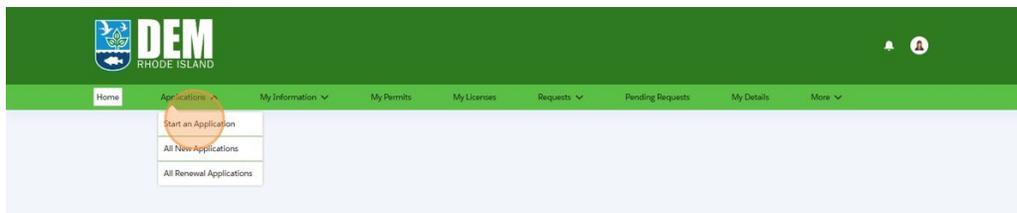


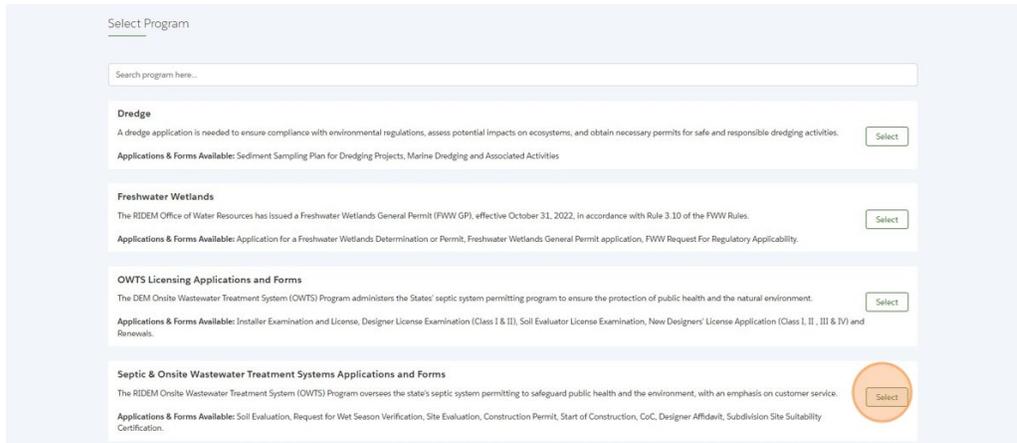


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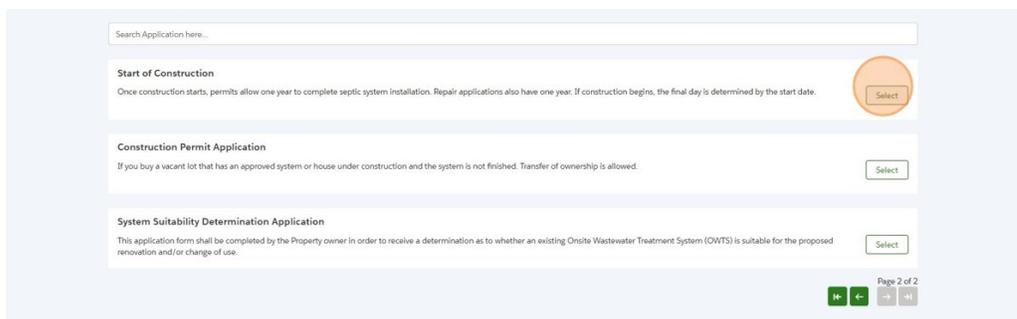
1. Navigate to <https://dem.ri.gov/owr-portal-login>
2. Click Applications -> Start an Application



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



4. Click "Select" next to the Application under the program 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' application. On the left, a vertical navigation menu lists the steps: Introduction (highlighted with a green dot), Applicant Information, Construction Permit Details, Site Information, Licensed Professionals, Type of Notice, and Confirmation. The main content area is titled 'Introduction' and contains the following text: 'Licensed Designers may submit this form to notify RIDEM of an OWTS Start of Construction prior to the installation of any OWTS; or to schedule a RIDEM required Construction Inspection. Designer inspections must be conducted prior to notification and forms must be received by 3:00 PM on the business day before a scheduled RIDEM inspection. Please submit a separate form for each OWTS Permit. Visit our ONLINE PERMIT SEARCH for status, historical information and downloadable documents.' Below the text is a 'Save for later' link and a 'Next' button, which is highlighted with a red circle.

