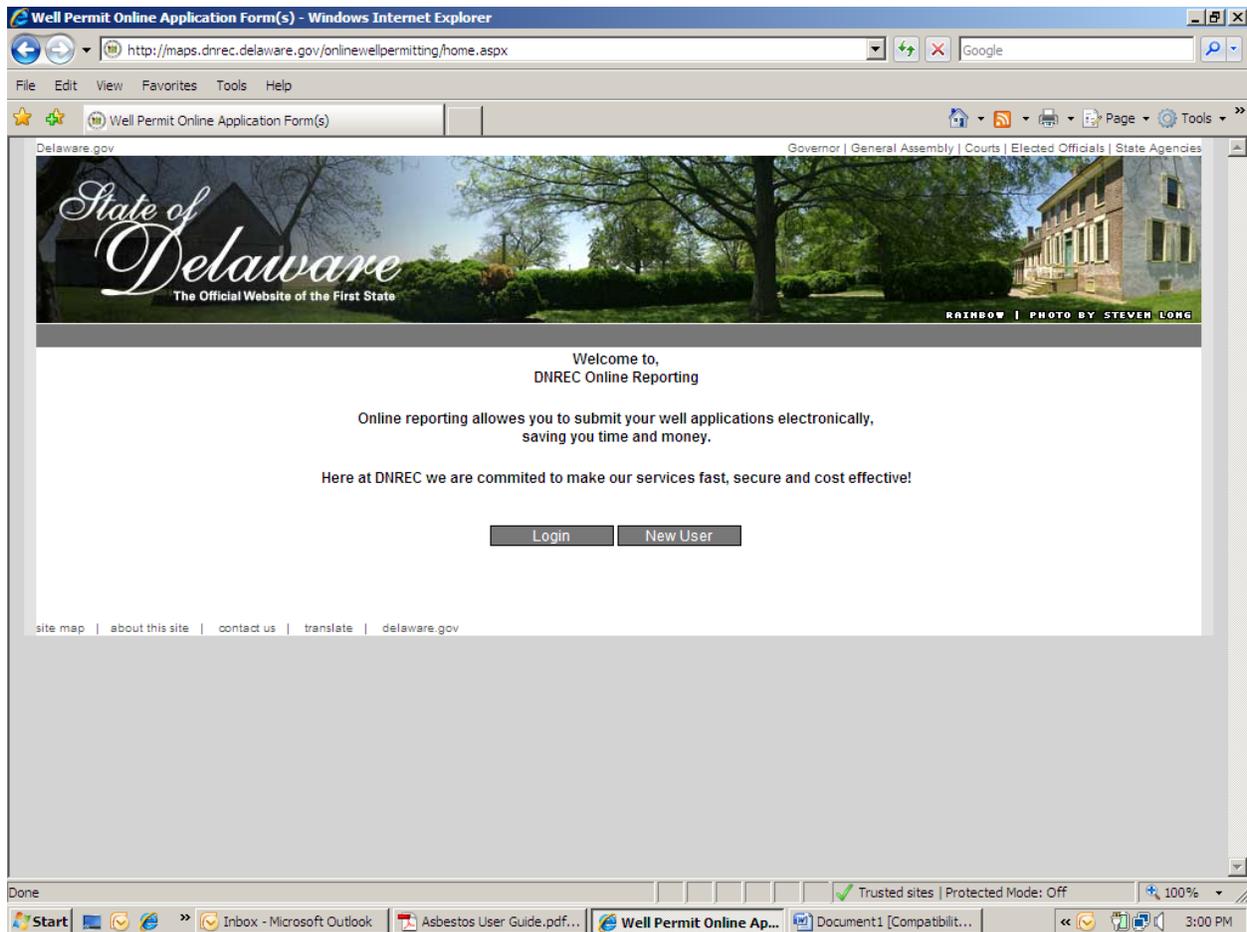


## Users Guide for Online well Permitting

The following paragraphs and images are intended to guide you through the process of creating a user account, entering information into the various well permitting application forms, submit the form, electronically sign the applications and check the status of your applications.

The opening page of the Online Well Permitting system looks like this:



If you are the first time user of the system click the button **New User**. This will take you to the following page:

New Registration - Windows Internet Explorer

https://apps.dnrec.state.de.us/testCROMERR/fmNewRegistration.aspx?ReportID=6

New Registration

Create an Account

Your DNREC ORS Account gives you access to the Data Entry Application also.

First Name :\*

Middle Name :

Last Name :\*

Address Line 1 :\*

Address Line 2 :

City :\*

State :\*

Zip Code :\*

Desired User Name :\*

Minimum of 3 to 50 characters in length and should start with a letter only.  
Contains letters (a-z), numbers (0-9), underscore (\_), period (.) and @ sign.

john.doe is available.

EMail Address :\*

Confirm EMail Address :\*

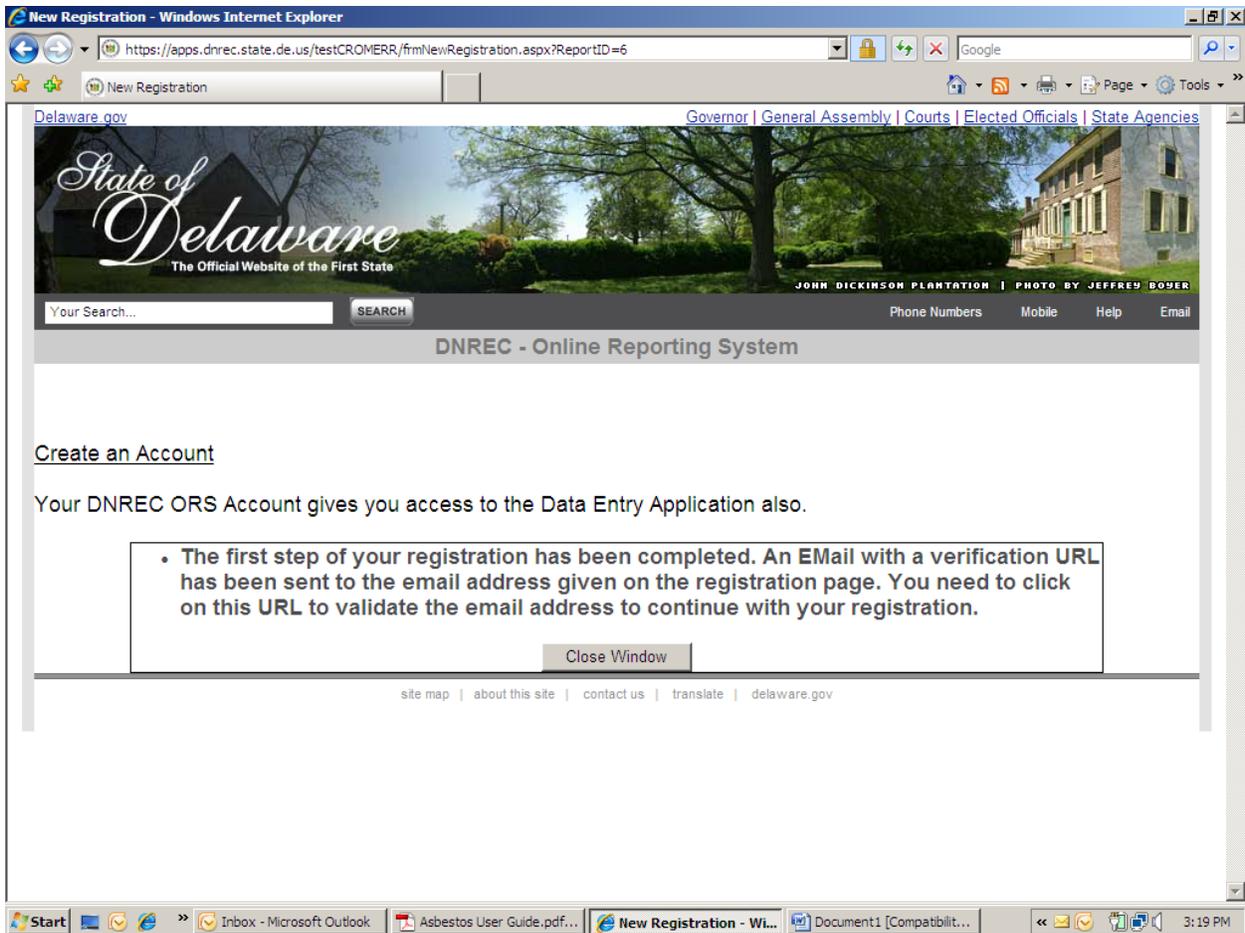
Security Question1 :\*

Answer1 :\*

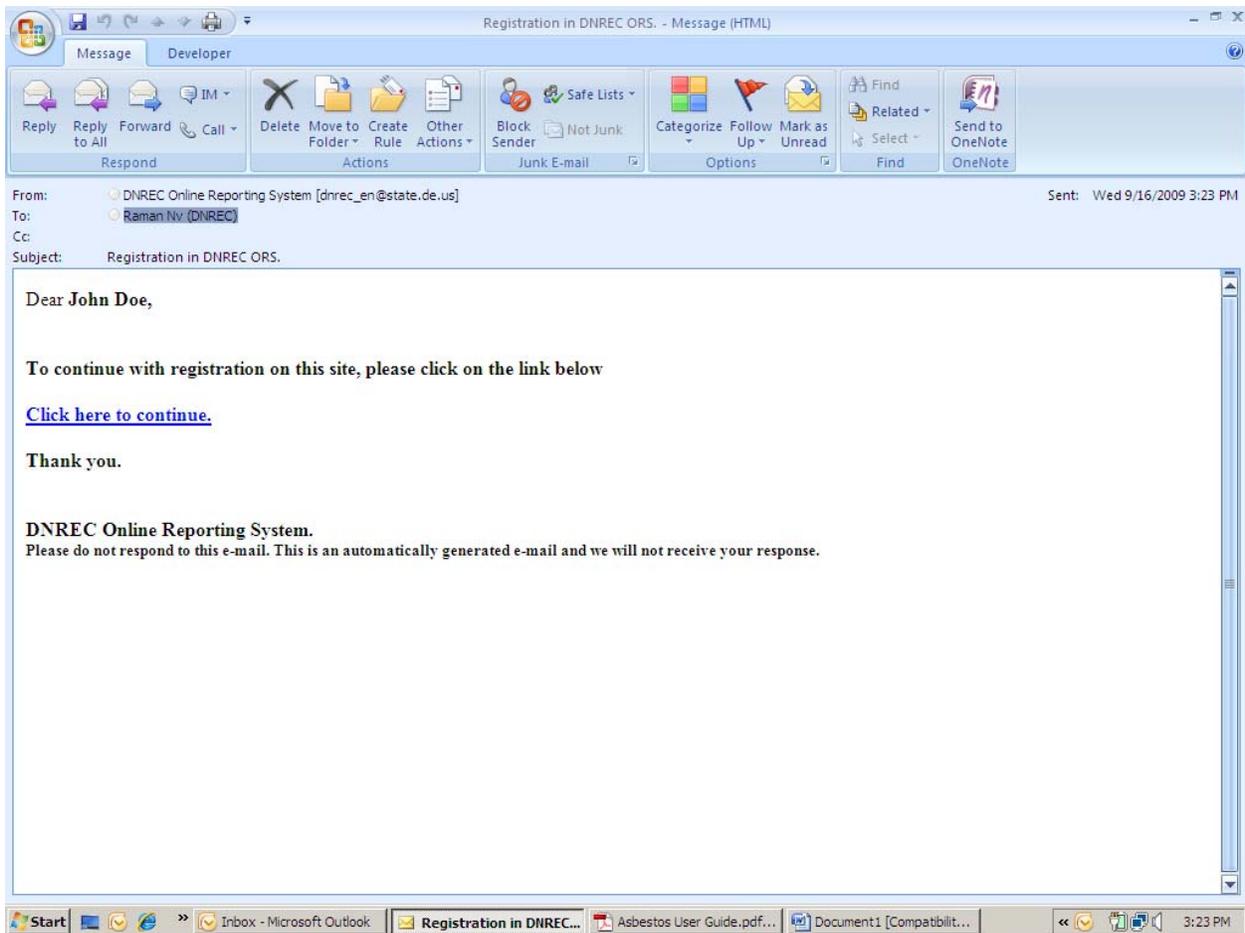
User Privelage :\*  Data Entry Only  
 Data Entry & Signing Rights

