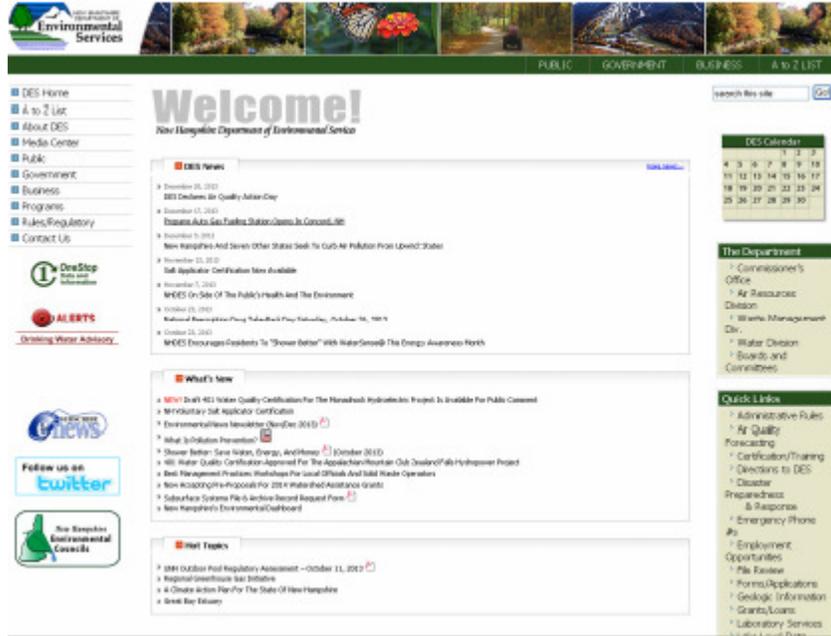


Instructions for Becoming a OneStop Data Provider

In order to begin the online process for the Subsurface E-Permitting system, you must first register to become a OneStop Data Provider at the NH DES website www.des.nh.gov.

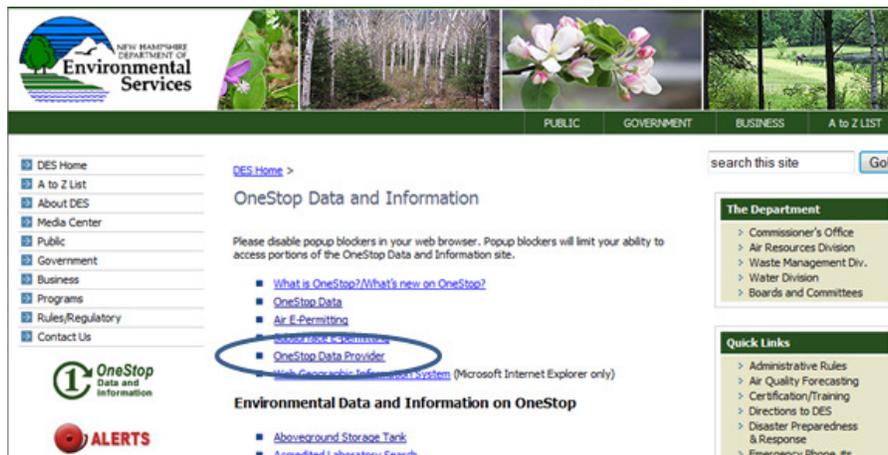
OneStop Data Provider Registration Procedures:

1. Go to www.des.nh.gov



2. Click on the symbol  on the left side of the page to go to the OneStop Data and Information page.

3. Select the hyperlink labeled [OneStop Data Provider](#)



4. Select **New User**.

NEW HAMPSHIRE
DEPARTMENT OF
Environmental Services

DES Home

OneStop Data Provider Login [Data Provider Help](#)

Thursday, May 1, 2014

User Name:

PIN:

Password:

[Forgot your PIN or Password? Click here](#)

DES employees: You do not need to register to use GIS.
Click the 'OneStop Menu' link and go directly to that application.

5. Complete the required fields as indicated by the *. Select “Designer/Installer” as Type of Requestor.

NEW HAMPSHIRE
DEPARTMENT OF
Environmental Services

DES Home Data Provider Activities Data Provider Login

Thursday, May 1, 2014

OneStop Data Provider Registration Form [Data Provider Help](#)

Please click 'Data Provider Help' button for Registration Details/Requirements before registering.
You must complete all fields followed by a red asterisk (*) to receive a PIN and Password via E-mail.

