



Connecticut Department of  
ENERGY &  
ENVIRONMENTAL  
PROTECTION



# New User Account Set Up

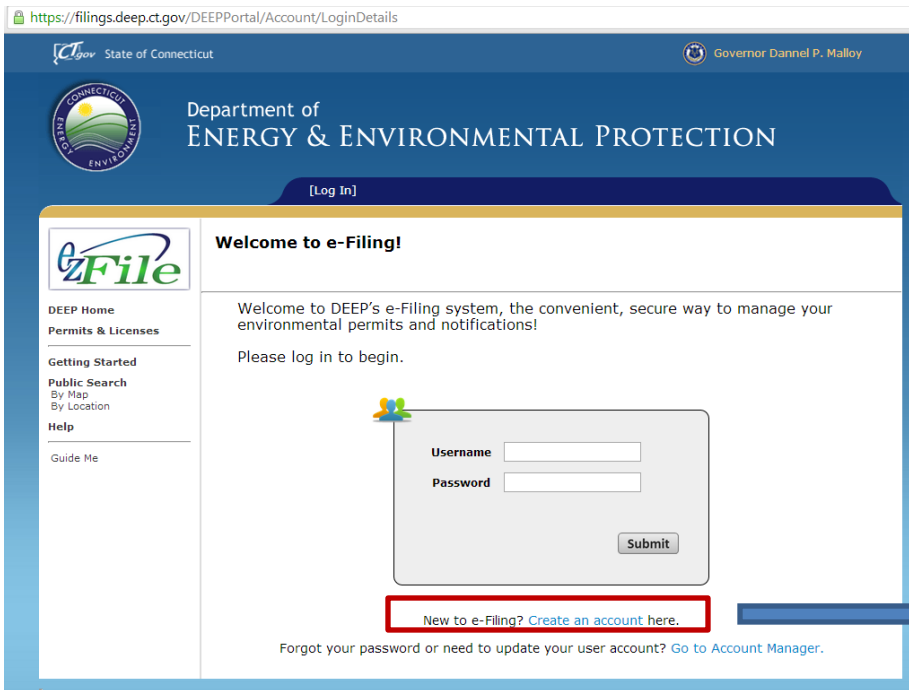
# New User Creating Your Account



The average time to create a new user account is 5-8 minutes.

## EZ File Start Page

## New User Account Set Up



https://filings.deep.ct.gov/DEEPPortal/Account/LoginDetails

State of Connecticut Governor Dannel P. Malloy

Department of ENERGY & ENVIRONMENTAL PROTECTION

[Log In]

**Welcome to e-Filing!**

Welcome to DEEP's e-Filing system, the convenient, secure way to manage your environmental permits and notifications!

Please log in to begin.

**Username**

**Password**

**New to e-Filing? Create an account here.**

Forgot your password or need to update your user account? [Go to Account Manager.](#)



Account Manager

Department of ENERGY & ENVIRONMENTAL PROTECTION V4.0.0.1

Date: 5/6/2014

**New User Account**

Please enter details to create an account \*

\* = required field

\* First Name:

\* Last Name:

\* User Name:

\* Password:  Password must be minimum 8 characters. Password must contain any three of the following:  
1. Numeric numbers  
2. Upper case letters  
3. Lower case letters  
4. Special characters  
Password should not start with Number

\* Confirm Password:

Phone No:

Department/Company:

Job Title:

\* Email:

Street:

P.O. Box:

City:

State/Province: Connecticut

Zip/Postal Code:


Country: United States of America

\* Validation Code:  WKGEVA


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# Creating Your Account



Contact us 

Account Manager


 Department of  
ENERGY & ENVIRONMENTAL PROTECTION

V4.0.0.1  
Date: 5/6/2014

**New User Account**

Please enter details to create an account

\* = required field

\* First Name:

\* Last Name:

\* User Name:

\* Password:

\* Confirm Password:

Phone No:

Department/Company:

Job Title:

\* Email:

Street:

P.O. Box:

City:

State/Province:

Zip/Postal Code:

Country:

\* Validation Code:

Pass  
Pass  
1. N  
2. U  
3. L  
4. S  
Pass

**Password must be minimum 8 characters.**

**Password must contain any three of the following:**

1. Numeric numbers
2. Upper case letters
3. Lower case letters
4. Special characters

Please be sure to remember your user name and password!

