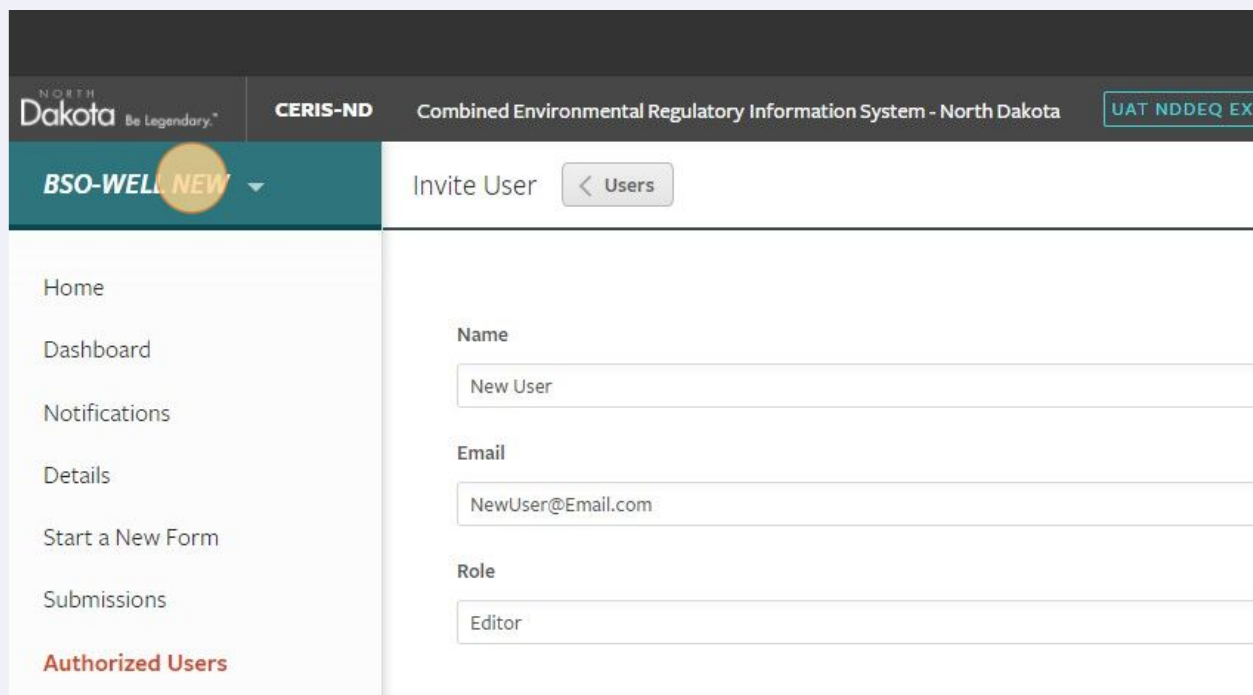


# Nd Workflow

1 Navigate to <https://ceris.deq.nd.gov/ext/ncore/>

2 Enter your user name and password. If you have forgotten click the forgot password under the login to reset.

3 Click "ALL" and select each site you wish to add users to.



The screenshot shows the 'Invite User' interface within the CERIS-ND system. The header includes the North Dakota logo, 'CERIS-ND', and the system name 'Combined Environmental Regulatory Information System - North Dakota'. A 'UAT NDDEQ EX' button is visible in the top right. The main content area is titled 'Invite User' and features a '< Users' button. On the left, a navigation menu lists 'Home', 'Dashboard', 'Notifications', 'Details', 'Start a New Form', and 'Submissions', with 'Authorized Users' highlighted in red. The form fields are: 'Name' (New User), 'Email' (NewUser@Email.com), and 'Role' (Editor).

