Guide to Completing and Submitting Forms to Vermont DEC Using ANR Online

This guide is for use in completing applications and other forms through the ANR Online system, located at http://anronline.vermont.gov/ Instructions included here cover the majority of form arrangements that are found in the system; if the specific form you need to complete has any unusual structure or requirements, you may find supplemental documentation on the form's cover/instruction page.
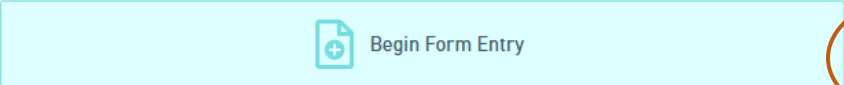
Sample DEC Form
VERSION 4.5

INSTRUCTIONS

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CONTACT INFORMATION

Contact

DEC Contact Person
DEC Contact Address
DEC Contact Address

CONTACTS

Email: : DECcontact@vermont.gov
Phone: : 802-555-1212

Begin Form Entry

ADDITIONAL LINKS

Specific Form Instructions
Guide to Using ANR Online

Contents

User Registration

You must create a user profile in order to access the system. This access will let you initiate the filling out of a form or will allow others who fill out a form to provide you with access to the completed form for review and certification/submission.
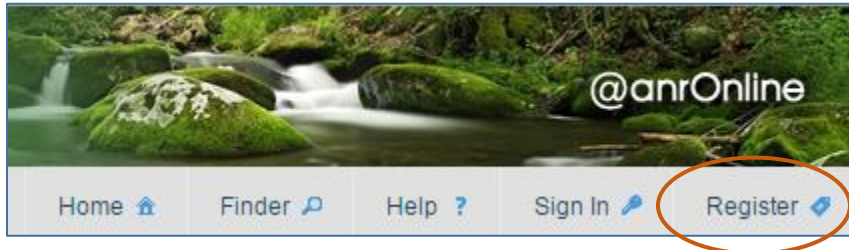
Begin by clicking the "Register" link on the ANR Online Services Portal (http://anronline.vermont.gov/). Fill in all required information; keep in mind that the email address you enter will be used to send alerts and reminders from the system as well as serving as your username. After submitting the information, an email will be sent to you, requesting that you link to a location where your email may be verified. (If you do not see this email, please check your junk/spam folder. If the message isn't there, please contact the ANR Online Administrator at ANR.OnlineServices@vermont.gov. Do not attempt to register again.

Signing In

After you have successfully registered and verified your email, you will be able to log in to the system, using the 'Sign In' tab on the menu bar.

Once logged in, there are several tabs available for your use in navigating the ANR Online site:

Home: Provides you with ANR contact information and form searching interfaces

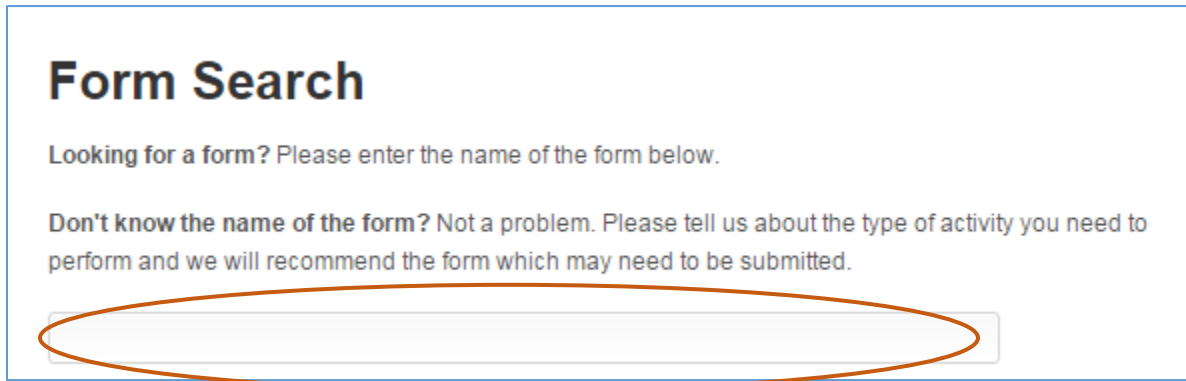**Finder:** Provides a direct route to form searching

History: Presents a list of forms previously begun/submitted, sortable by various features

Help: Links to the software's Help documentation

Your Name: Provides an editable presentation of your account information. NOTE: If you change your email address, your account will be set to a status of "pending" until you receive the associated verification email and follow the steps outlined.

