

# 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”

- <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



Alabama Department of Environmental Management

## AEPACS – Alabama Environmental Permitting and Compliance System

Please click the About link to see which programs are currently active in this system  
Underground Storage Tanks, Wastewater and Stormwater

### Permitting & Compliance

#### *What can I do here?*

- Apply for permits
- Manage your permits (pay fees, apply for renewals)
- Submit reports (required by your permit or certification)

To get started, you'll need an account.

[CREATE AN AEPACS ACCOUNT](#)

[Sign in with an existing account](#)

[adem.alabama.gov](http://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



Sign in to start your session

**Email**

**Password**

Cancel

Login

[Reset password \(expired / forgot password\)?](#)

[New account? Start here.](#)

[adem.alabama.gov](http://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

- 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

A screenshot of the ADEM Web Portal home page. The page has a green header with the ADEM logo and a hamburger menu icon. Below the header is a dark grey sidebar with a search bar and a list of navigation items: Home, My Applications (highlighted in yellow), AEPACS (highlighted in green), Request New, View Signed Documents, Account Management, Portal Support, Documentation, and Sign Out. The main content area is white and contains the text "Home ADEM Web Portal" and an "Announcements" section with a warning icon and a message: "The ADEM Web Portal User's Guide is available for download here." The URL "adem.alabama.gov" is displayed at the bottom of the page.

adem.alabama.gov



# Your AEPACS Account

**ADEM**

AEPACS

Alabama Environmental Permitting and Compliance System

NVIRO UAT ADEM EXTERNAL



David Batchelor

Welcome

Home

Notifications

Start a New Form

Submissions

## Getting Started

The Regulatory ePortal is a one-stop portal for submitting regulatory, environmental applications and registrations, including permits, and many kinds of required or supporting documentation to the Alabama Department of Environmental Management (ADEM).

### If you received a letter with a verification code

Enter in the code you received to have your user account associated with the site, project or facility you represent.

Enter Verification Code

## Add a Site to your account

In order to get started, you'll need to link your account to a regulated business entity (a site, project or facility), or create one if it's not yet in the AEPACS system.

Add a Site



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)

The screenshot shows the ADEM AEPACS web portal. The top navigation bar includes the ADEM logo, the text 'AEPACS Alabama Environmental Permitting and Compliance System', a 'NVIRO UAT ADEM EXTERNAL' button, a chat icon, and a user profile for 'David Batchelor'. A left sidebar contains a 'Welcome' header and a menu with 'Home', 'Notifications', 'Start a New Form', and 'Submissions'. The main content area is titled 'Getting Started' and contains a paragraph about the Regulatory ePortal. Below this is a grey box with the heading 'If you received a letter with a verification code' and a text input field with a 'Enter Verification Code' button. Further down is a section titled 'Add a Site to your account' with a paragraph explaining the need to link an account to a regulated business entity, followed by a green 'Add a Site' button. A back arrow icon is visible in the bottom left corner of the sidebar area.



# 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

## Account Verification

If you have been provided with a verification code, enter it below.

Verification Code

Submit



# 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”

Welcome >

## Add a Site

What best describes the **site, project or facility** you need to work with?

It has been registered with ADEM

If your site is or has been registered/permitted **at any time**, or has ever been required to submit reports (i.e. compliance documents) to ADEM, select this option.



It has never been registered with ADEM

If your site has **never** been registered, permitted or submitted reports (i.e. compliance documents) to ADEM in the past, please choose this option. After completing an application or service request, a new site record will be registered and linked to your account.





## 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)

The screenshot displays the ADEM AEPACS nSITE Explorer interface. On the left, a search results panel is visible, featuring a search bar and a list of results. The first result is titled "Requesting Access to a Site" and includes instructions for claiming a site. Below this, there is a section for "Manipulate the Map".

The main content area shows a map with several location markers. A specific site is highlighted with a yellow circle, and a pop-up window displays its details:

- Test Station**
- 1400 Coliseum Blvd
- Montgomery AL 36110

Below the address, there is a "SHOW MORE INFORMATION >" link and a "Claim this Site ✓" button. A scale bar indicates 200 ft.

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

The screenshot displays the AEPACS web interface. At the top, there is a navigation bar with icons for home, map, search, and user profile. Below the navigation bar is a search bar labeled "Search By Keyword" with a search icon. A blue banner indicates "SEARCH RESULTS (9)" and "Show sites with no locations".

The main content area is titled "Requesting Access to a Site". It contains the following text:

After finding a site using the instructions below, select the "Claim this Site" option on the site profile panel, enter your name, email and phone number and click "Submit". You will receive an email confirmation that your request has been submitted. Once your request has been processed, you will receive a follow up email indicating whether your request has been approved or denied.

To find the site you are looking for, you can:

- Use the Search Bar above**

Enter any identifying information into the search bar above, and both the Results list and the map will populate with any relevant results. This is a general search and will return results for each word in the search bar.

