



U<sub>SER'S</sub>

M<sub>ANUAL</sub>

**U**nderground **S**torage **T**ank Contractor Portal



Office of the Illinois State Fire Marshal

April 2015



## Revision Sheet

Release No.	Date	Revision Description
Rev. 0	6/2013	Initial Release
Rev. 1	2/2014	Added screens and revised menu
	2/2015	Update document for permitting
	4/2015	Update document

## UST Contractor Portal User's Manual

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## 1.0 OVERVIEW

### 1.1 System Overview

The Illinois State Fire Marshal's (OSFM) Underground Storage Tank Contractor portal is designed to allow contractors to schedule their own inspections. It provides increased flexibility in the scheduling of permitted activities.

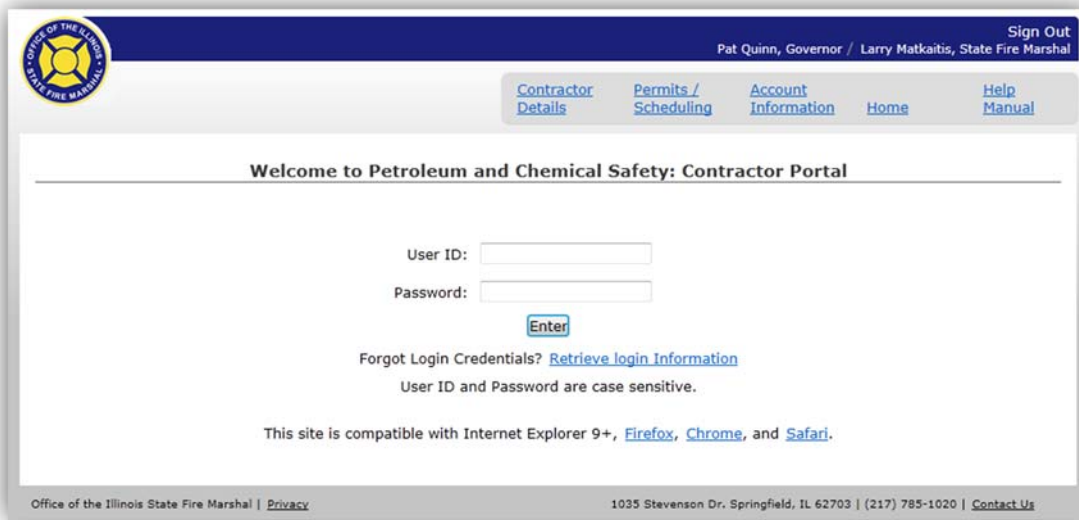
With the UST Contractor Portal System contractors can:

- Login to a contractor account
- View lists and details of outstanding permits
- Schedule an inspection
- Create emergency repair requests
- Create and submit permit applications
- View permit information
- Maintain some contact information

\* All data displayed in screen captures is for illustrative purposes only and may not reflect actual data.

## 2.0 GETTING STARTED

### 2.1 Accessing the Contractor Portal



The screenshot shows the Contractor Portal login page. At the top left is the Office of the Illinois State Fire Marshal logo. At the top right, it says "Sign Out" and "Pat Quinn, Governor / Larry Matkaibis, State Fire Marshal". Below this is a navigation bar with links: "Contractor Details", "Permits / Scheduling", "Account Information", "Home", and "Help Manual". The main heading is "Welcome to Petroleum and Chemical Safety: Contractor Portal". Below this is a login form with "User ID:" and "Password:" labels, each followed by a text input field. Below the input fields is an "Enter" button. Below the button is a link "Forgot Login Credentials? Retrieve login Information". Below that is the text "User ID and Password are case sensitive." At the bottom of the form area is the text "This site is compatible with Internet Explorer 9+, Firefox, Chrome, and Safari." At the very bottom of the page is a footer with "Office of the Illinois State Fire Marshal | Privacy" on the left and "1035 Stevenson Dr. Springfield, IL 62703 | (217) 785-1020 | Contact Us" on the right.

The contractor will be assigned a User ID and Password by the OSFM. The User ID may be changed, but the password must be changed after the initial log in. The User ID and Password are case sensitive. If you forget your User ID or Password, there is a link on the page to retrieve that information.

This site is compatible with Internet Explorer 9 or greater. Running an older version of Internet Explorer may limit the functionality of the site. Current versions of other browsers should work with the site.

**Account Management: ABC Contractor - State ID: IL009876**

---

**- Account Information -**

User ID

State ID

---

**- Password -**

⚙ Password must be 8-64 characters with at least 1 letter and 1 number.

New Password

Verify Password

---

**- Security Question -**

Security Question

Answer

**Security Question: Used to retrieve account password if lost or forgotten. Samples:**

- ⚙ What was your high school mascot?
- ⚙ What is your father's middle name?
- ⚙ What was the color of your first car?

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**Email Addresses**

⚙ Email Addresses: Will be used to send communications. Changed email addresses will be verified, so make sure the emails are valid.

Primary	Email	Activated	Action
<input checked="" type="radio"/>	abccemail1@abcccontractor.com	Activated	<a href="#">Delete Email</a>
<input type="radio"/>	123email@abcccontractor.com	<a href="#">Resend Validation Email</a>	<a href="#">Delete Email</a>
<input type="radio"/>	<input type="text"/>		<a href="#">Add Row</a>

---

**Additional Signon IDs**

⚙ To add an Additional Signon, enter a UserID and click the Add ID action.

User ID	Branch	Email	Acct Status	Action
abclogin2a			Active	<a href="#">Edit</a>
abclogin3a	ABC Branch		Active	<a href="#">Edit</a>
abclogin4a			Reset Password	<a href="#">Edit</a>
<input type="text"/>				<a href="#">Add ID</a>

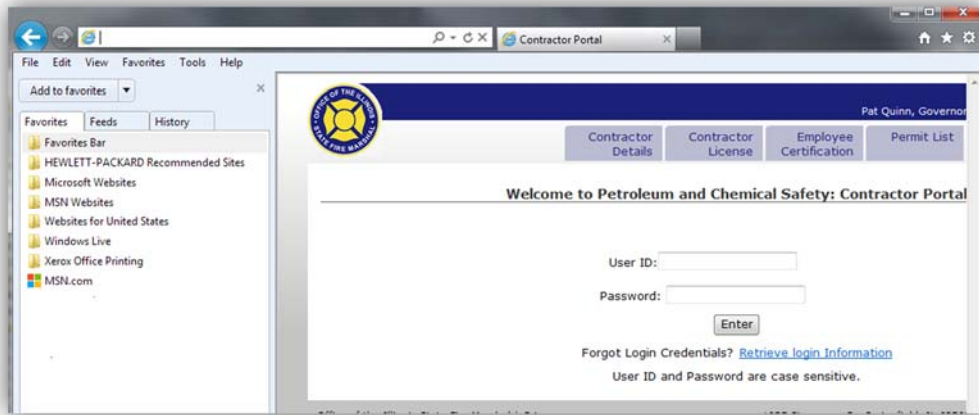
When logging in for the first time, changes to the account will need to be made:

- Change User ID, if desired
- Change the Password (Required)
- Create a Security Question and Answer (Required)
- Add a primary email to the account (Required)

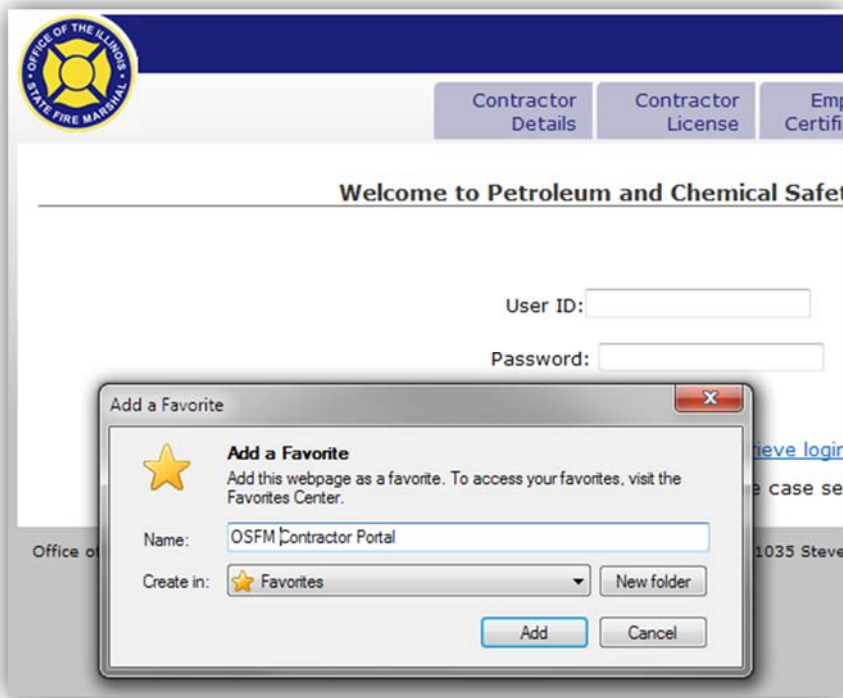
See Chapter 5 for more information on Account Management.



## 2.2 Creating a Shortcut (Favorite) to the Contractor Portal System

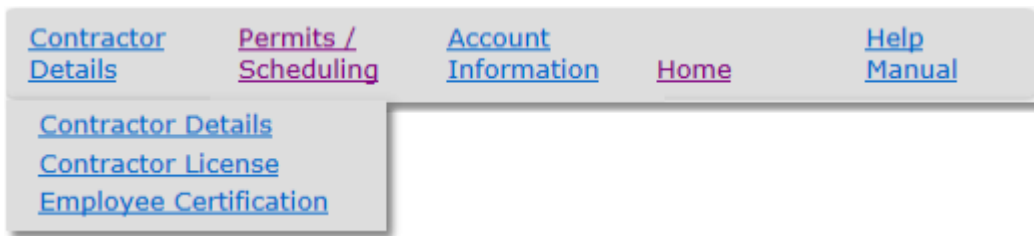


Click on Favorites or the "star", then click on Add to Favorites....



Enter the Name for the website and click Add.

## 2.3 Main Menu



The Main Menu contains options you will access while using the UST Contractor Portal system.

### 2.3.1 Contractor Details

The contractor details section of the menu presents screens which allow the contractor to see information OSFM has been provided about the contractor.

#### Contractor Details

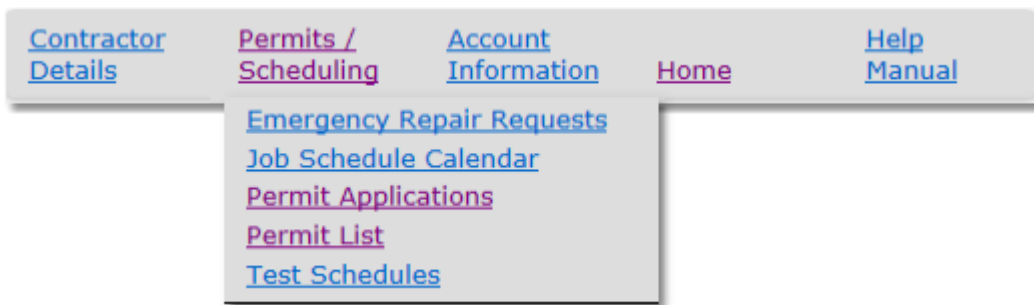
This screen displays contractor information on file for the logged in contractor. The fields include contact phone numbers, address, branch information, and insurance information.

#### Contractor License

Information about the contractor's licenses both current and historical are displayed.

#### Employee Certification

A list including employees, their certifications and the expiration date are on this screen. Contractors have the ability to view only current employees or view a history of all employees.



### 2.3.2 Permits / Scheduling

Information about the contractor's permits and job schedules

#### Emergency Repair Requests

The list of emergency repair requests are displayed. The contractor may also create new emergency repair requests and edit/view existing requests.

### **Job Schedule Calendar**

A monthly calendar display showing all of the contractor's jobs which are scheduled in that month.

### **Permit Applications**

The Permit Applications screen is where the contractor's list of Applications Awaiting Action, Applications in Progress and the Denied Applications. Applications Awaiting Action are applications that have not yet been submitted for approval or have been rejected for additional information. Applications in Progress have yet or are being reviewed for approval.

### **Permit List**

A list of approved permits for the contractor are displayed. By default, current permits which may be scheduled are displayed. A full history of permits may be selected. Permit details may be viewed and permits may be scheduled from this screen.

### **Test Schedules**

The screen provides a way to schedule "Required Job Schedules for Testing". It also displays previously scheduled testing jobs.

## **2.3.3 Account Information**

Displays the account information for the contractor. Contractors will have the ability to change their account password; change their security question and answer; add, edit or delete their contact email addresses; add or edit User ID's.

## **2.3.4 Home**

This is the default screen when logging in to the system. Any issues with the contractor's licenses are displayed. Notices from OSFM to the contractors are displayed. Also displayed are any job schedules which have been entered but not submitted.

## **2.3.5 Help Manual**

This is a link to this document.

## **2.3.6 Sign Out**

Click on this to log out of the system.

## **2.5 Tables**

Most tables in the system will have the following features:

Underground Storage Tank Contractor Portal User's Manual

1. The ability to select the number of rows by 10, 25, 50 or 100 to display in the table at a time.
2. Sort the table by clicking on the column headers. Click once to sort ascending. Click again to sort descending.
3. Displays which rows are shown in the table out of how many total rows.
4. Previous and Next buttons/links to allow paging through the table

**Contractor License(s): ABC Contractor - State ID: IL009876**

☐ Show Active License(s)  
☒ Show All License History

Show  entries

Module	Status	Expiration Date
Tank Tightness Testing	Active	6/3/2015
Cathodic Protection	Active	5/22/2014
Decommissioning	Active	5/22/2014
Installation / Retrofitting	Active	5/22/2014
Tank Tightness Testing	Expired	6/3/2013
Cathodic Protection	Expired	5/22/2012
Decommissioning	Expired	5/22/2012
Installation / Retrofitting	Expired	5/22/2012
Tank Tightness Testing	Expired	6/3/2011
Decommissioning	Expired	6/25/2010

Showing 1 to 10 of 37 entries

Previous Next

## 3.0 HOME

Once logged into the system the Home page is displayed.

