



# 2023 Designated Erosion Control Inspector Re-listing

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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)





# Part 1 – If you don't already have an account with Lake County

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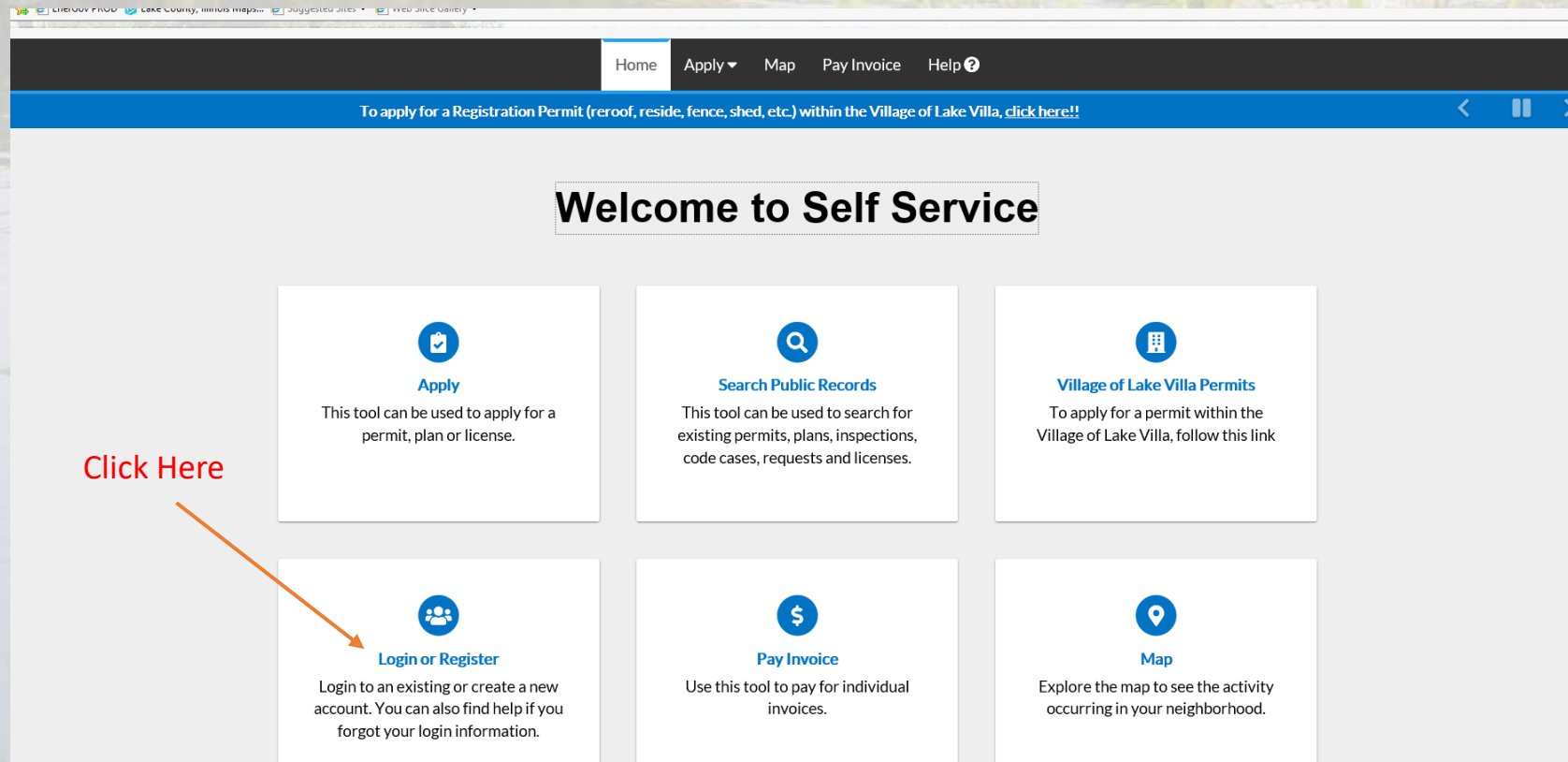
## Create an Account on the Citizen Self Service Portal



STORMWATER MANAGEMENT COMMISSION

# Part 1 – Create an Account on the Citizen Self Service Portal

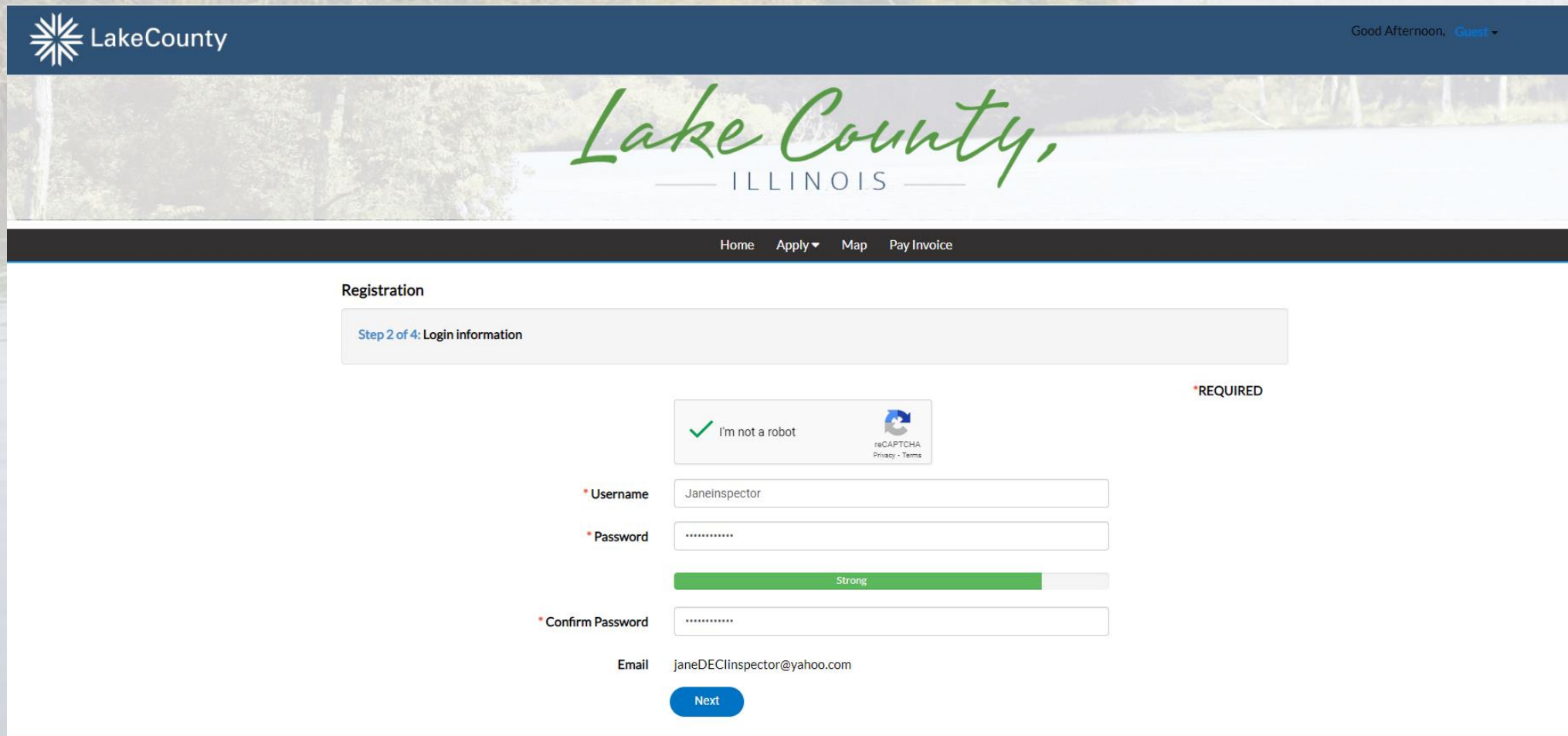
- Step 1 – Go to [https://lakecountyl-energygovpub.tylerhost.net/Apps/selfservice/LakeCountyLCSS\\_Prod#/home](https://lakecountyl-energygovpub.tylerhost.net/Apps/selfservice/LakeCountyLCSS_Prod#/home)
- Step 2 - Click on “Login or Register”





# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 3 - Create a username and password and click “Register”
- Lake County staff cannot use a County email (use personal email instead)



The screenshot shows the Lake County, Illinois Citizen Self Service Portal. The header features the Lake County logo and the text "LakeCounty" on the left, and "Good Afternoon, Guest" on the right. Below the header is a large banner with the "Lake County, ILLINOIS" logo. A navigation bar contains links for "Home", "Apply", "Map", and "Pay Invoice". The main content area is titled "Registration" and shows "Step 2 of 4: Login information". The registration form includes a reCAPTCHA "I'm not a robot" checkbox, a "REQUIRED" label, and fields for "Username" (containing "Janeinspector"), "Password" (masked with asterisks), "Confirm Password" (masked with asterisks), and "Email" (containing "janeDECLinspector@yahoo.com"). A password strength indicator shows "Strong" with a green bar. A "Next" button is at the bottom.

LakeCounty

Good Afternoon, Guest

Lake County,  
ILLINOIS

Home Apply Map Pay Invoice

Registration

Step 2 of 4: Login information

\*REQUIRED

I'm not a robot

\*Username Janeinspector

\*Password

Strong

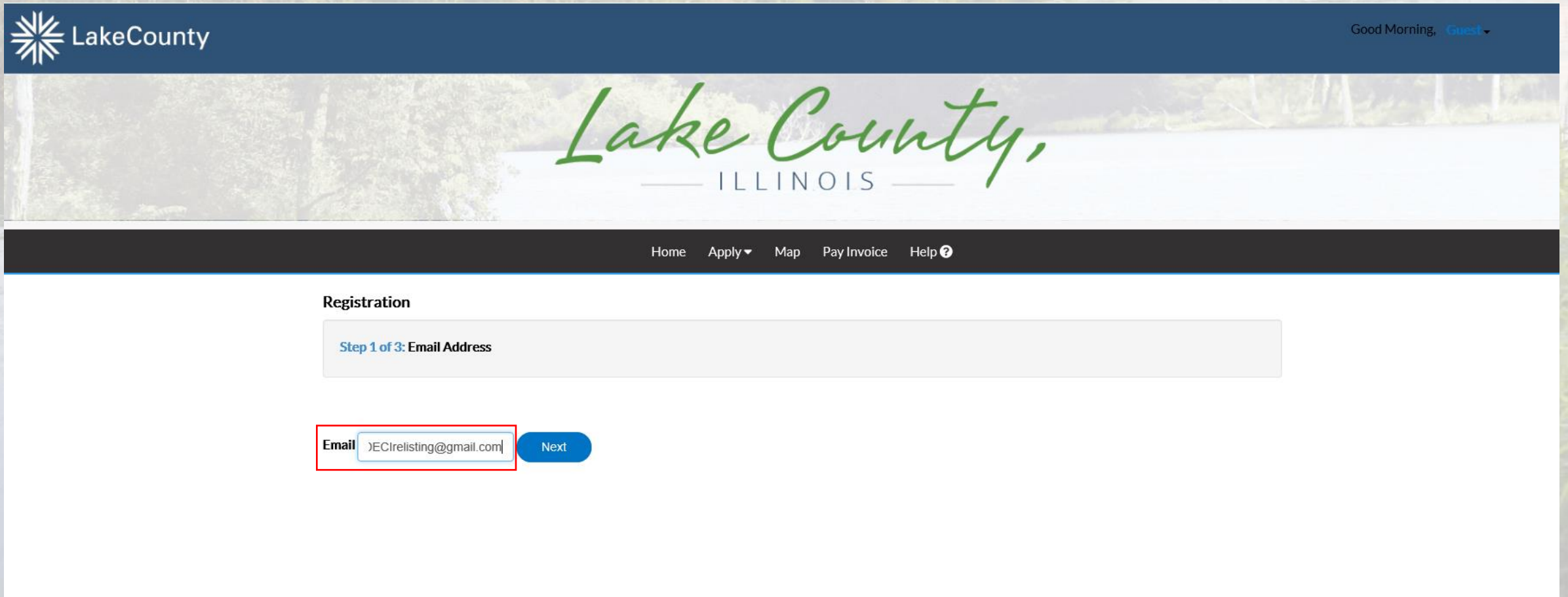
\*Confirm Password

Email janeDECLinspector@yahoo.com

Next

# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 4 – Enter the email address you want to use for the re-listing



The screenshot shows the Lake County, Illinois Citizen Self Service Portal. The header features the Lake County logo and the text "Good Morning, Guest". The main banner displays "Lake County, ILLINOIS". The navigation bar includes links for Home, Apply, Map, Pay Invoice, and Help. The registration process is titled "Registration" and shows "Step 1 of 3: Email Address". The email input field contains "JECirelisting@gmail.com" and is highlighted with a red box. A blue "Next" button is located to the right of the input field.

