



ACCESSDEQ USER GUIDE

NCG01/NCG25 CONSTRUCTION STORMWATER CERTIFICATE OF COVERAGE

**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 walks through the AccessDEQ Application Portal in the Permitting Transformation Program (PTP) solution created for the NPDES Construction Stormwater Program for an NCG01 Certificate of Coverage.

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

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

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.

A screenshot of a text input field. The field is rectangular with a light gray border. Inside the field, the text "5000 characters max" is displayed in a small, gray font at the top left. At the bottom right corner of the field, there is a small square button with a red border. Inside this button is a pencil icon, which is used to expand or collapse the text area.



AccessDEQ Home & Registration

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

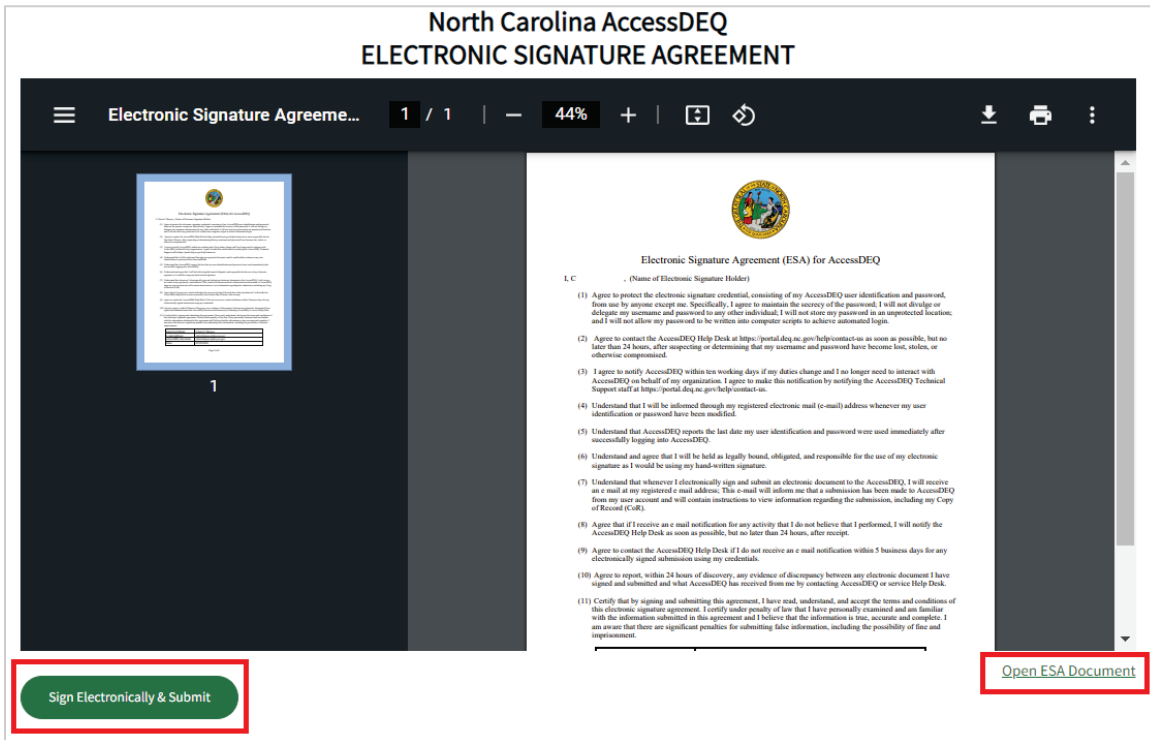
The image shows the 'AccessDEQ Permit Portal' login screen. At the top left is the North Carolina Department of Environmental Quality logo. The title 'AccessDEQ Permit Portal' is centered. Below it are two input fields: 'Email / Username' and 'Password'. A link for 'Forgotten Password' is below the password field. A green 'Log in' button is below the links. At the bottom, a red box highlights the text 'Not registered yet?' followed by a green 'Register now' link.

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](#).

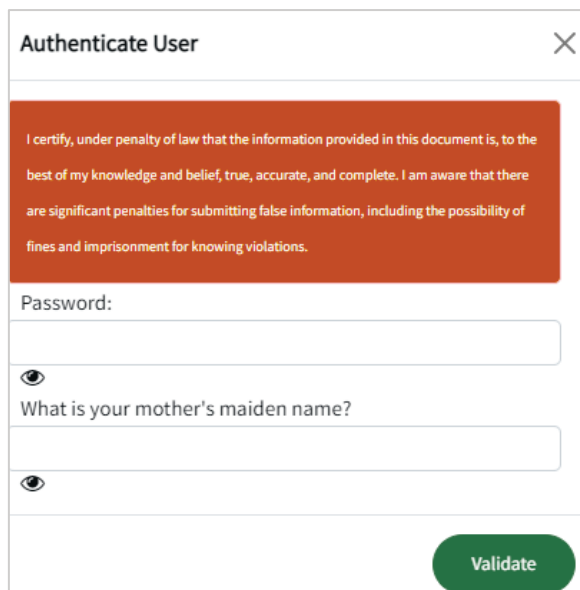
The image shows the 'Register' form. At the top left is the North Carolina Department of Environmental Quality logo. The title 'Register' is at the top, followed by 'Registration'. Below are five input fields: 'First name', 'Last name', 'Email', 'Password (must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and between 10 - 24 characters in length)', and 'Repeat password'. A green 'Register' button is below the fields. At the bottom, it says 'Already registered? [Log in](#)'.

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

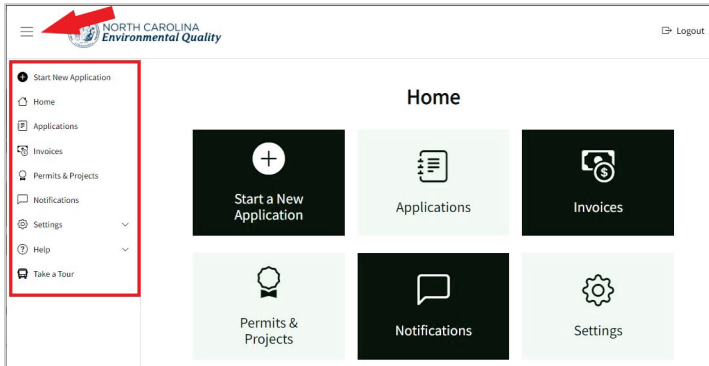


Next, the user will enter their password and answer a security question to complete signing.

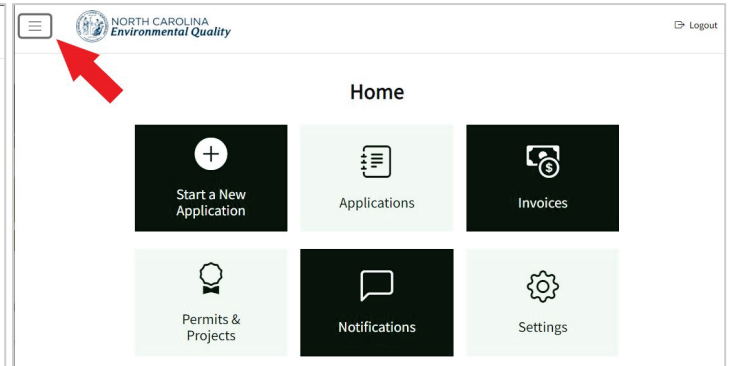
Once that is complete, the user will be directed to their account Profile to enter a phone number.

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.

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.

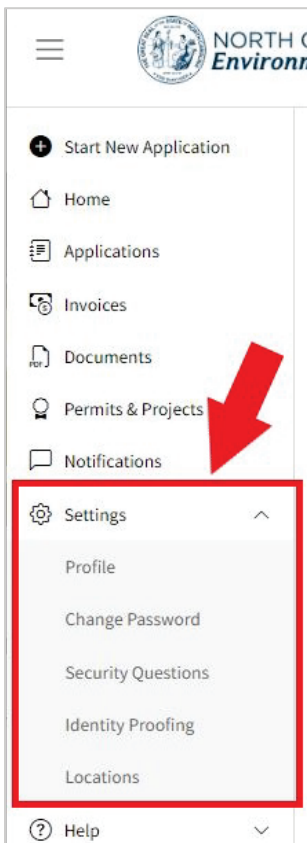


Left-hand Navigation Menu Expanded

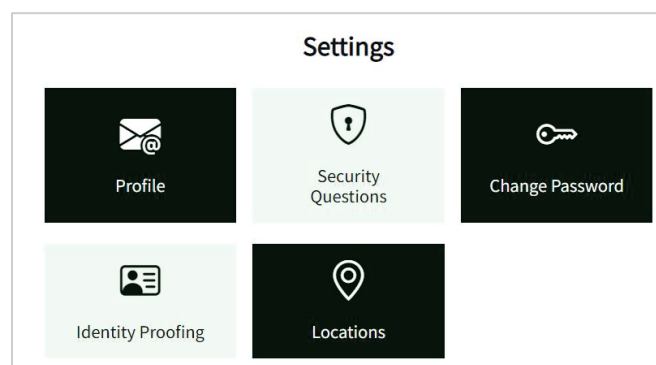
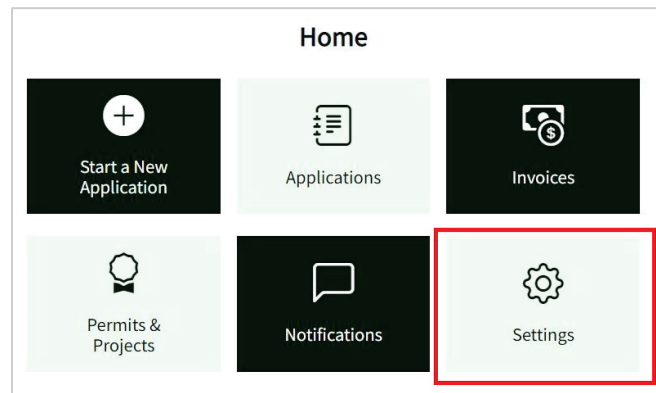


Left-hand Navigation Menu Collapsed

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.



