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 Certain screenshots may be out of date due to the addition of new eServices as the system develops.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.
PART 2 – SERVICES REQUESTED

Step 2: Click on the “Register a new account” button.
Step 3: Click on the appropriate Program Service.
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.
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).

NOTE: There is no limit to the number of “Organization Official” or “Certifier” roles your organization may have.

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.
**Step 5:** Click the “Continue” button.
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.

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.

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].

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](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)\[Page 12010-12013\].]!
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.
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.

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).

![Screen capture of a search results list with 'Test', 'Marin's Test', 'Test Lothian', 'Test Org', and 'test123' highlighted.]

**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.
Step 9c: Enter a New Organization: Fill out required Organization information. Then click “Continue.”

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

NOTE: Picture of validation email.

You are receiving this email because you have successfully created an 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://enroconnect.epa.dnrec.state.mt.us/Registration/SubmitEmailValidation?UserID=NP12667660064620180418154500&Code=29e75A126c5e6f5eR0fd9f122

If you click the link and it appears to be broken, please copy and paste it into a new browser window.
b) In your existing browser window, copy and paste the following code into the "Validation Code" field on the signature web page:
29e75A126c5e6f5eR0fd9f122

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 Services. 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://enroconnect.epa.dnrec.state.mt.us/HelpDesk/Code=MO-DNR

Missouri Department of Natural Resources
https://enroconnect.epa.dnrec.state.mt.us

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

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

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

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.

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

Name: _ESA__9fbfcd2-08e7-4254-8cc3-2809644ff70d_20181025122530_.pdf
Date: Thu Oct 25 12:25:38 EDT 2018
Document ID: c8cc7972-b8b7-4a36-9d53-6baad7e03e5a
Activity ID: _9fbfcd2-08e7-4254-8cc3-2809644ff70d
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.
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.
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.
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.