**Hawaii DOH E-Permitting System Instructions**

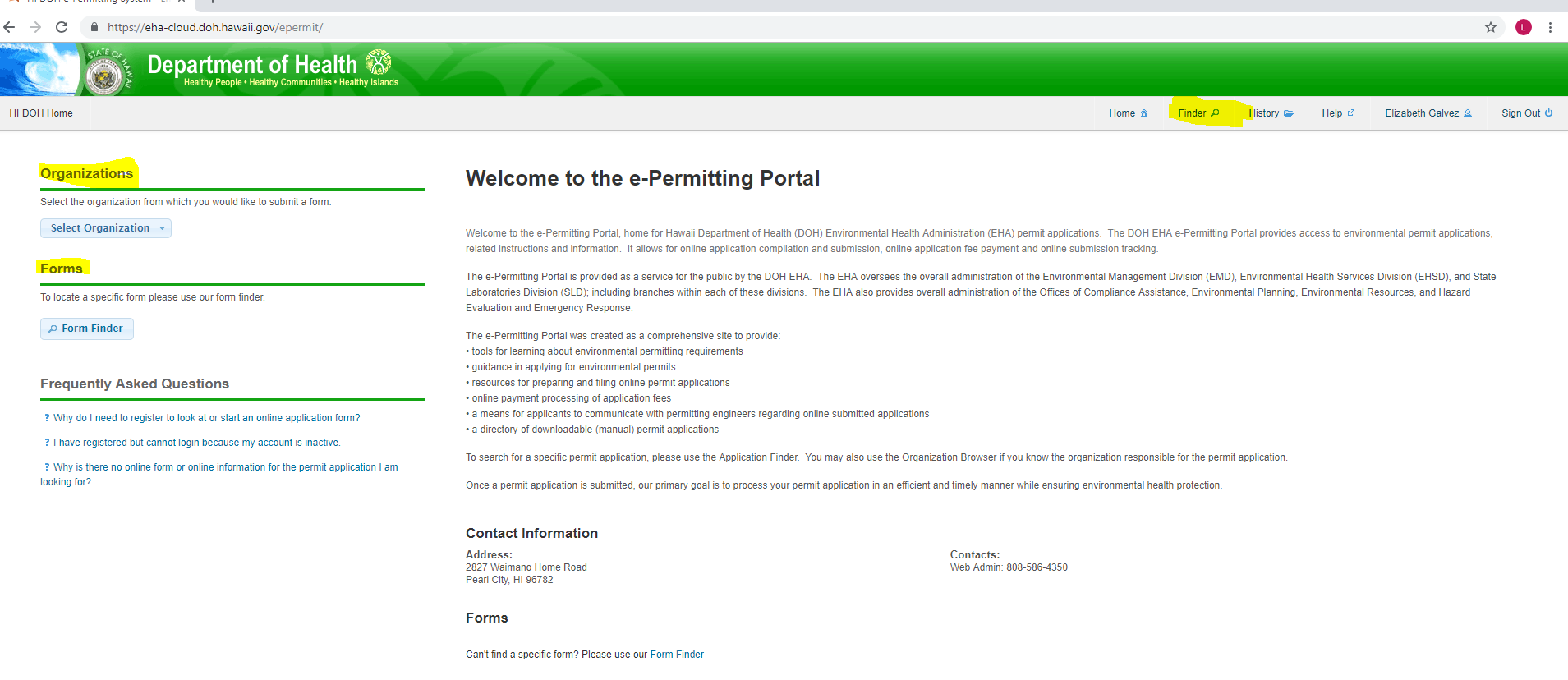
1. <https://eha-cloud.doh.hawaii.gov/epermit/>

Sign in if you already have an Account.

If using for the first time, Please Register to create a User ID in order to establish an Account. A verification e-mail will be sent to you.



