Overview

The instructions below should help you through the process of renewing your UST permit 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 as you complete the renewal application, please contact us at ANR.OnlineServices@vermont.gov. The system includes a context sensitive online help feature that is a great resource for understanding how to perform various tasks in the system. The online help can be accessed by clicking on the **Help** button in the navigation bar at the top of the page on the right. There is also a printable User Guide available (it's just a hard copy version of the online help).

Below is a list of the tasks you will need to perform the first time you submit a UST renewal. It is important that they be completed in the order listed. ***Item 1 will only need to be performed the first time you use ANR Online.***

1. Create a User Account
In order to create and submit forms in ANR Online you first need to register to create a user account. To create an account:

Steps:
1. Go to https://anronline.vermont.gov.
2. Click the **Register** link, located in the top menu bar in the upper right corner of the page.

| Home 🏠 | Finder 🔎 | Help ? | Sign In 🔑 | Register ✔ |
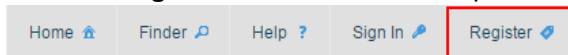
3. That will open the Create User Profile form, complete the form and click the "Save" button.
4. A Confirmation page will display and the system will send you an email that includes a Confirmation Code that you need to enter on the Confirmation page.
5. Check your email for a message with the subject line "New User Registration", this email will include the Confirmation Code used to activate your account.
6. Enter the Confirmation Code on 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.
8. To sign in, click the "Sign In" link in the top menu bar. That will open the Sign In window.
9. In the Sign In window, enter your User ID (this will be your email address) and the password you entered when you created your ANR Online account.
10. Click the "OK" button.

2. Finding a Form
The easiest way to find the form you want to fill out is to use the system's **Form Finder** tool:

Steps:
1. Sign into the system.
2. Click the **Finder** link at the top of the page.

| Home 🏠 | Finder 🔎 | History 📂 | Help ? | Greg Lutchko 👤 | Sign Out ⏻ |
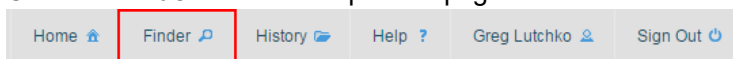
3. Enter "**UST**" (without the quotes) in the Form Search field. Potential form matches will begin to appear under the "Recommended Forms" heading lower on the page.
4. Click the **Underground Storage Tank (UST) Permit Renewal Application** link. That will bring you to the form's Instruction page.
5. You will need to enter the Facility ID for the facility whose permit you want to renew (you can only enter one facility at a time). Then click the **Begin Form Entry** button to begin filling out the renewal form. If you have trouble with the Facility ID, please contact the UST Program at 802-828-1138.

3. Completing the UST Permit Renewal Form
At the bottom of the form's Instruction page, you will need to enter the Facility ID for the facility whose permit you want to renew (**you can only enter one facility at a time**). NOTE: If you have trouble with the Facility ID, please contact the UST

Program at 802-828-1138. Once you enter the Facility ID, click the **Begin Form Entry** button to begin filling out the renewal form. There are only a few fields on the form where the data can be edited, most of the fields are "read only." Review the information provided, make any necessary changes, and submit the application. Once you have submitted the application you can pay the application fee electronically or choose to pay by mail.

4. Managing In-Process and Completed Submissions

The system's **History** page provides access to all of your in-process and completed submissions and any submissions that other system users may have shared with your account. 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 into the system.
2. Click the **History** link at the top of the page.
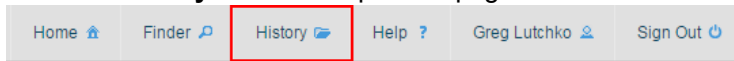
3. A list of all of your in-process and completed submissions will be displayed.

The following are a number of tasks you can perform through the History page. The links included below are references to the system's online help feature where you can obtain more detailed instructions related to each of the tasks:

Changing the name of a submission
By default, submissions are named using the form name. If you have multiple submissions in your **History** list for the same type of form (for example, permit renewal application submissions for multiple UST facilities) it will be easier to identify specific submissions if you customize the submission name.
https://anronline.vermont.gov/Content/help/DefaultPublicUsersHelp/webframe.html#ChangeSubmissionName.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

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

Share a submission with other system users
If you have someone who will be preparing the submission that is not authorized to sign it, the submission can be shared with the person who does have the necessary authority so they can sign and submit it. The person the application is being shared with must have an ANR Online account.
https://anronline.vermont.gov/Content/help/DefaultPublicUsersHelp/webframe.html#SharingSubmissions.html