

INSTRUCTIONAL GUIDANCE DOCUMENT



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Voluntary Remediation Program (VRP)

Guidance to VRP E-Submission Portal

(317) 232-8603 • (800) 451-6027

www.idem.IN.gov

100 N. Senate Ave., Indianapolis, IN 46204

Step 1

Check your inbox for an email from an IDEM VRP Project Manager. (See below.)

Step 2

Click on the 'Submittals' folder icon in the email.

Note: Save this email to access E-Submissions in the future.



**Nance, Mark shared a folder with
you**

Please save this email to access the new VRP E-Submission Portal. Thank you.



Submittals



This link only works for the direct recipients of this message.

Open




[Privacy Statement](#)




Step 3

The link will open in your default web browser. Enter your email address and click 'Next'.



Verify Your Identity

You've received a secure link to:

 Submittals

To open this secure link, we'll need you to enter the email that this item was shared to.

ⓘ

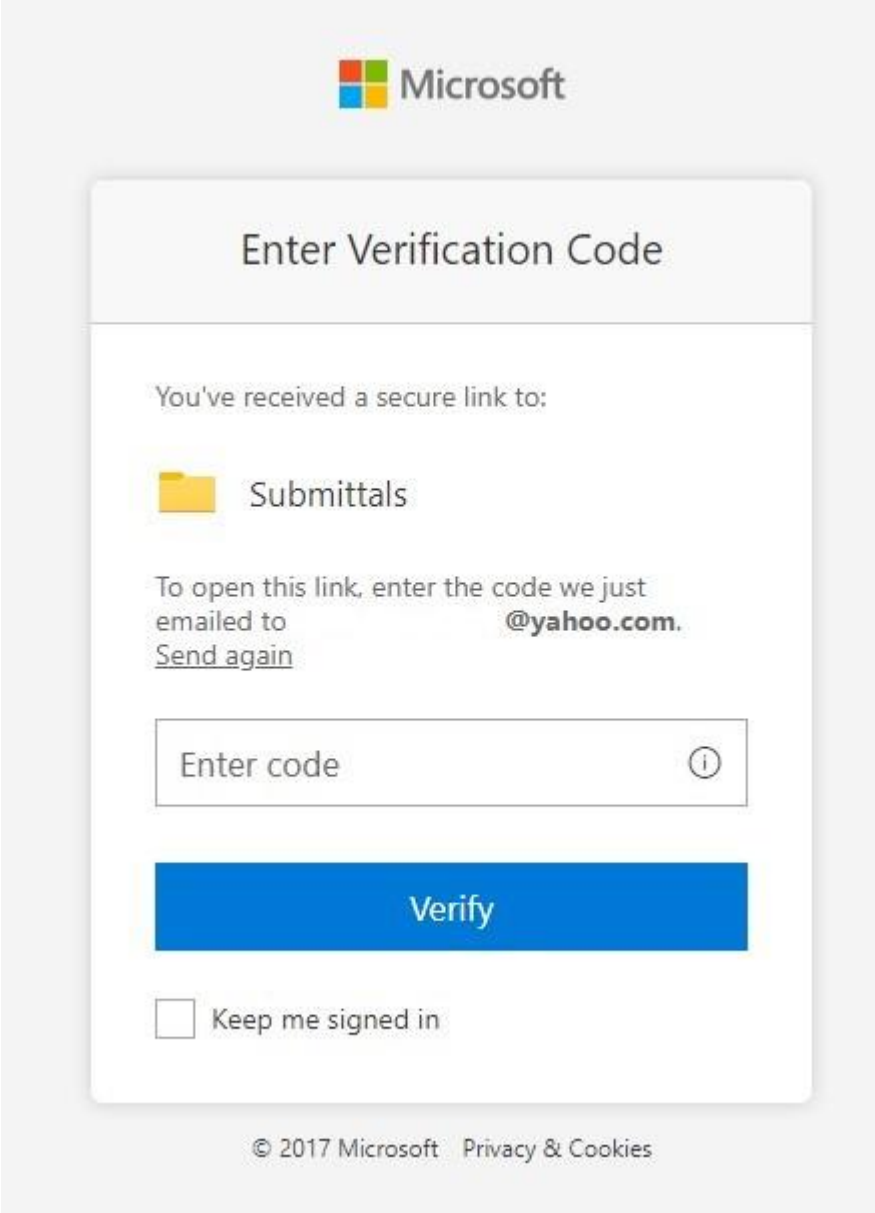
Next

By clicking Next you allow State of Indiana to use your email address in accordance with their privacy statement. State of Indiana has not provided links to their terms for you to review.

© 2017 Microsoft Privacy & Cookies

Step 4

The following message will now be displayed.




