

# *ePermit Instructions: Table of Contents*

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7. Search Attachments
8. Search Screen By Rule

# ePermit Instructions: Submitting a Permit Application

1. Click the **New Permit**
  - a. **New Permit** button is only for applying for a new coal permit.

The screenshot shows the 'ePermit' application interface. At the top, there's a header 'ePermit'. Below it, a section titled 'CURRENT PERMITS' contains several filter sections: 'PERMIT LOCATION' with checkboxes for 'DEQ' and 'Company' (selected), and a 'Clear Location' button; 'APPLICATION TYPE' with checkboxes for 'Permit', 'Amendment', 'Major Revision', 'Mid Permit Review' (all selected), 'Minor Revision', 'Renewal', and 'Transfer' (all unselected), and a 'Clear Types' button; and 'STATUS' with checkboxes for 'Acceptability Deficiency', 'Acceptability Review', 'Approved', 'Completeness Deficiency', 'Completeness Review', 'Concurrence' (all selected), and 'Denied', 'Draft' (selected), 'Pending Withdraw', 'Pending Decision', 'Superseded', and 'Withdrawn' (all unselected), and a 'Clear Status' button. Below these filters is an 'Additional Filter to Checkboxes By EITHER' section with a 'Permit ID' dropdown, an 'OR' label, a 'Site Name' text box, and a 'Clear' button. At the bottom of the filter section are two orange buttons: 'NEW PERMIT' and '+ ADD APPLICATION'. Below the filters is a table with the following data:

Site Name	Permit ID	Application Type	App #	Assigned To	Status	Status Date	Actions
<a href="#">Spring Creek Mine</a>	<a href="#">C1979012</a>	Amendments	<a href="#">AM5</a>	Company	Acceptability Deficiency	1/3/2019	
<a href="#">East Decker Coal Mine</a>	<a href="#">C1983007</a>	Amendments	<a href="#">AM2</a>	Company	Acceptability Deficiency	12/20/2019	
<a href="#">Rosebud Mine Area E</a>	<a href="#">C2011003F</a>	Mid Permit Review	<a href="#">MP2</a>	Company	Acceptability Review	8/11/2020	
<a href="#">Test Application</a>	<a href="#">C2020001</a>	Permit		Company	Draft	11/10/2020	X
<a href="#">Ashley's Okta TEST Permit</a>	<a href="#">C2022001</a>	Major Revisions	<a href="#">TR4</a>	Company	Draft	10/18/2023	X

An arrow points from the 'NEW PERMIT' button to the 'Ashley's Okta TEST Permit' row in the table.

2. New Permit Popup
  - a. In the **Site Name** text box, type site name you want for the permit.
    - a. Click **Save** to save the Site Name and the user will be brought to the Application Form/Verification screen.
    - b. Click **Cancel** to bring you back to the main screen and not save Site Name.

The screenshot shows a 'Add New Permit' popup window. It has a title bar with a close button. The main text says: 'To create a new permit enter the site name below. You will automatically be made Permit Coordinator for the new permit.' Below this text is a text input field labeled 'Site Name'. At the bottom right of the popup are two buttons: 'Save' and 'Cancel'.

3. Upload relevant documents/files in the appropriate sections using the left **Navigation Bar**. The Navigation Bar has the following Sections: Admin, Baseline, Operations, Reclamation, Other Permit Information, Map Summary, Performance Standards, Checklists, and Reports.
- a. On pages with Attachment (Document and Map) Section(s), the user can click **Choose File**, a dialog box will appear where you can add your document, once selected the file will populate the box. Click the **+Upload** button.

The screenshot shows a web application interface for 'Test Application - C2020001'. On the left is a 'Navigation Bar' with sections: Admin, Application Form / Verification (highlighted), Contact Information, Location, Surface & Mineral Ownership, Ownership & Control, Mine Site Information, Applicant Description of Interests, Non-Compliance, Violations & Cessations, Legal Right to Enter, Status of Private Mineral Surface Estate, Lands Unsuitable, Exemptions, Life of Mine / Estimated Mining Timetable, Insurance, Other Permits, Public Copy of Application, Proof of Publication, Bonding, Historic Mining, Baseline, Operations, Reclamation, Other Permit Information, Map Summary, Performance Standards, Checklists, and Reports. The main content area is titled 'APPLICATION FORM / VERIFICATION' and contains an 'ATTACHMENTS' section. This section has a table with columns: Name, Date Uploaded, User, and Delete. The table lists two files: 'APR Janaury 15 2021 (52).pdf' (uploaded 1/28/2021 by Ashley Eichhorn) and 'Testing Document.pdf' (uploaded 9/29/2021 by Ashley Eichhorn). Below the table is a 'Choose File' button and a 'No file chosen' status. Arrows from the instructions point to the 'Choose File' button, the 'X' delete icon, and the 'R' replace icon in the table.

Name	Date Uploaded	User	Delete
<a href="#">APR Janaury 15 2021 (52).pdf</a>	1/28/2021	Ashley Eichhorn	<span>X</span> <span>R</span>
<a href="#">Testing Document.pdf</a>	9/29/2021	Ashley Eichhorn	<span>X</span> <span>R</span>

- b. On files the user wants to delete then click the **"X"** icon
- c. On files the user wants to replace the file with a new file then click the **"R"** icon, a dialog box will appear where you can add your replacement document.

4. If you are uploading maps, you can either upload maps within the pages or in the map summary page. **NOTE:** *If you upload maps to the pages, they will copy to the map summary. But if you update maps in map summary, they will not update the pages and you will need to manually update them.*

- DWG files **MUST** be uploaded in the **MASTER CAD** section of the map summary page (1<sup>st</sup> section) **ONLY**. **DO NOT** upload dwg files in the **MAPS** section –that is only for pdf which display in the public portal.
- All official permit maps need to be converted to pdf and uploaded to the **MAPS** section. These maps will display in the public portal.

### Maps

#### MAPS OVERVIEW

Is there a Master CAD drawing for this permit that contains all the layers required by the department?

☐ Yes ☒ No

##### MASTER CAD (INTERNAL REVIEW ONLY)

Filter by:

Filename  User  Date

[Clear All](#)

Name	Date Uploaded	User
<a href="#">A1 Savage Mine Plan 2019-06 MR 65.dwg</a>	6/5/2019	Dicki Peterson
<a href="#">EX_C1 Post Mine Reveg 2018-05.dwg</a>	3/5/2019	Dicki Peterson

##### MAPS

Modify View Search

Name	Date Uploaded	User
<input checked="" type="checkbox"/> All Maps		
<input type="checkbox"/> <a href="#">A1 Savage Mine Plan 2017-03 MR 56.pdf</a>	4/11/2017	Dicki Peterson
<input type="checkbox"/> <a href="#">A1 Savage Mine Plan 2019-06 MR 65.pdf</a>	6/5/2019	Dicki Peterson
<input type="checkbox"/> <a href="#">B Savage PMT 2017-03 MR 56.dwg</a>	4/11/2017	Dicki Peterson
<input type="checkbox"/> <a href="#">B Savage PMT 2017-03 MR 56.pdf</a>	4/11/2017	Dicki Peterson
<input type="checkbox"/> <a href="#">B1 Savage Slope Histogram 2017-03 MR 56.dwg</a>	4/11/2017	Dicki Peterson

5. Adding a cover letter
- Under **Reports**, click **Correspondence**
  - Upload cover letter by clicking **Choose File**. **NOTE:** *Please DO NOT put cover letters in the Application Form/Verification screen as that is specially for permit application materials.*

### APPROVED CORRESPONDENCE

File Name	Type	Uploaded	Approved	Approved By								
<h4>COVER LETTERS</h4> <table border="1"> <thead> <tr> <th>Name</th> <th>Date Uploaded</th> <th>User</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td colspan="4"> <a href="#">Select a file to upload...</a>  <input type="button" value="Choose File"/> No file chosen </td> </tr> </tbody> </table>					Name	Date Uploaded	User	Delete	<a href="#">Select a file to upload...</a> <input type="button" value="Choose File"/> No file chosen			
Name	Date Uploaded	User	Delete									
<a href="#">Select a file to upload...</a> <input type="button" value="Choose File"/> No file chosen												

6. Submitting permit application

- a. Under **Checklists**, click **PreSubmittal Checklist**
- b. This checklist will display an **orange circle** with a “!” mark on all the pages that did not meet the requirements of the page (*NOTE: You can submit even if the application did not meet all required pages, but missing items will need to be addressed in a deficiency response*)
- c. A **black circle** with a checkmark will display when a page has met all requirements.
- d. At the bottom of the checklist, the user must click the checkbox that states, “I, the designated agent for the applicant, hereby acknowledge that all sensitive information has been removed, redacted, or password protected.” in order to enable the **Submit To DEQ** button.

