



ACCESSDEQ USER GUIDE

NCG01/NCG25 CONSTRUCTION STORMWATER CERTIFICATE OF COVERAGE

Abridged Guide for Responsible Officials/Delegated Responsible Officials

**Department of Environmental Quality (DEQ)
Division of Energy, Mineral and Land Resources (DEMLR)
Construction Stormwater General Permit (NCG01/NCG25) Certificate of Coverage
Permitting Transformation Program (PTP)**

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Document Overview

This document is for applicants with signature authority for entities legally responsible for a NPDES Construction Stormwater Program for an NCG01 or NCG25 Certificate of Coverage. It focuses on the steps necessary to accept access of a shared application, and the signing and submitting the application in the AccessDEQ public portal.

More complete information, including regarding withdrawing, transferring, and completing an application, is in the full AccessDEQ [Stormwater Portal User Guide](#).

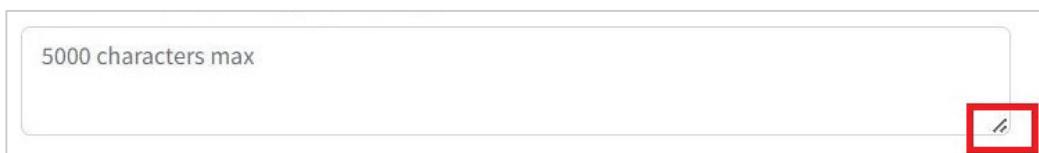
A revision history and approvals for this document are recorded in [Appendix A](#).

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.

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 ✎ 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>.

AccessDEQ Permit Portal

Email / Username

Password

[Forgotten Password](#)


[Log in](#)

Not registered yet?
[Register now](#)

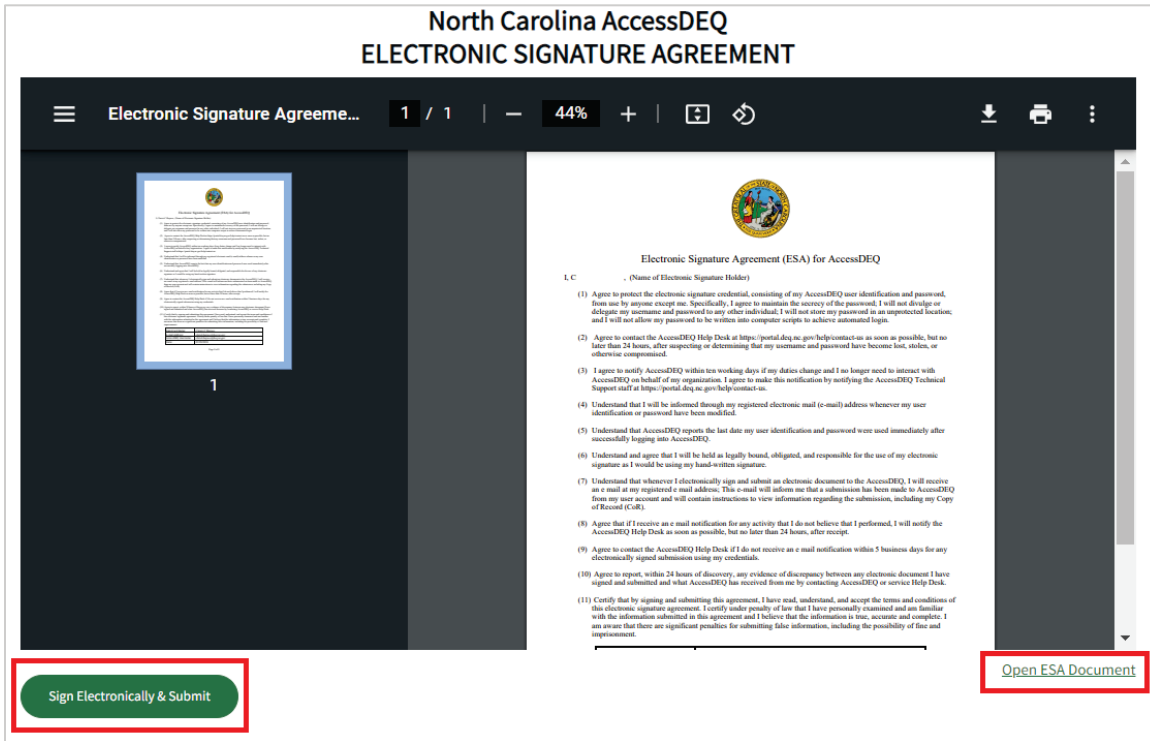
Account Details

Title	<input type="text"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Phone Number *	<input type="text"/>
<input type="checkbox"/> I agree to receive sms notifications for the permit updates and Code's to this number.	
Email Address *	<input type="text"/>
Confirm Email *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>

[Register](#)

 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.

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 is your mother's maiden name?

Validate

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 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.

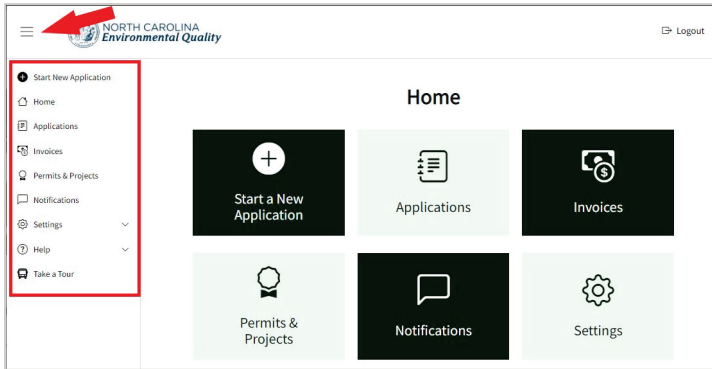
Preferred 2FA Method *

SMS/Text Message

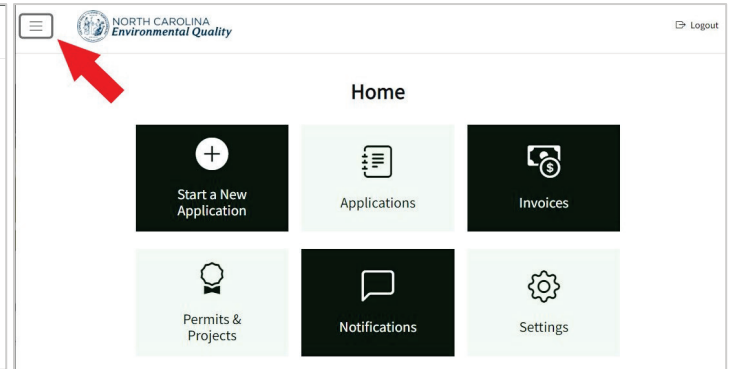
Security Question/Answer

Note: The two-factor authentication method selected for the user’s portal account will also be the two-factor method employed when submitting applications or performing other actions for CROMERR-compliant permits, such as NCG01/NCG25.

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.

