ACCOUNT REGISTRATION USER GUIDE

USER MANUAL

VERSION 1.0

Prepared for:
Office of Administrative Services (OAS)

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Overview:

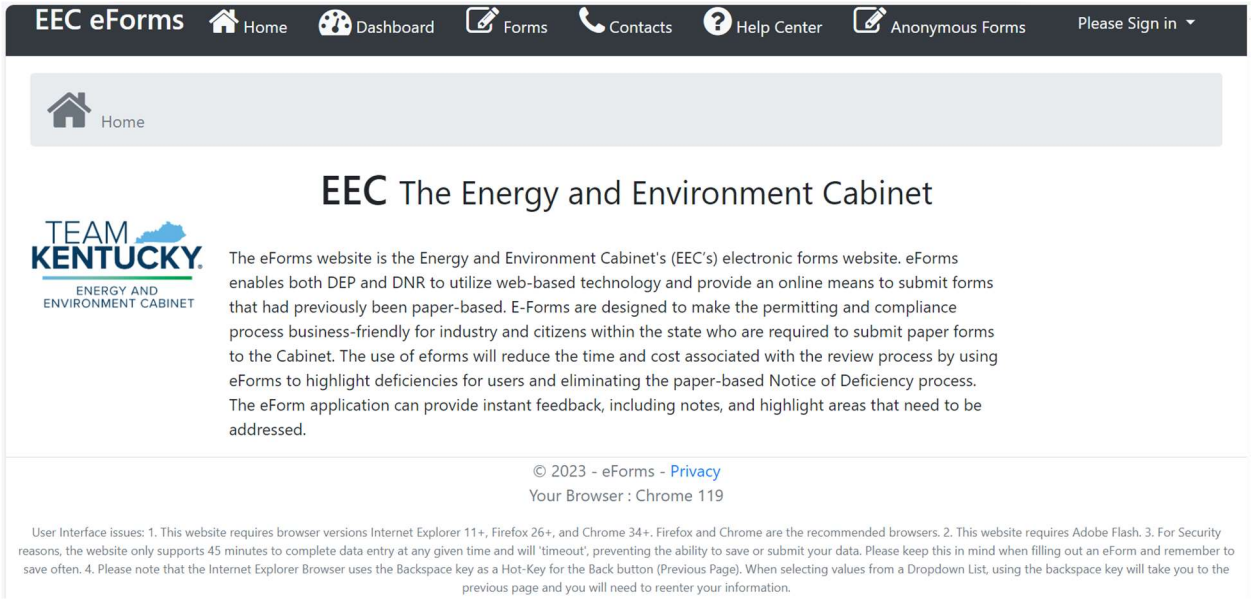
The new EEC authentication has been created to enable citizens and business partners to easily access Energy and Environment Cabinet's (EEC) eForms using a single account.

The new eForms website is the Energy and Environment Cabinet's (EEC) electronic forms website. eForm enables both DNR and DEP to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. It is designed to make the permitting and compliance process business-friendly and more efficient for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eForms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback including notes and highlight areas that need to be addressed.

Registration to new EEC login screen:

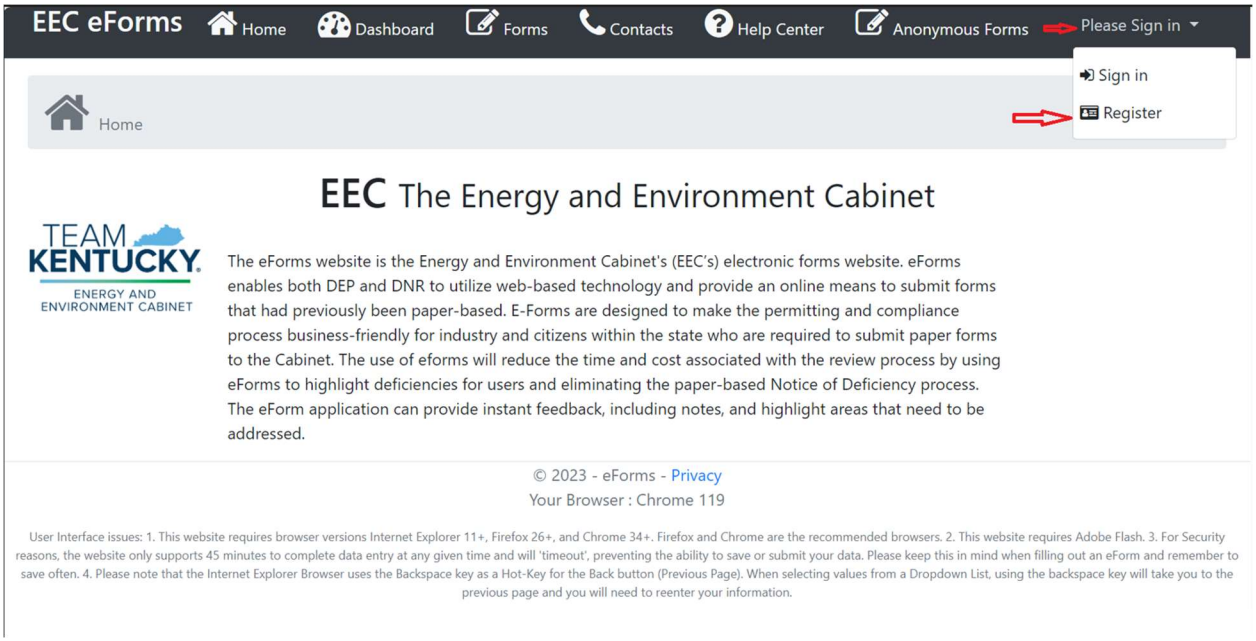
Step 1: Landing\Home Page

Below is the new Home Page for EEC eForms.



Step 2: User Registration

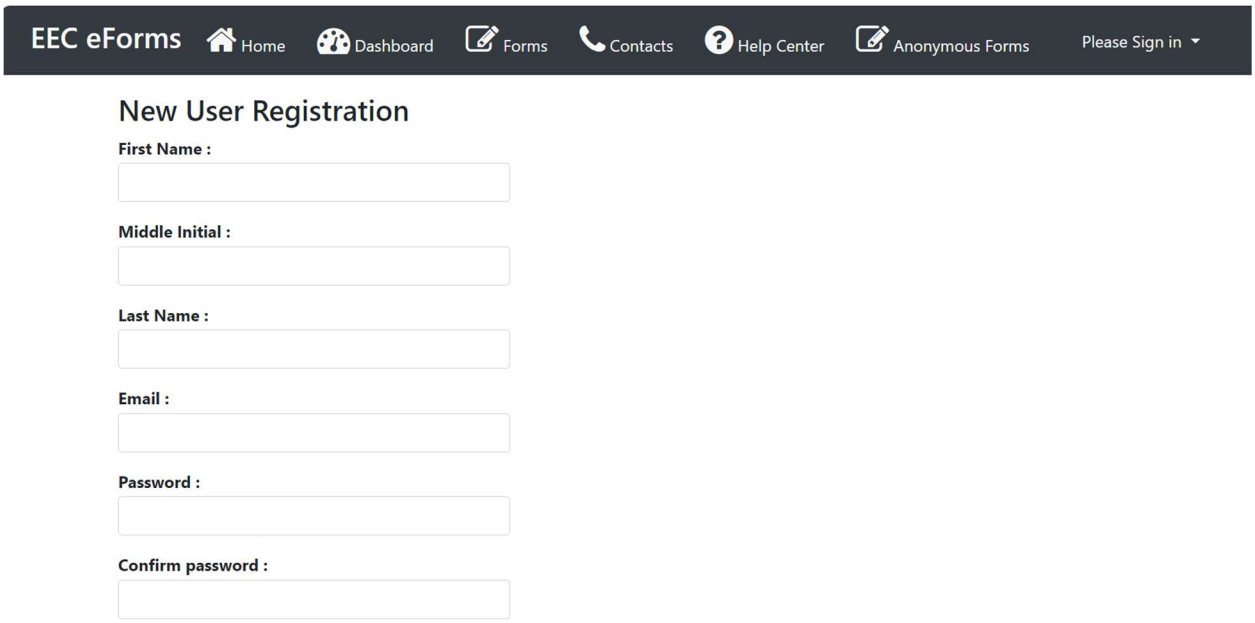
The user should be able to Login to the new authentication on eForms by navigating to the Register button.



