

Digital DNREC

Enterprise Accounts for Business Owners



The Division of Air Quality's Guide to Creating and Accessing Your Enterprise Business Account

Please note only one account is required for all DNREC business permitting conducted through ePermitting.

Businesses with multiple Air Quality permitting facility ID numbers should create a unique enterprise account per Air Quality facility ID.

Creating An Account

- A DNREC administrator will send you a “Welcome Email” which will contain:
 - A link to create your Password
 - The Password creation email link will **expire in 1 hour**.
 - For expired or forgotten passwords, use the ‘Forgot Password’ link on the enterprise account page.
 - The **“Business ID”** which is part of your credential
- Your email address will be the “username” for your credential.

<https://epermitting.dnrec.delaware.gov/>

Welcome to Digital DNREC

Dear Firstname Lastname,

You have been invited to join Digital DNREC in order to apply for and manage permits with DNREC on behalf of **Your Business Name** as the business owner.

[CLICK HERE](#) to set up your password. ←

After you create your password, you can log into your [Digital DNREC](#) business account using your email, password and the following Business ID: **DE00179** ←

Sign In To Your **Business** Digital DNREC Account

Business ID	Email
Company Business ID	Enter your email address
Password	
Enter your password	<input type="button" value="SIGN IN"/>
Forgot password?	



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Create Password

- Enter and confirm a secure password*.
 - The  icon allows you to reveal/view the password entered.
- When ready, the “Submit” button will bring you to the Digital DNREC homepage.

Create Enterprise Password

Create a password for your account. After you submit, an email will be sent to you with the Business ID needed to log into this enterprise business account on epermitting.dnrec.delaware.gov/

PASSWORD  CONFIRM PASSWORD 

(Minimum 8 characters and at least one number, one upper case letter and one of the following special characters ! @ # \$ % ^ & *)

***Password Requirements:**
Minimum 8 characters and **must include** at least one number, one upper case letter and one of the following special characters ! @ # \$ % ^ & *)

Sign In <https://epermitting.dnrec.delaware.gov/>

DNREC Digital home

 For Individuals who would like to apply for and manage their DNREC licenses and permits

APPLY FOR:

- Recreational Fishing Licenses and FINs
- Hunting and Trapping Licenses and LENs
- Conservation Access Passes
- Hunter Education Courses or print Hunter Education Cards
- Hunter Registrations (Deer, HIP and Snow Goose)
- Deer Damage Permits
- Water Licenses and Permits
- Certified Repair Technician-Drive Cycle Testing Permit
- Air Quality Open Burning Approvals (season closed until 10/1/23)

PERSONAL ➔

 For Businesses who would like to apply for and manage their DNREC licenses and permits

APPLY FOR:

- Water Contractor licenses
- Non-Hazardous Liquid Waste transporter permits
- Air Quality Open Burning Approvals (season closed until 10/1/23)

1 ENTERPRISE ➔

Sign In To Your **Business** Digital DNREC Account

Business ID **2**
Company Business ID

Email **3**
Enter your email address

Password **4**
Enter your password

[Forgot password?](#)

5 SIGN IN

You're ready to sign in!

- 1 Select "Enterprise" account type.
- 2 Enter the Business ID from the welcome email.
- 3 Enter the account's email address.
- 4 Enter the password you set.
- 5 "Sign In"



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Additional Information

- The initial, primary account should be established by the owner or highest-level administrator associated with DNREC matters at your business.
 - This account may be edited but not removed from the business' account.
 - Once set up in Digital DNREC, the “owner” role/user can create and manage other users within the business’ Digital DNREC Enterprise account. The Manager and Associate role users, which you create, can access your business’ Digital DNREC account on your behalf. Please remember to set the user permissions for each user. ***Please also remember it is important that when applicable, you remove users no longer associated with your business so they can no longer access your account.***
- After login, your account will show your permits that exist inside Digital DNREC on your dashboard. You can take advantage of all the features offered by Digital DNREC, listed under “Options”.



One Enterprise Account Per Air Quality Facility

Only one enterprise account across all of DNREC is needed per site address. For Air Quality Natural Minor applications, there should be a unique enterprise account for each separate Air Quality facility ID number associated with your company.

The Delaware Environmental Navigator considers each facility with a unique Air Quality facility ID number to be separate.

<https://den.dnrec.delaware.gov/>



How To Find My Air Quality Facility ID Number (For Existing Facilities)



- Option 1 – Contact us at DAQ.DNRECTory@Delaware.gov
- Option 2 – Use the Delaware Environmental Navigator
 - Go to the Delaware Environmental Navigator website at <https://den.dnrec.delaware.gov/>
 - Click on 'Search Programs' in the navigation menu
 - Type part of the facility name in the 'Site ID or Name' field
 - Select the program 'Air Program' from the list
 - Click 'Search'
 - Your facility ID should appear across from your facility name. Click on your facility ID to verify the site address matches your records.



NAVIGATION
Home
Search Programs
Search Permits
Search Facilities
Search Inspections
Search Violations
Search Enforcement Actions
Search Releases
Asbestos Notifications
Delaware Open Data Portal
Non-Site Specific Reports
Search by Map (Beta)

PROGRAM SEARCH

Enter a program assigned ID, or partial program assigned name below.

