MyTDEC Forms Application:
Consultants – How to Review a Form

December 9th, 2020

Version 1.1

Consultants – How to Review a Form

Overview

The following document will provide step-by-step guidance on how to successfully review a form *as a consultant* on MyTDEC Forms application. With MyTDEC Forms, submissions may be shared with other users to support collaborative data entry and review, such as a consultant. Consultants can initiate submissions but cannot sign and submit them unless they are designated as an Electronic Signatory in MyTDEC Forms. Consultants may also collaborate on submissions if the submission is shared with them. The steps listed below will explore all the possible actions consultants can take.

Step-by-Step Guide

Step 1- Login to your Account

1.1 Selecting Sign In

Begin by navigating to https://forms.tdec.tn.gov/ . Once you see the screen below, find and click on **"Sign In"** from the list of options at the top of the page.

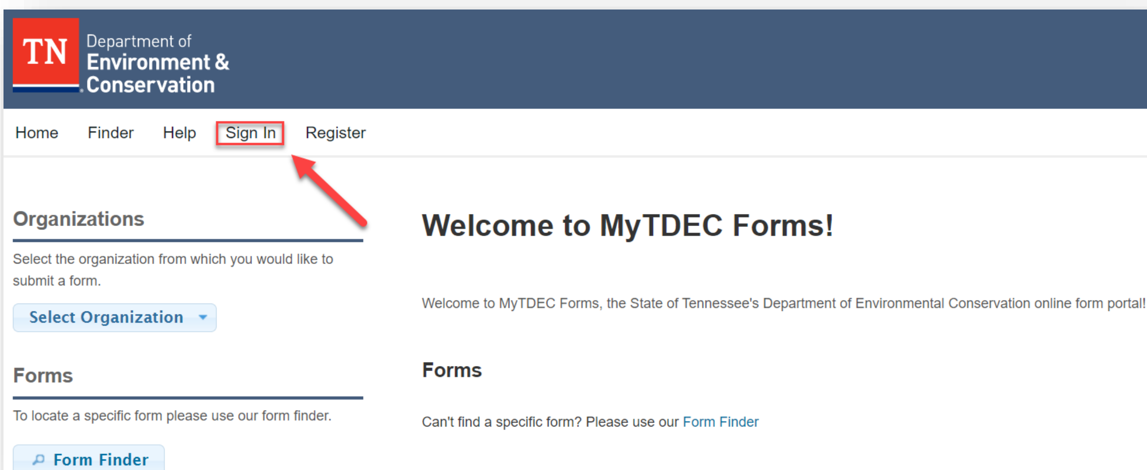


Figure 1 Login Page

Step 1 – Login to your Account

1.2 Sign In with Credentials

After selecting sign in, please fill in the **"User ID"** and **"Password"** fields. If you forgot your password, please select **"Forgot Password"** and follow the subsequent steps to reset that information. Once you have entered your User ID and Password into the appropriate fields, please select **"OK"** to complete the log in process.

