

# 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

The screenshot shows a web browser window with the URL <https://test.ptrcf.deq.nd.gov/deq/ptrcf/>. The page header includes the North Dakota logo and the text "Environmental Quality" and "North Dakota PTRCF Program". Below the header, there are navigation links for "Contact NDDEQ" and "NDDEQ-UST Online Services". The main content area is titled "North Dakota login" and contains the following elements:

- A link: "Already Registered - Not Sure?"
- A section titled "North Dakota Login:" with two input fields: "Username" (containing "abtes") and "Password". Both fields are highlighted in yellow.
- Links: "Forgot Login" and "Forgot Password".
- A blue "Login" button.
- A section titled "New to North Dakota Online Services?" with a link "Register Now!" highlighted by a red arrow.
- A section titled "Benefits of North Dakota Login" with two bullet points:
  - One North Dakota Login and password to access multiple ND Online Services
  - Register once for secure access to State services
- A link: "Need help? Read through the FAQ."
- A footer section with links: "Update your account" and "For assistance with this North Dakota Login, contact the Service Desk."

At the bottom of the page, there is a footer with the text: "DEQ Home | Feedback | Updated: 07/02/2020".

## 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.

North Dakota PTRCF Program

https://test.ptrcf.deq.nd.gov/deq/ptrcf/O...

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota Be Legendary.™ | Environmental Quality | North Dakota PTRCF Program

Contact NDDEQ | NDDEQ-UST Online Services

### Owner Selection

Because this is the first time that your ND Login has been used to enter the ND DEQ Petroleum Tank Release Compensation Fund site, we need you to select an owner from one of the drop downs below before continuing to the site. If you have any questions, please contact...

Owner Name:  
North Dakota Telephone Compat

OR

Facility Registration Number:

Cancel Continue

Chose from one of these options. You do not need to select both - then press continue

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### 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.

The screenshot shows a web browser window with the URL <https://test.ptrcf.deq.nd.gov/deq/ptrcf/>. The page header includes the North Dakota logo and the text "Official Portal for North Dakota State Government". The main content area is titled "Owner Information" and displays the following details:

Name: North Dakota Telephone Company  
DBA:  
Owner #: 1420  
Contact: [REDACTED]  
Mailing Address: PO Box [REDACTED]  
City State Zip: Devils Lake ND 58301  
Phone: 701-[REDACTED]  
Email: [REDACTED]  
Owner Status: Active  
Registration Status: Pending

To the right of the owner information is a "Select Action" box with the following options:

1. Certify Tanks For Annual Registration
2. Pay Annual Registration Fees
3. Update Owner Information

A "Go" button is located below the "Select Action" box. Three red arrows point to the "Select Action" box.

Below the owner information is a "Facilities" section with a table:

Name	Status	Registration Number	Registration Status	Details
North Dakota Telephone Company	Active	4380	Pending	Details
North Dakota Telephone Company	Active	4327	Pending	Details
North Dakota Telephone Company	Active	4380	Pending	Details
North Dakota Telephone Company	Active	4327	Pending	Details
North Dakota Telephone Company	Active	4380	Pending	Details
North Dakota Telephone Company	Active	4327	Pending	Details
North Dakota Telephone Company	Active	4380	Pending	Details

The "Details" button for the first facility is circled in red.

### 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...

Name	Registration Number	Amount Due	Registration Status	
North Dakota Telephone Company	4380	\$100.00	Pending	<input type="button" value="Certify Tanks"/>
North Dakota Telephone Company	4327	\$100.00	Pending	<input type="button" value="Certify Tanks"/>
North Dakota Telephone Company	4380	\$100.00	Pending	<input type="button" value="Certify Tanks"/>
North Dakota Telephone Company	4327	\$100.00	Pending	<input type="button" value="Certify Tanks"/>
North Dakota Telephone Company	4380	\$100.00	Pending	<input type="button" value="Certify Tanks"/>

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.