Start | Inbox - Microsoft Outlook | Asbestos User Guide.pdf... | New Registration - Wi... | Document1 [Compatibilit... | 3:18 PM

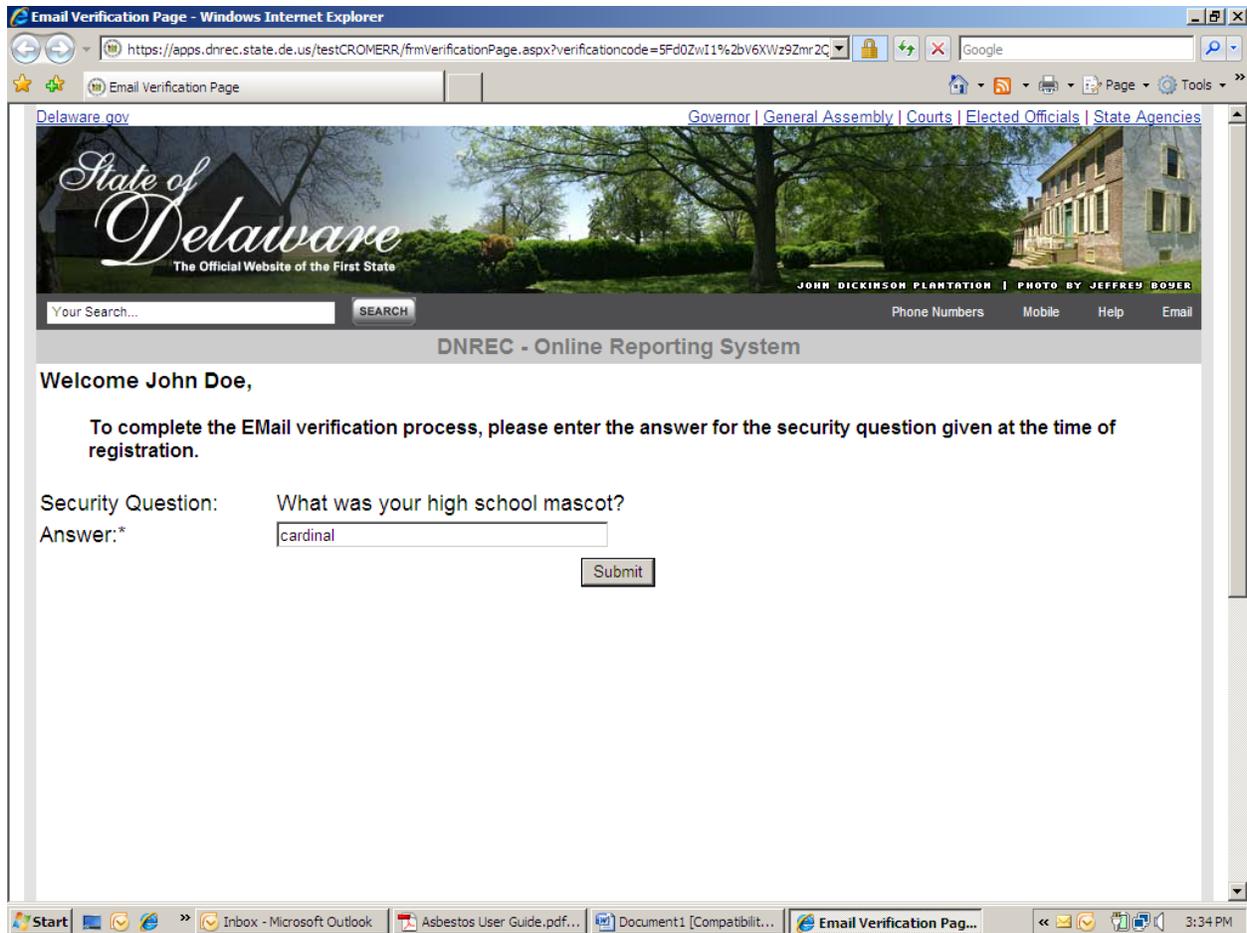
You need to supply all the requested information. Fields with asterisk are mandatory. The **Desired User Name** will be your User ID. Clicking the **Check Availability** button allows you to find out if the User Name you chose is still available. If not you will have to provide an alternative user name. Every user name has to be unique to this system. You need to supply answer to a security question from a list of questions you can choose from. Select the privilege you desire. If you selected **Data Entry Only** then someone with signing authority will be required to set up an account under the same company name. When you click the **Submit** button you will be taken to the following page:



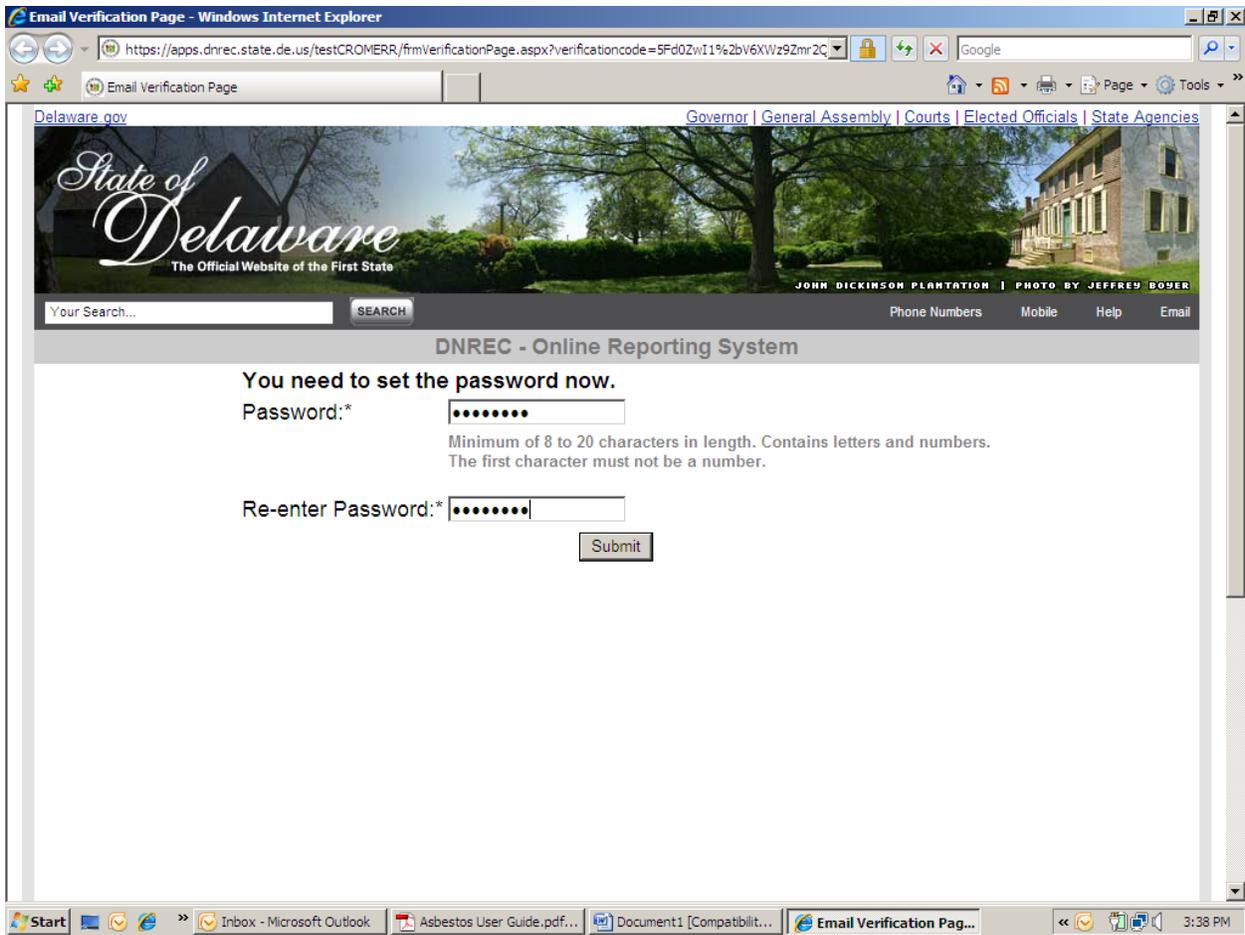
AS soon as you have completed setting up your user ID you will receive an email. You need to open your email account and click on the verification link **Click here to continue** as shown below to verify your email account:



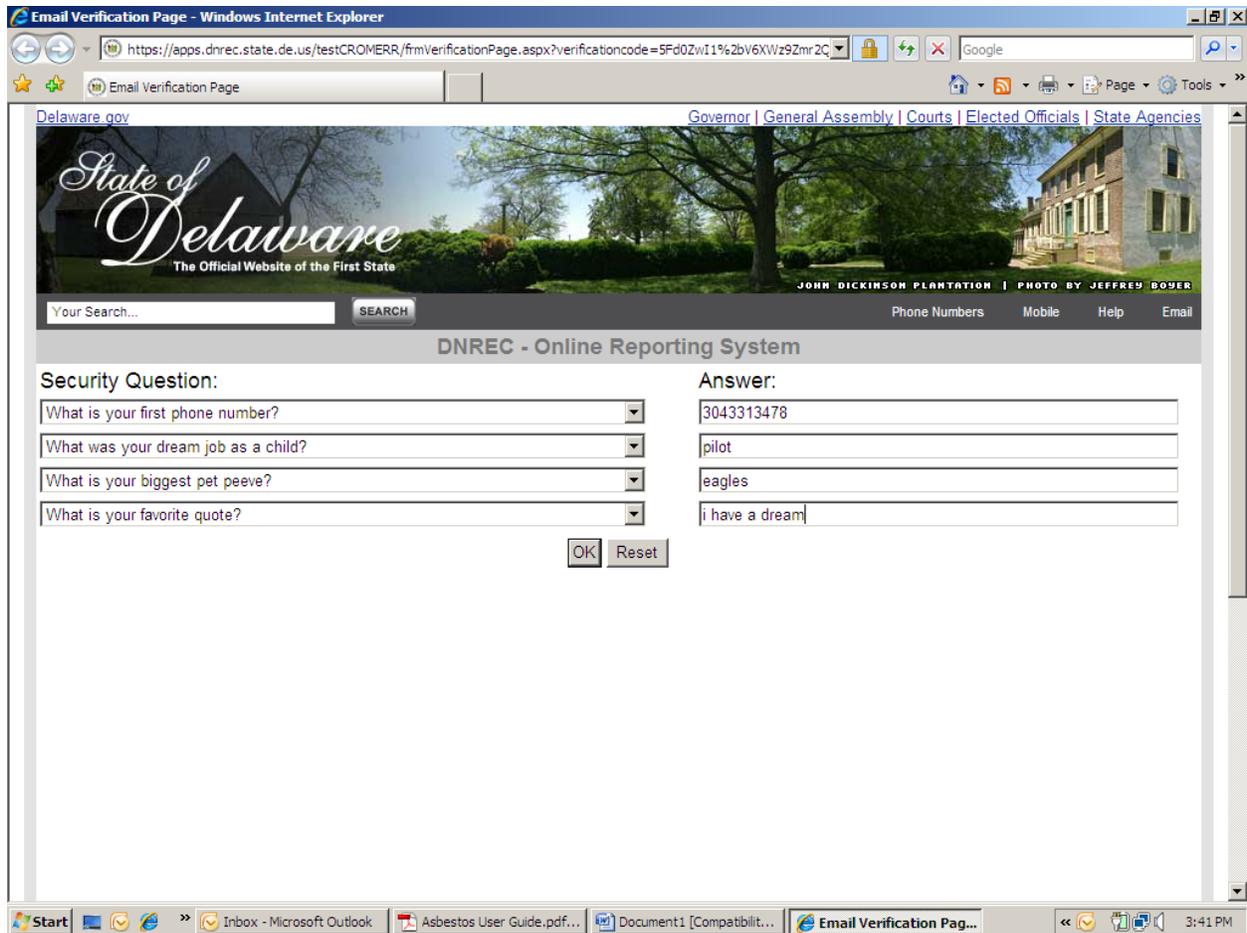
You will now be taken to the following page:



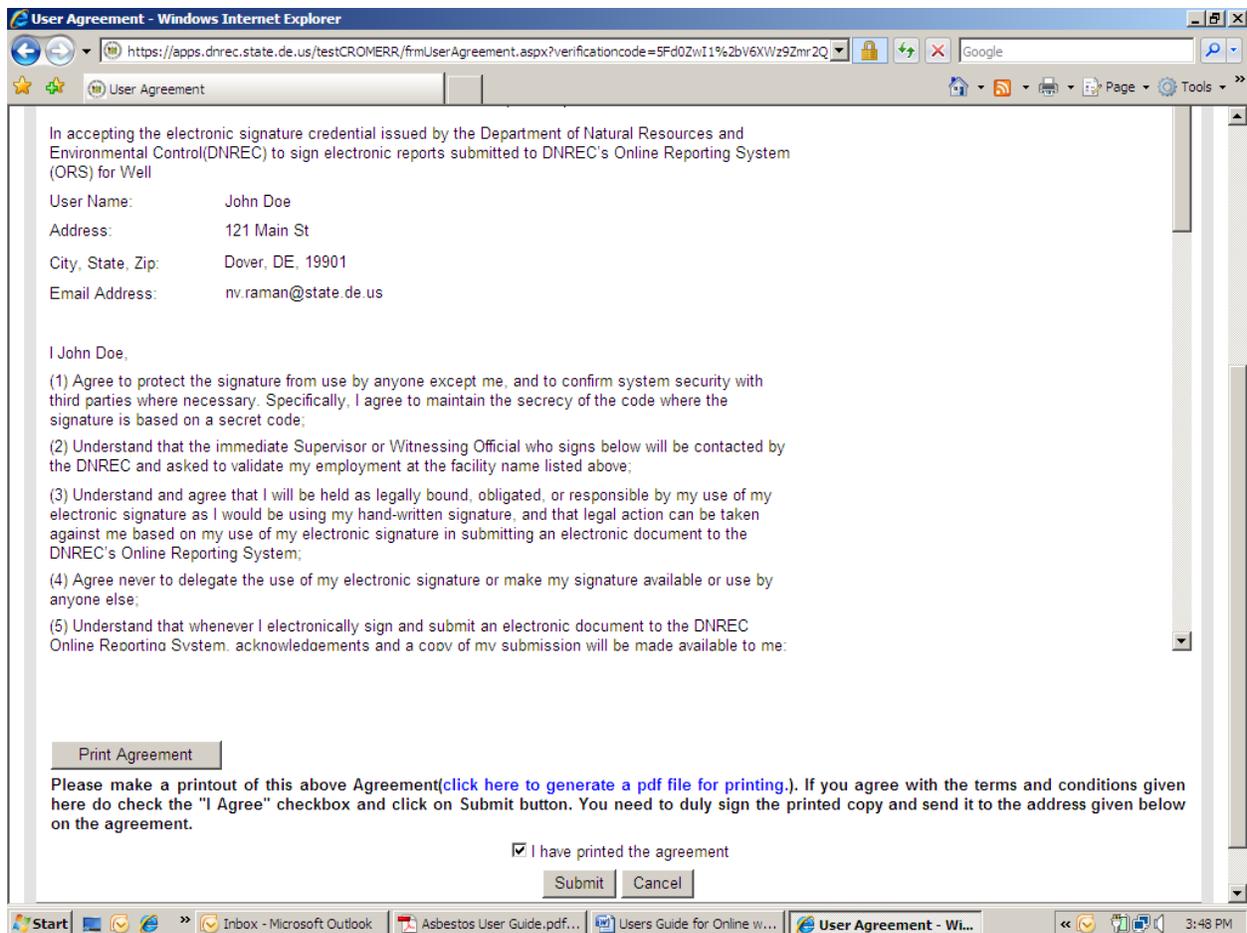
Provide the answer to the security question you had set up earlier and click the **Submit** button. Your next page will allow you to set up your password as follows:



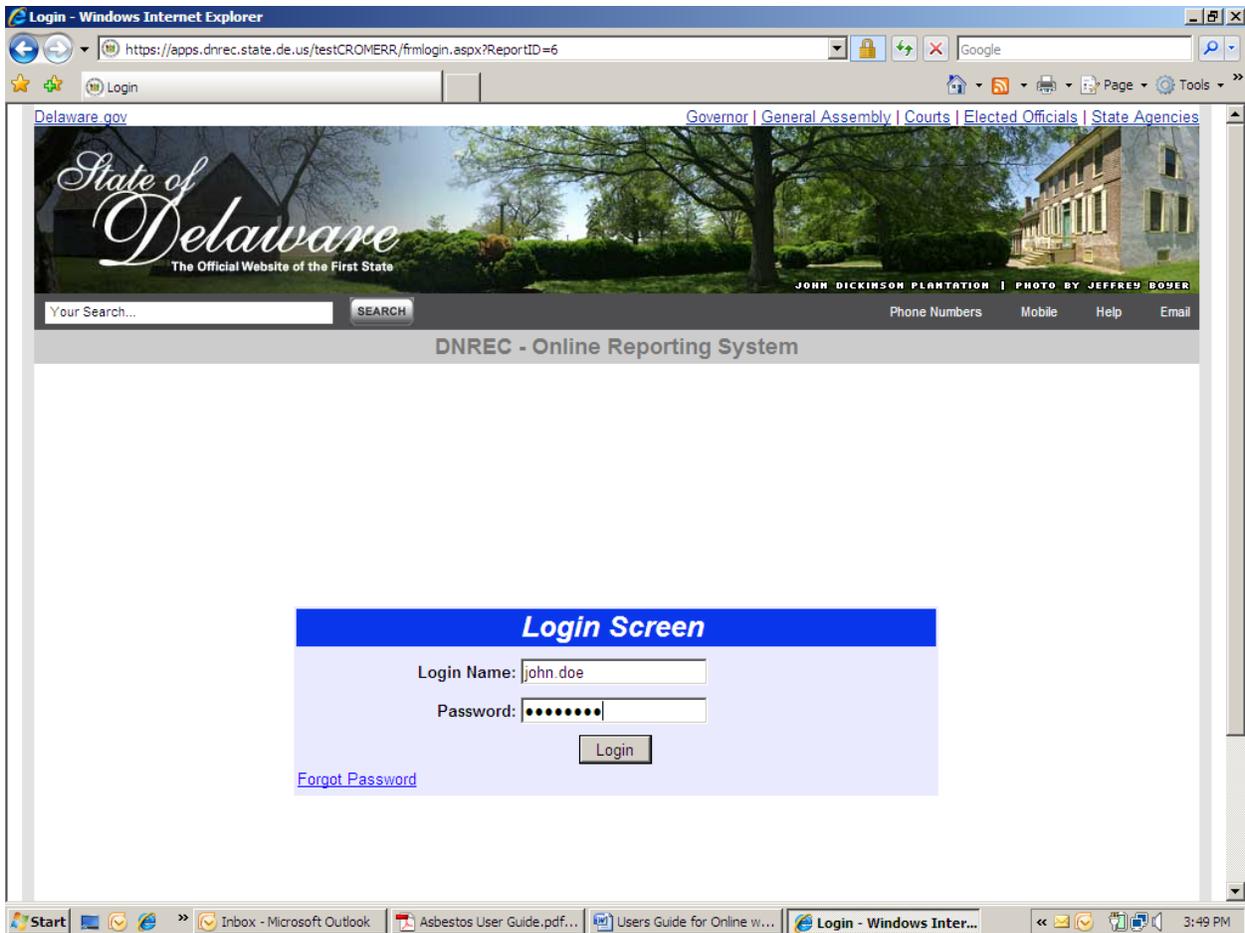
Provide the password and click the **Submit** button. In the next page you will set up answers to 4 more security questions as follows:



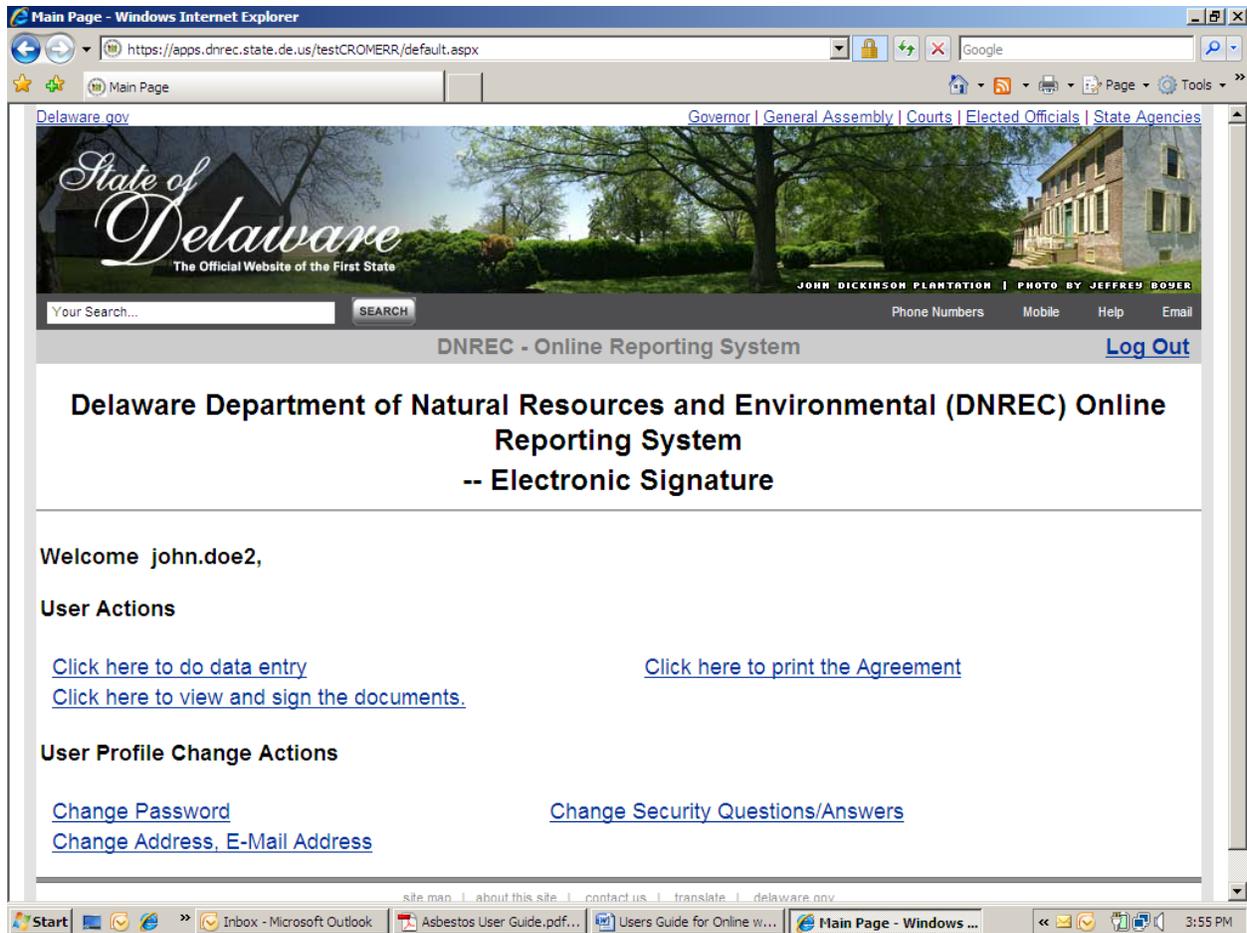
Click the **OK** button. The next page will take you to an agreement that you will need to print sign and fax to the number provided in the agreement:



Check the box against **I have printed the agreement** and click the **Submit** button. You have now completed all the tasks necessary to provide you with the access to the system to begin data entry. You will be able to sign the document only after DNREC Well Permitting Section approves the agreement you faxed. You will receive an email stating that you have been approved to sign the documents you will be submitting on line. You will now be taken to the log in page:



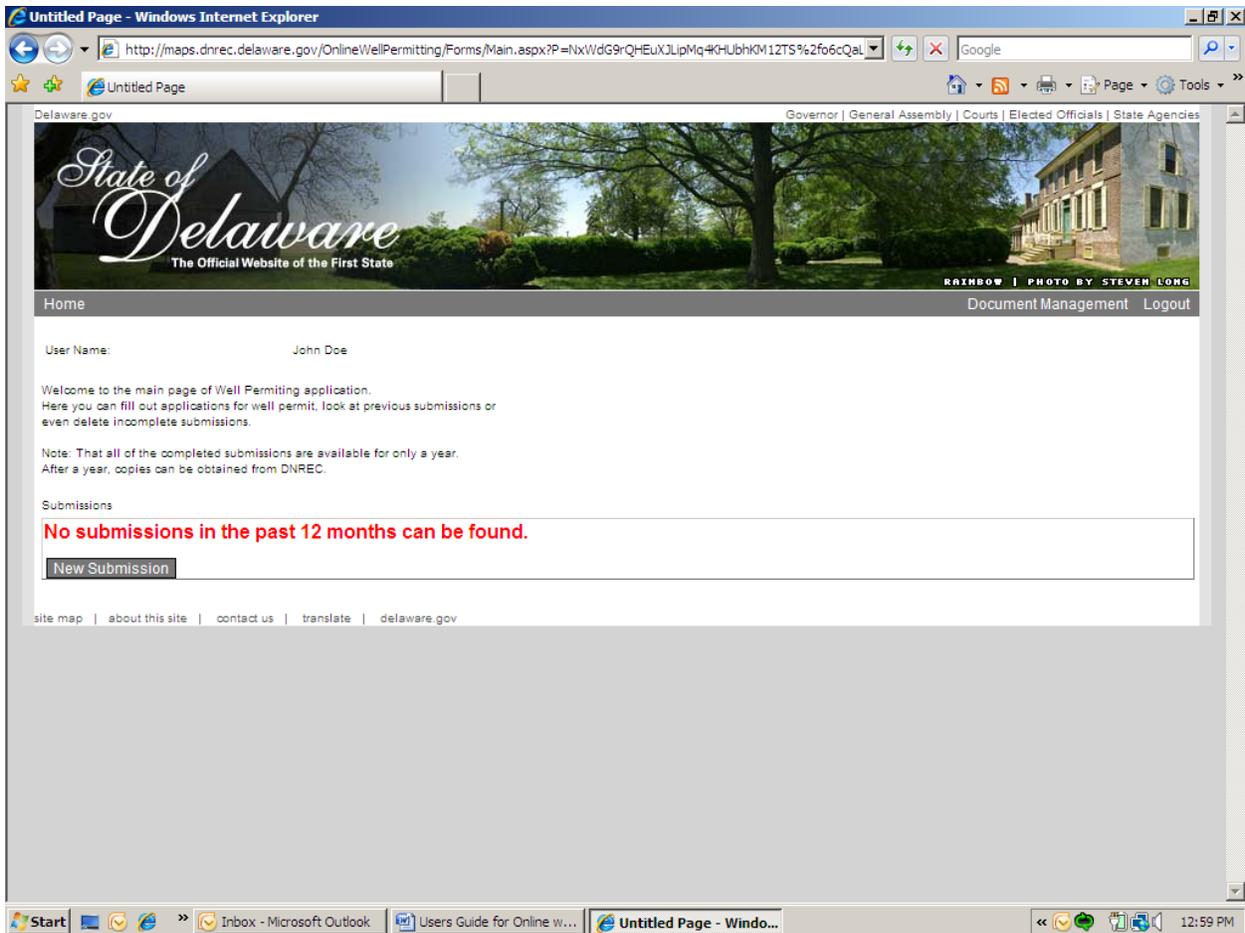
Enter the User Name and the password you had just established and click **Login** button. Your next page will be as follows:



This is the starting page once you have set up your user account. Every time you log in you will be taken to this page. You can do a number of things from this page:

1. Go to the data entry system
2. Sign the well permit application once data has been entered
3. Print the agreement again if needed
4. Change your password
5. Change your email address
6. Change your security questions or answers to the question you have already selected.

