



Department of  
Natural Resources



# Account Registration Instructions For Consultants & Preparers

---

Iowa Department of Natural Resources  
Air Quality Bureau  
6200 Park Ave Ste 200  
Des Moines, IA 50321

Contact the Iowa EASY Air Help Desk  
email: [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov)  
Or call (515) 725-9569 or (515) 725-9547

## Table of Contents

1.	Iowa EASY Air Website Login.....	3
2.	Self-Registration.....	4
2.1	Fill in General Information .....	4
2.2	Indicate Account Type.....	5
2.3	Select and answer Security Questions .....	6
2.4	Pass Picture Verification.....	7
2.5	Account Created Confirmation .....	7
2.6	Receive email confirmation from Iowa EASY Air.....	8
3.	Access Your Account Information .....	8

## List of Figures

Figure 1 - Iowa EASY Air Website Login Page.....	3
Figure 2 - Access Self – Registration.....	4
Figure 3 - Fill in General Information .....	4
Figure 4 - Select Account and Submittal Groups.....	5
Figure 5 - Security Questions .....	6
Figure 6 - Picture Verification.....	7
Figure 7 - Account Confirmation .....	7
Figure 8 - Account Confirmation Email .....	8
Figure 9 - Access “My Account” .....	8
Figure 10 - Access “My Account - Responsible Officials” .....	9

To access Iowa DNR’s Environmental Application System for Air (Iowa EASY Air), users must first register and then log into the system to complete their account. This document explains how to register as a Consultant / Preparer in Iowa EASY Air, sign into the system, and access your account information.

## 1. Iowa EASY Air Website Login

Use a reliable Internet connection and a current web browser (e.g. Edge, Chrome, Firefox, Safari, Opera IE 11, etc.) to access the login page of the [Iowa EASY Air](#) website. When the screen shown in Figure 1 appears, you will need to determine if you need a new account or if you already have an account.

Obtaining a User Name and password requires self-registering for the system. Make note of the bottom check marked section (circled in red) before creating a new account, as you may already have a migrated account.

This document covers the steps to take for a new user to set up a new account.

**Facility/Public Login**

User name

Password

**Login**

[Create a new account](#)

[Forgot your login user name or password?](#)

Release Date: March 13, 2023  
 Version: 4.0023.0313.24925

GovOnline uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader Plug-in software.

[Get ADOBE READER](#)

EASY Air Website is secured by

**VIKINGCLOUD TRUSTED COMMERCE**  
 CLICK TO VALIDATE

**Getting Started** Before you begin your online application answer these four "EASY" questions:

- ✓ Does your facility exist in Iowa EASY Air?  
 If this is a new facility or you don't see your existing facility, fill out the [Iowa EASY Air Facility Number & Name Change Form](#) and email the form to [easyair\\_fn@dnr.iowa.gov](mailto:easyair_fn@dnr.iowa.gov) to get started.
- ✓ Do you have a Responsible Official (RO) User Account in Iowa EASY Air?  
 Only a facility RO can submit applications in the system. ROs may use the preferred [e-Verify option](#) through EASY Air to create their account or can submit a paper [Electronic Signature Agreement \(ESA\)](#) and email the form to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).
- ✓ Will someone other than the RO be completing the application in Iowa EASY Air?  
 ROs can designate others to complete the application by [granting access to their facility](#). The Preparer designated by the RO must first [create their account in Iowa EASY Air](#).
- ✓ Have you previously used SLEIS, Iowa DNR’s emissions inventory reporting system?  
 If you have used SLEIS you already have an account in Iowa EASY Air. To activate your account click on the "[Forgot your login user name or password?](#)" link under the login button and follow the directions to have a temporary password e-mailed to you.

**Need Assistance** If you need assistance please visit our [eAirServices website](#) for useful guides and FAQs or contact the Iowa EASY Air Help Desk at:

[easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov)  
 Kevin Connolly – 515-725-9569  
 Jessica Reese-McIntyre – 515-725-9547

If you had a SLEIS account prior to November 2019, your information was migrated into an Iowa EASY Air account. If you did not have a SLEIS account, you will need to create a new Iowa EASY Air account.

**Figure 1 - Iowa EASY Air Website Login Page**

## 2. Self-Registration

Click on **“Create a new account”** (Figure 2). Follow instructions 2.1 – 2.7 to register.

