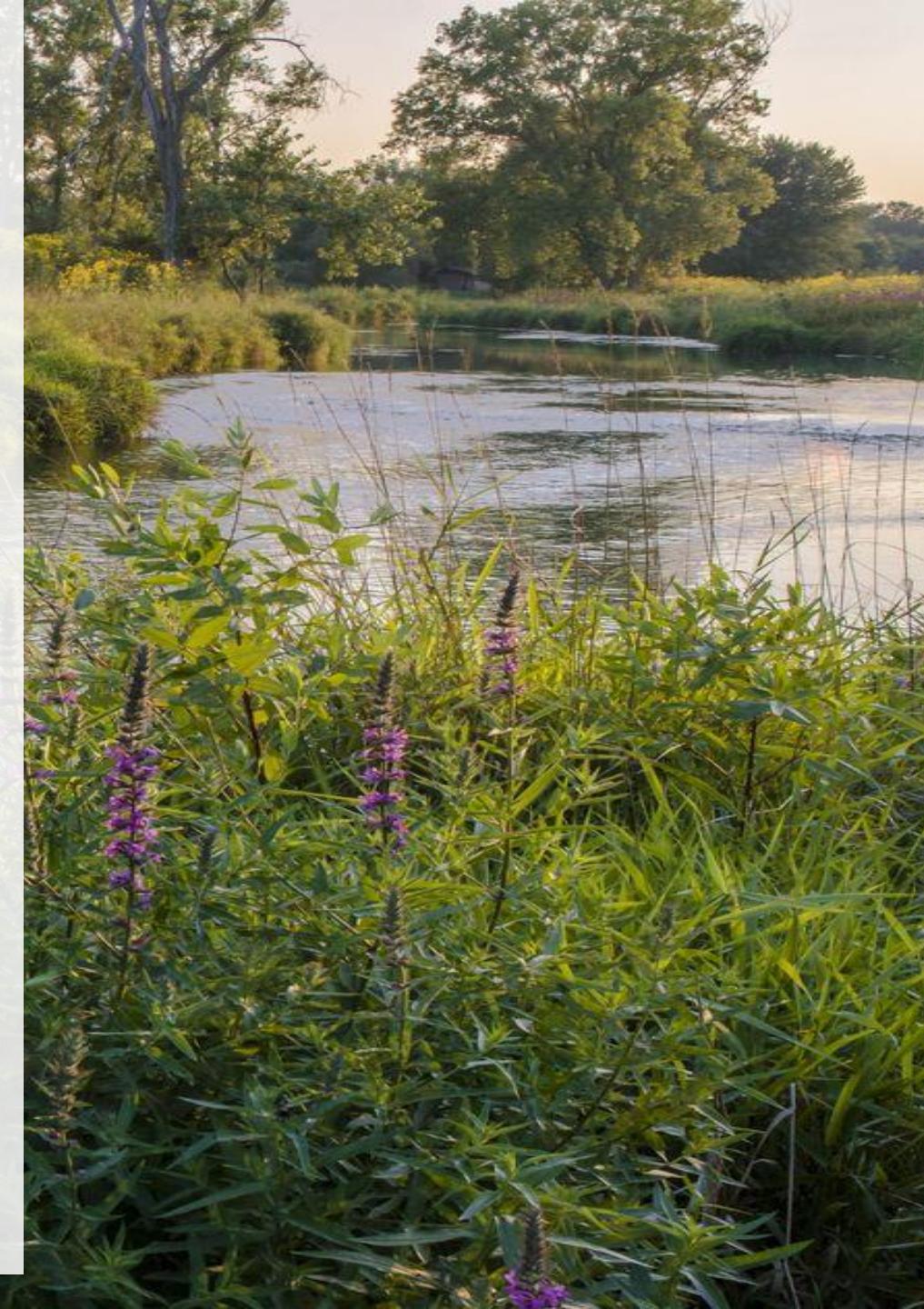


# 2023 Designated Erosion Control Inspector