



ENERGY AND
ENVIRONMENT CABINET

ACCOUNT REGISTRATION USER GUIDE

USER MANUAL

VERSION 1.0

Prepared for

Office of Administrative Services (OAS)

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Overview:

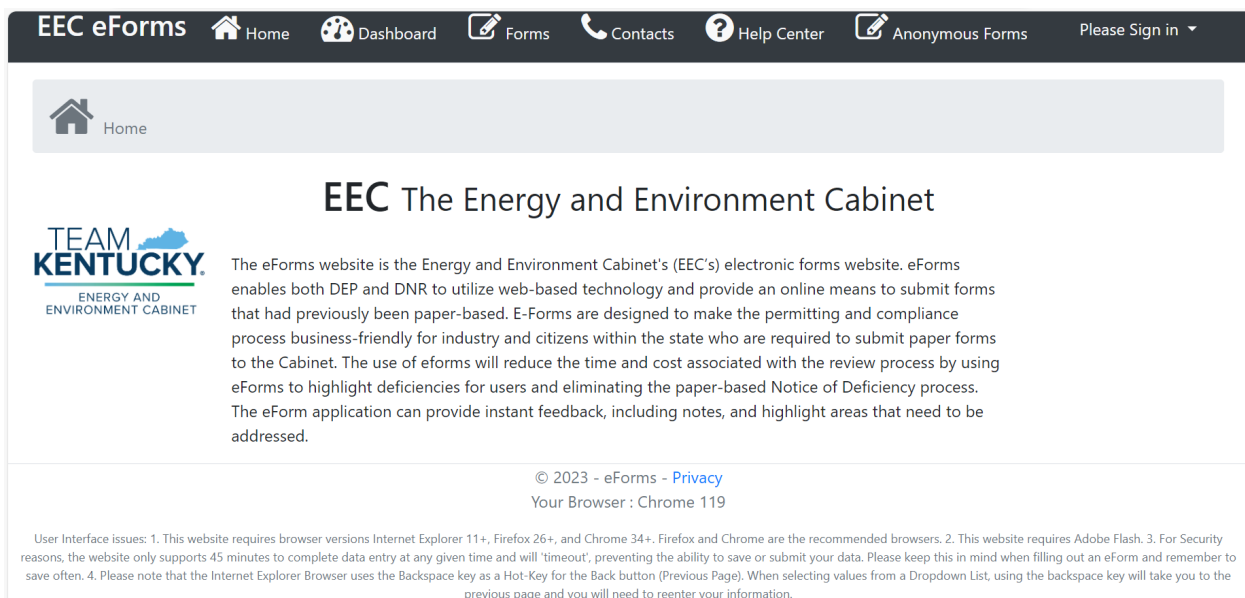
The new EEC authentication has been created to enable citizens and business partners to easily access Energy and Environment Cabinet's (EEC) eForms using a single account.

The new eForms website is the Energy and Environment Cabinet's (EEC) electronic forms website. eForm enables both DNR and DEP to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. It is designed to make the permitting and compliance process business-friendly and more efficient for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eForms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback including notes and highlight areas that need to be addressed.

Registration to new EEC login screen:

