

How to Manage the Electronic Submission System Security

This document is for the assigned master security agent of the applicant and it describes how to perform the following security operations:

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Locating your applicant's security data

After you log in, select 'Security' from the 'Process' selections.

west virginia
dep electronic application system
application selection process

Welcome: Legge, Steve

Process:

- Review Application
- Continue Application
- New Application
- Security

Log out

Welcome to the electronic application system.

To begin, select the applicant for this application.

Once it is selected, you will receive another response box to make your next selection.

"Promoting a healthy environment."

This site is best viewed using a graphics resolution of at least 800 x 600 and a version 4.0 browser or greater.

Select 'Manage Security for Applicant'.

west virginia
electronic application system

dep

security administration

Welcome: Legge, Steve

1. Manage security for applicant

2. Security Reports

3. How to manage ePermitting Security - Documentation

Return Home

Log out

Please select one of the choices to begin security administration.

Once your choice is selected, you will receive another page to continue the administration.

Once all your selections are made, you will be able to begin the security administration.

"Promoting a Healthy Environment"

This site is best viewed using a graphics resolution of at least 800 x 600 and a version 5.0 browser or greater.

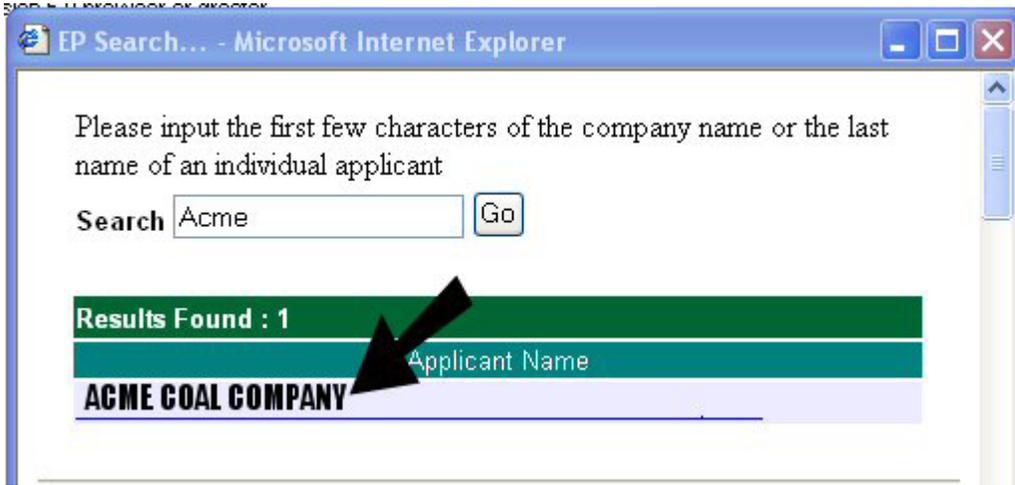
Click 'Select Applicant'.

The screenshot shows the 'west virginia electronic application system' logo with a green leaf icon and the 'dep' logo. Below the logo is the text 'security administration'. A navigation sidebar on the left contains buttons for 'Back', 'Return Home', and 'Log out'. Below these are sections for 'Receive email' (with sub-options: All, This User's, None) and 'Restricted security' (with sub-options: No App. access, Has App. Access, No Office Access, Has Office Access). The main content area displays 'Welcome: Legge, Steve' and a link for 'Select Applicant:' which is highlighted by a black arrow. Below the link is the slogan '"Promoting a Healthy Environment"' and a note: 'This site is best viewed using a graphics resolution of at least 800 x 600 and a version 5.0 browser or greater.'

Input some of the applicant name.

The screenshot shows a Microsoft Internet Explorer window titled 'EP Search...'. The page content includes the instruction: 'Please input the first few characters of the company name or the last name of an individual applicant'. Below this is a search form with a text input field containing 'Acme' and a 'Go' button. A black arrow points to the 'Go' button.

Click on the applicant's name. NOTE: You will only be able to find applicants for which you are the assigned master security agent.



The following page is the main security administration page for your selected applicant. In this example you (George Jones) are viewing the security administration page for 'ACME COAL COMPANY'. The meaning of each of the security field settings will be discussed later in this document.

west virginia
electronic application system

security administration

Welcome: Jones, George

Select Applicant: ACME COAL COMPANY

View: All 18 users

Login id	User Name	Applicant Security	Master Consultant	Submit	Restricted Security	Receive Email Notification	User Active?	Comment
LeggeS45	ADKINS, JAMIE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes		All	<input type="checkbox"/>	
LeggeS30	BACORN, WAYNE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		All	<input type="checkbox"/>	
LeggeS75	BOOTH, DAVID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		All	<input type="checkbox"/>	

