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UST Service Provider License Application using Your DEQ Online

This document was prepared by
The Oregon Department of Environmental Quality
Underground Storage Tank Program
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State of Oregon
DEQ Department of Environmental Quality

Introduction

Your DEQ Online (YDO) is a comprehensive environmental data management system. Public users create an account that allows the user to electronically pay invoices or fees, obtain permits and licenses, and submit documents to the Oregon Department of Environmental Quality.

This User Guide is intended for the use of Underground Storage Tank Service Providers and provides a detailed explanation of how to:

1. Renew an existing UST Service Provider License or
2. Submit a new UST Service Provider License Application.

If you are renewing, complete Step 2A and skip Step 2B. If you are submitting an application for your first Service Provider License, then skip Step 2A and complete Step 2B.

If you are renewing, be sure the legal name of your firm is exactly the same as when you first applied. Also make sure your License number is correct if you are adding specialties.

It is assumed that the user will have an active account (required) with the YDO system.
Please visit https://www.oregon.gov/deq/Permits/Pages/Your-DEQ-Online.aspx for all things YDO, including technical support and the YDO Help Desk.

Click https://ordeq-edms-public.govonlinesaas.com/pub/login?web=1 to go directly to the Public Portal page.
Click the "Register Account" button (outlined in red below) to establish an account.

Public Portal

Environmental Data Management System (EDMS)

Username

Password (Forgot Password?)

Login

Register Account

Public Records Services

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Step 1 – Log in to YDO

The steps A through E below correspond to A-E in the image below.

A. Open a web browser on your computer and click this link:

https://oregon-public-uat.govonlinesaas.com/pub/login or type into the address window.

B. Enter your username,
C. Enter your password, and then
D. Click the Login button.
E. If you do not have a username and password please click the button labeled Register Account, enter the required information, and obtain a YDO account and a username and Password. Then return to this page and enter your credentials to log in.

Step 2A – Start Renewal Submittal and Update Information

The Dashboard page opens when the user successfully logs into YDO:

(**Above graphic, left)** Note: "Basic Info" is one of several Workflow tabs (not to be confused with browser tabs). Tabs or fields that <u>require action or completion</u> to proceed to the next step of the Submittal are marked with: (see the tabs and data entry fields, above). YDO removes the red symbol when the requirements of that entry are satisfied.
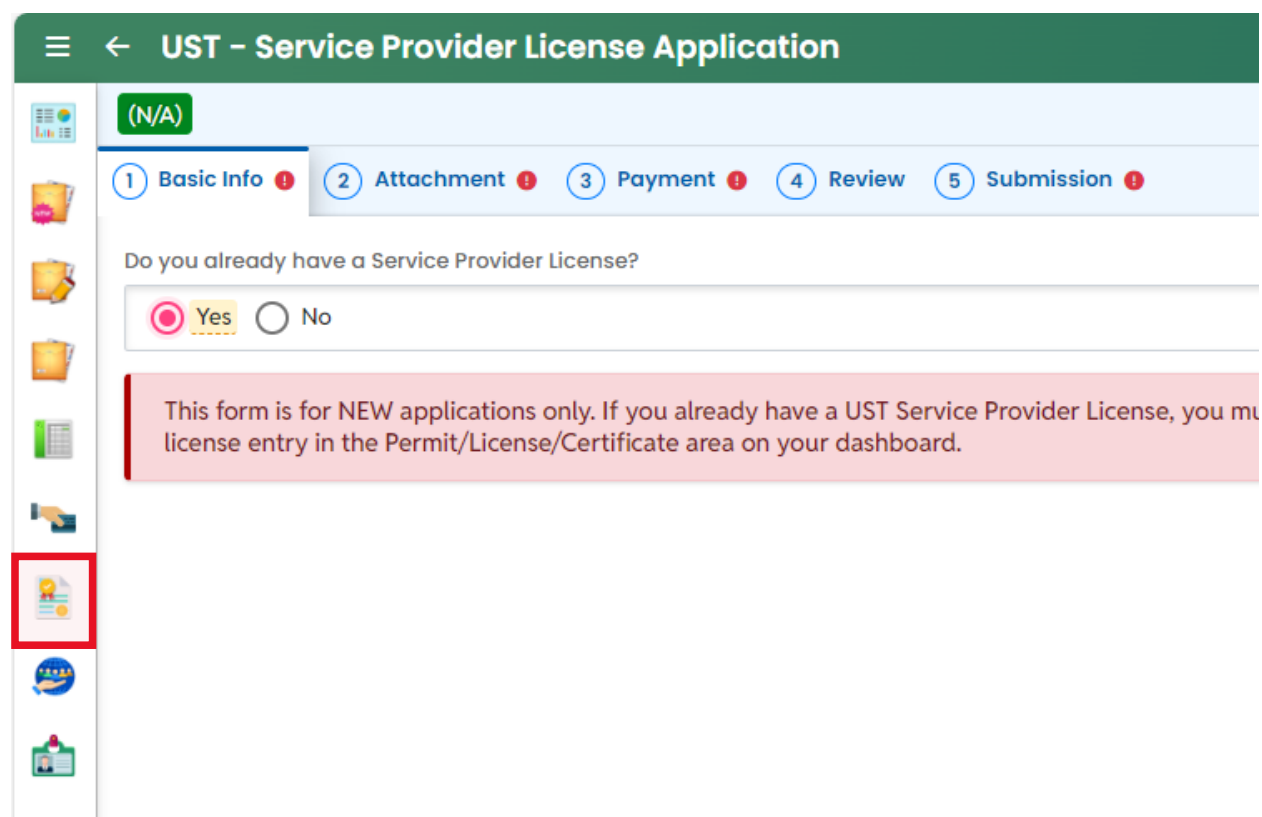
RENEWAL OF EXISTING LICENSE
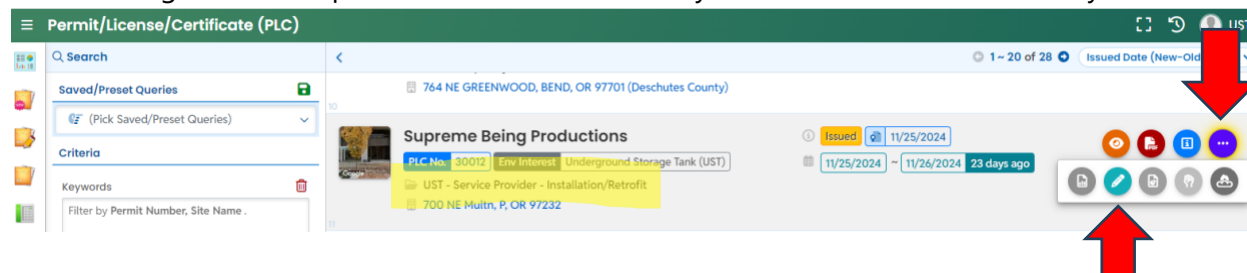
If your firm **already has** a Service Provider License navigate to the Permit/License/Certificate module from the dashboard by clicking on the "Navigation" button (below, in red):

Then click on the "PLC" module (in red below).

Scroll through the list of permits and licenses to find your UST Service Provider entry:

First click on the purple button with the ellipses. This opens the sub-panel with the green circle and pencil. Click the green pencil icon to open the following page:

Review the information in the "UST Services Provider Information" panel (above). Make any changes necessary.

Review the "Types of Service Provided" and the "Supervisors Information". Add new Supervisors by clicking the yellow "New" button, which opens the search function for Supervisors:

Click in the "Supervisor Name" field (red arrow) to open the search function. Type the Supervisors name in the highlighted field above, and then choose the correct Supervisor.

Review the "Service Areas" where you plan to work, make any changes, and then check the "Experience" box if applicable:

Applicants renewing their License should skip Step 2B.

Step 2B – Start New Submittal and Enter Information

From the "Dashboard" click on the Start New Submittal Box outlined in red, on the left below.

The "New Submittal" window opens:

Scroll down the window, using the scroll bar on the far right if needed, until "UST-Service Provider License Application" is visible (above). Click on the orange + sign (above, right) to open the "UST- Service Provider License Application" submittal:

If your firm already has a CCB number enter it in the space provided, above. If there is a separate Corporate Headquarter address, check the box below and complete the requested information in the fields that will appear when the box is checked.

