

Air Emissions Inventory (EI) - Credentials and Access

July 2021

Summary

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- [Obtaining a WAMS account](#)
- [Obtaining an EI submittal role](#)
- [Help with Switchboard credentials](#)
- [Accessing the Air Reporting System \(ARS\)](#)
- [Help](#)

Switchboard credentials

Proper credentials are required to access the Air Reporting System (ARS), the web-based program used to submit an emissions inventory (EI), a certification or an Under-Thresholds-Notification (UTN).

Switchboard credentials (cont.)

Required Switchboard credentials include:

- A Wisconsin Web Access Management System (WAMS) account/ID
- An air emissions inventory (EI) submittal role

Obtaining a WAMS account

1. On [DNR's homepage](#), select the Environment link.



Obtaining a WAMS account (cont.)

2. On the ENVIRONMENTAL PROTECTION webpage, scroll down and click *DNR SWITCHBOARD*.



ENVIRONMENTAL PROTECTION

Clean air, clean water and healthy landscapes. These are foundations of Wisconsin's economy, environment and quality of life. They are the assets that separate us from the rest of the pack.

Protecting and enhancing them will benefit everyone in Wisconsin - and require everyone's help.

Early planning and consultation with DNR, strong, sound regulations, cost sharing and partnerships are the keys.

Scroll to →



Obtaining a WAMS account (cont.)

3. Near the bottom of the DNR SWITCHBOARD webpage, click *CREATE USER ID* and follow the directions.

A WAMS account/ID is typically created within a few hours. An email notification is sent when the account has been created.



The DNR Switchboard is for people who need to securely log in and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Wisconsin User ID and access, you may click on "Log in" below to begin. Otherwise, you will first need to create a User ID and request access to an on-line system.



NEED ASSISTANCE?

Answer a few questions and get routed quickly and efficiently to the correct source of help.

[READ MORE](#)



LOG IN

If you already have a Wisconsin User ID, log in now.

[READ MORE](#)



CREATE USER ID

If you do not already have a Wisconsin User ID, create one now. You will need an ID in order to use the Switchboard.

[READ MORE](#)



REQUEST ACCESS TO SPECIFIC SYSTEMS/REPORTS

If you have a User ID but need access to new or additional systems or reports, request access now.


[READ MORE](#)



Obtaining an EI submittal role


1. After a WAMS ID is set-up, apply for an air emissions inventory (EI) submittal role at a facility by clicking *LOG IN* at the bottom of the DNR Switchboard.

The DNR Switchboard is for people who need to securely log in and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Wisconsin User ID and access, you may click on "Log in" below to begin. Otherwise, you will first need to create a User ID and request access to an on-line system.




NEED ASSISTANCE?
Answer a few questions and get routed quickly and efficiently to the correct source of help.

[READ MORE](#)




LOG IN
If you already have a Wisconsin User ID, log in now. You can request access to systems/reports once you are logged in.

[READ MORE](#)



CREATE USER ID
If you do not already have a Wisconsin User ID, create one now. You will need an ID in order to use the Switchboard.

[READ MORE](#)



INSTRUCTIONS, FAQ AND TROUBLESHOOTING
Information to help you use the DNR Switchboard and manage your account.

[READ MORE](#)

Obtaining an EI submittal role (cont.)

2. Log in to the DNR Switchboard.



The image shows the login page for the WAMS (Web Access Management System) on the Wisconsin DNR website. At the top, there is a logo consisting of a white outline of the state of Wisconsin inside a blue circle, followed by the text "WISCONSIN.GOV" in a large, blue, sans-serif font. Below this, on the left, is the "WAMS" logo in a blue box with white text, with "WEB ACCESS MANAGEMENT SYSTEM" written in smaller blue text underneath. To the right of the WAMS logo are two input fields: "User ID:" and "Password:". Below these fields is a "Login" button. At the bottom right, there are two links: "Forgot your password? Is your account locked?" and "Request a Wisconsin User ID and Password."

