

SECURITY QUICK GUIDE

The security process in MAERS is required by the USEPA for electronic reporting.

Access the MAERS at <http://maers.state.mi.us/facility>. You will be greeted by the log in screen.

FIRST TIME LOGGING IN FOR NEWLY REGISTERED USERS

1. Enter your user name and password
2. Click on **Request Access Code**
3. Receive automated email with Security Access Code
4. Enter **Security Access Code**
5. Create your own **password**
6. Re-enter the **password in the Confirm Password box**
7. Create your own **PIN** (personal identification number)
8. Select and answer **security questions**
9. Click **SAVE**

*The **second and any subsequent times you log in**; you will only need to enter your USER NAME and PASSWORD.*

IF YOU FORGOT YOUR PASSWORD

1. At the log in screen, click on **Forgot Password – Exit browser**
2. Receive automated email with **temporary password**
3. Wait 15 minutes
4. Go to log in screen and enter **user name and temporary password**
5. Click on **Request Access Code**
6. Receive automated email with Security Access Code
7. Enter the **Security Access Code**
8. Create your own **password**
9. Re-enter the **password in the Confirm Password box**

MY ACCOUNT TAB

Your password, PIN and security questions and answers are not displayed on this tab. If you need to change any of your security information, or if you forget your PIN or security question answers; make those changes on this tab by doing the following:

1. Click on blue button **Request Access Code**
2. Receive automated email with Security Access Code
3. Enter the code
4. Enter the security information in the appropriate fields you want to change
5. Click on the blue button **Save My Account**