

# Getting started with MPCA e-Services

The Minnesota Pollution Control Agency (MPCA) e-Services allow you to submit information to the MPCA, such as notifications, reports, and applications. This document will help you get started with creating an MPCA e-Services account and accessing a service.

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## Overview

The following information explains the general rules of using MPCA e-Services.

- New and existing services currently operate on two separate systems, and depending on what services you'd like to use, you may need to maintain two accounts with the agency. This document discusses the new e-Services system. A separate existing e-Services, which requires separate accounts is still present for services such as Air Emission Inventory, Solid Waste Permitted Open Landfill Data Submittal, and submitting citizen complaints. We hope to combine these two systems as soon as possible.
- Each person using MPCA e-Services must create his or her own account. Account information is saved for future log-in.
- Each person should create only one account; do not create multiple accounts for the same person.
- MPCA e-Services work best with Internet Explorer 9, 10, or 11 and Firefox 3.5 or later.
- You will be logged out automatically after 30 minutes of inactivity. If you don't click either Save or Continue on a page within 30 minutes, you can lose the information you entered on that page.
- Within a service, use page buttons and links to navigate between pages (e.g., click Continue); do not use browser buttons.
- At any time, click **Help** in the upper-right corner of the page for additional information.
- Some services require approved access to a facility. You add a facility by searching for the facility and requesting access. If you are granted access to a facility for a service category (e.g., Air, Water Quality), you can complete services in that service category. Data for the facility (e.g., lists of equipment) is prepopulated from the MPCA database.
- Some services require you to be identified with a specific access type. Different access types are associated with different privileges to complete a service.
  - **Air Signatory, Feedlot Signatory, Water Quality Signatory** - These access types can create a service; enter data; grant and remove general user access to a facility; and electronically sign a service. (Note: If you were authorized to submit DMRs in the e-Services portal, your authorization will be granted at this level after you have created an account and requested access. If you need access to submit DMRs and did not have authorization in the e-Services portal, please request this access level.)
  - **Aboveground Storage Tank Signatory, SSTS Signatory** - These access types can create, enter data, and electronically sign a service.
  - **General User** options - These access types can create and enter data for a service, but cannot electronically sign a service.

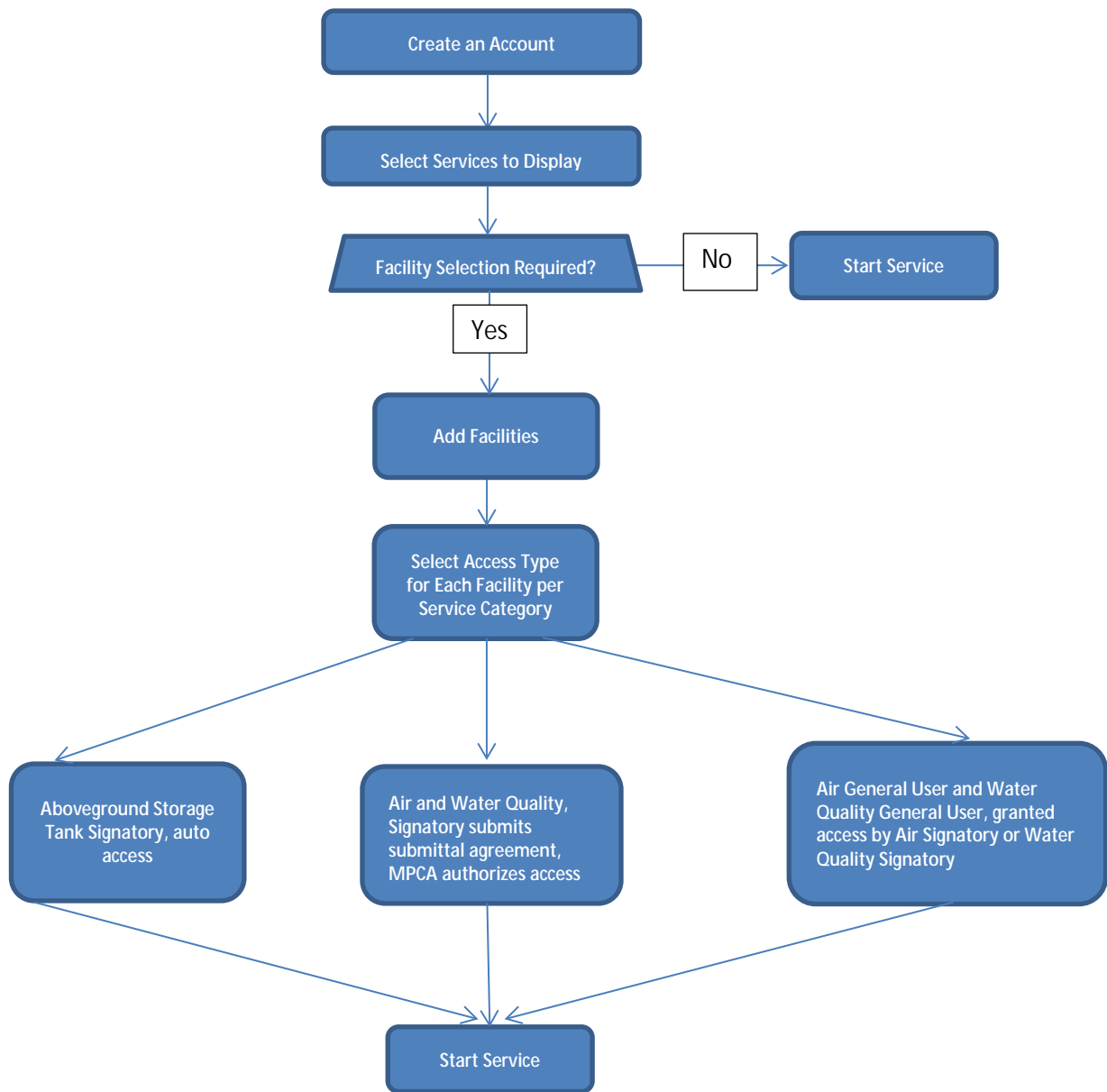
## Grid of tasks before starting a service

To use MPCA e-Services, you must create an account. In addition, before using some services, you must add a facility to your account, and if you are an electronic signer, possibly send in a submittal agreement.