WISCONSIN.GOV

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:

Password:

Login

[Forgot your password? Is your account locked?](#)
[Request a Wisconsin User ID and Password.](#)

Obtaining an EI submittal role (cont.)

3. On the Switchboard homepage, click *Request Access* in the upper right.



WISCONSIN
DEPARTMENT OF
NATURAL RESOURCES

Switchboard

[Home](#)

[My Facilities & Roles](#)

[Request Access](#)

[Profile](#)

[Logout](#)

Welcome Grant,

Click the My Facilities & Roles link to see a list of the facilities that you are assigned to and the types of reports you can fill out for these facilities.

Click the Request Access link to add additional reports to the facilities you are assigned to, or to add new facilities to your list.

Click the Profile link to view and update your State of Wisconsin WAMS Profile and your DNR Switchboard Profile. Please note that the account information cannot change from one user to the next, each person must register their own account with the State of Wisconsin. Please keep both your State of Wisconsin WAMS Profile and your DNR Switchboard Profile up to date, they are two separate systems. The WAMS profile is used to verify your identity if you need to unlock your account and the Switchboard Profile is used by the DNR to send you notifications.

Switchboard Resources

- [Help](#)
- [Terms & Conditions \(pdf\)](#)

ACCESS

FACILITIES

15

ROLES

17

REQUESTS

APPROVED

0

PENDING

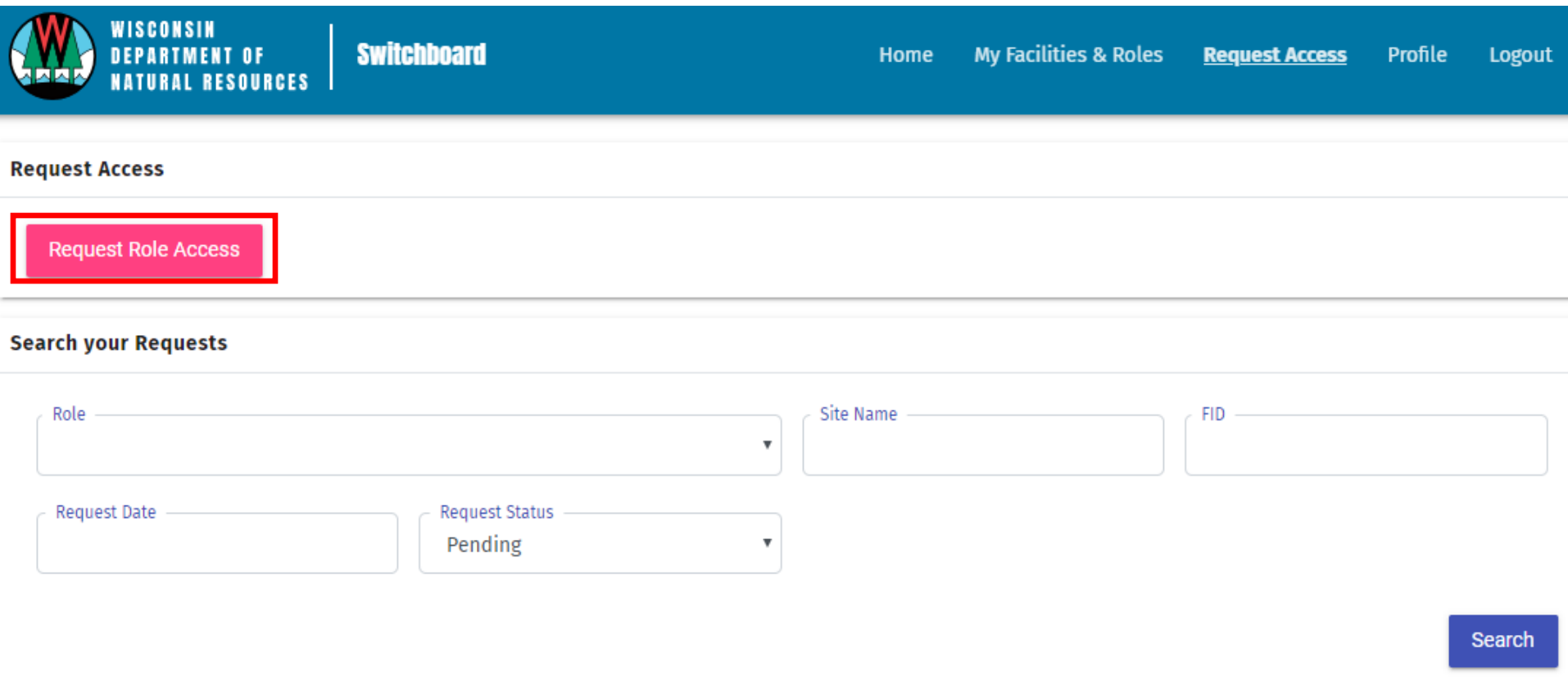
0

DENIED

0

Obtaining an EI submittal role (cont.)

4. Click *Request Role Access*.



The screenshot displays the 'Switchboard' interface of the Wisconsin Department of Natural Resources. The top navigation bar includes links for Home, My Facilities & Roles, Request Access (highlighted), Profile, and Logout. Below the navigation bar, the 'Request Access' section is visible, featuring a red-bordered button labeled 'Request Role Access'. Underneath this, the 'Search your Requests' section contains several input fields: 'Role' (a dropdown menu), 'Site Name' (a text input), 'FID' (a text input), 'Request Date' (a text input), and 'Request Status' (a dropdown menu currently showing 'Pending'). A blue 'Search' button is located at the bottom right of the search section.

