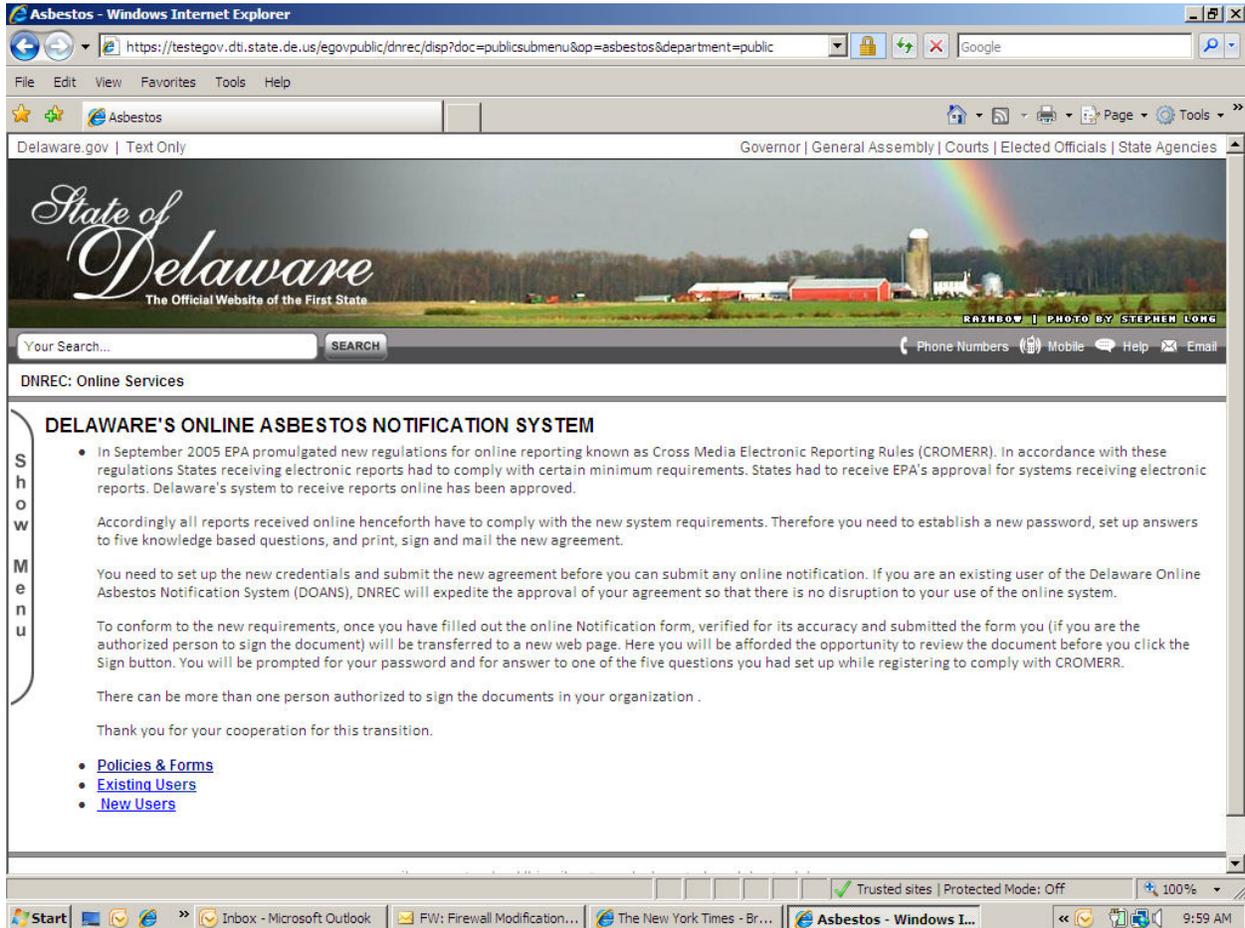
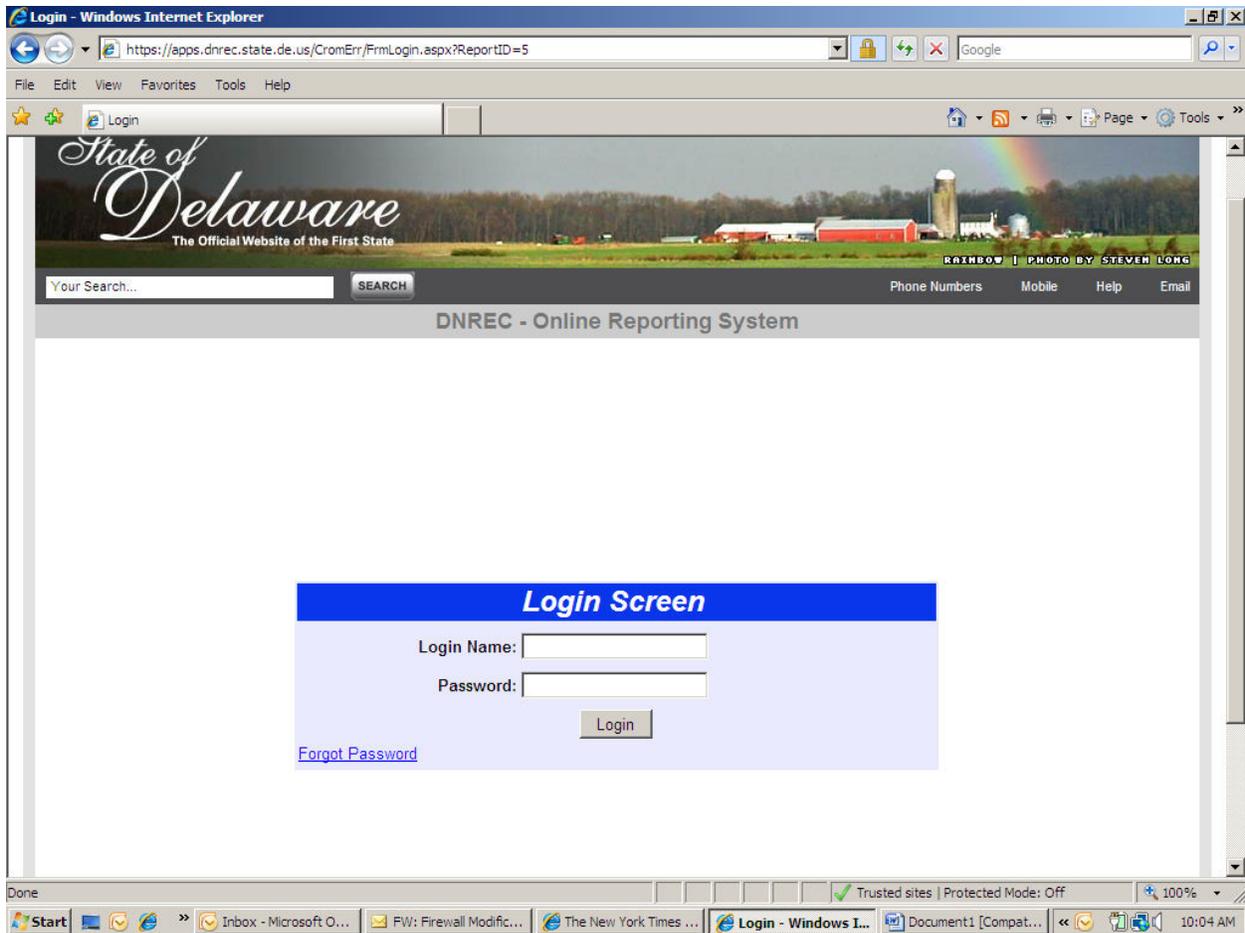


