

Instructions for Online Submittal of the Vermont Dental Best Management Practices (BMP) Certification Form

The Vermont Department of Environmental Conservation's Dental BMP Certification form can be completed and submitted online using the Agency of Natural Resources' online submittal system, ANR Online. For additional assistance with completing the form, please contact Karen Knaebel at 802-522-5736 or by email at karen.knaebel@vermont.gov. The instructions below will walk you through the process of completing and submitting the certification online.

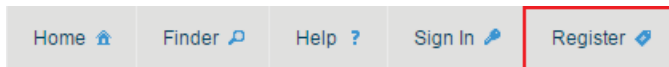
Register to Create an Account

To submit forms using ANR Online you must first register to create an account in the system. The process is simple and only takes a minute to complete. You will only need to register the first time you use ANR Online. **If you submitted your Dental BMP Certification electronically in 2016/2017 you should already have an ANR Online account.** If that is the case, skip down to the "Sign In to ANR Online" instructions below. If you don't remember your password, you can reset it using the "Forgot Password" instructions below. If you have trouble signing in to your existing account, **PLEASE DON'T CREATE A NEW ACCOUNT**, contact ANR.OnlineServices@vermont.gov for assistance.

Accounts must be created in the name of the person creating the account, not in the name of the dental practice.

There is a "Company Name" field on the registration form you can enter the Practice Name in. To create an account:

- Go to <https://anronline.vermont.gov>
- Click the "Register" link in the menu bar at the top of the page, the "Create User Profile" page will open.



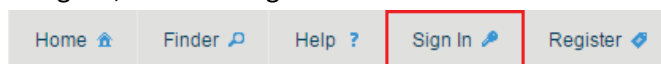
- Complete the Create User Profile form and click the Save button (**Note:** a red asterisk* denotes a required field). The email address and password you enter on the User Profile form will be the User ID and Password you will later use to Sign In to ANR Online with.
- When you click the Save button after completing the User Profile form, a Confirmation page will display that includes a Confirmation Code field, **KEEP THIS PAGE OPEN**. You should receive your Confirmation Code in an email from ANR Online with the subject "New User Registration". Copy the Confirmation Code from the email, return to the Confirmation page, paste the code into the Confirmation Code field on the Confirmation page, and click the "Confirm Email" button. That will activate your account and you will be able to Sign In (see Sign In instructions below).

Note: If after a few minutes you don't receive the Confirmation Code email, check your junk mail folder in case it ended up there. If you don't receive the email, contact ANR Online support at: ANR.OnlineServices@vermont.gov.

-----To Complete Your Dental BMP Certification-----

Sign In to ANR Online

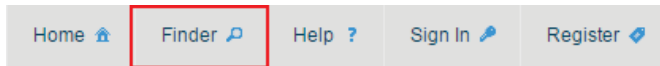
- To sign in, click the "Sign In" link in the menu bar at the top of the page.



- The "Sign In" window will open. Enter your User ID (the email address you used when registering) and Password and click OK.

Finding the Dental BMP Certification Form

- To find the Dental BMP Certification form, click the Finder link in the menu bar at the top of the page.



- The Form Search page will open. Type “dental” (without the quotes) into the search field. A link to the Dental BMP Certification form will be displayed under Recommended Forms. Click the “Dental Best Management Practices Certification” link to go to the form page.

Form Search

Looking for a form? Please enter the name of the form below.

Don't know the name of the form? Not a problem. Please tell us about the type of activity you need to perform and we will recommend the form which may need to be submitted.

Recommended Forms

Based on your description, the following 1 forms may match your needs.

Dental Best Management Practices Certification

Certification of compliance with the Department of Environmental Conservation's Dental Best Management Practices

Completing and Submitting the Dental BMP Certification Form

- To begin filling out the Dental BMP Certification form, enter your Practice ID number in the “Practice ID” field (located just below the Instructions) and click the “Begin Form Entry” button.
NOTE: The Practice ID value is used to prefill the form with data we already have for your practice. You should have received your Practice ID via email or postal mail. If you don't have your Practice ID contact Karen Knaebel at 802-522-5736 or karen.knaebel@vermont.gov.
- The data you enter in the form will be saved when you move from one section of the form to another. You don't need to complete the entire form in one session. If while completing the form you need to leave and return at a later time, click the “Save Progress” button to save your work (text above the button provides an indication of the last time the form data was saved). For instructions on how to return to your submission to complete it, see “Accessing Your Submissions” below.

