

Navigating the Ownership Contact Modification Application



A guide to assist in modifying ownership contact information for existing aboveground storage tanks.

Rev.1

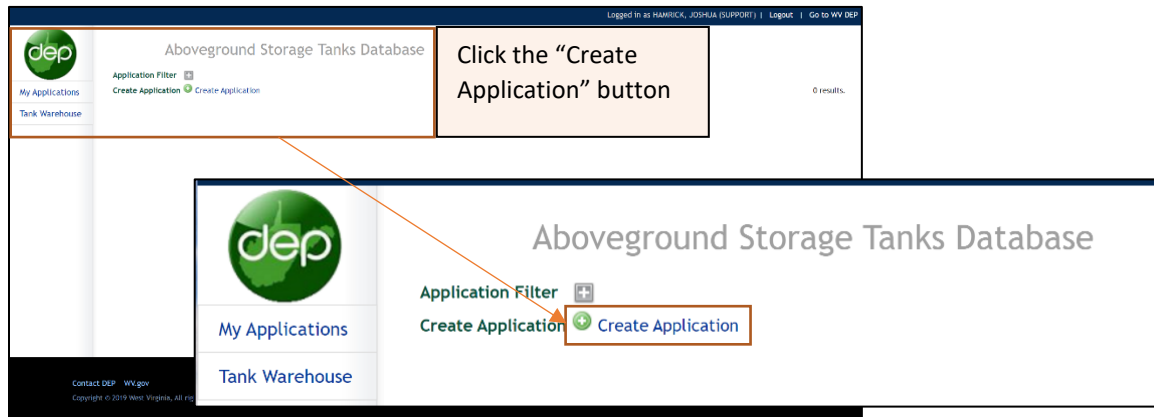
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Creating an Ownership Contact Modification Applications

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In this walkthrough, we will create and submit an AST Ownership Contact Modification application. This application is used to change ownership contact information across an entire account. This application is not used to transfer ownership of tanks. Please refer to the ownership transfer guidance document if you intend on changing ownership of tanks.



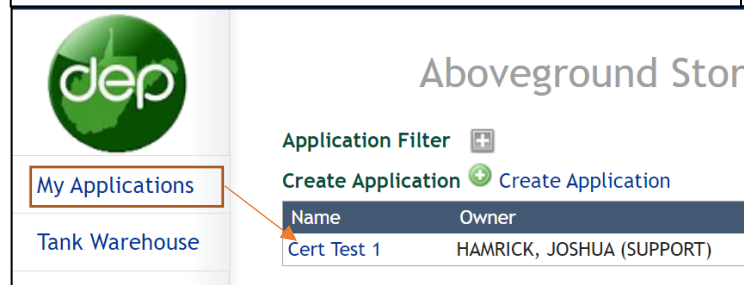
The New Application creation window will appear.

- Application Type** – Select Ownership Contact Modification as the application type.
- Application Name** – Fill in an application name. The name is created by the tank owner and can later be used to search for the application on the "My Applications" screen.
- Owner** – Select the Owner. You may have user right to register tanks for multiple owners. Ensure you are selecting the intended owner.
- Choose the permit associated with the tank that needs modified.
- Click "OK" to create the application.

The 'New Application' dialog box is shown with the following fields and values:

- a. Application Type: AST Registration Modification
- b. Application Name: Registration Test 1
- c. Owner: HAMRICK, JOSHUA (SUPPORT)
- d. Choose Permit: 2021-0000002 (river road - 4/4)
- e. OK button

The "My Applications" button can later be used to locate for previously created applications by searching for the owner assigned application name.



Current Contact Information

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Once the Ownership Contact Modification application has been created, you will be directed to the below screen. The current contact information we have on file will be displayed in the contact information window. To update the information, click "Modify address information".

Owner Info | Sign and Certify | DEP Review

Owner: John Smith
Email: Johnsmith@mail.com
Address: 123 long road
Address 2:
City: Elkins
State: WV
Zip Code: 26241
Phone: 304-555-5555
Fax:
Attention:

Modify address information

Choose or Create an Address

You should now see an "Address List". This list will contain all variations of addresses in the DEP Agency database. Choose one of the selections. If the address you are searching for is not on the list, click "Contact information not found?".

Address List

Choose alternative address

Choose One	Address	Email	Phone
Select	123 long road Elkins WV, 26241	Johnsmith@mail.com	304-555-5555

Contact information not found? **Cancel**

Selecting contact information from the current list will direct you to the main contact information screen. You should now see the new contact information populated on the form.

Owner Info | Sign and Certify | DEP Review

Alternate owner address selected.

Owner: John Smith
Email: Johnsmith@mail.com
Address: 123 long road
Address 2:
City: Elkins
State: WV
Zip Code: 26241
Phone: 304-555-5555
Fax:
Attention:

Selecting "Contact information not found?", will prompt a window to appear. Enter new contact information into the appropriate fields and click "Save".

Owner Info

Enter Owner Information

Owner Name:
Email:
Address:
Address 2:
City:
State:
Zip Code:
Phone:
Fax:
Attention:

Save **Cancel**

Application Certification and Submittal

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You should now see the updated contact information of the main page of the application.

Ownership Contact Modification: ocmg | RAIN FOR RENT (In Progress)

Owner Info Sign and Certify DEP Review

Alternate owner address selected.

Owner John Smith
Email Johnsmith@mail.com
Address 123 long road
Address 2
City Elkins
State WV
Zip Code 26241
Phone 304-555-5555
Fax
Attention

[Modify address information](#)

Click the "Sign and Certify" tab.

Click the certify check box.

Fill in the name and title fields.

Click the "Submit" button.

The screenshot shows the application interface with four callout boxes and arrows pointing to specific elements:

- Callout 1:** Points to the "Sign and Certify" tab in the navigation bar.
- Callout 2:** Points to the "1. Certify" checkbox.
- Callout 3:** Points to the "Name" and "Title" input fields.
- Callout 4:** Points to the "Submit" button.

The main form content includes:

- Navigation tabs: Inspection Certificate, Sign and Certify
- Section: 1. Certify
- Text: I certify that I have personally examined and I am familiar with the information submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete to the best of my knowledge.
- Input fields: Name, Title
- Section: 2. Submit

At this point, the application is considered complete and your contact information has been updated. An email notification will be sent to the email address we have on file if the application has been submitted successfully.