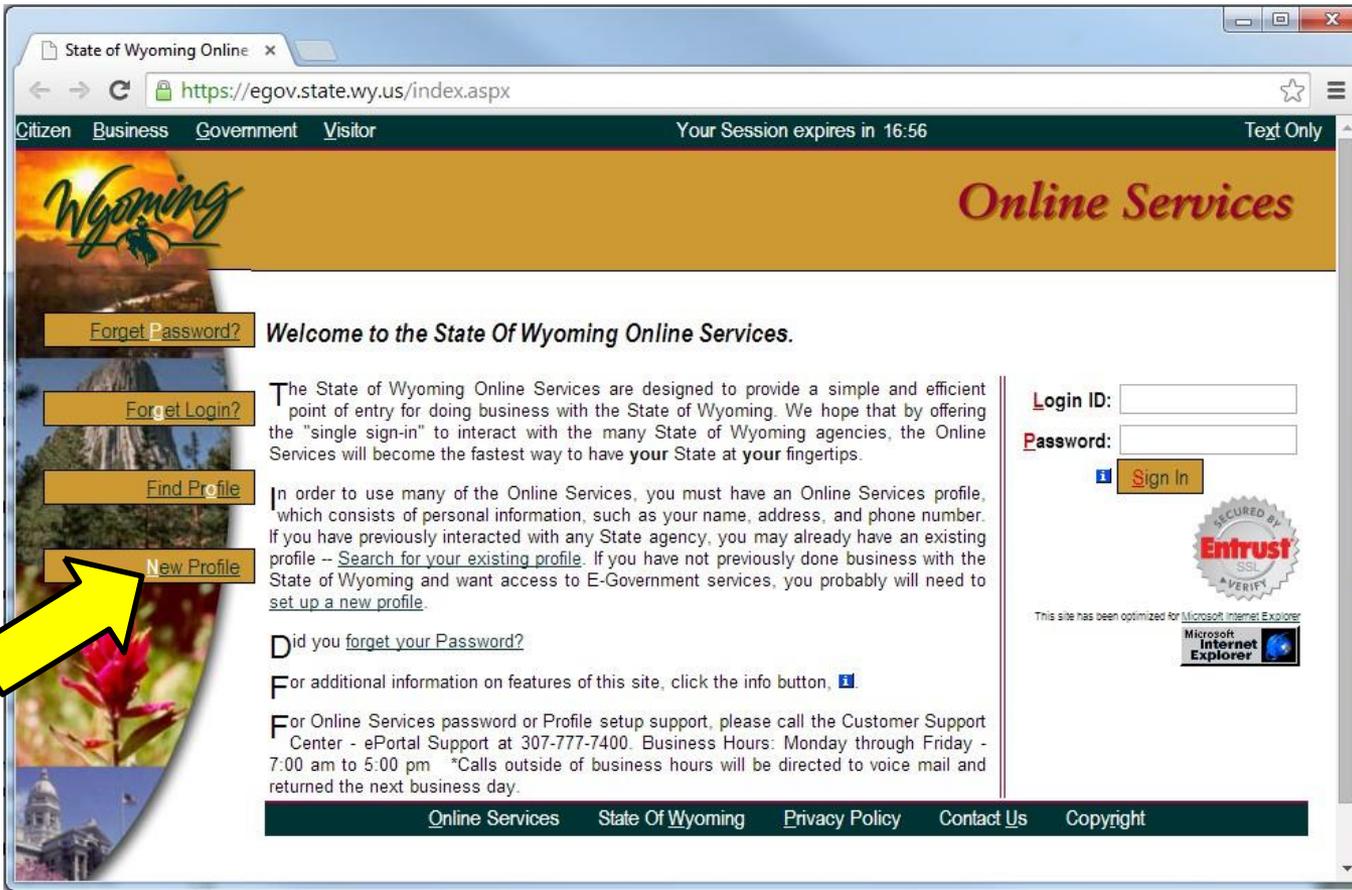


Creating a User Account

Getting Started in IMPACT

- To access IMPACT, all users will first need to create a user name and login on the State of Wyoming Online System (eGov)
- That user name and login will be used to set up a profile on WDEQ's Environmental IT Enterprise (ENV-ITE) system
- Once these two steps are completed, access to IMPACT for a specific company can be requested

