

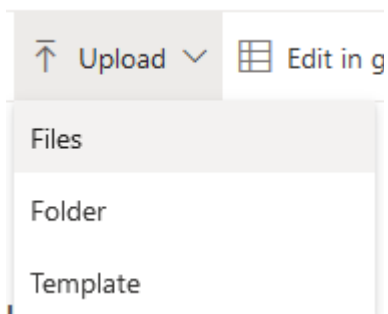
# Brownfields Program Electronic Submission (e-Submission) Folder External User Guide

## Accessing the Brownfields e-submissions folder the first time

1. Navigate to the Brownfields e-submission folder through the email confirming your access, entitled, "...shared the folder 'e-Submissions' with you."
  - a. If you don't see the email within 10 minutes of receiving confirmation that you have been granted access to the Brownfields e-Submission folder, please check your spam folder.
2. Within the email, please click the "Open" button (if you see a pop-up about a suspicious link, please select "Proceed").
  - a. **If your company uses Office365**, please log into Microsoft using the credentials associated with your email address (assuming you requested access using a work email address).
  - b. **If your company does not use Office365**, you will be redirected to a "Request Verification Code" webpage. Please click "Send Code".
3. You will then receive an auto-generated email from [noreply@sharepointonline.com](mailto:noreply@sharepointonline.com). Copy the code or take note of it – if you don't see this email, please check your spam folder.
  - a. Return to the "Enter Verification Code" webpage, type or paste the code, and click "Verify"
  - b. After verifying the code, you will be redirected to the Submissions folder where you may upload files. (Please do not upload folders, just files – you may select multiple for a single upload request.)
4. Please bookmark this webpage for future reference.

## Uploading documents to the Brownfields e-Submissions folder

5. Either click **Upload > Files** and browse your computer for the file(s) you'd like to submit,

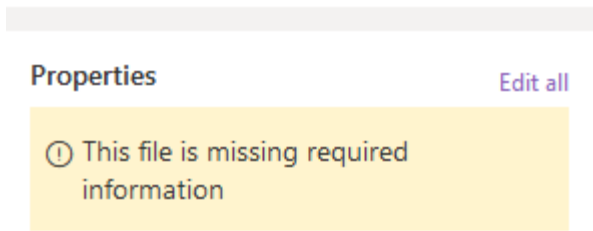


or drag and drop the file for submission into the area labeled "**Drag files here**"

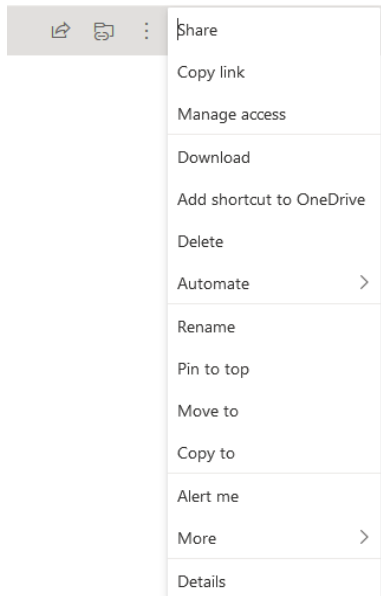


Drag files here

6. When the document has been uploaded, a menu will open on the right side of the window labeled “Properties”.



- a. If the menu on the right disappears, you can load it again by selecting the file, clicking the three vertical dots, and selecting “details” at the bottom of the menu that appears




7. At minimum, the following fields must be completed for each uploaded document:

- a. **Site Name**
- b. **Site City**
- c. **Site County**
- d. **Document Type** (Select 1 from the dropdown menu):
  - i. Application
  - ii. Application Supplemental Information
  - iii. Closure/Completion Report
  - iv. Correspondence
  - v. Deed/Legal Description/ERCs
  - vi. Monitoring Report
  - vii. Parcel Map/Maps
  - viii. Phase I
  - ix. Phase I Update
  - x. Phase II/Site Characterization Reports
  - xi. Photos
  - xii. Redevelopment Plans
  - xiii. Soil Management Plan/Operation Maintenance & Monitoring Plan
  - xiv. Work Plan

xv. Other

8. The following fields are optional, but will help route your document(s) and expedite the review process:
  - a. **Brownfield Project Manager** (Select 1 from the dropdown menu; default value is “unknown”)
  - b. **Site Number**
  - c. **Agency Interest (AI) ID**
9. Once all four required fields (and as many optional fields as you choose) are filled in, check the “Submit” box by clicking on it twice. Do not double click or it will open the document, click once to select the box, then again to check the box.

 Submit

10. SharePoint will automatically submit the document to the selected Brownfields Project Manager. If no Project Manager is selected, the document will be submitted to the Brownfields Section Chief.
11. You may now close your browser window. When the document has successfully been submitted, you will receive an email confirmation from [BROWNFIELDS@idem.IN.gov](mailto:BROWNFIELDS@idem.IN.gov). \*

\*If you do not receive an email confirmation that your document was successfully submitted after 10 minutes, make sure your document was not renamed after upload and that all the required fields were completed. Feel free to reach out with any questions you have about the submission process to the site’s Project Manager or the Brownfields Section Chief.