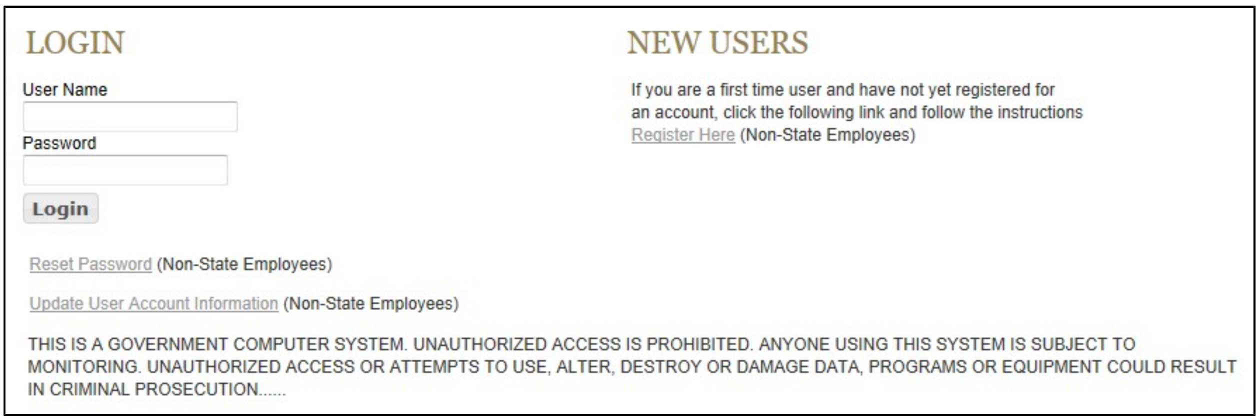
How to Register for an Account

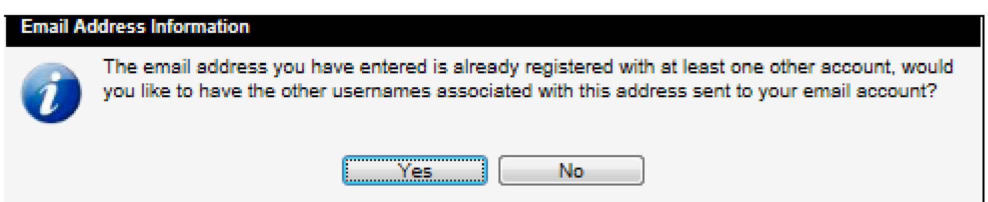
To start the online grant application process, you must first register for an account. Please read all of the steps carefully

1. To use the online grant application, you must:
   Have internet access, using one of the following internet browsers described at this link:
   http://deq.ne.gov/NDEQProg.nsf/OnWeb/Browser

2. From your internet browser, go to the DEQ portal for registration and application authorization:
   https://ecmp.nebraska.gov/DEQ-LOGIN



3. You will be at the DEQ portal.
   a. To create a new userID – click on the Register Here under NEW USERS on the right side of the screen.
   b. If you have a userID – type in your User Name (userID) and password to verify your authorization to the application.
   c. If you need to reset your password – click on the Reset Password option.
   d. If you need to update other account information – click on the Update User Account Information.
   e. NOTE: If you have previously registered an account with the same email address you will receive the message below. If you would like to have the other usernames associated with the email address you entered, click Yes for this message.



4. After clicking on the Register Here option, you will be at the New Account Registration Page. You will need to complete all of the fields on this page. If you would like to view details on requirements for specific fields such as Username and Password, click the **Field Requirements** link. The following list will guide you through the fields you will need to complete:

    a. ***First Name*** – enter your first name.
    b. ***Last Name*** – enter your last name.
    c. ***Email Address*** – enter the email address that will be associated with this account and grant applications.
    d. ***Confirm Email*** – re-enter the email address typed above.
    e. ***Username*** – Create a username for this account.
    f. ***Password*** – Create a password for this account.

        *PLEASE NOTE: the password must be at least eight characters and contain at least one uppercase letter, one lowercase letter, and one digit. Click the **Field Requirements** or Password Rules link for more information on password requirements.*

    g. ***Password Reminder Questions*** – You must select three password reminder questions, and supply an answer for each question. These questions will be used to authenticate your identify if you need to change your password or account information.
        i. Select a security question from the drop-down box.
        ii. Type your answer in the Your Answer field. This field is not case sensitive.