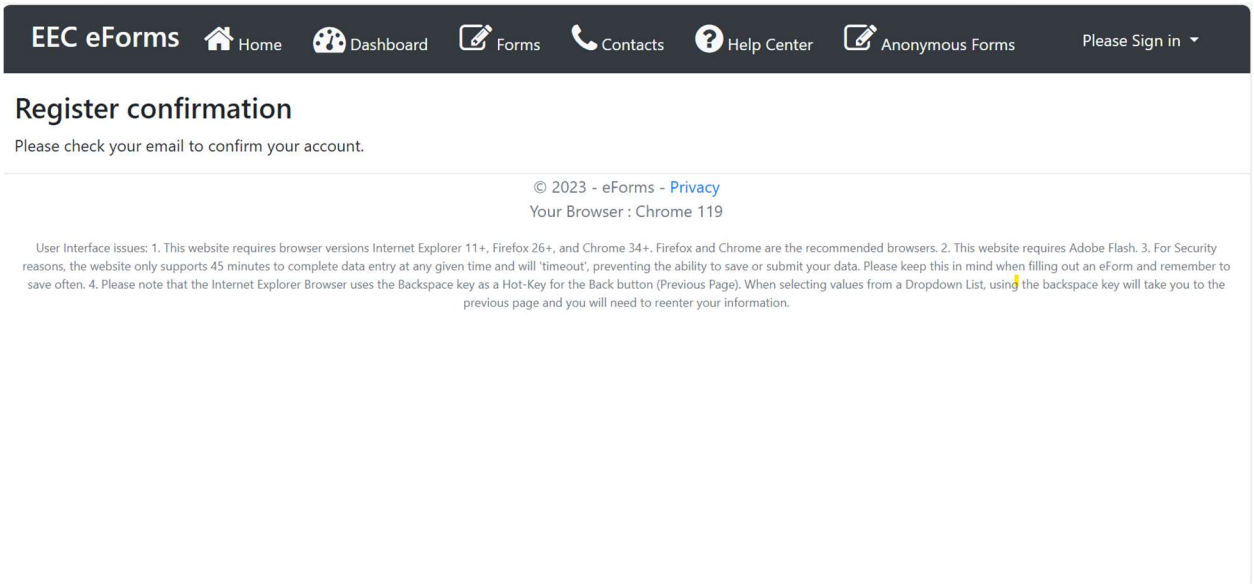
<u>Step 3:</u> Registration and email confirmation

Once the user clicks on Register button and enters the required fields such as

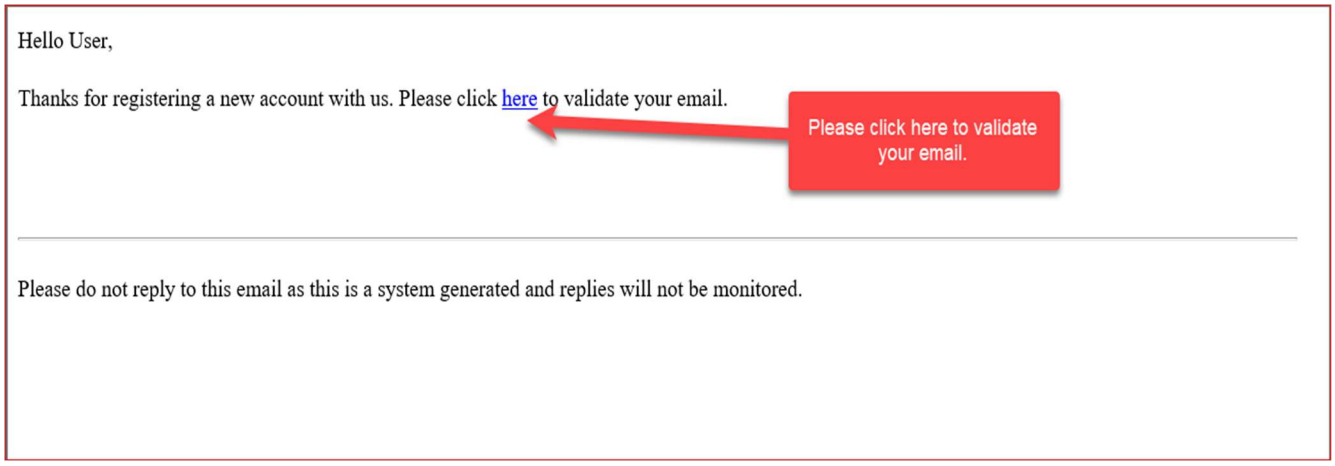
- First Name (required field),
- Middle Initial (not required field),
- Last Name (required field),
- Email (required field),
- Password (required field),
- Confirm Password (required field), they will click on Register.



