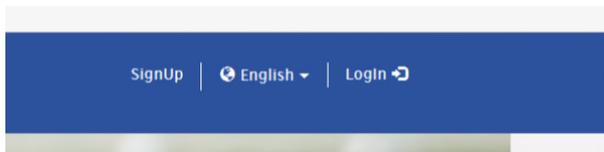


Electronic Submittals of Construction Applications for Water and Wastewater Projects to the Division of Water

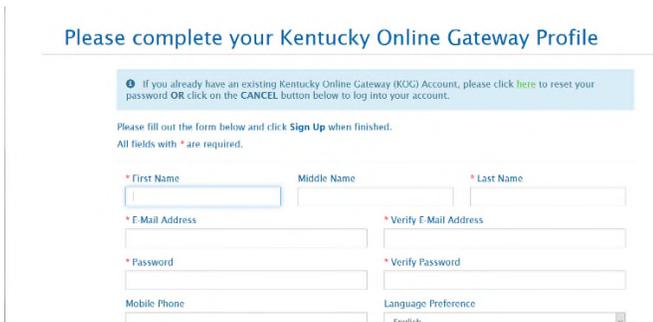
As of December 9, 2017, construction applications for water and wastewater construction projects may be submitted to the Division of Water for review and approval without requiring the submittal of paper copies. All electronic submittals must be submitted via the MyKY website at <https://mykentucky.gov/> via the “Engineering Section Electronic Submittal Form”. Submittals via email will no longer be accepted. To submit an application, follow the steps below.

Creating a MyKY Account

1. Navigate your chosen web browser to <https://mykentucky.gov/>.
2. Click on the “SignUp” button located at the top right of the home page.

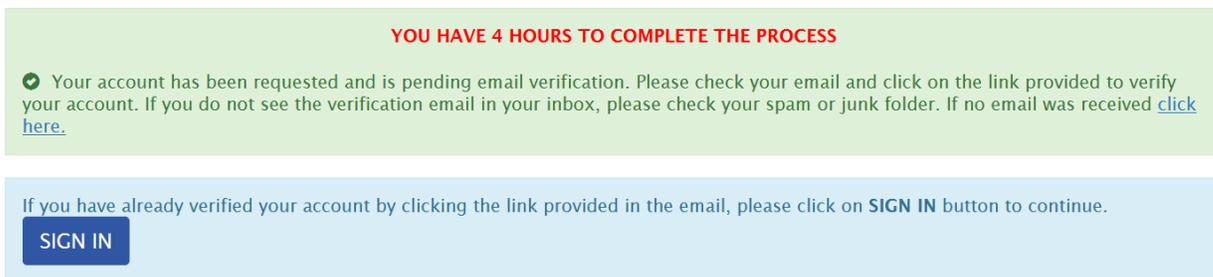


3. Fill out the Online Profile and Click “SIGN UP” at the bottom of the page. Fields that contain an asterisk (*) must be filled out.

A screenshot of a web form titled 'Please complete your Kentucky Online Gateway Profile'. At the top, there is a blue box with a warning icon and text: 'If you already have an existing Kentucky Online Gateway (KOG) Account, please click here to reset your password OR click on the CANCEL button below to log into your account.' Below this, there is a blue box with text: 'Please fill out the form below and click Sign Up when finished. All fields with * are required.' The form contains several input fields: '* First Name', 'Middle Name', '* Last Name', '* E-Mail Address', '* Verify E-Mail Address', '* Password', '* Verify Password', 'Mobile Phone', and 'Language Preference' (with a dropdown menu showing 'English').

4. After signing up, an email will be sent that includes a link to confirm the account creation. The link must be clicked within 4 hours or the account will be deleted. If you do not receive an email, check your spam or junk folder first. If you still do not receive an email, follow the instruction provided.

Please complete your Kentucky Online Gateway Profile

A screenshot of a confirmation page. At the top, there is a green box with the text 'YOU HAVE 4 HOURS TO COMPLETE THE PROCESS' in red. Below this, there is a green box with a checkmark icon and text: 'Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account. If you do not see the verification email in your inbox, please check your spam or junk folder. If no email was received click here.' Below this, there is a blue box with text: 'If you have already verified your account by clicking the link provided in the email, please click on SIGN IN button to continue.' At the bottom of the blue box is a dark blue button with the text 'SIGN IN' in white.

