



## INSTRUCTIONS FOR THE ASBESTOS NOTIFICATION SYSTEM (ANS)

Register your business. You will need to register the business using the business owner information. **Once you register you will receive a confirmation email that you must click on to confirm registration.** After registration is confirmed you can log into the Asbestos Notification System.

Once you are able to log into the site, you will see several tabs - **Workspace, Notification Management, Notification, Profile and Manage Delegated Authority.**

The **Manage Delegated Authority** allows you to add additional users to the system. . You can add multiple delegated users to enter notifications for your business.


The **Profile Tab** allows you to update your business information or change your password

The **Workspace Tab** is where you begin your notification entry. Start your notification by clicking the button that looks like




on the right side of the screen. You can also click on the **Notification Tab** to start a new notification.

Once you are under the **Notification Tab**, you must fill in all of the required information. If there is an exclamation point (!) on any tab, information is missing or incorrect and you **will not** be able to submit your notification.

Notifications that are saved for further editing and are not submitted can be found under the **Workspace Tab**. You can revise your notification by clicking on the  tab.

Once you submit your notification, it will be saved under the **Notification Management Tab**. Under the Actions header, you can view attachments, copy, revise and cancel your notifications. You can sort by clicking the headers, and export information to Excel. You can click on the document number to print or save it.

The delete button  is for housekeeping purposes only. REMEMBER – if you delete a notification you are also deleting all notifications associated with it and will not be able to edit them once they are deleted.

**You must submit your Demolition and Renovation notifications separate and mark the appropriate project type!**

- The ANS currently supports the following browsers:
  - Internet Explorer 10 & 11.  
Note: In IE the ANS is presently experiencing issues when generating the PDF and Excel spreadsheet. You must select the option to Always Allow pop-ups for “\*.state.mi.us” in order for these features to work.
  - Firefox 25 and above
  - Chrome
  - Safari

If you have questions pertaining to the new system, please contact Kim Dohm at 517-284-6777 or [dohmk@michigan.gov](mailto:dohmk@michigan.gov).