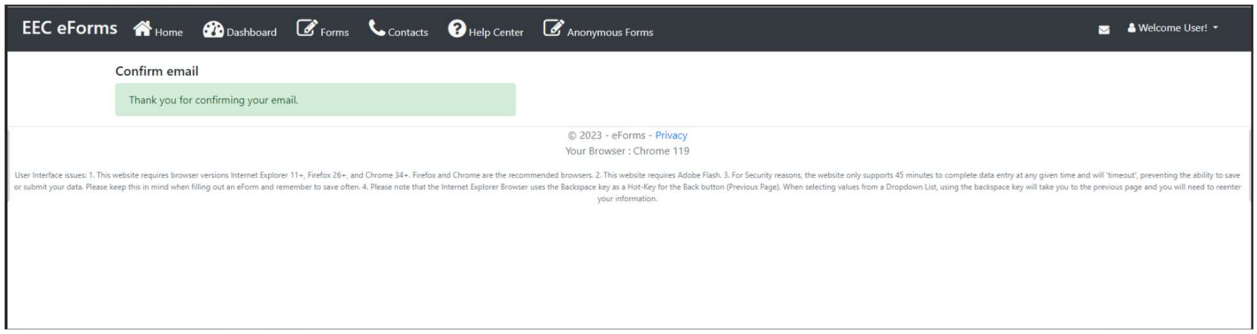
User see the following screen once registered.



When the user registers, they will receive an email to confirm their email address as below.

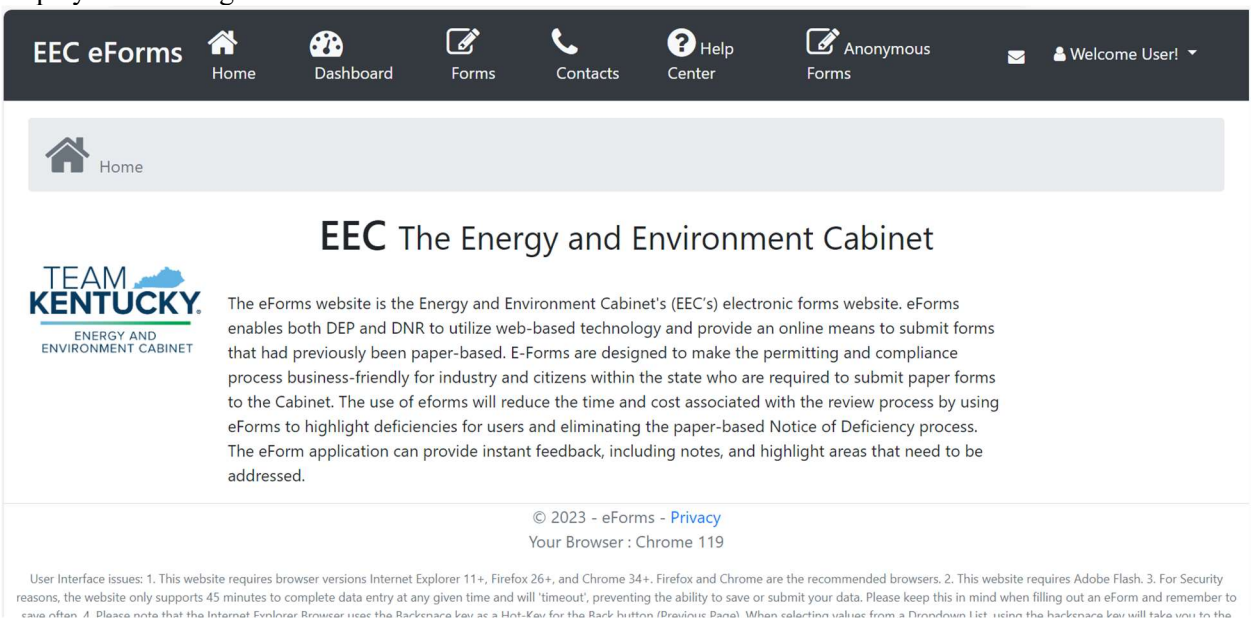


When the user clicks the link in the email, they will be navigated to confirm email success page as below.



