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<tr>
<td>Rev. 1</td>
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Underground Storage Tank Contractor Portal User’s Manual
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 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.
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

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 reviewd 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:
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
3.0 HOME

Once logged into the system the Home page is displayed.

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.
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

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.
4.3 Employee Certification

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.
5.0 PERMITS / SCHEDULING

5.1 Emergency Repair Requests

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.
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.
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.
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.

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.

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.
5.3 Permit Applications

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.
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 with 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 with 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.

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

![Cathodic Protection Permit Application](image)

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](image)

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.

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.
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.

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.
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**.
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.
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.

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.
When the Contaminated option is selected, the Contaminated Site section expands for further information to be collected.
Cathodic Protection's Supplemental Information window needs only the Site Plans.
The **Install** permit type Supplemental Information window needs information concerning Islands, Canopy, Dispensers and Minimum Setbacks along the Site Plans.
Removal’s Supplemental Information needs IEMA Number(s), Site Plans and information if the tank is Pre-1974.
Upgrade's Supplemental Information window needs information concerning Islands, Canopy, Dispensers and Minimum Setbacks along the Site Plans.
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.

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.
5.3.1.9 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.

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.
Enter the required information in order to submit your payment.

Click on the Credit Card or Electronic Check tab for your preferred payment method.
Once your payment has been completed on the E-Pay site you will be returned to your application showing the amount posted.

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

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

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.

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.

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

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.

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:

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.

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.

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.
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.

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.
5.4.3 Permit Extensions

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

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

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”.
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.
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.

To display the full history of these schedules select the “Show All Schedule History”.
After clicking the Create New Schedule button, the following appears.

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

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.

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 entered 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.

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.

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

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.

11. Click on the Add button. The item shows in the Replacement List located near the bottom of the window.
12. To add more equipment, repeat steps 5 through 11 until complete.

13. Check that you certify that the equipment replacement has been completed as required by OSFM rules.


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.

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.
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.

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.

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