Last saved a few seconds ago



- The form is broken up into six sections which are listed on the left side of the page. You can navigate through the form by clicking directly on a given section on the left side of the page or you can use the “Next Section” and “Previous Section” buttons at the bottom and top of each section to move to the next or previous section. The first four sections are the form itself.
- If you have an error in a section, the section title will display in red in the section navigation on the left side of the page.

If you return to the section with the error, the field(s) which have errors will be shown in red.

- Once you have completed the first four sections of the form, move to the “Review” section to check the information that you have provided. The Review section provides a one-page view of all the information you entered in the form. If you need to make a change to data in a section, return to that section to make the change.
- The Certify & Submit section includes the submission certification statement and the button that is used to submit the form. Read the certification statement and click the Submit button to certify and submit the form. A submission receipt confirmation will be sent to your email address. You will be taken to the Confirmation Step where you will need to print a copy of the submitted document for your records (as required by EPA).
- To print a copy of your submission:
 - After clicking the “Submit Form” button, a Submission Complete screen will be displayed. Click the “View Submission” button.

Submission Complete

A confirmation has been emailed to you at greg.lutchko@vermont.gov.

- The Submission View page will be displayed. In the “Actions” menu on the left side of the page, click the “Print Submission” button.

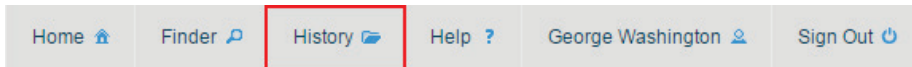
- That will open your browser’s print dialog box, click “Print” to print your submission.

You can also print a copy of your submissions at any time from your History page, see “Accessing Your Submissions” below.

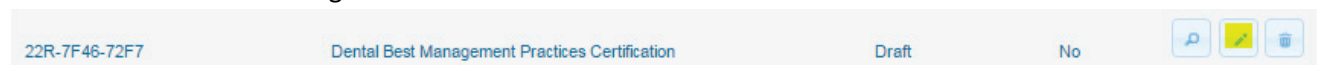
Accessing Your Submissions

Your draft and completed submissions are accessible on your History page. From that page, you can open forms that you have started but not yet finished, submit a revised form, check the status of a submission, and print or download a copy of your submission. To access your submissions:

- Click on the History link in the menu bar.




- To continue working on a draft form you have not yet submitted, click on the Edit button (looks like a pencil) to open the form to continue editing it.



- To view either a draft or completed form and access the Revise Submission, Print Submission, Download Submission, and other tools, open a submission by clicking on the View button (looks like a magnifying glass). The actions you can perform depend on whether the form is a draft or has been submitted.

Submission History

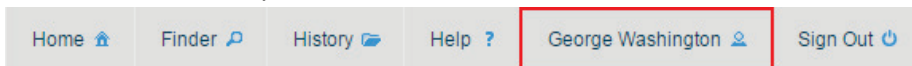
Total records: 74 Showing 74 (filtered from total records) Filter:

Submission #	Submitted	Submission Name	Status	Locked	Actions
22X-KQRW-VPST	12/16/2014 09:31 AM	Dental Best Management Practices Certification	Submitted	No	

Making Changes to Your ANR Online User Account Information

If you need to change any of the information you provided when creating your ANR Online user account such as your email address, phone number, or password, you can do that by accessing the “Edit Profile” page.

- Sign In to ANR Online (see Sign In instructions above).
- Click on the link with your name in the menu bar.



- On the Edit Profile page, change whatever information is necessary and click the Save button.

