DOGAMI EPERMITTING SYSTEM (DEPS): USER GUIDE

ASSOCIATING AN ACCOUNT: CHEMICAL PROCESS MINING

Version 1.1
November 2026

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TABLE OF CONTENTS

System Overview **3**

1.0 Associating an RO Account with a Submittal Group and Site **4**

1.1 Selecting a Submittal Group 4

1.2 Selecting an Existing Site 7

2.0 Associating a Submitter with an RO Account **9**

2.1 Consultants Tab 9

2.1.1 Add by Submittal 10

2.1.2 Add by Submittal Group 11

3.0 Associating a Consultant with an RO Account **11**

3.1 Consultants Tab 12

3.1.1 Add by Submittal 13

3.1.2 Add by Submittal Group 13

4.0 Updating or Removing User Access **14**

5.0 Contact Information **16**

SYSTEM OVERVIEW

The Oregon Department of Geology and Mineral Industries – Mineral Land Regulation & Reclamation Program has instituted the use of a modernized, cloud-based tool for all existing mining programs within the State of Oregon that involve the public and regulated community.

The DOGAMI ePermitting System (DEPS) is a data management system designed to combine current DOGAMI processes across all divisions into 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 existing data without the need to request this information from DOGAMI staff.

Visit the DOGAMI website to find additional information about DEPS.

1.0 ASSOCIATING AN RO ACCOUNT WITH A SUBMITTAL GROUP AND SITE

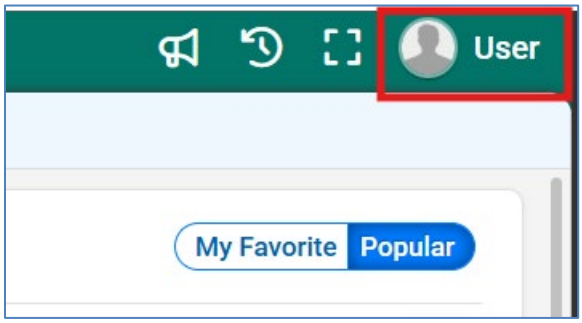
Before a user can manage submittals for a site or grant access to other users, their Responsible Official (RO) account must be associated with the appropriate **Submittal Group** and **Site**.

- **Submittal Group** – provide access to the online applications for the following environmental interests:
  - Chemical Process Mining
  - Surface Mining
  - Drilling
  - Exploration
- **Site** – the location associated with permit actions within DEPS.
  - **If the Site already exists in DEPS** – the user can request access to the site through account settings.
  - **If the Site does not exist in DEPS** – the user will need to complete a new permit application for the site

1.1 Selecting a Submittal Group

Navigate to the DOGAMI e-Permitting System (DEPS) Public Portal and log in using your DEPS username and password.

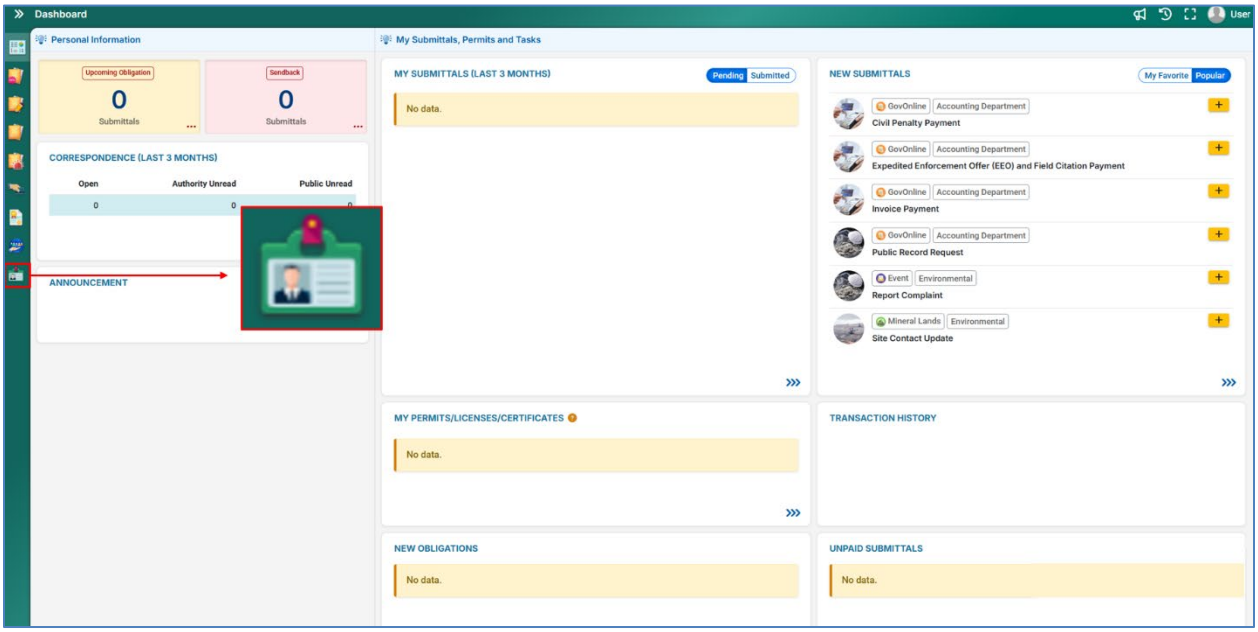
After successfully logging in, navigate to your user account by clicking your name in the top right corner of the screen.



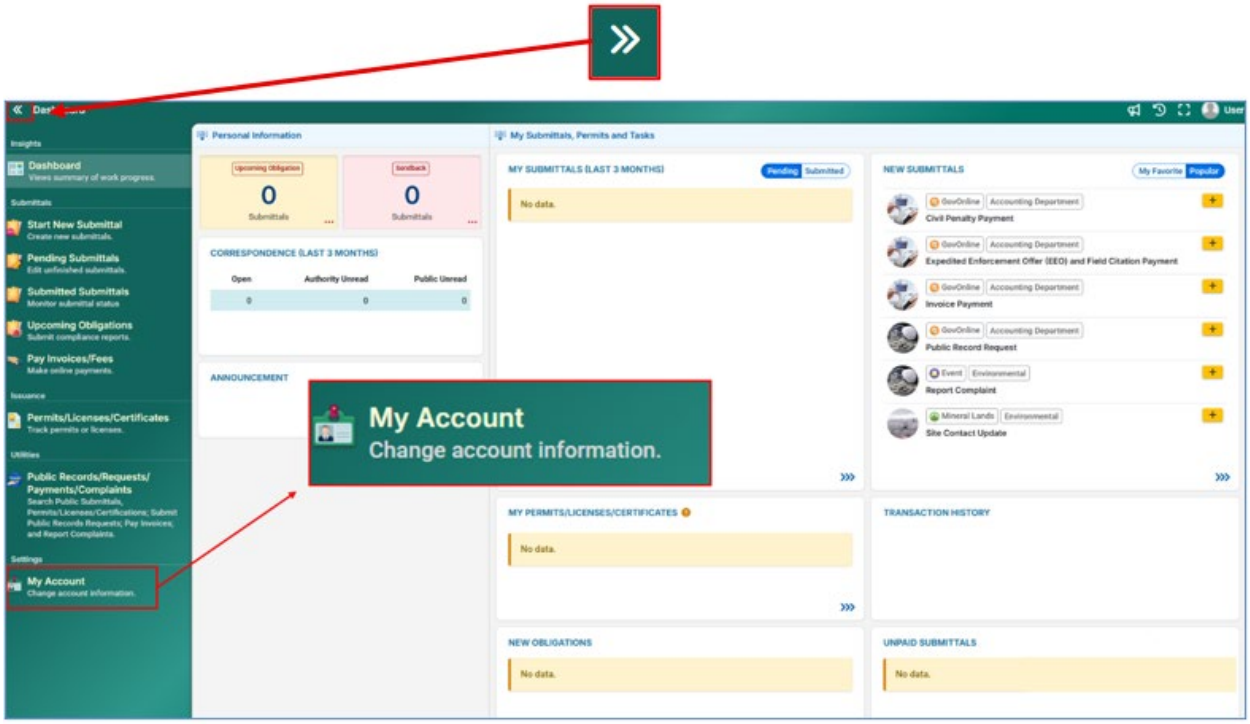
Select the pink box to open your profile.



