Windsor Solutions, Inc.

nFORM

Public User Guide

WINDSOR SOLUTIONS

Environmental + Health Information Systems

WY DEQ nForm Public Users Guide

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2 Welcome to WYDEQ's Form Submission Help Tool

The Water Quality Division (WQD) of the Wyoming Department of Environmental Quality (WDEQ) created the "Wyoming Pollutant Discharge Elimination System (WYPDES) ePermitting" system to provide the regulated community with the option to apply for permit coverage online reducing the need to submit a paper application. The system also provides the WQD staff with the ability to directly import the submitted application into the WYPDES database thus eliminating the need to manually enter the application information into the database and eliminating the possibility of transcription errors. This process will reduce the amount of time WQD staff will need to process the application and should lead to an increased turn-around time to issue the permit. In addition, it will be easier to resubmit the application if corrections or additional information is needed.

In order to access ePermitting and be able to submit the completed application you need to sign up for a free ENV-ITE account. Detailed information on the signup process can be found on the ENV-ITE information site (http://deq.state.wy.us/wqd/ENVITE/index.asp). Once your ENV-ITE account has been setup and approved you can log into ePermitting (https://wypermit.apps.deq.test.wyoming.gov/) with your ENV-ITE credentials. Currently applicants can apply for Temporary Discharge Permits (WYG) and Stormwater Permits (WYR). At some point in the near future, Individual Discharge Permits (WY0) will be added to WYPDES ePermitting.

The following guide provides an overview of the login process, finding and selecting the appropriate application, how to fill out the selected application, how to submit the completed application and how to manage a submitted application. The guide also provides instructions on what to do if the application process should be disrupted.

Once the application was submitted successfully, an email with instructions on what the next steps in the application process are will be send to applicant. The instructions will include steps on how to pay the permitting fee, and how to amend a submitted application.

If you have any questions about the ePermitting process please contact Leah Coleman (307-777-7093 or leah.coleman@ywo.gov). Please contact Kevin Campbell (kevin.campbell@wyo.gov or 307-777-2431) with any questions regarding the ENVITE.

Important Links:

- *ENVITE: https://envite.apps.deq.test.wyoming.gov*
- *eGOV: http://egov.stage.state.wy.us*
- *ENVITE Information Site: http://deq.state.wy.us/wqd/ENVITE/index.asp*
- *ePermitting: https://wypermit.apps.deq.test.wyoming.gov*
- *WQD Website: http://deq.state.wy.us/wqd*
- *WYPDES Permitting: http://deq.state.wy.us/wqd/WYPDES_Permitting/index.asp*
- *WYPDES Stormwater Program: http://deq.state.wy.us/wqd/WYPDES_Permitting/WYPDES_Storm_Water/stormwater.asp*
- *WYPDES Stormwater Program: http://deq.state.wy.us/wqd/WYPDES_Permitting/WYPDES_Storm_Water/stormwater.asp*

3 Registration and Profile Management

As a system user, you will have the ability to manage your profile and user information.

This section will describe the primary options for managing user information. The primary topics in this area include:

- **Sign In (on-line documentation)**: The details of how to sign in to the system.

3.1 Managing User Templates

A **Common Information Template** is a grouping of commonly used information that agencies typically collect when receiving form submissions. Users can establish these Common Information Templates to streamline future form data entry. Forms that include a Common Information section support pre population, using templates. These **Common Information Templates** can be created and maintained from your profile screen.

> Common Information Template pre population is only available on forms which are configured to utilize the Common Information Templates.

Steps

1. Sign into the system.
2. In the upper right hand corner, click on the name you provided for the account.

3. From the **Common Information Templates** area, click the **Edit** button on the template in question.
4. You will now be presented with the **Common Template Management** page where you have the ability to edit the information within the template, as needed.

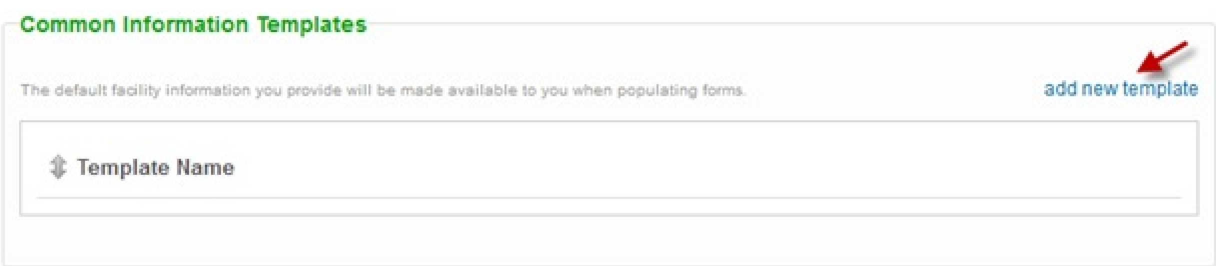
3.2 Creating Ad-Hoc User Templates

A **Common Information Template** is a grouping of commonly used information that agencies typically collect when receiving form submissions. Users can establish these Common Information Templates to streamline future form data entry. Forms that include a Common Information section support pre populated using templates. This section describes how to create a Common Information User Template manually.

Steps

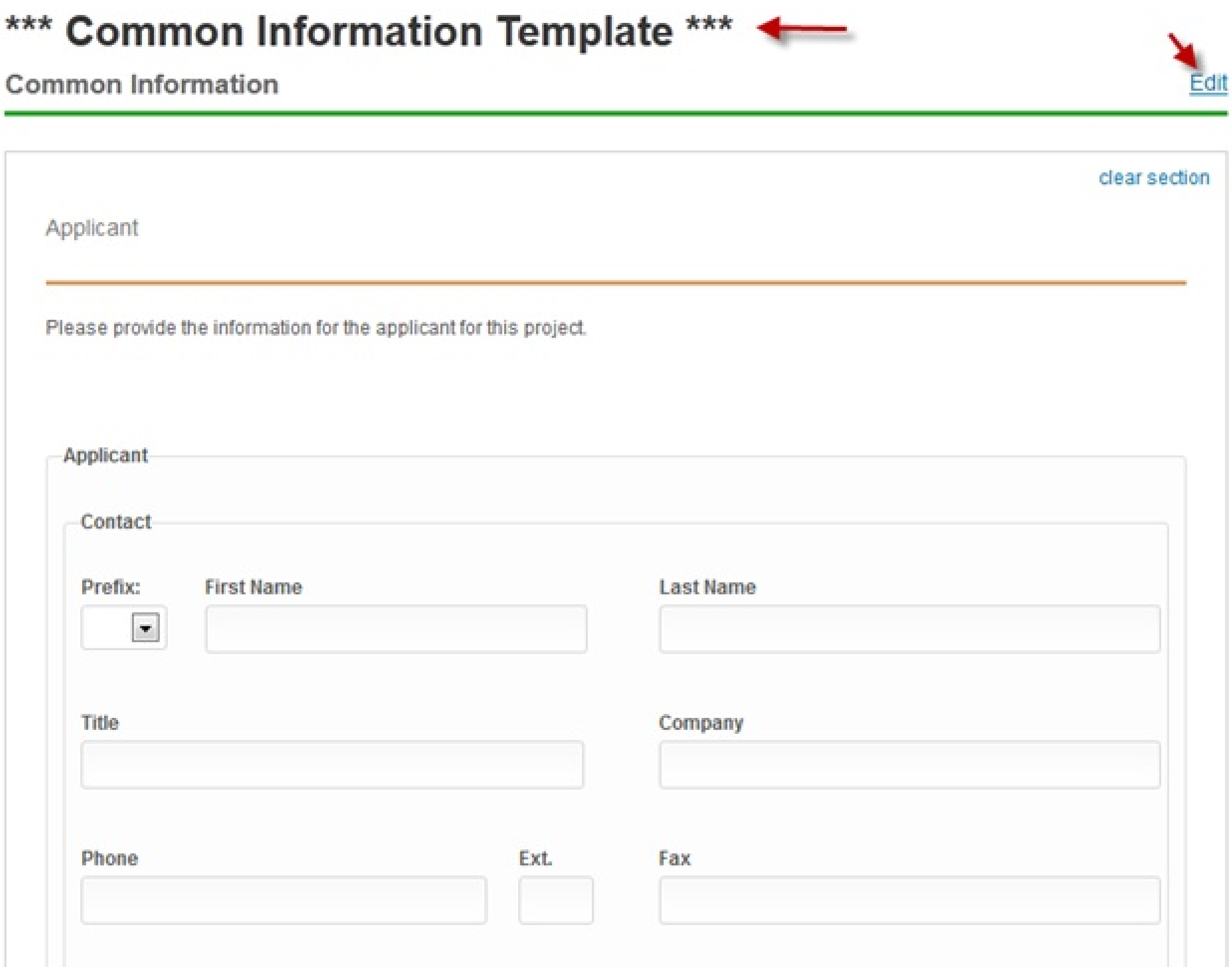
1. Sign into the system.
2. In the upper right hand corner, click on the name you provided for the account.

3. From the **Common Information Templates** area, click the **Add New Template** link.



4. Click the **Start New Common Template** (

) button.
5. An empty Common Information User Template will be presented for you to fill out the information.



