

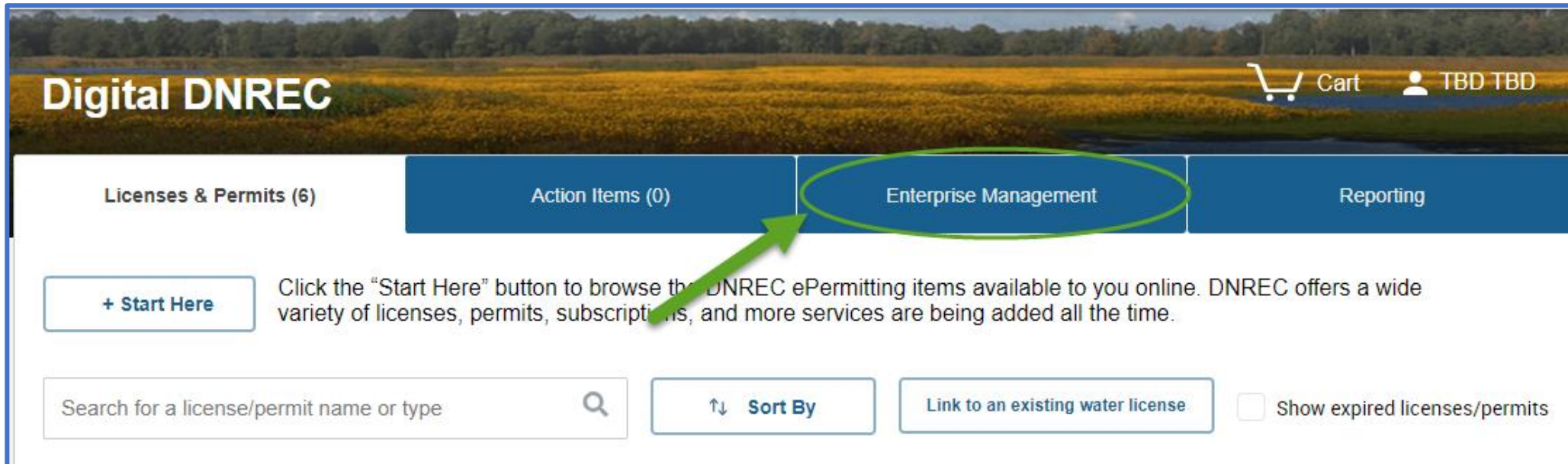
Digital DNREC



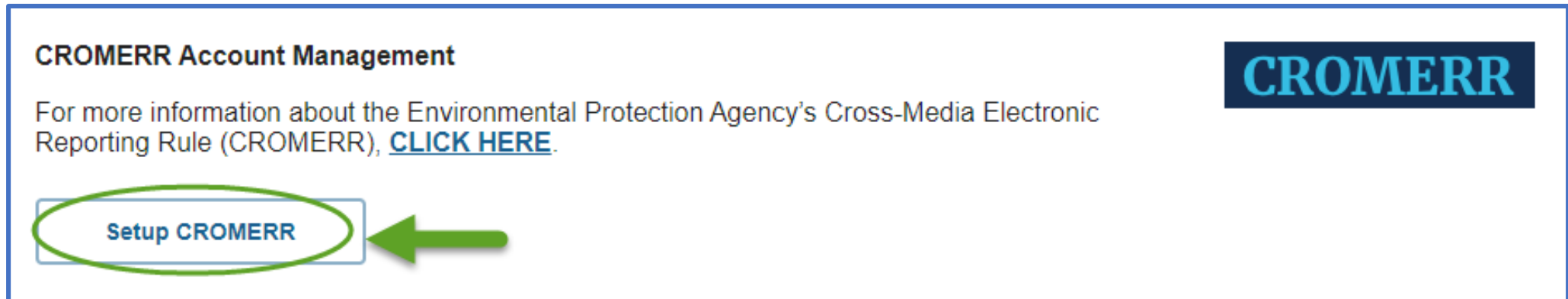
How to Set-Up CROMERR

(U.S. Environmental Protection Agency's electronic signature authorization)

- Login to your [Digital DNREC enterprise account](#)
 - The primary account should be established by the Fire Chief or President.
 - This account may be edited.
 - The primary account can create and manage other users within the fire department to create, and access your applications.
- Navigate to the “Enterprise Management” screen.



