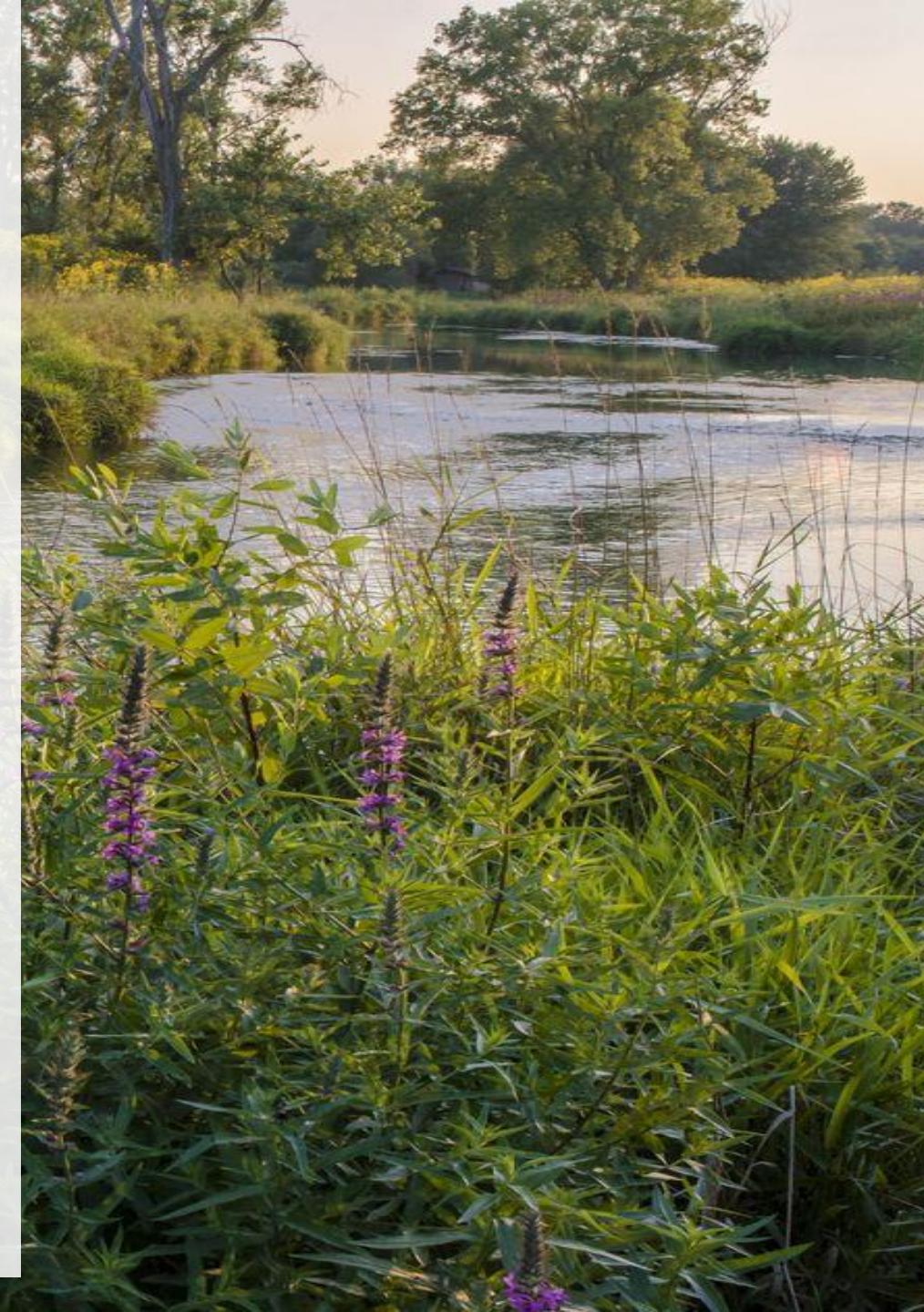


2023 Designated Erosion Control Inspector Re-listing

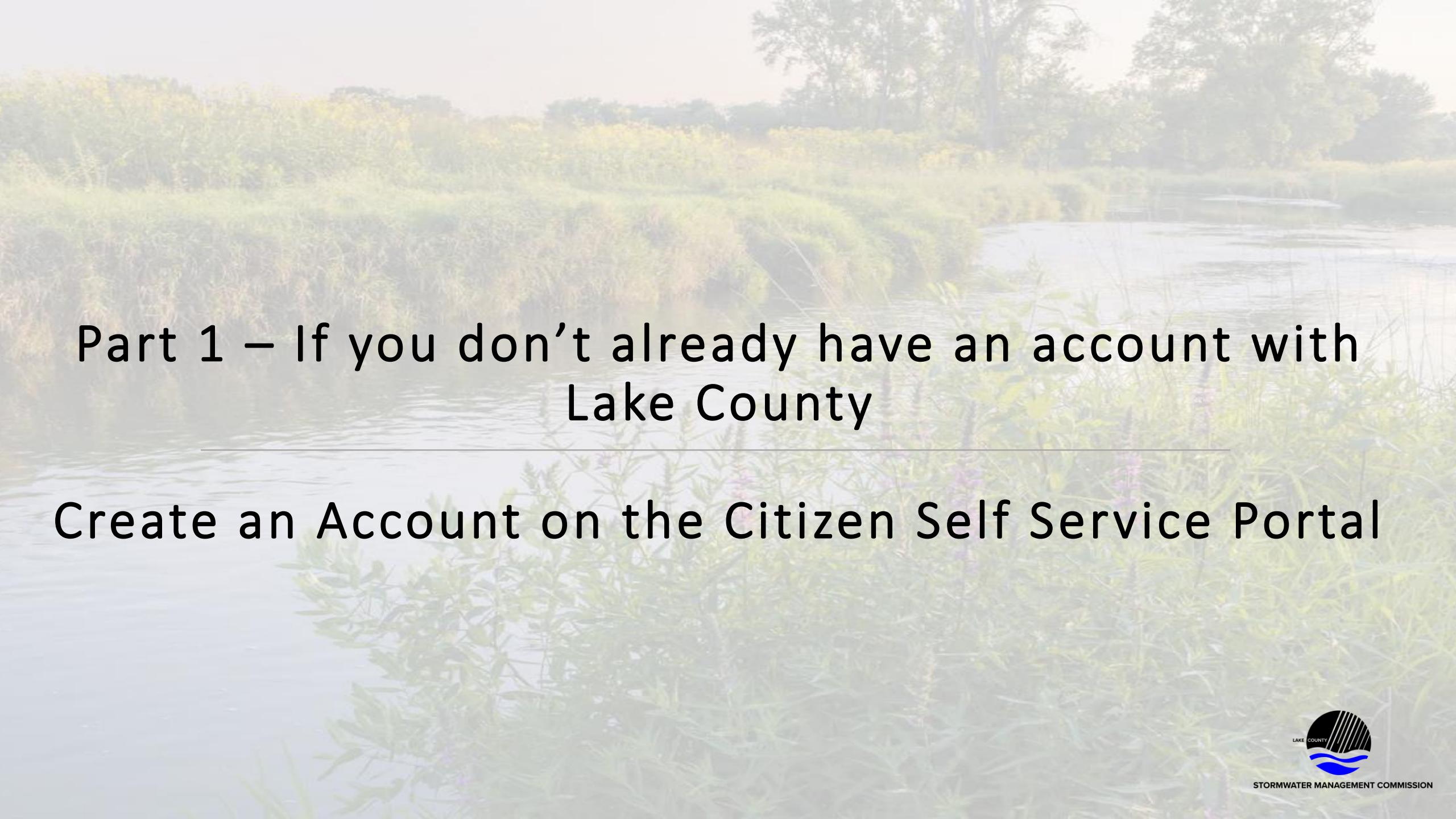
[STEP-BY-STEP INSTRUCTIONS](#)



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)





