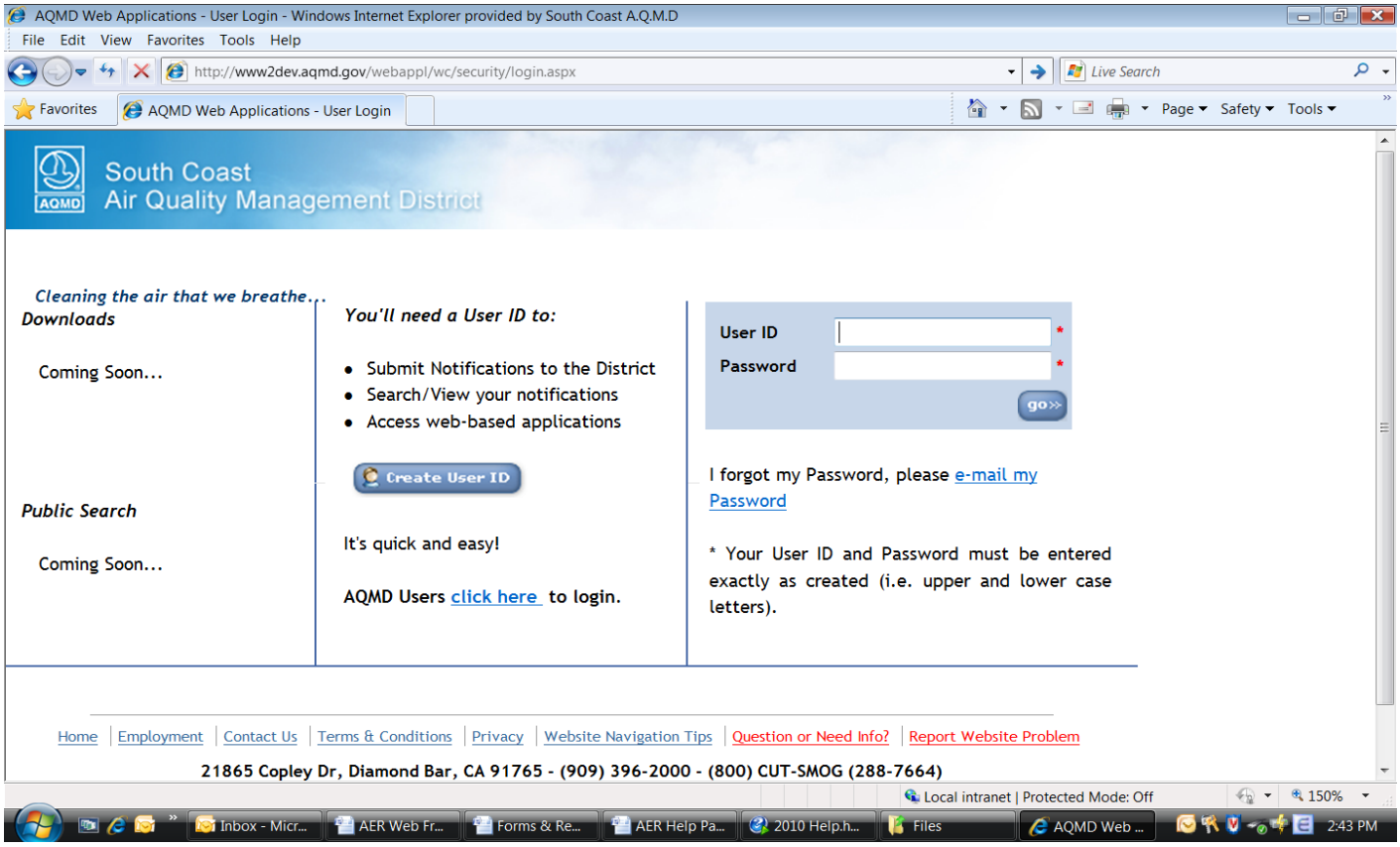
Registration and Authorization

The information contained in this document is also available in Help and Support section of the AER Web Application.

