# Permit Application Portal Registration & User Guide

This guide provides instructions for Local Agencies (i.e. local agency, board, district, commission or governing body, including municipalities, and other political subdivisions of the State) and Local Community Groups on how to use the Office of Renewable Energy Siting (ORES) Permit Application Portal in order to participate in the Section 94-c process or sign up for e-mail notifications permit application filings. Please visit the ORES website at www.ores.ny.gov for more information.

Step 1: My NY.Gov ID – Account Creation

Complete the following steps to create a new My NY.Gov ID account. If you already have an account, please skip to Activity 1.
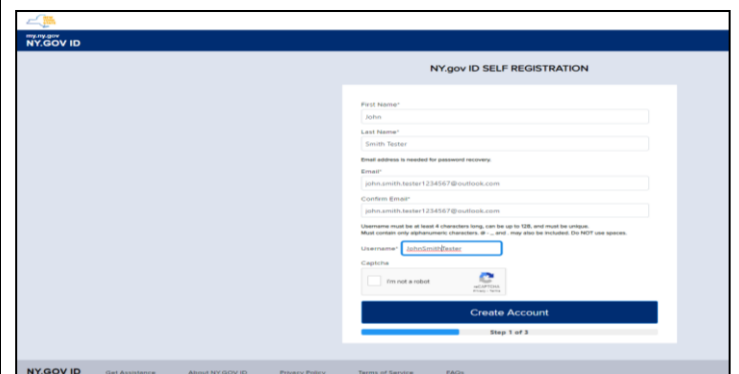
Authentication: ORES uses the statewide **My.NY.gov ID** Directory Services which allows users to create one account to access multiple systems within New York State Government. It also provides certain functions, such as password changes and resets, as well as delegated administration of accounts. Click here to learn more about the **My.NY.gov ID**.
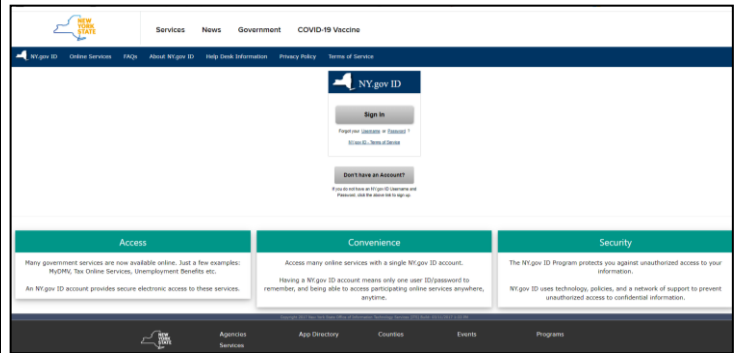
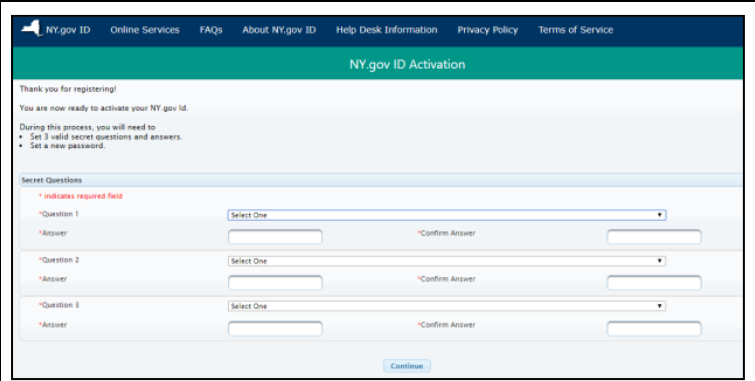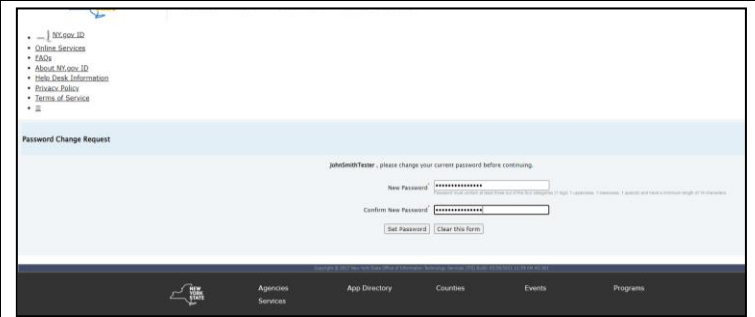|	
1. Open **https://my.ny.gov/**	
2. Click on **Don't have an Account?** , choose Personal or Business. If you choose Person, click on **Sign Up for a Personal NY.gov ID**. If you choose Business, click on **NYS Office of Renewable Energy Siting**.	
