



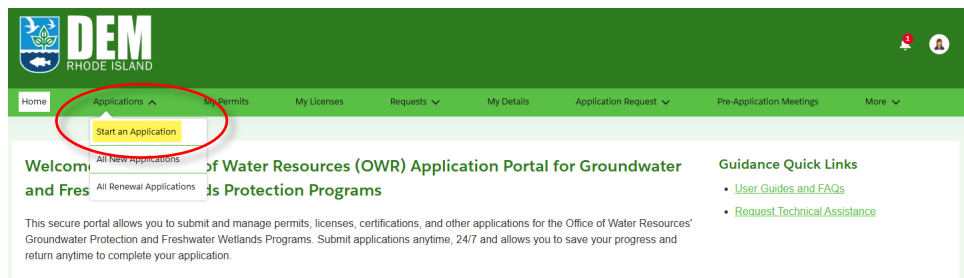
User Guide: Overview of the Application Process and Menu Options

The OWR Application Portal will be available starting Tuesday, May 6 for applicants to create their profiles. Subscribe for the latest updates and resources on the new system at dem.ri.gov/owr-portal. Once the system launches, visit the above link and click on the “Launch OWR Portal” button. Once the page loads, you may use the instructions in this guide to create an account.

ONCE YOU’VE CREATED A USER ACCOUNT (SEE THIS USER GUIDE FOR ASSISTANCE)

APPLICATION PROCESS

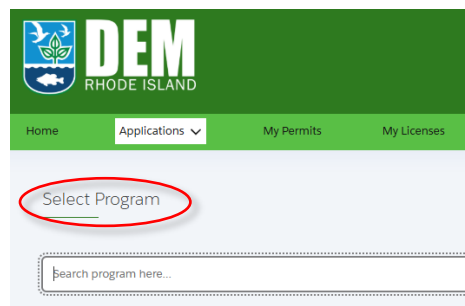
1. Once logged in, click on the drop-down menu and select “**Application > Start an Application.**”



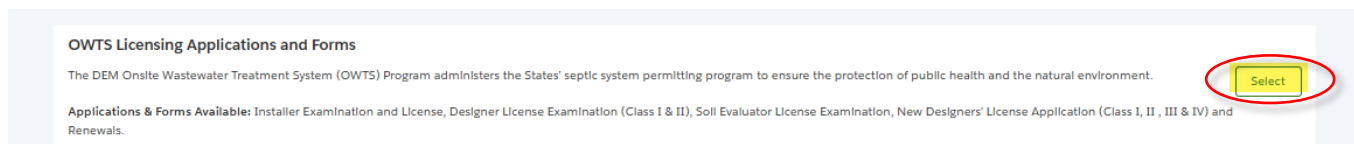
2. You can then start a new license(s) or permit(s). You will be redirected to the **SELECT PROGRAM** page.

PROGRAM SELECT

3. From the **PROGRAM PAGE**, applicants can search for a specific program by entering its name in the search bar or scroll down to find the desired program.

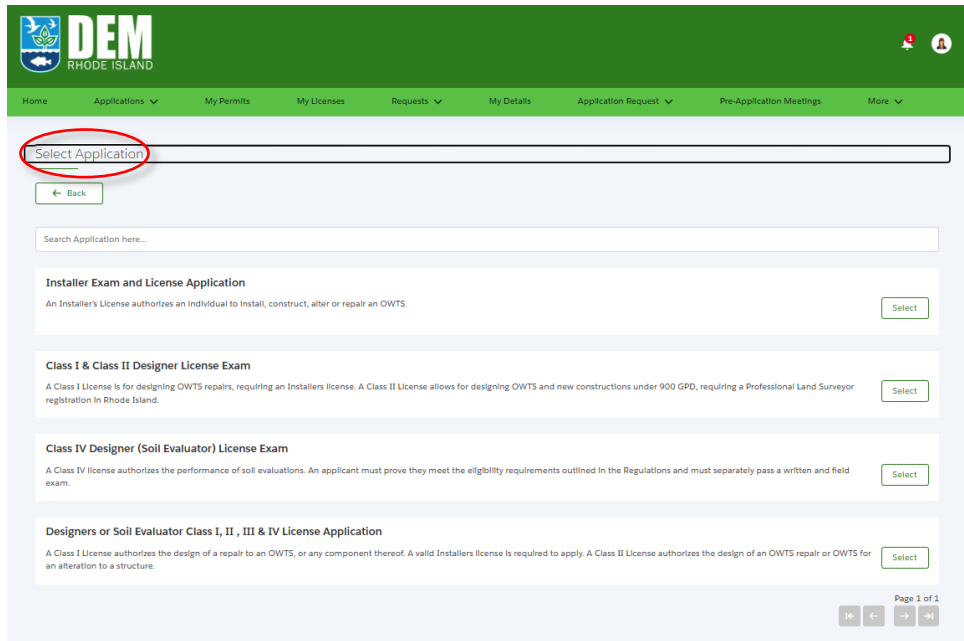


In the example below, an applicant chose the “OWTS Licensing Applications and Forms” board by clicking the **SELECT** button.



