



2023 Designated Erosion Control Inspector Re-listing

STEP-BY-STEP INSTRUCTIONS



All DECI's who want to maintain their status need to re-list and pay the re-listing fee, regardless of the year they became a DECI. Attendance at all DECI webinars between re-listings is required. Alternatively, 24 hours of continuing education is needed (adjusted based on the year one became a DECI)



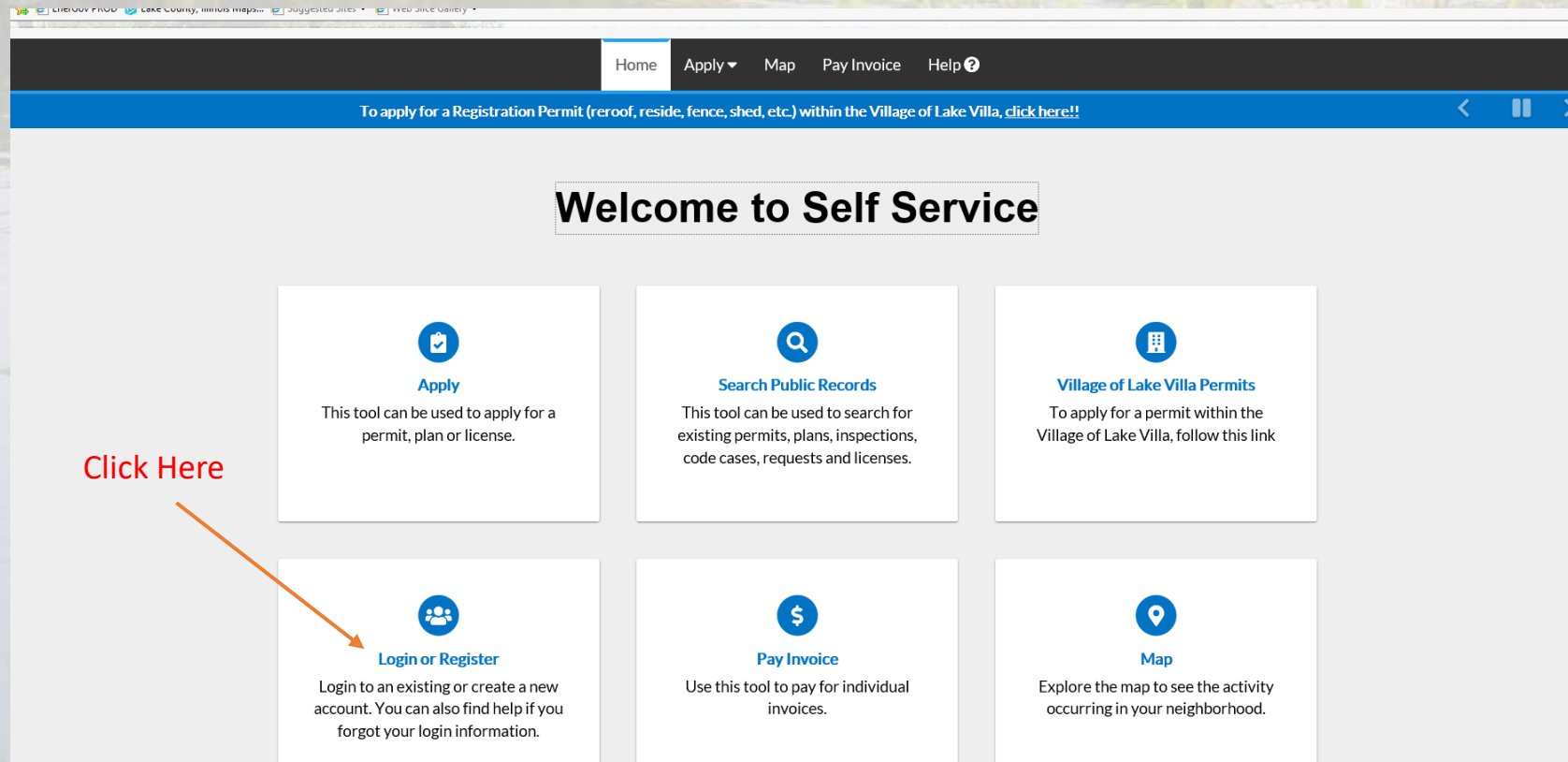
If you already have an account with Lake County and
you fulfilled all your education requirements