LakeCounty

Good Morning, [Guest](#)

*Lake County,*  
ILLINOIS

Home Apply Map Pay Invoice Help

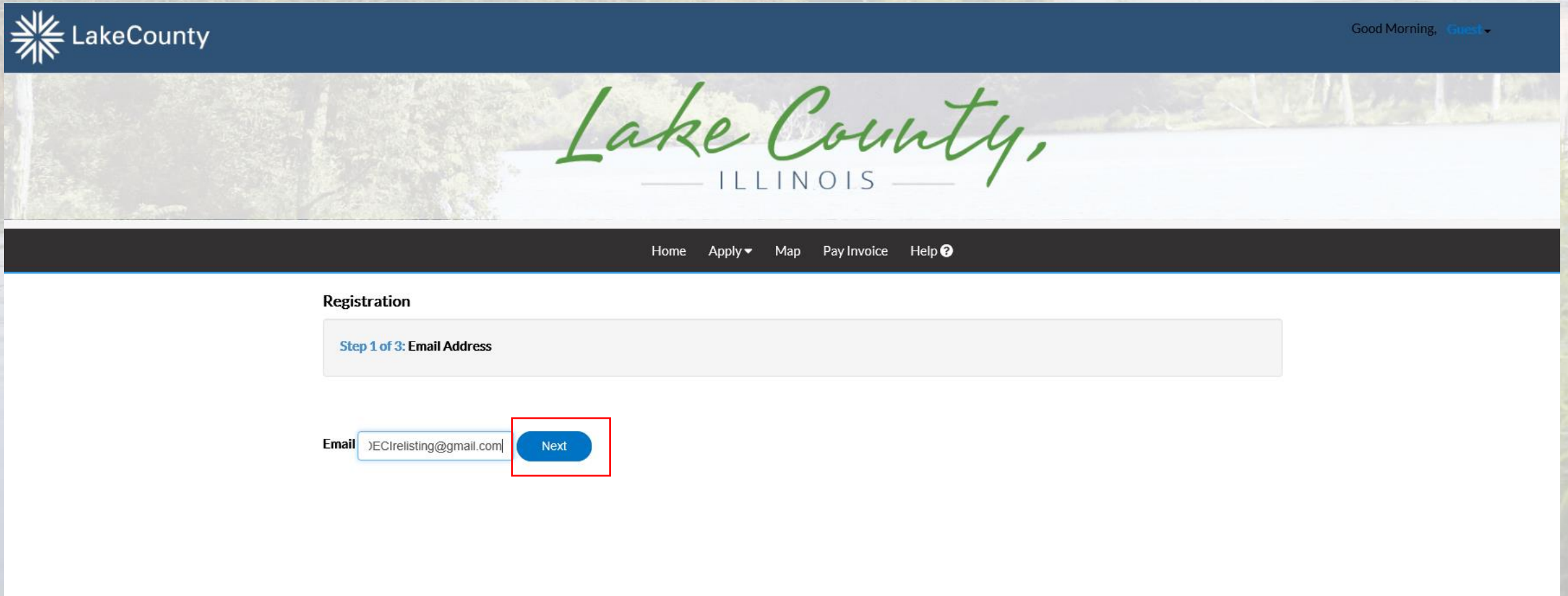
Registration

Step 1 of 3: Email Address

Email  Next

# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 5 – Click “Next”



The screenshot shows the Lake County, Illinois Citizen Self Service Portal. The header features the Lake County logo and the text "Good Morning, Guest". The main banner displays "Lake County, ILLINOIS". The navigation bar includes links for Home, Apply, Map, Pay Invoice, and Help. The registration section is titled "Registration" and shows "Step 1 of 3: Email Address". The email input field contains "JECirelisting@gmail.com" and a blue "Next" button is highlighted with a red box.

LakeCounty

Good Morning, [Guest](#)

*Lake County,*  
ILLINOIS

Home Apply Map Pay Invoice Help

Registration

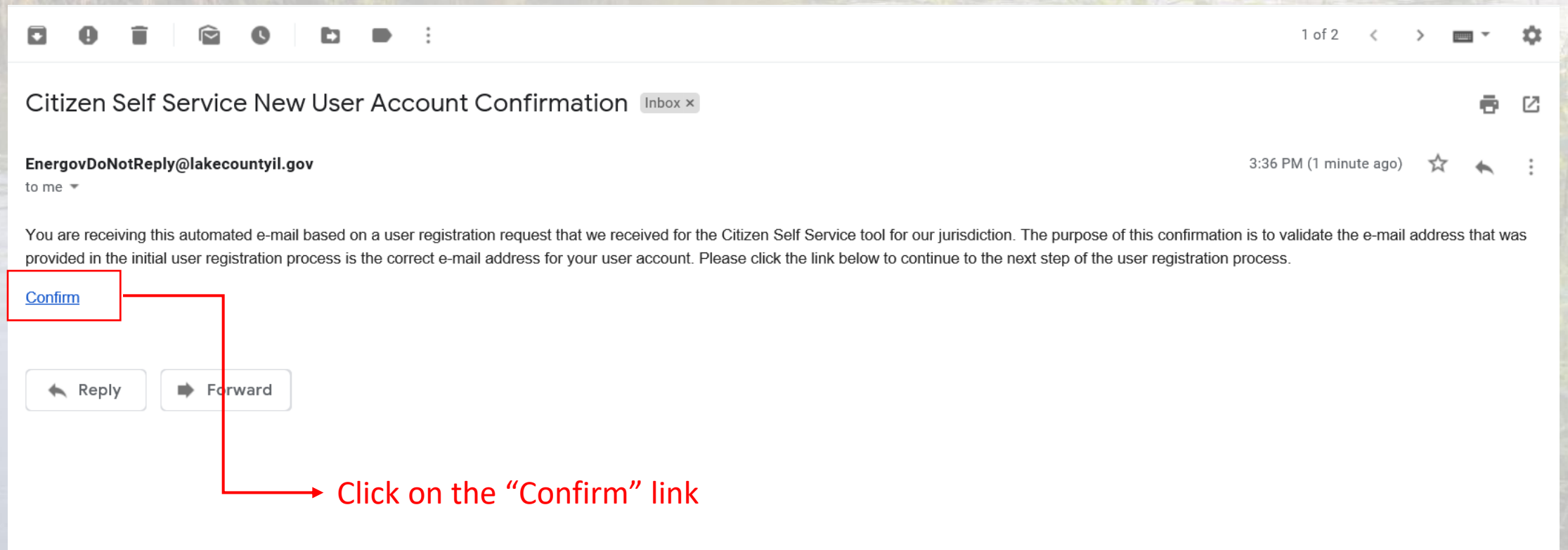
Step 1 of 3: Email Address

Email  [Next](#)



