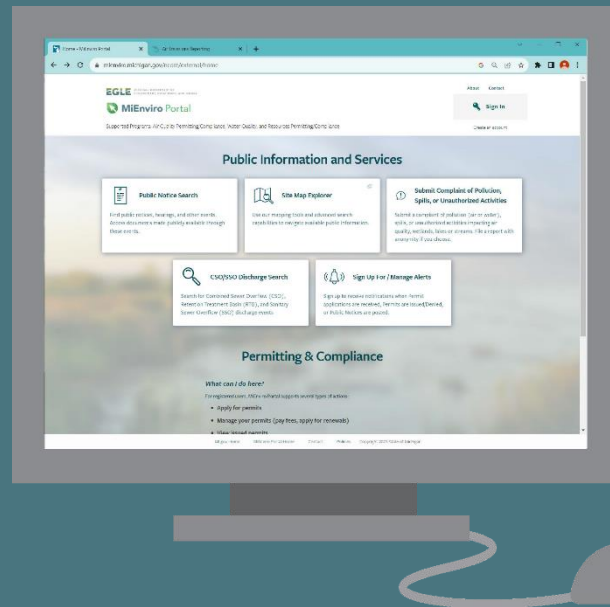




# MiEnviro Portal for Air

## Air Program General USER GUIDE





MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY

**[Michigan.gov/EGLE](https://Michigan.gov/EGLE)**

**[Michigan.gov/MiEnviro](https://Michigan.gov/MiEnviro)**

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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 portal at [MiEnviro.Michigan.gov](https://MiEnviro.Michigan.gov) and you will see the screen shown below (Figure 3-1).

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 listed under **Public Information and Services**.



Figure 3-1 – Public Information

#### Public Notice Search

Users can view all current public notices, or search for a specific one. Search for a specific site by entering data into the filter fields. 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 may be submitted by clicking Add Comment.

