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
Or call (515) 725-9569 or (515) 725-9547

Table of Contents

List of Figures

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.

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)**	▪ **Will create a PIN once their account privileges are approved by IOWA DNR** ▪ **Certify and submit an electronic data entry form in Iowa EASY Air** ▪ **Manage Preparers and Consultants** ▪ View and prepare an electronic data entry form in Iowa EASY Air ▪ View submitted data in Iowa EASY Air ▪ Keep track of the status of submitted records
Preparer	▪ View and prepare an electronic data entry form in Iowa EASY Air ▪ View submitted data in Iowa EASY Air ▪ Keep track of the status of submitted records

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.

Unless you will be submitting Permit Applications, <u>choose the "**Preparer**" user account type</u> (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.

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** texbox 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.

JL7cyc

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

JL7cyc

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** texbox 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.

If you have any questions for account registration, please contact 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.
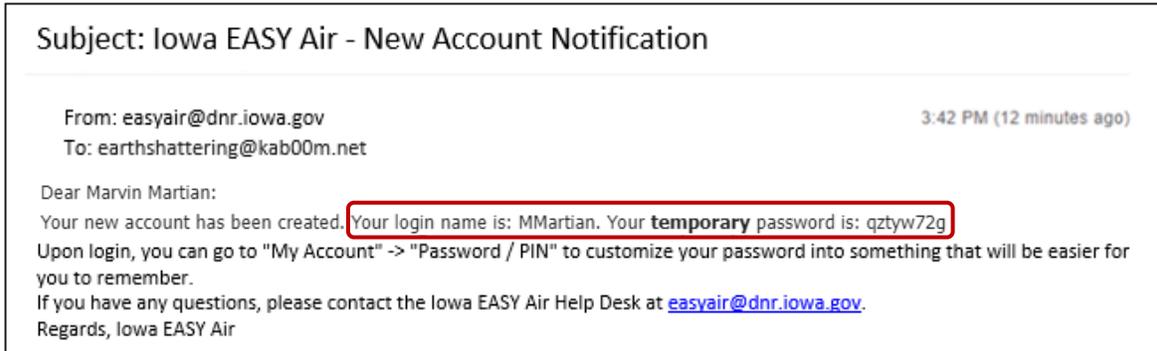
Figure 8 - Account Confirmation Email

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.
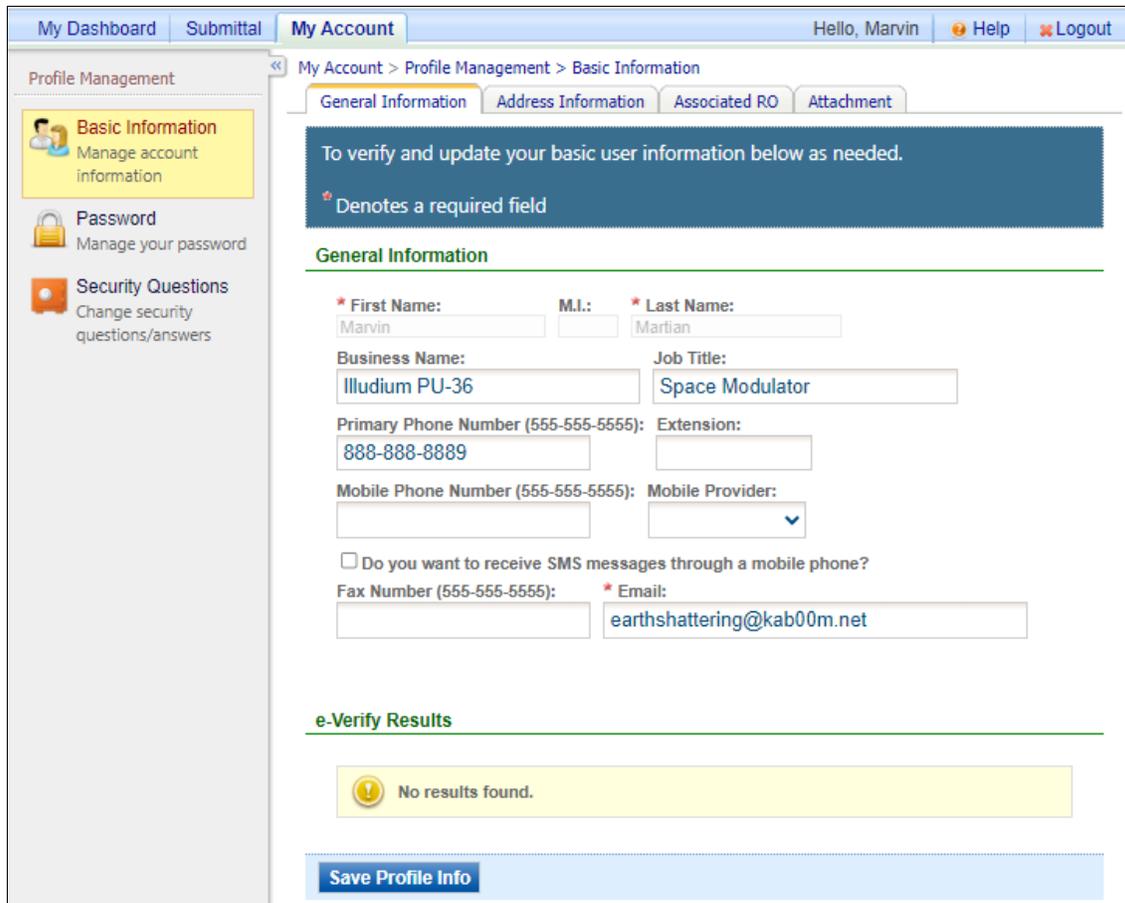
Figure 9 - Access "My Account"

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.

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**.
Or, call (515) 725-9569 or (515) 725-9547