**Home - ABC Contractor - State ID: IL009876**

**Contractor License Issues**

Insurance expires on 3/7/2014

**Notices**

Emails confirming the submission of job schedules to OSFM are sent from OSFM\_noreplay@illinois.gov. If you do not appear to be getting the emails, check your spam or junk mail folders to see if the emails were put there.

Hydrostatic Testing - Be advised that a Notice pertaining to hydrostatic testing of all containment sumps, including spill sumps, is posted under Commercial News at the OSFM website. Use [Commercial News](#) to go directly to that page.

**Unsubmitted Job Schedules**

Show 10 entries

Facility Number	Facility Name	City	Schedule Type	Schedule Date	Permit Number
1013037	<a href="#">Shop &amp; Go</a>	Morrison	Upgrade	12/9/2013	<a href="#">01034-2013UPG</a>
2040853	<a href="#">7-Eleven #33145</a>	Batavia	Testing Schedule(s)	2/28/2014	
5002413	<a href="#">J.M. Huber Corporation</a>	Quincy	Testing Schedule(s)	2/28/2014	

Showing 1 to 3 of 3 entries

Previous Next

There are several components to this screen.

1. **Contractor License Issues:** If there are issues with the contractor license or a license, employee certification, or insurance are close to expiring, they will appear in a list.
2. **Notices:** Any notices from OSFM will appear on this page.
3. **Unsubmitted Job Schedules:** Any permit not submitted or testing job schedules will be displayed.

## 4.0 CONTRACTOR DETAILS

### 4.1 Contractor Details

**ABC Contractor - State ID: IL009876**

Last Name/Company: ABC Contractor Federal Identification Number: 42-1443796

First Name: Middle Name:

**Contact Information**

Email: abcemail1@abccontractor.com

Address: [Map](#)  
2923 Gardner Expressway P. O. Box 1086  
Quincy, IL 62305

County: Adams **Map Link**

**Phone Numbers**

Type	Phone Number	Extension
Work Phone	2176591234	

**Branch Information**

[ABC Branch](#)  
123 Any St  
Springfield, IL

**Current Insurance Policy**

☒ Show Current Insurance Policies  
☐ Show All Insurance Policies  
Show 10 entries

Insurance Company	Policy Number	Expiration Date
ABC Insurance Co.	ENP0023656	6/6/2014

Showing 1 to 1 of 1 entries

The Contractor Details screen displays the information OSFM has on file for the contractor. The information cannot be changed at this time.

Clicking on the “Map” link or the Branch name will open a window with a map of the appropriate address.

Initially only the current insurance policies are displayed. Click the toggle button next to “Show All Insurance Policies” and all reported insurance policies for the contractor will be displayed.

## 4.2 Contractor License

**Contractor License(s): ABC Contractor - State ID: IL009876**

☒ Show Active License(s)  
☐ Show All License History

Show 10 entries

Module	Status	Expiration Date
Tank Tightness Testing	Active	6/3/2015
Cathodic Protection	Active	5/22/2014
Decommissioning	Active	5/22/2014
Installation / Retrofitting	Active	5/22/2014

Showing 1 to 4 of 4 entries

Previous Next

The Contractor License screen provides a history of Expired and Active licenses for the contractor. The information displayed cannot be edited by the contractor.

Initially only the current licenses are displayed. Click the toggle button next to “Show All License History” and all licenses for the contractor will be displayed.

**Contractor License(s): ABC Contractor - State ID: IL009876**

☐ Show Active License(s)  
☒ Show All License History

Show 10 entries

Module	Status	Expiration Date
Tank Tightness Testing	Active	6/3/2015
Cathodic Protection	Active	5/22/2014
Decommissioning	Active	5/22/2014
Installation / Retrofitting	Active	5/22/2014
Tank Tightness Testing	Expired	6/3/2013
Cathodic Protection	Expired	5/22/2012
Decommissioning	Expired	5/22/2012
Installation / Retrofitting	Expired	5/22/2012
Tank Tightness Testing	Expired	6/3/2011
Decommissioning	Expired	6/25/2010

Showing 1 to 10 of 37 entries

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## 4.3 Employee Certification

**Employee Certification(s): ABC Contractor - State ID: IL009876**

☒ Show Active Employee(s)  
☐ Show All Employee History  
 Show  entries

Employee Name	Employee Status	Certification	Effective Date	Expiration Date
George, Brian	Active	Decommissioning	3/11/2013	3/11/2015
	Active	Installation / Retrofitting	3/4/2013	3/4/2015
	Active	OSHA 40 Hour	4/23/2007	4/23/2008
	Active	OSHA 8 Hour Refresher	1/3/2013	1/3/2015
Logsdam, John	Active	Cathodic Protection	4/4/2013	4/4/2015
	Active	Installation / Retrofitting	7/5/2013	7/5/2015
	Active	OSHA 40 Hour	3/10/2000	3/10/2001
	Active	OSHA 8 Hour Refresher	1/3/2013	1/3/2015
	Active	Tank Tightness Testing	2/26/2013	2/26/2015

Showing 1 to 9 of 9 entries ◀ Previous Next ▶

The Employee Certification screen lists the active employees and their certifications. The radio button at the top of the screen allows the contractor to view a history of all employee certifications: Active and Inactive.

**Employee Certification(s): ABC Contractor - State ID: IL009876**

☐ Show Active Employee(s)  
☒ Show All Employee History  
 Show  entries

Employee Name	Employee Status	Certification	Effective Date	Expiration Date
Amdahl, Tom	Inactive	Cathodic Protection	6/26/2001	6/26/2003
	Inactive	Decommissioning	6/25/1999	6/25/2001
	Inactive	Installation / Retrofitting	6/26/2001	6/26/2003
Daniels, Brian	Inactive	Installation / Retrofitting	11/12/1998	11/12/2000
George, Brian	Active	Decommissioning	4/13/2009	4/13/2011
	Active	Decommissioning	4/8/2011	4/8/2013
	Active	Decommissioning	3/11/2013	3/11/2015
	Active	Installation / Retrofitting	5/8/2009	5/8/2011
	Active	Installation / Retrofitting	4/8/2011	4/8/2013
	Active	Installation / Retrofitting	3/4/2013	3/4/2015
	Active	OSHA 40 Hour	4/23/2007	4/23/2008
	Active	OSHA 8 Hour Refresher	4/17/2009	4/17/2010
	Active	OSHA 8 Hour Refresher	2/25/2010	2/5/2011
	Active	OSHA 8 Hour Refresher	1/24/2011	1/24/2012
	Active	OSHA 8 Hour Refresher	1/13/2012	1/13/2013
	Active	OSHA 8 Hour Refresher	1/3/2013	1/3/2015
	Active	OSHA 8 Hour Refresher	1/3/2013	1/3/2015
Harrington, Larry	Inactive	Decommissioning	1/9/1999	1/9/2001
	Inactive	Installation / Retrofitting	1/9/1999	1/9/2001
Hotmix, Larry	Inactive	Decommissioning	6/12/2001	6/12/2003
	Inactive	Installation / Retrofitting	6/12/2001	6/12/2003
Jay, Jeff	Inactive	Decommissioning	6/11/2007	6/11/2009
	Inactive	Installation / Retrofitting	3/11/2007	6/11/2009
Johnson, Marty	Inactive	Decommissioning	5/22/1997	5/22/1999
	Inactive	Installation / Retrofitting	6/6/2003	6/6/2005
	Inactive	OSHA 8 Hour Refresher	2/25/2010	2/25/2011

Showing 1 to 25 of 51 entries ◀ Previous Next ▶



## 5.0 PERMITS / SCHEDULING

### 5.1 Emergency Repair Requests

**Emergency Repair Request(s): ABC Contractor - State ID: IL009876**

Create Emergency Repair Request

Show 10 entries

Facility Number	Date of Work	Emergency Request Status	Permit Number	View Request
5013134	2/24/2014	Submitted		<a href="#">View Request</a>
2021075	2/20/2014	Approved "" WAITING FOR PERMIT ""		<a href="#">View Request</a>
7015249	2/19/2014	Denied		<a href="#">View Request</a>

Showing 1 to 3 of 3 entries

◀ Previous Next ▶

This is the list of emergency repair requests submitted by the contractor. To view a request click the "View Request" link.

To create an emergency repair request, click on the Create Emergency Repair Request button. The Emergency Repair Request screen will open. The contractor information will be pre-populated with the logged in contractor information.

### Emergency Repair Request

**Contractor Number:**  
 IL009876

**Contractor Name:**  
 ABC Contractor

**Emergency Repair Status:**  
 New request

☒ Install/Retrofitting ☐ Cathodic Protection

**Facility Number:** Facility Search...

**Facility Name:**

**Date of Work:**

#### Facility Tanks

Include Tank	Tank Number	Capacity	Product	Tank Status
Please specify all work that is being requested and the reason for this emergency repair				

**Please Review and Agree to the following statements**

Click the following link to review the [Emergency Repairs Section \(175.710\)](#)

Installation of a flex connector, any riser piping, or other transitional components beneath the dispenser requires the presence of a tank sump or a dispenser sump (Section 175.410). Click the following link to review the [Containment Sumps Section \(175.410\)](#)

Repaired piping cannot exceed 20 feet nor exceed 50% of the total piping length (Section 175.420). Click the following link to review the [Piping Section \(175.420\)](#)

☐ I have read and understand the Emergency Repairs Section (175.710) of the UST rules and the above statements.

Save Submit Cancel

To select a facility, type in a facility number (i.e. 5008550) or click on the Facility Search... button.

If you enter the Facility Number, tab out of the Facility Number field to populate the facility information.

If the Facility Number is unknown, click the Facility Search button to open the Facility Search Screen. Search on partial or full descriptions for Facility Number, Facility Name or the City the facility is located in.

Facility Search returned greater than 100 rows. Please refine search to find the appropriate facility. You can search on partial or full descriptions for Facility Number, Facility Name or City the facility is located in.

Facility Number:

Facility Name:

City:

100 Results Returned.

Facility List

Facility Number ↕	Facility Name ▲	Facility Address ↕	Facility City ↕	Facility County ↕
<a href="#">5008550</a>	Administrative Service Center	530 West Reynolds	Springfield	Sangamon
<a href="#">5019416</a>	AT&T Springfield - 044350 (IL4151)	620 S. 5th Street	Springfield	Sangamon
<a href="#">5009308</a>	Ayerco #28 Convenience Center	2727 S Macarthur St	Springfield	Sangamon

The search results will provide a list of facilities matching the entered search criteria (i.e. City: springfield). Click on any of the headers to sort the results by that column. The default sort is by facility name ascending. Clicking on a column header twice will change the sort to descending.

Click on the Facility Number hyperlink to populate the emergency repair request fields.

### Emergency Repair Request

**Contractor Number:**  
 IL002396

**Contractor Name:**  
 ABC Contractor

**Emergency Repair Status:**  
 Not Saved

**Facility Number:**   
 5008550

**Facility Name:**  
 Administrative Service Center

**Date of Work:**

☒ Install/Retrofitting ☐ Cathodic Protection

#### Facility Tanks

Include Tank	Tank Number	Capacity	Product	Tank Status
<input type="checkbox"/>	3	8000	Gasoline	Currently in use

Please specify all work that is being requested and the reason for this emergency repair

Enter the date the work takes place or click on the calendar to open a calendar to select the date from.

Select whether the emergency repair is Install/Retrofitting or Cathodic Protection work.

Select which tank(s) at the facility the emergency repair is for.

**Emergency Repair Status:**  
 Not Saved

**Date of Work:**  
 06/11/2013

☒ Install/Retrofitting ☐ Cathodic Protection

#### Facility Tanks

Include Tank	Tank Number	Capacity	Product	Tank Status
<input checked="" type="checkbox"/>	3	8000	Gasoline	Currently in use

Please specify all work that is being requested and the reason for this emergency repair

Specify all work that is being requested and the reason for the emergency request in the textbox on the screen.

Review the Emergency Repair rules by clicking on the link. Then click the checkbox saying you have read and understand the rules.

The Save button saves the current information without it being submitted. This keeps the entered fields and prevents having to re-enter the information again. Use this if you cannot complete the whole emergency request at one time.

The Submit button submits the emergency request to OSFM for approval. If there are no errors, the system will return to the Permit List screen. OSFM will review the permit and either approve or reject it. An email will be sent informing you of the outcome of the review.

The Cancel button will delete the information entered in the fields since the last save.



## 5.2 Job Schedule Calendar

The Job Schedule Calendar provides a monthly view of permitted job schedules and testing job schedules. Clicking on a schedule transfers you to the appropriate screen for the type of schedule. The Next and Previous links allow navigation from one month to the next. Changing the month in the dropdown will display the newly selected month.

**Contractor Permit(s): ABC Contractor - State ID: IL009876**

[Previous](#) September, 2013 [Next](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Labor Day	2	3 <a href="#">Carman Fac#3020800</a> Permit #00714-2013REM <a href="#">Rem 8:30 AM - 3:30 PM</a>	4	5	6	7
8	9 <a href="#">Carman Fac#3020800</a> Permit #00715-2013INS <a href="#">Tk Ins</a> <a href="#">Air on Hg 10:00 AM - 12:00 PM</a>	10	11	12	13	14
15 <a href="#">Carman Fac#3020800</a> Permit #00715-2013INS <a href="#">Air/Nitrogen on test</a> <a href="#">Air/Nitrogen on pipe 10:00 AM - 12:00 PM</a> <a href="#">Cont Test 10:00 AM - 12:00 PM</a>	16	17	18	19	20	21
22	23	24 <a href="#">Carman Fac#3020800</a> Permit #00715-2013INS <a href="#">Final 10:00 AM - 12:00 PM</a>	25	26	27	28
29	30	1	2	3	4	5

Clicking on the link of a scheduled job will open the Details for Permit window allowing you to review the job details and giving access to view the permit by clicking on the View Permit button. You can click on the Schedule Permit button to add or make changes to scheduling. You can also click on the Extend Permit to extend the permit 6 months from the current expiration date. Extending the permit will be an additional fee.

