ACCESSDEQ USER GUIDE
BROWNFIELDS REDEVELOPMENT SECTION

Department of Environmental Quality (DEQ)
Division of Waste Management (DWM)
Brownfields Redevelopment Section (BRS)
Permitting Transformation Program (PTP)

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Document Overview

This document walks through the Access DEQ Application created for the Brownfields Redevelopment Section.

A revision history and approvals for this document are recorded in **Appendix A.**

Links to FAQs and other helpful information is found in **Appendix B.**

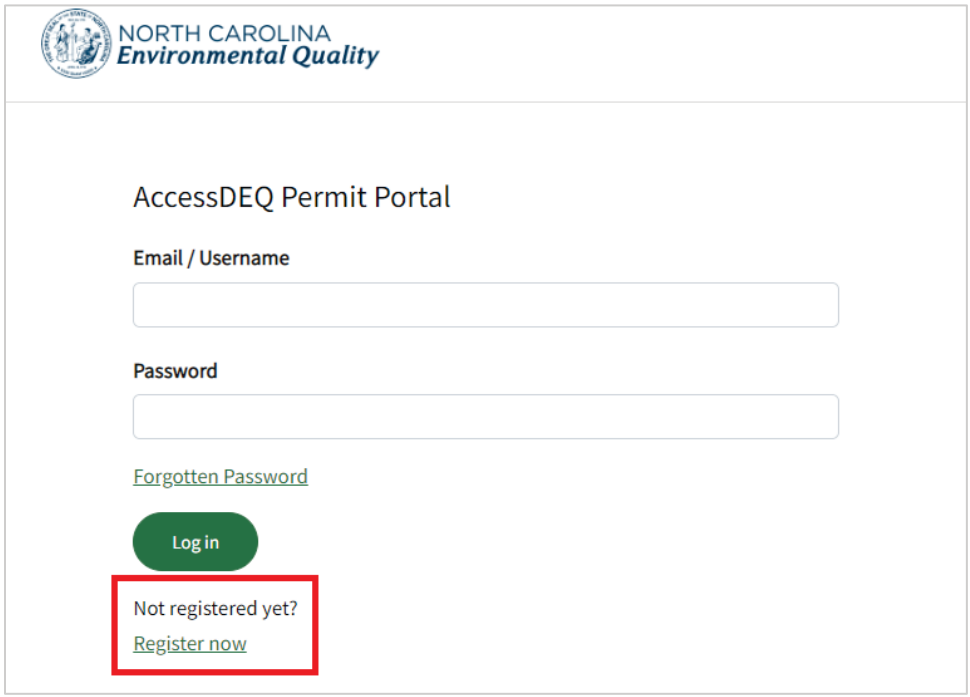
Brief instructional videos can be found on DEQ's YouTube channel in the AccessDEQ Portal Instructional Video playlist.

General Instructions

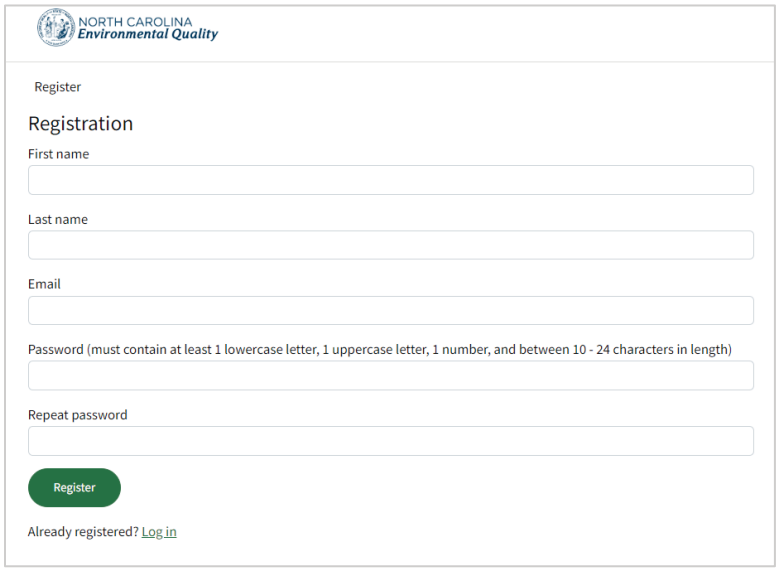
- The left-hand navigation panel is accessible throughout AccessDEQ and can be toggled open or closed by clicking the hamburger icon ☰ in the top left of the screen.
- Clicking the **Action** button on the Applications grid displays available options, such as sharing, viewing, or editing.
- Fields or grid rows with a pencil icon 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 **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 "Add Existing".
- Location and contact information records are stored with the portal user account allowing the user to select from their own list for certain fields. Upon using the portal for the first time, 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.

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.

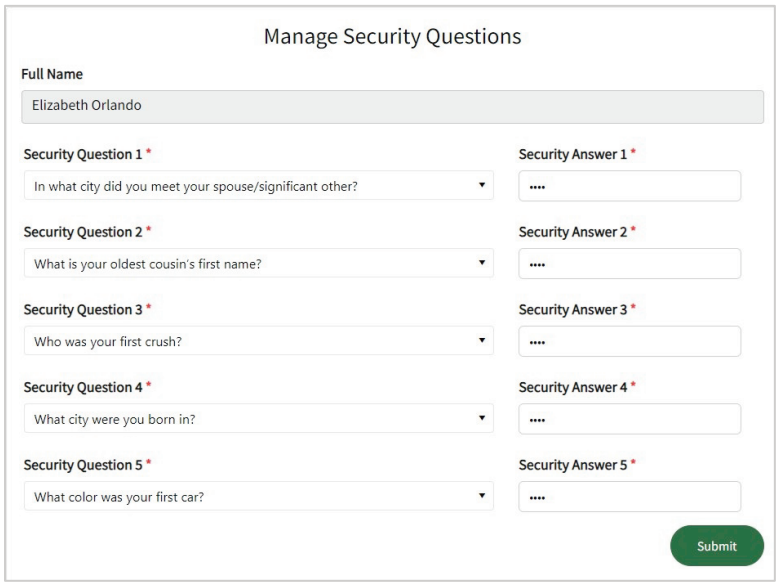


Applicants can fill out required information and click **Register**.

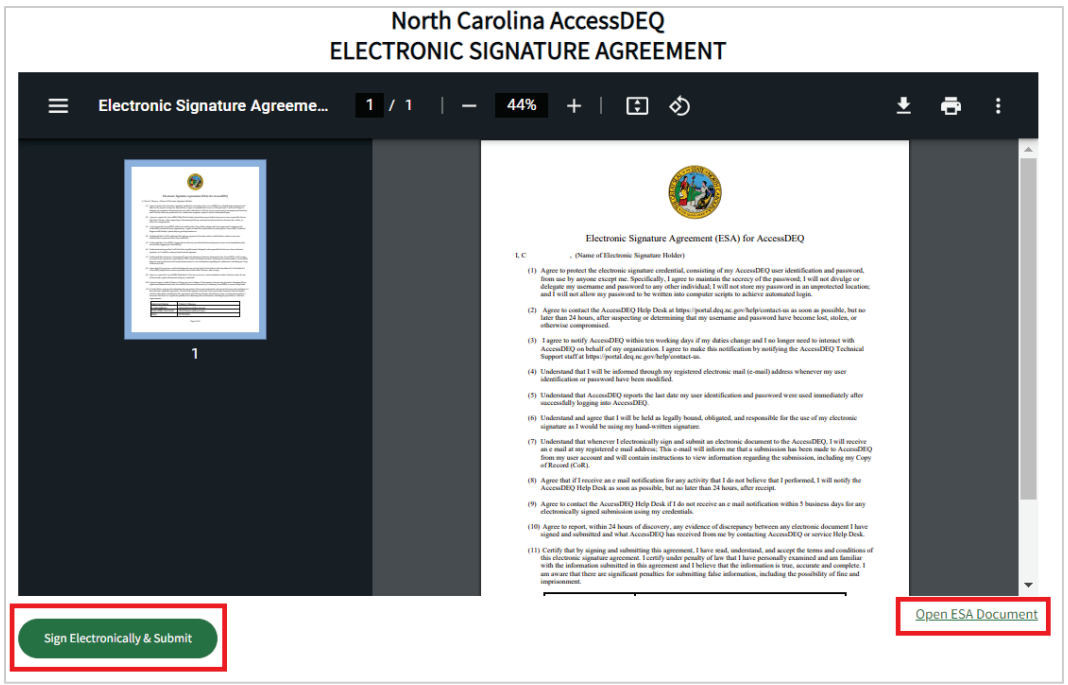


A confirmation email from the address **DoNotReply-DEQPermits@deq.nc.gov** containing a link to activate the account will be sent to the email address on the registration.

Upon logging in for the first time the user will be prompted to set up security questions and answers for their account.

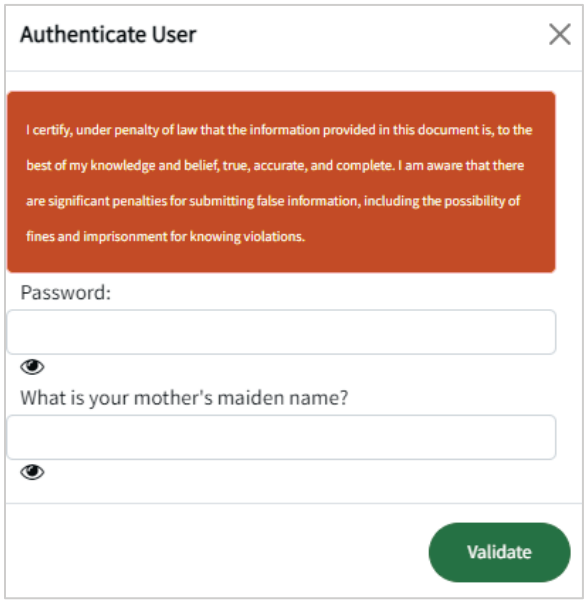


At the first log in, the user must also sign the Electronic Signature Agreement (ESA). This will only be required once. To sign the document click **Sign Electronically & Submit**.



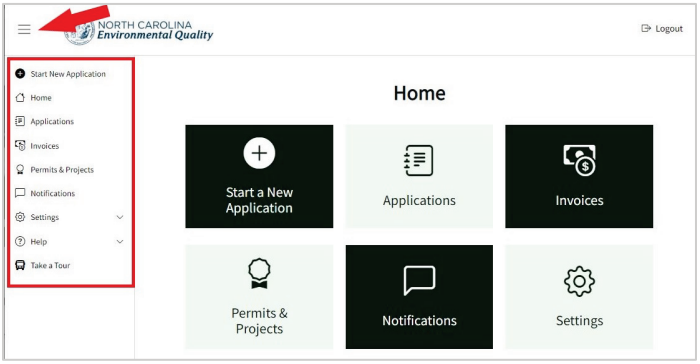
Some browsers may not display the preview of the agreement document. The agreement can be opened by clicking the **Open ESA Document** link.

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



Once their account is set up, Brownfields users should enter additional information on their **Profile** such as phone number, company name, and title. This will help processing of requests and applications the user may enter go more smoothly. The next page describes how to access user profile.

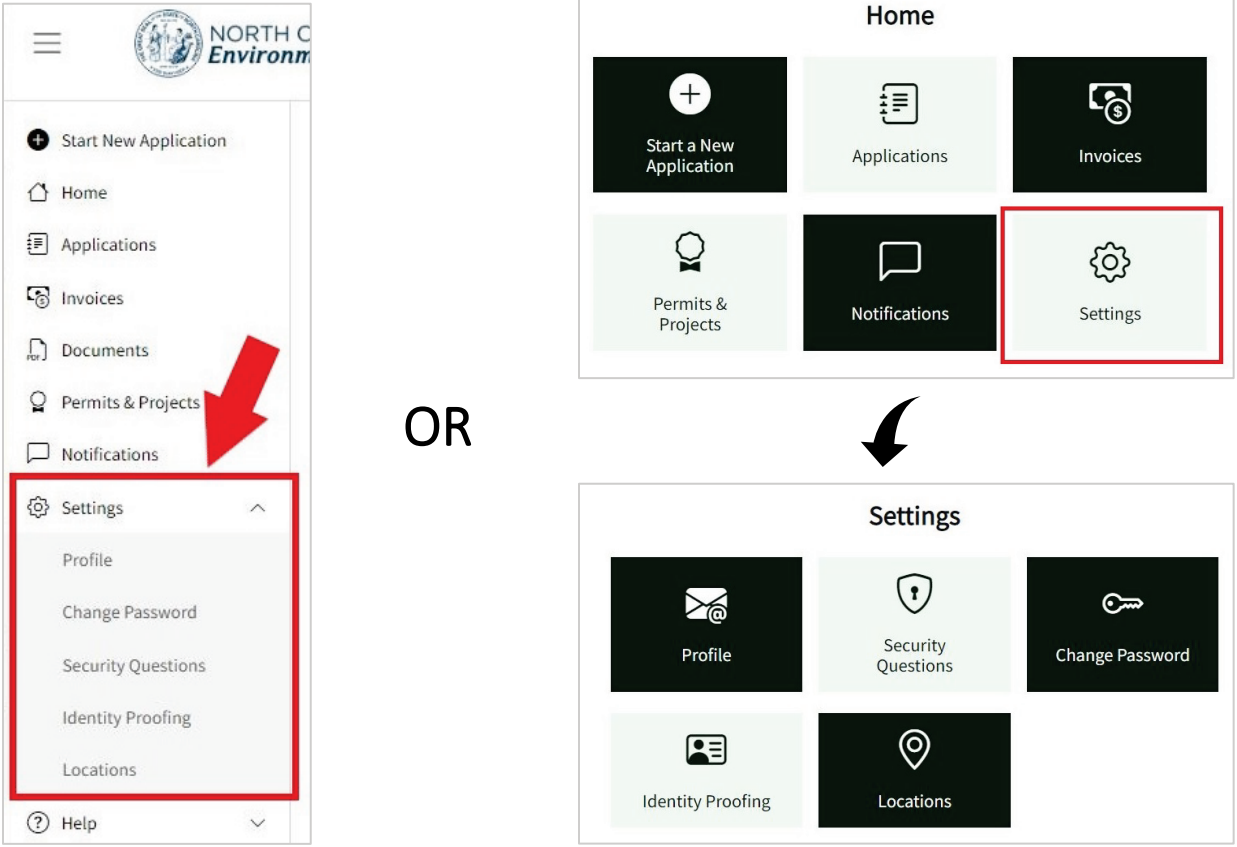
The left-hand navigation menu is accessible anywhere within AccessDEQ. Users may toggle it open or closed by clicking the hamburger icon ☰ in the top left of the screen. Each tile on the **Home** page is also an entry in the navigation menu.



Left-hand Navigation Menu Expanded

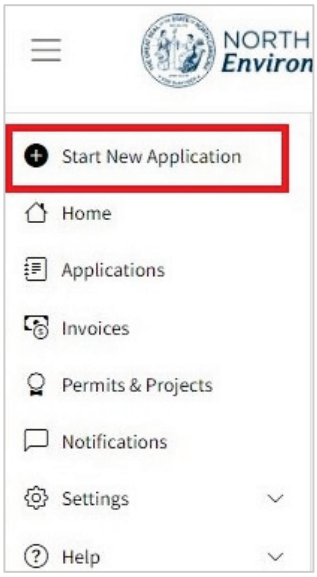
Left-hand Navigation Menu Collapsed

From the Settings menu users may perform operations such as updating their security questions. Settings can be reached anywhere within AccessDEQ from the ⚙ **Settings** section in the left and navigation panel. Clicking the heading will toggle the collapse/expand of the section. Settings may also be reached by clicking the **Settings** tile on the Home page.

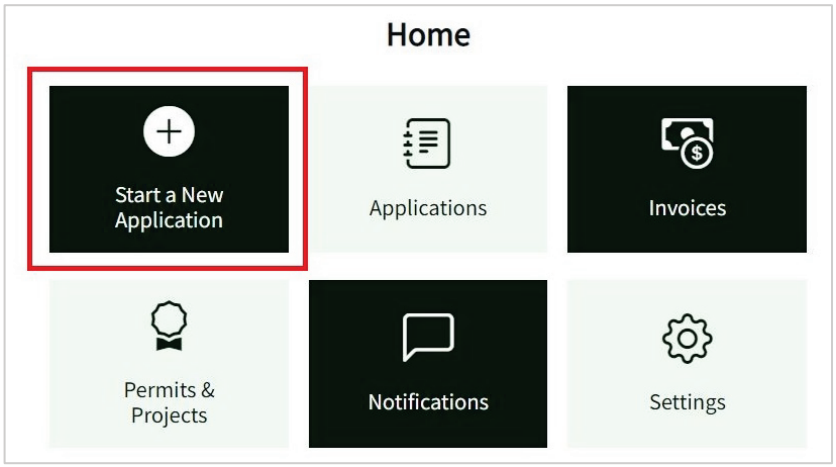


Start a New Application

A user may create a new application from the application Directory by clicking **Start New Application** from the left-hand navigation or by clicking the **Start a New Application** tile on the Home screen.

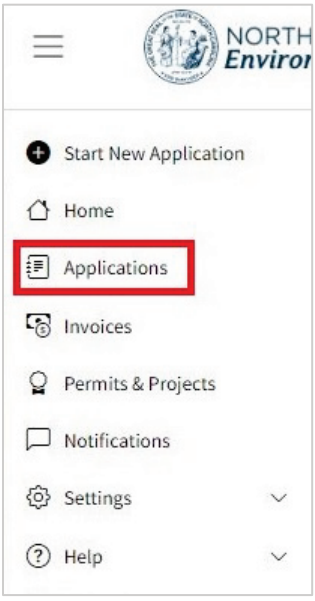


OR



The application Directory will display. A Brownfields Property Application may be started by clicking **Start Application.**

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



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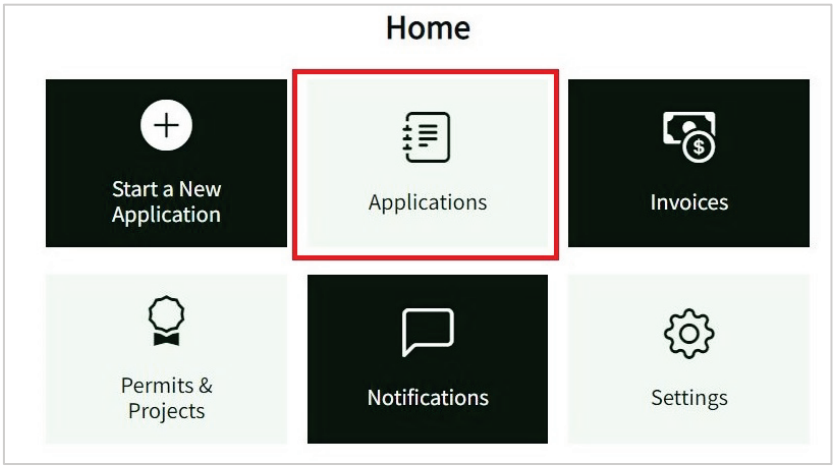
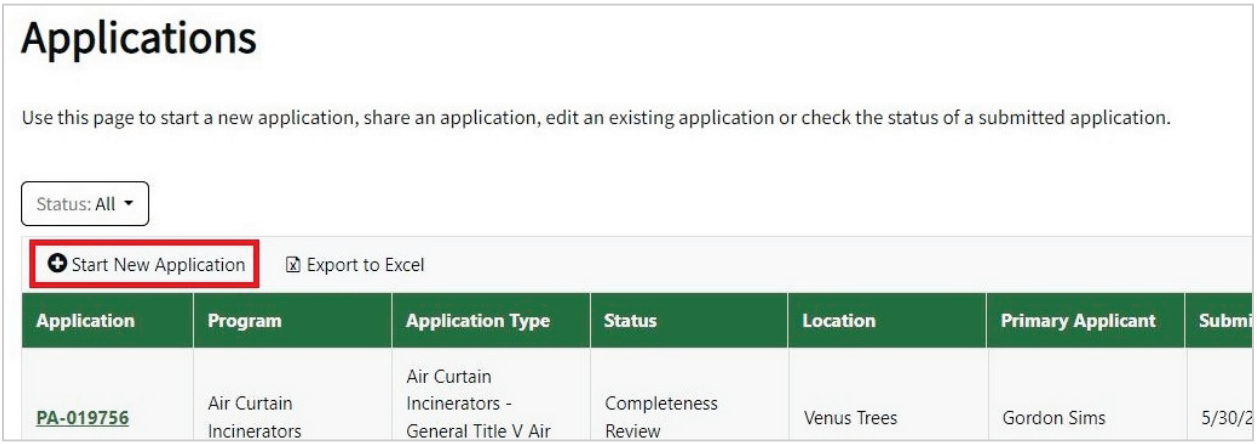
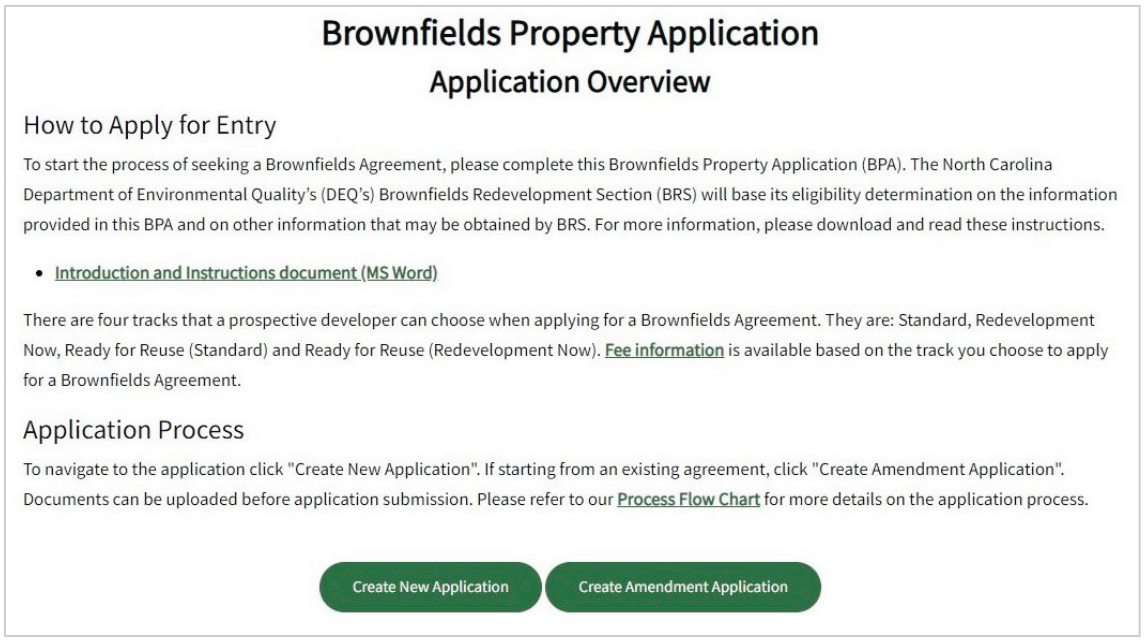


Clicking the **Start New Application** link at the top of the list will open the application directory.



Upon starting a new application, the application overview screen is shown including information about the Brownfields Property Application. To begin a new application click **Create New Application** at the bottom of

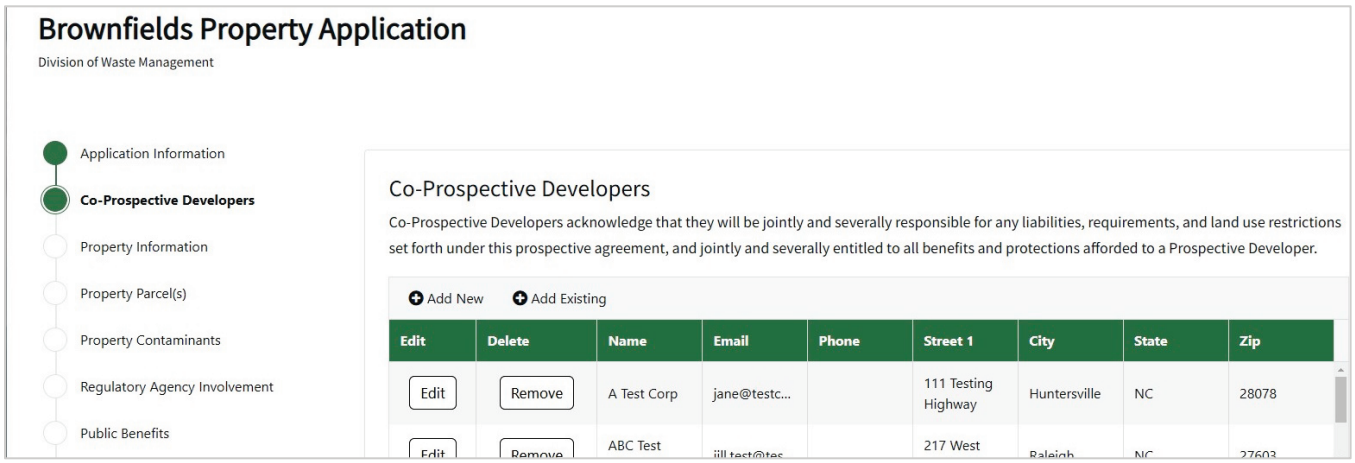
the overview screen. Clicking **Create Amendment Application** will allow the user to enter amendments to a previously submitted application.



Throughout the application required fields are indicated by an asterisk *****. Users will not be able to advance without completing required fields.

