MyTDEC Forms Application: Printing or Downloading a Form

December 7th, 2020

Version 1.2



How do I print or download a form?

Overview

The following document will provide step-by-step guidance on how to print and download forms on the MyTDEC platform. Following these guidelines will result in your ability to access forms either in a hard copy or saved digitally onto your device.

Step-by-Step Guide

ep 1- Login to your Account					
1 Selecting Sign In					
egin by navigating to <u>https://</u> n "Sign In" from the list of op	forms.tdec.tn.gov/ . Once you see the screen below, click otions at the top of the page.				
Department of Environment & Conservation 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 portal!				
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.

In most o	cases your User ID is your registered email address. If you are an
agency u	iser and your agency has opted to use Windows Authentication,
your age	ncy's Windows username will be your User ID.
User ID:*	
[
Passwor	d. *
rassword	u



Step 2 – Access Form History

2.1 Visit History Page

If your log in is successful, you will be redirected to the page below. Click on the **"History"** tab to access your forms.

Home Finder History Help	Elizabeth P Geer Sign C
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 portal!
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 2 – Access Form History

2.2 Find Form Details

The image below is an example display of how your **form history** will be presented. In order to view the form to be able to print or download it, please click the **magnifying glass icon**, which is highlighted to the right.

otal records: 2 Filtered total: 2 Page total: 2					Filter:		
Submission #	Alternate Identifier	↓ [■] Created	\$ Submitted	Submission Name	Status	\$ Locked	Actions
HP4-1Q7H-		11/05/2020 05:10 PM	11/05/2020 05:18 PM	NPDES Notice of Intent - Construction General Permit (CGP)	Complete (Due)	No	٩
HP4-1PVS-		11/05/2020 01:16 PM	11/05/2020 01:23 PM	NPDES Notice of Intent - Construction General Permit (CGP)	Complete (Due)	No	٩
		I (1/1		10 per page 🗸			



Step 3 – Print or Download the Form or Form Confirmation The image below displays the overview of a submitted form. Your options for **printing** or downloading the form are on the right. You also can view the form confirmation, and print and download this confirmation as well. BMISSION OVERVIEW NPDES Notice of Intent - Construction General Permit (CGP) omplete view of the mitted form data ID # HP4- SITE NAME REVISION 3 SUBMITTED 11/05/2020 (6 days ago) by 👤 📃 🔤 Status COMPLETE Summary 0 ORIGINALLY STARTED Revisions Processing SUBMISSION ID HP4-🖶 Print SITE NAME (between a SUBMISSION REASON -➡ Download / Export View Confirmation Notes & Issues ITE INFOR Figure 5 Submission Overview Action Options

