Create an Account

Creating an ADEM Web Portal account is a two-step process that first has you enter basic user information followed by confirming your email address and entering additional user information.

1. Open a browser.
2. Navigate to the Portal home page (https://prd.adem.alabama.gov/awp) and on the line "New Account? Start here", left click on Start here.
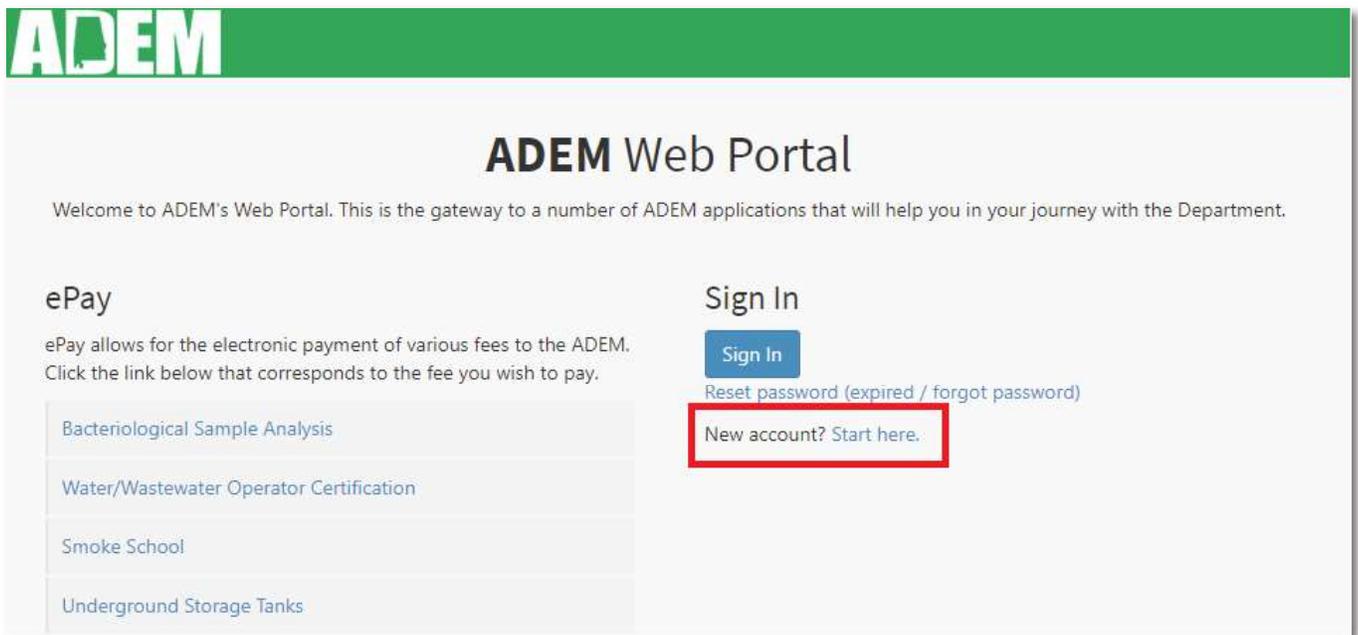

Figure 2 New Account link

3. On the registration page, please read the Terms & Conditions. It is important to be familiar with all the Terms & Conditions, especially the fact that Portal accounts are for individual use and not to be shared and ensuring that the ADEM domain (@adem.alabama.gov) is whitelisted in your email network to ensure that email correspondence from ADEM is properly delivered.

4. To accept the Terms & Conditions, left click on the Continue button.

Terms & Conditions

The access and use of the Alabama Department of Environmental Management (ADEM) Web Portal for the electronic submittal of environmental information requires the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice
The ADEM Web Portal Registration procedure is part of a State of Alabama computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. An authorized user is defined as any person that is an entity regulated by ADEM, any person that is an employee of an entity/facility regulated by ADEM, or any person that is contracted to represent an entity/facility regulated by ADEM to assist in compliance with the Department's regulations.

Privacy Statement
ADEM will use the personal identifying information which you provide for the expressed purpose of registration to the United States Environmental Protection Agency's Shared CROMERR Services site, validating user identity through the use of LexisNexis services, and for updating and correcting information in internal ADEM databases as necessary. ADEM will not make this information available for other purposes unless required by law. ADEM does not sell or otherwise transfer personal information to an outside third party.

