

My Documents

- Effective immediately, consultants are to submit all reports and documents through the portal: <https://portal.deq.nc.gov/my-accessdeq>.
- The portal will automatically provide the contact information for the assigned reviewer and generate confirmation once your submittal has been received.
- This change will also improve efficiency by streamlining the transfer of documents into Laserfiche.
- If you have any questions or need assistance getting set up, please don't hesitate to reach out to [James Brown](#) at james.brown@deq.nc.gov

Uploading Documents (for external users)



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To Upload Documents

1. Click on the center square “Documents”
2. When you hover over the center square, it changes to this.

CLICK IT

View and upload
documents



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Documents

Use this page to upload documents or view document history.

Status: All

Program: All

+ Add New Document



File Name	Location / Perm...	Program	Description	Created On ↓	Status	
FA-3954_29878_CA_...3_20260514.pdf	SPEEDWAY #7980	Underground Storage Tank Section (UST) - Corrective Actions Branch	Test	5/15/2026 12:41 PM	New - Pending Portal Action Review	Actions
FA-3954_29878_CA_...3_20260514.pdf	SPEEDWAY #7980	UST CAB Soil Permits	Testing	5/15/2026 12:23 PM	Active	Actions

Enter relevant information and “Submit”

* Some fields are dropdown, others are not.

*Note some fields are necessary to fill out to proceed.

*Please be consistent with facility/site/location name for the same location/incident.

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Environmental Quality

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CLICK

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Program *

Underground Storage Tank Section (UST) - Corrective Actions Branch

Regional Office * View RO Map

Fayetteville

Facility/Site/Location Name *

TEST Conners Convenience Mart TEST (EI-79256)

+ Add New | View / Edit

Add new location if needed.



Incident Number

TEST 48547 TEST

File Name *

FA-29396_48547_G_PICDIAG_20220630_TEST TEST

Additional Details (enter the facility ID, incident #, permit # or any other details you deem important)

File Upload (Maximum file size is 100MB) *

Select files...
 FA-29396_48547_G_PICDIAG_20220630.pdf
275.70 KB

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.xlsx

Use the most current Incident # and naming convention for existing incidents.
If the submittal is a new release that hasn't been assigned an Incident #, then
use a "0" in its place. Using an incident number when known is encouraged.

Select file/s to upload

Enter relevant information and “Submit”

- * Some fields are dropdown, others are not.
- *Note some fields are necessary to fill out to proceed.
- *Please be consistent with facility/site/location name for the same location/incident.

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Regional Office *

View RO Map

Fayetteville

Facility/Site/Location Name *

TEST Conners Convenience Mart TEST (EI-79256)

Add New

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Incident Number

TEST 48547 TEST

File Name *

FA-29396_48547_G_PICDIAG_20220630_TEST TEST

Additional Details (enter the facility ID, incident

File Upload (Maximum file size is 100MB) *

Select files...

FA-29396_48547_G_PICDIAG_20220630.pdf

275.79 KB

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;

PDFs ONLY

Create a new location

Name *

Conner's Convenience Mart

Type(s) *

You can select one or more relevant “Type(s)” here.

Incident Location

Manhole

Non-Plant Commercial

Non-Plant Residential

Non-UST

Use this field if the location is part of a larger site, such as a military base, campus, or industrial complex. If the parent location does not exist, create the parent location first and then associate the parent location to each child location.

Physical Address

What type of location is this? *

Physical Address

+

-

William B. Umstead State Park

Lake Crabtree

Morrisville

Prestonwood Country Club

Cary

Reedy Creek

West Campus

Milburnie

William B. Umstead State Park

Lake Crabtree

Morrisville

Prestonwood Country Club

Cary

Reedy Creek

West Campus

Milburnie

Search for location...

Submit

Once the new location is added click “submit at the bottom.

Submit

Enter relevant information and “Submit”

* Some fields are dropdown, others are not.

*Note some fields are necessary to fill out to proceed.

*Please be consistent with facility/site/location name for the same location/incident.

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Facility/Site/Location Name *

TEST Connors Convenience Mart TEST (EI-79256)

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East: NADA, NGA, USGS | Duke University, City of Raleigh, Wake County, State of North Carolina DOT, Esri, TomTom, Garmin, SafeGraph, GeoTechnology, Inc., METI/NASA, USGS, EPA, NPS, USDA, USFWS

Incident Number

TEST 48547 TEST

File Name *

FA-29396_48547_G_PICDIAG_20220630_TEST TEST

Additional Details (enter the facility ID, incident #, permit # or any other details you deem important)

File Upload (Maximum file size is 100MB) *

Select files...

FA-29396_48547_G_PICDIAG_20220630.pdf

275.75 KB

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.mp;.jpeg;.xlsx

Make sure files are attached for upload

Submit

This is the pop-up message you'll get when your document has been submitted.

