Community Portal User Guide

"LPR" refers to License, Permit, and Registration

Version 3

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Login Page

Note: The latest stable version of the following browsers are supported for use with the Community Portal:
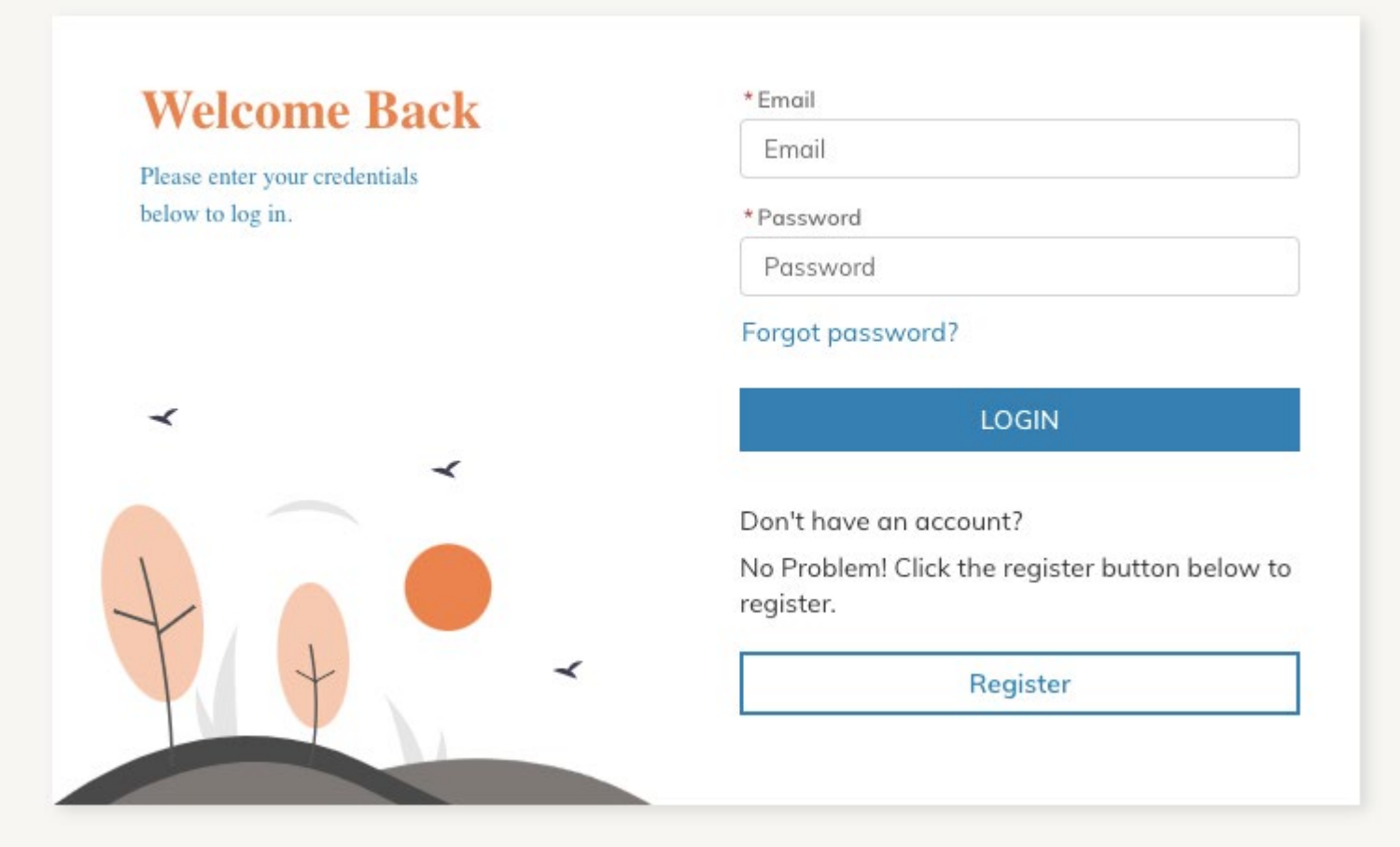
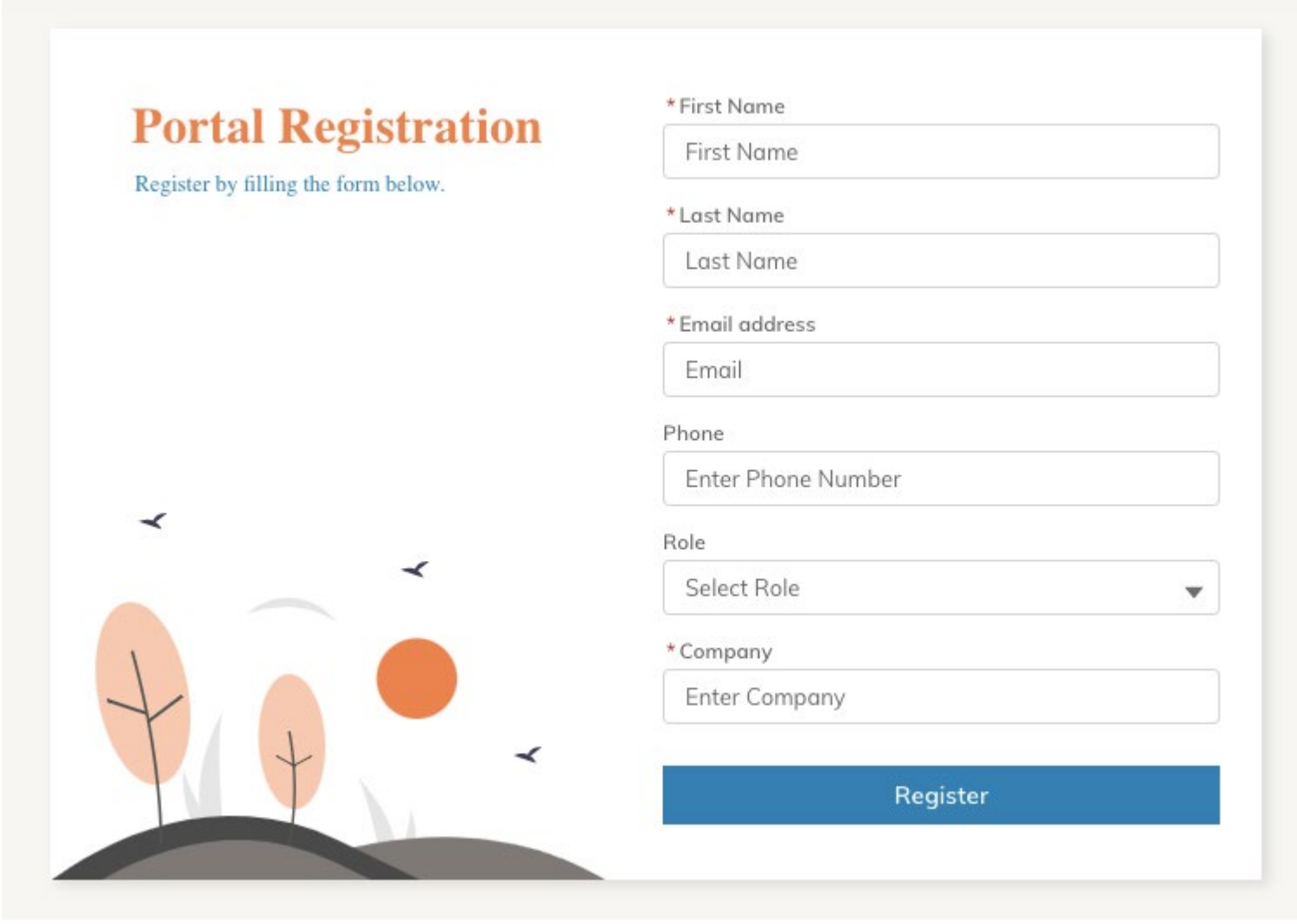Microsoft Edge Chromium
Google Chrome
Mozilla Firefox
Apple Safari

Register as Portal User

1	To register as a Portal User, users will need to navigate to the following link: https://utdeq-dwmrc.force.com/s/login/ Once they navigate to the link, they will see the screen below and would need to click on the "Register" button.