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Switchboard

Home My Facilities & Roles Request Access Profile Logout

Request Access

Request Role Access

Search your Requests

Role Site Name FID

Request Date Request Status Pending

Search

Obtaining an EI submittal role (cont.)

5. Expand the air roles
6. Select *Air Emission Inventory Submittal* role.
7. Click *Next*.

Requesting Access

1 Role Info 2 Facility Info 3 Submit

Financial ▼ Intent to Apply (ITA)/Priority Evaluation Ranking Form (PERF), Application and Document Upload systems for the Clean Water Fund Program (CWFP) and Safe Drinking Water Loan Program (SDWLP)	Drinking Water ▼ Monthly Operating Reports (eMOR), Well Sealing Report	Wastewater/Septage ▼ Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)
Waste ▼ Hazardous, Infectious, Solid Waste, and Beneficial Use Annual Report	Air ▲ <input type="checkbox"/> Air Permit Action Submittal ⓘ <input type="checkbox"/> Air Compliance Submittal ⓘ <input checked="" type="checkbox"/> Air Emission Inventory Submittal ⓘ	Recycling & eCycling ▼ Recycling Grant Applications, Recycling Annual Report, and E-Cycling
Laboratory ▼ Lab Drinking Water Results and Proficiency Testing	Asbestos Notification ▼ Asbestos abatement, renovation and/or demolition	

#5

#6

#7

Next »

Obtaining an EI submittal role (cont.)

8. Enter the ID or name of the facility for which the role is needed.
9. Click *Search*.

Requesting Access

1 Role Info 2 Facility Info 3 Submit

Search Facilities Create new Facility

#8 Identifier i Site Name #9 Search My Facilities Clear Results

Search existing facilities at DNR to find the facility you are looking. If search does not yeild any results, you'll will be given the option to Add Facility.

Selected Facilities

Use above 'Search Facilities' section to Search/Add a facility to the list of Selected Facilities.

« Back Next »

Obtaining an EI submittal role (cont.)


