How to Create and Use an AEPACS Account

Alabama TOOLS

April 26 – Huntsville

April 27 – Montgomery

April 28 – Pelham

May 10 - Mobile

What is AEPACS?

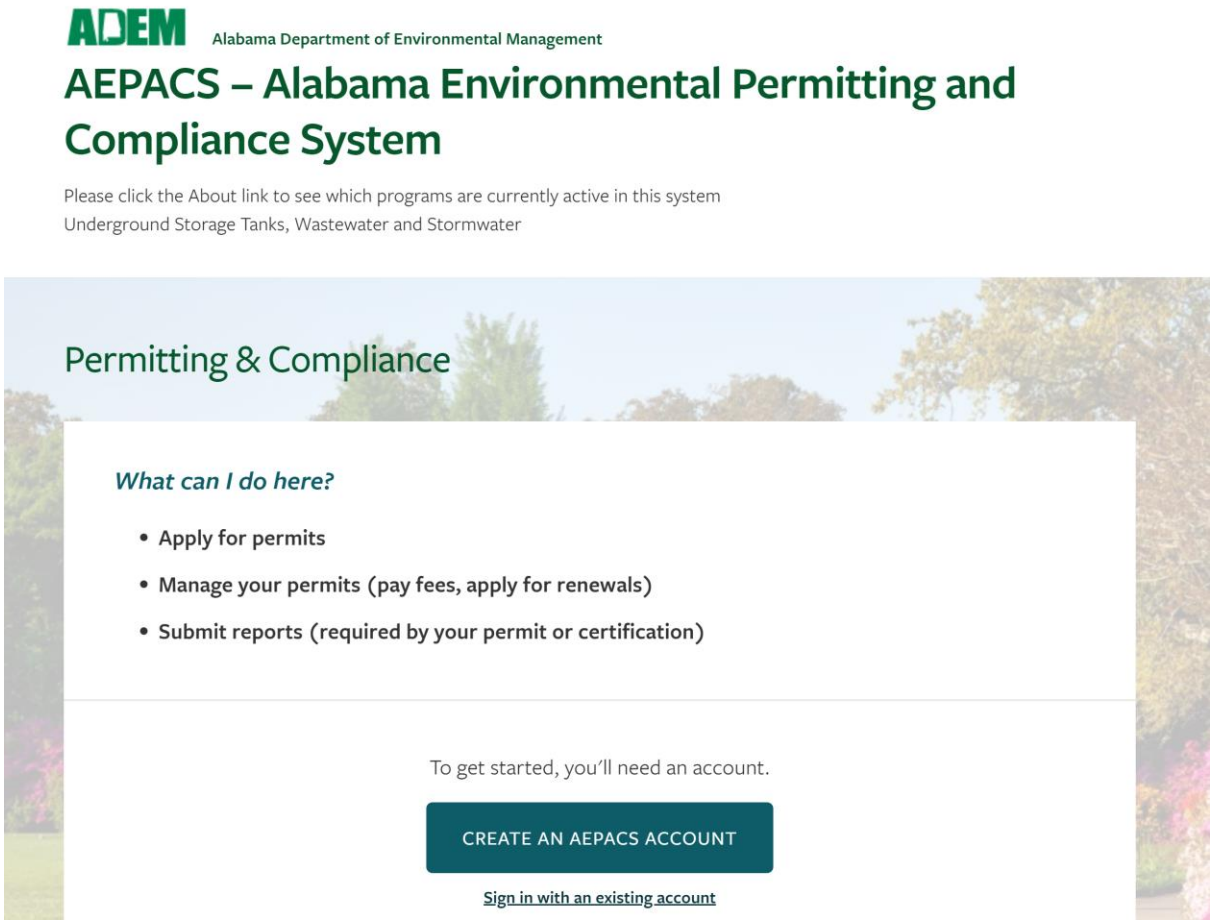
Alabama Environmental Permitting and Compliance System (AEPACS) was built to:

- Allow owners to see up to date site information
- Display required compliance testing
- Manage submission of required documentation
- Handle payment of fees and more
- UST sites all now have UST registration “permit” which contains information on the tanks
  - Permit number is the same as old facility ID number (#####-###-#######)
  - Notifications are now considered “modifications” to the “permit”

How to Create an AEPACS Account

- http://adem.alabama.gov/aepacs
  - From this link, click “Create an AEPACS Account
- https://adem.alabama.gov/egov/files/CreateAnAEPACSAccount.pdf
  - This handout (provided today) summarizes creating an AEPACS account

How to Create an AEPACS Account

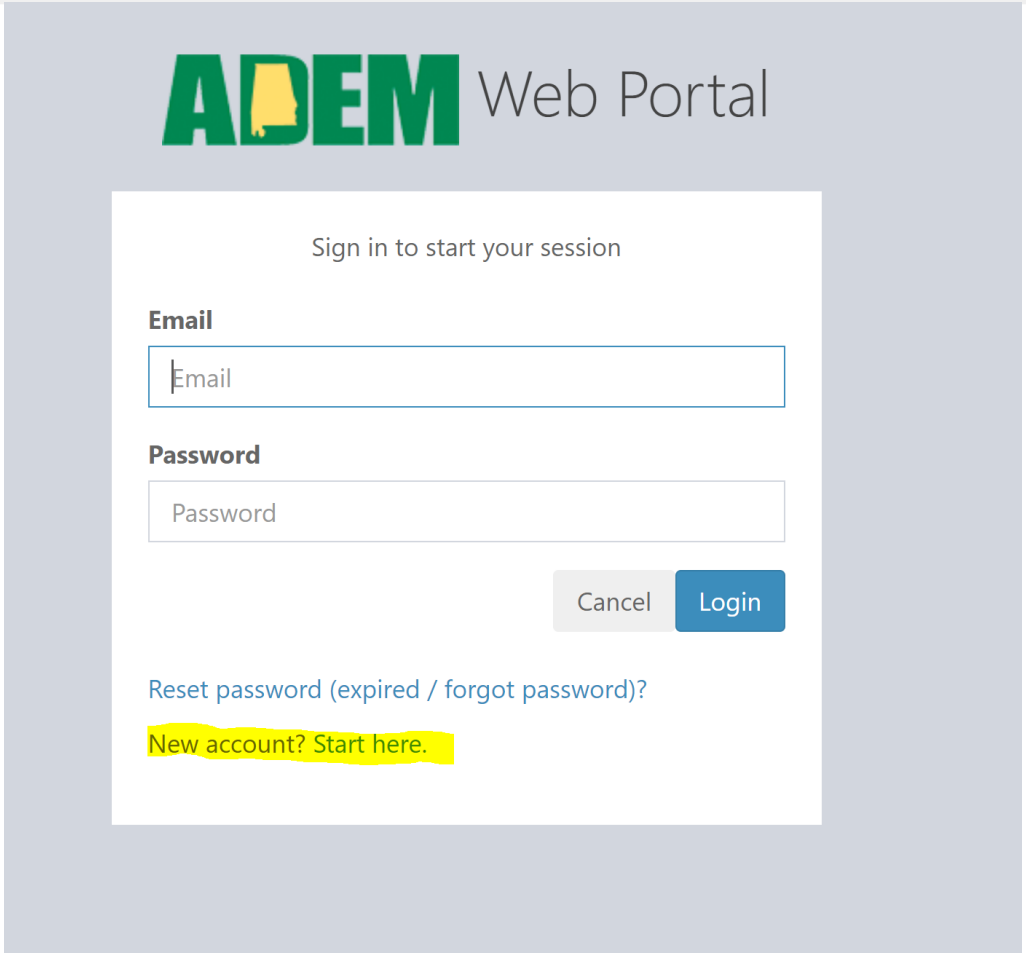


adem.alabama.gov

How to Create an AEPACS Account

- The ADEM web portal page will load
  - Click on “New Account? Start Here”

How to Create an AEPACS Account



adem.alabama.gov

How to Create an AEPACS Account

- Accept the terms and conditions then enter your information and click register
- Check your email inbox for a confirmation email
  - If you do not see it, check your spam folder
- Click on the link in the email and set your mailing address, password, and security questions

How to Create an AEPACS Account

Welcome to the ADEM Web Portal. To complete your registration and create your account, please confirm your email address by clicking here or copy and paste the confirm email URL below into your browser's address bar. You will then enter your contact information, select and provide answers to five challenge questions*, and create your password. Your new password must:

- Be 8-15 alpha-numeric characters (no spaces or special characters)
- Not contain your email address
- Not contain the word password
- Not repeat a previous password
- Contain only letters and numbers
- Contain at least one lowercase and one uppercase letter
- Contain at least one number and begin with a letter

How to Create an AEPACS Account

- You will return to the ADEM Web Portal page, this time click on sign in
  - Once you have signed in, click on "**My Applications**", then click "**AEPACS**"
- This will take you to the AEPACS Homepage.
  - Bookmark this page to easily return to it in the future.

