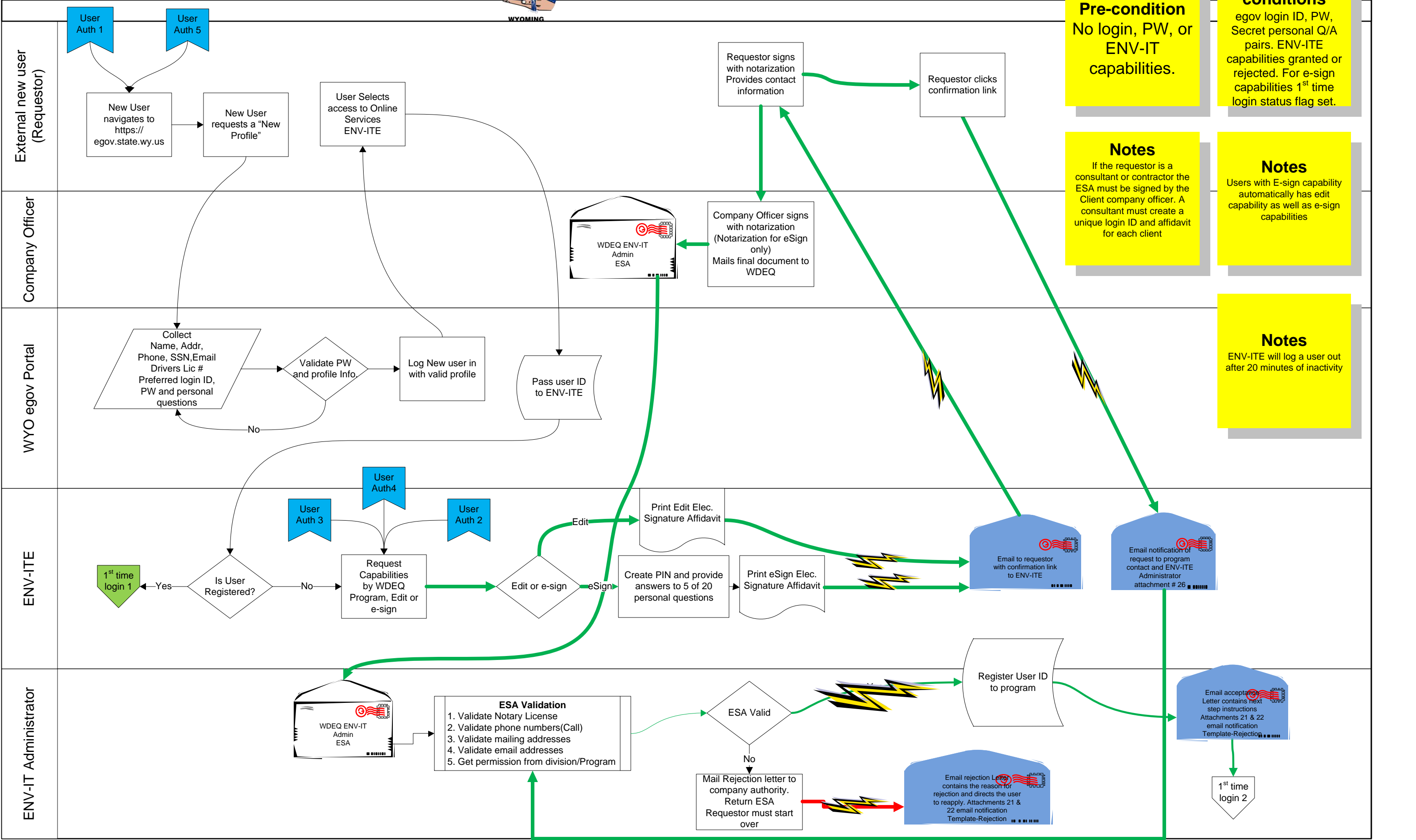


WDEQ COMMON PROCESS #36 New User Authorization.



Pre-condition
No login, PW, or ENV-IT capabilities.