STORMWATER MANAGEMENT COMMISSION

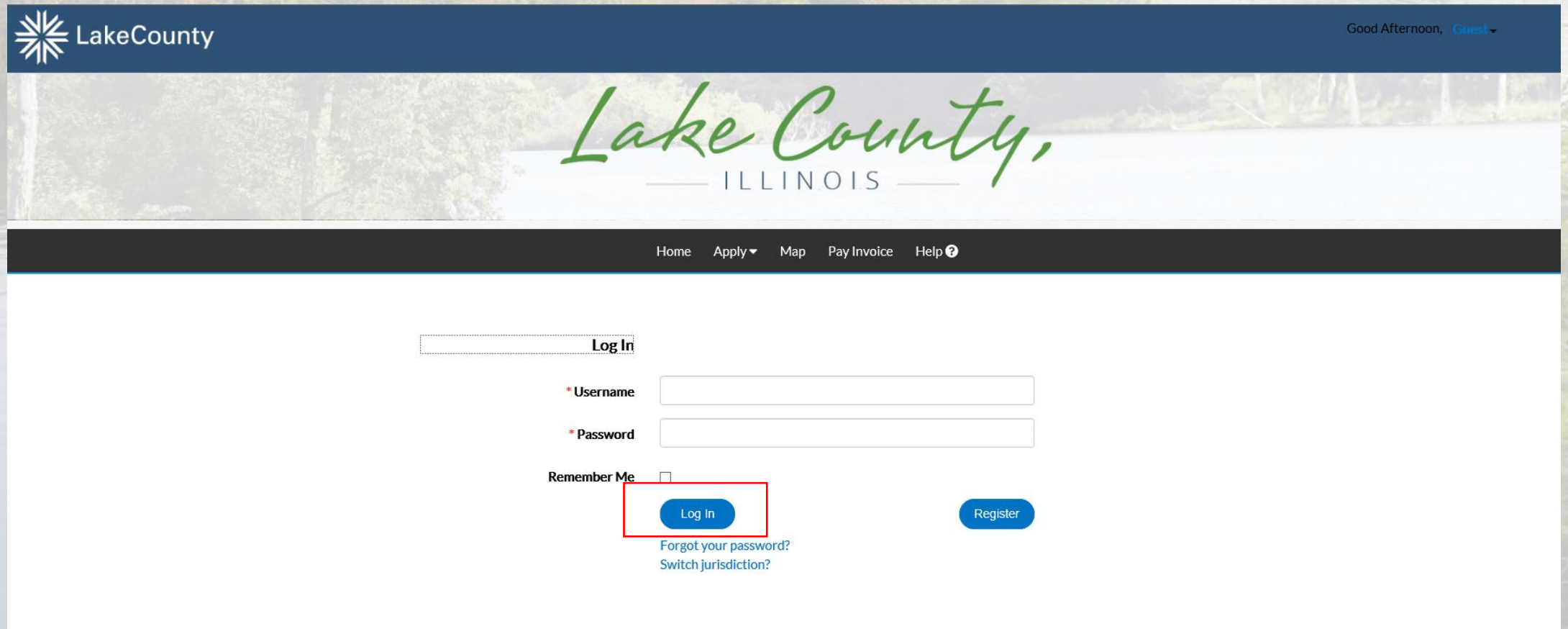
Log into your existing account on the Citizen Self Service Portal

- Step 1 – Go to https://lakecountyl-energygovpub.tylerhost.net/Apps/selfservice/LakeCountyLCSS_Prod#/home
- Step 2 - Click on “Login or Register”




Log into your existing account on the Citizen Self Service Portal

- Step 2 – Enter the username and password



The screenshot shows the login page of the Lake County, Illinois Citizen Self Service Portal. The page has a dark blue header with the Lake County logo and the text "LakeCounty". On the right side of the header, it says "Good Afternoon, [Guest](#)". Below the header is a large banner with the text "Lake County, ILLINOIS". Underneath the banner is a dark blue navigation bar with links: Home, Apply, Map, Pay Invoice, and Help. The main content area is white and contains a login form. The form has a "Log In" button highlighted with a red box. Below the "Log In" button are links for "Forgot your password?" and "Switch jurisdiction?". To the right of the "Log In" button is a "Register" button. The form also includes fields for "Username" and "Password", and a "Remember Me" checkbox.

