- 1. How to setup a New Account and Request Access to your Site
 - a. Navigate to the CERIS system at <u>https://ceris.deq.nd.gov/ext/ncore/external/home</u>.
 - b. Click on the **Sign In** button on the system home page.



c. Click on the Create an account link

<u>North Dakota</u> login	
Sign in	
Don't have a North Dakota Login? Create an account.	
User ID	
Forgot.user.ID?	
Password	
Earant parcured?	0
Langer, paramenta	
Sign in	

d. Provide your first and last name, your desired user ID, and a password meeting the requirements. Provide an account recovery email and security question responses.

	Account recovery
North Dakota	Email *
login	kevinjeffery64@gmail.com
Create your account	An activation code will be sent to this email address. Use the activation code to complete setup for email recovery option.
* = Required	Cell phone
Account information	2223334444
First name *	An activation code will be sent to this cell phone. Use the activation code to complete setup for cell phone recovery option. Message and data rates may apply.
Sybil	
Last name *	Security questions
Fawlty	Question 1 *
	What is your oldest sibling middle name?
User ID *	Answer 1 *
sybilfawlty	answer
Password *	
	Question 2 *
8 or more characters	what is the middle name of your oldest child?
At least 1 uppercase letter Password strength, strong At least 1 lowercase letter Comparison of the strength and strengh and strength and strength and strength and strength	Answer 2 *
 At least 1 number At least 1 special character 	answer
	By clicking "Create account" you agree to the <u>Terms of Use</u> .
	Create account
	Cancel

e. After clicking **Create Account** you will be prompted to enter an activation code from an email to the address you provided, then click **Confirm**.



f. You will be presented with the following confirmation screen.

<u>North Dakoța</u> login
Activate account
You have activated the North Dakota Login for sybilfawlty .
The following methods can now be used for recovery: kevinjeffery64@gmail.com
Return to online service
View profile

- g. Click Return to online service to be redirected to the NDLogin screen.
 - i. You may need to renavigate back to https://ceris.deq.nd.gov/ext/ncore/external/home.
 - ii. Click Sign In. Provide your user ID and password and click Sign in.

North Dakota login
Sign in
Don't have a North Dakota Login? Create an account.
User ID
sybilfawlty
Forgot user ID?
Password
······ @
Forgot password?
Sign in

h. You will be prompted to provided responses to five challenge questions for use in CERIS when making electronic data submissions. Select your desired questions and provide responses and click **Save**.

Set Up Security Questions

To continue using the CERIS-ND system, you must first set security questions for your account.

For each of the following fields, choose a challenge question prompt from the available options, and provide a corresponding answer.

To help keep your account secure, choose question/answer pairs that will be both easy to remember and difficult for others to guess.

Choose a question prompt	
Your answer	
ecurity Question 2	
Choose a question prompt	Ψ
Your answer	
ecurity Question 3	
Choose a question prompt	
Your answer	
ecurity Question 4	
Choose a question prompt	٧
Your answer	
ecurity Question 5	
Choose a question prompt	
Your answer	

i. After logging in, the Welcome page displays a section titled "Getting Started". Within this section, there is "Add a Site to your account".



j. The "Add a Site" page will come up with the question of "What best describes the site, project or facility.....Click on **It has been registered with CERIS-ND**

