



Transfer or Change Name of an Existing WPCF Onsite Permit Coverage

Version 1.0

April 2025



This document was prepared by
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Version 1.0
Last updated: April 2, 2025



Translation or other formats

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Table of contents

System Overview	5
1. Introduction	6
2. How to apply for a permit transfer	6
2.1. Basic info tab	7
2.2. Attachment tab	9
2.3. Payment tab	11
2.4. Review tab	21
2.5. Submission tab	21
3. How to apply for a name change	23
3.1. Basic info tab	25
3.2. Attachment tab	27
3.3. Payment tab	28
3.4. Review tab	38
3.5. Submission tab	39
4. Password, pin and security questions	41
4.1. Password	41
4.2. Pin	41
4.3. Security questions.....	42
5. Track your submittal status	42
5.1. Submittal summary tab	43
5.2. Attachment tab	44
5.3. Issuance tab.....	44
5.4. Email history tab.....	45
5.5. Payment tab	45
5.6. Correspondence tab.....	46
6. WPCF Onsite Permitting Staff Contacts	47
7. Helpdesk and Resources	47
8. Revision history	47

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System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.

[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

Recommended browser: Google Chrome.

Visit the DEQ website to find [additional information about Your DEQ Online](#) or view the [Your DEQ Online Help page](#)

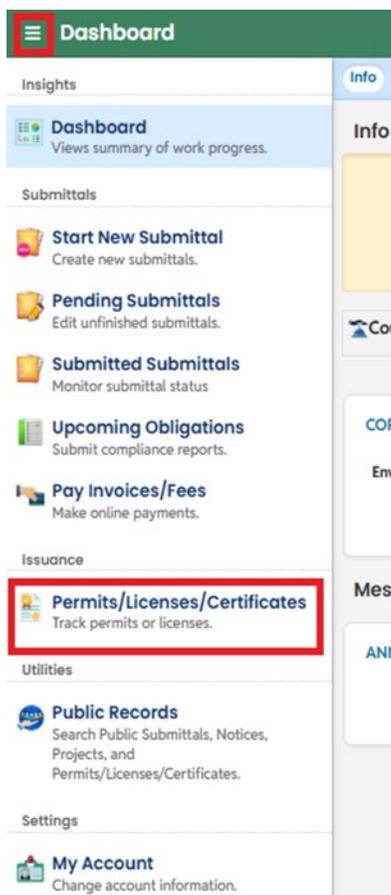
Transfer or Change Name of an Existing WPCF Onsite Permit Coverage in YDO
Error! Reference source not found.

1. Introduction

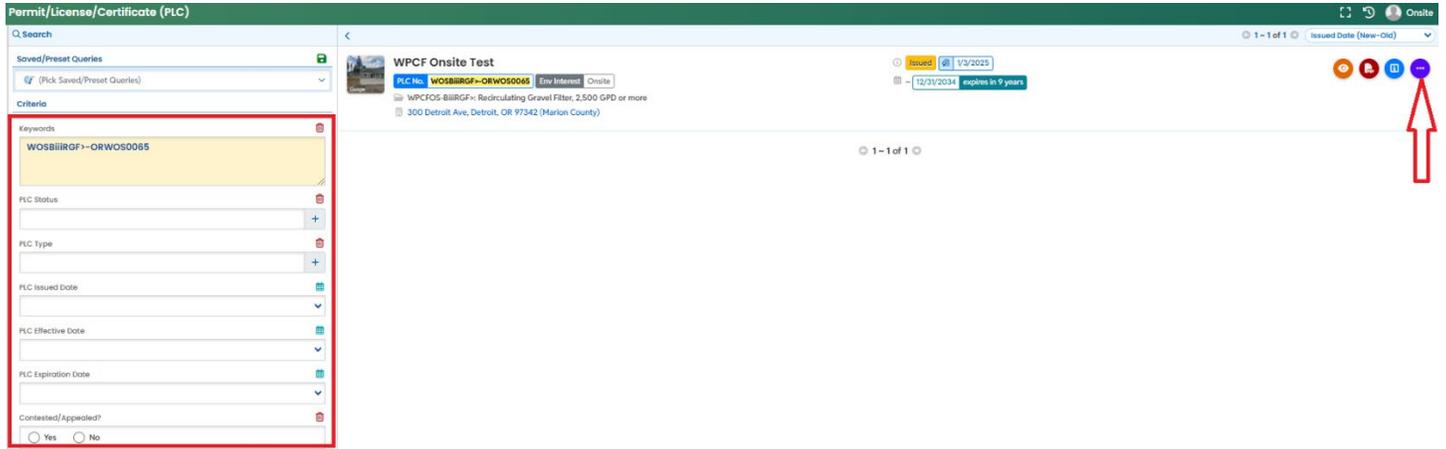
This document provides information to the owner of a facility that needs to transfer or change the name of an existing Water Pollution Control Facilities Onsite permit in [Your DEQ Online](#).

2. How to apply for a permit transfer

Login to your account on the [Your DEQ Online Public Portal](#). From the Dashboard, expand the left menu by clicking on the menu icon  at the top left-hand corner of the screen. Select the 'Permits/Licenses/Certificates' icon  to create a permit transfer submittal.



On the “Permits/Licenses/Certificates” page, use search functions on the right-side panel to locate the permitted facility that needs to be transferred.



Click the blue ellipsis icon  for permit actions dropdown. The permit actions allowed, in order, are amend, renew, name change, transfer and terminate. Select the transfer icon  to start permit transfer submittal.

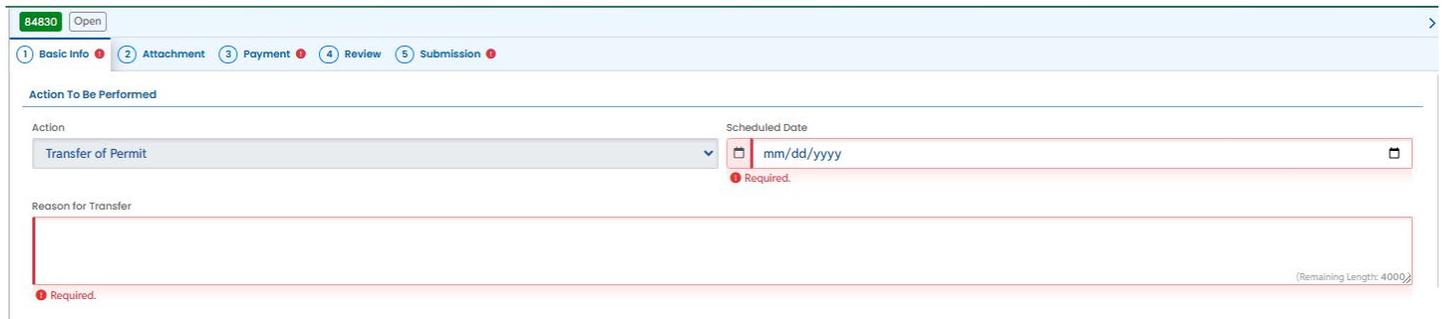


2.1. Basic info tab

Complete all required fields in each section of the basic info tab. Save your data entry frequently by clicking on the pink disk . You can view instructions for completing the application by clicking the Get Information icon  located in the submittal information section on located on right-hand side of screen.

Enter the legal name of the applicant. The name must be a legal, active name registered with the Oregon Secretary of State, Corporation Division. Refer to the application instructions for more information. The legal name should be the same as the current legal name in which the permit is issued.

Enter the common name if different than the legal name.



Complete the previous permittee information section.

Previous Legal Name and Common Name

Previous Legal Name

Required

Previous Common Name

Required

Previous Facility Contact

Salutation First Name M.I. Last Name
Required. Required.

Company Title Email
Required.

Phone Mobile Fax
000-000-0000x00000 000-000-0000 000-000-0000
Required.

Complete the new legal name and common name section. The name must be a legal, active name registered with Secretary of State.

New Legal Name and Common Name

New Legal Name
Required

New Common Name
Required

The name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division (http://egov.sos.state.or.us/br/pkg_web_name_srch_inq_login) unless otherwise exempted by their regulations.

