



# PUBLIC ACCOUNT REGISTRATION AND MANAGEMENT

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## I. System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs. This document addresses how public users of this system establish, validate, connect, and manage their individual accounts.

[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

Recommended browser: Google Chrome.

Visit the DEQ website to find [additional information about Your DEQ Online](#) or view the [Your DEQ Online Help page](#).

### A. Access to Public Records in Your DEQ Online

A member of the public may use the Public Portal Public Records link without a registered account to access published information and to add comments to DEQ-issued public notices. The searchable information is limited to submittals and permits that are within the Your DEQ Online system and published by DEQ. For additional information not found in Your DEQ Online, use Oregon DEQ Public Records Request system: <https://www.oregon.gov/deq/about-us/Pages/Request-Public-Record.aspx>

## II. Public User Accounts

### **Who can register in Your DEQ Online?**

Members of the public as well as facility employees, consultants, and legally authorized representatives can register for accounts in Your DEQ Online.

### A. Public User Account Types

#### **What are the different user account types?**

The Public Portal supports three types of public accounts – General Public, Consultant, and Responsible Official (RO).

At least one Responsible Official account must be created to complete a submittal. A facility can have multiple associated ROs, provided each RO meets the requirements of 40 CFR 122.22. There may also be one or more associated consultant accounts held by others connected with a facility or site who provide support.

The three account types have the following privileges:

1. Responsible Official (RO)
  - Privileges are based on verified identity and valid links to facilities
  - Prepare, certify, and submit a submittal as RO or as Additional Certifier
  - Pay for services

- Apply, amend, renew, or withdraw a submittal
  - Track submittal processing status
  - Manage submittal history
  - Manage user account and contact information
  - Use the system regularly for data entry/query, correspondence, tracking submittal review status
2. Consultant/Preparer (Prepare-only)
- Privileges are based on RO authorization for a given site or facility
  - Prepare a submittal form on behalf of an RO
  - Pay for services
  - Use the system regularly for data entry/query, correspondence, track, and review the submittal status
3. General Public
- Pay invoice for services with use of reference number
  - Add an attachment when entering a comment on a DEQ-issued public notice

A summary of user account types and account privilege is shown in the table below:

Action	Responsible Official	Consultant	General Public
Links themselves (as the RO) to associated facilities and submittals	✓		
Link consultants to facilities and submittals	✓		
Certify and submit documents and reports	✓		
Submit applications for permits, licenses	✓		
Prepare submittals including applications for new permits, renewals, amendments, name changes, transfers and terminations	✓	✓	
Prepare reports for scheduled or unscheduled reporting obligations	✓	✓	
Withdraw, amend or revise submittals as determined by submittal type and submittal configuration	✓	✓	
Manage submittal history	✓	✓	
Prepare documents and DMRs	✓	✓	
Correspond with DEQ staff and other users	✓	✓	
Enter data	✓	✓	
Perform queries	✓	✓	
Track and review submittals	✓	✓	
Pay invoices	✓	✓	✓
Include an attachment when commenting on a DEQ-issued public notice	✓	✓	✓

### Who should select an RO account type?

An RO is a person who is legally authorized to sign NPDES permit applications, DMRs, notices of termination and other reports required by the permit. A person meeting one of the criteria below will select a RO account type:

- **Corporation** – president, secretary, treasurer, vice-president, or any person who performs principal business functions; or a manager of one or more facilities that is authorized in accordance with corporate procedure to sign such documents
- **Partnership** – General partner
- **Sole Proprietorship** – Owner
- **City, County, State, Federal, or other Public Facility** – Principal executive officer or ranking elected official
- **Limited Liability Company** – Member
- **Trusts** – Acting trustee

Refer to Code of Federal Regulations, [40 CFR 122.22](#), for the complete definition of who is authorized to sign submittal documents.

## B. Register Your Account

To initiate account registration for any of the three account types, the Public User selects the Register Account option on the Your DEQ Online Public Portal for GovOnline: <https://ordeq-edms-public.govonlinesaas.com>

### 1. Complete Basic Information

- Complete all required fields. You may customize your username at this time. Going forward, this will be your login name.
- Use an email address that will not be used for any other Your DEQ Online accounts or account types.

The screenshot shows the 'Oregon DEQ User Registration' form, specifically the 'Basic Information' step. The form is divided into two main sections: 'Personal Info' and 'Mailing Address'. The 'Personal Info' section includes fields for Title (a dropdown menu), First Name (containing 'Info'), Middle Initial, Last Name (containing 'YourDEQOnline'), and User Name (containing 'IYourDEQOnline'). Below these are fields for Employer (containing 'Oregon DEQ'), Job Position with Employer, Office Phone Number (containing '503-229-5075'), Mobile Phone Number (containing '000-000-0000'), Fax Number (containing '000-000-0000'), and Email (containing 'EDMSinfo@deq.state.or.us'). A note states: 'Email will be used to send out the password. Please make sure it's valid.' There is also a 'Billing Preference' section with radio buttons for 'Notified by Mail' and 'Notified by Email' (which is selected). The 'Mailing Address' section includes fields for Address Line 1 (containing '700 NE Multnomah'), Address Line 2 (containing 'Suite 600'), City (containing 'PORTLAND'), State (a dropdown menu with 'OR' selected), and Zip Code (containing '97232'). A 'Next' button is located at the bottom right of the form. A yellow warning box on the right side of the form states: 'A username will be suggested to you when you enter your first and last name. You may change the suggested username in the Username field. Once your user account is created, your username cannot be changed.'

## 2. Select an Account Type

- Choose from one of the three account types. Descriptions of each will appear in a box to the right of the selections. Then click “Next.”

