



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.



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

[Open](#)

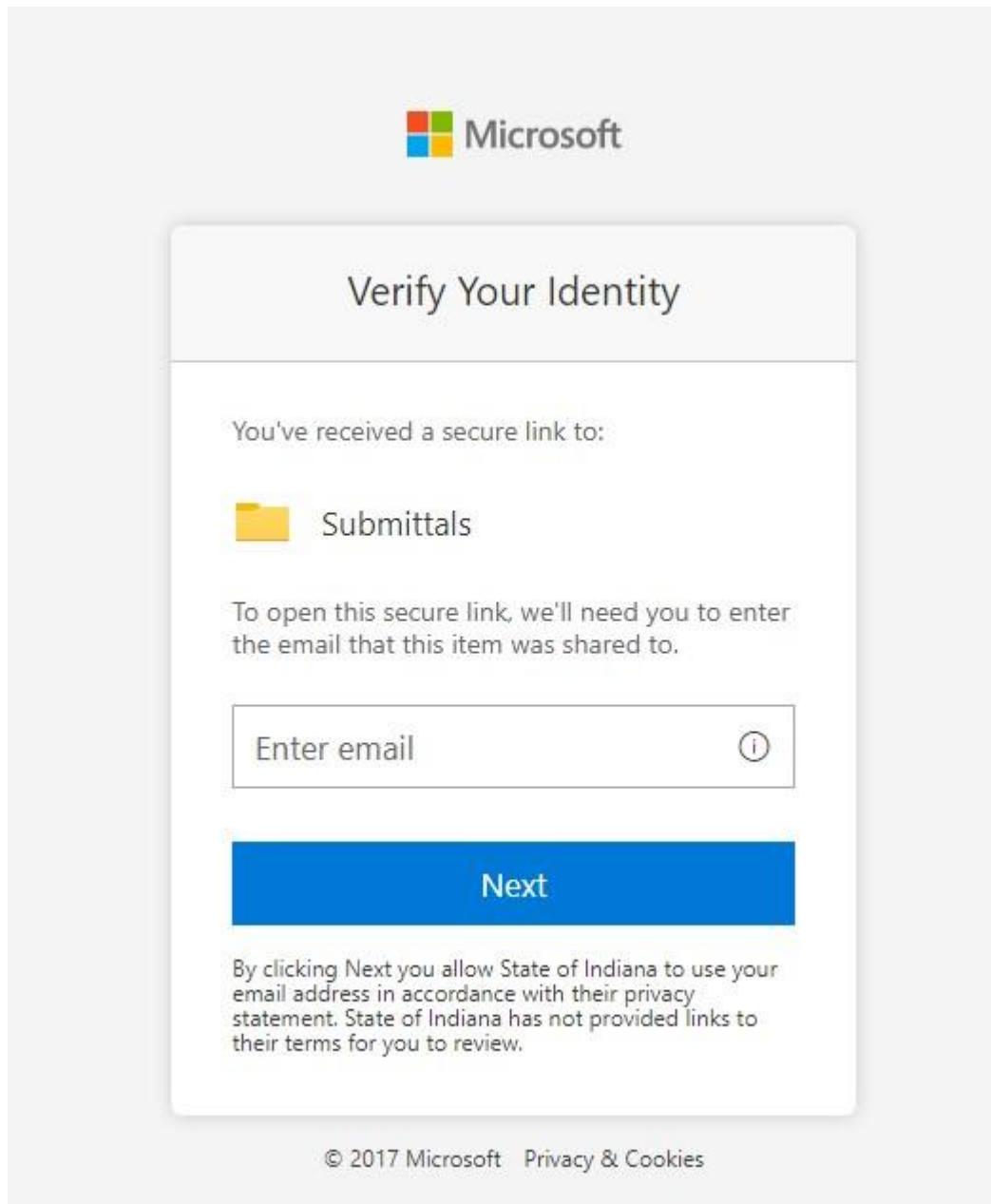
 Microsoft

[Privacy Statement](#)

 IOT

Step 3

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



The screenshot shows a Microsoft 'Verify Your Identity' page. At the top, the Microsoft logo is visible. The main title 'Verify Your Identity' is centered above a text area. The text area contains the message: 'You've received a secure link to: Submittals'. Below this, it says: 'To open this secure link, we'll need you to enter the email that this item was shared to.' A text input field is provided with the placeholder 'Enter email' and a 'Next' button. A note at the bottom states: '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.' The bottom of the page includes a copyright notice: '© 2017 Microsoft Privacy & Cookies'.

