



Rhode Island
Department of Environmental Management
Office of Water Resources
Groundwater and Freshwater Wetlands Protection
235 Promenade Street, Providence, Rhode Island 02908

User Guide: Permit Tagging

When you create a **new User Account** in DEM's OWR Application Portal, the system will automatically try to match your account information (name and phone number) with existing permit records. If a match is found, those records will appear under:

- "My Permits" (for issued permits)

If a record does not appear and you are responsible for a permit, you may need to manually tag the record to pull it into your User Account.

What is Permit Tagging?

Tagging allows you to associate an existing permit with your User Account. It also allows DEM to ensure that a User Account has been linked to permits of record so that they can proceed with any actions on that permit. Think of tagging as creating a 'door' that allows access between DEM staff and an associated User for the flow of documents and communications.

Once tagged and approved, permits will appear under "My Permits," DEM staff will review tagging requests to ensure they are appropriate and valid. Once the permit becomes associated with your User Account, you can take actions like submitting documents, requesting modifications, managing renewals, or paying fees.

Important Guidance for Tagging

- Each permit can only be linked to one User Account at a time.
- If a User wants to tag a permit that is already associated with another user account (ex. an owner/applicant has associated their permit with their account but now wishes their design professional to handle all interaction with DEM), they can ask their design professional to submit a tagging request to associate the permit with their account. Once approved, that design professional will then be able to use the portal to interact with DEM for the permit.

DEM may contact either the **owner of record** or the **person requesting the tag** for confirmation to ensure records are only tagged by authorized individuals.

Need help? Go to <https://dem.ri.gov/owr-portal-guidance> for FAQs and contact information.

Application, Permit, or License Tagging Instructions

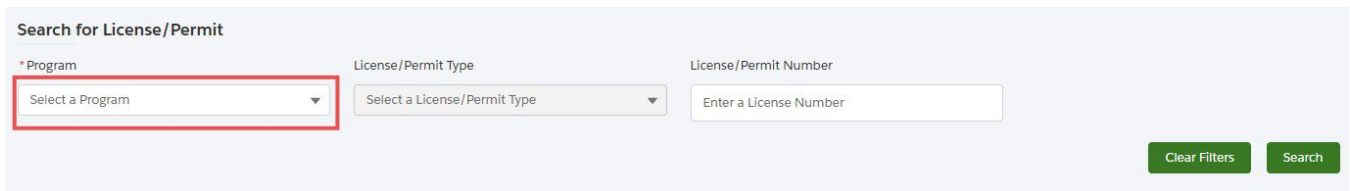
1. To access the portal, open a browser and go to the URL <https://demri.my.site.com/owr>
2. After successfully registering and creating your profile, if you do not see your legacy permits under their respective tab upon logging into the new system, please follow the steps below
3. Click "My Permits"



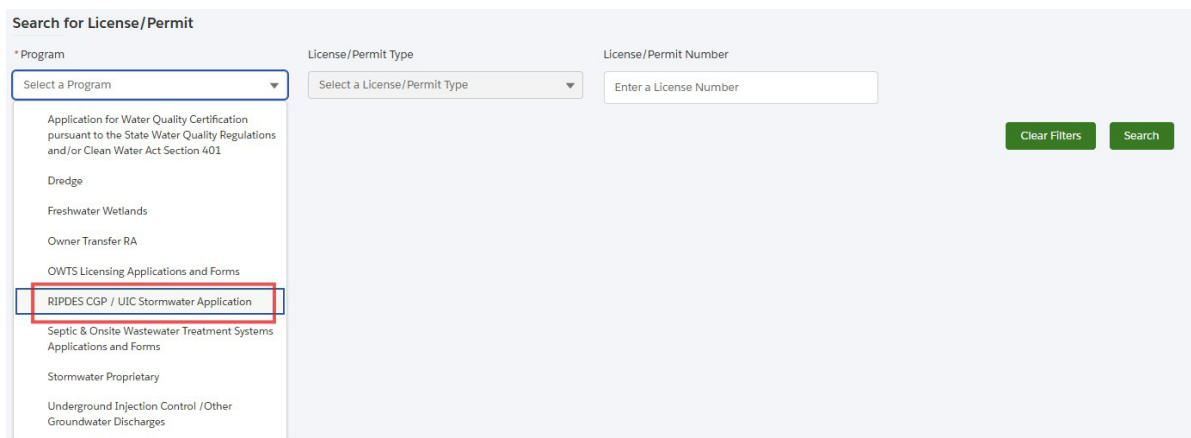
4. Click "Permit Tagging"



