



NEW FEATURES IN myDEQ | USER GUIDE

COMPANIES AND PLACES

Companies and Places are shown in separate drop-down rows on the mySTUFF inventory listing. To choose, click the drop-down and select an option from the drop-down list.

The screenshot displays the myDEQ user interface. At the top left is the myDEQ logo (Arizona Department of Environmental Quality). At the top right are navigation links: TESTRCO PGO, LOGOUT, mySTUFF, and mySETTINGS. Below the navigation is a header area with 'mySTUFF' and 'myAPPLICATIONS' icons. The main content area features two filter bars: 'SHOW ALL COMPANY' with a 'Select A Company' dropdown, and 'SHOW ALL PLACES' with a 'Select A Place' dropdown. Below these filters is a table with the following columns: View PDF, Place Name, ID#, Program, Type, Exp Date, Status, Actions, and Notifications. The table contains three rows of data:

View PDF	Place Name	ID#	Program	Type	Exp Date	Status	Actions	Notifications
	BHP COPPER INC test	66285	WATER	AZPDES MSGP Mining	NA	ISSUED	Select An Action	--- -- --
	BHP COPPER INC CAMP GRANT	66284	WATER	AZPDES CGP > 5 Acres	06/02/2018	ISSUED	Select An Action	--- -- --
	BHP COPPER INC CAMP GRANT	66283	WATER	AZPDES MSGP Mining	NA	ISSUED	Select An Action	--- -- --

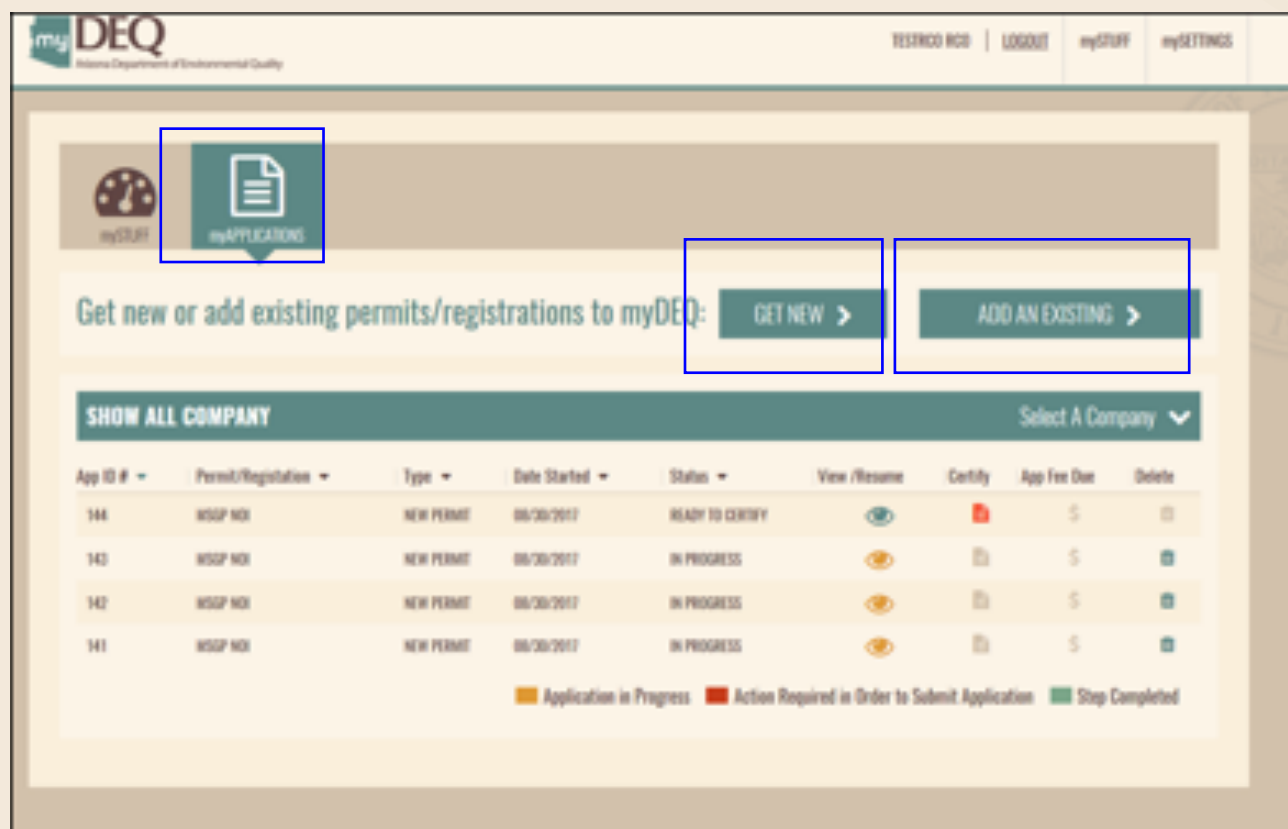
myAPPLICATIONS TAB

The myAPPLICATIONS tab lists all applications that you have started, but have not yet certified or made payment for (not all permits/registrations have fees).

You can start a new application process or add an existing permit* to your account by clicking the respective button located at the top right of the page.

Stormwater NOI applications can be prepared and saved by any user. However, only the RCO/DRO can certify and submit the electronic application. Payments for the permit can be made by any user, and the permit is issued only upon receipt of payment. The RCO/DRO can also delete any application.