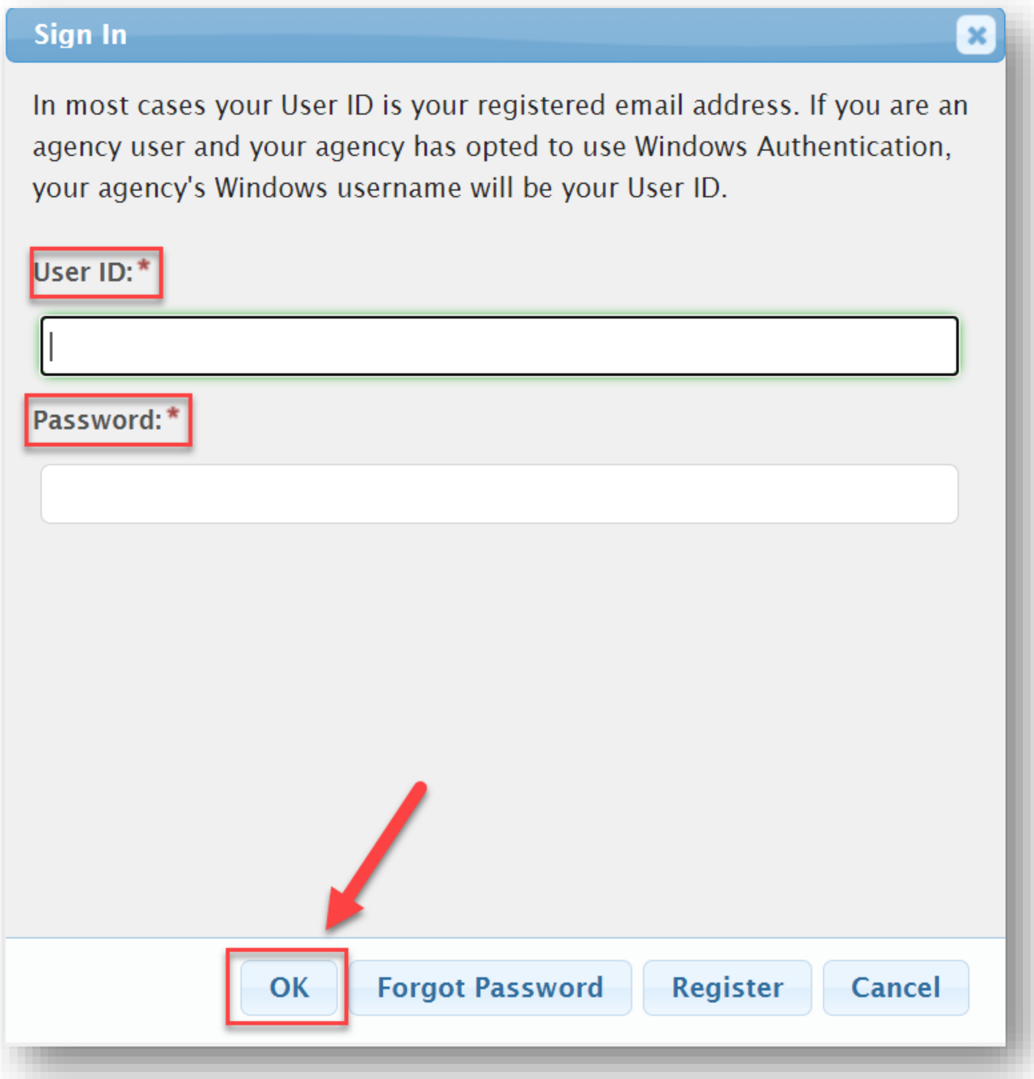


Figure 2 Sign In Window

Step 2 – Consultant Actions

2.1 List of Actions Available for Consultants

The following are a list of actions that a consultant may take when using MyTDEC Forms. The subsequent steps will outline how to accomplish each of these actions.

1. Begin a submission
2. View a submission summary
3. Edit a draft submission
4. Revise submitted form
5. View and address correction requests
6. Print a submission
7. View users with access to submission

Step 3 – Beginning a Form

3.1 Form Finder Options

As demonstrated in the image below, there are 2 easy ways to find the form you need. Click on either the "**Finder"** link located in the header, or the "**Form Finder" button** located at the bottom of the home page. Both will take you to **a search tool [bar]** where you can enter the name of the form or permit application you are looking for. If you do not know the exact name of the form or application, enter **specific key words** in the search bar to find the form you need. The results will appear in a list below the search tool [bar] under the **Recommended Forms** heading. Click on the title of the form or application you would like to submit.

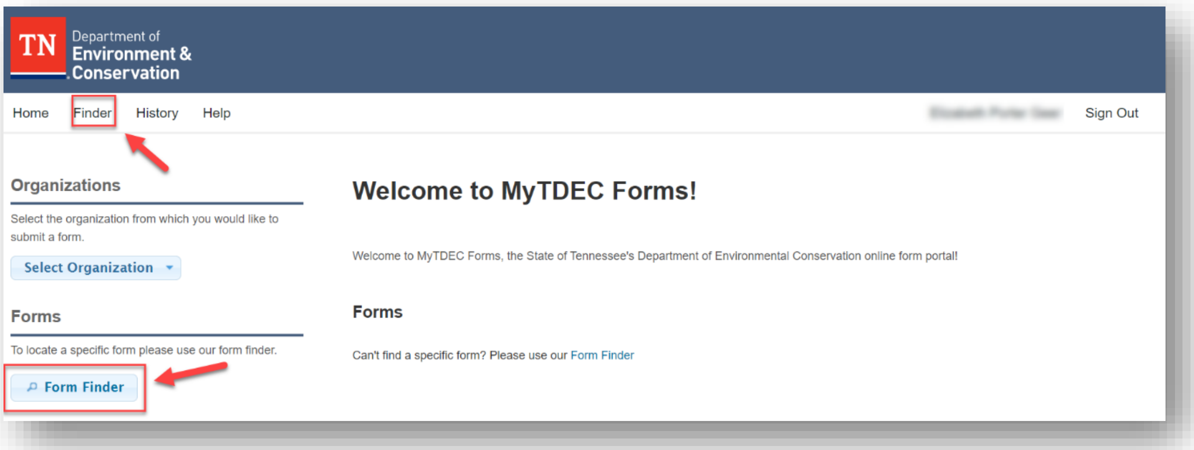


Figure 3 Form Finder Options

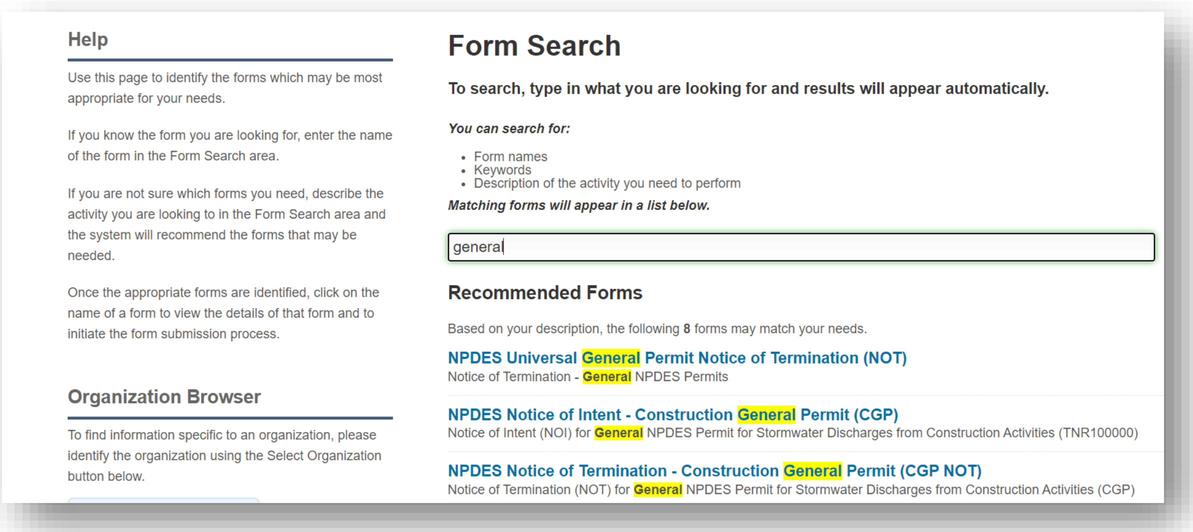


Figure 4 Form Search Tool Bar

Step 3 – Beginning a Form

3.2 Alternative Search by Organization

You can also return to the home page and find a form by selecting an organization**.** Below the **Organizations** header, click **"Select an Organization"** from the drop-down menu. You will be linked to a page that lists all forms associated with that organization. Scroll through the list to find the form you need.

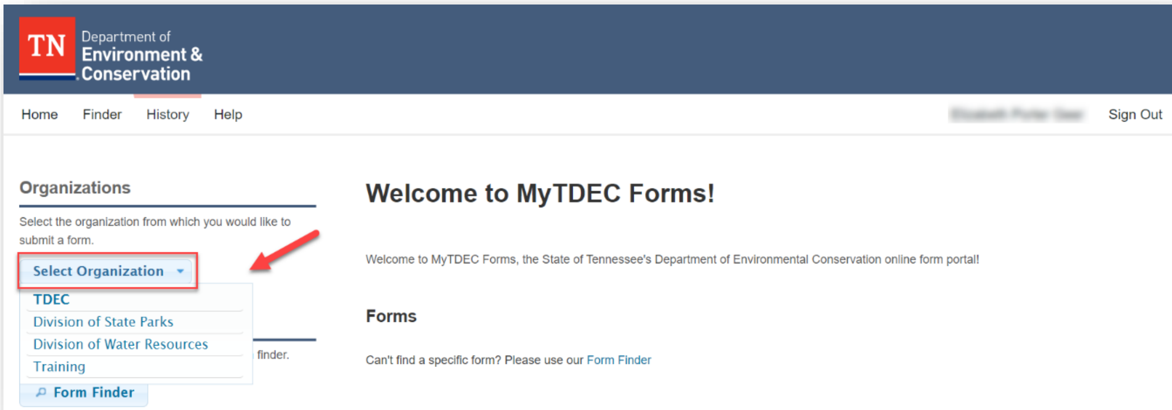
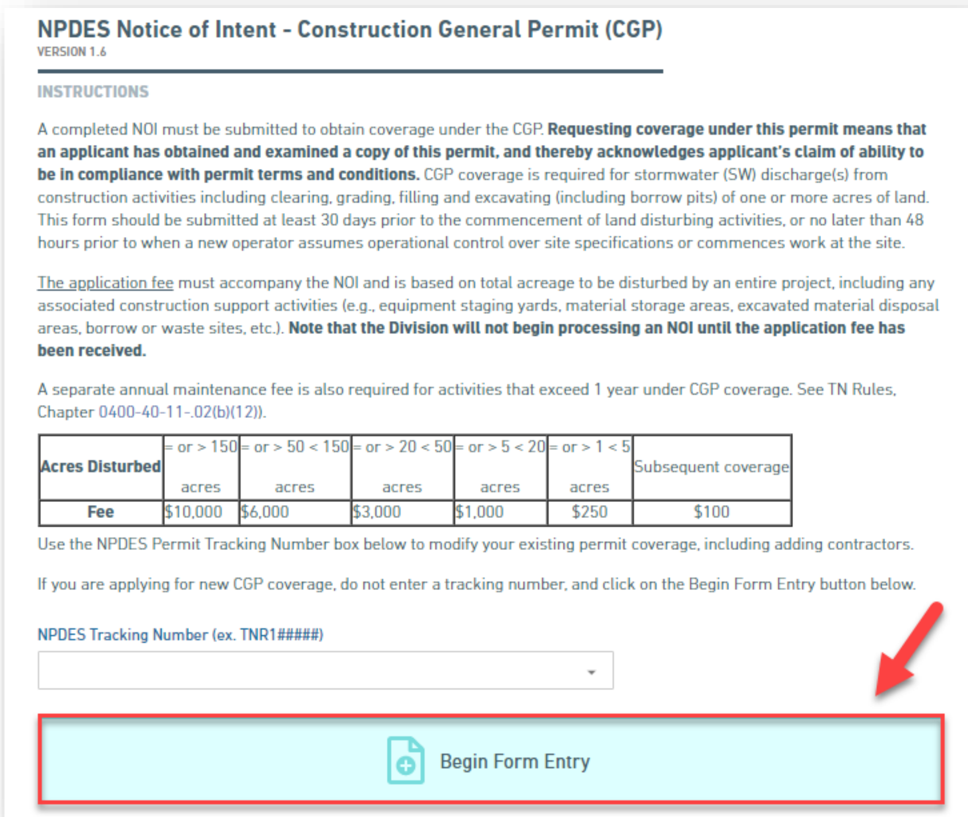


Figure 5 Selecting Organizations from the Drop-Down Menu

Step 3 – Beginning a Form

3.3 Select Begin Form Entry

After selecting the form that you need, you will be taken to a form instructions page. Scroll to the bottom and select **"Begin Form Entry".** As mentioned above, since a consultant cannot sign unless they are an Electronic Signatory, be sure to enter the appropriate contact information for those parties who will sign off on a submission after all relevant information has been entered. This will notify the Electronic Signatory when the submission is ready for review, signature, and submittal.



NPDES Notice of Intent - Construction General Permit (CGP)

VERSION 1.6

INSTRUCTIONS

A completed NOI must be submitted to obtain coverage under the CGP. **Requesting coverage under this permit means that an applicant has obtained and examined a copy of this permit, and thereby acknowledges applicant's claim of ability to be in compliance with permit terms and conditions.** CGP coverage is required for stormwater (SW) discharge(s) from construction activities including clearing, grading, filling and excavating (including borrow pits) of one or more acres of land. This form should be submitted at least 30 days prior to the commencement of land disturbing activities, or no later than 48 hours prior to when a new operator assumes operational control over site specifications or commences work at the site.

The application fee must accompany the NOI and is based on total acreage to be disturbed by an entire project, including any associated construction support activities (e.g., equipment staging yards, material storage areas, excavated material disposal areas, borrow or waste sites, etc.). **Note that the Division will not begin processing an NOI until the application fee has been received.**

A separate annual maintenance fee is also required for activities that exceed 1 year under CGP coverage. See TN Rules, Chapter 0400-40-11-.02(b)(12)).

Acres Disturbed	= or > 150 acres	= or > 50 < 150 acres	= or > 20 < 50 acres	= or > 5 < 20 acres	= or > 1 < 5 acres	Subsequent coverage
Fee	$10,000	$6,000	$3,000	$1,000	$250	$100

Use the NPDES Permit Tracking Number box below to modify your existing permit coverage, including adding contractors.

If you are applying for new CGP coverage, do not enter a tracking number, and click on the Begin Form Entry button below.

NPDES Tracking Number (ex. TNR1#####)

Begin Form Entry

Figure 6 Selecting Begin Form Entry from Form Instructions Page

Step 4 – View a Submission Summary

4.1 Accessing Submission History Dashboard

To find your forms, simply click on the "**History**" tab from your dashboard. You will be redirected to your **Submission History** dashboard. Within the History dashboard, you will see a historical list of all of your form submissions that were created and/or submitted through the portal. You will also see forms that have been shared with you by an Electronic Signatory for you to complete or revise. You can view the status of any submission, submit and/or delete draft submissions, and revise and/or view previously submitted forms. You can also print the list of submissions, if needed.

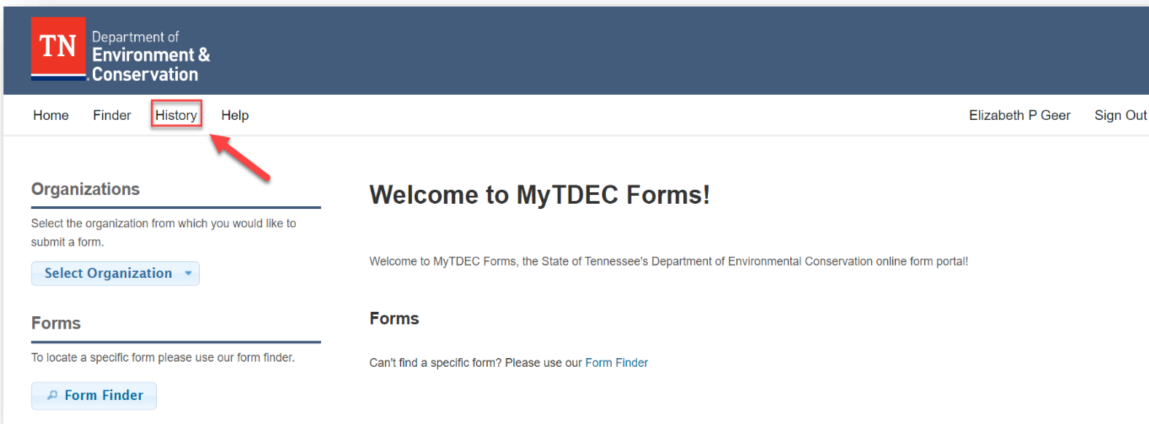


Figure 7 Selecting your History

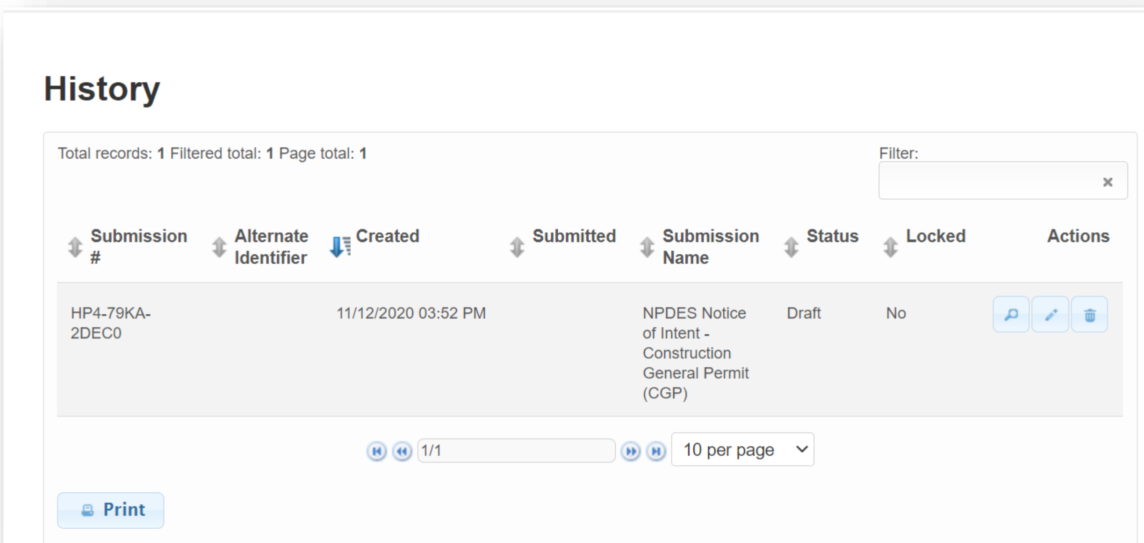


Figure 8 Form History Dashboard

Step 4 – View Submission Summary

4.2 Select Magnifying Glass Icon

To view a submission, select the **magnifying glass icon** at the far right of the screen. Once you select this button, you will be taken to the submission summary, as shown in figure 10.

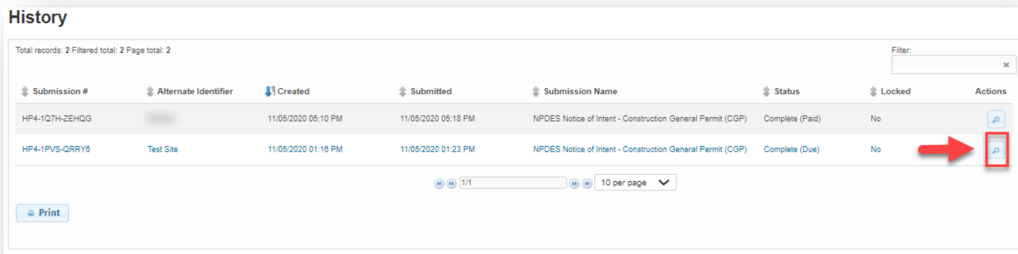


Figure 9 Finding Magnifying Glass

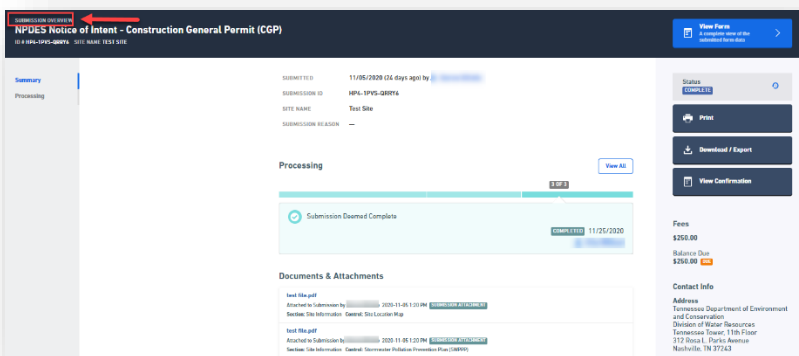


Figure 10 Submission Overview Page

Step 5 – Edit a Draft Submission

As noted above, within the **Submission History** page, you will be able to see all forms that you have created, submitted, collaborated on, among other actions. To edit draft submissions, find the forms that have **Draft** status from the **Status** column, as highlighted below. Then, select the **pencil icon** to begin editing the draft.

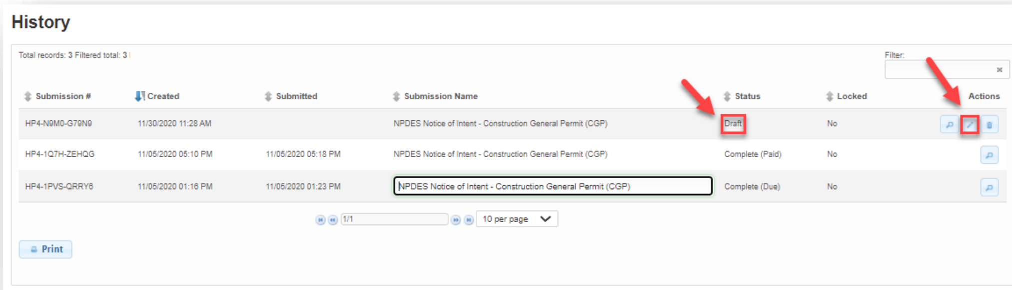


Figure 11 Editing Draft Submission

Step 6 – Revise a Submitted Form

Similarly, if a form is still in submission status, it can be revised. From the **Submission History** page, select the **magnifying glass icon** next to the form with the status **Submitted,** as shown in figure 12**.** You will be redirected to the **Submission Overview** page, where you will be able to select **"Revise Submission"** as shown in figure 13.

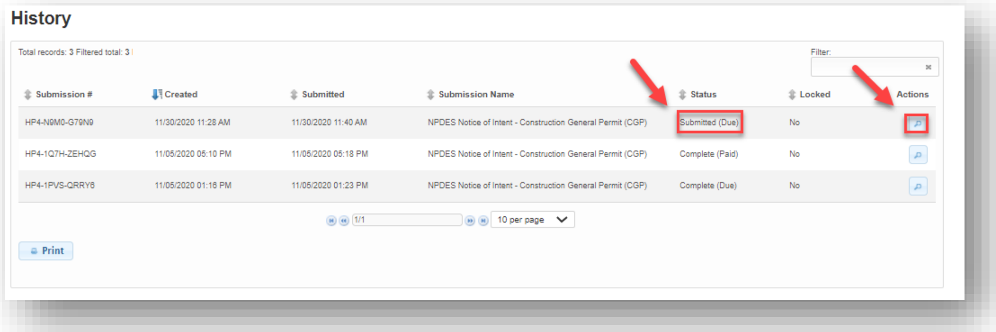


Figure 12 Submitted Status of the Form

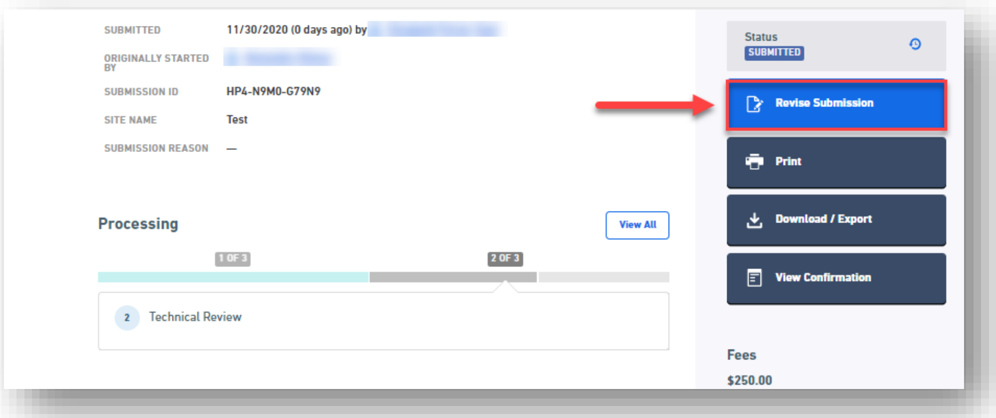
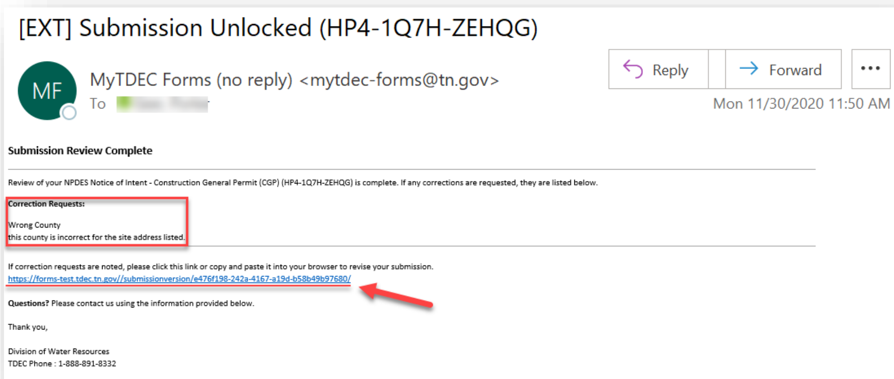


Figure 13 Selecting Revise Submission

Step 7 – View and address correction requests

7.1 Email Confirmation

When a form is going through the review process, TDEC staff can create correction requests if they find an error on the form. As the submitter, you will receive an email letting you know that a correction has been requested. An example of the email is shown below in figure 14. Follow the **link** provided in the email access MyTDEC Forms.


[EXT] Submission Unlocked (HP4-1Q7H-ZEHQG)

MyTDEC Forms (no reply) <mytdec-forms@tn.gov>
To

Reply | Forward | ...

Mon 11/30/2020 11:50 AM

Submission Review Complete

Review of your NPDES Notice of Intent - Construction General Permit (CGP) (HP4-1Q7H-ZEHQG) is complete. If any corrections are requested, they are listed below.

Correction Requests:

Wrong County
this county is incorrect for the site address listed.

If correction requests are noted, please click this link or copy and paste it into your browser to revise your submission.
https://forms-test.tdec.tn.gov//submissionversion/e476f198-242a-4167-a19d-b58b49b97680/

Questions? Please contact us using the information provided below.

Thank you,

Division of Water Resources
TDEC Phone : 1-888-891-8332

Figure 14 Correction Request Notification Email

Step 7 – View and address correction requests

7.2 Ways to Address Correction Request

Once back at the **Submission Overview** page, you will notice that there are 3 orange buttons, **“View Form”, “Revise Submission”** and **“Action Required”**. All three of these buttons will allow you to make the requested corrections. Regardless of which button you select, you will have to revise the submission, and confirm that you want to revise, as shown in figure 16. Select **“OK”** to continue.

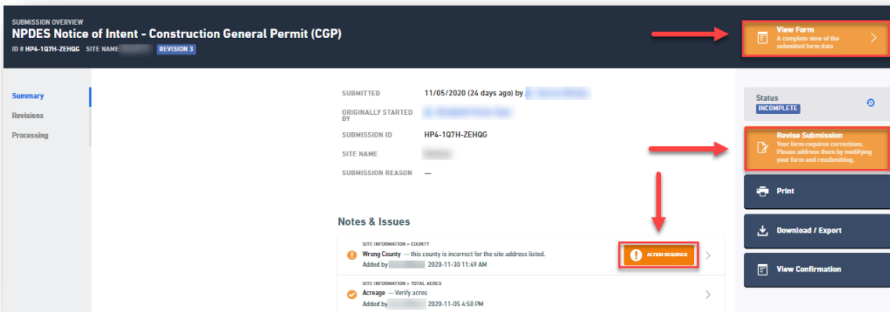


Figure 15 Ways to Revise and Correct Requests

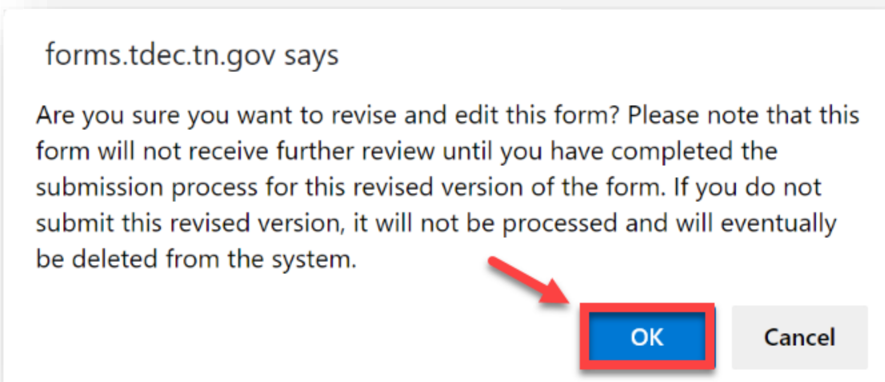


Figure 16 Confirming Revise and Edit Action

Step 7 – View and address correction requests

7.3 Making Changes and Resubmitting

Next the form will be open for editing, and the correction request will appear next to the erroneous section, as shown below in figure 17. The field that needs to be changed will be highlighted in **orange**. Enter the new, correct information, then scroll down through all other sections. **You will be asked to re-assign signatures and re-submit at the end.**

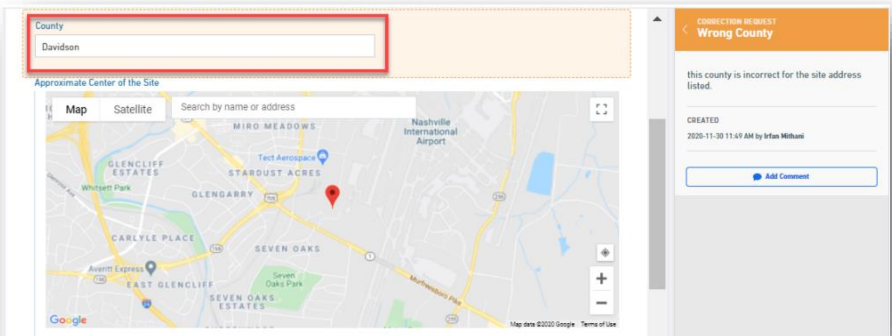


Figure 17 Addressing a Correction Request

Step 9 – Print a Submission

If you would like to print a submission, first locate the form on the **Submission Dashboard.** Select the **magnifying glass icon,** as shown in Figure 18. Now from the **Submission Overview,** select either **"Print"**, **"Download/Export"**, or **"View Confirmation"** based on the action you wish to perform.

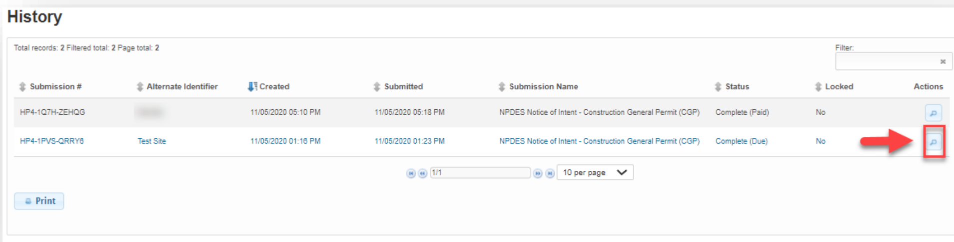


Figure 18 Selecting Magnifying Glass Icon to View Submission

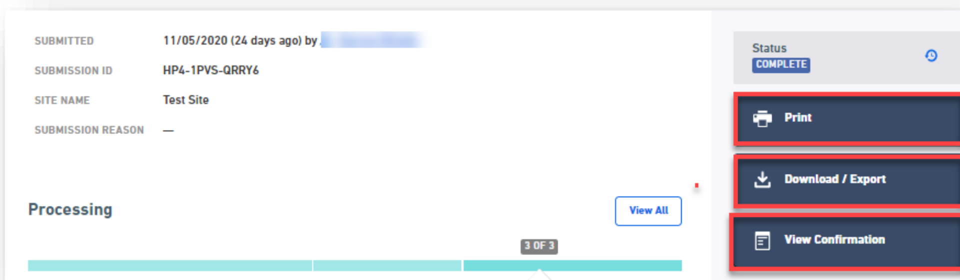


Figure 19 Print, Download Options

Step 10 – View users with access to submission

To view which parties have access to the submission, start on the **Submission Overview** page. Scroll down to the end of the overview, and the list of those with access will be at the bottom right, as highlighted below.

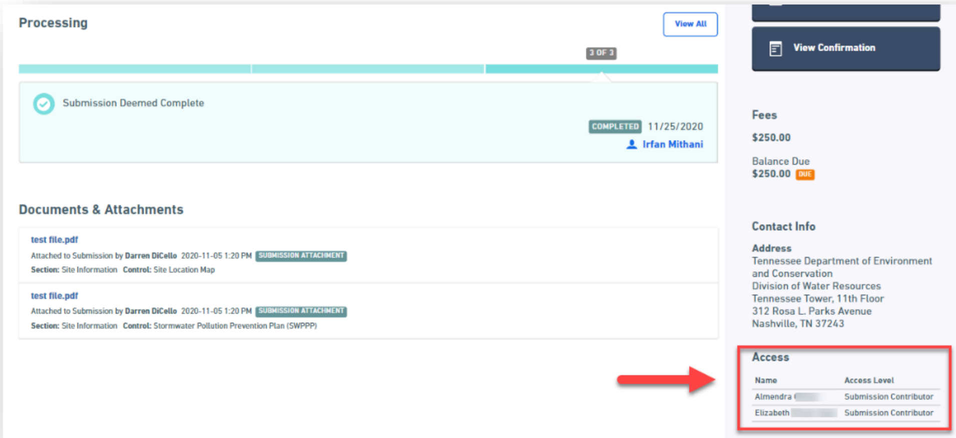


Figure 20 Parties with Access to a Submission