**How to Register for an Account**

There are 11 steps in this process, please read all of the steps carefully.

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

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 for waste 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.
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 a successful account creation is complete, a message will appear stating that your account has been created, and 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 DEQ Waste Grant 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. To the left of the Waste/Litter Reduction & Recycling Incentive program 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. You can click on the DEQ program name of Waste/Litter Reduction & Recycling Incentive to start the application process. Please refer to the next section on “How to Login to the Waste Grant Application”.

**Other registration information**

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.
**How to Login to the Waste Grant 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 follow the guide for “**How to Register for an Account**” on pages 1-5.

To use the online waste grant application, you must:

- Have internet access, using one of the following internet browsers describe at this link: [http://deq.ne.gov/NDEQProg.nsf/OnWeb/Browser](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/Login.aspx](https://ecmp.nebraska.gov/AppNet_DEQ/Login.aspx)

2. The first field will be completed 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.
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 radio button next to “I decline the agreement”, you will not be able to continue on with the application process.
8. You have now logged in to the application. Please refer to the guide on “How to Create a New Application"