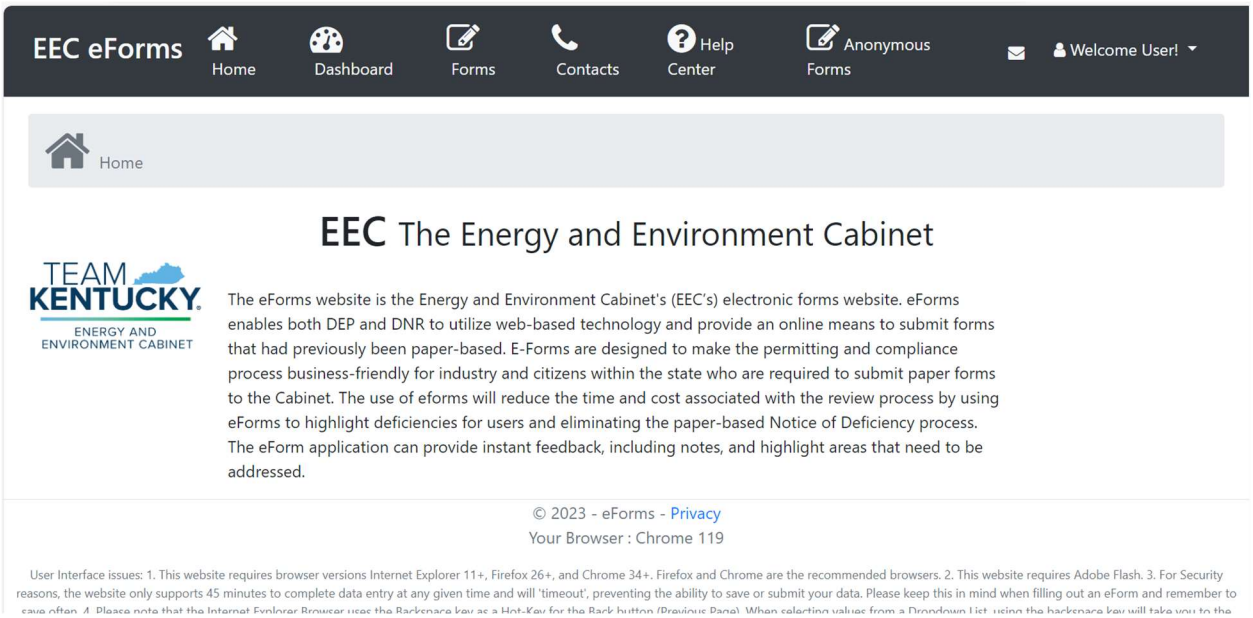
<u>Step 4:</u> Sign-in

Once the user completes the registration, they will be signed to their account and their username will be displayed on the right-hand corner of the screen.



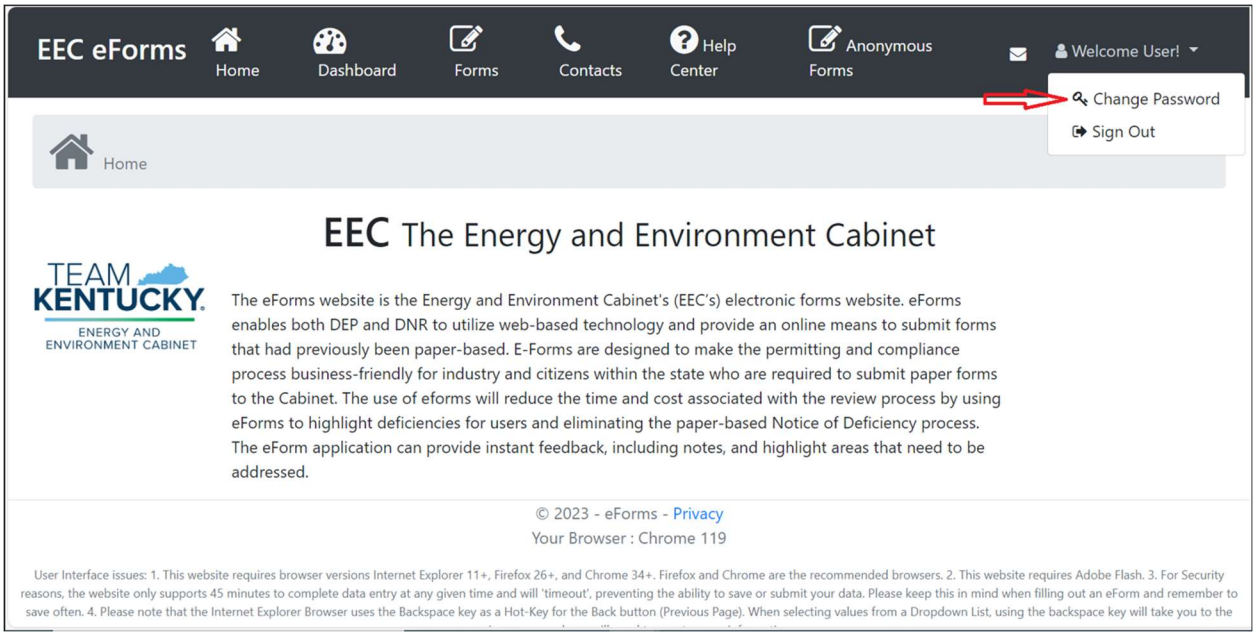
- **Login successful**

  The user is now successfully logged into eForms and can create and submit an eForm.

