

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

Mobile Fueler Reporting Portal User Manual

Rule 461.1 – Gasoline Transfer and Dispensing for Mobile Fueling Operations

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Mobile Fueler Reporting Portal User Manual

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Rule 461.1 – Gasoline Transfer and Dispensing for Mobile Fueling Operations

I. Introduction

The Mobile Fueler Reporting Portal website application was created for a retail mobile fueler to submit information pursuant to Rule 461.1 - Gasoline Transfer and Dispensing for Mobile Fueling Operations (g)(1), (k)(2), and (m)(1) prior to initially operating or resuming operation at a dispensing location. One submission shall be completed per dispensing location. For the purposes of Rule 461.1, a dispensing location means one or more contiguous properties, in actual physical contact or separated solely by a public roadway or other public right-of-way, owned or operated by the same person (or by persons under common control), in which gasoline is dispensed from a mobile fueler.

II. Getting Started

A. Registration - New User

If you have not previously registered for any South Coast AQMD website application, you will need to register. If you previously registered for any South Coast AQMD website application, you should have an existing username and password and will need to update your profile to add use of the Mobile Fueler Reporting Portal. If you have previously registered for any South Coast AQMD website application, please skip to the Mobile Fueler Reporting Portal User Manual section "II. Getting Started" part "C. Registration - Returning Users."

1. Login Page

Step A1.1:

If you have never used any South Coast AQMD website application, you should use any website browser and enter <u>https://xappprod.aqmd.gov/MobileFuelerReportingPortal</u> in the address bar. The Login page shown in Image 1 will load.

$\leftrightarrow ightarrow \mathrm{C}$ \mathbb{C} https://xappprod.aqmd.g	ov/cromsp/Home/Login?ReturnUrl=%2fMobileFuelerReportingPo	tal A ³	» e	2 6	£≡	Ē	
South Coast Air Quality	Management District						
	Login						
	Username SCADND users please use @anmd nov						
	Password *						
	LOGIN						
	Forgot Username?						
	Forgot Password? Not Registered? Create an account!						

Image 1: Login Page

Step 2: Click on Not Registered? Create an account!

2. Select Applications Page

The Select Applications page shown in Image 2 will load.

inage 2. Sciect Applications rage	Image 2	2: Sel	lect A	pplica	ations	Page
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ast							ļ
D	South Coast Air Quality I	Aanagement District					
Applicat	ions						
Applica	tions - Select one or mult	iple applications from the list					
Select	Applications	Descriptions					
	Rule 1403 Asbestos Notification	Rule 1403 Notifications: Asbestos Removal and Demolition Projects					
	Replace Your Ride	Replace Your Ride Web Application					
	On-Line Application Filing	On-Line Application Filing					
	Online Training System	Registration system for SCAQMD Training classes.					
	Rule 1415 - Registration of Refrigerant Usage for	Rule 1415: Reduction Of Refrigerant Emissions From Stationary Air Conditioning Systems					
	Air Conditioning Systems Flare Event Notification System	Flare Event Notification System					
	Annual Emission Reporting	South Coast AQMD's Annual Emission Reporting (AER) program was developed to track emissions of permitted facilities within the South Coast Air Basin. Please see more details at: https://www.aqmd.gov compliance/compliance/annual-emission-reporting	air coi /home	ntamir e/rules-	nants fi -	rom	
	ISR - Indirect Source Reporting Rule	Warehouse Indirect Source Rule					
	Rule 461.1 Mobile Fueler Reporting Portal	Rule 461.1 Mobile Fueler Reporting Portal					
Cancel			Se	elect U	ser Ro	les 🔈	Ì

Step A2.1:

Click on the toggle button to select the Rule 461.1 Mobile Fueler Reporting Portal.

Step A2.2:

Click the Select User Roles button.

3. Select User Roles Page

The Select User Roles page shown in Image 3 will load. There are two user roles in the Mobile Fueler Reporting Portal:

- Facility User is only authorized to submit Rule 461.1 Forms.
- Facility Administrator approves Facility User accounts. A Facility Administrator must also register as a Facility User to be authorized to submit Rule 461.1 Forms.

Image 3: Select User Roles Page

\leftrightarrow \rightarrow G \heartsuit	https://xappprod.aqmd.gov/cromsp/Registration/RoleSelection	A»	Q	ŵ	₹]	æ	
	South Coast Air Quality Management District						
Select User I	Roles						
Rule	461.1 Mobile Fueler Reporting Portal User Roles - Select one or multiple u	iser ro	les f	rom th	e list		
Select	Question					_	
	Rule 461.1 Facility Administrator	lity /	۱d۸	mini	strate	or	
	Facility ID Facility Name		(S [.]	teps	1&2	2)	
	Facility 1						
	+ More facilities						
	"Are you going to be submitting Rule 461.1 - Gasoline Transfer and Dispensing for Mobile Fueling Operations disponsing location information?"		F	acilit	ty Use	er	
	Facility ID Facility Name	J	(S	teps	3 & 4	4)	
	Facility .*						
	+ More facilities						
			6				
< Select	Applications		U	Select	Reports	>	

Step A3.1:

If you do not want the ability to approve of other facility user accounts, skip to step 3. If you want the ability to approve of other facility user accounts, click on the toggle button to select **Rule 461.1 Facility Administrator** to become a Facility Administrator.

Step A3.2:

Clicking on the toggle will provide an area to enter the South Coast AQMD Facility ID. Enter the appropriate Facility IDs for all facilities you are authorized to represent as a Facility Administrator.

Step A3.3:

Click on the toggle button to select Are you going to be submitting Rule 461.1 - Gasoline Transfer and Dispensing for Mobile Fueling Operations dispensing location information? to become a Facility User.

Step A3.4:

Clicking on the toggle will provide an area to enter the South Coast AQMD Facility ID. Enter the appropriate Facility IDs for all facilities you are authorized to represent as a Facility User.

Step A3.5:

Click the Select Reports button.

4. Select Reports Page

The Select Reports page shown in Image 4 will load.

Image 4: Select Reports Page

$\leftarrow \hspace{0.1 cm} \rightarrow \hspace{0.1 cm} \textbf{G}$	https://xappprod.ac	md.gov/cromsp/Registrat	tion/ReportSelection	A	Q	to	₹=	Ē	
South Coast AQMD	South Coast Air Qu	ality Management Distric	t						
Select Repo	orts								
Pule	161 1 Mobilo Fu	lor Poporting Port	al Poporto course		.	- 12-4			
Selec	t Name	Description	ar Reports - Select o	ne or multiple reports t	from the	e list			
	Rule 461.1 Report	Are you going to submit a	nd upload documents for Ru	ile 461.1 form?					
		Facility ID *		â					
		More facilities							
Sele	ect User Roles					put User	Profile		
< Sele	ct User Roles					put User	Profile		

Step A4.1:

Click on the toggle button to select **Rule 461.1 Report**.

Step A4.2:

Clicking on the toggle will provide an area to enter the South Coast AQMD Facility ID. Enter the appropriate Facility IDs for all facilities for which you are authorized to submit Rule 461.1 forms.

Step A4.3:

Click the Input User Profile button.

5. User Profile Page

The User Profile page shown in Image 5 will load.