How to Create an AEPACS Account

Account Created

Your ADEM Web Portal account has been successfully created. You may log in using the email address and password used in creating the account.

ADEM Web Portal

Welcome to ADEM's Web Portal. This is the gateway to a number of ADEM applications that will help you in your journey with the Department.

ePay

ePay allows for the electronic payment of various fees to the ADEM. Click the link below that corresponds to the fee you wish to pay. **Do NOT use ePAY to pay any fee for a submission that is being made through AEPACS. You will be given the opportunity to pay the fee through AEPACS once you certify your submission.**

- Bacteriological Sample Analysis
- Water/Wastewater Operator Certification

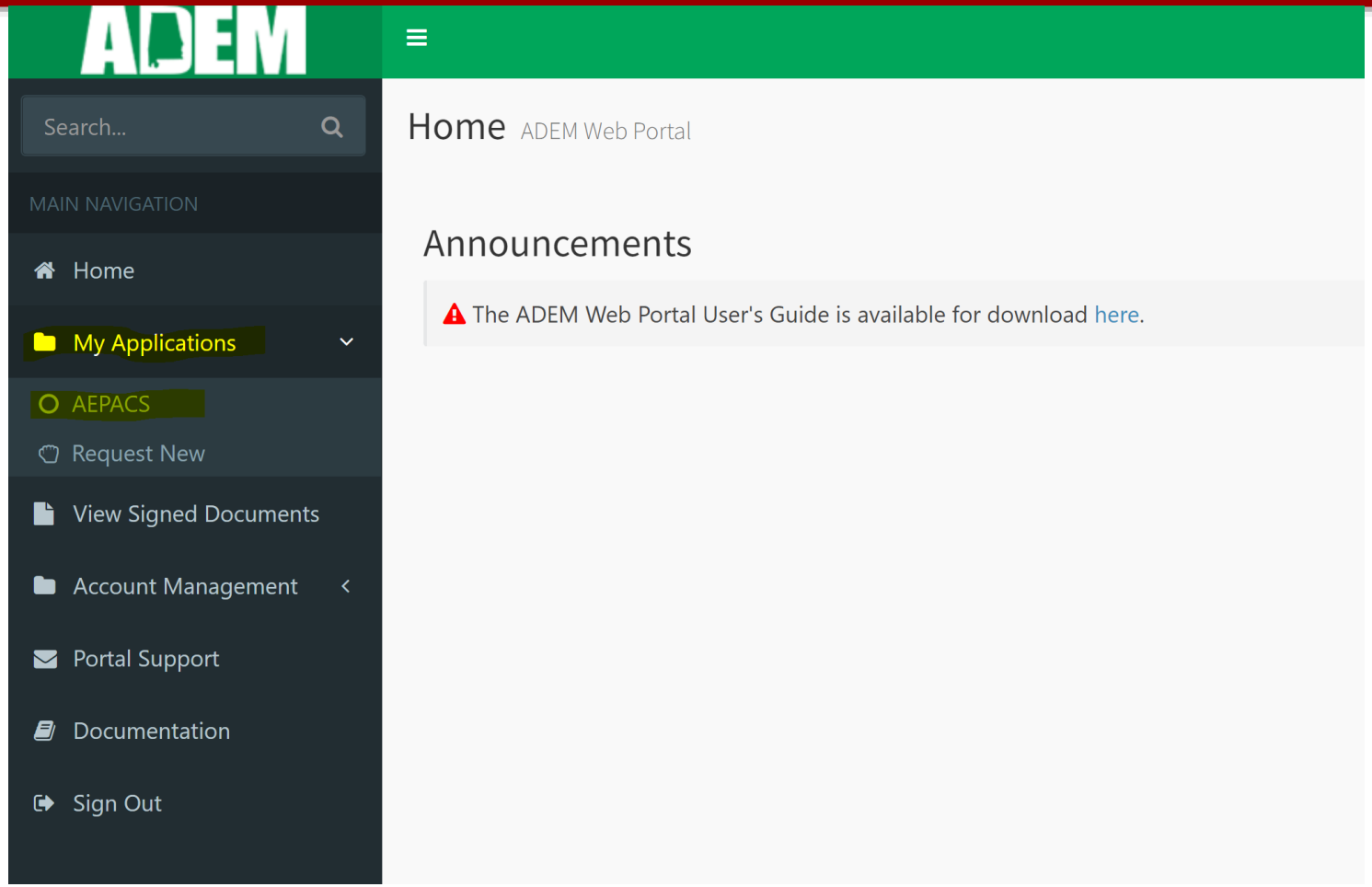
Sign In

Sign In

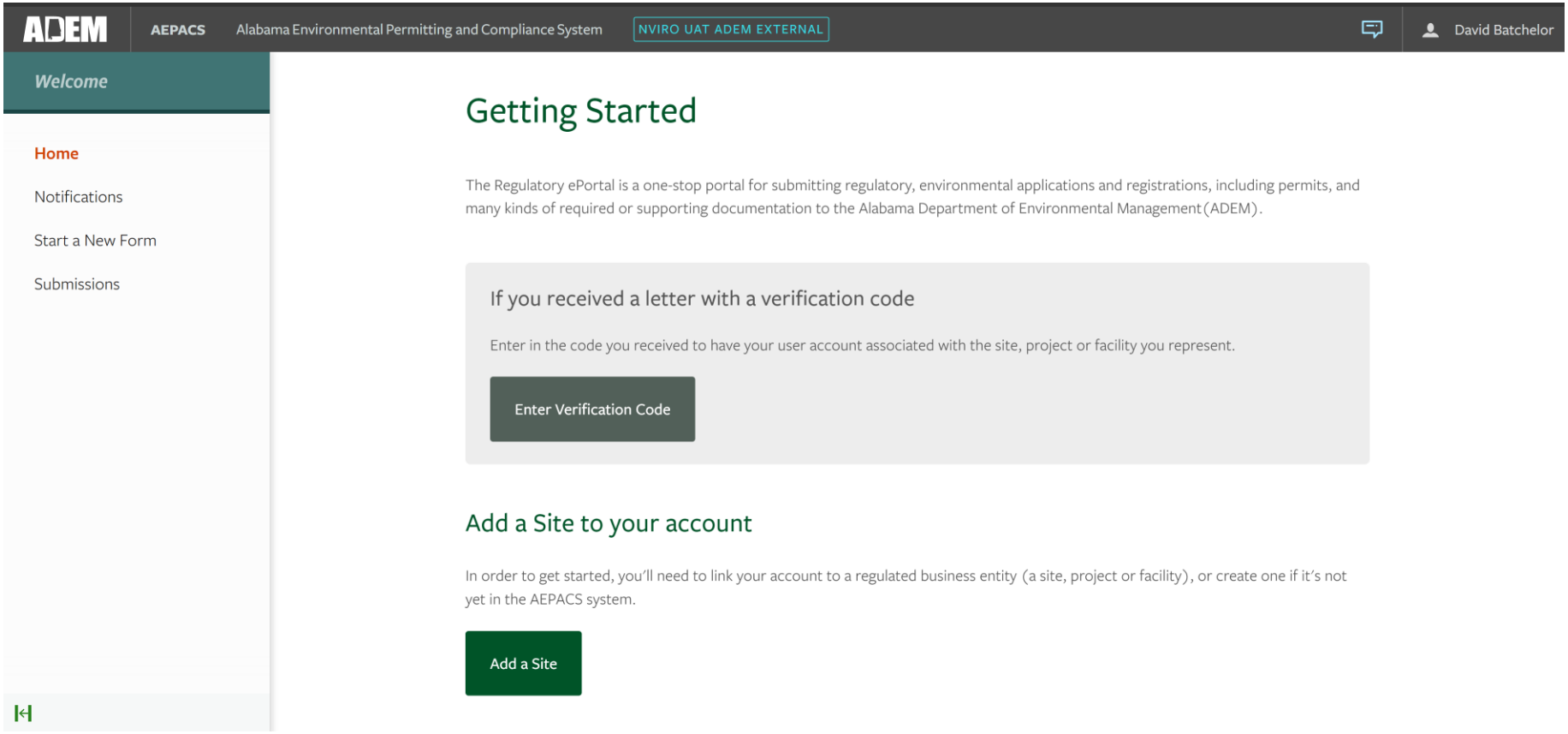
Reset password (expired / forgot password)

