

Online Form System – nForm



Quick Start Guide

A screenshot of the nForm system interface. The top navigation bar is blue with the DEC logo and the text "DEPARTMENT OF ENVIRONMENTAL CONSERVATION". Below this is a grey bar with "NYSDEC Home". The main content area has a white background with a navigation menu: Home, Finder, Dashboard, Users, Organizations, Forms, History, Help, Erik Posner, and Sign Out. The left sidebar contains three sections: "Organizations" with a "Select Organization" dropdown, "Forms" with a "Form Finder" button, and "Frequently Asked Questions" with two links. The main content area features a heading "New York Department of Environmental Conservation", a paragraph about the DEC's creation in 1970, a "Mission" statement, and a paragraph about the DEC's goal.

Introduction

The New York State Department of Environmental Conservation has developed an online form submission system, nForm, which will facilitate data collection for the agency. This system provides a centralized location for DEC forms and approvals.

nForm-enabled reports, forms, and applications will be linked to directly from the NYSDEC public website. Upon clicking to open a form, users will be required to log in to NY.gov and will be directed to the NY.gov login webpage.



Please login after reading the Acceptable Use Policy below

NY.gov ID

Username:

Password:

Sign In

Forgot your [Username](#) or [Password](#) ?
[NY.gov ID - Terms of Service](#)

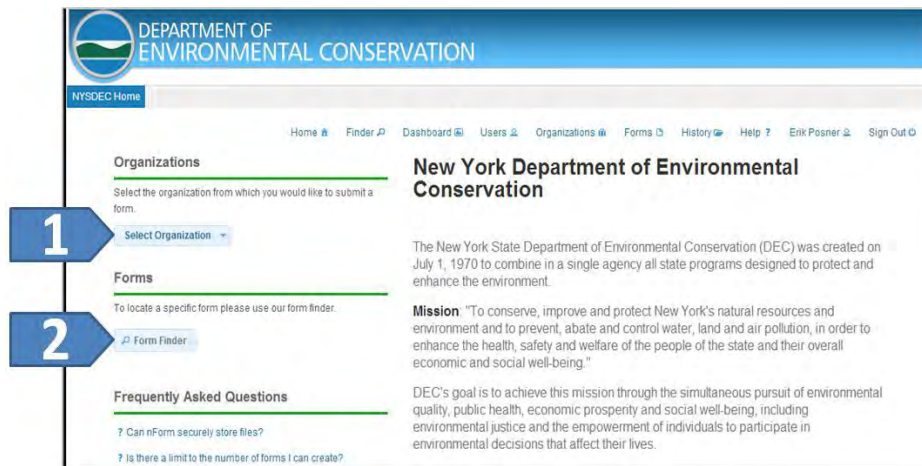
[Agency Assistance & Contact Information](#)

After successfully entering the user credentials, the user will be brought back to the nForm website. [Help for registering with NY.gov](#) is available in the Appendix of this document.

Finding and Opening Your Form

There are two methods for finding the form you need to complete on the nForm site:

1. Select an Organization to navigate to the list of forms, and
2. Form Finder.



Select an Organization

1. Click on the Select Organization button.
2. Mouse over the organization list and highlight the desired organization
3. Click on the desired organization.
4. After selecting an organization, the details for the organization will be displayed as well as any forms related to the organization.

Form Finder

The Form Finder tool provided allows you to either search for a specific keyword, or a natural language search in which you type in the activity that you are trying to do and it will attempt to identify the form you are looking for.

Example: I need a form for Drinking Water Eligibility

After using either of these two methods to locate a form, a list of results to select from will be displayed.

Division of Water

Welcome to the Division of Water's online reporting and permit request system. This system is being developed to facilitate online data reporting and permit requests for several of the Division's programs.

- To find a report or permit, scroll to the bottom of this page or use the 'Form Finder' button on the left side of this screen.
- If you have already started a form and wish to edit or complete it use the 'History' link above.
- For an overview of how to get started try our [Quick Start Guide \(PDF, 586KB\)](#)

Contact Information

Address:
Division of Water
625 Broadway
Albany, NY 12233-3508

Contacts:
Tel: 518-402-8233
Email: DOWinformation@dec.ny.gov

Additional Links

[NYS Dept. of Environmental Conservation](#)
[Division of Water Webpage](#)

Forms

[CAFO Annual Report - ECL/CWA \(GP-0-16-001/002\)](#)
Concentrated Animal Feeding Operation Annual Compliance Report for the ECL & CWA General Permit.

