ACCESSDEQ USER GUIDE
EROSION & SEDIMENT CONTROL
CERTIFICATE OF APPROVAL
FINANCIAL RESPONSIBILITY OWNERSHIP FORM

Department of Environmental Quality (DEQ)
Division of Energy, Mineral and Land Resources (DEMLR)
Erosion and Sediment Control (E&SC)
Permitting Transformation Program (PTP)

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Contents

State of North Carolina
Department of Environmental Quality

Document Overview

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

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

Helpful reference information may be found in Appendix B.

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.

Applicants can fill out the required information and click **Register**. Applicants should use their legal first and last names if they will need to be identity proofed.

A confirmation email from the address **DEQTPCAdmin@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. Then the user must sign the Electronic Signature Agreement (ESA). This will only be required once. To sign the document click **Sign Electronically & Submit**.
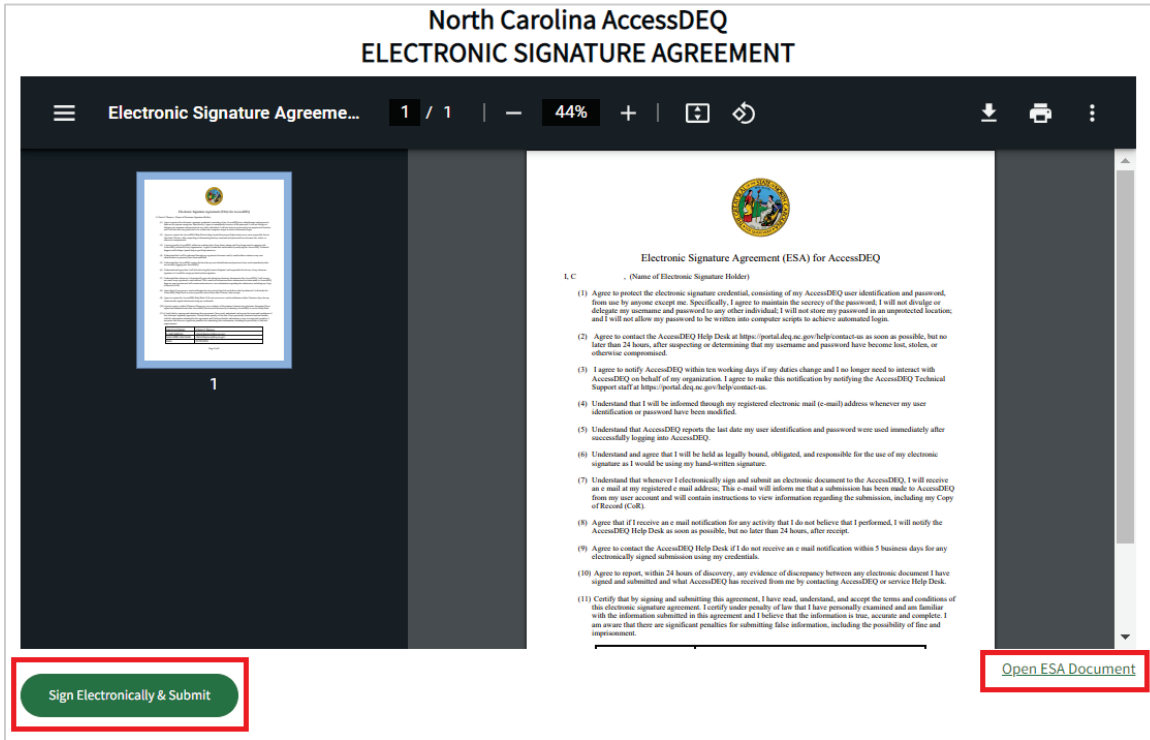
Some browsers may not display the preview of the agreement document. The agreement can be opened by clicking the **Open ESA Document** link.

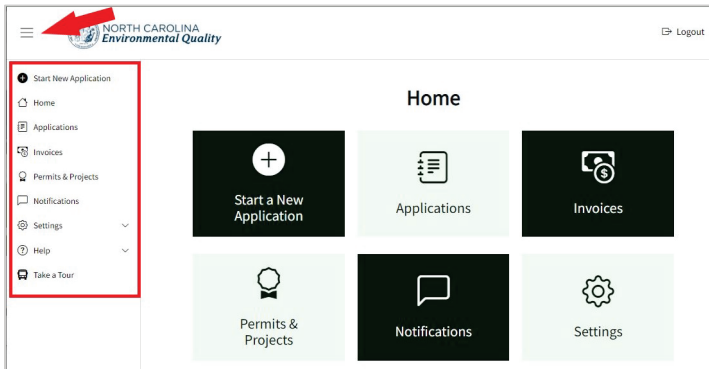Next, the user will enter their password and answer a security question to complete signing.

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
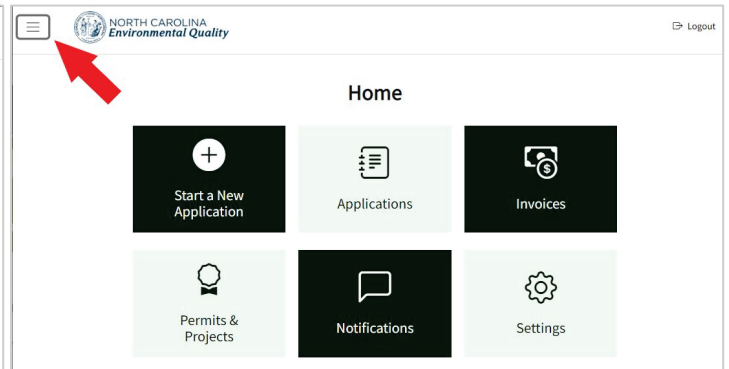
Left-hand Navigation Menu Collapsed