	Number	Type	Product	Size	Name	Installation Date
<a href="#">Certify This Tank</a>	1	AST	Diesel	500		

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:

Facility	Registration #	Date	Type	Amount	
North Dakota Telephone Company	1178	7/1/2020	Registration	\$100.00	2021 Registration
Balance Due				\$100.00	

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.

Certify Another Facility

Continue to Pay Online

Pay By Mail

Pay Later

Cancel

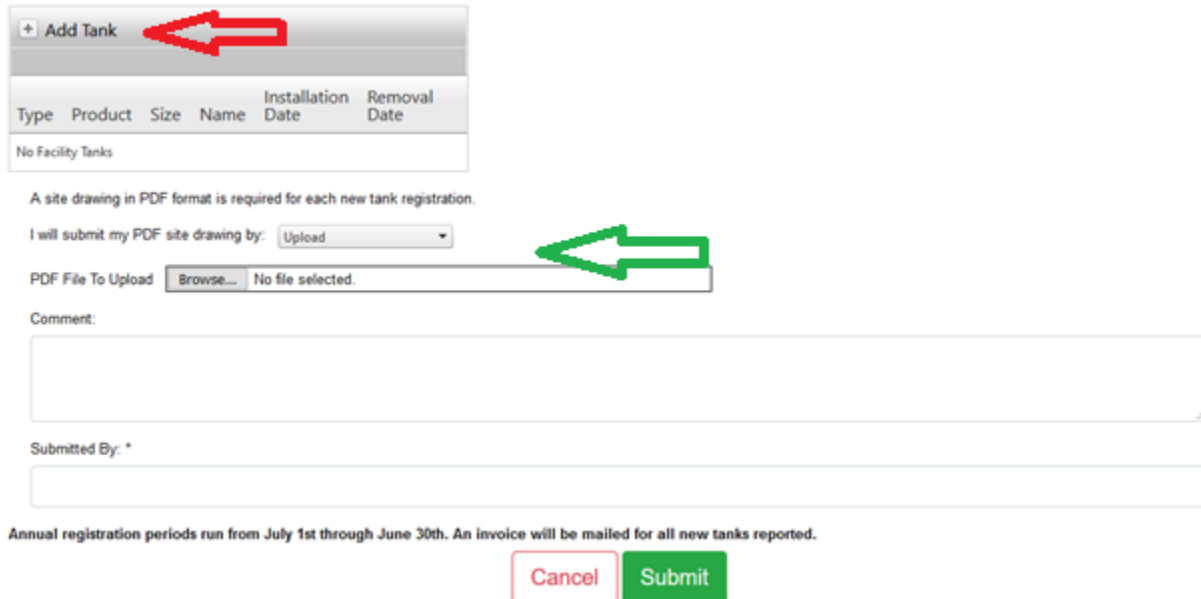
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NOTE: If you pay by Mail Be sure to print off a copy of your invoice and send it along with your check to the Department. The address information showing where to send you payment is on the invoice.