Choosing an ADEM Web Portal Password
For ADEM Web Portal Registration purposes, I agree to select a password which will not be easily guessed (e.g. my name, my children's names, birthdays, etc.). Passwords must meet the following criteria:

- Be between 8-15 alpha-numeric characters (no spaces or special characters)
- Not contain your email address
- Not contain the word password
- Contain only letters and numbers
- Contain at least one lowercase and one uppercase letter
- Contain at least one number
- Begin with a letter

Protecting My ADEM Web Portal Login Credentials
I agree to protect my ADEM Web Portal password. I will not divulge my password to any other individual. I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login. When I or ADEM administrative staff believes that the password has been lost, misused or compromised, the account shall be deactivated by ADEM Web Portal staff.

Maintaining My ADEM Web Portal Account Email Address
I agree to notify the ADEM Web Portal Help Desk immediately if my email address changes. I agree to make this notification via email to the ADEM Web Portal Help Desk at ademwebportal@adem.alabama.gov. This notification will allow ADEM to update the email address associated with my account and to ensure I continue to receive electronic notifications from the ADEM Web Portal or the system's utilizing the ADEM Web Portal. I also agree to ensure that the ADEM domain (@adem.alabama.gov) is white-listed in my email network to ensure that email correspondence from ADEM is properly delivered.

Terminating My ADEM Web Portal Account
I agree to notify the ADEM Web Portal Help Desk immediately if my duties change and I no longer need to interact with ADEM Web Portal on behalf of my organization. I agree to make this notification via email to my assigned ADEM Inspector or to the ADEM Web Portal Help Desk at ademwebportal@adem.alabama.gov. This notification will allow ADEM to deactivate my account and protect it from potential abuse by others.

By pressing the Continue button, I acknowledge and agree to the terms and conditions above.

Cancel   Continue

Figure 3 ADEM Web Portal Terms & Conditions

5. Enter your basic user information. This includes your email address, first and last name, organization name, and your title. Entry of a middle initial is optional.

Figure 4 Registration

6. After entering the required registration information, left click on the Register button.
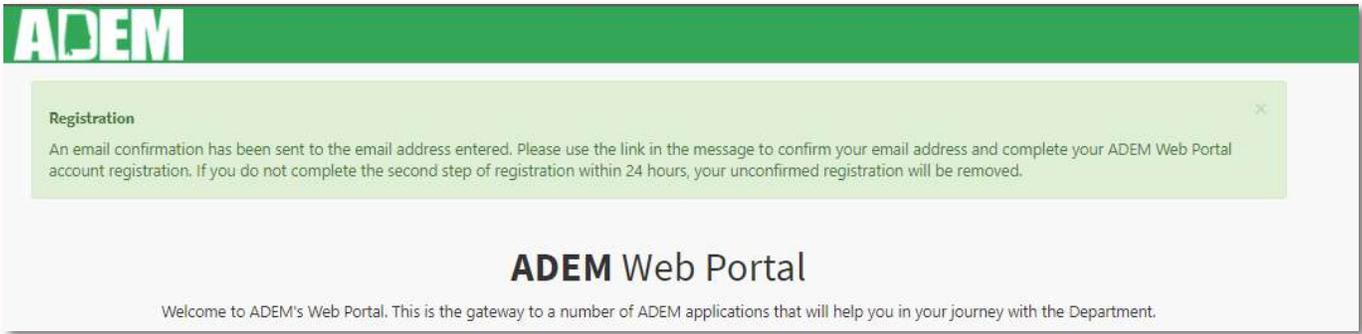
Figure 5 Registration completion

