOSA approval is sent to the RO from the email address **DoNotReply-DEQPermits@deq.nc.gov**. If the RO does not already have an AccessDEQ portal account, the email will also contain instructions on creating one.



The DOSA review link will display the generated DOSA. The RO can also download or print the agreement. After the RO has reviewed the DOSA, they can click **Sign Electronically & Submit**. The RO will then be prompted to re-enter their password and, depending on their multi-factor choices for their AccessDEQ account,

either answer a security question or receive an SMS verification code. Once this has been completed, the delegated official will have signature authority for the organization on file for application submissions.




NORTH CAROLINA
Environmental Quality

Make Payment Logout

Delegated Signature Authority

Please complete the following steps:

1. Download and review the contents of Delegation of Signature Agreement. Note: the Responsible Official and the Designated Responsible Official will both need to sign and submit this agreement.
2. Click the Submit button to complete the submission process. You will need to enter your login credentials and answer a security question.

3...

1 / 3

67%















NORTH CAROLINA
Environmental Quality

Delegation of Signature Authority

North Carolina AccessDEQ Portal

Federal regulations require that electronic documents must have valid electronic signatures. Title 40 of the Code of Federal Regulations requires handwritten signatures on the paper documents they replace. Valid electronic signature refers to an electronic signature on an electronic document that has been created with an electronic signature credential.

To accept the required electronic signature credential to sign electronic documents submitted to NC DEQ's AccessDEQ and as a representative for:

Owner / Organization Name:	CyDev
Responsible Official (as identified in accordance with 40 CFR 122.22)	D'Anna Biers
Street Address:	393 S White St
City:	Wake Forest
State / Zip Code:	27587
Telephone number:	7041111111
Email address:	ptp.test.user3@deq.nc.gov

I, Sharon Agathon, the undersigned, am hereby submitting this Delegation of Signature Agreement to the North Carolina Department of Environmental Quality (NCDEQ) in application for approval of my ability to electronically sign permit applications, documents, reports, files and other forms to the NCDEQ.

I hereby:

Sign Electronically & Submit

Submit

[Download Digital DOSA Agreement.pdf](#)

Review Permit Application and Submit

Once an RO or DRO has proceeded past step one of **Sign Application**, they can review the application and attached documents and submit the application. On the top of the screen is a document viewer displaying the completed application from which users can download or print it. Beneath that is a display of documents that were uploaded as part of the application. At the bottom the application can be signed and submitted.

Please Review the Permit Application and Submit

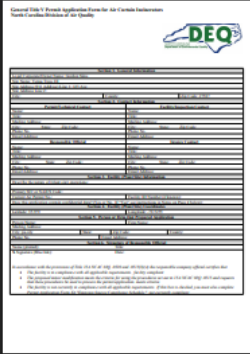
Your application will not be reviewed until after you click the Submit Application button at the bottom of the page below and see the Confirmation Page that will list your permit application number.

[To change any information on the application, click here.](#)

Please Review the Permit Application Summary



1



[Open PDF Document](#)

Documents Included with Submission

 Export to Excel

File Name	Description	Environm...	Parent Re...	Created On
-----------	-------------	-------------	--------------	------------

Users can click the link above the document display to go back and change information.

Note: Until an application has been submitted, users can always change the application information at any time. The section on the [Applications Grid](#) has more information about accessing applications.

Checking **I agree** will reveal a **Sign Electronically & Submit** button. Upon clicking it, a modal window pops up prompting the user to enter their password and a security question answer. The **Submit Application** button is then enabled. Clicking it will submit the application to DEQ. Once an application has been submitted it cannot be edited unless it is returned by DEQ to the user for revisions.

Please Read and Agree to the Following Statement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted 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 fine and imprisonment for knowing violations. I also agree to provide corrected information should there be any change in the information provided herein.

☐ I Agree

BackSubmit Application

including the possibility of fine and imprisonment for knowing violations. I also agree to provide corrected information should there be any change in the information provided herein.

☒ I Agree

Sign Electronically & Submit

BackSubmit Application

Authenticate User

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.

Password:

What month and day is your wedding anniversary? (e.g. January 2)

[Manage Security Questions](#) Validate



Accepting Shared Applications/Permits

A portal user can grant access to others for permit applications or permits by using the sharing feature. The [Application Part 6: Share](#), [Applications Grid](#), and [Permits & Projects Grid](#) sections in this document have more information for users who want to share.

