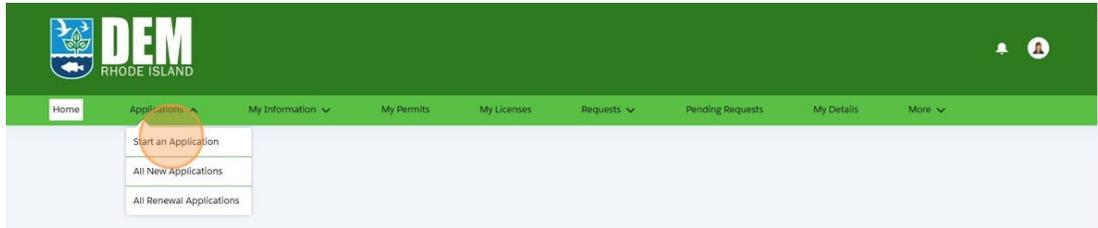


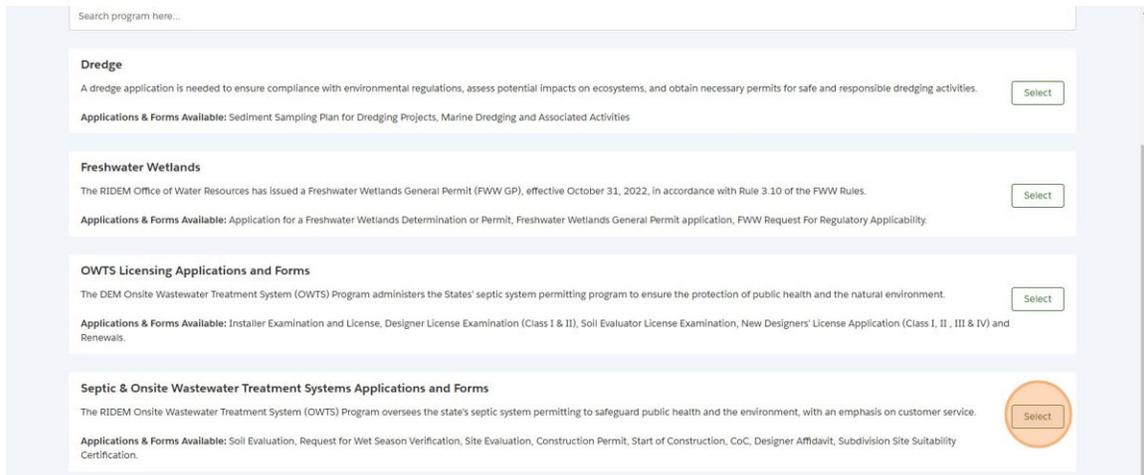


## User Guide: Designer's Certificate of Construction

1. Navigate to <https://dem.ri.gov/owr-portal-login>
2. Click Application -> Start an Application



3. Click "Select" next to the Program you wish to apply for



4. Click "Select" next to the Application you wish to apply for



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5. First is the Introduction Screen. Read carefully and click Next to proceed.

The screenshot shows the 'Introduction' screen of the 'Onsite Wastewater Treatment System' portal. On the left, a vertical navigation menu lists the steps: Introduction (highlighted with a green dot), Applicant Information, Search Application Number, Site Information, Construction Permit, Installer & Designer License Details, Applicant Attestation, and Confirmation. The main content area is titled 'Introduction' and contains the text: 'When start a construction is called in to the database it automatically puts a requirement into that permit that a certificate of construction is required and that the permit they've submitted with all information prior renewing them for that year.' Below this text is a 'Save for later' link. In the bottom right corner, there is a 'Next' button highlighted with an orange circle.

6. Next is the Applicant Information Screen. Carefully review this information, and if you wish to make any changes, scroll to the top of the screen and click 'My Profile'. **You will need to restart the Application for the new changes to apply.**

The screenshot shows the 'Applicant Information' screen. The left navigation menu is the same as in the previous screen, with 'Applicant Information' highlighted. The main content area is titled 'Applicant Information' and includes instructions: 'Carefully verify that all contact information is current and correct. Make changes on other screens in your personal information cannot be processed on this page. Any such changes must be made by clicking on the My Profile button. Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.' Below the instructions are several form fields: 'My Profile' link, First Name, Middle Name, Last Name, Telephone, Email, Home Address (Street, Town / City, State, Zip code), and Mailing Address (Street, Town / City, State, Zip code). At the bottom, there is a checkbox for 'Are My Mailing and Physical Address Correct?' with 'Yes' selected. A 'Save for later' link and 'Previous' and 'Next' buttons are also visible. The 'Next' button is highlighted with an orange circle.