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2	After clicking on the Register button, the user will be prompted to fill in the required information for registration. Please fill in the details and click on Register.

3	After a successful Registration, the user will receive a confirmation email and will see the message below.

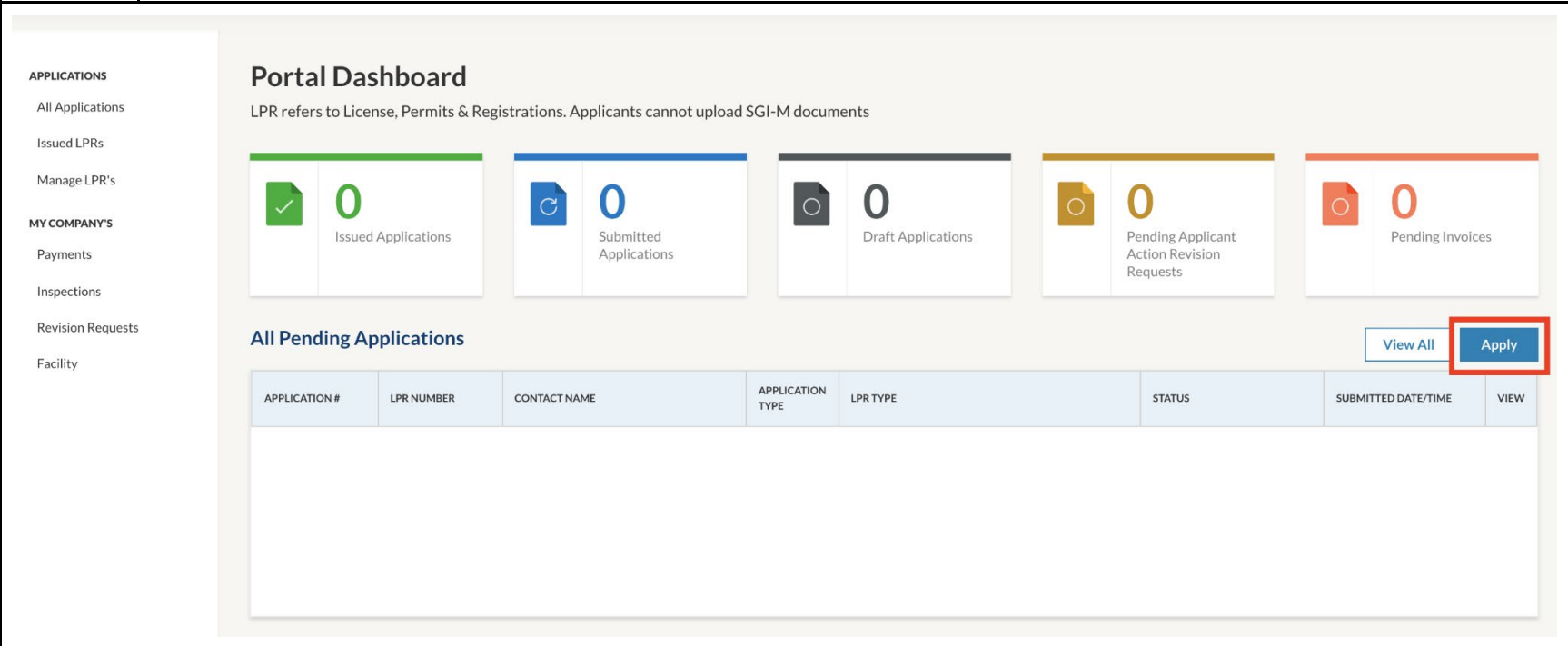|	
	✅ Successful Registration!
4	A welcome email will be sent to the user. To activate the account, users should access the welcome email and click on the link to continue with the registration process. See the sample email below. Do Not Attempt to use the links shown below to access the Community Portal.

	Sandbox: Welcome to UT DWMRC Portal ➤ Inbox ✕
	
	UT DWMRC Portal via isjuhxeywmjpg4.3j-8mfzuaa.cs124.bnc.sandbox.salesforce.com 11:22 AM (47 minutes ago) ☆
	to sushma.tuladhar+522@mtxb2b.com ▾
	
	Hi Simi,
	
	   Welcome to UT DWMRC Portal! To get started, go to https://utdequat-dwmrc.cs124.force.com/login?c=YJ2mjZB9_zRNp7OYn0460K2gsMUR7FOTsw0RxSqSETb
	VG7vYJfcObnDeFN93rUMzQqbpFfBBupRhRdysDSclAaTtfaJAn0VQ8A7G1a0ZDnSxh8KaaEBz6qIzuUJyKyPB_7s.Pj6AYlYrks20yLV9I4dNrlEf8sJBUzqE3UkRTY4ar.KF83amhMt2vxfGDzMYg
	RnIIPNzUpmHEWN4jQMKggDkBJKyRQ%3D%3D
	
	   Username: sushma.tuladhar+522@mtxb2b.com
	
	   Thanks,
	   Utah Department of Environmental Quality

5	The user will be redirected to the page where a password must be generated. Please follow the instructions and create a password for your account.

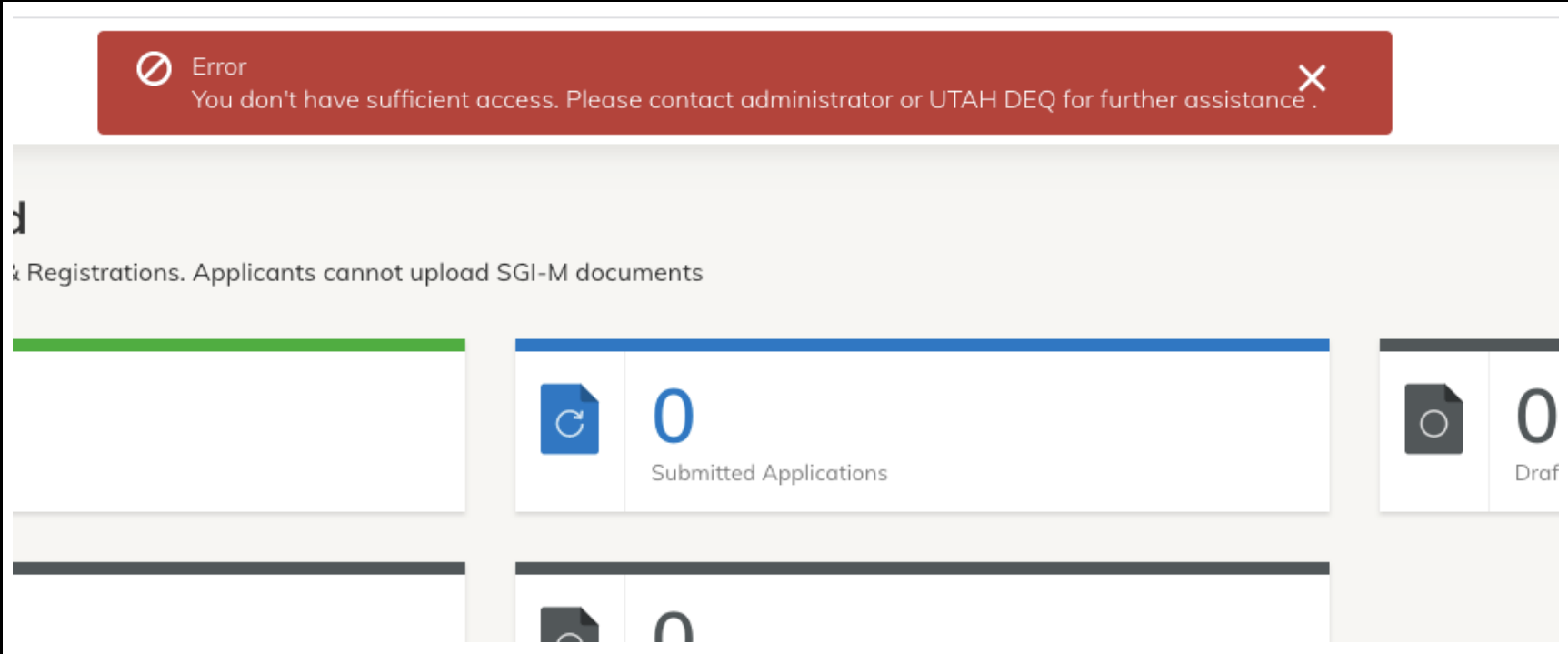| 6	After the user generates the password for their account, they will be redirected to the Home Page of the Portal. Users

