



# **Air Emissions Inventory (EI) - credentials and access**






# Switchboard Credentials

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



# Switchboard Credentials (cont.)

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



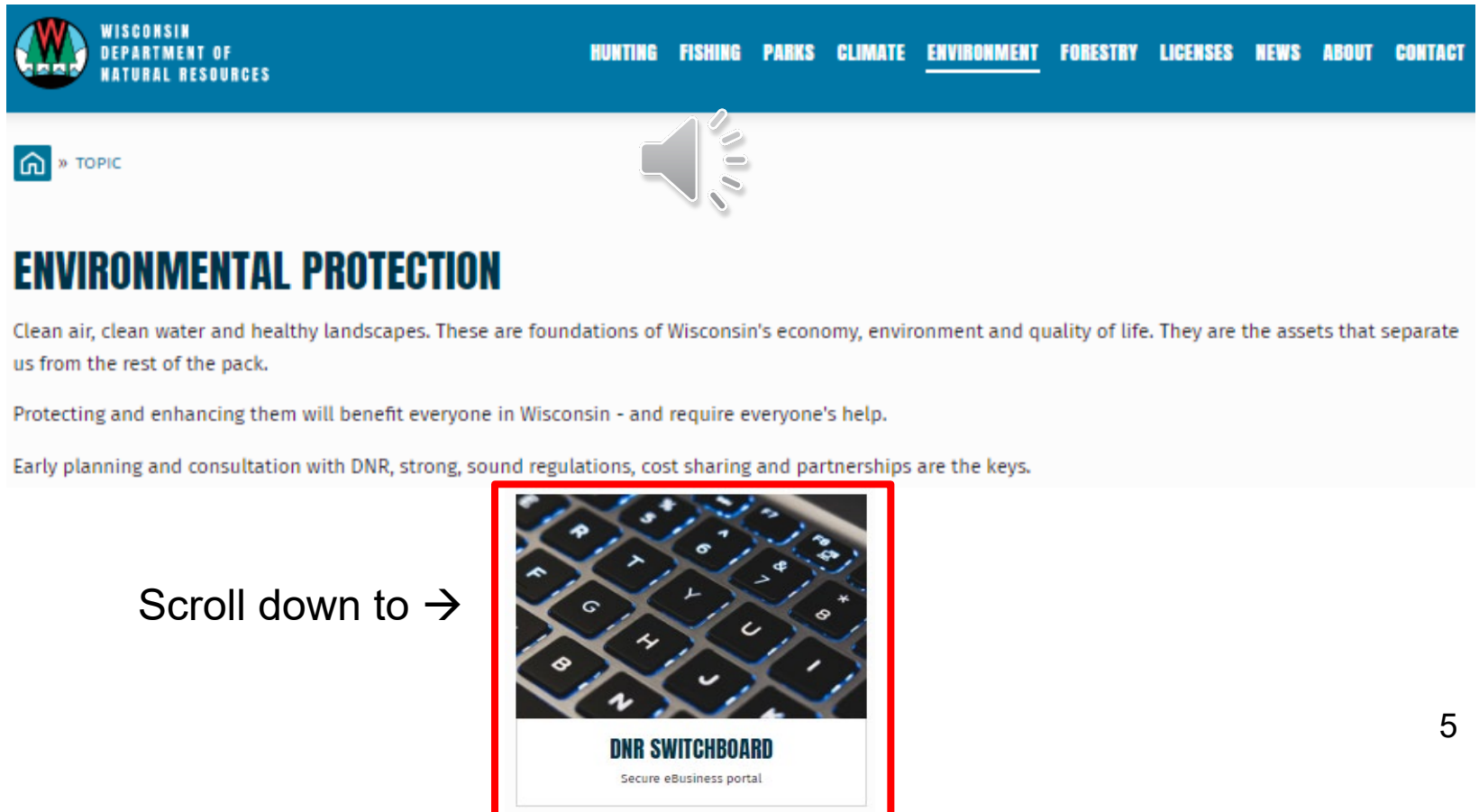
# Obtaining a WAMS Account

1. On DNR's website homepage ([dnr.wisconsin.gov](http://dnr.wisconsin.gov)), select the <Environment> link.



# Obtaining a WAMS Account (cont.)

2. On the <ENVIRONMENTAL PROTECTION> webpage, scroll down to and click the <DNR SWITCHBOARD> tile.



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## 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.