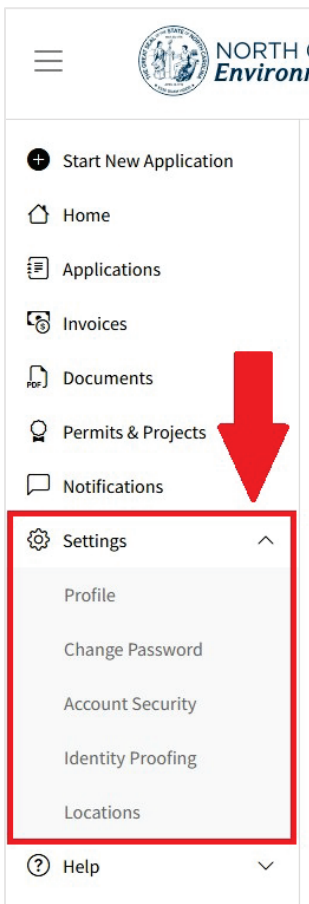


Left-hand Navigation Menu Expanded

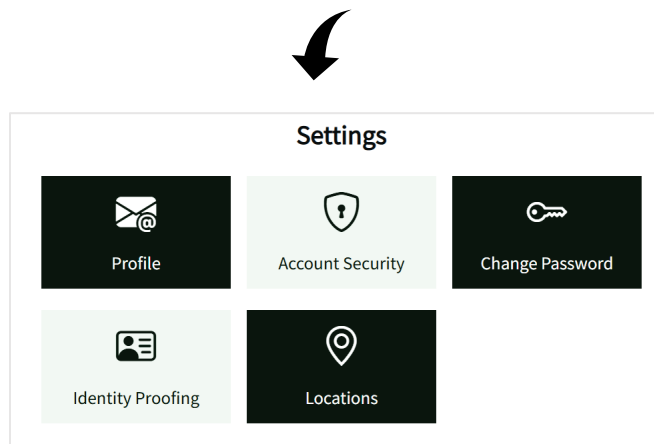
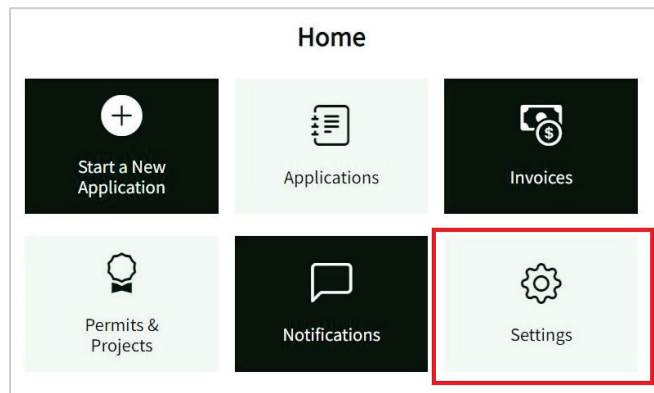


Left-hand Navigation Menu Collapsed

From the Settings menu, users may perform operations such as updating their security questions or initiate 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.



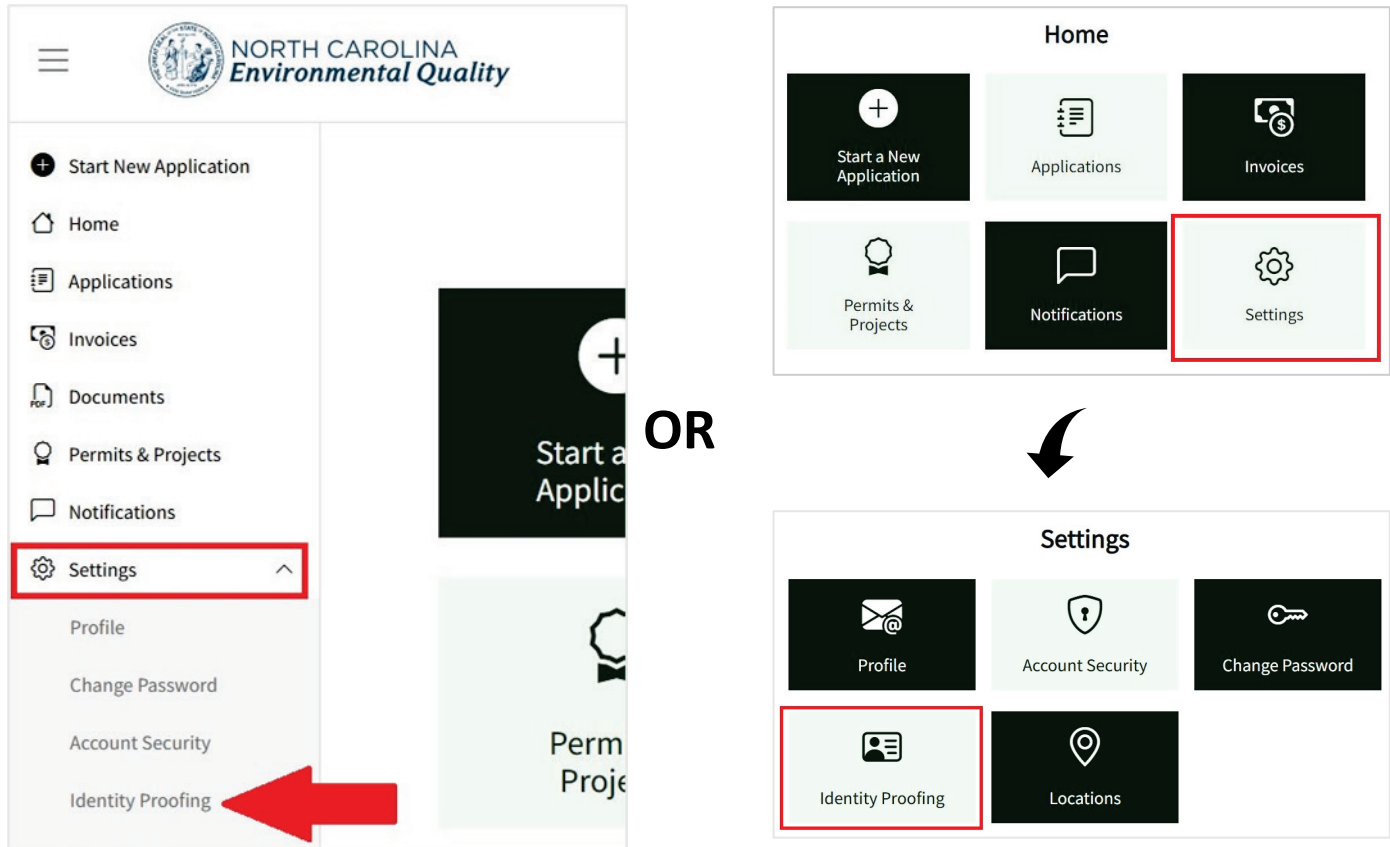
OR



Identity Proofing (CROMERR Compliance)

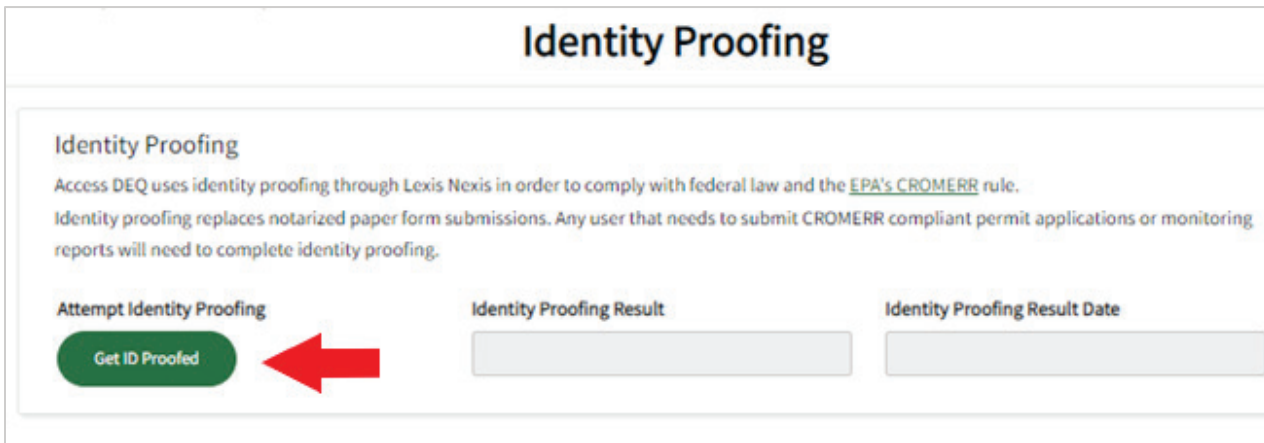
NPDES Stormwater NCG01/NCG25 Certificates of Coverage applications require federal CROMERR compliance. Only a user who is a Responsible Official (RO) or Delegated Responsible Official (DRO) for the entity legally responsible for the permit can sign and submit the application. The RO/DRO must be identity 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.