7. Next is the Search Application Number Screen. You **MUST** search for an existing application then click Next.

The screenshot shows the 'Search Application Number' screen. The left navigation menu is the same as in the previous screens, with 'Search Application Number' highlighted. The main content area is titled 'Search Application Number' and includes the instruction: '\*Please lookup for Application Number'. Below this is a search input field containing the text '2428-0088'. At the bottom right, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with an orange circle.

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8. Next is the Site Information Screen. Review & fill in the required fields, then click Next.

The screenshot shows the 'Site Information' screen. The left sidebar has a navigation menu with 'Site Information' selected. The main content area contains the following fields:

- Application Number:** 2623 0088
- Site Address:**
  - Street: [Empty]
  - Town / City: Providence
  - State: Rhode Island
  - Zip code: 02903
- Plot Information:**
  - Plot Number: 224
- Lot Information:**
  - Lot Number: 24
  - Type of Lot Size: Square Feet
  - Lot Size: 2400
- Owner Details:**
  - Name: [Empty]
  - Email: [Empty]
  - Telephone: (401) 476-3632
  - Owner Address: [Empty]

Buttons: 'Save for later', 'Previous', and 'Next' (highlighted with an orange circle).

9. Next is the Construction Permit, Installer & Designer License Details Screen

The screenshot shows the 'Construction Permit, Installer & Designer License Details' screen. The left sidebar has 'Construction Permit, Installer & Designer License Details' selected. The main content area contains the following fields:

- Measurement Of Septic Tank:**
  - Latitude (Starts with 41 or 42, followed by 6 decimal numbers): 41.656568
  - Longitude (Starts with -71, followed by 6 decimal numbers): -71.332334
- Permit Number:** CP-111224-0000002005
- Search Installer Number:** L1903
- Installer Name:** Satya Kp
- Installer License Number:** L1903
- Designer Name:** Satya Kp
- Designer License Number:** D4066
- Designer Request Of Change(DROC) Approval Date(s):** 10-11-2024

Buttons: 'Save for later', 'Previous', and 'Next' (highlighted with an orange circle).

10. Next is the Upload Documents Screen. Upload any applicable file(s) then click Next

The screenshot shows the 'Upload Documents' screen. The left sidebar has 'Upload Documents' selected. The main content area contains the following elements:

- Table:**

Document Name	Document Description	Uploaded Files (Multiple file upload)
Supporting Documents	Any supporting documents that could assist in review of the application.	

- Buttons:** 'Save for later', 'Previous', and 'Next' (highlighted with an orange circle).

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11. Next is the Applicant Attestation Screen. Check the box to Attest, then click Next

The screenshot shows the 'Applicant Attestation' step in a multi-step process for an 'Onsite Wastewater Treatment System'. The left sidebar lists steps: Introduction, Applicant Information, Search Application Number, Site Information, Construction Permit, Installer & Designer License Details, Upload Documents, Applicant Attestation (highlighted), and Confirmation. The main content area has a title 'Applicant Attestation' and a checkbox that is checked. Below the checkbox is a text area with a certification statement. At the bottom, there are input fields for '\* Applicant Name' (containing 'Satya Kp') and 'Date' (containing '11/13/2024'). A 'Save for later' link is on the left, and 'Previous' and 'Next' buttons are on the right. The 'Next' button is highlighted with an orange circle.

12. Last is the Confirmation Screen. Be sure to store the Application Number for your records.

The screenshot shows the 'Confirmation' step in the 'Onsite Wastewater Treatment System' application portal. The left sidebar lists steps: Introduction, Applicant Information, Search Application Number, Site Information, Construction Permit, Installer & Designer License Details, Upload Documents, Applicant Attestation, and Confirmation (highlighted). The main content area has a title 'Confirmation' and a 'Thank you!' message. The message states: 'Your Application has been submitted successfully and will be processed accordingly. Your Application number is IA-0000002027. If additional information is required, you will be notified regarding your submission. You can track the status of this request from "View Ongoing New Applications" tab.' A 'Done' button is located at the bottom right of the main content area, highlighted with an orange circle.