- An *electronic signer* is a person who "signs" the submittal. To be an electronic signer, you need Signatory access to the facility. For some services, a submittal agreement is required to get Signatory access.
- A *data entry helper* is a person who can do data entry for the submittal, but can't sign it. To be a data entry helper, you need General User access to the facility.

Service	Create Account	Add Facilities	Select Access Type		
			<i>Electronic Signer: select access type Signatory</i>	<i>Electronic Signer: send in submittal agreement</i>	<i>Data Entry Helper: select access type General User</i>
Aboveground Storage Tank Reissuance Permit	X	X	X		
Air Administrative Amendment	X	X	X	X	X
Air Individual Permit Reissuance	X	X	X	X	X
Air Dispersion Modeling	X	X	X	X	X
Construction Stormwater General Permit	X				
Discharge Monitoring Report (eDMR)	X	X	X	X	X
Feedlot Annual Report	X	X	X	X	X
Feedlot NPDES/SDS Permit Application	X				
Field Work Notification	X				
Hazardous Waste Generator License Application	X				
Notification of Regulated Waste Activity	X				
Sewer Extension Permit Application	X				
Subsurface Sewage Treatment System (SSTS)	X	X	X		
Vessel Discharge Permit	X				
Voluntary Remediation Program Enrollment Application	X				
Yard Waste Permit by Rule	X				

## Flow of tasks before starting a service

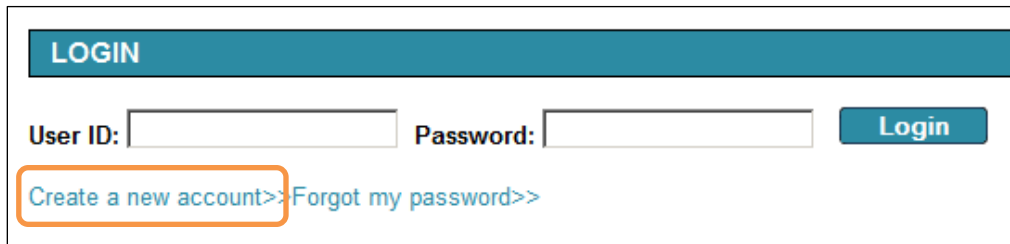


## Creating an account

To create an MPCA e-Services account, go to <https://rsp.pca.state.mn.us> and complete these steps.

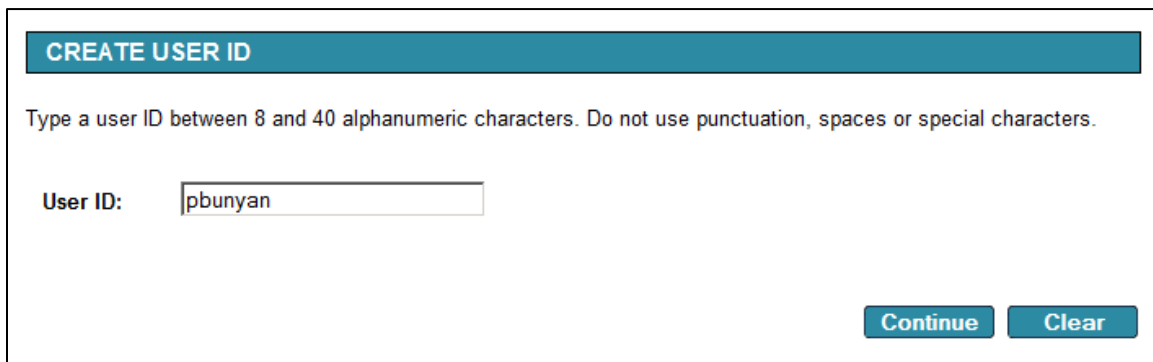
### On the Login page:

1. Click **Create a new account**.



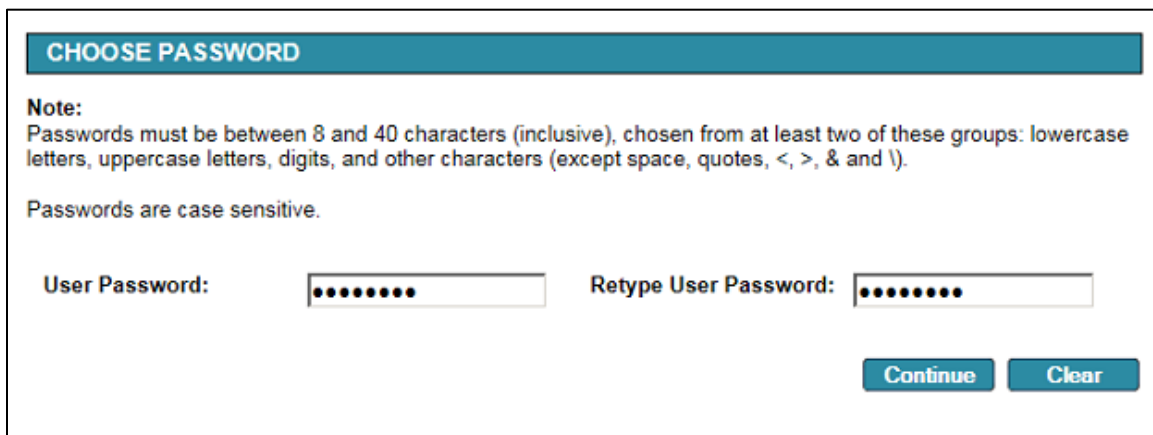
### On the Create User ID page:

1. In the **User ID** box, type a user ID. Your user ID must be between 8 and 40 alphanumeric characters. Do not use punctuation, spaces, or special characters. Choose a User ID you will remember each time you need to log in.
2. Click **Continue**.



### On the Choose Password page:

2. In the **User Password** box, type a password. Your password must be between 8 and 40 characters and contain characters from at least two of these groups: lowercase letters, uppercase letters, digits, and special characters (except spaces, quotation marks, <, >, and \). Passwords are case sensitive.
3. In the **Retype User Password** box, type the same password.
4. Click **Continue**.



## On the Contact pages:

1. Under **Contact Information**, enter your contact information. If an asterisk (\*) is present, you must enter that information.

### CONTACT INFORMATION

* First Name:	<input type="text" value="Paul"/>	* Address Line 1:	<input type="text" value="Minnesota 18"/>
Middle Initial:	<input type="text"/>	Address Line 2:	<input type="text"/>
* Last Name:	<input type="text" value="Bunyan"/>	Address Line 3:	<input type="text"/>
Title:	<input type="text"/>	* City:	<input type="text" value="Brainerd"/>
* E-Mail Address:	<input type="text" value="paul.bunyan@mydomain.com"/>	* State/Country:	<input type="text" value="Minnesota"/>
* Confirm E-Mail:	<input type="text" value="paul.bunyan@mydomain.com"/>	Foreign State:	<input type="text"/>
Organization Name:	<input type="text"/>	* ZIP/Postal Code:	<input type="text" value="56401"/>
Organization Type:	<input type="text" value="Private (Non-Government)"/>		

2. Under Contact Numbers, click **Add Contact Number**.
3. From the **Contact # Type** list, select the type of number you are adding.
4. In the **Contact Number** box, type your 10-digit number. Do not enter dashes or spaces between numbers.
5. If desired, enter your extension and add any comments.
6. Click **Save**.
7. Repeat steps 2–6 for additional contact numbers you want to add.
8. Click **Continue**.

### CONTACT NUMBERS

**Note:** At least one contact number is required.

Phone Number	Type	Remove	Edit
5555555555	Office Phone Number		

Clicking a column title will sort the table by that column.

## On the Challenge/Response Questions page:

1. In the **Question 1** list, select a question
2. For Question 1, type your answer in the text box.
3. Repeat step 1–2 for the remaining questions. You can select each question only one time, and your answers cannot be duplicates. Answers are not case sensitive.
4. Click **Continue**.

### CHALLENGE/RESPONSE QUESTIONS

Select a question and type an answer for five different security questions. Answers cannot be duplicated. Answers are NOT case sensitive

**\* Question 1:**  
What is your father's middle name?

**\* Question 2:**  
In what city was your mother born?

**\* Question 3:**  
What was the manufacturer of your first car?

**\* Question 4:**  
What high school did you graduate from?

**\* Question 5:**  
What was your first job?

*\* Required*

**Continue**

## On the Electronic Signature PIN page:

A personal identification number (PIN) is used to electronically certify a notification, report, or application. You will need this PIN each time you want to submit a notification, report, or application.

1. In the **Electronic Signature PIN** box, type a PIN. The PIN must be between 8 and 40 characters and contain characters from at least two of these groups: lowercase letters, uppercase letters, digits, and special characters (except spaces, quotation marks, <, >, and \). PINs are case sensitive.
2. In the **Retype Electronic Signature PIN** box, type the same PIN.
3. Click **Continue**.

### CREATE A NEW CERTIFICATION PIN

Your PIN will be used to electronically certify a notification, report, or application.

**Note:** The Certification PIN must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Certification PIN is case sensitive.

Certification PIN:

Retype Certification PIN:

**Continue** **Clear**

## On the Facility pages:

You can add facilities to your user profile. For many services, you must add a facility before you can use the service for an existing facility.

To complete your account setup without adding a facility, click **Complete Setup** without searching for a facility.

The following services require a facility in your profile.

- Air Administrative Amendment
- Air Individual Permit Reissuance
- Aboveground Storage Tank Reissuance Permit
- Air Dispersion Modeling
- Discharge Monitoring Report (eDMR)
- Feedlot Annual Report
- Subsurface Sewage Treatment System (SSTS)

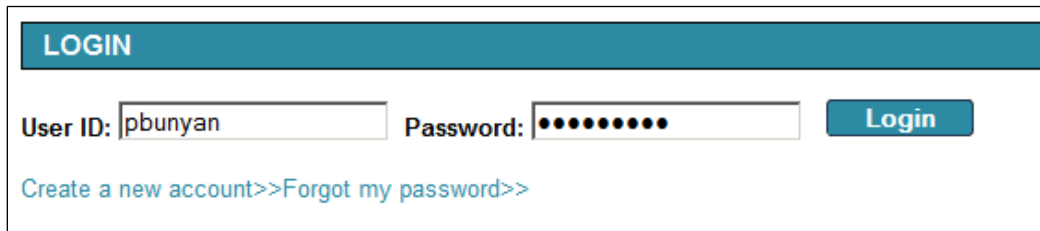
For details on adding facilities to your profile, see the section [Adding a Facility to Your Profile](#).

