



Agent Online Service User Guide



V 1.0 Beta – April 2006
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Introduction

- This application has been designed to offer you and your business an easy and efficient way of managing the successful implementation of the D.E.M. No Discharge Compliance Program.
- The tool allows you to order, purchase, issue and track the decals you will use on approved vessels.
- As this is a custom designed application we look forward to your input so we can improve the service to best meet your needs.



Getting Started

- Your account, username and password will be set up in advance by the RI Department of Environmental Management.
- Once your account is set up you will be able to log into the tool for the first time.
- You will be able to edit your user information and change your password.
- To request access to the service you will need to contact the D.E.M. at tba@dem.ri.gov.
- The URL to access the application is:
<http://www.ri.gov/DEM/marineseptic/>



Logging In

- Enter the username and password provided by the D.E.M.
- Click the submit button.

If you have forgotten your password, contact the D.E.M. to have your password reset

The screenshot shows the login interface for the DEM Marine Septic Agent Tools. At the top, there is a header with the State of Rhode Island logo and the text "State of Rhode Island Marine Septic Agent Tools DEPARTMENT OF ENVIRONMENTAL MANAGEMENT". Below this is a navigation bar with "DEM Web site | RI.gov". The main content area is titled "DEM Marine Septic Agent Tools" and contains the instruction "Log in using your assigned Username and Password:". There are two input fields: "Username:" and "Password:". Below the fields is an orange "LOGIN" button.



Agent Home Page

State of Rhode Island
Marine Septic Agent Tools
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

[DEM Web site](#) | [Agent Help](#) | [RI.gov](#)

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My Agent Profile

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Welcome Testing Co

To begin, please choose from one of the options to the left, or the main tabs above.

Current Decal Inventory for "Testing Co" for the Current Year (2006)

Type	Status	Count
"Green"	Available (on hand)	54
	Issued to a Boat	4
	Ordered and Awaiting DEM Fulfillment	2
	Voided	2
"Yellow"	Available (on hand)	57
	Issued to a Boat	2
	Ordered and Awaiting DEM Fulfillment	2
	Voided	1

[DEM Marine Septic Homepage](#) | [Agent Help](#) | [RI.gov](#)

Navigation Tabs

Inventory Status

Quick Links



Main Navigation Tabs

Returns to the Home Page

For ordering, issuing and voiding decals

Update your user information

Securely exit the service

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Inventory Status

- Offers a snapshot of your current inventory:
 - Decals on hand
 - Decals issued
 - Decals voided
 - Decals ordered:
 - Pending
 - Fulfilled
- Clicking on the “Voided Decals” link will display notes for that voided decal.

Welcome Testing Co

To begin, please choose from one of the options to the left, or the main tabs above.

Current Decal Inventory for "Testing Co"

Type	Status	Count
"Green"	Available (on hand)	21
	Issued to a Boat	0
	Ordered and Awaiting DEM Fulfillment	58
	Voided	0
"Yellow"	Available (on hand)	72
	Issued to a Boat	0
	Ordered and Awaiting DEM Fulfillment	10
	Voided	1



My Profile Tab



View your current information

Edit and change your information

- Clicking on the “My Profile” tab will reveal two sub-links to help you quickly navigate the tool.



Viewing Your Profile

- Click on the profile tab to display information currently on file with the D.E.M.

Agent information and username

Your contact information

Method of payment for buying decals

Click the "Edit" button to change

State of Rhode Island
Marine Septic Agent Tools
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

DEM Web site | RI.gov

Home Decals **My Profile** Log Out

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My Certification Agent Profile

Profile for Testing Co	
Agent Name:	Testing Co
Agent ID:	1
Agent Account User Name:	test
Agent Account Password:	*****

Contact Information	
Address Line 1:	123 Fake St
Address Line 2:	Suite 630
City:	Providence
State:	RI
Zip:	02903
Phone:	(401)222-6262 x23
Fax:	(401)222-6465
Email:	test@test.com
Main Contact Name:	Joe Tester

Payment Information	
Payment Type:	CC



Edit Your Profile

- Click on the “My Profile” tab and then on the “Edit Profile” link to update your information.

