

EXTERNAL USER GUIDE



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

IDEM Construction Storm Water (Rule 5)

Regulatory ePortal - External User Guide
Add a Person to My Site

(317) 234-6965 • (800) 451-6027

www.idem.IN.gov

100 N. Ave., Indianapolis, IN 46204

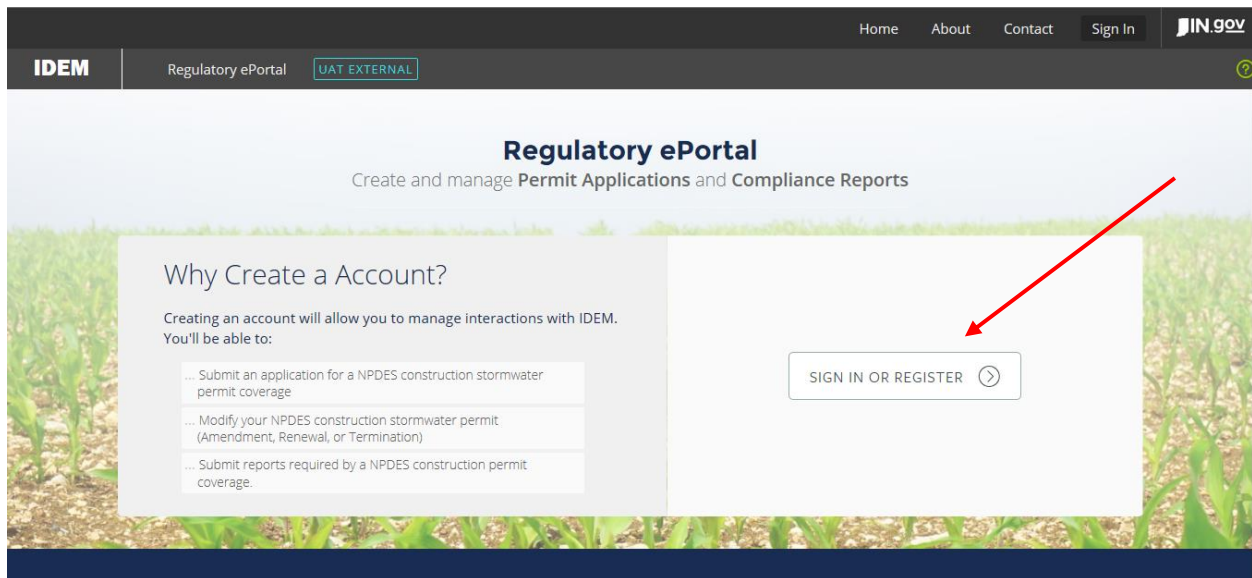
The purpose of this document is to help instruct individuals on how to add a person to a site in the IDEM nVIRO online software system. In some instances, multiple people must participate in populating the necessary forms in support of Construction Storm Water coverage under CWA Rule 5.

This guide only provides instructions on how add a person to a site in order for the person to participate in populating necessary forms.

A. Log-in to the IDEM Regulatory ePortal – Construction Stormwater Online:

1. Enter the following website into your web search: <https://stormwater.idem.in.gov/>

The web site that should be displayed will look like the screenshot below;



2. Click on the **[SIGN IN OR REGISTER]** button (indicated by the red arrow in the figure above)
This takes the user to the State of Indiana “Sign In” page

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3. Enter your email address and your password
4. Click the blue **[Sign in]** button near the center of the screen (see the arrow in screenshot below)

Sign In

Email Address
JeffreyAEwick@gmail.com

Password [Forgot your password?](#)
.....

Sign in

Don't have an account? [Sign up now](#)

[Need Help?](#)

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B. Add a Person to Your Site:

1. Navigate to your Site Home Screen

Home About Contact Sign Out IN.gov

Regulatory ePortal UAT EXTERNAL Laurie Mann

Start a New Form View All Apps, Requests and Reports Find and submit a new application or service request from this screen.

Form Name	Form Description	Program Area	
Construction Stormwater - Pollution Prevention Plan Project Profile	Use this form to submit your plans for preliminary review before submitting a NOI to IDEM for your Construction Stormwater project. This form does not apply to MS4 regulated projects.	Water - Construction Stormwater	Begin Submission
Construction Stormwater - Notice of Intent - New Application	Submission of this Notice of Intent application constitutes notice that the project site owner is applying for coverage under the NPDES General Permit Rule for Stormwater Discharges Associated with Construction Activities.	Water - Construction Stormwater	Begin Submission

Home Dashboard Notifications Details Contacts List Apps, Requests and Reports Permits Violations Compliance and

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2. If you have more than one site, navigate to the Site search bar at the top left side of the screen (see red arrow in the screenshot below)
3. Click on the Site intended to add a person to

The screenshot shows the 'Start a New Form' page in the IDEM Regulatory ePortal. The left sidebar contains a 'SITE' dropdown menu with 'Big Farm Site' selected. A red arrow points to this dropdown. The main content area displays a table of forms for 'Big Farm Site'.

