



ENERGY AND
ENVIRONMENT CABINET

EEC eForms USER GUIDE

USER MANUAL

VERSION 2.0

Prepared for:
Office of Administrative Services (OAS)

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Overview:

eForms provides 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.

Registration to new EEC Login screen:

You can find the Account Management guide on how to register and account creation in eForms using the below link:

<https://dep.gateway.ky.gov/eForm/StaticFiles/AccountRegistrationGuide.pdf>

eForms Information:

Website Recommendations and Requirements:

- Firefox and Chrome are the recommended browsers.

Important Notes:

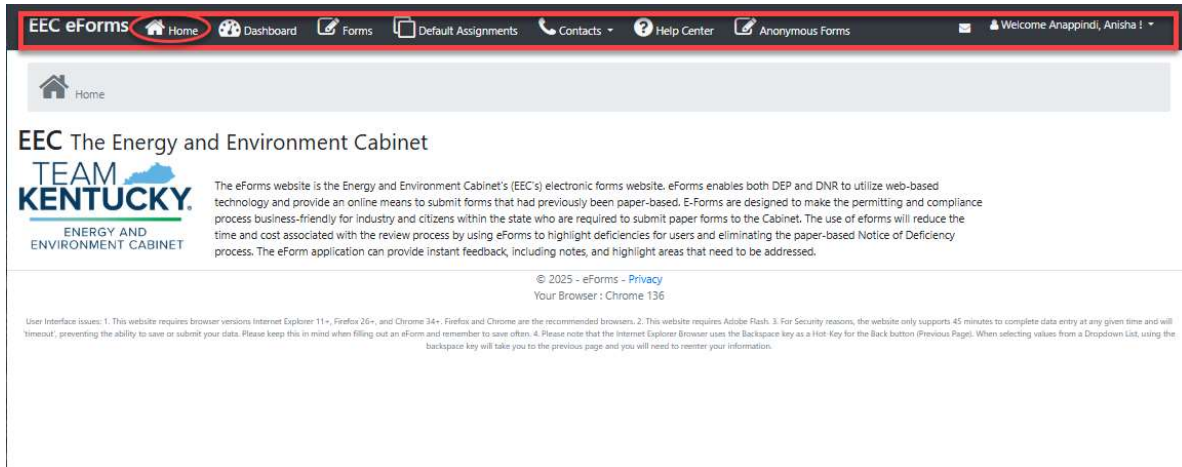
- For Security reasons, eForms will time out after 45 minutes. It will also time out if your screen goes idle. Please keep this in mind when filling out an eForm and remember to save often. If eForms times out, it will allow you to continue typing in data but that data will not save.
- Do not use the internet browser back or “X” buttons to close an eForm, this could cause issues the next time you need to create a form.
- Attachments will not save. You should add attachments right before submitting your form to ensure that they are included in your submittal.

Screen Navigation:

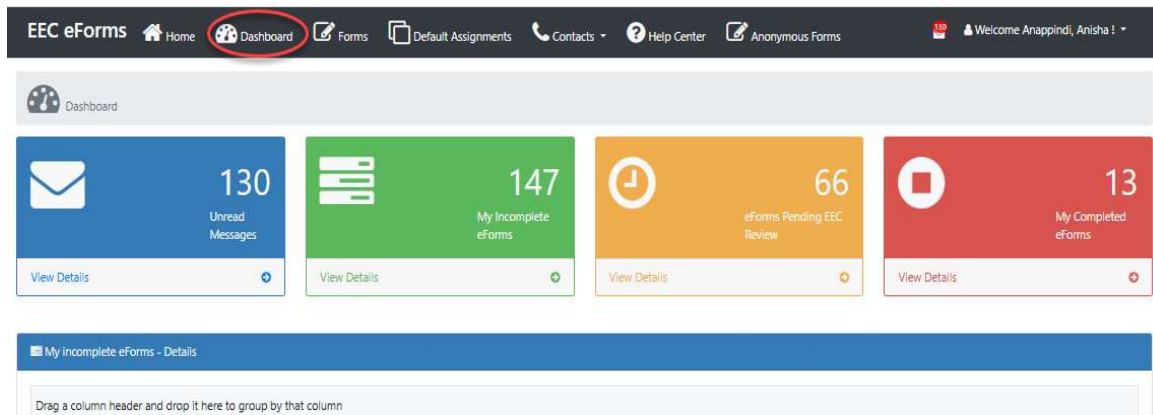
Once the eForms app is launched it will open on the home screen. The home screen provides an overview of eForms.

The top black header has several tabs that will allow you to navigate to different screens in eForms by clicking on them.

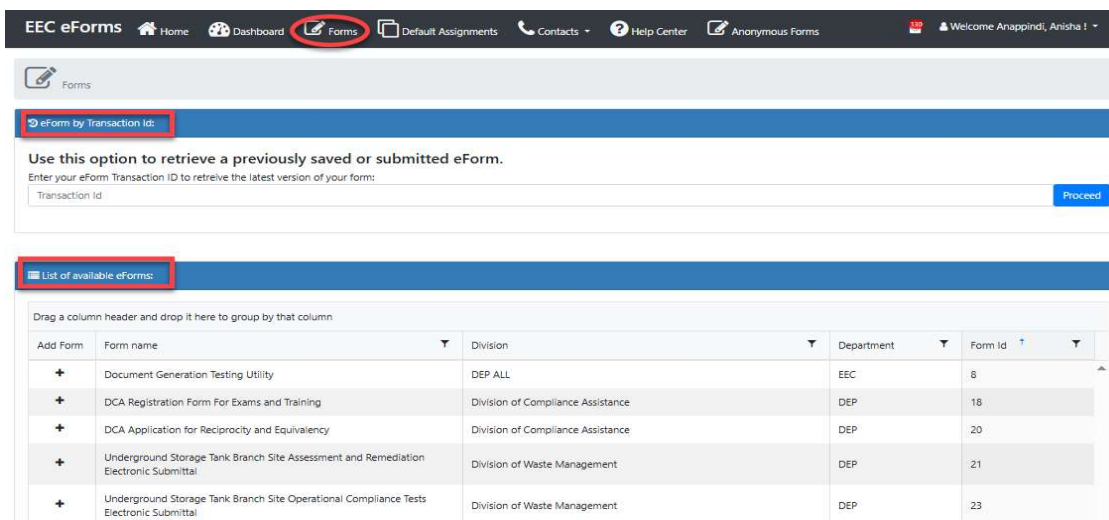
EEC eForms User Guide



The dashboard screen is a quick way to get to your eForms messages and your saved, pending, and completed forms.

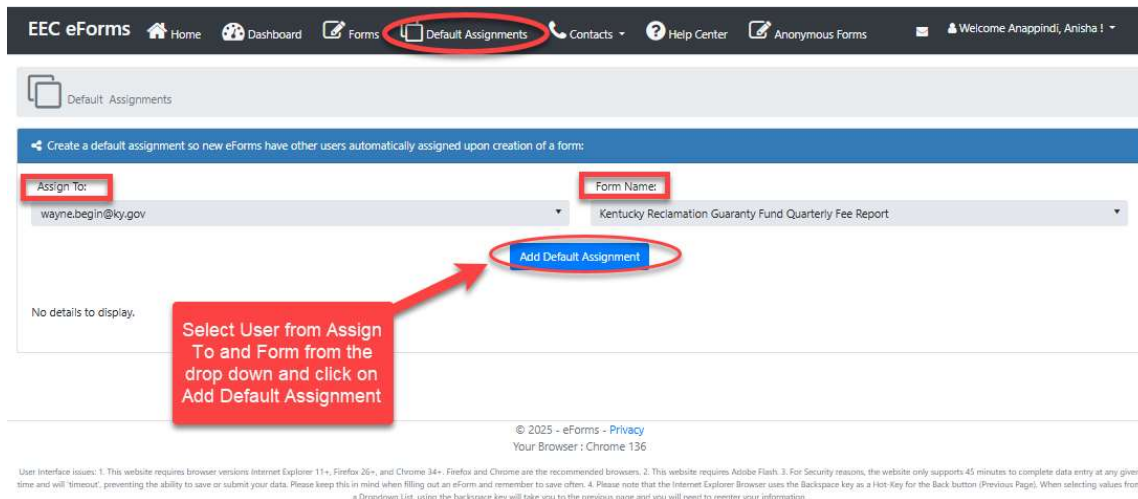


To start a brand new form or to get to a saved form using its transaction ID, click on the “Forms” tab in the top black header.