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.
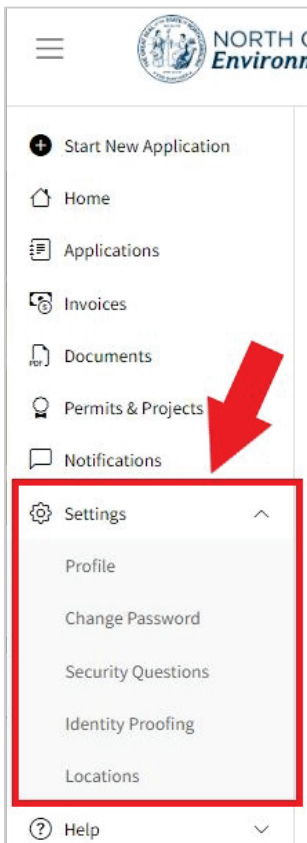

OR
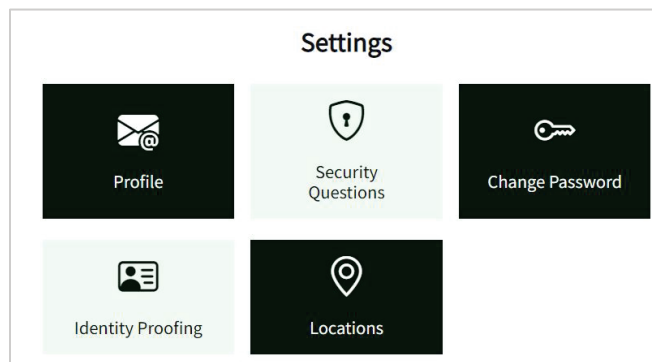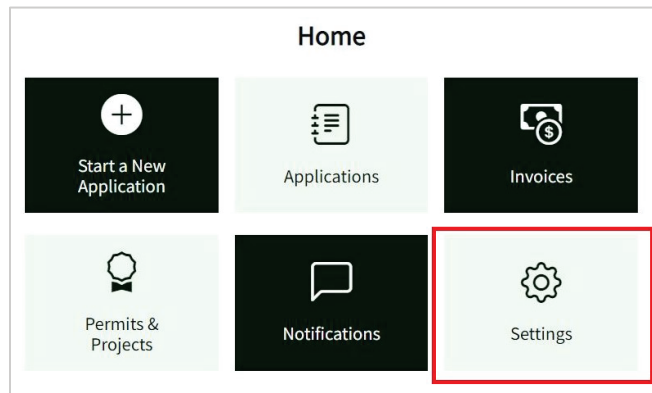
Identity Proofing (CROMERR Compliance)

Users who are Responsible Officials (RO) or Delegated Responsible Officials (DRO) for projects requiring federal CROMERR compliance can complete identity proofing by selecting **Identity Proofing** from the left-hand navigation under ⚙ **Settings.** Alternatively, they can select the **Settings** tile on the home screen, then select the **Identity Proofing** tile.

Note: Identity proofing only needs to be completed once.

