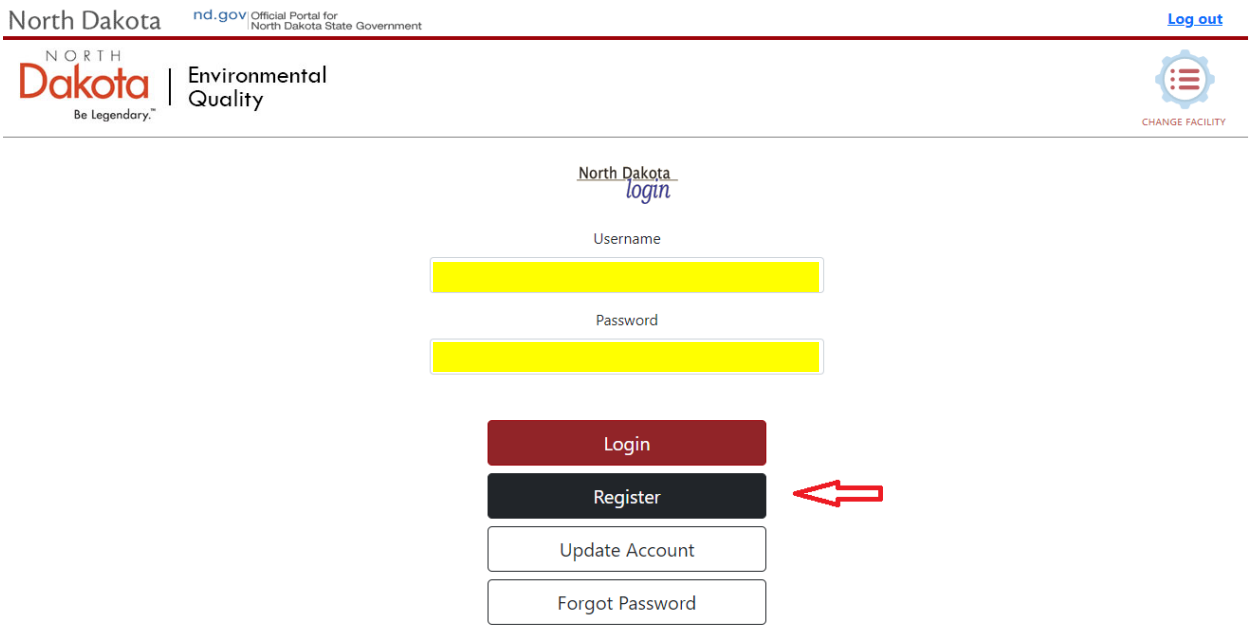
Instructions for using the NDDEQ Online X-Ray Registration Portal

Step 1 – Login

If you already have a ND Login, you can use it. A login for other state agencies, such as WSI, Job Service, NDDOT, etc… may work. Enter your user name and password in fields highlighted in yellow below.

The Link is: https://apps.deq.nd.gov/DEQ/XRay/login

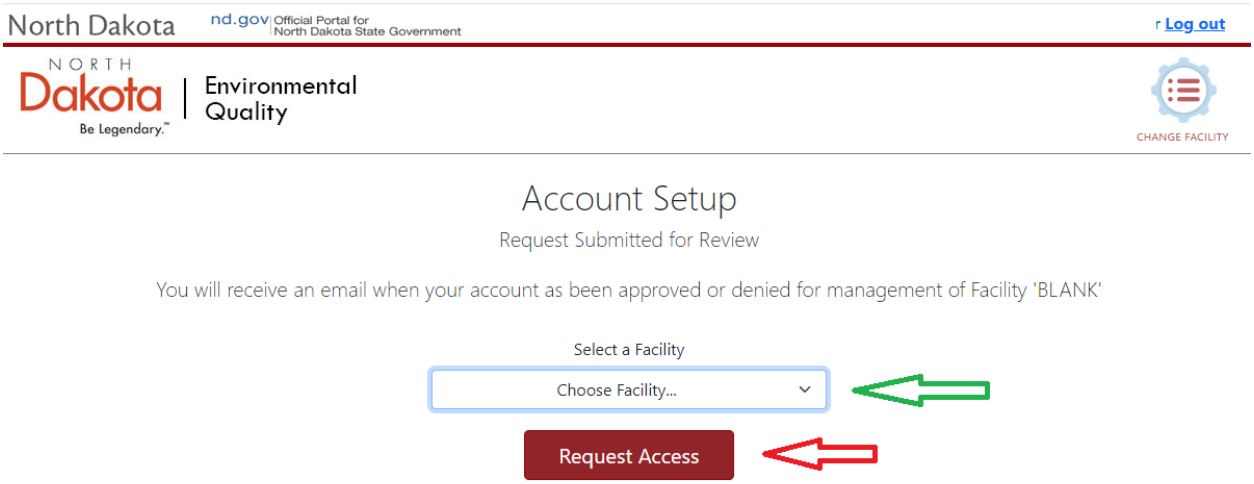
If you do not have an ND Login, click the Register link next to the red arrow



