

New User Registration Process

Step: 1 Load the ePermit Website

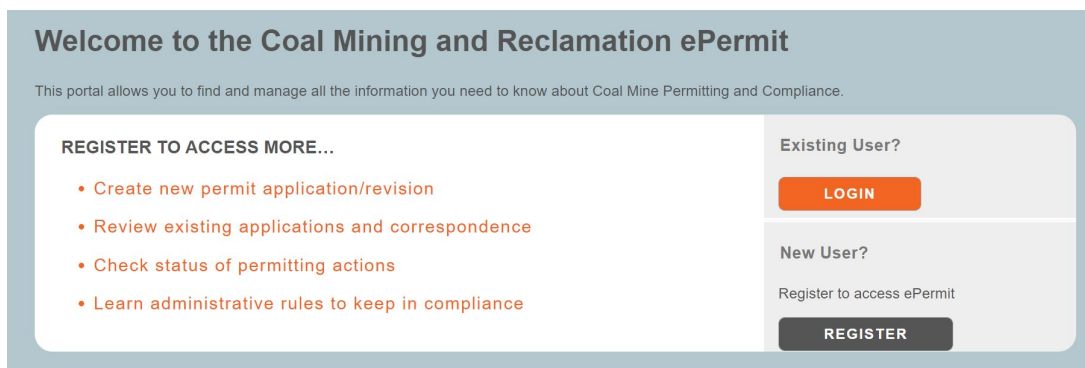
1.1 Open Google Chrome (recommended) browser



1.2 Copy and paste the following URL in browser address bar to get to the ePermit System:

<https://dnr2.illinois.gov/OMMLRDePermits/>

Bookmark this URL for future access.

The screenshot shows the homepage of the Coal Mining and Reclamation ePermit system. The header reads "Welcome to the Coal Mining and Reclamation ePermit" and includes a sub-header: "This portal allows you to find and manage all the information you need to know about Coal Mine Permitting and Compliance." Below this, there are two main sections. On the left, under "REGISTER TO ACCESS MORE...", there is a list of four bullet points: "Create new permit application/revision", "Review existing applications and correspondence", "Check status of permitting actions", and "Learn administrative rules to keep in compliance". On the right, there are two buttons: "Existing User?" with a "LOGIN" button below it, and "New User?" with "Register to access ePermit" text and a "REGISTER" button below it.

1.3 Click on the "REGISTER" button to create a new ePermit account

Step: 2 Create a new ePermit account

2.1 Create a new ePermit account by entering Username, Email, Password, Confirm Password fields. The screen shot below shows an example of account creation. Select your own username and password.

(Username can only include letters, numbers but no special characters or spaces.

Password should be minimum of 12 characters, at least one upper case, one lower case, one numeric and one special character).

Click on the REGISTER button.

Remember to store your username and password. They will be needed shortly for completing the registration/login process and also for future logins.

CREATE AN ACCOUNT

CREATE A NEW EPERMIT ACCOUNT

User Name
sdabhitest User name can only include letters, numbers, and no spaces.

Email
Shailen.Dabhi@Illinois.gov

Password

Confirm password

REGISTER

[Log On](#) to an existing account

2.2 The ePermit system will send out an email requesting confirmation to the email address you provided on the above screen. Please check your email and follow directions to the link provided in the email.

2.3 If you did not receive the email, then click the “send New Confirmation Email” button to request another confirmation.

