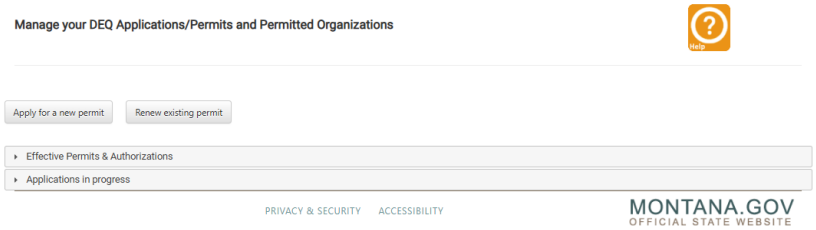
Annual Report Entry Procedure
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How to upload an Annual Report in FACTS Database

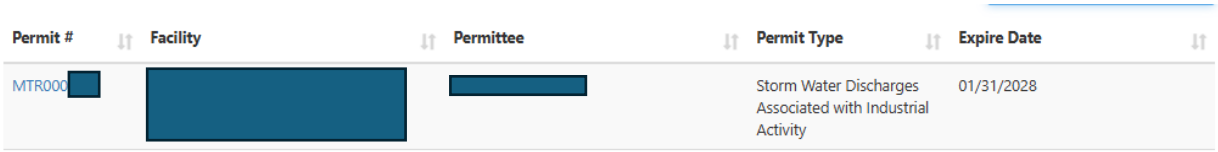
Log in to FACTS https://svc.mt.gov/deq/factspermitting

The Home page is displayed when you log in.

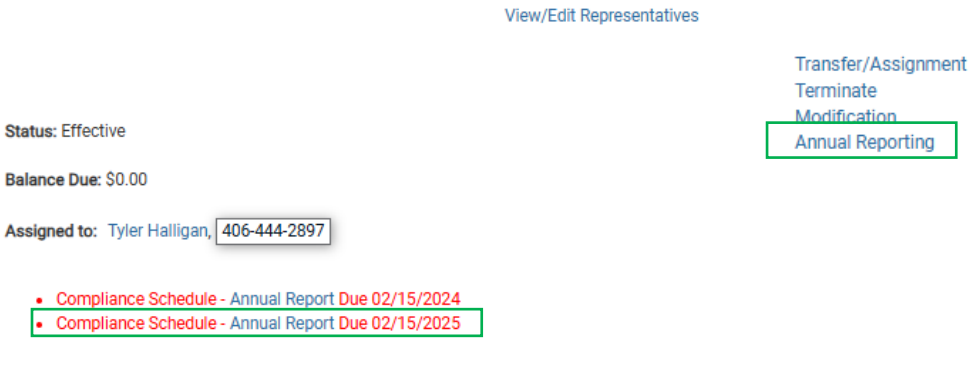
Scroll down and click on the Effective Permits and Authorizations ribbon.



Click on your permit number



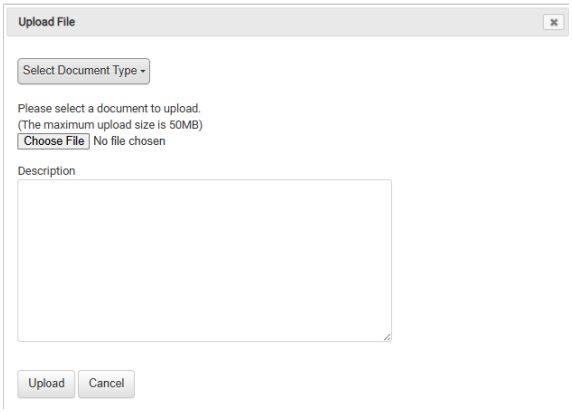
The Permit details page will be displayed and will show the Annual Report Due
If you need to download the Annual Report form, click on Annual Reporting, download the form, fill it out and then you will upload the Annual Report. If your Annual Report is complete and saved on your computer to upload, click on the blue Annual Report and the Upload File box will appear