Locating a Form

To find the form you would like to submit, begin by clicking on the "Finder" tab in the upper portion of the ANR Online screen. This will open a page that provides a form search box.
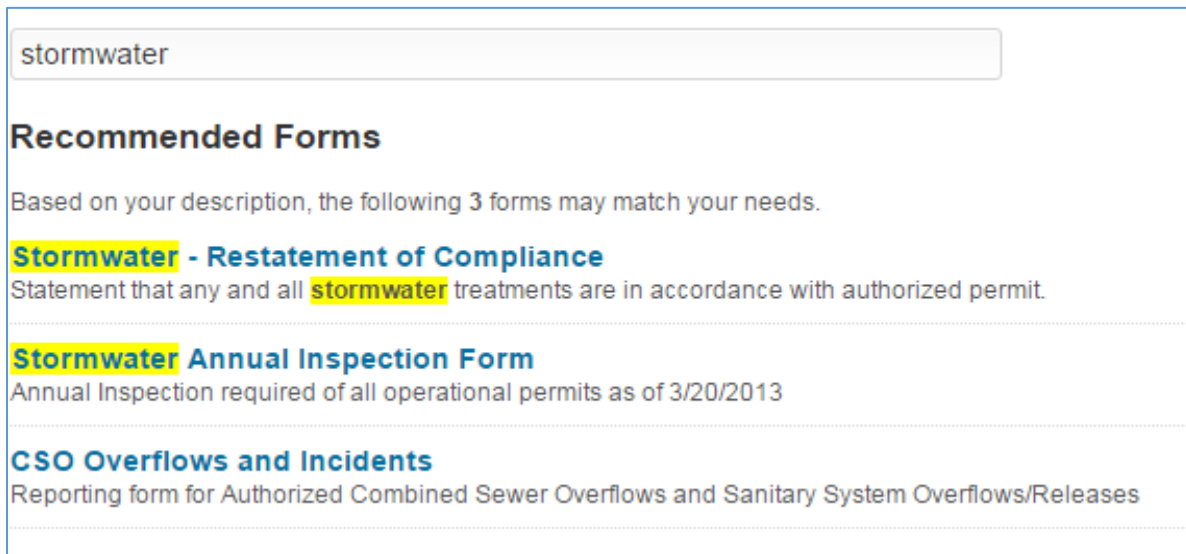
Form Search

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.

Enter a partial name of the form, if known. Otherwise, enter a word or phrase that describes the topic associated with the form (Ex: water, underground, hazardous, compost, discharge), and press "Enter."

stormwater

Recommended Forms

Based on your description, the following 3 forms may match your needs.

Stormwater - Restatement of Compliance
Statement that any and all stormwater treatments are in accordance with authorized permit.

Stormwater Annual Inspection Form
Annual Inspection required of all operational permits as of 3/20/2013

CSO Overflows and Incidents
Reporting form for Authorized Combined Sewer Overflows and Sanitary System Overflows/Releases

A list of forms will be displayed below the search box. Click on the title of the form or application you need to submit.

Alternatively, you may use the Organization display to locate the form you need.

Use the arrows to drill down to the Division/Office/Program to which the form you are seeking applies. You will find relevant information as well as a list of available forms.

Completing a Form or Application

The 'cover page' of the form contains general instructions as well as contact information for use if you need assistance in completing the form. Links to useful documents or websites may also be available on this page. Click the "Begin Form Entry" button to move ahead in the form completion process.

Some of DEC's forms are set to be pre-populated with a portion of the required data; this happens through your providing correct information on this page. In the above example, some of the Water System's information will be automatically filled in on the form when you open it. Many forms, however, do not have this capability; in those cases, there will be no data input box available on this page.

Entering Information

Forms will include one or more sections for information entry. You are able to navigate between sections by clicking their name in the list included on the left of the form pages. Changes are saved automatically, and the 'Save for Later' button may also be clicked at any point and the form reopened at a later time for further data entry or completion.