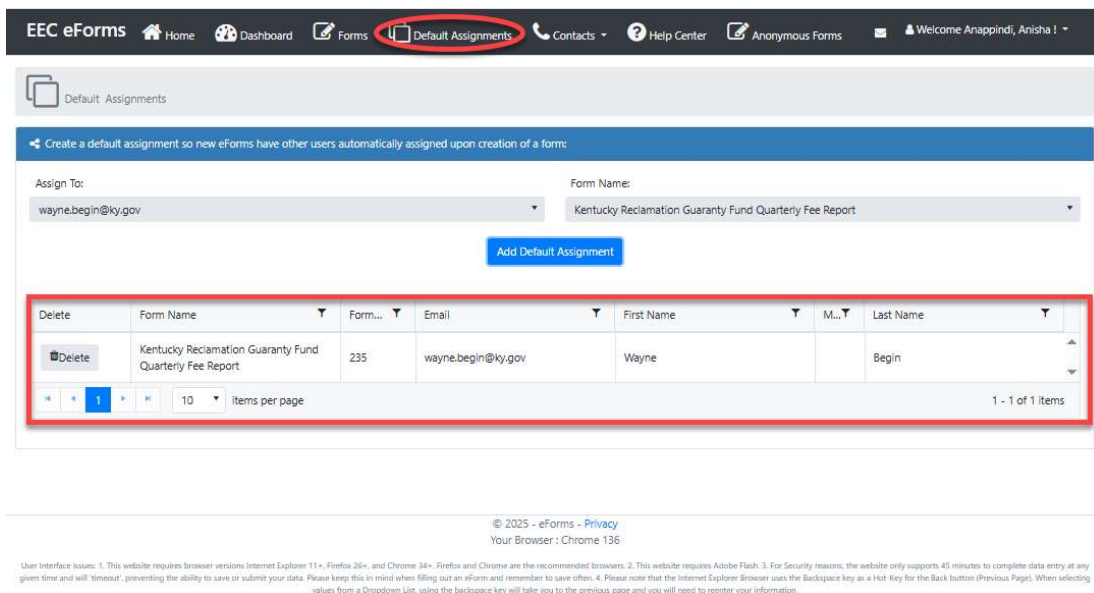


Default Assignments:

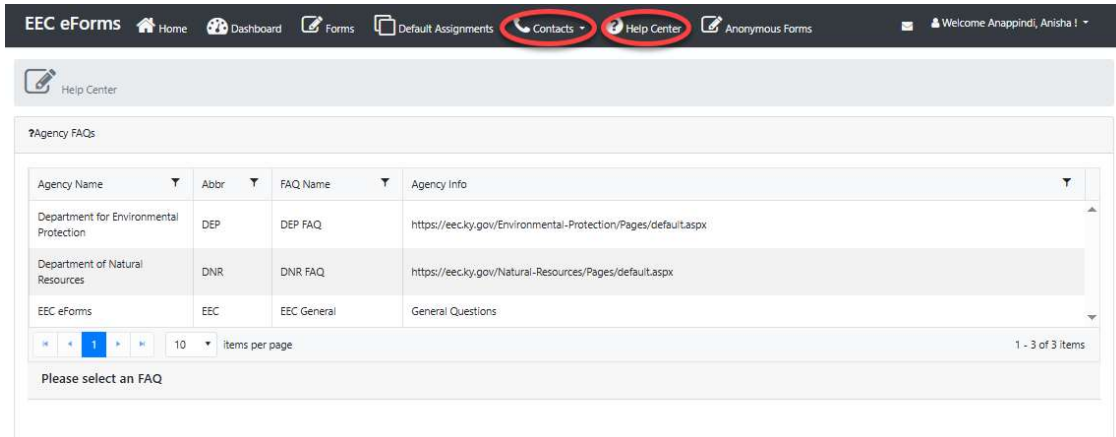
Default Assignment allows a user to automatically assign newly created eForms to specific users, replacing the need to perform the task every time a new eForm is created. Under the “Default Assignments” tab, under Assign To, select the user that you want to have a copy of the eForm and select the Form Name and click on Default Assignment. Default Assignment is both form type and user specific.



- The default assignment is only from the creation of a new eForm which gets assigned at the creation point.
- If there is anything historic, these eForms are not impacted.
- If the assignment is removed, it likewise no longer automatically assigns for that specific user and form.



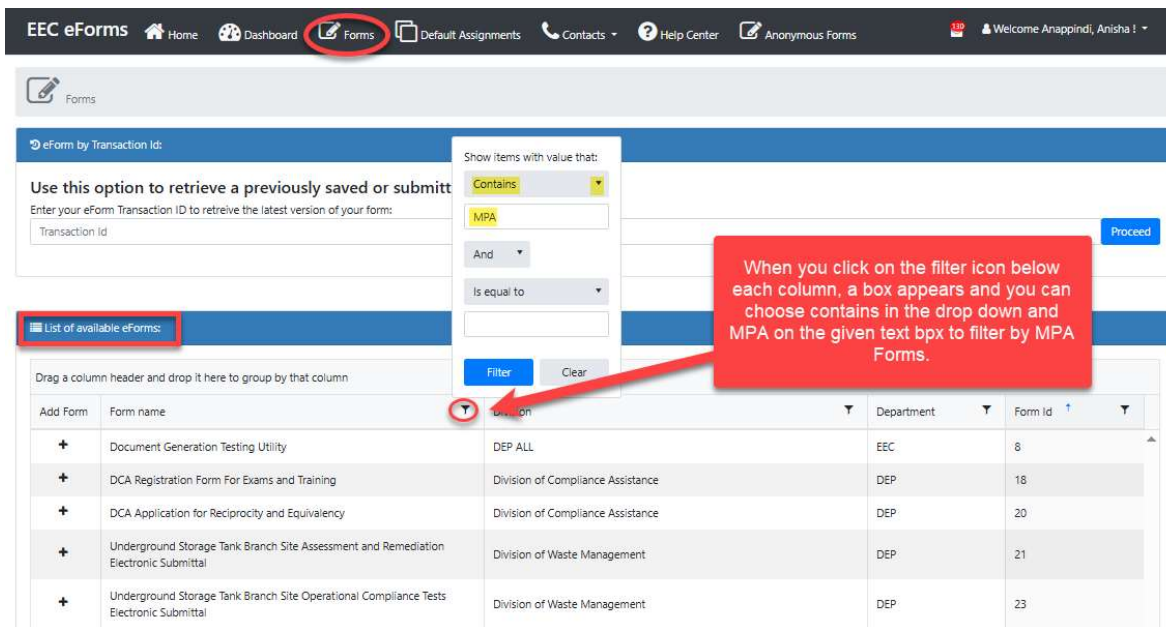
For further assistance with eForms, you can click on the “Contact Us” or “Help Center” tabs.