The image shows a Microsoft verification code entry screen. At the top is the Microsoft logo. Below it is a white box with a light gray border. Inside the box, the title "Enter Verification Code" is centered. Below the title, the text "You've received a secure link to:" is displayed. Underneath is a yellow folder icon followed by the word "Submittals". Below this, the text "To open this link, enter the code we just emailed to" is shown, followed by a redacted email address and "@yahoo.com.". A link labeled "Send again" is provided. Below the text is a text input field with the placeholder "Enter code" and an information icon. A blue "Verify" button is positioned below the input field. At the bottom of the box is a checkbox labeled "Keep me signed in". The footer of the screen displays "© 2017 Microsoft" and a link to "Privacy & Cookies".


Microsoft

Enter Verification Code

You've received a secure link to:

 Submittals

To open this link, enter the code we just emailed to [REDACTED] @yahoo.com.
[Send again](#)

Enter code 

Verify

☐ Keep me signed in

© 2017 Microsoft [Privacy & Cookies](#)

Step 5

Check your email inbox for the verification code from 'SharePoint Online'. (See Below.)

Note: Your code will be different from the one shown below.

SharePoint

Hello,

For security purposes, you must enter the code below to verify your account to access Submittals. The code will only work for 15 minutes and if you request a new code, this code will stop working.

Account verification code:

12207743

Having problems with the code?