Note: Identity proofing only needs to be completed once.



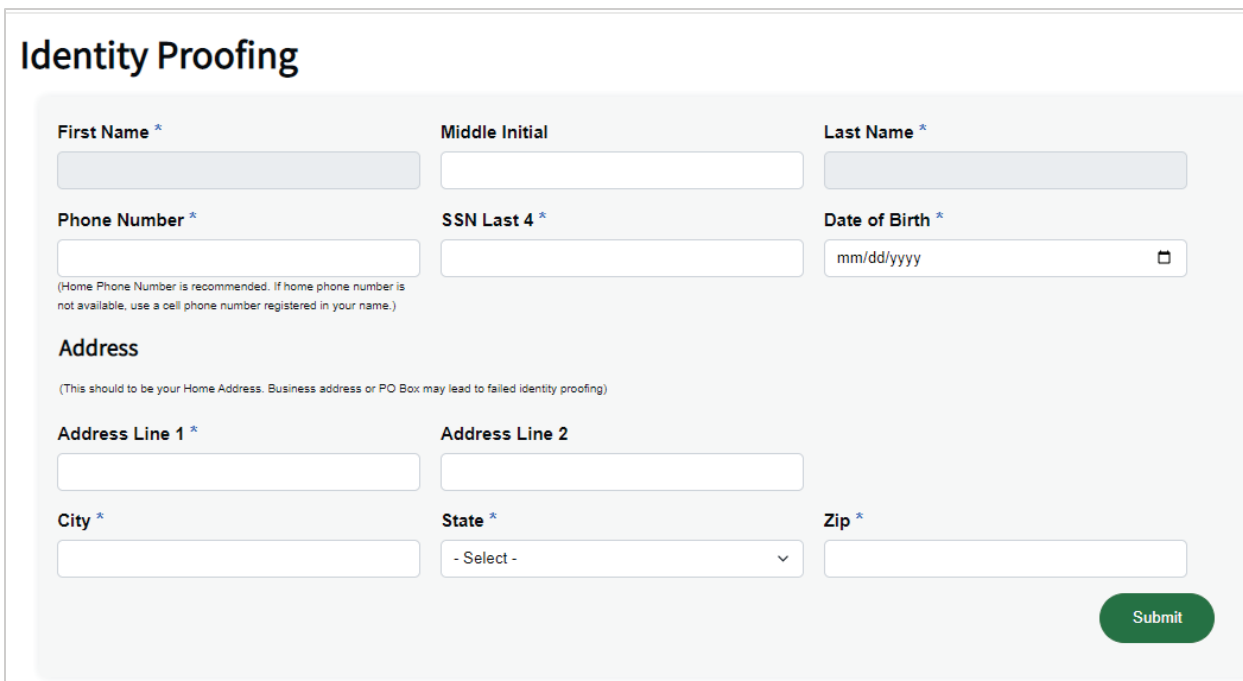
The image illustrates two ways to access the Identity Proofing feature in the North Carolina Environmental Quality system. On the left, a navigation menu is shown with the 'Settings' option highlighted in a red box. A red arrow points from the 'Settings' box to the 'Identity Proofing' option at the bottom of the menu. In the center, the word 'OR' is displayed. On the right, the 'Home' screen is shown with the 'Settings' tile highlighted in a red box. A curved arrow points from the 'Settings' tile on the Home screen to the 'Settings' screen. On the 'Settings' screen, the 'Identity Proofing' tile is highlighted in a red box.

On the Identity Proofing page users may click the button for **Get ID Proofed**. Individuals who are a Responsible Official or Delegated Responsible Official for the Legally Responsible Entity seeking an NCG01/NCG25 NPDES Stormwater Construction Certificate of Coverage must be identity proofed.



The screenshot shows the top portion of the 'Identity Proofing' page. At the top center is the title 'Identity Proofing'. Below it is a sub-header 'Identity Proofing' followed by explanatory text: '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.' Below the text are three columns: 'Attempt Identity Proofing' containing a green 'Get ID Proofed' button with a red arrow pointing to it from the right; 'Identity Proofing Result' with an empty text box; and 'Identity Proofing Result Date' with an empty text box.

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



The screenshot shows the main form area for identity proofing. It includes the following fields: 'First Name *', 'Middle Initial', and 'Last Name *' (all text boxes); 'Phone Number *' (text box with a note: '(Home Phone Number is recommended. If home phone number is not available, use a cell phone number registered in your name.)'); 'SSN Last 4 *' (text box); 'Date of Birth *' (calendar icon and 'mm/dd/yyyy' text); 'Address' section with a note: '(This should be your Home Address. Business address or PO Box may lead to failed identity proofing)'; 'Address Line 1 *' and 'Address Line 2' (text boxes); 'City *' (text box); 'State *' (dropdown menu with '- Select -'); and 'Zip *' (text box). A green 'Submit' button is located at the bottom right of the form area.

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



Accepting a Shared Application/Permit

Only users who have signature authority for the entity responsible for the permit can sign and submit the application. Users without signature authority must share the application with a user who has signature authority.

When a user shares an application, the recipient is sent a message from the email address **DoNotReply-DEQPermits@deq.nc.gov** which includes information about the permit application shared. 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 then accept the sharing invitation.

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 then return to the email to redeem the invitation.

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](#)

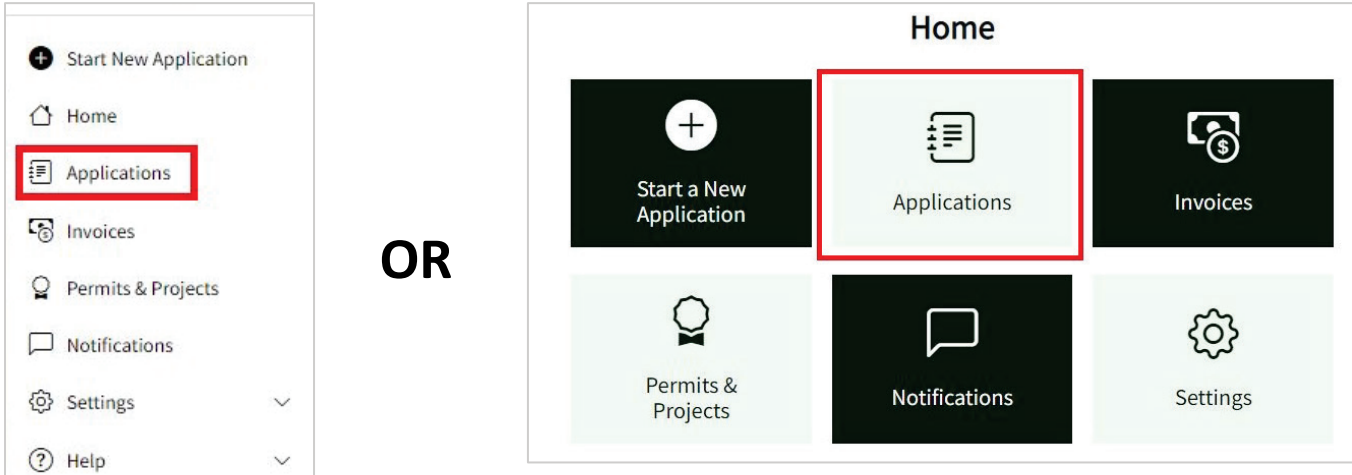
An example of a permit sharing email message sent to a share recipient whose email address matches a current AccessDEQ portal account.