✓	<a href="#">Facilities Reclamation Plan</a>
✓	<a href="#">Plan for the Protection of the Hydrologic Balance</a>
✓	<a href="#">Prime Farmland Special Application</a>
✓	<a href="#">Prospecting</a>
✓	<a href="#">Bonding, Insurance, Reporting, and Special Areas</a>
✓	<a href="#">Special Departmental Program and Procedures</a>
✓	<a href="#">Miscellaneous Provisions</a>
✓	<a href="#">Definitions</a>
✓	<a href="#">Format and Supplemental Information</a>
!	<a href="#">500's</a>
!	<a href="#">600's</a>
!	<a href="#">700's</a>
!	<a href="#">800's</a>

☐ I, the designated agent for the applicant, hereby acknowledge that all sensitive information has been removed, redacted, or password protected.

**SUBMIT TO DEQ**

- e. Click the **Submit To DEQ** button, this will submit the permit application

✓	<a href="#">Special Departmental Program and Procedures</a>
✓	<a href="#">Miscellaneous Provisions</a>
✓	<a href="#">Definitions</a>
✓	<a href="#">Format and Supplemental Information</a>
✓	<a href="#">500's</a>
✓	<a href="#">600's</a>
✓	<a href="#">700's</a>
✓	<a href="#">800's</a>

☒ I, the designated agent for the applicant, hereby acknowledge that all sensitive information has been removed, redacted, or password protected.

**SUBMIT TO DEQ**

## 7. Confirmation

- a. Once the revision application has been successfully submitted to DEQ, the user will be brought to the confirmation screen.

### DRAFT SUBMITTED

Your draft was successfully submitted to DEQ.

[View current permits](#)



# *ePermit Instructions: Submitting a Revision Application*

1. Click the **+ Add Application** button to create the type of revision application you need.
  - a. **+ Add New Application** button is only for the following revision applications:
    - i. Amendment
    - ii. Major Revision
    - iii. Minor Revision
    - iv. Renewal
    - v. Transfer

**ePermit**






**CURRENT PERMITS**

**PERMIT LOCATION**  
☐ DEQ  
☒ Company  
[Clear Location](#)

**APPLICATION TYPE**  
☒ Permit  
☒ Amendment  
☒ Major Revision  
☒ Mid Permit Review  
☐ Minor Revision  
☐ Renewal  
☐ Transfer  
[Clear Types](#)

**STATUS**  
☒ Acceptability Deficiency  
☒ Acceptability Review  
☒ Approved  
☒ Completeness Deficiency  
☒ Completeness Review  
☒ Concurrence  
☐ Denied  
☒ Draft  
☐ Pending Withdraw  
☐ Pending Decision  
☐ Superseded  
☐ Withdrawn  
[Clear Status](#)

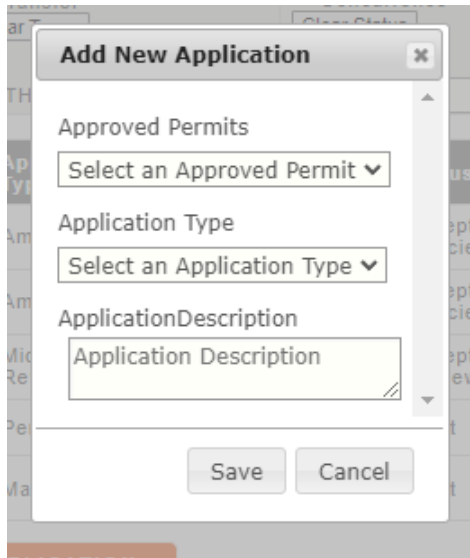
Additional Filter to Checkboxes By EITHER  OR  [Clear](#)

Site Name	Permit ID	Application Type	App #	Assigned To	Status	Status Date	Actions
<a href="#">Spring Creek Mine</a>	<a href="#">C1979012</a>	Amendments	<a href="#">AM5</a>	Company	Acceptability Deficiency	1/3/2019	
<a href="#">East Decker Coal Mine</a>	<a href="#">C1983007</a>	Amendments	<a href="#">AM2</a>	Company	Acceptability Deficiency	12/20/2019	
<a href="#">Rosebud Mine Area E</a>	<a href="#">C2011003F</a>	Mid Permit Review	<a href="#">MP2</a>	Company	Acceptability Review	8/11/2020	
<a href="#">Test Application</a>	<a href="#">C2020001</a>	Permit		Company	Draft	11/10/2020	
<a href="#">Ashley's Okta TEST Permit</a>	<a href="#">C2022001</a>	Major Revisions	<a href="#">TR4</a>	Company	Draft	10/18/2023	

[NEW PERMIT](#) [+ ADD APPLICATION](#)

2. Add **New Application** Popup

- a. Click the **Select an Approved Permit** dropdown field to select the permit you want to revise.
- b. Click the **Application Type** dropdown field to select the type of revision application you want to apply for
- c. In **Application Description** type the purpose of the revision application (*NOTE: the revision number is not needed as it is automatically assigned by the system*)
  - a. Click **Save** to save the selections/data and the user will be brought to the Application Form/Verification screen.
  - b. Click **Cancel** to bring you back to the main screen and not save any selection/data.



The image shows a screenshot of a web application interface. A modal window titled "Add New Application" is centered on the screen. It contains three input fields: "Approved Permits" with a dropdown menu showing "Select an Approved Permit", "Application Type" with a dropdown menu showing "Select an Application Type", and "ApplicationDescription" with a text area containing "Application Description". At the bottom of the modal are two buttons: "Save" and "Cancel". The background is a blurred view of the main application screen.



3. Upload, replace, or remove relevant documents/files in the appropriate sections based on the purpose of your revision application using the left **Navigation Bar**. The Navigation Bar has the following Sections: Admin, Baseline, Operations, Reclamation, Other Permit Information, Map Summary, Performance Standards, Checklists, and Reports.
- a. On pages with Attachment (Document and Map) Section(s), the user can click **Choose File**, a dialog box will appear where you can add your document, once selected the file will populate the box. Click the **+Upload** button.

The screenshot displays the 'Test Application - C2020001' interface. On the left is a 'Navigation Bar' with sections: Admin, Application Form / Verification (highlighted), Contact Information, Location, Surface & Mineral Ownership, Ownership & Control, Mine Site Information, Applicant Description of Interests, Non-Compliance, Violations & Cessations, Legal Right to Enter, Status of Private Mineral/Surface Estate, Lands Unsuitable, Exemptions, Life of Mine / Estimated Mining Timetable, Insurance, Other Permits, Public Copy of Application, Proof of Publication, Bonding, Historic Mining, Baseline, Operations, Reclamation, Other Permit Information, Map Summary, Performance Standards, Checklists, and Reports. The main content area is titled 'APPLICATION FORM / VERIFICATION' and contains an 'ATTACHMENTS' table.

Name	Date Uploaded	User	Delete
<a href="#">APR Janaury_15_2021 (52).pdf</a>	1/28/2021	Ashley Eichhorn	X R
<a href="#">Testing Document.pdf</a>	9/29/2021	Ashley Eichhorn	X R

Below the table, there is a 'Choose File' button and a link that says 'Select a file to upload...'. A 'No file chosen' message is also present.

- a. On files the user wants to delete then click the “X” icon
- b. On files the user wants to replace the file with a new file then click the “R” icon, a dialog box will appear where you can add your replacement document.

4. If you are updating maps, you can either upload maps within the pages or in the map summary page. *Note: If you upload maps to the pages, they will copy to the map summary. But if you update maps in map summary, they will not update the pages and you will need to manually update them.*

- DWG files **MUST** be uploaded in the **MASTER CAD** section of the map summary page (1<sup>st</sup> section) **ONLY**. **DO NOT** upload dwg files in the **MAPS** section –that is only for pdf which display in the public portal.
- All official permit maps need to be converted to pdf and uploaded to the **MAPS** section. These maps will display in the public portal.

### Maps

#### MAPS OVERVIEW

Is there a Master CAD drawing for this permit that contains all the layers required by the department?

☐ Yes ☒ No

##### MASTER CAD (INTERNAL REVIEW ONLY)

Filter by:

Filename  User  Date

[Clear All](#)

Name	Date Uploaded	User
<a href="#">A1 Savage Mine Plan 2019-06 MR 65.dwg</a>	6/5/2019	Dicki Peterson
<a href="#">EX_C1 Post Mine Reveg 2018-05.dwg</a>	3/5/2019	Dicki Peterson

#### MAPS

Modify View Search

Name	Date Uploaded	User
<input checked="" type="checkbox"/> All Maps		
<input type="checkbox"/> <a href="#">A1 Savage Mine Plan 2017-03 MR 56.pdf</a>	4/11/2017	Dicki Peterson
<input type="checkbox"/> <a href="#">A1 Savage Mine Plan 2019-06 MR 65.pdf</a>	6/5/2019	Dicki Peterson
<input type="checkbox"/> <a href="#">B Savage PMT 2017-03 MR 56.dwg</a>	4/11/2017	Dicki Peterson
<input type="checkbox"/> <a href="#">B Savage PMT 2017-03 MR 56.pdf</a>	4/11/2017	Dicki Peterson
<input type="checkbox"/> <a href="#">B1 Savage Slope Histogram 2017-03 MR 56.dwg</a>	4/11/2017	Dicki Peterson

## 5. Permit Changes Checklist

- Under **Checklist**, click **Permit Changes**
- This checklist will display an **orange circle** with a “!” mark on all the pages you changed for this revision application.
- A **black circle** with a checkmark will display when a page has not been changed.