When a user shares an application or permit, the recipient is sent a message from the email address **DoNotReply-DEQPermits@deq.nc.gov** which includes information about the permit or application. The subject line of the email contains **[Sharer] has shared a permit or permit application with you on AccessDEQ**.

If the recipient does not already have a portal account in AccessDEQ, they can register an account. The sharing invitation is automatically accepted when the user activates their account and signs in.

AccessDEQ user PTP Test User 3 (ptp.test.user3@deq.nc.gov) has shared access to a permit application with you.

Permit Application Number: PA-025449

Permit Application Type: Stormwater COC - NCG25 NPDES Construction

Since it appears that you do not have an account with AccessDEQ, you will need to register before you can access the shared permit application.

To register, please use the link below and follow the instructions provided.

[Registration Link](#)

After completing your registration, you will have access to the shared permit and can view the permit application on AccessDEQ.

[My Permit Applications](#)

An example of a permit application sharing email message sent which includes instructions to register an account and a link to the applications grid from which the user can access the shared permit application.

AccessDEQ user PTP Test User 3 (ptp.test.user3@deq.nc.gov) has shared access to a permit and permit application with you.

Permit Number: NCC256014

Permit Type: NCG01 - NPDES Construction

Permit Application Number: PA-024789

Permit Application Type: Stormwater COC - NCG01 NPDES Construction

Location/Project Name: Delphi Museum

It looks like you already have an account with AccessDEQ so all you need to do is log into AccessDEQ to view the shared permit and permit application.

[My Permits & Projects](#)

[My Permit Applications](#)

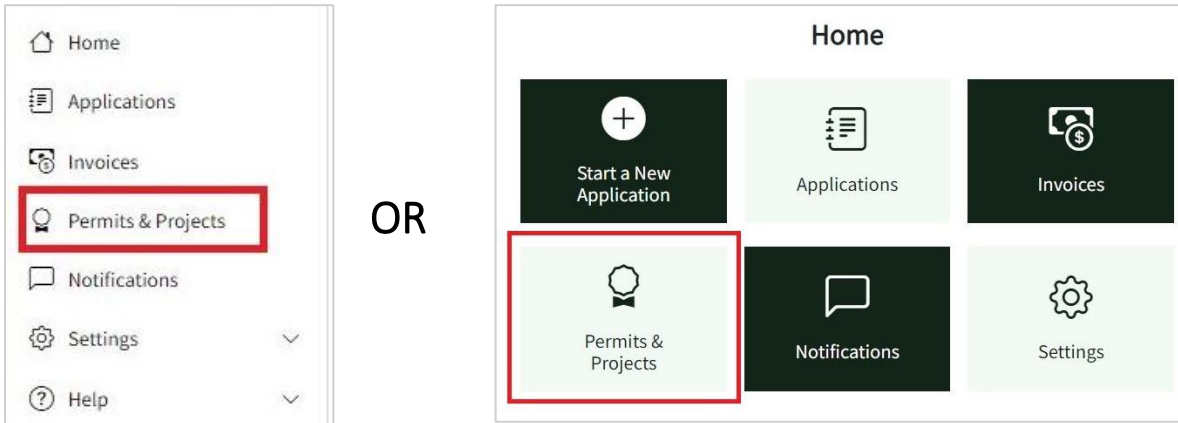
An example of a permit sharing email message sent to a share recipient whose email address matches a current AccessDEQ portal account.

It is important that the email address to which the sharing invitation is sent matches the email address that is/will be associated with the invitee's AccessDEQ portal account. In the event a user sends a sharing request to the wrong email address, the sharer can re-send the invitation using the correct email address for the recipient.

Once the user signs in, access will be granted and the shared permit or permit application will appear in the recipient's **Permits & Projects** and/or **Applications** section in My AccessDEQ.

Permits & Projects Grid

Users can see the permits to which their AccessDEQ portal account currently has access. To reach the Permits & Projects screen users can select **Permits & Project** on the left-hand navigation, or click the tile on the home screen. To gain access to a permit which does not appear in the list, users can request access. The [Request Access to a Permit](#) section has more information.



The user's permits and projects grid will be displayed. Users may click on the link in the **Permit/Project** column to view the Permit Details screen for a permit. In the **Actions** menu, users may select **Share Permit** to share access to a permit with another user.

My AccessDEQ / Permits & Projects

Permits & Projects

Use this page to view the details of permits, projects, and other certificates.

