

Agent & Staff Relationships

Surface and Groundwater System (SGS)

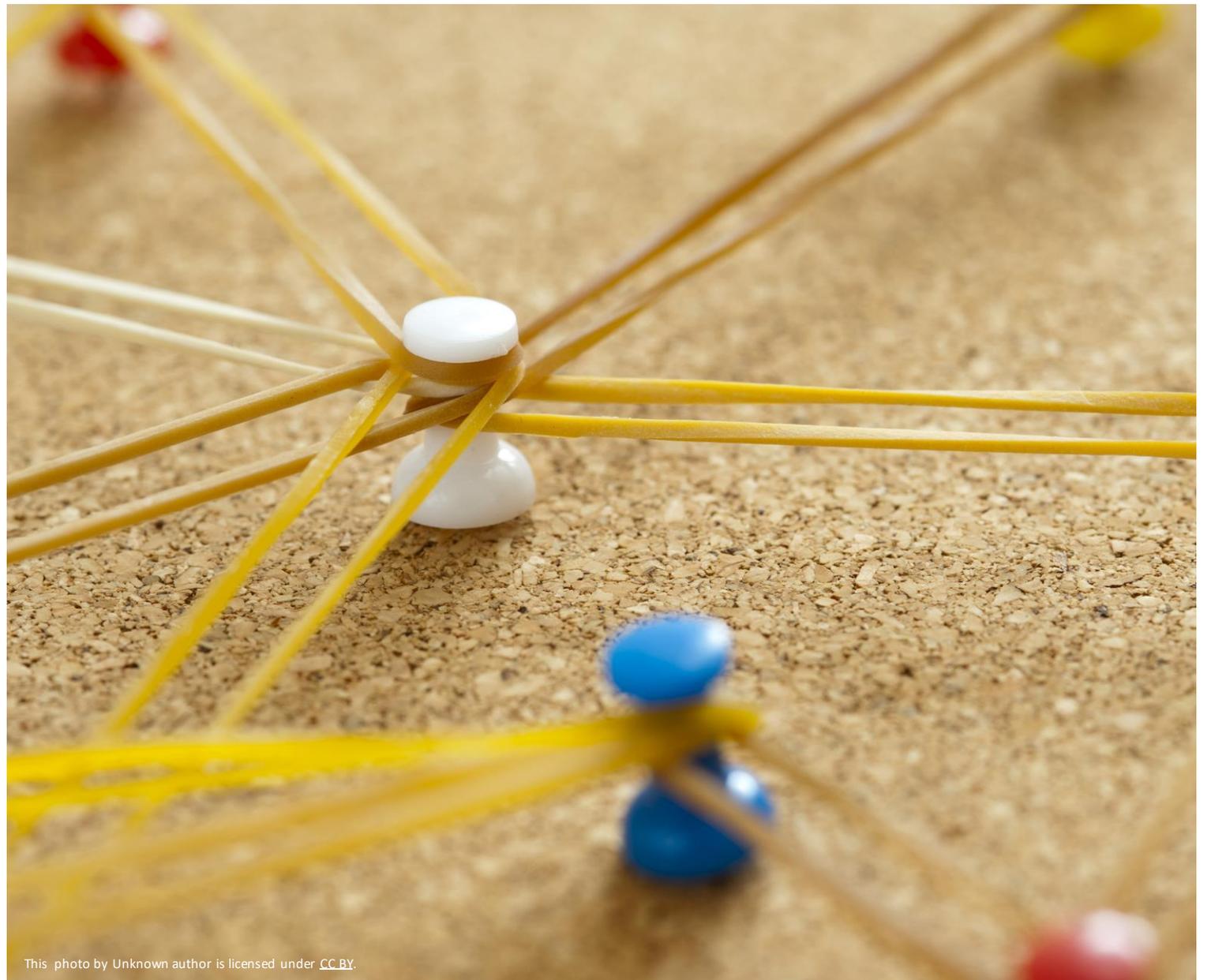


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GET HELP
where to submit a request

REQUEST
to be an agent

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- Support +
- Instructions +
- Resources +

Log In

Log in to your SGS account

Need an account? Click [here](#) to register.
Need help? Click [here](#) for assistance.