The screenshot shows the 'Oregon DEQ User Registration' page. At the top, there's a progress bar with four steps: ① Basic Information, ② Account Type (current), ③ Security Questions, and ④ Final Review. Below the progress bar, the 'Account Type' section has a label 'Account Type \*' and three radio button options: 'RO' (selected), 'Consultant', and 'General Public'. To the right of these options is a green box titled 'RO' containing text: 'A Responsible Officer (RO) is responsible for ensuring that information submitted to the Authority on behalf of an associated facility (or facilities) is accurate through the portal. The RO may permit a consultant to prepare a submittal in the system through an associated account, however, only the RO may certify and submit the submittal.' At the bottom right of the form are 'Previous' and 'Next' buttons.

## 3. Security Questions

- Use the dropdown menu for each question selection.

The screenshot shows the 'Oregon DEQ User Registration' page, specifically the 'Security Questions' section. The progress bar at the top shows steps ① Basic Information, ② Account Type, ③ Security Questions (current), and ④ Final Review. The 'Security Questions' section contains five numbered questions, each with a dropdown menu for the question and a text input field for the answer. The questions are: 1. 'What is the first and last name of your oldest sibling?', 2. 'where did you first meet your spouse?', 3. 'what is the name of your home town newspaper?', 4. 'what is your favorite song?', and 5. 'what is the last name of your favorite teacher?'. To the right of the questions is a red box with text: 'One of the following security questions from this list will appear when completing each submittal. Please provide a unique response to each question. Answers are case-sensitive.' At the bottom right of the form are 'Previous' and 'Next' buttons.

Save your answers in a secure location. Security questions are required for all account types. Each Responsible Official will be required to answer a question randomly selected from their list to certify and finalize any submittal.



#### 4. Final Review

- Review the account information and use the “Previous” button to make any corrections.

The screenshot shows the 'Final Review' step of the Oregon DEQ User Registration process. At the top, a dark green header contains a back arrow and the text 'Oregon DEQ User Registration'. Below this, a progress bar shows four steps: ① Basic Information, ② Account Type, ③ Security Questions, and ④ Final Review (which is highlighted). The main content area is titled 'Final Review' and contains a green box with the heading 'Info YourDEQOnline' and 'Oregon DEQ'. Below this, contact information is listed: '700 NE Multnomah, Suite 600, PORTLAND 97232', 'EDMSInfo@deq.state.or.us', and '503-229-5075'. A reCAPTCHA box is present with the text 'I'm not a robot' and a checkbox. At the bottom right, there are two buttons: 'Previous' and 'Register'.

- Confirm that you’re not a robot by checking the box, a checkmark will appear in the captcha box.
- Once you have reviewed the information and completed the robot check, click the “Register” button. This will produce a “Registration Successful” window and instruction to check your email.

The screenshot shows the 'Registration Successful' page. At the top, a dark green header contains a back arrow and the text 'Registration Successful'. Below this, a green checkmark icon is followed by the heading 'Registration Successful'. A light blue box contains the following text: 'Congratulations! Your account has been created successfully. To fully activate your account, please check your email for a temporary password and pin. You will need to save your pin to submit submittals in the portal, and you may update your password and pin in your account profile. If you do not receive the confirmation email within the next hour, please check your Junk Mail folder. If you have any questions for account registration, please contact [YourDEQOnline@deq.state.or.us] Thank you for registering with the Environmental Data Management System.' At the bottom right, there is a red button labeled 'Back to Login'.