	should navigate to the "My Profile" tab on top right where they need to complete the information on the page to continue with the portal. Click on "Edit," fill in the information and then click on "Save" to update the changes

My Profile

Cancel Save

*First Name
Sushma

*Last Name
Tuladhar

*Email
sushma.tuladhar+999@mtxb2b.com

Username
sushma.tuladhar+999@mtxb2b.com

*Role
Owner

Company
Rita testing

*Phone Number
(333) 333-3333

*Job Title
Owner

*Mailing Street
222 Testing Drive

Mailing City
Frisco

Mailing State
TX

Mailing Zipcode
75060

Mailing Country
USA

Apply for New License, Permit, or Registration (LPR)

1	**Create a New Application**
	The user can apply for a new License, Permit or Registration (LPR) from the home page of the community portal. Click on "Apply" to create a new application.
2	Once the user clicks on the Apply button, the user will be redirected to the page where they can add a new facility and user details. If the user is applying for the first time, they will get a message like the message shown below:

| 3 | Users will need to click on "Contact Us" at the top of the page and contact the appropriate program manager to have their Level of Access set up. After the Level of Access is set up the user can login and click the Apply button and continue with their application. |

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Contact Us

Should you have any questions regarding your interactions within the Community Portal, please contact the appropriate individual listed below.

APPLICATIONS

All Applications

Issued LPRs

Manage LPR's

MY COMPANY'S

Payments

Inspections

Revision Requests

Facility

Mailing Address : Utah Division of Waste Management and Radiation Control PO Box 144880 Salt Lake City, Utah 84114-4880

Building Address : Utah Division of Waste Management and Radiation Control Multi-Agency State Office Building Second Floor 195 North 1950 West Salt Lake City, Utah 84116

Uranium Mills/Radioactive Materials

Manager : Phil Goble

Phone : 801-536-4044

Email : pgoble@utah.gov

Hazardous Waste/Used Oil

Manager : Deborah Ng

Phone : 801-536-0218

Email : dng@utah.gov

Low-Level Radioactive Waste

Manager : Otis Willoughby

Phone : 801-536-0220

Email : owilloughby@utah.gov

Generator Site Access Permits

Manager : Kaci McNeill

Phone : 801-536-0228

Email : kmcneill1@utah.gov

Radioactive Materials/X-ray Reciprocity

Manager : Alyssa Stringham

Phone : 801-536-4002

Email : dwmrcreciprocity@utah.gov

Solid Waste/Waste Tires/Recycling Market/Development Zones

Manager : Brian Speer

Phone : 801-536-0219

Email : bspeer@utah.gov

X-ray

Manager : Tom Ball

Phone : 801-536-0251

Email : tball@utah.gov

Corrective Action

Manager : Brad Maulding

Phone : 801-536-0205

Email : bmaulding@utah.gov

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4	The user can choose a facility from the drop down as shown below then skip to step 8. If the user is logged in for the first-time, the user has to click on "Click here" in the blue notification bar to add a facility to the user's account.
	New Application Application Name : Exit

1 **Facility Selection**

2 Application Information

3 Instructions

4 Application Questions

5 Application Documents

6 Payment

7 Attestation & Submission

8 Summary

Can not see your facility listed here? Click here to navigate to the Facility creation page

Choose a Facility

-- Choose one --

Back   Next |
| 5 | ## Add New Facility

Once the user clicks on "Click here", the user will be redirected to the page where they can add a new facility by clicking on the "Add New Facility" button. |
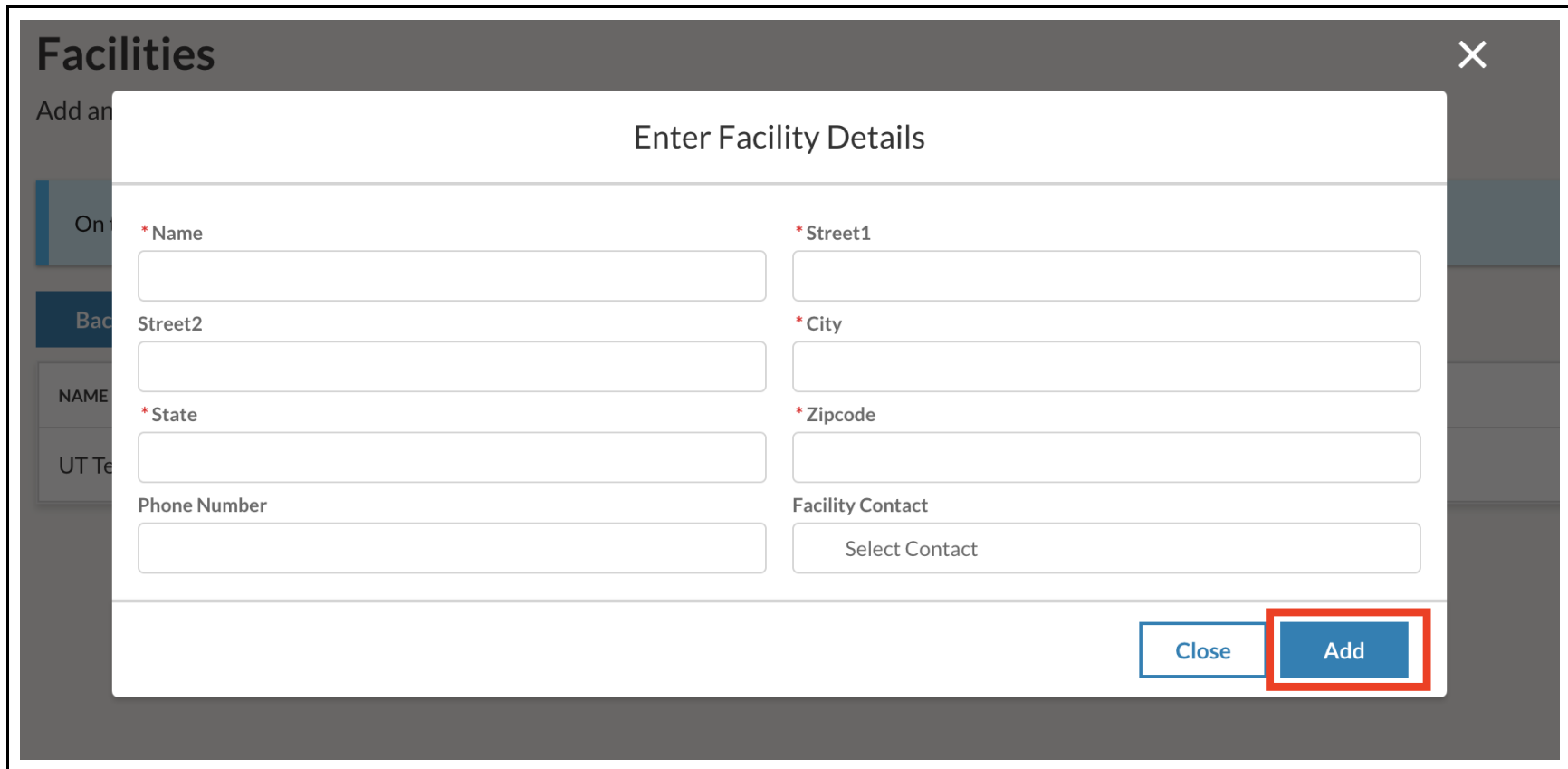
6	After the user clicks the "Add New Facility" button the pop-up page shown below will appear and the user will enter all the facility details and click the "Add" button.