You cannot change your agent name or ID

Home Decals **My Profile** Log Out

View Profile | Edit Profile | Change Password

Edit Certification Agent Profile

*** Required Fields**

Profile for Testing Co

Agent Name	Testing Co
Agent ID	1
Agent Account User Name	test

Contact Information

Address Line 1: *	123 Fake St
Address Line 2:	Suite 630
City: *	Providence
State: *	Rhode Island
Zip: *	02903
Phone: *	(401) 222 - 6262 x 23
Fax:	(401) 222 - 6465
Email:	test@test.com
Main Contact Name: *	Joe Tester

CANCEL SUBMIT

Your information will not be saved until you have clicked on the “Submit” button!



Your Banking Information

- Certain Authorized Agents may be allowed to pay by eCheck rather than credit card.
- Those agents who use eCheck will need to enter their banking information into their profile.
- Banking information is needed to process payment for your orders.
- If you are not authorized by the D.E.M. for eCheck payments this information is not needed.



The Decals Tab



Request decals from the D.E.M.

Assign decals to vessels

Void a missing or destroyed decal

View your current inventory

Lookup a decal



Ordering Decals

- All decals must be ordered from the D.E.M. through the online service.
- Enter the type of *Green* and *Yellow* decals you need.
- Select the delivery method:
 - Pick up: You will go to the D.E.M. to pick up your decals
 - Mail: The D.E.M. will mail you your decals
- Click on the “Purchase” button.

The screenshot shows the 'Order New Decals' page. At the top, there are navigation tabs: Home, Decals (selected), My Profile, and Log Out. Below these are links for Order Decals, Issue Decals, Void Decals, and Decal Inventory. The main heading is 'Order New Decals' with a sub-heading 'Purchase New Decals:'. Underneath, there is a section for '* Required Fields' containing three input fields: 'Number of "Green" Decals: *' with a value of 0, 'Number of "Yellow" Decals: *' with a value of 0, and 'Decal Delivery Method: *' with a dropdown menu set to 'Select One'. At the bottom of the form are two buttons: 'CANCEL' and 'SUBMIT'.



Paying for your Order

- The order page lets you cancel your order or enter your payment information.
- Once you have completed the form click on the purchase button.
- **Your order will NOT be sent to the D.E.M. until you have completed the checkout process.**

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Order New Decals

Shopping Cart Details:

Decal Number(s)	Quantity	Decal Type	Delivery Method	Payment Type	Cost
DEM Assigned	10	"Green"	Pickup	CC	\$ 100.00
DEM Assigned	5	"Yellow"	Pickup	CC	\$ 50.00
Total:					\$ 150.00

Payment Information:

*** Required Fields**

Credit Card Type: *

Name on Credit Card: *

Credit Card Number: *

Expiration Date: * /

Billing Address: *

Billing City: *

Billing State: *

Billing Postal Code: *



Order Receipt Page

- Once you have placed your order you will get a receipt page.
- Please print this page out for your records!

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Order Receipt

Your transaction is complete and your order for decals has been placed.

Your reference number for this order is **W08606140908**. Please refer to this number for any questions or concerns.

Shopping Cart Details:

Decal Number(s)	Quantity	Decal Type	Delivery Method	Payment Type	Cost
DEM Assigned	10	"Green"	Pickup	CC	\$ 100.00
DEM Assigned	5	"Yellow"	Pickup	CC	\$ 50.00
Total:					\$ 150.00

ORDER MORE
HOME



Issuing a Decal

- Click on the “Issue Decals” link from the “Decals” tab
- Enter in the decal number issued
- Select decal type
- Decal year
- Registration number
- Registration State
- Select the MSD type
- Enter any notes you wish about the task (Ex: Who did the inspection).
- Click the “SUBMIT” button.