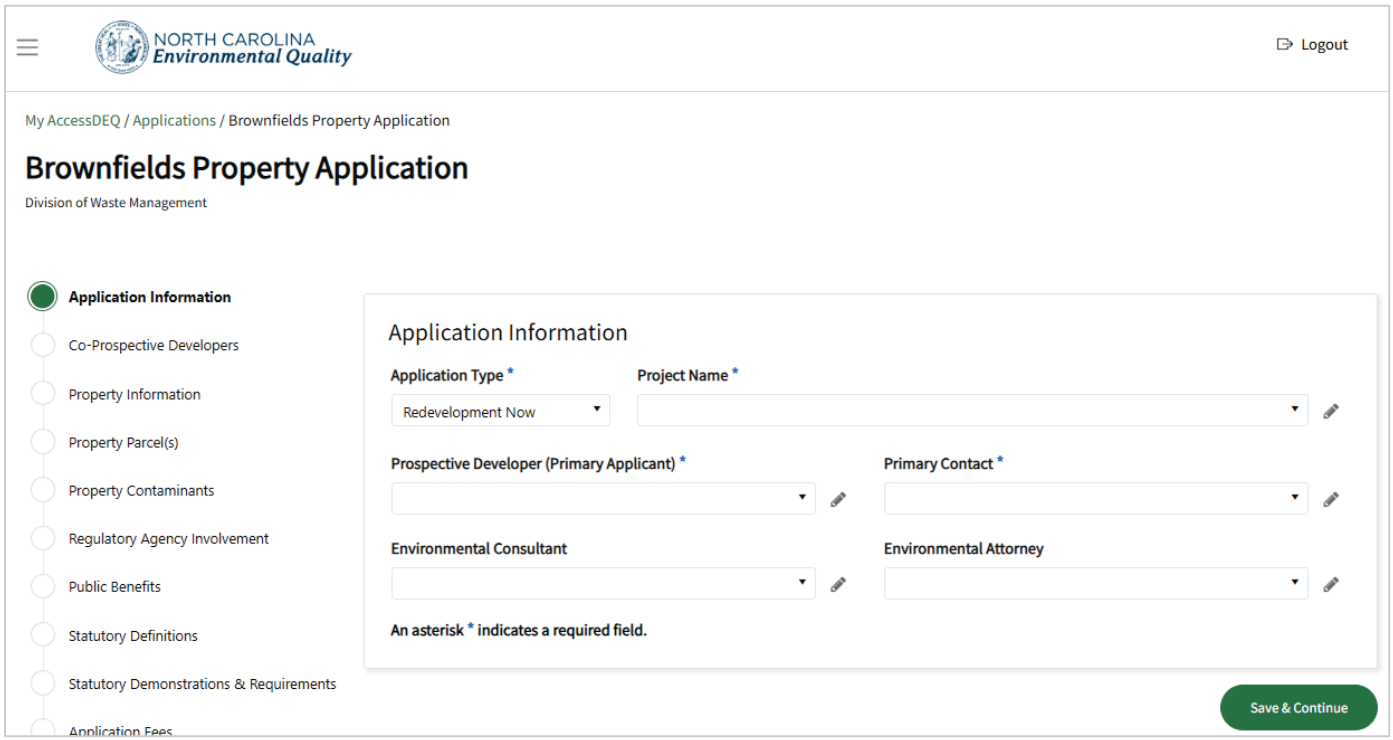
While entering the application, a user can step back or forward using the **Back** and **Save & Continue** buttons at the bottom of the screen. A user may leave the application and return to it later. Once **Save & Continue** is clicked, information entered up to that point is saved. Until an application has been submitted, previously entered information can be changed.

A user can see where they are in the application and step through it using the tracker circles.



Application Part 1: Information - Brownfields Project

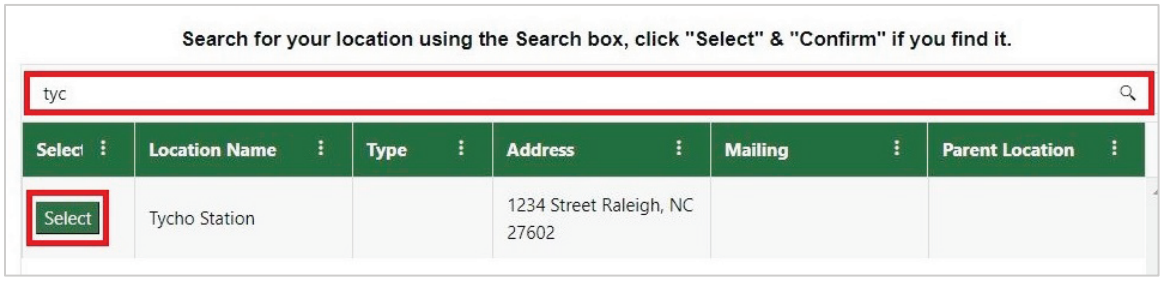
The first part of the application is the **Application Information**. The user can select the type of Brownfields application sought and enter other important information about the project. Details about the Brownfields application types can be found on the Brownfields Redevelopment Section website.

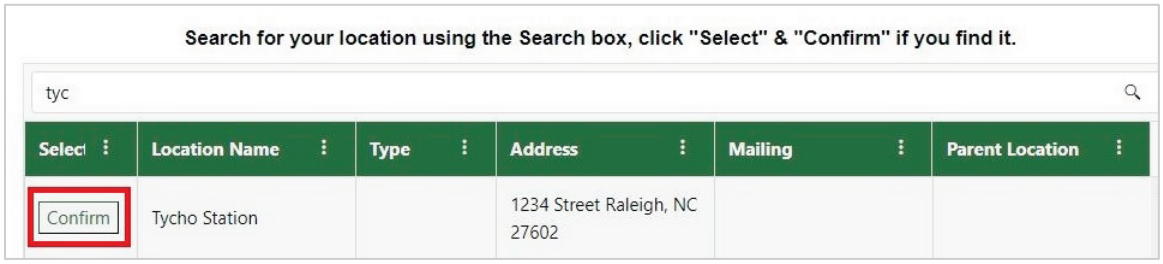


The **Project Name** is the site with which DEQ will associate the agreement.

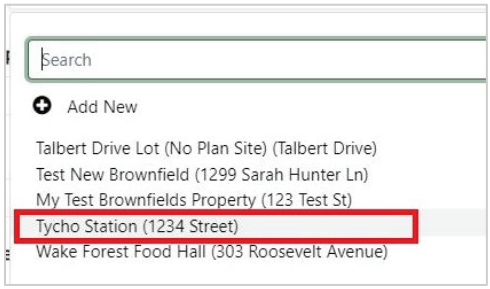
A list of projects or other locations the user is already associated with in the AccessDEQ system will appear in the dropdown list. If the application is for a project the user's account is not already associated with, they can add an association to an existing one, or add a brand-new one.

Clicking **Add New** brings up the Location grid. From here users can search for a location already in the system or indicate they need to create a new location. Clicking **Select** then **Confirm** will add access to an existing location.

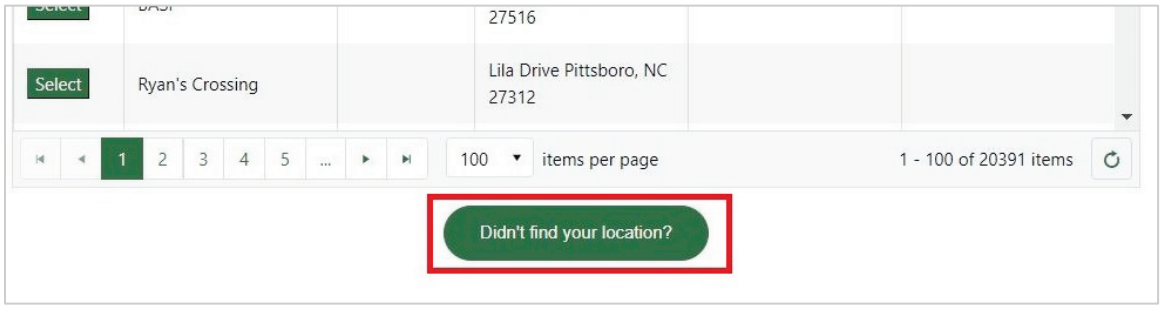




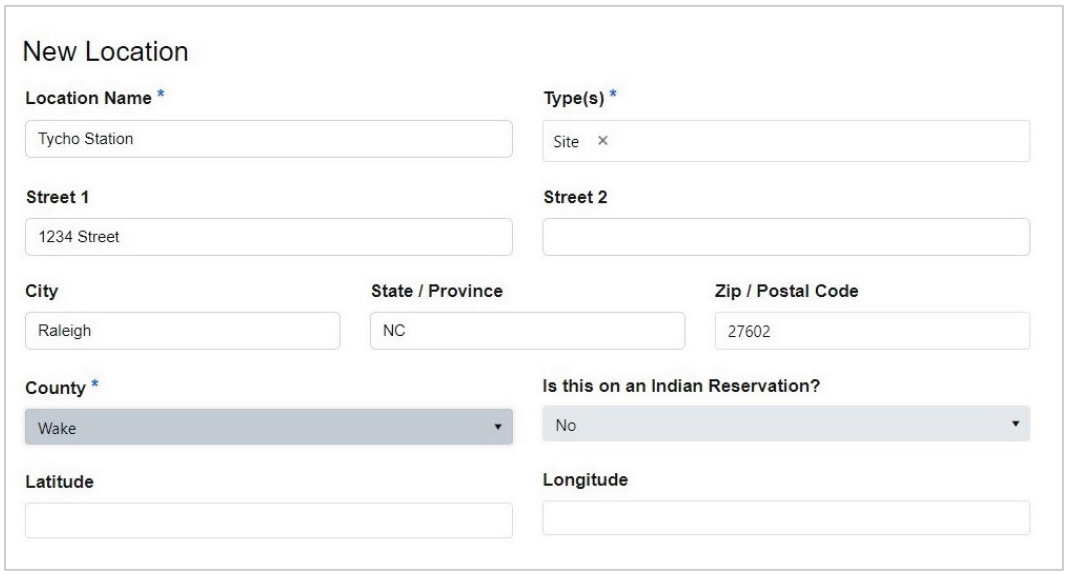
It will then be added to the user's dropdown list in the application.



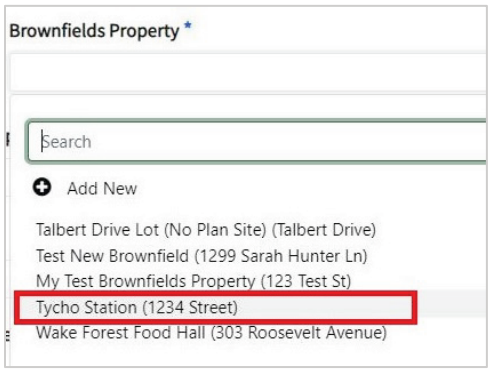
If the location cannot be found, the user can click **Didn't find your location?** to create a new one.



The New Location modal window displays. The user can fill out and submit the form to create the new location.

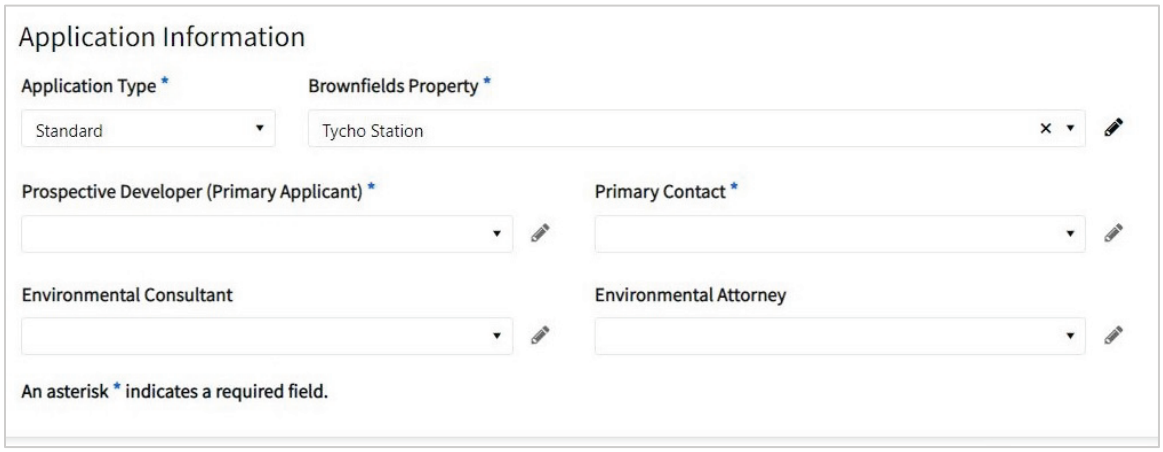


Closing the window allows the user to return to the application, where the newly created location is added to the user's drop-down list of properties.

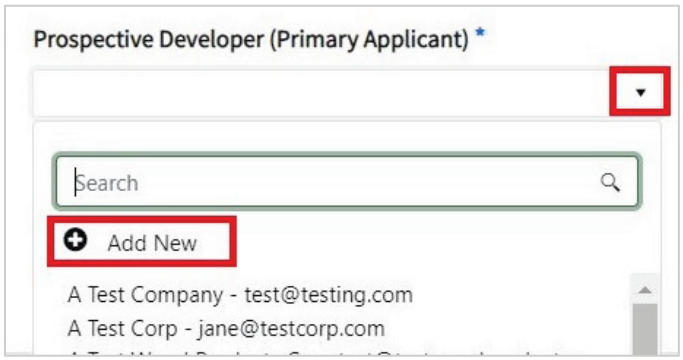


Application Part 1: Information - PD & Other Contacts

The **Prospective Developer** and **Primary Contact** are required. Other project contacts may also be entered.



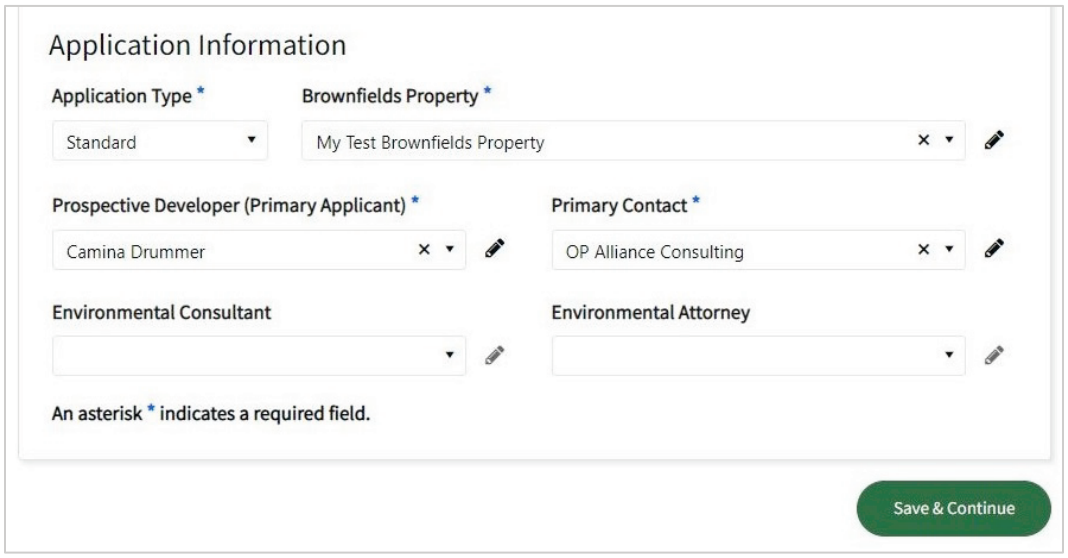
Contact information is associated with the user's AccessDEQ account. They appear in a dropdown list on contact fields. Users can add new contacts by clicking **Add New**.



A modal window displays. Users can scroll down to complete the information for the new contact and submit the form. The new contact will then appear in the user's drop-down for contact fields.

To edit a contact's information, select the contact then click the **pencil** ✎ icon. The modal window will display allowing the user to edit the contact's information and submit the changes.

The user can complete the remaining contact fields if desired and click **Save & Continue**.



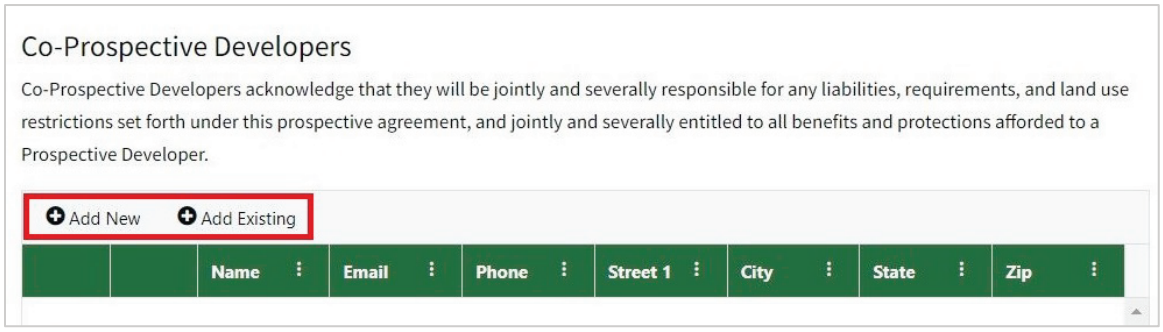
Application Part 2-4: Co-PDs & Affiliates, Property Info, Parcel Info

The second page of the application is where the user may enter contact information for any co-prospective developers, and for parent companies, subsidiaries, or other affiliates of the prospective developer(s). If none are applicable, the user can click **Save & Continue** to proceed to the next page of the application.

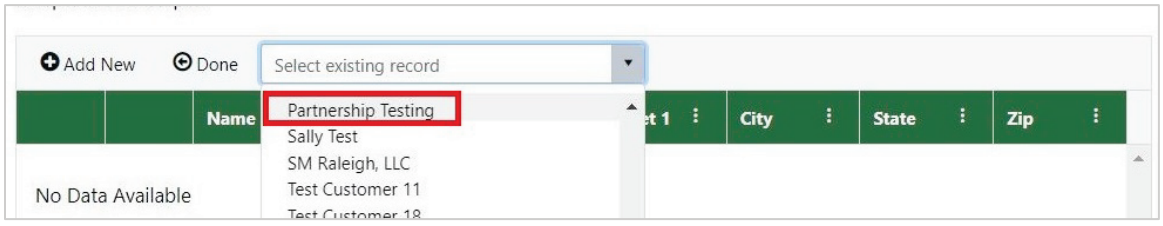
The application utilizes grids to allow users to enter multiple rows of information. This page has two grids for information on contacts. The first is for **Co-Prospective Developers**.

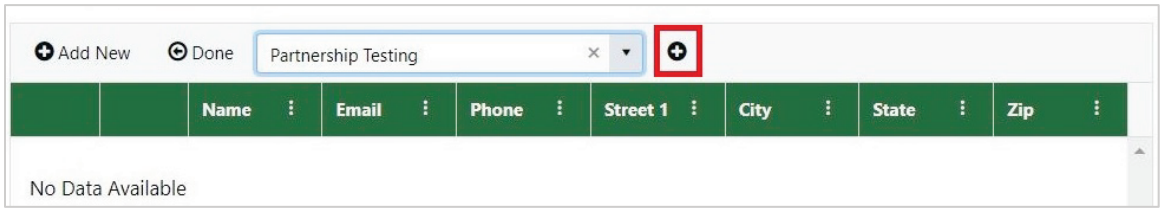
Users can click **Add New** to add a new contact. The contact will then be added to the user's dropdown list of contacts.

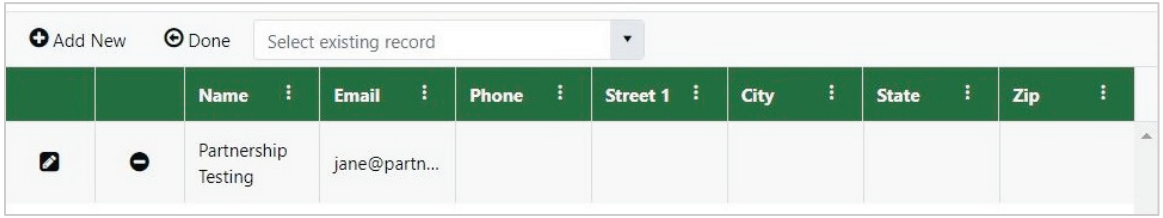
To select a contact to add to the grid, users click **Add Existing** to reveal the dropdown list.



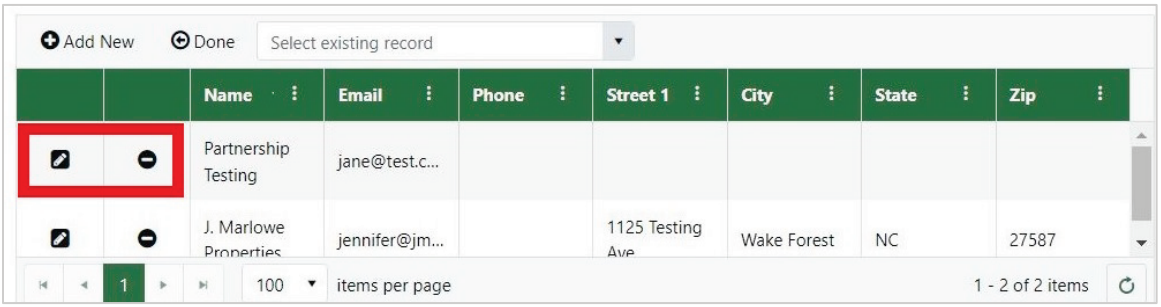
After selecting the desired contact, clicking the **plus** icon adds the contact to the grid.



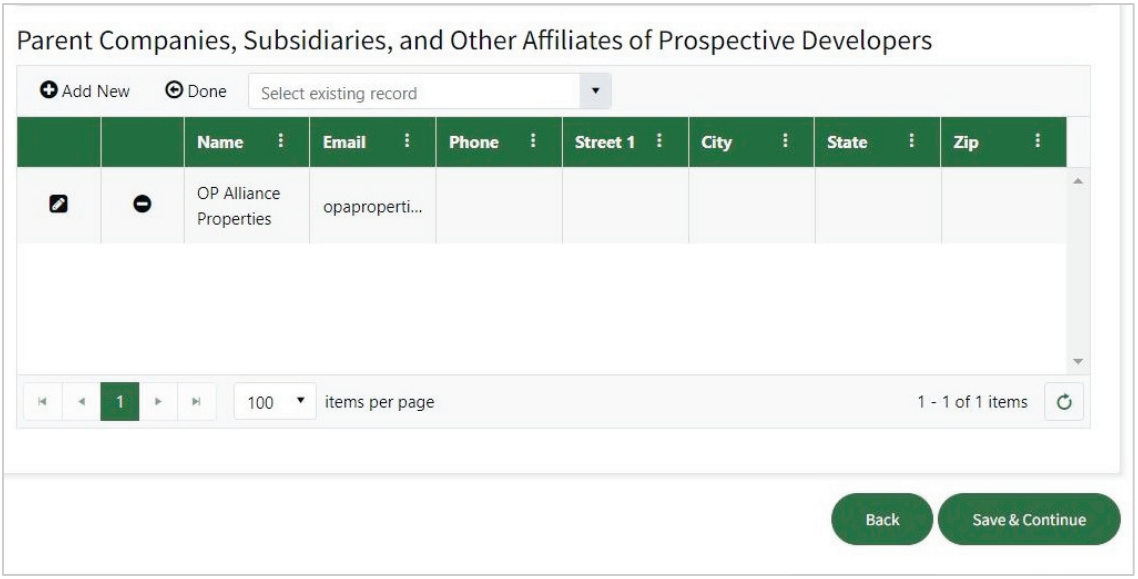




The user may repeat selecting and adding for as many co-prospective developers as appropriate. Once the contacts are added to the grid, they can be deleted using the **minus sign** ⊖ icon or edited using the **pencil** ✎ icon.



The second grid on the screen is for entry of parent companies, subsidiaries, or other affiliates of the prospective developer(s).

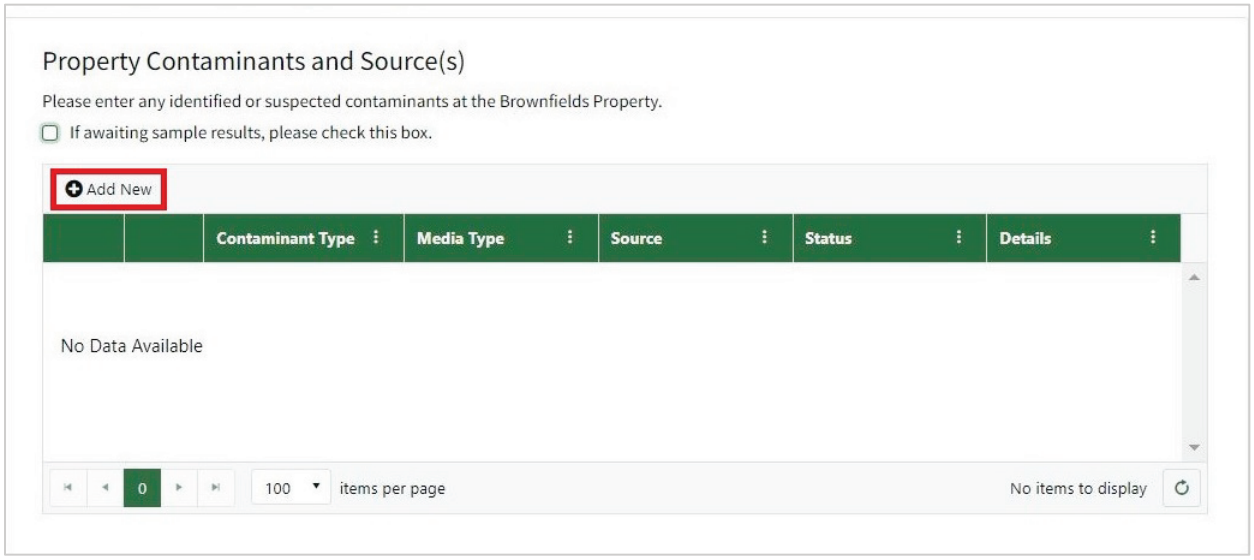


Once the user has completed their entries, they can click **Save & Continue** at the bottom of the screen to proceed to the next page of the application.

