

STORMWATER PROGRAM

Instructions for Online Compliance Form Submittal

Revised: 6/1/2017

The following instructions should help you through the process of submitting your Stormwater Permit Compliance Forms. This includes the Designer’s Initial Statement of Compliance, Designer’s Restatement of Compliance, and Annual Inspection Report. The online submittal system, ANR Online, can be accessed at <https://anronline.vermont.gov>.

If you have any questions related to completing the compliance forms, please contact the Stormwater Program at anr.wsmdstormwatergeneral@vermont.gov or 802-490-6110. If you have questions or issues related to the ANR Online system, please contact the ANR Online support staff at ANR.OnlineServices@vermont.gov.

Creating a User Account

In order to access forms in ANR Online (<https://anronline.vermont.gov>), you need to have an account in the website. The first time you use ANR Online you will need to register to create an account. Follow these steps to create an account:

1. Click the **Register** button in the top menu bar.

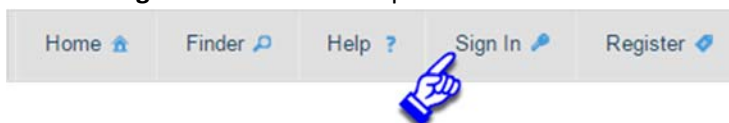


2. The **Create User Profile** page will open, complete the user profile form. Fields marked with a red asterisk * are required. After entering your mailing address, click the **Validate Address** button and then click the **Save** button. If the address validation fails you can still click the **Save** button to create your account.
3. Once you save your User Profile, the system will send you an email that includes a link. You need to click that link to activate your account. If after a few minutes you have not received the email, check your junk mail folder. If the message is not there, contact the ANR Online Administrator at ANR.OnlineServices@vermont.gov.

Signing In

Once you have activated your account you can Sign In. To sign in to ANR Online:

1. Click the **Sign In** button in the top menu bar.



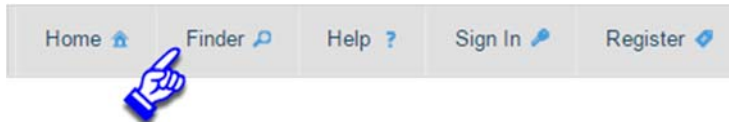
2. In the Sign In window, enter your User ID (this is your account email address) and your password (the password you entered when creating your account) and click the **OK** button.

Finding and Completing a Stormwater Compliance Form

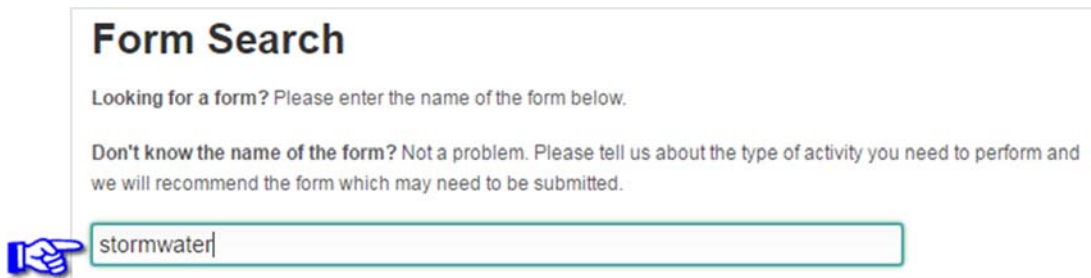
Finding the Form

Once you sign in, the easiest way to find the form you want to complete is to use the site's **Form Finder** tool. To use the Form Finder:

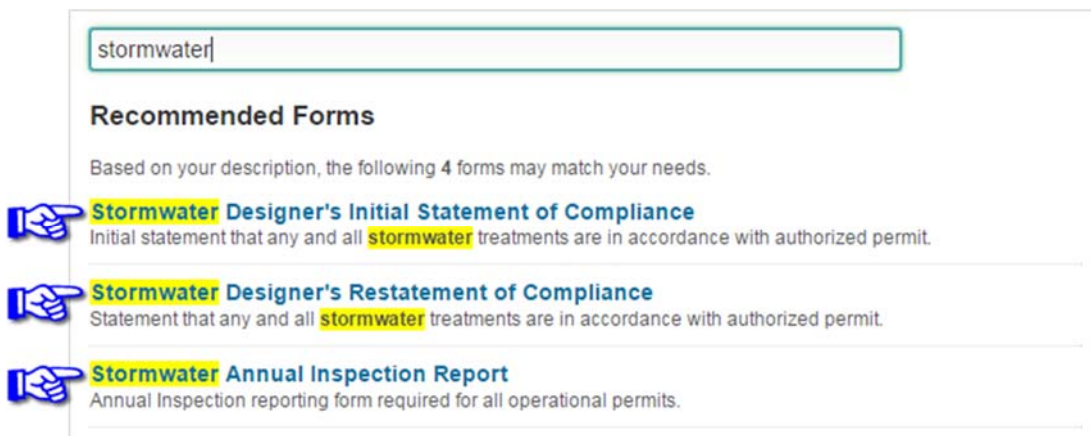
1. Click the **Finder** button in the top menu bar.



