

Appendix A: Application Specific Routing to Electronic Identity Proofing

AEPACS Identity Proofing

1. From the AEPACS welcome page, access your Profile & Settings by left clicking on your name in the upper right corner of the page.

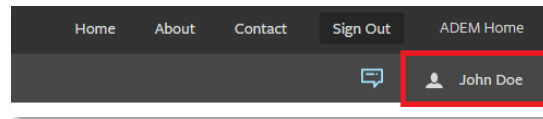


Figure 34 AEPACS user profile

2. On the User Profile page that appears, select the Signing Authority tab.

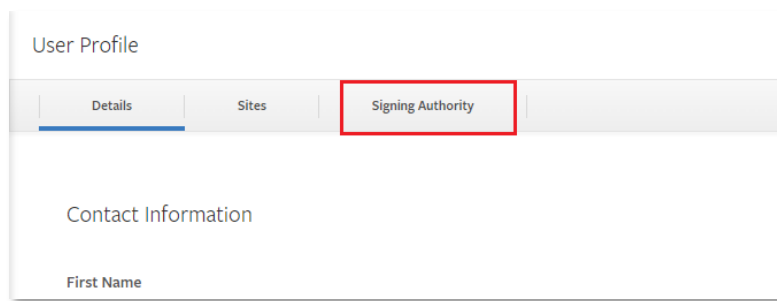
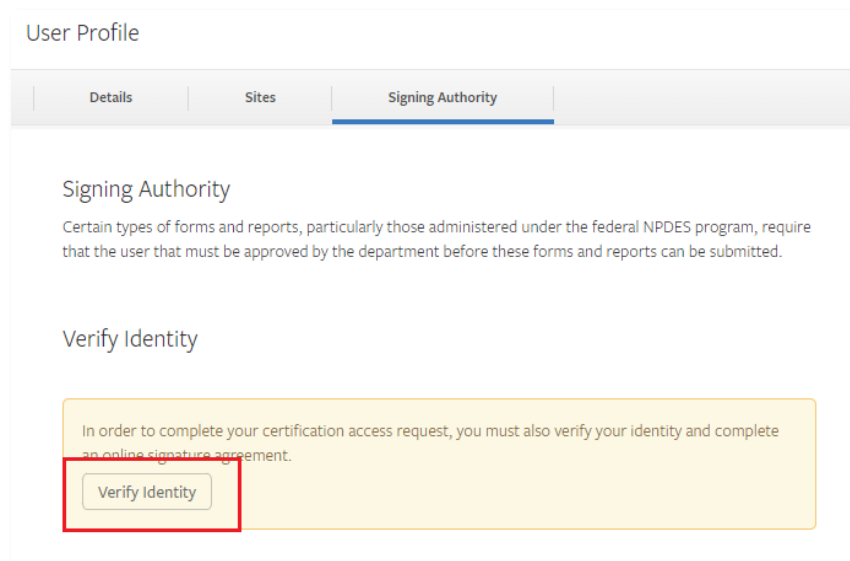


Figure 35 User Profile

3. In the section titled Verify Identity, left click on the Verify Identity button.



Identity Proofing

Each Portal connected application will offer a route to identity proofing for those users that require the authority to electronically sign and submit documents/submissions. Successful identity proofing is an EPA requirement that must be performed to grant electronic signature permissions. By default, ADEM Web Portal identity proofing is performed electronically within the Portal application utilizing services provided by LexisNexis. However, users that are unable or choose not to electronically identity proof have the option to print, wet-ink sign, and return a paper signature agreement to ADEM. Each of these options are described below.

- [AEPACS](#)
- [eDWRS](#)

Electronic Identity Proofing

1. On arriving at the Establish Proof of Identity page, please verify your legal name appears in the First Name, Middle Initial, and Last Name textboxes.

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Establish Proof of Identity [User Guide](#)

To obtain signatory authority (electronic signing of documents and submissions), you are required to establish proof of identity using LexisNexis® prior to the signing/submitting electronic reports through the ADEM Web Portal and associated applications. Electronic identity proofing via LexisNexis® will provide immediate results. If electronic identity proofing is successful, your ability to perform electronic signatures will be granted immediately. If it is not successful, you will be required to print, wet-ink sign, and return the paper signature agreement to ADEM via mail (instructions included on document).