Status: All ▾ Expiration Date: N/A ▾

☒ Export to Excel

Permit / Project	Program	Permit Type	Location	Status	Issued ▴	Effective	Expires	
NCC256078	NPDES Stormwater	NCG01 - NPDES Construction	WaFo Renaissance Food Hall	Active	06/18/2025	06/18/2025	03/30/2029	Actions ▾ View Share Permit
NCC256076	NPDES Stormwater	NCG01 - NPDES Construction	Delphi Museum	Active	05/20/2025	05/20/2025	03/30/2029	
WAKE-2025-00011	Erosion & Sediment Control	Erosion & Sediment Control Certificate of	Venus & Dr. John Records	Active	11/22/2024	11/22/2024		Actions ▾

Selecting **Share Permit** from the Actions menu on the Permits & Project grid will open a modal window in which the user can fill out the invitation. The sharing user's name is automatically filled in.

The **Email Address** of the invitee must be entered and their **Role** must be selected from the dropdown. There is also space for optional comments which will be inserted into the email that is automatically sent to the share recipient once **Send Sharing Invitation** is clicked.

Share Permit

Fill out the information below and then click "Send Sharing Invitation". This will generate an email to the email address provided with a link to redeem the sharing invitation.

Initiating Contact

PTP Test User 3

Recipient Email Address *

Role(s) *

Comments

Send Sharing Invitation

Invitees who have signature authority should have the role **Responsible Official** or **Delegated Responsible Official**.

Responsible Official
Delegated Responsible Official
Report Certifier
Preparer
Financial Administrator

For others, users can select the role that seems most appropriate. If unsure, the role of **Preparer** can be used.

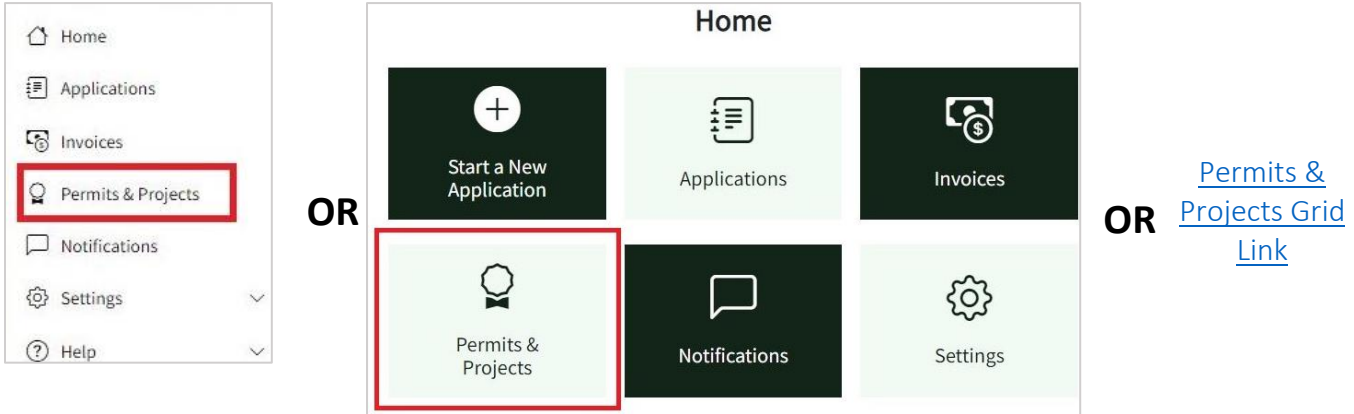
The email address that is/will be associated with the share recipient's AccessDEQ portal account must match the email entered here for the invitation to be redeemed successfully. If a user shares an application to the wrong email address, they can share the application again to the correct email address.

If the email address of the recipient is not yet associated with an AccessDEQ portal account, the sharing message will include registration instructions for the recipient. The [Accepting Shared Applications/Permits](#) section in this document has more information.

Request Access to a Permit

If a user needs access to a permit that doesn't appear in their Permits & Projects grid, they can request it.

Step 1: Go to the Permits & Projects grid



Step 2: Click the **Request access** button at the bottom of the Permits & Projects grid.

My AccessDEQ / Permits & Projects

Permits & Projects

Use this page to view the details of permits, projects, and other certificates.