EMAIL CONFIRMATION REQUIRED

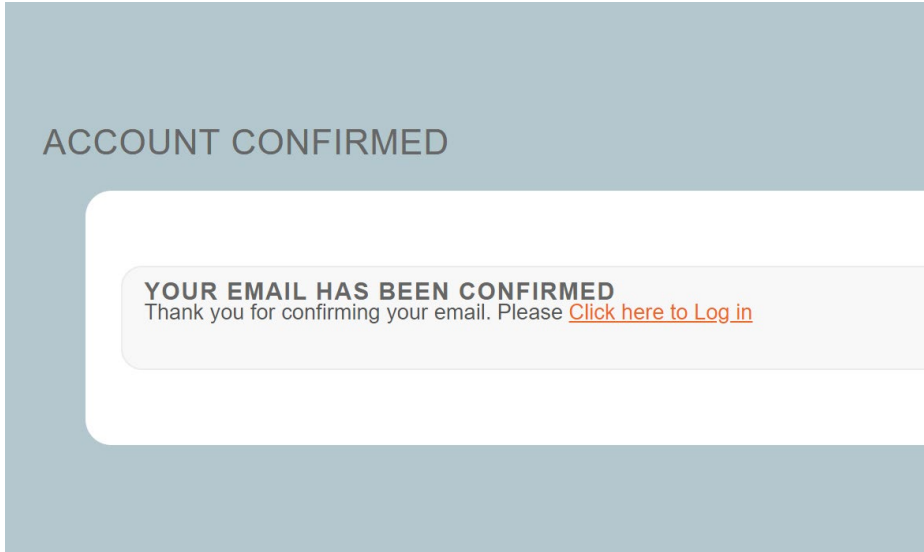
PLEASE CONFIRM YOUR ACCOUNT
A message has been sent to your email address. Please click the link in the email to confirm your account.
If you do not receive an email please be sure to check your junk / spam folders.
You may request a new confirmation email. However, doing so will make any previous confirmation email invalid.

Email Address

SEND NEW CONFIRMATION EMAIL

Step: 3 **Confirm the registration**

3.1 Confirm your new account registration via email. Your ePermit user registration will be set/confirmed.



Step: 4 Login to the account and request access to ePermit system

4.1 Enter Username and Password. Click “LOG IN” button to login to the ePermit system.

LOGON

Use a local account to log in.

User Name

Password

LOG IN

[Register as a new user](#)

[Forgot your password?](#)

[Forgot your user name?](#)

4.2 The ePermit system will require you to enter additional information before providing you with the access. Please enter the following information and click “Submit” button.

REGISTER TO ACCESS IDNR OMMLRD EPERMIT
New coal mining or exploration operators, public users or partner agency users must register with the form below, before gaining access to the ePermitting Portal. If registering as a representative of an existing coal mining or exploration operation, please contact the company directly in order to be registered to use this site.

PERSONAL

FirstName

LastName

Title

CompanyName

Company Type

Company Type Description

CONTACT

Address1

City

State

Zipcode

CountryCode Phone PhoneExtension
1

Email

SUBMIT Cancel


- 4.3** Upon Submit, registration request will be sent to the DNR-Administrator.
The following message is displayed on user's screen.

REGISTRATION RECEIVED

Thank you for registering for access to the ePermit site. Your registration must be approved by the department before access is granted. Please check your email for confirmation on the department's decision (usually takes 1-2 days from request).

- 4.4** User will also receive email saying, your registration request has been submitted to IDNR.