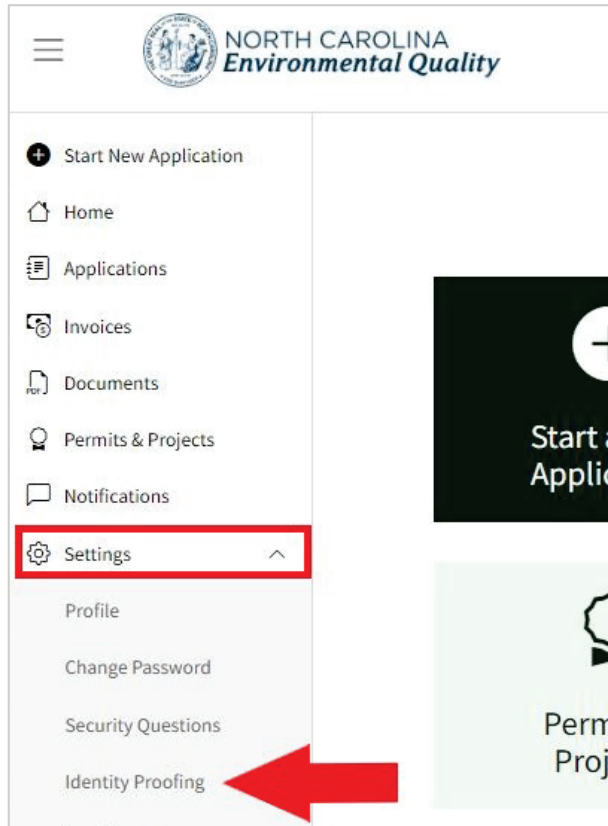
OR



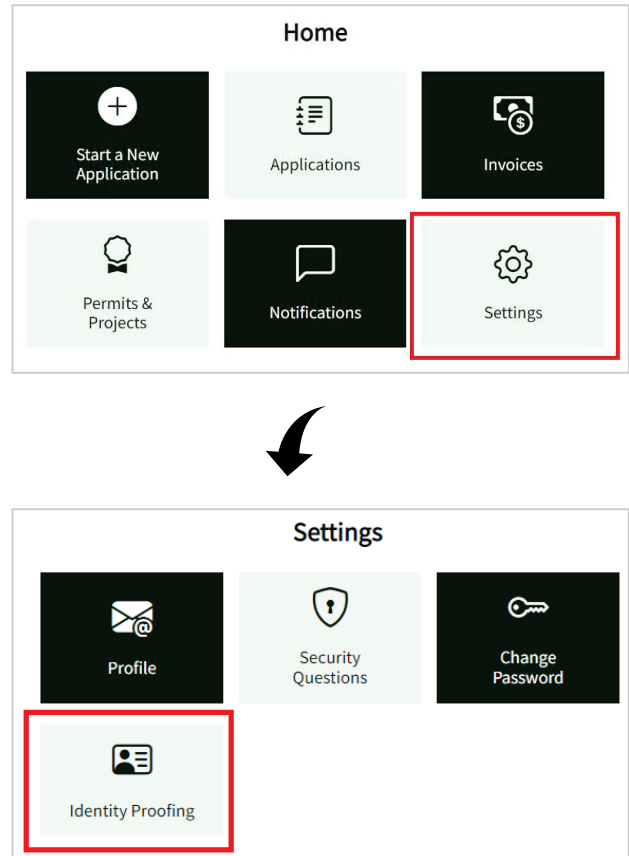
Identity Proofing (CROMERR Compliance)

NPDES Stormwater NCG01/NCG25 Certificate 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.



OR



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

Identity Proofing

Identity Proofing

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

<p>Attempt Identity Proofing</p> <div style="background-color: #2e7d32; color: white; padding: 5px 10px; display: inline-block; border-radius: 5px;">Get ID Proofed</div>	<p>Identity Proofing Result</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<p>Identity Proofing Result Date</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
--	---	--

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

Identity Proofing

First Name *

Middle Initial

Last Name *

Phone Number *

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

SSN Last 4 *

Date of Birth *

Address

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

Address Line 1 *

Address Line 2

City *

State *

- Select -
▼

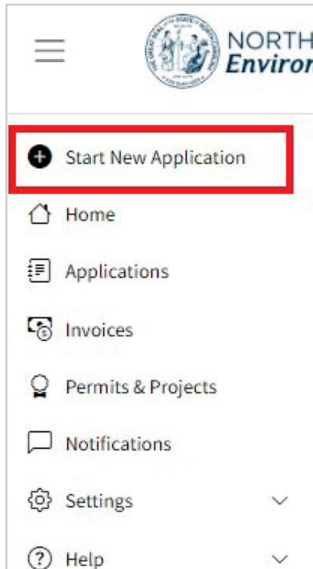
Zip *

Submit

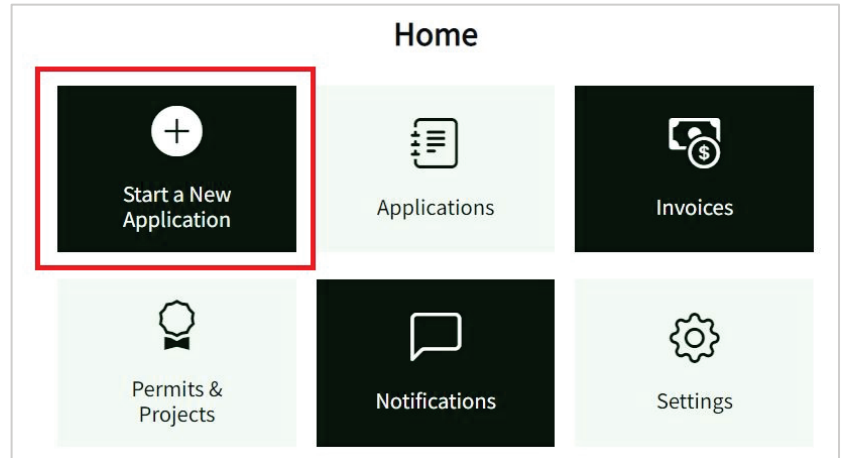
There is more information regarding identity proofing in [Appendix D](#).

Starting An Application

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



OR



The application Directory will open from which a new application may be started for coverage under the Construction General Stormwater Permit (NCG01) by finding the selection for NCG01 and clicking **Start Application**. The introduction screen for a new application opens.

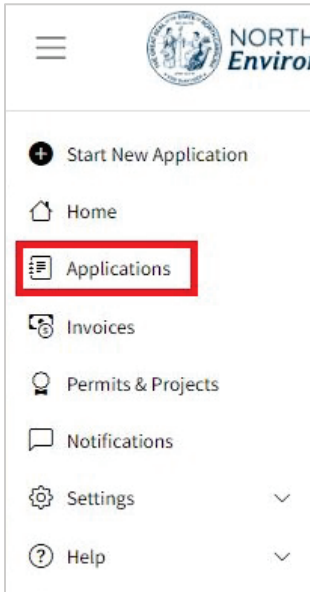
My AccessDEQ / Start a New Application

Directory

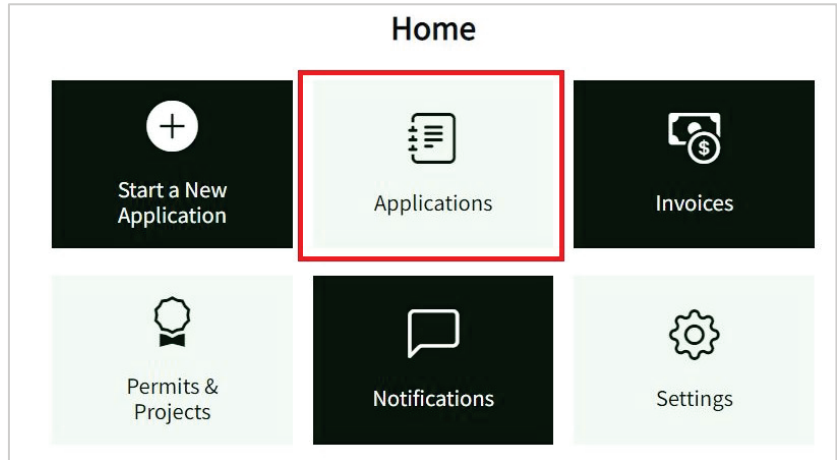
Type: All ▾

Division ↑	Permit Type	Description	Code	
Energy, Mineral, and Land Resources (DEMLR)	NCG01	Construction activities that disturb more than an acre of land or less than one acre of land and part of a larger common plan of development that exceeds one acre of land are required to get an approved Erosion and Sedimentation Control Plan (E&SC) and coverage under the Construction General Stormwater Permit (NCG01).	NCG01	<div>Start Application</div>

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.



