IOWA | Department of Natural Resources

iowa EASYAir

RESPONSIBLE OFFICIALS: **MANAGING ASSOCIATED CONSULTANTS AND PREPARERS TO PREPARE ONLINE AIR QUALITY PERMIT APPLICATIONS**

1. **Login and Navigate to the "My Account" Tab:** This is located to the right of the "My Dashboard" tab (Figure 1).

My Dashboard | Submittal | My Account

Figure 1

Provide Access to Consultants and Preparers: Under Profile Management, the Manage Consultants and Preparers section allows the Responsible Official (RO) to manage a list of associates (consultants and/or preparers) to help prepare Air permit applications. This section describes how a RO will associate and disassociate a preparer for his/her facility.

Profile Management

Basic Information
Manage account information

Manage Consultants and Preparers
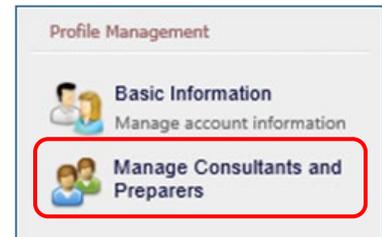
Figure 2

2. **Add Preparers:** By clicking the **Manage Consultants and Preparers** link (Figur associated with their account.

    If no one is identified, the list will be blank (Figure 3).

    Click the **Add User** button.

My Account > Profile Management > Manage Consultants and Preparers

Consultant List

Consultants List

⚠ No items found. Please try again.

Add User
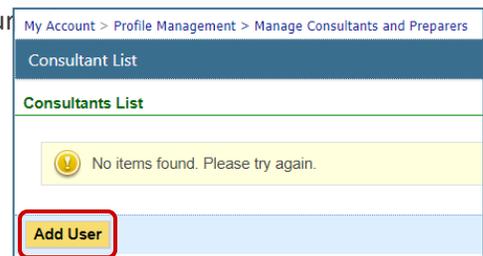
Figure 3

3. **Validate a New Preparer**: The system first prompts for the preparer's email address which means the preparer must have an account in EASY Air. Next, EASY Air asks for the effective or start date (required) and expiration date (optional) of this association (Figure 4).
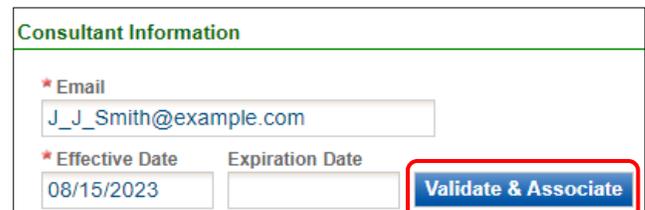
    Enter a start date (Effective Date) and click the **Validate & Associate** button.

Consultant Information

* Email
J_J_Smith@example.com

* Effective Date   Expiration Date
08/15/2023

Validate & Associate

Figure 4

4. **Save the Preparer's Email & Date and Add Authorizations:**

    Click the **Save** button (Figure 5).

    Select Facility and Type of Access:
    The RO needs to add Authorized Submittal Types for the preparer.

    'Application Authorization' defines the facility(s) and the application type(s) the preparer is allowed to work on (choose from 2 Title V & 15 Construction application types and permission access).

    Click the **Add Authorizations** button.

✅ Saved successfully.

Consultant Information

* Effective Date   Expiration Date
08/15/2023

Save

Authorized Submittal Types

⚠ No items found. Please try again.

Add Authorizations   Email Notify
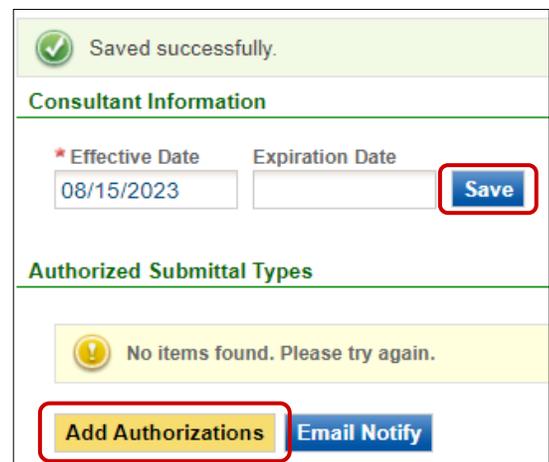
Figure 5

5. **Check All Facilities and Permit Types that Apply:** This screen (Figure 6) shows all of the facilities and application types the RO wishes to assign to the Preparer.

   IMPORANT
   Check the boxes for ☑App Name & Type, the ☑Facility and the Prepare Only radio button ⦿ for Permission.