If you are ready to proceed to enter data for an application click on the first link “Click here to do data entry” and you will be taken to the following page:



To begin entering data for a new application click “New Submission” button. If you have submitted applications in the past the list will appear here along with their status. Also you can resume data entry for any partially completed applications here. Clicking “New Submission “ will take you to the data entry form:

Untitled Page - Windows Internet Explorer

http://maps.dnrec.delaware.gov/OnlineWellPermitting/Forms/OwnerInformation.aspx?P=NxWdG9rQHEuXJLipMq4KHUbhKM1Z'

Google

required fields are marked by an asterisk (\*)

**Owner Information**

**Owner Name**

Owner Type\*: Person

Last Name\*: Young

First Name\*: Joe

Middle:

**Owner Contact**

Owner Phone: (302) - 443 - 3456 Ext.:

Owner Email:

**Owner Address**

Address 1\*: 22 Silver Lake Dr  
e.g. "89 Kings Highway"

Address 2: e.g. "Unit 10" or "Ground Water Discharge"

City\*: Middletown

State\*: DE Country\*: United States

Zip\*: 19709

**Application Information**

Application Type\*: Permit to Construct a Well

**Licensee Information**

Licensed Preparer / Well Contractor License # \*:

Vendor License:

Start | Inbox - Microsoft Outlook | Users Guide, for Online w... | Untitled Page - Windo... | 1:11 PM

You will begin entering data in the appropriate boxes. The data entry form is very similar to the paper application form you are used to. The look has been slightly modified to make it easy for you to enter data online. Any box that is preceded by an \* must have data entered in it. This is the first page of the form. This page will expand further once you chose the Application type as follows:

Untitled Page - Windows Internet Explorer

http://maps.dnrec.delaware.gov/OnlineWellPermitting/Forms/OwnerInformation.aspx?P=NxWdG9rQHEuXJLipMq4KHUbhKM1Z'

ZIP: 19709

Application Information

Application Type\*: Permit to Construct a Well

Licensee Information

Licensed Preparer / Well Contractor License # \*: 1

Licensed Preparer / Well Contractor Name: White, Roy E - Water Well Contractor(Approved)

Application Date\*: 9/9/2009

Construction Date\*: 10/15/2009

Site Location Information

Select County\*:  New Castle  Kent  Sussex

Tax Parcel Sample: 06-234,56-789

	Label	Label	Label	Label
Tax Parcel Number*:	23	013	00	057

2301300057 - RAMAN NANDIKKARA V & SWARUP R - 22 SILVER LAKE DR, MIDDLETOWN, DE

Lot Number:

ADC Map Grid:

Subdivision:

Name of Nearest Town:

Distance to Nearest Town:  Miles

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Start | Inbox - Microsoft Outlook | RE: EIS - Message (HTML) | Users Guide for Online w... | Untitled Page - Windo... | 1:16 PM

After you enter the parcel number you can click the verify button. This action will perform a search in the appropriate county's database and verify if the owner/parcel information is correct. Sometimes the county system may be down and the verification may fail. However this should not stop you from proceeding further. The Department will perform the verification on its own. Once you have completed this page of the application click the "Continue" button. This will take you to the mapping page:

The screenshot shows a web browser window with the address <http://maps.dnrec.delaware.gov/OnlineWellPermitting/Forms/MapDetails.aspx?P=NxWdG9rQHEUXJLipMq#KHUbhKM12TS%2fc>. The map displays an aerial view of a residential neighborhood. A specific parcel is highlighted with a red border. A green crosshair is positioned on this parcel, indicating the location of a well. A blue area representing a creek, labeled 'Deep Creek', flows through the lower portion of the map. Below the map, there is a 'Location Details' form with the following fields:

Location Details	
Size of the Parcel is?*	<input type="radio"/> Less than 0.5 Acre <input type="radio"/> Greater than 0.5 Acre
Distance between the well and front property line*:	0 Feet
Distance between the well and back property line*:	0 Feet
Distance between the well and left property line*:	0 Feet
Distance between the well and right property line*:	0 Feet
Distance between the well and the nearest road*:	0 Feet

Click on the pencil symbol on the left hand side and mark a point on the map by clicking to select the location of the well. Select the size of the parcel and enter information requested in the boxes below the map. You can use the Scale feature on the menu by clicking the Scale symbol to measure distances on the map. Once you have completed data entry on this page click the Continue button. Sometimes you will get an error message such as “The **Tax Parcel could not be located**”. If the tax parcel number you entered is correct hitting the refresh button of the browser will fix the problem. This will take you to the next page where you enter details of construction of the new well:

Untitled Page - Windows Internet Explorer

http://maps.dnrec.delaware.gov/OnlineWellPermitting/Forms/ConstructionDetails.aspx?P=NxWdG9rQHEuXJLpMq4KHUbHKM1:

Use\*:

Agricultural Well   
 Domestic Well   
 Fire Protection Well   
 Geothermal Closed Loop Well  
 Geothermal Recharge Well   
 Geothermal Supply Well   
 Industrial Well   
 Irrigation Well  
 Other Well   
 Public Well  
 Other\*\*\*:

Is this a replacement well?\*     Yes     No    Reason\*\*\*:

Is public water available?\*     Yes     No    Utility\*\*\*:

On public sewage?\*     Yes     No    Septic Permit # \*\*:

Proposed Well Construction

Capacity Information

Approximate Total Depth(ft.):

Maximum Capacity\*\*\*:  Gallons per Minute

Maximum Daily Withdrawal\*\*\*:  Gallons per Day

Casing Information

Class	Top	Bottom	Diameter	Material	
Inner Casing	0	50	2	PVC	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="New Casing"/>

Screening Information

Screen Material\*:

Screen Setting(ft.): Top:  Bottom:

Grout Information

Type of Grout\*:

Grouted From(ft.): Top:  Bottom:

Start    Inbox - Microsoft Outlook    RE: EIS - Message (HTML)    Users Guide for Online w...    Untitled Page - Windo...    1:38 PM

Once you have completed this page click the **Continue** button. The next page will follow:

The screenshot shows a web browser window displaying the 'Submission Details' page for a well permit application in Delaware. The browser's address bar shows the URL: <http://maps.dnrec.delaware.gov/OnlineWellPermitting/Forms/SubmissionDetails.aspx?P=NxWdG9rQHEuXJlPmQ4KHUbhKM12T>. The page header features the 'State of Delaware' logo and navigation links for Home, Owner Details, Map, Construction Details, Submission Details, Upload File, Document Management, and Logout. The main content area is divided into three sections:

- Application Information:**
  - Owner Name: Raman, Nandikkara
  - Owner Address: 22 Silver Lake Dr, DE, US 19709
  - Application Type: Permit to Construct a Well
- Application Status:**

Status Date	Status	Comment
9/22/2009	Open	
- Payment Information:**

Application Fee:	\$35.00
Advertisement Fee:	\$0.00
Total:	\$35.00
Amount Paid:	\$0.00

At the bottom of the application details, there are four buttons: Delete, File, Upload, and View. The browser's taskbar at the bottom shows several open applications, including Microsoft Outlook, a message window, and a Microsoft Word document titled 'Users Guide for Online well Permitting [Compatibility Mode]'. The system clock indicates the time is 1:40 PM.

Here you will see the amount of fee due. If you need to upload any documents such as a certificate, location map etc click the Upload button. This will prompt you to locate the file on your PC or network, select the file and upload it. You will now click the **File** button to submit the file to DNREC.

Review Submission

MAIL TO:  
 WATER SUPPLY SECTION  
 DIVISION OF WATER  
 RESOURCES  
 89 KINGS HIGHWAY  
 DOVER, DELAWARE 19901  
 PHONE: 302-739-9944  
 FAX: 302-739-7764

STATE OF DELAWARE  
 DEPARTMENT OF NATURAL RESOURCES  
 AND ENVIRONMENTAL CONTROL

http://www.dnrec.state.de.us/  
 APPLICATION MUST BE SUBMITTED  
 AND PERMIT RECEIVED BEFORE  
 DRILLING IS STARTED.

APPLICATION FOR A PERMIT  
 TO CONSTRUCT A WELL

- OFFICIAL USE ONLY -  
 PAGE # \_\_\_\_ OF \_\_\_\_ PAGES  
 PERMIT #: \_\_\_\_\_

Reference #: 167	LOCATION MAP - ROAD MAP
Owner: Raman, Nandikkara	County: New Castle
Address: 22 Silver Lake Dr Middletown DE US 19709	Tax Parcel: 23-013-00-057
Telephone: (302) 443-3456	Lot #:
Email:	Subdivision:
Licensed Preparer / WC: White, Roy E	ADC Map Grid:
License #: 1	Name of Nearest Town:
Date of Application: 9/9/2009	Distance to Nearest Town: 0.00
Estimated Construction Date: 10/15/2009	X: 175068.51
	Y: 159550.59
Purpose: Permanent	
Use: Domestic	
Use Other:	
Is this a replacement well? No	
Reason:	
Is public water available? No	
Utility:	
On public sewage? Yes	
Septic Permit #:	

You will have an opportunity to review the complete application before you make final submittal. If any errors are found Click the **Previous** button and make the corrections. Otherwise click the **Continue** button. Now you will be prompted to enter your information to pay the fees:

Untitled Page - Windows Internet Explorer

http://maps.dnrec.delaware.gov/OnlineWellPermitting/Forms/SessionInitiate.aspx?P=NxWdG9rQHEuXJLpMq4KHUbhKM12TS%...

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State of Delaware  
The Official Website of the First State

RAINBOW | PHOTO BY STEVEN LONG

Home Owner Details Map Construction Details Submission Details Upload File Document Management Logout

Billing Information

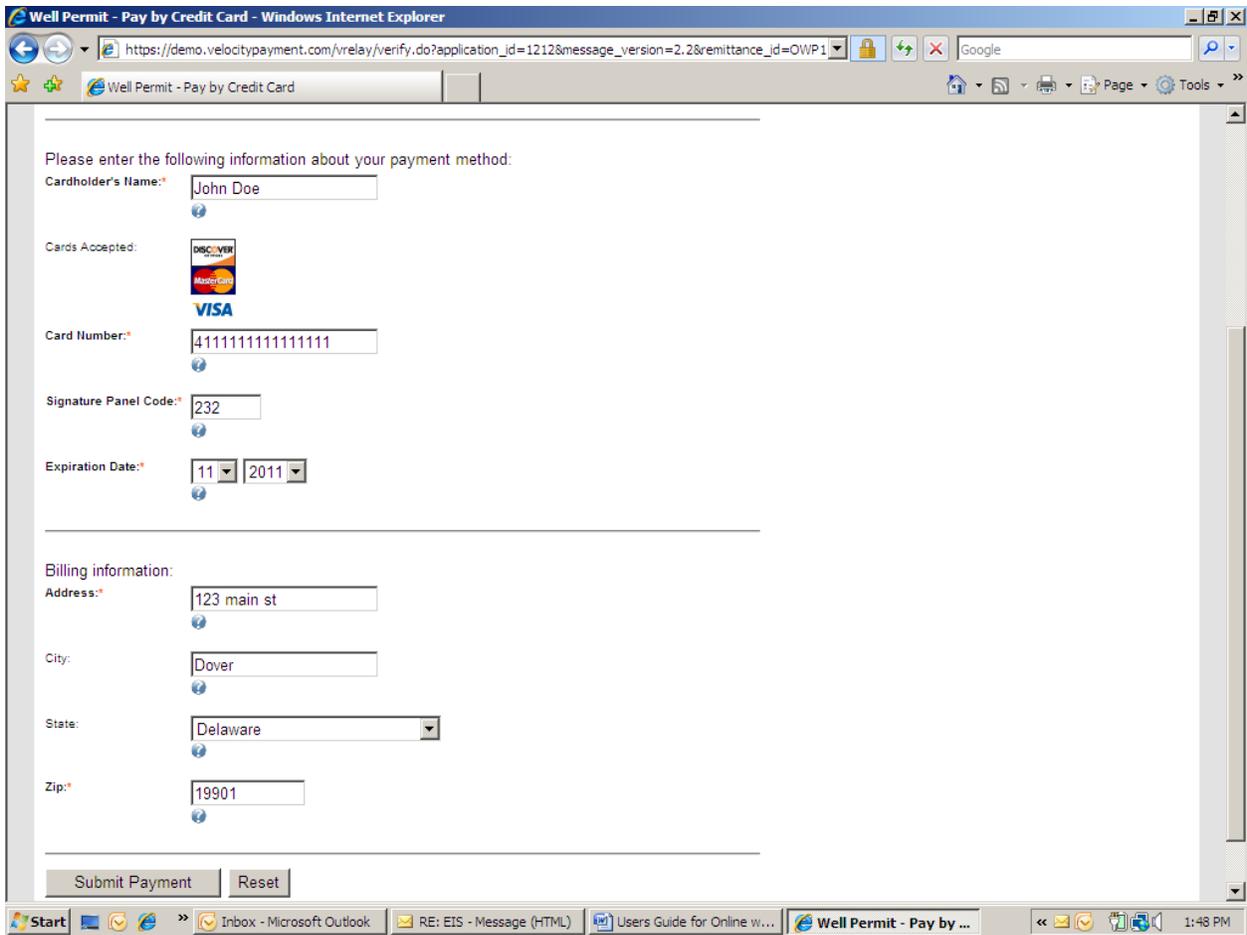
First Name:*	John
Last Name:*	Doe
Address 1:*	123 main st
City:*	Dover
State:*	Delaware
Zip:*	19901
Required Payment:	\$35.00 \$35.00