2. Enter the name of the form if you know it. Otherwise, enter a word or phrase that describes the topic associated with the form (i.e. stormwater). The system will begin trying to find a match for what you type after you have entered the third character.



A list of recommended forms will be displayed below the search box under Recommended Forms. Click the link to the form you want to complete.



3. Clicking the blue link will take you to the form's landing page.
4. Another way to access Stormwater forms is to visit the Stormwater Program page in ANR Online. All of the Stormwater Program forms that are currently available for online submittal will be listed at the bottom of this page: https://anronline.vermont.gov/home?OrganizationCode=WSMD_SW

Completing a Form

When you click a link to access one of the Stormwater compliance forms, you will be taken to the form's landing page. This page includes general information/instructions for the form and contact information for the Stormwater Program.

To access the form and begin filling it out, scroll down to the bottom of the page and enter your Permit Number (in the format described below) and then click the **Begin Form Entry** button. The form will open and will include some prefilled information based on the Permit Number you entered. Your permit number will be indicated at the top of your issued permit. If you do not know what your permit number is, refer to the Environmental Research Tool at <https://anrweb.vt.gov/DEC/ERT/StormWater.aspx> to find it.

NOTE: Verify that the permit information displayed is for your permit before continuing to complete the form.



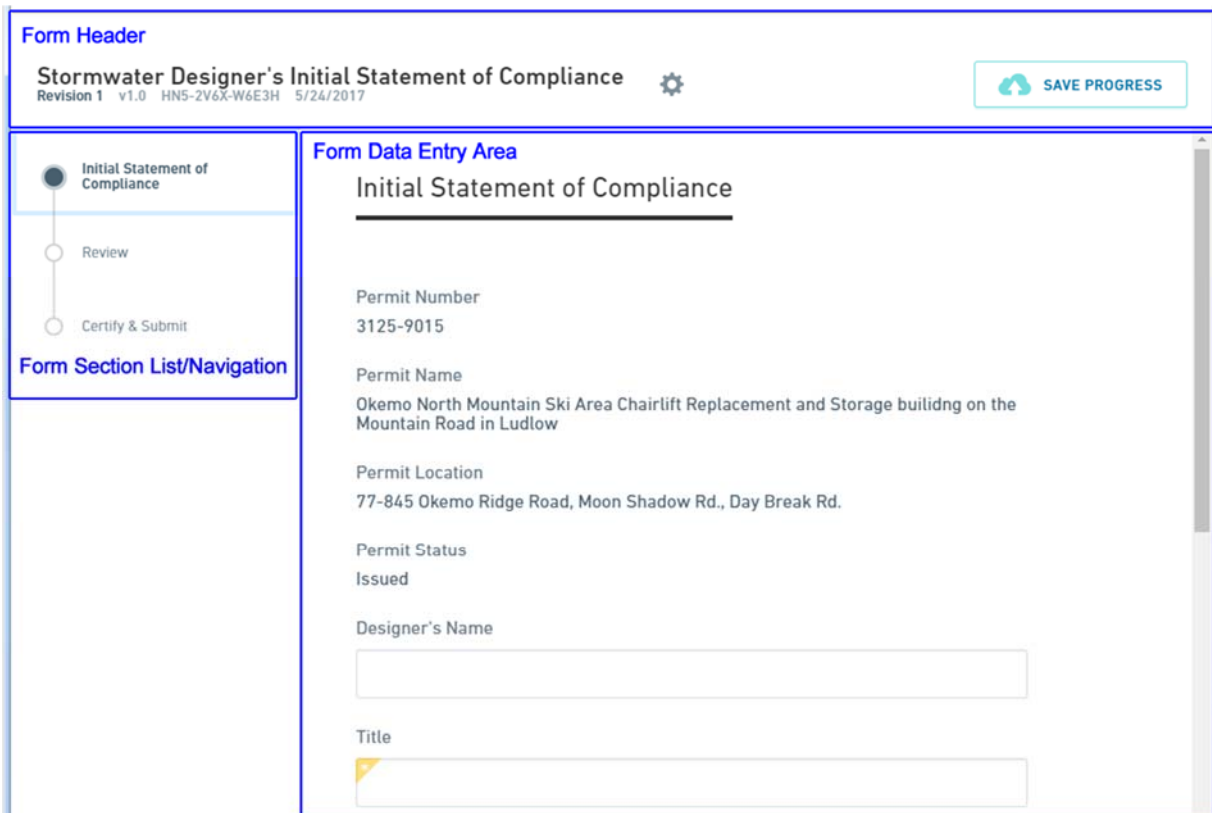
Please enter your Permit Number (the permit number will be formatted similar to this ####-XXXX and may or may not be followed by a period and a series of letters/numbers. For example, 3125-9015; 4646-INDS; 5577-INDS.AR; 3380-9010.T; 7412-9015.1)