1. To get into HEPCRA Tier II:

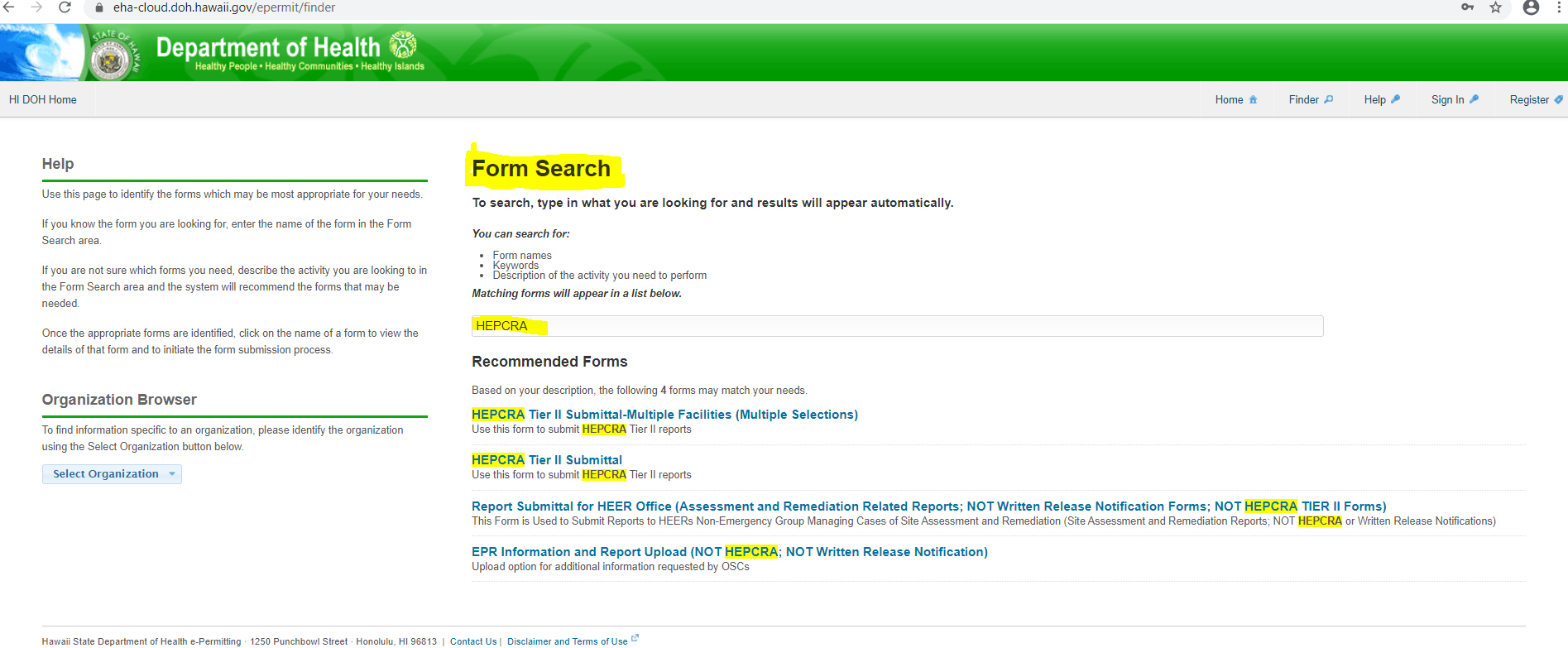


1. Finder

c. Organizations

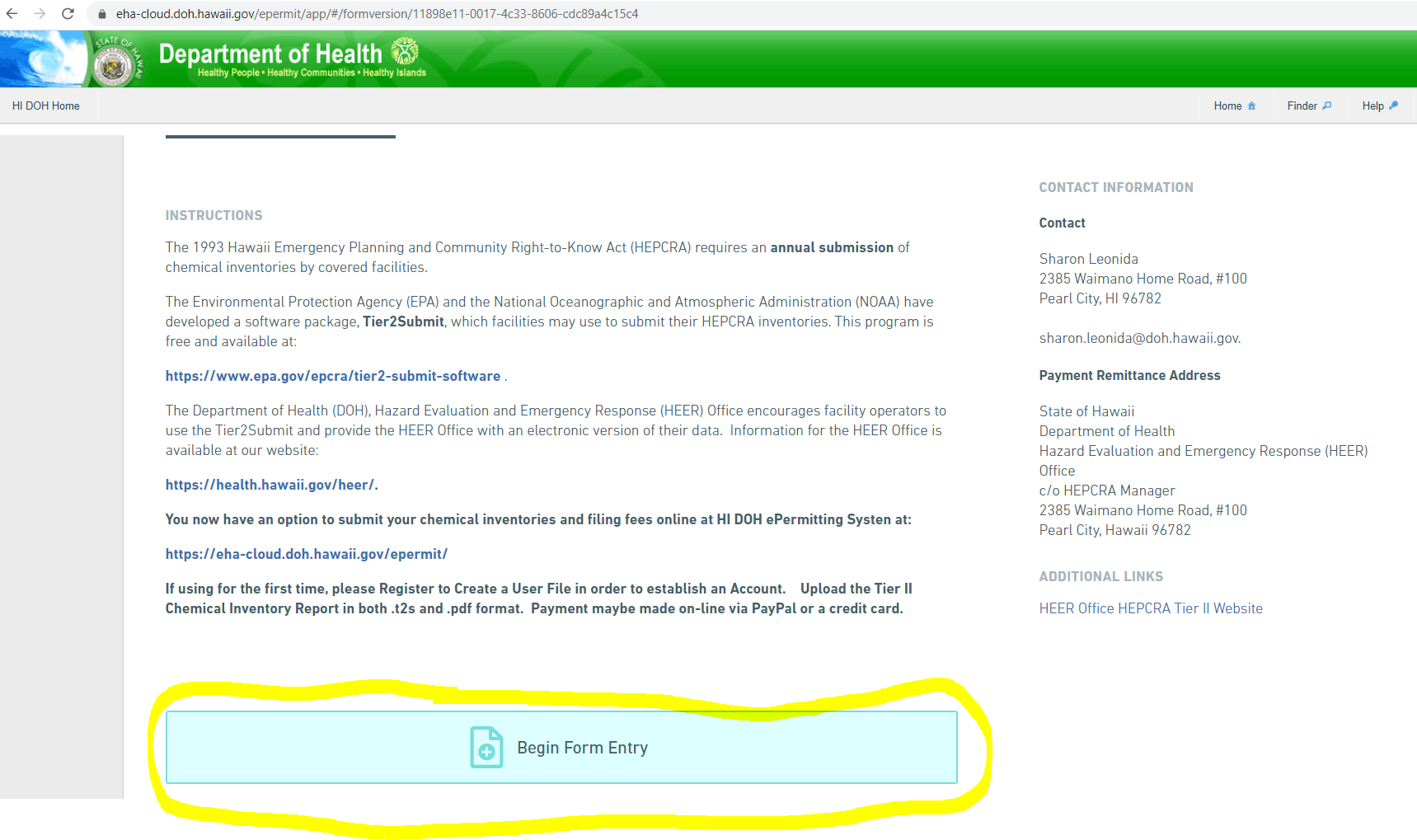
b. Forms

1. Search using Finder. You will be forwarded to a screen with Form Search. Type in HEPCRA.

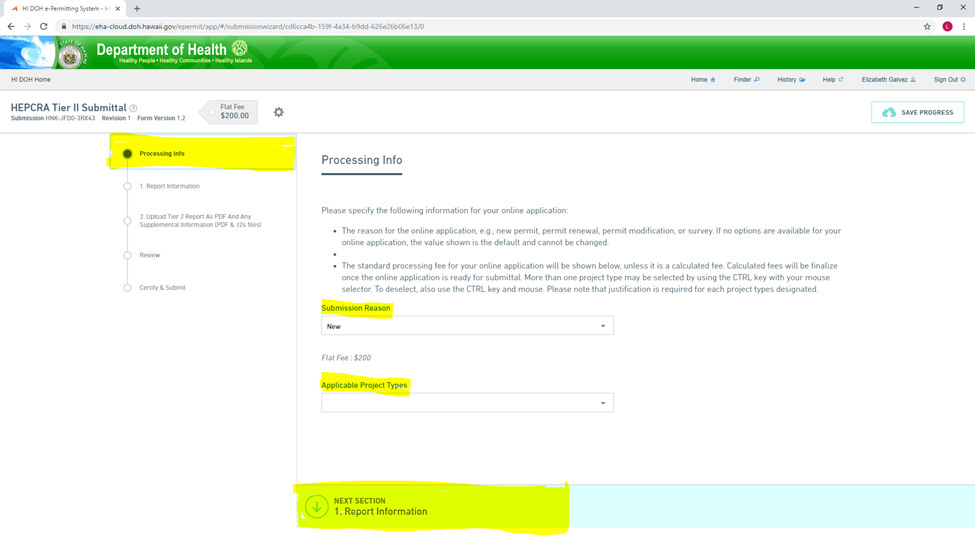


* + 1. Select HEPCRA Tier II Submittal for a single facility; or,
    2. Select HEPCRA Tier II Submittal-Multiple Facilities (up to 20 Facilities)