Complete all the required fields in the responsible official contact section. A responsible official is the person that receives official correspondence from DEQ.

New Legal/Responsible Official Contact

Salutation M.I. Last Name
Required. Required.

Company Title Email
Required. Required.

Phone Mobile Fax
000-000-0000x00000 000-000-0000 000-000-0000
Required.

Country
 United States Canada

Address Building, Unit, Suite, or Floor #
Required.

City State Zip Code
Required. Required.

The Responsible Official is the person that receives official correspondence from DEQ, such as renewal notices or notices of noncompliance, and may be contacted if there are questions about this application

Complete all required fields in the facility contact section. The facility contact is the person located at the facility that has specific knowledge of the facility or operation under permit.

New Facility Contact

Copy from Legal/Res The Facility Contact is the person located at the facility that has specific knowledge of the facility or operation under permit (e.g., the treatment plant operator), and may be contacted if there are specific questions about this application.

Salutation M.I. Last Name **Required.**

Company Title Email **Required.**

Phone 000-000-0000x00000 **Required.** Mobile 000-000-0000 Fax 000-000-0000

Country United States Canada

Address **Required.** Building, Unit, Suite, or Floor #

City **Required.** State OR (Oregon) Zip Code 00000-0000 **Required.**

Complete all the required fields in the invoice contact section. The invoice contact for person responsible for paying the annual compliance determination fee.

New Invoice Contact

Copy from Legal/Res Enter invoicing information for billing purposes if different from the Responsible Official (e.g., "Invoice To: Business Office - Accounts Payable")

Salutation M.I. Last Name **Required.**

Company Title Email **Required.**

Phone 000-000-0000x00000 **Required.** Mobile 000-000-0000 Fax 000-000-0000

Country United States Canada

Address **Required.** Building, Unit, Suite, or Floor #

City **Required.** State OR (Oregon) Zip Code 00000-0000 **Required.**

Indicate whether the transfer will result in a change of wastewater or an increased discharge that is not addressed by current permit condition. If marked yes, provide an explanation of the change and attach a statement of wastewater change.

Will the transfer of ownership result in a change in the character of pollutants being discharged or a new or increased discharge not addressed by current permit conditions?

Yes No

Explanation (Remaining Length: 4000)

Required.

2.2. Attachment tab

Required submittal attachments are located on the right-side panel of the screen. A red asterisk icon * indicates a required attachment for the submittal.

[Document title]

Version 1.0

Attachment Types



* represents required attachments.

* Proof of Acquired Interest

A bill of sale or other proof that the new owner has acquired a property interest in the permitted activity.

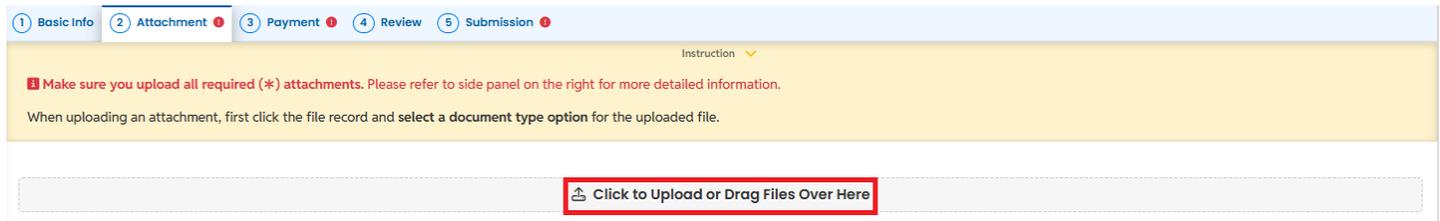
gif jpg png pdf doc xls xlsx msg xlms csv

* Statement of Wastewater Change

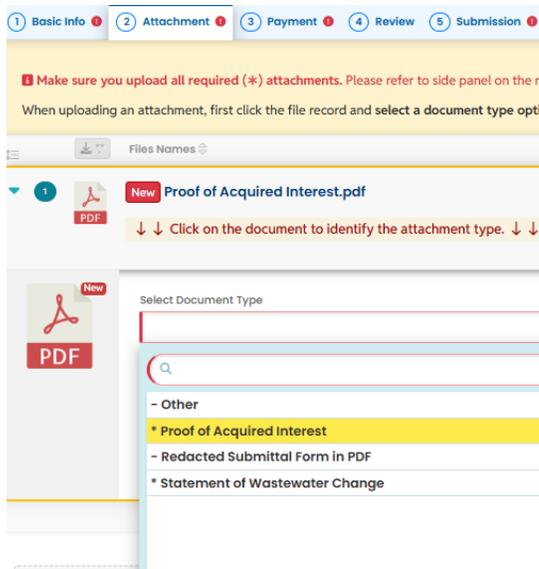
Statement of Wastewater Change

gif jpg pdf doc docx xls xlsx

Upload attachments using the 'Click to Upload or Drag Files Over Here' icon.



When uploading an attachment, first click the file record and **select a document type option** for the uploaded file. Repeat for each attachment uploaded. If you have additional attachments other than the required, select 'other'.



If you need to delete an attachment, click on the trash icon  .

[Document title]

Version 1.0

The screenshot shows a document upload interface with a navigation bar at the top containing five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. Below the navigation bar is an instruction: "When uploading an attachment, first click the file record and select a document type option for the uploaded file." The main area displays two files:

- File 1: **Proof of Acquired Interest.pdf** (PDF, 287 KB, 2/18/2025, v1). The document type is "Proof of Acquired Interest".
- File 2: **STATEMENT OF WASTEWATER CHANGE.docx** (DOCX, 33 KB, 2/18/2025, v1). The document type is "Statement of Wastewater Change".

2.3. Payment tab

Please ensure all required data is entered on the submittal form and required attachments are provided before you can pursue payment. For a new submittal, please click on the **SAVE button**  to confirm the fee amount before you continue.

Submittals are the applications and renewals for permits as well as the reporting obligations that a public user submits to a DEQ program in Your DEQ Online. For submittals that require payment, the public user enters payment information in the Payment tab.

The navigation bar consists of five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The "Payment" tab (3) is highlighted with a red circle and an exclamation mark, indicating it is the active or required step.

In the Payment tab, you will see required fees for the submittal plus the 4% technology fee. Your DEQ Online offers three methods for payment: ACH electronic transfer (e-check), credit card, or check by mail. Electronic payments are secure, immediate and enable faster processing of your submittals.

The screenshot shows the Payment tab interface. At the top, there is a message: "Please complete the payment process." Below this is a yellow banner: "DEQ adds a 4% technology fee to every fee payment processed through YDO." The payment summary is as follows:

Fee	Service	Paid	Due
\$ 240.00	+ \$ 9.60	- \$ 0.00	= \$ 249.60

Below the summary is a section titled "Fees" with three items:

- Application Filing Fee**: \$ 123.00. Includes Permit/License/Certificate Fee and Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES.
- Surcharge Fee**: \$ 117.00. Includes Permit/License/Certificate Fee and Surcharge Fee.
- Technology Fee**: \$ 9.60. Includes Additional Fee. Note: "The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system."

At the bottom, there is a button labeled "3 Results".

Secure payment by ACH or e-check through U.S. Bank requires routing and account numbers to make a payment. To begin, select the "Pay Amount Due" button in the Payment tab.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee: \$ 240.00 + Service: \$ 9.60 - Paid: \$ 0.00 = Due: \$ 249.60 Pay Amount Due

Fees

Application Filing Fee ① Permit/License/Certificate Fee ① Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES	\$ 123.00
Surcharge Fee ① Permit/License/Certificate Fee ① Surcharge Fee	\$ 117.00
Technology Fee ① Additional Fee ① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.	\$ 9.60

3 Results

Payment Transactions
No payment transaction records.

Pay by ACH. Select the ACH option and click “Pay Now.” You will be directed to a secure payment portal, DEQ GovOnline Payments, to complete the payment process. There are no additional fees for using this payment method.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee: \$ 240.00 + Service: \$ 9.60 - Paid: \$ 0.00 = Due: \$ 249.60 Pay Amount Due

ACH **Automated Clearing House (ACH) payment method:** Pay Now

Credit Card
When clicking **Pay Now** button, you will be **redirect** to agency's payment portal to finish the payment.