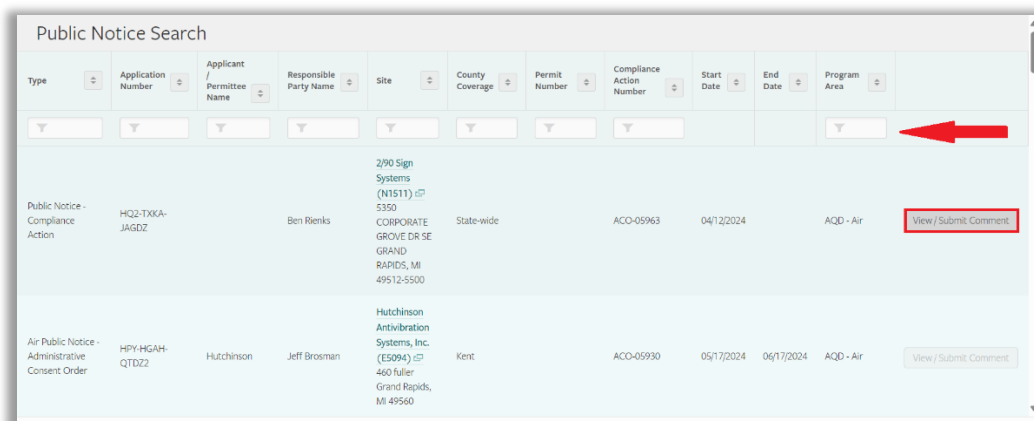


Figure 3-2 View/Submit Comment

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

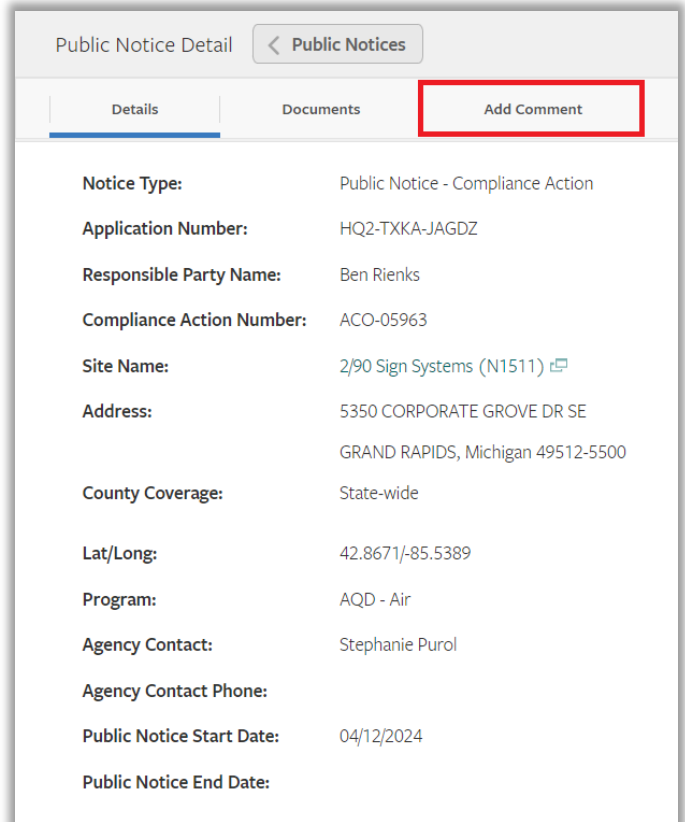


Figure 3-3 Add Comment Tab

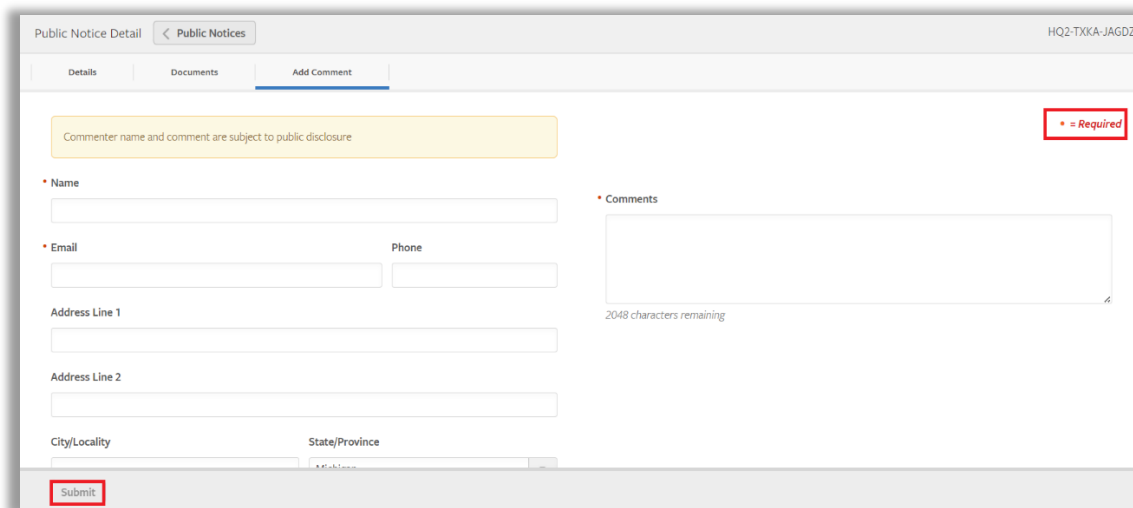


Figure 3-4 Required fields and Submit button

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**

Information about asbestos notifications submitted to EGLE.

## **Site Map Explorer**

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

## **Beachguard**

Information on Michigan beaches.

## **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.

## **Air Toxics Screening Level**

Search regulated air pollutants for information on Initial Threshold/Initial Risk screening levels, as well as those chemicals that are under review and open for public comments about their screening levels and how they were derived.

## **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.

## 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*.

### Accessing an existing site

An existing site is a company/site that has done business with the AQD such as having an air Permit to Install.

Access to a site is provided on a per site basis. Sites may have as many users access their site as needed. There are three types of access. See [Authorized Users](#) in Section 6 *Navigating the System*.

In addition to gaining access to a site, if a direct employee of a site needs to submit equipment forms, permit applications and reports, they must be certified to submit. Dry Cleaning and asbestos related business do not require a user to be certified.

- Getting certified to submit for a site is done on a per site basis.
- If you are already certified to submit for a site doing water business, email [EGLE-Air-MiEnviro@michigan.gov](mailto:EGLE-Air-MiEnviro@michigan.gov) to request to be certified for the exact same site for air business.

1. Establish a user account (access to the system)
2. Contact the Administrator for a site to provide you with access to the site
3. If there is not an Administrator, email [EGLE-Air-MiEnviro@michigan.gov](mailto:EGLE-Air-MiEnviro@michigan.gov)
4. Mail a Certifier Agreement form (become certified to submit).

### New Sites (not yet established with AQD)

1. Establish a user account (access to the system).
2. If you are not sure if a site is registered in the system, contact the AQD.
3. For new sites that need to submit a new permit application, access and submit a New Air Site Request form first. Submitting the New Air Site Request form partially creates a new site in the system. You must wait until the AQD emails you before starting any additional applications for the site.

## 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.”

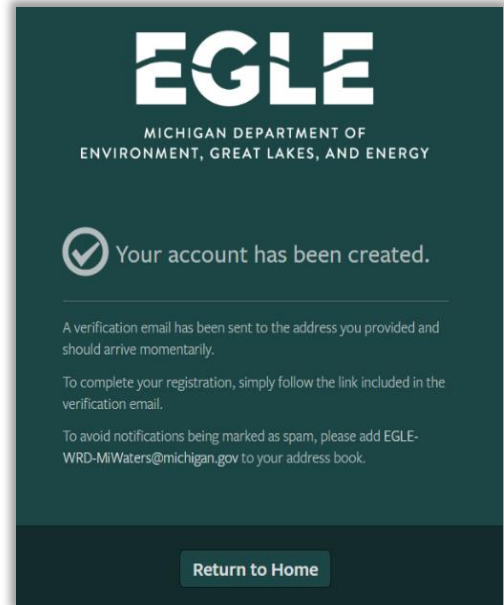


Figure 5-1 – Account Created

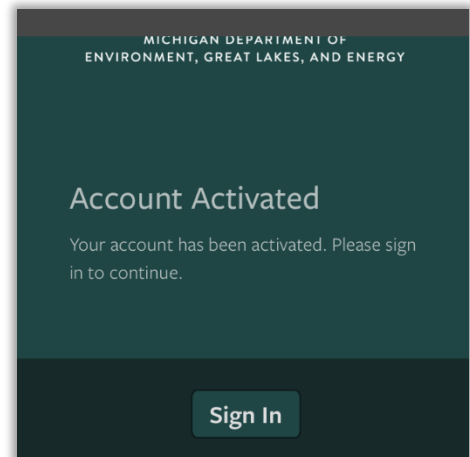


Figure 5-2 – Account Activated


**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.

## 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.

A rectangular button with a white background and a thin grey border, containing the text "Sign In" in a dark grey font.A rectangular button with a dark teal background and a thin grey border, containing the text "Create Account" in a white font.

## 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

After a person has a user account **and** access to a site, if you are a direct employee of the company/site, you will need to become certified to submit.

Most applications and compliance reports require a user to be certified to submit. Dry Cleaning and Asbestos Notification applications do not require a user to have certifier rights. To become a Certifier, mail the Certifier Agreement form to the address listed on the form. The form is on the Signing Authority tab in the user profile (your initials in the upper right corner) or on the **Authorized Users** screen. See [Authorized Users](#) in Section 6 *Navigating the System* for more information. The original form with wet ink signatures 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.

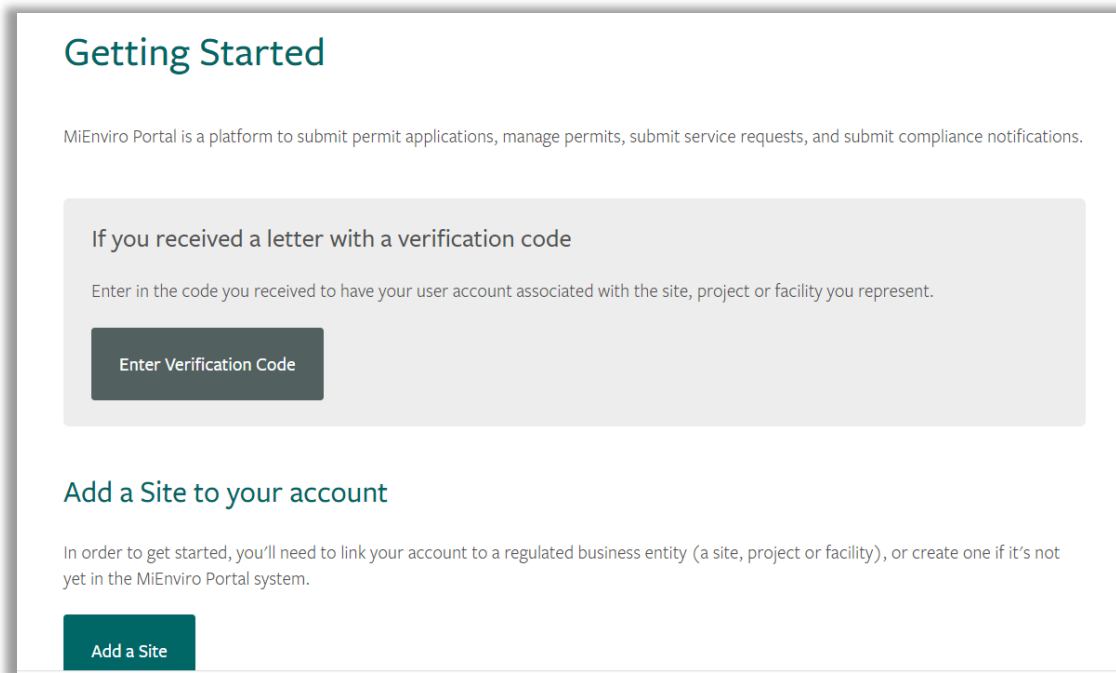


Figure 6-1 – Verification Code

#### *Enter Verification Code*

The AQD does not use verification codes. Contact the Administrator for the site. The Administrator is someone who works for the company/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 Administrator. The 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 become the Administrator for the site. 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 sites 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.