New account? Start here.

How to Create an AEPACS Account



Your AEPACS Account

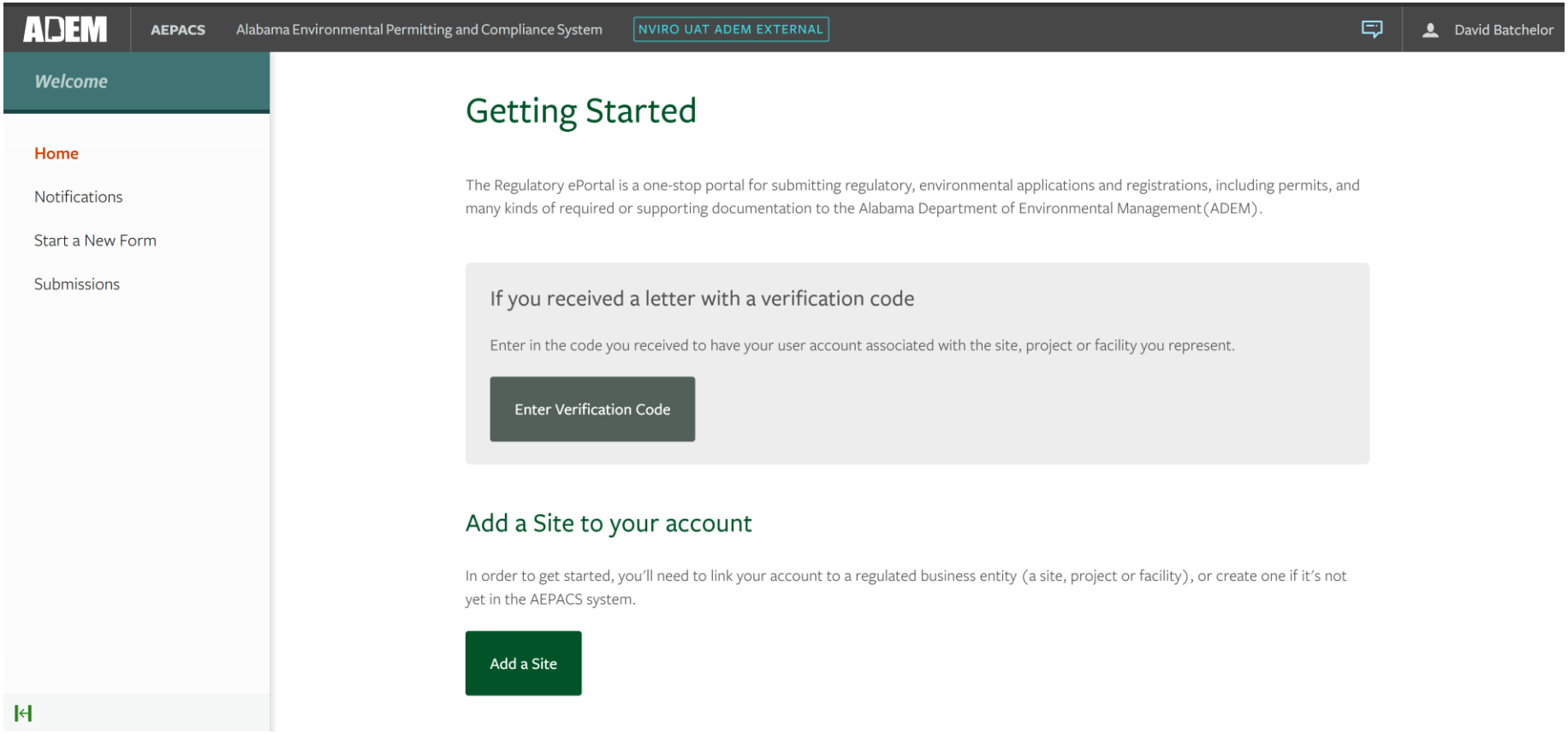


adem.alabama.gov

How to Use Your AEPACS Account (2 Ways to Add a Site)

- Once you have your account, you need to add your site(s).
  - Can do from map or ADEM Verification Code
- Click on “Enter Verification Code” if you have your letter with the ADEM verification code
- Click on “Add a Site” if you cannot locate your letter

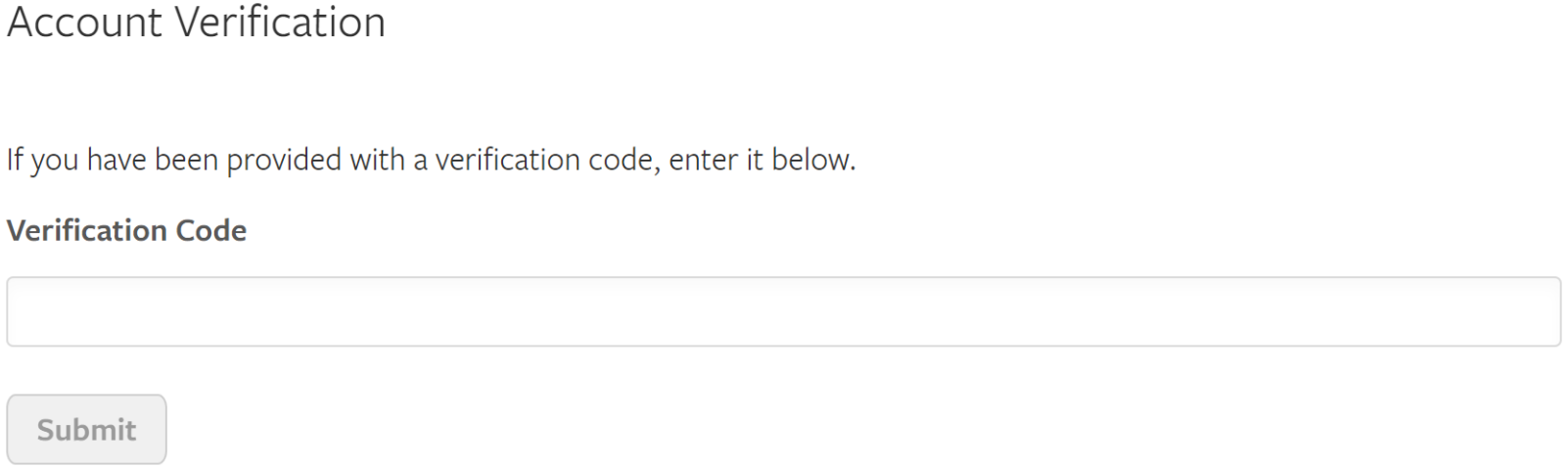
How to Use Your AEPACS Account (2 Ways to Add a Site)