OWR Portal User Guide: Application/Portal Overview

- After clicking the Select button, applicants are redirected to the **"Select Application"** page, where they can select an **Application**, they wish to apply for.



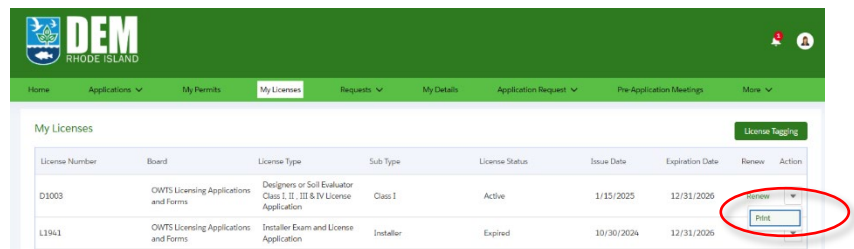
The next steps can be found in the user guides created for each program at dem.ri.gov/owr-portal.

SELECTING A LICENSE

When you create your account and login for the first time all active License/Permit/Requests should be reflecting under their respective tabs. Click the drop down on the far right of the License Number. This will allow you to **Print the Certification**.

SELF PRINTING A LICENSE

- Select **"Print"** from the action column. Your license will display with the option to **print** or **Download**

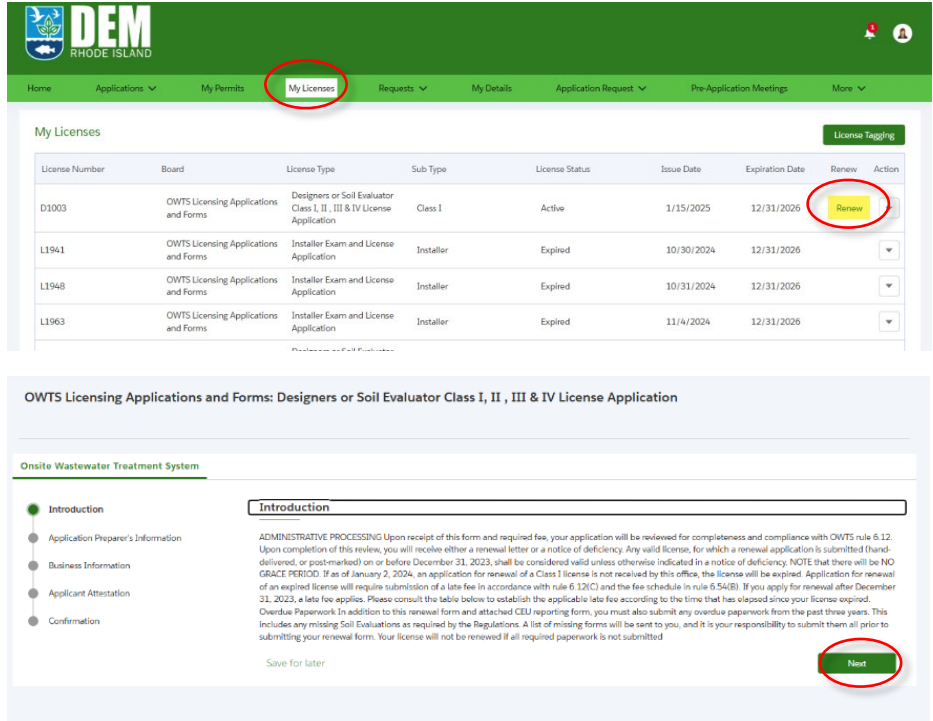


After clicking on print, the new license will be displayed, and to print, the applicant must click on the **"Printer Icon"** at the top right corner.



LICENSE RENEWALS

1. Click on the "My Licenses" tab on the HOME page to view your current licenses. A "RENEW" link will be available in the Renew column if a license is within the renewal period.
2. Click on "Renew"
3. After clicking on RENEW, the applicant will be directed to the application screen. Click NEXT and make sure the information is current.
4. After confirming all the information is correct, click "DONE" to be redirected to the home page.

