**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 link in the “Well Name” column 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.