NORTH CAROLINA
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Make PaymentLogout

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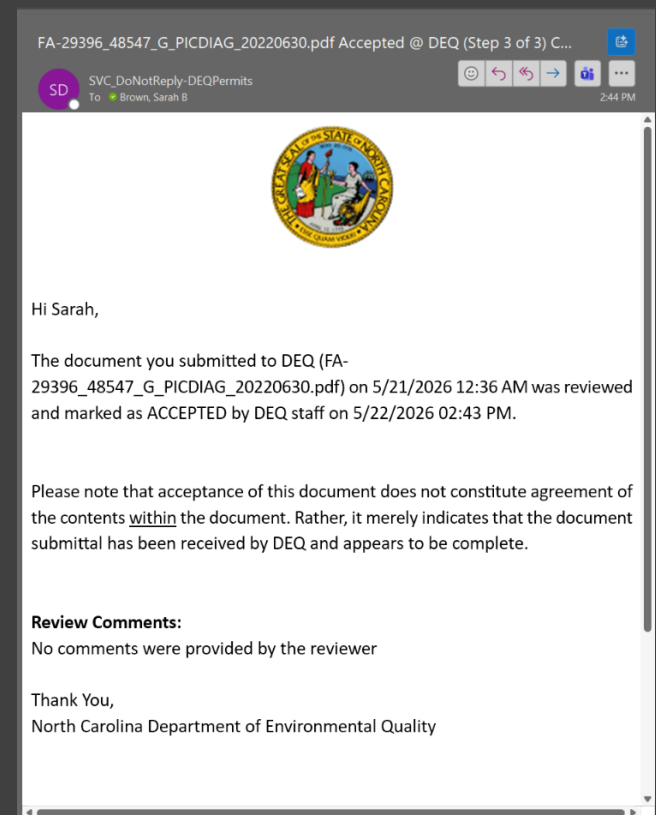
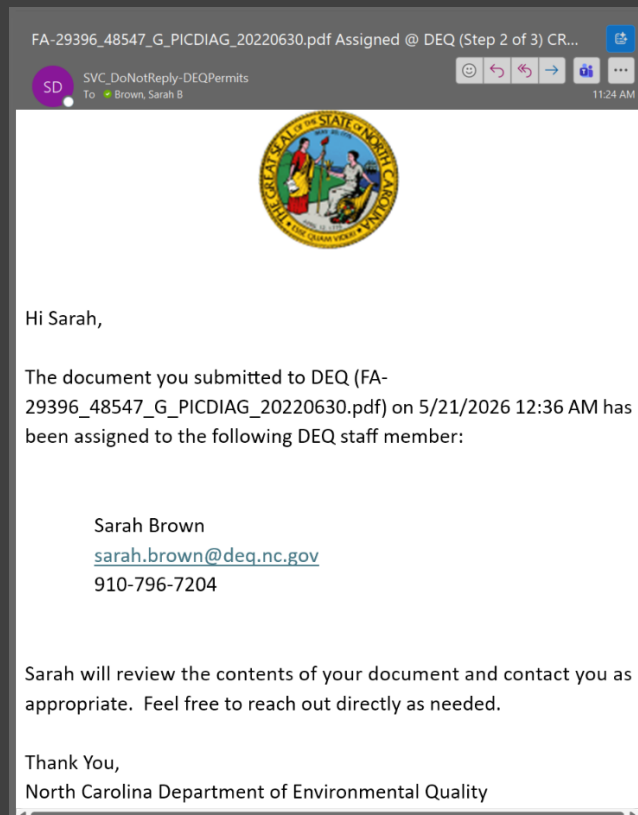
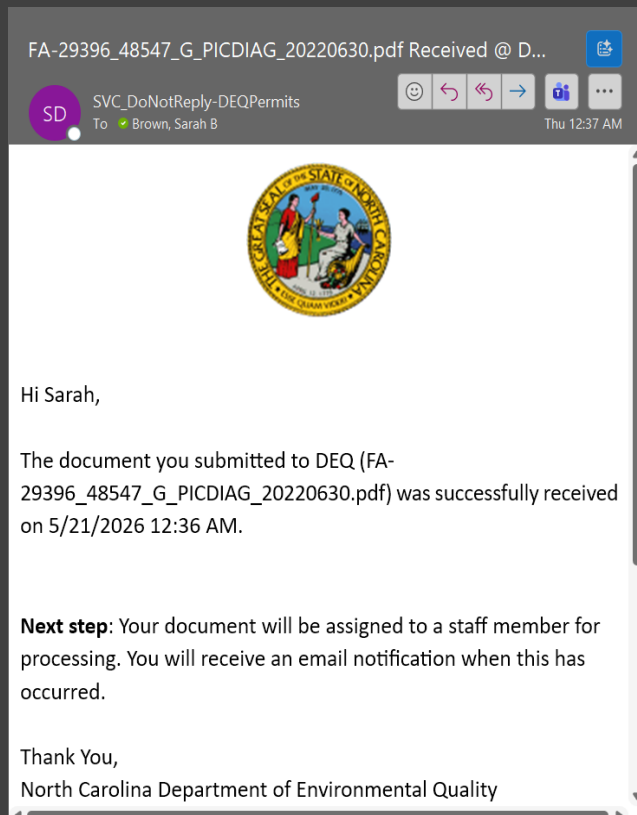
Help

Your Document has been Submitted Successfully

Thank you for your submission. Your submitted document number is **ACT-19960**. You will be notified when your submission has been assigned and processed.

If you wish to check the progress of your document submission, you may login to AccessDEQ any time and visit the [My Documents page](#) to see the current status.

These are the email messages you'll receive when your document has been submitted, assigned, and reviewed (respectively).



***A notification indicating a document has been “Accepted” by the portal only confirms successful receipt into the system. It does not indicate review, approval, or acceptance for Trust Fund purposes.