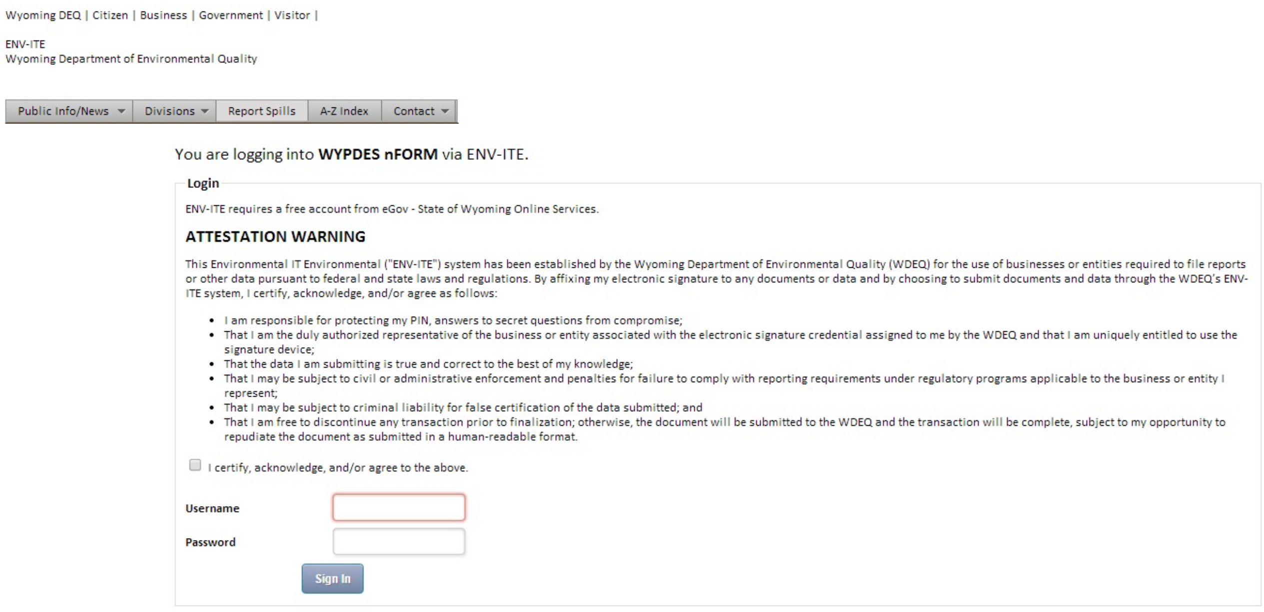
6. After you have completed filling out the information, you can re-name the default template name to something that will be more clearly identifiable when you are completing a form, by clicking the **Edit** link to the right of the current name. Click the **Save** link to save your updated Common Information User Template name.

7. When you are finished editing the Common Information User Template, the Done (

) button to save your Common Information User Template.

3.3 WYDEQ Sign In

1. Click Sign In. You will be redirected to the ENV-ITE site for authentication.



2. Enter your username and password, then check the statement “I certify, acknowledge, and/or agree to the above.”
3. Click **Sign In**.

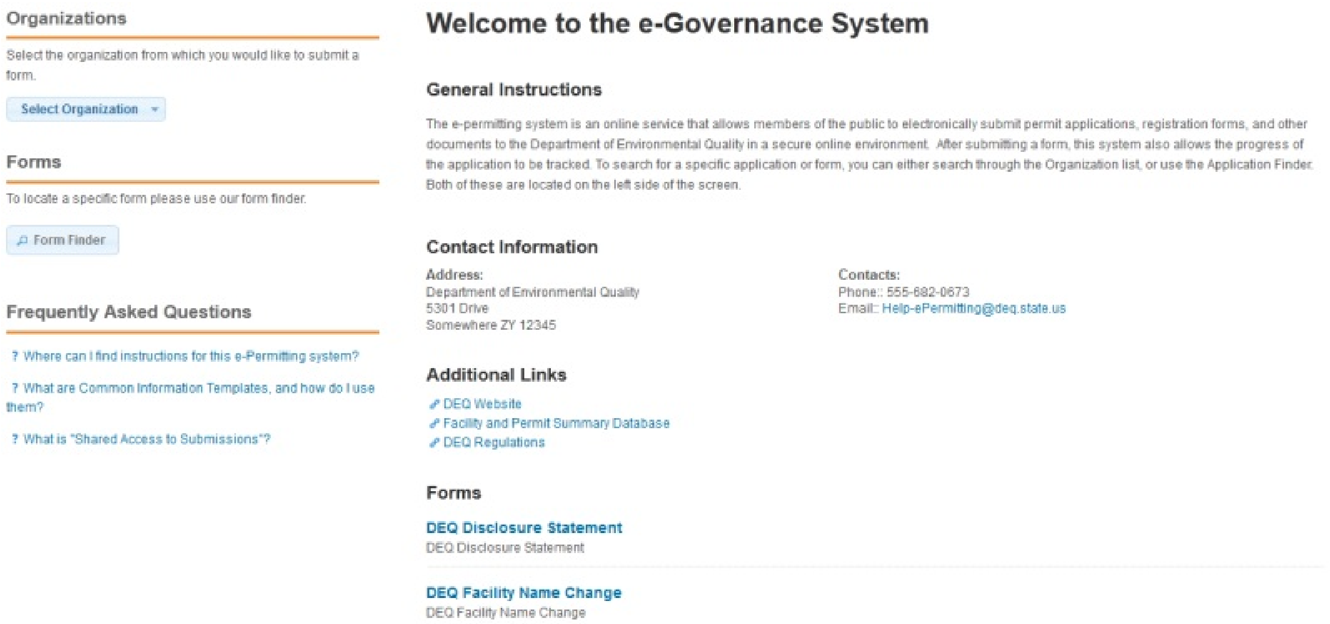
4 Form(s) Identification

The first step in the submission process is to identify which forms will need to be submitted based on the activities you are attempting to be permitted or the type of approval you are requesting. There are two primary options supporting form selection. These two options include:

- **Select an Organization (Section 4.1)**: You can select the appropriate forms based on the organization (Air, Water, etc.) who issues the form(s) you require.
- **Searching for a Form (Section 4.2)**: You can search for the appropriate forms based on the name (or other properties) of the form you require or by describing the activity your are seeking approval for.

4.1 Select an Organization

This area describes how to select an organization from the organization browser and view the organization information page. From an organization, all the forms will be listed and any organization specific instructions/information will be provided.



Steps:

1. Click on the **Select Organization** button.

2. Mouse over the organization list and highlight the desired organization.

3. Click on the desired organization.

4. After selecting an organization, the details for the organization will be displayed as well as any forms related to the organization.

4.2 Searching for a Form

This area describes how a user will search for a form within the system. Forms can be located by searching for a form using the **Form Finder** tool and then selecting the form from the **Recommended Forms** links.

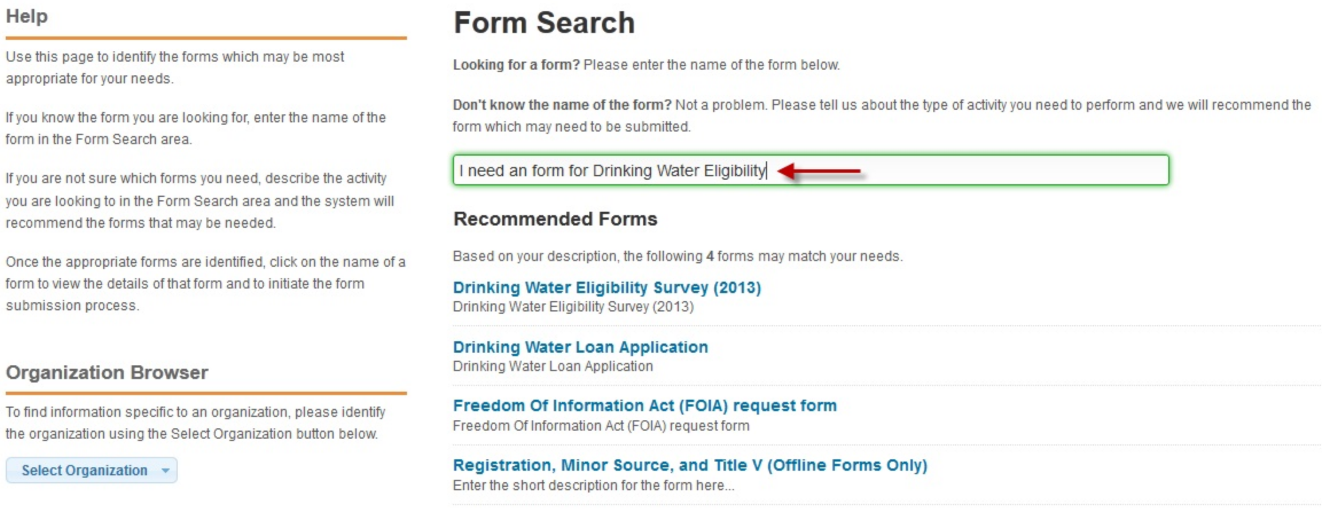
The search tool provided allows you to either search for a specific keyword, or a natural language search in which you type in the activity that you are trying to do and it will attempt to identify the form you are looking for.

