Electronic Application and Reporting Portal

Video Script: Submitting a New Application

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

This training video provides an overview of the application process for a new approval with the commission. This process is largely structured around the existing PDF application forms on the commission's website, so much of it should be familiar.

To start, click the "New Project Application" tab on the left nav menu. In the first prompt, you must choose what type of approval you are applying for. Example descriptions of each are provided for reference. Once you choose an option and confirm that you have read the application details, clicking "Next" will create the application record. It should now be visible on your Home Screen under "Your Pending Work Requests". To resume editing, click the edit icon.

Note that portions of the application which were not selected are greyed out as they are not applicable. When you complete sections of the application, and click "Save and Next", the banner of the section will change from Blue to Green. If the section is incomplete, the banner will not turn green and an icon will indicate that there is more information required. Required fields are denoted by the red star icon.

Note that sometimes a selection may influence what can be filled out later in the application. For instance, only selecting "Groundwater" here as an option will make information on Surface Water Withdrawals within the Water Allocation section of the application "Not Applicable". When you click into the greyed out area, it should tell you what action needs to be performed to make the section applicable.

When adding withdrawal sources, DRBC is making efforts to more consistently track data with respective state agencies. As such, if the withdrawal source is already registered with a state agency (such as PADEP), we ask that you enter in the appropriate ID. Hovering over the information button provides examples of what ID is requested for sources registered with each state agency. Once selected, the system will display the source name from the state agency's database as a check. Populating the remaining requested information and clicking save will add the withdrawal point to the application.

When uploading required documents, it is a simple function to browse for the files you are looking for. Once selected, hit upload and you will be able to view the document you have uploaded.

Once you have completed all required portions of the application, the main ribbons will turn green. The system will use the data you populated to fill out the associated fee form. Please review the form carefully and click the acknowledgement check box. You will also be able to access the PDF of this form from the home screen once the application is submitted. Print the fee form and submit payment through the mail.

If you are the person responsible for signing the application, review and acknowledge the certification statement. You may use an electronic signature generation by typing your name, choosing the date, and clicking “Generate” – or use your touch screen to draw.

If you are not the person responsible for signing the application, you may send a link to the responsible person through e-mail using the “Send Application Link” button. The signatory person must be affiliated with the organization through the application management system. Once you click the button “Send Application Link”, the draft application will close and return you to the home screen. The status of your application should read “Awaiting Signature”.

The signatory person should receive an e-mail with a secure link to review a read only version of the application within 24 hours. Once reviewed and certified, the person can click the button “Sign and Approve”. The application has now been submitted, and updating the home screen should update the status.

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