Account management reference guide

This guide takes you through creation of an e-Services Account, creation of an e-Services User Agreement, and various account management tools.

Create e-Service Account

1. Log in to Minnesota Pollution Control Agency (MPCA) e-Services website at: https://rsp.pca.state.mn.us/ via the Internet.

2. Click on the "Create a new account" link.

3. Create a user ID and click the "Continue" button.

4. Create a password and click the "Continue" button.

5. Under the Contact Information fill in all data fields. If the row has an "*" by it, then it is a mandatory field.

6. Click on the "Add Contact Number" and add contact phone type and contact number. Click the "Save" button.

7. Review contact information and when all contact information is correct click the "Continue" button.

8. Choose the five (5) challenge questions and insert the answer in the available data field. Once this is completed and before the "Continue" button is clicked it may be a good idea to use the "Print Screen" button and print this page out for a future use. Once completed click the "Continue" button.

9. Create a Certification PIN and click the "Continue" button. (The Certification PIN can be the same as the password if desired)

10. Click on the check box next to "Discharge Monitoring Report" under the Services Requiring Facilities for Water Quality and then click the "OK" button. This will configure the services needed to work on Sample Values and DMRs.

11. At this point a new account has been created, but no facilities are assigned to the account.

Assign a facility to your e-Service account & create submittal agreement

1. Log in to the MPCA e-Services website at: https://rsp.pca.state.mn.us via the Internet.

2. Under the My Facilities heading click on the "Add Facilities" button.

3. To choose your desired facility use the Facility Name field and to look up the name. The name should match the name on your current Permit from the MPCA. The Alternate/Historic Name field can be used if you know the current MPCA permit number for the facility. Once the facility name or permit number has been entered click on the "Search" button.

4. In the Facility Search Results Screen click on the "Selected" checkbox next to the facility. You may click on the "View" icon to review the facility information. Then click the "Continue" button.

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5. In the Select Access Type Screen click on the "Change Access Type to" drop down and select the "DMR Signatory" and then click on the "Continue" button.

6. The Access type will show up as pending and you can review the facility information once more to ensure that the proper facility is selected. If you are a new user you will need to click on the PDF icon to download the MPCA e-Services Portal Electronic Signature Submittal Agreement Water Quality document. If you previously completed a Submittal Agreement you will not need to complete a new submittal agreement. Once the PDF document opens you can go to File | Save As and save the document to a desired locations on your computer.

7. Click on the "Continue" button.

e-Services account management

8. Log in to MPCA e-Services website at:
   https://rsp.pca.state.mn.us/ via the Internet.

9. Click on User Profile tab on the main e-Services page

Edit personal information

10. In any of the open fields on the "New Address" portion updates can be made. Simply click the mouse into the fields that need to be updated and enter the updated information.

11. When completed with updates click the "Save" button.

Edit contact number

12. Under the Contact Numbers heading click on the "Edit" icon.

13. Update contact type and contact number and click the "Save" button.

Add contact number

14. Click on the "Add Contact Number" icon.

15. Update contact type and contact number and click the "Save" button.

Change password

16. Near the User Profile tab click on the "Change Password" icon.

17. Enter current password appropriate data field and then enter the new password in the appropriate data fields. When complete click on the "Change Password" button.

18. The e-Services Portal will notify of a successful password change. Click the "Return" button and then you will be returned to the Edit Personal Information screen.

Change Cert PIN

19. Near the User Profile tab click on the "Change Cert PIN" icon.

20. Enter the answer to the challenge question and then click on the "Submit" button.

21. Enter the new certification PIN in the both data fields click the "Save" button.

22. The e-Services Portal will notify of a successful certification PIN change. Click the "My Workspace" tab to return the main screen.