 LakeCounty

Good Afternoon, [Guest](#)

Lake County,
— ILLINOIS —

[Home](#) [Apply](#) [Map](#) [Pay Invoice](#) [Help](#)

Log In

* Username

* Password

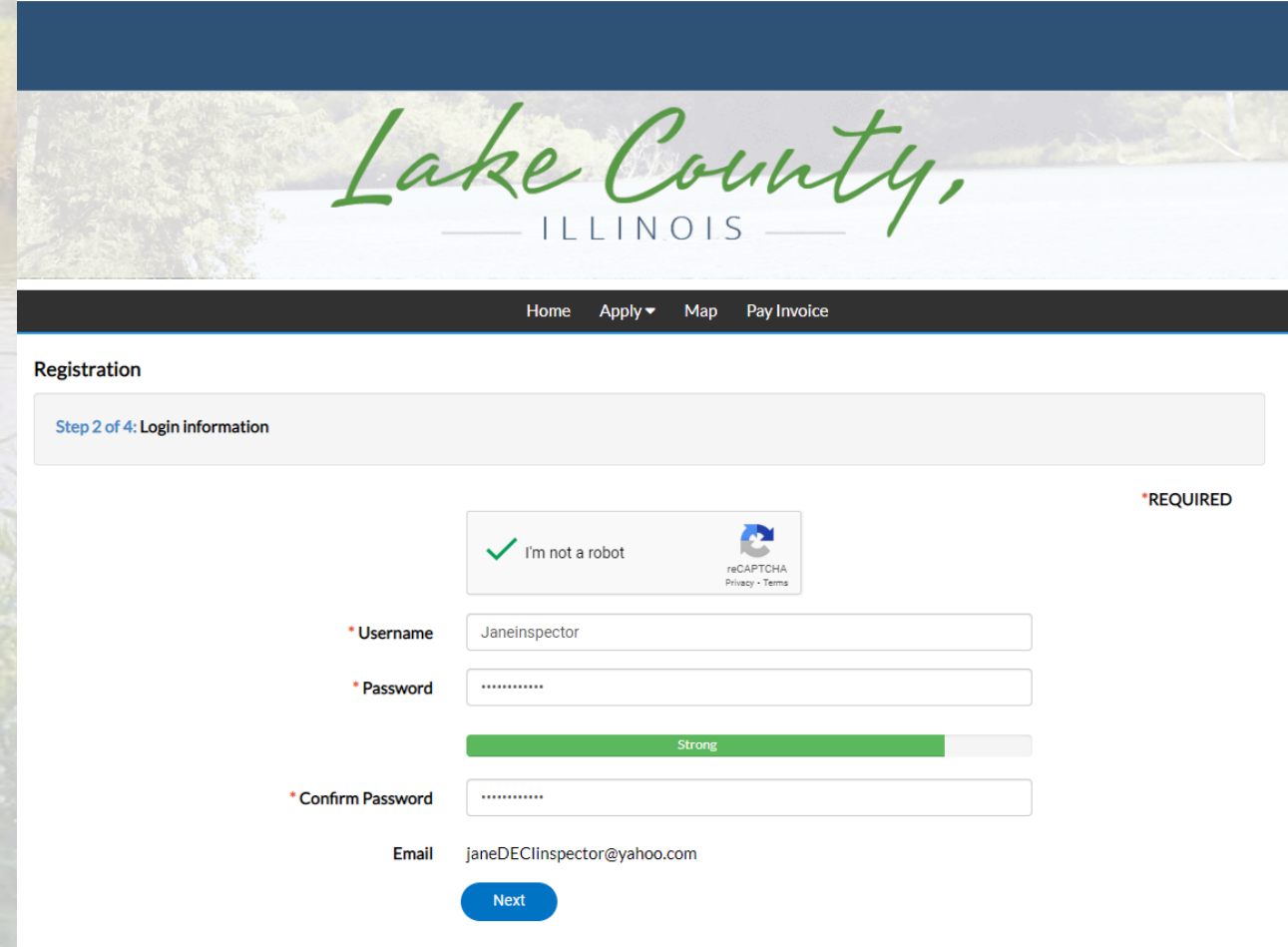
Remember Me ☐

Log In **Register**

[Forgot your password?](#)
[Switch jurisdiction?](#)

