

Helpful Hints for Creating Subscriber Agreements

Having the following information together before creating your Subscriber Agreement (SA) will help the process run more smoothly.

Signatory Authority

- for UST Notifications is the owner or operator of the USTs, or their authorized employee.
- is required to sign the Signatory Authority page printed with the Subscriber Agreement (SA) after the information is entered electronically. **There can be only one Signatory Authority.**
- is, by default, a Subscriber and must also sign the Subscriber page printed with the Subscriber Agreement.

Subscriber

- is an individual duly authorized by the *Signatory Authority* to submit *Electronic Filings*. **There can be multiple Subscribers, such as an employee, third party contractor, or an environmental consultant.**
- must sign the Subscriber page printed with the Subscriber Agreement before it is mailed into DEEP for approval.

User Accounts and Usernames

- create User Accounts for the Signatory Authority and all Subscribers first, before beginning the Subscriber Agreement.
- input the username from the User Accounts in the Subscriber Agreement when prompted.



Subscriber Agreements (SAs)

You must have your Subscriber Agreement approved by DEEP before you can submit your notification filings.



State of Connecticut Governor Dannel P. Malloy

Department of ENERGY & ENVIRONMENTAL PROTECTION

Welcome Tank User! [Log Out] 0 Unpaid Filings 1 Unread Messages

eFiling System
My Home

Welcome to your home page
Below is the dashboard for your filing activity. Select an open filing or [start a new filing](#).

Filter open filings by type: All Search Filing ID: [input]

Open Filings

Edit	Type	ID	Application ID	Status	Info
No filings found					

Showing 0 to 0 of 0 entries

Filter finalized filings by type: All Search Filing ID: [input]

Finalized Filings

Type	ID	Permit ID	Start Date	End Date	Status	Info
No filings found						

You must have your Subscriber Agreement approved by DEEP before you can submit your notification filings.

Select Subscriber Agreement from this menu and complete it electronically, then print, get all required wet signatures, and mail it to DEEP for approval.

Creating Your Subscriber Agreement (SA)

You can use already approved Subscriber Agreements (SA) or add a new Agreement.



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Welcome Tank User! [Log Out] 0 Unpaid Filings 1 Unread Messages

eFiling System
My Subscriber Agreements

Welcome to your Subscriber Agreements page.
Here you will find all your subscriber agreements. [More info on Subscriber Agreements.](#)

Search:

Subscriber Agreements

SA #	Client	Status	Action
No SAs found			

Showing 0 to 0 of 0 entries

Previously submitted Subscriber Agreements and their Status will be listed here. For this user, no SAs were found.

Select "Add Subscriber Agreement" button here to create a SA.

Subscriber Agreements for UST Notifications



Select UST as the line of business here for creating the Subscriber Agreement for UST Notifications and Fee Payments.

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Welcome Tank User! [Log Out] 0 Unpaid Filings 1 Unread Messages

eFiling System

Add New Subscriber Agreement

DEEP Home
Permits & Licenses
Getting Started
Public Search
Help
My Home
New Filings:

Here you will be able to add a subscriber agreement for your company/organization. Please use the field labeled "Enter Client (Regulated Entity) Name for search" to search for the company/organization or individual who is the actual regulated entity.

- To search for your company/organization, exclude words such as 'The', 'Town/City of', and 'Department of'.
- To search for your company/organization, exclude words such as 'The', 'Town/City of', and 'Department of', and any prefixes or suffixes (Mr., Mrs., Jr., etc.).
- To add a new

Please choose the line of business:

- UST
- Stormwater
- UST and Stormwater
- Radiation

Enter Client (Regulated Entity) Name for search: [Text Field] [Search] [Add New]

Select	Name

Showing 0 to 0 of 0 entries

Please select a client from the table above

Selected Client:

Selected Line of Business: UST

Only one user name can be added as the Signature Authority for each Subscriber Agreement, and is required. Multiple user names may also be added as Subscribers as needed. The user designated as the Signature Authority will have admin rights to the Subscriber Agreement, as well as the same filing rights as a Subscriber.

Users					
Select	Type	User Name	First Name	Last Name	Email

Choose UST as the line of business for this SA.

