



Submitting Owner Permittee Modification

Version 1.0

January 2025



This document was prepared by
Oregon Department of Environmental Quality
Underground Storage Tank Program
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www.oregon.gov/deq

Version 1.0
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Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)
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Overview and Introduction

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.

[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

Starting in January 2024, members of the regulated community such as permit holders licensed providers and others must use Your DEQ Online when engaging with the Underground Storage Tank program at the Oregon Department of Environmental Quality.

This guide is intended for the use of Permittees and provides a detailed explanation of how to submit an Underground Storage Tank owner permittee modification by using [Your DEQ Online](#).

1. Logging in to Your DEQ Online

Your DEQ Online is a platform that requires each Responsible Official to create a user account. This allows the user to electronically pay invoices and fees, obtain permits and licenses, and submit documents to the Oregon Department of Environmental Quality.

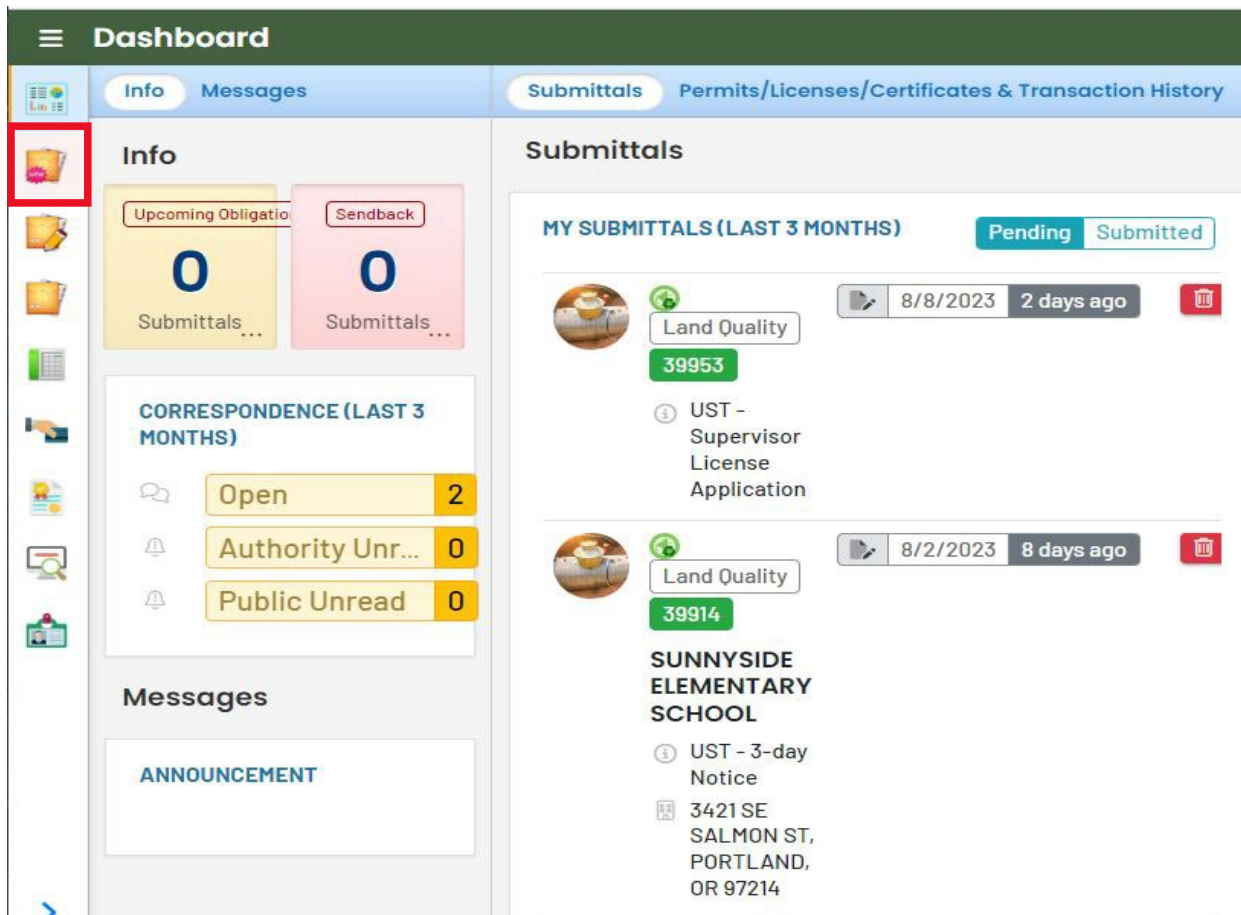
Please visit the [Your DEQ Online Account Registration resource](#) to learn more about which account type to select and detailed steps in registering or updating your user account.

