

Self-Registration

To establish an account in MAERS, click on the “Self-Registration” link (Figure 3-2)

You only need to register once. If you have registered for a previous year, you can skip Self-Registration.

Figure 3-2: Access Self-Registration

Step 1: Select a role - (Figure 3-3). The registered user’s role determines access to the appropriate data and defines user rights. If you are uncertain as to which role (defined below) applies to you, contact your district office or the Environmental Assistance Center at 800-662-9278 or send your inquiry to InfoMAERS@michigan.gov.

Figure 3-3: Select Role in Self-Registration

- **Primary Preparer** –Each facility must have one Primary Preparer. This user must be associated with the facility and cannot be a consultant. This user manages the facility’s online MAERS account, assigns additional users, can complete or make edits, and is responsible for submitting the report when it is finished. Only the Primary Preparer can certify and submit the report.

Note: If multiple people at a facility review and edit the MAERS Report, then one person must be registered as the Primary Preparer and the other users should register as Secondary Preparers.

- **Secondary Preparer** – This user is someone at the facility, other than the Primary Preparer, who will be working on the MAERS Report. This user can access and make edits to the MAERS Report once the Primary Preparer assigns them to the facility. A person that registers as a Secondary Preparer can be associated with multiple facilities, and multiple Secondary Preparers can be associated with a facility.
- **Consultant** – This role is similar to the Secondary Preparer except that they are a consultant rather than someone employed at the facility. This user can access and make edits to the MAERS Report once the Primary Preparer assigns them to the facility. A Consultant can be associated with multiple facilities.
- **Reviewer** – This user can only view the MAERS Report once the Primary Preparer assigns them to the facility. A Reviewer can be associated with multiple facilities.

Step 2: Complete all required fields (denoted with a red star) in the Account Information section (Figure 3-4).

Figure 3-4: Account Information

Step 3: Primary Preparer Role ONLY: Answer all security questions. (Figure 3-5).

Figure 3-5: Security Questions

Step 4: Primary Preparer Role ONLY: Associate Facility(s). (Figure 3-6).

Click on the “Retrieve Facility Data” button. Any facilities that are associated with the e-mail address entered in the account information section will be displayed. If no facilities are displayed, then you can manually enter the facility name, address, and State Registration Number (SRN) for which you want to be the Primary Preparer.

If a facility appears for which you do not want to be the Primary Preparer, click the delete button.

Click here to add more facilities.

Click here to delete record.

Retrieve Facility Data			
	Facility Name	Address	SRID
	<input type="text" value="Sample Corporation"/>	<input type="text" value="555 W. Main St., Lansing, MI"/>	<input type="text" value="Z9999"/>

Figure 3-6: Retrieve Facility Data

Step 5: Read the MAERS Terms of Service in the Agreements and Policy section, then click on the checkbox to confirm reading and acceptance of the agreements.

Step 6: Click on the “Create Account” button to submit the self-registration.

Step 7: Primary Preparer Role ONLY: Complete the Electronic Signature Agreement Form (Figure 3-7).

This form should be signed and dated by the Primary Preparer and mailed to the address indicated on the form. Within 1-2 days of receiving this form, the Air Quality Division (AQD) will activate your account and send you an e-mail notifying you that your account is active and provide you a PIN. The PIN serves as the Primary Preparer’s signature and will be used to submit the MAERS Report.

Step 8: Receive e-mail confirmation.

Soon after you register, you will receive an e-mail from InfoMAERS@michigan.gov that includes your MAERS user name and password.



Figure 3-7: E-Signature Agreement Form

WHAT’S NEXT?

- **Primary Preparers:** Once your account is activated you will be able to log into the MAERS and associate additional users (Secondary Preparers, Consultants, and Reviewers) See Associating User Instructions.
- **Secondary Preparers, Consultants, and Reviewers:** You will be able to log into the MAERS but will not be able to view any facility specific MAERS data until associated with the facility by the Primary Preparer.

Viewing Your Account Information

Click on the “My Account” tab to view your account information (Figure 3-8).

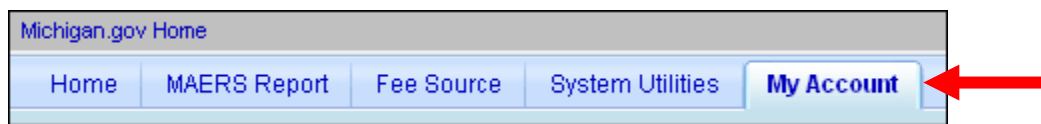


Figure 3-8: My Account Tab


This page is used to keep your MAERS account information up-to-date and change your password. Primary Preparers can use this section to view their PIN and update their security questions and answers.

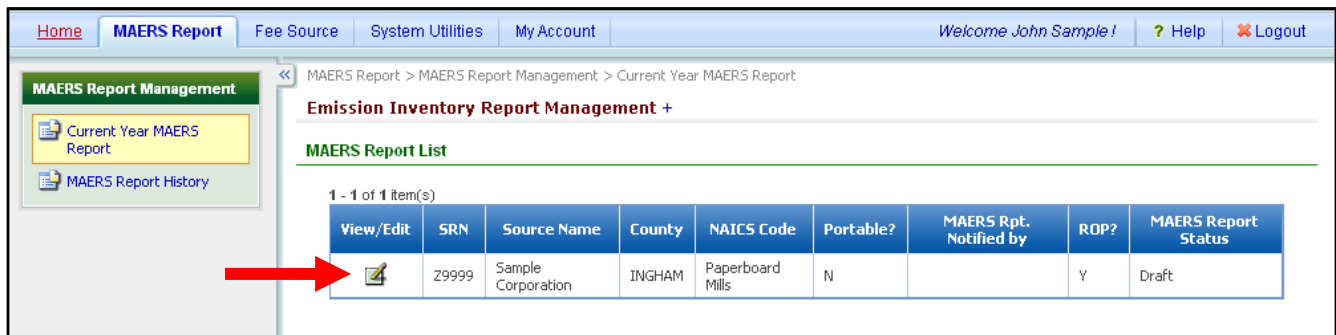
When you are finished entering your information, click on "Save My Account".

If you have questions or need assistance, please call the Environmental Assistance Center at 800-662-9278 or email InfoMAERS@michigan.gov.

Accessing a MAERS Report

Click on the MAERS Report tab to view all sources that have been assigned to you (Figure 3-9). One or more may appear on this screen.

To view a MAERS Report, click on the view/edit icon . The MAERS Report will open on the Source Form.




View/Edit	SRN	Source Name	County	NAICS Code	Portable?	MAERS Rpt. Notified by	ROP?	MAERS Report Status
	Z9999	Sample Corporation	INGHAM	Paperboard Mills	N		Y	Draft

Figure 3-9: MAERS Report List

What if No Sources Appear on this Screen?

- For a Primary Preparer, it means the AQD has not yet posted the MAERS Reports. The MAERS Reports will be posted by early January and all Primary Preparers will be notified when this occurs. If you receive notification that a MAERS Report is ready to view but no report appears in the MAERS Report List (Figure 3-9), send an e-mail to InfoMAERS@michigan.gov.
- For a Secondary Preparer, Consultant, or Reviewer, it means that the Primary Preparer has not yet assigned you to their source; or your source may not be required to report. You should contact the Primary Preparer for the source to request that you be associated to it. See Associating User Instructions below. If questions remain as to whether a source has been asked to participate in the MAERS, contact the appropriate AQD District Office.

What if an Incorrect Source Appears in the MAERS Report List?

- Send an e-mail detailing the issue to InfoMAERS@michigan.gov.