Facilities

Add an

Enter Facility Details

* Name		* Street1	

Street2		* City	

* State		* Zipcode	

Phone Number		Facility Contact	
		Select Contact	

Close   **Add**
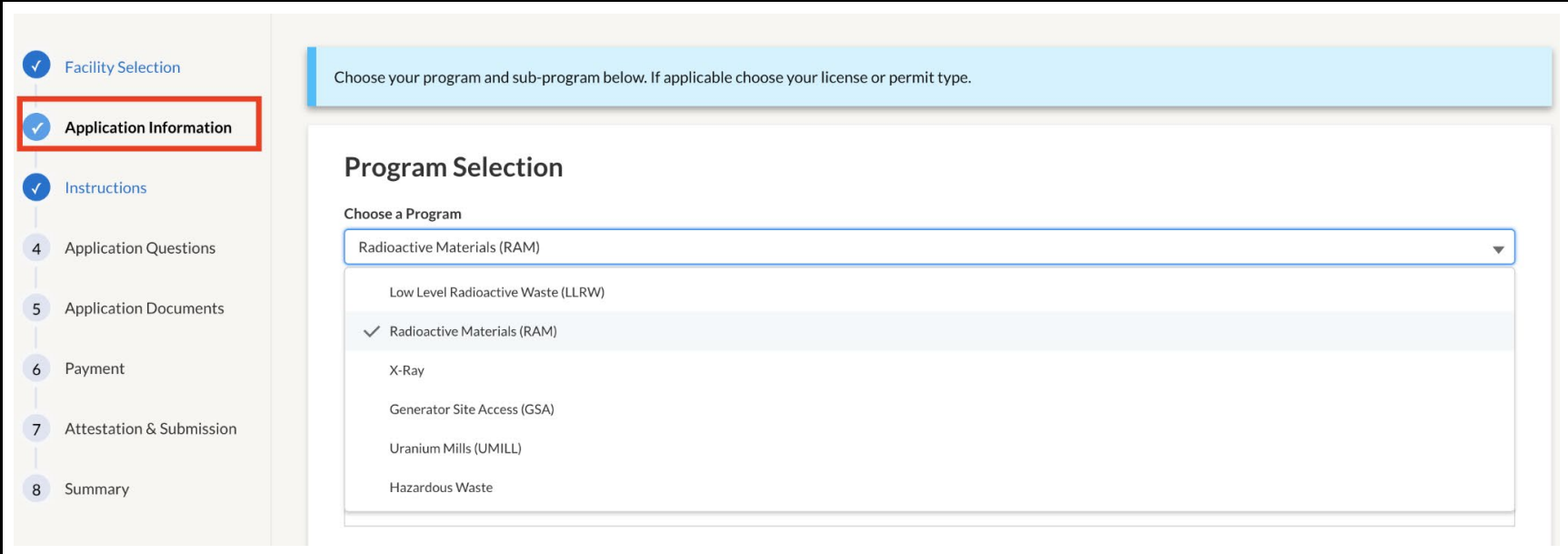
7	Once the facility is added, the user will see the following page. Click on the "Home" tab at the top of the page and click the "Apply" button again.

8	The user will see the new facility added to the drop-down on the facility selection page. Select the facility and click "Next" to continue with the application process.

9	**Program Selection** The user will land on the Application Information page where the user will choose program for which they are applying for an LPR. See the example below.

10	If the specific program that the user is applying to has a subprogram and LPR types, the user can choose it from the drop-down list as shown below. The user will also need to select License or Permit type if applicable. If the program does not have the sub-program, the user can proceed and click "Save and Next".

11	**Instructions for Applicants**
	The user will land on the Instructions page (see the example below) where they can review step by step instructions about the LPR that they are applying for. When ready the user can click "Save and Next" to move to the next step.

12	**Application Questions**
	The user will land on the "Application Questions" page where they will enter all the details of their LPR. The screenshot below is an example taken from a Radioactive Materials License Application. The user might be required to enter information like the following depending on the LPR type:
	● Business Name registered with the Department of Commerce Division of Corporations and Commercial Code
	● Doctor's Name
	● Facility Mailing Address
	● Address of Location of Use
	● Name of individual to be contacted for this application
	● Facility Contact
	● Name of Individual(s) responsible for radiation safety program.
	● Add X-ray Machine(s)
	● Add New Source(s) and Device(s)
	● Purpose for which radiation material will be used.
	After entering the required information, the user will click on "Save and Next".

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13	**Application Documents**
	The user will land on the "Application Documents" page shown below where they can upload any documents required or necessary for the LPR. Multiple documents can be uploaded. The maximum file size for each document is 2 GB. Once uploaded click "Save and Next".
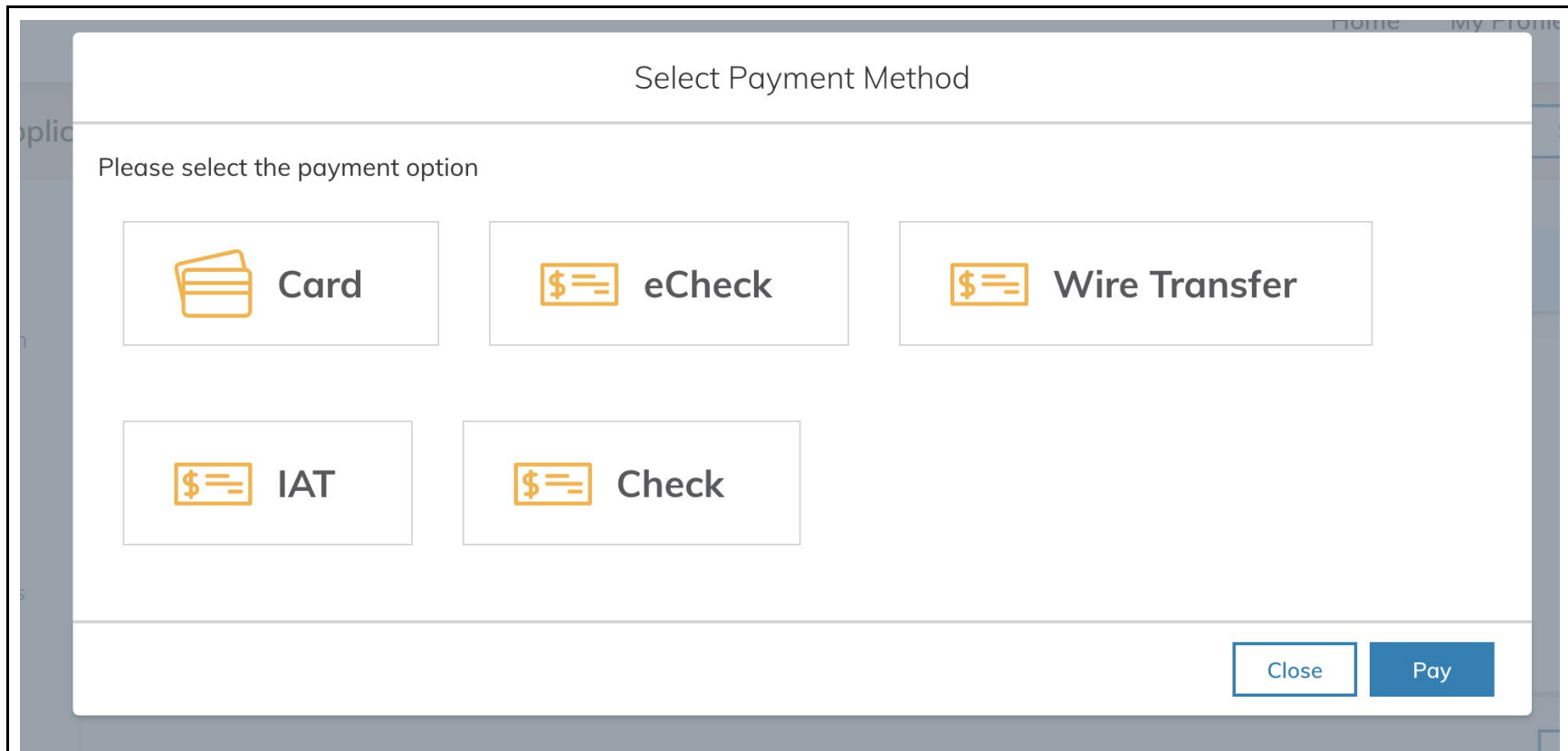
14	**Payment Methods**
	The user will land on the Payment page. If payment is not required, the page will say this, and the User can click "Save and Next" to move to the next step. If payment is required, the User must click the "Pay" button and the popup window shown below will open where they are able to select the payment method they want to use to pay for the application. Payment **MUST** be received by the Division before the user can complete the application process and submit their application. If the user chooses Card or eCheck as the payment method and clicks "Pay" the user will be navigated to the Utah DEQ payment portal shown at step 15 below. If the user chooses Wire Transfer, IAT or Check they will be required to enter additional information prior to clicking "Pay". Once payment is received by the Division the user will receive an email informing them that payment has been received and they can continue with their application.