Step 2 – Select an Owner

The first time you login, you will be asked to select a facility with which your account will be associated. Click on the Choose Facility dropdown (Green Arrow) and find your facility. Then press the red Request Access button (Red Arrow).

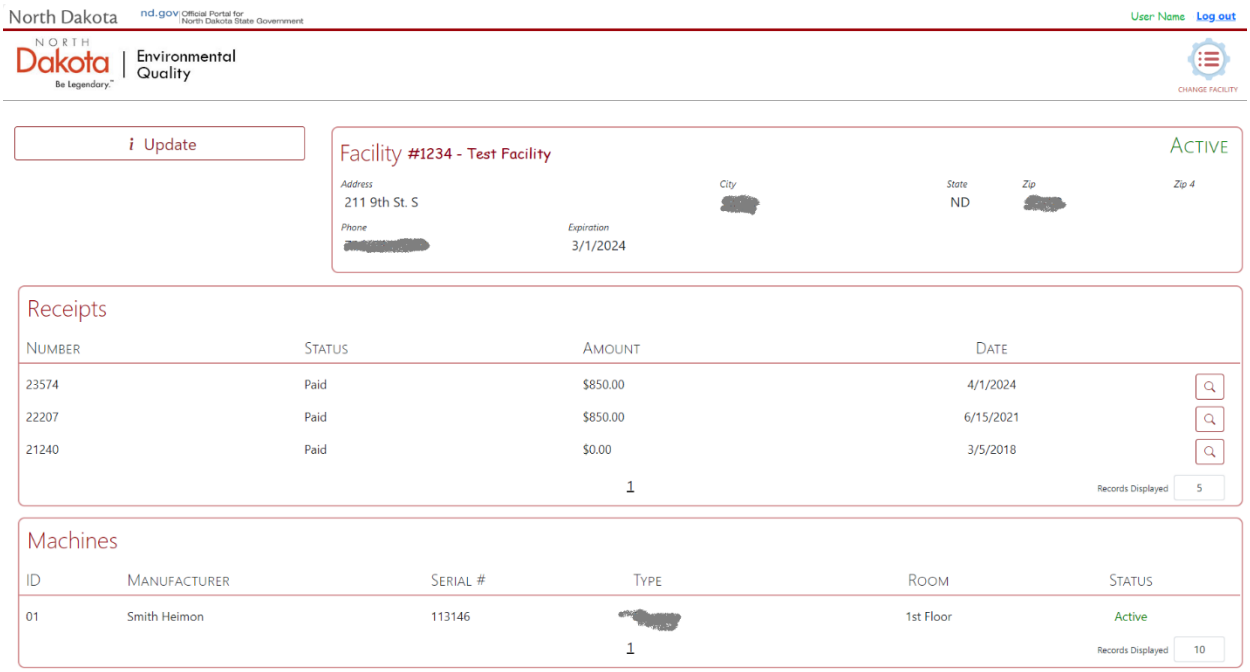
The NDDEQ X-Ray program will receive your request and send you an email when your user account has been setup to access that facility. NOTE: When assigned to the first facility, a user will then have the ability to request access to more facilities.



Step 3 –Facility Information

When logging into the site you will see the facility information, including past receipts and currently active Machines. To see the details for any of the receipts, click on the button at the right side of the receipt record.

To request that the department make updates to any facility information, including facility name and address, a change in contact information, and changes in machines, click on the "i Update" button in the top left corner and continue to the next step. If no updates are required and you would like to renew your registration, proceed to step 6.