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 redemption link is clicked, access will be granted and the shared permit or permit application will now appear in the recipient’s **Permits & Projects** and/or **Applications** section in My AccessDEQ.

Opening an Application

The **Applications** grid shows the applications to which the user has access. This includes applications created by the user or shared with the user. It can be reached by selecting it from the left-hand navigation menu or the tile on the Home screen.

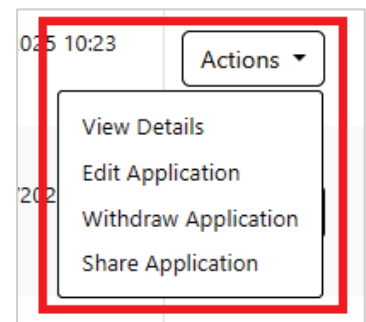


Clicking on the permit application number (**PA-#####**) in the **Application** column will open the permit application for editing if the permit application is in the status of “Not Submitted” or “Awaiting Applicant”. If the permit application is in any other status, the **Application Details** screen is displayed.

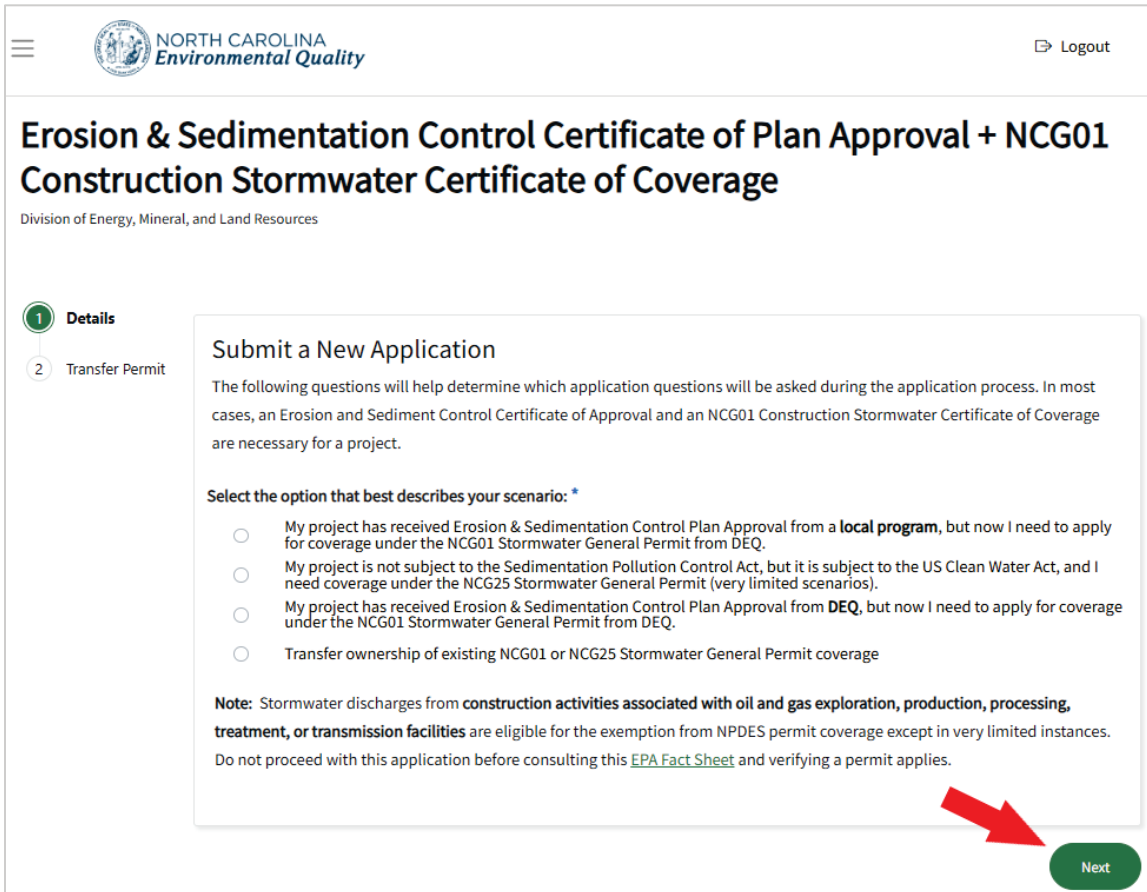
Application	Program	Application Type	Status	Location	Primary Ap...	Submitted On	Created On ↓	
PA-156533	Post-Construction Stormwater	Post-Construction Stormwater	 Application Submitted	My Test Location	James Martin	8/7/2025 9:41 AM	8/7/2025 9:19 AM	Actions ▾
PA-156531	NPDES Stormwater	Stormwater COC - NCG01 NPDES Construction	Not Submitted	WaFo Renaissance Food Hall	Blue Ox Construction		8/7/2025 9:10 AM	Actions ▾

The **Actions** button also allows users to select various actions, such as **Edit Application**, **Share Application**, or **View Details**.

To sign and submit an application, users with signing authority must first open the application for editing.



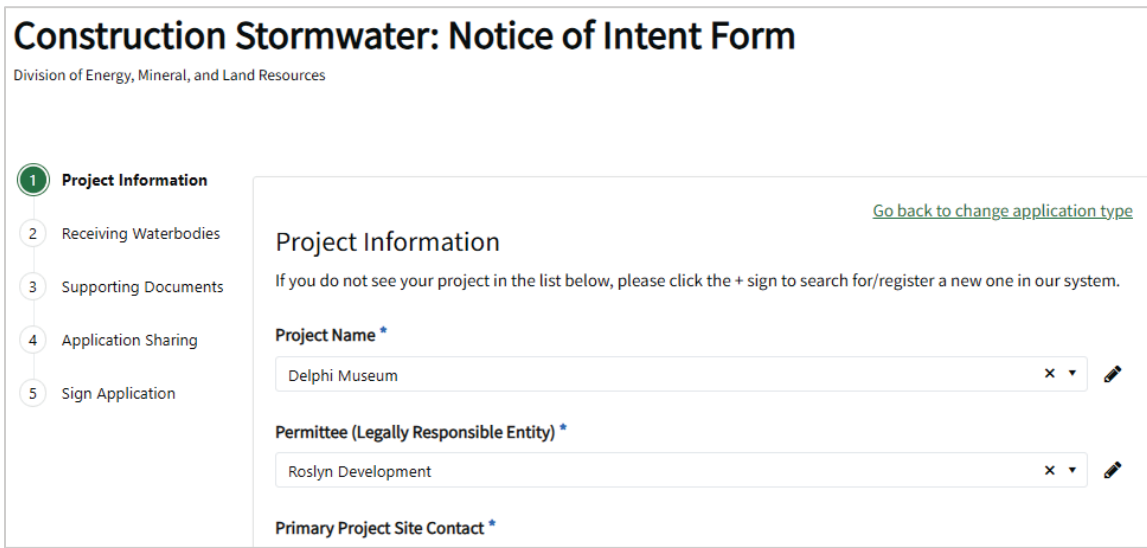
To sign an application, it must first be opened for editing. Once an application is opened for editing the application introduction page is displayed. The entries already made by the preparer will be displayed. Unless there is an error, the signing user should only need to click **Next** at the bottom of the screen.



