Associating User Instructions

Secondary Preparers, Consultants and Reviewers will not be able to access the MAERS data for the source unless they are registered MAERS users and then associated with the source by the Primary Preparer.

Step 1: Go to the System Utilities tab and select Manage Users (Figure 3-10). *Note: Only those registered as a Primary Preparer have access to this function.*



Michigan.ge	ov Home						MAERS Home Contact MAERS AQD Hom
Home	MAERS Report	Fee Source	System Utilities	My Account			Welcome Amie Hartman !
System I	Maintenance	System	n Utilities > Security Mar	nagement > Manage	Users		
💥 Emi	ission Factor	Ma	nage Users +				
Sub	terial Code ostance Code		To Associate a User t	o a facility's report, cl	lick on the Associate User b	outton; when the Associate User dialog box opens,	enter the user's e-mail address and click on search.
SCC .	C Code		Associate User				
	IC						
Security	Management		Click View/Edit to view	w a user's role, select	t the type of user role or to	make changes. Click on Search to filter the list of t	isers below.
& Mar	nage Users		Search for User				
			User Name:		First Name:	Last Name:	
			User Account Acc	cepted? All			
			Search				

Figure 3-10: Manage Users

Step 3: Enter the e-mail address of the registered MAERS user that would like access to your source and click **Search** (Figure 3-11). If the person you want to grant access to is a registered MAERS user, their information will appear.

Ple fa	Please type in new user's email address to associate with your							
Tacilities.								
	Email Address: mary@marysmithconsulting.com Search							
	1 - 1 of 1 item(s)	I met Nevee					
	User name	rirst name	Last Name					
	111		Constant in the second se					

Figure 3-11: Search for User

Step 4: Click on "Associate Found Users" (Figure 3-11). The added user will appear in the search results on your "Manage User" screen (Figure 3-12).

arch Result	ch Result						
1 - 2 of 2 item(s)							
View/Edit	User Name	First Name	Last Name	Account Status	User Account Accepted?	Account Type	
▶ ∡	marysmith	Mary	Smith	A	Y	F	

Figure 3-12: User List

Step 5: Click on the View/Edit icon next to the user that was just added. You can view their account information.

Step 6: Click on the "Associate Facilities" tab. Check the facility you would like to give this user access to and assign a user role (Preparer or Reviewer) by clicking the drop down under "User Role" (Figure 3-13).

	Current User: Mary Smith									
	Basic Information Associate Facilities									
	User Information +									
	1 - 1 of 1 item(s)									
Check	ck	Associate	Facility Name	SRN	User Role		Role			
			Sample Corp - production	Z9999	Preparer 🗸	-				
	Save Associate									

Figure 3-13: Associate User with Facility

Step 7: Click on "Save Associate." The user is now associated with the facility. The facility's MAERS data will now appear under their MAERS Report tab when the assigned user logs into MAERS.

The user you have assigned will remain assigned to the facility every year until you disassociate them. If you no longer want to give a user access to the facility's MAERS data; uncheck the box referenced in Step 6 and click on "Save Associate."