Site ID or Name:

Program:

Created Between:

And:

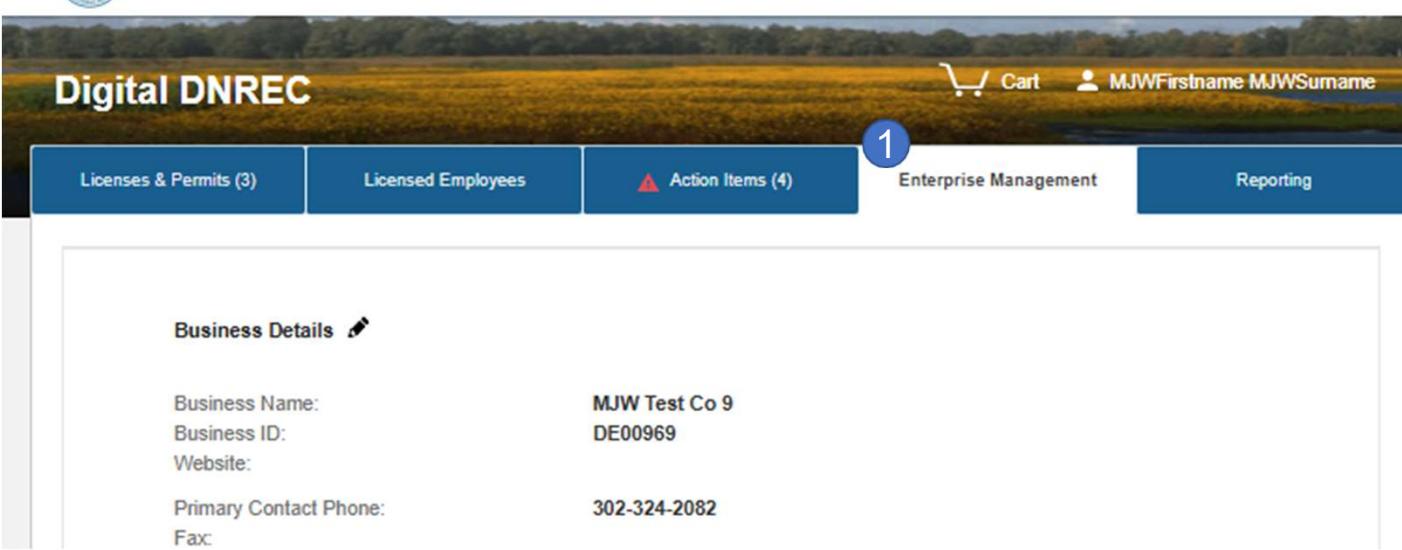
Search



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Adding Users

1. Navigate to the “Enterprise Management” tab.
2. Scroll down & click “Add Manager” or “Add Associate” to add a user to your enterprise account.



The screenshot shows the Digital DNREC homepage with a banner image of a field. The top navigation bar includes a user icon, 'Cart', and the text 'MJWFirstname MJWSurname'. Below the banner, there are five tabs: 'Licenses & Permits (3)', 'Licensed Employees', 'Action Items (4)', 'Enterprise Management' (which is highlighted with a blue circle containing the number 1), and 'Reporting'. The 'Enterprise Management' tab leads to a page titled 'Business Details' with a pencil icon. It displays the following information:

Business Name:	MJW Test Co 9
Business ID:	DE00969
Website:	
Primary Contact Phone:	302-324-2082
Fax:	

Business Managers

Click below to add your first manager
[+ Add Manager](#)

Business Associates

Click below to add your first associate
[+ Add Associate](#)



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Adding Users, Continued

3. Complete the required fields for the new user.
4. Click “Add facility permission” to expand facility and access level fields.
5. Complete facility and access level fields.
6. Click “Submit”.

Add a Manager

Please be advised that all active users on your account will have access to application submissions and permits that may include confidential information.

3

FIRST NAME	MIDDLE INITIAL (OPTIONAL)
<input type="text"/>	<input type="text"/>
LAST NAME	SUFFIX (OPTIONAL)
<input type="text"/>	<input type="text"/>
EMAIL	PHONE
<input type="text"/>	<input type="text"/>

CROMERR SIGNATORY AUTHORITY
 Yes No

4 [+ Add facility permission](#)

Add a Manager

Please be advised that all active users on your account will have access to application submissions and permits that may include confidential information.

5

FIRST NAME	MIDDLE INITIAL (OPTIONAL)
<input type="text"/>	<input type="text"/>
LAST NAME	SUFFIX (OPTIONAL)
<input type="text"/>	<input type="text"/>
EMAIL	PHONE
<input type="text"/>	<input type="text"/>

CROMERR SIGNATORY AUTHORITY
 Yes No

FACILITY

Can SUBMIT applications
 Can EDIT ALL permits for this facility
 Can VIEW ALL permits for this facility

6 [Remove](#)



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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
- For customer support related to your business account with DNREC, email: [DNREC Enterprise Account Support](#)
- For DNREC contact information, visit [DNREC website's contacts page](#).