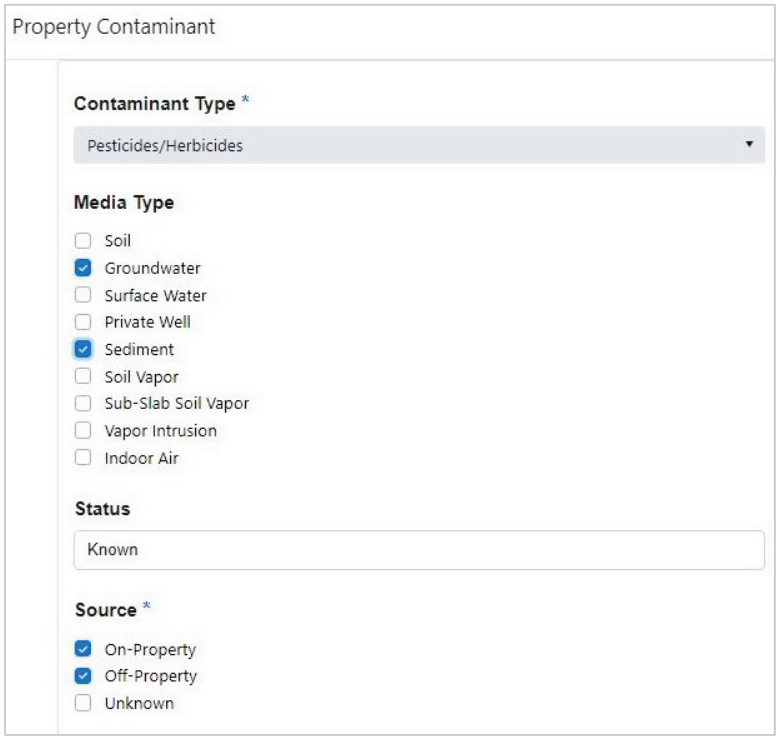
Parts 3 and 4 of the application are for entering property information and parcel information. Part 4 includes a grid to allow the user to enter multiple parcels on the application.

Application Part 5: Contaminants

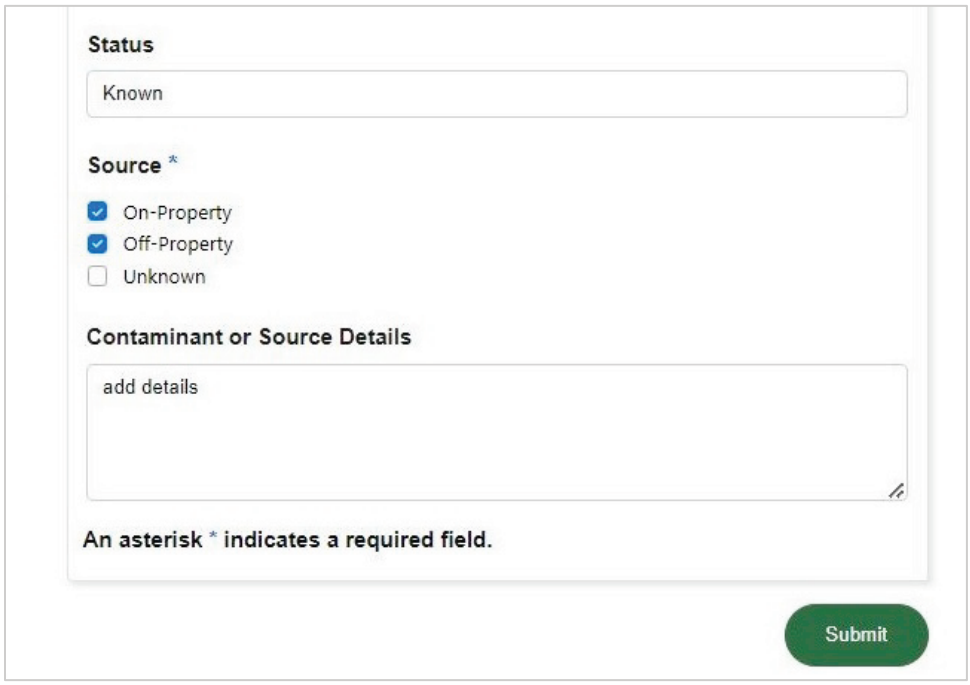
Part 5 of the application allows the user to enter information about contaminants. Users can click **Add New** to add each contaminant.



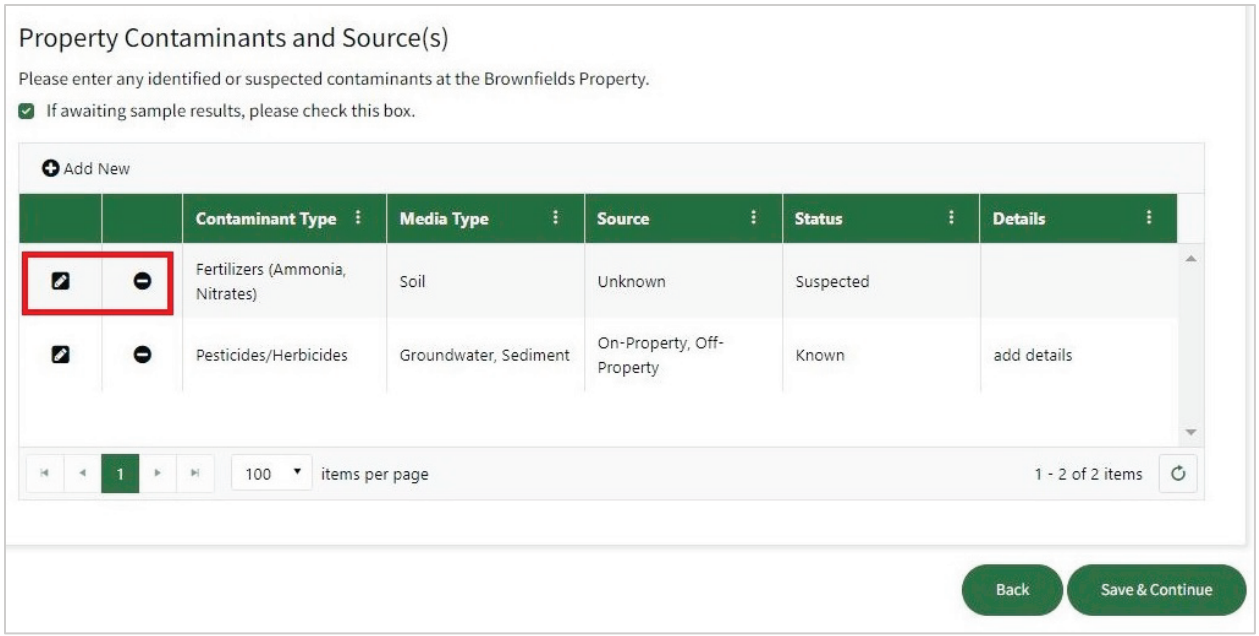
A modal window displays allowing the user to select the contaminant type, media type(s), status, source(s), and other details. **Contaminant Type** and **Source** are required.



The user can also add details. Clicking **Submit** closes the modal window and adds the contaminant to the grid.

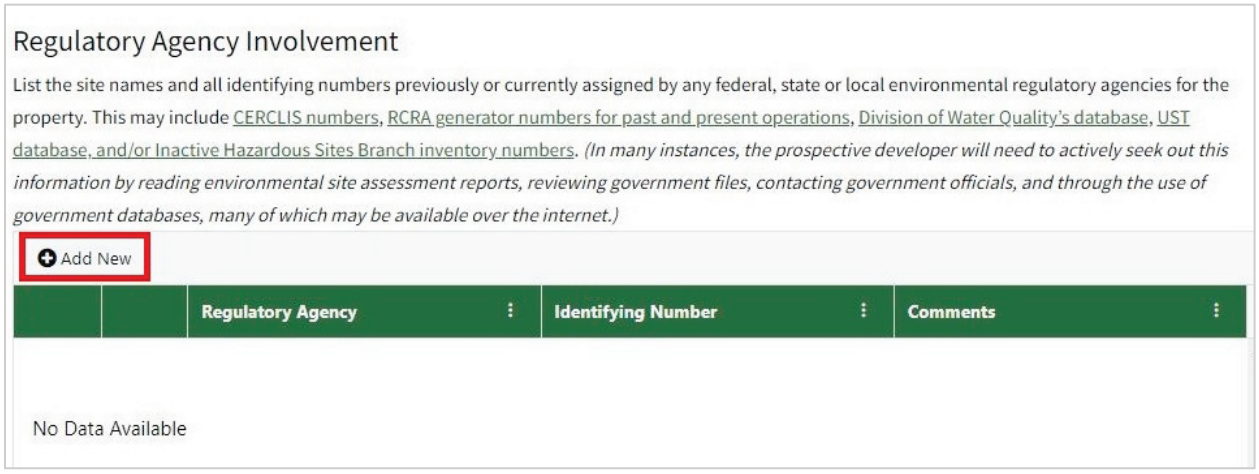


The user can continue adding rows to the grid. Each row of the grid can be edited or removed using the **pencil** ✎ **icon** or **minus sign** ⊖. The user can click **Save and Continue** to go to the next step.

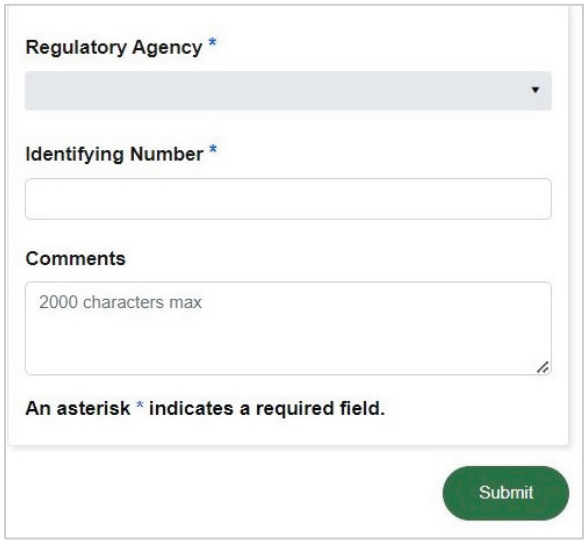


Application Part 6-10: Regulatory, Statutory, Fees

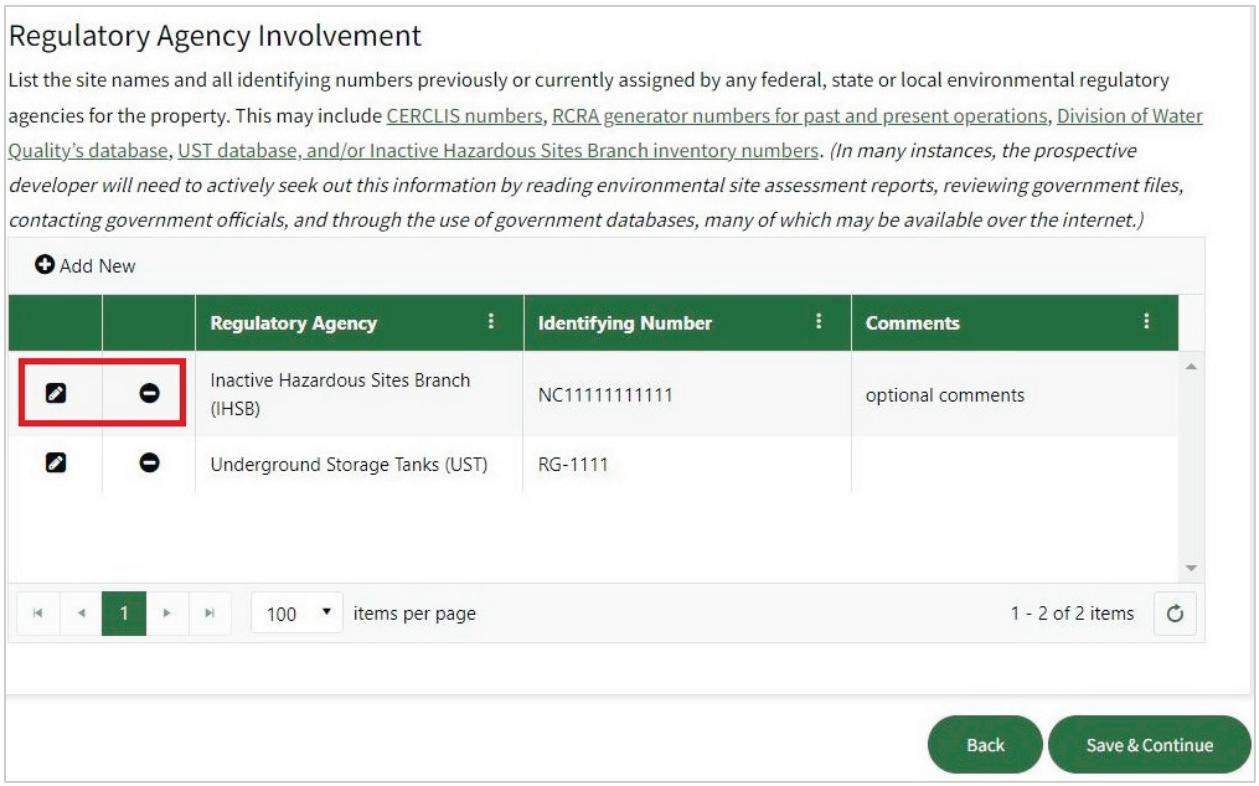
Part 6 allows the user to enter information about regulatory agency involvement for the property. The user can click **Add New** to add information to the grid.



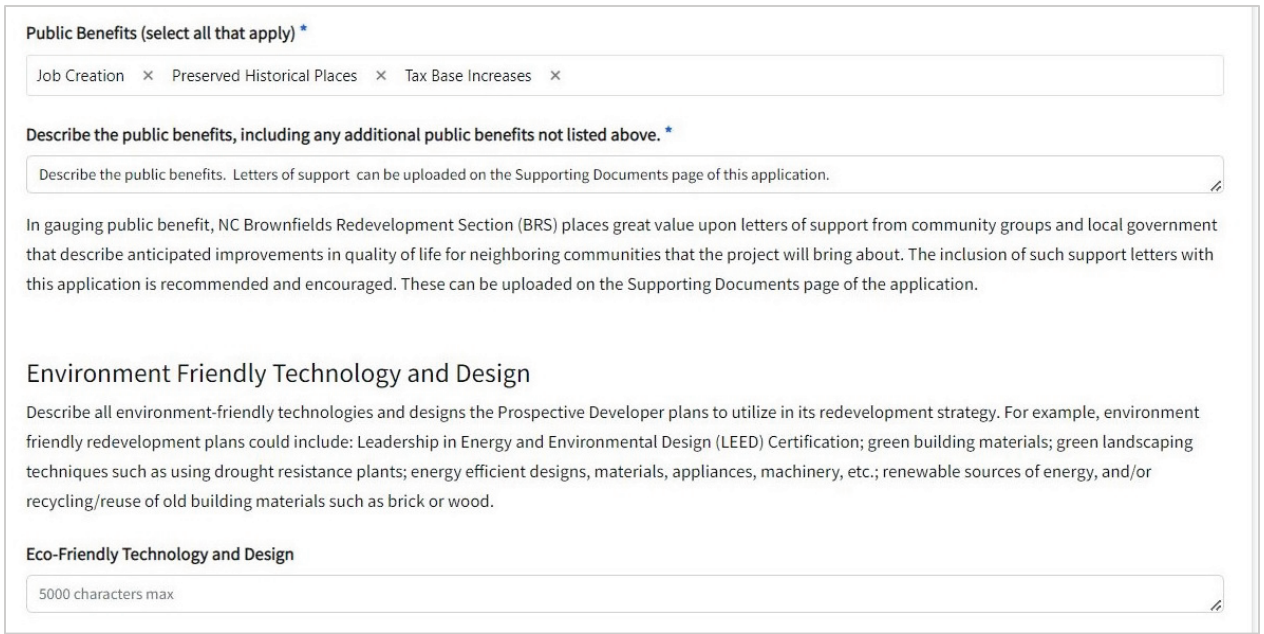
A modal window displays allowing the user to select the regulatory agency and enter the identifying number and optional comments. Clicking **Submit** closes the modal window and adds the information to the grid.



The user can click **Add New** to as many entries as appropriate. Rows on the grid can be edited or deleted using the **pencil** icon or **minus sign** icon.



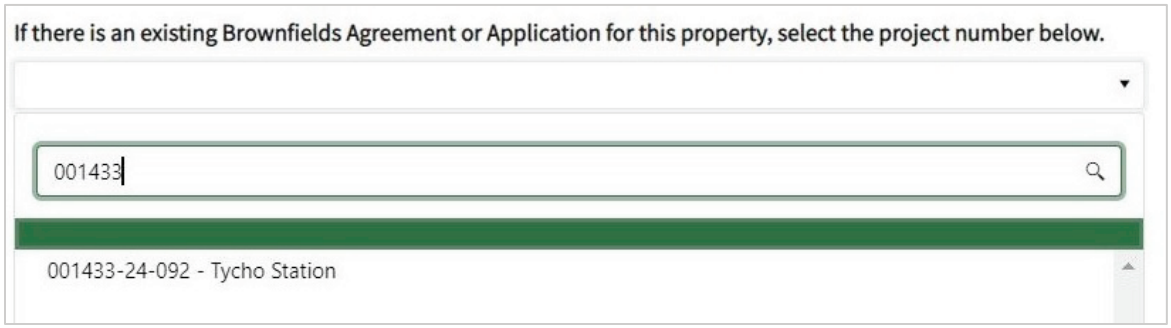
Part 7 is for information about the project's public benefits. Letters of support can be uploaded on the Supporting Documents page in part 12 of the application.



Part 8 includes the statutory definitions and allows the user to provide information about how the prospective developer and project meet statutory requirements.

On this screen the user can select an existing Brownfields agreement or application for the property if one exists.

The user may enter a number or partial number to search.



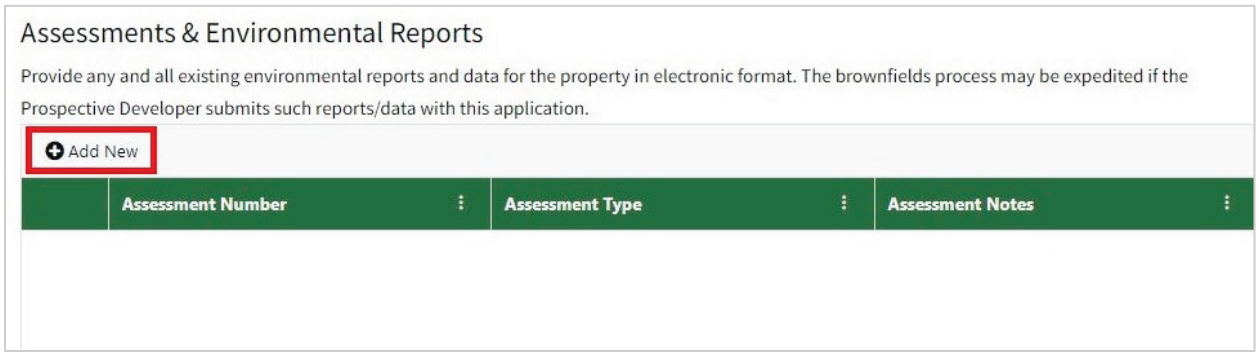
Part 9 of the application allows the user to enter information about how the prospective developer can demonstrate they meet the statutory requirements. Supporting documentation of financial means can be uploaded on the Supporting Documents page in part 12 of the application.

Part 10 is the acknowledgement of application fees.

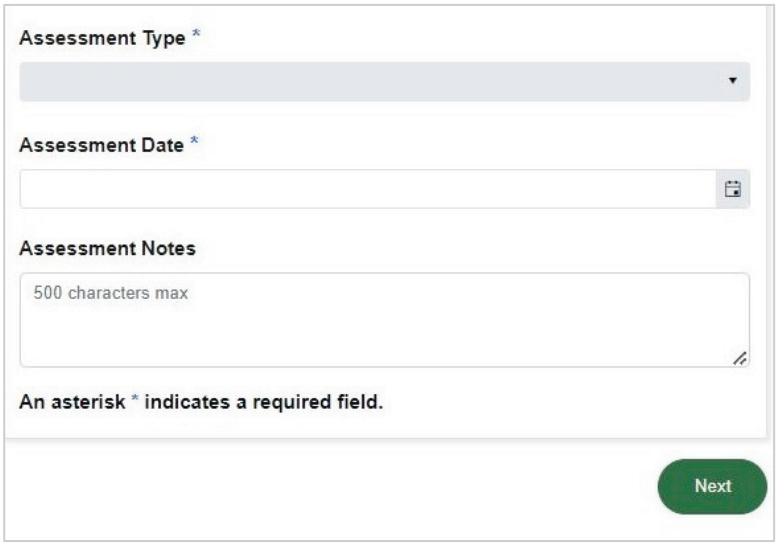
Application Part 11: Assessments and Environmental Reports

Part 11 of the application allows the user to upload existing environmental reports and data regarding the property. Submission of this can expedite the Brownfields process.

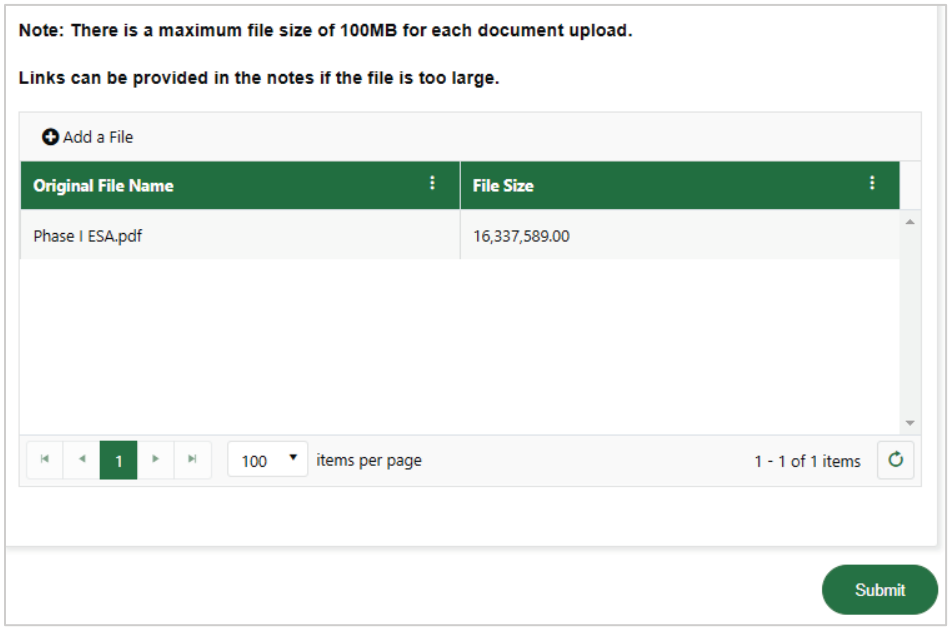
The assessments and reports are added using a grid. Users can click **Add New** to add an assessment or report.



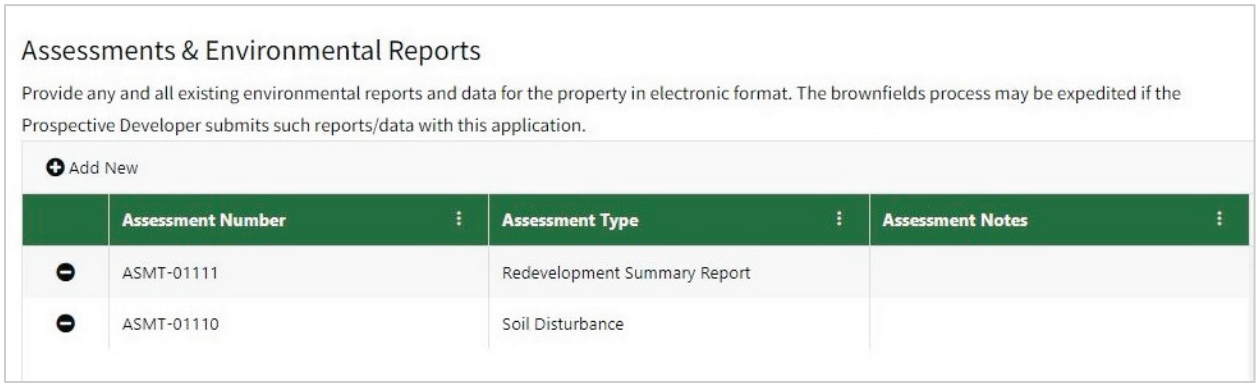
A modal window appears allowing the user to enter information about the assessment or report. The user can select the type of assessment, enter the date and any notes, then click **Next** to upload the relevant file(s).



A grid allowing the user to upload files is displayed. The user can click **Add a File** for each file they wish to upload. When the user has finished uploading documents, clicking **Submit** enters the assessment into the application.



