

Responding to Corrections Requested



MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

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www.maine.gov/dep

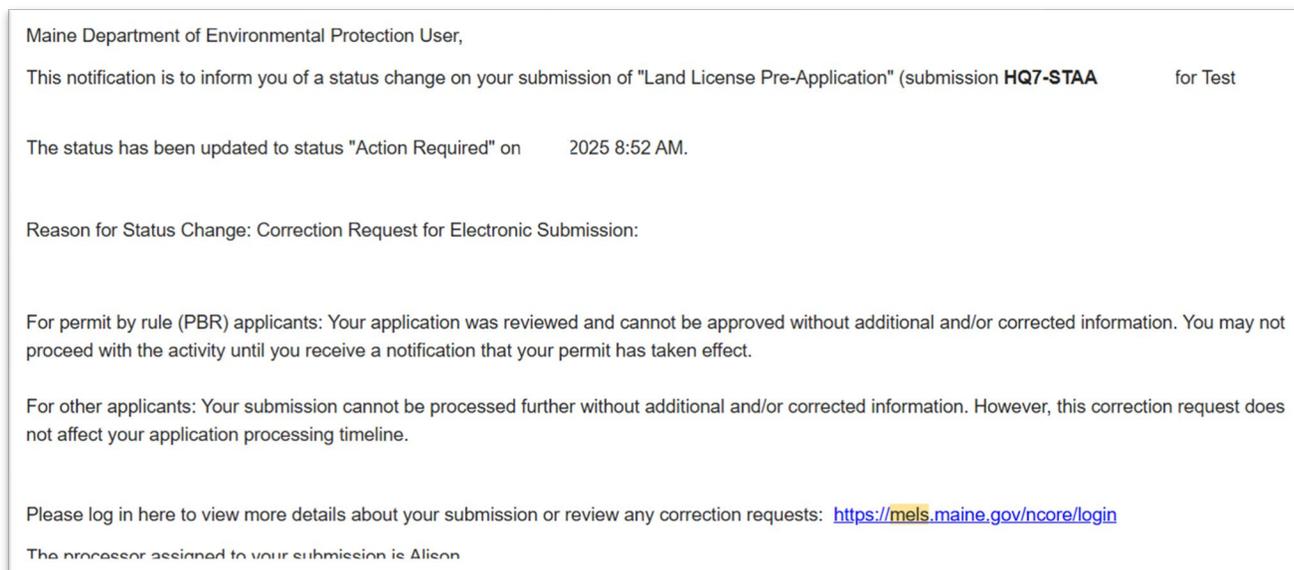
Responding to Corrections Requested

For permit by rule (PBR) applicants: A correction request means your application was reviewed and cannot be approved without additional and/or corrected information. You may not proceed with the activity until you receive a notification that your permit has taken effect.

For other applicants: A correction request means your submission cannot be processed further without additional and/or corrected information. However, this correction request does not affect your application processing timeline.

You will be notified via email that your application/submission requires corrections, as demonstrated in Figure 1, below.

Figure 1: Correction Request Emailed Notification

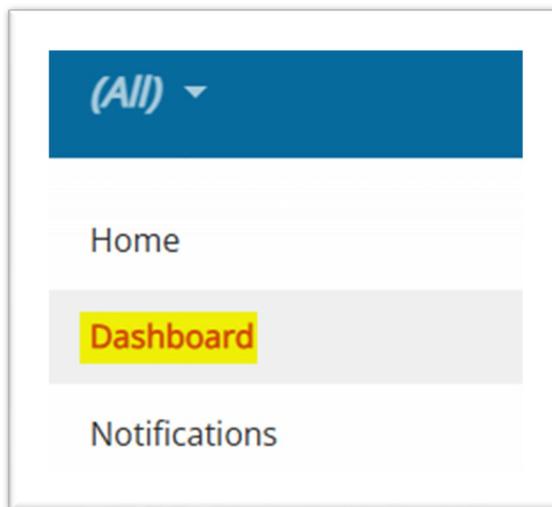


Log in to the Maine Enterprise Licensing System (MELS) here: [Log in to MELS](#).

- For more information on logging in to MELS, see the user guide “Creating an Account and Forgot Password” available on the MELS Hub here: [MELS Hub](#)

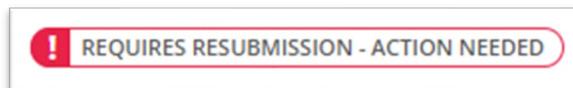
Navigate to your MELS Dashboard, as demonstrated in Figure 2 below.

Figure 2: MELS Dashboard



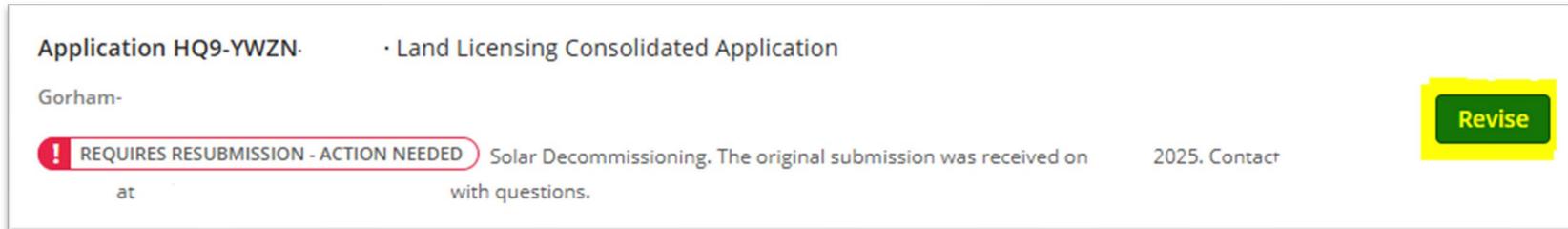
Locate the relevant application that requires corrections, it will be marked with the alert “Requires Resubmission-Action Needed,” as demonstrated in Figure 3 below.

Figure 3: Requires Resubmission- Action Needed Alert



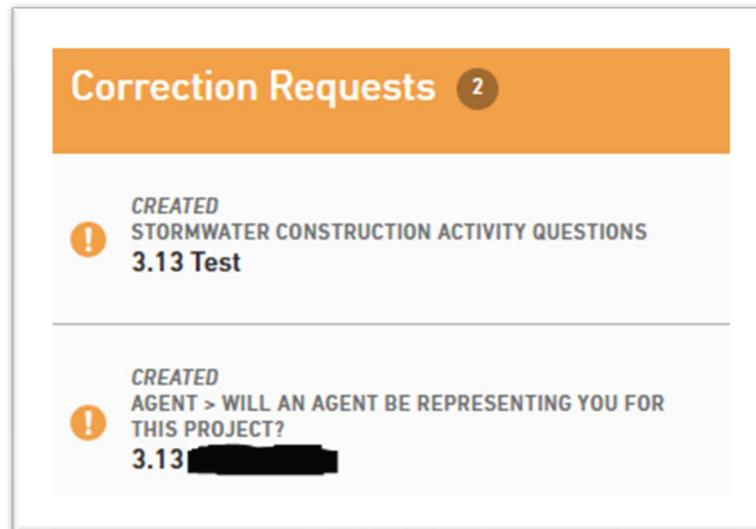
Select “Revise” on the relevant application, as demonstrated in Figure 4 below.

Figure 4: Revise Application



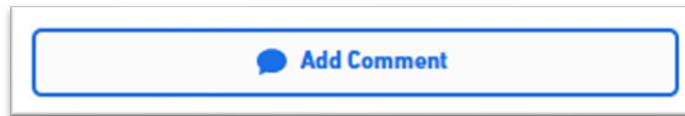
Navigate to the specific corrections requested using the right-hand menu, as demonstrated in Figure 5 below.

Figure 5: Correction Requests



Respond to the correction request by editing the application and/or adding a comment, as demonstrated in Figure 6 below.

Figure 6: Add Comment to Correction Request



When the relevant correction has been made, select "Mark Complete," as demonstrated in Figure 7 below.

Figure 7: Mark Complete Correction



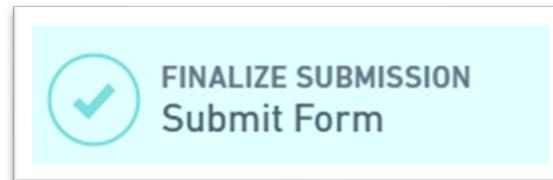
When you are finished making changes, you must resubmit the form in order to allow processing to resume. Navigate to the Review section by continuing through all “Next Sections” or select “Review” in the left-hand menu, as demonstrated in Figure 8 below.

Figure 8: Left-Hand Menu



Continue to the next section “Certify and Submit” and select “Submit Form,” as demonstrated in Figure 9 below.

Figure 9: Finalize Submission, Submit Form



Your application has been resubmitted to Maine DEP for review and processing.