



### New User Account Set Up



# New User Creating Your Account



The average time to create a new user account is 5-8 minutes.

#### **EZ File Start Page**

New User Account Set Up

https://filings	deep.ct.gov/DEEPPortal/Account/LoginDetails			Ac	ecount Manager	Contact us Consystems
	ate of Connecticut Department of	Governor Dannel P. Malloy	(Automatical States)	Department of ENERGY & EI	NVIRONMENTAL	PROTECTION V4.0.0.1
ALE ROLL	🖉 🛛 Energy & Environme	NTAL PROTECTION				Date: 5/6/2014
ENV	[Log In]		New User Account			
	Leon mi		Please enter o	letails to create an account		* = required field
0/	Welcome to e-Filing!			* First Name:		
ZF	ile			* Last Name:		
				* User Name: * Password:		Password must be minimum 8 characters.
DEEP Home Permits & I	opvironmental permits and petificativ	the convenient, secure way to manage your ons!		* Confirm Password:		Password must contain any three of the following: 1. Numeric numbers
	Diazon log in to bagin			Phone No:		2. Upper case letters 3. Lower case letters
Getting Sta Public Sear				Department/Company:		4. Special characters Password should not start with Number
By Map By Location				Job Title:		
Help				* Email:		
Guide Me	Username			Street:		
	Password			P.O. Box:		
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		Submit		Zip/Postal Code:	United States of America	
						WKGEVA
	New to a Filip	g? Create an account here.		* Validation Code:		
		odate your user account? Go to Account Manager.			Create	
		,g		Copyright © 2	2008 - 2013 CionSystems Inc, All rights	reserved.



# **Creating Your Account**



Ac	count Manager		🖾 <u>Contact us</u> CionSystems		
Department of ENERGY & EN	NVIRONMENTAL	Pro	V4.0.0.1		
			Date: 5/6/2014		
New User Account					
Please enter details to create an account			* = required field		
* First Name:					
* Last Name:					
* User Name:		Pas:	Password must be r		um 9 characters
* Password:		Pas: 1. N	Password must be r	ninim	um o characters.
* Confirm Password: Phone No:		2. U	Password must cont	ain a	ny three of the following:
Department/Company:		3. L/ 4. S			,
Job Title:		Pase	1. Numeric numbers	S	
* Email:			2. Upper case letter	s	Please be sure to
Street:			3. Lower case letter		
P.O. Box:					remember your user
City:			4. Special character	S	name and password!
State/Province:	Connecticut				
Zip/Postal Code:					
Country:	United States of America				
* Validation Code:		WKO	SEVA		
	Create				HINT: these are all upper case
Copyright © 2	008 - 2013 CionSystems Inc, All rights	reserv	/ed.		



## New User Verifying Your Profile



Upon successful completion of the required fields, you will receive an email.

Record your PIN \_\_\_\_\_\_ and then select the linked text to continue the account set up process.

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95×+)=	c	T DEEP eFiling - Account	Security PIN Message (	(HTML)						
Message Add-Ins Adobe PDF										
	bye to Create Other Ider → Rule Actions →	Block Not Junk Sender	Categorize Follow Mark							
Respond	Actions	Junk E-mail 🛛 🖻	Options	🕞 Find						
From: DEEP.Helpdesk@ct.gov Sent: Mon 6/2/2014 9:37 AM To: Cc: Subject: CT DEEP eFiling - Account Security PIN										
Hi Fishtester4a,         Your Security PIN to validate your Connecticut Department of Energy & Environmental Protection (CT DEEP) eFiling user account a 323018.         Please use this PIN to continue your account setup <u>Please note that you will not be able to log into the DEEP eFiling system until you complete</u> the entire account setup process. <u>Thank you,</u> <u>CT DEEP</u> For assistance, please email us at DEEP helpdesk@ct.gov or call us at 860-424-3882. Normal Business Hours are Monday through Friday, 9:00         a.m. to 4:30 p.m. EST										





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ſ	CT DEEP eFiling - Account Security PIN - Message (HTML)																
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	Reply Reply Forward Delete Move to Create Other Block Martinek Categorize Follow Mark as																
	to All Folder* Rule Adions* Sender Up Up Unread & Select * Respond Adions Junk E-mail G Options G Find																
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	Subject:	CT DEEP eFi	ling - Account	Security PIN													
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		Security PIN															Ш
		e use this PIN ntire account se			ount setur	Please not	e that yo	ou will not	De able	to log i	into the L	EEP er	ling syste	m until	you corr	piete	11
	Thank you, CT DEEP																
	For assistance, please email us at DEEP helpdesk@ct gov or call us at 860-424-3882. Normal Business Hours are Monday through Friday, 9:0 a.m. to 4:30 p.m. EST																

After selecting the linked text, enter your PIN included in the verification email.



