

**Instructions:
Registering for a New User Account within the Missouri Gateway
for Environmental Management (MoGEM) Portal**



The following instructions will walk you step-by-step through the MoGEM registration process. Certain screenshots may be out of date due to the addition of new eServices as the system develops. It is important to read the notes associated with each step.

PART 1 – MoGEM SPLASH PAGE

Step 1: From the MoGEM splash page the user will click on the “Register for Account” link.

NOTE: Carefully read the supporting documents in the “Profile Management” and “Frequently Asked Questions” (FAQ) boxes. The information provided will answer most questions.

NOTE: Contact information for specific eServices can be found at the bottom of the screen. It is important to call the correct point of contact for the service you need to access or you may be transferred, potentially causing delays.

MISSOURI DEPARTMENT OF NATURAL RESOURCES

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Missouri Gateway for Environmental Management - MoGEM



The Missouri Gateway for Environmental Management (MoGEM) online portal is used by the regulated community to conduct business with the Missouri Department of Natural Resources (MoDNR). This portal is a login mechanism which allows the regulated community a centralized location to manage services for your organization within MoGEM.

Currently, the MoGEM portal contains services for Land Disturbance permits (ePermitting), Sanitary Sewer Overflow (SSO) reporting, and Land Reclamation Industrial Mineral permits (LRIS); services will continue to be added to allow further permitting and reporting. In order to use these services you must register through the U.S. Environmental Protection Agency's Shared CROMERR Services (SCS) (<https://encromerr.epa.gov/>) or log in to MoGEM with existing credentials.

On December 5, 2018, Sanitary Sewer Overflow (SSO)/Bypass was added as an e-service. The Citizens Application Gateway login portal was permanently disabled and attempts to login will be redirected to this page to register for a new user account.

Accessing MoGEM

- Log into MoGEM
- Register for Account

Profile Management

Within SCS, please use your organization's legal name as the organization name.

- How to Register
- Updating SCS Credentials
- Reset your password
- Forgot your password
- SCS Account Security Question Reset
- e-Signature (Challenge) Question Reset
- Account is Locked

Frequently Asked Questions

Have a question about SCS or the MoGEM Portal? **Answers**

- What characters can be used in a password?
- What roles are used in the MoGEM Portal?
- What is an organization?
- Why can't I find my organization?
- How do I create an organization?
- If I didn't get verified by LexisNexis, how can I proceed?

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[Commission Meetings and Events](#)

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Contact Information

Department of Natural Resources
P.O. Box 176
Jefferson City, MO 65102
800-361-4827
573-751-3443
[Contact Us](#)

[Report an Environmental Concern](#)

Contact Information

Hotline information for those with questions about the site or difficulties finding what you need.

For ePermitting Users seeking a Land Disturbance Permit: (573) 526-2082 or (855) 789-3889 E-mail	For SSO/Bypass Users: (573) 751-1911 or (573) 751-8309 E-mail	For Land Reclamation System Users: (573) 751-5977 or (573) 751-4041 E-mail
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PART 2 – SERVICES REQUESTED

Step 2: Click on the “Register a new account” button.

The screenshot shows the EPA SCS registration interface. At the top is the EPA logo and 'United States Environmental Protection Agency'. Below that is a navigation bar with 'Home' and 'Recent Announcements'. The main header features the 'SCS Advanced Shared Services' logo. A left-hand navigation menu lists sections: 'SERVICES REQUESTED' (with sub-items: Partner / Program / Role, Program ID, Terms & Conditions, Rules of Behavior), 'ACCOUNT PROFILE' (with sub-items: Account Owner, Organization Information, Email Validation), 'VERIFY IDENTITY', and 'SIGNATURE AGREEMENT'. The main content area is titled 'Registration Request' and asks 'Would you like to log in to an existing account or register with a new account?'. Two green buttons are present: 'Log in to my account' and 'Register a new account'. A red arrow points to the 'Register a new account' button. The footer contains links for 'Advanced SCS Home | Privacy and Security Notice' and 'Accessibility | Terms & Conditions', along with icons for a menu and help.

Step 3: Select 'eDMR: Electronic Discharge Monitoring Report' as the Program Services.

NOTE: The system by default selects Register By Partner and selects Missouri Department of Natural Resources as the Partner.

NOTE: Program Services are also referred to as eServices.

MISSOURI DEPARTMENT OF NATURAL RESOURCES

Home Recent Announcements About 2.12.7558.270

Advanced Shared Services Contact Us

SERVICES REQUESTED

Partner / Program / Role

Program ID

Terms & Conditions

Rules of Behavior

ACCOUNT PROFILE

Account Owner

Organization Information

Email Validation

VERIFY IDENTITY

SIGNATURE AGREEMENT

Register By Partner Register By Program

Choose a Partner Missouri Department of Natural Resources

Choose a Program Service

Type some related keyword(s) to filter through available programs (e.g. Compliance, Portal, etc.) To continue click on the desired Program.

