

## Updating Permit Representatives

### How To Manage Representatives on your permits.

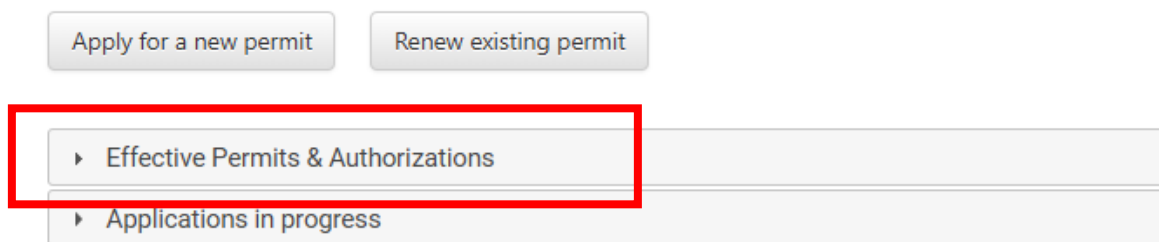
Organizations may need to update representatives due to staffing changes or new representatives. Keeping this information current ensures that DEQ can communicate with the correct individuals.

1. Click on Home at the top of the screen.



2. Click on Effective Permits & Authorizations

### Manage your DEQ Applications/Permits and Permitted Organizations



3. Click on the permit number to update the representatives.

| Effective Permits & Authorizations |          |           |  |  |
|------------------------------------|----------|-----------|--|--|
| Search Permits/Authoriz            |          |           |  |  |
| Permit #                           | Facility | Permittee | Permit Type  |  |
| MTR000896                          | test cDW | TEST      | Storm Water Discharges Associated with Industrial Activity   |  |
| MTR111291                          | est      | TEST      | Storm Water Discharges Associated with Construction Activity |  |

- Click on View/Edit Representatives.

1.1

Home

Organizations & Contacts

How To's

## Construction Dewatering for TEST

**Permit #: MTG071364**

View/Edit Representatives

Transfer/Assignment Modification

Status: Pending

Balance Due: \$0.00

- Change the assigned representative by clicking Change assigned person.

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Home

Organizations & Contacts

How To's

### Organization/Applicant

TEST \*

1520 East 6th Ave Helena , MT 59602

Edit

Representatives

Add Representative

Add representative will allow these representatives to be available in the selections below. Creating a representative does not implicitly give him/her access to the system.

Billing

Authorized Representative \*

LISA TUCKER

ltucker@mt.gov, 406-444-5388

1520 East 6th Ave Helena , MT 59602

Edit representative information

Change assigned person

Application Preparer

LISA TUCKER

ltucker@mt.gov, 406-444-5388

1520 East 6th Ave Helena , MT 59602

Edit representative information

Change assigned person

Application Preparer 2

This will allow you to choose a representative that is already listed in your organization.

6. Click on the down arrow to see a list of representatives.

|                             |   |   |
|-----------------------------|---|---|
| Authorized Representative * | LISA TUCKER<br>ltucker@mt.gov, 406-444-5388<br>1520 East 6th Ave Helena, MT 59602 | <a href="#">Edit representative information</a><br><a href="#">Change assigned person</a> |
| Application Preparer        | <input type="text"/>  |   |
| Application Preparer 2      | <input type="text"/>  |   |

7. Choose the representative.

|                             |   |   |
|-----------------------------|---|---|
| Authorized Representative * | LISA TUCKER<br>ltucker@mt.gov, 406-444-5388<br>1520 East 6th Ave Helena, MT 59602 | <a href="#">Edit representative information</a><br><a href="#">Change assigned person</a> |
| Application Preparer        | <input type="text"/>  |   |
| Application Preparer 2      | <div>ESMERLDA SMITH<br/>KYLE REDDIG<br/>LISA TUCKER<br/>TYLER NEWHALL</div>       |   |

Do this for each role that you have a change in representatives. Roles that have a red asterisk (\*) are a required field.

If you choose a representative that does not have a FACTS account, you will get the following message.

|  |  |   |
|--|--|---|
| Application Preparer   | ESMERLDA SMITH<br>lktnite@yahoo.com, 406-555-5555<br>Tea Rd Helena, MT 59601 | <a href="#">Edit representative information</a><br><a href="#">Change assigned person</a> |
| <p>This representative does not have access to FACTS as Preparer. Please certify he/she is one of the following per ARM 17.30.1323:</p> <ul style="list-style-type: none"><li>• For a corporation, a principal officer of at least the level of vice president; or</li><li>• For a partnership or sole proprietorship, a general partner or the proprietor, respectively; or</li><li>• For a municipality, state, federal, or other public facility, either a principal executive officer or ranking elected official.</li></ul> <p>After confirming the above, you may <a href="#">click here</a> to grant this representative Preparer access.</p> |  |   |

**To add a representative that is not currently a part of your organization.**

1. Click on Add Representative.

Organization/Applicant

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TEST \*      1520 East 6th Ave Helena , MT 59602      [Edit](#)

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Representatives      **Add Representative**      Add representative will allow these representatives to be available in the selections below. Creating a representative does not implicitly give him/her access to the system.

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2. Fill out all fields. Fields that have a red asterisk (\*) is a required field.

**Add Permitted Organization Contact**

No access to FACTS. [Click here](#) to provide access for this user.

Job Title \*      Owner

Email \*      owner@testorg.com

Company Name      TEST

First Name \*      Joe

Last Name \*      SMITH

Phone \*      406-444-5388

☐ New Address  
☒ Fill from Organization  
☐ Fill from Facility

Mailing Address \*      1520 East 6th Ave

City \*      Helena

State \*      Montana ▼

Zip Code \*      59602

**Save**      Cancel

3. Click save.