Admin  
Baseline  
Operations  
Reclamation  
Other Permit Information  
Map Summary  
Performance Standards  
Checklists  
Pre-Submittal Checklist  
**Permit Changes**  
Reports

### Ashley's Okta TEST Permit - C2022001 - MR6

#### PERMIT CHANGES

The checklist below shows which pages in the ePermit have been changed from the currently approved permit.

Status	Page
✓	<a href="#">Application Form / Verification</a>
✓	<a href="#">Contact Information</a>
!	<a href="#">Location</a>
✓	<a href="#">Surface &amp; Mineral Ownership</a>
✓	<a href="#">Ownership &amp; Control</a>
✓	<a href="#">Mine Site Information</a>
✓	<a href="#">Applicant Description of Interests</a>
✓	<a href="#">Non-Compliance</a>
✓	<a href="#">Violations &amp; Cessations</a>
✓	<a href="#">Legal Right to Enter</a>
✓	<a href="#">Status of Private Mineral/Surface Estate</a>
✓	<a href="#">Lands Unsuitable</a>
✓	<a href="#">Exemptions</a>
✓	<a href="#">Life of Mine / Estimated Mining Timetable</a>

6. Adding a cover letter

- a. Under **Reports**, click **Correspondence**
- b. Upload cover letter by clicking **Choose File**. *NOTE: Please DO NOT put cover letters in the Application Form/Verification screen as that is specially for permit application materials.*

**APPROVED CORRESPONDENCE**

File Name	Type	Uploaded	Approved	Approved By
-----------	------	----------	----------	-------------

**COVER LETTERS**

Name	Date Uploaded	User	Delete
------	---------------	------	--------

[Select a file to upload...](#)

**Choose File** No file chosen

7. Submitting a revision application

- a. Under **Checklists**, click **PreSubmittal Checklist**
- b. This checklist will display an **orange circle** with a “!” mark on all the pages that did not meet the requirements of the page (*NOTE: You can submit even if the application did not meet all required pages but missing items will need to be addressed in a deficiency response*)
- c. A **black circle** with a checkmark will display when a page has met all requirements.
- d. At the bottom of the checklist, the user must click the checkbox that states, “I, the designated agent for the applicant, hereby acknowledge that all sensitive information has been removed, redacted, or password protected.” in order to enable the **Submit To DEQ** button.

☒ [Facilities Reclamation Plan](#)

☒ [Plan for the Protection of the Hydrologic Balance](#)

☒ [Prime Farmland Special Application](#)

☒ [Prospecting](#)

☒ [Bonding, Insurance, Reporting, and Special Areas](#)

☒ [Special Departmental Program and Procedures](#)

☒ [Miscellaneous Provisions](#)

☒ [Definitions](#)

☒ [Format and Supplemental Information](#)

☒ [500's](#)

☒ [600's](#)

☒ [700's](#)

☒ [800's](#)

☐ I, the designated agent for the applicant, hereby acknowledge that all sensitive information has been removed, redacted, or password protected.

**SUBMIT TO DEQ**

- e. Click the **Submit To DEQ** button, this will submit the revision application

The screenshot shows a web form for submitting a revision application. On the left, there is a vertical checklist with eight items, each preceded by a checkmark icon. The items are: [Special Departmental Program and Procedures](#), [Miscellaneous Provisions](#), [Definitions](#), [Format and Supplemental Information](#), [500's](#), [600's](#), [700's](#), and [800's](#). Below the checklist, there is a checkbox that is checked, followed by the text: "I, the designated agent for the applicant, hereby acknowledge that all sensitive information has been removed, redacted, or password protected." At the bottom of the form is an orange button labeled "SUBMIT TO DEQ". A black arrow points from the instruction text above to the "SUBMIT TO DEQ" button.

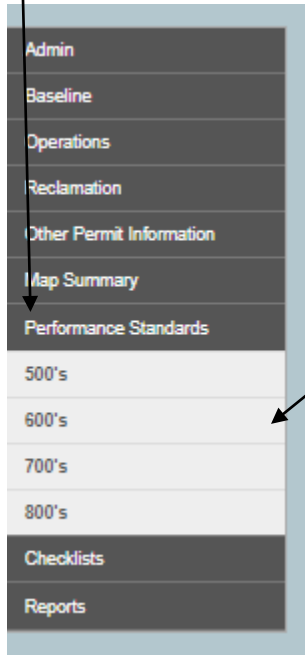
8. Confirmation

- a. Once the revision application has been successfully submitted to DEQ, the user will be brought to the confirmation screen.

The screenshot shows a confirmation screen with a light blue background. At the top, the title "Ashley's Okta TEST Permit - C2022001 - MR6" is displayed in bold. Below the title, there is a white rounded rectangle containing the text "DRAFT SUBMITTED" in bold. Underneath this, it says "Your draft was successfully submitted to DEQ." and provides a link [View current permits](#). To the right of the white box, there is a small dark grey circle with a white question mark icon.




















# *ePermit Instructions: Performance Standards*

1. Click the **Performance Standards** section header (*left navigation*)
  - a. Click **500's** or **600's** or **700's** or **800's** or **900's** (*900's is underground mining only*) to bring the user to the performance standard rule page they are wanting to update.



2. Click on the **accordion** to open the section of the rule you are wanting to update.
  - a. Each accordion will either show an **orange circle** with an exclamation mark or a **black circle** with a checkmark.
    - i. **Orange circle** with an exclamation mark means that the performance standard rule has either not been complied with or linked to a permit page to address the rule.
    - ii. **Black circle** with checkmark means the performance standard rule has either been complied with or linked to a permit page to address the rule.

### PERFORMANCE STANDARDS 700'S

	701 Removal of Soil	▶
	702 Redistribution and Stockpiling of Soil	▶
	703 Substitution of Other Materials for Soil	▶
	711 Establishment of Vegetation	▶
	713 Timing of Seeding and Planting	▶
	714 Soil Stabilizing Practices	▶
	716 Method of Revegetation	▶
	717 Planting of Trees and Shrubs	▶
	718 Soil Amendments, Management Techniques, and Land Use Practices	▶
	721 Eradication of Rills and Gullies	▶
	723 Monitoring	▶
	724 Revegetation Success Criteria	▶
	725 Period of Responsibility	▶
	726 Vegetation Measurements	▶
	731 Analysis for Toxicity	▶
	751 Protection and Enhancement of Fish, Wildlife, and Related Environmental Values	▶
	761 Air Resources Protection	▶
	762 Postmining Land Use	▶
	764 Cropland Reclamation	▶

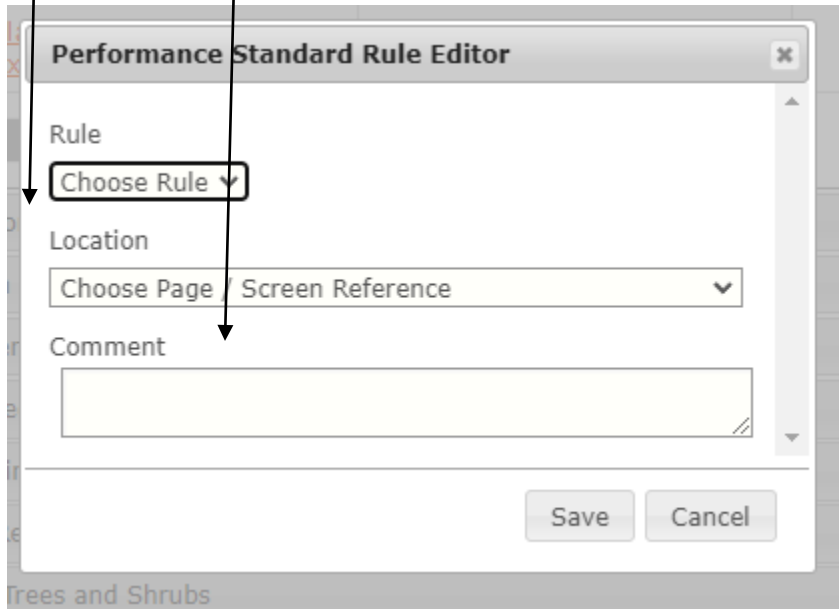
3. Click the **checkbox** to comply with the rule(s) of the section of the performance standards selected.
- a. When you click the checkbox the **orange circle** with the exclamation mark will change to a **black circle** with a checkmark. (See Step 2 for the definition of these two icons)

The screenshot shows a web interface titled "PERFORMANCE STANDARDS 700'S". It features a list of performance standards. The first standard, "701 Removal of Soil", is highlighted. Below it, there is a checkbox labeled "I agree to comply with the requirements of this section." and a table with the following headers: "Rule", "Location of Rule Complied with", "Comment", and "Edit / Delete". A button labeled "+ Add New Rule" is located below the table. The second standard, "702 Redistribution and Stockpiling of Soil", and the third standard, "703 Substitution of Other Materials for Soil", are also listed. The interface is designed to allow users to select compliance with specific performance standards and add new rules.

