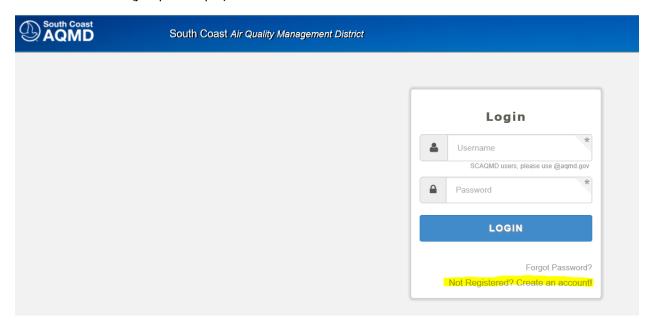
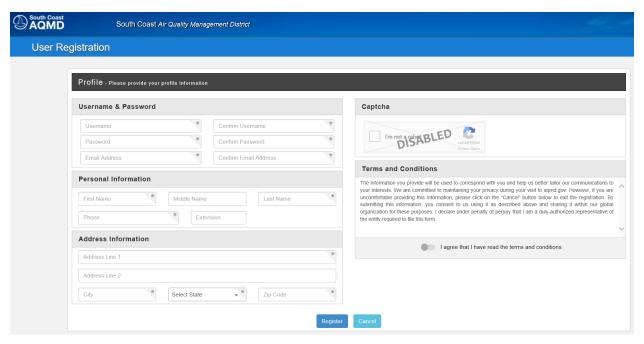
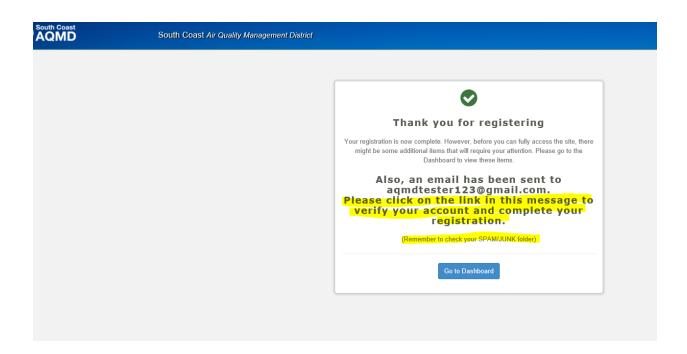
1. If you have not yet created an account, click on "Not Registered? Create an account". If you have registered, enter you Username and Password and click "Login", and proceed to the Dashboard (jump to Step 7).



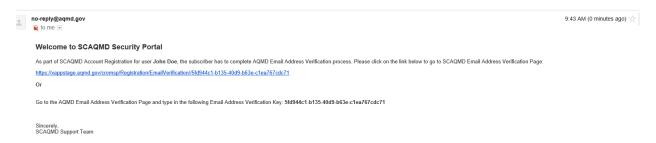
2. Create a USERNAME and PASSWORD. Provide the remaining information and click "Register".



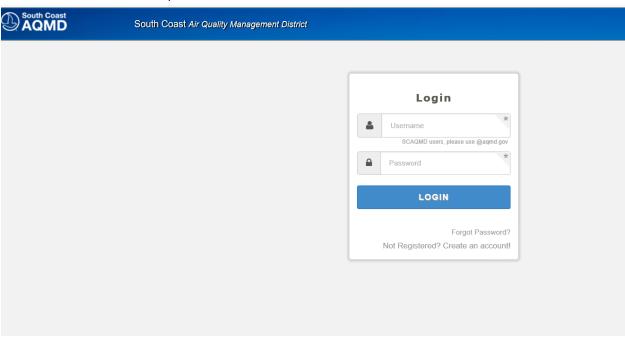
3. Open the email account that you used for your registration.



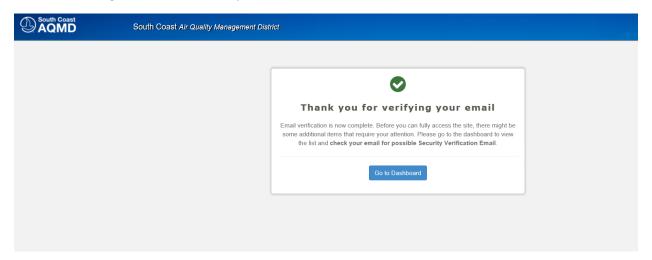
4. Click on the link in the email to complete your registration.



5. Clicking on the link in your email will bring you to this screen. Enter your newly created USERNAME and PASSWORD, and click "LOGIN".



6. Your registration is now complete. Click on "Go to Dashboard" to continue.

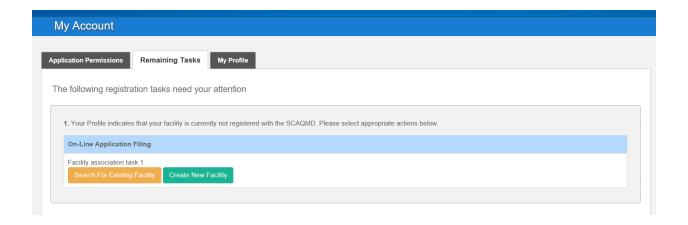


7. Click on "On-line Application Filing" in the middle of the screen.

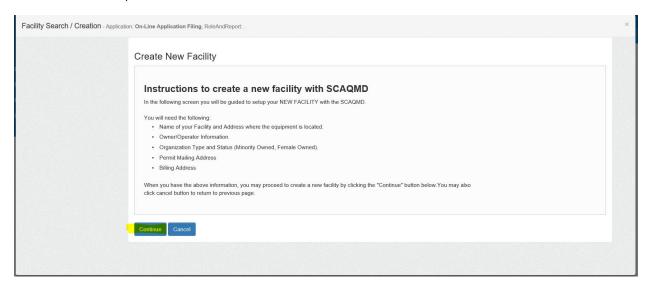


8. If you have an existing Facility ID, click on "Search for Existing Facility".

If you do not have an existing Facility ID, click on "Create New Facility".



9. Clicking on "Create New Facility" will bring you to this screen. Gather the information that will be needed, and click "Continue".

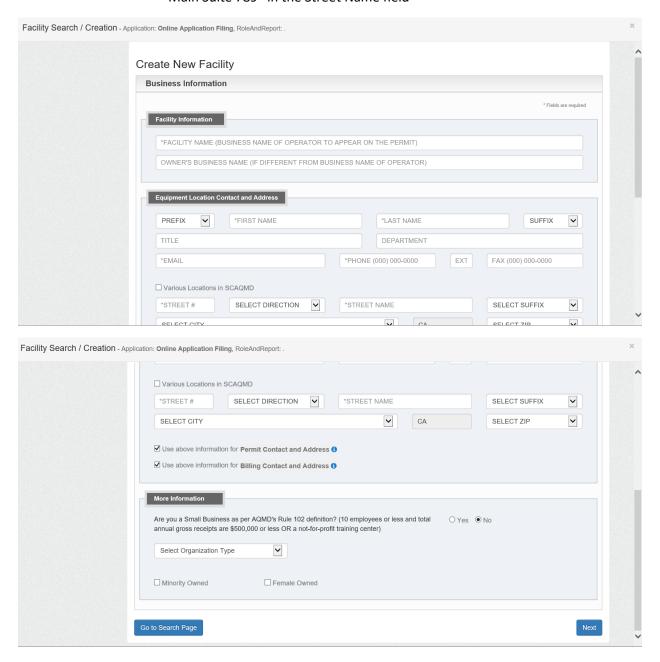


10. If you do not have a Facility ID, provide the information requested.

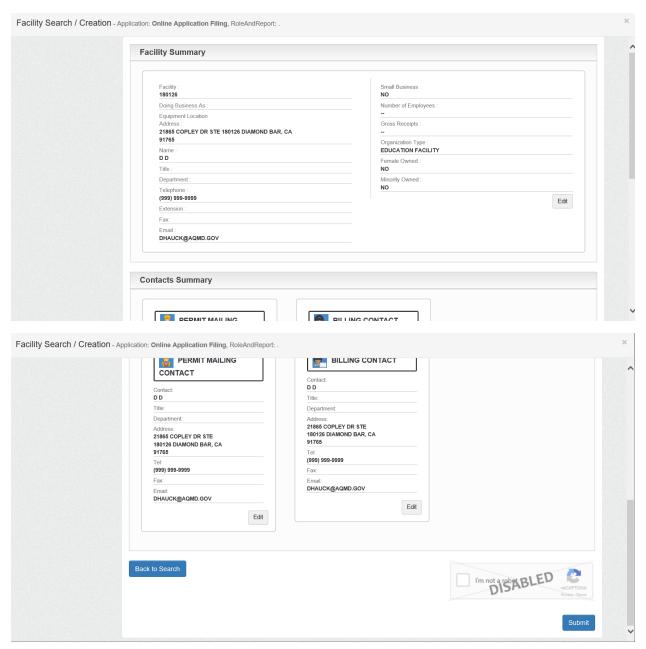
If your address contains a Suite #, Unit #, etc., AVOID USING A STREET DIRECTION OR SUFFIX.

Leave these two fields blank. The program will verify the address and provide a suggested correction if necessary. Enter the Suite or Unit # in the Street Name field, after the street name.

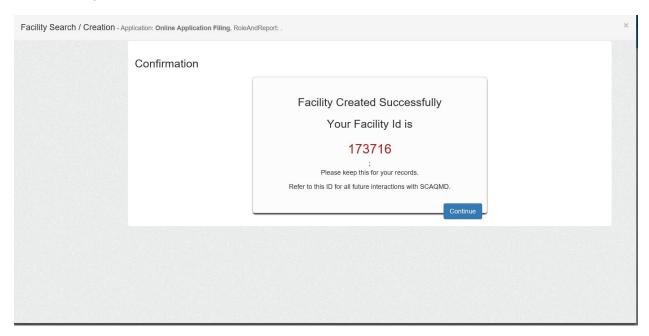
EXAMPLE: If your address is 123 Main Street, Suite 789, Diamond Bar, CA 91765,
Enter "123" in the Street # field
"Main Suite 789" in the Street Name field



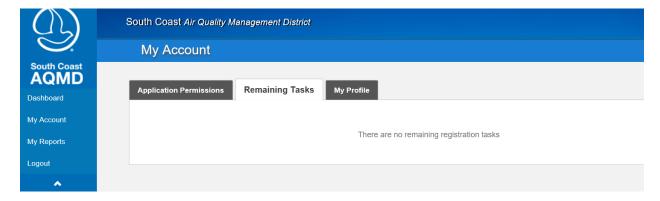
11. Please verify the information on these screens. If you would like to make changes to the Facility Contact, Permit Mailing Contact, or the Billing Contact, click the "Edit" button.



12. You have now created a Facility ID. This ID will be used for all communications with the SCAQMD. Click "Continue".



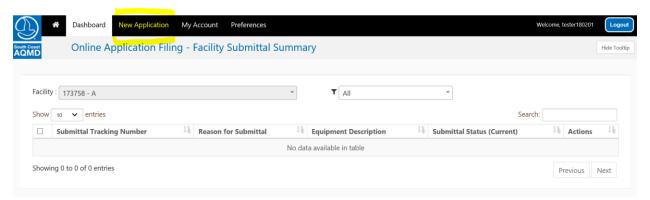
13. This screen shows that your registration is complete, and that you are ready to apply for a permit. To do so, click "Dashboard" which is located in the tool bar on the left.



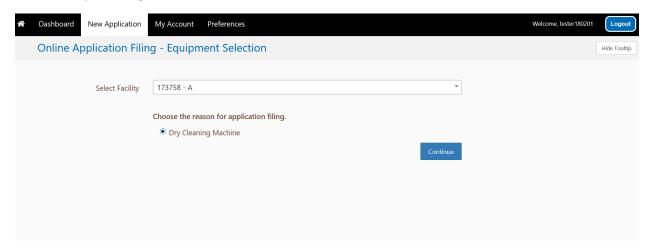
14. Click on "On-line Application Filing" in the middle of the screen.



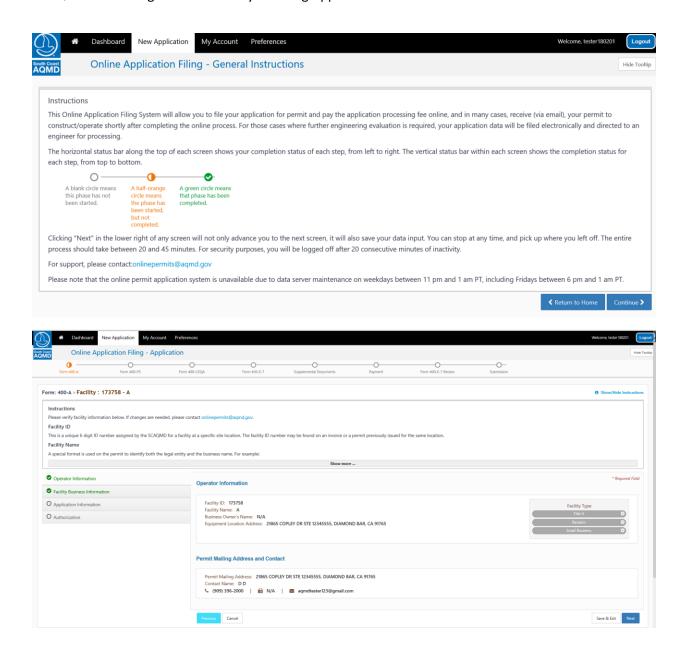
15. Now click on "New Application" in the upper ribbon.

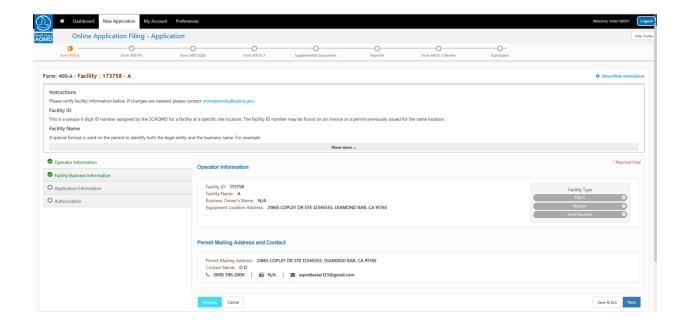


16. Choose the Facility ID for which you would like to file an application. Click the bubble next to "Dry Cleaning Machine", and click "Continue".

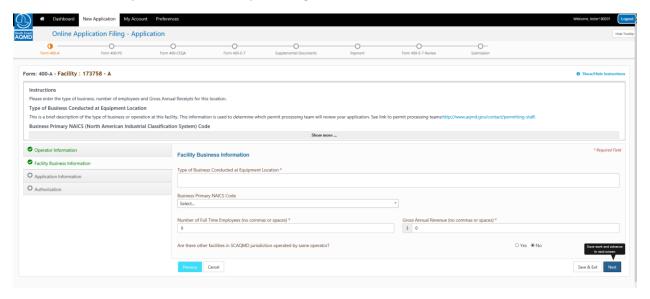


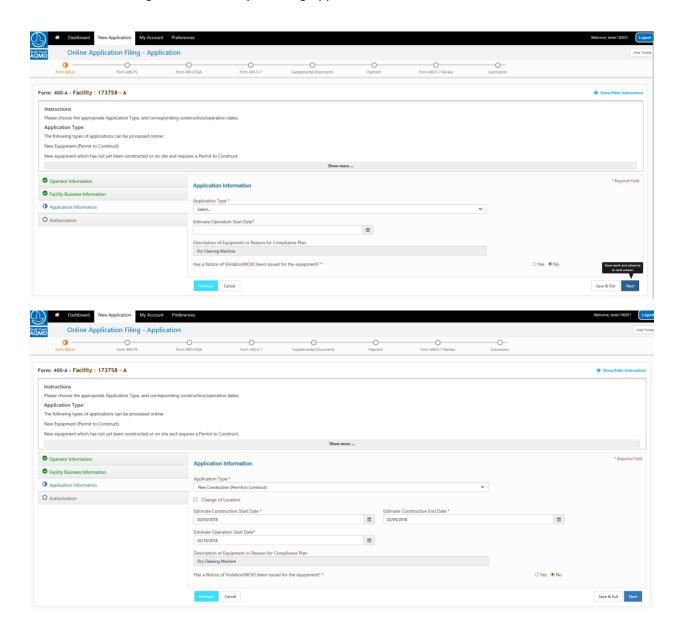
You are now in the Dry Cleaning Module. Please follow the instructions at the top of each page.

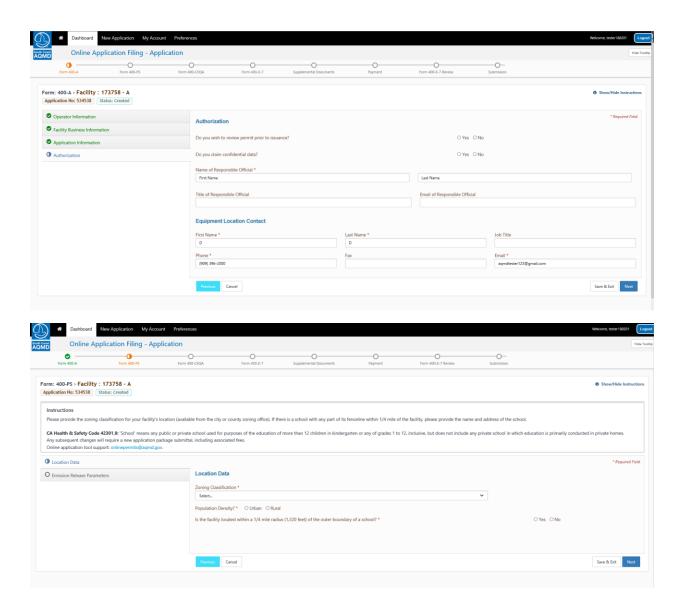




# For Business Primary NAICS Code for Dry Cleaning, enter 812320

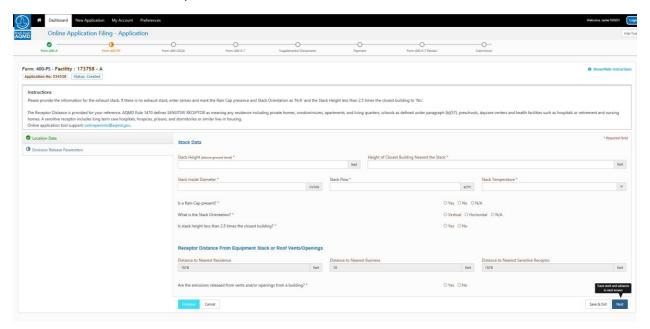




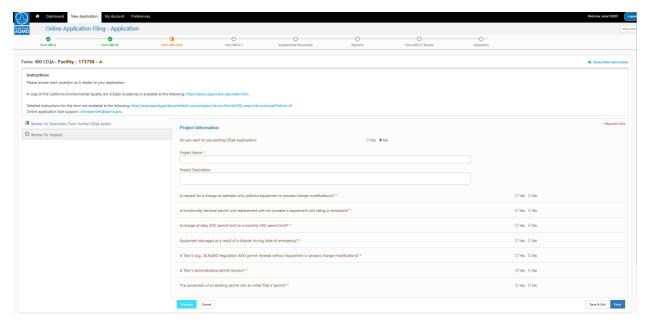


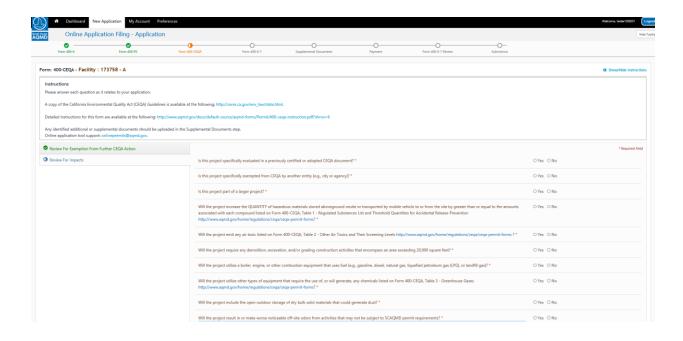
For Dry Cleaning Equipment, enter "0" for Stack Height, Height of Closest Building, Stack Inside Diameter, Stack Flow, and Stack Temperature.

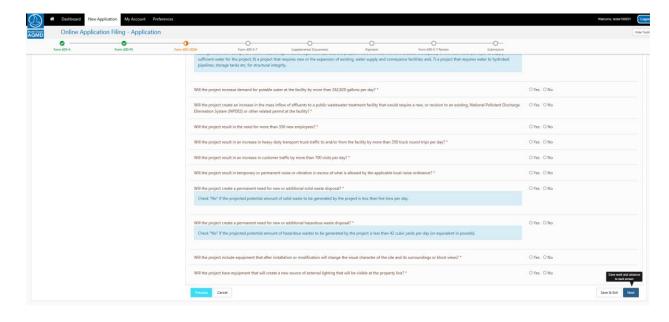
Answer "N/A" for "Is Rain Cap Present" and "What is the Stack Orientation".



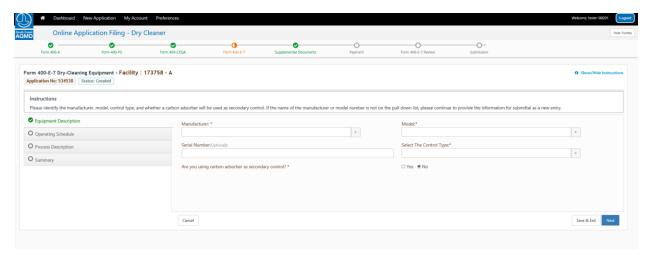
For "Project Name" enter a unique name, such as "Dry Cleaning Machine #2".

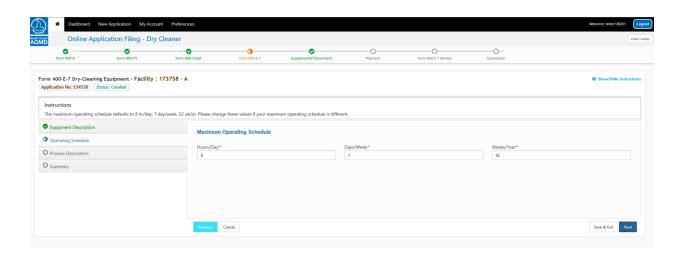


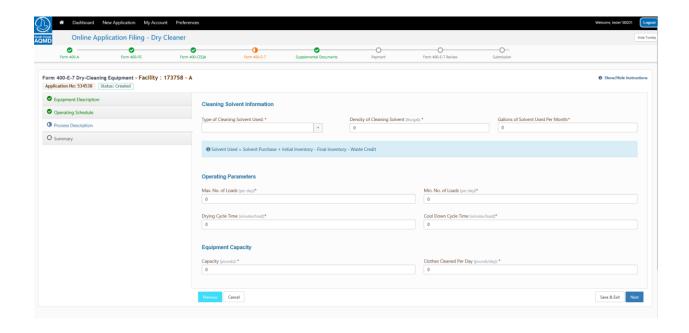


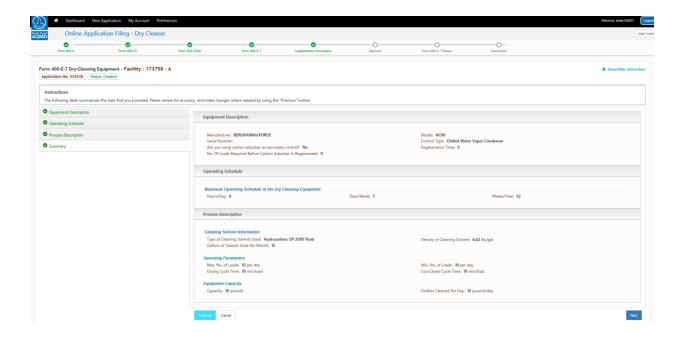


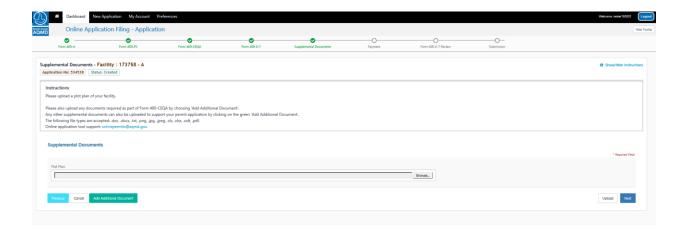
Choose the Manufacturer and Model Number from the dropdown list. If the manufacturer and/or model are not listed, you can enter it manually, but this will delay your permitting process.

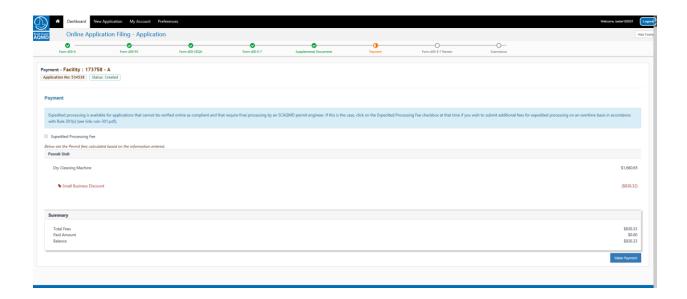














# SCAQMD Online Payment

# Online Invoice Payment >>> Payment Method

Please select the payment method you would like to use and click "Next" to proceed with Checkout.

**Please note:** For credit card payments, a convenience fee will be added at the time of payment. The convenience fee is not retained by SCAQMD.

# **Select a Payment Method:**

- O Credit card (convenience fee will be charged)
- O E-Check / Checking or savings account (no charge)

Next >>>

For questions or information, please click Here for help.



# SCAQMD Online Payment

# Online Invoice Payment >>> Confirmation

Please review the list of Invoice(s) you have selected for payment.

Click the "Checkout" button below to pay.

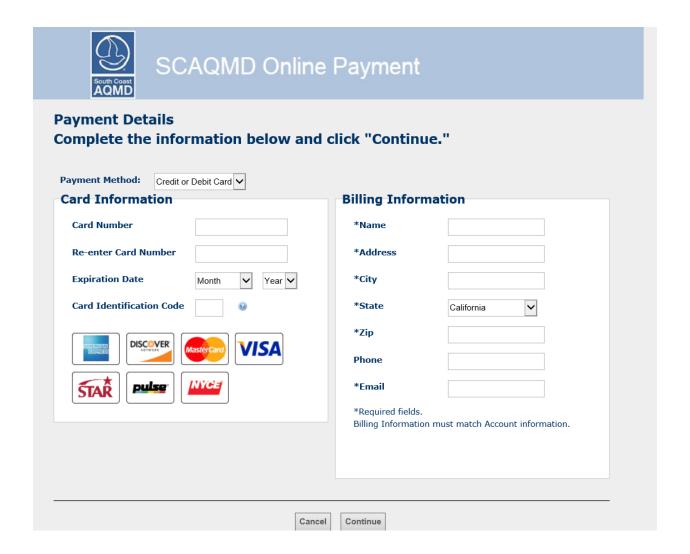
Invoice Number	Invoice Type	Invoice Balance
2212172	PERMIT PROCESS	\$830.33
	Invoice(s) Total:	\$830.33

Payment Method: Credit Card

<<< Back Checkout

For questions or information, please click  $\ensuremath{\underline{\textbf{Here}}}$  for help.

Enter your payment information. Please remember, there is no additional charge for using an e-check. Using a credit will incur a convenience fee that is collected by the third-party payment processor.





## **Terms of Payment**

### TERMS OF PAYMENT

PLEASE READ THESE TERMS OF PAYMENT CAREFULLY.

IT CONTAINS VERY IMPORTANT INFORMATION ABOUT YOUR RIGHTS AND OBLIGATIONS, AS WELL AS LIMITATIONS AND EXCLUSIONS THAT MAY APPLY TO YOU.

#### Constituence of December

These Terms of Payment set forth apply between you and the South Coast Air Quality Management District ("South Coast ACND") with respect to your payment from South Coast ACND"s website. These Terms of Payment shall apply and may not be altered, supplemented, or amended by the use of any other document.

Payments made to this Internet Site are limited to customers who are at least 18 years of age and who are residents of either the United States of America or foreign countries supporting a minimum of 128 bit encryption. South Coast ACMD will NOT accept payments through this website from parties who are underage. By submitting your payment through this website, you cartily that you need all of the requirements set forth in these Terms of Payment.

#### Credit@abst Cardinashack Payments

Payments are limited to e-checks, American Express, Discover Card, Visa & Master Card and are the only methods of payment that will be accepted through this website. All payments received by South Coast AQMD are subject to acceptance at South Coast AQMD's sole discretion.

#### Other Payment Methods

Please acts this in addition to the website, payments can be maked to South Coast AQMD, P.O. Box 4943, Diamond Bar, CA 91765. South Coast AQMD payments may also be made in person Tuesday through Friday, between the hours of 8:00am and 5:00pm Pacific Standard Time at 21855 Copiny Drive, Diamond Bar, CA 91765.

#### Payment Date

Your payment is deemed received at the time you select the "Submit" button for a payment if we confirm the transaction and provide you with a confirmation number.

### Transaction Receipt

A payment is not deemed made until we provide you with an ortime confirmation number for such payment. You can download or print a copy of the receipt page with your confirmation number for your records. In addition, we will send you an email confirmation of your payment.

## Your Representations

In addition to the representations in the Terms of Use, you represent to us that: (i) the information you provide to us will be accurate; (ii) you have the right to authorize us to obtain payment from the account designated in your instruction; and (iii) no other person's authorization or action is needed to approve our creation and processing of the payment appliest your designated account.

## Electronic Communications

In order to use our South Coset AQNID vebsite, you will need a working connection to the Internet from a personal computer device. Your Internet browser must support the Secure Society Socie

## Refunda

All refunds will be processed through South Coast AQMD's Billing Services Department. They may be contacted at (909) 396-2900 for further assistance.

## Disclaimers; Limitation of Liability

In addition to the limitation of liability included in the Terms of Like, you agree that for any liability related to the payment, neither South Coast ACMO nor the County of Los Angeles is liable for any amount of damages above the aggregate dollar amount paid by you under this Terms of Playment.

## Amendments/Termination

We reserve the right to amend (add to, delete or change) those Terms of Payment.

## Entire Agreement

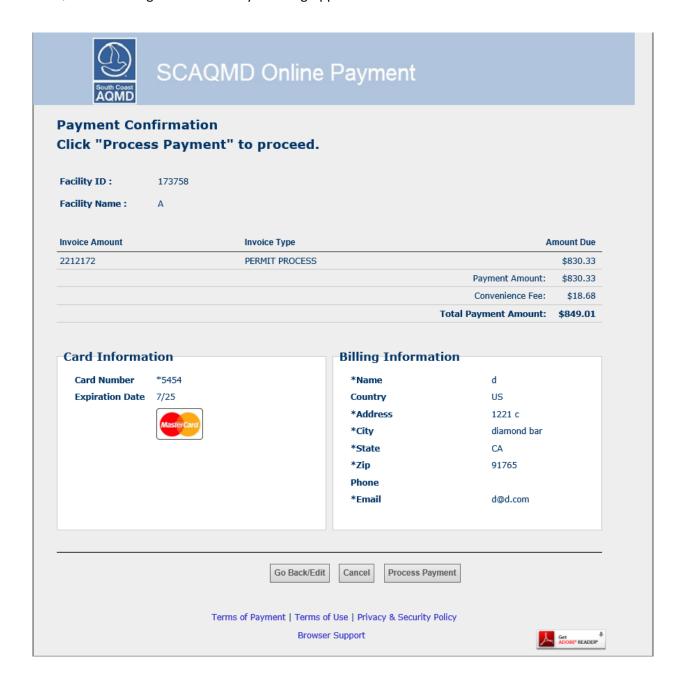
These Terms of Payment, the Terms of Use, and the Privacy & Security Policy constitute the entire agreement between South Coast AQMD and you

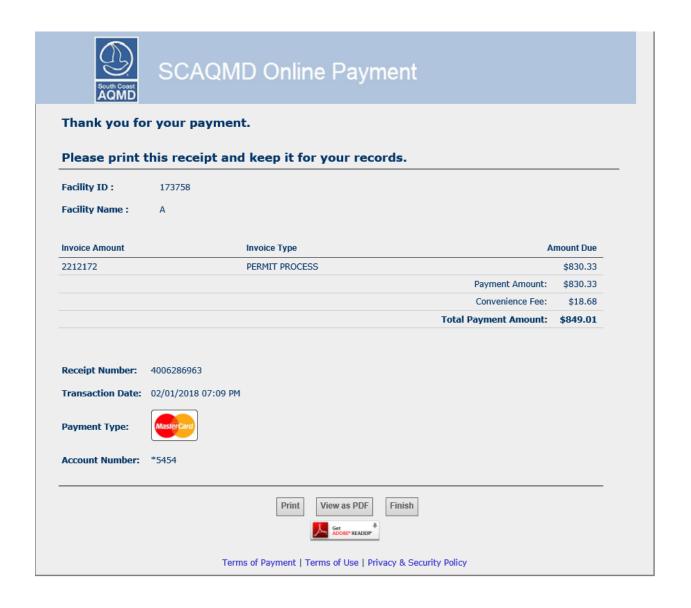
By dicking/pressing the "Agree" button below, you are confirming that: (1) you agree to receive Communications electronically; (2) your computer system meets the requirements set forth above; (3) you are able to access and print or store information presented at this Site; and (4) you agree to this Terms of Physient, which will be deemed to supplement the Terms of Use and Privacy & Security Policy found elsewhere at this Site.

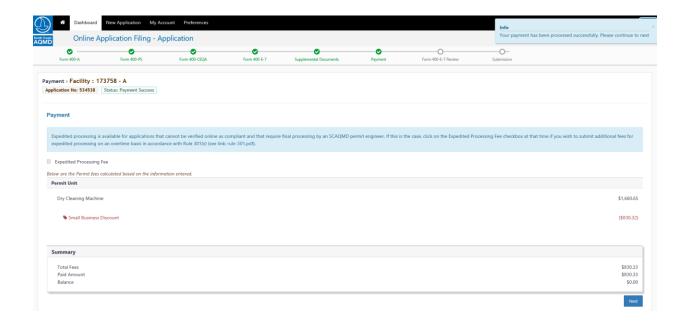
Last Updated: 08/29/2012

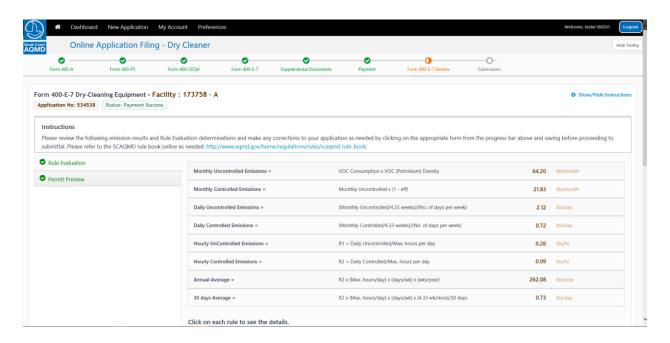
 $\hfill \square$  I agree that I have read fully and accept the above terms and conditions

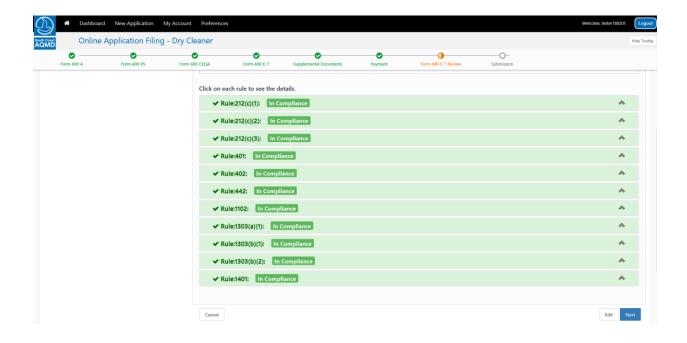
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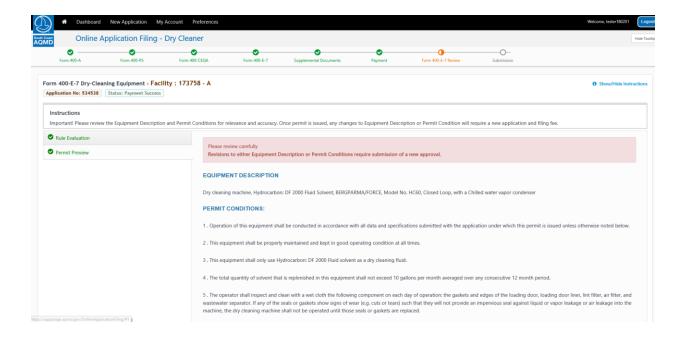


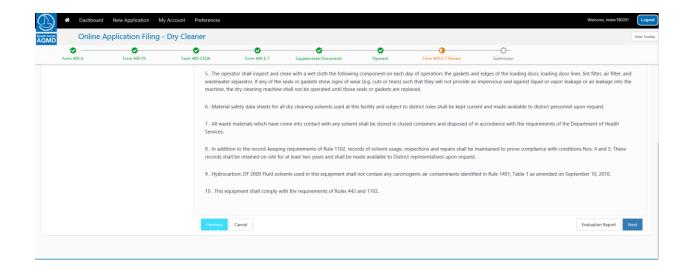


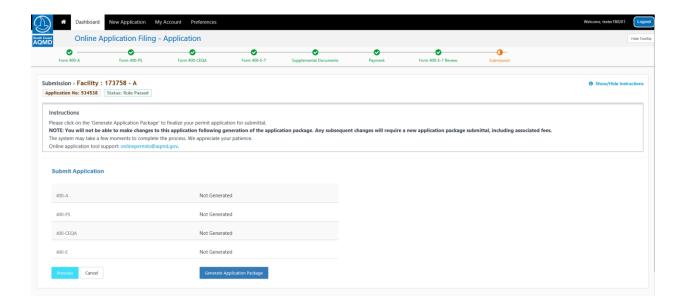


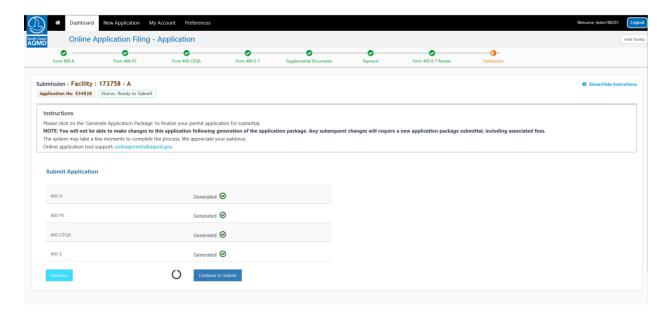




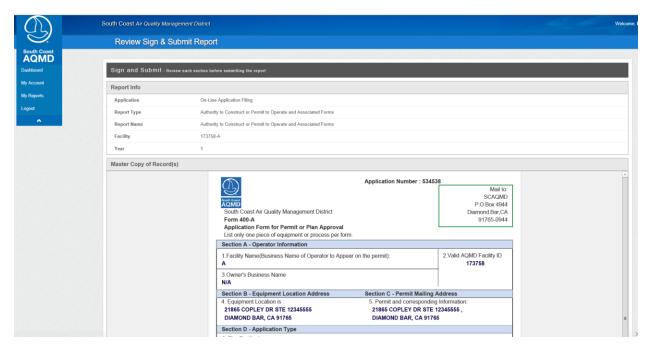


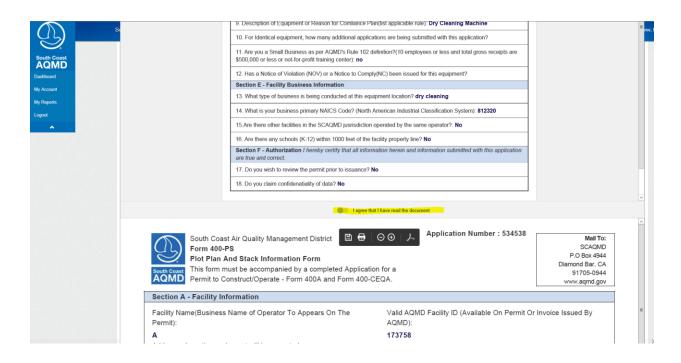


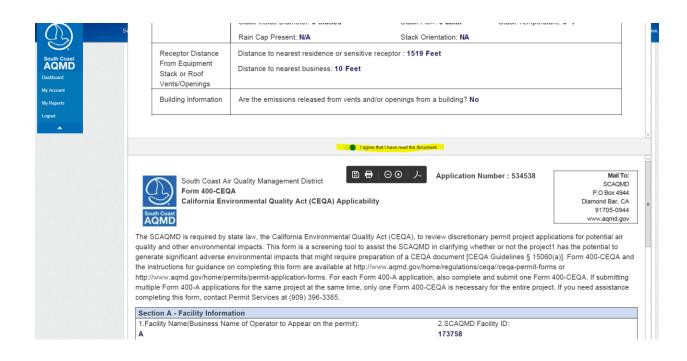


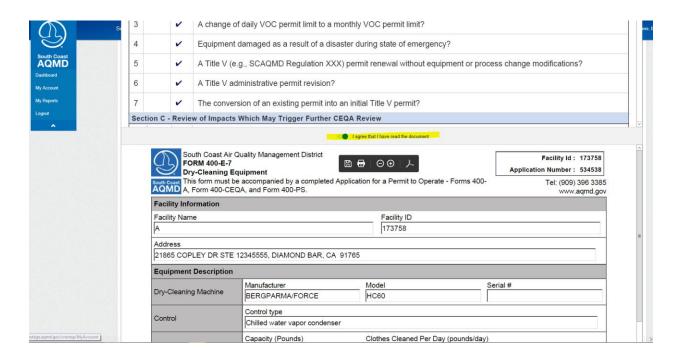


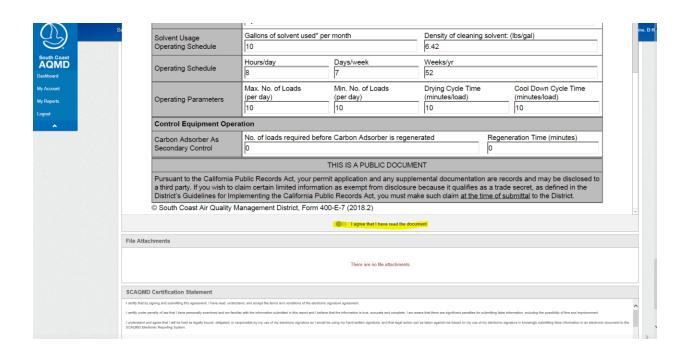
Make sure to click "I have read the document" at the bottom of each of the four documents.

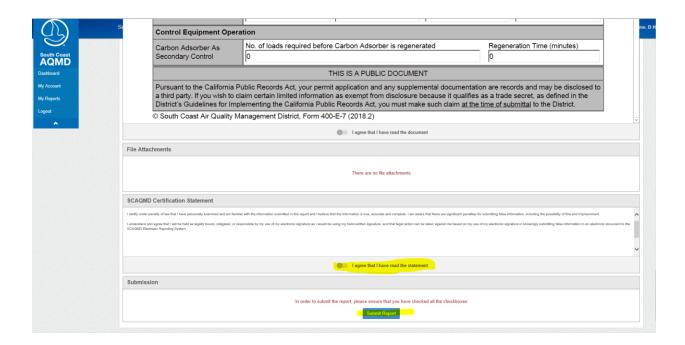












This is the final screen. You will receive pdf versions the forms shown above. Shortly after that, you will receive an email with a copy of your permit.

