**Sewage Notification Data System:
How to Register**

If you have any questions, please email massdep.sewagenotification@mass.gov or call 781-540-7787.

# Overview

1. **User Request Form**
	1. 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**
	1. Follow the **Registration Instructions** below to become a **Registered User**
3. **MassDEP will authorize the Registered Users**
	1. MassDEP will authorize the **Registered Users** based on responses to the **User Request Form**.  After MassDEP authorization, these users are **Authorized Users**.
	2. **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/>

2. Click **Login/Register**

3. Click **Create an Account**

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

5. An **Activate User** screen will display, asking for an **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**. Copy the **Activation Code**.
7. Return to the **Activate User** screen. Enter your **Username** and paste the **Activation Code**, then click **Activate**.

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.