OR



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

Applications

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

Status: All ▼

+ Start New Application Export to Excel

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

Application Introduction

The first page allows the user to select from four permit types which best fit their scenario.

If the first option is selected, the user is presented with a drop-down list from which they must select the appropriate locality for their local program. The list includes counties and towns/cities.

If the fourth option is selected, the user will automatically be directed to fill out a Transfer Permit Ownership form. More information is in the [Transfer Ownership of a Permit](#) section.

Selecting options 1, 2, or 3 and clicking **Next** will take the user to the first page of a new NOI form.



The screenshot shows a web application interface for submitting a new application. At the top, the title 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, there is a progress tracker with two steps: "1 Details" (highlighted with a green circle) 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 at the bottom states: "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 green "Next" button is located at the bottom right of the form area.

The application tracker indicates in what stage of the application the user is working.

While completing the application, a user can step back to previously completed 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.

When re-entering an application after leaving it, the user will enter at the **Introduction** page and must click **Next** to proceed, but thereafter they may use the tracker circles to advance to other completed screens.

On the first page users can use the link in the top right to go back to select a different application type.

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 Facility/Site/Location in the list below, please click the + sign to search for/register a new one in our system. The term "Facility/Site/Location" refers to a project site when associating it with this form, the name of which will appear in the Facility/Site/Location list once you have access to it.

Project Name *

Permittee (Legally Responsible Entity) *

Primary Project Site Contact *

Acres to be Disturbed *

Back

Save & Continue

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

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.

Project Name *

▼

Search

+ Add New

Anson County Facility

Beachside Food Hall - New Name

Ceres Station

Application Step 1: Project Information

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 Facility/Site/Location in the list below, please click the + sign to search for/register a new one in our system. The term "Facility/Site/Location" refers to a project site when associating it with this form, the name of which will appear in the Facility/Site/Location list once you have access to it.

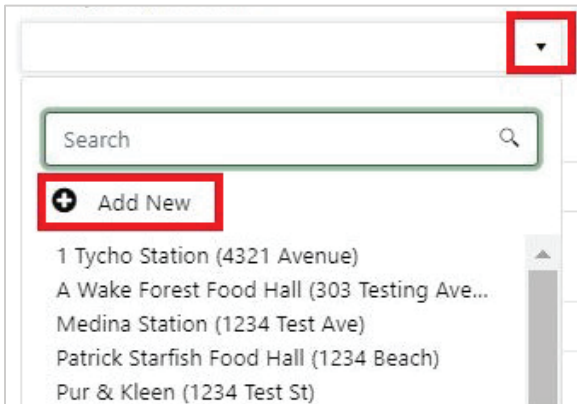
Project Name *

Permittee (Legally Responsible Entity) *

Primary Project Site Contact *

The first field to complete is **Project Name**. A list of Locations/Projects to which a user already has access will appear on the drop-down list.

To add new access users can click **+ Add New** to open the Location grid. From here users can search for a project/location already existing in the system or indicate they need to create a new one.



The screenshot shows the 'Project Name' dropdown menu. A red box highlights the dropdown arrow. Below the dropdown, there is a search bar with the placeholder text 'Search'. Another red box highlights the '+ Add New' button. Below the button, a list of existing locations is displayed, including '1 Tycho Station (4321 Avenue)', 'A Wake Forest Food Hall (303 Testing Ave...', 'Medina Station (1234 Test Ave)', 'Patrick Starfish Food Hall (1234 Beach)', and 'Pur & Kleen (1234 Test St)'.

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 find an existing location users can use the search bar at the top to narrow down the list. Clicking **Select** then click **Confirm** will add the location to the user's list.

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

View	Select	Location Name	Type	Address	Mailing	Parent Location
	<input type="button" value="Select"/>	American Renaissance School Gymnasium				
	<input type="button" value="Select"/>	Retreat @ Renaissance II	Site	398 South Franklin Street Wake Forest, NC 27587		

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

View	Select	Location Name	Type	Address	Mailing	Parent Location
	<input type="button" value="Select"/>	American Renaissance School Gymnasium				
	<input type="button" value="Confirm"/>	Retreat @ Renaissance II	Site	398 South Franklin Street Wake Forest, NC 27587		

The location will then appear in the user's Project dropdown list.

Retreat @ Renaissance II

+

Add New

1 Tycho Station (4321 Avenue)

A Wake Forest Food Hall (303 Testing Ave...

Medina Station (1234 Test Ave)

Patrick Starfish Food Hall (1234 Beach)

Pur & Kleen (1234 Test St)

Retreat @ Renaissance II (398 South Fran...

If the user's project cannot be found, the user will need to take additional steps to provide details regarding their project site. To create a new entry, users can click the link at the bottom of the grid.

<input type="button" value="Select"/>	Retreat at Renaissance	18014-14-092	White & S. Franklin Streets Wake Forest, NC 27587	Project	<input type="button" value="Actions"/>
---------------------------------------	--	--------------	--	---------	--

items per page
 1 - 9 of 9 items

Don't see your location? Add a new location [here](#).

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 x

Parent Location

New Location

New Location Instructions (Click to Collapse/Expand) v

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 x

Parent Location

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

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.

Parent Location

Location Type(s) *

Location Address Type *

Street 1 *

Street 2

City *

State / Province *

Zip / Postal Code *

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

County *

River Basin *

Is this on an Indian Reservation?

Latitude *

Longitude *

Location Geographic Description

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.

Location Access Confirmation ✕

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

Locations can be organized as parent and child. [Appendix C](#) contains more information.

The user can continue to complete the fields on the Project Information form and click **Save & Continue** at the bottom of the screen to proceed to the next step.

Construction Stormwater: Notice of Intent Form

Division of Energy, Mineral, and Land Resources

- Project Information**
- Receiving Waterbodies
- Supporting Documents
- Application Sharing
- Sign Application

[Go back to change application type](#)

Project Information

If you do not see your Facility/Site/Location in the list below, please click the + sign to search for/register a new one in our system. The term "Facility/Site/Location" refers to a project site when associating it with this form, the name of which will appear in the Facility/Site/Location list once you have access to it.

Project Name *

Permittee (Legally Responsible Entity) *

Primary Project Site Contact *

Acres to be Disturbed *

Permittee Ownership *

For fields containing contacts, users can select from the drop-down contacts they have previously entered or click **+ Add New** in the top of the drop down to create a new contact.

Primary Project Site Contact *

Search

+ Add New

D'Anna Biers

Sharon Agathon



If the user answers “Yes” to either of the **Funding Sources** questions on the form, they must enter additional information.

For ARPA (American Rescue Plan Act) funded projects, the **ARPA Project Name** and **ARPA Project Number** will be required. If the project is funded with North Carolina SL 2023-134 (Session Law 2023-134 Section 12.2 Earmark funds), the **SL 2023-134 Project Number** will be required.

Funding Sources

Is this project to be funded with ARPA (American Rescue Plan Act) funds from DEQ’s Division of Water Infrastructure? *

Yes ▼

ARPA Project Name *

Project Name under which you applied for ARPA funding

ARPA Project Number *

Example: SRP-D-ARP-0245

Is this project funded with N.C. Session Law 2023-134 Section 12.2 Earmark funds? *

Yes ▼

Click the following link for more information about North Carolina's Session Law 2023-134 and [Section 12.2\(e\)](#) to determine if this applies.

SL 2023-134 Project Number *

Application Step 2: Receiving Waterbodies

On the next page the user can enter further information about the project. Along with certain other information, a state or local Erosion and Sediment Control plan approval date and identifying number are required.

Construction Stormwater: Notice of Intent Form

Division of Energy, Mineral, and Land Resources

- ✓ Project Information
- 2 Receiving Waterbodies**
- 3 Supporting Documents
- 4 Application Sharing
- 5 Sign Application

Additional Project Information

Date to Begin *

Date to End *

Total Site Area (acres) *

Post Construction Impervious Area (acres) *

Specific Lot Numbers

Parcel ID Numbers (PIN)

Date E&SC Plan Approved *

Subject to Sediment Pollution Control Act

Local or State E&SC Plan Project Number/ID *

At the bottom of the form the user can select from a list the waterbodies that will potentially be affected by the project. Some waterbodies have more than one entry in the list. Users can click the link on the form to the [NC Surface Water Classifications Map](#) to find the relevant waterbodies.

The form uses a grid so that the user may add as many waterbodies as applicable. To add a waterbody, the user can click **+ Add Existing** to select a waterbody.

Receiving Waterbodies

Please choose the waterbodies potentially affected by this project.

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

+ Add Existing

Delete	Name	Stream Index Num	Current Wate...	River Basin
No Data Available				

◀

◀

0

▶

▶

100 items per page

No items to display

↻

A user can type in the search bar to narrow down the list. Even partial words or stream index numbers work. For instance, typing “sanf” will narrow the list to two possible choices.

Receiving Waterbodies

Please choose the waterbodies potentially affected by this project.

