**If you do not already have a login id processed for your company and Security Agent established, you’ll read the information on the website at** <https://apps.dep.wv.gov/eplogin.cfm> **when you sign up regarding Security Agent. You can use this letter to develop a similar letter on your company letterhead. Have the letter signed appropriately, scan and email to jenna.d.palmer@wv.gov. Your login id request will be processed after SA is established and documentation received. Note changes will be needed to red text.**

**Sample Company LTD**

**Address**

**City, State Zip**

**(304) 555-5555**

Date

Jenna Palmer

West Virginia Department of Environmental Protection

Division of Water and Waste Management

601 57th St. SE

Charleston, WV 25304

Dear Ms. Palmer:

This letter authorizes the below listed individuals to perform as the security agent for Sample Company LTD. I confirm that this individual will have the authority to authorize existing WVDEP ePermitting customers to prepare and review electronic applications on behalf of Sample Company LTD.

Someone Name

Address

City, State Zip

email@emailaddress.com

Sincerely,

Authorizing Agent

Title

NOTE: If multiple companies, you need to list each one and would also suggest you list permit and/or registration numbers if already a permitted site.