OR
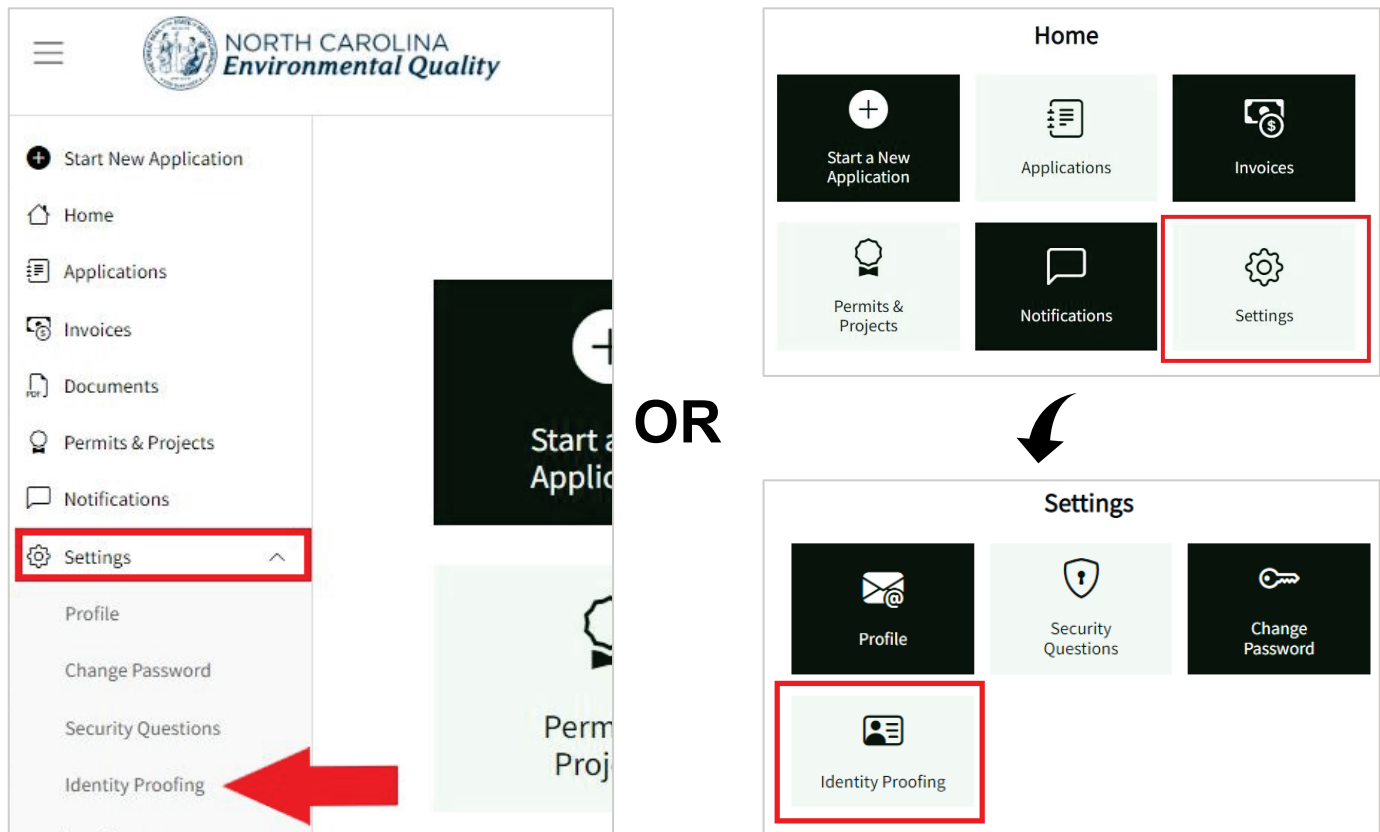
On the Identity Proofing page users may click the button for **Get ID Proofed**. For erosion and sedimentation control applications, the Financially Responsible Person is considered the Responsible Official (RO), and their designee is considered a Delegated Responsible Official (DRO).
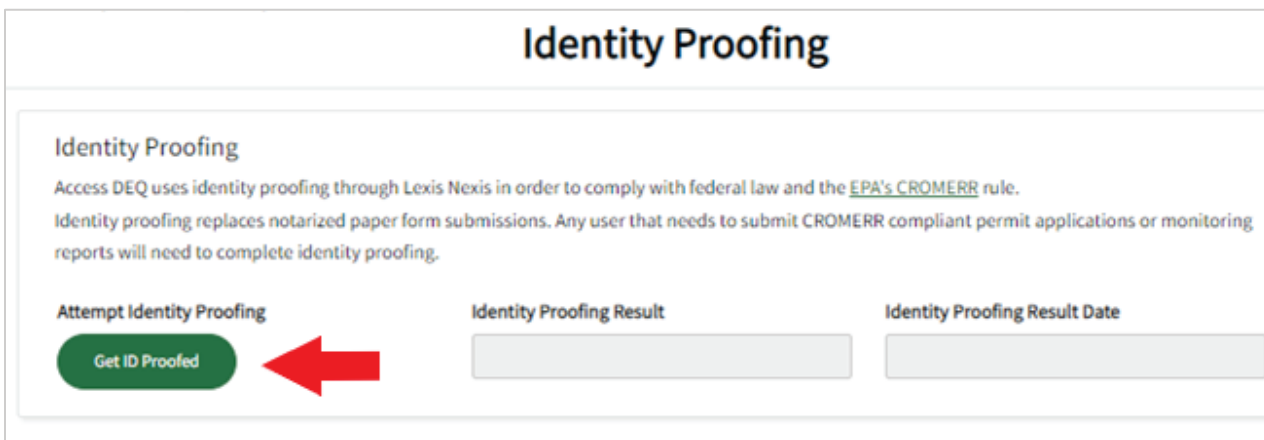
The applicant can fill out the form and submit it to perform identity proofing.

Identity Proofing

First Name *

Middle Initial

Last Name *

Phone Number *

SSN Last 4 *

Date of Birth *

mm/dd/yyyy

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

Address

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

Address Line 1 *

Address Line 2

City *

State *

- Select -

Zip *

Submit

Starting a New Application (for a New or Revised Plan)