Search

eDMR: Electronic Discharge Monitoring Report

eDMR: Permitting Clean Water

GEOEDGE: Geologic Evaluation Data Gateway Exchange

HWG: Hazardous Waste Generators

LLR: Low Level Radioactive Material Shipments

LRIS: Mining Land Reclamation System

SSO-B: SSO Bypass

SWIS: Solid Waste Information System

WIMS: Well Information Management System

Step 4: Choose the Role you would like to register as; Organization Official, Certifier, Preparer, or Viewer. This is the role for your individual account.

NOTE: The roles are defined in the [FAQ](#) supporting document on the MoGEM splash page.

NOTE: Only “Organization Official” and “Certifier” roles have the authority to certify and electronically sign (eSign). There is no limit to the number of “Organization Official” or “Certifier” roles your organization may have.

NOTE: Only Organization Officials can enter a new organization into the SCS system.

NOTE: The “Organization Official” role should be the person(s) most suitable to manage all aspects of the organization’s account. This person(s) will sponsor all new user accounts for the organization. The “Organization Official” should be someone who will be with the organization long-term.

MISSOURI DEPARTMENT OF NATURAL RESOURCES

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SERVICES REQUESTED

Partner / Program / Role

Program ID

Terms & Conditions

Rules of Behavior

ACCOUNT PROFILE

Account Owner

Organization Information

Email Validation

VERIFY IDENTITY

SIGNATURE AGREEMENT

Register By Partner Register By Program

Choose a Partner Missouri Department of Natural Resources

Choose a Program Service eDMR: Electronic Discharge Monitoring Report

Choose a Role

To continue please select a Role and then press the continue button that will appear once a role is selected.

- Organization Official
- Preparer
- Certifier
- Viewer

Step 5: Click the “Continue” button.

The screenshot displays the Missouri Department of Natural Resources registration interface. At the top left is the department logo. The header includes navigation links for Home, Recent Announcements, and About, along with a contact number (2.12.7558.2702) and a Contact Us link. The main content area is titled 'Advanced Shared Services' and features two registration buttons: 'Register By Partner' and 'Register By Program'. Below these are three blue selection bars: 'Choose a Partner * Missouri Department of Natural Resources', 'Choose a Program Service * eDMR: Electronic Discharge Monitoring Report', and 'Choose a Role * Organization Official'. At the bottom right, there are 'Continue' and 'Cancel' buttons, with a red arrow pointing to the 'Continue' button. A left-hand navigation menu lists sections: SERVICES REQUESTED (Partner / Program / Role, Program ID, Terms & Conditions, Rules of Behavior), ACCOUNT PROFILE (Account Owner, Organization Information, Email Validation), VERIFY IDENTITY, and SIGNATURE AGREEMENT.

Step 6: Read the Terms and Conditions by scrolling down. Check the box at the bottom of the Terms & Conditions/Privacy Policy page to state you are the registrant and you have read and accept the Terms & Conditions/Privacy Policy. Click the “Accept” button.

The screenshot shows the EPA SCS registration interface. On the left is a navigation menu with sections: SERVICES REQUESTED (Partner / Program / Role, Program ID, Terms & Conditions, Rules of Behavior), ACCOUNT PROFILE (Account Owner, Organization Information, Email Validation), VERIFY IDENTITY, and SIGNATURE AGREEMENT. The main content area is titled "Read and accept Missouri Department of Natural Resources's Terms & Conditions / Privacy Policy". It contains a warning notice and a privacy statement.

Read and accept Missouri Department of Natural Resources's Terms & Conditions / Privacy Policy

The access and use of SCS Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Shared CROMERR Services site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register: March 18, 2002 \(Volume 67, Number 52\)\]](#)[\[Page 12010-12013\]](#).

Zoomed View of Terms and Policy:

The access and use of SCS Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

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2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Shared CROMERR Services site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register: March 18, 2002 \(Volume 67, Number 52\)\]](#)[\[Page 12010-12013\]](#).

Choosing a SCS Password

For SCS purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.). Passwords must be a minimum of 8 alpha-numeric characters (no spaces or special characters) and contain at least 1 of each of the following:

- uppercase character
- lowercase character
- number

Passwords may not begin with a number nor contain the word "password" nor contain your User Name.

Protecting my SCS Password

I agree to protect my SCS password.

I will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

Limited SCS Software Distribution

Any distribution of software provided by the Environmental Protection Agency's Shared CROMERR Services shall be handled according to any defined license practices.

SCS provides tools which contains FIPS-validated RSA BSAFE Crypto-J which is classified under Export Commodity Classification Number (ECCN) 5D002 "Encryption Software" referenced under CCATS G059799. This product is eligible for license exception ENC under Sections 740.17 (A) and (B) (2) of the Export Administration Regulations (EAR). The exportation of this item classified by the Bureau of Industry and Security (BIS) as 5D002 "Unrestricted" to foreign subsidiaries of US companies is permitted under this license exception ("ENC "Encryption"). This license exception does not apply to the embargoed nations of Cuba, Iran, North Korea, Sudan and Syria or any parties found on the various government denial lists including the Department of Commerce Denied Parties List. For additional information and guidance regarding your use of this product, please refer to the United States' standard regulations for encryption at <https://www.bis.doc.gov/index.php/documents/regulation-docs/415-part-740-license-exceptions/file#page=47>

Actions to take if my SCS Account has been Compromised

If I have determined that my SCS account has become compromised, I agree to contact the [SCS Technical Support staff](#) at (888) 890-1995.