Once you have established your user account, use the account registration guide to make Account Type selections such as “Responsible Official”, the submittal group “Underground Storage Tanks” and linking to your facility or facilities. Next, login to the [Your DEQ Online Public Portal](#) by entering your username and password, then clicking on the “login” button.

2. Start a New Submittal

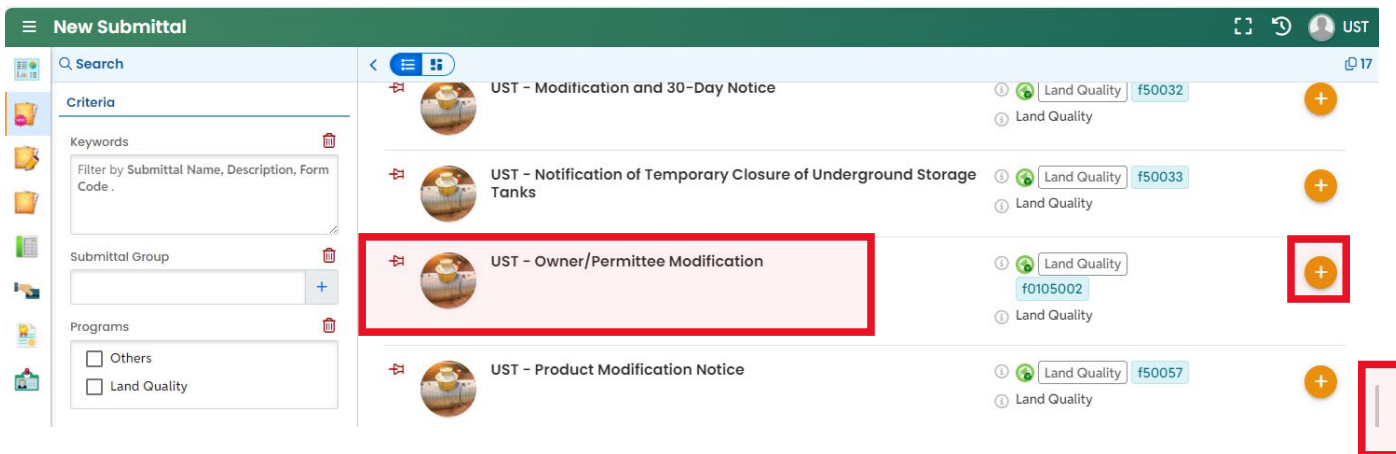
2.1. Navigate to submittals list

Once you have logged into your Your DEQ Online account, select the ‘Start New Submittal’ icon in the top left corner of the screen. This will open list of new submittal options.



2.2. Locate and select the UST Tank – Financial Responsibility

To find and select “UST Tank – Owner/Permittee Modification”, either enter criteria to narrow your search, or use the scrollbar to the right to view selections and locate the submittal. Click the “plus” icon to open the form.



2.3. Enter “Basic Info” and select facility

Tabs across the top of the form are marked with red alert symbols until required information is entered. Once required information is provided, red alert symbols disappear. Click the “save” button in the lower right corner before proceeding.

Navigate to “Basic Info” tab and complete required fields. Afterward, click the “save” button.

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Select Your Facility by using the dropdown menu. Click on the down-pointing arrow at the right side of the “Select your Facility” box. Move your cursor to the facility you wish to select for the submittal.

If the Tank Owner information or the Property Owner information is the same as the Permittee, you may click the “Copy from Permittee” button to populate the fields with Permittee information.

