



Connecticut  
Department of  
ENERGY &  
ENVIRONMENTAL  
PROTECTION



## Subscriber Agreement FAQs and Instructions for the Stormwater Industrial and Construction General Permits

### What is the purpose of a Subscriber Agreement?

The purpose of a subscriber agreement is to allow the authorized individual to legally sign and submit applications electronically.

### Who is the Signatory Authority?

Only the **REGISTRANT** can be the Signatory Authority. A **CONSULTANT** would only be the Signatory Authority if they are the registrant. A Registrant cannot delegate a consultant to sign on the company's behalf. The Signatory Authority is the one that is legally responsible for complying with the permit. The Signatory Authority is the only individual who has the authority to submit and sign an electronic registration on behalf of the permittee. This person must have authority to sign documents for the company/organization in accordance with RCSA Sections 22a-430-3(b)(2)(A), 22a-174-2a(A), or 22a-449(c)-110. If an individual has been delegated the authority to sign permit applications, the Delegation of Authority letter must be included with the paper copy of the agreement.

### Signatory Authority Requirements - All permit applications requests submitted to the commissioner shall be signed as follows:

- For a **corporation**: by a responsible corporate officer. For the purposes of this section, a responsible corporate officer means: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding twenty-five million dollars, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- For a **partnership** or **sole proprietorship**: by a general partner or the proprietor, respectively.
- For a **Municipality, State, Federal**, or other **public agency**: by either a principal executive officer or a ranking elected official. For purposes of this section, a principal executive officer of a federal agency includes (1) the chief executive officer of the agency, or (2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency. If the facility is a POTW, the chairperson of the Water Pollution Control Authority may sign these documents.

### Where shall I email my completed subscriber agreement to?

- A scanned pdf of the signed subscriber agreement must be emailed to: [DEEP.Stormwaterstaff@ct.gov](mailto:DEEP.Stormwaterstaff@ct.gov).
- Maintain the originally-signed agreement in your records to be made available upon DEEP request.

### What are the most common reasons subscriber agreements are rejected?

- Required information is missing, such as the printed name, title or date.
- The title of the Signatory Authority does not meet the definition of a person with authority to submit in accordance with RCSA Sections 22a-430-3(b)(2)(A), 22a-174-2a(A), or 22a-449(c)-110.

## What is the difference between a Signatory Authority and a Subscriber?

Only one individual is named the Signatory Authority on the agreement. The Signatory Authority is the individual authority that is required to sign and submit the electronic registration. Currently, the role of subscriber is not necessary unless the user is planning on delegating a subscriber to submit monitoring data through netDMR for the Construction permit. The industrial monitoring is currently not in netDMR.

## How do I give the Signatory Authority access to the filing in order to sign and submit?

Follow the three steps below on the first page of your existing filing:

**Step 1:** Once in the application, select “Add” in the roles section.

**eFiling System**  
Home > SWI Permit Application > Overview

Overview > Form Info > Attach > Submit > Pay

Let's complete the SWI permit application filing  
We will guide you through filling out the filing. Select next to continue.  
Your Filing Number is **46208**, please note this for future reference.

**Filing Messages**

Subject	Type	ID	Date
No messages found			

Showing 0 to 0 of 0 entries

**Roles**

Role Type	Name	Delete	Email
Filer	kar abbott		<input checked="" type="checkbox"/>

**+ Add**

Next

**Step 2:** Select the “Sign Only” role.

**Add user to role** [X]

Select the role and enter the user name for the individual that you are assigning to that role. (The individual must have already registered on the ezFile system and provided you with their user name.)

Role:  [v]  
Filer  
Preparer  
Sign Only

Username:

Add Cancel

**Step 3:** Enter the Signatory Authority’s account username and then select the “Add” button.

**Add user to role** [X]

Select the role and enter the user name for the individual that you are assigning to that role. (The individual must have already registered on the ezFile system and provided you with their user name.)

Role:  [v]

Username:

Add Cancel

## Can my Subscriber Agreement be used for multiple permits?

Yes, a subscriber agreement can be used for multiple permits as long as it has all the appropriate signatures.

## How long is a subscriber agreement valid?

Subscriber agreements do not expire.

## What if I need to edit an existing Subscriber Agreement?

Edits cannot be made to an existing Subscriber Agreement, a new subscriber agreement must be created.

## What is the typical time frame for approval?

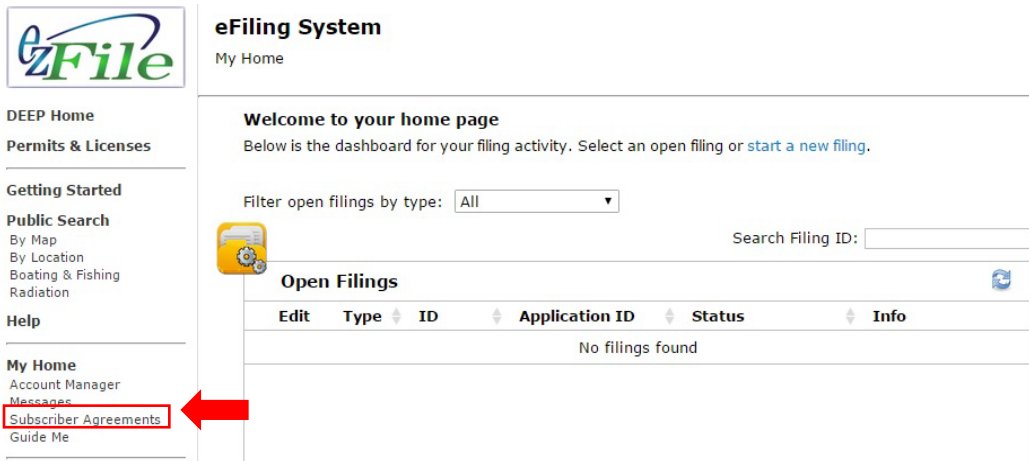
Once the Department receives the signed Subscriber Agreement and it is found sufficient, it should be approved in our system within 5-7 days. Status phone calls will not be answered within the review timeframe.