10. Mark the box next to the desired facility.

11. Click *Next*.

#10

Search Facilities

Create new Facility

Identifier 

Site Name
ars training

Search


My Facilities

Clear Results

Site	FID	Location Address	City	State	Zip
<input checked="" type="checkbox"/> Ars Training #10	999999905	103 Fake St	Madison	WI	
<input type="checkbox"/> Ars Training #11	999999906	104 Fake St	Madison	WI	
<input type="checkbox"/> Ars Training #12	999999907	105 Fake St	Madison	WI	
<input type="checkbox"/> Ars Training #5	999999991				
<input type="checkbox"/> Ars Training #8	999999903	101 Fake St	Madison	WI	

Items per page: 5 1 - 5 of 6 < >

Selected Facilities

Site	FID	Location Address	City	State	Zip
Ars Training #10	999999905	103 Fake St	Madison	WI	

« Back

#11

Next »

Obtaining an EI submittal role (cont.)

12. Mark the box agreeing to terms and conditions.

13. Click *Submit*.

Requesting Access

1 Role Info 2 Facility Info 3 Submit

Facility	Role(s)	Additional Information
Ars Training #10 (FID: #999999905) 103 Fake St, Madison, WI	• Air Emission Inventory Submittal	Not Applicable

#12 ☐ I have read and accept the electronic signature and trading partner agreement [Terms & Conditions \[pdf\]](#) *

« Back

#13

Obtaining an EI submittal role (cont.)

14. Click the *Signature Page* link to generate the signature page. One signature page is required for each WAMS account.

The screenshot shows the 'Requesting Access' page on the Wisconsin Department of Natural Resources Switchboard. The page has a blue header with the DNR logo and navigation links: Home, My Facilities & Roles, Request Access, Profile, and Logout. The main content area shows a progress bar with three steps: 1. Role Info, 2. Facility Info, and 3. Submit. A green message box states: 'Your Request has been submitted to DNR for further processing. It may take several days to verify and grant access to on-line systems, applications or reports.' Below this, a blue message box says: 'As a next action from your end, we need you to print your [Signature Page](#), sign and mail to the address on the form. This ensures an unrestricted access to SwitchBoard system.' The 'Signature Page' link is highlighted with a red box.

Obtaining an EI submittal role (cont.)

15. Print and sign the signature page and send it to the provided address. If the signed signature page is not received within 4-6 weeks, the role will be revoked.

Wisconsin Department of Natural Resources

We will begin to process your request immediately, but it may take several days to verify and grant access to the online systems, applications or reports. **In order to complete your request and submit data electronically you must print, read, sign, and mail this agreement.**

Mail to:

SWITCHBOARD ACCESS REQUEST - AM/7
DEPARTMENT OF NATURAL RESOURCES
PO BOX 7921
MADISON, WI 53707-7921

Customer Information:

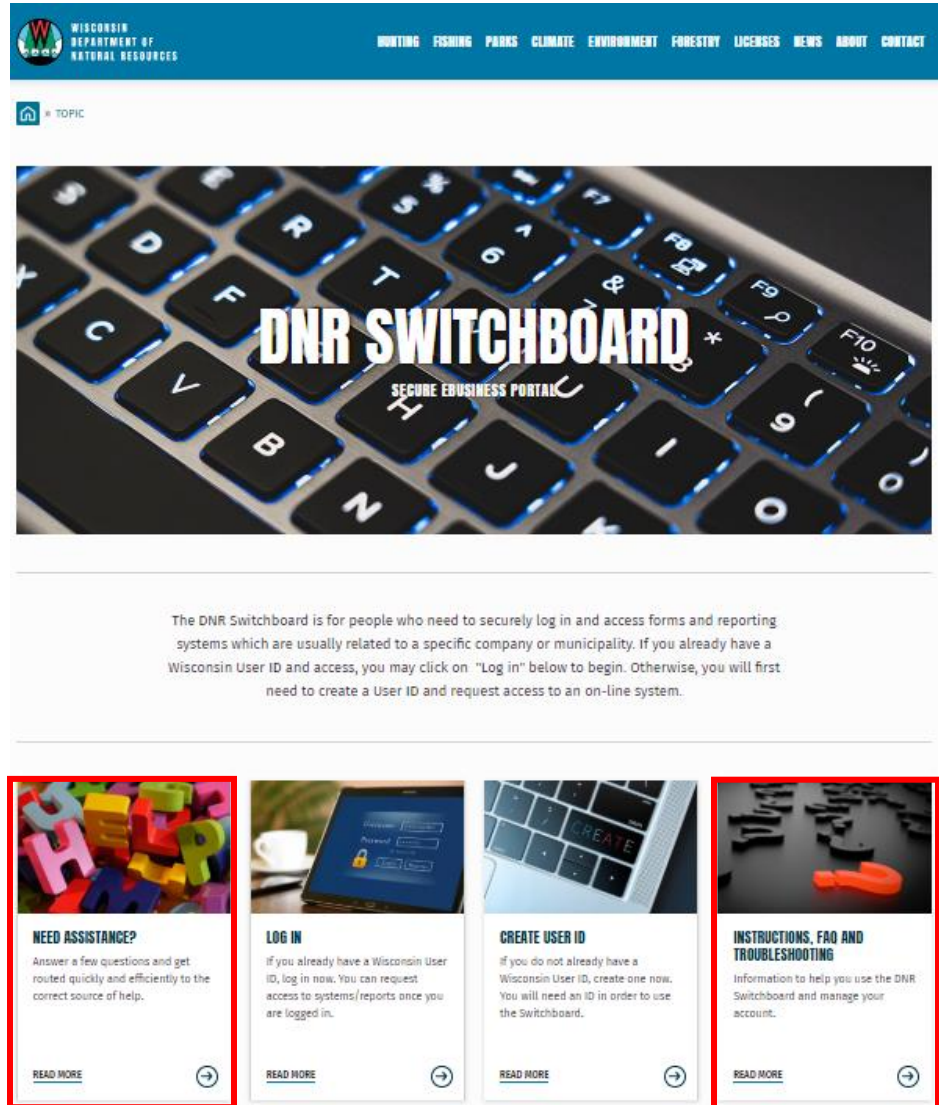
JOSH SMITH
101 S WEBSTER ST
MADISON, WI 53703
joshua.smith@wisconsin.gov
(608)264-8854
WI User Id: SMITHJMJCA
Request #: 403543

I have reviewed and agree to the following conditions for the access and use of my Wisconsin User Id account:

- 1) I certify that my customer information listed above including the Wisconsin User Id above is correct;
- 2) I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
- 3) I agree to maintain an email account. If any email sent to me is returned as undeliverable, I will explain why this occurred when requested;
- 4) I agree to protect my user id and password from use by anyone except me. I will not divulge or delegate my user id or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;
- 5) I agree to contact the Wisconsin DNR as soon as possible after suspecting or determining that my user id and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
- 6) I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

Help with Switchboard credentials

For help with problems encountered when trying to obtain Switchboard credentials, click on [NEED ASSISTANCE?](#) to request help or [INSTRUCTIONS, FAQ AND TROUBLESHOOTING](#) for detailed instructions and troubleshooting tips.



WISCONSIN DEPARTMENT OF NATURAL RESOURCES

HUNTING FISHING PARKS CLIMATE ENVIRONMENT FORESTRY LICENSES NEWS ABOUT CONTACT

TOPIC

DNR SWITCHBOARD

SECURE BUSINESS PORTAL

The DNR Switchboard is for people who need to securely log in and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Wisconsin User ID and access, you may click on "Log in" below to begin. Otherwise, you will first need to create a User ID and request access to an on-line system.

NEED ASSISTANCE?

Answer a few questions and get routed quickly and efficiently to the correct source of help.