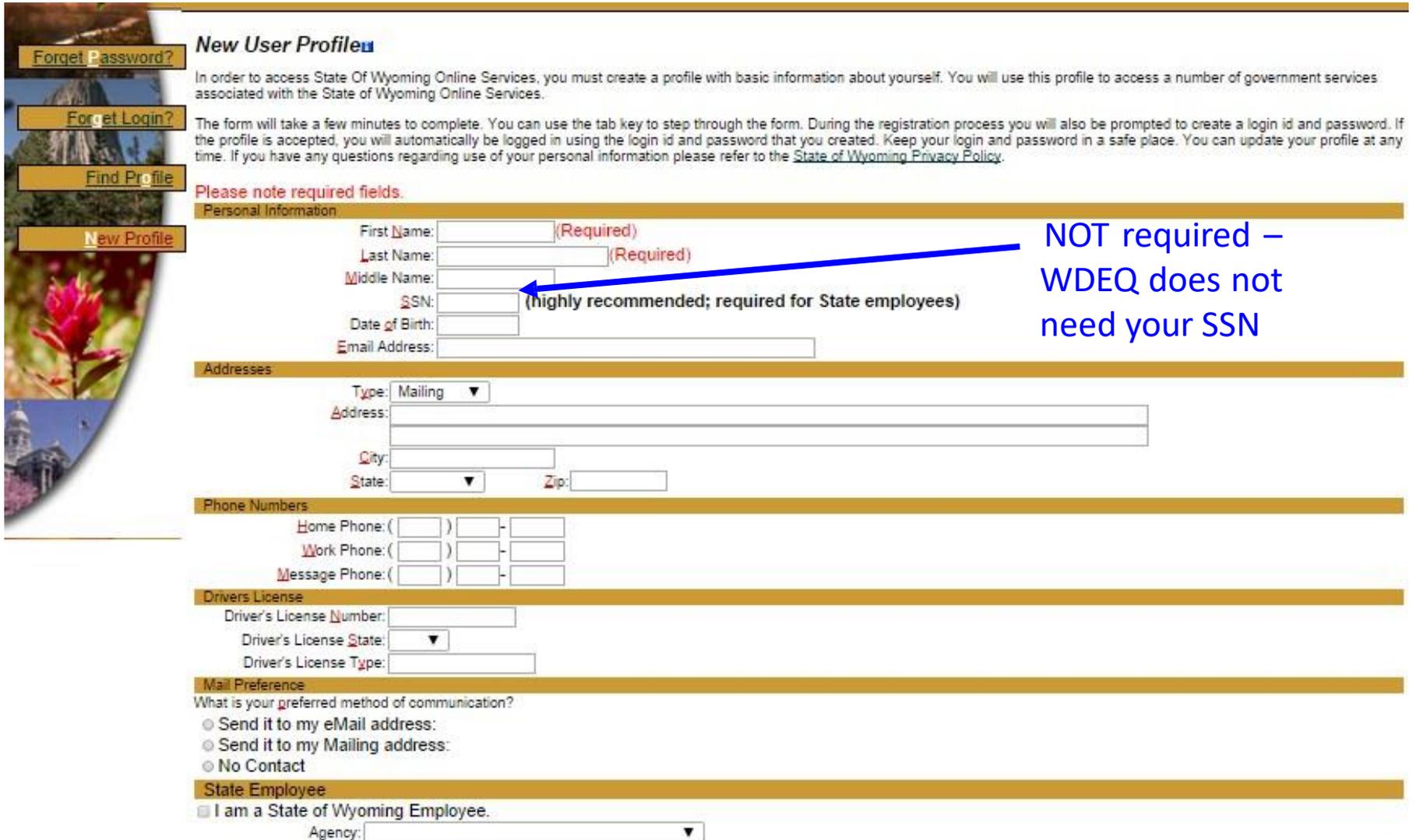
Step 1 – Create a new eGov profile



- ❖ Everyone will have to do this.
- ❖ Simple and fast.