## Logging into MPCA e-Services

After you complete setting up your account, you are directed to the **Login** page.

To log in,

1. If you are not already at the Login page, go to <https://rsp.pca.state.mn.us> in your web browser.
2. In the **User ID** box, type your user ID.
3. In the **Password** box, type your password.
4. Click **Login**.



LOGIN

User ID: pbunyan Password: ●●●●●●●●●● Login

[Create a new account>>](#) [Forgot my password>>](#)

After login, the **My Workspace** page is displayed. From this page you can select and start the services you want to use.



## Selecting services to display

You can select the services that you want to display in the Service Selection section of the My Workspace page.

To select services to display,

1. On the My Workspace page, click **Configure Services**.
2. Select the check box for each service that you want to display in your workspace.
3. Click **OK**.

My Workspace Messages User Profile Electronic Signature Documents and Forms

Version: 1.4  
Currently logged in: Jana Hiller (JHILLER3) [Help](#) | [Logout](#)

### MY SERVICES

Please select the Services that you would like to appear on your Workspace and click the OK button.

#### Services Requiring Facilities

**Aboveground Storage Tanks**  
 Aboveground Storage Tank Reissuance Permit

**Water Quality**  
 Discharge Monitoring Report

**Air**  
 Administrative Amendment Service  
 Air Dispersion Modeling  
 Individual Permit Reissuance

#### Services NOT Requiring Facilities

**Construction Stormwater**  
 Construction Stormwater General Permit Application

**Feedlot**  
 Feedlot Annual Report  
 General Permit Coverage Issuance  
 General Permit Coverage Modification  
 Individual Permit Issuance  
 Individual Permit Modification  
 Individual Permit Reissuance

**Hazardous Waste**  
 Notification of Regulated Waste Activity  
 Hazardous Waste Generator License Application

**Remediation**  
 Field Work Notification  
 Voluntary Remediation Program Enrollment Application

**SSTS**  
 SSTS

**Solid Waste**  
 Yard Waste Permit By Rule

**Vessel Discharge**  
 Vessel Discharge Permit

**Wastewater**  
 Sewer Extension Permit Application

[Check All](#) [OK](#) [Cancel](#)

If you select a service that requires a facility to be included in your profile, you will be prompted to add a facility.

# Starting a service

To start a service, on the My Workspace page, click the service name.

The screenshot displays a web interface for a user's workspace. At the top, there is a navigation bar with tabs for "My Workspace", "Messages", "User Profile", "Electronic Signature", and "Documents and Forms". Below this, the user's version (1.4) and login information (Paul Bunyan) are shown, along with "Help | Logout" links. A "MY WORKSPACE" header is present. A "Service Selection" dropdown menu is open, showing a list of services. One service, "Construction Stormwater", is highlighted with an orange border, and its sub-option "Construction Stormwater General Permit Application" is visible below it. A "Configure Services" button is located in the bottom right corner of the service selection area.

My Workspace Messages User Profile Electronic Signature Documents and Forms

Version: 1.4  
Currently logged in: Paul Bunyan (PBUNYAN) Help | Logout

MY WORKSPACE

Service Selection

**Construction Stormwater**  
[Construction Stormwater General Permit Application](#)

Configure Services

## Adding a facility

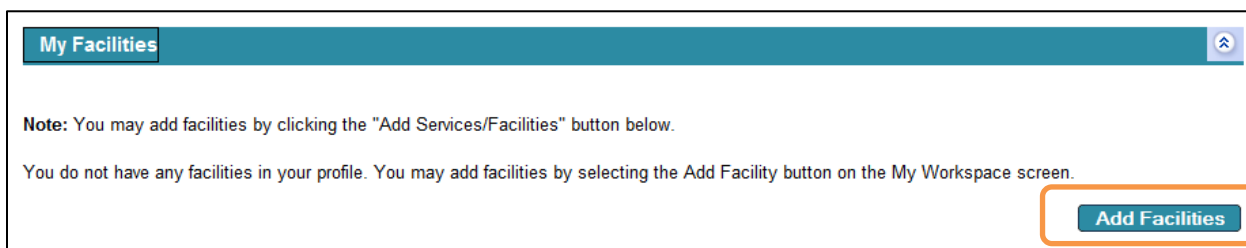
The following services require you to add a facility to your profile before using the service for an existing facility. If you are an electronic signer, you may also need to send in a submittal agreement, one for each facility for which you are requesting access.

Service	Add a facility	Send in submittal agreement
Aboveground Storage Tank Reissuance Permit	X	
Air Administrative Amendment	X	X
Air Individual Permit Reissuance	X	X
Air Dispersion Model	X	X
Discharge Monitoring Report (eDMR)	X	X
Feedlot Annual Report	X	X
Subsurface Sewage Treatment System (SSTS)	X	

After adding a facility to your profile, you can request the access level that you want.