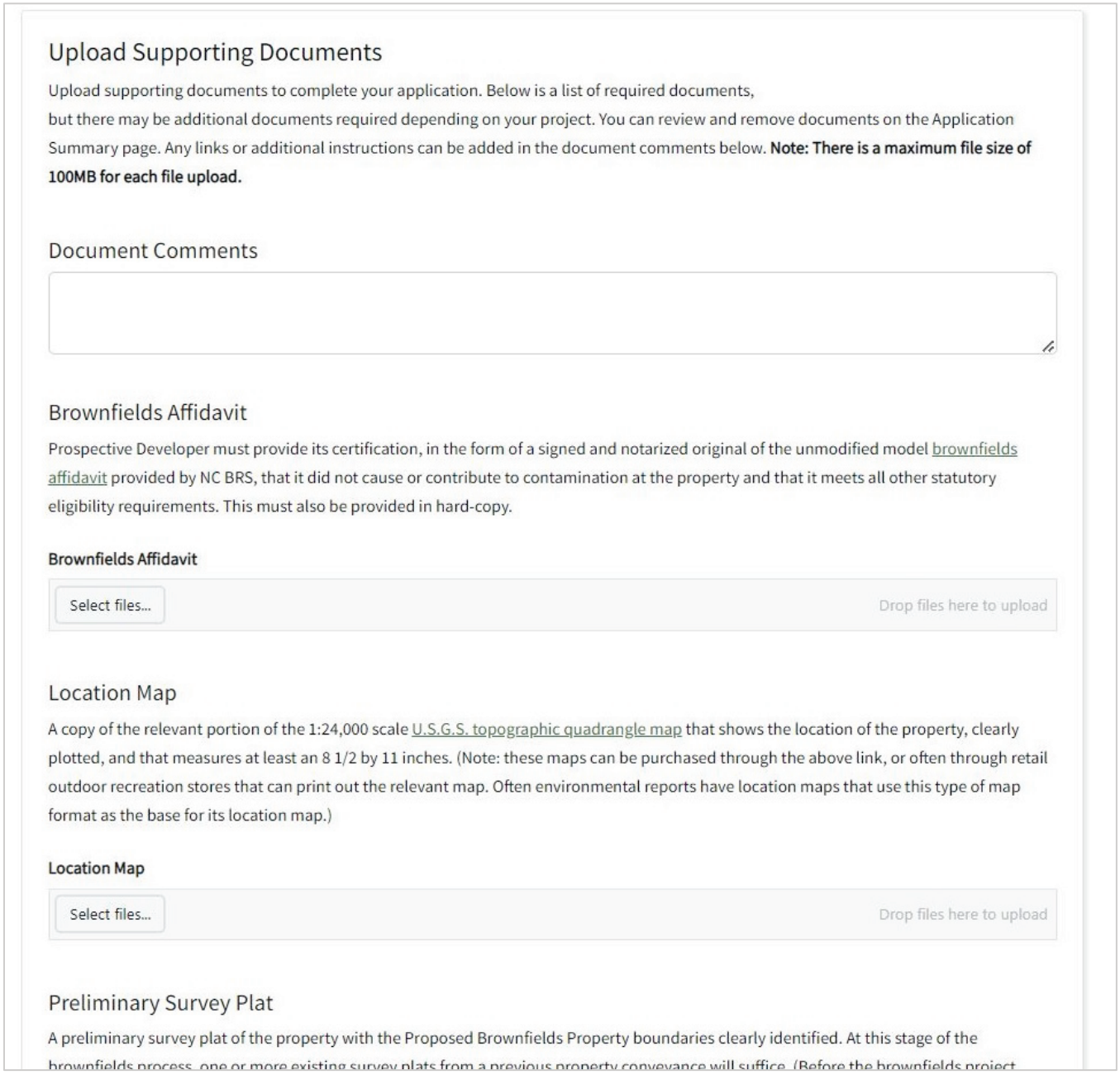
The user can continue adding assessments by clicking **Add New**.



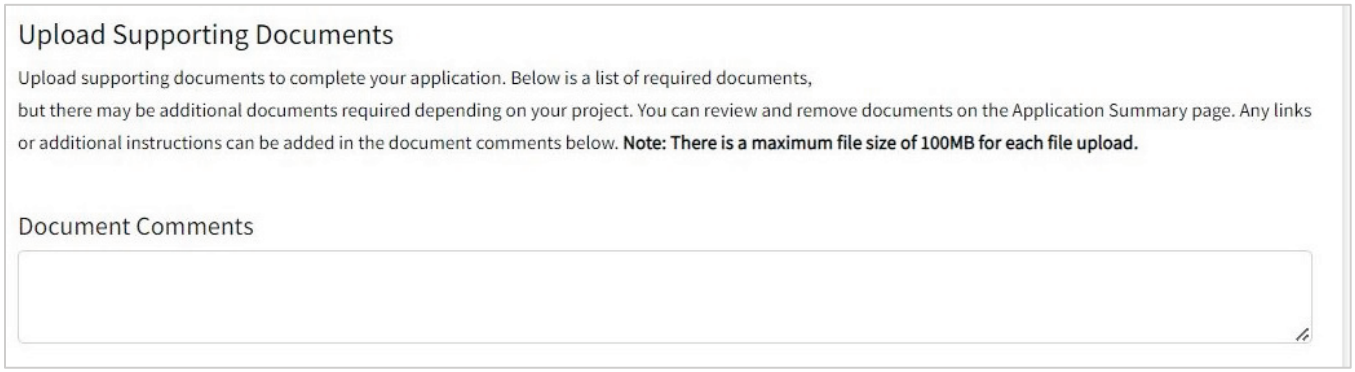
Application Part 12: Supporting Documents

In part 12 of the application supporting documents can be uploaded. The user can upload as many files as necessary but there is a maximum file size of 100MB per file.

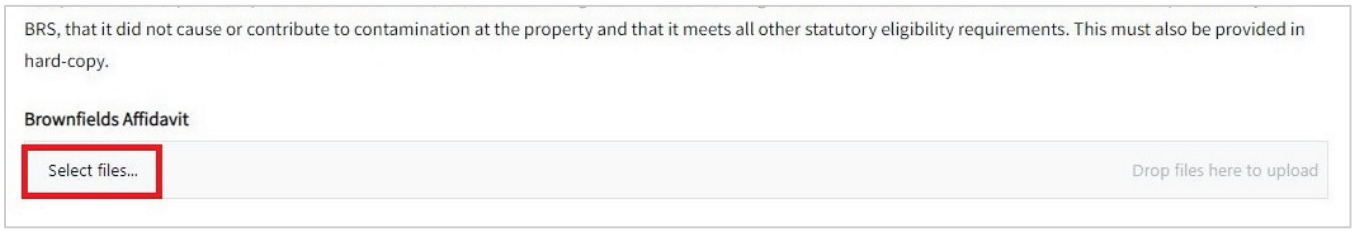
Note: If documents are not going to be uploaded the user can indicate on the Application Summary page that documents will be sent separately.

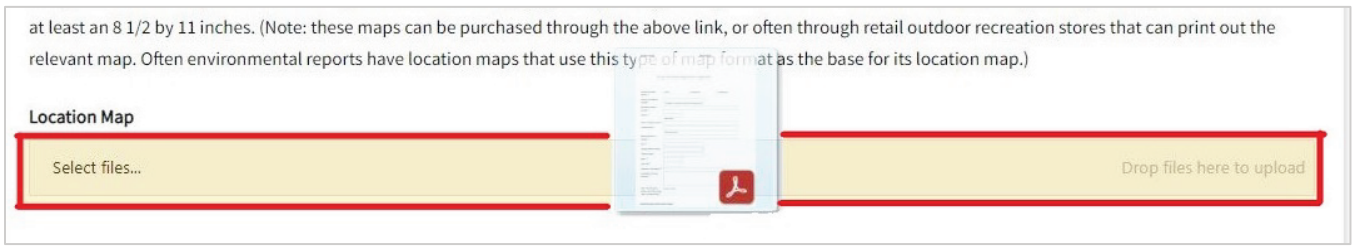


The **Document Comments** section can be used to add links to file storage or other additional information.

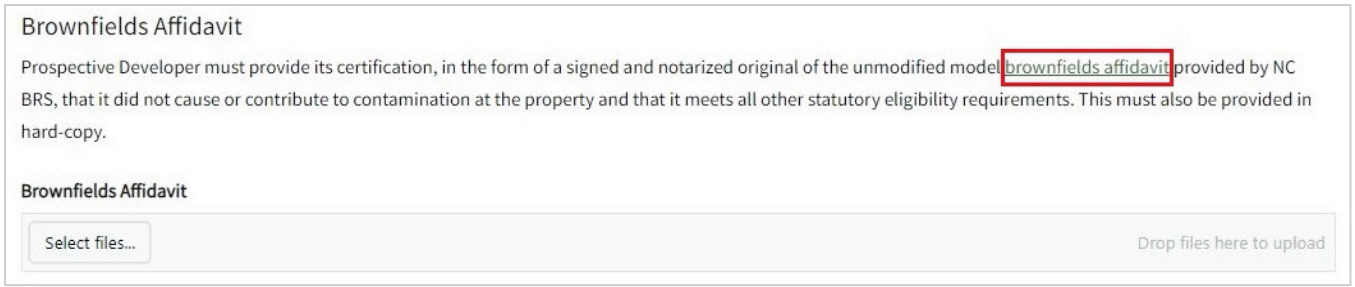


Users can click **"Select files…"** to select files for uploading, or files can be dragged and dropped.





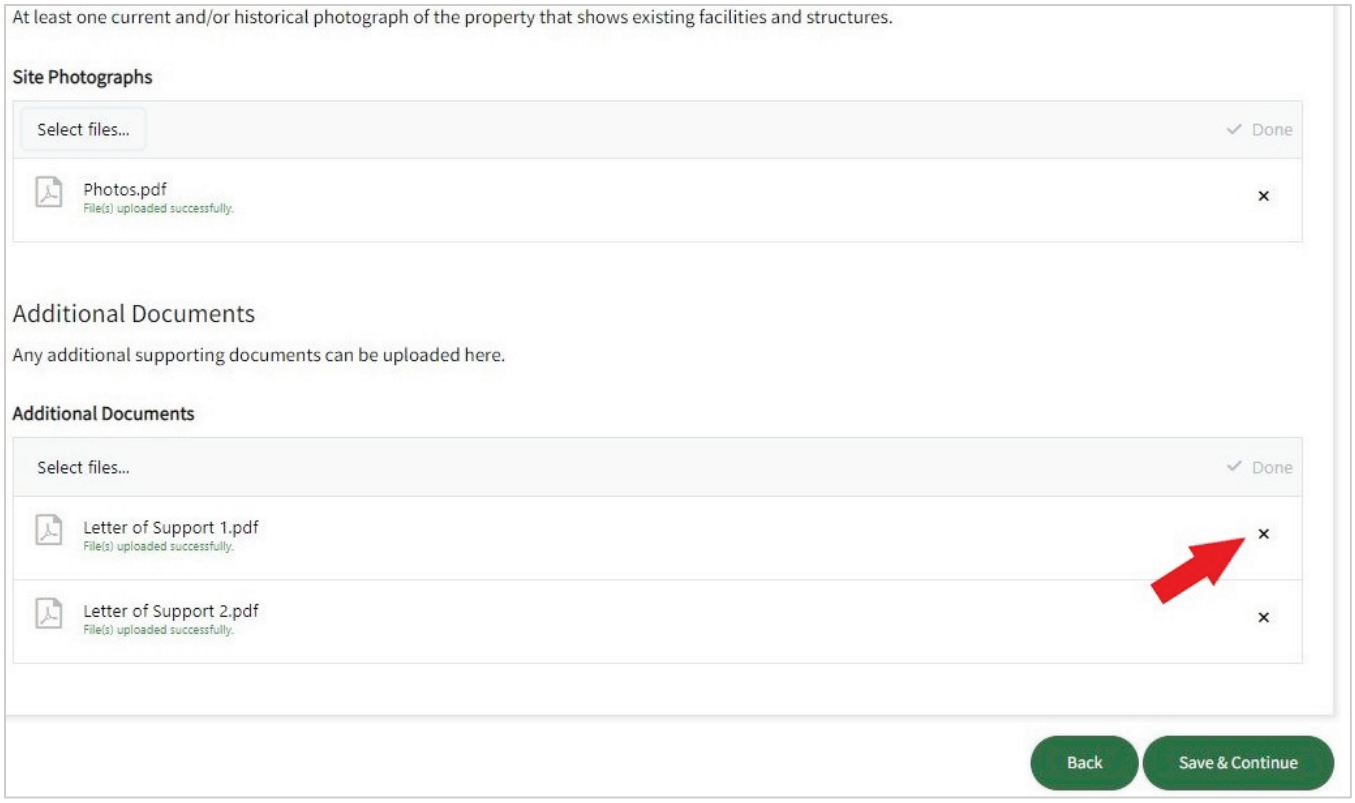
The **Brownfields Affidavit** form can be downloaded from the link. The signed and notarized affidavit should be uploaded here.



For Redevelopment Now projects, the signed **Fee Consent** must be attached. The form can be downloaded from the link. The signed Fee Consent should be uploaded here.

The user can upload the **Location Map**, **Preliminary Survey Plat**, **Legal Description**, and **Site Photographs**. All other relevant documents can be uploaded to **Additional Documents**.

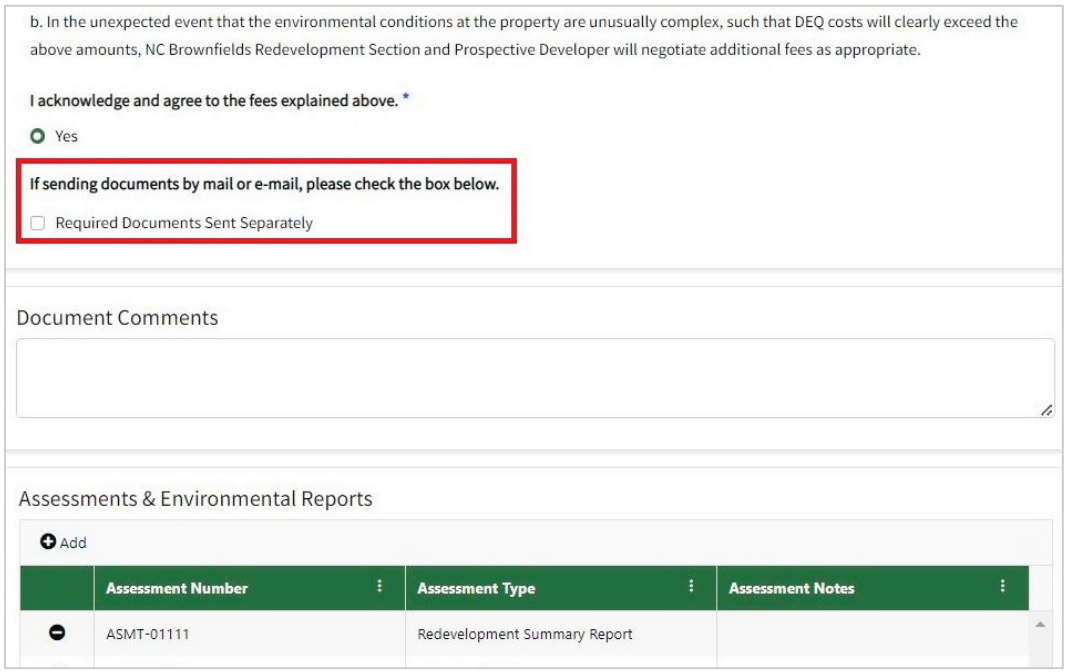
Uploaded files can be removed by clicking the **x**. There will also be an opportunity to review files on the Application Summary.



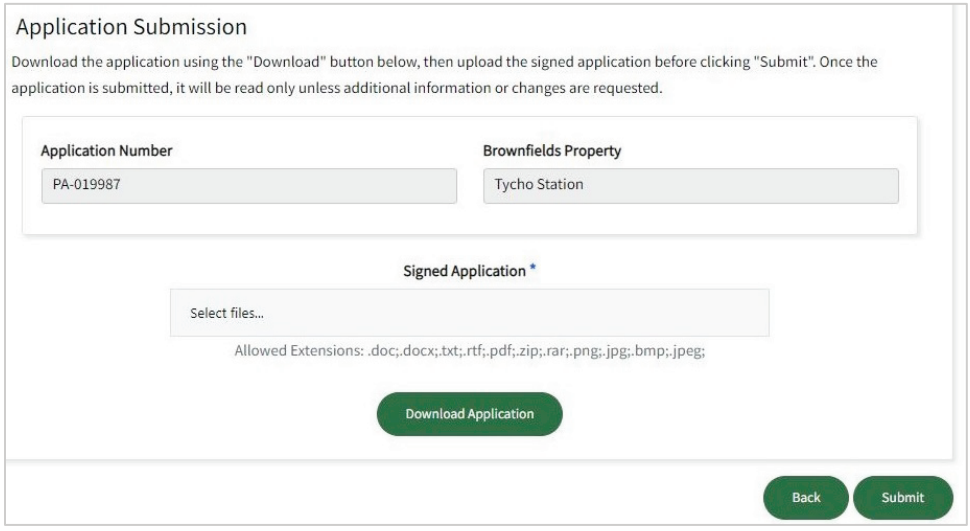
Application Part 13-14: Summary and Submission

The Application Summary shows all the information entered for the application. Here the user can review and edit the application, including file and document uploads for assessments and supporting documents.

On this page the user can indicate they are sending supporting documents separately.

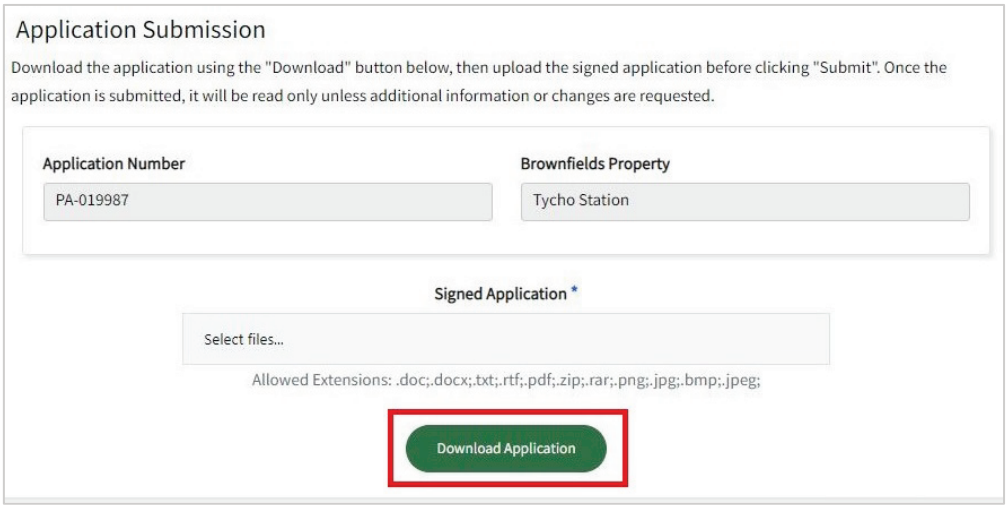


Once the user has reviewed the application and made any changes, clicking Save & Continue will bring up the Application Submission screen.

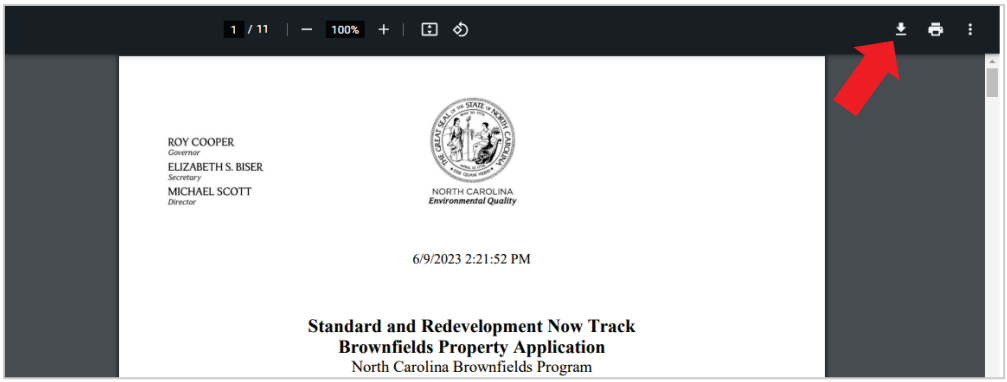


On the Application Submission screen, the user can click **Download Application** to save a PDF version of the application and print it for signature. Then a digital image of the signed application can be attached to the application and the application can be submitted.

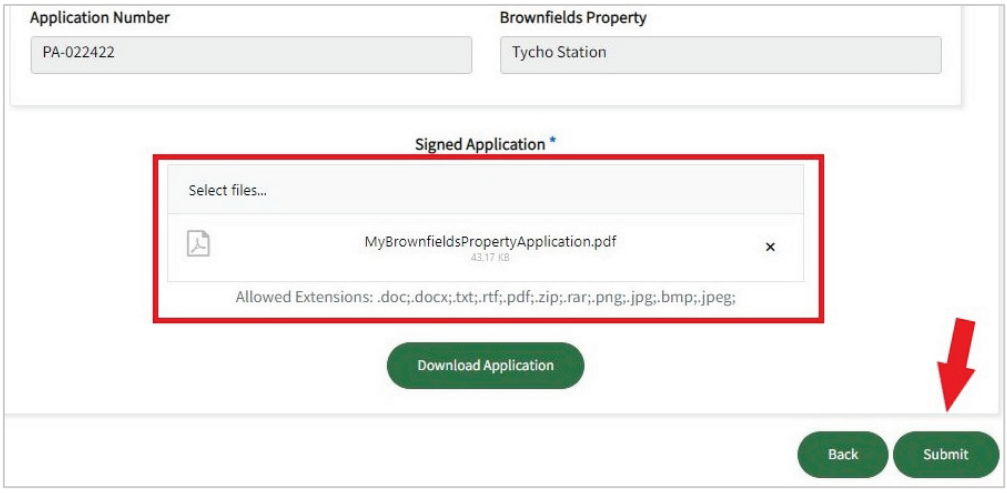
1. Click **Download Application** button to open document preview.



2. Download the PDF to print and obtain signature.



3. Upload signed application and click **Submit**.

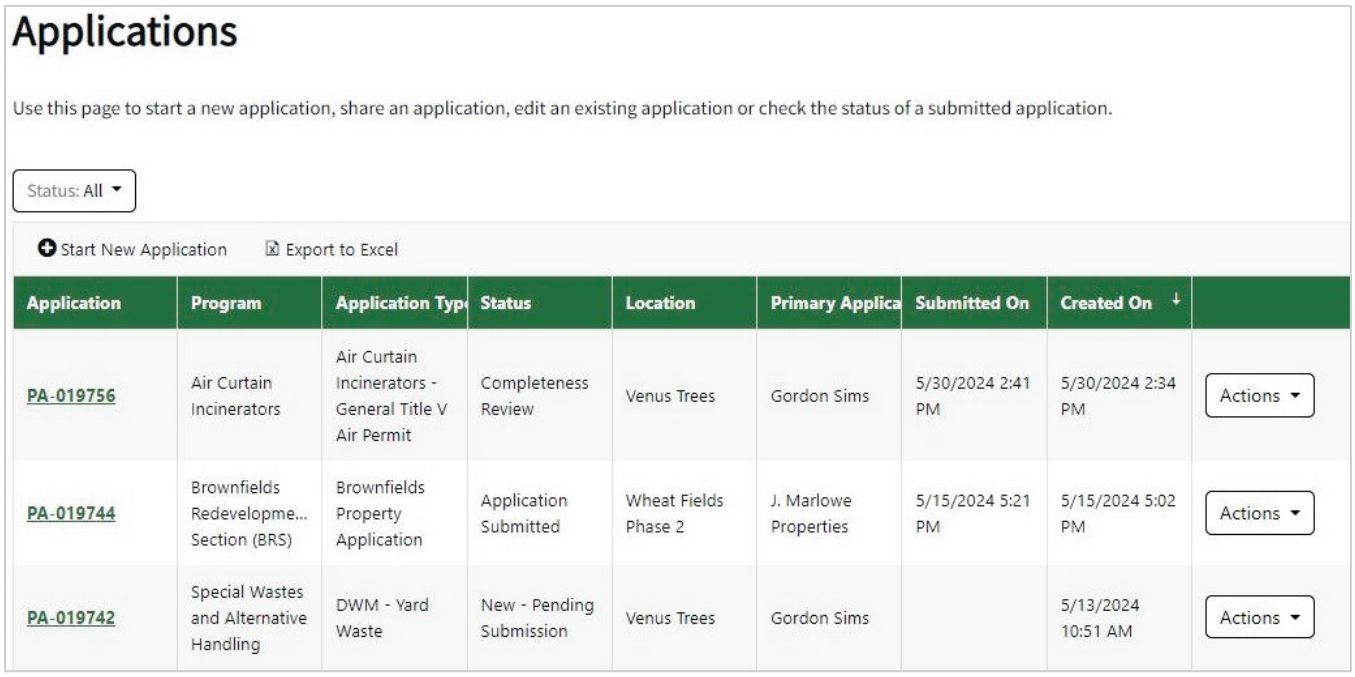


Once the application has been submitted, it cannot be changed unless it is sent back to the user for additional information. However, users can submit assessment documents and Land Use Restriction Updates (LURU) through the AccessDEQ portal. The Land Use Restrictions Updates and Assessments & Requests sections of this document contain more information.

Applications Grid

The Applications grid displays the applications associated with the user's AccessDEQ account. Applications that have been worked on but not yet submitted will also appear in the Applications grid.

Applications which have been submitted cannot be edited unless DEQ returns the application for changes or additional information or documents. The user will receive a notification email if that occurs, and the application's status will be set to "Awaiting Applicant". The user will also receive a notification email any other time the status of the application changes.

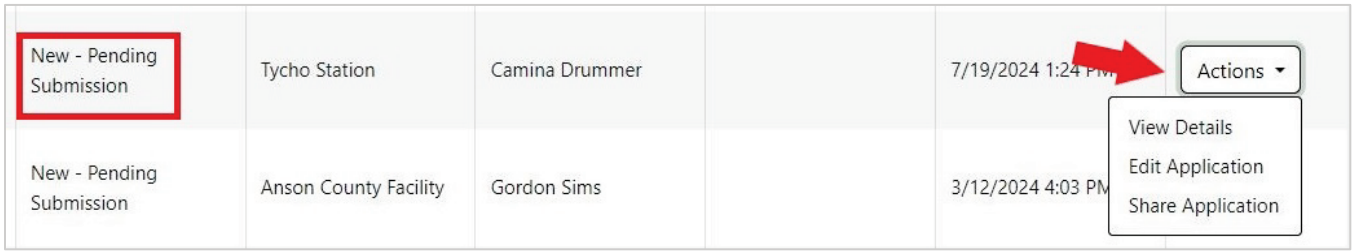


Clicking the permit application link (**PA-######**) on submitted Brownfields applications takes the user to the Application Overview where they can choose to view their submitted application or view the Application Details screen, which shows summary information such as the status of the application, associated invoices and projects, and other information. The Application Details screen is also available by selecting **View Details** from the **Action** menu.

If the application has not been submitted, or has been returned to the applicant for revision, clicking the permit application link (**PA-######**) will open the application for editing.