- Contact us now takes you to our agency Contact page that includes phone directory and driving directions.
Url: <https://eec.ky.gov/Pages/contact.aspx>

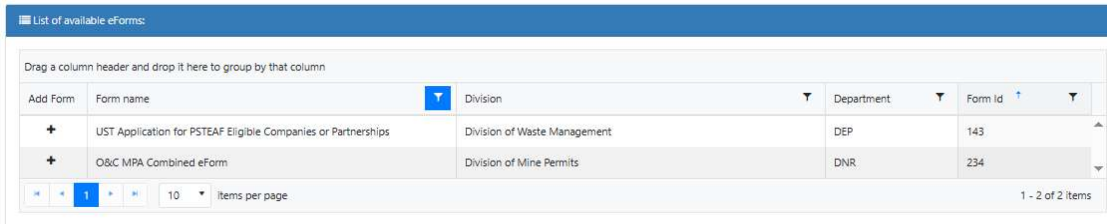
List Navigation:

Under the “Forms” tab and inside the “List of available eForms” box, there are filtering options to assist you with finding the eForm you need.

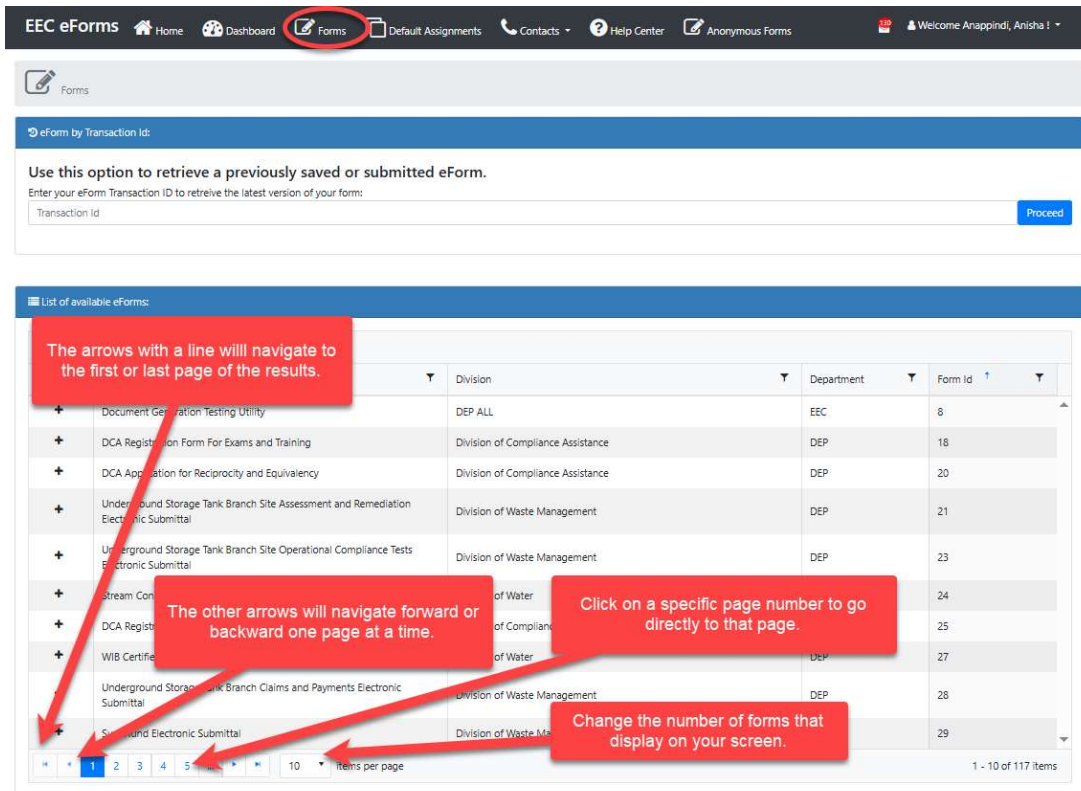


When using the filtering fields to find an eForm you do not have to use an exact name or capitalization. This filter searches for the typed information and once done, you need to click on Filter. For example, if you type “MPA” in the Form Name field the results will be narrowed down to forms belonging to any Division with MPA in its name.

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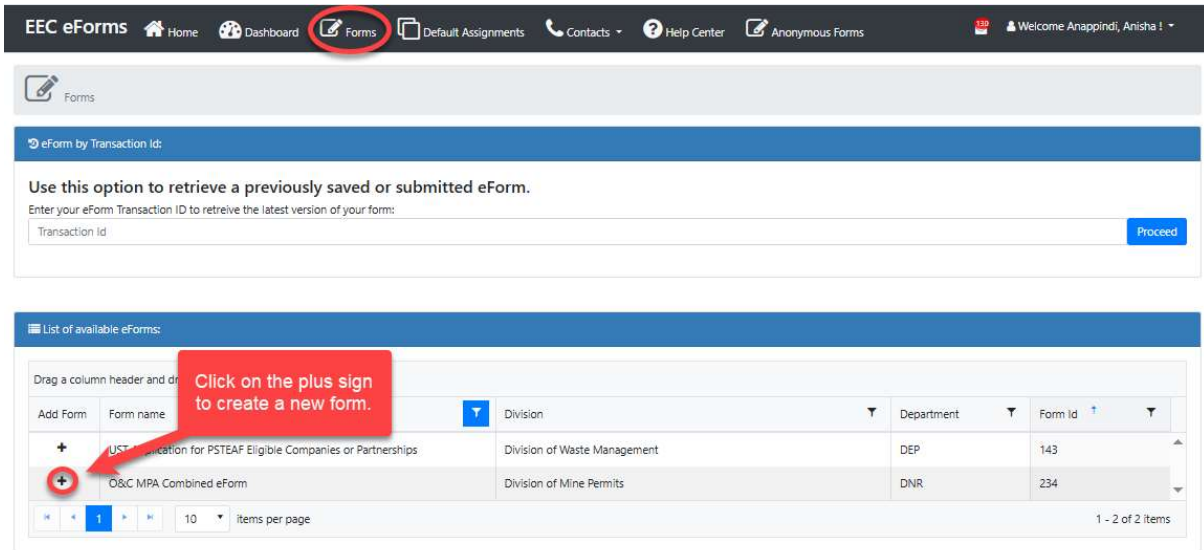
At the bottom of the screen, you have several options to navigate to different pages.



Creating a New Form:

To start a brand new form click on the “Forms” tab. Under the “List of available eForms, filter to find the form you need. You can click on the form name to view a summary of it. If you click on the name again it will close the summary.

After confirming you have found the correct form, click on the plus sign to create the new form.



At this point, the form will open. Once again, here are some important things to remember before you begin filling out your form:

- Save often. If eForms times out, you will be able to continue filling out the form, but the data you enter will not save.
- Do not use the internet browser navigation buttons (Back or Forward) or the X close buttons while an eForm is open. This could cause issues the next time you need to create a form.
- Attachments do not save. Add attachments right before submitting your form to ensure that they are included in your submittal.

Saving a Form:

At the bottom of each eForm page, there is a Click to Save Values for Future Retrieval button.

Please SAVE often. DO THIS STEP EVEN IF YOU DID NOT MEAN TO OPEN A FORM.



When you click on this button it will close your form and take you to that form's detail screen. The Form Details box provides some helpful information like the submittal ID, the status of the form and whether or not it has been submitted to EEC.

To go right back into the form, just click on the Continue with this eForm button.

Form Details:	
Form Name:	MPA02 - Operator Information For a Mining Permit
Form Id:	116
eForm Submittal ID:	132580
eForm Transaction ID:	5f184220-d22e-4479-86b6-7e4ce1ca4965
Status: ?Help	User Saved
Date:	07/06/2022
Submitted to EEC?: ?Help	No
Form Info: ?Help	

[Continue with this eForm](#) [Create a new eForm with values from this previously saved/submitted eForm.](#) [Delete](#)

If you need to come back to your form later you can log off of eForms at this point.