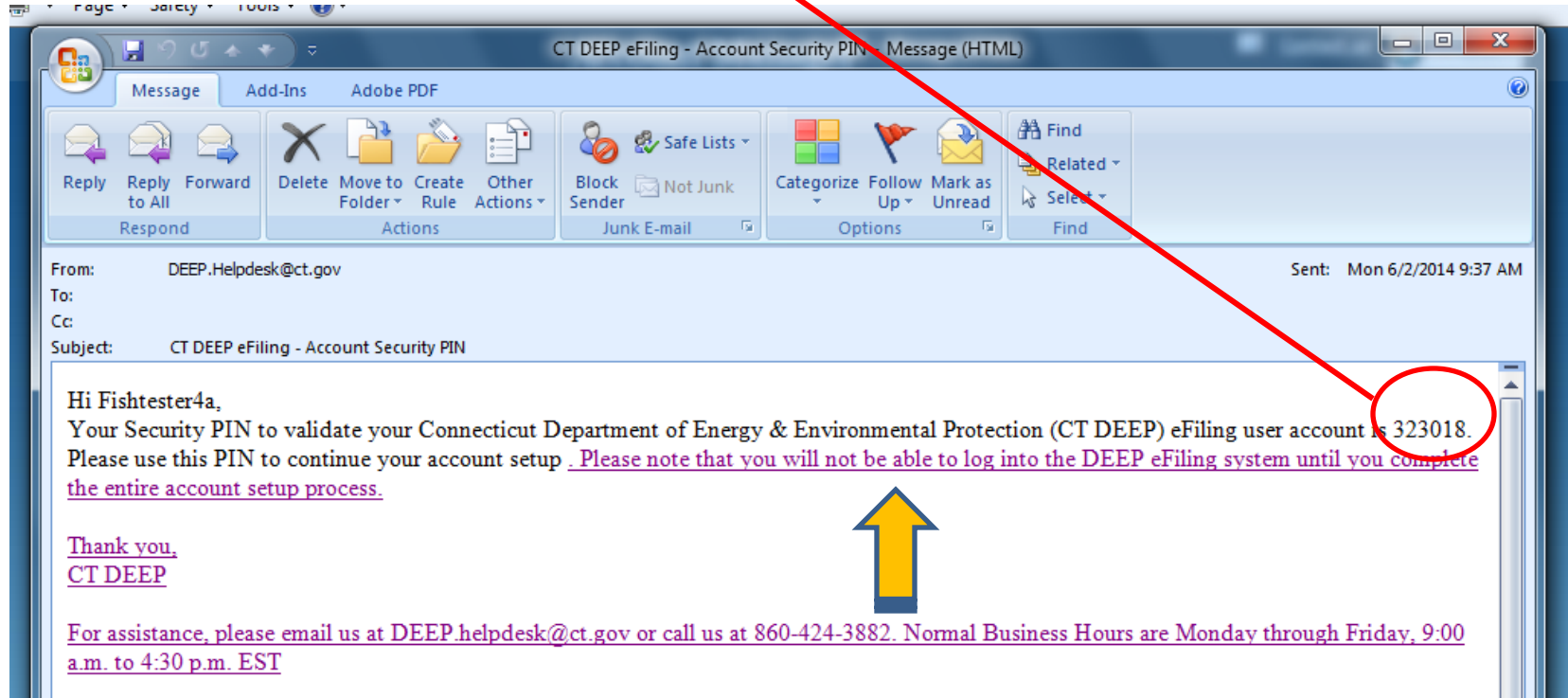
HINT: these are all upper case

# New User Verifying Your Profile



Upon successful completion of the required fields, you will receive an email.

Record your PIN \_\_\_\_\_ and then select the linked text to continue the account set up process.



CT DEEP eFiling - Account Security PIN - Message (HTML)

Message Add-Ins Adobe PDF

Reply Reply Forward Delete Move to Create Other Block Safe Lists Categorize Follow Mark as Find Related Select Find  
Respond to All Actions Junk E-mail Options

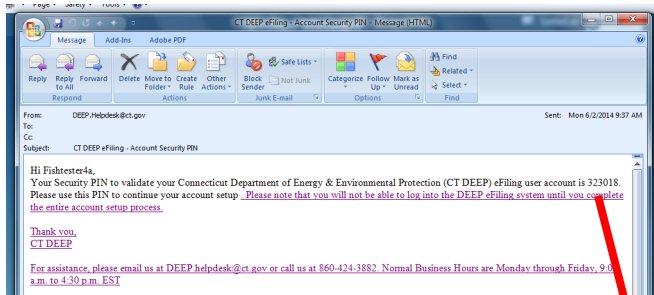
From: DEEP.Helpdesk@ct.gov Sent: Mon 6/2/2014 9:37 AM  
To:  
Cc:  
Subject: CT DEEP eFiling - Account Security PIN

Hi Fishtester4a,  
Your Security PIN to validate your Connecticut Department of Energy & Environmental Protection (CT DEEP) eFiling user account is 323018.  
Please use this PIN to continue your account setup. Please note that you will not be able to log into the DEEP eFiling system until you complete the entire account setup process.