<https://egov.state.wy.us/index.aspx>

Step 1 - Create a new eGov profile



Forget Password?

Forget Login?

Find Profile

New Profile

New User Profile

In order to access State Of Wyoming Online Services, you must create a profile with basic information about yourself. You will use this profile to access a number of government services associated with the State of Wyoming Online Services.

The form will take a few minutes to complete. You can use the tab key to step through the form. During the registration process you will also be prompted to create a login id and password. If the profile is accepted, you will automatically be logged in using the login id and password that you created. Keep your login and password in a safe place. You can update your profile at any time. If you have any questions regarding use of your personal information please refer to the [State of Wyoming Privacy Policy](#).

Please note required fields.

Personal Information

First Name: (Required)
Last Name: (Required)
Middle Name:
SSN: (highly recommended; required for State employees)
Date of Birth:
Email Address:

NOT required – WDEQ does not need your SSN

Addresses

Type: Mailing ▼
Address:
City:
State: Zip:

Phone Numbers

Home Phone: () -
Work Phone: () -
Message Phone: () -

Drivers License

Driver's License Number:
Driver's License State:
Driver's License Type:

Mail Preference

What is your preferred method of communication?

Send it to my eMail address:
 Send it to my Mailing address:
 No Contact

State Employee

I am a State of Wyoming Employee.
Agency:

Step 1 – Create a new eGov profile

Create Login ID and Password

Watch Password Rules Status below as you type in your new password.

Login ID: (Required)

Password: (Required) [View Password Requirements](#)

Re-enter Password: (Required)

Password Rules Status

- Low Security
- × 8 Characters
- × 1 Uppercase Letter
- × 1 Lowercase Letter
- × 1 Numeric Character
- ✓ No Repeating Letters

Secret Question and Answer

If you forget your password, you will be asked to answer your secret question correctly to receive a new password. Protect yourself by selecting a question that only you know the answer to.

Secret Question: (Required)

Secret Answer: (Required)

Mother's Maiden Name: (Required)

Click Add once you've completed the required information

Step 2: Login to ENV-ITE

Wyoming DEQ | Citizen | Business | Government | Visitor |

 **ENV-ITE**
Wyoming Department of Environmental Quality

DEQ Home Page ▾

Login

ENV-ITE requires a free account from [eGov - State of Wyoming Online Services](#).

ATTESTATION WARNING

This Environmental IT Environmental ("ENV-ITE") system has been established by the Wyoming Department of Environmental Quality (WDEQ) for the use of businesses or entities required to file reports or other data pursuant to federal and state laws and regulations. By affixing my electronic signature to any documents or data and by choosing to submit documents and data through the WDEQ's ENV-ITE system, I certify, acknowledge, and/or agree as follows:

- I am responsible for protecting my PIN, answers to secret questions from compromise;
- That I am the duly authorized representative of the business or entity associated with the electronic signature credential assigned to me by the WDEQ and that I am uniquely entitled to use the signature device;
- That the data I am submitting is true and correct to the best of my knowledge;
- That I may be subject to civil or administrative enforcement and penalties for failure to comply with reporting requirements under regulatory programs applicable to the business or entity I represent;
- That I may be subject to criminal liability for false certification of the data submitted; and
- That I am free to discontinue any transaction prior to finalization; otherwise, the document will be submitted to the WDEQ and the transaction will be complete, subject to my opportunity to repudiate the document as submitted in a human-readable format.

I certify, acknowledge, and/or agree to the above.