**Details for Permit: 00268-2015CAT**

[View Permit](#) [Schedule Permit](#) [Extend Permit](#)

Facility Number: [6040530](#)

Facility Name: [Phillips 66](#)

Address: [Sunset and Van Tran Avenue](#)

County: [Fayette](#)

Permit Status: [Approved / Amended](#)

Permit Expiration Date: [9/25/2015](#)

**Tanks on Permit**

Tank #	Volume	Product	Status
1	15,000	Gasoline	Currently in use
2	10,000	Gasoline	Currently in use

Showing 1 to 2 of 2 entries [Previous](#) [Next](#)

**Permit Schedules**

Job Type	Tanks	Schedule Date	Start Time	End Time	Status
Install	1	4/6/2015	10:00 AM	12:00 PM	Scheduled
Final	1	4/13/2015	10:00 AM	12:00 PM	Scheduled

Showing 1 to 2 of 2 entries [Previous](#) [Next](#)

## 5.3 Permit Applications

**Contractor Permit Application(s): ABC Contractor - State ID: IL009876**

**Application(s) Awaiting Action** [Start a New Application](#)

Show  entries

Facility #	Facility Name	City	Permit Type	Initiated	Submitted	Submitted By	Status	Action
5017273	BP Shop	Taylorville	Removal	2/5/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5020605	Casey's General Store	Taylorville	Cathodic Protection	2/5/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5043336	Beck Bus	Taylorville	Cathodic Protection	2/5/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5017273	BP Shop	Taylorville	Abandon in Place	2/5/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5017273	BP Shop	Taylorville	Abandon in Place	2/5/2015	2/5/2015 2:06:35 PM	IL009876	Rejected for Additional Information	<a href="#">Edit</a> <a href="#">View</a>
5028446	Circle Steel	Taylorville	Install	2/5/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5043336	Beck Bus	Taylorville	Abandon in Place	2/4/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
6018586	Alton Memorial Hospital	Alton	Cathodic Protection	2/3/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
6016535	Airline Auto Diagnostics	East Alton	Install	2/3/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5043336	Beck Bus	Taylorville	Install	2/3/2015	2/4/2015 1:58:29 PM	IL009876	Rejected for Additional Information	<a href="#">Edit</a> <a href="#">View</a>

Showing 1 to 10 of 11 entries [Previous](#) [Next](#)

**Application(s) in Progress**

Show  entries

Facility #	Facility Name	City	Permit Type	Initiated	Submitted	Submitted By	Status	Action
5017273	BP Shop	Taylorville	Upgrade	2/5/2015	2/6/2015 2:57:53 PM	IL009876	Awaiting Payment	<a href="#">View</a>
5017273	BP Shop	Taylorville	Reline	2/5/2015	2/6/2015 3:37:06 PM	IL009876	Awaiting Payment	<a href="#">View</a>

Showing 1 to 2 of 2 entries [Previous](#) [Next](#)

**Denied Application(s)**

Show  entries

The Permit Applications window displays 3 lists; Applications Awaiting Action, Applications in Progress and Denied Applications. The contractor can start a new application from this window, edit applications that have not yet been submitted, make corrections to applications that have been returned and view applications already submitted.

The status of an application shown in the Status column in the Applications Awaiting Action section will be either "Not Submitted" or "Rejected for Additional Information". These application need to be edited by the contractor and submitted.

The status in the Applications in Progress section will display "Submitted", "Awaiting Payment" or "Review In Progress". These applications can only be viewed, but not edited, by the contractor.

### 5.3.1 Start a New Application

Creating a new application will take you through a series of screens. Click on "Start a New Application" link in the upper right corner of the Permit Applications window to start the application.



Application(s) in Progress

Show 10 entries


[Start a New Application](#)

Facility #	Facility Name	City	Permit Type	Initiated	Submitted	Submitted By	Status	Action
5043433	Walter Stokes Property	Taylorville	Abandon in Place	10/3/2014		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a>
5042991	Ryder Truck Rental	Taylorville	Upgrade	10/3/2014	10/3/2014 1:02:13 PM	IL009876	Review in Progress	<a href="#">View</a>

When working through the application screens there is a list of instructions displayed in blue text of what is needed in order to complete the current screen. Each of the items listed will need to be completed before moving to the next screen in the process. If one or more of the required items has not been completed, a “Please fix the following errors:” message showing which items will be given when saving the current screen. NOTE: Information needed is dependent on the type of application being processed.

Fill out or upload a Summary of Work.  
Enter the Authorized Representative information and agree to the Terms and Conditions

Please fix the following errors:

 Please upload the Site Plan

There are three buttons located at the bottom of the window as you move through the application process.



- **Back** – Click on the Back button will show a dialog with Save, Discard and Cancel options.
  - **Save** – clicking on Save will save any information entered on the current window and return to the previous screen.
  - **Discard** – clicking on Discard will not save any of the information that was entered on the current window and return to the previous screen.
  - **Cancel** – clicking on Cancel will cancel and remain on the current window.
- **Exit** – Click on the Back button will show a dialog with Save, Discard and Cancel options.
  - **Save** – clicking on Save will save any information entered on the current window and exit the application.
  - **Discard** – clicking on Discard will not save any of the information that was entered on the current window and exit the application.
  - **Cancel** – clicking on Cancel will cancel and remain on the current window.
- **Save & Continue** will save the information on the current window and move to the next window in the application process.



### 5.3.1.1 Select a Permit Type

After selecting the “Start a New Application” link, the **Select a Permit Type** window opens allowing the contractor to select the type of Permit being applied for. Only the permit types the contractor has an active license for are available in the drop down. It also allows them to select a branch of the company, if applicable. Once the selections have been made, click on the Continue button.

### 5.3.1.2 Facility and Owner Details

The **Facility and Owner Details** window opens. Enter the Facility Number and hit the Enter key to have the Owner and Facility information areas auto fill. If the number is unknown, click on the Facility Search button. Either the facility name or the city may be entered. Click on the Search button to retrieve the results. Select the facility by clicking on the Facility Number link. The Owner and Facility information areas auto fill with the selected facility information. A list of tanks are displayed in the Existing Tank Summary. Click the Save & Continue button located at the bottom of the window.

A new facility may be added using the **Add/Edit New Facility Information** link. Click on the Confirm button after entering the facility information.

**Update the Facility Information**

Facility Name \*

Facility Type \*

Ownership Type \*

Address 1 \*

Address 2 \*

City \*

Zip Code \*

County \*

Contact First Name \*

Contact Last Name \*

Contact Phone Number \*

Phone Number Extension \*

Cancel Confirm

Add owner information after adding the facility by clicking on the **Edit Owner Information** link. Fill in the owner information and click on the Confirm button to save.

If the owner information is the same as the facility, click on the Copy Facility button. The owner information will populate with the facility information. Click on the Confirm button to save.

**Update the Owner Information**

Copy Facility

Owner Name \*

Address 1 \*

Address 2 \*

City \*

State \*

Zip Code \*

CountryCode \*

Contact First Name \*

Contact Last Name \*

Contact Phone Number \*

Phone Number Extension \*

Cancel Confirm

### 5.3.1.3 Tanks

On the **Tanks** window a list of tanks that the facility has that qualify for permitting is listed. Select which tanks needs to have the work performed on and select an item from Fill Material drop down.

A new tank may be entered from the Tanks window when submitting a permit type of Abandonment, Install or Removal by clicking on the “Add New Tank” link.

The screenshot shows the 'Install Permit Application - ABC Contractor - State ID: IL009876' window. The 'Tanks' section is active, displaying a table with columns: Tank #, Capacity in Gallons, Product, and Status. Below the table, there are buttons for 'Cancel', 'Save & Back', 'Save & Exit', and 'Save & Continue'. An 'Add New Tank' modal is open, showing a 'Capacity in Gallons' field set to 20000 and a 'Product' dropdown menu set to 'Gasoline'. The modal also has 'Cancel' and 'Confirm' buttons.

The Tanks window will look slightly different for each permit type being submitted. For **Abandon In Place** there is a Fill Material drop down and Last Used Date field that needs to be set for the tank selected. **Removals** show if it was Pre 1974 determined from the Last Used Date.

The screenshot shows the 'Abandon in Place Permit Application - ABC Branch : Springfield - State ID: IL009876' window. The 'Tanks' section is active, displaying a table with columns: Tank #, Capacity in Gallons, Product, Status, Fill Material, Last Used Date, and Comments. The table shows two entries: Tank # 1 with Capacity 12,000, Product Gasoline, Status 'Currently in use', and Tank # 2 with Capacity 10,000, Product Gasoline, Status 'Currently in use'. The 'Fill Material' column has dropdown menus for each entry.

For **Cathodic Protection**, **Removal** and **Upgrade** permits a checkbox to select which tank work is being performed on is shown.

**Cathodic Protection Permit Application - ABC Contractor - State ID: IL009876**

**Tanks**

Select the tanks for this permit application.

Show 25 entries

<input type="checkbox"/>	Tank #	Capacity in Gallons	Product	Status
<input type="checkbox"/>	1	10,000	Gasoline	Currently in use
<input type="checkbox"/>	2	10,000	Gasoline	Currently in use
<input type="checkbox"/>	3	10,000	Gasoline	Currently in use

Showing 1 to 4 of 4 entries

Previous Next

Cancel Save & Back Save & Exit Save & Continue

For **Tank Entry**, **Lining Inspection** and **Reline** the Tank window has settings for Manway and Work to be Performed. Comments field is only required when “Other” is selected under Work to be Performed.

**Tank Entry Permit Application - ABC Contractor - State ID: IL009876**

**Tanks**

Select the tanks for this permit application.

Show 25 entries

<input type="checkbox"/>	Tank #	Capacity in Gallons	Product	Status	Manway	Work to be Performed	Comments
<input type="checkbox"/>	1	10,000	Gasoline	Currently in use	----	----	
<input type="checkbox"/>	2	12,000	Gasoline	Currently in use	----	----	

Showing 1 to 2 of 2 entries

Previous Next

Back Exit Save & Continue

Clicking on Save & Continue button located at the bottom of the window to open the next window in the process.

- For **Cathodic**, **Install** and **Upgrade** permit types the next window will be Equipment.
- **Abandonment In Place** and **Removal** permit types will move to Supplemental Information.
- The **Reline** permit type will move to Lining Compatibility screen.
- **Lining Inspection** and **Hot Work/Tank Entry** will move to the Terms and Conditions screen.

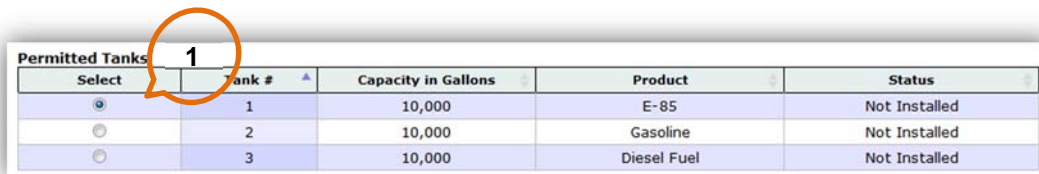
To show all the screens in this manual, we will follow the application process for **Cathodic**, **Install** and **Upgrade** permit types and therefore move on to the Tank Equipment screen. Supplemental Information and Terms and Conditions windows will be shown later on.

### 5.3.1.4 Tank Equipment

The **Equipment** window needs to be completed if you are entering Cathodic, Upgrade or Install permit types.

The tanks selected on the Tank screen are shown in the Permitted Tanks list. Equipment will need to be set for each tank. For Install applications, one or more items from each category will need to be selected in order to save to the next screen. For Cathodic Protection applications an item from both the Corrosion Protection Tank and Corrosion Protection Piping will need to be selected. Additional comments may be added.

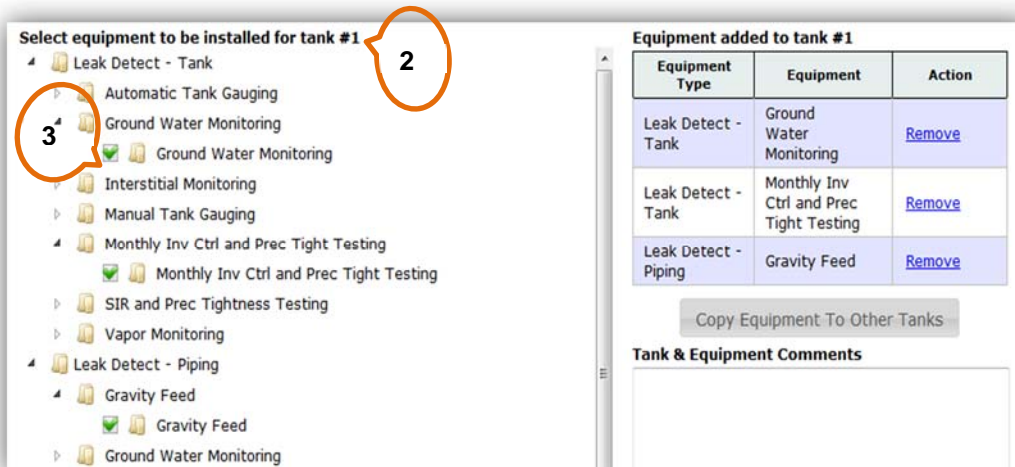
1. Select a tank from the **Permitted Tanks** list you want to set equipment for.



Select	Tank #	Capacity in Gallons	Product	Status
<input checked="" type="radio"/>	1	10,000	E-85	Not Installed
<input type="radio"/>	2	10,000	Gasoline	Not Installed
<input type="radio"/>	3	10,000	Diesel Fuel	Not Installed

2. The **Select equipment to be installed for tank #** displays below the tank list for you to make equipment selection. In this example, tank #1 is shown.
3. Select the equipment that will be installed for the selected tank by expanding a category and placing a check in the box by the equipment name.

