



Electronic Application and Reporting Portal

Video Script: How to Log In

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

If you are affiliated with an organization that has an approval with the Commission, such as a utility or municipality, you can now use this online system for tasks such as renewal applications or report submittals.

Initially, the management system will be setup with 1 or 2 people for each organization. Those people should receive an e-mail inviting them to login. Once signed in, they are able to invite others from their organization, or even third-parties such as consultants.

The invitation e-mail you receive from the management system provides you with a link to the website. Even though it is the first time you are logging in, you need to click "Reset Password" and enter your email address. If successful, the system will send you another e-mail to reset the password.

Once received, follow the provided link in the e-mail to set your initial password. Keep in mind that there are minimum security requirements and click "Set New Password" once finished. The system will now return you to the login screen, where you can sign in with your credentials.

The system requires multi factor authentication, and therefore you will receive another e-mail with the specific code. Enter the code once received, and by clicking "Remember this device", you can avoid the authentication process for about two weeks.

As this is the first time you have logged in, the system will request that you update your contact information. Once you have verified the information, click "Save" and you are officially logged into the Delaware River Basin Commission's approval management system.

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