



Maricopa County Air Quality Department

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Maricopa.gov/AQ

How to Add Additional Organizations to Your AQD Online Portal Account

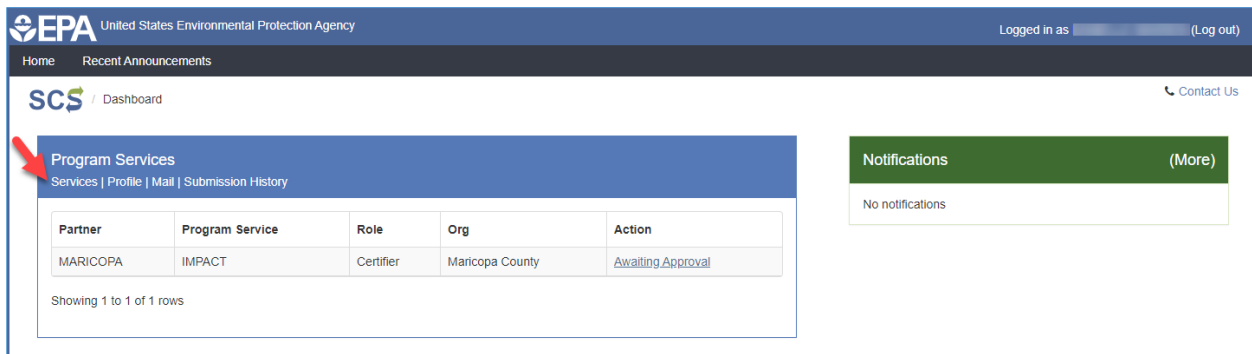
Maricopa County Air Quality Department

June 2022

Setting up Access to Multiple Organizations/Companies

If you require access to more than one organization/company, you may be asked to provide sufficient evidence to the Maricopa County Air Quality Department (MCAQD) that you are approved to access that organization/company information. This evidence can be a letter or email from a current organization/company employee. This documentation can be emailed to AQDImpact@maricopa.gov, or mailed to Maricopa County Air Quality Department at 301 W. Jefferson St., Suite 410, Phoenix, AZ 85003. In most cases when you request access and are in an awaiting approval status you will receive an email requesting this evidence.

Log into your SCS account dashboard. Inside the Program Services box on the home page, select **Services**.

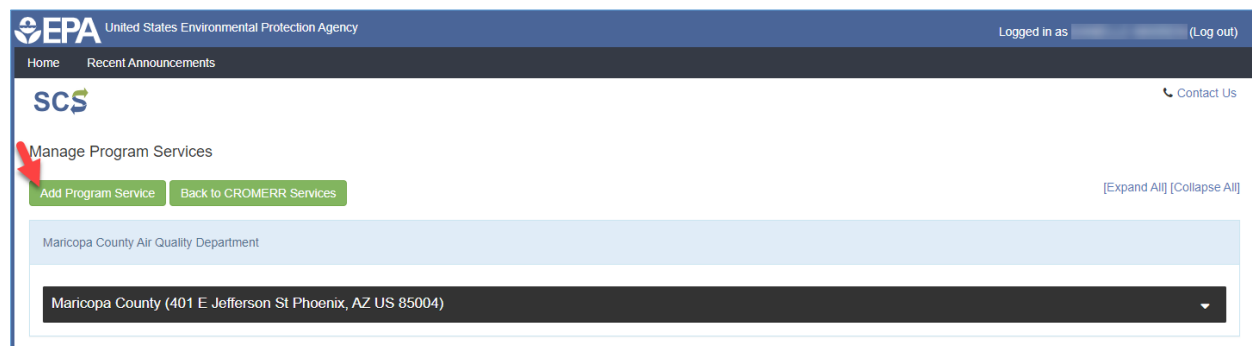


The screenshot shows the EPA United States Environmental Protection Agency portal. The user is logged in as [redacted] (Log out). The main navigation includes Home and Recent Announcements. The SCS Dashboard is active, with a sub-menu containing Services, Profile, Mail, and Submission History. A red arrow points to the 'Services' link. To the right, there is a Notifications section with a green 'More' button and a message 'No notifications'. Below the Services link is a table with the following data:

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT	Certifier	Maricopa County	Awaiting Approval

Showing 1 to 1 of 1 rows

The next screen will show a list of all the organizations/companies to which you currently have access. To add another, select the green box that says **Add Program Service**.



