The following instructions are provided as a quick overview of the electronic filing process for the annual Air Permit Monitoring Summary Report. The Department of Natural Resources' (DNR) Air Program will continue to accept paper copies, though major sources are encouraged to submit reports electronically. Detailed instructions on the electronic reporting process, as well as quick instructions on how to obtain a DNR Switchboard Login ID and how to gain access to new reporting functions within the electronic reporting system, are available on the website: http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html.

STEP 1: ACCESSING E-REPORTING

1. Access the Switchboard Registration page by either:

   - Going to: http://dnr.wi.gov/topic/Switchboard/

   - Starting at the DNR Homepage https://dnr.wi.gov/ and selecting **Business** from the Menu bar, and then selecting **Switchboard**.

2. Once on the Switchboard webpage, select:

 to the Switchboard.

3. Enter your WAMs ID and password, and select "Login".

4. Locate the correct facility and select the **Air Compliance Actions** link under **What You Can Do:** for that facility.

   Or Select: **View Facility Air Data (and Upload)** or **Air Permit Actions** and select

STEP 2: COMPLETE MONITORING REPORT UPLOAD

1. Select: Monitoring Reports Tab

2. Select the Monitoring Report ID in blue text:

SC-MON-15-117042	03/31/2015	NEW

3. Ensure the correct Reporting Period and Due Dates are shown. If incorrect, do not submit electronically and contact the facility-assigned DNR Compliance Inspector.

4. Select Yes or No from the dropdown menu for "Deviations Reported", based on whether or not the facility has deviations that must be reported for the year.

5. Select the appropriate Compliance Status from the Dropdown Menu:

   Please Select:
   C - In Compliance
   I - Intermittent
   NC - Noncompliance
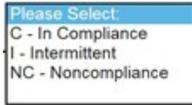
   (Refer to the detailed instructions regarding what each of these options means.)

6. Optional: insert comments.

7. Note that all required fields are denoted by red asterisks (*). Complete all required fields.

8. Select: **Attach Document and Save Form** *

9. Before attaching documentation for the report, be sure to read and review:
   - The Signature Requirements
   - The Confidential Data Section

10. Select "Browse" and then locate the Monitoring Report file you plan to upload.

    (IMPORTANT: ONLY PDF files <100 MB size can be uploaded.)

11. Select: [Open ▼] and then [**Upload Document and Save Form**]
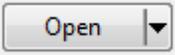
Step 3: SUBMIT RESPONSIBLE CORPORATE OFFICAL'S (RCO) SIGNATURE VIA US MAIL OR ELECTRONICALLY

Ink signature submission:
1. Mail the page with the Responsible Corporate Official's original ink signature to the facility-assigned compliance inspector. Only the signature page is needed.
   - Be sure to include the FID number on the signature page.

Electronic signature (e-signature) submission:
Only the Responsible Corporate Official (RCO) can complete the e-signature processing using his/her WAMS ID.

1. Log into the switchboard, select Air Compliance Actions and then [Monitoring Reports]
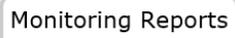
- If this box is displayed, notify the RCO that the document is ready for e-sign.

> **Digital Signature Service**
> --
> Only the facility Responsible Corporate Official (RCO) may electronically sign this document. Please notify the RCO that the document is ready to be signed.

- If the RCO is not signed in and an RCO is not currently assigned to the facility, this box will appear and the RCO will need to obtain a WAMS ID and complete the login setup process before he/she is able to sign the document.

> **Digital Signature Service**
> --
> The RCO for this facility does not have a WAMS ID or does not have a completed Electronic Signature Agreement on file and cannot complete the e-signature process at this time. The RCO can register for a WAMS ID here, and follow the steps to complete the e-signature process.
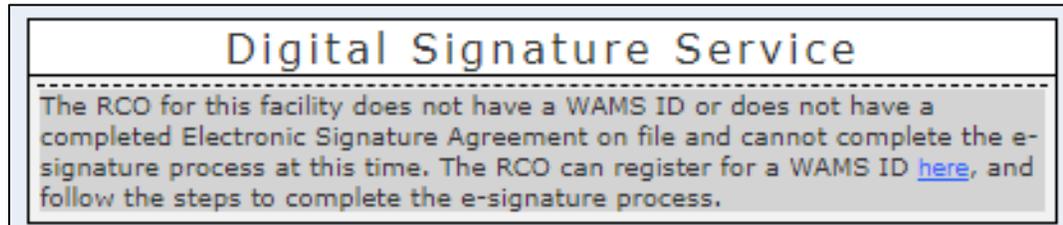
- If the RCO is signed in, the **E-Sign Document** option will show. Clicking the button will generate an email that is sent to the RCO's email address on file. This email will contain a link to the Digital Signature Service, as well as a temporary PIN code for the service.

2. Open the auto-generated email in the ROC's email inbox and login to switchboard with the RCO's username, password, and temporary PIN provided in the email message.

3. Click the **e-Sign** button to sign the document and compete the electronic signature process.

4. After clicking the button, the signature status changes to "signed" and an email receipt will be sent to the RCO's email on file. This email is the signature confirmation for this document; retain this confirmation for the facility's records.

Contact the facility-assigned compliance inspector with questions or for assistance.