After registering for the portal an applicant 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.
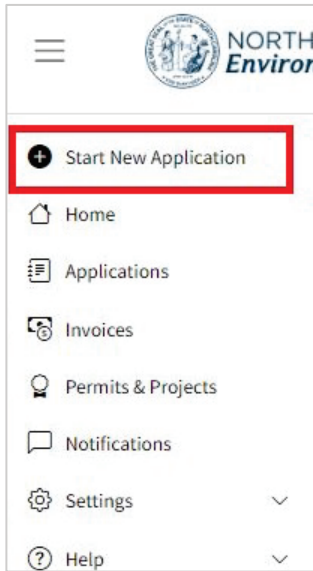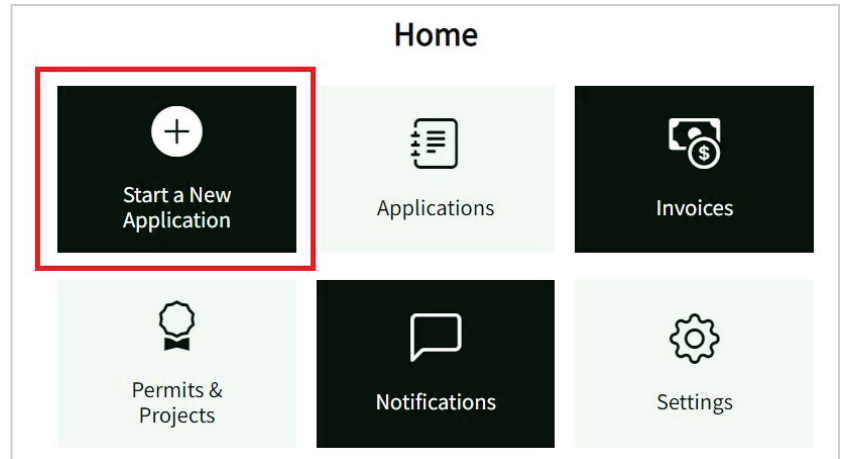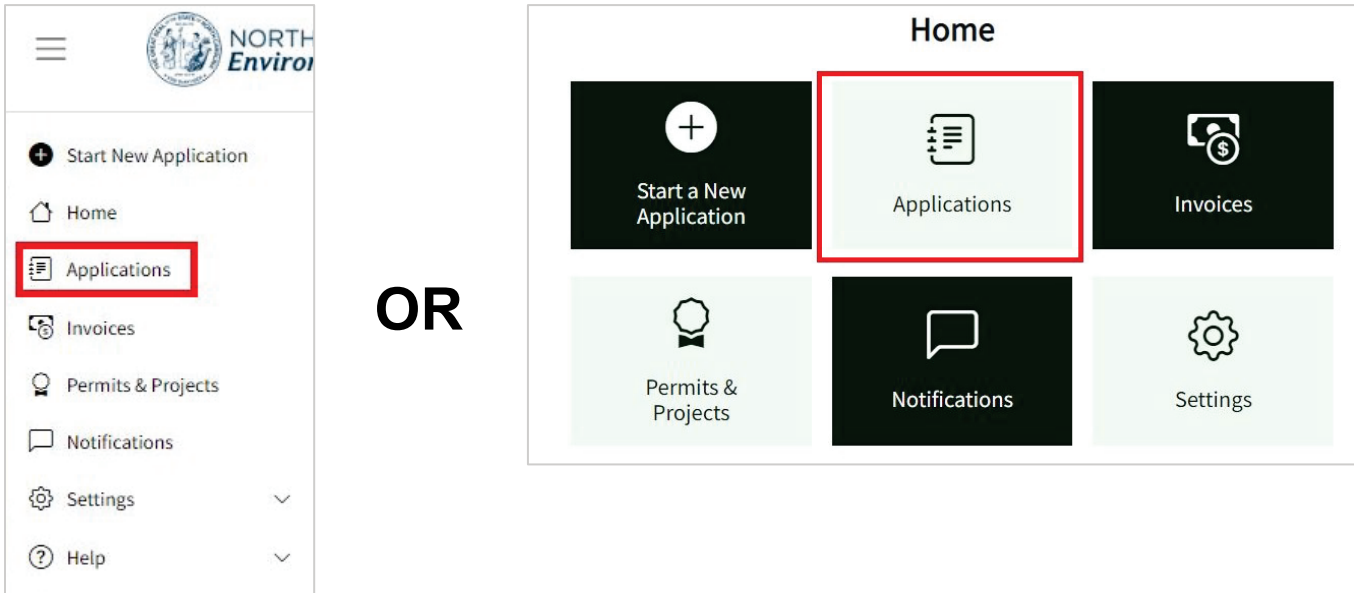

The application Directory will open from which a new application for an Erosion and Sediment Control Certificate of Approval may be started by clicking **Start Application**. When an Erosion and Sediment Control Certificate of Approval Application is selected from the Directory, a new Financial Responsibility/Ownership (FRO) form for the Sedimentation Pollution Control Act (SPCA) opens.

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.

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

Application Introduction

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

Division of Energy, Mineral, and Land Resources

Financial Responsibility/Ownership Form
Sedimentation Pollution Control Act

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

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

In cooperation with the Sedimentation Control Commission and pursuant to the Sedimentation Pollution Control Act of 1973, the Erosion and Sediment Control Program:

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

If you are ready to begin an application for the Erosion and Sediment [Select NO if you have previously completed this form (including if you have been previously denied coverage)] oval, answer the following question(s) and click continue below.

Is This a New Plan Submission? (Select No if you have previously su[...]diment control plan for your project) *

Yes

No

Continue

For revised submissions, selecting "Yes" for a previously approved application will allow the user to select a previously issued permit from a list. Selecting "No" will allow the user to select from a list of previously submitted and disapproved applications.

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

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

While completing the application, a user can step back to previously completed application screens by clicking the **Back** button and step forward again by clicking **Save & Continue**. Information