To add a facility to your user profile,

1. In your web browser, go to <https://rsp.pca.state.mn.us>.
2. Log in to your account. For details, see [Logging Into MPCA e-Services](#).
3. Do one of the following to access the Facility Search page:
  - Click the **User Profile** tab, click **Edit Facility Selection**, and click **Add Facility**.
  - On the My Workspace page, in the My Facilities section, click **Add Facilities**.



Note: When creating your account, you will also be prompted to add a facility.

4. To search for a facility, enter any information about the facility you are looking for.
5. In the text boxes, you can enter partial values followed by an asterisk (\*) to search for all records that begin with that value. For example, type **how\*** in the **Facility Name** box to find facilities named *Howe Farm*, *Howard Janes*, and *Howell Enterprises*.

## FACILITY SEARCH

Some services require that you have an associated facility before the service can be used. For example, Air, Tank, eDMR, SSTS, and some Feedlot services require a facility.

If you are creating an account and don't know if you need an associated facility, click **Complete Setup**. You can add a facility later if you need it.

To search for a facility, enter any information about the facility you are looking for and click **Search**.

- In text boxes, you can enter partial values followed by an asterisk(\*) to search for all records that begin with that value. For example, entering "Car\*" in the Facility Name field would return all facilities whose names begin with "Car", such as "Carpet Cleaning".
- The Alternate/Historic Name field searches previous or secondary IDs of the facility. To refine your search, select an option from the Facility User Group list in combination with entering an ID. Examples include an 8-digit "Air Permit Number" or "Wastewater Permit Number".

You must enter in at least one field before clicking the Search button.

Facility ID:	<input type="text"/>	Address:	<input type="text"/>
Facility Name:	<input type="text" value="how*"/>	County:	<input type="text"/>
Alternate/Historic Name/ID:	<input type="text"/>	Municipality:	<input type="text"/>
		ZIP:	<input type="text"/>
Facility Type:	<input type="text"/>		
Facility User Group:	<input type="text"/>		

Search

Return

To search by previous facility ID, select an option from the **Facility User Group** list in combination with entering an ID in the **Alternate/Historic Name/ID** box.

- Select **Air Permit Number** for an 8-digit air permit number
- Select **Wastewater Permit Number** for a water permit number
- Select **Feedlots Preferred ID** for a three digit number, followed by a hyphen and five or more digit number (e.g., 000-00000)

**FACILITY SEARCH**

Some services require that you have an associated facility before the service can be used. For example, Air, Tank, eDMR, SSTS, and some Feedlot services require a facility.

If you are creating an account and don't know if you need an associated facility, click **Complete Setup**. You can add a facility later if you need it.

To search for a facility, enter any information about the facility you are looking for and click **Search**.

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You must enter in at least one field before clicking the Search button.

Facility ID:  Address:

Facility Name:  County:

Alternate/Historic Name/ID:  Municipality:

ZIP:




Facility Type:

Facility User Group:

6. In the list of facilities returned by your search, select the check box next to each facility you want to add to your profile.

To view details about a facility, click the **View** () icon.

**FACILITY SEARCH RESULTS**

Selected	Facility	Facility ID	Physical Address	View
<input checked="" type="checkbox"/>	Howards Point Marina	1554814	5400 Howards Point Rd Shorewood, MN 55331	
<input type="checkbox"/>	Howe Co	1546408	4821 Xerxes Ave N Minneapolis, MN 55430-3709	
<input type="checkbox"/>	Howe Elementary School	1437328	3733 43rd Ave S Minneapolis, MN 55406	

7. To save your selected facilities and add more facilities, click **Add More Facilities**. To save your selected facilities without adding more facilities, click **Continue**.
8. For the facilities you have added, select the access level you want under **Change Access Type To**.
- If you will be entering data for the service but not certifying the service, select the appropriate **General User** option. The Air Signatory, Feedlot Signatory, or Water Quality Signatory will grant access.
  - If you will be certifying the service, select the appropriate **Signatory** option (e.g., Aboveground Tank Signatory, Air Signatory, Feedlot Signatory, SSTS Signatory, Water Quality Signatory). Note that signatories for Air, Feedlot, and Water Quality must send in a signed submittal agreement.

Role	Certify Service (electronically sign)	Manage Roles	Able to Create and Enter Data for Service
Air Signatory	X	X	X
Air General User			X
Aboveground Storage Tank Signatory	X		X
Feedlot Signatory	X	X	X
Feedlot General User			X
SSTS Signatory	X		X
Water Quality Signatory	X	X	X
Water Quality General User			X

SELECT ACCESS TYPE

Please select a role for each facility added.

Facility Name	Facility ID	Current Access Type	Change Access Type to	Cancel Access Request
Arch Of Kentucky	363015	No Access	<div style="border: 1px solid gray; padding: 2px;">           No Change <span style="float: right;">▼</span> </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">             No Change              Aboveground Storage Tank Signatory              Air General User  <span style="border: 2px solid orange; padding: 2px;">Air Signatory</span>              Feedlot General User              Feedlot Signatory              SSTS Signatory              Water Quality General User              Water Quality Signatory           </div>	

Continue


9. Click **Continue**.
10. If you are prompted to confirm your request, select I Agree and then click Continue.
11. Depending on the access type you selected, do one of the following:
  - If you selected **Air Signatory**, **Feedlot Signatory**, or **Water Quality Signatory** as the access type, continue to step 12.
  - If you selected **Aboveground Tank Signatory** as the access type, skip to step 14.
12. Click the PDF ( ) icon for **MPCA e-Services Portal Electronic Signature Submittal Agreement**.

**Access Change - Requires Paper Form Approval**

Your request for the facilities listed below require paper form approval. Your request status is **Pending**.

