Rule 1403 Web Application Overview

- Registration is REQUIRED
- Completing Notifications completely ONLINE
- ONLINE fee payment for Notifications
- ONLINE submission of Notifications
- Mail, email, fax no longer allowed for contractors
Rule 1403 Web Application Registration
South Coast AQMD Facility ID

A South Coast AQMD Facility ID is REQUIRED in order to Register for the Rule 1403 Notification Web Application.

If your company does not have a Facility ID, call the Asbestos Hotline at (909) 396-2336 to request one and have the following information available*:

- Company Name
- Company Address
- Company Mailing Address (if different)
- Owners Name
- Phone Number
- Contractor License (CSLB)#

*Please note, it can take up to three (3) business days to receive the Facility ID.
Choose the Application for which You Wish to Register

(To choose an application, click the gray circle to slide it to the right and turn it blue)
Identify this User Registration as one that will complete and/or pay for notifications

(To choose a User Role, click the gray circle to slide it to the right and turn it blue)
After Choosing Your Role,
Identify the facility for which you will be completing Notifications

(Enter your Facility ID in the space shown, and click the Tab key on your keyboard to verify your company name)
Next, identify this registration as one for someone who will be authorized to Officially Sign and Submit Notifications for the facility.

(To choose Reports, click the gray circle to slide it to the right and turn it blue)
And, again, identify the facility for which this registration will be authorized to Officially Sign and Submit Notifications

(Enter your Facility ID in the space shown, and click the Tab key on your keyboard to verify your company name)
Enter Profile Information

(For your “Personal Information”, please provide your personal WORK information)
Select Security Questions & Answers

(Hint: Write these down, or take a screenshot. You will be required this information regularly.)

Security Questions & Answers

**Security Questions** - Select 8 unique questions and provide their answers

The following 8 questions will be used to validate your logins and user report submissions. SCAQMD Staff WILL NEVER HAVE the answers to these questions.

1. Select Question
2. Select Question
3. Select Question
4. Select Question
5. Select Question
6. Select Question

Provide answer...

Provide answer...

Provide answer...

Provide answer...

Provide answer...

Provide answer...

Provide answer...

**Security Questions** - Select 3 unique questions and provide their answers

The following 3 questions will be used to reactivate your account in case you forget your username/password and need to call our SCAQMD Staff for support. SCAQMD Staff WILL HAVE the answers to these questions.

1. Select Question
2. Select Question
3. Select Question

Provide answer...

Provide answer...

Provide answer...

**Input User Profile**

**Register**
Registered! Almost ...

(You must verify that we got your correct email address by clicking the link in the email we sent you. Don’t forget to check your email! Then, click the “Go to Dashboard” button pictured here.)
You’ve successfully passed through the AQMD Security Portal, But there are Registration Tasks Remaining!

(Please click the “Remaining Registration Task” link shown here.)
The following registration tasks need your attention:

1. Email Address Verification Task
   - An email with instructions on how to complete the above listed task(s) has already been sent to [email]. Click the button below to resend the same email.
   - Resend Verification Email

2. Security Question Verification Task

3. User Identity Verification Task

4. User Signing Authority Verification Task for:
   - [Report Type] [Rule Number] Notification on behalf of [Facility ID]

In order to complete the above listed task(s), please click the button below to download a PDF document with instructions.

[Download All Verification Documents]
Environmental Protection Agency (EPA) requires that the signature on this document be witnessed by a Notary Public, because it authorizes this set of Login Credentials to Officially Sign and Submit Notifications for this Facility.
Registering for SCAQMD’s Rule 1403 Notification Web App

1. Obtain a Facility ID (if your company doesn’t already have one)

If your company does not have a Facility ID, call the Asbestos Hotline at (909) 396-2336 to request one and have the following information available: Company Name, Company Address, Company Mailing Address (if different), Owners Name, Phone Number, Contractor License (CSLB)#. (Please note, it can take up to three (3) business days to receive the Facility ID).

2. Go Online

Go to https://xappprod.aqmd.gov/cromsp, click “Not Registered? Create an Account” complete the information as requested and **print the registration materials**.

3. Complete the Subscriber’s Agreement

Locate the Subscriber’s Agreement in the printed registration materials. This document is to be completed by all users. Some portions of the document require handwritten entries; the document must also be signed in the presence of a Notary Public.
3. Complete the Signing Authoring Agreement

Locate the Signing Authority Agreement in the printed registration materials. This document is to be completed and signed only by individuals signing and submitting the Notifications for their company.

4. Mail the completed, notarized registration package to SCAQMD via USPS, UPS, FedEx, DHL, etc., at:

   Rule 1403 Notification
   Electronic Reporting Verification
   South Coast AQMD
   21865 Copley Dr.
   Diamond Bar, CA 91765
5. SCAQMD Review
SCAQMD staff will review each registration package to verify that the person submitting the package is authorized to represent and sign Notifications electronically for the abatement and/or demolition company with the user’s login credentials.

6. SCAQMD Approval
SCAQMD staff will acknowledge by email the successful completion of the registration process and provide authorization to submit online Rule 1403 Notifications to SCAQMD.
Rule 1403 Web Application

- ALL contractors are required to submit Notifications through the Web App
- Only homeowners, submitting 10 Working-Day Notifications, will be allowed to mail in Notifications

Questions? Please call our Asbestos Hotline at (909) 396-2336