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

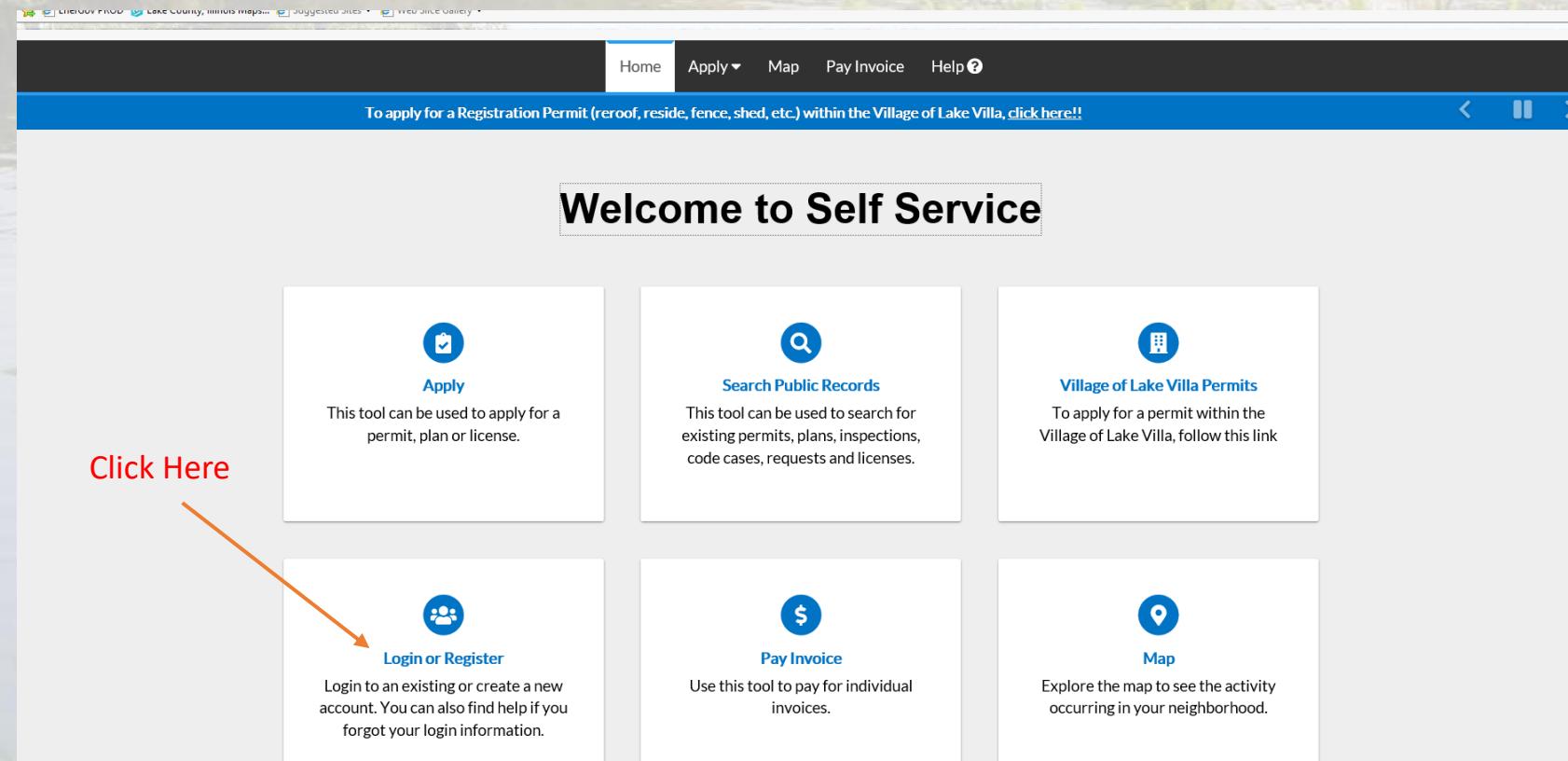
Create an Account on the Citizen Self Service Portal



STORMWATER MANAGEMENT COMMISSION

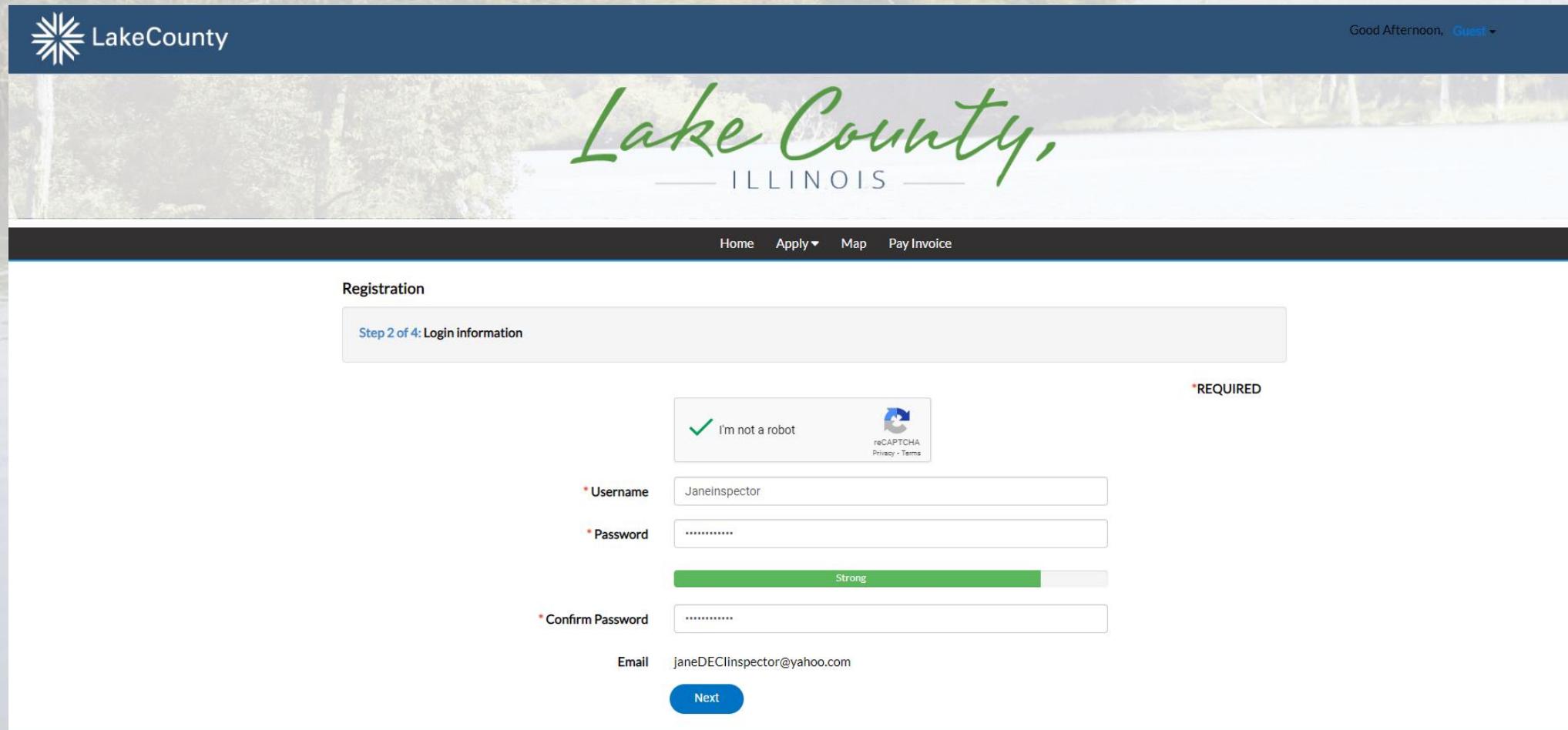
Part 1 – Create an Account on the Citizen Self Service Portal

- Step 1 – Go to https://lakecountyil-energopub.tylerhost.net/Apps/selfservice/LakeCountyILCSS_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)