previously submitted will not be lost. A user can also step forward or back one step by clicking on the corresponding tracker circle.
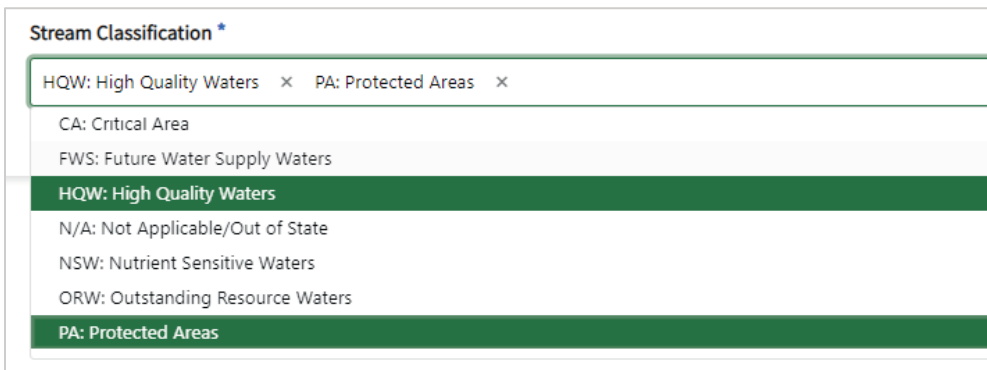
Certain fields, such as **Stream Classification**, may allow multi-selection from a list of options.
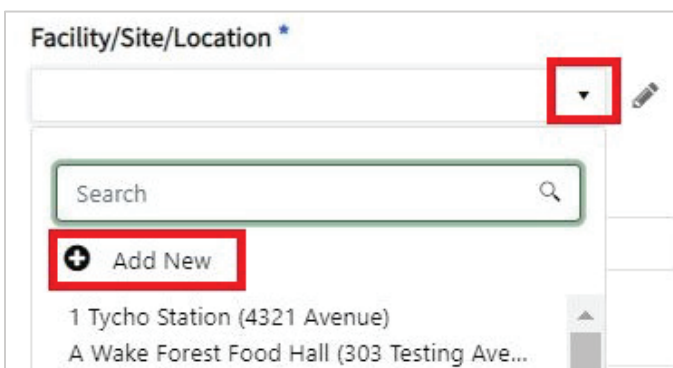
Fields with a down caret display a list of options from which to choose. For certain fields there may also be an option to add a new entry.
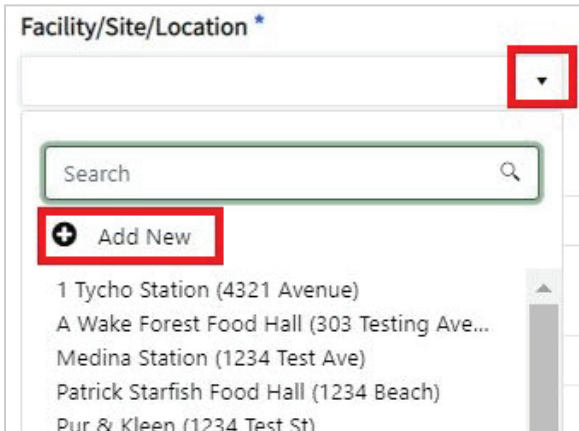
Application Step 1: Location

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

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

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

To select an existing location, click **Select** then click **Confirm**.

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

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

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

New Location

New Location Instructions (Click to Collapse/Expand)   ⌃

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

Examples:

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

Location Name *

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

Location Type(s) *

Project ✕

Parent Location

New Location

New Location Instructions (Click to Collapse/Expand)   ⌄

Location Name *

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

Location Type(s) *

Project ✕

Parent Location

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

Once the form has been submitted, a message confirming access will display. Clicking the **X** at the upper right will return the user to the application where the newly added location can be selected.

About Child Locations:

A "Location" is the facility, subdivision, lot, landfill, plant, other project site or entity name related to a permit, certificate, or other agreement with the NCDEQ. For many users, only one Location is needed.

"Child" Locations can be created for smaller, individually-permitted projects within larger "parent" Locations. Every "child" Location must first have one "parent" Location that shares the same Financially Responsible Party and Responsible Official. "Parent" Locations can be created based on the extent of responsibilities for "child" projects or Locations within the organization.

For project sites that involve multiple build-out phases, lots, extensions, expansions or those that otherwise involve similar names, you will need to include in the Location name (i.e., project name) the phase number/letter, lot numbers, store number, extension number/name, or other unique identifying text.

For the purposes of an erosion and sedimentation control permit, every land-disturbing activity seeking a certificate of plan approval must be tied to one "parent" or "child" Location created specifically for that individual land disturbance (i.e., project).

Examples of Parent and Child Locations:

- "Flowers Subdivision, Phase 1" as the name of the Location with the developer as the Responsible Official.

- "Flowers Subdivision, Phase 1, Lots 1-20" as the name of a separate Location with the homebuilder as the Responsible Official.

- "City of Raleigh Public Utilities" as the name of the "parent" Location with the public utilities director as the Responsible Official.

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

Application Steps 1 - 5

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

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

Step 5 guides the applicant through the uploading of their project deliverables. Users can upload supporting documents. Uploaded documents can be removed by clicking the **X** next to the file as long as the application has not yet been submitted.

Division of Energy, Mineral, and Land Resources

Financial Responsibility/Ownership Form

✓ ———— ✓ ———— ✓ ———— ✓ ———— ⑤ ———— ⑥ ———— ⑦ ———— ⑧

Add Supporting Documents

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

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

Will Hard Copies of Plans Be Delivered? *	Will Hard Copies Of Calculations Be Delivered? *	Calculations Not Applicable
Yes - Will be Mailed or Hand-Delivered ▾	Yes - To Be Mailed or Hand-Delivered ▾	Calculations Do Not Apply To My Project ▾

Upload Plan Documents (100 MB max file size)