adem.alabama.gov

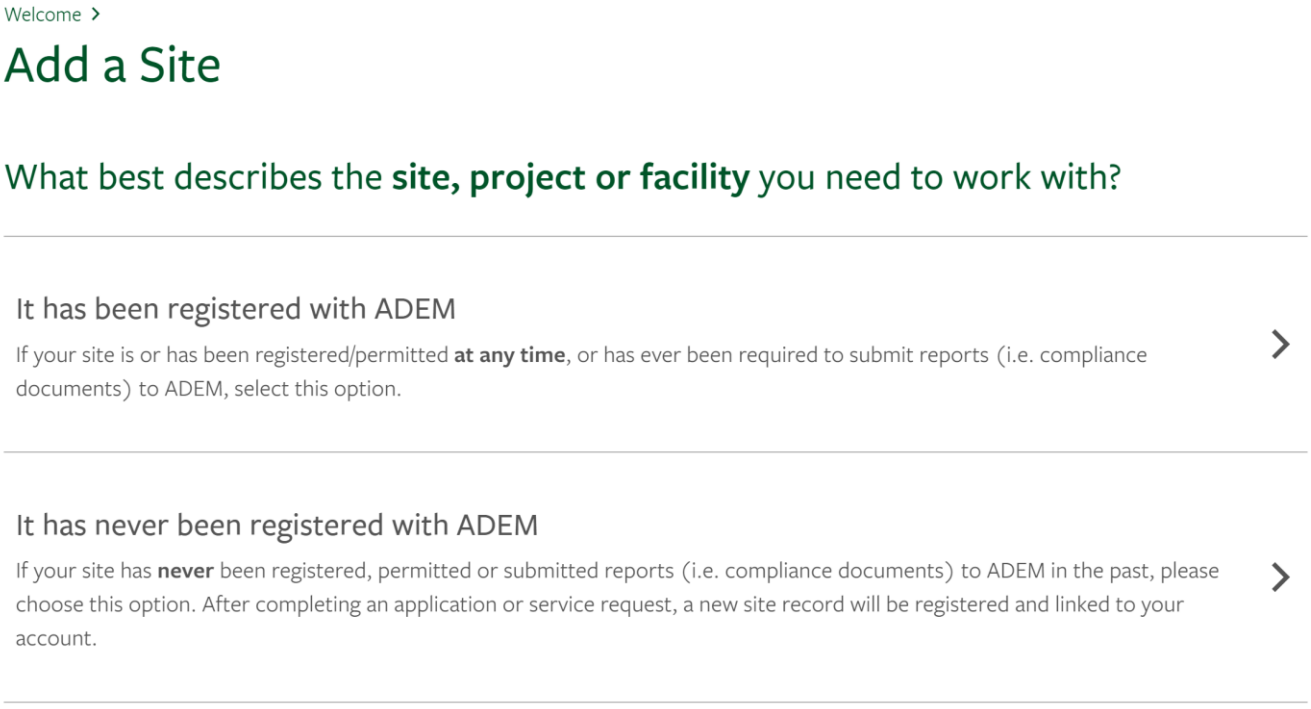
How to Use Your AEPACS Account

- If you have your letter with the ADEM verification code, enter the code and click “Submit” to add your site to your account
- This will need to be done for each individual site you own
  - Each site you own will have it’s own unique code



How to Use Your AEPACS Account

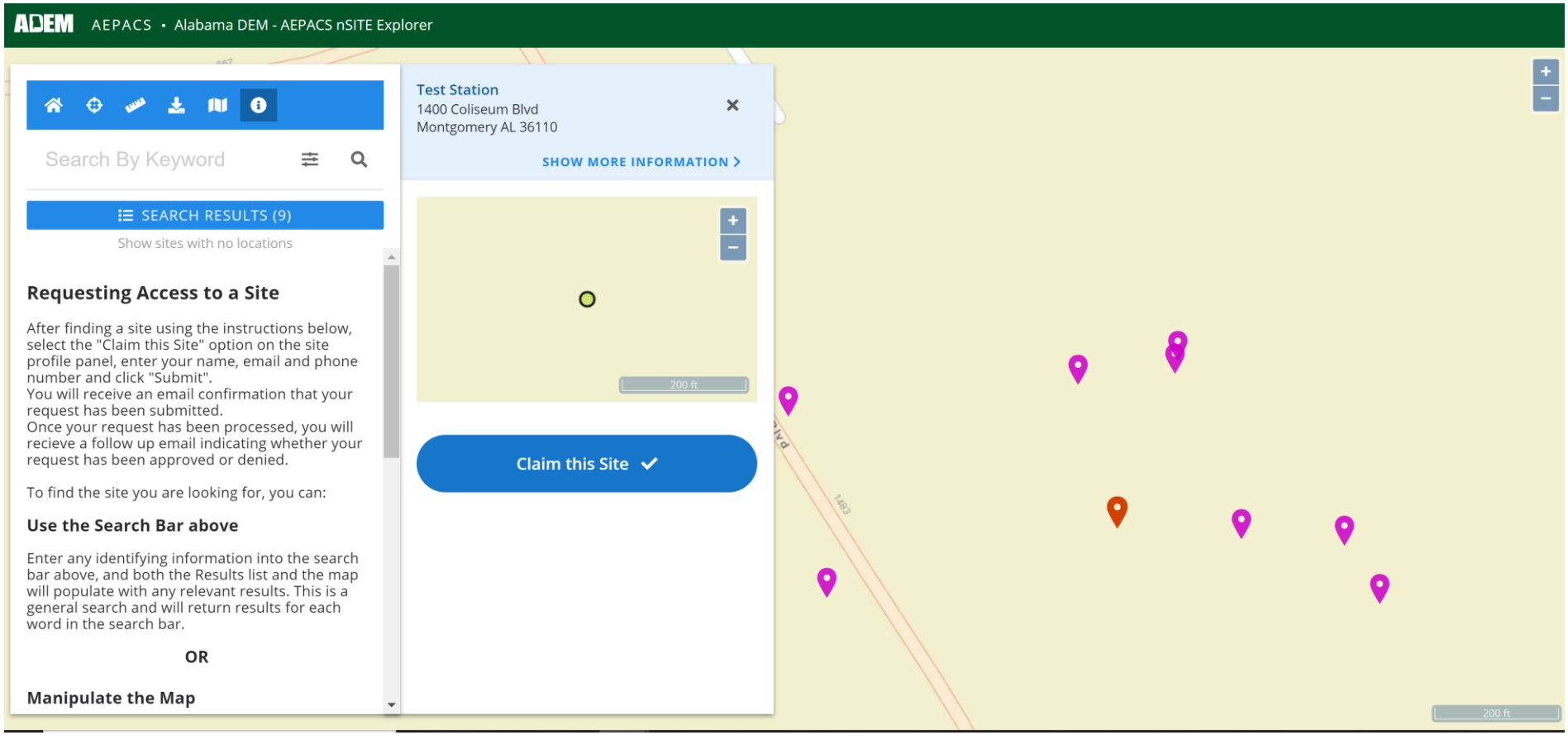
- If you cannot locate your ADEM verification code, click on “Add a Site” then select “It has been registered with ADEM”



How to Use Your AEPACS Account (Claiming your UST Site)

- Select “Search for a Site (by location)
- A map will appear, use the address search bar or zoom in to find your site
- Click on the purple location marker representing your site
- Click “Claim this site”