In the left-hand panel, the color of the circle reflects the progress made in completing the form.. Each section of the form must be visited at least once. Sections that have not yet been visited will have a
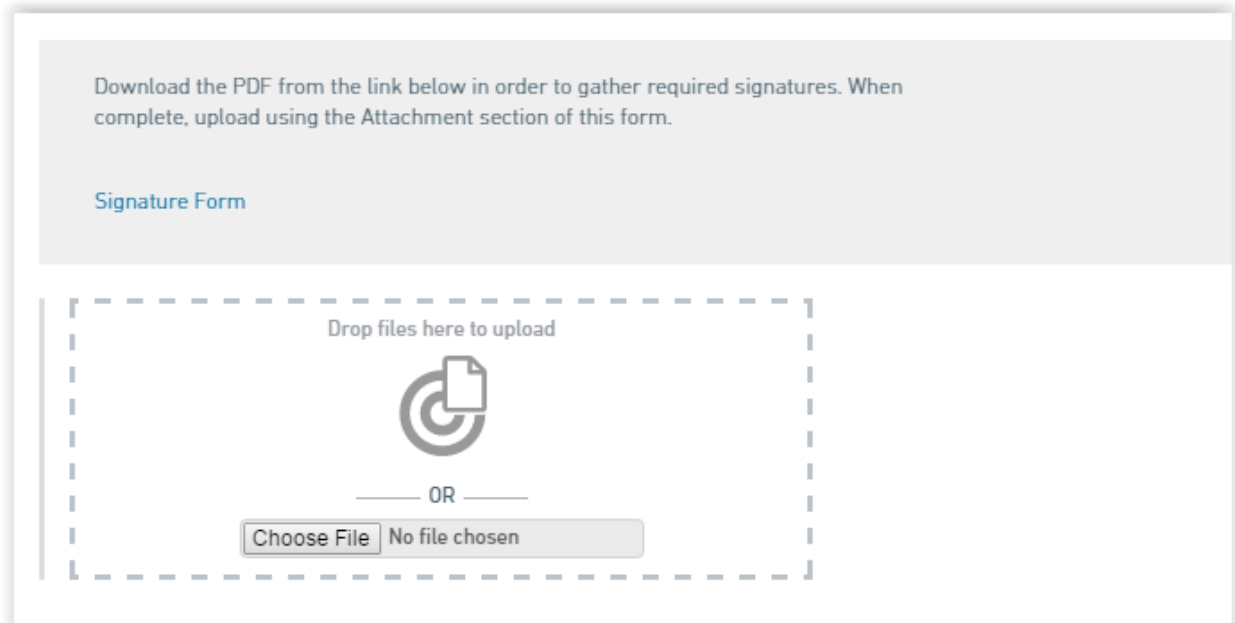
blank circle. Sections which have been visited, but that have missing or incorrect data, will be marked with a red x. A visited section that contains valid information in each required field will be marked with a blue check. The section currently open will be filled in with dark grey.

The data entry sections use several formats for entering information, including boxes for entering text, selection boxes, and buttons for uploading attachments. Below are examples of some of these.


This is an example of a form section that may be used to enter several iterations of the same set of data items. Once the information has been completed in the first tab, a second set of data may be supplied by clicking either the 'duplicate' or 'add new' buttons. This may be repeated for additional sets of data.

For certain applications, more than one signature may be required before the application may be reviewed by the Department. In this case, there may be a Signature Form attached to the online application; this form must be downloaded and circulated to the appropriate parties for signing. Once

complete, it must be scanned and uploaded to the online application before the application is submitted. See below for an example of uploading a document.
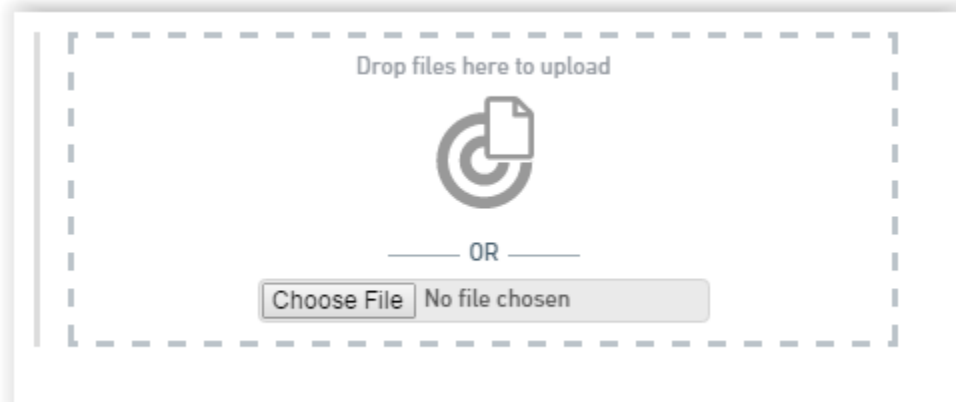

This is what will be presented if there are documents to be attached to the application. Clicking 'Select Attachment' will open up a file browser so that you may select the appropriate document to upload. Alternately, you are able to drag and drop the file into the dotted section of this control.