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Select Payment Method

Please select the payment option

Card	eCheck	Wire Transfer
IAT	Check	

Close   Pay

15	In the Utah DEQ payment portal, users will provide the necessary information for processing the payment, such as: ● Credit Card Information ● eCheck information ● Account Holder Information Once users have verified their information and clicked "Yes" their payment is submitted.

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Credit Card Payment

Item	Quantity	Item Amount	Total
1	1	$440.00	$440.00
Total Amount:			**$440.00**

Credit Card Information

Card Number:*   [   ] VISA AMERICAN EXPRESS MasterCard DISCOVER NETWORK

CVV Number:*   [   ]

Expiration Date:*   [01 - January   ▾] / [2021 ▾]

How We Keep You Secure

TLS (Transport Layer Security) Encryption
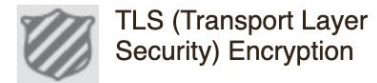
When you see URLs with 'HTTPS', the 'S' stands for secure, and indicates that data is being transmitted securely between our servers and your browser. TLS is a widely used protocol designed to transport data securely between a client and a server and it has replaced SSL. The use of TLS enables the encryption of sensitive information during an online transaction. Information sent via TLS can no longer be read as plain text.

Payment Card Industry Data Security

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16	Users will receive an email confirmation after the payment is successful. See the example below. After completing payment in the Utah DEQ payment portal, the user will be returned to the Payment page and can click "Save and Next".

Credit Card Payment Receipt

Your payment was successfully processed.

Item	Quantity	Item Amount	Total
1	1	$440.00	$440.00
Total Amount:			**$440.00**

Payment Processing Details

Order Number:	a043J000002sCfbQAE
Date of Transaction:	Feb 12, 2021
Amount Paid:	$440.00
Cardholder's Name:	Sammy
Credit Card Number:	***************1111
Credit Card Type:	Visa
Amount Charged:	$440.00

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17	**Attestation & Submission**
	The user will land on the Attestation and Submission page. Users must read the Attestation statements then click on the attestation checkbox to proceed with the application. Clicking the attestation checkbox is equivalent to signing the users name on a paper application and is legally binding. Once the attestation checkbox is checked the "Save and Next" button will become active, and the user can click it to proceed to the Summary step.

18	**Summary**
	The user will land on the Summary page shown below which is the final step in the application process. Here the user is able to review all the details that the user has entered throughout the application. Once the user has verified and is satisfied that they have entered all the correct and accurate information they can click the "Submit" button to submit their application.

Summary

Business Name registered with the Department of Commerce Division of Corporations and Commercial Code	RAM demo
If the applicant/licensee will be using radioactive materials at temporary jobsites, please check this box.	
A Commitment or Training Program for authorized personnel will be provided at the Application Documents step as requested in the NUREG license guidance applicable for this type of license application.	
Purpose for which radioactive material will be used. If there is not enough space below please upload a document with the complete information at the Application Documents step.	Demo

Facility Mailing Address

MAILING ADDRESS STREET 1	MAILING ADDRESS STREET 2	MAILING ADDRESS CITY	MAILING ADDRESS STATE	MAILING ADDRESS ZIPCODE
1400 West 4th Street		Coffeyville	Kansas	67337

19	After the successful submission of the application, the user will see the following message. The user can click on "Click Here" to navigate back to the portal.

Thank You for Submitting the Application.
Click here to redirect to Dashboard.

Portal Dashboard

Applications

1	On the home page, the user can click on the "All Applications" navigation tab and see all the applications that the user has created and their status. If the user has an extensive list they can also search for a specific application. All the applications that are recently created by the user will be visible to the user.
2	On the home page, the user can click on the "Issued LPRs" navigation tab and see the LPRs which have been issued. Users can click "Request for Amendment", "Request for Termination", "Renew", "Request for Change", etc. to make any changes to their current LPR or to terminate the LPR in use. These choices are dependent on the type of LPR. These features can also be accessed on the Portal Dashboard page in the Issued LPRs table.

3	**Request for Amendment**
	If the user clicks on "Request for Amendment" he or she lands on the "Application Questions" page of the application flow. Users can edit and make changes to the application and upload new documents. Return to step 12 under Apply for a New LPR for the instructions. On the Summary page, users will be able to submit their amendment request.

