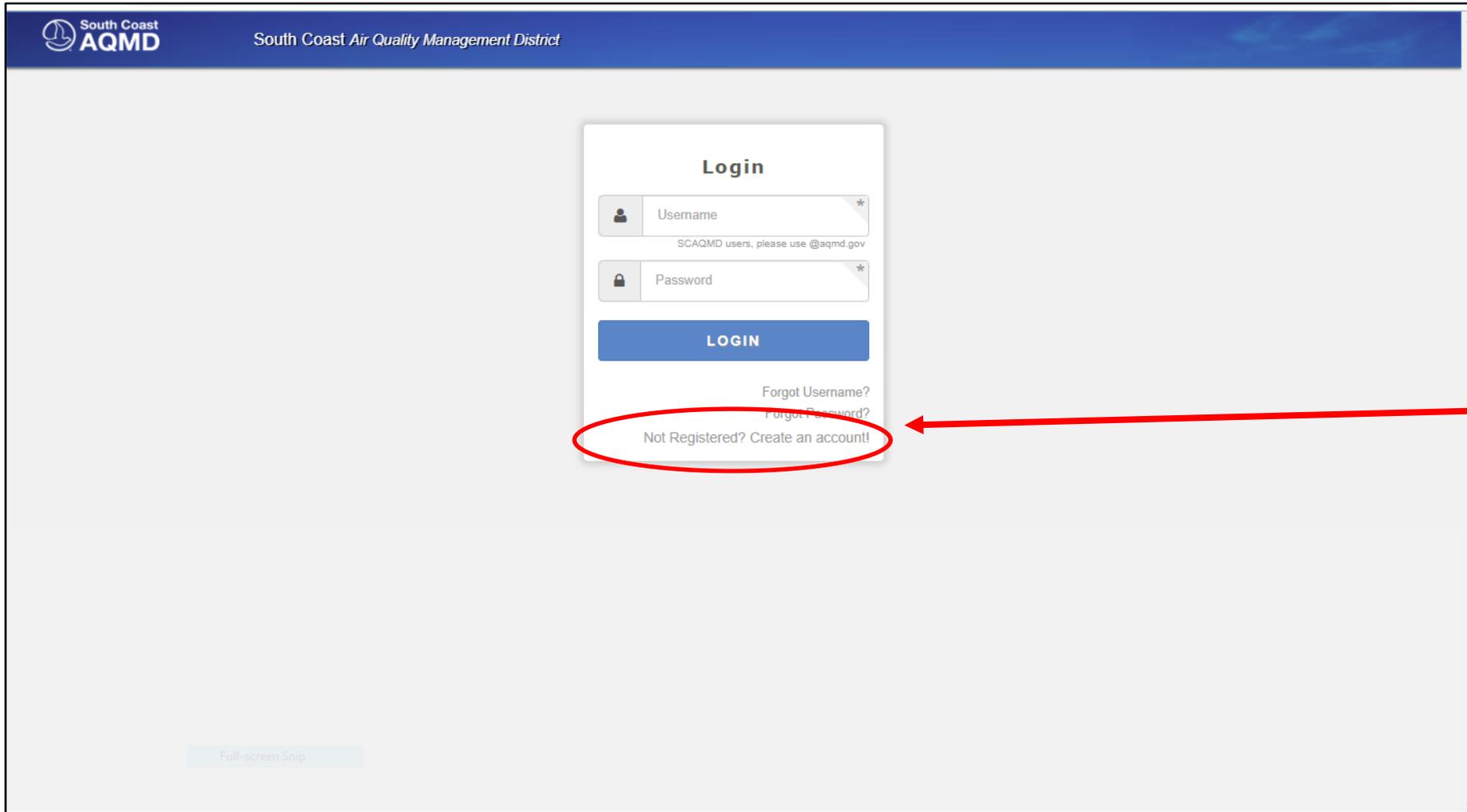# STEPS TO CREATE A NEW ACCOUNT, SELECT OR CREATE A NEW FACILITY AND HOW TO BEGIN YOUR APPLICATION

Step 1: First Time User

- **Since you will be registering for the first time, click on the link "Not Registered? Create an account!".**

Step 2: User Registration Page

- **Create username/password and enter facility address**
  - **Usernames require a minimum of 5 characters**
  - **Passwords must include 1 alphabetic character, 1 number AND 1 special character (e.g. ! , $, etc.)**
  - **Type in an email address that will be used with your account**
  - **Enter the address your equipment is located at**
- **After typing in your information, please read and click on this button to agree to the terms and conditions.**
- **Then, click on this button to register your new account.**

