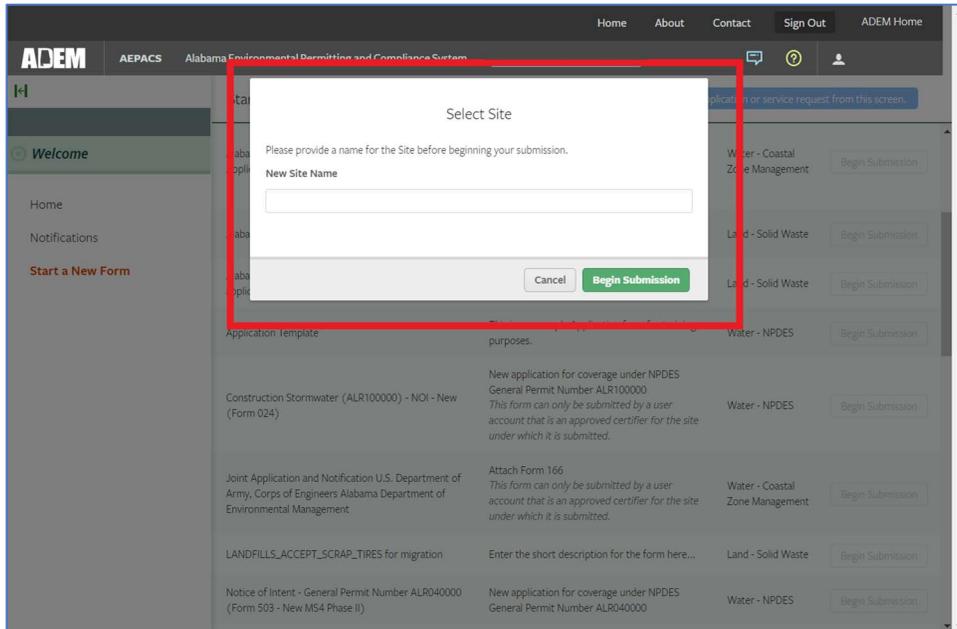# How to Create a New Site

1. On the AEPACS home page (https://adem.alabama.gov/aepacs), click "Sign In" and provide the login credentials for your AEPACS account.

2. On the AEPACS navigation bar (left side of screen), click "Start a New Form". The following screen appears with a list of forms that can be submitted for a new site/project. You can filter the list using the Form Name, Form Description, or Program Area to help find the form that you need.

3. On the AEPACS "Start a New Form" page, click "Begin Submission" on the row for the form you wish to submit.

4. A dialog box will appear that asks you to provide the name of the site that you wish to create for the form that you plan to submit. After entering the name, click "Begin Submission".

5. The form landing page will appear. Review the instructions, and then click "Begin Form Entry" to create the site. The site is added to your AEPACS site list with the assigned user role of administrator. *Note: Your authorization for the role of administrator will be verified when the form is processed and ADEM will update your access and authorization if necessary.*