

Electronic Reporting Information System (ERIS) Frequently Asked Questions

ERIS ACCESS

How do I sign up for ERIS?

To sign up for ERIS access, go to: <https://deq.nd.gov/eReporting.aspx> and follow steps 1 and 2. Once the account has been finalized an email will be sent out notifying you that you are now able to submit reports in ERIS.

We recently had our ERIS contact leave the facility. How do I transfer their account to me?

You must create a new ERIS account for the new contact. This can be done by going to: <https://deq.nd.gov/eReporting.aspx> and following steps 1 and 2. In the meantime, you can request a temporary waiver from electronic reporting. In the case of employee turnover, the waiver is good for up to three months. The form to request a temporary waiver can be found at: <https://deq.nd.gov/eReporting.aspx> under “NDPDES ERIS Info”.

I'm new to the facility but the facility already has an ERIS account. Can I just use that account?

No. Each person who uses ERIS must have their own, unique login. To sign up for ERIS access, go to: <https://deq.nd.gov/eReporting.aspx> and follow steps 1 and 2.

When I try to login to ERIS, it tells me I haven't been logged in for 120 days. How do I unlock my account?

If you receive this message when logging into ERIS, contact the department at 701.328.5210.

ERIS

I submit multiple reports for my facility. How do I switch between reports?

To switch between reports for the same facility, or to switch the facility, click on “Switch Facility/Dataflow Type” in the top, right-hand corner of the main menu. This will bring up a list of the facilities and reports that you have access to. Select the checkbox associated with the facility and dataflow type you want and click “Change” at the bottom of the page. This will bring you back to the main menu and in the top, right-hand corner, it should indicate the Facility and Dataflow Type you selected.

What is my PIN?

The default PIN is 1234. If you need to change the PIN, click on “Change” under “User PIN/Signature Settings” from the ERIS Main Menu, and then select “Edit PIN”.

ERIS won’t accept the answer to my security question. How can I change my answers?

If you need to reset your security question answers, click on “Change” under “User PIN/Signature Settings” from the ERIS Main Menu, and select “Edit Security Questions”. Five security questions need to be answered.

I realized I made a mistake on my DMR. How do I fix it?

If you need to edit a DMR that has already been submitted to the department, click on “Search” from the Main Menu and find the appropriate DMR from the Search Results. Select “Retract” under the “Action” column. Once the DMR is retracted, return to the Main Menu, and go through the process to Add a Report. Once you have entered in the DMR Due Date, instead of selecting “Add” you will select “Edit” and update your DMR. Make sure to resubmit the DMR, otherwise, you will be in noncompliance.