Re-listing

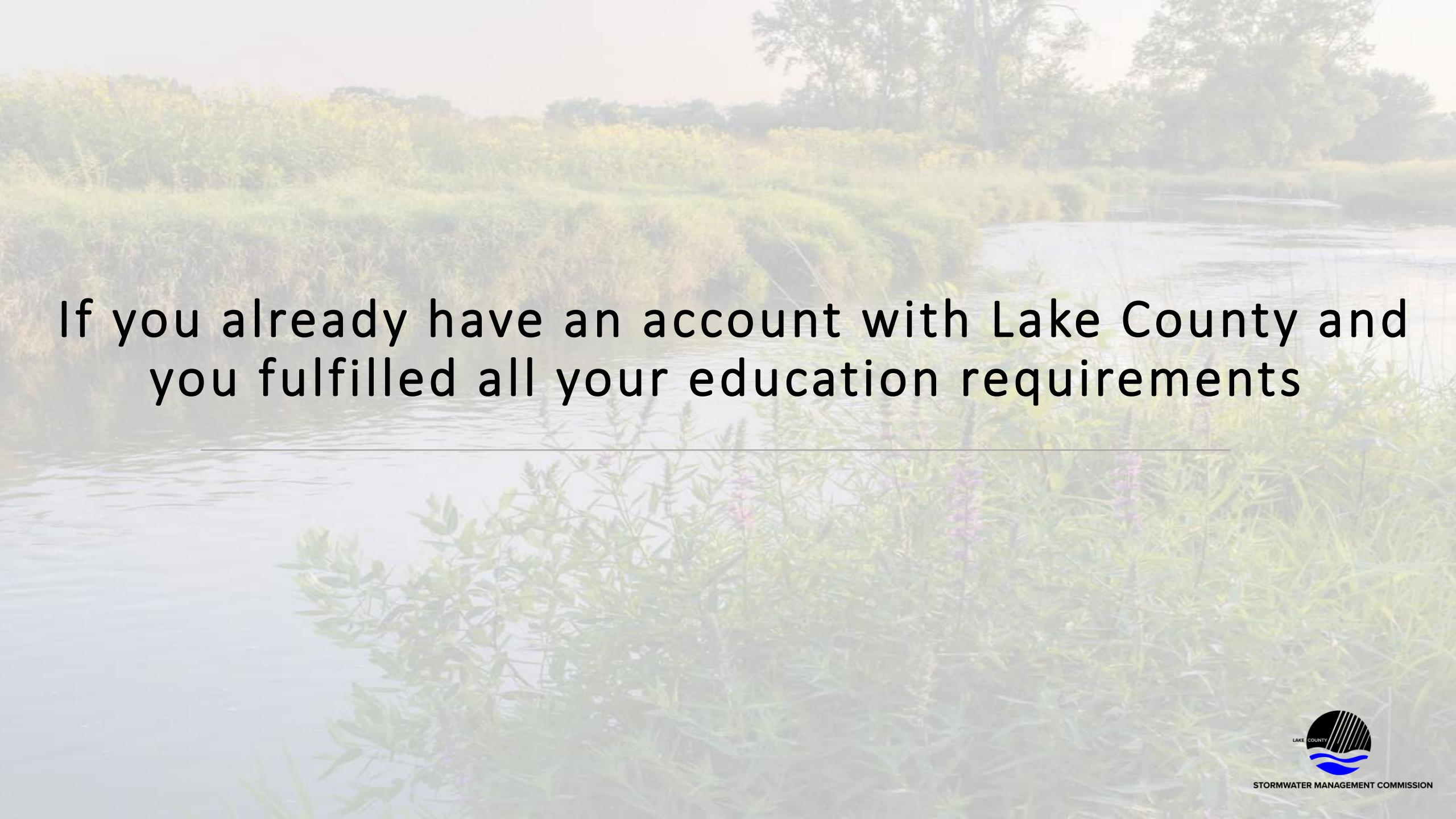
[STEP-BY-STEP INSTRUCTIONS](#)