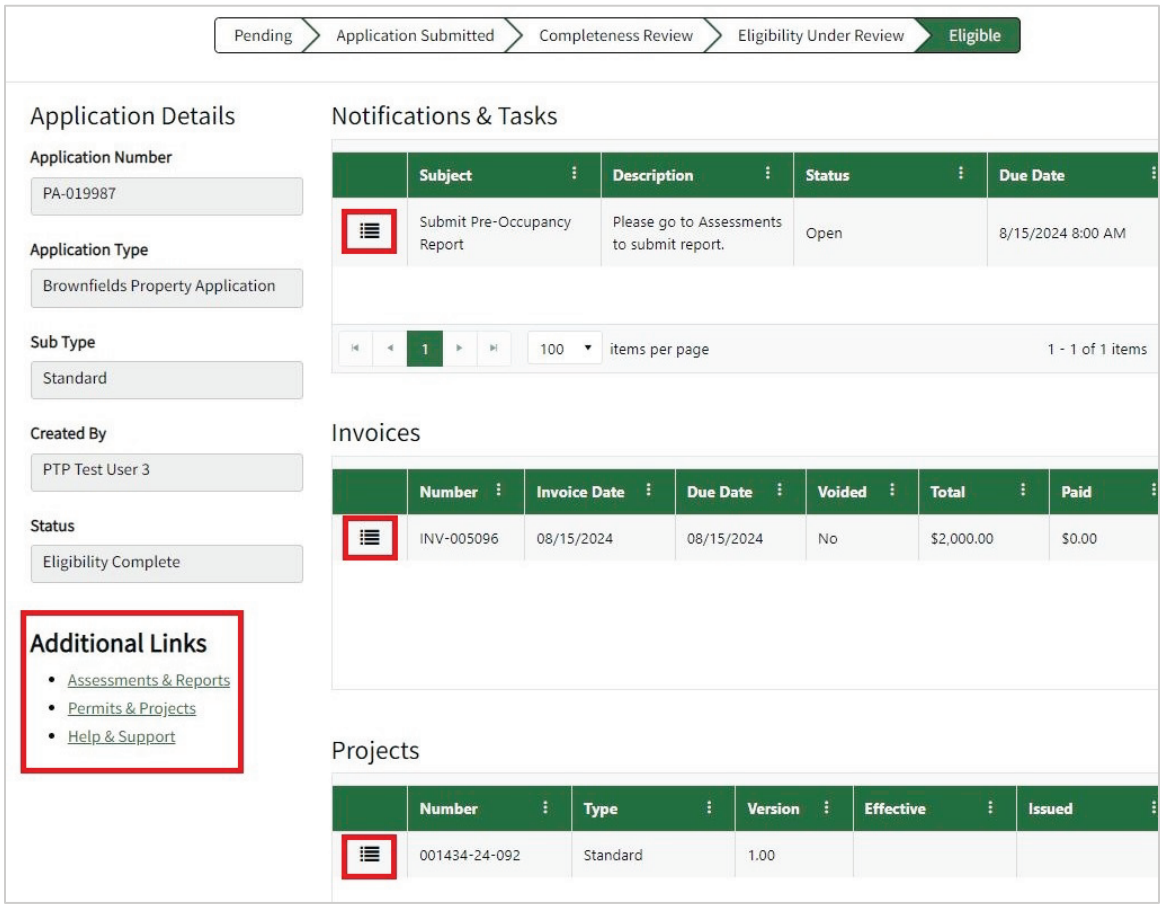
Application	Program ↑	Application Type	Status	Location	Primary Ap
PA-021805	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Issued	FCR Eastern Extention	J. Marlowe (
PA-022109	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Issued	Medina Station	Camina Dru
PA-022267	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	New - Pending Submission	Tycho Station	Camina Dru

Also, the option to edit will be available on the Actions menu.

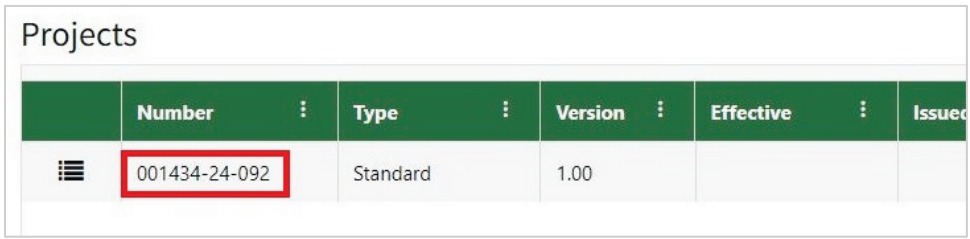


Application Details

The Application Details screen displays information about the application, its current status, associated invoices and other information. Clicking on the **details** icon next to a line item will display it. There are also additional links including to Assessments & Requests.



Once eligibility is complete, the application will have a Brownfields project number. This number appears on the application details screen, and will also be listed in the Permits & Projects section.

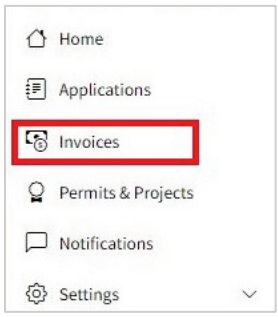


Invoices & Payments

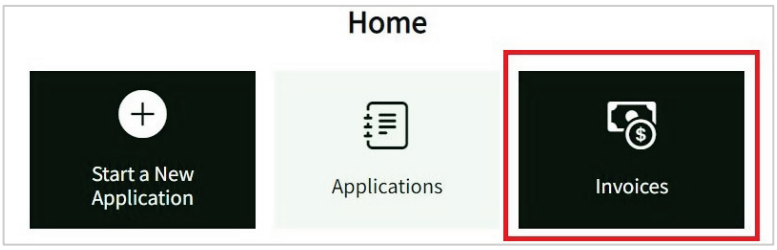
Invoices are automatically created when a Redevelopment Now application is submitted.

Invoices are created for Standard or Ready for Reuse applications when the application reaches the Eligibility Complete/Technical Review status.

Users can access their invoices by selecting **Invoices** from the left-hand navigation or the **Invoices** tile on the Home screen.



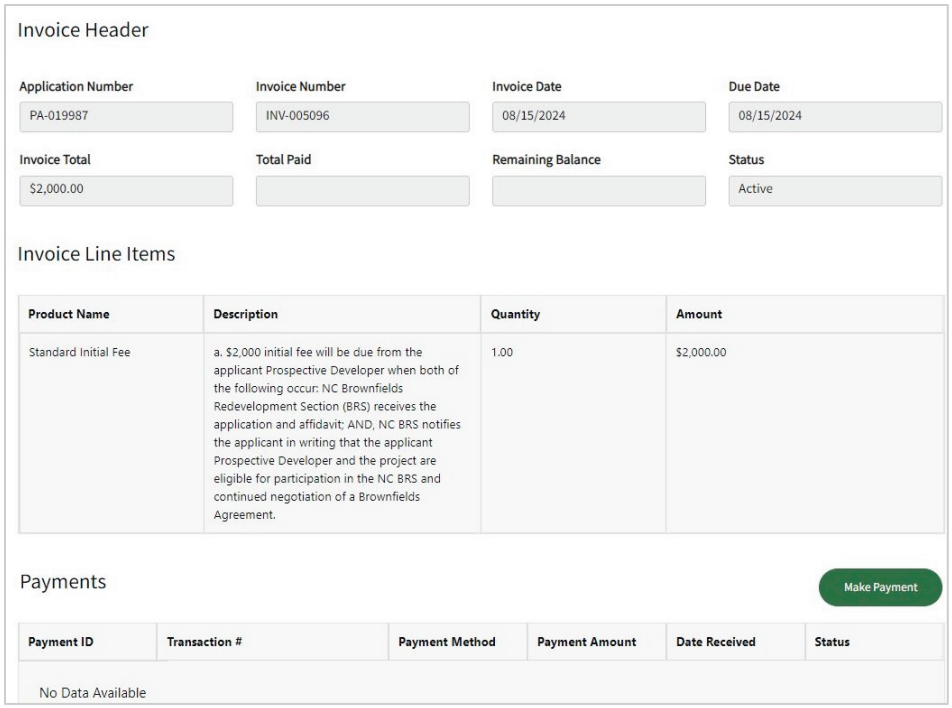
OR



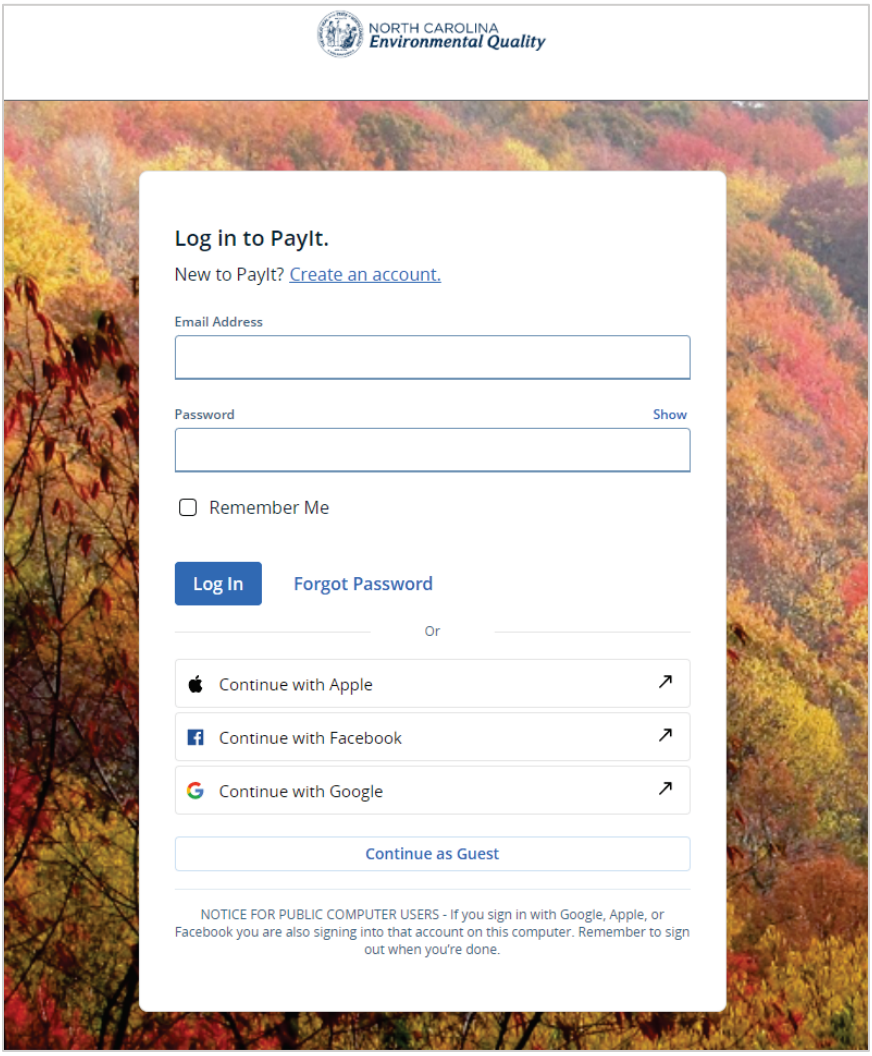
The grid displays the user's invoices. Clicking the invoice link (**INV-######**) opens the invoice.

Invoice	Invoice Date	Due Date	Remaining Bal	Status	Invoice Total	Total Paid	Application	
INV-005096	08/15/2024	08/15/2024	$2,000.00	Active	$2,000.00	$0.00	PA-019987	Actions
INV-005095	08/13/2024	09/12/2024	$0.00	Active	$400.00	$400.00	PA-020013	Actions

Invoice and payment information is displayed. Users can click **Make Payment** to pay online.



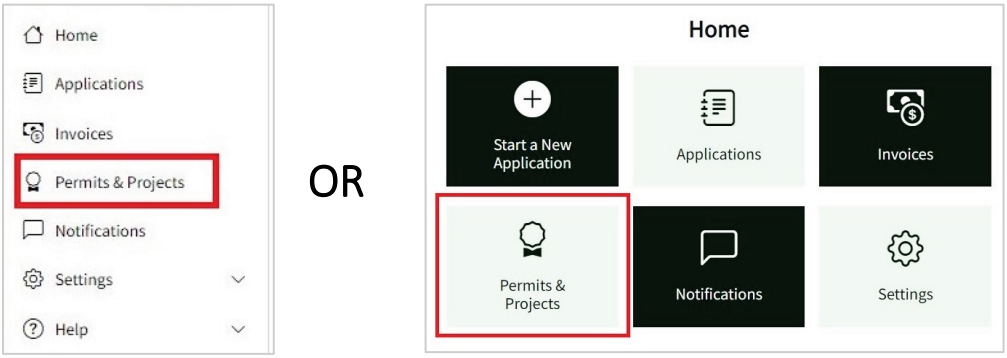
The user may use a PayIt account or click **Continue as Guest** to pay without signing in.



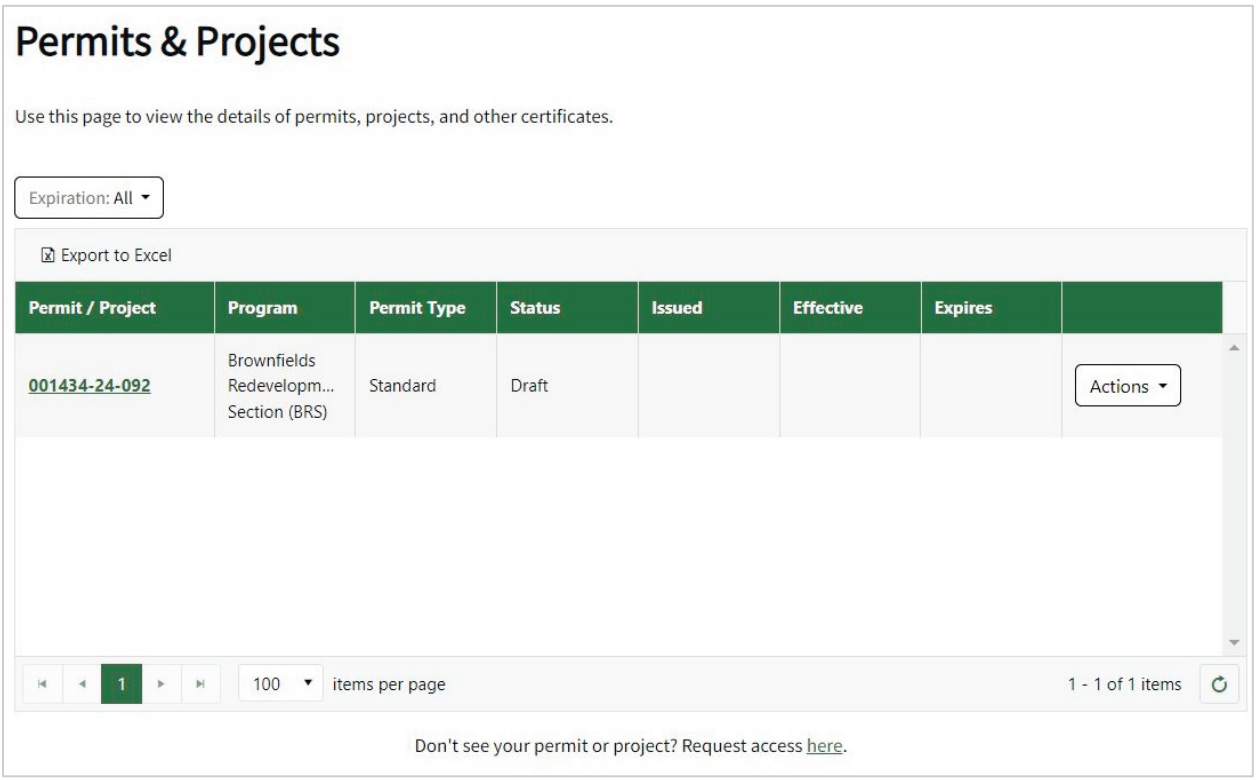
A $3 convenience fee is applied to all electronic payments. There is an additional fee of 1.85% if paying by credit or debit card. For ACH, there is an additional flat fee of $1.25 per ACH payment.

Permits & Projects

The user can select **Permits & Projects** from the left-hand navigation menu or click the tile on the Home screen to see their Brownfields projects.

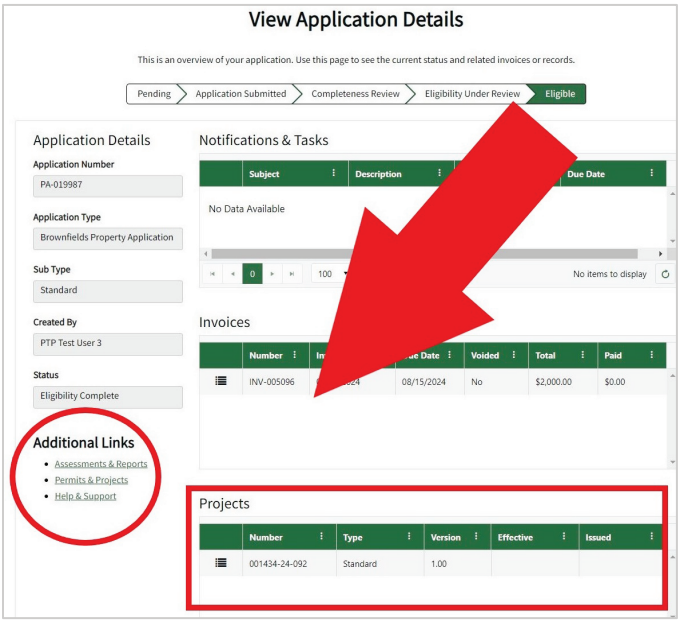


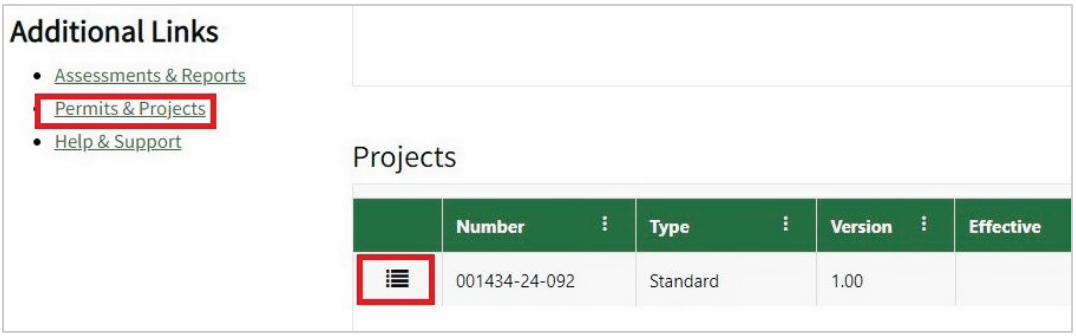
The Permits & Projects grid displays the permits and projects to which the user has access. To view a project's information the user can click the project number link in the **Permit/Project** column.



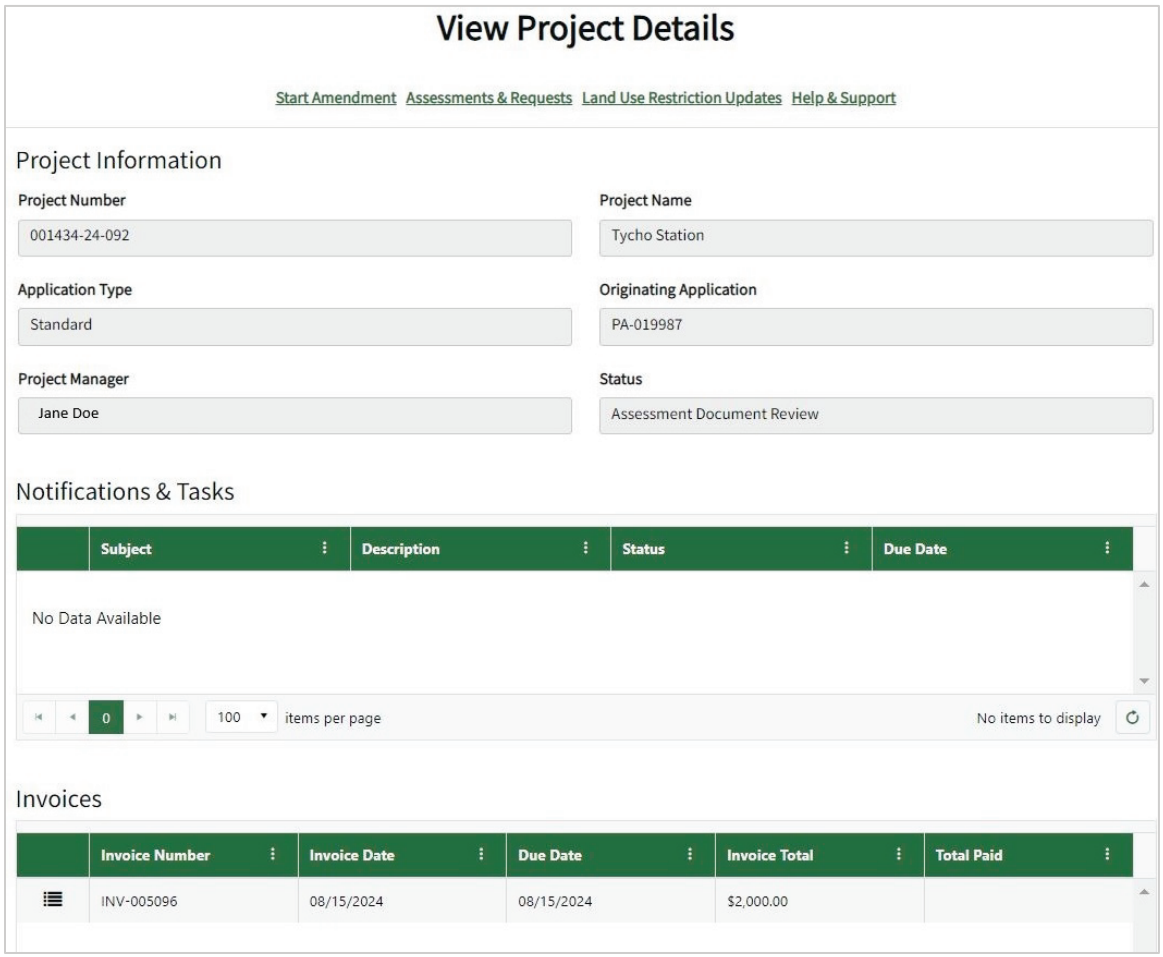
Note: The user can request access to a permit or project not appearing in this list using the link beneath the grid. The **Request Access to a Project** *section of this guide contains more information.*

The Project Details screen for a particular project can be accessed from the originating application's Application Details screen. Towards the bottom, there is a direct link to the relevant project(s). Under Additional Links there is also a link to the Permits & Projects grid.





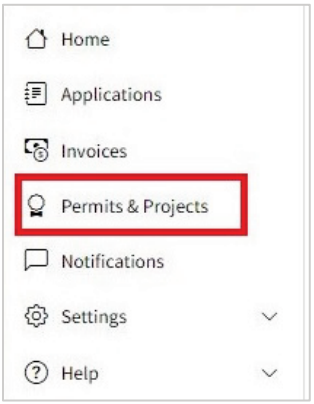
The View Project Details screen contains information about the project and related information such as invoices. Links to Start Amendment, Assessments & Requests, and Land Use Restriction Updates appear towards the top of the screen.



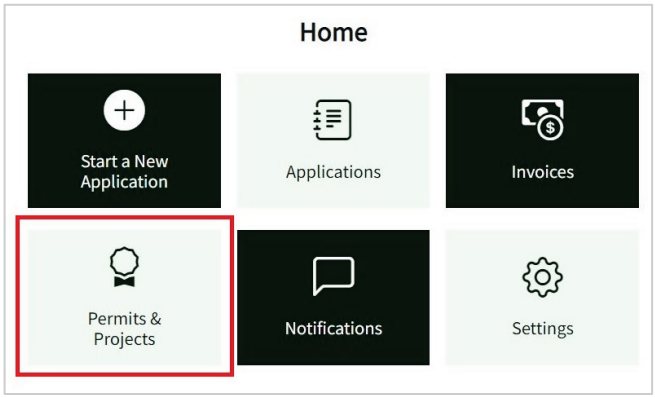
Assessments & Requests

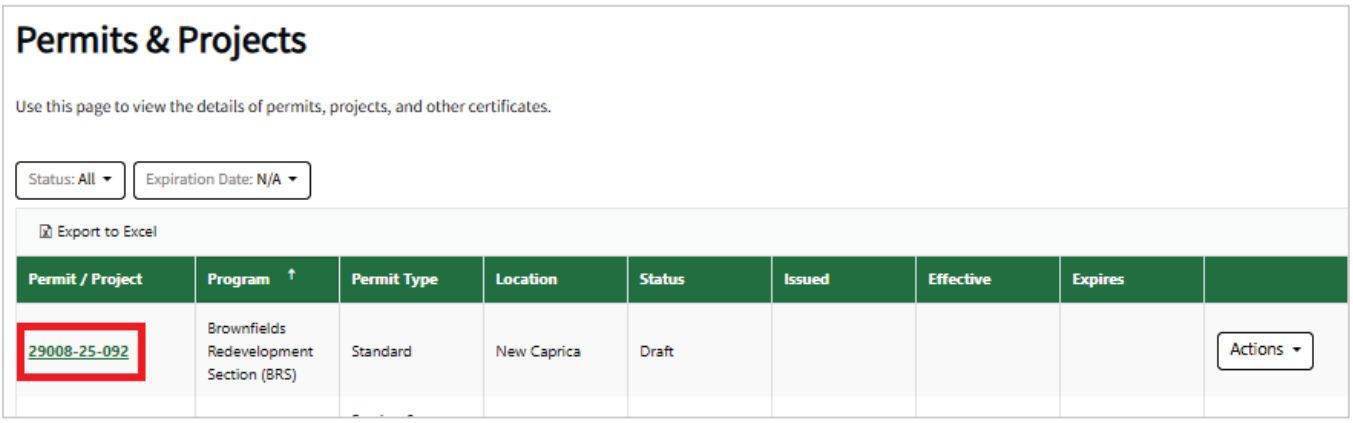
The "Assessments & Requests" Screen

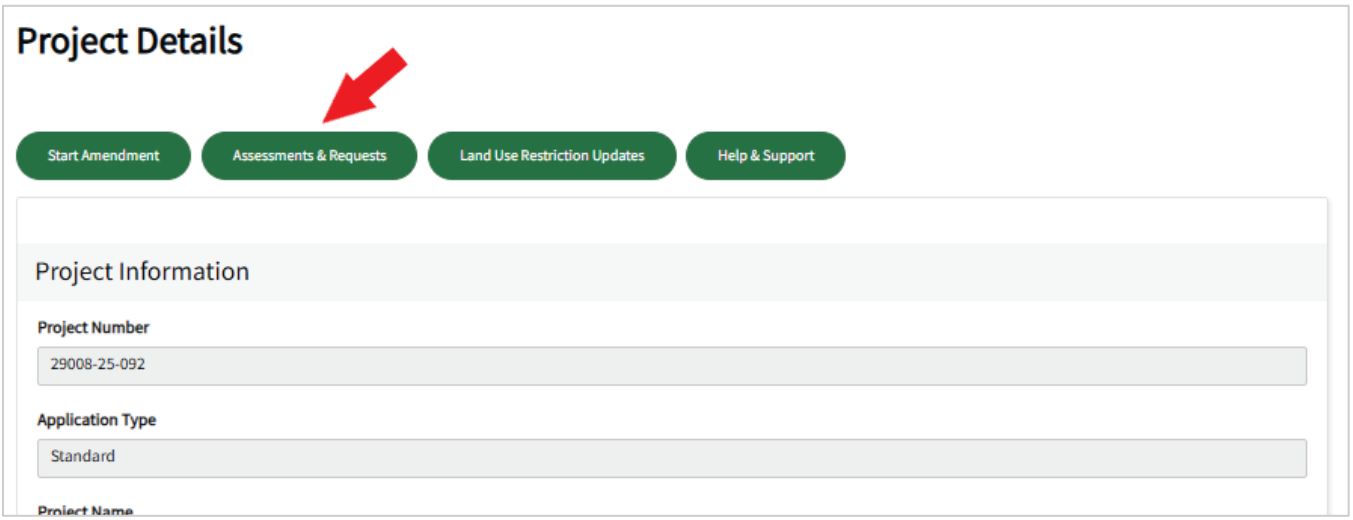
Users can add assessments for a project or application on the **Assessments & Requests** screen. For existing projects or for applications which have reached the Eligible stage, the Assessments & Requests screen can be reached by clicking the link at the top of the **View Project Details** page.