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

Done

Sanford Creek (27-23-5)

Unnamed Tributary at Sanford water supply intake (18-4-3)

Once the user finds the appropriate waterbody, they can select it then click **+** to add it to the grid.

Step 1: Select the waterbody from the dropdown list.

Done

Sanford Creek (27-23-5)

+

Delete	Name	Stream Index Nun	Current Water...	River Basin

Step 2: Click the **+**

Done

Sanford Creek (27-23-5)

+

Delete	Name	Stream Index Nun	Current Water...	River Basin

Step 3: The selected waterbody will appear in the grid.

Done

Select existing record

Delete	Name	Stream Index Nun	Current Water...	River Basin
Remove	Sanford Creek	27-23-5	C: Aquatic Life, Secondary Contact Recreation, Fresh water, NSW: Nutrient Sensitive Waters	Neuse

The user can add as many rows for waterbodies as appropriate. When a user is finished selecting waterbodies, they can click **Done** to close the selection list and **Save & Continue** to go to the next page.

Done

Select existing record

Delete	Name	Stream Index Number	Current Water Cla...	River Basin
Remove	Smith Creek	27-23-(2)	C: Aquatic Life, Secondary Contact Recreation, Fresh water, NSW: Nutrient Sensitive Waters	Neuse
Remove	Sanford Creek	27-23-5	C: Aquatic Life, Secondary Contact Recreation, Fresh water, NSW: Nutrient Sensitive Waters	Neuse

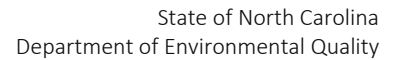
1

100 items per page

1 - 2 of 2 items

Back

Save & Continue



On the **Add Supporting Documents** form users can upload supporting documents. Only PDFs are allowed and there is a maximum size of 100MB per file. Users may enter more than one file for each document entry. All three documents are required. Users may enter further information in the **Comments/Notes** field.

ACCESSDEQ USER GUIDE – NPDES STORMWATER NCG01/NCG25 Page 24 of 64




Uploaded documents can be removed by clicking the **x** next to the file, or from the document grid at the bottom of the screen by clicking the **Remove** button next to the file.

Note: Once the application has been submitted, it cannot be edited and the files cannot be removed.

E&SC Plan Approval Letter *


Select files... ✓ Done

 Approval.pdf
File(s) uploaded successfully.

x

Site Location Map *

Select files... ✓ Done

 Map.pdf
File(s) uploaded successfully.

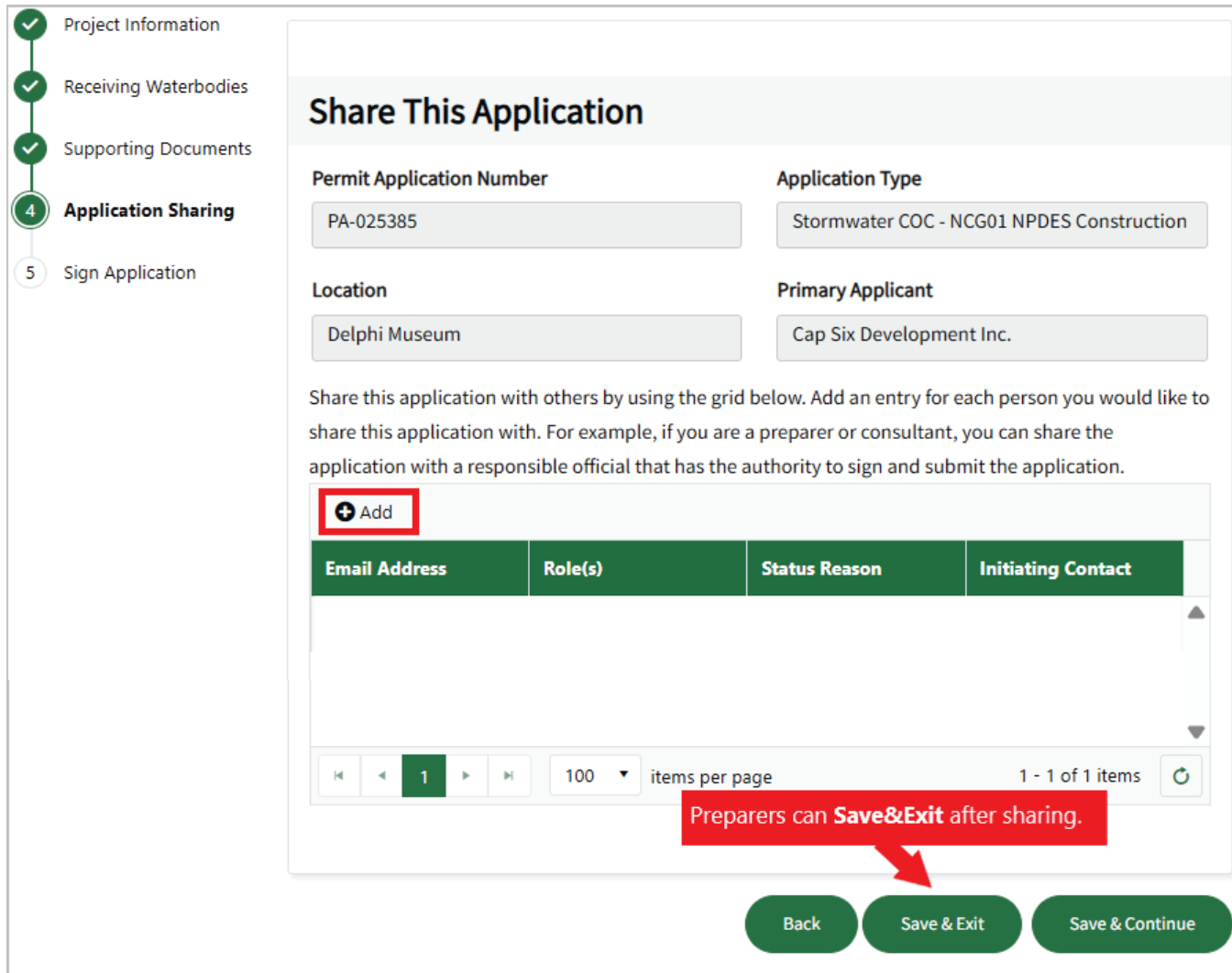
x

Comments/Notes - Please provide any additional information about how the uploaded documents support the application.

	File Name	Original File Name	Portal Control Number	Type Text	Created On	
<div>Remove</div>	FRO Submitted 20...cf73de4f-4e0b-f011-bae3-001dd80bcf2...	FR-Proof.pdf	be4d609e420c...1	Application	3/27/2025 4:59 PM	<div>Actions ▾</div>
<div>Remove</div>	ESC Approval Submitted 20...8c36e13a-4f0b-f011-bae3-001dd80bcf2...	Approval.pdf	d8d062855643...1	Application	3/27/2025 5:05 PM	<div>Actions ▾</div>

Application Step 4: Application Sharing

Clicking **+ Add** at the top of the grid allows users to enter a share invitation to other users. Preparers should use **Save & Exit** when they are finished on this screen. Only users who have signature authority for the entity responsible for the permit should **Save & Continue** on this screen.



Share This Application

Permit Application Number
PA-025385

Application Type
Stormwater COC - NCG01 NPDES Construction

Location
Delphi Museum

Primary Applicant
Cap Six Development Inc.

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

+ Add

Email Address	Role(s)	Status Reason	Initiating Contact
1 - 1 of 1 items			

100 items per page

Preparers can **Save&Exit** after sharing.

Back **Save & Exit** **Save & Continue**

Users without signature authority may share applications with users who do have the authority so that the application can be signed and submitted.

Users can also share applications with colleagues or others who should have access. If an application has not been submitted, share recipients can edit the application.

Sharing of applications can also be done from the [Applications Grid](#). Users can continue or exit from this screen if they do not need to add sharing invitations here, or when they are finished.

After clicking clicking **Add** at the top of the grid a modal window will open where the user can fill out the invitation. The sharing user's name is automatically filled in.

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

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

Initiating Contact

Your name will appear here.

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

Role(s) *

Comments

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

Send Sharing Invitation

Invitees who will sign and submit the application should have the role **Responsible Official** or **Delegated Responsible Official**.

Responsible Official
Delegated Responsible Official
Report Certifier
Preparer
Financial Administrator

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

The email address that is/will be associated with the share recipient's AccessDEQ portal account must match the email address entered on this form 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.

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

At this point, preparers can click **Save & Exit**. Users may always return to the application before it has been submitted to make revisions. Responsible Officials/Delegated Responsible Officials can click **Save & Continue** to proceed with signing and submitting the application.

✓ Project Information

✓ Receiving Waterbodies

✓ Supporting Documents

4 Application Sharing

5 Sign Application

Share This Application

Permit Application Number
PA-025385

Application Type
Stormwater COC - NCG01 NPDES Construction

Location
Delphi Museum

Primary Applicant
Cap Six Development Inc.

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

+ Add

Email Address	Role(s)	Status Reason	Initiating Contact
ptp.test.user1@deq.n...	Preparer	Redeemed	Sharer Name
ptp.test.user3@deq.n...	Responsible Official	Pending	Sharer Name

1

100 items per page

1 - 1 of 1 items

Preparers can **Save&Exit** after sharing.