Sharing Access to the Online Form

Some ANR Online forms will possibly be completed by a person other than the Applicant, and yet the Applicant must complete the final certification by signing the application electronically and submitting the completed form to DEC. This may be accomplished by providing individuals with access to the form during the data entry phase. Access to a form may only be given to those who already have an ANR Online account; if they have not already done so, the person with whom the application will be shared must go to the ANR Online website and register.
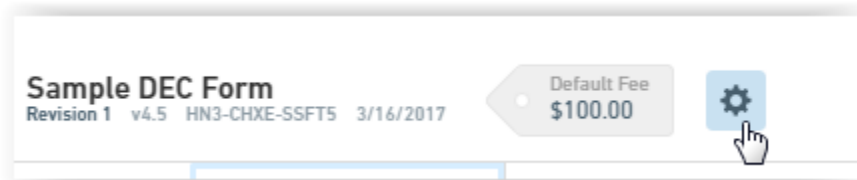
Begin the sharing process by clicking on the Tool Gear icon at the top of the form screen. This will open a drop down menu; select 'Manage Shared Access.'
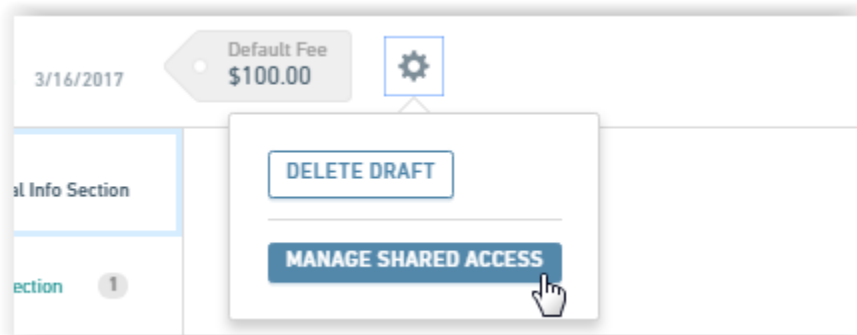
This will open a new tab, where you will indicate with whom you need to share the form.

Manage Access to the Submission
(Submission #: 2DD-ZGGH-W7YQ, v1)

Enter the email address for the user you would like to authorize:

Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be elgible.

☐ Can Manage Access to Submission?

🖬 Add

Enter the Applicant's (or other person with whom the form will be shared) email address in the box provided. Checking the box which lets the new person manage access to the submission will allow them to also provide access to others. Only check this box if the new user should be granted that authority. Click 'Add,' and a confirmation box will open, which includes the name of the person associated with the email address you entered. (If the email address is not in the system you will receive an error message to that effect.)

The system will send an email to the person to whom you have granted permission to access the form; the submission will now also show up in their form History as well as yours. This person will now be able to review the information entered (they will be required to visit each section of the form before certifying/submitting), and sign the certification by submitting the form. The software records the date and time of submittal, along with the username of the person who submitted.

Review Before Submitting

Once all the data entry sections have been completed and all necessary supporting documents attached, the information entered on the application is presented in the Review section. If it is determined that edits are necessary, return to data entry by clicking on the appropriate form section in the left-hand navigation.

Certify & Submit Step

During the Certify & Submit step you will be asked to certify the submission as complete and accurate, as required by the specific form being completed. To indicate your agreement with the certification statements, click the Submit Form button. Submitting the form by clicking this button is the same as signing a paper document, and confirms the statements included on the certification screen.

Many of the DEC forms available require simply that you are a self-registered user within the ANR Online system in order to have the authority to certify and submit (i.e. sign a form). Some forms, such as those related to any Federal environmental programs which are administered by the VT DEC, require that the person certifying and submitting have the status of "Verified User" in order to comply with Federal electronic signatory guidelines. To establish yourself as a signer with verified identity, use the "Subscriber Agreement" form found on the ANR Online site. This form uses your VT Driver's License information for verification; further instructions are available on the form's cover page.