**Note:** For Install and Cathodic Protection permit type applications, a piece of equipment from each category will need to be selected for each tank. For Upgrade permit applications, at least one piece of equipment needs to be selected for each tank.



#### Select equipment to be installed for tank #1

- Leak Detect - Tank
  - Automatic Tank Gauging
  - Ground Water Monitoring
  - Ground Water Monitoring
  - Interstitial Monitoring
  - Manual Tank Gauging
  - Monthly Inv Ctrl and Prec Tight Testing
  - ☒ Monthly Inv Ctrl and Prec Tight Testing
  - SIR and Prec Tightness Testing
  - Vapor Monitoring
- Leak Detect - Piping
  - Gravity Feed
  - ☒ Gravity Feed
  - Ground Water Monitoring

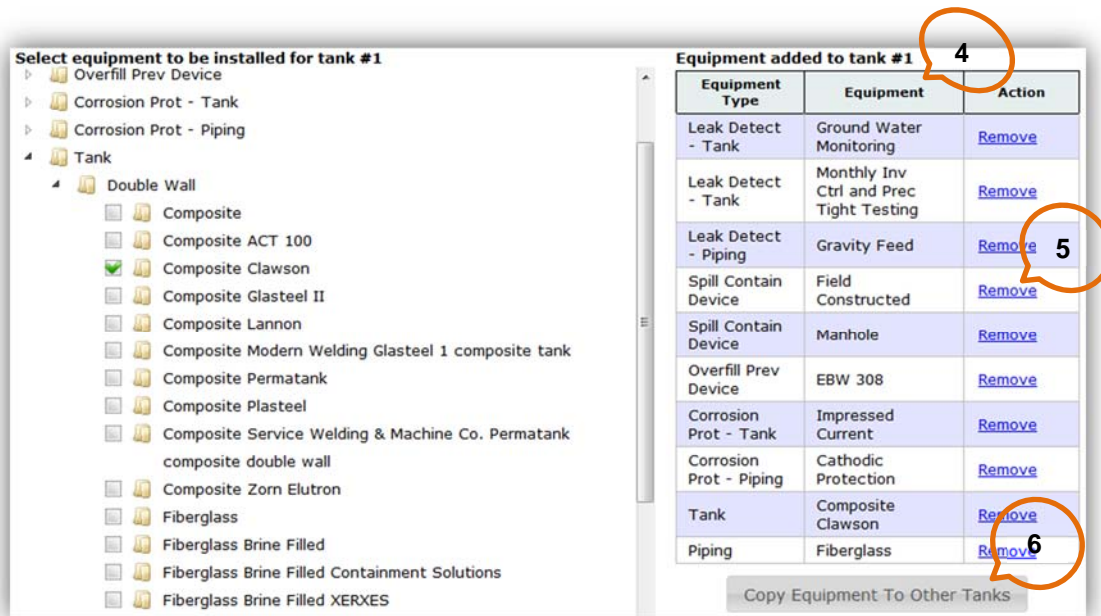
#### Equipment added to tank #1

Equipment Type	Equipment	Action
Leak Detect - Tank	Ground Water Monitoring	<a href="#">Remove</a>
Leak Detect - Tank	Monthly Inv Ctrl and Prec Tight Testing	<a href="#">Remove</a>
Leak Detect - Piping	Gravity Feed	<a href="#">Remove</a>

[Copy Equipment To Other Tanks](#)

#### Tank & Equipment Comments

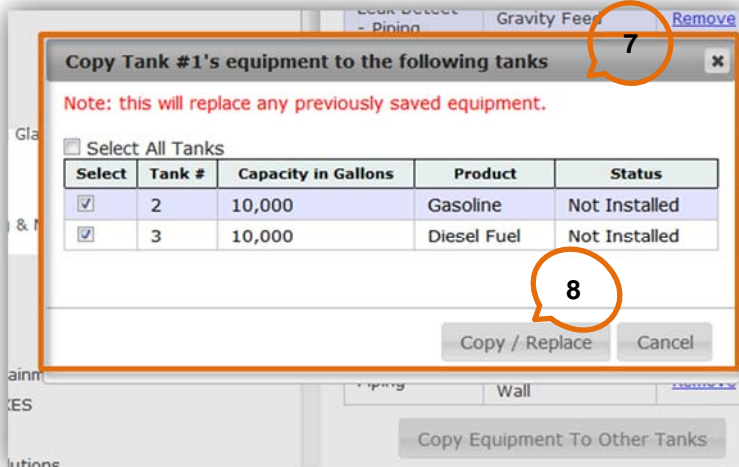
4. As you select the equipment, the Equipment Type and Equipment name will display in the **Equipment added to tank #**, located on the right of the window.



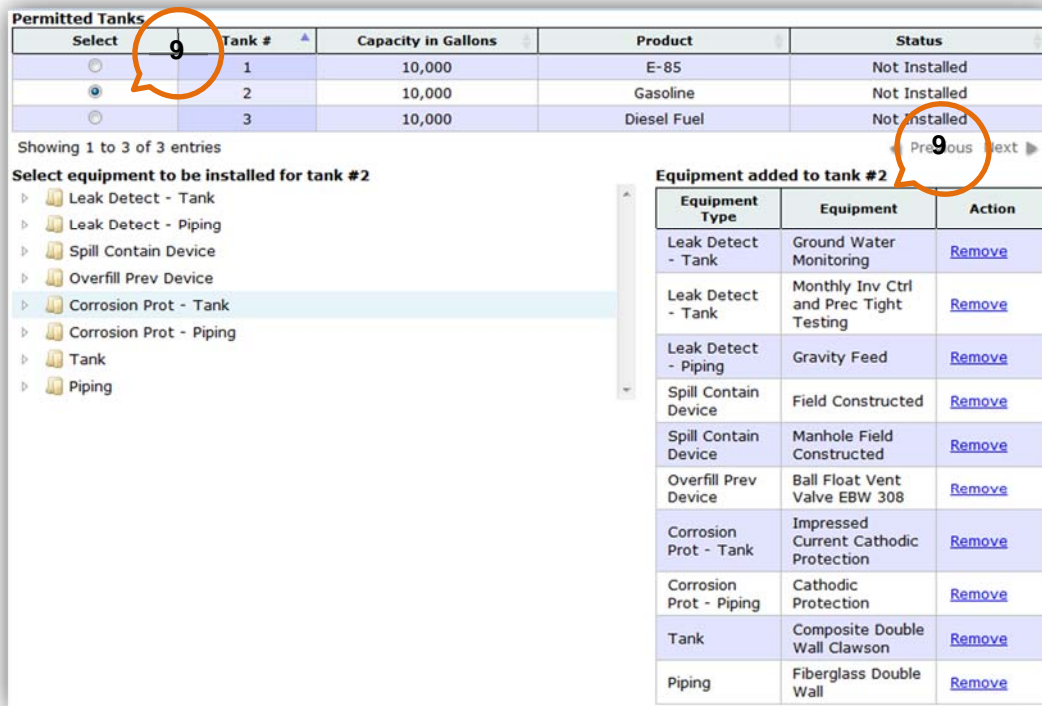
5. You can remove a piece of equipment from the items selected list by clicking on the **Remove** link or deselecting it from the equipment tree on the left.
6. If you have additional tanks that will have the same set of equipment installed, click on the **Copy Equipment To Other Tanks** button.



7. The **Copy Tank #** dialog will open to allow you to select which tanks the current tanks equipment will be copied to.



8. Click on **Copy / Replace** button to save. If you have already saved equipment to the tanks that are selected, this will replace that list.
9. On the Equipment screen **Permitted Tanks** list, you can select the tank that you had the equipment copied to. You will see the equipment is also in the **Equipment added to tank #** list for that tank.



10. Adding / Removing items on one tank: If there is additional equipment that needs to be added to one of the tanks that won't be added to another, you can add it by selecting the tank in **Permitted Tanks** list and then selecting the additional piece of equipment. You can also remove a piece of equipment that is not needed on one but needs to be left on the other tanks by selecting the tank in the **Permitted Tanks** list and clicking on the Remove link for that piece of equipment.

**Permitted Tanks**

Select	Tank #	Capacity in Gallons	Product	Status
<input type="radio"/>	1	10,000	E-85	Not Installed
<input type="radio"/>	2	10,000	Gasoline	Not Installed
<input checked="" type="radio"/>	3	10,000	Diesel Fuel	Not Installed

Showing 1 to 3 of 3 entries Previous Next

**Select equipment to be installed for tank #3**

- ▶ Leak Detect - Tank
- ▶ Leak Detect - Piping
- ▶ Spill Contain Device
- ▶ Overfill Prev Device
- ▶ Corrosion Prot - Tank
- ▶ Corrosion Prot - Piping
- ▶ Tank
- ▶ Piping
  - ▶ Double Wall
    - ☒ Fiberglass
      - ☐ Fiberglass A.O. Smith
      - ☐ Fiberglass Ameron
      - ☐ Fiberglass Ameron 4000 CX double wall fiberglass
      - ☐ Fiberglass Ameron Dualoy 3000/L
      - ☐ Fiberglass Ameron Dualoy 3000/LCX
      - ☒ Fiberglass NOV Fiberglass Systems Red Thread IIA fiberglass piping
      - ☐ Fiberglass Western
    - ☐ Flexible
      - ☐ Flexible A.P.T. Poly Tech
      - ☐ Flexible A.P.T. Poly Tech MarinaFlex metallic ducted
      - ☐ Flexible A.P.T. Poly Tech P050SC
      - ☐ Flexible A.P.T. Poly Tech P100SC
      - ☐ Flexible A.P.T. Poly Tech P150SC

**Equipment added to tank #3**

Equipment Type	Equipment	Action
Leak Detect - Tank	Ground Water Monitoring	<a href="#">Remove</a>
Leak Detect - Tank	Monthly Inv Ctrl and Prec Tight Testing	<a href="#">Remove</a>
Leak Detect - Piping	Gravity Feed	<a href="#">Remove</a>
Spill Contain Device	Field Constructed	<a href="#">Remove</a>
Spill Contain Device	Manhole Field Constructed	<a href="#">Remove</a>
Overfill Prev Device	Ball Float Vent Valve EBW 308	<a href="#">Remove</a>
Corrosion Prot - Tank	Impressed Current Cathodic Protection	<a href="#">Remove</a>
Corrosion Prot - Piping	Cathodic Protection	<a href="#">Remove</a>
Tank	Composite Double Wall Clawson	<a href="#">Remove</a>
Piping	Fiberglass Double Wall	<a href="#">Remove</a>
Piping	Fiberglass NOV Fiberglass Systems Red Thread IIA fiberglass piping	<a href="#">Remove</a>

Copy Equipment To Other Tanks

11. Any additional comments needing to be made can be entered in the **Tanks & Equipment Comments** box. Select the tank from the **Permitted Tanks** list and enter text.
12. When all the equipment has been selected, click on **Save & Continue** button located at the bottom of the Equipment screen.

**Tank & Equipment Comments**

11

12

12

Back Exit **Save & Continue**



13. Review the Equipment Summary screen to verify that all equipment has been added.
14. If any corrections need to be made, click on the **Back** button. You will be asked to Save, Discard or Cancel. Click on **Save**. This will take you back to the Tank Equipment screen. Make the necessary changes by following the above directions. When changes are completed, click **Save & Continue**.

**Equipment Summary** 13

Please review your equipment selections.

**Tanks on the Permit**

Tank #	Capacity	Product	Tank Status
1	10,000	E-85	Not Installed
2	10,000	Gasoline	Not Installed
3	10,000	Diesel Fuel	Not Installed

Showing 1 to 3 of 3 entries ◀ Previous Next ▶

**Equipment on the Permit**

**Tank 1**

Equipment Type	Equipment
Corrosion Prot - Piping	Cathodic Protection
Corrosion Prot - Tank	Impressed Current Cathodic Protection
Leak Detect - Piping	Gravity Feed
Leak Detect - Tank	Ground Water Monitoring
Leak Detect - Tank	Monthly Inv Ctrl and Prec Tight Testing
Overfill Prev Device	Ball Float Vent Valve EBW 308
Piping	Fiberglass Double Wall
Spill Contain Device	Field Constructed
Spill Contain Device	Manhole Field Constructed
Tank	Composite Double Wall Clawson

Showing 1 to 10 of 10 entries ◀ Previous Next ▶

**Tank 2**

Equipment Type	Equipment
Corrosion Prot - Piping	Cathodic Protection
Corrosion Prot - Tank	Impressed Current Cathodic Protection
Leak Detect - Piping	Gravity Feed
Leak Detect - Tank	Ground Water Monitoring
Leak Detect - Tank	Monthly Inv Ctrl and Prec Tight Testing
Overfill Prev Device	Ball Float Vent Valve EBW 308
Piping	Fiberglass Double Wall
Spill Contain Device	Field Constructed
Spill Contain Device	Manhole Field Constructed
Tank	Composite Double Wall Clawson

Showing 1 to 10 of 10 entries ◀ Previous Next ▶

**Tank 3**

Equipment Type	Equipment
Corrosion Prot - Piping	Cathodic Protection
Corrosion Prot - Tank	Impressed Current Cathodic Protection
Leak Detect - Piping	Gravity Feed
Leak Detect - Tank	Ground Water Monitoring
Leak Detect - Tank	Monthly Inv Ctrl and Prec Tight Testing
Overfill Prev Device	Ball Float Vent Valve EBW 308
Piping	Fiberglass Double Wall
Piping	Fiberglass Double Wall NOV Fiberglass Systems Red Thread IIA fiberglass piping
Spill Contain Device	Field Constructed
Spill Contain Device	Manhole Field Constructed

Showing 1 to 10 of 11 entries ◀ Previous Next ▶

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### 5.3.1.5 Equipment Summary

The **Equipment Summary** window is shown for **Cathodic Protection, Install** and **Upgrade** permit types. It displays the list of items for each tank that was selected to have work and the work to be done for each tank.

