



Water and Sewer Permitting System

Phase 2: Updates

October, 2011

Overview of Phase 2 Changes

- ❖ Integration of the Water and Sewer Permitting System (WSPS) with MyDEP
- ❖ New Payment Function & Online Management of your CIS Account through MyDEP
- ❖ Additional Online Sewer Applications:
 - Install Single/Multiple Premise(s) Sewer House Connection(s)
 - Plug Single./Multiple Premise(s) Sewer House Connection(s)
- ❖ WSPS Support

❖ Integration of WSPS with MyDEP

➤ *Log-In:*

MyDEP is the centralized portal for all DEP customers: registered WSPS users will log-in to MyDEP

- Note: current users must update bookmark/favorite with new Log-in address: https://a826-amr.nyc.gov/DEP_AMRReads/ or create new bookmark/favorite with www.nyc.gov/dep/wspss

➤ *Registration:*

Registration process for WSPS has remained the same- Registration link on MyDEP is for Water Usage customers. (Please reference WSPS information page, www.nyc.gov/dep/wspssinfo, for registration information)

The screenshot shows the NYC DEP website interface. At the top, the URL 'WWW.NYC.GOV/DEP' is displayed. The page features a navigation bar with links for 'Residents', 'Business', 'Visitors', 'Government', and 'Office of the Mayor'. A search bar is located in the top right corner. Below the navigation bar, there is a banner image of a reservoir with the text 'Fall Foliage' and 'Ashokan Reservoir - New York City Water Supply System'. The main content area includes a search bar, social media links for Facebook, Flickr, and Twitter, and a news article titled 'DEP Funds \$1 Million for Upstate Flood Relief'. A red arrow points to the 'My DEP Account and Online Bill Pay' button in the right sidebar. The sidebar also contains links for 'How to Get Started', 'Reservoir Levels', 'Paperless Billing', 'Leak Notification', 'Waterbody Advisories', 'Green Infrastructure', 'Natural Gas Drilling', and 'Find Forms'.

❖ New Payment Function & Online Management of your CIS Account through MyDEP

➤ *Fees for Permits will be deducted from your CIS account:*

Before submittal of your permit application, if fees apply, you will have to acknowledge payment. Your CIS account must have sufficient funds available to submit online permit applications.

- System will allow for a \$400 overdraft but DEP will enforce a positive balance.
- No refunds for canceled permit applications or permits.

➤ *Online account management of you CIS account:*

Fund your CIS account via a credit card or electronic funds/checking account transfer.

- Funds may take up to 3 days to become available.
- A 2.45% convenience fee is charged for credit card payments.
- Funding your CIS account online will require a one-time online enrollment

Additional Online Permit Processes

❖ Additional Online Sewer Applications include:

- Install Single/Multiple Premise(s) Sewer House Connection(s)
- Plug Single./Multiple Premise(s) Sewer House Connection(s)

- Includes an Attachment Function:

- PDF attachments will be allowed on the new sewer connection and sewer plug permits

- Will generate a downloadable Certificate of Inspections:

- Downloadable Certification of Inspection will be available for associated online for Install and Plug Sewer Permits

Note: Permit applications for the following organizations cannot be filed on WSPS:

- Con Edison Transformer vaults
- Parks and Recreation Projects
- New York City Transit (MTA) Projects
- School Construction Authority

- ❖ WSPS Information Webpage & Supporting Materials: www.nyc.gov/dep/wspsinfo
 - Announcements & Updates to the System
 - General Information about the system
 - Registration Information and Form
 - Supporting Documentation and User Materials

- ❖ Support, Questions, and Comments:
 - Message Line: 718-595-3088
 - Email: wsps@dep.nyc.gov

- ❖ Water and Sewer Forms Webpage: www.nyc.gov/dep/wsforms
 - Announcements
 - Request Records (also at www.nyc.gov/dep/wsforms)
 - Learn More about Water and Sewer Approvals
 - Download Technical Guidance and Application Materials
 - Access DEP Rules, Standards, and Fee Schedule