Receive email

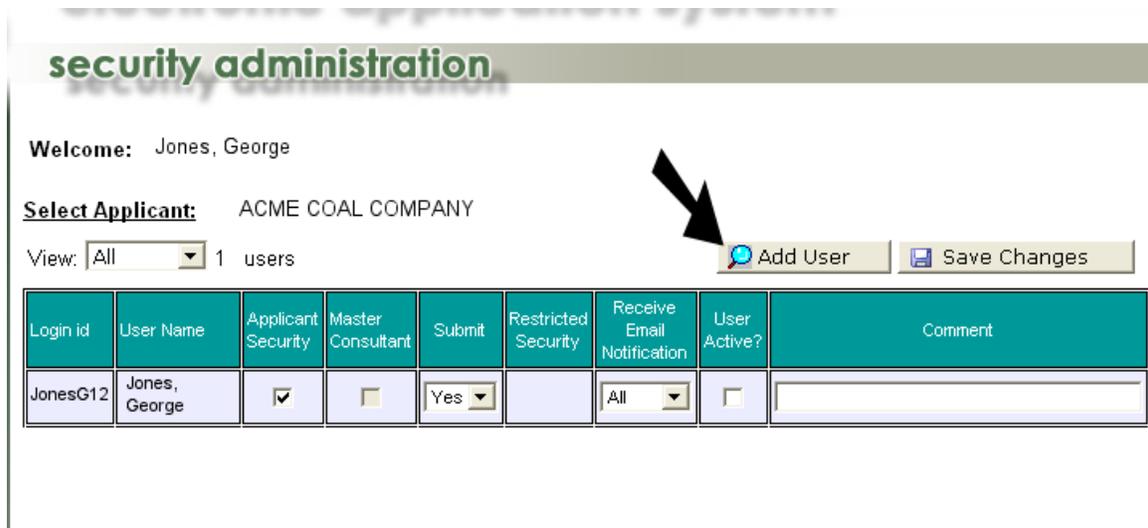
All: Receives all email notifications: submittals, resubmittals, requests and corrections.

This User's: Receives only email notification on which...

Adding an employee / consultant to the applicant's security list

When George Jones was first assigned the master security agent for ACME COAL COMPANY, the security list would have looked like the following.

To add an employee / consultant to the ACME COAL COMPANY security list, click the 'Add User' button.



security administration

Welcome: Jones, George

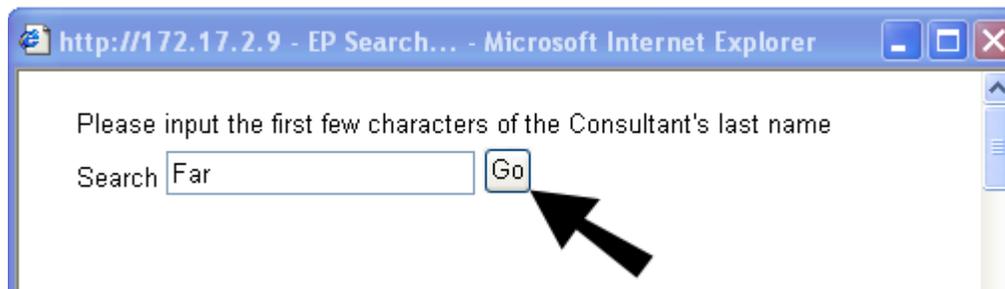
Select Applicant: ACME COAL COMPANY

View: All 1 users

[Add User](#) [Save Changes](#)

Login id	User Name	Applicant Security	Master Consultant	Submit	Restricted Security	Receive Email Notification	User Active?	Comment
JonesG12	Jones, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes		All	<input type="checkbox"/>	

On the pop-up window, enter some of the name and press 'Go'.