South Coast Air Quality Management District User Profile Hide Tootip Profile - Please provide your profile information Username & Password Username & Password Confirm Dassword Confirm Password Personal Information First Name Middle Name Last Name Address Line 1 Address Line 2 City Select State Zip Code Pare that have read the terms and condition Image that have read the terms and condition	\leftarrow $ ightarrow$ $ m C$ $ m c$ https://xappprod.aqmd.gov/cromsp/Registration/L	UserProfile A ^N Q 🟠 🔂 🖳 …
User Profile Profile - Please provide your profile information Username & Password Username * Password * Confirm Username * Password * Confirm Password * Imot a robot Personal Information Imot a robot First Name * Midde Name Last Name * Address Line 1 Imot arobot Imot and conditions City * Select State * Zip Code *	South Coast South Coast Air Quality Management District	4.4.4.4.A.
Profile - Please provide your profile information Username & Password Username * Password ** Confirm Username * Confirm Password ** Confirm Username * Confirm Password ** First Name * Middle Name Last Name * Address Line 1 * Address Line 2 City * Select State * Zip Code * City * Select State * Zip Code * I agree that I have read the terms and conditions	User Profile	Hide Tooltip
Username & Password Username Vername Password Confirm Username Confirm Disername Personal Information First Name Middle Name Last Name Address Line 1 Address Line 2 City Select State Zip Code	Profile - Please provide your profile information	
Username * Confirm Username * Confirm Dersonal Information * First Name * Middle Name Last Name Address Line 1 * Address Line 2 * City Select State City Select State * Zip Code * I agree that I have read the terms and conditions	Username & Password	Captcha
Personal Information First Name Middle Name Last Name Address Line 1 The information you provide will be used to correspond with you and help us better tailor our communications to your instrests. We are committed to maintaining your privacy during your visit to aquid gov. However, if you are uncomfortable providing this information, please click on the "Cancel" button below to exit the registration. By submitting this information, you consent to us using it as described above and sharing it within our global organization for these purposes. I declare under penalty of perjury that I am a duly- I agree that I have read the terms and conditions	Username * Password * Confirm Username * Confirm Password *	I'm not a robot
First Name Middle Name Last Name The information you provide will be used to correspond with you and help us better tailor our communications to your interests. We are committed to maintaining your privacy during your visit to aqmd.gov. However, if you are uncomfortable providing this information, please click on the "Cancel" button below to exit the registration. By submitting this information, you consent to us using it as described above and sharing it within our global organization for these purposes. I declare under penalty of perjury that I am a duly. Image: the tail of tail of the tail of tail of the tail of the tail of tail of the tail of tail of the tail of tail of tail of tail of the tail of t	Personal Information	Terms and Conditions
Address Line 2 submitting this information, you consent to us using it as described above and sharing it within our global organization for these purposes. I declare under penalty of perjury that I am a duly. City * Image: the state in the	First Name Middle Name Last Name Address Line 1 *	The information you provide will be used to correspond with you and help us better tailor our communications to your interests. We are committed to maintaining your privacy during your visit to agmd.gov. However, if you are uncomfortable providing this information, please click on the "Cancel" button below to exit the registration. By
City * Select State * Zip Code * I declare under penalty of perjury that I am a duly. I declare under penalty of perjury that I am a duly. I declare under penalty of perjury that I am a duly.	Address Line 2	submitting this information, you consent to us using it as described above and sharing it within our global organization for these
Phone Extensio	City * Select State * Zip Code Phone * Extensic	I agree that I have read the terms and conditions
Email Address * Confirm Email Address *	Email Address * Confirm Email Address *	
Select Reports Cancel Select Security Questions >	Select Reports	cel Select Security Questions >

Image 5: User Profile Page

Step A5.1:

Enter the appropriate information for the Username and Password section. The password must be at least 5 characters in length, must not begin with a special character, and must include 1 number, 1 letter, and 1 special character.

Step A5.2:

Enter the appropriate information in the **Personal Information** section.

Step A5.3: Click to select **I'm not a robot**.

Step A5.4:

Read the terms and conditions and click on the toggle button to select I agree that I have read the terms and conditions.

Step A5.5:

Click the Select Security Questions button.

6. Security Questions and Answers Page

The Security Questions and Answers page shown in Image 6 will load.

Image 6: Security Questions and Answers Page

ecurity Questions & Answers				
Security Questions - Select 8 unique q	uestions and provide their answers			
The following 5 questions will be used to	validate your logins and user report	submissions. SCAQMD Staff WILL NEVER H	AVE the answers to these questions.	
1. Select Question	v	Provide answer		
2. Select Question	v.	Provide answer		
3. Select Question	¥	Provide answer		
4. Select Question	×	Provide answer		
5. Select Question	*	Provide answer		
The following 3 questions will be used to SCAQMD Staff WILL HAVE the answers to	reactivate your account in case you t these questions.	forget your username/password and need to	o call our SCAQMD Staff for support.	
2. Select Question	•	Provide answer		
3. Select Question	•	Provide answer		

Step A6.1:

Select 5 private questions and enter 5 answers which will be used when one has forgotten their username or password. South Coast AQMD staff will never have the answers to these questions. You may not have duplicate answers to any of the selected security questions.

Step A6.2:

Select 3 questions and enter 3 answers which will be used if South Coast AQMD staff is needed to recover the username or password. You may not have duplicate answers to any of the selected security questions.

Step A6.3:

Click the **Register** button.

7. Thank You for Registering Page

The Thank You for Registering page shown in Image 7 will load.

Image 7: Thank You for Registering Page

AQMD	South Coast Air Quality Management District			
	Final you for registering Corregistration is now complete. However, before you can fully access the site, there might be some additional terms that will require your attention. Please go to the Dashboard to view these items. Also, an email has been sent to . Please click on the link in this message to verify your account and complete your registration. Remember to check your SPAMUJUNK folder) Core Dashboard			

After registering successfully, two emails will be sent to the registered email address. One email will have the subject line "Welcome to SCAQMD" which will confirm a new registration and contain your username and email. The other email will have the subject line "SCAQMD Subscriber's Email Address Verification" which will have instructions for the email address verification process.

Step A7.1:

Open the email with the subject line "SCAQMD Subscriber's Email Address Verification" and instructions for the email address verification process.

8. Email Address Verification Email

The email address verification email in Image 8 will load.

Image 8: SCAQMD Subscriber's Email Address Verification



Step A8.1:

Click on the **link** within this email to be directed to the South Coast AQMD email address verification page.

9. Email Verification Login Page

The Email Verification Login page shown in Image 9 will load.

Image 9: Email Verification Login Page

\leftarrow $ ightarrow$ $ m C$ $ m b$ https://xappprod.aqm	d.gov/cromsp/Home/Login?ReturnUrl=%2fcrom A [№]	Q 20	₹=	Ē	
South Coast South Coast Air Quality	Management District				^
	Login Username SCAOMD users, please use @aqmd.gov Password * LOGIN Forgot Username? Forgot Password? Not Registered? Create an account!				
					~

Step A9.1: Enter your Username.

Step A9.2: Enter your **Password**.

Step A9.3: Click the LOGIN button.

10. Email Verification Confirmation Page

The Email Verification Confirmation page shown in Image 10 will load.

Image 10: Email Verification Confirmation Page

\leftarrow $ ightarrow$ C $ ightarrow$ https://xappprod.aqm	d.gov/cromsp/Registration/ThankYou?user 🖉 A 🗛 🏠 🗲 🔂 🚇 …
AQMD South Coast Air Quality	Management District
	Thank you for verifying your email
	Email verification is now complete. Before you can fully access the site, there might be some additional items that require your attention. Please go to the dashboard to view the list and check your email for possible Security Verification Email .
	Go to Dashboard
	•



11. Dashboard Page

The Dashboard page shown in Image 11 will load.

Image	11:	Dash	board	Page
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$\leftarrow \rightarrow $ C	https://xappprod.aqmd.gov/cromsp/Dashboard	A" < & C 🛈 😩
	South Coast Air Quality Management District	Welcome, First Last
\sim	Dashboard	
South Coa AQM	D Your Applications	▲ Notifications
My Account	Rule 461.1 Mobile Fueler Reporting Portal	No notifications to display
My Reports		Last Refreshed - 06/17/2022 6:02:34 PM
Logout	nen	
~		
		•

Step A11.1:

Wait for your account to be approved by the Facility Administrator. You will not be able to successfully click Rule 461.1 Mobile Fueler Reporting Portal until your account is approved. If there are no prior Facility Administrators for this site, please contact Mobile Fueler Assistance via email at MobileFuelerAssistance@aqmd.gov to request for South Coast AQMD staff to determine if no prior Facility Administrator exists for the facility and to verify and approve of the first Facility Administrator for the facility.

Step A11.2:

Proceed to the Mobile Fueler Reporting Portal User Manual section "II. Getting Started" part "D. After Account Approval."

B. Streamlined Registration - New Facility User Account

If you have not previously registered for any South Coast AQMD website application, you will need to register. There are two user roles in the Mobile Fueler Reporting Portal:

- Facility User is only authorized to submit Rule 461.1 Forms.
- Facility Administrator approves Facility User accounts. A Facility Administrator must also register as a Facility User to be authorized to submit Rule 461.1 Forms.

This streamlined registration can be used to create a Facility User account but cannot be used to create a Facility Administrator account. If you want to create a new Facility Administrator account, please follow the instructions in the Mobile Fueler Reporting Portal User Manual section "II. Getting Started" part "A. Registration - New User."

If you previously registered for any South Coast AQMD website application, you should have an existing username and password and will need to update your profile to add use of the Mobile Fueler Reporting Portal. If you have previously registered for any South Coast AQMD website application, please skip to the Mobile Fueler Reporting Portal User Manual section "B. Registration - Returning Users."

1. Login Page

Step B1.1:

If you have never used any South Coast AQMD website application, you should use any website browser and enter

https://xappprod.aqmd.gov/MobileFuelerReportingPortal?roles=100040&reports=100010 in the address bar. The Login page shown in Image 12 will load.

$\leftarrow \rightarrow $ G	🗅 https://xappprod.aqmd.gov/cromsp/Home/Login? A 🔍 🖓 🏠 🎓 🕑 😩 🗤
	South Coast Air Quality Management District
	Login
	Lusername *
	SCAQMD users, please use @aqmd.gov
	Password
	LOGIN
	Forgot Username? Forgot Password?
	Not Registered? Create an account!
	~

Image 12: Login Page

Step B1.2: Click on Not Registered? Create an account!

2. User Registration Page

The User Registration page shown in Image 13 will load.