Pay Fees

Search for fee assessments
based on your plan number and

SRC and Offv Registry

Estimate Permit Review
Requirements and Fees

Attend a Training Session

Sign In

We need to know where to send you to sign in.

Do you have a OCTO (Office of the CTO, District of Columbia) corporate username and password?

Click "yes" if you're using a dc.gov or k12.dc.gov email

Click "no" if you're **NOT** using a dc.gov or k12.dc.gov email

Please read the following prompt before signing into Quickbase.

Select "YES" in the box if you have a dc.gov or k12.dc.gov email account.

Select "NO" in the box if you don't have a dc.gov or k12.dc.gov email account.

Email address or username

Password

[Sign in](#)

Keep me signed in on this computer

[I forgot my password](#)

Not a Quickbase user? [Create a log-in.](#)

Enter your email and password, then click "Sign in"

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- Program Directory +
- Support +
- Instructions +
- Resources +

Erosion, Stormwater, Green Area Ratio and Floodplain

Enter and access Erosion and Sediment Control (ESC), Stormwater Management (SWM), Green Area Ratio (GAR) and Floodplain Management (FPM) permit applications and inspections. Participate in the Stormwater Retention Credit (SRC) trading, RiverSmart Rewards and Self Inspection Self Reporting (SISR) programs.

Wells and Soil Borings

Enter and access Wells and Soil Borings permit applications. Enter Driller company and individual driller information.

Wetlands and Streams

Enter and access Wetland and Stream Permit applications or Water Quality Certifications.

Pay Fees

Search for fee assessments based on your fee ID or plan number and make a payment online.

Click here



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Click here



Sites & Plans

Construction permit information for DOEE plan review for Soil Erosion and Sediment Control, Green Area Ratio, Stormwater Management and Floodplain

BMPs

View your BMPs

Share Access & Manage Permissions

Give someone permission to access your projects or request permission to access someone else's projects

Pay Fees

Search for fee assessments based on your plan number and make a payment online. You can also pay fees for your projects by clicking the link in your list of "pending actions," below, if applicable.

SRCs & Offv

Participate in Stormwater Retention Credit (SRC) trading and/or meet an Off-Site Retention Volume (Offv) obligation.

RiverSmart Rewards

Apply for RiverSmart Rewards and receive discounts on your DC Water bill.

Self-Inspection Self-Reporting (SISR)

Submit inspection and maintenance reports for post-construction stormwater best management practices.

Request a Pre-Construction Inspection

My organization's staff (5 records)

Column Filter(s) (0 Set)

Account - Organization		Name	Email address
	Test Company	Wells Test 4	wellstest004@gmail.com
	Test Company	Wells Test 3	wellstest004@gmail.com
	Test Company	Wells Test 3	wellstest003@gmail.com
	Test Company	Wells Test 2	wellstest002@gmail.com
	Test Company	Wells Test 1	wellstest001@gmail.com

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Add an Agent

Give someone permission to enter information into the Stormwater Database on your behalf

Request to be an agent

Request to enter information for someone else's sites

Add my organization's staff

Create a list of your organization's staff. When these individuals log into their own Stormwater Database accounts, they will have permission to view the same sites that you can view through your own account.

Click here



Back Refresh Save

Public User Home Page >> ESC, SWM, GAR and FPM >> Agents and Staff >>

Request to be an agent

Who are you an agent for? Enter this person's contact information below. A notification will be sent to the email address you list to prompt them to confirm this relationship.

Principal's Name

Principal's Email *

Principal's Phone

Principal's role

Agent's role

Request access to a specific site

Enter the email of the principal's account. This is the person/organization you are requesting to be an agent of

If the principal does not approve this request within 30 days, it will expire. If that occurs, you may submit a new request.

Select which principal's account you're requesting access from

If the email you entered has an individual and organization account, select which one is requesting to be the agent

Who is your agent? Enter this person's contact information below. A notification will be sent to the email address you list.

Agent name

Principal's role

Request access to a specific site

Agent email *

Agent's role

Agent phone

Enter the agent's email here. This could be your individual email or the email for your organization's organization account

If the principal does not approve this request within 30 days, it will expire. If that occurs, you

Back

Refresh

Save

Click here to send the request

Agent name Test Company 4

Agent email * sven.test2020@gmail.com

Agent phone

Principal's role

Agent's role

If the principal does not approve this request within 30 days, it will expire. If that occurs, you may submit a new request.