Microsoft

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.

Enter email

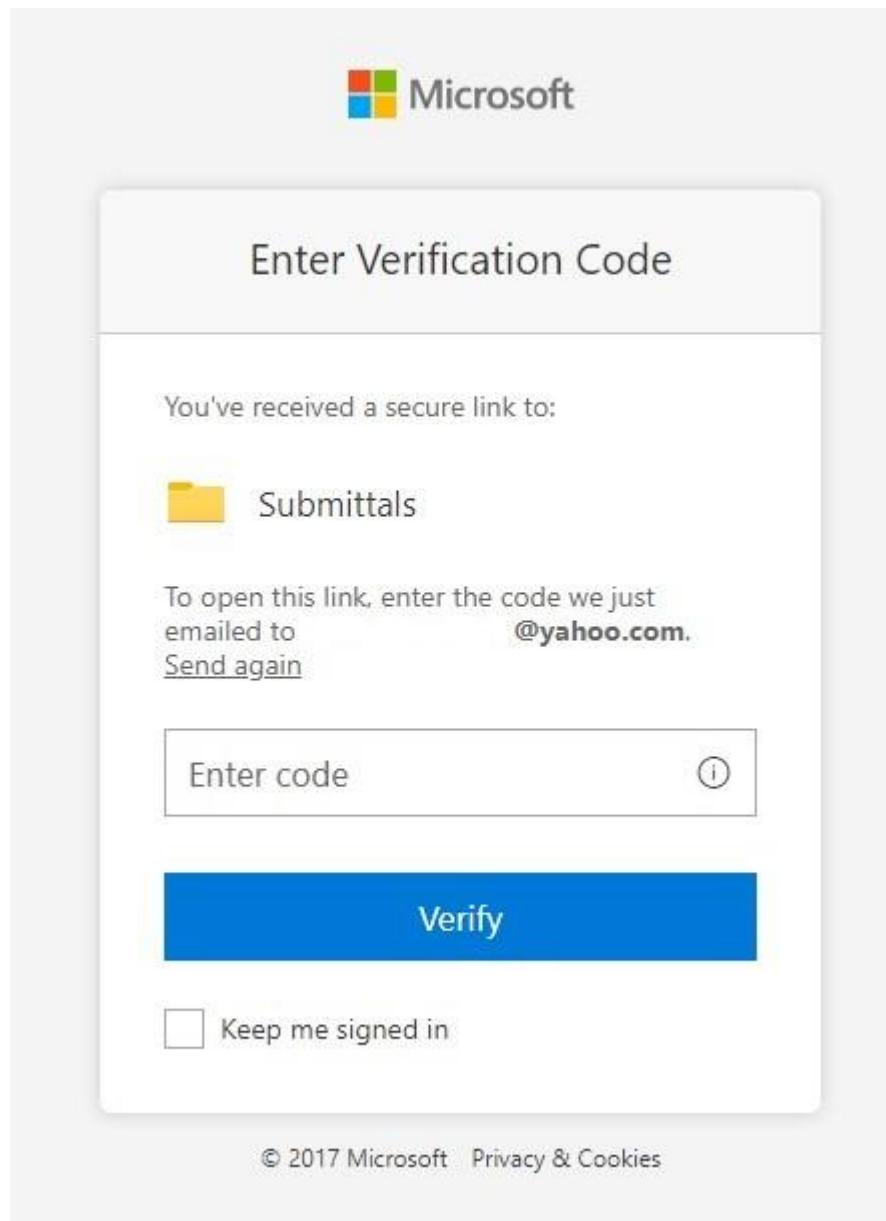
Next

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.