5. After clicking the link, you will be navigated back to the MyKY webpage. In order to finalize your account you will need to sign in as instructed. Click the “Continue to Sign in” button to be taken to the Sign in Page.

Validate New Account

Click on the button below to **Sign in** now and complete the final step of the account creation process.

Continue to Sign in

- Enter your email address used to sign up along with the password and click “SIGN IN”

Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

Email Address
Enter Email Address

Password [Forgot/Reset Password?](#)
Enter Password

SIGN IN

[Resend Account Verification Email](#)

WARNING

This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

[Don't already have a Kentucky Online Gateway Citizen Account?](#)

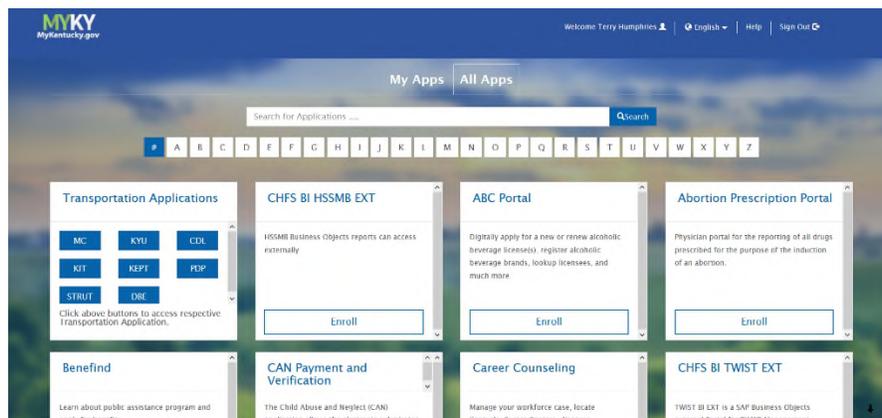
Create An Account

[Click here to select user account type](#)

- From this point you will be guided through a couple of steps including, adding a mobile number to assist with password recovery and the ability to register as an organ donor. Both can be skipped by clicking “REMIND ME LATER”. After these steps, account creation is complete.

Navigating to the Engineering Section Electronic Submittal Form

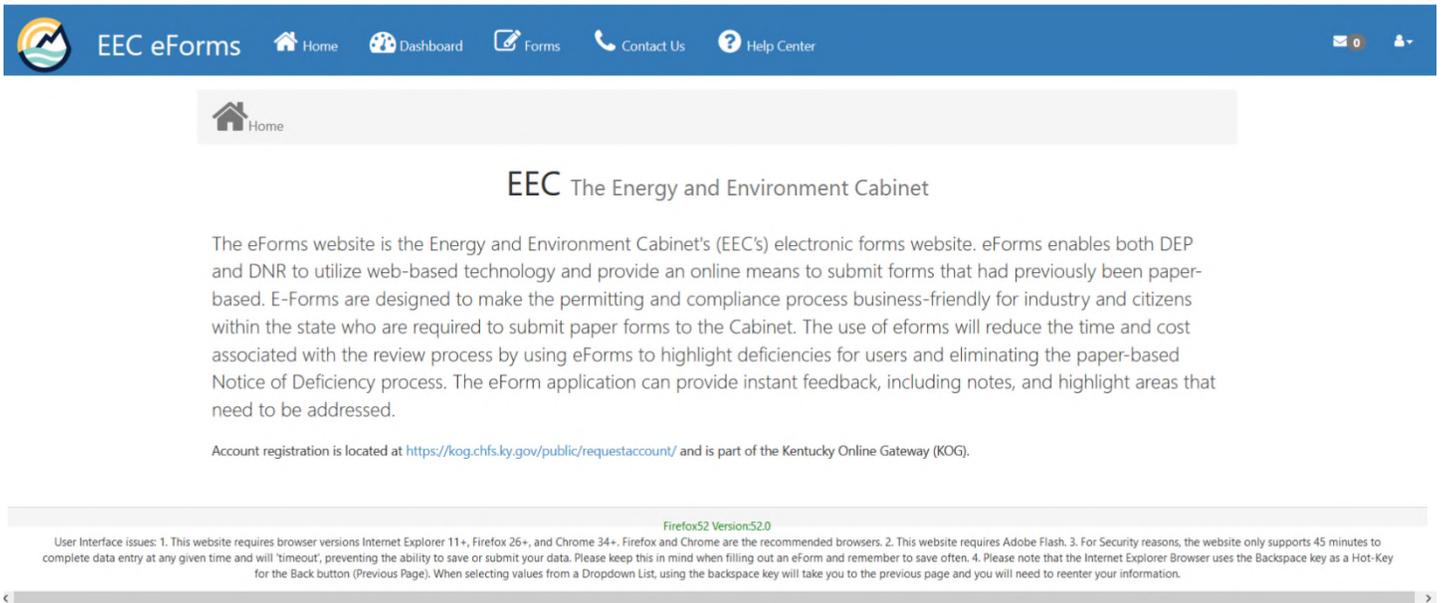
- Sign in to your account by Clicking “Log In” at the top right of the <https://mykentucky.gov/> home page.
- Enter your account’s email address and password and click “Sign In”.
- After signing in, you will be placed into the “All Apps” page which allows you to access various eForms.