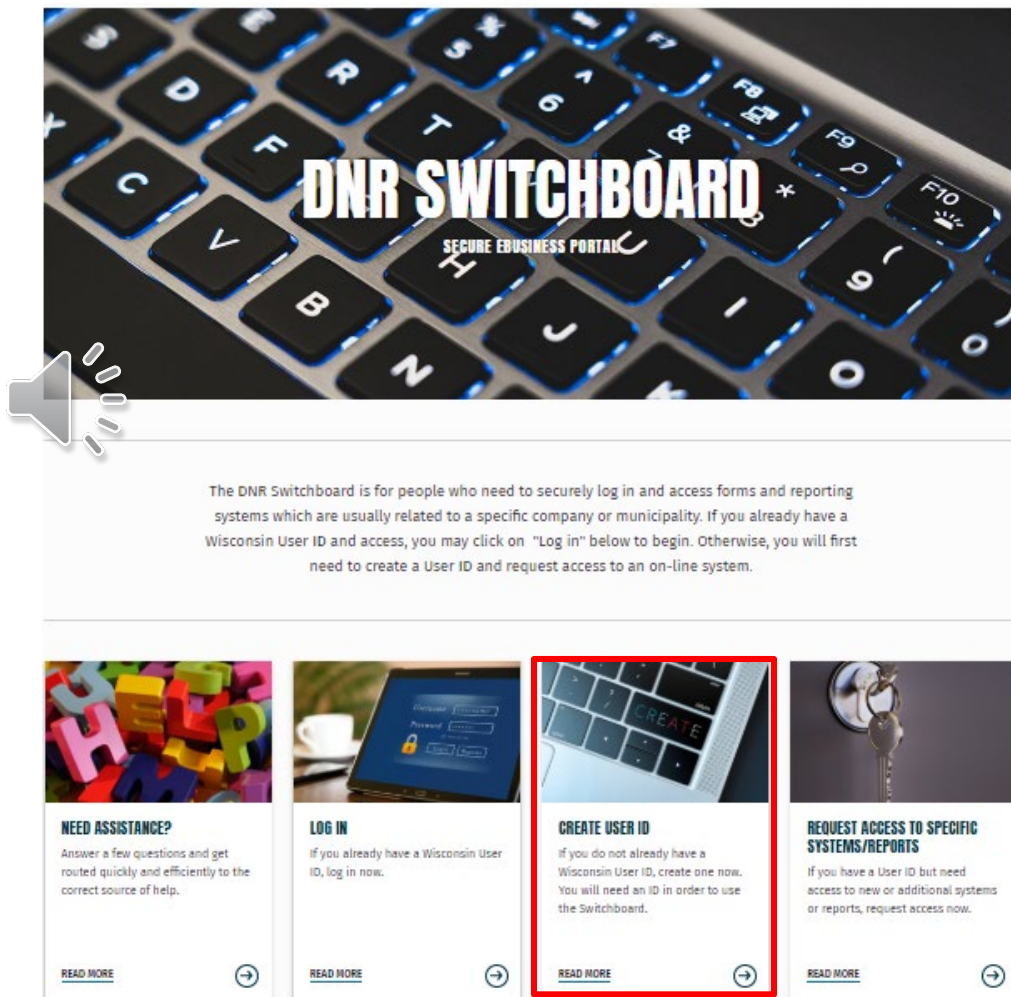
Early planning and consultation with DNR, strong, sound regulations, cost sharing and partnerships are the keys.

Scroll down to →

**DNR SWITCHBOARD**  
Secure eBusiness portal

# Obtaining a WAMS Account (cont.)

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

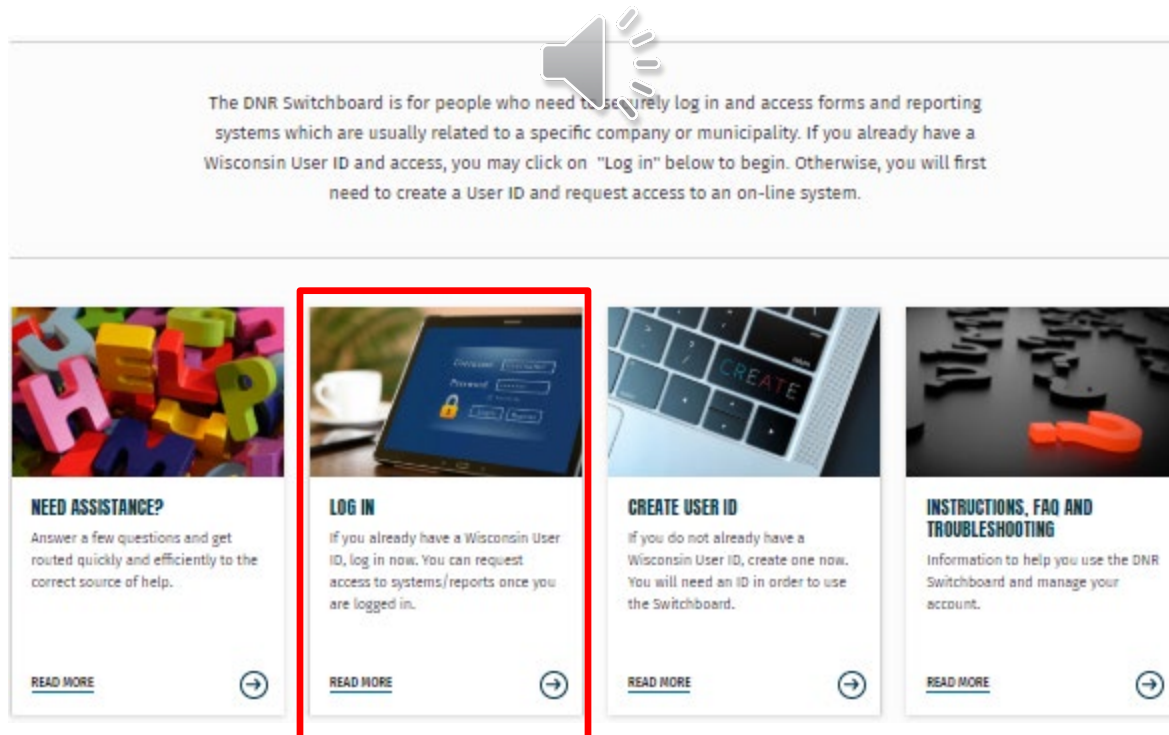


A WAMS account/ID is typically created within a few hours. An email notification is sent when the account has been created.



# 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 the <LOG IN> tile at the bottom of the DNR Switchboard.





# Obtaining an EI Submittal Role (cont.)

2. Log in to the Switchboard.



# WISCONSIN.GOV





User ID:   
Password:

[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 the <Request Access> link in the upper right.



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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 the <Request Role Access> button.

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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, select the <Air Emission Inventory Submittal> role and click the <Next> button.

## Requesting Access

Progress: 1 Role Info | 2 Facility Info | 3 Submit

<b>Financial</b> ▼ 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)	<b>Drinking Water</b> ▼ Monthly Operating Reports (eMOR), Well Sealing Report	<b>Wastewater/Septage</b> ▼ Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)
<b>Waste</b> ▼ Hazardous, Infectious, Solid Waste, and Beneficial Use Annual Report	<b>Air</b> ▲ <input type="checkbox"/> Air Permit Action Submittal <input type="checkbox"/> Air Compliance Submittal <input checked="" type="checkbox"/> Air Emission Inventory Submittal	<b>Recycling &amp; eCycling</b> ▼ Recycling Grant Applications, Recycling Annual Report, and E-Cycling
<b>Laboratory</b> ▼ Lab Drinking Water Results and Proficiency Testing	<b>Asbestos Notification</b> ▼ Asbestos abatement, renovation and/or demolition	

#1

#2

#3

Next »

# Obtaining an EI Submittal Role (cont.)

6. Enter the id or name of the facility for which the role is needed and click the <Search> button.

Requesting Access

1 Role Info

2 Facility Info

3 Submit

Search Facilities

Create new Facility

#1 Identifier ⓘ Site Name

#2 Search My Facilities Clear Results

Search existing facilities at DNR to find the facility you are looking. If search does not yield any results, you'll 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.)

7. Mark the box next to the desired facility and click the <Next> button.

#1

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

#2

Next »



# Obtaining an EI Submittal Role (cont.)

8. Mark the box agreeing terms and conditions and click the <Submit> button.

Requesting Access

1 Role Info

2 Facility Info

3 Submit

Facility	Role(s)	Additional Information
<b>Ars Training #10</b> (FID: #999999905) 103 Fake St, Madison, WI	<ul style="list-style-type: none"><li>Air Emission Inventory Submittal</li></ul>	Not Applicable

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

< Back

#2

# Obtaining an EI Submittal Role (cont.)

9. Click the <Signature Page> link to generate the signature page. One signature page is required for each WAMS account.

WISCONSIN DEPARTMENT OF NATURAL RESOURCES | Switchboard

Home My Facilities & Roles Request Access Profile Logout

Requesting Access

1 Role Info 2 Facility Info 3 Submit


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.

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.



# Obtaining an EI Submittal Role (cont.)

10. 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:

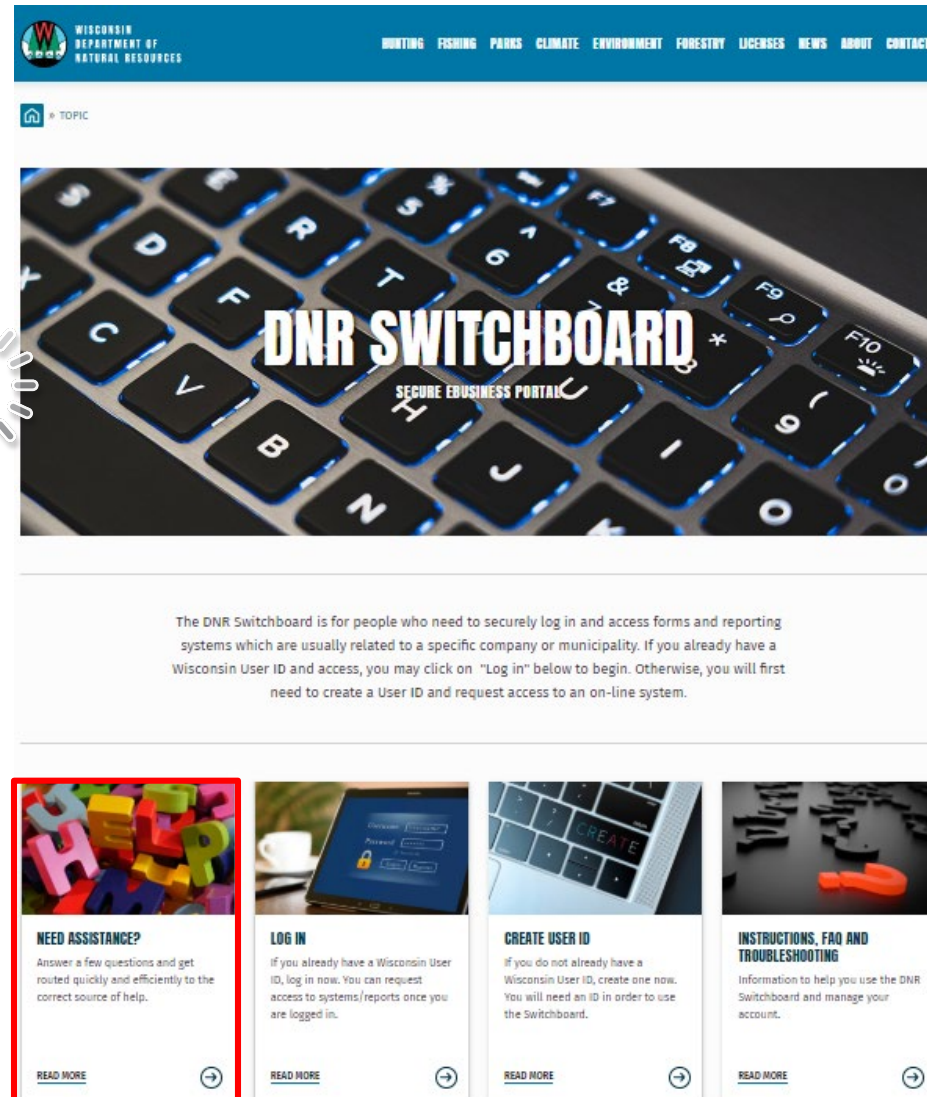
JOSH SMITH  
101 S WEBSTER ST  
MADISON, WI 53703  
joshua.smith@wisconsin.gov  
(608)264-8854  
WI User Id: SMITHJMICA  
Request #: 403543

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 the **<NEED ASSISTANCE?>** tile near the bottom of the **<DNR SWITCHBOARD>** webpage to find detailed instructions, FAQs and troubleshooting tips.



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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 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> tile on the <DNR SWITCHBOARD> webpage and logging in.

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HUNTING FISHING PARKS CLIMATE ENVIRONMENT FORESTRY LICENSES NEWS ABOUT CONTACT

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**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> link in the upper right.



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Switchboard

[Home](#)

[My Facilities & Roles](#)

[Request Access](#)

[Profile](#)

[Logout](#)



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

## ACCESS

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APPROVED

0

PENDING

0


DENIED

0



# Accessing the ARS (cont.)

3. Click the link of the facility whose air emissions inventory is being accessed.



<b>Approved Facilities</b>				
Site Name	Location Address	FID	Identifiers	Roles
<a href="#">Ars Training #12</a>	105 Fake St, Madison, WI	999999907		<a href="#">1</a>
<a href="#">Ars Training #11</a>	104 Fake St, Madison, WI	999999906		<a href="#">1</a>
<a href="#">Ars Training #10</a>	103 Fake St, Madison, WI	999999905		<a href="#">1</a>
<a href="#">Ars Training #9</a>	102 Fake St, Madison, WI	999999904		<a href="#">1</a>
<a href="#">Ars Training #8</a>	101 Fake St, Madison, WI	999999903		<a href="#">1</a>
<a href="#">Ars Training #5</a>		999999991		<a href="#">1</a>

# Accessing the ARS (cont.)

4. Click the <Annual Air Emission Inventory> button 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.	<div>View Facility Air Data (and Upload) </div> <div>Annual Air Emission Inventory </div>

## Facility Contacts

Name	Address	Phone	Email	Roles
GRANT D HETHERINGTON		(608) 266-1552	grant.hetherington@wisconsin.gov	<ul style="list-style-type: none"><li>Air Emission Inventory Submittal</li></ul>



# ARS Help

If ARS's Annual Reporting home page does not open, contact the Stationary Source Emissions Inventory Coordinator or the compliance inspector assigned to the facility.



Grant D. Hetherington

Stationary Source Emissions Inventory Coordinator

[Grant.Hetherington@wisconsin.gov](mailto:Grant.Hetherington@wisconsin.gov)

(608)266-1522