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 UST Notifications is the owner or operator of the USTs, or their authorized employee.
- 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 an employee, third party contractor, or an environmental consultant.**
- 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.
Subscriber Agreements (SAs)

You must have your Subscriber Agreement approved by DEEP before you can submit your notification filings.

Select Subscriber Agreement from this menu and complete it electronically, then print, get all required wet signatures, and mail it to DEEP for approval.

You must have your Subscriber Agreement approved by DEEP before you can submit your notification filings.
Creating Your Subscriber Agreement (SA)

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

Previously submitted Subscriber Agreements and their Status will be listed here. For this user, no SAs were found.

Select “Add Subscriber Agreement” button here to create a SA.
Subscriber Agreements for UST Notifications

Select UST as the line of business here for creating the Subscriber Agreement for UST Notifications and Fee Payments.

Choose UST as the line of business for this SA.
Client Search and Results

You enter your Client (Regulated Entity) Name for Search and Select Client if in list of Results.

Search for Client Name (Regulated Entity) first! Select Search button. See search hints in text above button.

Must Select checkbox for Client from Results List.

If the Client is not in the List, Select “Add New” button to add Client and submit for DEEP approval.
Add and/or Delete Signatory Authority and Subscribers

Only one user name can be added as the Signatory Authority and is required. Multiple users can be added as Subscribers.

Add a Signatory Authority. Only one name can be added as Signatory Authority and the Signatory Authority is required for each Subscriber Agreement.

Signatory Authority for UST Notifications can be the owner, operator, or their authorized employee.

The Signatory Authority is required to sign the paper copy of the SA that is submitted to DEEP for approval.
Adding Signatory Authority and Subscribers

All Users must have gone through the account creation procedure and have a username and password.

Enter “username” of Signatory Authority and select User Type “Signatory Authority.”
Adding Users (Signature Authority and Subscribers)

All Users must have go through the account setup procedure and have a username and password.

Enter “username” of Subscriber and select User Type “Subscriber.”

Repeat this process for any additional Subscribers.

Welcome to the eFiling System

Enter User Name (eFiling login name): subscriber

Select a User Type

Subscriber

Add User

Add New
Download and Print your SA

You have completed electronically creating your Subscriber Agreement (SA).
Print your Subscriber Agreement (SA) and get wet signatures of Signatory Authority and all Subscribers.
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).

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.