

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  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  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  or  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  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

 button.


b) For a sent submission, use the

 button from the Submission View screen.


2. View the status of a submission

Use the  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  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

 button.

Additional Help

1. ePortal system Help button

Use the  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](#) 