# Part 1 – Create an Account on the Citizen Self Service Portal

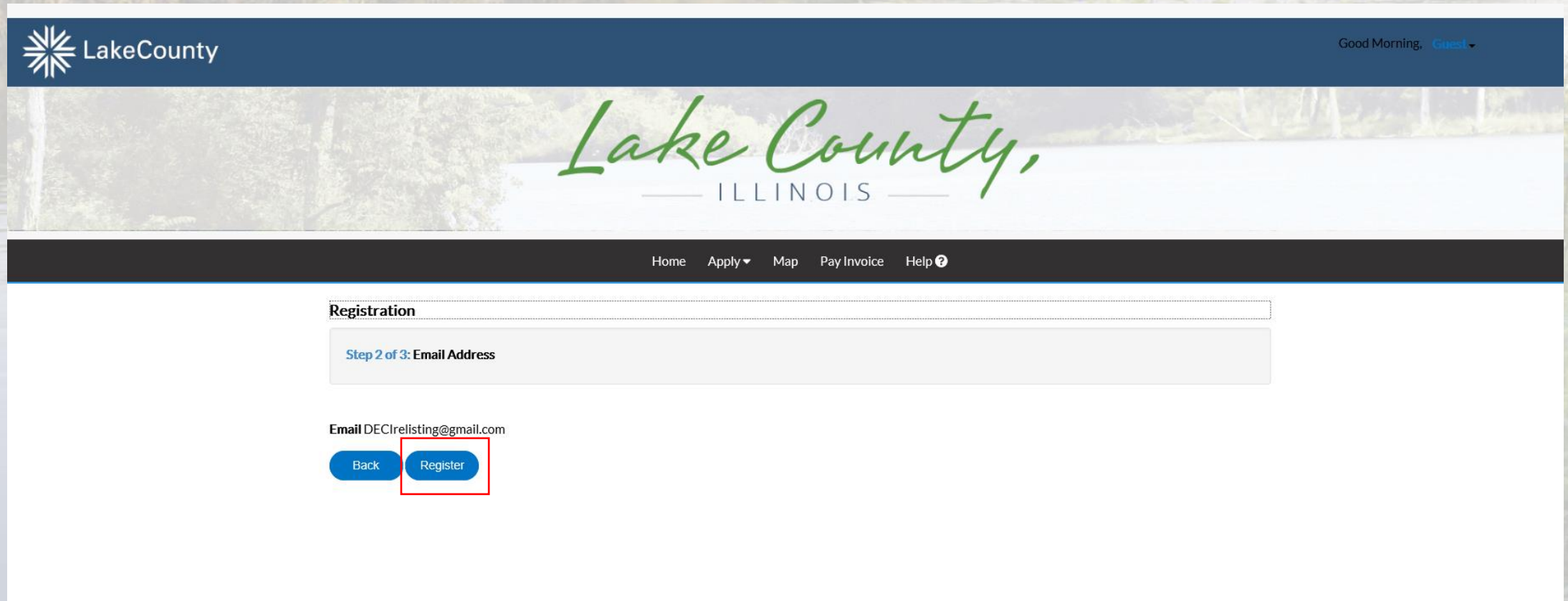
- Step 6 – Check your email and confirm the link in the email from [EnergovDoNotReply@lakecountyil.gov](mailto:EnergovDoNotReply@lakecountyil.gov); check junk email folder too





# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 7 - Once you confirm, another window will open to register the email address. Click “Register”



The screenshot shows the Lake County, Illinois Citizen Self Service Portal. The header features the Lake County logo and the text "Good Morning, Guest". The main banner displays "Lake County, ILLINOIS". The navigation bar includes links for Home, Apply, Map, Pay Invoice, and Help. The registration process is shown in progress, with "Step 2 of 3: Email Address" highlighted. The email address "Email DECirelisting@gmail.com" is entered. Two buttons, "Back" and "Register", are visible at the bottom, with the "Register" button highlighted by a red box.

LakeCounty

Good Morning, [Guest](#)

*Lake County,*  
ILLINOIS

Home Apply Map Pay Invoice Help

Registration

Step 2 of 3: Email Address

Email DECirelisting@gmail.com

Back Register

# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 8 – Input your information for the online account and click “Submit” (make sure you check “I’m not a robot”)

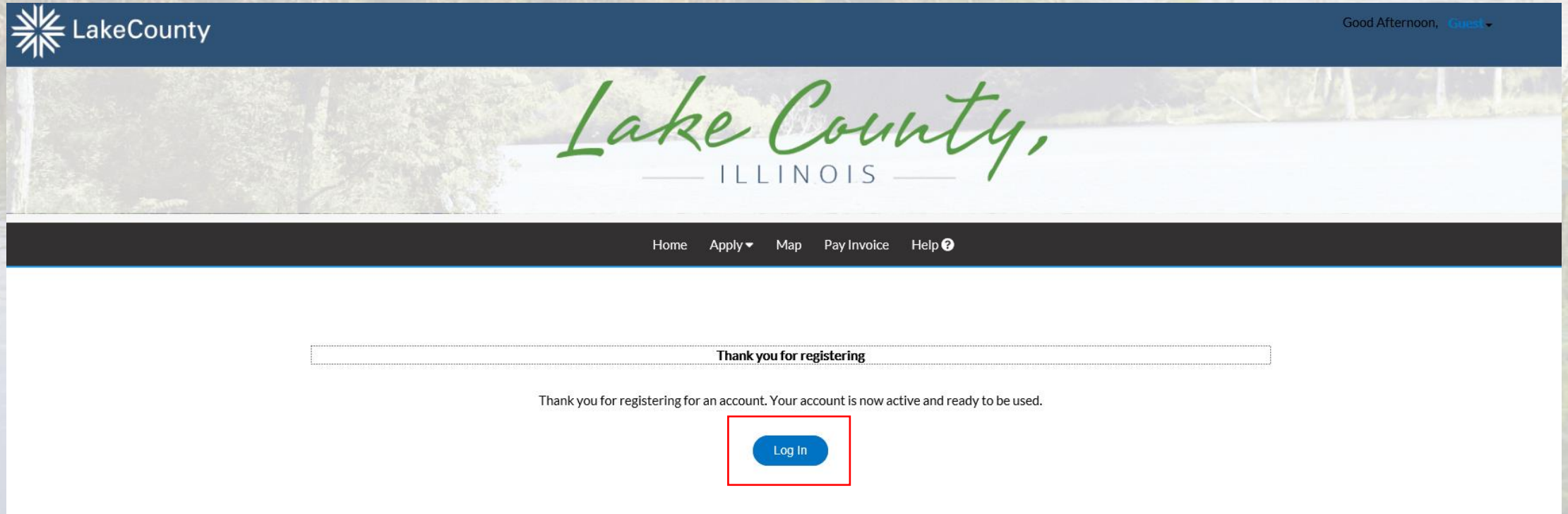
The screenshot shows the 'Registration' page for Lake County, Illinois, specifically 'Step 3 of 3: Contact Information'. The page has a header with the county logo and navigation links (Home, Apply, Map, Pay Invoice, Help). The main section is titled 'PERSONAL INFO' and contains a CAPTCHA challenge 'I'm not a robot' which is highlighted with a red box. Below the CAPTCHA are several required fields: Username, First Name, Middle Name, Last Name, Company, Business Phone, Home Phone, Mobile Phone, Fax, Other Phone, Email Address (pre-filled with 'DECirelisting@gmail.com'), and Contact Preference (set to 'Address'). A 'PASSWORD' section at the bottom indicates a requirement for 8 characters with specific case and number rules.

