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Submitting UST Supervisor 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 Supervisors and provides a detailed explanation of how to:

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

YOU MUST BE SIGNED IN TO YOUR OWN YDO ACCOUNT TO APPLY FOR THIS LICENSE. THE LICENSE WILL BE ISSUED IN THE NAME OF THE SUBMITTER.

YOU MAY NOT SUBMIT AN APPLICATION FOR ANYONE ELSE.

for example if you are John Doe, and submit Jane Doe's test results, your license will say "John Doe"

If you are renewing, complete Step 2A and skip Step 2B.

If you are submitting an application for your first Supervisor License, then skip Step 2A and complete Step 2B.
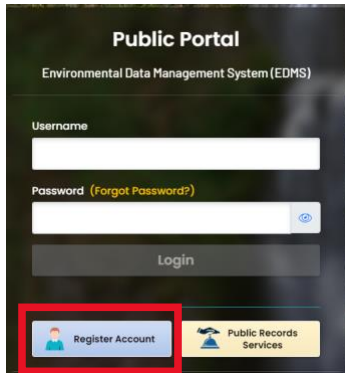
If you are renewing, be sure the name you use is exactly the same as when you first applied. Also make sure your License number is correct if you are adding new licenses.

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.

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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:

RENEWAL OF EXISTING LICENSE
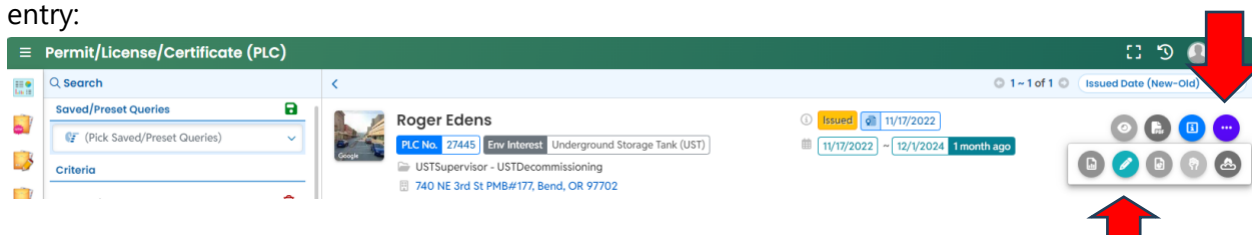
If you **already have** a Supervisor License navigate to the Permit/License/Certificate module from the dashboard by clicking on the "Navigation" button (below, in red):

(**Above graphic)** 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.

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

The PLC page opens; scroll through the list of permits and licenses to find your UST Supervisor 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:

Choose all the applicable Specialties above (you must attach passing ICC test results for each specialty; the required "Attachment(s)" then appear(s) on the right side of the page. Click on the

"Attachment" tab:

Click in the box outlined in red above to upload the ICC Test results. Then click within the document panel to identify the upload:

YOU MUST REPEAT THIS PROCESS FOR EACH LICENSE TYPE. The appropriate passing test score is required as an "Attachment" for each. You will find one "Issuance" for each license when it is approved by DEQ. Be sure to click the red "Save" button in the lower right corner of every page.

Once the application is approved by the DEQ UST Program, you will receive an email message indicating the approval of your application. Return to YDO at that time and find your application

by clicking on the white "Submitted" button:

Then open the submittal by clicking on the orange eyeball (red arrow below); note that the white button turned blue (green arrow below).

The following window opens where you may download or print your license:

Click on the "Issuance" tab (purple box above), and then click the small red button in the lower left corner to download the file. Repeat this process for each "Issuance."

Step 2B – Start New Submittal and Enter Information

If you have never held a UST Supervisor License before, 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-Supervisor License Application" is visible (above). Click on the orange + sign (above, right) to open the "UST- Supervisor License Application" submittal:

Click the "No" box above, since this is for a first-time application. Then choose which types of license you are applying for (you may check more than 1 box). The "Attachment" tab becomes

required after choosing the license type or license types:

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

For both new licenses and renewals you must attach a copy of your passing test results for each license applied for. Click on the "Attachments" tab:
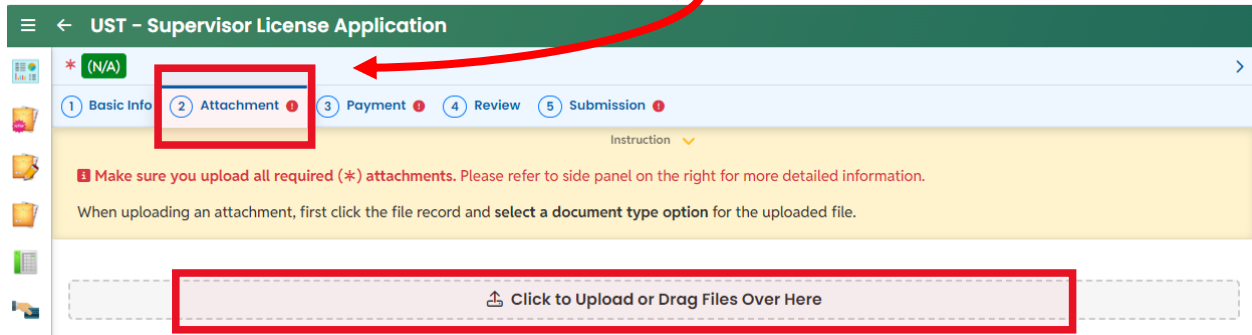
The red box above indicates the "Click to Upload" button which also serves as the "Drag Files Over Here" box.

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" button above (the button turns yellow first) to navigate to, and then select, the file that needs to be uploaded (in this case the passing ICC test result or results.) or drag the file you want to upload on top of the box/button and drop it there.
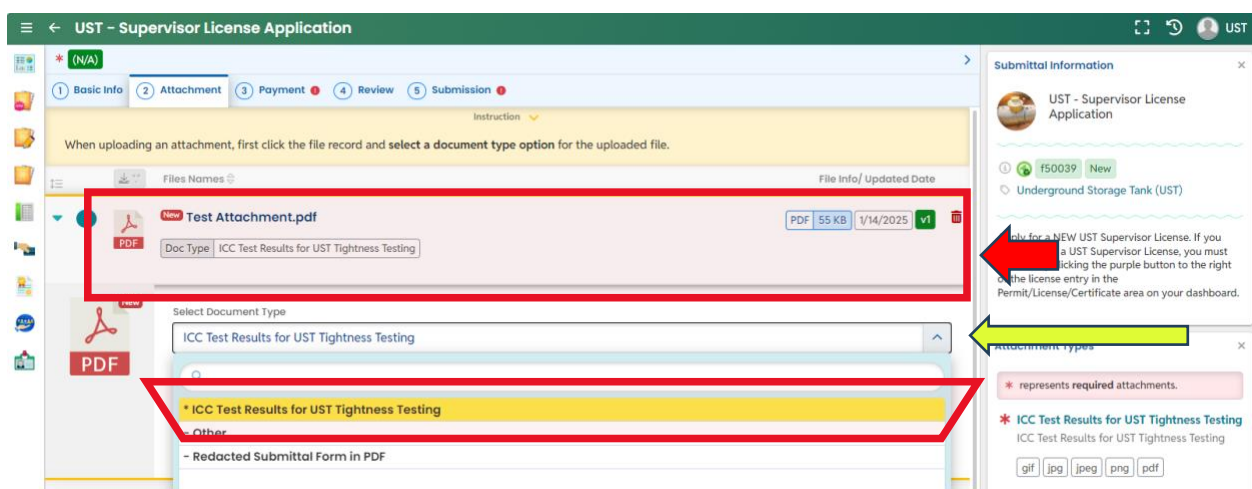
After you upload the document it must be identified. Click inside the "Attachment Panel" (red arrow above) to expand it, and then click in the "Select Document Type" drop-down menu

(yellow arrow) to display the choices as shown below- choose the highlighted "ICC Test Results…".

YOU MUST REPEAT THIS PROCESS FOR EACH LICENSE TYPE. The appropriate passing test score is required as an "Attachment" for each. You will find one "Issuance" for each license when it is approved by DEQ. Be sure to click the red "Save" button in the lower right corner of every page.

Once the application is approved by the DEQ UST Program, you will receive an email message indicating the approval of your application. Return to YDO at that time and find your application by clicking on the white "Submitted" button:

Then open the submittal by clicking on the orange eyeball (red arrow below); note that the white button turned blue (green arrow below).

The following window opens where you may download or print your license:

Click on the "Issuance" tab (purple box above), and then click the small red button in the lower left corner to download the file. Repeat this process for each "Issuance."

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 [save symbol] symbol saves the information entered; saving should be done at the end of every step of any submittal.

