

RegPermitting

Compliance Reporting- Environmental Resource Submitting ERP Compliance Documents

1. Click **Submit Compliance Information**.
2. Enter **Permit No.** and/or **Project Name**.

The screenshot shows the 'My Dashboard' sidebar with 'Submit Compliance Information' highlighted. The main content area has a search form with 'Permit No.' (50-470420-P) and 'Project Name' fields, and a 'Search' button. Below the search form is a table of 'Permit Search Results'.

Action	Permit No	Project Name	Permit Family	Permit Type	County
Select	50-470420-P	Regression Testing WU Layer 4/25/24	ERP	Individual	Palm Beach

3. In Search Results box under Action use drop down menu and select **Submit Compliance Data**.

This close-up shows the 'Action' dropdown menu for the first search result, with 'Submit Compliance Data' selected. A red arrow points to the dropdown menu.

4. Within Draft Submittal under **PPC Actions** select one or more type of documents to be submitted.
5. Under Receiving Details, enter **Comments** or a description of what is being submitted.

The screenshot shows the 'Draft Submittal' form. Under 'PPC Actions', 'Submit Annual AGI Certification Report' is selected. In the 'Receiving Details' section, the 'Comments' field contains 'AGI Signed/Sealed'.

6. Click **Attach Documents**.

This screenshot shows the 'Attach Documents' section with an 'Add' button circled in red. Below it is a table of existing attachments.

Name	Category	Uploaded By	Uploaded On
36-101160-P_ENG_Cert_20210611	ENG As-Built Drawings	Test, Nadine	June 13, 2024

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- Click **'Add'**, Find file from device, Drag/drop file, select Category from drop down menu, click **'Attach'**.



- Click **Next**.

Note: To delete an attachment click on the trash can.