4. Click the **+ Add New Rule** button if you want to link a performance standard rule to a permit page. (NOTE: This is not required unless you are doing something different then the standard performance rule itself, then it must be addressed within the permit pages.)


This screenshot shows the same interface as the previous one, but with the "+ Add New Rule" button highlighted. The button is located below the table for the "701 Removal of Soil" standard. The checkbox "I agree to comply with the requirements of this section." is also visible. The table headers are "Rule", "Location of Rule Complied with", "Comment", and "Edit / Delete". The button is labeled "+ Add New Rule".

- a. Click **Choose Rule** dropdown field and select the rule that will be covered in a permit page.
- b. Click **Choose Page/Screen Reference** dropdown field and select the permit page that will house the performance standard rule selected in “a.” above.
- c. Type in the **Comment** text box if you want to add any special notes, this field is optional.
- d. Click the **Save** button and the selections will populate the table for the performance standard rule. Click the **Cancel** button if you don’t want to save your selections and the popup will be closed.



The image shows a 'Performance Standard Rule Editor' popup window. It has a title bar with a close button. Inside, there are three main fields: 'Rule' with a 'Choose Rule' dropdown, 'Location' with a 'Choose Page / Screen Reference' dropdown, and 'Comment' with a text area. At the bottom are 'Save' and 'Cancel' buttons. Two arrows from the instructions point to the 'Choose Rule' and 'Choose Page / Screen Reference' dropdowns. The background shows a table with a row for 'Trees and Shrubs'.

5. Click the **screen name** link and the user will be automatically brought to the page that complies with the performance standard rule.
  - a. The user can edit the rule information by clicking the **pencil** icon and the Performance Standard Rule Editor popup will appear. See Step 4 for instructions on this popup.
  - b. The user can delete the information by clicking the “**X**” icon and the row will be deleted.



The image shows a table with the following structure:

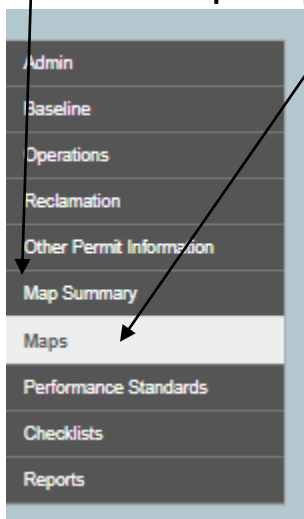
Rule	Location of Rule Complied with	Comment	Edit / Delete
701(3)	<a href="#">Plans for Disposal of Excess Spoil</a>		 

Below the table is a button labeled '+ Add New Rule'. Above the table, there is a checkbox labeled 'I agree to comply with the requirements of this section.' which is checked. At the top left, there is a dropdown menu showing '701 Removal of Soil'.



# *ePermit Instructions: Adding Map Layers*

1. Click the **Map Summary** section header (*left navigation*)
  - a. Click **Maps** to open the Maps Overview screen.



2. Under the **Maps** section, ensure the **Modify** tab is selected.

A screenshot of a web application interface titled 'MAPS'. Below the title is a tabbed interface with three tabs: 'Modify', 'View', and 'Search'. The 'Modify' tab is selected and highlighted. Below the tabs is a table with four columns: 'Name', 'Date Uploaded', 'User', and 'Delete'. The table contains five rows of data. The first row is 'All Maps' with a checked checkbox. The subsequent four rows are individual map files, each with an unchecked checkbox, a filename, a date, a user name, and delete/edit icons. At the bottom right, there is a link 'Select a file to upload...' and a file upload button labeled 'Choose File' with the text 'No file chosen'.

	Name	Date Uploaded	User	Delete
<input checked="" type="checkbox"/>	All Maps			
<input type="checkbox"/>	<a href="#">Map Test Page.pdf</a>	5/20/2022	Ashley Eichhorn	x R
<input type="checkbox"/>	<a href="#">Map Test Page.pdf</a>	5/17/2022	Ashley Eichhorn	x R
<input type="checkbox"/>	<a href="#">Map Test Page.pdf</a>	5/17/2022	Ashley Eichhorn	x R
<input type="checkbox"/>	<a href="#">Testing Document.pdf</a>	5/17/2022	Ashley Eichhorn	x R

Select a file to upload...

Choose File No file chosen

3. Click the **checkbox** for the map you want to add layers to in the modify map table.
  - a. Once a map is select the map layers will show enabled checkbox(es) of layer(s) already “added” (*NOTE: if a checkbox isn’t enabled then that map does not currently have that layer*)
  - b. Click on the **checkbox** you want to add a layer to for the map you have selected.
    - i. Once the checkbox is enabled a blue bar on the bottom will appear that states “The map layer was updated”, and the checkbox will be enabled.
    - ii. Keep repeating step 3. b. i. until all the layer(s) you want for the map selected have enabled checkmark(s).

MAPS

Modify

View

Search

	Name	Date Uploaded	User	Delete
<input type="checkbox"/>	All Maps			
<input checked="" type="checkbox"/>	<a href="#">Map Test Page.pdf</a>	5/20/2022	Ashley Eichhorn	x R
<input type="checkbox"/>	<a href="#">Map Test Page.pdf</a>	5/17/2022	Ashley Eichhorn	x R
<input type="checkbox"/>	<a href="#">Map Test Page.pdf</a>	5/17/2022	Ashley Eichhorn	x R
<input type="checkbox"/>	<a href="#">Testing Document.pdf</a>	5/17/2022	Ashley Eichhorn	x R

Select a file to upload...

Choose File

No file chosen

Map Layers for [Map Test Page.pdf](#)

Select layers below that are satisfied by the map selected above.

☒ Adjacent Landowners  
☒ Adjacent Permits  
☐ Aerial Imagery  
☐ Affected Land  
☐ Agricultural Land Use  
☐ Air Pollution Control Facilities  
☐ Air Quality Monitoring Stations  
☐ Alluvial Valley Floors  
☐ Alternative Water Supplies  
☐ Aquifers

☐ Impoundments  
☐ Infrared Aerial Imagery  
☐ Interburden Isopach  
☐ Intermittent Streams  
☐ Irrigation Ditches  
☐ Isopach Layers  
☐ Lakes  
☐ Landfarms  
☐ Lands Designated Unsuitable  
☐ Local and Regional Terrance Levels

☐ Reservoirs  
☒ Roads  
☐ Scenic Sites  
☐ Sealed Bore Holes  
☐ Sealed Mine Openings  
☐ Sealed Wells  
☐ Sediment Ponds  
☐ Sedimentation Ponds  
☐ Soil Mapping Units  
☐ Soil Sample Locations & Depths

# *ePermit Instructions: Responding to a Deficiency*

1. On the Current Permits screen, click the link of the application that needs to be responded to. **NOTE: The Assigned To should state Company and the Status should either be Completeness Deficiency or Acceptability Deficiency**

**ePermit**

**CURRENT PERMITS**

**PERMIT LOCATION**

☐ DEQ  
☒ Company  
[Clear Location](#)

**APPLICATION TYPE**

☒ Permit  
☒ Amendment  
☒ Major Revision  
☒ Mid Permit Review  
☐ Minor Revision  
☐ Renewal  
☐ Transfer  
[Clear Types](#)

**STATUS**

☒ Acceptability Deficiency  
☒ Acceptability Review  
☒ Approved  
☒ Completeness Deficiency  
☒ Completeness Review  
☒ Concurrence  
[Clear Status](#)

☐ Denied  
☒ Draft  
☐ Pending Withdraw  
☐ Pending Decision  
☐ Superseded  
☐ Withdrawn

Additional Filter to Checkboxes By EITHER  OR  [Clear](#)

Site Name	Permit ID	Application Type	App #	Assigned To	Status	Status Date	Actions
<a href="#">Spring Creek Mine</a>	<a href="#">C1979012</a>	Amendments	<a href="#">AM5</a>	Company	Acceptability Deficiency	1/3/2019	
<a href="#">East Decker Coal Mine</a>	<a href="#">C1983007</a>	Amendments	<a href="#">AM2</a>	Company	Acceptability Deficiency	12/20/2019	
<a href="#">Rosebud Mine Area E</a>	<a href="#">C2011003F</a>	Mid Permit Review	<a href="#">MP2</a>	Company	Acceptability Review	8/11/2020	
<a href="#">Test Application</a>	<a href="#">C2020001</a>	Permit		Company	Draft	11/10/2020	X
<a href="#">Ashley's Okta TEST Permit</a>	<a href="#">C2022001</a>	Major Revisions	<a href="#">TR4</a>	Company	Draft	10/18/2023	X

[NEW PERMIT](#) [+ ADD APPLICATION](#)

2. Review Deficiency Letter from DEQ
  - a. Under **Reports**, click **Correspondence**.
  - b. Click on the **File Name** link to download and review.