Once a form has been selected, the form's main page will appear, displaying information about the form, links to frequently asked questions, contact information, and in the top left of the page, buttons to either submit the form online, or to download version to manually enter the data and mail to NYSDEC.

The screenshot shows the NYSDEC online reporting system interface. At the top, there is a navigation bar with the NYSDEC logo and the text "DEPARTMENT OF ENVIRONMENTAL CONSERVATION". Below the navigation bar, there is a menu with links for Home, Finder, Dashboard, Users, Organizations, Forms, History, Help, Erik Posner, and Sign Out. The main content area is titled "SPDES Annual Flow Certification" and "VERSION 2.5". On the left side, there is a section for "INSTRUCTIONS" with text explaining the requirements for municipalities to certify flow passing through their POTW. On the right side, there is a "CONTACT INFORMATION" section with contact details for NYSDEC, including the Bureau of Water Compliance, address, and phone number. At the bottom, there is a large blue button labeled "Begin Form Entry" with a document icon.

Click **“Begin Form Entry”** to continue with nForm and electronically submit your data. This will create a new blank copy of the form with a unique Submission ID that will remain with this specific form submission.

The Processing Info page will appear displaying the initial form section list along the left edge of the window. There may be form processing information in the main body of the window. If payment is required with the form submission, the details will be explained. There is also a selection box for Submission Reason (New, Modification, Registration, etc...). Some forms do not allow this selection and will default to the appropriate entry.

SPDES Annual Flow Certification ⓘ
 Submission HNV-SQMY-4A95B Revision 1 Form Version 2.2

Last saved a few seconds ago
 SAVE PROGRESS

Processing Info

Please specify the following:

- The reason for the submission, e.g., new permit or permit modification. If no options are available, the default value is shown and cannot be changed.
- The relevant fee if requested below. Not all forms will indicate a fee at this point. This does not indicate a fee is not required at a later time; you will be notified of any additional necessary fees.

Submission Reason
 new

NEXT SECTION
 Section 1: SPDES Permit Information

**** Make note of this submission ID in the upper left of the window **** If any changes are made to the data after the form is submitted, the revision number will change and the form will need to be resubmitted.

Click the “NEXT SECTION” bar at the bottom of the screen to continue to the next section of the form.

Form Data Entry

The form data entry screen has three main areas:

SPDES Annual Flow Certification ⓘ
 Submission HNV-SQMY-4A95B Revision 1 Form Version 2.2

Last saved a few seconds ago
 SAVE PROGRESS

PREVIOUS SECTION
 Processing Info

Section 1: SPDES Permit Information CLEAR SECTION

Permittee Name:

Facility Name:

NYSDEC Region:

SPDES Permit Number (NY):

NEXT SECTION
 Section 2: Flow Information


1. Form Sections:

If a form has multiple sections, they will be shown on the left column of the window. Each section will be preceded by an icon that indicates its status:

- a. This section has not been viewed
- b. All required data has not been entered in this section
- c. This section has been visited, and all required data has been entered.

2. Data Entry Fields:

These are the form questions that are to be answered, as directed.

3. The  button allows the user to:

- a. Delete the draft submission. This can only be performed to draft submission. Once a form is submitted, it can no longer be deleted.
- b. Manage Shared Access: Sharing the submission with another nForm user can be useful when more than one person is needed to enter the data in a form, or when the person entering the data is not the authorized signatory and a second person is authorized to sign and submit the form.

You will be required to enter the email address of the nForm user that the form will be shared with. If this person does not have an nForm account they will have to create one through my.ny.gov. If the additional person should have the ability to share the submission with others, check the box "Can Manage Access to Submission?"

4. Form Navigation:

- a. Previous/Next Section are at the top and bottom of each section to advance or go back a section. You can move through the sections by clicking on them in the Section List on the left of the page. *All sections must be viewed prior to form submission.*
- b. SAVE PROGRESS can be used to save your data entries, leave nForm, and return at a later time to complete the form.

Review, Certify & Submit

There is a review step immediately following data entry, providing the user a chance to review the information that was entered prior to certifying and submitting the form. All of the form questions and answers will be displayed on this screen. The review step is mandatory.

The final step is to read the certification statement and submit the form. Clicking the submit button is deemed the equivalent of signing a paper copy of the form. Certain forms may require a more involved certification process that includes re-entering the user password and correctly answering a predefined challenge question.