Step 2 Continued:
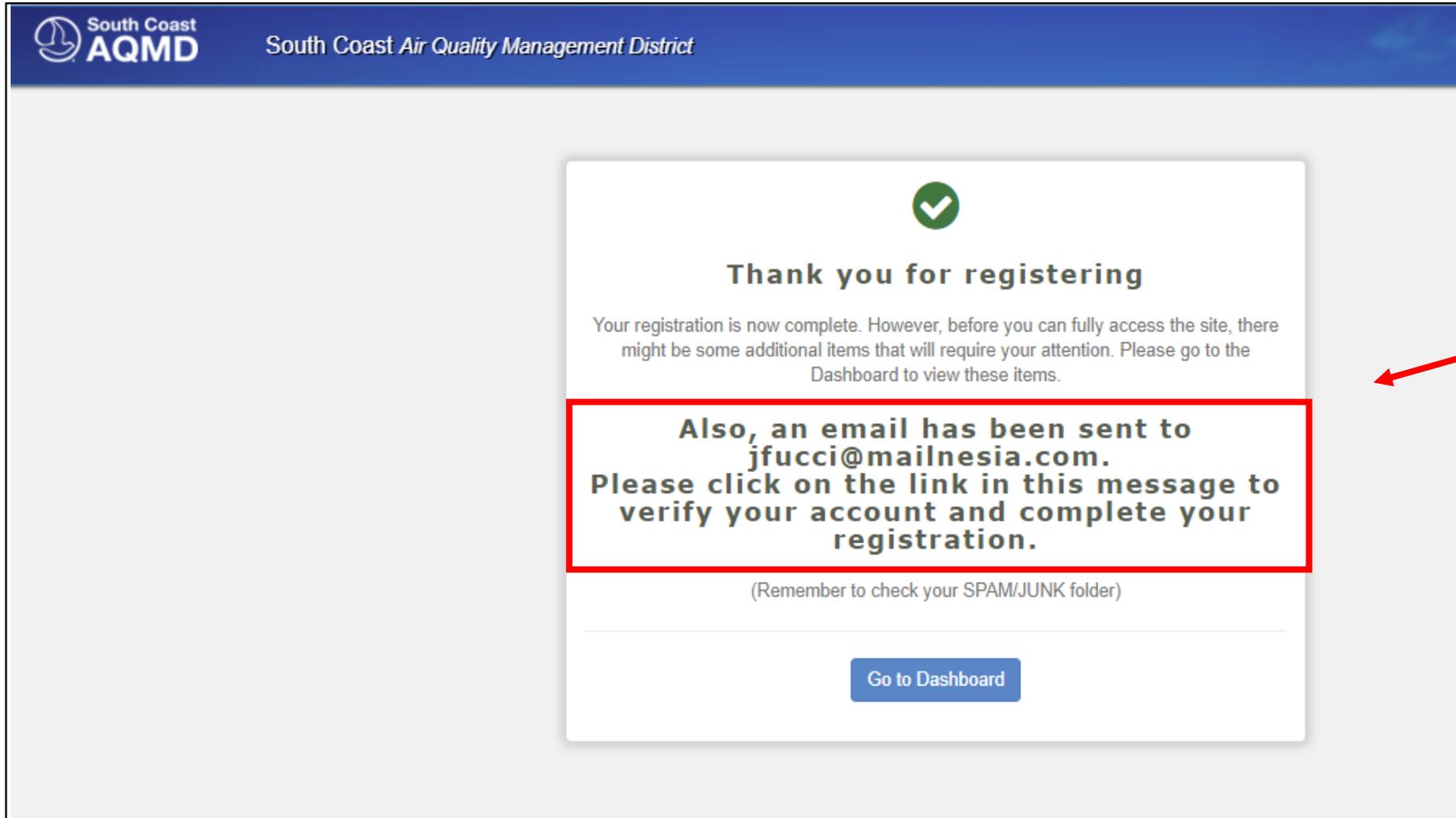
- **You will be brought to this page. Please check your email to complete account registration.**

Step 3: Email Address Verification

Date	From	To	Subject
a few seconds ago	no-reply@aqmd.gov	jfucci@mailnesia.com	SCAQMD Subscriber's Email Address Verification

Welcome to SCAQMD Security Portal

As part of SCAQMD Account Registration for user , the subscriber has to complete AQMD Email Address Verification process. Please click on the link below to go to SCAQMD Email Address Verification Page:

https://xappstage.aqmd.gov/cromsp/Registration/EmailVerification//188f1670-2d12-4691-8f61-dd481f938281

Or

Go to the AQMD Email Address Verification Page and type in the following Email Address Verification Key: 188f1670-2d12-4691-8f61-dd481f93828

Sincerely,
SCAQMD Support Team

| a few seconds ago | no-reply@aqmd.gov | jfucci@mailnesia.com | Welcome To SCAQMD |

Welcome to SCAQMD Security Portal.

New registration for Username: jordane (email: jfucci@mailnesia.com).

SCAQMD Support Team.
http://www.aqmd.gov/

- **Click on this link. This will automatically verify your email account and complete your registration.**
- **If this link does not work, you can go to South Coast AQMD's Verification Page to enter the verification key provided in your email.**

Step 3 Continued: Email Address Verification Key

- **In your search engine, type in this link:**

  https://xappstage.aqmd.gov/cromsp/Registration/EmailVerification

- **Enter your verification key in the box and click on the "Verify" button.**

Step 4: Email Verification Completion Status
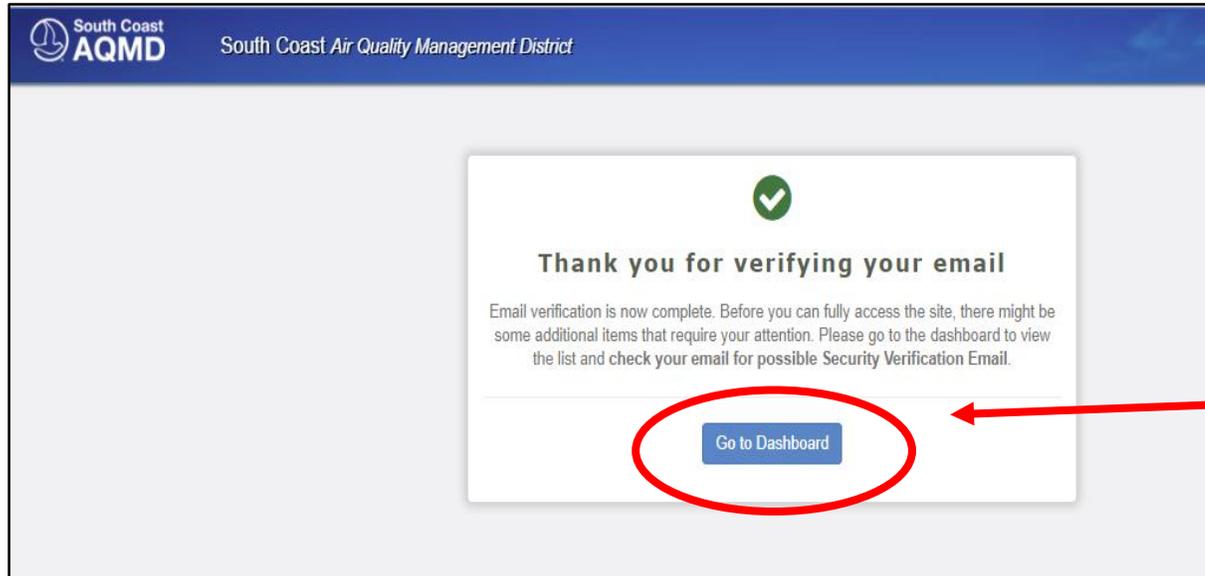