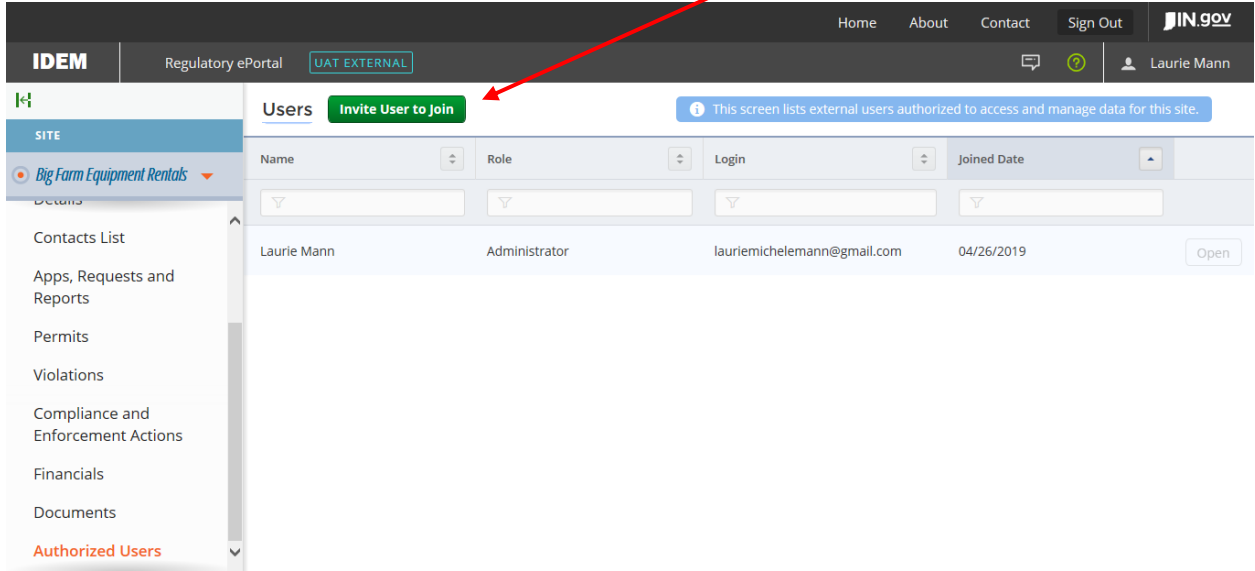
Form Name	Form Description	Program Area	
Construction Stormwater - Pollution Prevention Plan Object Profile	Use this form to submit your plans for preliminary review before submitting a NOI to IDEM for your Construction Stormwater project. This form does not apply to MS4 regulated projects.	Water - Construction Stormwater	Begin Submission
Construction Stormwater - Notice of Intent - New Application	Submission of this Notice of Intent application constitutes notice that the project site owner is applying for coverage under the NPDES General Permit Rule for Stormwater Discharges Associated with Construction Activities.	Water - Construction Stormwater	Begin Submission

4. In the Site search column, use the scroll bar to scroll down and select the "Authorized Users" option.

The screenshot shows the 'Users' page in the IDEM Regulatory ePortal. The left sidebar contains a list of options, with 'Authorized Users' highlighted in red. A red arrow points to this option. The main content area displays a table of users for 'Big Farm Equipment Rentals'.

Name	Role	Login	Joined Date	
Laurie Mann	Administrator	lauriemicheleermann@gmail.com	04/26/2019	Open

5. The list of all Authorized Users to the Site will be listed in the middle of the screen.
6. Click on the "Invite User to Join" button at the top of the screen



7. Populate the new user's information in the Invite User form. Enter the following information:
 - a. **Name**
 - b. **Email**
 - c. **Role**
 - i. When selecting the appropriate role, there are definitions of each role type on the right side column of the screen.
 1. **Viewer:** May view site information but can't make any changes (View only)
 2. **Editor:** May fill out forms and reports. May require certifier permissions to submit, depending on form type
 3. **Administrator:** Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users
8. After all of the fields above are populated, click the "Send Invitation" button at the bottom of the Invite User screen. (Screenshot on the next page)