Amendment Application - Application Name : A-607790

Save and Exit   **Delete**

✓ Facility Selection

✓ Application Information

✓ Instructions

4 **Application Questions**

5 Application Documents

6 Payment

7 Attestation & Submission

8 Summary

Please complete all required fields. Help text

Application Questions
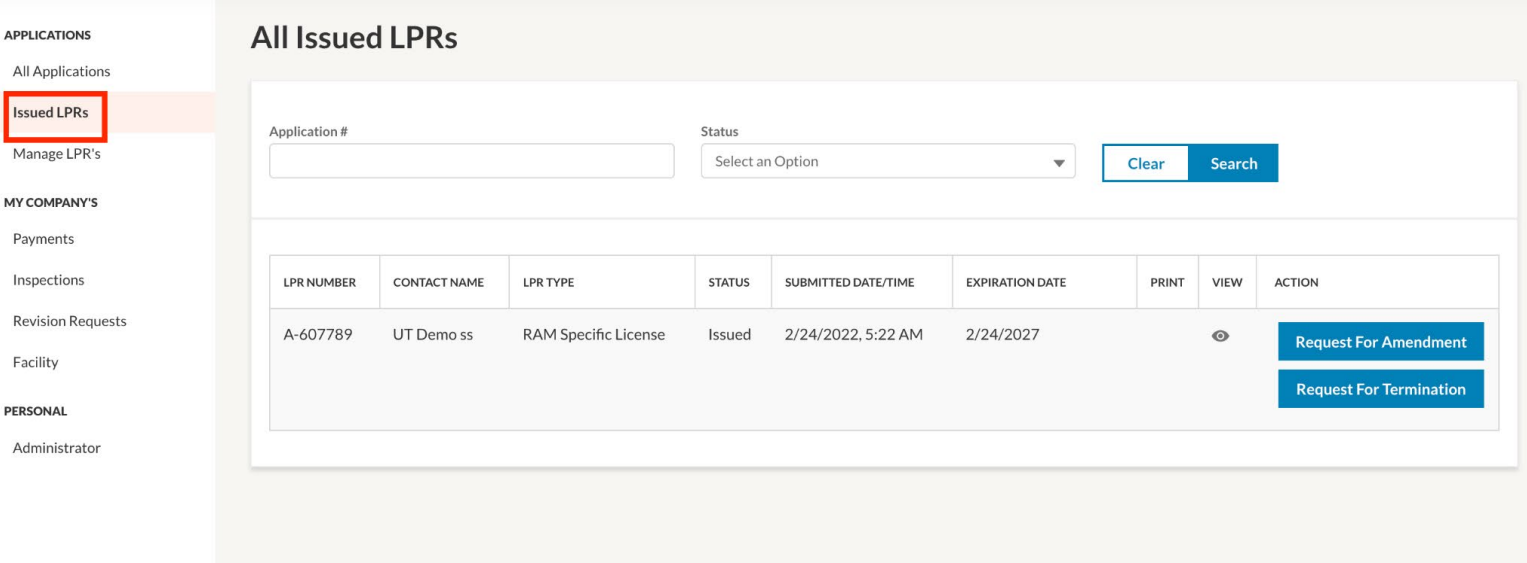
*Business Name registered with the Department of Commerce Division of Corporations and Commercial Code

RAM demo

*Facility Mailing Address

MAILING ADDRESS STREET 1	MAILING ADDRESS STREET 2	MAILING ADDRESS CITY	MAILING ADDRESS STATE	MAILING ADDRESS ZIPCODE	
1400 West 4th Street		Coffeyville	Kansas	67337	✏ 🗑

Add a Address

4	**Request for Termination**
	If the user clicks on "Request for Termination" he or she lands on the "Application Questions" page of the application flow. Users are required to fill in the mandatory and other required details in the Application question page. The user will then be directed to the "Application Documents" page, where he or she must upload documents required for termination. On the Summary page, users will be able to submit their termination request.
5	**Manage LPRs**
	User can manage all their LPRs by clicking the "Manage LPR's" navigation tab on the left side of the portal. Users can do the following on this page: ● Apply for a New LPR (This feature can also be accessed on the Portal Dashboard page by clicking the Apply button on the upper right side of the All Pending Applications table.) ● Renew an LPR (This feature can also be accessed on the Portal Dashboard page by clicking the Renew button in the Action column of the Issued LPRs table on the row of the LPR to be renewed. ● Cancel an LPR ● Withdraw an LPR ● Change/Modify/Amend an LPR (These features can also be accessed on the Portal Dashboard page by

	clicking the Request for Change or Request for Modification or Request for Amendment buttons in the Action column of the Issued LPRs table on the row of the LPR to be renewed.) ● Delete an LPR Details about each option follow.
6	**New LPR** Clicking "Apply for new LPR" will take the user to the new application process where they will land on the facility selection page and continue with their application and fill all the required fields and submit at the summary page.

1	Facility Selection
2	Application Information
3	Instructions
4	Application Questions
5	Application Documents

Can not see your facility listed here? Click here to navigate to the Facility creation page

Choose a Facility

-- Choose one --

Back   Next

7	**Renew LPR**
	Clicking "Renew an LPR" will take the user to the "All Applications" page where the user is able to search for their application and renew it if the "Renew" button has been enabled.

8	**Cancel LPR**
	Clicking "Cancel an LPR" will take the user to the "All Issued LPRs page where the user is able to see the status of their application(s). Users can click on the "Request for Termination" to cancel the LPR.

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Cancel LPR

Request cancel LPR for a LPR that
has been issued.

Cancel an LPR

9	**Withdraw LPR**
	Clicking "Withdraw an LPR" will take the user to the "All Applications" page where users are able to see a list of their LPRs or search for a specific LPR and withdraw the application. This applies only to applications that have not been Issued.

Withdraw LPR

Request withdraw LPR for a submitted LPR application that has not been issued.

Withdraw an LPR

10	**Amend/Change/Modify LPR**
	Clicking "Modify an LPR" will take the user to the "All Applications" page where users will see a list of all their issued applications, or they can search for their application, and they can click on the appropriate action in the Action column. Users are taken to the "Application Instructions" page of the application flow. Users can edit and make changes to the application and upload new documents. Return to step 12 under Apply for a New LPR for the instructions. On the Summary page, users will be able to submit their request.

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11	**Delete LPR**
	Clicking "Delete an LPR" will take the users to the "All Applications" page where the users are able to search for their application and click on the "Delete" button to delete the application. This only applies to draft applications.

All Applications

APPLICATIONS

All Applications

Issued LPRs

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Application Name	Status		
	Select an Option ▼	Clear	Search

APPLICATION NAME	CONTACT NAME	LPR CONFIG	STATUS	ACTION
A-232285	Samiksha Bhatnagar	RAM Specific License	Draft	Delete
A-232283	Samiksha Bhatnagar	X-Ray Machine Registration	Draft	Delete
A-232282	Samiksha Bhatnagar	RAM Registration of a Generally Licensed Device	Draft	Delete
A-232195	Samiksha Bhatnagar	Qualified Experts (QEs)	Draft	Delete
A-232184	Samiksha Bhatnagar	RAM Reciprocal Recognition of Licenses	Draft	Delete

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12	On the "Payments" navigation tab, users are able to check the status of their payment for any application. They can search their application if it is not displayed on the page. If the status is "Pending" users can pay by clicking on the "Pay" button. A pop-up page opens with Card and eCheck options. Choosing either of these options will take the user to the Utah DEQ payment portal where users can enter all the appropriate details and submit payment.