REGISTRATION

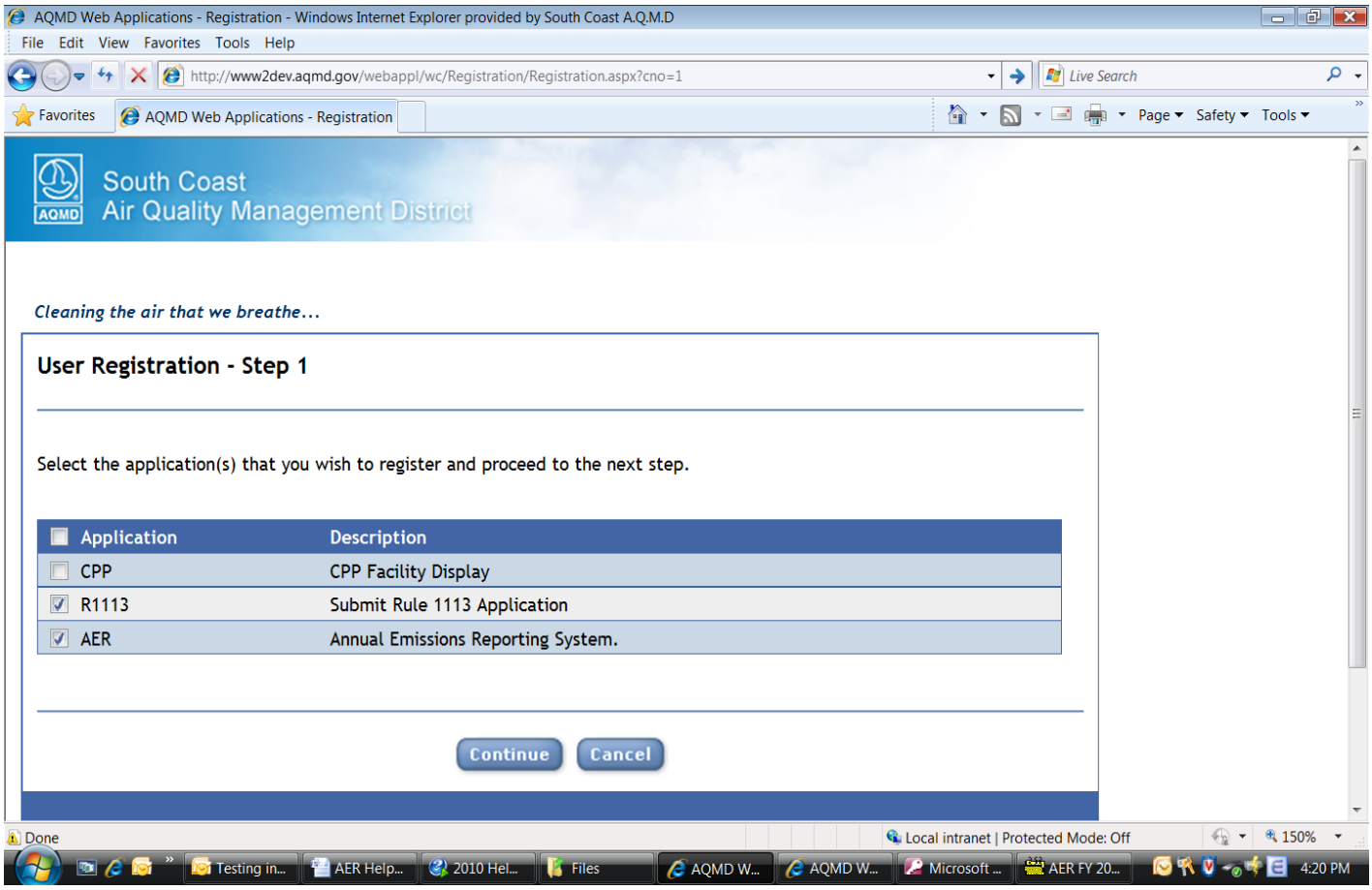
As user access the AER Web system, the gateway log-in page for all AQMD web-based applications will open. This is the place where new users can start the registration process; existing users can log in or retrieve password if forgotten.



Click on the “Create User ID” button in the center of the page. This will begin the four-step account registration process.