Step 1: Landing\Home Page

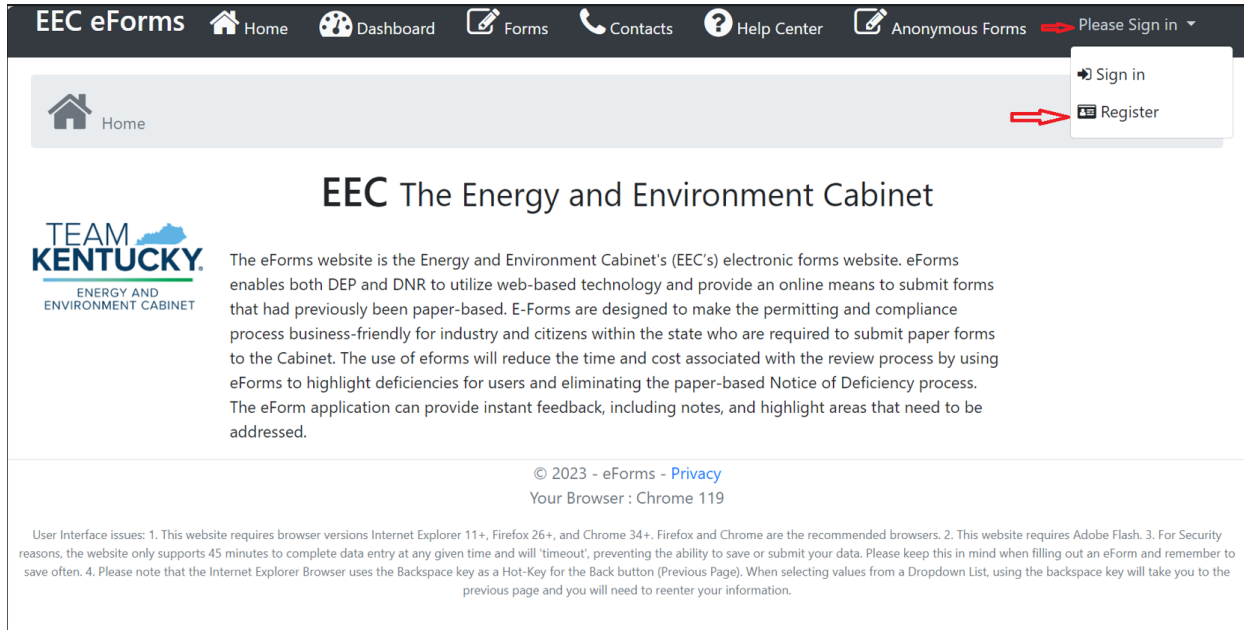
Below is the new Home Page for EEC eForms.



The screenshot shows the EEC eForms Home Page. At the top is a dark navigation bar with the following items: 'EEC eForms' (with a home icon), 'Home' (with a home icon), 'Dashboard' (with a dashboard icon), 'Forms' (with a pencil icon), 'Contacts' (with a phone icon), 'Help Center' (with a question mark icon), 'Anonymous Forms' (with a pencil icon), and 'Please Sign in' (with a dropdown arrow). Below the navigation bar is a light gray header area with a home icon and the text 'Home'. The main content area features the 'TEAM KENTUCKY' logo on the left, which includes the text 'ENERGY AND ENVIRONMENT CABINET'. To the right of the logo is the heading 'EEC The Energy and Environment Cabinet' and a paragraph of text: 'The eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website. eForms enables both DEP and DNR to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. E-Forms are designed to make the permitting and compliance process business-friendly for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eforms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback, including notes, and highlight areas that need to be addressed.' Below this text is a footer area containing the copyright notice '© 2023 - eForms - Privacy' and 'Your Browser : Chrome 119'. At the very bottom, there is a small 'User Interface issues' section with four numbered points: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm and remember to save often. 4. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.

Step 2: User Registration

The user should be able to Login to the new authentication on eForms by navigating to the Register button.



The screenshot displays the EEC eForms website interface. At the top, a dark navigation bar contains the following items: 'EEC eForms', 'Home' (with a house icon), 'Dashboard' (with a dashboard icon), 'Forms' (with a document icon), 'Contacts' (with a phone icon), 'Help Center' (with a question mark icon), 'Anonymous Forms' (with a document icon), and 'Please Sign in' (with a dropdown arrow). Below this bar is a light gray header area with a 'Home' button on the left and a 'Sign in' button on the right. A red arrow points to the 'Sign in' button, and another red arrow points to the 'Register' button, which is located directly below the 'Sign in' button. The main content area features the 'TEAM KENTUCKY' logo on the left and the text 'EEC The Energy and Environment Cabinet' in the center. Below the logo is the text: 'The eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website. eForms enables both DEP and DNR to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. E-Forms are designed to make the permitting and compliance process business-friendly for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eforms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback, including notes, and highlight areas that need to be addressed.' At the bottom of the page, there is a copyright notice: '© 2023 - eForms - Privacy' and 'Your Browser : Chrome 119'. A small text block at the very bottom provides user interface issues: 'User Interface issues: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm and remember to save often. 4. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.'

Step 3: Registration and email confirmation

Once the user clicks on Register button and enters the required fields such as

- First Name (required field),
- Middle Initial (not required field),
- Last Name (required field),
- Email (required field),
- Password (required field),
- Confirm Password (required field), they will click on Register.

New User Registration

First Name :

Middle Initial :

Last Name :

Email :

Password :

Confirm password :

User see the following screen once registered.

