

CERIS Guide to Invite New Users to Access Site and Request Certifier Access

This guide describes the process for Site Administrators to add individuals to sites and request Certifier Access (if applicable).

WARNING: Certifier Access is **Global** to the Site and cannot be limited to specific program areas (i.e. air vs water vs waste programs), permits, individual forms, reports, or applications.

1. Login to CERIS

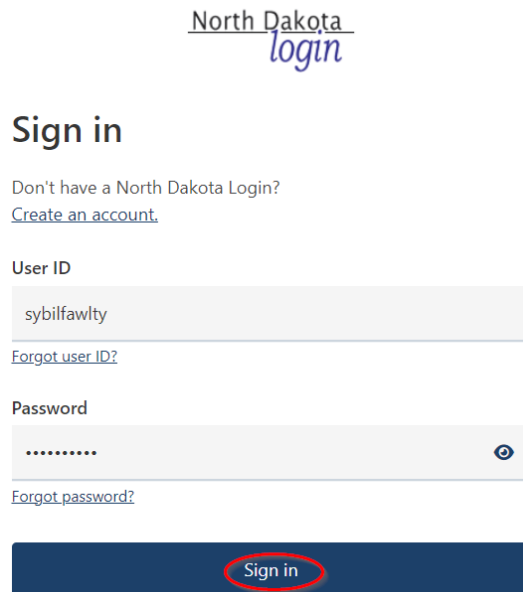
- a. Navigate to the CERIS system at <https://ceris.deq.nd.gov/ext/ncore/external/home>.
- b. Click on the **Sign In** button on the system home page.



- c. You will be routed automatically to the NDLogin sign in screen.

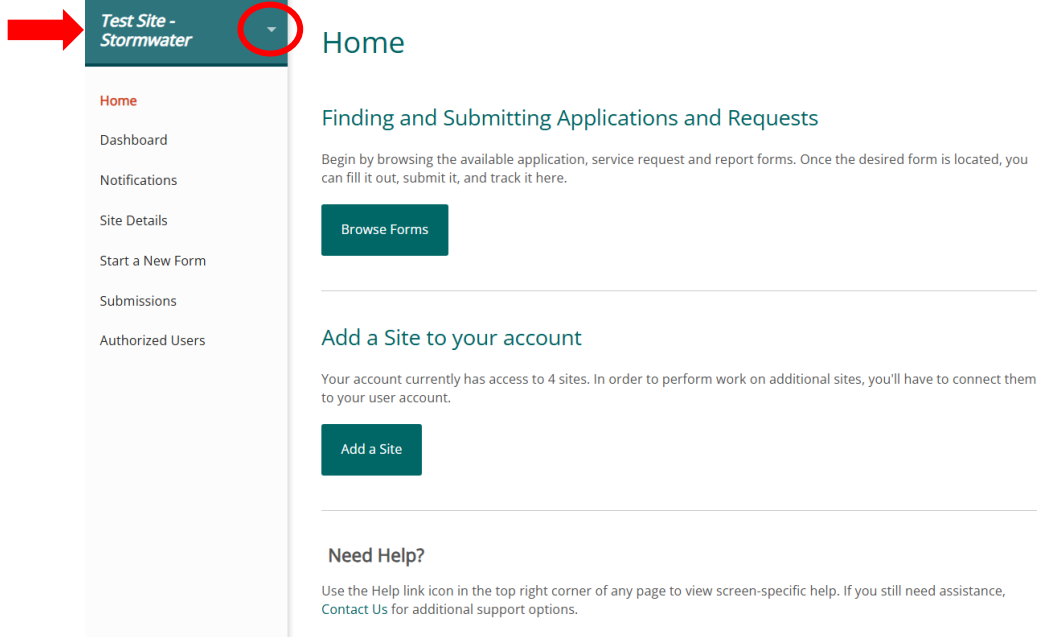
The screenshot shows the North Dakota login screen. At the top is the "North Dakota login" logo. Below it is the heading "Sign in". A link "Don't have a North Dakota Login? Create an account." is provided. There are two input fields: "User ID" and "Password". Below the "User ID" field is a link "Forgot user ID?". Below the "Password" field is a link "Forgot password?". At the bottom is a large blue "Sign in" button. Below the button is a link "Update your account.".

- d. On the NDLogin screen, provide your user ID and password and click **Sign in**.