7. The ADEM Web Portal will send a confirmation email to the email address entered on the Registration page. The confirmation email will include a link with the wording "clicking here" to confirm your email address. If the wording does not include a link, you may copy and paste the link from the lower part of the email into your browser address bar to confirm your email address.
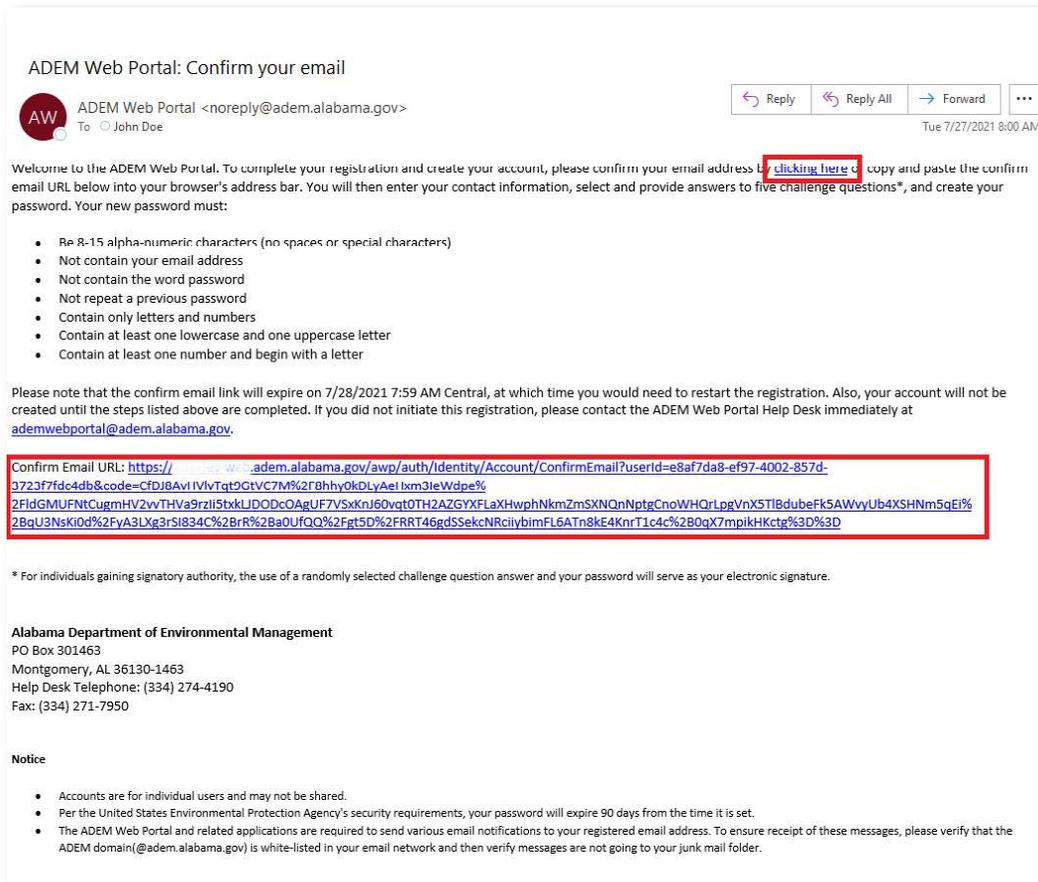
Figure 6 Confirm your email message

8. Once you left click on the "clicking here" link (or copy and paste the link from the lower part of the email into your browser address bar) to confirm your email address, the remainder of required user information may be entered. The Confirm Email page requires entry of the following information before an account is created:

    a. User business address and contact information (**section 1** of the image below)

    b. Selection of challenge questions and answers (**section 2** of the image below). For users seeking and gaining signatory authority, the use of a randomly selected challenge question answer and your password will serve as your electronic signature.

        • **Note**: Answers are not case sensitive.

    c. Password selection (**section 3** of the image below). Passwords must meet the following criteria:

        • Be 8-15 alpha-numeric characters (no spaces or special characters)
        • Not contain your email address
        • Not contain the word password
        • Not repeat a previous password
        • Contain only letters and numbers
        • Contain at least one lowercase and one uppercase letter
        • Contain at least one number and begin with a letter

Confirm Email

Step 2 of 2

Thank you for confirming your email.

- Step 1: Entry of basic user information
- **Step 2: Confirm email address, entry of user information, and entry of account credentials**

Please complete your registration by entering the information below. Required information includes address, challenge questions and answers, and password. After pressing the Register button, you will receive an email confirming the creation of your account and then be able to log in to the ADEM Web Portal and connected applications.

Please Note:

- Accounts are for individual users and may not be shared
- Per the United States Environmental Protection Agency's security requirements, your password will expire 90 days from the time it is set.
- The ADEM Web Portal and related applications are required to send various email notifications to the email address entered. To ensure receipt of these messages, please verify that the ADEM domain (@adem.alabama.gov) is white-listed in your email network and then verify messages are not going to your junk mail folder.
- * indicates a required field