Please note that a submission must be officially certified, submitted and, if a fee is required, paid for by the applicant in order for it to be available for review by DEC. The Department is not able to access your forms when they are in 'Draft' status.

If the form you are submitting has a fee, you will proceed to the Payment step, otherwise you will be taken to the Confirmation step.

Payment Step

The Payment step provides you with a means of paying any applicable fee for a form submission. The amount due will be displayed at the top of the form. Note: If the Form does not require a fee, this Payment step will be skipped. At this point in your completion of a form, the form is officially submitted and is visible to the Department employee responsible for processing the forms. However, the submission will not be reviewed until appropriate payment is received. You may pay online at the time of submittal, or you may mail payment to the appropriate DEC office. If you choose to pay online, you will be redirected to a secure payment gateway to provide credit card information.
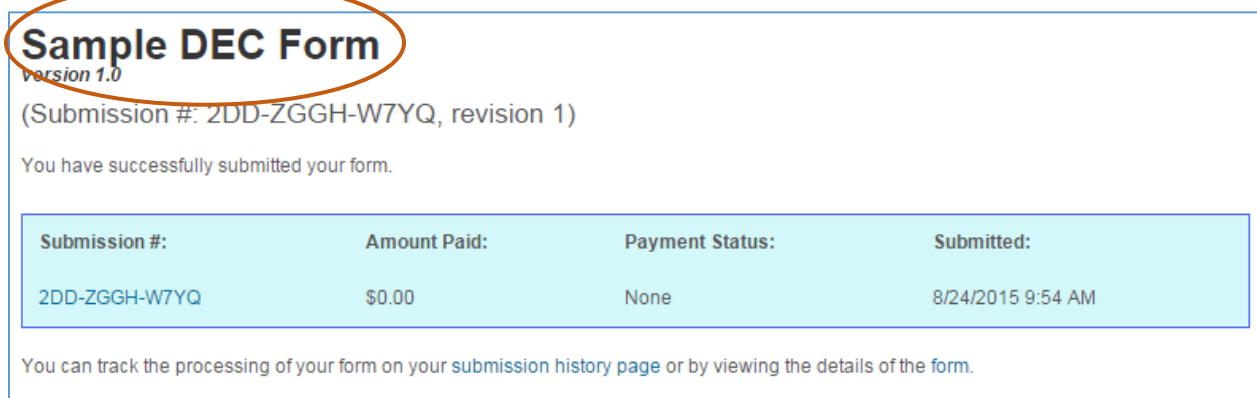
Confirmation Step

This step confirms that your form was successfully submitted to the agency and displays the unique number assigned to this submission for tracking purposes. Note that, while you may have changed the name of the submission for your own reference, it will be submitted and reviewed by DEC as originally named. The Submission # will be used for identification.
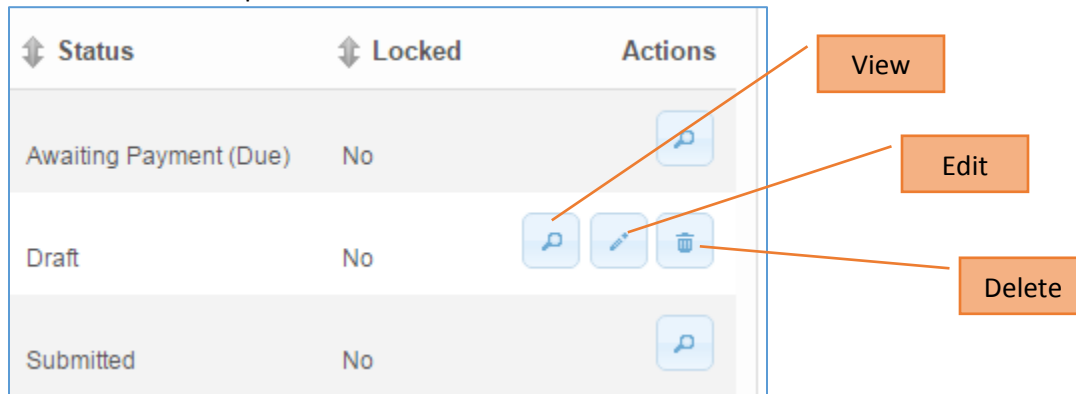
Submitting the form will also generate a confirmation email to the person under whose login the form was submitted. This email retains the specific name you have given the submission (if applicable), and also includes the Submission # for reference.

