Instructions for Becoming a OneStop Data Provider

In order to begin the online process for the Subsurface E-Permitting system, you must first register to become a OneStop Data Provider at the NH DES website www.des.nh.gov.

OneStop Data Provider Registration Procedures:

1. Go to www.des.nh.gov

2. Click on the symbol on the left side of the page to go to the OneStop Data and Information page.

3. Select the hyperlink labeled OneStop Data Provider
4. Select **New User**.

5. Complete the required fields as indicated by the *. Select “Designer/Installer” as Type of Requestor.

6. Select “Apply” next to **Subsurface Bureau Online Permitting** when completing the request. For Help during this process click on the **Data Provider Help** button at the top of the page.

7. Click the **I Agree** button at the bottom of the registration form to consent to the agreement between you (the Data Provider) and DES.
8. Review your completed registration form information, and then click the **Submit** button at the bottom of the registration form.

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

9. You will be redirected to the following page when your registration has been successfully submitted.
9. You will be notified if/when you have received authorization to submit Subsurface applications via the Subsurface E-Permitting system. This authorization will come to you via **two emails from orcb.wmd@des.nh.gov**.

10. If you have received approval, the first email will include your **User Name (your email) and password**. The second email will include your **PIN number**. You will need all 3 pieces of information (your registered user name (your email), your PIN number and your password) in order to log-in.

NOTE: Since this request is reviewed by DES staff, who will check the status of your designer, installer or surveyor permits (licenses), this step may take 1-5 business days.

11. After you receive your **User Name (your email), PIN number and password**, follow Steps 1, 2 and 3, above and enter the information at this screen and click **Submit**.

12. Enter a **New Password, Confirm New Password**, choose a **Secret Question** and provide a **Secret Answer**. This information is used to recover your PIN number and password if you lose them!

13. If you are successful, you will be directed to the following screen and receive an email from **orcw.wmd@des.nh.gov**, confirming your changes.

14. Keep your Profile in **Data Provider** up-to-date with your current work email, work telephone and work address by using the **Change Profile** link.