



Applying with/as a Third Party/Consultant

Choosing to use a third party to assist you with the application process?

The application process is simple and intuitive, and South Coast AQMD staff is available to provide general assistance. However, if you choose to use a third party/consultant, the information provided below is designed to assist the applicant and their third party/consultant with basic web portal registration and how to be added.

Important information regarding using a third party in the application portal:

- The applicant and the third party/consultant **must each independently register**.
- The third party/consultant **must be registered before** the applicant can give them application access.
- A **third party/consultant may not create** an application. The **applicant must create** the application and invite the third party to work on it on their behalf.
- A **third party/consultant may not submit** an application, but they may fill it out. The **applicant must certify, sign, and submit** the application.
- Third party/consultant access can be given or taken away at any time before the application is submitted. Permission is granted or removed by the applicant.

Registering as an Applicant or Third Party/Consultant:

When registering for a new account at <https://gms.aqmd.gov/> the correct user type must be selected. Different access will be given to each type of user.

For Applicant (applying for yourself or on behalf of the company you work for) choose:

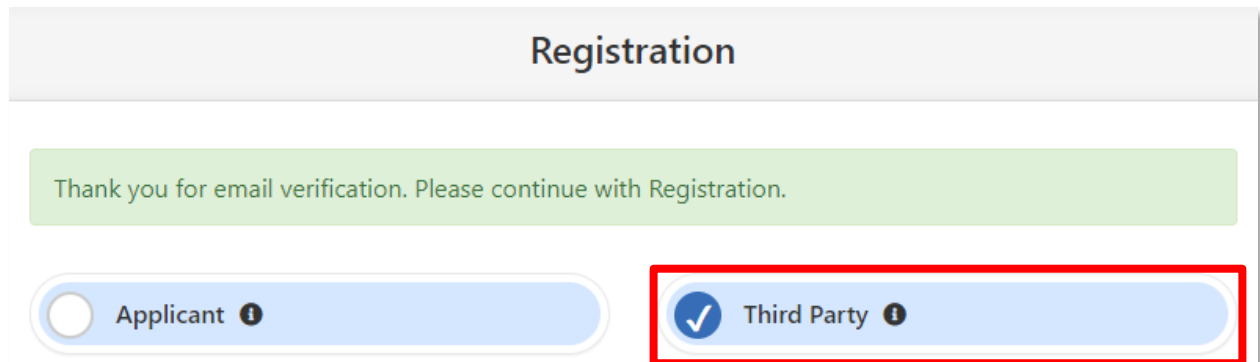
Registration

Thank you for email verification. Please continue with Registration.

☒ Applicant ⓘ

☐ Third Party ⓘ

For Third Party/Consultant (assisting a client or company you do not directly work for) choose:



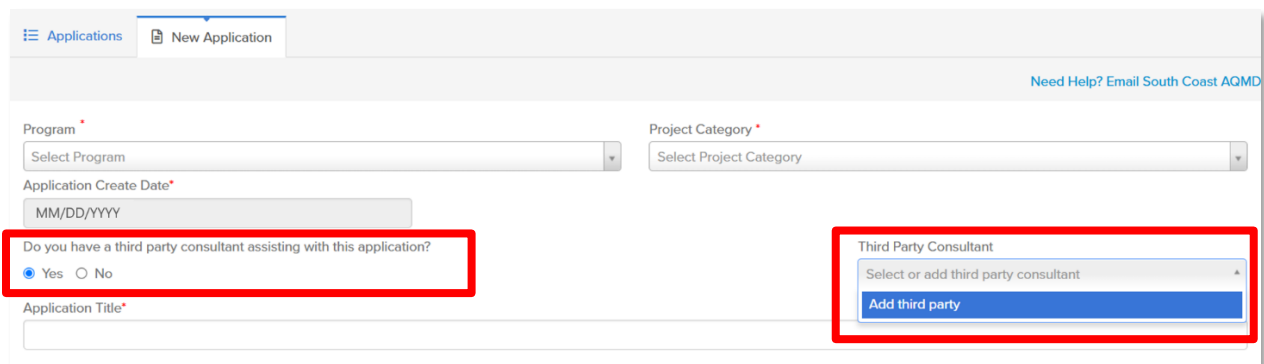
The image shows a 'Registration' header. Below it is a green message box: 'Thank you for email verification. Please continue with Registration.' At the bottom, there are two radio button options: 'Applicant' and 'Third Party'. The 'Third Party' option is selected, indicated by a blue checkmark icon, and the entire 'Third Party' button is highlighted with a red rectangular box.

How do I add the third party/consultant?

There are three options:

1. When an application is created you may add a third party/consultant.

Mark 'Yes' if you have a third party assisting and then select 'Add third party'.



The image shows the 'New Application' form. It includes fields for 'Program', 'Project Category', and 'Application Create Date'. Below these, there is a question: 'Do you have a third party consultant assisting with this application?' with radio buttons for 'Yes' (selected) and 'No'. This question area is highlighted with a red box. To the right, there is a 'Third Party Consultant' section with a dropdown menu 'Select or add third party consultant' and a blue 'Add third party' button. This section is also highlighted with a red box.

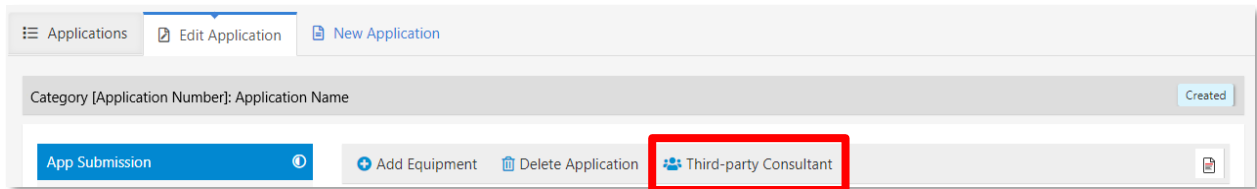
Another screen will pop-up and you must enter the email of the third party/consultant. They must have already registered.



The image shows a pop-up window titled 'Application Permissions'. It contains a search bar with the placeholder text 'Enter Email Address'. To the right of the search bar are 'Search' and 'Clear' buttons. The search bar is highlighted with a red rectangular box.

If the correct third party/consultant appears – add them.

2. Once you have already created an application you may add a third party/consultant by clicking 'Third-party Consultant' in the 'Edit Application' tab.



Another screen will pop-up and you must enter the email of the third party/consultant. They must have already registered.

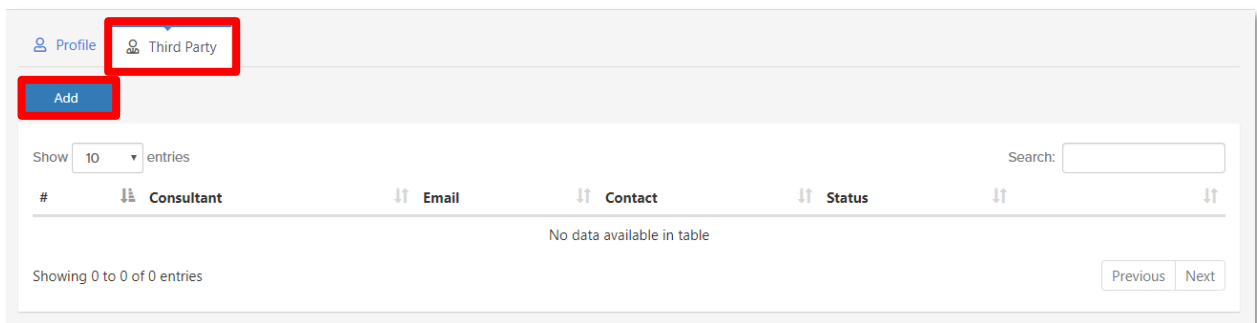


If the correct third party appears – add them.

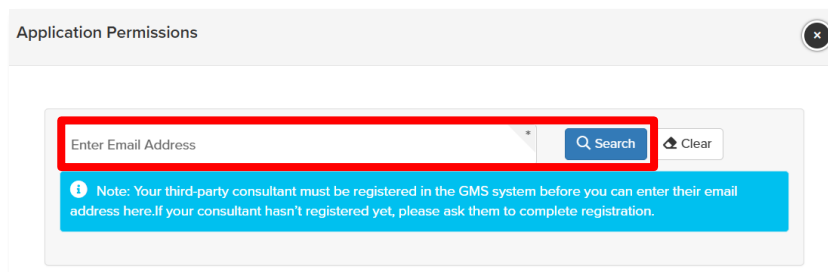
3. In the profile menu go to the 'Account' tab.



In the 'Account' tab select 'Third Party' and click 'Add'.



Another screen will pop-up and you must enter the email of the third party/consultant. They must have already registered.



If the correct third party/consultant appears – add them.