Annual Dam Registration Online Submittal Instructions

The instructions below should help you through the process of submitting your Annual Dam Registration online. The online submittal system, ANR Online, can be accessed at https://anronline.vermont.gov/. If you have any questions related to the online submission process, please contact us at ANR.OnlineServices@vermont.gov. Follow the instructions below in the order listed to complete and submit your Annual Dam Registration.

Create a User Account

To access online forms in ANR Online you need to register to create an account. You only need to register the first time you use the ANR Online system. To create an account:

Steps:
1. Go to https://anronline.vermont.gov.
2. Click the **Register** link at the top of the page.

   Home 🏠   Finder 🔎   Help ?   Sign In 🖊   **Register ◈**

3. On the Create User Profile page, complete all required fields in the form (those fields with a *) and then click the "Save" button.
4. A Confirmation page will display and the system will send you an email that includes a Confirmation Code that you need to enter on the Confirmation page.
5. Check your email for a message with the Subject "New User Registration", this email will include the Confirmation Code used to activate your account. **NOTE:** If after a few minutes you haven't received the email, check your junk mail folder. If the message isn't there, contact the ANR Online Administrator at ANR.OnlineServices@vermont.gov. Don't attempt to register again.
6. Enter the Confirmation Code in the box on the Confirmation page and click the "Confirm Email" button.
7. You should see a message indicating that your account has been successfully registered. You can now sign in (see Sign In instructions below).

Sign In

Once you have activated your account, you can Sign In:

Steps:
1. Click the **Sign In** link at the top of the page.

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2. Enter your **User ID** (this is the email address you used when creating your account) and your **Password** (the password you used when creating your account) and click the **"OK"** button.

Find and Complete the Annual Dam Registration Form

Once you **Sign In**, the easiest way to find the Annual Dam Registration form is to use the system's "**Form Finder**" tool:

Steps:
1. Click the **"Finder"** link at the top of the page.

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2. Enter **"Dam"** (without the quotes) in the Form Search field. Potential form matches will begin to appear under the **Recommended Forms** heading at the bottom of the page.
3. Click the **Annual Dam Registration** link, you will be brought to the Annual Dam Registration page.

4. Click on the **Submit online form** button.

   ⚏ Submit online form

5. Enter your **Owner ID** (you should have received your **Owner ID** in a letter from the Dam Safety Program). If you haven't received your Owner ID, please contact us at ANR.OnlineServices@vermont.gov.

6. Click the **Next Step** button. That will bring you to the first section of the form, **Dam Owner Information**. The information displayed in the **Principal Owner Information** area should be your contact information. The information in this part of the form can't be changed. If the address and phone number shown is incorrect, enter the correct contact information in the **Edit Principal Owner Information** area lower on the page.

7. Once you've made any changes to your contact information (if applicable), click the **Next Section** button in the lower right corner of the page. That will bring you to the **Dam Information** section of the form. There will be a tab in this section for each dam you own that is subject to the registration fee. If you only have one dam to register (if there is only one tab), click the **Next Step** button to move to the **Review** step. If you have more than one dam to register (there is more than one tab), you will need to either click on each tab or click the **Next Section** button to move through each tab in order to be able to click the **Next Step** button and proceed to the **Review** step. The **Review** step simply provides a view of all the information on the form. Since most of the information on the form was prefilled, it should be correct. Click the **Next Step** button to move to the **Certify & Submit** step.

8. Click the **Submit Form** button to submit your registration. That will take you to the **Payment** step.

9. In the **Payment** area of the **Payment** step, choose **Online** (choosing the **Later** option allows you to return later and still pay electronically, but *Registrations will not be processed until the fee payment is received*). You will be taken to the secure payment page where you can choose to pay by Credit Card or by Bank Account (electronic check). After you submit your payment information, you will be taken to a Submission Confirmation page. Print the confirmation page for your records.

Managing Your Submissions

The system's **History** page provides access to all of your in-process and completed submissions. Below are instructions with links to ANR Online's online Help feature for a number of submission management related tasks. To access your History page:

Steps:
1. Sign In.
2. Click the **History** link at the top of the page.

   | Home 🏠 | Finder 🔍 | History 🗁 | Help ? | Greg Lutchko 👤 | Sign Out ⏻ |

3. A list of all of your in-process and completed submissions will be displayed.

The following are a number of tasks you can perform through the **History** page. The links included below are references to the ANR Online **Help** feature where you can obtain more detailed instructions related to each of the tasks:

Edit a Draft Submission
The system allows you to partially complete a submission and come back and finish it at a later time. You can return to a draft submission in your **History** list and open it for editing.
https://anronline.vermont.gov/Content/help/DefaultPublicUsersHelp/webframe.html#EditDraftSubmission.html

Viewing a Submission
You can view the information included in a submission as well as review the current processing status (if submitted).
https://anronline.vermont.gov/Content/help/DefaultPublicUsersHelp/webframe.html#ViewSubmission.html