All DECIs 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

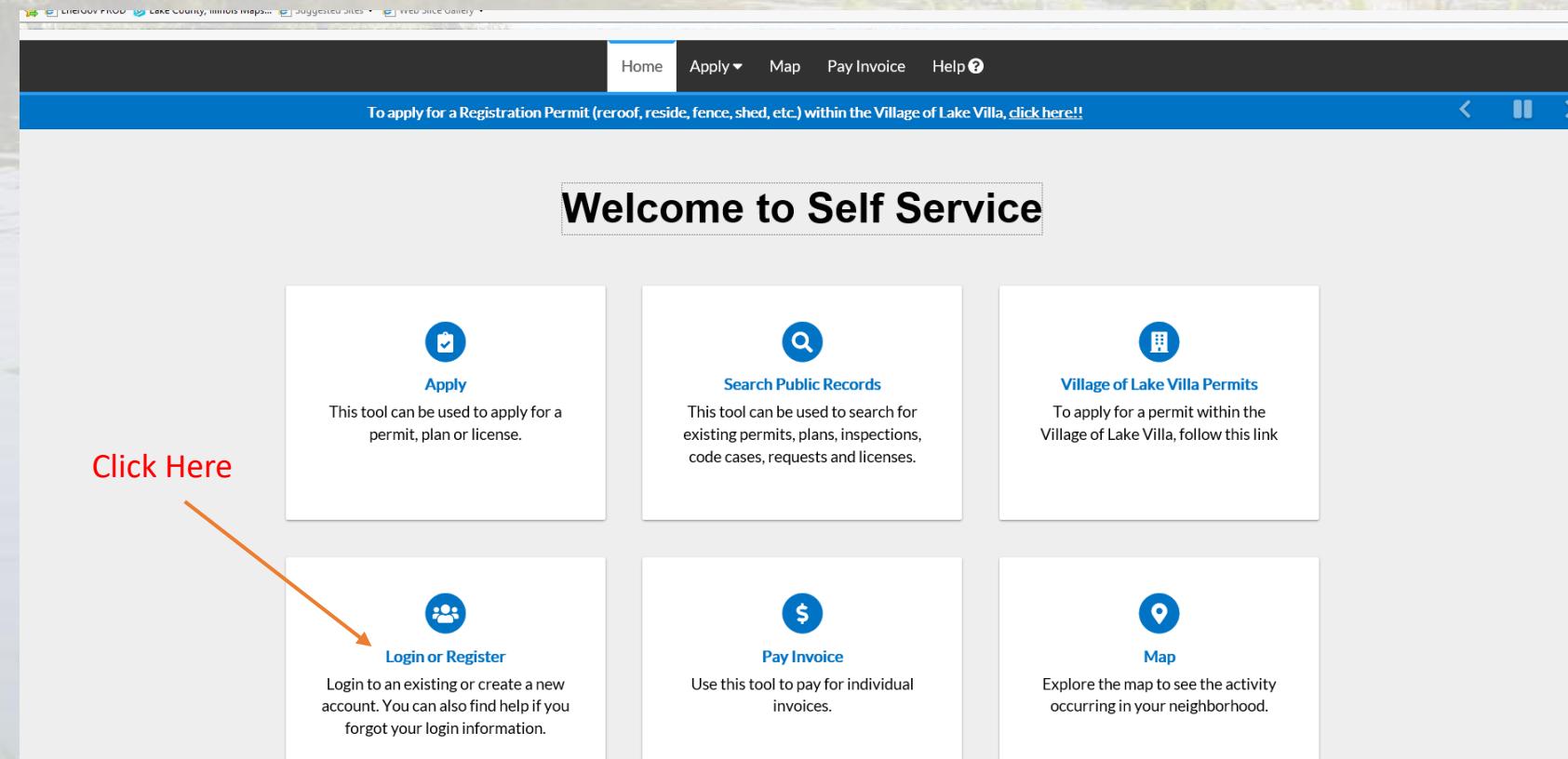
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STORMWATER MANAGEMENT COMMISSION

# Log into your existing account on the Citizen Self Service Portal

- Step 1 – Go to [https://lakecountyil-energovpub.tylerhost.net/Apps/selfservice/LakeCountyILCSS\\_Prod#/home](https://lakecountyil-energovpub.tylerhost.net/Apps/selfservice/LakeCountyILCSS_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