## Register a New Tank

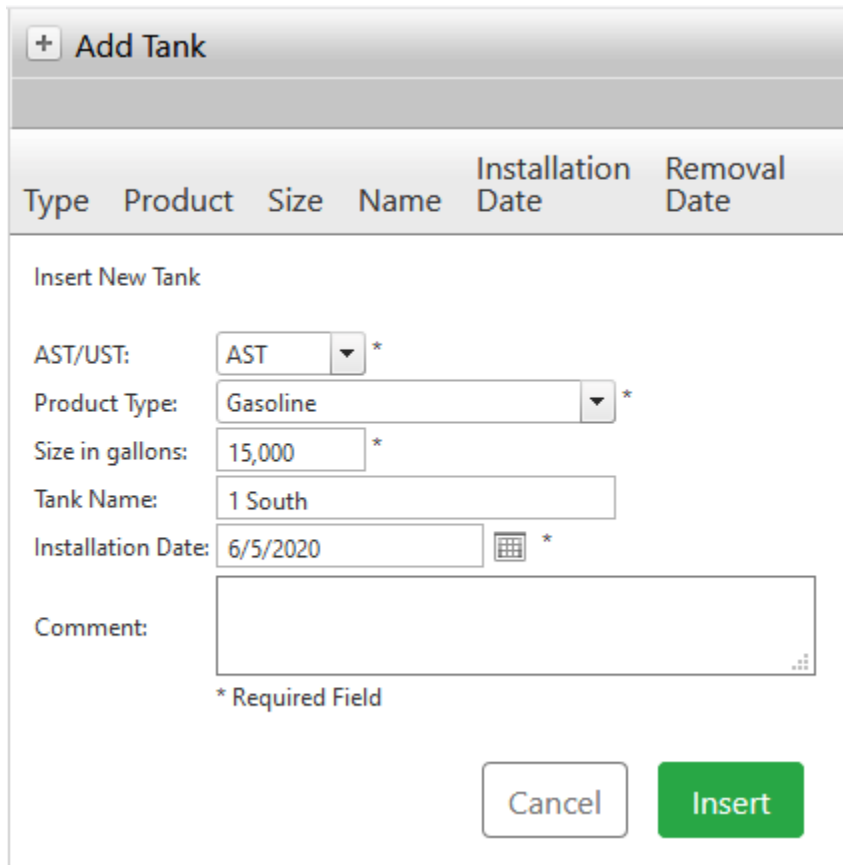
To register a new Tank, go to the facility page, select option **1. Register New Tank**. Press the Go button scroll down to section where you can add a new tank. Click on the Add tank button (see red arrow).



The screenshot shows the 'Add Tank' form. At the top left, there is a button labeled '+ Add Tank' with a red arrow pointing to it. Below this is a table with columns: Type, Product, Size, Name, Installation Date, and Removal Date. The table content is 'No Facility Tanks'. Below the table, there is a note: 'A site drawing in PDF format is required for each new tank registration.' Below this note, there is a dropdown menu for 'I will submit my PDF site drawing by:' with 'Upload' selected. Below that is a text input field for 'PDF File To Upload' with a 'Browse...' button and 'No file selected.' text. Below this is a 'Comment:' text area. At the bottom, there is a 'Submitted By: \*' text input field. At the very bottom, there are 'Cancel' and 'Submit' buttons.

Annual registration periods run from July 1st through June 30th. An invoice will be mailed for all new tanks reported.

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.



The screenshot shows the expanded 'Add Tank' form. At the top left, there is a button labeled '+ Add Tank'. Below this is a table with columns: Type, Product, Size, Name, Installation Date, and Removal Date. The table content is 'Insert New Tank'. Below the table, there are several input fields: 'AST/UST:' with a dropdown menu showing 'AST' and an asterisk; 'Product Type:' with a dropdown menu showing 'Gasoline' and an asterisk; 'Size in gallons:' with a text input field showing '15,000' and an asterisk; 'Tank Name:' with a text input field showing '1 South'; 'Installation Date:' with a text input field showing '6/5/2020' and a calendar icon and an asterisk; and 'Comment:' with a text area. Below the 'Comment:' field, there is a note: '\* Required Field'. At the bottom, there are 'Cancel' and 'Insert' buttons.

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.

nancyz@ndtel.com

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

	Number	Type	Product	Size	Name	Installation Date	Removal Date
<a href="#">Select</a> <a href="#">Deselect</a>	1	AST	Diesel	300			

[Select](#) Sale of Tanks: I sold the tanks selected above to:

Business Name: \*


Contact: \*

Mailing Address: \*

Mailing City: \* Mailing State: \* Mailing Zip: \* Mailing Zip 4: \*

Phone: \*

Email:

Date of Sale: \*  

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

	Number	Type	Product	Size	Name	Installation Date	Removal Date
Select	Deselect	1	AST	Diesel	300		

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

Cancel

Submit

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.