**Figure 2 - Access Self – Registration**

### 2.1 Fill in General Information

The registrant needs to complete all required fields in Figure 3 (denoted with a red asterisk **\*** icon). The suggested Username may be modified at this step. If you wish to receive text messages from the system, enter a mobile phone number and select your cellular provider (If your provider is not listed, please notify the Help Desk). When finished, click the blue **“Next>>”** button.

**Figure 3 - Fill in General Information**

## 2.2 Indicate Account Type

There are two user account types having different roles. An explanation of each of these roles is provided below (Table 1). The RO user role has additional privileges above the level of the Preparer.

**Table 1 - Account Types in Iowa EASY Air**

User Type	Account Privileges
Responsible Official (RO)	<ul style="list-style-type: none"> <li>▪ Will create a PIN once their account privileges are approved by IOWA DNR</li> <li>▪ Certify and submit an electronic data entry form in Iowa EASY Air</li> <li>▪ Manage Preparers and Consultants</li> <li>▪ View and prepare an electronic data entry form in Iowa EASY Air</li> <li>▪ View submitted data in Iowa EASY Air</li> <li>▪ Keep track of the status of submitted records</li> </ul>
Preparer	<ul style="list-style-type: none"> <li>▪ View and prepare an electronic data entry form in Iowa EASY Air</li> <li>▪ View submitted data in Iowa EASY Air</li> <li>▪ Keep track of the status of submitted records</li> </ul>

If you are uncertain as to which role applies to you, contact the EASY Air Helpdesk at (515) 725-9569 or (515) 725-9547; or send your inquiry to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).

Unless you will be submitting Permit Applications, choose the “Preparer” user account type (Figure 4). Select the “Preparer” Submittal Group. Then select the “Next>>” button to proceed.

**Figure 4 - Select Account and Submittal Groups**

Click the blue “Next>>” button to continue the registration process in Section 2.3.

### 2.3 Select and answer Security Questions

The RO must assign answers to five security questions (Figure 5). These are required as part of the Certification process to Notify the Responsible Official that a permit application is ready for review and submittal through Iowa EASY Air. The questions and answers may be changed in the user's profile page within EASY Air in Figure 9.

#### CREATE ACCOUNT

For a public user to create a new user account. (\*) Denotes a required field.  
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.  
 The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.  
 Responsible Official Definition - [40 CFR 122.22](#)

**\* Security Questions** ⓘ

One of the following security questions will be referenced during the application submission process. Please answer all five questions below with unique responses.

Answers to the security questions are case sensitive.

**Question 1:**  
 ▼  
 Answer:

**Question 2:**  
 ▼  
 Answer:

**Question 3:**  
 ▼  
 Answer:

**Question 3:**  
 ▼  
 What is the name of the hospital and state where you were born?  
 What is the name of your home town newspaper?  
**What is your favorite hobby?**  
 What was your high school's mascot?  
 Who is your favorite all-time entertainer?  
 Answer:

**Question 4:**  
 ▼  
 Answer:

**Question 5:**  
 ▼  
 Answer:

Back To Login
<< Previous
Next >>

Figure 5 - Security Questions

There are 5 questions in the 5 question groups (see insert, Figure 5). Choose questions and answers that are easy for you to remember but difficult for others to guess. Click on the blue "Next>>" button when complete.

### 2.4 Pass Picture Verification

Enter the characters you see in Figure 6 (case sensitive) into the highlighted field. The characters are drawn so that it is possible for a person to recognize them, but very difficult for a program to. This helps us prevent automated programs from creating large numbers of accounts and sending spam. Use the recycle button to have a new verification picture generated if the original picture is unclear. Click on **“Create Account”** button.

**CREATE ACCOUNT**

For a public user to create a new user account. (\*) Denotes a required field.  
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.  
 The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.  
 Responsible Official Definition - [40 CFR 122.22](#)

**Picture Verification**

Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to recognize them, but very difficult for a program to. This helps us prevent automated programs from creating large numbers of accounts and sending spam.

\* Enter the characters you see (case sensitive; no spaces):

[Back To Login](#) [<< Previous](#) [Create Account](#)

**Figure 6 - Picture Verification**

### 2.5 Account Created Confirmation

Congratulations your account has been created. Refer to Item 2 in the confirmation window below. Notify your Responsible Official that your account is ready to be associated to create and prepare Iowa EASY Air permit applications.