[READ MORE](#)

LOG IN

If you already have a Wisconsin User ID, log in now. You can request access to systems/reports once you are logged in.

[READ MORE](#)

CREATE USER ID

If you do not already have a Wisconsin User ID, create one now. You will need an ID in order to use the Switchboard.

[READ MORE](#)

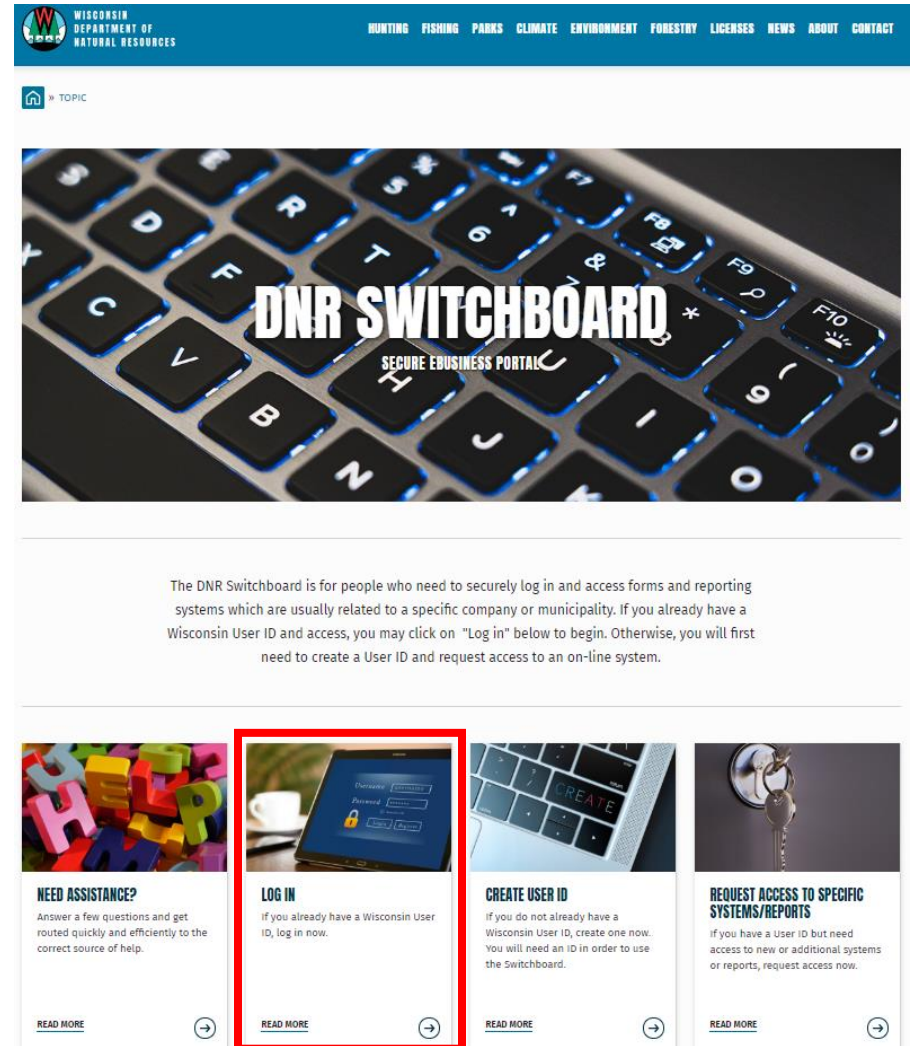
INSTRUCTIONS, FAQ AND TROUBLESHOOTING

Information to help you use the DNR Switchboard and manage your account.

[READ MORE](#)

Accessing the Air Reporting System (ARS)

1. After the WAMS account is created and the air emissions inventory submittal role is granted, access the Air Reporting System (ARS) by clicking the *LOG IN* on the DNR SWITCHBOARD webpage and log in.