SPDES Annual Flow Certification ? ⚙️ Last saved 6 minutes ago 🔄 SAVE PROGRESS

Submission HN-V-HS2M-YV28Y Revision 3 Form Version 2.4

Processing Info

Section 1: SPDES Permit Information

Section 2: Flow Information

Section 3: Loadings

Section 4: Certification Statement

Review

Certify & Submit

PREVIOUS SECTION Review

Certify & Submit

This step allows you to certify the form as complete and accurate and to submit the form to NYSDEC for review and processing.


Please note: Any work you perform filling out a form will not be accessible by NYSDEC staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to NYSDEC and it will become part of the public record, accessible per the New York State Freedom of Information Law.













SPDES Flow Certification

By clicking the "Submit Form" button below, I certify that all submitted documents, including the SPDES Flow Certification Form, are true and exact electronic copies of the original documents that have been completed and executed and that I am authorized to submit these documents to the New York State Department of Environmental Conservation.

✅ FINALIZE SUBMISSION Submit Form 👤 FINISH LATER Save and Exit

History Menu: Finding Forms That Have Been Started or Submitted

In order to find a form that has previously been saved for later completion or submitted, the user should select the menu choice "History". This will display all of the forms that the user has access to and includes: forms started, but not submitted; submitted forms; forms started or completed by another person and shared with the current user. To view a submission, click the .

| Help | | History | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------|---|---------------------|---|-----------------|--------|---|--|--------------|--------------|---------|-----------|-----------------|--------|--------|---------|-----------------|--|---------------------|---------------------|---|-----------|----|---|-----------------|--|---------------------|---------------------|---|-----------|----|---|-----------------|--|---------------------|---------------------|---|-----------|----|---|-----------------|--|---------------------|---------------------|---|-----------------|----|---|
| <p>Use this page to view and manage your submissions. The list on the right provides a historical list of all submissions you have created or submitted. From this area can view the status of any submission; complete, submit and remove draft submissions; and revise and view previous submissions.</p> <p>Use the Print button at the bottom of the page to print a list of your submissions.</p> <p>If you would like to customize the name of a submission for your own reference purposes, click on the Submission Name for the submission in question and the name can then be adjusted.</p> <p>Please note that a form must be officially certified and submitted by you for it to be available to NYSDEC.</p> <p>NYSDEC will not have access to draft submissions, and will not be able to view them until you have completed the submission.</p> | | <p>Total records: 10 Filtered total: 10 Page total: 10 Filter: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Submission #</th> <th>Alternate ID</th> <th>Created</th> <th>Submitted</th> <th>Submission Name</th> <th>Status</th> <th>Locked</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>HN-V-FDHN-10QM6</td> <td></td> <td>11/22/2019 11:52 AM</td> <td>12/04/2019 07:59 AM</td> <td>Preliminary Notice of Proposed Water Well</td> <td>Submitted</td> <td>No</td> <td></td> </tr> <tr> <td>HN-V-JDVE-H9CCP</td> <td></td> <td>11/26/2019 07:47 AM</td> <td>11/26/2019 07:49 AM</td> <td>Preliminary Notice of Proposed Water Well</td> <td>Submitted</td> <td>No</td> <td></td> </tr> <tr> <td>HN-V-JED5-NNWXE</td> <td></td> <td>11/26/2019 08:19 AM</td> <td>11/26/2019 08:21 AM</td> <td>Preliminary Notice of Proposed Water Well</td> <td>Submitted</td> <td>No</td> <td></td> </tr> <tr> <td>HN-V-RQW5-SH6MN</td> <td></td> <td>12/04/2019 08:37 AM</td> <td>12/04/2019 08:46 AM</td> <td>Multi-Sector General Permit (MSGP) Notice of Intent GP-0-17-004</td> <td>Deemed Complete</td> <td>No</td> <td></td> </tr> </tbody> </table> | | | | | | | Submission # | Alternate ID | Created | Submitted | Submission Name | Status | Locked | Actions | HN-V-FDHN-10QM6 | | 11/22/2019 11:52 AM | 12/04/2019 07:59 AM | Preliminary Notice of Proposed Water Well | Submitted | No |  | HN-V-JDVE-H9CCP | | 11/26/2019 07:47 AM | 11/26/2019 07:49 AM | Preliminary Notice of Proposed Water Well | Submitted | No |  | HN-V-JED5-NNWXE | | 11/26/2019 08:19 AM | 11/26/2019 08:21 AM | Preliminary Notice of Proposed Water Well | Submitted | No |  | HN-V-RQW5-SH6MN | | 12/04/2019 08:37 AM | 12/04/2019 08:46 AM | Multi-Sector General Permit (MSGP) Notice of Intent GP-0-17-004 | Deemed Complete | No |  |
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Renaming a Submission in the History Menu