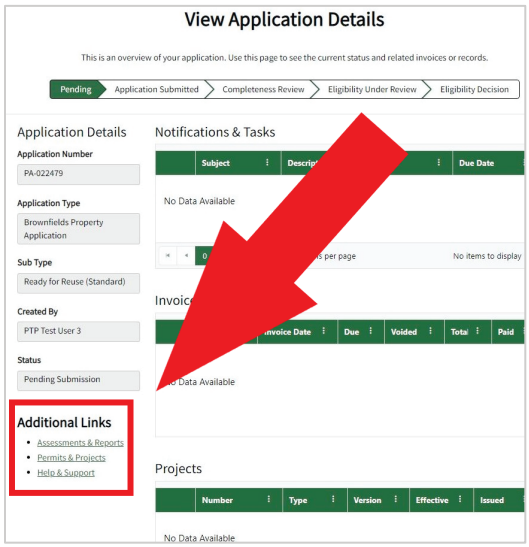
OR







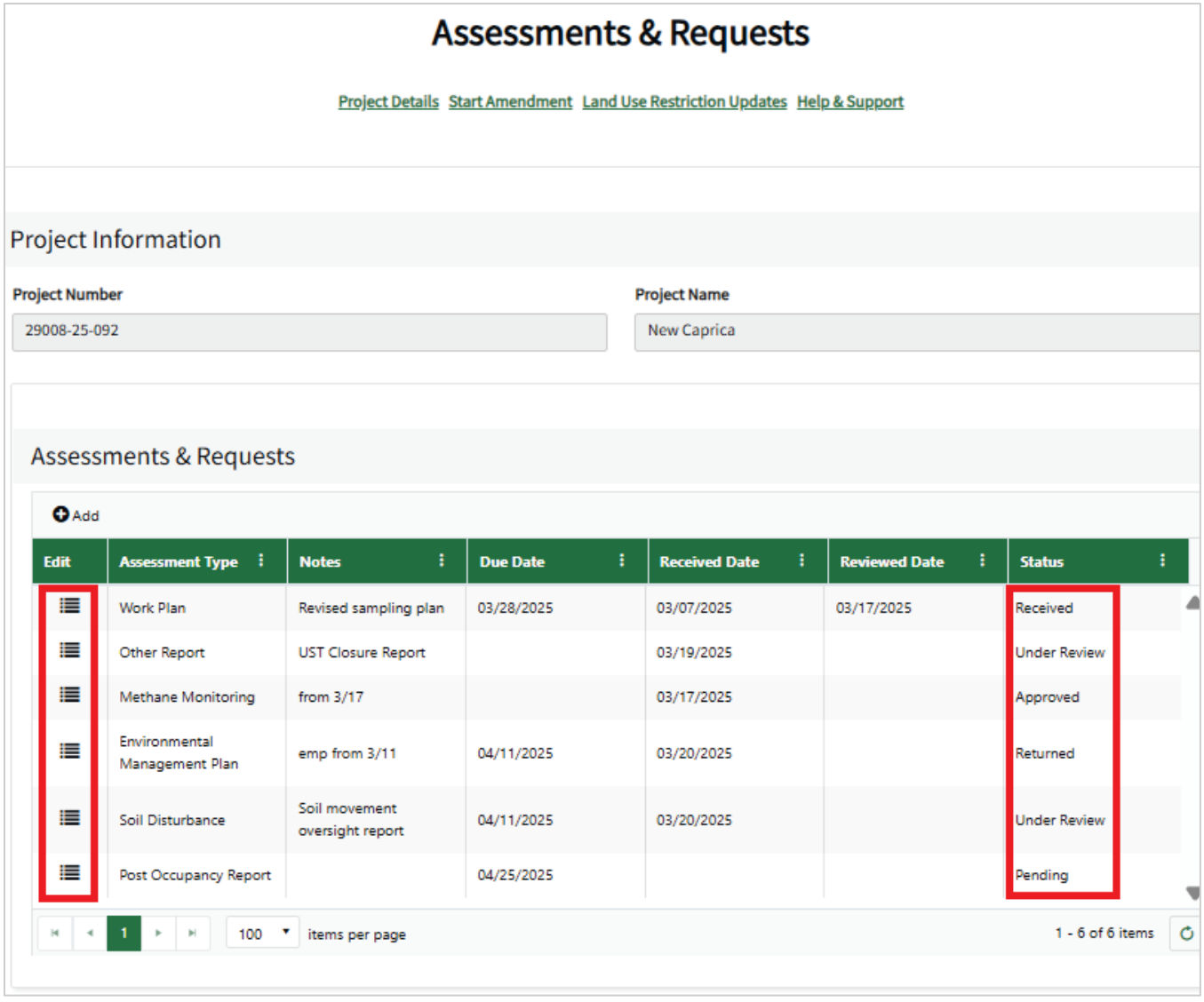
Assessments & Requests can also be reached from **View Application Details**. For unsubmitted applications, assessments can also be added from within the application.



Add New or Revised Assessment Documents

Users can go to the **Assessments & Requests** screen to submit revised documents (assessments in **Returned** status), or to add documents for new requests from Brownfields (assessments in **Pending** status).

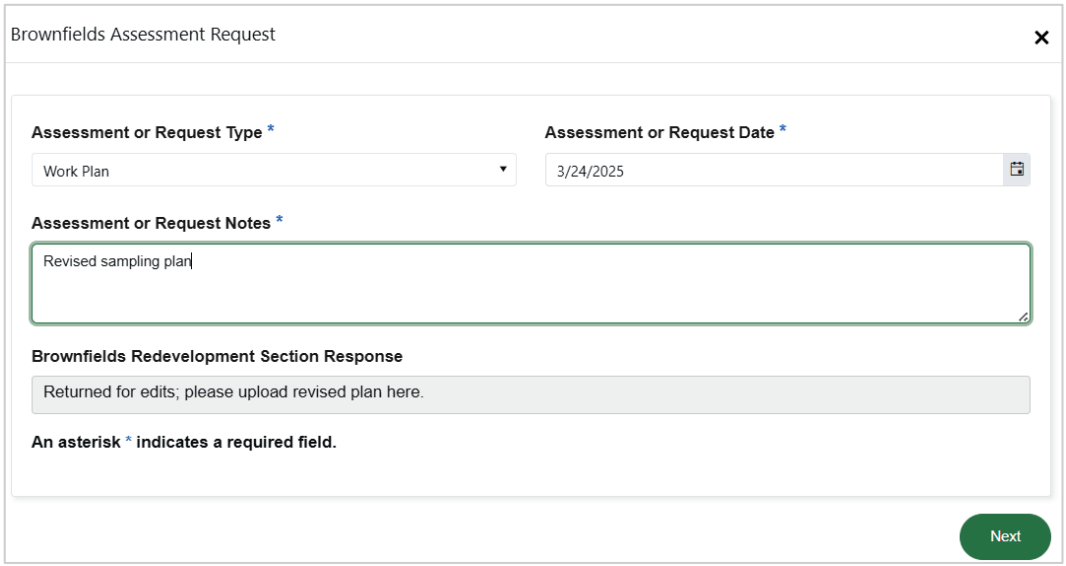
To submit documents for an assessment, users can click the **details icon** ☰ on the assessment's row. This will open the assessment for editing and allow users to upload assessment documents.



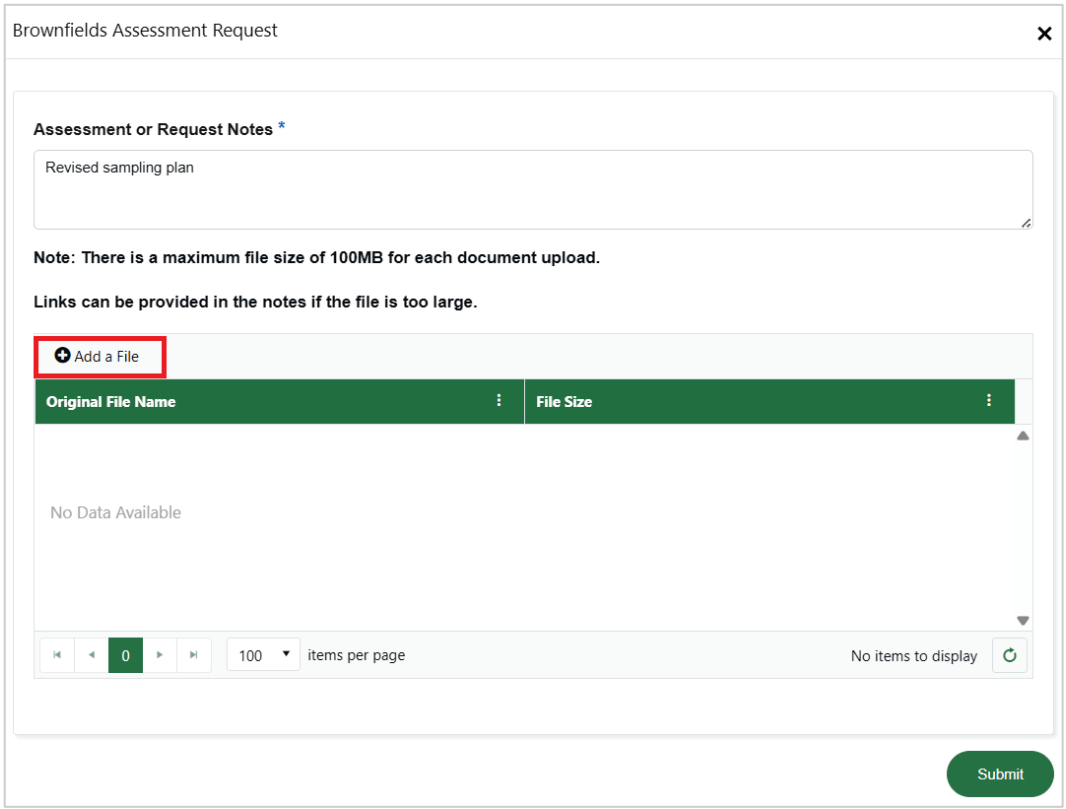
Editing is only possible for assessments in status **Pending** or **Returned**. Assessments in other statuses are read-only; clicking the details icon will display information about the assessment.

After opening the assessment for editing, users may follow these steps to add documents to an assessment:

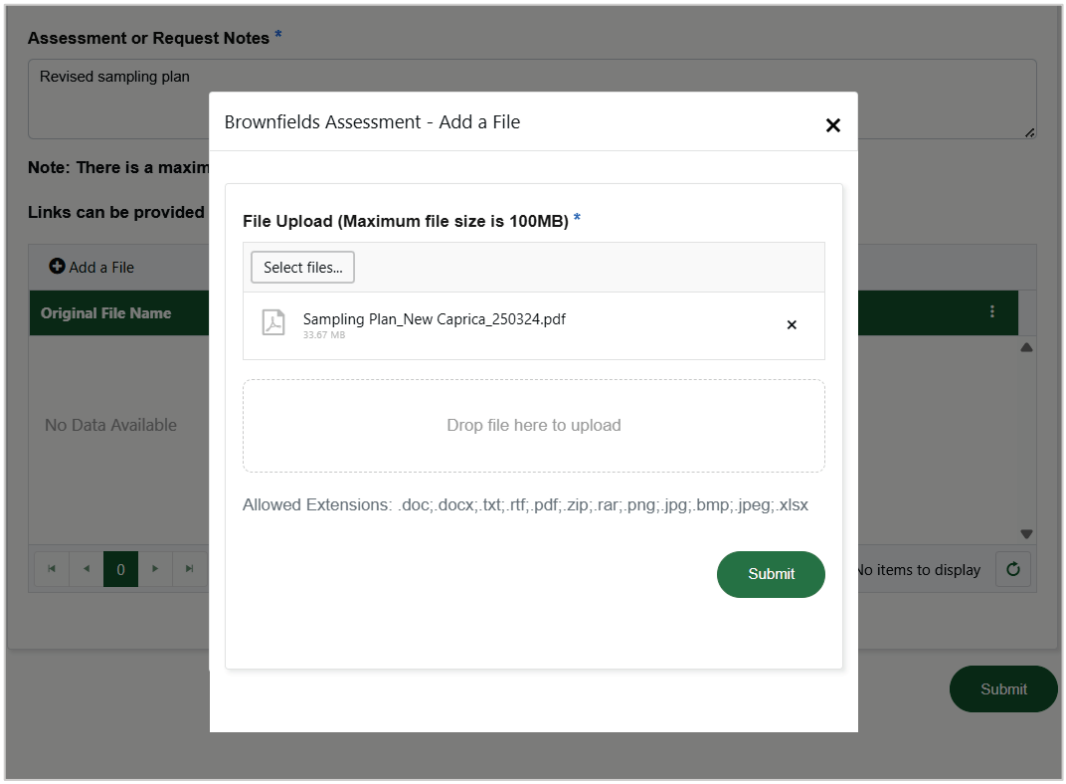
1. Enter notes and date; click **Next**.



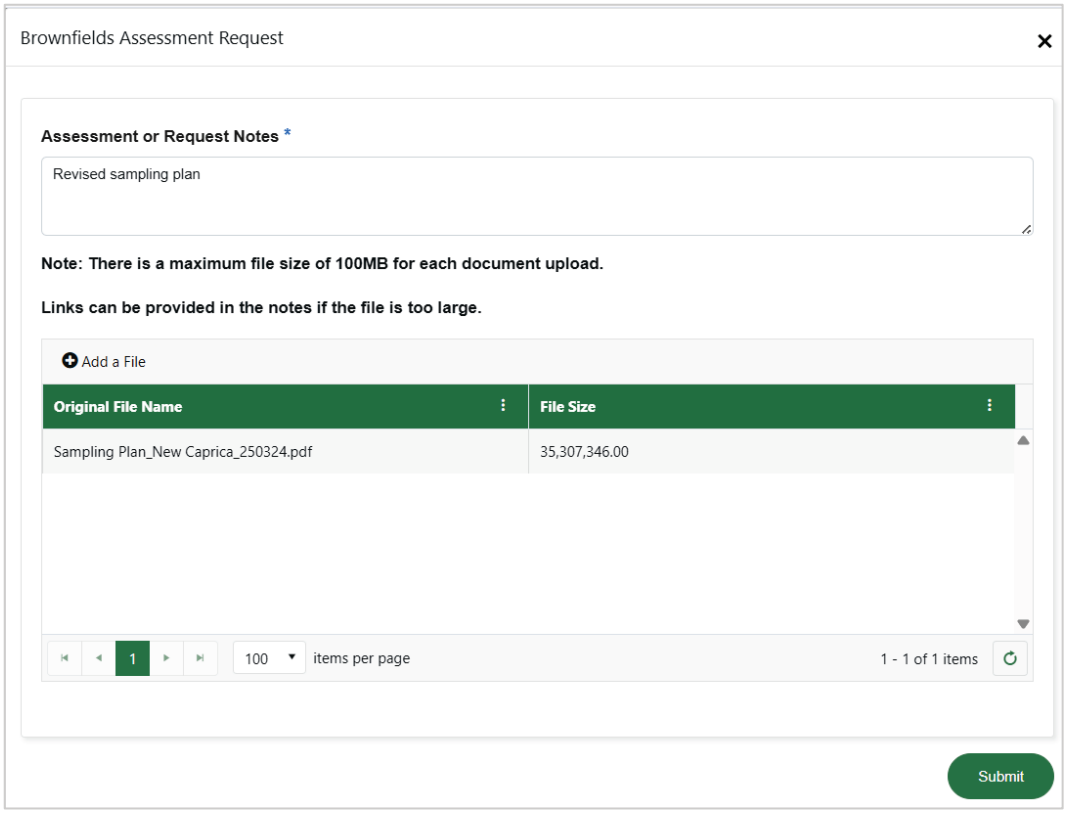
2. Click **Add a File** to add assessment documents.



3. Select assessment document file(s); click **Submit**.

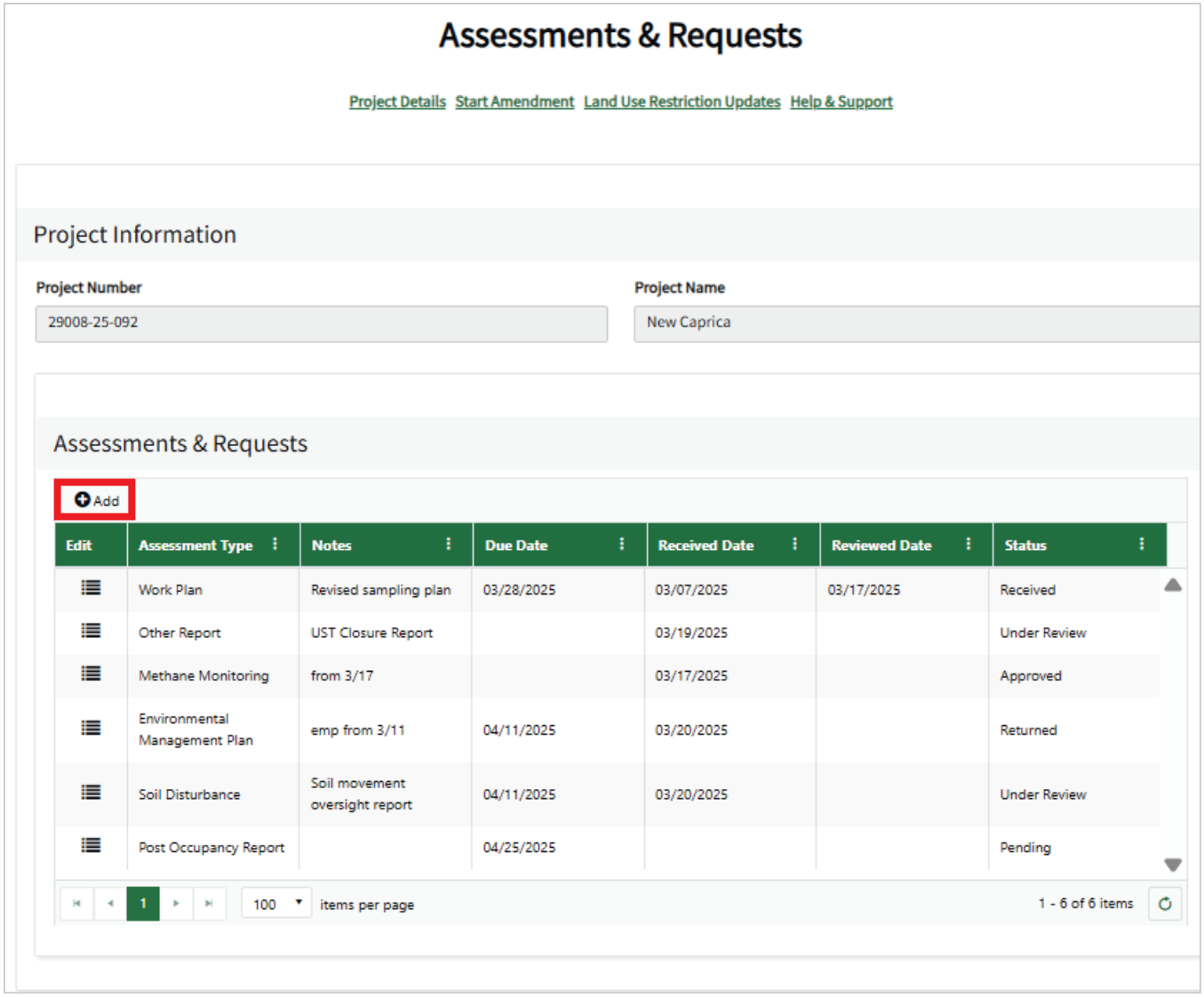


4. Repeat adding files if necessary. When finished, click **Submit** to send the assessment documents.

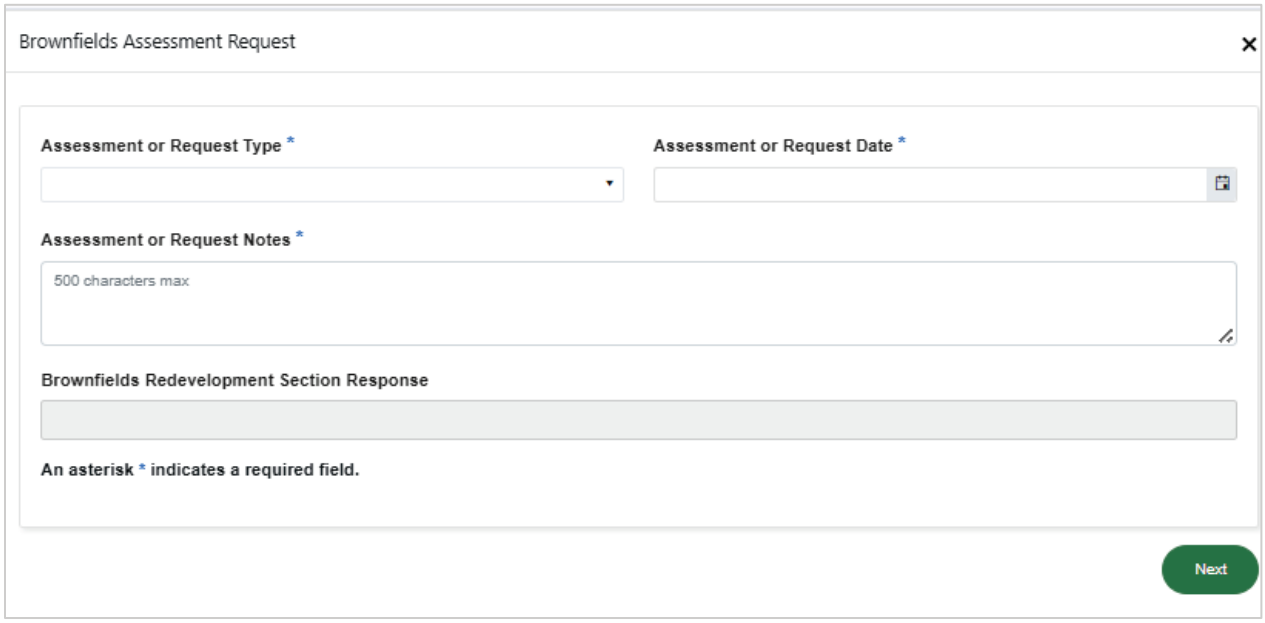


Add a New Assessment

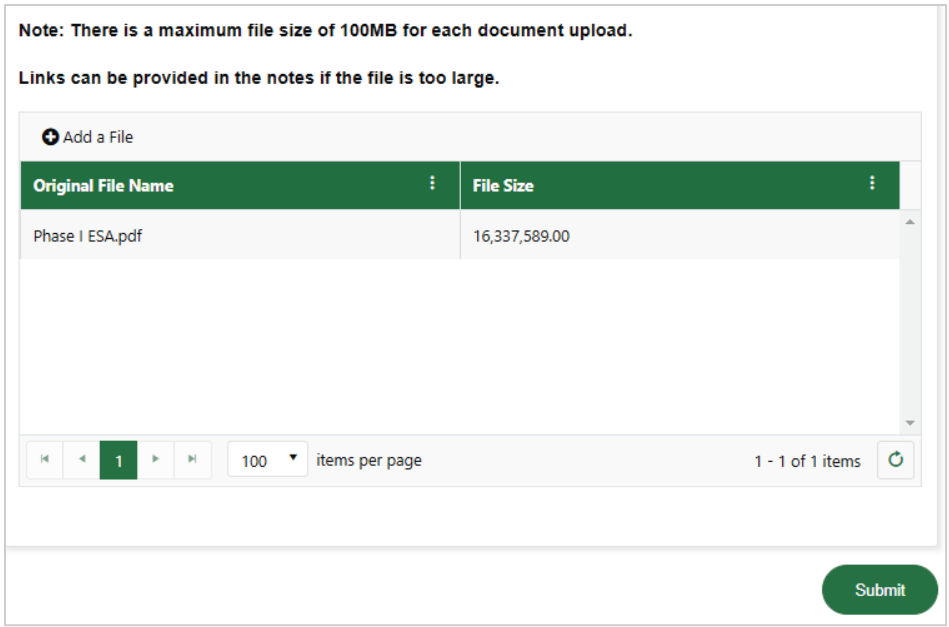
Users may click **Add** to add a new assessment. ***Users should only add a new assessment if there is not already an entry in the Assessments & Requests grid for that assessment***.



