



# MiEnviro Portal

## QUICK GUIDE FOR EMISSION REPORTING

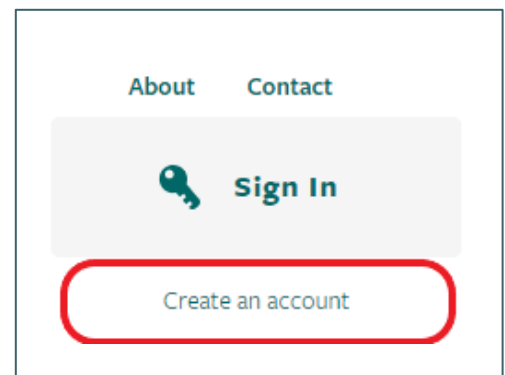
Email [EGLE-Air-MiEnviro@michigan.gov](mailto:EGLE-Air-MiEnviro@michigan.gov) to:

- unlock your account
- change your email
- reset your security questions
- other questions and assistance

Access MiEnviro Portal at:  
[MiEnviro.michigan.gov](https://MiEnviro.michigan.gov)

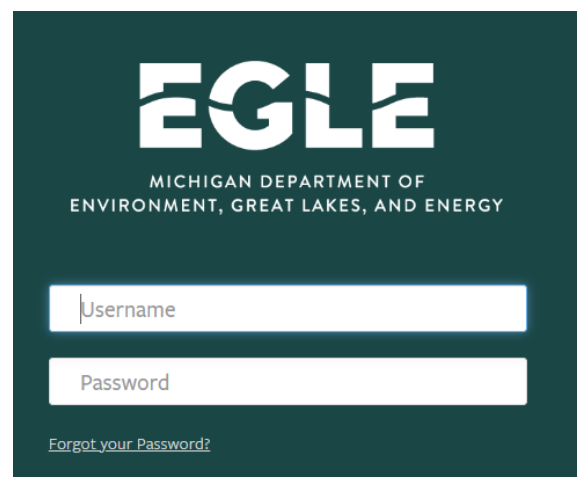
### Create User Account

- Click **Create an account**
- Fill in required data (Password must be 8 characters with at least one number and one special character, must also include one uppercase and one lower case letter)
- Click **Create Account**
- Check your email for a MiEnviro email
- Click the link provided in the email to activate your account
- Click on **Sign In** or go to the Home page and click **Sign In with an Existing Account**



### Logging In

- Enter your user name (the email you used to create your account)
- Enter your password (if you forgot your password, click on “Forgot your password?”)
- First time logging in – Select and answer security questions



## Navigation Menu

**(All)** Click on the drop-down arrow (All) to see a list of your sites. Click on any of the screen titles to access additional screens/tabs.

**Home** – Browse forms – recommend using Start a New Form

**Dashboard** – Items that need action

**Start a New Form** – Access applications/forms

**Submissions** - Access unstarted, draft and submitted applications/forms

**Permits** - Inspections, dry cleaning license

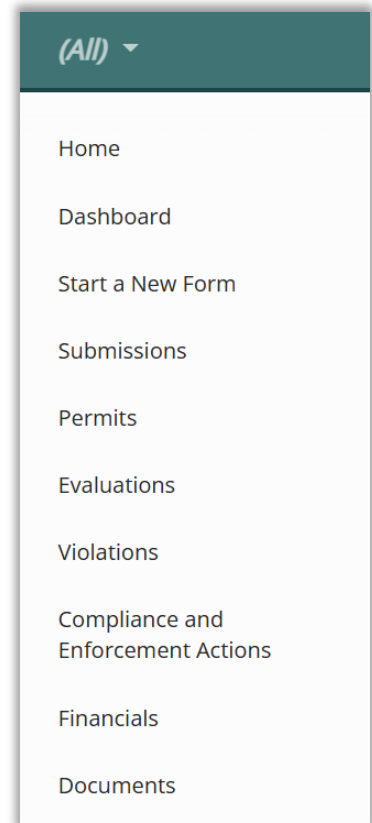
**Evaluations** - Inspections

**Violations** - Issued violations

**Compliance and Enforcement Actions** – Violation notices, enforcement actions, consent orders, etc.

**Financials** - Pay a fine, fee, or invoice

**Documents** - PDFs of documents associated with the site, submitted applications, etc.



When a specific site is selected, there will be a **Site Details** screen in addition to the screens listed above.