Back

Save & Exit

Save & Continue

Application Step 5: Sign Application

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

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

There are two roles with signature authority: Responsible Official (RO) and Delegated Responsible Official (DRO). DROs must go through an extra step to have their signature authority verified before being able to sign and submit an application. The [Delegated Responsible Officials](#) section has more information on this process.

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 to the Authorized Representative must be approved in advance and documented. This process takes place during the application procedure at the signing step. To indicate that you are a Delegated Responsible Official, follow these steps: request approval, print the Delegation of Signature Authority (DOSA) form, and mail the **wet-signed paper copy of the DOSA form** to the Stormwater Program per the instructions. Please note that the paper copy 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 D](#) have more information about identity proofing.

Sign Application

1 ID Proofing

2 Submit

Identity Proofing

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

Real-Time Identity Proofing

Get ID Proofed Now!

Mail Signed Agreement

Paper-Based Subscriber Agreement

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

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

Save & Continue

Responsible Officials

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

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

Signature Authority Attestation

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

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

Responsible Official/Delegated Responsible Official
PTP Test User 3

Permit Organization Name *

RO/DRO Title *

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 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

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

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

Delegation of duties to the Authorized Representative must be approved in advance and documented. This process takes place during the application procedure at the signing step. To indicate that you are a Delegated Responsible Official, follow these steps: request approval, print the Delegation of Signature Authority (DOSA) form, and mail the **wet-signed paper copy of the DOSA form** to the Stormwater Program per the instructions.

The name of the 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 their job title in the **RO/DRO Title** field and select Delegated Responsible Official for **Role for the Organization**. They must select **Yes** to indicate they have signature authority and select the signature authority on file if it already exists, then click **Save & Continue** to submit the application.

Please note that the paper copy only needs to be submitted once for each Delegated Responsible Official within a specific organization.

Please note that only one DOSA should be downloaded and submitted per application, per each individual portal user, since each form generates a unique ACT number linked to the individual in the database.

NEXT PAGE

If they do not already have signature authority on file, they may request it clicking the **Click Here to Apply** button.

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 *

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 *

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 next screen contains the Delegation of Signature document as well as instructions on downloading, completing, and mailing it in to DEQ. Users will receive an email notification when the application has been received and processed by DEQ staff. Note that a Responsible Official must also sign the agreement.

Note: DROs will only have to complete this step once for each organization for which they have delegated signature authority.

Apply for Delegated Signature Authority

✓
 Signature Authority

2
Print Agreement

3
 ID Proofing

Please complete the following steps:

1. Download and print the Delegation of Signature Agreement. Fill out and sign where indicated in blue or black ink. Note: the Responsible Official must also fill in and sign the form in blue or black ink, where indicated.
2. **Important!** Mail the original signed-in-ink document to DEQ at the address listed below.
3. Click the Save & Continue button to continue with the submission process. DEQ staff will process your application when the agreement is received in the mail.

Mailing Address:

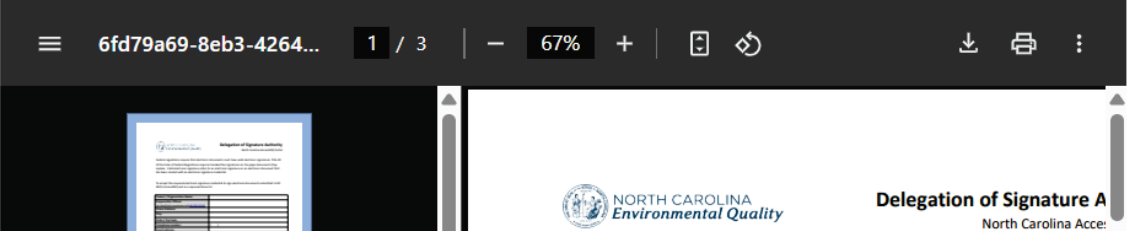
US Mailing Address

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

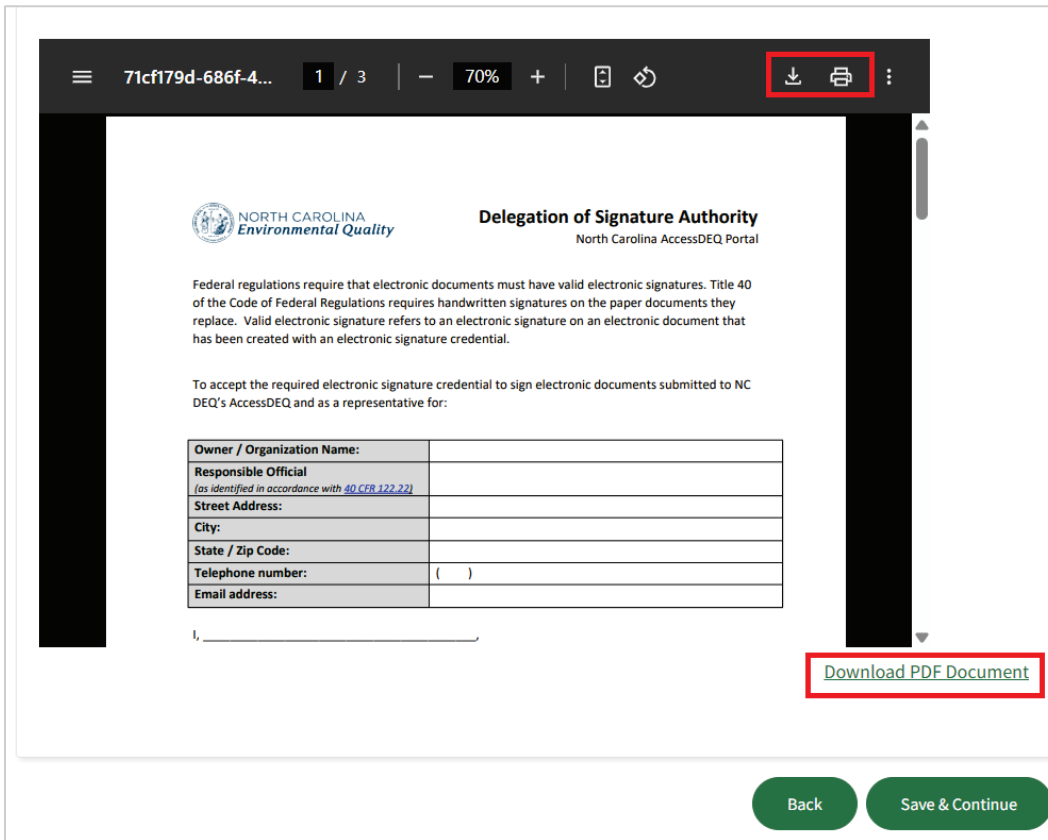
Delivery Service (Fed Ex, UPS, Other)

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

You will receive an email when your signed-in-ink agreement is received and processed by DEQ Staff. **Note:** you will only have to complete this step one time in order to submit applications/documents in AccessDEQ for an Organization.



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.



71cf179d-686f-4... 1 / 3 | - 70% + | [Icons] [Download] [Print] [Menu]

NORTH CAROLINA
Environmental Quality

Delegation of Signature Authority
North Carolina AccessDEQ Portal

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

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

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

I, _____

[Download PDF Document](#)

[Back](#) [Save & Continue](#)

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

Please note that only one DOSA form can be downloaded and submitted per application, for one individual, since each form generates a unique ACT number linked to the individual in the database.

Mail the Completed form to:

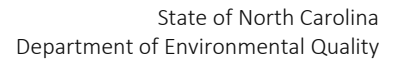
US Mail

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 you 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.



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.

Users can click the link above the document display to go back and change information. **Note:** Until an application has been submitted, users can always change the application information at any time. The section on the [Applications Grid](#) has more information about accessing applications.

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

5cbebac9-f60e-f011-bae2-
Site Location Map
New Caprica
PA-133161
4/1/2025 8:42 AM

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

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

☒ I Agree

Sign Electronically & Submit

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

Accepting Shared Applications/Permits

A portal user can grant access to others for permit applications or permits by using the sharing feature. The [Application Step 4: Application Sharing](#), [Applications Grid](#), and [Permits & Projects Grid](#) sections in this document have more information for users who want to share.

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

If the recipient does not already have a portal account in AccessDEQ, they can register an account 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](#)

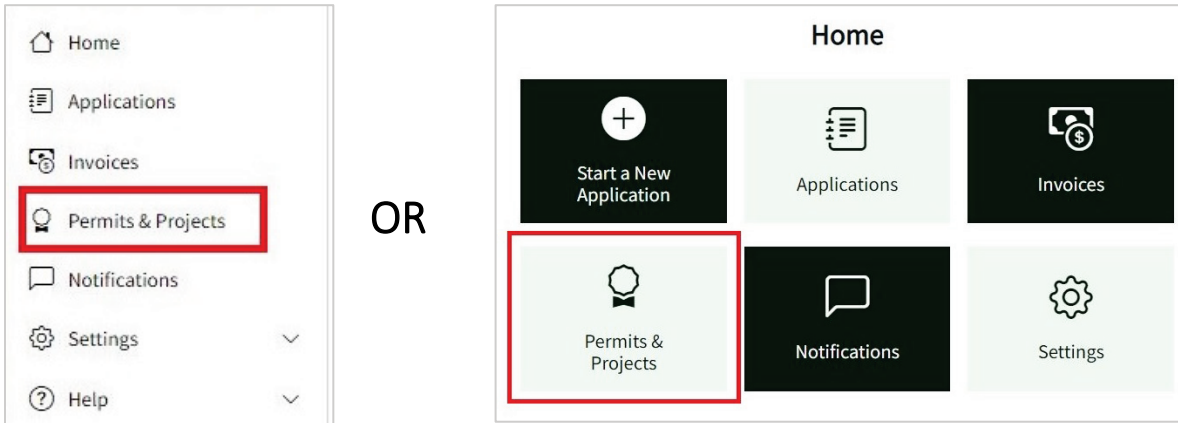
An example of a permit sharing email message sent to a share recipient whose email address matches a current AccessDEQ portal account.