Good Afternoon, Guest

Lake County, ILLINOIS

Home Apply Map Pay Invoice Help

Log In

\* Username

\* Password

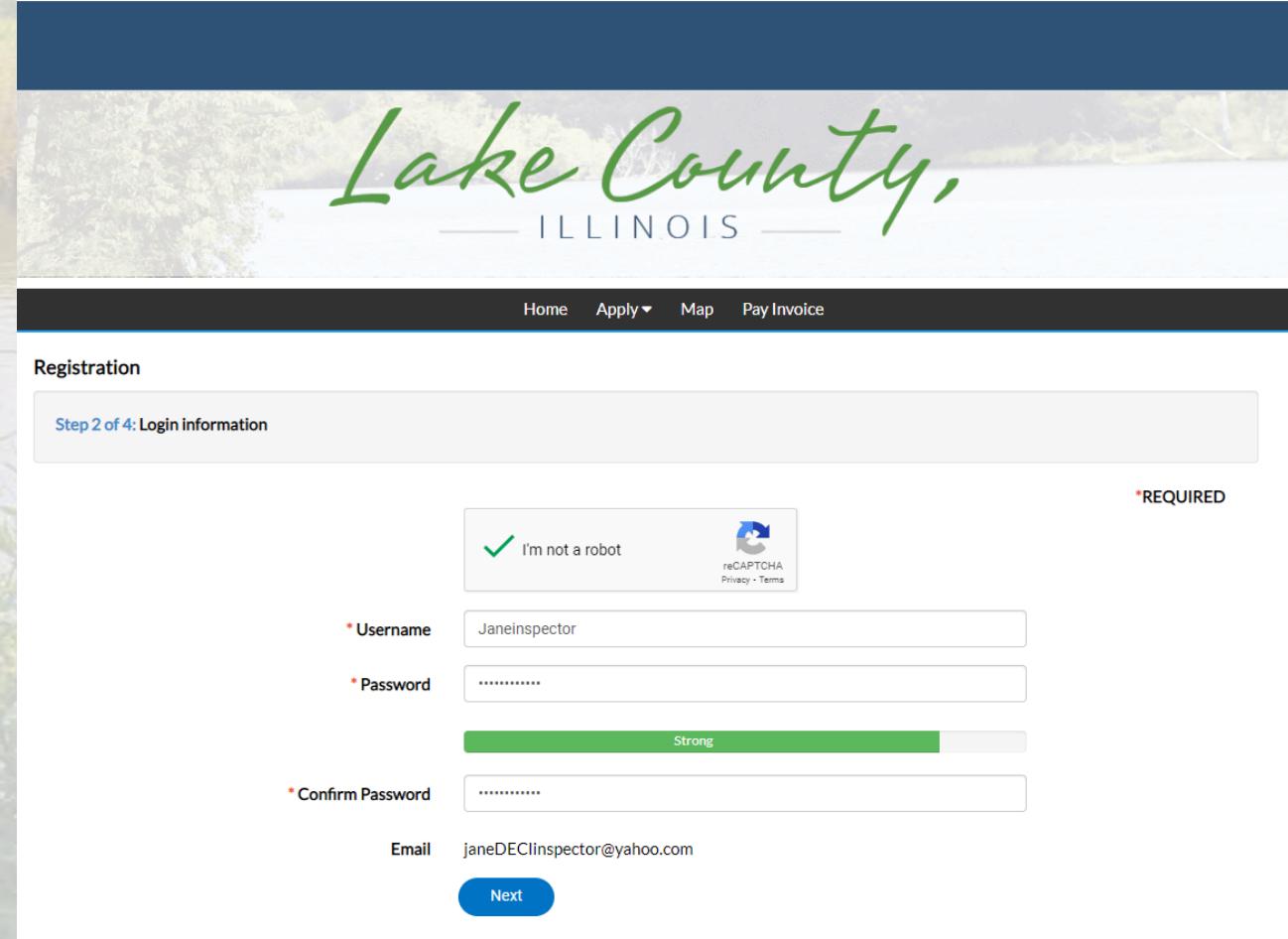
Remember Me

Forgot your password?  
Switch jurisdiction?

Register

# 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 indicates 'Step 2 of 4: Login information'. It features fields for 'Username' (Janeinspector), 'Password' (strong password bar), 'Confirm Password' (strong password bar), and 'Email' (janeDEClinspector@yahoo.com). A 'reCAPTCHA' verification box is also present. A 'Next' button is at the bottom right.