Client Search and Results

You enter your Client (Regulated Entity) Name for Search and Select Client if in list of Results.



The screenshot shows the eFiling System interface for the Connecticut Department of Energy & Environmental Protection. The main content area is titled "Add New Subscriber Agreement" and contains instructions for searching for a client. A search input field contains "Tank" and the "Search" button is highlighted. Below the search field is a "Client Search Result" table with the following data:

Select	Name
<input type="checkbox"/>	DON STANKUS
<input type="checkbox"/>	STOLT PARCEL TANKERS INC
<input checked="" type="checkbox"/>	Tank Business, Inc.
<input type="checkbox"/>	Philo Tankard
<input type="checkbox"/>	JOHN TANKE
<input type="checkbox"/>	TANKS ARE US, LLC

Below the table, the "Selected Client" is "Tank Business, Inc." and the "Selected Line of Business" is "UST".

Search for Client Name (Regulated Entity) first! Select Search button. See search hints in text above button.

Must Select checkbox for Client from Results List.

If the Client is not in the List, Select "Add New" button to add Client and submit for DEEP approval.

Add and/or Delete Signatory Authority and Subscribers



Only one user name can be added as the Signatory Authority and is required. Multiple users can be added as Subscribers.



Department of ENERGY & ENVIRONMENTAL PROTECTION

ezFile eFiling System

Add New Subscriber Agreement

Here you will be able to add a subscriber agreement for your company/organization. Please use the field labeled "Enter Client (Regulated Entity) Name for search" to search for the company/organization or individual who is the actual regulated entity.

- To search for your company/organization, exclude words such as "The", "Town/City of", and "Department of".
- To search for an individual, exclude first name, middle initial, and any prefixes or suffixes (Mr., Mrs., Jr., etc.).
- To add a new company/organization or individual, select the "Add New" button.

Enter Client (Regulated Entity) Name for search: Tank

Client Search Result

Select	Name	
<input type="checkbox"/>	DON STANKUS	<input type="button" value="i"/>
<input type="checkbox"/>	STOLT PARCEL TANKERS INC	<input type="button" value="i"/>
<input checked="" type="checkbox"/>	Tank Business, Inc.	<input type="button" value="i"/>
<input type="checkbox"/>	Philo Tankard	<input type="button" value="i"/>
<input type="checkbox"/>	JOHN TANKE	<input type="button" value="i"/>
<input type="checkbox"/>	TANKS ARE US, LLC	<input type="button" value="i"/>

Showing 1 to 39 of 39 entries

Please select a client from the table above

Selected Client: Tank Business, Inc.

Selected Line of Business: UST

Only one user name can be added as the Signature Authority for each Subscriber Agreement, and is required. Multiple user names may also be added as Subscribers as needed. The user designated as the Signature Authority will have admin rights to the Subscriber Agreement as well as the same filing rights as a Subscriber.

Users

Select	Type	User Name	First Name	Last Name	Email
No users found					

Showing 0 to 0 of 0 entries

Add a Signatory Authority. Only one name can be added as Signatory Authority and the Signatory Authority is required for each Subscriber Agreement.

Signatory Authority for UST Notifications can be the owner, operator, or their authorized employee.

The Signatory Authority is required to sign the paper copy of the SA that is submitted to DEEP for approval.

Adding Signatory Authority and Subscribers

All Users must have gone through the account creation procedure and have a username and password.



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- To search for an individual, exclude first name, middle initial, and any prefixes or suffixes (Mr., Mrs., Jr., etc.).
- To add a new company/organization or individual, select the "Add New" button.

Enter Client (Regulated Entity) Name for search: Tank

Client Search Result

Select	Name
<input type="checkbox"/>	DON STANKUS
<input type="checkbox"/>	STOLT PARCEL TANKERS INC
<input checked="" type="checkbox"/>	Tank Business, Inc.
<input type="checkbox"/>	Philip Tankard
<input type="checkbox"/>	JOHN TANKE

Selected Client: Tank Business, Inc.

Selected Line of Business: UST

Only one user name can be added as the Signature Authority for each Subscriber Agreement, and is required. Multiple user names may also be added as Subscribers as needed. The user designated as the Signature Authority will have admin rights to the Subscriber Agreement, as well as the same filing rights as a Subscriber.