**Cathodic Protection Permit Application - 5028708 - ABC Contractor - State ID: IL009876**

**Equipment Summary**

[Please review your equipment selections.](#)

**Tanks on the Permit**

Tank #	Capacity	Product	Tank Status
1	10,000	Gasoline	Currently in use
2	10,000	Gasoline	Currently in use

Showing 1 to 2 of 2 entries

◀ Previous Next ▶

**Equipment on the Permit**

**Tank 1**

Equipment Type	Equipment
Corrosion Prot - Tank	Impressed Current Cathodic Protection
Corrosion Prot - Tank	Bladders Internal Tank Bladder

Showing 1 to 2 of 2 entries

◀ Previous Next ▶

**Tank 2**

Equipment Type	Equipment
Corrosion Prot - Tank	Impressed Current Cathodic Protection
Corrosion Prot - Tank	Bladders Internal Tank Bladder

Showing 1 to 2 of 2 entries

◀ Previous Next ▶

To make corrections, click on the Back button. If correct, click on the Save & Continue button to move on to the Supplemental Information window.

### 5.3.1.6 Supplemental Information

**Abandon in Place, Cathodic Protection, Install, Removal and Upgrade** permit types have a **Supplemental Information** window. Each of these Supplemental Information windows gathers information relevant to the permit type. As an example, below is a screen shot of the Supplemental Information screen for an Abandon in Place. The directions in blue text listed at the top of the screen explains what is needed in order to complete the screen.

**Abandon in Place Permit Application - 7018866 - ABC Contractor - State ID: IL009876**

---

**Supplemental Information**

Please complete or upload the Waiver Explanation.  
 Please upload the Site Certification and Site Plan.  
 Please complete the information for either a clean or contaminated site as appropriate.

**Explanation of why waiver is required**

Describe where the tank(s) and/or piping are located and give the reasons why abandonment in place is necessary for each, such as loss of support to structures, streets, railroad tracks, other tanks or where it has been demonstrated that removal is infeasible.

**Certification of Site Condition**

This certification of site condition shall be based on a professional site assessment using soil sampling and conducted under the supervision of either a Licensed Professional Engineer or Licensed Professional Geologist. The Certification of Site Condition as showing either a Clean Site or a Contaminated Site shall be supported by attaching all of the following:

- The analytical report of the soil samples prepared and signed by the supervising Licensed Professional Engineer or Licensed Professional Geologist with license number.
- [Site Assessment Forms](#)

**Select Site Condition**

☐ Clean Site  
☐ Contaminated

**Site Plans**

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overfill prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this [free online tool](#) or another to sketch your site plan if you desire.

**This free software is not provided by or supported by The Office of the State Fire Marshal. Please use at your own discretion.**

Under Select Site Condition on an **Abandonment In Place** is a setting to select if the site is a clean or contaminated site.

When the Clean Site option is selected, the Clean Site section expands for information to be collected.

**Select Site Condition**

☒ Clean Site  
☐ Contaminated

**Clean Site**

I certify to this Office, that each subject underground storage tank system is not currently leaking; nor has leaked in the past. The owner/operator has measured for the presence of a release where contamination is most likely to be present at each UST site in accordance with 41 Ill. Adm. Code 175.840(d)(3)(B). Each sample has met accepted standards for a determination that the site is not contaminated according to accepted practices and in the best professional judgment and diligence of a supervising Licensed Professional Engineer or Licensed Professional Geologist having experience in the field of environmental site assessments. The supervising Professional Geologist or Professional Engineer must also complete the site assessment report form required by Section 176.330(c).

Tank #	Capacity	Product	Tank Status	Fill Material	Comment
3	2,000	Gasoline	Currently in use	Inert Materials	

Showing 1 to 1 of 1 entries ◀ Previous Next ▶

\* PE or PG Name:   
 \* Title Or Position:   
 \* License #:   
 \* License Expiration Date:   
 \* ☐ Under penalties of perjury, I state that this Certification of Site Condition is, to the best of my knowledge, true, correct, and complete.

**The OSFM REQUIRES this certification as to whether a UST system to be abandoned-in-place is leaking, has leaked or is in contaminated soil. Pursuant to 415 ILCS, Act 5, Environmental Protection Act, the abandoned-in-place UST system is subject to corrective action requirements. Failure to complete this certification will result in the denial of the Abandonment-in-Place Permit Application for such UST system.**

**Site Plans**

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overfill prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this [free online tool](#) or another to sketch your site plan if you desire.

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When the Contaminated option is selected, the Contaminated Site section expands for further information to be collected.

**Select Site Condition**

☐ Clean Site  
☒ Contaminated

**Contaminated Site**

I certify that the UST(s) to be abandoned-in-place, has soil or groundwater contamination. I have reported this to IEMA and have obtained an incident number. I agreed to remediate the site to the satisfaction of Illinois EPA and to follow all applicable State of Illinois laws and regulations.

Tank #	Capacity	Product	Tank Status	Fill Material	Comment
3	2,000	Gasoline	Currently in use	Inert Materials	

Showing 1 to 1 of 1 entries ◀ Previous Next ▶

\* PE or PG Name:   
 \* Title Or Position:   
 \* License #:   
 \* License Expiration Date:   
☐ Under penalties of perjury, I state that this Certification of Site Condition is, to the best of my knowledge, true, correct, and complete.

**The OSFM REQUIRES this certification as to whether a UST system to be abandoned-in-place is leaking, has leaked or is in contaminated soil. Pursuant to 415 ILCS, Act 5, Environmental Protection Act, the abandoned-in-place UST system is subject to corrective action requirements. Failure to complete this certification will result in the denial of the Abandonment-in-Place Permit Application for such UST system.**

Complete this section for sites where release has been reported. Reminder: Releases or suspected releases must be reported to IEMA at (800) 782-7860.

An IEMA number may be in a number of different formats. Some examples are: 141234, H 2014 1234, and H-2014-1234. Please enter the IEMA number in the format of 4 digit year, a hyphen, and the number (e.g., 2014-1234).

IEMA Number

**Site Plans**

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overfill prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this [free online tool](#) or another to sketch your site plan if you desire.

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Cathodic Protection's Supplemental Information window needs only the Site Plans.

**Cathodic Protection Permit Application - 5028708 - ABC Contractor - State ID: IL009876**

**Supplemental Information**

**Site Plans**

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overfill prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this [free online tool](#) or another to sketch your site plan if you desire.

**This free software is not provided by or supported by The Office of the State Fire Marshal. Please use at your own discretion.**



The **Install** permit type Supplemental Information window needs information concerning Islands, Canopy, Dispensers and Minimum Setbacks along the Site Plans.


**Install Permit Application - 5028708 - ABC Contractor - State ID: IL009876**

---

**Supplemental Information**

<b>Islands:</b>	<input type="radio"/> Existing to remain	<input type="radio"/> Installing new	<input type="radio"/> Reconstructing (explain below)	<input type="radio"/> None
<b>Canopy:</b>	<input type="radio"/> Existing to remain	<input type="radio"/> Installing new	<input type="radio"/> Reconstructing (explain below)	<input type="radio"/> None
<b>Dispensers:</b>	<input type="radio"/> Existing to remain	<input type="radio"/> Installing new	<input type="radio"/> Reconstructing (explain below)	<input type="radio"/> None

**Explain the Islands/Canopy/Dispensers work:**



adfa

**Minimum Setbacks**

Clearance distances must be given on the site plans in dimensions from the UST system to all buildings, structures and objects with a setback requirement. The minimum setback requirements for all tanks and all piping are at least:

Yes	No	
<input type="radio"/>	<input type="radio"/>	20 feet to property lines or right of way lines
<input type="radio"/>	<input type="radio"/>	20 feet to storm sewer lines, sanitary sewer lines or similar underground drainage systems
<input type="radio"/>	<input type="radio"/>	20 feet to basements or similar underground structures
<input type="radio"/>	<input type="radio"/>	300 feet to any mine shaft, air or escape shaft to a mine
<input type="radio"/>	<input type="radio"/>	85 feet to any school, institution, public assembly or theater occupanc
<input type="radio"/>	<input type="radio"/>	400 feet to any potable wells on or near the facility. If no, contact IEPA Groundwater section at (217) 785-4787

**Site Plans**

[1Site Plan Example.png](#) [Delete](#)

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overflow prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this [free online tool](#) or another to sketch your site plan if you desire.

**Removal's** Supplemental Information needs IEMA Number(s), Site Plans and information if the tank is Pre-1974.

**Removal Permit Application - 5028708 - ABC Contractor - State ID: IL009876**

---

**Supplemental Information**

To enter multiple IEMA Incident numbers, please use a comma(,) in between each number.  
 A Site Plan is required for Removal permits. Please upload a Site Plan.

**Contaminated Site**

Complete this section for sites where release has been reported. Reminder: Preleases or suspected releases must be reported to IEMA at (800) 782-7860.

To enter multiple IEMA Incident numbers, please use a comma(,) in between each number.

**IEMA Number**

**Pre-1974 Tank Letter**

Any Pre-1974 tanks require a letter from the owner attesting to the fact that they haven't been used since 1974.

**Site Plans**

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overfill prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this [free online tool](#) or another to sketch your site plan if you desire.

**This free software is not provided by or supported by The Office of the State Fire Marshal. Please use at your own discretion.**



**Upgrade's** Supplemental Information window needs information concerning Islands, Canopy, Dispensers and Minimum Setbacks along the Site Plans.

**Upgrade Permit Application - 5028708 - ABC Contractor - State ID: IL009876**

---

### Supplemental Information

<b>Islands:</b>	<input type="radio"/> Existing to remain	<input type="radio"/> Installing new	<input type="radio"/> Reconstructing (explain below)	<input type="radio"/> None
<b>Canopy:</b>	<input type="radio"/> Existing to remain	<input type="radio"/> Installing new	<input type="radio"/> Reconstructing (explain below)	<input type="radio"/> None
<b>Dispensers:</b>	<input type="radio"/> Existing to remain	<input type="radio"/> Installing new	<input type="radio"/> Reconstructing (explain below)	<input type="radio"/> None

**Explain the Islands/Canopy/Dispensers work:**

**Minimum Setbacks**

Clearance distances must be given on the site plans in dimensions from the UST system to all buildings, structures and objects with a setback requirement. The minimum setback requirements for all tanks and all piping are at least:

Yes	No
<input type="radio"/>	<input type="radio"/> 20 feet to property lines or right of way lines
<input type="radio"/>	<input type="radio"/> 20 feet to storm sewer lines, sanitary sewer lines or similar underground drainage systems
<input type="radio"/>	<input type="radio"/> 20 feet to basements or similar underground structures
<input type="radio"/>	<input type="radio"/> 300 feet to any mine shaft, air or escape shaft to a mine
<input type="radio"/>	<input type="radio"/> 85 feet to any school, institution, public assembly or theater occupanc
<input type="radio"/>	<input type="radio"/> 400 feet to any potable wells on or near the facility. If no, contact IEPA Groundwater section at (217) 785-4787

**Site Plans**

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overflow prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this [free online tool](#) or another to sketch your site plan if you desire.

**This free software is not provided by or supported by The Office of the State Fire Marshal. Please use at your own discretion.**

### 5.3.1.7 Terms and Conditions

All permit types have a **Terms and Conditions** window. With the exception of Abandon In Place, they all have a Summary of Work. They all have a Supplemental Documents section along with the required Contractor Representative, Contractor Representative Title and an I agree to the Terms and Conditions check off box.

Note: Summary of Work is required on all permit type applications.

**Cathodic Protection Permit Application - 5028708 - ABC Contractor - State ID: IL009876**

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**Terms and Conditions**

Fill out or upload a Summary of Work.  
Enter the Authorized Representative information and agree to the Terms and Conditions

**Application Rejection**  
Insufficient information or illegibility can be cause for return or denial.

**Permit To Work**  
No work can proceed without a granted permit in hand and must be available upon request of the OSFM Storage Tank Safety Specialist.

**Applicant**  
The RESPONSIBLE CONTRACTOR must complete this application. A fee of \$200.00 for each site must accompany this application. You can pay online through E-Pay or you can pay by check or money order payable to the Office of the State Fire Marshal. Do not send cash.

**Summary of Work:**

body p

---

**Supplemental Documents**

Please upload any additional documents you would like to include with this permit application.

**Documents**

Document name	Last Uploaded	Attachment
There are no documents to display.		

The OSFM **REQUIRES** the disclosure of the requested information to issue this permit, pursuant to 430 ILCS, Act 15, Gasoline Storage Act. Failure to provide the required information will result in this permit application not being processed. Such failure will result in the application being returned – it will be returned to the applicant only once (without being denied) and if resubmitted, is **REQUIRED** to be done within 14 days from the date of return.

★ Contractor Representative

★ Contractor Representative Title

★ ☐ I agree to the Terms and Conditions

Click on the Save & Continue button to move on to the Permit Application Summary window.

### 5.3.1.8 Permit Application Summary

All permit types have a **Permit Application Summary** window for contractors to review the information they've entered. Click on the Proceed to Payment button to proceed to the Payment window.

**Permit Application Summary**  
 Print this page for your records. This page must be included with a mailed payment.

**Owner**  
**Owner Name** Meyer Oil Company  
**Address** 1505 W. Main Street  
 Teutopolis, IL 62467  
**Contact Person** Alan Meyer  
**Phone Number** (217) 857-3163

**Facility**  
**Facility Name** Mach 1 Food Shop  
**Address** 1224 Springfield Rd  
 Taylorville, IL 62568  
**Contact Person** Randy Meyer  
**Phone Number** (217) 824-2822

**Tanks on the Permit**  
 Show 10 entries
 

Tank #	Capacity	Product	Tank Status	Fill Material	Comment
1	12,000	Gasoline	Currently in use	Piping Capped Off	
2	10,000	Gasoline	Currently in use	Piping Capped Off	

 Showing 1 to 2 of 2 entries

**Explanation of why waiver is required**  
 Describe where the tank(s) and/or piping are located and give the reasons why abandonment in place is necessary for each, such as loss of support to structures, streets, railroad tracks, other tanks or where it has been demonstrated that removal is infeasible.  
 explain

**Site Condition Certification**  
**Contaminated Site**  
**PE or PG Name:** LD  
**Title Or Position:** owner  
**License #:** IL07312014  
**License Expiration Date:** 4/3/2015

**IEMA Number**  
 E4567895

**Documents Uploaded for the Application**

Document Type	Document name	Last Uploaded	Attachment
Site Plans	<a href="#">Site Plans.png</a>	9/9/2014 3:27:16 PM	<a href="#">Replace</a>

**Terms and Conditions**  
**Name of the Authorized Representative:** LD  
**Title or Position:** owner  
☒ I agree to the Terms and Conditions

### 5.3.1.9 Payment

**Upgrade Permit Application - ABC Branch : Peoria - State ID: IL009876**

**Payment**

Please select whether you're going to pay online or whether you're going to mail in your payment with your permit application summary.  
 Note: Paying by mail will significantly increase the permit approval time.