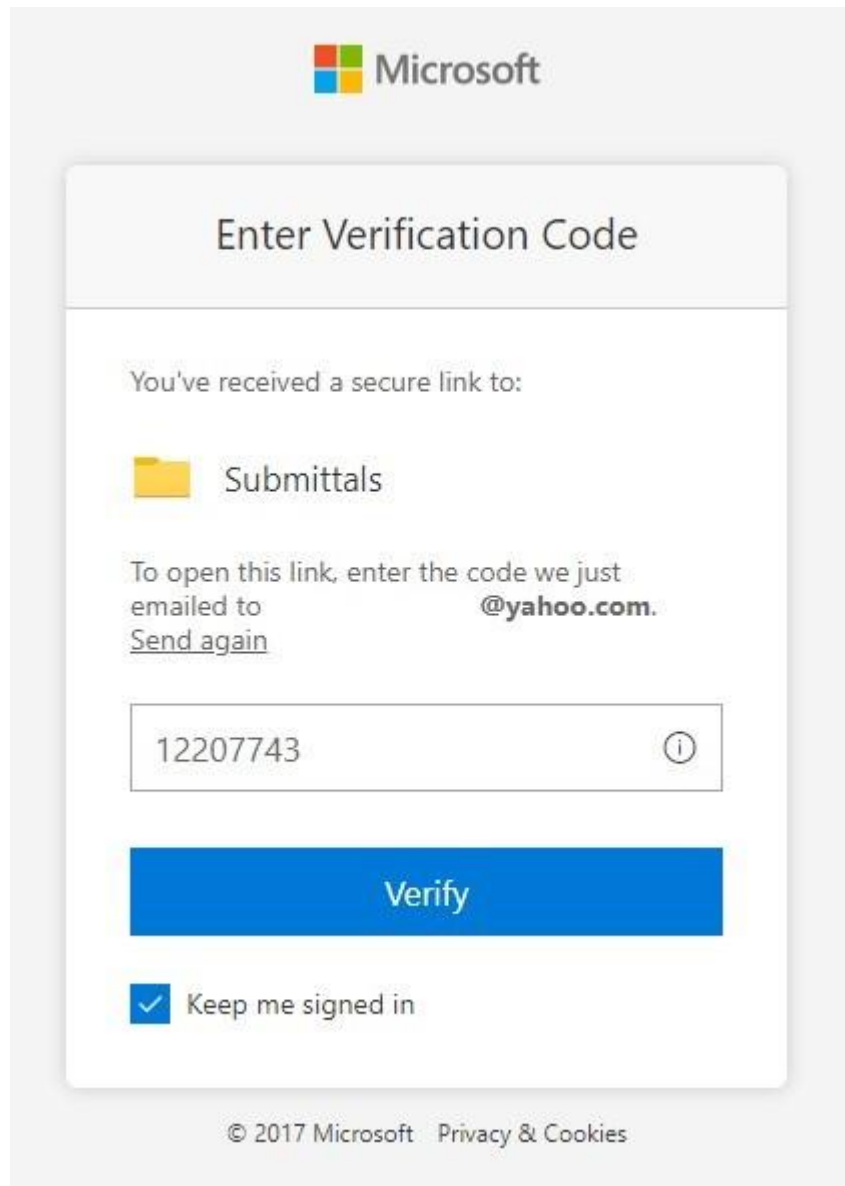
View the error and make sure that the email identifier is "3YQYX0C". If it's not, look for an updated email or try requesting a new code.

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If you do not receive the code within a few minutes, please check your SPAM or Junk Email Folder. If the code is not in your SPAM folder, then please add 'no-reply@sharepointonline.com' to your safe list, and try sending the code again (from Step 4).

Step 6

Now go back to your web browser and enter the verification code, then click 'Verify'.




The image shows a Microsoft verification interface. At the top is the Microsoft logo. Below it, the title "Enter Verification Code" is centered. The main content area states "You've received a secure link to:" followed by a yellow folder icon and the text "Submittals". Below this, it says "To open this link, enter the code we just emailed to" followed by the email address "@yahoo.com." and a link "Send again". A text input field contains the code "12207743" and has an information icon on the right. A large blue "Verify" button is positioned below the input field. At the bottom of the form, there is a checked checkbox labeled "Keep me signed in". The footer of the page reads "© 2017 Microsoft Privacy & Cookies".

Microsoft

Enter Verification Code

You've received a secure link to:

 Submittals

To open this link, enter the code we just emailed to **@yahoo.com.**
[Send again](#)