Cancel Continue

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Start | Inbox - Microsoft Outlook | RE: EIS - Message (HTML) | Users Guide for Online w... | Untitled Page - Windo... | 1:47 PM

Click the **Continue** button. Now you will be prompted to enter your credit card information:



Click **Submit Payment**:

Well Permit - Pay by Credit Card - Windows Internet Explorer

https://demo.velocitypayment.com/vrelay/processCC.do;VRELAYSESSIONID=YvGKSNfp38X0T61WYLQ9TF661XcwGscV

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Please verify the following information:

Amount: \$35.00

Card information:

Cardholder's Name: John Doe  
Card Type: Visa  
Card Number: 4111111111111111  
Signature Panel Code: 232  
Expiration Date: 11/2011

Billing information:

Address: 123 main st  
City: Dover  
State: DE  
Zip: 19801

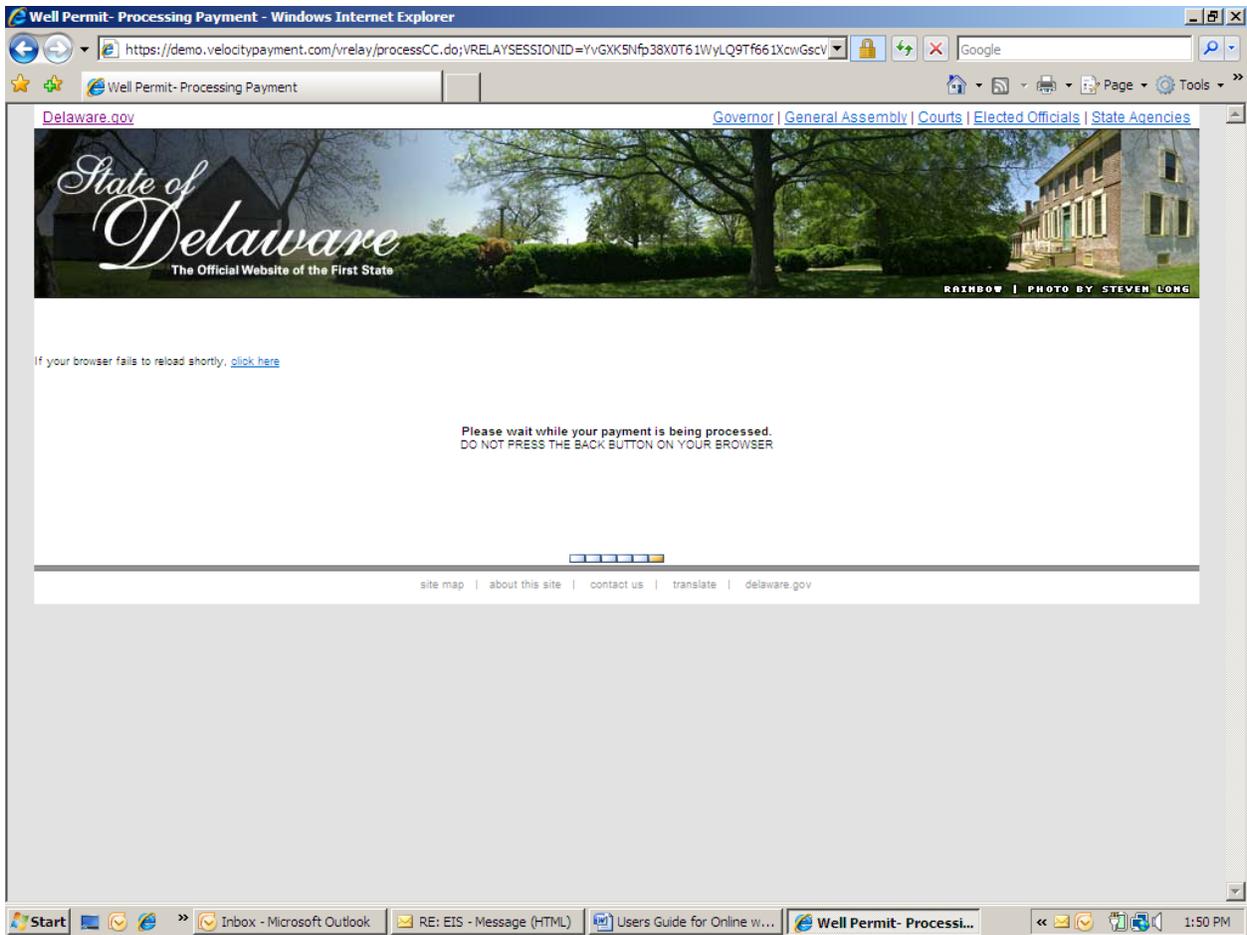
Is this information correct?

Yes No

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Start | Inbox - Microsoft Outlook | RE: EIS - Message (HTML) | Users Guide for Online w... | Well Permit - Pay by ... | 1:50 PM

Review the information and click the **Yes** button:



You will be presented with the payment receipt.

Untitled Page - Windows Internet Explorer

http://maps.dnrec.delaware.gov/OnlineWellPermitting/Forms/SessionSuccessful.aspx?P=NxWdG9rQHEuXJLipMq4KHUbhKM1Z'

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RAINBOW | PHOTO BY STEVEN LONG

Home Owner Details Map Construction Details Submission Details Upload File Document Management Logout

State of Delaware  
Department of Natural Resources & Environmental Control



Well Permit

Dover, DE 19901  
302-739-8945

### Receipt

Date:	9/22/2009
Description:	Well Permitting Fee
Card Type:	Visa
Card Number:	41*****1111
Amount:	\$35.00
Receipt No.:	OWP12121280
Payee Name:	John Doe
Reference No.:	167
Application Type:	CW

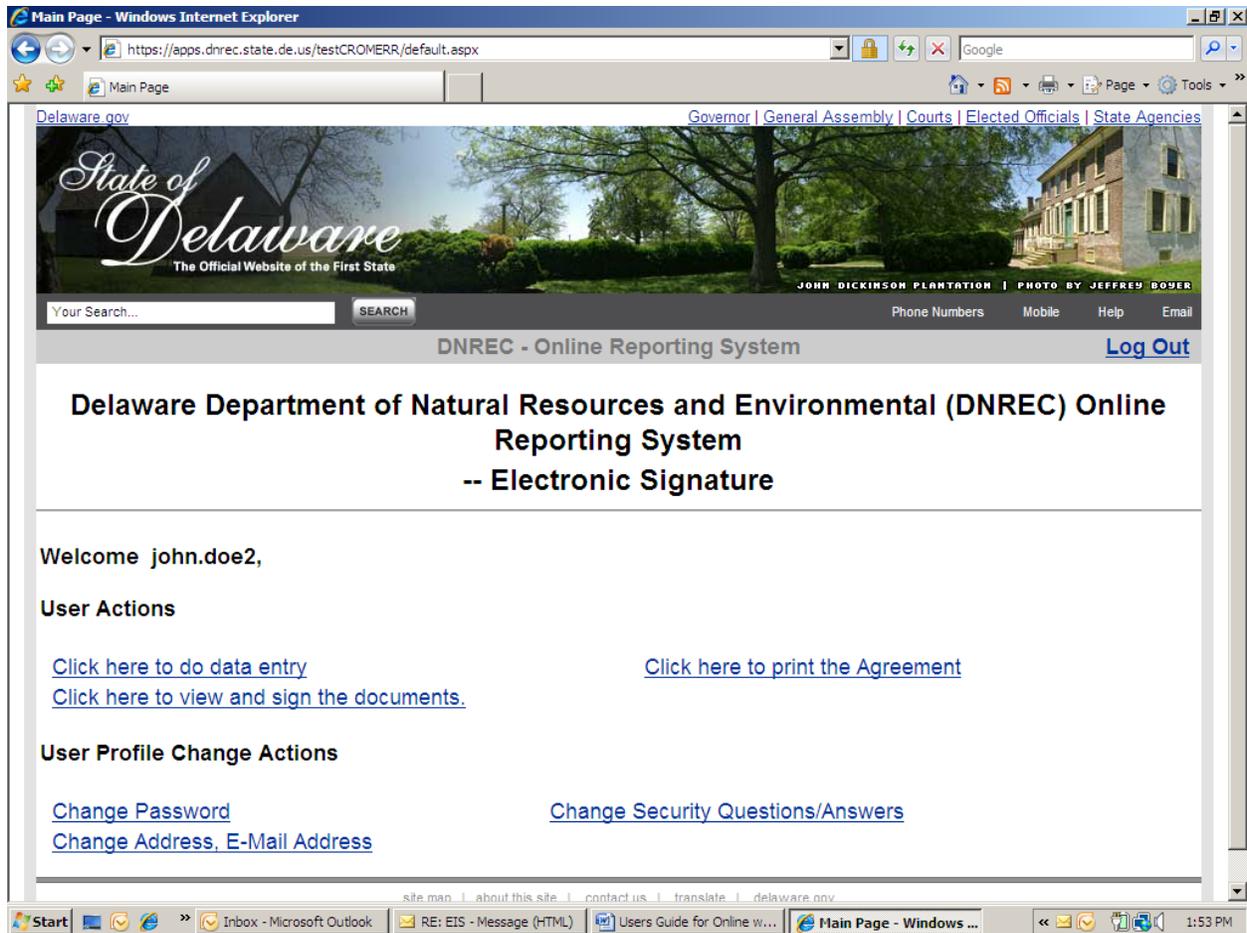
Please print a copy of this receipt for your records.