3. Enter the information in each field. Be sure to check the **Captcha** box and select the correct images. Then click on **Create Account**. Verified the information you entered. Once you have finished, an activation email with an activation link will be sent to your email address and must be used within 48 hours. (Note: Please check your junk mail filters/folders in case the activation email gets blocked)	
4. Complete the activation steps by logging into your email and clicking on the activation link from the NY.gov@its.ny.gov email.	
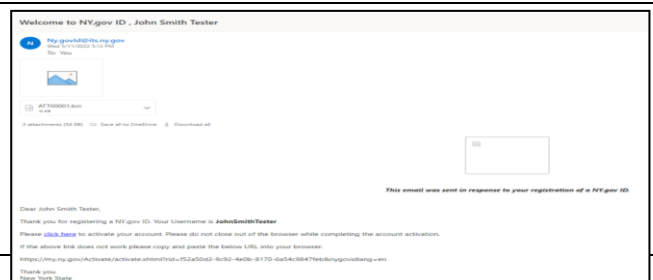
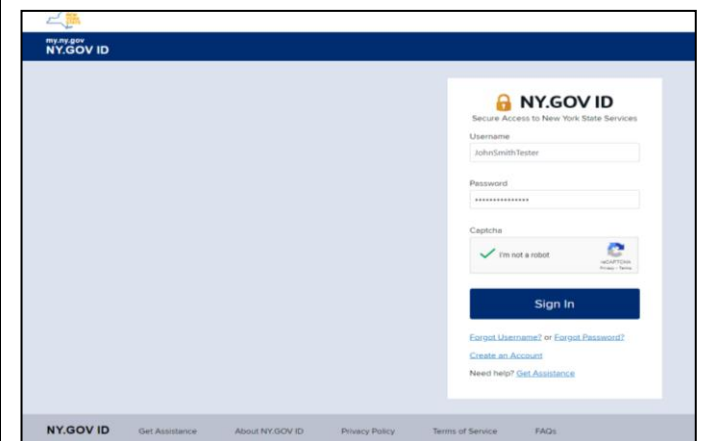|	
5. Complete the Activation process by selecting 3 Secret Questions and Answers and click **Continue** to navigate to the Password Setting screen.	
6. Enter a **new password** and click on **set password**.	
7. Click on **Continue** once the password has been set.	
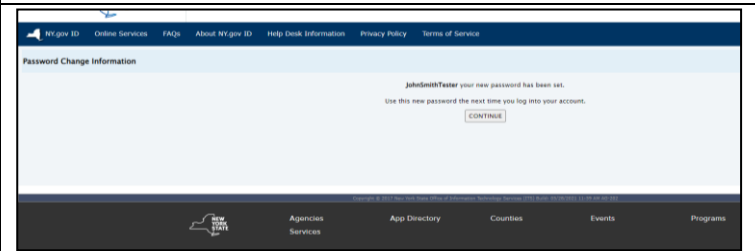
**Step 2: Permit Application Portal – Signing In for the First Time**

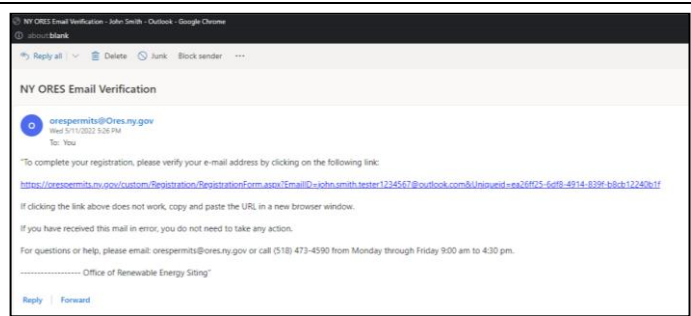|	
1. Once you have completed the **My.NY.gov ID** account creation and verification process, navigate to the ORES Permit Application Portal at: https://orespermits.ny.gov/custom/index.aspx	
2. Enter your **My.NY.gov** **Username** and **Password** and click on **Sign In**. Be sure to check the **Captcha** box and select the correct images. (Note: You may be required to refresh your screen or navigate to this link again: https://orespermits.ny.gov/custom/index.aspx)	
