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 at https://secureaccess.wa.gov/
Apply for access to Air Quality Application Portal under Add a New Service tab.

Launch Air Quality Application Portal in SAW

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 the links at the bottom →
    before clicking save, you will lose your data.

Air Quality Application Portal

▶ Home

Create Your Account ❓

Welcome: Your Name

Please provide your contact information

Enter the required (*) information

Customer ID * YOURNAME
Title
First Name * Your
Middle Name or Initial
Last Name * Name
Suffix
Preferred Name Your Name

Where can Ecology mail you information?

Address *
Country * ** Please Select **
State * ** Please Select **
County * ** Please Select **
City * ** Please Select **
ZIP Code * *****-****

How can Ecology contact you?

Phone Type * ** Please Select **
Phone Number * ***-***-****
Extension
Email Address * texkjo.sullivan@ecy.wa.gov

Any additional information?

Comments

Save Cancel

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Select Application

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

Check the CARTS box and 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.

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.

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.

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