[Continue the Submission](#)

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Start | Inbox - Microsoft Outlook | RE: EIS - Message (HTML) | Users Guide for Online w... | Untitled Page - Windo... | 1:51 PM

You will now receive an email acknowledging the submittal of application. The application still needs to be signed. Click **Continue the Submission**. You will be taken to the page you started from:



If you have received approval from DNREC to allow you to sign the document click the “**Click here to view and sign the documents**” link. The following page will list all the documents you have submitted:

Documents to Sign - Windows Internet Explorer

https://apps.dnrec.state.de.us/testCROMERR/fmDocumentsToSign.aspx

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State of Delaware  
The Official Website of the First State

JOHN DICKINSON PLANTATION | PHOTO BY JEFFREY BOYER

Your Search... SEARCH

Phone Numbers Mobile Help Email

DNREC - Online Reporting System [Log Out](#)

Submitted Documents

	File Name	Comments	Submitted Date	Submitted By	Status
<a href="#">Sign</a>	167	Permit to Construct a Well	09/22/2009 01:51 PM	john.doe2	Submitted

[Home](#)

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Start | Inbox - Microsoft Outlook | RE: EIS - Message (HTML) | Users Guide for Online w... | Documents to Sign - ... | 2:07 PM

Click the **“Sign”** button against the application you just submitted. The following page will allow you to preview the application again before you click the **Sign Document** button:

Submitted Document - Windows Internet Explorer

https://apps.dnrec.state.de.us/testCROMERR/frmSecAcceptData.aspx?CORID=3f654add8abb4e9dca7c392486cd2bd1

Submitted Document

Find

FileName: 167

Desc: Permit to Construct a Well

FileType: .pdf

ConfirmationID:

Submitted By: John Doe

Submitted Date: 9/22/2009

Submitted From: 167.21.3.5(IP Address)

Signed By:

Signed Date:

Signed From: (IP Address)

Status: Submitted

MAIL TO: STATE OF DELAWARE  
DEPARTMENT OF NATURAL RESOURCES  
AND ENVIRONMENTAL CONTROL

APPLICATION FOR A PERMIT  
TO CONSTRUCT A WELL

http://apps.dnrec.state.de.us/

APPLICATION MUST BE SUBMITTED  
AND PERMIT RECEIVED BEFORE  
DRILLING IS STARTED.

- OFFICIAL USE ONLY -  
PAGE # \_\_\_\_\_ OF \_\_\_\_\_ PAGES  
PERMIT # \_\_\_\_\_

Reference #:		LOCATION MAP - ROAD MAP		
Owner:	Raman, Randolara	County:	New Castle	
Address:	22 Silver Lake Dr Middletown DE US 19709	Tax Parcel:	25-013.00407	
Telephone:	(302)443-3456	Lot #:		
Email:		Subdivision:		
Licensed Preparer / WC:	White, Roy E	ADC Map Grid:		
License #:	1	Name of Nearest Town:		
Date of Application:	9/22/2009	Distance to Nearest Town:	0.00	
Estimated Construction Date:	10/15/2009	X:	17509.51	
Purpose:	Permanent	Y:	18650.50	
Use:	Domestic			
Use Other:				
Is this a replacement well?	No	Reason:		
Is public water available?	No	Utility:		
On public sewer?	Yes	Septic Permit #:		
<b>PROPOSED WELL CONSTRUCTION:</b>				
Approximate Total Depth: 60.00 feet				
Maximum capacity: 40.00 (GPM)				
Max. Daily Withdrawal: 300.00 (GPD)				
Screen Material:	PVC	Panel Size:	Greater than 0.5 Acre	
Top:	60.00	Bottom:	60.00	
Type of Grout:	None	Proposed Well will be:		
Top:	0.00	Bottom:	0.00	
Drivell Pack Interval:	0.00	Top:	0.00	
Bottom:	0.00	Bottom:	0.00	
Type of Non-Grout Backfill of Well Annulus:	None	Top:	0.00	
Bottom:	0.00	Bottom:	0.00	
Casing	Top	Bottom	Diameter	Material
Interval	0.00	60.00	2.00	PVC
Will the operation of this well by itself or in combination with any other well(s), owned or operated by the permittee, withdraw greater than 50,000 gallons in any 24-hr. period? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
I HEREBY AFFIRM THE INFORMATION I HAVE SUBMITTED IS ACCURATE AND CORRECT.				