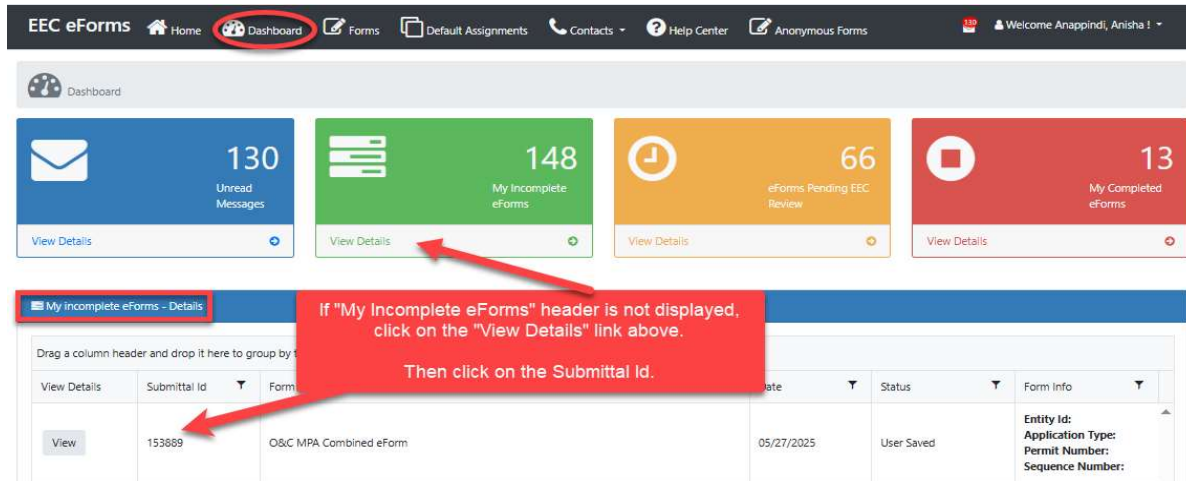
EEC eForms Home Dashboard Forms Default Assignments Contacts Help Center Anonymous Forms

Welcome Anappindi, Anisha I

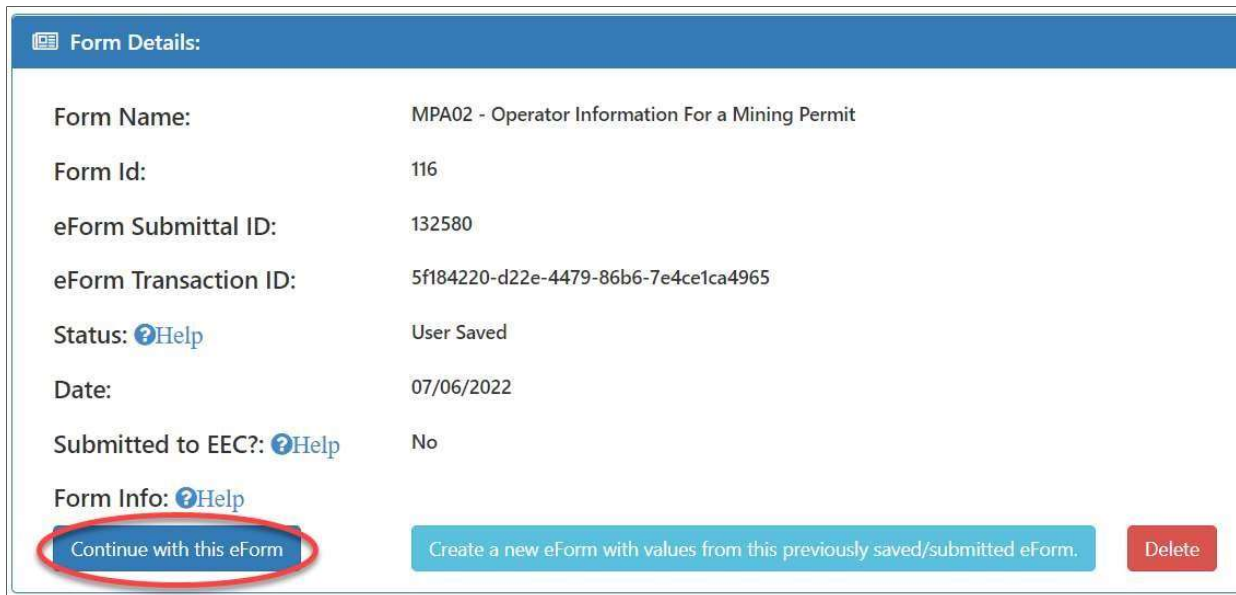
- Change Username
- Change Password
- Sign Out

Retrieving a Form:

There are several ways to retrieve your previously saved form. One way is to go to the dashboard tab, find your incomplete form under “My incomplete eForms” box, then click on the “Submittal Id”.



This will open up that form's detail screen. Then just click on the Continue with this eForm button.



Different Types of Forms and Form Fields:

Most of the eForms are set up very similarly, but there are some differences. This section will cover those situations.

ONE-PAGE OR MULTIPLE-PAGE FORMS:

One-page example: Below the form header are all of the fields. Scroll down to access any fields that are not visible on the screen.

Energy and Environment Cabinet
Department for Natural Resources
Division of Mine Permits

MPA 06-Change Of Corporate Owners, Officers Or Directors

This form is used to report new owners, officers, or directors within a corporation. Similar changes on a Single Proprietorship or Partnership must be reported on MPA-07 (Application to Transfer a Mining Permit).

DNR ID Number:(*)
DNR ID

Type:(*)

Sequence Number:
Sequence

1. Applicant Information

Applicant Name:(*)
Applicant Name

Address:(*)
Address

Street Address

City:(*)
City

State:(*)

Zip:(*)
#####

Employer ID:(*)

Coal Severance Tax No:(*)

Multiple-page example: Below the form header are tabs that will allow you to navigate to the different pages. You will still use the scroll bar, mouse wheel, or Tab key to navigate to the fields not visible on your screen for that section.

Energy and Environment Cabinet
Department for Natural Resources
Division of Mine Permits

MPA-02 Operator Information For A Mining Permit

This form must be filed in conjunction with Original, Amendment, Major Revision, Renewal, and Transfer permit applications whenever the operator for a permit is different than the permittee

Operator Information Sections 2.1 - 2.5

Operator Information Sections 2.6 - 2.10

Operator Information Sections 2.11 - 2.13

Permittee ID(*)
DNR ID

Permit #:(*)

Display Type: (*)

Sequence Number:
Sequence Number

Operator ID(*)
Operator ID

Note: Section 2, "Operator Information", must be filed in conjunction with the permit application for all new and renewed permits to conduct surface coal mining operations on this permit.

2.1 Operator Information

2.1 Operator Name:(*)
Name

Address:(*)

If P.O. Box, indicate Street Address:

Field Order:

It's important to fill out fields in order, from left to right. Some fields, like the DNR ID Number, may populate other fields for you.

DNR ID Number:(*) 015769	Type:(*)	Sequence Number: Sequence
Applicant Information		
Applicant Name:(*) LEXINGTON COAL INVESTMENTS, LLC		
Address:(*) 1051 MAIN STREET SUITE 2		
City:(*) MILTON	State:(*) West Virginia	Zip:(*) 25541
Employer ID:(*)	Coal Severance Tax No:(*)	
Telephone No:(*) 304-390-5959	Email Address for Primary Contact Person:(*) VANCE.BALDWIN@LEXINGTONCOAL.US	

Filling in the DNR ID Number populates the "Applicant Information" section.

Fields like the Permittee ID field will filter information in the next field, so only applicable options will be displayed in the drop-down.

Operator Information Sections 2.1 - 2.5		Operator Information Sections 2.6 - 2.10		Operator Information Sections 2.11 - 2.13	
Permittee ID(*) 015534	Permit #:(*) 8970604 8970605 8970606 8975155 8975158 8978064 8979010	Display Type: (*)	Sequence Number: Sequence Number	Operator ID(*) Operator ID	

Entering the Permittee ID, populates the Permit # drop-down with permits that belong to that Permittee.

Required Fields:

Each question or field will have a way to tell if it is required, conditionally required, or not required.

Required fields will have an asterisk * and must be filled in. If you see a field with a checkmark it is conditionally required, whether or not it is required depends on a previous answer. If neither symbol is present, then the field is not required.

