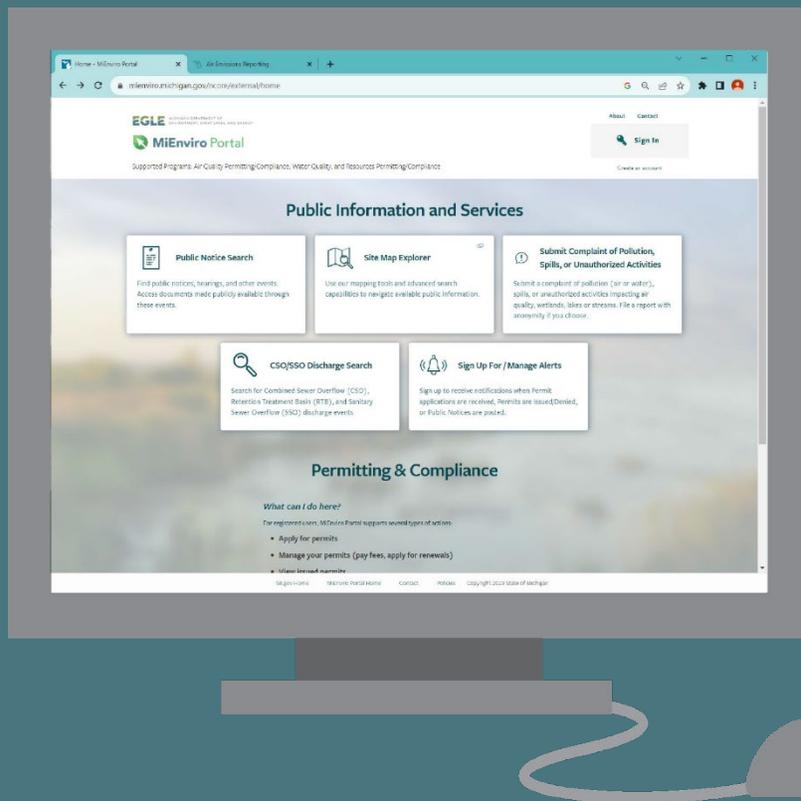




# MiEnviro Portal

## Air Programs USER GUIDE



MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY

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# 1 INTRODUCTION

## OVERVIEW OF MIENVIRO PORTAL

The Michigan Department of Great Lakes, Environment, and Energy (EGLE), Air Quality Division (AQD) is utilizing MiEnviro Portal (MiEnviro) for electronic notifications, permitting, dry cleaning licenses, emissions reporting, and compliance information.

### MiEnviro Portal Resources and Contact Information

This guide and other resources can be found at [Michigan.gov/MiEnviroPortal](https://Michigan.gov/MiEnviroPortal). For AQD-specific assistance, please contact [EGLE-Air-MiEnviro@Michigan.gov](mailto:EGLE-Air-MiEnviro@Michigan.gov) or call 800-662-9278.

### EGLE MiEnviro Portal Website

This site provides an overview of the divisions that utilize MiEnviro in addition to the AQD and provides answers to frequently asked questions. You can access the MiEnviro website at [Michigan.gov/EGLE/maps-data/MiEnviroPortal](https://Michigan.gov/EGLE/maps-data/MiEnviroPortal).

### Contact Email for MiEnviro

The AQD, maintains the [EGLE-Air-MiEnviro@Michigan.gov](mailto:EGLE-Air-MiEnviro@Michigan.gov) email to accept, track and administer MiEnviro related correspondence. Facilities should use this email whenever they need assistance.

## 2 System Requirements - Browser Information

Participating users must be able to access MiEnviro. The performance of MiEnviro will vary based on the computer's internet connection speed, central processing unit, operating system, and available memory.

EGLE recommends the following system and browser configuration:

- Broadband Internet Connection or higher
- Pentium II processor or higher
- Microsoft Windows XP or higher
- 256 MB of RAM or higher
- The latest version internet browser.
- Turn off auto-fill settings on your browser.
- Do not log into the system more than once in the same browser.
- Clear the cache in your browser if you are experiencing issues.

### 3 Accessing Public Information and Services

Access the MiEnviro login at [MiEnviro.Michigan.gov](https://MiEnviro.Michigan.gov). You will be greeted by the screen shown below.

Public users may use some features of MiEnviro without creating a user account. The options for users who do not have a user account are on the top of the screen under **Public Information and Services**.