5. Click "Select a Program"



6. Click on the program that issued the permit you wish to tag



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7. Click "Select a License/Permit Type"

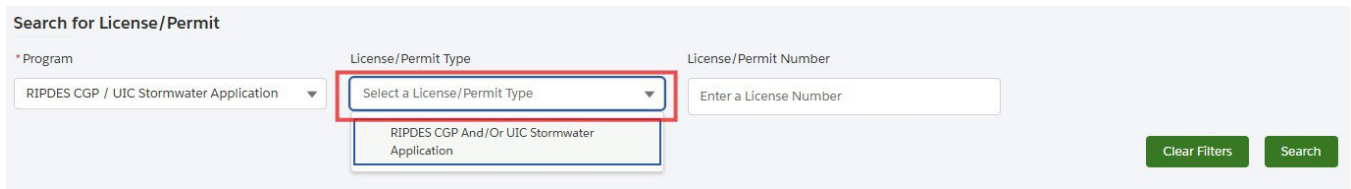
Search for License/Permit

* Program: RIPDES CGP / UIC Stormwater Application

License/Permit Type: Select a License/Permit Type

License/Permit Number: Enter a License Number

Clear Filters Search



8. Select "RIPDES CGP And/Or UIC Stormwater Application"

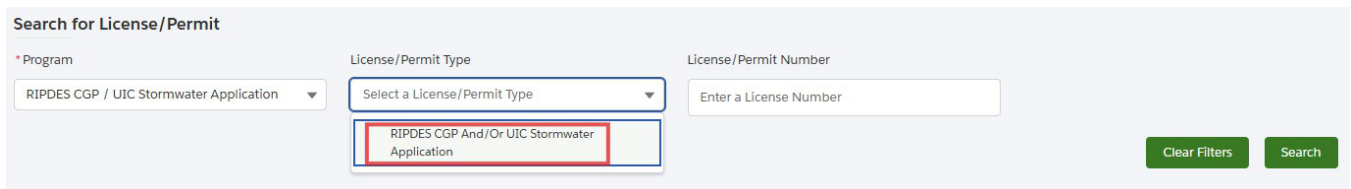
Search for License/Permit

* Program: RIPDES CGP / UIC Stormwater Application

License/Permit Type: Select a License/Permit Type

License/Permit Number: Enter a License Number

Clear Filters Search



9. Enter your permit number in the "License/Permit Number" field.

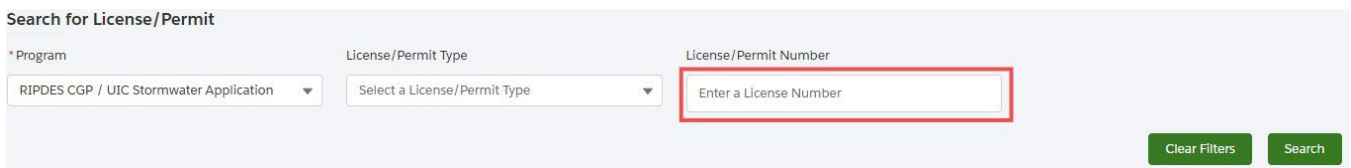
Search for License/Permit

* Program: RIPDES CGP / UIC Stormwater Application