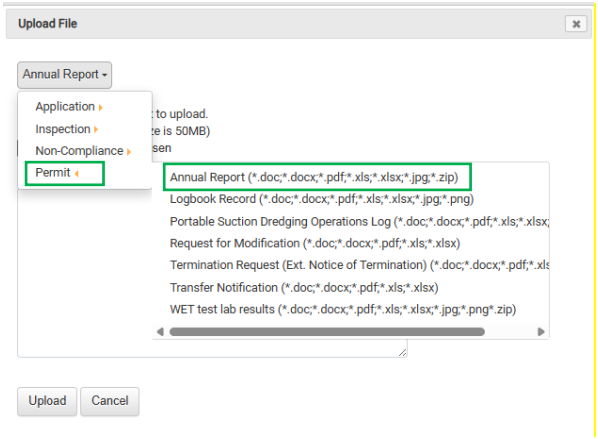
January 15, 2026

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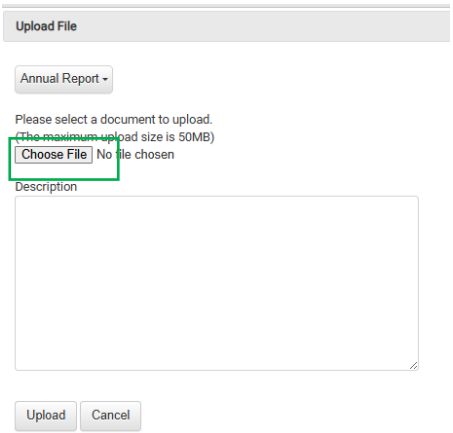
When you click on the blue Annual Report the Upload File box will appear



Select Document Type = Permit then choose Annual Report



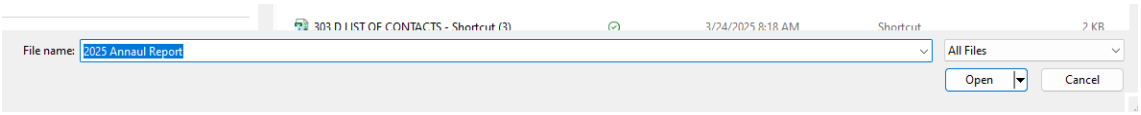
Next Click on Choose File



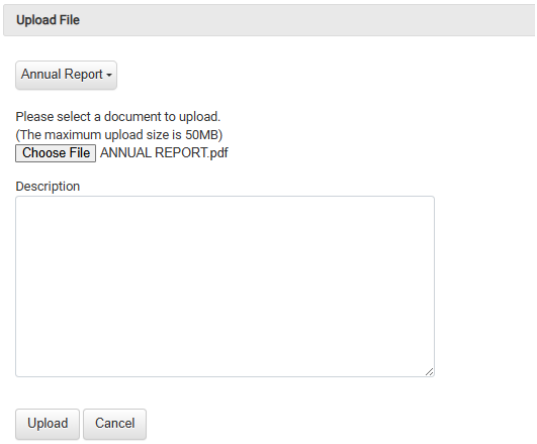
January 15, 2026

Annual Report Entry Procedure
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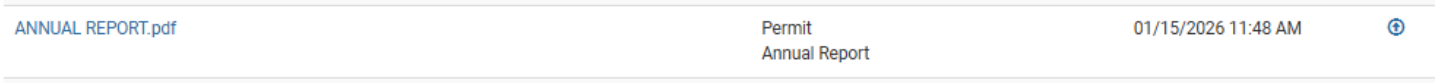
Be sure to save your Annual Report File on your computer so you can upload the file.



Find where your file name is saved then click Open
The Upload File box will display again
You should see Annual Report
You should see a file name after Choose file
Click Upload



You will see the Annual Report Uploaded into your Document Manager



The process is complete, you have uploaded your Annual Report.

If you have any issues or questions, please call Wendy Finstad (406)444-0574 or Gina Self (406)444-5388.

January 15, 2026