6. Next is the Applicant Information Screen. Carefully review this information. If you wish to make any changes, scroll to the top and click 'My Profile'. **Please note – if making changes, you MUST 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 a warning: 'Carefully verify that all contact information is current and correct. Name changes or other updates to 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 this is a 'My Profile' button. The form fields are organized into sections: 'First Name' and 'Middle Name' (with a 'Last Name' field below them); 'Last Name', 'Telephone', and 'Email'; 'Home Address' (with sub-fields for Street, Town/City, State, and Zip code); and 'Mailing Address' (with the same sub-fields). At the bottom, there is a checkbox for 'Are My Mailing and Physical Address Correct?' and a 'Next' button, which is highlighted with a red circle.

7. Next is the Construction Permit Details Screen. You **MUST** search for an existing Construction Permit to link this application to., then click Next

The screenshot shows the 'Construction Permit Details' screen. The left navigation menu is the same as in the previous screens, with 'Construction Permit Details' highlighted. The main content area is titled 'Construction Permit Details' and features a search bar with the text '*Search Construction Permit' and the value 'CP-111224-000002005'. Below the search bar is a 'Save for later' link and two buttons: 'Previous' and 'Next', with the 'Next' button highlighted by a red circle.

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8. Next is the Site Information Screen. Fill in all the fields, then click Next

The screenshot shows the 'Site Information' screen of the 'Onsite Wastewater Treatment System' application. The left sidebar contains a navigation menu with the following items: Introduction, Applicant Information, Construction Permit Details, Site Information (highlighted), Licensed Professionals, Type of Notice, and Confirmation. The main content area is titled 'Site Information' and contains the following fields:

- Application Number: [Text input field]
- Site Address: [Text input field]
- Street: [Text input field], *Town / City: [Text input field], *State: [Text input field], *Zipcode: [Text input field]
- Phone Number: [Text input field]
- Lot Type: [Text input field], *Number of Days Required: [Text input field]
- Lot Information: [Text input field]
- Plot Information: *Plot Number: [Text input field], ZN: [Text input field]
- Lot Information: *Lot Number: [Text input field], *Type of Lot Size: [Text input field], *Lot Size: [Text input field]
- Owner Details: Name: [Text input field], Email: [Text input field], Telephone: [Text input field]
- Owner Address: [Text input field]

At the bottom right, there is a 'Next' button highlighted with an orange circle.

9. Next is the Licensed Professional screen.

The screenshot shows the 'Licensed Professionals' screen of the 'Onsite Wastewater Treatment System' application. The left sidebar contains a navigation menu with the following items: Introduction, Applicant Information, Construction Permit Details, Site Information, Licensed Professionals (highlighted), Type of Notice, and Confirmation. The main content area is titled 'Licensed Professionals' and contains the following fields:

- Designer's Name: [Text input field]
- Designer's Email: [Text input field]
- * Search Installer Number: [Text input field]
- * Installer Name: [Text input field]

At the bottom right, there is a 'Next' button highlighted with an orange circle.

10. Next is the Type of Notice Screen. Upon making a selection, click Next

The screenshot shows the 'Type of Notice' screen of the 'Onsite Wastewater Treatment System' application. The left sidebar contains a navigation menu with the following items: Introduction, Applicant Information, Construction Permit Details, Site Information, Licensed Professionals, Type of Notice (highlighted), and Confirmation. The main content area is titled 'Type of Notice' and contains the following fields:

- * Type of Notice: [Radio button selection]
- Start of Construction (STARTCON):
- Start of Construction & Bottom Inspection (STARTCON & BI):
- Start of Construction & Cover Inspection (STARTCON & CI):
- Bottom Inspection (BI):
- Cover Inspection (CI):
- Re-Inspection (RI):

At the bottom right, there is a 'Next' button highlighted with an orange circle.