The screenshot shows the 'Issue Decals' web form. At the top, there are navigation tabs: Home, Decals, My Profile, and Log Out. Below these are sub-tabs: Order Decals, Issue Decals, Void Decals, Decal Inventory, and Decal Lookup. The main heading is 'Issue Decals'. Underneath, it says 'Apply Decal to a Boat/End User:'. A red asterisk indicates 'Required Fields'. The form is titled 'Decal Issuance/Boat Information:'. It contains several fields: 'Decal Number: *' (text input), 'Decal Type (Color): *' (radio buttons for 'Green' and 'Yellow', each with a corresponding decal image), 'Decal Year: *' (dropdown menu showing '2006'), 'Boat Registration/Documented Boat Number: *' (text input with a note: '(Do not enter dashes, commas, or special characters, only letters and numbers)'), 'State: *' (dropdown menu showing 'Rhode Island'), 'Boat MSD Type (Toilet Type): *' (dropdown menu showing 'Select One'), and 'Issuance Notes:' (text area). At the bottom, there are two buttons: 'CANCEL' and 'SUBMIT'.



Vessels Registered in Rhode Island

- If “RI” was selected as the state of registration the system will do a live look-up on the current DEM registration database.
- If the registration number is found, fields such as boat owner and name will be pre-filled and displayed on the next page.
- If the registration number is not found, you will get a warning requesting that you check the number. If the number is still not found, you should contact the DEM.
- You may still continue with the form and fill in the remaining data by hand but **it is strongly urged that you confirm this action with the DEM before issuing a decal to this vessel!**



Vessels Not Registered in Rhode Island

- The system cannot do a look-up on boats not registered by the RI D.E.M.
- It is strongly urged that you double check the registration number to ensure that the information is correct.
- On the following screen you will be asked to enter in the following information:
 - Boat Name
 - Owners first and last name



Issue Confirmation Page

- On this page you will be asked to confirm all of the information about the vessel you are issuing the sticker to.
- Please make sure this information is correct before clicking the "Submit" button to finalize the transaction.
- ONCE A DECAL NUMBER IS ISSUED TO A REGISTRATION NUMBER IT CANNOT BE CHANGED!**

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Issue Decals

Issue Decal Confirmation:

Decal Information:

Decal Number:	00006	
Decal Type (Color): *		 "Green"
Decal Year: *	2006	
Issuance Notes:		

Boat/Vessel Information:

Boat Information Field	DEM Registered Value	Observed Value
Boat Registration/Documented Boat Number:	1819P	1819P
Boat MSD Type (Toilet Type):		Type III without through-hull fitting
Vessel Owner's First Name:	WALTER	WALTER
Vessel Owner's Last Name:	HEISLER	HEISLER
Vessel Name:		

ISSUE ADDITIONAL
PRINT

Rhode Island Confirmation Screen



Voiding a Decal

- This part of the service allows you to void a decal which has been lost, destroyed or mutilated.
- Once a decal has been voided it cannot be issued to a vessel.
- Decal numbers already issued to a vessel cannot be voided.
 - Boat owners who require new stickers after inspection must contact the D.E.M. to request new decals.
- Replacements for voided stickers can be picked up at the D.E.M. in Providence and must be requested in person or by phone.
- You cannot order no-cost replacements for voided decals via the online service.
- An excessive number of voids may result in suspension of your authorized agent status.



Void Decal Screen

- From the “Decal” tab click on the “Void Decals” link.
- Enter the:
 - Decal number
 - Decal type
 - Decal year
 - Reason for void
- Click on the “Void Decal” button to complete the action.
- You cannot undo this action!

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Void Decal

Void Decal:

Note: Should a decal be destroyed or otherwise rendered useless while in the possession of the certification agent, you may report that decal as void using the form below.

*** Required Fields**

Decal Number: *

Decal Type (Color): *

"Green" "Yellow"

Decal Year: * 2006

Reason for Void: *

CANCEL VOID

Please check your information before proceeding with a void.



