

Air Management • ELECTRONIC COMPLIANCE REPORTING ACCESS REGISTRATION INSTRUCTIONS

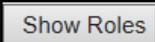
May 2016

The following instructions are a quick overview of the registration process to request access for the Air compliance reporting tool. If you are new to electronic reporting, access the Switchboard Registration instructions using the following link: <http://dnr.wi.gov/topic/Switchboard/>

Once you have access to the DNR Switchboard, you can request access to the Air Compliance Submittal and other electronic reporting options (e.g., Air emission inventory reporting, air permit actions, asbestos notifications or other DNR Switchboard programs).

1. Once you have a WAMS ID, go back to the Switchboard web page and Select: . This is important as accessing WAMS through other links will not allow you to request access to a new role.
2. Enter your WAMs ID and password, and Select “Login”.



3. Select: 
4. Select:  **Air: Air Permit, Compliance and Emission Inventory Reporting**
5. There will be four options. Select the appropriate role(s) for your actions at your facility:

6. Select “Next” to proceed.
7. If your facility does not show up automatically, you will need to search for it. Enter the Facility ID, the facility specific 9-digit number assigned by DNR for all environmental permits and reporting systems.
8. Check the box in front of your facility and select “Next”:

Select	Facility / Company Location
<input type="checkbox"/>	DNR AIR REPORTING TEST FACILITY (PROD) 555 ANYWHERE DR MADISON WI 53707 FID: 55555550

9. Read and Accept the electronic signature agreement by selecting the checkbox:

* I have read and accept the electronic signature and trading partner agreement [terms and conditions \[PDF\]](#).

10. Select “Submit” and print the agreement provided if you are new to the DNR Switchboard. Mail the agreement to the address on the form. *Note: Receiving access approval may take up to 5 days.*
11. To check whether you have received access to the electronic forms submittal process,
 - access the DNR Switchboard,
 - click on the Links under “What You Can Do?” and
 - review the reports available for submittal.
12. If the “Air Compliance Submittal” does not appear on the list, you can check the status of your access by logging in to the Switchboard through the Request Access button, and look at the last column under Role:

Current Roles:

Facility	Role
DNR AIR REPORTING TEST FACILITY (PROD) 555 ANYWHERE DR MADISON WI 53707 IDs: 555555550, WID999999999 <input type="button" value="Add Role"/>	Air Permit Action Submittal Approved
	Air Emission Inventory Submittal Approved
	Air Compliance Submittal Pending -
	Received

Once it is approved you will see this:

DNR AIR REPORTING TEST FACILITY (PROD) 555 ANYWHERE DR MADISON WI 53707	Air Compliance Submittal Approved Air Permit Action Submittal Approved Air Emission Inventory Submittal Approved
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Contact the DNR if the “Pending – Received” status does not show up, or if access is not approved after more than 5 days.

If you have any questions, please contact your compliance inspector or refer to the contact information on the Air compliance submittal actions electronic reporting page at:

<http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>.