Users

Select	Type	User Name	First Name	Last Name	Email
No users found					

Enter "username" of Signatory Authority and select User Type "Signatory Authority."

Adding Users (Signature Authority and Subscribers)

All Users must have go through the account setup procedure and have a username and password.



eFiling System
Add New Subscriber Agreement

Here you will be able to add a subscriber agreement for your company/organization. Please use the field labeled "Enter Client (Regulated Entity) Name for search" to search for the company/organization or individual who is the actual regulated entity.

- To search for your company/organization, exclude words such as "The", "Town/City of", and "Department of".
- To search for an individual, exclude first name, middle initial, and any prefixes or suffixes (Mr., Mrs., Jr., etc.).
- To add a new company/organization or individual, select the "Add New" button.

Enter Client (Regulated Entity) Name for search:

Select	Name
<input type="checkbox"/>	DON STANKUS
<input type="checkbox"/>	STOLT PARCEL TANKERS INC
<input checked="" type="checkbox"/>	Tank Business, Inc.
<input type="checkbox"/>	Philip Tankard
<input type="checkbox"/>	JOHN TANKE
<input type="checkbox"/>	TANKS ARE US, LLC

Enter User Name (e-Filing login name):

Select a User Type:

Selected Client: Tank Business, Inc.
Selected Line of Business: UST

Only one user name can be added as the Signature Authority for each Subscriber Agreement, and is required. Multiple user names may also be added as Subscribers as needed. The user designated as the Signature Authority will have admin rights to the Subscriber Agreement, as well as the same filing rights as a Subscriber.

Select	Type	User Name	First Name	Last Name	Email
No users found					

Showing 0 to 0 of 0 entries

Enter "username" of Subscriber and select User Type "Subscriber."

Repeat this process for any additional Subscribers.

Download and Print your SA

You have completed electronically creating your Subscriber Agreement (SA).



A screenshot of the ezFile eFiling System interface. The page title is "eFiling System" and the subtitle is "My Subscriber Agreement". The main content area displays the message: "Your Subscriber Agreement has been started for Tank Business, Inc.. The number is 752. Please download the PDF and sign it. Details on where to mail the document are included in the PDF instruction sheet." Below this message is a "Download PDF" link and a small Adobe Reader icon. The left sidebar contains navigation links for "DEEP Home", "Permits & Licenses", "Getting Started", "Public Search", "Public Comments", "Help", "My Home", and "New Filings".

Download and Print your Subscriber Agreement.

Print your SA and get "wet" Signatures

Print your Subscriber Agreement (SA) and get wet signatures of Signatory Authority and all Subscribers.



SA Number: 748
Page 5 of 7

D. Signatory Authorization

Company Name / Organization: Tank Business, Inc.	
Secretary of the State Business ID (if LLC or Corp):	
Signatory Authority Name: Tank User	
Email Address: Tank.User@Facilities.com	Phone Number:
User Name: TankUser	SA Number: 748

The Signatory Authority is the appropriate individual identified under, as applicable, 22a-430-3(b)(2)(A), 22a-174-2(a), or 22a-449(c)-110 (incorporating 40 CFR § 270.11(b)).

I, **Tank User** (User ID: **TankUser**), have the authority to enter into this Agreement pursuant to the applicable standards. I request the Connecticut DEEP grant me the following Electronic Filings:

Tank Filer	Phone Number:
Tank User	SA Number: 748

In signing this Agreement, I am bound by the terms of this Agreement, and this Agreement.

Signatory Authority Signature

Signatory Printed Name

Title

Date

SA Number: 748
Page 7 of 7

E. Subscriber Signature

Company Name / Organization: Tank Business, Inc.	
Secretary of the State Business ID (if LLC or Corp):	
Subscriber Name: Tank Filer	
Email Address: tank.filer@comulancemgmt.com	Phone Number:
User Name: TankUser	SA Number: 748

The Subscriber is either the Signatory Authority named in Section D of this Agreement, or an individual duly authorized to submit Electronic Filings by the Signatory Authority pursuant to the appropriate standards and regulations 270.11(b)).

