

# 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 at

<https://eportal.adeq.state.ar.us>


## 2. Register with ePortal (if you haven't already)

Use the  button.



## 3. Sign in to the system

Use the  button.

## 4. Request electronic signature approval (if you haven't already or need to update info)

If you plan to submit forms that require an electronic signature, first mail or deliver the completed original Electronic Signature Agreement (ESA) form to the DEQ North Little Rock office. To obtain the ESA form, from your profile ([Your Name](#)) use this button at the bottom of the webpage: 

## 5. Find the form you want to submit

Locate the form at the bottom of the appropriate office's ePortal web page; or use the  or  button to search for a form.

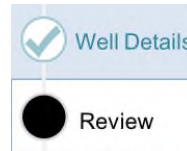
## 6. Start an online submission

From the form's web page, use the





## 7. Complete all sections of the submission and review the data entered

Sections are not complete until they show a green checkmark.



## 8. Submit the submission

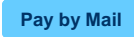
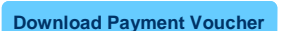
a) If an electronic signature is used, attest to the statements provided, answer the security question, enter your password, and click the  button.

b) If a hardcopy certification is used, click the  button. Mail or deliver the original completed single-page, hardcopy certification form signed by the signatory authority to the DEQ North Little Rock office. The certification form may be found on the Submission Overview screen using the





c) Otherwise, click the  button.


## 9. Mail payment

Print your payment voucher and mail with your payment for submissions with an up-front fee (some forms require you to be billed later). On the payment step, print the payment voucher by clicking the  button and then the  button.

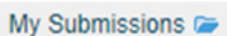
# Additional Features

## 1. Share a submission with other users


a) For a draft submission that you are editing, use the  button and then select the  button.

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

## 2. View the status of a submission

Use the  button.

## 3. View the workflow of a submission

From the My Submissions List, use the  button and click on the Processing section in the left sidebar.

## 4. Auto-fill a contact

If available, use the  pull-down menu at the top of a contact block. The selections are based on contacts previously entered in the submission.

## 5. Copy a submission for reuse

From the Submission Overview screen, use the  button in the right sidebar.

# Additional Help

## 1. ePortal system Help button

Use the  button.

## 2. ePortal Help Form

<https://eportal.adeq.state.ar.us/?FormTag=ePortalHelp>

## 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](#) 