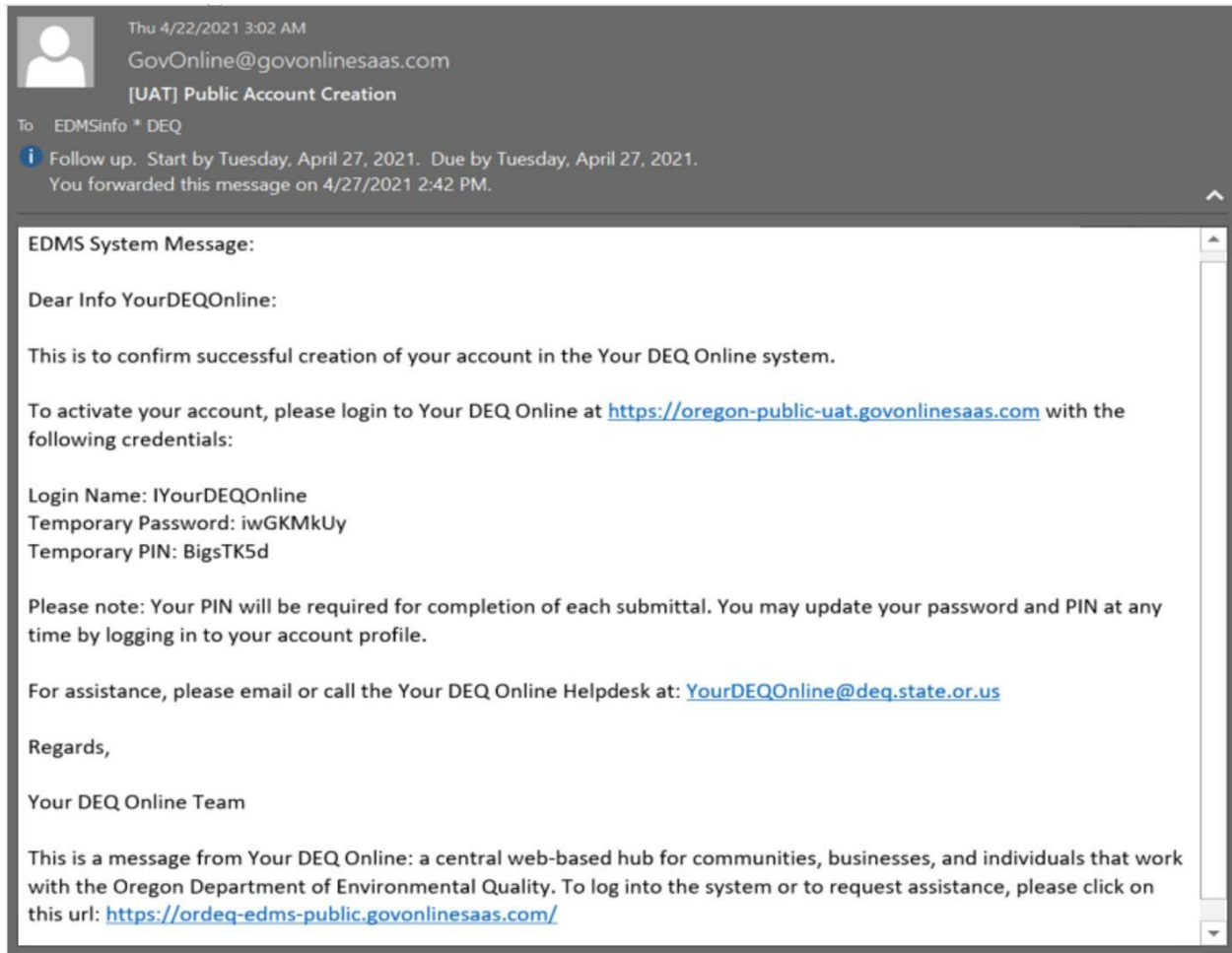
### C. Activate Account

#### 1. Locate confirmation email and follow instructions

- Check your email for the confirmation email. You’ll find temporary login credentials and instructions to update temporary password and PIN. Avoid extra spaces during this step.
- All three account types require completion of five security questions, an account password, and an account PIN.

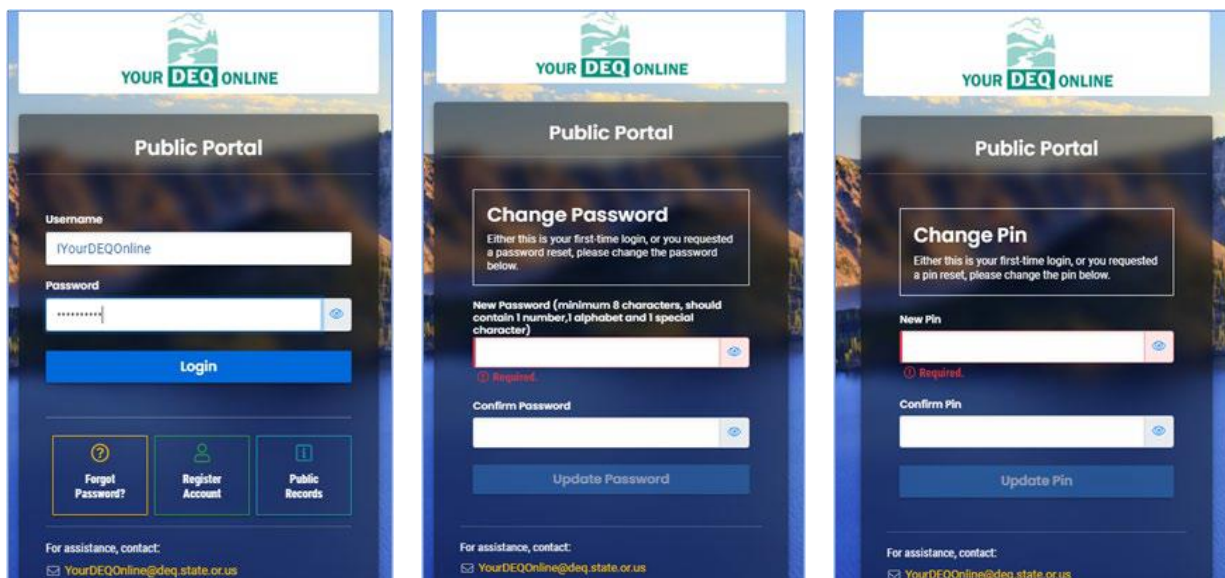


- Regarding the message: “Please note: Your PIN will be required for completion of each submittal,” this is specific to Responsible Official as the only account type that may certify and complete submittals.

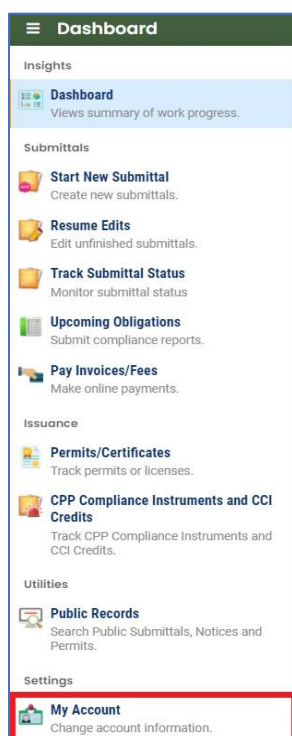


## 2. Update Password & Pin

- After clicking the link in the email, enter your temporary login information.
- You will then be prompted to change the password.



- Immediately following, you will be prompted to update your PIN.
- Since account type may be changed after account creation, all account types are required to set a PIN that would allow for certification of a submittal if the account is changed to an RO account in the future.



#### D. Navigate to My Account

If you are a Responsible Official, you will see an identity verification pop-up message upon initial login that prompts you to validate your identity. Select the “Go to my account” choice which will bring you to your “My Account” information.

For all account types at any time, you may navigate to “My Account” by using the navigation pane on the left side of the screen and at the bottom of the list of links.

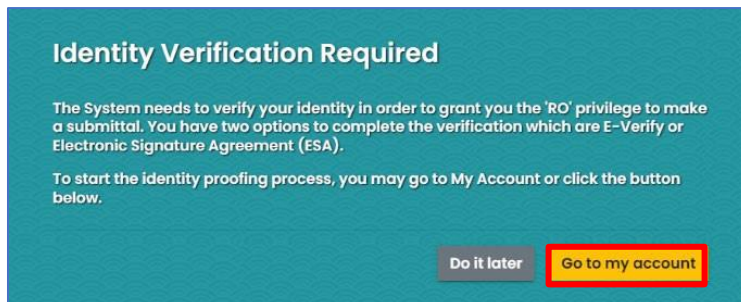
Another way to get to “My Account” is by clicking on your profile icon in the far upper right of the screen next to your username. The icon will be blank until you upload an image. When clicking on this, you’ll see a window with your username and some of your account information. Select the edit “pencil” icon to the right of your username to navigate to “My Account”. There, you will see a series of tabs across the screen that enable you to manage your account.