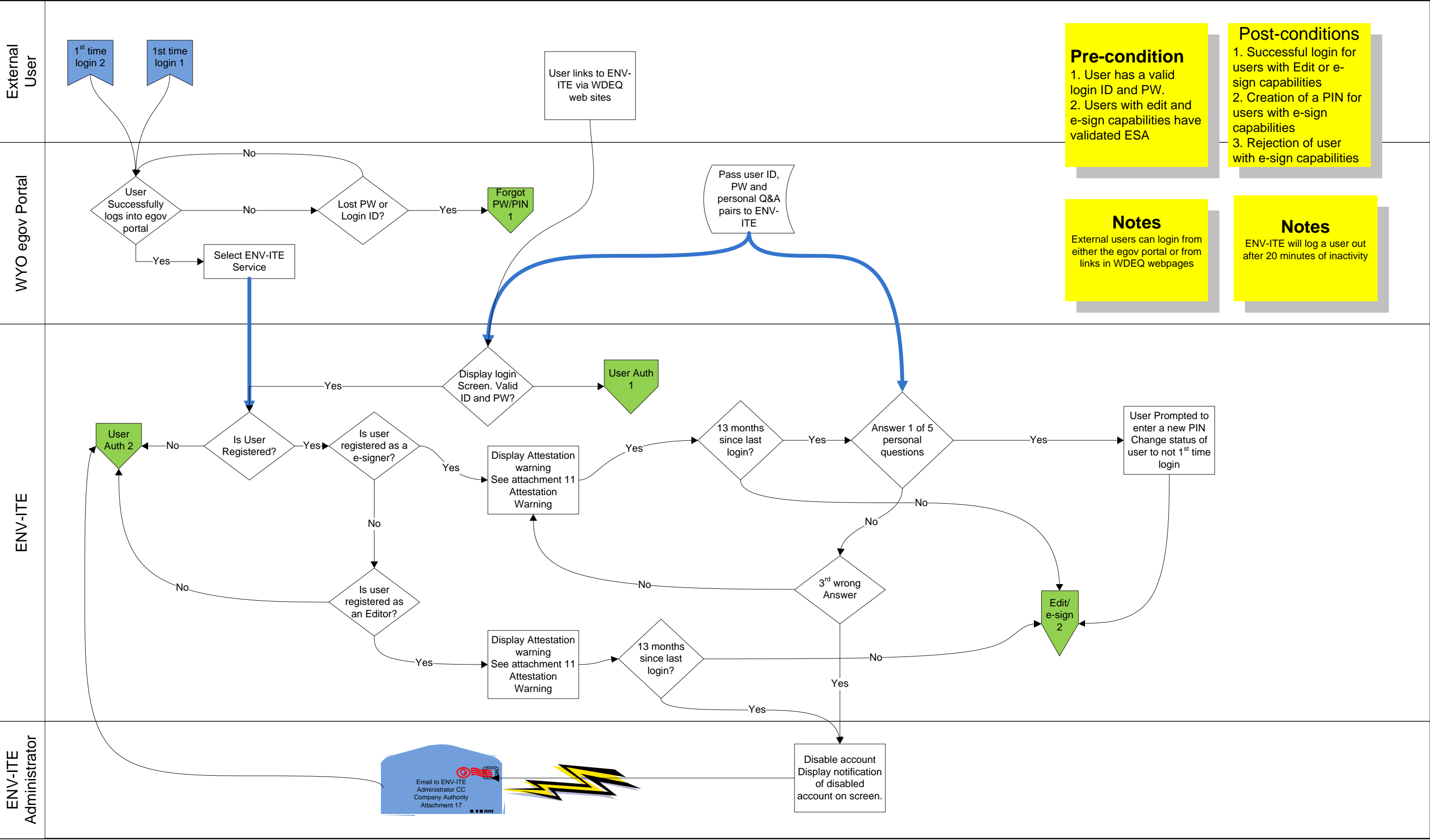
Post-conditions
egov login ID, PW, Secret personal Q/A pairs. ENV-ITE capabilities granted or rejected. For e-sign capabilities 1st time login status flag set.