4. Scroll down to “EEC eForms” and click “Enroll”.



5. A new window/tab will open for EEC eForms and you will be placed on the EEC eForms page which is where the Water Infrastructure Branch Engineering Section Electronic Submittal Form is located.



6. Click the “Forms” button located on the top menu bar.
7. Scroll down the “List of Available eForms” to locate the “Water Infrastructure Branch Engineering Section Electronic Submittal Form”. The available eForms is in alphabetical order, so the Engineering Section eForm is generally located on the last page of the list.

List of available eForms:

Drag a column header and drop it here to group by that column

Add Form	Form Name	Division	Department	Form Id
+	DAQ ASBESTOS ABATEMENT Course Registration Form	Division of Air Quality	DEP	69
+	DAQ Application For Asbestos Accreditation	Division of Air Quality	DEP	67
+	DAQ Application for Asbestos Certification (Contractors or Facilities)	Division of Air Quality	DEP	68
+	DAQ Field Operations Branch Electronic Submittal	Division of Air Quality	DEP	34
+	DAQ Notification of Asbestos Abatement/Demolition /Renovation	Division of Air Quality	DEP	70
+	DAQ Permit Application Electronic Submittal	Division of Air Quality	DEP	54
+	DAQ Source Sampling Section Electronic Submittal	Division of Air Quality	DEP	32
+	DCA Application for Reciprocity	Division of Compliance Assistance	DEP	20
+	DCA Registration Form For Exams and Training	Division of Compliance Assistance	DEP	18
+	DCA Registration Form For Exams and Training (Solid Waste)	Division of Compliance Assistance	DEP	25

Page size: 10 | 42 items in 5 pages

Open and Submit an Engineering Section eForm

1. Navigate to and open the “Water Infrastructure Branch Engineering Section Electronic Submittal” form.

Engineering Section eForm. Click “+” to open the form.

Transaction id: Proceed

List of available eForms:

Add Form	Form Name	Division	Form Id
+	Superfund Electronic Submittal	Division of Waste Management	29
+	Underground Storage Tank Branch Claims and Payments Electronic Submittal	Division of Waste Management	28
+	Underground Storage Tank Branch Notice of Intent (NOI) Submittal	Division of Waste Management	53
+	Underground Storage Tank Branch Registration Electronic Submittal	Division of Waste Management	35
+	Underground Storage Tank Branch Site Assessment and Remediation Electronic Submittal	Division of Waste Management	21
+	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	Division of Waste Management	23
+	Uniform Kentucky Well Construction Record	Division of Water	14
+	Water Infrastructure Branch Engineering Section Electronic Submittal	Division of Water	56
+	Waterwater Municipal Planning Section	Division of Water	55

Page size: 10 29 items in 3 pages

Chrome64 Version 64.0

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 Dropdownlist, using the backspace key will take you to the previous page and you will need to reenter your information.

2. Completely fill out the newly opened eForm. Instructions are provided by clicking the “Click here for instructions” link at the top of the form. Any field with an asterisk is a required field.

Division of Water
Water Infrastructure Branch
Engineering Section
Electronic Submittal

Use this form for application submittals to the Engineering Section

(*) indicates a required field. (*) indicates a field may be required based on user input or is an optionally required field. [Click here for instructions.](#)

Agency/Site Information	
Agency Interest ID: Agency Interest ID	County: (*)
Name of Project: (*) Name of Project	Project Address: (*) Project Location
Project City: (*) Project City	Project State: (*) Kentucky
Type of Project: (*) Cleanwater - Collection	Zip Code: (*) Zip
Submittal Type: (*) New Application	
Applicant/Entity Paying for Construction	
Contact First Name: (*) First Name	Last Name: (*) Contact Last Name
Company/Affiliation: (*) Company/Affiliation	Address: (*) Number and Street
City: (*) City	State: (*) Kentucky
eMail Address: (*) e-Mail	Zip Code: (*) zip
Phone Number: (*) ### ### ####	
Utility Information	
Contact First Name: (*) First Name	Last Name: (*) Contact Last Name