**Ashley's Okta TEST Permit - C2022001 - MR6**

**APPROVED CORRESPONDENCE**

File Name	Type	Uploaded	Approved	Approved By
<a href="#">Testing Document.pdf</a>	AcceptabilityDeficiency	10/31/2023	10/31/2023	Ashley Eichhorn

3. Upload, replace, or remove relevant documents/files based on the deficiency in the appropriate sections using the left **Navigation Bar**. The Navigation Bar has the following Sections: Admin, Baseline, Operations, Reclamation, Other Permit Information, Map Summary, Performance Standards, Checklists, and Reports.

- a. On pages with Attachment (Document and Map) Section(s), the user can click **Choose File**, a dialog box will appear where you can add your document, once selected the file will populate the box. Click the **+Upload** button.

The screenshot shows a web application interface for 'Test Application - C2020001'. On the left is a 'Navigation Bar' with sections: Admin, Application Form / Verification (highlighted), Contact Information, Location, Surface & Mineral Ownership, Ownership & Control, Mine Site Information, Applicant Description of Interests, Non-Compliance, Violations & Cessations, Legal Right to Enter, Status of Private Mineral/Surface Estate, Lands Unsuitable, Exemptions, Life of Mine / Estimated Mining Timetable, Insurance, Other Permits, Public Copy of Application, Proof of Publication, Bonding, Historic Mining, Baseline, Operations, Reclamation, Other Permit Information, Map Summary, Performance Standards, Checklists, and Reports. The main content area is titled 'APPLICATION FORM / VERIFICATION' and contains an 'ATTACHMENTS' section. This section has a table with columns: Name, Date Uploaded, User, and Delete. The table lists two files: 'APR January 15 2021 (52).pdf' (uploaded 1/28/2021 by Ashley Eichhorn) and 'Testing Document.pdf' (uploaded 9/29/2021 by Ashley Eichhorn). Below the table is a 'Choose File' button and a 'No file chosen' status. Arrows from the instructions point to the 'Choose File' button, the 'X' delete icon, and the 'R' replace icon in the table.

Name	Date Uploaded	User	Delete
<a href="#">APR January 15 2021 (52).pdf</a>	1/28/2021	Ashley Eichhorn	<a href="#">x</a> <a href="#">R</a>
<a href="#">Testing Document.pdf</a>	9/29/2021	Ashley Eichhorn	<a href="#">x</a> <a href="#">R</a>

[Select a file to upload...](#)  
 No file chosen

- b. On files the user wants to delete then click the **"X"** icon
- c. On files the user wants to replace the file with a new file then click the **"R"** icon, a dialog box will appear where you can add your replacement document.

4. If you are updating maps, you can either upload maps within the pages or in the map summary page. *Note: If you upload maps to the pages, they will copy to the map summary. But if you update maps in map summary, they will not update the pages and you will need to manually update them.*

- DWG files MUST be uploaded in the **MASTER CAD** section of the map summary page (1<sup>st</sup> section) ONLY. DO NOT upload dwg files in the **MAPS** section –that is only for pdf which display in the public portal.
- All official permit maps need to be converted to pdf and uploaded to the **MAPS** section. These maps will display in the public portal.

### Maps

#### MAPS OVERVIEW

Is there a Master CAD drawing for this permit that contains all the layers required by the department?

☐ Yes ☒ No

#### MASTER CAD (INTERNAL REVIEW ONLY)

Filter by:

Filename  User  Date

[Clear All](#)

Name	Date Uploaded	User
<a href="#">A1 Savage Mine Plan 2019-06 MR 65.dwg</a>	6/5/2019	Dicki Peterson
<a href="#">EX C1 Post Mine Reveg 2018-05.dwg</a>	3/5/2019	Dicki Peterson

#### MAPS

Modify View Search

Name	Date Uploaded	User
<input checked="" type="checkbox"/> All Maps		
<input type="checkbox"/> <a href="#">A1 Savage Mine Plan 2017-03 MR 56.pdf</a>	4/11/2017	Dicki Peterson
<input type="checkbox"/> <a href="#">A1 Savage Mine Plan 2019-06 MR 65.pdf</a>	6/5/2019	Dicki Peterson
<input type="checkbox"/> <a href="#">B Savage PMT 2017-03 MR 56.dwg</a>	4/11/2017	Dicki Peterson
<input type="checkbox"/> <a href="#">B Savage PMT 2017-03 MR 56.pdf</a>	4/11/2017	Dicki Peterson
<input type="checkbox"/> <a href="#">B1 Savage Slope Histogram 2017-03 MR 56.dwg</a>	4/11/2017	Dicki Peterson

5. Completeness or Acceptability Checklist

- a. Under **Checklist**, click **Completeness** or **Acceptability** (either one will show based on the where the application is in the process)
- b. A **black circle** with a checkmark will display when a rule has no deficiency.
- c. **Half-empty circle** means there is a deficiency without a company response.
- d. Within the checklist use the **Open/Close** button to open the section to get to the sub-section rules and where the user can add the **Company Response**.
  - i. Within the text box you can add your company response or click the **Add text – See cover letter** and that will add the text “See cover letter” to the text box.

The screenshot shows the 'ACCEPTABILITY CHECKLIST' interface. At the top right, there is a 'Filter By:' dropdown menu set to 'All'. Below this is a table with columns: Status, Rule, Description, Reviewer Name, and Open / Close. The table lists several rules, including 'DEFINITIONS', 'FORMAT, DATA COLLECTION, AND SUPPLEMENTAL INFORMATION', and 'Legal, Financial, Compliance, and Related Information'. The 'Legal, Financial, Compliance, and Related Information' rule is expanded, showing sub-rules 303(1)(a) and 303(1)(b). Rule 303(1)(b) is highlighted with a half-empty circle status. Below the table, there is a section for 'FINAL DEFICIENCY' with a 'Final Test' input field. Below that is a 'COMPANY RESPONSE' section with a text box and a 'SAVE' button. A button labeled 'Add text - See cover letter' is also present in the 'COMPANY RESPONSE' section. Annotations with arrows point to specific elements: one arrow points to the status icon of rule 17.24.301, another points to the 'Open / Close' button for rule 17.24.303, and a third points to the 'Add text - See cover letter' button.

Status	Rule	Description	Reviewer Name	Open / Close
✓	17.24.301	DEFINITIONS		+
✓	17.24.302	FORMAT, DATA COLLECTION, AND SUPPLEMENTAL INFORMATION		+
⬤	17.24.303	Legal, Financial, Compliance, and Related Information		-
✓	303(1)(a)	the name, permanent and temporary post office add... more		
⬤	303(1)(b)	the location and area of land to be affected by t... more		

Rule: the location and area of land to be affected by the operation, with a description of access to the area from the nearest public highway;

**FINAL DEFICIENCY**

Final Test

**COMPANY RESPONSE**

Add text - See cover letter

SAVE

- e. Click the **Save** button to save the response and when the save is successful the half-empty circle changes to an “!” mark, which means there is a company response to the deficiency.

## ACCEPTABILITY CHECKLIST

Filter By: All

Status ▾	Rule ▾	Description ▾	Reviewer Name ▾	Open / Close
✓	17.24.301	DEFINITIONS		+
✓	17.24.302	FORMAT, DATA COLLECTION, AND SUPPLEMENTAL INFORMATION		+
!	17.24.303	Legal, Financial, Compliance, and Related Information		-
✓ ▾	303(1)(a)	the name, permanent and temporary post office add... more		
! ▲	303(1)(b)	the location and area of land to be affected by t... more		

Rule: the location and area of land to be affected by the operation, with a description of access to the area from the nearest public highway;

### FINAL DEFICIENCY

Final Test

### COMPANY RESPONSE

Add text - See cover letter

See cover letter

SAVE

6. Uploading deficiency response letter

- a. When the Completeness or Acceptability checklist has no half-empty circles, then a **Finalize Response** section will appear at the end of the checklist.
- b. If the user clicks the **Download Deficiency Response Letter** a template is downloaded with DEQ's information in the address section and the final deficiency will populate as well as the company response to that deficiency. *NOTE: The user doesn't have to use the template.*
- c. Upload Response to Deficiency Letter by clicking **Choose File**, a dialog box will appear where you can add your letter, once selected the file will populate the box. Click the **+Upload** button.