1. Click on Begin Form Entry



1. Processing Info

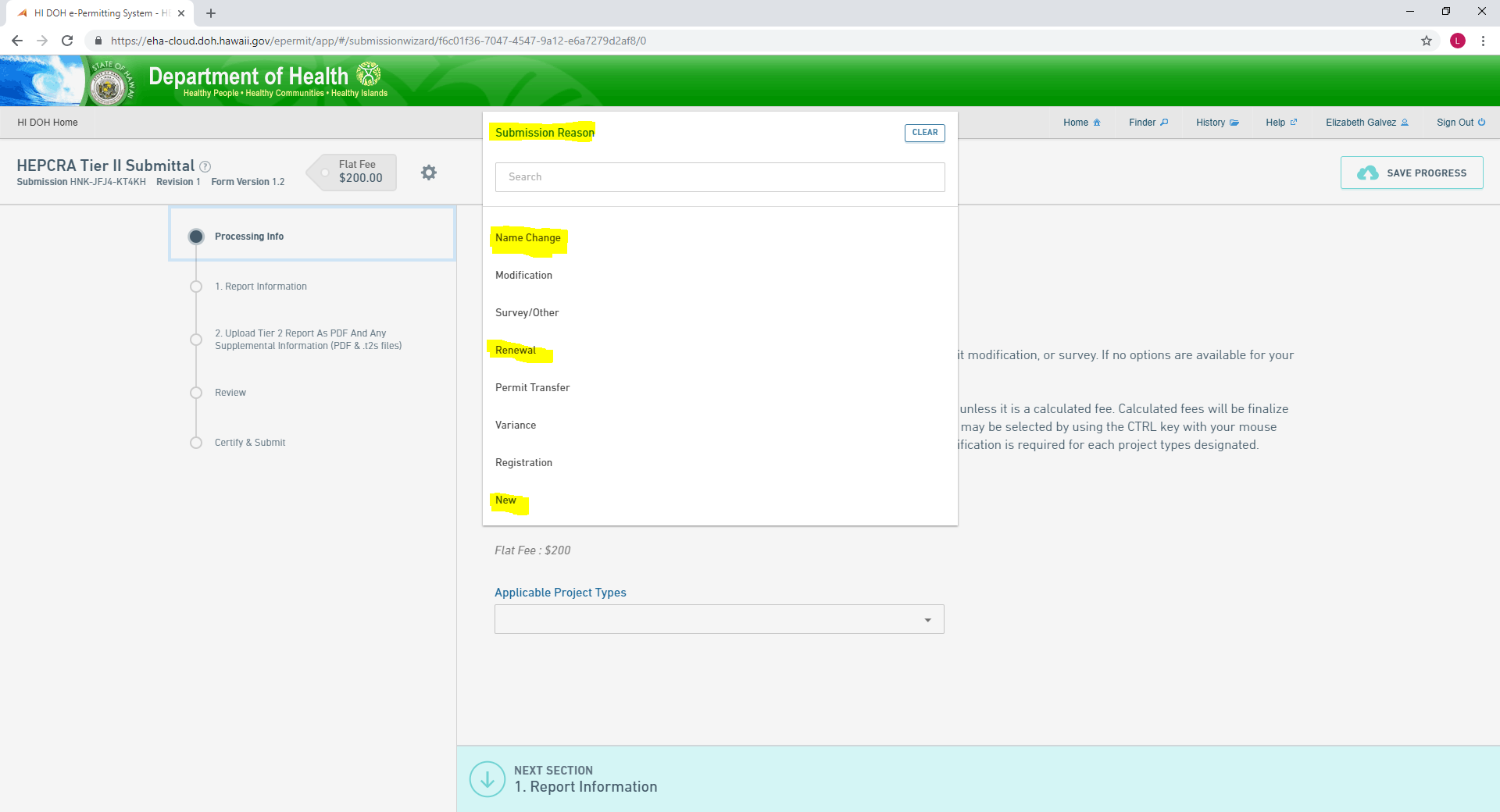


1. Submission Reason ReaReasoSubmission Reason

c. Report Information

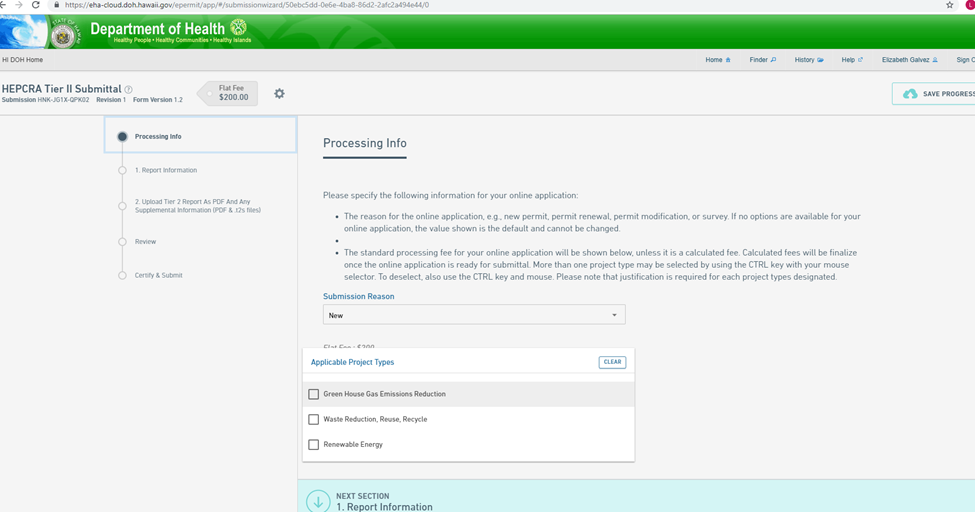
b. Applicable Project Types. Please leave blank.