3. Fees – In the fees drop down box select the appropriate fee for the project being submitted. For projects that do not require a fee, no fee required is an option. Fees should not be mailed separate from the eForm.
4. To attach documents such as the application, plans, hydraulics, etc select “Upload file” next to the relevant field. Only one application may be submitted however other fields can have up to 3 documents uploaded with the

exception of “Other File(s)” which allows up to 10. Name the file appropriately to correspond to the type of file being submitted. Once the form is complete and files attached select “Continue to Pre-Payment” if a fee is required or “Continue” for projects that do not require a fee. ***NOTE* If an eForm is saved to be completed and submitted in the future, the eForm WILL NOT save any attachments added. These will need to be reuploaded prior to submitting the eForm.**

Company/Affiliation | Number and Street

City (*) | State (*) | Zip Code (*)
 City | Kentucky | zip

eMail Address (*) | Phone Number (*)
 e-Mail | ###-###-####

Submittal of Application By

Contact First Name (*) | Last Name (*)
 First Name | Contact Last Name

Company/Affiliation (*) | Phone Number (*) | eMail Address (*)
 Company/Affiliation | ###-###-#### | e-Mail

Fees

Fee Type (*)
 ... Complete Treatment - \$800 **← Select appropriate fee with this drop-down box.**

Attachments

Application (*)	Upload file	Upload attachments here. File names should not exceed 65 characters in length.
Utility/Owner Letter:	Upload file	
Location Map:	Upload file	
Plans:	Upload file	
Specifications:	Upload file	
Hydraulics:	Upload file	
Plans and Specs Checklist (SRF Projects):	Upload file	
Other File(s):	Upload file	

Click to Save Values for Future Retrieval | **Continue to Pre-Payment** **←** Click "Continue..." to proceed with the eForm. To save the eForm to continue later without the attachments, click the Save button.

- Payment – If a fee is required with the submittal, clicking continue will bring up a pre-payment screen identifying the amount due. Click “Continue to Payment” to bring up payment options and follow the instructions from there.



Kentucky Department for Environmental Protection

Cart Item(s):

Item Name	Item Description	Status	Type/Model	Amount
DOW WIB Eng. Fee	DOW WIB Eng. Fee	N/A		\$200.00

The Submittal ID for this transaction is 113171 and was submitted on March 13, 2018 02:17 PM Eastern Time. A copy of the eForm is located in the list of documents below. If you need to contact DEP, please reference your submittal ID.

PLEASE NOTE: Your eForm is NOT COMPLETE WITHOUT PAYMENT! Payment is required before the Department for Environmental Protection will process your submittal. If you close the browser prior to a successful payment, you may return to the eForms page and use the eForms Transaction ID (ba6a31a5-587f-48dd-be9e-7e04eda60131) to complete payment.

[Continue to Payment](#) **←** Click here to continue.

- Once the fee has been paid, or “Continue” was selected for projects without a fee being applicable, the project has been submitted to DOW for processing. Below is an example of the resulting page with a project submitted that did not require a fee.

This is an example of a system wide info message that may be added when needed.

Forms - Form Details

Form Details:

Form Name: Water Infrastructure Branch Engineering Section Electronic Submittal
 Form Id: 56
 eForm Submittal ID: 113128
 eForm Transaction ID: 62bd7113-6fcc-4342-b169-518c91438cac
 Status: Submitted to DEP [Help](#)
 Date: 03/13/2018
 Submitted to DEP?: Yes [Help](#)

Create a new eForm with values from this previously saved/submitted eForm.

Document(s)

Document Name	Description/Type	Click Image to Download File
113128.html	eForm Submittal	

Assign Submittal

Add person to submittal...

Drag a column header and drop it here to group by that column

- Once submitted, your application will move to the “eForms Pending EEC Review” tab of the Dashboard which indicates it has been submitted, but DOW has not yet accepted (i.e. moved it from the eForms page to our system).