Status: Active Expiration Date: Expired

Export to Excel

Permit / Project	Program	Permit Ty...	Location ↑	Status	Issued	Effective	Expires	
NCC256014	NPDES Stormwa...	NCG01 - NPDES Constructi...	Delphi Museum	Active	04/03/20...	04/03/20...	03/11/20...	Actions ▾

100 items per page 1 - 2 of 2 items

Don't see your permit or project? [Request access](#)

Figure 1 Permits & Projects screen found at <https://portal.deq.nc.gov/my-accessdeq/my-permits>

Step 3: Type a search term and press the **{Enter}** key. The **Number**, **Primary Permittee**, and **Location** columns are evaluated for the search term. The search accepts partial numbers and names.

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

Search

71-10

Select	Number	Location	Type	Primary Permittee	Issued
Select	71-1000	Asta Mine	DEMLR - Mining Permit	N and N, LLC	11/06/2025
Select	NCC203129	Daniel Farm Lots 1, 71-	NCG01 - NPDES	Eastwood Homes of	04/01/2024

Step 4: Click **Select** then **Confirm** to open an access request for the desired permit.

Select	Number	Location	Type	Primary Permittee	Issued
Select	71-1000	Asta Mine	DEMLR - Mining Permit	N and N, LLC	11/06/2025

Select	Number	Location	Type	Primary Permittee	Issued
Confirm	71-1000	Asta Mine	DEMLR - Mining Permit	N and N, LLC	11/06/2025

Step 5: Enter explanatory comments about the request for access and upload supporting documentation.

Please explain your relationship to the permit or project. *

Supporting Documentation *

Select files...

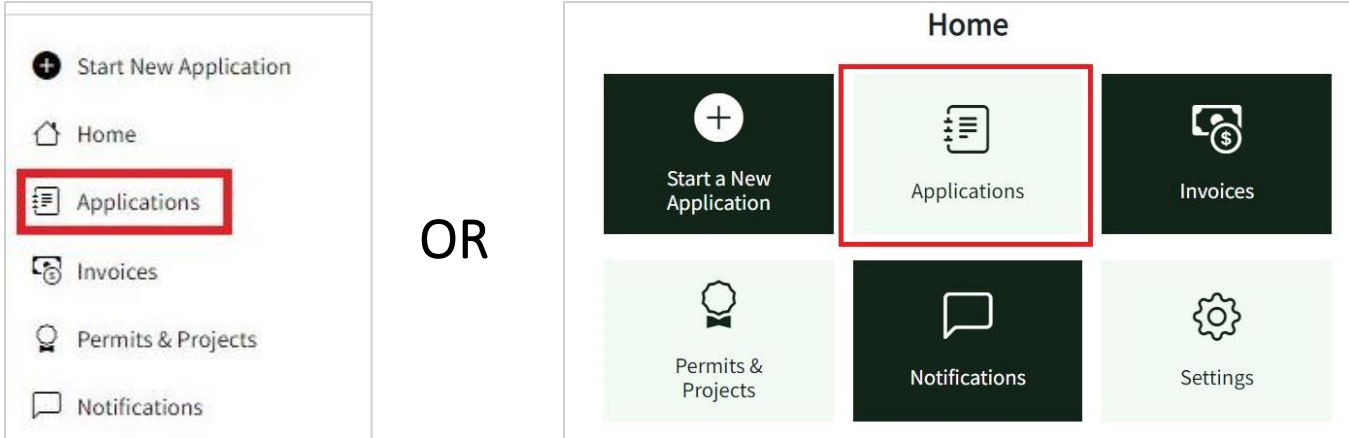
Drop files here to upload

Submit

Clicking **Submit** sends the request to DEQ. The user will be notified via email about the decision for the request. If the request is granted, the permit will appear in the user's Permits & Projects grid.

Applications Grid

A user's applications may be accessed from the **Applications** page in AccessDEQ reached by selecting it from the left-hand navigation menu or the tile on the Home screen.



The **Applications** grid shows new and modification applications to which the user has access. This includes applications created by the user or shared with the user.

Clicking on the permit application number (**PA-#####**) in the **Application** column will show the application.

If the application is in status “Not Submitted” or “Awaiting Applicant”, the application will open for editing. If the application is in any other status, the **Application Details** screen is displayed.