4. Does this proposal add acreage via an incidental boundary revision? (*) Yes	If "YES," provide the information addressing all requirements listed in 405 KAR 8:010, Section 20(3)(d)2. (✓) This is now required.
---	--

Tables:

Some questions may require more than one response. If that response also has multiple fields, the data is entered into a table.

Person Information

3. Complete this item for any new person, not previously listed in the most recent item 1.10 of MPA-01 who are: Stockholders (SH) owning ten (10) percent or more of any class of voting stock; Officers[President (PRS) Vice President (VPS)], Directors(DIR), and any other person performing a function similar to a Director. If any person listed below is a business entity and not an individual, also complete item 5 for that entity. (*)

	Name	Address	Title or Position	FEIN	Percent Ownership	Beginning Date	Delete
1	Test Stockholder	Elm St.	Stockholder			07/14/2021	Delete
+							

To add another response just click in the next row.

Sometimes not all of the fields will fit on the screen. Use the scroll bar to make sure you have filled in all of the information.

To type your information into the next field within the same row, either click in each field individually or use the tab key and then the enter key before typing.

Add-On Sections:

Some questions, that have multiple parts and where more than one response can be given, are entered into an add-on section.

EXAMPLE:

Person Information

3. Complete this item for any new person, not previously listed in the most recent item 1.10 of MPA-01 who are: Stockholders (SH) owning ten (10) percent or more of any class of voting stock; Officers[President (PRS) Vice President (VP), Secretary(SEC), Treasurer (TRS)], Directors(DIR), and any other person performing a function similar to a Director. If any person listed below is a business entity and not an individual, also complete item 5 for that entity. (*)

	Name	Address	Title or Position	FEIN	Percent Ownership	Beginning Date	Delete
1	Test Business Stockholder	88 Elm St.	Stockholder	333333333	11	07/14/2021	Delete
+							

The last sentence of questions 3 and 4 state that if any item listed is a business entity, also complete question 5.

Controlling Person Information

4. Identify each new person, not listed in the most recent item 1.11 of MPA-01, owning or controlling the coal to be mined under a lease, sublease, or other contract, and having the right to receive the coal after mining or having authority to determine the manner in which the surface coal mining operation is conducted. If none, Check box: If any person listed below is a business entity and not an individual, also complete item 5 for that entity.

	Name	Address	O & C Relationship to Applicant	FEIN	Beginning Date	Delete
1	Test Business Controller	55 Main St	Contract	88888888	07/14/2021	Delete
+						

If there are not any fields visible, click on the Add button.

Business Entity Information

5. This item is completed whenever a new business entity (rather than an individual) is listed in items 3, 4, or 5.

0 of 0

◀ Previous ▶ Next **Add** ✕ Delete Go To Page 150

Business Entity Information

5. This item is completed whenever a new business entity (rather than an individual) is listed in items 3, 4, or 5:

Name of entity: (*)
Test Business Stockholder

List below the owners and controllers of parent entity. If any person listed is a business entity and not an individual, also complete an item 5 for that entity. (*)


Check the appropriate box:

3
 4
 5

Number of Owners(*)

1 of 1

← Previous Next Add X Delete Go To Page



Number of Owners(*)

2

Name(*)
Test Owner 1 for 3

Mailing Address(*)
5 Lane

State(*)
Kentucky

Zip Code(*)
40342

Title or Position
President

O&C Relationship To Applicant: (*)
Contract

FEIN: (*)
777777777

Percent Ownership: (*)
.50

Beginning Date of Ownership: (*)
7/14/2020

Name(*)
Test Owner 2 for 3

Mailing Address(*)
10 Lane

State(*)
Kentucky

Zip Code(*)
40601



Title or Position
Vice President

FEIN: (*)
55555555

Beginning Date of Ownership: (*)
7/14/2020

1 of 1

← Previous Next Add X Delete Go To Page



Business Entity Information

5. This item is completed whenever a new business entity (rather than an individual) is listed in items 3, 4, or 5.

Name of entity: (*)

List below the owners and controllers of parent entity. If any person listed is a business entity and not an individual, also complete an item 5 for that entity. (*)

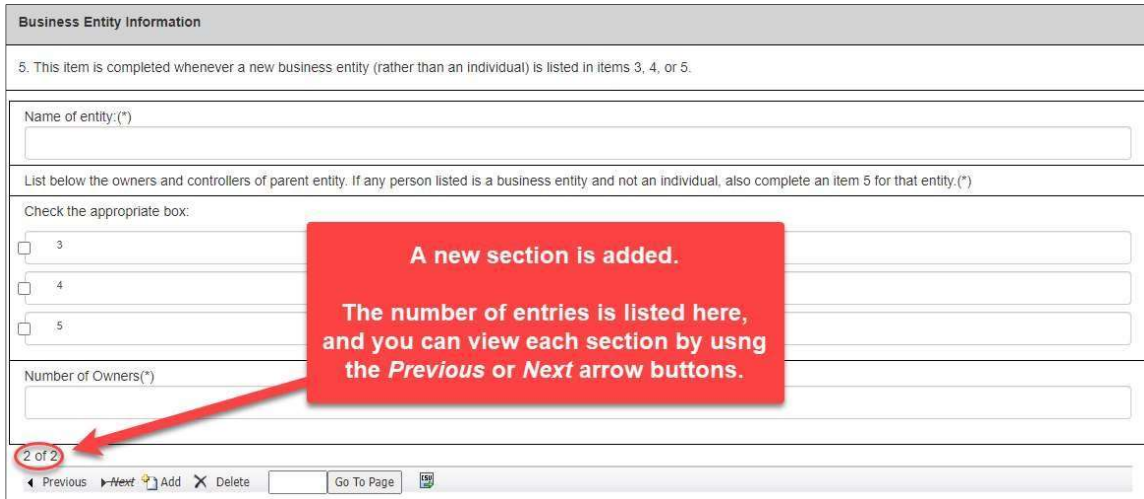
Check the appropriate box:

<input type="checkbox"/>	3	
<input type="checkbox"/>	4	
<input type="checkbox"/>	5	

Number of Owners (*)

2 of 2

Previous Next Add Delete Go To Page



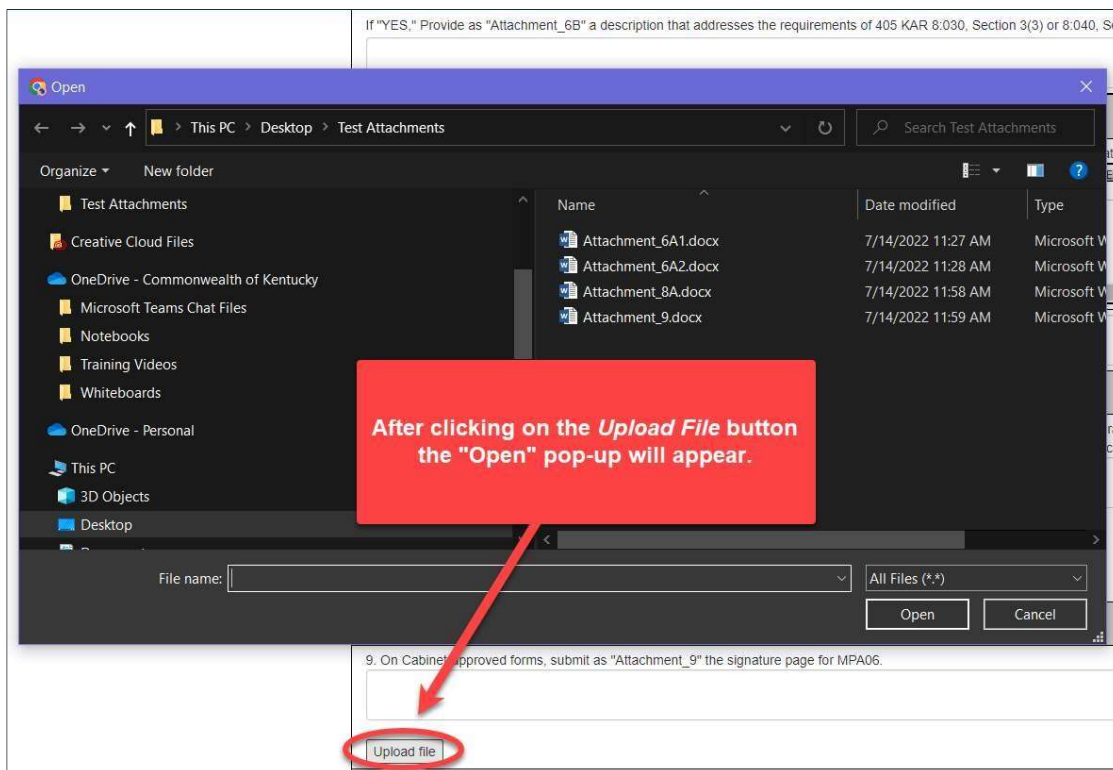
A new section is added.

