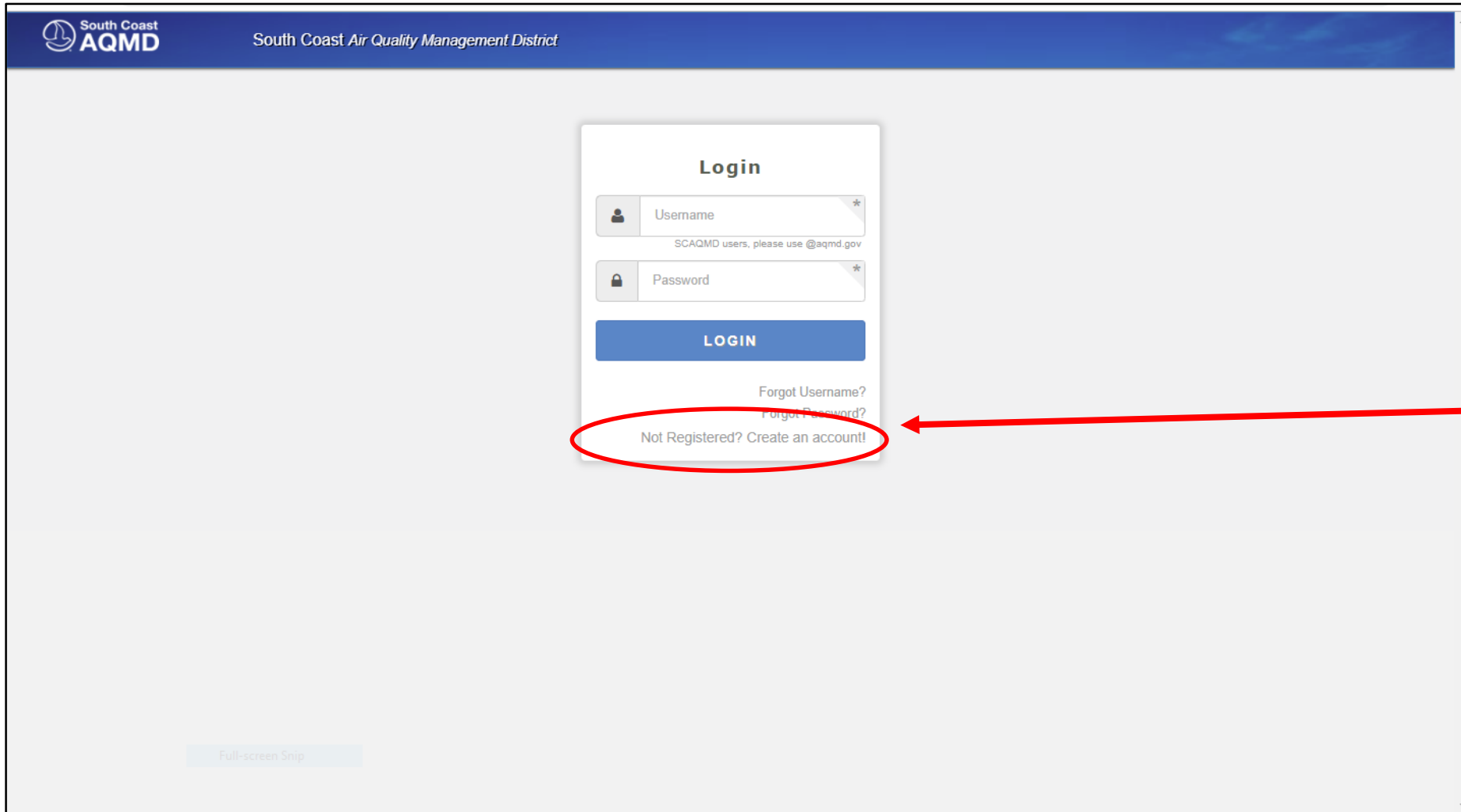


STEPS TO CREATE A NEW
ACCOUNT, SELECT OR
CREATE A NEW FACILITY
AND HOW TO BEGIN YOUR
APPLICATION

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

South Coast AQMD South Coast Air Quality Management District

User Registration

Hide Tooltip

Profile - Please provide your profile information

Username & Password

Username * Confirm Username *
Password * Confirm Password *
Email Address * Confirm Email Address *

Address Information

Address Line 1 *
Address Line 2 *
City * Select State * Zip Code *

Terms and Conditions

The information you provide will be used to correspond with you and help us better tailor our communications to your interests. We are committed to maintaining your privacy during your visit to aqmd.gov. However, if you are uncomfortable providing this information, please click on the "Cancel" button below to exit the registration. By submitting this information, you consent to us using it as described above and sharing it within our global organization for these purposes. I declare under penalty of perjury that I am a duly-authorized representative of the entity required to file this form.


I agree that I have read the terms and conditions

Register Cancel

- 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:

South Coast AQMD South Coast Air Quality Management District



Thank you for registering

Your registration is now complete. However, before you can fully access the site, there might be some additional items that will require your attention. Please go to the Dashboard to view these items.

Also, an email has been sent to jfucci@mailnesia.com. Please click on the link in this message to verify your account and complete your registration.

(Remember to check your SPAM/JUNK folder)

[Go to Dashboard](#)

- You will be brought to this page. Please check your **email** to complete account registration.

Step 3: Email Address Verification

| Date | From | To | Subject |
|-------------------|-------------------|----------------------|------------------------------------------------|
| a few seconds ago | no-reply@aqmd.gov | jfucci@mailnesia.com | SCAQMD Subscriber's Email Address Verification |

Welcome to SCAQMD Security Portal

As part of SCAQMD Account Registration for user , the subscriber has to complete AQMD Email Address Verification process. Please click on the link below to go to SCAQMD Email Address Verification Page:

<https://xappstage.aqmd.gov/cromsp/Registration/EmailVerification//188f1670-2d12-4691-8f61-dd481f938281>

Or

Go to the AQMD Email Address Verification Page and type in the following Email Address Verification Key: 188f1670-2d12-4691-8f61-dd481f93828

Sincerely,
SCAQMD Support Team

| Date | From | To | Subject |
|-------------------|-------------------|----------------------|-------------------|
| a few seconds ago | no-reply@aqmd.gov | jfucci@mailnesia.com | Welcome To SCAQMD |

Welcome to SCAQMD Security Portal.

New registration for Username: jordane (email: jfucci@mailnesia.com).

SCAQMD Support Team.
<http://www.aqmd.gov/>

- 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

s://xappstage.aqmd.gov/cromsp/Registration/EmailVerification

South Coast Air Quality Management District

Email Verification

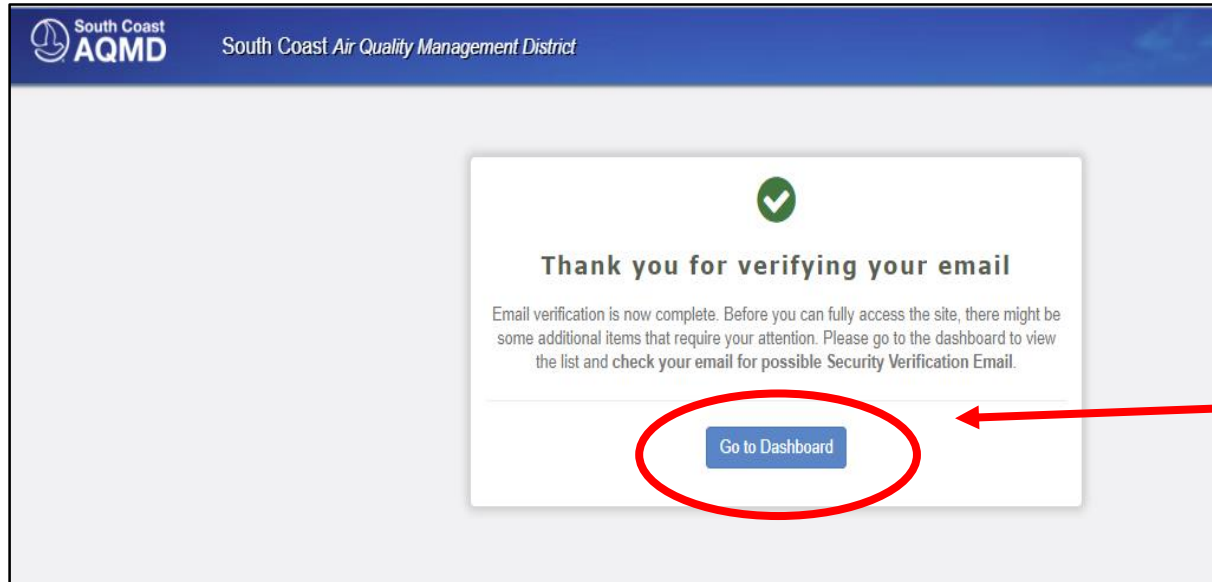
Please copy and paste the verification key from the email.

Verification Key *

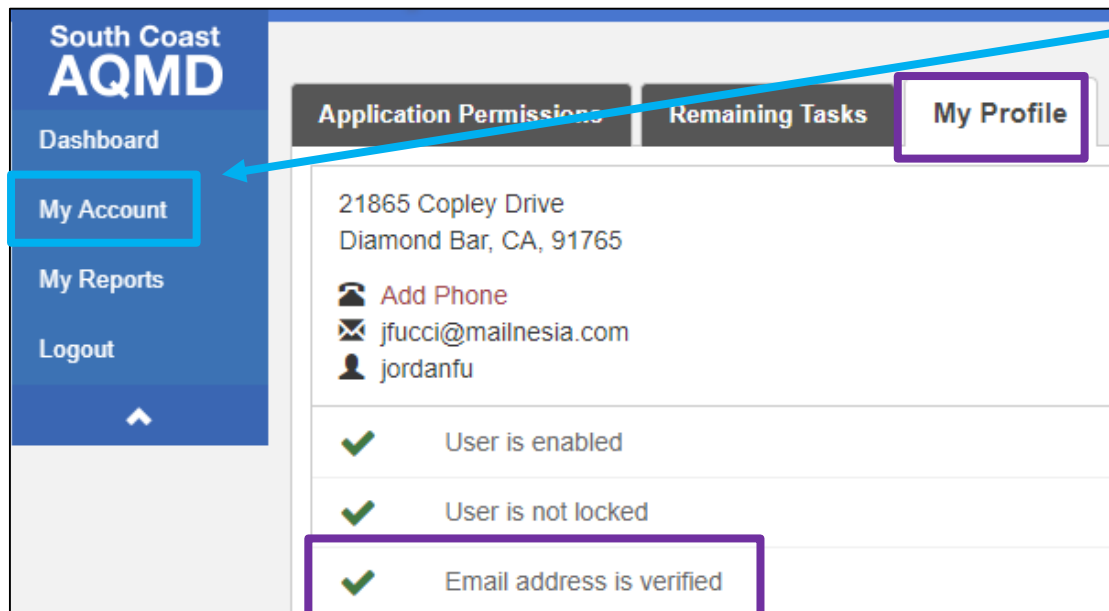
Verify

- 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



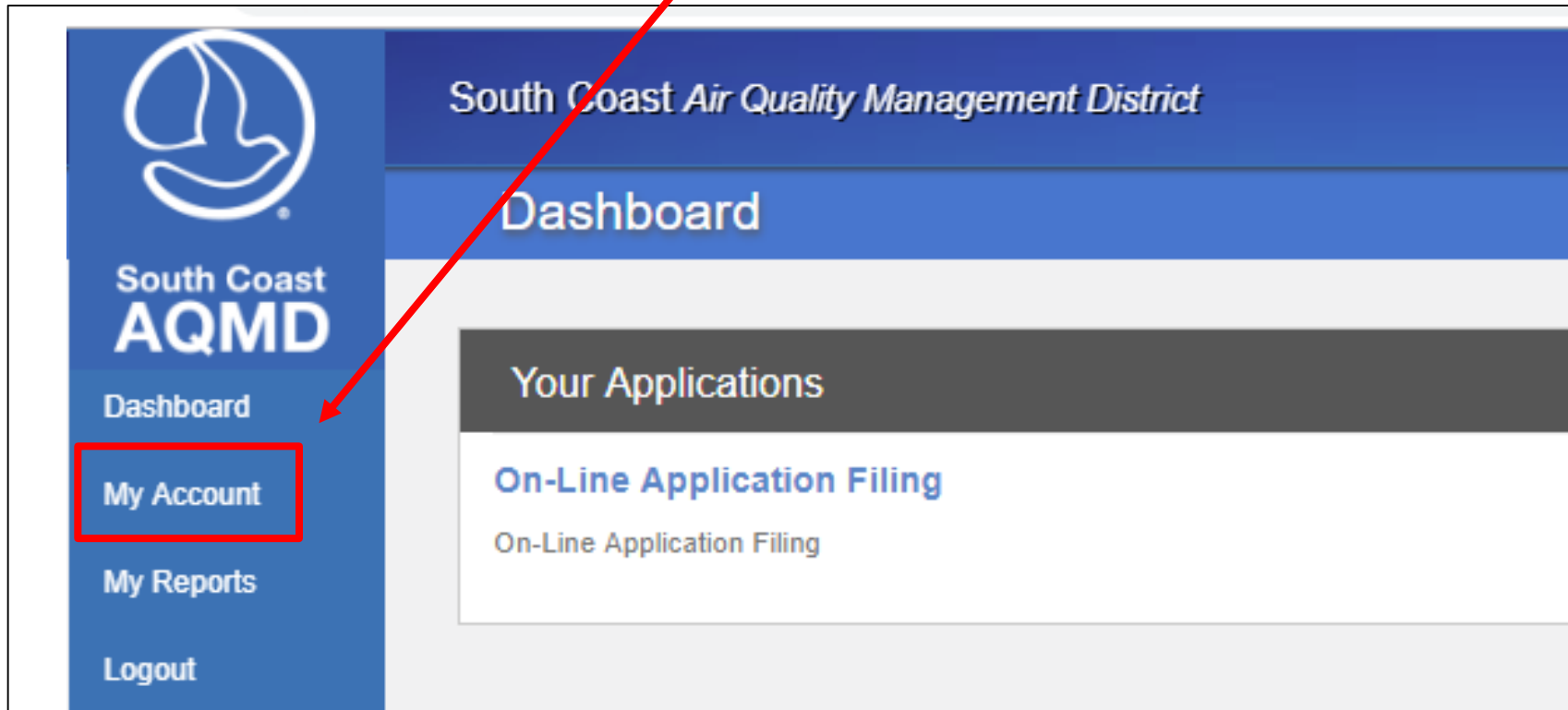
- After entering your verification key, you will be directed to this page. Click on this **button** to access your dashboard.



- 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

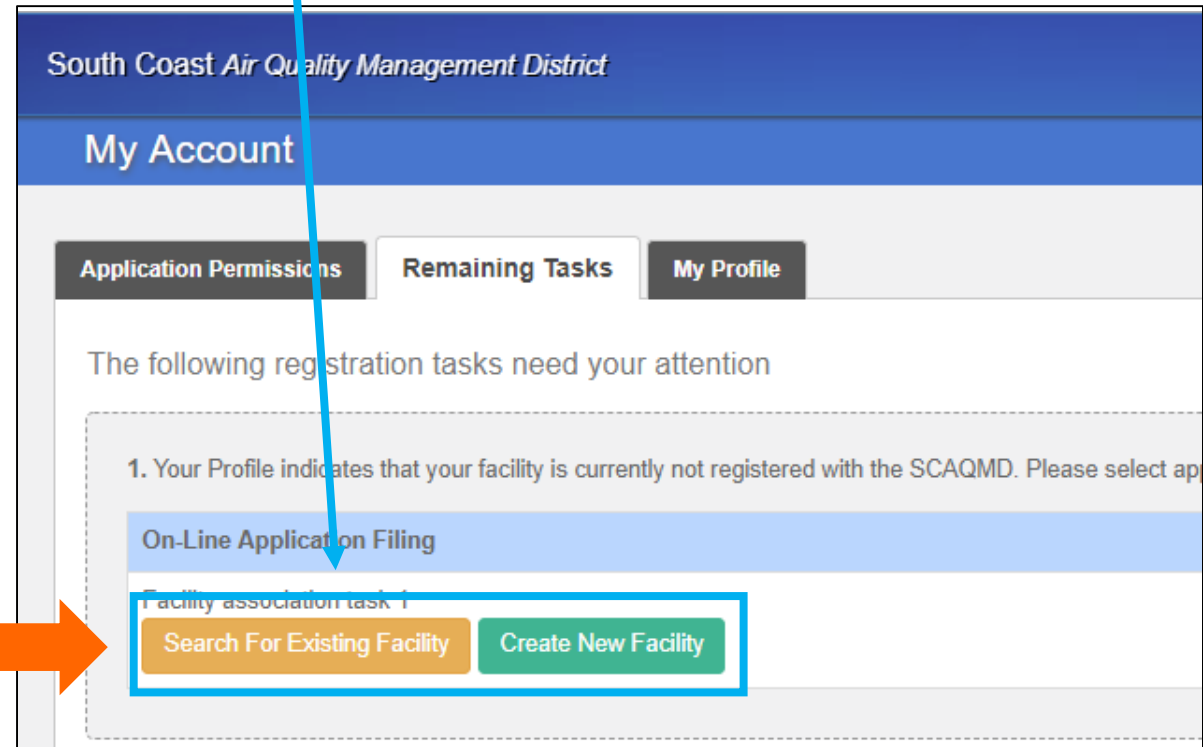
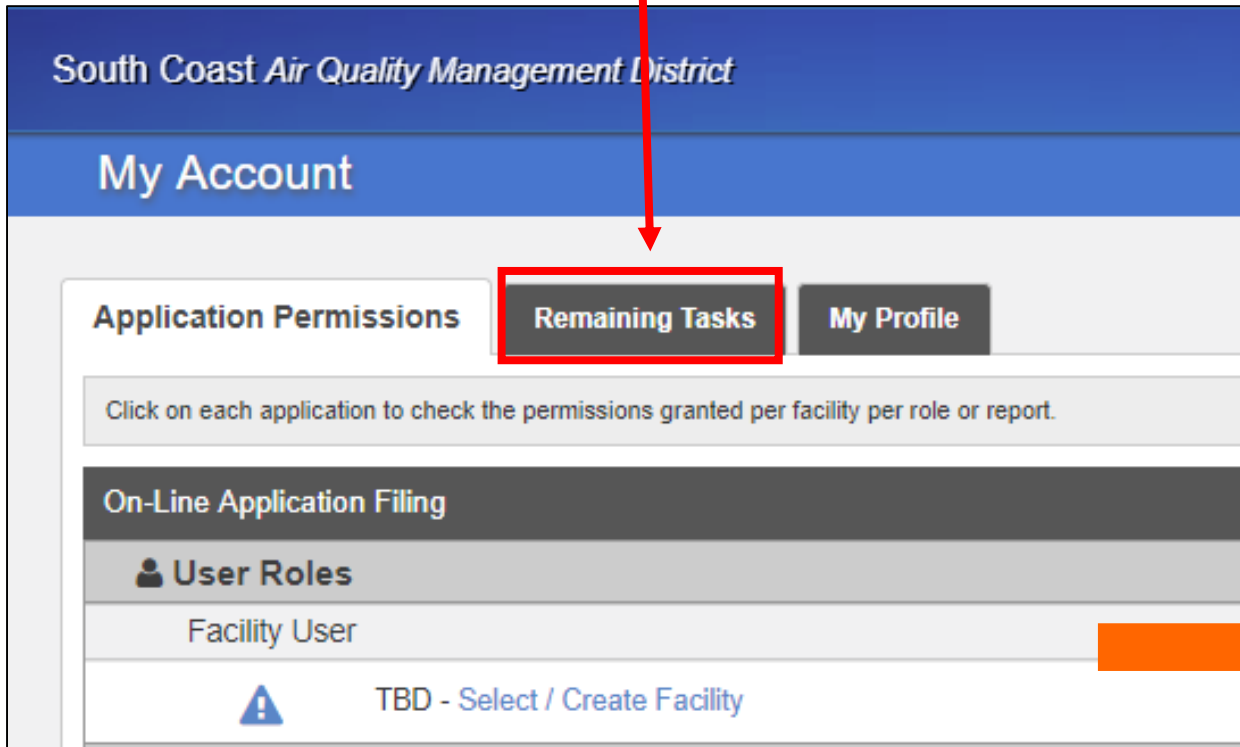
- Option A: Click on the “**My Account**” tab, located on the left hand side of the page.



Step 5 Continued:

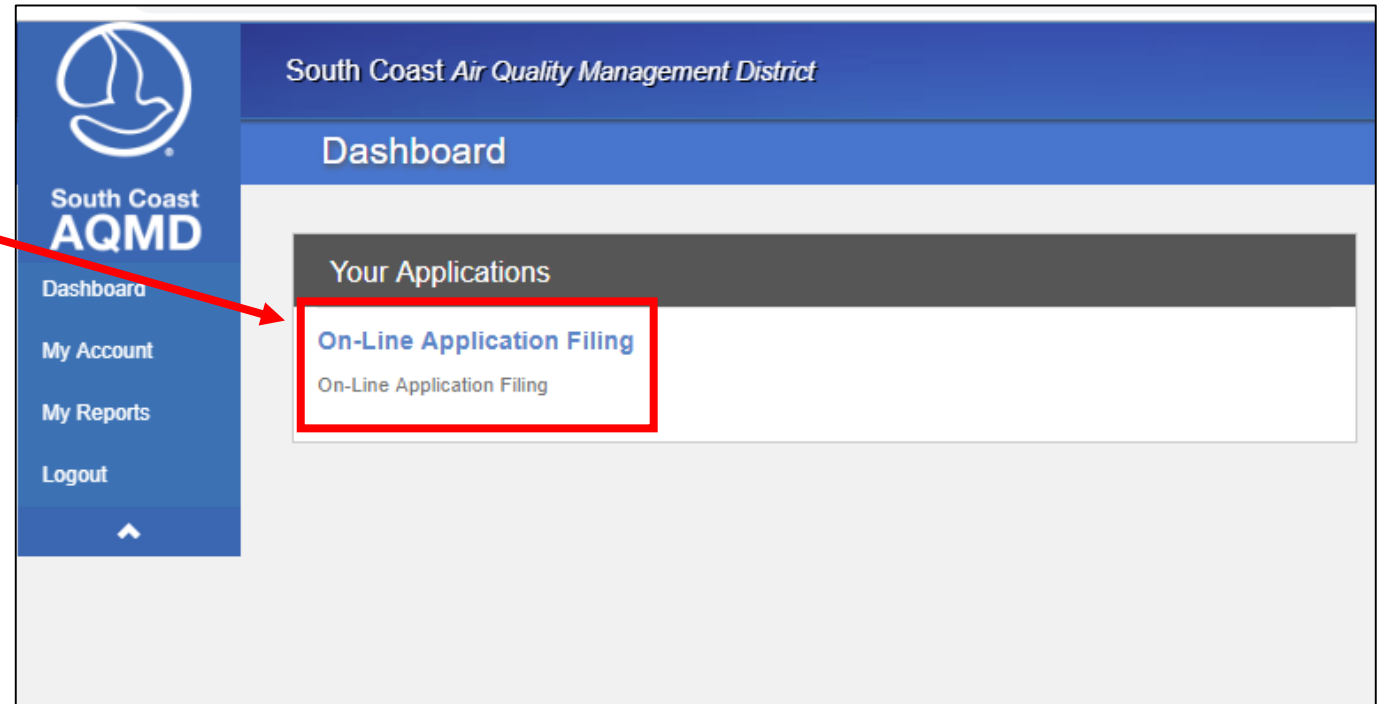
Option A Continued:

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

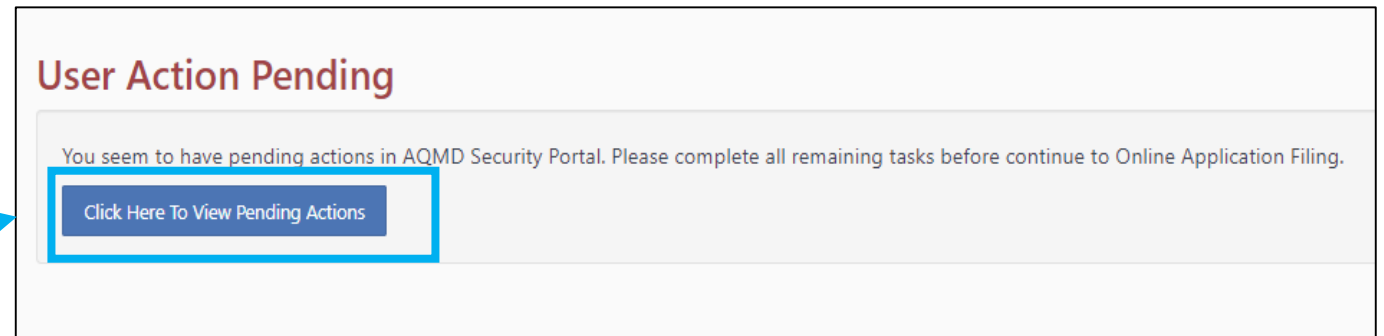


Step 5 Continued:

- 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.

The screenshot displays the user interface for the South Coast Air Quality Management District. At the top, a dark blue header contains the text "South Coast Air Quality Management District". Below this is a lighter blue section titled "My Account". A navigation bar contains three tabs: "Application Permissions", "Remaining Tasks" (which is active), and "My Profile". The main content area features a heading "The following registration tasks need your attention" followed by a list item: "1. Your Profile indicates that your facility is currently not registered with the SCAQMD. Please select ap". Below this list item is a light blue box titled "On-Line Application Filing". Inside this box, under the heading "Facility association task 1", there are two buttons: "Search For Existing Facility" (orange) and "Create New Facility" (green).

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.

Business Lookup

Your business may already have an account with the SCAQMD. Please use the search fields below to find your facility.

OR

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.

Found 1 entry. Select Facility ID from the list below.

Show 10 entries

| Facility ID | Facility Name | Facility Address |
|-------------|---------------|------------------|
| 189417 | | |



Showing 1 to 1 of 1 entries

Previous 1 Next

If you do not find your facility, [CREATE NEW FACILITY](#)

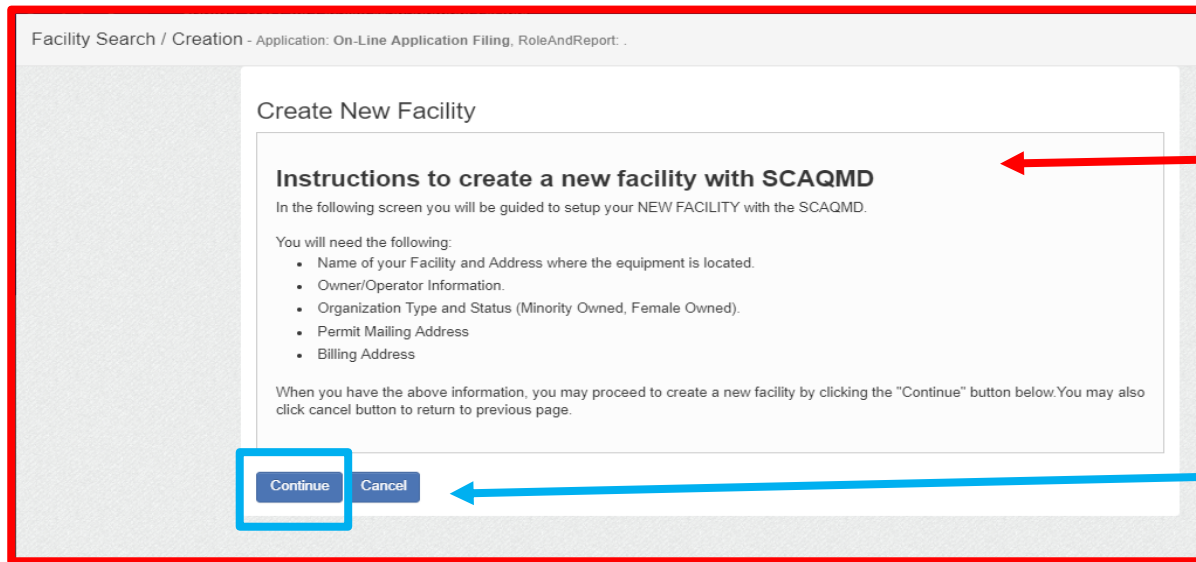
[Select Facility](#)
[View Facility](#)

Contacts Summary

| | |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|  PERMIT MAILING CONTACT |  BILLING CONTACT |
| Contact: JANE SMITH | Contact: JANE SMITH |
| Title: | Title: |
| Department: | Department: |
| Address: | Address: |
| Tel: | Tel: |
| Fax: | Fax: |
| Email: JFUCCI@MAILNESIA.COM | Email: JFUCCI@MAILNESIA.COM |

[Back to Search](#) [Select Facility](#)

Step 6B: Create a New Facility



Facility Search / Creation - Application: On-Line Application Filing, RoleAndReport: .

Create New Facility

Instructions to create a new facility with SCAQMD
In the following screen you will be guided to setup your NEW FACILITY with the SCAQMD.

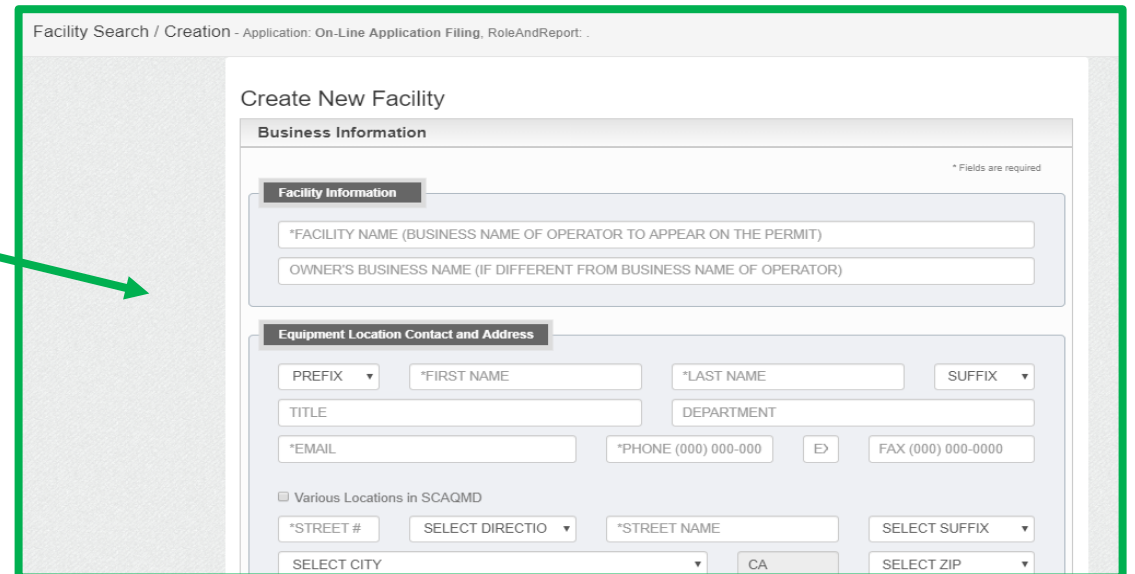
You will need the following:

- Name of your Facility and Address where the equipment is located.
- Owner/Operator Information.
- Organization Type and Status (Minority Owned, Female Owned).
- Permit Mailing Address
- Billing Address

When you have the above information, you may proceed to create a new facility by clicking the "Continue" button below. You may also click cancel button to return to previous page.

- 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.



Facility Search / Creation - Application: On-Line Application Filing, RoleAndReport: .

Create New Facility

Business Information

Facility Information * Fields are required

*FACILITY NAME (BUSINESS NAME OF OPERATOR TO APPEAR ON THE PERMIT)

OWNER'S BUSINESS NAME (IF DIFFERENT FROM BUSINESS NAME OF OPERATOR)

Equipment Location Contact and Address

PREFIX *FIRST NAME *LAST NAME SUFFIX

TITLE DEPARTMENT

*EMAIL *PHONE (000) 000-0000 FAX (000) 000-0000

Various Locations in SCAQMD

*STREET # SELECT DIRECTIO *STREET NAME SELECT SUFFIX

SELECT CITY CA SELECT ZIP

Facility Summary

Facility : MCDONALDS

Doing Business As : JANE SMITH

Equipment Location Address :

Name : JOHN THOMAS

Title :

Department :

Telephone : (626) 441-2697

Extension :

Fax:

Email : JFUCCI@MAILNESIA.COM

Small Business : NO

Number of Employees : --

Gross Receipts : --


Organization Type : CORPORATION

Female Owned : NO

Minority Owned : NO

Edit

Contacts Summary

 PERMIT MAILING CONTACT

Contact: JOHN THOMAS

 BILLING CONTACT

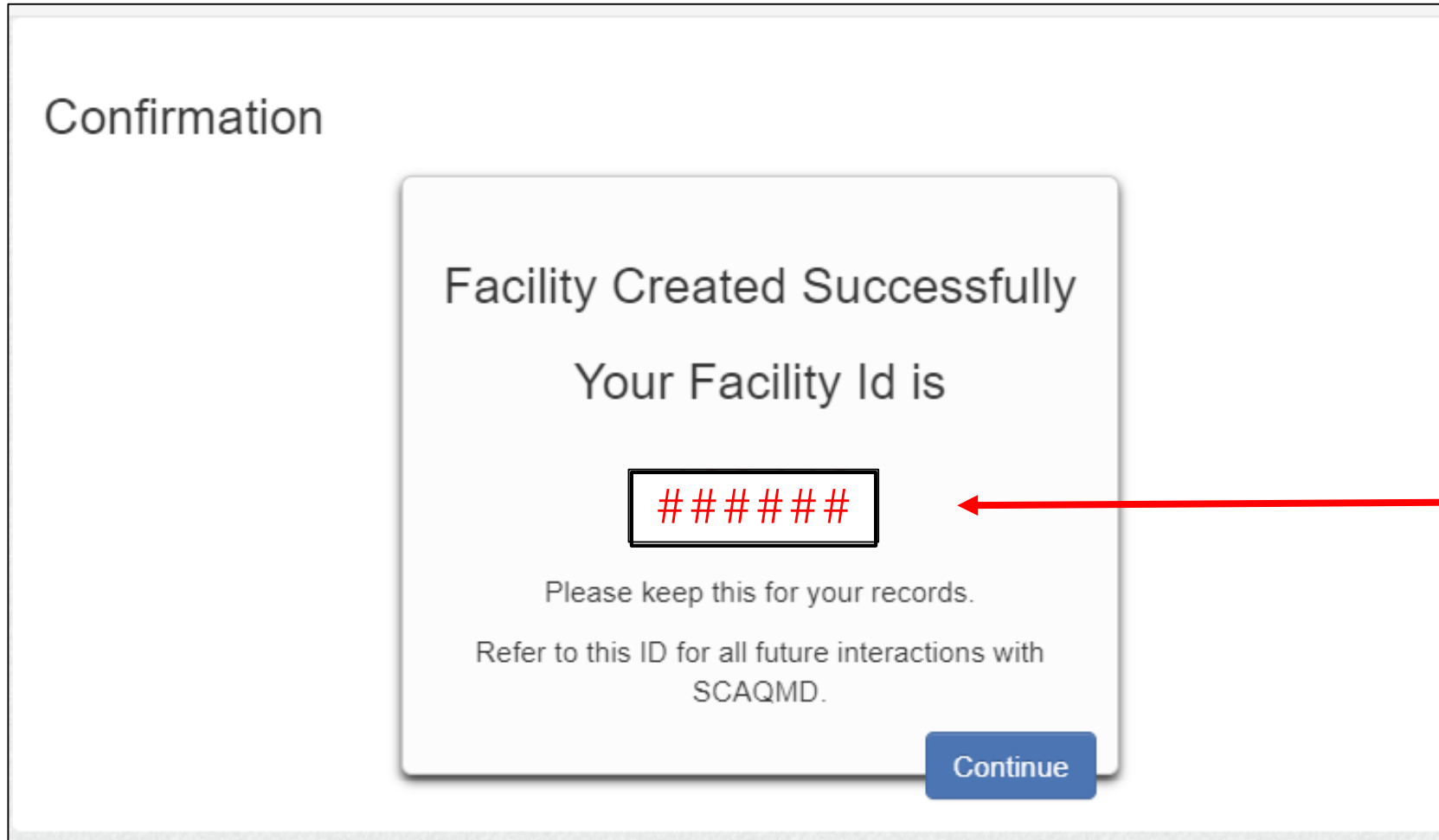
Contact: JOHN THOMAS

Title:

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.

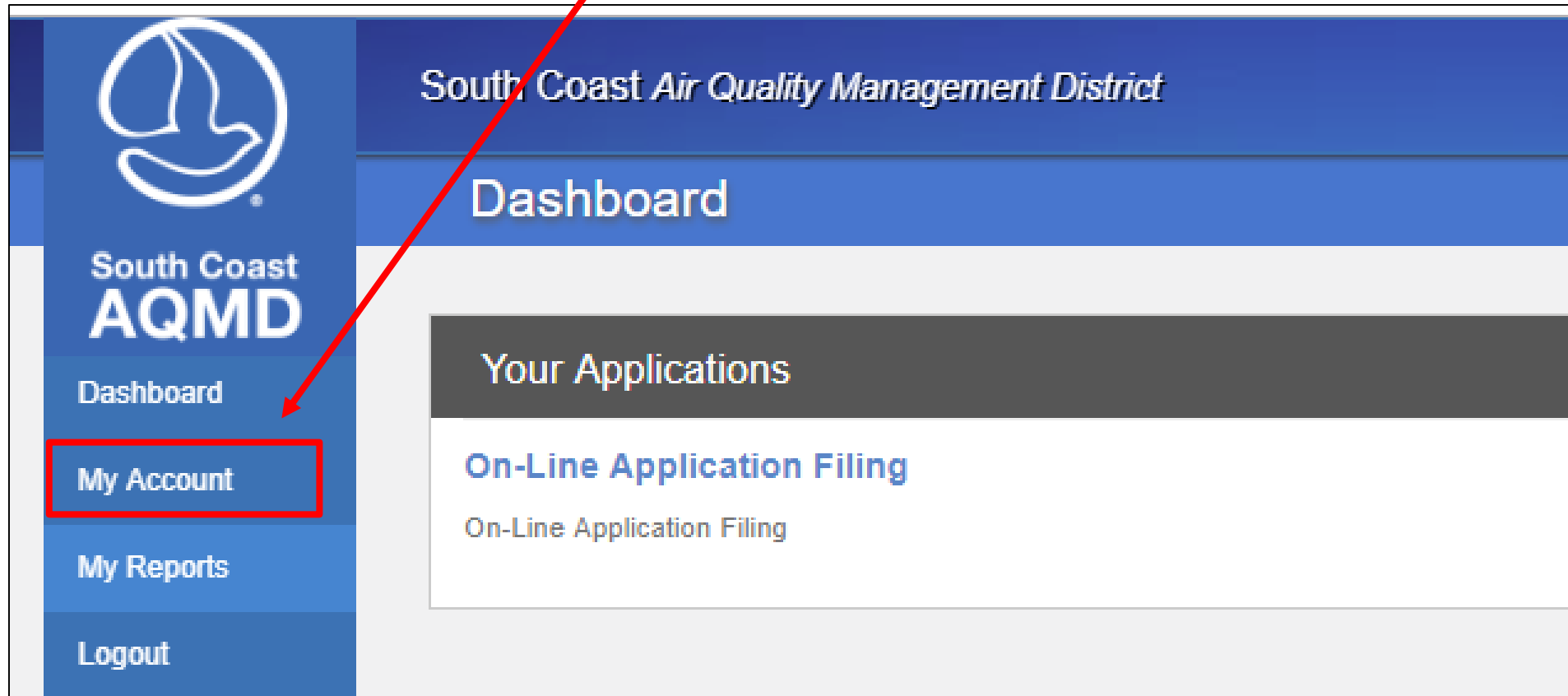
Step 7: Facility Registration Confirmation Page



- 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.

South Coast Air Quality Management District

My Account

Application Permissions Remaining Tasks My Profile

Click on each application to check the permissions granted per facility per role or report.

On-Line Application Filing

User Roles

Facility User

✓ 189418 - MCDONALDS

Reports

Authority to Construct or Permit to Operate and Associated Forms

✓ 189418 - MCDONALDS

Rule 222 - Emission Sources Not Requiring A Written Permit

⚠ TBD - Select / Create Facility

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.

The image shows a two-part screenshot of a web application interface. The left part shows a navigation menu with three tabs: 'Application Permissions', 'Remaining Tasks', and 'My Profile'. The 'My Profile' tab is highlighted with a red box. Below the tabs, a message reads 'The following registration tasks need your attention' followed by a list item: '1. Your Profile indicates that your facility is currently not registered with the SCAQMD. Please select app'. A blue button labeled 'On-Line Application Filing' is visible. An orange arrow points from this button to the right part of the screenshot.

The right part of the screenshot shows the user's profile details. At the top, the address is '21865 Copley Drive, Diamond Bar, CA, 91765'. Below this are contact options: 'Add Phone', 'jfucci@mailnesia.com', and 'jordanf'. A list of status items follows: 'User is enabled', 'User is not locked', 'Email address is verified', 'Security questions verification is not required', and 'Identity verification is not required'. At the bottom, there are three buttons: 'Update Registration' (highlighted with a blue box), 'Manage Security Questions', and 'Update Your Profile'. A blue arrow points from the 'Update Registration' button in the text above to this button in the screenshot.

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).

The screenshot shows a web interface titled "Applications - Add or remove applications from the list". It contains a table with columns for "Select", "Applications", and "Descriptions". The "On-Line Application Filing" row is highlighted with a red box. At the bottom right, there is a blue button labeled "Update Roles" with a right-pointing arrow, which is also highlighted with a blue box. A blue arrow points from the red box to the blue box.

| Select | Applications | Descriptions |
|-------------------------------------|---------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Rule 1403 Asbestos | Rule 1403 Notifications: Asbestos Removal and Demolition Projects |
| <input type="checkbox"/> | Notification Test App Name | application description |
| <input type="checkbox"/> | Start "Replace Your Ride" Here | Replace Your Ride Web Application |
| <input type="checkbox"/> | TEST001 | TEST 001 Application |
| <input checked="" type="checkbox"/> | On-Line Application Filing | On-Line Application Filing |
| <input type="checkbox"/> | SAF2 | On Line Application Filing |
| <input type="checkbox"/> | Rule 1415 | Rule 1415: Reduction Of Refrigerant Emissions From Stationary Air Conditioning Systems |
| <input type="checkbox"/> | Online Training System | Registration system for SCAQMD Training classes. |
| <input type="checkbox"/> | e-MoVERS | Electronic Mobile Vehicle Emission Reduction System |
| <input type="checkbox"/> | Flare Event Notification System | Flare Event Notification System |

Buttons:

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.

On-Line Application Filing User Roles - Add or remove roles from the list

| Select | Question |
|-------------------------------------|--------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | On-Line Filing of Applications for Authority to Construct or Permit to Operate |

| Facility ID | Facility Name | |
|-------------------------------------|---------------|--|
| <input type="text" value="189418"/> | MCDONALDS | |

[+ More facilities](#)

[← Update Application](#) [Update Reports →](#)

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.

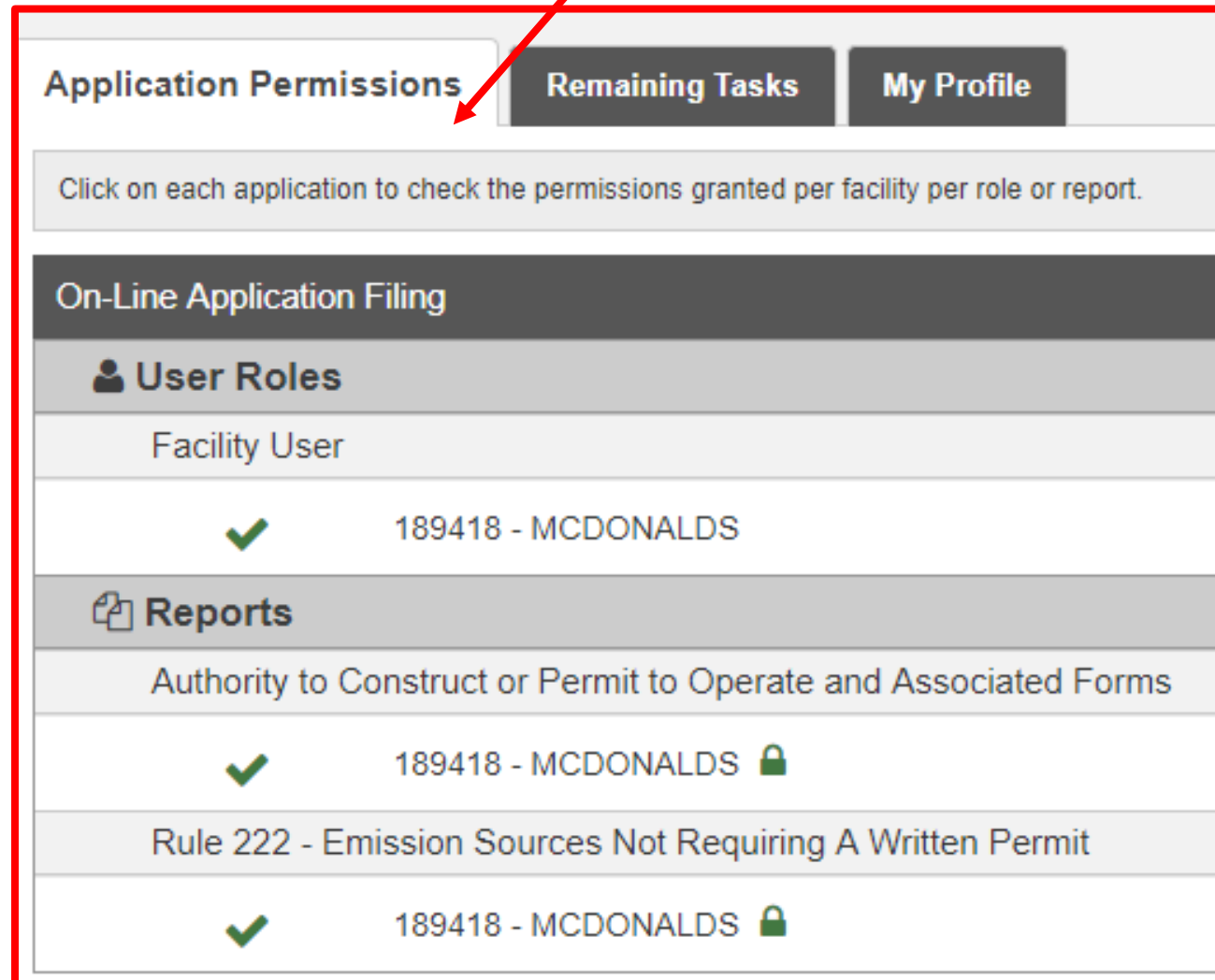
On-Line Application Filing Reports - Add or remove reports from the list

| Select | Name | Description | | | | | | |
|-------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------|--|----------|-----------|--|
| <input type="checkbox"/> | Authority to Construct or Permit to Operate and Associated Forms | Includes the Following Forms:400-A, 400-CEQA, 400-PS, 400-E-XX, Supplemental Documents <table border="1"><thead><tr><th>Facility ID</th><th>Facility Name</th><th></th></tr></thead><tbody><tr><td>189418 *</td><td>MCDONALDS</td><td></td></tr></tbody></table> + More facilities | Facility ID | Facility Name | | 189418 * | MCDONALDS | |
| Facility ID | Facility Name | | | | | | | |
| 189418 * | MCDONALDS | | | | | | | |
| <input checked="" type="checkbox"/> | Rule 222 - Emission Sources Not Requiring A Written Permit | FILING REQUIREMENTS FOR SPECIFIC EMISSION SOURCES NOT REQUIRING A WRITTEN PERMIT PURSUANT TO REGULATION II <table border="1"><thead><tr><th>Facility ID</th><th>Facility Name</th><th></th></tr></thead><tbody><tr><td>189418 *</td><td>MCDONALDS</td><td></td></tr></tbody></table> + More facilities | Facility ID | Facility Name | | 189418 * | MCDONALDS | |
| Facility ID | Facility Name | | | | | | | |
| 189418 * | MCDONALDS | | | | | | | |

[← Update Roles](#) [Finish Update Registration](#)

Step 10: Application Permissions Confirmation

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

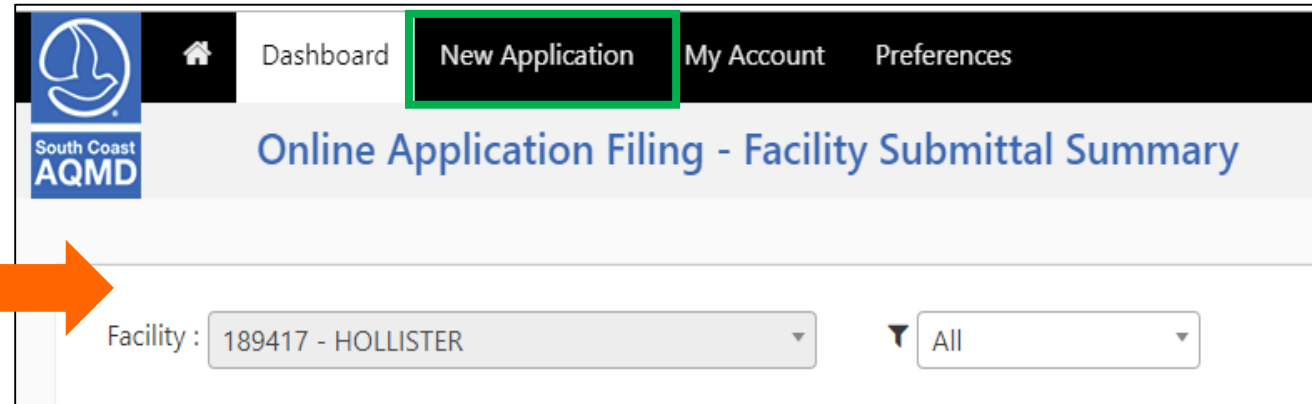
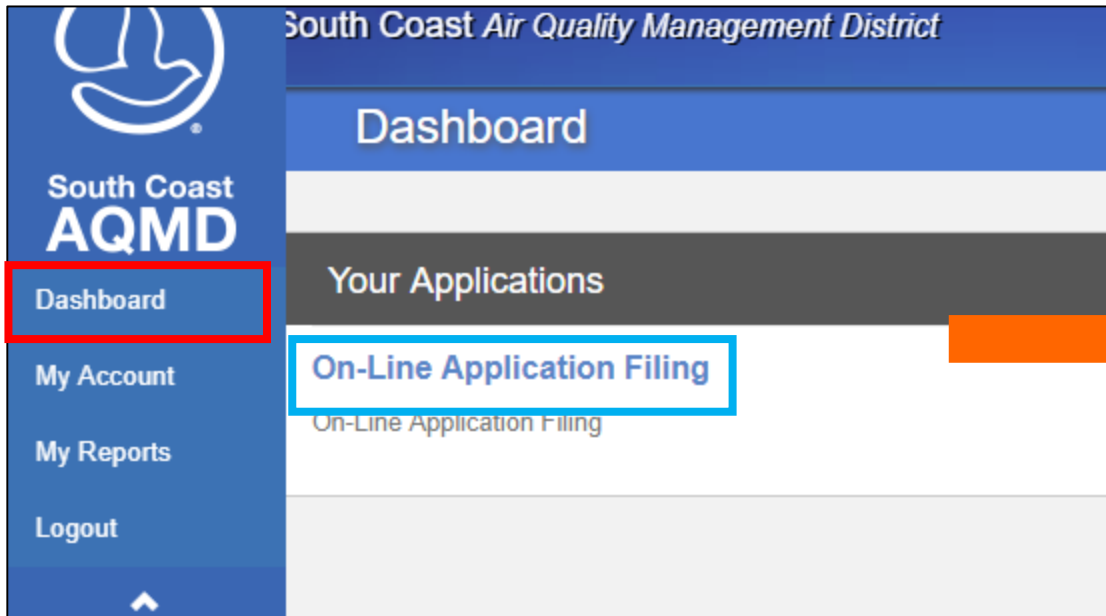


The screenshot shows a web interface with three tabs: 'Application Permissions', 'Remaining Tasks', and 'My Profile'. A red arrow points to the 'Application Permissions' tab. Below the tabs is a message: 'Click on each application to check the permissions granted per facility per role or report.' The main content is organized into sections: 'On-Line Application Filing', 'User Roles', and 'Reports'. Under 'User Roles', there is a 'Facility User' section with a green checkmark and '189418 - MCDONALDS'. Under 'Reports', there are two entries: 'Authority to Construct or Permit to Operate and Associated Forms' with a green checkmark and '189418 - MCDONALDS' with a lock icon, and 'Rule 222 - Emission Sources Not Requiring A Written Permit' with a green checkmark and '189418 - MCDONALDS' with a lock icon.

| Section | Item | Status | Facility |
|----------------------------|------------------------------------------------------------------|--------|----------------------|
| On-Line Application Filing | Facility User | ✓ | 189418 - MCDONALDS |
| | Authority to Construct or Permit to Operate and Associated Forms | ✓ | 189418 - MCDONALDS 🔒 |
| Reports | Rule 222 - Emission Sources Not Requiring A Written Permit | ✓ | 189418 - MCDONALDS 🔒 |

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.



Online Application Filing - Equipment Selection

Select Facility: 189417 - HOLLISTER

Choose the reason for application filing.

- Dry-Cleaning Equipment
- Emergency Internal Combustion Engine, Registration
- Fuel Dispensing And Storage Equipment
- Spray Booth - Automotive Refinishing Facility
- Rule 222 Application Filing

Continue

Equipment Selection

Dashboard | New Application | My Account | Preferences | Welcome, jordanfu | Logout

Online Application Filing - Equipment Selection

Select Facility: 189417 - HOLLISTER

Choose the reason for application filing.

- Dry-Cleaning Equipment
- Emergency Internal Combustion Engine, Registration
- Fuel Dispensing And Storage Equipment
- Spray Booth - Automotive Refinishing Facility
- Rule 222 Application Filing

Select

- Agricultural Engines (222-Ag)
- Agricultural Gasoline Storage & Dispensing Equipment (222-sd)
- Asphalt Day Tanker (222-AT)
- Asphalt Pavement Heater (222-ah)
- Boilers/Water Heaters & Process Heaters, (1-2 MM BTU/hr) (222-B)

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!