**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.

**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 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.

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 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 Finalize Submission 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 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