Terminating my SCS Account

I agree to notify SCS within ten working days if my duties change and I no longer need to interact with the SCS on behalf of my organization. I agree to make this notification via either the SCS web interface or by notifying the [SCS Technical Support staff](#) at (888) 890-1995. This notification will allow SCS to deactivate my account and protect it from potential abuse by others.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Shared CROMERR Services site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register: March 18, 2002 \(Volume 67, Number 52\)\]](#)[\[Page 12010-12013\]](#).

I am this registrant. I will not share my account, and I accept the terms and conditions, above. ✓

PART 3 – ACCOUNT PROFILE

Step 7: Fill out account information fields with your personal information (the account is specific to an individual). Then click the “Continue” button.

NOTE: An asterisk (*) indicates a required field.

NOTE: Use your legal name (no nicknames, shortened names, or abbreviations). Use what is on your birth certificate.

NOTE: For the email address, if you have an individual work email, this is preferred. Main organization email addresses that multiple people access are acceptable as long as you are able to regularly access it.

NOTE: If you previously had a Citizens Application Gateway (CAG) account and would like the data associated from this account to be associated with your MoGEM user account, use the exact same user name from your CAG account (“nr.name”) as your User ID here.

NOTE: Be sure to save the answers to your security questions somewhere safe where you will be able to find them again. Answers are case sensitive. Check “Show Passwords and Answers” when completing these fields to ensure there are no typing errors.

Enter your account information

Enter Account Identify Information. (Passwords must be a minimum of 8 alpha-numeric characters and contain at least 1 of each of the following: uppercase character, lowercase character, number. Passwords may not begin with a number nor contain the word "password" nor contain your User Name.) A required field is indicated with an asterisk (*).

Account Owner

Title	Title
First Name *	First Name
Middle Initial	Middle Initial
Last Name *	Last Name
Suffix	Suffix
Email Address *	Email
Confirm Email *	Confirm Email

Account

User ID *	User ID
Password *	Password
Confirm Password *	Confirm Password
Security Question 1 *	What was your childhood nickname?
Security Answer 1 *	Security Answer 1
Security Question 2 *	What street did you live on in third grade?
Security Answer 2 *	Security Answer 2
Security Question 3 *	What school did you attend for sixth grade?
Security Answer 3 *	Security Answer 3

Show Passwords and Answers

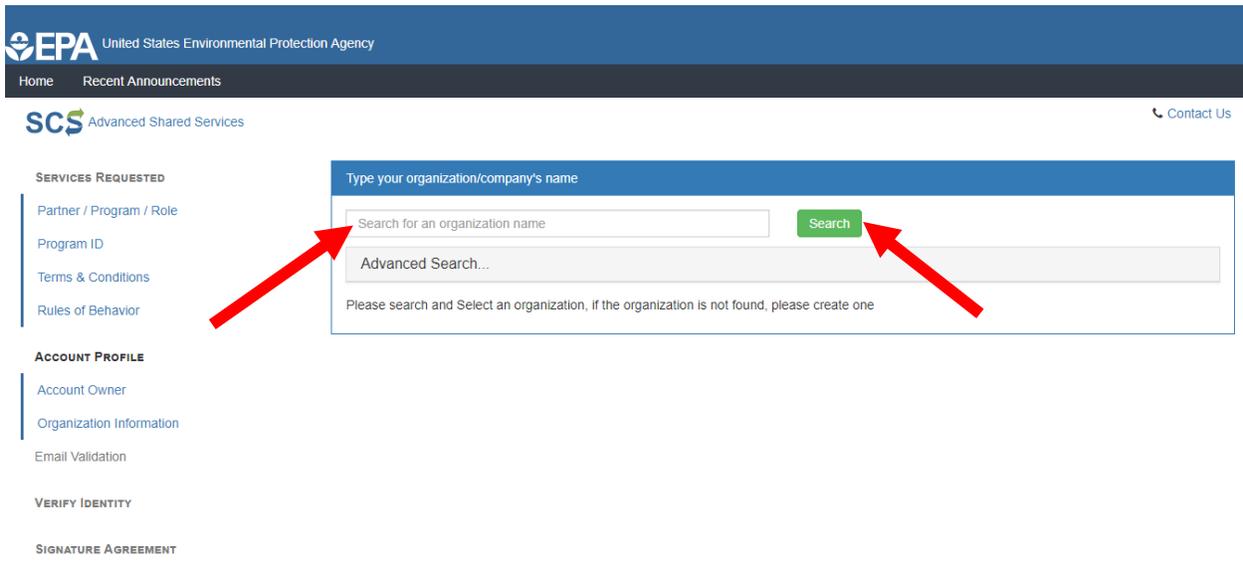
Continue Cancel

Step 8: Type in one key word or part of your organization/company’s name and click the “Search” button. If the Organization is not currently in the system, you will need to select “Enter a New Organization.” You will only have the option to do this after you search and it will only appear for Organization Officials.