3685-9010


 **Begin Form Entry**


Form Layout and Navigation

Forms in ANR Online are divided into three areas. Those are the Form Header, the Form Section List/Navigation, and the Data Entry area as shown in the figure below.



Form Header

Stormwater Designer's Initial Statement of Compliance 

Revision 1 v1.0 HN5-2V6X-W6E3H 5/26/2017 

Form Section List/Navigation

- Initial Statement of Compliance
- Review
- Certify & Submit

Form Data Entry Area

Initial Statement of Compliance

Permit Number
3125-9015

Permit Name
Okemo North Mountain Ski Area Chairlift Replacement and Storage building on the Mountain Road in Ludlow

Permit Location
77-845 Okemo Ridge Road, Moon Shadow Rd., Day Break Rd.

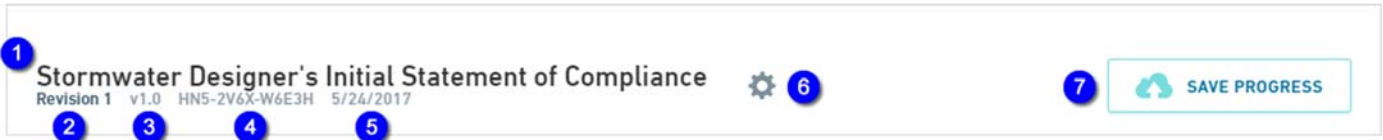
Permit Status
Issued

Designer's Name

Title

Form Header

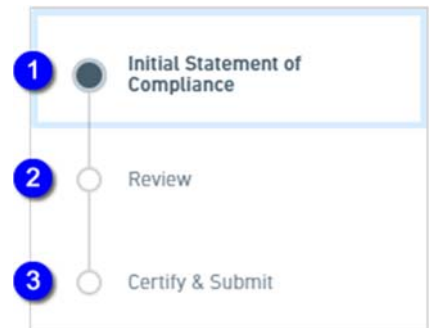
The **Form Header** includes the following items:



1. The name of the submission (by default this is the form name, you can change this to anything you want, see Renaming Your Submissions below).
2. The revision number of the submission you are currently working on. Forms that you have submitted in ANR Online can be revised and resubmitted if you need to make a change after you submit your form. The first submission is identified as “Revision 1”, subsequent revisions will have the same “Submission Number” (see item 4 below) but will be identified as “Revision 2”, “Revision 3”, etc.
3. The current published version of the form you are filling out. This number will change over time as ANR makes changes to the form and publish updated versions.
4. The unique Submission Number the ANR Online system generates for each new submission created. This number is often used as a reference to identify a specific submission in the ANR Online system. As mentioned in item 2 above, the Submission Number will not change if you create a revision to a previous submission.
5. The date the submission was created.
6. The Tools menu. There are currently two functions that you can access by clicking this button; you can use the “Delete Draft” function to delete the submission you are currently working on and you can use the “Manage Shared Access” feature to share the submission with other users of ANR Online.
7. Clicking the “Save Progress” button will save the current state of your submission in case you need to leave it before its complete and return to it at a later time. The system also saves your work automatically as you move through the form. An indication of when your work was last saved will be displayed in text above the button.

Form Section List/Navigation

The **Form Section List/Navigation** area (left column) lists all of the sections and steps included in the form completion and submission process. You can use this area to move to the different sections or steps in the form by just clicking on the one you want to move to. The example on the right includes the following sections and steps:




1. This form includes only one section and that section is titled “Initial Statement of Compliance”.
2. “Review” is not a section, it is a step in the submission process. Most, but not all, ANR Online forms include this review step. It is provided as an opportunity to review all of the information you entered in all of a form’s sections on a single screen before proceeding to the Certify & Submit step.
3. The “Certify & Submit” step is the final step in the process and is where you actually submit the form.

