DEPARTMENT OF ECOLOGY
State of Washington

Air Quality Source Management System (SMS) User Guide

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Contents

Access Air Quality Source Management System

In order to access the Air Quality Source Management System (SMS), you need to have a Secure Access Washington (SAW) account:
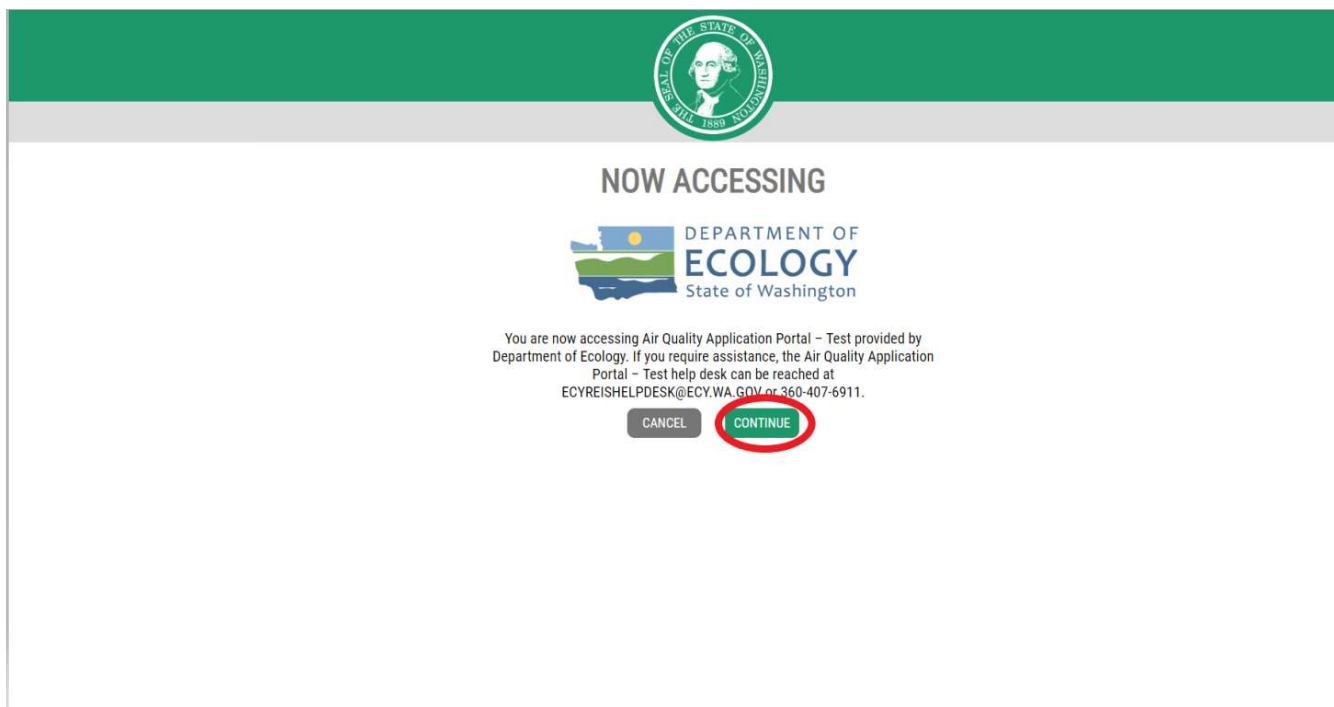
- o If you are registering for a new SAW account, please follow the SAW and Air Quality Portal instructions on Ecology's website.
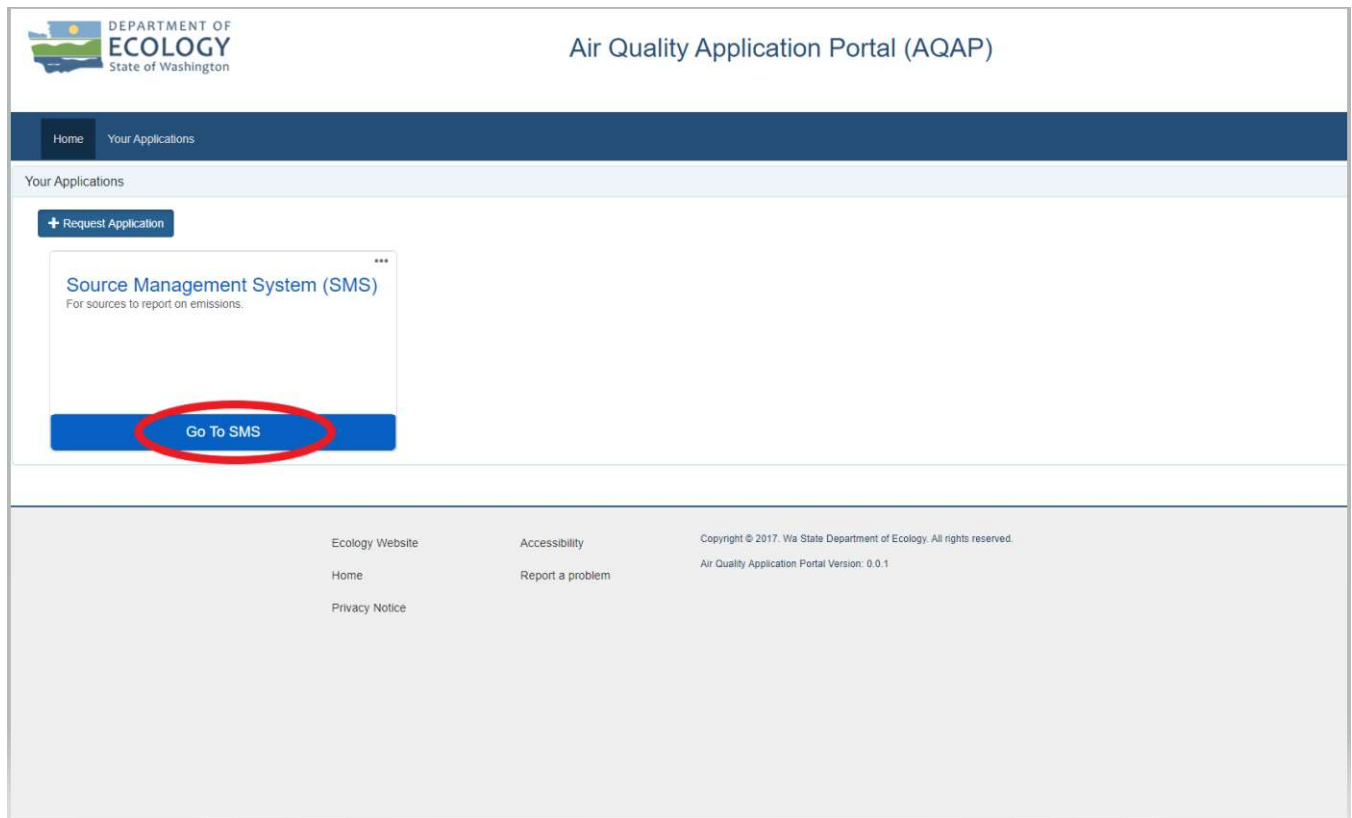
Steps for Accessing SMS