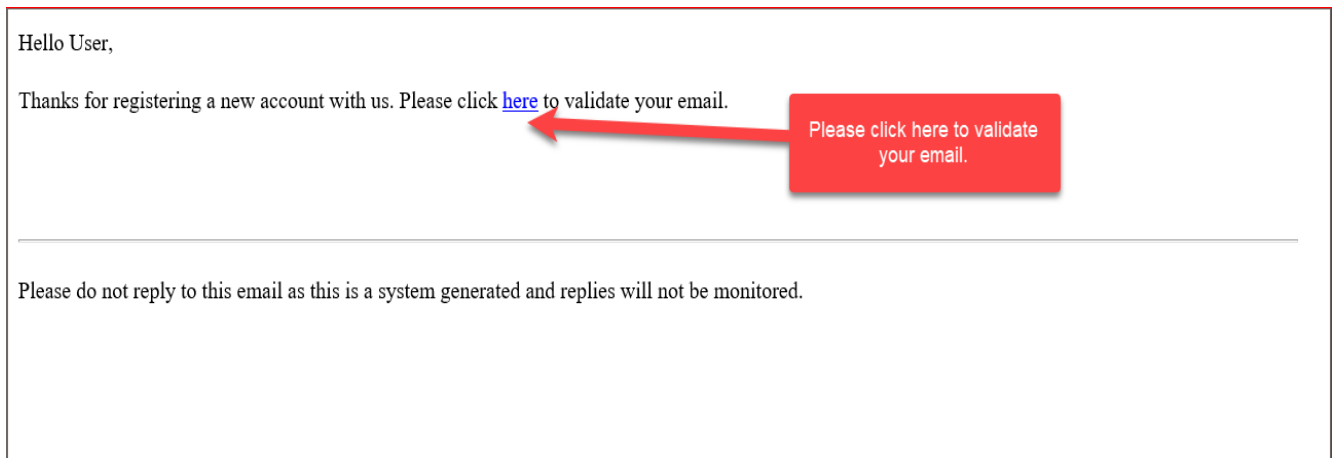
Register confirmation

Please check your email to confirm your account.

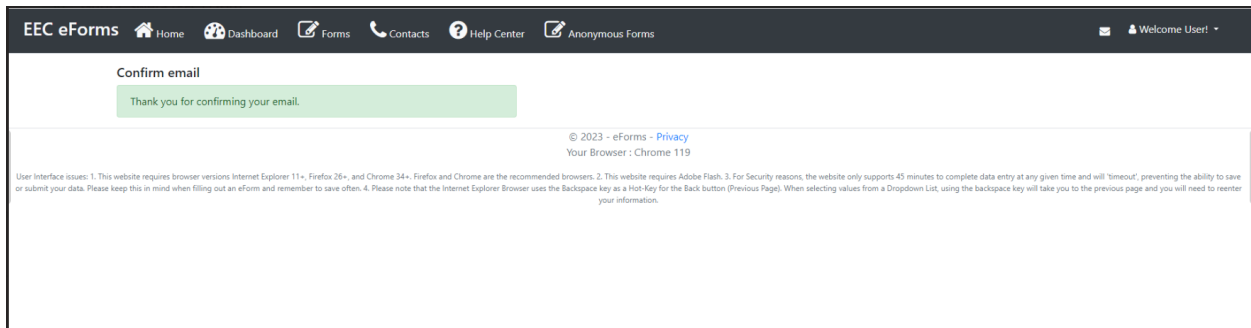
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Your Browser : Chrome 119

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When the user registers, they will receive an email to confirm their email address as below.



When the user clicks the link in the email, they will be navigated to confirm email success page as below.



Step 4: Sign-in

Once the user completes the registration, they will be signed to their account and their username will be displayed on the right-hand corner of the screen.

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Your Browser : Chrome 119

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Login successful

The user is now successfully logged into eForms and can create and submit an eForm.

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Change Password

In case, if the user wants to change password at any time, they need to login and follow the steps below.

EEC eForms Home Dashboard Forms Contacts Help Center Anonymous Forms Welcome User!

Home

EEC The Energy and Environment Cabinet

TEAM KENTUCKY
ENERGY AND ENVIRONMENT CABINET

The eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website. eForms enables both DEP and DNR to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. E-Forms are designed to make the permitting and compliance process business-friendly for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eforms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback, including notes, and highlight areas that need to be addressed.