3. You will be prompted to confirm your email address.	
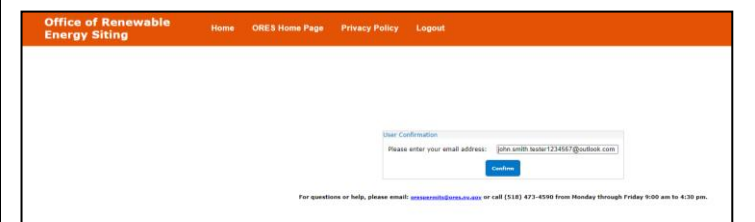
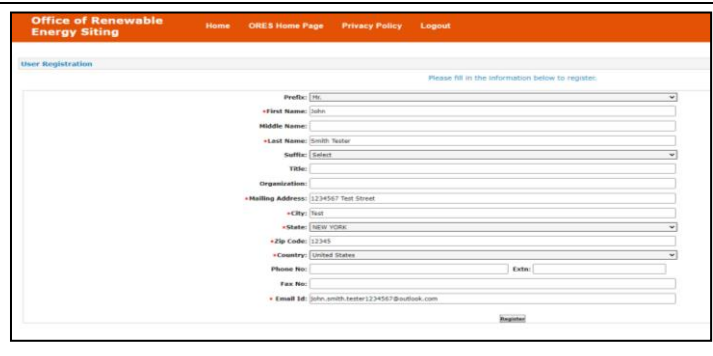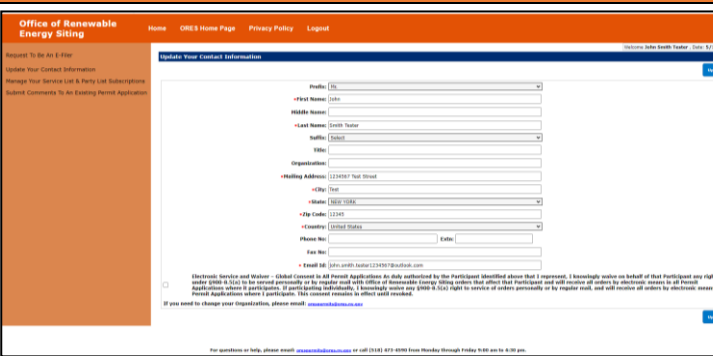|	
4. Once you have confirmed your email address, you will be sent an email to complete your registration from orespermits@ores.ny.gov.	
5. Complete your registration by logging into your email and clicking on registration link from orespermits@ores.ny.gov.	
6. After clicking on the link, you may be prompted for your **Username** and **Password**. Enter your credentials to complete the Registration. New Contact Record: (1) click on **Click here to Register** (2) complete all **User Registration** form required fields (3) Click on **Register**	
7. Once you have completed the User Registration Form, you will be redirected to the ORES Permit Application Portal – Registered User Homepage which allows you to: ○ **Request To Be An E-Filer** ○ **Update Your Contact Information** ○ **Manage Your Service List & Party List Subscriptions** ○ **Submit Comments To An Existing Permit Application**	

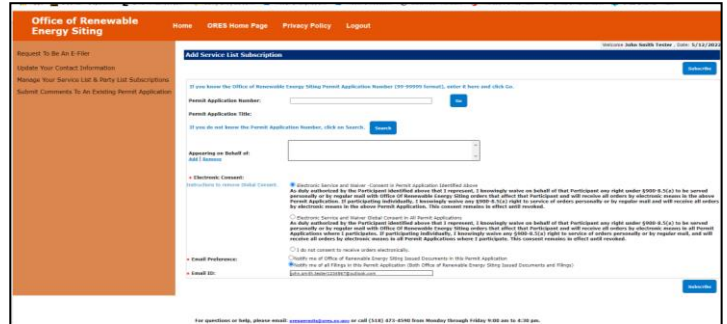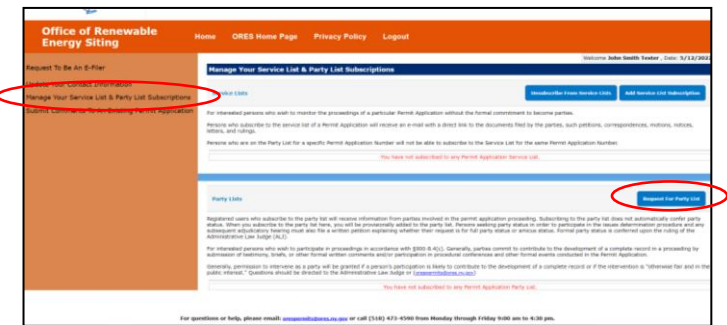|	