Please Note:

- Please verify that the name listed below is your legal name before proceeding. If it is not, please press Cancel and update your profile. If you submit the information with any errors/typos, you will fail electronic identity proofing.
- In using the LexisNexis® electronic identity proofing services, ADEM will neither store nor have access to your personal information.
- The ADEM Web Portal and related applications are required to send various email notifications to the email address entered. To ensure receipt of these messages, please verify that the ADEM domain (@adem.alabama.gov) is white-listed in your email network and then verify messages are not going to your junk mail folder.
- * indicates a required field

First Name
John

Middle Initial

Last Name
Doe

☐ I have reviewed the name presented above and would like to proceed with LexisNexis® electronic identity proofing

[Click here for paper-based option](#)

[Cancel](#)

Figure 28 Identity proofing

2. Left click the box next to the line that states “I have reviewed the name presented above and would like to proceed with LexisNexis electronic identity proofing”. This will expose textboxes for the remaining required information.

The screenshot shows a web form for identity proofing. At the top, there is a 'Last Name' field with the value 'Doe'. Below it, a red rectangular box highlights a group of fields: 'SSN Last 4 *' (1234), 'Home Address *' (123 Test Drive), 'City *' (Montgomery), 'State *' (Alabama), 'Zip Code *' (36110), 'Home Telephone *' ((333) 333-3333), and 'Date of Birth *' (December 19 2001). At the bottom of the form are 'Cancel' and 'Submit' buttons.

Figure 29 Identity proofing user details

3. Enter the last 4 digits of your Social Security number, your Home Address, City, State, and Zip Code. Enter your telephone number. Please note that many users no longer utilize a landline for a home telephone. Entry of a personal cell phone number is acceptable if the number is in your name.
4. Enter your date of birth by selecting the month, day, and year from the available drop-down menus.
5. With all the required information entered, press the Submit button.
6. The information is transmitted to LexisNexis to perform verification of your identity. Success and failure next steps are listed below.

Successful Electronic Identity Proofing

If Electronic Identity Proofing is successful, you will be redirected to a page that indicates the process was successful and require you to electronically sign a signature agreement agreeing to the terms for the use of electronic signatures. The electronic signature is comprised of your account password and the answer to a randomly selected challenge question of which you established when creating your account.

Identity Proofing Success
You have successfully completed electronic identity proofing.

Electronic Signature Agreement [User Guide](#)

An agreement that must be signed by an individual before using an electronic signature device to apply electronic signatures. The agreement requires the user to protect the device and report any evidence if compromised. The agreement also indicates that electronic signatures are as legally binding as handwritten signatures.

The ADEM Web Portal electronic signature agreement (ESA) is an agreement between yourself and ADEM that will authorize your electronic signature. By signing the ESA, you agree to adhere to the conditions listed on the agreement in the linked document below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For questions regarding the ESA, please contact the ADEM Portal Administrator.

[View Unsigned Electronic Signature Agreement](#)

☐ I hereby certify that the information given in this agreement is, to the best of my knowledge and belief, true, accurate, and complete.

Name
Doe, John D

Organization
Test Organization

Email
awp_20107291415@mailinator.com

[Cancel](#)

Figure 30 Successful identity proofing

1. If you would like to review the Electronic Signature Agreement prior to signing, please left click on the View Unsigned Electronic Signature Agreement button.
2. To sign the Electronic Signature Agreement, left click on the box next to the statement “I hereby certify that the information given in the agreement is, to the best of my knowledge and belief, true, accurate, and complete.”

Name
Doe, John D

Organization
Test Organization

Email
awp_20107291415@mailinator.com

Challenge Question
What is the first and middle name of your oldest sibling?

Challenge Question Answer

Password

[Cancel](#) [Submit](#)

Figure 31 Electronic signature of signature agreement

3. Enter the answer to the randomly selected challenge question and enter your password. Left click on the Submit button.

4. If the answer and password were entered correctly, your signature agreement was signed successfully, and you will be redirected to the Signature Results page. The page provides you the opportunity to view/download your signed signature agreement. If you are done, left click on the Return button to go back to the application from which Identity Proofing was initiated.

Unsuccessful Electronic Identity Proofing

1. Click on the button titled “View/Print Signature Agreement” as seen in the image below.
2. Please print the document, sign on the signature line, and return to the address listed.
3. Once the document has been received and processed by ADEM, you will receive an email indicating that you may electronically sign documents/submissions.