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?

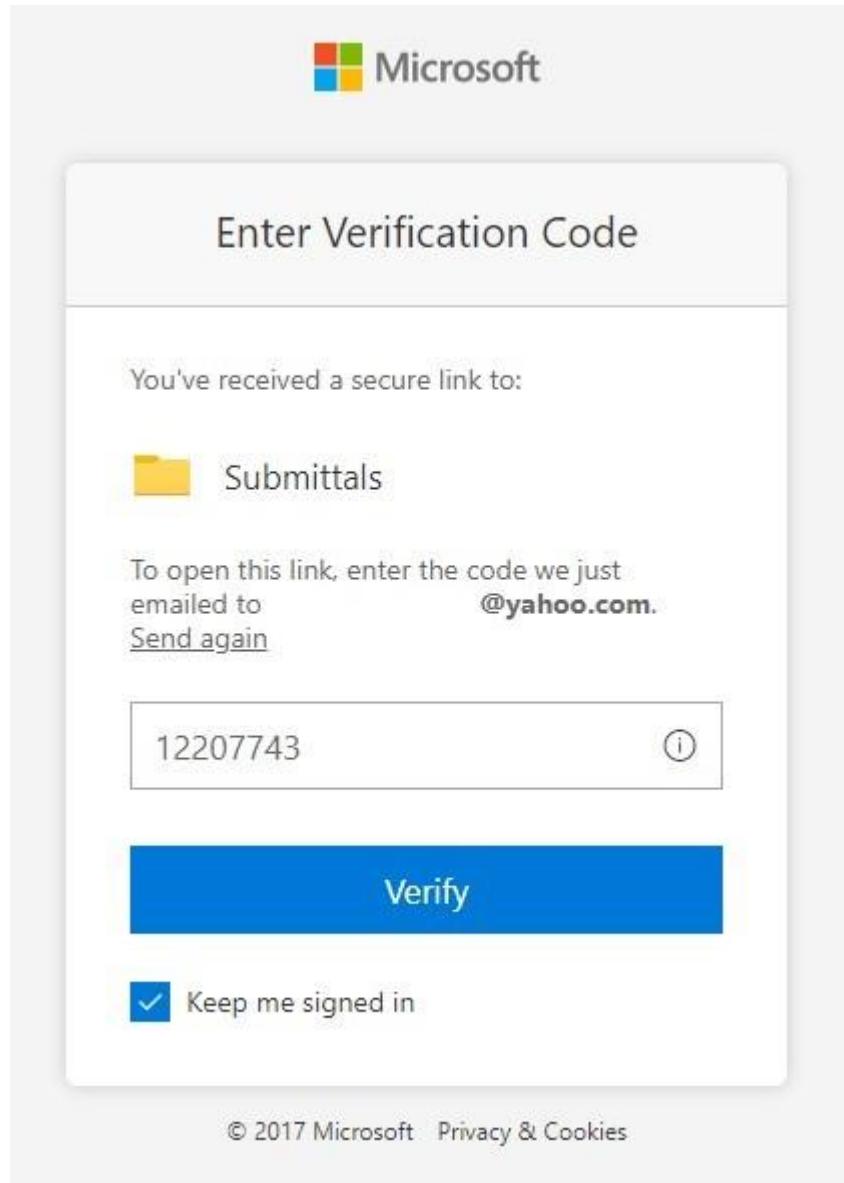
View the error and make sure that the email identifier is "3YQYX0C". If it's not, look for an updated email or try requesting a new code.

