

## EQB Monitor submittal service

A step-by-step guide for using EQB’s new online submittal service.

Date: 5/16/2023

### Table of Contents

EQB Monitor submittal service .....	1
Table of Contents .....	1
Introduction .....	2
Register for an account .....	2
Logging into the service.....	2
Logged in .....	3
My profile .....	3
My contacts .....	4
My facilities.....	4
Certify and sign .....	4
Work-in-progress.....	4
Submittal history .....	4
Starting the first notice for a new project .....	4
Contacts tab.....	5
Project location tab .....	6
Project step specific tab .....	7
Public meeting tab.....	8
Summary tab .....	8
After submitting a notice.....	9
Starting the second notice submission for a project.....	9
Issues with the submittal service .....	10

## Introduction

Welcome to EQB's new *EQB Monitor* submittal service. If you have questions at any point while using the submittal service, please contact EQB staff by phone at 651-757-2873.

Only Responsible Governmental Units and their consultants will use this submittal service. Members of the public may view information on past and current projects using the EQB website [projects database](#).

## Register for an account

To access the new *EQB Monitor* submittal service, you will first need to create an account.

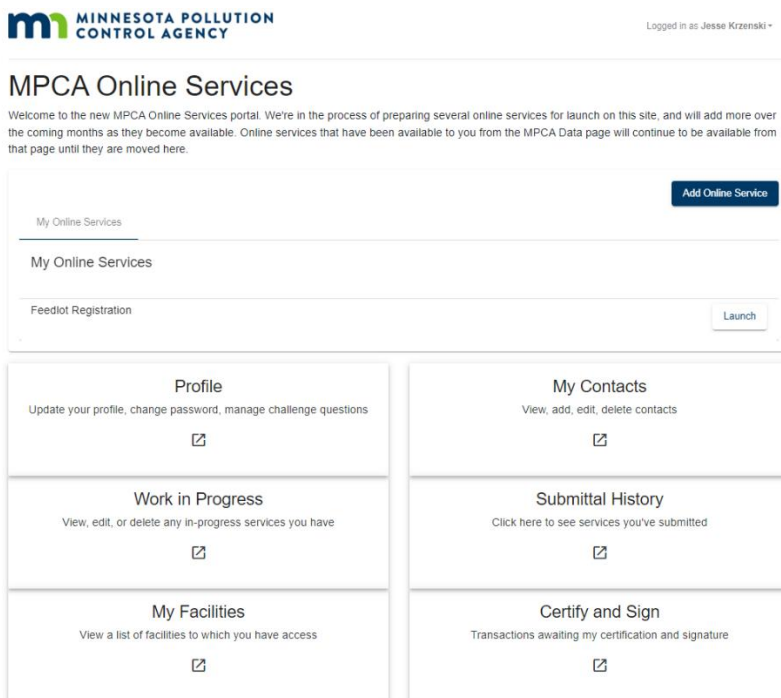
Where do users go? (<https://webapp.pca.state.mn.us/services/register>)

After you register, you will be sent a confirmation email within five minutes with instructions on how to finish creating your account.

## Logging into the service

Next, [login](#) (<https://webapp.pca.state.mn.us/services/login>) to the service.

After you have logged into your account, you will see an online services overview page.



Click on 'Add Online Service' and select 'Environmental Quality Board submittal'. Click on 'Launch' next to "Environmental Quality Board submittal". This will open your EQB Monitor submittal service dashboard.

The dashboard is where you will select the type of notice you are submitting to the EQB Monitor. The dashboard is also where environmental review projects will display after you submit a project's first notice. See snapshot below for an image of the dashboard.

# EQB Monitor Submittal

MPCA Online Services / Dashboard

Welcome to *EQB Monitor* submission service dashboard. Once you register for an account, the submission service will provide options for selecting the type of notice and the project description for each project that that will appear in the weekly *EQB Monitor*. Each project must have a separate entry. The dashboard will also display all current and previous information entered from this account.

