

Helpful Hints for Creating Subscriber Agreements

Having the following information together before creating your Subscriber Agreement (SA) will help the process run more smoothly.

Signatory Authority

- for Request for a Hearing is the applicant, petitioner, respondent, or intervening party.
- is required to sign the Signatory Authority page printed with the Subscriber Agreement (SA) after the information is entered electronically.
There can be only one Signatory Authority.
- is, by default, a Subscriber and must also sign the Subscriber page printed with the Subscriber Agreement.

Subscriber

- is an individual duly authorized by the *Signatory Authority* to submit *Electronic Filings*. **There can be multiple Subscribers, such as persons, petitioners, companies or organizations applying for a permit/license, recipients of enforcement actions, or individual or organization interested in the outcome of a hearing.**
- must sign the Subscriber page printed with the Subscriber Agreement before it is mailed into DEEP for approval.

User Accounts and Usernames

- create User Accounts for the Signatory Authority and all Subscribers first, before beginning the Subscriber Agreement.
- input the username from the User Accounts in the Subscriber Agreement when prompted.



Create your Subscriber Agreement (SA)

You can use already approved Subscriber Agreements (SA) or add a new Agreement.



PURA E-File

ADJU > Home

Matter/Docket Lookup:
Enter Matter/Docket #

[Make a Filing](#) >
[Docket Master](#)
[Calendar](#)
[Public Comment](#) >
[FOIA Request](#) >
[User Profile](#)
[Manage My Subscriber Agreements](#)

Inbox

Task Name	Items #
Draft Saved	0
Review	0

[Frequent Search](#) [General Search](#) [My Saved S](#)

Frequent Search

[Name](#)

Latest Commission Decisions/Issuances

Select Manage My Subscriber Agreement

Active Subscriber Agreement Profile

Please save the PDF file on your local device and then open with Acrobat Reader

Companies/Entities/Individual you may File on behalf of	Employee/Representative	Signatory Authority/Delegated Signatory Authority	Admin Status	Environmental Permit Approval ?
Page 0 of 0				

Select "Add Subscriber Agreement" button here to create a SA.

Subscriber Agreement for Adjudications



Subscriber Agreement

Who is the Registered User that the Subscriber Agreement(SA) is being created for? ?

☒ Lily Rose

☐ A Different Registered User

[Next](#)

Select the Registered User that the SA is being created for.

E-Subscriber Agreement Language

Subscriber Agreement
A Subscriber Agreement allows persons to use an eSignature to submit Electronic Filings to the Connecticut Department of Energy and Environmental Protection ("DEEP") and the Public Utilities Regulatory Authority (PURA).

A. Terms and Conditions
1. DEFINITIONS: Whenever used in this Subscriber Agreement or any documents incorporated into this Subscriber Agreement by reference, the following terms shall be defined as follows:

☒ Accept ?

[Back](#) [Next](#)

Read the SA language and then select Accept followed by Next.

Download and Print your SA



Subscriber Agreement

Please save the PDF file on your local device and then open with Acrobat Reader

The Subscriber Agreement for Lily Rose has been started. Since you include [environmental filings](#) in this Subscriber agreement (SA), you must complete the steps below prior to being authorized to submit any of these filings. All other filings can be submitted without further action.

1. [Download the SA](#) →
2. Sign and date the SA. (All subscribers must sign).
3. Submit to the address indicated on the SA. (Keep a copy for your records.)

[View Subscriber Agreement Summary](#) [Create a new Subscriber Agreement](#) [Done](#)

Download, complete and print your Subscriber Agreement.

Print your SA and get “wet” Signatures

Print your Subscriber Agreement (SA) and get wet signatures of Signatory Authority and all Subscribers.



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D. Signatory Authorization

Company Name / Organization: **Tank Business, Inc.**
Secretary of the State Business ID (if LLC or Corp):
Signatory Authority Name: **Tank User**
Email Address: **Tank.User@Facilities.com** Phone Number:
User Name: **TankUser** SA Number: **748**

The Signatory Authority is the appropriate individual identified under, as applicable, 22a-430-3(b)(2)(A), 22a-174-2a(A), or 22a-449(c)-110 (incorporating 40 CFR § 270.11(b)).

I, **Tank User (User ID: TankUser)**, have the authority to enter into this Agreement on behalf of the Regulated Person.

Electronic Filings:
Tank User

In signing this Agreement, I am bound by the terms of this Agreement, and this Agreement.