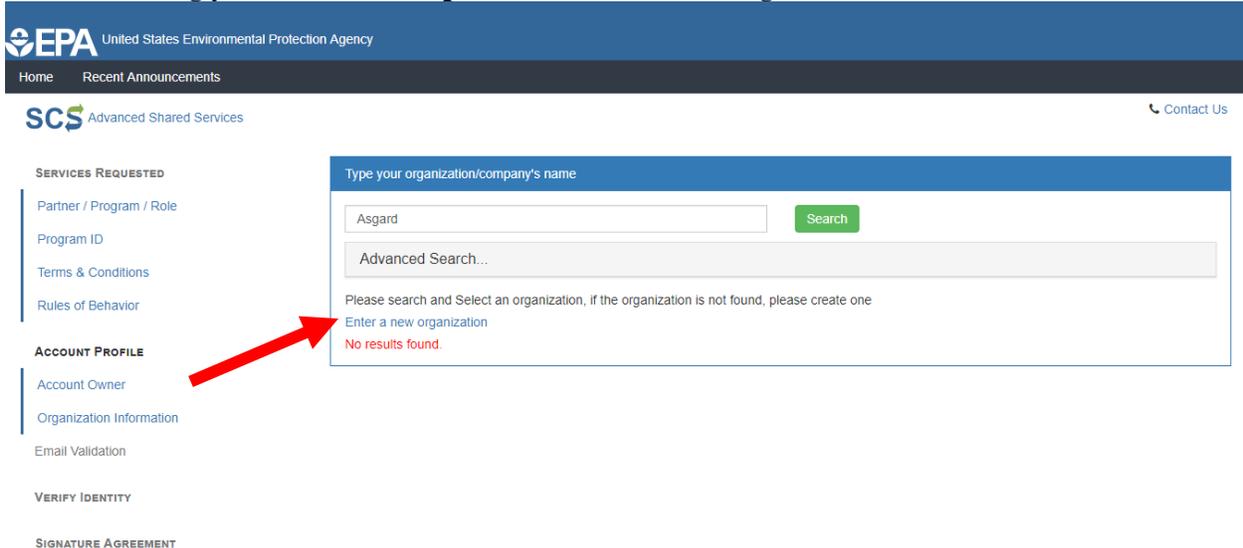
NOTE: An Organization is defined in the [FAQ](#) document.

NOTE: If you are typing a city’s name as the organization/company’s name, do not type in the full name (e.g., City of Columbia). Just type in the city’s name (e.g., Columbia) or search a part of the organization/company name instead of the complete legal name.

NOTE: If the name you type in does not appear, check spelling or abbreviations.



After Searching you will have the option to “Enter a New Organization.”



Please follow steps 9a and 9b if your organization can be found in the list. If entering a new organization, please skip to step 9c.

Step 9a: Select your organization/company's (city's) name from the results list (below we searched the word 'Test' to get the results list).

The screenshot shows the EPA SCS portal interface. On the left, there is a navigation menu with sections: SERVICES REQUESTED (Partner / Program / Role, Program ID, Terms & Conditions, Rules of Behavior), ACCOUNT PROFILE (Account Owner, Organization Information, Email Validation), VERIFY IDENTITY, and SIGNATURE AGREEMENT. The main content area is titled 'Type your organization/company's name'. It features a search input field with 'Test' entered and a green 'Search' button. Below the search bar is an 'Advanced Search...' link. A message reads: 'Please search and Select an organization, if the organization is not found, please create one' followed by 'Enter a new organization'. A list of search results is displayed, with the first item 'Ashley H Test' circled in red. Other results include 'Mariah's Test', 'Test Lothlorien', 'Test Org', and 'test123'. A 'Contact Us' link is visible in the top right corner.

Step 9b: Click on the auto-populated address and enter a phone number for the account. Click the "Continue" button.

NOTE: Remember, this is your account, so if you have a specific phone number, it is preferred to use this one rather than a main, general number. If a general number is all you have, using it will be fine as long as calls to that number will reach you.

This screenshot shows the same EPA SCS portal interface as the previous one, but with the search results list expanded. The 'Test Lothlorien' result is selected, and its full address is auto-populated: 'Western Wilderland, Silverlode River Jefferson City, MO US 65270'. A red arrow points to this address. Below the address, there are two input fields for 'Phone Number *' and 'Phone Ext'. A 'Back to search results' link is located at the bottom left of the search results area. The 'Continue' and 'Cancel' buttons are at the bottom right. The navigation menu and top header are identical to the previous screenshot.

Step 9c: Enter a New Organization: Fill out required Organization information. Then click “Continue.”
NOTE: An asterisk (*) indicates a required field.