Image 13: User Registration Page

$ \rightarrow$ G	https://xappprod.a	aqmd.gov/cromsp/Regis	tration/Regist	erLite	A»	Q	to	£'≡	Ē	∉	
	South Coast Air Quality M	anagement District									
User Regis	stration									(Hide Tooltip
A	opplication: Rule 461.1 Mobil	e Fueler Reporting Por	tal								
<u>Үс</u> "А	<u>'ou are registering for following ro</u> Are you going to be submitting Ru are you going to submit and upload	l <u>es and reports</u> Jle 461.1 - Gasoline Transfer d documents for Rule 461.1	and Dispensing	g for Mobile Fueling Op	erations dis	pensin	g locatio	n inform	ation?"		
Fi	Facility ID Facility Nar Facility ID * + Add Facility	me							â		
Pi	Profile - Please provide your profile in	formation		Captcha							
	Username * Password *	Confirm Username Confirm Password	*	I'm not a robot	reCAPTCH Privacy - Terr	A na					
Ľ	Email Address *	Confirm Email Address	*	Terms and Conditions							
Pe	First Name Middle Nam Phone Ext	ne Last Name	* tt	The information you provide will communications to your interests isit to aqmd gov. However, if you he "Cancel" button below to exit is using it as described above an lectare under penalty of perjury th o file this form.	be used to corre we are comminate are uncomfortal the registration. E d sharing it within hat I am a duly-au	spond with tted to ma ble providi By submitti our globa uthorized r	h you and h aintaining yo ng this infor ing this infor al organization epresentation	nelp us bette our privacy of mation, plea rmation, you on for these p we of the enti	r tailor our luring your se click on consent to purposes. I ty required	*	
				I agre	ee that I have re	ad the te	rms and co	onditions			

Step B2.1:

Enter the appropriate Facility IDs for all facilities for which you are authorized to submit Rule 461.1 forms.

Step B2.2:

Enter the appropriate information for the Username and Password section. The password must be at least 5 characters in length, must not begin with a special character, and must include 1 number, 1 letter, and 1 special character.

Step B2.3:

Enter the appropriate information for the **Personal Information** section.

Step B2.4: Click to select I'm not a robot.

Step B2.5:

Read the terms and conditions and click on the toggle button to select I agree that I have read the terms and conditions.

Step B2.6: Click the Register button.

3. Thank You for Registering Page

The Thank You for Registering page shown in Image 14 will load.

Image 14: Thank You for Registering Page

$\leftarrow \rightarrow G$	🖞 https://xappprod.aqmd.gov/cromsp/Registration/ 🖉 A 🍳 🏠 🕇	È (⊕	₹	
	South Coast Air Quality Management District			•
	Final you for registering Construction Construction			Ť

After registering successfully, two emails will be sent to the registered email address. One email will have the subject line "Welcome to SCAQMD" which will confirm a new registration and contain your username and email. The other email will have the subject line "SCAQMD Subscriber's Email Address Verification" which will have instructions for the email address verification process.

Step B3.1:

Open the email with the subject line "SCAQMD Subscriber's Email Address Verification" and instructions for the email address verification process.

4. Email Address Verification Email

The email address verification email in Image 15 will load.

Image 15: SCAQMD Subscriber's Email Address Verification



Step B4.1:

Click on the **link** within this email to be directed to the South Coast AQMD email address verification page.

5. Email Verification Login Page

The Email Verification Login page shown in Image 16 will load.

Image 16: Email Verification Login Page

\leftarrow \rightarrow C \textcircled{b} https://xappprod.aqmd.ge	ov/cromsp/Home/Login?ReturnUrl=%2fcrom	$A^{h} = Q$	to	£_≡	Ē	
South Coast South Coast Air Quality Mar	nagement District					^
	Login					
	LUSername SCAQMD users, please use @aqmd.gov					
	Password					
	LOGIN					
	Forgot Username?					
	Forgot Password?					
	Not Registered? Create an account!					
						-

Step B5.1: Enter your Username.

Step B5.2: Enter your Password.

Step B5.3: Click the LOGIN button.

6. Email Verification Confirmation Page

The Email Verification Confirmation page shown in Image 17 will load.

Image 17: Email Verification Confirmation Page

\leftarrow $ ightarrow$ $ m C$ $ m bttps://xappprod.aqm$	nd.gov/cromsp/Registration/ThankYou?user 🖉 A 🔍 🖓 🤤 😭 🔹 🚥
South Coast Air Quality	Anagement District
	Thank you for verifying your email
	Email verification is now complete. Before you can fully access the site, there might be some additional items that require your attention. Please go to the dashboard to view the list and check your email for possible Security Verification Email .
	Go to Dashboard



7. Dashboard Page

The Dashboard page shown in Image 18 will load.

Image	18:	Dash	board	Page
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$\leftarrow \rightarrow $ G	https://xappprod.aqmd.gov/cromsp/Dashboard	
Δ	South Coast Air Quality Management District	Welcome, First Last
\sim	Dashboard	
South Coast AQMD	Vour Applications	▲ Notifications
Dashboard	Rule 461.1 Mobile Fueler Reporting Portal	
My Reports	Rule 461.1 Mobile Fueler Reporting Portal	Last Refreshed - 06/17/2022 6 02:34 PM
User Management		C Refresh Notifications
Logout		
•	•	

Step B7.1:

Wait for your account to be approved by the Facility Administrator. You will not be able to successfully click Rule 461.1 Mobile Fueler Reporting Portal until your account is approved. If there are no prior Facility Administrators for this site, please contact Mobile Fueler Assistance via email at MobileFuelerAssistance@aqmd.gov to request South Coast AQMD staff to determine if no prior Facility Administrator exists for the facility and to verify and approve of the first Facility Administrator for the facility.

Step B7.2:

Proceed to the Mobile Fueler Reporting Portal User Manual section "II. Getting Started" part "D. After Account Approval."

C. Registration - Returning Users

If you previously registered on a South Coast AQMD website application, you will not need to register again. You will need to update your account to add the Ruel 461.1 Mobile Fueler Reporting Portal application in their list.

1. Login Page

Step C1.1:

If you have ever used any South Coast AQMD website application, you should use any website browser and enter <u>https://xappprod.aqmd.gov/cromsp</u> in the address bar. The Login page shown in Image 19 will load.

\leftarrow \rightarrow C \textcircled{e} https://xappprod.aqmd.gov/cross	msp/Home/Login?ReturnUrl=%2fMobileFuelerReportingPortal	$A^{h} \bigcirc$	6 €	œ	
South Coast AQMD South Coast Air Quality Manag	gement District				^
	Login				
	Lusername *				
	SCAQMD users, please use @aqmd.gov				
	LOGIN				
	Forgot Username?				
	Forgot Password?				
	Not Registered? Create an account!				

Image 19: Login Page

Step C1.2: Enter your Username.

Step C1.3: Enter your Password.

Step C1.4: Click the **LOGIN** button.

2. Dashboard Page

The Dashboard page shown in Image 20 will load.

Image 20: Dashboard Page

$\leftarrow \rightarrow G$	https://xappprod.aqmd.gov/cromsp/Dashboard	A»	Q	to	£≡	Ē	⇒		
	South Coast Air Quality Management District					4	We	come, First	t Last
\bigcirc	Dashboard								
South Coast AQMD Dashboard	Your Applications			🔔 Noti	fications				
My Account					🕕 No notifi	cations to	display		
My Reports				L	ast Refreshed	- 06/21/2022	4:59:21 PM		
User Management					C Refr	esh Notificat	lions		
Logout									
									-

Step C2.1:

In the left menu, click on My Account.

3. My Account Page

The My Account page shown in Image 20 will load.

Image 20: My Account Page

$\leftarrow \rightarrow G$	https://xappprod.aqmd.gov/cromsp/MyAccount	$A^{n} \in \mathcal{L}_{\bullet}$	£= (⊞	<u>۵</u> . ک
	South Coast Air Quality Management District			Welcome, First Last
\bigcirc	My Account			
South Coast AQMD Dashboard	Application Permissions Remaining Tasks My Profile			
My Account	Click on each application to check the permissions granted per facility per role or report.			
My Reports				
Logout				
~				
				

Step C3.1:

The page includes three tabs: Application Permissions, Remaining Tasks, and My Profile. Click on My Profile tab to access your profile information.

4. My Account Page

The My Account page shown in Image 21 will load.

$\leftarrow \rightarrow $ C	🗄 https://xappprod.aqmd.gov/cromsp/MyAccount 🛛 🖓 🔍 🖓 😢	
	South Coast Air Quality Management District Welcome, First La	ist 🔺
\bigcirc	My Account	
South Coast AQMD Dashboard	Application Permissions Remaining Tasks My Profile	
My Account My Reports	First Last Address Diamond Bar, CA, 91765	
User Management Logout	 	
~	✓ User is enabled	
	✓ User is not locked	
	Email address is verified	
	Security questions verification is not required	
	O Identity verification is not required	
	Do you want to add/remove applications, user roles or reports?	
	Click the button below to manage your security questions and answers	
	Click the button below to update your profile	
		-

Image 21: My Account Page

Step C4.1:

Click the Update Registration button to load a list of available South Coast AQMD applications.

