



Michigan Air Emissions Reporting System (MAERS) Associating User Instructions

If users other than the Primary Preparer need to have access to a facility's MAERS report (i.e., Secondary Preparer, Consultant, Reviewer), the Primary Preparer must associate those users with the facility. This is a quick guide for adding users.



Users other than the facility Primary Preparer will not be able to access MAERS data for the facility unless associated with the source by the Primary Preparer.

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

Step 2: Click on the “Associate User” button.

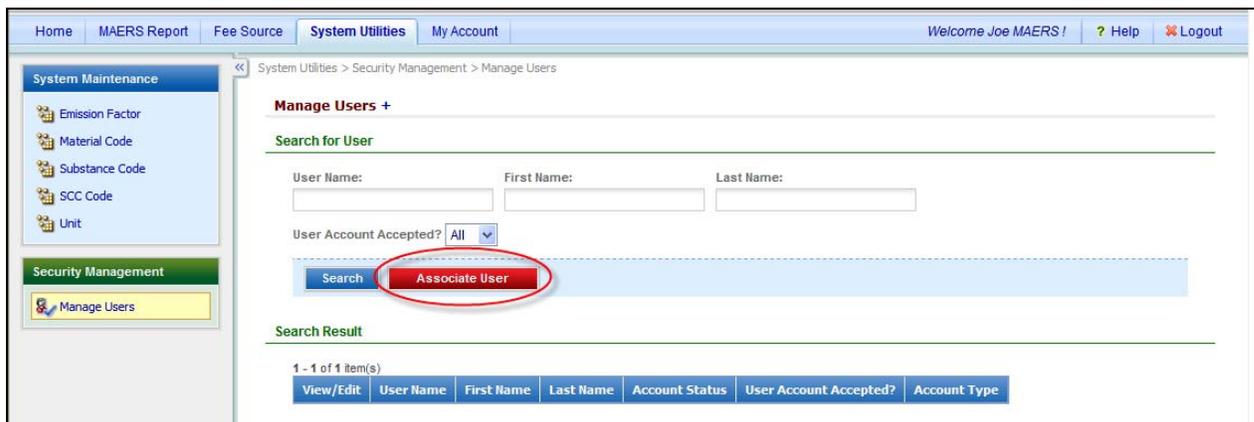


Figure 1: Manage Users

Step 3: Enter the e-mail address of the user that would like access to your facility and click search (Figure 2). If the person you want to grant access to is a registered MAERS user, their information will appear.

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

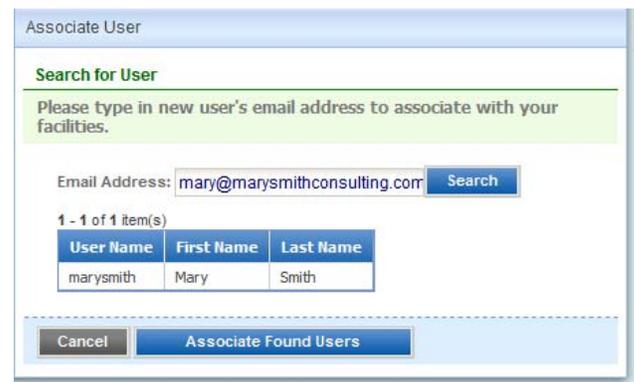


Figure 2: Search for User

Search 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: 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 4).

Current User: Mary Smith

Basic Information **Associate Facilities**

User Information +

Associated Facilities

1 - 1 of 1 item(s)

Associate	Facility Name	SRN	User Role
<input checked="" type="checkbox"/>	Sample Corp - production	Z9999	Preparer

Save Associate

Callouts: "Check this box" points to the Associate checkbox. "Assign Role" points to the User Role dropdown.

Figure 4: Associate User with Facility

Step7: Click on “Save Associate.” The user is now associated with the source. The facility’s MAERS data will now appear under their MAERS report tab when the user you have assigned logs into MAERS. *Note: MAERS reports are not posted until January. MAERS data may not be available to view or edit until that time.*

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

If you have questions send an e-mail to infomaers@michigan.gov or contact the Environmental Assistance Program (800) 662-9278.