The screenshot shows the user interface for submitting a new application. At the top, there is a navigation bar with the North Carolina Environmental Quality logo and a 'Logout' link. The main heading is 'Erosion & Sedimentation Control Certificate of Plan Approval + NCG01 Construction Stormwater Certificate of Coverage', with the subtitle 'Division of Energy, Mineral, and Land Resources'. On the left, a sidebar shows two steps: '1 Details' (active) and '2 Transfer Permit'. The main content area is titled 'Submit a New Application' and contains the following text: 'The following questions will help determine which application questions will be asked during the application process. In most cases, an Erosion and Sediment Control Certificate of Approval and an NCG01 Construction Stormwater Certificate of Coverage are necessary for a project.' Below this is a section titled 'Select the option that best describes your scenario: *' with four radio button options: 1) 'My project has received Erosion & Sedimentation Control Plan Approval from a local program, but now I need to apply for coverage under the NCG01 Stormwater General Permit from DEQ.' 2) 'My project is not subject to the Sedimentation Pollution Control Act, but it is subject to the US Clean Water Act, and I need coverage under the NCG25 Stormwater General Permit (very limited scenarios).' 3) 'My project has received Erosion & Sedimentation Control Plan Approval from DEQ, but now I need to apply for coverage under the NCG01 Stormwater General Permit from DEQ.' 4) 'Transfer ownership of existing NCG01 or NCG25 Stormwater General Permit coverage'. A note follows: 'Note: Stormwater discharges from construction activities associated with oil and gas exploration, production, processing, treatment, or transmission facilities are eligible for the exemption from NPDES permit coverage except in very limited instances. Do not proceed with this application before consulting this EPA Fact Sheet and verifying a permit applies.' A red arrow points to a green 'Next' button at the bottom right of the form.

Should a user leave an application, upon re-entering it, the user will enter again at the introduction page and must click **Next** to proceed but thereafter may advance through completed screens. Previously entered information will be saved and will not be lost.

The signing user can step through to review and edit the information in the application as necessary.



Construction Stormwater: Notice of Intent Form
Division of Energy, Mineral, and Land Resources

1 Project Information
2 Receiving Waterbodies
3 Supporting Documents
4 Application Sharing
5 Sign Application

[Go back to change application type](#)

Project Information
If you do not see your project in the list below, please click the + sign to search for/register a new one in our system.

Project Name *
Delphi Museum

Permittee (Legally Responsible Entity) *
Roslyn Development

Primary Project Site Contact *

They can use the tracker circles on the side or the **Back** and **Save & Continue** button at the bottom of the screen to step backward and forward through the application.

Once they get to **Application Sharing** step, they must use the **Save & Continue** button to proceed to **Sign Application**.



Back Save & Continue



Sign Application

Only users who have signature authority for the entity responsible for the permit 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

In accordance with Code of Federal Regulations 40 CFR 122.22 (see link [eCFR: 40 CFR 122.22](#)) and as noted in the Stormwater website: [New NCG01 AccessDEQ Permit System | NC DEQ](#)

Important information about User Roles to help you prepare and/or submit an application (specific to NCG01 or NCG25 NPDES Construction Stormwater):

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 **within the RO’s organization** 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. Duties include, but are not limited to:

- Signature Authority
- This role can submit applications and compliance reports.

- Federal permits (like NCG01/NCG25) must have the DROs be a part of their organization.
- Ability to Prepare/Submit applications, modifications, notice of terminations (NOTs), data/reports, and pay fees (see individual rules for the program).

Preparer is defined as someone that prepares permit applications or compliance reports on behalf of the DRO or RO.

- This role does not have the authority to submit applications or compliance reports.
- Can pay fees on behalf of the DRO or RO once an application has been submitted by the RO/DRO.
- Examples: Consultant, Agent, Contractor, etc.

As per: [New NCG01 AccessDEQ Permit System | NC DEQ](#)

In accordance with Code of Federal Regulations 40 CFR 122.22 As noted in the website: [New NCG01 AccessDEQ Permit System | NC DEQ](#)

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	Mail Signed Agreement
Get ID Proofed Now!	Paper-Based Subscriber Agreement

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 name of the RO/DRO 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 *
<input type="text" value="Cap Six Development"/>	<input type="text" value="CEO"/>

Role for the Organization *

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 *

[Save & Continue](#)

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



Delegated Responsible Officials

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

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 in order 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.

NEXT PAGE

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.

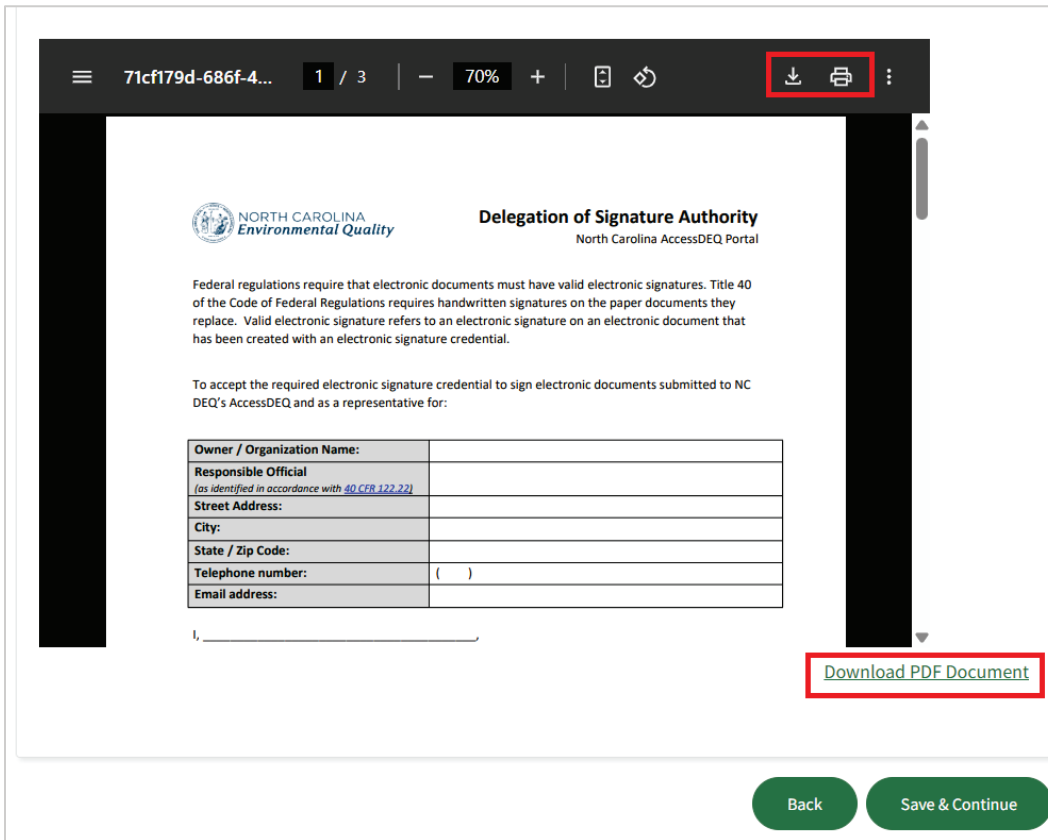
Responsible Offiical/Delegated Responsible Official
PTP Test User 3

Permit Organization Name *

DRO Title *

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.



