STEPS TO CREATE A NEW ACCOUNT, SELECT OR CREATE A NEW FACILITY AND HOW TO BEGIN YOUR APPLICATION
Step 1: First Time User

- Since you will be registering for the first time, click on the link “Not Registered? Create an account!”.
Step 2: User Registration Page

- Create username/password and enter facility address
  - Usernames require a minimum of 5 characters
  - Passwords must include 1 alphabetic character, 1 number AND 1 special character (e.g. !, $, etc.)
- Type in an email address that will be used with your account
- Enter the address your equipment is located at
- After typing in your information, please read and click on this button to agree to the terms and conditions.
- Then, click on this button to register your new account.
Step 2 Continued:

- You will be brought to this page. Please check your email to complete account registration.
Step 3: Email Address Verification

- Click on this link. This will automatically verify your email account and complete your registration.
- If this link does not work, you can go to South Coast AQMD’s Verification Page to enter the verification key provided in your email.
Step 3 Continued: Email Address Verification Key

- In your search engine, type in this link:
  https://xappstage.aqmd.gov/cromsp/Registration/EmailVerification

- Enter your verification key in the box and click on the “Verify” button.
Step 4: Email Verification Completion Status

- After entering your verification key, you will be directed to this page. Click on this button to access your dashboard.
- Click on the “My Account” tab on left hand side of page. Then, click on “My Profile” tab to see that your email address is verified.
Step 5: Registering a New Facility Before Filling Out Application

• Option A: Click on the “My Account” tab, located on the left hand side of the page.
Step 5 Continued:
Option A Continued:

- Click on the **Remaining Tasks** tab. You will see 2 buttons: “Search for an existing facility” and “Create New Facility”.

![Diagram showing the remaining tasks tab and the search buttons](image-url)
Step 5 Continued:

• Option B: Click on “On-Line Application Filing” link.

• After you will be directed to this page where you will be prompted to click on the button “View Pending Actions”.
Step 5 Continued:

- Upon clicking “View Pending Actions” button, you will be re-directed back to the “Remaining Tasks” page.
Step 6A: Search for Existing Facility

- If you pressed the button, “Search For Existing Facility”, you will be directed to this page.
- Input existing Facility ID OR enter facility name and address.
Step 6A Continued

• You can either click on the "Select Facility" or "View Facility".
• Verify your facility by clicking on the "View Facility" link to retrieve more information (e.g. billing contact information).
• Then, click on the button "Select Facility" at the bottom of the page to proceed.
Step 6B: Create a New Facility

- If you pressed the button “Create New Facility, you will be directed to this page.
- Once you have all the required information on hand, click on the “Continue” button.

- On this page, fill in all of your facility information.
Step 6B Continued:

- You will be directed to a facility summary page. Please review that facility information is correct.
- Once you have verified the information, click the submit button at the bottom of the page.
- Please note that once the submit button has been clicked, you can no longer change the facility information.
A confirmation page will pop up indicating that your facility has been successfully created. You will be given a 6 Digit Facility ID Number.

It would be a good idea to write this number down for your records.
Step 8: Verifying Facility Registration

- To confirm that your facility has been created or selected, click on the “My Account” tab.
Step 8 Continued:

• You will see your **facility ID number** next to your **facility name** underneath the Application Permissions tab.

• If you DO NOT SEE your Facility ID next to “**Rule 222- Emission Sources Not Requiring a Written Permit**” and wish to register for Rule 222, then additional steps are required.
Step 9: Update User Role

- To add your facility ID under the Rule 222 user roles, go to the “My Profile” tab. Click on “Update Registration” button.
Step 9 Continued:

- Select **button** next to the “On-Line Application Filing” and click on the “Update Roles” **button** (located at bottom right hand corner).
Step 9 Continued:

- Select **button** next to “On-Line Filing of Applications for Authority to Construct or Permit to Operate”.
- Enter your **Facility ID** in the **textbox** here and click on “**Update Reports**” **button**.
Step 9 Continued:

- You will be brought to this page. Select on the **“Rule 222- Emission Sources Not Requiring A Written Permit”** button. Then click on **“Finish Update Registration”** button.

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<table>
<thead>
<tr>
<th>Facility ID</th>
<th>Facility Name</th>
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</thead>
<tbody>
<tr>
<td>189418</td>
<td>MCDONALDS</td>
</tr>
</tbody>
</table>

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**Finish Update Registration**
Step 10: Application Permissions Confirmation

- Return to the Application Permissions **page** to confirm change.

<table>
<thead>
<tr>
<th>Application Permissions</th>
<th>Remaining Tasks</th>
<th>My Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Line Application Filing</strong></td>
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<tr>
<td><strong>User Roles</strong></td>
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<td>Facility User</td>
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<td>189418 - MCDONALDS</td>
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<tr>
<td><strong>Reports</strong></td>
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<tr>
<td>Authority to Construct or Permit to Operate and Associated Forms</td>
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</table>
Step 11: Filling Out a New Application

- To begin a new application, click on the “Dashboard” tab (located in the menu on left hand side).
- Click on “On-Line Application Filing” link.
- Please click on the “New Application” tab at the top of your screen.
Step 11 Continued:

- You will be brought to this page. Select “Facility” first.
- To apply for Rule 222 Filing Program, select “Rule 222 Application Filing” button. Then a drop down menu will appear. Choose the equipment form applicable for your facility.
- You can begin your application process.
NOW YOU CAN BEGIN FILLING OUT 222 REGISTRATION FORMS!