Check by Mail
Once finished, you will be redirected back to the system to finish the task.

In the payment portal, you may register an account with U.S. Bank or pay without registering. If you choose to register an account, U.S. Bank will securely store your payment methods and provide a record of your online payments.

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

User Name [Forgot Your User Name?](#)

Password [Forgot Your Password?](#)

[Register](#)
[Pay Without Registering](#)

[Document title]

Version 1.0

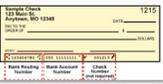
For one-time payments, enter your contact information, bank routing and account numbers. Select “Continue” to process the payment. Note: The system will automatically bring in the contact information from the Your DEQ Online account, but you can change it if needed.

Make a Payment

My Payment
DEQ GovOnline Pymts
Amount Due: \$67.60

Payment Information
Frequency: One Time
Payment Amount: \$67.60
Payment Date: Pay Now

Contact Information
First Name: _____
Last Name: _____
Company: (Optional) _____
Address 1: _____
Address 2: (Optional) _____
City: _____
State: Select ▾
Zip Code: (Optional) _____
Phone Number: _____
Email Address: _____
[Become a Registered User](#)

Payment Method

Bank Routing Number: _____
Bank Account Number: _____
Bank Account Type: Checking Savings This is a business account

When the payment is complete, you will receive a receipt and a confirmation email from U.S. bank. **Important note:** Completing a payment does not complete the submittal process. You must select “Return to Your DEQ Online” and go to the “Submission” tab to complete the submittal process.

Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.
Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

Once you have returned to Your DEQ Online, a record of the payment will be shown in the Payment tab.

Important note: After making an online payment, go to the "Submission" tab and complete your Submittal within the same business day. DEQ is not able to process "Pending" submittals and payments to "Pending" submittals. The Responsible Official is the type of account that can certify and complete a submittal.

Fee	Service	Paid	Balance
\$ 65.00	+ \$ 2.60	- \$ 67.60	= \$ 0.00

Fees

Fee	Amount
Supervisor Fee	\$ 65.00
Technology Fee	\$ 2.60

Payment Transactions

Transaction	Amount
ePayment (ACH)	\$ 67.60

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

.....

Show Question Answer

PIN Number

PIN: *

.....

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

Pay by credit card. For secure payments by credit card through U.S. bank, you will be required to enter card holder and card information. A convenience charge of 2.3% will be added to the total amount due by U.S. Bank. This convenience charge will not be reflected in Your DEQ Online, and it will appear as a separate item on your credit card statement. To begin, select the “Pay Amount Due” button in the “Payment” tab.

1 Basic info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 240.00	+ \$ 9.60	- \$ 0.00	= \$ 249.60

ACH Credit Card Check by Mail

Credit Card payment method:

When clicking **Pay Now** button, you will be **redirected** to agency's payment portal to finish the payment.

Once finished, you will be redirected back to the system to finish the task.

Pay Now

In the payment portal, you may register an account with U.S. Bank or pay without registering. If you choose to register an account, U.S. Bank will securely store your payment methods and provide a record of your online payments.

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

User Name [Forgot Your User Name?](#)

Password [Forgot Your Password?](#)

Log In

[Register](#)

[Pay Without Registering](#)

For one-time payments, enter your contact and credit card information. Select “Continue” to process the payment. Note: The system will automatically bring in the contact information from the Your DEQ Online account, but you can change it if needed.

Make a Payment

My Payment

DEQ GovOnline Pymts

Amount Due \$67.60

Payment Information

Frequency One Time
Payment Amount \$67.60
Payment Date Pay Now

Contact Information

First Name
Last Name
Company (Optional)
Address 1
Address 2 (Optional)
City
State
Zip Code (Optional)
Phone Number
Email Address

[Become a Registered User](#) 

Payment Method

Card Number   
Expiration Date Month Year
Card Security Code 
Card Billing Address Use my contact information address
 Use a different address

A 2.3% convenience fee will be added by US Bank for this credit card transaction. The convenience fee will be displayed on the next page where you can cancel or confirm your payment. The fee will not be shown in Your DEQ Online. There will be two (2) charges on your credit card statement, one for the DEQ payment and one for the convenience fee.

NOTE: US Bank does not add convenience fees for ACH e-payments. If you would like to select a different payment method, click the Exit link in the upper right hand corner of this page.

[Cancel](#)

When the payment is complete, you will receive a receipt and a confirmation email from U.S. bank. **Important note:** Completing a payment does not complete the submittal process. You must select "Return to Your DEQ Online" and go to the "Submission" tab to complete the submittal process.

Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.
Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

[Document title]

Version 1.0

Once you have returned to Your DEQ Online, the processed payment will be shown in the “Payment” tab. The Responsible Official is the type of account that is able to certify and complete a submittal.

Important note: The RO should proceed to the “Submission” tab to complete the submittal within the same business day of completing the payment. DEQ is not able to process “Pending” submittals and payments to “Pending” submittals.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

No amount due.

Fee Service Paid Balance
\$ 65.00 + \$ 2.60 - \$ 67.60 = \$ 0.00

Fees		Payment Transactions	
Supervisor Fee	\$ 65.00	✓ Credit Card	\$ 67.60
① Permit Fee		07/13/2022 07/13/2022	
		# DEQST000010701	
Technology Fee	\$ 2.60		
① Additional Fee			
① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.			

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

.....

Show Question Answer

PIN Number

PIN: *

.....

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

←

Pay by check. To pay by check, select check by mail and click "Confirm Check by Mail." You will receive a message asking you to confirm the payment method.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 240.00	+ \$ 9.60	- \$ 0.00	= \$ 249.60

Pay Amount Due

ACH
 Credit Card
 Check by Mail

Check by Mail payment method:

Please make the check payable to

DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Confirm Check by Mail

i You have selected Check by Mail. The system will show the balance due until the check is received and posted. Please include a copy of your receipt of the Application with your Payment.

OK CANCEL

After you select “OK” to confirm, the “Payment” tab will display with a reminder message “Check in Transit/Waiting.” The system will continue to display the “Check in Transit/Waiting” record until the check is received by DEQ, after which time, DEQ will begin to process the submittal.

Important note: Completing a payment does not complete the submittal process. The Responsible Official must complete the instructions in the “Submittal” tab to complete the submittal process.

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

.....

Show Question Answer

PIN Number

PIN: *

.....

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit ←

Fee Detail

Fee Name	Fee Type	Fee Amount
Supervisor Fee	Permit Fee	\$65.00
Technology Fee	Additional Fee	\$2.60

Payment Detail

Payment Date	Fee Amount	Paid Amount	Payment Method
Total:	\$67.60	\$0.00	

Attachment List

Finish **Print** PDF

On the PDF of the submittal receipt, you will find mailing instructions and the DEQ Financial Services mailing address at the bottom of the document.

Submittal check payments must include a printed copy of the submittal receipt and be sent to the address below:

DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Do not mail checks to the any of the Regional DEQ offices as this will delay processing.



Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100

Date Created: 2/11/2025

Submittal Summary

Submittal ID: 84570

Facility (project site): YDO WPCF Onsite

Submittal: WPCF Onsite Wastewater Treatment Systems Permit

Submitted By: Onsite Tester

Email: jessica.joye@deq.oregon.gov

Submitted Date: 2025-02-06 13:37:47

Submittal Form Info

Submittal Name: WPCF Onsite Wastewater Treatment Systems Permit

Submission Method: Online

Fee Program ID: 54

Action Type: Renewal

Fee Program Name: WQONSITE

Payment Information (BALANCE DUE)

Processing Fee: \$1,446.00

Technology Fee: \$57.84

Total Amount Due: \$1,503.84

Total Amount Paid: \$0.00

To make a payment by mail, please send a copy of this Submittal Receipt with your payment to:

DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Make check payable to: Department of Environmental Quality

Fee Description	Amount
Application Filing Fee	\$123.00
Surcharge Fee	\$117.00
Permit Processing Fee	\$1,206.00
Technology Fee	\$57.84
Total:	\$1,503.84

2.4. Review tab

Please review your submittal info and any attachments provided. Under the Submittal Form(s) Summary section, sections that are incomplete will be identified with a red **x** and will indicate the tab with incomplete data.