Dashboard

Unread Messages 0

[View Details](#)

My incomplete eForms 0

[View Details](#)

eForms Pending EEC Review 0

[View Details](#)

Completed eForms 0

[View Details](#)

My incomplete eForms - Details

No details to display

- Once accepted by DOW, the application will move into the “Completed eForms” tab. This does not signify approval of your application, only that DOW has received it so that a reviewer may be assigned.

Notices of Deficiency (NODs)

- When a notice of deficiency is issued through the eForm an email will be sent to the contacts on the eForm with instructions to continue. To respond, navigate to the Dashboard and select “My incomplete eForms”.
- An incomplete eForm will be listed with the Status of “Under Review by Submitter”. Select the Submittal ID to open this eForm. **Do NOT attempt to respond to an NOD by creating a new eForm.** This would cause the NOD response to be submitted as a new project and create delays in processing the application.

This is an example of a system wide info message that may be added when needed.

Dashboard

- 219 Unread Messages
- 23 My incomplete eForms
- 6 eForms Pending EEC Review
- 224 Completed eForms

My incomplete eForms - Details

Drag a column header and drop it here to group by that column

Submittal Id	Form Name	Date	Status
113171	Water Infrastructure Branch Engineering Section Electronic Submittal	3-13-2018	Waiting on Payment
113207	Water Infrastructure Branch Engineering Section Electronic Submittal	2-13-2018	Under Review by Submitter
112988	Water Infrastructure Branch Engineering Section Electronic Submittal	11-14-2017	Waiting on Payment
112804	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	10-18-2017	eForm created but never saved by user
112086	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	10-03-2017	User Saved
111961	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	9-29-2017	User Saved
105681	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	6-29-2017	eForm created but never saved by user
105671	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	6-28-2017	eForm created but never saved by user
105509	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	6-26-2017	eForm created but never saved by user
105357	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	6-22-2017	User Saved

Page size: 10 | 23 items in 3 pages

eForm with an outstanding Notice of Deficiency

- In the Form Details Box select "Continue with this eForm" .

Form Details:

Form Name: Water Infrastructure Branch Engineering Section Electronic Submittal

Form Id: 56

eForm Submittal ID: 113171

eForm Transaction ID: ba6a31a5-587f-48dd-be9e-7e04eda60131

Status: Waiting on Payment [Help](#)

Date: 03/13/2018

Submitted to DEP?: No [Help](#)

Continue with this eForm | Create a new eForm with values from this previously saved/submitted eForm.

- In the eForm, comments will be provided in the EEC Reviewer Comment section. Any changes made to the form by the DEP Reviewer will be outlined in blue. Written responses can be added to the "Applicant Comment" portion of the eForm.

Division of Water
Water Infrastructure Branch
Engineering Section
Electronic Submittal

Use this form for application submittals to the Engineering Section
(* indicates a required field, (-) indicates a field may be required based on user input or is an optionally required field
Click here for instructions.

Agency/Site Information		
Agency Interest ID: 1390	County (*): Franklin	
Name of Project (*): Engineering Test Form 5	Project Address (*): Kentucky	
Project City (*): Frankfort	Project State (*): Kentucky	Zip Code (*): 40601
Type of Project (*): Drinking Water - Distribution	Submittal Type (*): New Application	
Agency/Site Comments:		
Applicant Comment: <div style="border: 1px solid gray; padding: 5px;">← Respond to comments in this section or make corrections to the form as necessary.</div>		
EEC Reviewer Comment: <div style="border: 1px solid gray; padding: 5px;">← DEP Comments</div>		
Applicant/Entity Paying for Construction		
Contact First Name (*): Applicant_First	Last Name (*): Applicant_Last	
Company/Affiliation (*): Frankfort Plant Board	Address (*): 100 Test St	
City (*): Frankfort	State (*): Kentucky	Zip Code (*): 40601
eMail Address (*): email@email.com	Phone Number (*): 555-555-5555	
Applicant/Entity Pay for Construction Comments:		
Applicant Comment:		

- Additional attachments can be added as necessary to respond to the NOD (e.g. for revised plans). When the NOD response is complete, select “Submit to EEC” and the NOD response will be sent directly back to the appropriate DEP staff to continue the review.