12207743 ⓘ

Verify

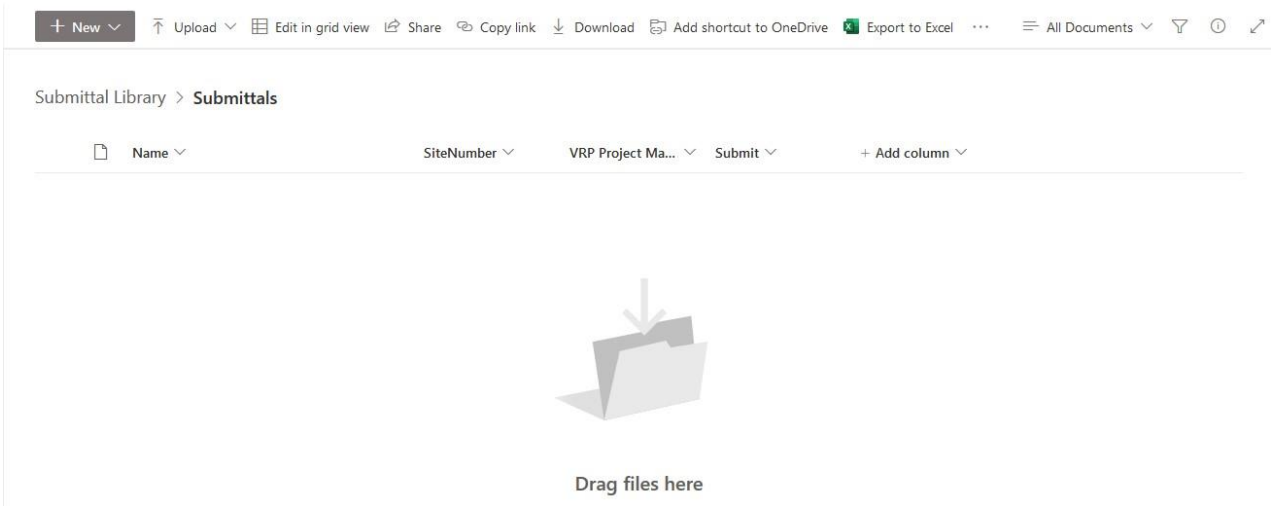
☒ Keep me signed in

© 2017 Microsoft Privacy & Cookies

Step 7

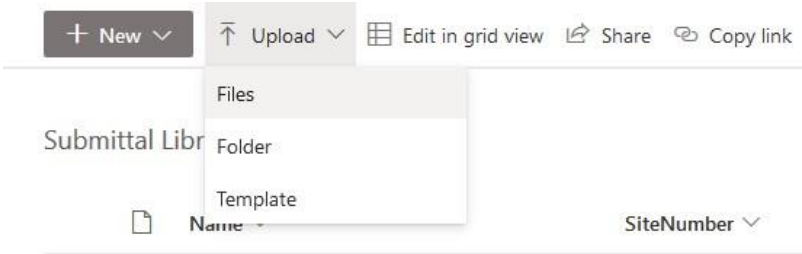
Your web browser should now display the new VRP E-Submissions Portal folder called ‘Submittals’.

(If you’re web browser does not immediately take you to ‘Submittals’, then go back to the original email from the VRP Project Manager [Step 2], and click on the ‘Submittals’ folder again.)



Step 8

To upload a new file, either click the ‘Upload’ drop-down list, and select ‘Files’...



Or drag the file into the ‘Submittals’ folder.

+ New

Upload

Edit in grid view

Share

Copy link

Download

Add shortcut to OneDrive

Export to Excel

Submittal Library > Submittals

Name

SiteNumber

VRP Project Ma...

Submit

+ Add column

PDF

+ Copy

Drag files here

Note: Unlike the previous version of VRP E-Submission, folders of documents **cannot** be accepted within 'Submittals'.

Step 9

After uploading the new file, the 'Submittals' folder will ask for the 'Site Number' and 'VRP Project Manager'.

Submittal Library > Submittals

Name

SiteNumber

VRP Project Ma...

Submit

+ Add column

Test_document.pdf

Required info

Required info

On the far right-hand side of the page under ‘Properties’, click ‘Edit all’.

Properties

This file is missing required information

Edit all

Content Type

Document

Name *

Test_document.pdf

SiteNumber *

Enter value here

VRP Project Manager *

Select an option

Submit *

Step 10

Fill out the 'Site Number', select the 'Project Manager' from the drop-down list, and check the 'Submit' checkbox. After completing these entries, click the 'Save' button.

Save

Cancel

Copy link

Test_document.pdf

Content Type

Document

Name *

Test_document.pdf

SiteNumber *

6000000

VRP Project Manager *

Mark Nance

Submit *

Yes

Save

Cancel

Step 11

After a few minutes, the file will be automatically moved to the selected Project Manager's internal folder. If the upload was successful, you should receive an email similar to below.