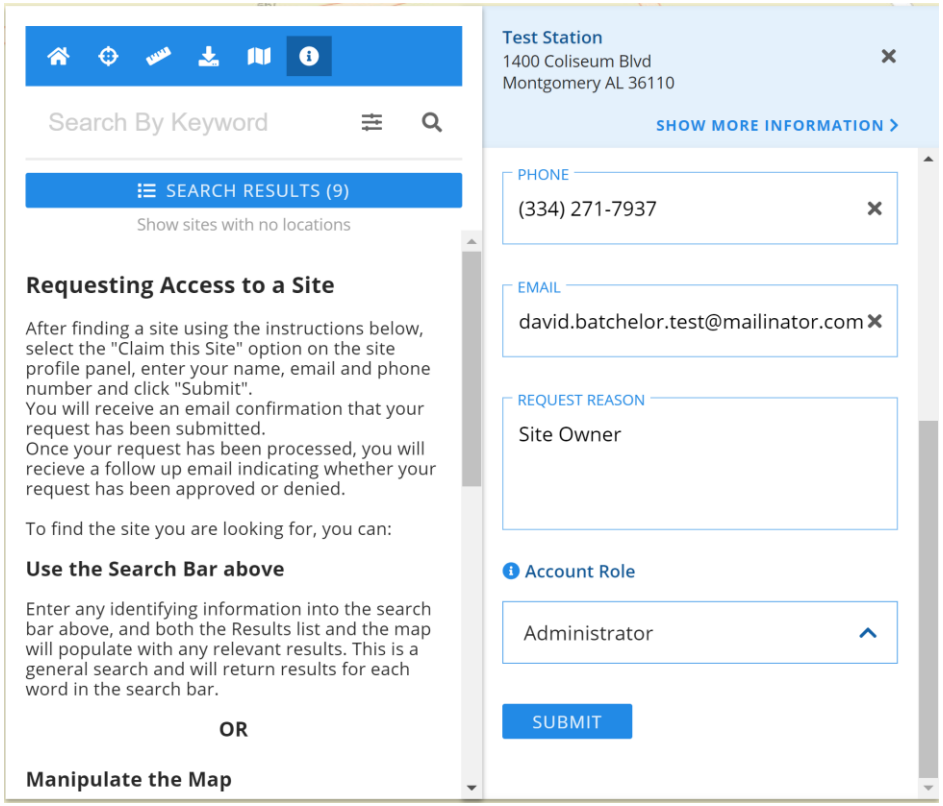
How to Use Your AEPACS Account (Claiming your UST Site)



adem.alabama.gov

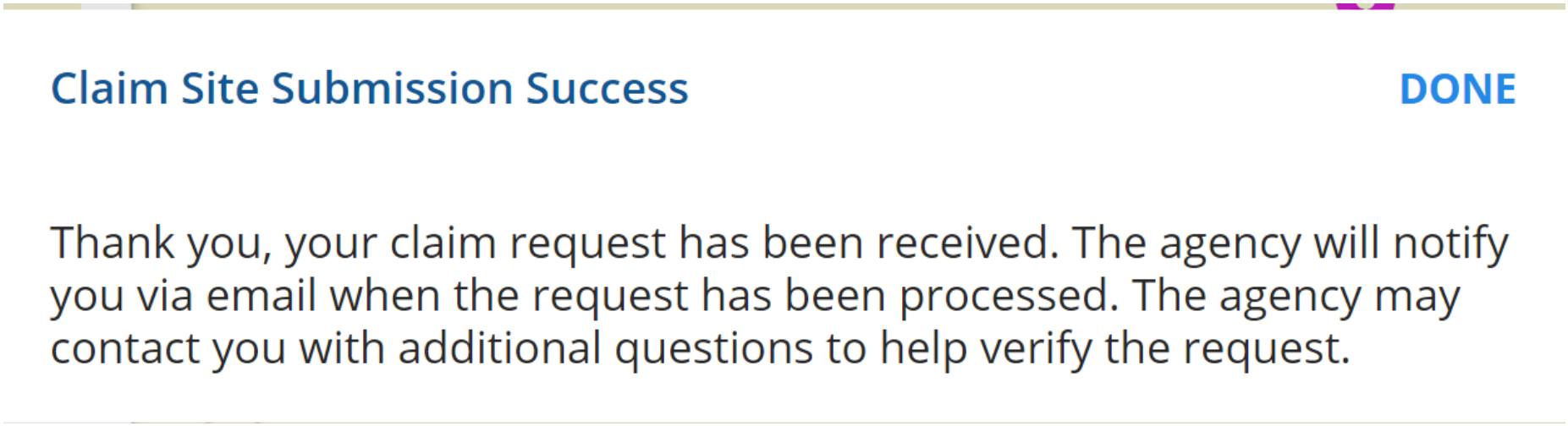
How to Use Your AEPACS Account (Claiming your UST Site)

- Enter the “Request Reason”
- Select account role “Administrator”
  - Do not select any other role or you will not have full functionality
- Click “Submit”



How to Use Your AEPACS Account

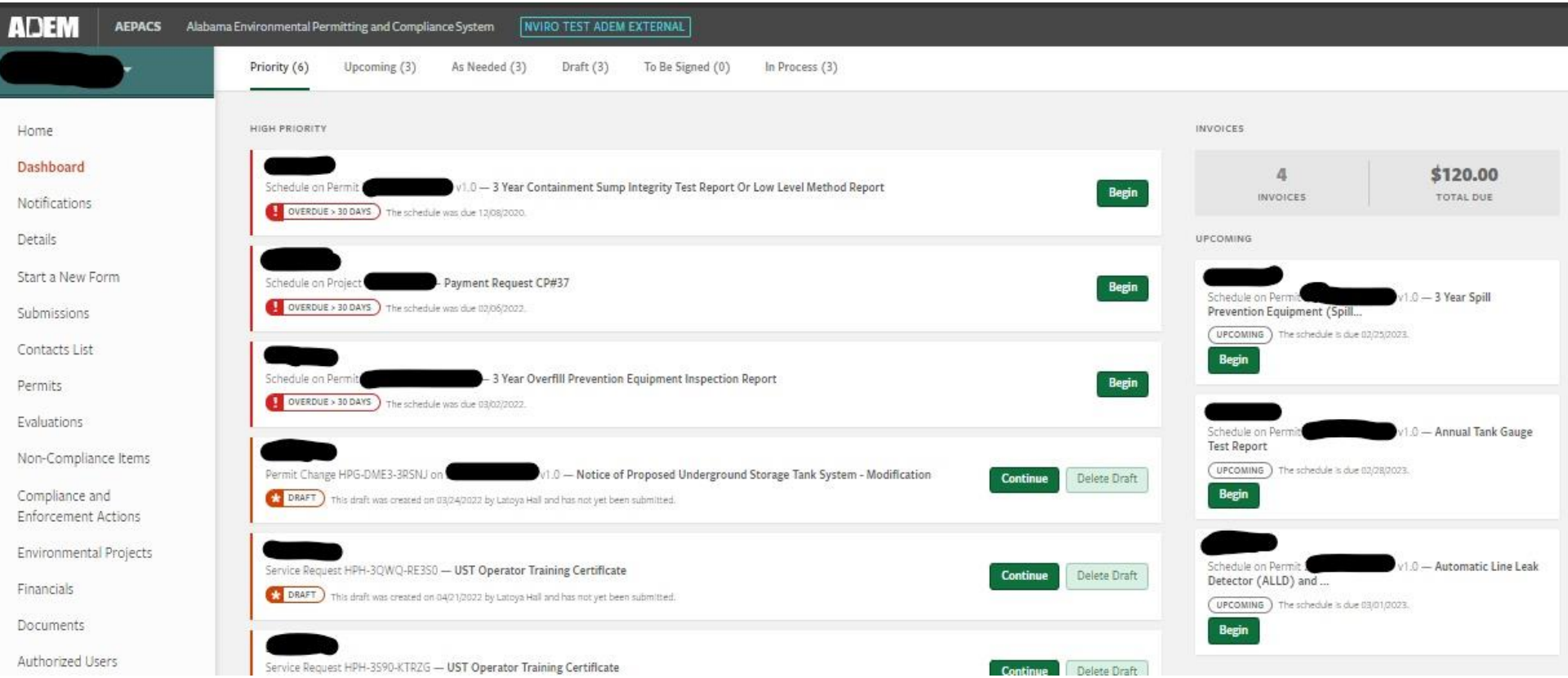
- Someone at ADEM will have to approve your request
- When your request is approved, the site will show on your account dashboard