NEBRASKA ENTERPRISE
SELF REGISTRATION

NEW ACCOUNT REGISTRATION

* Required

User Information — Field Requirements

First Name * Tom

Last Name * Sample

Email Address * tsample@hotmail.com

Confirm Email * tsample@hotmail.com

Login Information

Username * tsample001

Password * •••••••••

Confirm Password * ••••••••• Password Rules

Password reminder questions

Question One * What was your childhood nickname?

Your Answer * buddy

Question Two * In what city or town did your mother and father meet?

Your Answer * Hastings

Question Three * In what town was your first job?

Your Answer * Lincoln

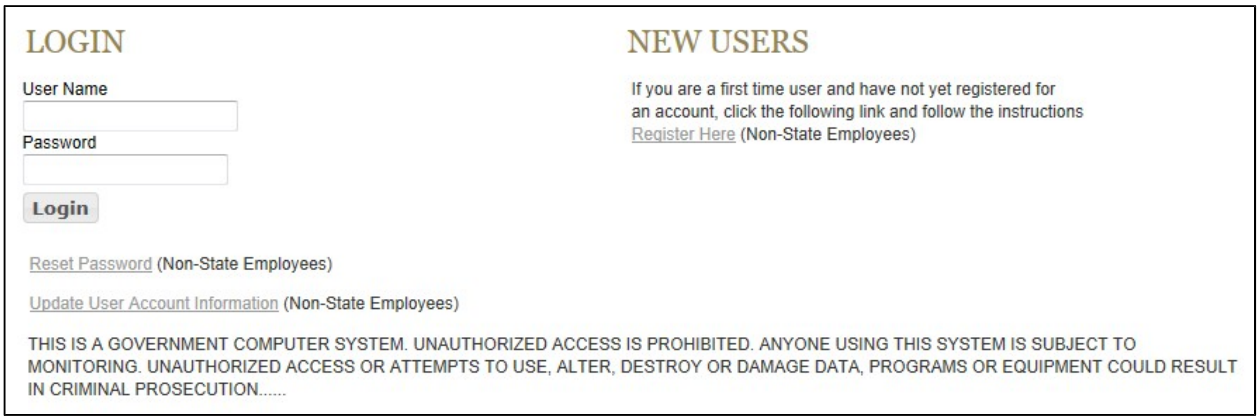
Register Account

5. Prior to completing your registration, **please note or record your userID, security questions and answers.** The Help Desk does not have access to this information and cannot reset passwords. This is a user responsibility.

6. To complete your registration, click **Register Account**. 

7. After successfully creating an account, a message will appear stating that your account has been created, and that you are being redirected to the sign in page. If you do not see the sign in page within 10 seconds, click the link that says **here**.

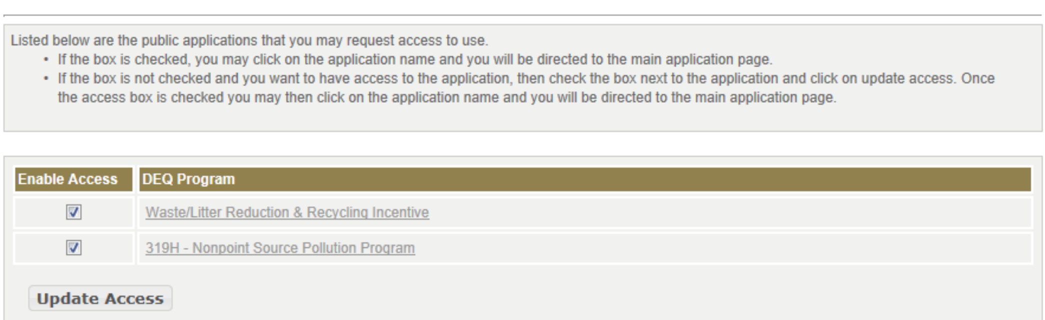
8. You will be redirected/returned to the DEQ portal page.



9. Your account (userID) must be authorized to use the 319H – Nonpoint Source Pollution Program online application process. On the left side of the screen, enter your User Name (userID) and password and click the Login box.

10. The NDEQ PORTAL ACCESS screen will display. There may be more than one DEQ program listed. To the left of the 319H – Nonpoint Source Pollution Program application name is a box to enable access to the application. Click in the box to enable access and then click on the Update Access button.

11. Click on the DEQ program name "319H – Nonpoint Source Pollution Program" to start the application process. Please refer to the next section on "**How to Login to the Online Application**".



How to Login to the Online Application

The following steps only apply to accounts that have been successfully created and authorized to use the application. If you have not yet successfully created an account and set up your authorization, please refer to the previous section "**How to Register for an Account**".

To use the online grant application, you must have internet access, using one of the following internet browsers described at this link:

http://deq.ne.gov/NDEQProg.nsf/OnWeb/Browser

1. To access the application:
    a. If you are coming from the DEQ portal, then you have already clicked on the program name and you can skip to step 2.
    b. Open your internet browser and go to: https://ecmp.nebraska.gov/Appnet_deq/workflow/WFLogin.aspx

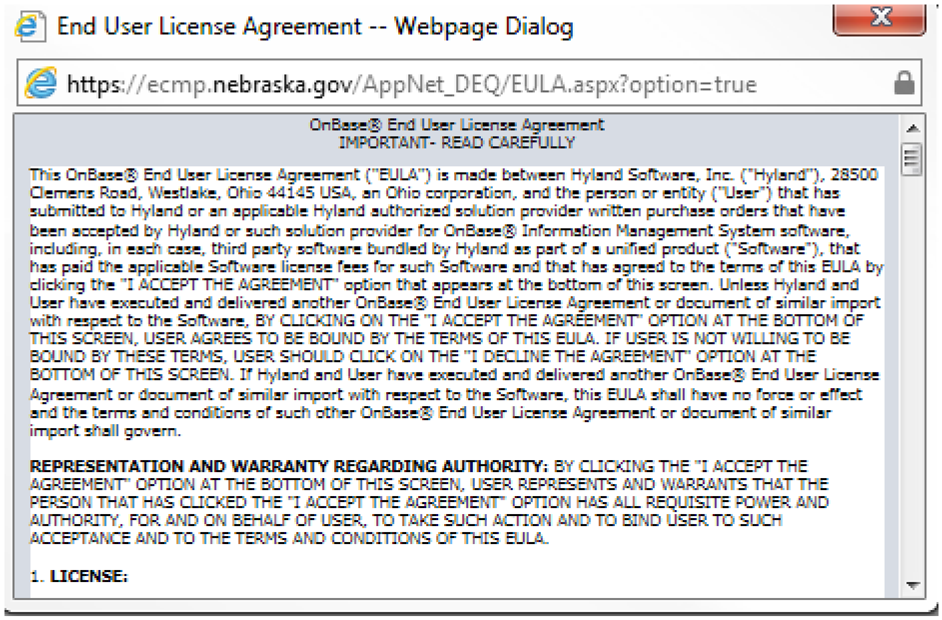
2. The first field will already be filled out with the word PUBLIC.

3. In the second field, enter your userID.

4. In the third field, enter your password.

5. Click on Login.

6. The first time the application is used by your account, an End User License Agreement will display. This is for the OnBase software licensed to the State of Nebraska.


End User License Agreement -- Webpage Dialog

https://ecmp.nebraska.gov/AppNet_DEQ/EULA.aspx?option=true

OnBase® End User License Agreement
IMPORTANT- READ CAREFULLY

This OnBase® End User License Agreement ("EULA") is made between Hyland Software, Inc. ("Hyland"), 28500 Clemens Road, Westlake, Ohio 44145 USA, an Ohio corporation, and the person or entity ("User") that has submitted to Hyland or an applicable Hyland authorized solution provider written purchase orders that have been accepted by Hyland or such solution provider for OnBase® Information Management System software, including, in each case, third party software bundled by Hyland as part of a unified product ("Software"), that has paid the applicable Software license fees for such Software and that has agreed to the terms of this EULA by clicking the "I ACCEPT THE AGREEMENT" option that appears at the bottom of this screen. Unless Hyland and User have executed and delivered another OnBase® End User License Agreement or document of similar import with respect to the Software, BY CLICKING ON THE "I ACCEPT THE AGREEMENT" OPTION AT THE BOTTOM OF THIS SCREEN, USER AGREES TO BE BOUND BY THE TERMS OF THIS EULA. IF USER IS NOT WILLING TO BE BOUND BY THESE TERMS, USER SHOULD CLICK ON THE "I DECLINE THE AGREEMENT" OPTION AT THE BOTTOM OF THIS SCREEN. If Hyland and User have executed and delivered another OnBase® End User License Agreement or document of similar import with respect to the Software, this EULA shall have no force or effect and the terms and conditions of such other OnBase® End User License Agreement or document of similar import shall govern.

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1. **LICENSE:**


End User License Agreement -- Webpage Dialog

https://ecmp.nebraska.gov/AppNet_DEQ/EULA.aspx?option=true

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Print

I accept the agreement

I decline the agreement

Continue

7. Scroll to the bottom
    a. You can click on print to print a copy of the agreement.
    b. To continue, you will need to click on the radio button next to “I accept the agreement”.
    c. Then click on Continue.
    d. If you click on the button next to “I decline the agreement”, you will not be able to continue on with the application process.

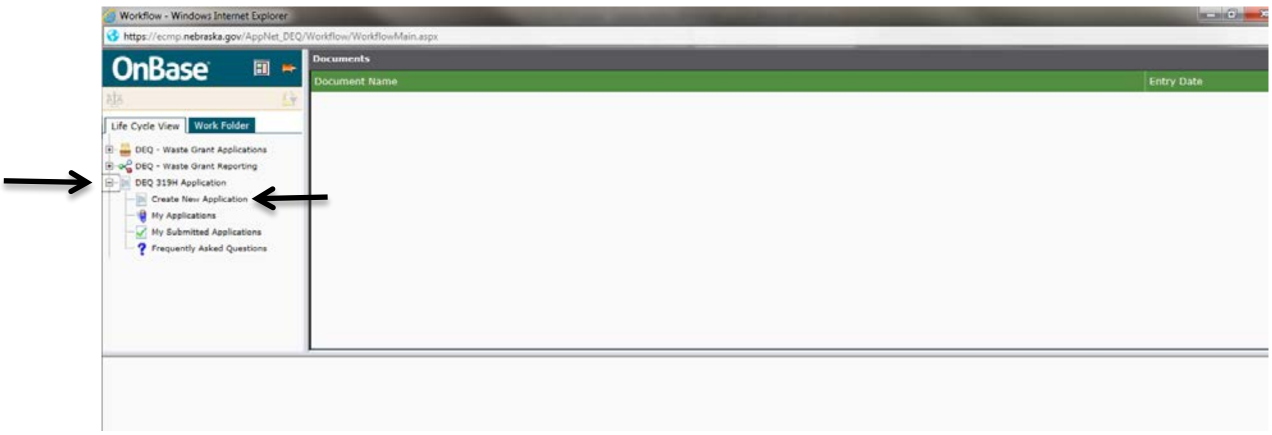
8. You should now be logged in to the application. Please refer to the next section “**How to Create a New Application**”.

How to Create a New Application

Before creating a new application, you must register and authorize your account. Please refer to the *How to Register for an Account* section for instructions.

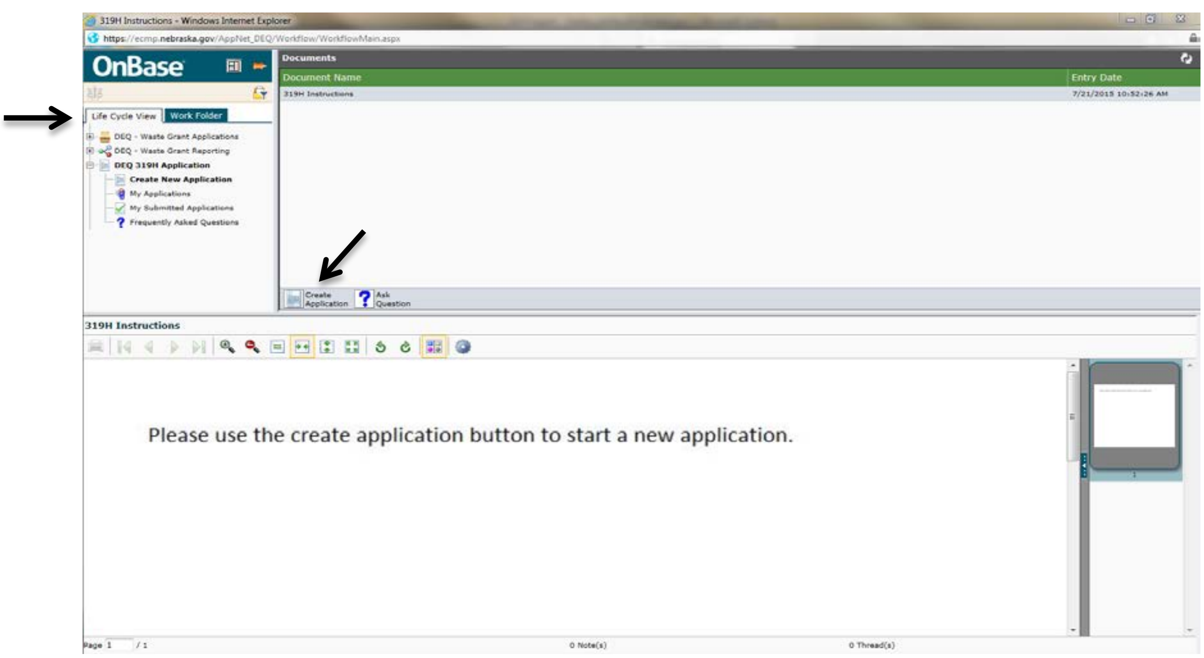
1. Once signed in to the application program, click on the + next to *DEQ 319H Application*. This will show a drop down menu.

2. Next click on the *Create New Application*.



3. The tab *Work Folder* should open on the left hand side. Click on the *Create Application* icon next to the *Ask Question* icon.

4. Once an application is created, click on the *Life Cycle View* tab located on the upper left hand side. Click on the *My Applications* icon.



5. Click on the *My Applications* icon to see all the applications you have created. Click on the application you just created. This will open up the application with all of the required fields to be completed.

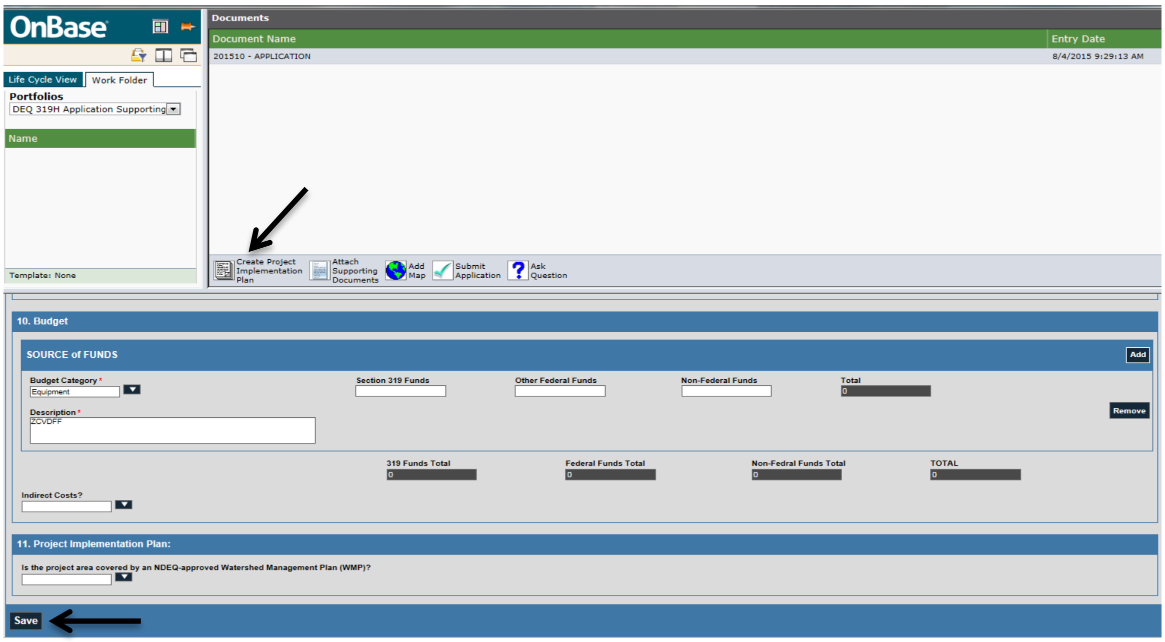
How to Fill Out Application

Before filling out an application, please refer to the RFP and Application Preparation documents.

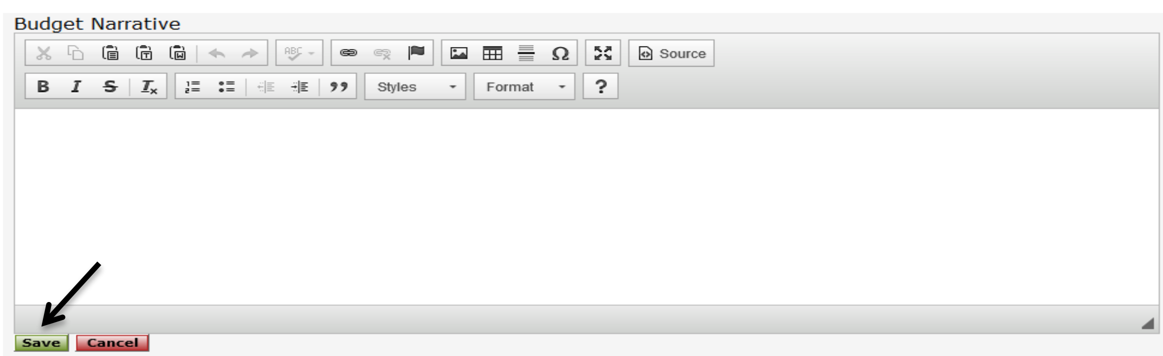
1. Fill out all required fields.

> **Remember to save your work often (recommended every 20 minutes) to ensure all work is saved. The application may time out due to inactivity after 90 minutes and close without prompting you to save. To save work, scroll to bottom of the page and click on the *Save* icon.**

2. Once all the required fields in the application are filled out and saved, click on the *Create Project Implementation Plan* icon.



3. This will open the *Project Implementation Plan (PIP)* pop-up window with additional required fields. Copy and paste from your Application Preparation document into the appropriate fields. To save your work, click on the *Save* icon located at the bottom of the window. ***If you close the PIP window before saving, your PIP information will not be saved.*** You can reopen the PIP window by clicking on the *Show Project Implementation Plan* icon and continue working on it as necessary.



4. Once the Project Implementation Plan is complete, please click on the *Save* icon.

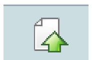
How to Attach Supporting Documents

1. Click on the *Attach Supporting Documents* icon. If you have no supporting documents to attach, skip to How to Add a Map.

2. Provide a brief description of the document being attached and then click on the *Submit* icon.

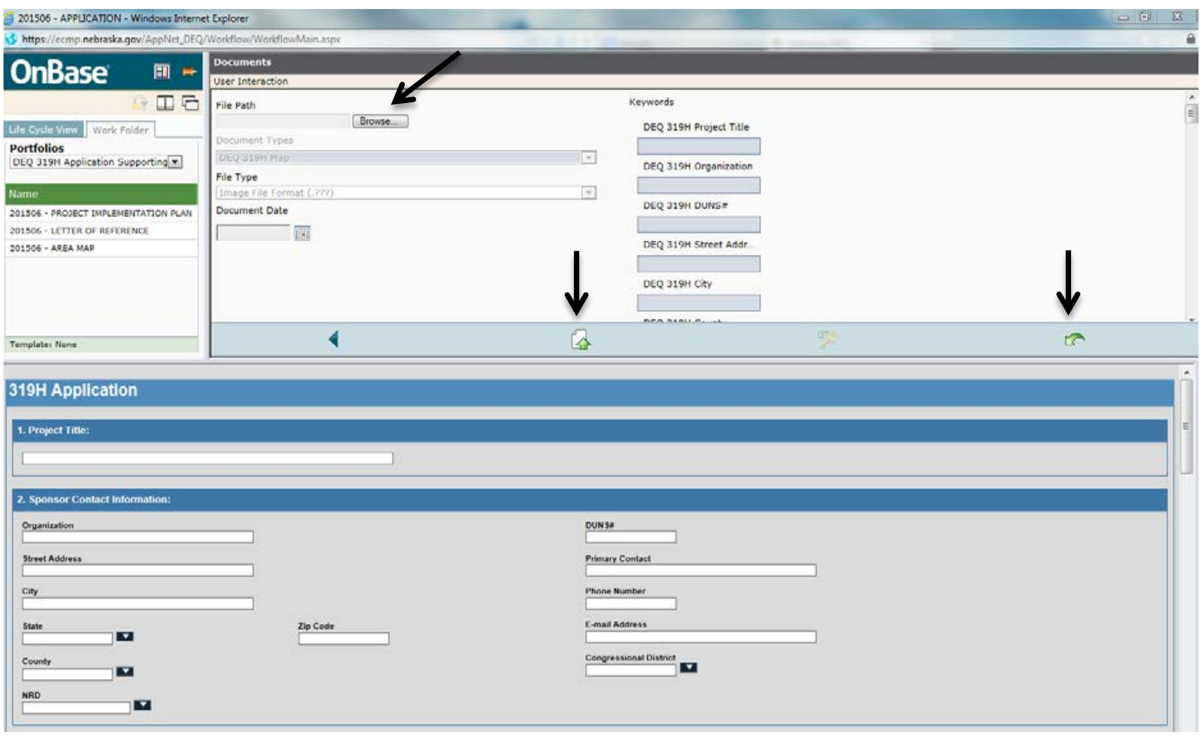
3. Next, click on the *Browse…* icon to bring up your documents. Click on the document you would like to upload and select *Open.*

   ***If fields for Document Types, File Type, Document Date and Keywords are displayed (refer to picture below), please disregard.* **

4. When the correct document is listed under *File Path*, then click on the Import button represented by this icon . If the wrong file was selected, click on the Clear All button represented by this icon . It is recommended that you double check if the document you are about to import is the correct one.

5. To remove a supporting document, click on the *Remove Supporting Document* icon.

6. Once uploaded, supporting documents will be listed under the *Work Folder* tab.



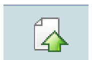
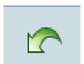
How to Add a Map

1. Click on the *Add Map* icon.

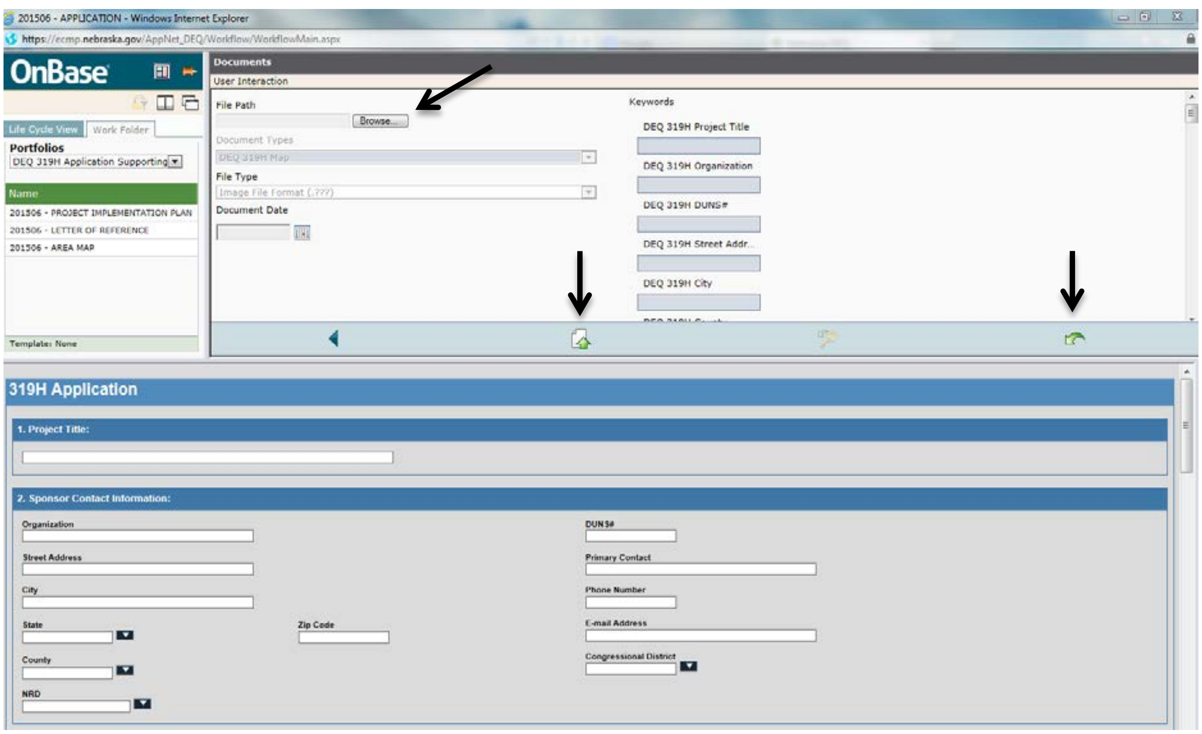
2. Provide a brief description of the document being imported and then click on the *Submit* icon

3. Next, click on the *Browse…* icon to bring up your documents. Click on the document you would like to upload and select *Open.*

   ** *If fields for Document Types, File Type, Document Date and Keywords are displayed (refer to picture below), please disregard.* **

4. When the correct document is listed under *File Path*, click on the Import button represented by this icon . If the wrong file was selected, click on the Clear All button represented by this icon . It is recommended that you double check if the document you are about to import is the correct one.

5. Uploaded documents are listed under the *Work Folder* tab.



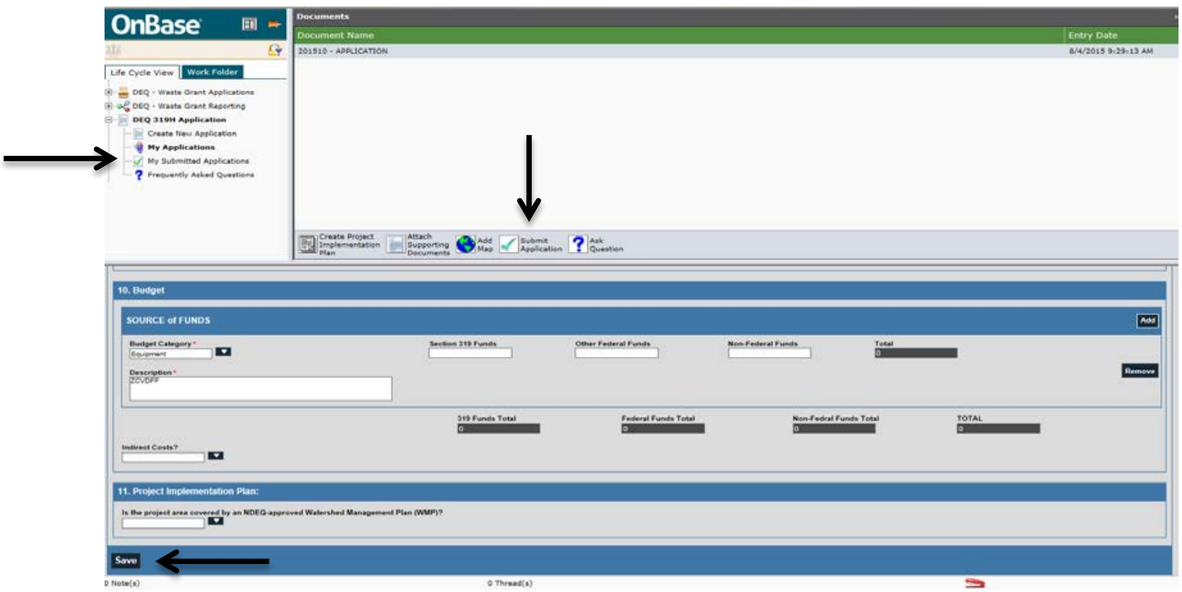
How to Submit an Application

1. Before submitting the application, please review all application fields, Project Implementation Plan and attachments for completion.

2. Once you are confident the application is complete, scroll to the bottom of the application and click *Save*.

3. Next, click on the *Submit Application* icon. **Once submitted, you will not be able to go back and edit your application.** When successfully submitted, a confirmation e-mail will be sent to the project sponsor e-mail address given in the application.

4. To review submitted applications, refer to the *My Submitted Applications* icon located in the drop down menu of the *DEQ 319H Application.*



<u>How to Ask a Question</u>

1. To submit a question pertaining to either the online application process or the eligibility/content of the project(s), click on the *Ask Question* icon.

2. In the field labeled *Question*, please type your question. The question cannot be longer than 250 <u>characters</u>.

3. Once completed, click on the *Submit* icon. Once submitted, the question will be reviewed and answered by NDEQ staff. The applicant will then be able to see the question under the *Frequently Asked Questions* icon.

<u>All questions related to the eligibility/content of the project(s) must be submitted by 4:00 p.m., Central time, August 24, 2015.</u> Responses to those questions will be posted under the *Frequently Asked Questions* icon by August 28, 2015. Questions in regard to the online application process will be answered up until the day the electronic application closes, 4:00pm, September 8, 2015.