

Underground Storage Tank (UST) Permit Online Renewal Instructions

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 <http://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@state.vt.us. 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).

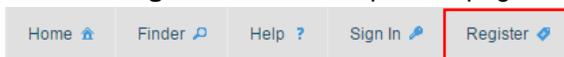
Below is a list of the tasks you will need to perform the first time you submit a UST renewal. It is important that they be completed in the order listed. **Items 1 – 3 below will only need to be performed the first time you use ANR Online.**

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 <http://anronline.vermont.gov>.
2. Click the **Register** link at the top of the page.



3. Complete all of the necessary information on the Create User Profile form and click the Save button.
4. After a couple of minutes, check your email for the verification email that you should have received from the system. Open the email and click on the activation link to activate your account. If you after a few minutes you haven't received the email, check your junk mail folder. If the message isn't in your junk mail folder, contact the ANR Online Administrator at ANR.OnlineServices@state.vt.us.

2. Complete and Submit a Subscriber Agreement (SA)

The UST program is a federal program which Vermont has been delegated to administer by the U.S. Environmental Protection Agency (EPA). EPA's Cross Media Electronic Reporting Regulation (CROMERR) requires that we verify the identity and authority of individuals who will be electronically signing and submitting applications in the system. Before you can sign and submit applications, you need to complete and submit a Subscriber Agreement (SA) form that is used to satisfy this requirement. The SA form should be completed and submitted after you have created an account in ANR Online and before you begin filling out the UST Permit Renewal form. **This is a one-time process**, you will not need to do this each time you submit an application using the system. If you have already submitted a SA form for another DEC program, you don't need to submit another one specifically for the UST program unless the Signatory Authority and/or Subscriber information is different for the UST program. The SA form can be completed and submitted online (**requires a valid Vermont driver's license**) or a hardcopy form can be completed and submitted by postal mail. Both versions of the form can be accessed at http://anronline.vermont.gov/home?organizationcode=AID_SA.

3. Set Up Account Security Questions

Once the Subscriber Agreement form is received, we will enable signing permission for your account and you will be notified by email. You will be asked at that time to provide a list of UST Facility IDs that you want to be able to submit renewal and other UST applications for. You won't be able to begin filling out the renewal application until the Facility IDs are linked with your ANR Online account. You will receive an email when that has been done.

Once signing is enabled and your facility(ies) are linked with your account, you will need to go into your account profile and set up five security questions that are used in the signing process. To set up security questions:

Steps:

1. Sign into the system.
2. Click on your **Name** at the top of the page. That will take you to the **Edit Profile** page.



3. Click the **Manage identifying questions and answers** link on the upper right side of the page.

[Manage identifying questions and answers](#)

The **Identifying Questions** window will open. You need to answer five different questions. If you don't like the question displayed you can select a different one from the drop down list. Once you've selected and answered five different questions, click the **OK** button. Then click the **Save** button at the bottom right of the **Edit Profile** page.

4. Finding a Form

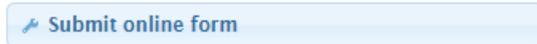
The easiest way to find the form you want to fill out is to use the system's **Form Finder** tool:

Steps:

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



3. Enter **"UST"** (without the quotes) in the Form Search field. Potential form matches will begin to appear under the Recommended Forms heading.
4. Click the **Underground Storage Tank (UST) Permit Renewal Application** link. That will bring you to the form page.
5. Click on the **Submit online form** button to begin filling out the form.



5. Completing the UST Permit Renewal Form

The first page of the UST renewal application form asks for the Facility ID number of the facility whose UST permit you want to renew. Enter a single **Facility ID** number and click the **Next Step** button in the bottom right corner of the page. The system will then open the form prefilled with your facility data from the UST program database. 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've submitted the application you can pay the application fee electronically or choose to pay by mail.

6. 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 you. 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.

<http://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).

<http://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.

<http://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.

<http://anronline.vermont.gov/Content/help/DefaultPublicUsersHelp/webframe.html#SharingSubmissions.html>