Choose the "Types of Services Provided" and then select a Supervisor with a corresponding license, employed by your firm.

Add new Supervisors by clicking the yellow "New" button, which opens the search function for Supervisors:

Click in the "Supervisor Name" field (red arrow) to open the search function. Type the Supervisors name in the highlighted field above, and then choose the correct Supervisor. Note that the list is alphabetized by first name, and only a portion of the list can be viewed by scrolling. In many cases it will be necessary to use the search function to select the correct Supervisor. The search bar is contained in the drop-down, and is indicated with the red arrow in the above image. Although the text in the yellow box above indicates otherwise, it is only possible to search by entering a name in that box.

Note that clicking on the ⬡ symbol saves the information entered; saving should be done at the end of every step of any submittal. After saving the information, next click on the "Attachments" tab at the top of the window (outlined in red at top of below graphic):

Step 3 – Attach Documents Demonstrating Qualifications

You must attach a list of all the UST projects completed in the last 2 years. Click on the "Attachments" tab:

The red box above indicates the "Click to Upload" button which also serves as the "Drag Files Over Here" box. Note that as with all "Submittals", the required attachments are indicated on the right side of the page. Either click on the "Click to Upload" (the button turns yellow first) to navigate to, and then select, the file that needs to be uploaded (in this case the documents that demonstrate the company is qualified) or drag the file you want to upload on top of the

box/button and drop it there.

After you upload the document it must be identified. Click inside the "Attachment Panel" (red arrow above) to expand it, and then click in the "Select Document Type" drop-down menu to display the choices as shown below- choose the highlighted "Documents (to demonstrate...)".

Below is an *example* of an uploaded file --with file type and date-- uploaded in the YDO window here:

Click on the red "Save" button (previously described) in the lower right corner of the window, and proceed to Step 4- Payment.
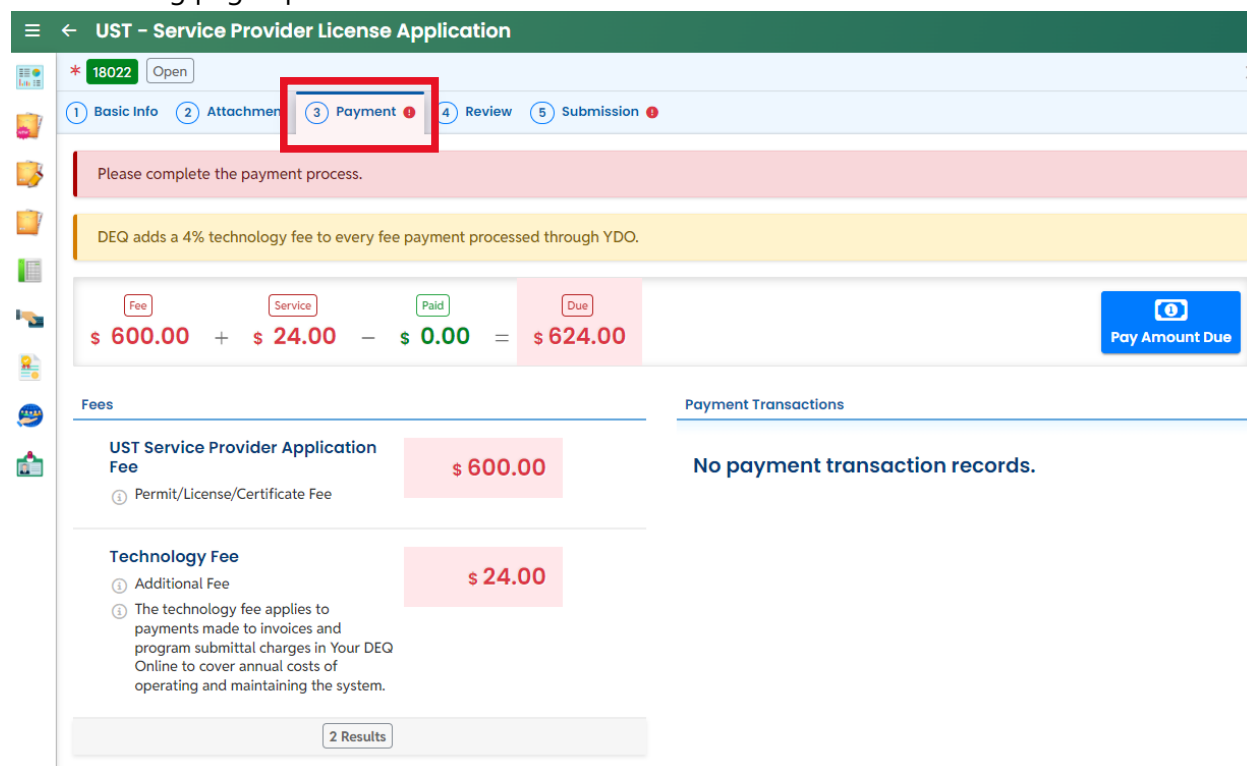
Note that clicking on the symbol saves the information entered; saving should be done at the end of every step of any submittal. After saving the information, next click on the "Attachments" tab at the top of the window (outlined in red at top of below graphic):