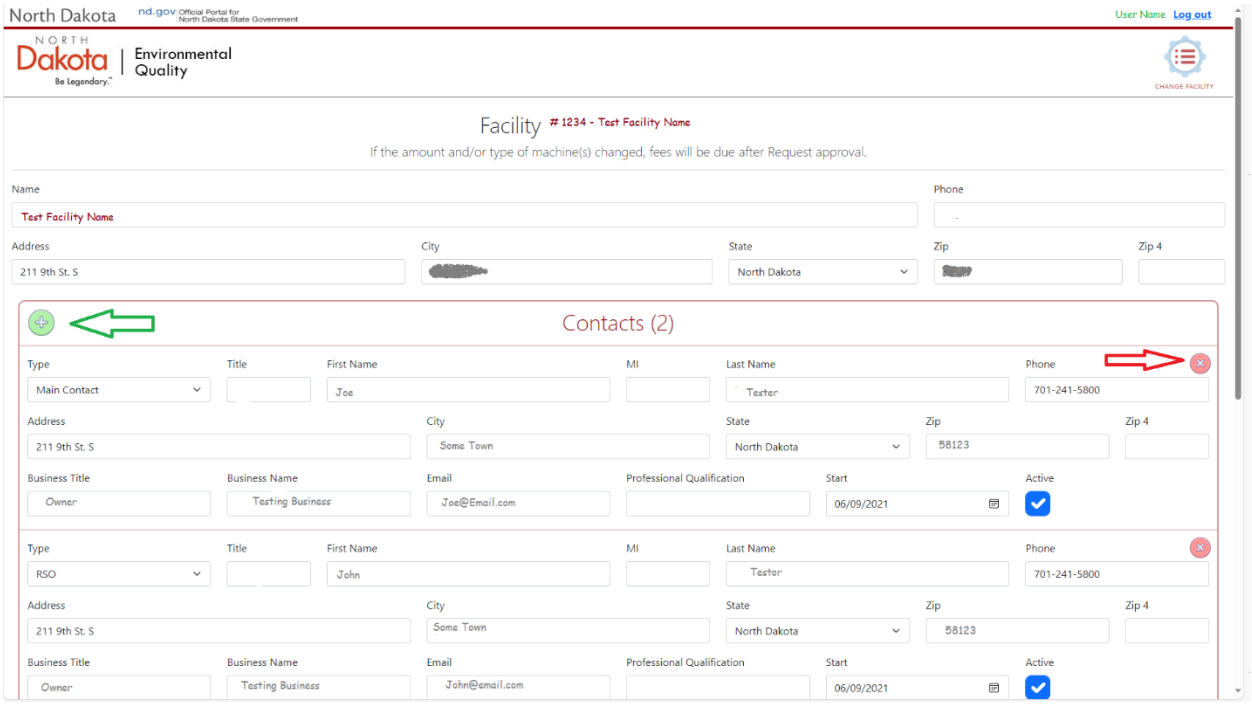
Step 4 – To Request a Facility Update

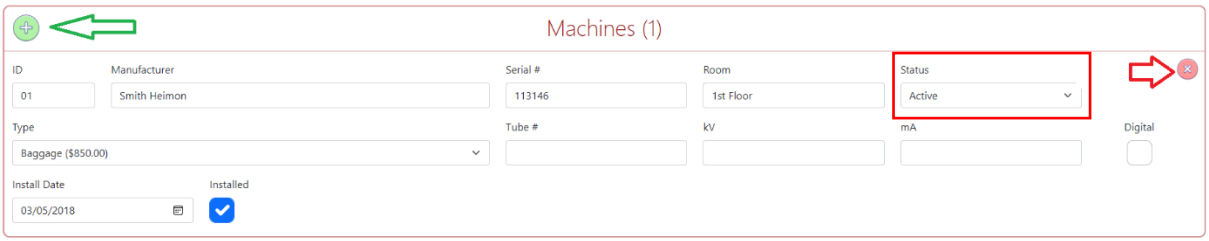
On the Update form, you will see the facility name and address as well as the currently active contacts and a list of the current machines. You can make edits as appropriate.

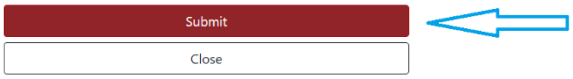
To add a new contact or machine click on the Green Plus sign (See Green Arrows below). A new blank record will show up at the bottom of the Contact / Machine list.

To remove a contact or machine, click on the Red X Icon (See Red Arrows below) NOTE when you remove a contact or machine, the contact or machine will still be listed, but will have an End Date or Removal Date added to the record. If you no longer use a machine, but still maintain possession of it, you may also change the status to “storage” (red box).