   All 3 items must be selected or the Preparer will not be able to access the facility or applications.

   Click the OK button to proceed.

Figure 6

6. **Save and Notify Preparer:** Once the association(s) are done, Save the consultant information (Figure 7) and then click the Email Notify button to alert the new Consultant / Preparer of their access.

Figure 7

7. **View Information:** Once Consultants and/or Preparers are associated with facility(s), click on the **Manage Consultants and Preparers** link again (Figure 2) to see a grid with associated preparers. Now the Responsible Official can view the facilities, application types and effective dates for each Consultant / Preparer association (Figure 8).

Consultants List ⓘ

1 - 10 of 10 displayed, total 10 item(s)

		First Name	Last Name	Facility ID	Facility	Permission	Submittal Type	Effective Date	Expiration Date	Status
✖	🖊	Dave	Generic	5011	IOWA EASY AIR TEST SITE	Prepare Only	Title V Application	04/01/2024		Active
✖	🖊	Dave	Generic	5011	IOWA EASY AIR TEST SITE	Prepare Only	Construction Standard Application	04/01/2024		Active
✖	🖊	Dave	Generic	5011	IOWA EASY AIR TEST SITE	Prepare Only	Construction - Paint Booth Permit-by-Rule	04/01/2024		Active
✖	🖊	Dave	Generic	5011	IOWA EASY AIR TEST SITE	Prepare and Submit	Start of Construction	04/01/2024		Active
✖	🖊	Dave	Generic	5011	IOWA EASY AIR TEST SITE	Prepare and Submit	Start of Operation	04/01/2024		Active
✖	🖊	Dave	Generic	5011	IOWA EASY AIR TEST SITE	Prepare Only	Construction Rescission	04/01/2024		Active
✖	🖊	Norville	Rogers	5011	IOWA EASY AIR TEST SITE	Prepare Only	Construction - Concrete Batch Plant	03/24/2023		Active
✖	🖊	Norville	Rogers	5011	IOWA EASY AIR TEST SITE	Prepare Only	Construction - Paint Booth Permit-by-Rule	03/24/2023		Active
✖	🖊	Norville	Rogers	5011	IOWA EASY AIR TEST SITE	Prepare and Submit	Start of Construction	03/24/2023		Active
✖	🖊	Norville	Rogers	5011	IOWA EASY AIR TEST SITE	Prepare and Submit	Start of Operation	03/24/2023		Active

Add User

Figure 8

8. **View Consultant List:** The Responsible Official may have multiple Consultants / Preparers assigned to work on specific facilities and permit applications. Switch between associated users by selecting the user's name from the drop-down list (Figure 9).

My Account > Profile Management > Manage Consultants and Preparers

← Back to Consultant List   Consultant: Dave Generic ▼ Load

👥 Dave R Generic   ✉ drgeneric123@gmail.com

Dave Generic
Norville Rogers

For the Owner to designate a consultant to submit an application on his behalf, the

Figure 9

9. **Manage or Disassociate Preparer and Application Types:** By clicking on the icon 🖊 (Figure 10), the Responsible Official can pull up a detailed view of the associate's settings in order to manage that Consultant's or Preparer's access to application types. The RO may also enter an Expiration Date to end that Consultant's / Preparer's association with a facility (Figure 7).

Consultants List ⓘ

1 - 10 of 10 displayed, total 10 item(s)

		First Name	Last Name	Facility ID	Facility	Permission	Submittal Type	Effective Date	Expiration Date	Status
✖	🖊	Dave	Generic	5011	IOWA EASY AIR TEST SITE	Prepare and Submit	Start of Operation	04/01/2024		Active
⊗	🖊	Dave	Generic	5011	IOWA EASY AIR TEST SITE	Prepare Only	Construction Rescission	04/01/2024		Active
✖	🖊	Norville	Rogers	5011	IOWA EASY AIR TEST SITE	Prepare Only	Construction - Concrete Batch Plant	03/24/2023		Active
⊗	🖊	Norville	Rogers	5011	IOWA EASY AIR TEST SITE	Prepare Only	Construction - Paint Booth Permit-by-Rule	03/24/2023		Active
✖	🖊	Norville	Rogers	5011	IOWA EASY AIR TEST SITE	Prepare and Submit	Start of Construction	03/24/2023		Active
✖	🖊	Norville	Rogers	5011	IOWA EASY AIR TEST SITE	Prepare and Submit	Start of Operation	03/24/2023		Active

Figure 10

If the RO user wants to disassociate a Consultant or Preparer from an application type, the RO can simply click on the ✖ icon to remove the type from that Consultant's or Preparer's authorizations.

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