To get started, please follow these simple steps:

- select the notice type
- fill-in the project information
- save the information

The submission service will allow you to save and update information. However, once you submit the information, you will need to contact EQB staff to make changes. Submissions to the *EQB Monitor* are due by 4:00 p.m. on the Tuesday one week prior to the intended publication date. If you have any questions, please reach out to EQB staff by phone (651-757-2873 ) or email (EQB.Monitor@state.mn.us).

## New submission notice types

EAW	Alternative review
EIS	AUAR
General notices	Large AUAR
Supplemental EIS	AUAR update

## Your active projects

## Logged in

At the top right corner of your screen, you will see **'Logged-in as [your name]'**. This feature provides quick access to a few options and some options which are not applicable to the EQB Monitor submittal service. Click on the drop-down arrow to the right of your name and you will see six options available: My profile, My contacts, My facilities, Certify and sign, Work in progress, Submittal history, and Log out.

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- My Profile
- My Contacts
- My facilities
- Work In Progress
- Submittal History
- Log out

## My profile

Under **'My profile'**, you can edit your contact information and set up security questions to further secure your account.

## My contacts

The **'My contacts'** page displays the contacts you have previously saved as favorites. This is where you can edit and update individuals' information or remove them from your favorite contacts. It is recommended you add colleagues (consultants or members of your department) here to easily share projects with them later.

## My facilities

The EQB Monitor submittal service is hosted in a secure web portal that is shared with other online services. You **will not** see anything under this section of the submittal service related to your EQB Monitor submittals.

## Certify and sign

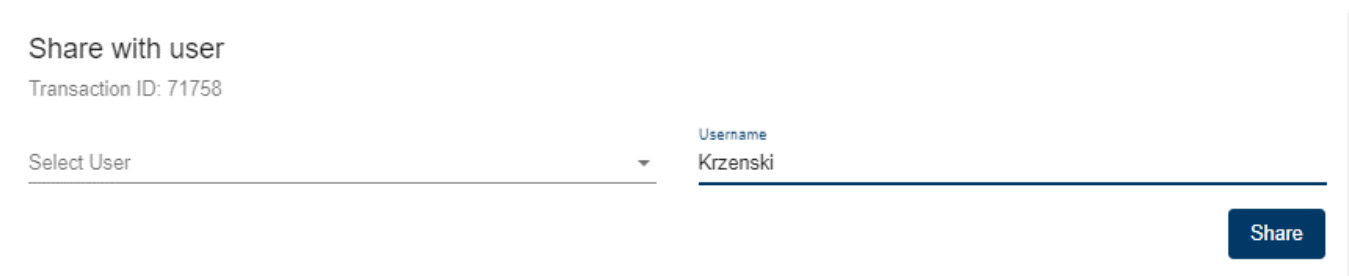
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## Work-in-progress

You will find project notices that have not been submitted to EQB under the **'Work-in-progress'** page. You can begin work on a notice by selecting the pencil icon under the 'edit' column.

This is also the location where you can share a project notice with another user. This is helpful when multiple people from one Responsible Governmental Unit (RGU) are submitting notices for a project, an RGU's consultant is submitting project notices on their behalf, or if you are concerned about projects with only one user becoming inaccessible in the case of staff turnover.

Select the icon under the **'Share'** column. A box will pop-up asking for the username of the person you would like to share with. Enter in the username of that individual (see screenshot below). If you are a consultant, an RGU's username must be entered to proceed.



Share with user

Transaction ID: 71758

Select User ▼ Username  
Krzenski

Share

## Submittal history

The **'Submittal history'** page shows you all notices that you previously sent to EQB for publication in the EQB Monitor. You can download a copy of the submission by selecting the pdf icon in the **'Copy of record'** column.

## Starting the first notice for a new project

To get started, under **'New submission notice types'** select the notice type and then fill-in the information requested.

## EQB Monitor Submittal

MPCA Online Services / Dashboard

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New submission notice types

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General notices	Large AUAR
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## EQB Monitor Submittal

MPCA Online Services / Dashboard / Environmental assessment worksheet (EAW)>EAW available

Project detail    Contacts    Project location    EAW available    Public meetings    Summary

Project detail

Project title \*  
Characters remaining: 90 / 90

Project description \*  
Characters remaining: 950 / 950

Information provided here will be published in the EQB Monitor. An example would be to include the information from the "project description" field on the EAW form.