The number of entries is listed here, and you can view each section by using the *Previous* or *Next* arrow buttons.

Attachments:

Do not add your attachments until you are ready to submit your form. They will not save.

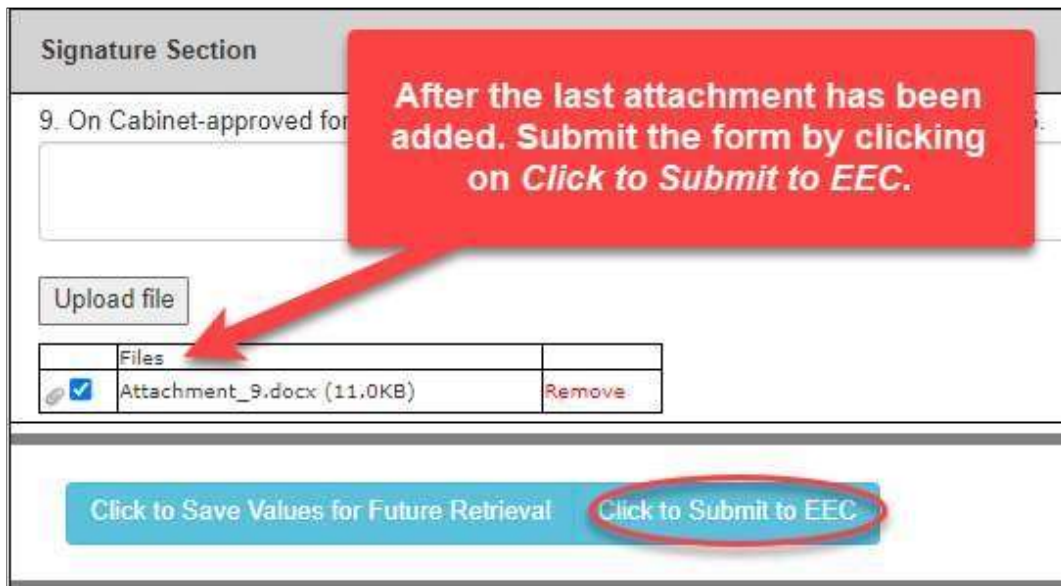
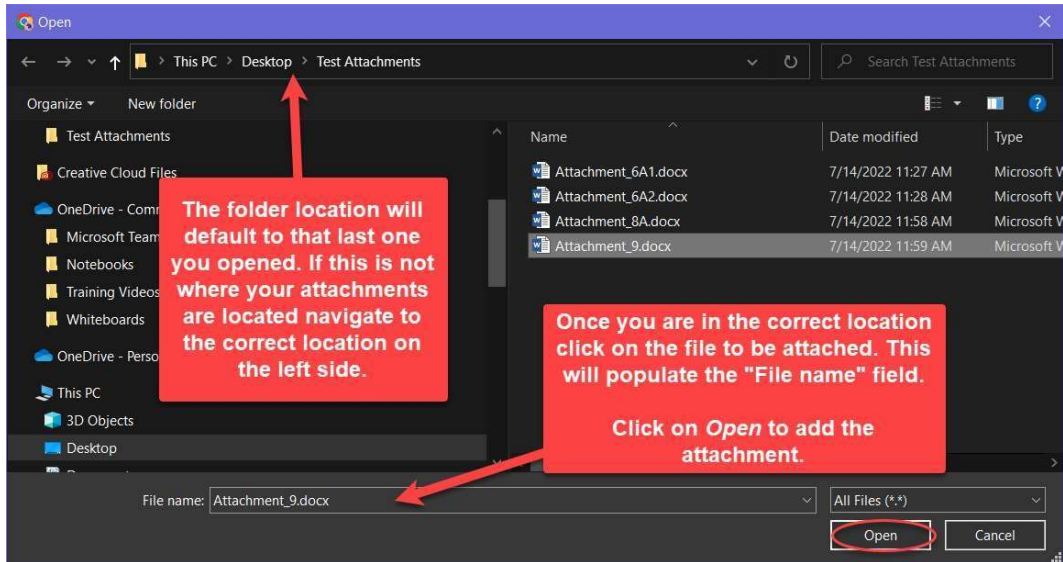
If "YES," Provide as "Attachment_6B" a description that addresses the requirements of 405 KAR 8:030, Section 3(3) or 8:040, Sec



After clicking on the *Upload File* button the "Open" pop-up will appear.

9. On Cabinet approved forms, submit as "Attachment_9" the signature page for MPA06.

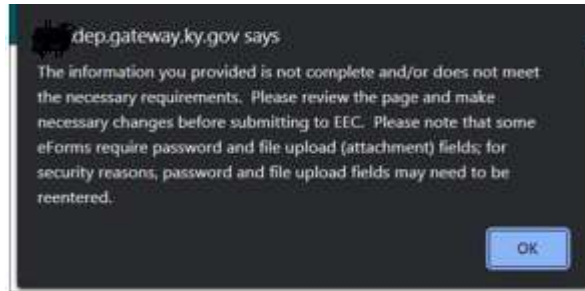
Upload file



Submitting a Form:

When the form is complete and all attachments have been added, click on the Click to Submit to EEC button.

If you receive the following message, there is an issue with your form. It could be that all required fields have not been entered or there is an issue with the data that was entered into a field. Click on OK.



eForms will add an error message to the fields that need attention. Once all errors have been addressed click on Click to Submit to EEC again.

Applicant Section			
2. Applicant Name: (*) T & T COAL INC			
Address: (*) 1167 SCHIB BRANCH ROAD		If P.O. Box, indicate Street Address: Street Address	
City: (*) MANCHESTER	State: (*) Kentucky	Zip: (*) 4060155 <i>Format must be ##### or #####-####</i>	
Employer ID: (*) <i>Employer Id is a required field</i>	Coal Severance Tax No: (*) <i>Coal Severance Tax is a Required Field</i>		
Telephone No: (*) __6-065-9856 <i>Format must be ###-###-####</i>	Email Address for Primary Contact Person: DOUGANDTAMMY@NEWWAVECOMM.NET		