# Users' Guide to the CROMERR Compliant Delaware Online Asbestos Notification System (DOANS)

The opening page will look like this:



If you are a current user of the DOANS click the link Existing Users at the bottom of the page. This will take you to the following page:

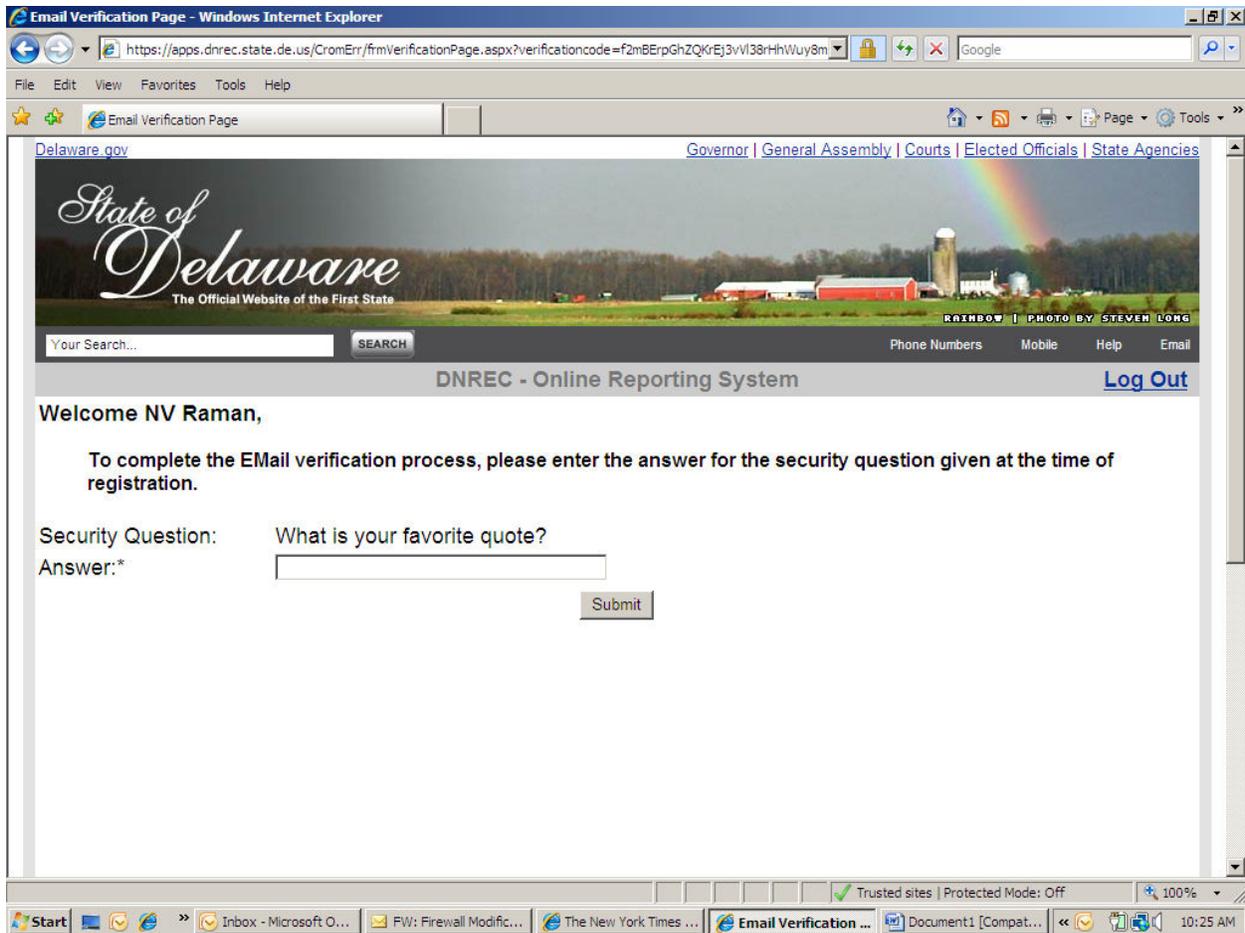


In this page you should enter your current DOANS User ID under Login Name and your current password under Password and click the **Login** button.