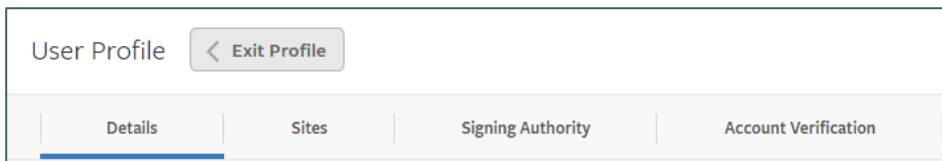
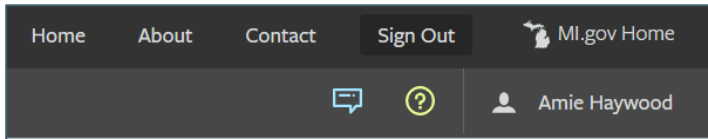
**Site Details** - Site details including contact information. Email [EGLE-Air-MiEnviro@michigan.gov](mailto:EGLE-Air-MiEnviro@michigan.gov) for updates needed to this functional area.

## Update Air Fee Billing Contact

- Select the site
- Click on **Start of New Form**
- Click on ***I want to make a service request***
- Click on Begin next to *Update Air Contact Information*
- Complete and submit the form

## User Profile

- Click on your name in the upper right corner to access your profile.



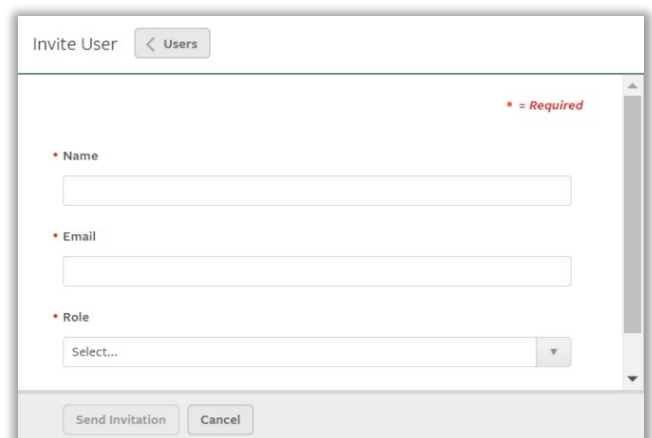
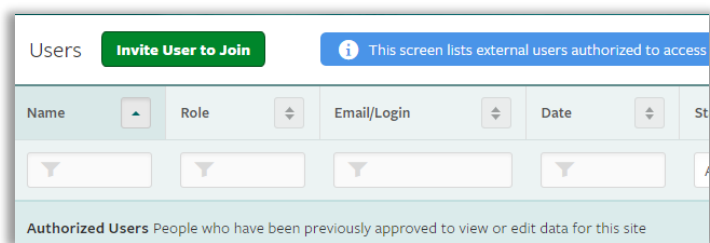
*Profile & Settings Menu*

- Change your password – Details tab
- Select Notification Preference – Details tab
- Choose to hide/show sites in your list – Sites tab
- Access Certifier Agreement Form – Signing Authority tab

## Authorize Users

To authorize other users access to your site:

- Select a site. Air sites will have the SRN listed after the site name.
- Click on **Authorized Users** on the left navigation menu.
- Click **Invite User to Join** from the top left  
Enter their name, email, and use the drop-down to assign them a role
- Click **Send Invitation** – bottom left



## Remove User Access

- Select the site
- Click on **Authorized Users**
- Click **Open** next to the user
- Click **Inactive**

**\*\*If the user is no longer employed, email [EGLE-Air-MiEnviro@michigan.gov](mailto:EGLE-Air-MiEnviro@michigan.gov) to request their user account be closed.**

## Obtain Certifier Rights

1. Click on your name in the upper right corner to access your profile.
  - Click on the **Signing Authority** tab
    - Click **Certifier Agreement Form**
    - Download, print, complete the form and mail the original with wet ink signatures to the address listed on the form.
2. If you are already certified for a site that does water related business, and it has the exact same address as the air site, email [EGLE-Air-MiEnviro@michigan.gov](mailto:EGLE-Air-MiEnviro@michigan.gov).

## Annual Equipment Inventory Review Form

### Begin or Continue the form in MiEnviro

- Select a site in the site selection box, left navigation menu
- Click **Begin** or **Continue** on the right panel

If AQD hasn't scheduled the form for you, go to **Start a New Form** on the left navigation menu

- Select ***I have a reporting obligation***
- Click **Begin**

## Annual Emissions Report

### Begin or Continue the report in MiEnviro

- Select a site in the site selection box, left navigation menu
- Click **Begin** or **Continue** on the right panel

## Submit the Annual Equipment Inventory Review Form/Annual Emissions Report

### Editors:

- Make updates to the form
- Click **Validate** on the bottom of the screen under **More Actions**
- If there are errors, click on **click here** within the validation error message
- Correct any errors
- Click **Validate** again
- The system will display a message when it passes validation
- Check the box on the right panel to **Mark as Ready for Submission**

### Certifiers:

- Click **My Facilities** to view a list of your sites in SLEIS– **See Access SLEIS from MiEnviro** below.
- Click the **four arrows button** under Actions for the appropriate site
- Click **Equipment Forms** tab or **Emissions Reports** tab
- Click the **four arrows button** Actions next to the appropriate form
- Click **Initiate Submission** on the bottom of the screen under **More Actions**
- Click **View electronic document**
  - **Continue**
- Check all boxes under **Submission Agreements**
  - **Continue**
- Answer the security questions
- Enter your password for logging into MiEnviro
  - **Continue**
- Click **View official copy of record**
- Click **Done**

## Access a Submitted Annual Equipment Inventory Review Form/Annual Emissions Report in MiEnviro

- **Submissions** screen left navigation menu
- Click **View** next to the submission you want to access OR
- Click on **Equipment and Emissions Inventories** on the left navigation menu
- Click on the *Emissions Reports* or *Equipment Forms* tab
- Click the four arrows button under Actions to open a specific report or form

## Request Changes to a Submitted Annual Equipment Inventory Review Form/Annual Emissions Report

Follow the steps above to access a submitted Annual Equipment Inventory Review Form or Annual Emission Report then follow the steps below:

- Click **Request Amendment** on the right panel
- Receive approved notification email
- Access the form on the **Dashboard** screen
- Click **Continue** on the right panel
- Make updates as needed then resubmit the report or form

## Making changes to equipment AFTER starting the Annual Emissions Report

- Follow the instructions to request changes to the Annual Equipment Inventory Review Form above
- Makes changes and resubmit the equipment form
- Receive a system notification that the AQD has acknowledged the form – the status in MiEnviro will be Completed-Acknowledged once the AQD has promoted the changes to the Master Facility Inventory
- Access the Annual Emissions Report
- Click **Resync Facility Inventory with Master** (on the right panel) – This function will pull the equipment changes into the Annual Emissions Report

## Access SLEIS From MiEnviro

From the left Navigation menu

- Select a site
- Click **Equipment and Emissions Inventories**

From the **Dashboard** screen

- Click **Begin** or **Continue** on any Equipment Inventory Review form or Annual Emissions Report on the right panel.

From the **Submissions** screen

- Click **View** next to a submitted Equipment Inventory Review form or Annual Emissions Report.

## My Facilities

- Access historical reports and forms
  - Click the button under Actions to select a site/facility
  - Select the **Emissions Reports** or **Equipment Forms** tab
  - Click the button under Actions to enter a specific form/report for a specific year
- View facility users and their roles
  - Click the button under Actions to select a site/facility
  - Click the link **View facility users** on the right panel

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