



How to Use eNOI

Submitting Notice of Intent

Aquatic Pesticides Program

Creating a User Account

- Visit <https://apps.dnrec.state.de.us/eNOI/default.aspx>
- Complete New User Registration Form
 - Choose appropriate user privilege
- Confirm account via emailed link
- Set password
- Select additional security questions
- Read & accept the Electronic Signature Agreement Terms & Conditions
- Print, sign, & mail the Electronic Signature Agreement to the Department
- The Department must approve the account before data is entered
 - The account cannot be approved until the Electronic Signature Agreement is received

Submitting an eNOI

- Log into account
- Under User Actions, select "Click Here to do Data Entry"
- Under Submission Type, select "Notice of Intent" and then "Add New Submission"
- Complete info for the owner and operator contact tabs, then click "Next"
- Complete info for the operator, then click "Next"
- Complete info for the entity and chemicals used
- Add any comments, then click "Save"
- Save the submission and electronically sign the Permittee Certification, if applicable
- Review submission information and submit
- Print submission and save for records
- Press "Continue" to return to the home page
- The Department will review the eNOI