OCM has updated the online application interface. This document is a brief explanation of what has changed and how it works. Please contact our office if you need assistance with the new format.

**Log In**

The login portal has visually changed with the addition of the ability to recall forgotten usernames.

**Dashboard**

Login brings the user to the CUPs Dashboard. The dashboard replaces the application access portals. This is a visual change with relocated and added functionality. All items created by the user are listed in table format. Highlighted items indicate that the item has not been submitted. Applications without P#s are new, unsubmitted applications. Highlighted items with P#s are unsubmitted changes to existing applications. To return to the dashboard click the CUPS Dashboard link in the upper left corner of the window.
The functions for managing user account, submitting new applications, editing existing applications, tracking applications, uploading comments, providing commencement date, and removing unsubmitted items remain the same but in a visually modified format. Added functions include the ability to sort dashboard items by column heading, search all items using specific key words/numbers, print an application, and view comments.

**Manage User Account**

All existing account features remain. Opting in or out of receiving automated notifications, if an applicant is using an agent, moved to Manage User account.

**Uploading Comments**

To upload comments to an application click the upload comments icon on the dashboard. A popup window appears with fields for entering comments and selecting documents. Request for Information letters sent by OCM are listed here and users have the option to select the letter to which they are responding.
Printing Applications

The print application icon opens a new page listing all versions of the application. Click the date link to open that version.

Online Application

Click the Create Application button to begin a new application. The online JPA format visually changed from isolated steps to a scroll format. Navigation between steps is not restricted by entering required information, however the application cannot be submitted until all required fields are completed.

Click the help icon for step related assistance.
Click the edit button to open a popup window where information for that step is input. Click the Apply Changes button to save the entered information.

The information requested in each step remains the same with one addition to step 8.

**Step 8**

Step 8 includes a new Jurisdiction field for indicating if a use is a Local Concern. The Help icon includes a link to the definition of local concern. Please note that this determination is verified by OCM prior to distribution of the application.

**Step 10**

Added to Step 10 is validation to ensure that excavation and fill volumes are recorded correctly. If the amounts entered into steps 10a and 10b do not equal the total of volumes entered in step 10c, an error message appears with suggestions on how to fix the error.

**Modifying an existing application**

Use the edit button on the dashboard to modify an existing application. Please note that if the edit button is disabled, the application is blocked from editing. Hover over the edit icon to find out the reason for the block. Some reasons for blocking editing include blocking the submission of an extension request when the application already is in the process of being amended/revised or if the application is not eligible for extension because of expiration or previous extension.