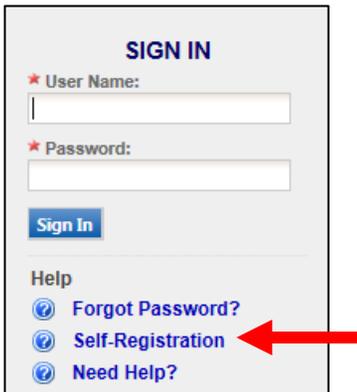


Self-Registration

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



NOTE: 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 send your inquiry to InfoMAERS@michigan.gov.

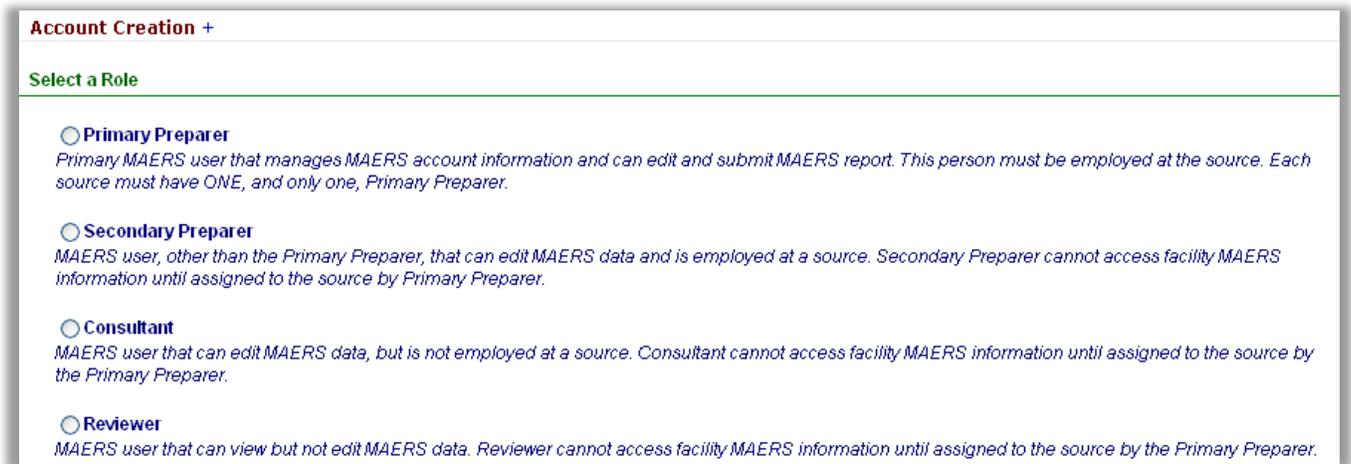


Figure 3-3: Select Role in Self-Registration

- **Primary Preparer** –Each facility must have one Primary Preparer. This user must be employed at 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 employed 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 like 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: Associate Facility(s). (Figure 3-5).

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.

Facility Name	Address	SRN
Sample Corporation	555 W. Main St, Lansing, MI	Z9999

Figure 3-5: Retrieve Facility Data

Step 4: 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 5: Click on the “Create Account” button to submit the self-registration.

Step 6: Primary Preparer Role ONLY: Complete the Electronic Signature Agreement Form (Figure 3-6).

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.

Step 7: 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 temporary password.

Figure 3-6: 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.

Logging In

Step 1: Access the MAERS at <http://maers.state.mi.us/facility>. You will be greeted by the log in screen above (Figure 3-1). Enter your user name and password.

Step 2: FIRST TIME LOGGING IN Click on “Request Access Code.” See Figure 3-7.

ak

ak

Password Reset

Access Code

To change or reset the security information below, click on Request Access Code. A security access code will be sent via e-mail, the code will be valid for 20 minutes. Once you receive the security access code, enter the code to be able to change the security information. For assistance send an e-mail to INFOMAERS@michigan.gov or call the Environmental Assistance Center at 1-800-662-9278.

Security Access Code:

A password must be least eight character long including one uppercase letter, one lowercase letter, and one number

* Password: * Confirm Password:

Enter Pin and Security Questions' answer

A PIN must contain at least 4 characters.

* PIN:

Answers to security questions must contain at least 3 characters. Also the same answer cannot be used for different security questions

Question 1:
What is the first and middle name of your oldest sibling? ▼
Answer:

Question 2:
what is your favorite book? ▼
Answer:

Question 3:
what is the name of the hospital where you were born? ▼
Answer:

Question 4:
what is your best friend's last name? ▼
Answer:

Question 5:
what is the last name of your favorite teacher? ▼
Answer:

Figure 3-7: Request Access Code

Step 3: Security Information

After you click the Request Access Code button you will receive an email with a Security Access Code, then do the following:

- (a) Enter the Security Access Code.
- (b) Enter a password in the “Password” field and re-enter it in the “Confirm Password” field.
- (c) Enter a PIN.
- (d) Choose your security questions and enter your answers.
- (e) Click on “Save”.

The second time and any subsequent times you log in; you will only need to enter your user name and password.

Whenever you click on “Forgot Password” you will be emailed a temporary password. Upon logging in with a temporary password, you will be directed to request a Security Access Code and then create your own password.

Updating 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, PIN and security questions and answers. Any time you want to change any of your security information, you will need to click the “Request Access Code” button first. You will receive an email with a Security Access Code, that when entered, will allow you to change any of your security information. The Primary Preparer role is the only role that will have the ability to update the PIN and security questions and answers. The PIN and answers are used to submit the report. The Primary Preparer is the only MAERS user role that can submit. 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.

MAERS Report > MAERS Report Management > Current Year MAERS Report

Emission Inventory Report Management +

MAERS Report List

1 - 1 of 1 item(s)

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.

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.*

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

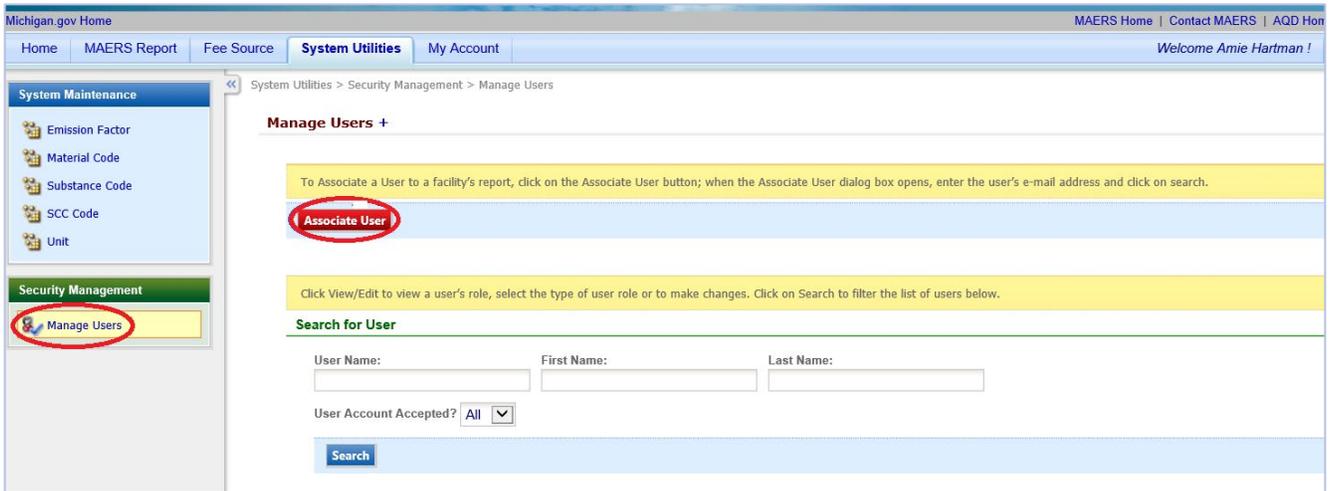


Figure 3-10: Manage Users

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.

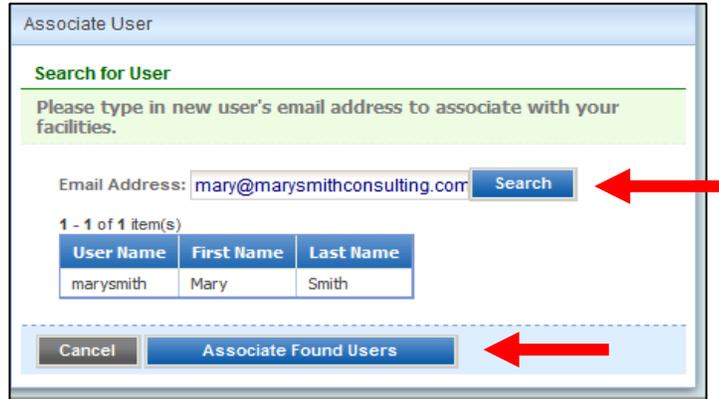


Figure 3-11: Search for User

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).

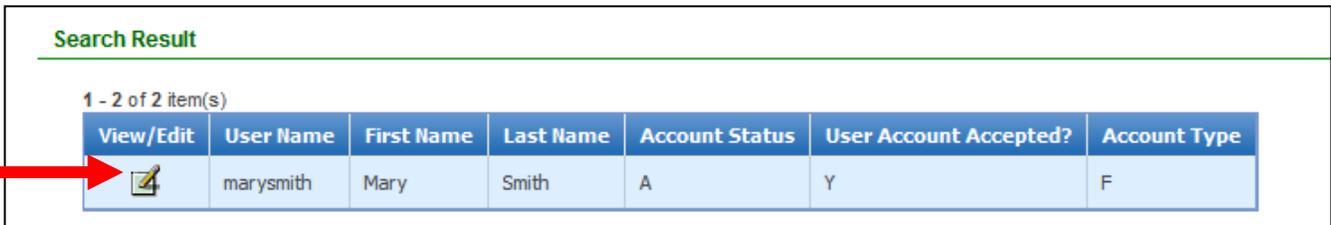


Figure 3-12: User List

Step 5: Click on the View/Edit icon next to the user to be 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).



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.

NOTE: 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.”

4 Helpful Features

Viewing Historical MAERS Data

You can view MAERS Reports submitted in previous years by clicking on MAERS Report History, located under the MAERS Report tab (Figure 4-1).



Figure 4-1: MAERS Report History

Sharing a Draft of Your Report with the Air Quality Division

Your MAERS Report cannot be viewed by the AQD until it has been submitted. If you would like to share the draft version of your report with the AQD staff, go to the Source Form and click on the “Share Draft MAERS Report with AQD Staff?” box located at the top right side of the page (Figure 4-2). Users may choose to use this function if they are requesting help from the AQD on a specific issue and want to share the report as is. When the box is unchecked the AQD will no longer be able to view the draft MAERS Report.

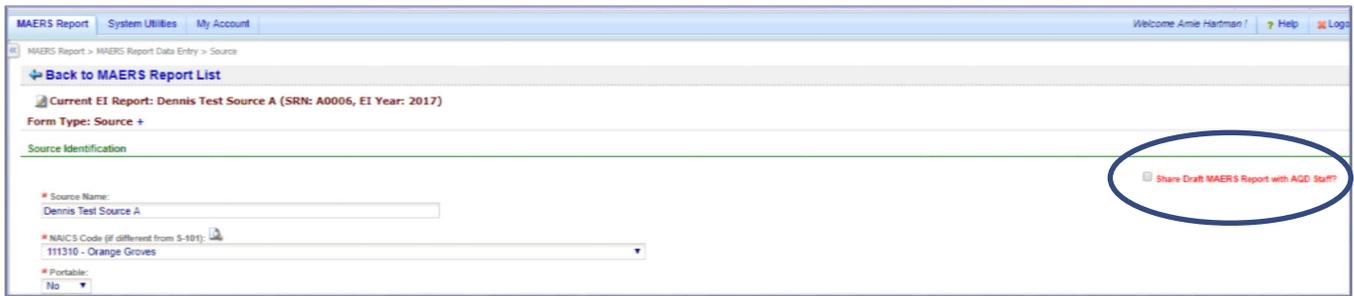


Figure 4-2: Share Draft MAERS Report

Reporting Issues/Problems in MAERS

If you encounter a problem while using the MAERS send an e-mail to InfoMAERS@michigan.gov.