Lake County, Illinois

Good Afternoon, Guest ▾

Home Apply ▾ Map Pay Invoice

Registration

Step 2 of 4: Login information

***REQUIRED**

I'm not a robot reCAPTCHA
Privacy - Terms

***Username** Janeinspector

***Password**

Strong

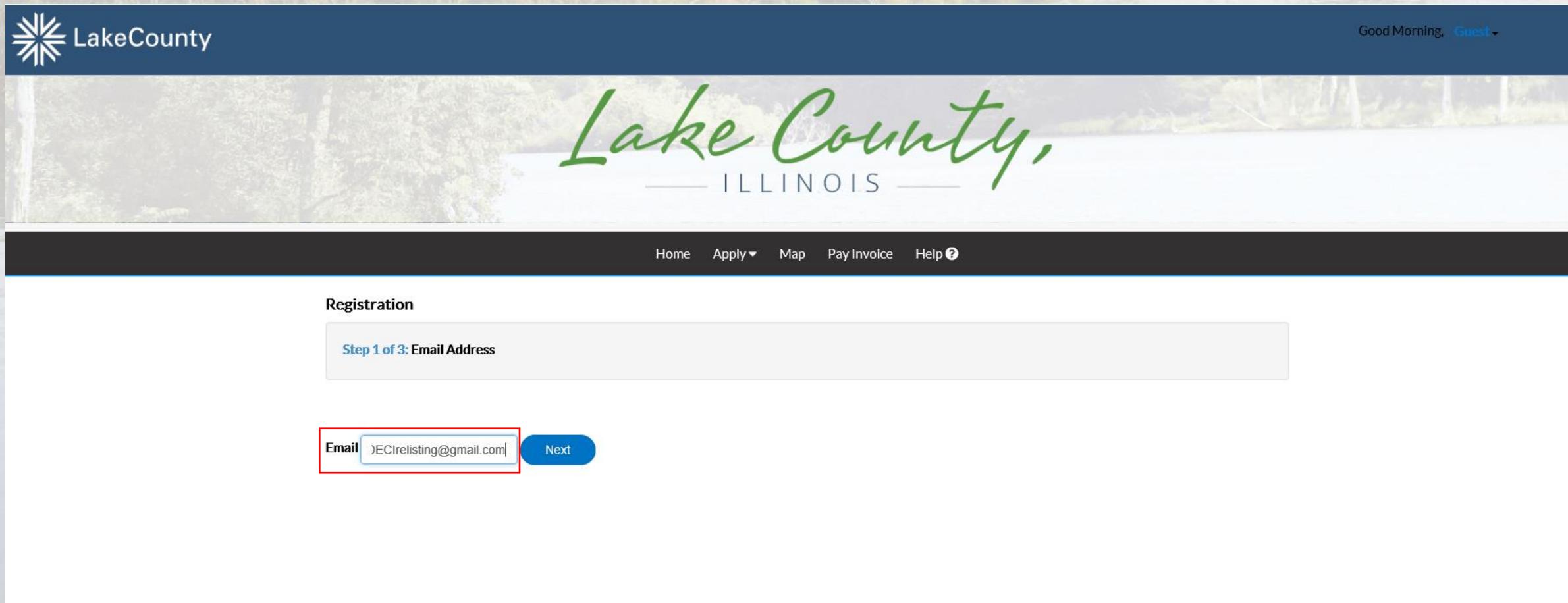
***Confirm Password**

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 Citizen Self Service Portal. At the top, there is a dark blue header with the Lake County logo on the left and a "Good Morning, Guest" message on the right. The main title "Lake County, ILLINOIS" is displayed in a large, green, cursive font. Below the header is a black navigation bar with links for "Home", "Apply", "Map", "Pay Invoice", and "Help". The main content area is titled "Registration" and shows "Step 1 of 3: Email Address". A text input field contains the email address "jECIrelisting@gmail.com", which is highlighted with a red border. To the right of the input field is a blue "Next" button.

Good Morning, Guest

Lake County, ILLINOIS

Home Apply Map Pay Invoice Help

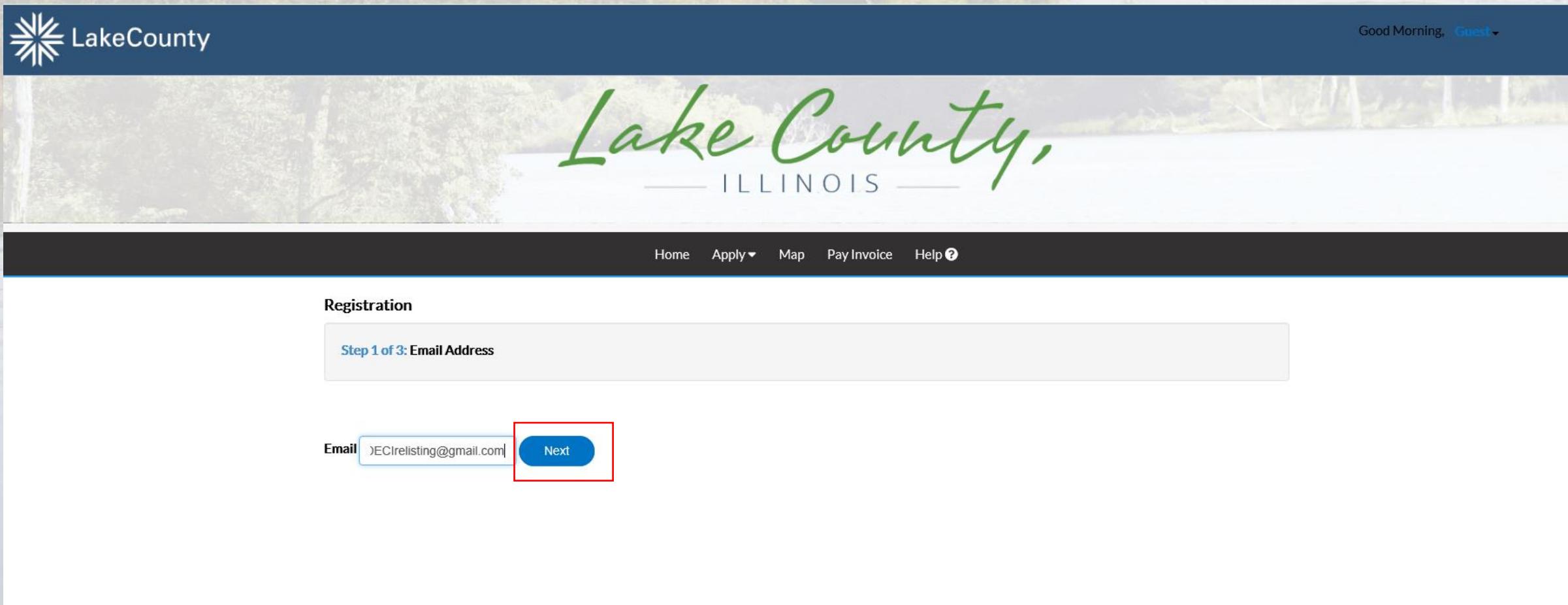
Registration

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 Citizen Self Service Portal. At the top, there is a blue header bar with the LakeCounty logo on the left and a "Good Morning, Guest" dropdown on the right. The main title "Lake County, ILLINOIS" is displayed in a large, green, cursive font. Below the title, a black navigation bar contains links for "Home", "Apply", "Map", "Pay Invoice", and "Help". The main content area is titled "Registration" and shows the first step: "Step 1 of 3: Email Address". A text input field contains the email address "jEClrelisting@gmail.com", and a blue "Next" button is positioned to its right. A red box highlights the "Next" button.