The screenshot shows the DNR SWITCHBOARD login page. At the top is the Wisconsin Department of Natural Resources logo and navigation links: HUNTING, FISHING, PARKS, CLIMATE, ENVIRONMENT, FORESTRY, LICENSES, NEWS, ABOUT, CONTACT. Below the navigation bar is a home icon and the word "TOPIC". The main header features a close-up of a laptop keyboard with the text "DNR SWITCHBOARD" and "SECURE BUSINESS PORTAL" overlaid. A paragraph explains the system: "The DNR Switchboard is for people who need to securely log in and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Wisconsin User ID and access, you may click on 'Log in' below to begin. Otherwise, you will first need to create a User ID and request access to an on-line system." Below this are four cards: "NEED ASSISTANCE?", "LOG IN" (highlighted with a red border), "CREATE USER ID", and "REQUEST ACCESS TO SPECIFIC SYSTEMS/REPORTS". Each card has a "READ MORE" link and a right arrow icon.

NEED ASSISTANCE?
Answer a few questions and get routed quickly and efficiently to the correct source of help.
[READ MORE](#)

LOG IN
If you already have a Wisconsin User ID, log in now.
[READ MORE](#)

CREATE USER ID
If you do not already have a Wisconsin User ID, create one now. You will need an ID in order to use the Switchboard.
[READ MORE](#)

REQUEST ACCESS TO SPECIFIC SYSTEMS/REPORTS
If you have a User ID but need access to new or additional systems or reports, request access now.
[READ MORE](#)

Accessing the ARS (cont.)

2. On the Switchboard homepage, click the *My Facilities & Roles* in the upper right.



WISCONSIN
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Switchboard

[Home](#)

[My Facilities & Roles](#)

[Request Access](#)

[Profile](#)

[Logout](#)

Welcome Grant,

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Switchboard Resources

- [Help](#)
- [Terms & Conditions \(pdf\)](#)

ACCESS

FACILITIES

15

ROLES

17

REQUESTS

APPROVED

0

PENDING


0

DENIED

0

Accessing the ARS (cont.)

3. Click the correct facility link.

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Switchboard

Home

My Facilities & Roles

Request Access

Profile

Logout

Approved Facilities

Site Name	Location Address	FID	Identifiers	Roles
Ars Training #12	105 Fake St, Madison, WI	999999907		1
Ars Training #11	104 Fake St, Madison, WI	999999906		1
Ars Training #10	103 Fake St, Madison, WI	999999905		1
Ars Training #9	102 Fake St, Madison, WI	999999904		1
Ars Training #8	101 Fake St, Madison, WI	999999903		1
Ars Training #5		999999991		1

Accessing the ARS (cont.)

4. Click *Annual Air Emission Inventory* to open the Air Reporting System.



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Switchboard

[Home](#)

[My Facilities & Roles](#)

[Request Access](#)

[Profile](#)

[Logout](#)

ARS TRAINING #12

FID# 999999907

Address: 105 Fake St, Madison, WI Identifiers: N/A

Role

Description

Actions

Air Emission Inventory Submittal

This allows a company to report to report their annual air emission information online using the Air Reporting System (ARS). You need to work for a company needing to report reporting emissions to get this access.

[View Facility Air Data \(and Upload\)](#) ↗

[Annual Air Emission Inventory](#) ↗

Facility Contacts

Name

Address

Phone

Email

Roles

GRANT D HETHERINGTON

6596 Chestnut Cir, Windsor, WI -
535989723

(608) 266-1552

grant.hetherington@wisconsin.gov

• Air Emission Inventory
Submittal

For EI and Air Reporting Switchboard Help

- Contact the facility-assigned compliance engineer. On the DNR's website, find the compliance engineer's contact information by using the [AIR PERMIT SEARCH](#) tool to locate the facility and select the DNR Air Contacts tab.



- OR -

- Email:
DNRAMEmissionsInventory@wisconsin.gov