This screenshot shows the 'ADDRESS' section of the registration form. It includes a 'PASSWORD' section at the top with a requirement for 8 characters and a 'Confirm Password' field. The 'ADDRESS' section contains several required fields: Country Type (set to 'US'), Enter Address (placeholder 'Enter a location'), Street Number or PO Box, Pre Direction (dropdown), Street Name, Post Direction (dropdown), City, State (dropdown), Postal Code, County, Unit or Suite, and Address Type (dropdown, set to 'Billing'). At the bottom, there are 'Back' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.



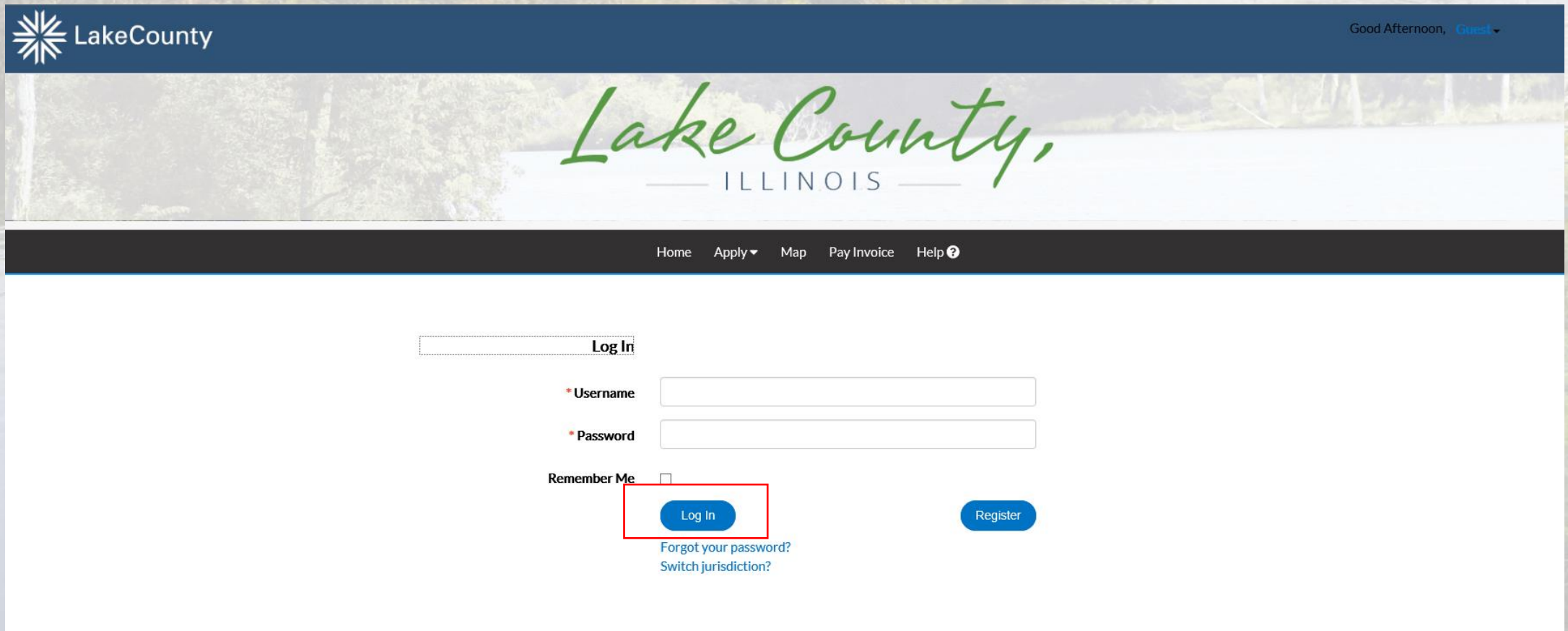
# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 9 – Online registration is now complete. Click on “Log In”



# Part 1 – Create an Account on the Citizen Self Service Portal

- Step 10 – Enter the username and password you just created and click “Log In”



The screenshot shows the Lake County, Illinois Citizen Self Service Portal. The header features the Lake County logo and the text "Good Afternoon, Guest". The main banner displays "Lake County, ILLINOIS". A navigation bar includes links for Home, Apply, Map, Pay Invoice, and Help. The login section contains a "Log In" link, a "Username" field, a "Password" field, a "Remember Me" checkbox, a "Log In" button (highlighted with a red box), a "Register" button, and links for "Forgot your password?" and "Switch jurisdiction?".