OR

- Manipulate the Map**

On the right side of the form, there is a sidebar with the following information:

- Test Station**  
1400 Coliseum Blvd  
Montgomery AL 36110  
[SHOW MORE INFORMATION >](#)
- PHONE**  
(334) 271-7937
- EMAIL**  
david.batchelor.test@mailinator.com
- REQUEST REASON**  
Site Owner
- Account Role**  
Administrator
- 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

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Claim Site Submission Success

**DONE**

Thank you, your claim request has been received. The agency will notify you via email when the request has been processed. The agency may contact you with additional questions to help verify the request.



## 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** AEPACS Alabama Environmental Permitting and Compliance System **NVIRO TEST ADEM EXTERNAL**

Priority (6) Upcoming (3) As Needed (3) Draft (3) To Be Signed (0) In Process (3)

- Home
- Dashboard
- Notifications
- Details
- Start a New Form
- Submissions
- Contacts List
- Permits
- Evaluations
- Non-Compliance Items
- Compliance and Enforcement Actions
- Environmental Projects
- Financials
- Documents
- Authorized Users

**HIGH PRIORITY**

Schedule on Permit [redacted] v1.0 — 3 Year Containment Sump Integrity Test Report Or Low Level Method Report **Begin**  
OVERDUE > 30 DAYS The schedule was due 12/08/2020.

Schedule on Project [redacted] - Payment Request CP#37 **Begin**  
OVERDUE > 30 DAYS The schedule was due 02/05/2022.

Schedule on Permit [redacted] — 3 Year Overfill Prevention Equipment Inspection Report **Begin**  
OVERDUE > 30 DAYS The schedule was due 03/02/2022.

Permit Change HPG-DME3-3RSNJ on [redacted] v1.0 — Notice of Proposed Underground Storage Tank System - Modification **Continue** **Delete Draft**  
DRAFT This draft was created on 03/24/2022 by Latoya Hall and has not yet been submitted.

Service Request HPH-3QWQ-RE350 — UST Operator Training Certificate **Continue** **Delete Draft**  
DRAFT This draft was created on 04/01/2022 by Latoya Hall and has not yet been submitted.

Service Request HPH-3590-KTRZG — UST Operator Training Certificate **Continue** **Delete Draft**

**INVOICES**

4 INVOICES | \$120.00 TOTAL DUE

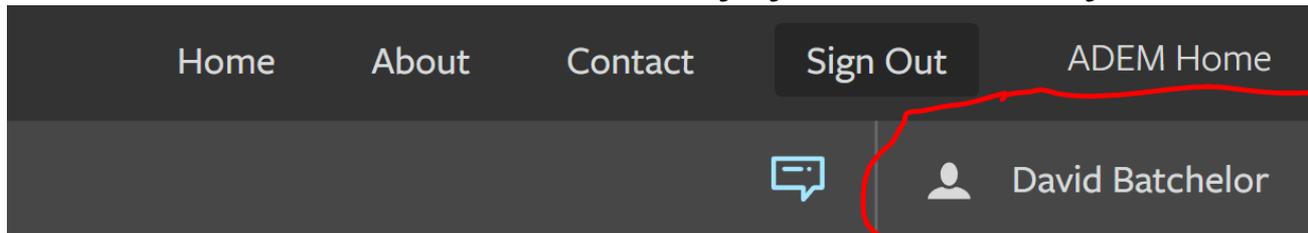
**UPCOMING**

Schedule on Permit [redacted] v1.0 — 3 Year Spill Prevention Equipment (Spill... **Begin**  
UPCOMING The schedule is due 02/25/2023.

Schedule on Permit [redacted] v1.0 — Annual Tank Gauge Test Report **Begin**  
UPCOMING The schedule is due 02/28/2023.

Schedule on Permit [redacted] v1.0 — Automatic Line Leak Detector (ALLD) and ... **Begin**  
UPCOMING The schedule is due 03/01/2023.

- 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

User Profile User  
David Batchelor

Details Sites

• = Required

**First Name**  
David

**Last Name**  
Batchelor

**Display Name**  
David Batchelor

**Organization or Company Name**  
ADEM

**Phone Number**  
334-271-7937

Above fields can be edited by clicking "Edit Profile" on the right hand menu.

**Edit Profile**  
Edit Profile

**Change Password**  
Change Password

**Verify Identity**  
In order to complete your certification access request, you must also verify your identity.  
Verify Identity



## 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

## Test Station

Home

Dashboard

Notifications

Details

Start a New Form

Submissions

Contacts List

Permits

Evaluations

Documents

Authorized Users

### Test Station

- Home
- Dashboard
- Notifications
- Details
- Start a New Form
- Submissions
- Contacts List
- Permits
- Evaluations
- Documents
- Authorized Users

## Start New Form

What kind of form are you looking for?