- Towards the bottom of your Enterprise Management screen is a section called ***CROMERR Account Management***.
- Click “**SETUP CROMERR.**”



- CROMERR requires five (5) security questions and answers.
 - When submitting a form requiring an electronic signature, you will be asked to confirm your account password as well as one of these security questions to confirm your identity.
 - Select the “dropdown” icon to view the list of available questions to choose from.

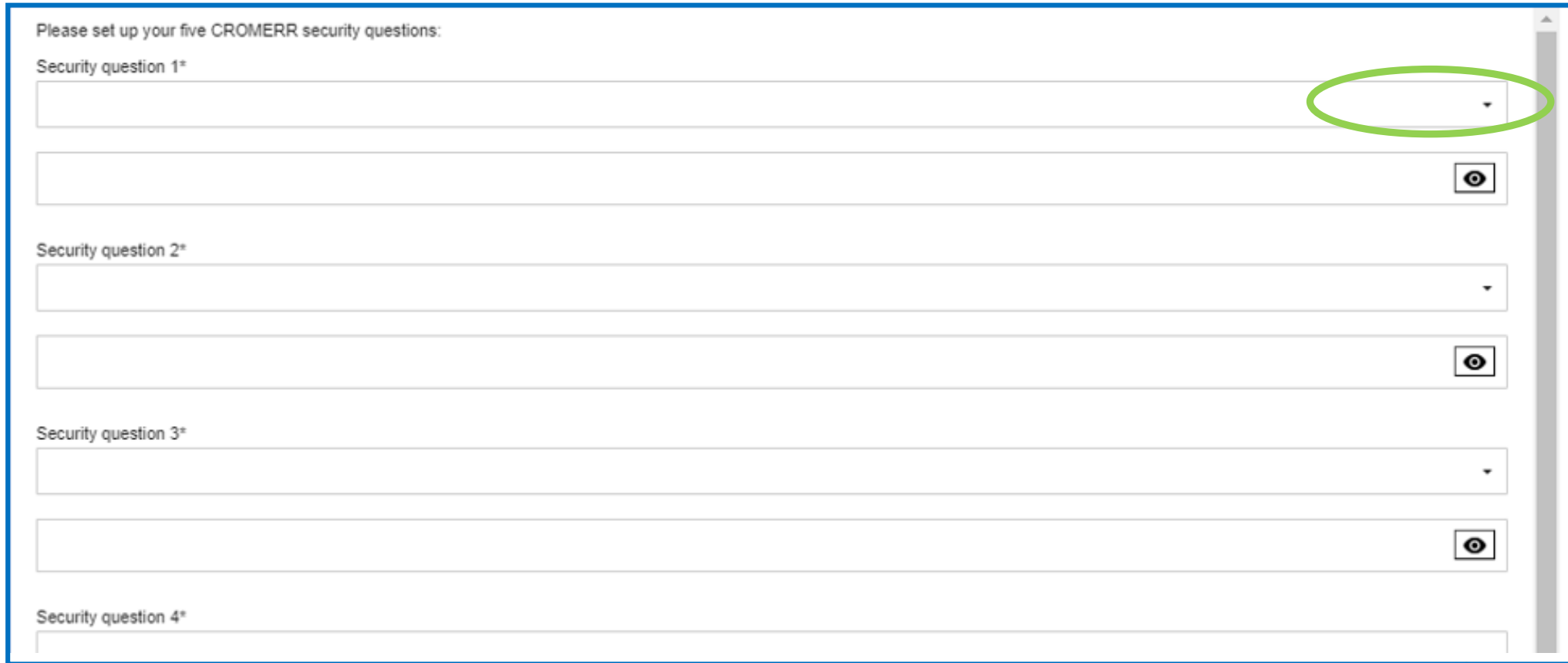
Please set up your five CROMERR security questions:

Security question 1*

Security question 2*

Security question 3*


Security question 4*



- U.S. EPA requires a **SIGNED** hard-copy of the Electronic Security Authorization (ESA) form to be on file with DNREC.
 - Print the ESA form.

