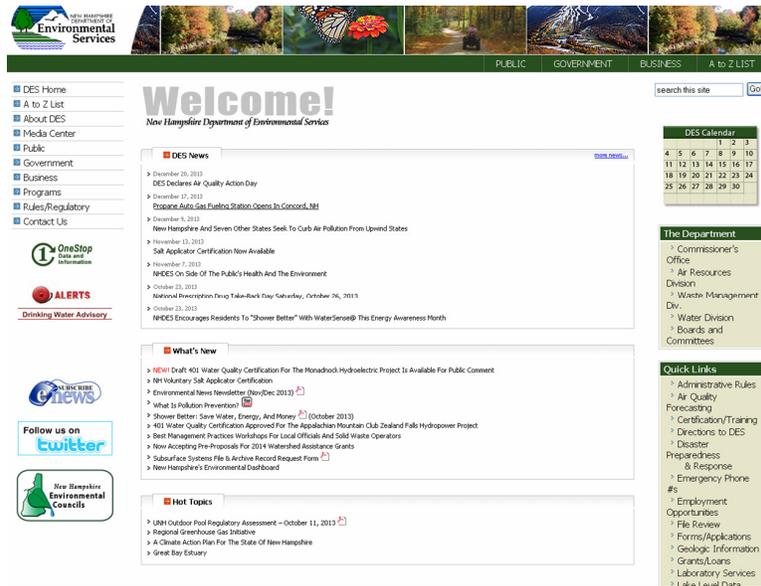


## Instructions for Becoming a OneStop Data Provider

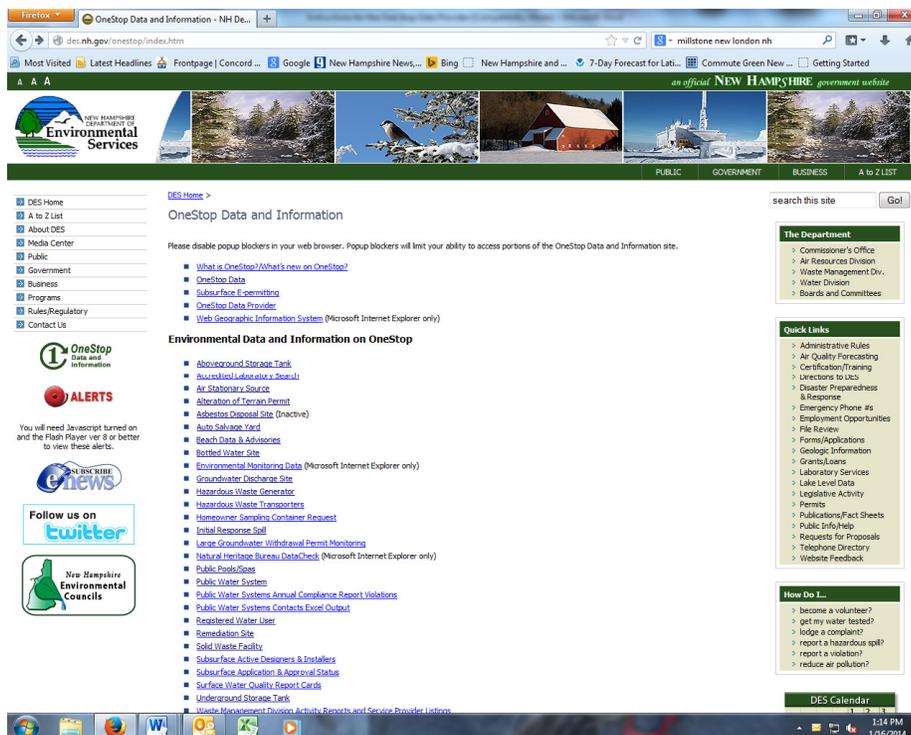
In order to begin the online process for the Air E-Permit application system, you must first register to become a OneStop Data Provider at the NH DES website [www.des.nh.gov](http://www.des.nh.gov).

