

Linking Your Account to a Site



MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

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Linking Your Account to a Site

A site in the Maine Enterprise Licensing System (MELS) represents a physical location where regulated activity or a collection of activities occurs. MELS Sites include developments as well as any location with an application, permit, inspection, complaint, other compliance and enforcement activity, or combination thereof.

If you have a site that has a license, permit, or registration with the Maine Department of Environmental Protection (DEP), you have two options to link your account to the site:

1. An invitation from an authorized user (i.e., a user with administrator capabilities for the site).
 - a. Note: This option is only available to sites that already have an associated authorized user.
2. Claim the site in MELS.

See below for further information on each option.

An Invitation from an Authorized User

If the site has an active account manager, contact that person directly and request that they add you as an authorized user. Refer the account manager to the “Inviting” Users user guide if they are unsure how to add you as an authorized user.

Once the authorized user has added you, you will receive an email notifying you of your status change. Log in to MELS or click on the link provided in the email to access and view your newly added site.

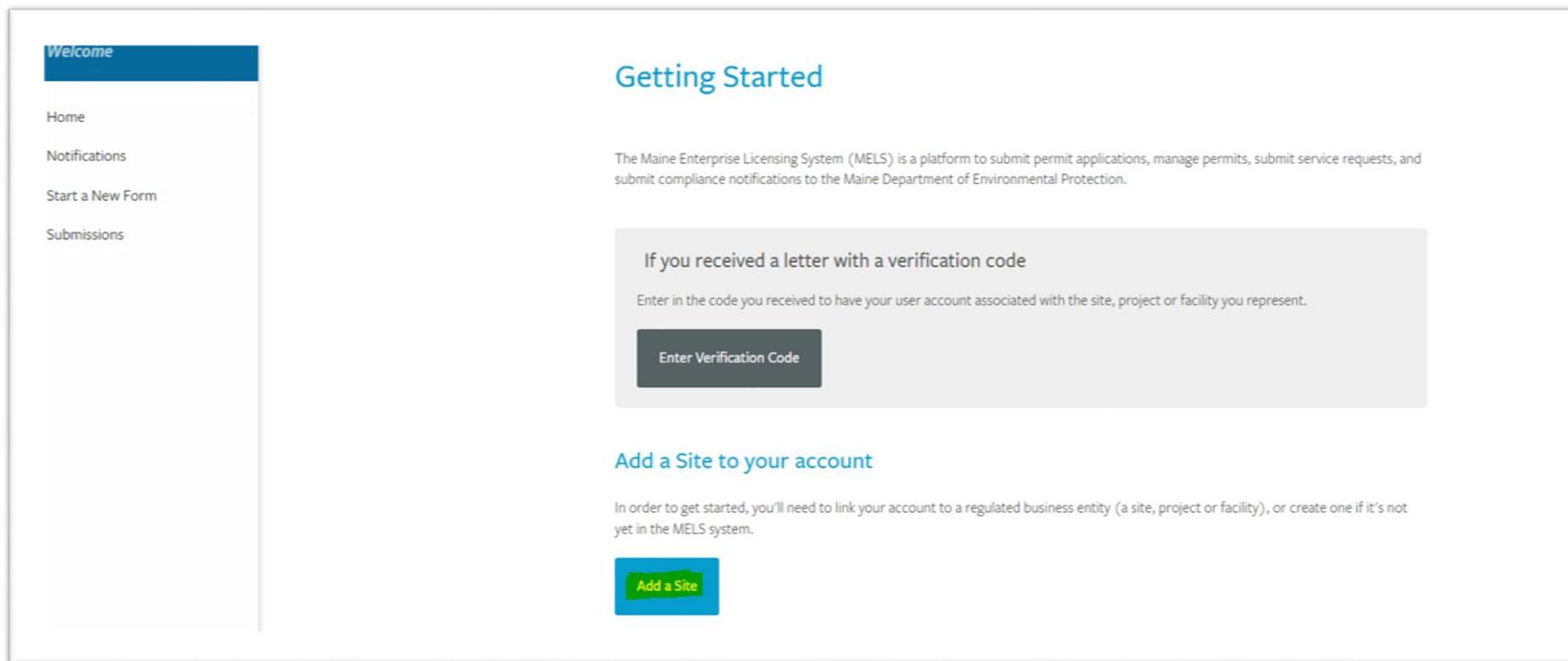
Claim the Site in MELS

If you did not receive a letter or an email from the DEP with a site verification code — and your site does not have an active account manager — follow the instructions below to claim the site:

Log in to MELS here: [Log in to MELS](#). For more information on logging in to MELS, see the “Creating an Account and Retrieving a Forgotten Password” user guide.

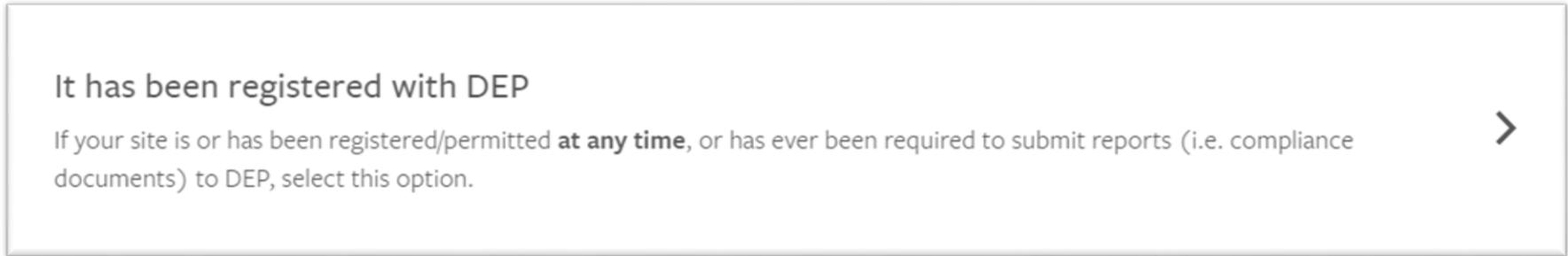
Select “Home” then “Add a Site”, as highlighted in Figure 2 below.

Figure 2: Add a Site



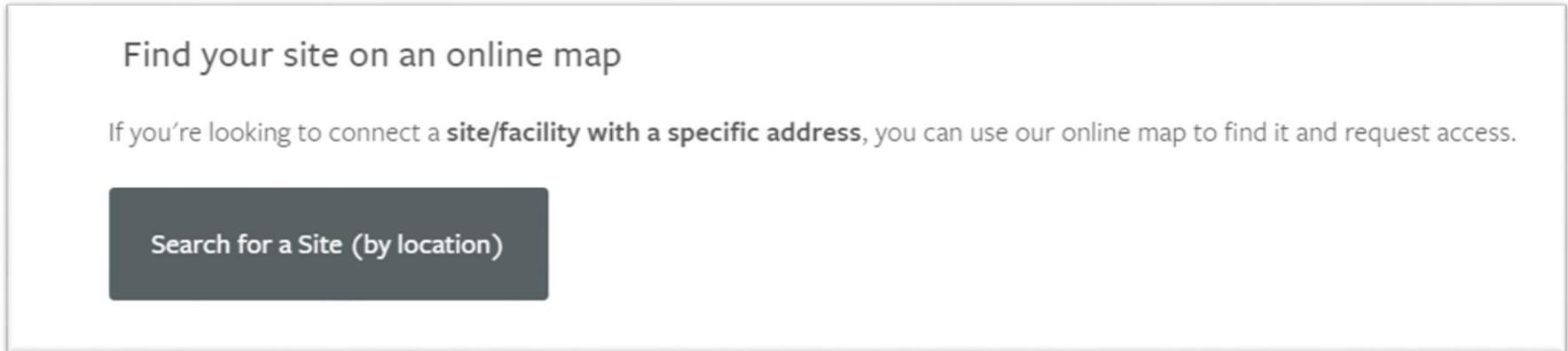
Select “It has been registered with DEP,” as demonstrated in Figure 3 below.