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?](#)



## Part 2 – Apply for the DECI Re-Listing

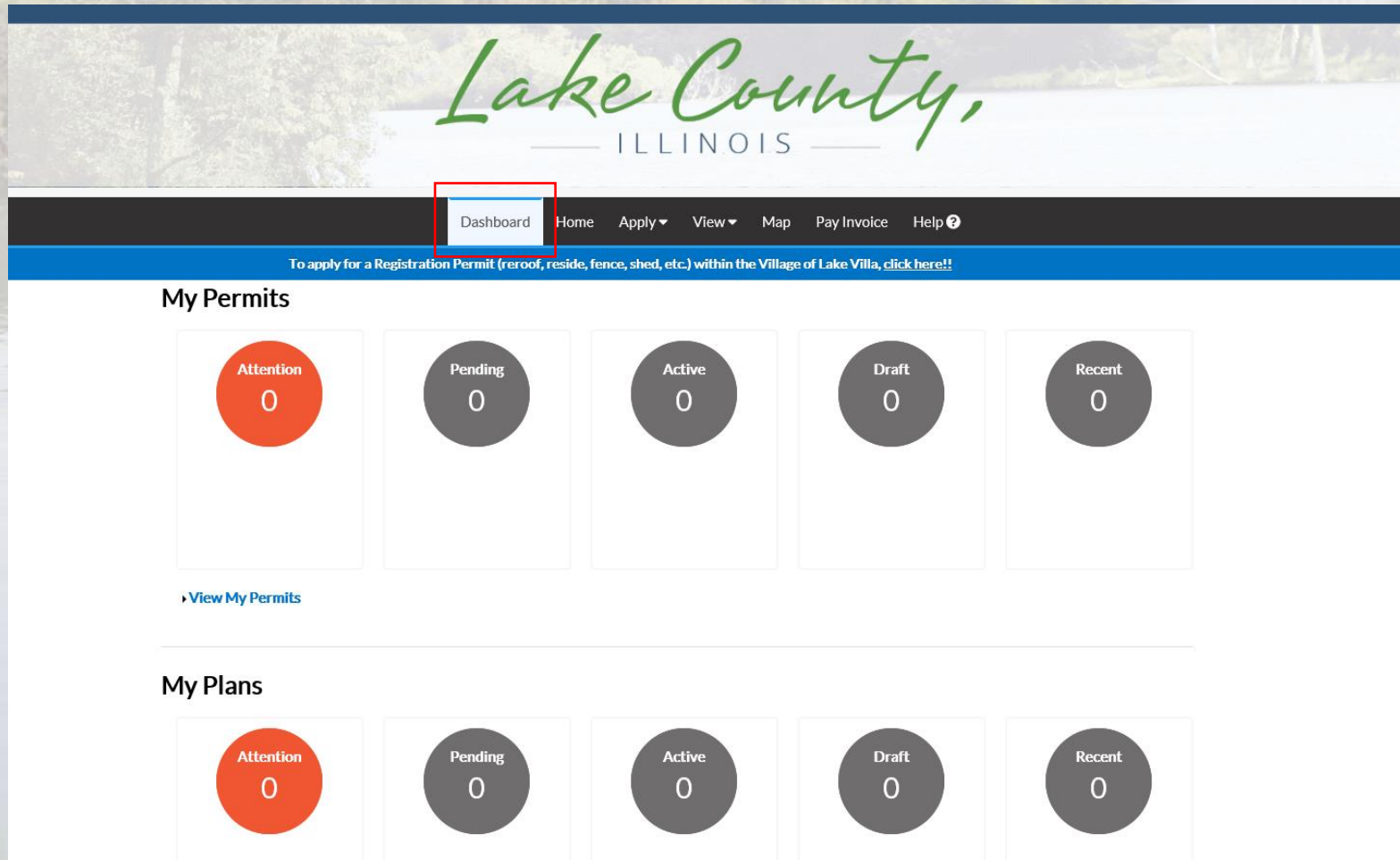
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STORMWATER MANAGEMENT COMMISSION

# Part 2 – Apply for the DECI Re-Listing

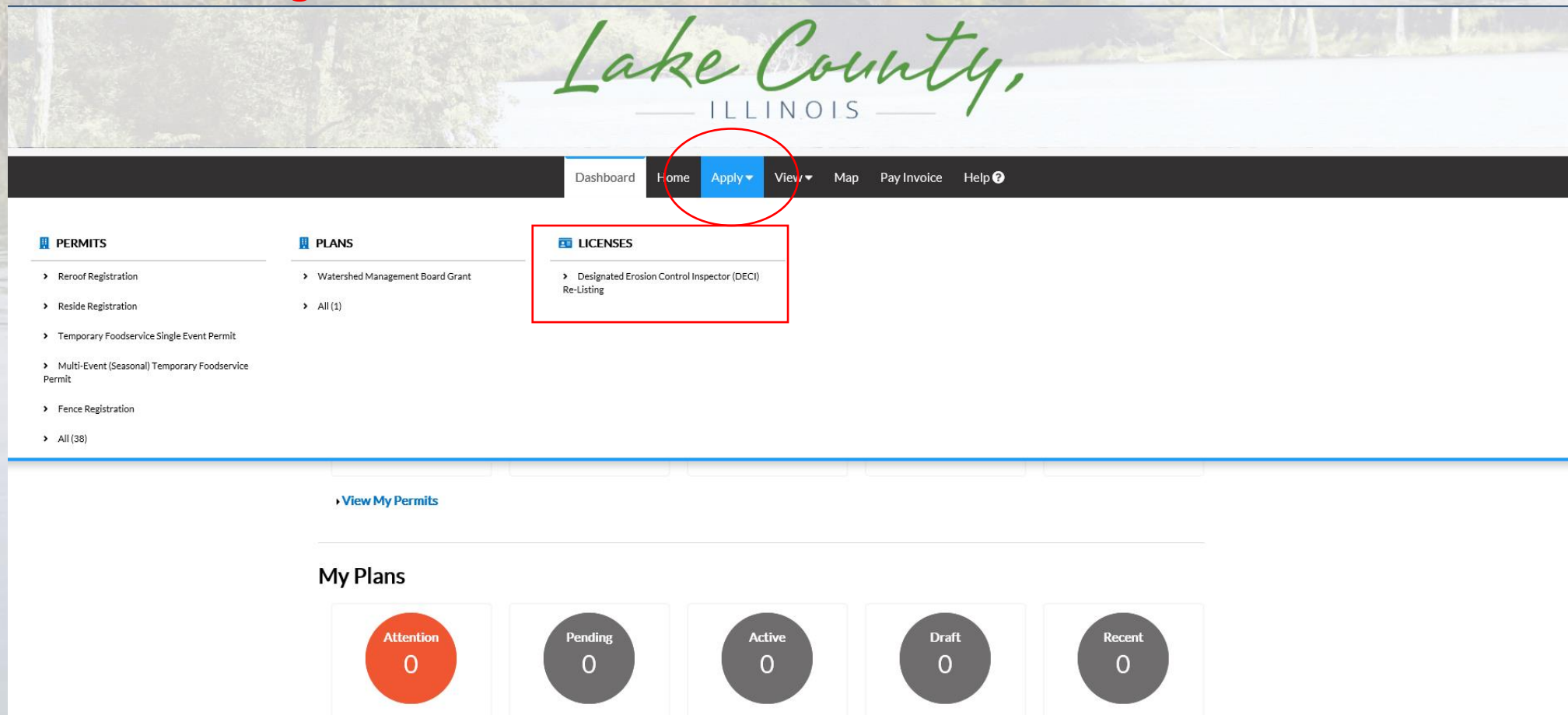
- Step 1 – Once you log in, you will be taken to the “Dashboard”