- **After entering your verification key, you will be directed to this page. Click on this button to access your dashboard.**
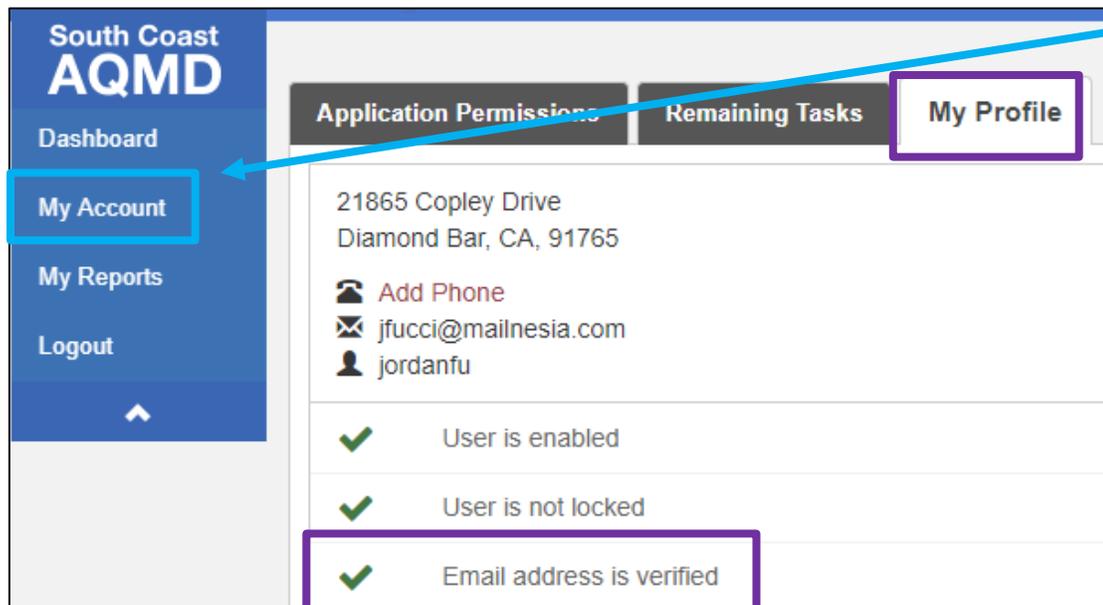
- **Click on the "My Account" tab on left hand side of page. Then, click on "My Profile" tab to see that your email address is verified.**

Step 5: Registering a New Facility Before Filling Out Application

- **Option A: Click on the "My Account" tab, located on the left hand side of the page.**
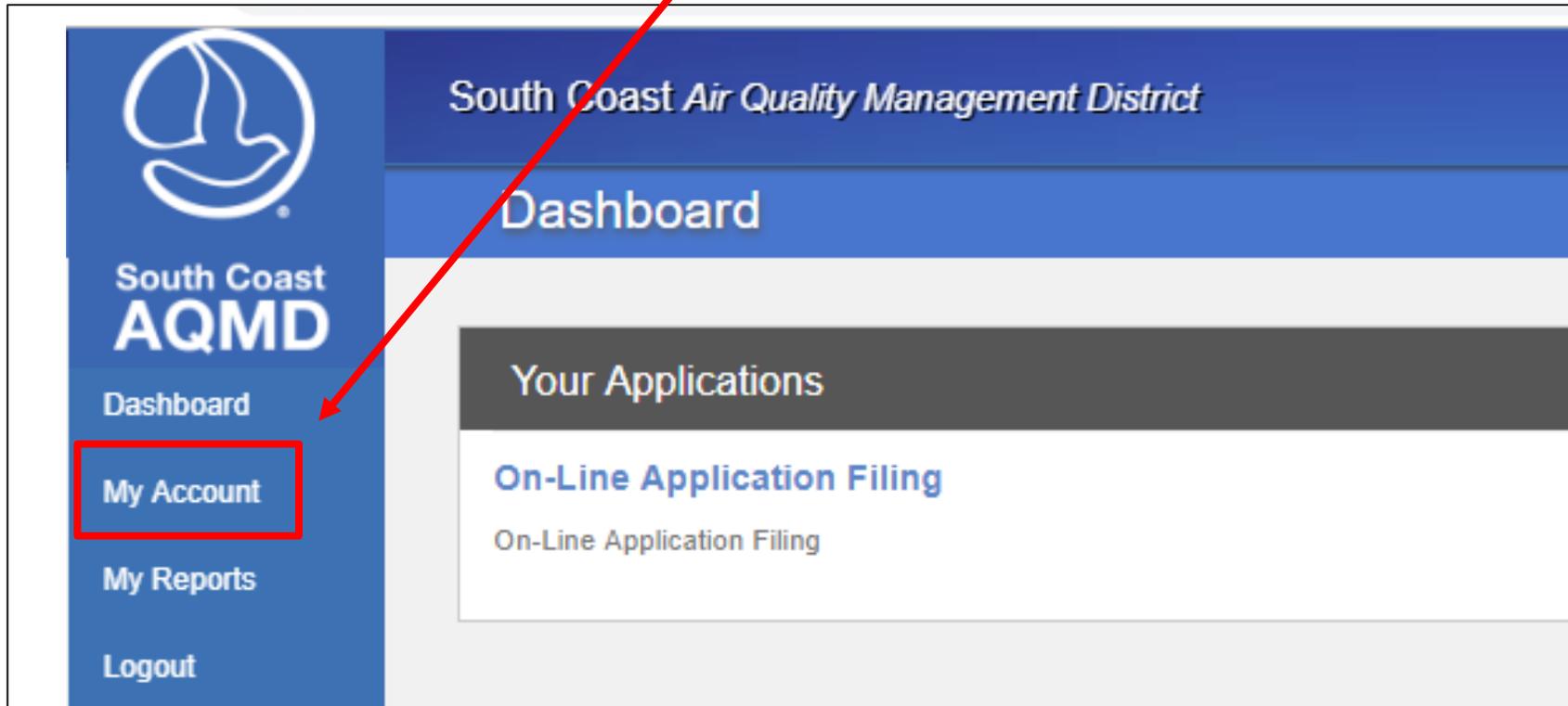
Step 5 Continued:

Option A Continued:

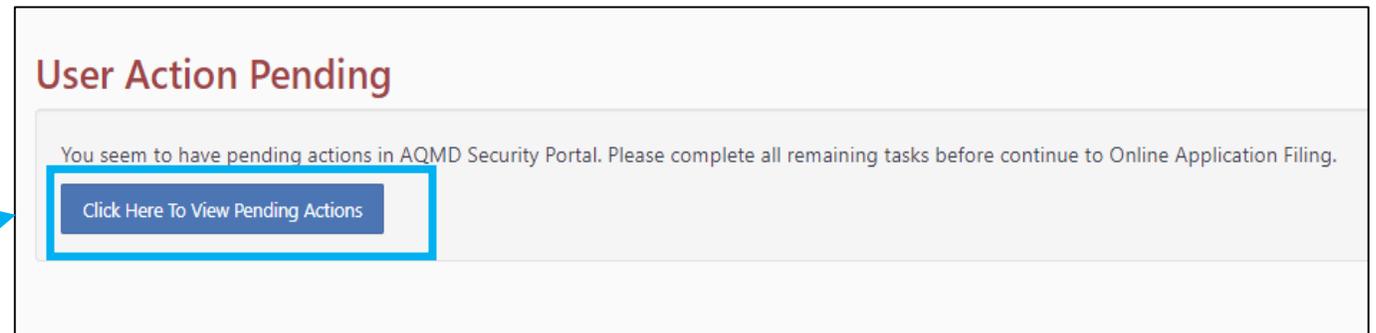- Click on the "**Remaining Tasks**" tab. You will see 2 buttons: "Search for an existing facility" and "Create New Facility".

Step 5 Continued:

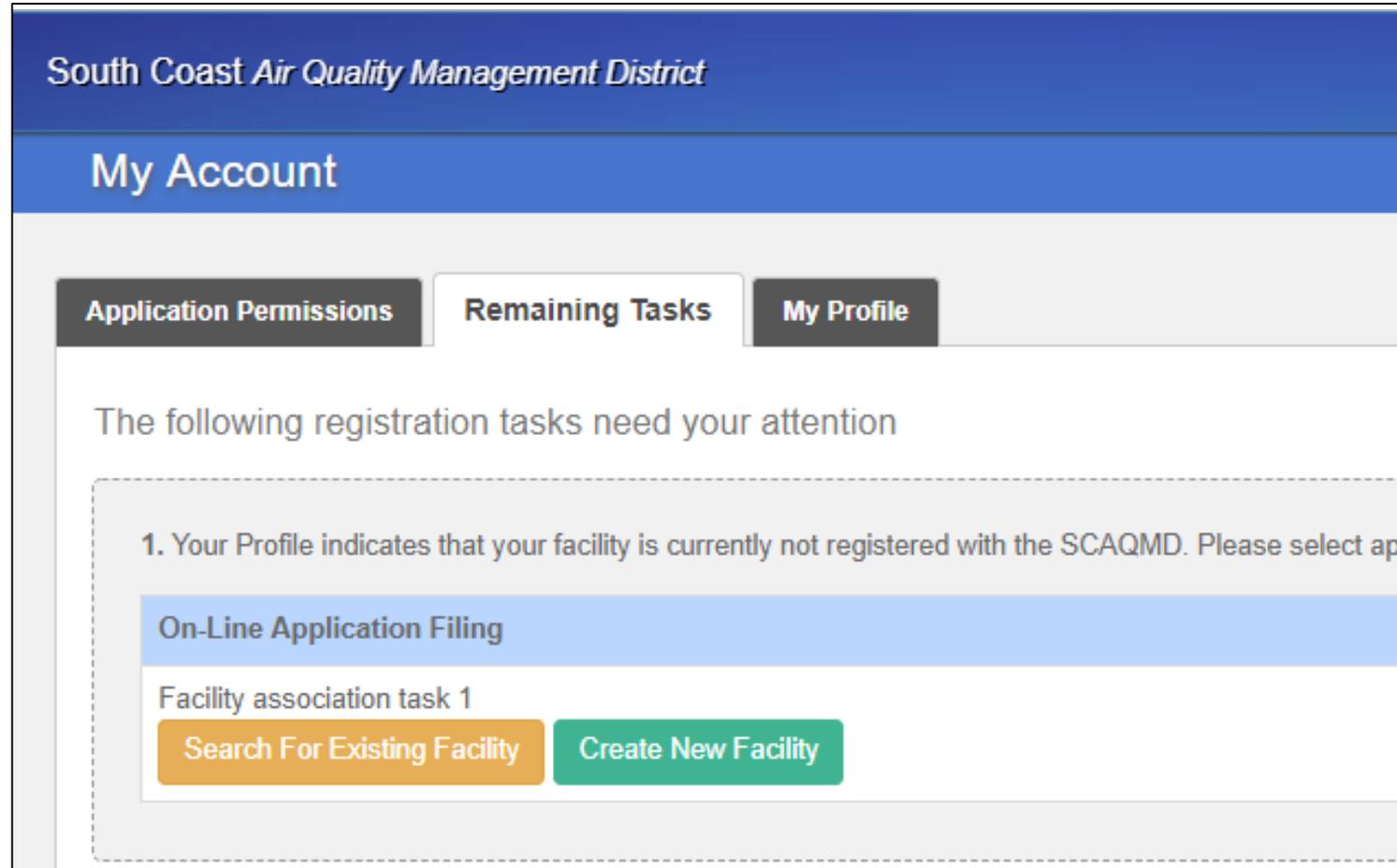- Option B: Click on "On-Line Application Filing" link .
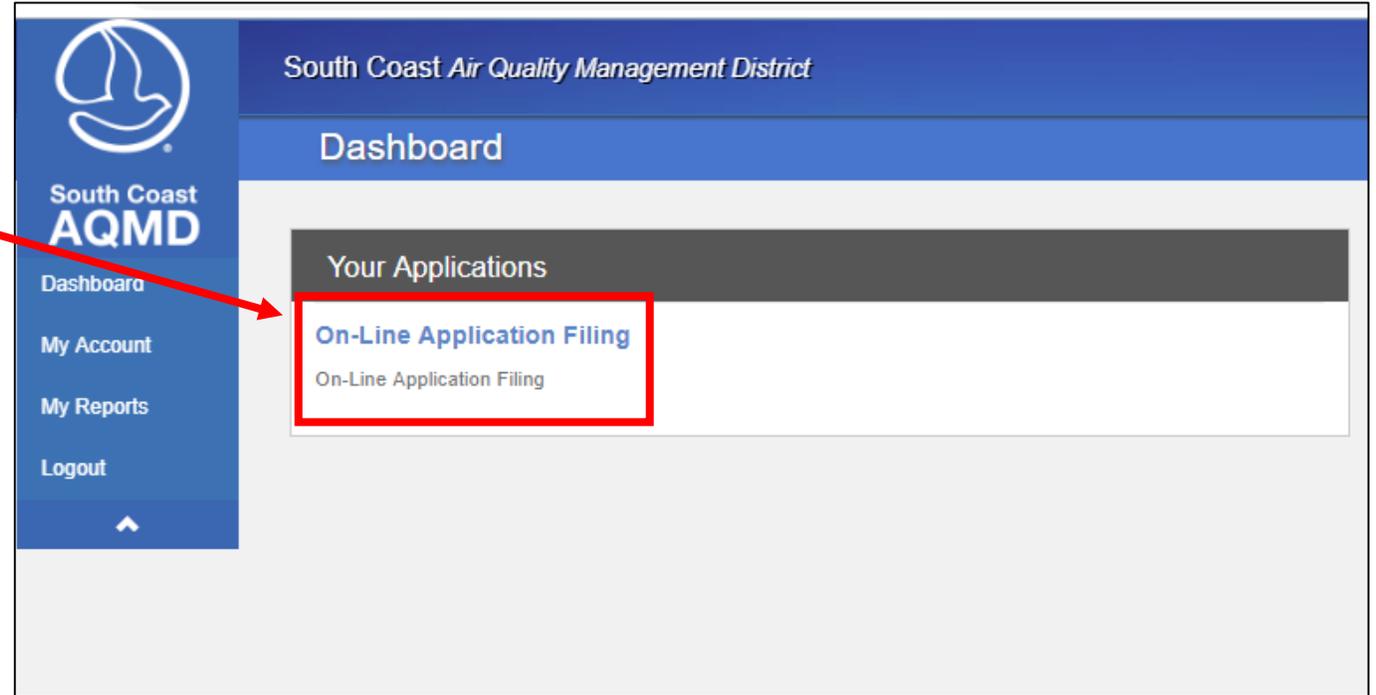
- After you will be directed to this page where you will be prompted to click on the button "View Pending Actions".