CONTROL AGENT'S ACCESS

- Agent has permission to view, modify, and submit project information for all my sites ⓘ
- Agent has permission to apply to use SRCs or submit an ILF notification to meet my Offv requirement(s) ⓘ
- Agent has permission to apply to certify or retire SRCs ⓘ
- Agent can sell SRCs on my behalf and modify my information in the SRC Registry ⓘ

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		Test Company	Wells Test 3	wellstest004@gmail.com
		Test Company	Wells Test 3	wellstest003@gmail.com
		Test Company	Wells Test 2	wellstest002@gmail.com
		Test Company	Wells Test 1	wellstest001@gmail.com

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Add my organization's staff

Create a list of your organization's staff. When these individuals log into their own Stormwater Database accounts, they will have permission to view the same sites that you can view through your own account.

Enter the your email address here. The email must be correct for this request to work.

Who is your agent? Enter this person's contact information below. A notification will be sent to the email address you list.

Who are you an agent for? Enter this person's contact information below. A notification will be sent to the email address you list to prompt them to confirm this relationship.

Principal's Name	<input type="text" value="Test Company 4"/>	Principal's Email *	<input type="text"/>	Principal's Phone	<input type="text"/>
Agent name	<input type="text"/>	Agent email *	<input type="text"/>	Agent phone	<input type="text"/>
Principal's role	<input type="text" value="v"/>	Agent's role	<input type="text" value="v"/>		

If your agent does not approve this request within 30 days, it will expire. If that occurs, you may submit a new request.

CONTROL AGENT'S ACCESS

- Agent has permission to view, modify, and submit project information for all my sites ⓘ
- Agent has permission to view, modify, and submit project information for only this site
- My agent can access all projects at this site
- Agent has permission to apply to use SRCs or submit an ILF notification to meet my Offv requirement(s) ⓘ
- Agent has permission to apply to certify or retire SRCs ⓘ
- Agent can sell SRCs on my behalf and modify my information in the SRC Registry ⓘ

Back Refresh Save

Public User Home Page >> ESC, SWM, GAR and FPM >> Agents and Staff >> Request to be an agent

Select which principal's account you're requesting access from

If the email you entered for the principal has an individual and organization account, select which one you're giving access from

Who is your agent? Enter this person's contact information below. A notification will be sent to the email address you list.

Agent name

Principal's role

Request access to a specific site

Agent email *

Agent's role

Agent phone

Enter the agent's email here. This could be their individual email or the email for their organization's organization account

If the principal does not approve this request within 30 days, it will expire. If that occurs, you

CONTROL AGENT'S ACCESS

Back Refresh Save

Public User Home Page >> ESC, SWM, GAR and FPM >> Agents and Staff >> Add an Agent

Who is your agent? Enter this person's contact information below. A notification will be sent to the email address you list.

Who are you an agent for? Enter this person's contact information below. A notification will be sent to the email address you list to prompt them to confirm this relationship.

Principal's Name	<input type="text" value="Test Company 4"/>	Principal's Email *	<input type="text"/>	Principal's Phone	<input type="text"/>
Agent name	<input type="text"/>	Agent email *	<input type="text"/>	Agent phone	<input type="text"/>
Principal's role	<input type="text" value=""/>	Agent's role	<input type="text" value=""/>		

If your agent does not approve this request within 30 days, it will expire. If that occurs, you may submit a new request.

CONTROL AGENT'S ACCESS

Agent has permission to view, modify, and submit project information for all my sites ⓘ

Agent has permission to view, modify, and submit project information for only this site

My agent can access all projects at this site

Agent has permission to apply to use SRCs or submit an ILF notification to meet my Offv requirement(s) ⓘ

Agent has permission to apply to certify or retire SRCs ⓘ

Agent can sell SRCs on my behalf and modify my information in the SRC Registry ⓘ

Check the boxes to determine your agent's access. You can give access to all your sites or one specific site. To give access to more than one site, but not all, create a new agent request for each site.

Homepage Back Refresh

Example:

Home Page >> ESC, SWM, GAR and FPM >> Agents and Staff >> Add an Agent

Select which principal's account you're requesting access from

Test Company 4 x

Who is your agent? Enter this person's contact information below. A notification will be sent to the email address you list.

