Kentucky Energy and Environment Cabinet
Department for Environmental Protection
Division for Air Quality

# Instructions for Submitting an eForm

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.

*New Users- In order for this portal to be utilized, an account must first be set up in the Kentucky Online Gateway (KOG). This site has replaced the KY One Stop portal. Account registration is located at https://kog.chfs.ky.gov/public/requestaccount/. Once the link is selected, the following screen will appear.

*Existing Users- If you already had a One Stop account, your username and password has been migrated to KOG and can be used to access your account.

Once you have completed you registration you will be ready to log into KOG.
Below is the Login page for the Kentucky Online Gateway.
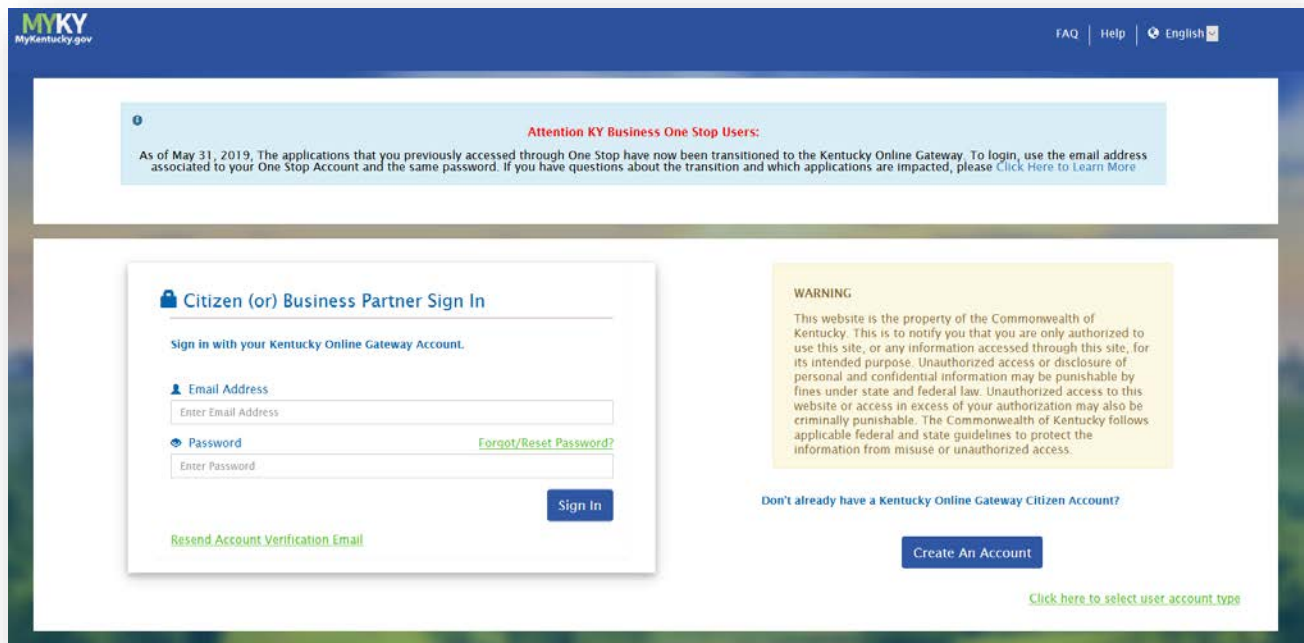