Click on the red "Save" button (previously described) in the lower right corner of the window, and proceed to Step 4- Payment.

Step 4 – Payment

Payment, including the 4% Technology Fee must now be submitted. Click the "Payment" tab. The following page opens:

Note that the "Technology Fee" is required regardless of payment method. There is an additional surcharge for payments by credit card.

Click on the blue "Pay Amount Due" button to enable the payment choices- using a credit card (incurs a service fee), or using a free direct withdrawal from a bank account (ACH):

Choose ACH or Credit Card by clicking the corresponding radio button (red arrow, above).

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Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or print this page for your records.

Confirmation Number **DEQTST000045949**

Return to Your DEQ Online

Payment Details

Description	DEQ GOVONLINE DEQ GovOnline Pymts https://oregon-public-uat.govonlinesaas.com/client/pub/login
Payment Amount	$624.00
Payment Date	12/20/2024
Status	SCHEDULED

Payment Method

Bank Routing Number	075000022
Bank Name	US BANK NA
Bank Account Number	*2222
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	ust.dutyofficer@deq.oregon.gov

==The receipt will be available following the submission step.==

For either credit card or ACH (direct withdrawal) click on the red "Pay Now" button to be redirected to the US Bank payment site (read the following pop-up and click "OK"):

Once finished, you will be redirected back to the system to finish the task.

OK   CANCEL
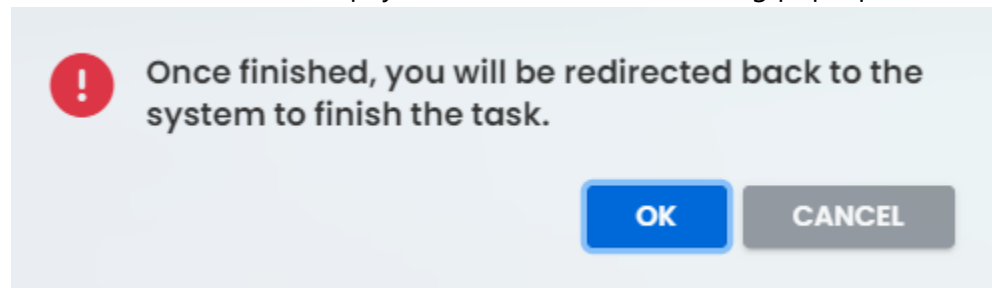
State of Oregon
DEQ **Department of Environmental Quality**

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

| User Name | Forgot Your User Name? |
| Password | Forgot Your Password? |

Log In

Register

Pay Without Registering

powered by
usbank

Customer Service | Help | Privacy Policy | 🔒 Security

The user can register to facilitate future payments by clicking "Register" or the user can proceed by clicking the "Pay without Registering" link.

Your name and address should be pre-filled in the next US Bank window, and you must enter a phone number (highlighted below).

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Exit

Make a Payment

My Payment

DEQ GovOnline Pymts	
Amount Due	$78.00

Payment Information

Frequency	One Time
Payment Amount	$78.00
Payment Date	Pay Now

Contact Information

First Name	UST
Last Name	Generic RO
Company (Optional)	
Address 1	700 NE Multnomah St
Address 2 (Optional)	
City	Portland
State	OR
Zip Code	97232
Zip Code Extension (Optional)	
Phone Number	
Email Address	ust.dutyofficer@deq.oregon.gov

Become a Registered User

For credit cards: Complete the credit card information and click the red "Continue" button:

Note the highlighted convenience fee information above.

If you choose the ACH payment method, the payment window will look like this:

Enter your bank account information and then click the red "Continue" button. The "Review Payment" screen opens:

![State of Oregon DEQ Department of Environmental Quality logo]

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	DEQ GOVONLINE
	DEQ GovOnline Pymts
	https://oregon-public-uat.govonlinesaas.com/client/pub/login
Payment Amount	$78.00
Payment Date	10/25/2024

Payment Method

Bank Routing Number	075000022
Bank Name	US BANK NA
Bank Account Number	*2222
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	ust.dutyofficer@deq.oregon.gov

Contact Information

First Name	UST
Last Name	Generic RO
Address 1	700 NE Multnomah St
City	Portland
State	OR
Zip Code	97232
Phone Number	1111111111
Email Address	ust.dutyofficer@deq.oregon.gov

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If a convenience fee is added to the transaction, I understand that the convenience fee displayed will be included in the

☐ **I accept the Terms and Conditions**

Confirm   Back

Powered by **US bank.**
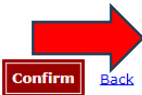
Customer Service | Help | Privacy Policy | 🔒

Click the checkbox to accept the Terms and Conditions, and then click the red "Confirm" button. The following "Confirmation" window appears:

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Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or print this page for your records.

Confirmation Number **DEQTST000043539**

Return to Your DEQ Online

Payment Details

Description	DEQ GOVONLINE
	DEQ GovOnline Pymts
	https://oregon-public-uat.govonlinesaas.com/client/pub/login
Payment Amount	$78.00
Payment Date	10/25/2024
Status	SCHEDULED

Payment Method

Bank Routing Number	075000022
Bank Name	US BANK NA
Bank Account Number	*2222
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	ust.dutyofficer@deq.oregon.gov

Click the red "Return to Your DEQ Online" button, and the "OK" button that appears in the subsequent pop-up to return to this page:

Note that the balance now reads "$0.00" (highlighted above). Click the red "Save " button in the lower right portion of the screen.

Step 5 – Submission

If you want to review the entries made thus far, click on the "Review" tab. Otherwise click on the "Submission" tab:

Click the required acknowlegment checkbox (red arrow above), which turns the "Submit" button blue. Scroll down to the "Submit" button. **NOTE: it may take up to 20 minutes for the new License information to appear in the "Permits, Licenses, and Certificates module of the YDO program.** Clicking the "Submit" button concludes the submittal process and opens the following summary page:

UST – Service Provider License Application

18025 Complete Submittal

✅ Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various mile stones.

Please click 🖨 **Receipt** to print your receipt.

Submittal Summary

Submittal ID:	**18025**
Submittal Date:	11/25/2024, 2:11:44 PM
Submittal By:	UST Generic RO 5033604287 ust.dutyofficer@deq.oregon.gov
Owner Information:	UST Generic RO 5033604287 ust.dutyofficer@deq.oregon.gov

Submittal Form Info

Name:	UST - Service Provider License Application
Method:	Online Submission

Fee Detail

Name	Type	Amount
UST Service Provider Application Fee	Permit/License/Certificate Fee	$600.00
Technology Fee	Additional Fee	$24.00

Payment Detail

Date	Method	Fee Amount	Paid Amount
11/25/2024, 11:52:30 AM	ePayment (ACH)	$624.00	$624.00
Total:		$624.00	$624.00

Certification

Statement:	I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.
Question:	Not Applicable
Answer:	Not Applicable
PIN Number:	Not Applicable
RO:	UST Generic RO
Sender IP:	159.121.206.56

Uploaded Attachment List

📄 **Test Attachment2.pdf**
Documents (to demonstrate meeting qualification)
PDF 55 KB

Mail-to Attachment List

No record.

Finish 🖨 **Receipt** 🖨 **Submittal Form**

Click the red "Receipt" button to view a copy of the receipt:

Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600   Portland, OR 97232-4100   Date Created: 11/25/2024

Submittal Summary

Submittal ID: **18025**

Submittal: **UST - Service Provider License Application**

Submitted By: **UST Generic RO**   Email: **ust.dutyofficer@deq.oregon.gov**

Submitted Date: **2024-11-25 14:11:44**

Submittal Form Info

Submittal Name: **UST - Service Provider License Application**

Submission Method: **Online**

Action Type: **New**

Payment Information (PAID IN FULL)

Processing Fee: **$600.00**   Technology Fee: **$24.00**   Total Amount Due: **(None)**
Payment Method: **ePayment (ACH)**   Paid Amount: **$624.00**   Date Paid: **11/25/2024**
Confirmation Number: **DEQTST000044870**

Certification

Statement: **I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.**
Question:
Question's Answer: ******
PIN Number: ******
IP Address: **159.121.206.56**

Responsible Official: **UST Generic RO**

Click the red "Submittal Form" button to review a copy of the Submittal Form. Note that if a Supervisor has more than one License, all of them will appear below.

UST - Service Provider License Application

700 NE Multnomah Street, Suite 600   Portland, OR 97232-4100   11/25/2024

Submittal RID: **18025**	Submitted Date: **11/25/2024**

Application Action Type: **new**

Do you already have a Service Provider License?   ☐   Yes   ☑   No

Effective March 10, 2008 the non-refundable license fee is $600 for 24 months

UST Services Service Provider Information:

Legal Name : **Supreme Being Productions**
Country: **United States**
Address: **700 NE Multn**

City: **P**	State: **Oregon**	ZIP Code: **97232**
Email: **dave.pardue@deq.oregon.gov**	Mobile: **503-555-5555**	Fax:

CCB Number:

Corporate Headquarters

Country:
Address:

City:	State:	ZIP Code:
Email:	Mobile:	Fax:

Types of Services Provided

☑ Installation and Retrofit   ☐ Decommissioning   ☐ Tightness Testing   ☐ Cathodic Protection

Supervisors Information

Provide the name, type of license and license number for each UST Supervisor your firm employs. A supervisor must be on site during specified times or stop work. Attach additional pages as needed.

| Supervisors Name	License Number	TypeofLicense(s)
Adam Carter	**27612**	**USTSupervisor - Installation/Retrofit**
Adam Carter	**27613**	**USTSupervisor - USTDecommissioning**

Service Areas

☐ Statewide   ☑ Eastern Region   ☐ Western Region   ☐ Northwest Region

Experience

☐ Check here if your company has not worked on any UST projects during the last 24 months.

Certification Requirements

Finally click the blue "Finish" button to return to the "Submitted Submittals" page where you can note that YDO has indicated a "Complete Submittal" (in red below):
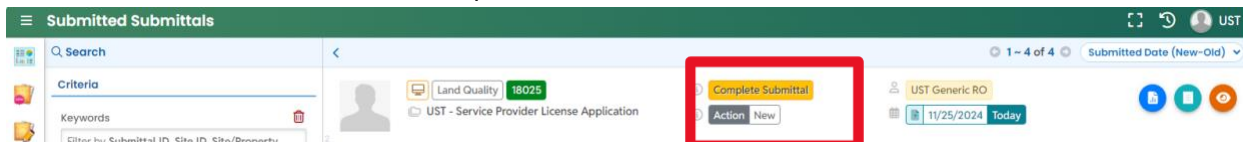