Agent name Sven Test

Agent email * sven.test2020@gmail.com

Agent phone

Principal's role

Agent's role

If your agent does not approve this request within 30 days, it will expire. If the

Check this box to give your agent access to all your sites.

CONTROL AGENT'S ACCESS

- Agent has permission to view, modify, and submit project information for all my sites ⓘ
- Agent has permission to apply to use SRCs or submit an ILF notification to meet my Offv requirement(s) ⓘ
- Agent has permission to apply to certify or retire SRCs ⓘ
- Agent can sell SRCs on my behalf and modify my information in the SRC Registry ⓘ

Example:

Select which principal's account you're requesting access from

Test Company 4

Who is your agent? Enter this person's contact information below. A notification will be sent to the email address

Agent name

Sven Test

Agent email *

sven.test2020@gmail.com

Principal's role

Agent's role

If your agent does not approve this request within 30 days, it will expire. If that occurs, you may su

CONTROL AGENT'S ACCESS

Agent has permission to view, modify, and submit project information for all my sites

Agent has permission to view, modify, and submit project information for only this site

1200 1st Street NE

My agent can access all projects at this site

Yes

Agent has permission to apply to use SRCs or submit an ILF notification to meet my Offv requirement(s)

Agent has permission to apply to certify or retire SRCs

Agent can sell SRCs on my behalf and modify my information in the SRC Registry

Submit

Use this drop-down to give your agent access to one specific site.
This address must be filled in for the request to work.
To give access to more than one site, but not all, create a new agent relationship for each site.

You can give access to all projects at the site, or one specific project.

- SGS Home
- ESC, SWM, GAR & FPM Home
- Program Directory +
- Support +
- Instructions +
- Resources +

[Back](#) [Refresh](#) [Save](#)

Public User Home Page >> ESC, SWM, GAR and FPM >> Agents and Staff >> Add an Agent

Who is your agent? Enter this person's contact information below. A notification will be sent to the email address you list.

Agent name	<input type="text" value="Sven Test"/>	Agent email *	<input type="text" value="sven.test2020@gmail.com"/>	Agent phone	<input type="text"/>
Principal's role	<input type="text" value=""/>	Agent's role	<input type="text" value=""/>		

If your agent does not approve this request within 30 days, it will expire. If that occurs, you may submit a new request.

CONTROL AGENT'S ACCESS

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Agent has permission to view, modify, and submit project information for only this site

My agent can access all projects at this site

- Agent has permission to apply to use SRCs or submit an ILF notification to meet my Offv requirement(s) ⓘ
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- Agent can sell SRCs on my behalf and modify my information in the SRC Registry ⓘ

Check these boxes if you want to give your agent permission to perform SRC actions.

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Refresh

Save

Sys Admin Homepage >> ESC, SWM, GAR and FPM >> Agents and Staff >> Add an Agent

Select which principal's account you're requesting access from

Test Company 4 x

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Agent name

Sven Test

Agent email *

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Agent phone

Principal's role

Agent's role

If your agent does not approve this request within 30 days, it will expire. If that occurs, you may submit a new request.

Click here to submit

CONTROL AGENT'S ACCESS

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- Agent has permission to apply to certify or retire SRCs ⓘ
- Agent can sell SRCs on my behalf and modify my information in the SRC Registry ⓘ
- Require a 24-hour waiting period on SRC sales by my agent

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Principal's Name

Principal's Email *

Principal's Phone

Agent name

Agent email *

Agent phone

Principal's role

Agent's role

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Enter your email address here. The email must be correct for this request to work.

CONTROL AGENT'S ACCESS

Agent has permission to view, modify, and submit project information for all my sites ⓘ

Agent has permission to view, modify, and submit project information for only this site

My agent can access all projects at this site

Agent has permission to apply to use SRCs or submit an ILF notification to meet my Offv requirement(s) ⓘ

Agent has permission to apply to certify or retire SRCs ⓘ

Agent can sell SRCs on my behalf and modify my information in the SRC Registry ⓘ

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Select which principal's account you're requesting access from

If the email you entered has an individual and organization account, select which one you want to give access from to your agent

Who is your agent? Enter this person's contact information below. A notification will be sent to the email address you list.