Confirmation Screen

- You may wish to print a copy of the confirmation for your records.
- Clicking the “Void Additional” button will return you to the Void Decals Page.

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Void Decal Confirmation

The Following Decal has been voided and is not longer available for issuance to a boat:

Decal Number: *	40000
Decal Type (Color): *	"Green"
Reason for Void: *	BOB

VOID ADDITIONAL



Decal Inventory

- Decal inventory gives you a snapshot as to the status of all your decals. It also features a simple search function to view decals by:
 - Decal Year
 - Decal Type
 - Decal Status
 - Those stickers that have been ordered but not yet delivered by the D.E.M.
- The inventory page also shows you a list of all issued stickers and to whom they have been issued.

The screenshot shows the 'Agent Decal Inventory' page. At the top, there are navigation tabs: Home, Decals, My Profile, and Log Out. Below these are links for Order Decals, Issue Decals, Void Decals, Decal Inventory, and Decal Lookup. The main content area is titled 'Agent Decal Inventory' and includes a 'Total Inventory' section. This section shows the 'Current Decal Inventory for "Testing Co" for Year 2006' with a 'Change Decal Year' dropdown set to 2006. A table lists the inventory by decal type and status.

Type	Status	Count
"Green"	Available (on hand)	51
	Issued to a Boat	5
	Ordered and Awaiting DEM Fulfillment	2
	Voided	4
"Yellow"	Available (on hand)	57
	Issued to a Boat	2
	Ordered and Awaiting DEM Fulfillment	2
	Voided	1

Below the 'Total Inventory' section is the 'Inventory Details' section, which shows 'Decal Details' for '2006 "Green" Decals Issued to a Boat'. It includes a 'Change Decal Type' dropdown set to Green and a 'Change Decal Status' dropdown set to Issued to a Boat. A table lists the details for five decals.

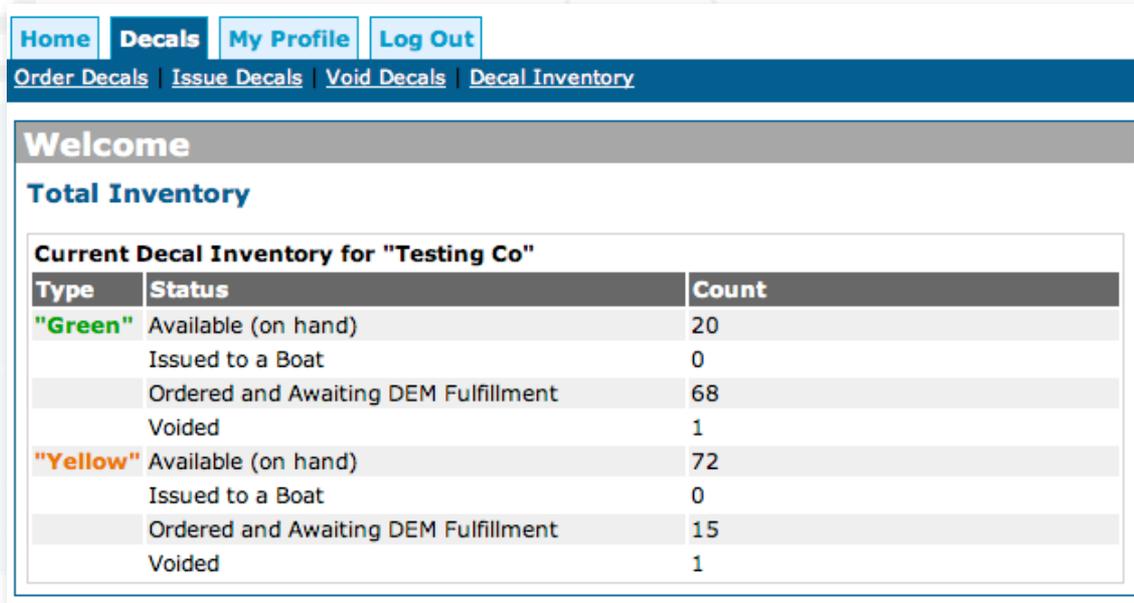
Decal Number	Decal Type	Purchase Date	Fulfillment Date	Issued Date	Void Date	Details
00001	"Green"	2006-03-29	2006-03-29	2006-03-29		DETAILS
00002	"Green"	2006-03-29	2006-03-29	2006-03-29		DETAILS
00003	"Green"	2006-03-29	2006-03-29	2006-03-31		DETAILS
00004	"Green"	2006-03-29	2006-03-29	2006-03-31		DETAILS
00006	"Green"	2006-03-29	2006-03-29	2006-04-11		DETAILS