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Payments

APPLICATIONS	
All Applications	
Issued LPRs	
Manage LPR's	

Application Name

Payment Number

Status
Select an Option ▼

Clear   Search

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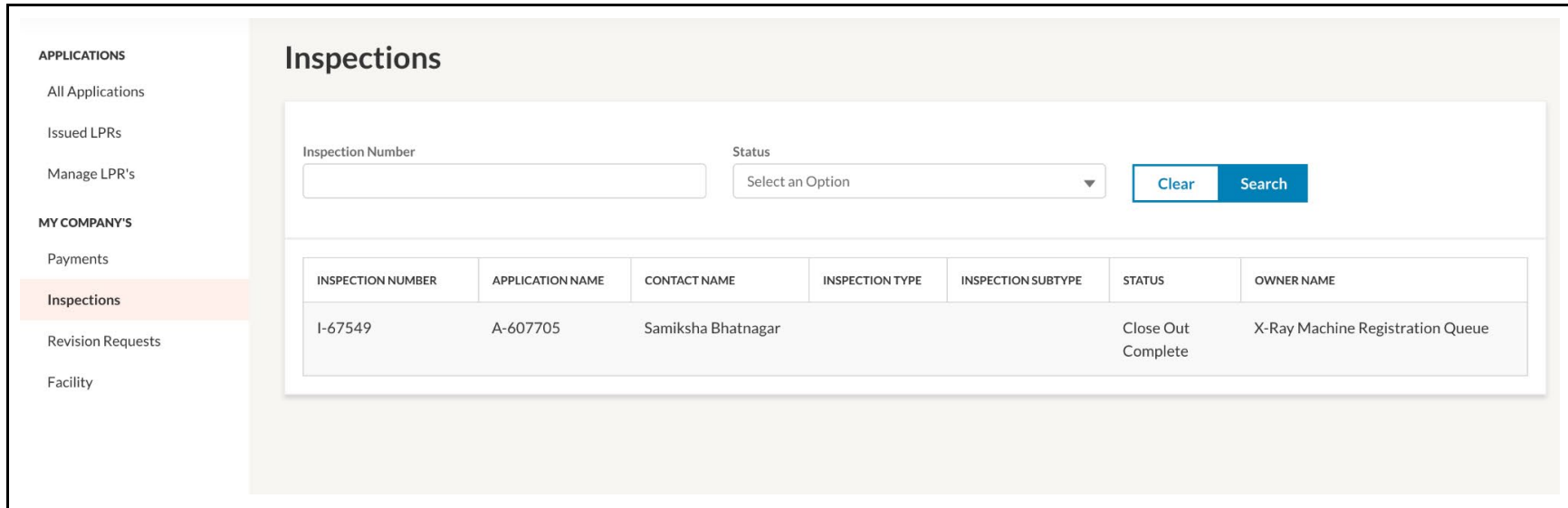
APPLICATION NAME	PAYMENT NUMBER	STATUS	AMOUNT	PAY
A-0777	T-01065	Pending	520	Pay
A-0777	T-01068	Paid	520	

13	**My Company's Inspections (This feature is not used by all Division programs.)** Users may be able to see information about scheduled inspections and completed inspections by clicking "Inspections" under the "My Company's" header in the left side menu. Some Division programs may choose not to provide this information in the Community Portal. If the information the user is seeking is not available, please click "Contact Us" at the top of the page and contact the appropriate Program Manager. This same information can be accessed on the Portal Dashboard page in the Inspections table.

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14	**My Company's Reports (This feature is not used by all Division programs.)**
	Clicking on "Reports" under the "My Company's" header in the left side menu will open up two additional options, "Quarterly Reports" and "Annual Reports". Clicking these menu choices will take Users to either the "Quarterly Reports" page or the "Annual Reports" page. On these pages Users can view previously submitted Quarterly and Annual reports.

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Quarterly Reports

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MY COMPANY'S
Reports
Quarterly Reports
Annual Reports

Work Episodes

Payments

LPR Number #	Facility Name		
		Clear	Search

APPLICATION REPORT NUMBER	LPR NUMBER	FACILITY NAME	QUARTER SELECTION	CALENDAR YEAR	SUBMITTED DATE/TIME	VIEW
AR-0042	2216	SW Testing	Quarter 2 (April 1 - June 30)	2022	7/22/2022, 10:12 AM	👁

Annual Reports

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LPR Number #	Facility Name		
		Clear	Search

APPLICATION REPORT NUMBER	LPR NUMBER	FACILITY NAME	CALENDAR YEAR	SUBMITTED DATE/TIME	VIEW
AR-5201	RF-0004	Rail Splitter Inc.	2022	11/2/2022, 9:18 AM	👁
AR-0057	2224	SW Testing		7/27/2022, 9:05 AM	👁
AR-0043	2205C	SW Testing		7/22/2022, 11:20 AM	👁
AR-0041	2216	SW Testing		7/27/2022, 8:34 AM	👁
AR-0034	2217	SW Testing		7/20/2022, 8:26 AM	👁

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15	**My Company's Work Episodes (This feature is not used by all Division programs.)**
	Clicking on "Work Episodes" under the "My Company's" header in the left side menu will open up the "Work Episodes" page. On this page Users can view submitted Work Episodes, the start and end dates and the status of the Work Episode application.

16	**My Company's Payments**
	Clicking on "Payments" under the "My Company's" header in the left side menu will open up the "Payments" page. On this page Users can view a list of all invoices and the status of each invoice. If an invoice was sent to the User via email the User can view a copy of the invoice by clicking the icon in the "View" column. For new applications and renewals user will not be sent an actual invoice. Users can also make payments by clicking on the "Pay" button for invoices with the status of "Pending." These features, except for the ability to view invoices, is also available on the Portal Dashboard page in the Invoices table.

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Application #	Invoice Number	Invoice Status		
		Select an Option ▼	Clear	Search

APPLICATION NAME	INVOICE NUMBER	STATUS	AMOUNT	VIEW	PAY
A-612158	T-615443	Paid	4810		
A-612153	T-615440	Paid	45		
A-612152	T-615439	Paid	45	📄	
A-612152	T-615438	Paid	90		
A-232226	T-615433	Pending	45		Pay

17	## My Company's Revision Requests
	Clicking on "Revision Requests" under the "My Company's" header in the left side menu will take Users to the "Revision Requests" page where they can see the status of all revision requests. Users can search for the revision request application if it is not displayed on the page by providing a revision request number. By clicking on the eye icon, the user can see the revision request details and can respond to the request.

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| 18 | On the left side of the Detail Page the user will see the date of the Revision Request and a brief description. On the upper right of the Detail Page the user can access documents from the Division containing details about the Revision Request the File Name box. Below the File Name box the user will see the Revision Request Due Date. |

DETAIL PAGE

RRN-0093

Edit

Use the Upload Files button to submit your revised documents.

FILE NAME	ACTION
This is a Test.docx	🗑
BoardStatementFiveYear.docx	🗑

⬆ Upload Files

Or drop files

Revision Request Date

2021-07-29 12:00:00

Revision Request Due Date

2021-07-31

Revision Request Description

Salesforce Sans 12 B I U S ☰ ☷ ⬅☰ ➡☰

☰ ☰ ☰ 🔗 🖼 Iₓ

This is a test.

Applicant Comments

Salesforce Sans 12 B I U S ☰ ☷ ⬅☰ ➡☰

☰ ☰ ☰ 🔗 🖼 Iₓ

Back   Submit

19	To respond to a Revision Request the user must click the Edit button in the upper right corner. The user can now upload documents by clicking the Upload Documents button and can type comments in the Applicant Comments box on the lower right. The user can save the response as a draft by clicking on the Save as Draft button and return at a later date to finish the response or the user can click the Submit button to submit the response.

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DETAIL PAGE

RRN-0095

Cancel | Save as Draft

Use the Upload Files button to submit your revised documents.

⬆ Upload Files

Or drop files

FILE NAME	ACTION
No Records Found	

Revision Request Date
2021-08-06 12:00:00

Revision Request Due Date
2021-08-13

Revision Request Description

Salesforce Sans | 12 | B | I | U | S | ≡ | ≡ | ≡ | ≡
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Testing.

Applicant Comments

Salesforce Sans | 12 | B | I | U | S | ≡ | ≡ | ≡ | ≡
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Back | Submit

20	**My Company's Facility** Clicking on "Facility" under the "My Company's" header in the left side menu will take Users to the "Facilities" page where they are able to see the current facilities they have listed under their account. Users are also able to add facilities by clicking the "Add New Facility" button. Users can edit facility information by clicking the pencil icon and delete a facility by clicking the trash can icon.

21	**Users as Administrators**
	If a user's Level of Access is "Administrator" the User will see the "Personal" header in the left side menu is able to click on "Administrator". Users with Administrator access can add new users for their account and give them access to use the portal. They can also remove a user's access.

Administrator

Add and Manage Access

On this page an account administrator can add portal users for their account, change a users level of access and remove a users access to the portal. It is recommended that accounts have two administrators so that if one leaves employment at the company there is another administrator to manage the account.