How to Use Your AEPACS Account

- From the Dashboard, you can see all testing upcoming for your site, as well as any Fees due
- For any specific test, click “Begin” and follow the instructions to submit the test
  - PDF copy of test required to be uploaded
- Click on fees and follow instructions to pay with credit card

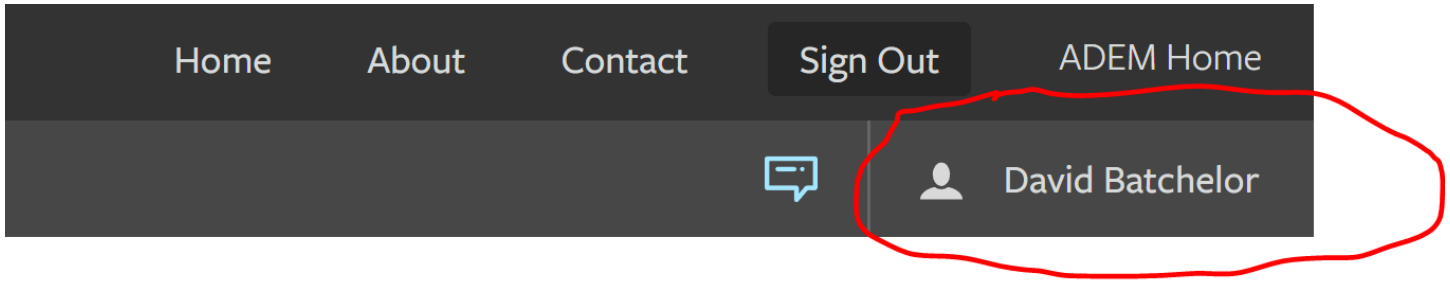
How to Use Your AEPACS Account



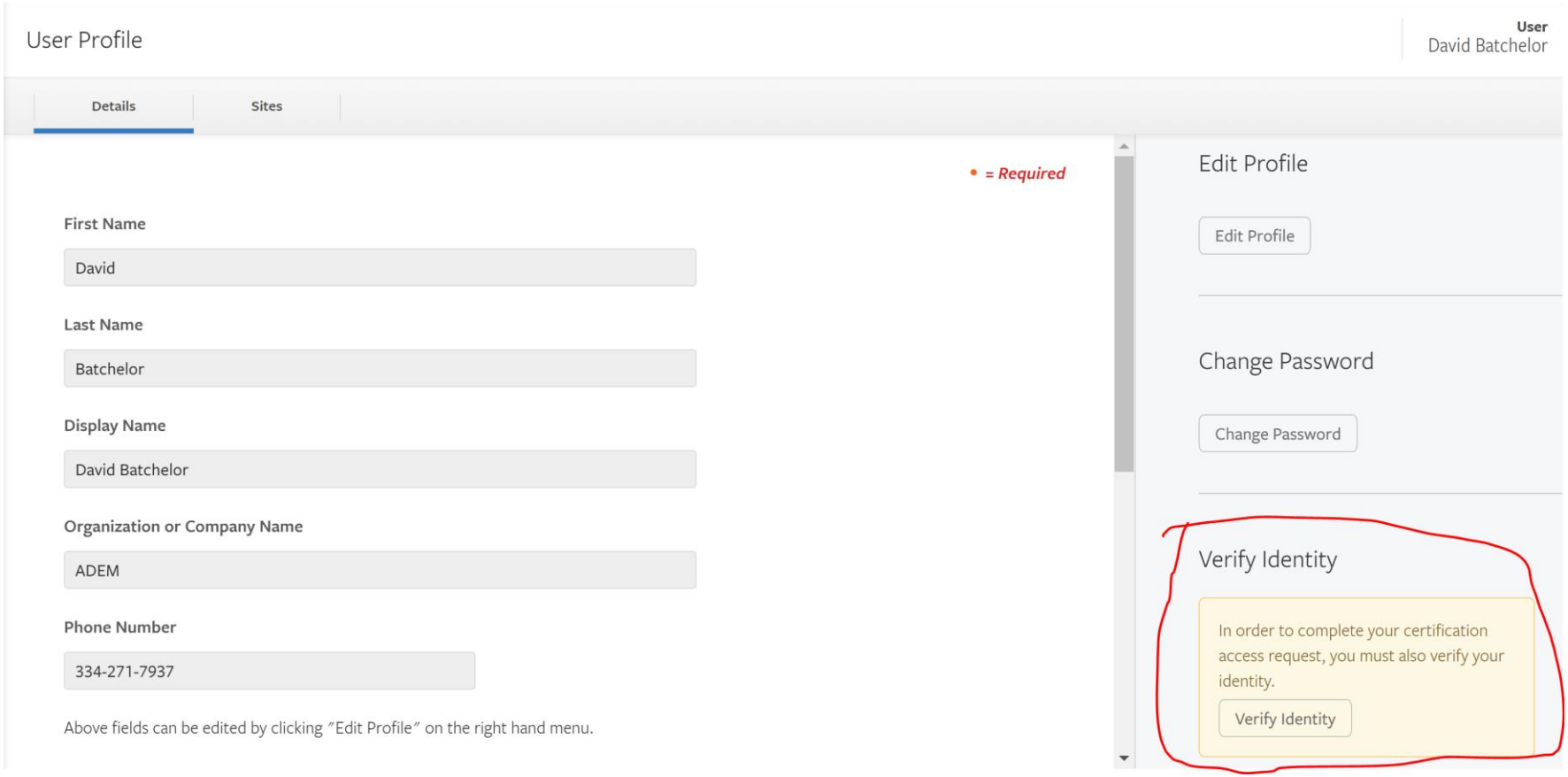
adem.alabama.gov

How to Use Your AEPACS Account

- Before you can sign any submissions, you must verify your identity
  - Mouse over your name in the top right corner and click on “Profile and Settings”
  - Scroll down to “Verify Identity”
  - Follow instructions to verify your identity