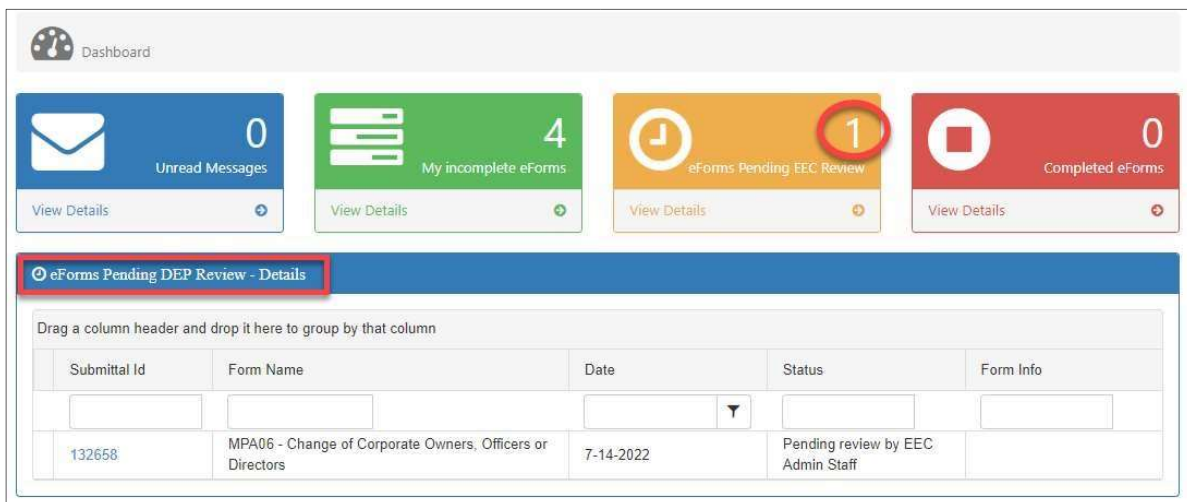
If all of the errors have been resolved eForms will direct you back to the form’s detail screen. The status will change to “Submitted to EEC” and the response to “Submitted to EEC” will change to Yes.

Form Details:	
Form Name:	MPA06 - Change of Corporate Owners, Officers or Directors
Form Id:	199
eForm Submittal ID:	132658
eForm Transaction ID:	abbba493-cbbe-4bd1-a6c4-f7d10b543d29
Status: ?Help	Submitted to EEC
Date:	07/14/2022
Submitted to EEC?: ?Help	Yes
Form Info: ?Help	
Create a new eForm with values from this previously saved/submitted eForm.	

Below the details will be a list of each attachment that was added. There will also be an HTML document that is a copy of the form that was submitted. Some eForms will also have a copy of the form in a PDF format that is more readable than the HTML version. Click on the down arrow to download and view any of these documents.

Document(s):		
Document Name	Description/Type	Click Image to Download File
Attachment_6A2.docx	Forfeited Permits	
MPA06 Change of Corporate Owners.pdf	MPA06 Change of Corporate Owners	
Attachment_9.docx	MPA06 Signature	
Attachment_8A.docx	Permits	
Attachment_6A1.docx	Suspended or Revoked Permits	
132658.html	eForm Submittal	

Now that the form was successfully submitted it has been moved out of the “My incomplete eForms” dashboard box and into the “eForms Pending EEC Review” dashboard box.



The dashboard shows four main categories: Unread Messages (0), My incomplete eForms (4), eForms Pending EEC Review (1), and Completed eForms (0). The 'eForms Pending EEC Review' category is highlighted with a red circle around the number 1. Below this, a table titled 'eForms Pending DEP Review - Details' shows a single entry for form 132658.

Submittal Id	Form Name	Date	Status	Form Info
132658	MPA06 - Change of Corporate Owners, Officers or Directors	7-14-2022	Pending review by EEC Admin Staff	

**Another option to create a new form is to go to the details page of a previously saved or submitted form and use the Create a new eForm with values from this previously saved/submitted eForm. This will copy all of the previously submitted information into a new form.

Deleting a Saved Form:

If a form has not been submitted, it can be deleted from your list of incomplete eForms. YOU MUST ENSURE THAT THE FORM HAS BEEN SAVED BEFORE DELETING IT.

Form Details:

Form Name: MPA02 - Operator Information For a Mining Permit

Form Id: 116

eForm Submittal ID: 132580

eForm Transaction ID: 5f184220-d22e-4479-86b6-7e4ce1ca4965

Status: [?Help](#) User Saved

Date: 07/06

Submitted to EEC?: [?Help](#) No

Form Info: [?Help](#)

[Continue with this eForm](#) [Create a new eForm with values from this previously saved/submitted eForm.](#) [Delete](#)

Click here ONLY if the form has been saved first.

Sharing a Form:

There are some situations where you may need to share your form with another eForms user.

To do this, go to your form’s detail screen. Below the form details there is a box called “Assign Submittal”.

[Continue with this eForm](#) [Create a new eForm with values from this previously saved/submitted eForm.](#) [Delete](#)

Assign Submittal:

	User Name	First	Middle	Last
<input checked="" type="checkbox"/>	eectesting321@gmail.com	EEC		Testing

In the blank field below the “Assign Submittal” header, start typing the email address of the person who needs access to your form. As you type information in, the system will start searching for available users. Once you find who you are looking for, click on the checkbox next to their email address.



That person's email and name will now appear below yours and that form will be available to them in their dashboard.

Each eForm is secured on an eForm by eForm basis by user. Other users cannot see your eForms unless you give them assignment.



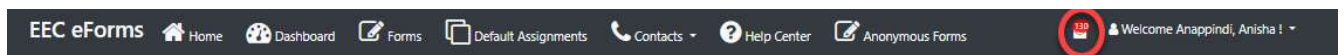
Other "Assign Submittal" Notes:

If needed, you can remove the access to the form. Just uncheck the box next to the person that no longer needs access.

Messages:

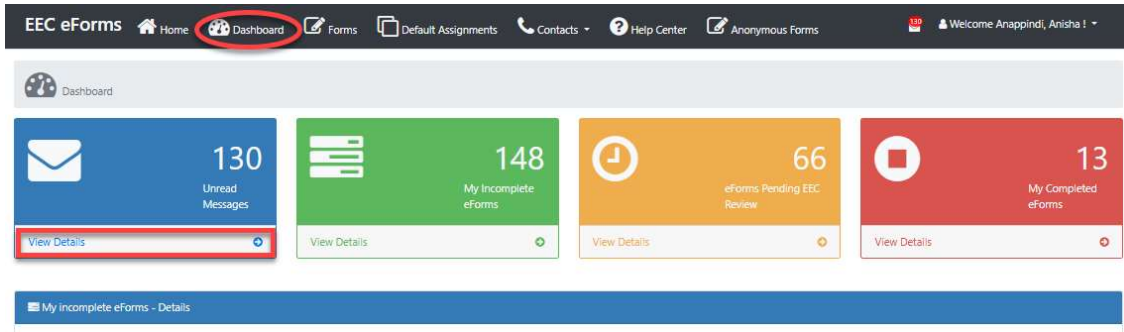
There are several places where you can see if you have a new eForm message.

At the top of your eForm screen, in the black header.