ePermit Submittal Confirmation



Do Not Reply <James.Schafer@Illinois.gov>
To: Dabhi, Shailen

↩ Reply

↩ Reply All

→ Forward

⋮

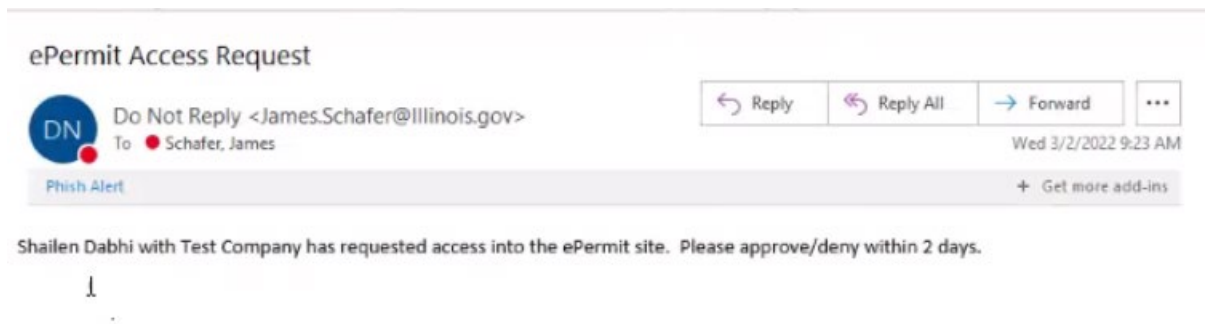
Wed 3/2/2022 9:23 AM

Push Alert+ Get more add-ins

Thank you for registering for access to the ePermit site. Your registration must be approved by the department before access is granted. Please check your email for confirmation on the department's decision (usually takes 1-2 days from request).

Step: 5 DNR-Administrator Function

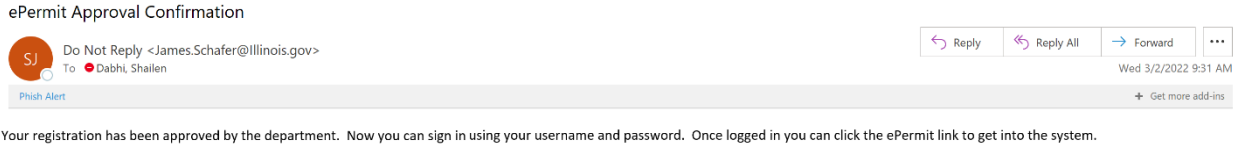
5.1 DNR-Administrator receives email request as shown in the example below.



5.2 DNR-Administrator assigns appropriate role and permissions to the user.

Step: 6 New user is approved for ePermit access

6.1 Users receive email notifying that their registration has been approved and they can sign-in to the ePermit system using their username and password.



6.2 User logs into the ePermit system. Upon successful login, the user is presented with the following warning screen asking to agree to the terms of use. Upon clicking “I Agree with the Statement of Terms of Use” link, and the user will be logged in successfully to the ePermit system.

WARNING TO USERS OF THIS SYSTEM

This computer system, including all related equipment, networks, and network devices (including Internet access), is provided by the Department of the Interior (DOI) in accordance with the agency policy for official use and limited personal use.

All agency computer systems may be monitored for all lawful purposes, including but not limited to, ensuring that use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Any information on this computer system may be examined, recorded, copied and used for authorized purposes at any time.

All information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system.

By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action.

Unauthorized or illegal use may subject you to prosecution.

[I Agree with the Statement of Terms of Use](#)

ePermit

CURRENT PERMITS

PERMIT LOCATION	IL APPLICATION TYPE	STATUS
<input checked="" type="checkbox"/> IDNR <input checked="" type="checkbox"/> Permittee	<input type="checkbox"/> Incidental Boundary Revision <input type="checkbox"/> Insignificant Permit Revision <input type="checkbox"/> Permit <input type="checkbox"/> Minor Underground Mine Facilities (MUF) <input type="checkbox"/> Renewal <input type="checkbox"/> Significant Revision <input type="checkbox"/> Transfer	<input type="checkbox"/> Draft <input type="checkbox"/> Completeness Review <input type="checkbox"/> Completeness Deficiency <input type="checkbox"/> Technical Review <input type="checkbox"/> Modifications <input type="checkbox"/> Withdrawn <input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Pending Decision <input type="checkbox"/> Pending Withdraw

Additional Filter to Checkboxes By EITHER Mine Name OR Permit # Clear

Mine Name	Permit #	Application Type	App #	Assigned To	Status	Status Date	Actions
1259-Oaktown	452	Permit		IDNR	Approved	1/26/2021	
1056-Wabash	463	Permit		Permittee	Draft	3/2/2022	X

NEW PERMIT **+ ADD APPLICATION**