### OneStop Data Provider Registration Procedures:

1. Go to [www.des.nh.gov](http://www.des.nh.gov)



2. Click on the symbol  to go to the OneStop Data and Information page.
3. Select the hyperlink labeled 'OneStop Data Provider'



#### 4. Select 'New User'



OneStop Data Provider Login [Data Provider Help](#)

Friday, Dec. 27, 2013

User Name:

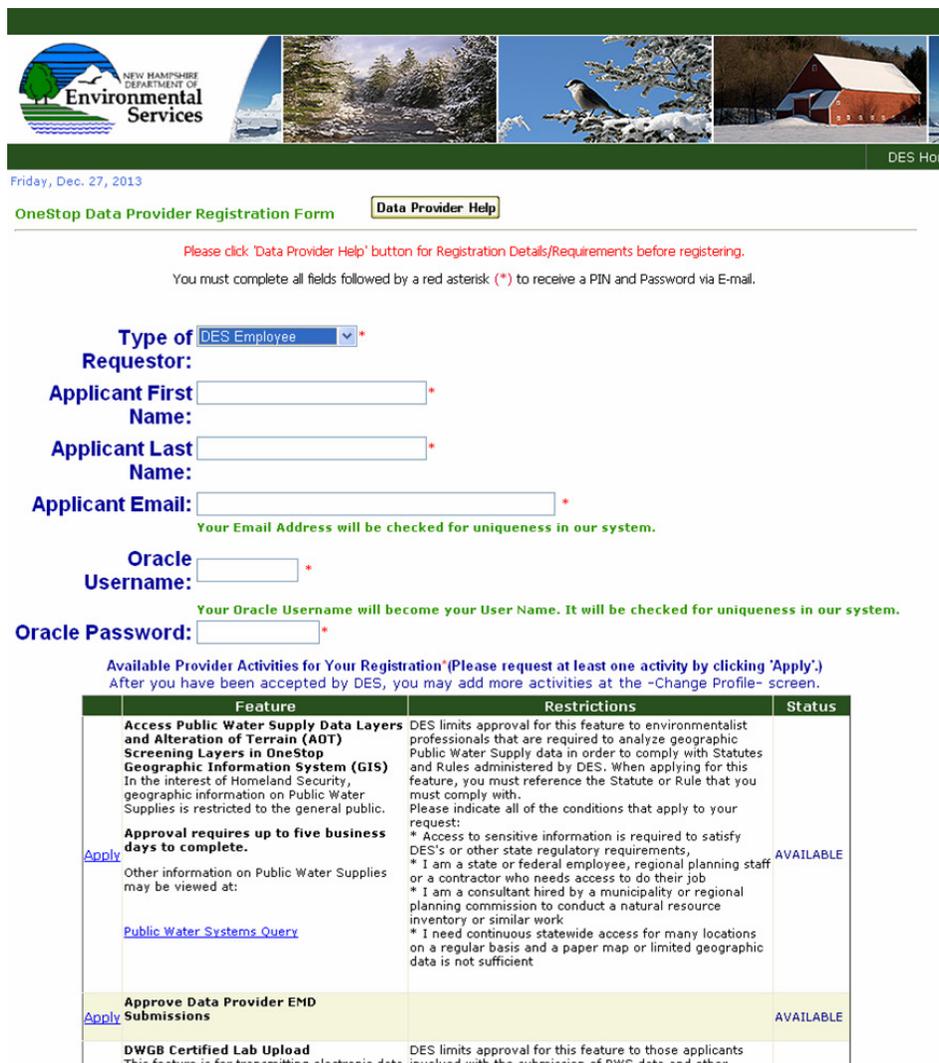
PIN:

Password:

[Forgot your PIN or Password? Click here](#)

DES employees: You do not need to register to use GIS.  
Click the 'OneStop Menu' link and go directly to that application.

#### 5. Complete the required fields as indicated by the \*.



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OneStop Data Provider Registration Form [Data Provider Help](#)

Please click 'Data Provider Help' button for Registration Details/Requirements before registering.

You must complete all fields followed by a red asterisk (\*) to receive a PIN and Password via E-mail.

Type of Requestor:  \*

Applicant First Name:  \*

Applicant Last Name:  \*

Applicant Email:  \*

Your Email Address will be checked for uniqueness in our system.

Oracle Username:  \*

Your Oracle Username will become your User Name. It will be checked for uniqueness in our system.