1. Submission



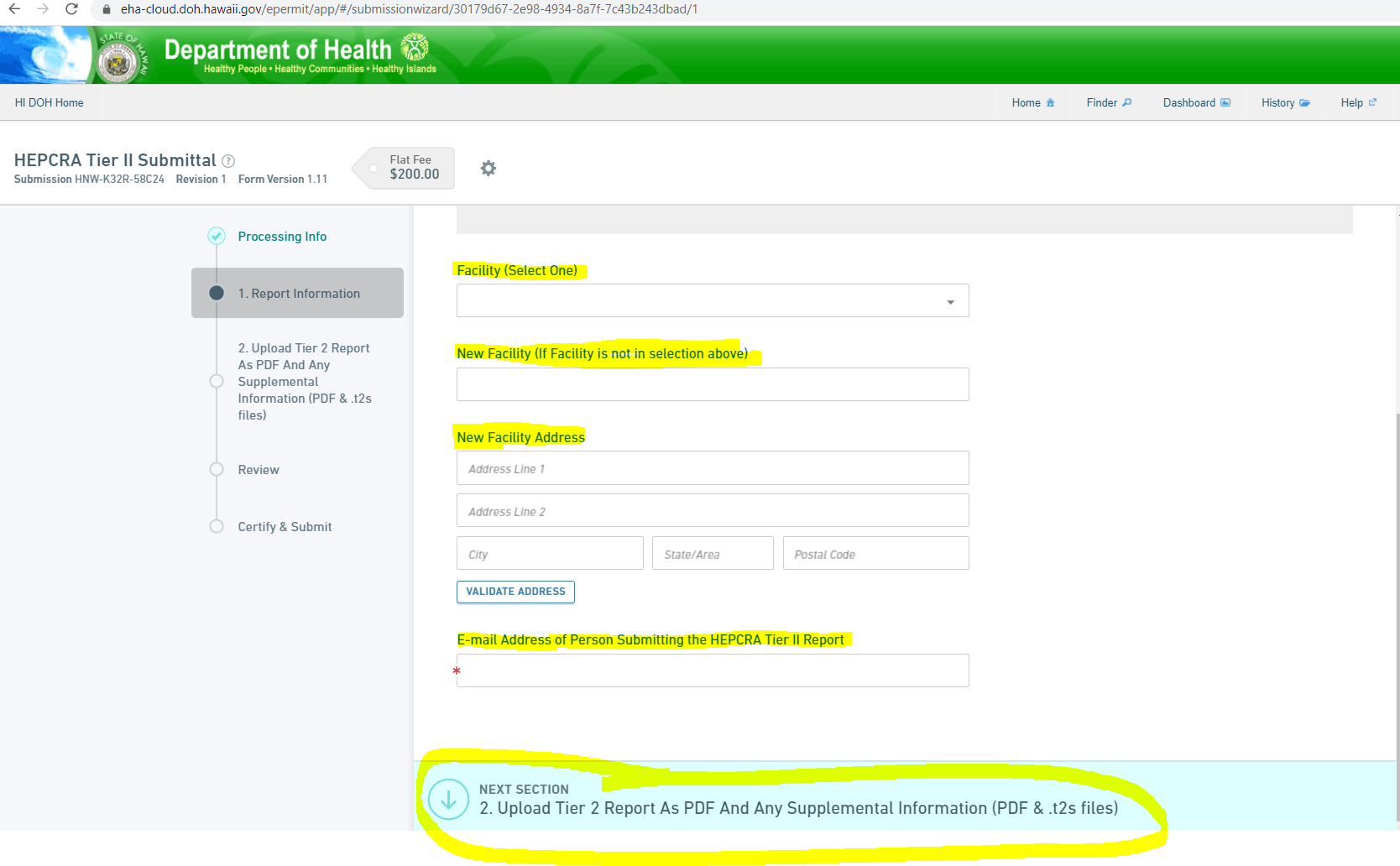
Submission Reason

1. Applicable Project Types. Please leave blank.



Applicable Project Types

1. Click on Next Section 1.Report Information
2. Report Information

**a. Facility (Select One)**

b. New Facility (If facility is not in selection above)