The image shows the North Dakota Login 'Sign in' page. At the top, it says 'North Dakota login' with 'login' in a stylized purple font. Below this is the 'Sign in' heading. A link for 'Don't have a North Dakota Login? Create an account.' is provided. There are two input fields: 'User ID' with the text 'sybilfawlt' and 'Password' with masked characters. Both fields have links for 'Forgot user ID?' and 'Forgot password?'. At the bottom is a dark blue 'Sign in' button, which is circled in red.

- e. After logging in, if you manage more than one Site, go to the drop down in the upper left corner and select the site where access is being granted.



The image shows a user dashboard. On the left is a sidebar with a dark teal header containing 'Test Site - Stormwater' and a dropdown arrow, which is circled in red. A red arrow points to this header. Below the header is a list of menu items: Home, Dashboard, Notifications, Site Details, Start a New Form, Submissions, and Authorized Users. The main content area has a 'Home' heading and sections for 'Finding and Submitting Applications and Requests' (with a 'Browse Forms' button), 'Add a Site to your account' (with an 'Add a Site' button), and 'Need Help?' (with a paragraph of text).

2. How to invite access to a site.

- a. Once you have selected your site, select Authorized Users on the left-hand side of the screen.

Test Site - Stormwater

Home

Dashboard

Notifications

Site Details

Start a New Form

Submissions

Authorized Users

Home

Finding and Submitting Applications and Requests

Begin by browsing the available application, service request and report forms. Once the desired form is located, you can fill it out, submit it, and track it here.

[Browse Forms](#)

Add a Site to your account

Your account currently has access to 4 sites. In order to perform work on additional sites, you'll have to connect them to your user account.

[Add a Site](#)

Need Help?

Use the Help link icon in the top right corner of any page to view screen-specific help. If you still need assistance, [Contact Us](#) for additional support options.

- b. Click on 'Invite User to Join'.

Test Site - Stormwater

Users **Invite User to Join** ⓘ This screen lists external users authorized to access and manage data for this site.

Name	Role	Email/Login	Date	Status
Alexis Delzer	Administrator (Certifier status Approved)		06/05/2025	Active

Authorized Users People who have been previously approved to view or edit data for this site

- c. An Invite User screen opens.

Test Site - Stormwater

Invite User < Users

Name

Email

Role

[Send Invitation](#) [Cancel](#)

About Inviting Users

Invite users to view or edit a site's information. An email will be sent to the address you supply. The email will contain a link for the invitee to activate the invitation. The invitee will be asked to make an account if they do not have one already. You may wish to contact the invitee to ensure they look out for the invitation email.

Roles

Roles provide different capabilities:

- Viewer** - Can view site information but can't make any changes
- Editor** - Can fill out forms and reports. May require certifier permissions to submit, depending on the form
- Limited Editor** - Can fill out forms and reports but the user cannot edit drafts initiated by others. May require certifier permissions to submit, depending on the form
- Administrator** - Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users

Signing Authority

Certain types of forms and reports.

d. Enter the name and email address of the recipient. Select the Role.

- i. Viewer – Can view site information but can't make any changes.
- ii. Editor – Can fill out forms and reports. May require certifier permissions to submit, depending on the form.
- iii. Administrator – Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users.
- iv. Editor or Administrator roles may have Certifier Access. Certifier Access is only required if the individual needs to submit CROMERR compliant forms. Not all forms will require Certifier Access. Please contact your assigned department contact if you have any questions pertaining to signatory requirements.

- 1. The department recommends external individuals be added as an Editor or Viewer.

Name

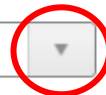
Jon Doe

Email

JonDoeTest@testemail.com

Role

Editor



e. Click 'Send Invitation' and an email will be sent by the system.

- i. The recipient will need to click on the link in the email to accept the invitation to the site.
- ii. The Site Administrator will not receive a notification when the invitation is accepted.

Test Site - Stormwater

Invite User < Users

Test Site - Stormwater

Name * = Required

Jon Doe

Email

JonDoeTest@testemail.com

Role

Editor

About Inviting Users

Invite users to view or edit a site's information. An email will be sent to the address you supply. The email will contain a link for the invitee to activate the invitation. The invitee will be asked to make an account if they do not have one already. You may wish to contact the invitee to ensure they look out for the invitation email.