> Example of a natural language search: I need a form for Drinking Water Eligibility

Steps:

1. Click on the **Finder** link in the header.

2. Type in keywords you would like to use to identify the appropriate form(s) (example: wind power, wind, offshore) or describe the activity you would like to perform.



3. Potential matches will begin to appear under the **Recommended Forms** heading. The forms will be ordered based on applicability to your provided keywords or the activity you described.

4. Click on the form name link for the form that best matches your needs. Please review the summary of each returned forms to ensure relevance to your specific needs.

5 Submitting Form(s)

After you have selected the form you want to submit, the next step is to provide the information required, submit the form.

This section will describe the primary options for submitting a form. The topics in this area include:

- **Submit a Form (Section 5.1)**: The details of how to submit a form for review.

> Please note that a submission ***must be officially certified, submitted and in some cases paid for*** by the applicant for it to be available for review by the agency. The agency will ***not*** have visibility or access to draft submissions that are not yet submitted. Agencies that require payment prior submissions will ***not*** review form submissions until any associated fees have been paid in full.

5.1 Submit a Form

After you have selected the form you want to submit, the following six step wizard will walk your through the process of providing the information required by the issuing department or program, submitting the form . Each step included in this process is detailed below.

> Please note that a form ***must be officially certified, submitted*** by the applicant for it to be available for review by agency staff. The agency will ***not*** have visibility or access to draft forms that are not yet submitted.

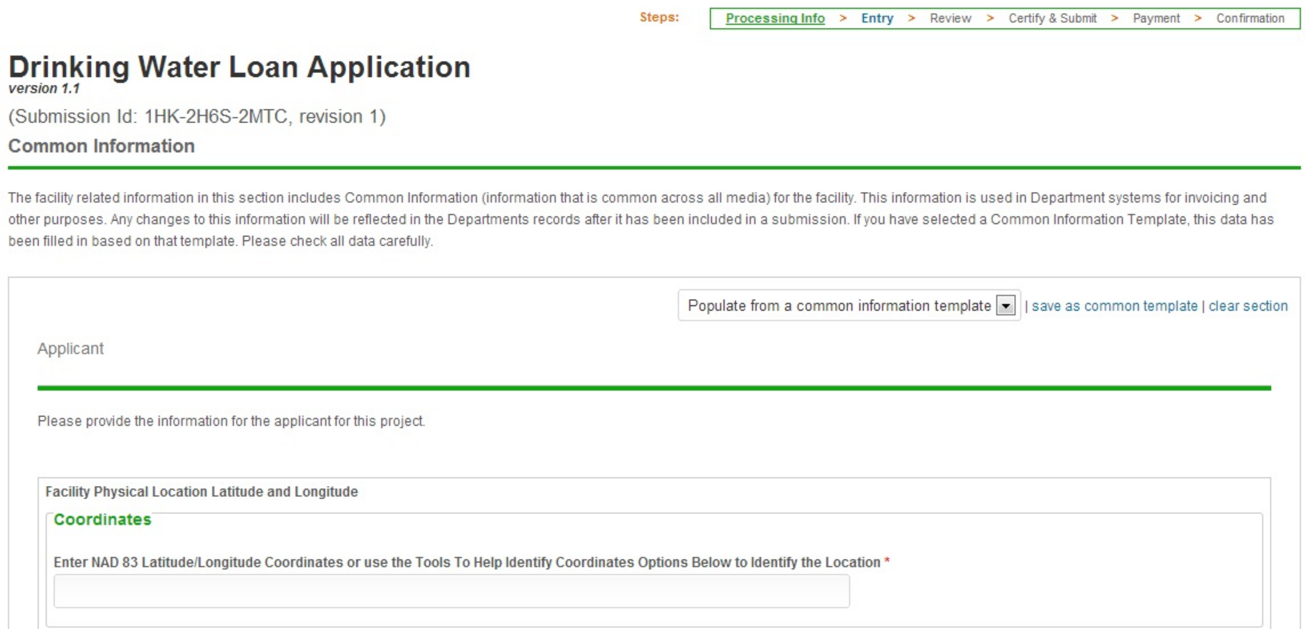
Processing Information Step

The **Processing Information** step allows you to provide generic processing information about the form submission, if required and select the fee categorization, if applicable. When you are comfortable with the information provided and displayed, click **Next Step** to move to the next step in the process.

> *At any time, the **Save for Later** button can be clicked to save the submission as completed thus far and conclude data entry for the time being. You can recommence the process by clicking on the **History** link at the top of the form and selecting the **edit** button next to the desired submission.*

Entry Step

During the **Entry** step of a form submission, you will be required to provide the information requested by the form. **Entry** for a form is divided into sections, and each form will include one or more sections. You can navigate between sections by clicking the "Next Section" or "Previous Section" buttons on the bottom of each section or by clicking on the section name in the section panel on the left. **Entry** must be complete before moving to the next step of submitting a form.



To complete data entry, all required questions will need to be answered. Required fields will be marked with a red asterisk.

As an indication of the status for each section (sections are listed on the left), the following visual cues are provided by the system:

Sections that have not yet been visited will be marked with a yellow star. Each section of the form must be visited at least once.

Sections with missing data or incorrect data will be marked with a red x. Once all issues on the section are remedied and the user moves away from the section, a green check mark will appear.

Sections that have all required information filled out with no invalid data will be marked with a green check mark.

If comfortable with the information provided and displayed, click **Next Step**. If all sections meet the appropriate validation rules, you will be moved to the next step in the process.

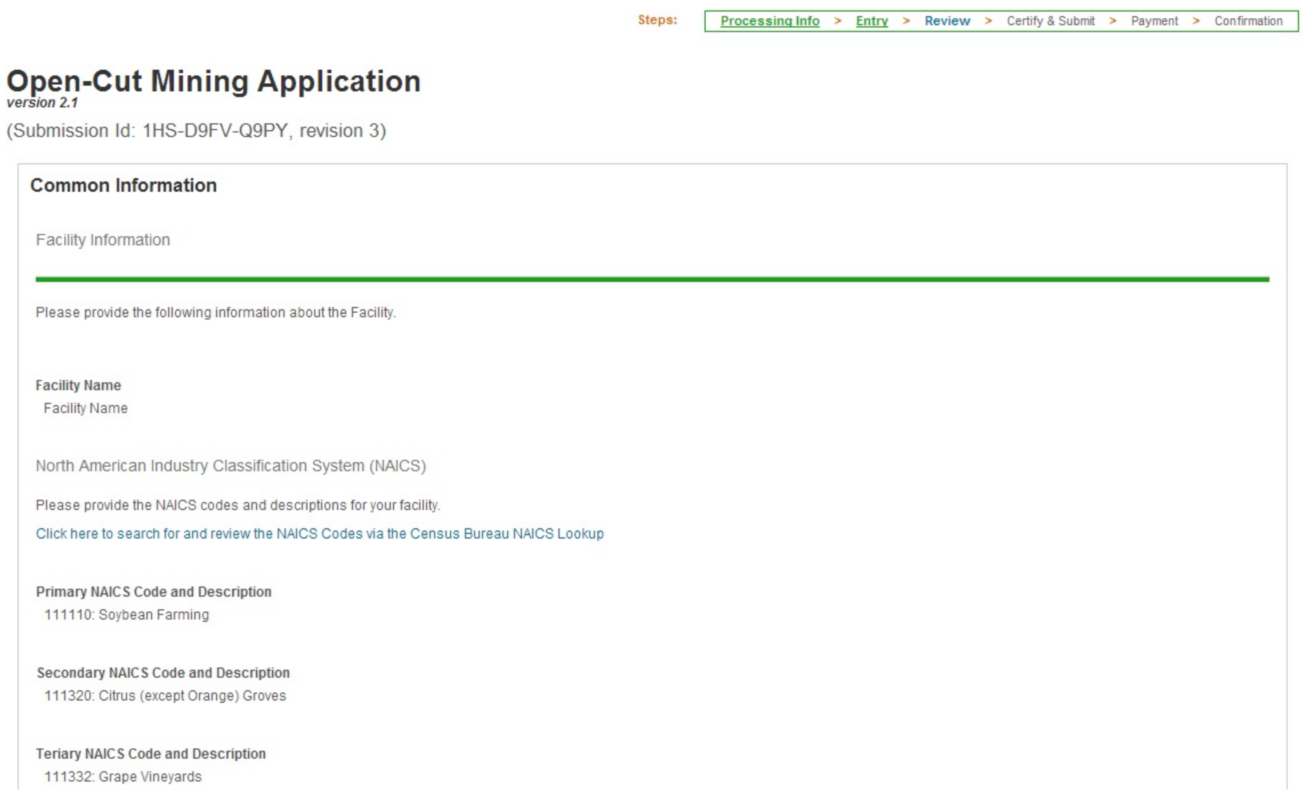
> At any time, the **Save for Later** button can be clicked to save the submission as completed thus far and temporarily conclude data entry. You can recommence the process by clicking on the **History** link at the top of the form and selecting the **edit** button next to the desired submission.

> The **Entry** step may present several different types of questions to capture the data that is required for submitting a particular form.

Review Step

The **Review** step provides you with the opportunity to review and inspect the information entered prior to submission. You will also have the ability to print the submission at this point if a hard copy is desired for reviewing purposes. If the information provided is deemed accurate and complete, click **Next Step** to move to the next step in the process.

