

# 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

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CHANGE FACILITY

North Dakota  
*login*

Username

Password

Login

Register ←

Update Account

Forgot Password

## 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.


### Account Setup

Request Submitted for Review

You will receive an email when your account as been approved or denied for management of Facility 'BLANK'

Select a Facility

Choose Facility... 

**Request Access** 


### 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.

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
*i Update*

**Facility #1234 - Test Facility** ACTIVE

Address  
211 9th St. S City State ND Zip Zip 4

Phone Expiration  
[REDACTED] 3/1/2024

**Receipts**

NUMBER	STATUS	AMOUNT	DATE	
23574	Paid	\$850.00	4/1/2024	
22207	Paid	\$850.00	6/15/2021	
21240	Paid	\$0.00	3/5/2018	

1

Records Displayed

**Machines**

ID	MANUFACTURER	SERIAL #	TYPE	ROOM	STATUS
01	Smith Heimon	113146	[REDACTED]	1st Floor	Active

1

Records Displayed

## 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.

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**Facility # 1234 - Test Facility Name**  
If the amount and/or type of machine(s) changed, fees will be due after Request approval.

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Name  Phone

Address  City  State  Zip  Zip 4

**Contacts (2)**

Type	Title	First Name	MI	Last Name	Phone	
<input type="text" value="Main Contact"/>	<input type="text" value=""/>	<input type="text" value="Joe"/>	<input type="text" value=""/>	<input type="text" value="Tester"/>	<input type="text" value="701-241-5800"/>	
Address		City		State	Zip	Zip 4
<input type="text" value="211 9th St. S"/>		<input type="text" value="Some Town"/>		<input type="text" value="North Dakota"/>	<input type="text" value="58123"/>	<input type="text" value=""/>
Business Title	Business Name	Email	Professional Qualification	Start	Active	
<input type="text" value="Owner"/>	<input type="text" value="Testing Business"/>	<input type="text" value="Joe@email.com"/>	<input type="text" value=""/>	<input type="text" value="06/09/2021"/>	<input checked="" type="checkbox"/>	

Type	Title	First Name	MI	Last Name	Phone	
<input type="text" value="RSO"/>	<input type="text" value=""/>	<input type="text" value="John"/>	<input type="text" value=""/>	<input type="text" value="Tester"/>	<input type="text" value="701-241-5800"/>	
Address		City		State	Zip	Zip 4
<input type="text" value="211 9th St. S"/>		<input type="text" value="Some Town"/>		<input type="text" value="North Dakota"/>	<input type="text" value="58123"/>	<input type="text" value=""/>
Business Title	Business Name	Email	Professional Qualification	Start	Active	
<input type="text" value="Owner"/>	<input type="text" value="Testing Business"/>	<input type="text" value="John@email.com"/>	<input type="text" value=""/>	<input type="text" value="06/09/2021"/>	<input checked="" type="checkbox"/>	

Machines (1)						
ID	Manufacturer	Serial #	Room	Status		
01	Smith Heimon	113146	1st Floor	Active		
Type	Tube #	kV	mA	Digital		
Baggage (\$850.00)				<input type="checkbox"/>		
Install Date	Installed					
03/05/2018	<input checked="" type="checkbox"/>					

### 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).

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Facility # 1234 - Test Facility Name  
If the amount and/or type of machine(s) changed, fees will be due after Request approval.

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.

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### Manage Facilities

You can set your Default Facility here, and also request access to new ones.

Select Facility to Request Access






## 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.


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
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CHANGE FACILITY

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**Facility #1234 - TEST Facility** ACTIVE

Address 420 [REDACTED] City [REDACTED] State ND Zip [REDACTED] Zip 4

Phone 701-[REDACTED] Expiration 3/1/2024

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**Receipts**

NUMBER	STATUS	AMOUNT	DATE	
23570	Paid	\$1,610.00	4/1/2024	<input type="button" value="Q"/>
22202	Paid	\$1,610.00	1/20/2021	<input type="button" value="Q"/>
21197	Paid	\$1,610.00	2/14/2018	<input type="button" value="Q"/>
21154	Paid	\$0.00	11/27/2017	<input type="button" value="Q"/>
20034	Paid	\$1,400.00	2/5/2015	<input type="button" value="Q"/>

1 > >>

Records Displayed

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**Machines**

ID	MANUFACTURER	SERIAL #	TYPE	ROOM	STATUS
01	SIRONA	81135	Panorex only	[REDACTED]	Active
02	PROGENY	JG66154	Intraoral only	[REDACTED]	Active

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).

### Facility # 1234 Renewal

If the amount and/or type of machine(s) changed, fees will be due after Renewal approval.

Name		Phone		
<input type="text"/>		<input type="text"/>		
Address	City	State	Zip	Zip 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ **Contacts (5)**


Type	Title	First Name	MI	Last Name	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	State	Zip	Zip 4	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Title	Business Name	Email	Professional Qualification	Start	Active
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

<div style="border: 2px solid green; padding: 5px; display: inline-block;"><b>VERIFY</b> <input type="checkbox"/></div>	ID	Manufacturer	Serial #	Room	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Type	Tube #	kV	mA	Digital
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Install Date	Installed				
<input type="text"/>	<input checked="" type="checkbox"/>				

<div style="border: 2px solid green; padding: 5px; display: inline-block;"><b>VERIFY</b> <input type="checkbox"/></div>	ID	Manufacturer	Serial #	Room	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Type	Tube #	kV	mA	Digital
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Install Date	Installed				
<input type="text"/>	<input checked="" type="checkbox"/>				


Submit

Close

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.



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Receipt #23570

4/1/2024

**Division of Waste Management**  
 4201 Normandy Street  
 Bismarck, ND 58503-1324  
 x-ray@nd.gov  
 701-328-5166

**Receipt Details** 8

x 1 - Machine Fee - ID 02; [PROGENY JG66154]; Room: [REDACTED]	\$230.00
x 1 - Machine Fee - ID 03; [PROGENY JG66155]; Room: [REDACTED]	\$230.00
x 1 - Machine Fee - ID 04; [PROGENY JG66145]; Room: [REDACTED]	\$230.00
x 1 - Machine Fee - ID 06; [PROGENY JG66159]; Room: [REDACTED]	\$230.00
x 1 - Machine Fee - ID 05; [PROGENY DZ08002]; Room: [REDACTED]	\$230.00
x 1 - Machine Fee - ID 07; [PROGENY DW 85696]; Room: [REDACTED]	\$230.00
x 1 - Machine Fee - ID 01; [SIRONA 81135]; Room: HALL	\$230.00
x 1 - Registration <a href="#">View Form</a>	\$0.00
<b>Total (USD)</b>	<b>\$1,610.00</b>

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.