☐ Pay Online  
☐ Mail Payment

Select the type of payment that will be submitted. If selecting Mail Payment, the address to mail the check to is displayed. Click Save & Continue. The final application will display in the screen allowing you to print a copy of it for your records. You will also need to send a copy of the application in with your check. Keep in mind that submitting the check by mail can take up to 14 days longer to process the application than if you submit it online.

**Payment**

Please select whether you're going to pay online or whether you're going to mail in your payment with your permit application summary.  
 Note: Paying by mail will significantly increase the permit approval time.

☐ Pay Online  
☒ Mail Payment

**Mail Payment**

If for some reason you are unable to pay online you can send a check or money order in the amount of \$200.00 (for each site). Please make payable to the Office of the Illinois State Fire Marshal. **Please note this will increase the permit approval time by up to 14 days.**

Office of the Illinois State Fire Marshal  
 Attn: Division of Petroleum and Chemical Safety  
 1035 Stevenson Drive  
 Springfield, IL 62703

When selecting Pay Online you will be taken to the Illinois State Treasurer's secure electronic payment program, E-Pay. Click [E-Pay](#) to find out more about making a secure online payment.

**Install Permit Application - 6013715 - ABC Contractor - State ID: IL009876**






**Payment**

Please select whether you're going to pay online or whether you're going to mail in your payment with your permit application summary.  
 Note: Paying by mail will significantly increase the permit approval time.

☒ Pay Online  
☐ Mail Payment

**Pay Online**


Press **continue** to proceed to the payment screens. **Do not close the browser window until the payment process is complete and the permit summary page is displayed.**

**We Accept:**     

For issues with online payments contact OSFM - Division of Petroleum & Chemical Safety at 217-785-1020.

**There is a convenience fee charged for using this system.** The fee is not charged or collected by the Office of the State Fire Marshal or the City of Chicago. The Office of the State Fire Marshal or the City of Chicago do not receive any portion of the convenience fee. The convenience fee is charged by the payment processing company and will show on your credit card statement as a separate entry.

Click on the Illinois State Treasurer [E-Pay link](#) to find out more information about convenience fees and to see a FAQ.



Site Powered by Payments Gateway

Billing Information

Please enter your Billing Instructions here

Billing Contact

First Name \*

Last Name \*

Email Address \*

Billing Address

Street Address Line1 \*

Zip Code \*

City \*

Select One \*


CONTINUE

Cart Contents


ItemDescription	ItemAmount	MasterTransId	TransId	PayableId	TransDetailMultiItemIds	PermitNumber
UST Permits	200.00	68254	68254	37034	0	126

Payment Information

Review & Submit



Payment Services  
Powered By  
Payments Gateway



Enter the required information in order to submit your payment.

Click on the Credit Card or Electronic Check tab for your preferred payment method.

Underground Storage Tank Contractor Portal User's Manual

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Cart Contents

ItemDescription	ItemAmount	MasterTransId	TransId	PayableId	TransDetailMultipleItemsId	PermitNumber
UST Permits	200.00	68255	68255	37034	0	126

<

>

Payment Information

There will be a service fee for using this system. This service fee is charged and collected by a third party. The [epay participant] will not collect this fee.

Credit Card

Electronic Check

Please fill in the green fields below

Card Number\*

CVV\*

Card Holder Name\*

Expires: 10 - Oct 2014

Once your payment has been completed on the E-Pay site you will be returned to your application showing the amount posted.

Payment

Bill To Name	Payment Amount	Received	Authorization Code	Transaction ID	Action
osfm test	\$200.00	10/15/2014 10:41:49 AM	123456	68252	

Exit

Clicking the Exit button takes you back to the Permit Applications window.



### 5.3.2 Edit

**Application(s) Awaiting Action** [Start a New Application](#)

Show  entries

Facility #	Facility Name	City	Permit Type	Initiated	Submitted	Submitted By	Status	Action
5017273	BP Shop	Taylorville	Removal	2/5/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5020605	Casey's General Store	Taylorville	Cathodic Protection	2/5/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5043336	Beck Bus	Taylorville	Cathodic Protection	2/5/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5017273	BP Shop	Taylorville	Abandon in Place	2/5/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5017273	BP Shop	Taylorville	Abandon in Place	2/5/2015	2/5/2015 2:06:35 PM	IL009876	Rejected for Additional Information	<a href="#">Edit</a> <a href="#">View</a>
5028446	Circle Steel	Taylorville	Install	2/5/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5043336	Beck Bus	Taylorville	Abandon in Place	2/4/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
6018586	Alton Memorial Hospital	Alton	Cathodic Protection	2/3/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
6016535	Airline Auto Diagnostics	East Alton	Install	2/3/2015		IL009876	Not Submitted	<a href="#">Edit</a> <a href="#">View</a> <a href="#">Delete</a>
5043336	Beck Bus	Taylorville	Install	2/3/2015	2/4/2015 1:58:29 PM	IL009876	Rejected for Additional Information	<a href="#">Edit</a> <a href="#">View</a>

A contractor may edit applications that have a Status of “Not Submitted” or “Rejected for Additional Information”.

To edit on, click on the Edit link in the Action column to open the application.

Only applications that have a Status of “Not Submitted” may be deleted. To delete one that is not needed, click on the Delete link in the Action column.



### 5.3.3 Rejected for Additional Information

5043336	Beck Bus	Taylorville	Install	2/3/2015	2/4/2015 1:58:29 PM	IL009876	Rejected for Additional Information	<a href="#">Edit</a> <a href="#">View</a>
---------	----------	-------------	---------	----------	------------------------	----------	---	---

Click on the Edit link in the Action column to open the application that was rejected for additional information. The Permit Application Summary opens. Locate the section highlighted in orange.

**Tanks on the Permit**

☒ There is an issue with this section ☐ Issue resolved

Reviewer's Comments  
2/4/2015 1:58 PM  
adfadfasd

2/14/2015 19:06  
5489

[Update Section](#)

Tank #	Capacity	Product	Tank Status
3	10,000	Gasoline	Not Installed
4	10,000	#2 Fuel Oil	Not Installed

**Equipment Summary**

1. When you find the orange colored box having a check mark in front of "There is an issue with this section", click on "Update Section" link. You will be taken to that section's screen to make the needed corrections.
2. Make corrections then check mark "Issue resolved" box and enter a comment.
3. Click on Save & Continue. You will be taken back to the Permit Application Summary window.
4. If there are other sections needing to be corrected/updated, click on the "Update Section" link and complete those.
5. On the Permit Application Summary window, click on the Resubmit Application button.

## 5.4 Permit List

The permit list displays 2 lists of permits. It displays a list of permits where the contractor was designated as the contractor performing the precision test and it displays a list of permits the contractor has applied for at OSFM.

**Contractor Permit(s): ABC Contractor - State ID: IL009876**

☒ Show Active Permit(s)  
☐ Show All Permit History

**Testing Permit List**

Show 10 entries

Permit Number	Facility #	Facility Name	City	Permit Type	Schedule Date	Permit Status
<a href="#">00002-2014ENT</a>	7018866	<a href="#">Cairo Public Utility Commission</a>	Cairo	Tank Entry	3/19/2014	Approved / Issued

Showing 1 to 1 of 1 entries

◀ Previous Next ▶

**Permit List**

Show 10 entries

Permit Number / Info	Facility #	Facility Name	City	Permit Type	Expiration Date	Permit Status	Schedule Permit	Last Submit Date
<a href="#">01044-2013UPG</a>	3020800	<a href="#">Ayerco Convenience Center #17</a>	Carman	Upgrade	4/10/2014	Approved / Issued	<a href="#">Schedule Permit</a>	10/16/2013
<a href="#">01054-2013UPG</a>	5024405	<a href="#">Ursa 1 Stop</a>	Ursa	Upgrade	4/15/2014	Approved / Issued	<a href="#">Schedule Permit</a>	Not Scheduled

Showing 1 to 2 of 2 entries

◀ Previous Next ▶

There are a number of useful links on the page.

- Permit Number / Info hyperlink – will bring up the permit details.
- Schedule Permit hyperlink – will allow the permit to be scheduled.
- Facility Name hyperlink – will bring up the facility location on a map.

### 5.4.1 Permit Number Info/Details

**Details for Permit: 00032-2015CAT**

View Permit Schedule Permit Extend Permit

Facility Number: 5011044

Facility Name: Raymond Shell

Address: 405 O'Bannon Street

County: Montgomery

Permit Status: Extension Granted

Permit Expiration Date: 7/28/2016

**Tanks on Permit**

Tank #	Volume	Product	Status
5	8,000	Gasoline	Currently in use
6	6,000	Gasoline	Currently in use
7	6,000	Diesel Fuel	Currently in use

Showing 1 to 3 of 3 entries Previous Next

**Permit Schedules**

Job Type	Tanks	Schedule Date	Start Time	End Time	Status
Install	5,6,7	2/4/2015	10:00 AM	12:00 PM	Cancelled by Contractor
Install	5,6,7	2/4/2015	10:00 AM	12:00 PM	Scheduled
Final	5,6,7	2/24/2015	10:00 AM	12:00 PM	Cancelled by Contractor
Final	5,6,7	2/24/2015	10:00 AM	12:00 PM	Scheduled

Showing 1 to 4 of 4 entries Previous Next

The permit detail screen displays additional details about the permit. It shows the facility, address, count, permit status, permit expiration date and the tanks on the permit. If the permit has been scheduled it will also show the scheduled jobs below the tanks in the Permit Schedules section.

Click the View Permit button to see a pdf copy of the permit. If there have been extensions granted, there will be a list of multiple permits displayed.

Click the Schedule Permit button to schedule the permitted jobs.

## 5.4.2 Permit Scheduling

A permit may be scheduled by clicking the Schedule Permit hyperlink located on the Permit List screen or the Schedule Permit button on the Permit Detail Screen.

**Schedule Permit: 00032-2015CAT**

**Permit Details:**

Facility Name: Raymond Shell	Facility Number: 5011044	Revision: First Revision	Permit Type: Cathodic Protection
Facility Location: 405 O'Bannon Street Raymond, IL	Facility County: Montgomery	Permit Status: Extension Granted	Expiration Date: 7/28/2016

[View Permit](#)

**Work shall only begin on or after the first business day after: 2/3/2015**

**Active Schedules**

Resend Schedule Confirmation Email    Print Schedule Confirmation    [Create New Schedule](#)

Tanks	Job Type	Date	Start Time	End Time	Notes / Contractor
5, 6, 7	Install	2/4/2015	10:00 AM	12:00 PM	<a href="#">Cancel Submitted Schedule</a>
5, 6, 7	Final				<a href="#">Create</a>

☒ Not created   
 ☐ Not yet submitted   
 ☐ Submitted to OSFM   
 ☐ Historical item

[Submit Schedules to OSFM](#)

**Instructions**

- Saving or Cancelling a schedule stores the schedule temporarily. Click Submit Schedule to OSFM to submit or cancel the schedule.
- All times are Central Standard Time.
- Dates selected are not official dates until the schedule has been submitted to OSFM and are subject to change.**
- [Section 175.320 Scheduling of UST Activity](#)
- To request any exceptions to the rules due to weather, equipment malfunction, or other unforeseen contingencies contact OSFM Division of Petroleum and Chemical Safety

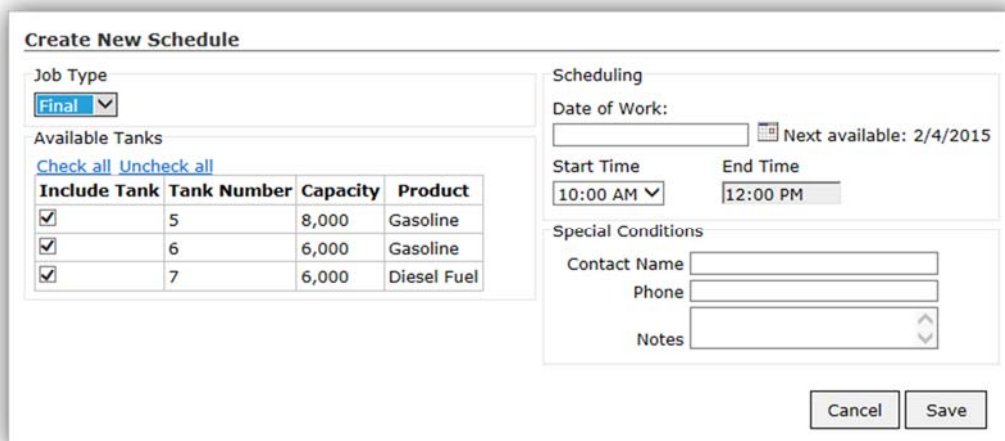
**Canceled Schedules**

Tanks	Job Type	Date	Start Time	End Time	Notes	Status	Cancelled Date
5, 6, 7	Install	2/4/2015	10:00 AM	12:00 PM			1/27/2015
5, 6, 7	Final	2/24/2015	10:00 AM	12:00 PM			1/27/2015
5, 6, 7	Final	2/24/2015	10:00 AM	12:00 PM			1/30/2015

The permit schedule screen provides information about the permit and allows the contractor to schedule permitted activities. Some of the information provided is the number of revisions to the permit schedules, the earliest date work may begin on the permit, and the expiration date of the permit.