Type of Requestor: Designer/Installer *

Applicant First Name: *

Applicant Last Name: *

Applicant Email: *

Your Email Address will become your User Name. It will be checked for uniqueness in our system.

Available Provider Activities for Your Registration*(Please request at least one activity by clicking 'Apply'.)
After you have been accepted by DES, you may add more activities at the -Change Profile- screen.

Feature	Restrictions	Status
Subsurface Bureau Online Permitting This feature is for electronic submittal of Subsurface Bureau Permit Applications including Individual Sewage Disposal Systems (ISDS) and Subdivisions of Land in accordance with RSA 294-E, Uniform Electronic Transactions Act.	This feature is restricted to permitted septic system designers and installers and land surveyors	AVAILABLE

[Apply](#)

6. Select “Apply” next to **Subsurface Bureau Online Permitting** when completing the request. For Help during this process click on the **Data Provider Help** button at the top of the page.

7. Click the **I Agree** button at the bottom of the registration form to consent to the agreement between you (the Data Provider) and DES.

**Agreement between
Data Provider and DES:**

I understand that I am responsible for the accuracy of the information submitted in this request for a PIN and Password that will allow me to access, via the Internet, certain information held by the Department of Environmental Services.

I further understand that the information to which I am requesting access is security-sensitive, and I agree to (1) protect the PIN and Password provided to me by the Department of Environmental Services to prevent any unauthorized use thereof; and (2) protect against further dissemination and/or unauthorized use of any and all information obtained using the PIN and Password to the extent reasonable in light of the legitimate use for which the information is needed, as described above.

I understand that RSA 641:3 provides criminal penalties for making false or otherwise misleading statements with a purpose to deceive a public servant in the performance of official duties.

I understand that by clicking on I AGREE, I am solely responsible for the PIN and Password I am about to receive and for any and all information collected using the PIN and Password, and that NO LIABILITY IS INCURRED BY THE STATE by reason of providing the requested access.

I understand that if I do not agree to be the sole responsible party, I should click CLOSE to discontinue the PIN/Password request process.



8. Review your completed registration form information, and then click the **Submit** button at the bottom of the registration form.

Please click [Submit] to check that your information meets our requirements.



9. You will be redirected to the following page when your registration has been successfully submitted.

The screenshot shows the "OneStop Data Provider Login" page on the New Hampshire Department of Environmental Services website. The page header includes the logo and "an official NEW HAMPSHIRE government website". The main content area features a login form with fields for "User Name:", "PIN:", and "Password:". Below the form are buttons for "Submit" and "New User?". A link for "Forgot your PIN or Password? Click here" is also present. At the bottom, a note states: "DES employees: You do not need to register to use GIS. Click the 'OneStop Menu' link and go directly to that application." The date "Thursday, May. 1, 2014" is displayed above the form.

9. You will be notified if/when you have received authorization to submit Subsurface applications via the Subsurface E-Permitting system. This authorization will come to you via **two emails from orcb.wmd@des.nh.gov**.

10. If you have received approval, the first email will include your **User Name (your email) and password**. The second email will include your **PIN number**. You will need all 3 pieces of information (your registered user name (your email), your PIN number and your password) in order to log-in.

NOTE: Since this request is reviewed by DES staff, who will check the status of your designer, installer or surveyor permits (licenses), this step may take 1-5 business days.

11. After you receive your **User Name (your email), PIN number and password**, follow Steps 1, 2 and 3, above and enter the information at this screen and click **Submit**.

OneStop Data Provider Login [Data Provider Help](#)

Thursday, May. 1, 2014

User Name:

PIN:

Password:

[Forgot your PIN or Password? Click here](#)

[New User?](#)

DES employees: You do not need to register to use GIS.
Click the 'OneStop Menu' link and go directly to that application.

12. Enter a **New Password, Confirm New Password**, choose a **Secret Question** and provide a **Secret Answer**. This information is used to recover your PIN number and password if you lose them!

13. If you are successful, you will be directed to the following screen and receive an email from orcb.wmd@des.nh.gov, confirming your changes.

Available Data Provider Activities for Your Registration [Data Provider Help](#)

[Subsurface Bureau Online Permitting](#)

[Managing Your Account](#)

[Change Password](#) [Change Profile](#)

Your password has been successfully changed.
You will receive a confirmation email.

14. Keep your Profile in **Data Provider** up-to-date with your current work email, work telephone and work address by using the **Change Profile** link.