



MiEnviro Portal

QUICK GUIDE FOR EMISSIONS REPORTING

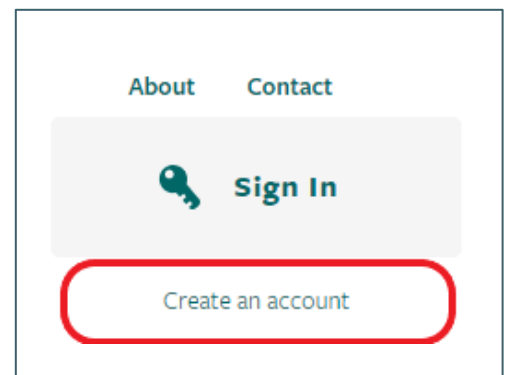
Email EGLE-Air-MiEnviro@michigan.gov to:

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

Access MiEnviro Portal at:
MiEnviro.michigan.gov

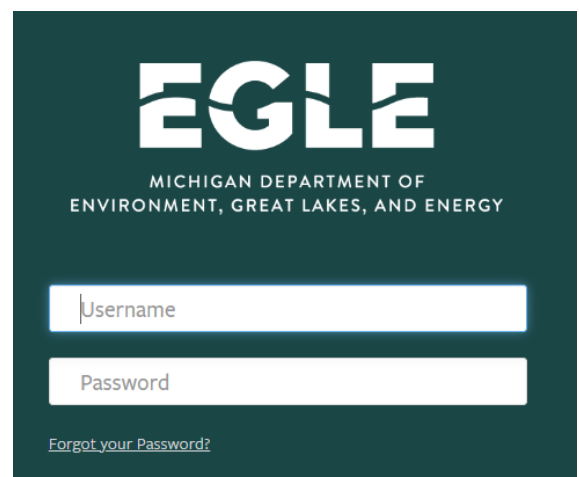
CREATE USER ACCOUNT

- Click **Create a MiEnviro Portal User 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**

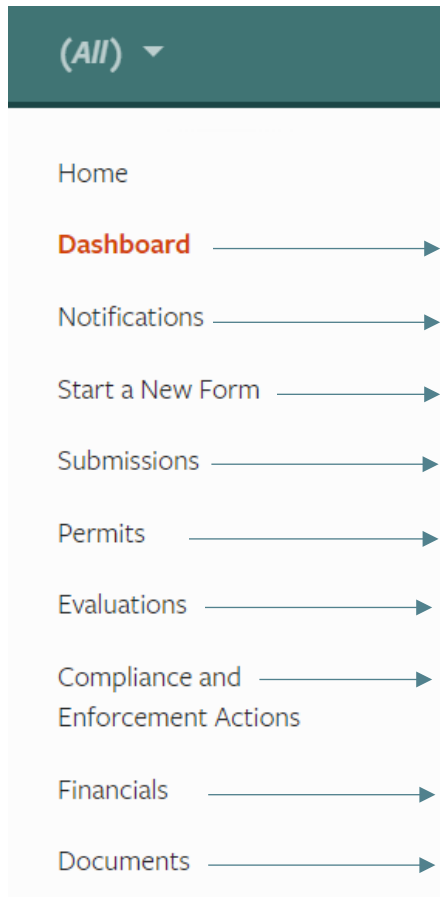


LOGGING IN

- 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
- Dashboard** → Items that need action
- Notifications → System emails
- Start a New Form → Access applications/forms
- Submissions → Submitted applications/forms
- Permits → Permits, dry cleaning licenses
- Evaluations → Inspections
- Compliance and Enforcement Actions → Issued 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.

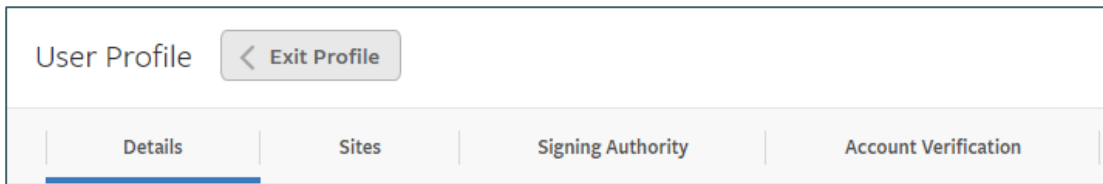
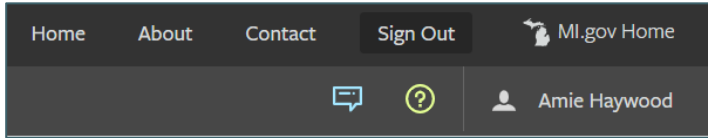
When a specific site is selected, there will be a **Details** screen in addition to the screens listed above.



- Home
- Dashboard
- Notifications
- Details** → Site details including contact information.

USER PROFILE

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



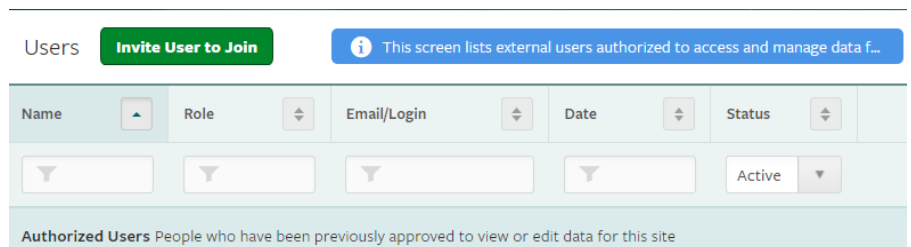
Profile & Settings Menu

- 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

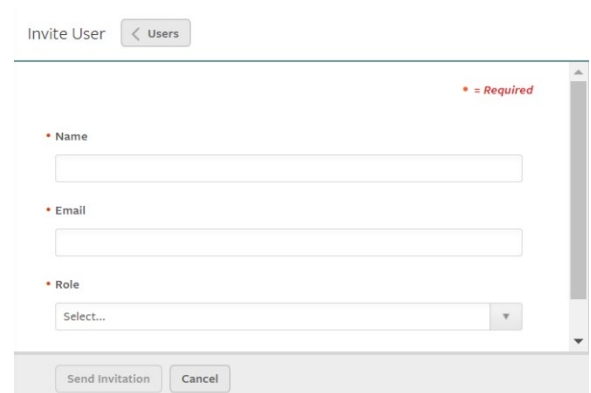
Authorize Users

To authorize other users access to your site:

- Click on the Authorized Users screen title from 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



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 it to the address listed on the form
2. Be an authorized user with the role of Administrator or Editor
 - **Authorize Users** – left navigation pane
 - Click **Open** next to the user
 - Click **Request Certifier Rights** button

EQUIPMENT INVENTORY REVIEW FORM

Begin or Continue the Equipment Inventory Review Form

- 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**

Submit the Equipment Inventory Review Form

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** – if you don't have certifier rights

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
- 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 Equipment Inventory Review Form

- **Submissions** screen left navigation menu
- Click **View** next to the submission you want to access

Request Changes to a Submitted Equipment Inventory Review Form

From the **Submissions** screen left navigation menu

- Click **View** next to the submission you want to access
- Click **Request Amendment** on the right panel
- Receive approved notification email
- Access the form on the **Dashboard** screen
- Click **Continue** on the right panel

ACCESS SLEIS FROM MIENVIRO

From the **Dashboard** screen

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

From the **Submissions** screen

- Click **View** next to a submitted Equipment Inventory Review form.

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