

## How to Register for an Account

There are 11 steps in this process, please read all of the steps carefully.

1. To use the online waste grant application, you must:  
Have internet access, using one of the following internet browsers describe at this link:  
<http://deg.ne.gov/NDEQProg.nsf/OnWeb/Browser>
2. From your internet browser, go to the DEQ portal for registration and application authorization:  
<https://ecmp.nebraska.gov/DEQ-LOGIN>

<b>LOGIN</b>	<b>NEW USERS</b>
User Name <input type="text"/>	If you are a first time user and have not yet registered for an account, click the following link and follow the instructions <a href="#">Register Here</a> (Non-State Employees)
Password <input type="password"/>	
<input type="button" value="Login"/>	
<a href="#">Reset Password</a> (Non-State Employees)	
<a href="#">Update User Account Information</a> (Non-State Employees)	
THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....	

3. You will be at the DEQ portal.
  - a. To create a new userID – click on the Register Here under NEW USERS on the right side of the screen.
  - b. If you have a userID – type in your User Name (userID) and password to verify your authorization to the application
  - c. If you need to reset your password – click on the Reset Password option
  - d. If you need to update other account information – click on the Update User Account Information
4. After clicking on the Register Here option, you will be at the New Account Registration Page. You will need to complete all of the fields on this page. If you would like to view details on requirements for specific fields such as Username and Password, click the **Field Requirements** link. The following list will guide you through the fields you will need to complete:
  - a. **First Name** – enter your first name.
  - b. **Last Name** – enter your last name.
  - c. **Email Address** – enter the email address that will be associated with this account and for waste grant applications.
  - d. **Confirm Email** – re-enter the email address typed above.
  - e. **Username** – Create a username for this account.
  - f. **Password** – Create a password for this account.

*PLEASE NOTE:* the password must be at least eight characters and contain at least one uppercase letter, one lowercase letter, and one digit. Click the **Field Requirements** or Password Rules link for more information on password requirements.

- g. **Password Reminder Questions** – You must select three password reminder questions, and supply an answer for each question. These questions will be used to authenticate your identify if you need to change your password or account information.
  - i. Select a security question from the drop-down box.
  - ii. Type your answer in the Your Answer field. This field is not case sensitive.

# NEBRASKA ENTERPRISE SELF REGISTRATION

## NEW ACCOUNT REGISTRATION

\* Required

### User Information

[Field Requirements](#)

First Name \* Tom

Last Name \* Sample

Email Address \* tsample@hotmail.com

Confirm Email \* tsample@hotmail.com

### Login Information

Username \* tsample001

Password \* ●●●●●●

Confirm Password \* ●●●●●● [Password Rules](#)

### Password reminder questions

Question One \* What was your childhood nickname? ▼

Your Answer \* buddy

Question Two \* In what city or town did your mother and father meet? ▼

Your Answer \* Hastings

Question Three \* In what town was your first job? ▼

Your Answer \* Lincoln

[Account Management](#)

[Password Reset](#)

[Field Requirements](#)

[Nebraska.gov](#)

[Policies](#)

5. Prior to completing your registration, **please note or record your userID, security questions and answers.** The Help Desk does not have access to this information and cannot reset passwords. This is a user responsibility.

- To complete your registration, click **Register Account**.
- After a successful account creation is complete, a message will appear stating that your account has been created, and you are being redirected to the sign in page. If you do not see the sign in page within 10 seconds, click the link that says **here**.



Your account has been successfully created, you will be redirected to the sign in page in 5 seconds...  
 If you are not redirected, please click [here](#)

- You will be redirected/returned to the DEQ portal page.

<h3>LOGIN</h3> <p>User Name  <input type="text"/></p> <p>Password  <input type="password"/></p> <p><input type="button" value="Login"/></p> <p><a href="#">Reset Password</a> (Non-State Employees)</p> <p><a href="#">Update User Account Information</a> (Non-State Employees)</p> <p><small>THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....</small></p>	<h3>NEW USERS</h3> <p>If you are a first time user and have not yet registered for an account, click the following link and follow the instructions  <a href="#">Register Here</a> (Non-State Employees)</p>
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- Your account(userID) must be authorized to use the DEQ Waste Grant Application process. On the left side of the screen, enter your User Name(userID) and password and click the Login box.
- The NDEQ PORTAL ACCESS screen will display. To the left of the Waste/Litter Reduction & Recycling Incentive program name is a box to enable access to the application. Click in the box to enable access and then click on the Update Access button.

Listed below are the public applications that you may request access to use.

- If the box is checked, you may click on the application name and you will be directed to the main application page.
- If the box is not checked and you want to have access to the application, then check the box next to the application and click on update access. Once the access box is checked you may then click on the application name and you will be directed to the main application page.

Enable Access	DEQ Program
<input type="checkbox"/>	<a href="#">Waste/Litter Reduction &amp; Recycling Incentive</a>
<input type="button" value="Update Access"/>	

11. You can click on the DEQ program name of Waste/Litter Reduction & Recycling Incentive to start the application process. Please refer to the next section on **“How to Login to the Waste Grant Application”**.

Listed below are the public applications that you may request access to use.


- If the box is checked, you may click on the application name and you will be directed to the main application page.
- If the box is not checked and you want to have access to the application, then check the box next to the application and click on update access. Once the access box is checked you may then click on the application name and you will be directed to the main application page.

Enable Access	DEQ Program
<input checked="" type="checkbox"/>	<a href="#">Waste/Litter Reduction &amp; Recycling Incentive</a>
<input type="button" value="Update Access"/>	

**Other registration information**

**If you have previously registered an account with the same email address** you will receive the message below. If you would like to have the other usernames associated with the email address you entered, click Yes for this message.