Activity 1: Update Your Contact Information	
1. From the ORES Permit Application Portal – Registered User Homepage, click on **Update Your Contact Information**.	
2. Please update your information and hit submit. (Note: If you need to change your Organization or have any questions, please email: orespermits@ores.ny.gov.)	
Activity 2: Manage Your Service List & Party List Subscriptions	
1. If you wish to monitor the proceedings of a particular permit application, you can do so by subscribing to the Service List and/or Party List. By doing so, you will receive an e-mail with a link to the document(s) filed by parties such as correspondences, orders, notices, rulings, and formal comments. From the ORES Permit Application Portal –	
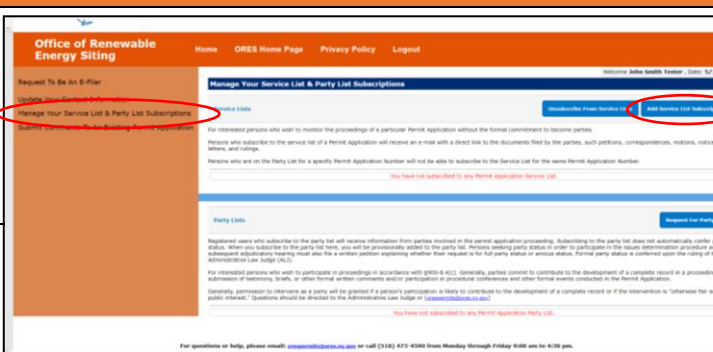
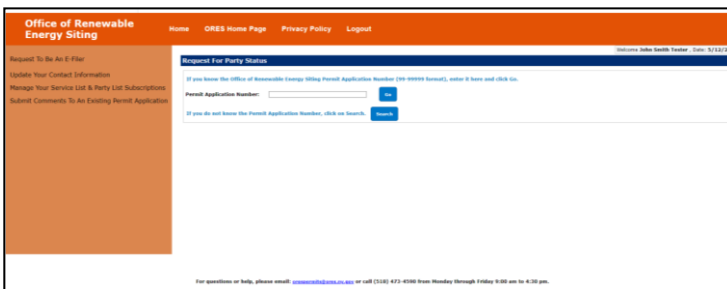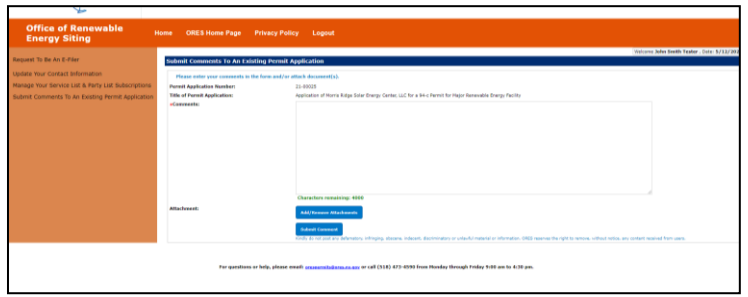|	
Registered User Homepage, click on **Manage Your Service List & Party List Subscriptions**.	
2. If you subscribe to the Service List of a Permit Application, you can monitor the proceedings of that particular Permit Application by receiving an e-mail of documents filed by the parties without formally committing to becoming a party in the proceeding. You can also unsubscribe to any permit application Service List at any time.	
3. Enter the **Permit Application Number** or search for the Permit Application. Add the organization in the **Appearing on Behalf of** field. You can enter yourself in this field. Then choose the **Electronic Consent** and **Email Preference** you wish and hit **Subscribe**.	
4. Generally, parties commit to contributing to the development of a complete record in a proceeding by submitting testimony, briefs, or other formal written comments, and/or participating in formal events conducted in the permit application. Users who subscribe to the party list will receive information from parties involved in the permit application proceeding. Subscribing to the party list does not automatically confer party status. When you subscribe to the party list here, you will be provisionally added to the party list. Persons seeking party status must file a written petition explaining whether their request is for full party status or amicus status, and their party status is conferred upon by a ruling from the Administrative Law Judge (ALJ).	
5. Enter the **Permit Application Number** or **Search for the Permit Application**.	
6. Please check the box if you are representing yourself and NOT representing an organization. If you are representing an organization, add the organization in the **Appearing on behalf of** field. Please indicate the nature of your interest in the Permit Application. Then choose the **Electronic Consent** and **Email Preference** you wish. Then check the **I consent to serve other parties electronically and to receive service from other parties electronically** check box and hit **Submit**.	

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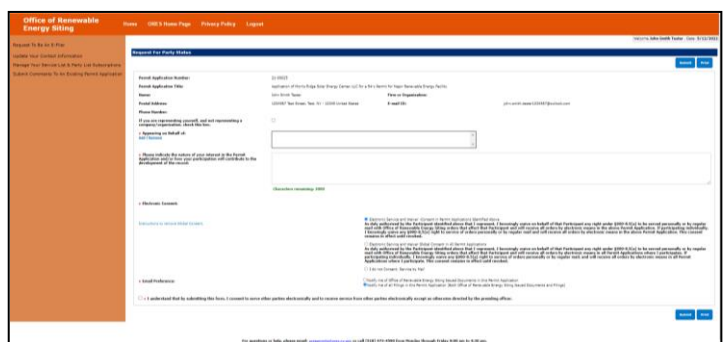
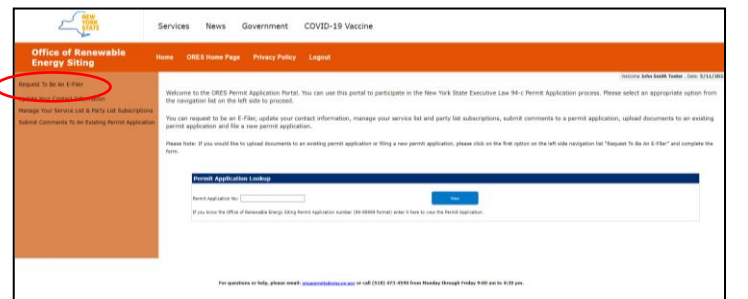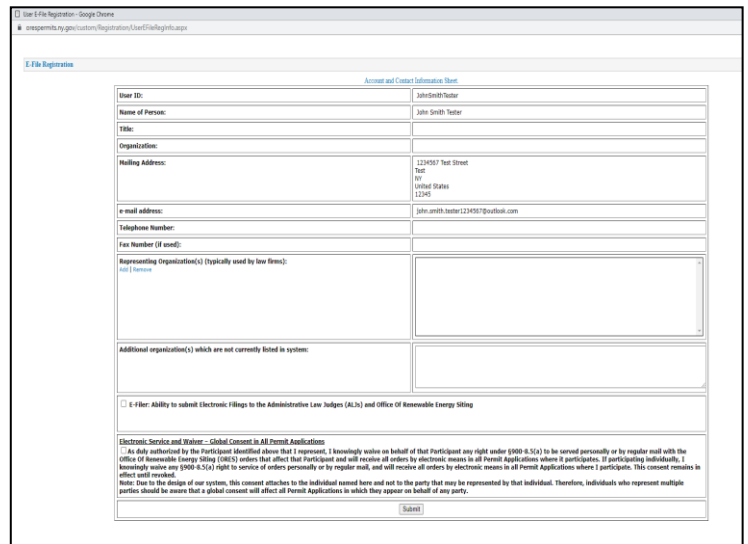| **Activity 3: Submit Comments To An Existing Permit Application**	
1. To submit comments to a Permit Application, from the ORES Permit Application Portal – Registered User Homepage, click on **Submit Comments To An Existing Permit Application**.	
2. Enter the **Permit Application Number**.	
3. Enter your comment. Add any attachments you have and hit **Submit Comment**. (Note: Please do not post any defamatory, infringing, obscene, indecent, discriminatory or unlawful material or information. ORES reserves the right to remove, without notice, any content received from users.)	