Username

Password

Read the
"Attestation
Warning"
and check
the box

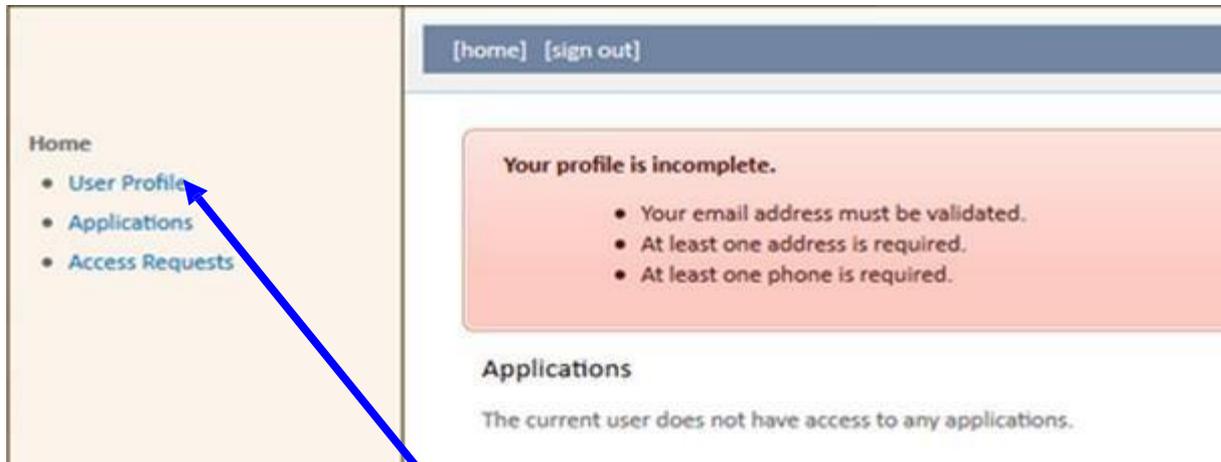
Enter your
eGOV login
information

Click "Sign In")

<http://envite.deq.wyoming.gov>

Step 3: Complete User Profile

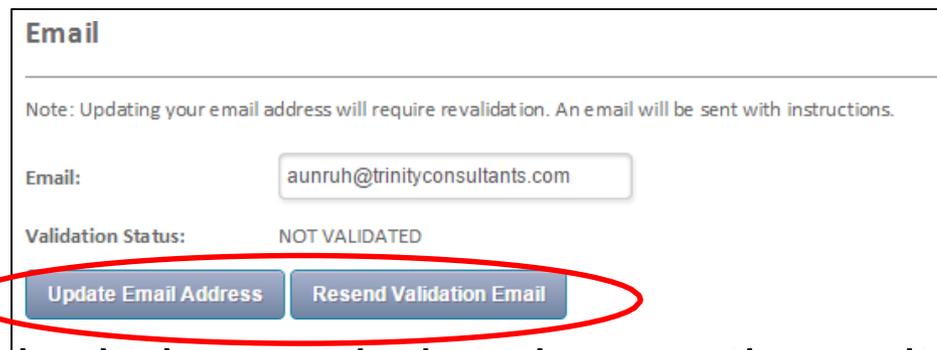
- May receive the following message upon logging in to ENV-ITE:



Click "User Profile" to validate email and fill in missing information

Step 3: Complete User Profile

- Email Verification:
 - Initial validation email automatically sent to the address provided in eGOV when you login to ENV-ITE
 - If you don't receive it, check your spam folder first, then resend the email or update your address if necessary



Email

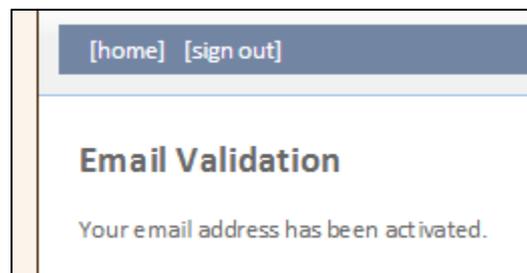
Note: Updating your email address will require revalidation. An email will be sent with instructions.