5. Applications Page

The Applications page shown in Image 22 will load.

Image 22: Applications Page

(λ)	South Coast	Air Quality Management L	Vistrict Welcome, Firs
\bigotimes	Update	Application - First	Last
South Coast			
Dashboard	Applicat	ions - Add or remove appl	ications from the list
My Account	Select	Applications	Descriptions
My Reports	•••	Rule 1403 Asbestos Notification	Rule 1403 Notifications: Asbestos Removal and Demolition Projects
Logout		Replace Your Ride	Replace Your Ride Web Application
•		On-Line Application Filing	On-Line Application Filing
	•	Online Training System	Registration system for SCAQMD Training classes.
	•	Rule 1415 - Registration of Refrigerant Usage for Air	Rule 1415: Reduction Of Refrigerant Emissions From Stationary Air Conditioning Systems
		Conditioning Systems Flare Event Notification System	Flare Event Notification System
	•	Annual Emission Reporting	South Coast AQMD's Annual Emission Reporting (AER) program was developed to track emissions of air contaminants from permitted facilities within the South Coast Air Basin. Please see more details at: https://www.aqmd.gov/home/rules- compliance/compliance/annual-emission-reporting
	•	ISR - Indirect Source Reporting Rule	Warehouse Indirect Source Rule
	••	Source Test Tracking System (STTS) Portal	Source Test Tracking System (STTS) Portal
		Rule 461.1 Mobile Fueler Reporting Portal	Rule 461.1 Mobile Fueler Reporting Portal
	× Cancel		Update Roles >

Step C5.1:

Click on the toggle button to select the Rule 461.1 Mobile Fueler Reporting Portal.

Step C5.2:

Click the **Update Roles** button.

6. Select User Roles Page

The Select User Roles page shown in Image 23 will load. There are two user roles in the Mobile Fueler Reporting Portal:

- Facility User is only authorized to submit Rule 461.1 Forms.
- Facility Administrator approves Facility User accounts. A Facility Administrator must also register as a Facility User to be authorized to submit Rule 461.1 Forms.

Image	23: Se	elect	User	Roles	Page
-------	--------	-------	------	-------	------

$\leftarrow \rightarrow $ C	🖞 https://xappprod.aqmd.gov/cromsp/Registration/EditRoleSelect A 🍳 🏠 🗲	Ē 🖢	o (
	South Coast Air Quality Management District	We	come, First Last
	Update User Roles - First Last		
South Coast AQMD Dashboard	Rule 461.1 Mobile Fueler Reporting Portal User Roles - Add or remove roles from the list		
My Account	Select Question		
My Reports	Rule 461.1 Facility Administrator	ty Adminis	strator
User Management	Facility ID Facility Name	(Steps	1 & 2)
Logout	Facility ID		
	"Are you going to be submitting Rule 461.1 - Gasoline Transfer and Dispensing for Mobile Fueling Operations dispensing location information?"	Facilit	y User
	Facility ID Facility Name	(Steps	3 & 4)
	Facility ID *		
	More facilities		
	 Update Application 	Update	Reports 🗲
			_

Step C6.1:

If you do not want the ability to approve of other facility user accounts, skip to Step *C5*.3. If you want the ability to approve of other facility user accounts, click on the toggle button to select **Rule 461.1 Facility Administrator** to become a Facility Administrator.

Step C6.2:

Clicking on the toggle will provide an area to enter the South Coast AQMD Facility ID. Enter the appropriate Facility IDs for all facilities you are authorized to represent as a Facility Administrator.

Step C6.3:

Click on the toggle button to select Are you going to be submitting Rule 461.1 - Gasoline Transfer and Dispensing for Mobile Fueling Operations dispensing location information? to become a Facility User.

Step C6.4:

Clicking on the toggle will provide an area to enter the South Coast AQMD Facility ID. Enter the appropriate Facility IDs for all facilities you are authorized to represent as a Facility User.

Step C6.5:

Click the Update Reports button.

7. Select Reports Page

The Select Reports Page shown in Image 24 will load.

Image 24: Select Reports Page

$\leftarrow \rightarrow C$	https://xappprod.aqmd.	gov/cromsp/Registration/EditReportSel A ♥ ♀ &	CE THE Unicode Erst Last
South Coast	Update Reports - First I	Last	
AQMD Dashboard My Account	Rule 461.1 Mobile Fueler	Reporting Portal Reports - Add or remove reports from the list	
My Reports User Management	Rule 461.1 Report	Are you going to submit and upload documents for Rule 461.1 form? Facility ID Facility Name	
Logout		Facility ID	
	Update Roles		Finish Update Registration

Rule 461.1 Forms in the Mobile Fueler Reporting Portal are referred to as reports by the South Coast AQMD application protal.

Step C7.1:

Click on the toggle button to select **Rule 461.1 Report**.

Step C7.2:

Clicking on the toggle will provide an area to enter the South Coast AQMD Facility ID. Enter the appropriate Facility IDs for all facilities for which you are authorized to submit Rule 461.1 forms.

Step C7.3:

Click the Finish Update Registration button.

8. My Account Page

The My Account page shown in Image 25 will load.

Image 25: My Account Page

$\leftarrow \hspace{0.2cm} \rightarrow \hspace{0.2cm} \mathrm{G}$	ੈ https:// xappprod.aqmd.gov /cromsp/MyAccount?message=Regi A [\] Q ਿ	ć= 🛈 🤅	•" 😩 🛛
	South Coast Air Quality Management District	Success	uccessfully
\leq	My Account	ricgistration updated 3	decessiony
South Coast AQMD Dashboard	Application Permissions Remaining Tasks My Profile		
My Account	Click on each application to check the permissions granted per facility per role or report.		
My Reports	Rule 461.1 Mobile Fueler Reporting Portal	~	
User Management	999999 - South Coast Special Facility Id		
Logout	Permission(s)		
^	 Facility Administrator 		
	✓ Facility User		
	🖌 Rule 461.1 Report 🗎		

Step C8.1:

In the left menu, click on Dashboard.

9. Dashboard Page

The Dashboard page shown in Image 26 will load.

Image 26: Dashboard Page

$\leftarrow \rightarrow $ G	https://xappprod.aqmd.gov/cromsp/Dashboard	Aø	Q	to	£≡	Ē	⇒		···@
	South Coast Air Quality Management District						We	lcome, Firs	t Last
\bigcirc	Dashboard								
South Coast AQMD Dashboard	Your Applications			🜲 Notifi	cations				
My Account	Rule 461.1 Mobile Fueler Reporting Portal				No notific	cations to o	display		
My Reports	Rule 401.1 moule Luelet Reporting Portai			La	ist Refreshed	- 06/21/2022	5:54:35 PM		
User Management					2 Refre	≥sh Notificati	ions		
Logout									
^									
									-

Step C9.1:

Wait for your account to be approved by the Facility Administrator. You will not be able to successfully click Rule 461.1 Mobile Fueler Reporting Portal until your account is approved. If there are no prior Facility Administrators for this site, please contact Mobile Fueler Assistance via email at MobileFuelerAssistance@aqmd.gov to request for South Coast AQMD staff to determine if no prior Facility Administrator exists for the facility and to verify and approve of the first Facility Administrator for the facility.

Step C9.2:

Proceed to the Mobile Fueler Reporting Portal User Manual section "II. Getting Started" part "D. After Account Approval."

D. After Account Approval

This section is to be completed after completing section "II. Getting Started" part "A. Registration - New User," part "B. Streamlined Registration - New Facility User Account," or part "C. Registration – Returning Users."

Image 27: Dashboard Page

1. Dashboard Page

The Dashboard page shown in Image 27 will be loaded.

\leftarrow С ttps://xappprod.aqmd.gov/cromsp/Dashboard ^ < € € ... Welcome, First Last South Coast Air Quality Management District Dashboard South Coast Notifications Your Applications Dashboard Rule 461.1 Mobile Fueler Reporting Portal No notifications to display My Account Rule 461.1 Mobile Fueler Reporting Portal My Reports Last Refreshed - 06/17/2022 6:02:34 PM User Management C Refresh Notifications

Step D1.1: Click on Rule 461.1 Mobile Fueler Reporting Portal.

REV: 2022/06/24

2. Welcome to Dashboard Page – Add Position Title

The Welcome to Dashboard page shown in Image 28 will load.