Monitor and Manage Form Drafts and Submissions

A historical list of all of your drafts and submissions is provided via the History tab of the ANR Online site. From this area you may view the status of any submission; edit, submit, or delete draft submissions; and revise and/or view previously submitted forms. Use the icons in the right-hand 'Actions' column to access the various options.


You may view, edit, or delete any forms that have a 'Draft' status. You may be able to revise a 'Submitted' form; however, once the Department has begun review of your submission, you may see that the 'Locked' status has changed to 'Yes,' and you will not be able to make revisions without first contacting the appropriate staff person. Clicking the 'view' icon on a submitted form opens that submission for your review and provides several action options.
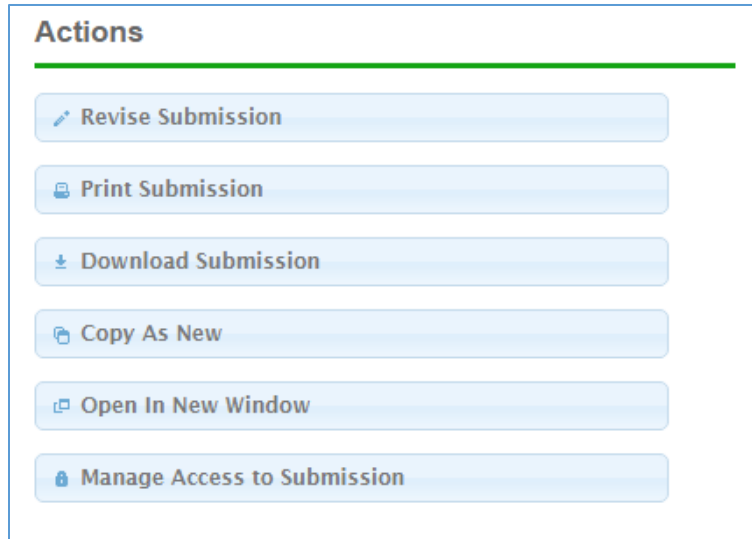
Revise Submission – If the submission has been locked by DEC because processing has begun, this option will not be visible. Contact the appropriate staff person if you need to revise your submission.

**Print Submission** – Prints a copy of the submitted form.

Download Submission – Downloads a PDF of the submitted form. If there were attachments included in the submission, a ZIP file of the form and the attachments will download.

Copy As New – This action may be used to begin a new submission. All fields on the form will be pre-filled with the information you previously entered.

Open In New Window – Opens the completed form in another browser window. This may be helpful if comparing and migrating information from one submission to another.

Manage Access to Submission – Provides the capability of allowing other ANR Online users to review and edit the form.

You are also able to compare different submitted versions of the same application.
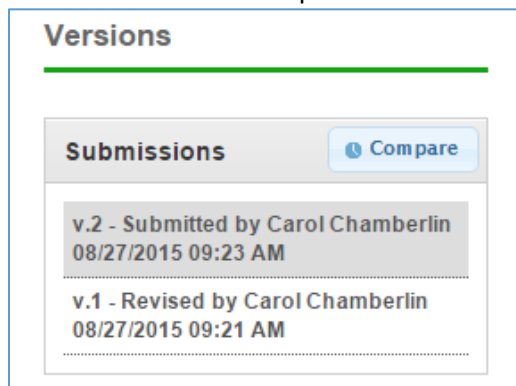
Use the 'Compare' button to open a screen where you may view the additions and deletions made to an earlier version of a submission.

The DEC Review Process

Once a form is submitted, you will have the ability to view the status of the DEC review steps through which the submission will progress.

Processing Steps

Step Name	Assigned To/Completed By	Date Completed
Form Submitted	Carol Sample	08/04/2015 11:24 AM
Engineering and Operations Section Chief Review	Carol Chamberlin	08/04/2015 12:50 PM
Administrative Review	Carol Chamberlin	
Project Development Specialist Approval Recommendation		
WIFP Program Manager Approval		

This section of the submission review page indicates what steps are necessary for processing, to which DEC employee they are assigned (if applicable), and by whom and when they were completed. If any pertinent notes have been created during the review process, these will also be available.

Notes

PUBLICLY ACCESSIBLE Processing Note
on **08/25/2015** *(Misc. Note)*
this is a note

These notes may help you understand how the review is progressing, let you know if more information is required, or otherwise keep you apprised of the status of your submission.

Upon completion of the review of you submission, you will receive appropriate notification from the Department.