Please sign and upload a copy of the CROMERR Electronic Signature Agreement (ESA) [HERE](#)

Choose File



- Your application ***is not complete*** until you have mailed the original, signed document to DNREC to keep on file. Please mail this ESA document to:

Division of Air Quality
State Street Commons
100 W Water Street, Suite 6A
Dover, DE 19904
- When a new fire chief or president is elected, a new form will be required.

- The Electronic Security Authorization form must be signed by:
 - (1) the individual requesting authorization, and
 - (2) their supervisor or a witnessing official.
 - When a new fire chief or president is elected, a new form will be required.

E-mail Address for DNREC ePermitting Portal correspondence: _____

Name of electronic signature holder: _____
(Print)

Signature of electronic signature holder: _____

Official Title: _____

Date: _____

Authorization by Immediate Supervisor or Witnessing Official:

I, _____ acknowledge that the individual named above works at/for
(Name)

_____ and is authorized to submit documents on the company's behalf.
(Business Name)

Signature of Immediate Supervisor or Witnessing Official Date _____

Official Title

- Note: A hard copy of this signed document **MUST also be mailed** to:
 Division of Air Quality
 State Street Commons
 100 W Water Street, Suite 6A
 Dover, DE 19904

- After signing the Electronic Signature Authority document, you must upload a copy for DNREC review.

Please sign and upload a copy of the CROMERR Electronic Signature Agreement (ESA). [HERE](#)

Choose File

Upload ESA document here

Submit Cancel


- DNREC review may take several business days.
- You will be notified by email regarding the outcome of your request.

CROMERR Account Management

For more information about the Environmental Protection Agency's Cross-Media Electronic Reporting Rule (CROMERR), [CLICK HERE](#).

CROMERR

CROMERR signature authority pending approval.

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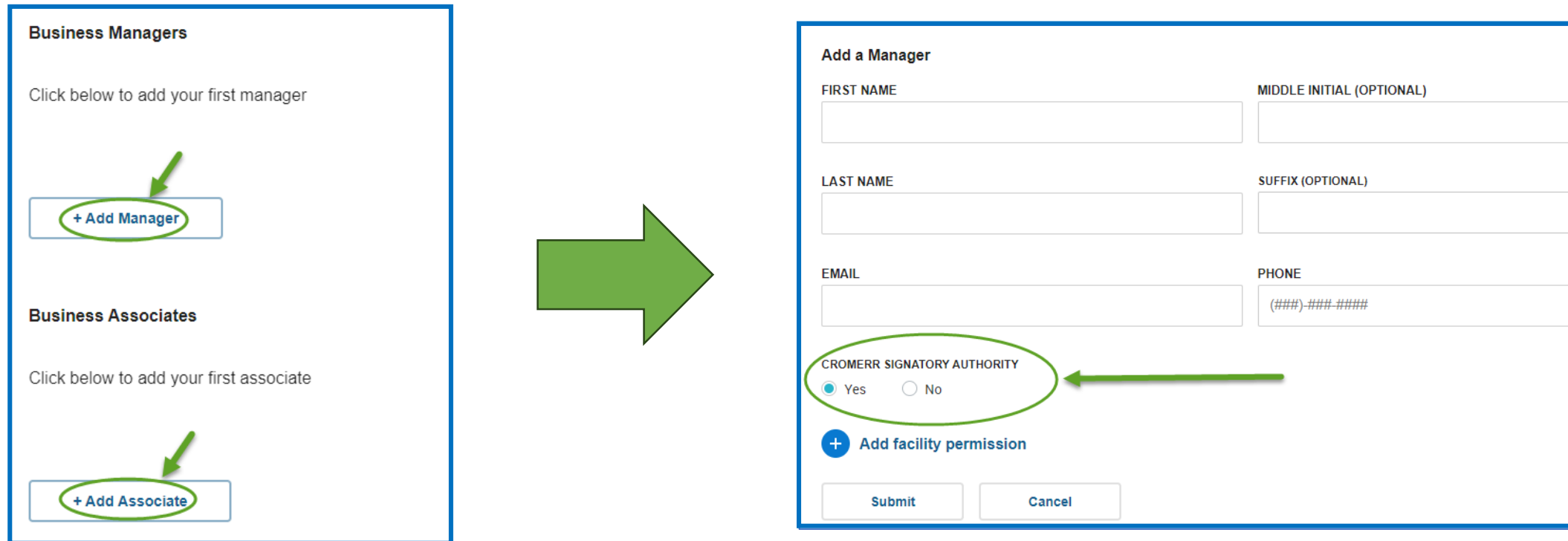
Setup CROMERR