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

DEQ-DEMLR Stormwater
1612 Mail Service Center
Raleigh, NC 27699-1612

Delivery Service (Fed Ex, UPS, Other)

DEQ-DEMLR-Stormwater
512 N. Salisbury Street
Archdale Building, 640K
Raleigh, NC 27604

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
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

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:

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 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 <small><i>(as identified in accordance with 40 CFR 122.22)</i></small>	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

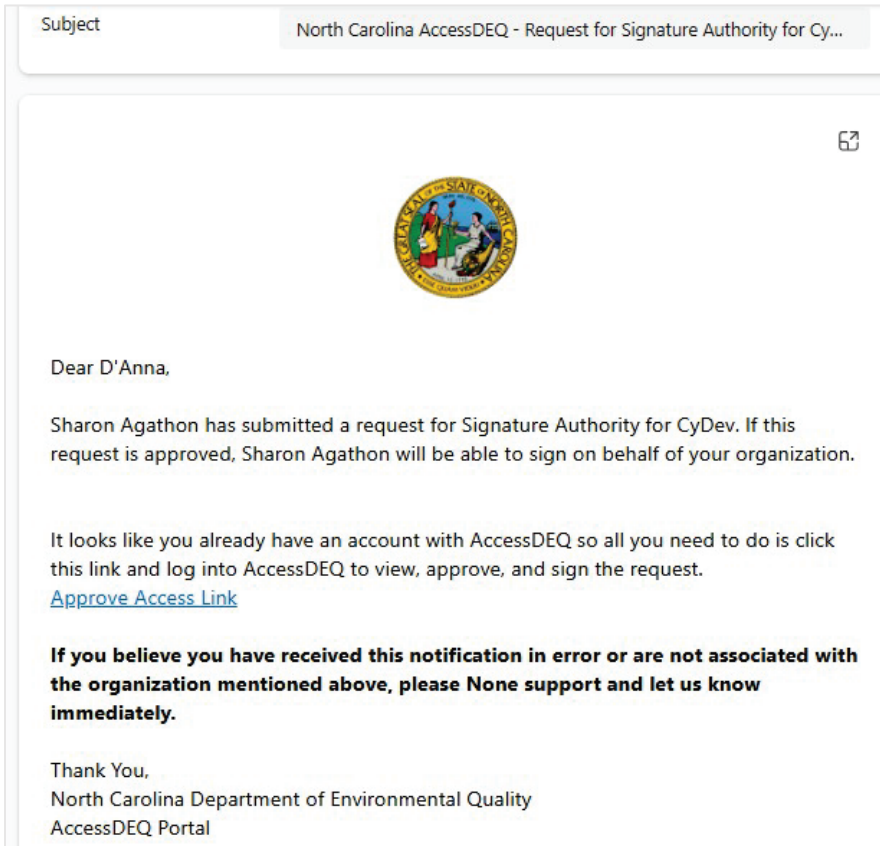
[Download Digital DOSA Agreement.pdf](#)

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

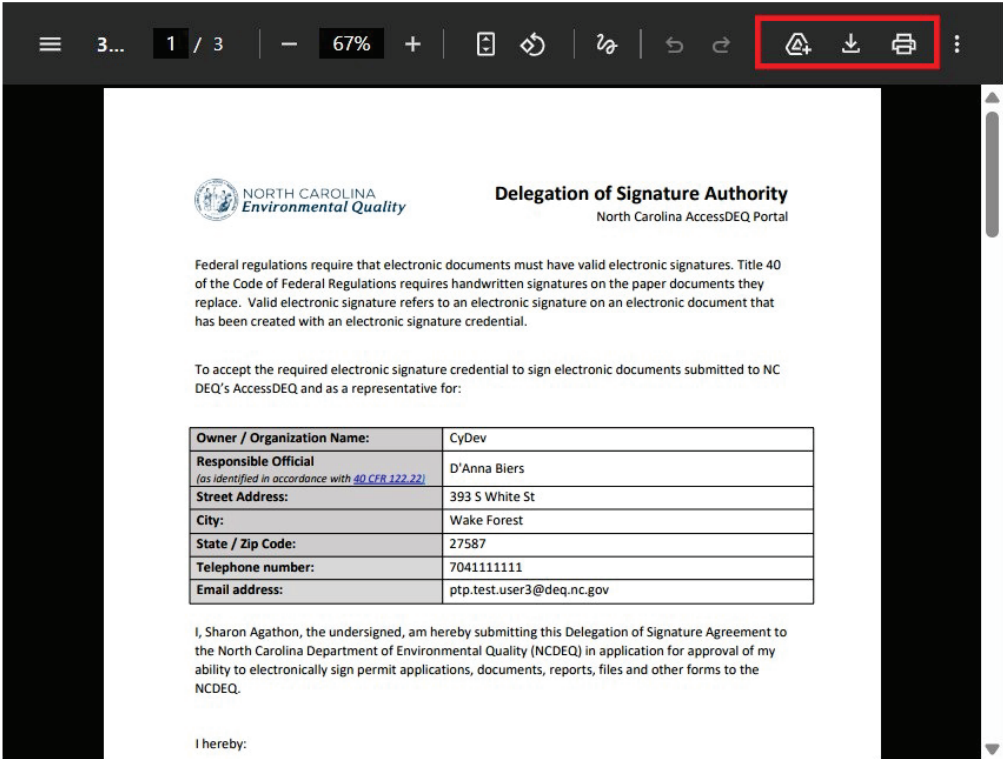
completed, the delegated official will have signature authority for the organization on file for application submissions.

  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.



Owner / Organization Name:	CyDev
Responsible Official <i>(as identified in accordance with 40 CFR 122.22)</i>	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

[Download Digital_DOSA_Agreement.pdf](#)

Sign Electronically & Submit

Submit

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.

Sign Application

1 ID Proofing

2 **Submit**

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

179fd424-67af... 1 / 4 | - 47% +

	Latitude:
	Longitude:
Permittee	Cap Six Development Mailing: 123 Test Street Raleigh, NC 27602 Physical: 123 Test Street Raleigh, NC 27602 Business: Mobile: Email: capricasix@test.com
Legally Responsible Individual	Gina Inviere Title: CEO Email: capricasix@test.com
Billing Contact	Gina Inviere Mailing: Physical:
	Business: 111-111-1111 Mobile: 111-111-1111 Email: capricasix@test.com
Primary Consultant	Mailing: Physical: Mobile: Business: Email:
Primary Project Site Contact	Sharon Agathon Mailing: Physical:

[Open PDF Docu...](#)

Documents Included with Submission

[Export to Excel](#)

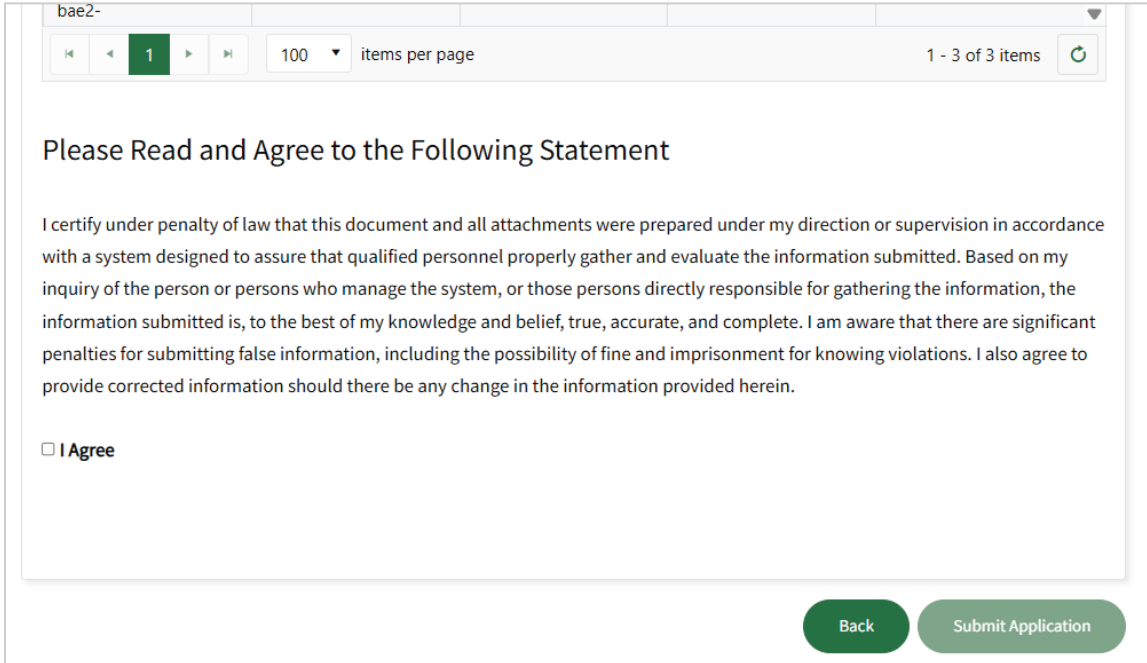
File Name	Description	Environmental Interest Te	Parent Record Name	Created On
FRO Submitted_20250401-7d3e1bbf-f60e-f011-bae2-001dd80bcb40.pdf	FRO Submitted	New Caprica	PA-133161	4/1/2025 8:42 AM
ESC Approval Submitted_20250401-				

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 [Opening an Application](#) has more information about accessing applications.