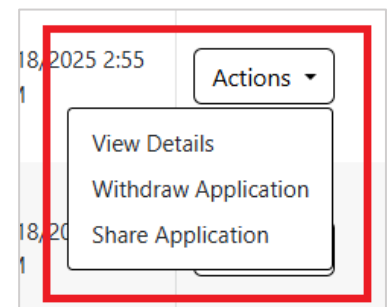
Mining applications with a payment due will appear in “Completeness Review” status. Applications under review appear in “Technical Review” status.

Application	Program	Application ...	Status	Location	Primary Ap...	Submitted On	Created... ↓	
PA-162066	DEMLR - Mining	DEMLR - Mining Application	 Completeness Review	UAT mining loc 10-31	Haritha Corp	10/31/2025 4:33 PM	10/31/2025 2:26 PM	Actions ▾
PA-162011	DEMLR - Mining	DEMLR - Mining Application	Awaiting Applicant	Asta Mine	N and N, LLC	11/6/2025 10:55 AM	10/23/2025 9:01 AM	Actions ▾
PA-161991	DEMLR - Mining	DEMLR - Mining Application	 Technical Review	Funk Quarry	Funk Industries	10/17/2025 8:30 AM	10/16/2025 6:52 PM	Actions ▾

The **Actions** button displays options such as **View Details**, **Withdraw Application**, **Share Application** and **Edit Application**.

The [Application Sharing](#) section of this guide has more information about sharing applications.

Note: the option to edit an application is only available if the application is in status “Not Submitted” or “Awaiting Applicant”.





Invoices

Invoices associated with permits or permit applications associated with the user can be viewed from the **Invoices** grid in AccessDEQ. To view an individual invoice, users can click the link in the **Invoice** column (**INV-#####**), or select **View Invoice** from the **Actions** menu.

My AccessDEQ / Invoices

Invoices

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

Invoice(s)

Consolidated Invoice(s)

Status: All ▾

Export to Excel

Search...

Invoice	Invoice Date	Due Date	Remaining Bal	Status	Invoice Total	Total Paid	Application	
INV-004256	04/02/2025	05/02/2025		Payment Due	\$120.00		PA-024789 ↗	Actions ▾
INV-004243	03/25/2025	03/25/2025	\$0.00	Paid In Full	\$60.00	\$60.00	PA-024877 ↗	Actions ▾
INV-004235	03/18/2025	03/18/2025	\$0.00	Paid In Full	\$60.00	\$60.00	PA-024792 ↗	Actions ▾
INV-004230	03/18/2025	03/18/2025		Overdue	\$2,000.00		PA-024763 ↗	Actions ▾

To view the associated permit application from the Invoices screen, users can click the link in the **Application** column or select View Application from the **Actions** menu.



The Invoice screen displays details of the invoice and any payments that have been made.

The **Make Payment** button is enabled for invoices with an outstanding balance. Clicking it takes the user to the PayIt web application, where they can submit a payment. Information for paying by check can be found by clicking the **Paying by Check?** link.

Invoice

Invoice Header

Application Number	Invoice Number	Invoice Date	Due Date
PA-024789	INV-004256	04/02/2025	05/02/2025
Invoice Total	Total Paid	Remaining Balance	Status
\$120.00	\$60.00	\$60.00	Payment Due
Environmental Interest Name	Primary Applicant Name		
Delphi Museum	Cap Six Development Inc.		

Invoice Line Items

Product Name	Description	Quantity	Amount
NCG010000/NCG250000 Permit Application Fee	Fee for submitting an NOI for a COC under the NCG01/NCG25 General Permit or an annual renewal fee for a current active permit holder	1.00	\$120.00

[Make Online Payment](#)
[Paying by Check?](#)

Payments

Payment ID	Transaction #	Payment Method	Payment Amount	Date Received	Status
PMT-25156	123456789	Online Payment	\$60.00	04/03/2025	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.

The [Application Part 4: Invoice](#) section of this document has more information about making an online payment.

Withdrawing an Application

Withdrawing an application can be done using the Withdraw Application button on the **Application Details** page, or by selecting **Withdraw Application** from the Actions menu on the Applications grid.

Application ...	Status	Location	Primary Ap...	Submitted On	Created On	
EMLR - Mining Application	 Technical Review	Asta Mine	N and N, LLC	11/6/2025 10:00 AM	10/23/2025 9:01 AM	Actions ▾ View Details Withdraw Application Share Application
EMLR - Mining Application	 Technical Review	Funk Quarry	Funk Industries	10/17/2025 8:30 AM	10/17/2025 6:52 PM	

Initiating **Withdraw Application** takes the user to a screen where they can provide the reason for the withdrawal and submit the withdrawal request.