Each entry in the History table is given a default **Submission Name** identical to the form name. This name can be edited in order to provide a more meaningful name to the submission (e.g. 2013 XYZ Farm CAFO Annual Rpt). To rename the submission, click on the Submission Name, which make the name ready to edit, and enter the new name.

Other Form Actions

When viewing a submission there are a number of actions that are available.

The screenshot shows the 'SPDES Annual Flow Certification' submission summary page. The page header includes the title and ID # HNV-TCSN-PJS7J, along with an 'Edit Submission' button. A left sidebar offers navigation options: 'View Form', 'Summary' (selected), and 'Processing'. The main content area is divided into several sections: 'FORM ALIAS' (SPDES Annual Flow Certification), 'FORM STARTED' (2019-12-06 11:07 AM by Erik Junk), 'FORM SUBMITTED' (2019-12-06 11:10 AM by Erik Junk), 'SUBMISSION ID #' (HNV-TCSN-PJS7J), and 'SUBMISSION REASON' (New). Below this is a 'Processing' section with a progress bar and a 'View All' button, showing '2 Under Review'. The 'Documents & Attachments' section lists 'msgpcertification.pdf' as a submission attachment. On the right, there are buttons for 'Print', 'Download', 'Copy as New', and 'View Confirmation'. Further down, 'Contact Info' for NYSDEC is provided, along with 'Contacts' for help (email and phone) and 'Access' information (Not shared with any users). A 'Share with...' button is at the bottom right.

The first screen that displays when viewing a submission is the Summary page. In the left column there are three views that can be chosen:

1. View Form – This view displays all of the form questions and responses, but does not allow data to be modified. In the View Form mode, users can also print or download the submission as-is.
 - a. Edit Submission: There is also an option to edit the submission. This will return the submission to draft status, allowing the user to edit the responses and resubmit the form.

2. Summary – This view displays the metadata of the submission. Submission name, dates the draft was initiated and submitted, processing steps and status, attachments, and DEC contact information. Also available are the functions to:
 - a. Print the submission
 - b. Download the submission
 - c. Copy as New – this allows the user to make a copy of the submission in draft status, with a new submission ID that can be edited and submitted to DEC. This function can be useful for a recurring report that needs minor updates and must be submitted on a regular basis.
 - d. View Confirmation – Submitted forms generate a confirmation notice. This allows the user to view and print the submission confirmation.
 - e. Share with... - Share the submission with another nForm user. See “[Manage Shared Access.](#)”
3. Processing – Displays the submission processing steps and completion dates.

Appendix A: Registration with NY.gov

NYSDEC's nForm system will be integrated with New York State's [my.NY.gov](#) services. All nForm users will need to register with NY.gov before being allowed to submit a form.

User Account Creation

1. Go to the [my.NY.gov website](#). The following page will be displayed:
2. Click on '*Don't have an Account*' button. Following page is displayed.
3. Click on '*Personal*' account type. **Do NOT select "*Business*."**
4. Click on the '*Sign Up for a Personal NY.gov ID*' button and fill in the requested information.
5. After entering the User Information and Login Information, click on the '*Create Account*' button.
6. Click on the '*Continue*' button
7. Click on the '*Finish*' button. It displays the same page as in step 5. You can close the browser window because you need to wait for the receipt of an email with your account information.
8. Check your email for the registration confirmation and follow the instructions.

Designating a Password

1. Close the browser. An email is sent to the email address provided in the User Information section as indicated above.
2. Open the email received from NY.govid.
3. Click on the '*Click Here*' link in the email or copy and paste the URL given in the browser. Answer the security questions.
4. Click on the '*Continue*' button.
5. Click on the '*Continue*' button. Enter password.
6. Click on the '*Set Password*' button.
7. Click on the '*CONTINUE*' button.
8. Close the browser.

For more assistance on creating an NY.gov account, see the [NY.gov help](#) webpage.