The screenshot displays the EPA SCS portal interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible, along with 'Logged in as' and '(Log out)'. The main navigation bar includes 'Home' and 'Recent Announcements'. The SCS logo is prominently displayed on the left side of the page. Below the logo, there are several menu categories: 'SERVICES REQUESTED' (Partner / Program / Role, Program ID, Terms & Conditions, Rules of Behavior), 'ACCOUNT PROFILE' (Account Owner, Organization Information, Email Validation), 'VERIFY IDENTITY', and 'SIGNATURE AGREEMENT'. The central focus is a form titled 'Type your organization/company's name'. This form includes a search bar with a 'Search' button and an 'Advanced Search...' option. Below this, a message reads: 'Please search and Select an organization, if the organization is not found, please create one'. The form contains several input fields, each with an asterisk indicating it is required: 'Name *', 'Country *' (a dropdown menu), 'Mailing Address *', 'Address 2', 'City *', 'State *' (a dropdown menu), 'Zip / Postal Code *', 'Phone Number *', and 'Phone Ext'. At the bottom left of the form is a link 'Back to search results'. At the bottom right are two buttons: a green 'Continue' button and a grey 'Cancel' button. A red arrow points directly to the 'Continue' button.

Step 10: The registration system will send an email that contains a validation code to the email address you listed in your account. Do not close your web browser. Enter the validation code into the Code box and click the “Create Account” button.

NOTE: It is easiest to copy and paste the validation code into the Code box. Do not click the link in the email – it will redirect you.

The screenshot shows the 'Email Validation' page of the SCS registration system. The page is titled 'Email Validation' and contains the following text: 'You will soon receive an email confirmation message () with a validation code. Enter the code to activate your user account.' Below this text are two input fields: 'User ID' and 'Code'. A 'Create Account' button is located below the 'Code' field. Two red arrows point to the 'Code' field and the 'Create Account' button. The sidebar on the left includes sections for 'SERVICES REQUESTED', 'ACCOUNT PROFILE', and 'VERIFY IDENTITY'. The 'Email Validation' section is highlighted in blue.

NOTE: Picture of validation email.

The screenshot shows an email from the SCS Administrator. The email is dated 'Thu 10/25/2018 10:53 AM' and is addressed to 'SCS Registration Email Verification Request (TEST)'. The body of the email contains the following text: 'You are receiving this email because you have successfully created a MO-DNR account with EPA Shared Services Portal. Please note, your registration is not yet complete. You will need to confirm your account () by completing either of the following options: a) Click the following link. You will need to enter the password that was selected during the registration process. https://encromerptest.epacdxnode.net/Registration/SubmitEmailValidation?UserId=NR_HACKB1&Code=29e57A15ecf1&RoleId=10522 b) In your existing browser window, copy and paste the following code into the "Validation Code" field on the signature web page: 29e57A15ecf1 Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service. Please do not respond to this message. If you have questions concerning this request, you may contact support at the hyperlink below. Partner Help Desk <https://encromerptest.epacdxnode.net/Hotlines?Code=MO-DNR> Missouri Department of Natural Resources <https://encromerptest.epacdxnode.net>

PART 4 – VERIFY IDENTITY

This part addresses account security for Organization Officials and Certifier roles only. Just like applying for a line of credit, you must prove your identity. This is to prevent documents from being submitted by false identities. Lexis Nexis is a 3rd party identity verification company. This information is not stored or used for any purpose other than identity verification.

Step 11: Fill out all identity fields, check the review confirmation box at the bottom of the page, then click the “Verify” button.

NOTE: Remember to use all of your own, personal information – use what is on your birth certificate. Do not use your organization’s address or phone number. Use your home address and phone number. If you do not have a home phone, use your cell phone number.

NOTE: If you’ve recently moved (within the last 6 months) and fail, try using your previous address.

NOTE: If you fail to get verified by Lexis Nexis with five attempts, the system will lock. You must wait one hour before additional attempts can be made. For assistance, see the contact information for the eService system you are needing to access on the [MoGEM splash page](#). Prior to five failed attempts, contact the Department so staff can help identify the type of failure so you have the opportunity to correct any errors.

NOTE: If your identity verification fails, click the “Use Paper Agreement” link to print a paper agreement to complete and submit for manual review and approval. If approved by the department you will have to finish the remaining steps in this guide before being able to log in to an eService system.

The screenshot shows the EPA SCS identity verification page. At the top, there is a navigation bar with the EPA logo, "United States Environmental Protection Agency", "Home", "Recent Announcements", "Logged in as", and "(Log out)". Below this is a sub-header with the SCS logo and a "Contact Us" link. The main content area is titled "Verify your identity with LexisNexis". It contains a paragraph of text explaining the process and a "Note" about the voluntary nature of the service and the return of SSN information. Below the text are several input fields: First Name, Middle Initial, Last Name, Home Address, Home Address 2, City, State (a dropdown menu), Zip Code, Home Phone, Last 4 of SSN, and Date of Birth (format MM/DD/YYYY). There is a checkbox labeled "Show SSN". Below the input fields is a checkbox with the text "I have reviewed the name presented above and I would like to proceed with LexisNexis." To the left of this checkbox is a blue "Verify" button. Below the "Verify" button is a link labeled "Use Paper Agreement". Three red arrows point to the "Verify" button, the "Use Paper Agreement" link, and the review checkbox.