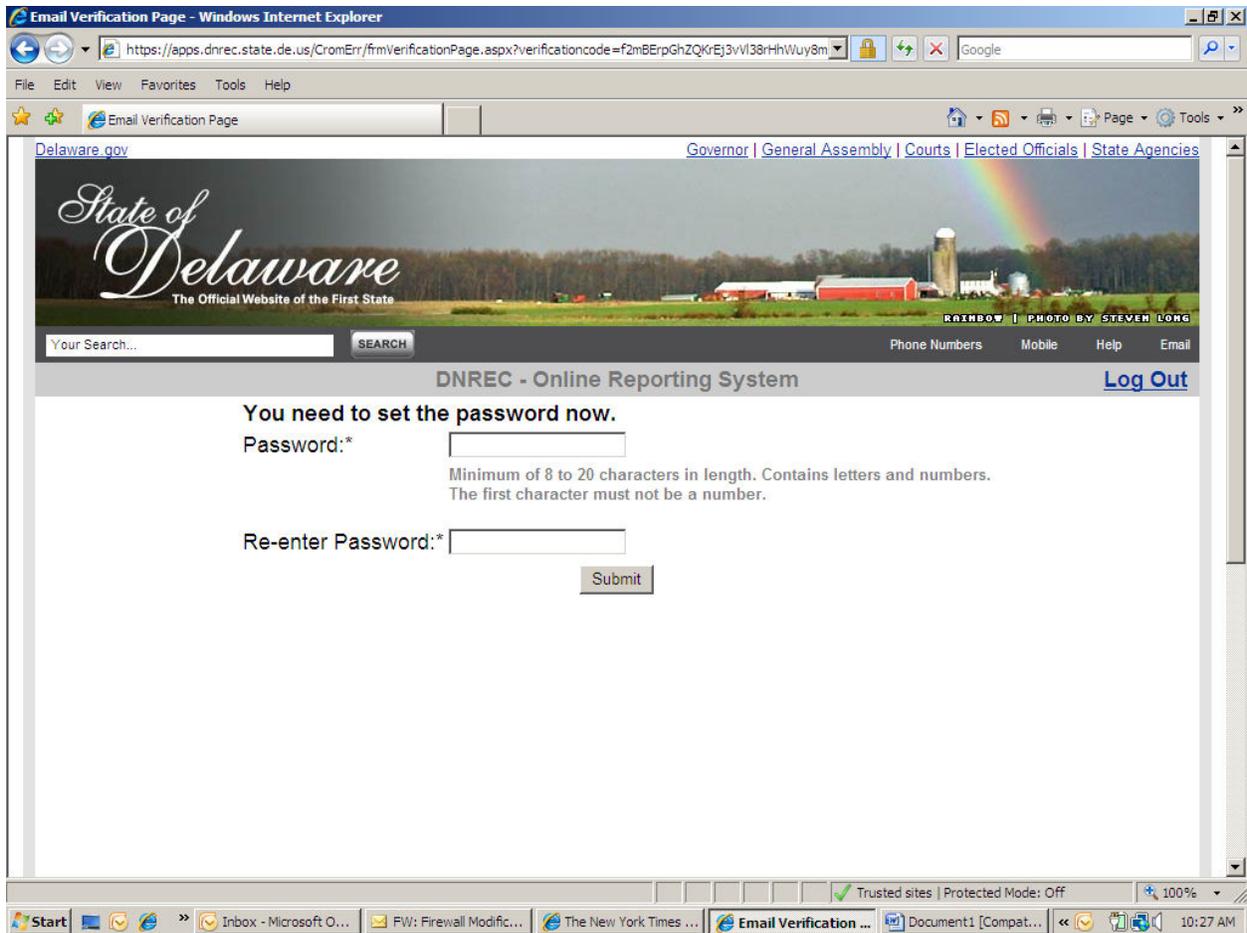
You will be transferred to the following Page:

First Name :\*   
 Middle Name :   
 Last Name :\*   
 Address Line 1 :\*   
 Address Line 2 :   
 City :\*   
 State :\*   
 Zip Code :\*   
 Desired User Name :\*   
Minimum of 3 to 50 characters in length and should start with a letter only.  
 Contains letters (a-z), numbers (0-9), underscore (\_), period (.) and @ sign.  
  
 EMail Address :\*   
 Confirm EMail Address :\*   
 Security Question 1 :\*   
 Answer 1 :\*   
 User Privelage :  Data Entry Only  
 Data Entry & Signing Rights

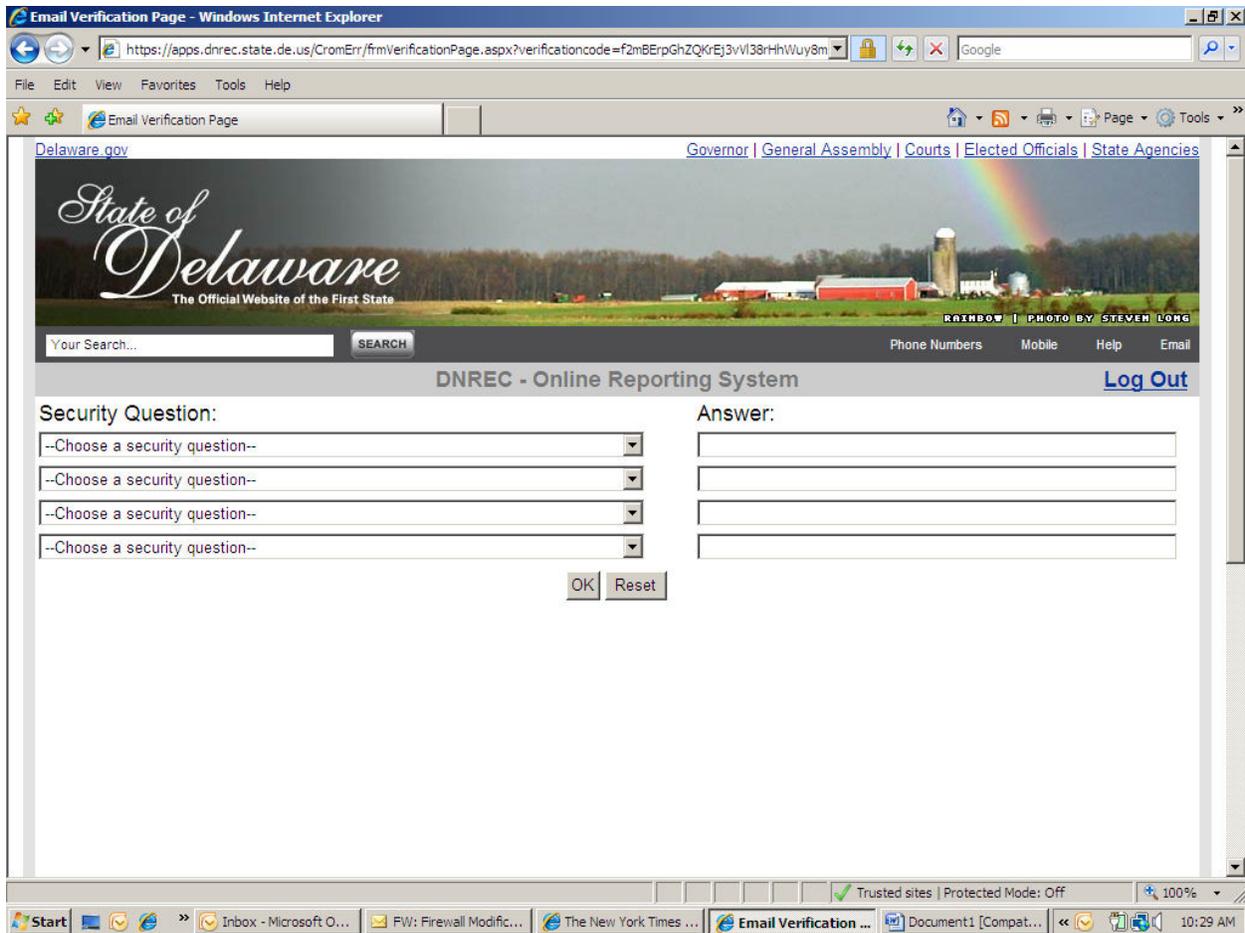
Your current information from DOANS will be populated. Fields with asterisk are mandatory. If any information is missing you will be required to supply it. The **Desired User Name** will be pre-populated with your current User ID and you will not be able to change it. You may change your email address if you wish. You need to supply answer to a security question from a list of questions you can choose from. Select the privilege you desire. If you selected **Data Entry Only** then someone with signing authority will be required to set up an account under the same company name. When you click the **Submit** button you will be taken to the following page:



