How to Link an Existing Site to Your AEPACS Account

- 1. On the AEPACS home page, click "Sign In" and provide the login credentials for your AEPACS account.
- 2. On the AEPACS "Getting Started" page on the Home dashboard, click the "Add a Site" button.



3. On the AEPACS "Add a site" page, click "It is currently registered with ADEM".



4. On the AEPACS "Connect an Existing Site" page, you have two options:



a. If you have received a letter or an email with a site verification code, click "Enter Verification Code" and then click "Submit"

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Start a New Form	Name My Role	¢ A	dministrator	\$	Show in Main	Menu
No results found						
-	Account Verification If you have been provided with a verification code, enter it below. Werification code					
	Submit:					

b. If you want to search for a site by name, click "Search for a Site (by location)". Search by entering a facility keyword in the search box or selecting other search criteria by clicking on the Advanced Search Criteria button indicated by the red arrow.

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- AL	Search By Keyword = Q E SEARCH RESULTS (29,629)	
A THE A	Requesting Access to a Site After finding a site using the instructions below, spotfage and even submitted Select the "Claim this site" option on the site option and and phone. You will receive an email confidmation the synchronic method. You will receive an email confidmation the synchronic method. To find the site your are looking for, you can: Date Scarch Bar above. Enter any information that space how and will stand them as a phone and with any relevant results. This is a spin phone with any relevant results. The synchronic method the same how and will be spin and the synchronic method. The synchronic method the same how and will be spin and the synchronic method. The synchronic method the same how and will be spin and the synchronic method. The synchronic method the same how and will be spin and the synchronic method. The synchronic method the same how and will be spin and the synchronic method. The synchronic method the same how and will be spin and the synchronic method. The synchronic method the same how and will be spin and the synchronic method. The synchronic method the same how and will be spin and the synchronic method. The synchronic method the same how and will be spin and the synchronic method. The synchronic method the same how and will be spin and the synchronic method. The synchronic method the same how and the synchrow the synchronic method.	the Mark'

5. Once you have located the site you wish to link, click the "Claim this site" button, enter your information and click submit.

Claim Site	
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PHONE	×
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SUBMIT	

6. Once your request has been approved, you will be notified by email with an invitation to be an authorized user for the site. Note: *Approvals are processed during normal business hours only*. Copy and paste the link from the email into a new browser tab to accept the invitation to the site. Once you sign in to AEPACS, the site will be listed at the top of the left menu. If you are authorized for more than one site, a dropdown option is provided to allow you to select all sites or a specific site.

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SITE		Home					
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		Finding and Submitting Applications and Requests					
Home		 Begin by browsing the available application, service request and report forms. Once the desired form is located, you can fill it, and track it have 	it out, submit	t			
Dashba	bard						
Notific	ations	Browse Forms					
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Apps, I Report	Requests and s	Add a Site to your account					
Permit	5	Your account currently only has access to one site, ADEM Field Operations Division Annex. In order to perform work on project or facility you'll have to connect it to your user account.	any other site	.,			
Evaluat	ions						
Non-C	ompliance Items	Add a Site					
Compl	ance and						
Enforc	ement Actions						