4 Click A Site you wish to add a user to.

Filter items

(All)

1 AAA Blank - AAA (NDDEQ Internal Test Site)

Arrow Field Services, LLC - Station 8 Compressor Station

**BSO-WELL NEW**

Ershigs, Inc. - Milton R. Young Station Stack Liner Project

Hiland Partners Holdings LLC - Topeka Compressor Station

MARATHON OIL COMPANY - YOUNG CENTRAL TANK BATTERY

New Site

ONEOK Rockies Midstream, L.L.C. - Corral Creek Compressor

5 Click "Authorized Users"

Dashboard

Notifications

Details

Start a New Form

Submissions

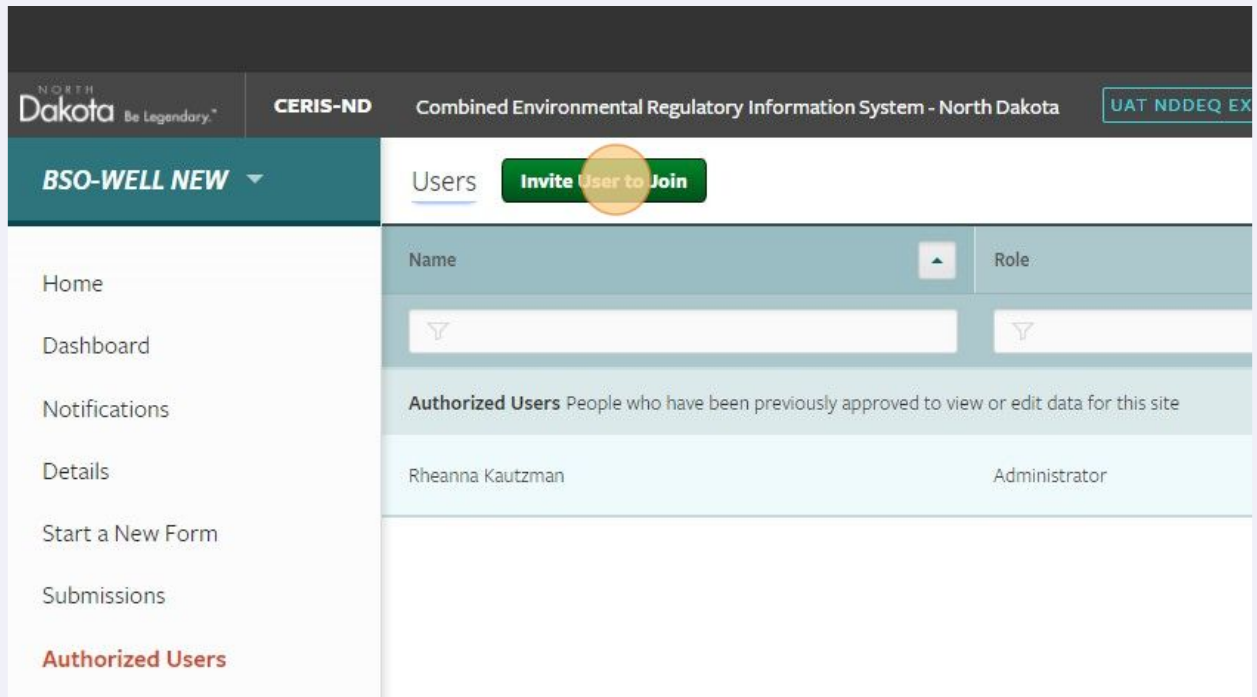
**Authorized Users**

**BSO-WELL NEW**  
Application RPT-0213645 — Air 40 CFR 60.5420a(a)(2)(i) - Notification of Well Completior  
\* DRAFT This draft was created on 10/27/2021 by Rheanna Kautzman and has not yet been submitted.