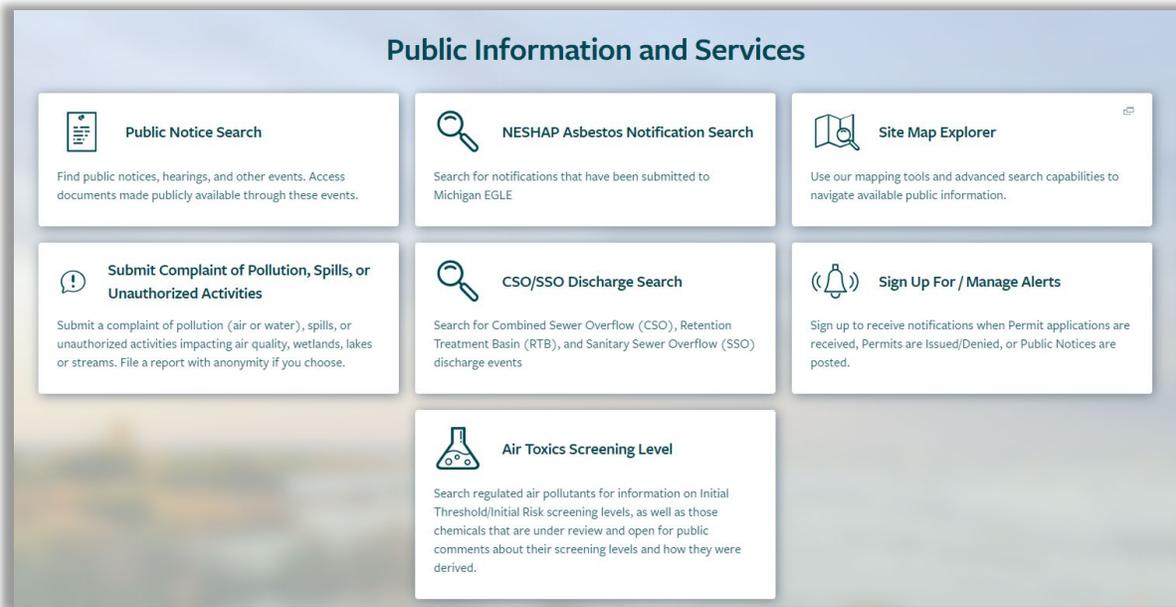


Figure 3-1 – Public Information Screen

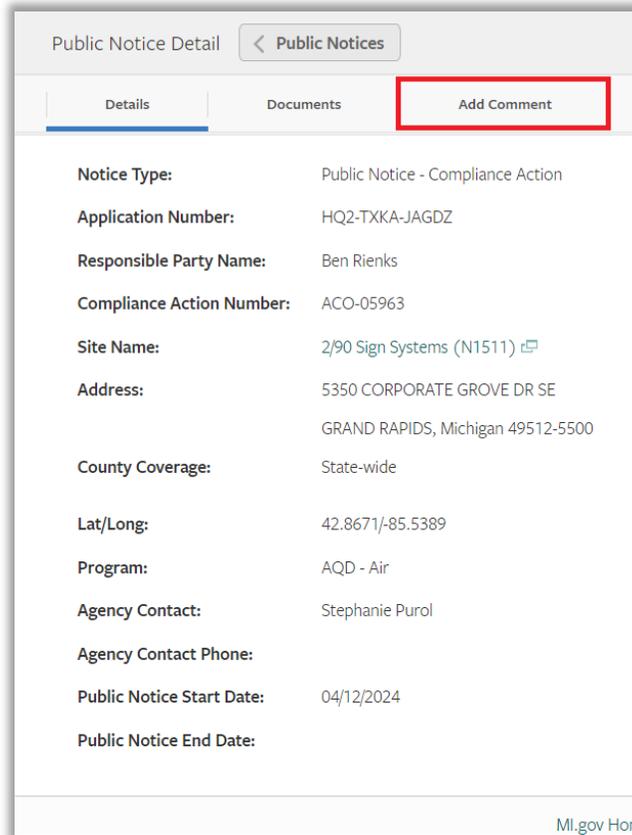
#### Public Notice Search

Users can view all current public notices or search for a specific one. To comment on a public notice, click the **View/Submit Comment** button to the right of the public notice. See Figure 3-2. Documents associated with the public notice can be viewed and comments submitted by clicking **Add Comment**.

Type	Application Number	Applicant / Permittee Name	Responsible Party Name	Site	County Coverage	Permit Number	Compliance Action Number	Start Date	End Date	Program Area	
Public Notice - Compliance Action	HQ2-TXKA-JAGDZ		Ben Rienks	2/90 Sign Systems (N1511) 5350 CORPORATE GROVE DR SE GRAND RAPIDS, MI 49512-5500	State-wide		ACO-05963	04/12/2024		AQD - Air	<b>View / Submit Comment</b>
Air Public Notice - Administrative Consent Order	HPY-HGAH-QTDZ2	Hutchinson	Jeff Brosman	Hutchinson Antivibration Systems, Inc. (E5094) 460 fuller Grand Rapids, MI 49560	Kent		ACO-05930	05/17/2024	06/17/2024	AQD - Air	View / Submit Comment

Figure 3-2 – View/Submit Comment

Click the **Add Comment** tab at the top/middle. See Figure 3-3 below.



**Figure 3-3 – Add Comment Tab**

At a minimum, you must complete the required fields before you can submit. Required fields are marked with a red dot. Click Submit at the lower left after you complete the form. The form has two boxes for attachments. Click, drag and drop your documents or click Choose Files and select documents from your computer.

Figure 3-4 Required fields and Submit button

The system will briefly display a message thanking you for submitting your comment and the data on the form will go away.

### NESHAP Asbestos Notification Search

To be added at a later date.

### Site Map Explorer

This is an interactive map for the State of Michigan that displays permitted site locations. Users can enter a variety of criteria to search for a specific site or see sites within a specific area.

### Submit Complaint of Pollution, Spills, or Unauthorized Activities

Provides the ability to file a complaint online.

### CSO/SSO Discharge Search

Provides information on combined Sewer Overflow/Separate Sewer Overflow discharge.

### Sign Up For/Manage Alerts

Sign up to receive notifications when permit applications are received, issued, and denied. Also, to receive notifications when Public Notices are posted.

### Air Toxics Screening Level

Search regulated air pollutants for information on Initial Threshold/Initial Risk screening levels. This page also identifies those chemicals that are under review and open for public comments and provide information about their screening levels and how they were derived.

## 4 Accessing MiEnviro for Business

To apply for permits or dry-cleaning licenses, pay fees, apply for permit renewals, view issued permits, submit reports required by your permit, submit compliance notifications, view email notifications, or review evaluations (site inspections), you will need to create a user account. Go to [MiEnviro.Michigan.gov](https://MiEnviro.Michigan.gov) to get started. Shared accounts are **not** authorized within MiEnviro. User accounts must represent an individual and cannot be transferred to another person.

Users who need to access site data already saved in MiEnviro will need to create a user account, then contact the Site Administrator to access site data. To access existing site data, see [Authorized Users](#) in Section 6 *Navigating the System*.

### First time MiEnviro Users for Existing Sites in the System

**Existing Sites are sites that conducted AQD business prior to MiEnviro Portal**

1. Must register for a user account.
2. Complete security questions upon activating a user account.
3. Asbestos program users who have submitted any notifications in the Asbestos Notification System (ANS) will automatically be connected to their sites in MiEnviro if they use the same email to register for their user account.
4. Existing sites were mailed a letter with a verification code.
5. Users who are not the Site Administrator should contact the Site Administrator for the site to get linked to the site data.

### First time MiEnviro Users for Sites not in the System

1. Must register for a user account.
2. Complete security questions upon activating a user account.
3. If you are not sure if a site is registered in the system, contact the AQD.
4. Asbestos program users – new contractors need to complete a **New Contractor Registration Form** prior to submitting an **Asbestos Notification of Intent to Renovate/Demolish**.
5. Submit an application. Submitting the first application for a new site creates a site in the system. The person who creates a site in the system, is the Site Administrator. New site users who want to submit a Permit Application must first submit a New Air Site Request form.
6. New users who are not the Site Administrator for a new site, must contact the Site Administrator for the site to get linked to the site data.

## 5 Create a User Account

**Step 1:** Click on **Create an account**.

**Step 2:** Fill in the required data.

- a. First Name and Last Name
- b. Email address – this must be unique. Enter the email address, and then enter again to confirm. They are case sensitive.
- c. Enter the password in the **Password** field and re-enter it in the **Confirm Password** field. Passwords must be 8 characters with at least one number, one special character such as !, @, #, one upper case letter, and one lower case letter. Passwords expire every 90 days.
- d. Enter the phone number the AQD should call to contact you.
- e. Enter your organization or Company Name.

**Step 3:** Click **Create Account** – The pop-up window (Figure 5-1) will state your account has been created.

**Step 4:** Check your email for a MiEnviro email message. If the message doesn't appear in your inbox, check your junk email folder.

- a. The email will provide your username and a link. Your username is the email address you used for your account.
- b. Click the link to activate your account. You will see a pop-up window that states "Account Activated." (Figure 5-2.)
- c. Click on **Sign In** on the pop-up window to log into MiEnviro or go to the home page and click on **Sign in**.
- d. Enter your username (email address) and password, then press "Enter."

**Step 5: First time logging in** after the account is activated: the system will prompt you to select and answer five security questions. The security questions will not appear on subsequent log-ins.

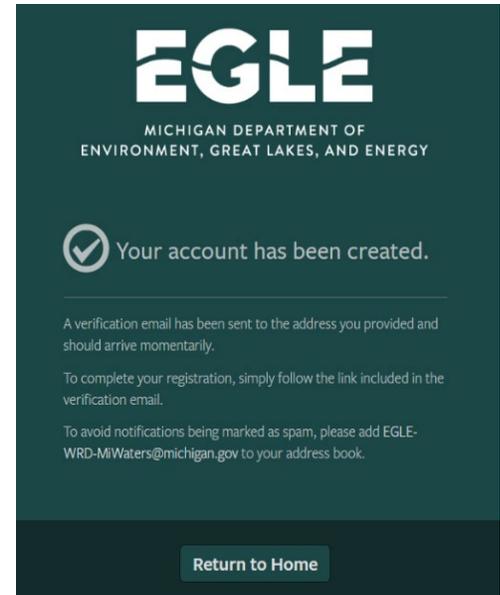


Figure 5-1 – Account Created

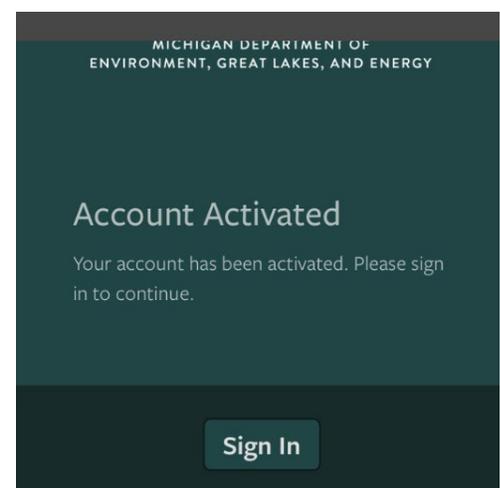


Figure 5-2 – Account Activated

## Set up Security Questions

Select and answer five security questions. If you forget the answers to your security questions, email [EGLE-Air-MiEnviro@michigan.gov](mailto:EGLE-Air-MiEnviro@michigan.gov) to request they be reset. You will be asked to verify your identity.

### *Subsequent log ins*

After you have created a user account, any time you log in you will click on **Sign In** on the log in screen. See Figure 5-3



Figure 5-3 – Sign Ins

## Email Address Changes

Send an email request to [EGLE-Air-MiEnviro@Michigan.gov](mailto:EGLE-Air-MiEnviro@Michigan.gov) including your registered account email, your new email, and the reason for the change. The system will send an email to both email addresses when the change has occurred. **If you changed employers, you'll need to create a new user account with the new email.**

## Locked Account

Three failed attempts to log in will lock your user account. Contact [EGLE-Air-MiEnviro@Michigan.gov](mailto:EGLE-Air-MiEnviro@Michigan.gov) to have your account unlocked.

## Certifier Access

Some applications or forms require a user to be certified to submit. Dry Cleaning and Asbestos Notification applications do not require a user to have Certifier rights. The Equipment Inventory Review form and the Annual Emissions Report require a user to have certifier rights to submit. To become a Certifier, submit the Certifier Agreement form found on the **Authorized Users** tab or under your user profile on the **Signing Authority** tab. See [Authorized Users](#) in Section 6 *Navigating the System* for more information. The original form must be mailed to EGLE for processing. EGLE cannot accept electronic versions of the form. It can take up to two weeks to receive and process the form.

## 6 Navigating the System

### Getting Started

This screen only displays when the user doesn't have access to any sites.

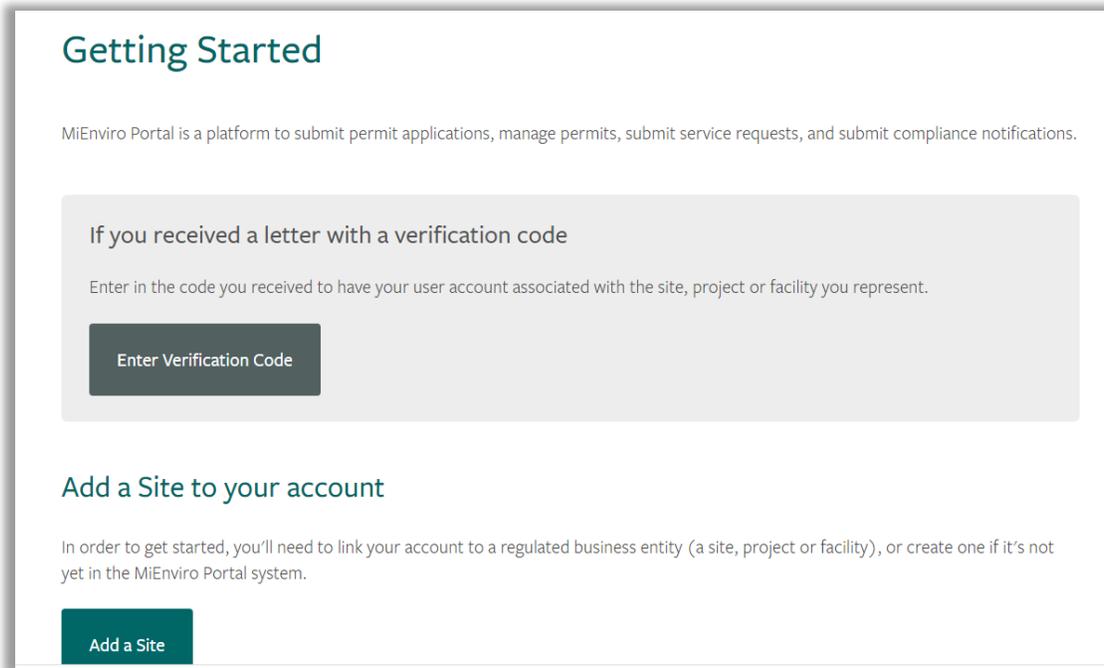


Figure 6-1 – Verification Code

#### *Enter Verification Code*

Sites who have previously done business with the AQD will be mailed a letter with a verification code. Click Enter Verification Code, then enter the code to be connected to the site. The site user who enters the code will become the Site Administrator for the site.

#### *Add a Site to your Account*

This button provides two options. If you aren't sure if a site is registered with the AQD, email [EGLE-Air-MiEnviro@michigan.gov](mailto:EGLE-Air-MiEnviro@michigan.gov).

1. ***It has been registered with EGLE*** – This is a site that is already in the MiEnviro system. This includes sites with permits, dry cleaning licenses and submittals for asbestos. This may also include dry cleaning sites without licenses. **This option will direct you to contact the Site Administrator. The Site Administrator will authorize you access to a site.**
2. ***It has never been registered with EGLE*** – This is a site that has **never** been permitted, licensed, inspected, or submitted anything to EGLE. Selecting this option will take you to **Start a New Form**. Completing and submitting an application/form adds a site to the system. As the person who submits the application, you have access to the site data and become the Site Administrator. Users who are applying for a permit for a site that has never been registered must first submit the New Air Site Request Form.

## Welcome Screen

This is the landing screen upon logging into the system. First time users or new facilities will see less options prior to submitting an application, form, report or registering a site. After you complete a submittal, more options will automatically be available upon subsequent log ins.

If you have more than one site associated with your user account, the screen will show **(All)** with a triangle or down arrow. Search for a specific site by entering the name in the **Filter items** box.

1. Click the down arrow to see a list of your sites and click on the site you want to work on or view. See Figure 6-2.
2. Click on **Manage** to view a list of your sites with more information. You can choose to hide or show your sites in the list under **(All)**. The hide/show function can also be accessed by clicking on the display name at the top right corner, which is your User Profile.

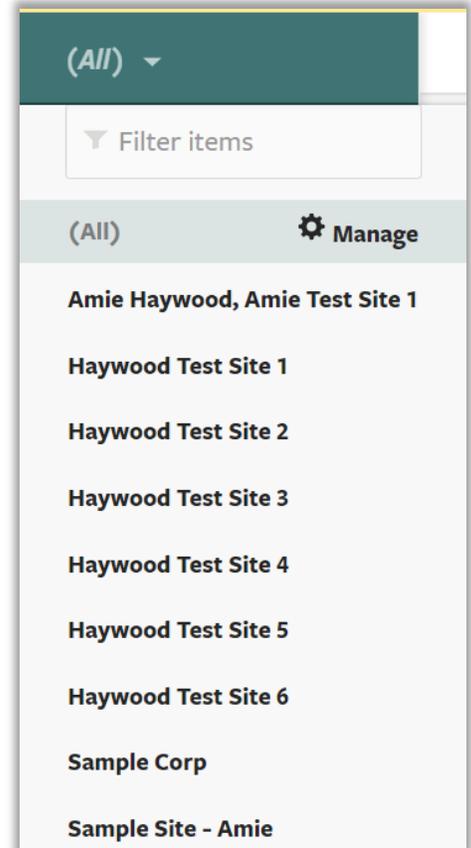


Figure 6-2 – (All)

## Home

Once you have added a site to your account, the Home screen is the landing screen upon logging in if you don't have any items on your Dashboard.

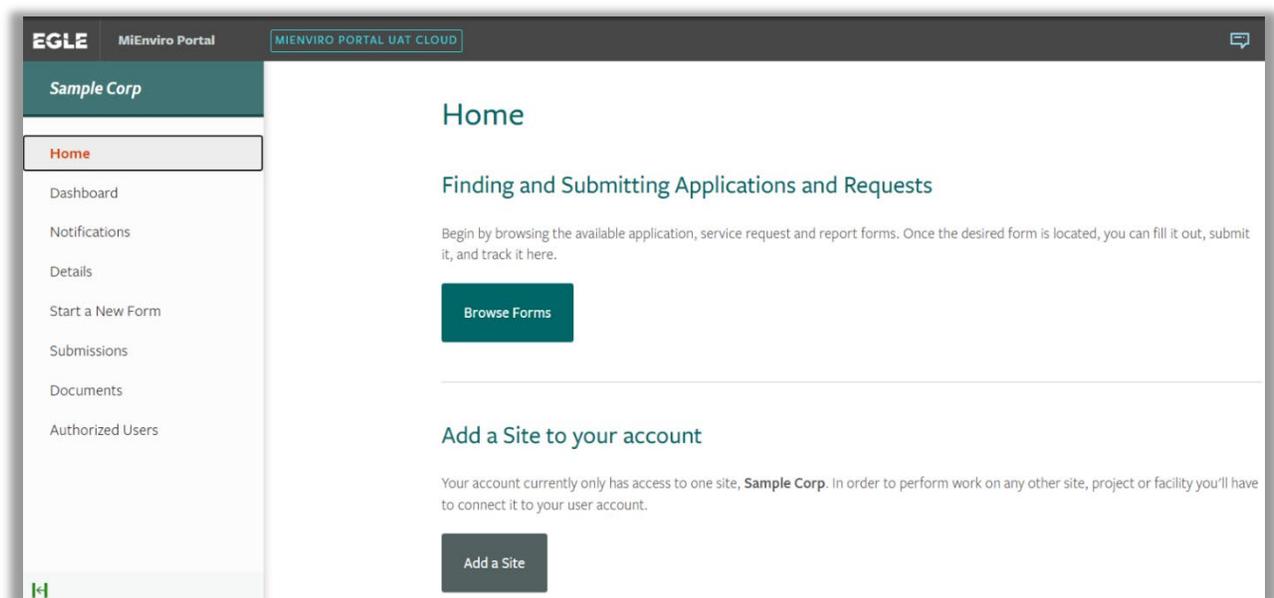


Figure 6-3 – Home, Browse Forms, Add a Site

### Browse Forms

Once you are linked to a site, the additional option of **Browse Forms** becomes available on the **Home** screen. This button provides the same functions as **Start a New Form** on the left. Search for applications and forms by scrolling or entering key words in search or filter fields. See Figure 6-3.

### Top Right Links

**Home** – Takes you to the Dashboard

**About** – Access MiEnviro Portal webpage

**Contact** – Access contact emails for asking questions about MiEnviro

**Sign Out** – Exit the system

**MI.gov/Home** – Access the State of Michigan Webpage

### Dashboard

The dashboard provides a list of active work items. Some examples of what appears on the dashboard are any draft submissions (also accessible on the Submissions tab), documents the AQD needs your signature for, outstanding invoices, compliance reports, etc. If there are items on the Dashboard, it will be the landing screen upon logging in.

- When a site user has access to more than one site, the site selection box displays **(All)**.
- When the site selection box is set at **(All)**, the Dashboard will display items for all the sites you have access to.
- Select a specific site to view/access only items for that site.

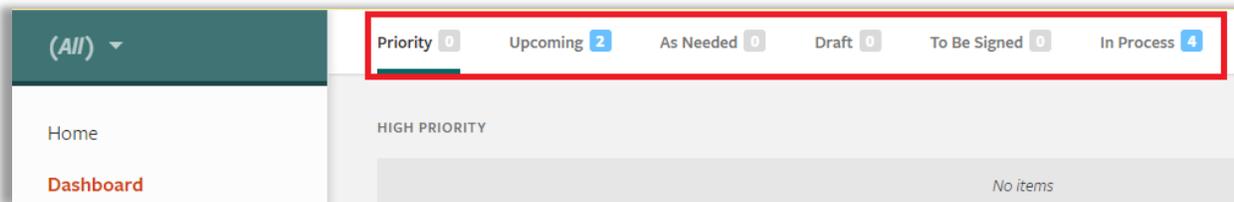


Figure 6-4 – Dashboard Categories

### Dashboard Categories

The items displayed on the Dashboard are separated by categories. Click on each category title, see Figure 6-4, to view items within the specific category.