Users can fill out the assessment information and proceed to upload documents by clicking **Next**.



A grid allowing the user to upload files is displayed. The user can click **Add a File** for each file they wish to upload. For files larger than 100MB links can be provided in the assessment notes. When the user has finished uploading documents, clicking **Submit** adds the assessment and sends it to Brownfields.



Land Use Restriction Updates

Users responsible for submitting Land Use Restriction Updates (LURUs) can do so through the AccessDEQ portal. Users first need access to the project(s) for which they are responsible for LURUs. The **Request Access to a Project** section of this guide has more information.

For additional reference, DEQ's AccessDEQ YouTube Playlist contains how-to videos for submitting LURUs and requesting access to a project.

LURU Submission Step-by-Step Summary

Step 1.1: Go to Permits & Projects in AccessDEQ.

Step 1.2: Open the **Project Details** for the desired project.

Step 1.3: Click on the **Land Use Restriction Updates** button.

Step 1.4: Edit the appropriate LURU entry in the grid, or **Add New Land Use Restriction Update**.

Step 1.5: Select, or add, the appropriate entity upon whose behalf the LURU will be submitted.

Step 1.6: Click the model LURU URL to download the Word document.

Outside AccessDEQ:

Step 2.1: Complete, sign, and notarize the downloaded model LURU document needs to be completed, signed, and notarized.

Step 2.2: Convert the completed LURU document to a PDF.

Back to AccessDEQ:

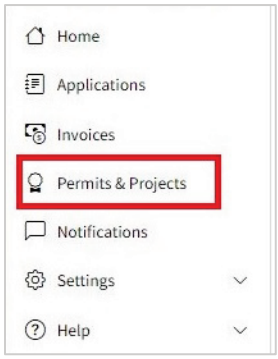
Step 3.1: Open the appropriate LURU entry in the project's grid.

Step 3.2: Upload the PDF version of the LURU and Submit.

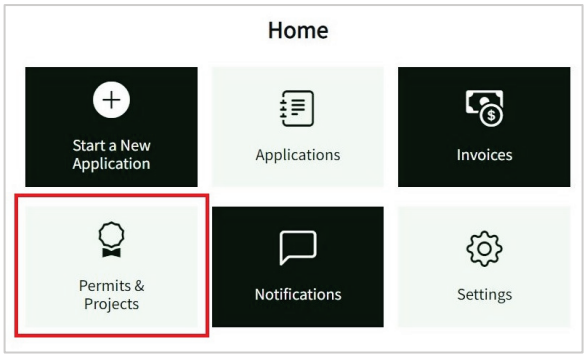
LURU Submission Step-By-Step Detail

Step 1.1: *Permits & Projects*

Users responsible for Land Use Restriction Updates (LURUs) can submit them from the project's Project Details screen. This can be accessed from the Permits & Projects grid, which displays a list of the projects the user has access to. It is reached via the left hand navigation or the Permits & Project tile on the home screen.



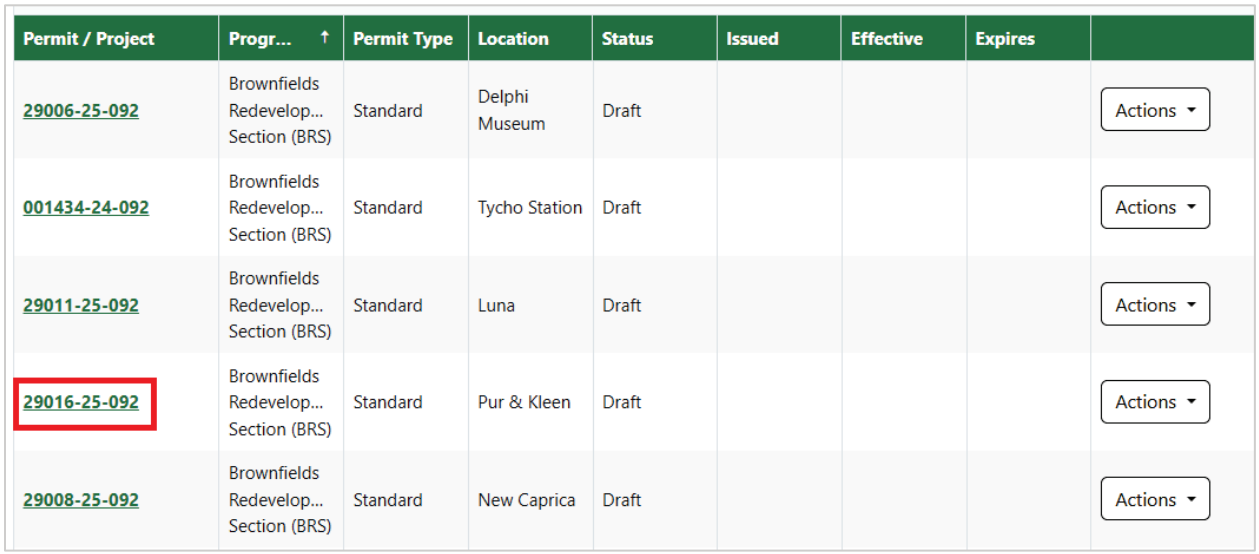
OR



More information about the Permits & Projects grid is in the **Permits & Projects** section of this document.

Step 1.2: *Open Project Details*

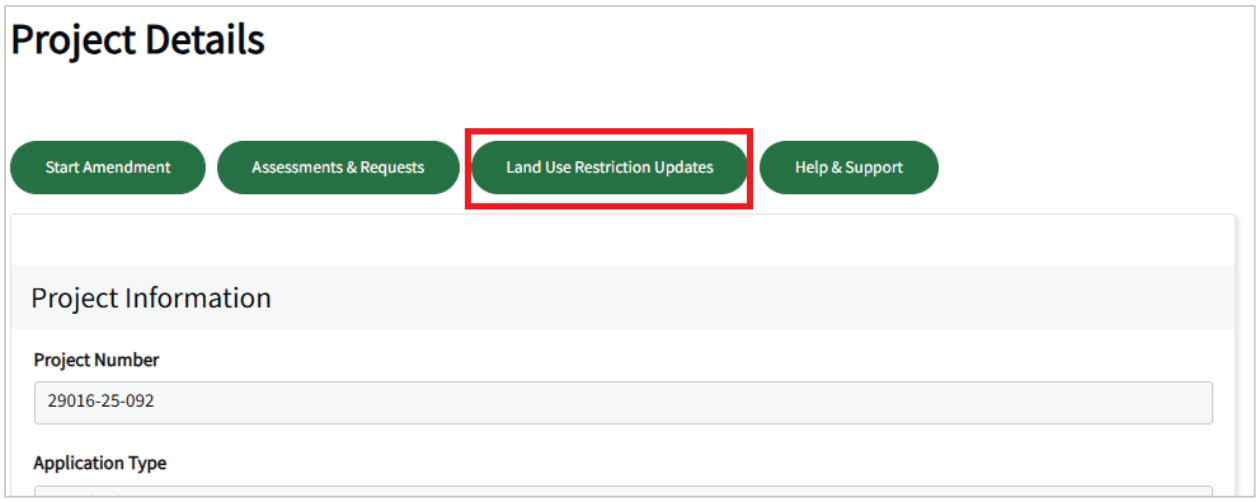
To submit a LURU for a project, users should first open the Project Details for the project by clicking the hyperlinked project number.



Permit / Project	Progr...	Permit Type	Location	Status	Issued	Effective	Expires	
29006-25-092	Brownfields Redevelop... Section (BRS)	Standard	Delphi Museum	Draft				Actions
001434-24-092	Brownfields Redevelop... Section (BRS)	Standard	Tycho Station	Draft				Actions
29011-25-092	Brownfields Redevelop... Section (BRS)	Standard	Luna	Draft				Actions
29016-25-092	Brownfields Redevelop... Section (BRS)	Standard	Pur & Kleen	Draft				Actions
29008-25-092	Brownfields Redevelop... Section (BRS)	Standard	New Caprica	Draft				Actions

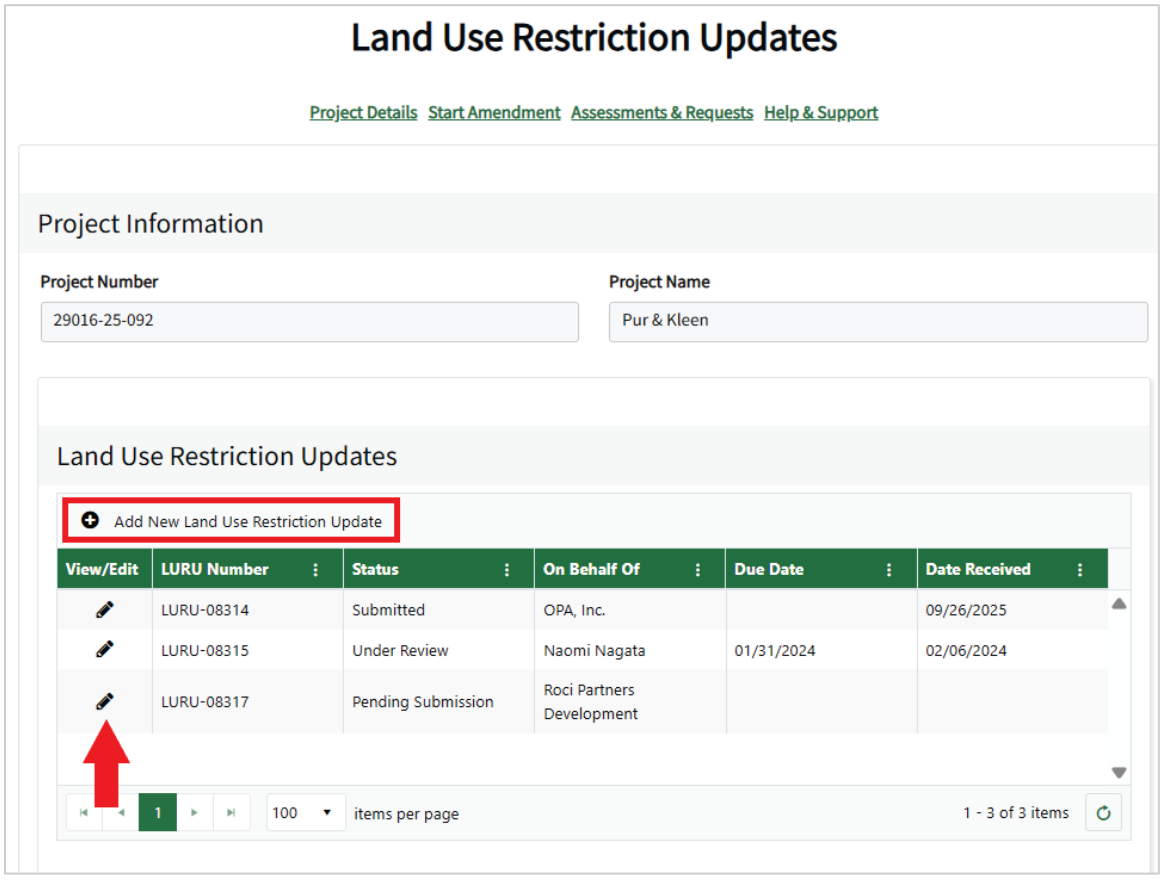
***Step 1.3:** Open LURU Page*

Users can open the LURU page for the project by clicking the **Land Use Restriction Updates** button at the top of the Project Details screen.



***Step 1.4:** Open the LURU entry, or create a new one.*

If the user can find the correct LURU row, they can click the pencil icon in the **View/Edit** column to open the entry. If the user cannot find the correct LURU row, they can add a new LURU row by clicking ⊕ **Add New Land Use Restriction Update** and skip to **Step1.5: Select, or add, the appropriate entity**.



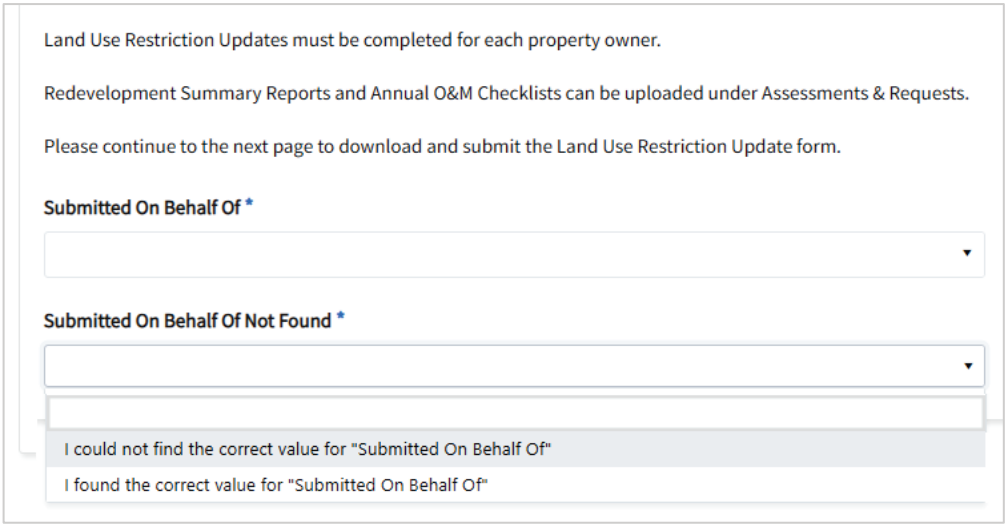
Only LURU rows with the status **Pending Submission** or **Not Accepted** can be edited. For LURU rows in all other statuses, clicking the **pencil icon** allows the user to view the LURU information.

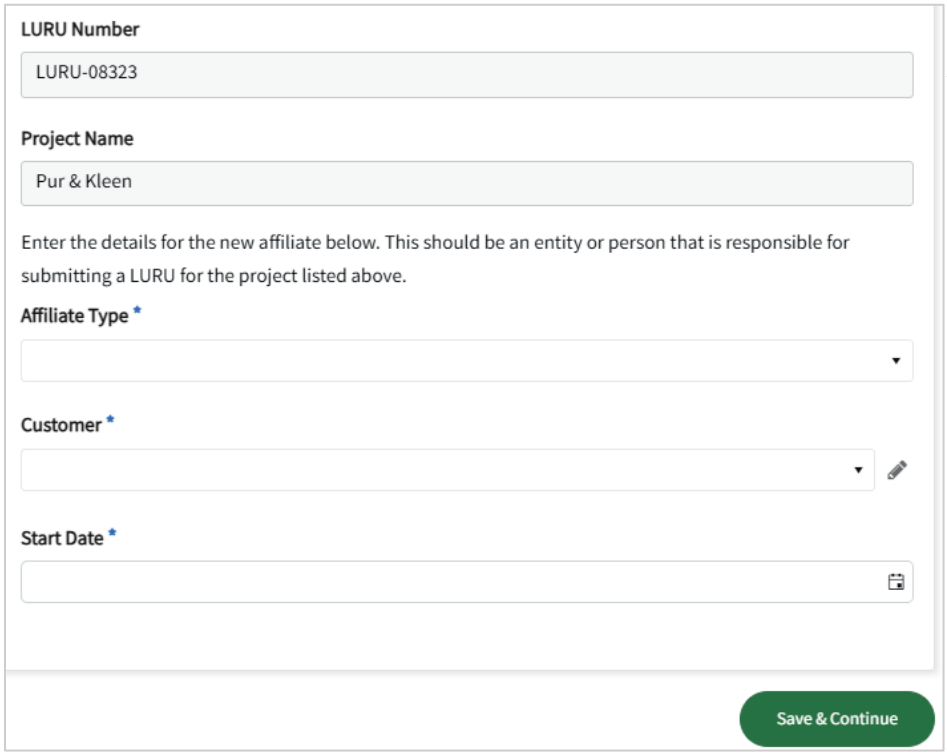
Status	Meaning	Action
Pending Submission	– LURU row set up by DEQ awaiting the user's entry. OR – LURU row created by or edited by the user which has not yet been submitted.	Edit
Not Accepted	LURU has been submitted, reviewed, and not accepted. Brownfields staff will communicate what the issue is. When ready to submit a revised form, the user should edit the LURU row, remove the original file attached, and upload a new one.	Edit
Submitted	The LURU has been submitted by the user.	View
Under Review	The LURU is under review by Brownfields.	View
Approved/Accepted	The LURU submission has been accepted by Brownfields.	View

***Step 1.5:** Select, or add, the appropriate entity*

If the entity on behalf of whom the LURU is being submitted is present in the **Submitted On Behalf Of** dropdown list, the user can select them.

If the entity does not appear in the list, the user can select the option in **Submitted On Behalf Of Not Found** to add a new entity.





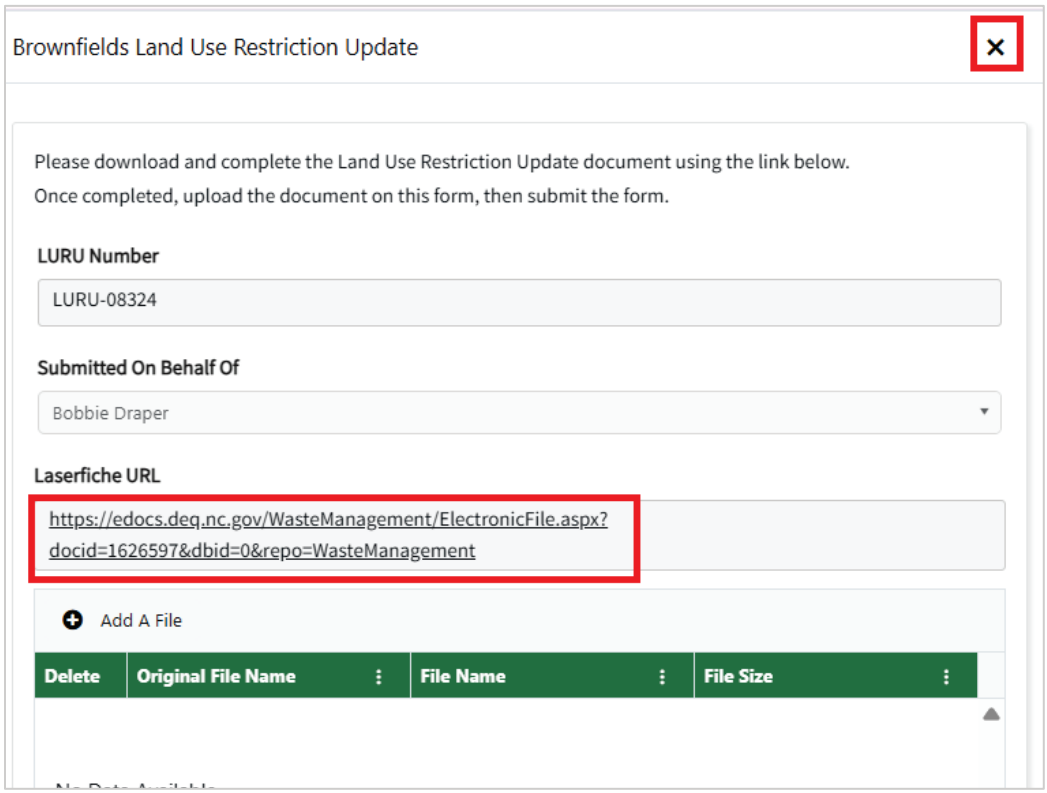
When adding a new entity for LURUs, users can

- select the **Affiliate Type** (Owner or Multi-owner),
- select or enter the entity's **Customer** information, and
- indicate the **Date** the entity started their affiliate relationship with the project.

Step 1.6: *Click the model LURU URL to download the Word document.*

The link in the **Laserfiche URL** field can be used to download the affiliate's model LURU Word document.

The user can click the **x** in the upper right-hand corner of the window to exit the window without uploading a file.

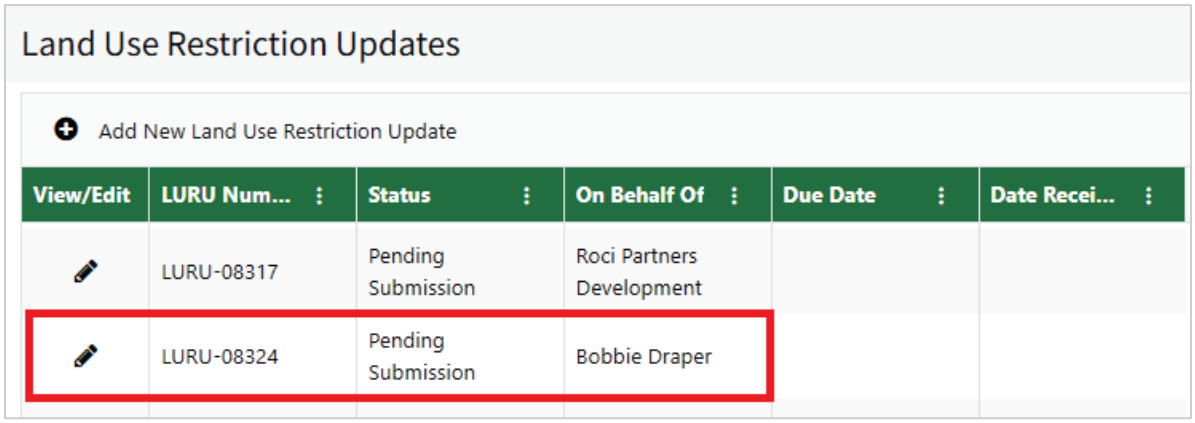


***Step 2:** Complete the LURU Document*

The downloaded Word document needs to be filled out, signed, notarized, and converted to a PDF file.

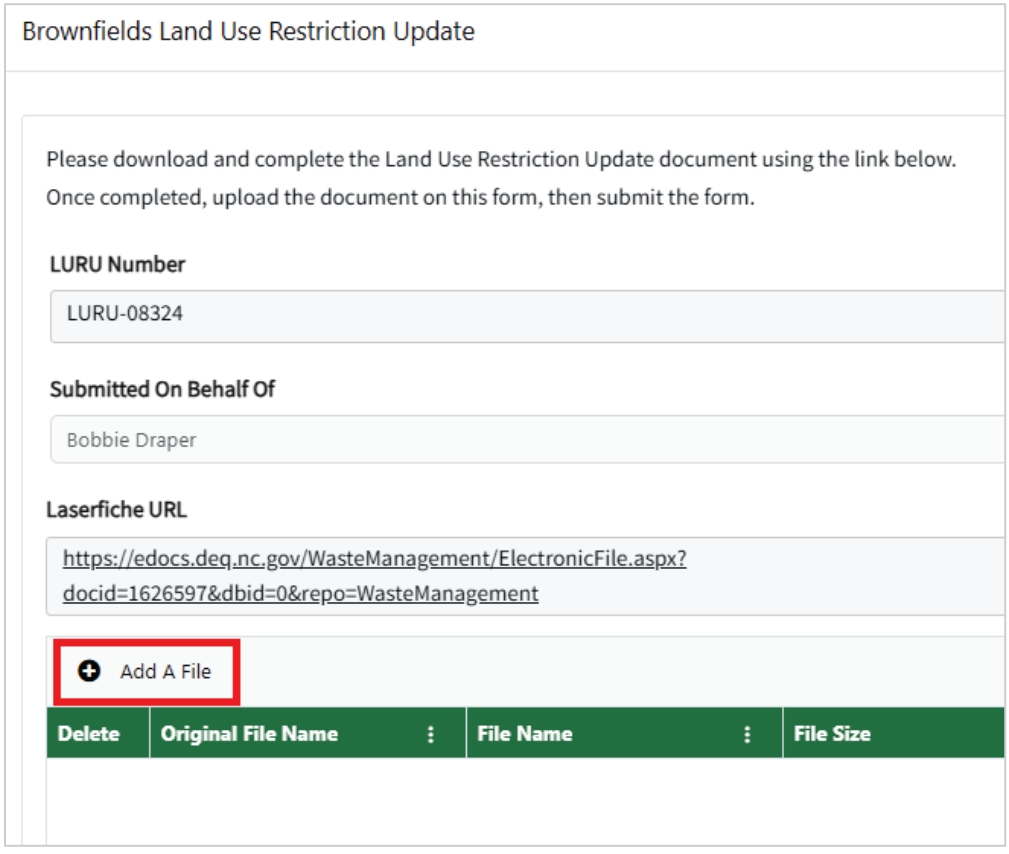
***Step 3.1:** Open the appropriate LURU entry.*

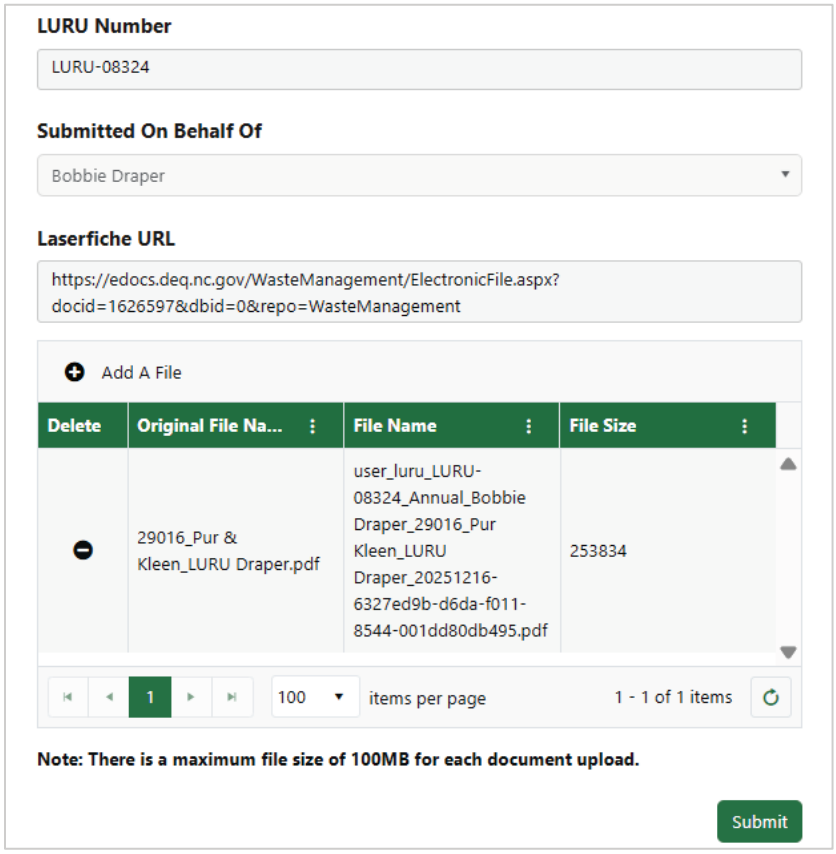
Once the completed LURU document is converted to a PDF, it can be uploaded in AccessDEQ. The user can find the appropriate entry in the project's LURU grid and click the **pencil ✎ icon** to open the LURU.



