



## Fact Sheet

# Your DEQ Online: Understanding Account Types

The new Your DEQ Online system is used for submittals such as permits, reporting obligations, licenses, certifications and more. This applies to a growing group of programs. An overview of the system can be found at <https://yourdeqonline.oregon.gov>.

## Who can register in Your DEQ Online?

Anyone can set up an account in Your DEQ Online.

## What are the different types of user accounts?

The Public Portal supports three types of public accounts: Responsible Official (RO), Consultant and General Public. The RO role is what you should select if you are legally accountable for submittals sent to DEQ.

## What can each user account do?

Each account has a set of access privileges in the Public Portal. The three account types have the following privileges:

Action	RO	Consultant	General Public
Link to associated facilities and submittals	✓		
Link designated consultants to facilities and submittals	✓		
Certify and submit applications, renewals, documents and reports	✓		
Submit submittals for permits, licenses, certificates, etc.	✓		
Prepare submittals including applications, renewals, amendments, name changes, transfers and terminations	✓	✓	
Prepare reports for scheduled or unscheduled reporting obligations	✓	✓	
Withdraw, amend or revise submittals as determined by submittal type and submittal configuration	✓	✓	
View submittal history associated with your account	✓	✓	
Prepare documents and DMRs	✓	✓	
Correspond with DEQ staff and other users	✓	✓	
Enter data	✓	✓	
Perform queries	✓	✓	
Track and review submittals linked to your account	✓	✓	
Pay invoices with associated invoice reference number	✓	✓	✓
Respond to DEQ-issued public notices	✓	✓	✓

Last updated: January 4, 2024

## Who should select a Responsible Official account type?

An RO is a person who is legally authorized to sign permit applications, licenses, certifications, notices of termination and other required reports. A person meeting one of the criteria outlined below should select the RO account type.

### Responsible Official Criteria by Organization Type

Organization Type	Authorized Individuals
Individual	Individual person acting on their own behalf, submitting an application or renewal for license or certification to be held by them as an individual
Corporation, Business, Facility or Individual	president, secretary, treasurer, vice-president, or any person who performs principal business functions; or a manager of one or more facilities that is authorized in accordance with corporate procedure to sign such documents
Partnership	general partner
Sole proprietorship	owner
City, county, state, federal or other public facility	principal executive officer or ranking elected official
Limited Liability Company	member
Trust	acting trustee

Refer to *OAR 340-045-0030* and *Code of Federal Regulations, 40 CFR 122.22, 40 CFR Part 70.5(2), 40 CFR 270.10 (b), 40 CFR 270.11*, for the complete definition of who is authorized to sign permit documents.

**Responsible Official (RO)** – Users with RO accounts must complete an identity verification process. Once verified, RO account users can link to facilities if applicable. They can select types of submittals and link to consultants who help to prepare submittals. ROs can prepare, certify and submit documents to DEQ; amend, renew or withdraw submittals; and view submittal history.

**Consultant** – Users with Consultant accounts must be linked by ROs if they will be assisting with facilities and submittals. Once linked, Consultants can prepare documents on behalf of ROs and use the system for messages, data entry, queries and submittal tracking. Consultants cannot certify and submit documents to DEQ on behalf of ROs.

**General Public** – Users with General Public accounts can pay invoices and respond to public notices. General Public users cannot prepare or certify and submit submittals including documents or reporting obligations to DEQ.

### Which account type do I need?

If you will be certifying and signing the submittal, select the RO account. Every submittal must be associated with at least one RO. If you are assisting in preparing information or materials for a permit, license, certification, reporting obligation or other submittal, select the Consultant account. After that, share the email you used to establish your account with the RO(s) you support. After the RO(s) link their account to yours, you'll have access to assist.

Learn more about Your DEQ Online including account registration on [www.yourdeqonline.com](http://www.yourdeqonline.com).

### Alternate formats

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)