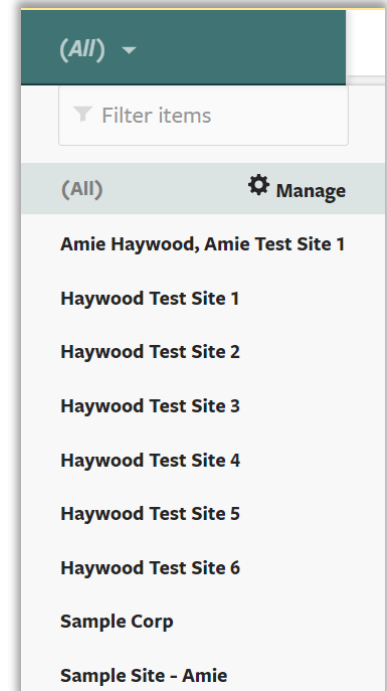


Figure 6-2 – (All) options

## 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.

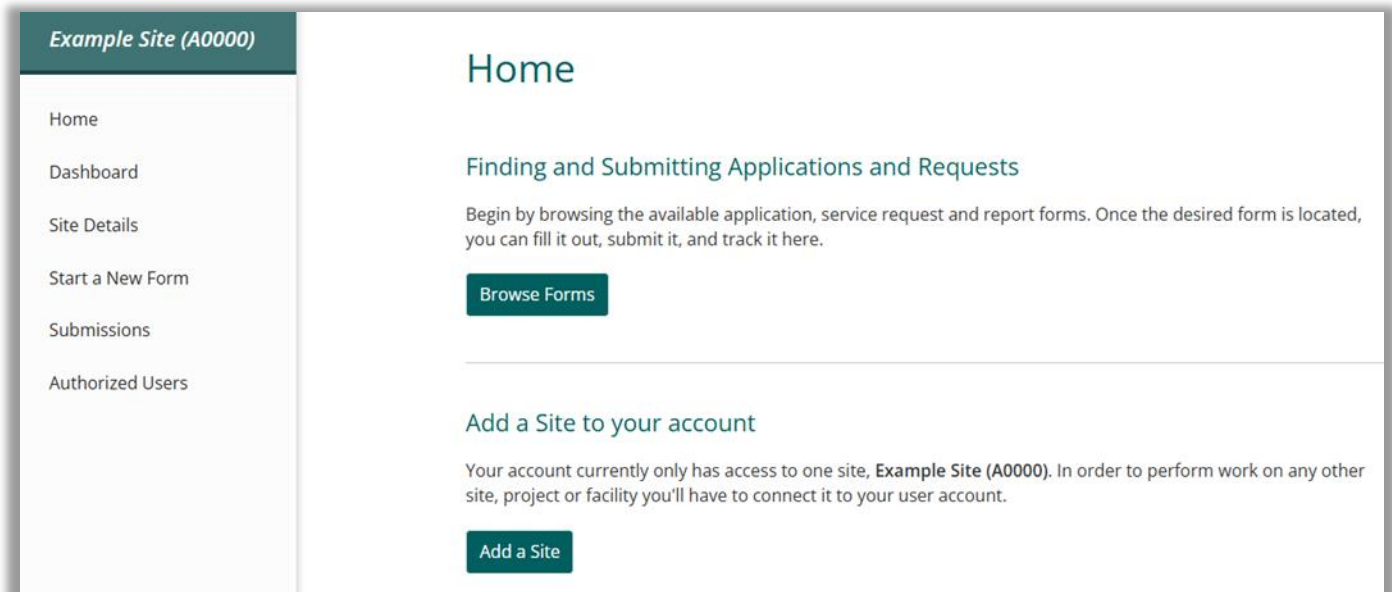


Figure 6-3 – Home, Browse Forms, Add a Site

### 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.

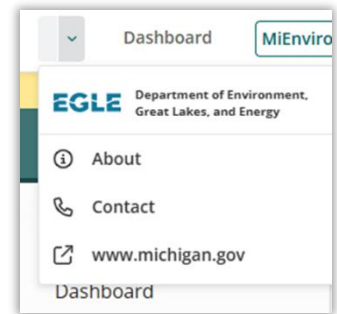
### Top Left Dropdown

Click the dropdown to display options

**About** – Access MiEnviro Portal webpage

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

**MI.govHome** – 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), 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.

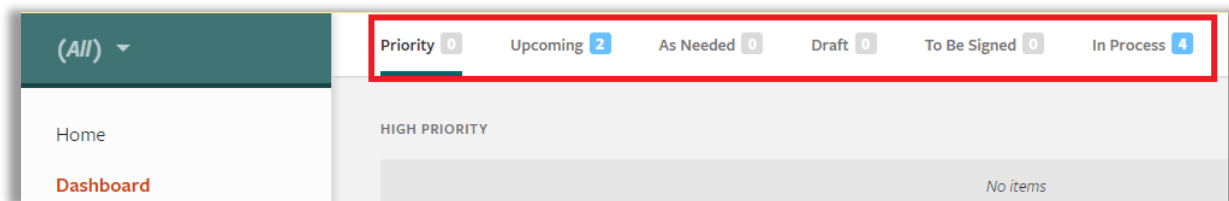


Figure 6-4 Dashboard Categories

### 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.

Access items that require your attention by clicking on **Begin or Continue** from your Dashboard.

**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 due date. The Off permit Equipment Inventory Form is an “as needed” form that is not required but is available if needed.

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

**To be Signed** – The AQD is currently not using this category.

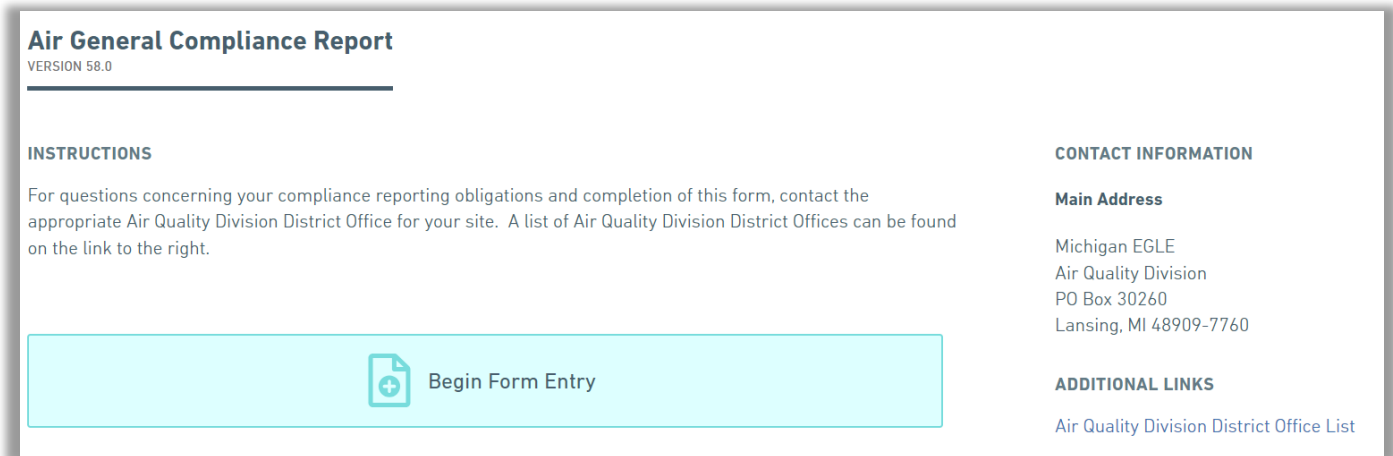
**In Process** – Allows quick view access to submitted items.

Reminder: The system refers to a form that the AQD has added to your site as a Schedule.

**Accessing applications, forms and reports from your Dashboard**

Click on **Begin, Manage Package, or Continue** to enter the form. The system will open the form and provide some instructional text and contact information if needed.

Click on **Begin Form Entry** as shown in Figure 6-6.



**Figure 6-6 Begin Form Entry**

All forms will have section names on the left of the form. Complete each section by entering data into all the required fields. Some fields are optional. Filling in optional fields helps reduce questions later. Required fields are marked with a red asterisk (\*) as shown below in Figure 6-7. Some questions have drop down lists to select an answer. Depending on the answer, more questions may appear.

Figure 6-7 Required Field Asterisk

Some forms require you to attach documents. The form will provide a box for you to click, drag and drop your file/document into or you can click **Choose File** and select the file from your computer that you want to upload. The system supports most file types but limits the size to 500MB (Figure 6-8.)

Figure 6-8 Attach File(s) Box

After the last section of the form, every form will have a Review section. Click **Next Section Review**.

Figure 6-9 Review section

Review the data you entered for accuracy. If there are any corrections to make, click on the appropriate section title on the left, then make any corrections. If you click on another section after you click Next Section Review, you must click on **Next Section Review** again. See Figure 6-9.

Forms can be saved and not submitted. Click **Save Progress** in the upper right corner.

Every form has a Certify & Submit section. Most compliance forms require a user to be certified. See the [Certifier Access section](#). Click **Submit Form**. See Figure 6-10.

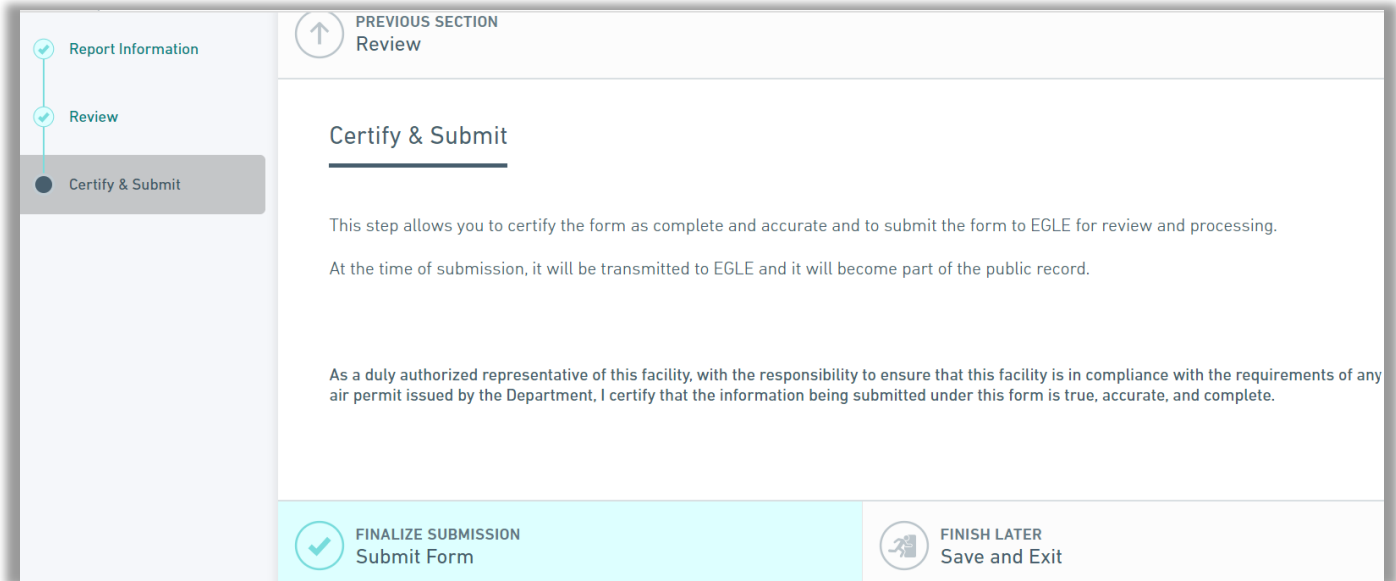


Figure 6-10 Submit Form

The system will display a window stating your submission has been received. See Figure 6-11.

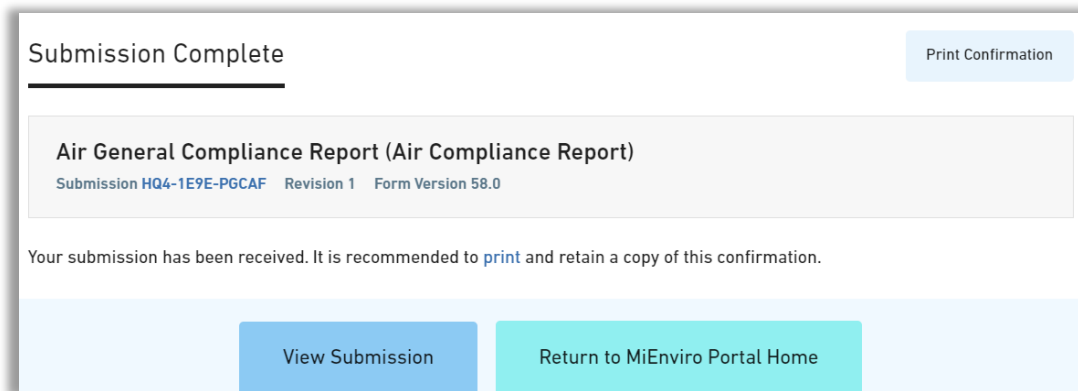
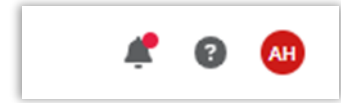


Figure 6-11 Submission Received

## Notifications

Check here for system emails for items that may require your response or status notifications, receipts for submittals, and notifications regarding your user account. Access notifications by clicking on the bell icon at the top right of the screen. There will be a dot next to the bell if there are unread notifications.



## 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. Changes to the Air Fee Billing Contact should be made using the Update Air Fee Billing Contact form.

- Allows additional contact information to be added by clicking on **Add Contact**.
- Click on the contact record area to edit their information.
- To remove a contact, click the three dot ellipsis on the far right to display the delete button, then click delete.
- Updates to contacts do not update user accounts or people who have access to the site. Site access is managed on the Authorized Users screen.

**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

This functional area/screen provides numerous searching options to find applications, forms and reports in the system. First, make sure to select a site in the site selection box. Select applications to submit to the AQD. See Figure 6-12.

***I want to start a new application*** – Provides a list of application forms and a filter field (Figure 6-14). 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.

*I want to renew, modify or terminate an **existing permit, license or registration*** – Access site specific permit change forms.

*I have a **reporting obligation** to fulfill* – Access any form the AQD has scheduled specifically for your site. These forms are referred to as “schedules”.

*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 a form to file a complaint with EGLE.

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

## Start New Form

### What kind of form are you looking for?

*I want to start a **new application***

Forms used to apply for a New Permit, License, or Entrance into a Program



*I want to renew, modify or terminate an **existing permit, license or registration***

Forms used to reissue, modify, transfer or terminate a permit



*I have a **reporting obligation** to fulfill*

Reporting forms relating to current permits and active compliance actions



*I want to make a **service request***

Forms used to make a service request



*I want to file a **complaint, or report an incident***

Forms to file a general complaint or to report spills, leaks or discharges



*I'm not sure*

Search all available forms



Figure 6-12 – Form Selection

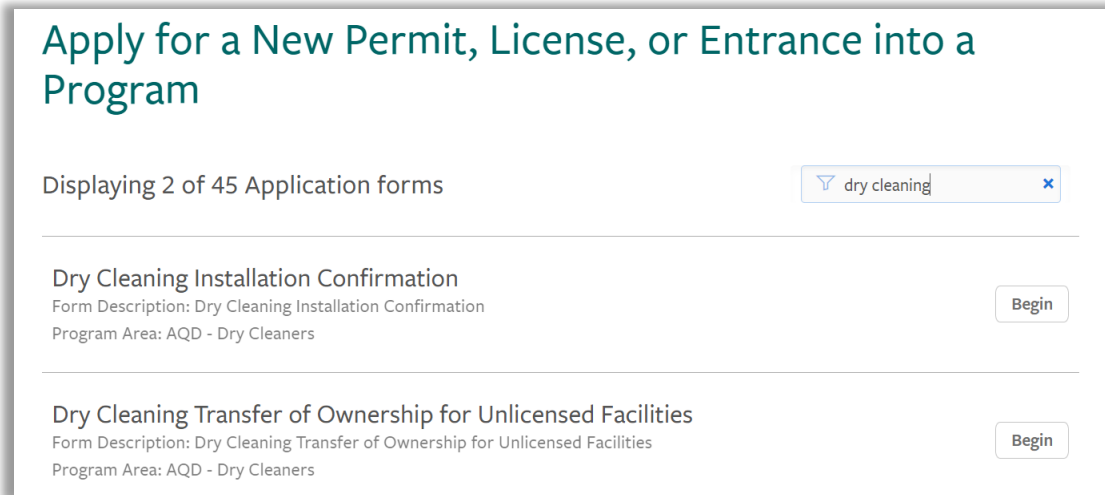


Figure 6-13 – Filter

## Submissions

Access draft, In Process, not started and submitted applications, forms and reports. See Figure 6-14 below. 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.

- ❖ 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.

The **In Process** status means the AQD is in possession of the form/report.

Submissions							
				Filter by status:	All Active (6)	Program Areas:	
						Mine	All
PKG-00586 Air Permit to Install (PTI) Submission Package - New	Application	Amie Haywooda2@mich.gov (INACTIVE)		PKG-00586	Evan Hamp hampe1@michigan.gov	Draft	Open
Application - New Air Site Request Site: Amie Test One	Application	Amie Haywooda2@mich.gov (INACTIVE)	04/01/2024	HQ2-JB6K-F4M7K	Amie Haywood HaywoodA2@michigan.gov	In Process	Open
PKG-00671 Air Permit to Install (PTI) Submission Package - New	Application			PKG-00671	Evan Hamp hampe1@michigan.gov	Draft	Open

Figure 6-14 – Access Submission

## 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 add forms and reports for sites to submit data.

## 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 6-16 below.

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

**Step 5:** Print the voucher.

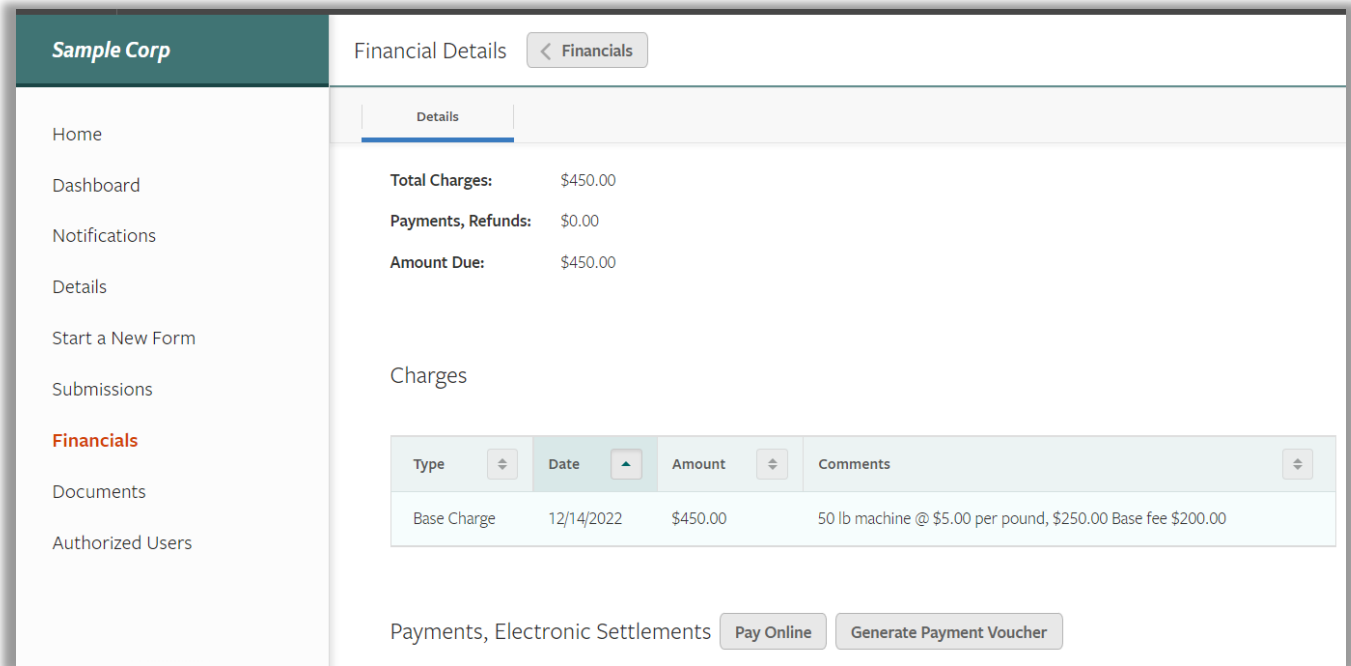


Figure 6-15 – Pay Online or Generate Payment Voucher

As indicated on the invoice, mail the payment and voucher to:

**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.

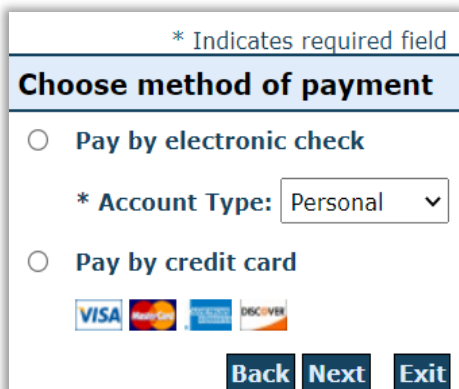


Figure 6-16 – Online Payment Methods

**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. To choose Personal or Business for the checking account you want the funds to be drawn from. See Figure 6-16.

**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 6-17.

**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**.

The system will display a Payment Confirmation. See Figure 6-18 below. Click OK.

The screenshot shows a web form titled "Card information form" with three main sections: "Billing Address", "Payment Details", and "Payment Method".

- Billing Address:** Includes fields for \*First Name, M.I., \*Last Name, \*Street Line 1, Street Line 2, \*City, \*State (dropdown), \*Zip, \*Country (dropdown), Phone, and \*E-Mail. A checkbox "Use Business Name" is at the top left.
- Payment Details:** Shows \*Payment Amount: 450.00 USD and Processing Fee: 9.00 USD.
- Payment Method:** Includes \*Name on Card, \*Card Number, \*Expiration Date (Month and Year dropdowns), and \*Card Verification Value (CVV2) with a "What's This?" link.

Navigation buttons "Back", "Next", and "Exit" are located at the bottom right of the form.

Figure 6-17 – Card information form

The screenshot shows a "Financials - Payment Confirmation" screen. It features a "Payment Transaction Details" section with the following information:

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

Below this is a "Charge Details" section with a table header:

Type	Reference #	Submitted On	Amount
------	-------------	--------------	--------

Figure 6-18 – 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 below in Figure 6-19. 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 6-19 – 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 6-20.

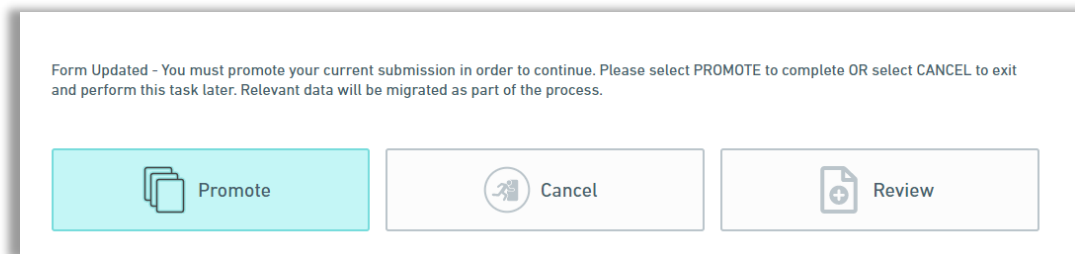


Figure 6-20 – Continue Draft

**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.

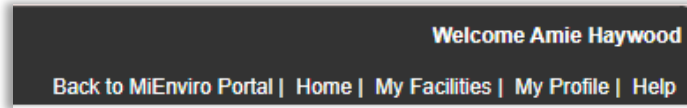


Figure 6-21 Equipment and Emissions Inventories Links

**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.

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

- Use this screen to link or authorize other users to site data and to remove user access from a site.
- Each user who needs access to a site will need to have their own user account.
- Access to a site is provided on a per site basis.
- Contact the Administrator if there is one and they will send you an invite to connect you to the site data or contact the AQD if you don't know who your Administrator is.

### *Administrator*

- Administrators are responsible for managing access to the site. This includes adding other users with the Administrator role and removing user access.
- Sites can have more than one Administrator.
- If there is only one Administrator, be sure to provide another person Administrator access in the event of extended leave or upon leaving employment to avoid any lapse in access.

### Authorize a User to Access a Site

**Step 1:** Select the site in the site selection box at the top of the left navigation menu

**Step 2:** To invite another user to access the source data, click on **Authorized Users**.

**Step 3:** Click on **Invite User to Join** (Figure 6-22).

- 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. Administrator – Can edit site information, invite other uses to join the site, and inactivate users.

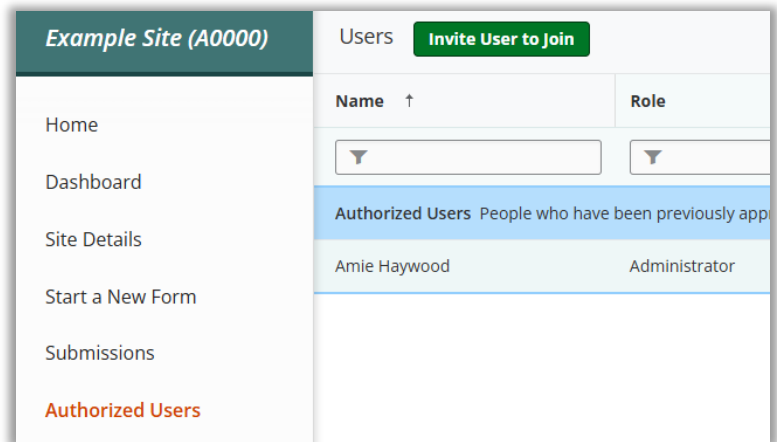


Figure 6-22 – Invite User

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

**Step 4:** The invited user clicks the link in the email and can then access the site.

### Remove Access to a site

**Step 1:** Select the site in the site selection box at the top of the left navigation menu

**Step 2:** Click Authorize Users

**Step 3:** Click open to the right of the user you want to remove

**Step 4:** Click on Inactive on the right panel

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

#### User Profile

Click on your initials (upper right corner) to access the User Profile screen. See Figure 6-23 below. The initials in this example are **AH**.

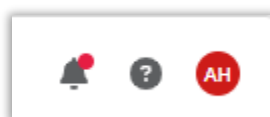


Figure 6-23 – Update Profile Information

The screenshot shows the 'User Profile' page with three tabs: 'Details', 'Sites', and 'Signing Authority'. The 'Details' tab is active. At the top left, there is a 'User Profile' header and an 'Exit Profile' button. A legend in the top right corner indicates that a red dot means a field is required. The 'Contact Information' section contains the following fields:

- First Name:** A text input field containing 'Amie'.
- Last Name:** A text input field containing 'Haywood'.
- Display Name:** A text input field containing 'Amie Haywood'.
- Title:** An empty text input field.
- Organization or Company Name:** An empty text input field.

Figure 6-24 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.