Registration

Step 2 of 4: Login information

• REQUIRED

I'm not a robot reCAPTCHA  
Privacy • Terms

\* Username: Janeinspector

\* Password: Strong

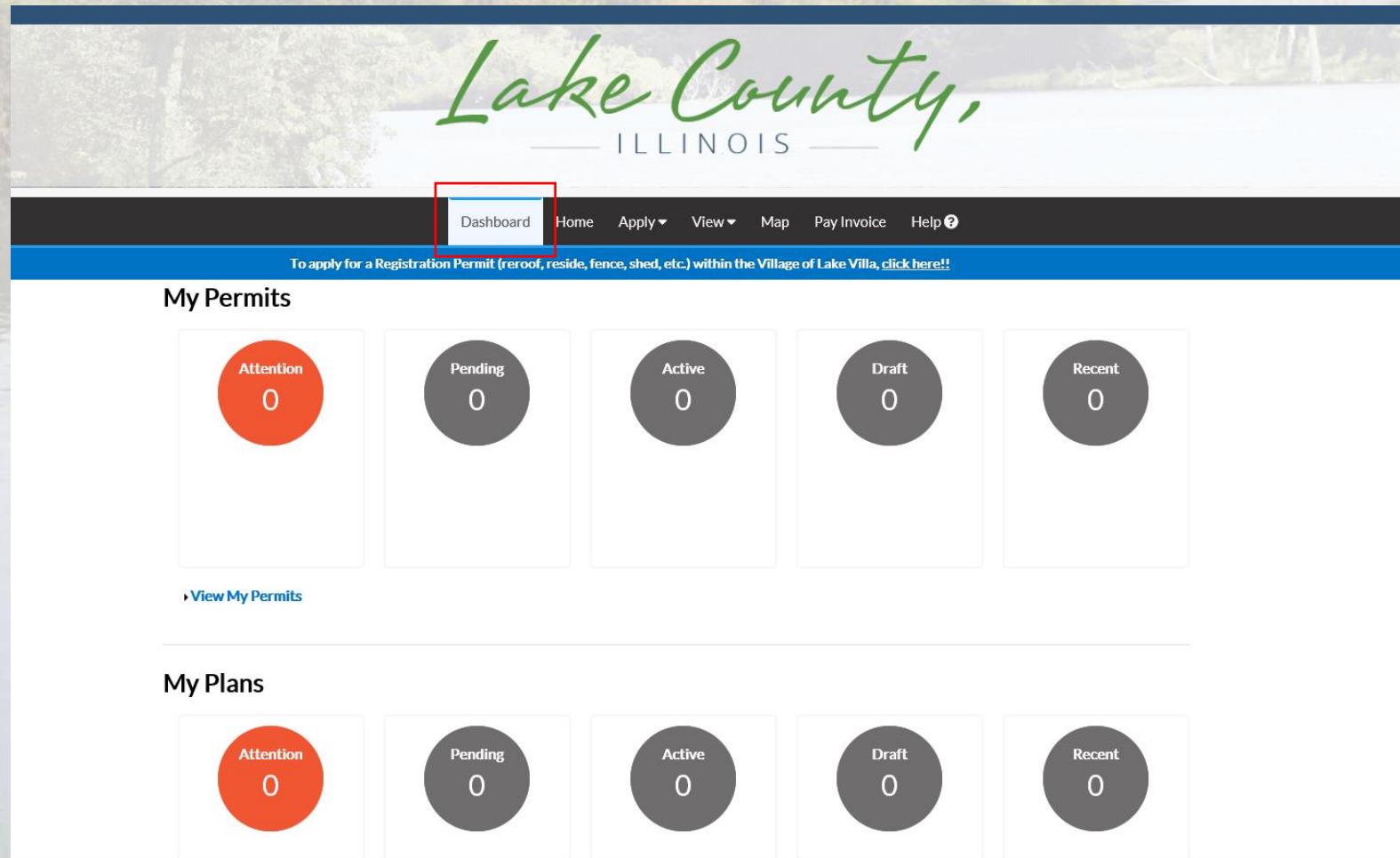
\* Confirm Password: Strong

Email: janeDEClinspector@yahoo.com

Next

# 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



# Apply for the DECI Re-Listing

- Step 5 – Click “Check Out”

The screenshot shows a website for Lake County, Illinois. The header features the text "Lake County, ILLINOIS" in a stylized green font. Below the header is a navigation bar with links: Dashboard, Home, Apply ▾, View ▾, Map, Pay Invoice, and Help ?.

On the left, there is a "Back" link. The main content area is titled "Shopping Cart". It displays a single item in the cart:

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

Details for the item are listed to the left of the table:

**Invoice:** INV-00034512  
**Due Date:** 03/05/2020

**Description:** NONE  
**Billing:** Relisting, DECI  
**Contact:**

On the right side of the cart item, there is a "Remove" button and a link to "Top | Main Menu".

At the bottom of the page, there is a summary box with the text "Total \$60.00" and a "Check Out" button. This summary box is highlighted with a red border.

# Apply for the DECI Re-Listing

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

**MyGovPay**  
EMPOWERED BY  
TYLER TECHNOLOGIES

**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)	<b>\$60.00</b>

**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  Month...  Year...

CVV Code

**Pay Now - \$61.77**

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

[Cancel](#)

# Apply for the DECI Re-Listing

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- 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.