Instructions for using the NDDEQ Online PTRCF Registration Portal

Step 1 – Login

If you have a ND Login, you can use it. Enter the user name and password in fields highlighted in yellow in screen shot. (If you have a login for other state agencies, such as WSI, Job Service, NDDOT, etc.... This same login may work. Note: the Login used for the NDDEQ UST System will not work on this site at this time.)

If you do not have an ND Login, click the Register Now link next to the Red arrow.

[Image of the NDDEQ Online PTRCF Registration Portal login screen]
Step 2 – Select an Owner

The first time you login, you will be asked to select an Owner. The system tracks owners of facilities and allows an owner to see all of their facilities, and to make only payment for all facilities at one time.

You can select the owner using the owner dropdown box, or you can select a facility by registration number. You do not need to do both. You can select one or the other.
Step 3 – Owner Information

On this page you can see all of the facilities for this owner.

The Selected Actions box lets you completed the actions listed. To complete the annual registration, you must first complete Step 1 – Certify Tanks. Then you can do Step 2 - Pay Annual Registration Fee.

To see Detailed information on each facility, click the Details button for the specific Facility, in the grid for Facilities.
Step 3 – Certify Tank

To Certify Tanks for the annual registration, select Item 1. **Certify Tanks for Annual Registration**. Then press the Go button. On this page you can see all of the facilities for this owner listed with their Registration Number, Amount Due and Registration Status. You can certify those with a Registration Status of Pending. Press the button that says Certify Tanks.

North Dakota Telephone Company
Devils Lake ND 58301

**Please certify that all tanks for the following facilities...**

<table>
<thead>
<tr>
<th>Name</th>
<th>Registration Number</th>
<th>Amount Due</th>
<th>Registration Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Dakota Telephone Company</td>
<td>4380</td>
<td>$100.00</td>
<td>Pending</td>
</tr>
<tr>
<td>North Dakota Telephone Company</td>
<td>4327</td>
<td>$100.00</td>
<td>Pending</td>
</tr>
<tr>
<td>North Dakota Telephone Company</td>
<td>4380</td>
<td>$100.00</td>
<td>Pending</td>
</tr>
<tr>
<td>North Dakota Telephone Company</td>
<td>4327</td>
<td>$100.00</td>
<td>Pending</td>
</tr>
<tr>
<td>North Dakota Telephone Company</td>
<td>4380</td>
<td>$100.00</td>
<td>Pending</td>
</tr>
</tbody>
</table>

This will take you to a page that lists the facility information as well as a list of all of the Tanks for this facility. You can check the Facility Information page, and if there are any updates needed to the name, address, Phone number and email, you can make them on this page. Make sure all fields with an asterisk * are filled in.
As you scroll down you will come to a section where you can certify all of the tanks. Check the tank information and if it all looks correct, click on the blue text that says “Certify This Tank”. Then enter your name in the Submitted By field and press Continue.

If you have new tanks at this location, please submit an online ‘Register New Tank’ form listing all tanks at that location. If you have sold or disposed of any of the tanks listed below, please submit an online ‘Tank Sale or Disposal’ form. These online forms can be found at your facility’s main page.

<table>
<thead>
<tr>
<th>Number</th>
<th>Type</th>
<th>Product</th>
<th>Size</th>
<th>Name</th>
<th>Installation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certify This Tank</td>
<td>1</td>
<td>AST</td>
<td>Diesel</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

Comment:

Submitted By: * 

By clicking the Continue button I certify under penalty of law that I have personally examined and am familiar with the information submitted on this document, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.
This will take you to another page, that shows the tanks that are certified and ready for registration payment. If you have more facilities with tanks to be certified press the button that says “Certify Another Facility”. See Red arrow on the screen shot below.

If you have certified the tanks for all of the facilities you are ready to pay the registration fee for, then press “Continue to Pay Online” to pay online using credit card or e-Check. NOTE online payments have a processing fee of 2.5% for credit card payments, or $1 for e-check. The fee is in addition to the registration fee. This is indicated on the page, in the area circled in Blue on the screen shot below.

If you want to Pay by Mail press the button that says “Pay By Mail” and it will take you to a page where you can print the invoice and mail in a payment with a check included.

If you are responsible to Certify the tanks, but have a billing department that would need to make the payment you can press “Pay Later”, and then notify the appropriate person that they can log into the system and make the payment.

Owner #: 1420
North Dakota Telephone Company
PO Box 180
Devils Lake ND 58301

Your annual registration fees for the Petroleum Tank Release Compensation Fund are due for the fiscal year running July 1 through June 30. The amount due to the Fund is as follows:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Registration #</th>
<th>Date</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Dakota Telephone Company</td>
<td>1178</td>
<td>7/1/2020</td>
<td>Registration</td>
<td>$100.00</td>
</tr>
<tr>
<td>Balance Due</td>
<td></td>
<td></td>
<td></td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Electronic Payments through J.P. Morgan Chase incur a 2.5% card processing fee or $1 by e-check, by clicking Continuing To Pay Online you agree to this fee.

NOTE: If you pay by Mail Be sure to print off a copy of your invoice and send it along with your check to the Department. The address information showing where to send you payment is on the invoice.
Register a New Tank

To register a new Tank, go to the facility page, select option 1. **Register New Tank.** Press the Go button scroll down to section where you can add a new tank. Click on the Add tank button (see red arrow).

![Add Tank button](https://example.com/add-tank-button.png)

A site drawing in PDF format is required for each new tank registration.

I will submit my PDF site drawing by: Upload.

![PDF file upload button](https://example.com/pdf-upload-button.png)

When you click Add Tank, this expands the page and displays the following. Fill out the required fields, and when done press the Insert button.

To complete the add renew, you must submit a map of the facility site which shows the location of the new tank. If this map is saved as a PDF document, it can be uploaded and submitted to the department along with the add tank form. If you do not have a map in PDF format, you can mail a copy of the map to the department. You Add Tank request will not be processed until the map is received. To finish press Submit bottom at the bottom of the form.
**Tank sale or Disposal**

To register a new Tank, go to the facility page for the facility for which you want to remove a tank. Select option **2 Tank Sale or Disposal** then Press the GO button. Scroll down to section where it has the option to choose either a Tank Sale, or Tank Removal/Disposal (red oval in screen shot below). The screen shot below shows what the form looks like for a Tank Sale. You must select the tank you want to remove by clicking the select link – see red arrow below.

Fill out all of the fields showing where the tank is going when it is sold.

If you are doing a tank disposal, click on the Tank Removal and Disposal button and the form will change as shown below. Again, select the tank that is going to be removed and then fill out all of the fields.
Email: *
nancyz@ndtel.com

Tank Sale or Removal/Disposal:
- Tank Sale
- Tank Removal/Disposal

<table>
<thead>
<tr>
<th>Select</th>
<th>Number</th>
<th>Type</th>
<th>Product</th>
<th>Size</th>
<th>Name</th>
<th>Installation Date</th>
<th>Removal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>ASTM</td>
<td>Diesel</td>
<td>300</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Removal/Disposal of Tanks: I removed and disposed of the tanks selected above:

Date of Removal: 7/12/2020

Describe Method of Disposal: *

Cut up and hauled to recycling center for recycling.

Comment: 

Submitted By: *

John Doe

By clicking the Submit button I certify under penalty of law that I have personally examined and am familiar with the information submitted on this document, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.