### III. Responsible Official Identity Verification

This section provides guidance to help the Responsible Official complete account set-up for full account privileges. After updating the password and PIN, a pop-up message will prompt identity verification. Full

privileges of the Responsible Official are only active after identity verification is complete. Full RO privileges include certification and finalizing submittals.

Verifying identity of the individual holder of the Responsible Official account type enables the individual to be held responsible for accuracy of submittals.



#### A. E-Verify

E-Verify is a rapid and secure and instant identity verification tool that enables full Responsible Official account privileges in Your DEQ Online. After being prompted to complete identity verification, click “Go to my account” and select the Identity Verification tab. E-Verify will appear as Option 1.

1. Navigate to the Identity Verification tab.

A screenshot of the "My Account" page in the DEQ Online system. The "Verification" tab is selected and highlighted with a red rectangle. The page displays two options for identity verification: "Option #1: E-Verify" and "Option #2: Electronic Signature Agreement (ESA)". The E-Verify option includes instructions and a form with fields for First Name, Middle Initial, Last Name, Address 1, and Address 2. The ESA option includes instructions and a "Print" button. The "Verification" tab label is also highlighted with a red rectangle.

2. Follow the form instructions.

**My Account**

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Basic Info Account Type Password/Pin Security Questions Consultants **Verification**

**Option #1: E-Verify**

Please provide information below to E-Verify yourself. **Information provided here is for E-Verify purpose only, and will not be saved locally.**

**Make sure you are using your personal HOME information.** If you have moved in past 6 months, please use your previous HOME address before your last move.

If successful, you will be informed promptly and can start using your account to certify/submit documents to the Authority. **Due to security reasons, the System will only allow you for 3 trials.**

If the E-Verify is not successful, it means the System is unable to authenticate your identity with the data you provided. In this case, please follow the ESA option to complete your identity proofing.

First Name \* Middle Initial Last Name \*

Address 1 \* Address 2

City \* State \* Zip Code \*

Phone \* Date of Birth \* SSN (Last 4) \*

Opportunity Left: **3** **E-Verify**

**E-Verification Result**

No result yet.

3. Provide required information and click the E-Verify submit button.
4. Proceed with use of Your DEQ Online!

### Tips for using E-Verify

- a. When completing the E-Verify form fields, check the date of birth to be sure it is not already filled with today's date.
- b. Enter fields exactly as specified – no spaces in the phone number, date of birth format mm/dd/yyyy.
- c. Use your home address, not your work address.
- d. If you have moved in the last 6 months, use that previous address before your last move.

### Troubleshooting E-Verify

- e. Clear your browser cache: <https://www.pcmag.com/how-to/how-to-clear-your-cache-on-any-browser>.
- f. Close all browsers and then reopen one browser window to log back in.
- g. Log back into the system with your username and password to: <https://ordeq-edms-public.govonlinesaas.com/pub/login>.

If you encounter any issues, please feel free to contact the helpdesk at [yourdeqonlinehelp@deq.oregon.gov](mailto:yourdeqonlinehelp@deq.oregon.gov)

**Note:** If for some reason, Instant ID is not successful after three attempts, proceed to the right side of that screen, Option 2: Electronic Signature Agreement.

## B. Alternate verification method: Electronic Signature Agreement

This alternate option for identity verification requires the signed paper Electronic Signature Agreement (ESA) form to be reviewed by DEQ staff for validation.

1. Click the Electronic Signature Agreement (ESA) “Print” button and follow form instructions.

The screenshot shows the 'My Account' page with the 'Verification' tab selected. It presents two options for identity verification. Option #1, 'E-Verify', provides instructions for self-verification and includes a form with fields for First Name, Middle Initial, Last Name, Address 1, and Address 2. Option #2, 'Electronic Signature Agreement (ESA)', provides instructions for printing and signing a form, and includes a 'Print' button.

2. Send the completed, signed form to the address noted on the form. DEQ will send email notification after the determination of your status. This process may take time due to mail delivery, review and data entry.
  - For expedited processing, you may additionally email the completed and signed form to [YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov). This is in addition to mailing the signed original form.
  - **PLEASE NOTE:** Failure to mail the printed and signed form may result in withdrawal of your account privileges.
3. While you are waiting for verification, you will be able to access the system on a limited basis but will not be able to certify and send a submittal.
4. If verification obstacles are encountered, DEQ staff will contact the Responsible Official.

**Completing Identity Validation, whether using E-Verify or ESA, is required before a Responsible Official can certify and send submittals to DEQ.**

## IV. Establish Responsible Official Links

In order for the Responsible Official to prepare and complete submittals, they need to establish links to a site or sites and select submittal types. Once these are established, the Responsible Official may delegate the permission to someone with a Consultant account to prepare submittals and make payments for specific Submittal Types on the Responsible Official's behalf.