Notes
If the requestor is a consultant or contractor the ESA must be signed by the Client company officer. A consultant must create a unique login ID and affidavit for each client

Notes
Users with E-sign capability automatically has edit capability as well as e-sign capabilities

Notes
ENV-ITE will log a user out after 20 minutes of inactivity

WDEQ COMMON PROCESS #36 New User Authorization – Login and 1st time Log in



Pre-condition

- 1. User has a valid login ID and PW.
- 2. Users with edit and e-sign capabilities have validated ESA

Post-conditions

- 1. Successful login for users with Edit or e-sign capabilities
- 2. Creation of a PIN for users with e-sign capabilities
- 3. Rejection of user with e-sign capabilities

Notes

External users can login from either the egov portal or from links in WDEQ webpages

Notes

ENV-ITE will log a user out after 20 minutes of inactivity

Common Process #34 Edit & e-sign



External User

ENV-ITE

ENV-ITE Administrator

Edit/ e-sign 1

Edit/ e-sign 2

Logoff session

Return to process specific workflow

Enter document ID, display COR w/ option to print or download

Selects CORaccess or e-signer Reports

1. Click "List of" User IDs company e-signers
2. Display list of authorized e-signer names
3. Select e-signer
4. Display list of e-signed document names and IDs for e-signer

Display list of programs user is authorized to access User selects program

WDEQ Process specific workflows entering, editing, or uploading documents or data
NOTE. Process specific processes define the roles and capabilities of internal DEQ users. None can edit COR or e-sign

User completes upload or edit

Email to user verifying edit, or upload cc WDEQ Program contact and Company Authority Attachment 25

Return to process specific workflow

User selects "e-sign document or data"
Display Human Readable Form of the document or data
Display Final Submission warning Attachment 15

User prompted for PIN. PIN Valid?

No

No

3rd wrong Answer

Yes

1. Assign unique document ID
2. Change status of Human Readable form of COR
3. Final and file in COR library

Email to User CC Company Authority WDEQ Program Contact Attachment 26

Disable account
Display notification of disabled account on screen

User Auth 3

Email to ENV-ITE Administrator CC Company Authority Attachment 17

Pre-condition

1. User has a valid login ID and PW.
2. Users with edit and e-sign capabilities have validated ESA

Post-conditions

1. Edited/uploaded documents or data with email notification
2. e-signed documents of data with email notification
3. Document COR status set to "e-signed" OR
3. Disabled account for user with e-sign capabilities