At the bottom of the page, there are navigation buttons: '< Back', 'Displaying Decals 1 - 5 of 5', and 'Next >'.



Inventory Page Display

Current Inventory Display



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Welcome

Total Inventory

Current Decal Inventory for "Testing Co"

Type	Status	Count
"Green"	Available (on hand)	20
	Issued to a Boat	0
	Ordered and Awaiting DEM Fulfillment	68
	Voided	1
"Yellow"	Available (on hand)	72
	Issued to a Boat	0
	Ordered and Awaiting DEM Fulfillment	15
	Voided	1



Decal Details

- By clicking on the “Details” button on any Decal Inventory report, you can view a detailed report of any decal.

Change Decal Type: Green

Issued to a Boat

Issued Date	Void Date	Details
006-03-29		<input type="button" value="DETAILS"/>
006-03-29		<input type="button" value="DETAILS"/>
006-03-31		<input type="button" value="DETAILS"/>
006-03-31		<input type="button" value="DETAILS"/>
006-04-11		<input type="button" value="DETAILS"/>

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Click the “Details” button to get to this page



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Agent Decal Details

Decal Identifying Details:

Decal Number: 00001
 Decal Year: 2006
 Decal Type (Color):  "Green"
 Decal Status: Issued to a Boat

Decal Modification Dates:

Purchase Date: 2006-03-29 09:21:00
 DEM Fulfillment Date: 2006-03-29 09:21:16
 Issued Date: 2006-03-29 16:38:01
 Void Date:
 Last Modification to Decal: 2006-03-29 16:38:01

Boat Details:

Registration Number: 12345
 Registration State: PA
 MSD Type: Type III without through-hull fitting
 Vessel Owner's First Name: John
 Vessel Owner's Last Name: Testing
 Vessel Name: HMS Puff N Stuff

Issuance Details:

Notes: notes



Decal Lookup

- By clicking on the “Decal Lookup” you can lookup details on any decal.

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Agent Decal Lookup

Decal Lookup

Decal Number: Decal Type (Color): Green Decal Year: 2006

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Agent Decal Lookup

Lookup Results

Decal Identifying Details:

Decal Number: 00004
Decal Year: 2006

Decal Type (Color):  "Green"

Decal Status: Issued to a Boat

Decal Modification Dates:

Purchase Date: 2006-03-29 09:21:00
DEM Fulfillment Date: 2006-03-29 09:21:16
Issued Date: 2006-03-31 14:17:00
Void Date:
Last Modification to Decal: 2006-03-31 14:17:00

Boat Details:

Boat Information Field	DEM Registered Value	Observed Value
Registration Number:	1814P	1814P
Registration State:	RI	RI
MSD Type:		Port-a-Pottie
Vessel Owner's First Name:	JOHN	JOHN
Vessel Owner's Last Name:	SEBASTIANELLI	SEBASTIANELLI
Vessel Name:		USS Testing

Issuance Details:

Notes: Another Test

Decal Lookup

Decal Number: Decal Type (Color): Green Decal Year: 2006



Exiting the Application

- To protect the security of the application it is important that you log out each time you have completed your tasks.
- Click on the “Log Out” tab and then click the “Log Out” button to exit the system.
- **Closing your browser does not guarantee that you have securely exited the system!** Always remember to use the log out feature when you are done.