Select files...	Drop files here to upload

Upload Deed Documents *

Select files...	✓ Done

📄 Deed.pdf
File(s) uploaded successfully.   ✕

📄 Deed-2.pdf
File(s) uploaded successfully.   ✕

Upload Calculations Documents

Select files...	Drop files here to upload

Upload User Letters of Consent
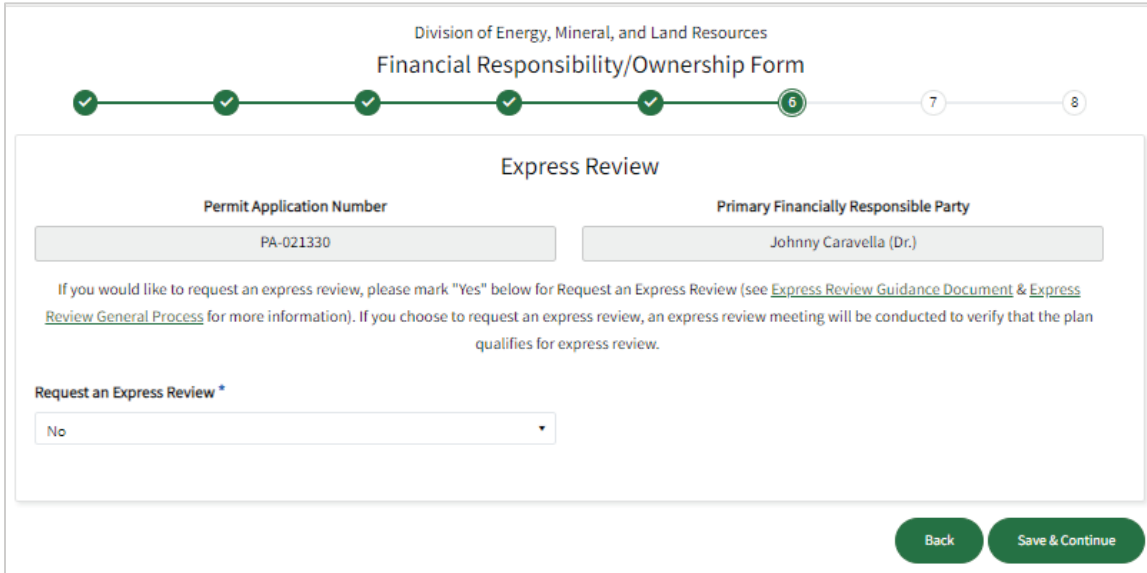
Select files...	Drop files here to upload

Additional Supporting Documentation

Select files...	Drop files here to upload

Back   Save & Continue

Application Step 6: Express Review Request

Step 6 of the application is where users can **Request an Express Review**. This page also contains some general information about the Express Review process and the documentation requirements for the selection. Staff will review the request and schedule a pre-application meeting with the applicant.

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

Express Review

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

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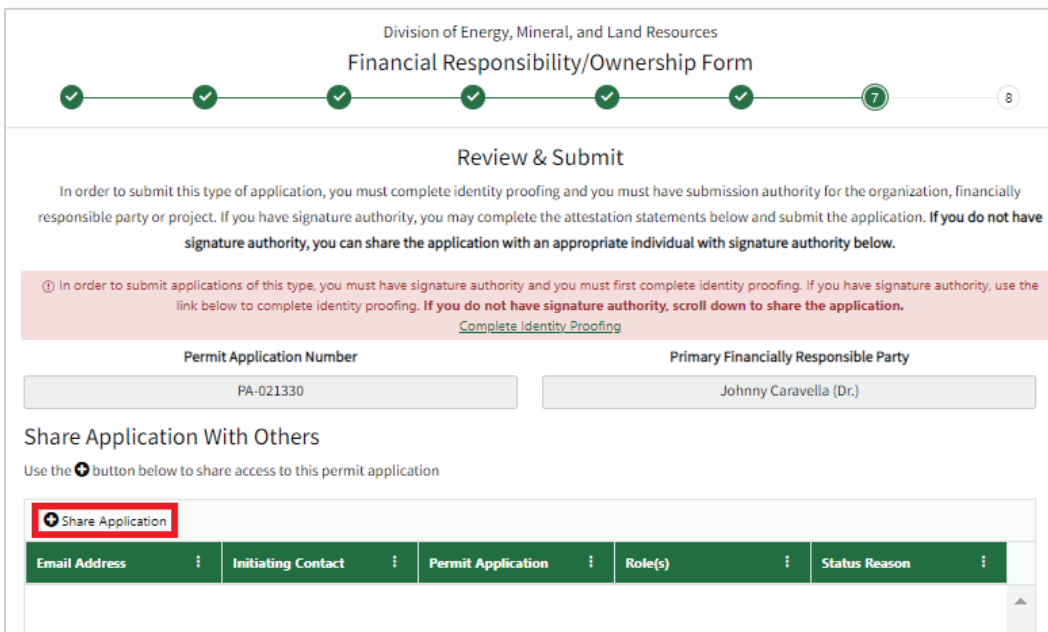
Request an Express Review *

No ▾

Back   Save & Continue

Application Step 7: Review, Share, Submit

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

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

Review & Submit

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

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

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

Share Application With Others

Use the ⊕ button below to share access to this permit application

⊕ Share Application

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

The **Share Application** form will display.

Only a user who has signature authority for the financially responsible party can submit the application.

A user who does not have signature authority can share the completed application with the appropriate party/parties and should select the role "Responsible Official" or "Delegated Responsible Official" on the Share Application form to share the application with a party who has authority to submit it.

For erosion and sedimentation control applications, the Financially Responsible Person is considered the Responsible Official (RO), and their designee, if applicable, is considered a Delegated Responsible Official (DRO).

Note: The sharing user should use the email address that is/will be associated with the share recipient's AccessDEQ portal account. If the email address of the recipient is not associated with an AccessDEQ portal account, the sharing message will include registration instructions for the recipient. The Accepting Shared Applications section in this document has more information.

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

responsible party or project. If you have signature authority, you may complete the attestation statements below and submit the application. If you do not have signature authority, you can share the application with an appropriate individual with signature authority below.

