



Electronic Application and Reporting Portal

Video Script: How to Register Your Organization and Create an Account

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

If you already have an approval with the Commission, you should have received a login invitation by email. Please view the "How To Log In" video for instructions on how to log into your account for the first time.

However, if you are affiliated with an organization that does not have an approval with the Commission but wish to submit an application, you will first need to register your organization to create an account.

Please note that only an organization applying for an approval should register. If you are a consultant working on behalf of a client, the client's organization must be setup first. At which point they can invite third party contacts (such as consultants) to log in and perform actions on their behalf.

To register your organization, start by clicking the link "Need to Register". The system will ask for your e-mail address to check if it is already registered. If not, you will need to enter the code sent to your e-mail to complete the multi factor authentication process. If you do not receive a code, please verify that you typed in the correct e-mail address.

Once you have entered your contact information, choose "Manage Approvals under a new Organization". The next screen will ask for the name of the organization you are requesting to register. Once you enter the name and click "Next", the system will ask for some general contact information for the organization.

Once entered and you click next again, a request will be sent to the System Administrator and you should receive an e-mail indicating the request was submitted. Once the account is setup for the new organization, you will get another e-mail asking you to reset your password even though it is the first time you will log in.

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