Once logged in, the following dashboard will appear. At this point you may either
1. Scroll down to the EEC eForms application.
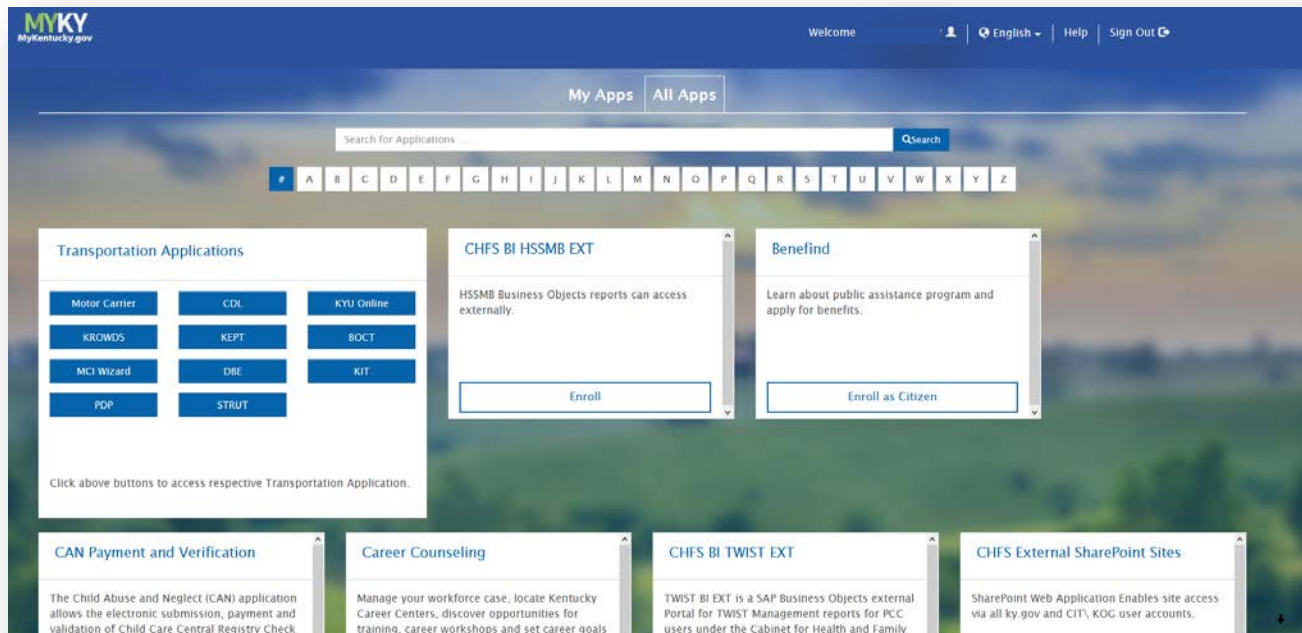
Once you have found the EEC eForms application, using this step, select **enroll** within the app EEC eForms window. This will take you to the EEC eForms Home Page.

-OR-

2. Select the E radio button and the site will filter for applications which start with E.
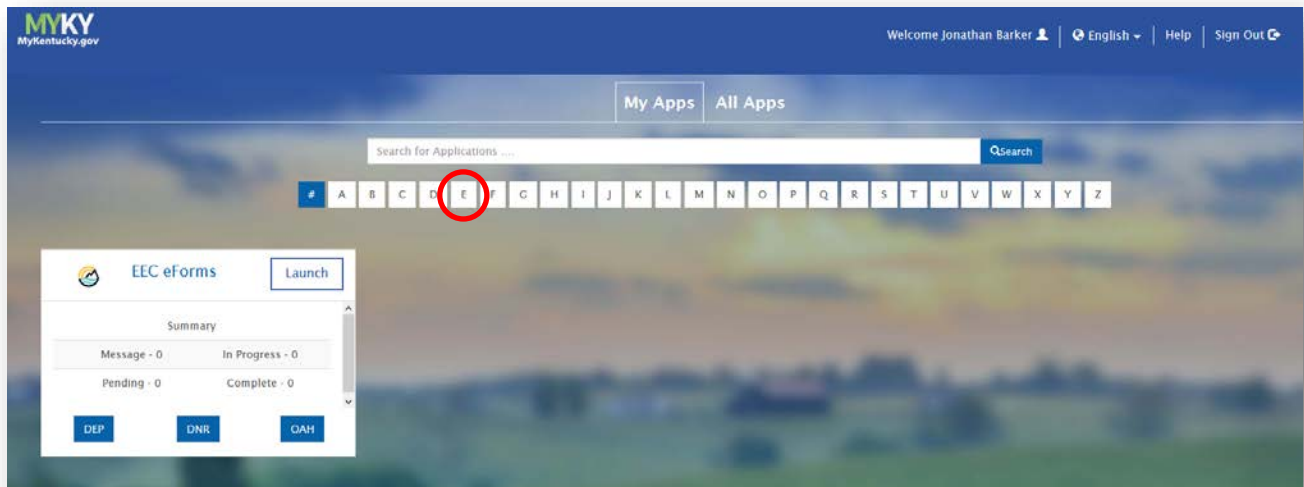
After the site has completed filtering, the EEC eForms application should appear. Select **Launch**. This will take you to the EEC eForms Home Page.

EEC eForms

The eForms submittal system allows facilities to submit electronic documents to the Division for Air Quality (DAQ) through a website. This process eliminates the file size limitation of email attachments and allows documents to be securely transferred to the ARM database. It also eliminates the need for sending the Division a hard copy of the submittal. After submittal of the electronic documents, the sender immediately receives a confirmation e-mail documenting the submittal.
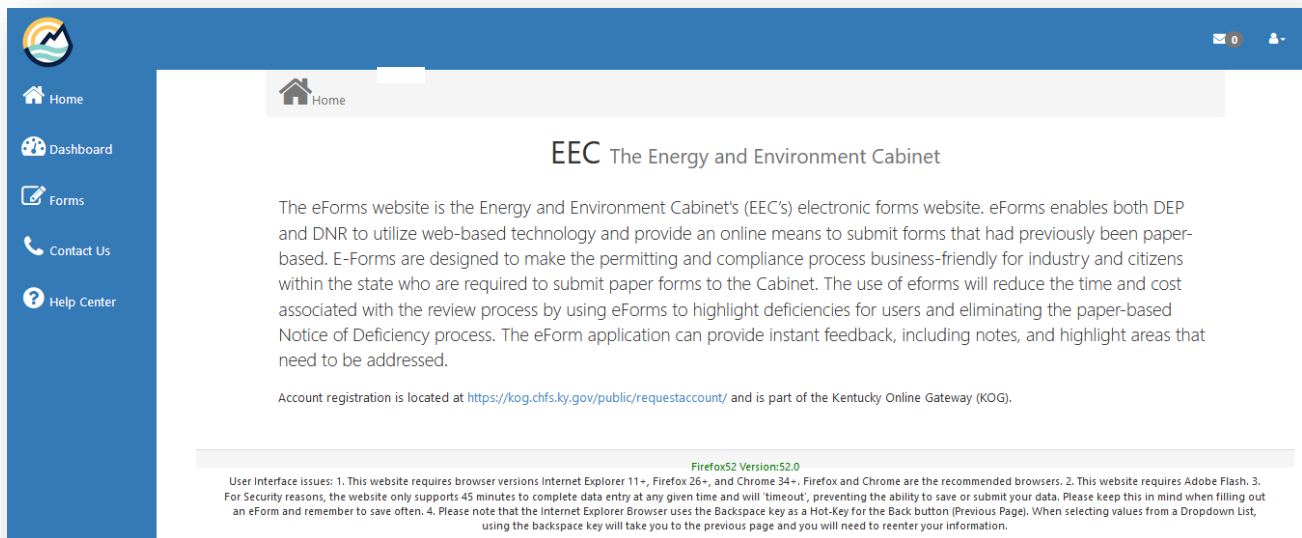
This is the EEC electronic forms website. This is the site where you will enter your documents. To begin your submittal, select **Forms** on the left side of the page.

Once selected, you will be directed to the following screen with a list of available eForms.

Who do I submit my eForm to?

DAQ's Field Operations Branch (DAQ FOB) accepts permit-required reports such as annual compliance certifications, semi-annual monitoring reports, etc. The DAQ Field Operations Branch includes the FOB Central Office and the Regional Offices where the FOB inspectors are located, along with a Supervisor for each office. Questions? Contact the appropriate Regional Office Supervisor.

Use this eForm to submit permit required reports to the Kentucky Division for Air Quality's Field Operations Branch. The Field Operations Branch (FOB) includes the FOB Central Office and the Regional Offices where the FOB inspectors are located along with a Supervisor for each office. Permitting application correspondences **are not accepted** through this eForm and must be submitted to the Permit Review Branch. Please note that reports required to be submitted to other branches in DAQ will not be accepted here or forwarded to other branches and **as such will not be considered received**. If you have questions about this eForm, please contact the appropriate Regional Office Supervisor.

DAQ's Permitting Section accepts files such as permit applications and related application documents. Questions? Contact Michael Kennedy at Michael.Kennedy@ky.gov

Use this eForm portal to submit permit applications and related application documents to the Kentucky Division for Air Quality, Permit Review Branch. Please review the list of document types below as a guide to the type of submittals accepted via this web page. For copies of blank permit application forms please see: http://dep.ky.gov/formslibrary/Pages/default.aspx

Applications submitted via **email will no longer be accepted** due to the restrictions on file size, limited tracking, and strain on our email network. Submittal using this web page portal will provide instant proof of delivery to the applicant, has no file size restrictions, and will be considered the official submittal to the agency.

Please do not send the following to DAQ's Permitting Section:
- **Compliance reports** and other permit required reporting submittals, such as Annual Compliance Certifications and Semi-Annual Reports, are not accepted through this eForm and must be submitted to the Field Operations Branch using eForms page.

- **Stack test** protocols, sampling protocols, test plans, and test result reports must be submitted to the Division's Technical Services Branch, Source Sampling Section.

- While this website is secure, please **do not submit confidential business information** via this website. Also, note that information claimed as confidential business information that has not previously been granted such treatment, in accordance with 400 KAR 1:060, must include a written request for such treatment in paper form to the attention of Division for Air Quality, Permit Support Section at the mailing address listed on our home page http://air.ky.gov

DAQ's Source Sampling Section accepts files such as sampling protocols and compliance test reports through this website. Questions? Contact Jennifer Miller at JenniferF.Miller@ky.gov

- Use this eForm portal to submit **all** test protocols, test notifications, test reports, and any test-related documentation to the Kentucky Division for Air Quality's Source Sampling Section. Please see the Source Sampling and Testing web page for additional information.

There are two options for uploading your documents.

Option A allows you to go directly to a screen for uploading your document. Use this option when you are submitting a file for the first time for a facility. Basic information about the facility (agency interest number, address, etc.) is required, allowing the file to be uploaded and submitted.

Option B has 2 choices. You can either view a previously submitted eForm or you can retrieve a previous eForm to use as a template for a new submittal. Use of this option requires that you enter an eForm transaction ID that was emailed to you after submittal of a previous eForm.

Option A:

1) After you have determined who you need to submit your eForm to select the **+** radio button under the **Add Form** column adjacent to your intended recipient.
   Once you have made a selection, an entry page will appear.

- In this example DAQ Field Operations Branch Electronic Submittal was selected.

2) In the '**Agency/Site Information**' and '**Submittal of Report By**' sections of the page, fill out the blank fields and use the provided dropdown fields to enter data about the facility.

- The fields marked by an asterisk (*) **are required** to submit your document.
- The **Agency Interest number (AI)** for a facility is located on the cover page of the permit. If you cannot find your permit, look for this number on any other correspondences from DEP or call your regional office.
- **The system will time-out if left idle for 45 minutes.** If you are in the middle of completing an eForm and wish to have the system save the entered information for future retrieval, click the '**Click to Save Values for Future Retrieval**' button at the bottom of the page. This will return you to the eForms Application page, and display an eForm Transaction ID number that **you should save for use** in the **Option B Method** below. The eForm transaction ID number is lengthy so copying and pasting and saving it is recommended.

3) In the '**Type of Document Submitted**' section of the page, click the '**Upload File**' button that best corresponds to the type of document you are submitting. If you don't think your file is any of the types listed or you are not sure use the '**Other:**' type selection, making sure to type a brief description in the provided field.

4) After clicking the 'Upload File' button the following window will open. Navigate to the location on your computer where the document is stored, click on the document to select it, then click the '**Open**' button:
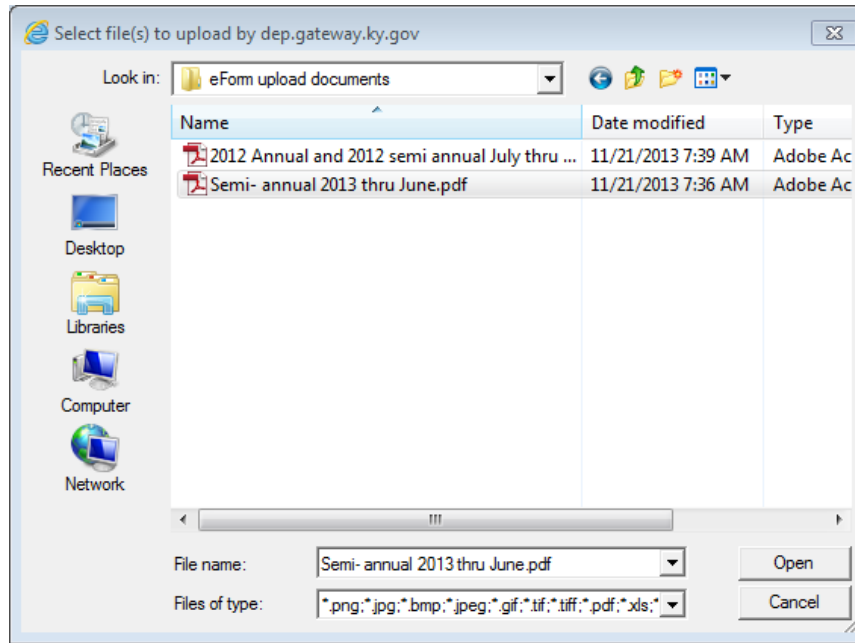
Your document will be uploaded to the web page and the file name will display under the **Upload file** button:
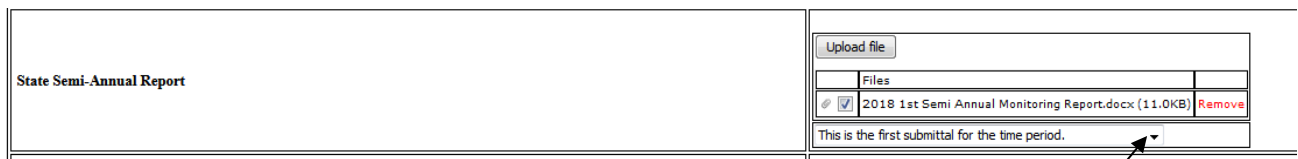
To remove the uploaded file, click the '**Remove**' button.

The DAQ FOB eForm allows the user to upload multiple files in or~~der~~. To upload multiple files, repeat the process above for uploading files. The DAQ FOB eForm allows you to upload up to 5 files for each document type.

- DAQ FOB eForm only- some document types require you to make a selection from the drop-down menu to identify whether the submittal is the first submittal for the time period or whether it is a revised submittal of a previously submitted report.

- When you are satisfied with the uploaded file(s), click the '**Click to Submit to DEP**' button. The page will refresh and display a receipt at the top of the page.

You may wish save this page as proof of your submittal and to have the submittal ID and transaction ID for future use. This information will also be emailed to you upon submittal of your document.

Thank you for submitting the following documents on 03/08/2018 via the Department for Environmental Protection's eForms website:

	Submitted File Name	Document Type
1.	DAQ FCE 092517 Natural Gas Usage.pdf	Annual Compliance Certification

Submittal ID: 122233
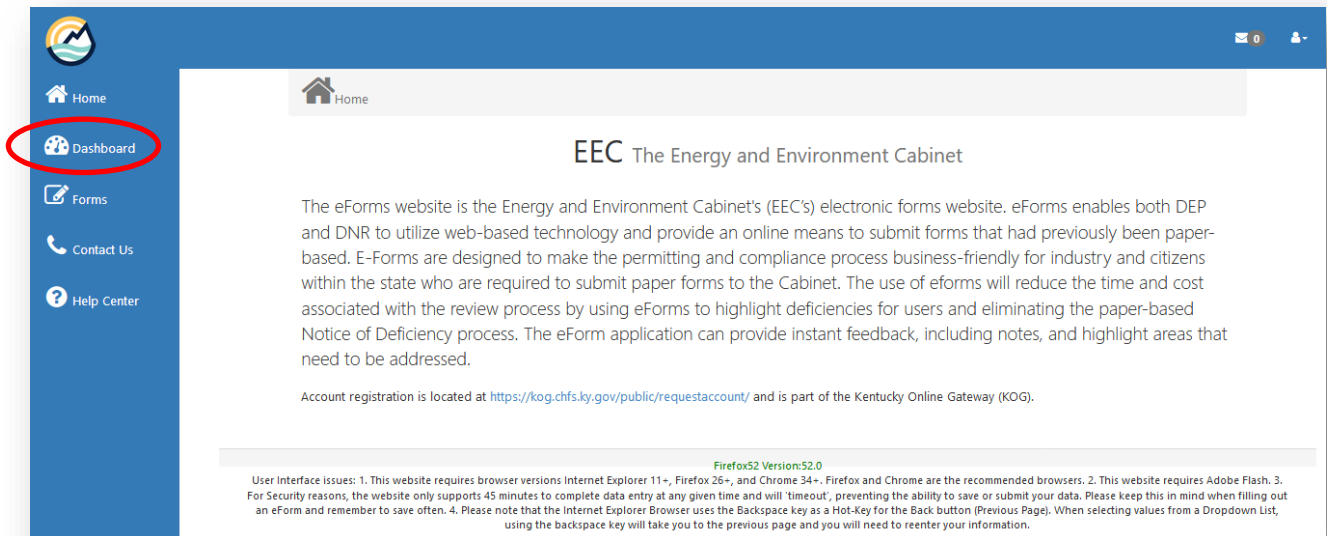
Transaction ID: 8457b121-8aee-42de-a242-b1687943ea80

Please save a copy of this email for your records.

If you have questions regarding this electronic submittal, please contact the regional office listed on the front of your permit at the number listed on the front of your permit.

Note: This email is formatted to be viewed as HTML.

Regards,
Environmental Systems Support Team

Option B – Use of this method requires an eForm transaction ID that was previously provided to you as described above. If you do not know your transaction ID, log in to KOG, and go to your EEC Homepage. Select **Dashboard** located in the menu down the left.

EEC The Energy and Environment Cabinet

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Firefox52 Version:52.0
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.

- From the dashboard you can access incomplete, pending, and completed eForms.

- Once you have selected the file you wish to work with, the following form details screen will appear.

Once you have located the eForm Transaction ID, highlight the number and copy it for reference.

Note: At this point you can select this option if you are creating a new form from previously saved information.