If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

1 Basic Info **x** 2 Attachment 3 Payment 4 **Review** 5 Submission **x**

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

x Basic Info

Fees/Payments

Fee	Paid	Balance
\$ 0.00	– \$ 0.00	= \$ 0.00

Mandatory Attachment

Attachments are not required for this Submittal.

Uploaded Attachment

2.5. Submission tab

[Document title]

Version 1.0

Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement. Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Section 8). Click the Submit button at the bottom of the Submission tab to complete your facility's WPCF Onsite New Permit Application submittal.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please check the required fields on the form.

Certification Statement

I certify under penalty of law, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

I have read and agree to the above certification statement

Required.

Security Question

Security Question: what is the name of your home town newspaper? *

Required.

Show Question Answer

PIN Number

PIN: *

Required.

When you have completed the review and are ready to submit the relocation notice, select the Submit button at the bottom of the Submission tab.

Security Precautions

We maintain stringent system safeguards and physical and administrative protection to prevent misusing your information. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI-compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated at our discretion at any time.

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from damages resulting from accessing the website or from reliance upon any such information.

Submit



If any required fields have not been completed on the submission tab and/or any other tabs, the system will not allow the submission to successfully complete. The tabs at the top of the page will indicate to the user where a required field was not completed. Once the required field has been addressed, return to this Submission tab and select Submit.

[Document title]

Version 1.0

After the RO submits a summary of the submission is populated.

 **Submission Successful!**

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

Please click  **Receipt** to print your receipt.

Submittal Summary

Submittal ID: 85908

Submittal Date: 4/4/2025, 8:43:30 AM

Submittal By: Onsite Tester
5033785033
jessica.joye@deq.oregon.gov

Owner Information: Onsite Tester
5033785033
jessica.joye@deq.oregon.gov

Submittal Form Info

Name: WPCF Onsite Wastewater Treatment Systems Permit

Method: Online Submission

Fee Detail

Name	Type	Amount
Application Filing Fee	Permit/License/Certificate Fee	\$123.00
Surcharge Fee	Permit/License/Certificate Fee	\$117.00
Technology Fee	Additional Fee	\$9.60

Payment Detail

Date	Method	Fee Amount	Paid Amount
Total:		\$249.60	\$0.00

Certification

Statement: I hereby certify that the information contained in the application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative rules 340-045 and/or 340-071. This includes a new application fee to obtain the permit and a compliance determination fee invoiced annually by DEQ to maintain the permit.

Question: what is the name of your home town newspaper?

Answer: *****

PIN Number: *****

RO: Onsite Tester

Sender IP: 159.121.206.56

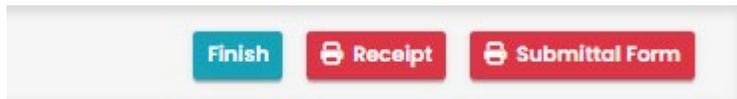
Uploaded Attachment List

No record.

Mail-to Attachment List

No record.

Click on “Receipt” or “Submittal Form” to review and save as a pdf for your records



3. How to apply for a name change

Login to your account on the [Your DEQ Online Public Portal](#). From the Dashboard, expand the left menu by clicking on the menu icon  at the top left-hand corner of the screen. Select the

‘Permits/Licenses/Certificates’ icon  to create a permit transfer submittal.

The screenshot shows a dashboard menu with several categories: Insights, Submittals, Issuance, Utilities, and Settings. The 'Permits/Licenses/Certificates' option is highlighted with a red box. Other options include 'Start New Submittal', 'Pending Submittals', 'Submitted Submittals', 'Upcoming Obligations', 'Pay Invoices/Fees', 'Public Records', and 'My Account'.

On the “Permits/Licenses/Certificates” page, use search functions on the right-side panel to locate the permitted facility that needs to be transferred.

This screenshot shows the search results for a permit. The search criteria panel on the left is highlighted with a red box. It includes fields for Keywords (WOSBIIIRGF--ORWOS0085), PLC Status, PLC Type, PLC Issued Date, PLC Effective Date, PLC Expiration Date, and Contested/Appealed? (Yes/No). The main results area shows a single entry for 'WPCF Onsite Test' with a PLC No. of WOSBIIIRGF--ORWOS0085, issued on 12/31/2024, and expiring in 9 years. A red arrow points to the action menu icon in the top right corner of the results card.

This screenshot shows multiple search results for permits. The search criteria panel on the left is highlighted with a red box, showing Keywords: WOSBIIIRGF--ORWOS0069. The results list includes 'YDO WPCF Onsite' with PLC No. WOSBIIIRGF--ORWOS0049, issued on 1/31/2025, and 'YDO WPCF Onsite' with PLC No. WOSBIIIRGF--ORWOS0049, retired by permit action on 2/6/2025. A red arrow points to the action menu icon in the top right corner of the results card.

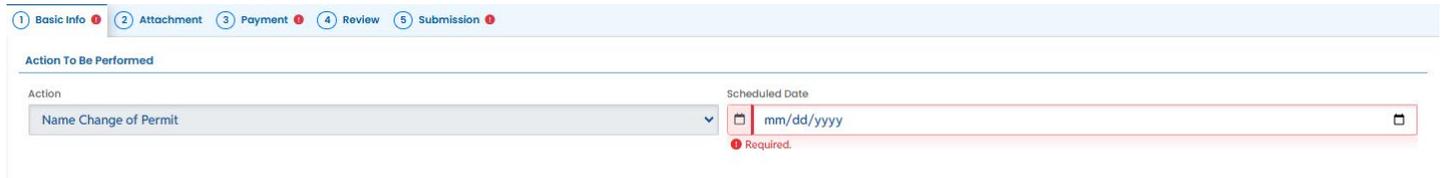
Click the blue ellipsis icon  for permit actions dropdown. The permit actions allowed, in order, are amend, renew, name change, transfer and terminate. Select the transfer icon  to start permit transfer submittal.

3.1. Basic info tab

Complete all required fields in each section of the basic info tab. Save your data entry frequently by clicking on the pink disk . You can view instructions for completing the application by clicking the Get Information icon  located in the submittal information section on located on right-hand side of screen.

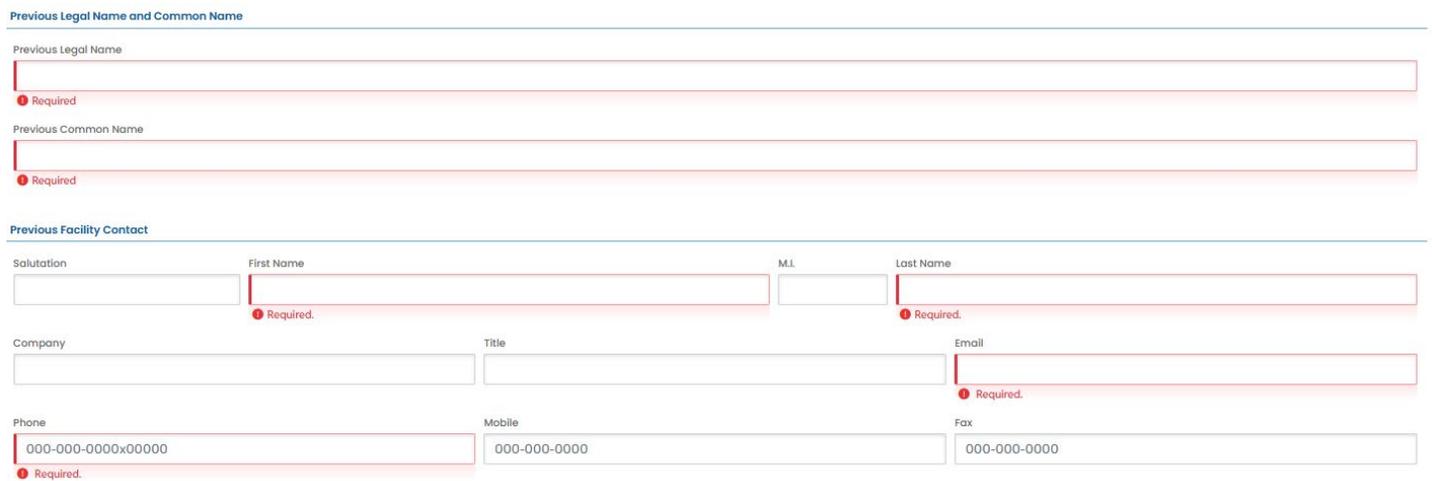
Enter the legal name of the applicant. The name must be a legal, active name registered with the Oregon Secretary of State, Corporation Division. Refer to the application instructions for more information. The legal name should be the same as the current legal name in which the permit is issued.