#### Department of ENERGY & ENVIRONMENTAL PROTECTION

User Account Setup

Please enter the Security PIN Number sent to your email address in order to confirm your account and continue with your account setup.

	Fishtestermike
Security PIN Number:	323018
	Ok Cancel





### New User Selecting 5 Security Questions

You must select and answer 5 security questions from the list. You will be prompted to answer 1 of these questions each time you log on to ezFile.

	Acco	ınt Manager		Contact us ConSystems						
	rtment of ERGY & ENV	/IRONMEN	ital Prote	CTION	Security Questions					
				-Select-						
User Account Setup Select 5 personal questions an User Details	d answers that will allow you t	o manage your account info	rmation.	What is your pet na What is mothers m What is your car co	aiden name? olor? i meet your spouse/significant					
* First Name:	Fish	* Last Name:	Tester		I meet your spouse/significant other?					
Job Title:		Department/Company:		In what city or town	In what city or town was your first job?					
Phone No:		Email:	test@test.com	What is the country	v of your ultimate dream vacation?					
Selectable Questions Questions:		Answers:		What is the name of	me of the boy or girl that you first kissed? of a college you applied to but did not attend?					
-Select-	•			What is the name of	of the company of your first job?					
-Select-	•				of your elementary/primary school? of your favorite childhood friend?					
-Select-				What is your favori						
-Select-	•			What was your high						
-Select-	▼ Save	Cancel		What was the first What was the mod What was the nam What was your chil When you were yo	concert you attended? el of your first car? e of your favorite grade school teacher? ldhood nickname? ung, what did you want to be when you grew up?					
	Copyright © 2008	2013 CionSystems In	ic, All rights reserved.	Who was your child	dhood hero?					



#### **New User Account Created**



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				Ac	count Manager			Contact us CionSystems
Account Cre Closing Scre		COMPLECTICS THE CONTROL OF THE CONTR	Department ENERGY		NVIRONMEI	ntal F	<b>PROTECTIC</b>	VA.0.0.1
-								Date: 6/2/2014
		User Account Setup						
			atulations, your account c plication.	reation and se	etup is now complete! Select OK	to close out this	tab and return to	
				Ok				
		Attent	ion Firefox users only: The	e OK button v	vill not automatically close this t	ab. Please close t	his tab manually.	
• <b>.</b>	C	T DEEP eFiling - User Account Regis	tered - Message (HTML)				-	
	Adobe PDF					0	eserved.	
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rom: DEEP.Helpdesk@ct.gov					Sent: Mon 6	/2/2014 9:39 AM		
o: c:								
ubject: CT DEEP eFiling - User A	Account Registered							
Hi Fishtester4a, Your Conne	cticut Department of	Energy & Environmental Pro	otection (CT DEEP) of	eFiling user	account setup has been	Â	Confirma	tion Email
successfully completed _							Commina	
Thank you, CT DEEP								

From:

Subject:

To: Cc:



Connecticut Department of

#### Log In and Start Filing



Cov State of Connecti	icut	Overnor Dannel P. Malloy
	Department of ENERGY & ENVIRONMENTAL PR	OTECTION
	[209 11]	
File	Welcome to e-Filing!	
DEEP Home	Welcome to DEEP's e-Filing system, the convenient,	secure way to manage your
Permits & Licenses	environmental permits and notifications!	
Getting Started	Please log in to begin.	
Public Search By Map By Location Public Comments Submitted SWC Filings Submitted SWNE Filings Help Guide Me	Username         Password         New to e-Filing? Create an account         Forgot your password or need to update your user account	