How to Use Your AEPACS Account

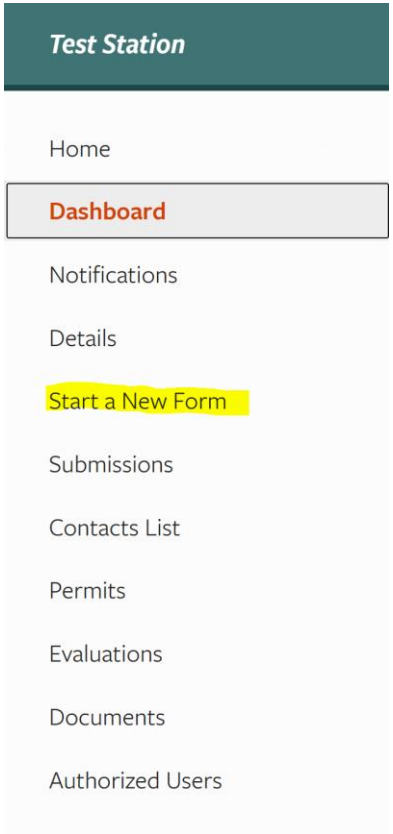


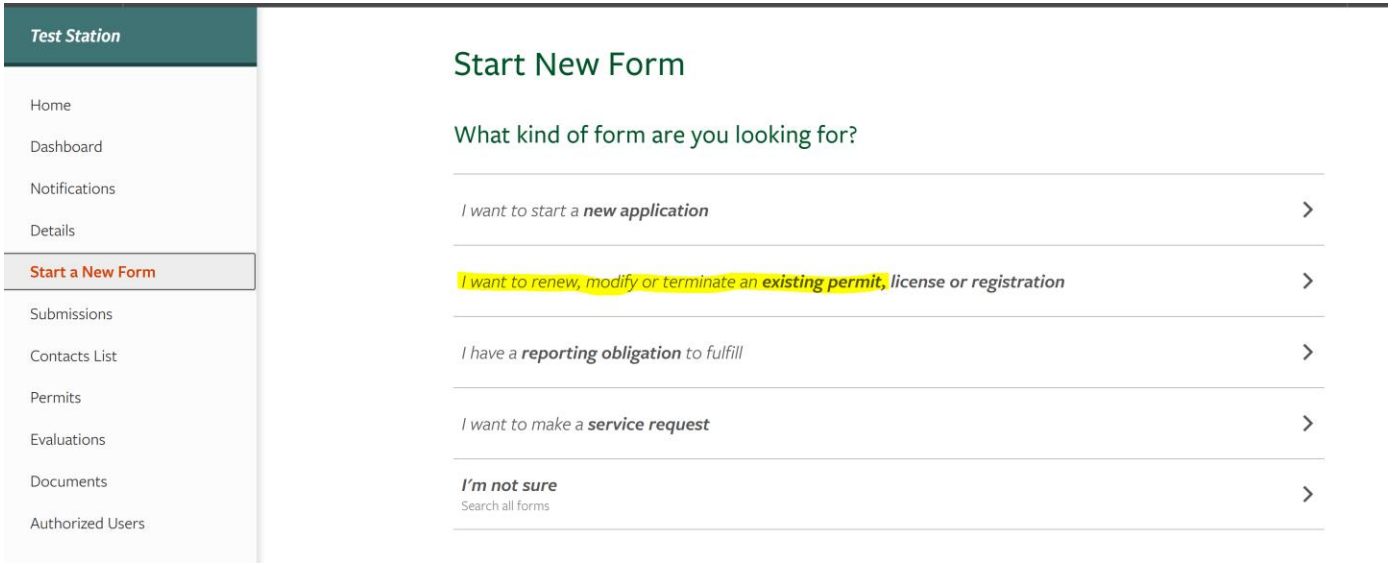
adem.alabama.gov

How to Use Your AEPACS Account

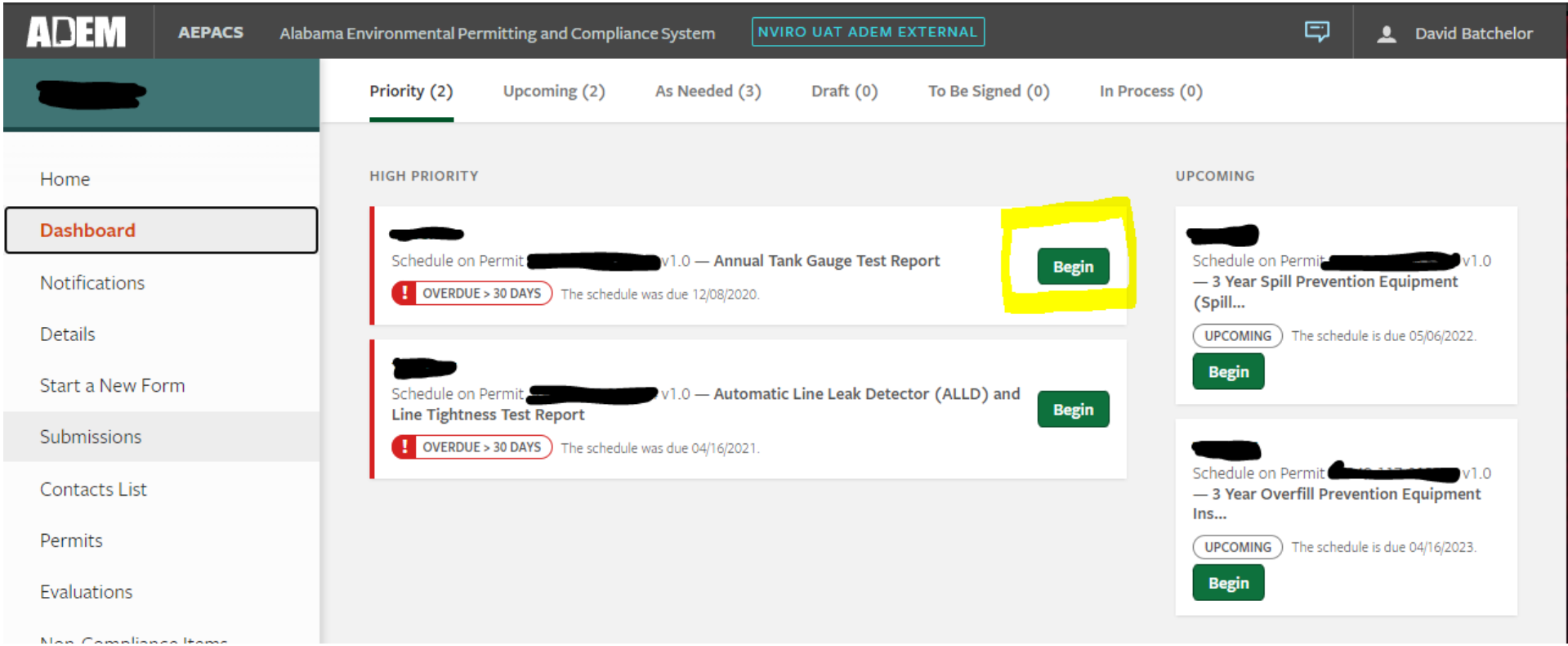
- Once you have verified your identity, you can submit testing forms from your dashboard by clicking “Begin” on any individual testing schedule
- All other forms can be found under “Start a New Form”
  - Notifications, transfer of ownership, temporary closure, etc
  - Select “renew or modify an existing permit”

How to Use Your AEPACS Account





How to Use Your AEPACS Account (Submitting Testing)