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E. Subscriber Signature

Company Name / Organization: **Tank Business, Inc.**
Secretary of the State Business ID (if LLC or Corp):
Subscriber Name: **Tank User**
Email Address: **tank.user@compliancegmt.com** Phone Number:
User Name: **TankUser** SA Number: **748**

The Subscriber is either the Signatory Authority named in Section D of this Agreement, or an individual duly authorized to submit Electronic Filings by the Signatory Authority pursuant to the appropriate standards and regulations (e.g., RCSEA §§ 22a-430-3(b)(2)(B), 22a-174-2a(A), 22a-174-4(d), and 22a-449(c)-110 (incorporating 40 CFR § 270.11(b))).

I, **Tank User (User ID: TankUser)**, have the authority to enter into this Agreement for **Tank Business, Inc.** and under who does have the authority under the applicable standards to enter into this Agreement for **Tank Business, Inc.**

I, **Tank User (User ID: TankUser)**, am authorized by the Signatory Authority named in Section D of this document, to accept the terms and conditions of this Subscriber Agreement. I, **Tank User (User ID: TankUser)**, have read, understand, and am familiar with the information submitted in this Agreement and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the Agreement, 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 fine and imprisonment.

By submitting this Agreement to the Connecticut DEEP I, **Tank User (User ID: TankUser)**, accept the terms and conditions of this Subscriber Agreement. I, **Tank User (User ID: TankUser)**, have read, understand, and am familiar with the information submitted in this Agreement and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the Agreement, 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 fine and imprisonment.

Signature Authority Signature
Signature Printed Name
Title
Date

Subscriber Signature
Subscriber Printed Name
Title
Date

Print this form, save a copy for your records, and mail original to the address noted in the instructions.

Rev. 9/5/2013

Print and the Signatory Authority signs the Signatory Authorization page.

Print and each Subscriber signs their respective Subscriber Signature page.

Mail your SA to DEEP and Wait for Approval E-mail

You will be notified by e-mail as soon as your Subscriber Agreement has been approved by DEEP and you can submit your filing(s).



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Connecticut Department of Energy & Environmental Protection

Subscriber Agreement

Agreement for using an eSignature to submit Electronic Filings to the Connecticut Department of Energy and Environmental Protection ("DEEP") pursuant to Chapters 445, 446c, and the regulations promulgated thereunder, (the "Subscriber Agreement" or the "Agreement"), and the "Subscriber," and the Regulated Person, as provided in the "Regulated Person Information" section of this Agreement.

A. Regulated Person Information

Company Name / Organization ("Regulated Person")	Tank ID
ABC Company	
123 Main Street	
Town, CT 01001	

B. Terms and Conditions

1. DEFINITIONS: Whenever used in this Agreement or any document, the following terms shall be defined as follows:

1.1 Compromise. When the eSignature is intentionally or unintentionally made available, including any theft or loss, to any other person, or ordered by a Court of competent jurisdiction.

1.2 Electronic Filing. Refers to any permit application, permit modification, or other document submitted electronically to DEEP pursuant to the regulations promulgated thereunder. Unless otherwise specified, documents related to enforcement actions, including, but not limited to, Violation, may not be filed electronically with DEEP and therefore are not considered "Electronic Filings."

1.3 Person. Includes any individual, firm, partnership, association, syndicate, company, trust, corporation, limited liability company, municipality, agency or political or administrative subdivision of the state, and any other legal entity.

1.4 Personal Identification Number (PIN). Assigned by the Connecticut DEEP, as may be applicable, following acceptance of this Agreement; each PIN will consist of a unique sequence of alpha-numeric characters, punctuation marks, and symbols and shall constitute the electronic signature of a Subscriber.

1.5 Regulated Person. Any Person subject to Chapters 445, 446c, or 446d, of the Connecticut General Statutes or the regulations promulgated thereunder and who intends to submit Electronic Filings pursuant to this Agreement. The Regulated Person is identified in Section A of the Subscriber Agreement.

1.6 Signatory Authority. The individual submitting documents to DEEP who is a Regulated Person or represents the Regulated Person and has the existing authority to sign documents on behalf of the Regulated Person pursuant to, as applicable, RCSA §§ 22a-430-3(b)(2)(A), 22a-174-2a(a), and/or 22a-449(c)-110 (incorporating 40 CFR § 270.11(a)). The Signatory Authority has authority to sign this Agreement and may delegate authority to sign Electronic Filings to the Subscriber.

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ABC Company
123 Main Street
Town, CT 01001

CT DEEP
Office of Adjudications
79 Elm Street
Hartford, CT 06106

Mail Subscriber Agreement to DEEP. An e-mail will be sent to you upon approval. This may take a few days.

If you do not see the approval e-mail, remember to check your Junk E-mail Inbox.