Mailing Address *

`Mailing Address 1`

Mailing Address2

`Mailing Address 2`

City *

`City`

State *

`Select state...`

Zip *

`Zip`

Country *

`United States`

Phone *

`Phone Number`

PhoneExtension

`Extension`

Fax

`Fax Number`

1

Question 1 *

`Select a question to answer...`

Question 2 *

`Select a question to answer...`

Question 3 *

`Select a question to answer...`

Question 4 *

`Select a question to answer...`

Question 5 *

`Select a question to answer...`

Answer 1 *

`Answer 1`

Answer 2 *

`Answer 2`

Answer 3 *

`Answer 3`

Answer 4 *

`Answer 4`

Answer 5 *

`Answer 5`

2

Password *

Confirm Password *

3

Cancel   Register

Figure 7 Confirm email and create account

9. Once the required information has been entered on the Confirm Email page, left click the Register button to create your account. An email confirmation will be sent to the email address previously entered. You may now log in to the ADEM Web Portal and connected applications.
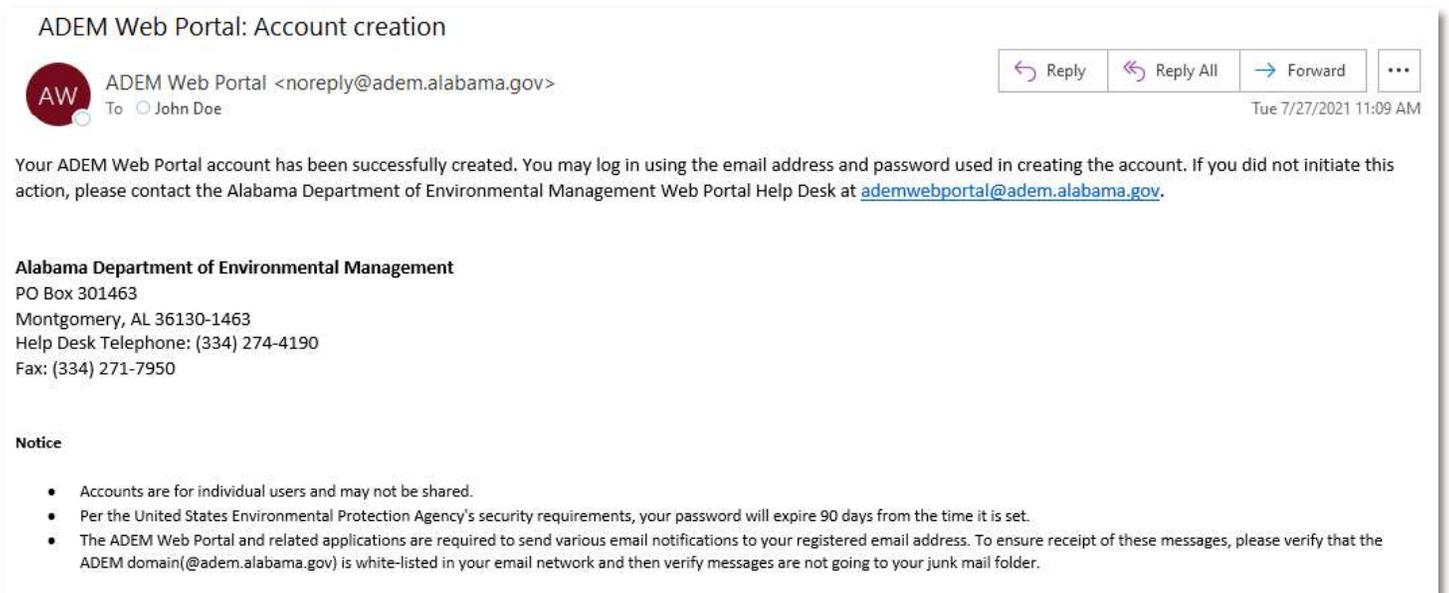

ADEM Web Portal: Account creation

AW ADEM Web Portal <noreply@adem.alabama.gov>
To ◯ John Doe

↩ Reply   ↩ Reply All   → Forward   ⋯
Tue 7/27/2021 11:09 AM

Your ADEM Web Portal account has been successfully created. You may log in using the email address and password used in creating the account. If you did not initiate this action, please contact the Alabama Department of Environmental Management Web Portal Help Desk at ademwebportal@adem.alabama.gov.

Alabama Department of Environmental Management
PO Box 301463
Montgomery, AL 36130-1463
Help Desk Telephone: (334) 274-4190
Fax: (334) 271-7950

Notice

- Accounts are for individual users and may not be shared.
- Per the United States Environmental Protection Agency's security requirements, your password will expire 90 days from the time it is set.
- The ADEM Web Portal and related applications are required to send various email notifications to your registered email address. To ensure receipt of these messages, please verify that the ADEM domain(@adem.alabama.gov) is white-listed in your email network and then verify messages are not going to your junk mail folder.

Figure 8 Account creation confirmation

Please Note:

- Entry of required information is denoted with the use of a red asterisk.
- Registrations not confirmed within 24 hours of initiating the registration will be deleted. If this occurs, you will be required to restart the registration.
- Per the United States Environmental Protection Agency's security requirements, ADEM Web Portal account passwords expire 90 days from the time of being set.