NOTE: Paper Agreement Example. Sign and mail to the address listed below.

 United States Environmental Protection Agency		Logged in as _____ (Log out)
Home Recent Announcements		
		Contact Us
Paper SCS Electronic Signature Agreement The SCS electronic signature agreement (ESA) is an agreement between yourself and SCS that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the SCS ESA please contact the SCS Help Desk.		
U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT		
In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Shared CROMERR Services (SCS), and as a representative for:		
Electronic Signature Holder Company Information		
Organization Name:	Test Lothorian	
Address:	Western Wilderland, Silverlode River Jefferson City, MO US 65270	
Phone Number:	(573) 526-	
Email Address:	@dnr.mo.gov	
Registrant's Name:		
SCS User Name:		
I, _____		
(1) Agree to protect the electronic signature credential, consisting of my Shared CROMERR Services (SCS) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.		
(2) Agree to contact the Missouri Department of Natural Resources Help Desk at (573)526-2082 or (855)789-3889 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.		
(3) Agree to notify the Missouri Department of Natural Resources within ten working days if my duties change and I no longer need to interact with the SCS on behalf of my organization. I agree to make this notification by alerting the Missouri Department of Natural Resources Help Desk at (573)526-2082 or (855)789-3889 or epermitting@dnr.mo.gov.		
(4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.		
(5) Understand that SCS reports the last date my user identification and password were used immediately after successfully logging into SCS.		
(6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.		
(7) Understand that whenever I electronically sign and submit an electronic document to the SCS, I will receive an e-mail at my registered email address; to inform me that a submission has been made to SCS from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR).		
(8) Agree that if I receive an e-mail notification for any activity that I do not believe that I performed, I will notify the Missouri Department of Natural Resources Help Desk as soon as possible, but no later than 24 hours, after receipt.		
(9) Agree to contact the Missouri Department of Natural Resources Help Desk if I do not receive an e-mail notification within 5 business days for any electronically signed submission using my credentials.		
(10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what the SCS has received from me by contacting the Missouri Department of Natural Resources Help Desk.		
(11) Agree to notify the Missouri Department of Natural Resources if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting the Missouri Department of Natural Resources Help Desk as soon as this change in relationship occurs and to sign a surrender certification at that time.		
(12) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.		
(13) Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.		
(14) Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.		
Name of electronic signature holder: _____		
Signature: _____		
Date: _____		
PLEASE SEND THIS DOCUMENT AS SOON AS POSSIBLE TO:		
Missouri Department of Natural Resources Division of Environmental Quality 1101 Riverside Drive Jefferson City, MO 65102		
<input type="button" value="Sign Paper Form"/> <input type="button" value="Cancel"/>		

Step 12: After your identity is successfully verified, select and answer your 5 Challenge Questions, then click the “Save Answers” button.

NOTE: Check the “Show Answers” box to see what you’ve typed to avoid mistakes. These questions are case sensitive. **Remember your answers.**

NOTE: These questions have a different purpose from the Security questions you completed earlier in the registration process. The Security questions are for when you’ve forgotten your password. The Challenge questions are for verifying your identity when electronic signatures are needed.

NOTE: The Challenge questions are sometimes also referred to as “eSIG-PIN” questions or “Secret” questions in other areas of the process.

EPA United States Environmental Protection Agency Logged in as (Log out)

Home Recent Announcements

SCS Contact Us

LexisNexis Identity Proofing Successful

SCS Registration: Additional Verification
You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Challenge Questions and Answers

Show Answers

Save Answers

NOTE: This confirmation email will be sent to the email address on your account.

NOTE: Remember, eSIG-PIN questions are the same as your Challenge questions.

Thu 10/25/2018 11:19 AM
SCS Administrator <helpdesk@epacdx.net>
eSIG-PIN Questions Answered (TEST)

You have provided answers to 5 eSIG-PIN questions on 10/25/2018 12:18:40 PM for SCS user account,

A Dashboard Inbox message has been sent with the questions you selected.

However, for your protection, your answers are not provided. If you forget your questions or answers, you may reset your eSIG-PIN questions and answers through your profile page or by contacting the SCS Help Desk to request an eSIG-PIN Reset Authorization Code.

If you did not provide eSIG-PIN questions and answers, please contact the SCS Help and alert them of a possible security breach of your account.

SCS Registration Homepage
<https://encromerrtest.epacdxnode.net>

Shared CROMERR Services Portal

Step 13a: After completing your 5 Challenge questions, you will eSign your Electronic Signature Agreement. Click the “Sign Electronically” button.

The questions/answers have been saved.

Electronic Signature Agreement

The SCS electronic signature agreement (ESA) is an agreement between yourself and SCS that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the SCS ESA please contact the [SCS Help Desk](#).