1.1. Log into SAW https://secureaccess.wa.gov in your internet browser.

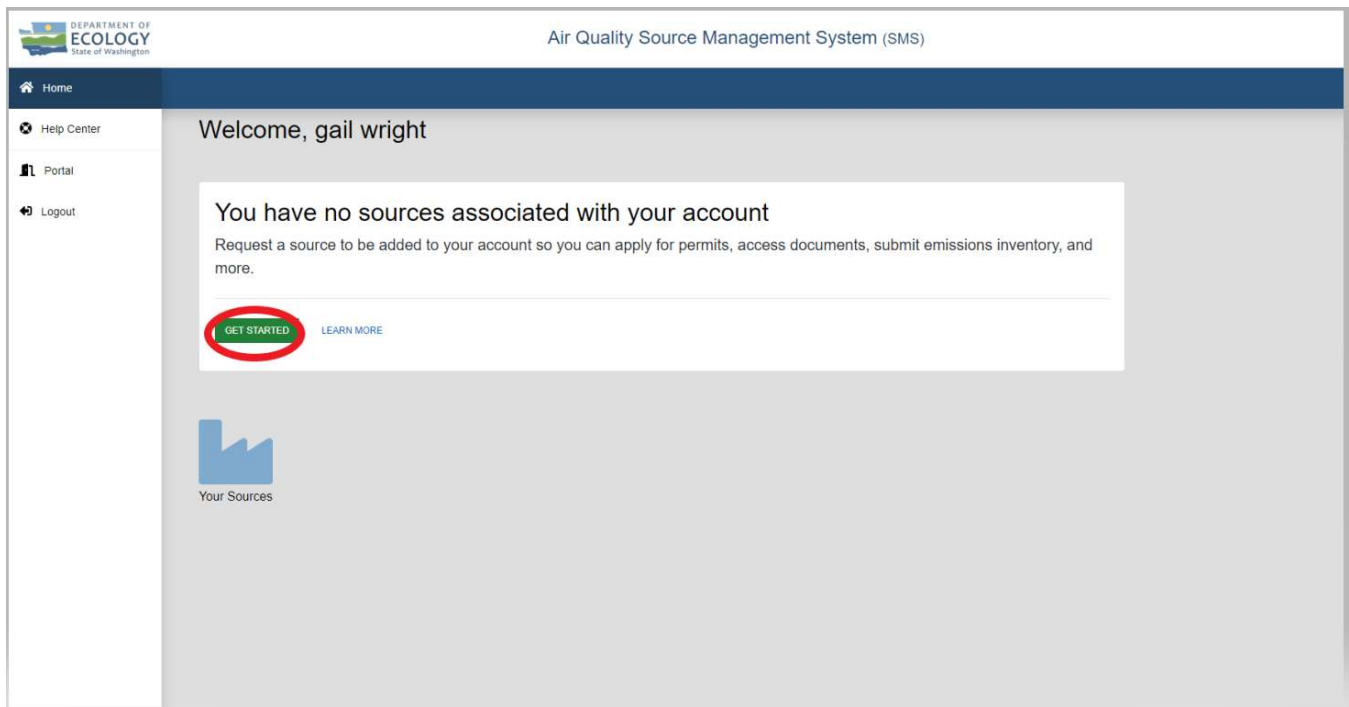**1.2.** Click on "Access Now" button in the Air Quality Application Portal.
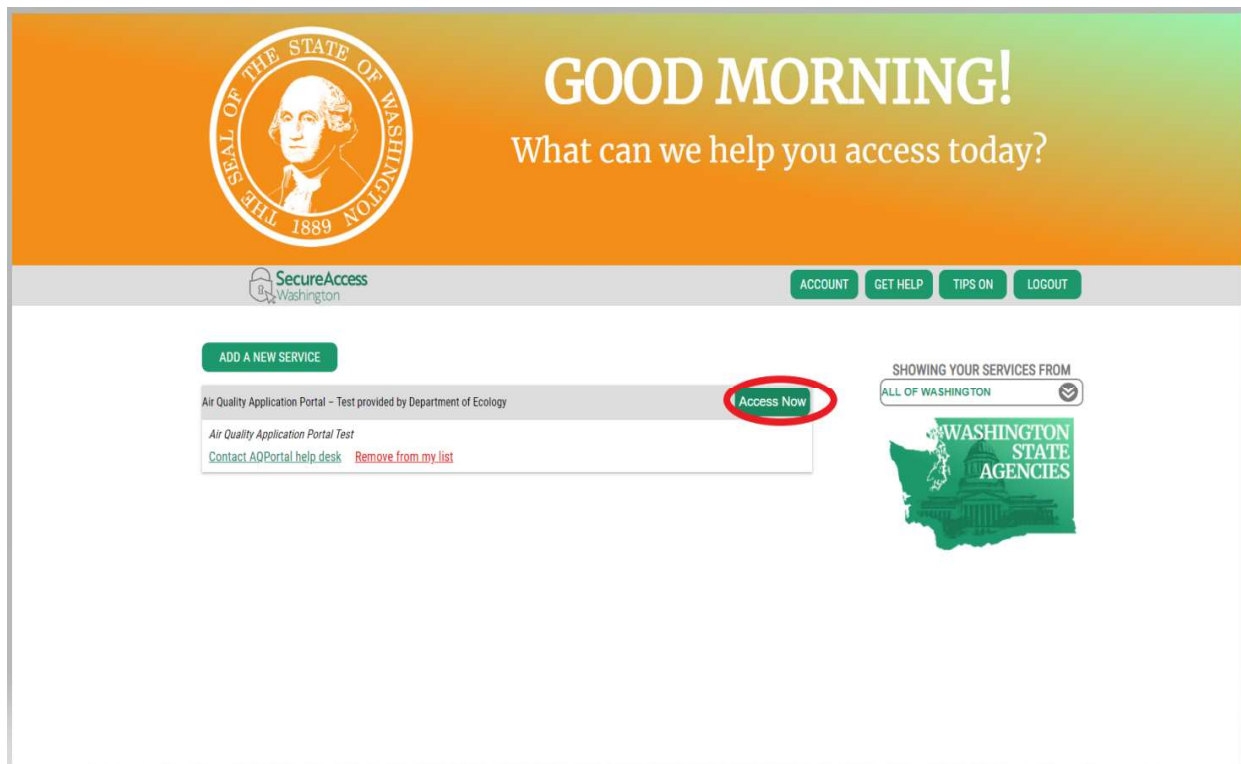
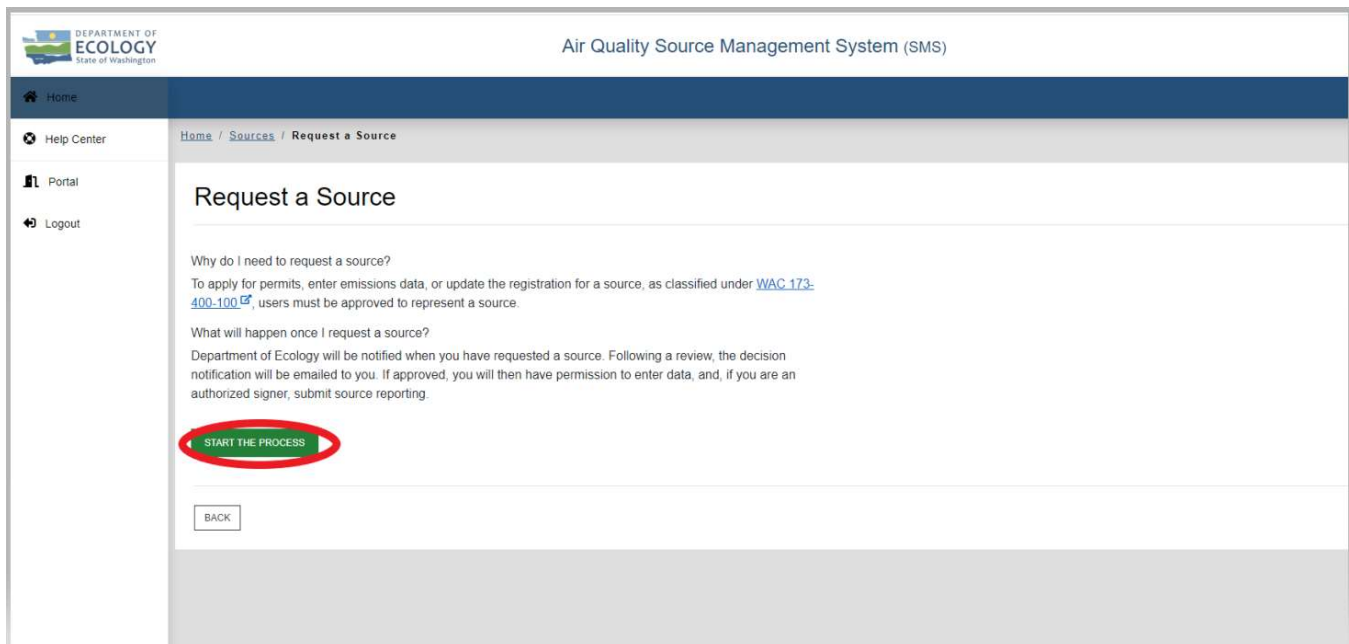**1.3.** Click on "Continue" button.

1.4. Click on "Go To SMS" button.

1.5. You are now in SMS and need to request a source. Click "Get Started" button.

1.6. Click "Start the Process" button.

1.7. Search for your facility in the "Source Search" bar.

1.8. Select your facility (source). You can select multiple facilities, if applicable.

- If you can't find your source, click on "I can't find my source" and email the address provided.

1.9. Select "Continue" button.

1.10. Select the appropriate role, enter any applicable notes, and click "Continue" button.

1.11. Upload a copy of your Signature Authority Delegation letter, check the box of the Signature Agreement, and click "Complete" button.

1.12. Your request is complete. To request another source, click "Request another source" button.
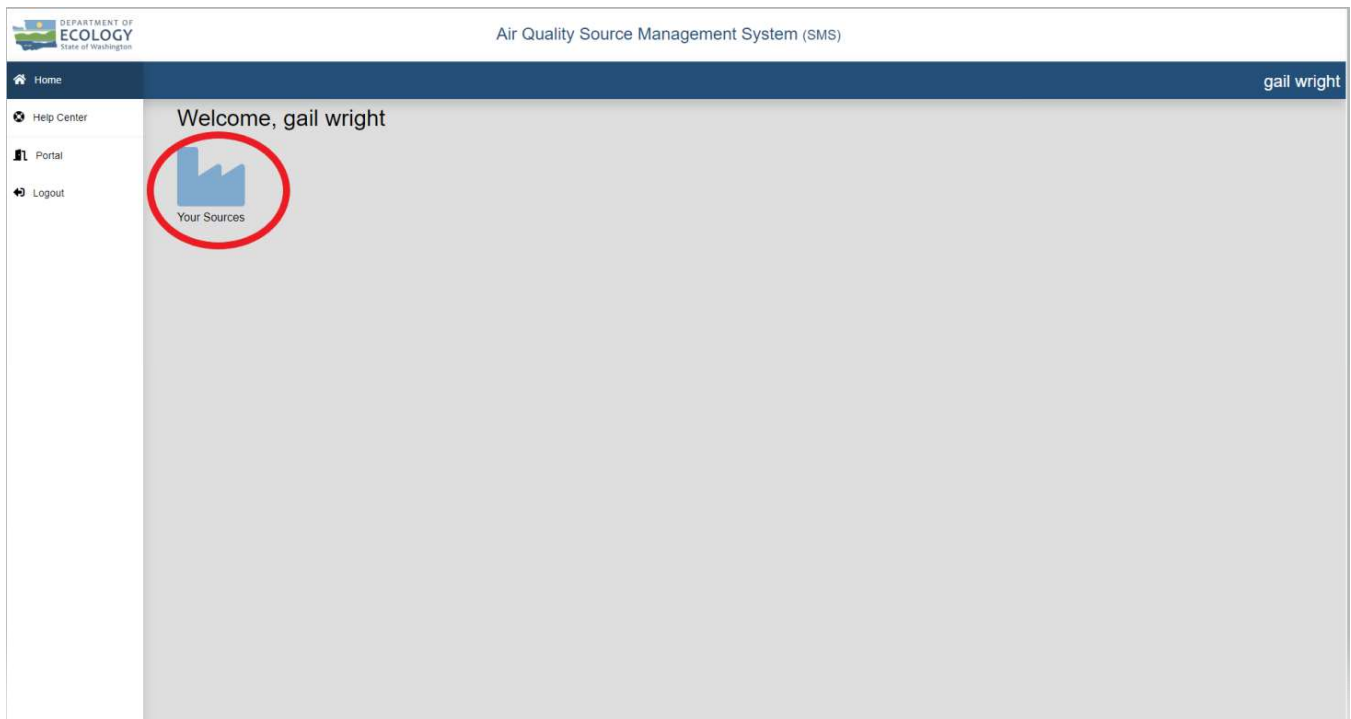
View and Edit Source Information

2.1. View your Source.
2.2. Click on "Your Sources" button.

2.3. Edit source information.

2.4 Click on the "Edit" link.

2.5. From the "Edit Source Info" screen, you can:

    2.5.1. Add new address.

    2.5.2. Edit existing address.

    2.5.3. Remove an address.

    2.5.4. Add new contact.

    2.5.5. Edit existing contact.

    2.5.6. Remove existing contact.

    2.5.7. Remove current user.