



MPCA Online Services Portal Account Creation

Create a New Account

Open the Internet and either type the following address into the URL address field or use the CTRL + click function to open the webpage shown below:

<https://netweb.pca.state.mn.us/private/>


Click on the Create a New Account link:


Login and Registration - Windows Internet Explorer

Address bar: <https://netweb.pca.state.mn.us/private/Login.aspx>

File Edit View Favorites Tools Help

Star Login and Registration

 **Minnesota Pollution Control Agency**

 **Online Services Portal - (Test)**

- [Login](#)
- [Create a new account](#)

NOTE: Some of the services on this web site produce PDF documents that require a PDF document viewer. There are several free PDF document viewers available on the web, for example: [Adobe Reader](#) or [Foxit Reader](#).

Services currently offered on this portal:

- **Permitting**
 - Construction Stormwater General Permit Application
 - Industrial Stormwater Permits
- **Compliance**
 - Construction Stormwater Field Inspections
 - Discharge Monitoring Reports (DMR) Submittal
 - Solid Waste Permitted Open Landfill Data Submittal
 - Option B and D Air Emission Inventory Submittal
 - Subsurface Sewage Treatment System (SSTS) Reporting
- **Remediation**
 - Petroleum Remediation Field Work Notification
- **Your Online Services Account**
 - Account Management

Complete the four fields of information:


Login and Registration - Windows Internet Explorer


https://netwebt.pca.state.mn.us/private/Login.aspx?RequestedPage=EnterPersonalInfoPage&task

Google

Search

SmartZone Communi... Facebook | Home Login and Regist... Read Mail Home Feeds (1) Print Page Tools

 **Minnesota Pollution Control Agency**

 **Online Services Portal - (Test)**

Enter account information

INSTRUCTIONS: Please make sure your email address is correct. It is the only way we can activate or reset your account.

* E-mail Address:

* First Name:

* Last Name:

* Phone Number: (Example: 612.123.4567 ext. 1234)

For help using this Web application, call the MPCA Online Services administrator at 651.757.2836, 7:00 a.m. to 4:00 p.m. CST, Monday - Friday.
[MPCA Privacy Policy](#)

Internet 100%

Click on Next>>

The next page will ask you to answer **five** of the challenge questions offered (there are more than five questions available to choose from). Make sure you answer questions for which you will recall the answers since you will be asked to answer one question to get started and, for CROMERR, answer one challenge question as part of your digital signature.

Minnesota Pollution Control Agency
Online Services Portal
 Create challenge questions

Answer five (5) and only five of the following security challenge questions. Your answers to these questions will be used to help verify your ownership important.

| Challenge Question | Answer |
|---|----------------------|
| What was your childhood nickname? | <input type="text"/> |
| What is the first name of your most memorable childhood friend? | <input type="text"/> |
| What is your oldest sibling's middle name? | <input type="text"/> |
| What is your youngest sibling's middle name? | <input type="text"/> |
| What is your maternal grandmother's maiden name? | <input type="text"/> |
| What is your paternal grandmother's maiden name? | <input type="text"/> |
| What is your spouse's mother's maiden name? | <input type="text"/> |
| What is your oldest nephew's first name? | <input type="text"/> |
| What is your youngest nephew's first name? | <input type="text"/> |
| What is your oldest niece's first name? | <input type="text"/> |
| What is your youngest niece's first name? | <input type="text"/> |
| What is the street number of the house you grew up in? | <input type="text"/> |

Once you submit the answers to the security questions, your account is created and you will receive an email with your account number.

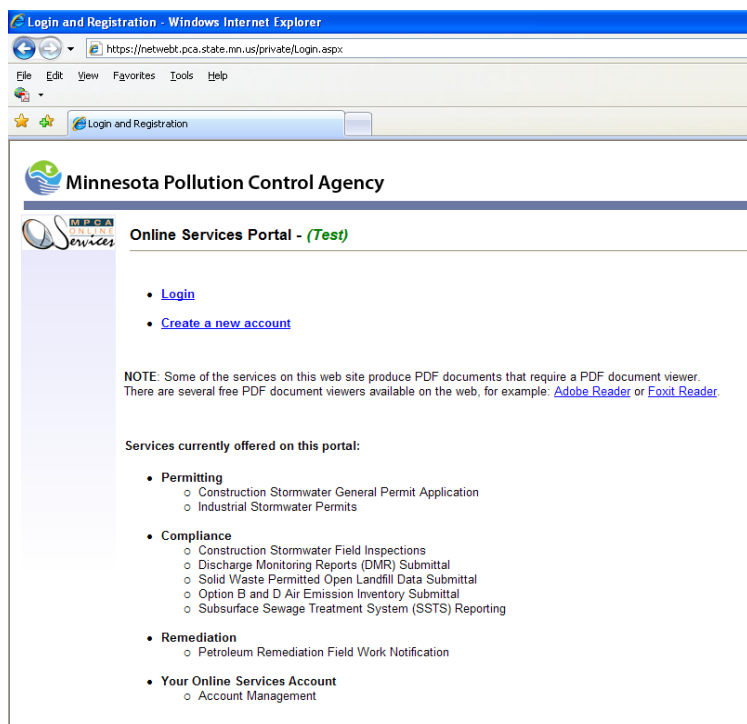
Minnesota Pollution Control Agency
Online Services Portal
 Your account is being activated

Your account has been created. You will receive an email within 24 hours with instructions on completing the activation of your new account.