> *At any time, the **Save for Later** button can be clicked to save the submission as completed thus far and temporarily conclude data entry. You can recommence the process by clicking on the **History** link at the top of the form and selecting the **edit** button next to the desired submission.*


Steps: Processing Info > Entry > Review > Certify & Submit > Payment > Confirmation

Open-Cut Mining Application
version 2.1
(Submission Id: 1HS-D9FV-Q9PY, revision 3)

Common Information

Facility Information

Please provide the following information about the Facility.

Facility Name
Facility Name

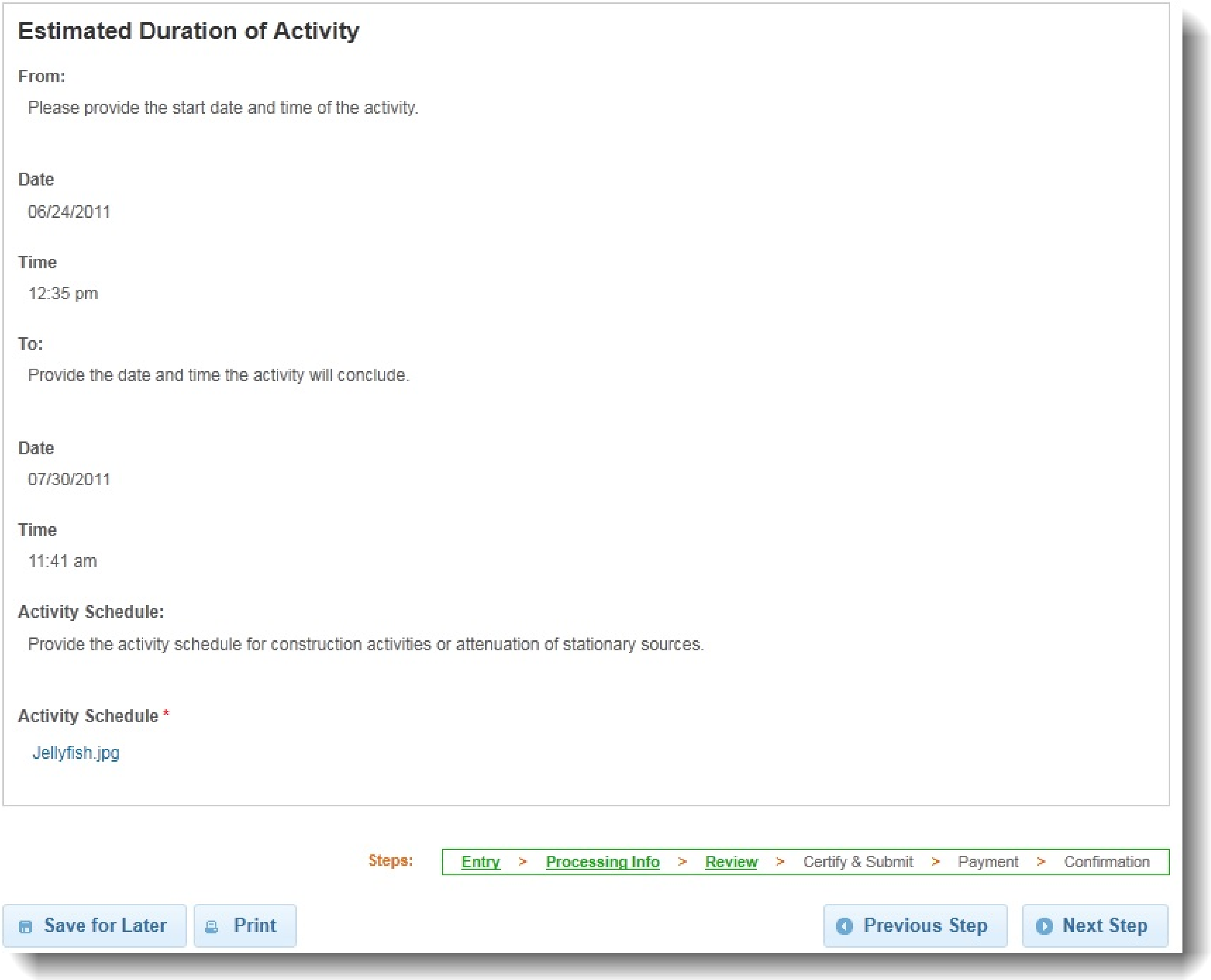
North American Industry Classification System (NAICS)

Please provide the NAICS codes and descriptions for your facility.
Click here to search for and review the NAICS Codes via the Census Bureau NAICS Lookup

Primary NAICS Code and Description
111110: Soybean Farming

Secondary NAICS Code and Description
111320: Citrus (except Orange) Groves

Teriary NAICS Code and Description
111332: Grape Vineyards

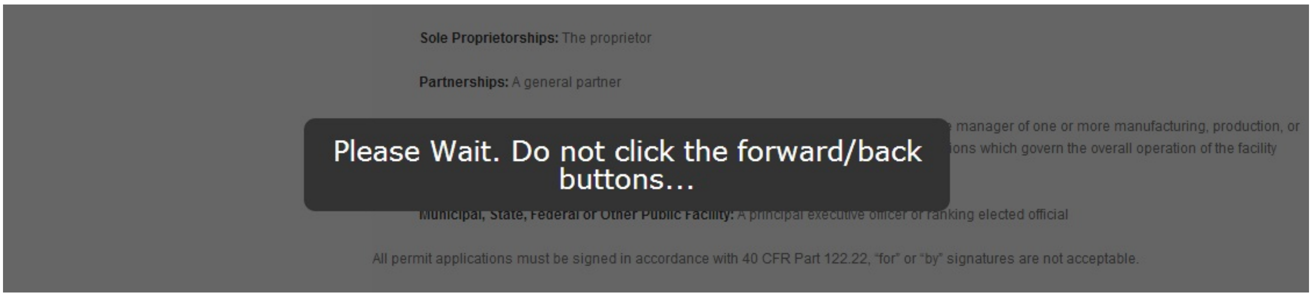


Certify & Submit Step

During the **Certify & Submit** step you will be asked to certify the submission as complete and accurate, as required by the specific form in question.

You will first be asked to select the organization on whose behalf you are submitting the application. The first organization in the list will be automatically selected.

After you have selected the organization, click **Submit Form**. The following message will appear:



Be certain not to close your browser or click the back or forward buttons. You will be redirected to ENV-ITE to enter your personal identification number (PIN) and security question:

After entering your PIN and security question, then clicking **Save**, you will be redirected to nForm to complete the submission process. If the form you are submitting has a fee, you will proceed to the next step. If the form requires a payment, you will be navigated to the Payment step, otherwise you will be navigated to the Confirmation step.

*At any time, the **Save for Later** button can be clicked to save the submission as completed thus far and temporarily conclude data entry. You can recommence the process by clicking on the History link at the top of the form and selecting the edit button next to the desired submission.*

Payment Step

The **Payment** step provides you with a means of paying any applicable fee for a form submission. The fees due will be displayed at the top of the form.

Note: If the Form does not require a fee, this **Payment** step will be skipped.

At this time, the form is officially submitted and is visible within the agency. The submission will ***not*** be reviewed until payment is received for the form.

Confirmation Step

This step confirms that your form was successfully submitted to the agency displays the unique Submission # assigned to this submission for tracking purposes.

At any time, the form is submitted and is visible within the agency. The submission will ***not*** be reviewed until payment is received for the form.

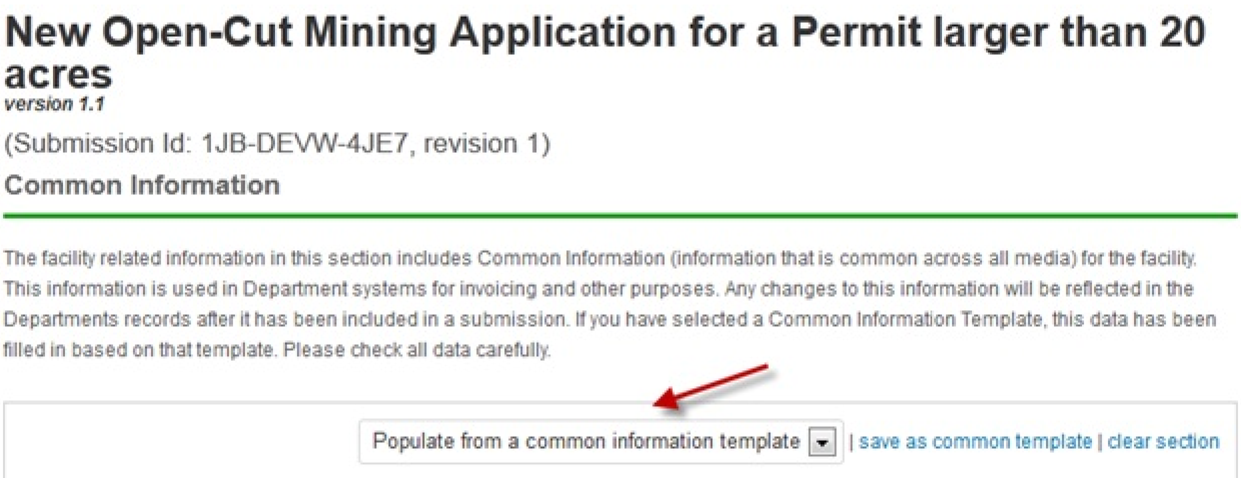
5.2 Using User Template in Forms

A **Common Information Template** is a grouping of commonly used information that agencies typically collect when receiving form submissions. Users can establish these Common Information Templates to streamline future form data entry. Forms that include a Common Information section support pre population using these templates. This section describes how you can pre populate the data using a Common Information User Template that they have created.