Enter the common name if different than the legal name.



The screenshot shows the 'Action To Be Performed' section of the application form. At the top, there is a progress bar with five steps: 1 Basic Info (active), 2 Attachment, 3 Payment, 4 Review, and 5 Submission. Below the progress bar, the section is titled 'Action To Be Performed'. It contains two fields: 'Action' and 'Scheduled Date'. The 'Action' field is a dropdown menu with 'Name Change of Permit' selected. The 'Scheduled Date' field is a text input with a calendar icon and the placeholder 'mm/dd/yyyy'. Both fields have a red border and a red 'Required.' label below them.

Complete the previous permittee information section.



The screenshot shows two sections of the application form. The first section is titled 'Previous Legal Name and Common Name' and contains two text input fields: 'Previous Legal Name' and 'Previous Common Name'. Both fields have a red border and a red 'Required.' label below them. The second section is titled 'Previous Facility Contact' and contains several text input fields: 'Salutation', 'First Name', 'M.I.', 'Last Name', 'Company', 'Title', 'Email', 'Phone', 'Mobile', and 'Fax'. The 'First Name', 'Last Name', 'Email', and 'Phone' fields have a red border and a red 'Required.' label below them. The 'Mobile' and 'Fax' fields have a red border and a red 'Required.' label below them. The 'Salutation', 'M.I.', 'Company', 'Title', and 'Phone' fields have a red border but no 'Required.' label.

Complete the new legal name and common name section. The name must be a legal, active name registered with Secretary of State.

New Legal Name and Common Name

New Legal Name Required

New Common Name Required

The name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division (http://egov.sos.state.or.us/br/pkg_web_name_srch_inq_login) unless otherwise exempted by their regulations.

Complete all the required fields in the responsible official contact section. A responsible official is the person that receives official correspondence from DEQ.

New Legal/Responsible Official Contact

Salutation Required M.I. Last Name Required

Company Title Email Required

Phone 000-000-0000x00000 Required Mobile 000-000-0000 Fax 000-000-0000

Country United States Canada

Address Required Building, Unit, Suite, or Floor #

City Required State OR (Oregon) Zip Code 00000-0000 Required

Complete all required fields in the facility contact section. The facility contact is the person located at the facility that has specific knowledge of the facility or operation under permit.

New Facility Contact

Copy from Legal/Responsible Official Contact

Salutation Required M.I. Last Name Required

Company Title Email Required

Phone 000-000-0000x00000 Required Mobile 000-000-0000 Fax 000-000-0000

Country United States Canada

Address Required Building, Unit, Suite, or Floor #

City Required State OR (Oregon) Zip Code 00000-0000 Required

Complete all the required fields in the invoice contact section. The invoice contact for person responsible for paying the annual compliance determination fee.

New Invoice Contact

Copy from Legal/Responsible Official Enter invoicing information for billing purposes if different from the Responsible Official (e.g., "Invoice To: Business Office - Accounts Payable")

Salutation M.I. Last Name **Required.**

Company Title Email **Required.**

Phone 000-000-0000x00000 **Required.** Mobile 000-000-0000 Fax 000-000-0000

Country United States Canada

Address **Required.** Building, Unit, Suite, or Floor #

City **Required.** State OR (Oregon) Zip Code 00000-0000 **Required.**

Indicate whether the transfer will result in a change of wastewater or an increased discharge that is not addressed by current permit condition. If marked yes, provide an explanation of the change and attach a statement of wastewater change.

Will the transfer of ownership result in a change in the character of pollutants being discharged or a new or increased discharge not addressed by current permit conditions?

Yes No

Explanation (Remaining Length: 4000)

Required.

3.2. Attachment tab

Required submittal attachments are located on the right-side panel of the screen. A red asterisk icon * indicates a required attachment for the submittal.

Attachment Types ✕

* represents required attachments.

* **Statement of Wastewater Change**
Statement of Wastewater Change
gif jpg pdf doc docx xls xlsx

Upload attachments using the 'Click to Upload or Drag Files Over Here' icon.

1 Basic Info 2 Attachment **3** Payment **4** Review **5** Submission **6**

Instruction

3 Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.

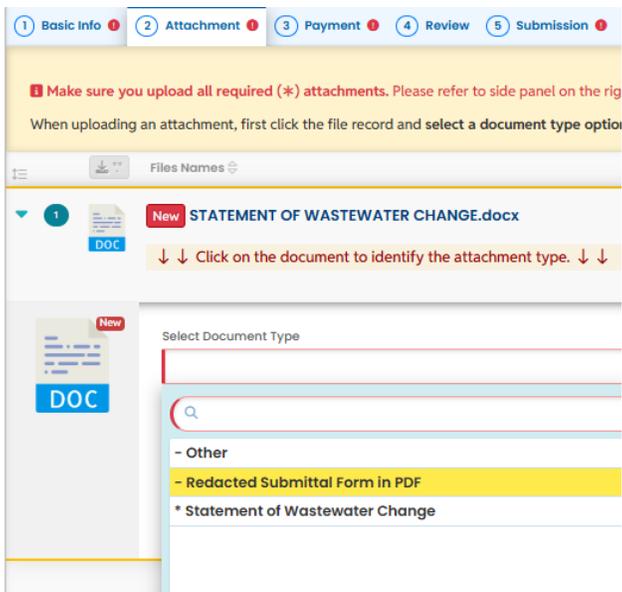
When uploading an attachment, first click the file record and select a document type option for the uploaded file.

Click to Upload or Drag Files Over Here

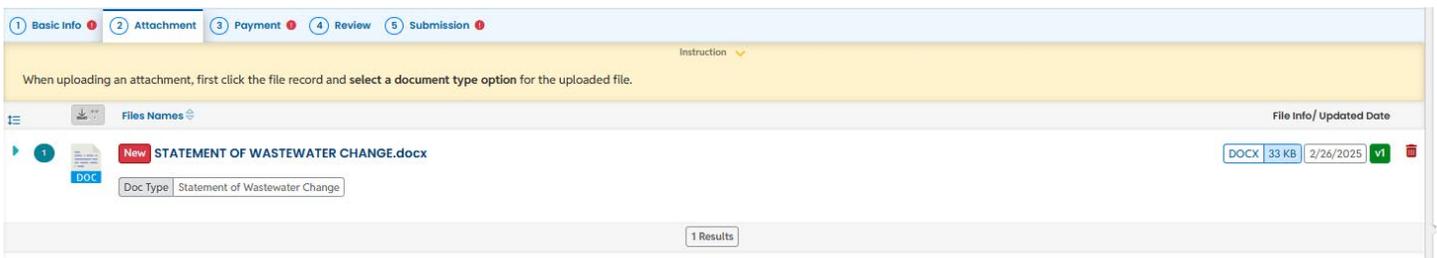
[Document title]

Version 1.0

When uploading an attachment, first click the file record and **select a document type option** for the uploaded file. Repeat for each attachment uploaded. If you have additional attachments other than the required, select 'other'.



If you need to delete an attachment, click on the trash icon  .



3.3. Payment tab

Please ensure all required data is entered on the submittal form and required attachments are provided before you can pursue payment. For a new submittal, please click on the **SAVE button**  to confirm the fee amount before you continue.