When you have completed making the updates press the Red Submit button (see blue arrow below) and the request will be submitted to the NDDEQ X-Ray program to process.





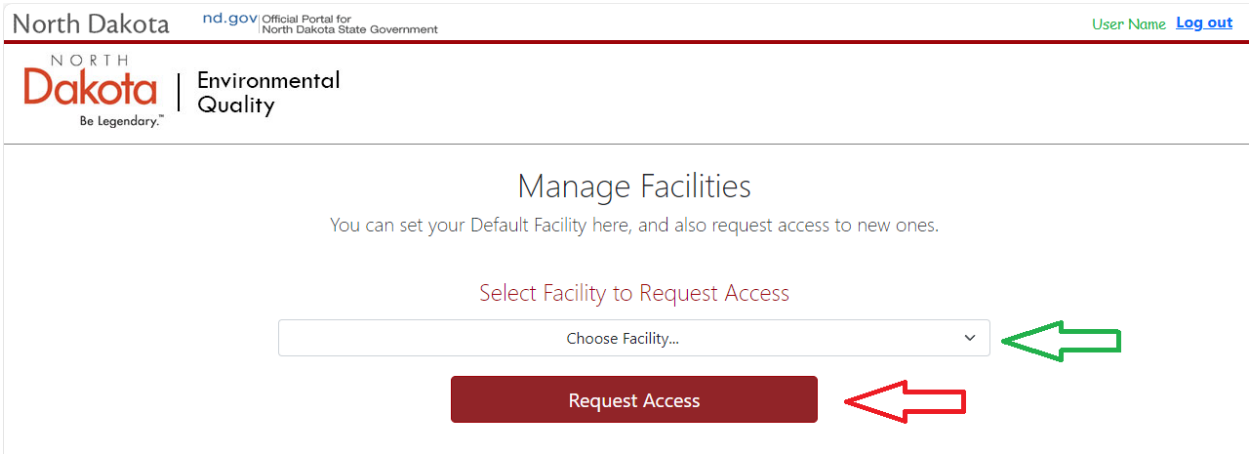


Step 5 - To request access to another facility

If you are responsible for more than one facility, you can request to have access to another facility. Press the Change Facility Icon (see Green Arrow Below).

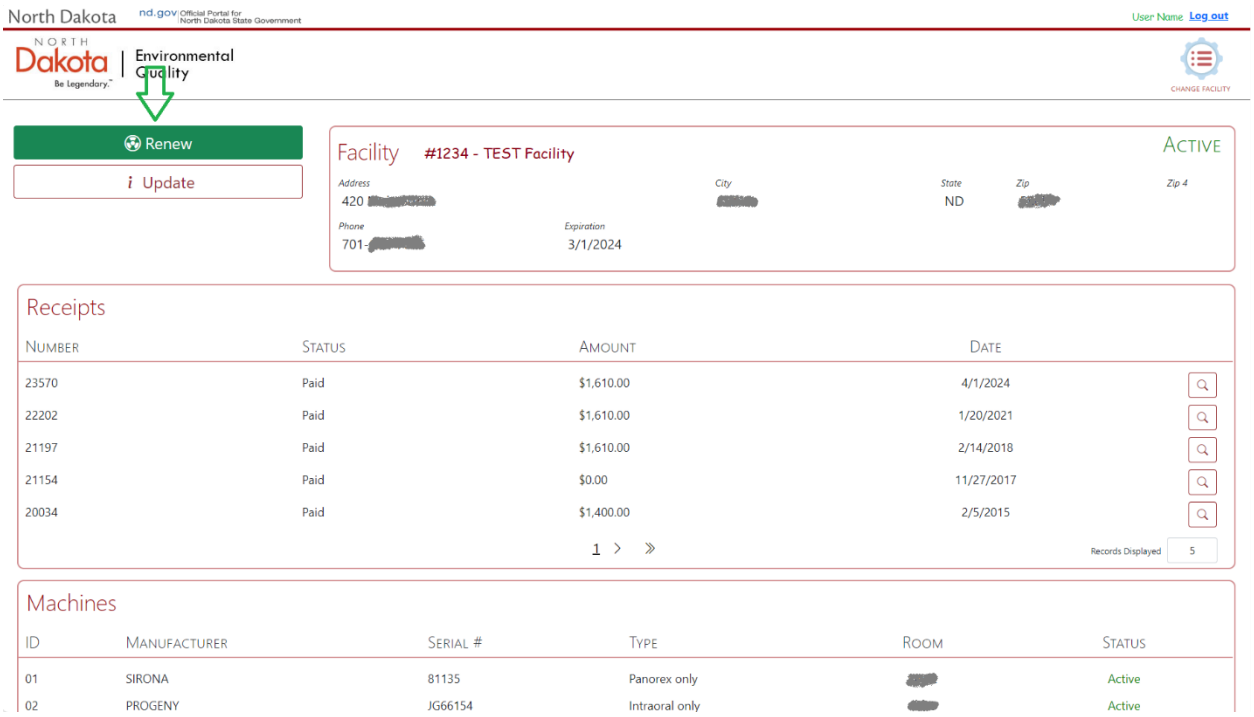
This will take you to a page where you will be able to select another facility and request access. To select a facility, click on the Chose Facility Dropdown (See Green Arrow Below).