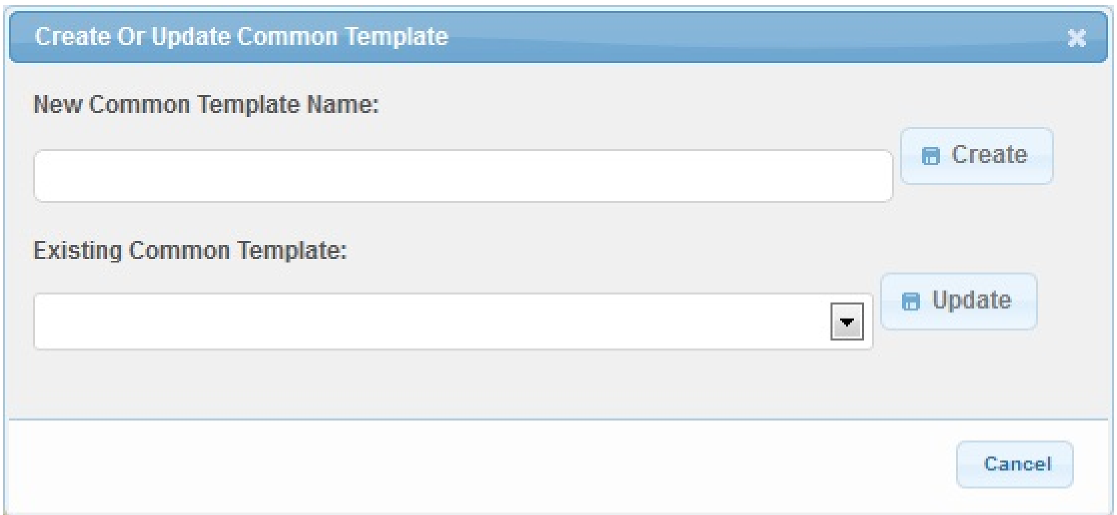
> Common Information Template pre population is only available on forms which are configured to utilize the Common Information Templates.

Steps

1. Sign into the system.
2. Find a form by using the Form Finder or browsing to the organization issuing the form in question.
3. Select the form.
4. Create a form submission by clicking the **Submit Online Form** () button.
5. Enter the information on the **Processing Information** step and then click the **Next Step** () button.
6. On the **Entry** step, if a common form has been utilized, and you have opened the section labeled Common Information, you will have the option to select one of your common forms from the drop down list to populate the section. Note: you will need to have established a Common Information User Template prior to this point for a template(s) to be listed here.



7. Once selected, your form will populate with the information you have provided on your template.
8. If information has changed or if you are completing the information using a new facility's data, you have the option of saving a new Common Information User Template or overwriting an existing one. Click the **Save as Common Template** link to bring up the save dialog.



9. To create a new User Template, enter a name for the **New Common Template Name** field and click the **Create** button to save the template. Or, to update an existing template, select an existing template from the **Existing Common Template** dropdown list and click the **Update** button to update and save the updated

version of the template.

6 Manage Submission

Once a form is submitted, you will have the ability to view and manage the submission.

A historical list of all form submissions that were created and/or submitted is provided on the History area of the portal. From this area an applicant can view the status of any submission; populate, submit and/or delete draft submissions; and revise and/or view previously submitted forms. The list of your submissions can also be printed, if needed.

This section will describe the primary options for managing a submission. The primary topics in this area include:

- **View Submission History (Section 6.1)**: The details of how to view the list of your submissions.
- **Change Name of Submission (Section 6.2)**: The details of how to customize the name of your submission(s).
- **Viewing a Submission (Section 6.3)**: The details of how to view the information included in a submission as well as to review the current processing status (following certification and submission).
- **Edit a Draft Submission (Section 6.4)**: The details of how to edit a draft submission and complete the submission process.
- **Delete Draft Submission (Section 6.5)**: The details of how to delete a draft submission.
- **Revise Submitted Form (Section 6.6)**: The details of how to revise and resubmit a form for review.
- **Sharing a Submission (Section 6.7)**: The details of how to share a submission with another user.
- **Print a Submission (Section 6.8)**: The details of how to print the submission.
- **Download a Submission (Section 6.9)**: The details of how to download a copy of the submission and any related attachments.
- **View Different Version of Submission (Section 6.10)**: The details of how to view different versions of a submission.
- **Compare Submission to a Previous Version (Section 6.11)**: The details of how to compare two versions of a submission and highlight differences.
- **Copy as a New Submission (Section 6.12)**: The details of how to copy the information submitted on a previous submission as a new submission of the same type (e.g., renewing a permit, etc.).
- **Open Submission in New Window (Section 6.13)**: The details of how to open a submission in a new window to enable comparing and migrating information from one submission to another.

> Please note that a submission ***must be officially certified, submitted and in some cases paid for*** by the applicant for it to be available for review by the agency. The agency will ***not*** have visibility or access to draft submissions that are not yet submitted.

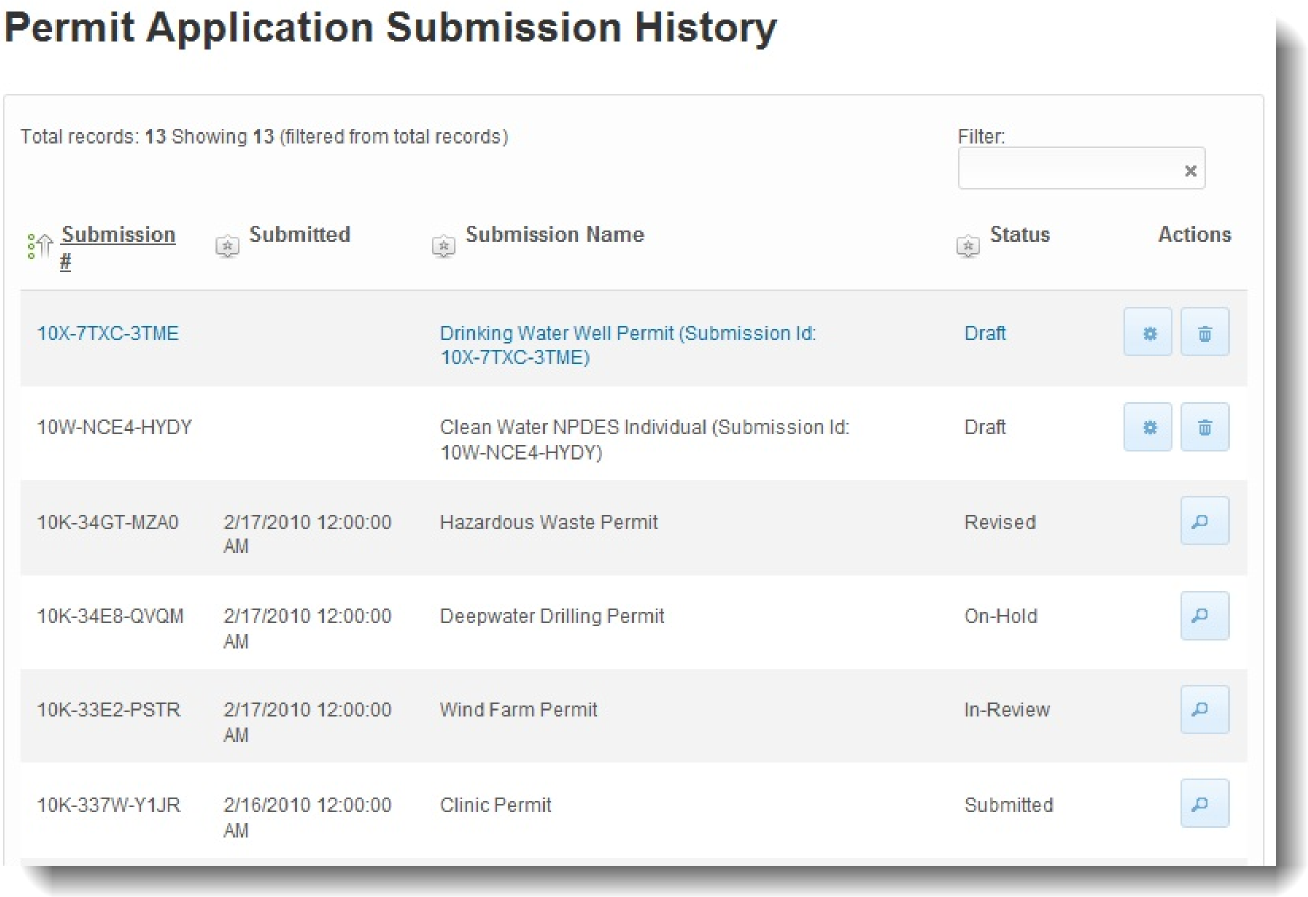
6.1 View Submission History

The History page allows you to view a list of all your submission from which point you will have the ability to view, resume (*edit if not submitted*) or delete submissions that you have started but have not completed. This section will describe how you can access the History area.