The screenshot shows the 'Invite User' interface in the IDEM Regulatory ePortal. The top navigation bar includes 'Home', 'About', 'Contact', 'Sign Out', and the 'IN.gov' logo. The user is logged in as 'Laurie Mann'. The left sidebar shows the site 'Big Farm Equipment Rentals' and various menu items. The main form has the following fields:

- Name: Laurie Mann
- Email: lauriemichelemann@gmail.com
- Role: Editor (selected from a dropdown menu)

At the bottom of the form, there are two buttons: 'Send Invitation' (highlighted with a red arrow) and 'Cancel'. The right sidebar contains the following text:

About Inviting Users

Invite users to view or edit a site's information. An email will be sent to the address you supply. The email will contain a link for the invitee to activate the invitation. The invitee will be asked to make an account if they do not have one already. You may wish to contact the invitee to ensure they look out for the invitation email.

Roles

Roles provide different capabilities:

- **Viewer** - May view site information but can't make any changes
- **Editor** - May fill out forms and reports. May require certifier permissions to submit, depending on form type

C. Invited User Accepts Invitation

1. The invited user will receive an email inviting them to join the site by clicking on a link to the site to complete the user registration process



Laurie Mann,

You have been invited by Mann, Laurie M at LMann@idem.IN.gov to be associated to site 'Indianapolis Motor Speedway Legends Plaza' with a role of 'Editor' in the IDEM Regulatory ePortal.

Click the link below or copy and paste the link into your web browser to accept the invitation:

<https://stormwateruat.idem.in.gov/ncore/#/acceptinvite?token=9379A29F390E084E35F8A44D793079A3>

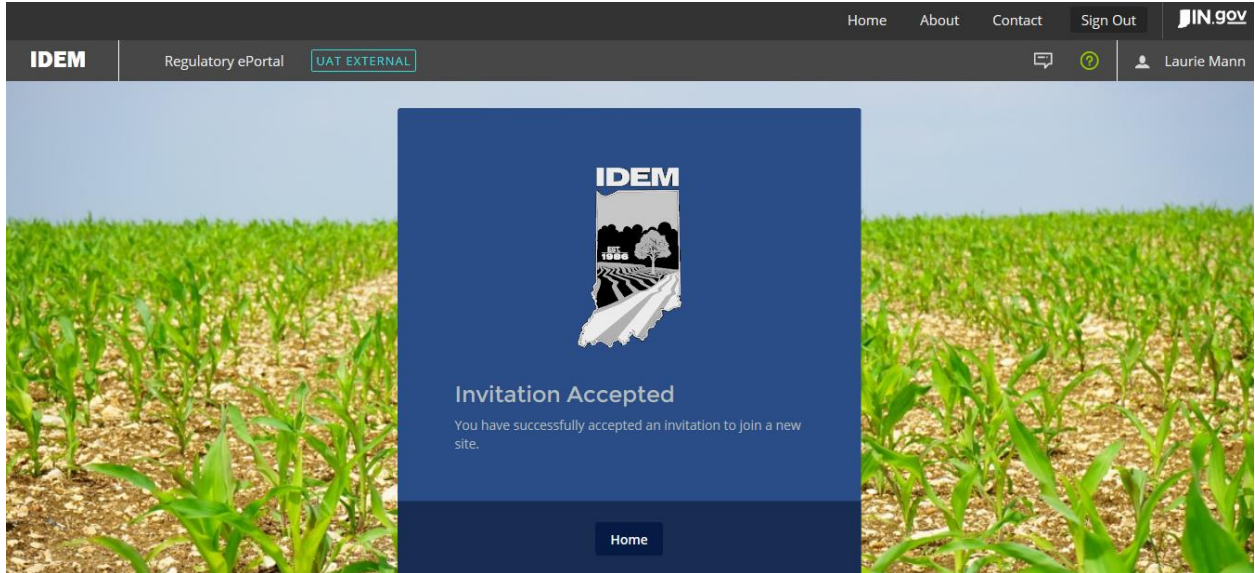
Thank you,

Indiana Department of Environmental Management (IDEM)

2. When the user clicks on the invitation link, an IDEM dialog box which states that the user has accepted the invitation to join a new site.

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3. If the user is a new user to the system, the user will refer to the New User's Guide for creating a new user account
4. If the user is an existing user in the system, the user will now have the ability to view the new Site in the Site search drop-down in the top left corner of the screen.