




To submit the Annual Flow Certification Report electronically:

Users **without** a NY.gov account, go to [NYSDEC nForm Portal](#):

1. Go to <https://my.ny.gov/> and click "Create an Account."
2. Click "Personal."
3. Click the "Sign Up for a Personal NY.gov ID" button.
4. Complete the NY.gov Self Registration.
 - a. Once complete, you will receive an email to activate your account.
5. Select three secret questions and a password.
6. Proceed to the steps for "Users with an NY.gov account."

Users **with** an NY.gov account:

1. [Access the NYSDEC nForm Portal](#)
2. Click the blue nForm Login button , which will take you to the NY.gov sign in screen.
3. Sign in with your username and password.
 - a. If you just created a new account, you will not need to sign in to NY.gov again. Skip to Step 5.
 - b. If you forgot your username or password, this information can be recovered by clicking on "Forgot Username?" or "Forgot Password?" and then answering the account recovery questions or through the email address that was used to create your NY.gov account.
4. Once signed in, go back to the [NYSDEC nForm Portal](#) and click on the "Log in to nForm" link or the blue nForm Login button.
5. Once on the nForm webpage, click the "Finder" link to do a Form Search (search for "SPDES Annual Flow Certification").
6. Click on "SPDES Annual Flow Certification" and follow instructions for completing the form.