



Michigan Air Emissions Reporting System (MAERS) Registration Instructions

To access MAERS, users must first register then log into the system. This document explains how to register in MAERS, sign into the system, and access your account information. An online tutorial is also available at <http://maers.state.mi.us/facility> (click on “Contact MAERS” in the upper right corner of the screen).



You only have to register once. If you registered in a previous year you do not have to register again.

MAERS Website Login

By using an Internet connection, and Internet Explorer version 6.0 or higher, a user may access the MAERS website <http://maers.state.mi.us/facility>. You will be greeted by the login screen shown below (Figure 1). To enter the system, you must enter a valid user ID and password. A user ID and password can be obtained by self-registering.

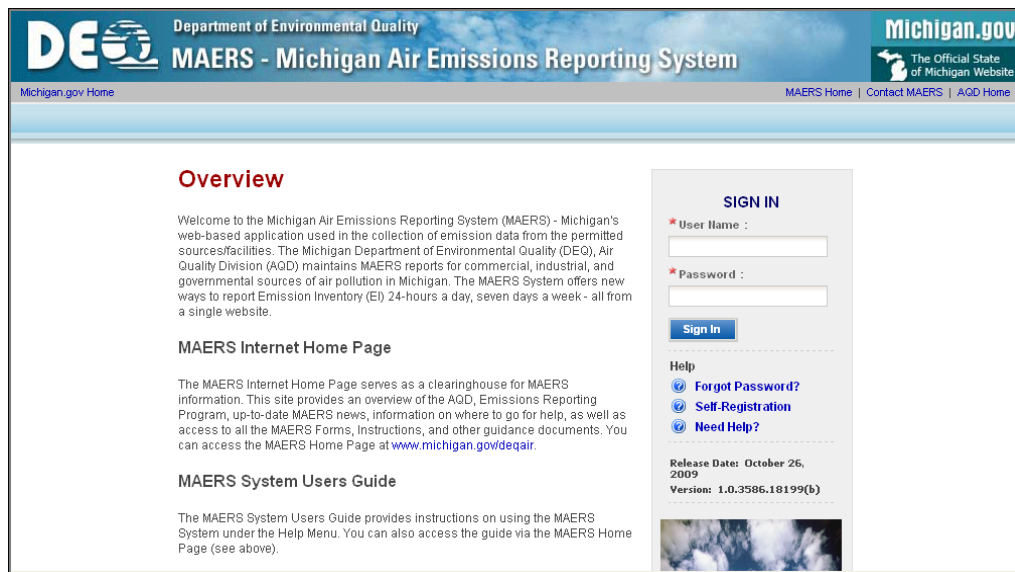


Figure 1: MAERS Website Login Page

Self Registration

To establish a new user account in MAERS, click on the “Self-Registration” link (Figure 2). The following instructions will guide you through the registration process.

Note that some steps only need to be completed by those registering under the facility Primary Preparer role.

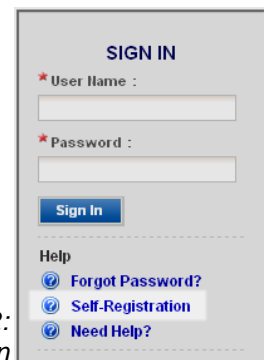


Figure 2:
Access Self-Registration

Step 1: Choose one of the following applicable user roles: Primary Preparer, Secondary Preparer, Consultant, or Reviewer (Figure 3). An explanation of each of these roles is provided below. If you are uncertain as to which role applies to you contact your district office or the Environmental Assistance Center 800.662.9278 or send your inquiry to infomaers@michigan.gov.

Account Creation +

Select a Role

- Primary Preparer**
Primary MAERS user that manages MAERS account information and can edit and submit MAERS report. This person must be employed at the source. Each source must have ONE, and only one, Primary Preparer.
- Secondary Preparer**
MAERS user, other than the Primary Preparer, that can edit MAERS data and is employed at a source. Secondary Preparer cannot access facility MAERS information until assigned to the source by Primary Preparer.
- Consultant**
MAERS user that can edit MAERS data, but is not employed at a source. Consultant cannot access facility MAERS information until assigned to the source by the Primary Preparer.
- Reviewer**
MAERS user that can view but not edit MAERS data. Reviewer cannot access facility MAERS information until assigned to the source by the Primary Preparer.

Figure 3: Select Role in Self-Registration

- **Primary Preparer** – This is the primary user at the company. Each company must have one primary preparer. The primary preparer must be associated with the company and cannot be a consultant. This person manages the facility’s online MAERS account and is responsible for assigning additional users as well as submitting the report when finished. This person can also complete or make edits to the MAERS 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. If only one person will edit and submit the MAERS report, that person should register as the Primary Preparer.

- **Secondary Preparer** – This user is someone at the company, other than the Primary Preparer, who will be working on the MAERS report. The secondary preparer has access to the report and can make changes and edits to a facility’s MAERS report once they are assigned to the facility by the Primary Preparer. A person that registers as a secondary preparer can be associated with multiple facilities.
- **Consultant** – This role is similar to the Secondary Preparer except that they are a consultant rather than someone employed at the company. The Consultant has access to the report and can make changes and edits to the facility’s MAERS report once they are assigned to the facility by the facility’s Primary Preparer. A person that registers as a Consultant can be associated with multiple facilities.
- **Reviewer** – This is a user that has read-only access to the facility’s MAERS report. The Reviewer has access to the report but cannot make changes to the data. A person that registers as a Reviewer can only review the facility’s MAERS report if they have been associated to the facility by the facility’s Primary Preparer. A person that registers as a Reviewer can be associated with multiple facilities.

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

The screenshot shows a registration form titled "Account Information". It contains several fields, some marked with a red star to indicate they are required. The fields and their values are: First Name: John; Last Name: Sample; User Name: SampleJ; Employer Name: Sample Corporation; Job Title: Env Manager; Email Address: samplej@samplecorp.com; Address Line 1: 555 W. Main St; Address Line 2: (empty); City: Lansing; State: MI; Zip: 48909; Country: United States; Area Code: 517; Phone No.: 123-4567; Ext.: (empty).

Figure 4: Account Information

Step 3 (Primary Preparer Role ONLY): Answer all security questions. These questions only appear if you are registering as a Primary Preparer (Figure 5).

The screenshot shows a registration form titled "Security Questions". It contains two questions, each with a dropdown menu for the question and a text input for the answer. Question 1: "In what city did you meet your spouse/significant other?" with answer "Capitol City". Question 2: "What is the middle name of your youngest child?" with answer "Maers". A yellow callout box points to the dropdown menu for Question 1, stating: "You can choose a different question by clicking on the drop down box."

Figure 5: Security Questions

Step 4 (Primary Preparer Role ONLY): Associate Facility(s). This field will only appear if you are registering as a Primary Preparer (Figure 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) to which you want to be the primary preparer.

You should only enter those facilities to which you want to be the Primary Preparer. If a facility appears in the list that you do not want to be the Primary Preparer for, delete that facility from your list by clicking the delete button.

The screenshot shows a button labeled "Retrieve Facility Data". Below it is a table with three columns: Facility Name, Address, and SRN. The table contains one row with the following data: Facility Name: Sample Corporation; Address: 555 W. Main St., Lansing, MI; SRN: Z9999. A yellow callout box points to the "Retrieve Facility Data" button, stating: "Click here to add more facilities." Another yellow callout box points to a red 'X' icon in the first column of the table, stating: "Click here to delete record."

Figure 6: Retrieve Facility Data