| **Activity 4: Request To Be An E-Filer**	
1. Click on the **Request To Be An E-Filer** link and the **Contact Form** link to complete the Contact Form.	
2. **Account and Contact Information Sheet** form will be auto populated with your information. Use this form to enter the Representing Organization. Check the **E-Filer** and **Electronic Service and Waiver** box. Click submit. If the Organization you represent is not on the list, close out of the form. Go back to the ORES Permit Application Portal – Registered User Homepage, click on the **Request To Be An E-Filer** link and the **Contact Form** link again. Once back on the **Account and Contact Information Sheet**, check the Representing Organization again or enter the full organization name and address in the **Additional Organization** text box. (Note: You may also use this form to add additional organizations to your list. To remove organizations you no longer represent, please email orespermits@ores.ny.gov.)	
3. Check the **E-Filer** box for which you are authorized to perform on behalf of the organization(s) you have identified. Check the **Electronic Service and Waiver** box. Click on the Submit button to submit the request.	

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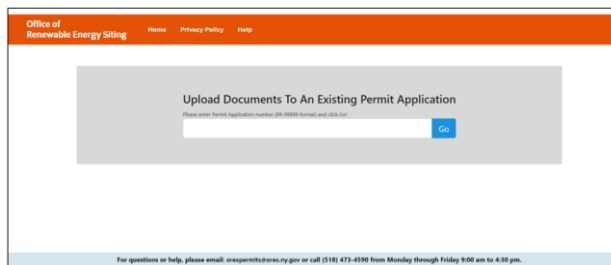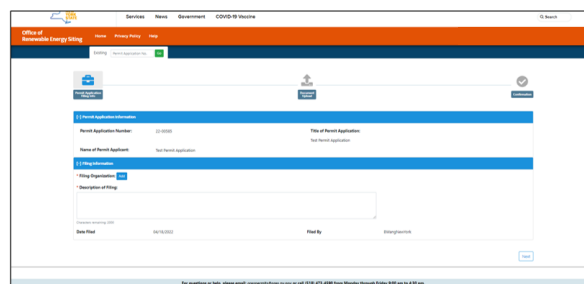|	
4. Once you have submitted your request you will receive an email notification listing the E-Filer rights which you have been granted and the organizations for which the rights apply. During business hours this process is typically completed within 30 minutes. When you have been granted E-Filer rights, navigate back to this link and sign in: https://orespermits.ny.gov/custom/index.aspx You will see a new option which will allow you to: o **Upload Documents To An Existing Permit Application** (NOTE: Accounts are intended for individual representatives, as such, account sharing is not allowed. Logged in user must be the owner of the account. Shared accounts will be disabled, and all rights revoked.)	
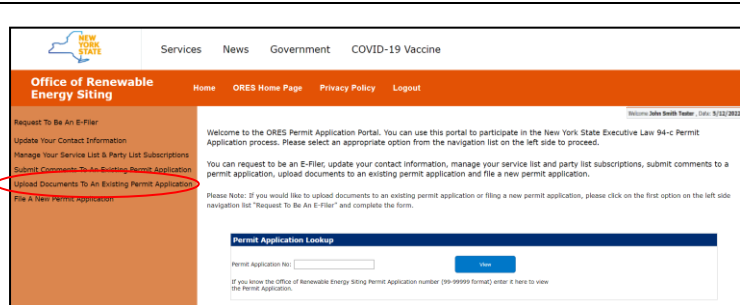
Activity 5: Upload Documents To An Existing Permit Application

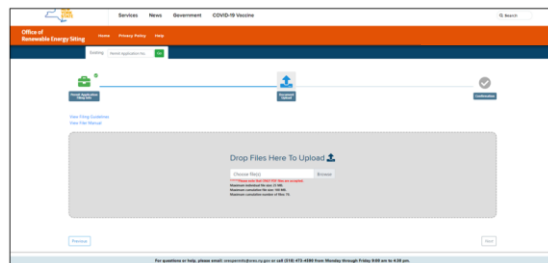|	
1. From the ORES Permit Application Portal – Registered User Homepage, click on **Upload Documents To An Existing Permit Application**. Then enter the **Permit Application** number. (Note: You can find all ORES Permit Application numbers on the ORES website at https://ores.ny.gov/permit-applications.)	
2. Select your **Filing Organization** and enter the **Description of Filing**.	
3. Select the document or documents you would like to upload. (Note: The maximum individual document size is limited to 25 MB. The maximum cumulative documents is limited to 100 MB. The maximum number documents that can be uploaded at one time is limited to 70.)	
4. Select the **Document Type** and **Security Level** of your document(s). If your document(s) is meant to be **public**, hit **Next**.	

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