



South Coast Air Quality Management District

Rule 314 – Fees for Architectural Coatings

Bulleted Instructions for web-based reporting application (314-Web)

(Manual-entry procedures)

The following instructions will guide you through the 314-Web reporting application. These instructions are for companies who prefer to **manually enter their products individually** into the web-based application.

Simplified Instructions	Detailed Instructions
Go to Rule 314 website	Go to http://www3.aqmd.gov/webappl/wc/security/login.aspx to get to the Annual Quantity and Emissions Application
Enter User ID & Password	Enter the User ID & Password. If you misplaced your password, click on “email my password” link. If no security question is displayed, contact the Area Source Team at (909) 396-2390 or at areasources@aqmd.gov .
Click “R1113”	In the blue Browse Applications box on the left, click on the “R1113” link to Submit Rule 1113 Application
Click “New Report”	Click the “New Report” link in the Report Status column.
Enter reporting year	Enter the reporting year for which you are reporting (i.e. “2018”)
Click “Create Report”	Click “Create Report” . <i>Note: Once you click on the create report link, a ‘report’ will exist for that reporting year, even if you have not entered any data. If you exit the program and log back in to work on the report, click on the link for the reporting year (i.e. 2018) in the Report Summary screen to continue to add or enter products. You can get to that screen at any time by clicking on the “Report Summary” link located on the top of the screen in the dark blue strip.</i>
Click “New Product”	Click on the “New Product” link at the top of the second box.
Enter product data	Enter the product data, note that boxes with a red star are mandatory fields.
Click “Save”	Click on the “Save” link and the product data will be saved in the system. <i>Note: The program may give a warning if it detects an issue (i.e. a product over the VOC limit) and may prompt you to confirm your entry.</i> <i>If you need to make any edits to the data you entered, each product code is a link that will bring you back to the data entry screen. There is a button available to delete products if necessary.</i> <i>Once you click save, the data will remain in the system even if you exit the program.</i>
Add more products	Repeat the prior three steps until you have entered all of your product data.
Review data	Review your product data to ensure everything is accurate. Changes, additions, and/or deletions may still be made by clicking the “Edit” , “New Product” , or “Delete Product” buttons.
Click “Submit”	After review process is complete, click “Submit” . User may no longer make alterations to the data at this point.