

## USER REGISTRATION AND MANAGEMENT

### How to Create a FACTS Login

To create FACTS account, you will need to follow the following steps:

- 1) Click on Register as a new user on the initial screen

DEQ FACTS Online Permitting v0.1 Home Tutorials

### Login

DEQ FACTS Online Application

Sign in with your local account or register.

User Name

Password

**Register as a new user**

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- 2) Enter your details

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### Register

DEQ FACTS Online Application

Email \*

Phone \*

First Name \*

Last Name \*

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## USER REGISTRATION AND MANAGEMENT

### 3) Click on Register

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### Register

DEQ FACTS Online Application

Email \* jane.doe@mt.gov

Phone \* 406-123-1234

First Name \* Jane

Last Name \* Doe

**Register**

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### 4) An email will be sent to you with link for next steps. *Please check your "Spam" folders as well.*

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### Register

DEQ FACTS Online Application

An email has been sent to jane.doe@mt.gov. This email contains a link you must click to verify your email address.  
Please note that the emailed link will expire after 60 minutes.

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## USER REGISTRATION AND MANAGEMENT

### 5) Complete Registration Processes for new user account

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### Complete Registration

DEQ FACTS Online Application

Final Step: Provide password and answers to 5 knowledge questions

User Name \*

Password \*

Confirm Password \*

Question #1 \*

Answer #1 \*

Question #2 \*

Answer #2 \*

Enter desired user name, password. As a part of security requirement, please select five questions and their unique answers

Question #3 \*

Answer #3 \*

Question #4 \*

Answer #4 \*

Question #5 \*

Answer #5 \*

Submit