Steps

1. Sign into the system.
2. Select **History** from the top menu.

3. A list of all your submissions will be displayed.



Permit Application Submission History

Total records: **13** Showing **13** (filtered from total records)

Filter:

Submission #	Submitted	Submission Name	Status	Actions
10X-7TXC-3TME		Drinking Water Well Permit (Submission Id: 10X-7TXC-3TME)	Draft	
10W-NCE4-HYDY		Clean Water NPDES Individual (Submission Id: 10W-NCE4-HYDY)	Draft	
10K-34GT-MZA0	2/17/2010 12:00:00 AM	Hazardous Waste Permit	Revised	
10K-34E8-QVQM	2/17/2010 12:00:00 AM	Deepwater Drilling Permit	On-Hold	
10K-33E2-PSTR	2/17/2010 12:00:00 AM	Wind Farm Permit	In-Review	
10K-337W-Y1JR	2/16/2010 12:00:00 AM	Clinic Permit	Submitted	

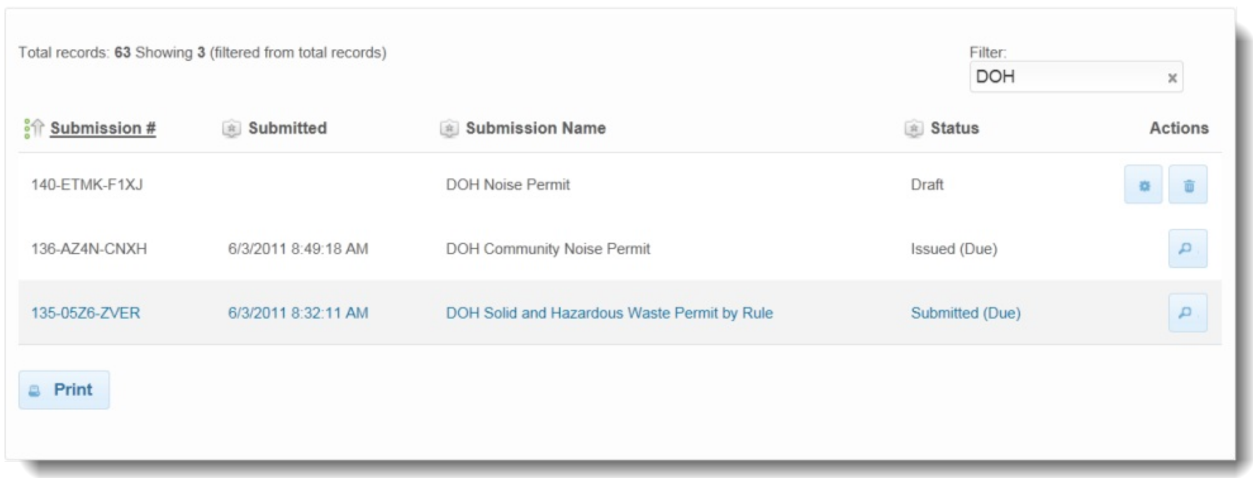
6.2 Change Name of Submission

This section will describe how you can customize the name of a submission for your own reference purposes.

Steps

1. Sign into the system.
2. Select **History** from the top menu.

3. Your submission History list will be displayed.
4. Clicking on the **Submission Name** in the list for the submission in question will turn the name value into an editable field. Type your desired name for the submission.



Total records: **63** Showing **3** (filtered from total records)

Filter: DOH

Submission #	Submitted	Submission Name	Status	Actions
140-ETMK-F1XJ		DOH Noise Permit	Draft	
136-AZ4N-CNXH	6/3/2011 8:49:18 AM	DOH Community Noise Permit	Issued (Due)	
135-05Z6-ZVER	6/3/2011 8:32:11 AM	DOH Solid and Hazardous Waste Permit by Rule	Submitted (Due)	

Print

5. Upon clicking out of the field, the new name will be saved.

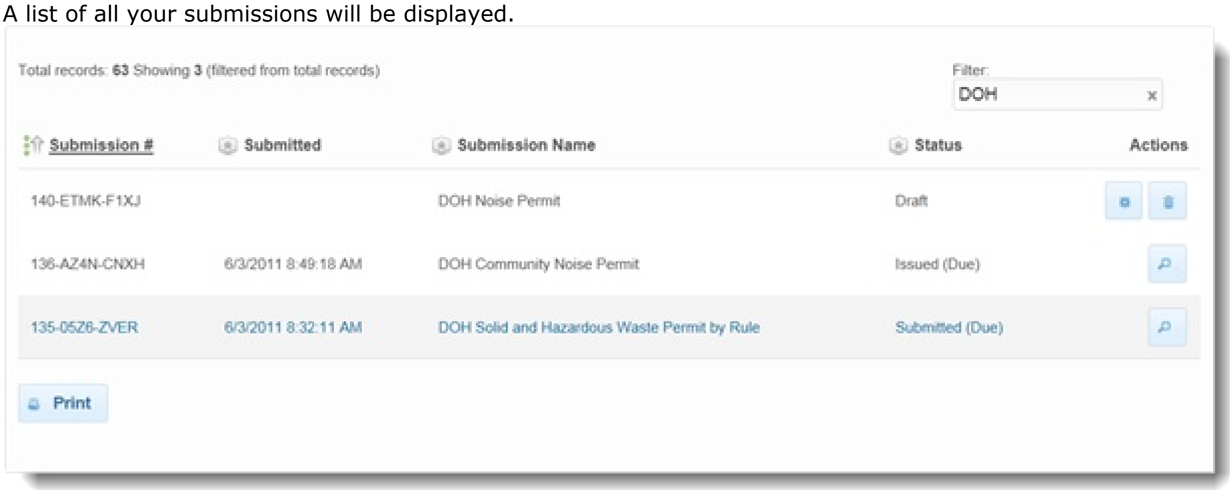
6.3 Viewing a Submission

This section will describe how to view the information included in a submission as well as to review the current processing status (if submitted).

Steps

1. Sign into the system.
2. Select **History** from the top menu.

1. A list of all your submissions will be displayed.



Submission #	Submitted	Submission Name	Status	Actions
140-ETMK-F1XJ		DOH Noise Permit	Draft	
136-AZ4N-CNXH	6/3/2011 8:49:18 AM	DOH Community Noise Permit	Issued (Due)	
135-05Z6-ZVER	6/3/2011 8:32:11 AM	DOH Solid and Hazardous Waste Permit by Rule	Submitted (Due)	

2. Click the view icon View ( ) next to the submission you want to view.
3. The submission will be loaded for viewing. From this screen you will be able to **Revise** (if not finalized), **Print**, **Download**, **Copy As New, Open in a New Window** or **Manage Access to Submission** for the submission. If the submission has been revised, then you will also have the ability to compare the different versions.

> Draft applications will not have all the capabilities of a submitted application because the submission is still in process.

6.4 Edit a Draft Submission

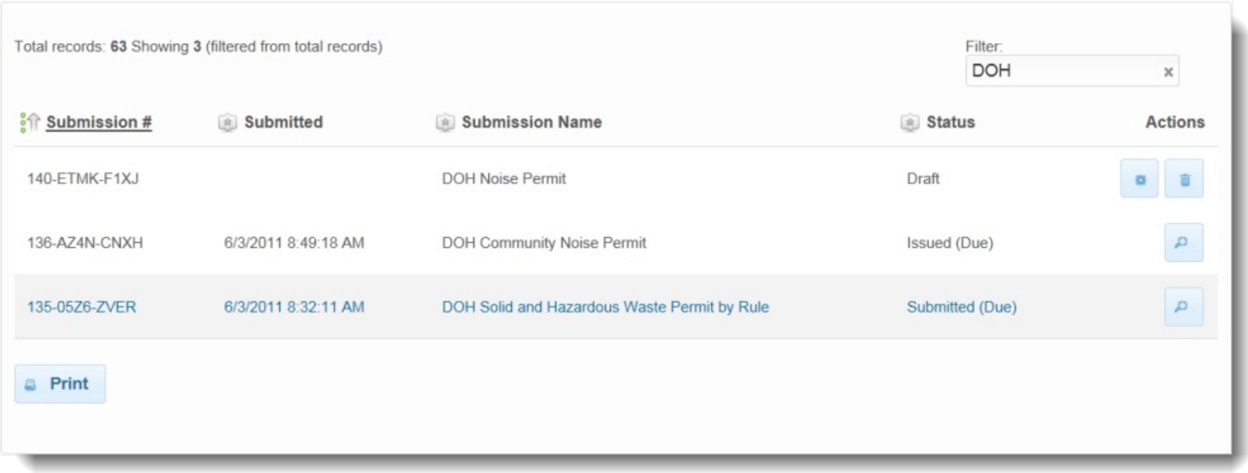
This section describes the steps required to edit and submit a draft submission.

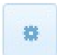
> Only submission with a status of “Draft” are eligible to be edited. To make changes to an submission after it has been submitted, a revision will have to be submitted. See the **Revise Submitted Form (Section 6.6)** topic for further details.

