



## Fact Sheet

# Your DEQ Online: Understanding Account Types

The new Your DEQ Online system is used for submittals such as permits, reporting obligations, license applications and more. This applies to a growing group of programs. An overview of the system can be found at <https://yourdeqonline.oregon.gov>.

## Who can register in Your DEQ Online?

Members of the public, facility employees, consultants and legally authorized representatives can set up Your DEQ Online accounts.

## What are the different types of user accounts?

The Public Portal supports three types of public accounts: Responsible Official (RO), Consultant and General Public.

## What can each user account do?

Each account has a set of access privileges in the Public Portal. The three account types have the following privileges:

Action	RO	Consultant	General Public
Link to associated facilities and submittals	✓		
Link consultants to facilities and submittals	✓		
Certify and submit documents and reports	✓		
Submit applications for permits, licenses	✓		
Prepare submittals including applications for new permits, renewals, amendments, name changes, transfers and terminations	✓	✓	
Prepare reports for scheduled or unscheduled reporting obligations	✓	✓	
Withdraw, amend or revise submittals as determined by submittal type and submittal configuration	✓	✓	
Manage submittal history	✓	✓	
Prepare documents and DMRs	✓	✓	
Correspond with DEQ staff and other users	✓	✓	
Enter data	✓	✓	
Perform queries	✓	✓	
Track and review submittals	✓	✓	
Pay invoices	✓	✓	✓
Respond to DEQ-issued public notices	✓	✓	✓

## Who should select a Responsible Official account type?

An RO is a person who is legally authorized to sign permit applications, licenses, certifications, notices of termination and other required reports. A person meeting one of the criteria outlined below should select a RO account type.

### Responsible Official Criteria by Organization Type

Organization Type	Authorized Individuals
Corporation	president, secretary, treasurer, vice-president, or any person who performs principal business functions; or a manager of one or more facilities that is authorized in accordance with corporate procedure to sign such documents
Partnership	general partner
Sole proprietorship	owner
City, county, state, federal or other public facility	principal executive officer or ranking elected official
Limited Liability Company	member
Trust	acting trustee

Refer to [OAR 340-045-0030](#) and [Code of Federal Regulations, 40 CFR 122.22, 40 CFR Part 70.5\(2\), 40 CFR 270.10 \(b\), 40 CFR 270.11](#), for the complete definition of who is authorized to sign permit documents.

**Responsible Official (RO)** – Users with RO accounts must go through an identity verification process. Once verified, users with RO accounts can link themselves to associated facilities and submittals and can extend those links to consultants. ROs can prepare, certify and submit documents to DEQ; amend, renew or withdraw submittals; and manage submittal history.

**Consultant** – Users with Consultant accounts must be linked, by ROs, to facilities and submittals. Once linked, Consultants can prepare documents on behalf of ROs and use the system for correspondence, data entry/query and submittal tracking and review. Consultants cannot certify and submit documents to DEQ.

**General Public** – Users with General Public accounts can pay invoices and respond to public notices. General Public users cannot apply for permit coverage or maintain an existing permit. General Public users also cannot prepare or certify and submit documents and reporting obligations to DEQ.

### If I have or need to apply for a permit, license, or certification, or if I need to fulfill reporting obligations, what account type should I select?

Each permit must be associated with at least one RO account. Consultant accounts can then be registered by other individuals who provide support to the RO.

### Alternate formats

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us)