



Connecticut  
Department of  
ENERGY &  
ENVIRONMENTAL  
PROTECTION



## Subscriber Agreement Guidance for Stormwater General Permits

### What is a Subscriber Agreement?

A Subscriber Agreement authorizes one or more individuals to electronically sign and submit filings on behalf of a regulated entity in lieu of paper using DEEP's ezFile portal. Each Subscriber Agreement has one Signatory Authority and one or more Subscribers, which are described in more detail below. To obtain approval to file electronically, a paper copy of a Subscriber Agreement must first be completed, signed and returned to DEEP. The regulated entity is associated with the usernames set up in ezFile for each individual authorized in the Subscriber Agreement.

### Who is a Signatory Authority?

The Signatory Authority is an individual designated in the Subscriber Agreement as an employee of the regulated entity with the authority to sign and submit filings electronically on behalf of the regulated entity. For each Subscriber Agreement only one individual can be named as the Signatory Authority. The Signatory Authority will automatically be designated as a Subscriber.

### Who is a Subscriber?

For each Subscriber Agreement, in addition to the Signatory Authority, the Signatory Authority can designate one or more other individuals as a Subscriber, as allowed by applicable environmental laws and regulations, to sign and submit certain electronic filings on behalf of the regulated entity. For example, under laws and regulations governing water discharge permits, the Subscriber may submit an electronic Discharge Monitoring Report (DMR) on behalf of the regulated entity using EPA's NetDMR system, but only the Signatory Authority can electronically sign and submit a stormwater general permit registration using DEEP's ezFile portal.

## Who can be a Signatory Authority on the Subscriber Agreement?

State and federal laws require that all applications for discharge permit applications and permit modifications, whether submitted to the DEEP in paper form or electronically using ezFile, must be signed by a Signatory Authority who meets at least one of the follow requirements:

For a **corporation**: a responsible corporate officer. For the purposes of this section, a responsible corporate officer means: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding twenty-five million dollars (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a **partnership** or **sole proprietorship**: a general partner or the proprietor, respectively.

For a **municipality, State, Federal**, or other **public agency**: either a principal executive officer or a ranking elected official. For purposes of this section, a principal executive officer of a federal agency includes (1) the chief executive officer of the agency, or (2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency. If the facility is a POTW, the chairperson of the Water Pollution Control Authority may sign these documents.

## Can my Subscriber Agreement be used for multiple permits?

Yes, a Subscriber Agreement can be used for multiple electronic filings in ezFile.

## How long is a Subscriber Agreement valid?

Subscriber Agreements do not expire, but can be superseded by a new Subscriber Agreement that reflect any changes for the Signatory Authority or Subscriber roles (see also “What if I need to edit an existing Subscriber Agreement?”).

## Can my Subscriber Agreement be used for both DEEP’s ezFile and EPA’s NetDMR systems?

Yes, one Subscriber Agreement can be used for both online systems as long as it has all the appropriate signatures as required under applicable laws and regulations. For NetDMR, the Subscriber Agreement would need to include all of the individuals, designated as Subscribers that plan on submitting an electronic DMR. If the individual(s) that will submit an electronic DMR are unknown at the time of registration, a new Subscriber Agreement can be submitted at a later date.

### **What if I need to edit an existing Subscriber Agreement?**

If new or different individuals require authorization to file under NetDMR and/or ezFile, a new Subscriber Agreement must be completed and submitted to DEEP for all the individuals to be authorized. Edits cannot be done to an existing Subscriber Agreement. The new Subscriber Agreement will supersede the old one.

### **What is the typical time frame for approval of a Subscriber Agreement?**

Once DEEP receives the completed signed Subscriber Agreement and it is deemed sufficient, it is usually approved by DEEP within three (3) days.

### **How do I know when my Subscriber Agreement has been approved?**

The individuals designated on the Subscriber Agreement will receive an email when it has been approved.

## How do I create a Subscriber Agreement?

- Log in to the ezFile Portal.
- Select “Subscriber Agreements” under “My Home” on the left hand column of the screen.