I, **Tank User** (User ID: **TankUser**), have the authority to enter into this Agreement for **Tank Business, Inc.** and under who does have the authority under the applicable standards.

I, **Tank User** (User ID: **TankUser**), am authorized by the Signatory Authority named in Section D of this document, to accept the terms and conditions of this Subscriber Agreement for **Tank Business, Inc.**, examined and am familiar with the information submitted in this Agreement and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the Agreement, I believe that the information, including the possibility of fine and imprisonment.

By submitting this Agreement to the Connecticut DEEP I, **Tank User** (User ID: **TankUser**), have read, understand, and accept the terms and conditions of this Subscriber Agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this Agreement and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the Agreement, I believe that the information, including the possibility of fine and imprisonment.

Subscriber Signature

Subscriber Printed Name

Title

Date

Print this form, save a copy for your records, and mail original to the address noted in the instructions.

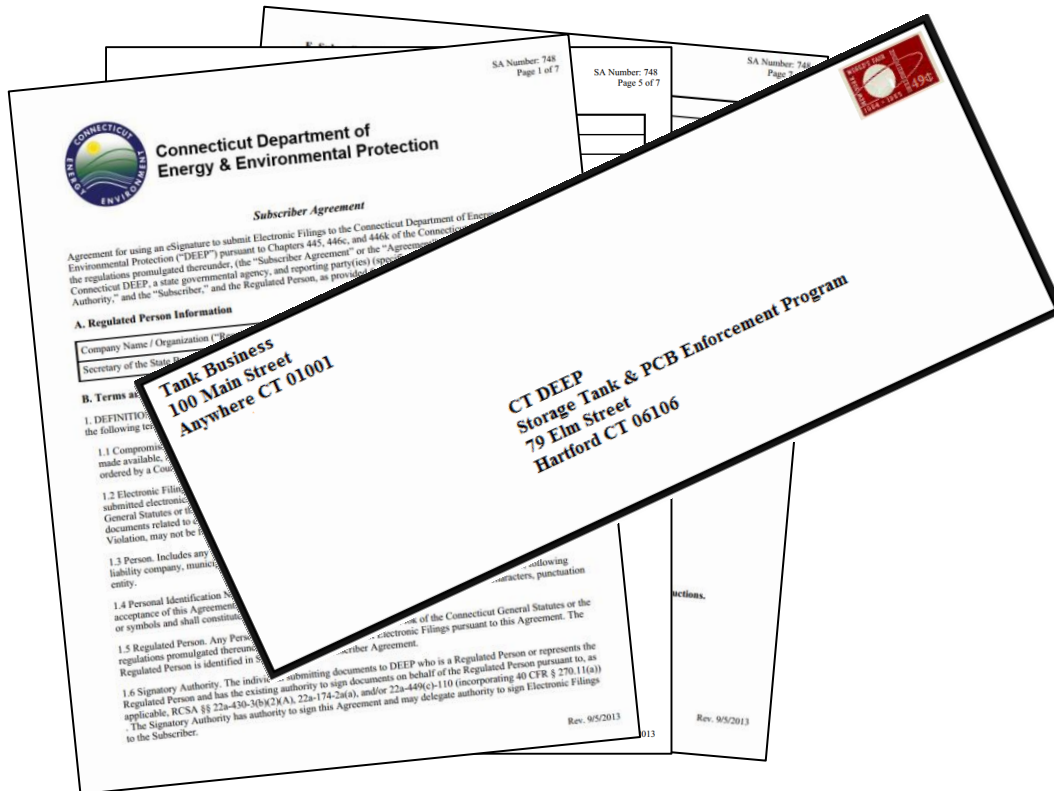
Rev. 9/5/2013

Print and the Signatory Authority signs the Signatory Authorization page.

Print and each Subscriber signs their respective Subscriber Signature page.

Mail your SA to DEEP and Wait for Approval E-mail

You will be notified by e-mail as soon as your Subscriber Agreement has been approved by DEEP and you can submit your filing(s).



Mail Subscriber Agreement to DEEP. An e-mail will be sent to you upon approval. This may take a few days.

If you do not see the approval e-mail, remember to check your Junk E-mail Inbox.