Log into your existing account on the Citizen Self Service Portal

- Step 3 – Put in your username and password and Login
- If you forgot your credentials, please follow the steps to recover them
- Once recovered please login and go to the Dashboard

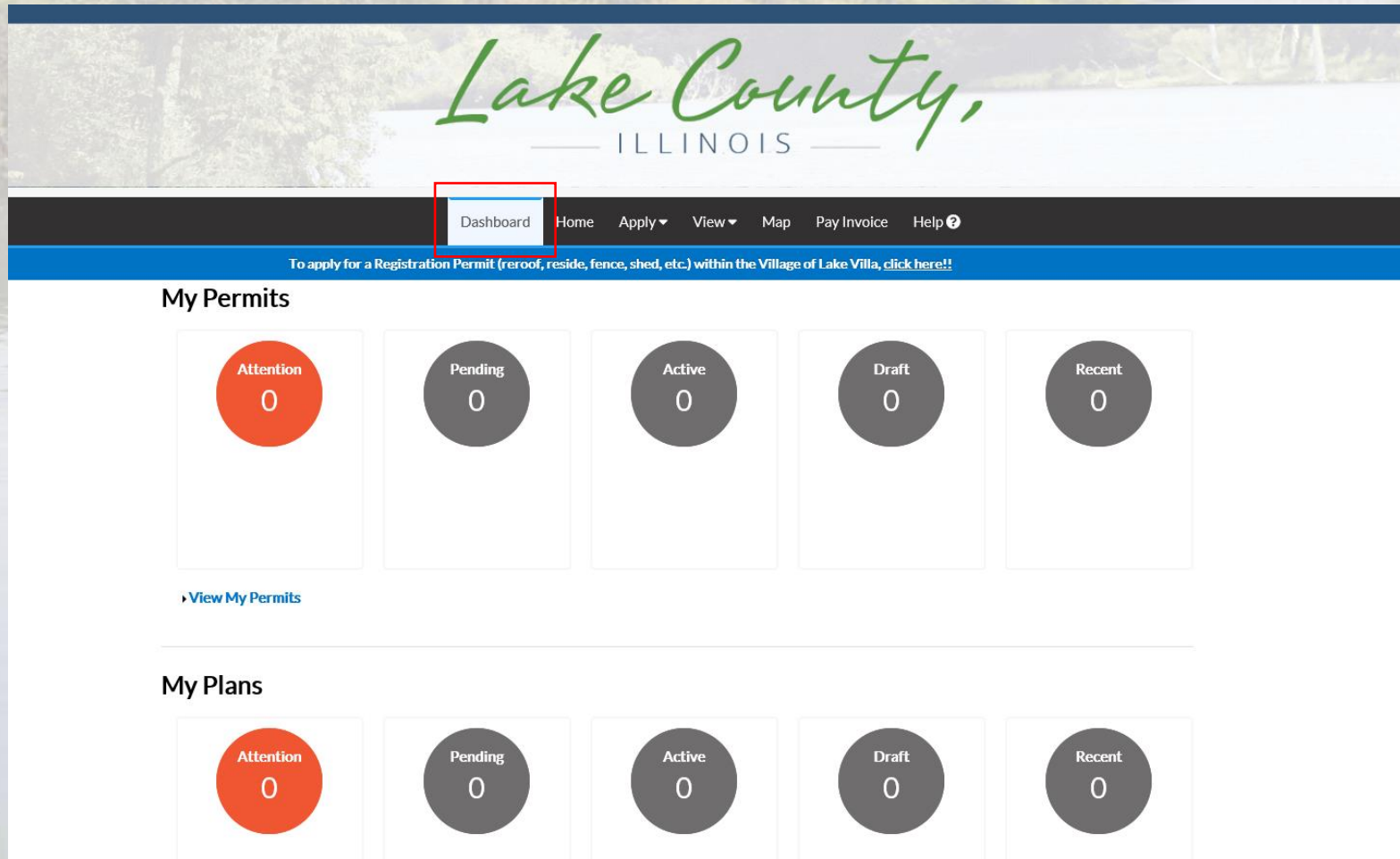


The screenshot shows the 'Registration' page of the Lake County, Illinois Citizen Self Service Portal. The page is titled 'Registration' and is currently on 'Step 2 of 4: Login information'. The page features a dark blue header with the 'Lake County, ILLINOIS' logo and a navigation bar with links for 'Home', 'Apply', 'Map', and 'Pay Invoice'. The main content area contains a registration form with the following fields and elements:

- A reCAPTCHA verification box with a green checkmark and the text 'I'm not a robot'.
- A required field for 'Username' with the value 'JaneInspector'.
- A required field for 'Password' with masked characters '*****'. Below this field is a green progress bar labeled 'Strong'.
- A required field for 'Confirm Password' with masked characters '*****'.
- An 'Email' field with the value 'janeDECIinspector@yahoo.com'.
- A blue 'Next' button at the bottom of the form.
- A red asterisk and the word 'REQUIRED' in the top right corner of the form area.

Apply for the DECI Re-Listing

- Once you log in, you will be taken to the “Dashboard”



Part 2 – Apply for the DECI Re-Listing

- Step 4 – Your Invoice is already ready to pay
- Click on “Pay Invoice” and follow prompts for payment



The screenshot shows the Lake County, Illinois website interface. The header features the 'Lake County, ILLINOIS' logo. A navigation bar at the top contains links for 'Dashboard', 'Home', 'Apply', 'My Work', 'Map', and 'Pay Invoice'. The 'Pay Invoice' link is circled in red. Below the navigation bar, a 'Shopping Cart' section displays the total amount of \$60.00 and a 'Check Out' button. A table below the cart shows the invoice details:

Case Number	Project	Case Address	Amount Due
SMC-DECI-001243-2023		18 N County St. Waukegan IL 60085	\$60.00

Invoice: INV-00070502
Due Date: 05/03/2023
Description: SMC-DECI-001243-2023

At the bottom right of the table, there is a 'Remove' button and a 'Top | Main Menu' link. The total amount of \$60.00 is repeated at the bottom right with another 'Check Out' button.

Apply for the DECI Re-Listing

- Step 5 – Click “Check Out”



DashboardHomeApply▼View▼MapPay InvoiceHelp?

[← Back](#)

Shopping Cart

Invoice: [INV-00034512](#)
Due Date: 03/05/2020

Description: NONE
Billing Relisting, DECI
Contact:

Case Number	Project	Case Address	Amount Due
SMC-DECI-000798-2020		500 W WINCHESTER RD LIBERTYVILLE IL 60048	\$60.00

Total \$60.00

Check Out

\$60.00

Remove


[Top | Main Menu](#)

Total \$60.00

Check Out

Apply for the DECI Re-Listing

- Step 6– Enter your payment information and click “Pay Now”



Lake County, IL
Order Number: 32375
Thursday, March 5, 2020

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00034512	NONE	1	\$60.00	\$60.00
Item Total:				\$60.00
Order Total: (excluding Service Fee)				\$60.00

Payment Details

*all fields are required

☒ Pay with Credit Card (Service Fee: \$1.77)

Cardholder Name

Billing Street

Billing Zip Code

Card Type

Card Number

Expiration Date

CVV Code

Select one...

▼

Month...

▼

Year...

▼

Pay Now - \$61.77

☐ Pay with E-Check (Service Fee: \$1.50)

Cancel

Apply for the DECI Re-Listing

- Step 7 – Lake County SMC will be notified of your online submission and payment. SMC will process your submission and you will receive an email notification with your DECI Certificate.
- Once you do that, you are re-listed until the next cycle which is in 2026.

*The online re-listing process uses the term “licensed”. Please note, DECIs are not licensed.