License/Permit Type: Select a License/Permit Type

License/Permit Number: Enter a License Number

Clear Filters Search



10. Click "Search"

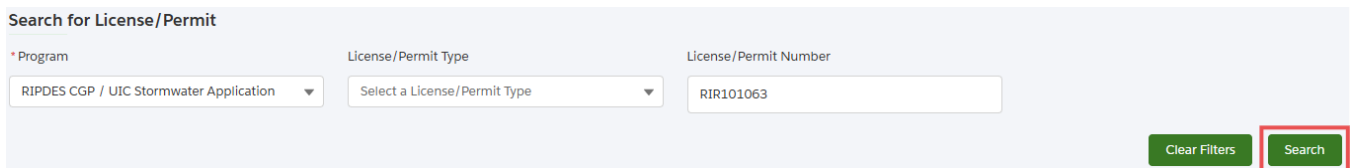
Search for License/Permit

* Program: RIPDES CGP / UIC Stormwater Application

License/Permit Type: Select a License/Permit Type

License/Permit Number: RIR101063

Clear Filters Search



11. Click "Submit"

with your account.

Current Contact Name:
Steve The Cat

License Status:
Active

Expiration Date:

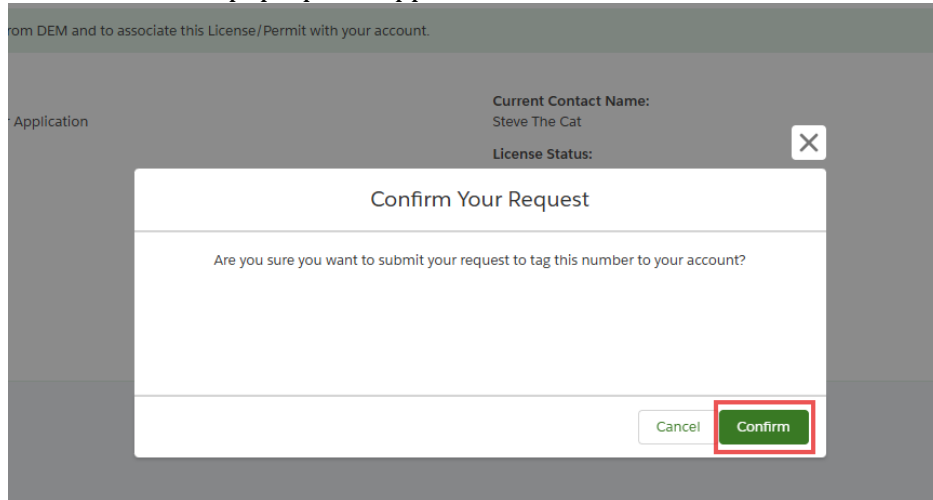
Address:
57 Scurp Street
East Providence, 12345

Submit Back to Search

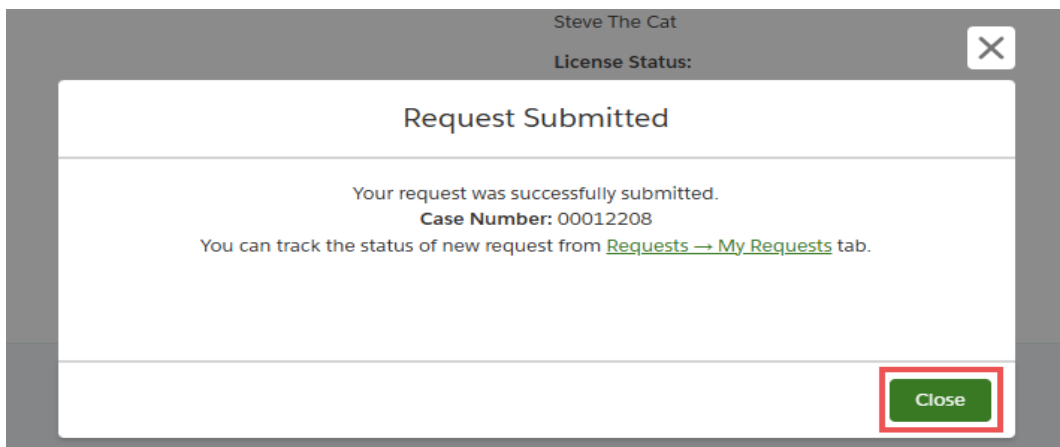


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12. Click "Confirm" on the pop-up that appears



13. Click "Close" on the next pop-up



14. Now, when you go to "Requests", you will see the status of the request as "Open." Once DEM approves it, the status will update and the permit will appear under "My Permits"