The Active Permit Schedules table lists the scheduled permitted activities. The table defaults to a list of the activities to be scheduled for the permit. As activities are scheduled the default activities are replaced with the scheduled activities.

Click the Create New Schedule button, or the Create link on the activity, to create a schedule for a permitted activity. The Create New Schedule window will open to allow you to select a date that is open by clicking on the calendar icon next to Date of Work:



**Create New Schedule**


Job Type: **Final** (dropdown)

Available Tanks

[Check all](#) [Uncheck all](#)

Include Tank	Tank Number	Capacity	Product
<input checked="" type="checkbox"/>	5	8,000	Gasoline
<input checked="" type="checkbox"/>	6	6,000	Gasoline
<input checked="" type="checkbox"/>	7	6,000	Diesel Fuel

Scheduling

Date of Work:   Next available: 2/4/2015

Start Time: **10:00 AM** (dropdown) End Time: **12:00 PM** (dropdown)

Special Conditions

Contact Name:

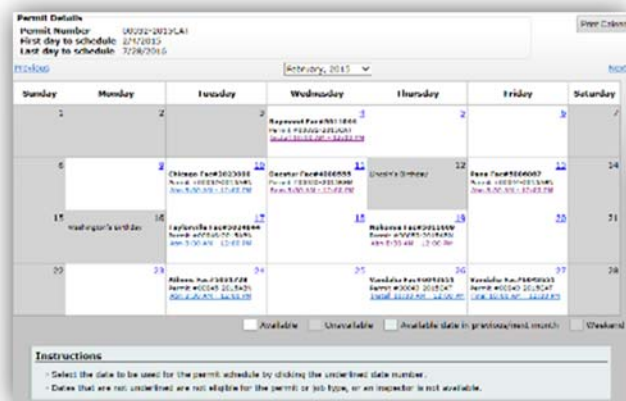
Phone:

Notes:

**Cancel** **Save**

For each new activity the permitted tanks which will be worked on in the activity must be selected. By default all permitted tanks are included. Click the check box next to each tank to select or unselect the tank. There is also a Select All button which will select all the permitted tanks.

The permitted activity Job Type must also be selected.



**Permit Details**

Permit Number: 00222-2015CA1  
 First day to schedule: 2/1/2015  
 Last day to schedule: 2/28/2015

Print Calendar

Monday, 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Available Unavailable Available date in previous/next month Weekend

**Instructions**

- Select the date to be used for the permit schedule by clicking the underlined date number.
- Dates that are not underlined are not eligible for the permit or job type, or are otherwise not available.

A calendar will open showing which days have scheduled jobs. The days are color coded showing Available, Unavailable, Available date in previous/next month and Weekend. You can move through the calendar using Next and Previous links. To set the date, click on the day/number link. The calendar will close allowing you to set the Start Time.

*The month shown in the window may be printed out using the Print Calendar button.*

Set the Start Time when needed and Contact information, if needed, and click on **Save**.

To finish submitting the schedule to OSFM, click the **Submit Schedule to OSFM** button. Clicking this button makes the schedule official and affects the revision count if a schedule is changed.

**Work shall only begin on or after the first business day after: 2/3/2015**

**Active Schedules**

Resend Schedule Confirmation Email    Print Schedule Confirmation    Create New Schedule

Tanks	Job Type	Date	Start Time	End Time	Notes / Contractor
5, 6, 7	Install	2/4/2015	10:00 AM	12:00 PM	<a href="#">Cancel Submitted Schedule</a>
5, 6, 7	Final	2/25/2015	10:30 AM	12:30 PM	<a href="#">Edit</a> <a href="#">Delete</a>

☒ Not created   
 ☐ Not yet submitted   
 ☐ Submitted to OSFM   
 ☐ Historical item

**Submit Schedules to OSFM**

The Cancelled Permit Schedules section shows a list of previously submitted scheduled activities which have been cancelled for this permit.

Tank test activities require a testing licensed contract to perform. Before the activity may be scheduled the testing contractor has to be listed. This may be done by entering the contractor license number or searching for the contractor.

**Create New Schedule**

Job Type  
Precision Test ▼

Testing Contractor

License Number  [Search](#)

Name

Available Tanks

[Check all](#) [Uncheck all](#)

Include Tank	Tank Number	Capacity	Product
<input checked="" type="checkbox"/>	15	2,900	Hazardous Substance
<input checked="" type="checkbox"/>	46	5,000	Hazardous Substance
<input checked="" type="checkbox"/>	52	10,000	Hazardous Substance

Scheduling

Date of Work:  [Next available: 2/3/2015](#)

Special Conditions

Contact Name

Phone

Notes

Cancel Save



Contractor Search Screen - Internet Explorer

Contractor Number:

Contractor Name:

5 results returned.

Show  entries

Contractor List

Contractor Number	Contractor Name	Contractor Address	Contractor City	Contractor County
<a href="#">IL1221</a>	Jacob Johnson	Rr #1 Box 1773	Pittsfield	
<a href="#">IL1418</a>	Johnson Concrete Const. Co., Inc.	107 Arthur Ave.	Des Moines	
<a href="#">IL2012</a>	Johnson Construction	20049 South Marlin Court Suspended Until 9-7-97	Lynwood	
<a href="#">IL938</a>	Kent Johnson Builder	202 Walnut St.	Port Byron	
<a href="#">IL1809</a>	L.R. Johnson & Son	37W861 McKee Rd	Batavia	

Showing 1 to 5 of 5 entries

To search for a contractor, click on the Search link. Enter either the Contractor Number (state license number) or Contractor Name and click Search.

If the search is done on name, there may be multiple contractors returned. Click on the contractor number to select the contractor performing the testing. The License Number and Name fields are filled with the selected contractor.

**Work shall only begin on or after the first business day after: 1/28/2015**

Active Schedules

Tanks	Job Type	Date	Start Time	End Time	Notes / Contractor	
15, 46, 52	Start	2/5/2015				<a href="#">Cancel Submitted Schedule</a>
15, 46, 52	Tank Entry	2/18/2015	8:30 AM	12:00 PM		<a href="#">Undo Cancel of Schedule</a>
15, 46, 52	Tank Entry	2/25/2015	8:30 AM	12:00 PM		<a href="#">Edit</a> <a href="#">Delete</a>
15, 46, 52	Precision Test					<a href="#">Create</a>
15, 46, 52	Final					<a href="#">Create</a>

☒ Not created
 ☐ Not yet submitted
 ☐ Submitted to OSFM
 ☐ Historical item

Clicking Delete will delete the saved schedule so it will not be submitted to OSFM. Clicking Edit allows the saved schedule to be modified.

Click Submit Schedule to OSFM to submit the schedule to OSFM. Note: Not every activity has to be scheduled before submitting the schedules to OSFM.

Submitted scheduled activities may be cancelled by clicking cancel. When clicked the activity moves to the Cancelled Permit Schedules list. It may be restored (uncancelled) until the Submit Schedule button is clicked. Schedules may be cancelled individually or in groups. Once the Submit Schedule button is clicked, the group of cancelled schedules submitted count towards the number of schedule revisions available for the permit.

Cancelled Schedules

Tanks	Job Type	Date	Start Time	End Time	Notes	Status	Cancelled Date
15, 46, 52	Start	2/2/2015	12:00 AM	12:00 AM			1/28/2015
15, 46, 52	Tank Entry	2/3/2015	8:30 AM	12:00 PM			1/28/2015



### 5.4.3 Permit Extensions

A permit may be extended by clicking the Permit Number / Info hyperlink located on the Permit List screen.

**Contractor Permit(s): ABC Contractor - State ID: IL009876**

☒ Show Active Permit(s)  
☐ Show All Permit History

**Permit List**

Show  entries Search:

Permit Number / Info	Facility #	Facility Name	City	Permit Type	Expiration Date	Permit Status	Schedule Permit	Last Submit Date
<a href="#">00032-2015CAT</a>	5011044	<a href="#">Raymond Shell</a>	Raymond	Cathodic Protection	1/28/2016	Extension Granted	<a href="#">Schedule Permit</a>	1/27/2015
<a href="#">00035-2015LIN</a>	5042054	<a href="#">Casey's General Store #2457</a>	Chatham	Lining Inspection	1/28/2016	Extension Granted	<a href="#">Schedule Permit</a>	1/27/2015
<a href="#">00043-2015ENT</a>	2001982	<a href="#">Bridgeview Aerosol</a>	Bridgeview	Tank Entry	7/28/2015	Approved / Issued	<a href="#">Schedule Permit</a>	1/28/2015
<a href="#">00044-2015ABN</a>	5006087	<a href="#">Pana BP</a>	Pana	Abandon in Place	7/28/2015	Approved / Issued	<a href="#">Schedule Permit</a>	1/28/2015

The Details for Permit window will open. Click on the Extend Permit button located in the upper right corner.

**Details for Permit: 00043-2015ENT**

Facility Number: [2001982](#)

Facility Name: Bridgeview Aerosol

Address: 8407 S 77th Ave

County: Cook

Permit Status: Approved / Issued

Permit Expiration Date: 7/28/2015

**Tanks on Permit**

Tank #	Volume	Product	Status
15	2,900	Hazardous Substance	Currently in use
46	5,000	Hazardous Substance	Currently in use
52	10,000	Hazardous Substance	Currently in use

Showing 1 to 3 of 3 entries Previous Next

**Permit Schedules**

Job Type	Tanks	Schedule Date	Start Time	End Time	Status
Start	15,46,52	2/2/2015			Cancelled by Contractor
Tank Entry	15,46,52	2/3/2015	8:30 AM	12:00 PM	Cancelled by Contractor

Showing 1 to 2 of 2 entries Previous Next

The Payment – Extension window opens. Select Pay Online to make the extension payment online or Mail Payment to mail it in. Follow the instructions for making a payment in section 4.3.1.9. Once the payment has been posted, the extension will show on the Permit list with a Permit Status of “Extension Granted”.

**Lining Inspection Permit Application - 5035595 - ABC Contractor - State ID: IL009876**

**Payment - Extension**

Please select whether you're going to pay online or whether you're going to mail in your payment with your permit application summary.  
 Note: Paying by mail will significantly increase the permit approval time.  
 Permit Extensions only modify the date this permit must be executed by. Extensions do not change any other terms or conditions applicable to the permit.

☐ Pay Online  
☐ Mail Payment

Cancel

To view the permits from the scheduling window click on the “View Permit” button. Listed will be the original permit along with each extension that has been granted. Each one in the list is a link to its corresponding permit which is in pdf format for you to download or print. Click on the document and you will be asked to Open or Save the file. Selecting Save will save the file to the Download directory. By default the file is named with the Permit Number. Selecting Save As will allow you to set the directory and file name.

**Details for Permit: 00053-2015LIN**

**View Permit** **Schedule Permit**

Facility Number: [5035595](#)  
 Facility Name: Casey's General Stores Inc.  
 Address: 801 East Walnut Street  
 County: Sangamon  
 Permit Status: Extension Granted  
 Permit Expiration Date: 1/29/2016

**Tanks on Permit**

Tank #	Volume	Product
1	10,000	Gasoline

Showing 1 to 1 of 1 entries

**Select a document to view**

Document Name	Created Date
Permit Extension Granted.pdf	1/30/2015
Permit Approved / Issued.pdf	1/29/2015

Do you want to open or save Permit.pdf from sfmdbdev?

Open Save Cancel

## 5.5 Test Schedules

Certain activities, even though they are not permitted, are required to be scheduled under 41 ILL, Adm. Code 175.320(d). These non-permitted activities are scheduled on this page and previously entered schedules are displayed. Schedules which have not been submitted to OSFM may be deleted or submitted by selecting the checkbox next to the schedule(s) and clicking the appropriate button. To edit a schedule which hasn't been submitted click on the Edit link. Once a schedule is submitted the only available action is to cancel it. Clicking the Create New Schedule button allows a new schedule to be entered.

**Contractor: Pipeco, Inc. - State ID: IL009876**

☒ Show Active Schedules  
☐ Show All Schedule History

**Scheduled Test List**

Show 25 entries

<input type="checkbox"/>	Facility #	Facility Name	City	Tanks	Job Type	Date	Notes	Status	
<input type="checkbox"/>	5002413	<a href="#">J.M. Huber Corporation</a>	Quincy	9,10	Corrosion Protection Testing - Sacrificial Anodes	2/28/2014		Not scheduled	<a href="#">Edit</a>
<input type="checkbox"/>	1045365	<a href="#">Casey's General Store #3272</a>	Sycamore	1,2,3	Corrosion Protection Testing - Impressed Current	2/28/2014	asdf	Not scheduled	<a href="#">Edit</a>

Showing 1 to 2 of 2 entries

◀ Previous Next ▶

To display the full history of these schedules select the "Show All Schedule History".

**Contractor: Pipeco, Inc. - State ID: IL009876**

☐ Show Active Schedules  
☒ Show All Schedule History

**Scheduled Test List**

Show 10 entries

<input checked="" type="checkbox"/>	Facility #	Facility Name	City	Tanks	Job Type	Date	Notes	Status	
	2009931	<a href="#">#17 TD Pete's Kennedy Drive</a>	Bradley	1,2	Precision Line Testing	2/10/2014		Canceled by contractor	
	2009931	<a href="#">#17 TD Pete's Kennedy Drive</a>	Bradley	1,2	Precision Tank Testing	2/10/2014		Canceled by contractor	
	2042358	<a href="#">American Airlines - O'Hare IAP</a>	Chicago	1,2	Precision Tank Testing	2/10/2014		Canceled by contractor	
	2042358	<a href="#">American Airlines - O'Hare IAP</a>	Chicago	1,2	Corrosion Protection Testing - Sacrificial Anodes	2/10/2014		Canceled by contractor	
	2040853	<a href="#">7-Eleven #33145</a>	Batavia	1,2	Corrosion Protection Testing - Sacrificial Anodes	2/13/2014			
	2040853	<a href="#">7-Eleven #33145</a>	Batavia	1,2	Precision Line Testing	2/13/2014			
	2023104	<a href="#">Clitgo Food Shop</a>	Glenview	1,2	Precision Line Testing	2/13/2014			
	2023104	<a href="#">Clitgo Food Shop</a>	Glenview	1,2	Corrosion Protection Testing - Sacrificial Anodes	2/13/2014			
	2040853	<a href="#">7-Eleven #33145</a>	Batavia	1,2	Precision Tank Testing	2/13/2014			
	2040853	<a href="#">7-Eleven #33145</a>	Batavia	1,2	Corrosion Protection Testing - Impressed Current	2/13/2014			

Showing 1 to 10 of 33 entries

◀ Previous Next ▶

After clicking the Create New Schedule button, the following appears.