**U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Shared CROMERR Services (SCS), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	Test Lothlorien
Address:	Western Wilderland, Silverlode River Jefferson City, MO US 65270
Phone Number:	(573) 526-
E-mail Address:	@dnr.mo.gov
Registrant's Name:	
SCS User Name:	

I, _____

- (1) Agree to protect the electronic signature credential, consisting of my Shared CROMERR Services (SCS) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password, I will not divulge or delegate my user name and password to any other individual, I will not store my password in an unprotected location, and I will not allow my password to be written into computer scripts to achieve automated login.
- (2) Agree to contact the Missouri Department of Natural Resources Help Desk at (573)526-2082 or (855)789-3889 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.
- (3) Agree to notify the Missouri Department of Natural Resources within ten working days if my duties change and I no longer need to interact with the SCS on behalf of my organization. I agree to make this notification by alerting the Missouri Department of Natural Resources Help Desk at (573)526-2082 or (855)789-3889 or epermitting@dnr.mo.gov.

[Sign Electronically](#)

Step 13b: A Certification Acknowledgement pop-up window will appear. Click the “Accept” button.

EPA United States Environmental Protection Agency

Home Recent Announcements

SCS

Signature Device Authentication

Log In

User ID

Password

Show Password

Log In

Advanced SCS Home | [Privacy and Security Notice](#)

[Accessibility](#) | [Terms & Conditions](#)

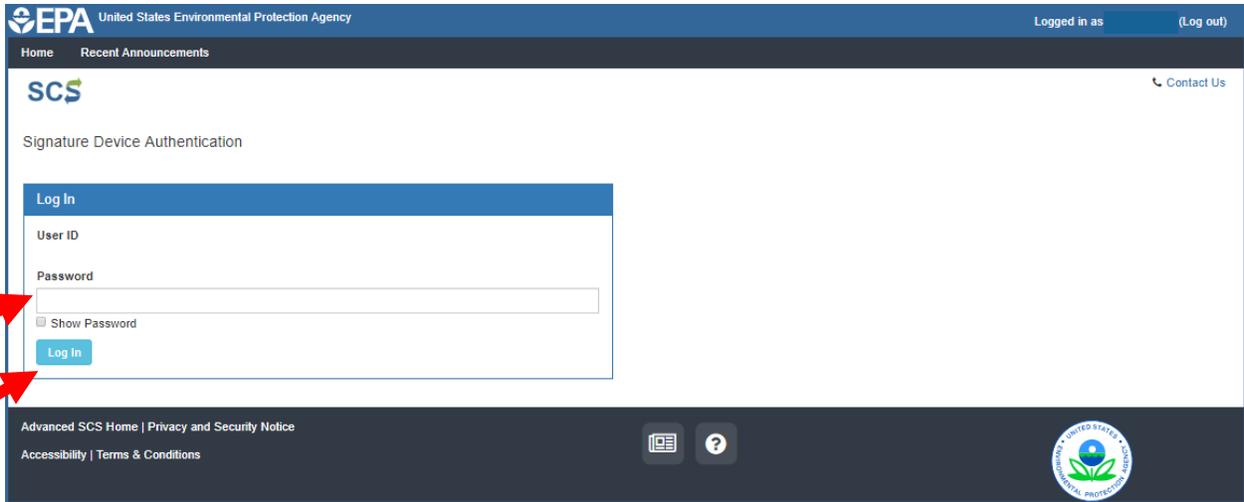
Logged in as [Log out](#)

Certification Acknowledgement

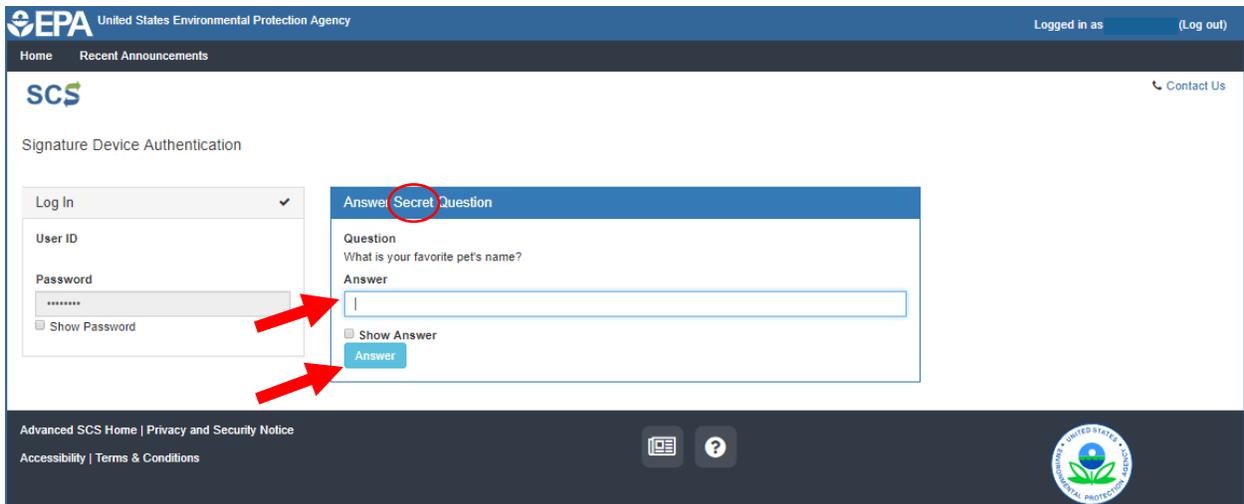
I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

[Accept](#) [Decline](#)

Step 13c: Type in the login password you’ve chosen for your MoGEM user account and click the “Log In” button.