# Part 2 – Apply for the DECI Re-Listing

- Step 2 – Click on “Apply”, then on the “Designated Erosion Control Inspector (DECI) Re-Listing “License”; please note that DECI is not licensed, SMC is just using this module to facilitate the re-listing



# Part 2 – Apply for the DECI Re-Listing

- Step 3 – Click on the “Add Location” to add your mailing address

The screenshot shows the Lake County, Illinois website interface for the DECI Re-Listing application. The header features the Lake County logo and a navigation bar with links: Dashboard, Home, Apply, View, Map, Pay Invoice, and Help. The main heading is "Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing" with a "REQUIRED" indicator. A progress bar shows six steps: 1. Locations (active), 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Below the progress bar, a dashed box labeled "LOCATIONS" contains the instruction "Please provide your mailing address location." A blue modal box is open, showing a "Location" dropdown menu, the text "Add Location", and a large white plus sign. At the bottom right, there are "Save Draft" and "Next" buttons.



## Part 2 – Apply for the DECI Re-Listing

- Step 4 – Switch “Add Address As” to “Mailing”. Input your address in the “Search” box and click the magnifying glass. The address will show up below. If the address is not found, you can add it manually. Click “Add”

**Lake County, ILLINOIS**

Dashboard Home Apply View Map Pay Invoice Help

[Back to Application](#)

**Add Location**

Address Parcel

Add Address As Mailing

Search

**Address Information**

Search 500 Winchester

Address	Action
500 W WINCHESTER RD, LIBERTYVILLE, IL 60048	Add

Results per page 10 1 - 1 of 1 << < 1 > >>

# Part 2 – Apply for the DECI Re-Listing

- Step 5 – Click “Next”

[Dashboard](#) [Home](#) [Apply ▾](#) [View ▾](#) [Map](#) [Pay Invoice](#) [Help ?](#)

**Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing** \*REQUIRED

1

Locations

2

Type

3

Contacts

4

More Info

5

Attachments

6

Review and Submit

LOCATIONS

Please provide your mailing address location.

**Type: Location**  
500 W WINCHESTER RD,  
LIBERTYVILLE, IL, 60048  
  
**Main Address** ☒  
**Parcel Number**  
1116100001  
**Main Parcel** ☒  
[Remove](#)

Location ▾

Add Location

+

[Save Draft](#) [Next](#)



# Part 2 – Apply for the DECI Re-Listing

- Step 6 – Just click “Next” on this page

[Dashboard](#) [Home](#) [Apply ▾](#) [View ▾](#) [Map](#) [Pay Invoice](#) [Help ?](#)

## Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing \*REQUIRED

✓

2

3

4

5

6

LocationsTypeContactsMore InfoAttachmentsReview and Submit

LICENSE DETAILS

Please upload PDH certificates and pay \$60 re-listing fee (plus applicable service charges). Payment may be in the form of an E-check or Credit Card.

\* License Type

Designated Erosion Control Inspector ▾

Description

License Holder

DECI Relisting

Back

Save Draft

Next

# Part 2 – Apply for the DECI Re-Listing

- Step 7 – Check to see that your name and address are correct and click “Next”

[Dashboard](#) [Home](#) [Apply ▾](#) [View ▾](#) [Map](#) [Pay Invoice](#) [Help ?](#)

**Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing** REQUIRED

✓  
Locations

✓  
Type

3  
Contacts

4  
More Info


5  
Attachments

6  
Review and Submit

**CONTACTS**

If you have any questions, please contact Mea Blauer at (847) 377-7701 or [iblaue2@lakecountyil.gov](mailto:iblaue2@lakecountyil.gov)

**Designated Erosion Control Inspector**



**DECI Relisting (You)**

500 Winchester, Libertyville,

\*\*DO NOT USE\*\* Admi ▾

Add Contact

+

[Back](#) [Save Draft](#) [Next](#)




# Part 2 – Apply for the DECI Re-Listing


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- Step 8, Part 1 – Pick the appropriate drop-down choice based on the following:
  1. You passed the DECI exam: “Yes” or “No”
  2. Education requirements met
    1. You attended all required DECI webinars since last re-listing
    2. Alternatively, if you didn’t attend all webinars, you must show education requirements based on the year you became a DECI
      - 2020 – 24 hours
      - 2021 – 16 hours
      - 2022 – 8 hours
      - 2023 – 0 hours

# Part 2 – Apply for the DECI Re-Listing

- Step 8, Part 2 – Pick the appropriate drop-down choice and click “Next”

 LakeCounty

Good Afternoon, [Jane DECI](#)  0



Dashboard Home Apply▼ My Work Map Pay Invoice

### Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing

\*REQUIRED

✓  
Locations

✓  
Type

✓  
Contacts

4  
More Info

5  
Attachments

6  
Review and Submit

MORE INFO

DECI Exam Passed

Yes

Education Requirements Met

Yes

Back

Create Template

Save Draft

Next

[Top](#) | [Main Menu](#)



# Part 2 – Apply for the DECI Re-Listing

- Step 9 – Upload your PDH certificates and/or supporting documentation-a variety of documents are supported. Click “Next”

Dashboard Home Apply View Map Pay Invoice Help ?

Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing **REQUIRED**

Locations Type Contacts More Info Attachments Review and Submit

**Attachments**

Please upload PDH certificates.

