

# Sewage Notification Data System: How to Register

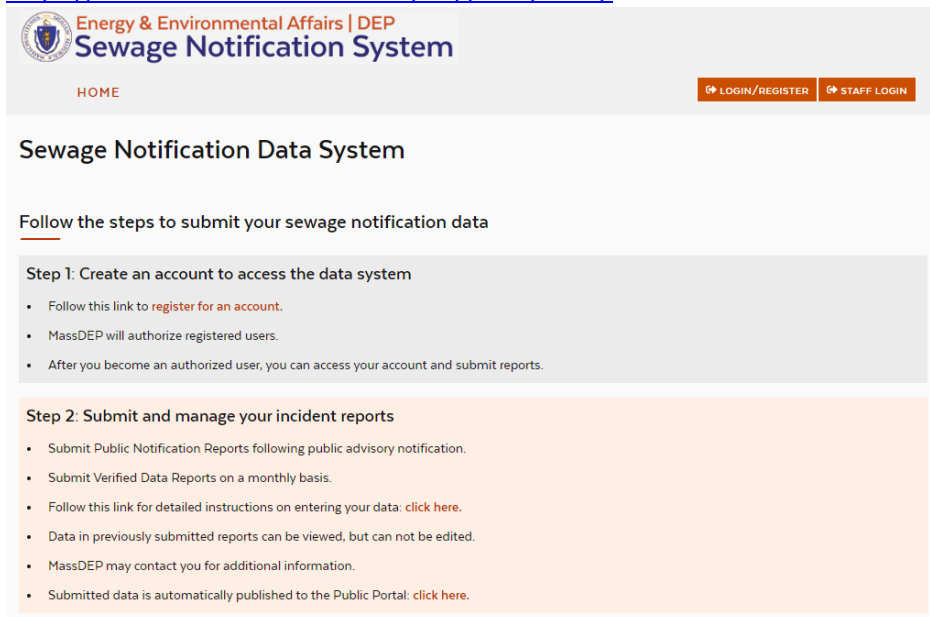
If you have any questions, please email [massdep.sewagenotification@mass.gov](mailto:massdep.sewagenotification@mass.gov) or call 781-540-7787.

## Overview

1. **User Request Form**
  - a. Someone from your facility should have received a link to the **User Request Form**. They should fill out the form for each user that MassDEP should later authorize in the **Data System**.
2. **Each user must register**
  - a. Follow the **Registration Instructions** below to become a **Registered User**
3. **MassDEP will authorize the Registered Users**
  - a. MassDEP will authorize the **Registered Users** based on responses to the **User Request Form**. After MassDEP authorization, these users are **Authorized Users**.
  - b. **Authorized Users** will receive a confirmation email, and can enter data into the **Data System**.

## Registration Instructions

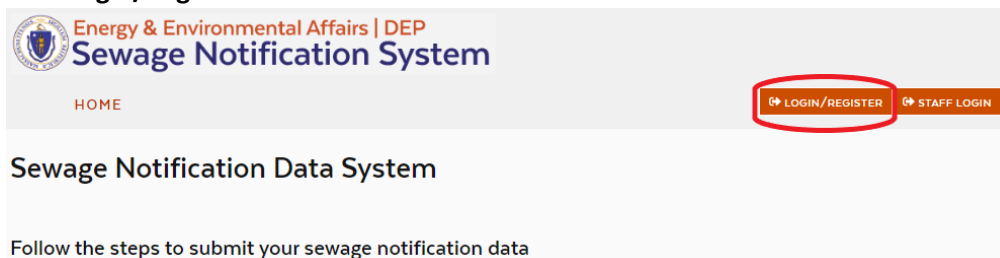
1. Go to the **Sewage Notification Data System** web page:  
<https://eeaonline.eea.state.ma.us/dep/cso-portal/>



The screenshot shows the homepage of the Sewage Notification Data System. At the top, there is a header with the logo of Energy & Environmental Affairs | DEP and the title "Sewage Notification System". Below the header, there are navigation links for "HOME", "LOGIN/REGISTER", and "STAFF LOGIN". The main content area is titled "Sewage Notification Data System" and contains the instruction "Follow the steps to submit your sewage notification data". There are two main steps outlined:

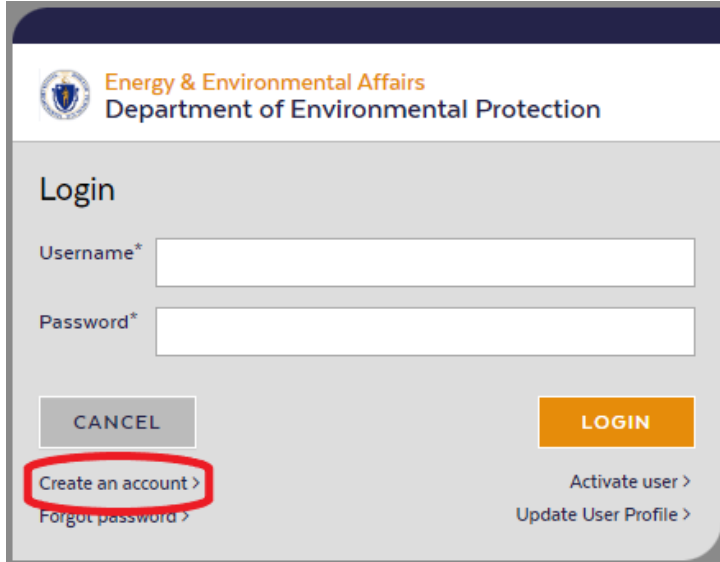
- Step 1: Create an account to access the data system**
  - Follow this link to [register for an account](#).
  - MassDEP will authorize registered users.
  - After you become an authorized user, you can access your account and submit reports.
- Step 2: Submit and manage your incident reports**
  - Submit Public Notification Reports following public advisory notification.
  - Submit Verified Data Reports on a monthly basis.
  - Follow this link for detailed instructions on entering your data: [click here](#).
  - Data in previously submitted reports can be viewed, but can not be edited.
  - MassDEP may contact you for additional information.
  - Submitted data is automatically published to the Public Portal: [click here](#).

2. Click **Login/Register**



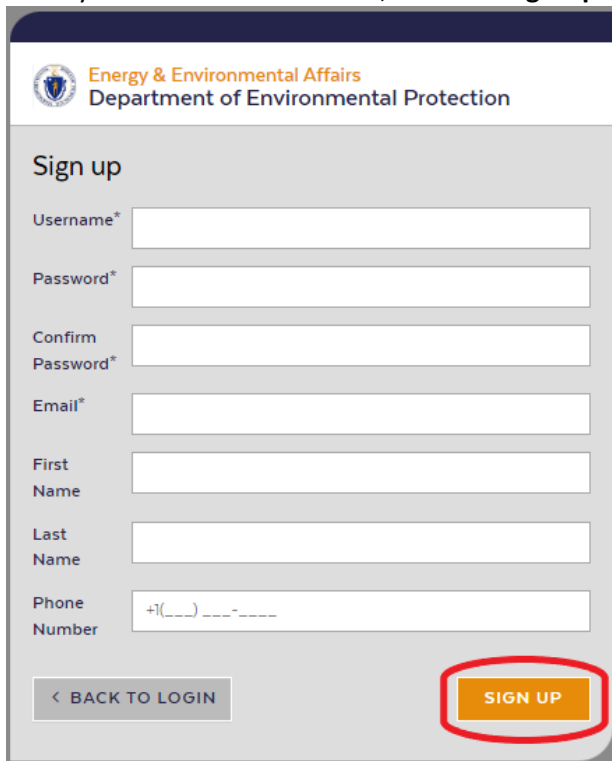
This screenshot is identical to the previous one, but with a red circle highlighting the "LOGIN/REGISTER" button in the top right navigation area.

3. Click **Create an Account**



The screenshot shows the login page for the Energy & Environmental Affairs Department of Environmental Protection. It features a header with the department's name and logo. Below the header is a 'Login' section with two input fields: 'Username\*' and 'Password\*'. There are two buttons: a grey 'CANCEL' button and an orange 'LOGIN' button. At the bottom, there are three links: 'Create an account >' (circled in red), 'Activate user >', and 'Update User Profile >'. A 'Forgot password >' link is also present.

4. Enter your account information, and click **Sign Up**



The screenshot shows the sign up page for the Energy & Environmental Affairs Department of Environmental Protection. It features a header with the department's name and logo. Below the header is a 'Sign up' section with several input fields: 'Username\*', 'Password\*', 'Confirm Password\*', 'Email\*', 'First Name', 'Last Name', and 'Phone Number' (with a placeholder '+1(\_\_\_\_) \_\_\_\_-\_\_\_\_'). There are two buttons: a grey '< BACK TO LOGIN' button and an orange 'SIGN UP' button (circled in red).

5. An **Activate User** screen will display, asking for an **Activation Code**

Energy & Environmental Affairs  
Department of Environmental Protection

### Activate User

Please check your email inbox for an activation code. Please enter this code in the activation form with your username to activate your account. If you don't receive the email, please check your spam or junk folder. If your code does not work, please contact us.

Username\*

Activation Code\*

< BACK TO LOGIN

ACTIVATE

Resend Activation Code >

6. Go to the email inbox for the account you used to register. You should receive an **Activation Code** from sender [EEA-Apps-NoReply@Mass.gov](mailto:EEA-Apps-NoReply@Mass.gov). Copy the **Activation Code**.
7. Return to the **Activate User** screen. Enter your **Username** and paste the **Activation Code**, then click **Activate**.

Energy & Environmental Affairs  
Department of Environmental Protection

### Activate User

Please check your email inbox for an activation code. Please enter this code in the activation form with your username to activate your account. If you don't receive the email, please check your spam or junk folder. If your code does not work, please contact us.

Username\*

Activation Code\*

< BACK TO LOGIN

ACTIVATE

Resend Activation Code >

8. Wait to receive a confirmation email from MassDEP saying that your account has been authorized.
9. After your account has been authorized, you can log in to the **Sewage Notification Data System** and begin to enter reports.