Submittals are the applications and renewals for permits as well as the reporting obligations that a public user submits to a DEQ program in Your DEQ Online. For submittals that require payment, the public user enters payment information in the Payment tab.



In the Payment tab, you will see required fees for the submittal plus the 4% technology fee. Your DEQ Online offers three methods for payment: ACH electronic transfer (e-check), credit card, or check by mail. Electronic payments are secure, immediate and enable faster processing of your submittals.

1 Basic info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee: \$ 240.00 + Service: \$ 9.60 - Paid: \$ 0.00 = Due: \$ 249.60

Fees

Application Filing Fee ① Permit/License/Certificate Fee ② Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES	\$ 123.00
Surcharge Fee ① Permit/License/Certificate Fee ② Surcharge Fee	\$ 117.00
Technology Fee ① Additional Fee ② The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.	\$ 9.60

3 Results

Secure payment by ACH or e-check through U.S. Bank requires routing and account numbers to make a payment. To begin, select the “Pay Amount Due” button in the Payment tab.

1 Basic info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee: \$ 240.00 + Service: \$ 9.60 - Paid: \$ 0.00 = Due: \$ 249.60 Pay Amount Due

Fees

Application Filing Fee ① Permit/License/Certificate Fee ② Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES	\$ 123.00
Surcharge Fee ① Permit/License/Certificate Fee ② Surcharge Fee	\$ 117.00
Technology Fee ① Additional Fee ② The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.	\$ 9.60

3 Results

Payment Transactions

No payment transaction records.

Pay by ACH. Select the ACH option and click “Pay Now.” You will be directed to a secure payment portal, DEQ GovOnline Payments, to complete the payment process. There are no additional fees for using this payment method.

1 Basic info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 240.00	+ \$ 9.60	- \$ 0.00	= \$ 249.60

Pay Amount Due

ACH

Automated Clearing House (ACH) payment method:

When clicking **Pay Now** button, you will be **redirect** to agency's payment portal to finish the payment.
Once finished, you will be redirected back to the system to finish the task.

Pay Now

Credit Card
 Check by Mail

In the payment portal, you may register an account with U.S. Bank or pay without registering. If you choose to register an account, U.S. Bank will securely store your payment methods and provide a record of your online payments.

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

User Name [Forgot Your User Name?](#)

Password [Forgot Your Password?](#)

Log In

[Register](#)
[Pay Without Registering](#)

For one-time payments, enter your contact information, bank routing and account numbers. Select “Continue” to process the payment. Note: The system will automatically bring in the contact information from the Your DEQ Online account, but you can change it if needed.

Make a Payment

My Payment

DEQ GovOnline Pynts Amount Due \$57.60

Payment Information

Frequency One Time
Payment Amount \$57.60
Payment Date Pay Now

Contact Information

First Name
Last Name
Company (Optional)
Address 1
Address 2 (Optional)
City
State Select
Zip Code (Optional)
Phone Number
Email Address

[Become a Registered User](#)

Payment Method



Bank Routing Number
Bank Account Number
Bank Account Type Checking Savings
 This is a business account

Continue **Cancel**

[Document title]

Version 1.0

When the payment is complete, you will receive a receipt and a confirmation email from U.S. bank. **Important note:** Completing a payment does not complete the submittal process. You must select “Return to Your DEQ Online” and go to the “Submission” tab to complete the submittal process.

Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

[Return to Your DEQ Online](#)

Once you have returned to Your DEQ Online, a record of the payment will be shown in the Payment tab.

Important note: After making an online payment, go to the "Submission" tab and complete your Submittal within the same business day. DEQ is not able to process "Pending" submittals and payments to "Pending" submittals. The Responsible Official is the type of account that can certify and complete a submittal.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

No amount due.

Fee Service Paid Balance
\$ 65.00 + \$ 2.60 - \$ 67.60 = \$ 0.00

Fees

Supervisor Fee ① Permit Fee	\$ 65.00
Technology Fee ① Additional Fee ② The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.	\$ 2.60

Payment Transactions

✓ ePayment (ACH)
07/11/2022 07/12/2022
DEQTST000010600

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 **Submission**

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

.....

Show Question Answer

PIN Number

PIN: *

.....

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

Pay by credit card. For secure payments by credit card through U.S. bank, you will be required to enter card holder and card information. A convenience charge of 2.3% will be added to the total amount due by U.S. Bank. This convenience charge will not be reflected in Your DEQ Online, and it will appear as a separate item on your credit card statement. To begin, select the "Pay Amount Due" button in the "Payment" tab.

1 Basic Info 2 Attachment 3 **Payment** 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 240.00	+ \$ 9.60	- \$ 0.00	= \$ 249.60

Pay Amount Due

ACH

Credit Card

Check by Mail

Credit Card payment method:

When clicking **Pay Now** button, you will be **redirected** to agency's payment portal to finish the payment.

Once finished, you will be redirected back to the system to finish the task.

Pay Now

In the payment portal, you may register an account with U.S. Bank or pay without registering. If you choose to register an account, U.S. Bank will securely store your payment methods and provide a record of your online payments.

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

User Name [Forgot Your User Name?](#)

Password [Forgot Your Password?](#)

[Register](#)
[Pay Without Registering](#)

For one-time payments, enter your contact and credit card information. Select "Continue" to process the payment. Note: The system will automatically bring in the contact information from the Your DEQ Online account, but you can change it if needed.

Make a Payment

My Payment

DEQ GovOnline Pymts

Amount Due \$67.60

Payment Information

Frequency One Time
Payment Amount \$67.60
Payment Date Pay Now

Contact Information

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City

State Select v

Zip Code (Optional)

Phone Number

Email Address

[Become a Registered User](#)

Payment Method

Card Number

Expiration Date Month v Year v

Card Security Code

Card Billing Address Use my contact information address
 Use a different address

A 2.3% convenience fee will be added by US Bank for this credit card transaction. The convenience fee will be displayed on the next page where you can cancel or confirm your payment. The fee will not be shown in Your DEQ Online. There will be two (2) charges on your credit card statement, one for the DEQ payment and one for the convenience fee.

NOTE: US Bank does not add convenience fees for ACH e-payments. If you would like to select a different payment method, click the Exit link in the upper right hand corner of this page.

[Cancel](#)

When the payment is complete, you will receive a receipt and a confirmation email from U.S. bank. **Important note:** Completing a payment does not complete the submittal process. You must select “Return to Your DEQ Online” and go to the “Submission” tab to complete the submittal process.

Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

Return to Your DEQ Online

Once you have returned to Your DEQ Online, the processed payment will be shown in the “Payment” tab. The Responsible Official is the type of account that is able to certify and complete a submittal.

Important note: The RO should proceed to the “Submission” tab to complete the submittal within the same business day of completing the payment. DEQ is not able to process “Pending” submittals and payments to “Pending” submittals.

The screenshot displays the DEQ Online interface. At the top, a navigation bar contains five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Submission' tab is highlighted with a red box, and a blue arrow points to it from the right. Below the navigation bar, a light blue banner states 'No amount due.' Below this, a summary row shows: Fee (\$65.00) + Service (\$2.60) - Paid (\$67.60) = Balance (\$0.00). The 'Fees' section lists a 'Supervisor Fee' of \$65.00 (Permit Fee) and a 'Technology Fee' of \$2.60 (Additional Fee). The 'Payment Transactions' section shows a successful 'Credit Card' payment of \$67.60 on 07/13/2022, with transaction ID # DEQTST000010701.

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic Info 2 Attachment 3 Payment 4 Review **5 Submission**

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

.....

Show Question Answer

PIN Number

PIN: *

.....

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit 

Pay by check. To pay by check, select check by mail and click "Confirm Check by Mail." You will receive a message asking you to confirm the payment method.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee: \$ 240.00 + Service: \$ 9.60 - Paid: \$ 0.00 = Due: \$ 249.60

Pay Amount Due

ACH
 Credit Card
 Check by Mail

Check by Mail payment method:
Please make the check payable to
DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Confirm Check by Mail

i You have selected Check by Mail. The system will show the balance due until the check is received and posted. Please include a copy of your receipt of the Application with your Payment.

