Frequently Asked Questions (FAQ)

This FAQ has been developed to address some common questions pertaining to application submission through POSEIDONOnline. The FAQ has been structured in the format of categories to assist you in finding the information you may be seeking.

Submissions

Question: Is there a way to cancel/stop/amend the finalized submission if it has been determined that an error is contained in the information.

Response: Once Submit has been selected the document(s) upload and is already in the Quality Review queue. If an error is contained in the information or with the submission, it will be identified during Quality Review by Water Resources. If the submission is rejected during the Quality Review step, the Applicant will be notified and will need to submit a full submission, again. Amendments are not accepted. Once a decision is made during Quality Review, the submission cannot be retrieved. POSEIDONOnline will only accept full submissions.

Question: Why are there some processes on POSEIDONOnline greyed out and not accessible at this time?

Response: Any process that is greyed out is currently in development. A Bulletin will be released when the process becomes available.

Question: Entering consultant information seems redundant, as typically it is the same person who completes the information and uploads the document(s). Can this be changed?

Response: While it may seem redundant, entering consultant information is not. The first log in is to verify that yes, the VISTA log in ID passes security for entering the POSSE and POSEIDONOnline portals. POSEIDON is a Water Resources-specific system, and as such communicates to the email address for the Applicant that is entered during the submission process in POSEIDONOnline for the selected approvals process. It is through that email Water Resources auto-notifications are distributed.

Question: Is there an ability to have two consultant emails for the same submission on POSEIDONOnline?

Response: POSEIDONOnline accepts one email address, and it is recommended to be the Applicant of Record, as it is this email that will receive the POSEIDON auto-notifies.

Question: When updates are made to POSEIDONONline, will they be easy to find?

Response: Yes, as updates and changes are made to POSEIDONOnline, our intent is to communicate them as efficiently and effectively as possible.

Question: Will documents only be allowed for projects which are related to the consultant that is logged in through VISTA? Relationships can be made for associated documents that have been prepared by other consultants.

Response: Documents will only be allowed for projects which are related to the consultant logged it. This follows the same functionality as POSSE. However, there are some processes where there is flexibility. These are identifying the parent Subdivision Stormwater Management Report to a Private Site (E-DPDSSP) Stormwater Management Report, the Resubmit processes, and associating a CD to an E-SWMR. Should there be a submission where the consultant is unable to form a relationship, please use the Contact Us feature available in POSEIDONOnline, and the issue will be addressed.

Question: Is there the ability to track the status of the application online or through POSSE?

Response: POSEIDONOnline is in the process of developing Manage Submissions for Water-specific applications. Water applications are not available through POSSE.

E-Stormwater

Question: When submitting Final and Revised Final Reports, the table shown on POSEIDONOnline only provides reports that have been approved, or will there be all the reports which are related to a specific consultant?

Response: For this process, only the Approved or Approved with Conditions Reports will appear as selections for the Final and Revised Final Reports process. In order to submit a Final or Revised Final Report, the Approved or Approved with Conditions status must be granted by Water Resources, Development Approvals.

Subdivision Stormwater Management Reports (E-SWMR)

Question: When submitting iterations for E-SWMR, is the latest CDID iteration always chosen?

Response: No, the latest CDID iteration is not always chosen. It should be the CDID iteration that aligns with the E-SWMR submission. Oftentimes the E-SWMR and CD will be submitted at the same time for concurrent review. However, flexibility is important as an E-SWMR can remain in the POSEIDON system for 24 months before it is stale dated.

Question: Will POSEIDON show if ACD is accepted for the specific project? Where will this be shown?

Response: At this time, submission management which includes approval status of the application is in development. Applicants will be advised of submission status through the auto-notify process that currently exists.