**Email Address Information**

 The email address you have entered is already registered with at least one other account, would you like to have the other usernames associated with this address sent to your email account?

## How to Login to the Waste Grant Application

The following steps only apply to accounts that have been successfully created and authorized to use the application. If you have not yet successfully created an account and set up your authorization, please follow the guide for “**How to Register for an Account**” on pages 1-5.

To use the online waste grant application, you must:

Have internet access, using one of the following internet browsers describe at this link:

<http://deq.ne.gov/NDEQProg.nsf/OnWeb/Browser>

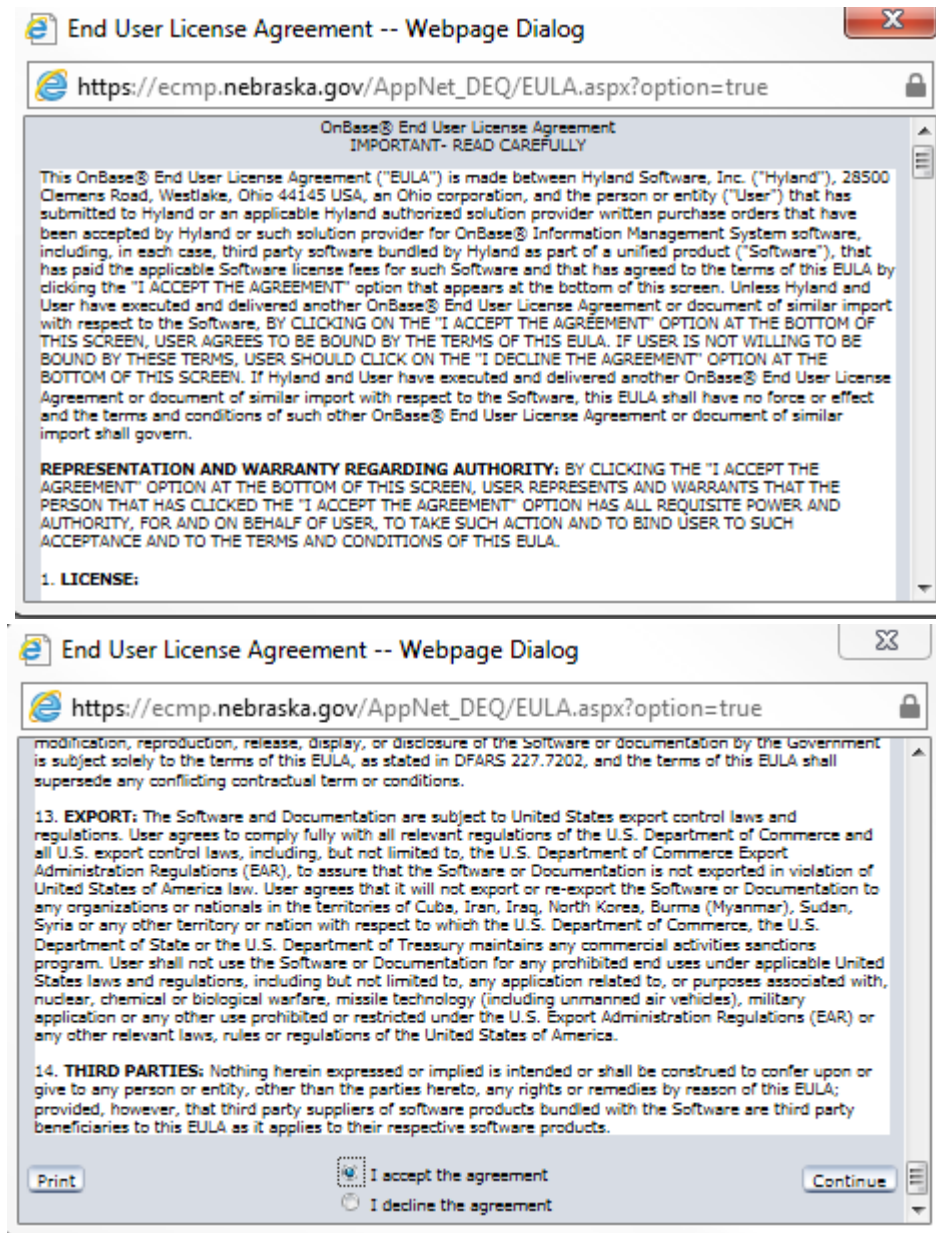
1. To access the application:
  - a. If you are coming from the DEQ portal, then you have already clicked on the program name and you can skip to step 2.
  - b. Open you internet browser and go to [https://ecmp.nebraska.gov/AppNet\\_DEQ/Login.aspx](https://ecmp.nebraska.gov/AppNet_DEQ/Login.aspx)
2. The first field will be completed with the word PUBLIC
3. In the second field, enter your userID
4. In the third field, Enter your password
5. Click on Login

OnBase 12  
a Hyland Software solution

PUBLIC  
TSAMPLE001  
.....  
Login

Depending on modules licensed, this product may contain portions of:  
Imaging technology © Snowbound Software, Inc.  
Full Text Indexing technology © Autonomy.  
Version 12.0.3.217 - Copyright © 1992 - 2013 Hyland Software, Inc. [View License](#)

6. The first time the application is used by your account, an End User License Agreement will display. This is for the OnBase software licensed to the State of Nebraska.



7. Scroll to the bottom
  - a. You can click on print to print a copy of the agreement.
  - b. To continue, you will need to click on the radio button next to "I accept the agreement"
  - c. Then click on Continue
  - d. If you click on the radio button next to "I decline the agreement", you will not be able to continue on with the application process.
8. You have now logged in to the application. Please refer to the guide on "**How to Create a New Application**"