OK CANCEL

After you select “OK” to confirm, the “Payment” tab will display with a reminder message “Check in Transit/Waiting.” The system will continue to display the “Check in Transit/Waiting” record until the check is received by DEQ, after which time, DEQ will begin to process the submittal.

To delete your check by mail selection, select the trash can  icon. After your check by mail selection has been deleted, all payment options will be available.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Reminder: Payment of \$249.60 is due until the full amount has been received and posted.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee: \$ 240.00 + Service: \$ 9.60 - Paid: \$ 0.00 = Due: \$ 249.60 Amount in Transit/Waiting: \$ 249.60

Fees

Fee Category	Amount
Application Filing Fee <ul style="list-style-type: none">Permit/License/Certificate FeeApplication Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES	\$ 123.00
Surcharge Fee <ul style="list-style-type: none">Permit/License/Certificate FeeSurcharge Fee	\$ 117.00
Technology Fee <ul style="list-style-type: none">Additional FeeThe technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.	\$ 9.60

Payment Transactions

Reminder: Payment of \$249.60 is due until the full amount has been received and posted.

 Check by Mail \$ 0.00
2/29/2025

1 Results

Important note: Completing a payment does not complete the submittal process. The Responsible Official must complete the instructions in the “Submittal” tab to complete the submittal process.

[Document title]

Version 1.0

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

.....

Show Question Answer

PIN Number

PIN: *

.....

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

Fee Detail

Fee Name	Fee Type	Fee Amount
Supervisor Fee	Permit Fee	\$65.00
Technology Fee	Additional Fee	\$2.60

Payment Detail

Payment Date	Fee Amount	Paid Amount	Payment Method
Total:	\$67.60	\$0.00	

Attachment List

Finish **Print** PDF

On the PDF of the submittal receipt, you will find mailing instructions and the DEQ Financial Services mailing address at the bottom of the document.

Submittal check payments must include a printed copy of the submittal receipt and be sent to the address below:

[Document title]

Version 1.0

DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Do not mail checks to the any of the Regional DEQ offices as this will delay processing.



Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100

Date Created: 2/11/2025

Submittal Summary

Submittal ID: 84570

Facility (project site): YDO WPCF Onsite

Submittal: WPCF Onsite Wastewater Treatment Systems Permit

Submitted By: Onsite Tester

Email: jessica.joye@deq.oregon.gov

Submitted Date: 2025-02-06 13:37:47

Submittal Form Info

Submittal Name: WPCF Onsite Wastewater Treatment Systems Permit

Submission Method: Online

Fee Program ID: 54

Action Type: Renewal

Fee Program Name: WQONSITE

Payment Information (BALANCE DUE)

Processing Fee: \$1,446.00

Technology Fee: \$57.84

Total Amount Due: \$1,503.84

Total Amount Paid: \$0.00

To make a payment by mail, please send a copy of this Submittal Receipt with your payment to:

DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Make check payable to: Department of Environmental Quality

Fee Description	Amount
Application Filing Fee	\$123.00
Surcharge Fee	\$117.00
Permit Processing Fee	\$1,206.00
Technology Fee	\$57.84
Total:	\$1,503.84

3.4. Review tab

Please review your submittal info and any attachments provided. Under the Submittal Form(s) Summary section, sections that are incomplete will be identified with a red **x** and will indicate the tab with incomplete data.

If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✗ Basic Info

Fees/Payments

Fee	-	Paid	=	Balance
\$ 0.00		\$ 0.00		\$ 0.00

Mandatory Attachment **Uploaded Attachment**

Attachments are not required for this Submittal.

3.5. Submission tab

Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement. Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Section 8). Click the Submit button at the bottom of the Submission tab to complete your facility's WPCF Onsite New Permit Application submittal.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please check the required fields on the form.

Certification Statement

I certify under penalty of law, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

I have read and agree to the above certification statement

Required.

Security Question

Security Question: what is the name of your home town newspaper? *

Required.

Show Question Answer

PIN Number

PIN: *

Required.

When you have completed the review and are ready to submit the relocation notice, select the Submit button at the bottom of the Submission tab.

Security Precautions

We maintain stringent system safeguards and physical and administrative protection to prevent misusing your information. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI-compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated at our discretion at any time.

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from damages resulting from accessing the website or from reliance upon any such information.

Submit



If any required fields have not been completed on the submission tab and/or any other tabs, the system will not allow the submission to successfully complete. The tabs at the top of the page will indicate to the user where a required field was not completed. Once the required field has been addressed, return to this Submission tab and select Submit.

After the RO submits a summary of the submission is populated.

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

Please click [Receipt](#) to print your receipt.

Submittal Summary			Submittal Form Info	
Submittal ID:	85908		Name:	WPCF Onsite Wastewater Treatment Systems Permit
Submittal Date:	4/4/2025, 8:43:30 AM		Method:	Online Submission
Submittal By:	Onsite Tester 5033785033 jessica.joye@deq.oregon.gov			
Owner Information:	Onsite Tester 5033785033 jessica.joye@deq.oregon.gov			

Fee Detail			Certification	
Name	Type	Amount	Statement:	I hereby certify that the information contained in the application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative rules 340-045 and/or 340-071. This includes a new application fee to obtain the permit and a compliance determination fee invoiced annually by DEQ to maintain the permit.
Application Filing Fee	Permit/License/Certificate Fee	\$123.00	Question:	what is the name of your home town newspaper?
Surcharge Fee	Permit/License/Certificate Fee	\$117.00	Answer:	*****
Technology Fee	Additional Fee	\$9.60	PIN Number:	*****
			RO:	Onsite Tester
			Sender IP:	159.121.206.56

Payment Detail			
Date	Method	Fee Amount	Paid Amount
Total:		\$249.60	\$0.00

Uploaded Attachment List		Mail-to Attachment List	
No record.		No record.	

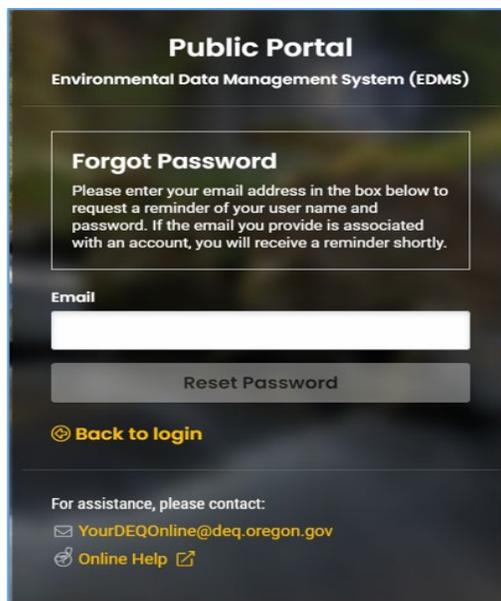
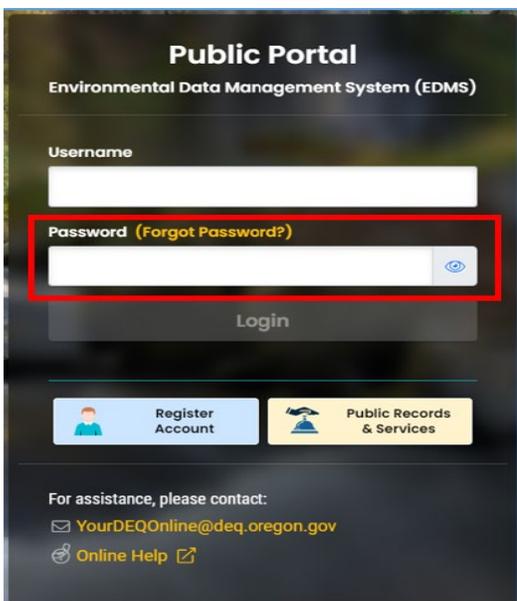
Click on "Receipt" or "Submittal Form" to review and save as a pdf for your records



4. Password, pin and security questions

4.1. Password

To reset your password, select “Forgot Password” from the [Your DEQ Online portal login](#) page. You will be asked to enter the email address associated with your account, and you will receive a temporary password through email.