When you have selected the facility, Click on the Request Access button (See Red Arrow Below). This will send the request for facility access to the NDDEQ Xray program. They will review your request and let you know if you are setup to access that facility.



Step 6 –Renew Registration

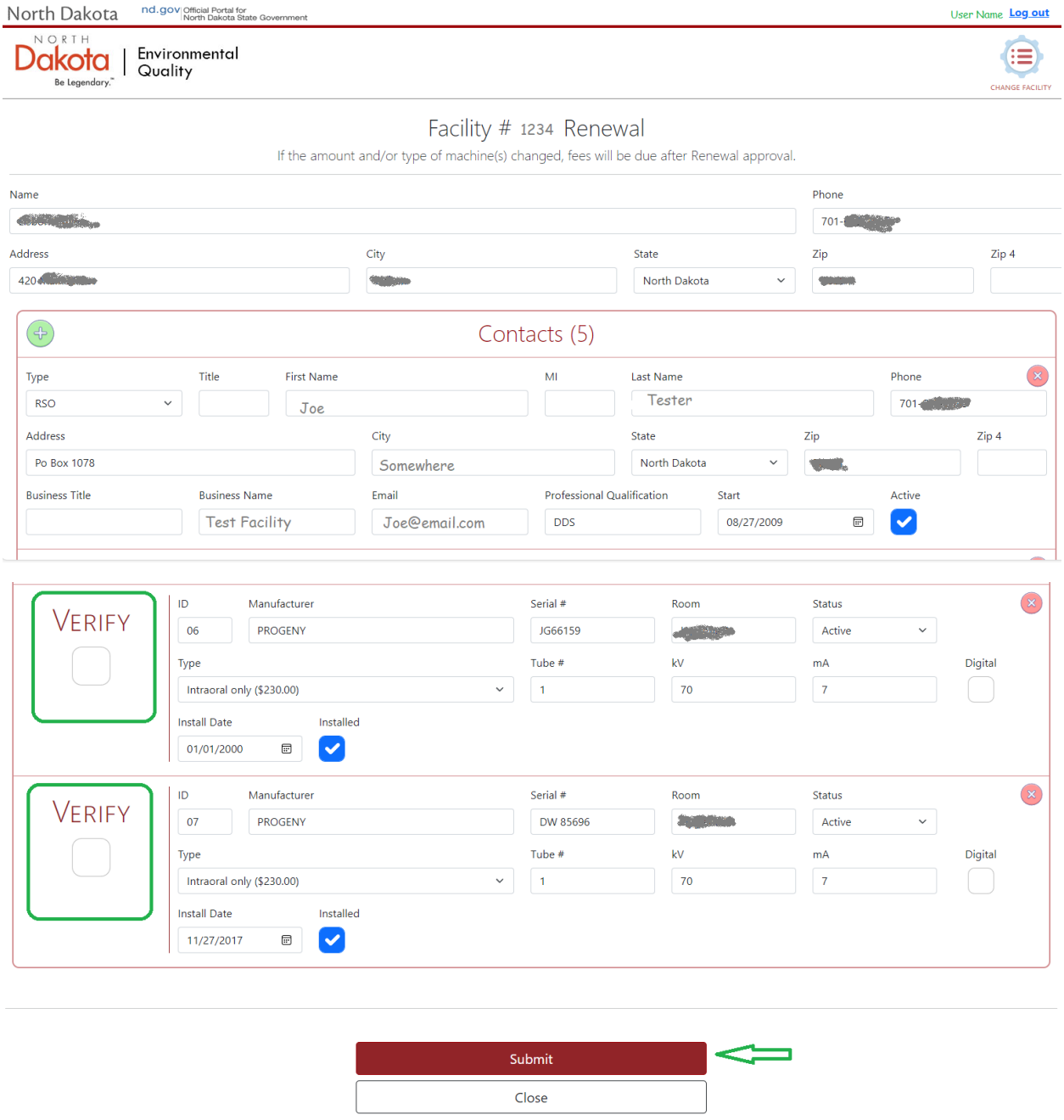
When a facility Registration is up for renewal, a green Renew button will show up at the top left side of the form.