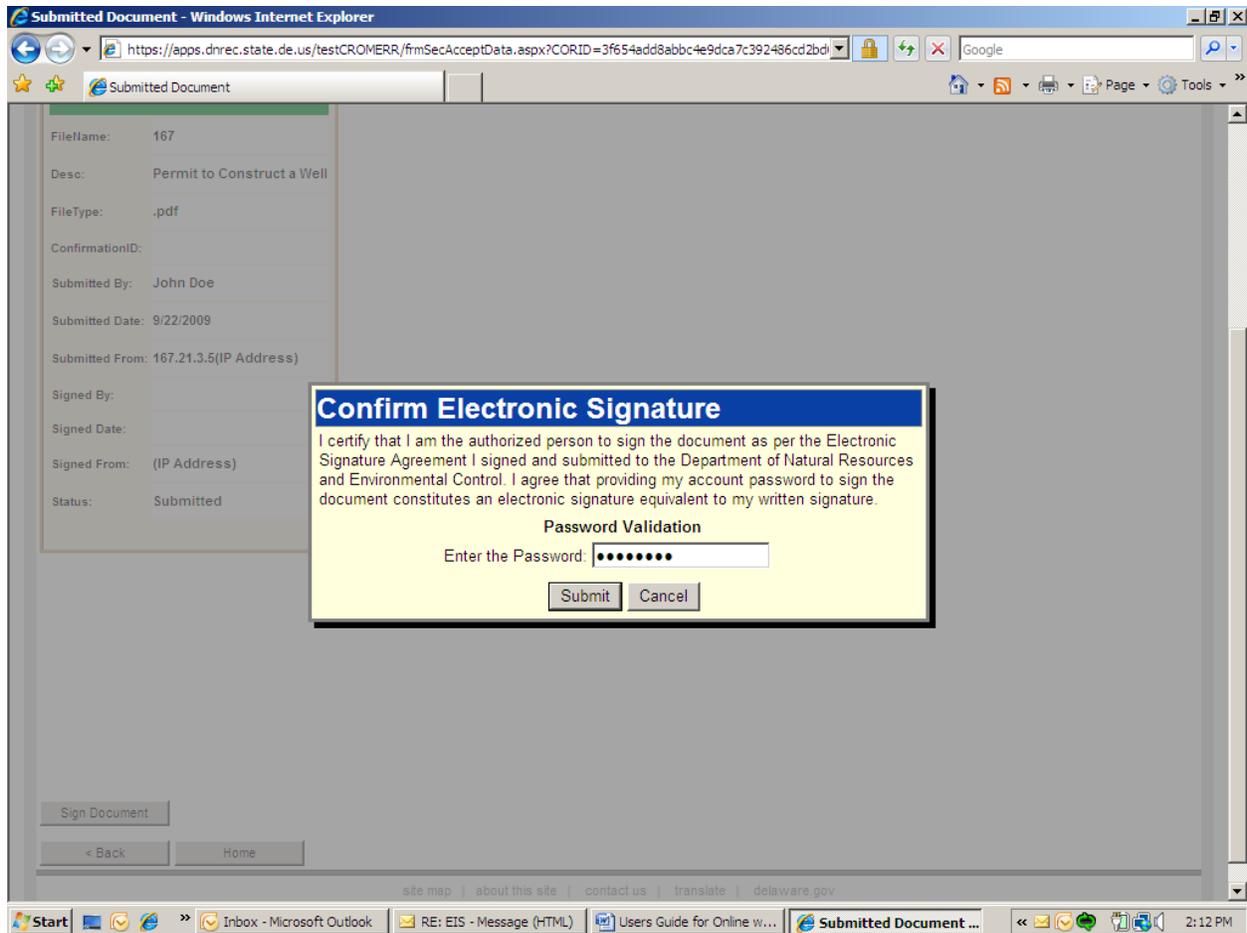
Sign Document

< Back Home

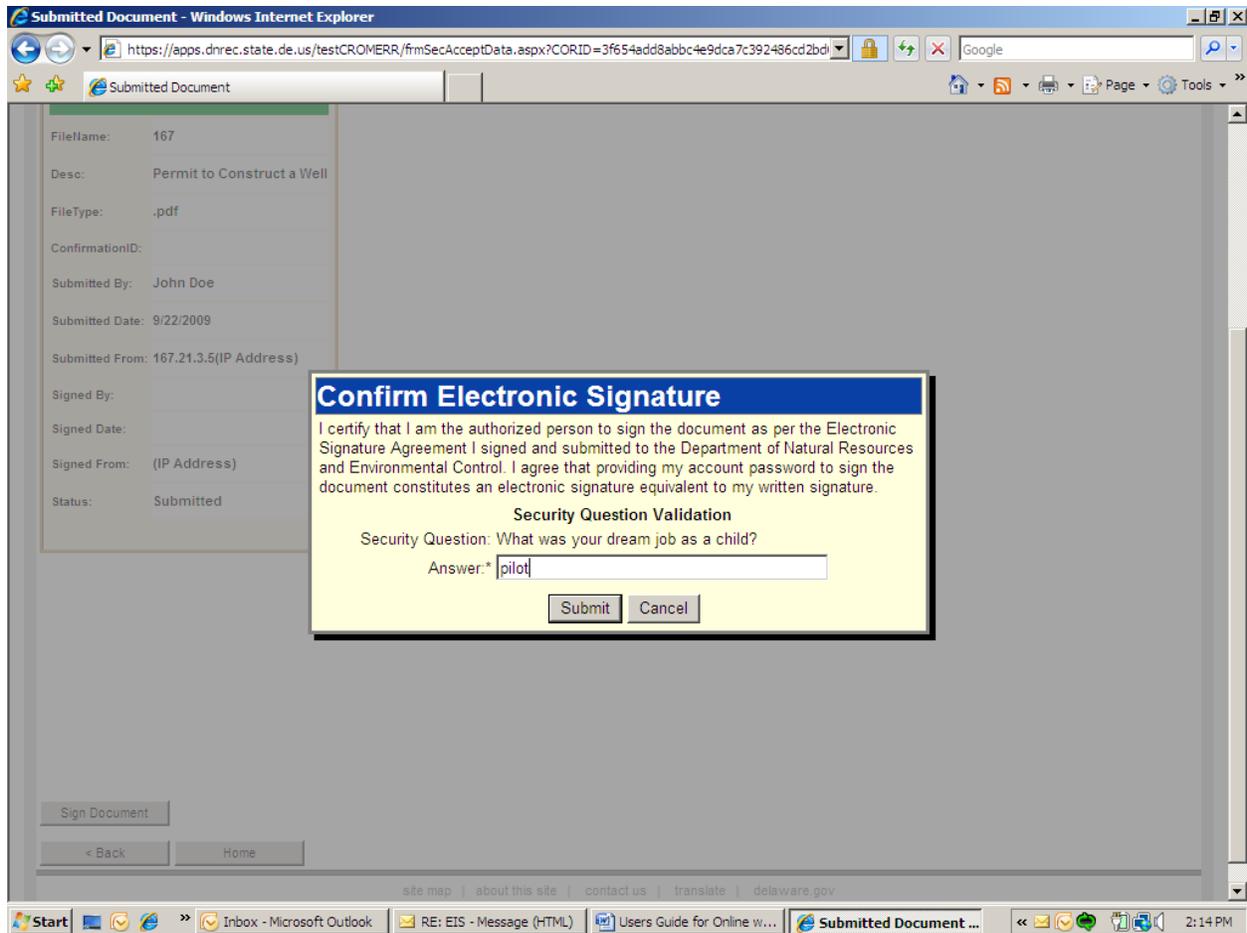
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Start | Inbox - Microsoft Outlook | RE: EIS - Message (HTML) | Users Guide for Online w... | Submitted Document ... | 2:11 PM

Click the **Sign Document** button. You will be prompted for your password after the Certification statement:



Enter the password and click **Submit**. You will be prompted to answer one of the security questions you set up:



Enter the answer and click the **Submit** button. You will see a progress screen and finally the page showing the status of the application as signed.

Submitted Document - Windows Internet Explorer

https://apps.dnrec.state.de.us/testCROMERR/fmSecAcceptData.aspx?CORID=3f654add8abbc4e9dca7c392486cd2bd...

Submitted Document

FileName: 167  
Desc: Permit to Construct a Well  
FileType: .pdf  
ConfirmationID:  
Submitted By: John Doe  
Submitted Date: 9/22/2009  
Submitted From: 167.21.3.5(IP Address)  
Signed By:  
Signed Date:  
Signed From: (IP Address)  
Status: Submitted

### Confirm Electronic Signature

I certify that I am the authorized person to sign the document as per the Electronic Signature Agreement I signed and submitted to the Department of Natural Resources and Environmental Control. I agree that providing my account password to sign the document constitutes an electronic signature equivalent to my written signature.

**Security Question Validation**  
Security Question: What was your dream job as a child?  
Answer:\*

**Please wait...**

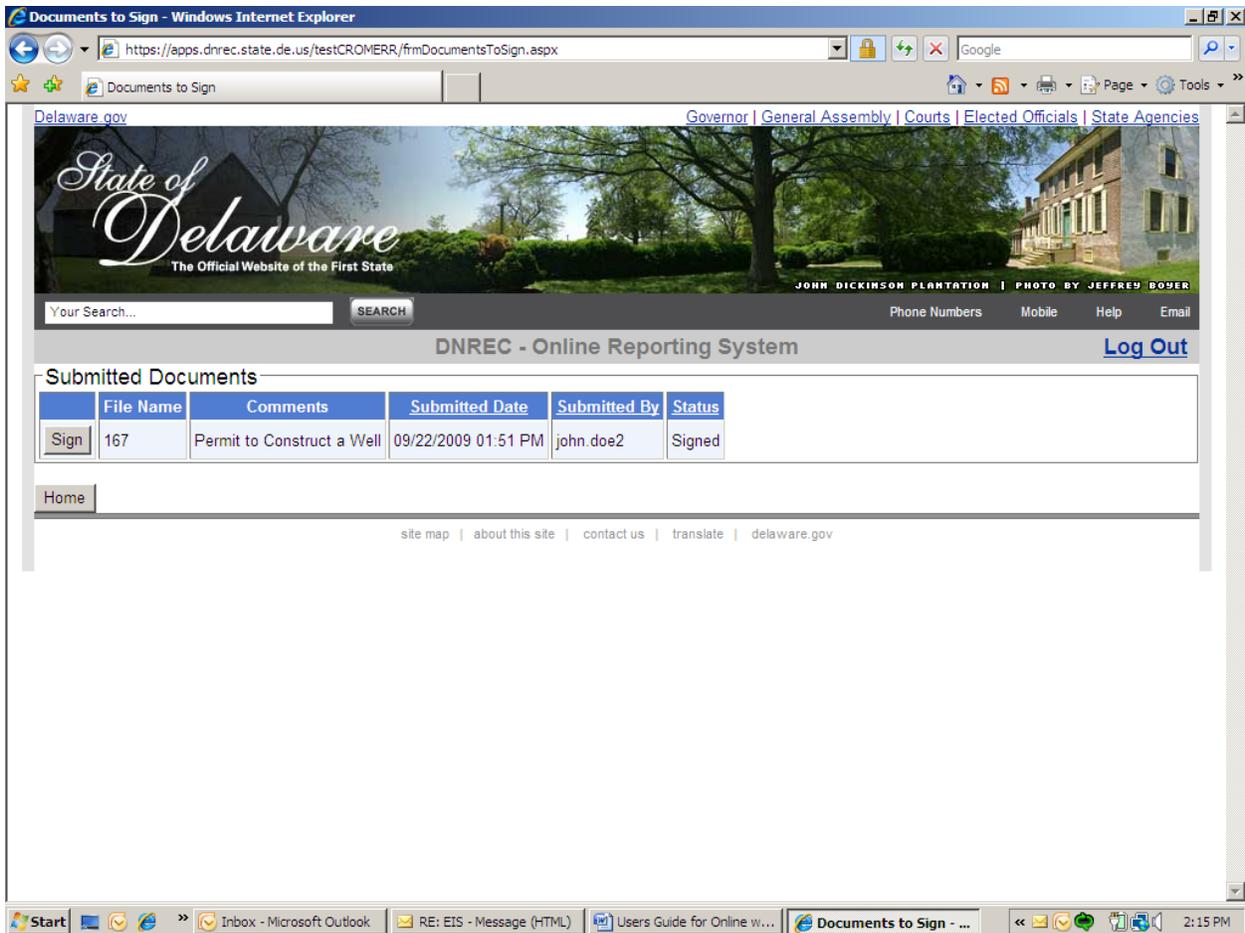


Sign Document

< Back Home

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Start | Inbox - Microsoft Outlook | RE: EIS - Message (HTML) | Users Guide for Online w... | Submitted Document ... | 2:14 PM



You will receive an email with a copy of the receipt and the document itself. You have now completed submitting an electronically signed application and paid the necessary fee.

You can log back to data entry page any time to check the status of your application. You will receive an email indicating approval/rejection. You will also receive your permit electronically as an attachment to an email.

Here are examples of some of the emails you will receive:

DNREC Online Reporting - Document Has Been Electronically Signed - Message (Plain Text)

Message Developer

Reply Reply to All Forward Call IM Delete Move to Folder Create Rule Other Actions Block Sender Not Junk Junk E-mail Safe Lists Categorize Follow Up Mark as Unread Find Related Select Find Send to OneNote

From: DNREC Online Reporting System [dnrec\_en@state.de.us] Sent: Tue 9/22/2009 2:11 PM  
To: Raman Nv (DNREC)  
Cc:  
Subject: DNREC Online Reporting - Document Has Been Electronically Signed

Message | 3f654add8abb4e9dca7c392486cd2bd02e8c56e.cor (906 B)

Your document has been electronically signed.  
You can view your Submission Receipt by using the following link:  
<https://apps.dnrec.state.de.us/testCROMERR/frmOpenReceipt.aspx?CORID=3f654add8abb4e9dca7c392486cd2bd02e8c56e>.  
Or, you can download your Copy of Record, consisting of the submitted document and the submission report, using the following link: <https://apps.dnrec.state.de.us/testCROMERR/GetCOR.aspx?CORID=3f654add8abb4e9dca7c392486cd2bd02e8c56e>.  
It is recommended that you retain the following reference: feYrmNjPdI4ybeuHK6S0YbUB5mDn0S7IMGfTbUzkonI= , and the attached key file (\*.cor). These can be used to verify the authenticity of your signed submission. Both the reference and the key file uniquely identify with your signed Copy of Record.

Please do not respond to this e-mail. This is an automatically generated e-mail and we will not receive your response.  
The Online Reporting Team. DNREC.

Start | Inbox - Microsoft Outlook | RE: EIS - Message (HTML) | DNREC Online Reporti... | Users Guide for Online w... | 2:20 PM

DNREC Online Reporting System User Signature Privilage Status - Message (HTML)

Message Developer

Reply Reply to All Forward Call IM Delete Move to Folder Create Rule Other Actions Block Sender Not Junk Junk E-mail Safe Lists Categorize Follow Up Mark as Unread Options Find Related Select Find Send to OneNote OneNote

From: DNREC Online Reporting System [dnrec\_en@state.de.us] Sent: Tue 9/22/2009 2:07 PM  
To: Raman Nv (DNREC)  
Cc:  
Subject: DNREC Online Reporting System User Signature Privilage Status

Dear **John, Doe**,

You have been approved to sign the documents submitted by the contract company **W Company**.

For questions contact the DNREC Online Reporting System Administrator.

Thank you.

DNREC Online Reporting System.  
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Message Developer

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Actions

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From: DNREC Online Reporting System [dnrec\_en@state.de.us] Sent: Tue 9/22/2009 1:47 PM  
To: Raman Nv (DNREC)  
Cc:  
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Your document, 167.pdf, has been submitted.  
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In order to approve the document, a person with the appropriate authority will be required to log in to DNREC Online Reporting System and verify the contents of the document. Please forward this e-mail on to whomever has the appropriate authority.

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