11. Next is the Upload Documents Screen. Click the upload icon to add applicable file(s)

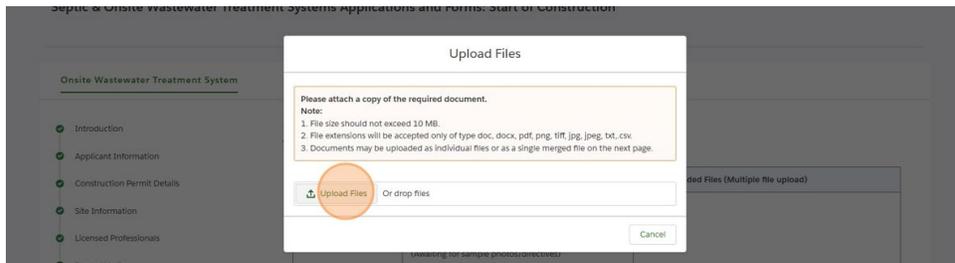
The screenshot shows the 'Upload Documents' screen of the 'Onsite Wastewater Treatment System' application. The left sidebar contains a navigation menu with the following items: Introduction, Applicant Information, Construction Permit Details, Site Information, Licensed Professionals, Type of Notice, Upload Documents (highlighted), and Confirmation. The main content area is titled 'Upload Documents' and contains a table with the following columns: Document Name, Document Description, and Uploaded Files (Multiple file upload).

Document Name	Document Description	Uploaded Files (Multiple file upload)
* Photograph of the bottom and cover	Designer to upload two photographs of the outs being installed, which must include the bottom bed and the completed system prior to covering. (Awaiting for sample photos/directives)	[Upload icon]
Supporting Documents	Any supporting documents that could assist in review of the application.	[Upload icon]

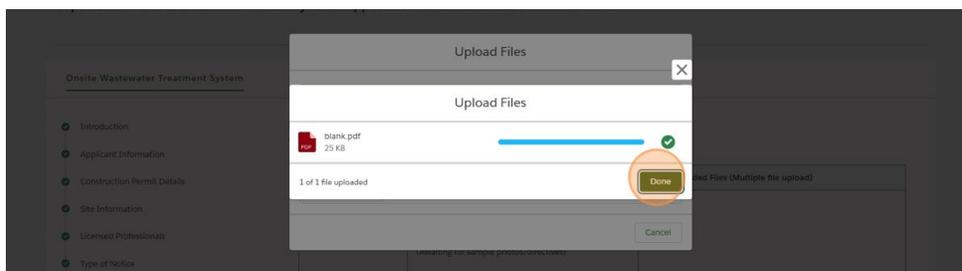
At the bottom right, there is a 'Next' button highlighted with an orange circle.

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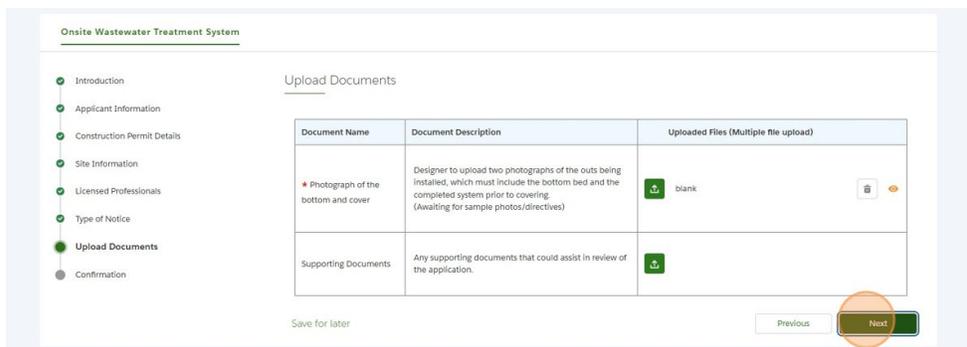
12. Click "Upload Files"



13. Click "Done"



14. Click "Next" once you have uploaded all the applicable file(s)



15. Last is the Confirmation Screen. Store the Application Number for your records.