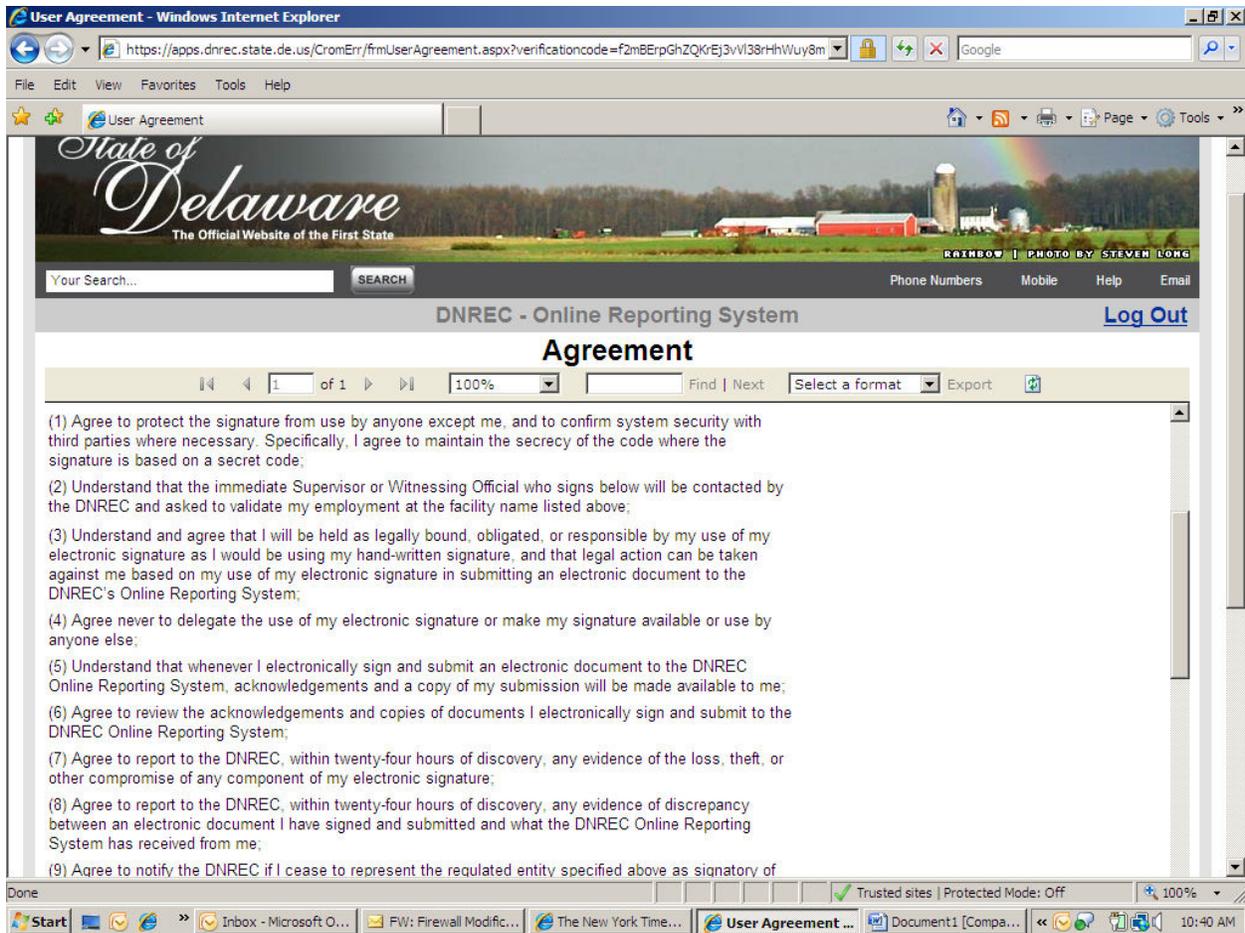
Once you supply answer to the security question you just set up you will be taken to the following page to set up a new password:



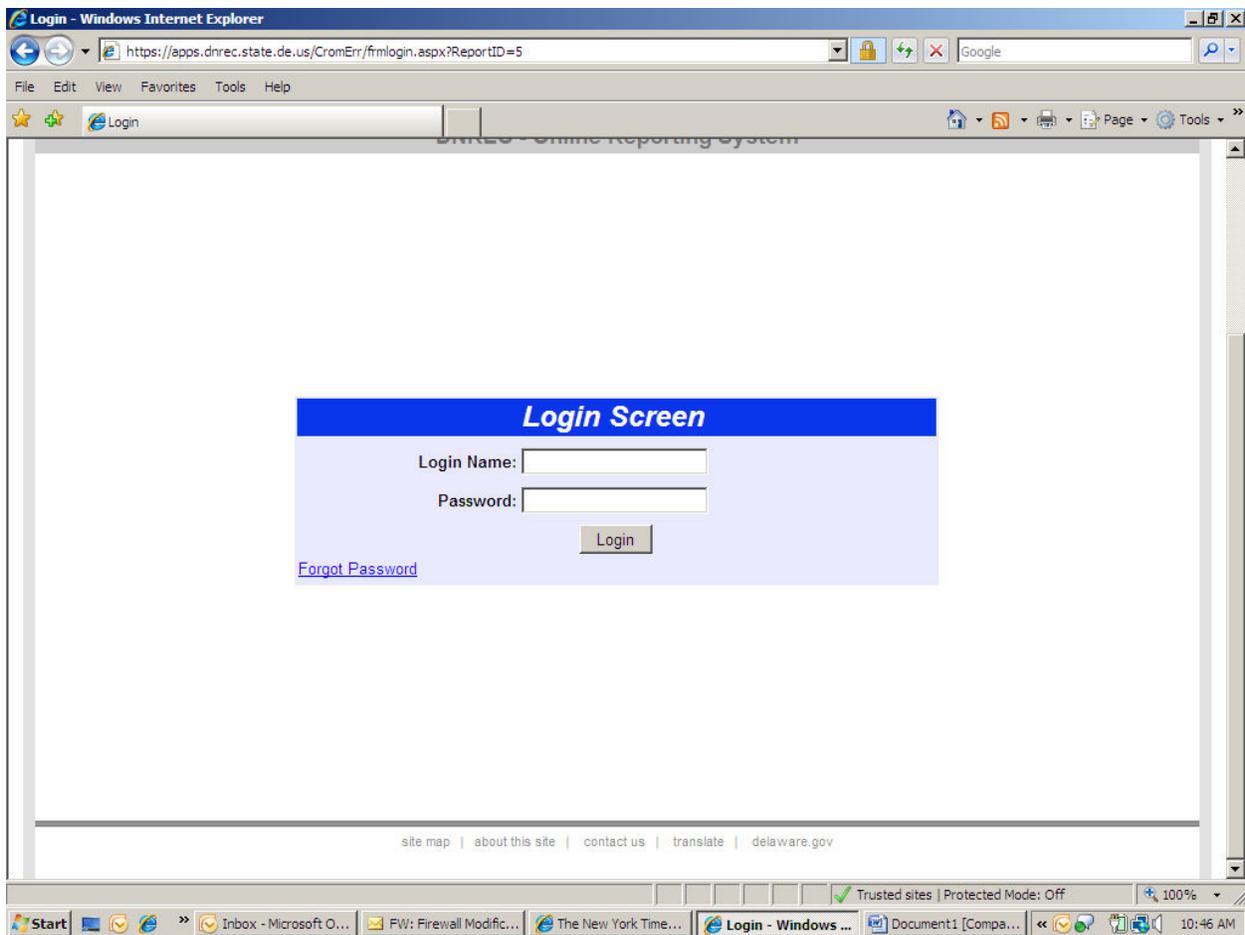
After you have set up your new password you will be transferred to the following page:



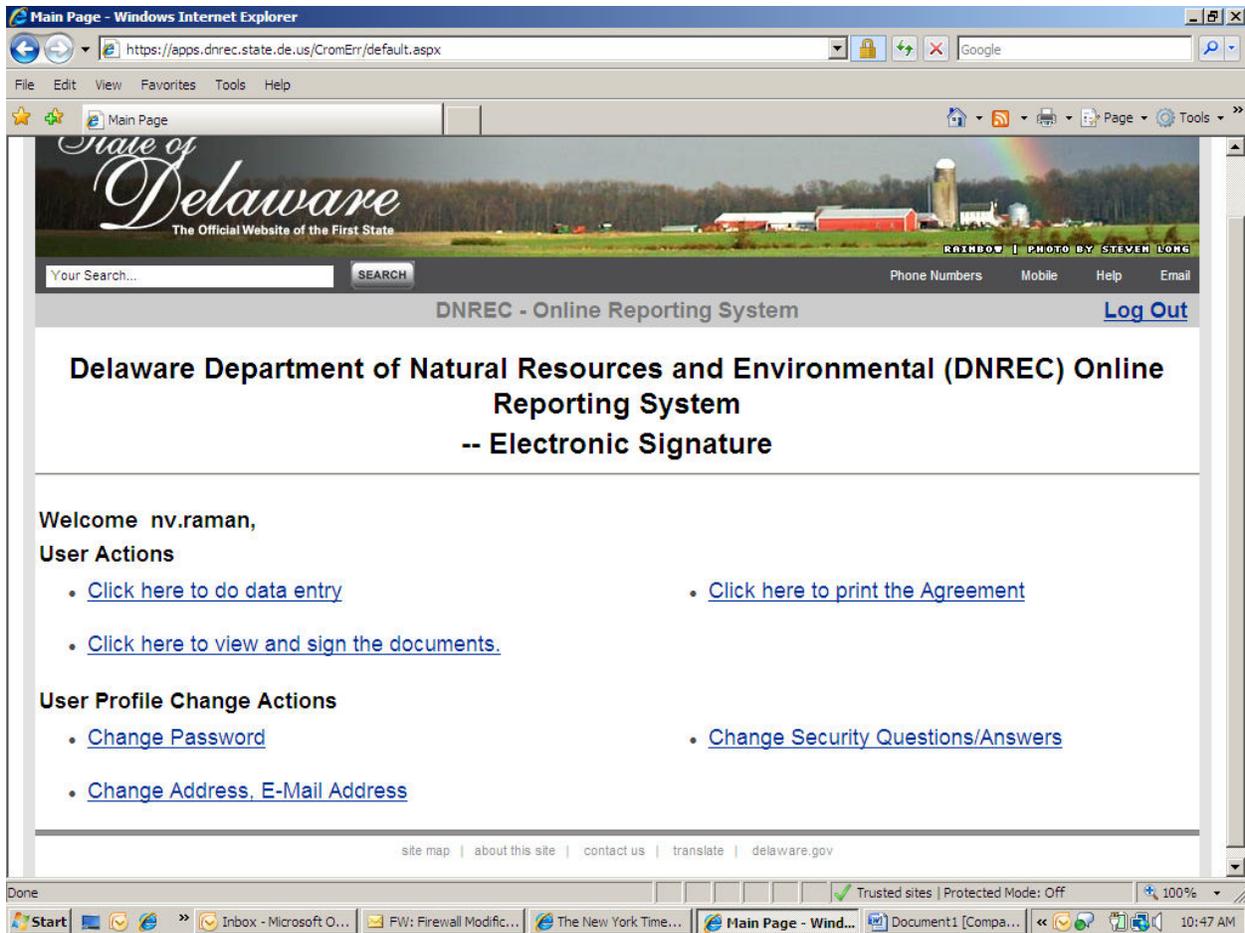
Here you will set up answers to 4 additional security questions. You will be required at random to answer one of the questions, in the future, when you sign your notification electronically, change your password or make any changes to your profile. After you have set up the answers and clicked the **OK** button you will be transferred to the following page:



Scroll down to the bottom of the page, click the **Print Agreement** button to print the agreement and check the **"I have printed the Agreement"** box and click the **Submit** button. Sign and return the agreement to the address at the bottom of the agreement. You have now completed setting up your new login credentials. You will now be taken to the Login page:



You will enter your user ID and the new password you set up and click the **Login** button. In future for all notification submissions this is the page where you will be supplying your credentials. From this moment on you will use the new credentials when you click the **Existing User** link in the opening page. You will now go to the following page:



If you are ready to enter data for a new Notification click the link “**Click here to do data entry**” and you will be taken to Notification page:

DOANS - Delaware Online Asbestos Notification System - Windows Internet Explorer

https://testegov.dti.state.de.us/egovpublic/dnrec/disp?doc=publicAsbestos&op=Cromerr&department=public&paramVik

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DNREC: Online Services

**NOTIFICATIONS LIST** ? Help | Logout

V - View Notification details    
  C - Take a copy of the Notification    
  R - Revise Notification details

Asbestos Notifications Change Profile

Add New

| S.No | Notification ID | Owner Name      | Indiv. Code | Indiv. Name | Type | Rem. Cnt. Name       | Rem. Cnt. Code | Action Type     | PDF                      | Action |
|------|-----------------|-----------------|-------------|-------------|------|----------------------|----------------|-----------------|--------------------------|--------|
| 1    | DEN061186A      | Test Owner Test | 360         | Velmicro    | OW   | Vel Micro Works Inc. | 500            |                 | <a href="#">View PDF</a> | V C R  |
| 2    | DEN040150A      | Test Owner      | 142         | Sakthi Vel  | OW   | Vel Micro Works Inc. | 500            | Notice Received | <a href="#">View PDF</a> | V C R  |
| 3    | DEN040151A      | Test Owner      | 142         | Sakthi Vel  | OW   | Vel Micro Works Inc. | 500            | Notice Received | <a href="#">View PDF</a> | V C R  |
| 4    | DEN040152A      | Test Owner      | 142         | Sakthi Vel  | OW   | Vel Micro Works Inc. | 500            | Notice Received | <a href="#">View PDF</a> | V C R  |

Trusted sites | Protected Mode: Off | 100%

Start | Inbox - Microsoft O... | FW: Firewall Modific... | The New York Time... | DOANS -Delawar... | Document1 [Compa... | 10:49 AM

After you have entered the data you will click the “Submit” button. If you are the person authorized to sign the Notification you will be taken to the following page:



Documents to Sign - Windows Internet Explorer

https://apps.dnrec.state.de.us/CROMERR/fmDocumentsToSign.aspx

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Submitted Documents

|                      | File Name                   | Comments             | Submitted Date      | Submitted By | Status    |
|----------------------|-----------------------------|----------------------|---------------------|--------------|-----------|
| <a href="#">Sign</a> | DEN090157A06092009112237803 | Vel Micro Works Inc. | 06/09/2009 11:20 AM | jayraj       | Submitted |
| <a href="#">Sign</a> | DEN090158A0611200910561965  | Vel Micro Works Inc. | 06/11/2009 10:53 AM | nv.raman     | Submitted |

