



User Guide: A&E Tagging and Renewal Steps

To renew A&E Technology, the permit must already exist in the vendor’s account. **If the technology is missing, follow the steps below to tag it.**

How to Tag A&E Technology

To tag or renew a technology, the vendor must have an active account in the Portal.

1. Once the account has been created, check the permit tab to confirm your license appears. If not, you will need to “Tag the License,” using the following steps, so it appears in your account.

Tagging Steps

1. Log in to your existing account or create one at <https://dem.ri.gov/owr-portal-login>
 - 1.1. **For Existing Accounts**, log in with your Username and Password
 - 1.2. **To Create a New Account**, click on “Create New User Account” and follow the instructions to complete the account setup steps.

**Rhode Island DEM Office of Water Resource
(OWR) Groundwater and Freshwater
Wetlands Protection Programs**

This secure site is for submitting new and managing existing permits, professional licensing, certifications, and other applications overseen by the DEM's Office Water Resources related to the following programs:

- [OWTS \(Septic\)](#)
- [Freshwater Wetlands](#)
- [Stormwater Construction Permitting](#)
- [Rhode Island Pollutant Discharge Elimination System \(RIPDES\) Construction General Permit \(CGP\)](#)
- [Stormwater Underground Injection Control](#)
- [Water Quality Certification](#)


To apply for other permits, licenses, certifications, or registrations please go to the [DEM Permit Application Center](#)

Additional Resources

- [Pre-Application Meeting](#)
- [Record Searches](#)
- [OWR Webpage](#)
- [DEM Records Requests \(FOIA\)](#)
- [Rules and Regulations](#)
- [Report Environmental Concern](#)

Getting Started

- [System Help and Guidance](#)



Username

Password

Log in

[Forgot Password](#) [Forgot Username](#) [Create New User Account](#)

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2. Once you are logged into the Portal, go to the “My Permits Tab” to confirm that the Technology is showing in your account.
3. **If the Technology does not show**, follow the five steps listed below to Tag the Permit:
 - 3.1. Click on the My Permits Tab in the menu bar
 - 3.2. Select Program: “Click on Septic & Onsite Wastewater Treatment Systems Application Forms”
 - 3.3. Select License Type: Alternative/Experimental Technology
 - 3.4. Enter License Number for the A&E Technology you wish to Tag
 - 3.4.1. Tip: It should start with AE-Class II-XX-XXX
 - 3.5. Click on search: Technology will display

DEM RHODE ISLAND

Home Dashboard/Pending Docs Applications **My Permits** My Licenses Requests My Details Application Request More

Search for License/Permit

2 *Program
Septic & Onsite Wastewater Treatment Systems Applications and Forms

3 License/Permit Type
Application Form for Alternative/Experimental Technology

4 License/Permit Number
AE-Class II-25-001

Clear Filters Search 5

4. Click on the Technology once it appears to submit it and complete your Tagging Request

Search Result

Click 'Submit' to request approval from DEM and to associate this License/Permit with your account.

License Type:
Application Form for Alternative/Experimental Technology

License Number:
AE-Class II-25-001

Issue Date:
7/11/2025

Current Contact Name:
Neelima S S'Eda

License Status:
Expired

Expiration Date:
7/11/2030

Submit Back to Search

5. Once DEM approves your Tagging Request, the Technology will show in “My Permits”

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Home Dashboard/Pending Docs Applications **My Permits** My Licenses Requests My Details Application Request More

My Permits Permit Tagging

Filter by License Type
Select License Type Clear

Q Search by Permit Number or Project Name or Owner Name

Permit Number	Project Name	Owner Name	Site Address	Board	Permit Type	Sub Type	Status	Issue Date	Expiration Date	Renew	Annual Report	Action
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Renew Technology

A renewal button will appear before the Technology Expires, allowing the Vendor to renew. Click on “Renew” and follow the renewal steps.

My Permits Permit Tagging

Filter by License Type
Select License Type

Q Search by Permit Number or Project Name or Owner Name

Permit Number	Project Name	Owner Name	Site Address	Board	Permit Type	Sub Type	Status	Issue Date	Expiration Date	Renew	Annual Report	Action
AE-Class II-25-010				Septic & Onsite Wastewater Treatment Systems Applications and Forms	Application Form for Alternative/Experimental Technology	Alternative Systems	Expired	7/11/2025	1/1/2026	Renew		
AE-Class II-25-009				Septic & Onsite Wastewater Treatment Systems Applications and Forms	Application Form for Alternative/Experimental Technology	Alternative Systems	Expired	7/11/2025	1/1/2026	Renew		

Important: If you have any questions or need assistance, please contact Ryan Brock at Ryan.Brock@dem.ri.gov or (401) 537-4205.