The screenshot displays the ezFile System dashboard. At the top, a navigation bar includes 'Welcome User Name!', '[Log Out]', '0 Unpaid Filings', and '1 Unread Messages'. The main header area shows the 'ezFile' logo and 'eFiling System My Home'. A left-hand navigation menu lists various sections: 'DEEP Home', 'Permits & Licenses', 'Getting Started', 'Public Search' (with sub-links for 'By Map', 'By Location', 'Boating & Fishing', and 'Radiation'), 'Help', 'My Home' (with sub-links for 'Account Manager', 'Messages', 'Subscriber Agreements', and 'Guide Me'), and 'New Filings:' (with sub-links for 'Boating & Fishing', 'Radiation', 'Stormwater', 'Underground Storage', and 'Tank'). A red arrow points to the 'Subscriber Agreements' link in the 'My Home' section. The main content area is titled 'Welcome to your home page' and contains instructions to select an open filing or start a new one. It features two sections: 'Open Filings' and 'Finalized Filings'. Both sections include a filter dropdown set to 'All' and a search box for 'Filing ID'. The 'Open Filings' section has a table with columns for 'Edit', 'Type', 'ID', 'Application ID', 'Status', and 'Info', and currently shows 'No filings found'. The 'Finalized Filings' section has a table with columns for 'Type', 'ID', 'Permit ID', 'Start Date', 'End Date', 'Status', and 'Info', and also shows 'No filings found'. Both sections indicate 'Showing 0 to 0 of 0 entries'.

- Select the “Start New Subscriber Agreement” button on the top right hand portion of the screen.

## eFiling System

My Subscriber Agreements

**Welcome to your Subscriber Agreements page.**

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

Start New Subscriber Agreement



Subscriber Agreements				
SA #	Client	Status	Action	
550	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION	Active	<a href="#">Details</a> <a href="#">Download</a>	
697	STATE OF CONNECTICUT DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION	Active	<a href="#">Details</a> <a href="#">Download</a>	

Showing 1 to 2 of 2 entries

- Select the applicable line of business and then select “done”.

Please choose the line of business:

UST

Stormwater

UST and Stormwater

Radiation

Cancel Done

- To search for a registrant name, type in a KEYWORD, for example “transportation” instead of “State of Connecticut Department of Transportation” and select the **Search** button.

**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:  **Search** **Add New**

Client Search Result	
Select	Name
<input type="checkbox"/>	STOLT-NIELSEN TRANSPORTATION GROUP, LTD
<input type="checkbox"/>	STUDENT TRANSPORTATION OF AMERICA, LLC
<input type="checkbox"/>	TERRACE TRANSPORTATION
<input type="checkbox"/>	THE NEW BRITAIN TRANSPORTATION COMPANY
<input checked="" type="checkbox"/>	STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION
<input type="checkbox"/>	TRANSPORTATION GENERAL, INC.

Showing 1 to 60 of 60 entries

Please select a client from the table above

Selected Client: **STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION**

Selected Line of Business: Stormwater

- If the registrant information is found, select the check box next to the name and proceed to the bottom of the screen. To view more detailed information, select the Information button  at the end of the line.
- If the registrant name cannot be found, select the **Add New** button and then follow the instructions on the next screen.

**It is now time to assign users to the Subscriber Agreement.**

- Under the “Users” section at the bottom of the screen, select the “Add” button.

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

Showing 0 to 0 of 0 entries

**Add** **Delete**

**Submit**

- A small window with a box for a user name will display. Provide the username that the Signatory Authority used to sign into the portal. A “Username” is the User ID an individual uses to log into his/ her ezFile user account.
- The drop-down will have two options, Signatory Authority and Subscriber. Select “Signatory Authority” and then select “Add User”.

Enter an ezFile User Name:

Select a User Type:

Signatory Authority ▼

**Add User** **Cancel**

- Select the check box(s)  next to each user and then select the **Submit** button in the bottom right hand corner.

Users						
Select	Type	User Name	First Name	Last Name	Email	
<input checked="" type="checkbox"/>	Signatory Authority	User123	John	Smith	John.smith@ct.gov	

**Add** **Delete** Showing 0 to 0 of 0 entries

**Submit**

- Once submitted, a downloadable PDF of the subscriber agreement will be available. **Please review, print, sign, and submit the original to the Department.**

Connecticut Department of Energy and Environmental Protection  
 Bureau of Materials Management and Compliance Assurance  
 Water Permitting and Enforcement Division  
 79 Elm Street  
 Hartford, CT 06106-5127

## eFiling System

My Subscriber Agreement

**Your Subscriber Agreement has been started for STATE OF CONNECTICUT DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION . The number is 703.**

Please download the PDF and sign it.

Details on where to mail the document are included in the PDF instruction sheet.

[Download PDF](#)



- When your Subscriber Agreement has been approved, you will need to assign roles each time a filing is created in ezFile. See “[Assigning User Roles for Stormwater Filings](#)” for instructions.

For help or if you have questions, please contact [DEEP.Stormwaterstaff@ct.gov](mailto:DEEP.Stormwaterstaff@ct.gov) or call 860-424-3025. You will receive a confirmation email when your application has been processed and approved. Thank you for helping reduce paper use by choosing to electronically submit your filing.