**How to Use ePortal**

The DEQ ePortal system is an online service that allows the public to electronically submit permit applications, registration forms, reports, and other forms to the Division of Environmental Quality in a secure online environment. The basic steps to use the system are:

1. **Access ePortal**
   
   Use the [Submit Form] button.

2. **Register with ePortal**
   
   Use the [Register] button.

3. **Request electronic signature approval**
   
   If you plan to submit forms that require an electronic signature, first mail or deliver the completed original Electronic Signature Agreement form to the DEQ North Little Rock office.

   [https://eportal.adeq.state.ar.us/webfiles/ADEQ/ADEQ_ElectronicSignatureAgreement.pdf](https://eportal.adeq.state.ar.us/webfiles/ADEQ/ADEQ_ElectronicSignatureAgreement.pdf)

4. **Sign in to the system**
   
   Use the [Sign in] button.

**Additional Features**

1. **Share a submission with other users**
   
   a) For a draft submission that you are editing, use the [Manage Shared Access] button.

   b) For a sent submission, use the [Share with...] button at the bottom of the right sidebar in the Summary section.

2. **View the status of a submission**
   
   Use the [History] button.

3. **View the workflow of a submission**
   
   From the History List, use the [View] button and click on the Processing section in the left sidebar.

4. **Auto-fill a section**
   
   If available, use the [Section Auto-fill] pull-down menu at the top of a section. The selections are based on previously submitted submissions that the user created.

5. **Copy a submission for reuse**
   
   From the Submission View screen, use the [Copy as New] button.

**Additional Help**

1. **ePortal system Help button**
   
   Use the [Help] button.

2. **Email DEQ at**
   
   [help-ePortal@adeq.state.ar.us](mailto:help-ePortal@adeq.state.ar.us)

3. **Links to basic written instructions and videos**
   
   Use these links on the ePortal web page:

   - [How-to Intro: Quick-Start document](#)
   - [How-to Intro: Video demonstrations](#)