ACCESSDEQ USER GUIDE – NPDES STORMWATER NCG01/NCG25 – SIGNING AND SUBMITTING GUIDE

PAGE 26 OF 35

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.



bae2-

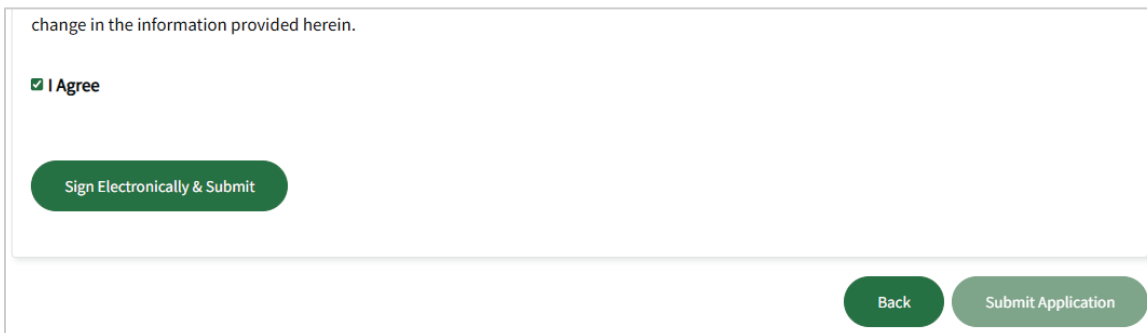
1 100 items per page 1 - 3 of 3 items

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

Back Submit Application

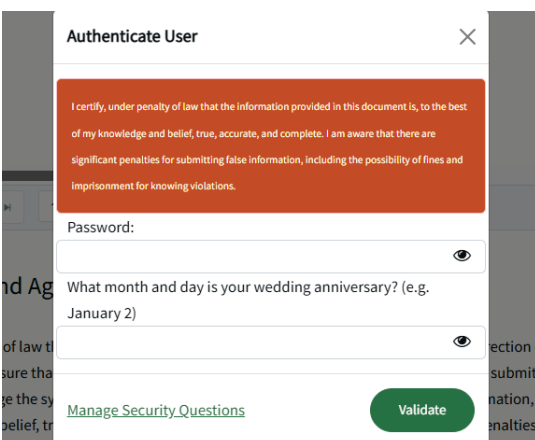


change in the information provided herein.

I Agree

Sign Electronically & Submit

Back Submit 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.

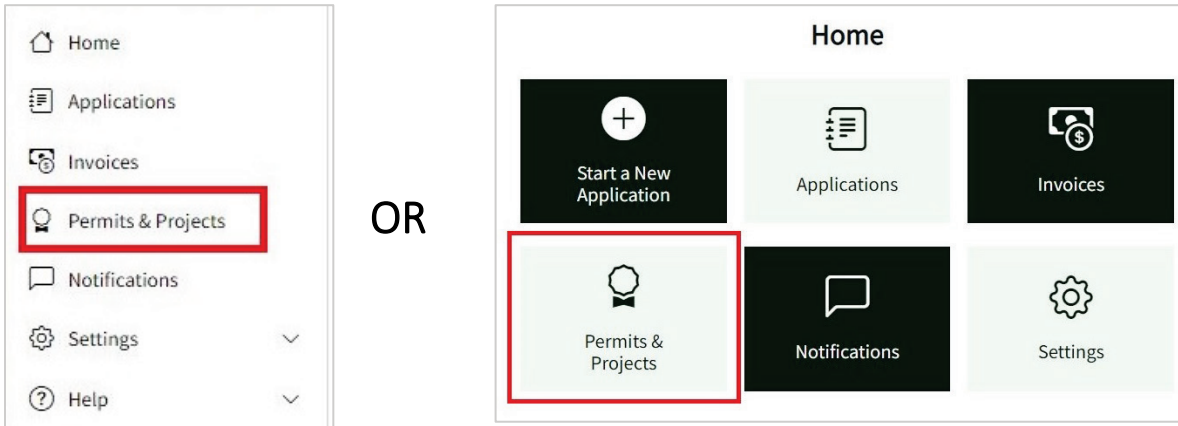
Password:

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

[Manage Security Questions](#) Validate

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	<div style="border: 1px solid gray; padding: 2px;"> Actions ▾ <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> View <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Share Permit </div> </div> </div>
NCC256076	NPDES Stormwater	NCG01 - NPDES Construction	Delphi Museum	Active	05/20/2025	05/20/2025	03/30/2029	<div style="border: 1px solid gray; padding: 2px;"> Actions ▾ </div>
WAKE-2025-00011	Erosion & Sediment Control	Erosion & Sediment Control Certificate of	Venus & Dr. John Records	Active	11/22/2024	11/22/2024		<div style="border: 1px solid gray; padding: 2px;"> Actions ▾ </div>



The Permit Details screen displays information about the permit and links to associated invoices and permit applications, and portal actions.

Permit Details

This is an overview of your permit. As long as your Permit is active, you may terminate a permit, or start a permit modification here.

[Modify Permit](#) [Terminate Permit](#)

Permit Details

Permit Number
NCC256078

Permit Type
NCG01 - NPDES Construction

Environmental Interest
WaFo Renaissance Food Hall

Status
Active

Notice of Termination and Modification Requests associated with the permit will appear in the Applications section. Applications in **Not Submitted** status can be opened for editing and resumed from the [Applications Grid](#) part of AccessDEQ to access these applications.

Applications

Application	Type	Applicant	Request Type	Status	Submitted
PA-156299	Stormwater COC - NCG01 NPDES Construction	Blue Ox Construction	Permit Termination	New - Pending Submission	
PA-156280	Stormwater COC - NCG01 NPDES Construction	Blue Ox Construction	New Application	Issued	6/18/2025 12:45 PM

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

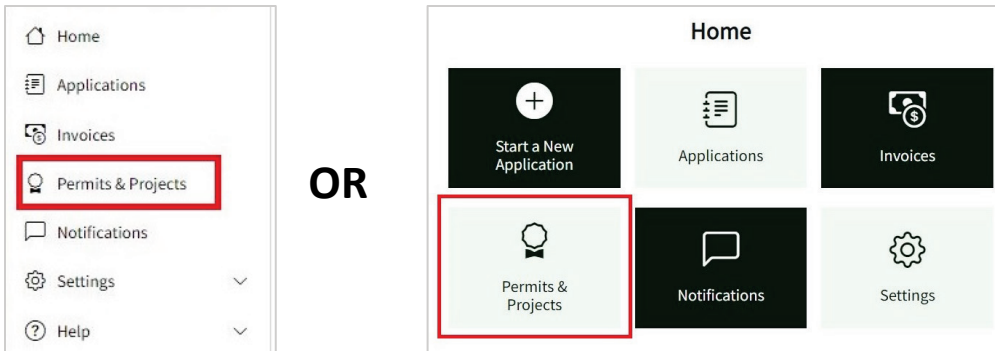
For others, users can select the role that seems most appropriate. If unsure, the role of **Preparer** can be used.

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.