Voluntary Remediation Submission Received

IV

IDEM VRP Docs

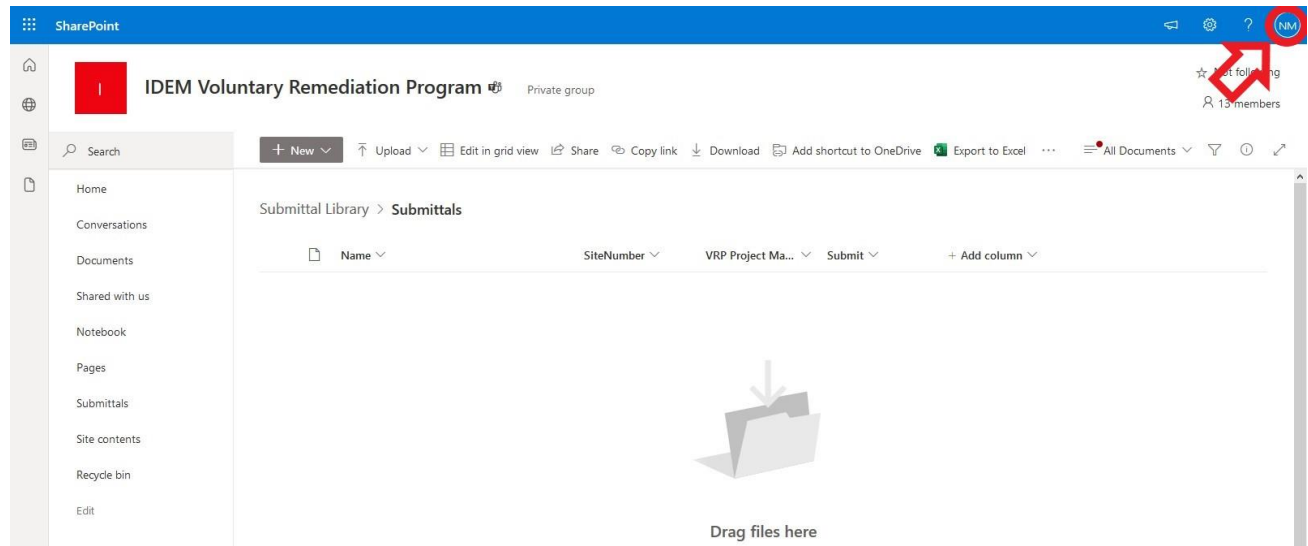
To Nance, Mark

This message was sent with Low importance.

Test_document has successfully been submitted to the Voluntary Remediation Program. Please contact Mark Nance with any questions or concerns.

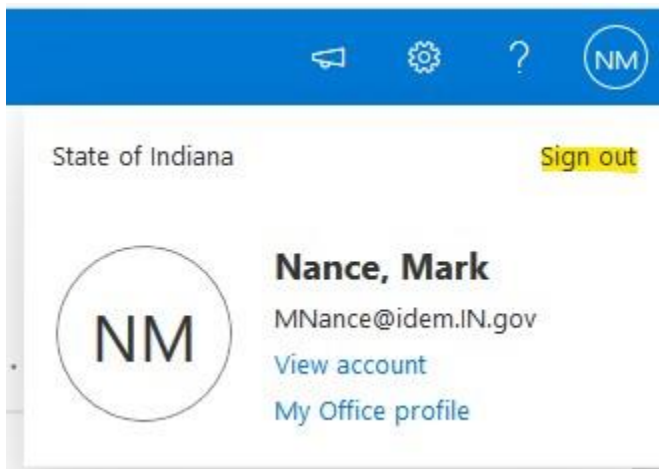
Step 12

To end the document upload session, click your initials in the upper right-hand corner.



Step 13

Select 'Sign out'.



Additional Directions

Deleting a Document

To delete a document before submitting to the Project Manager, select the file and click ‘Delete’ in the banner.



Then click the ‘Delete’ button in the pop-up window.