**Note:** Only the Responsible Official account type can certify and send submittals.




## A. Link Submittal Groups and Facilities

### 1. Navigate to My Account

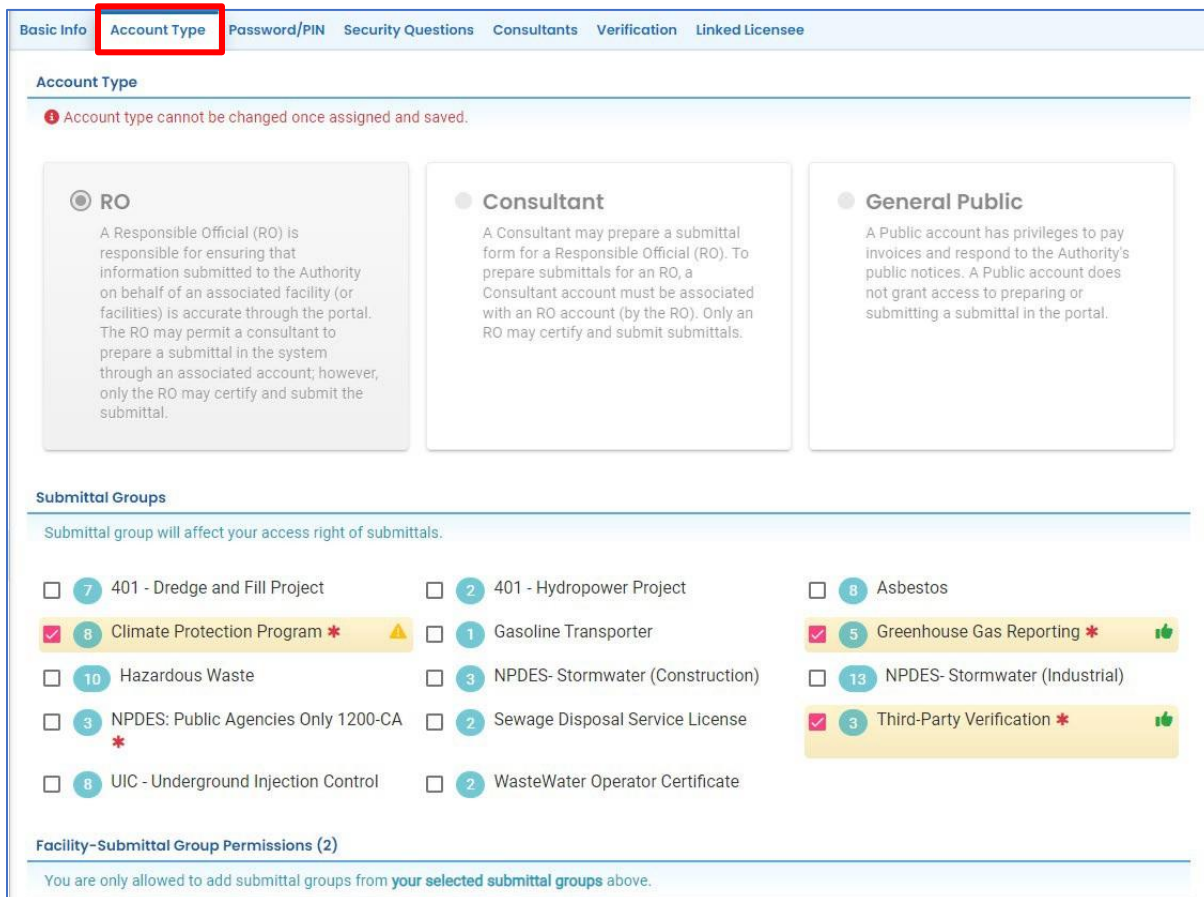
- Go to “My Account” and open the “Account Type” tab.

### 2. Select Submittal Group

- On the “Account Type” tab, select from the “Submittal Groups” list in that section of the page.
- After selecting additional submittal types, click  to save to ensure the facility list populates.

**Note:** In some cases, such as the Climate Protection Program, Greenhouse Gas Reporting, and Third-Party Verification, selection of the submittal group will require DEQ validation to proceed with those types of submittals and to delegate the RO ability to prepare submittals to a consultant. Pending validation will be indicated by a yellow “attention” symbol. Approved validation will be indicated by a green “thumbs up” symbol.

### Submittal Group Selection






The screenshot shows the 'Account Type' tab selected in the top navigation bar. Below the tab, a message states: 'Account type cannot be changed once assigned and saved.' There are three main sections for account types: 'RO' (selected with a radio button), 'Consultant', and 'General Public'. Each section has a description of its role. Below these is the 'Submittal Groups' section, which includes a note: 'Submittal group will affect your access right of submittals.' It contains a grid of checkboxes for various submittal groups. Some are checked, some have a yellow warning icon, and some have a green thumbs up icon. At the bottom, there is a 'Facility-Submittal Group Permissions (2)' section with a note: 'You are only allowed to add submittal groups from your selected submittal groups above.'



Submittal Group	Status
401 - Dredge and Fill Project	Not Selected
401 - Hydropower Project	Not Selected
Asbestos	Not Selected
Climate Protection Program *	Selected (Warning)
Gasoline Transporter	Not Selected
Greenhouse Gas Reporting *	Selected (Approved)
Hazardous Waste	Not Selected
NPDES- Stormwater (Construction)	Not Selected
NPDES- Stormwater (Industrial)	Not Selected
NPDES: Public Agencies Only 1200-CA *	Not Selected
Sewage Disposal Service License	Not Selected
Third-Party Verification *	Selected (Approved)
UIC - Underground Injection Control	Not Selected
WasteWater Operator Certificate	Not Selected

### 3. Select Facilities

The following are instructions apply to RO accounts associated with **existing site or facility information** in Your DEQ Online.

- To locate and then link to your facility, scroll to the “Facility-Submittal Group Permissions” section.
- Select **Add Permissions** and search for the facility under the “Available Sites” section.
- Go to the “Type here to filter list” bar to search for the facility by name or address. The submittal groups associated with each facility are indicated by the air , land  and water  icons.

Note: For greenhouse gas reporting, you can find a reference sheet [here](#) to cross reference your EZ-Filer System ID with your new YDO System ID or FIS. Use this FIS number in the search bar to find your facility.

- Select your facility by clicking the check box next to the name of the facility.
- Next, select the submittal group from the “Available Submittal Groups” section.
- Select the “plus” button  to add your selection to your account settings.
- Click  to save before navigating away from the page.
- If you need assistance with finding or adding a new facility, contact the Your DEQ Online Helpdesk: [YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov)

**In some cases, such as a Stormwater 1200-C permit or a 401 Dredge and Fill application, a new facility would be added on the submittal form and then validated by DEQ. For the Climate Protection Program, Greenhouse Gas Reporting, and Third-Party Verification submittals, the linked facility must first be validated by DEQ.**



## Facility Selection

Basic Info
Account Type
Password/PIN
Security Questions
Consultants
Verification
Linked Licensee

### Submittal Groups

Submittal group will affect your access right of submittals.