#### Priority

Items that require your immediate attention or your attention very soon.

#### Upcoming

Items that are coming up soon.

**As Needed**

Access reports, forms, applications here to use “as needed.” As needed items generally do not have a due date. An example of an As Needed item is the ad hoc Equipment Inventory Review Form. This form will always be available in the As Needed category on your Dashboard.

**Draft**

Access forms, applications, and reports you have started, but not yet submitted.

**To Be Signed**

The AQD is currently not using this category.

**In Process**

This allows quick view access to items submitted to the AQD that they are currently working on.

**Notifications**

Check here for system emails regarding items that may require your response, status notifications, receipts for submittals, and notifications regarding your user account. Access notifications by clicking on **Notifications** on the left or by clicking on Notification ‘charm’ on the “Charm Bar.” See Figure 6-5.

The notification charm looks like a speech bubble to the left of the question mark or “help” charm.

If you don’t have any notifications, the screen will be blank.

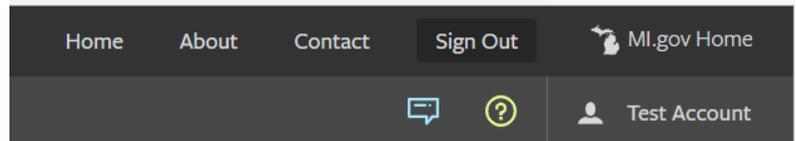


Figure 6-5 – Notification Charm

**Details**

This screen provides information about your site. For updates needed to data on the Details screen, email the Compliance Manager/District Inspector or [EGLE-Air-MiEnviro@michigan.gov](mailto:EGLE-Air-MiEnviro@michigan.gov).

**Details:** Provides the Designated Name for the site, Site Type, Address, City, County, State, Postal Code and Country. Includes the Compliance Manager which is your district inspector.

**Site Plan:** Provides an interactive map of the site location.

**Contacts:** Provides contacts associated with the site. Allows additional contact information to be added by clicking on **Add Contact**. Click **Open** next to a contact to edit their information. Contacts cannot be deleted for historical record purposes. Note: contacts are not necessarily users. Users are people who have created a user account. Updates to contacts do not update users.

**Relations:** Provides a list of additional sites that are related to the site. Provides the Category, Related Entity Name, Relationship with Current Entity, Related Entity Number, Active Permits, and Status.

## Start a New Form

Select applications to submit to the AQD. See Figure 6-6.

*I want to start a new application* – Provides a list of application forms and a filter field. Type key words in the filter field to narrow your search. Click **Begin** next to the form you want to open. Examples of key words are dry cleaning, asbestos, permit to install. When entering “air” as the filter word, the system will display every application with the word “air” in it. See Figure 6-7 to view the filter field.

*I have a reporting obligation to fulfill* – Access any form the AQD has scheduled specifically for your site.

*I want to make a service request* – The AQD does not currently use this feature.

*I want to file a complaint or report an incident* - Provides the form to file a complaint with EGLE.

*I’m not sure* – Access all forms except the Equipment Inventory Review form.

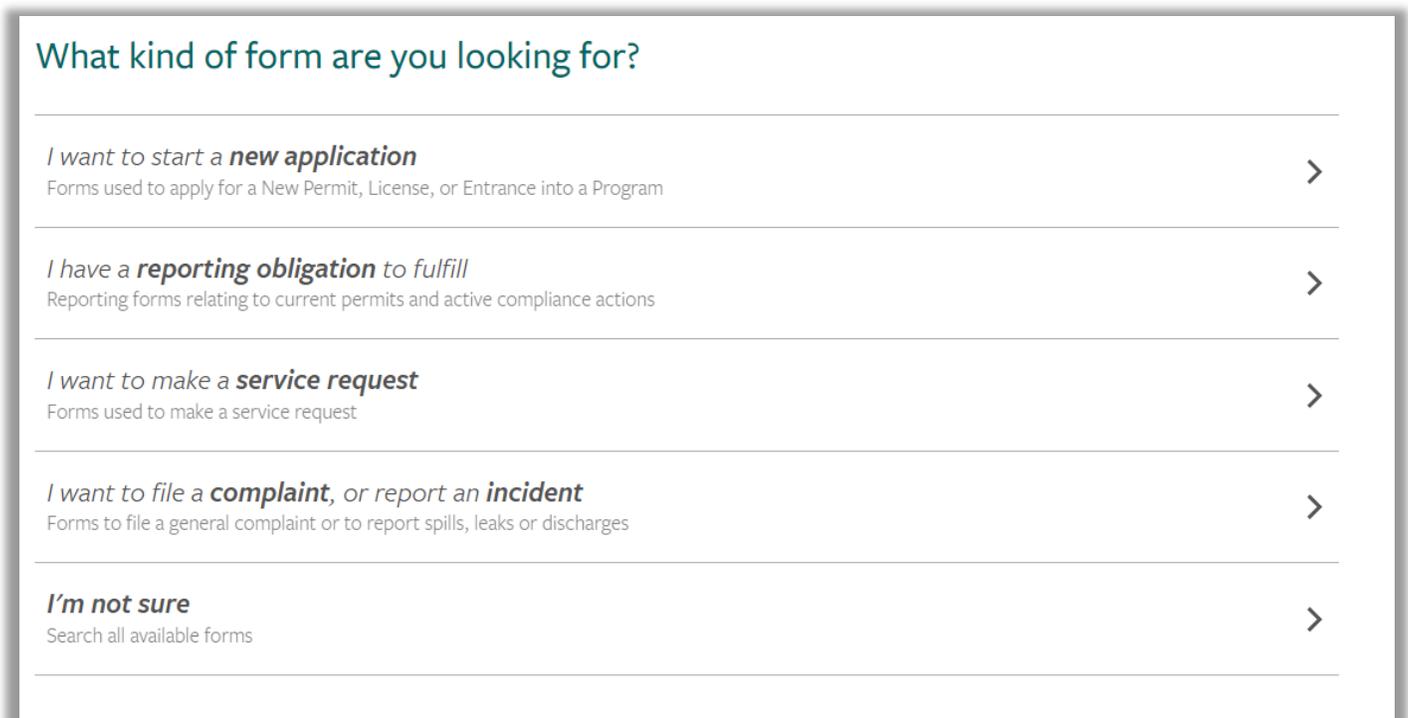


Figure 6-6 – Form Selection

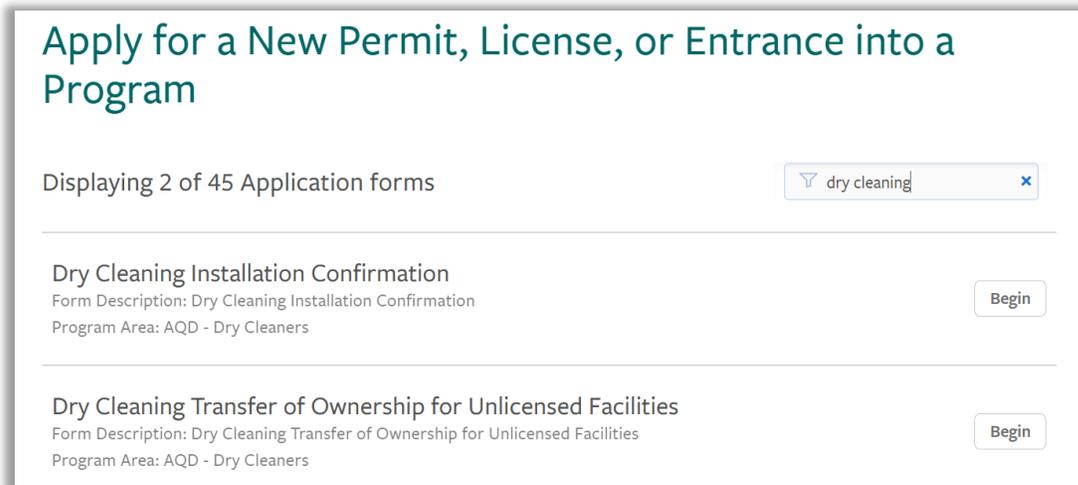


Figure 6-7 – Filter

## Submissions

Started and saved (draft) applications, forms and reports or submitted applications, forms and reports will be accessible on the **Submissions** screen (see Figure 6-8). Go to **Submissions** to continue working on a draft item; view all submissions; or use filters to view specific types of applications, forms or reports. See Figure 6-8. If the Filter by Status selection is changed to a specific status, you may need to change it to “(All)” again to see all submission types.

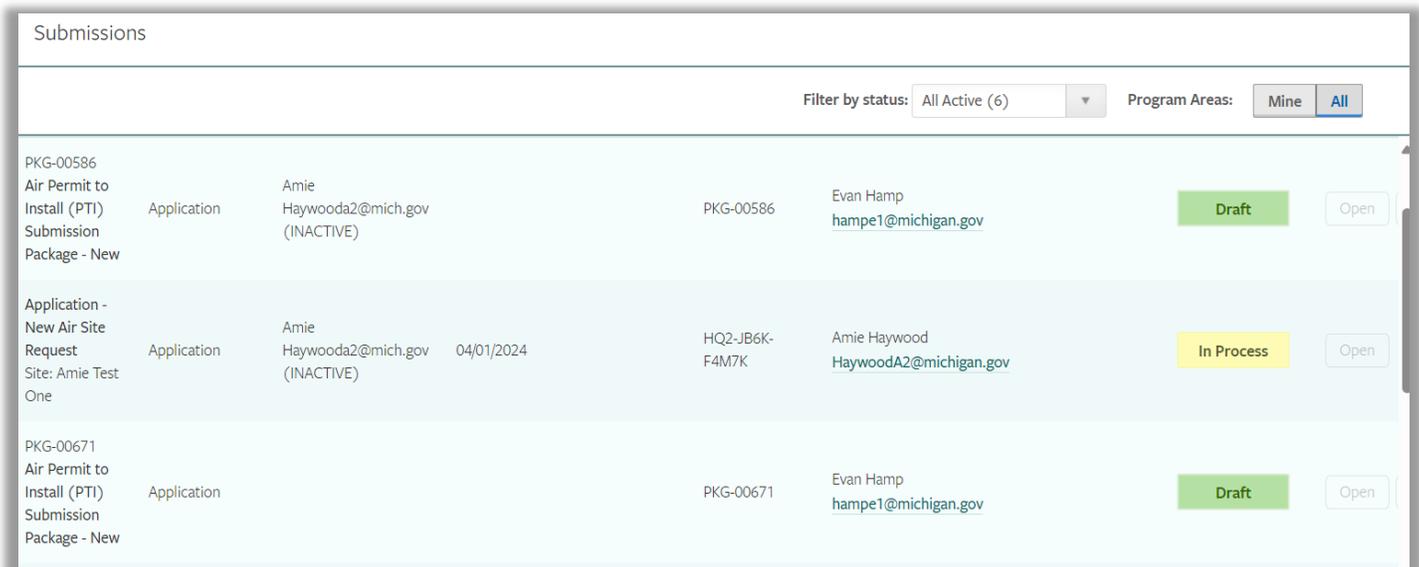


Figure 6-8 – Access Submissions

## Permits (Dry Cleaning Licenses)

Access permits or dry-cleaning licenses on the Permit screen. The system refers to licenses as permits. The system will display any permits or licenses associated with a site. There are filter options by permit number, permit type, a variety of dates and permit status. Click on the permit status at the far right to view, download or print the permit or license.

Each site will have a permit labeled RPT. This is not a permit. It's a required placeholder in the system which allows the AQD to schedule forms/applications for sites to submit data to the AQD. Scheduled forms/applications have a due date.

## Evaluations

Access information on completed site inspections.

## Violations

Access issued violation notices.

## Compliance & Enforcement Actions

Access enforcement and compliance actions for a site.

## Financials – Paying a fee or fine

Access fees or invoices, print a copy of the invoice, generate a voucher to mail in payment for an invoice, or pay invoices online. Fees acquired through the enforcement process must be paid by mail.

**Step 1:** Click **Financials**.

**Step 2:** Click **Open** on the line item you want to view.

### *Paying by Mail*

Acceptable payments by mail are checks, cashier's checks or money orders. Make your payment payable to State of Michigan. **The AQD will not issue a dry cleaning license until payment is received in full.**

**Step 1:** Click **Financials**.

**Step 2:** Click **Open** on the line item you want to pay.

**Step 3:** Click on **Generate Payment Voucher**. See Figure 6-9.

**Step 4:** Click **Open File** to open/view the invoice.

**Step 5:** Print the voucher.

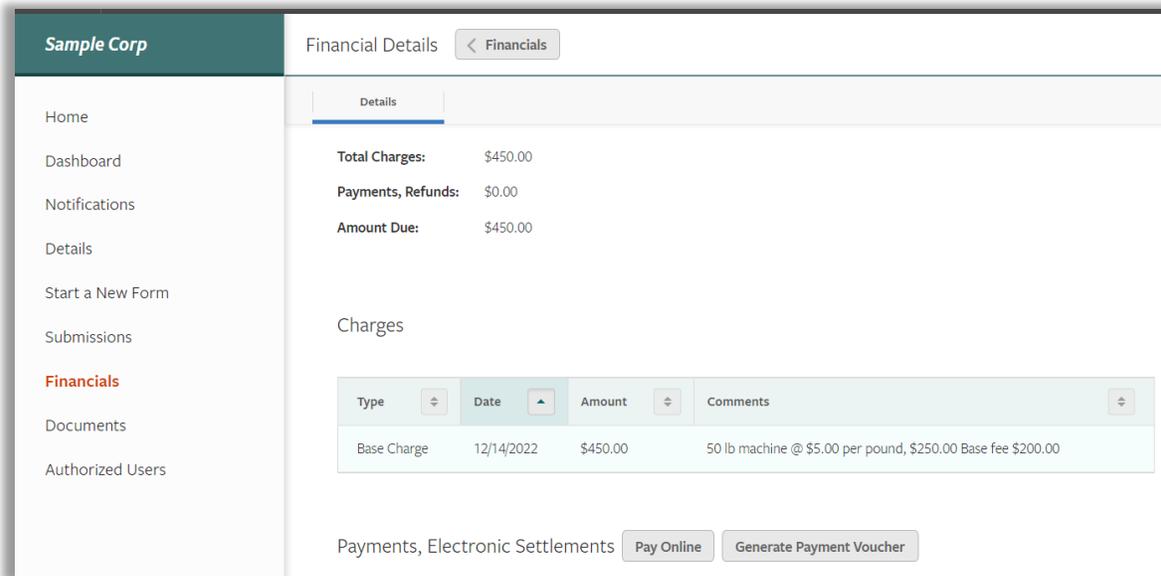


Figure 6-9 – Pay Online or Generate Payment Voucher

Mail the payment and voucher to the address on the invoice which are listed below.

**Regular Mail**

EGLE - Cashiers Office  
 PO BOX 30657  
 Lansing, Michigan 48909-8157

**Overnight Mail**

EGLE – Cashiers Office  
 425 West Ottawa Street  
 Lansing, Michigan 48933

**Paying Online**

Acceptable methods of payment online are credit cards or an electronic check. Partial payments are not allowed online. There is a 2% transaction fee if you pay by credit card. Example, if your invoice is \$100, there will be an additional \$2 charged to your credit card. The payment system does not charge a transaction fee when paying by electronic check.

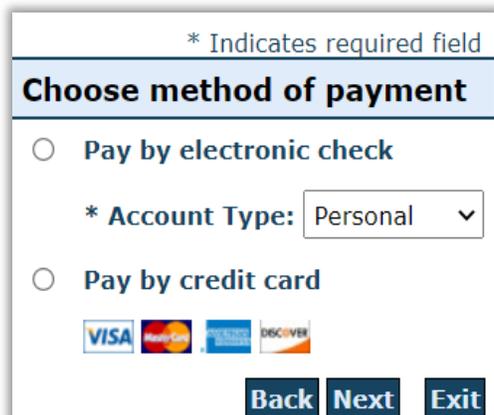


Figure 6-10 – Online Payment Method

**Step 1:** Click on the **Financials** screen on the left.

**Step 2:** Click **Open** on the line item you want to view.

**Step 3:** Click **Pay Online**.

**Step 4:** Select **Pay by electronic check** or **Pay by credit card**, when selecting **Pay by electronic check**, select Account type. The selections are Personal or Business depending on which checking account you want the funds to be drawn from. See Figure 6-10.

**Step 5:** Click **NEXT**.

**Step 6:** Enter First name, last name, Street Line 1, City, State, Zip, Country, email for the billing address on your credit card.

**Step 7a:** When paying by credit card, enter the Name on the Card, Card Number, month and year for the expiration date and the Card Verification Value. See Figure 6-11.

**Step 7b:** When paying by electronic check, select the payment date, enter the name on the account, the account number and the routing number.

**Step 8:** Click **Next**.

**Step 9:** Review the information for accuracy. If accurate, click **Pay Now**.

\* Indicates required field

**Billing Address**

Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

Phone:

\*E-Mail:

**Payment Details**

\*Payment Amount: 450.00 USD  
Processing Fee: 9.00 USD

**Payment Method**

\*Name on Card:

\*Card Number:

\*Expiration Date: \* Month  \* Year

\*Card Verification Value(CVV2):  [What's This?](#)

**Back** **Next** **Exit**

Figure 6-11 – Card information form

The system will display a Payment Confirmation. See Figure 6-12. Click **OK**.

Financials - Payment Confirmation

---

Payment Transaction Details

Payment Status:	Payment Success
Amount Paid:	\$ 450.00
Payment Date:	12/14/2022
Confirmation Number:	22121418341000
Payment Type:	Credit Card
Processing Charge:	\$ 9.00

---

Charge Details

Type	Reference #	Submitted On	Amount
▼	▼	▼	▼

Figure 6-12 – Payment Confirmation

## Documents

Provides access to documents associated with the site. To download a document on the list, check the box on the left next to the document, then click *download*. Then open the document.

Previewing the document is an additional option. Click the ellipsis (three dots) to the far right of the document you want to Preview or Download. Click **Preview**. To view all pages of the document selected, click **View Full PDF**. Then use the small arrows at the top of the document to go back and forth through the pages of the document as shown in Figure 6-13. Use the magnifying glass with the - and + to zoom in and out of the document. Use download to download the document to your computer. To exit, click off the document.



Figure 6-13 – Page arrows, zoom and download in Preview document.

### Continue Draft or Delete Draft

Access a saved application, form, or report that hasn't been submitted by clicking on **Continue from Dashboard** or **Continue Draft from Submissions**. If the system has any updates to the form since you originally started the draft, the window below will pop up. Click **Promote** to enter the draft application. If there haven't been any system updates to the form, clicking on **Continue** will take you directly to the draft application. Click on **Delete Draft** from the **Dashboard** to delete the draft. See Figure 6-14.

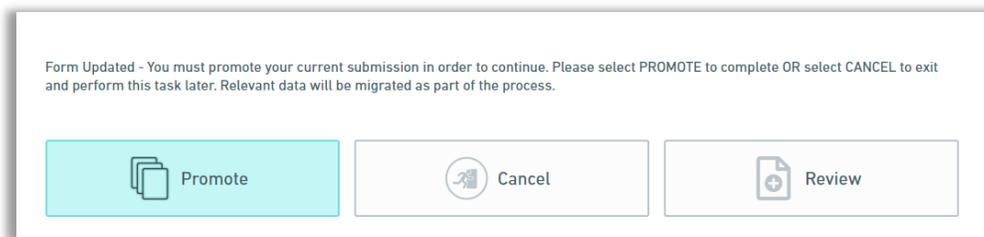


Figure 6-14 – Continue Draft

**PROMOTE:** Enter the draft to make edits.

**CANCEL:** Exit.

**REVIEW:** View the application data.

## Equipment and Emissions Inventories

Access the Annual Emissions Reports and Equipment Forms. Click on the button under Actions to enter a specific report or form.

**Back to MiEnviro Portal** – click here to go back to MiEnviro Home – Access welcome screen and guidance documents.

**My Facilities** – Displays a list of facilities you have access to.

**My Profile** – Provides some user information. Your profile is not managed in the Equipment and Emissions Inventories portion of the system. Your user profile is managed in MiEnviro.

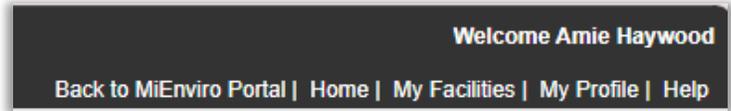


Figure 6-15 Equipment and Emissions Inventories Links

## Authorized Users - Linking a Site to a User Account

Site users with Site Admin access manage who has access to their site. Use this screen to link or authorize other users to site data. After you create a MiEnviro user account, you will not be able to see any existing site data until a Site Administrator sends you an email invitation. Sites can have more than one Site Administrator. Follow **Step 1** or **Step 2** below.

**Step 1:** Contact the Site Administrator if there is one and they will send you an invite to connect you to the source data.

**Step 2:** Contact the AQD if you don't know who your Site Administrator is.

### Site Administrator

Only a Site Administrator can invite another user to access their source data.

**Step 1:** To invite another user to access the source data, click on **Authorized Users**.

**Step 2:** Click on **Invite User to Join** (Figure 6-16).

- Enter the first and last name.
- Enter the email they used for their MiEnviro user account.
- Select a Role:
  - Viewer – Can view site information but can't make any changes.
  - Editor – Can fill out forms and reports. May require certifier permissions to submit, depending on the form.
  - Administrator – Can edit site information, invite other uses to join the site, inactivate users, and request certifier permissions for users.

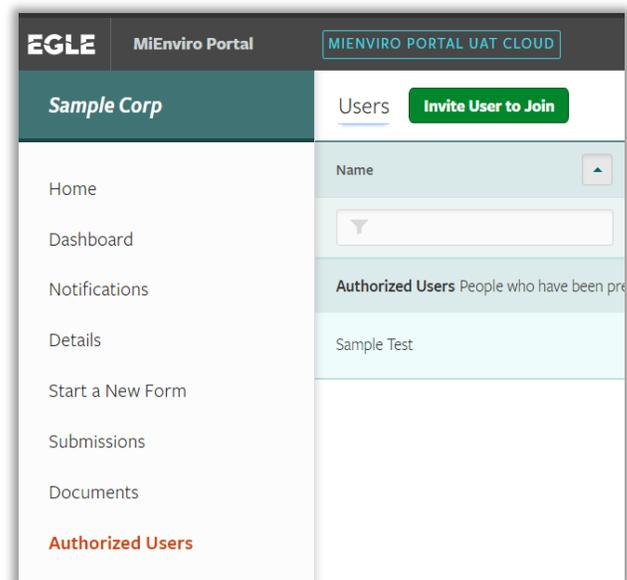


Figure 6-16 – Invite User

**Step 3:** Click **Send Invitation** -The system will send the user an email with a link. The system will also email the Site Administrator.

**Step 4:** The invited user can access the source data through the link in the MiEnviro email.

## Update user information-View sites I have access to

### User Profile

Click on your name (upper right corner, next to the person icon) to access the User Profile screen. See Figure 6-17. The name in this example is **Test Account**.

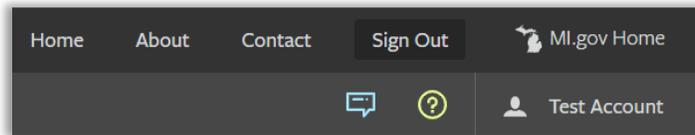


Figure 6-17 – Update Profile Information

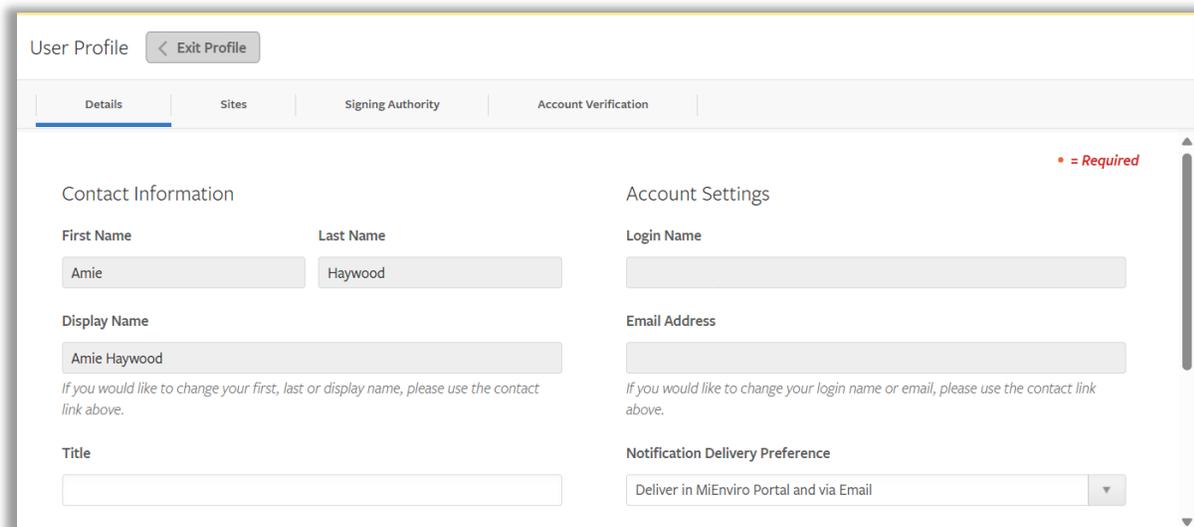


Figure 6-18 User Profile Tabs

**Details** – Provides your contact information and account settings, and the ability to change your password. Select notification delivery preference for system notifications.

**Sites** – Provides a list of your sites and allows you to manage which sites show up in your list under **(All)** by clicking on the Site tab, then click on Hide if you do not want to see the site in your list. Hiding the site from your list will not delete the site. If you hide a site and then later want it to show up in your list again, make sure the *Visibility* filter is at **All or Hidden**, then click on *Show* to see the site listed.

**Signing Authority** – Access the Certifier Agreement Form for submitting specific applications that require a certifier. Dry Cleaning and Asbestos applications do not require a user to be certified.

**Account Verification** - If the AQD has provided you a verification code to access additional sites, enter it here and then click **Submit**.