Methane Emissions Monitoring & Reporting (MEMR)

Electronic Reporting System Registration Instructions

Secure Access Washington (SAW) Portal

Each user of Ecology Air Quality applications needs their own SAW account. If you have a SAW account, log in and skip to "Add the Portal to your SAW Account" section below.

Create a SAW Account

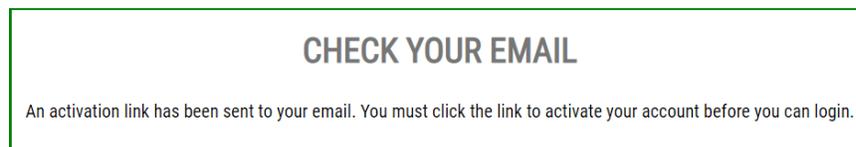If you need help with SAW go to Ecology's 3 minute [SAW tutorial YouTube video](https://www.youtube.com/watch?v=pj0EnIjG3RQ)[1].

1.) Go to SAW [https://secureaccess.wa.gov](https://secureaccess.wa.gov/myAccess/saw/select.do)[2]

Single click the green "SIGN-UP" button and follow the prompts to register. Enter your legal name, email address, create a username and password.
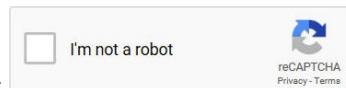
Check the I'm not a robot check box, then hit the "SUBMIT" button after you successfully complete the CAPTCHA test.
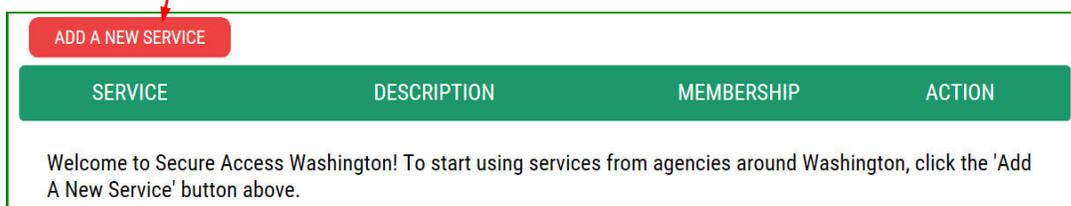
2.) Activate your new SAW account via the link in your confirmation email. Check your email.

CHECK YOUR EMAIL

An activation link has been sent to your email. You must click the link to activate your account before you can login.

3.) Login to SAW

Add the Portal to your SAW Account

4.) Click the "ADD A NEW SERVICE" button

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[1] https://www.youtube.com/watch?v=pj0EnIjG3RQ
[2] https://secureaccess.wa.gov/myAccess/saw/select.do

5.) Click the "I would like to browse list of services by name" box

ADD A NEW SERVICE
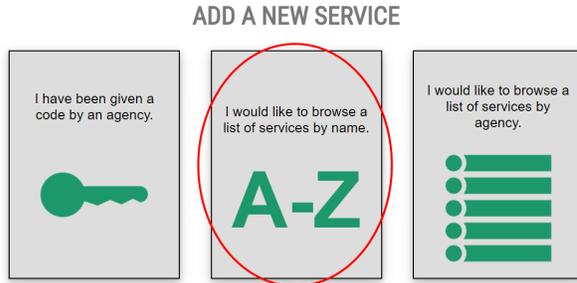
6.) Scroll down to the third item – Air Quality Application Portal – click the "APPLY" button

AIR QUALITY APPLICATION PORTAL   APPLY

Approval for the Air Quality Application Portal is automatic. If it shows as Pending please cancel the request by clicking the red Remove from my list and confirm by clicking REMOVE. Then re-request the Air Quality Application Portal.
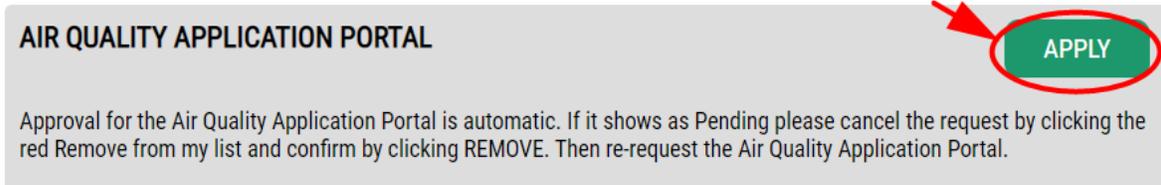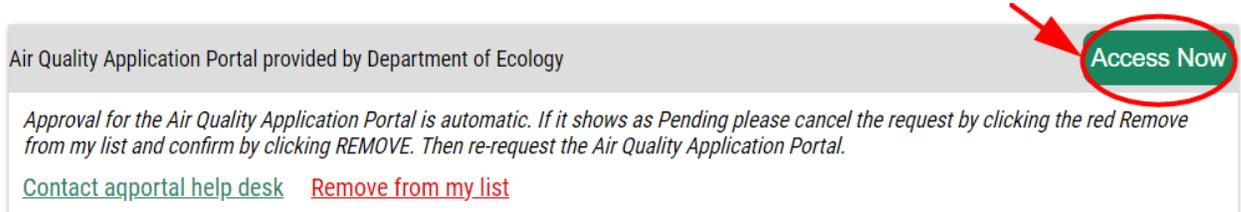
REGISTRATION COMPLETE

This service has been added to your list and is ready for you to start accessing.

OK

7.) On the Registration Complete message click "OK"

8.) Click "Access Now" to launch the Portal

Air Quality Application Portal provided by Department of Ecology   Access Now

Approval for the Air Quality Application Portal is automatic. If it shows as Pending please cancel the request by clicking the red Remove from my list and confirm by clicking REMOVE. Then re-request the Air Quality Application Portal.

Contact aqportal help desk   Remove from my list

If Portal link says "Pending", follow the directions in the description – remove and re-request

CONTINUE

9.) Click the "CONTINUE" button on the Now Accessing page.

Register in the Air Quality Application Portal

10.) Enter, at a minimum, you first and last name, phone number, and email address.

The "Submit" button will activate after the address is entered.

11.) Select the appropriate button for the location of your address. If your "business address" is outside of the United States of America, click "Yes."

    a. Outside US Address: Enter the address in the delivery format customary in that country. Type the city, state/province/region, postal code, and country in the appropriate fields.

For US addresses click "No."

    b. US Address: Enter address number and street, or PO Box, in Address Line 1. Address Line 2 is for further information such as suite or apartment number. Select the state, this will activate the county. Select the county, this will activate the city. Select the city. If you don't see an entry you expect, make sure the previous fields (county and state) are correct.

Address*	Address Line 2
123 Street name	Suite 202

| State*	County*	City*	Postal Code*
Washington	King	Seattle	98101

Submit

When the address is complete, click the "Submit" button.

Select your Air Quality Applications

The next step of Portal registration shows all the applications available in the Air Quality Application Portal. You can access multiple Ecology Air Quality applications with one SAW and Portal account.

12.) Click the three vertical dots button under "Actions" for the application needed. Click
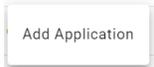
Add Application

Air Quality Program Application Descriptions

- Air Quality Program Permitting System (AQPPS) – USERS: *Authorized Air Authorities* - Issue burn permits (NOT for the public)

- Air Quality Site Information Management System (AQSIMS) – USERS: *Air Quality Staff* - Manage Ecology's air quality monitoring site information and equipment

- Burn Permit Applications (BPA) – USERS: *PUBLIC* - Apply and pay for agricultural and outdoor burn permits

- Methane Emissions Monitoring & Reporting (MEMR): Landfill reporting

- Source Management System (SMS) – USERS: *Minor Source* - Emission Inventory reporting to Ecology Air Quality Program (NOT major source)

- Washington Emissions Inventory Reporting System (WEIRS) – USERS: *Major Source* - Annual emissions reporting for Washington state (NOT minor source)

(Please note that users with an address outside of the US will not see the following applications in the AQ Portal: AQPPS, SIMS, and WEIRS. Enter a US address for these.)

13.) Launch your application(s) from your Portal Home page.

Map to Access Air Quality Applications

LOGIN TO SAW https://secureaccess.wa.gov/[3]

- Launch the Air Quality Application Portal in SAW
- Launch your application from the Portal

User Tips

SAW Username

Do not change your Secure Access Washington username. All your downstream identity is based on the username with which you were logged in when you registered in the Portal. If you create a new SAW account, you will be required to re-register in the Portal and your connection to Air Quality applications will be lost.

Portal User Maintenance

Update your Portal user information in the Portal if there are errors of updates needed. This includes updating or correcting email address.

Top Right of the main menu bar you will see your username. Click the user icon.
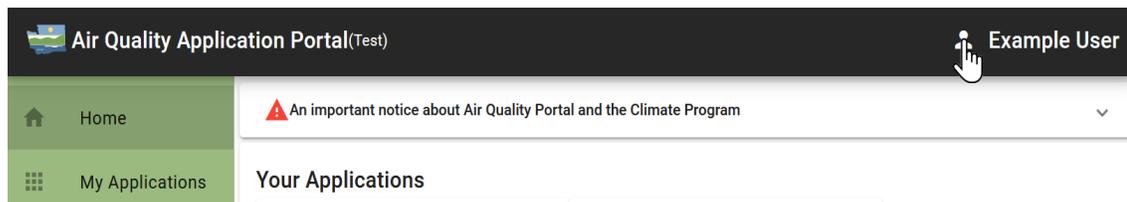
Your Info opens your data in the "My Profile" page. If you need to change anything, click the

button at the bottom of the fields to activate edit mode. Now the fields are editable.

When done click the **Submit** button. If you want to discard any change you may have made, and retain data as is, click the **Back** button. Both buttons return to the "My Profile" page.

At the bottom of the page is a link to reporting a problem or asking a question. **Help ⧉** will launch an email window. Describe your concern and attach any supporting documents you think might help us help you.

Publication information

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[4] https://ecology.wa.gov/about-us/contact-us