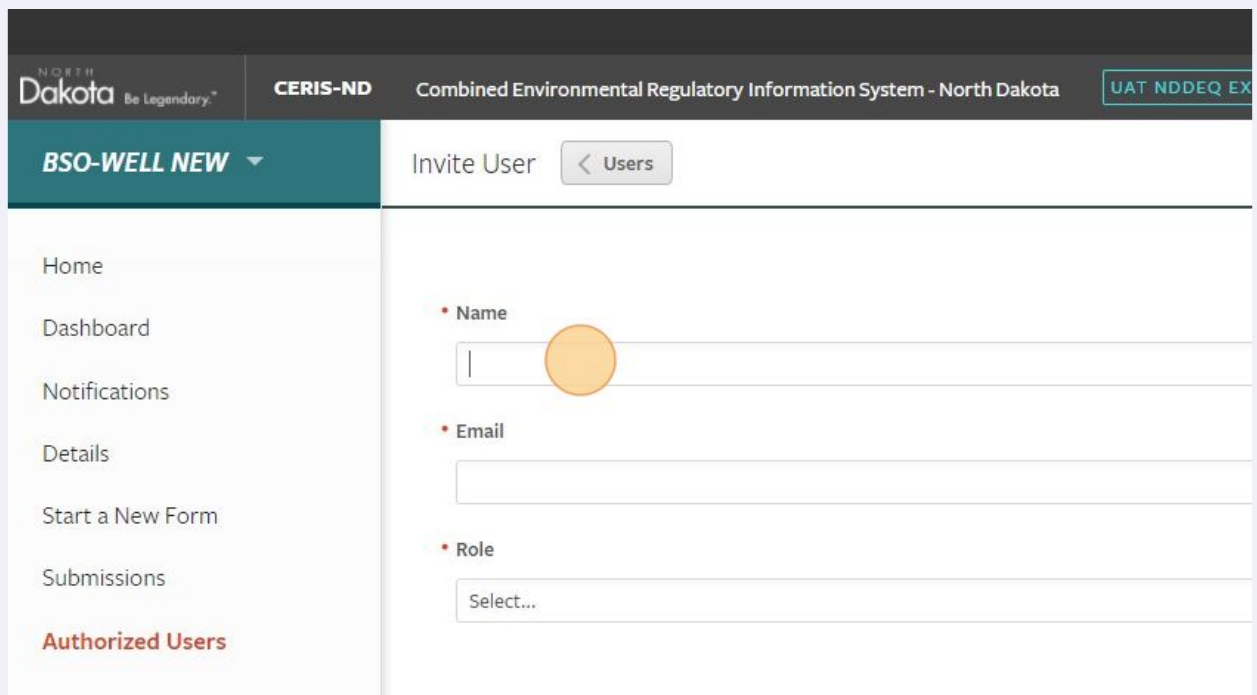
**BSO-WELL NEW**  
Application HPF-WH0F-8WE6V — Air Oil and Gas Facility Registration - New Imported On 9  
\* DRAFT This draft was created on 03/02/2022 by Rheanna Kautzman and has not yet been submitted.

**BSO-WELL NEW**  
Application RPT-0213694 — Air 40 CFR 60.5420a(a)(2)(i) - Notification of Well Completio  
\* DRAFT This draft was created on 05/25/2022 by Rheanna Kautzman and has not yet been submitted.

6 Click "Invite User to Join"



7 Enter the user's First Name Last Name



8 Enter the User's email address

9 Click this text field.

The screenshot shows a web application interface. At the top left, there is a dark green header with the text "BSO-WELL NEW" and a dropdown arrow. To the right of the header, the text "Invite User" is displayed, followed by a button labeled "< Users". Below the header is a sidebar menu with the following items: "Home", "Dashboard", "Notifications", "Details", "Start a New Form", "Submissions", and "Authorized Users" (highlighted in red). The main content area contains a form with three fields: "Name" (containing "New User"), "Email" (containing "New User's@email.com" and highlighted with a red border and a yellow circle), and "Role" (containing "Select...").

10

Select the User's Authorization Level. Limit the use of Administrators. Administrators can add other users--there should be at least one Administrator per site, but most users should be at the Editor level, where they can view records and submit applications or compliance documents.

The screenshot shows a web interface for creating a new user. On the left is a navigation menu with items: Home, Dashboard, Notifications, Details, Start a New Form, Submissions, and Authorized Users (highlighted in red). The main content area contains a form with three fields: 'Name' with the value 'New User', 'Email' with the value 'NewUser's@email.com', and 'Role' with a dropdown menu showing 'Select...'. An orange circle highlights the 'Role' dropdown.

11

Click "Send Invitation", this will send a link to the invited user to click on to gain access to the site. The User may need to setup a CERIS-ND user account using that invited email before they can login.

The screenshot shows the bottom portion of the user creation form. At the bottom left, there is a blue circular icon with a red center. To its right, there are two buttons: 'Send Invitation' (highlighted with an orange circle) and 'Cancel'. The footer text reads 'North Dakota Department of Environmental Quality'.