Oracle Password:  \*

Available Provider Activities for Your Registration\*(Please request at least one activity by clicking 'Apply').  
After you have been accepted by DES, you may add more activities at the -Change Profile- screen.

Feature	Restrictions	Status
<b>Access Public Water Supply Data Layers and Alteration of Terrain (ADT) Screening Layers in OneStop Geographic Information System (GIS)</b> In the interest of Homeland Security, geographic information on Public Water Supplies is restricted to the general public. <b>Approval requires up to five business days to complete.</b> <a href="#">Apply</a> Other information on Public Water Supplies may be viewed at: <a href="#">Public Water Systems Query</a>	DES limits approval for this feature to environmentalist professionals that are required to analyze geographic Public Water Supply data in order to comply with Statutes and Rules administered by DES. When applying for this feature, you must reference the Statute or Rule that you must comply with. Please indicate all of the conditions that apply to your request: * Access to sensitive information is required to satisfy DES's or other state regulatory requirements. * I am a state or federal employee, regional planning staff or a contractor who needs access to do their job * I am a consultant hired by a municipality or regional planning commission to conduct a natural resource inventory or similar work * I need continuous statewide access for many locations on a regular basis and a paper map or limited geographic data is not sufficient	AVAILABLE
<b>Approve Data Provider EMD Submissions</b> <a href="#">Apply</a>		AVAILABLE
<b>DWGB Certified Lab Upload</b> This feature is for transmitting electronic data	DES limits approval for this feature to those applicants involved with the submission of PWS data and other	

6. Apply for the features that you need. In this case select: "Online Air Permitting" and/or "Online Air Permits-by-Notification" when completing the request. For Instructions and Help, during this process click on the 'Data Provider Help' button.

	If you only wish to view data, do not apply for this feature; use the following link instead: <a href="#">Public Water Systems Query</a>		
<a href="#">Apply</a>	<b>Online Air Permits-by-Notification</b> This feature allows for the submission of Permits-by-Notification for mobile rock crushing plants.	DES limits approval for this feature to those applicants involved with the submission of Permit-by-Notification requests.	AVAILABLE
<a href="#">Apply</a>	<b>Online Air Permitting</b> This feature is for submitting air permit applications to DES in accordance with RSA 294-E, Uniform Electronic Transactions Act.	Currently limited to General State Permit applications.	AVAILABLE
<a href="#">Apply</a>	<b>Petroleum Reimbursement Request Entry</b> Reimbursement Entry for the reimbursement of expenses for site cleanup projects.	DES limits approval for this feature to those applicants involved with the submission of reimbursement requests.	AVAILABLE
<a href="#">Apply</a>	<b>RTAPS in a Snap</b> This is a Microsoft excel based program that will allow you to calculate the compliance status of your facility to the New Hampshire air toxics rule, Env-A 1400.	DES limits approval for this feature to facility managers that are required to assess their facility's air toxics compliance status.	AVAILABLE
<a href="#">Apply</a>	<b>Subsurface Bureau Online Permitting</b> This feature is for electronic submittal of Subsurface Bureau Permit Applications including Individual Sewage Disposal Systems (ISDS) and Subdivisions of Land in accordance with RSA 294-E, Uniform Electronic Transactions Act.	This feature is restricted to permitted septic system designers and installers and land surveyors	AVAILABLE
<a href="#">Apply</a>	<b>Update Public Water Supply Contacts</b> This feature is for submitting information to DES in accordance with RSA 294-E, Uniform Electronic Transactions Act. The Public Water Supplies Contact database does not provide information on Public Water Supplies. Note that non-geographic information may be viewed at: <a href="#">Public Water Systems Query</a>	DES limits approval for this feature to those applicants associated with NH Public Water Systems (PWS). When applying for this feature, you must list a PWS ID that you are associated with and your association.	AVAILABLE
<a href="#">Apply</a>	<b>Upload Reports/Documents for the Waste Management Division</b> This feature is for transmitting electronic documents to DES in accordance with RSA 294-E, Uniform Electronic Transactions Act. If you only wish to view data, do not apply for this feature; use the following link instead: <a href="#">ORCB Query</a>	DES limits approval for this feature only to those applicants involved with submission of reports/documents as required by Statutes and Rules administered by DES.	AVAILABLE
<a href="#">Apply</a>	<b>Upload Station or Activity Data for the Environmental Monitoring Database (EMD)</b> This feature is for transmitting electronic data to DES in accordance with RSA 294-E, Uniform Electronic Transactions Act. If you only wish to view data, do not apply for this feature; use the following link instead: <a href="#">Environmental Monitoring Menu</a>	DES limits approval for this feature to those applicants involved with submission of sampling data to the Environmental Monitoring Database, as requested by a DES project manager or staff member. When applying for this feature, you must reference the DES staff member that requested the data.	AVAILABLE
<a href="#">Apply</a>	<b>Water Use Reporting</b> This feature is for transmitting electronic data to DES in accordance with RSA 294-E, Uniform Electronic Transactions Act. Providing water use data through this application will satisfy the water use reporting requirements outlined in Env-Wq 2102.18, 2102.30, & 2102.31.	DES limits approval for this feature to those applicants involved with the submission of water use data in accordance with RSA 488 and Env-Wq 2102. When applying for this feature, you must specify the unique five digit Water User ID (WUID) associated with the facility. If you are responsible for reporting water use data for multiple facilities, please provide each WUID.	AVAILABLE
<a href="#">Apply</a>	<b>Well Completion Reports</b> DES limits approval for this feature to those applicants associated with licensed NH Water Well Contractors. When applying for this feature, you must list a Well Contractor License Number that you are associated with and your association.	This application is used for the licensed NH Water Well Contractors to sign into and fill out necessary forms. These forms do require signatures.	AVAILABLE

