Air Emissions Inventory (EI) - Credentials and Access

July 2021

Summary

- Switchboard credentials
- 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:

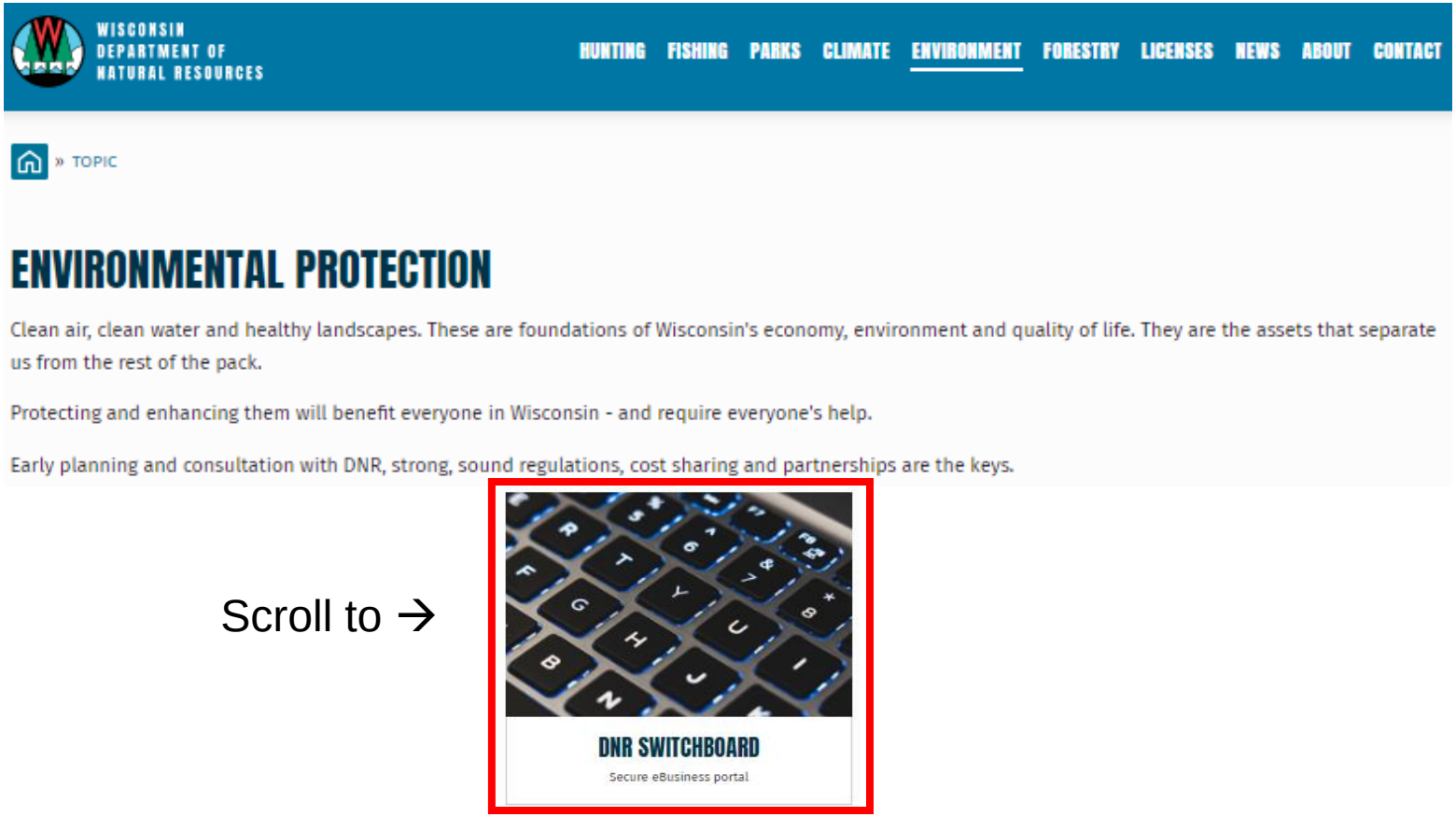
- A Wisconsin Web Access Management System (WAMS) account/ID
- An air emissions inventory (EI) submittal role

Obtaining a WAMS account

1. On DNR's homepage, select the Environment link.

Obtaining a WAMS account (cont.)

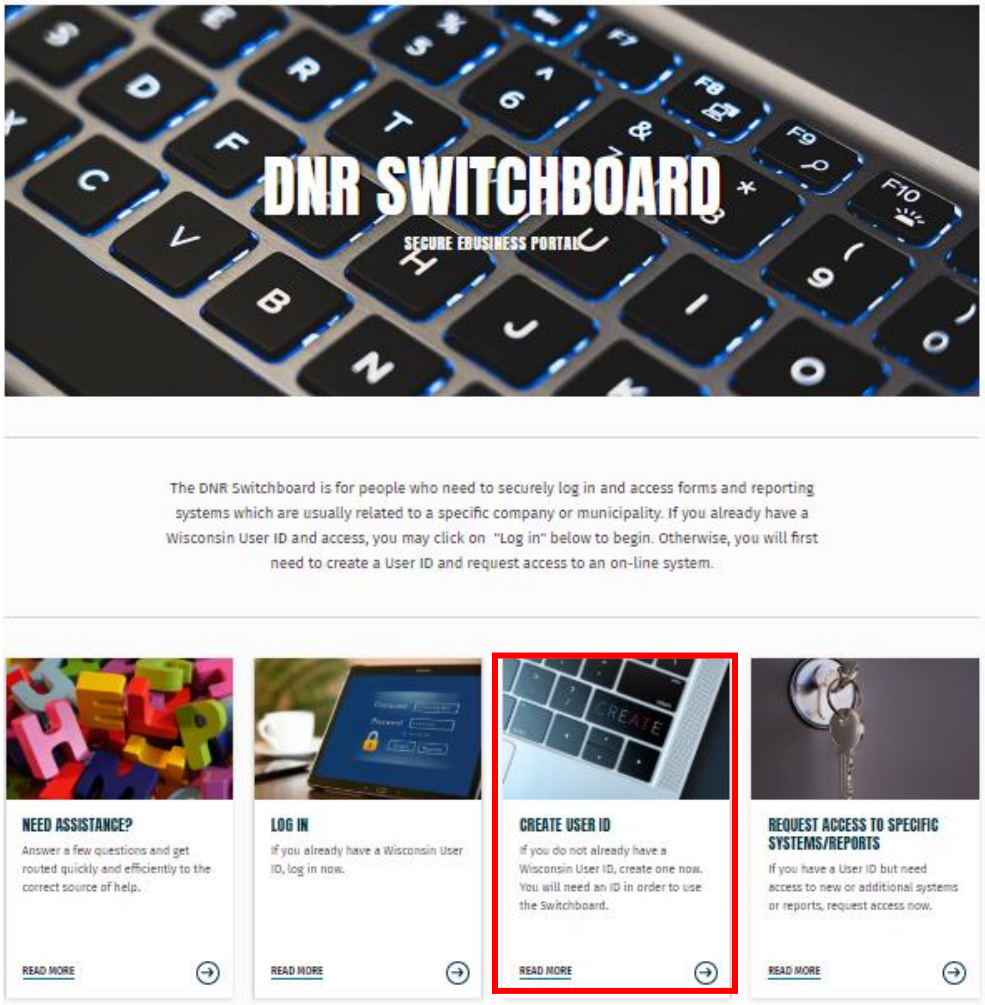
2. On the ENVIRONMENTAL PROTECTION webpage, scroll down and click *DNR SWITCHBOARD*.



Obtaining a WAMS account (cont.)

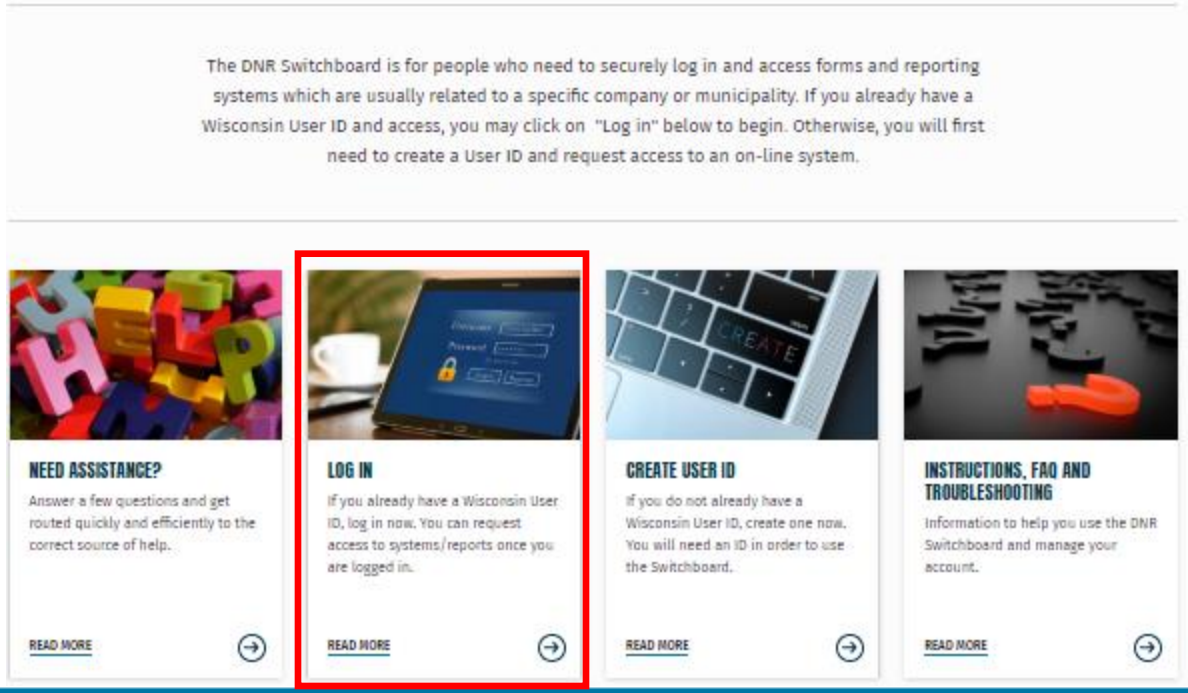
3. Near the bottom of the DNR SWITCHBOARD webpage, click *CREATE USER ID* and follow the directions.

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



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.

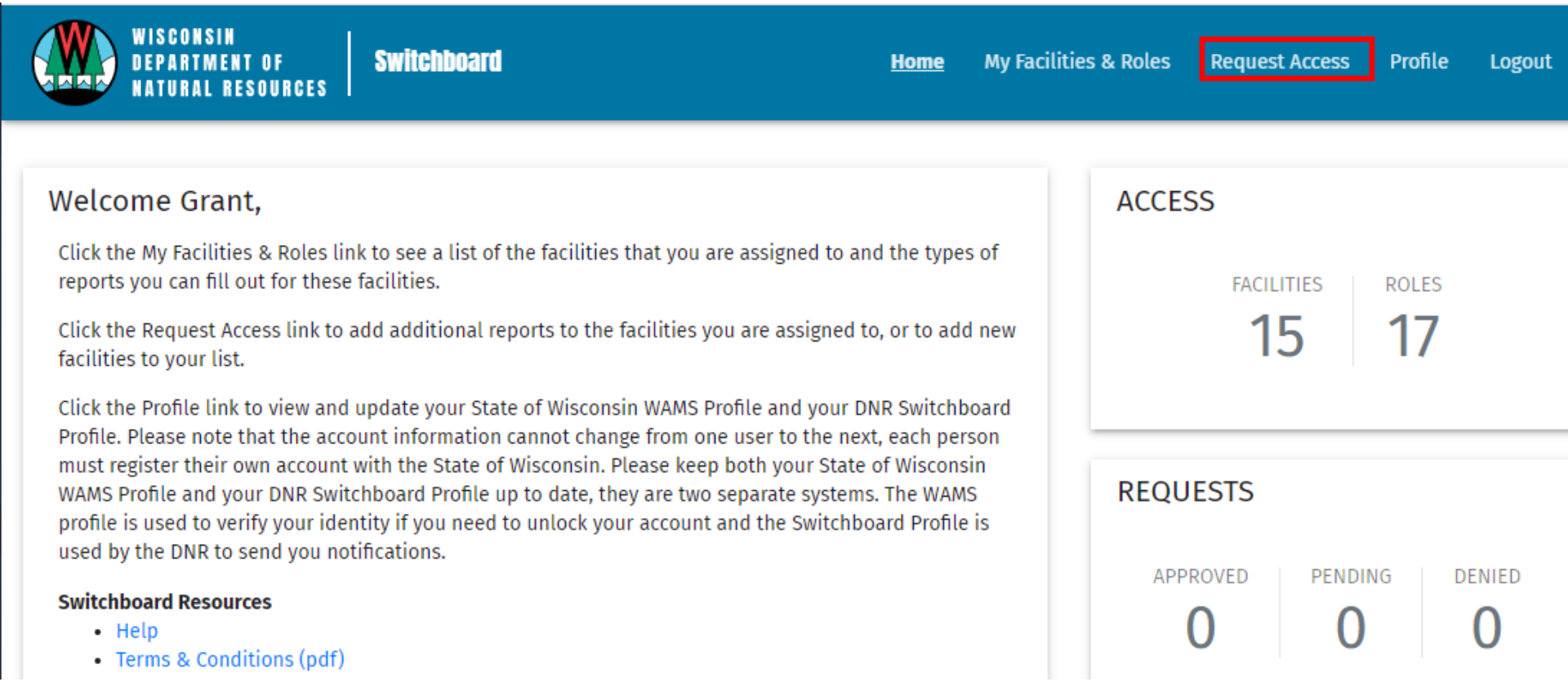


Obtaining an EI submittal role (cont.)

2. Log in to the DNR Switchboard.

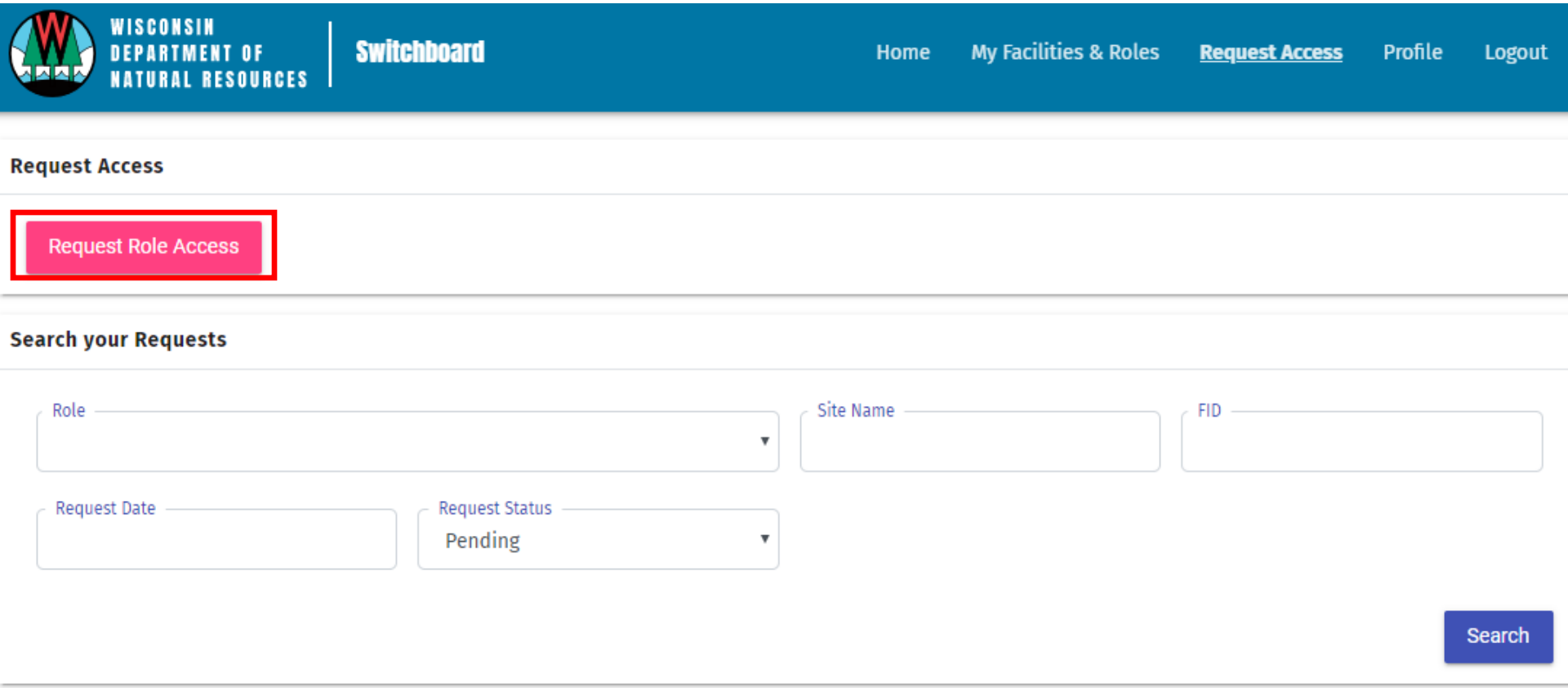
Obtaining an EI submittal role (cont.)

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



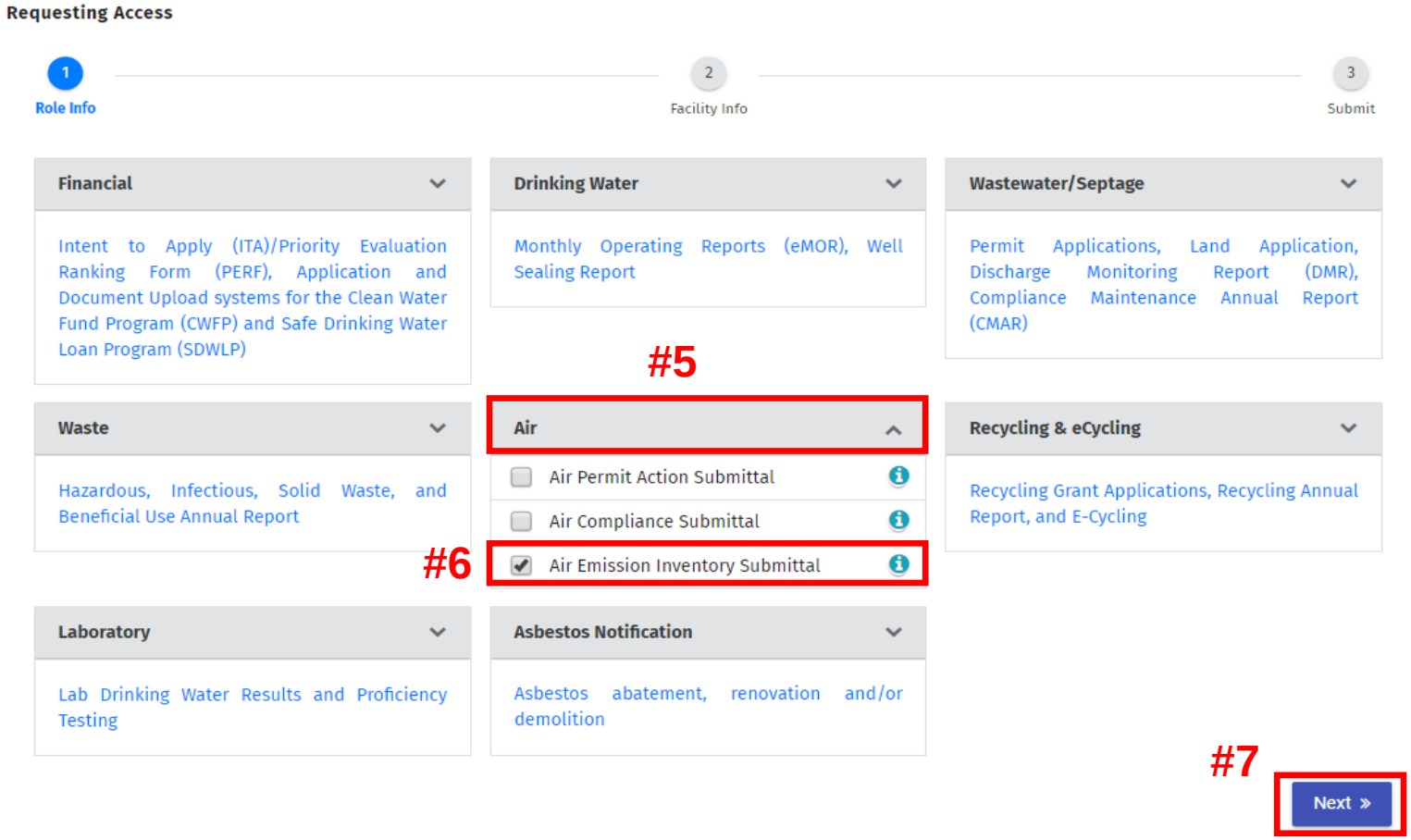
Obtaining an EI submittal role (cont.)

4. Click *Request Role Access*.



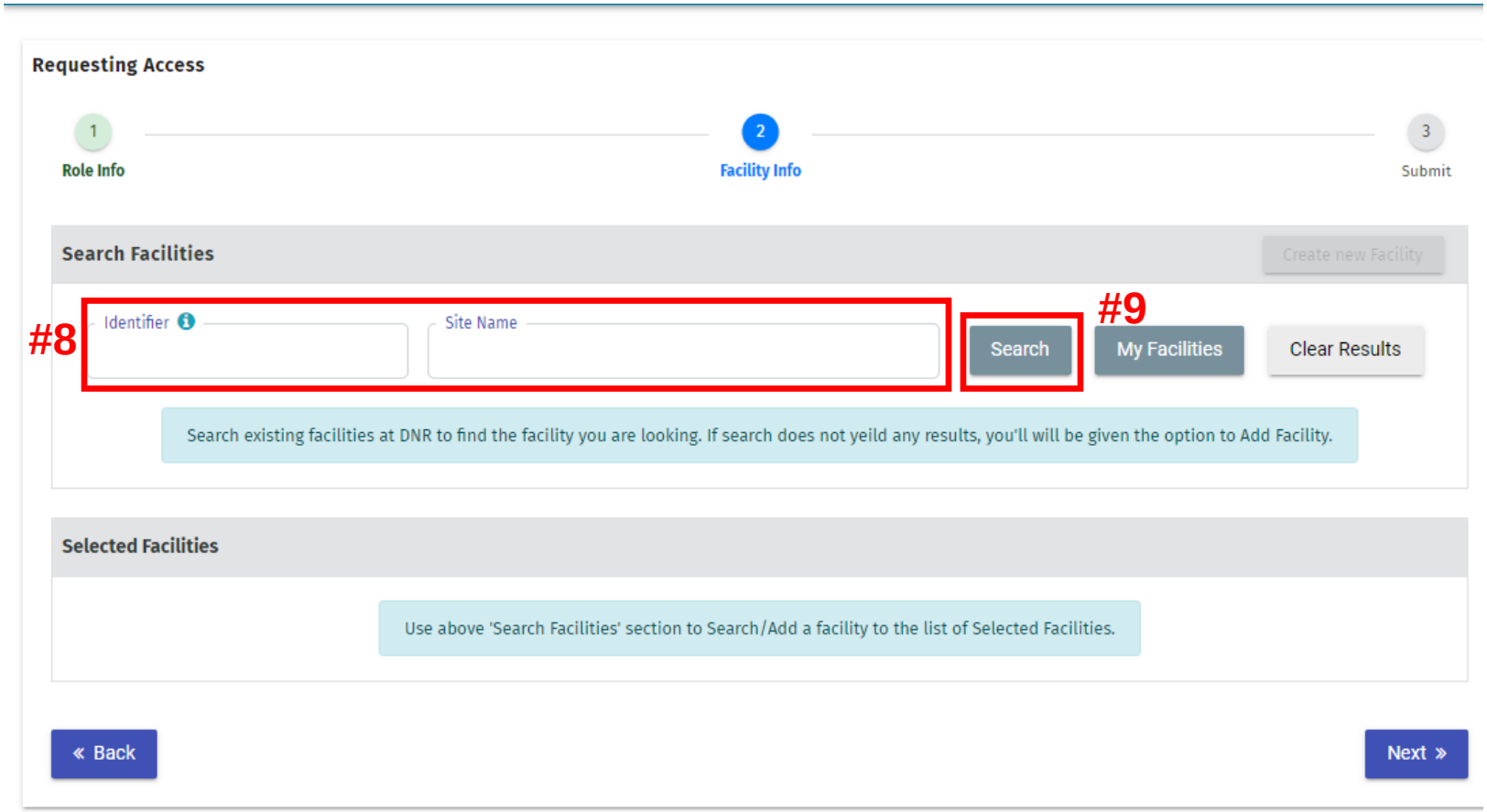
Obtaining an EI submittal role (cont.)

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



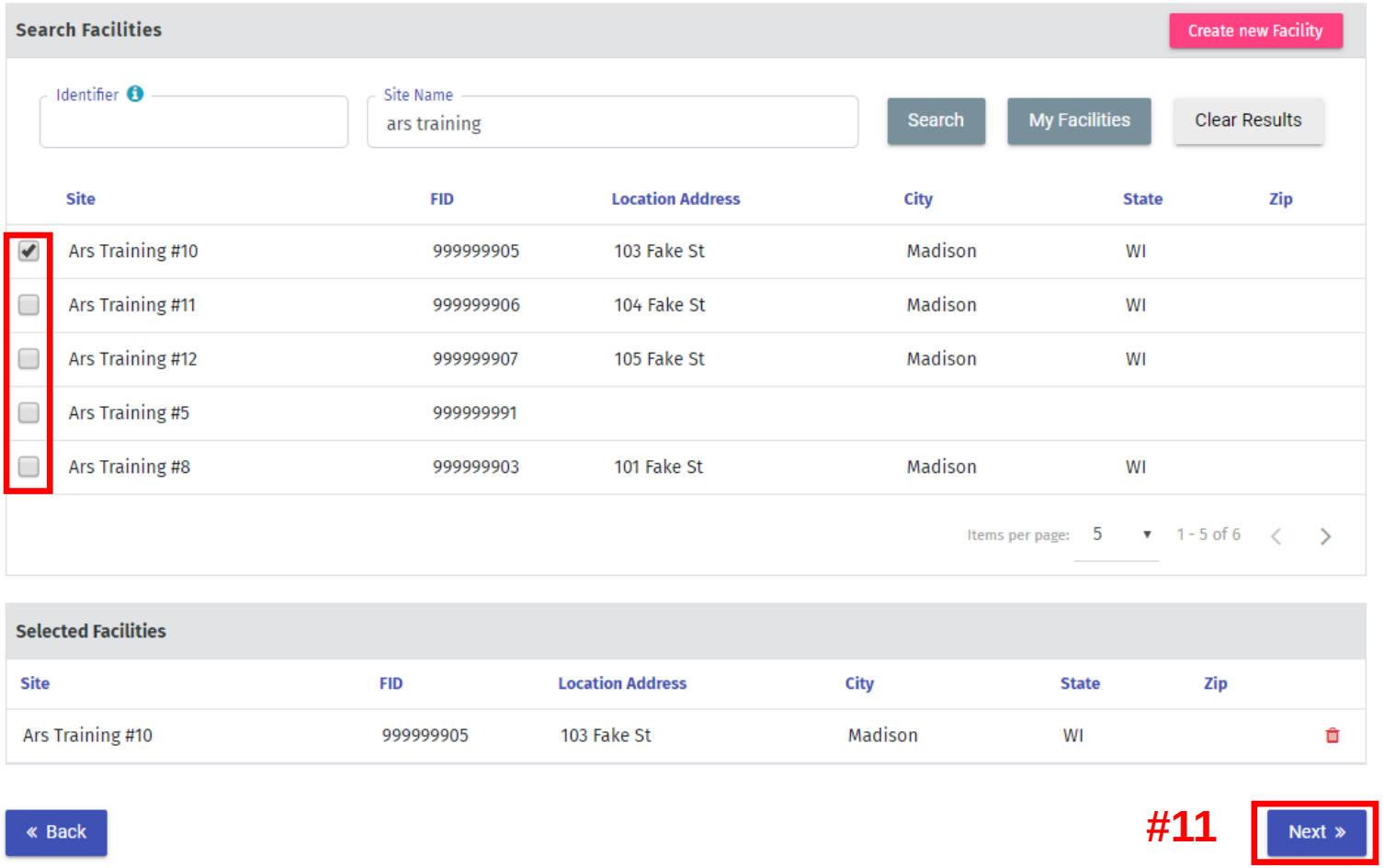
Obtaining an EI submittal role (cont.)

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



Obtaining an EI submittal role (cont.)

10. Mark the box next to the desired facility.
11. Click *Next*.

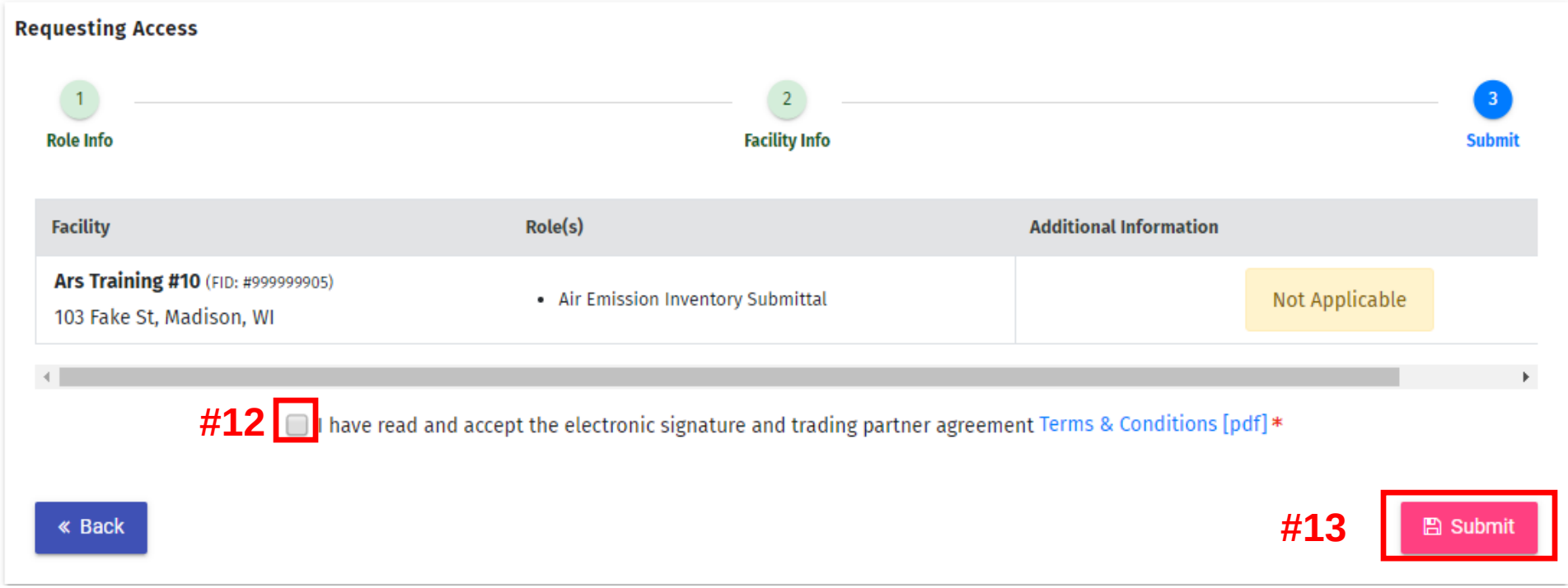


#10

#11

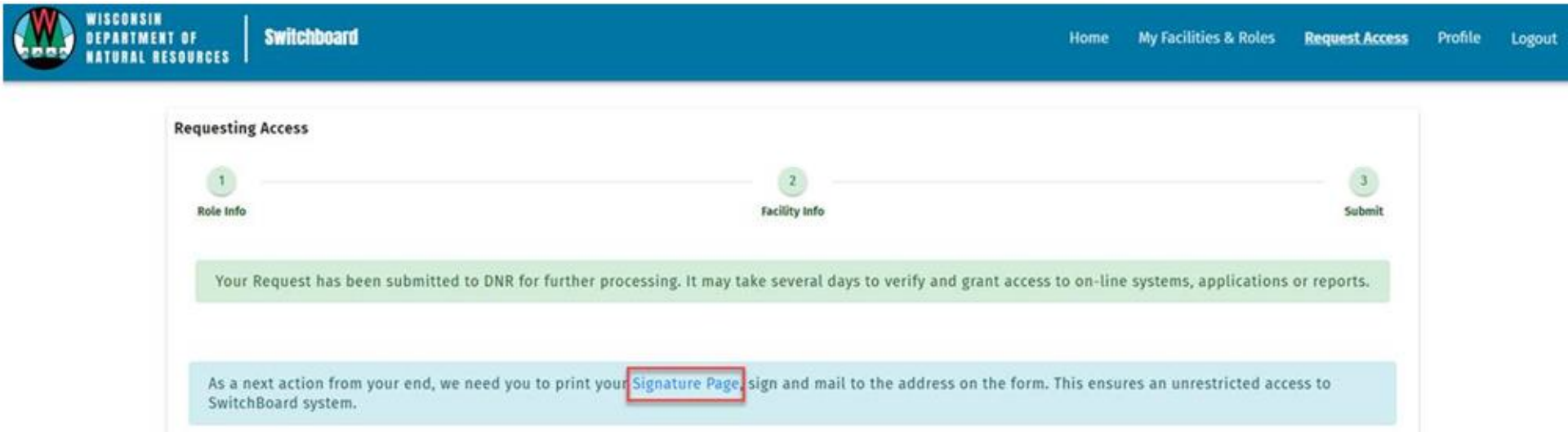
Obtaining an EI submittal role (cont.)

12. Mark the box agreeing to terms and conditions.
13. Click *Submit*.



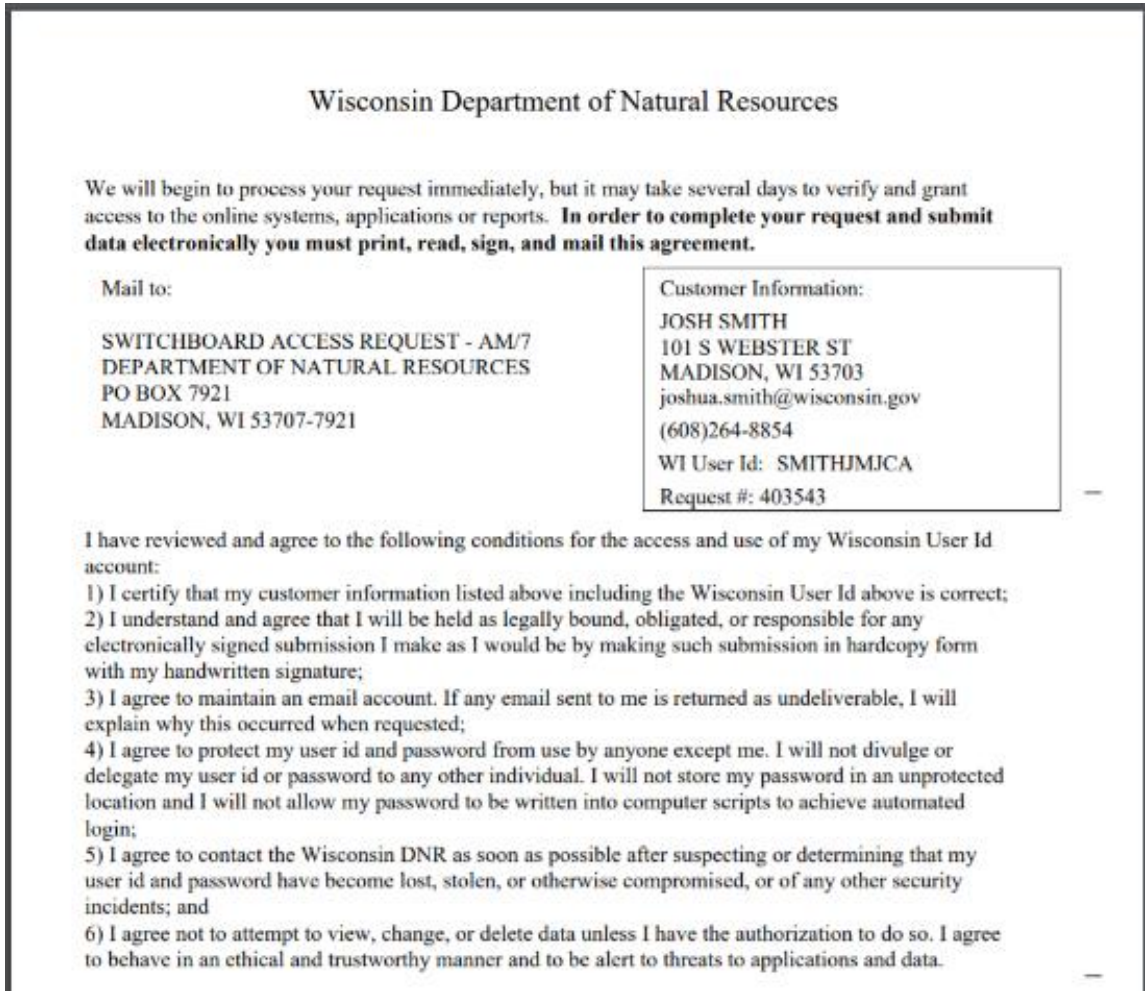
Obtaining an EI submittal role (cont.)

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



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:

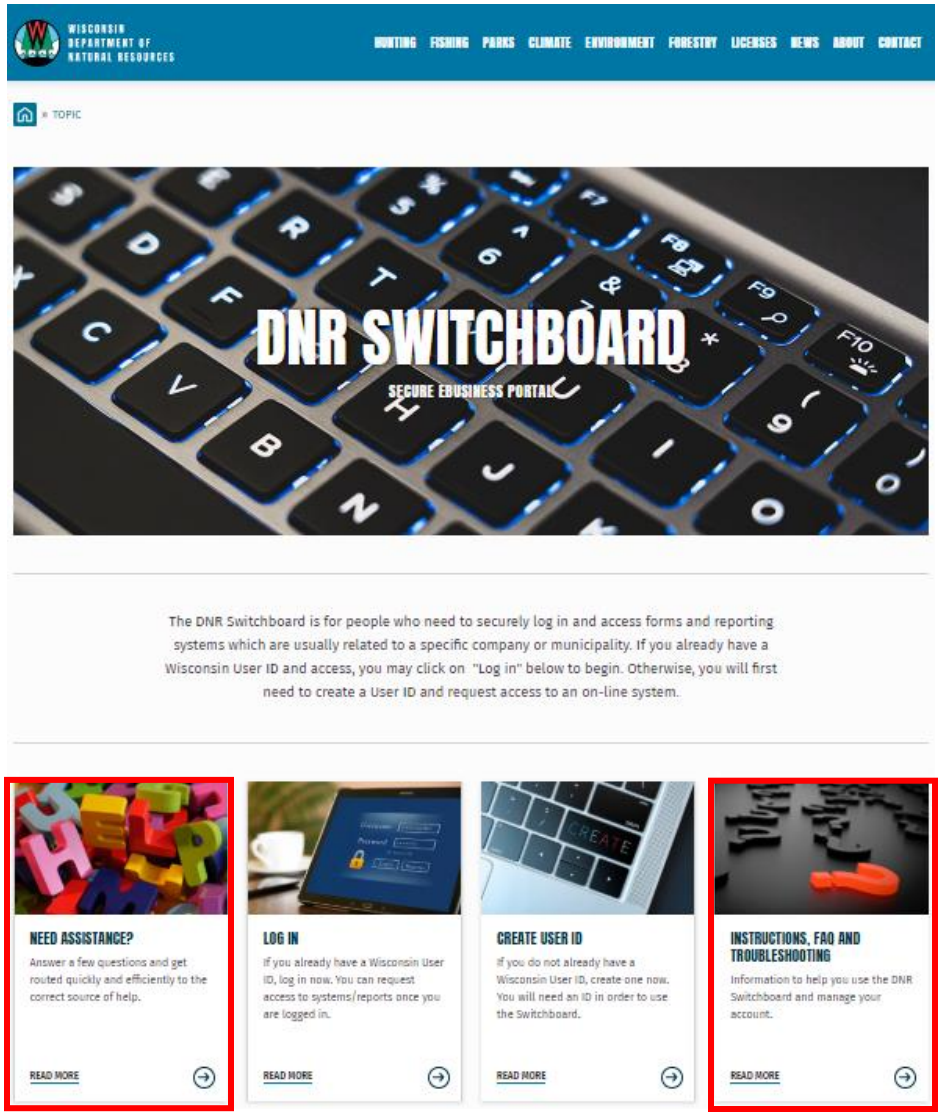
SWITCHBOARD ACCESS REQUEST - AM/7
DEPARTMENT OF NATURAL RESOURCES
PO BOX 7921
MADISON, WI 53707-7921

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.

