



OIL & GAS BULK USER ACCESS (CERIS-ND)
 NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY
 SFN NA (10-2021)

This form is to request bulk user access to sites in CERIS-ND for the Upstream and Midstream Oil and Gas Industry.

SECTION A –USER INFORMATION

Name (First and Last)
Email Address

SECTION B1 – FACILITY(S)/SITE(S) REQUESTING CERTIFIER ACCESS TO (note if its all company assets just list the Company Name and All under Facility Name.)

Company Name	Facility Name	Site ID Number*	User Role (see Section B2)	Add or Remove User Access

* Site ID Number can be located by login into your site in CERIS-ND, clicking on DETAILS on the left-hand side of the page and the number will be on the upper right side of the page under your username. Format of the Site ID Number is XXXX-XXXX-XXX.

SECTION B2 –USER ROLE DEFINITIONS

User Role	Authorizations
Viewer	Can view site information but not make changes. Can be setup by Site Administrator, does not need to submit this form for this level of access, contact your Site Administrator.
Editor	Can fill out forms and reports. May require certifier permissions to submit, depending on the form. Can be setup by Site Administrator, does not need to submit this form for this level of access, contact your Site Administrator.
Administrator	Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users (Certifier users NEED to submit this form). Note that the first user to setup a NEW site is automatically the Site Administer.

SECTION C –PERSON REQUESTING THIS ACCESS FOR USER LISTED IN SECTION A

Name			
Title			
Mailing Address	City	State	ZIP Code
Email Address	Telephone Number		Ext

SECTION D – FOR DEPARTMENT USE

Approved and Activated Date	Date Inactivated
Approved and Activated By	Inactivated By

SECTION E – COMMENTS

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