Email:

Validation Status: NOT VALIDATED

[Update Email Address](#) [Resend Validation Email](#)

- Click the link provided in the email to validate



[\[home\]](#) [\[sign out\]](#)

Email Validation

Your email address has been activated.

Step 3: Complete User Profile

- Add an Address (may be pulled from eGOV)

Addresses

Add Address

Edit ▲	Address ▼	City ▼	State ▼	Zip ▼	Delete ▲
	1391 N Speer Blvd, Ste 350	Denver	CO	80204	

   1   Displaying items 1 - 1 of 1

Phones

Add Phone

Edit ▲	Number ▼	Delete ▲
	720-638-7647	

   1   Displaying items 1 - 1 of 1

Step 4: Request Access

- > Go to Access Requests, then Request New Access

The screenshot displays the ENV-ITE web application interface. The header includes the Wyoming Department of Environmental Quality logo and the text "ENV-ITE Wyoming Department of Environmental Quality". The left sidebar contains a "Home" menu with links for "User Profile", "Applications", and "Access Requests". The main content area shows the "Access Requests" section with a "Request New Access" button in the top right corner. Below the button is a table with columns for "Application", "Organization", "ENVITE Role", and "Status". The table currently displays "No records to display." and "Displaying items 0 - 0 of 0". The footer contains links for "WS-Federation Metadata", "Prod | Internet", "Privacy Policy", "Copyright Statement", and "Copyright © 2014 State of Wyoming. All rights reserved."

<https://envite.deq.wyoming.gov/account/signin?ReturnUrl=%2f>

Step 4: Request Access

[home] [sign out]

Request Access

Application

Organization

ENVITE Role

Choose "IMPACT"

Select your organization

Click "Save"

Select your ENV-ITE Role:

- ◆ eSign - Able to submit applications and reports (e.g. Environmental Manager, Project Manager, RO, etc...)
- ◆ Edit - Read/edit capabilities. Can validate data, but not submit reports, Els, and certain applications. However, able to submit facility profile and contact changes (e.g. environmental staff, consultant, anyone the facility entrusts to enter data).
- ◆ Trusted Partner - Not supported by IMPACT

Step 4: Request Access

Access Request

Status: Pending Submission

Username:

Unsigned Affidavit:



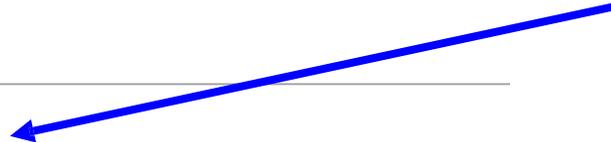
Name:

ENVITE Role: eSign

Application: IMPACT

Organization: Wyoming Department of Environmental Quality

Click to set a PIN and
choose Security
Questions (required
for eSign only)



Additional Security Requirements for eSign Role

PIN Entered:



Enter your PIN now

Security Questions Entered:



Enter your Security Questions now

Workflow

Action:

Send to Agency for Approval ▼

Notes:

Submit

Workflow History:

Status	Note	User	Date
Pending Submission			8/27/2014 1:43:37 PM

Step 4: Request Access

- Set a PIN

[home] [sign out]

PIN Management

1. A PIN is used to digitally sign your documents.
2. When digitally signing a document, you will be asked to re-enter this PIN.
3. Safeguard your PIN. It is not recoverable and is known only to you.
4. You will be asked to sign a legal document describing your responsibilities regarding use of this PIN.

You have not previously set a PIN.

Enter a new PIN

PIN:

PIN (Confirm):

Password:

PIN must meet the following requirements:

- 8 Characters Minimum
- 1 Uppercase Letter
- 1 Lowercase Letter
- 1 Numeric Character
- No Repeating Characters
- PIN must match PIN (Confirm)

Step 4: Request Access

- Set Security Questions/Answers

[home] [sign out]

Security Questions

Please enter your Security Questions

- Choose 5 questions and supply the answers.
- Your PIN must be entered to set your security questions and answers.

Note: Answers may have a maximum of 100 characters. They may include letters, numbers, spaces, and special characters, and are not case sensitive.

