IOWA DEPARTMENT OF NATURAL RESOURCES

GENERAL PERMITS 5, 8, & 9 DATABASE

Quick Start Guide for External GP5 Users

Documentation Revision History		
Version	Date	Comment
1.0	6/19/2020	
1.1	8/23/2022	

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Introduction

This guide provides a brief overview of using the General Permits database for General Permit 5. More detailed information can be found in the User Guide.

Search Without an Account

To look up public information on a facility, you do not need to have an account.

1. From the landing page (programs.iowadnr.gov/generalpermits), click **Search** on the left side of the page.
2. Type a search term into one or more of the search fields.
3. Click **Search.**
4. Click on the **NOI Authorization #** within the table to be taken to the permit information page.

Account Creation

Create an Editor Account

You need an Editor account to be able to complete eNOIs, pay fees, or to enter monitoring data.

1. From the landing page (programs.iowadnr.gov/generalpermits), click **Create Account**.
2. Enter your email address and create a password, following the password guidelines shown on the page.
3. Enter your work contact information.
4. Select and answer 5 security questions.
5. You have the option to print this page after filling it out. Click the **Print** button to do so.
6. Click **Create Account** at the bottom of the page.

Modify to a Signatory Account

You need a Signatory account to submit eNOIs or monitoring data.

1. After creating an Editor account, make sure you are logged into the application.
2. Click **Manage Account** in the navigation bar at the top of the page.
3. Scroll down the page until you see "Signatory Requirements".
4. Review the requirements then click **Begin Identity Proofing.**
5. Review the Terms and Conditions, click the checkbox near the bottom of the page, then click **Proceed.**

6. Fill out the information on the form. You must use your full legal name, home address, and home or cell telephone number. DNR does not store or have access to this information. The purpose is to verify your identity.
7. Click **Request Identity Proof** at the bottom of the page.
8. If the identity proof is successful, you will be taken back to the Manage Account page.
9. Click **Complete ESA** at the top of the page to be taken to the Electronic Signature Agreement.
10. Review the information on the page and click **Accept** if you accept the agreement.
11. Enter your password and click **Log in.**
12. Answer the security question and click **Submit Answer**.
13. Click **Sign**.

Manage Facilities

Affiliates

Affiliates are people with accounts that are connected to the facility. Affiliates have the ability to enter AMR data and pay fees. Affiliates who are also Signatories are able to submit AMR data and Notices of Discontinuation.

To affiliate yourself with a permit:

1. Log in to the database.
2. Go to My Permits; you are directed to the **My Permits** page upon log in. You may also navigate to the **My Permits** page by using the link in the navigation bar near the top of the page.
3. Scroll down below the table and click the button **Manage Affiliates for All My Facilities.**
4. Click the **Go to Request Affiliations Page** button.
5. Use the search tool to find a facility or facilities with which you would like to affiliate.
6. At the right side of the table, click the dropdown to select "Owner", "Operator", or "Both Owner and Operator" as appropriate.
7. Above the first table, click the button **Request Affiliation with Selected Facilities.**
8. Your request will be sent to DNR, who will review it and respond. You can view pending affiliation requests at the bottom of the page.

Fees

Fees are due annually on August 30th for the state fiscal year (July 1 – June 30). If you previously paid a fee for multiple years, you may not need to pay a fee every year.

To pay a fee invoice for one facility:

1. Log in to the database.
2. Go to **My Permits**; you are directed to the **My Permits** page upon log in. You may also navigate to the **My Permits** page by using the link in the navigation bar near the top of the page.
3. Find the facility in question and click **View Facility** in that facility's line.

4. Click **Fee History**.
5. Find the invoice you are planning to pay in the table. From the dropdown boxes, select the payment amount and payment method.
6. Click **Pay**.
7. You will be directed to a US Bank website to enter your payment information.

To pay fees for multiple facilities at once:
1. Log in to the database.
2. Go to **My Permits**; you are directed to the **My Permits** page upon log in. You may also navigate to the **My Permits** page by using the link in the navigation bar near the top of the page.
3. Click **Manage Fees for All My Facilities** (blue button underneath the first table).
4. For each facility, make a fee selection from the dropdown box.
5. Select your payment method. If you are paying by electronic check or credit card, click **Review Payment**.
   a. You will be taken to a page where you can review your payment. If everything is correct, click **Pay Now**.
   b. You will be taken to a US Bank site to complete your payment.
6. If you would like to mail a check, click **I would like to pay offline**.
   a. Click **Print Invoice** to generate an invoice.
   b. On the invoice, click **Print** in the upper right corner to open your browser's print dialog.
   c. Print the invoice and mail it with a check or money order to the address on the invoice.

Monitoring

Monitoring is due January 15th of each year for the preceding calendar year. Editors can enter and save monitoring data, but only Signatories can submit it.

1. Log in to the database.
2. Go to **My Permits**; you are directed to the **My Permits** page upon log in. You may also navigate to the **My Permits** page by using the link in the navigation bar near the top of the page.
3. Click **Manage Monitoring for All My Facilities** (blue button underneath the first table).
4. Select the Monitoring Year from the dropdown.
5. Click **Enter Monitoring** next to a facility name.
6. Click the outfall number to expand that outfall.
7. If you did not discharge through an outfall for the entire year, click the box next to **No Discharge**.
8. If you did discharge and have monitoring data, enter the data into the boxes for the appropriate month. If you have a less than (<) result for TSS, select the less than symbol from the dropdown.
9. Do not enter anything in the boxes for months you did not sample.
10. Click **Save (without submitting)** below the data table. Click OK when the dialog asks if you are sure.
11. Repeat steps 5-10 for all your facilities.
12. After you have entered all monitoring for all facilities for the year, click **Sign and Submit** at the bottom of the page.
13. Review the Certification Statement and click the box next to **I Agree**.
14. Enter your password below your user name and click **Re-Log In**.
15. Answer your security question and click **Answer**.
16. Click **Sign Monitoring Data** to sign and submit your data.

Electronic Notices of Intent (eNOIs)

An editor can complete most of the eNOI, but you must have a Signatory account in order to submit an eNOI.

1. Log in to the database. (If you are already logged in, click **My Permits** in the upper left corner.)
2. Click on **General Permit 5**.
3. Click **here** in the second line to begin the eNOI.
4. See the full user manual for more information on each step of the eNOI.
5. You must pay the eNOI <u>and</u> sign and submit it. DNR will not review the eNOI until it is signed and paid.