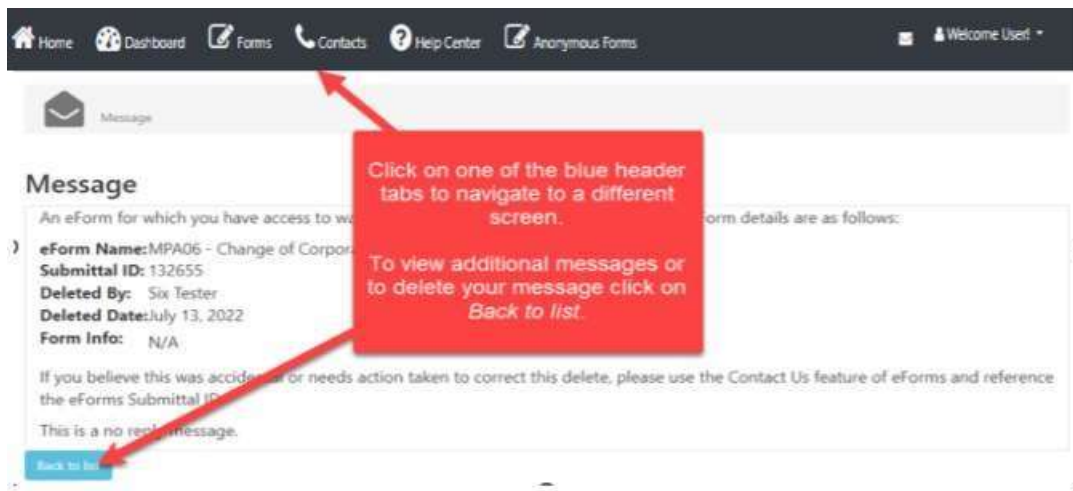
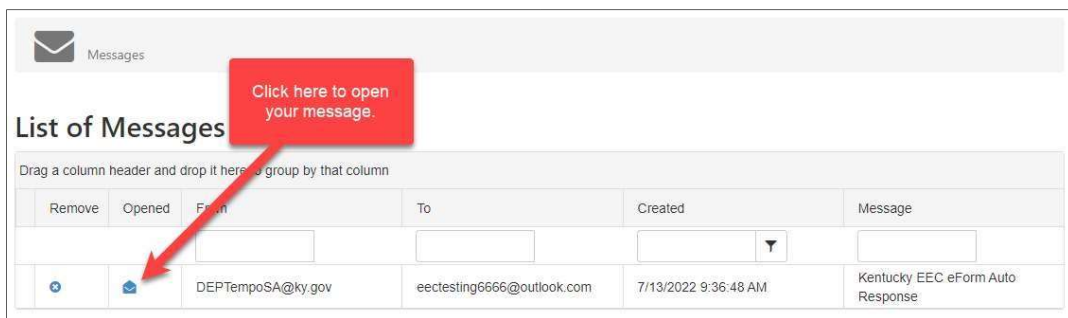


And on your Dashboard screen.

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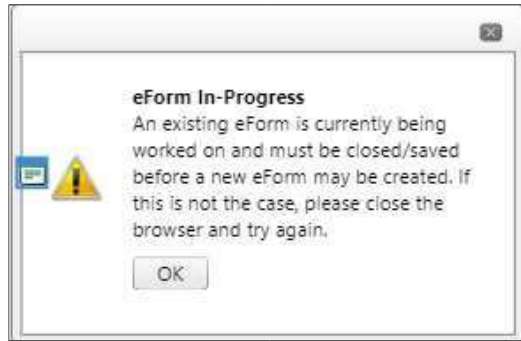


Once you are on the messages screen, click on the envelope to view your message.



In-Progress Error:

If a form is improperly closed you may receive an error message the next time you try to open a form. This could happen if the browser crashed or is closed before you click on the Click to Save Values for Future Retrieval button.



To resolve this issue you must find the form that was improperly closed, then open and save it.

1. Go to the dashboard, ensure you are in “My incomplete eForms” box, then click on the submittal Id for the form that may have been improperly closed.

View Details	Submittal Id	Form Name	Date	Status	Form Info
View	153889	O&C MPA Combined eForm	05/27/2025	User Saved	Entity Id: Application Type: Permit Number: Sequence Number:
View	153866	Kentucky Reclamation Guaranty Fund Quarterly Fee Report	05/22/2025	User Saved	Permittee Id: Year: Quarter: 1st Quarter
View	153864	Kentucky Reclamation Guaranty Fund Quarterly Fee Report	05/22/2025	User Saved	Permittee Id: 015662 Year: 2024 Quarter: 1st Quarter
View	153787	KPDES NOI for KYG11 (Construction Material Manufacturing General Permit)	05/12/2025	User Saved	
View	153786	Ky Ag Water Quality Planning Tool	05/12/2025	User Saved	Farm Name: Farm Number:
View	153785	Drinking Water Information and Data Submittal	05/12/2025	User Saved	Agency Interest #: PWSID/LabID:
View	153635	Drinking Water Information and Data Submittal	05/01/2025	User Saved	Agency Interest #: 1359 PWSID/LabID: KY0360463
View	153507	Ky Ag Water Quality Planning Tool	04/21/2025	User Saved	Farm Name: 4658 Farm Number: 652

2. Click on the Continue with this eForm button.



****DO NOT DELETE ANY INCOMPLETE FORMS UNTIL AFTER YOU HAVE RESOLVED THIS ERROR. ****

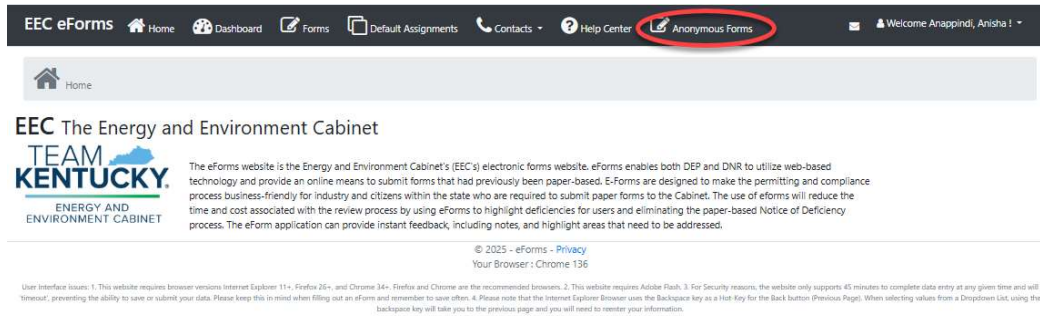
3. Scroll down to the bottom of the form and click on the Click to Save Values for Future Retrieval button.



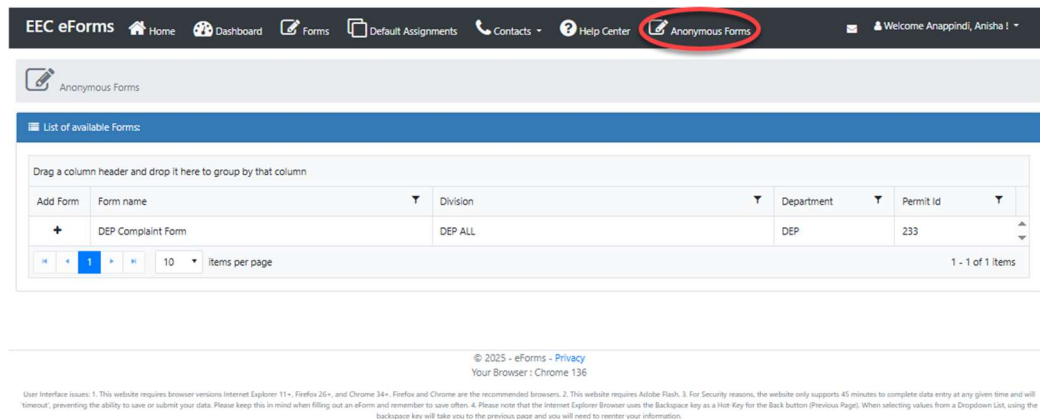
4. Try to open a new form again. If you still receive the In-Progress message follow these steps for each incomplete form until you are able to open a new form.

Anonymous Forms:

Anonymous forms can be accessed by clicking on “Anonymous Forms” tab on the Home screen. This allows users to fill out the forms without requiring them to register or provide personal information.



Users can click on the “+” sign to open a new form and start filling the form.



Once the form is complete click on “Click to Submit to EEC” button to submit the form.

EEC eForms User Guide

Submittal Type(*) <input type="radio"/> Submit Anonymously <input type="radio"/> Provide Contact Information			
Location of Activity			
County Of Activity(*) <input type="text"/>		Person Responsible <input type="text"/>	
Address/Location of Activity(*) <input type="text"/>		City/Nearest City of Activity(*) <input type="text"/>	State of Activity(*) <input type="text"/>
<input type="button" value="Display Map"/>		<input type="button" value="Use My Location"/>	
Latitude(decimal degrees) DMS to DD Converter <input type="text"/>		Longitude(decimal degrees) <input type="text"/>	
Other Information			
Additional Information <input type="text"/>		Pictures or other documents <input type="button" value="Upload file"/>	
<input type="button" value="Click to Submit to EEC"/>			