

ANR Online Account Set-Up for Reporting Untreated Discharges and Electronic Discharge Monitoring Reports (eDMR)

The ANR Online system will be used by wastewater treatment facilities to report untreated discharges and submit electronic discharge monitoring reports. Untreated discharges from a wastewater treatment facility may be reported by user accounts associated with that facility's permit number. Electronic discharge monitoring reports may only be submitted by a user account that has been given Electronic Signature permission by DEC. The Electronic Signature permission is obtained by completing and submitting the Subscriber Agreement form (see Step #3).

Step # 1 Set up Email Account

ANR Online accounts use your email address as your User ID in the system. For that reason, email addresses must be unique in the system. If you have multiple staff at your facility who need to be able to submit reports for your facility, each of those staff will need to have a unique email address before creating an ANR Online account. If you are the operator for multiple facilities, only one account is needed to report for both. If you wish to set up a new email address specifically for use with this system, rather than using the address under which you have received this message, do so **before** completing the User Profile and enter the new address therein.

Step # 2 Register to Create ANR Online User Account

In order to prepare for the launch of the system, we need to have facility operators who may need to submit an incident report or eDMR register to create an ANR Online user account. Once you have created an account, we can set up the system to allow you to submit reports for your facility(ies). Please follow these instructions to create a user account. **Please do this as soon as possible**, you won't be able to use the new reporting tool until you have created an account and we have set your account up to submit reports for your facility.

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 system will send an account activation email message to the address you entered when completing the form. The message will contain a link that is used to activate your new account. **Click the ANR Online link to activate your account.**
NOTE: If you don't 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. Send an email to ANR.OnlineServices@vermont.gov with your **facility permit number(s) and a list of the forms you would like access to (untreated discharges and/or eDMR)**. 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 and will notify you by email when that has been done.

Step # 3 Complete and Submit a Subscriber Agreement (SA)

The NPDES Discharge Program is a federal program which Vermont has been delegated to administer by the U.S. Environmental Protection Agency (EPA). EPA's Cross Media Electronic Reporting Regulation (CROMERR) requires that we verify the identity and authority of individuals who will be electronically signing and submitting reports in ANR Online. Before you can submit reports, you need to submit a Subscriber Agreement (SA) form that is used to satisfy this identity-proofing requirement. The SA form should be completed and submitted after you have created an account in ANR Online. 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 hardcopy form can be completed and submitted by postal mail. Both versions of the form can be accessed at https://anronline.vermont.gov/home?organizationcode=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. If the Signatory Authority will also be a Subscriber, they must also complete the Subscriber section of the SA form.

Step # 4 Set Up Account Security Questions

Once the Subscriber Agreement form is received and approved, we will enable Electronic Signature permission for your account and you will be notified by email. Once signing is enabled you will need to go into your account profile and set up five security questions that are used in the signing process. To set up the security questions:

Steps:

1. Sign into the system.
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.
[Manage identifying questions and answers](#)

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 drop down list. Once you've selected and answered five different questions, click the OK button. Then click the Save button at the bottom right.

If you have any questions relative to creating your account, please contact:

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