**Create Schedule**

**Facility Information**

Facility Number: [Search](#) [Clear](#)

Facility Name:

**Facility Tanks**

Include Tank	Tank Number	Capacity	Product	Tank Status

**Tests to Perform**

☐ Precision Tank Testing  
☐ Precision Line Testing  
☐ Corrosion Protection Testing - Sacrificial Anodes  
☐ Corrosion Protection Testing - Impressed Current

**Scheduling**

Date of Work:  Next available: 2/25/2014

**Special Conditions**

Contact Name

Phone

Notes

To select the facility, type in a facility number and press TAB or click the Search link and select a facility.

**Create Schedule**

**Facility Information**

Facility Number: [Search](#) [Clear](#)

2040853

Facility Name:

7-Eleven #33145

**Facility Tanks**

Include Tank	Tank Number	Capacity	Product	Tank Status
<input checked="" type="checkbox"/>	1	15000	Gasoline	Currently in use
<input checked="" type="checkbox"/>	2	10000	Gasoline	Currently in use

**Tests to Perform**

☐ Precision Tank Testing  
☐ Precision Line Testing  
☐ Corrosion Protection Testing - Sacrificial Anodes  
☐ Corrosion Protection Testing - Impressed Current

**Scheduling**

Date of Work:  Next available: 2/25/2014

**Special Conditions**

Contact Name

Phone

Notes

Select the tanks involved in the test and the type of test(s) to perform. Multiple tests may be selected if they are to be done on the same day. A schedule will be created for each test type. Enter the date of the test. If there is a contact other than the normal contact enter that information. If there are any special notes about the test enter those as well. Click save to save the schedule. The schedule will still have to be submitted before it is official.

## 6.0 LIKE FOR LIKE

The Like For Like form allows a contractor to submit a Like for Like Replacement online. After setting the facility where the work is to be performed, select the tank, the equipment that is currently installed and the equipment that will be replacing it for each tank.

**Like for Like Replacement**

Facility Search...

\* Facility Number

**Facility - New Information**

Facility Name

Address

Contact Person

Phone Number

**Licensed Contractor - IL009876**

Contractor Name  ABC Contractor

Address  123 Any St.  
Springfield, IL 62703

\*Phone Number

Show  entries

<input type="checkbox"/>	Tank #	Capacity in Gallons	Product	Status
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

ReplacementDate

Select Equipment Type

Current Equipment

Select Replacement

Reason for Replacement

1. To fill in the facility information, enter the Facility Number and hit Enter or click on the Facility Search button.
2. If you've enter the Facility Number and the facility is found, Facility New Information is populated. If the facility wasn't found you will receive an error showing that "No facility found matching that ID.". Click on the Facility Search button to do a search on other fields such as City.

3. On the Facility Search window enter data that is known in one of the input boxes and click on the Search button.

**Facility Search**

Facility Search returned greater than 100 rows. Please refine search to find the appropriate facility. You can search on partial or full descriptions for Facility Number, Facility Name or City the facility is located in.

Facility Number:

Facility Name:

Address:

City:

**Facility List**

Show  entries

Facility Number	Facility Name	Facility Address	Facility City	Facility County
<a href="#">5008550</a>	Administrative Service Center	530 West Reynolds	Springfield	Sangamon
<a href="#">5045794</a>	AllPre74NewFac	3445 Liberty Dr	Springfield	Sangamon
<a href="#">5019416</a>	AT&T Springfield - 044350 (IL4151)	620 S. 5th Street	Springfield	Sangamon
<a href="#">5009308</a>	Ayerco #28 Convenience Center	2727 S Macarthur St	Springfield	Sangamon
<a href="#">5020797</a>	Ayerco Convenience Center #14	430 Stanford Avenue	Springfield	Sangamon
<a href="#">5044956</a>	Beelman Trucking	3409 Lumber Lane	Springfield	Sangamon
<a href="#">5022425</a>	Bigfoot #160	2901 Stevenson Drive	Springfield	Sangamon
<a href="#">5015239</a>	Brother James Court	2500 St James Rd	Springfield	Sangamon
<a href="#">5013583</a>	Bunn Capitol Company, LLC	1212 Stevenson Dr.	Springfield	Sangamon
<a href="#">5006874</a>	Capitol Complex Power Plant	315 N Klein	Springfield	Sangamon
<a href="#">5039493</a>	Casey's General Store	3001 Ridge Avenue	Springfield	Sangamon
<a href="#">5038861</a>	Casey's General Store	3961 Peoria Road	Springfield	Sangamon
<a href="#">5020604</a>	Casey's General Store #2937	1133 W. Jefferson	Springfield	Sangamon

4. The results from the data entered is returned. Locate the correct facility and click on the Facility Number link. The facility information is then shown in the Facility New Information section.
5. From the list of tanks shown, select a tank that will be receiving replacement work.
  - a. If more than one tank has the same equipment and will be receiving the same replacement parts, you can check multiple tanks if the work is to be performed on the same date.



6. Enter a date or click on the calendar icon. A calendar popup opens for you to select a date.

Showing 10 entries

<input type="checkbox"/>	Tank #	Capacity in Gallons	Product	Status
<input checked="" type="checkbox"/>	5	15000	Gasoline	Currently in use
<input type="checkbox"/>	6	8000	Gasoline	Currently in use
<input type="checkbox"/>	7	6000	Gasoline	Currently in use
<input type="checkbox"/>	8	6000	Diesel Fuel	Currently in use

Showing 1 to 4 of 4 entries Previous Next

ReplacementDate 04/09/2015

Select Equipment Type

Current Equipment

Select Replacement

Reason for Replacement

Add

7. From the Select Equipment Type drop down list, select the equipment type being replaced.

ReplacementDate 04/09/2015

Select Equipment Type

Current Equipment

Select Replacement

Reason for Replacement

Impressed Current Rectifiers

ATG Probes

Submersible Pumps, if already equipped with a tank containment sump

Electronic Line Leak Detectors

Mechanical Line Leak Detectors

Ball Float Valves

Spill Containment Bucket, if at least 5 gallon

Drop Tube Valves

Tank Interstitial Monitoring Sensors

Piping Interstitial Monitoring Sensors

Wireless Electronic Line Leak Detectors

8. From the Current Equipment drop down list, select the equipment that is currently installed on the tank.
9. On the Select Replacement drop down list, select the equipment that will be installed.



10. Enter a reason for the replacement in the Reason for Replacement text box.

Show  entries

<input type="checkbox"/>	Tank #	Capacity in Gallons	Product	Status
<input checked="" type="checkbox"/>	5	15000	Gasoline	Currently in use
<input type="checkbox"/>	6	8000	Gasoline	Currently in use
<input type="checkbox"/>	7	6000	Gasoline	Currently in use
<input type="checkbox"/>	8	6000	Diesel Fuel	Currently in use

Showing 1 to 4 of 4 entries Previous Next

ReplacementDate

Select Equipment Type

Current Equipment

Select Replacement

Reason for Replacement

11. Click on the Add button. The item shows in the Replacement List located near the bottom of the window.

ReplacementDate

Select Equipment Type

Current Equipment

Select Replacement

Reason for Replacement

**Replacement List**

Show  entries

Tank #	Capacity	Product	Current Equipment	Replacement	Date of Replacement	Reason for Replacement	Action
5	15000	Gasoline	Leak Detect - Piping - Electronic Pressurized Line Leak Detection OPW EECO	Leak Detect - Piping - Electronic Pressurized Line Leak Detection Incon TS LLD	04/09/2015	Enter text here.	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries Previous Next

12. To add more equipment, repeat steps 5 through 11 until complete.

1	10000	Gasoline	Leak Detect - Piping - Electronic Pressurized Line Leak Detection continuous line pressure monitor	Leak Detect - Piping - Electronic Pressurized Line Leak Detection continuous line pressure monitor	04/30/2015	04/30/2015 <a href="#">Delete</a>
---	-------	----------	---	---	------------	-----------------------------------

Showing 1 to 1 of 1 entries Previous Next

*Under the penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he/she verily believes the same to be true.*

\* ☒ By checking this box, I certify that the equipment replacement has been completed as required by OSFM rules.

\*Employee Making Replacement:

13. Check that you certify that the equipment replacement has been completed as required by OSFM rules.
14. Fill in the Employee Making Replacement.
15. Click on the Submit button to complete the form.
16. You will be taken to the Forms List window where you can click on View PDF to see the completed Like for Like Replacement form.

## 7.0 ACCOUNT INFORMATION

This screen will allow you to update the Security Question and Answer, the User ID, and the Password. The Contractor Number cannot be edited as it reflects what OSFM contractor the account is connected with. The screen also allows updating email addresses and maintaining additional Signon IDs.

**Account Management: ABC Contractor - State ID: IL009876**

---

**- Account Information -**

User ID

State ID

---

**- Password -**

⚙ Password must be 8-64 characters with at least 1 letter and 1 number

New Password

Verify Password

---

**- Security Question -**

Security Question

Answer

**Security Question: Used to retrieve account password if lost or forgotten. Samples:**

- ⚙ What was your high school mascot?
- ⚙ What is your father's middle name?
- ⚙ What was the color of your first car?

---

**Email Addresses**

⚙ Email Addresses: Will be used to send communications. Changed email addresses will be verified, so make sure the **emails are valid**.

Primary	Email	Activated	Action
<input checked="" type="radio"/>	<input type="text" value="abc@testabcxyz.tst"/>	Activated	<a href="#">Delete Email</a>
<input type="radio"/>	<input type="text" value="abc@testabcxyz.tst"/>	<a href="#">Resend Validation Email</a>	<a href="#">Delete Email</a>
<input type="radio"/>	<input type="text"/>		<a href="#">Add Row</a>

---

**Additional Signon IDs**

⚙ To add an Additional Signon, enter a UserID and click the Add ID action.

User ID	Branch	Email	Acct Status	Action
abclogin2a			Active	<a href="#">Edit</a>
abclogin3a	ABC Branch		Active	<a href="#">Edit</a>
abclogin4a			Reset Password	<a href="#">Edit</a>
<input type="text"/>				<a href="#">Add ID</a>

To use the online contractor portal, every account must have a valid primary email address. Each account may also have additional email addresses. Email addresses may be added, updated, or deleted.

Additional Emails			
Primary	Email	Activated	Action
<input checked="" type="checkbox"/>	abcontractor@gmail.com	Activated	<a href="#">Delete Email</a>
<input type="checkbox"/>	abcontractormail@gmail.com	<a href="#">Resend Validation Email</a>	<a href="#">Delete Email</a>
<input type="checkbox"/>			<a href="#">Add Row</a>

✎ Email Addresses: Will be used to send communications. Changed email addresses will be verified, so make sure the emails are valid.

Additional Signon IDs				
User ID	Branch	Email	Acct Status	Action
<input type="text"/>				<a href="#">Add ID</a>

Any new or changed email address is not considered valid until the validation email has been responded to. When an email is entered or changed, an email is set to that email address. A link in the email will allow validation of the email address.

OSFM Account Verification

from admin@fdmail.sfm.illinois.gov to you

Please follow the link to verify the email address specified is accurate: [Verify Email](#)

Please DO NOT reply to this message. Clicking the link is the only way to verify your email. Please Contact support at OSFM if you're having any issues.

In addition to multiple emails, each original account is allowed to setup additional accounts which may access the contractor's information and schedule permits. The account originally assigned by OSFM is considered the primary account and may update or delete any sub-account. Each sub-account may have multiple emails and edit its own account information. A sub-account may be tied to a branch of the contractor. Any account tied to a branch will only see permits for that branch. **The contractor is responsible for controlling who has access to the primary account and any created sub-accounts.**

To create a sub-account, enter the new User ID on the screen and click the Add ID link.

Additional Signon IDs				
User ID	Branch	Email	Acct Status	Action
AbcSubAccount1				<a href="#">Add ID</a>

The account management screen for sub-accounts is similar to the main account management screen.

**Account Management: ABC Contractor -- Additional Account: AbcSubAccount1**

User ID:

Contractor Nbr:

Branch:

Active Account: ☒

New Password:

Verify Password:

Security Question:

Security Question Answer:

Security Question: Used to retrieve account password if lost or forgotten.  
Samples:  
☐ What was your high school mascot?  
☐ What is your father's middle name?  
☐ What was the color of your first car?

**Additional Emails**

Primary	Email	Activated	Action
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<a href="#">Add Row</a>

✎ Email Addresses: Will be used to send communications. Changed email addresses will be verified, so make sure the **emails are valid**.

Two additional items are available on the sub-account management screen. There is a dropdown that allows the sub-account to be connected to a branch and there is a checkbox which may be used to inactivate the sub-account.

To edit a sub-account, click on the Edit link for the user. Click the Save button after making any changes.

**Account Management: ABC Contractor - State ID: IL009876**

- Account Information -

User ID

State ID

Branch

Active Account ☒

- Password -

☐ Password must be 8-64 characters with at least 1 letter and 1 number

New Password

Verify Password

- Security Question -

Security Question

Answer

Security Question: Used to retrieve account password if lost or forgotten.  
Samples:  
☐ What was your high school mascot?  
☐ What is your father's middle name?  
☐ What was the color of your first car?

**Email Addresses**

✎ Email Addresses: Will be used to send communications. Changed email addresses will be verified, so make sure the **emails are valid**.

Primary	Email	Activated	Action
<input type="radio"/>	<input type="text"/>	<input type="checkbox"/>	<a href="#">Add Row</a>