The **Form Section List/Navigation** area also will indicate of whether all of the required fields have been completed. When you leave a section, if there are required fields that are missing data, the section title will turn red and there will be a red circle with an “X” in it displayed. Once you return to that section and fill in the missing data, the section title will turn green and a check will be displayed indicating the all required fields are complete.



Form Data Entry Area

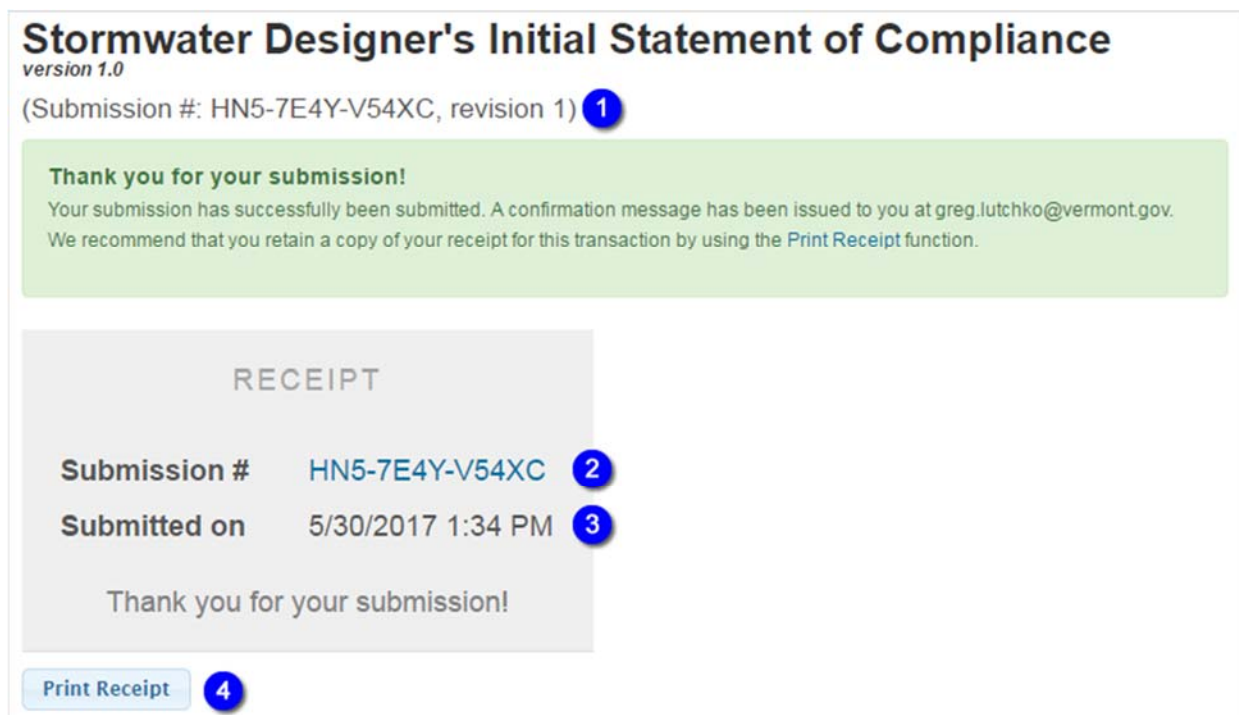
The **Form Data Entry** area is where you will be entering your data. Depending on the form you are filling out, some of the data on the form may be prefilled for you. This data may be editable or it may be read-only. Any required fields in a section will be marked with this  symbol in the left corner of the field. You must complete all fields before being able to submit the form. You will know when these sections are complete by seeing a green check, as mentioned above. In addition to being able to navigate through the sections/steps of the form using the form section list/navigation area, there are also buttons at the bottom and top of each section that you can click to move to the next or previous section/step of the form. Those buttons look like this:



Once you finish entering data in all of the form's sections you will move to the **Review** step. Review the information that you have entered in the form. If you need to make any changes, use the **Previous Section** button or the **Form Section List/Navigation** area to move back to the section/field you need to change, otherwise, proceed to the **Certify & Submit** step. Once in the **Certify & Submit** step, if you are ready to submit the form, click the **Submit Form** button. If you are not ready to submit the form, click the **Save and Exit** button and your work will be saved to work on later.



Once you click the **Submit Form** button you will be taken to a submission confirmation/receipt page. It is recommended that you click the Print Receipt button to either print or save a copy of this confirmation page for your records.