selection above

1. Facility (Select One)

Type first three letters of facility

Type

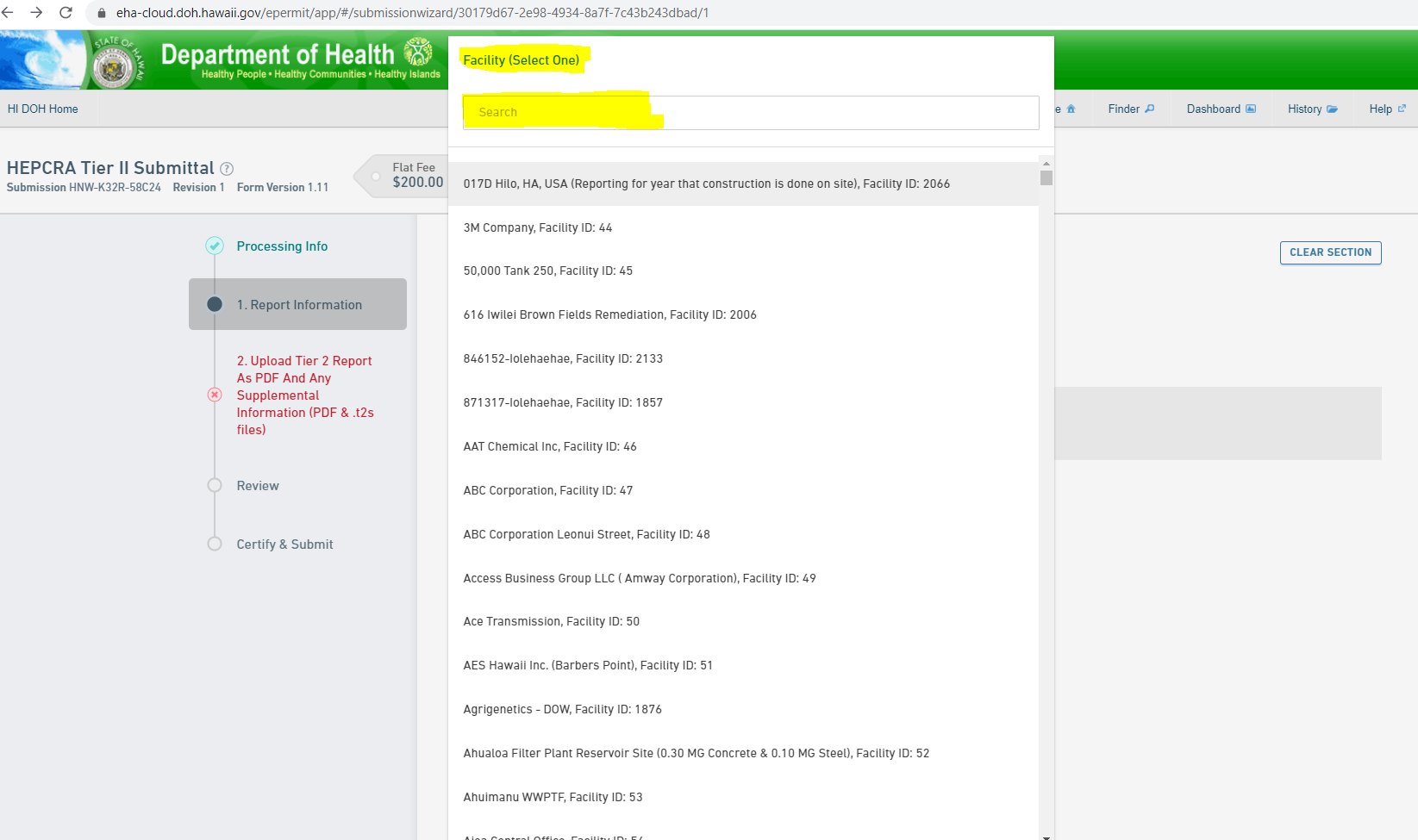
e. Upload Tier 2 Report

c. New Facility Address

d. E-mail Address

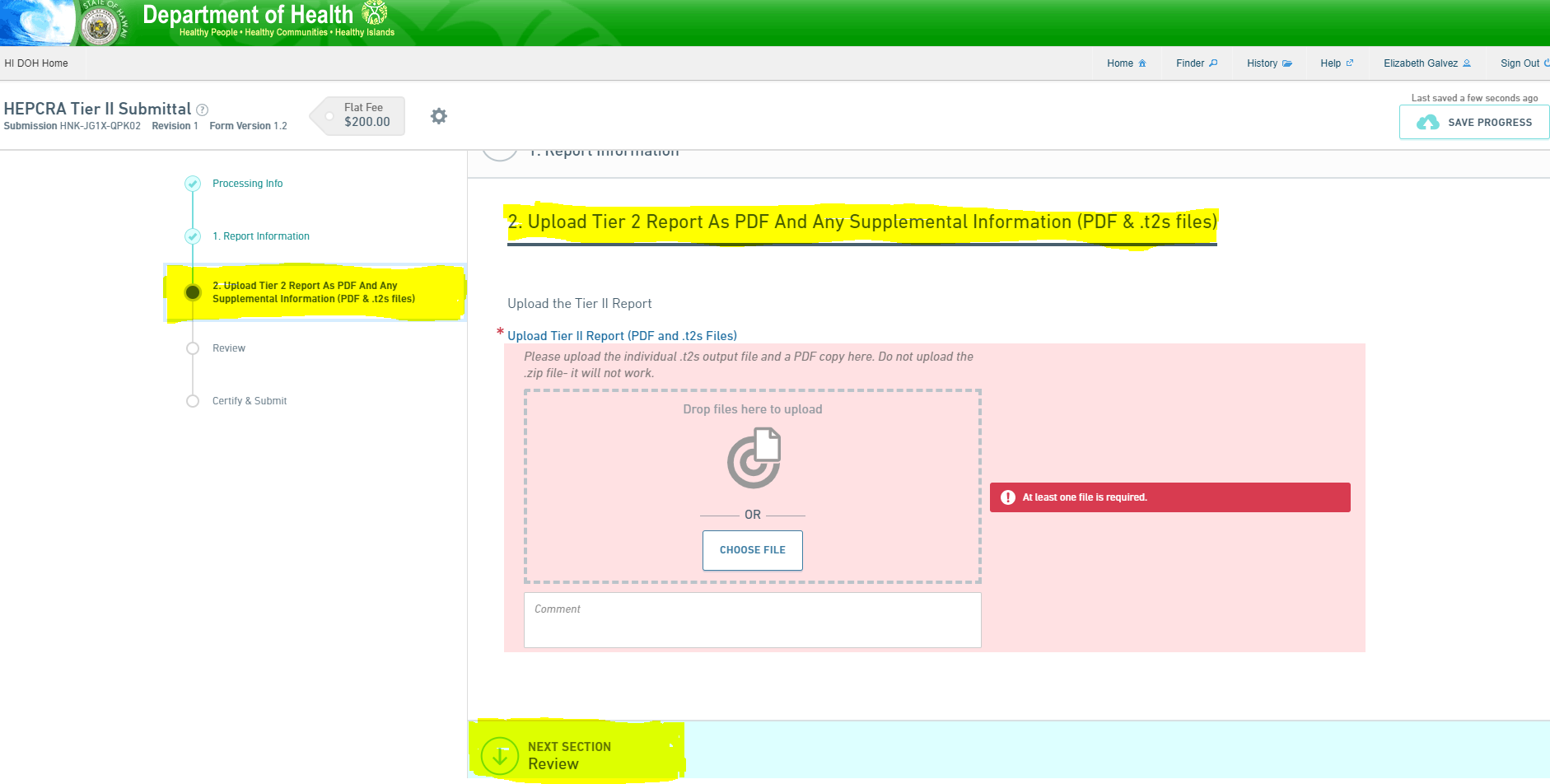
Facility

1. Facility



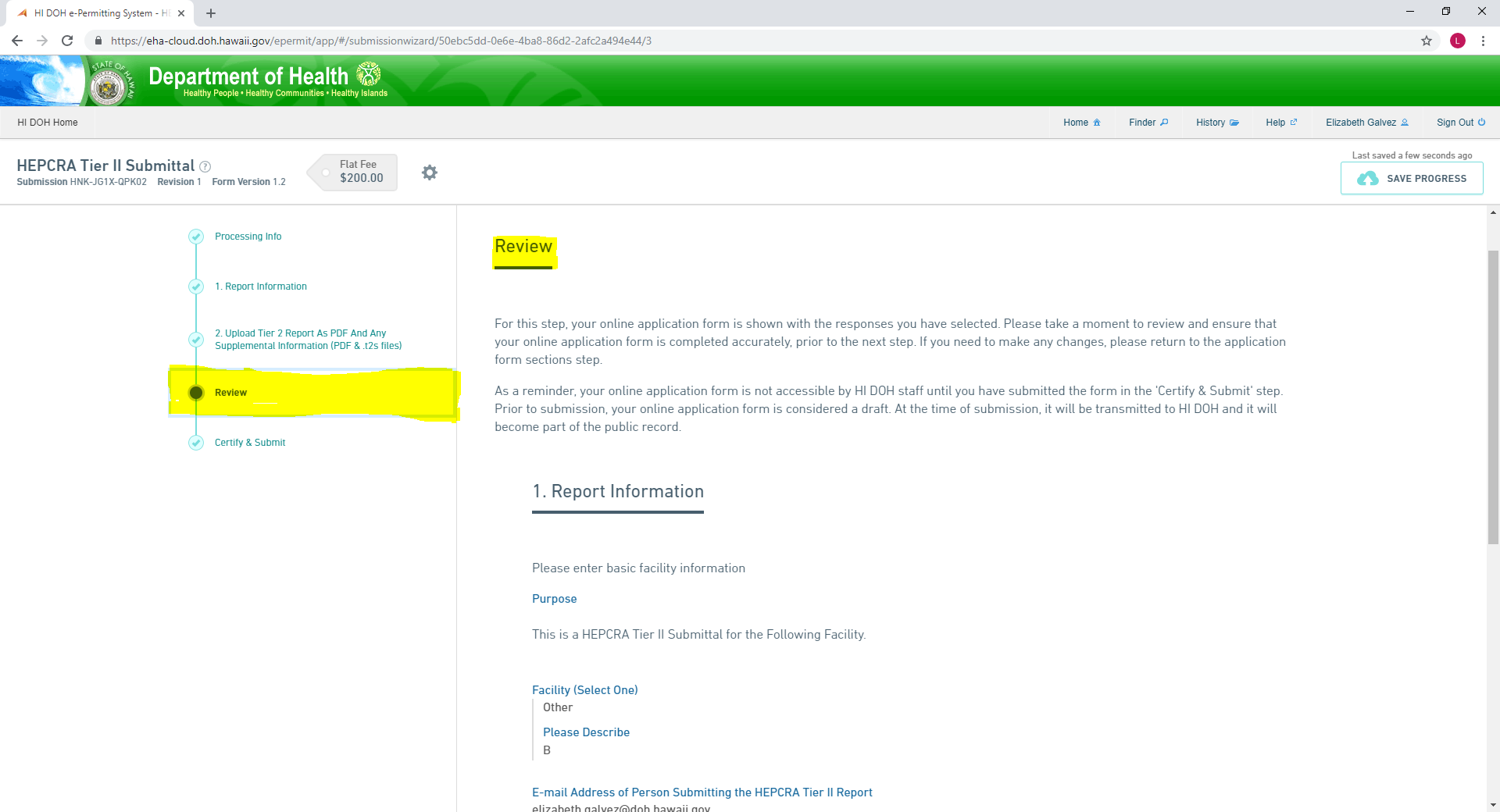
* + 1. Type first three letters of facility name; or,
    2. Select from a drop-down. Please note the unique Facility ID No.

1. New Facility – Type in Facility Name if Facility is not in the Selection above. Notify the HEER Office as you will need to obtain a unique HEPCRA Facility ID number.