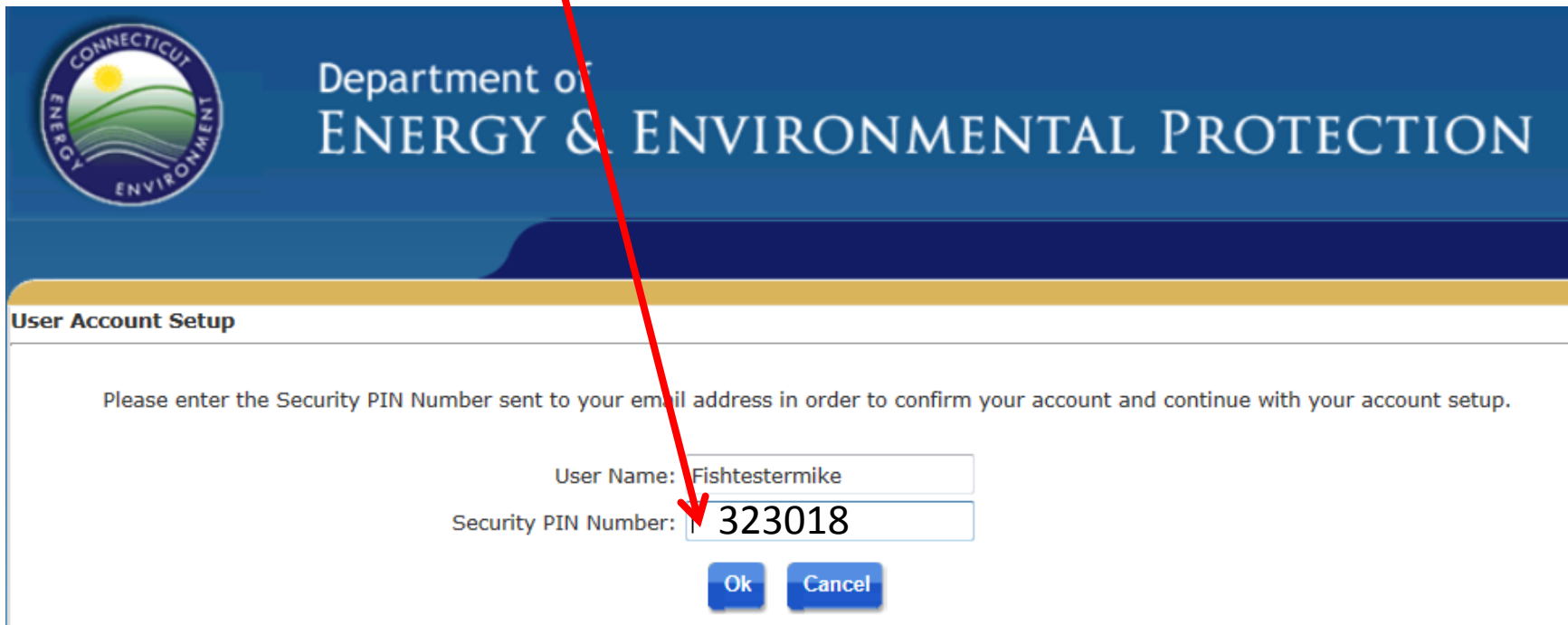
Thank you,  
CT DEEP

For assistance, please email us at DEEP.helpdesk@ct.gov or call us at 860-424-3882. Normal Business Hours are Monday through Friday, 9:00 a.m. to 4:30 p.m. EST

# New User Verifying Your Account



After selecting the linked text, enter your PIN included in the verification email.



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**User Account Setup**

Please enter the Security PIN Number sent to your email address in order to confirm your account and continue with your account setup.

User Name: Fishtestermike


Security PIN Number: 323018


Ok Cancel

# New User

## Selecting 5 Security Questions

You must select and answer 5 security questions from the list. You will be prompted to answer 1 of these questions each time you log on to ezFile.

Account Manager [Contact us](#) 



Department of  
**ENERGY & ENVIRONMENTAL PROTECTION**

V4.0.0.1

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**User Account Setup**

Select 5 personal questions and answers that will allow you to manage your account information.

**User Details**

\* First Name:  \* Last Name:   
 Job Title:  Department/Company:   
 Phone No:  Email:

**Selectable Questions**

Questions:	Answers:
<input type="text" value="-Select-"/>	<input type="text"/>
<input type="text" value="-Select-"/>	<input type="text"/>
<input type="text" value="-Select-"/>	<input type="text"/>
<input type="text" value="-Select-"/>	<input type="text"/>
<input type="text" value="-Select-"/>	<input type="text"/>

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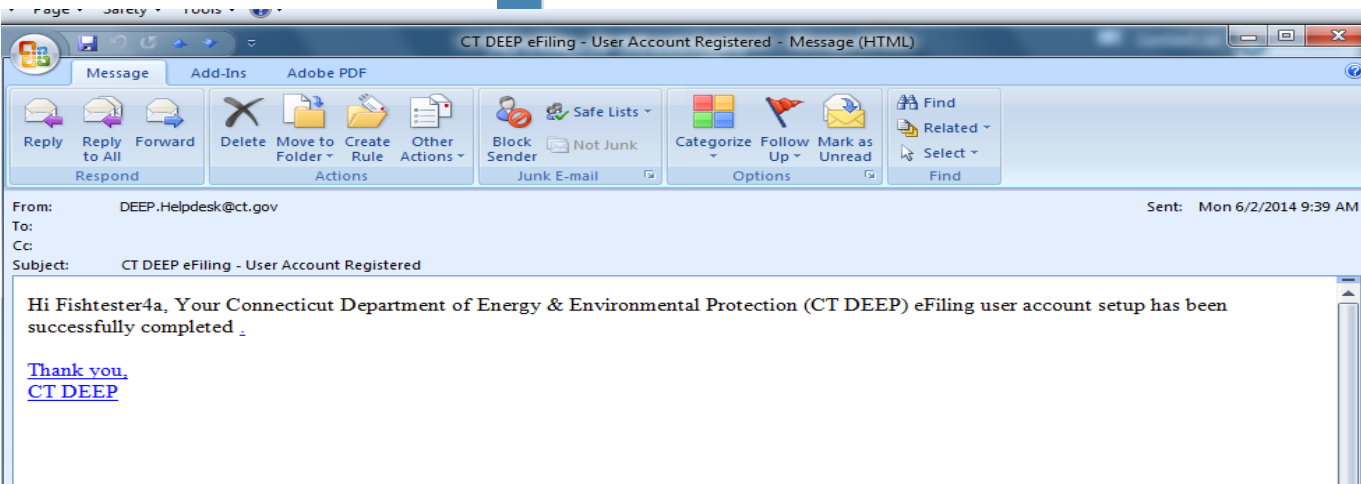
### Security Questions

- Select-
- What is your pet name?
- What is mothers maiden name?
- What is your car color?
- In what city did you meet your spouse/significant
- This is a new question
- In what city did you meet your spouse/significant other?
- In what city or town was your first job?
- What is the country of your ultimate dream vacation?
- What is the first name of the boy or girl that you first kissed?
- What is the name of a college you applied to but did not attend?
- What is the name of the company of your first job?
- What is the name of your elementary/primary school?
- What is the name of your favorite childhood friend?
- What is your favorite pet's name?
- What was your high school mascot?
- What was the first concert you attended?
- What was the model of your first car?
- What was the name of your favorite grade school teacher?
- What was your childhood nickname?
- When you were young, what did you want to be when you grew up?
- Who was your childhood hero?

# New User Account Created




Account Created  
Closing Screen



Confirmation Email

# Log In and Start Filing



The screenshot shows the DEEP e-Filing system login page. At the top, there is a navigation bar with the State of Connecticut logo and Governor Dannel P. Malloy's name. Below this is the DEEP logo and the text "Department of ENERGY & ENVIRONMENTAL PROTECTION". A "[Log In]" button is visible. The main content area features the "ezFile" logo, a "Welcome to e-Filing!" heading, and a message: "Welcome to DEEP's e-Filing system, the convenient, secure way to manage your environmental permits and notifications! Please log in to begin." Below the message is a login form with fields for "Username" and "Password", and a "Submit" button. At the bottom, there are links for "New to e-Filing? Create an account here." and "Forgot your password or need to update your user account? Go to Account Manager."

CT.gov State of Connecticut Governor Dannel P. Malloy

CONNECTICUT ENERGY ENVIRONMENT

Department of  
**ENERGY & ENVIRONMENTAL PROTECTION**

[Log In]

**ezFile**

**DEEP Home**  
**Permits & Licenses**

**Getting Started**

**Public Search**  
By Map  
By Location

**Public Comments**  
Submitted SWC Filings  
Submitted SWI Filings  
Submitted SWNE Filings

**Help**  
Guide Me

**Welcome to e-Filing!**

Welcome to DEEP's e-Filing system, the convenient, secure way to manage your environmental permits and notifications!

Please log in to begin.

**Username**

**Password**

**Submit**

New to e-Filing? [Create an account](#) here.

Forgot your password or need to update your user account? [Go to Account Manager](#).