The screenshot shows a confirmation page titled 'Stormwater Designer's Initial Statement of Compliance' with 'version 1.0' below it. A blue circle with the number '1' is next to the submission information: '(Submission #: HN5-7E4Y-V54XC, revision 1)'. Below this is a green box with the text 'Thank you for your submission!' and a message stating the submission was successful and a confirmation message was sent to greg.lutchko@vermont.gov. It also recommends retaining a copy of the receipt using the 'Print Receipt' function. Below the green box is a gray box titled 'RECEIPT' containing the following information: 'Submission #' followed by 'HN5-7E4Y-V54XC' (with a blue circle '2' next to it), and 'Submitted on' followed by '5/30/2017 1:34 PM' (with a blue circle '3' next to it). Below the receipt information is the text 'Thank you for your submission!'. At the bottom left of the receipt area is a 'Print Receipt' button with a blue circle '4' next to it.

The submission confirmation/receipt page includes the following information:

1. The unique Submission # for the submission, including the revision number.
2. The unique Submission # (without the revision number).
3. The date and time of submission.
4. A button to print the receipt.

Managing Your Submissions

Submission History

All of your draft and completed submissions are available in your History. To access your History, **Sign In** to ANR Online and then click on the **History** button in the top menu bar. The History includes the following items and features:

1 Submission #	2 Alternate ID	3 Created	4 Submitted	5 Submission Name	6 Status	7 Locked	8 Actions
HN5-7K35-X4XST		05/30/2017 04:16 PM		Stormwater Annual Inspection Report	Draft	No	
HN5-7J9Y-3XEHS	3125-9015	05/30/2017 03:31 PM	05/30/2017 04:16 PM	My Initial Compliance Statement	Submitted	No	

1. The Submission # column displays the unique submission identifier assigned by the system.
2. The Alternate ID column displays a value that can be used to identify your submission. For the Stormwater Compliance forms this value is your Permit Number. This value is only displayed after the form is submitted.
3. The date and time the submission was created.
4. The date and time the submission was submitted.
5. The name of the submission (this can be changed, see Renaming Your Submissions below).
6. The current Status of your submission in the system. This status will change as your submission is processed.
7. The Locked status of your submission. We sometimes lock a submission to prevent the submitter from making changes to it while we are reviewing it.
8. The Actions column may contain as many as three buttons depending on the current status of the submission. While your submission has a Status of "Draft", there are three buttons available, **View**, **Edit**, and **Remove**. Once its submitted there will only be a **View** button.
9. The Filter feature can be used to filter the submissions displayed in your History list. You can filter on any of the information displayed in the History table.

Renaming Your Submissions

By default, the system gives your submission the same name as the form you are filling out. It's helpful to give your submission a more specific name so you can more easily distinguish it from other submissions in your list, especially as the number of submissions in your list grows. To change the name of a submission, follow these steps:

1. Go to your History.
2. Find the submission you want to change the name of in your History list.
3. Click on the Submission Name for the submission, that will turn it into an editable field.

Submission #	Alternate ID	Created	Submitted	Submission Name	Status	Locked	Actions
HN5-7J9Y-3XEHS		05/30/2017 03:31 PM		Stormwater De:	Draft	No	

4. Type the new name for the submission.
5. Click outside of the Submission Name field and the new name will be saved.

Editing a Draft Submission

The system allows you to partially complete a submission and return to it at a later time to complete and submit it. To return to a previously started submission:

1. Go to your History.
2. Find the submission you want to edit and click the **Edit** button, the one that looks like a pencil.



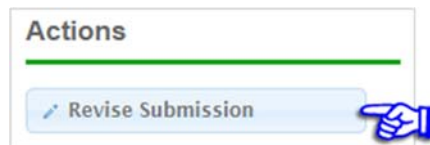
Revising and Resubmitting

If you need to make changes to something you have already submitted, the system has a Revise Submission feature that is used to do that. To revise a submission:

1. Go to your History.
2. Find the submission you want to revise and resubmit.
3. Click on the **View** button, the one that looks like a magnifying glass, in the Actions column for the submission.



4. The Submission View page will open. Click on the **Revise Submission** button in the Actions menu on the left.



5. You will be asked to confirm that you want to create a revision, click OK.
6. A revised submission will open. The revision will have the same Submission # as the original but will have a different revision number. The revision will include all of the data and any attachments you included in the initial submission.

Deleting a Draft Submission

If you want to delete a draft submission that you do not need from your History list:

1. Go to your History.
2. Find the draft submission you want to delete.
3. Click the **Remove** button, the one that looks like a trash can, in the Actions column to the right of that submission.