Notes

ENV-ITE will log a user out after 20 minutes of inactivity

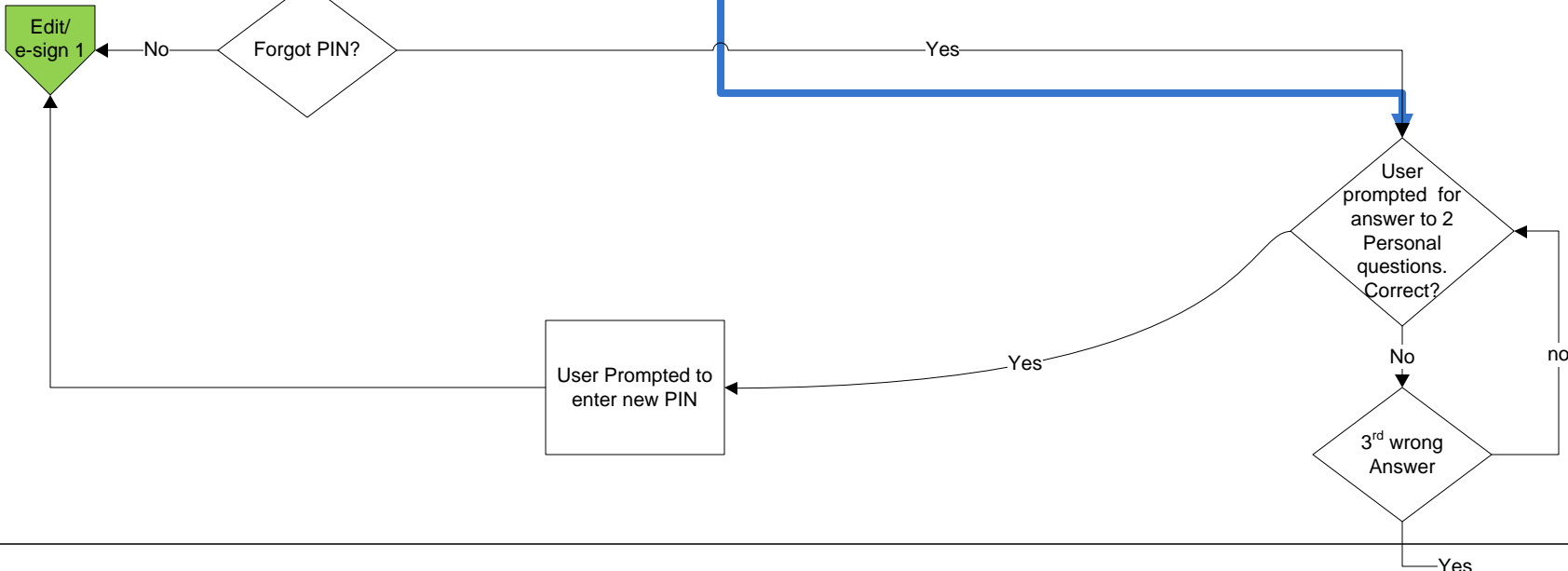
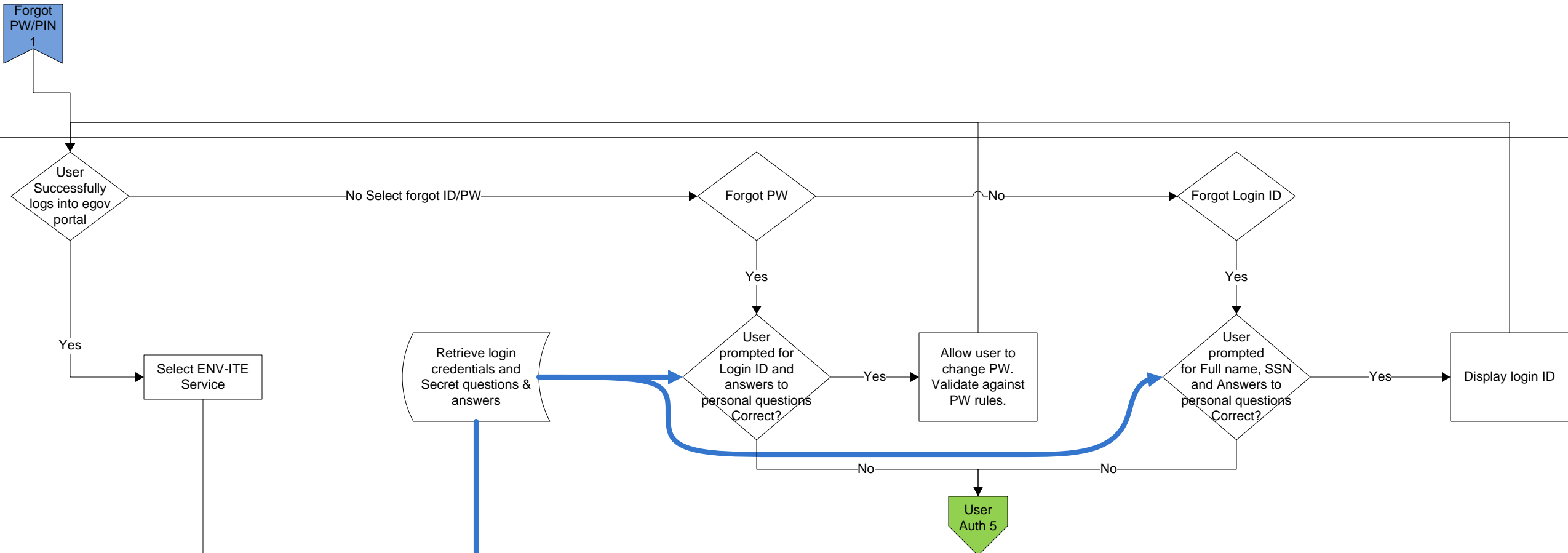


External User

WYO egov Portal

ENV-ITE

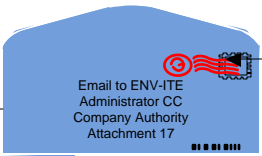
ENV-ITE Administrator



Pre-condition
1. User has a valid login ID and PW.
2. Users with edit and e-sign capabilities have validated ESA and PIN
1st time user flag not set

Post-conditions
1. New user PIN
And/or
2. New user PW
And/or
3. New user ID

Notes
ENV-ITE will log a user out after 20 minutes of inactivity



Disable account Display notification of disabled account on screen.
Display Main DEQ phone number to call to unlock account

Common Process #34 Repudiation Process