UST - Owner/Permittee Modification

* (N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Tank Owner

Copy from Permittee

Salutation First Name M.I. Last Name

John Doe

Company Title

Belmont ARCO Inc.

Phone Mobile

503-555-5555 000-000-0000

Mailing Address

Country

United States Canada

Address Building, Unit, etc.


3840 SE Belmont St

City State

Portland OR

Property Owner

Copy from Permittee



Always click on the “Save” symbol in the lower right of the screen to save the information you have entered. You are now ready to upload attachments.

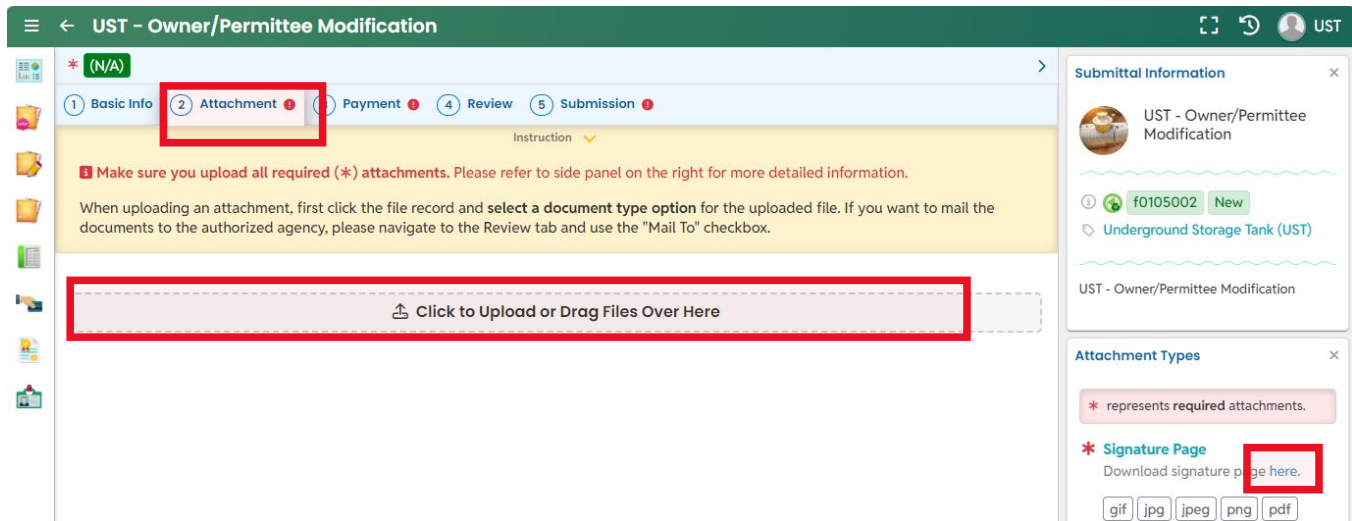
3. Add Attachments – Signature Page

Save your changes and leave the “Basic Info” tab, then proceed to the “Attachments” tab.

3.1. Prepare and upload the Signature Page

Required attachments are listed in the right column of the screen. Locate the Attachment Type called “Signature Page”. Click the blue “[here](#)” link to download.

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Steps for completing the Signature Page:

1. Print the signature page document.
2. Obtain the required signatures. A signature is required for each of the signature fields, even if this is the same person signing for different roles.
 - a. The "Tank Owner", "Permittee" and "Property Owner" must each sign in the spaces provided, even if the same person is signing in both places on the form.
 - b. The names of the "Tank Owner" and "Permittee" must match records on file with the Oregon Secretary of State Corporations Division.
 - c. The name of the "Property Owner" must match the name of the County Deed.
 - d. If a business is registered as the "Tank Owner" or "Permittee", use the legal business name to register the Underground Storage Tanks.
3. Scan or take a clear photograph of the completed, signed document to create a digital copy.
4. Click the "Click to Upload or Drag Files Over Here" bar to navigate to the documentation you wish to attach or drag the file from the location on your computer to that upload bar.
5. Always click on the "Save" symbol in the lower right of the screen to save the information you have entered.
6. After saving the information, click on the Attachment tab.



