Instructions to Register an Account for the DAQ Emissions Survey (formerly known as DAQ Web Survey)

The Department of Environmental Protection (DEP) is committed to providing investments in Information Technology, which facilitates its mission of environmental stewardship. DEP has developed the Division for Air Quality (DAQ) Emissions Survey, a web-based application allowing facilities to submit required air emissions inventory survey data.

All surveys must be completed using the DAQ Emissions Survey. An employee of the facility must be registered as a user before the survey can be completed. **Due to security and regulatory requirements for the submission of emissions inventory data, consultants cannot be registered as the user for a facility.**

Please note that on some of the screenshots the term *"DAQ Web Survey" is listed, this is the same as "DAQ Emissions Survey".* We are working on updating the terminology to be more consistent across our platforms.

For accessibility, the screen shots are accompanied by written instructions and photo Alt Text for each step of the process. Please contact the DAQ Emissions Inventory staff if the user has questions or need help accessing this information. Contact information can be found here: [Kentucky Emissions Inventory - Kentucky Energy and Environment Cabinet](#)

This guide will focus on the user registration process and provide a general description of the screens used.

The webpage in question is the following link:

[KY Department for Environmental Protection Electronic Submittals](#)

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Section 1: New User Request for Account Registration

Please use the home screen to register for an account only if the user has never requested a user account for the ePortal webpage.

If the user is an existing ePortal user for another program within DEP, see "Section 2: Request for Existing User Account."
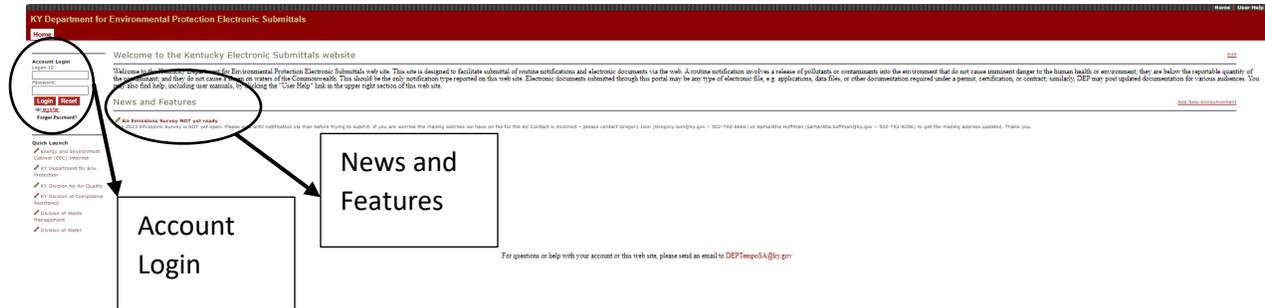
On the home screen is a "**News and Features**" section that will be updated regularly as the DAQ Emissions Inventory staff has information regarding the DAQ Emissions Survey to share.

The DAQ Emissions Survey user must register for a new account by clicking the "**Register**" link, which will open the Registration Form. Details from First Name through Organization/Facility address will be marked as required fields.

1) Click the register link on the default/first page displayed to fill out the requisition form. Reminder: If the user already has an account on the ePortal website, then they should log in with their Logon ID and password and then make requests under the "**Manager User**" tab. (see Section 2: Request for Existing User Account)

Home

Account Login
Logon ID:

Password:

Login **Reset**
→ register
Forgot Password?

2) Fill in the Owner/Operator Registration Form. To complete the registration process, all fields marked with a **(*)** must be filled out.

Owner/Operator Registration Form :

(This Form is only for requesting a New Account or more ePortal Functionality.)

First Name : (*)

Last Name : (*)

Logon ID : (*)

Email ID : (*)

Phone : (*)

Facility/Organization Name : (*)

Facility/Organization Physical Address : (*)

Facility Agency Interest/Permit Number :

Requested Functionality

DAQ Web Survey
Inspector
TCH User
Water Withdrawal User
eDocs DEP Review
eDocs non-DEP

Submit **Reset**

All form fields marked (*) are required fields.

User Agreement--By submitting this form, you hereby certify that you are an authorized agent/employee for this facility. You are duly authorized to represent this facility in matters before the Department for Environmental Protection and that you agree to use this system within its intended purposes. Be advised that by accepting responsibility, you are responsible for any and all content submitted either by you or by the people you represent.

*Note 1: The user creates their own Logon ID. However, the Logon ID needs to be **unique**. If there is a match in the system for the Logon ID, the user will be asked to choose another one. Logon ID is **case-sensitive**.*

*Note 2: The Email ID (email address) also needs to be **unique** and will be used for correspondence.*

Note 3: The contact phone number should be entered as ### - ### - ### x#### (if an extension is applicable)

Note 4: To register for the DAQ Emissions Survey, the user must provide the Agency Interest (AI) ID or Source ID number as shown on the cover page of the most recent Air Quality Permit. If there are multiple facilities the user will need to access, please email Samantha Hoffman at samantha.hoffman@ky.gov, providing the AIs of the facilities.

*Note 5: The Requested Functionality will be "**DAQ Web Survey**"*

3) Click the "**Submit**" button after reading the User Agreement and entering the registration information.

After submitting the form, an email will be auto-generated from ePortal to the email provided to request user acknowledgment of their registration. It will also provide the chosen Logon ID and a temporary password.

Note: The user will not be able to log onto the webpage until the DAQ Emissions Inventory Section has processed and approved the registration request.

A DAQ Emissions Inventory staff member may contact the requestor to verify the information and approve or decline the request. ePortal will send an auto-generated email to the requestor to inform them of their account approval or denial. If the account is approved, the user may log onto the webpage. If the account is declined and the user believes the registration account was declined in error, the user should contact the DAQ Emissions Inventory staff. Contact information can be found here: [Kentucky Emissions Inventory - Kentucky Energy and Environment Cabinet](#)

4) Logon to ePortal for the first time
   a) Enter the Logon ID and temporary password emailed by ePotral
   b) The next page will prompt the user to change their password

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c) The user will also be given the option of answering 3 questions necessary for automatic password reset. This is recommended in the event the user forgets their password in the future.

d) The user should then select the "**Manage User**" tab
Click "**Accept**" to the User Agreement for the facility (or facilities). If a facility listed is not associated with the user, click "**Decline**" and contact the DAQ Emissions Inventory staff.

Note: To have access to the DAQ Emissions Survey for a facility (or facilities), the user must accept responsibility for the facility and accept the user agreement. This agreement states that the user is an authorized agent/employee for the facility and that the content submitted is the submitting user's responsibility should a DAQ Emissions Inventory staff member need to contact the user.

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Section 2: Existing User Request for DAQ Emissions Survey (formerly "DAQ Web Survey") Access

If the user has an existing account for another DEP program (e.g. Water Withdrawal, eDocs) and the user needs to register for access to the DAQ Emissions Survey for their facility, the user must log on to ePortal to request access.

1) Logon to ePortal with existing Logon ID and password
2) Select "**Manage User**" tab
3) Select the "**Request Facility/Submittal Type**" option
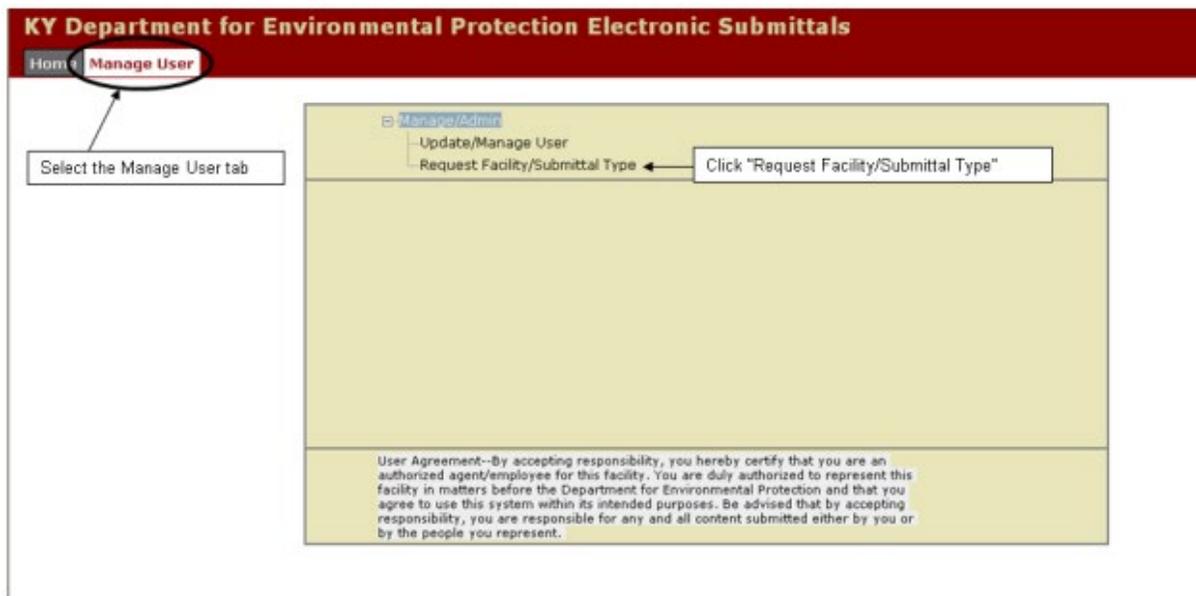
4) Fill in the Owner/Operator form with updated or missing information
5) Enter the **AI or Source ID number** found on the Air Quality Permit cover page
6) The Requested Functionality will be **"*DAQ Web Survey*"**
7) Click the "**Submit**" button after reading the User Agreement and entering the registration information.

Note: To register for the DAQ Emissions Survey, the user must provide the Agency Interest (AI) ID or Source ID number as shown on the cover page of the most recent Air Quality Permit. If there are multiple facilities the user will need to access, please email Samantha Hoffman at samantha.hoffman@ky.gov, providing the AIs of the facilities.

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A DAQ Emissions Inventory staff member may contact the requestor to verify the information and approve or decline the request. ePortal will send an auto-generated email to the requestor to inform them of their account approval or denial. If the account is approved, the user may log onto the webpage. If the account is declined and the user believes the registration account was declined in error, the user should contact the DAQ Emissions Inventory staff. Contact information can be found here: [Kentucky Emissions Inventory - Kentucky Energy and Environment Cabinet](#)

8) Logon to ePortal to Accept Responsibility
   a) Enter the Logon ID and password
   b) The user should then select the "**Manage User**" tab
      Click "**Accept**" to the User Agreement for the facility (or facilities). If a facility listed is not associated with the user, click "**Decline**" and contact the DAQ Emissions Inventory staff.

Note: To have access to the DAQ Emissions Survey for a facility (or facilities), the user must accept responsibility for the facility and accept the user agreement. This agreement states that the user is an authorized agent/employee for the facility and that the content submitted is the submitting user's responsibility should a DAQ Emissions Inventory staff member need to contact the user.

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