Good Morning, Guest

Lake County, ILLINOIS

Home Apply Map Pay Invoice Help

Registration

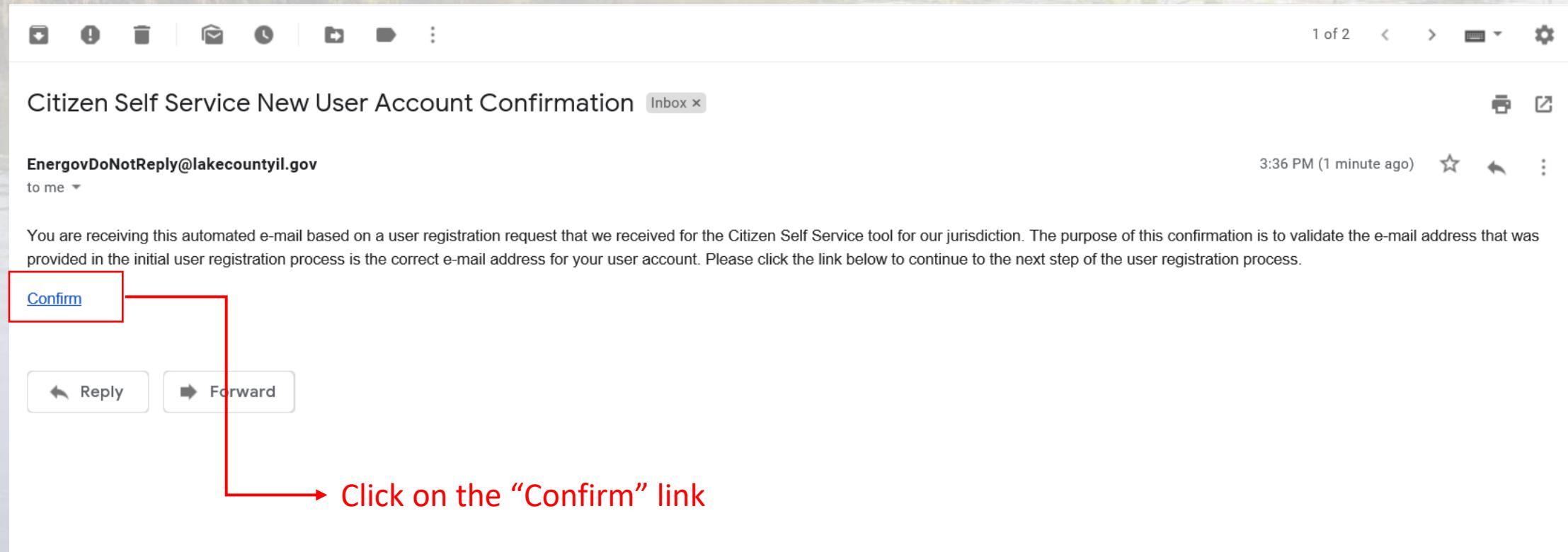
Step 1 of 3: Email Address

Email jEClrelisting@gmail.com

Next

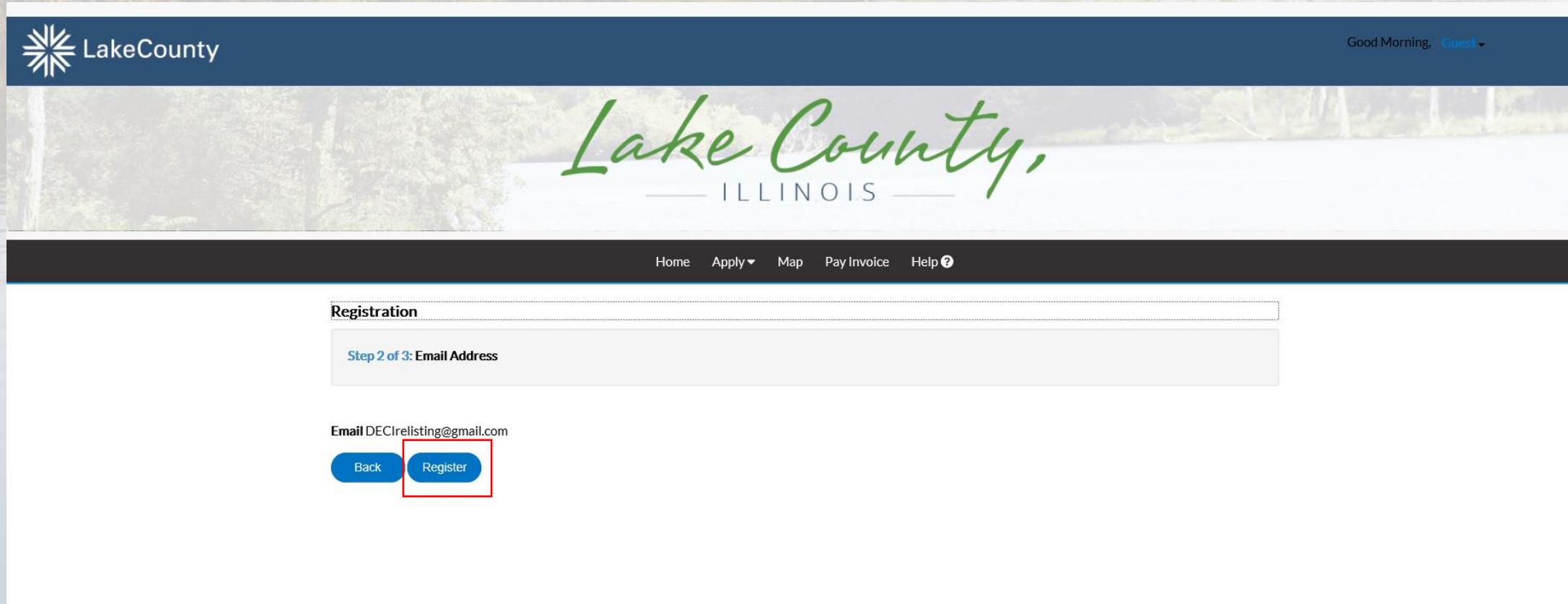
Part 1 – Create an Account on the Citizen Self Service Portal

- Step 6 – Check your email and confirm the link in the email from EnergovDoNotReply@lakecountyil.gov; check junk email folder too



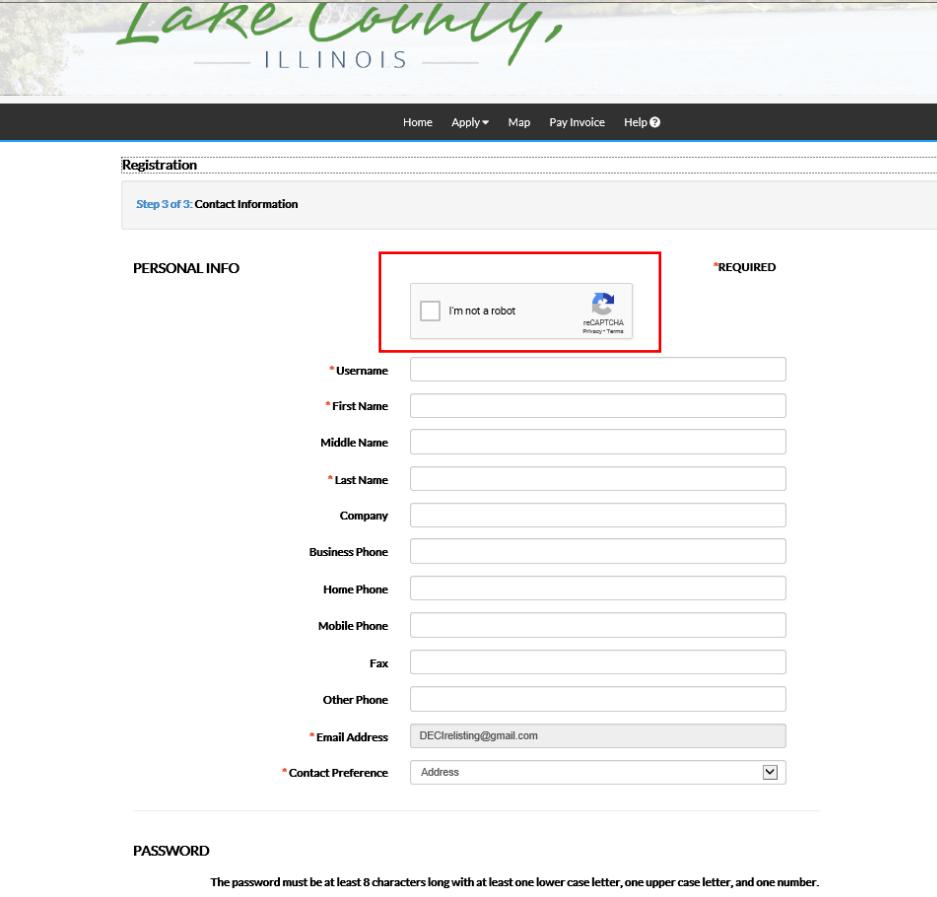
Part 1 – Create an Account on the Citizen Self Service Portal

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



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”)



Lake County, ILLINOIS

Home Apply Map Pay Invoice Help

Registration

Step 3 of 3: Contact Information

PERSONAL INFO

*Username

*First Name

Middle Name

*Last Name

Company

Business Phone

Home Phone

Mobile Phone

Fax

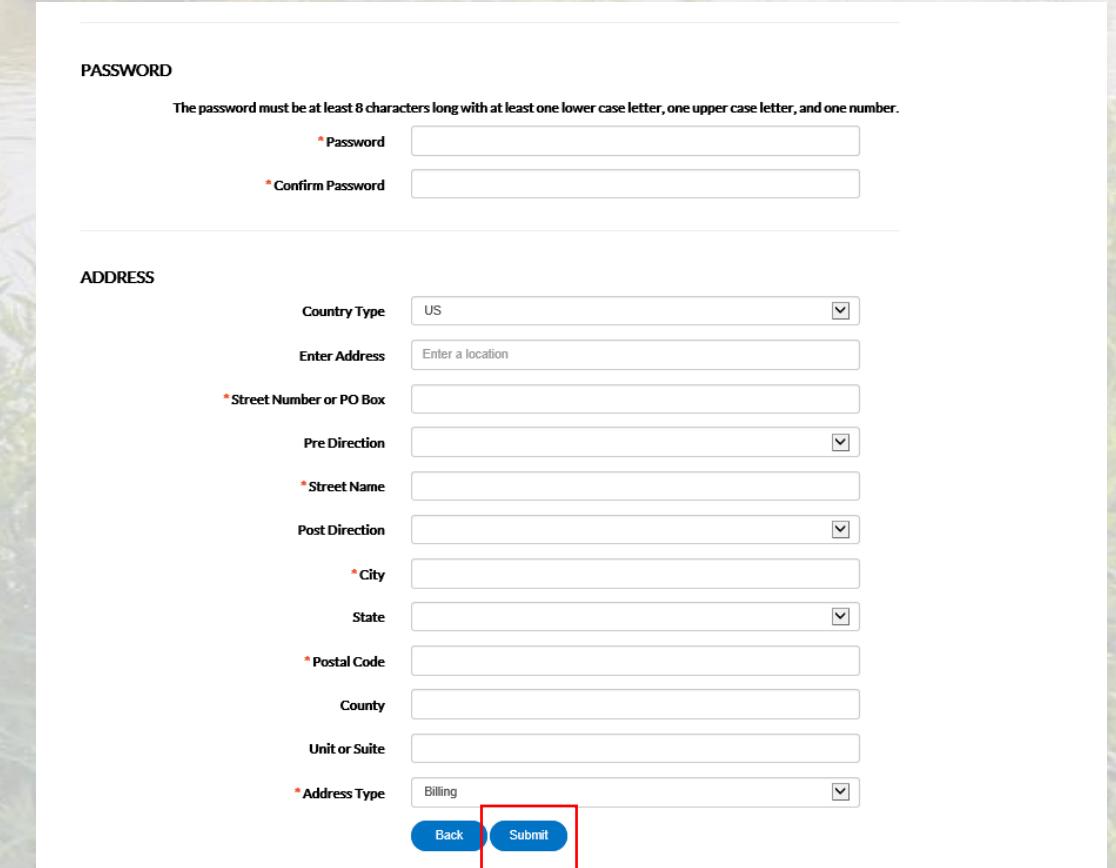
Other Phone

*Email Address

*Contact Preference

PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.



PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

*Password

*Confirm Password

ADDRESS

Country Type

Enter Address

*Street Number or PO Box

Pre Direction

*Street Name

Post Direction

*City

State

*Postal Code

County

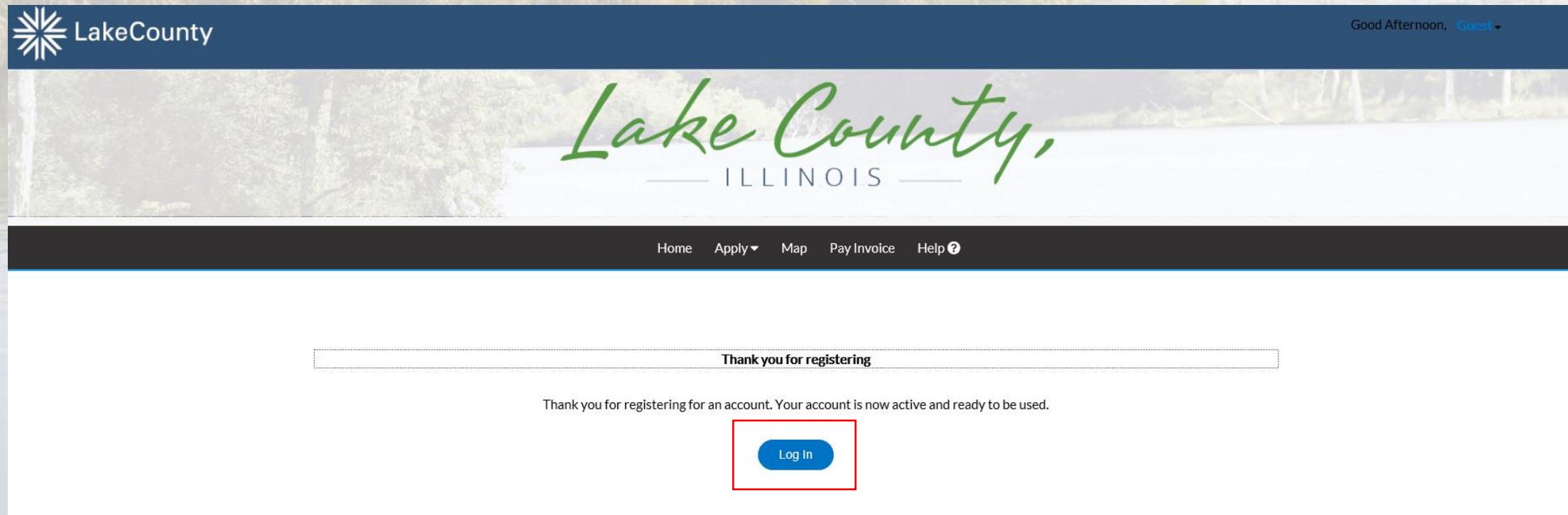
Unit or Suite

*Address Type

Back

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”

Good Afternoon, Guest

Lake County, ILLINOIS

Home Apply Map Pay Invoice Help

Log In

* Username

* Password

Remember Me

Forgot your password?
Switch jurisdiction?