***Step 3.2:** Upload the PDF version of the LURU*

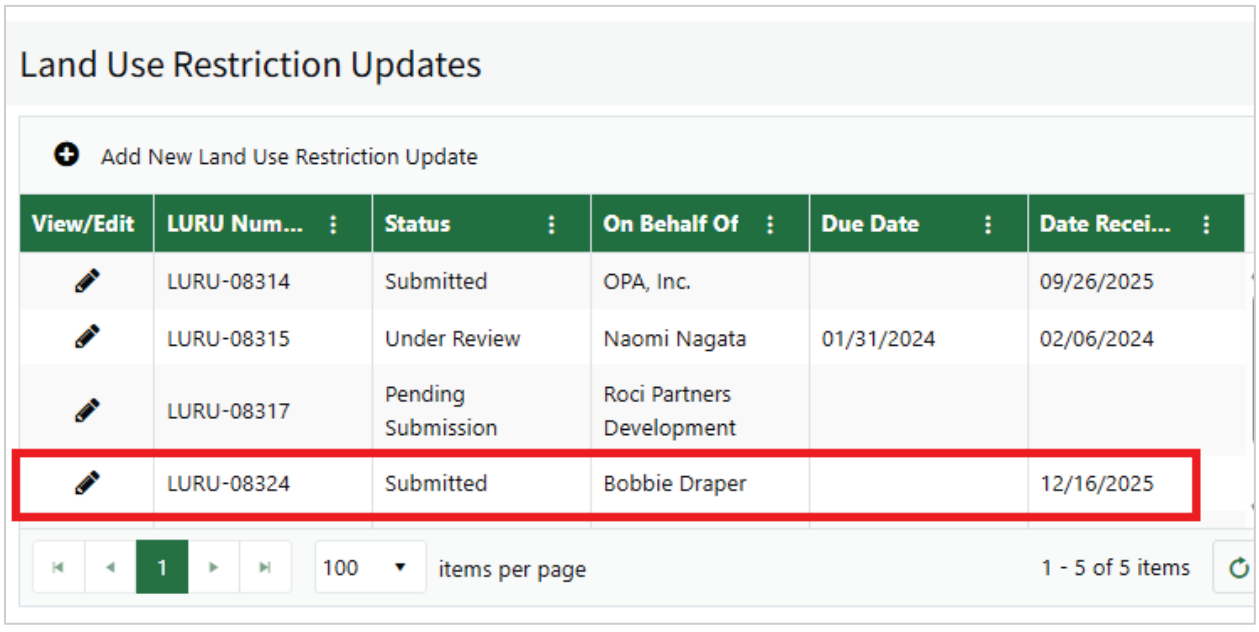
The user can click ⊕ **Add A File** to upload the completed file.





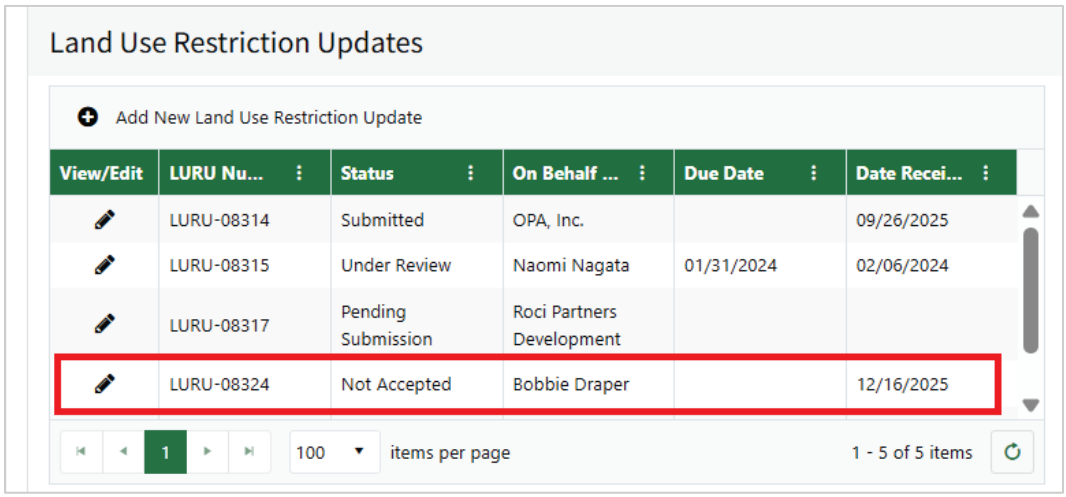
When the upload is complete, the file appears in the grid. The user can click the **Submit** button to submit the LURU.

The LURU now appears in the grid with "Submitted" status.



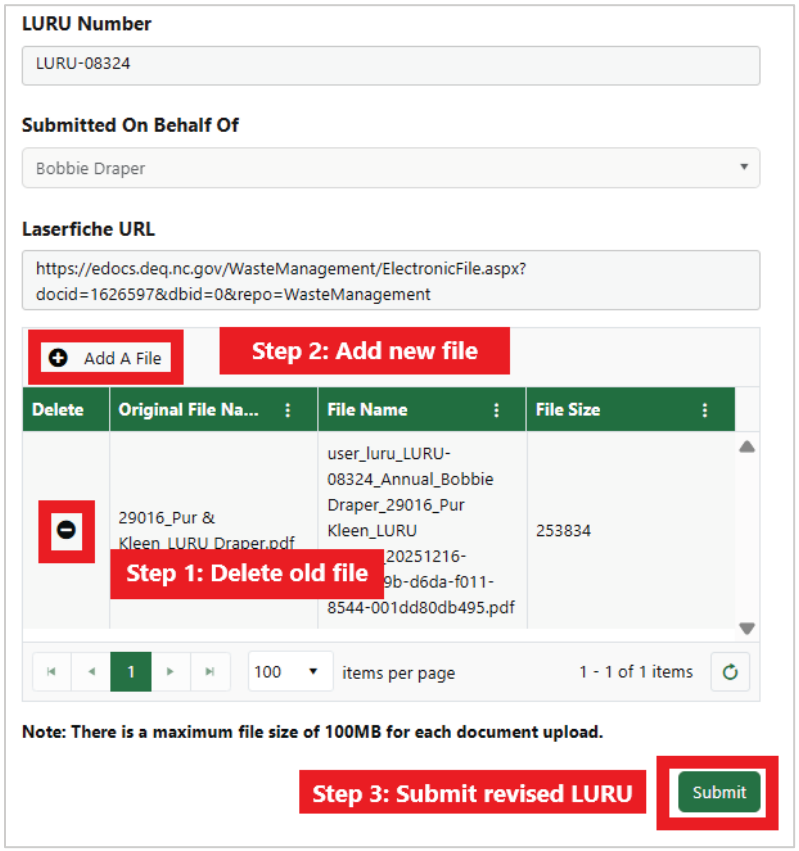
Correcting a Returned LURU Submission

If a LURU submission is **Not Accepted** the user can come back to the LURU grid and click the **pencil ✎ icon** on the returned LURU to open it again.



If the LURU submission was made without a file attachment, the user can attach the completed LURU file. Users can refer to the LURU Submission Step-By-Step Detail in this document for more information.

If the LURU submission contained a document, users must first delete the file that was previously uploaded

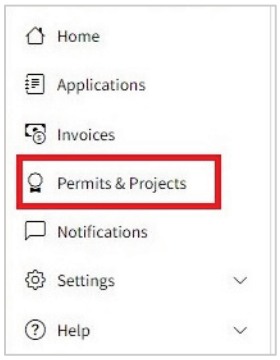


Users can delete the attached file from a LURU by clicking the **minus sign ⊖** next to the document.

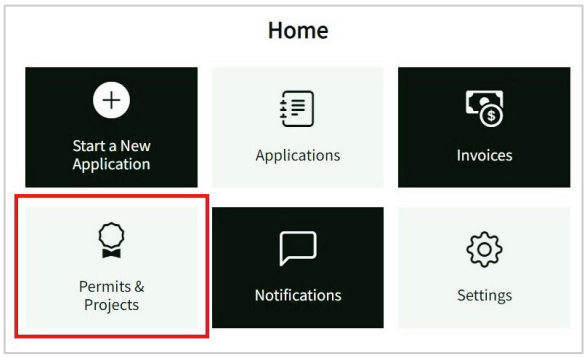
Next users should click **⊕ Add A File** to upload the corrected LURU document, then click **Submit** the submit the revised LURU.

Request Access to a Project

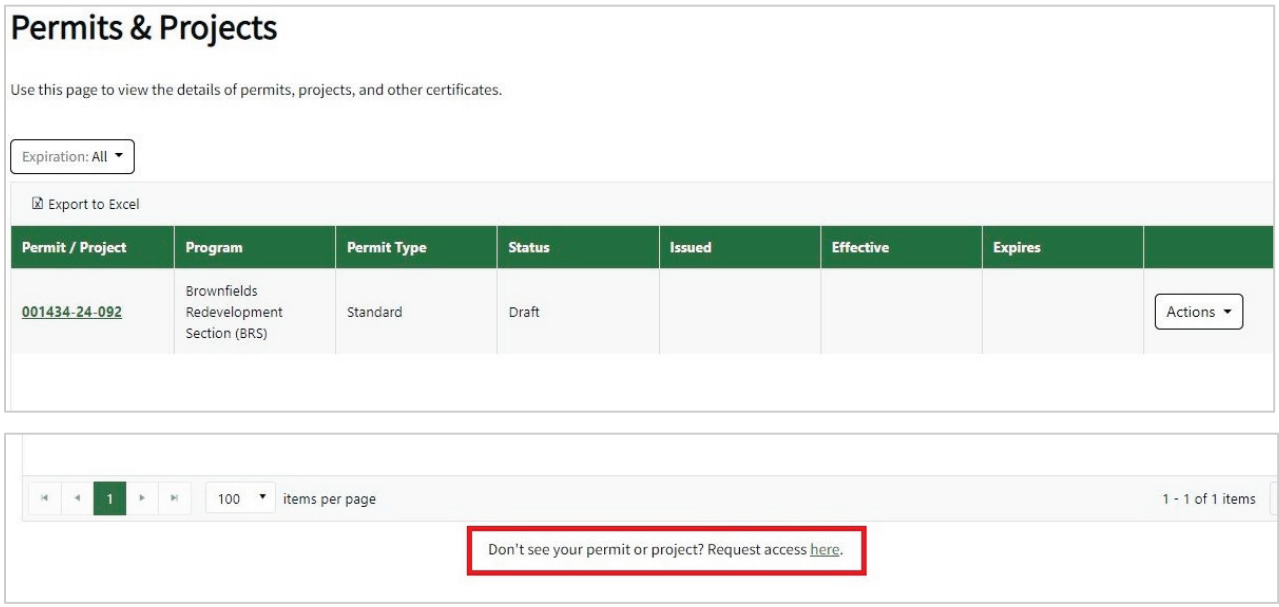
A user can request access to an existing Brownfields project from the Permits & Projects screen.



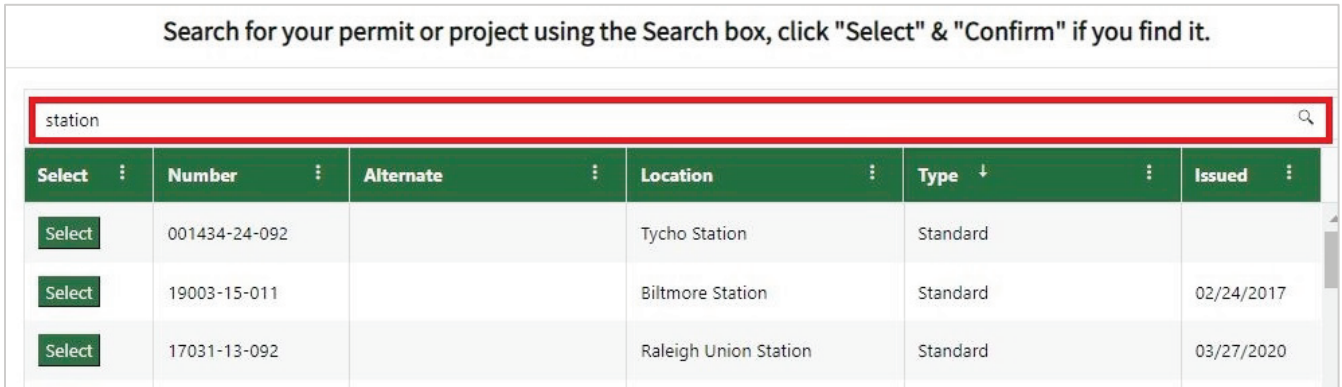
OR



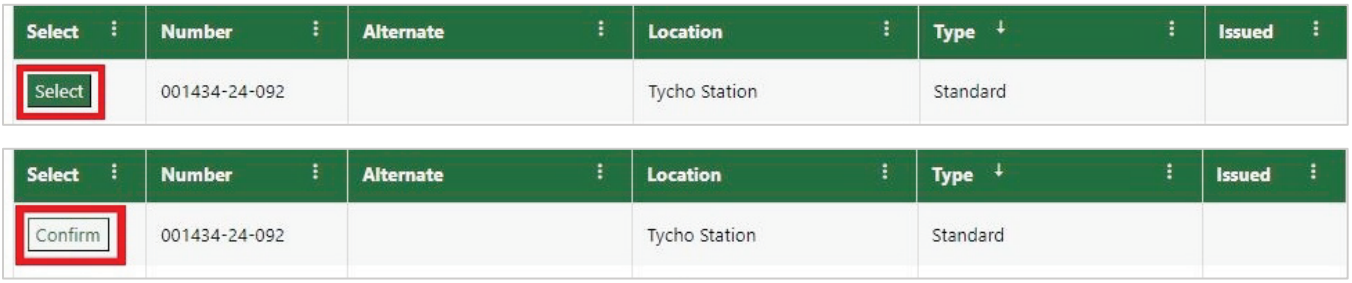
Clicking on the link in **Request access here.** will bring up the project search grid.



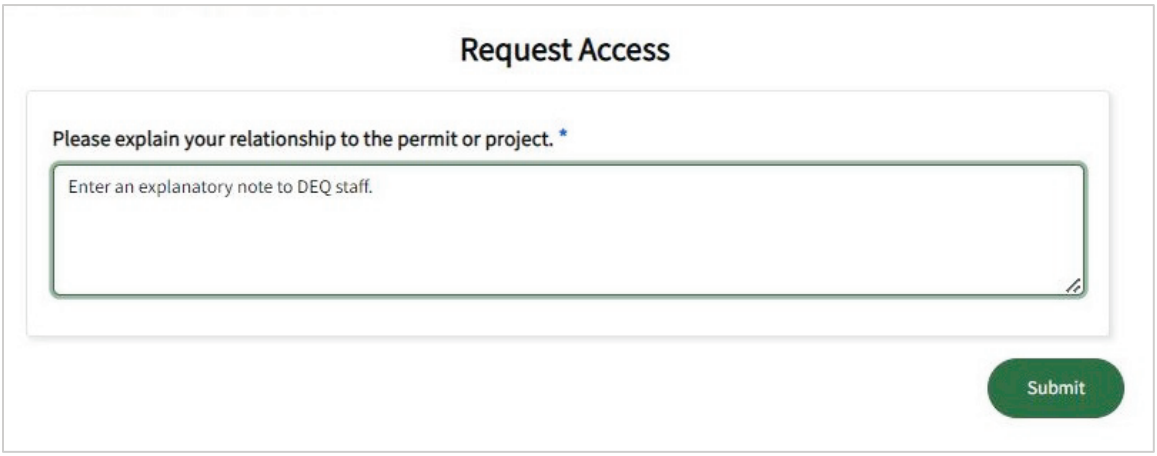
The user can enter search terms to find their project. The **Number**, **Alternate**, **Location**, and **Permittee** columns are evaluated for the search term. The search accepts partial numbers and names.



The user can click **Select** then **Confirm** to select the project to which they are requesting access.



The user can then enter explanatory comments about the request for access. These should include enough information for the Brownfields team to evaluate the request. Users are encouraged to enter contact information such as phone number, firm name, and title, on their **Profile** before submitting requests to make the process go more smoothly. (See **the Home & Registration section.**)

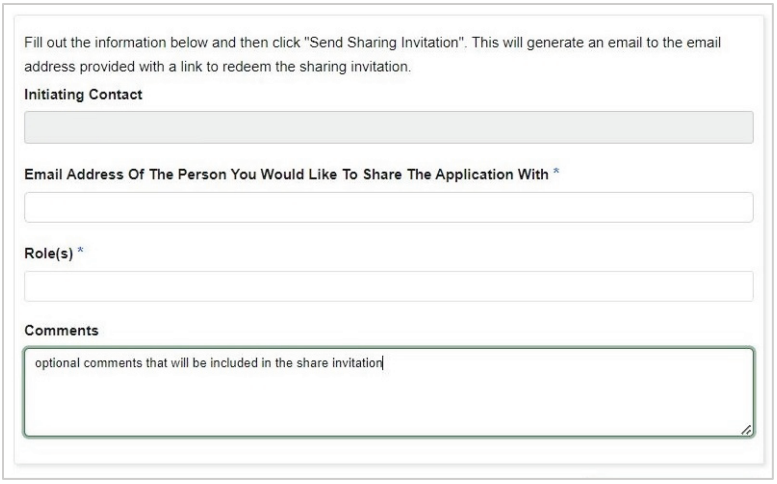


Clicking **Submit** sends the request to DEQ. The user will be notified via email about the decision for the request. If the request is granted, the project will appear in the Permits & Projects for the user's AccessDEQ account.

Application Sharing

Applications can be shared digitally with another user by selecting the Share option from the Actions menu on the application grid. If the application is not in a read-only state, the share recipient will be able to edit the application.

After selecting Share Application, a modal window appears allowing the user to enter the email address of the share recipient, select their role(s), and click **Send Sharing Invitation.** The email address that is/will be associated with the share recipient's AccessDEQ portal account should be entered. For Brownfields applications, the Role of **Preparer** can be selected if the user is unsure which role to select.



When an application is shared, 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 include **[name of sharer] Has Requested For You To Register With Access DEQ**.

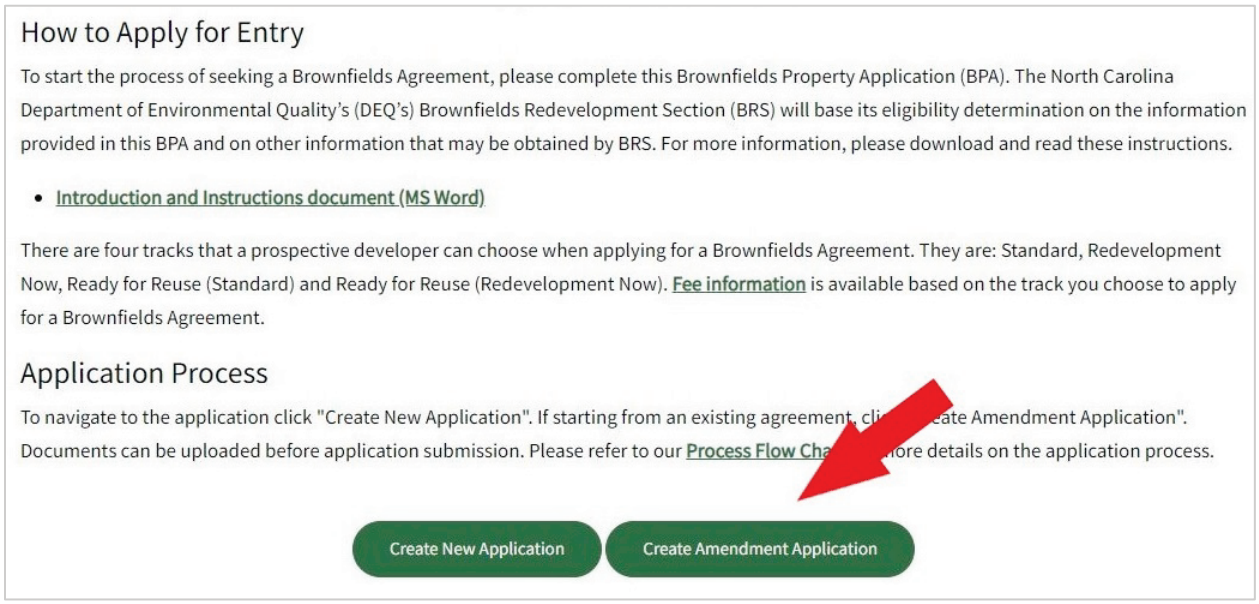
If the recipient does not already have a portal account in AccessDEQ, they will first need to sign up. The sharing invitation email message will contain a link to AccessDEQ registration.

It is important that the email address used for the sharing invitation matches the email address that is/will be associated with the recipient's AccessDEQ account. In the event the sharing request is sent 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.

Amendment Application

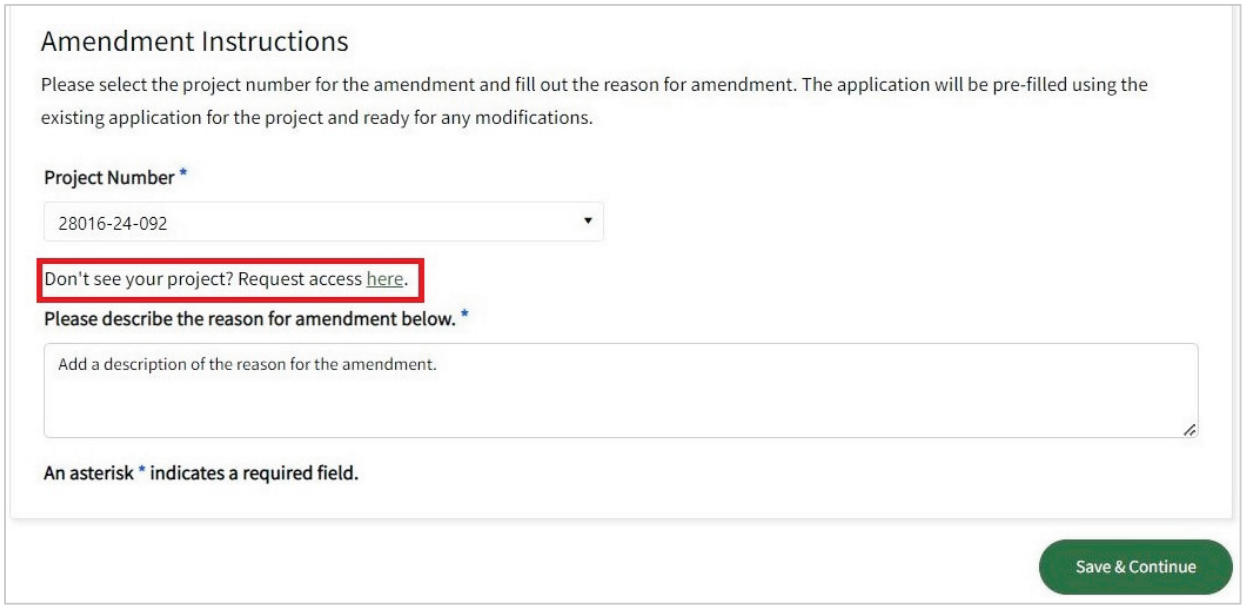
After the Brownfields application reaches eligibility and the Brownfields project number has been issued, a user may open an Amendment to change elements of the application.

A user can begin by starting a new Brownfields application then clicking **Create Amendment Application**.



Also, the user can go straight to the amendment application from the **Start Amendment** link at the top of the *Project Details*, *Land Use Restriction Update*, and *Assessments and Requests* screens.

The user can select the project to amend from the drop-down. If the project does not appear in the list the user can request access to the project by clicking the link in **Request access here.** More information about requesting project access is in the **Request Access to a Project** section of this document.



The information from the application associated with the project will be pre-filled. The user can step through the application making the appropriate changes and submit the Amendment Application.

Appendix A – Document Management

Document History

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

Version	Version Description	Author & Date
1.0	The initial document instance for this initiative was created leveraging the standard Specifications Team template.	
1.1	Reorganization for User Manual	Author: Elizabeth Orlando Date: 05/16/2023
2.0	Completion of the user guide	Author: Christi Haynes Date: 08/20/2024
2.1	• Updates for AccessDEQ user experience improvements: adding left-hand navigation menu, improved document upload styling. • Add reference to AccessDEQ YouTube playlist • Minor revisions to wording and formatting	Author: Christi Haynes Date: 10/17/2024
2.2	• Minor updates to some section headings, illustrations, and text for AccessDEQ user experience improvement: application stepper moved to side, displays labeling	Author: Christi Haynes Date: 12/29/24
2.3	• Update screen grabs for first page of the application to reflect label change to Project Name; change the name of the section accordingly • Update screen grabs and text to reflect assessment upload grid change in the assessments section and the application – assessments section • Add text regarding filling in profile information in the introduction and request access to a project sections; add more explanatory text for project access request comments. • Correct an erroneous link on page 36 to the request access section.	Author: Christi Haynes Date: 03/19/25
2.4	• Update Assessments section to clarify using existing assessment rows to add assessment documents.	Author: Christi Haynes Date: 06/17/25
2.5	• Update LURU section; request project section; registration email	Author: Christi Haynes Date: 12/17/25

Appendix B – Helpful Information

Description	Web Address
North Carolina AccessDEQ homepage	https://deq.nc.gov/accessdeq
Sign into 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
Links 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

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.