Forgot Password

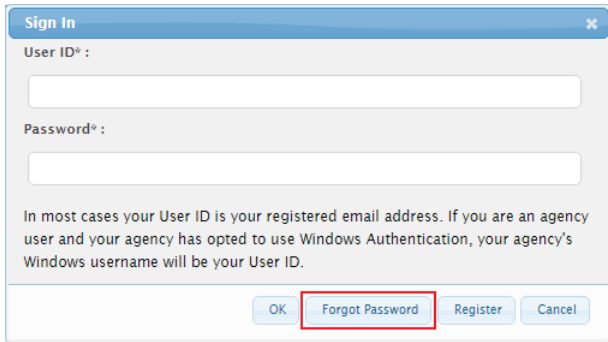
If you forget your password you can use ANR Online’s Forgot Password feature to reset it.

- Click the Sign In button in the menu bar.



- The Sign In window will open. Click the “Forgot Password” button at the bottom of the Sign In window to open the Password Reset window. In the Password Reset window, enter your ANR Online User ID (your account email

address) and click the "Reset Password" button.



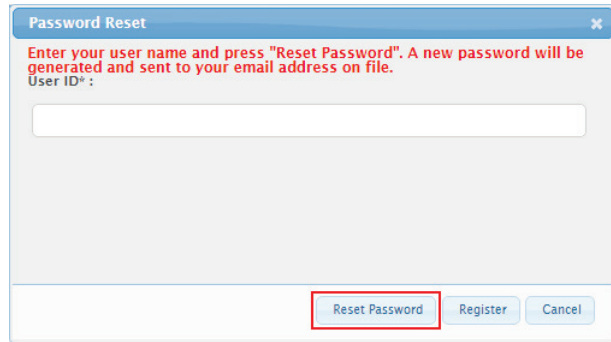
Sign In

User ID* :

Password* :

In most cases your User ID is your registered email address. If you are an agency user and your agency has opted to use Windows Authentication, your agency's Windows username will be your User ID.

OK Forgot Password Register Cancel



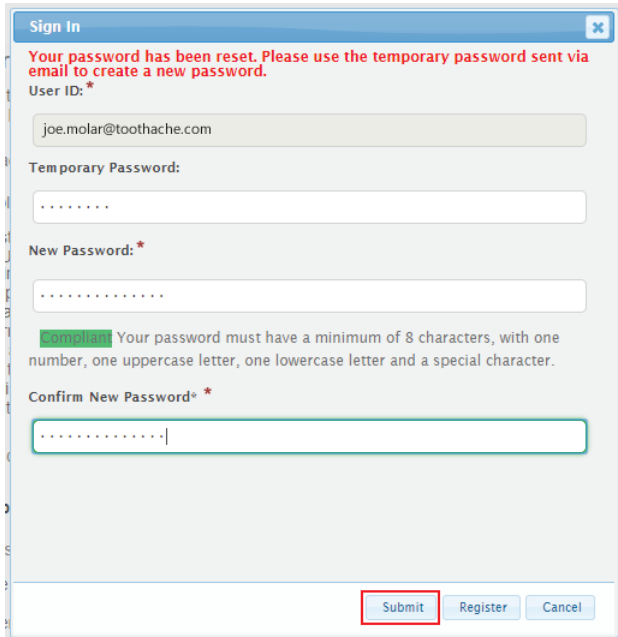
Password Reset

Enter your user name and press "Reset Password". A new password will be generated and sent to your email address on file.

User ID* :

Reset Password Register Cancel

- ANR Online will send you a temporary password via email that you can use to Sign In. Copy the temporary password from the email and return to ANR Online.
- Open the Sign In window by clicking the Sign In link in the menu bar. In the Sign In window, enter your User ID (account email address) and paste the temporary password into the Password field and click OK.
- The Sign In window will open again. Reenter (paste) the temporary password into the Temporary Password field, enter a New Password (must meet the criteria described for a compliant password), reenter the new password in the Confirm New Password field, and then click the "Submit" button.



Sign In

Your password has been reset. Please use the temporary password sent via email to create a new password.

User ID* :

Temporary Password:

New Password* :

Compliant Your password must have a minimum of 8 characters, with one number, one uppercase letter, one lowercase letter and a special character.

Confirm New Password* :

Submit Register Cancel