Agent name: Test Company 4

Principal's role:

Request access to a specific site:

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Agent phone:

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Sven Test

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Principal's role	<input type="text" value=""/>	Agent's role	<input type="text" value=""/>		

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- Agent can sell SRCs on my behalf and modify my information in the SRC Registry ⓘ

Check these boxes if you want to give your agent permission to perform SRC actions.

Back Refresh Save

Public User Home Page >> ESC, SWM, GAR and FPM >> Agents and Staff >> Add an Agent

Select which principal's account you're requesting access from
Test Company 4

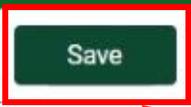
Who is your agent? Enter this person's contact information below. A notification will be sent to the email address you list.

Agent name: Sven Test
Agent email*: sven.test2020@gmail.com
Agent phone: [empty]
Principal's role: [empty]
Agent's role: [empty]

If your agent does not approve this request within 30 days, it will expire. If that occurs, you may submit a new request.

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- My agent can access all projects at this site
Yes
- Agent has permission to apply to use SRCs or submit an ILF notification to meet my Offv requirement(s) ⓘ
- Agent has permission to apply to certify or retire SRCs ⓘ
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Click "no" if you're **NOT** using a dc.gov or k12.dc.gov email

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Email address or username

Password

[Sign in](#)

Keep me signed in on this computer

[I forgot my password](#)

Not a Quickbase user? [Create a log-in.](#)

Enter your email and password, then click "Sign in"

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Request a Pre-Construction Inspection

ESC, SWM, GAR and FPM >> Agents and Staff

These people are my agents (2 records)

Column Filter(s) (0 Set)

	Agent name	Agent email	Agent phone	Confirm Relationship	Remove agent request	Confirmed?
	 John Doe	project.engineer1200@gmail...	(202) 555-1234			<input checked="" type="checkbox"/>
	 Sven Test	sven.test2020@gmail.com	(123) 456-7890	Confirm	Remove agent request	<input type="checkbox"/>

Previous Page 1 of 1 5 rows Next

* If confirmed, you may grant these people access to your projects. You can choose which project(s) each person can access.

Click the pencil icon next to the agent relationship you want to edit

I am an agent for the following people (2 records)

Column Filter(s) (0 Set)

	Name	Email	Phone	Confirm Relationship	Remove agent request	Confirmed?
	 John Smith	project.engineer1200@gmail...	(202) 123-4567		Remove agent request	<input type="checkbox"/>

Back Refresh Save

Sys Admin Homepage >> ESC, SWM, GAR and FPM >> Agents and Staff >> Add an Agent

Click here to save

Select which account has an agent
Jane Smith

Agent name
Test Company

Agent email *
project.engineer1200@gmail.com

Agent phone
(202) 123-4567

Principal's role

Agent's role

CONTROL AGENT'S ACCESS

Agent has permission to view, modify, and submit project information for all my sites ⓘ

Agent has permission to view, modify, and submit project information for only this site

1200 1st Street NE

My agent can access all projects at this site

Yes

Agent has permission to apply to use SRCs or submit an ILF notification to meet my Offv requirement(s) ⓘ

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Agent can sell SRCs on my behalf and modify my information in the SRC Registry ⓘ

Make your necessary edits

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Click here



- SGS Home
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Public User Home Page >> ESC, SWM, GAR and FPM

My Pending Actions (4 records)

Column Filter(s) (0 Set)

Action	Required?	Description	Take this action
Sign Offv statement	Required for permit approval	To receive approval of a Stormwater Management Plan with an Off-Site Retention Volume (Offv), you must commit to comply with the Offv requirement	Take this action
Approve agent requests	Required to allow agent to access projects on your behalf	Someone has requested to access information about your sites/projects. If this person is authorized, you may confirm them as an agent to act on your behalf	Take this action
Pay plan review fee(s)	Required for permit approval	DOEE has made a fee assessment for plan review. Click "take this action" to be directed to a page where you can make your payment online. Fees can also be paid in person at the Permit Center (1100 4th Street SW). If paying in person, you can pick up an invoice from the DOEE desk in the Permit Center.	Take this action
Submit plan for review	Required for permit approval	You have an entry in the Surface and Groundwater system that is not yet submitted for review. Click "Take this action" to view a list	Take this action

Click here

Select which account has an agent: First choose Filter for current user

Agent name: Sven Test Agent email *: sven.test2020@gmail.com Agent phone: 1234567890 e

Principal's role: Agent's role:

CONTROL AGENT'S ACCESS

Agent has permission to view, modify, and submit project information for all my sites ⓘ

Agent has permission to view, modify, and submit project information for only this site

Search and select

My agent can access all projects at this site

Yes

- Agent has permission to apply to use SRCs or submit an ILF notification to meet my Offv requirement(s) ⓘ
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Approve

Confirm

Choose your agent's permissions.

