How to Submit an Electronic Annual Report

National Pollutant Discharge Elimination System
Municipal Stormwater General Permit

To submit an Annual Report for a Municipal Stormwater General Permit, you must access it through Washington's secure gateway to many government services: SecureAccess Washington (SAW).

Step-by-Step Instructions:

1. **Sign up for a SecureAccess Washington account**
   (If you already have a SAW account, skip to Step 2)

   • Go to: https://secureaccess.wa.gov/ecy/wqwebportal/ (Shortcut: enter "secure access" into your search engine).
   • Complete the six-part sign-up sequence by creating a new account.
   • Enter your information including your name and email address.
   • You will receive an email confirmation. Click the link in the email.

2. **Add a service for WQWebPortal**
   (If you already added WQWebPortal to your account, go to Step 3)

   • Login to your SecureAccess Washington Account.
   • Under "Add a new Service," click on Department of Ecology.
   • Look for "Water Quality Permitting Portal (WQWebPortal)" and click "Apply" in the left column.

> SAW accounts can be used for many State of Washington submittals, not just Water Quality permits.

3. **Establish your role for the permit**
   (If your permit already has established roles, including at least a Signer and a Preparer, go to Step 4)

   • Under the My Services tab, click the Water Quality Permitting Portal (WQWebPortal).
   • Click the "Permit Submittals" link on the portal home page.
   • Choose the appropriate role for yourself:
     o Coordinator Role – Prepare Submittals, Sign Submittals Electronically and Assign New Users
     o Signer Role – Prepare Submittals and Sign Submittals Electronically
     o Preparer – Prepare Submittals only
     o Administrator – Prepare Submittals and Assign Additional Users only
   • Each person with a role in preparing or submitting the Annual Report must establish a SAW account.

   • **If you choose Preparer or Administrator then stop here and wait for the Coordinator of the permit to approve your account.**
   • If you choose the Coordinator or Signer role, then select Create Electronic Signature Account[1].
   • After the account is created, click on Next to select the Permit # you want to access. Enter just the permit number (no spaces or dashes) and click Search. Leave the other boxes blank.
   • Complete the Electronic Signature Agreement Form (ESAF) which will be emailed to you from CROMERR.

> Section G19 of the MS4 permit requires that all formal submittals be signed by an executive officer, ranking elected official, or duly authorized representative of the designated person. Only select "Coordinator" or "Signer" if delegated the authority to do so.

> Your G19 designated signer can authorize you as a duly authorized representative to sign and submit annual reports (and take on the Signer or Coordinator role in WQWebPortal) by signing Box 8 of the ESAF.

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[1] You WILL be asked for this password when you attempt to sign submittals, so make sure that you can remember the password you create.

- Print and mail the ESAF to the address on the form for approval.
- You will not have access to the WQ Permitting Portal until the ESAF has been approved.

4. **Fill out your Annual Report**

- Within WQ Permitting Portal click on Permit Submittals under the "Submit data for" box.
- In Permit Submittals select the "My Permits" tab.
- Under Action, click on "Submittals".
- Your Annual Report should appear in the "Scheduled Submittal Search" tab. Click "Edit" to begin filling out the report.
- Complete all of the questions in all of the categories. Your answers will be automatically saved as you navigate through the categories. **Do not click the "Back" button in your browser.** Use the buttons and links to navigate.
- Click "Validation" in the bottom left corner of the page when you are done to verify that you've correctly filled in all of your questions. If any questions are listed, return to the appropriate categories to provide answers.
- Mark the annual report as ready to submit.
- Click "Save and Done" when ready to submit the submittal to Ecology, then click "OK".
- Check the box under "Submit", then click "Sign Selected Submittals", then "Continue".
- **Coordinator or Signer Only**: Click "Log into Signature Account".
    - o Enter your username and password – you get three attempts before the account locks.
    - o Click on "Ready to Sign".
    - o Read the attestation, click the two boxes, then click "Sign".

> The Annual Report form allows you to save your progress at any point, log out, log back in, and continue working. You do not have to complete all of the questions at once.

Questions?

For questions regarding your SAW account, contact the WQWebPortal staff at WQWebPortal@ecy.wa.gov, or (800) 633-6193/option 3, or (360) 407-7097 (Olympia Area).

For questions regarding the content of your Annual Report, contact your regional permit specialist. Contact information can be found on the Municipal Stormwater Permit webpage: https://ecology.wa.gov/ms4