Does this project have a consultant? \*  Yes  No

Save    Next

Information required will be denoted with a star (\*) next to it. You can hit **'Save'** and come back to the service to complete the notice submission later. Use **'Next'** at the bottom of each tab to navigate from tab to tab. If you select **'Next'**, the submittal service will automatically save for you. You can also navigate from tab to tab by selecting the different tabs at the top of the page; this will automatically save the information you entered on each tab.

### Contacts tab

On the **'Contacts'** tab, click Add Responsible Governmental Unit (RGU). Fill in all required information denoted with a star (\*). Note, you are required to enter in the RGU's username and the RGU is required to have an EQB Monitor submittal service account.

From favorites ▼

---

First name \*  Middle initial  Last name \*


Title  Suffix

RGU username \*

Krzenski

The RGU is required to have an EQB Monitor submission service account. Please visit <https://webapp.pca.state.mn.us/services/register> to sign-up.


---

Email address \*  


---

Organization name \*  Organization type \*

At the bottom of the pop-up, before saving the information, you may check the box labeled ‘**Save to favorites**’. Saving to favorites allows you to auto-populate contacts for future use. Once all required information is entered, press the save button.

Type \*  Number \*  Extension  

Non-US phone number start with +

Save to favorites 

After saving the RGU information, proceed to the Add project proposer selection and fill in the required information denoted with a star (\*). Click the save button once completed.

The last section within the contacts tab is optional and should only be entered if an RGU worked with a consultant to complete the environmental review process.

Once all sections within the contacts tab are complete and saved you may proceed.

**\*\*Select ‘Next’ at the bottom of the screen to navigate to the next tab.\*\***

### Project location tab

On the project location tab, use the map to zoom into any location in Minnesota. You need to zoom until you are at zoom level 17 (once you click a point on the map it will tell you what zoom level you are currently at) before you choose your location on the map by clicking. Then click on the floppy disk icon to save the location. After saving via the floppy disk icon, the information to the left of the map will auto populate. Then proceed to choose an option from the reference point drop down.

## Project location

Start by using the map to find your project's location. Click the approximate location of your project on the map. This will pre-populate the required latitude and longitude coordinates. If this is a linear or multiple location project, select the most central point of the project.

Coordinate system \*

Lat Long - decimal degrees ▼

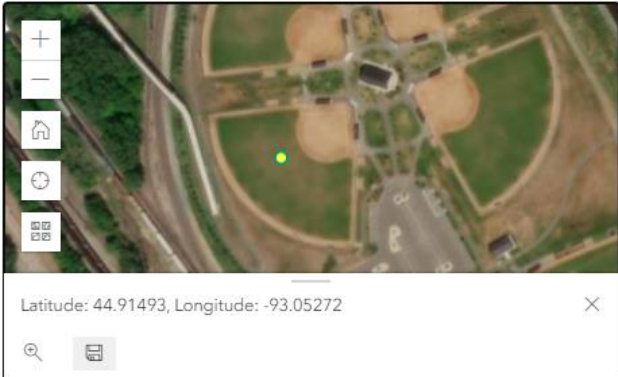
Original: Lat Long - decimal degrees

Latitude \*  Longitude \*

Collection method \* ▼


Reference point \* ▼

[Reset map](#)



Latitude: 44.91493, Longitude: -93.05272 ✕

Use the map to locate your project location

1. Zoom in or out and drag across the map to locate your site.
2. Click (or tap) a point in the center of your project location.
3. When a dot appears, click on the save icon  below the map. Your location will automatically be entered into the coordinate fields.

You can also enter the project location latitude and longitude if already known. If entering in this way, please proceed to fill out the required drop-down boxes with the necessary information.

The remaining sections below the map require more project area description and you must fill out the sections denoted with a star (\*). You may either enter an address with a City/Township and a zip code, or a location description (examples include PLS location or tax parcel numbers).