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Once the user enters all the fields, they need to click on update password.

EEC eForms Home Dashboard Forms Contacts Help Center Anonymous Forms Welcome User!

Change password

Current password :

New password :

Confirm new password :

[Update password](#)

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Once the user clicks on update password, they will receive an email with the confirmation as below.

Hello User,

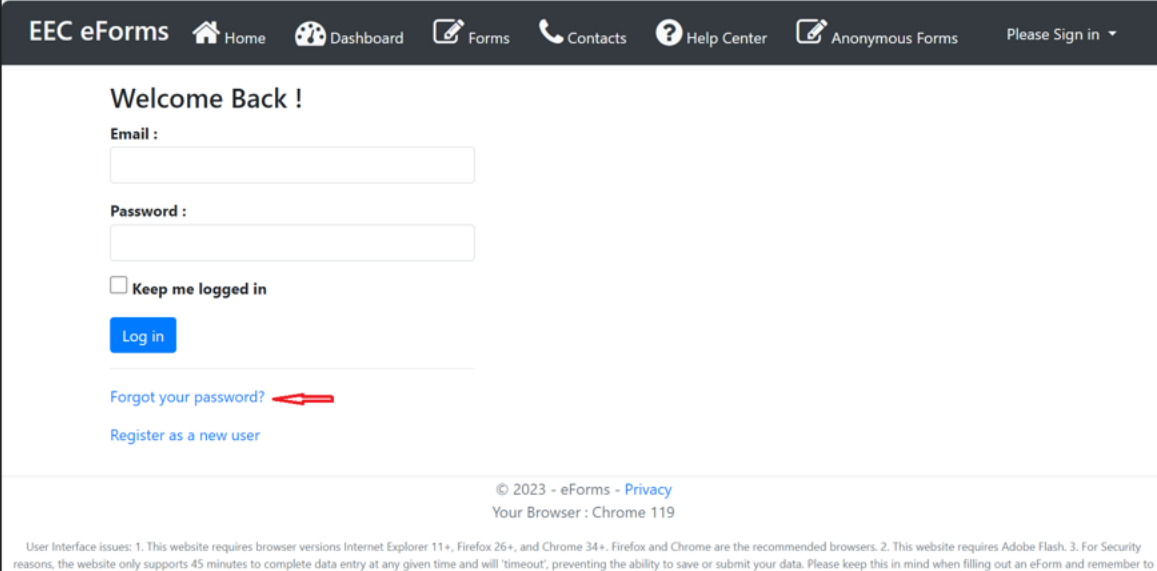
Your password has been updated successfully.

If you are not the one who updated this. Please click [Reset Password](#) to reset your password.

Please do not reply to this email as this is a system generated and replies will not be monitored.

Forgot Password

In case the user forgets their password, they need to follow the below steps.



The screenshot shows the EEC eForms login interface. At the top, there is a navigation bar with links for Home, Dashboard, Forms, Contacts, Help Center, Anonymous Forms, and a sign-in prompt. The main content area is titled 'Welcome Back !' and contains a login form with fields for 'Email' and 'Password', a 'Keep me logged in' checkbox, and a 'Log in' button. Below the login form, there are two links: 'Forgot your password?' and 'Register as a new user'. A red arrow points to the 'Forgot your password?' link. At the bottom, there is a copyright notice and browser information.

EEC eForms Home Dashboard Forms Contacts Help Center Anonymous Forms Please Sign in


Welcome Back !

Email :

Password :

Keep me logged in

Log in

Forgot your password? 

Register as a new user

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Once the user clicks on forgot their password, the user needs to enter their confirmed email address in the below input field and click on Reset password button.

Enter your email in the below input field and we will send an email with the link to reset your password.

Email :

[Reset Password](#)

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Below is the sample email that the user will receive when they hit reset password button in the above screen.



The user will receive a link in the email and when clicked, the user will be navigated to the below screen to reset their password.

Reset your password.

Email :

Password :

Confirm password :

[Reset](#)

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Login Screen

Once the user resets their password, they can login using their credentials from the login screen.

Welcome Back !

Email :

Password :

Keep me logged in

[Log in](#)

[Forgot your password?](#)
[Register as a new user](#)

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