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text

Back Save Draft Next

# Part 2 – Apply for the DECI Re-Listing

- Step 10 – Verify all your information. Click “Back” to make changes. If everything is OK, click “Submit”

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

Submit

Locations

Mailing

18 N County St. , Waukegan, IL, , 60085

Basic Info

Type

Description

Applied Date

License Holder

Designated Erosion Control Inspector (DECI) Re-Listing

04/03/2023

Jane DECI

Contacts

Designated Erosion Control Inspector

Jane DECI

18 N County St. , Waukegan, IL, , 60085

More Info

DECI Exam Passed

Education Requirements Met

Yes

Yes

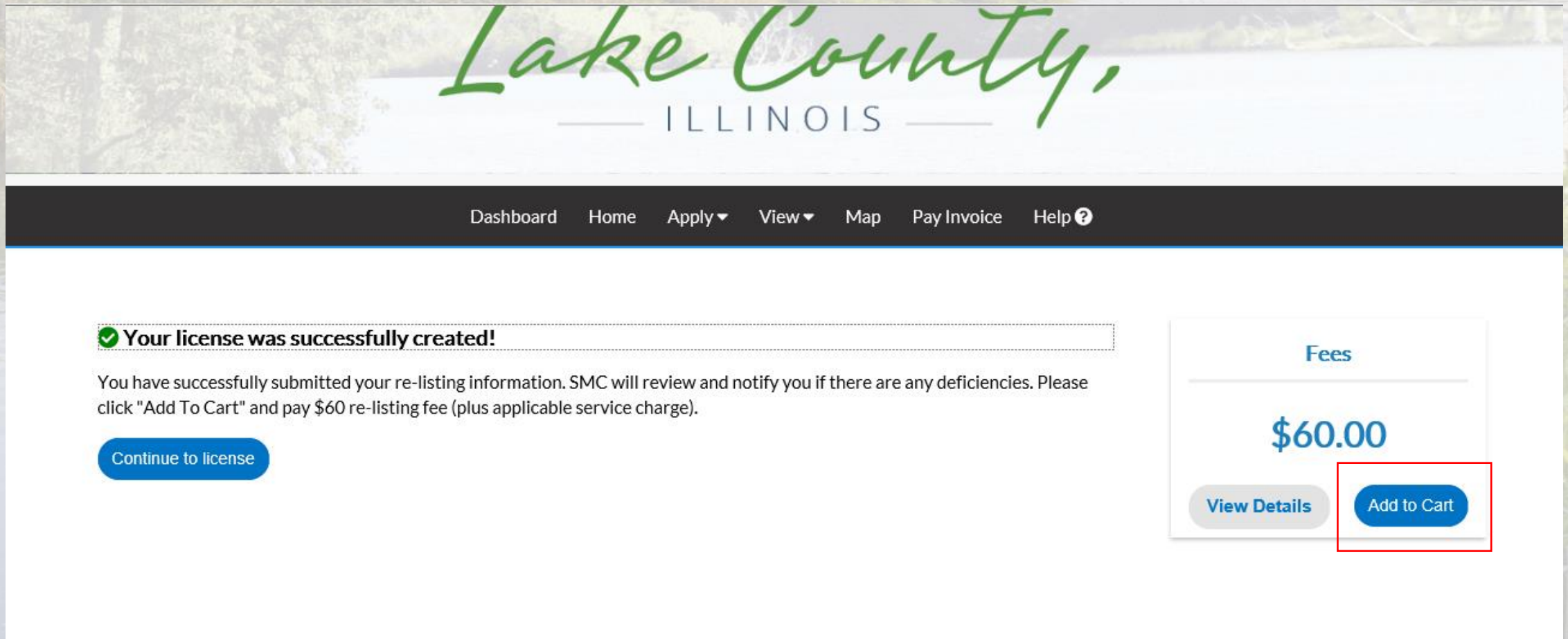
Attachments

Top| Main Menu



## Part 2 – Apply for the DECI Re-Listing

- Step 11 – Your Re-listing has been submitted successfully! It is now time to pay. Click “Add to Cart”



The screenshot shows the Lake County, Illinois website interface. At the top, the logo "Lake County, ILLINOIS" is displayed in a green script font. Below the logo is a dark navigation bar with links: Dashboard, Home, Apply (with a dropdown arrow), View (with a dropdown arrow), Map, Pay Invoice, and Help (with a question mark icon). The main content area features a green checkmark icon and the text "Your license was successfully created!". Below this, a paragraph states: "You have successfully submitted your re-listing information. SMC will review and notify you if there are any deficiencies. Please click 'Add To Cart' and pay \$60 re-listing fee (plus applicable service charge).". A blue button labeled "Continue to license" is positioned below the paragraph. To the right, a white box titled "Fees" displays "\$60.00" in large blue text. Below the fee amount are two buttons: "View Details" and "Add to Cart". The "Add to Cart" button is highlighted with a red rectangular border.

**Lake County,**  
ILLINOIS

Dashboard Home Apply▼ View▼ Map Pay Invoice Help?

✔ **Your license was successfully created!**

You have successfully submitted your re-listing information. SMC will review and notify you if there are any deficiencies. Please click "Add To Cart" and pay \$60 re-listing fee (plus applicable service charge).

Continue to license

**Fees**

**\$60.00**

View Details Add to Cart

# Part 2 – Apply for the DECI Re-Listing

- Step 12 – Click “Check Out”



[Dashboard](#) [Home](#) [Apply ▾](#) [View ▾](#) [Map](#) [Pay Invoice](#) [Help ?](#)

[◀ Back](#)

Shopping Cart

Total\$60.00

Check Out

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

Description: NONE  
Billing Relisting, DECI  
Contact:

Case Number	Project	Case Address	Amount Due
<a href="#">SMC-DECI-000798-2020</a>		500 W WINCHESTER RD LIBERTYVILLE IL 60048	\$60.00

\$60.00

Remove

[Top](#) | [Main Menu](#)


Total\$60.00

Check Out



# Part 2 – Apply for the DECI Re-Listing

- Step 13, Part 1 – Choose a payment type (online payment service fee will apply)



**Lake County, IL**  
Order Number: 32372  
Wednesday, March 4, 2020

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00034509	NONE	1	\$60.00	\$60.00
Item Total:				\$60.00
Order Total: (excluding Service Fee)				\$60.00

**Payment Details**

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

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

Cancel

\*all fields are required

# Part 2 – Apply for the DECI Re-Listing

- Step 13, Part 2 – 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
<b>Order Total:</b> (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

CVV Code


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

[Cancel](#)



# Part 2 – Apply for the DECI Re-Listing

- Step 14 – Your payment is complete. You will receive a payment confirmation email from [noreply@mygovpay.com](mailto:noreply@mygovpay.com). Keep the receipt for your records.



Lake County, IL  
Order Number: 66493  
Monday, April 3, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00070502	SMC-DECI-001243-2023	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

## Part 2 – Apply for the DECI Re-Listing

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- Step 15 – Lake County SMC will be notified of your online submission and payment. We will review your education requirements.
- Step 16 - If everything checks out, 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.