Registration and Authorization

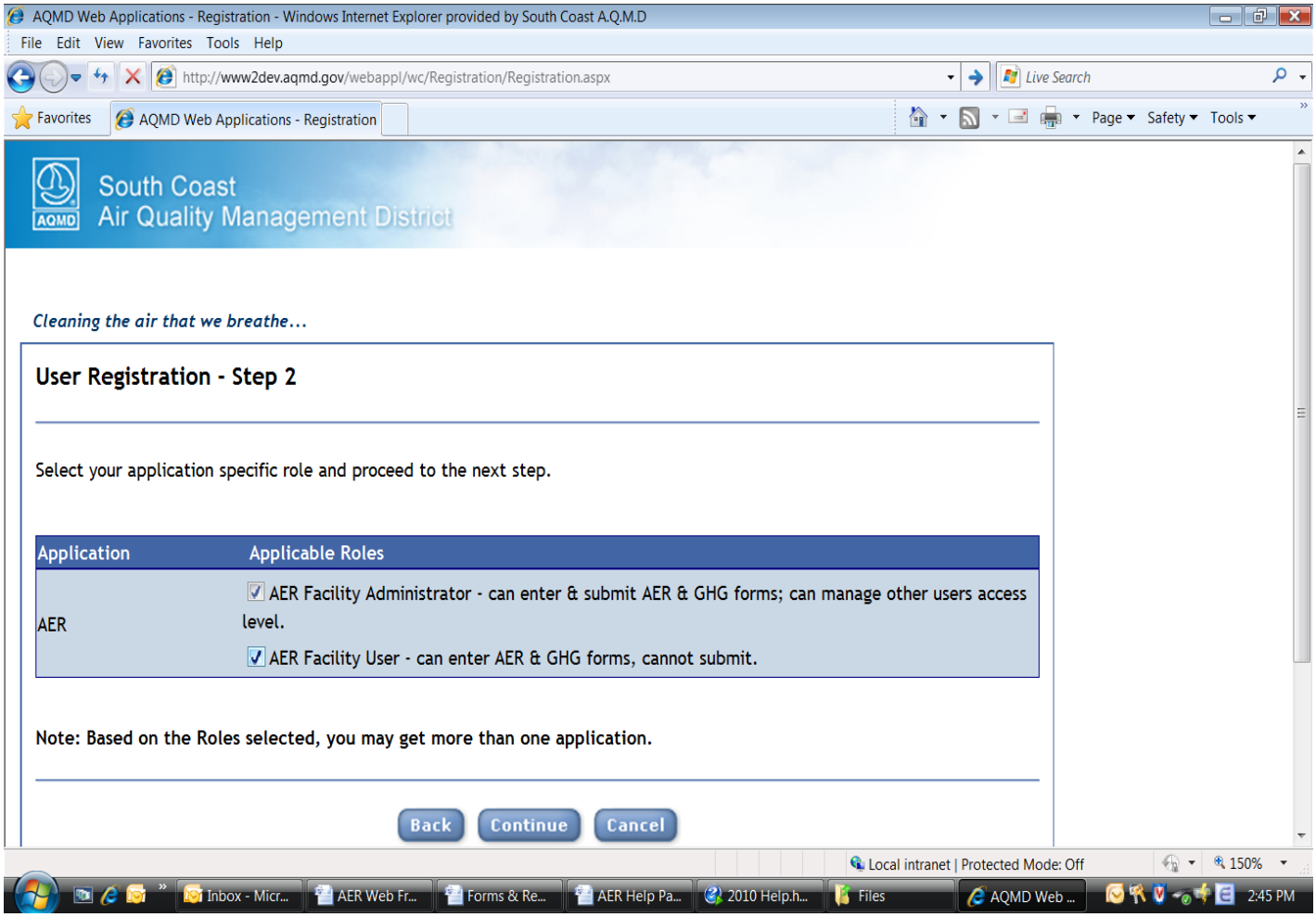
Step 1. Select the AER application by clicking on the checkbox to the left of AER in the list. Click the “Continue” button to proceed to the next step.



Step 2. Select your application-specific role by clicking the appropriate checkbox. There are two user roles defined:

- AER Facility Administrator -- individual who can enter the data and has the authority to submit the final AER report to AQMD as well as approve other users.
- AER Facility User -- individual who can enter data into AER forms but cannot submit the final AER report to AQMD.