**Facility Name:** Dummy Facility 210  
**Facility ID:** 935015  
**Access Type Requested:** Air Signatory

Please fill out the form provided and send it to the following address:

Document Name	PDF
MPCA e-Services Portal Electronic Signature Submittal Agreement Air	

[Continue](#)

13. Print the PDF document, fill it out, sign it, and mail it to the corresponding address below. The Air and Water Quality submittal agreements are also appended to this document.

Air Submittal Agreement:

Attn: Air Quality Permit Document Coordinator  
 Minnesota Pollution Control Agency  
 520 Lafayette Road North  
 St Paul, MN 55155-4194

Water Quality Submittal Agreement—Discharge Monitoring Report (eDMR):

Attn: MPCA e-Services  
 Minnesota Pollution Control Agency  
 504 Fairgrounds Road, Suite 200  
 Marshall, MN 56258

General Submittal Agreement:









Attn: Online Services Support – 4th floor  
 Minnesota Pollution Control Agency  
 520 Lafayette Road North  
 St. Paul, MN 55155-4194

14. Click **Continue**.

15. When your submittal agreement is processed, you will be notified via email. In addition, on the My Workspace page, the Access Status will change from *Pending* to *Granted*.

**My Facilities**

**Note:** You may add facilities by clicking the "Add Services/Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
Dummy Facility 210	935015	N/A	Air Signatory	Pending				
Dummy Facility 213 v2.1031	935071	N/A	Air Signatory	Granted				

Clicking a column title will sort the table by that column.

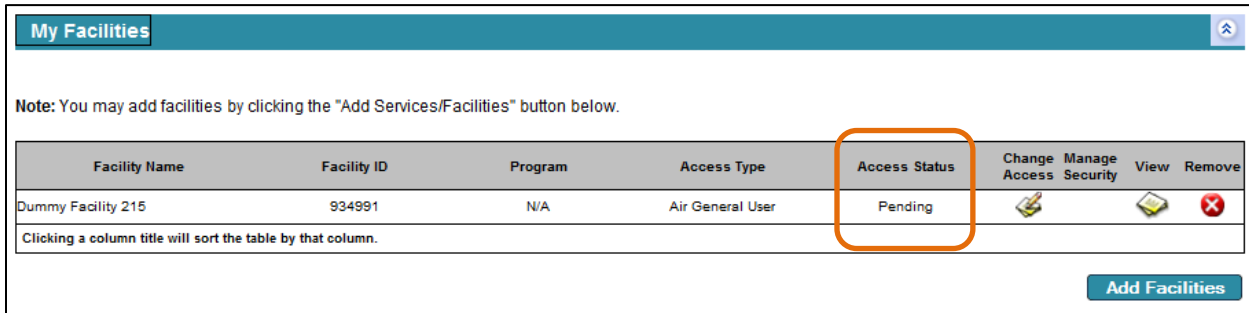
[Add Facilities](#)

16. Click the name of the service on the My Workspace page to start the service.

## Managing access to facilities

You can manage security access for facilities to which you have Air Signatory, Feedlot Signatory, or Water Quality Signatory rights. When another user requests general user rights to your facility, as a signatory you will receive an email notifying you of the request.

On the My Workspace page, in the My Facilities section, the general user who requested access will see the Access Status as *Pending*.



**My Facilities**


Note: You may add facilities by clicking the "Add Services/Facilities" button below.

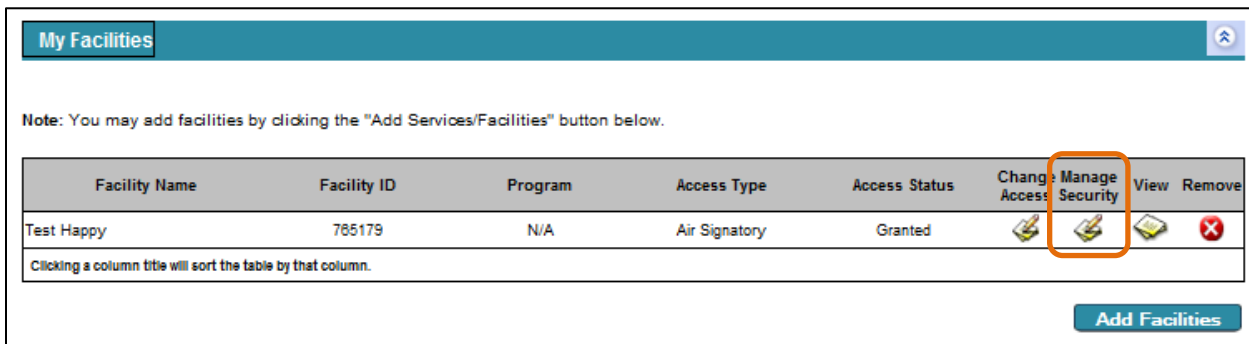
Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
Dummy Facility 215	934991	N/A	Air General User	Pending				

Clicking a column title will sort the table by that column.

**Add Facilities**

As an Air Signatory or Water Quality Signatory, you can grant, deny, or revoke access for the related General User.

To do this, on the My Workspace page, in the My Facilities section, click the **Manage Security** () icon to display the administration page.



**My Facilities**

Note: You may add facilities by clicking the "Add Services/Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
Test Happy	785179	N/A	Air Signatory	Granted				

Clicking a column title will sort the table by that column.