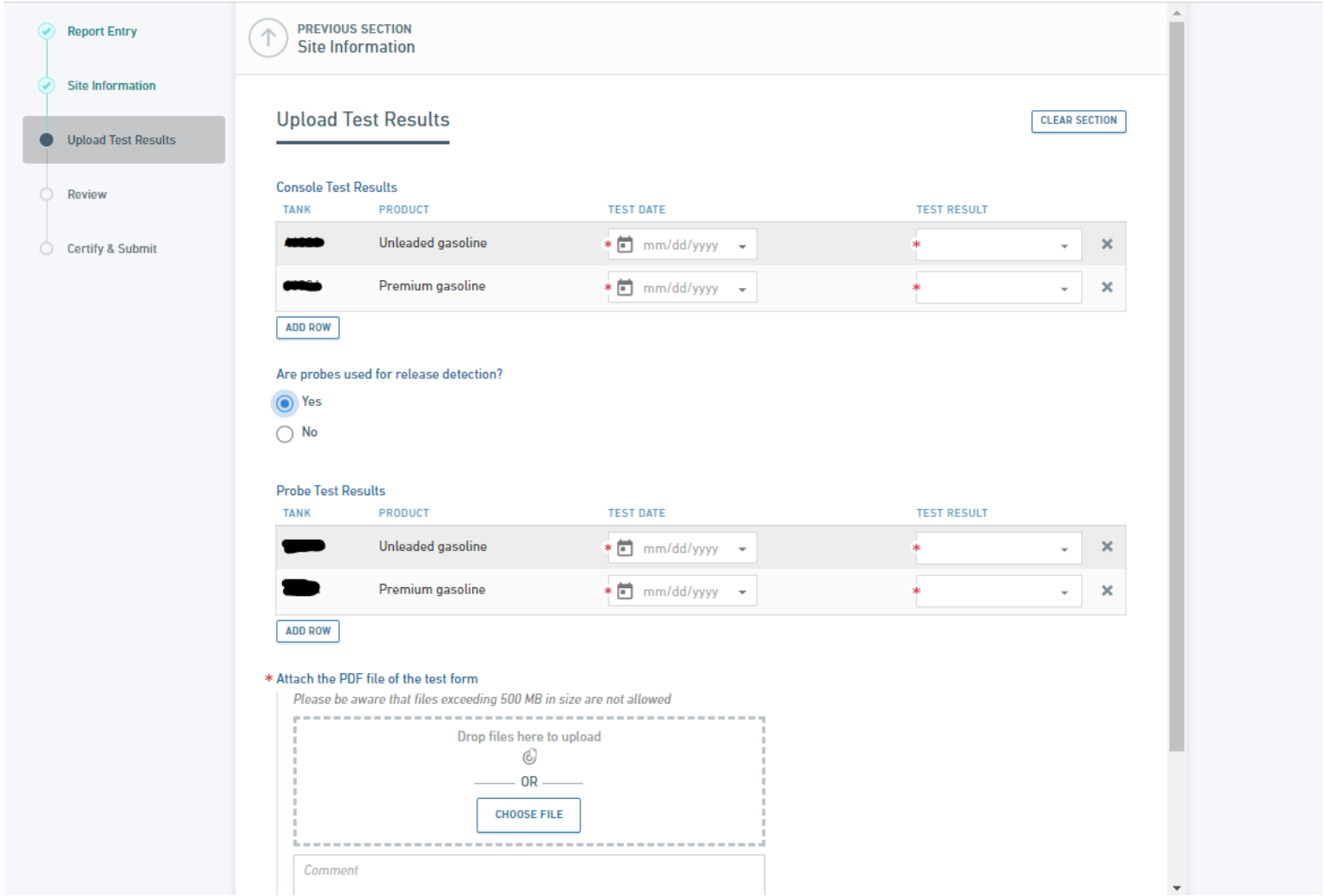


adem.alabama.gov

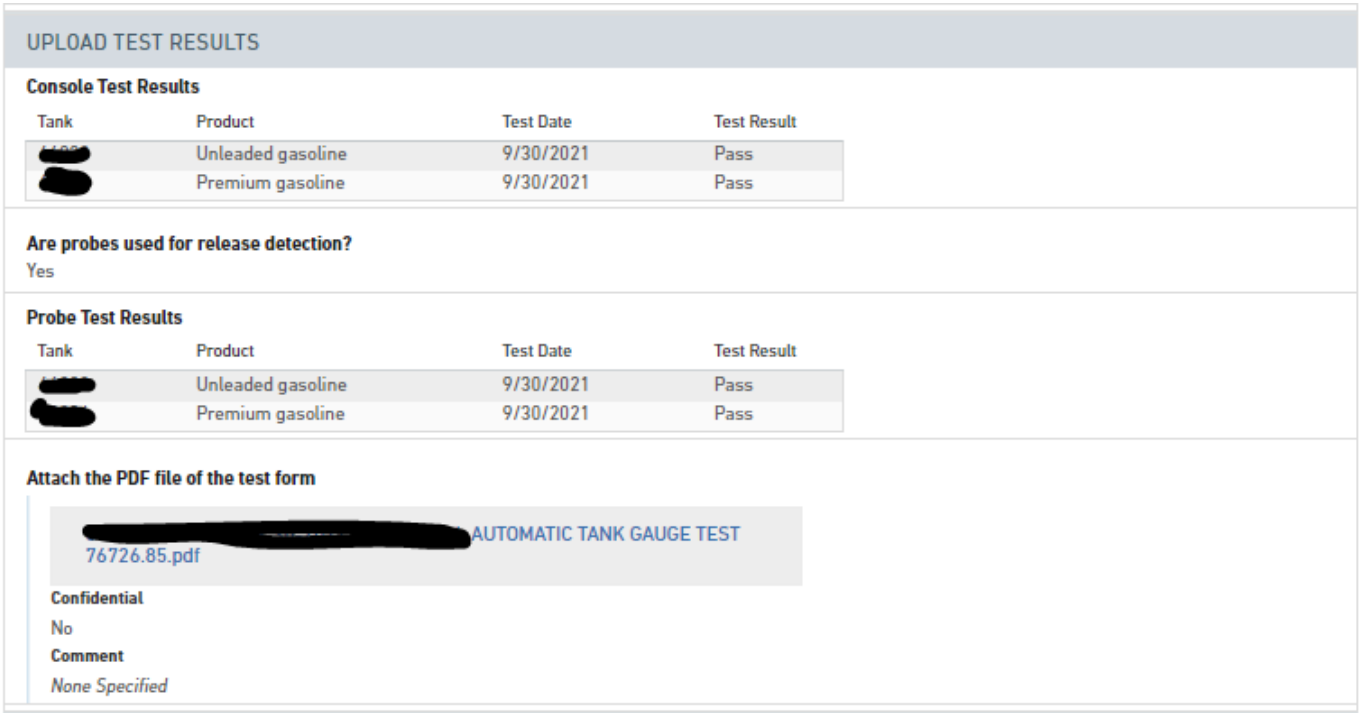
How to Use Your AEPACS Account (Submitting Testing)

adem.alabama.gov

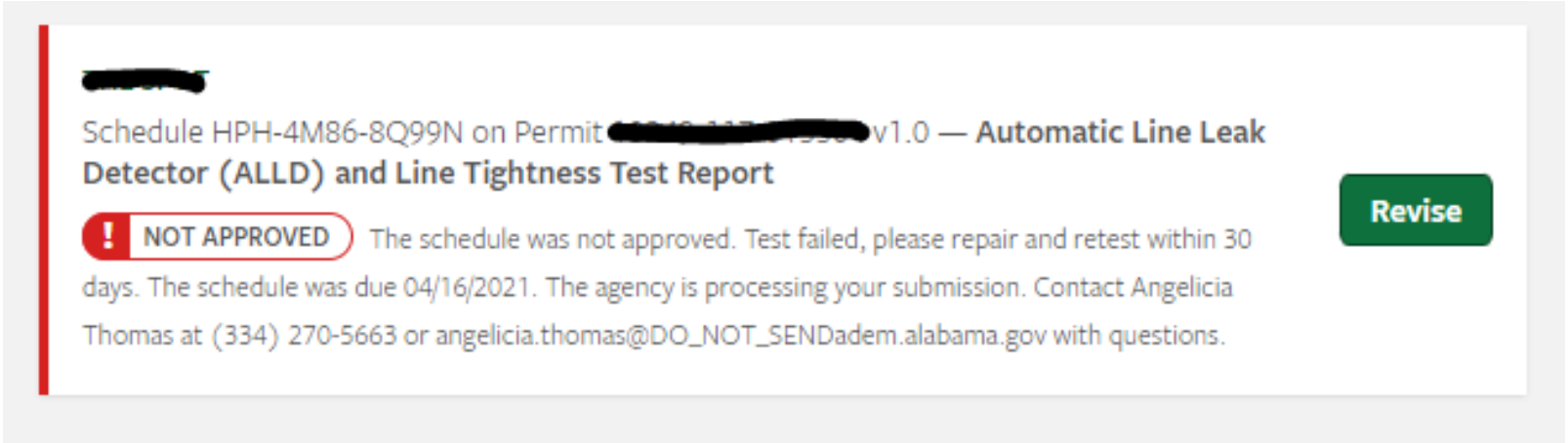
How to Use Your AEPACS Account (Submitting Testing)



How to Use Your AEPACS Account (Submitting Testing)



How to Use Your AEPACS Account (Failing Testing)



- Failing tests are designated as “Not Approved” and will show on the dashboard with any comments from ADEM
- Use the “Revise” button to submit a retest.

Contact Information

- David Batchelor
  - 334-271-7937
  - david.batchelor@adem.alabama.gov
- Latoya Hall
  - 334-271-7759
  - lahall@adem.alabama.gov
- ADEM Web Portal Help Desk
  - 334-274-4910
  - ademwebportal@adem.alabama.gov