**Reviewing a Permit**

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| This job aide is intended to assist the Regional Administrator in reviewing previously submitted permit applications for Class I, Class II, Class III & Class IV wells within the Underground Injection Control application.Select a hyperlink below to navigate to a specific section:* [Selecting A Region](#Selecting_Region)
* [Accessing Submitted Permit](#Accessing_Submitted_Permits)
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**Selecting a Region**

1. The UIC application consists of 10 regions.
2. Each user selects a “Home” region during the registration process and that region can be found that the top left of the landing page.
3. See **Figure 1a: Clearinghouse Region**
	1. 
4. The user can view permits submitted to other regions by selecting the region number from the drop down.

**Accessing Submitted Permits**

1. An EPA user can open a selected permit via the Permits Submitted table.
	* All permit applications that are submitted have been signed by the RCO, and are available for download.
2. Click on the “Download” button for the desired application. (see image below)
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3. A zip file will download once the link within the well name column is selected.
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4. When the user opens the zip from the bottom navigation, the HTML and any attached files will be listed.
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1. If the user clicks on the “Submission.html” document, a read only copy of the submission will be presented (See image below of blank HTML)
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1. If the user selects the file attachment, the file will open.