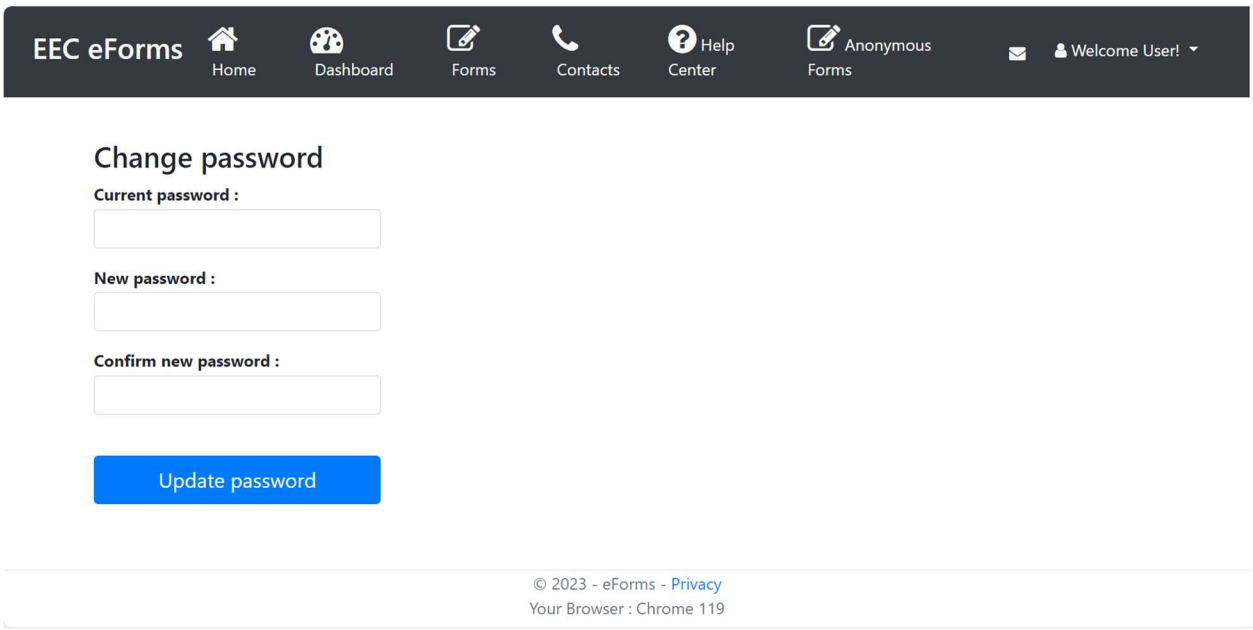


➢ **Change Password**

In case, if the user wants to change password at any time, they need to login and follow the steps below.



Once the user enters all the fields, they need to click on update password.



Once the user clicks on update password, they will receive an email with the confirmation as below.