<input type="checkbox"/> 7 401 - Dredge and Fill Project	<input type="checkbox"/> 2 401 - Hydropower Project	<input type="checkbox"/> 8 Asbestos
<input checked="" type="checkbox"/> 8 Climate Protection Program *	<input type="checkbox"/> 1 Gasoline Transporter	<input checked="" type="checkbox"/> 5 Greenhouse Gas Reporting *
<input type="checkbox"/> 10 Hazardous Waste	<input type="checkbox"/> 3 NPDES- Stormwater (Construction)	<input type="checkbox"/> 13 NPDES- Stormwater (Industrial)
<input type="checkbox"/> 3 NPDES: Public Agencies Only 1200-CA *	<input type="checkbox"/> 2 Sewage Disposal Service License	<input checked="" type="checkbox"/> 3 Third-Party Verification *
<input type="checkbox"/> 8 UIC - Underground Injection Control	<input type="checkbox"/> 2 WasteWater Operator Certificate	

### Facility-Submittal Group Permissions (0)

You are only allowed to add submittal groups from **your selected submittal groups** above.

#### Add Permissions

Picked Sites (1):
Valley Landfills, Inc.

Picked Submittal Groups (1):
Greenhouse Gas Reporting

Available Sites

Available Submittal Groups

## Saved Submittal Type and Facility Selections

Basic Info
Account Type
Password/PIN
Consultants
Verification

### Account Type

Account type cannot be changed once assigned and saved.

☒ **RO**  
A Responsible Official (RO) is responsible for ensuring that information submitted to the Authority on behalf of an associated facility (or facilities) is accurate through the portal. The RO may permit a consultant to prepare a submittal in the system through an associated account; however, only the RO may certify and submit the submittal.

☐ **Consultant**  
A Consultant may prepare a submittal form for a Responsible Official (RO). To prepare submittals for an RO, a Consultant account must be associated with an RO account (by the RO). Only an RO may certify and submit submittals.

☐ **General Public**  
A Public account has privileges to pay invoices and respond to the Authority's public notices. A Public account does not grant access to preparing or submitting a submittal in the portal.

### Submittal Groups

Submittal group will affect your access right of submittals.

☐ 7 401 - Dredge and Fill Project
☒ 8 Climate Protection Program \*
☐ 10 Hazardous Waste
☐ 3 NPDES: Public Agencies Only 1200-CA \*
☐ 8 UIC - Underground Injection Control

☐ 2 401 - Hydropower Project
☐ 1 Gasoline Transporter
☐ 3 NPDES- Stormwater (Construction)
☐ 2 Sewage Disposal Service License
☐ 2 WasteWater Operator Certificate

☐ 8 Asbestos
☒ 5 Greenhouse Gas Reporting \*
☐ 13 NPDES- Stormwater (Industrial)
☒ 3 Third-Party Verification \*

### Facility-Submittal Group Permissions (2)

You are only allowed to add submittal groups from your selected submittal groups above.

<b>Valley Landfills, Inc.</b> COFFIN BUTTE ROAD, Corvallis, OR 97330	216480	<input checked="" type="checkbox"/> 5 Greenhouse Gas Reporting	<input checked="" type="checkbox"/>
<b>Valley Landfills, Inc.</b> COFFIN BUTTE ROAD, Corvallis, OR 97330	216480	<input checked="" type="checkbox"/> 8 Climate Protection Program	<input type="checkbox"/>

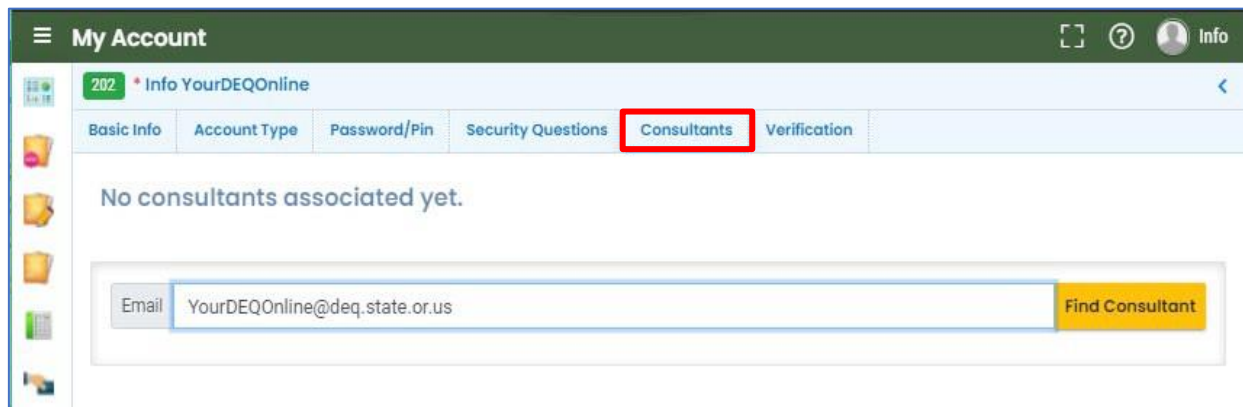
## B. Establish Consultant delegation link

To link the account to a Consultant account for delegation, the Responsible Official account must be linked to a site or sites and submittal types. The exact email address associated with the Consultant's Your DEQ Online account will be needed to establish this link.