© 2017 Microsoft Privacy & Cookies

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

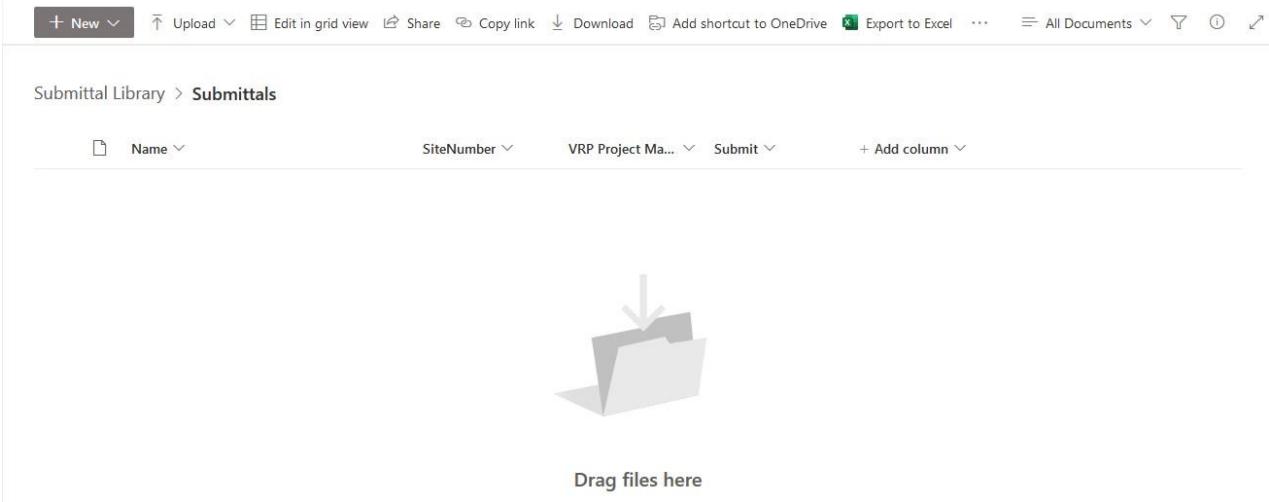
Now go back to your web browser and enter the verification code, then click 'Verify'.



Step 7

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

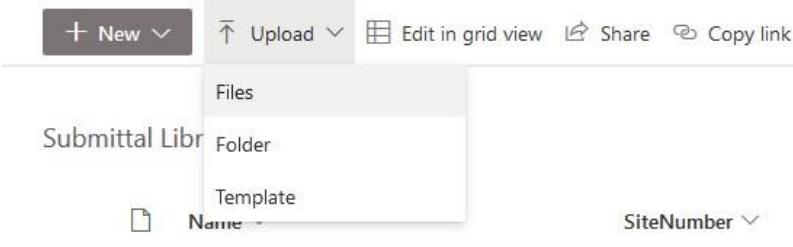
(If your web browser does not immediately take you to 'Submittals', then go back to the original email from the VRP Project Manager [Step 2], and click on the 'Submittals' folder again.)



The screenshot shows a Microsoft SharePoint-like interface for a 'Submittal Library'. The top navigation bar includes options like '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Download', 'Add shortcut to OneDrive', 'Export to Excel', and 'All Documents'. The main content area is titled 'Submittal Library > Submittals'. It displays a grid of items with columns for 'Name', 'SiteNumber', 'VRP Project Ma...', and 'Submit'. In the center of the grid area is a large placeholder with a folder icon and the text 'Drag files here'.

Step 8

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



The screenshot shows the 'Upload' dropdown menu open. The 'Files' option is highlighted. Other options in the menu include 'Folder' and 'Template'. The background shows the 'Submittal Library > Submittals' grid view.

Or drag the file into the 'Submittals' folder.