Step 5 Continued:

- **Upon clicking "View Pending Actions" button, you will be re-directed back to the "Remaining Tasks" page.**

Step 6A: Search for Existing Facility

- **If you pressed the button, "Search For Existing Facility", you will be directed to this page.**
- **Input existing Facility ID OR enter facility name and address.**

Business Lookup

Your business may already have an account with the SCAQMD. Please use the search fields below to find your facility.

Facility ID*

(OR)

Facility Name

Facility Street Number

Facility Street Name*(Do not include street direction or street suffix)

City

Zip

Search Facility   Clear All

Step 6A Continued

- You can either click on the "**Select Facility**" or "**View Facility**".
- Verify your facility by clicking on the "**View Facility**" link to retrieve **more information** (e.g. billing contact information).
- Then, click on the **button** "**Select Facility**" at the bottom of the page to proceed.

Found 1 entry. Select Facility ID from the list below.

Show 10 entries

Facility ID	Facility Name	Facility Address		
189417				Select Facility View Facility ➔

Showing 1 to 1 of 1 entries

Previous **1** Next

If you do not find your facility, **CREATE NEW FACILITY**

Contacts Summary

PERMIT MAILING CONTACT
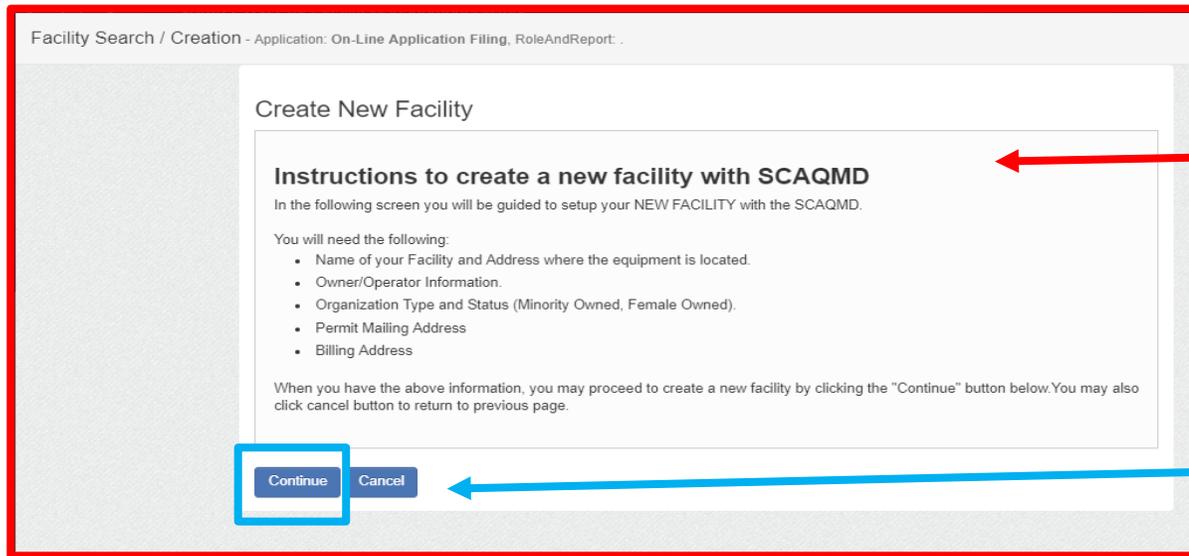
Contact: JANE SMITH
Title:
Department:
Address:

Tel:
Fax:
Email: JFUCCI@MAILNESIA.COM

BILLING CONTACT

Contact: JANE SMITH
Title:
Department:
Address:

Tel:
Fax:
Email: JFUCCI@MAILNESIA.COM

Back to Search

Select Facility

Step 6B: Create a New Facility

Facility Search / Creation - Application: On-Line Application Filing, RoleAndReport: .