## How do I know when my Subscriber Agreement has been approved?

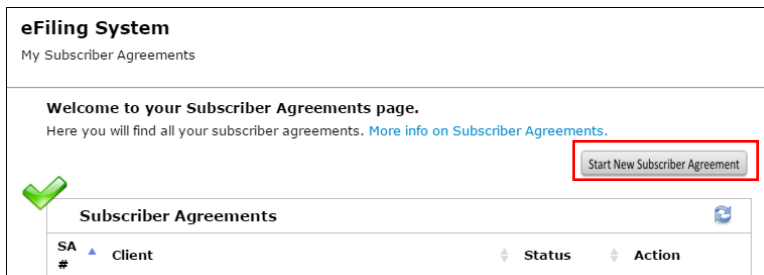
The email addresses provided on the agreement will receive an email when it has been approved.

## How do I create a Subscriber Agreement?

- Log into the ezFile Portal.
- Select “Subscriber Agreements” under “My Home” on the left hand column of the screen.



- Select the “Start New Subscriber Agreement” button on the top right hand portion of the screen.



- Select the applicable line of business and then select “done”.

Please choose the line of business:


UST

Stormwater

UST and Stormwater

Radiation

Cancel Done

- To search for a registrant name, type in a KEYWORD, for example “transportation” instead of “State of Connecticut Department of Transportation” and then select the **Search** button.
- If the registrant information is found, select the check box next to the name and proceed to the bottom of the screen. To view more detailed information, select the Information button  at the end of the line. If the registrant name cannot be found, select the **Add New** button and then follow the instructions on the next screen. Please do not select “add new” unless you are absolutely sure that the company/organization name is not in our

database. If the company/organization has ever registered with CT DEEP before they should be in the system. If you have any questions, please contact us at [DEEP.Stormwaterstaff@ct.gov](mailto:DEEP.Stormwaterstaff@ct.gov) or call 860-424-3025.

**eFiling System**  
Add New Subscriber Agreement

Here you will be able to add a subscriber agreement for your company/organization. Please use the field labeled "Enter Client (Regulated Entity) Name for search" to search for the company/organization or individual who is the actual regulated entity.

- To search for your company/organization, exclude words such as 'The', 'Town/City of', and 'Department of'.
- To search for an individual, exclude first name, middle initial, and any prefixes or suffixes (Mr., Mrs., Jr., etc.).
- To add a new company/organization or individual, select the "Add New" button.

Enter Client (Regulated Entity) Name for search:

Client Search Result	
Select	Name
<input type="checkbox"/>	STOLT-NIELSEN TRANSPORTATION GROUP, LTD
<input type="checkbox"/>	STUDENT TRANSPORTATION OF AMERICA, LLC
<input type="checkbox"/>	TERRACE TRANSPORTATION
<input type="checkbox"/>	THE NEW BRITAIN TRANSPORTATION COMPANY
<input checked="" type="checkbox"/>	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION
<input type="checkbox"/>	TRANSPORTATION GENERAL, INC.

Showing 1 to 60 of 60 entries

Please select a client from the table above

Selected Client: **STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION**

*It is now time to assign users to the Subscriber Agreement.*

- Under the “Users” section at the bottom of the screen, select the “Add” button.

Users					
Select	Type	User Name	First Name	Last Name	Email
No users found					

Showing 0 to 0 of 0 entries

- A small window with a box for a user name will display. A “User name” is the User ID an individual uses to log into his/her ezFile user account.
- The drop-down will have two options, Signatory Authority and Subscriber. Select “Signatory Authority” and then select “Add User”.

Enter an ezFile User Name:

Select a User Type:

Users					
Select	Type	User Name	First Name	Last Name	Email
<input checked="" type="checkbox"/>	Signatory Authority	User123	John	Smith	John.smith@ct.gov

Showing 0 to 0 of 0 entries

- Select the check box(s)  next to each user and then select the  button in the bottom right hand corner.
- Once submitted, a downloadable PDF of the subscriber agreement will be available. Please review, print, sign, and mail the original to the Department. The signatures must be original, photocopies are not allowed.


**eFiling System**  
My Subscriber Agreement

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**Your Subscriber Agreement has been started for** *"Name of Company or Organization"*  
**The number is 703.**

Please download the PDF and sign it.  
Details on where to mail the document are included in the PDF instruction sheet.

[Download PDF](#)



**A scanned pdf of the signed subscriber agreement must be emailed to: [DEEP.Stormwaterstaff@ct.gov](mailto:DEEP.Stormwaterstaff@ct.gov)**

Maintain the originally-signed agreement in your records to be made available upon DEEP request.

For help or if you have questions, please contact [DEEP.Stormwaterstaff@ct.gov](mailto:DEEP.Stormwaterstaff@ct.gov) or call 860-424-3025. The Signatory Authority will receive an email once the agreement has been processed and approved. Please allow for 5-7 days from the date the agreement is mailed.