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 **Register** button.

3. **Sign in to the system**
   Use the **Sign in** 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 link at the top right:
   Download Electronic Signature Agreement Template

5. **Setup security questions for electronic signature**
   (if you haven’t already and if you requested approval in Step 4)
   After receiving the approval email from DEQ, 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 used, attest to the statements provided, answer the security question, enter your password, and click the **SIGN** button.
   
   b) If a hardcopy certification is used, click the **Submit Form** 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 **Download / Export** button.
   
   c) Otherwise, click the **Finalize Submission** button.

10. **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 **Pay by Mail** button and then the **Download Payment Voucher** button.

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**Additional Features**

1. **Share a submission with other users**
   a) For a draft submission that you are editing, use the **Share with...** button and then select 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 contact**
   If available, use the **Contact Auto-fill** 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 **Copy as New** button in the right sidebar.

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**Additional Help**

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

2. **Email DEQ 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