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.

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> <div>Actions ▾</div> <div> <div>View</div> <div>Share Permit</div> </div> </div>
NCC256076	NPDES Stormwater	NCG01 - NPDES Construction	Delphi Museum	Active	05/20/2025	05/20/2025	03/30/2029	
WAKE-2025-00011	Erosion & Sediment Control	Erosion & Sediment Control Certificate of	Venus & Dr. John Records	Active	11/22/2024	11/22/2024		<div> <div>Actions ▾</div> </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.

Application	Program	Application Type	Status	Location	Primary Ap...	Submitted On	Created On ↓	
PA-156533	Post-Construction Stormwater	Post-Construction Stormwater	<div><div></div></div> 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 ▾

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

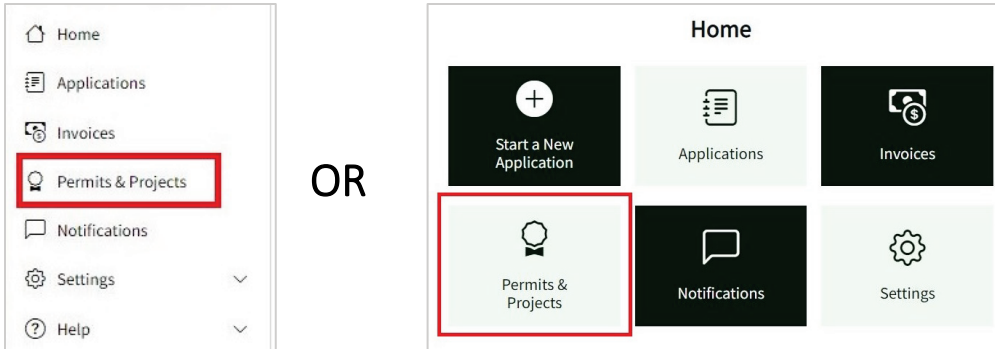
For others, users can select the role that seems most appropriate. If unsure, the role of **Preparer** can be used.

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.

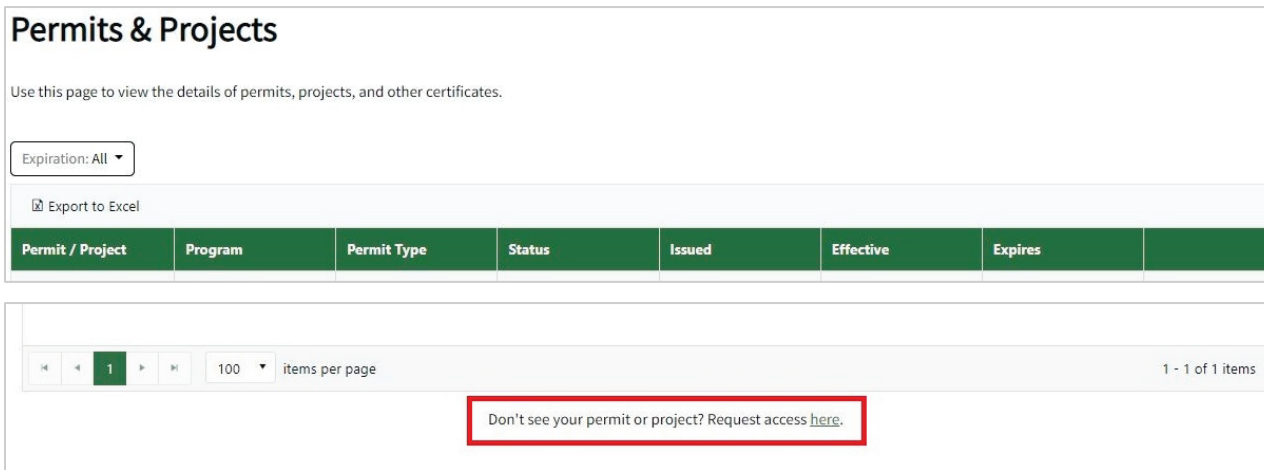
If the email address of the recipient is not yet associated with an AccessDEQ portal account, the sharing message will include registration instructions for the recipient. The [Accepting Shared Applications/Permits](#) section in this document has more information.

Request Access to a Permit

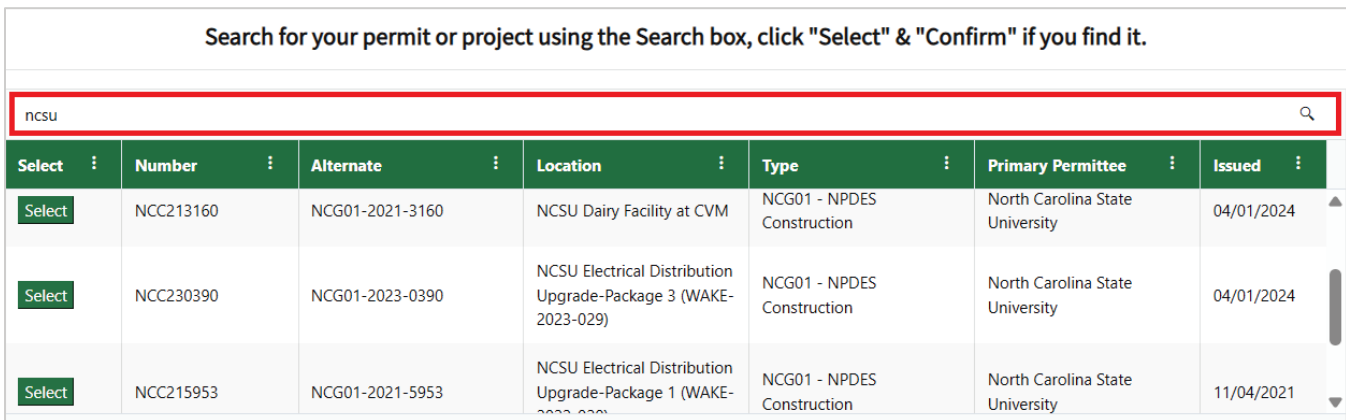
A user can request access to an existing NPDES Stormwater permit from the Permits & Projects screen.



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. (See [page 6 in the Home & Registration section.](#))

Please explain your relationship to the permit or project. *

Supporting Documentation *

Select files...

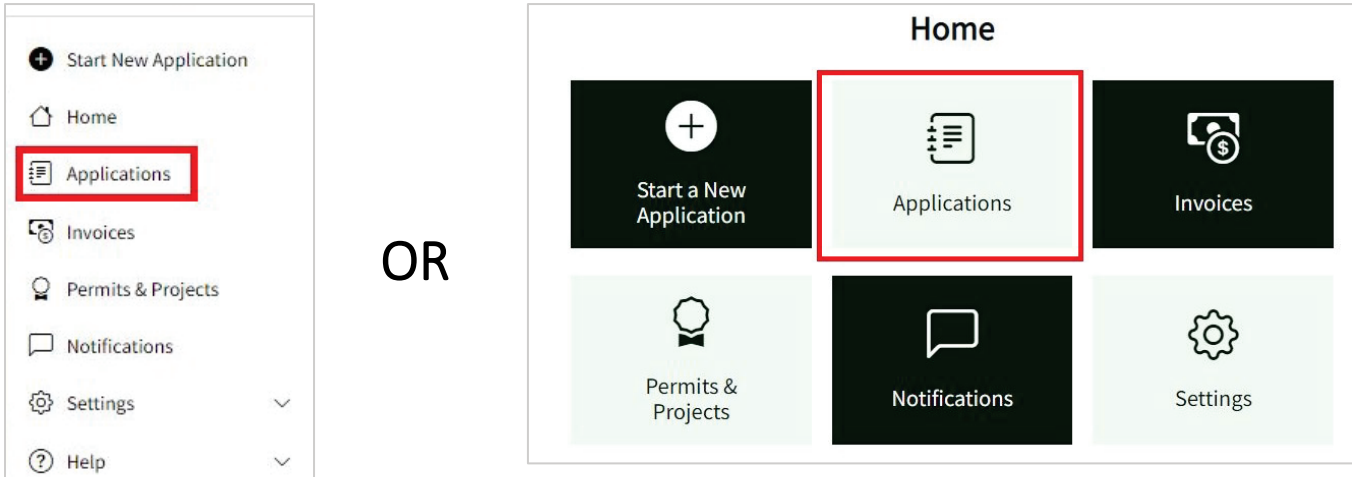
Drop files here to upload

Submit

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

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. The user's permit applications, as well as termination and modification requests, appear on this grid.