DELAWARE DEPARTMENT OF
NATURAL RESOURCES AND
ENVIRONMENTAL CONTROL

Authorizing Users to CROMERR Sign

- Only the primary account user (aka “Fire Chief or President”) may permission additional users to CROMERR sign/submit on behalf of the Fire Service.



The diagram illustrates the process of adding a manager to the system. On the left, a box titled "Business Managers" contains the instruction "Click below to add your first manager" and a button labeled "+ Add Manager". A green arrow points to this button. Below this, a box titled "Business Associates" contains the instruction "Click below to add your first associate" and a button labeled "+ Add Associate". A green arrow points to this button. A large green arrow points from the "Business Managers" section to the right, where a form titled "Add a Manager" is shown. The form includes fields for "FIRST NAME", "MIDDLE INITIAL (OPTIONAL)", "LAST NAME", "SUFFIX (OPTIONAL)", "EMAIL", and "PHONE". Below these fields is a section for "CROMERR SIGNATORY AUTHORITY" with radio buttons for "Yes" (selected) and "No". A green arrow points to the "Yes" radio button. At the bottom of the form are buttons for "+ Add facility permission", "Submit", and "Cancel".

Business Managers

Click below to add your first manager

+ Add Manager

Business Associates

Click below to add your first associate

+ Add Associate

Add a Manager

FIRST NAME

MIDDLE INITIAL (OPTIONAL)

LAST NAME

SUFFIX (OPTIONAL)

EMAIL

PHONE

(###)-###-####

CROMERR SIGNATORY AUTHORITY

☒ Yes ☐ No

+ Add facility permission

Submit Cancel

*Additional users will need to complete the paperwork and security questions as well.

- CROMERR signature authority may be granted after account creation, or revoked by editing the Manager or Associate's account.

The image shows a user management interface. On the left, a user card for 'James Test' (email: dnrectest1@truevgd.com, status: Active) has an 'Options' menu. The 'Edit' option in this menu is circled in green, with a green arrow pointing to it. A large green arrow points from this menu to the 'Edit Business Manager' form on the right. In this form, the 'CROMERR SIGNATORY AUTHORITY' field is circled in green, with a green arrow pointing to it. The 'Yes' radio button is selected.

James Test dnrectest1@truevgd.com Active Options

+ Add Manager

Edit Permissions
Edit
Deactivate

Edit Business Manager

FIRST NAME: James MIDDLE INITIAL (OPTIONAL):

LAST NAME: Test SUFFIX (OPTIONAL):

ROLE: Manager EMAIL: dnrectest1@truevgd.com

PHONE: 469-948-9423

CROMERR SIGNATORY AUTHORITY
☒ Yes ☐ No

Update Cancel

*Additional users will need to complete the paperwork and security questions as well.

Additional Information

- The primary account should be established by the owner or highest-level administrator associated with DNREC matters at your organization.
 - This account may be edited, but not removed from the organization's account.
 - Once set up in Digital DNREC, the “owner” role/user can create and manage other users within the organization's Digital DNREC Enterprise account. The Manager and Associate role users, which you create, can access your organization's Digital DNREC account on your behalf. Please remember to set the permissions for each user.



Help

- If you have trouble logging in after you have set up your credentials:
 - Check the Business ID you entered is the same as was provided to you in the “Welcome Email.”
 - Check the email you entered is the same address the “Welcome Email” was sent to.
 - Use the “eye” icon to check the password you entered is correct.
 - The *Forgot Password* link, located just under the password field, will send an email to the user with a link to reset the password.
- Digital DNREC is a project of the State of Delaware’s *Department of Natural Resources and Environmental Control* (DNREC).
 - For customer support related to your business account with DNREC, email: [DNREC Enterprise Account Support](#).
 - For all DNREC contact information, visit [the DNREC website's contacts page](#).