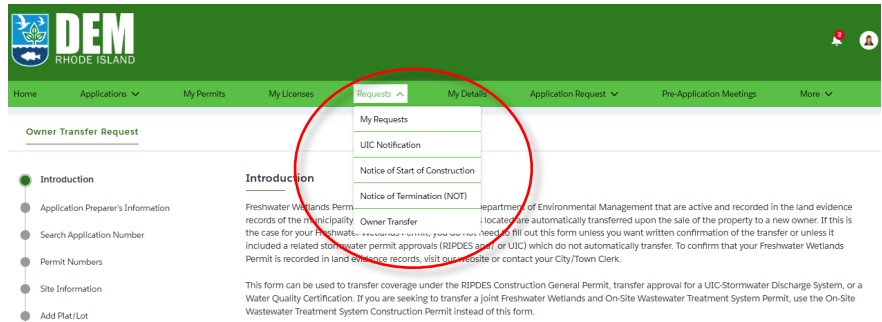


NOTIFICATIONS & REQUESTS

The **Requests** menu offers a user-friendly interface for managing a variety of construction-related notifications and requests.

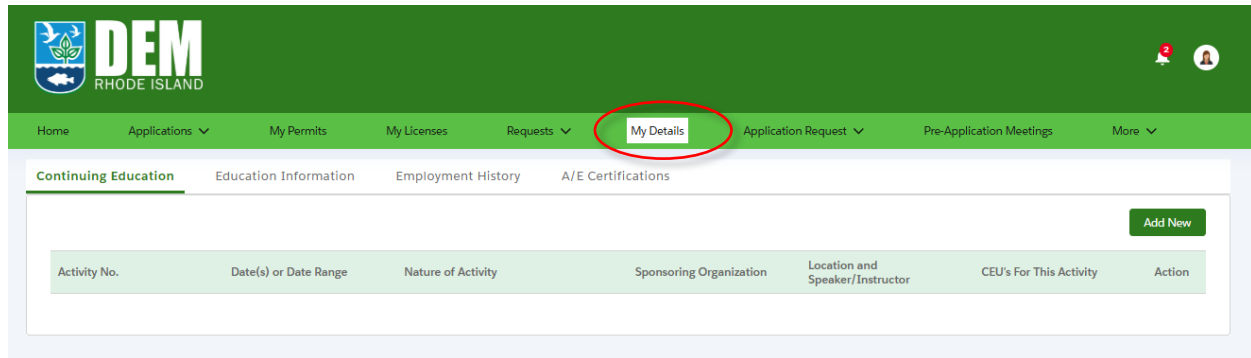
Below is an overview of the available options:

- **My Requests:** This option provides details where users can track and manage their individual requests. The table displays relevant information such as the request number, request type, status, received on date, board info and view actions that need to be taken. Users can easily review the progress of their requests and make any necessary updates.
- **UIC Notification:** All the UIC related requests will be available under this menu item.
- Applicants can create a notification using "New Notifications" action
- **Notice of Start of Construction:** Any site modifications or construction activities on Stormwater Construction or Freshwater Wetland approved sites must be reported to RIDEM using this form before they begin.
- **Notice of Termination (NOT):** Use this form to notify RIDEM upon project completion, confirming that work has been completed in accordance with approved plans and final site stabilization was achieved on Stormwater Construction permitted sites.
- **Owner Transfer:** This form can be used to transfer permission for a UIC-Stormwater Discharge System, a Water Quality Certification, or coverage under the RIPDES Construction General Permit. Expired permits cannot be transferred.



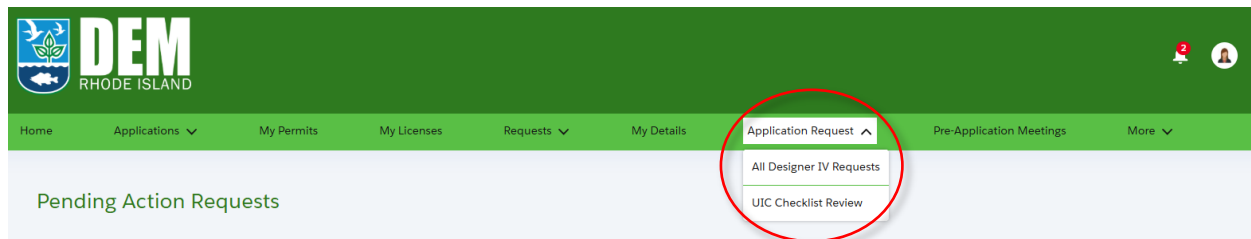
MY DETAILS

This section contains an applicant's educational background, work history, and A/E certification details.



APPLICATION REQUEST

This option contains the UIC checklist review and all Designer IV requests.



PRE-APPLICATION MEETINGS

This option allows applicants for a certain project type to schedule a Pre-Application meeting. DEM recommends these meetings for large projects that may involve more than one permit, for applicants that are not familiar with the permitting process, or for any applicant that may have questions about permitting their project. [Learn more about Pre-Application meetings.](#)