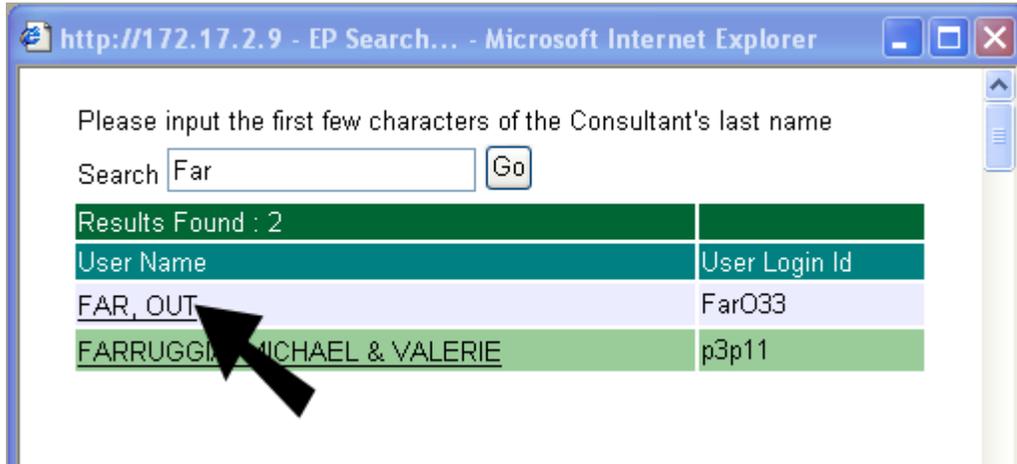


http://172.17.2.9 - EP Search... - Microsoft Internet Explorer

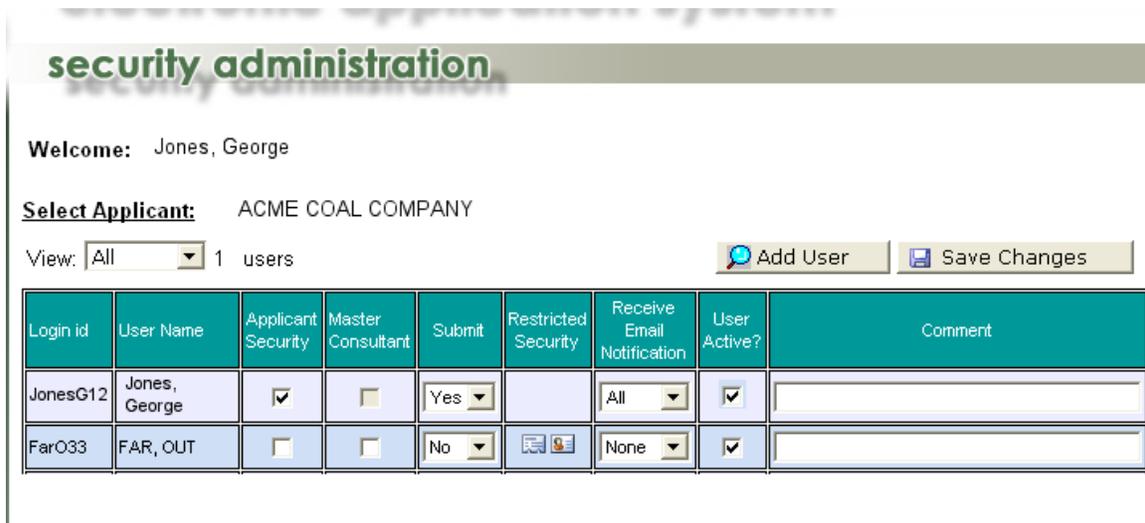
Please input the first few characters of the Consultant's last name

Search [Go](#)

Click on the desired name.



The new person will now show on the security list without any default security at all.



Applicant Security

If you check 'Applicant Security' the new person will have the same security as you – this is generally NOT a good idea, unless you want this person to serve as your backup. With this security, the new person can come to this security administration page and deactivate you. Unchecking this box will return the status to default.

The screenshot shows the 'security administration' interface. At the top, it says 'Welcome: Jones, George' and 'Select Applicant: ACME COAL COMPANY'. Below that, there is a 'View: All' dropdown and '1 users' displayed. There are two buttons: 'Add User' and 'Save Changes'. A table lists two users: JonesG12 and FarO33. A black arrow points to the 'Applicant Security' checkbox for JonesG12, which is checked.

Login id	User Name	Applicant Security	Master Consultant	Submit	Restricted Security	Receive Email Notification	User Active?	Comment
JonesG12	Jones, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes		All	<input checked="" type="checkbox"/>	
FarO33	FAR, OUT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes		All	<input checked="" type="checkbox"/>	

Master Consultant

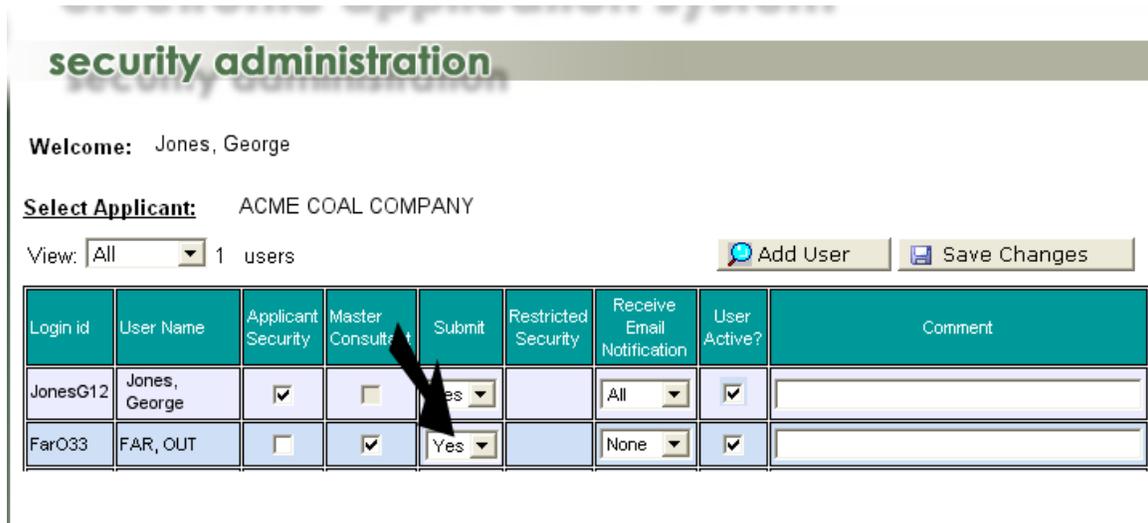
If you check 'Master Consultant' the new person will be able to start or work on ALL application types of ALL DEP Offices for ACME COAL COMPANY. They will NOT be able to get to this security administration page and therefore have no ability to adjust security for ACME COAL COMPANY in any way.

The screenshot shows the 'security administration' interface. At the top, it says 'Welcome: Jones, George' and 'Select Applicant: ACME COAL COMPANY'. Below that, there is a 'View: All' dropdown and '1 users' displayed. There are two buttons: 'Add User' and 'Save Changes'. A table lists two users: JonesG12 and FarO33. A black arrow points to the 'Master Consultant' checkbox for FarO33, which is checked.