The application will go to a page where you will be able to review all of the contacts and the machines to verify that everything is correct. For the machines you must check the Verify Box (See Green Boxes Below) to verify that the machine information is correct. If the machine information or contact information is not correct you will need to update the information.

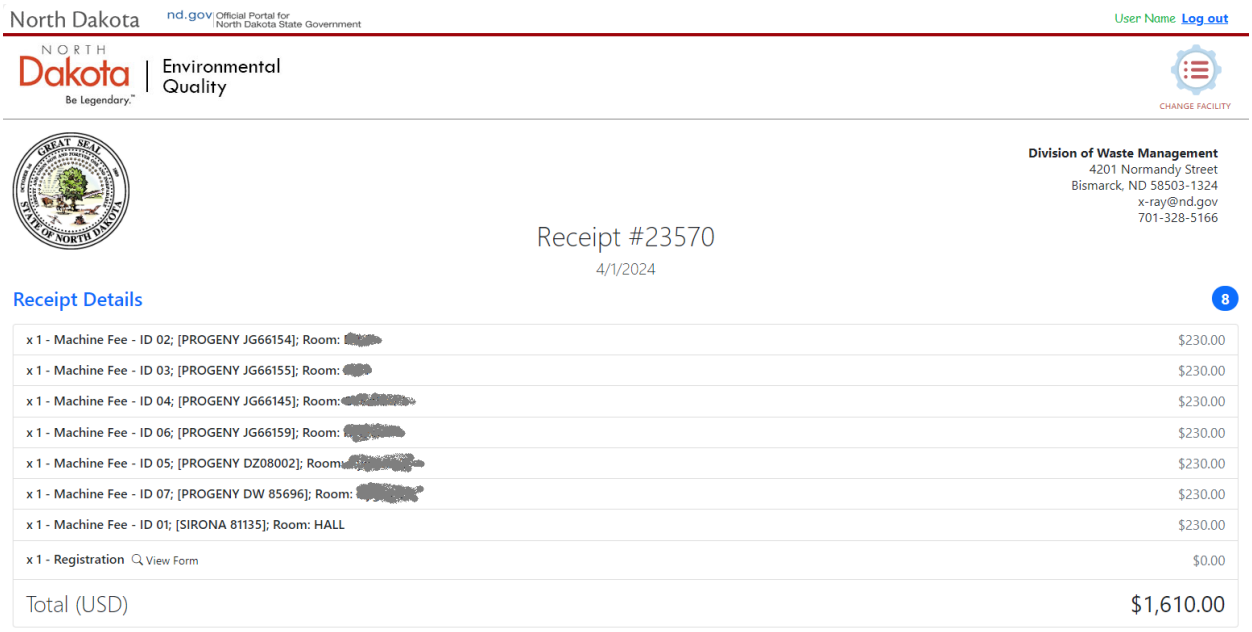
NOTE there are certain fields required for both Contacts and Machines. These fields must be populated before you can submit the renewal form.

When done press the red Submit button at the bottom of the page (See Green Arrow).



When the Review is submitted, If there are no updates to the Machines that would impact the fees, you will be taken to a page that shows the fees to be paid and allows you to either make an Online Payment or print the invoice and pay with a check.

NOTE: If you chose to make an Online Payment, the payment provider charges a convenience fee. The fee is either 2.5% of the fee if you pay by Credit Card – or $1.00 if you pay by ACH. Below is a screen shot of the invoice you will see before deciding how you would like to make a payment.



If there are changes to the machines, the changes will be sent to the NDDEQ X-Ray program to review. They will process the changes, make any updates to the machines and then notify you when the changes are made so you can go into the web site again and process the renewal.