Login using your previously created username and password. If you have not created your login credentials, click the "create an account" and follow the steps to create an account.

These links will allow you to create an account or recover your username and/or password in the event you’ve already created an account and forgotten your login credentials.
You can manage your account by using these links.

The primary functions of the Admin are found here. The most used option is “Permit Lookup.” This option allows you to locate either a single permit or a listing of permits, so you can manage them.
A variety of parameters are available to assist you in locating the permit or list of permits you need to review. Feel free to use a combination of these parameters to narrow your search.

It is necessary to “check” the parameters you are interested in using.

The “city” should already be set to the city you are associated with.
Lookup Results:

You can sort results by any of the columns. To sort, simply click the column title.

Clicking on an individual permit number allows you to manage that specific permit.
Eventually, users who filed a permit in the system will need to terminate the permit. You can view and confirm the termination requests received by running the corresponding report.

Confirm terminations by clicking the button adjacent to the proper permit.
The Permit Details page provides additional information about the filed permit.
At the bottom of the page, you will have management options available.

The "Edit" button allows you to edit information associated with the filed permit.

"Terminate" allows you to confirm termination.

If needed, a new copy of the NOI document can be downloaded here.
To terminate a permit, the system requests that you fill out a couple simple fields.
The “edit” feature allows you to alter some of the permit information. Familiarize yourself with this page so that you understand what you can and cannot edit. If you have questions, feel free to contact the Division of Water Quality.
The edit page provides you with the ability to alter a high percentage of the permit information. Here are examples of a few more editable fields.