**FINALIZE RESPONSE**

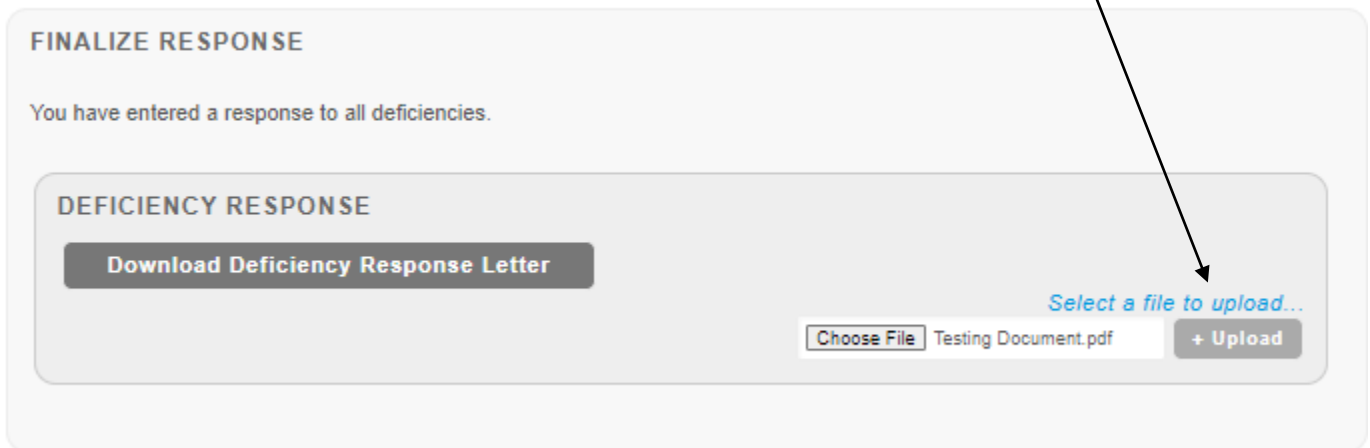
You have entered a response to all deficiencies.

**DEFICIENCY RESPONSE**

**Download Deficiency Response Letter**

Select a file to upload...

Choose File No file chosen



**FINALIZE RESPONSE**

You have entered a response to all deficiencies.

**DEFICIENCY RESPONSE**

**Download Deficiency Response Letter**

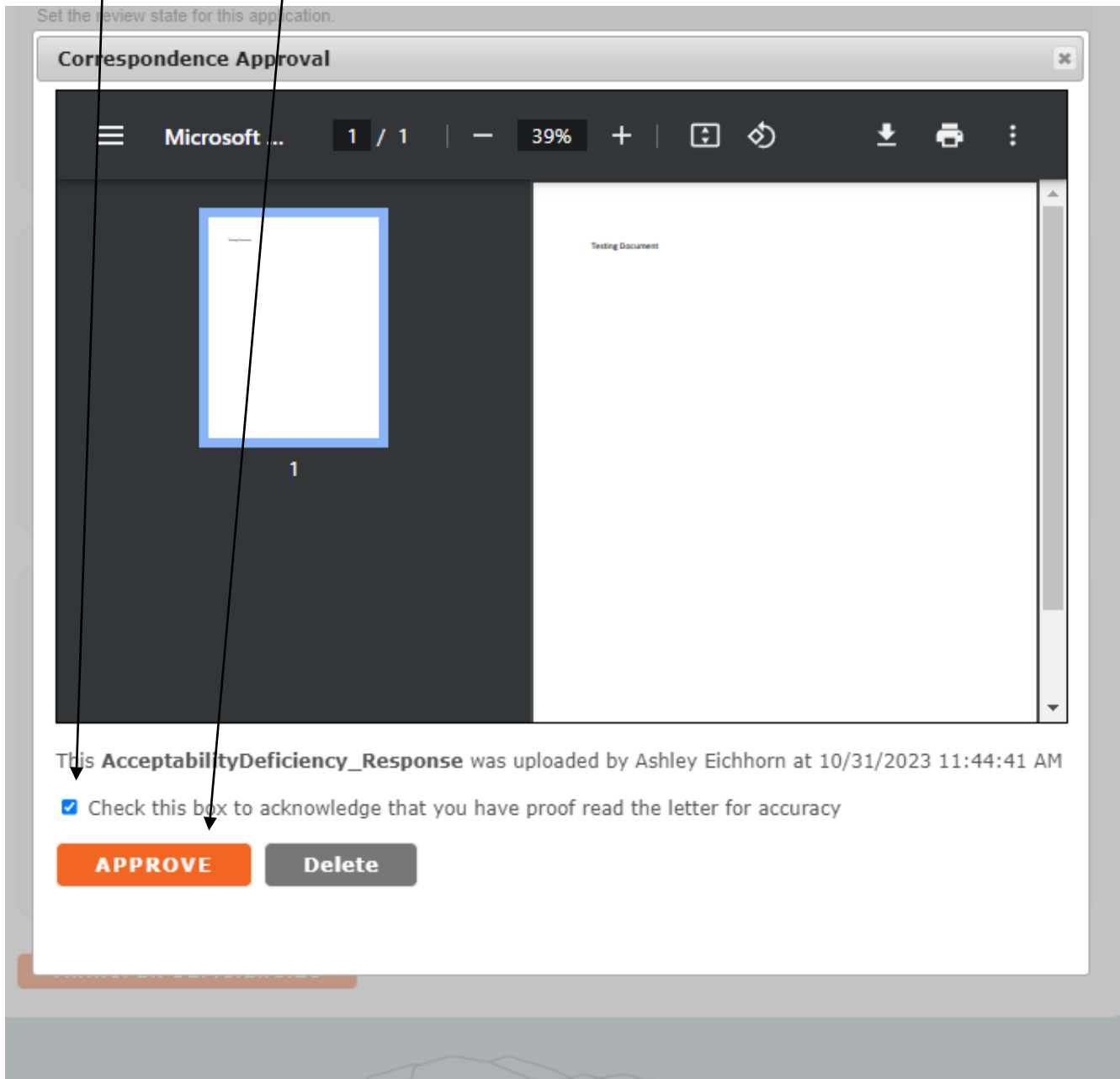
Select a file to upload...

Choose File Testing Document.pdf + Upload



7. Response Letter Uploaded

- a. The **Correspondence Approval** popup appears.
- b. Verify the correct letter was uploaded. *(if it is incorrect, then click the **Delete** button and start back over at step 6)*
- c. Click on the checkbox for **Check this box to acknowledge that you have proof read the letter for accuracy**
- d. Once the check box is enabled, then the **APPROVE** button will be enabled.
- e. Click the **APPROVE** Button *(if response letter was correct)*. Once the approve button is clicked the company response letter is submitted to DEQ.



8. Confirmation

- a. Once the company response has been successfully submitted to DEQ, the user will be brought to the confirmation screen.

## Ashley's Okta TEST Permit - C2022001 - MR6

### CORRESPONDENCE CONFIRMATION

Your response has been successfully sent to MT DEQ for review

Click [here](#) to view your correspondence letters.

Click [here](#) to return to the ePermit main screen



# ePermit Instructions: Upload Concurrency Response Letter

1. Click the **Site Name** or **Permit ID** link to open an application that needs a concurrence response. You can tell if you need a concurrence response by:
  - a. The status must display **Concurrency**
  - b. Permit Location need to be **Company**

**ePermit**

**CURRENT PERMITS**

**PERMIT LOCATION**

☐ DEQ  
☒ Company  
[Clear Location](#)

**APPLICATION TYPE**





☒ Permit  
☒ Amendment  
☒ Major Revision  
☒ Mid Permit Review  
☒ Minor Revision  
☒ Renewal  
☒ Transfer  
[Clear Types](#)

**STATUS**

☐ Acceptability Deficiency  
☐ Acceptability Review  
☐ Approved  
☐ Completeness Deficiency  
☐ Completeness Review  
☒ Concurrency  
[Clear Status](#)

☐ Denied  
☐ Draft  
☐ Pending Withdraw  
☐ Pending Decision  
☐ Superseded  
☐ Withdrawn

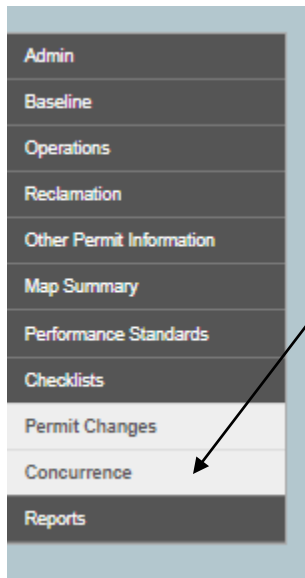
Additional Filter to Checkboxes By EITHER  OR  [Clear](#)

Site Name	Permit ID	Application Type	App #	Assigned To	Status	Status Date	Actions
<a href="#">Spring Creek Mine</a>	<a href="#">C1979012</a>	Minor Revisions	<a href="#">MR248</a>	Company	Concurrency	3/9/2020	
<a href="#">East Decker Coal Mine</a>	<a href="#">C1983007</a>	Minor Revisions	<a href="#">MR98</a>	Company	Concurrency	10/31/2019	
<a href="#">Spring Creek Mine</a>	<a href="#">C1979012</a>	Minor Revisions	<a href="#">MR255</a>	Company	Concurrency	10/19/2022	
<a href="#">Ashley's Okta TEST Permit</a>	<a href="#">C2022001</a>	Minor Revisions	<a href="#">MR3</a>	Company	Concurrency	2/28/2023	

[NEW PERMIT](#) [+ ADD APPLICATION](#) [+ ADD MID PERMIT REVIEW](#)