The screenshot shows the 'Manage Program Services' page. A red arrow points to the 'Add Program Service' button. The page also features a 'Back to CROMERR Services' button and '[Expand All] [Collapse All]' links. The main content area displays 'Maricopa County Air Quality Department' and a dropdown menu with the selected item 'Maricopa County (401 E Jefferson St Phoenix, AZ US 85004)'.

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Next, you will choose the Program/Partner/Role. After you have made your selections, select **Continue**.

The screenshot shows the EPA SCS registration interface. The header includes the EPA logo and 'United States Environmental Protection Agency'. Below the header, there are navigation links for 'Home' and 'Recent Announcements', and a 'Contact Us' link. The main content area is titled 'SCS Advanced Shared Services'. On the left, there is a sidebar with 'SERVICES REQUESTED' and 'ACCOUNT PROFILE' sections. The 'SERVICES REQUESTED' section includes 'Partner / Program / Role', 'Program ID', 'Terms & Conditions', and 'Rules of Behavior'. The 'ACCOUNT PROFILE' section includes 'Account Owner', 'Organization Information', and 'Email Validation'. The main content area has two buttons: 'Register By Partner' and 'Register By Program'. Below these buttons, there are three blue selection bars: 'Choose a Partner ▶ Maricopa County Air Quality Department', 'Choose a Program Service ▶ IMPACT. IMPACT', and 'Choose a Role ▶ Preparer'. At the bottom right, there are 'Continue' and 'Cancel' buttons. A red arrow points to the 'Continue' button.

Next, enter the requested organization/company. After you have entered the information, select **Continue**.

The screenshot shows the EPA SCS registration interface for entering organization information. The header includes the EPA logo and 'United States Environmental Protection Agency'. Below the header, there are navigation links for 'Home' and 'Recent Announcements', and a 'Contact Us' link. The main content area is titled 'SCS'. On the left, there is a sidebar with 'SERVICES REQUESTED' and 'ACCOUNT PROFILE' sections. The 'SERVICES REQUESTED' section includes 'Partner / Program / Role', 'Program ID', 'Terms & Conditions', and 'Rules of Behavior'. The 'ACCOUNT PROFILE' section includes 'Account Owner', 'Organization Information', and 'Email Validation'. The main content area has a search bar with the text 'Type your organization/company's name' and a 'Search' button. Below the search bar, there is an 'Advanced Search...' link. Below that, there is a message: 'Please search and Select an organization, if the organization is not found, you will need to contact the SCS Help Desk'. Below the message, there is a search result for 'State of Arizona' with the address '1740 W Adams St Phoenix, AZ US 85007' and a 'Select' button. Below the search results, there are fields for 'Email *', 'Phone Number *', and 'Phone Ext'. The 'Email *' field has a dropdown menu and a checkbox for 'Enter different email address'. The 'Phone Number *' field has a dropdown menu with a checkmark. The 'Phone Ext' field has a text input. At the bottom right, there are 'Continue' and 'Cancel' buttons. A red arrow points to the 'Continue' button.

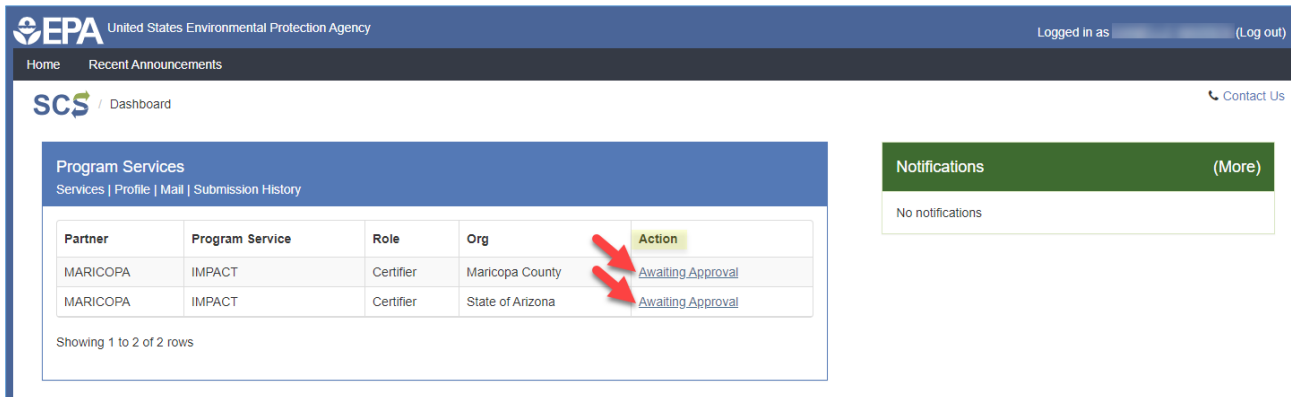
Next, if you have selected the Certifier role, read over the Electronic Signature Agreement then select **Sign Electronically**.

The screenshot shows the EPA SCS portal interface. At the top, it says "EPA United States Environmental Protection Agency" and "Logged in as [redacted] (Log out)". Below the navigation bar, the "SCS" logo is visible. The main heading is "Electronic Signature Agreement". A sub-heading reads "Maricopa County Air Quality Department ELECTRONIC SIGNATURE AGREEMENT". The text explains that the SCS electronic signature agreement (ESA) is an agreement between the user and SCS. Below this is a table for "Electronic Signature Holder Company Information" with fields for Organization Name, Address, Phone Number, E-mail Address, Registrant's Name, and SCS User Name. Three numbered terms of agreement are listed, with a red arrow pointing to the third term: "(3) Agree to protect the electronic signature credential, consisting of my Shared CROMERR Service (SCS), user identification and password, as well as knowledge based questions (KBQs) and answers from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name, password, and KBQs and answers to any other individual; I will not store my password as well as KBQs and answers in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login." At the bottom left, there is a green button labeled "Sign Electronically".

After signing electronically, a pop-up will appear. Select **Accept**.

The screenshot shows the EPA SCS portal interface with a "Certification Acknowledgement" pop-up window. The pop-up contains the text: "I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations." Below the text are two buttons: "Accept" and "Decline". A red arrow points to the "Accept" button. In the background, the "Signature Device Authentication" form is visible, showing fields for "Log In", "User ID", "Password", and a "Show Password" checkbox, along with a "Log In" button.

Now log into your SCS account dashboard. After you have logged into your SCS Account, the Program Services box on the home page under Action will indicate Awaiting Approval for the new Organization/Company.



The screenshot shows the SCS dashboard interface. At the top, there is a navigation bar with the EPA logo and 'United States Environmental Protection Agency' on the left, and 'Logged in as [redacted] (Log out)' on the right. Below the navigation bar, there are links for 'Home' and 'Recent Announcements'. The main content area is titled 'SCS / Dashboard' and includes a 'Contact Us' link. A 'Program Services' box is highlighted, containing a table with columns: Partner, Program Service, Role, Org, and Action. Two rows are visible, both with 'Awaiting Approval' in the Action column, indicated by red arrows. To the right of the table is a 'Notifications' box with '(More)' and 'No notifications'.

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT	Certifier	Maricopa County	Awaiting Approval
MARICOPA	IMPACT	Certifier	State of Arizona	Awaiting Approval

Showing 1 to 2 of 2 rows

Once MCAQD verifies that you have permission to access the organization/company information, you will receive an automated email to confirm that your request has been processed. **The verification and activation process can take up to five business days.**