



DEPARTMENT OF
ECOLOGY
State of Washington

Air Quality Source Management System (SMS) Instructions

July 2020

These are instructions about how to:

- Create a Secure Access Washington (SAW) Account
- Register for Air Quality Portal
- Add Source Management System

Secure Access Washington (SAW)

If you have a SAW account, log in and skip to [Add the Portal](#) section below.

If you are new to SAW:

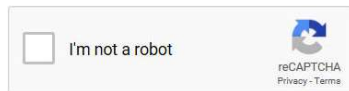
Create a SAW account

If you need help with SAW, watch Ecology's 3-minute [SAW tutorial YouTube video](#).

1. Go to SAW <https://SecureAccess.wa.gov>

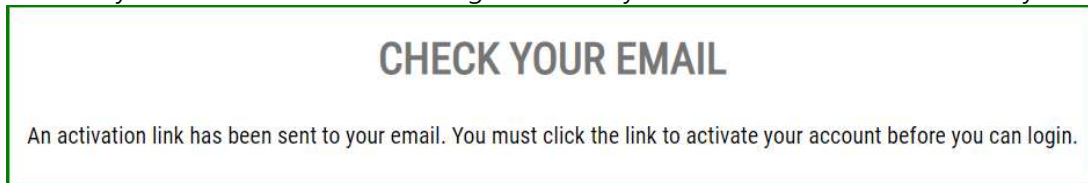
Click the green SIGN UP button and follow the prompts to register.

Enter your legal name, email address, and create a user name and password.



Check the I'm not a robot check box, then hit SUBMIT button after you successfully complete the CAPTCHA tests.

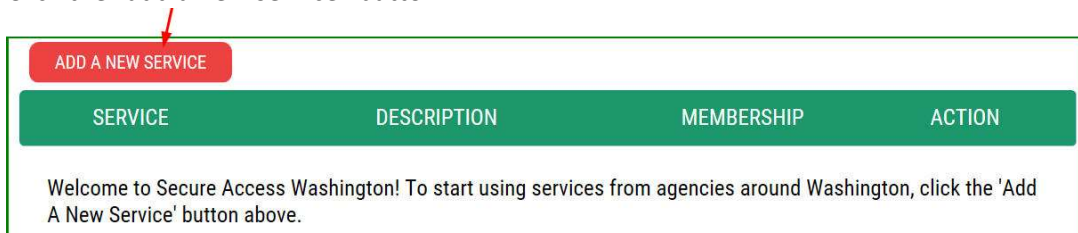
2. Activate your new SAW account using the link in your confirmation email. Check your email.



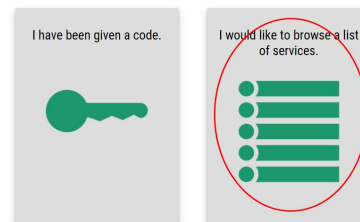
3. Log in to SAW.

Add the Portal to your SAW account

4. Click the "add a new service" button.



ADD A NEW SERVICE



5. Click the "I would like to browse list of services" box.
6. Scroll down and click Department of Ecology in the "Add a New Service" list.

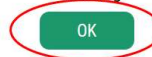
- Click the "apply" button for the "Air Quality Application Portal."

Approval for the portal is automatic. Occasionally, the automatic approval fails. If membership indicates *Pending*, click [Cancel](#) under the action column and repeat steps 4-7.

ADD A NEW SERVICE			
SERVICE	DESCRIPTION	MEMBERSHIP ?	ACTION ?
AQ Application Portal	Air Quality Application Portal	Pending ?	Cancel

REGISTRATION COMPLETE

This service has been added to your list and is ready for you to start accessing.



- On "registration complete" message, click OK.
- In "your service" list, click the "Air Quality Application Portal." *

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
Air Quality Application Portal	Air Quality Application Portal	Active ?	Remove

*If you are viewing this page on a smaller screen, the name is not a link. Click "access" button.

- Click "continue" button on the "now accessing" page to enter the AQ Application Portal.

Register in the AQ Application Portal

11. Enter your first and last name, phone number, and email address.

Enter your information.

Prefix	* First Name	Middle Name	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Phone	Phone Extension	* Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Is your address international?

Yes No

The "submit" button will activate after the address is entered.

Is your address outside of the United States?

Yes No

12. Choose the appropriate button for the location of your address.

If your **business address** is outside of the U.S., click "yes."

- Outside U.S. address: Enter the address in the delivery format customary in that country. Type the city, state/province/region, postal code, and country in the appropriate fields.

Is your address international?

Yes No

International Address

* Address Line 1	Address Line 2		
<input type="text" value="120034 Street Name"/>	<input type="text" value="route 99"/>		
* City	State/Province/Region	Postal Code	* Country
<input type="text" value="Your international city"/>	<input type="text" value="your region etc"/>	<input type="text" value="A1B2C3"/>	<input type="text" value="Country other than USA"/>

If your **business address** is in the U.S., click "no."

- U.S. address: Enter address number and street, or P.O. Box, in Address Line 1. Address Line 2 is for more information like suite or apartment number. Select the state. This will activate the county. Select the county. This will activate the city. Select the city. If you don't see an entry you expect, make sure the previous fields (county and state) are correct.

Is your address international?

Yes No

Address

* Address Line 1: 123 Street Name

Address Line 2: Suite 202

* Zip Code: 10566

* State: Washington (WA)

* County: King

* City: Seattle

Submit

When the address is complete, click the "submit" button.

Add SMS application to your Portal account

- Now that you are registered in the Portal, select the application you need to access. You can access multiple Ecology Air Quality applications through the Portal. The next screen will show all the applications available in the AQ Application Portal. Look for Source Management System (SMS).

Click the "Add" button under Actions for SMS reporting system.

Add an application		
Application	Description	Actions
Source Management System (SMS)	For commercial/industrial sources to report data to Ecology's Air Quality Program	Add

You will automatically be approved for the system and can now launch the application with the SMS badge from your Portal home page.

Map to Access SMS reporting system



- ◆ Log in to SAW <https://secureaccess.wa.gov/>
- ◆ Launch the AQ Application Portal in SAW
- ◆ Launch SMS in the Portal

User Tips

SAW user name

Do not change your Secure Access Washington user name. All of your downstream identity is based on the user name that you used to log in when you registered in the Portal. If you create a new SAW account, you will be required to re-register in the Portal and your connection to AQ applications will be lost.

Portal user maintenance

Update your Portal user information

In the Portal, you can change the information you entered about yourself, includes updating or correcting email addresses.


Your user name is in the top right of the main menu bar. Click the down arrow and then "your info."





"Your info" opens your data in the *View Your Information* page. If you need to change anything, click the



button at the bottom of the fields to activate edit mode. Now edit the fields.

When done, click the  button. If you want to cancel any change you made and keep data

as it is, click the  button. Both buttons return to the *View Your Information* page.

Use the   links on the main menu bar to return.

Edit Your Applications

Shows application(s) and status of those you have applied for. This site responds to different screen sizes, so these options may look different from the examples below.



Launch the application with the  button.

End your access to the application with the  button.

Request access to other applications with the  button.

On the "edit your applications" page is a link to reporting a problem or asking a question. launches a message window. Click on "a help form" to open the form.

Get Help

To request help, fill out and submit [a help form](#).

Fill out the required fields along with any supporting documents that will help us understand your issue.

Click **Send Report** We'll get back to you as soon as we can. Close the browser tab.

Click **Close** to return to the Portal. Close Portal tab when you're done.

If you need more help with the Portal, call Ecology's
Air Quality Program Technical Support Section,
Tex Sullivan → 360-407-6836