The screenshot displays the ADEM web interface. At the top is a green header with the ADEM logo. Below it is a yellow notification box with a red border containing the text: "Identity Proofing Electronic identity proofing was not completed successfully. Please complete the paper signature agreement process below." Below the notification is the "Signature Results" section, which includes a green box with pending instructions and a table of user details. The table lists: User Identifier (bee741ba-f234-4be3-8e42-b9bd00310aaa), User Name (John Doe), Date (08/13/2021 12:02:39 PM), Activity Id (_893dc60a-d54e-4ba9-8c5f-716487611bf9), and Signature Agreement Document Link (View/Print Signature Agreement). A "Return" button is located at the bottom left of the page.

Signature Results	
Pending: Your signature agreement must be printed, wet-ink signed, and mailed to ADEM for processing. You will receive email notification once the signature agreement has been accepted by ADEM. You will not be able to electronically sign documents until the signature agreement has been accepted.	
User Identifier	bee741ba-f234-4be3-8e42-b9bd00310aaa
User Name	John Doe
Date	08/13/2021 12:02:39 PM
Activity Id	_893dc60a-d54e-4ba9-8c5f-716487611bf9
Signature Agreement Document Link	View/Print Signature Agreement

[Return](#)

Figure 32 Unsuccessful identity proofing

Choosing Paper-based Identity Proof

Users have the option to identity proof by means of printing, wet-ink signing, and returning a signature agreement to ADEM. This option will not produce immediate results like that of electronic identity proofing. To proceed, please follow the steps below.

1. On arriving at the Establish Proof of Identity page, please verify your legal name appears in the First Name, Middle Initial, and Last Name textboxes.
2. Click on the button titled “Click here for paper-based option” as seen in the image below.

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Establish Proof of Identity [User Guide](#)

To obtain signatory authority (electronic signing of documents and submissions), you are required to establish proof of identity using LexisNexis® prior to the signing/submitting electronic reports through the ADEM Web Portal and associated applications. Electronic identity proofing via LexisNexis® will provide immediate results. If electronic identity proofing is successful, your ability to perform electronic signatures will be granted immediately. If it is not successful, you will be required to print, wet-ink sign, and return the paper signature agreement to ADEM via mail (instructions included on document).

Please Note:

- Please verify that the name listed below is your legal name before proceeding. If it is not, please press Cancel and update your profile. If you submit the information with any errors/typos, you will fail electronic identity proofing.
- In using the LexisNexis® electronic identity proofing services, ADEM will neither store nor have access to your personal information.
- The ADEM Web Portal and related applications are required to send various email notifications to the email address entered. To ensure receipt of these messages, please verify that the ADEM domain (@adem.alabama.gov) is white-listed in your email network and then verify messages are not going to your junk mail folder.
- * indicates a required field

First Name
Jim

Middle Initial
P

Last Name
Doe

☐ I have reviewed the name presented above and would like to proceed with LexisNexis® electronic identity proofing

[Click here for paper-based option](#)

[Cancel](#)

Figure 33 Identity Proofing (paper-based option)

3. Click on the button titled “View” to view signature agreement.

ADEM

Signature Results [User Guide](#)

Pending: Your signature agreement must be printed, wet-ink signed, and mailed to ADEM for processing. You will receive email notification once the signature agreement has been accepted by ADEM. You will not be able to electronically sign documents until the signature agreement has been accepted.

User Identifier	80cabe75-fcee-4ad1-b9b6-453756149e3b
User Name	Jim P Doe
Date	10/18/2021 11:44:55 AM
Activity Id	_e4addb91-66ca-4001-a01a-9ec62cd0c1a0
Signature Agreement Document Link	View

[Return](#)

4. Please print the document, sign on the signature line, and return to the address listed.

and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Signature:

Transaction Id: e4adbb91-b6ca

Date: 10/18/2021 10:45:02 AM -05:00

Document Id: 1204

**Mail to: Alabama Department of Environmental Management
c/o ADEM Web Portal Help Desk
PO Box 301463
Montgomery, AL 36130-1463**

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5. Once the document has been received and processed by ADEM, you will receive an email indicating that you may electronically sign documents/submissions.

Note: At this time, identity proofing is only accessible through the Portal connected application AEPACS. The guidance below will use the AEPACS application.