Contact First Name (*): Consultant_First	Last Name (*): Consultant_Last	
Company/Affiliation (*): Frankfort	Phone Number (*): 555-555-5556	eMail Address (*): terry.humphries@ky.gov
Submittal of Application By Comments:		
Applicant Comment:		
EEC Reviewer Comment:		
Fees		
Fee Type (*): No Fee Required		
Attachments		
Application (*):	Upload file	Add new attachments if necessary.
Utility/Owner Letter:	Upload file	
Location Map:	Upload file	
Plans:	Upload file	
Specifications:	Upload file	
Hydraulics:	Upload file	
Plans and Specs Checklist (SRF Projects):	Upload file	
Other File(s):	Upload file	
Comments:		
Applicant Comment:		
EEC Reviewer Comment:		
Click to Save Values for Future Retrieval Click to Submit to EEC ← Click here to submit the NOD response.		

Plans and specifications requirements

Plans shall be submitted as a single PDF document. Multiple PDFs for plans may be submitted where multiple contracts are proposed. Specifications shall be submitted as a searchable PDF.

Plans and specifications submitted electronically must be signed, stamped and dated by a professional engineer licensed in Kentucky. Engineering signatures shall meet the requirements of 201 KAR 18:104 Section 3 (link: <https://apps.legislature.ky.gov/law/kar/201/018/104.pdf>) This section states:

A digital signature shall be permitted in place of an original seal, signature, and date if:

- (1) The digital signature is a unique identification of the licensee;
- (2) The digital signature is verifiable;
- (3) The digital signature is under the licensee's direct and exclusive control;
- (4) The digital signature is linked to the electronic document in a manner that causes changes to be easily determined and visually displayed if any data in the electronic document file is changed subsequent to the digital signature having been affixed to the electronic document;
- (5) An attempt to change the electronic document after the digital signature is affixed shall cause the digital signature to be removed or altered significantly enough to invalidate the digital signature; and
- (6) In the case of an electronic document to be electronically transmitted, the electronic document is converted to a read-only format.

A scanned image of a stamp with signature does not meet the above requirements.

Setting up a Digital Signature

A digital signature meeting the requirements of 201 KAR 18:104 may be obtained via the engineers own choice. One option available is by setting up a Certificate based signature through Adobe, which can be done through the Reader version. To set up a Certificate based Signature through Adobe, follow the instruction provided at the following link: <https://helpx.adobe.com/acrobat/using/certificate-based-signatures.html>. This is not an endorsement of the Adobe software for digital signature purposes, just meant to provide an example.

FAQs

Q. What applications can be submitted on the "Water Infrastructure Branch Electronic Submittal Form"?

A. Drinking Water forms DW-1, DW-2 and DW-3 and cleanwater forms S-1 and W-1 may be submitted using the form. If a project already has an approval, is funded via SRF, and needs an authorization to bid, the SRF Plans and Specs Checklist may also be submitted via this form.

Q. Can someone other than me pay the review fee?

A. Yes, but the person paying must have a MyKY account also. To allow someone other than the submitter pay the fee, submit the eForm to DOW and when asked for fee information back out of the form. This form will now be located on the "My Incomplete eForms" tab. Navigate to the form then under the "Assign Submittal" box, locate the person who will be paying the fee. Add them and they will have access to the eForm. The eForm will now appear on their account so that they may continue and add payment information.

Q. Can I submit the review fee separate from the eForm?

A. In general, no. If a fee is required, the fee should be paid as part of the submittal.

Q. I selected the wrong eForm or no longer need a specific incomplete eForm, can I delete?

A. At this time, there is no way to delete incomplete eForms that are not needed.

Q. Is an image of my signature on the plans acceptable?

A. No. Digital signatures must meet the requirements of 201 KAR 18:104. An image of a signature does not meet minimum requirements.

Q. I have a project that needs two applications (e.g. sewer and water), can I submit them on a single eForm?

A. No. If a project requires multiple applications, they should be submitted via separate eForms.

Q. I submit multiple applications for the same entity throughout the year, can I save eForm information so that I don't need to re-enter it every time?

A. Yes and No. When an eForm is created and saved, you can go into the saved eForm and click the "Create a new eForm with values from this previously saved/submitted eForm." This will carry over all information from the

previous eForm, except for attachments, into a new eForm that can then be edited. It will be up to the form creator to know which Submittal ID/eForm goes with which set of information, however.

Q. I previously applied via mail and received a Notice of Deficiency. Can I submit the response via eForm?

A. At this time, no, the eForm is not currently set up for those purposes. You may still submit any requested information electronically to the reviewer either through eMail or other electronic means (e.g. Dropbox, OneDrive, etc). Revised plans will still need to include a digital signature if submitted electronically and should include ALL pages as a single PDF file (even if the page wasn't revised).