## 2. Concurrency Checklist

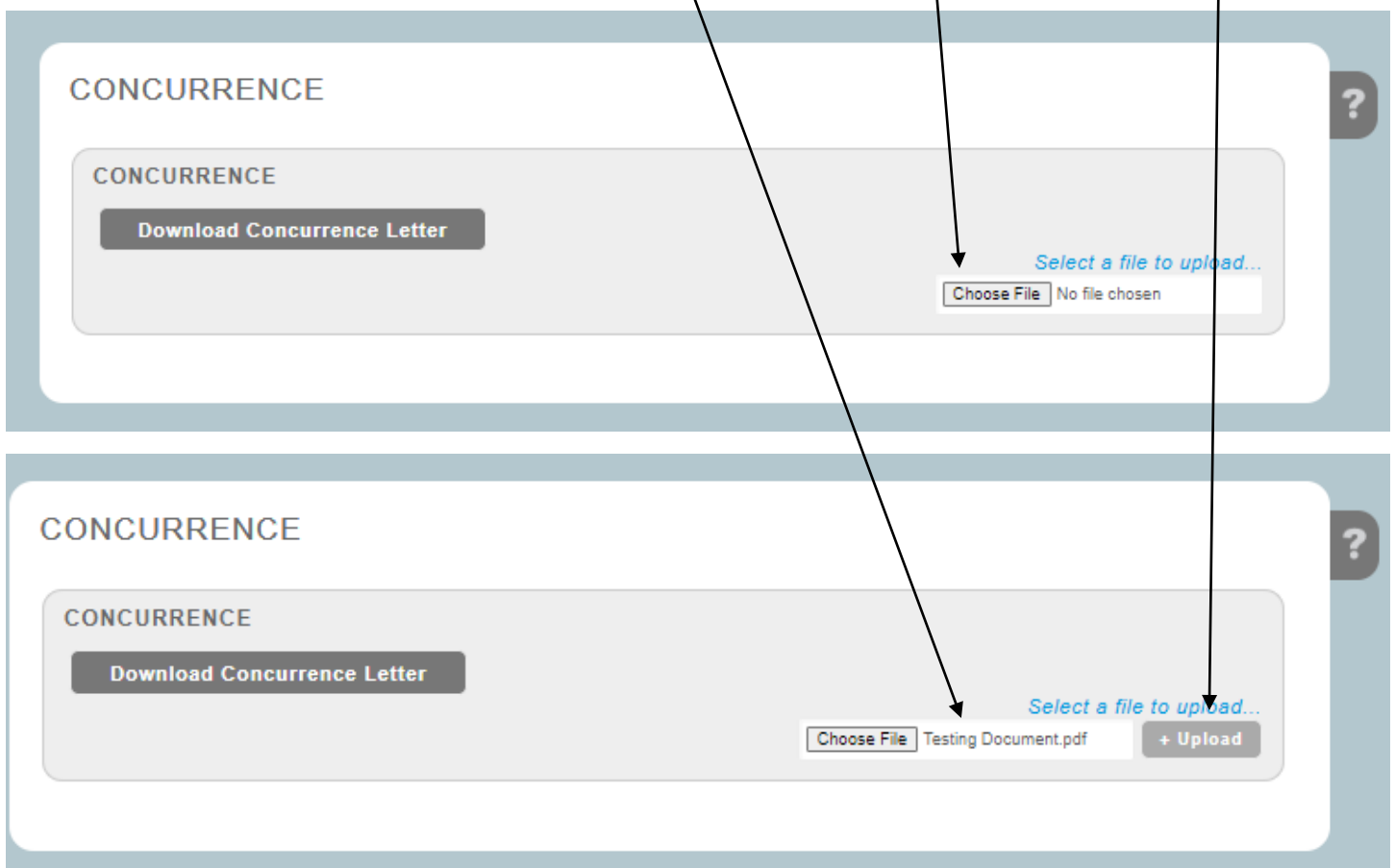
- a. Under **Checklist**, click **Concurrency**



## 3. Upload OSMRE Concurrency Letter – Applies to Absaloka Permit ONLY

*NOTE: if not Absaloka Permit-go to step 4*

- a. Upload the OSMRE Concurrency Letter by clicking **Choose File**, a dialog box will appear where you can add your letter, once selected the file will populate the box. Click the **+Upload** button.



4. Uploading Concurrence Response Letter – Anything other than OSMRE Concurrence Letter
- If the user clicks the **Download Concurrence Letter** a template is downloaded with DEQ's information in the address section *NOTE: The user doesn't have to use the template.*
  - Upload Concurrence Letter by clicking **Choose File**, a dialog box will appear where you can add your letter, once selected the file will populate the box. Click the **+Upload** button.

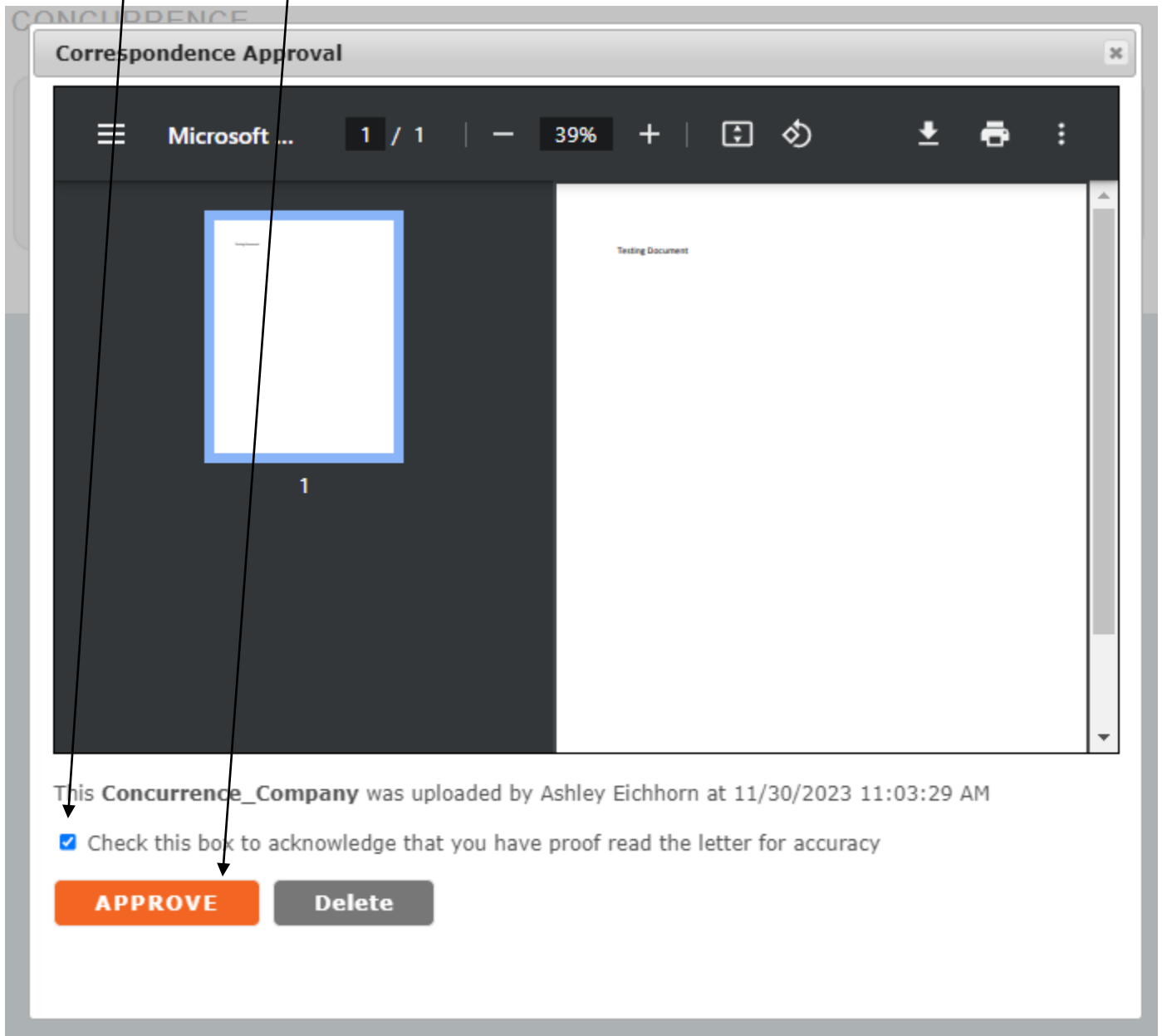
The image displays two screenshots of a web application interface, illustrating the steps for uploading a concurrence response letter. Both screenshots feature a header labeled "CONCURRENCE" and a sub-header "CONCURRENCE".

The top screenshot shows the initial state where the "Download Concurrence Letter" button is highlighted. To the right, there is a text input field with the placeholder "Select a file to upload..." and a "Choose File" button. The text "No file chosen" is visible next to the button.

The bottom screenshot shows the state after a file has been selected. The "Choose File" button is now disabled, and the text "Testing Document.pdf" appears in the input field. A "+ Upload" button is now visible to the right of the input field. Arrows from the text in the instructions point to these specific UI elements: the "Download Concurrence Letter" button, the "Choose File" button, and the "+ Upload" button.