Roles

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- Viewer** - Can view site information but can't make any changes
- Editor** - Can fill out forms and reports. May require certifier permissions to submit, depending on the form
- Limited Editor** - Can fill out forms and reports but the user **cannot edit drafts initiated by others**. May require certifier permissions to submit, depending on the form
- Administrator** - Can edit site information, invite other users to join the site, deactivate users, and request certifier permissions for users

Signing Authority

Certain types of forms and reports, particularly those administered under

Send Invitation Cancel

- f. After clicking 'Send Invitation' the Site Administrator is returned to the Authorized Users screen. A 'Pending Invitations' alert is illustrated.

Test Site - Stormwater

Users **Invite User to Join** i This screen lists external users authorized to access and manage data for this site.

Name	Role	Email/Login	Date	Status
Jon Doe	Editor	<Email/Login>	06/10/2025	Active
Authorized Users People who have been previously approved to view or edit data for this site				
Alexis Delzer	Administrator (Certifier status Approved)		06/05/2025	Active

Pending Invitations People who have been invited to access this site, but have not yet clicked the email activation

Authorized Users People who have been previously approved to view or edit data for this site

Alexis Delzer Administrator (Certifier status Approved) 06/05/2025 Active Open

- g. After the recipient has accepted the invitation, the 'Pending Invitations' alert is resolved.
- i. The recipient now has access to the site at the Role level that was selected.

Test Site - Stormwater

Home

Dashboard

Notifications

Site Details

Start a New Form

Submissions

Authorized Users

Users

Invite User to Join

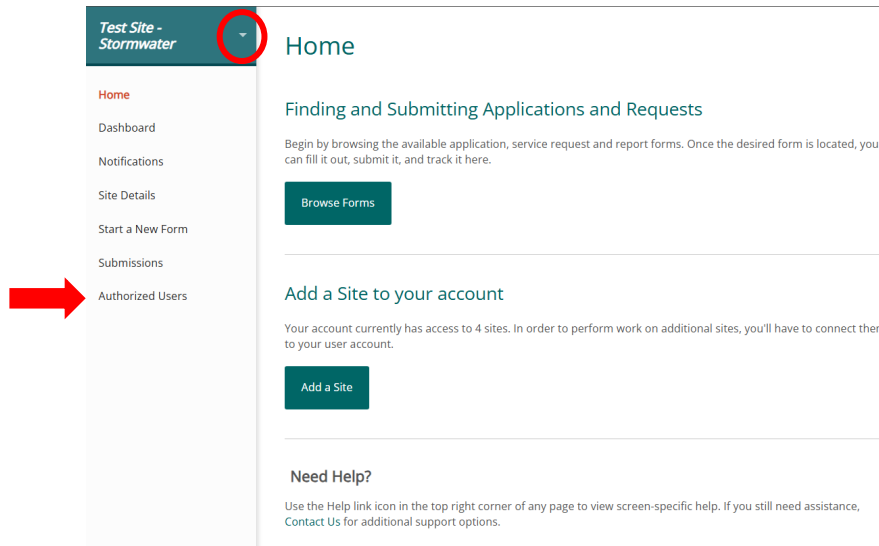
This screen lists external users authorized to access and manage data for this site.

Name	Role	Email/Login	Date	Status	
				Active	
Authorized Users People who have been previously approved to view or edit data for this site					
Alexis Delzer	Administrator (Certifier status Approved)		06/05/2025	Active	Open
Jon Doe	Editor	<Email/Login>	06/10/2025	Active	Open

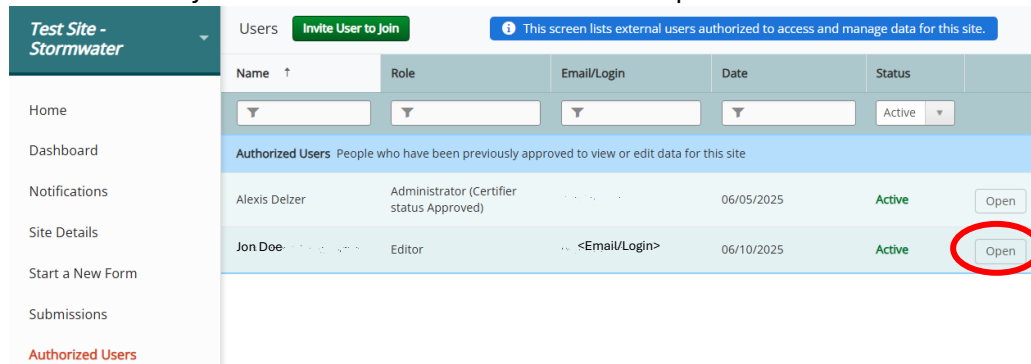
3. How to request Certifier Access for the newly added individual (if applicable).

WARNING: Certifier Access is **Global** to the Site and cannot be limited to specific program areas (i.e. air vs water vs waste programs), permits, individual forms, reports, or applications.

- a. After logging in, go to the appropriate site. Select Authorized Users on the left-hand side of the screen.



- b. Go to the newly added individual's name and Click 'Open'.



- c. The *Edit User Role* screen opens. If the site administrator has determined that user needs Certifier Access for the site, click on "Request Certifier Rights" button.
- i. Either the site administrator or the user can complete this step.

Test Site - Stormwater

Home
Dashboard
Notifications
Site Details
Start a New Form
Submissions
Authorized Users

Edit User Role < Users

Name * = Required
Jon Doe

Email
JonDoeTest@testemail.com

Role
Editor

Request Certifier Rights

Under federal rules, certifier rights are needed to submit certain types of forms and reports.

Save Cancel

Status
Inactive Active

Certifier Agreement Form

In order to complete your certification access request, you must also complete an electronic signature agreement.
[Certifier Agreement Form](#)

[Certifier Agreement Form](#)

- d. Certifier Status will change to 'Pending'.

Test Site - Stormwater

Home
Dashboard
Notifications
Site Details
Start a New Form
Submissions
Authorized Users

Edit User Role < Users

Name * = Required
Jon Doe

Email
JonDoeTest@testemail.com

Role
Editor

Certifier Status
Pending

A notification will be sent to the account holder when a decision has been rendered.

Save Cancel

Status
Inactive Active

Certifier Agreement Form

In order to complete your certification access request, you must also complete an electronic signature agreement.
[Certifier Agreement Form](#)

[Certifier Agreement Form](#)

- e. The individual will need to download and complete the Certifier Agreement Form. The completed original form with a 'wet' ink signature must be mailed to:

DEQ Data Coordinator CERIS-ND
North Dakota Department of Environmental Quality
4201 Normandy St
Bismarck, ND 58503-1324

The individual will not be able to submit forms/information to the department through CERIS-ND until the individual's Certifier Status has been approved for the specific site.

- i. If the individual's Certifier Agreement Form has yet to be processed by the department, the right side of the screen will have a cream box. Certifier Access will not be available, and the Certifier Status will remain 'Pending' until a Certifier Agreement Form has been processed.

The screenshot shows the 'Edit User Role' interface for a user named 'Jon Doe'. The user's email is 'JonDoeTest@testemail.com' and their role is 'Editor'. The 'Certifier Status' is currently 'Pending'. On the right side, under 'Certifier Agreement Form', there is a yellow box with the text: 'In order to complete your certification access request, you must also complete an electronic signature agreement. Certifier Agreement Form'. A red arrow points to this box. The 'Status' is set to 'Active'. At the bottom, there are 'Save' and 'Cancel' buttons.

- ii. If the individual's Certifier Agreement Form has been processed, the right side of the screen will have a green box.

This screenshot shows the same 'Edit User Role' interface, but the 'Certifier Status' has changed to 'Approved'. The yellow box from the previous screenshot has been replaced by a green box with a checkmark and the text: 'Approved to certify and submit CROMERR submissions.' A red arrow points to this green box. The 'Status' remains 'Active'. The 'Save' and 'Cancel' buttons are still at the bottom.

- f. Once the department has reviewed and approved the request, the recipient will receive an email notification from the system that Certifier Access is available for a site.
 - i. The Certifier Status will change to 'Approved'.
 - ii. The Site Administrator does not receive a notification when this takes place.

This screenshot shows the 'Edit User Role' interface with the 'Certifier Status' field highlighted by a red arrow. The status is now 'Approved'. The 'Certifier Agreement Form' section on the right now shows the green approval message. The 'Status' is 'Active'. The 'Save' and 'Cancel' buttons are at the bottom.

- g. Repeat the process if providing Certifier Access to multiple sites.