Steps

1. Sign in to the system.
2. Select **History** from the top menu.

3. A list of all your submissions will be displayed.



4. Click the **Edit** icon () next to the submission you want to edit.
5. The system will allow you to resume the submission process. See **Submit a Form (Section 5.1)** for additional details on editting/submitting a form.

6.5 Delete Draft Submission

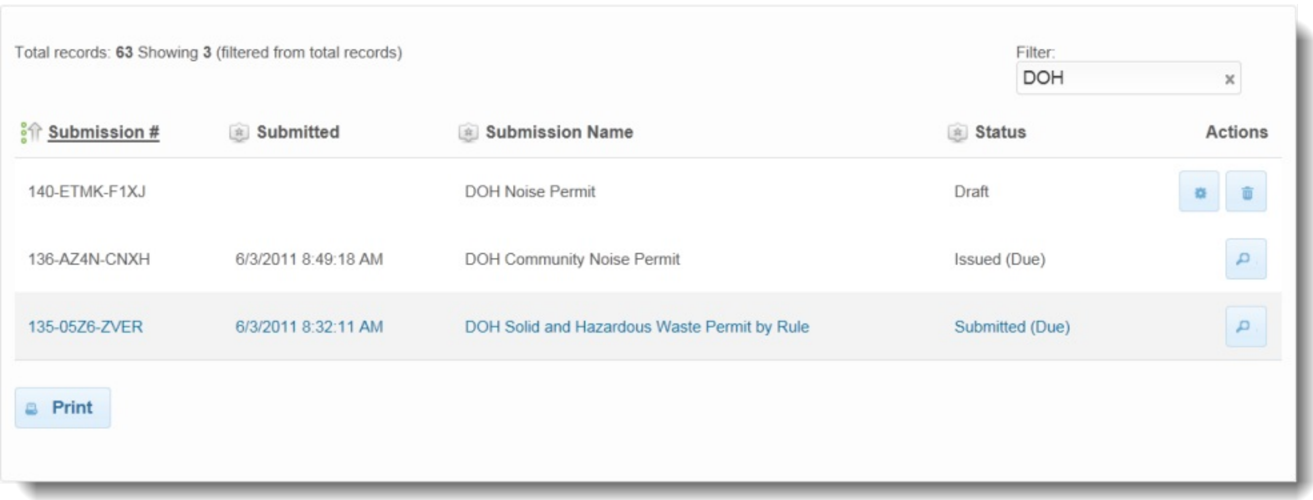
This section will describe the steps required to delete a draft submission.

Only submission with a status of "Draft" are eligible to be deleted. Once a draft is deleted it cannot be recovered.

Steps

1. Sign into the system.
2. Select **History** from the top menu.

3. The submission History list will be displayed.



4. Click on the delete icon () next to a draft submission you wish to delete. The selected submission will now be deleted.

6.6 Revise Submitted Form

Once a form has been submitted, it can no longer be edited. To make changes, the submission must be revised and re-submitted. This section details the process of revising a submission.

Steps:

1. Sign in to the system.
2. Select **History** from the top menu.

3. Click the view icon () next to the submission in question.
4. Click the **Revise Submission** button on the action panel.

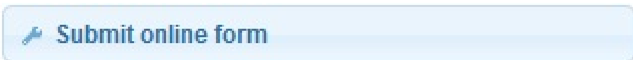
5. You will be prompted to confirm that you wish to revise the submission.
6. Confirm the revision at the prompt and you will be redirected to the **Processing Information** step of the submission Wizard, in edit mode. From here you will be able to follow the same steps you used to submit the form. After you have completed the Submission Wizard and resubmitted your revised form you will receive the **Confirmation** that your revised submission has been received and the revised submission will be reviewed.

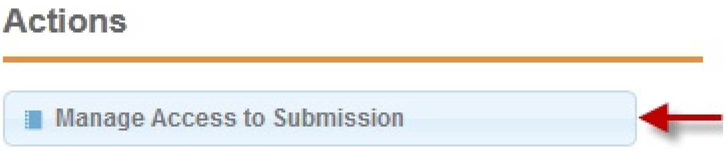
6.7 Sharing a Submission

When you are completing a Form Submission you have the ability to share the submission with another person so they can enter data, review data or invite other users to work on the submission. The following process describes how to share a submission with another user.

> Submissions can be shared before or after they are submitted.

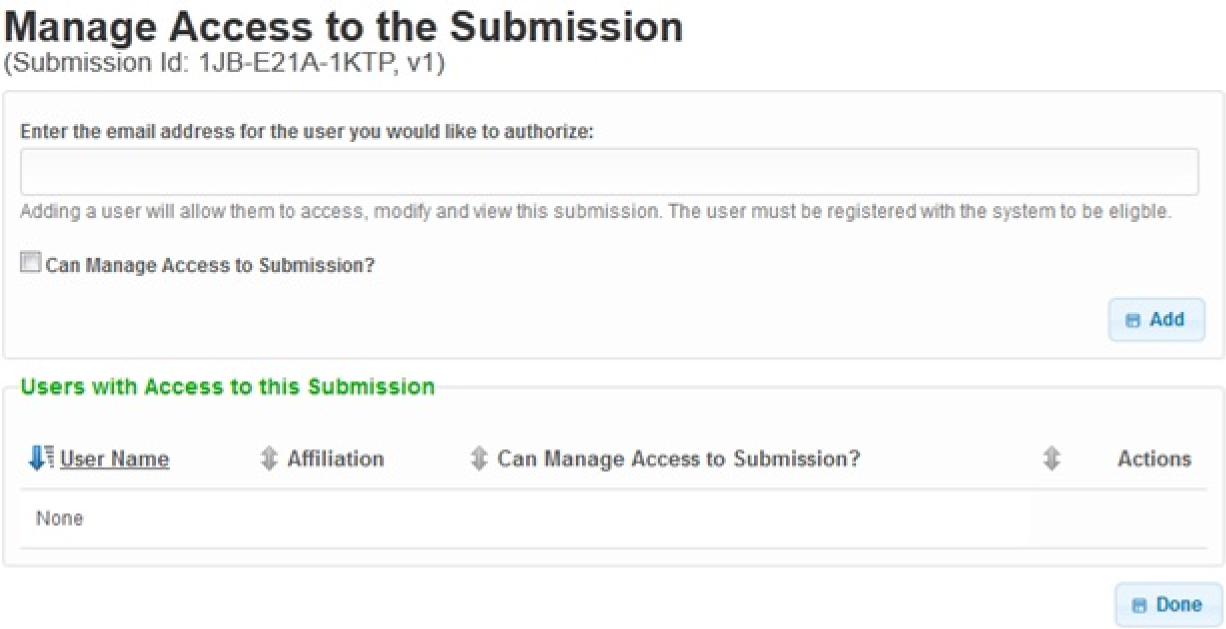
Steps

1. Sign in to the system.
2. Locate the form you are looking for by searching for a form using the Finder or browsing the issuing organization home page and select the form you wish to submit.
3. Click the Submit Online Form () button to start the submission.
4. Enter the information required by the **Processing Information** step for the form and click the () button to advance to the next step, **Entry**.
5. Locate the Actions area below the section list and click the **Manage Access to Submission** button.

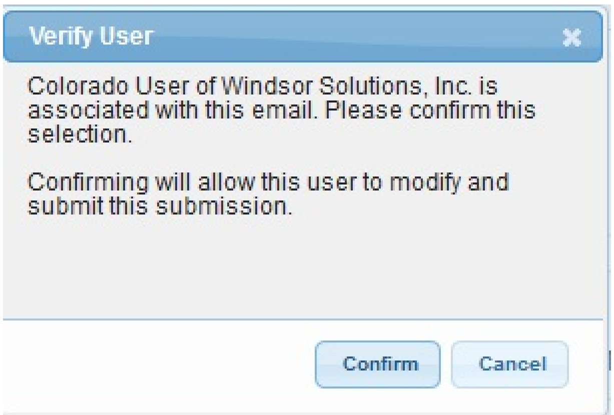


You can also add users to a submission from the Submission View Page.

6. To share your submission, type in the email address of the user whom you wish to allow. You can also indicate if you want to allow them to add or remove other users from the submission by selecting the **Can Manage Access to Submission?** checkbox. Click the **Add** button to add the user to the submission.



7. The system will then verify that the user exists and will prompt you to confirm the selection.



8. Click the **Confirm** button to approve the user, after approval, the user will display in the list of authorized users in the grid below. After adding the user, they will be sent an email with instructions on how to access the submission.
9. The person who initiated the submission or users who were added with the **Can Manage** ability can remove users from the submission or delete the submission when it is in draft form.
10. Click the **Done** () button to return to the submission.