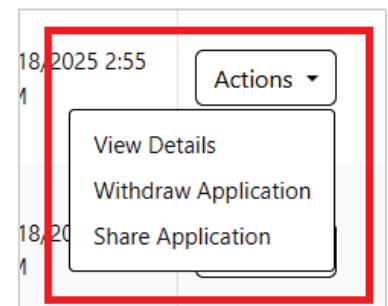
Clicking on the permit application number (**PA-#####**) in the **Application** column will take the user to the application. If the permit application is in the status of "Not Submitted" or "Awaiting Applicant", the permit application will open for editing. If the permit application is in any other 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 view the Applications Details screen by selecting **View Details**. There are other options such as **Share Application** or **Edit Application**.

The [Application Step 4: Application Sharing](#) section of this guide has more information about sharing applications.

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





The Application Details screen show information about the application, its status, and a link to withdraw an application. Associated invoices will also be displayed. Clicking on the invoice number link will take the user to the Invoice where it can be viewed and paid. A user's invoices are also available in the [Invoices](#) part of AccessDEQ

My AccessDEQ / Applications / View Application Details

View Application Details

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

✓

2

3

4

5

Pending

Application Submitted

Completeness Review

Technical Review

Decision

Application Details

Application Number

PA-024789

Application Type

Stormwater COC - NCG01
NPDES Construction

Sub Type

Created By

PTP Test User 1

Status

Application Submitted

Withdraw Application

Invoices

Number	Invoice D	Due Date	Status	Total Paic	Invoice Tr
INV-004256	04/02/2025	05/02/2025	Payment Due		\$120.00

Associated Records

Number	Type	Version	Effectiv	Issued	Expires
No Data Available					



Invoices & Payments

An invoice is generated after the successful submission of an application. All invoices can be viewed from the **Invoices** grid in AccessDEQ. To view an individual invoice, users can click the link in the **Invoice** column (**INV-#####**), or select **View Invoice** from the **Actions** menu. Invoice information for an individual application is also available on the Application Details screen.

My AccessDEQ / Invoices

Invoices

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

Invoice(s)

Consolidated Invoice(s)

Status: All ▾

Export to Excel

Search...

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

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



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

The **Make Payment** button is enabled for invoices with an outstanding balance. Clicking it takes the user to the PayIt web application, where they can submit a payment.

Invoice

Invoice Header

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

Invoice Line Items

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

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

Payments

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

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

In PayIt the applicant can select or update a payment method to use a credit card, debit card or checking account (ACH) 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. Users can print a copy of the receipt by clicking the Print button at the top right corner of the page.

Transfer Ownership of a Permit

Users can apply to transfer Permit ownership to a new entity by starting a new NCG01 application then selecting the transfer ownership option and clicking **Next**.

Note: Only users with signature authority for the entity legally responsible for the permit can sign and submit a transfer application.

1 Details

2 Transfer Permit

Submit a New Application

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.

Select the option that best describes your scenario: *

- ☐ 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.
- ☐ 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).
- ☐ 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.
- ☒ Transfer ownership of existing NCG01 or NCG25 Stormwater General Permit coverage

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.

Next

A grid of existing NCG01 or NCG25 certificates of coverage will be displayed. Users can search for the permit for which they want to transfer ownership. The search works for partial matches and searches on the Permit column, the Project Name column, and the Permit Application column.

NPDES Construction Stormwater NCG01 or NCG25 General Permit Transfer Permit Ownership Form

1 Choose Permit

2 Transfer

3 Supporting Information

4 Sign Application

You must apply to transfer Permit ownership to a new entity. Please enter the Permit to transfer ownership.

Selected Permit Number

Please find and select the Permit to apply for Transfer of Ownership.

Select	Permit	Project Name	Type	Primary	Permit /	Expires
<input type="button" value="Select"/>	NCC256014	Delphi Museum	NCG01 - NPDES Construction	Cap Six Development Inc.	PA-024789	3/11/2025 8:00 PM

After finding the permit to transfer, users can click the **Select** button. The selected permit number will appear at the top of the grid. Clicking **Save & Continue** will continue the transfer request application.

Please find and select the Permit to apply for Transfer of Ownership.

Select	Permit	Project Name	Type	Primary	Permit /	Expires
<input type="button" value="Select"/>	NCC256014	Delphi Museum	NCG01 - NPDES Construction	Cap Six Development Inc.	PA-024789	3/11/2025 8:00 PM

1

100 items per page

1 - 1 of 1 items

Step 2, **Transfer**, happens automatically and may take a few moments. In step 3 the user can fill out the necessary information for the transfer.

Most of the fields appearing on this screen are required. There is a text box for the user to explain any modifications. The user may also upload supporting documentation files.

NPDES Construction Stormwater NCG01 or NCG25 General Permit Transfer Permit Ownership Form

- ✓ Choose Permit
- ✓ Transfer
- 3 **Supporting Information**
- 4 Sign Application

Supporting Information

Please enter any updated contact information, if applicable (optional).

Permit Number

NCC256014

Primary Applicant *

Primary Project Site Contact *

Acres to be Disturbed *

10

Total Site Area (acres) *

Post Construction Impervious Area *

Primary Consultant

Billing Contact *

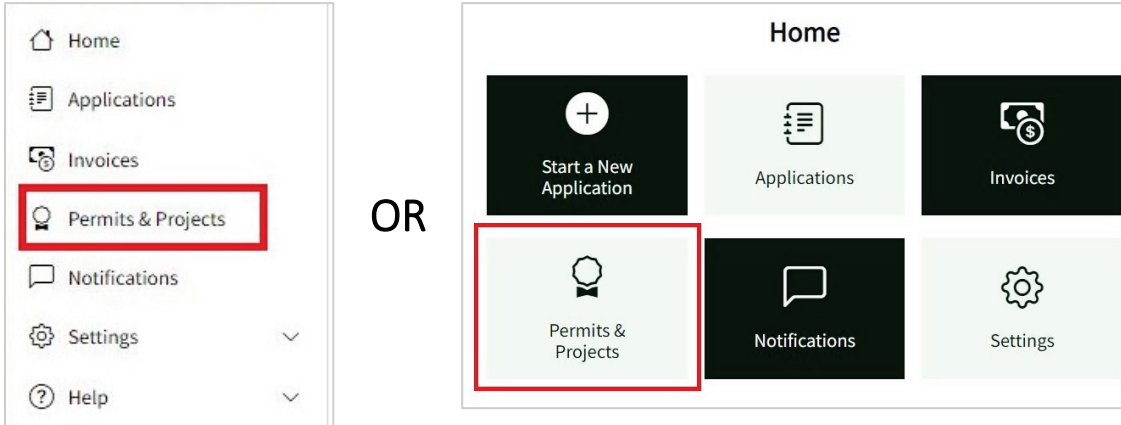
NCG01 Modification Explanation (If lots are being added or closed out, please include specific lot numbers) *

After clicking **Save & Continue** at the bottom of the screen, the next step is to sign and submit the transfer application. These steps are the same as those outlined in the [Application Step 5: Sign Application](#) section of this guide.

DEQ staff will review the application. Users will be notified via email when the application is processed. The [Applications Grid](#) section of this guide has more information about viewing applications.

Notice of Termination Request

Users may enter a request to terminate permit coverage. This is done from the Permit Details page. Each permit to which the user has access is listed on the **Permits & Projects** screen. This can be reached by selecting the option on the left-hand navigation menu, or clicking the tile on the Home screen.



A grid listing all the Permits to which the user has access is displayed. Users can click the link in the **Permit/Project** column for the permit for which they wish to enter a Notice of Termination Request.

My AccessDEQ / Permits & Projects

Permits & Projects

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

Status: All ▾ Expiration Date: N/A ▾

☒ Export to Excel

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

The Permit Details screen will open, displaying information about the permit. Users can click the **Terminate Permit** button towards the top of the screen to open a Notice of Termination Request.

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



The Notice of Termination Request will open. Users can select the **Reason for Termination** and click **Save & Continue** to proceed.

Notice of Termination Request - NPDES Stormwater Permit for Construction Activities

Division of Energy, Mineral, and Land Resources

1 Reason for Termination

- 2 Data Retrieval
- 3 Supporting Information
- 4 Unpaid Fees
- 5 Application Sharing
- 6 CROMERR Signature

Use this form to submit a Notice of Termination (NOT) request for a project covered under the N.C. NPDES General Permit for Construction Activities NCG010000 (or NCG250000). If approved, the Certificate of Coverage (COC) will be rescinded.

Reason for Termination *

- ☐ Project Closed-Out
- ☐ Sale (Another Owner/Operator obtained new COC)
- ☐ Mistake or Invalid Coverage
- ☐ Other (please specify)

Other Termination Reason

Save & Continue

Once the data is retrieved, the **Supporting Information** screen is displayed. The screen has a text field allowing users to add additional information about the basis of the termination request. Depending on the reason for the termination request, other specific information may be required on this screen.