Login id	User Name	Applicant Security	Master Consultant	Submit	Restricted Security	Receive Email Notification	User Active?	Comment
JonesG12	Jones, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes		All	<input checked="" type="checkbox"/>	
FarO33	FAR, OUT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		None	<input checked="" type="checkbox"/>	

Submitting privileges

Changing the 'Submit' setting to 'Yes' allows this consultant to submit / resubmit completed applications – formerly only the 'Applicant Security' person could submit.



security administration

Welcome: Jones, George

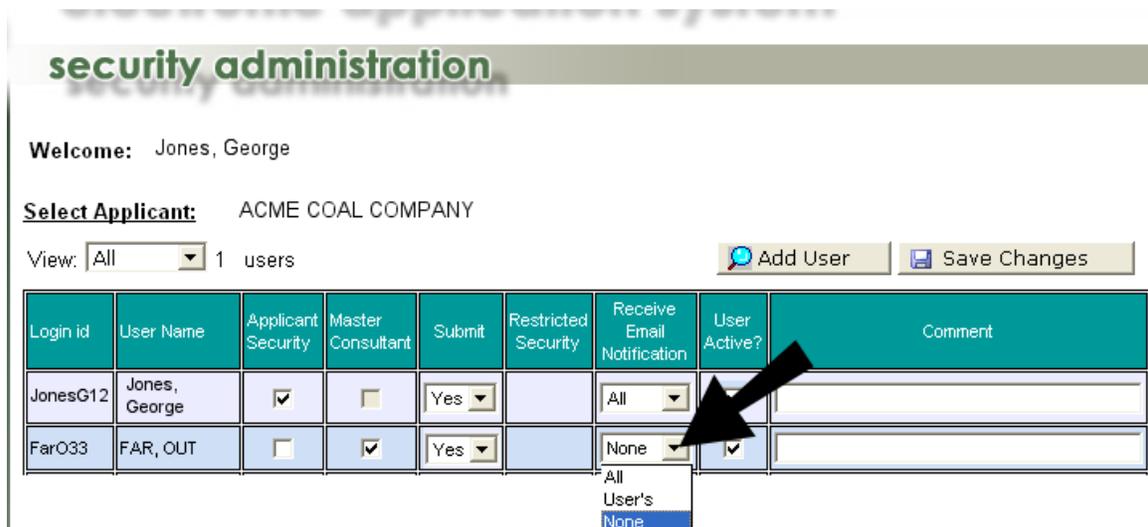
Select Applicant: ACME COAL COMPANY

View: All 1 users Add User Save Changes

Login id	User Name	Applicant Security	Master Consultant	Submit	Restricted Security	Receive Email Notification	User Active?	Comment
JonesG12	Jones, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes		All	<input checked="" type="checkbox"/>	
FarO33	FAR, OUT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes		None	<input checked="" type="checkbox"/>	

Receiving ESS email notifications

By setting 'Receive Email Notifications' to 'All', the Electronic Submission System (ESS) will copy all generated email notifications to this person. With the 'User' setting, ESS will copy generated email notifications to this person for only those applications on which the person worked. And 'None' will keep the person from getting any emails from ePermitting.



security administration

Welcome: Jones, George

Select Applicant: ACME COAL COMPANY

View: All 1 users Add User Save Changes

Login id	User Name	Applicant Security	Master Consultant	Submit	Restricted Security	Receive Email Notification	User Active?	Comment
JonesG12	Jones, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes		All	<input checked="" type="checkbox"/>	
FarO33	FAR, OUT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes		None	<input checked="" type="checkbox"/>	

Disabling an employee / consultant

Uncheck the 'User Active?' box to disable the person completely for ESS activity on behalf of ACME COAL COMPANY. This overrides all other settings. Please make appropriate comments as you desire in the 'Comment' area.

security administration

Welcome: Jones, George

Select Applicant: ACME COAL COMPANY

View: All 1 users Add User Save Changes

Login id	User Name	Applicant Security	Master Consultant	Submit	Restricted Security	Receive Email Notification	User Active?	Comment
JonesG12	Jones, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes		All	<input checked="" type="checkbox"/>	
FarO33	FAR, OUT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes		None	<input type="checkbox"/>	

Restricting Security further

Security can be further restricted. If the person has neither 'Applicant Security' nor is identified as a 'Master Consultant', more options will be available. See the two new icons under the 'Restricted Security' heading.