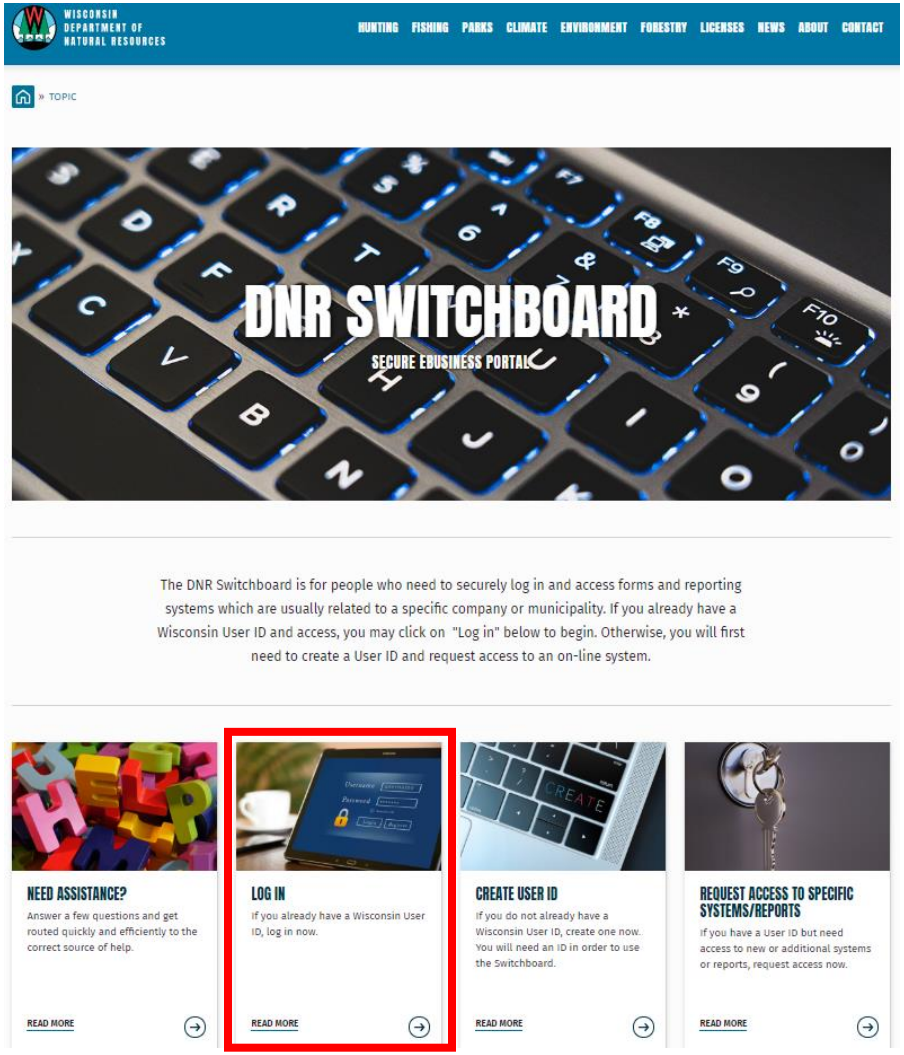
Help with Switchboard credentials

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.



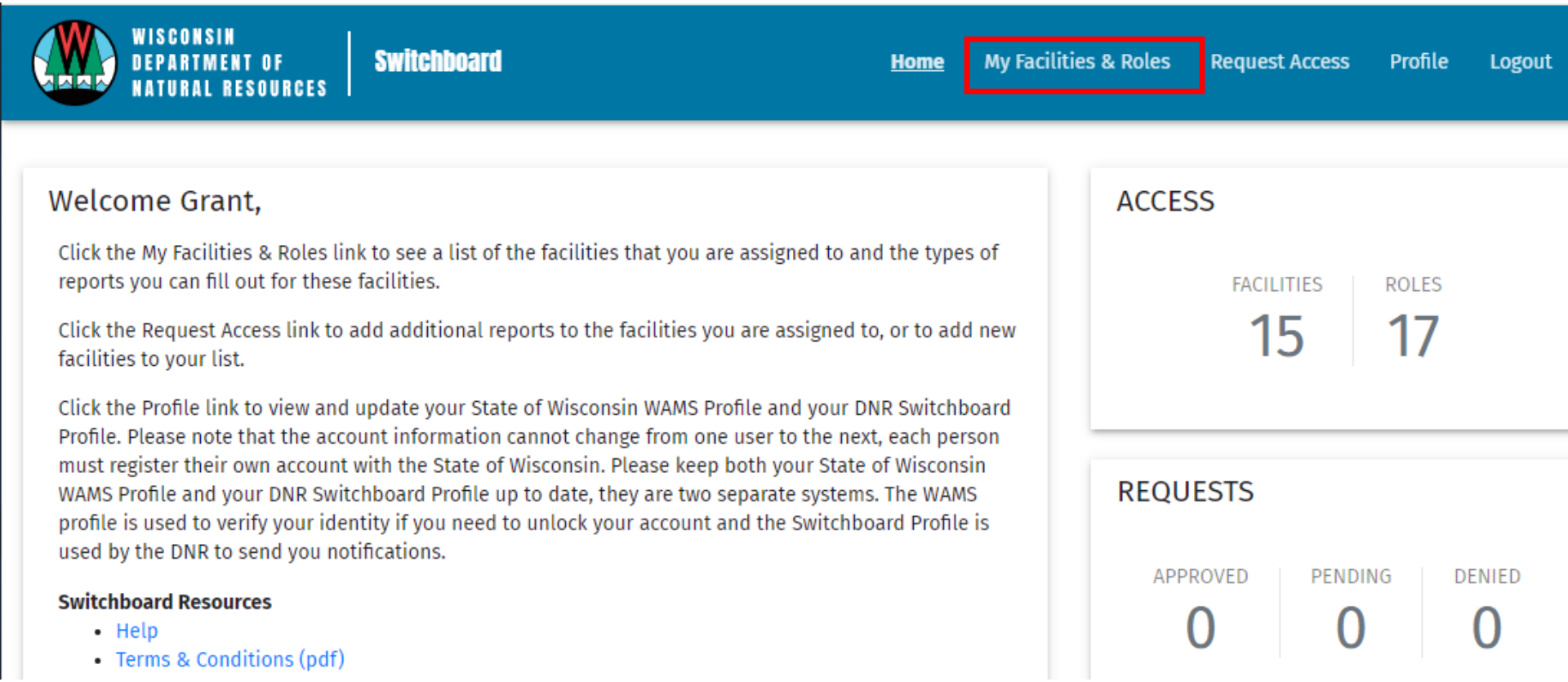
Accessing the Air Reporting System (ARS)

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.



