Choosing to use a third party to assist you with the application process?

The application process is simple, intuitive, and South Coast AQMD staff is available to provide general assistance. However, if you so choose, you may use a third party/consultant. The information provided below is designed to assist the applicant and their third party/consultant with basic web portal registration and how to add a third party/consultant.

Important information regarding using a third party in the application portal:

- The applicant and the third party/consultant must each independently register.
- The third party/consultant must be registered before the applicant can give them application access.
- A third party/consultant may not create an application. The applicant must create the application and invite the third party to work on it on their behalf.
- A third party/consultant may not submit an application, but they may fill it out. The applicant must certify, sign, and submit the application.
- Third party/consultant access can be given or taken away at any time before the application is submitted. Permission is granted or removed by the applicant.

Registering as an Applicant or Third Party/Consultant:
When registering for a new account at https://gms.aqmd.gov/ the correct user type must be selected. Different access will be given to each type of user:

- Applicants – Individuals applying for yourself or on behalf of the company you work for
- Third Party – Third Party or Consultants assisting a client or company you do not directly work for

How do I add the third party/consultant?
There are three options:

1. When an application is created you may add a third party/consultant.

Mark ‘Yes’ if you have a third party assisting and then select ‘Add third party’.
Another screen will pop-up and you must enter the email of the third party/consultant. They must have already registered.

2. Once you have already created an application you may add a third party/consultant by clicking ‘Third-party Consultant’ in the ‘Edit Application’ tab.


How do I remove a Third Party from your application?
Click ‘Third-party Consultant’ in the ‘Edit Application’ tab.
Another screen will pop-up and you may select to remove the third party/consultant.