The icon on the right  is to set specific office security and, optionally, application type security. The icon on the left  is to set specific Application Assignments, and, optionally application section security. These options will be discussed more fully below.

security administration

Welcome: Jones, George

Select Applicant: ACME COAL COMPANY

View: All 1 users Add User Save Changes

Login id	User Name	Applicant Security	Master Consultant	Submit	Restricted Security	Receive Email Notification	User Active?	Comment
JonesG12	Jones, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes		All	<input checked="" type="checkbox"/>	
FarO33	FAR, OUT	<input type="checkbox"/>	<input type="checkbox"/>	No	 	None	<input checked="" type="checkbox"/>	

Office Security

Click the right hand icon  for Office level security.

security administration

Welcome: Jones, George

Select Applicant: ACME COAL COMPANY

View: 1 users

Login id	User Name	Applicant Security	Master Consultant	Submit	Restricted Security	Receive Email Notification	User Active?	Comment
JonesG12	Jones, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes <input type="text"/>	<input type="text"/>	All <input type="text"/>	<input checked="" type="checkbox"/>	
FarO33	FAR, OUT	<input type="checkbox"/>	<input type="checkbox"/>	No <input type="text"/>		None <input type="text"/>	<input checked="" type="checkbox"/>	

Below is the Office Level security page. Notice that there is initially 'No Access' to any office.

security administration

Welcome: Jones, George

Applicant: ACME COAL COMPANY

Select User: FAR, OUT

Office Name	All Access	No Access	Restricted
Air Quality	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environmental Remediation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hydrologic Protection Unit (DMR)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mining and Reclamation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Oil and Gas	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Waste Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Water and Waste Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

In this example 'All Access' has been set for 'Mining and Reclamation'. This consultant may create or work on ALL application types but only of Mining and Reclamation. They may not work on applications for Air Quality or any other office listed.

security administration

Welcome: Jones, George

Applicant: ACME COAL COMPANY

Select User: FAR, OUT

Office Name	All Access	No Access	Restricted
Air Quality	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environmental Remediation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hydrologic Protection Unit (DMR)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mining and Reclamation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oil and Gas	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Waste Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Water and Waste Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Application Type Security

If you would like to restrict this consultant to only certain application types within an office, set the Office security to 'Restricted'. (See previous section on getting to Office Security.) Once the page refreshes you will notice a new icon , to select specific application types. Click the icon to go to the application type page. If you do not go on, the person will have no application types assigned to them.

security administration

Welcome: Jones, George

Applicant: ACME COAL COMPANY

Select User: FAR, OUT

Office Name	All Access	No Access	Restricted
Air Quality	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environmental Remediation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hydrologic Protection Unit (DMR)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mining and Reclamation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> 
Oil and Gas	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Waste Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Water and Waste Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

All the application types for the selected office will be displayed. Initially the consultant will have no application type security.

security administration

Welcome: Jones, George
Applicant: ACME COAL COMPANY
Select User: FAR, OUT

Application Type	Access	Modify sections	Read Only
19 - Operator Assignment	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19A - Permit Transfer	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19B - Merger or Name Change	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19C - Officer Update	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19R - Permit Reinstatement	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
AMEND - Permit Amendment Application	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

Check the 'Access' box to allow the consultant security for the desired application type, 'Operator Assignment' in the example below. After 'Access' rights are checked, and the page refreshes, select between 'Read Only' and 'Modify Sections'. 'Read Only' will allow the person to only view Operator Assignment applications, but not change them. 'Modify Sections' allows changes to Operator Assignment applications.

security administration

Welcome: Jones, George
Applicant: ACME COAL COMPANY
Select User: FAR, OUT

Application Type	Access	Modify sections	Read Only
19 - Operator Assignment	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19A - Permit Transfer	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19B - Merger or Name Change	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19C - Officer Update	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19R - Permit Reinstatement	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
AMEND - Permit Amendment Application	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>



In the following example, the consultant, Out Far, has read access to the 19 and 19A application types, modify access to the 19B and Amendment application types, and no access to the 19C and 19R application types.

security administration

Welcome: Jones, George

Applicant: ACME COAL COMPANY

Select User: FAR, OUT

Application Type	Access	Modify sections	Read Only
19 - Operator Assignment	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19A - Permit Transfer	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19B - Merger or Name Change	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19C - Officer Update	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19R - Permit Reinstatement	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
AMEND - Permit Amendment Application	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

Click the 'Back' button when you have set up this consultant with Application Type restricted security.

 Back

 Return Home

 Log out

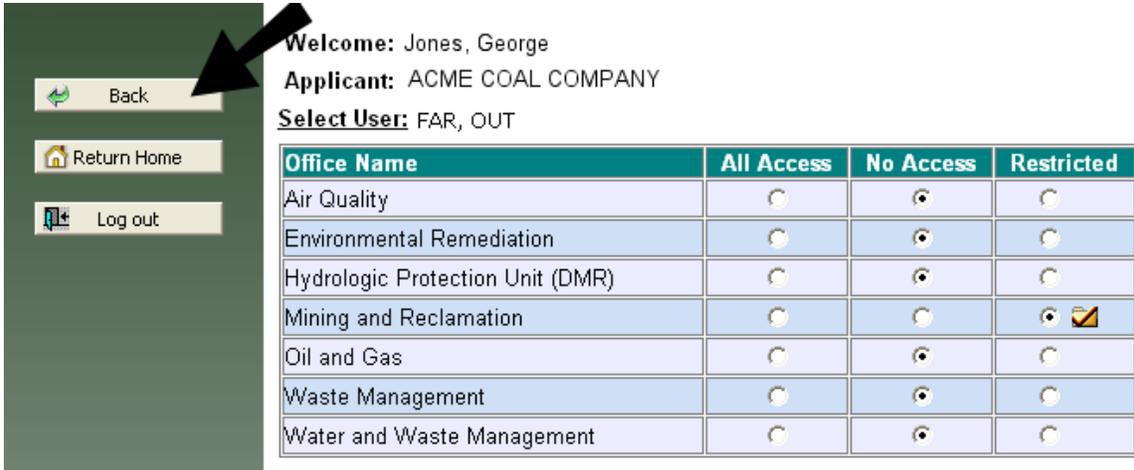
Welcome: Jones, George

Applicant: ACME COAL COMPANY

Select User: FAR, OUT

Application Type	Access	Modify sections	Read Only
19 - Operator Assignment	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19A - Permit Transfer	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19B - Merger or Name Change	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19C - Officer Update	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
19R - Permit Reinstatement	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
AMEND - Permit Amendment Application	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

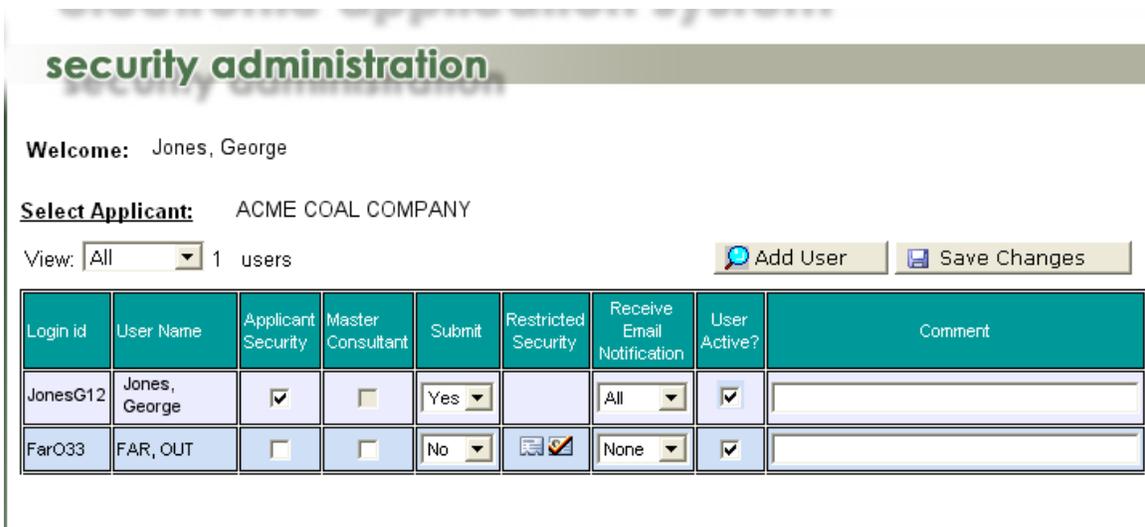
Notice that the Restricted Icon now has a check mark on it  indicating that specific application type security exists. Set up further Office and Application Type security as appropriate for this consultant. Click the 'Back' button when finished.



Welcome: Jones, George
Applicant: ACME COAL COMPANY
Select User: FAR, OUT

Office Name	All Access	No Access	Restricted
Air Quality	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environmental Remediation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hydrologic Protection Unit (DMR)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mining and Reclamation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> 
Oil and Gas	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Waste Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Water and Waste Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Notice that the Office level security icon now has a check mark  indicating that there are specific office and maybe application type restrictions in effect for this person. You can click back on it at any time to view or change the restrictions as described above.



security administration

Welcome: Jones, George

Select Applicant: ACME COAL COMPANY

View: 1 users

Login id	User Name	Applicant Security	Master Consultant	Submit	Restricted Security	Receive Email Notification	User Active?	Comment
JonesG12	Jones, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes		All	<input checked="" type="checkbox"/>	
Far033	FAR, OUT	<input type="checkbox"/>	<input type="checkbox"/>	No		None	<input checked="" type="checkbox"/>	

Specific Application Assignment

This is the lowest level security available in the Electronic Submission System.

Click the left hand icon  for specific Application Assignment security.

security administration

Welcome: Jones, George

Select Applicant: ACME COAL COMPANY

View: All 1 users Add User Save Changes

Login id	User Name	Applicant Security	Master Consultant	Sub	Restricted Security	Receive Email Notification	User Active?	Comment
JonesG12	Jones, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes		All	<input checked="" type="checkbox"/>	
FarO33	FAR, OUT	<input type="checkbox"/>	<input type="checkbox"/>	No		None	<input checked="" type="checkbox"/>	

The first page of the Application Assignment security is displayed. Notice the 'Applications' column – there are zeros for each WVDEP Office. This means there are no specific applications assigned to this consultant. This is the default condition. In order to assign a specific application to this consultant first click the proper WVDEP Office, such as 'Mining and Reclamation (OMR)'

security administration

Welcome: JONES, GEORGE

User: FAR, OUT

Applicant:

Process:

DEP Office:

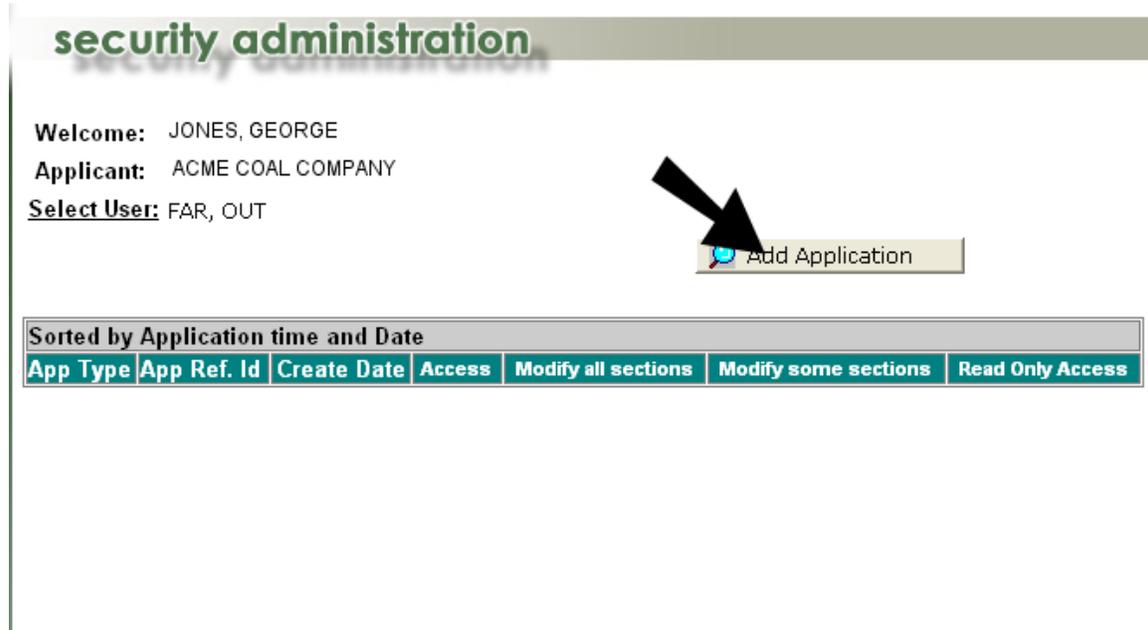
Office	Applications
Air Quality (OAQ)	0 
Environmental Remediation (OER)	0 
Hydrologic Protection Unit (DMR) (HPU)	0 
Mining and Reclamation (OMR)	0 
Oil and Gas (OOG)	0 
Waste Management (OWMS)	0 
Water and Waste Management (OWR)	0 

[Log out](#)

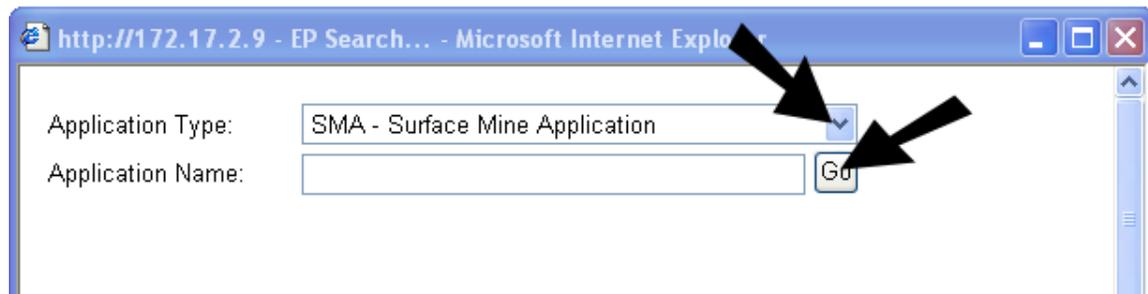
"Promoting a Healthy Environment"

This site is best viewed using a graphics resolution of at least 800 x 600
and a version 5.0 browser or greater.

This page will show all specific applications assigned to this consultant. In the example so far, there are none. Click the 'Add Application' button.



Click the drop down for 'Application Type' and select on the desired one, then press the 'Go' button. In this example the SMA – Surface Mine Application type was selected.



Select the desired specific application by its Application Name, or Application Permit Id, if available.

Application Type: SMA - Surface Mine Application

Application Name: Go

Application Permit ID	Application Name
New/Pending	78 (03/15/2005)
New/Pending	Hello (07/06/2005)
New/Pending	Hey dude (02/10/2006)
New/Pending	ONE MORE MINE (04/13/2005)
New/Pending	Steve test SMA (10/31/2006)
New/Pending	Steves Test ICG coal mine (10/27/2005)
New/Pending	ok (05/10/2005)
New/Pending	prueba (05/06/2005)
New/Pending	s (07/12/2005)
New/Pending	Steve test IBR-SMA (I&R) (06/15/2006)
New/Pending	test SMA non-incr (02/13/2006)
New/Pending	test section L1 (08/29/2005)
New/Pending	test section L1 (08/29/2005)

The selected application will display on the application page. The default security is 'Access' and 'Read Only Access' – see checkbox and radio button settings on this example. With this security the consultant will only be able to view this specific application – modifications are not allowed.

security administration

Welcome: JONES, GEORGE
Applicant: ACME COAL COMPANY
Select User: FAR, OUT



Sorted by Application time and Date

App Type	App Ref. Id	Create Date	Access	Modify all sections	Modify some sections	Read Only Access
SMA	steve test IBR-SMA (I&R) (06/15/2006)	2006-06-15 14:00:21.0	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/> [Empty]	<input type="radio"/>