Question #1

Answer #1

Question #2

Answer #2

Question #3

Answer #3

Question #4

Answer #4

Question #5

Answer #5

PIN:

Step 4 – Request Access

- Select icon to download the unsigned affidavit

Access Request

Status: Pending Submission

Username:

Name:

ENVITE Role: eSign

Application: IMPACT

Organization: Wyoming Department of Environmental Quality

Unsigned Affidavit:



- Click submit when finished

Workflow

Action:

Send to Agency for Approval ▾

Notes:

Submit

Step 5: Complete Affidavit

- Affidavit will need to be signed by the applicant and person in company approving access (eSign role)
- If requesting eSign access, the affidavit will also need to be notarized

This section completed by applicant

SAMPLE AFFIDAVIT

STATE OF Refers to the State where the Affidavit is notarized

COUNTY OF Refers to the County where the Affidavit is notarized

I, First and Last Name, as an agent of Company Name having been first duly sworn on oath deposes and says:

I understand that the Wyoming Department of Environmental Quality ("DEQ") shall allow me to submit electronic documents to the ENV-ITE System under authorized programs in lieu of paper submissions.

I agree to protect my unique electronic signature device from compromise and from use by anyone except me. Specifically, I agree to maintain the secrecy of the password and PIN; I will not divulge or delegate my user name, password or PIN to any other individual; I will not store my password or PIN in an unprotected location; and I will not allow my password or PIN to be written into computer scripts to achieve automated log-in.

I agree to contact the DEQ ENV-ITE administrator at wdeq.envite@wyo.gov as soon as possible, but no later than 24 hours, after suspecting or determining that my user name, password and/or PIN have become lost, stolen or otherwise compromised.

I agree that I will review the contents of all electronic submissions prior to submission.

I understand and agree that I will be legally bound, obligated, or responsible by my use of my electronic signature, as I would be using my hand-written signature.

I understand that I will automatically receive an e-mail receipt from the DEQ's ENV-ITE System for any submission that contains a valid electronic signature, identifying the document received, the signatory, and the date and time of receipt.

I agree that I will contact the DEQ ENV-ITE Administrator if I do not receive an e-mail receipt as specified above within five (5) business days for any submission to the DEQ's ENV-ITE System.

I understand that I will have the opportunity to review the document submitted in a human-readable format and an opportunity to repudiate the electronic document based on this review.

I understand that the DEQ's ENV-ITE System will automatically reject any electronic document submitted without a valid electronic signature if such signature is required.

I understand that the DEQ may contact the Company Official(s) who signs below to authorize me as signatory for the company in order to verify my identity.

I agree to notify the DEQ ENV-ITE System Administrator if I cease to represent the regulated entity specified above as signatory as soon as this change in relationship occurs and I agree to retain a copy of this signed affidavit as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

Signature: Signature of ENVITE account holder Print Name and Title: _____

Auto-filled based on eGOV profile

Sign and print name/title

This section completed by **company/government owners/representatives who are authorizing ENV-ITE users to sign/edit**

I/We, could be a Director, or Corporate Officer, or Mayor, or Elected Official, as an agent of COMPANY NAME having been first duly sworn on oath deposes and says:

I/We, Director, or Corporate Officer, or Mayor, or Elected Official, assign the following person to e-sign electronic documents to the ENV-ITE System under authorized programs in lieu of paper submissions:

Authorized Program:	<u>IMPACT</u>
Name:	<u>First and Last Name</u>
Title:	<u>Title</u>
Employed by or on behalf of:	<u>Company Name</u>
Address:	<u>Address of ENVITE account holder</u>
Phone:	<u>Phone Number</u>
e-mail (Required)	<u>eMail address</u>

Auto-filled from
ENV-ITE

I/We understand that is my/our responsibility to notify WDEQ in the event of:

1. The login credentials of the assigned person has been compromised (or suspected to have been compromised)
2. A facility has been closed
3. Change in employment status of assigned person
4. Name change of the assigned person

For corporations, non-profits, and LLCs: The corporation or entity, acting through the **officers** whose signatures appear below, acknowledges and accepts legal responsibility for the accuracy and completeness of any submissions (permits, data, etc.). Any submissions that are e-signed by the submitter are the corporation's or entities legal responsibility.