**CREATE ACCOUNT**

For a public user to create a new user account. (\*) Denotes a required field.  
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.  
 The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.  
 Responsible Official Definition - [40 CFR 122.22](#)

Congratulations! Your account has been created successfully. Please check your e-mail for your **temporary password**. To have your account fully functional, please follow the procedure below:

1. If you have registered as a Responsible Official, please print and mail your signed 'Subscriber Agreement to the following address:  
 Air Quality Bureau - Application Login Desk  
 Wallace State Office Building  
 502 E 9th ST  
 Des Moines IA 50319
2. If you have registered as a Preparer, please inform the Responsible Official for the facility. You will be able to prepare applications once the Responsible Official approves your account.

If you do not receive the confirmation email within the next hour, please check your Bulk or Junk Mail folder and update your rules to allow emails from [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).

If you have any questions for account registration, please contact [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov)

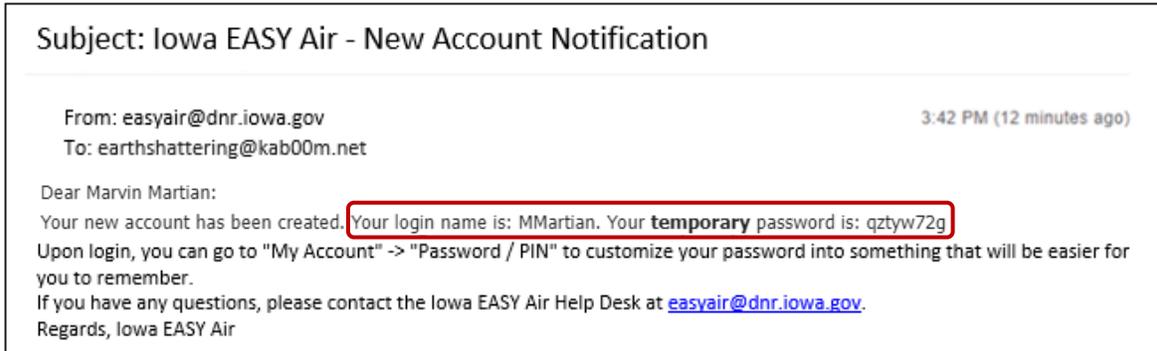
[Back To Login](#)

**Figure 7 - Account Confirmation**

You will receive an email with a temporary password to log in to EASY Air. Click the **"Back To Login"** button to enter your username and temporary password (see Section 2.6).