Submittal Library > Submittals

SiteNumber VRP Project Ma... Submit + Add column

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

<input checked="" type="checkbox"/>		Test_document.pdf				<input type="checkbox"/> Required info	<input type="checkbox"/> Required info	<input type="checkbox"/>
-------------------------------------	--	-------------------	--	--	--	--	--	--------------------------

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

<input type="checkbox"/> Content Type Document	<input type="checkbox"/> Name * Test_document.pdf	<input type="checkbox"/> SiteNumber * 6000000	<input checked="" type="checkbox"/> VRP Project Manager * Mark Nance
<input checked="" type="checkbox"/> Submit * <input checked="" type="checkbox"/> Yes			
<input type="button" value="Save"/>	<input type="button" value="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



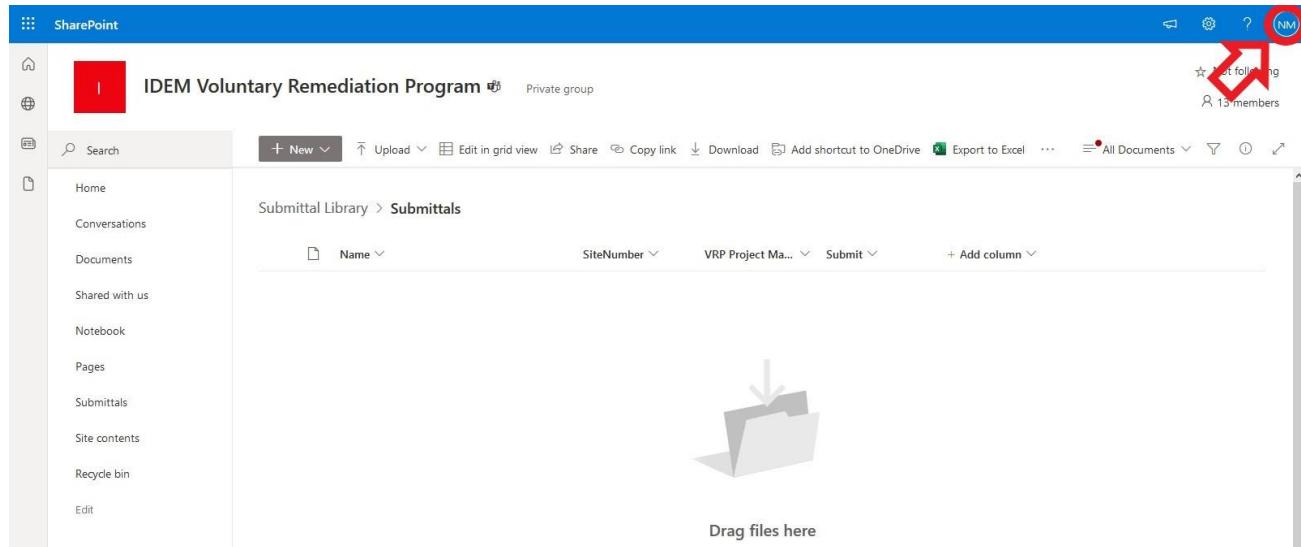
IDEM VRP Docs
To Nance, Mark

i 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.

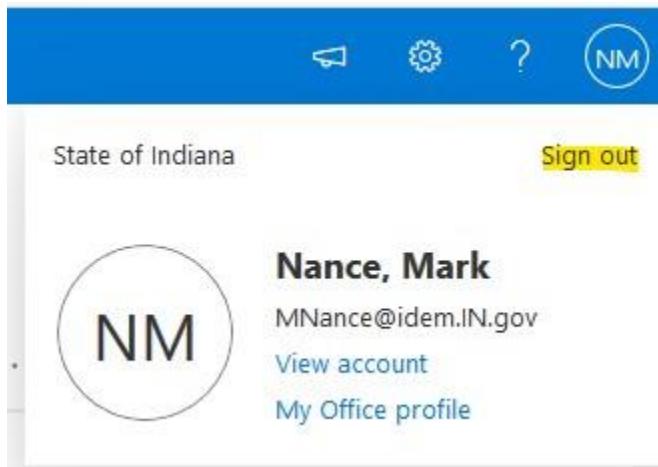
Step 12

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.



Submittal Library > Submittals

✓	File	Name	SiteNumber	VRP Project Ma...	Submit
✓	Test_document.pdf			Required info	Required info

Then click the 'Delete' button in the pop-up window.