Reason for Termination	Required Information
Project Closed-Out	<ul style="list-style-type: none">✓ E&SC Plan Close-out Date✓ Supporting Documentation file(s), such as a final inspection report or correspondence from the authority that approved the E&SC Plan. <p>Note: Certificate of Occupancy is not sufficient close-out documentation.</p>
Sale	<ul style="list-style-type: none">✓ New Owner/Operator (Permittee) CoC Number✓ New Owner Email Address✓ New Owner Name✓ New Owner Phone Number✓ Supporting Documentation file(s) of the transfer or close-out of the E&SC plan. <p>Note: The new owner must obtain their own CoC first before the termination request can be processed.</p>
Other	Other termination reason (first page)

Once the user has supplied the necessary information, they can click **Save & Continue** to proceed to pay unpaid fees, if applicable.

Reason for Termination

Data Retrieval

Supporting Information

Unpaid Fees

Application Sharing

CROMERR Signature

Supporting Details

To better process your request, please enter additional supporting details below, if necessary.

Permit Number

Additional Explanation (additional information about the basis of this request)

E&SC Plan Close-out Date *

For Project Close-out, you must provide documentation below. Please note, a Certificate of Occupancy is not sufficient close-out documentation. You must provide a final inspection report or correspondence from the authority that approved the Erosion and Sediment Control (E&SC) Plan.

Supporting Documentation (only .pdf allowed, max file size 100 MB) *

✓ Done

Final Inspection Report.pdf
File(s) uploaded successfully.

×

Delete	Original File Name	Created On
	Final Inspection Report.pdf	6/23/2025 4:45 PM

1

100 items per page

1 - 1 of 1 items

Back

Save & Continue

The next step is Application Sharing. Users can continue or exit from this screen if they do not need to add sharing invitations here.

Clicking **+ Add** at the top of the grid allows users to enter a share invitation to other users. Preparers should use **Save & Exit** when they are finished on this screen. Only users who have signature authority for the entity responsible for the permit should **Save & Continue**.

Share This Application

Permit Application Number
PA-025385

Application Type
Stormwater COC - NCG01 NPDES Construction

Location
Delphi Museum

Primary Applicant
Cap Six Development Inc.

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

+ Add

Email Address	Role(s)	Status Reason	Initiating Contact
ptp.test.user1@deq.n...	Preparer	Redeemed	Sharer Name
ptp.test.user3@deq.n...	Responsible Official	Pending	Sharer Name

1

100 items per page

1 - 1 of 1 items

Preparers can **Save&Exit** after sharing.

Back

Save & Exit

Save & Continue

Users may also share applications with colleagues or others who should have access. If an application has not yet been submitted, share recipients can also edit the application.

Sharing of applications can also be done from the [Applications Grid](#).

After clicking clicking **+** **Add** at the top of the grid a modal window will open where the user can fill out the invitation. The sharing user's name is automatically filled in.

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

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

Initiating Contact

Your name will appear here.

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

Role(s) *

Comments

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

Send Sharing Invitation

Invitees who will sign and submit the application must 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.

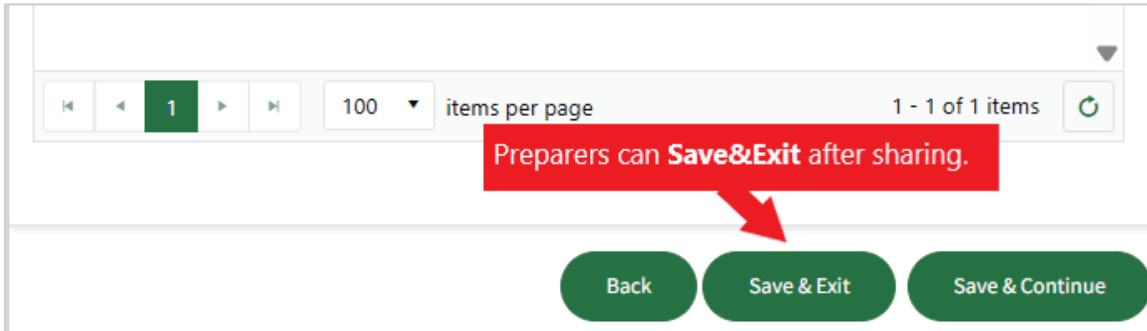
The email address that is/will be associated with the share recipient's AccessDEQ portal account must be entered for the sharing to work.

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.

If a user shares an application to the wrong email address, they can re-share the application to the correct email address.

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

At this point, preparers can click **Save & Exit**. Users may always return to the application before it has been submitted to make revisions. Responsible Officials/Delegated Responsible Officials can click **Save & Continue** to proceed with signing and submitting the Notice of Termination Request.



To sign and submit a Notice of Termination Request, users with signature authority for the entity who is requesting the Notice of Termination can follow the steps in the [Sign Application](#) section of this guide.

The user's Notice of Termination Requests can be found in their [Applications Grid](#). If the user has an unsubmitted Notice of Termination Request, they may open it for editing there.

Withdrawing an Application


Only a user with signature authority for the entity legally responsible for the permit application can initiate a withdrawal. This can be done using the Withdraw Application button on the **Application Details** page, or by selecting **Withdraw Application** from the Actions menu on the Applications grid.

Note: Blank applications can be withdrawn by any user with access to the application.

Application, share an application, edit an existing application or check the status of a submitted application.

NPDES Stormwater

Export to Excel

	Application Type	Status	Location	Primary Applicant	Submitted On	Created On	
er	Stormwater COC - NCG01 NPDES Construction	 Application Submitted	Delphi Museum	Roslyn Development	4/3/2025 12:16 PM	4/3/2025 11:40 AM	Actions
er	Stormwater COC - NCG01 NPDES Construction	New - Pending Submission	Beachside Food Hall - New Name	D'Anna Biers		3/18/2025 2:17 PM	View Details Withdraw Application Share Application

OR

Application Details

Application Number
PA-024921

Application Type
Stormwater COC - NCG01
NPDES Construction

Sub Type

Created By
PTP Test User 3

Status
Application Submitted

Withdraw Application

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

Note: A withdrawal request cannot be undone. Withdrawn applications cannot be reactivated. Should the project resume, a new application is required.

1

2

Division of Energy, Mineral, and Land Resources

Construction Stormwater NCG01 Withdraw Permit Application

Withdrawing this application will deactivate it in our system. If you decide to continue with your project, you will have to submit a new application. Any paper copies that the division has received in relation to this application will be recycled. This cannot be undone.

If you would like to withdraw this application, click the Submit button below to complete your permit application withdraw request.

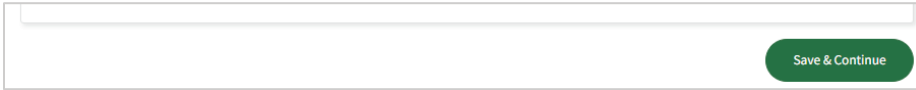
Status
Application Submitted

Environmental Interest
Delphi Museum

Primary Applicant
Roslyn Development

Reason you are withdrawing the application *
Enter reason for withdrawal here.

Clicking **Save & Continue** at the bottom of the screen will take the user to the sign and submit process.



The user can follow the same steps to sign and submit the withdrawal application as they did for [signing and submitting the original application](#).

During the signing and submitting process, a PDF document of the withdrawal application is presented so the user may download or print it if desired.

Sign Application

✓ 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

225de6ee-fdea... 1 / 4 - 67% +

WITHDRAW APPLICATION - COPY OF RECORD

PA-023599

WITHDRAW APPLICATION

Permit Number	
Reason for Withdrawal	

PROJECT DETAILS

Facility/Site/Location	Wake Forest Food Hall
Type: Project	

ACCESSDEQ USER GUIDE – NPDES STORMWATER NCG01/NCG25

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

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

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: NPDES Stormwater

Start New Application

Export to Excel

Application	Program	Application Title	Status	Location	Primary Applicant	Submitted On	Created On	
PA-024941	NPDES Stormwater	Stormwater COC - NCG01 NPDES Constructi...	Withdrawn			4/8/2025 12:24 PM	4/8/2025 12:23 PM	Actions
PA-024921	NPDES Stormwater	Stormwater COC - NCG01 NPDES Constructi...	<div><div></div></div> Application Submitted	Delphi Museum	Roslyn Developm...	4/3/2025 12:16 PM	4/3/2025 11:40 AM	Actions
PA-024789	NPDES Stormwater	Stormwater COC - NCG01 NPDES Constructi...	Issued	Delphi Museum	Cap Six Developm... Inc.	4/2/2025 11:11 AM	3/18/2025 2:55 PM	Actions
PA-024788	NPDES Stormwater	Stormwater COC - NCG01	<div><div></div></div> Application	Beachside Food Hall -	D'Anna Biers		3/18/2025 2:17 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	Initial version of the user guide.	Author: Christi Haynes Date: 04/08/2025
1.1	<ul style="list-style-type: none"> • Add section for Notice of Termination Request • Add section for Permits & Projects Grid • Add further details & updated screen illustrations for Application Sharing and Sign Application sections regarding preparers and the signing screen and ID proofing • 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 • Minor rewording and formatting changes; font change to allow inline bolded words to show up better on PDF 	Author: Christi Haynes Shelton Sullivan Date: 09/12/2025

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 – Parent and 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.

Appendix D – Identity Proofing

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) compliant. Requiring identity proofing of users who submit electronic applications is part of this compliance.

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

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

Tips for successful real-time identity proofing:

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

If a user cannot complete real-time identity proofing they can mail in a signed paper-based Subscriber Agreement to DEQ. To do this, they can click on the **Paper-Based 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.