Back   **Add New User**

SALUTATION	FIRST NAME	LAST NAME	USERNAME	EMAIL	ACTIVE	LEVEL OF ACCESS	ACCESS
Ms.	Sravya	Guda	sravya.guda+uticon@mtxb2b.com	sravya.guda+uticon@mtxb2b.com	☑	Administrator	Remove Access
Ms.	Sonal	AgarwalUAT	sonal.agarwal+utuat@mtxb2b.com	sonal.agarwal@mtxb2b.com	☑	Administrator	Remove Access
Ms.	sonal1	sahni1	sonal.agarwal+test1@mtxb2b.com	sonal.agarwal+test1@mtxb2b.com	☑	Editor	Remove Access

APPLICATIONS — All Applications, Issued LPRs, Manage LPR's
MY COMPANY'S — Payments, Inspections, Revision Requests, Facility
PERSONAL — Administrator

22	Administrator can click on the "Add New User" button and a pop-up for adding new user's details will open, see below. The new user will receive an email to set up a password for the portal.

ENVIRONMENTAL
QUALITY
WASTE MANAGEMENT & RADIATION CONTROL

Home   Contact U⌄   My Profile
✕

Add New User

Add new User Text	

Salutation

Select an Option ▼

* First Name

* Last Name

Job Title

Role

Select an Option ▼

* Email Address

* Level Of Access

Viewer ▼

Mailing Street

Mailing City

Mailing State

Mailing Zipcode

LEVEL OF ACCESS

Cancel   Save

Version 3

| 23 | Administrator can change the "Level of Access" and save the changes for the users. "Administrator" can perform all functions in the portal. "Editor" can create, edit, and submit applications and make payments but cannot add or remove users or change users Level of Access. "Viewer" can only view information in the portal but cannot make any changes. "Financial Staff" only has access to make payments. |

| 24 | Administrator can remove Users and revoke the portal access by clicking on the "Remove Access" button and confirming the action. |

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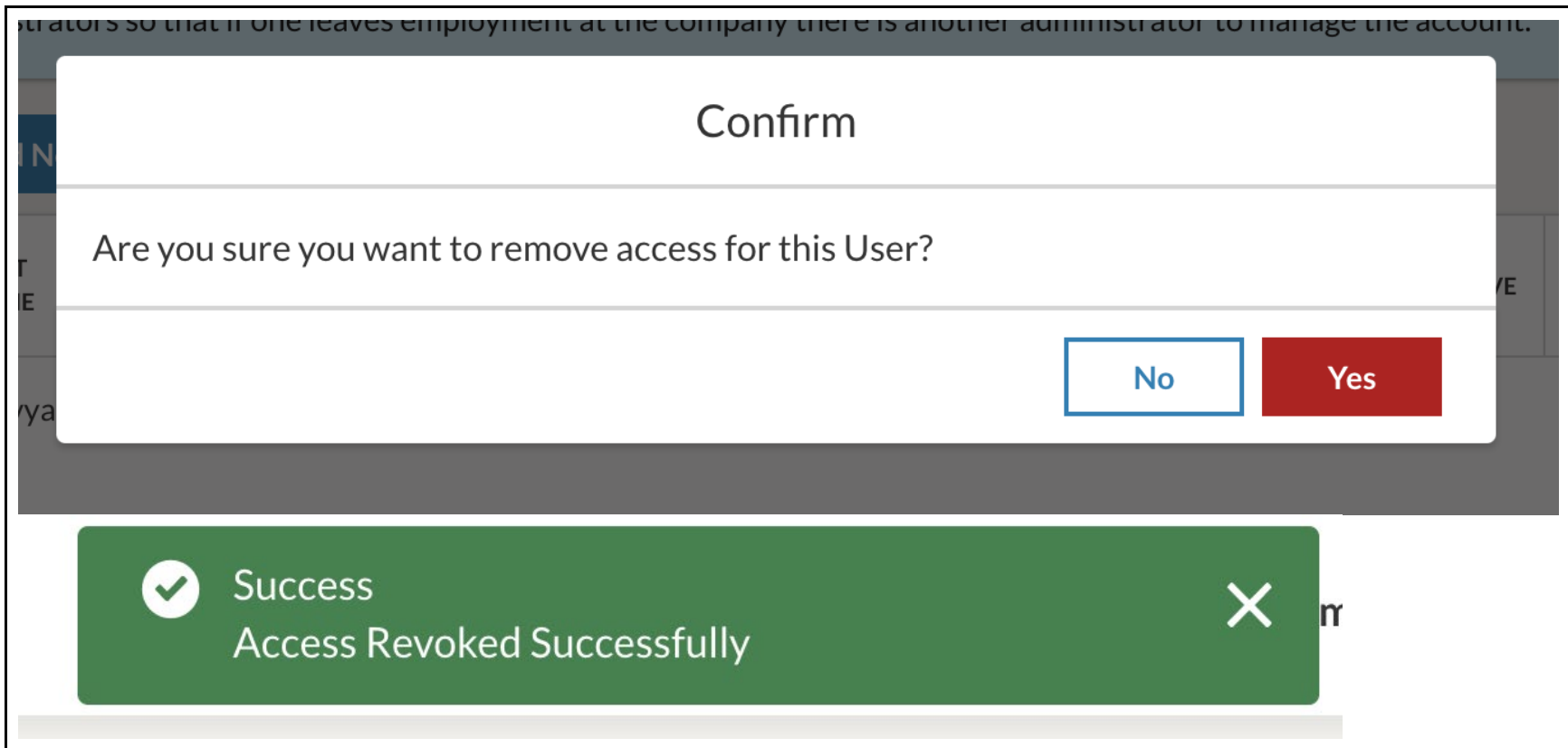
25	Administrator can give access back to the user if it has been revoked by clicking on "Enable Access" confirming the action.

26	**Miscellaneous Document Submission**
	The "Miscellaneous Document Submission" feature is found in the menu bar at the top of the page. The various programs in the Division may use this feature differently. Use this document submission feature to submit documents that are not directly connected to an application for a license, permit, or registration. This feature can be used to submit reports, sample data, general correspondence, etc. If you are unsure about submitting your document with this feature, please click Contact Us then contact the Program Manager for your specific program. Clicking on "Miscellaneous Document Submission" opens the first step in the document submission process.

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| | Home | Contact Us | My Profile | Miscellaneous Document Submission | |

Miscellaneous Document Submission

Use this document submission feature of the portal to submit documents that are not directly connected to an application for a license, permit, or registration. This can be used to submit reports, sample data, general correspondence, etc. If you are unsure about submitting your document with this feature, please click **Contact Us** then contact the Program Manager for your specific program.

* Choose a Program

Select Program ▾

Comments

Upload Documents

| 27 | The User selects the program that the document belongs in from the choices in the dropdown menu by clicking on the down arrow on the right side of the "Choose a Program" field. Depending on the program chosen the User may have to choose a sub-program. The User can enter any comments into the Comments field. The User then clicks the "Upload Documents" button. Clicking this button opens the Upload Files box. Users can upload more than one file. The maximum size for each file is 2 MB. |
| | After uploading the documents, the User clicks the "Submit" button to submit the documents. The User will get a success message when the document submission is completed successfully. The success message contains the reference number (MD-XXXX) that the User should use to reference the submission when communicating with the Division. |

DOCUMENT NAME	ACTION
2018-166-508.pdf	👁 🗑
This is a Test.pdf	👁 🗑

Upload Files

⬆ Upload Files

Or drop files

Cancel   Submit

✓ Success
MD - 0069 Documents Uploaded!   ✕

26	**My Profile**
	By clicking on "My Profile" in the menu bar at the top of the page a user can edit the information in their profile information.

Home   Contact Us   My Profile   Miscellaneous Document Submission

Version 3