How to Use ePortal

The ADEQ ePortal system is an online service that allows the public to electronically submit permit applications, registration forms, reports, and other forms to the Arkansas Department 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
   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 ADEQ North Little Rock office.
   https://eportal.adeq.state.ar.us/webfiles/ADEQ/ADEQ_ElectronicSignatureAgreement.pdf
4. Sign in to the system
   Use the Sign in button.
5. Setup security questions for electronic signature
   (If you requested approval in Step 3.)
   After receiving the approval email from ADEQ, from your profile (Your Name) use this link: Manage identifying questions and answers.
6. Find the form you want to submit
   Locate the form at the bottom of the appropriate office’s ePortal web page; or use the Finder or Form Finder button to search for a form.
7. Start an online submission
   From the form’s web page, use the Begin Form Entry button.
8. Complete all sections of the submission and review the data entered
   Sections are not complete until they show a green checkmark.
9. Submit the submission
   a) If an electronic signature is required, attest to the statements provided, answer the security question, and enter your password.
   b) Click the button.
10. Mail payment
    Print your remittance slip and mail with your payment for submissions with an up-front fee (some forms require you to be billed later). Print the remittance slip by clicking the button on the payment step.
11. Mail hardcopy certification
    For submissions that require certification by a signatory authority but are submitted by someone else: mail or deliver the original completed single-page, hardcopy certification form signed by the signatory authority to the ADEQ North Little Rock office. The certification form may be found at:
    https://eportal.adeq.state.ar.us/webfiles/ADEQ/ADEQ_HardcopyCertification.pdf

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 Manage Shared Access button.
   b) For a sent submission, use the Manage Access to Submission button from the Submission View screen.
2. View the status of a submission
   Use the History button.
3. View the workflow of a submission
   From the History List, use the button and scroll to the Processing Steps section at the bottom.
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 ADEQ at 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