Note: A withdrawal request cannot be undone. Withdrawn applications cannot be reactivated.

You are electing to withdraw your application.

Withdrawing this application will deactivate it in our system. If you decide to continue with your project, you will have to submit a new application, including any application fees. Any paper copies that have been received in relation to this application will be recycled. **This cannot be undone.** If you would like to withdraw this application, click the Submit button below to complete your application withdraw request.

Permit Application Number

Facility/Site Location/Project

Comments *

Submit

Users can see their withdrawn applications in the Applications grid. The default viewing filter on the Applications screen displays only active applications, but users can change the filter.

*Note: Withdrawn applications for which the withdrawal request has not yet been processed by DEQ appear on the grid with the status of **Application Submitted**.*



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	Initial version of the user guide.	Author: Christi Haynes Date: 07/13/2026

Appendix B – Helpful Information

Description	Web Address
North Carolina AccessDEQ homepage	https://deq.nc.gov/accessdeq
Sign in or sign up for an AccessDEQ portal account	https://portal.deq.nc.gov/login
My AccessDEQ user portal homepage	https://portal.deq.nc.gov/my-accessdeq
General guide to the My AccessDEQ portal	https://portal.deq.nc.gov/help/getting-started-guide
Answers to FAQs and commonly used acronyms	https://portal.deq.nc.gov/help/faqs-and-acronyms
Link to all AccessDEQ portal application user guides	https://portal.deq.nc.gov/help/user-guides
North Carolina DEQ YouTube Playlists	https://youtube.com/@NCDEQ/playlists
Direct link to pay invoice	https://portal.deq.nc.gov/make-payment

The North Carolina Department of Environmental Quality (DEQ) Permitting Transformation Program (PTP) is the initiative behind AccessDEQ. Information about it can be found at <https://www.deq.nc.gov/accessdeq/permitting-transformation-program>.

Information about all DEQ permitting and a link to a list of all permits, including those not currently part of AccessDEQ, can be found at this web address: <https://www.deq.nc.gov/accessdeq/permit-directory>.

AccessDEQ Quick Links

AccessDEQ Portal Home Screen	https://portal.deq.nc.gov/my-accessdeq
AccessDEQ Help and Support	https://portal.deq.nc.gov/help-support
Applications Grid	https://portal.deq.nc.gov/my-accessdeq/myapplications
Permits & Projects Grid	https://portal.deq.nc.gov/my-accessdeq/my-permits
User Settings	https://portal.deq.nc.gov/my-accessdeq/settings
Invoices	https://portal.deq.nc.gov/my-accessdeq/my-invoices

Appendix C – Identity Proofing

The purpose of identity proofing is to ensure that the person interacting electronically with NCDEQ is the person they say they are. Certain electronic applications are required by the EPA to be CROMERR (Cross-Media Electronic Reporting Rule) compliant. Requiring identity proofing of users who submit electronic applications is part of this compliance.

The identity proofing component of NCDEQ's external portal is provided via an integration with EPA and their third-party partner Lexis-Nexis.

Lexis-Nexis uses information in publicly available databases to check the information users entered on the identity proofing screen. This includes the user's first and last name, phone number, the last 4 digits of their social security number, and address.

Tips for successful real-time identity proofing:

- Use home address and not a PO Box or work address.
- Enter the phone number typically used when filling out financial applications, banking information, mortgage documents, etc. This is usually a home phone number or registered cell phone, and not a work number.
- Ensure there are no leading or trailing spaces in the first and last name on the user's AccessDEQ profile.
- Identity proofing uses the first and last name entered when the AccessDEQ portal account was created. It checks against names in databases where legal names are used. If the identity proofing fails and the user's name has recently changed, or the user signed up for AccessDEQ using a name other than their legal name, they can change the name on their AccessDEQ profile and attempt identity proofing again.
- The user can enter different information and try again. For instance, they can try adding/removing the middle initial or try a different phone number with which the user is associated.

If a user cannot complete real-time identity proofing they can mail in a signed paper-based Subscriber Agreement to DEQ. To do this, they can click on the **Paper-Based Identity Proofing** button on the Identity Proofing screen, print and sign the form, and mail it to DEQ. The mailing address is provided.

Sometimes publicly available information is erroneous. Users can use the [contact us](#) link for assistance.