



Electronic Application and Reporting Portal

Video Script: Navigating the Portal

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

This training video provides an overview of what can be done in the DRBC application once you are logged in. To find help on logging in, or inviting others to log in, please refer to prior training videos.

Upon logging in, this is the home screen you will see. If you have approvals with the Commission, they will be listed under “Your Active Approvals”. You can view the approval by clicking the PDF icon as shown. You can also perform other actions under “User Options”, such as starting a renewal application, requesting to end the approval, or checking reporting requirements.

Below the approvals is a space for “Your Pending Work Requests”. This area will populate once you have started actions such as new or renewal applications. The system will also display the status of each work request.

On the left navigation menu (simply referred to as the left nav), there are more options for user actions. By clicking “New Project Application”, the system will start walking you through the process of completing and submitting an application for a new project. This is different than the renewal process accessed from the home screen. Refer to additional training videos specifically discussing new and renewal applications.

- The “Manage Payments” tab on the left nav menu is where you can view a summary of payments due, or payments submitted. Here is an example where Municipal Borough had submitted a new application for a surface water withdrawal. The associated application fee is calculated, and the fee form generated as a part of the application process. Users can now click the PDF icon to pull up the fee form, and print it to submit payment by mail.
- The tabs for managing organization information and for adding a new organization to your profile were covered in prior videos, so we will not address them in this video.

- The “Name Change or Transfer” tab on the left nav menu replaces the PDF form previously required during a transfer of ownership.
- The “Water Charge Reporting” tab on the left nav menu replaces the existing online portal for reporting water usage in accordance with the DRBC Water Charging Program. If you previously logged into the DRBC system to report surface water data, this is the new way to accomplish those tasks. Please refer to a separate training video specifically related to the details on surface water charge reporting.
- Lastly, the “Reporting Requirements” tab on the left nav menu will track what deliverables or actions are needed for each approval. In this example, the portal notes that a Water Audit report is due for one of the dockets. Once close enough to the due date, users can upload the required documents.

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