



Electronic Application and Reporting Portal

Video Script: Renewing an Existing Approval with DRBC

Welcome to the Delaware River Basin Commission's Electronic Application and Reporting Portal.

This training video provides an overview of the process for renewing an existing approval with the commission. In this example, we can see the process for Municipal Borough as though a consultant were completing the application on their behalf, but sending it to the Borough Manager for signature and submission.

After logging in, click to see "User Options" next to the approval that you wish to renew. Select the option "Start Renewal" to begin. This new process attempts to pre-populate the electronic application with as much information as possible from the prior existing approval. For this reason, a prompt will appear asking you to confirm that you understand that it is the applicant's responsibility to verify the accuracy of pre-populated information.

Once checking the box and clicking "Next", the system will create a draft application record. Note that if you return to the home screen, there is a draft application shown under "Your Pending Work Requests" with a status of draft, and a renewal can no longer be started for the same approval.

To resume editing a previously started draft renewal application, click the corresponding edit icon. Note that while information has been pre-populated and the section is complete, the ribbon will not turn green until the user clicks either "Save and Next", or "Save and Exit".

It is important to recognize that not all required fields in the application are pre-populated. Please complete the necessary sections, or upload the necessary attachments to complete the application in its entirety.

Once the application has been completed, continue to the section for "Certification and Signature of Applicant". As it is a third-party consultant who is completing the application on behalf of Municipal Borough in this example, we can pretend that only the Borough Manager has signatory authority of the application. As such, the consultant can use the "Send Application Link" button to send an email with a secure link to review and sign the drafted

application.

The pending work request status will change to reflect "Awaiting Signature".

Once the selected person receives the system e-mail, they can follow the link to the read only version of the application. Once reviewed, they are able to certify that the information is accurate, and sign the application. Clicking the button "Sign and Approve" will submit the application to DRBC for review. Updating the home screen within the portal should show an updated pending work request status. You can also check past actions for the application by clicking the notifications button.

Once DRBC has reviewed the application and determined it is administratively complete, you should receive an e-mail indicating as much. Please note that staff do not begin working on the application until all associated fees are paid. The item will now disappear from the "Pending Work Requests" and only appear under "Completed Work Requests". Note that the existing approval status has changed from "Active" to "Administratively Continued". Once a new approval is issued based on the application, the new approval will appear under "Your Active Approvals".

Thank you for your attention, and please view other instructional videos to find out more.