

Short Term Activity Authorization Eportal Instructions

How to get started:

1. You will need to register [online](#).
 - a. Once you have completed the registration process, a verification email with a confirmation code will be sent to the email address you listed during registration.
 - b. Once you receive the email, you will need to enter the confirmation code on the registration screen.
 - c. Failure to complete the validation process will render your registration incomplete. If this occurs, you will not be able to submit any requests until this process has been completed.
2. You will need to apply for an electronic signature (https://eportal.adeq.state.ar.us/webfiles/ADEQ/ADEQ_ElectronicSignatureAgreement.pdf)

After completing the registration and the electronic signature process, you will be able to submit your STAA request.

How to submit a request:

1. You will sign in using the email that you listed during the registration process.
2. Click the "Form Finder" button in the left menu or the "Finder" button in the top menu bar.
 - a. Type STAA in the box above the words "Recommended Forms".
 - b. Recommended forms will appear in a list.
 - c. Click on the Short Term Activity Authorization (STAA) form.
3. You will then click the "Begin Form Entry" button at the bottom of the webpage.
4. If you are submitting a new request, select New from the drop down menu and click Next Step.
5. Enter the name of the applying organization. (Often third parties submit requests on behalf of their clients. If you are a consulting firm applying for an STAA on behalf of another entity or individual, please list that name here.)
6. Enter the physical mailing address.

- a. This is the address for the point of contact for this project. This address needs to have a mail receptacle that can receive mail from the U.S. Postal Service. This can be a physical home or business address or a post office box.
 - b. Please be sure that include a valid telephone number and email address for DEQ staff to use if they have any questions or problems with your application.
 - c. Please note that the information you provided during the registration process will automatically populate this part of the form. If you are doing a request that needs to be mailed to another address, please be sure the correct information is entered here prior to submitting the request.
 - d. Once this is complete, click the Next Section button.
7. Enter complete site information.
- a. Here you will enter the information just as you have on the STAA form.
 - i. Thoroughly describe the work to be done. If your description is not complete, DEQ staff will need to contact you to get more information, causing a delay in processing your request.
 - ii. We are aware that it is sometimes hard to estimate the amount of debris, but please give your best estimate.
 - b. Attach site maps and supporting documentation.
 - i. Submit maps that reflect where the water impacts will be.
 - ii. When possible, layer the construction project layout on a Google Earth image of the work area. This will allow us to see exactly how the project is designed, and we can better determine the water impacts that may result from it.
 - c. Once you have completed uploading all of your maps and supporting information, click the Next Section button.
8. Enter the affected waterbodies.
- a. This is where you will enter the names of the streams and lakes and designations for any unnamed tributaries in which the instream activity will occur. If more than one waterbody will be impacted during the course of your project, click the add new affected waterbodies button at the bottom to list additional streams.

- b. Include the GPS coordinates for your worksite. If you don't have the coordinates, use Google Earth to find them.
 - c. Once you have completed entering this information, you will click the Next Section button.
9. Carefully review all the information you have entered. When you are assured that everything is accurate and you are ready to proceed, click the Next Step button.
10. You will be asked to confirm that the information you entered is accurate and true. You will need to check the agreement boxes, enter your password and security answer. Then click the Submit Form button to be taken to the payment section.
11. You will not be able to pay your application fees through the ePortal site. You will have the options to Pay by Mail or Later. Choosing to pay later will trigger the invoice process. Once your invoice has been created, the invoice number will be sent to the email address on your application. Upon the receipt of this email, you will need to wait 24 hours for our systems to update before submitting your payment through our online payment portal (https://www.ark.org/adeq_invoice/app/login.html). There you will be able to pay using a Visa, MasterCard, or Discover credit card or an electronic check.
12. Once you have completed your payment, please forward a copy of your receipt to InstreamActivityInfo@adeq.state.ar.us so that your payment can be documented as received.

We believe that the use of ePortal will allow us to be more efficient in processing STAA requests. If you have any questions or concerns, [email](#) or call Melanie Treat at 501-682-0040 or Mary Barnett at 501-682-0666.