### 2.6 Receive email confirmation from Iowa EASY Air

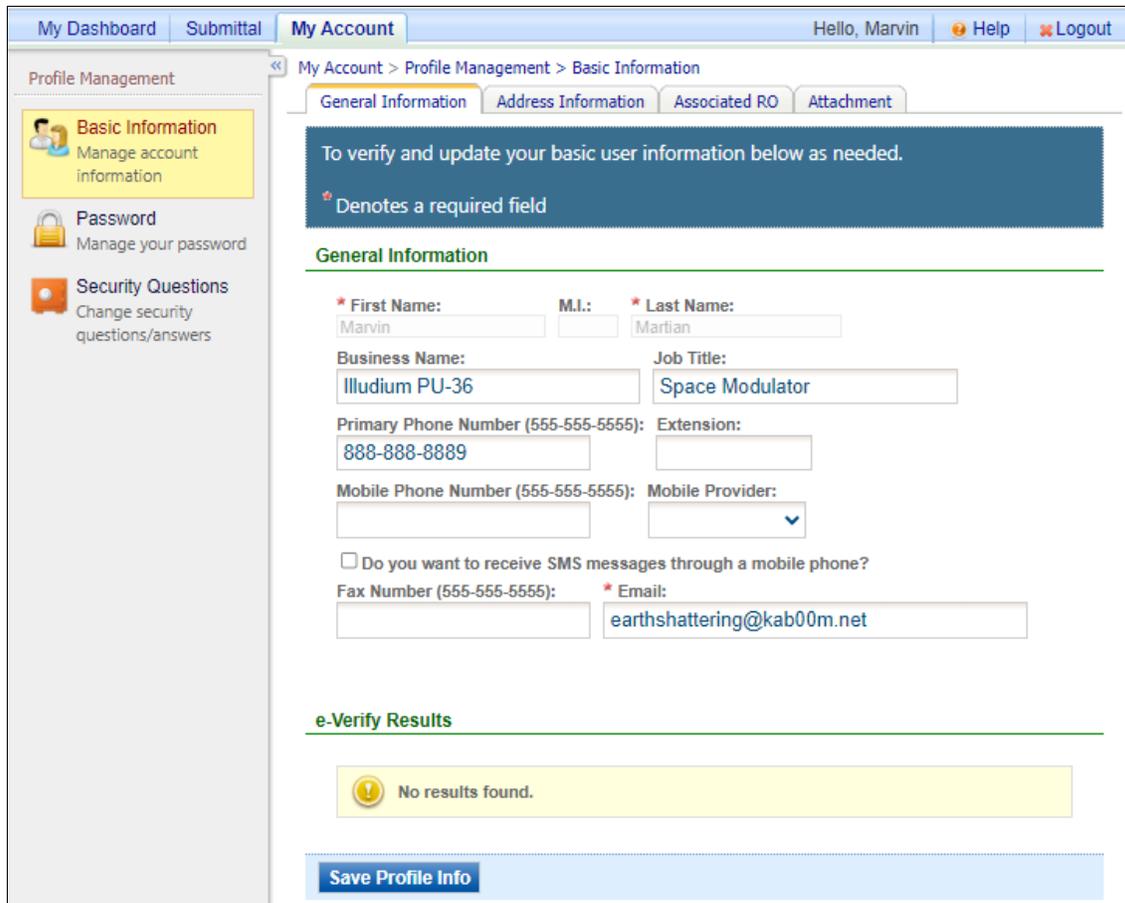
Soon after you have successfully registered, you will receive an e-mail (Figure 8) from Iowa DNR that includes your Iowa EASY Air temporary password. This user ID and password are used one time to log into the Iowa EASY Air system for the first time.



**Figure 8 - Account Confirmation Email**

### 3. Access Your Account Information

To view or make changes to your account information, log into [Iowa EASY AIR](#) (see Figure 1). Then click on the “My Account” tab (Figure 9). This page should be used to keep your Iowa EASY AIR account information up-to-date and change your password and manage your security questions.



**Figure 9 - Access “My Account”**

Clicking on the **"Associated RO"** tab will show the Preparer's association to one or more Responsible Officials, the facilities and permit application types assigned by each Responsible Official. This shows the RO Name, the Facility, the Permission for each Submittal Type, the Effective Start Date when access was approved, an Expiration Date (if set by the RO) and the Status of access for each Application Type.

The screenshot shows a web application interface for 'My Account'. The breadcrumb trail is 'My Account > Profile Management > Basic Information'. The 'Associated RO' tab is selected. A blue banner reads 'List of Associated ROs, and allow to manage account association.' Below this is the 'Associated RO List' section, which displays a table with 7 rows of data. The table columns are: Name, Facility, Permission, Submittal Type, Effective Date, Expiration Date, and Status. The data rows are as follows:

Name	Facility	Permission	Submittal Type	Effective Date	Expiration Date	Status
John Smith	Central Iowa Ready Mix - Denison 5550 NE 22nd St PO Box 3229 Des Moines IA	Prepare Only	Construction Standard Application	06/02/2022		Active
John Smith	Iowa EASY Air Test Site 502 E 9th St Des Moines IA	Prepare Only	Construction - Hot Mix Asphalt Plant	06/02/2022		Active
John Smith	Iowa EASY Air Test Site 502 E 9th St Des Moines IA	Prepare Only	Construction - Bulk Gasoline Plant	06/02/2022		Active
John Smith	Central Iowa Ready Mix - Denison 5550 NE 22nd St PO Box 3229 Des Moines IA	Prepare Only	Construction Determination	06/02/2022		Active
John Smith	Central Iowa Ready Mix - Denison 5550 NE 22nd St PO Box 3229 Des Moines IA	Prepare and Submit	Start of Construction	06/02/2022		Active
John Smith	Central Iowa Ready Mix - Denison 5550 NE 22nd St PO Box 3229 Des Moines IA	Prepare and Submit	Start of Operation	06/02/2022		Active

**Figure 10 - Access "My Account - Responsible Officials"**

**If you have questions, please contact the Iowa EASY Air Help Desk**  
 by sending an email to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).  
 Or, call (515) 725-9569 or (515) 725-9547