GENERAL PERMIT REGISTRATION FORM
To Install and Operate USTs

Tank Owner* as registered with the Secretary of State,
Corporations Division

Mailing Address (*Please Print*)

Name of Official (*Please Print*)

City, State and Zip Code

Signature of Official

Date

Area Code and Telephone Number

I will install and operate the USTs described on the Notification and Description of Underground Storage Tank Systems pages in accordance with the conditions and requirements of the applicable general permits.

Permittee* as registered with the Secretary of State,
Corporations Division

Mailing Address (*Please Print*)

Name of Official (*Please Print*)

City, State and Zip Code

Signature of Official

Date

Area Code and Telephone Number

I will install and operate the USTs described on the Notification and Description of Underground Storage Tank Systems pages in accordance with the conditions and requirements of the applicable general permits.

Property Owner is name that appears on the County deed
record for this property.

Mailing Address (*Please Print*)

Name of Official (*Please Print*)

City, State and Zip Code

Signature of Official

Date

Area Code and Telephone Number

* If this facility or tanks are owned by a person, or operated by a permittee, that is a business registered with the Secretary of State, Corporations Division, please use that legal business name for purposes of registering these USTs with the Department.

If you want annual tank fee invoice mailed to a party other than the permittee listed above, please provide the invoice name and address below. Otherwise leave this box blank.

Invoice Name (*Please Print*)