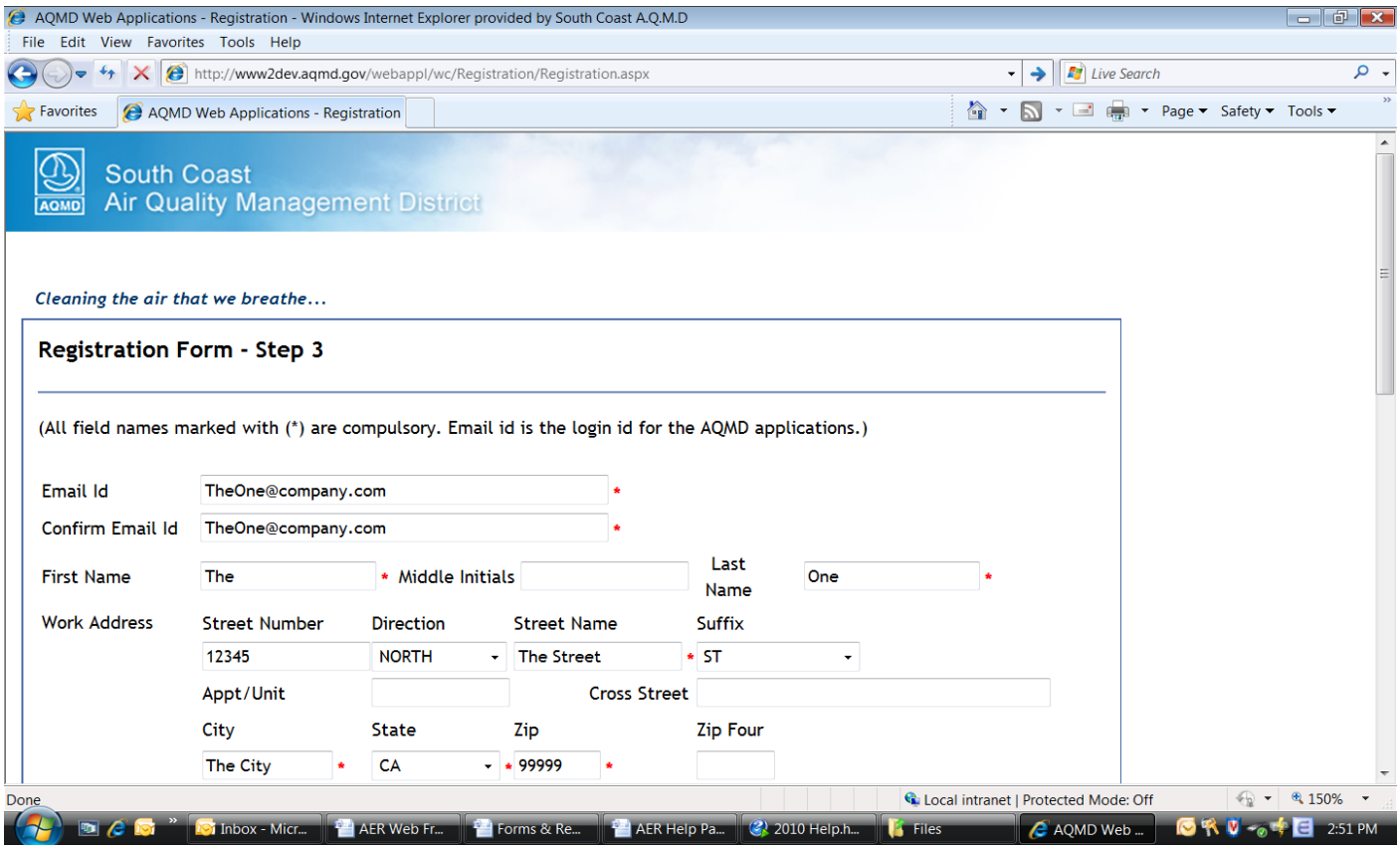
Click the "Continue" button to proceed to the next step.