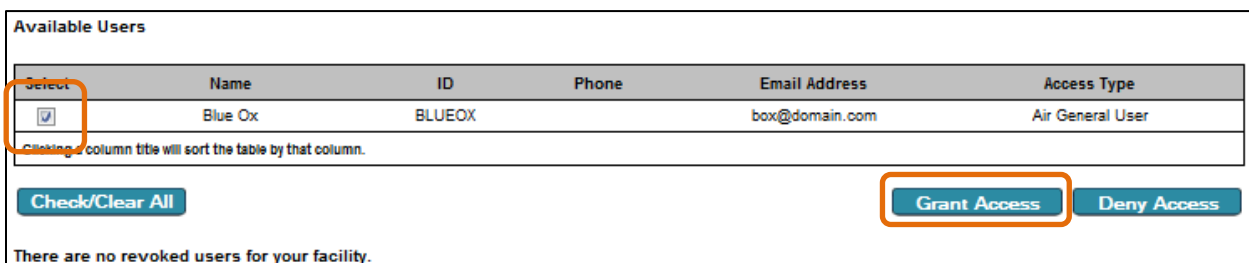
**Add Facilities**

From the administration page, you can manage the users with access to the facility.

## Granting access to a general user

On the administration page, *Available Users* have requested access to the facility.

- To grant access for the role requested, select the user and click **Grant Access**.
- To deny access and remove the user from the page, select the user and click **Deny Access**.



**Available Users**

Select	Name	ID	Phone	Email Address	Access Type
<input checked="" type="checkbox"/>	Blue Ox	BLUEOX		box@domain.com	Air General User

Clicking a column title will sort the table by that column.

**Check/Clear All** **Grant Access** **Deny Access**

There are no revoked users for your facility.

After access is granted, the general user who requested access will receive an email notifying him or her that access is granted. On the My Workspace page, in the My Facilities section, the general user will see the Access Status as *Granted*.



**My Facilities**

Note: You may add facilities by clicking the "Add Services/Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Manage Access Security	View	Remove
Test Happy	785179	N/A	Air General User	Granted			

Clicking a column title will sort the table by that column.

**Add Facilities**

## Revoking access from a general user

On the administration page, *Assigned Users* have been granted access to the facility.

- To revoke access for the role granted and move the user to the **Revoked Users** list, select the user and click **Revoke Access**.

**Assigned Users**

Select	Name	ID	Phone	Email Address	Access Type
<input type="checkbox"/>	Michael Smith	123456		michael.smith@state.mn.us	Air General User
<input type="checkbox"/>	Mike Smith	1441005		michael.smith@state.mn.us	Air Facility Security Administrator

Clicking a column title will sort the table by that column.

**Check/Clear All** **Revoke Access** **Return**

The user is removed from the Assigned Users section and moved to the Revoked Users section.

**Revoked Users**

Select	Name	ID	Phone	Email Address	Access Type	Date
<input type="checkbox"/>	Blue Ox	BLUEOX		box@domain.com	Air General User	09/15/2015

Clicking a column title will sort the table by that column.

**Check/Clear All** **Restore Access**

## Getting help

If you have questions or problems with MPCA e-Services, email [onlineservices.pca@state.mn.us](mailto:onlineservices.pca@state.mn.us) or call 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday.

**Modifications to this form are prohibited.**

- \* 1a) AQ Facility ID number: \_\_\_\_\_ 1b) Agency Interest ID number: \_\_\_\_\_
- \* 2) Facility name: \_\_\_\_\_

**A. Purposes of this form:**

- Identification and authorization of an Air e-Service Signatory (person with recognized authority to electronically sign air quality documents).  
Check at least one:     Air Individual Permit Applications,     Air Modeling Protocol\*\*  
\*\* If you gain e-Services access for a modeling protocol, do not use e-Services for applications unless you have an individual permit. If you submit such an application, it will be denied without a refund of your fee.
- Identification and/or updating of Air Responsible Official in the Minnesota Pollution Control Agency (MPCA) databases per Minn. R. 7007.0100, subp. 21.
- Delegation of authority from Responsible Official to other qualified staff per Minn. R. 7007.0100, subp. 21.

**B. Agreements:**

By signature on this agreement, the identified Signatory (Account Holder/User) and the Responsible Official agrees to:

1. Protect the account password, PIN, and answers to challenge questions from compromise.
2. Not allow anyone unauthorized access to the account, account password, PIN, or answers to challenge questions.
3. Promptly report to the MPCA any evidence of loss, theft, or other compromise of the account, account password, PIN, or answers to challenge questions.
4. Change the account password and User PIN if there is reason to suspect or believe that any have been become known to another person.
5. Notify the MPCA if the Account Holder or the Responsible Official named in this document no longer represents the named facilities in the capacity indicated on or authorized by this form as soon as the change becomes known.
6. Review in a timely manner the email onscreen acknowledgements and copies of record submitted and certified through my account to MPCA e-Services.
7. Report any evidence of discrepancy between the document submitted and what the MPCA e-Services received.

**C. \*MPCA e-Services Signatory (Account Holder) signature**

By signing below as an Account Holder, I acknowledge that:

1. I will be legally bound, obligated, and responsible for the use of my created electronic signature as I would be using my handwritten signature.
2. I have read, understand, and accept the terms and condition of this submittal agreement.
3. I have read the certification requirements of Minn. R. 7001.0070 and 7001.0540 and understand that certifications are made subject to the penalty of law, including penalties for submitting false information.
4. I have a current *User ID* with the MPCA e-Services.
5. \*Signatory (Account Holder) user ID \_\_\_\_\_.
6.  I am the Responsible Official authorized to submit and sign per Minn. R. 7007.0100, subp. 21.

**Note:** The individual who is identified as the 'Responsible Official' will be updated in the MPCA database and become the legal and binding Responsible Official for the above named facility.

or

- I am not the Responsible Official authorized to submit and sign per Minn. R. 7007.0100, subp. 21. Section D is required.

**Signatory (Account Holder)**

\* Print name: \_\_\_\_\_ \* Title: \_\_\_\_\_  
 \* Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**D. If the Signatory (Account Holder) is not the Responsible Official for the listed facility, the Responsible Official must complete this section:**

I, \_\_\_\_\_  
*Responsible Official printed legal name* *Responsible Official title*

certify that I am the Responsible Official per Minn. R. 7007.0100, subp. 21, by virtue of my status as one of the following: President of corporation, Vice President in charge of a principal business function, Secretary of corporation, Treasurer of corporation, or other person who performs policy or decision-making functions for the corporation similar to the functions performed by those listed.

I authorize and delegate authority to the user identified in section 'C' above. By signature on this document, I understand that this authorization is valid unless the MCPA is notified by me or the above named User, in writing, that the authorization status has changed.

**Note:** The individual who is identified as the 'Responsible Official' will be updated in the MPCA database and become the legal and binding Responsible Official for the above-named facility.

**Responsible Official signature**

\* Print name: \_\_\_\_\_ \* Title: \_\_\_\_\_  
\* Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**E. Final step – submit to the MPCA**

Print this form, sign and date section 'C' (if you are the Signatory and Responsible Official) or sections 'C' and 'D' (if you are the Signatory but are **not** the Responsible Official), and mail or hand deliver to:

**Attn: Air Quality Permit Document Coordinator**  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St Paul, MN 55155-4194

*Fields preceded by a single red asterisk (\*) indicates a required field.  
All required fields must be completed or submittal agreement will be returned.*

For MPCA use only:

\_\_\_\_\_  
Authorizing MPCA staff signature Date

# Electronic signature submittal agreement/water quality signatory registration form

MPCA e-Services

Doc Type: *Electronic Signature User Agreement*

## Facility information

\*Facility name: \_\_\_\_\_ \*Permit number: \_\_\_\_\_

## A. Purpose of this form

- Identification and authorization of a water quality e-service signatory (person with recognized authority to electronically sign water quality documents on behalf of a permit applicant or permittee).
- Identification and/or updating of water quality responsible official in the Minnesota Pollution Control Agency (MPCA) databases per Minn. R. 7001.0060.
- Delegation of authority from a responsible official to other qualified staff per Minn. R. 7001.0060.

## B. Agreements

By their signature on this agreement, the identified signatory (account holder/user) and the responsible official agrees to:

1. Protect the account password, PIN, and answers to challenge questions from compromise.
2. Not allow anyone unauthorized access to the account, account password, PIN, or answers to challenge questions.
3. Promptly report to the MPCA any evidence of loss, theft, or other compromise of the account, account password, PIN, or answers to challenge questions.
4. Change the account password and User PIN if there is reason to suspect or believe that any have been become known to another person.
5. Notify the MPCA if the account holder or the responsible official named in this document no longer represents the named facilities in the capacity indicated on or authorized by this form as soon as the change becomes known.
6. Review in a timely manner the email onscreen acknowledgements and copies of record submitted and certified through my account to MPCA e-Services.
7. Report any evidence of discrepancy between the document submitted and what the MPCA e-Services received.

## C. MPCA e-Services signatory (account holder) signature acknowledgments

By signing below as an account holder, I acknowledge that:

1. I will be legally bound, obligated, and responsible for the use of my created electronic signature as I would be using my handwritten signature.
2. I have read, understand, and accept the terms and condition of this submittal agreement.
3. I have read the certification requirements of Minn. R. 7001.0070 and 7001.0540 and understand that certifications are made subject to the penalty of law, including penalties for submitting false information.
4. I have a current User ID in place with the MPCA e-Services.
5. \*Signatory (account holder) user ID: \_\_\_\_\_
6. \*  I am the responsible official authorized to submit and sign per Minn. R. 7001.0060.
- or
7. \*  I am not the responsible official authorized to submit and sign per Minn. R. 7001.0060. Section D is required.

### \*Signatory (account holder) signature

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**D. If the signatory (account holder) is not the responsible official for the listed facility, the responsible official must complete this section.**

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I, \_\_\_\_\_  
(Responsible official printed legal name) (Responsible official title)

certify that I am the responsible official authorized to submit and sign per Minn. R. 7001.0060.

I authorize and delegate authority to the user identified in section 'C' above. By my signature on this document, I understand that this authorization is valid unless the MPCA is notified by me or the above named user, in writing that the authorization status has changed.

**Responsible official signature**

Print name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**E. Final step - Submit to the MPCA**

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Print this form, sign, and date section 'C' (if you are the signatory and responsible official) or sections 'C' and 'D' (if you are the signatory but are **not** the responsible official), and mail or hand deliver to:

**Attn: MPCA e-Services**  
Minnesota Pollution Control Agency  
504 Fairgrounds Road, Suite 200  
Marshall, MN 56258

*Fields preceded by an asterisk (\*) indicates a required field.  
All **required fields** must be completed or submittal agreement will be returned.*

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For MPCA use only:

\_\_\_\_\_  
Authorizing MPCA staff signature

\_\_\_\_\_  
Date