4.2. Pin

Responsible Officials use a pin number in the completion of submittals. To reset your pin number, go to “My Account” and select the “Password/Pin” tab. Enter a new pin number and click “Save Pin” to update.

My Account
13206 RO Onsite Tester
Basic Info Account Type Password/PIN Security Questions Consultants Verification Linked Licensee

Password

Old Password

New Password

Confirm New Password

Save Password

Show password

PIN

New PIN

Confirm New PIN

Save PIN

Show PIN

4.3. Security questions

To complete submittals, Responsible Officials are asked a randomly generated question from the 5 security questions in their account security settings. To reset your security questions, go to “My Account” and select the “Security Questions” tab. Enter new security questions and select  to save.

My Account
13206 RO Onsite Tester
Basic Info Account Type Password/PIN Security Questions Consultants Verification Linked Licensee

1 Q what is your favorite painting or photo?

2 Q where did you first meet your spouse?

3 Q what is the name of your home town newspaper?

4 Q what is your favorite song?

5 Q where did you graduate from high school?

5. Track your submittal status

Responsible Officials and consultant accounts can track the status of their submittal in the Submitted Submittals module. From the Dashboard, expand the left menu by clicking on the menu icon  at the top left-hand corner of the screen. Select the ‘Submitted Submittals’ icon .

[Document title]

Version 1.0

Dashboard

Insights

Dashboard
Views summary of work progress.

Submittals

- Start New Submittal
Create new submittals.
- Pending Submittals
Edit unfinished submittals.
- Submitted Submittals
Monitor submittal status
- Upcoming Obligations
Submit compliance reports.
- Pay Invoices/Fees
Make online payments.

Locate the submittal you would like to monitor by selecting the orange eye icon .

WPCF Onsite Test

Water Quality 84830 83971 # WOSBIRGF--ORWOS0065

Approved Action Transfer

Onsite Tester

2/20/2025 6 days ago

5.1. Submittal summary tab

Review the status of your submittal, request a revision, withdrawal or amendment.

Submitted Submittal Info

84448 Approved

Submittal Summary Attachment 2 Issuance 8 Email History 9 Payment Correspondence

Case Review Summary

Payment Due
\$ 7,859.28
Fee: \$7,557.00 / Service: \$302.28

Status
Approved
by JESSICA JOYE 2/5/2025

Submittal Summary

WPCF Onsite Wastewater Treatment Systems Permit

WPCF Onsite Wastewater Treatment Systems Permit Online Form - New Permit Coverage Application

84448 f60051

Environmental Water Quality

2/3/2025 29 days ago

Send the request for Revision/Withdrawal/Amend to the administrator

Revision Withdrawal Amend

Request Reason

Send Request

Revision : Revision requests would create a new submittal record apart from the original submission for users to update. The original submittal will be archived/locked.

Withdrawal : Withdrawal requests would allow users to withdraw the submission from the Authority site.

Amend : Amend requests would allow users to modify the data on the current submitted record. No new submittal record shall be created.

Review submittal documents, including the form, receipt and attachments.

The screenshot shows a web interface with two main sections. The top section is titled "Send Back Comments" and contains a comment from "JESSICA JOYE" dated "2/3/2025" with the text "Send Back Reason: Incomplete letter see issuance docs." The bottom section is titled "Submittal Documents" and is divided into three sub-sections: "Forms/Receipt" containing "WPCF Onsite Wastewater Treatment Systems Permit" and "Receipt of WPCF Onsite Wastewater Treatment Systems Permit"; "Attachments" containing "General LUCS.pdf" and "Project Description and Facility Plans.pdf"; and "Archived Submittals" with a plus sign icon. A large red watermark "UAT" is overlaid on the right side of the image.

5.2. Attachment tab

Review the attachments provided with the submittal.

The screenshot shows a web interface with a navigation bar at the top containing "Submittal Summary", "Attachment 2", "Issuance 8", "Email History 9", "Payment", and "Correspondence". Below the navigation bar is a table of attachments. The table has columns for "Files Names" and "File info / Updated Date". The first row shows "General LUCS.pdf" with a PDF icon, a "Doc Type" dropdown menu set to "LUCS", and file info: "PDF 1,059 KB 1/31/2025 v1". The second row shows "Project Description and Facility Plans.pdf" with a PDF icon, a "Doc Type" dropdown menu set to "Project Description and Facility Plans", and file info: "PDF 1,156 KB 1/31/2025 v1". At the bottom of the table, there is a "2 Results" button.

5.3. Issuance tab

Review issuance and supporting documents issued by DEQ in response to your submittal. This is where you will find issued permits and approvals for your submittal.

5.4. Email history tab

Review all email correspondence related to the submittal. Click on the blue arrow to the left of the subject and expand the record to review the detailed correspondence.

5.5. Payment tab

Review payment history, see any outstanding payments and make payments if necessary. To make a payment, follow the detailed instructions for the submittal type.

84448 Approved

Submittal Summary Attachment 2 Issuance 8 Email History 8 Payment Correspondence

Reminder: Payment of \$6,529.12 is due until the full amount has been received and posted.

Fee	Service	Paid	Due	Amount in Transit/Waiting
\$ 7,557.00	+ \$ 302.28	- \$ 0.00	= \$ 7,859.28	\$ 6,529.12

Fees

- Application Filing Fee**
 - Permit/License/Certificate Fee \$ 123.00
 - Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES
- Surcharge Fee**
 - Permit/License/Certificate Fee \$ 117.00
 - Surcharge Fee
- Permit Processing Fee**
 - Additional Fee \$ 4,832.00
- Plan Review Fee**
 - Fee Adjustment \$ 1,206.00
- Technology Fee**
 - Additional Fee \$ 251.12
 - The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.
- 1st Annual Compliance Determination Fee**
 - Permit/License/Certificate Fee \$ 1,279.00

Payment Transactions

Reminder: Payment of \$6,529.12 is due until the full amount has been received and posted.

- Check by Mail \$ 0.00

1 Results

5.6. Correspondence tab

Use the correspondence tab to communicate with DEQ WPCF Onsite staff regarding your submittal. Message history will be captured below the chat box.

Submittal Summary Attachment 2 Issuance 8 Email History 8 Payment Correspondence

Start a correspondence thread...

Correspondence Date/Time
mm/dd/yyyy --:--

1 Agency JESSICA JOYE 2/5/2025, 10:02:00 AM 2/5/2025
Draft permit is ready for applicant review. See issuance documents in public portal. Next up 30-day public notice to be posted today. 2 Reply

Public Onsite Tester 2/5/2025, 10:14:28 AM 2/5/2025
We are requesting the frequency of effluent sampling and reporting to be annual and not semi-annual due to cost of service.

Agency JESSICA JOYE 2/5/2025, 10:16:21 AM 2/5/2025
Thank you for your comment. DEQ will review your comment and address in the permit issuance letter.

Reply message... (Remaining Length: 4000) Reply

6. WPCF Onsite Permitting Staff Contacts

Information about WPCF Onsite water quality permits and DEQ’s regulations may be obtained from the DEQ web page at <http://www.oregon.gov/deq/>. All inquiries about this permit should be directed to the regional office for the area where the source is located. DEQ’s regional offices are as follows:

Counties	Office Address and Telephone
Benton, Clackamas, Clatsop, Columbia, Coos, Curry, Douglas, Jackson, Josephine Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Washington and Yamhill	Department of Environmental Quality - Western Region Lisa MacGregor Telephone: (541)686-7905 Email: Lisa.Macgregor@deq.oregon.gov
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco and Wheeler	Department of Environmental Quality - Pendleton Office Patty Isaak Telephone: (541)613-1125 Email: Patty.Isaak@deq.oregon.gov

7. Helpdesk and Resources

For more information, training and resources, go to the [Your DEQ Online Help page](#). For technical assistance, contact the [Your DEQ Online Helpdesk](#).

8. Revision history

Revision	Date	Changes	Editor
1.0	3/22/2025	Initial draft	J.Joye
1.0	5/12/2025	Style and formatting edits	A.Hallmark