Figure 3: It Has Been Registered With DEP



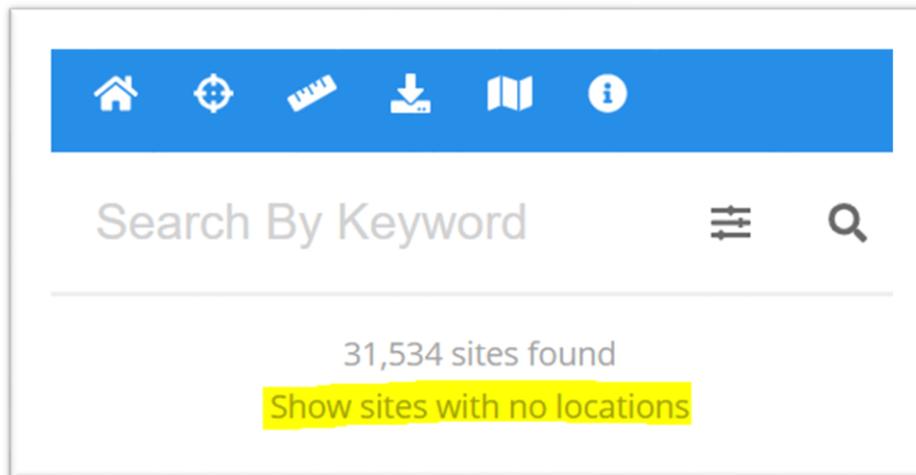
Select “Search for a Site (by location),” as demonstrated in Figure 4 below.

Figure 4: Search for a Site



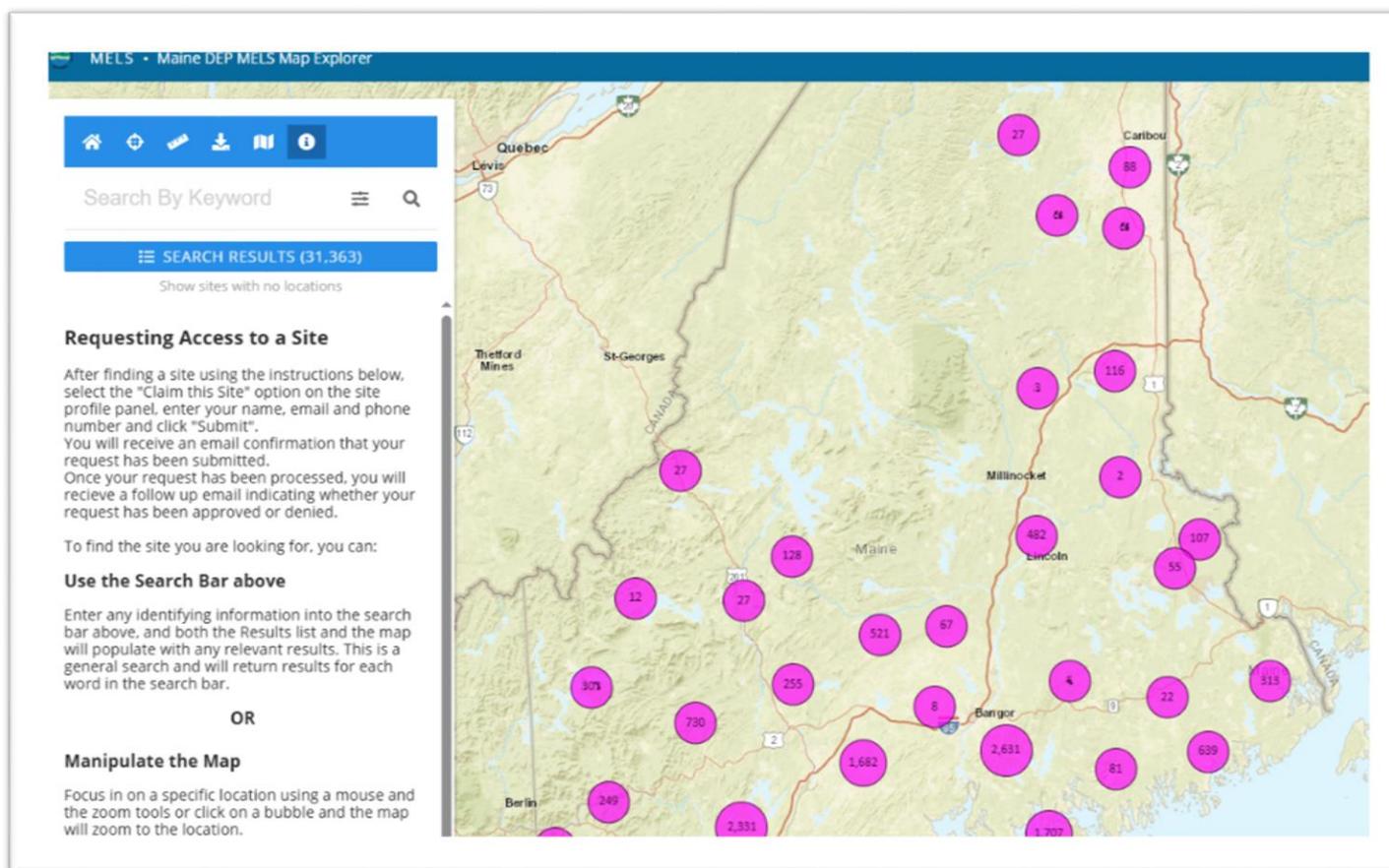
Explorer will automatically hide all sites with no location. To view all sites, select “Show sites with no location” as highlighted in Figure 5 below.

Figure 5: Show Sites with No Locations



Search for the site by keyword or by using the MELS Site Map Explorer functionality on the right and click on the site when you have found it, as demonstrated in Figure 6 below.

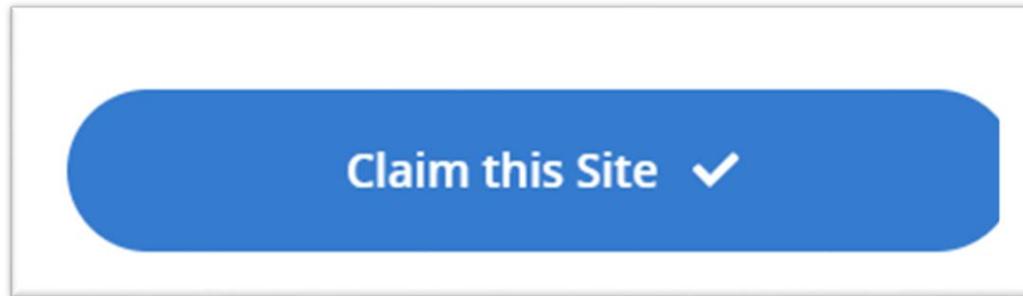
Figure 6: MELS Site Map Explorer



For more information on navigating the MELS Map Explorer, see the "Using Site Map Explorer" user guide.

Select “Claim This Site”, as demonstrated in Figure 7 below.

Figure 7: Claim this Site



Enter your name, phone number, email address, reason for claiming this site, and type of role requested:

- Viewer: Can view site information but cannot make any changes.
- Editor: Can fill out forms and reports. Depending on the form, may require certifier permissions to submit.
- Administrator: Can edit site information, invite other users to join the site, deactivate users, and request administrator certifier permissions for users.

*Note: **Certifier** permissions are only required for the National Pollutant Discharge Elimination System (NPDES).*

The claim request is now submitted and will be reviewed by a DEP staff member. Once your request has been approved, you will be notified by email with an invitation to be an authorized user for the site, and the site will show up on your MELS account.

Note: Approvals are processed during normal business hours only.