Once you have received an email from YDO informing you that your application has been approved, return to your YDO "Dashboard" page. Click the "Submitted" button (it will turn blue):
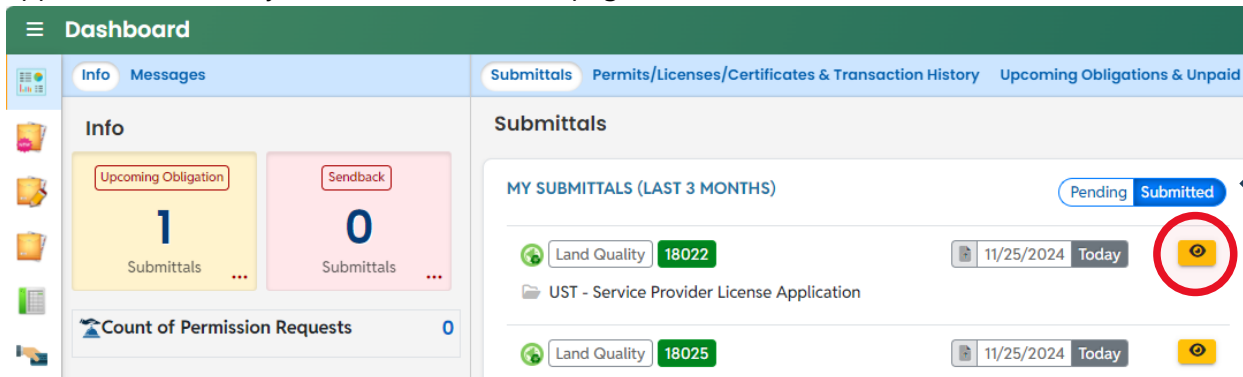
Then click the yellow "eyeball" icon under the blue "submitted" button to open your Submittal.

Once DEQ processes and approves the submittal, Your Service Provide License will be available in the "Issuance" tab of that "Submittal":
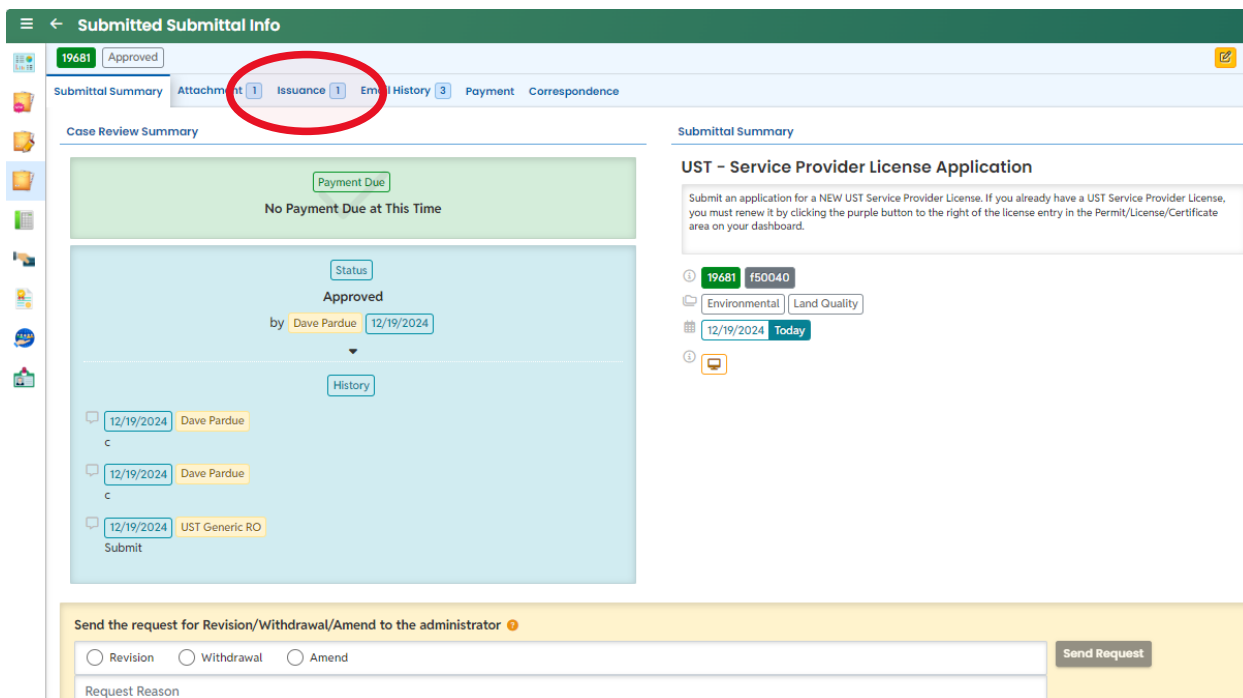
Click on the "Issuance" tab to download the document by clicking on the red download button:

This concludes the process of applying for, or renewing a UST Service Provider's License.

Other YDO features can be accessed by using the Navigation button in the top left corner of the "Submitted Submittals" page: