



South Coast Air Quality Management District

Rule 314 – Fees for Architectural Coatings

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

The following instructions will guide you through the 314-Web reporting application. These instructions are for the enhanced 2011 program which was designed to allow users to copy the data from the prior year and update the data within the program to reflect the sales and coatings for the current reporting year.

Simplified Instructions	Detailed Instructions
<ul style="list-style-type: none"> Go to Rule 314 website 	<ul style="list-style-type: none"> Go to http://www.aqmd.gov/prdas/Coatings/rule_314_reporting.htm select ANNUAL QUANTITY AND EMISSIONS APPLICATION
<ul style="list-style-type: none"> Enter User ID & Password 	<ul style="list-style-type: none"> Enter the User ID & Password. If you misplaced your password, click on “email my password” link. For further assistance, contact Celia Diamond.
<ul style="list-style-type: none"> Click on the Rule 1113 link 	<ul style="list-style-type: none"> In the blue Browse Applications box on the left, click on the R1113 link to Submit Rule 1113 Application
<ul style="list-style-type: none"> Click on the “New Report” link 	<ul style="list-style-type: none"> Click the “New Report” link in the dark blue banner at the top of the webpage.
<ul style="list-style-type: none"> Enter the current reporting year 	<ul style="list-style-type: none"> Enter the reporting year for which you are reporting (i.e. 2010)
<ul style="list-style-type: none"> Click “Copy previous year's product data” 	<ul style="list-style-type: none"> Click the checkbox labeled “Copy previous year's product data”
<ul style="list-style-type: none"> Click “Create Report” 	<ul style="list-style-type: none"> Click on the button labeled “Create Report”
<ul style="list-style-type: none"> Click “Edit Products” 	<ul style="list-style-type: none"> Click on the button above the table labeled “Edit Products”
<ul style="list-style-type: none"> Update data 	<ul style="list-style-type: none"> Update the data line by line using the Edit button on the left. For adding new products, click on the “New Product” button above the table. For deleting products, click on the “Delete Product” button above the table.
<ul style="list-style-type: none"> Click “Done” 	<ul style="list-style-type: none"> When data update is complete, click the “Done” button above the table
<ul style="list-style-type: none"> Review Data 	<ul style="list-style-type: none"> Review data to ensure accuracy and completeness. Changes, additions, and/or deletions may still be made by clicking the “Edit”, “New Product”, or “Delete Product” buttons.
<ul style="list-style-type: none"> Click “Submit” 	<ul style="list-style-type: none"> After review process is complete, click “Submit”. User may no longer make alterations to the data at this point.