Why should I use eForms?

1. Faster review times are generally available by submitting applications via eForms, but **forms** can also be emailed to DOWFloodplain@ky.gov or sent via regular mail to the address on the form.
2. Creating a Kentucky Online Gateway account gives you access to almost all Kentucky online programs, not just DEP eForms.
3. You will have a record of every eForm you have started or submitted.
4. You can use your previous eForms submittals as a template for new eForms, saving time for data entry.
5. eForms are available for many programs, not just Stream Construction (Floodplain).
6. You receive confirmation your form was received/is being reviewed.
7. Review of your application is streamlined because your information does not have to be entered manually by DEP staff.

How to use eForms for Floodplain application submission

1. If you have used eForms before, your account was transitioned to Kentucky Online Gateway. Your user ID is the email address you used when creating your One-Stop Account, and you will need to reset your password. **Click here** to visit the new site, click *Forgot/Reset Password* and follow instructions. Skip to Step 3
2. Create a Kentucky Online Gateway account. **Click here** and click *Create an Account* in the lower right of the screen. View the **help video** if you need help.
3. Verify your account (respond to account email) and **log in here** using your email address and password. Your screen will show all Kentucky Government services that are available through this website. Click the *E button* under the search bar, then on the EEC eForms tab, click Enroll to access the eForms service.
4. Click DEP on the EEC eForms tab to launch eForms. After your initial signup and enrollment, you only need to **log in here** using your email address and password then click DEP on the EEC eForms tab to submit eForms.
5. Click Forms on the left sidebar to access all DEP eForms. Enter 24 under the Form ID field on the right side of the screen, click the black filter and select "Equal To" to quickly find Stream Construction Application Form 7116.
6. Select the Stream Construction Application Form 7116 (form ID 24) by clicking the blue **+** sign to the left of the form name.
7. Enter your application information in the eForm. If you have any files to upload, click the *Upload Files* button in the appropriate section of the eForm.
8. When you have entered all information and attached all files to upload, click the *Click to Submit to DEP* button at the bottom of the form. If you need to save the form prior to submitting it, click the **Click to Save Values for Future Retrieval button**. The pending eForm will be in your My Incomplete eForms tab and can be selected when you are ready to make changes.
9. To find your eForms, click the Dashboard button on the eForms home page. Forms that were started but not submitted will be in the *My Incomplete eForms* tab. Submitted eForms will be in the *eForms Pending EEC Review* or *Completed eForms* tab, depending on the review status.
10. Thank you for using eForms!