Either an address line 1 and zip code or a location description are required for the project. City/Township is always required. If the project covers multiple cities/townships select the best fit.

Address line 1

City/Township \*

Location description

Characters remaining: 1950 / 1950

Select counties involved in the project \*

Address line 2

State

Zip

**\*\*Select 'Next' at the bottom of the screen to navigate to the next tab.\*\***

## Project step specific tab

Each project notice will have a tab specific to the environmental review process the project is undergoing and the step within the process. For example, EAWs will have "EAW available." Fill in the information needed to complete this tab.

Please note when uploading the environmental review document at this stage, all pages must be combined in to one document to upload.

Upload document (limit one) 

Please compile all documents into a single pdf. If this includes the EAW form, ensure the EAW form is signed prior to uploading. Maximum number of characters allowed for filename 65

Link to public documents/website

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Location of public documents

Location name \*

---

Address line 1 \* Address line 2

---

City / Town \* State \* Zip \*

---

**\*\*Select 'Next' at the bottom of the screen to navigate to the next tab.\*\***

### Public meeting tab

If there is a required or optional public meeting associated with your notice, please provide the information on this tab. If you are having multiple meetings, select 'add' for each additional meeting and fill in the requested information. If there are no public meetings, you can leave this page blank or remove the public meeting by clicking the red X.

**\*\*Select 'Next' at the bottom of the screen to navigate to the next tab.\*\***

### Summary tab

When you get to the 'Summary' tab, review the information provided. If you need to make any changes, select the appropriate tab at the top and revise the information. Click 'Save' after your revisions are complete and navigate back to the 'Summary' tab.



Logged in as Jesse Krzenski -

## EQB Monitor Submittal

MPCA Online Services / Dashboard / Environmental assessment worksheet (EAW)>EAW available

Project detail    Contacts    Project location    EAW available    Public meetings    Summary

Project detail

Project title

Project description



Public meetings

Online only meeting
Public meeting location
Address
Public meeting date/time
Link to virtual meeting
Additional instructions

**Submit**

When all information provided on the summary tab is correct, select ‘**Submit**’ to send the notice to EQB staff for publication in the EQB Monitor.

- If the submission is successful, you will be returned to the main dashboard page.
- If the submission is not successful due to missing required information, a list of the missing information will appear at the top of the summary tab, and individual tabs will be marked with a red exclamation point.
  - Click on the tab to complete the missing information. Select ‘**Save**’ at the bottom and move onto any other tabs that need revision. When you have filled in all missing information, return to the summary tab, and select ‘**Submit**’ to send the notice to EQB staff for publication in the EQB Monitor.

### After submitting a notice

A copy of the submitted notice will be emailed to you and all contacts provided in the notice. If after reviewing the email copy you need to make changes to the submittal, **please contact EQB staff by phone** at 651-757-2873 or email at [EQB.Monitor@state.mn.us](mailto:EQB.Monitor@state.mn.us).

After EQB staff review the notice, you will receive an email confirming the date of publication in the EQB Monitor.

### Starting the second notice submission for a project

If you are looking to submit a second notice for a project, this can be accomplished by navigating to the dashboard and scrolling down to “your active projects”. To submit the second notice for a project, select **Step 2** (blue) beneath the step of the notice you previously submitted. Repeat filling-in the required information on all tabs and select ‘**Submit**’.

AUAR

Hugo Meadows AUAR		Submitted	Publication Date
<b>Step 1</b> Draft AUAR		Dec 29, 2021	
Additional Public Meetings			
<b>Step 2</b> Revised AUAR			
<b>Step 3</b> AUAR Adoption			

Minnesota Solar		Submitted	Publication Date
<b>Step 1</b> Draft AUAR		Jan 19, 2022	
Additional Public Meetings			
<b>Step 2</b> Revised AUAR			
<b>Step 3</b> AUAR Adoption			

## Issues with the submittal service

If you are having trouble using the *EQB Monitor* submittal service, please contact EQB staff by phone at 651-757-2873 or email at [EQB.Monitor@state.mn.us](mailto:EQB.Monitor@state.mn.us).