Company Name:

Address 1:

7. Click the 'I agree' button at the bottom of the registration form to provide consent for the agreement between DES and the Data Provider.

Registration  
and your association.

Company Name:

Address 1:

Address 2:

City:

State: New Hampshire-US

Zip:

Phone:

Phone Extension:

Secondary Phone:

Sec. Phone Extension:

Fax:

Primary E-mail:

Secondary E-mail:

**Agreement between Data Provider and DES:**

I understand that I am responsible for the accuracy of the information submitted in this request for a PIN and Password that will allow me to access, via the Internet, certain information held by the Department of Environmental Services.

I further understand that the information to which I am requesting access is security-sensitive, and I agree to (1) protect the PIN and Password provided to me by the Department of Environmental Services to prevent any unauthorized use thereof, and (2) protect against further dissemination and/or unauthorized use of any and all information obtained using the PIN and Password to the extent reasonable in light of the legitimate use for which the information is needed, as described above.

I understand that RSA 641:3 provides criminal penalties for making false or otherwise misleading statements with a purpose to deceive a public servant in the performance of official duties.

I understand that by clicking on I AGREE, I am solely responsible for the PIN and Password I am about to receive and for any and all information collected using the PIN and Password, and that NO LIABILITY IS INCURRED BY THE STATE by reason of providing the requested access.

I understand that if I do not agree to be the sole responsible party, I should click CLOSE to discontinue the PIN/Password request process.

