

# Updating Contact Information



# MiEnviro Portal for Air

Submit the *Update Contact Information* form in MiEnviro to notify the Air Quality Division (AQD) to modify, add or remove contacts. A single form allows you to make all three types of changes at one time.

Changes to contact information do not change **user account** information. Contacts for your site are the people who the AQD may contact for specific information such as permitting, emissions, fees, etc.

## Access the Update Contact Information Form

1. Select the site in the site selection box at the top of the left navigation menu.
2. Click **Start a New Form** on the left navigation.
3. Click ***I want to make a service request.***
4. Enter “contact” in the filter to narrow your search or use the scroll bar to locate the Update Contact Information form.
5. Click **Begin** next to **Update Contact Information**.

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## Service Request Forms

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Update Contact Information **Begin**

Form Description: Enter the short description for the form here...

6. The site name you selected will appear in the Select Site window. Click **Select** or use the drop-down list to select a different site if needed.
7. Click **Begin Form Entry**.

## Completing and submitting the form

### Edit Contact

This section allows you to add a new contact, edit an existing contact and remove an existing contact.

- Use the **Duplicate Edit Contact** or **Add New Edit Contact** buttons at the bottom to get additional Edit Contact sections when making more than one type of change or editing more than one contact.
- Use the **Clear** button to clear the data from the fields shown.
- Use the **Delete** button to delete the Edit Contact section.

#### 1. Are all permits affected by this change?

- Select Yes if you want the change made to all your permits.
- Select No if the change should be made on specific permits. If No is selected the system will display an additional question with a drop-down list of your permits to choose from.

2. **What would you like to do?** Use the drop-down list to select the type of change.
- **Add a new contact** – When this is selected, the system will create an additional section for entering contact information
  - **Edit Existing contact** – When this is selected, the system will display a drop-down list to select existing contacts.
    - Select the person whose information you want to edit.
    - Enter the updated information and select the contact role.
  - **Remove Existing contact** - When this is selected, the system will display a drop-down list to select existing contacts. **Select one or more** contacts you want removed.

### ADDITIONAL INFORMATION

**Addresses:** The address entered for the contact is their mailing address.

**Contact Role:** Click the drop down to select a role. Below is a list of the most common roles used for air related business.

**Make sure to select all roles the contact will need. If an existing role is not selected, EGLE will remove that role from the contact.**

- **Abatement Contractor** – Asbestos contractor
- **Abatement Contractor Contact** – Contact person for the asbestos contractor
- **Air Emissions Contact** –familiar with the emissions for the site.
- **Air Fee Billing Contact** - responsible for the fee invoice
- **Authorized Employee** – The person who has legal authority to act on behalf of the facility.
- **Inspection Contact** – The person the district inspector will contact at a site inspection
- **Permit Contact** – The person who can answer questions about the air permit
- **Responsible Official** - Typically the person considered the officer in charge such as the President, Vice President, Treasurer, etc.
- **Responsible Party** – The contact person for enforcement actions, often the Responsible Official

**Duplicate Edit Contact** – Click this button to duplicate the Edit Contact section.

**Add new Edit Contact** – Click this button to add a new Edit Contact window to make an additional contact change such as Edit an existing contact or Add a New Contact. It's recommended to use this button when you have more than one change. You can add as many Edit Contact windows as needed to continue making changes.

**Duplicate Add New Contact-** Click this button to duplicate the information in a new Add New Contact section. This may be helpful when adding more than one contact with the same address.

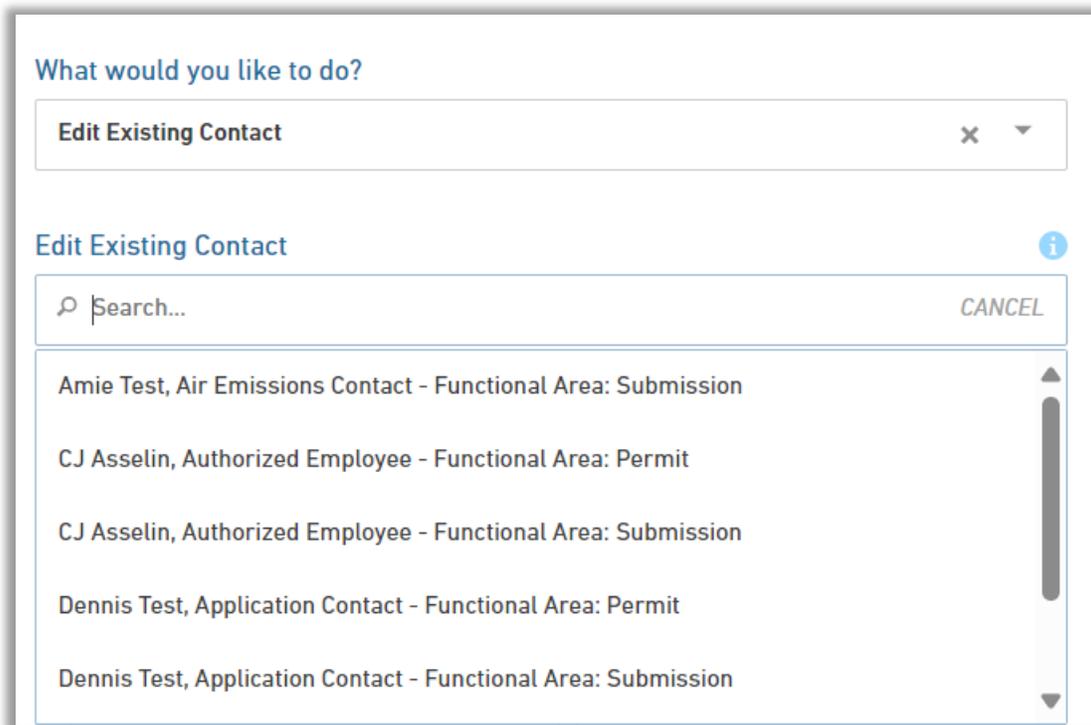
**Add new Add New Contact** – Click this button to duplicate the Add New Contact section with blank fields.

**Review** – Click Review to review the information on the form for accuracy.

**Certify & Submit** – Click Certify & Submit to submit the form

**Contact Types:** When choosing to edit or remove an existing contact the system describes the contact role and where in the system the contact is used.

The contact name is listed, then their role, then the functional area of the system contact information is stored. The functional areas of the system are the list of options on the left navigation menu.



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