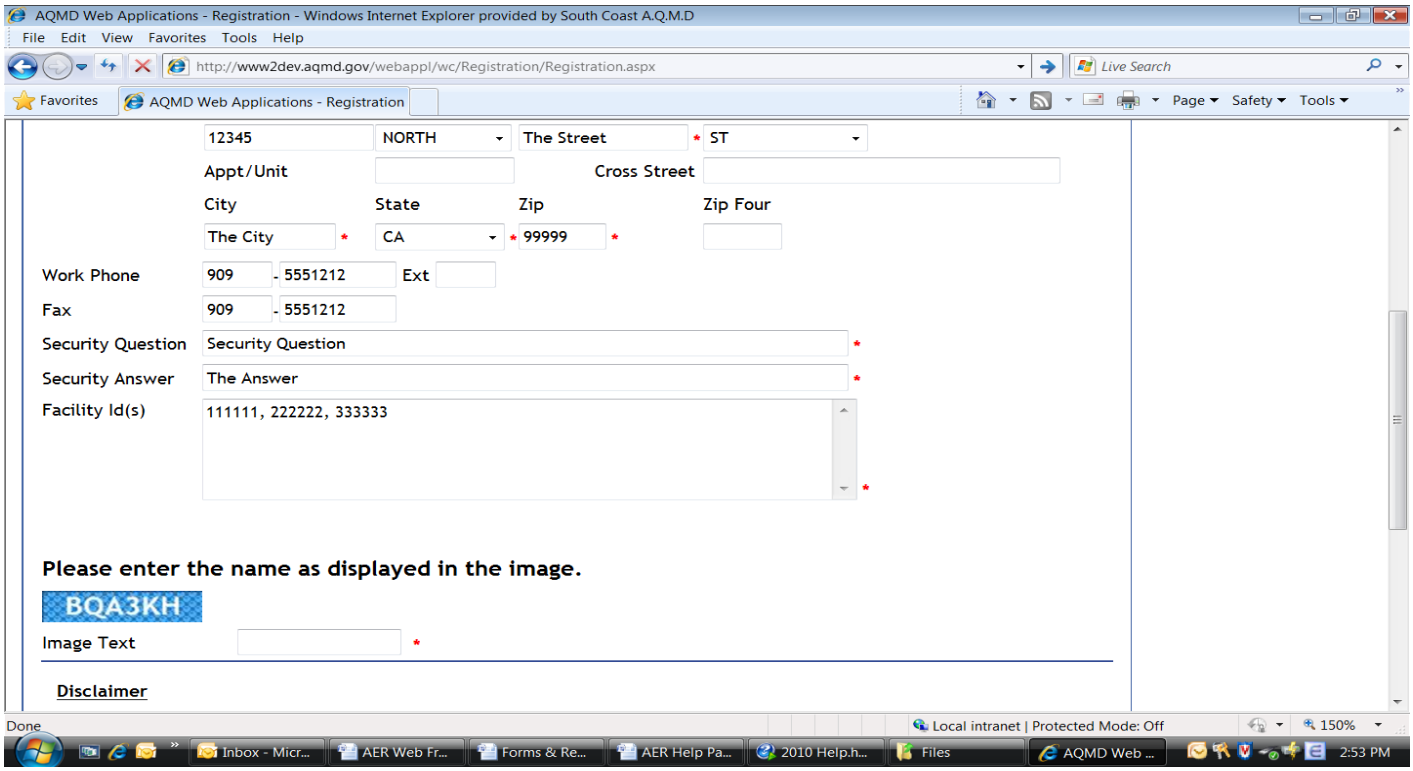
Step 3. Fill-in the information requested on the registration form (all fields marked with a red asterisk are required to be filled-in). Note that E-mail ID will be used as user log-in ID and must be a ***valid email*** address for communication.

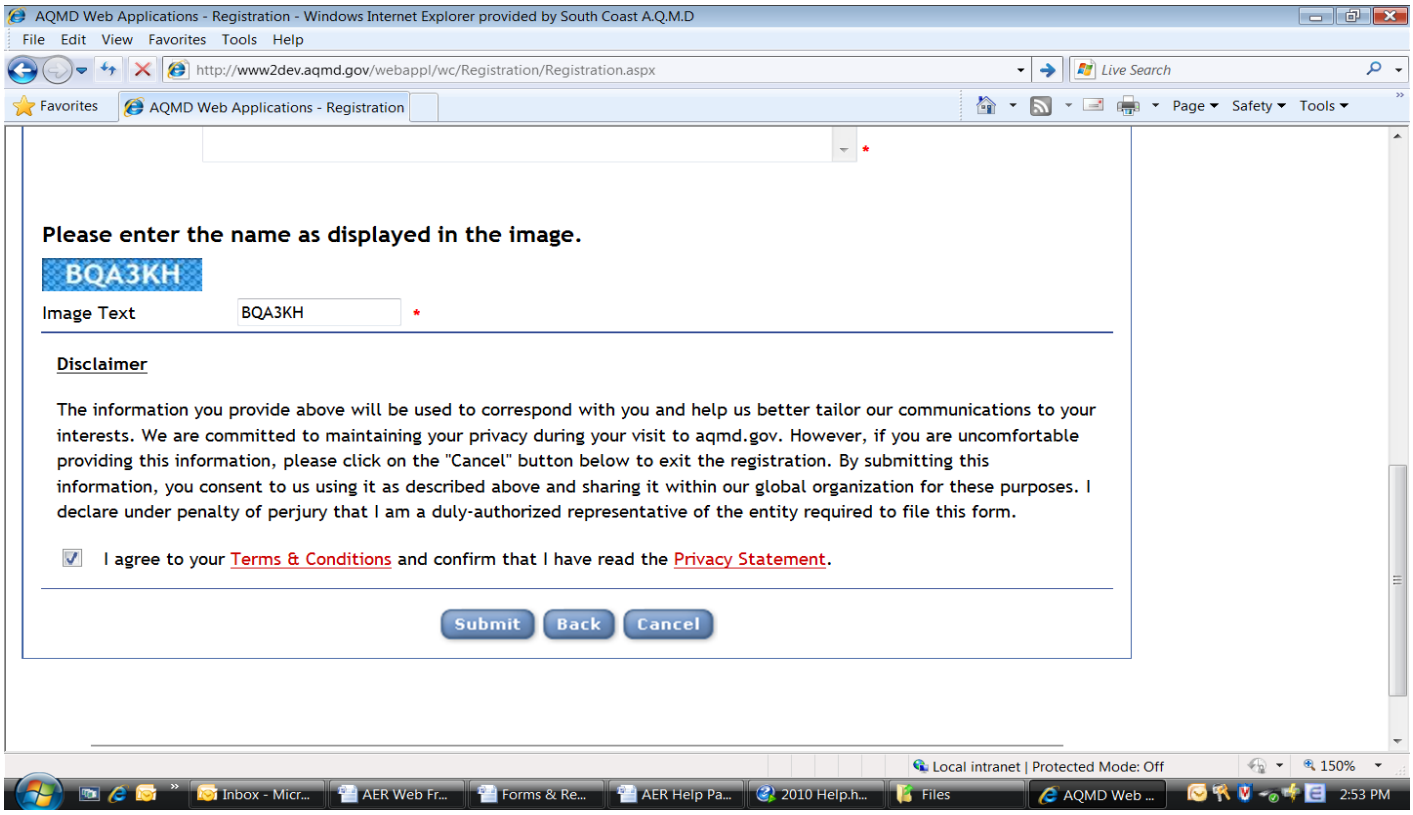
On the second image of the lower part of the Step 3 screen (see image below), you will see fields for security questions and answers (Q & A). Take note of these because the Q & A will be used to retrieve your password if forgotten. User must also specify ID# for facilities to be worked on.

There is an image with letters and numbers in it and a data field labeled "Image Text." This is a security device called a "captcha" that prevents automated systems from gaining entry to the AER system. Simply type the characters exactly as displayed in the image file into the text field. User must accept AQMD's Terms & Conditions and acknowledge that you have read the Privacy Statement by marking the checkbox. Click "Submit" button to submit your registration, "Cancel" button to exit the registration process without any information being saved, or if necessary, click the "Back" button on any screen to move back to the previous screens and change the information entered.

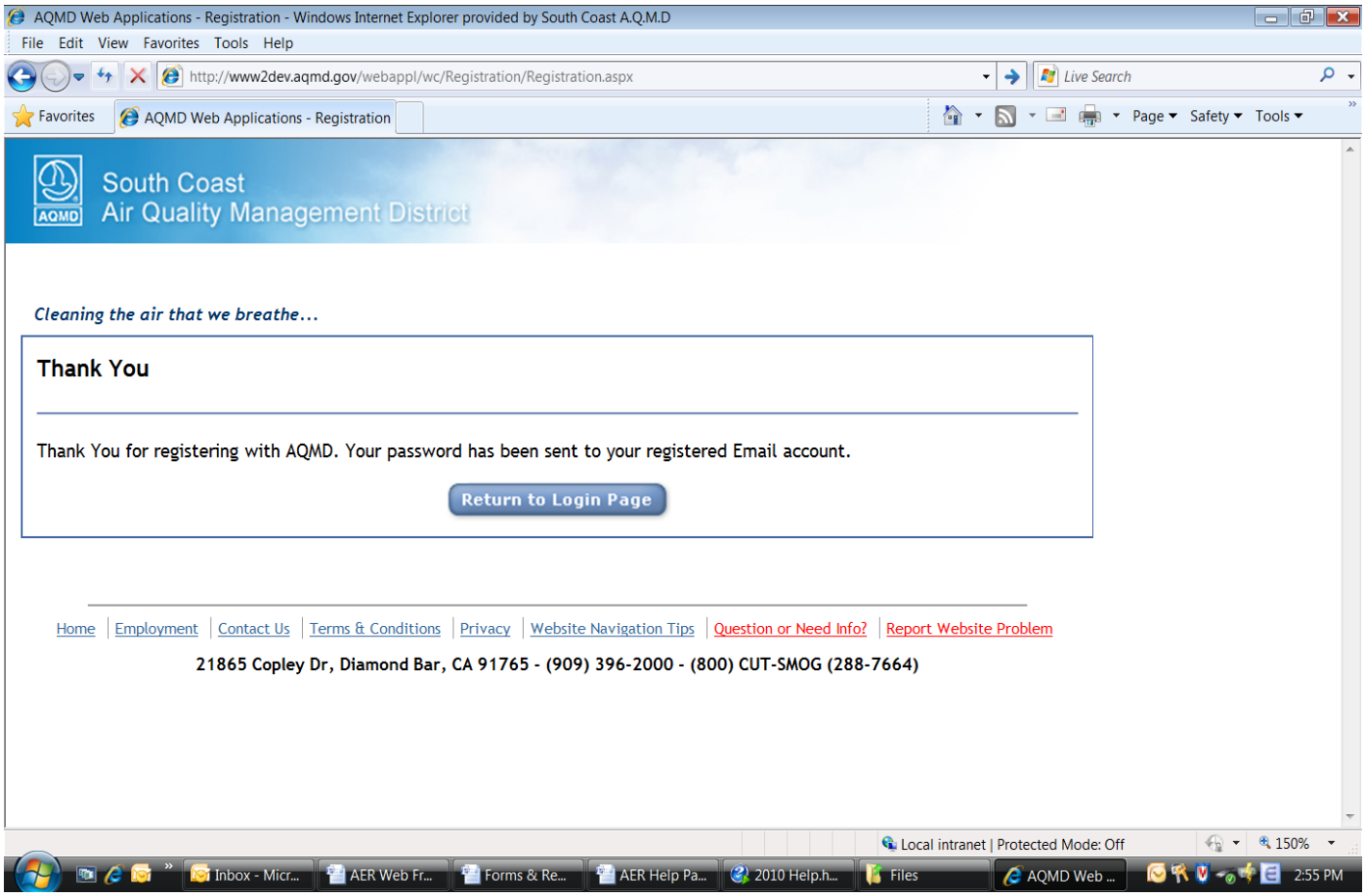


Registration and Authorization





If the entered information met the specification, user will see the image below.



The registered individual will receive an E-mail message with a User ID and Password for AER-Web and will be able to log-in.

Registration and Authorization

AUTHORIZATION

All users of the AER Web Apps must be authorized in order to work on the file, either data entering or submitting report. The following procedures will assist user in gaining access to the Web Apps:

New User

1. After creating an user ID (with a role as Administrator - see Registration for how to), user should receive an e-mail which includes Registered User ID & Password.
2. Contact AQMD staff by sending an e-mail to aer@aqmd.gov requesting approval to access the AER-Web Apps.
3. AQMD staff will send back an email confirming the authorization as an Administrative User
4. An Administrative User can enter data and submit the report.
5. Administrative User can also authorize Other Users to work on your report using the "**Manage Users**" tab from the menu bar.
6. For problems with your LOG-IN, please send an e-mail to **aer_IM@aqmd.gov** with your User ID and facility ID number**.**

Existing User: Existing user who has prepared and submitted Annual Emission Reports (AERs) for calendar year 2009 and/or 2008 using the AER-Web program can continue using any of the registered and active User IDs and passwords for 2010 AER. Existing user can manage the account using the features listed under "Assessing the Application" section. With "Administrative" role, existing users may authorize Other Users to work on data enter using the "Manage Users" tab. For problems with your LOG-IN, please send an e-mail to **aer_IM@aqmd.gov** with your User ID and facility ID number.

Other Users

1. Register (see Registration section for How To) with "AER Facility User" role
2. Contact facility Administrative User for approval to access the AER-Web program.
3. For problems with your LOG-IN, please send an e-mail to **aer_IM@aqmd.gov** with your User ID and facility ID number**.**