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

Complete Identity Proofing

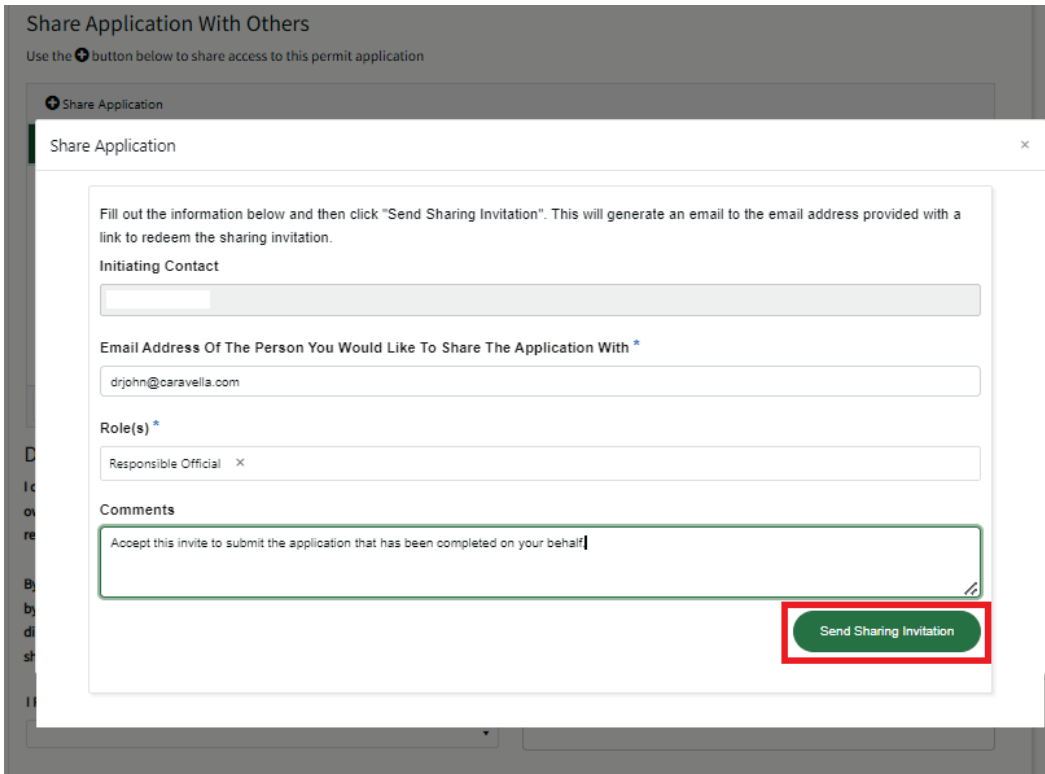| Permit Application Number	Primary Financially Responsible Party
PA-021330	Johnny Caravella (Dr.)

Share Application With Others

Use the ➕ button below to share access to this permit application

➕ Share Application

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

No items to display

Declaration of Signature Authority

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

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

I Possess Signature Authority For This Application *

Submitting User Job Title *

In order to submit applications of this type, you must first complete identity proofing.
Complete Identity Proofing

Back   Submit Application

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

Accepting Shared Applications

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

If the recipient does not already have a portal account in AccessDEQ, they can register an account then accept the sharing invitation.

It is important that the email address the sharing invitation is sent to 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 an email address the recipient does not, or will not, associate with an AccessDEQ portal account, the sharer should re-send the invitation using the correct email address for the recipient.

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

Request to Register with AccessDEQ

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

Location Name: Wheat Fields

Permit Application Number: PA-021349

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

Step 1: Register with AccessDEQ
Step 2: After completing your registration, Click Here to redeem your invitation to join Wheat Fields.

AccessDEQ Home Page

Thank You,
North Carolina Department of Environmental Quality

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

> Request to contribute on AccessDEQ
>
> AccessDEQ user Julie Coco (julie.coco@deq.nc.gov) has invited you to gain access to a permit application for Archdale Renovation Project.
>
> **Environmental Interest/Organization:** Archdale Renovation Project
>
> **Permit Application Number:** PA-019647
>
> It looks like you already have an account with AccessDEQ so all you need to do is use the link below to redeem your invitation to join Archdale Renovation Project.
>
> Click Here to redeem your invitation to join Archdale Renovation Project.
>
> AccessDEQ Home Page
>
> Thank You,
> North Carolina Department of Environmental Quality

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

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

> You have successfully redeemed the invitation. You now have access to Permit PA-021329 .
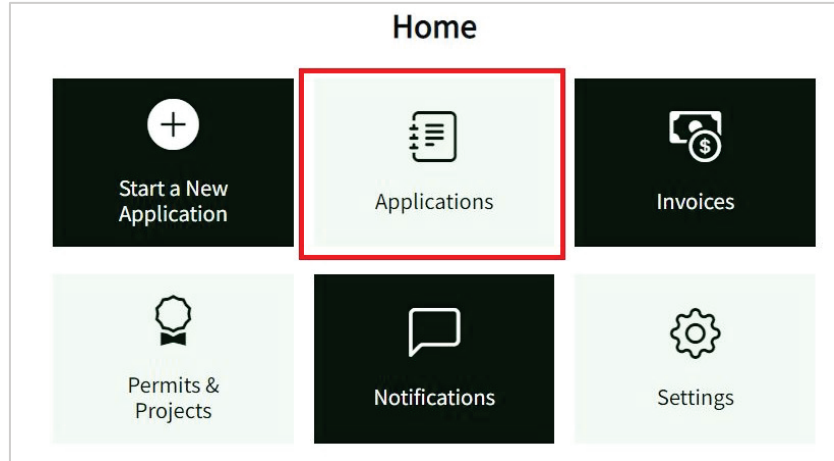>
> ✓ **Validating Invitation Code**
>
> ✓ **Granting Access to the Permit Application**

Applications Grid

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

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

Clicking on the permit application number (**PA-#####**) in the **Application** column will take the user to the application. If the permit application is in the status of "New – Pending Submission" or "Awaiting Applicant", the permit application will open for editing. If the permit application is in any other status, application details are displayed.

The application details show the application's status, invoice information, the information submitted in the application, and the uploaded documents.

Clicking the **Application Permissions** tab will allow sharing of the application and display the application's sharing history.