Create New Facility

Instructions to create a new facility with SCAQMD
In the following screen you will be guided to setup your NEW FACILITY with the SCAQMD.

You will need the following:
- Name of your Facility and Address where the equipment is located.
- Owner/Operator Information.
- Organization Type and Status (Minority Owned, Female Owned).
- Permit Mailing Address
- Billing Address

When you have the above information, you may proceed to create a new facility by clicking the "Continue" button below. You may also click cancel button to return to previous page.

Continue Cancel

- **If you pressed the button "Create New Facility, you will be directed to this page.**
- **Once you have all the required information on hand, click on the "Continue" button.**

- **On this page, fill in all of your facility information.**
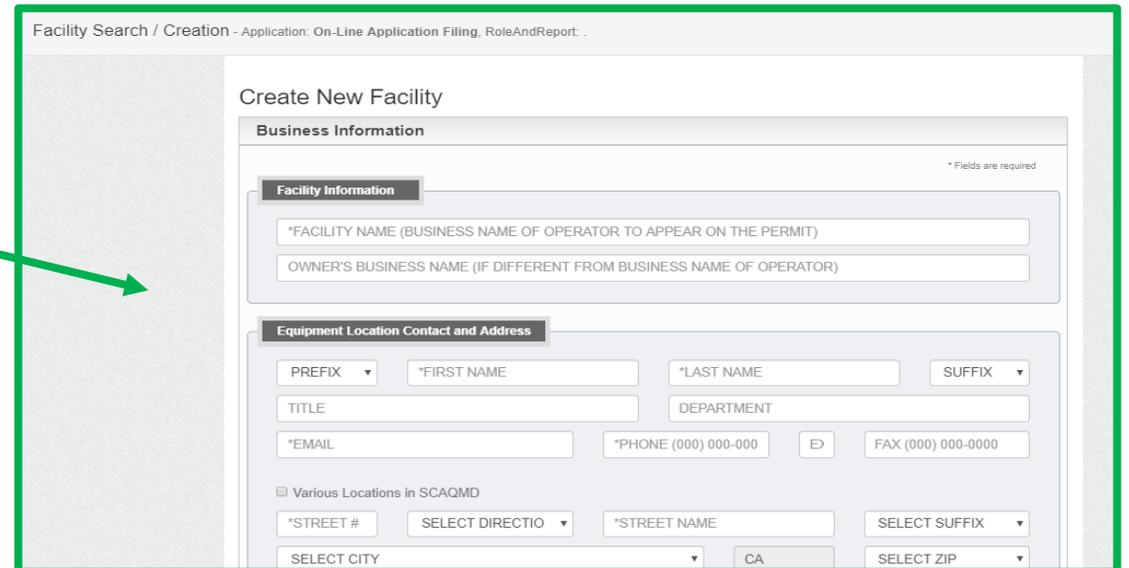
Facility Search / Creation - Application: On-Line Application Filing, RoleAndReport: .

Create New Facility
Business Information

* Fields are required

Facility Information

*FACILITY NAME (BUSINESS NAME OF OPERATOR TO APPEAR ON THE PERMIT)

OWNER'S BUSINESS NAME (IF DIFFERENT FROM BUSINESS NAME OF OPERATOR)

Equipment Location Contact and Address

PREFIX ▼ | *FIRST NAME | *LAST NAME | SUFFIX ▼

TITLE | DEPARTMENT

*EMAIL | *PHONE (000) 000-000 | ▭ | FAX (000) 000-0000

☐ Various Locations in SCAQMD

*STREET # | SELECT DIRECTIO ▼ | *STREET NAME | SELECT SUFFIX ▼

SELECT CITY | ▼ | CA | SELECT ZIP ▼

Facility Summary

Facility : MCDONALDS

Doing Busine ss As : JANE SMITH

Equipment L ocation Address :

Name : JOHN THOMAS

Title :

Department :

Telephone : (626) 441-2697

Extension :

Fax:

Email : JFUCCI@MAILNESIA.COM

Small Business : NO

Number of Employees : --

Gross Receipts : --

Organization Type : CORPORATION

Female Owned : NO

Minority Owned : NO

Edit

Contacts Summary
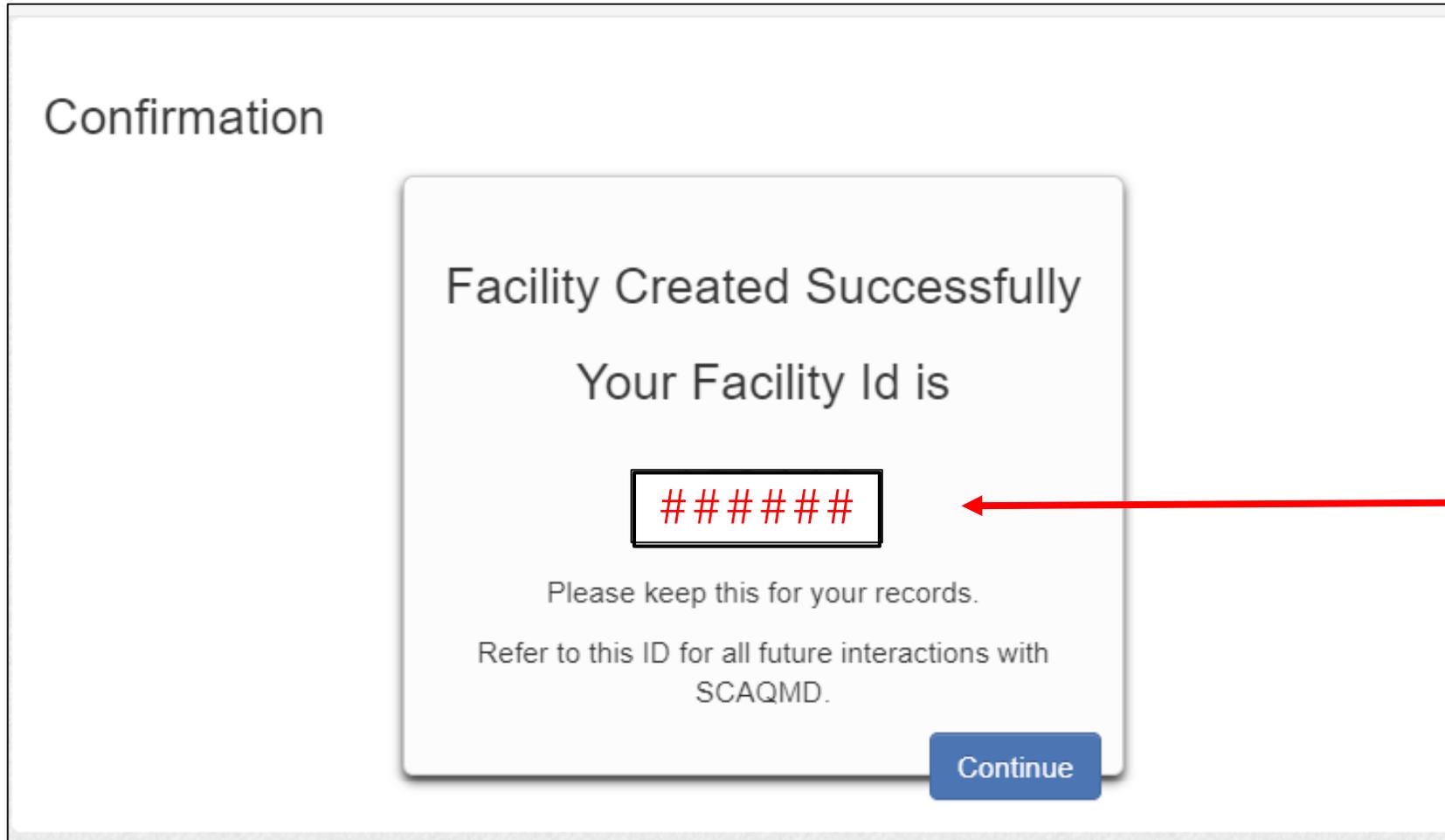
PERMIT MAILING CONTACT

Contact: JOHN THOMAS

BILLING CONTACT

Contact: JOHN THOMAS

Title:

Step 6B Continued:

- **You will be directed to a facility summary page. Please review that facility information is correct.**
- **Once you have verified the information, click the submit button at the bottom of the page.**
- **Please note that once the submit button has been clicked, you can no longer change the facility information.**

Step 7: Facility Registration Confirmation Page

Confirmation

Facility Created Successfully

Your Facility Id is

######

Please keep this for your records.

Refer to this ID for all future interactions with SCAQMD.

Continue

- **A confirmation page will pop up indicating that your facility has been successfully created. You will be given a 6 Digit Facility ID Number.**

- **It would be a good idea to write this number down for your records.**

Step 8: Verifying Facility Registration

- To confirm that your facility has been created or selected, click on the "**My Account**" tab.
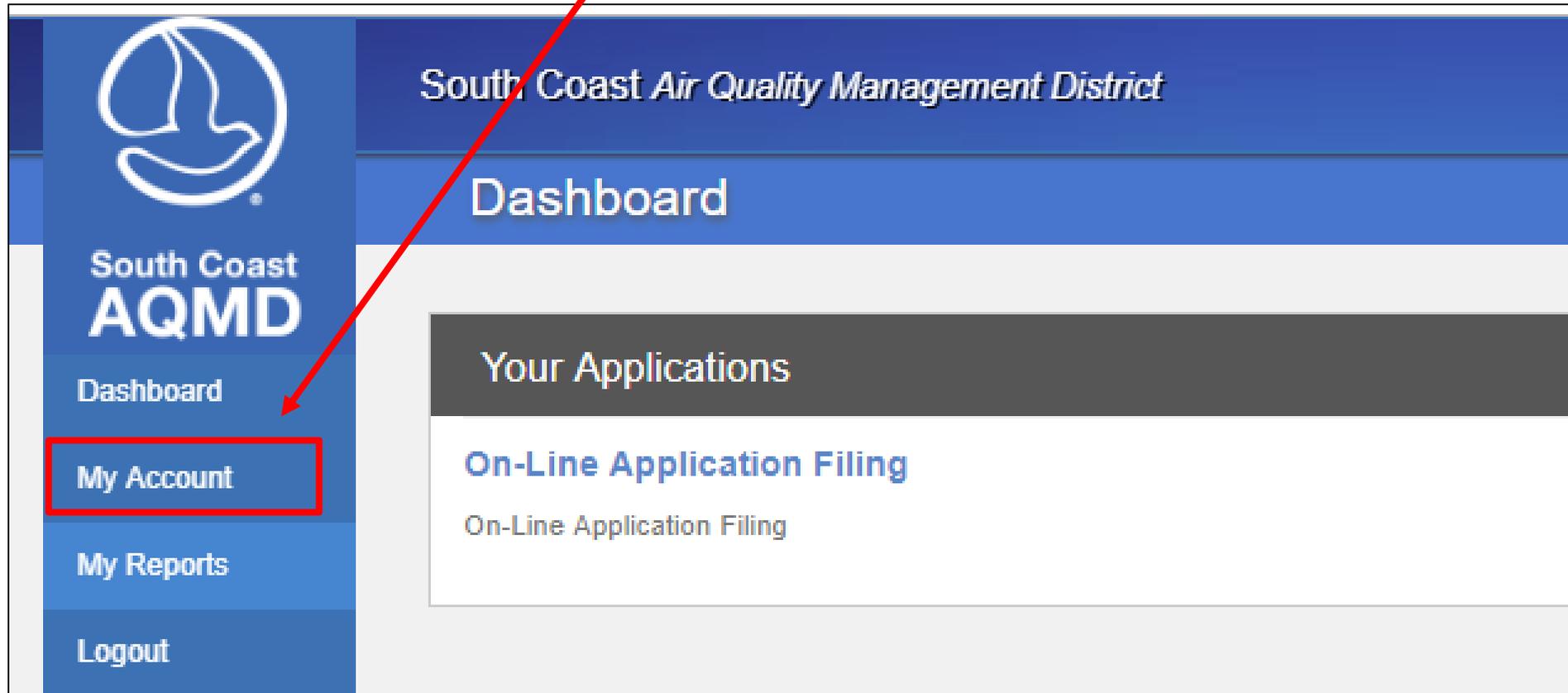
Step 8 Continued:

- You will see your **facility ID number** next to your **facility name** underneath the Application Permissions tab.
- If you **DO NOT SEE** your Facility ID next to **"Rule 222- Emission Sources Not Requiring a Written Permit"** and wish to register for Rule 222, then additional steps are required.