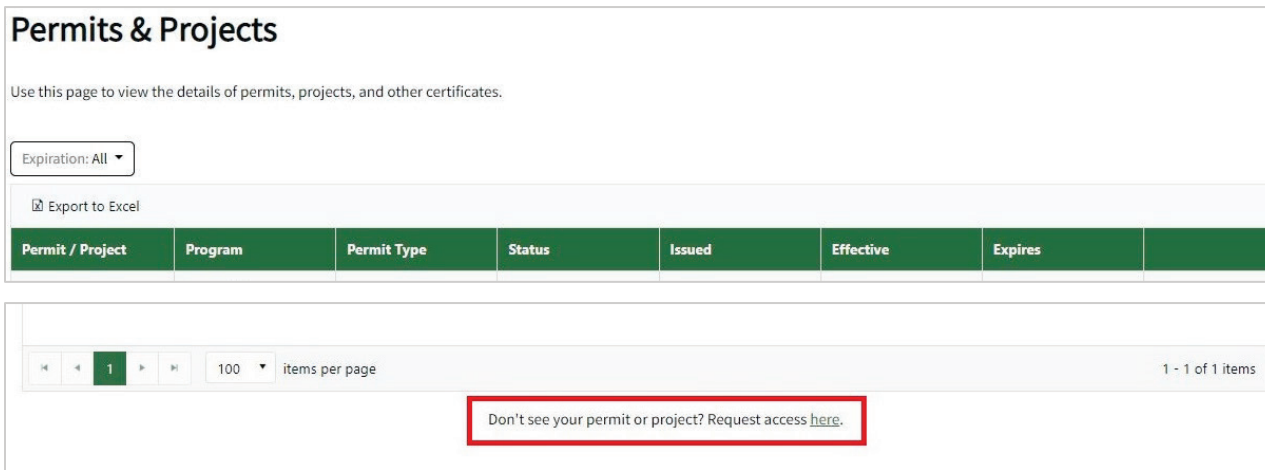
If the email address of the recipient is not yet associated with an AccessDEQ portal account, the sharing message will include registration instructions for the recipient. The [Accepting Shared Applications/Permits](#) section in this document has more information.

Request Access to a Permit

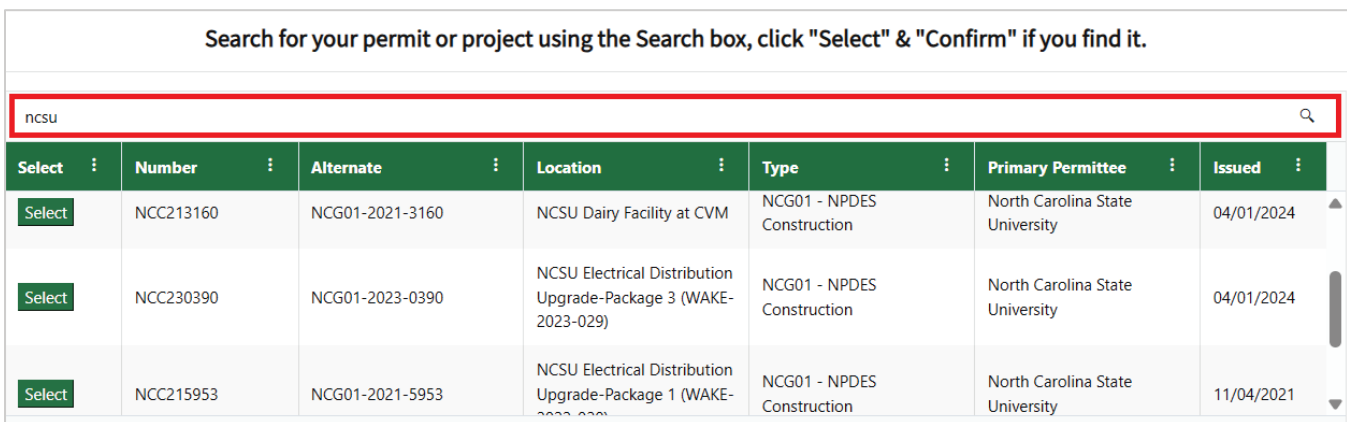
A user can request access to an existing NPDES Stormwater permit from the Permits & Projects screen.



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



The user can scroll through permits or enter a search term to narrow down the list. The **Number, Alternate,** and **Location** columns are evaluated for the search term. The search accepts partial numbers and names.



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

Select	Number	Alternate	Location	Type	Primary Pe	Issued
Select	NCC213160	NCG01-2021-3160	NCSU Dairy Facility at CVM	NCG01 - NPDES Construction	North Carolina State University	04/01/2024

Select	Number	Alternate	Location	Type	Primary Pe	Issued
Confirm	NCC213160	NCG01-2021-3160	NCSU Dairy Facility at CVM	NCG01 - NPDES Construction	North Carolina State University	04/01/2024

The user can enter explanatory comments about the request for access and upload supporting documentation. These should include information about who the user is and why they should have access. Users are encouraged to also complete their AccessDEQ **Profile**. This will make the process go more smoothly.

Please explain your relationship to the permit or project. *

Supporting Documentation *

Select files...
Drop files here to upload

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 Permits & Projects for the user’s AccessDEQ account.

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: 04/08/2025
1.1	<ul style="list-style-type: none"> • Add further details & updated screen illustrations for the Sign Application section • Add Permit Sharing feature in Accepting Shared Applications/Permits (and rename section); update sharing email content and subject line • Application status New – Pending Submission changed to Not Submitted • Add Construction Stormwater RO/DRO information • Reword for clarity RO/DRO instructions • Added sections Permits & Projects Grid and Request Access to a Permit • Minor rewording and formatting changes; font change to allow inline bolded words to show up better on PDF 	Author: Christi Haynes, Shelton Sullivan Date: 09/12/25
1.2	<ul style="list-style-type: none"> • Revise for addition of digital DOSA • Revise for changes in registration activation • Revise for addition of 2-factor authentication and SMS opt-in • Revise for changes in settings menu 	Author: Christi Haynes Date: 05/21/26



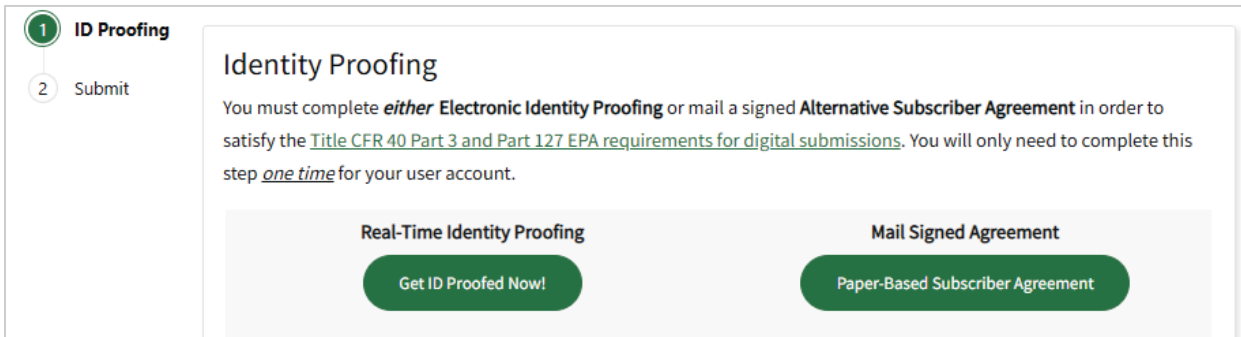
Appendix B – Helpful Information

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>.

Appendix C – Identity Proofing



Real-Time Identity Proofing - GET ID Proofed Now!

The purpose of identity proofing is to ensure that the person interacting electronically with NCDEQ is the person they say they are. NPDES Construction Stormwater Certificate of Coverage under NCG01/NCG25 electronic applications are required by the EPA to be CROMERR (Cross-Media Electronic Reporting Rule) complaint. 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.

Mail Signed Agreement - Paper Based Subscriber Agreement

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 Subscriber Agreement** 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.