If you want this consultant to be able to modify all sections of this specific application, click on the 'Modify all sections' radio button.

security administration

Welcome: JONES, GEORGE
Applicant: ACME COAL COMPANY
Select User: FAR, OUT



Sorted by Application time and Date

App Type	App Ref. Id	Create Date	Access	Modify all sections	Modify some sections	Read Only Access
SMA	steve test IBR-SMA (I&R) (06/15/2006)	2006-06-15 14:00:21.0	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/> [Empty]	<input type="radio"/>



If you would prefer the consultant to only be able to ‘modify some sections’, click on that radio button. Notice, after the page refreshes, the new information – (0 of 161) in blue. This means that this consultant currently can modify 0 of 161 sections in this particular SMA application. You need to identify exactly which sections the consultant can modify, click on the (0 to 161) area. Note: these numbers will differ with application type because each one has a different number of sections.

security administration

Welcome: JONES, GEORGE

Applicant: ACME COAL COMPANY

Select User: FAR, OUT

 Add Application

Sorted by Application time and Date

App Type	App Ref. Id	Create Date	Access	Modify all sections	Modify some sections	Read Only Access
SMA	steve test IBR-SMA (I&R) (06/15/2006)	2006-06-15 14:00:21.0	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/> [0 of 161]	<input type="radio"/>

A section list will display, listing all sections for the application type. The default security will be 'No access'. Click in either the 'Read' or 'Modify' radio buttons as appropriate for this consultant and this specific application instance.

IMPORTANT NOTE: please allow time for the page to refresh after each radio button is selected.

In this example the consultant can 'Read' the 'Administrative Information', 'Applicant's Certification of Application' and 'General Environmental Resource Information' sections. The only section that can be modified is the 'NPDES Information' section. And there is still 'No access' allowed to any other section.

security administration

Welcome: JONES, GEORGE
Applicant: ACME COAL COMPANY
Select User: FAR, OUT

ADMINISTRATIVE INFORMATION			
Section	Read	Modify	No access
Administrative Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Applicant's Certification of Application	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ENVIRONMENTAL RESOURCE INFORMATION			
Section	Read	Modify	No access
General Environmental Resource Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
NPDES Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
MINING AND RECLAMATION INFORMATION			
Section	Read	Modify	No access
General Application Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Variance / Waivers	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Underground Disposal Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Maps	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Applicant Ownership and Control Information			
Section	Read	Modify	No access
Applicant Mailing Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Identify Resident Agent	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Identify AML Responsibility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Central Ownership and Control	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Owner/Controller of Coal being Mined	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Press the 'Back' button when finished assigning section security.

Welcome: JONES, GEORGE
 Applicant: ACME COAL COMPANY
 Select User: FAR, OUT

ADMINISTRATIVE INFORMATION			
Section	Read	Modify	No access
Administrative Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Applicant's Certification of Application	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

ENVIRONMENTAL RESOURCE INFORMATION			
Section	Read	Modify	No access
General Environmental Resource Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
NPDES Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Notice that the 'Modify some sections' now displays (1 of 161). Press the 'Back' button when you are finished adding specific applications.

Welcome: JONES, GEORGE
 Applicant: ACME COAL COMPANY
 Select User: FAR, OUT

[Add Application](#)

Sorted by Application time and Date						
App Type	App Ref. Id	Create Date	Access	Modify all sections	Modify some sections	Read Only Access
SMA	steve test IBR-SMA (I&R) (06/15/2006)	2006-06-15 14:00:21.0	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/> [1 of 161]	<input type="radio"/>

Notice that under ‘Applications’ there is a “1” indicating that 1 specific application has been assigned to this consultant in Mining and Reclamation. Click ‘Back’ when finished.

Welcome: JONES, GEORGE

User: FAR, OUT

Applicant: ACME COAL COMPANY

Process: Application

DEP Office:

Office	Applications
Air Quality (OAQ)	0
Environmental Remediation (OER)	0
Hydrologic Protection Unit (DMR) (HPU)	0
Mining and Reclamation (OMR)	1
Oil and Gas (OOG)	0
Waste Management (OWMS)	0
Water and Waste Management (OWR)	0

Back

Return Home

Log out

You will continue to receive choices as you make each selection.

Once your choice is selected, you will receive another response box to make your next selection.

Once all your selections are made, you will be able to begin Security Administration for the Applicant.

Log out

Notice that the Application Assignment security icon now has a check mark  indicating that there are specific Application Assignment(s) restrictions in effect for this person. You can click back on it at any time to view or change the restrictions as described above.

security administration

Welcome: JONES, GEORGE

Select Applicant: ACME COAL COMPANY

View: All 2 users

Add User Save Changes

Login id	User Name	Applicant Security	Master Consultant	Submit	Restricted Security	Receive Email Notification	User Active?	Comment
JoneG21	Jones, George	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes		All	<input type="checkbox"/>	
FarO33	FAR, OUT	<input type="checkbox"/>	<input type="checkbox"/>	No		None	<input checked="" type="checkbox"/>	

The left hand side of the security page has a legend summarizing the email settings and the restricted security icon meanings.

When you are finished with security, press 'Return Home' or 'Log out' as desired.