Note: if you are already an agent for the site owner and you are creating a subagent for the site, you must give site specific access.

Click here to confirm

Select which account has an agent:

Agent name: Agent email: Agent phone:

Principal's role:

CONTROL AGENT'S ACCESS

Agent has permission to view, modify, and submit project information

Agent has permission to view, modify, and submit project information:

My agent can access all projects at this site:

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Approve

Record not saved

Do not allow save is equal to true

You have not selected any type of access to grant to your agent. Use the options in the "Control Agent's Access" section of the form to grant your agent access to view or modify information on your behalf.

If you see this error message after confirming, go back and chose an option in the **Control Agent's Access** section.

Are you the owner or manager for 12345 Test Street NE?

I am the site owner or manager I am not the site owner or manager

If there currently is no one listed as the site owner in the SGS, you will see this pop-up. If you are the owner, click here. This will complete the agent confirmation **AND** list you as the site owner in the SGS.

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Submit inspection and maintenance reports for post-construction stormwater best management practices.

Request a Pre-Construction Inspection

My organization's staff (5 records)

Column Filter(s) (0 Set)

		Account - Organization	Name	Email address
		Test Company	Wells Test 4	wellstest004@gmail.com
		Test Company	Wells Test 3	wellstest004@gmail.com
		Test Company	Wells Test 3	wellstest003@gmail.com
		Test Company	Wells Test 2	wellstest002@gmail.com
		Test Company	Wells Test 1	wellstest001@gmail.com

Previous Page 1 of 1 5 rows Next

Add an Agent

Give someone permission to enter information into the Stormwater Database on your behalf

I am an Agent for Someone

Request to enter information for someone else's sites

Add my organization's staff

Create a list of your organization's staff. When these individuals log into their own Stormwater Database accounts, they will have permission to view the same sites that you can view through your own account.

Click here

My organization's staff (5 records)

Column Filter(s) (0 Set)

Account - Organization		Name	Email address
	Test Company	Wells Test 4	wellstest004@gmail.com
	Test Company	Wells Test 3	wellstest004@gmail.com
	Test Company	Wells Test 3	wellstest003@gmail.com
	Test Company	Wells Test 2	wellstest002@gmail.com
	Test Company	Wells Test 1	wellstest001@gmail.com

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Request to be an agent

Request to enter information for someone else's sites

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Click here

Back

Refresh

Save

Public User Home Page >> ESC, SWM, GAR and FPM >> Agents and Staff >>

Add my organization's staff

Organization *

Name

Email address

Phone number ext.

Enter the person's contact information and choose the organization account in the dropdown.

Then click Save to submit.

You must save each staff person separately.

Name	Email	Phone	Confirm Relationship	Remove agent request	Confirmed?
 	site.owner1200@gmail.com				<input checked="" type="checkbox"/>
 	site.owner1200@gmail.com				<input checked="" type="checkbox"/>

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* If confirmed, you have permission to access project information for these people.

If this button is grayed out, use the Support tab to submit a help ticket.

My organization's staff (0 record)

Column Filter(s) (0 Set)

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Request to be an agent 

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You cannot use this function at this time. Submit a help request (in the support menu) for assistance. 

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- Electronic Approval Stamps
- SGS Frequently Asked Questions
- GAR Landscape Checklist
- Obtain Covenant Approval
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- Permitting instructions for large projects

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[I forgot my password](#)

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	Test Company	wellstest002@gmail.com
	Test Company	wellstest001@gmail.com

- Acronyms & Definitions
- Change Contact Information
- Change Log In Credentials
- Contact
- Help Desk

Submit a help ticket here or email sgs.help@dc.gov

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