Image 28: Welcome to Dashboard Page

\leftarrow \rightarrow G \bigcirc	$https://xappprod.aqmd.gov/MobileFuelerReportingPortal/Dashboard \\ \ensuremath{\mathcal{O}} A^{\!\!\!N}$	Q 70	€_=	Ē		
South Coast AQMD \equiv	Mobile Fueler Reporting Portal					
South Coast AQMD ≡ First Last HOME Public de1.1 Form OTHER Contact Us [→ Sign Out	Mobile Fueler Reporting Portal POSITION TITLE You haven't provided your position title. Please input one and click the "Add Position Title" button POSITION TITLE Nou haven't provided your position Title Here PROFILE INFORMATION Your profile information is shown below. If you want to edit your information, please click the button provided in this panel Full Name Username Phone Email Address Mobile Fueling Facilities y approxpression processe used an approx		fac-adm	F F Usernar 909-33	on Title	
	Burguant to Bula (61, 1 (0)(1), (b)(2), and (m)(1) information must be submitted to the South Coast ADMS mine to a vehicle activity include it	nitially operation		∠ Edit P	rofile	
	Pursuant to Rule 461.1 (gr(1), Kr(1), and (m)(1) information must be submitted to the South Coast A(PND prior to a retail mobile Tueler in dispensing location. Please complete one form per dispensing location. Click the button below to begin filling out to the south Coast A(PND prior to a retail mobile Tueler in dispensing location. Click the button below to begin filling out to the south Coast A(PND prior to a retail mobile Tueler in dispensing location. Click the button below to begin filling out to the south Coast A(PND prior to a retail mobile Tueler in dispensing location. Click the button below to begin filling out to the south Coast A(PND prior to a retail mobile Tueler in dispensing location. Click the button below to begin filling out to the south Coast A(PND prior to a retail mobile Tueler in dispensing location. Click the button below to begin filling out to the south Coast A(PND prior to a retail mobile Tueler in dispensing location. Click the button below to begin filling out to the south Coast A(PND prior to a retail mobile Tueler in dispensing location. Click the button below to begin filling out to the south Coast A(PND prior to a retail mobile Tueler in dispension) and the south Coast A(PND prior to a retail mobile Tueler in dispension) and the south Coast A(PND prior to a retail mobile Tueler in dispension) and the south Coast A(PND prior to a retail mobile Tueler in dispension) and the south Coast A(PND prior to a retail mobile Tueler in dispension) and the south Coast A(PND prior to a retail mobile Tueler in dispension) and the south Coast A(PND prior to a retail mobile Tueler in dispension) and the south Coast A(PND prior to a retail mobile Tueler in dispension) and the south Coast A(PND prior to a retail mobile Tueler in dispension) and the south Coast A(PND prior to a retail mobile Tueler in dispension) and the south Coast A(PND prior to a retail mobile Tueler in dispension) and the south Coast A(PND prior to a retail mobile Tueler in diterating to a retail mobile Tueler in dispension) an	the Rule 461.1 fo	or resumin; orm.	g operation	1 41 4	•

Step D2.1: Click the **Add Position Title** button.

3. Welcome to Dashboard Page – Enter Position Title

In the Welcome to Dashboard page shown in Image 29, the position title filed will have a text box.

$\leftarrow \rightarrow $ C	한 https://xappprod.aqmd.gov/MobileFuelerReportingPortal/Dash A 역 ਨ 다 한 🖉 🔮 🖓
South Coast AQMD \equiv	Mobile Fueler Reporting Portal
Eirst Last	HOME / DASHBOARD Welcome to Dashboard
HOME Dashboard Rule 461.1 Form	Position Title Devition Title button to update your position title
OTHER & Contact Us [→ Sign Out	PROFILE INFORMATION Your profile information is shown below. If you want to edit your information, please click the button provided in this panel
	Full Name First Last Username Username Here Phone 909-396-2792
	Email Address in the Houman Health State (Control of the Health State (Con
	Pursuant to Rule 461.1 (g)(1), (b)(2), and (m)(1) information must be submitted to the South Coast AQMD prior to a retail mobile fueler initially operating or resuming operation at a dispensing location. Please complete one form per dispensing location. Click the button below to begin filling out the Rule 461.1 form.
	· · · · · · · · · · · · · · · · · · ·

Image 29: Welcome to Dashboard Page

Step D3.1:

Type your position title in the text field where it shows **Position Title**.

Step D3.2: Click the Update button.

III. Facility Administrator Action

The Mobile Fueler Reporting Portal user role of Facility Administrator is authorized to submit Rule 461.1 Forms and has the ability to approve of Facility User accounts.

A. Viewing Users with Pending Administrative Approval - Email

1. Verification Email

When a new user registers as a Facility User or Facility Administrator with the Mobile Fueler Reporting Portal, an email with the subject line "Administrator Review/Verification Required" as shown in Image 30 will be sent to all Facility Administrators for the facility to authorize the user.

Image 30: Verification Email



Step A1.1:

Open the email titled Administrator Review/Verification Required.

Step A1.2:

Click on the **hyperlink**. Alternatively, a Facility Administrator may use any website browser and enter the hyperlink in the address bar.

2. Administrator Login Page

The Administrator Login page shown in Image 31 will load.

Image	31:	Admin	istrotor	Login	Page

\leftarrow \rightarrow C \textcircled{D} https://xappprod.aqmd.gov/d	cromsp/Home/Login?ReturnUrl=%2fcromsp%2fApplication A	Q 6	£'≡	Ē	
South Coast Air Quality Man	agement District				
	Login				
	Login				
	Lisemame				
	SCAQMD users, please use @aqmd.gov				
	Password				
	LOGIN				
	Forgot Username?				
	Not Registered? Create an account!				

Step A2.1: Enter your Username.

Step A2.2: Enter your **Password**.

Step A2.3:

Click the LOGIN button. Proceed to the Mobile Fueler Reporting Portal User Manual section "III. Facility Administrator Action" part "C. Administrative Approval."

B. Viewing Users with Pending Administrative Approval - Portal

1. Login Page

Step B1.1:

Use any website browser and enter <u>https://xappprod.aqmd.gov/cromsp</u> in the address bar. The Login page shown in Image 32 will load.

Image 32: Administrotor Login Page

\leftarrow \rightarrow C \textcircled{D} https://xappprod.aqmd.gov/cromsp/Home/Login?ReturnUrl=%2fcromsp	A	Q	20	ל≞	Ē	
South Coast South Coast Air Quality Management District						
Login						
Username *						
Password *						
LOGIN						
Forgot Username?						
Forgot Password?						
Not Registered? Create an account						

Step B1.2: Enter your Username.

Step B1.3: Enter your Password.

Step B1.4: Click the LOGIN button.

2. Dashboard Page

The Dashboard page shown in Image 33 will load.

Image 33: Dashboard Page

\rightarrow C	ttps://xappprod.aqmd.gov/cromsp/Dashboard	
	South Coast Air Quality Management District	Welcome, First Last
\bigotimes	Dashboard	
South Coast		
Dashboard	Your Applications	A Notifications (1)
My Account	Rule 461.1 Mobile Fueler Reporting Portal	i SCAQMD Security Portal
My Reports	Rule 461.1 Mobile Fueler Reporting Portal	Remaining Registration Task
User Management		Last Refreshed - 06/21/2022 7:57:13 AM
Logout		C Refresh Notifications

Step B2.1:

In the left menu, click on User Management.

3. Application User Administration Page

The Application User Administration page shown in Image 34 will load.

Image 34: Application User Administartion Page

South Coast Air Quality Management District Welcome, First Last South Coast Air Quality Management District Application User Administration Image: District Coast My Account My Account My Reports User Roles First Last Search Search Search User Roles Reports Standing Standing Search User Roles Reports Standing	- > C	A ^N Q C ₀ C [≤] G C [≤] G C [≤] C	2
Application User Administration South Coast Dashoard Wy Account Wy Reports User Management Logout Imagement <	(Δ)	South Coast Air Quality Management District Welcome, First	Last
South Coast Dashboard My Account My Reports User Management Logout Image: Construction of the second of the s	\bigcirc	Application User Administration	
Dashboard My Account My Reports User Management Logout Image: Constraint of the second	South Coast		
My Account My Reports User Management Logout	Dashboard	Limit to users with "Admin Action Pending" status Sort By Newest to Oldest - Q Search	
Wy Reports User Roles Reports Logout Image: State admin@mailnesia.com Rule 461.1 Mobile Fueler Reporting Portal Rule 461.1 Mobile Fueler Reporting Portal Image: State admin@mailnesia.com Image: State admin@mailnesia.com Rule 461.1 Mobile Fueler Reporting Portal Rule 461.1 Mobile Fueler Reporting Portal Image: State admin@mailnesia.com Image: State admin@mailnesia.com Rule 461.1 Mobile Fueler Reporting Portal Rule 461.1 Mobile Fueler Reporting Portal Image: State admin@mailnesia.com Image: State admin@mailnesia.com Rule 461.1 Mobile Fueler Reporting Portal Reports Image: State admin@mailnesia.com Image: State admin@mailnesia.com Rule 461.1 Mobile Fueler Reporting Portal Reports Image: State admin@mailnesia.com Image: State admin@mailnesia.com Rule 461.1 Mobile Fueler Reporting Portal Reports Image: State admin@mailnesia.com Image: State admin@mailnesia.com Rule 461.1 Mobile Fueler Reporting Portal Reports Image: State admin@mailnesia.com Image: State admin@mailnesia.com Rule 461.1 Mobile Fueler Reporting Portal Reports Image: State admin@mailnesia.com Image: State admin@mailnesia.com Rule 461.1 Mobile Fueler Reporting Portal Rule 461.1 Mobile Fueler Reporting Image: State admin@mailnesideddddddddddddddddddd	My Account	Rule 461.1 Mobile Fueler Select Role or Report Filter By Users	
User Roles Reports User Anagement Logout User Roles Roles Roles Reports Rule 461.1 Mobile Fueler Reporting Portal Roles Rule 461.1 Mobile Fueler Reporting Rule 461.1 Mobile Fueler Rule 461.1 Mobile Fueler Reporting Rule 461.1 Mobile Fueler Rule 461.1 Mobile F	My Reports		
Logout First Last Image: Second se	User Management	User Roles Reports	
Total Users: 1 Page 1 of 1 K First K Prev 1 Go Next > Last	Logout	First Last	
Want to register an internal user? Click bere		Total Users: 1 M First M Firs	ast N
		Want to register an internal user? Click here	

Step B3.1:

In the "Select Application" drop down, select Rule 461.1 Mobile Fueler Reporting Portal.

Step B3.2:

Click the Search Users button. This will generate a list of users for which admin action is pending.

Step B3.3:

Click on the name of the user for which you would like to review the role or report status. Proceed to the Mobile Fueler Reporting Portal User Manual section "III. Facility Administrator Action" part "C. Administrative Approval."

C. Administrative Approval

1. User Summary Page - Facility Administrator

The User Summary page shown in Image 35 will load.

Image 35: User Summary Page

\leftarrow \rightarrow C \bigcirc htt	ps:// xappprod.aqmd.gov /cromsp/ApplicationUserAdministrat	ion/UserSummaryHome/1048513	A) Q to to 🕲 .
	South Coast Air Quality Management District		Welcome, First Last
\leq	User Summary		
South Coast AQMD Dashboard	Application Permissions Verification History		
My Account	Click on each application to check the permissions granted per facility	per role or report.	First Last Active External
My Reports	Rule 461.1 Mobile Fueler Reporting Portal		Diamond Bar, CA, 91765
User Management	999999 - South Coast Special Facility Id		(909) 396 2792 fac-admin@mailnesia.com
Logout	Permission(s)		Username Here
•	Facility Administrator	Launch Activation Wizard	✓ User is enabled Edit
	A Facility User	Launch Activation Wizard	✓ User is not locked Edit
	Rule 461.1 Report	Launch Activation Wizard	 Email address is verified
			Security questions verification is not required
			Identity verification is not required
			Do you want to add/remove applications, roles or reports on behalf of First Last?
			View & verify First Last's security questions and answers

Step C1.1:

Click on the Launch Activation Wizard button located to the right of "Facility Administrator."

2. Admin Verification Page - Facility Administrator

The Admin Verification page shown in Image 36 will load.

Image 36: Admin Verification Page

25	ooun oouors in quany manage			
	Admin Verification			
South Coast	1 Email Address Verification 2 Ad	Imin Verification		
Dashboard	Verification Status Summary		First Last	Active
My Account	1. Email Address Verification	Completed - by First Last	(000) 306 270	2
My Reports	2. Admin Verification	Admin Action Pending current step	■ (000) 000 210. ▼ fac-admin@m	ailnesia.com
User Management	Review Documents Admin V	erification History		e
Logout			Application	Rule 461.1 Mobile Fueler Reporting Portal
*			Role Name	Facility User
	Administra	ative verification does not include reviewing any documents.	Faciity Name	SOUTH COAST SPECIAL FACILIT
			Faciity ID	999999
			Admin Verific	ation is admin pending
			< Return	2048 characters remaining

Step C2.1:

Enter a comment in the lower right **comment box**.

Step C2.2:

After evaluation, click either the Accept or Reject button.

3. User Summary Page - Facility User

The User Summary page shown in Image 37 will load.

Image 37: User Summary Page

<u>(</u>]}	South Coast Air Quality Management District		
\bigotimes	User Summary		
South Coast AQMD Dashboard	Application Permissions Verification History		
My Account	Click on each application to check the permissions granted per facilit	y per role or report.	First Last Active External
My Reports	Rule 461.1 Mobile Fueler Reporting Portal		Diamond Bar, CA, 91765
User Management	999999 - South Coast Special Facility Id		 (909) 396 2792 fac-admin@mailnesia.com
Logout	Permission(s)		Username Here
*	Facility Administrator	Select an action -	✓ User is enabled Edit
	A Facility User	Launch Activation Wizard	✓ User is not locked Edit
	Rule 461.1 Report	Launch Activation Wizard	 Email address is verified Security questions verification is not required
			Identity verification is not required
			Do you want to add/remove applications, roles or reports on behalf of First Last?
			View & verify First Last's security questions and answers

Step C3.1:

100

Click on the Launch Activation Wizard button located to the right of "Facility User."

4. Admin Verification Page - Facility User

The Admin Verification page shown in Image 38 will load.

Image 38: Admin Verification Page

- 25	,			
	Admin Verification			
AQMD	1 Email Address Verification 2 Ad	Jmin Verification		
Dashboard	Verification Status Summary		First Last	Active External
My Account	1. V Email Address Verification	Completed - by First Last	(000) 306 270	22
My Reports	2. Admin Verification	Admin Action Pending current step	∑ fac-admin@m	nailnesia.com
User Management	Review Documents Admin V	erification History		ne
Logout			Application	Rule 461.1 Mobile Fueler Reporting Portal
~			Role Name	Facility User
	Administr	ative verification does not include reviewing any documents.	Faciity Name	SOUTH COAST SPECIAL FACILIT
			Faciity ID	999999
			Admin Verifi	cation is admin pending
				2048 characters remaining
			Return	× Reject ✓ Approve

Step C4.1:

Enter a comment in the lower right **comment box**.

Step C4.2:

After evaluation, click either the Accept or Reject button.

5. User Summary Page - Rule 461.1 Report

The User Summary page shown in Image 39 will load.

Image 39: User Summary Page

(1)	South Coast Air Quality Management District		vveicome, First L
\bigcirc	User Summary		
South Coast AQMD Dashboard	Application Permissions Verification History		
My Account	Click on each application to check the permissions granted per facility	per role or report.	First Last Active External
My Reports	Rule 461.1 Mobile Fueler Reporting Portal	4	Diamond Bar, CA, 91765
User Management	999999 - South Coast Special Facility Id		 (909) 396 2792 ✓ fac-admin@mailnesia.com
Logout	Permission(s)		Username Here
· · · · ·	 Facility Administrator 	Select an action 🔹	Vser is enabled Edit
	✓ Facility User	Select an action	User is not locked Edit
	Rule 461.1 Report	Launch Activation Wizard	 Email address is verified Security questions verification is not required
			Identity verification is not required
			Do you want to add/remove applications, roles or reports on behalf of First Last?
			View & verify First Last's security questions and answers

Step C5.1:

Click on the Launch Activation Wizard button located to the right of "Rule 461.1 Report."

6. Admin Verification Page - Rule 461.1 Report

The Admin Verification page shown in Image 40 will load.

Image 40: Admin Verification Page

→ C 🖞 htt	ps://xappprod.aqmd.gov/cromsp/Application	nUserAdministration/AdminVerificationWizardStep)	A Q 6	¢≡ (±)
(Δ)	South Coast Air Quality Management	District			Welcome, First
\bigotimes	Admin Verification				
South Coast	1 Email Address Verification 2 Admin Ve	rification			
Dashboard	Verification Status Summary		First Last		Active External
My Account	1. 🗸 Email Address Verification	Completed - by First Last	(909) 396 2	792	
My Reports	2. 🛕 Admin Verification	Admin Action Pending current step	✓ fac-admin@	mailnesia.com	
User Management	Review Documents Admin Verifica	tion History			
Logout			Application	Rule 461.1 Mob Portal	bile Fueler Reporting
~			Role Name	Facility User	
	Administrative v	erification does not include reviewing any documents.	Faciity Name	SOUTH COAST	T SPECIAL FACILIT
			Faciity ID	999999	
			Admin Ver	fication is admin pen	ding
			< Return	2048	eject

Step C6.1:

Enter a comment in the lower right **comment box**.

Step C6.2:

After evaluation, click either the Accept or Reject button.

7. User Summary Page

The User Summary page shown in Image 41 will load.

~	$ ightarrow$ \mathbf{C} $ ilde{\mathbf{C}}$ ht	tps:// xappprod.aqmd.gov /cromsp/ApplicationUserAdminis	tration/UserSummaryHome/1048513	A) < to te 🖲 😩
		South Coast Air Quality Management District		Welcome, First Last
	\leq	User Summary		
	South Coast AQMD	Application Permissions Verification History		
	Dashboard My Account	Click on each application to check the permissions granted per fac	ility per role or report.	First Last Active External
	My Reports	Rule 461.1 Mobile Fueler Reporting Portal	•	Diamond Bar, CA, 91765
	User Management	999999 - South Coast Special Facility Id		 (909) 396 2792 fac-admin@mailnesia.com
	Logout	Permission(s)		Username Here
	~	 Facility Administrator 	Select an action	✓ User is enabled Edit
		✓ Facility User	Select an action 👻	✓ User is not locked Edit
		V Rule 461.1 Report	Select an action 💌	Email address is verified
				Security questions verification is not required
				Identity verification is not required
				Do you want to add/remove applications, roles or
				G Update Registration
				View & verify First Last's security questions and answers
				View Security Questions / Reset User Password

Image 41: Admin Verification Page

Step C7.1:

Verify that the actions for the user are complete.

IV. Rule 461.1 Form Submissions

Pursuant to Rule 461.1 (g)(1), (k)(2), and (m)(1) this information shall be submitted to the South Coast AQMD prior to a retail mobile fueler initially operating or resuming operation at a dispensing location.

For the purposes of Rule 461.1, dispensing location means one or more contiguous properties, in actual physical contact or separated solely by a public roadway or other public right-of-way, owned or operated by the same person (or by persons under common control), in which gasoline is dispensed from a mobile fueler.

A. Mobile Fueler Reporting Portal

1. Login Page

Step A1.1:

Use any website browser and enter <u>https://xappprod.aqmd.gov/MobileFuelerReportingPortal</u> in the address bar. The Login page shown in Image 42 will load.

← → C 🗘 https://xappprod.aqmd.gov/cromsp/Home/Login?ReturnUrl=%2fMobileFuelerReportingPortal	A»	Q	to	£≡	Ē	
South Coast South Coast Air Quality Management District						-
Login						
Username *						
Password *						
LOGIN						
Forgot Username?						
Forgot Password?						
Not Registered? Create an account						
						Ŧ

Image 42: Login Page

Step A1.2: Enter your Username.

Step A1.3: Enter your **Password**.

Step A1.4: Click the **LOGIN** button.

2. Welcome to Dashboard Page

The Welcome to Dashboard page shown in Image 43 will load.

Image 43: Welcome to Dashboard Page

$\leftarrow \rightarrow $ G	🕆 https://xappprod.aqmd.gov/MobileFuelerReportingPortal/Dashboard A 🍳 🏠 🗲 🔂 😩	···;
South Coast AQMD \equiv	Mobile Fueler Reporting Portal	
(Q) First Last	HOME / DASHBOARD Welcome to Dashboard	^
Position Title HOME	POSITION TITLE Please click the "Edit Position Title" button to update your position title	
Rule 461.1 Form	♀ Position Title ℓ Edit Position Title	
🧞 Contact Us [→ Sign Out	PROFILE INFORMATION Your profile information is shown below. If you want to edit your information, please click the button provided in this panel	
	Full Name First Last Username Username Here	
	Phone 909-396-2792 Email Address fac-admin@mail.nesia.com Mobile Fueling Facilities fac-admin@mail.nesia.com	
	>> 999999 - SOUTH COAST SPECIAL FACILITY ID 2995 RANDOLP DR, COSTA MESA CA 92626	
	Pursuant to Bule 461 1 (0/0), (6/(2), and (m)(1) information must be submitted to the South Coast AOMD prior to a retail mobile fueler initially operating or resuming operation at a	
	e of sum to react work a type, (v)(e), also en/e), also en/e), also e sum macro or a such react work of the automorphic to the sum mode of the sum of the	J
		-

Step A2.1:

Either click on **Rule 461.1 Form** in the left menu or click on the **Begin Rule 461.1 Form** button at the bottom of the page.

B. Rule 461.1 Form - Provide Dispensing Location Information

1. Dispensing Location

The Dispensing Location page shown in Image 44 will load.

Image 44: Step 1: Dispensing Location Page

South Coast AQMD =	Mobile Fueler Reporting Portal	
8	HOME / RULE 4611 FORM You are filling out Rule 461.1 form	
First Last Position Title	Rule 461.1 - Gasoline Transfer & Despensing for Mobile Fueling Operations	
HOME Dashboard Rule 461.1 Form	Pursuant to Rule 461.1 (g)(1), (k)(2), and (m)(1) information must be submitted to the South Coast AQMD prior to a retail mobile fueler initially operating or resuming operation at a dispensing location. Please Complete one form per dispensing location.	
OTHER € Contact Us F→ Sign Out	Step 1: Dispensing Location Provide Dispensing Location Information	
	Dispensing Location Information For the purposes of Rule 461.1, dispensing location means one or more contiguous properties, in actual physical contact or separated solely by a public roadway or other public right-of-way, owned or operated by the same person (or by persons under common control), in which gasoline is dispensed from a mobile fueler.	
	Street # * Street Name (or: E Main Street) * Image: Street Main Street) * Image: Street Main Str	
	City * ZIP Code * Correa	
	County * Murries Select * Description	
	Longitude: N/A Latitude: N/A Epi, USGS County of Los Angeles, California State Parks, Epir, HERE, Garmin, PACI, N.L.: Powered by Epir	
	Cancel Next	

Step B1.1:

Enter the appropriate information for the **Dispensing Location Information** section.

Step B1.2: Click the Next button.

2. Dispensing Location - Message

The Dispensing Location - Message page shown in Image 45 will load.



Image 45: Step 1: Dispensing Location Message Page

Pursuant to Rule 461.1 (g)(2), the owner or operator of a Retail Mobile Fueler shall not Transfer or Dispense Gasoline at a Dispensing Location where a different owner or operator of a Retail Mobile Fueler has Transferred or Dispensed gasoline during the same calendar month. If another mobile fueling company has already submitted a Rule 461.1 Form for a dispensing location near or at the address provided, the following message will appear, "Please note there are other mobile fueler dispensing locations within proximity of the address you provided."

Step B2.1:

Click on **Cancel** to fine-tune the location on the map by moving the map marker.

3. Dispensing Location - Map Marker

The Dispensing Location - Map Marker page shown in Image 46 will load.



Image 46: Step 1: Dispensing Location Map Marker Page

Step B3.1:

To fine-tune the final location of the marker on the map, click on the marker to select it.

Step B3.2:

Click a3d move the marker to the desired location.

Step B3.3:

Click the Next button.

4. Dispensing Location - Message After Map Marker

The Dispensing Location - Message After Map Marker page shown in Image 47 will load.

Image 47: Step 1: Dispensing Location Message After Map Marker Page

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South Coast AQMD =	Mobile Fueler Reporting Portal	
8	HOME / RULE ASIS FORM You are filling out Rule 461.1 form	
First Last Powition Title HOME (a) Dashboard Rule 461.1 Form	Rule 461.1 - Gasoline Transfer & Despensing for Mobile Fueling Operations Pursuant to Rule 461.1 (g)(1), (Q(2), and (m)(1) information must be submitted to the South Coast AQMD prior to a retail mobile fueler initially operating or resuming operation at a dispensing location. Please Complete one form per dispensing location.	
OTHER Q_ Contact Us [→ Sign Out	Step 1: Dispensing Location Povide Dispensing Location Dispensing Location Informator Step 2: Rule 461.1 Form Step 3: Submission Status Vew Submission Status of Rule 461.1 Form Dispensing Location Informator Message Information Information <tdinformation< td=""> Information</tdinformation<>	
	Ciny • ZIP Code + Diamond Bar 9765 County • Diamond Bar Los Angeles • Longhuds: 34.00133000 Lastude: -117.63049401 Eri NSA. NGA. USGS FEMA Eri Community Mass Contributors: County of Los An Powered by Eri	
	Cancel Next	Ţ

Pursuant to Rule 461.1 (g)(2), the owner or operator of a Retail Mobile Fueler shall not Transfer or Dispense Gasoline at a Dispensing Location where a different owner or operator of a Retail Mobile Fueler has Transferred or Dispensed gasoline during the same calendar month. If another mobile fueling company has already submitted a Rule 461.1 Form for a dispensing location near or at the address provided, the following message will appear, "Please note there are other mobile fueler dispensing locations within proximity of the address you provided."

Step B4.1:

If any information still needs to be modified, return to the Mobile Fueler Reporting Portal Manual section "IV. Rule 461.1 Form Submissions" pat "B. Rule 461.1 Form - Step 1" item "2. Step 1: Dispensing Location – Message." If everything is complete and accurate, click the OK button.

C. Rule 461.1 Form - Complete and Submit Rule 461.1 Form

1. Facility Information

The Complete and Submit Rule 461.1 Form page shown in Image 48 will load.

Image 48: Complete and Submit Rule 461.1 Form Page

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South Coast AQMD \equiv	Mobile Fueler Reporting Portal	
First Last Position Title HOME □ Dashboard □ Rule 461.1 Form OTHER Q ₀ Contact Us [→ Sign Out	HOME / RULE 4511FORM FUNCE / RULE 4511FORM Museum to Rule 461.1 Gasoline Transfer & Despensing for Mobile Fueling Operations Pursuant to Rule 461.1 (g)(1), (b)(2), and (m)(1) information must be submitted to the South Coast AQMD prior to a retail mobile fueler initially operating or resuming operation at a dispensing location. Please Complete one form per dispensing location. Step 1: Dispensing Location Provide Dispensing Location Information Provide Dispensing Location Information Mobile Fueling Company User Information	
	The information of the logged-in user, submitting the Rule 461.1 form is shown below. Full Name First Last Position Title Position Title Username Username Here Phoe 903962792 Email Address fec-admin@mailnesia.com	
	Mobile Fueling Company Information You must select a facility ID before you can submit the Rule 461.1 form. The dropdown list contains all the facilities that you currently approved for to submit a Rule 461.1 form. If you don't see your registered facility ID in the dropdown list, please contact the system administrator. SECTION A - FACILITY INFORMATION South Coast AQMD Facility ID * Name Address -	

Step C1.1:

Click the drop down to select the appropriate Facility ID.

Step C1.2:

Verify the facility information is correct.

Step C1.3: Scroll down the page.

2. Dispensing Location

The Complete and Submit Rule 461.1 Form page shown in Image 49 will load.

					-	
South Coast AQMD ≡	Mobile	Fueler Reporting Portal				
Erst Last Position Title	Dispensing Location Information For the purposes of Rule 461.1, dispensing location means one or more or other public right-of-way, cowned or operated by the same person (or by per	ontiguous properties, in actual physical co ersons under common control), in which g	intact or separated solely by a publi asoline is dispensed from a mobile	c roadway or fueler.		
OME Dashboard Rule 461.1 Form	SECTION B - DISPENSING LOCATION If Available, South Coast AQMD Facility ID #	Dispensing Loca 21865 Copley Dri Coun	<mark>ation Address form Step 1</mark> ve , Diamond Bar CA 91765 ity: Los Angeles			
DTHER & Contact Us [→ Sign Out	Name of Dispensing Location +	and solving Dr	Copity or			
	Location Owner's Business Name (If, different)	Diamond bar oty hall	. V			
	Start Date & Time +	as Leaved	Diamond Bar			
	Operation Schedule	Esri, NASA, NGA, USGS, FEMA Esri Commu	nity Maps Contributors, County of L	Powered by Esri		
	(e.e. M-F 8 AM-8 PM, every day, weekends, five times a month)	0	Edit Address			

Image 49: Complete and Submit Rule 461.1 Form Page

Step C2.1:

Enter the appropriate information for the Section B - Dispensing Location section.

Step C2.2:

Scroll down the page.

3. Dispensing Location Contact Information

The Complete and Submit Rule 461.1 Form page shown in Image 50 will load.

Image 50: Complete and Submit Rule 461.1 Form Page

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South Coast AQMD \equiv		Mobile Fueler Reporting Portal					
First Last Position Title HOME Dashboard Mule 461.1 Form	SECTION C - DISPENSING LOCATION CON Dispensing location contact information for per operations. Name *	TACT INFORMATION rsonnel that is authorized to grant South Coast AQMD staff access to the s Telephone Number • Coast Address	ite to conduct inspe	ctions of th	e mobile fuel	ler	•
Contact Us							Ŧ

Step C3.1:

Enter the appropriate information for the Section C - Dispensing Location Contact Information section.

Step C3.2:

Scroll down the page.

4. Acknowledgements and Attachments

The Complete and Submit Rule 461.1 Form page shown in Image 51 will load.

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South Coast AQMD =	Mobile Fueler Reporting Portal		
First Last Position Title	SECTION D - ACKNOWLEDGEMENTS & ATTACHMENTS Single Mobile Fueler in a Month • Pursuant to Rule 461(k)(2)(f), documentation from the owner or operator of the dispensing location that the mobile fueling company would be the only mobile fueling company operating a Retail Mobile Fueler at the dispensing location is attached (May attach South Coast AQMD Rule 461.1 Dispensing Location Declaration Form).		•
Dashboard Rule 461.1 Form OTHER D. Contact Lin	Click the button to select a file. The reactinum allowed file size is 25 MB Choose file Browse Allowed file types: pdf, (peg, igg, doo, doox		
[→ Sign Out	Fire Authority * Pursuant to Rule 461(0)(2)(G), documentation by the responsible fire department or fire authority of the owner or operator of the Retail Mobile Fueler is attached. Click the buttors to select a file. The machinum allowed file size is 25 MB Choose file Allowed file types: .pdf, .jpeg, .jpg, .doc, .docx		
	Annual Emission Reporting Emissions from the mobile fueling operations shall contribute towards the dispensing location's thresholds for filing an annual emissions report and shall be included in the annual emission report. I Acknowledge		
	Title V Program Permit * Emissions from mobile fueling operations shall contribute towards the dispensing location's thresholds for filing a Title V Program permit. A dispensing location that has a Title V Program permit shall incorporate into the permit any mobile fueler that operates at the facility for more than one year from initial operation at the dispensing location. I Acknowledge		
	Confidential Data Check the checkbox if you claim that this form or its attachments contain confidential trade secret information.		

Image 51: Complete and Submit Rule 461.1 Form Page

Step C4.1:

Click the **Browse** button in the "Single Mobile Fueler in a Month" section and attach documentation, compliant with Rule 461 (k)(2)(F), from the owner or operator of the dispensing location, indicating that the mobile fueling company identified on this form would be the only mobile fueling company operating a Retail Mobile Fueler at the dispensing location. You may use the <u>Rule 461.1 Dispensing Location Declaration Form</u> template provided on the South Coast AQMD <u>Mobile Fueler Gasoline Dispensing</u> website.

Step C4.2:

Click the **Browse** button in the "Fire Authority" section to attach documentation by the responsible fire department or fire authority to the owner of operator of the Retail Mobile Fueler compliant with Rule 461.1 (k)(2)(G).

Step C4.3:

The user must acknowledge that emissions from mobile fueling operations contribute towards the dispensing location's thresholds for filing an annual emissions report and shall be included in the annual emissions report, by clicking on the I Acknowledge box in the "Annual Emission Reporting" section.

Step C4.4:

The user must acknowledge that emissions from mobile fueling operations contribute towards the dispensing location's thresholds for filing a Title V Program permit and that a dispensing location with a Title V Program permit shall incorporate into the permit any mobile fueler that operates at the facility for more than one year from initial operation at the dispensing location, by clicking on the I Acknowledge box in the "Title V Program Permit" section.

Step C4.5:

If you are claiming that this form or its attachments contain confidential trade secret information, click on the I Acknowledge box in the "Confidential Data" section.

Step C4.6: Scroll down the page.

5. Certification

The Complete and Submit Rule 461.1 Form page shown in Image 52 will load.

Image 52: Complete and Submit Rule 461.1 Form Page

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South Coast AQMD =	Mobile Fueler Reporting Portal						
(Q) First Last	CERTIFICATION * I hereby certify that all information submitted are true and correct.						^
Position Title HOME	X Cancel	Go to Step	1	ubmit 46:	L.1 Form »		
Dashboard							- 11
B Rule 461.1 Form							Ψ.

Step C5.1:

If all information submitted is true and correct, click on the certification box.

Step C5.2:

Click the **Submit 461.1 Form** button.

D. Rule 461.1 Form - Your Submission Status of Rule 461.1 Form

1. Submission Status

The Your Submission Status of Rule 461.1 Form page shown in Image 53 will load.

Image 53: Step 2: Rule 461.1 Form Page

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South Coast AQMD \equiv	Mobile Fueler Reporting Portal
(Q) First Last	HOME / RULE 4611 FORM You are filling out Rule 461.1 form
Position Title HOME C Dashboard Rule 461:1 Form	Rule 461.1 - Gasoline Transfer & Despensing for Mobile Fueling Operations Pursuant to Rule 461.1 (g)(1), (k)(2), and (m)(1) information must be submitted to the South Coast AQMD prior to a retail mobile fueler initially operating or resuming operation at a dispensing location. Please Complete one form per dispensing location.
OTHER & Contact Us [→ Sign Out	Step 1: Location Information > Image: Step 2: Rule 461.1 Form Provide Mobile Fueler Location information > Image: Step 2: Rule 461.1 Form Complete & Submit Rule 461.1 form > Image: Step 3: Submission Status View submission status of Rule 461.1 form
	You have successfully submitted the Rule 461.1 form
	We have sent you an email with the submitted Rule 461.1 form as an attachment to the following email address : <u>fac-admin@mailnesia.com</u>
	To download the submitted Rule 461.1 Form, please <u>click here</u>
	Dashboard Begin Another Rule 461.1 Form

Step D1.1:

Verify the submission is complete.