NOTE: At this time, you can only add Existing Stormwater Permits to your account. For APP or individual AZPDES permits, contact myDEQ Support at **844-806-9337 or email **myDEQ.support@azdeq.gov***



The screenshot displays the myDEQ user interface for the myAPPLICATIONS tab. At the top, the myDEQ logo and navigation links (TEST/NOI, LOGOUT, mySTUFF, mySETTINGS) are visible. The main content area features a navigation menu with 'myAPPLICATIONS' selected. Below the menu, there are two buttons: 'GET NEW' and 'ADD AN EXISTING'. A table titled 'SHOW ALL COMPANY' lists applications with columns for App ID #, Permit/Registration, Type, Date Started, Status, View / Resume, Certify, App Fee Due, and Delete. A legend at the bottom explains the status icons: Application in Progress (yellow), Action Required in Order to Submit Application (red), and Step Completed (green).

App ID #	Permit/Registration	Type	Date Started	Status	View / Resume	Certify	App Fee Due	Delete
144	NSGP NOI	NEW PERMIT	06/20/2017	READY TO CERTIFY			\$	
143	NSGP NOI	NEW PERMIT	06/20/2017	IN PROGRESS			\$	
142	NSGP NOI	NEW PERMIT	06/20/2017	IN PROGRESS			\$	
141	NSGP NOI	NEW PERMIT	06/20/2017	IN PROGRESS			\$	

Legend:
 Application in Progress
 Action Required in Order to Submit Application
 Step Completed

SAVE FEATURE | Stormwater NOI (Get New, Import Existing, Modify)

Every page includes a "Save Page & Continue" button, or you can use the "Save Application & Exit" button. Once you save and exit, you can resume the application by selecting the application you wish to resume from your myAPPLICATIONS tab listing.

The screenshot displays the myDEQ interface for the AZPDES Stormwater Construction General Permit (CGP) Coverage section. At the top left is the myDEQ logo with the tagline 'Arkansas Department of Environmental Quality'. The top right navigation bar includes links for 'REGISTER NEW', 'LOGOUT', 'mySTUFF', and 'mySETTINGS'. A blue box highlights the 'SAVE APPLICATION & EXIT' button in the top right corner. The main heading is 'AZPDES STORMWATER CONSTRUCTION GENERAL PERMIT (CGP) COVERAGE'. Below this is a question: 'Will your facility's discharge reach waters of the U.S.?' with a small '2)' icon. Underneath the question is the instruction 'Select one and click CONTINUE.' There are two radio button options: 'Yes, it might/will reach waters of the U.S.' and 'No, it will not reach waters of the U.S.'. At the bottom left is a 'BACK' button with a left arrow. At the bottom right is a 'SAVE PAGE & CONTINUE' button with a right arrow. A blue box highlights this button.

myUSERS | Add New Users

With myUSERS (located within mySETTINGS), you can now add more than one DRO to your account, as long as the user is an employee of the same organization as the RCO.

You can also add a Submitter or Data Entry user without assigning to a specific facility or permit/registrations.

To help better manage your users, you can now also click **ADVANCED** Settings and further refine your Submitter and Data Entry roles and their access to your permits/registrations and facilities.

ADD A NEW USER

Assign a company and role for new user.
Select information for user and click CONTINUE

User Information
Name: test test
Email: 123@gmail.com

Company: [SELECT ONE] Role: [SELECT ONE]

* Only one RCO per myDEQ account is allowed
** One user per RCO is allowed. For more information, visit us at mydeq.com

ADD A NEW USER

Assign a company and role for new user.
Select information for user and click CONTINUE

User Information
Name: test test
Email: 123@gmail.com

Company	Facility	Permit	Role
[SELECT ONE]	[SELECT ONE]	[SELECT ONE]	[SELECT ONE] [trash icon]

[+ Add Rows]

[BACK] [CONTINUE]

ADD OUTFALLS/POINTS OF DISCHARGE USING A MAP | Stormwater NOI

When adding an outfall/points of discharge for CGP or MSGP permits, you can now use a map to select the location, and the system will add the latitude and longitude.

When you click the "LOOKUP ON MAP" button, you will see a map of your facility location. Then, you can select the outfall locations, and the lat/long will be automatically added on the page.

AZPDES STORMWATER CONSTRUCTION GENERAL PERMIT (CGP) COVERAGE

What are the current location(s) for the point(s) of discharge[?] at your construction site?
You can add more points of discharge using the MODIFY NOI option after you have received confirmation of permit coverage.

Point of Discharge Name	Latitude [?]	Longitude [?]	Verify on Map	Delete
EXAMPLE- CENTRAL AVENUE LANDFILL	33.423644	-112.875854	Look up on Map	
1 Enter your information	Enter Latitude	-	Look up on Map	

AZPDES STORMWATER CONSTRUCTION GENERAL PERMIT (CGP) COVERAGE

What are the current location(s) for the point(s) of discharge[?] at your construction site?
You can add more points of discharge using the MODIFY NOI option after you have received confirmation of permit coverage.

Point of Discharge Name	Latitude [?]	Longitude [?]	Verify on Map	Delete
EXAMPLE- CENTRAL AVENUE LANDFILL	33.423644	-112.875854	Look up on Map	
1 Enter your information	33.448672	-112.087282	Look up on Map	
2 Enter your information	33.44796	-112.08714	Look up on Map	

+ Add Row