Or you can select “My Account” in the menu on the left-hand side of the page.

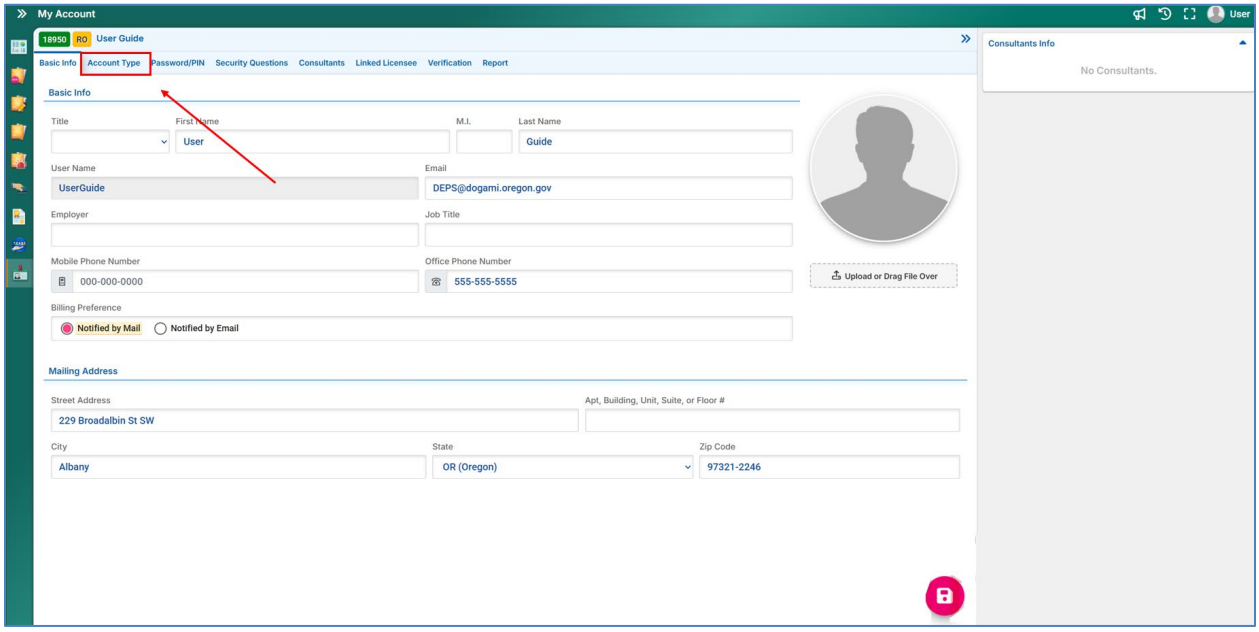


To see more details in the menu, click the button on the top left of the page and the menu will expand with more details.

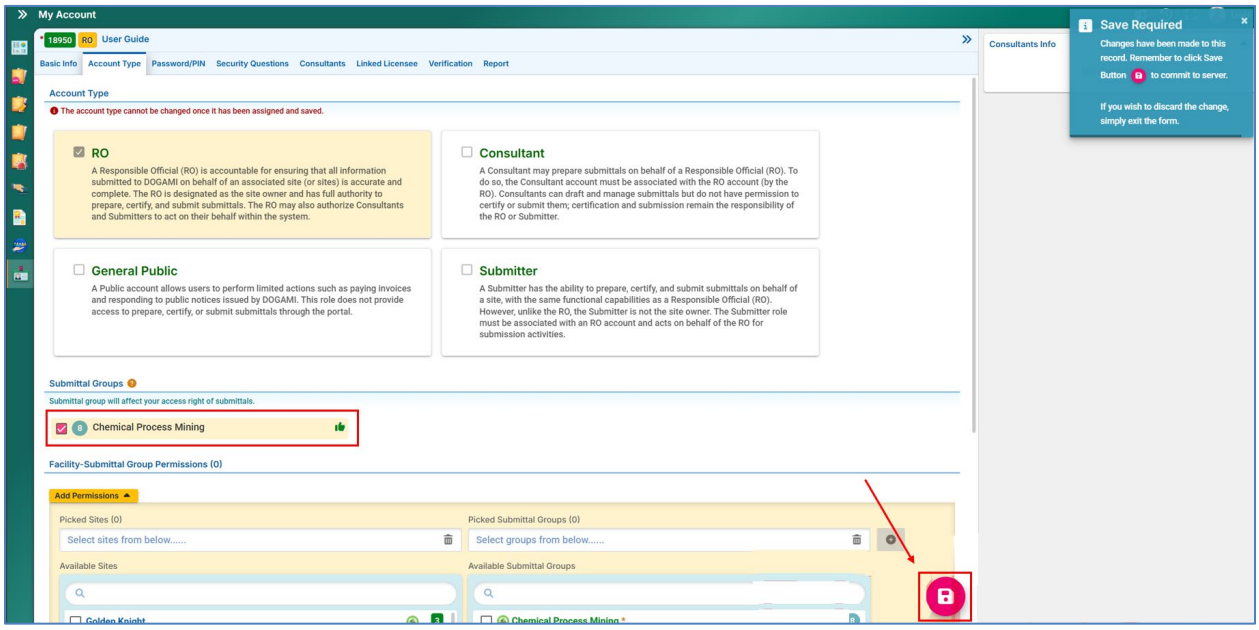


For more detailed information about the dashboard menu, review the Public Portal User Guide.

Navigate to the Account Type tab.

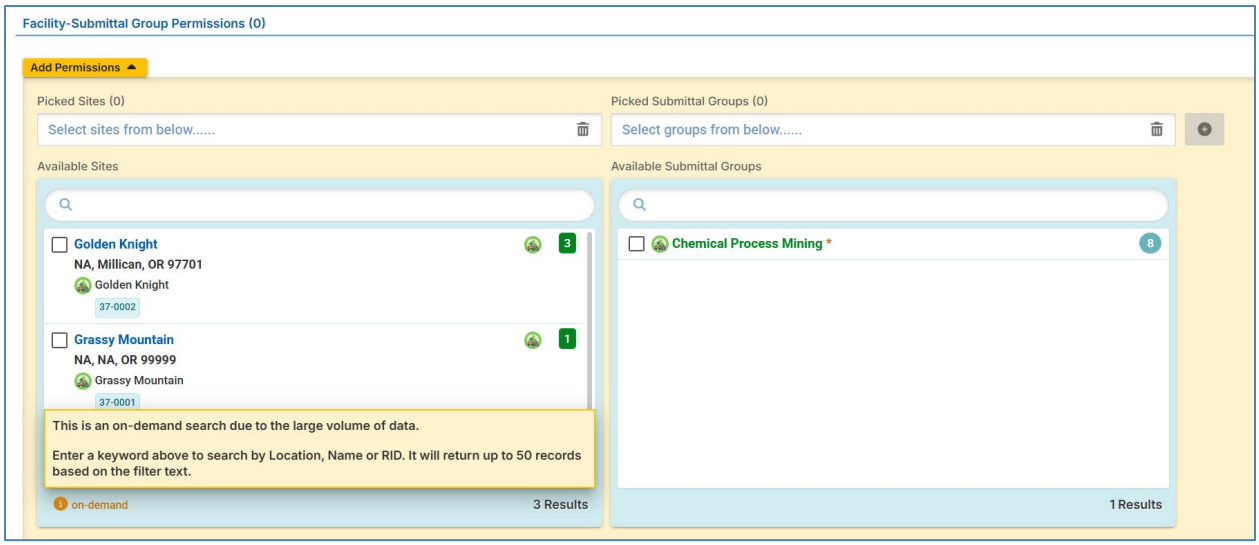


In the Account Type tab, confirm that the account type is Responsible Official (RO). In the Submittal Groups section, click the box next to Chemical Process Mining and click the save button on the bottom right-hand side of the screen.

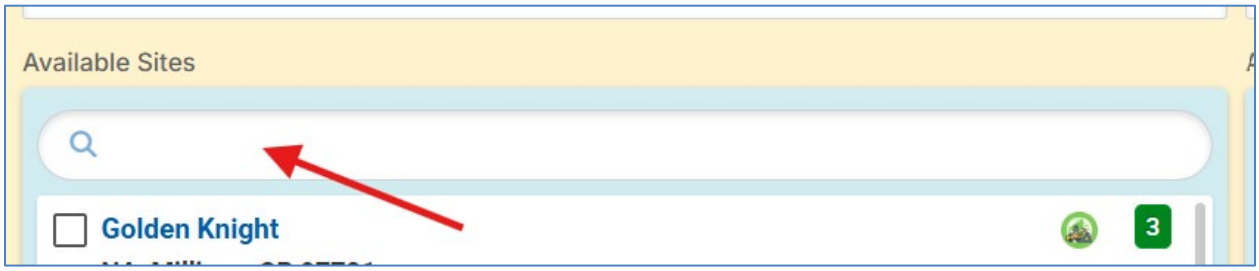


1.2 Selecting an Existing Site

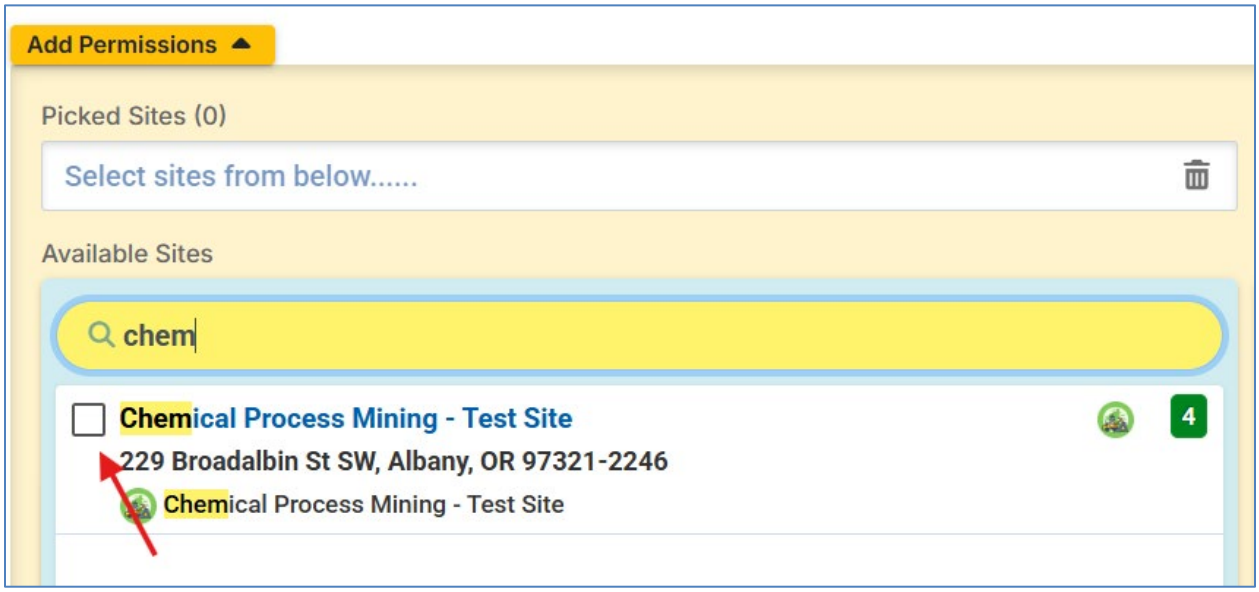
In the Account Type tab, navigate to the “Facility-Submittal Group Permissions” section.



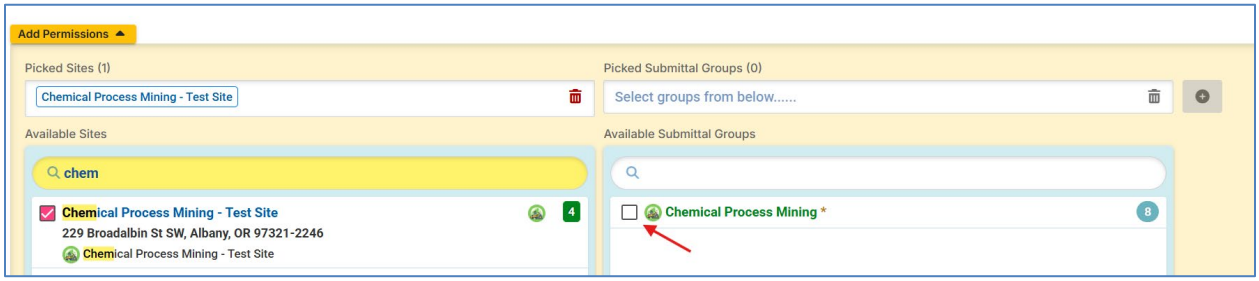
The Available Sites section, type in the name of your site in the search box.



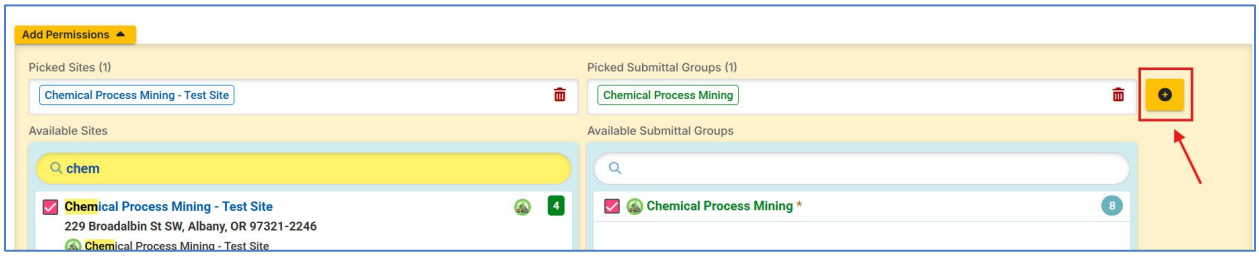
Check the box next to the name of your site.



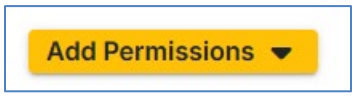
Check the box next to the correct Environmental Interest in the Available Submittal Groups.



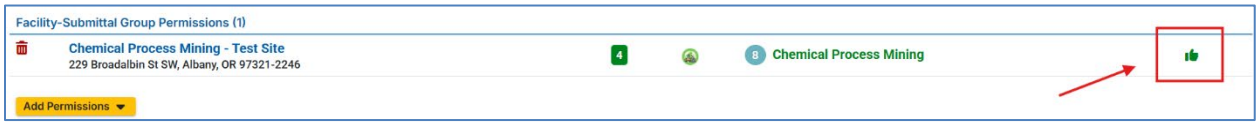
Click the gold + button to add this site to your account.



To add additional sites, use the Add Permissions button and repeat the search process.



Site verification will need to be completed by DOGAMI staff and will show a green thumbs up when it is approved.



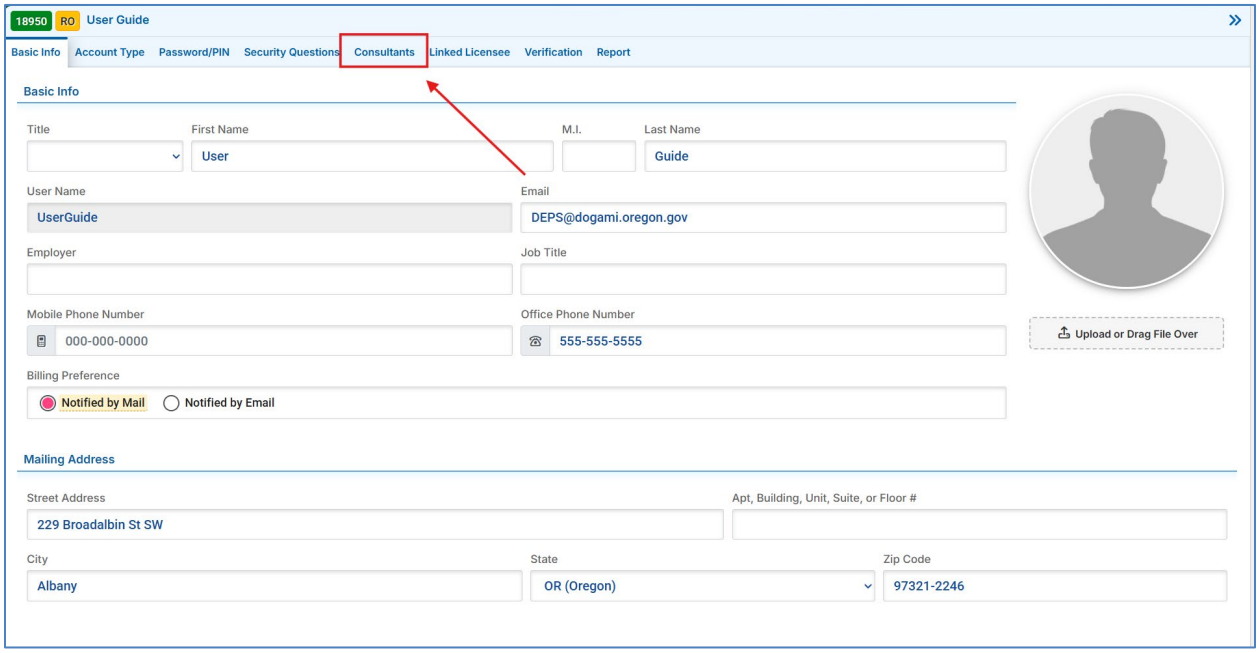
Use the pink save button in the bottom right-hand side of the page to ensure all account updates are saved.

2.0 ASSOCIATING A SUBMITTER WITH AN RO ACCOUNT

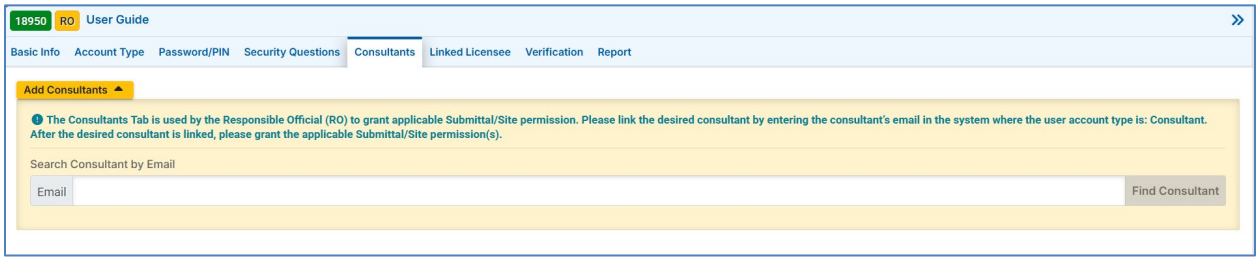
A DEPS user with a Submitter account has the ability to prepare, certify, and submit submittals (a.k.a. applications) on behalf of a site, with the same functional capabilities as a Responsible Official (RO). However, unlike the RO, the Submitter is not the site owner. The Submitter role must be associated with an RO account and acts on behalf of the RO for submission activities.

2.1 Consultants Tab

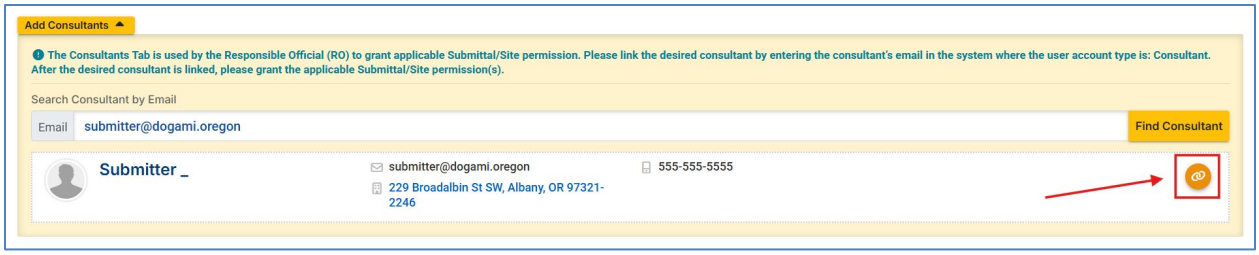
In the My Account page, navigate to the Consultant tab.



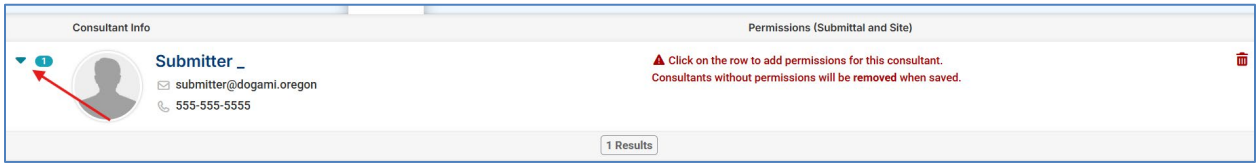
Search for the desired user to be added by the email address they used to register for a DEPS account. Enter the email address in the Email box and press the "Find Consultant" button to conduct the search.



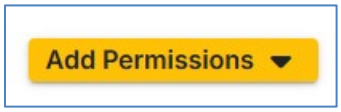
Once the correct user as been found, click the orange "Link" button next to their profile.



Update the Submitter's permissions by clicking the blue drop down to the left of their profile image.

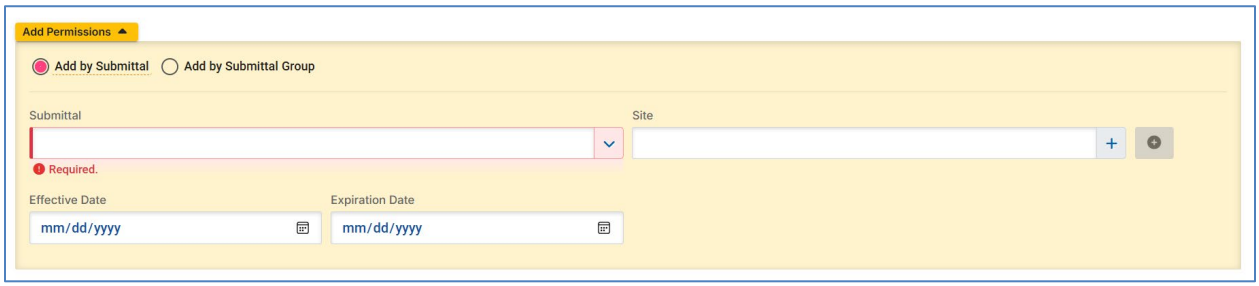


Then select the "Add Permissions" button.



2.1.1 Add by Submittal

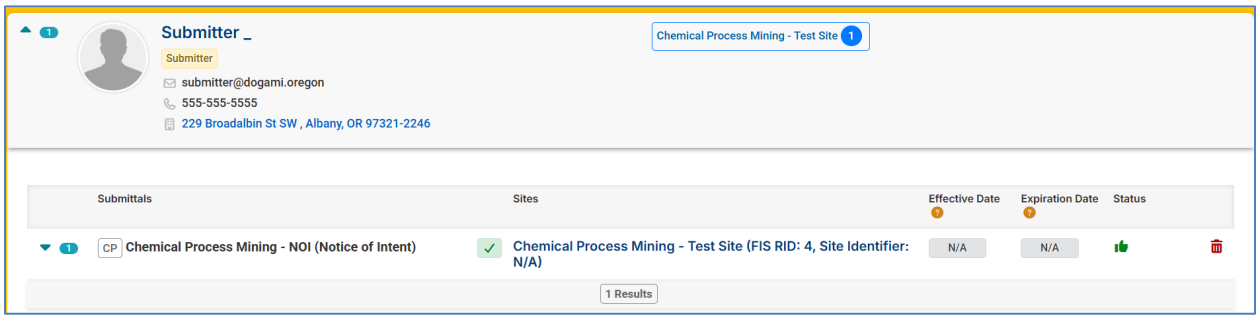
If you would like for the user to only be able to complete specific submittals (a.k.a. applications), select the "Add by Submittal" radio button and use the Submittal drop down to select from the available options.



A site, the effective date and expiration date are not required for authorization but can be associated with this permission if desired.

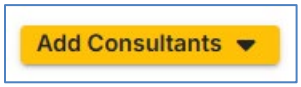
Click the gold + button to add the submittal type to the user's permissions and press the pink save button on the bottom right-hand side of the screen to update the changes made.

Example of permission added by submittal:



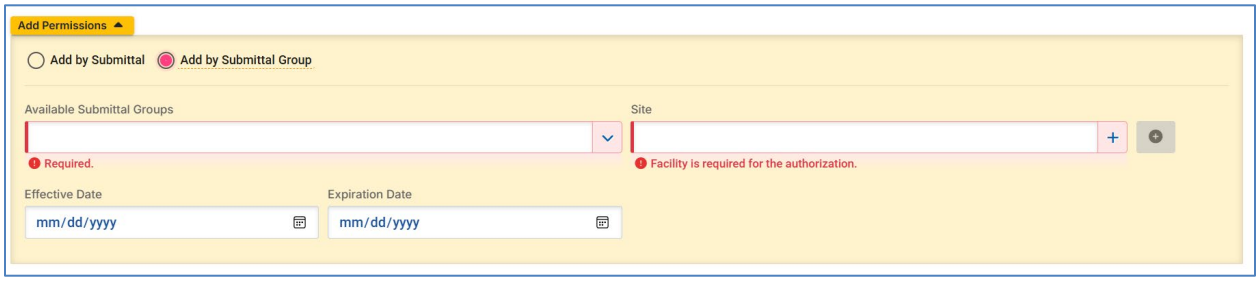
Additional permissions can be added using the "Add Permissions" button and repeating the process.

Additional Submitters can be added using the "Add Consultants" button after all permissions are updated and saved.



2.1.2 Add by Submittal Group

If you would like for the user to be able to complete all available submittals for Chemical Process Mining select the "Add by Submittal Group" radio button and use the Available Submittal Groups drop down to select Chemical Process Mining and the associated site.



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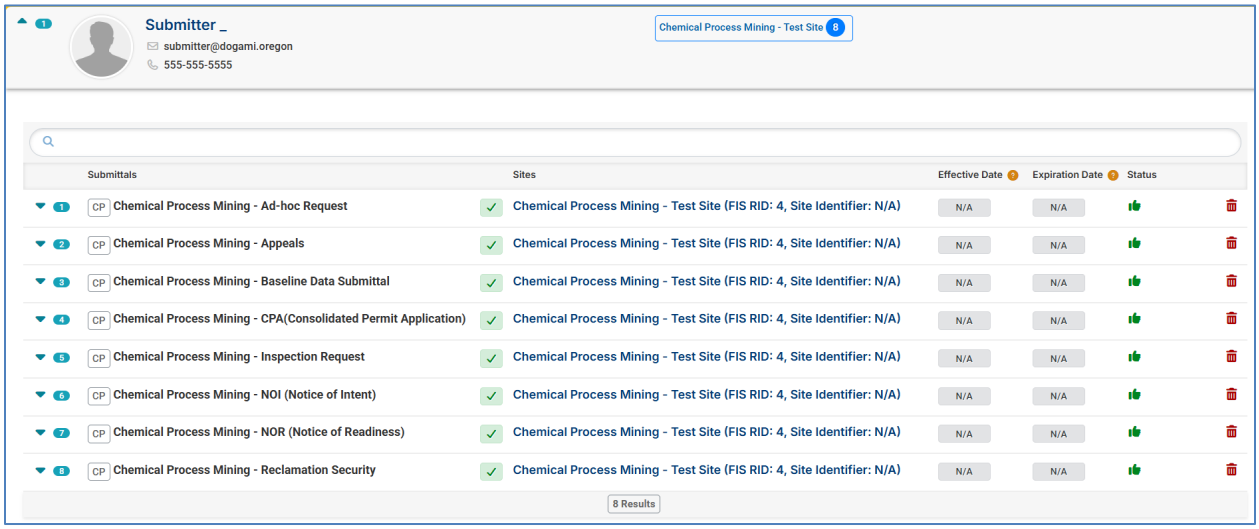

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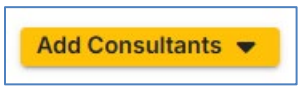


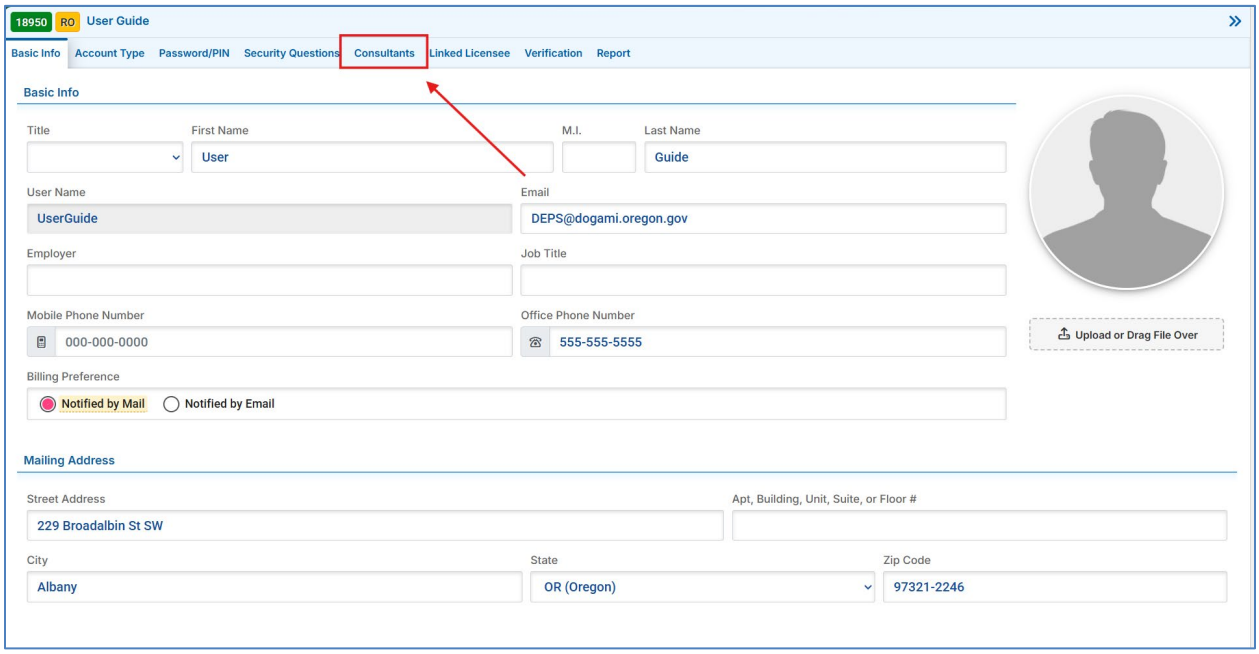
3.0 ASSOCIATING A CONSULTANT WITH AN RO ACCOUNT

A DEPS user with a Consultant account can prepare submittals on behalf of a Responsible Official (RO). To do so, the Consultant account must be associated with the RO account by the RO. Consultants can draft

and manage submittals but do not have permission to certify or submit them; certification and submission remain the responsibility of the RO or Submitter.

3.1 Consultants Tab

In the My Account page, navigate to the Consultant tab.



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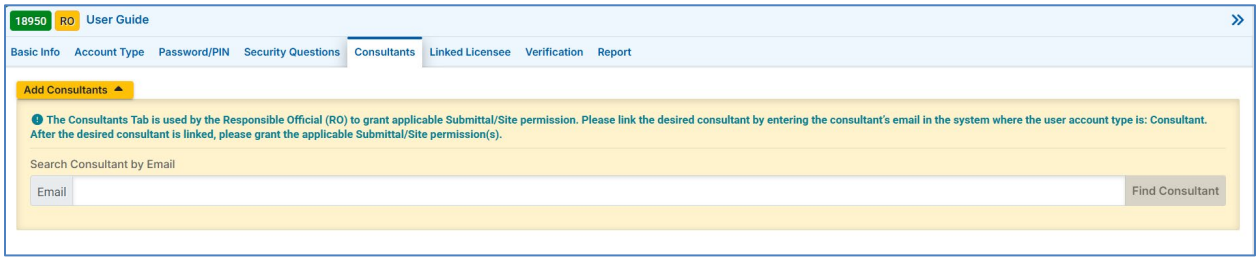

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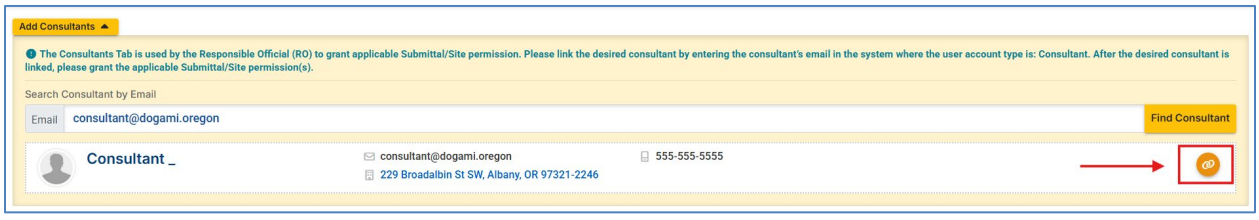
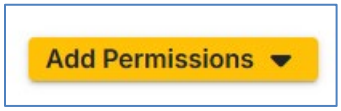


Update the Consultant's permissions by clicking the blue drop down to the left of their profile image.



Then select the “Add Permissions” button.



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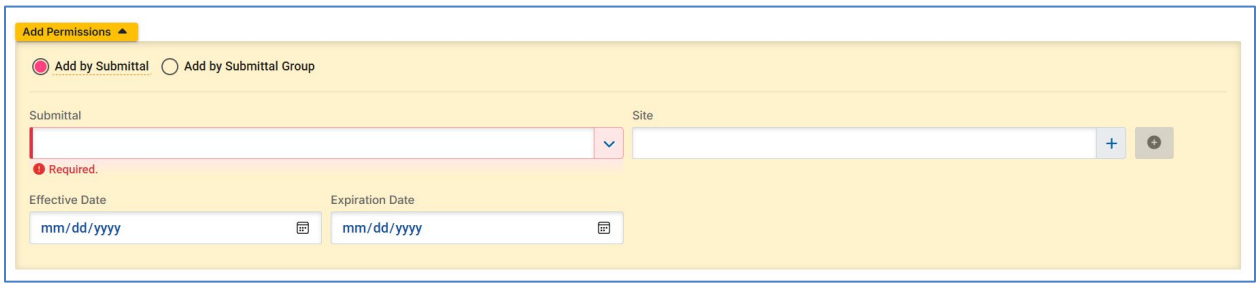
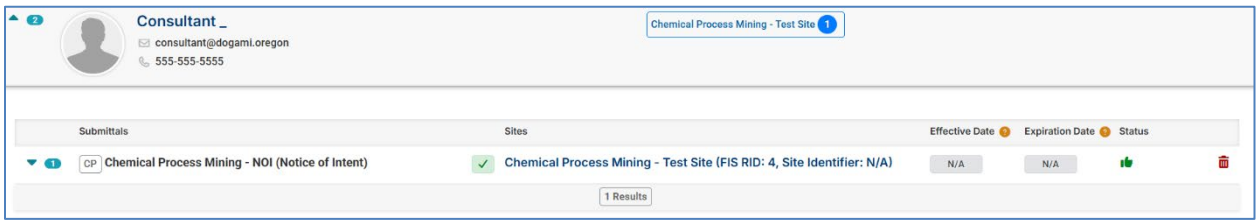


A site, the effective date and expiration date are not required for authorization but can be associated with this permission if desired.

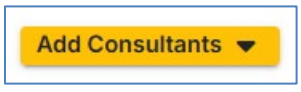
Click the gold + button to add the submittal type to the user’s permissions and press the pink save button on the bottom right-hand side of the screen to update the changes made.

Example of permission added by submittal:



Additional permissions can be added using the “Add Permissions” button and repeating the process.

Additional Submitters can be added using the “Add Consultants” button after all permissions are updated and saved.



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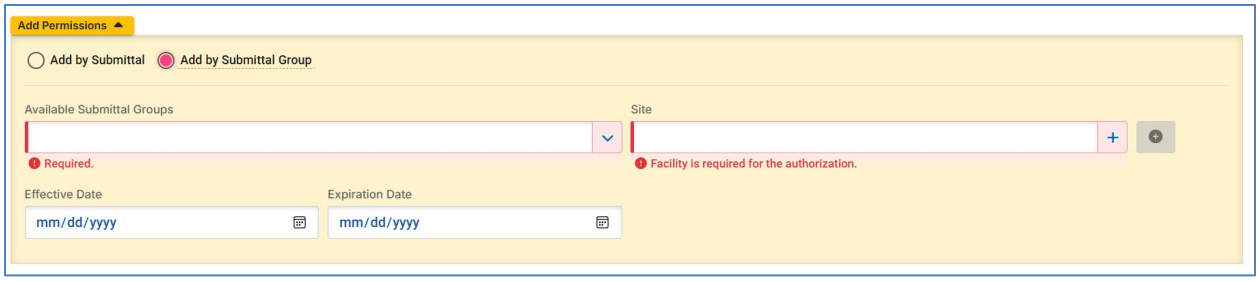
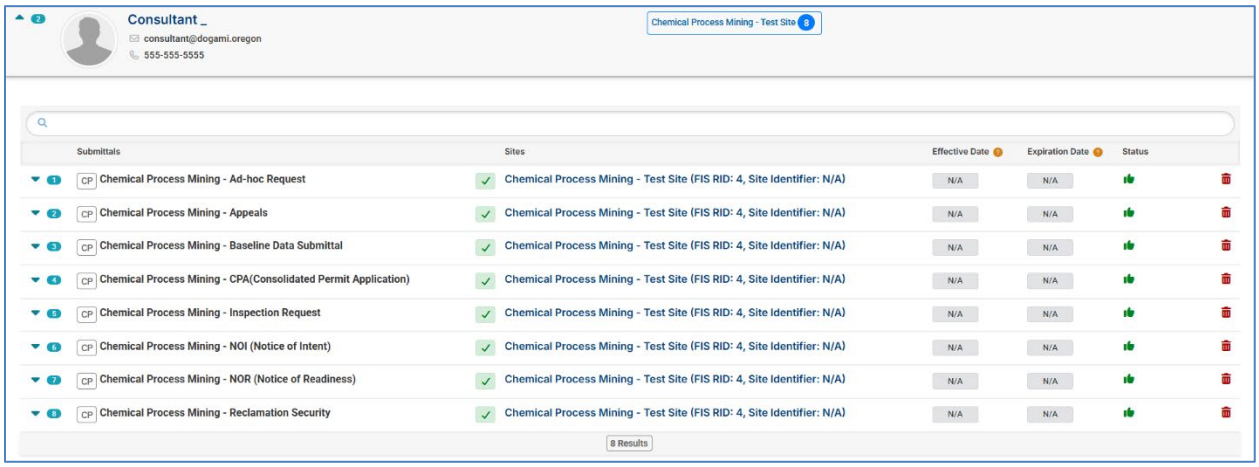
If you would like for the user to be able to complete all available submittals for Chemical Process Mining select the “Add by Submittal Group” radio button and use the Available Submittal Groups drop down to select Chemical Process Mining and the associated site.



The effective date and expiration date are not required for authorization but can be associated with this permission if desired.

Click the gold + button to add the submittal type to the user's permissions and press the pink save button on the bottom right-hand side of the screen to update the changes made.

Example of permissions added by submittal group:



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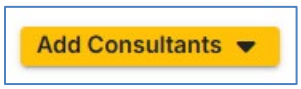
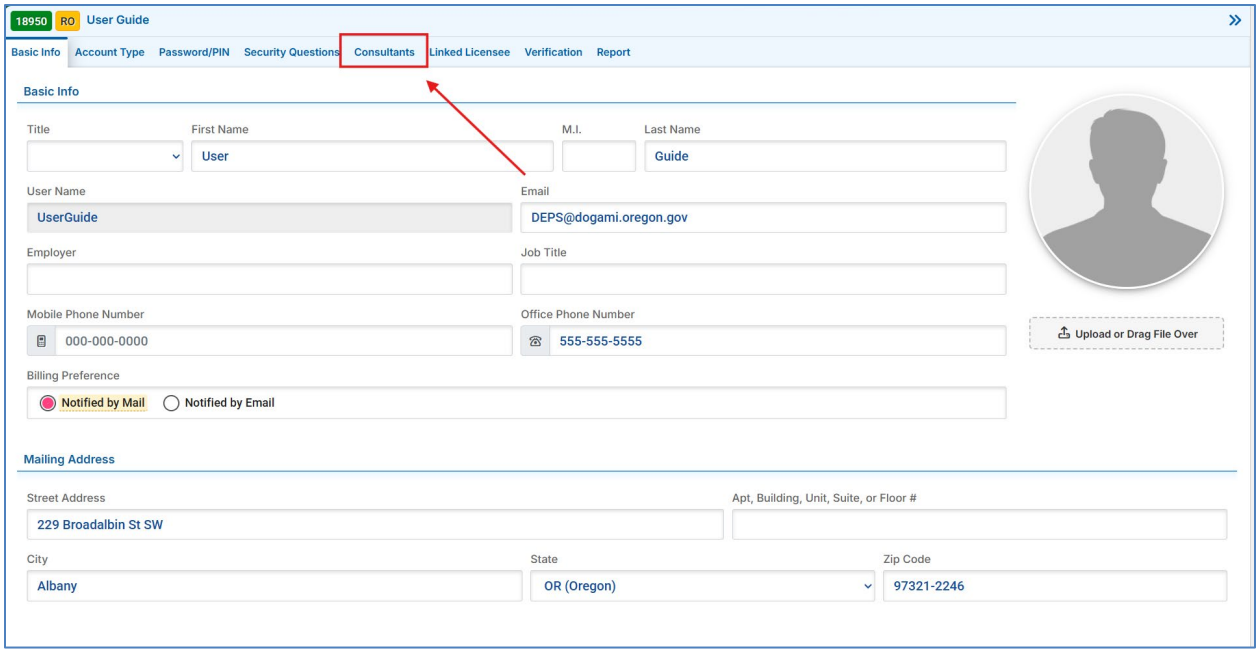


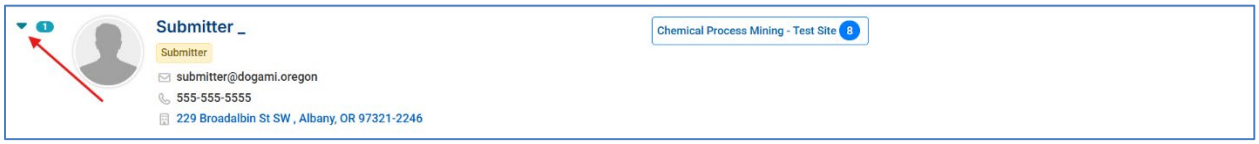
4.0 UPDATING OR REMOVING USER ACCESS

If a Submitter or Consultant should no longer have access to a site or submittal, access can be updated or terminated by the RO.

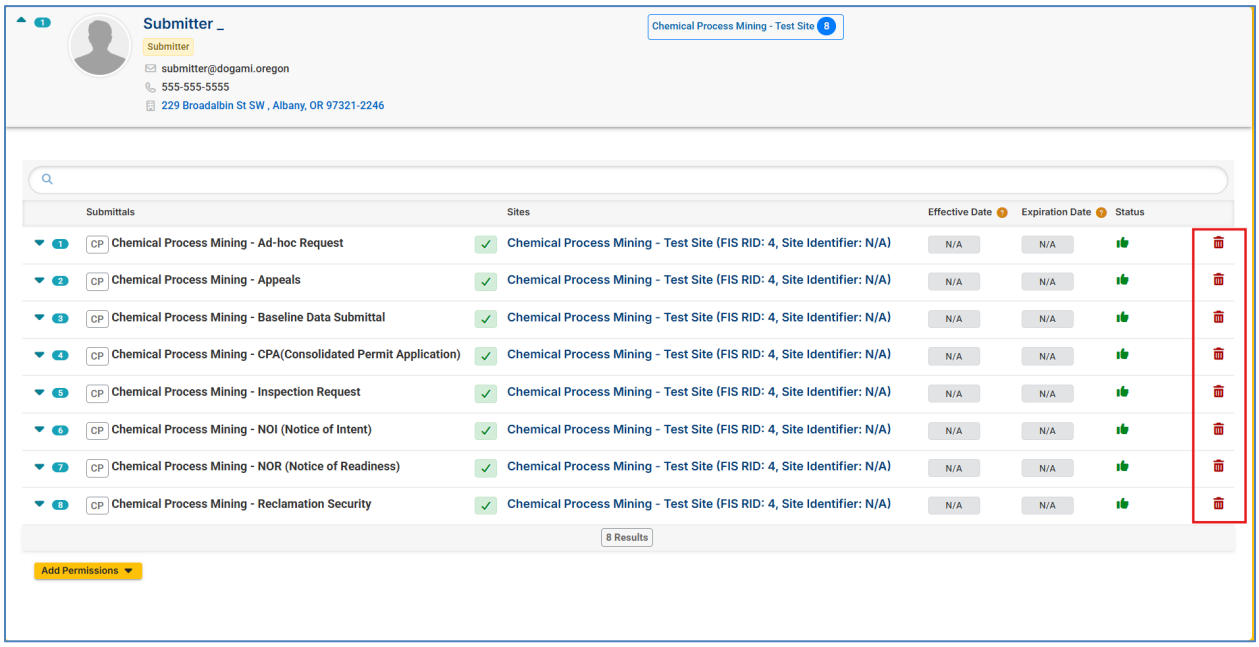
In the My Account page, navigate to the Consultant tab.



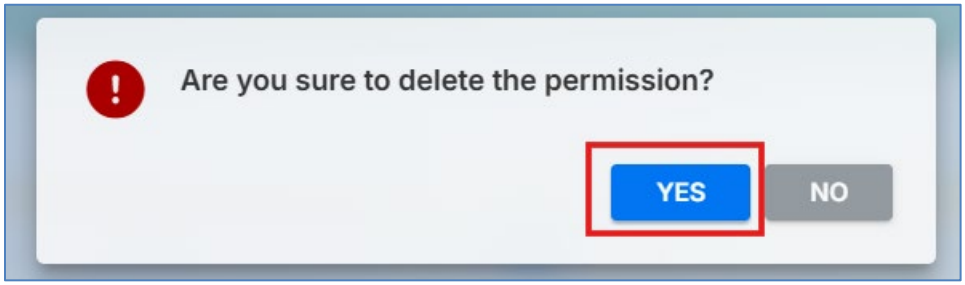
Update the user's permissions by clicking the blue drop down to the left of their profile image.



Use the red trash can buttons to the right of the submittal type to remove the permission from the user's account.



Select “Yes” if you would like to continue to remove the permission from the user’s account.



Use the pink save button in the bottom right-hand corner on the screen to update the permissions permanently.

To completely remove an associated user, delete all permissions, press the save button and refresh the page. The user should no longer be seen in the Consultants tab.

A user can be added again at a later date if desired by following the steps in Section 2.0 or Section 3.0.

5.0 CONTACT INFORMATION

For more information about our program visit our website:
https://www.oregon.gov/dogami/mlrr

For help with the DOGAMI e-Permitting System (DEPS) contact us via email at DEPS@dogami.oregon.gov or call us at 541-967-2039.

Our office is open Monday-Friday from 8:30a-4:30p Pacific Time and closed on all State and Federal Holidays.