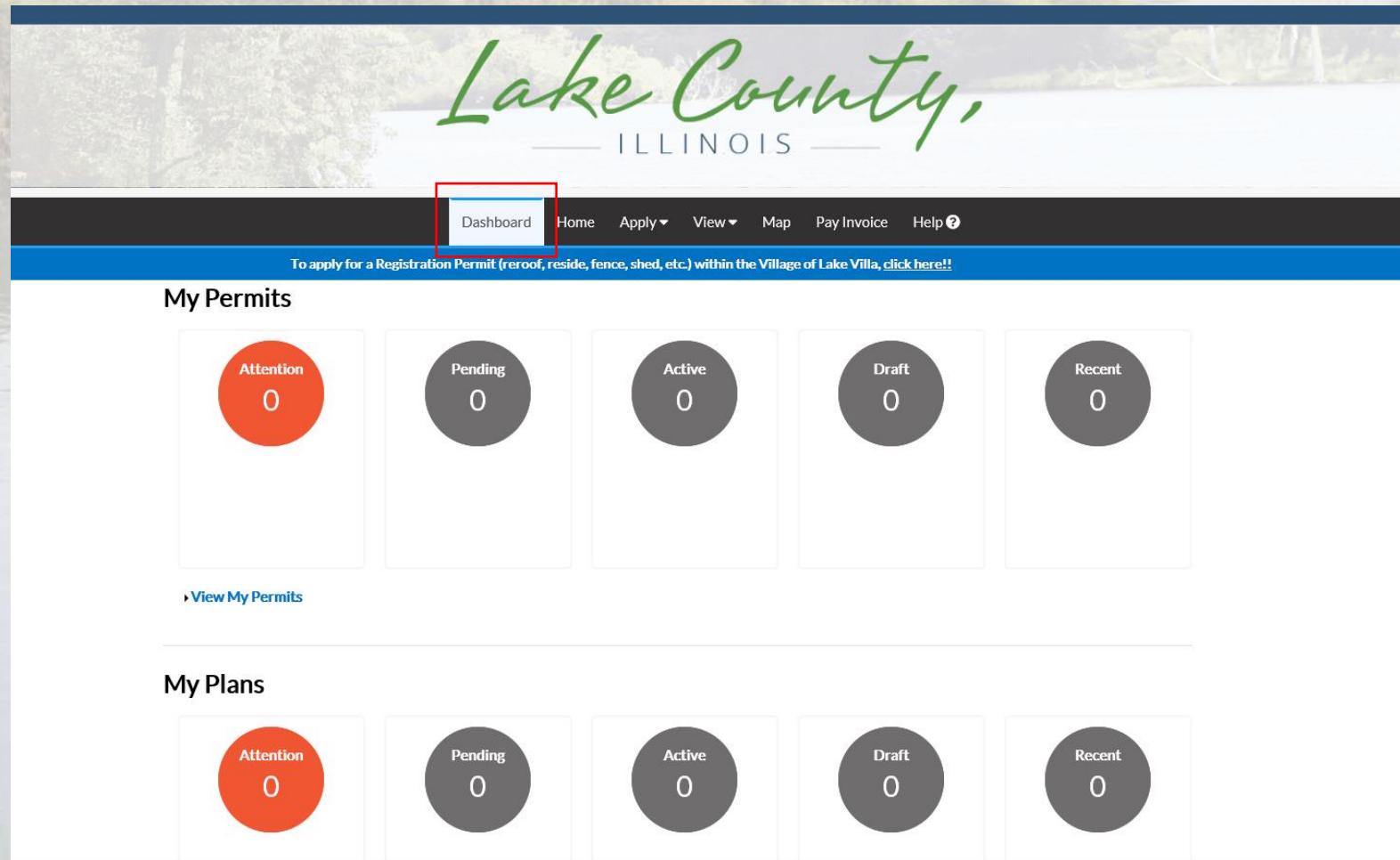
Register

Part 2 – Apply for the DECI Re-Listing



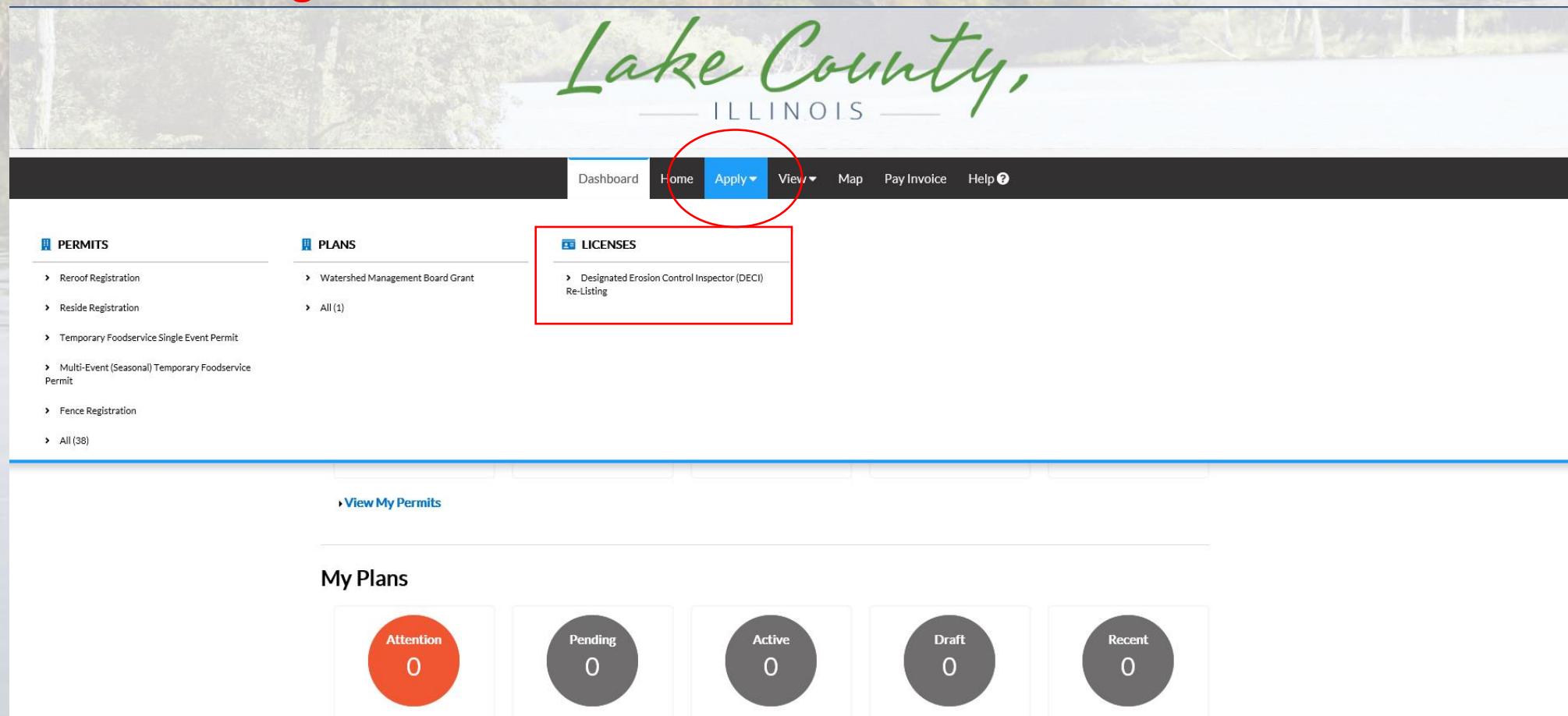
Part 2 – Apply for the DECI Re-Listing

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



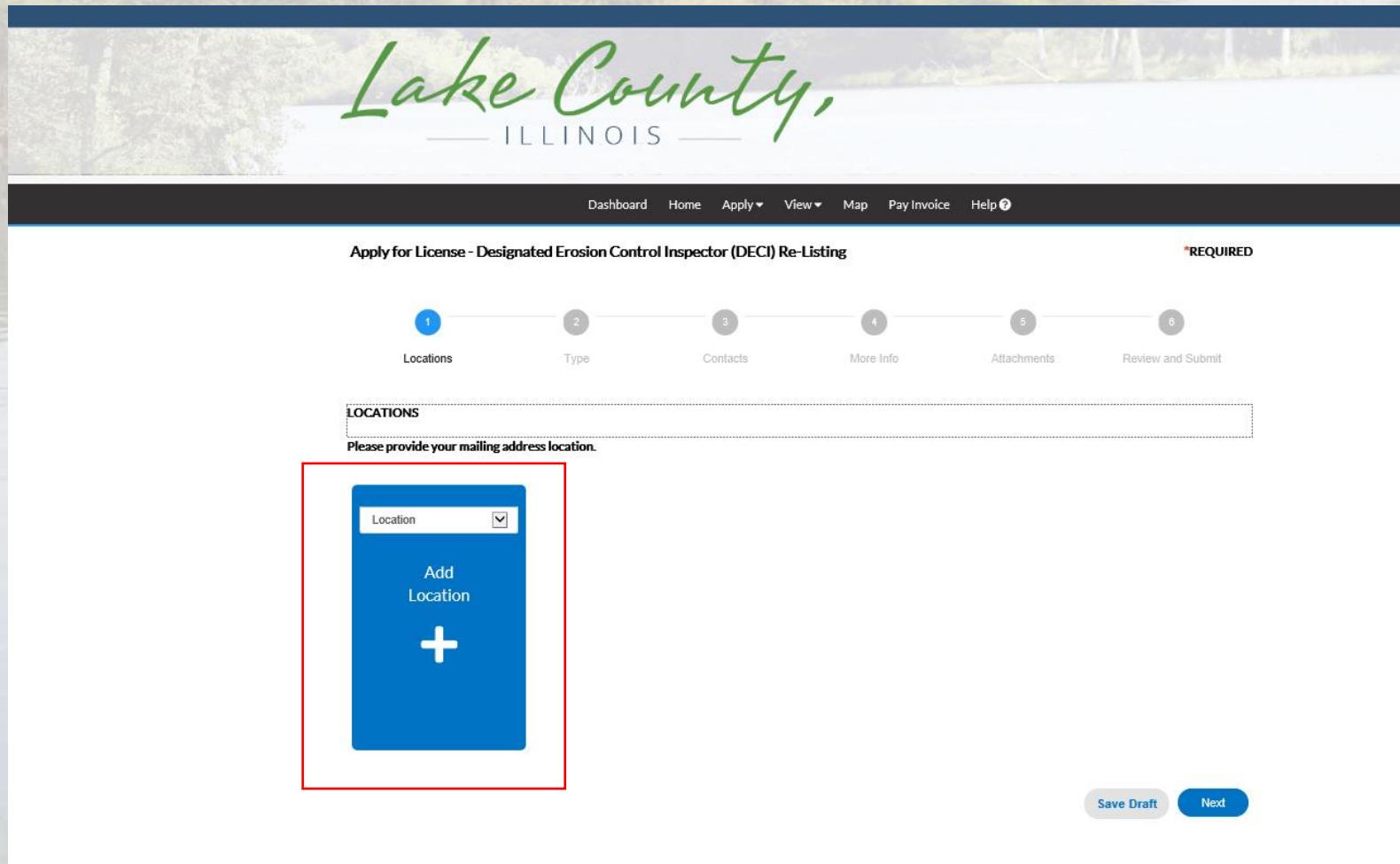
Part 2 – Apply for the DECI Re-Listing

- Step 2 – Click on “Apply”, then on the “Designated Erosion Control Inspector (DECI) Re-Listing “License”; **please note that DECIs are 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 a web application for applying for a license as a Designated Erosion Control Inspector (DECI) in Lake County, Illinois. The page title is "Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing". A required field for the mailing address location is highlighted with a red box around the "Add Location" button.

The application consists of six steps:

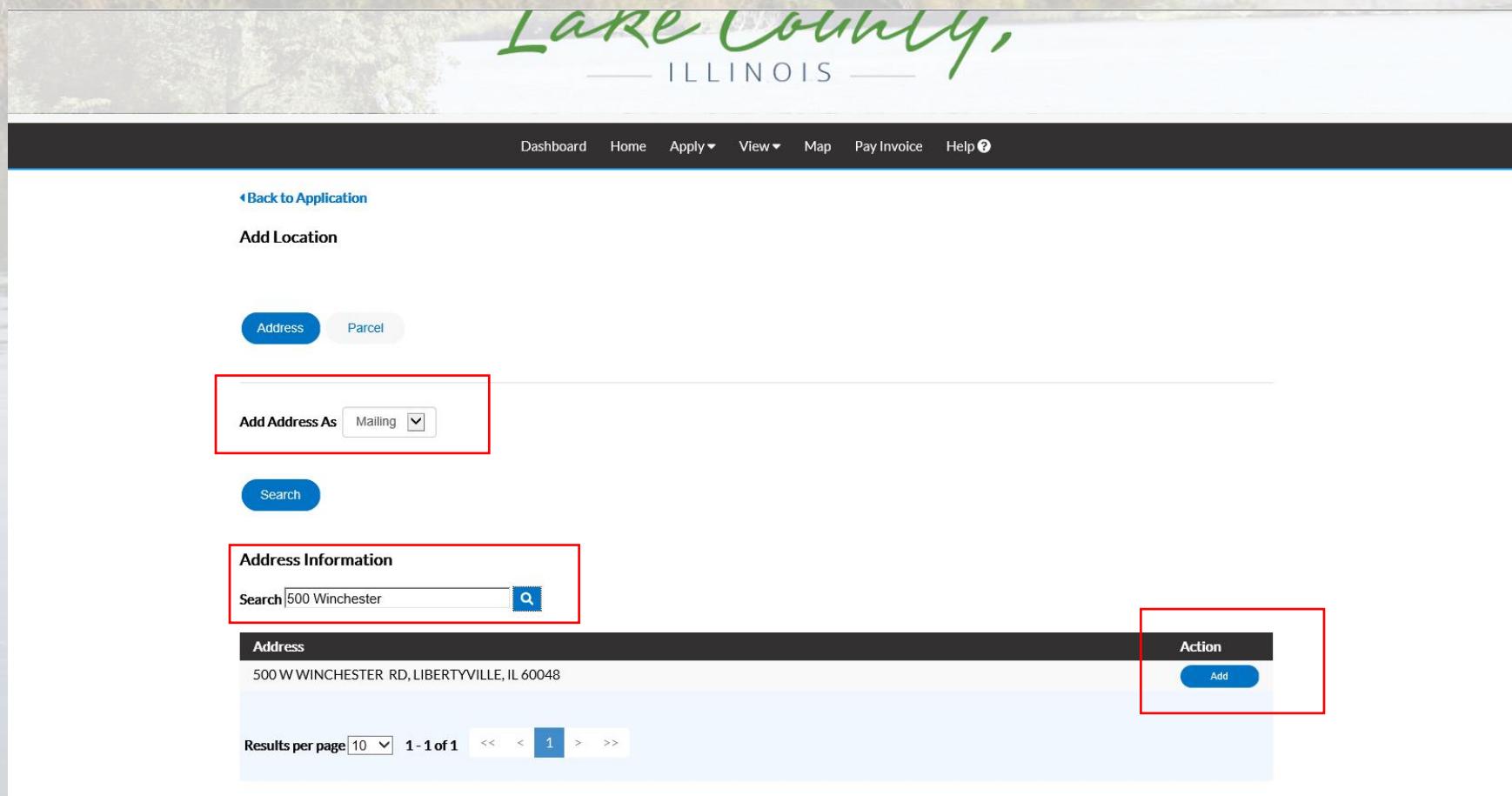
- Locations
- Type
- Contacts
- More Info
- Attachments
- Review and Submit

The "Locations" step is currently active. A red box highlights the "Add Location" button, which is a blue button with a white plus sign. The text "Please provide your mailing address location." is displayed above the button.

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 500 W WINCHESTER RD, LIBERTYVILLE, IL 60048

Action 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 ? *REQUIRED

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

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Please provide your mailing address location.

Type: Location
500 W WINCHESTER RD,
LIBERTYVILLE, IL, 60048

Main Address

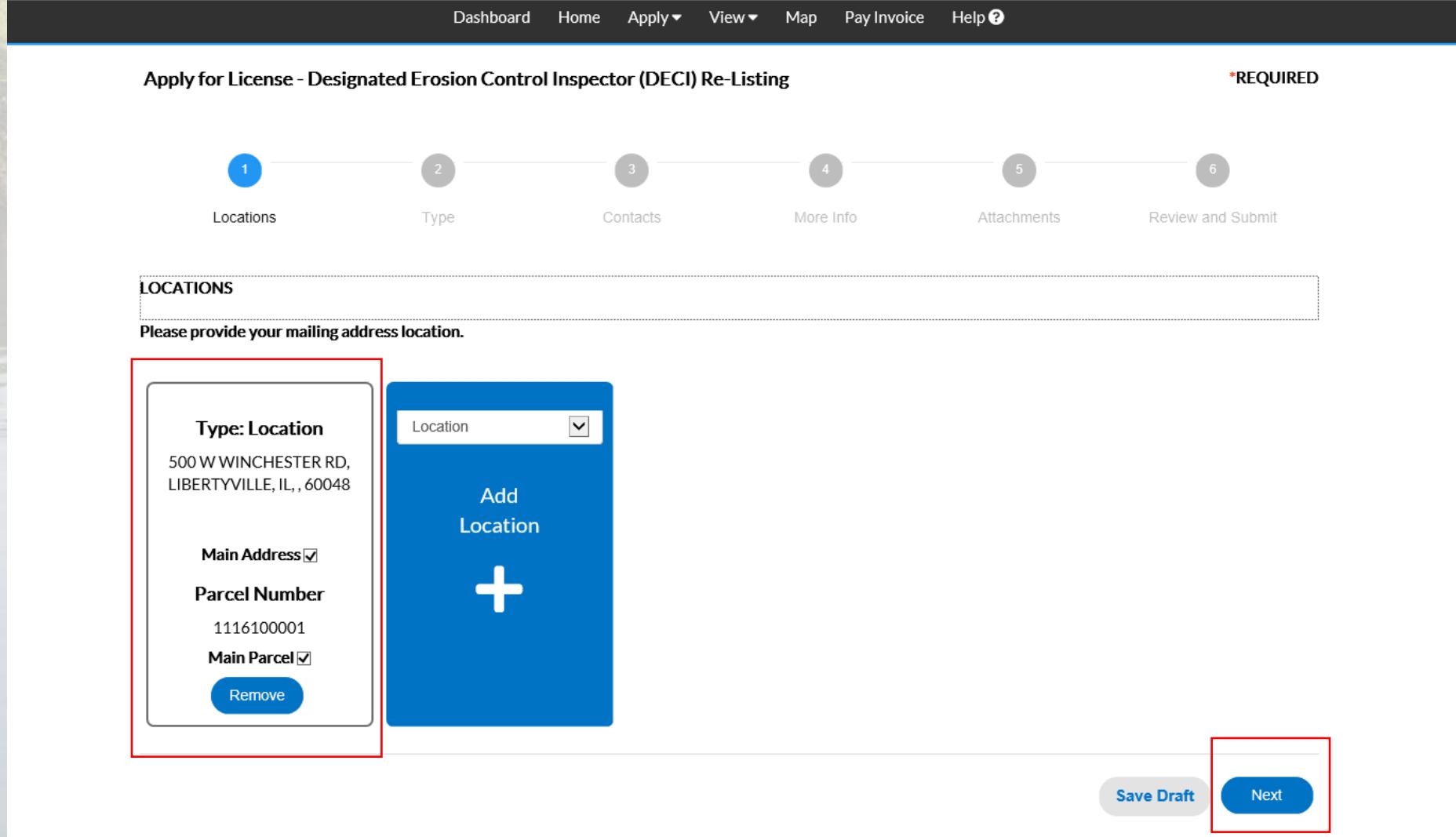
Parcel Number
1116100001

Main Parcel

Add Location

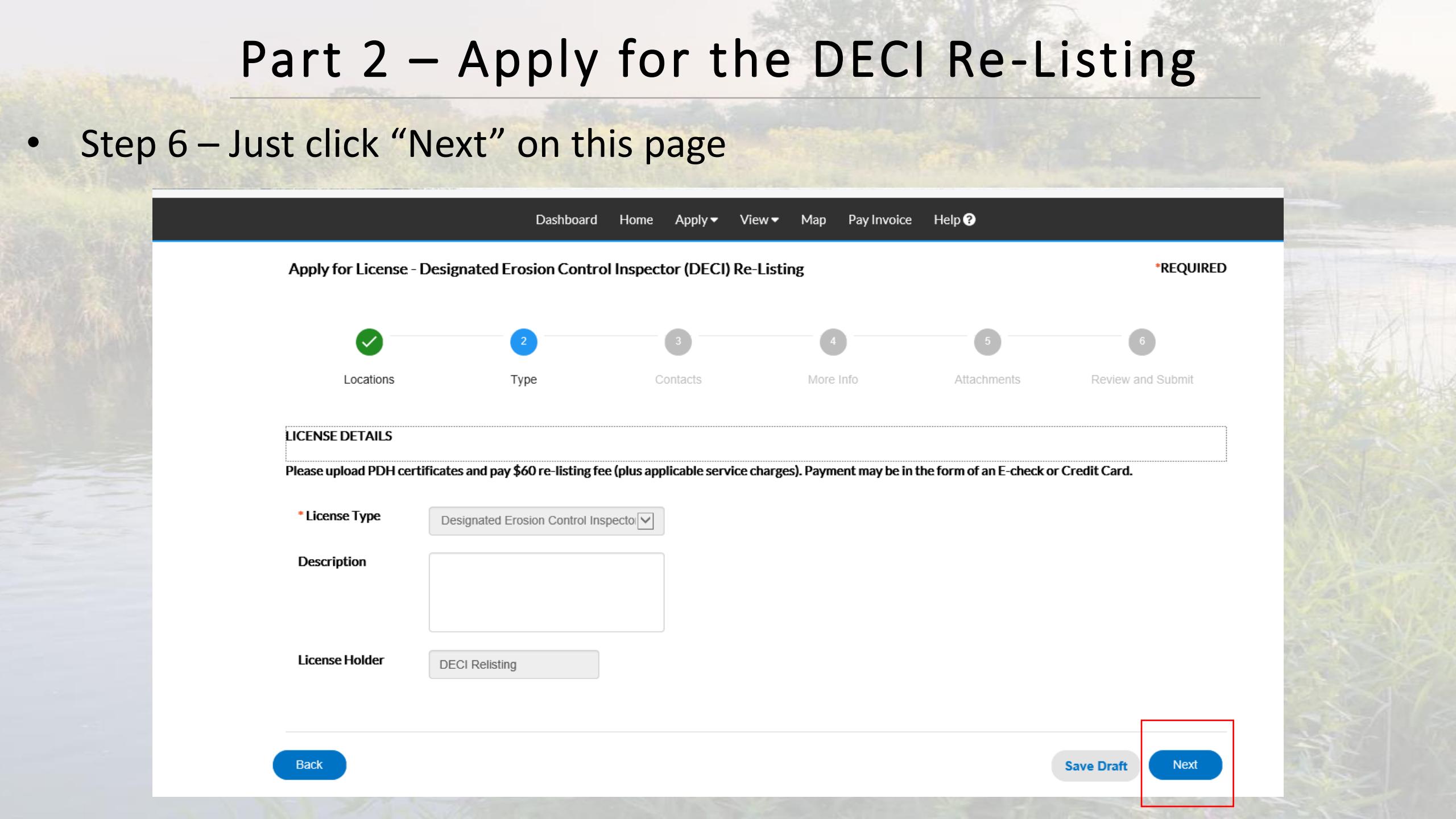
+

Save Draft **Next**



Part 2 – Apply for the DECI Re-Listing

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



The background of the page features a scenic view of a river flowing through a lush, green forest.

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

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: (Empty text area)

License Holder: DECI Relisting

Back Save Draft Next

The 'Next' button is highlighted with a red box.

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

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit

CONTACTS

If you have any questions, please contact Mea Blauer at (847) 377-7701 or iblauer2@lakecountyil.gov

Designated Erosion Control Inspector



DECI Relisting (You)

500 Winchester, Libertyville,

DO NOT USE Admin

Add Contact

+

Back Save Draft Next

Part 2 – Apply for the DECI Re-Listing

- 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”

Lake County, Illinois

Good Afternoon, Jane DECI 0

Dashboard Home Apply My Work Map Pay Invoice

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

Locations Type Contacts More Info Attachments Review and Submit

MORE INFO

DECI Exam Passed: Yes

Education Requirements Met: Yes

Back Create Template Save Draft Next

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”

The screenshot shows a web-based application for re-listing as a Designated Erosion Control Inspector (DECI). The top navigation bar includes links for Dashboard, Home, Apply (with a dropdown), View (with a dropdown), Map, Pay Invoice, and Help. The main title is "Apply for License - Designated Erosion Control Inspector (DECI) Re-Listing". A progress bar at the top indicates six steps: Locations (green checkmark), Type (green checkmark), Contacts (green checkmark), More Info (green checkmark), Attachments (blue circle with '5'), and Review and Submit (grey circle with '6'). A red box highlights the "Attachments" step, which is marked as "REQUIRED". The "Attachments" section contains the text "Please upload PDH certificates." and a blue button with the text "click or drag files" and "Add Attachment" with a plus sign. Below the button, it says "Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text". At the bottom of the page are "Back", "Save Draft", and "Next" buttons, with the "Next" button also highlighted by a red box.

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

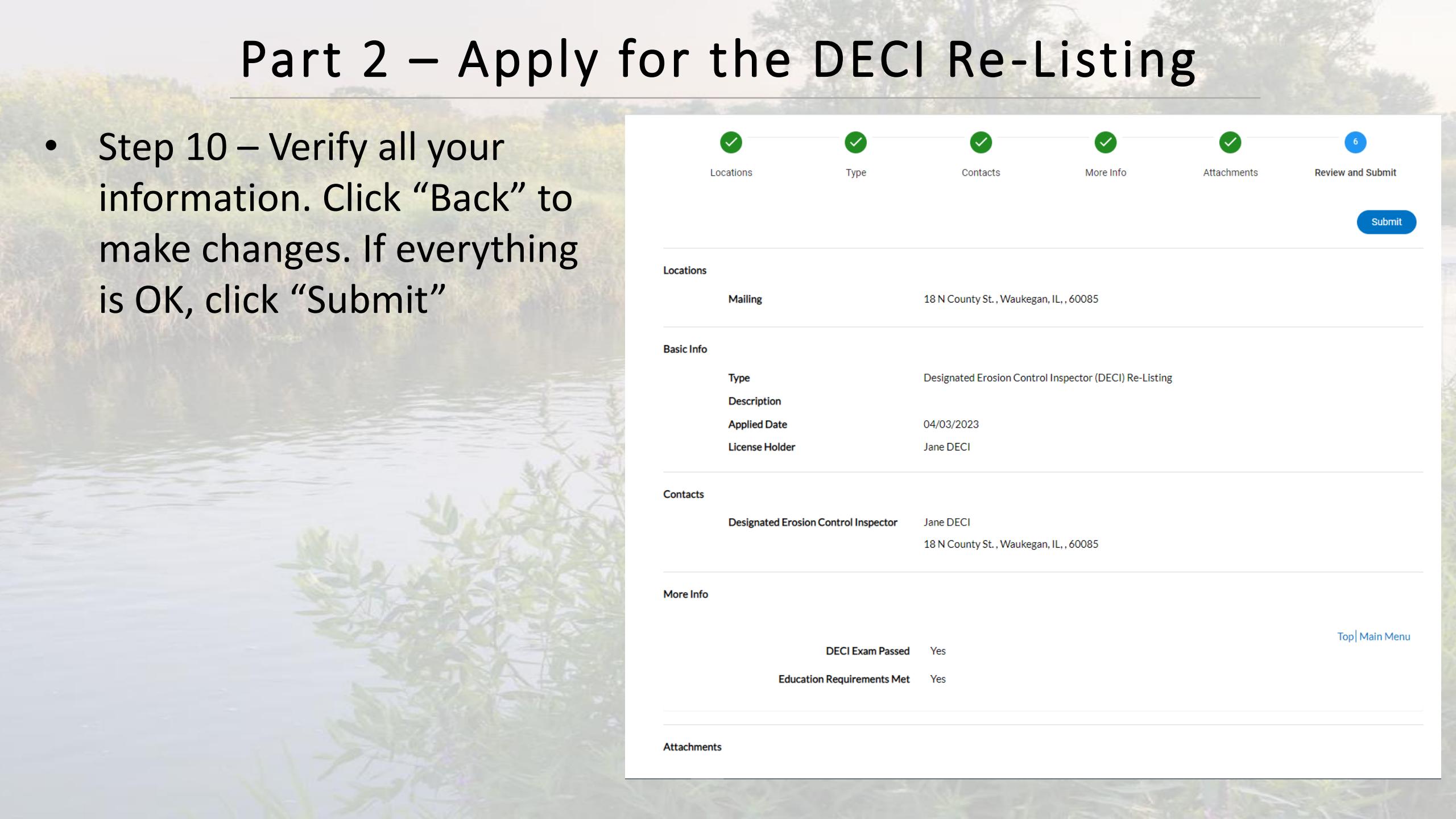
Add Attachment

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 ✓

Review and Submit 6

Submit

Locations

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

Basic Info

Type	Designated Erosion Control Inspector (DECI) Re-Listing
Description	
Applied Date	04/03/2023
License Holder	Jane DECI

Contacts

Designated Erosion Control Inspector	Jane DECI 18 N County St., Waukegan, IL, 60085
--------------------------------------	---

More Info

DECI Exam Passed	Yes
Education Requirements Met	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 a website for Lake County, Illinois. The header features the text "Lake County, ILLINOIS" in green and blue. The navigation bar includes links for Dashboard, Home, Apply, View, Map, Pay Invoice, and Help. A success message box displays a green checkmark and the text "Your license was successfully created!". Below this, a message 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 "Continue to license" button is visible. To the right, a "Fees" section shows a \$60.00 fee with "View Details" and "Add to Cart" buttons. The "Add to Cart" button is highlighted with a red box.

Fees

\$60.00

[View Details](#) Add to Cart

Part 2 – Apply for the DECI Re-Listing

- Step 12 – Click “Check Out”



Lake County, ILLINOIS

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
SMC-DECI-000798-2020		500 W WINCHESTER RD LIBERTYVILLE IL 60048	\$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)

MyGovPay
EMPOWERED BY
TYLER TECHNOLOGIES

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

*all fields are required

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

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

[Cancel](#)

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
			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 Month... Year...

CVV Code

Pay Now - \$61.77

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. Keep the receipt for your records.

MyGovPay
EMPOWERED BY
TYLER TECHNOLOGIES

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:	\$60.00
			(excluding Service Fee)	

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

Part 2 – Apply for the DECI Re-Listing

- 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.