1 2

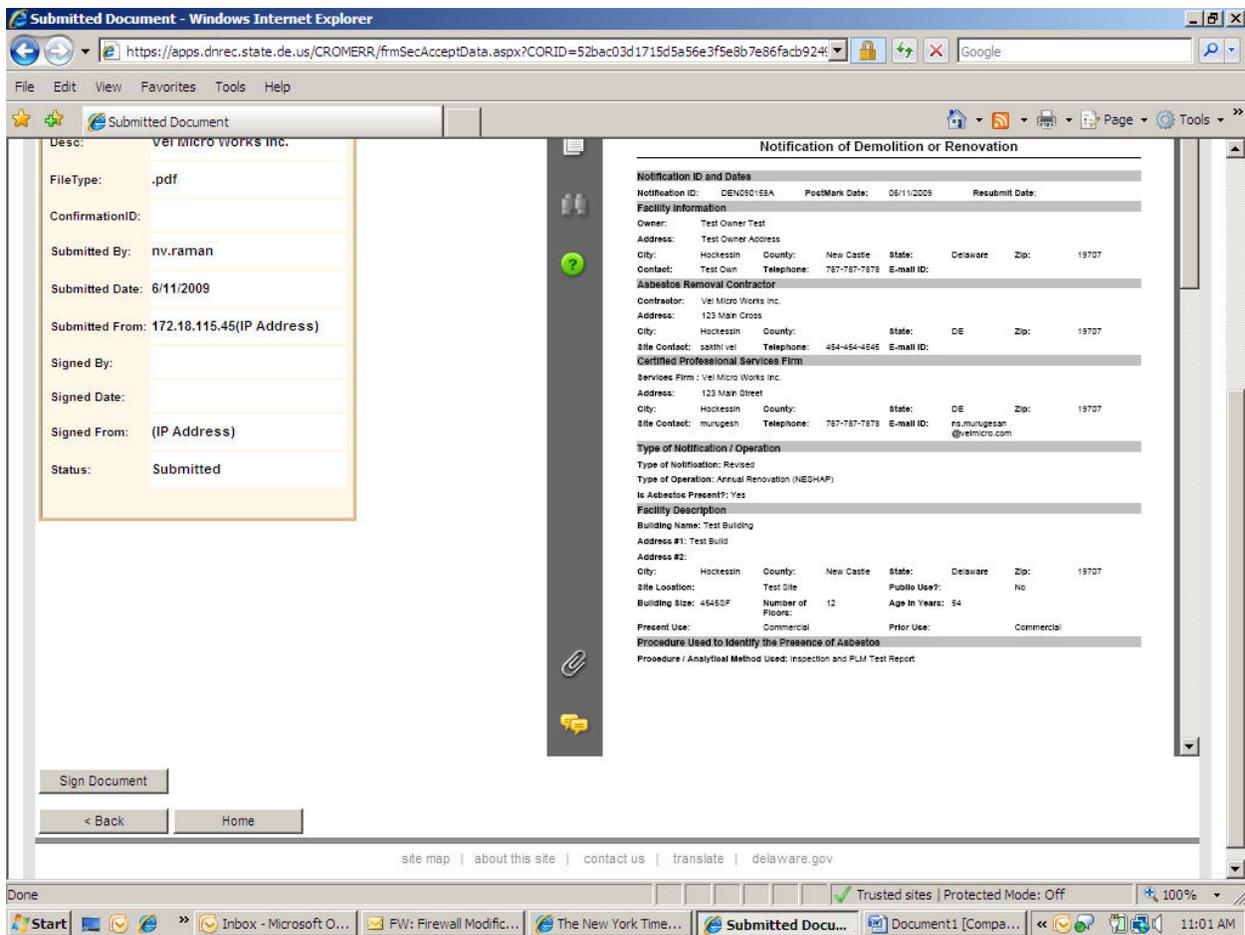
Home

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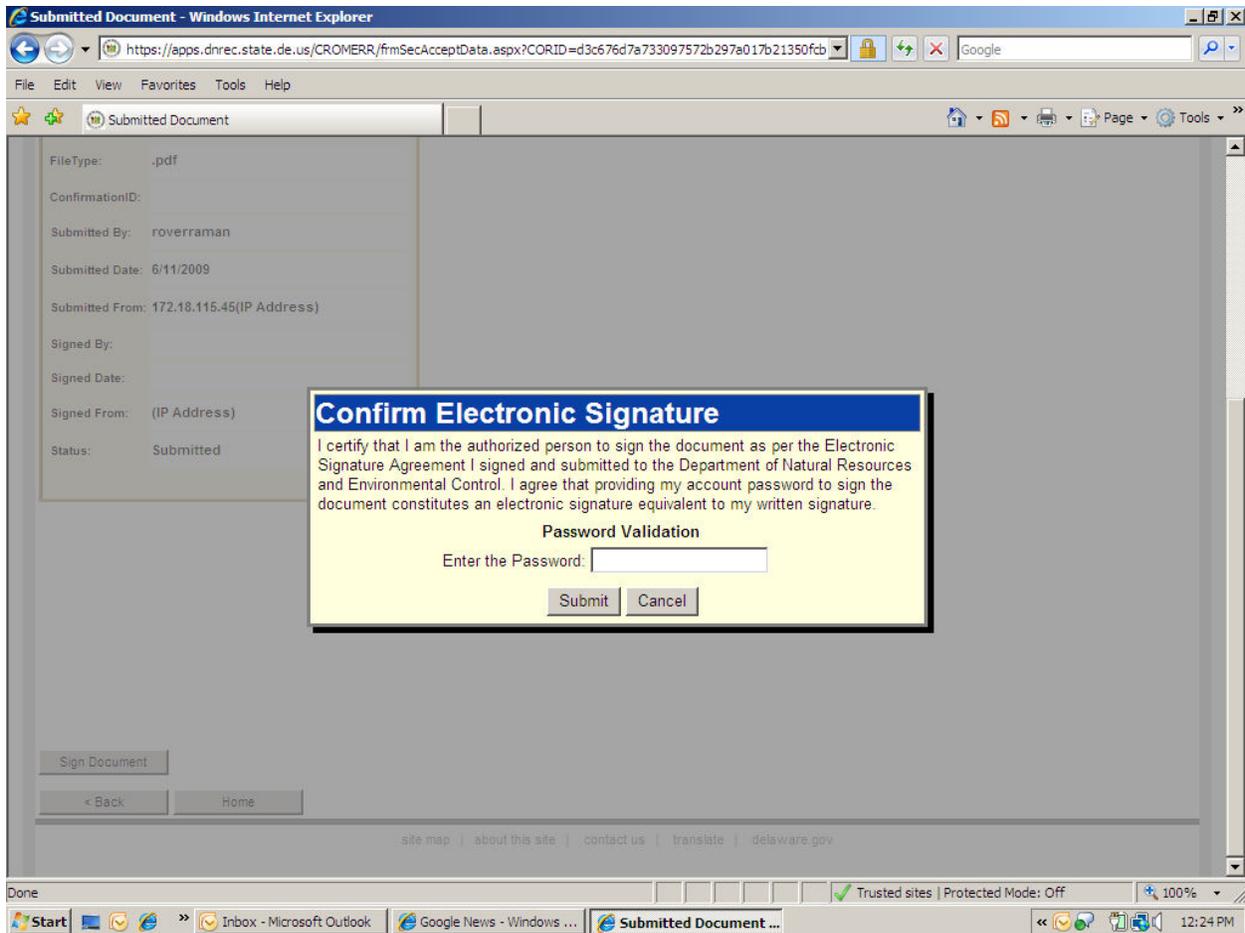
Done Trusted sites | Protected Mode: Off 100%

Start Inbox - Microsoft O... FW: Firewall Modific... The New York Time... Documents to Si... Document1 [Compa... 10:58 AM

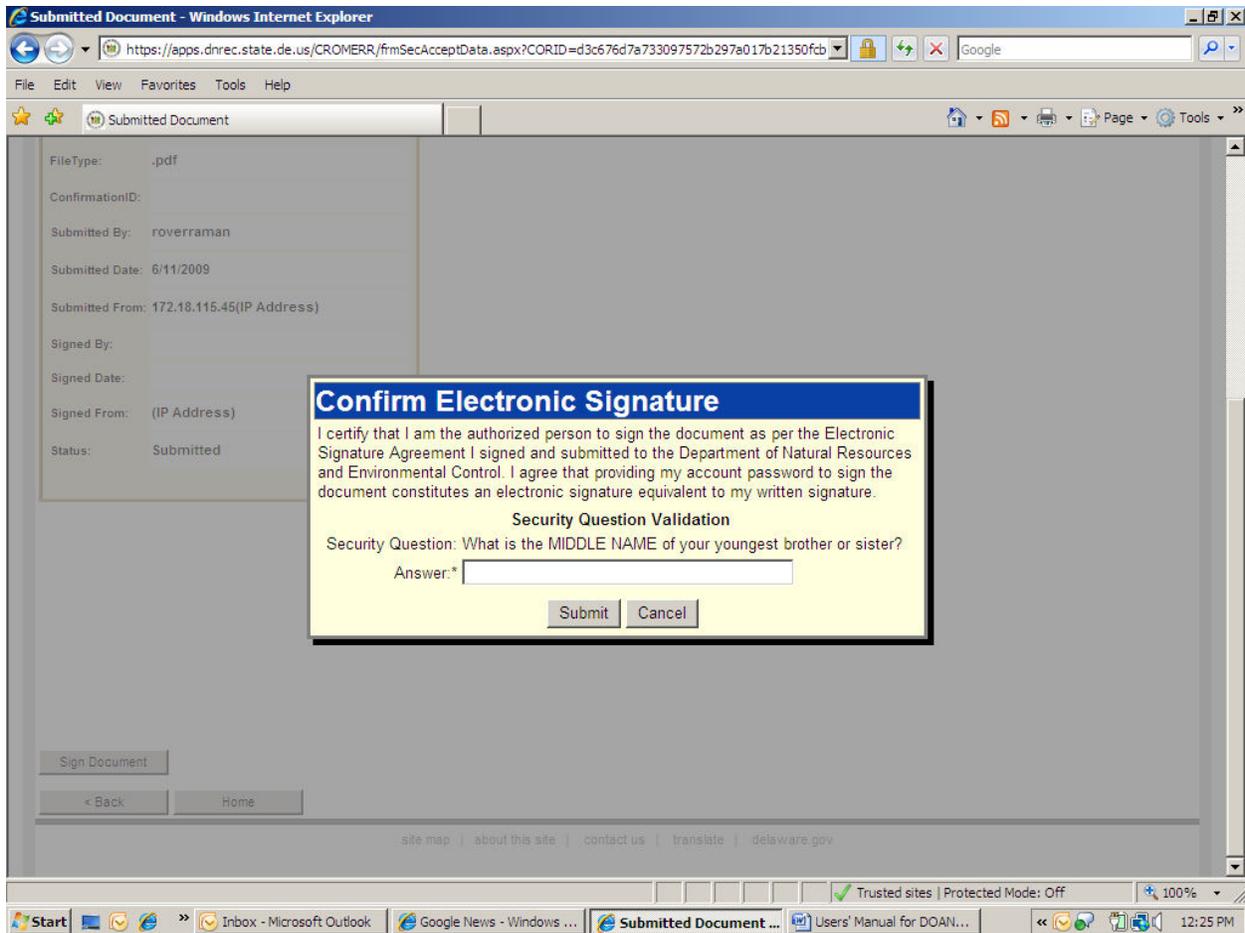
You will see all the documents you or any other employee in your company is authorized to sign. Click the **Sign** button against the document you wish to sign. You will be taken to the following page:



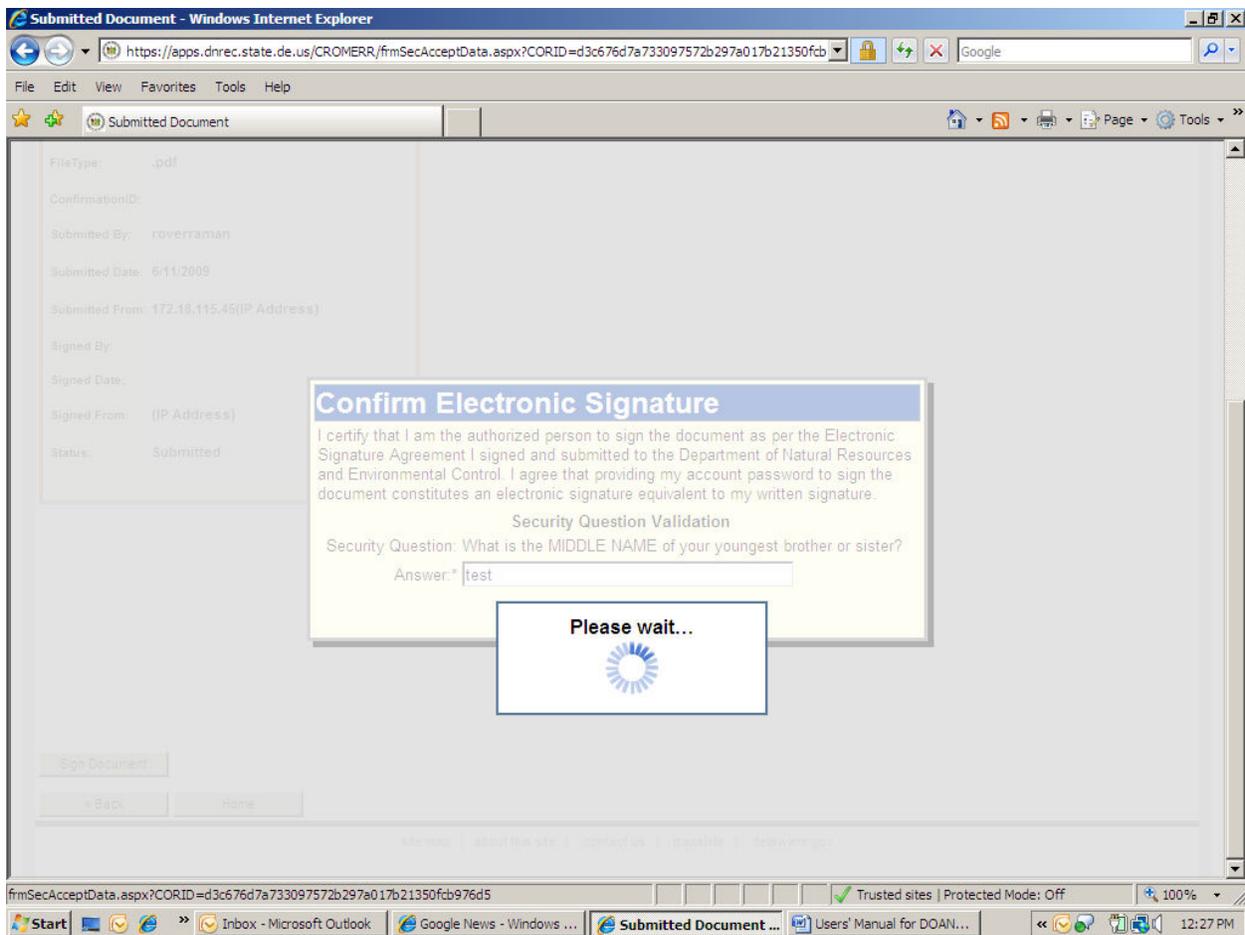
After reviewing the document if you are ready to sign, click the “**Sign Document**” button. You will see the following:



Enter your password and click **Submit**. You will now be required answer a security question:



Enter your answer and click **Submit**. You will now be asked to wait for the process to complete:



You will go back to the page which lists all the documents you submitted. The document you just signed will have the status **Signed**. You will also receive an email confirming the signature and submittal along with a receipt.

Documents to Sign - Windows Internet Explorer

https://apps.dnrec.state.de.us/CromErr/fmDocumentsToSign.aspx

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**Submitted Documents**

|                      | File Name                   | Comments             | Submitted Date      | Submitted By | Status    |
|----------------------|-----------------------------|----------------------|---------------------|--------------|-----------|
| <a href="#">Sign</a> | DEN090157A06092009112237803 | Vel Micro Works Inc. | 06/09/2009 11:20 AM | jayraj       | Submitted |
| <a href="#">Sign</a> | DEN090158A0611200910561965  | Vel Micro Works Inc. | 06/11/2009 10:53 AM | nv.raman     | Signed    |
| <a href="#">Sign</a> | DEN090159A06112009113838442 | Vel Micro Works Inc. | 06/11/2009 11:36 AM | nv.raman     | Signed    |

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