Step 4 – Payment

Payment, including the 4% Technology Fee must now be submitted. Click the "Payment" tab. The "Save" button must be clicked if it was not in the prior step. Payment is not possible until the "Workflow" is saved. Then the "Pay Amount Due" button appears:

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).

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"):

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). **Note the fees displayed below are examples only**.

DEQ **Department of Environmental Quality**

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**

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**
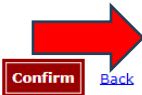
Confirm | Back

Powered by
usbank

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:

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: (Note this screenshot is from the "Service Provider" submittal, but the steps are the same).

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 – Supervisor License Application

19344 | 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:	19344
Submittal Date:	1/14/2025, 3:42:49 PM
Submittal By:	UST Generic RO 5032295034 ust.genericro@deq.oregon.gov
Owner Information:	UST Generic RO 5032295034 ust.genericro@deq.oregon.gov

Submittal Form Info

Name:	UST - Supervisor License Application
Method:	Online Submission

Fee Detail

Name	Type	Amount
Supervisor Fee	Permit/License/Certificate Fee	$150.00
Technology Fee	Additional Fee	$6.00

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.

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

Submittal Receipt

Department of Environmental Quality, State of Oregon

DEQ

700 NE Multnomah Street, Suite 600   Portland, OR 97232-4100

Date Created: 1/15/2025

Submittal Summary

Submittal ID: **19344**

Submittal: **UST - Supervisor License Application**

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

Submitted Date: **2025-01-14 15:42:49**

Submittal Form Info

Submittal Name: **UST - Supervisor License Application**

Submission Method: **Online**

Action Type: **New**

Payment Information (PAID IN FULL)

Processing Fee: **$150.00**   Technology Fee: **$6.00**   Total Amount Due: **(None)**
Payment Method: **ePayment (ACH)**   Paid Amount: **$156.00**   Date Paid: **1/14/2025**
Confirmation Number: **DEQEDM000046828**

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.

Standing Beneficial Use Notification

NOTIFICATION OF STANDING BENEFICIAL USE REPORT REQUIREMENT SUBMITTAL

DEQ   700 NE Multnomah Street, Suite 600   Portland, OR 97232-4100   1/15/2025

Submittal RID: **19344**	Submitted Date: **1/14/2025**

Application Action Type: **new**

Do you already have a Supervisor License?   ☐ Yes   ☑ No

Owner Information

Full Name: **UST Generic RO**   Title:

Company: **Oregon DEQ**   Email: **ust.genericro@deq.oregon.gov**

Phone: Mobile: **5032295034**   Fax:

Mailing Address: **700 NE Multnomah St**

City: **Portland**   State: **Oregon**   ZIP Code: **97232**

Effective July 6, 2001 the non-refundable license fee is $150 for 24 months for one or more of the following licenses: (Check the appropriate box(es) below for each license you are applying for)

☐   **UST Installation/Retrofit**   ☑   **UST Tightness Testing**

☐   **UST Decommissioning**   ☐   **UST Cathodic Protection**

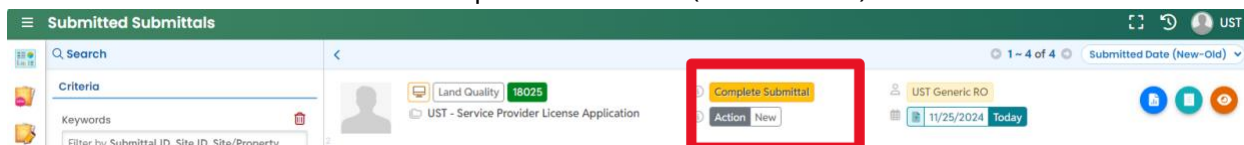☐   **UST Technical**

*NOTE: There is a separate application form and license fee for Heating Oil Tank Services*

Attachment Requirements

Please attach the passing examination documentation for each license you're applying for. For this license application to be valid it must be accompanied by the total fee and the passing score report(s) you received from the test administrator, LaserGrade or Pearson VUE (formerly Promissor). License applications must be submitted to DEQ within 30 days of passing the qualifying examination. Renewal applications must be submitted 30 days prior to expiration. You should receive your license(s) from DEQ within one to two weeks from the date you submit the application.