Step 9: Update User Role

- **To add your facility ID under the Rule 222 user roles, go to the "My Profile" tab. Click on "Update Registration" button.**

Step 9 Continued:

- Select button next to the "On-Line Application Filing" and click on the "Update Roles" button (located at bottom right hand corner).

Step 9 Continued:

- Select button next to "On-Line Filing of Applications for Authority to Construct or Permit to Operate".
- Enter your Facility ID in the textbox here and click on " Update Reports" button.

Step 9 Continued:
- **You will be brought to this page. Select on the "Rule 222- Emission Sources Not Requiring A Written Permit" button. Then click on "Finish Update Registration" button.**

On-Line Application Filing Reports - Add or remove reports from the list

Select	Name	Description
(on)	Authority to Construct or Permit to Operate and Associated Forms	Includes the Following Forms:400-A, 400-CEQA, 400-PS, 400-E-XX, Supplemental Documents

Facility ID   **Facility Name**

189418 *   MCDONALDS   🗑

+ More facilities

Select	Name	Description
(on)	Rule 222 - Emission Sources Not Requiring A Written Permit	FILING REQUIREMENTS FOR SPECIFIC EMISSION SOURCES NOT REQUIRING A WRITTEN PERMIT PURSUANT TO REGULATION II

Facility ID   **Facility Name**

189418 *   MCDONALDS   🗑

+ More facilities

‹ Update Roles   💾 Finish Update Registration

Step 10: Application Permissions Confirmation

- **Return to the Application Permissions page to confirm change.**
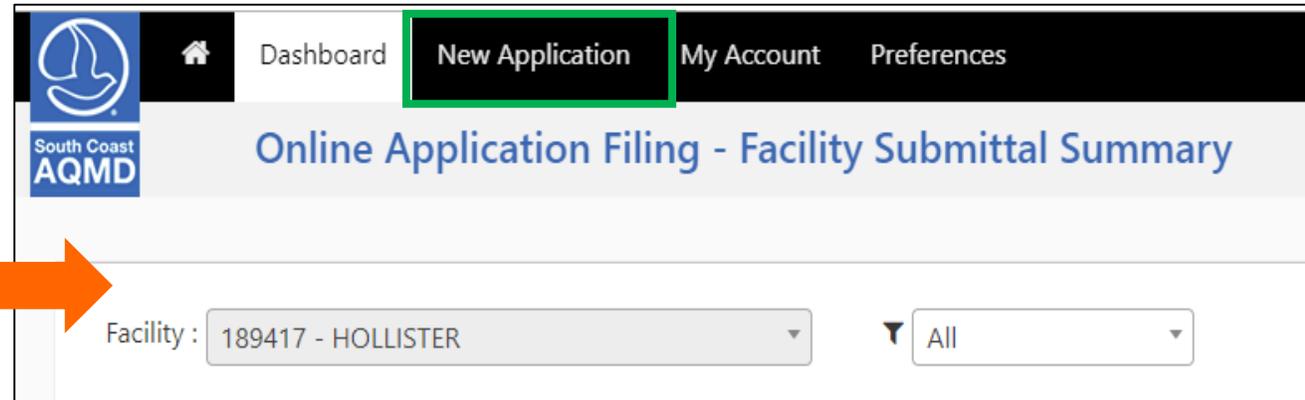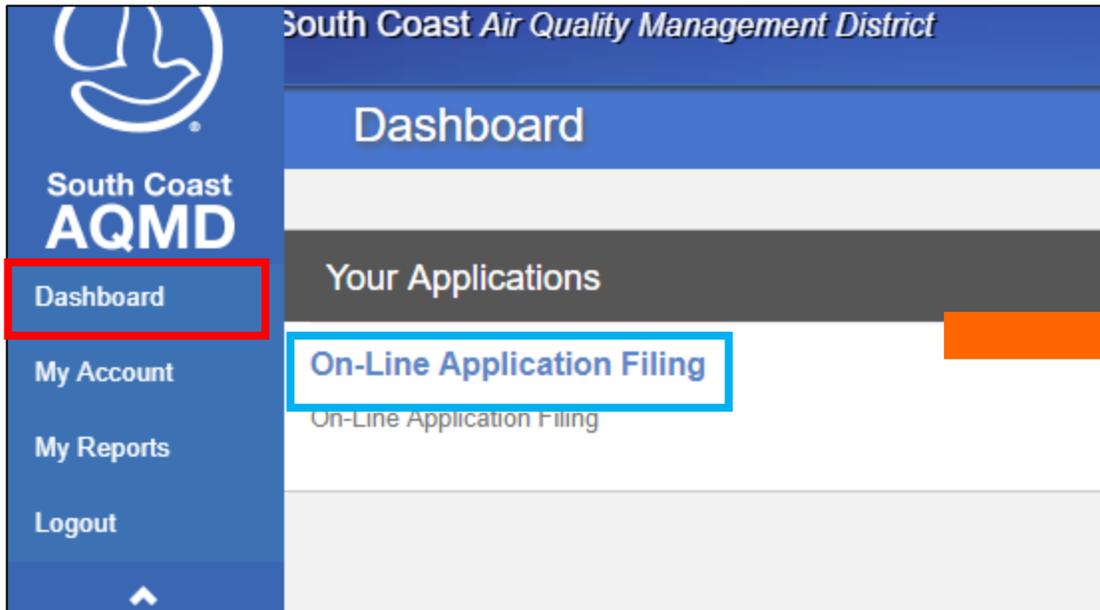
Step 11: Filling Out a New Application

- **To begin a new application, click on the "Dashboard" tab (located in the menu on left hand side).**
- **Click on "On-Line Application Filing" link.**
- **Please click on the "New Application" tab at the top of your screen.**

Step 11 Continued:

- You will be brought to this page. Select "Facility" first
- To apply for Rule 222 Filing Program, select "Rule 222 Application Filing" button. Then a drop down menu will appear. Choose the equipment form applicable for your facility.
- You can begin your application process.

NOW YOU CAN BEGIN FILLING OUT 222 REGISTRATION FORMS!