Applications may also be shared using the Share option in the **Actions** menu. The Application Step 7: Review, Share, Submit and Accepting Shared Applications sections in this guide have more information about application sharing. Note: Only applications in the appropriate status will have **Edit Application** available.

Application	Program	Application Type	Status	Location	Primary Applicant	Submitted On	Created On ↓	
PA-019643	Erosion & Sediment Control	Financial Responsibility/... Form (DEMLR E&SC)	Completeness Review	Wake Forest Food Hall	John Caravella (Dr.)	7/18/2024 4:15 PM	2/28/2024 8:47 AM	Actions ▾

Invoices & Payments

An invoice is generated after a successful completeness review of an application. All invoices can be viewed from the "Invoices" section of My AccessDEQ. Invoice information for an individual application is also available on the application details.

Invoices

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

⊠ Export to Excel

Invoice	Invoice Date	Due Date	Invoice Total	Total Paid	Remaining Balance	Status	Application	
INV-002948	06/25/2024		$1,207.00	$0.00	$1,207.00	Active	PA-021805 ☐	Actions ▾
INV-002951			$0.00	$0.00		Voided/Cancel...	PA-022105 ☐	Actions ▾
INV-002952	06/25/2024		$1,207.00	$0.00	$1,207.00	Active	PA-022105 ☐	Actions ▾

Clicking on the link to the invoice number (**INV-######**) allows the user to view details of an invoice. The **Make Payment** button is enabled for invoices with an outstanding balance. Clicking it takes the applicant to the PayIt web application, where they can submit a payment.

Invoice

Invoice Header

Application Number	Invoice Number	Invoice Date	Due Date
PA-021294	INV-002628	02/26/2024	03/27/2024

Invoice Total	Total Paid	Remaining Balance	Status
$2,600.00	$2,600.00	$0.00	Paid In Full

Invoice Line Items

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

Payments

Make Payment

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

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

Checkout

Payment Summary

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

Payment Methods

[Change]

VISA

Visa ending in 1111

Pay $1,021.50

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

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

A receipt from PayIt will be provided showing the total payment including fees.

Payment Receipt

Print

Invoice Header

Application Number	Invoice Number	Invoice Date
PA-001139	INV-001036	09/29/2023

Invoice Line Items

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

Payments

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

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

Withdrawing an Application

Should a user decide to withdraw their application, they can do so from the Application Details page. Enter the Applications list and select the **View Details** action next to the application to be withdrawn.

Clicking the green **Withdraw Application** button at the top takes the user to a screen where they can provide reasons for the withdrawal and submit.

Submission of this request will take the user to a confirmation page. The submitting user as well as the DEQ staff reviewing your application (or applicant, if the application has yet to be submitted) will be notified via email.

DEMLR FROF / E&SC - Application Details / E&SC Withdraw Permit Application Action

Permit Application Withdraw Request

The permit application withdraw has been submitted successfully. Your permit application will be withdrawn in our system. Thank You for using AccessDEQ.

Withdrawn applications cannot be reactivated. Should the project resume, a new application is required.

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

My AccessDEQ / Applications

Applications

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

Status: All ▾   Program: Erosion & Sediment Control ▾

⊕ Start New Application   ⊠ Export to Excel

Application	Program	Application	Status	Location	Primary App	Submitted O	Created On	
PA-068530	Erosion & Sediment Control	Financial Responsi... Form (DEMLR E&SC)	New - Pending Submission	Tycho Station			10/29/2024 10:34 AM	Actions ▾
PA-019686	Erosion & Sediment Control	Financial Responsi... Form (DEMLR E&SC)	Issued	Retreat @ Renaissan... II	Arthur Carlson	4/18/2024 10:20 AM	3/21/2024 10:55 AM	Actions ▾
PA-019646	Erosion & Sediment Control	Financial Responsi... Form (DEMLR E&SC)	Withdrawn	A Wake Forest Food Hall	ABC Test Corp	10/29/2024 10:25 AM	2/28/2024 1:24 PM	Actions ▾

Appendix A – Document Management

Document History

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

Version	Version Description	Details
1.0	The initial document instance for this initiative was created leveraging the standard Specifications Team template.	
1.1	Reorganization for User Guide	Author: Sonia Khanijo Date: 06/23/2023
2.0	Updated the User Guide	Author: Sonia Khanijo Date: 08/28/2023
3.0	Update for new releases of AccessDEQ and E&SC FROF • My AccessDEQ redesign. • Location access and ID proofing changes to allow application information to be entered independently of completion of ID proofing by financial responsible party. • Add application sharing functionality. • Add ESA.	Author: Christi Haynes Date: 03/11/2024
3.1	User experience improvements for AccessDEQ: • In Applications, Invoices, and Permits grids: o remove column heading ellipses and left-hand action columns; o instead add hyperlink edit/view; o Add drop-down selection of available actions for each row; o column sorting by clicking column header o List filtering options moved to the header • Permits & Project combined to one grid Minor revisions to formatting and wording New document upload control for FROF application Update Appendix B	Author: Christi Haynes Date: 07/18/2024
3.2	Updates for user experience improvements in AccessDEQ: • Addition of left-hand navigation menu • Document upload control styling improvement Minor revisions to screen images, formatting, wording Add reference to DEQ YouTube for help videos	Author: Christi Haynes Date: 10/17/2024
3.2.1	Updates for Withdraw Application functionality	Author: Julie Coco, Christi Haynes Date: 10/30/24
3.2.2	• Clarify new application applies to revised plans • Introduction: selection of disapproved prior projects; stepper position moved to side, revised screen images	Author: Julie Coco, Christi Haynes Date: 12/16/24

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.