



ANR Online Account Set-Up for Identity Verification & Permit Number Association

The ANR Online system will be used by entities issued a National Pollutant Discharge Elimination System (NPDES) permit to submit application and reporting requirements in order to meet the U.S. Environmental Protection Agency's electronic rule, or "e-rule" ([40 CFR 127.16](#)). If you are a permitted stormwater multi-sector general permit (MSGP) then the e-rule requirements apply to you.

Each individual that requires access to the permittee's applications or reports will require their own user account. This guide will walk you through how to set up an account in ANR Online and the additional step necessary if your account will be used to electronically sign and submit forms in addition to preparing those forms. Please do this as soon as possible, you will not be able to submit reports for your facility until you have completed Step #1 -#3 in this guide.

Step # 1 Register to Create ANR Online User Account

Once you have created an account, we can set up the system to allow you to submit reports for your permitted facility/facilities. ***If you already have an ANR account, skip to item 6.*** To create a user account:

1. Go to ANR Online at <https://anronline.vermont.gov>.
2. In the upper right corner of the page, click the "Register" button.
3. That will bring you to the "Create User Profile" page. **Complete the "User Profile" form.**
4. Click the "Save" button in the bottom right corner of the form.
5. When you save the User Profile form, the confirmation code entry screen will be displayed. At the same time, an email will be sent to your account email address that includes a confirmation code. Enter the confirmation code provided in the email into the Confirmation Code field in the confirmation code entry screen and click the Confirm Email button.
NOTE: If you do not receive the email message within a few minutes of saving your user profile, check your junk mail folder to make sure the message isn't there. If you don't receive the activation email, please contact ANR.OnlineServices@vermont.gov for assistance.
6. After activating your account, send an email to ANR.OnlineServices@vermont.gov with your **facility permit number(s) and permit type (ex: multi-sector general permit)**. Once we receive this email, we will associate your ANR Online account with your permit number to enable you to submit reports under the permit number provided. **NOTE:** We will notify you by email when you may start submitting forms for your facility.
7. If your account will only be used to prepare forms and not to electronically sign and submit those forms, that's all you need to do. If your account will be used to electronically sign and submit forms, continue with Step 2.

Step # 2 Adding Electronic Signatory Rights to an Account

Vermont has been delegated to administer NPDES permits by the U.S. Environmental Protection Agency (USEPA). EPA's Cross Media Electronic Reporting Regulation (CROMERR) requires that VTDEC verify the identity and authority of individuals who will be electronically signing and submitting reports in ANR Online.

Before you can electronically sign and submit reports, a Subscriber Agreement (SA) form will need to be submitted to meet USEPA's identity-proofing requirement. Complete and submit the SA form **AFTER** an ANR Online account is created. This is a one-time process, you will not need to do this each time you submit a report using ANR Online. The SA form can be completed and submitted online (requires a valid Vermont driver's license) or, a fillable PDF version of the form can be completed and submitted by mail.

Both the online and PDF versions of the SA form can be accessed at:

https://anronline.vermont.gov/?formtag=AID_SA.

IMPORTANT:

The Signatory Authority section of the SA form must be completed and signed by an individual who meets these signature requirements from the regulations:

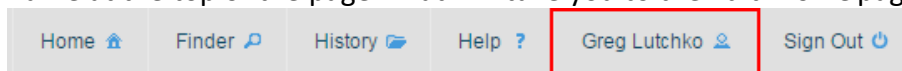
- In the case of corporations, by a principal executive officer of at least the level of vice president, or his/her duly authorized representative, if such representative is responsible for the overall operation of the facility from which the discharge described in the permit form originates and the authorization is made in writing and submitted to the Agency;
- In the case of a partnership, by a general partner;
- In the case of a sole proprietorship, by the proprietor; or
- In the case of a municipal, State, or other public facility, by either a principal executive officer, ranking elected official, or other duly authorized employee.

The Subscriber(s) is the person(s) who will be completing and submitting reports in ANR Online and the individual(s) whose account we will give Electronic Signatory rights. If the Signatory Authority will also be a Subscriber, they must also complete the Subscriber section of the SA form.

Step # 3 Set Up Account Security Questions

Once the Subscriber Agreement form is received and approved, VTDEC will enable Electronic Signature rights on your account and notify you by email. Before you will be able to electronically sign and submit forms, you will need to set up the security questions that will be used in the electronic signature process when you submit a form. To set up the security questions:

1. Sign into ANR Online.
2. Click on your Name at the top of the page. That will take you to the Edit Profile page.



3. Click the Manage identifying questions and answers link on the upper right side of the page.
4. The "Identifying Questions" window will open, you need to answer five different questions. If you don't like the question displayed, select a different one from the dropdown list. Once you've selected and answered five different questions, click the "OK" button. Then click the "Save" button at the bottom right. TIP: Select questions for which you can provide a single word answer and then enter that answer in all lower case. That way you won't need to remember whether you included a space between the words in your answer and whether you capitalized any of the characters.

Support

If you have questions while creating your account, please contact ANR Online Support at:

ANR.OnlineServices@vermont.gov or by phone at 802-272-4529, or 802-477-2982.