*I want to start a **new application*** >

*I want to renew, modify or terminate an **existing permit, license or registration*** >

*I have a **reporting obligation** to fulfill* >

*I want to make a **service request*** >

*I'm not sure* >  
Search all forms



# How to Use Your AEPACS Account (Submitting Testing)

The screenshot shows the ADEM AEPACS dashboard. The top navigation bar includes the ADEM logo, 'AEPACS Alabama Environmental Permitting and Compliance System', and a user profile for 'David Batchelor'. Below the navigation bar, there are tabs for 'Priority (2)', 'Upcoming (2)', 'As Needed (3)', 'Draft (0)', 'To Be Signed (0)', and 'In Process (0)'. The 'Priority (2)' tab is selected. On the left, a sidebar menu lists 'Home', 'Dashboard', 'Notifications', 'Details', 'Start a New Form', 'Submissions', 'Contacts List', 'Permits', 'Evaluations', and 'Non-Compliance Items'. The main content area is divided into 'HIGH PRIORITY' and 'UPCOMING' sections. The 'HIGH PRIORITY' section contains two items, both marked as 'OVERDUE > 30 DAYS'. The first item is 'Annual Tank Gauge Test Report' with a 'Begin' button highlighted in yellow. The second item is 'Automatic Line Leak Detector (ALLD) and Line Tightness Test Report' with a 'Begin' button. The 'UPCOMING' section contains two items, both marked as 'UPCOMING'. The first is '3 Year Spill Prevention Equipment (Spill...)' with a 'Begin' button. The second is '3 Year Overfill Prevention Equipment Ins...' with a 'Begin' button.



# How to Use Your AEPACS Account (Submitting Testing)

**ADEM** AEPACS Alabama Environmental Permitting and Compliance System

Annual Tank Gauge Test Report ?  
Submission HPH-4FJJ-SV6CE Revision 1 Form Version 1.0

Last saved a few seconds ago  
 SAVE PROGRESS

EXIT FORM

Report Entry

Site Information

Review

Certify & Submit

**Report Entry** CLEAR SECTION

\* Submission Method for Test Results

Upload PDF of Test Results in Digital Format

Enter Test Results in Form

Is the submission in response to an Warning Letter / Notice of Violation / Notice of Proposed Delivery Prohibition?

Yes

No



# How to Use Your AEPACS Account (Submitting Testing)

- Report Entry
- Site Information
- Upload Test Results**
- Review
- Certify & Submit

PREVIOUS SECTION  
Site Information

### Upload Test Results

CLEAR SECTION

#### Console Test Results

| TANK   | PRODUCT           | TEST DATE                                 | TEST RESULT            |
|--------|-------------------|---|------------------------|
| ██████ | Unleaded gasoline | * <input type="text" value="mm/dd/yyyy"/> | * <input type="text"/> |
| ██████ | Premium gasoline  | * <input type="text" value="mm/dd/yyyy"/> | * <input type="text"/> |

ADD ROW

Are probes used for release detection?

Yes

No

#### Probe Test Results

| TANK   | PRODUCT           | TEST DATE                                 | TEST RESULT            |
|--------|-------------------|---|------------------------|
| ██████ | Unleaded gasoline | * <input type="text" value="mm/dd/yyyy"/> | * <input type="text"/> |
| ██████ | Premium gasoline  | * <input type="text" value="mm/dd/yyyy"/> | * <input type="text"/> |

ADD ROW

\* Attach the PDF file of the test form

Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload

OR

CHOOSE FILE

Comment



# How to Use Your AEPACS Account (Submitting Testing)

**UPLOAD TEST RESULTS**

**Console Test Results**

| Tank       | Product           | Test Date | Test Result |
|------------|-------------------|-----------|-------------|
| [REDACTED] | Unleaded gasoline | 9/30/2021 | Pass        |
| [REDACTED] | Premium gasoline  | 9/30/2021 | Pass        |

**Are probes used for release detection?**  
Yes

**Probe Test Results**

| Tank       | Product           | Test Date | Test Result |
|------------|-------------------|-----------|-------------|
| [REDACTED] | Unleaded gasoline | 9/30/2021 | Pass        |
| [REDACTED] | Premium gasoline  | 9/30/2021 | Pass        |

**Attach the PDF file of the test form**

 **AUTOMATIC TANK GAUGE TEST**  
76726.85.pdf

**Confidential**  
No

**Comment**  
None Specified



NEXT SECTION  
Certify & Submit



Print Review



# How to Use Your AEPACS Account (Failing Testing)

Schedule HPH-4M86-8Q99N on Permit [REDACTED] v1.0 — Automatic Line Leak Detector (ALLD) and Line Tightness Test Report

**! NOT APPROVED**

The schedule was not approved. Test failed, please repair and retest within 30 days. The schedule was due 04/16/2021. The agency is processing your submission. Contact Angelicia Thomas at (334) 270-5663 or [angelicia.thomas@DO\\_NOT\\_SENDadem.alabama.gov](mailto:angelicia.thomas@DO_NOT_SENDadem.alabama.gov) with questions.

Revise

- 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