What best describes the site, project or facility you need to work with? It has been registered with CERIS-ND If your site is or has been registered/permitted at any time, or has ever been required to submit reports (i.e. compliance documents) to CERIS-ND, select this option. It has never been registered with CERIS-ND If your site has never been registered, permitted or submitted reports (i.e. compliance documents) to CERIS-ND in the past, please choose this option. After completing an application or service request, a new site record will be registered and linked to your account. Not sure? If you are trained to register a site located at a particular address try using the manifement hole to find any notential matches if no	Welcome >	Add a Si
It has been registered with CERIS-ND If your site is or has been registered/permitted at any time, or has ever been required to submit reports (i.e. compliance documents) to CERIS-ND, select this option. It has never been registered with CERIS-ND If your site has never been registered, permitted or submitted reports (i.e. compliance documents) to CERIS-ND in the past, please choose this option. After completing an application or service request, a new site record will be registered and linked to your account. Not sure? If you are trained to registere a site located at a particular address try using the maximum topics to find any noteential matches. If no	What best descr	ibes the site, project or facility you need to work with?
If your site is or has been registered/permitted at any time, or has ever been required to submit reports (i.e. compliance documents) to CERIS-ND, select this option. It has never been registered with CERIS-ND If your site has never been registered, permitted or submitted reports (i.e. compliance documents) to CERIS-ND in the past, please choose this option. After completing an application or service request, a new site record will be registered and linked to your account. Not sure? If you are trajes to registere a site located at a particular address, try using the man(earch tools to find any potential matches. If no	It has been register	red with CERIS-ND
It has never been registered with CERIS-ND If your site has never been registered, permitted or submitted reports (i.e. compliance documents) to CERIS-ND in the past, please choose this option. After completing an application or service request, a new site record will be registered and linked to your account. Not sure? If your are toging to register a site located at a particular address, try using the marksarch tools to find any potential matches. If no	If your site is or has been r documents) to CERIS-ND,	egistered/permitted at any time, or has ever been required to submit reports (i.e. compliance
Not sure?		select this option.
	It has never been r If your site has never beer please choose this option. your account.	egistered with CERIS-ND registered, permitted or submitted reports (i.e. compliance documents) to CERIS-ND in the past, After completing an application or service request, a new site record will be registered and linked to

k. The "Connect an Existing Site" page will come up. Click Search for a Site (by location)

	✓ BACK Welcome > Add a site >	Connect an Existing Site
(Find your site on an online map If you're looking to connect a site/facility with a specific address, you can use Search for a Site (by location)	e our online map to find it and request access.
	If you received a letter with a verification code Enter in the code you received to have your user account associated with the si Enter Verification Code	ite, project or facility you represent.
	Request access offline If there is someone (a site administrator, for example) who has CERIS-ND acce Invite User feature to grant your account (schup3626@gmail.com) access to If that's not an option, please Contact Us and we can get your account set up.	iss to the entity in question, you can ask them to use the the profile.

- l. Search for your site using the available search options. When the selected site is located either in the search result list or displayed on a map, select the site by clicking on the search result item or the pin icon displayed on the map. The Site Profile panel is displayed.
- m. Click the Claim this Site button on the Site Profile panel. The user is prompted to enter a name, email address, and phone number. Enter this information and click the Submit button.



Bismarck City Of 601 London Ave	×
Bismarck ND 58502	
SHOW MORE INFORMATI	UN 3
Mandan Free E Divide Ave Bismarck S of Bellewing Bismarck C of Bellewing Bismarck S of Bellewing Bismarck S of Bellewing Bismarck S of Bellewing Bismarck	+ 1 gunda
Claim Site	
NAME	
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7013285210	×
testing@gmail.com	×
Test/Instructions Development	
Account Role	
Viewer	^
SUBMIT	
V I'm not a robot	TCHA • Terms

n. The claim request is now submitted and will be reviewed by either an existing, active site administrator (member of the regulated community that is previously affiliated with the site) or by an authorized agency representative. Click **DONE**.



o. Once the request has been approved, you will receive a notification email. Click on the invitation link to complete the process.

UAT NDDEQ - CERIS-ND Facility Invitation	
CERIS ND No Reply <noreply@nd.gov></noreply@nd.gov>	$\bigotimes \bigcirc Reply \bigotimes Reply All \rightarrow Forward \boxed{\texttt{ff}} \cdots$
	Fri 3/14/2025 4:30 PM
() Follow up. Start by Friday, March 14, 2025. Due by Friday, March 14, 2025.	
You have been invited by Schuett, Patrick J. (<u>pschuett@nd.gov</u>) to b 'Viewer' in CERIS-ND.	e associated to the facility 'Bismarck City Of' with a role of
Click the link below or copy and paste the link into your web brows https://ceris-uat.deq.nd.gov/ext/ncore/acceptinvite?token=91029A	er to accept the invitation: 0602D50DA6BC2027C24DBDF1B1
This is an automated notification. Please do not reply to this email. or permit manager or email <u>CERIS-ND@nd.gov</u> .	Refer all questions or concerns to the facility's compliance
4201 Normandy Street - Bismarck, ND 58503-1324 P: 701-328-5150 - F: 701-328-5200 - E: <u>deq@nd.gov</u>	