[Finish](#)

Click on Finish and you will be taken back out to the **Online Services Portal** page. However, you are not quite ready to log in yet.

This is the **Online Services Portal** home page. At this point, you must check your email to complete the account creation process.



Check your email. Once you receive your account number by email, follow the instructions in the email to continue the process.

This is the text of the email message you will receive:

Your MPCA Online Services account has been created or reset. Your account number is: 55320574.

This account still needs to be activated by you. To activate this account, click on the link below and provide the information required to identify you as the owner of this account.

<https://netwebt.pca.state.mn.us/private/login.aspx?requestedPage=ActivateAccountEntryPage&task=SystemUnlockAccountUnattendedTask&Info=bf1491b277fab9f5e35b9f2db21177b46eb6ad44f9727baa6e1b9297c8285917c22eb68330f78d2586d4f322092f7588b210abe9bd8391523ed36f85b09ae6c1e5d0c11141460477adc1615ac03263fd>

This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

Make sure you click the link in your email and not from this guidance. The link in the guidance is for a specific account.

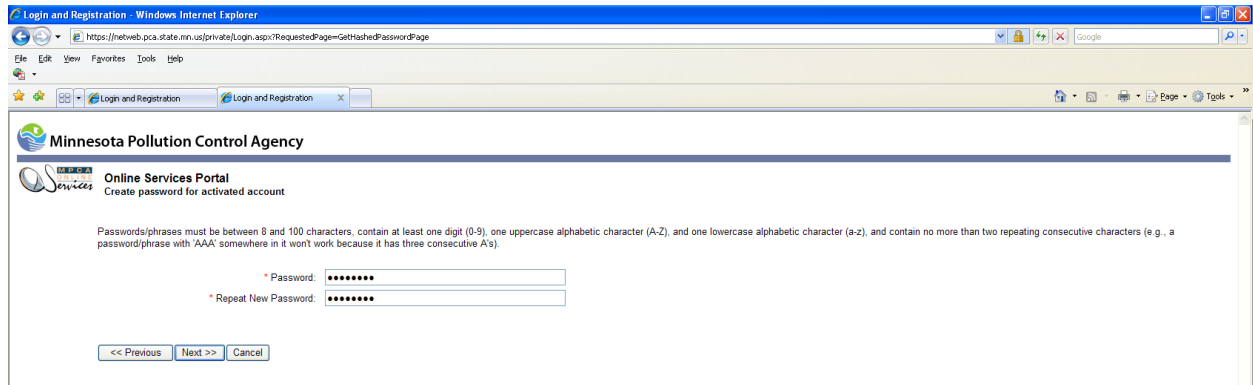
The following screen shots show each step that remains in the account creation process:
This is the page you see after you click the link provided in the email with your account number.

This screenshot shows the 'Activate your MPCA Online Services account' page in a Windows Internet Explorer browser. The address bar shows the URL: <https://netweb.pca.state.mn.us/private/login.aspx?requestedPage=ActivateA>. The page features the MPCA logo and the text 'Online Services Portal' and 'Activate your MPCA Online Services account'. It instructs the user to 'Press the 'Next' button to continue activating your account.' and provides the account number: 'Your MPCA Online Services Account Number is: 55608883. Be sure to write this number down and keep it in a safe place. You will need it to login to the MPCA Online Services website.' At the bottom, there are two buttons: 'Next >>' and 'Cancel'.

Answer the challenge question correctly to continue.

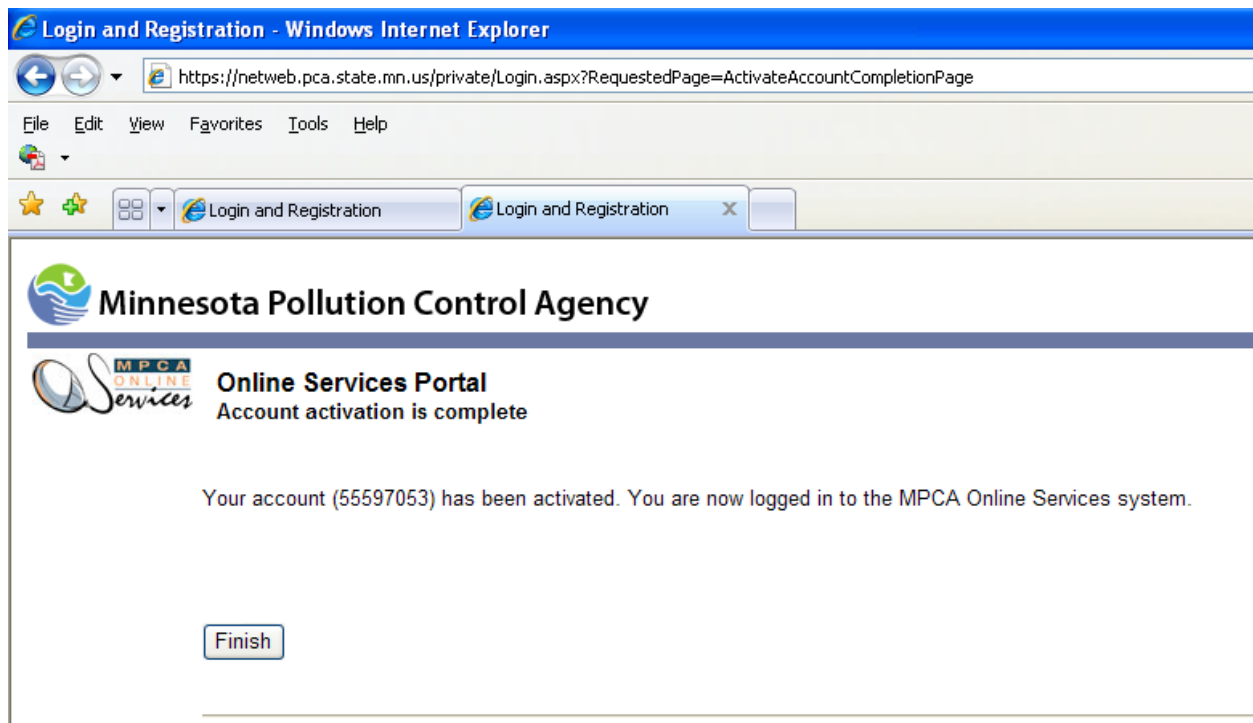
This screenshot shows the 'Answer challenge question' page in the same browser. The address bar shows the URL: <https://netweb.pca.state.mn.us/private/Login.aspx?RequestedPage=AnswerChallengeQuestionPage>. The page features the MPCA logo and the text 'Online Services Portal' and 'Answer challenge question'. It instructs the user to 'Answer the following security challenge question to verify your ownership of this account.' and includes a warning: 'WARNING: You will have three (3) chances to correctly answer the question, after which this account will be locked.' The challenge question is '* What was the name of your first pet?:' followed by a text input field containing the word 'Muff'. At the bottom, there are three buttons: '<< Previous', 'Next >>', and 'Cancel'.

Create your password in order to log in to your account.



The screenshot shows a web browser window titled "Login and Registration - Windows Internet Explorer". The address bar displays the URL: <https://netweb.pca.state.mn.us/private/Login.aspx?RequestedPage=GetHashedPasswordPage>. The page content includes the Minnesota Pollution Control Agency logo and the text "Online Services Portal" and "Create password for activated account". A password policy note states: "Passwords/phrases must be between 8 and 100 characters, contain at least one digit (0-9), one uppercase alphabetic character (A-Z), and one lowercase alphabetic character (a-z), and contain no more than two repeating consecutive characters (e.g., a password/phrase with 'AAA' somewhere in it won't work because it has three consecutive A's)". There are two password input fields: "* Password:" and "* Repeat New Password:". At the bottom, there are three buttons: "<< Previous", "Next >>", and "Cancel".

Once you have created your password, your account is activated and you are logged into the portal. If you click the Finish button at this point, you will return to the home page and will be able to choose one of the services that are available.



The screenshot shows a web browser window titled "Login and Registration - Windows Internet Explorer". The address bar displays the URL: <https://netweb.pca.state.mn.us/private/Login.aspx?RequestedPage=ActivateAccountCompletionPage>. The page content includes the Minnesota Pollution Control Agency logo and the text "Online Services Portal" and "Account activation is complete". A message states: "Your account (55597053) has been activated. You are now logged in to the MPCA Online Services system." At the bottom, there is a "Finish" button.

Authorization for Use

The MPCA Online Services Portal currently has available six services. Some services on this portal require specific additional authorization from the MPCA. The list below details what level of authorization is needed for each of the available services.

1. Permitting

- 1.1. Construction Stormwater General Permit Application: No authorization is needed. Anyone with an active account may use this service. There is a \$400.00 permit application fee.

2. Compliance

- 2.1. Construction Stormwater Field Inspections: Authorization is needed but this service does not need to comply with CROMERR rules. Call the MPCA Online Services administrator at 651.757.2836, 7:00 a.m. to 4:00 p.m. CST, Monday – Friday for authorization to use this service.
- 2.2. Discharge Monitoring Reports (DMR) Submittal: Authorization is needed. Click on the link within the portal to create a CROMERR User Agreement that will begin the authorization process.
- 2.3. Solid Waste Permitted Open Landfill Data Submittal: Authorization is needed but this service does not need to comply with CROMERR rules. Call the MPCA Online Services administrator at 651.757.2836, 7:00 a.m. to 4:00 p.m. CST, Monday – Friday for authorization to use this service.

3. Remediation

- 3.1. Petroleum Remediation Field Work Notification: No authorization is needed. Anyone with an active account may use this service.

4. Your Online Services Account

- 4.1. Account Management: No authorization is needed. Anyone with an active account may use this service.

If you do not go through the authorization step and try to use a service that requires authorization, you will see the following message:

