



DEPARTMENT OF
ECOLOGY
State of Washington

Air
Quality
Application
Portal

2017

AQ Portal
Training Guide

Version 1.1

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OVERVIEW

Participation in the Clean Air Rule reporting process requires access to a Department of Ecology on-line application called the Clean Air Rule Reporting System (CARTS).

Access to CARTS requires authentication and verification with another state application called Secure Access Washington (SAW) which is administered by Washington Technology Solutions (WaTech).

First time users will be required to register for Ecology's Air Quality Application Portal to access CARTS.

Below are the steps to register for the portal.

Create or login to existing SAW account (see SAW guide for instructions on getting started). Apply for access to [Air Quality Application Portal](#) under Add a New Service tab.

SAW SecureAccess WASHINGTON

News Video Help

Log in to SecureAccess Washington ISAM9-1

User ID:

Password:

LOGIN

Do not have an account? [Create one](#)

Retrieve User ID Reset Password Activate Account Missing Email?

Get cyber security news and alerts by following our Security Operations Center

<https://secureaccess.wa.gov/>

Launch [Air Quality Application Portal](#) in SAW

SAW SecureAccess WASHINGTON

Welcome, YourName Logout

My Secure Services Account Management Help

My Services Add a New Service Contact Us

Please note: SAW is a shared portal serving multiple state agencies. To get help with a service provided through SAW, please contact the sponsoring agency directly. Click the "Contact Us" button to view a list of agency contact information.

Service	Agency	Description	Status	Action
Air Quality Application Portal	Department of Ecology	Air Quality Application Portal Test	Active	Remove

Register New User

The first time you access the Air Quality Application Portal you are required to create an account, apply for access to one or more air quality applications, and select your affiliation to one or more facilities.

Your SAW user name, first and last name will be carried over from your SAW account. Full Name automatically fills with your first and last name. This is editable at any time with your preferred name. Example: if you are registered in SAW as Robert but you go by Bob, you can change that in the Full Name field. You can also add title and suffix. You cannot enter numbers in the Suffix field. For example, the 3rd would be entered in Roman Numerals = III.

When selecting your address Country, State, County, and City select those in the order presented. Each field is dependent on the previous field.

In the search box that opens with each of the **** Please Select **** fields you can type the first few letters and hit Enter on your keyboard to limit the results to those that contain that combination of letters.

Click **Save**

CAUTION:

If you click any of these → before clicking **Save**, you will lose your data.

The screenshot shows the 'Air Quality Application Portal' registration page. At the top, there is a blue header with the portal name and a small landscape icon. Below the header, a navigation bar includes a 'Home' link and a 'Create Your Account' button with a question mark icon. The main content area is titled 'Welcome: Your Name' and contains several sections of form fields:

- Please provide your contact information:** This section includes a sub-header 'Enter the required (*) information'. Fields include: Customer ID (pre-filled with 'YOURNAME'), Title, First Name (pre-filled with 'Your'), Middle Name or Initial, Last Name (pre-filled with 'Name'), Suffix, and Preferred Name (pre-filled with 'Your Name').
- Where can Ecology mail you information?:** This section includes fields for Address, Country (dropdown menu with 'Please Select'), State (dropdown menu with 'Please Select'), County (dropdown menu with 'Please Select'), City (dropdown menu with 'Please Select'), and ZIP Code (pre-filled with '*****_****').
- How can Ecology contact you?:** This section includes fields for Phone Type (dropdown menu with 'Please Select'), Phone Number (pre-filled with '***_***_****'), Extension, and Email Address (pre-filled with 'texkjo.sullivan@ecy.wa.gov').
- Any additional information?:** This section includes a 'Comments' text area with a scroll bar.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. Below the buttons, there is a footer with links for 'Ecology Home', 'Home', 'Privacy Notice', 'Accessibility', and 'Contact Us', followed by the copyright notice: 'Copyright © 2016 WA State Dept. of Ecology. All rights reserved.'

Select Application

After saving your registration information, a new page will open.



The screenshot shows the 'Air Quality Application Portal' header with a logo on the left. Below the header, there is a navigation link for 'Home'. A 'Welcome:' message is followed by the instruction 'Select the application(s) you will use'. A sub-instruction states: 'If you would like to report to Ecology under Clean Air Rule, select: • Clean Air Rule Tracking System (CARTS)'. A table titled 'Applications' contains one row for 'Clean Air Rule Tracking System' with a 'CARTS' short name and a description. The table has a 'Check all that apply' column with an unchecked checkbox. Below the table are 'Next' and 'Cancel' buttons. At the bottom, there are links for 'Ecology Home', 'Home', 'Privacy Notice', 'Accessibility', and 'Contact Us', along with a copyright notice for 2016 WA State Dept. of Ecology.

Check all that apply	Name	Short Name	
<input type="checkbox"/>	Clean Air Rule Tracking System	CARTS	Select this application to report all emission reductions for the Clean Air Rule

Check the CARTS box

Check all that apply	Name	Short Name
<input checked="" type="checkbox"/>	Clean Air Rule Tracking System	CARTS

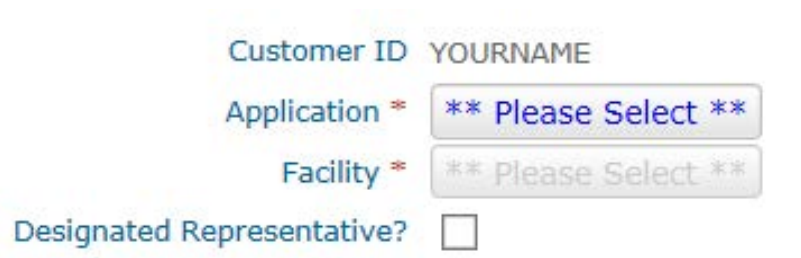
Click [Next](#)

Select Facility

Choose one or more Facilities that you will be representing.

First click **** Please Select **** to choose the Application. Do the same for the Facility field. Filter the display by typing a few characters of the facility name and hitting Enter on your keyboard.

If you are the Designated Representative, check the box indicating such.




The screenshot shows a form with the following fields: 'Customer ID' with the value 'YOURNAME'; 'Application' with a dropdown menu showing '** Please Select **'; 'Facility' with a dropdown menu showing '** Please Select **'; and 'Designated Representative?' with an unchecked checkbox.

Click [Save and New](#) if you have more than one facility affiliation.

Click [Save](#) after your last facility has been selected.

Registration Complete

Once you have saved all your facility affiliations your current activity in the portal is complete.



Air Quality Application Portal

[Home](#) [Customer Info](#)

Customer:

Congratulations, you have successfully completed the first step of the registration process.

- You may review and edit your work by clicking on the **Customer Info - My Info** link on the menu.
- Ecology will process your information and email instructions for proceeding to the next step.
- You will not be able to proceed with registration until you receive the email from Ecology.
- This process can take several days, so please be patient.

[Exit Application](#)

[Ecology Home](#) | [Home](#) | [Privacy Notice](#) | [Accessibility](#) | [Contact Us](#)

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All you do now is exit and wait.

When your request has been reviewed and confirmed, you will be granted roles and access. At that time you will receive an email indicating such. The next time you enter the portal you can access CARTS. See CARTS guide to get started entering your emission reduction units, allowances, and renewable energy credits.

Trouble?

If you have any difficulty with this process, please contact Neil Caudill at 360.407.6811 or Neil.Caudill@ecy.wa.gov.

END