ePortal Quick Start Instructions.

This document highlights some of the more common features of the system.

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1. Register an account

Non ADEQ employees need to be registered to complete an online submittal/application.

2. File for e-signature approval

Many forms require verification of your identity to submit the form online. Download and mail in the form to obtain approval.
3. Find the form/submission/application you need.

Use the Form Finder or navigate to the Home page of the appropriate division (for example, the Air Permit Branch) to file an application for an air permit.

4. Start an online submittal

Select the Submit online form option to start an electronic submittal.
5. Save your work for later

If you need to save a draft submittal you are working on.
6. Complete a submittal

Complete all sections as indicated by a green check mark. Red indicates information is needed. Yellow indicates you have not visited that section of the form yet.
7. Manage access to the submission

If you would like someone else to fill out the form, review or submit, use the Manage Access to Submissions. This also allows a group of people to collaborate on an application.
8. **Manage/track your submissions**

View, edit or delete draft applications/submittals, or view past submittals. You can also track the progress of submitted applications in the view option.
9. Copy a completed or in progress submittal

(From the View option in item 8 above)

This will start a new draft submittal that can be used to modify an old application or as a basis for multiple identical applications.
10. Create a template to pre-populate the common form.

The Common Form information is a section in many online submittals. Create a template of your information to use and/or prepopulate the form with current ADEQ information.