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

Home Finder Help Sign In Register	
Organizations	Welcome to MyTDEC Forms!
Select the organization from which you would like to submit a form.	
Select Organization 💌	Welcome to MyTDEC Forms, the State of Tennessee's Department of Environmental Conservation online form portalls
Forms	Forms
To locate a specific form please use our form finder.	Can't find a specific form? Please use our Form Finder
P Form Finder	





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.

	uses your User ID is your registered email address. If you are an er and your agency has opted to use Windows Authentication,
	cy's Windows username will be your User ID.
User ID:*	
Password:	*
	OK Forgot Password Register Cancel





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.

ome Finder History Help	Sign Out
rganizations	Nelcome to MyTDEC Forms!
lect the organization from which you would like to omit a form.	
Select Organization 💌	elcome to MyTDEC Forms, the State of Tennessee's Department of Environmental Conservation online form portall
orms	forms
locate a specific form please use our form finder.	an't find a specific form? Please use our Form Finder
	Figure 3 Form Finder Options
Неір	Form Search
Help Use this page to identify the forms which may be appropriate for your needs.	
Use this page to identify the forms which may be	nost To search, type in what you are looking for and results will appear automatically. Name You can search for: Form names
Use this page to identify the forms which may be appropriate for your needs. If you know the form you are looking for, enter the	To search, type in what you are looking for and results will appear automatically. You can search for: Form names Keywords Description of the activity you need to perform the Matching forms will appear in a list below:
Use this page to identify the forms which may be appropriate for your needs. If you know the form you are looking for, enter the of the form in the Form Search area. If you are not sure which forms you need, describ	To search, type in what you are looking for and results will appear automatically. You can search for: Form names Keywords Description of the activity you need to perform the Matching forms will appear in a list below:
Use this page to identify the forms which may be appropriate for your needs. If you know the form you are looking for, enter the of the form in the Form Search area. If you are not sure which forms you need, describ activity you are looking to in the Form Search are the system will recommend the forms that may be	To search, type in what you are looking for and results will appear automatically. name You can search for: • Form names • Keywords • the and Description of the activity you need to perform Matching forms will appear in a list below. general the Recommended Forms
Use this page to identify the forms which may be appropriate for your needs. If you know the form you are looking for, enter the of the form in the Form Search area. If you are not sure which forms you need, describ activity you are looking to in the Form Search are the system will recommend the forms that may be needed. Once the appropriate forms are identified, click or	nost To search, type in what you are looking for and results will appear automatically. name You can search for: • Form names • Keywords • Description of the activity you need to perform Matching forms will appear in a list below. general the based on your description, the following 8 forms may match your needs.
Use this page to identify the forms which may be appropriate for your needs. If you know the form you are looking for, enter the of the form in the Form Search area. If you are not sure which forms you need, describ activity you are looking to in the Form Search are the system will recommend the forms that may be needed. Once the appropriate forms are identified, click or name of a form to view the details of that form and initiate the form submission process.	To search, type in what you are looking for and results will appear automatically. name You can search for: • Form names • Keywords • Description of the activity you need to perform Matching forms will appear in a list below. general the to
Use this page to identify the forms which may be appropriate for your needs. If you know the form you are looking for, enter the of the form in the Form Search area. If you are not sure which forms you need, describ activity you are looking to in the Form Search are the system will recommend the forms that may be needed. Once the appropriate forms are identified, click or name of a form to view the details of that form an	Inost To search, type in what you are looking for and results will appear automatically. name You can search for: Form names Keywords Description of the activity you need to perform Matching forms will appear in a list below. general the Recommended Forms to Based on your description, the following 8 forms may match your needs. NPDES Universal General Permit Notice of Termination (NOT) Notice of Termination - General NPDES Permits NPDES Notice of Intent - Construction General Permit (CGP)





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.

Organizations	Welcome to MyTDEC Forms!
elect the organization from which you would like to ubmit a form.	-
Select Organization 👻	Welcome to MyTDEC Forms, the State of Tennessee's Department of Environmental Conservation online form portal!
TDEC Division of State Parks	Forms
Division of Water Resources	Can't find a specific form? Please use our Form Finder
P Form Finder	





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.

INSTRUCTION	5						
n applicant f e in complia onstruction a his form sho	as obtained ace with per ctivities inclu Ild be submi	and examined mit terms and iding clearing, g tted at least 30	a copy of this p conditions. CGF grading, filling a days prior to th	ermit, and the coverage is nd excavating e commence	nereby ack required for (including ment of lar	g coverage under this perr nowledges applicant's cla r stormwater (SW) discharç l borrow pits) of one or mor ad disturbing activities, or n cations or commences wor	im of ability to ge(s) from e acres of land. o later than 48
essociated con reas, borrow een received	struction su or waste site nual mainter	pport activities s, etc.). Note th ance fee is also	(e.g., equipmen at the Division	t staging yard will not begi	ls, material n processi i	listurbed by an entire proje I storage areas, excavated r ng an NOI until the applica ar under CGP coverage. See	naterial disposal tion fee has
Acres Disturb	ed = or > 15 acres \$10,000	0 = or > 50 < 15 acres \$6,000	acres \$3,000	acres \$1,000	acres \$250	5 Subsequent coverage \$100 t coverage, including adding	contractors
	ying for new	CGP coverage,				k on the Begin Form Entry	-
					•		1
			в	egin Form	Entry		





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.

Home Finder History	Help					E	lizabeth P Geer	Sign
Organizations		Welcome t	o MyTDEC	Forms!				
elect the organization from whic ubmit a form.	h you would like to		-					
Select Organization 🔹		Welcome to MyTDEC Fo	rms, the State of Tenness	ee's Department of Environm	ental Conservatior	online form portal!		
orms		Forms						
o locate a specific form please u	ise our form finder.	Can't find a specific form	? Please use our Form Fi	der				
P Form Finder								
		Figure	7 Selecting yo	our History				
History		Figure 2	7 Selecting yo	our History				
History Total records: 1 Filte	red total: 1 Page		7 Selecting yo	our History		Filter:		
Total records: 1 Filte	red total: 1 Page	total: 1	7 Selecting yo	our History				×
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Total records: 1 Filte	🛖 Alternate	total: 1		Submission	Status Draft		Acti	
Total records: 1 Filte	🛖 Alternate	total: 1	Submitted	Submission Name NPDES Notice of Intent - Construction General Permit	Draft	Locked	Acti	







Step 4	– View S	ubmissior	n Summa	ry				
4.2 Sel	lect Mag	nifying G	lass Icon					
					g glass icon at the	-		
Once y	ou selec	t this butt	on, you w	/ill be take	n to the submissic	n sum	mary, as shown in	l
figure	10.							
-	History							
	Total records: 2 Filtered total	I: 2 Page total: 2					Filter:	
	\$ Submission #	Alternate Identifier	Created	\$ Submitted	\$ Submission Name	\$ Status	& Locked Actions	
	HP4-1Q7H-ZEHQG		11/05/2020 05:10 PM	11/05/2020 05:18 PM	NPDES Notice of Intent - Construction General Permit (CGP)	Complete (Paid)	No	
	HP4-1PVS-QRRY6	Test Site	11/05/2020 01:16 PM	11/05/2020 01:23 PM	NPDES Notice of Intent - Construction General Permit (CGP)	Complete (Due)	No 📥 🖉	
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		Processing		SUBMISSION ID HP4-1PVS-ORP SITE NAME Test Site	6			
				SUBMISSION REASON -		🕁 Downstoad /	Expert	
				Processing	View Al	T View Confin	mation	
				Submission Deemed Complet		Fees	_	
					COMPLETE 11/25/2028	\$250.00 Balance Due \$250.00		
				Documents & Attachments		Contact Info		
				Attached to Submission by 2020 Section: Site Information Commot: Site Location	11-05 1-20 PM BUILDING RELETION CONTRACTOR	Address Tennessee Departme and Conservation Division of Water Rec		
				test file.pdf Atrached to Submission by 2022 Section: Site Information Cambrol: Stormwoter B	11-05 1.20 PM (DITINGTORY AND	Division of Water Re Tennessee Towar, 11 312 Rosa L. Parks A Nashville, TN 37243	Ith Floer venue	
			Figu	re 10 Submis	sion Overview Page			
			9					





Step 5	- Edit a [Draft Subi	mission				
As note	d above	, within th	ne Submi	ssion History page, y	ou will be	able to	see all forms
that you	u have c	reated, su	ıbmitted,	collaborated on, amo	ng other a	ctions.	To edit draft
submis	sions, fir	nd the for	ms that h	ave Draft status from	n the Statu	is colun	nn, as
highligh	nted belo	ow. Then,	select the	e pencil icon to begin	editing th	e draft.	
					-		
	History						
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	HP4-N9M0-G79N9	11/30/2020 11:28 AM		NPDES Notice of Intent - Construction General Permit (CGP)	Draft	No	
	HP4-1Q7H-ZEHQG	11/05/2020 05:10 PM	11/05/2020 05:18 PM	NPDES Notice of Intent - Construction General Permit (CGP)	Complete (Paid)	No	A
	HP4-1PVS-QRRY6	11/05/2020 01:16 PM	11/05/2020 01:23 PM	NPDES Notice of Intent - Construction General Permit (CGP)	Complete (Due)	No	•
			(B) (B) (1/1	😠 🕷 10 per page 🗸			
	@ Print						
			Figu	ire 11 Editing Draft Submiss	ion		





Step 6 – F	Revise a S	ubmitted	Form				
Similarly,	if a form i	is still in s	ubmission	status, it can	be revise	ed. From the	Submission
History p	age, seled	t the mag	gnifying g	lass icon next	to the fo	orm with the	status
Submitte	d, as sho	wn in figu	re 12 . You	ı will be redire	cted to t	he Submissi	on Overview
page, whe	ere you w	ill be able	to select '	'Revise Subm	ission" a	as shown in f	figure 13.
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	Total records: 3 Filtered total: 3				•	Filter:	
	\$ Submission #	Created	\$ Submitted	\$ Submission Name	\$ Sta	atus 💲 Locked	Actions
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	HP4-1Q7H-ZEHQG	11/05/2020 05:10 PM	11/05/2020 05:18 PM	NPDES Notice of Intent - Construction Gene		lete (Paid) No	
	HP4-1PVS-QRRY8	11/05/2020 01:16 PM	11/05/2020 01:23 PM	NPDES Notice of Intent - Construction Gene	ral Permit (CGP) Compl	lete (Due) No	
	a Print		B @ [1/1	🛞 🛞 10 per page 🛛 🗸			
			Figure 12 S	ubmitted Status of	the Form		
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			PM0-G79N9		_	Revise Submission	
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	Proc	essing			View All	.↓. Download / Export	
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						View Confirmation	
	2	Technical Review					_
						Fees	
					_	\$250.00	
			Figure 13 9	Selecting Revise Su	hmission		
			ngure ro e		5111551011		





Step 7 – Viev	v and address correction requests
7.1 Email Co	
	n is going through the review process, TDEC staff can create correction
requests if th	ney find an error on the form. As the submitter, you will receive an email
letting you k	now that a correction has been requested. An example of the email is shown
0,	ire 14. Follow the link provided in the email access MyTDEC Forms.
1	
	[EXT] Submission Unlocked (HP4-1Q7H-ZEHQG)
	$\bigcirc \text{Reply} \rightarrow \text{Forward} \qquad \cdots$
	MyTDEC Forms (no reply) <mytdec-forms@tn.gov></mytdec-forms@tn.gov>
s	ubmission Review Complete
	eview of your MPDES Notice of Intent - Construction General Permit (CSP) (HP4-1Q7H-ZEHQB) is complete. If any corrections are requested, they are listed below.
v	Veng Guinty
	is county is incorrect for the site address listed
<u>h</u>	ttp://form-test.tdec.tm.gov//submissionversion/ef7(F90-242a-1167-a196-b550/b9b;97580/
	plessions's mesie contact us using the information provided below. hank you,
	Nvision of Water Resources DEC Phone : 1-488-891-4332
	Figure 14 Correction Desuret Notification Franil
	Figure 14 Correction Request Notification Email
1	





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.

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	Notes & Issues Stratemental bit in bit and data bit and d	
Fig	gure 15 Ways to Revise and Correct Requests	
forms.tdec.tn.	gov says	
Are you sure you	want to revise and edit this form? Please note that th	nis
form will not rece submission proce	eive further review until you have completed the ess for this revised version of the form. If you do not ed version, it will not be processed and will eventually the system.	1

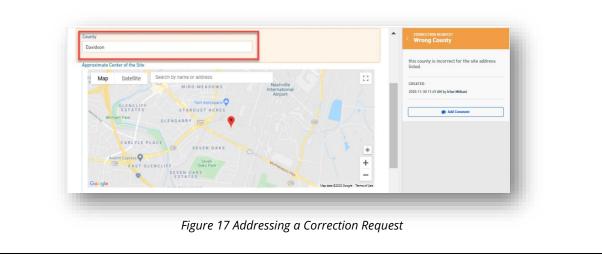




Step 7 - View and address correction requests

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.**







9 – Print a	Submiss	sion						
would like	e to prin	t a subm	ission, fir	st locate the form	n on the	e Subm	ission	
board. Sel	lect the I	magnify	ing glass	icon, as shown in	n Figur	e 18. No	ow from the	e
nission Ov	erview,	select ei	ther "Pri	nt", "Download/	Export	", or "V	iew	
irmation"	based o	n the act	ion you v	vish to perform.				
History								
Total records: 2 Filtered total: 2 P	age total: 2					Filter:	×	
\$ Submission #	Alternate Identifier	Created	\$ Submitted	\$ Submission Name	\$ Status	\$ Locked	Actions	
HP4-1Q7H-ZEHQG		11/05/2020 05:10 PM	11/05/2020 05:18 PM	NPDES Notice of Intent - Construction General Permit (CGP)	Complete (Paid)	No		
HP4-1PVS-QRRY8	Test Site	11/05/2020 01:18 PM	11/06/2020 01:23 PM	NPDES Notice of Intent - Construction General Permit (CGP)	Complete (Due)	No		
			e e 1/1	🕫 🕷 10 per page 🗸 🗸				
a Print								
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		F	igure 19 Pri	nt, Download Options				
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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. Processing View All View Confirmation 3 OF 3 Submission Deemed Complete Fees COMPLETED 11/25/2020 \$250.00 💄 Irfan Mithani Balance Due \$250.00 DVE Documents & Attachments Contact Info test file.pdf Address Tennessee Department of Environment and Conservation Division of Water Resources Tennessee Tower, 11th Floor 312 Rosa L. Parks Avenue Nashville, TN 37243 Attached to Submission by Darren DiCello 2020-11-05 1:20 PM SUBMISSION ATTACHMENT Section: Site Information Control: Site Location Map test file.pdf Attached to Submission by Darren DiCello 2020-11-05 1:20 PM (SUBMISSION ATTACHMENT Section: Site Information Control: Stormwater Pollusion Prevention Plan (SWPPP) Access Name Access Lows Almendra (Submission Co Figure 20 Parties with Access to a Submission