Step 13d: Type in the answer to your Challenge question and click the “Answer” button.
NOTE: Remember, Secret questions are the same as your Challenge questions.



Step 13e: Click the “Sign” button.

NOTE: This notification email will be sent to the email address on your account. This email does not require any action and does not need to be retained unless you would like to keep it for your records.


 Thu 10/25/2018 11:26 AM
 cromerr-auto-notify@epa.gov
CROMERR Notification
 To  Hackett, Billy

Event notification: a document was signed and stored in the CROMERR archive.

Name: _ESA__9fbfcdd2-08e7-4254-8cc3-2809644ff70d_20181025122530_.pdf
 Date: Thu Oct 25 12:25:38 EDT 2018
 Document ID: c8cc7972-b8b7-4a36-9d53-6baad7e03e5a
 Activity ID: 9fbfcdd2-08e7-4254-8cc3-2809644ff70d
 Dataflow: SSO-B

Training Reference: <http://www2.epa.gov/cromerr/lesson-8-cromerr-system-checklist-items>

Step 14: After eSigning, the system will automatically redirect you to the EPA eServices dashboard homepage.
Click the “Return to MoGEM” link.

NOTE: This will take you back to the MoGEM login portal so you can access the appropriate eService.

NOTE: Account Profile and Organization will be managed on the SCS site.

NOTE: If you have more organizations to associate to for the same eService system or another eService system, select the “Services” link to walk back through the steps above. You will not have to fill out account information or the complete Lexis Nexis portion again.

The screenshot shows the EPA eServices dashboard. At the top, there is a navigation bar with the EPA logo and 'United States Environmental Protection Agency'. Below this is a sub-header for 'SCS / Dashboard'. The main content area features a 'Program Services' section with a table. The table has columns for Partner, Program Service, Role, Org, and Action. A red arrow points to the 'Return to MoGEM' link in the Action column of the first row. Another red arrow points to the 'Services' link in the 'Program Services' header. To the right of the table is a 'Notifications' section with a '(More)' link and the text 'No notifications'. Below the table are two sections: 'Admin Tools' with a 'Pending Requests' link, and 'Role Sponsorship' with links for 'Access Management', 'Pending Sponsorship Requests', and 'Role Sponsorship / Invitation'.

Partner	Program Service	Role	Org	Action
MO-DNR	eDMR	Organization Official	Test Lothlorien	Return to MoGEM

PART 5 – USER ACCOUNT SETUP FOR MoGEM

(This is a one-time step for new user accounts. You will not have to do this every time you login.)

Step 15: Type in your new MoGEM user account’s User ID and Password and click the “Login to my account” button.

NOTE: Remember, this is your new login portal – it’s recommended to save this page as a favorite on your web browser.



The screenshot shows the MoGEM login page. At the top left is the MoGEM logo, and at the top right is the text "Missouri Gateway for Environmental Management". The main content area features the MoGEM logo at the top center. Below it are two input fields: "User ID:" and "Password:". A red arrow points to the "User ID:" label, and another red arrow points to the "Password:" label. Below the "Password:" field is a link that says "Forgot your password?". At the bottom of the input area are two buttons: "Login to my account" and "Register". A red arrow points to the "Login to my account" button. Below the buttons is a paragraph of text: "We have compiled a list of online services made available to our customers. This page will help you reach online systems for submitting information and getting the information that keeps you posted on what is happening at DNR. If you are already registered, simply sign on to access these services. If you are new, please create an account to gain access."

Step 16: Fill out all User Account fields, then click the “Save” button. A pop-up message will indicate if information is successfully saved. Click the “Continue” button.



User Account Information

Please update your account information.

User ID:
First Name:
Last Name:
*Email Type:
*Email:
*Phone Number Type:
*Phone Number: () - ext.
*Address Type:
*Street Address:
Street Address 2:
*City:
*State:
*Zip:
*County:
Country: USA



Step 17: Your User Information will display. To proceed to the eService, select the role you registered for from the “Role” dropdown box and click the “Proceed to program with selected role” button. At this point you will be in the selected eService.



MoGEM
Missouri Gateway for Environmental Management

Welcome

User Information

User ID: **Phone Number:** (573) 526- **Email:** @dnr.mo.gov
Street Address: 1101 Riverside Drive **City:** Jefferson City **State:** MO **Zip:** 65102

[Logout](#) [Update Security Questions](#) [Edit Account Information](#)

Programs

SSO-B: SSO Bypass

Role: [Proceed to program with selected role](#)

There are no Permits for this program.