5. Concurrence Letter Uploaded

- a. The **Correspondence Approval** popup appears.
- b. Verify the correct letter was uploaded. *(if it is incorrect, then click the **Delete** button and start back over at step 3 or 4 depending on if OSMRE concurrence letter or not)*
- c. Click on the checkbox for **Check this box to acknowledge that you have proof read the letter for accuracy**
- d. Once the check box is enabled, then the **APPROVE** button will be enabled.
- e. Click the **APPROVE** Button *(if concurrence letter was correct)*. Once the approve button is clicked the concurrence letter is submitted to DEQ.



6. Confirmation

- a. Once the concurrence letter has been successfully submitted to DEQ, the user will be brought to the confirmation screen.

## Ashley's Okta TEST Permit - C2022001 - MR6

### CORRESPONDENCE CONFIRMATION

Your response has been successfully sent to MT DEQ for review

Click [here](#) to view your correspondence letters.

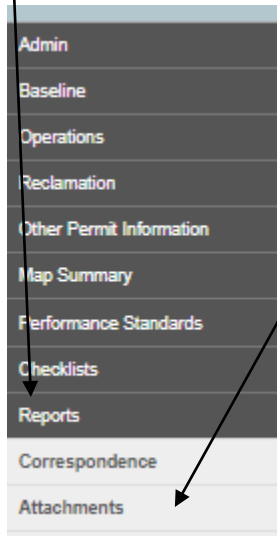
Click [here](#) to return to the ePermit main screen



## *ePermit Instructions: Search Attachments*

### 1. Search Attachments within Permit/Application

#### a. Under **Reports**, click **Attachments**



### 2. Permit Attachments screen table shows all attachments contained in the permit/application selected.

### PERMIT ATTACHMENTS

Filter by:

Filename

Rule

Date

☐ ★

Section

Clear All

<a href="#">17-24-519 Monitoring For Settlement.pdf</a>	<a href="#">Reclamation Plan</a>	17.24.313	11/20/2018	▲
<a href="#">17-24-520 Thick Overburden and Disposal of Excess Spoil.pdf</a>	<a href="#">Plans for Disposal of Excess Spoil</a>	17.24.320	11/19/2018	
<a href="#">17-24-521 Temporary Cessation.pdf</a>	<a href="#">Operations Plan</a>	17.24.308	11/19/2018	
<a href="#">17-24-522 Permanent Cessation of Operations.pdf</a>	<a href="#">Operations Plan</a>	17.24.308	11/19/2018	
<a href="#">17-24-523 Coal Fires and Coal Conservation.pdf</a>	<a href="#">Coal Conservation Plan</a>	17.24.322	11/19/2018	
<a href="#">17-24-524 Signs and Markers.pdf</a>	<a href="#">Operations Plan</a>	17.24.308	11/19/2018	
<a href="#">17-24-601 Road and Railroad Loop Construction.pdf</a>	<a href="#">Transportation Facilities Plan</a>	17.24.321	11/19/2018	
<a href="#">17-24-602 Location of Roads and Railroad Loops.pdf</a>	<a href="#">Transportation Facilities Plan</a>	17.24.321	11/19/2018	
<a href="#">17-24-603 Road and Railroad Loop Embankments.pdf</a>	<a href="#">Transportation Facilities Plan</a>	17.24.321	11/19/2018	
<a href="#">17-24-605 Hydrologic Impact of Roads and Railroad Loops.pdf</a>	<a href="#">Transportation Facilities Plan</a>	17.24.321	11/19/2018	▼



a. User can use the **Filter by** section to narrow the table down.

- i. Filename – user can type in the **filename** field and the table will automatically start narrowing down the attachment(s) based on what the user typed

PERMIT ATTACHMENTS

Filter by:

Applicant:  Section:

Rule:  Date:  ☐ ★

File Name	Permit Section	Rules	Date Uploaded
<a href="#">17-24-303(1)(g) Applicant - Corporate Information MR03.pdf</a>	<a href="#">Ownership &amp; Control</a>	17.24.303	1/27/2020
<a href="#">17-24-303(1)(h) Applicant - Corporate Information MR03.pdf</a>	<a href="#">Ownership &amp; Control</a>	17.24.303	1/27/2020
<a href="#">17-24-303(1)(i) Applicant - Corporate Information.pdf</a>	<a href="#">Ownership &amp; Control</a>	17.24.303	11/16/2018
<a href="#">17-24-303(1)(k) Applicant Description of Interest.pdf</a>	<a href="#">Applicant Description of Interests</a>	17.24.303	11/16/2018
<a href="#">17-24-303(1)(n) Applicant &amp; Parent Company Violations Attachments.pdf</a>	<a href="#">Violations &amp; Cessations</a>	17.24.303	11/16/2018

- ii. Section – user can use the dropdown field to select a **screen**, this will narrow the table down to all attachment(s) on the screen/page selected

PERMIT ATTACHMENTS

Filter by:

Filename:  Section:

Rule:  Date:  ☐ ★

File Name	Permit Section	Rules	Date Uploaded
<a href="#">17-24-313(1)(g) Soil Handling Plan.pdf</a>	<a href="#">Soil Handling Plan</a>	17.24.313	11/20/2018
<a href="#">17-24-701 Removal of Soil.pdf</a>	<a href="#">Soil Handling Plan</a>	17.24.313	11/20/2018
<a href="#">17-24-702 Redistribution and Stockpiling of Soil - rsp 2.pdf</a>	<a href="#">Soil Handling Plan</a>	17.24.313	11/20/2018
<a href="#">17-24-703 Substitution of Other Materials for Soil.pdf</a>	<a href="#">Soil Handling Plan</a>	17.24.313	11/20/2018

- iii. Rule – user can type in the field a **rule** and the table will automatically start narrowing down to all the attachment(s) associated to the rule typed.

The screenshot shows the 'PERMIT ATTACHMENTS' interface. Under the 'Filter by:' section, the 'Rule' field is selected and contains the text '17.24.318'. An arrow points from the text 'Rule' in the instruction above to this field. Another arrow points from the text 'rule' in the instruction to the 'Rules' column of the table below. The table has four columns: 'File Name', 'Permit Section', 'Rules', and 'Date Uploaded'. It contains one row of data.

File Name	Permit Section	Rules	Date Uploaded
<a href="#">17-24-318 Public Parks and Historic Places.pdf</a>	<a href="#">Protection of Public Parks and Historic Places</a>	17.24.318	11/19/2018

- iv. Date – user can type in the field a **date uploaded** and the table will automatically start narrowing down to all the attachment(s) with that uploaded date typed.

The screenshot shows the 'PERMIT ATTACHMENTS' interface. Under the 'Filter by:' section, the 'Date' field is selected and contains the text '1/27/2020'. An arrow points from the text 'date uploaded' in the instruction above to this field. Another arrow points from the text 'date' in the instruction to the 'Date Uploaded' column of the table below. The table has four columns: 'File Name', 'Permit Section', 'Rules', and 'Date Uploaded'. It contains three rows of data.

File Name	Permit Section	Rules	Date Uploaded
<a href="#">17-24-303(1)(g) Applicant - Corporate Information MR03.pdf</a>	<a href="#">Ownership &amp; Control</a>	17.24.303	1/27/2020
<a href="#">17-24-303(1)(h) Applicant - Corporate Information MR03.pdf</a>	<a href="#">Ownership &amp; Control</a>	17.24.303	1/27/2020
<a href="#">Ownership Control - AVS PermitInfo Violations 110119.pdf</a>	<a href="#">Ownership &amp; Control</a>	17.24.303	1/27/2020

- v. Star – the user can click the **checkbox** next to the star and this will narrow down the table to all the newly added attachment(s) that were uploaded specifically for the application selected.

### PERMIT ATTACHMENTS

Filter by:

Filename

Rule

Date

☒★

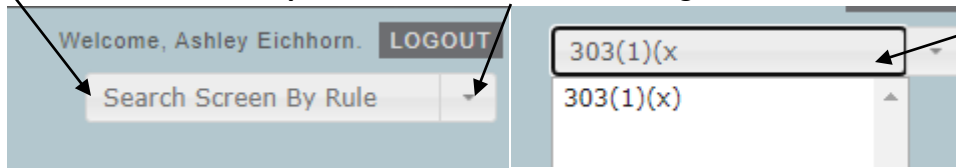
Section

Clear All

File Name	Permit Section	Rules	Date Uploaded
★ <a href="#">Testing Document.pdf</a>	<a href="#">Application Form / Verification</a>	17.24.302	12/1/2023

# *ePermit Instructions: Search Screen by Rule*

1. Click the **Search Screen By Rule** dropdown field (*upper right-hand side*)
  - a. User can type the rule they are wanting to find within the area that states **Search Screen By Rule** text box and the dropdown will populate to the rule(s) based on what the user has typed.
  - b. User can click the **dropdown arrow** and scroll through the list to select the rule



- c. Once you have either typed in/scrolled and selected the rule, then you must click **Enter** button, the system will then take you to the page where that rule resides within the left navigation.

After selecting from the list, you must hit the Enter key

- i. *NOTE: The example below is using 303(1)(x), which when the user clicked the enter button on the "Search Screen By Rule" field, the system automatically brought them to the Proof of Publication page which is what where rule 303(1)(x) resides.*

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