8. Next review your registration form then click the **'Submit'** button at the bottom of the registration form.

<a href="#">Apply</a>	<b>Upload Reports/Documents for the Waste Management Division</b> This feature is for transmitting electronic documents to DES in accordance with RSA 294-E, Uniform Electronic Transactions Act. If you only wish to view data, do not apply for this feature; use the following link instead: <a href="#">DES/CB source</a>	DES limits approval for this feature only to those applicants involved with submission of reports/documents as required by Statutes and Rules administered by DES.	AVAILABLE
<a href="#">Apply</a>	<b>Upload Station or Activity Data for the Environmental Monitoring Database (EMD)</b> This feature is for transmitting electronic data to DES in accordance with RSA 294-E, Uniform Electronic Transactions Act. If you only wish to view data, do not apply for this feature; use the following link instead: <a href="#">Environmental Monitoring Menu</a>	DES limits approval for this feature to those applicants involved with submission of sampling data to the Environmental Monitoring Database, as requested by a DES project manager or staff member. When applying for this feature, you must reference the DES staff member that requested the data.	AVAILABLE
<a href="#">Apply</a>	<b>Water Use Reporting</b> This feature is for transmitting electronic data to DES in accordance with RSA 294-E, Uniform Electronic Transactions Act. Providing water use data through this application will satisfy the water use reporting requirements outlined in Env-Wq 2102.10, 2102.20, & 2102.31.	DES limits approval for this feature to those applicants involved with the submission of water use data in accordance with RSA 488 and Env-Wq 2102. When applying for this feature, you must specify the unique five digit Water User ID (WUID) associated with the facility. If you are responsible for reporting water use data for multiple facilities, please provide each WUID.	AVAILABLE
<a href="#">Apply</a>	<b>Well Completion Reports</b> DES limits approval for this feature to those applicants associated with licensed NH Water Well Contractors. When applying for this feature, you must list a Well Contractor License Number that you are associated with and your association.	This application is used for the licensed NH Water Well Contractors to sign into and fill out necessary forms. These forms do require signatures.	AVAILABLE

**Company Name:**   
**Address 1:**   
**Address 2:**   
**City:**   
**State:** New Hampshire-US   
**Zip:**   
**Phone:**     
**Phone Extension:**   
**Secondary Phone:**     
**Sec. Phone Extension:**   
**Fax:**     
**Primary E-mail:**   
**Secondary E-mail:**

Please click [Submit] to check that your information meets our requirements.

9. You will be notified through **two emails** whether you have received authorization for the feature(s) requested. The first email will indicate if your registration as a OneStop User has been approved along with your **user name and password**, and the second email will provide you with your **PIN number**. Since this request is reviewed by DES staff, this step may take 1-5 business days.



Dear :

You have been **APPROVED** for a PIN through the New Hampshire Department of Environmental Services OneStop Data Retrieval/Data Provider Application.

Your PIN is: 12345

?Your acceptance of this e-mail is with the understanding that the information to which you are requesting access is security-sensitive, and that you agree to:

1. Protect the PIN and password provided to you by the Department of Environmental Services to prevent any unauthorized use thereof; and
2. Protect against further dissemination and/or unauthorized use of any and all information obtained using the PIN and password to the extent reasonable in light of the legitimate use for which the information is needed, as described above.

You are solely responsible for the PIN and password you have received and for any and all information collected or submitted using the PIN and password, and that **NO LIABILITY IS INCURRED BY THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES** by reason of providing the requested access.

**This is an automated response from the New Hampshire Department of Environmental Services OneStop Data Retrieval/Data Provider Application.**



Dear :

You have been **APPROVED** for a PIN/password through the New Hampshire Department of Environmental Services OneStop Data Retrieval/Data Provider Application. You will receive your PIN through a separate e-mail. Your full credentials will consist of your user name, password and PIN.

Your user name is:  
Your password is:

The DES response to your requested activities is:

	Activity / Status	DES Contact for this Activity
Online Air Permitting Status: APPROVED		<a href="#">Questions about this activity? Click here to email the program activity registration coordinator.</a>
Online Air Permits-by-Notification Status: APPROVED		<a href="#">Questions about this activity? Click here to email the program activity registration coordinator.</a>

Your acceptance of this e-mail is with the understanding that the information to which you are requesting access is security-sensitive, and that you agree to:

1. Protect the PIN and password provided to you by the Department of Environmental Services to prevent any unauthorized use thereof; and
2. Protect against further dissemination and/or unauthorized use of any and all information obtained using the PIN and password to the extent reasonable in light of the legitimate use for which the information is needed, as described above.

You are solely responsible for the PIN and Password you have received and for any and all information collected or submitted using the PIN and password, and that **NO LIABILITY IS INCURRED BY THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES** by reason of providing the requested access.

If you have any questions about the status of an activity, please click the link above for the person associated with that activity.

**This is an automated response from the New Hampshire Department of Environmental Services OneStop Data Retrieval/Data Provider Application.**

10. Once you have been approved and have received these emails, you can log into the OneStop Data Provider page. Visit: <https://www2.des.state.nh.us/OnestopDataProviders/DESLogin.aspx> and enter your User Name, PIN, and Password and click 'Submit'.