**Note:** Only the Responsible Official account type can certify and finalize submittals.

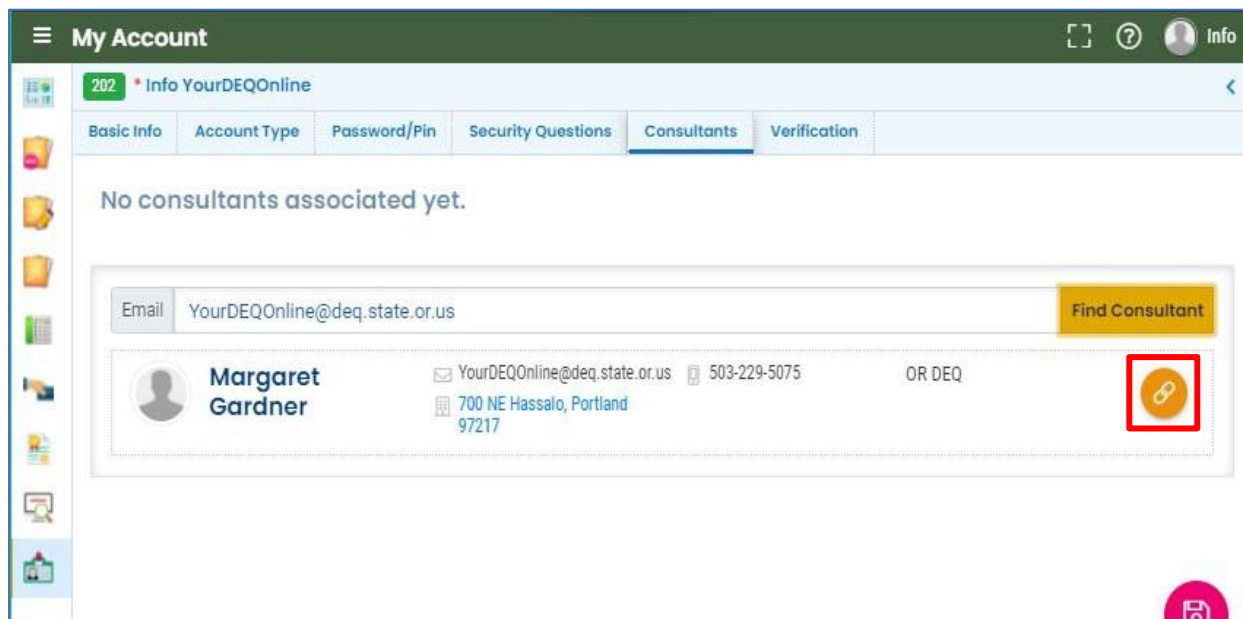
### 1. Navigate to My Account

- Go to "My Account" and open the "Consultants" tab.



## 2. Add Consultant's account

- Select **Add Consultants** and enter the email address. Select **Find Consultant** and the account associated with that email address will appear below the search bar.
- Select the consultant by clicking  to the far right of the profile.
- Click  to save to complete this link.



## 3. Delegate Submittal Type and Site Permissions




- Click the blue triangle next to the Consultant's profile for the "Submittal/Site Permissions" box.

**My Account**

202 RO Info YourDEQOnline

Basic Info Account Type Password/Pin Security Questions **Consultants** Verification

**Name** **Permissions**

   **Margaret Gardner**

YourDEQOnline@deq.state.or.us  
503-229-5075  
700 NE Hassalo, Portland 97217

Click the blue arrow to add permissions for this consultant.  
Consultants without permissions will be **removed** when saved.

**Submittal/Site Permissions**

**Add Permissions** ^

Submittal Site

- Click **Add Permissions** and select from the submittal and site dropdown lists. Available options are carried over from your own account.
- For submittals on behalf of new sites, the site field will be left blank. The Consultant will be able to initiate a submittal as delegated to them and create a new facility on the submittal form.

**Note:** For new sites, once the submittal has been received and the site has been validated by DEQ the RO will need to add permissions back to the consultant for that specific site once it becomes available in the site dropdown list. It is recommended that the Consultant ask the RO to provide site permissions within 72 hours of submitting on behalf of a new site.




### Submittal Selection

**My Account**

202 RO Info YourDEQOnline

Basic Info Account Type Password/Pin Security Questions **Consultants** Verification

**Name** **Permissions**

   **Margaret Gardner**

YourDEQOnline@deq.state.or.us  
503-229-5075  
700 NE Hassalo, Portland 97217

Click the blue arrow to add permissions for this consultant.  
Consultants without permissions will be **removed** when saved.

**Submittal/Site Permissions**

**Add Permissions** ^

Submittal Site

AQD Gasoline Transporter Permit (GTP) Application

WQD (401) - Hydropower Certification Application

WQD (401) - Hydropower Study Plan, Study Results, Monitoring Plan, Monitoring Results, Annual Report

AQD CAFO General Permit Application

## Site Selection

**My Account**

202 RO Info YourDEQOnline

Basic Info Account Type Password/Pin Security Questions Consultants Verification

**Name** Margaret Gardner  
YourDEQOnline@deq.state.or.us  
503-229-5075  
700 NE Hassalo, Portland 97217

**Permissions** Click the blue arrow to add permissions for this consultant. Consultants without permissions will be **removed** when saved.

**Submittal/Site Permissions**

**Add Permissions**

Submittal: AOD Gasoline Transporter Permit (GTP) Application

Site: Alaska Tanker Company LLC (FIS RID:226755)

Alaska Tanker Company LLC (FIS RID:226755)

Alaska Tanker Company LLC (FIS RID:226755)

Found: 2

Search Consultant by Email:

Email

Find Consultant

## Ready to Save

**My Account**

202 RO Info YourDEQOnline

Basic Info Account Type Password/Pin Security Questions Consultants Verification

**Name** Margaret Gardner  
YourDEQOnline@deq.state.or.us  
503-229-5075  
700 NE Hassalo, Portland 97217



**Permissions** Click the blue arrow to add permissions for this consultant. Consultants without permissions will be **removed** when saved.

**Submittal/Site Permissions**

**Add Permissions**

Submittal: AOD Gasoline Transporter Permit (GTP) Application

Site: Alaska Tanker Company LLC (FIS RID:226755)

- Click  to add the site and submittal, and then click  to save before navigating away from the page.

## Saved

**My Account**

202 RO Info YourDEQOnline

Basic Info Account Type Password/Pin Security Questions Consultants Verification

**Name** **Permissions**

1 Margaret Gardner  
YourDEQOnline@deq.state.or.us  
503-229-5075  
700 NE Hassalo, Portland 97217

Alaska Tanker Company LLC 1

**Submittal/Site Permissions**

Submittals	Sites
1 AOD Gasoline Transporter Permit (GTP) Application	Alaska Tanker Company LLC

Add Permissions

Add Consultants

### 4. Add More Permissions

- To add permissions to a consultant account that has already been linked, select **Add Permissions** to add additional submittal groups and sites linked to your RO account. Repeat as needed.