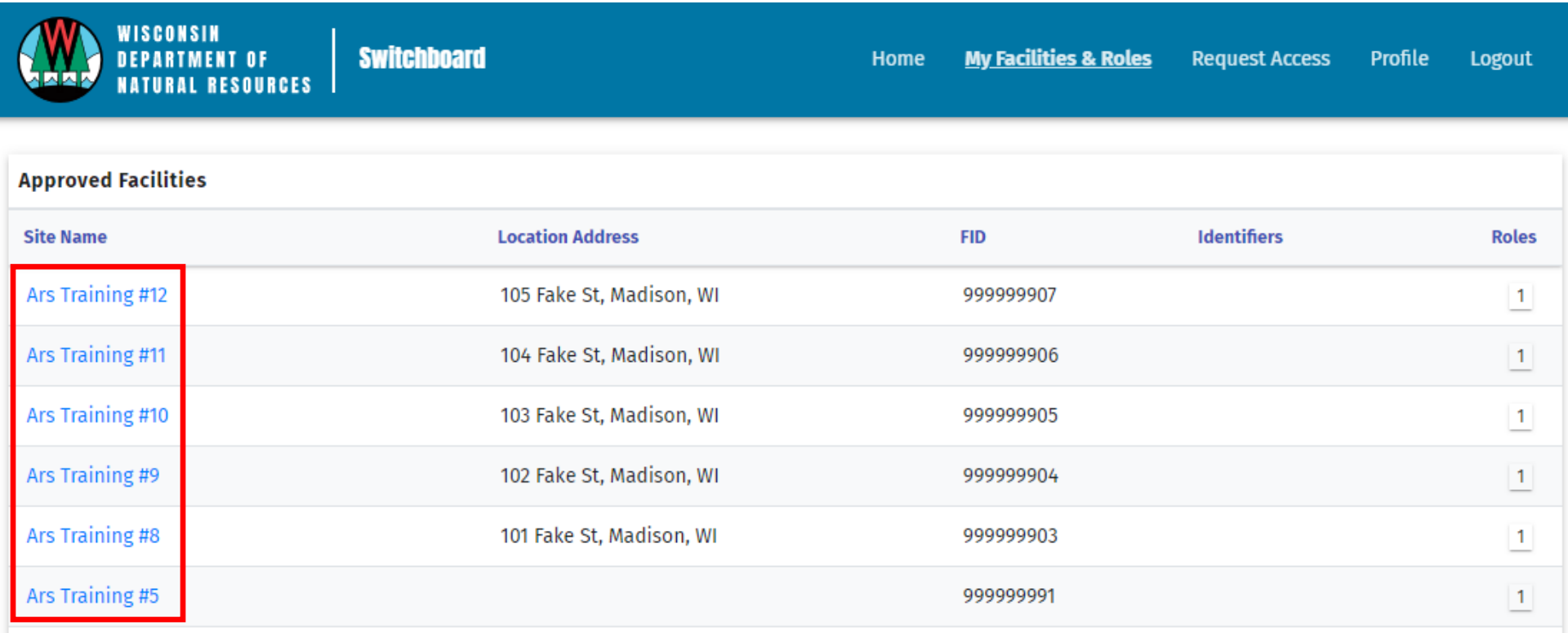
Accessing the ARS (cont.)

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



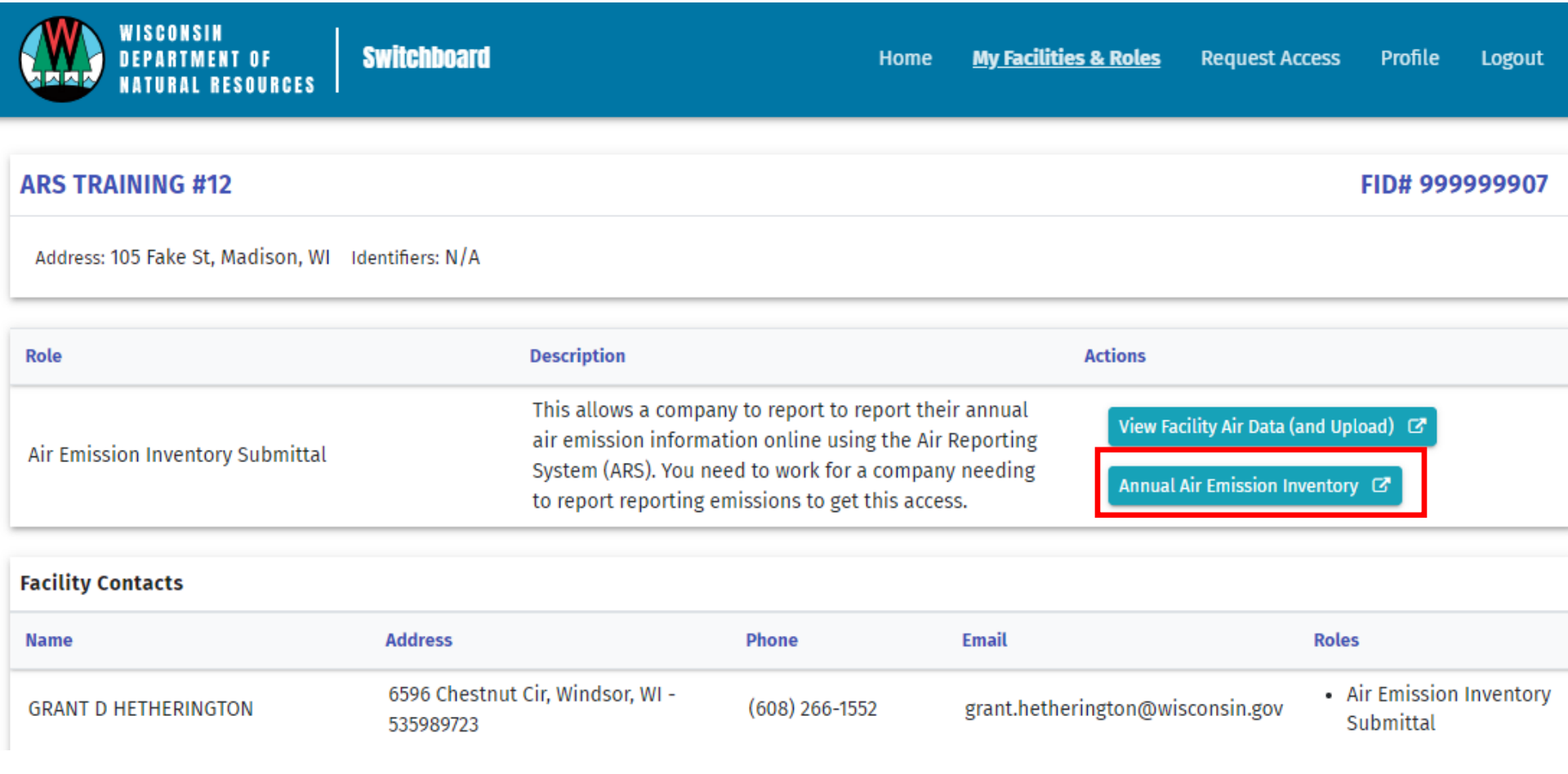
Accessing the ARS (cont.)

3. Click the correct facility link.



Accessing the ARS (cont.)

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



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