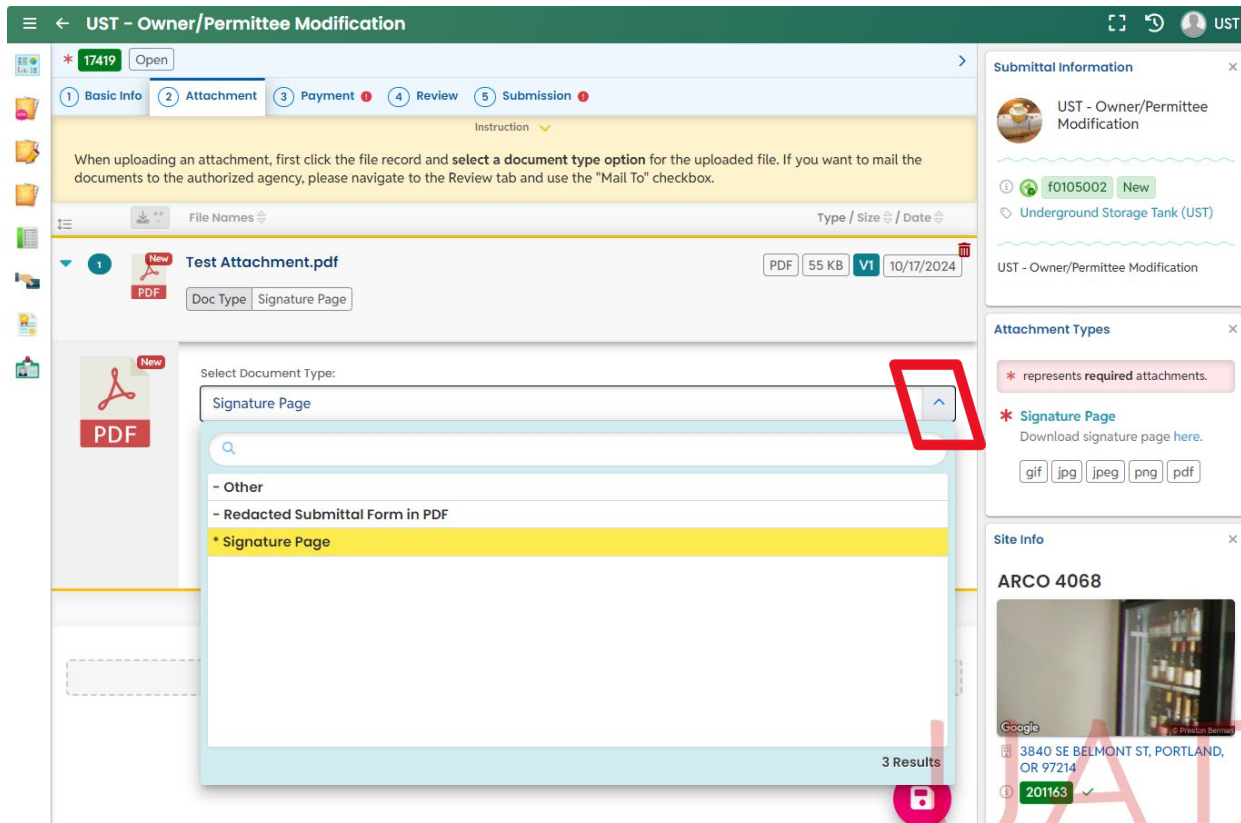
City, State and Zip Code

Please note: If the incorrect documentation is added, your submittal will be rejected. You will receive a notification of this and will need to upload the correct files.

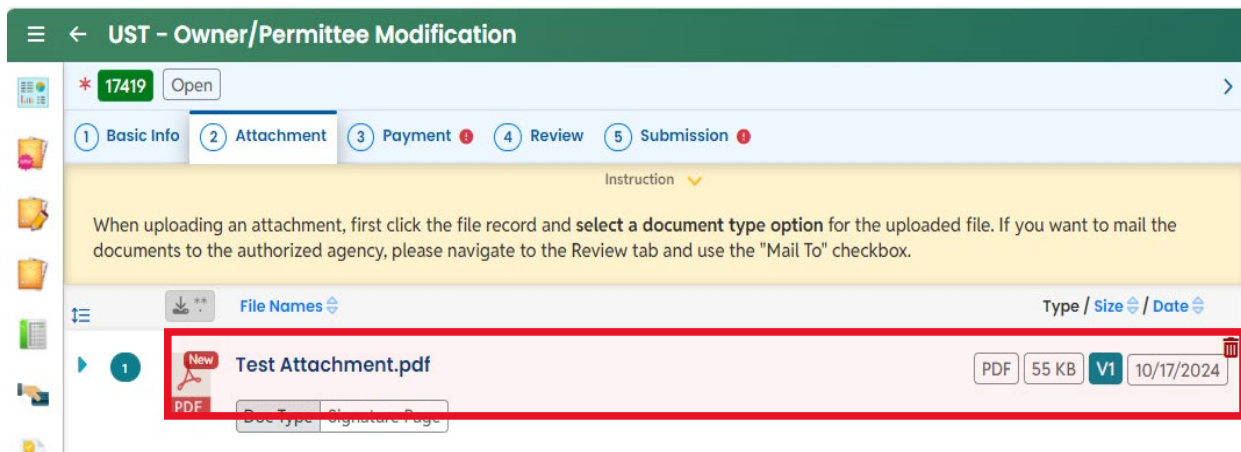
3.2. Identify the file type

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After you upload documentation, the type of file must be identified. Click inside the Attachment Panel to expand it. Next, select “Click on the document to identify the attachment type” which will open the menu of choices.



Once you have completed this, the documentation will appear in the “Attachments” tab with file type and date.



Always click on the “Save” symbol in the lower right of the screen to save the information you have entered.

4. Payment

Once you have saved changes made on the “Attachments” tab, proceed to the “Payment” tab. “Saving” your submittal is required before proceeding to payment.

UST - Owner/Permittee Modification

(N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

For a new submittal, please click on the SAVE button to confirm the fee amount before you continue.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee Paid Due
\$ 75.00 - \$ 0.00 = \$ 75.00

Fees Payment Transactions

Permit Processing Fee \$ 75.00 No payment transaction records.

1 Results

Save Required

Changes have been made to this record. Remember to click Save Button to commit to server.

If you wish to discard the change, simply exit the form.

Attachment Types

* represents required attachments.

* Signature Page
Download signature page here.
gif jpg jpeg png pdf

Site Info

Pay Amount Due

After saving, the “Pay Amount Due” button appears.

UST - Owner/Permittee Modification

17419 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee Service Paid Due
\$ 75.00 + \$ 3.00 - \$ 0.00 = \$ 78.00

Pay Amount Due

Fees Payment Transactions

Permit Processing Fee \$ 75.00 No payment transaction records.