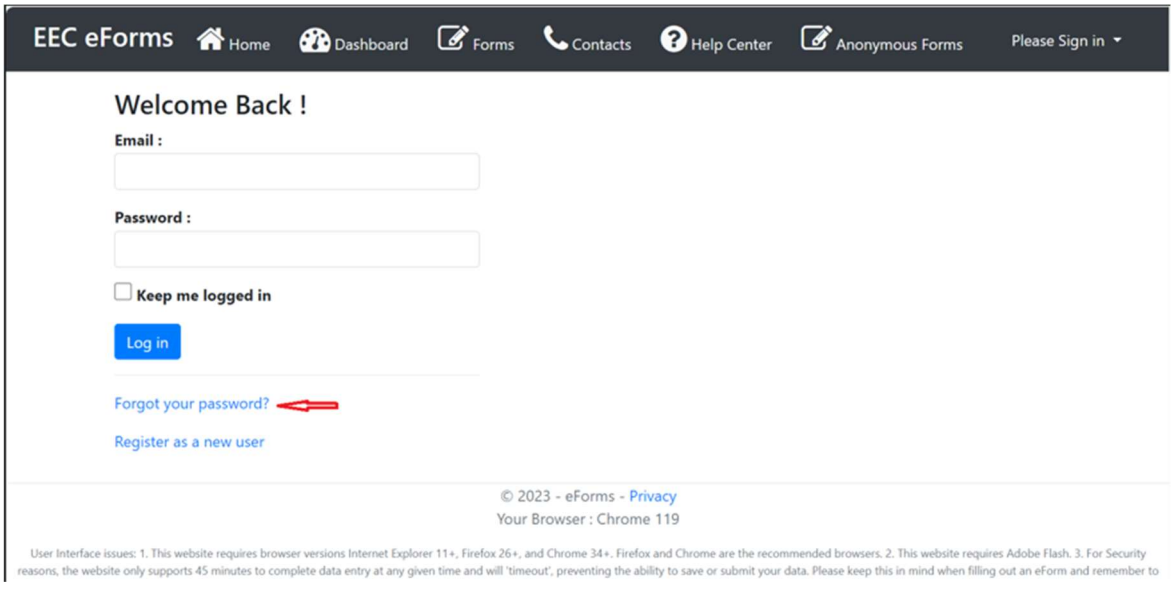
Hello User,

Your password has been updated successfully.

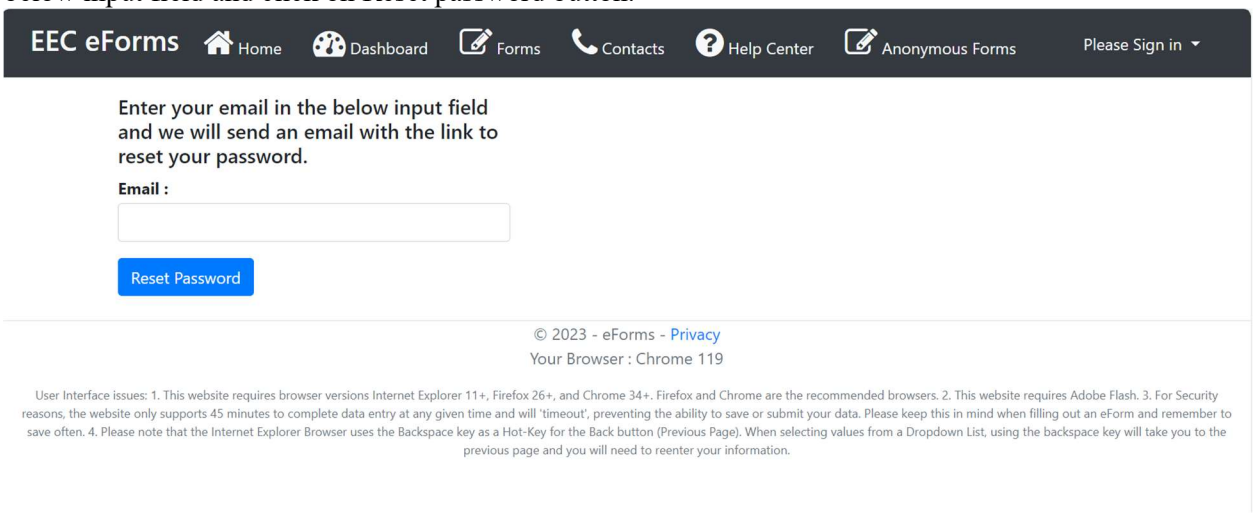
If you are not the one who updated this. Please click Reset Password to reset your password.

Please do not reply to this email as this is a system generated and replies will not be monitored.

- **Forgot Password**
  In case the user forgets their password, they need to follow the below steps.

