



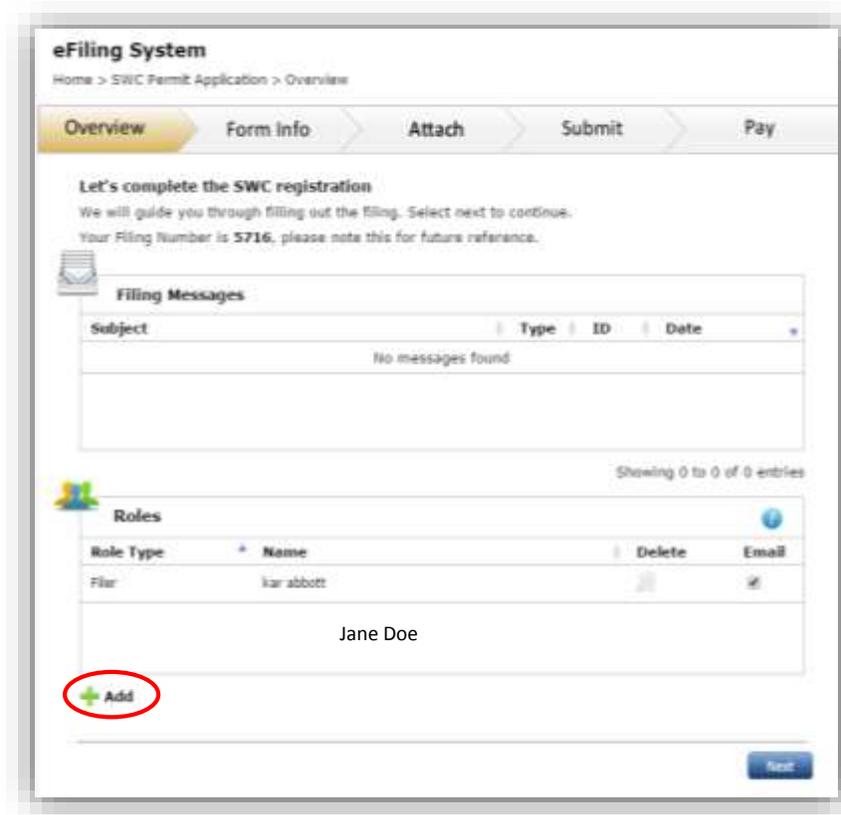
Connecticut
Department of
ENERGY &
ENVIRONMENTAL
PROTECTION



Assigning User Roles for Stormwater Filings

- Once accounts are created, users will need to be assigned roles in order to access the same filing.
- Every person that will fill out, edit, review, certify, or submit an electronic filing must be identified and assigned a role.
- Each user can only be assigned **one** role. For a locally approvable project with less than 15 acres of soil disturbance, the design professional can also be the reviewing qualified professional. Within this scenario, the professional can choose **either** of the two roles and sign both certifications.
- A person will not be able to access a filing unless he/she has been assigned a role.
- Any person to be assigned a role must create a user account in the ezFile system. The username associated with each individual's user account will be required to assign that person a role.
- The Signatory Authority must have the role 'Sign Only'.

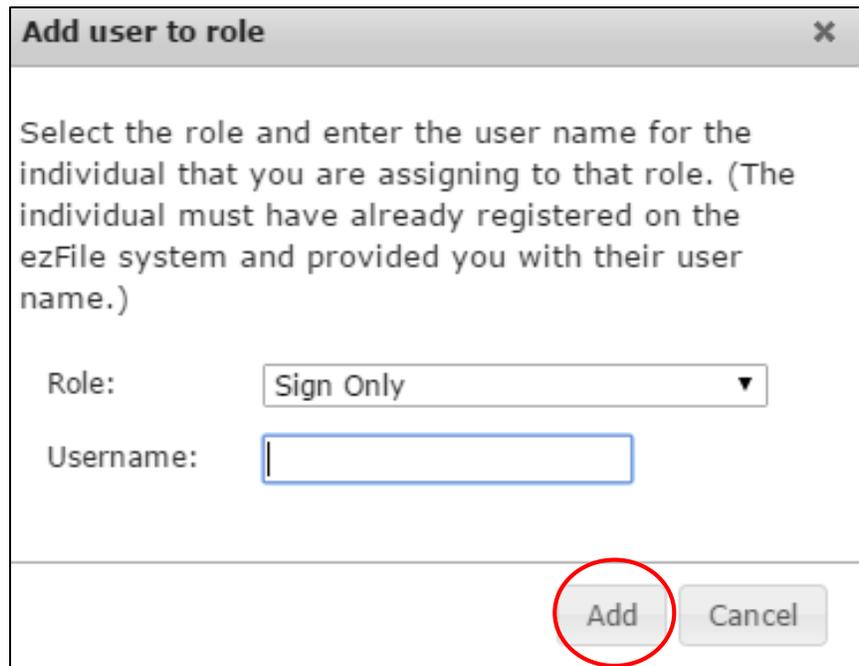
After choosing the location of the site on the first page of the application and selecting create filing, select the add button on the bottom left hand corner of the page.
(See image below)



- Next, choose a role.



- Type in the appropriate user name and then select Add.



Add user to role [X]

Select the role and enter the user name for the individual that you are assigning to that role. (The individual must have already registered on the ezFile system and provided you with their user name.)

Role:

Username:

- Repeat this process for each user that requires access to the filing.

For help or if you have questions, please contact DEEP.Stormwaterstaff@ct.gov or call 860-424-3025. You will receive a confirmation email when your application has been processed and approved. Thank you for helping reduce paper use by choosing to electronically submit your filing.