## Add Permissions

**My Account**

202 RO Info YourDEQOnline

Basic Info Account Type Password/Pin Security Questions Consultants Verification

**Name** **Permissions**

1 Margaret Gardner  
YourDEQOnline@deq.state.or.us  
503-229-5075  
700 NE Hassalo, Portland 97217

Alaska Tanker Company LLC 1

**Submittal/Site Permissions**

Submittals	Sites
1 AOD Gasoline Transporter Permit (GTP) Application	Alaska Tanker Company LLC

Add Permissions

Submittal Site

AOD GHG-Natural Gas Supplier Annual Emission Report Alaska Tanker Company LLC (FIS RID:226755)

Type here to filter list...

- WQD (401) - Hydropower Certification Application
- WQD (401) - Hydropower Study Plan, Study Results, Monitoring Plan, Monitoring Results, Annual Report
- AOD CAFO General Permit Application
- AOD Gasoline Transporter Permit (GTP) Application
- AOD GHG-Electricity Supplier Annual Emission Report
- AOD GHG-Natural Gas Supplier Annual Emission Report
- LOD Hazardous Waste - Site Identification Notification

Found: 20

Save

## Always Save

- Always click  to save before navigating away from a page.



**Saved**

**My Account**

202 RD Info YourDEQOnline

Basic Info Account Type Password/Pin Security Questions Consultants Verification

Name Margaret Gardner

Permissions Alaska Tanker Company LLC 2

Submittal/Site Permissions

Submittals	Sites
1 ADD Gasoline Transporter Permit (GTP) Application	Alaska Tanker Company LLC
2 ADD GHG-Natural Gas Supplier Annual Emission Report	Alaska Tanker Company LLC

Add Permissions

Submittal Site

ADD GHG-Natural Gas Supplier Annual Emission Report Alaska Tanker Company LLC (FIS RID:226755)

## V. Account Management

Public users may update their contact information at any time. To change account type or facility information, contact the Your DEQ Online Helpdesk or the DEQ Program for which you submit or maintain reporting, permits, licenses, certifications, or other obligations.

### A. Reset Your Password

If you have forgotten your password or username, click the “Forgot Password” button on the login screen. Enter your email address to receive an email with instructions.

**Public Portal**

Environmental Data Management System (EDMS)

Username

Password (Forgot Password?)

Login

Register Account Public Records

For assistance, contact: YourDEQOnline@deq.state.or.us

**Public Portal**

Environmental Data Management System (EDMS)

**Forgot Password**

Please enter your email address in the box below to request a reminder of your user name and password. If the email you provide is associated with an account, you will receive a reminder shortly.

Email

Reset Password

Back to login

For assistance, contact: YourDEQOnline@deq.state.or.us

### B. Reset Your Pin and Security Questions

#### 1. Navigate to My Account

- Go to “My Account” and open the “Password/Pin” tab.
- Enter and save your new pin.



**My Account**

202 RO Info YourDEQOnline

Basic Info Account Type **Password/Pin** Security Questions Consultants Verification

**Password**

☐ Show password

Old Password

New Password

Confirm New Password

Save Password

**PIN**

☐ Show Pin

New PIN

Confirm New PIN

Save PIN

- Go to the “Security Questions” tab to enter and save your new security questions.

### Security Questions

**My Account**

202 RO Info YourDEQOnline

Basic Info Account Type Password/Pin **Security Questions** Consultants Verification

1 Q What is the first and last name of your oldest sibling?

A

2 Q where did you first meet your spouse?

A

3 Q what is the name of your home town newspaper?

A

4 Q what is your favorite song?

A

5 Q what is the last name of your favorite teacher?

A

## C. Frequently Asked Questions: Account Types

### About the Responsible Official (RO) role in Your DEQ Online:

- The RO is the person authorized to act as the certifier of submittals on behalf of a facility/company/site.
- RO account sharing between individuals is not permitted. Each RO must have their own individual account according to EPA CROMERR compliance as well as state and agency technology use rules.
- A company may designate more than one RO account holder.

- An RO may link their account with more than one company.
- An RO may access and edit another RO's submittal for the same company if they are linked to the same facility and submittal group.
- If a submittal needs to be transferred in some way (RO leaves, for example), there is a method for transferring with help from the Your DEQ Online Helpdesk.
- An RO may delegate certain permissions for a site and submittal type to a consultant. This is limited to the RO's selected facilities and submittal groups for their own account. You can't share it if you don't have it.
- One RO may link facilities and submittal types to multiple Consultants, and multiple ROs may link their facilities and submittal types to a single Consultant.

#### **About the Consultant role in Your DEQ Online:**

- The Consultant must register an account before an RO is able to link to it.
- Links from an RO to a Consultant are limited to the RO's own linked facilities and submittal groups.
- To link to the Consultant, the RO will need that consultant's email address that was used to register an account in Your DEQ Online.
- Consultant submittals may be viewed by an RO who has linked to the Consultant for that specific submittal type and facility.
- Consultants are not able to certify and submit. Only the RO can do that.
- It is possible for someone to hold both an RO account and a Consultant account, however these require unique email addresses. For example, an RO for one company may need to act as a Consultant for another company.

#### **D. Helpdesk and Resources**

If you have questions about account set-up, encounter issues with the account registration process, need help with identity verification or any other account management concerns, please consult the [Help page](#) or contact the Your DEQ Online Helpdesk.

- For general information, training, and resources, go to Your DEQ Online Help:  
<https://yourdeqonlinehelp.oregon.gov>
- For technical assistance and Your DEQ Online questions:  
[Your DEQ Online Helpdesk](#) (Not compatible with Internet Explorer)  
[YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov)