



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:

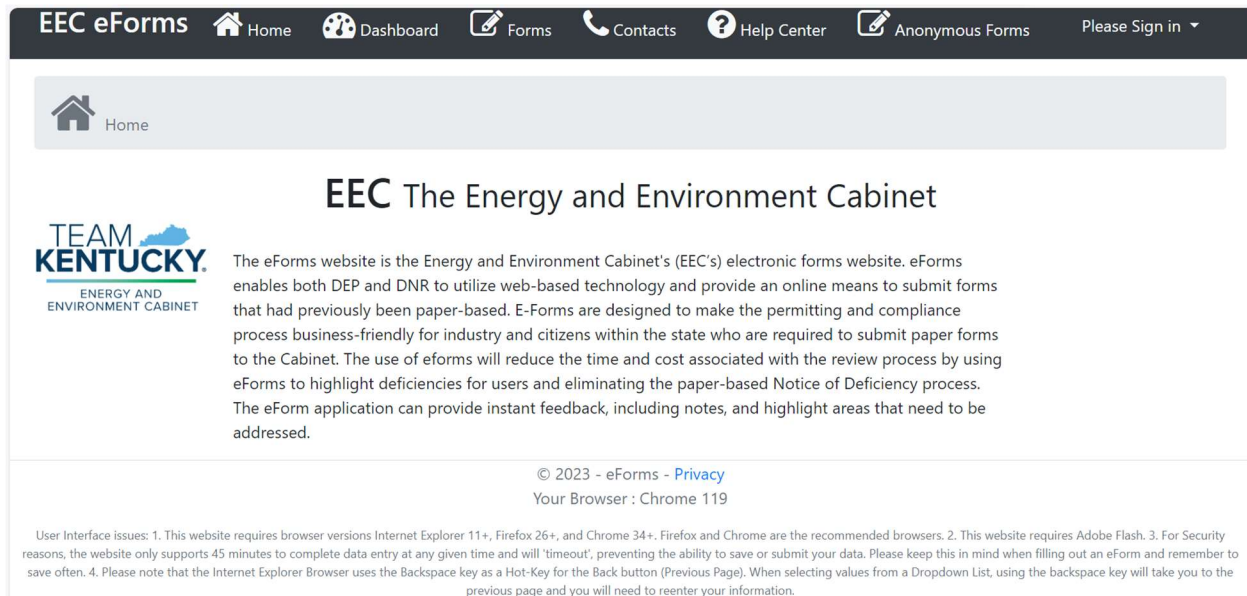
The new EEC authentication has been created to enable citizens and business partners to easily access Energy and Environment Cabinet's (EEC) eForms using a single account.

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', 'Home' (with a house icon), 'Dashboard' (with a pie chart 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 the navigation bar is a light gray header area with a house icon and the word '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.


Step 2: User Registration

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

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

Home Sign in Register

EEC The 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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Your Browser : Chrome 119

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.

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

New User Registration

First Name :

Middle Initial :

Last Name :

Email :

Password :

Confirm password :

User see the following screen once registered.

The screenshot shows the top navigation bar of the EEC eForms website with links for Home, Dashboard, Forms, Contacts, Help Center, and Anonymous Forms, along with a 'Please Sign in' dropdown. The main heading is 'Register confirmation' with a sub-message: 'Please check your email to confirm your account.' Below this, there is a copyright notice '© 2023 - eForms - Privacy' and 'Your Browser : Chrome 119'. A detailed 'User Interface issues' section follows, listing requirements for browser versions (Internet Explorer 11+, Firefox 26+, Chrome 34+), Adobe Flash, a 45-minute session timeout, and a warning about the backspace key in Internet Explorer.

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

The email content starts with 'Hello User,' followed by 'Thanks for registering a new account with us. Please click [here](#) to validate your email.' A red callout box with the text 'Please click here to validate your email.' has a red arrow pointing to the 'here' link. Below the main text is a horizontal line and a footer message: 'Please do not reply to this email as this is a system generated and replies will not be monitored.'

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

The screenshot shows the 'Confirm email' success page. The navigation bar includes 'Welcome User!' on the right. The main heading is 'Confirm email' with a green message box stating 'Thank you for confirming your email.' Below this, the same copyright notice and browser information are present, followed by the same 'User Interface issues' section as seen in the previous screenshot.

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.

The screenshot shows the EEC eForms website interface. At the top, a dark navigation bar contains the following items from left to right: 'EEC eForms', a home icon labeled 'Home', a dashboard icon labeled 'Dashboard', a forms icon labeled 'Forms', a contacts icon labeled 'Contacts', a help icon labeled 'Help Center', an anonymous forms icon labeled 'Anonymous Forms', an envelope icon, and a user profile icon labeled 'Welcome User!' with a dropdown arrow. Below the navigation bar is a light gray bar 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' followed by 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 copyright notice: '© 2023 - eForms - Privacy' and 'Your Browser : Chrome 119'. At the bottom of the page, there is a small text block with 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'.

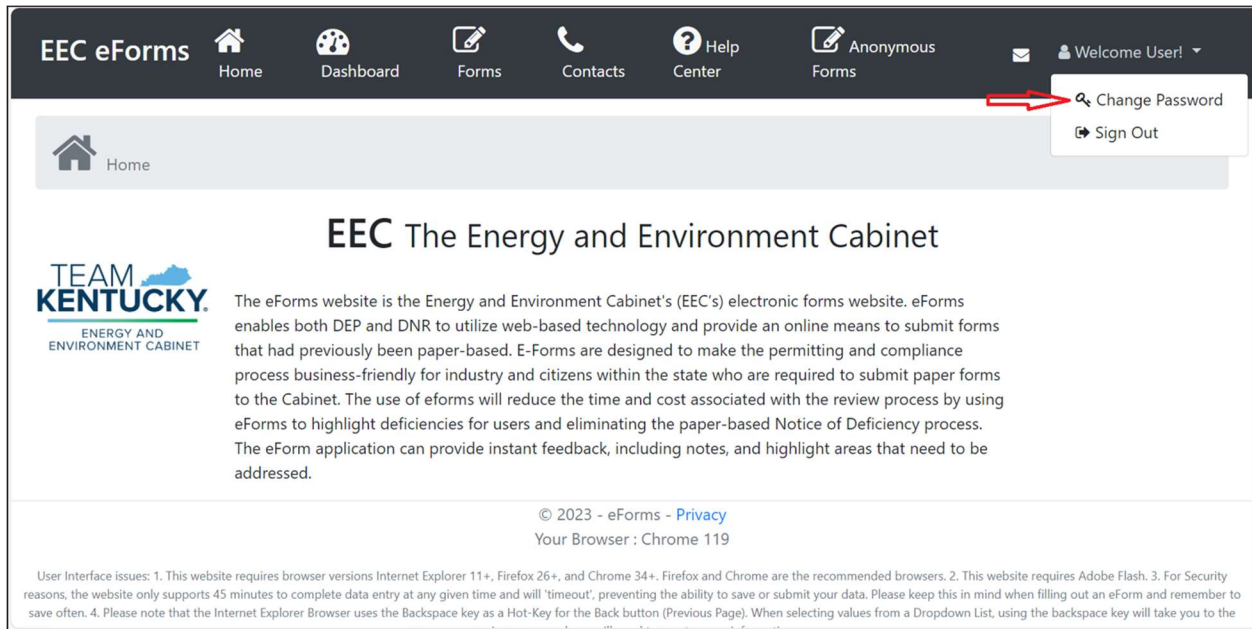
➤ **Login successful**

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

This is a duplicate of the screenshot above, showing the EEC eForms website interface after a successful login. It includes the same navigation bar, home bar, logo, heading, text, copyright notice, and user interface issues section.

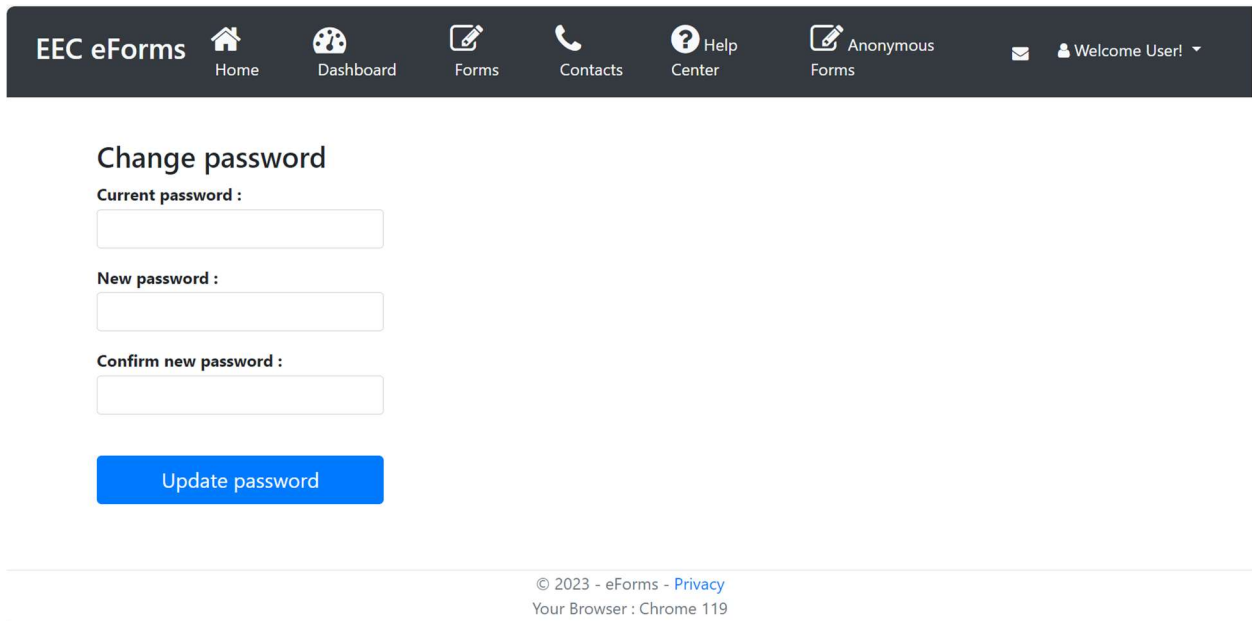
➤ Change Password

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



The screenshot shows the EEC eForms website interface. At the top, there is a dark navigation bar with the following items: EEC eForms, Home, Dashboard, Forms, Contacts, Help Center, Anonymous Forms, and a user profile dropdown menu. The user profile dropdown menu is open, showing 'Change Password' and 'Sign Out' options. A red arrow points to the 'Change Password' option. Below the navigation bar, there is a 'Home' button and a large heading 'EEC The Energy and Environment Cabinet'. To the left of the heading is the 'TEAM KENTUCKY' logo. To the right of the heading is a paragraph of text explaining the eForms website. At the bottom of the page, there is a copyright notice and a browser version indicator.

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



The screenshot shows the 'Change password' form on the EEC eForms website. The form is located below the navigation bar and contains three input fields: 'Current password', 'New password', and 'Confirm new password'. Below the input fields is a blue 'Update password' button. At the bottom of the page, there is a copyright notice and a browser version indicator.

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.

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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Your Browser : Chrome 119

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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.

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

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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Your Browser : Chrome 119

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

Hello User,

Please reset your password by clicking [here](#).

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

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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Your Browser : Chrome 119

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.

➤ **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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Your Browser : Chrome 119

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