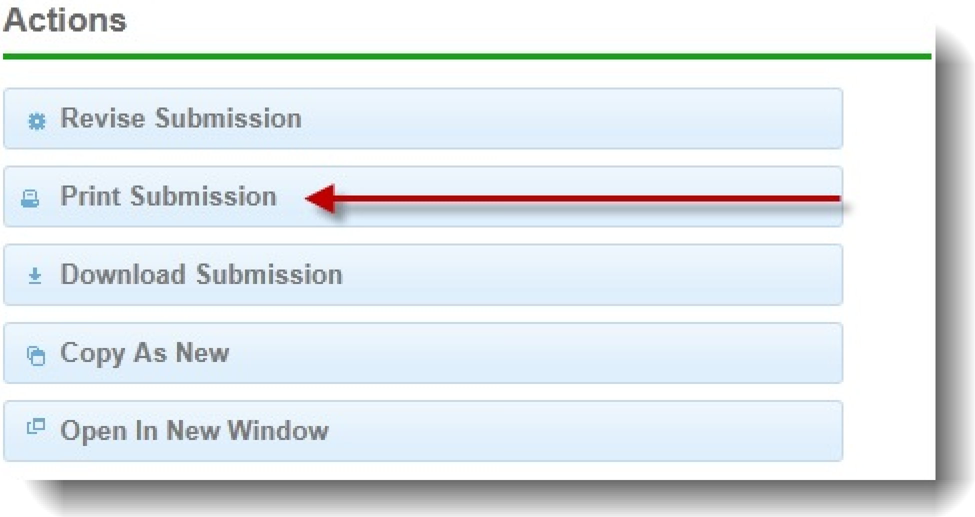
6.8 Print a Submission

Any submitted form can be printed. This section will describe how to print a submission.

Steps:

1. Sign in to the system.
2. Select **History** from the top menu.

3. Click the view icon () for the submission in question.
4. Click the **Print Submission** button on the action panel.



5. The native browser print dialog will appear and you will be able to print your submission.

6.9 Download a Submission

The applicant can download a PDF version of the submission as well as any attachments included as part of the submission using the download feature.

Steps:

1. Sign in to the system.
2. Select **History** from the top menu.

3. Click the view icon () for the submission in question.
4. Click the **Download Submission** button.

5. Your native browser download dialog will appear.
6. Select the save file option and (if prompted) choose a familiar location such as "my documents" to save the file and save the file.
7. After the download is complete, navigate to the location you saved the file to and open the document.

> By default, the submission will be provided in a PDF file format, but if attachments were included with the submission, the file will be provided as a compressed ZIP file including the PDF version of the submission and all provided attachments.

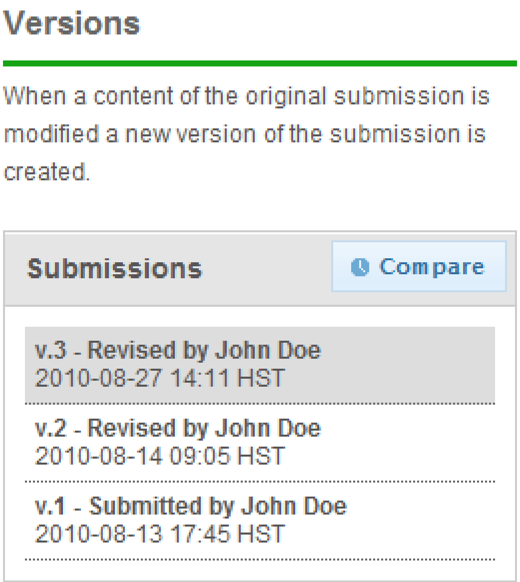
6.10 View Different Version of Submission

The applicant can also view previous versions of the submission, as desired. This section will describe how to navigate to different versions of the submission.

Steps:

1. Sign in to the system.
2. Select **History** from the top menu.

3. Click the view icon ( ) for the submission in question to open the Submission View page.
4. Click on the version in question in the **Versions** panel.



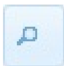
5. The details for the version selected will be displayed.

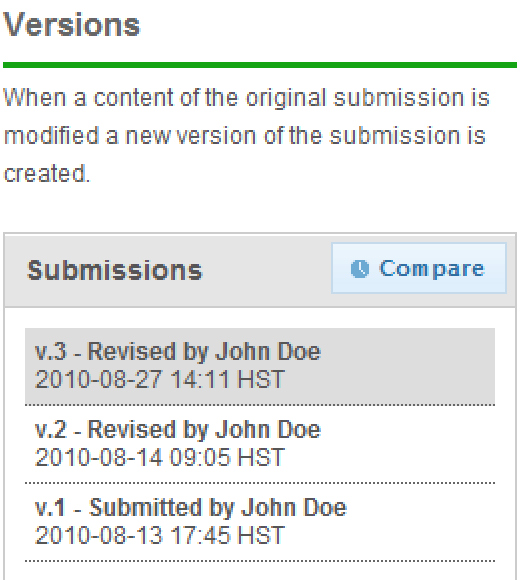
6.11 Compare Submission to a Previous Version

This section describes how to view the differences between two versions of a submission. Versions of the submission can be seen in the **Versions** Panel on the left of the page. If two or more version exists you can use the compare feature.

Steps

1. Sign in to the system.
2. Select **History** from the top menu.

3. Click the view icon () for the submission in question
4. Click the **Compare** button in the **Versions** panel.



5. Select the two versions you wish to compare in the Version A and Version B drop-down lists.
6. The differences between the two versions will be displayed in the Difference between A and B panel. Information that was added will be highlighted in blue. Information added will be highlighted in yellow (with a

underline applied to the new information). Information removed will have strikethrough over removed text.

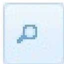
6.12 Copy as a New Submission

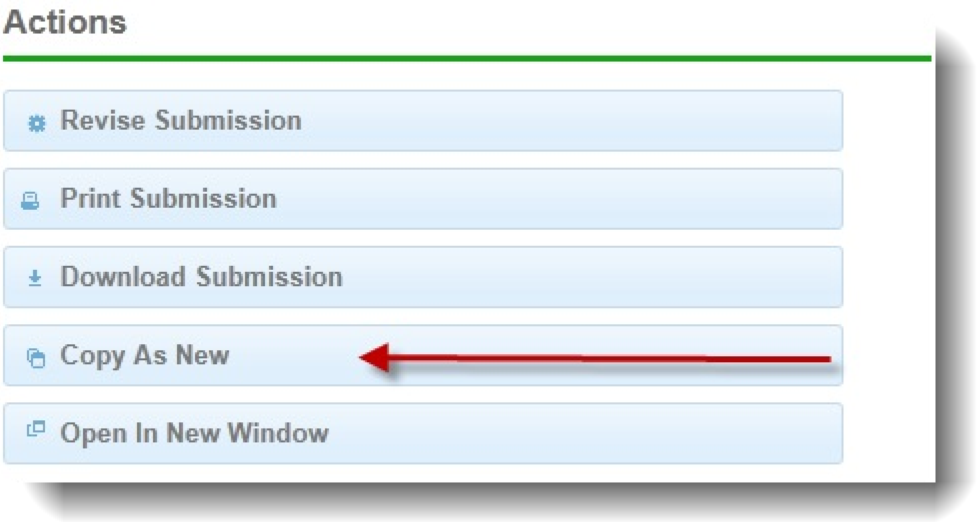
In situations where much of the same information is needed on a new submission (of the same form type), you can make a copy of a submission to create a new submission using the copy feature described here.

The Copy As New feature will be disabled in situations where the base form has changed significantly.

Steps:

1. Sign in to the system.
2. Select **History** from the top menu.

3. Click the view icon () for the submission in question.
4. Click the **Copy as New** button.



5. The applicant will be asked to confirm that they want to make a copy of the submission.
6. Confirm the copy at the prompt and a copy of the submission will be opened in edit mode. From here you will be able to follow the same steps you used to submit the original form to submit a new, unrelated, form.

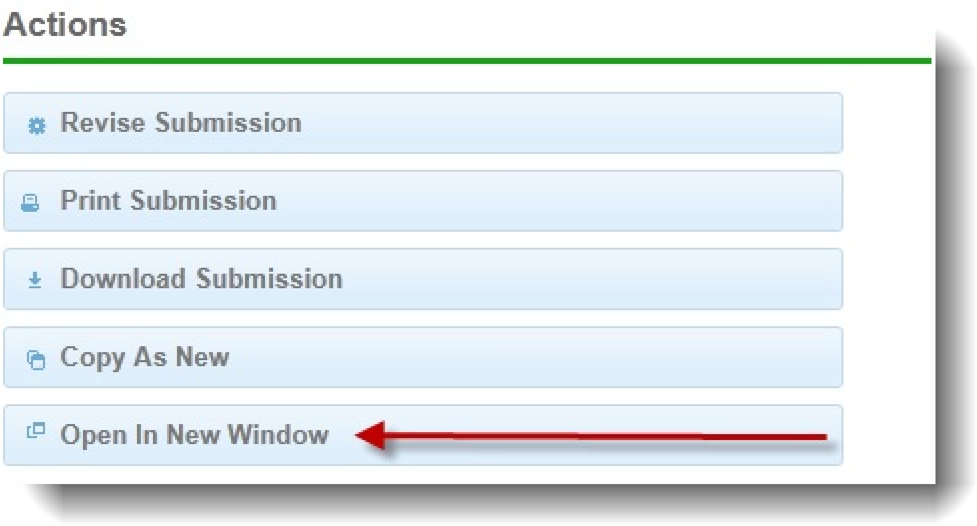
6.13 Open Submission in New Window

The **Open in a New Window** feature allows you to open this page in a new window, which can be useful when you are creating a new submission of a different type that uses similar information. This section describes how to utilize this feature.

Steps:

1. Sign in to the system.
2. Select **History** from the top menu.

3. Click the view icon () for the submission in question.
4. Click the **Open In New Window** button.



5. The submission will open in a new browser window.