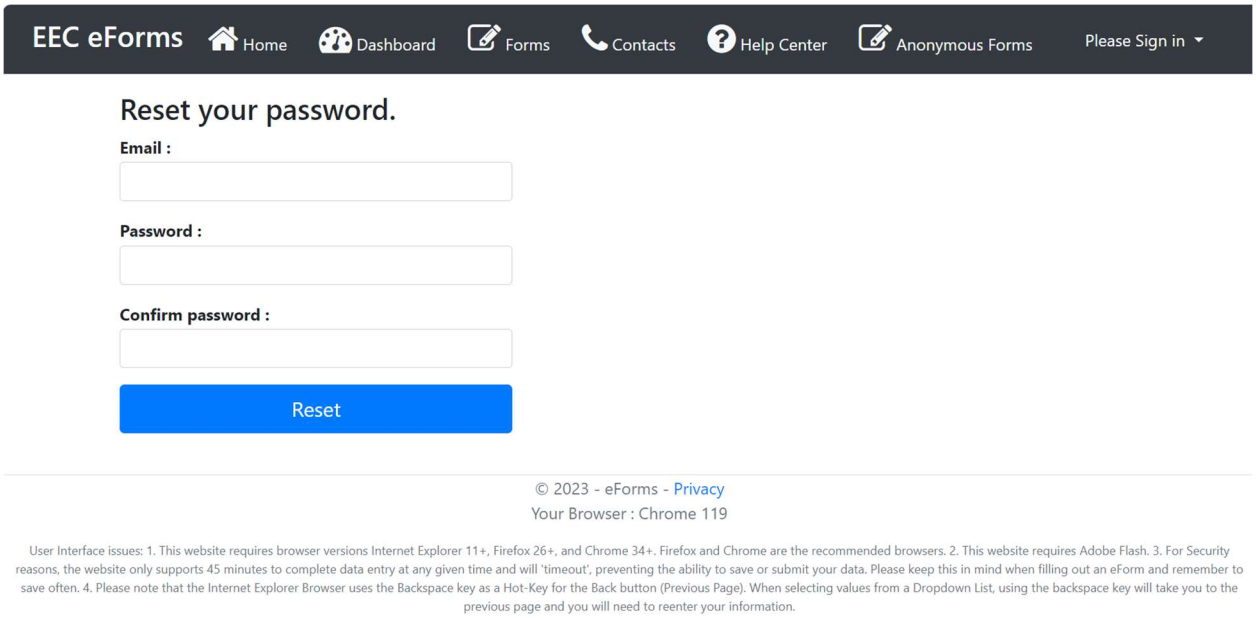
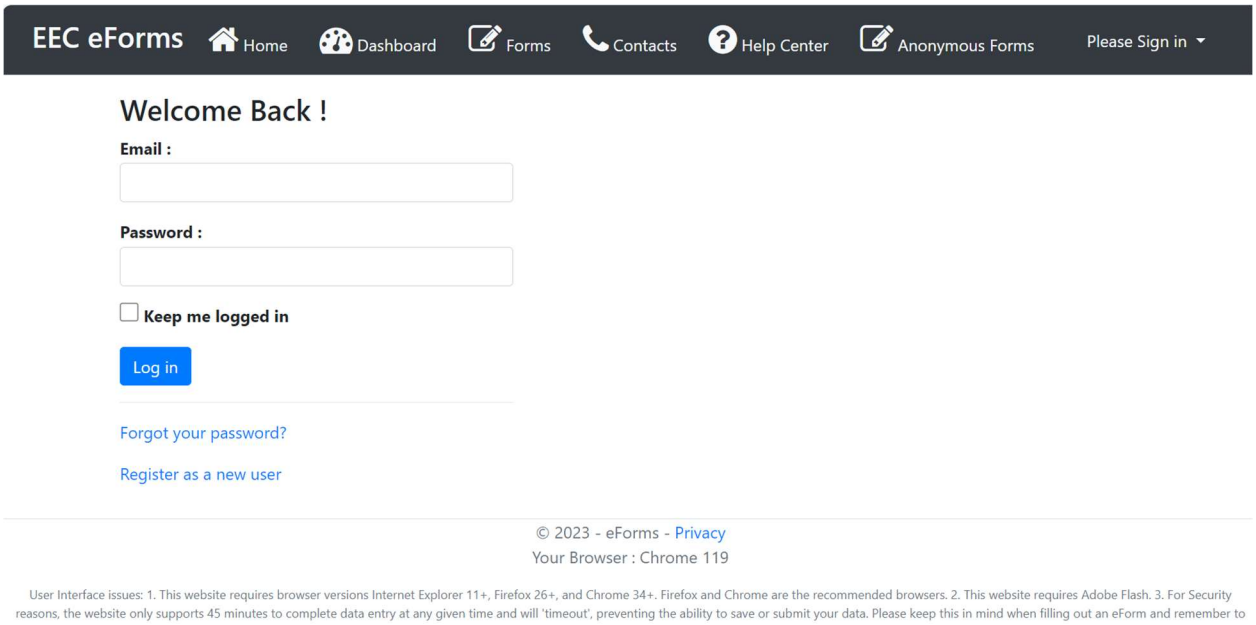


Once the user clicks on forgot their password, the user needs to enter their confirmed email address in the below input field and click on Reset password button.



Below is the sample email that the user will receive when they hit reset password button in the above screen.

The user will receive a link in the email and when clicked, the user will be navigated to the below screen to reset their password.



- **Login Screen**
  Once the user resets their password, they can login using their credentials from the login screen.