

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](#). 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](#) 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/>
2. Select "Create an Account" and complete the information requested. You will receive an email with your account number.
3. Click the link in the email 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 reporting and fees](#) webpage. For additional questions, email Nate Edel at nathaniel.edel@state.mn.us or call 651-757-2332.