For governmental entities: The governmental entity, acting through the **officers** whose signatures appear below, acknowledges and accepts legal responsibility for the accuracy and completeness of any submissions (permits, data, etc.). Any submissions that are e-signed by the submitter are the government entities legal responsibility.

For partnerships and sole proprietorships: I/we acknowledge and accept legal responsibility for the accuracy and completeness of any submissions (permits, data, etc.). Any submissions that are e-signed by the administrator submitter are my/our legal responsibility.

Corporations, limited liability corporations, partnerships and governments require two individual signatures. For partnerships, the signatures must be general partners. For governmental entities, the signatures must be elected officials or officers that have the lawful authority to bind the entity.

Sole proprietorships require only the owner's signature.

Number of signatures
required dependent on
type of
organization/government
entity

Step 5: Complete Affidavit

- All signatures for eSign role affidavit (2 or 3 depending on organization type) must be notarized

ALL SIGNATURES MUST BE NOTARIZED.

Signature: Signature of 1st official representative Print Name and Title: _____

ATTEST _____ (Seal)
Subscribed in my presence and sworn to before me this _____, day of _____, 20____. Witness my hand and official seal:
My Commission Expires: _____ Notary Public

Signature: Signature of 2nd official representative Print Name and Title: _____

ATTEST _____ (Seal)
Subscribed in my presence and sworn to before me this _____, day of _____, 20____. Witness my hand and official seal:
My Commission Expires: _____ Notary Public

Step 5: Complete Affidavit

- **Mail** the affidavit to the WDEQ:
Wyoming Department of Environmental Quality
ENVITE
200 W. 17th Street
Cheyenne, WY 82002
- The original signed/notarized version is required by the WDEQ, therefore the affidavit cannot be submitted via email or fax

Step 5: Complete Affidavit

- WDEQ staff will complete the approval process, request additional information, or deny the access request
- Applicants will receive email updates at each stage of the approval process
- You can also check the status through the ENV-ITE website

[home] [sign out]

Access Request

Status:	Approved
Username:	
Name:	
Unsigned Affidavit:	
Signed Affidavit:	

Signed affidavit
will be uploaded
by WDEQ upon
approval



Step 6: Access IMPACT

- Once the WDEQ has approved and uploaded your affidavit, you will be able to login directly to IMPACT and access facility information:
 - airimpact.wyo.gov
- Agree to the Attestation Warning and sign-in using your username and password

You are logging into **IMPACT** via ENV-ITE.

Login

ENV-ITE requires a free account from eGov - State of Wyoming Online Services.

ATTESTATION WARNING

This Environmental IT Environmental ("ENV-ITE") system has been established by the Wyoming Department of Environmental Quality (WDEQ) for the use of businesses or entities required to file reports or other data pursuant to federal and state laws and regulations. By affixing my electronic signature to any documents or data and by choosing to submit documents and data through the WDEQ's ENV-ITE system, I certify, acknowledge, and/or agree as follows:

- I am responsible for protecting my PIN, answers to secret questions from compromise;
- That I am the duly authorized representative of the business or entity associated with the electronic signature credential assigned to me by the WDEQ and that I am uniquely entitled to use the signature device;
- That the data I am submitting is true and correct to the best of my knowledge;
- That I may be subject to civil or administrative enforcement and penalties for failure to comply with reporting requirements under regulatory programs applicable to the business or entity I represent;
- That I may be subject to criminal liability for false certification of the data submitted; and
- That I am free to discontinue any transaction prior to finalization; otherwise, the document will be submitted to the WDEQ and the transaction will be complete, subject to my opportunity to repudiate the document as submitted in a human-readable format.

I certify, acknowledge, and/or agree to the above.

Username

Password