Technology Fee \$ 3.00

Note: Technology fee is applied regardless of payment method. This is a standard transaction fee in Your DEQ Online. If paying by credit card, an additional credit card transaction fee is applied to the total amount due.

Learn more about Your DEQ Online payments: <https://www.oregon.gov/deq/permits/Pages/Payments.aspx>.

4.1. Check by Mail Payment

Click the Pay Amount Due button and select "Check by Mail" from payment method options. The check must be made payable to and mailed based on the information provided on the screen. Mail this along with the submittal receipt. Select "Confirm Check by Mail" to proceed. The submittal will not be processed by DEQ until the check with submittal receipt is received.

UST - Owner/Permittee Modification

17419 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee \$75.00 + Service \$3.00 - Paid \$0.00 = Due \$78.00

Pay Amount Due

ACH
Credit Card
 Check by Mail

Check by Mail payment method:

Please make the check payable to:

DEQ Financial Services ? LBX3615
P.O. Box 3615
Portland OR 97208-3615

Confirm Check by Mail

4.2. Credit Card or ACH Payment

To make payment with a credit card or through ACH, bank transfer, select the "Pay Now" button.

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Next, you will see message before the Your DEQ Online "DEQ GovOnline Payments" secure system opens. Click "OK" to continue.

This is followed by a welcome to DEQ GovOnline Payments. This presents the option to register a username and password to save payment information or continue without registering.

If registering, you may find that your name and address appear in the contact information window. Enter the contact phone number before proceeding.

DEQ Department of Environmental Quality

[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

If making a Credit Card payment, complete the "Payment Method" section, then click on the "Continue" button.

Payment Method

Card Number 

Expiration Date Month Year

Card Security Code 

Card Billing Address Use my contact information address
 Use a different address

A 2.3% convenience fee will be added by US Bank for this credit card transaction. The convenience fee will be displayed on the next page where you can cancel or confirm your payment. The fee will not be shown in Your DEQ Online. There will be two (2) charges on your credit card statement, one for the DEQ payment and one for the convenience fee.

NOTE: US Bank does not add convenience fees for ACH e-payments. If you would like to select a different payment method, click the Exit link in the upper right hand corner of this page.

[Continue](#) [Cancel](#)

If making a ACH payment, enter bank account information, then click on the "Continue" button.

Payment Method

1215

Sample Check
123 Main St.
Anytown, MO 12345
DATE _____
PAY TO THE ORDER OF _____ \$ _____
_____ DOLLARS
MEMO _____
123456780 055 11111111 001215

Bank Routing Number	Bank Account Number	Check Number (not required)
---------------------	---------------------	-----------------------------

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type Checking Savings
 This is a business account

Continue [Cancel](#)

Review your payment information on the "Review Payment" screen. You will need to accept the Terms and Conditions by checking that acknowledgement box. Next, click on the "Confirm" button at the bottom of the page.



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	07500022
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

On the confirmation window, you will find the transaction confirmation number. You may print this page for your records. Click on "Return to Your DEQ Online" and "OK" in the popup to return to the submittal.



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

In the submittal process, after ACH or Credit Card payment, the balance will be zero and the payment method will be recorded.

The screenshot shows the 'UST - Owner/Permittee Modification' page with a navigation bar at the top containing 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. The 'Payment' tab is active. A message states 'There is no payment due at this time.' Below this, a summary shows: Fee \$75.00 + Service \$3.00 - Paid \$78.00 = Balance \$0.00. The 'Fees' section lists 'Permit Processing Fee' as \$75.00 and 'Technology Fee' as \$3.00. The 'Payment Transactions' section shows an 'ePayment (ACH)' of \$78.00 dated 10/24/2024, with a status of 'Paid' and a confirmation number of DEQTST000043539.

5. Review and complete submission

5.1. Review the submission and attachments

Select the "Review" tab to begin a review of the information and documentation. Under the "Submittal Form Summary" section, click on the PDF icon to open the "Submittal Document" for options to save or print.

5.2. Complete submission

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After reviewing, proceed to the "Submission" tab and click the required acknowledgement checkbox. This will activate the "Submit" button. Select "Submit" to proceed.

UST - Owner/Permittee Modification

17480 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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.

I have read and agree to the above certification statement.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

5.3. View receipt and submittal form

The next screen will acknowledge successful submission. Options will appear for viewing and printing the receipt and the submittal form.

Payment Detail

Date	Method	Fee Amount	Paid Amount
10/24/2024, 10:09:30 AM	ePayment (ACH)	\$78.00	\$78.00
Total:		\$78.00	\$78.00

Uploaded Attachment List

Test Attachment2.pdf
Signature Page
PDF 55 KB

Mail-to Attachment List

No record.

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

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

A submittal receipt paid in full will reflect the amount paid and payment method. **If electing to pay by check, be sure to print the submittal receipt to be mailed together with payment as soon as possible to avoid delays in completion of your submittal.**



Submittal Receipt

Department of Environmental Quality, State of Oregon

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

Date Created: 10/24/2024

Submittal Summary

Submittal ID: **17480**

Facility (project site): BELMONT ARCO INC.

Submittal: **UST - Owner/Permittee Modification**

Submitted By: **UST Generic RO**

Email: ust.dutyofficer@deq.oregon.gov

Submitted Date: **2024-10-24 10:33:52**

Submittal Form Info

Submittal Name: **UST - Owner/Permittee Modification**

Submission Method: **Online**

Action Type: **New**

Payment Information (PAID IN FULL)

Processing Fee: **\$75.00** Technology Fee: **\$3.00** Total Amount Due: **(None)**

Payment Method: **ePayment (ACH)** Paid Amount: **\$78.00** Date Paid: **10/24/2024**

Confirmation Number: **DEQTST000043539**

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**

The "Submittal Form" will show Responsible Official, Facility, Permittee and Tank Owner information.

 **UST - Owner/Permittee Modification**

ID 17480 Submitted Date 10/24/2024

Responsible Official

UST Generic RO

 ust.dutyofficer@deq.oregon.gov

 5033604287

 State of OR

 700 NE Multnomah St, #600, Portland, OR 97232

Facility

Name	Facility ID
ARCO 4068	201163

Physical Location
3840 SE BELMONT ST, PORTLAND, OR 97214 (45.5162,-122.623)

Date of Change
2024-10-25

Permittee

Rami Akroush

 Belmont ARCO Inc.

 updateemail@NoEmail.COM

 503-381-2253

 3840 SE Belmont St, Portland, OR 97214

Tank Owner

Rami Akroush

 Belmont ARCO Inc.

 updateemail@NoEmail.COM

5.4. Finish the Submission

To complete the submission, click the “Finish” button at the bottom of the “Submission” tab. After doing this, you will be returned to the “Submitted Submittals” page to confirm your submission. You’ll see that the “Complete Submittal” is recorded.

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← UST - Owner/Permittee Modification

✔ **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: 17480

Submittal Date: 10/24/2024, 10:33:52 AM

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 - Owner/Permittee Modification

Method: Online Submission

Fee Detail

Name	Type	Amount
Permit Processing Fee	Additional Fee	\$75.00
Technology Fee	Additional Fee	\$3.00

Payment Detail

Date	Method	Fee Amount	Paid Amount
10/24/2024, 10:09:30 AM	ePayment (ACH)	\$78.00	\$78.00
Total:		\$78.00	\$78.00

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

PDF **Test Attachment2.pdf**
Signature Page
PDF 55 KB

Finish
Receipt
Submittal Form

Submitted Submittals

Criteria

Keywords

Filter by Submittal ID, Site ID, Site/Property Name, Site/Property Address.

Submitted Date

Last 30 days

BELMONT ARCO INC.
1 - 1 of 1

Land Quality 17480

3840 SE BELMONT ST. PORTLAND, OR 97214 (Multnomah County)

UST - Owner/Permittee Modification

Complete Submittal

Action New

UST Generic RO

10/24/2024 Today

1 - 1 of 1

6. Helpdesk and Resources

For more information, training and resources, go to the [Your DEQ Online Help page](#). For technical assistance, contact the [Your DEQ Online Helpdesk](#).

7. Revision history

Revision	Date	Changes	Editor
1.0	01/07/2025	PA review based on JF edits	Lindonna Stewart