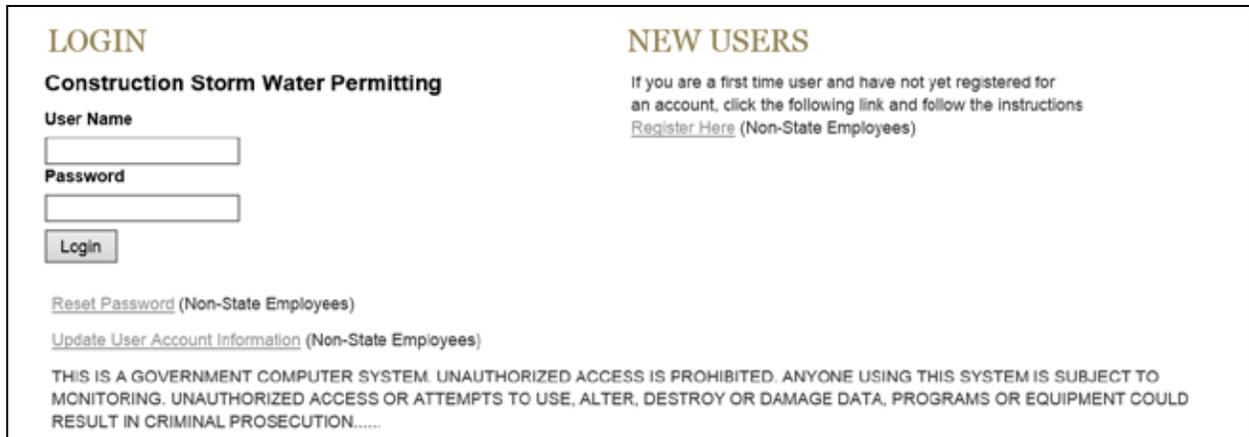


## How to Register for an Account

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

1. From your internet browser, go to the DEQ portal for registration and application authorization:

<https://ecmp.nebraska.gov/DEQ-CSW/Account/Login>



The screenshot shows the login page for the DEQ portal. It is divided into two main sections: "LOGIN" and "NEW USERS".

**LOGIN**  
**Construction Storm Water Permitting**

**User Name**

**Password**

[Reset Password \(Non-State Employees\)](#)

[Update User Account Information \(Non-State Employees\)](#)

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....

**NEW USERS**  
If you are a first time user and have not yet registered for an account, click the following link and follow the instructions  
[Register Here \(Non-State Employees\)](#)

2. 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.



The screenshot shows a message box titled "Email Address Information". It contains an information icon (a blue circle with a white 'i') and the following text: "The email address you have entered is already registered with at least one other account, would you like to have the other usernames associated with this address sent to your email account?". At the bottom of the box, there are two buttons: "Yes" (highlighted with a blue dashed border) and "No".

3. 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

4. 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.
5. To complete your registration, click **Register Account.**
6. 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.**



Your account has been successfully created, you will be redirected to the sign in page in 5 seconds...

If you are not redirected, please click [here](#)

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

<h3>LOGIN</h3> <p>User Name <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></p> <p><a href="#">Reset Password (Non-State Employees)</a></p> <p><a href="#">Update User Account Information (Non-State Employees)</a></p> <p>THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....</p>	<h3>NEW USERS</h3> <p>If you are a first time user and have not yet registered for an account, click the following link and follow the instructions <a href="#">Register Here (Non-State Employees)</a></p>
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9. On the left side of the screen, enter your User Name (userID) and password and click the Login box.

10. You will be signed on to the application.