2. New Facility Address
3. E-mail address of Person Submitting the HEPCRA Tier II report.
4. Click on Next Section 2. Upload Tier 2 Report As PDF and Any Supplemental Information (.pdf & .t2s files)
5. Upload Tier 2 Report



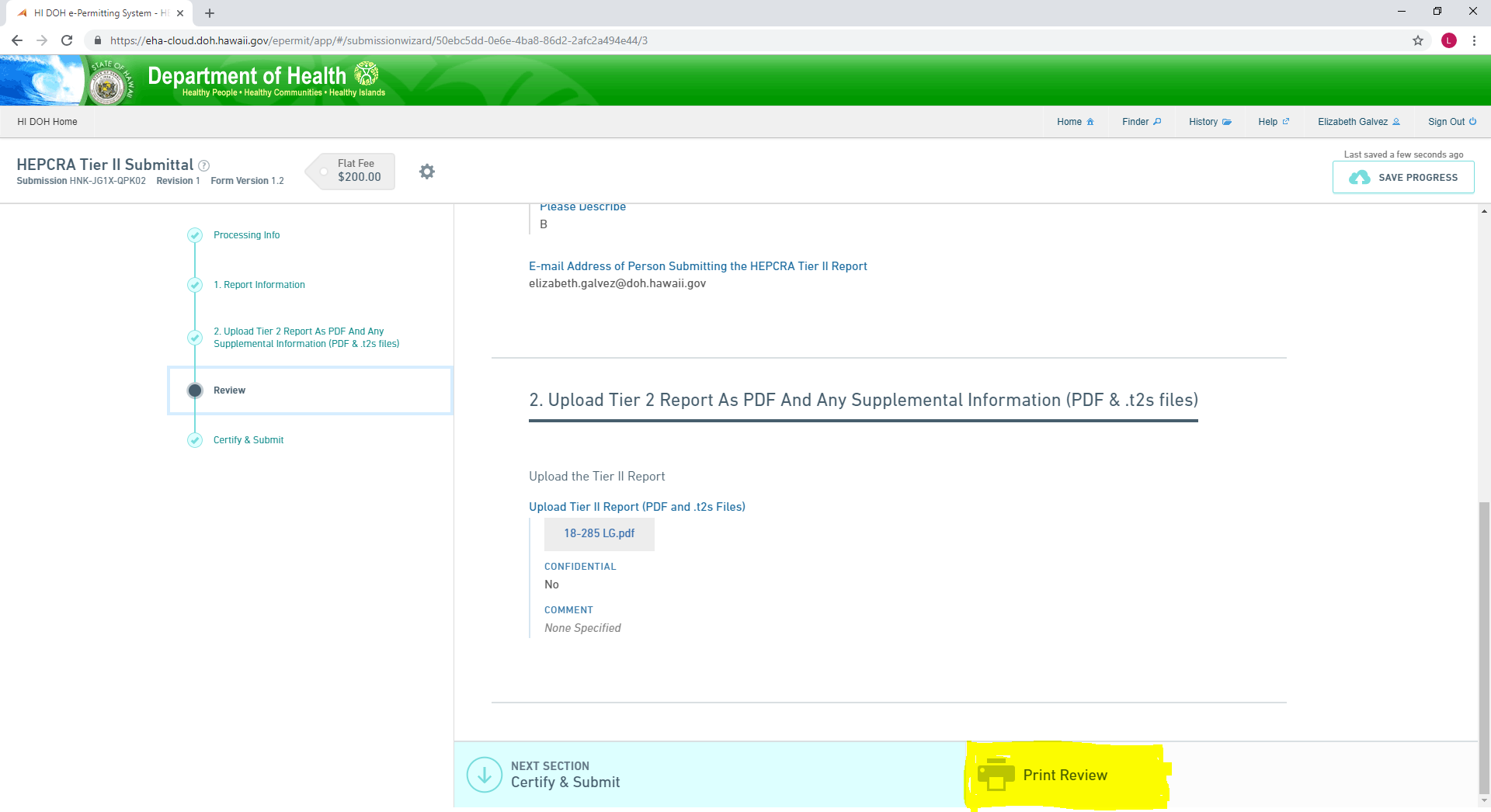
b. Review

1. Upload .t2s and .pdf files
   1. Upload .t2s output file and a .pdf copy. Do not upload a .zip file – it will not work. You may enter comments if you choose.
   2. Click on Next Section Review.
2. Review
3. Please review and ensure that your entry is completed accurately, prior to the next step



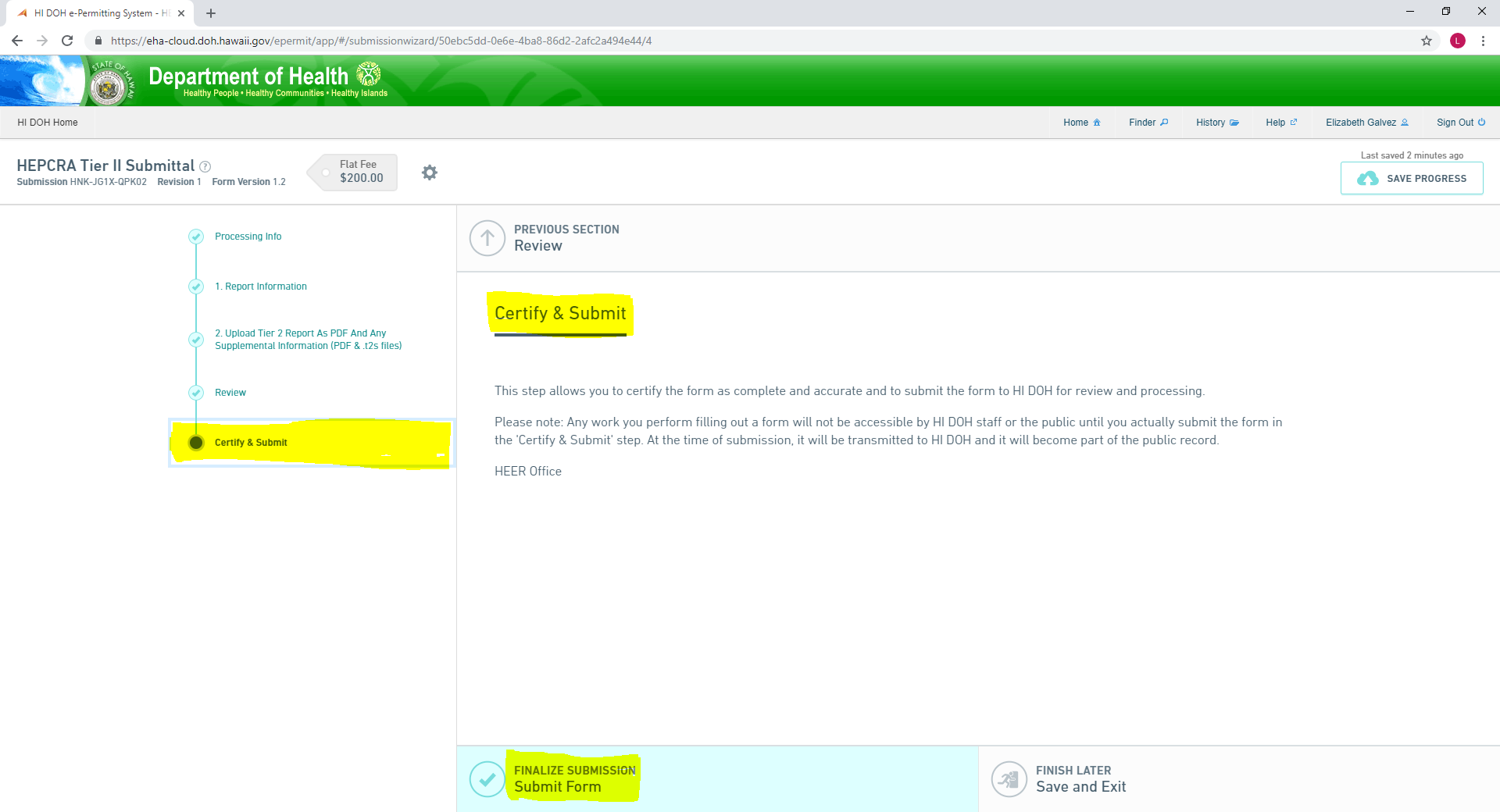
Review

1. You may also click on Print Review if you want a print-out of your entry.



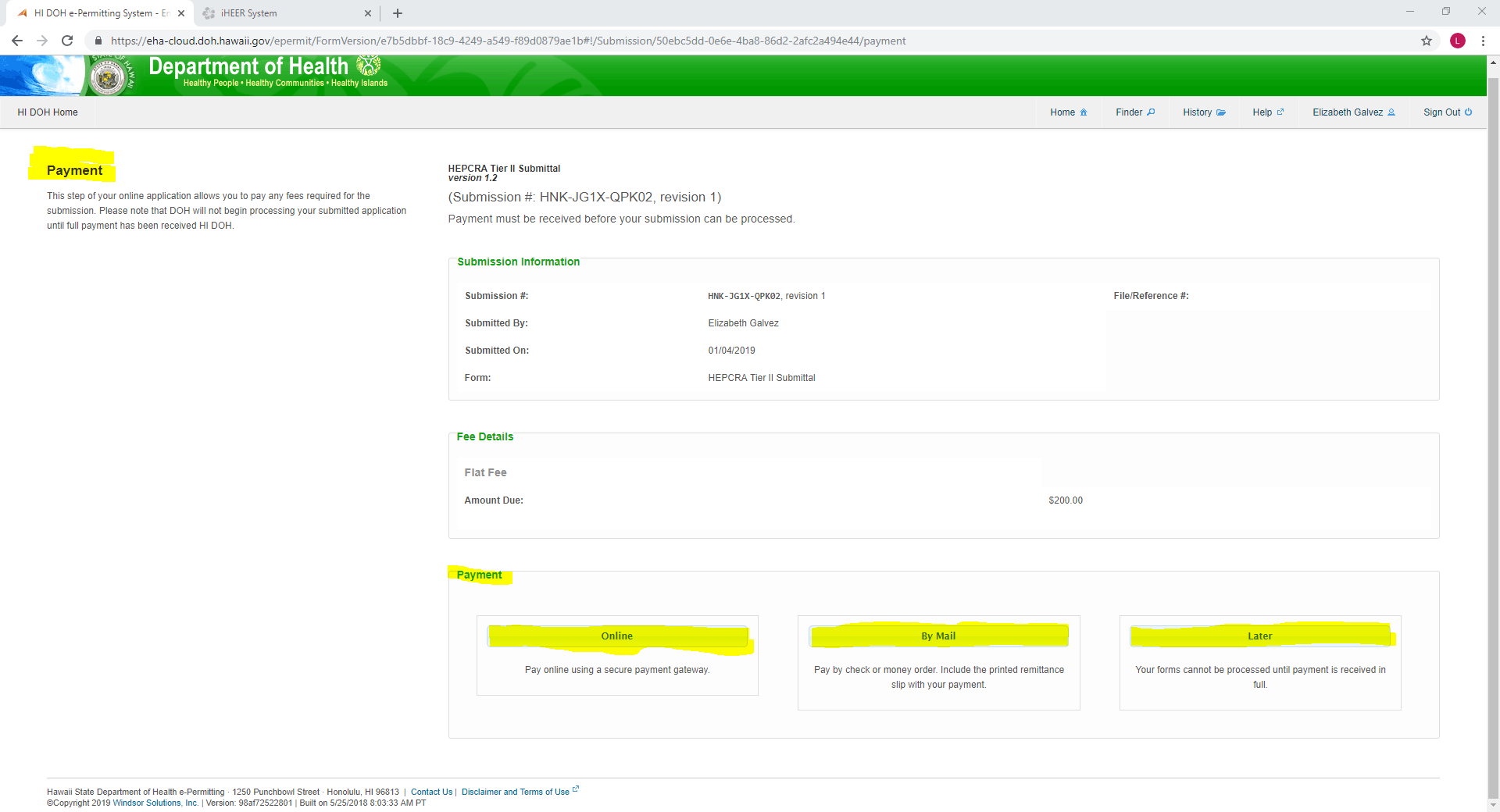
Print Review

1. Certify and Submit

 Once completed, please Click on Finalize Submission Submit Form for submission.

Submit Form

1. Payment - $200.00 per facility



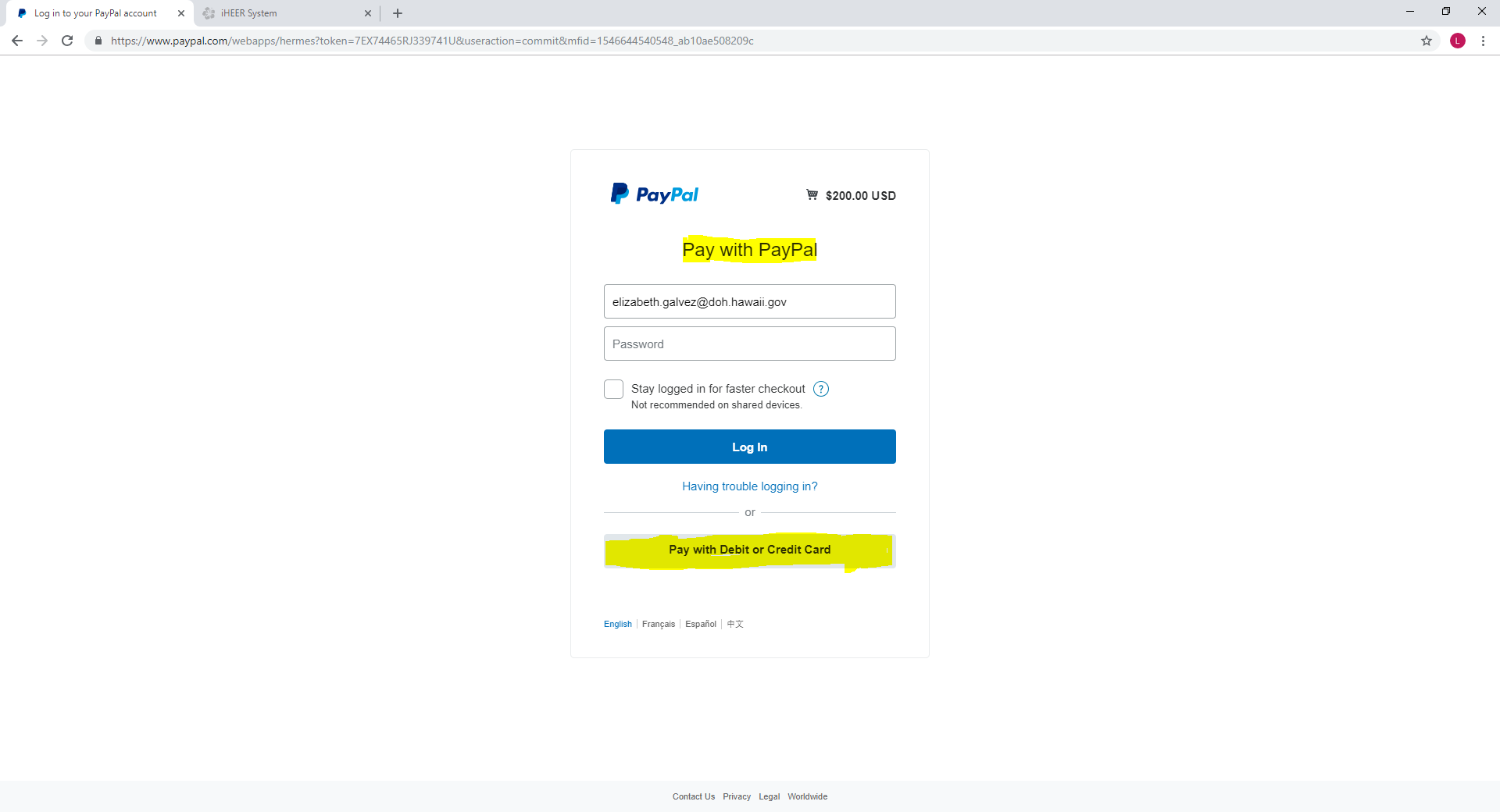
c. Later

b. By Mail

1. Online

Payment

1. Online



ii. Pay with Debit or Credit Card

1. Pay with PayPal
   1. Pay with PayPal or
   2. Pay with Debit or Credit Card

After paying, please wait for the screen to return back to the previous page. This will allow the e-Permitting Portal to complete the process and the receipt will be sent to you and the HEER Office.

1. By Mail – Please pay by check or money order. Include the remittance slip with your payment.
2. Later - Your Tier II submittal forms cannot be processed until payment is received in full.