South Coast Air Quality Management District

Rule 314 – Fees for Architectural Coatings
Bulleted Instructions for web-based reporting application (314-Web)
(Copying data from previous year and updating within the WebApp)

The following instructions will guide you through the 314-Web reporting application. These instructions are for **copying the data from the prior year and updating the data** within the program to reflect the sales and coatings for the current reporting year.

Simplified Instructions	Detailed Instructions
Go to Rule 314 website	Go to http://www3.aqmd.gov/webappl/wc/security/login.aspx to get to the **Annual Quantity and Emissions Application**
Enter User ID & Password	Enter the User ID & Password. If you misplaced your password, click on "**email my password**" link. If no security question is displayed, contact the Area Sources Team at (909) 396-2390 or at areasources@aqmd.gov.
Click on the Rule 1113 link	In the blue Browse Applications box on the left, click on the "**R1113**" link to Submit Rule 1113 Application
Click on the "**New Report**" link	Click the "**New Report**" link in the Report Status column.
Enter the current reporting year	Enter the reporting year for which you are reporting (i.e. "**2018**")
Click "**Copy previous year's product data**"	Click the checkbox labeled "**Copy previous year's product data**"
Click "**Create Report**"	Click on the button labeled "**Create Report**" *Note: Once you click on the create report link, a 'report' will exist for that reporting year, even if you have not entered any data. If you exit the program and log back in to work on the report, click on the link for the reporting year (i.e. 2017) in the Report Summary screen to continue to add or edit products. You can get to that screen at any time by clicking on the "**Report Summary**" link located on the top of the screen in the dark blue strip.*
Click "**Edit Products**"	Click on the button above the table labeled "**Edit Products**"
Update data	Update the data line by line using the Edit button on the left. When the changes have been made, click the Update button on the left. *Note: The program may give a warning if it detects an issue (i.e. a product over the VOC limit) and may prompt you to confirm your entry. Once you click update, the data will remain in the system even if you exit the program.* For adding new products, click on the "**New Product**" button above the table. For deleting products, click on the "**Delete Product**" button above the table.
Click "**Done**"	When data update is complete, click the "**Done**" button above the table
Review Data	Review data to ensure accuracy and completeness. Changes, additions, and/or deletions may still be made by clicking the "**Edit**", "**New Product**", or "**Delete Product**" buttons.
Click "**Submit**"	After review process is complete, click "**Submit**". User may no longer make alterations to the data at this point.