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):
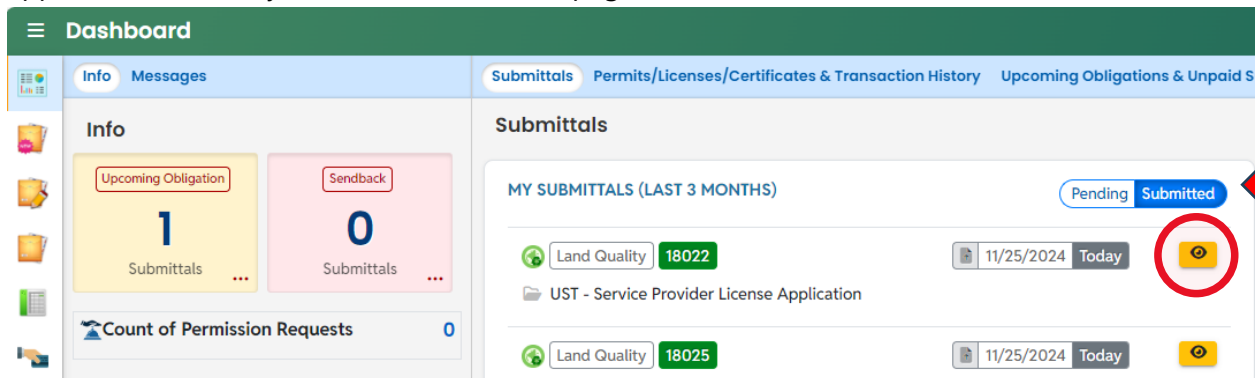
Then click the yellow "eyeball" icon under the blue "submitted" button to open your Submittal.

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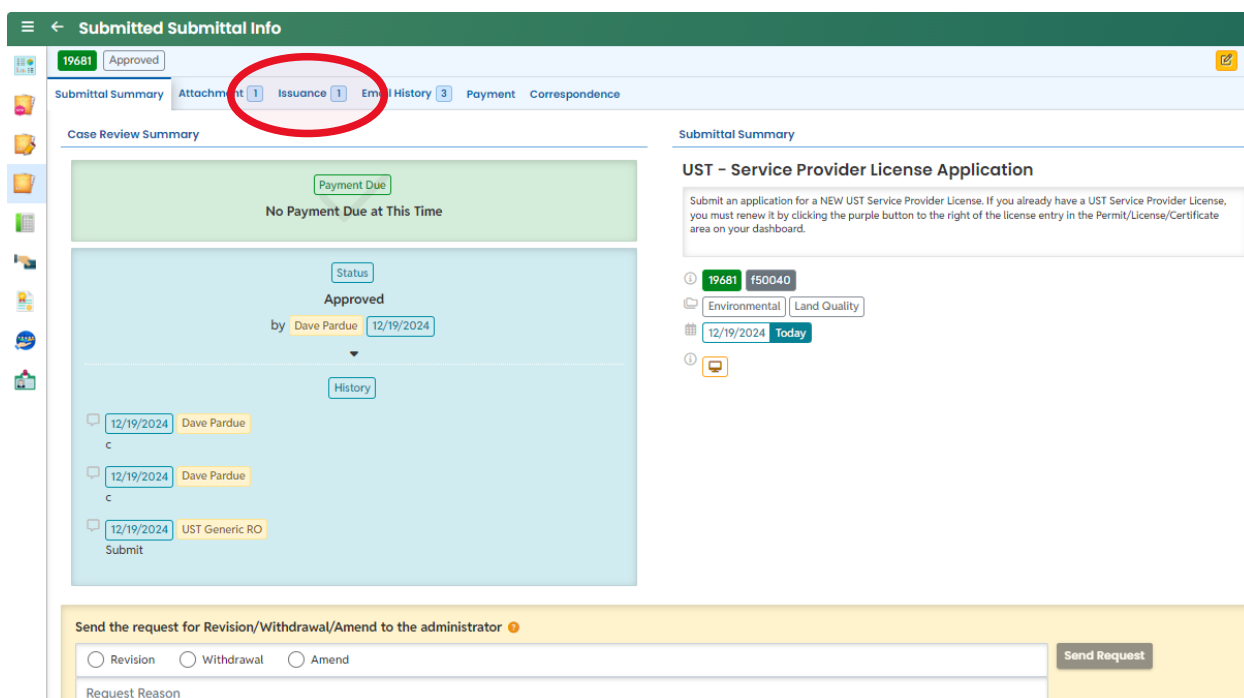
Click on the "Issuance" tab to download the document by clicking on the red download button:

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: