MINNESOTA POLLUTION CONTROL AGENCY

Quick Guide – Creating an e-Services account

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Before you begin inventory preparation

To get started using the Minnesota Pollution Control Agency's (MPCA) electronic reporting system, sign up for a user account through e-Services (https://netweb.pca.state.mn.us/private/Login.aspx). Follow steps below to create a user account.

What you need to know

- 1. The Submitter is the only person that can submit an air emission inventory report. A signed Submittal Agreement is needed so you can submit your inventory with an electronic signature. Follow steps below to apply for the Submitter designation.
- 2. Others assisting the Submitter with the preparation of the inventory (Preparers) can create an account at any time through the e-Services (https://netweb.pca.state.mn.us/private/Login.aspx) website. Follow steps below to create a user account.
- 3. Preparers can only assist with preparing the inventory for submittal after they have been granted access by the Submitter.

Create user account (Submitter and Preparers)

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

Apply for Submitter designation (Submitter Only)

1. Select "Login" and enter the account number and password you obtained after creating a user account.

- 2. Select "Air Emission Inventory Submittal-CEDR."
- 3. Select "Create Submittal Agreement."
- 4. Enter the 8 digit facility ID (permit number) for which you are the Submitter.
- 5. Select "Create Agreement."
- 6. Print out the Submittal Agreement, complete, sign, and mail to the MPCA.
- 7. Please allow up to 2-3 weeks to process the agreement.
- 8. You will be contacted by email and letter once you are authorized as a Submitter. At that time you can grant access to others to prepare the inventory.

Note: You will only be able to complete and submit your air emission inventory if you have an authorized Submitter.

For more information

Visit the MPCA Air Emissions Inventory – Electronic Reporting (https://www.pca.state.mn.us/air/air-emissions-invento ry-%E2%80%94-electronic-reporting) webpage. For additional questions, e-mail Nate Edel at nathaniel.edel@state.mn.us (mailto:nathaniel.edel@state.mn.us) or call 651-757-2332.

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