

## Account Registration Information for MPCA Electronic Inventory

To be able to use the electronic reporting system, the **Responsible Official/Submitter** for your facility, as defined in [Minn. R. 7007.0100, subp. 21](#) must sign up for an account through the MPCA [e-Services](#) electronic reporting website at: <https://netweb.pca.state.mn.us/private/> and submit a signed paper *Electronic Signature Submittal Agreement* to the MPCA. According to Minn. Rules, the Responsible Official is the only person that can submit the inventory, thus a signed paper agreement is needed to allow for electronic signature and submittal. Please allow up to 2-3 weeks to process this agreement.

Others assisting the Responsible Official/Submitter with the preparation of the inventory (Preparers) can create an account at any time through the MPCA [e-Services](#) website, and follow steps 1-2 below. Preparers will be able to assist with preparing the emission inventory submittal; however, they will not have access to the facility information until access is granted by the Responsible Official/Submitter.

These are the steps the Responsible Official/Submitter must take to gain access to your facility's inventory. (If you are not your facility's Responsible Official please ensure that he/she notified.)

### Create User Account (Responsible Official/Submitter and Preparers)

1. Go to MPCA [e-Services](#) website at: <https://netweb.pca.state.mn.us/private/>.
2. Select "Create an Account" and complete the information requested. You will receive an e-mail with your account number. Click the link in the e-mail to activate your account.

### Apply for Responsible Official/Submitter Designation (Responsible Official/Submitter Only)

3. Select "Login" and enter the "Account Number" and "Password" that you obtained during the "Create User Account" procedure.
4. Once you are logged in select "Air Emission Inventory Submittal-CEDR" from the menu of options.
5. Select "Create Submittal Agreement."
6. Enter the 8 digit facility ID (permit number) for the facility for which you are the Responsible Official. This ID appears on your previous year's air emission inventory.
7. Select "Create Agreement."
8. Print out the Submittal Agreement, complete, sign, and mail to the MPCA address listed.
9. You (the newly authorized Responsible Official) will be contacted by e-mail and by letter when you are authorized as the Submitter for the facility listed in the agreement and can grant access to others to prepare the inventory.

**Note:** Only the facilities that have an "authorized" Responsible Official/Submitter will be able to complete and submit emission inventories for their authorized facility(ies).

For more information on the electronic reporting of the air emission inventory visit the MPCA's CEDR webpage at: [www.pca.state.mn.us/AirEI-CEDR](http://www.pca.state.mn.us/AirEI-CEDR).

If you have additional questions e-mail Nate Edel at [nathaniel.edel@state.mn.us](mailto:nathaniel.edel@state.mn.us) or call 651-757-2332.