



IOWA DEPARTMENT OF
NATURAL RESOURCES



Account Registration Instructions For Consultants & Preparers

Iowa Department of Natural Resources
Wallace State Office Building
Air Quality Bureau
502 E 9th St
Des Moines, IA 50319
Phone: (515) 725-8200

Contact the EASY Air Helpdesk
email: easyair@dnr.iowa.gov
Or call (515) 725-9569 or (515) 725-9523

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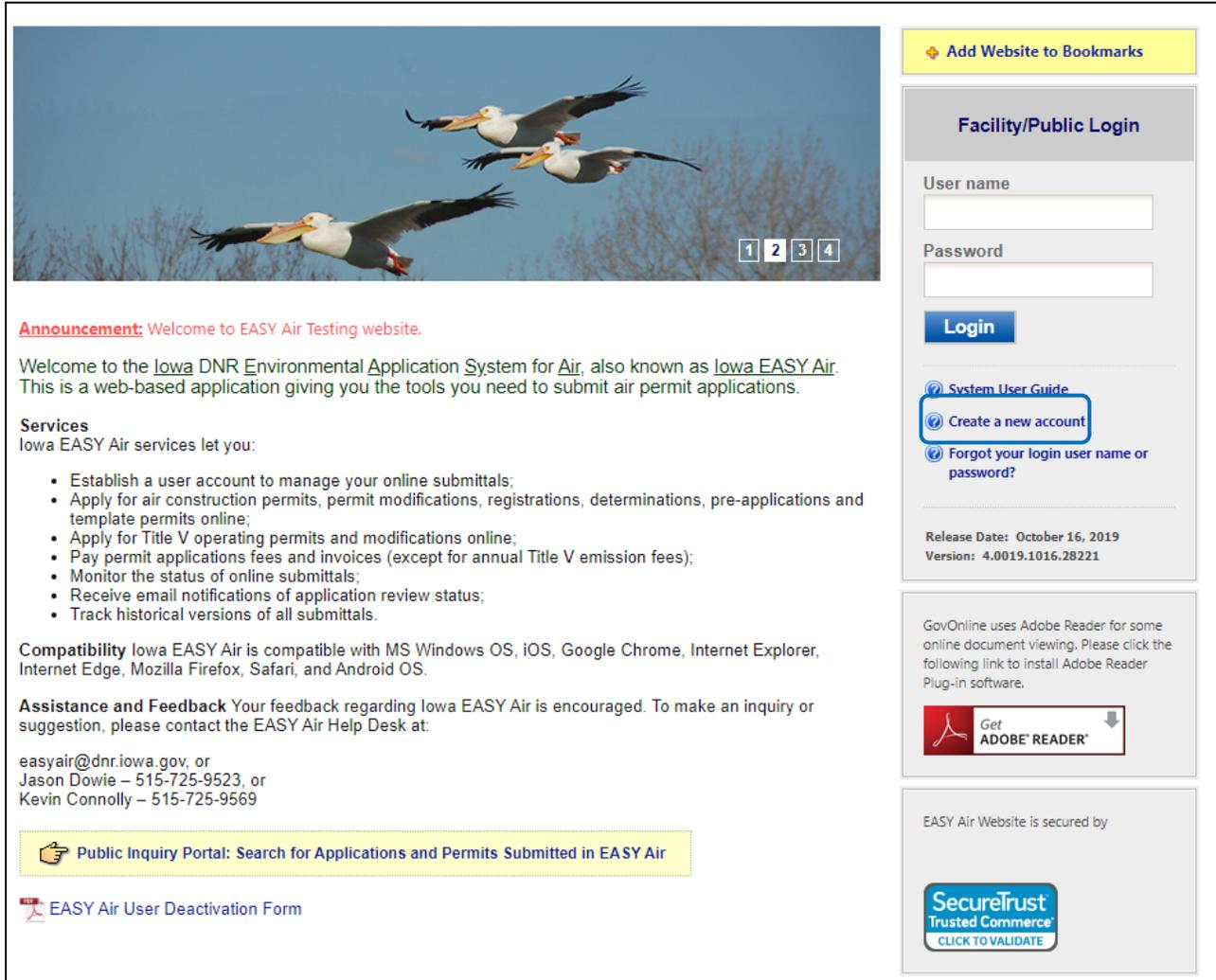
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To access Iowa DNR Environmental Application System for Air (Iowa EASY Air), users must first register then log into the system. This document explains how to register as a Preparer in Iowa EASY Air, sign into the system, and access your account information.

1. Iowa EASY Air Website Login

Use a reliable Internet connection and a current web browser (Internet Explorer version 6.0 or higher, Chrome, Firefox, Safari, etc.) to access the [Iowa EASY Air](#) website. When the login screen shown in Figure 1 appears, enter a valid user ID and password. A user ID and password is obtained by self-registering.



Announcement: Welcome to EASY Air Testing website.

Welcome to the [Iowa DNR Environmental Application System for Air](#), also known as [Iowa EASY Air](#). This is a web-based application giving you the tools you need to submit air permit applications.

Services
Iowa EASY Air services let you:

- Establish a user account to manage your online submittals;
- Apply for air construction permits, permit modifications, registrations, determinations, pre-applications and template permits online;
- Apply for Title V operating permits and modifications online;
- Pay permit applications fees and invoices (except for annual Title V emission fees);
- Monitor the status of online submittals;
- Receive email notifications of application review status;
- Track historical versions of all submittals.

Compatibility Iowa EASY Air is compatible with MS Windows OS, iOS, Google Chrome, Internet Explorer, Internet Edge, Mozilla Firefox, Safari, and Android OS.

Assistance and Feedback Your feedback regarding Iowa EASY Air is encouraged. To make an inquiry or suggestion, please contact the EASY Air Help Desk at:

easyair@dnr.iowa.gov, or
Jason Dowie – 515-725-9523, or
Kevin Connolly – 515-725-9569

[Public Inquiry Portal: Search for Applications and Permits Submitted in EASY Air](#)

[EASY Air User Deactivation Form](#)

Facility/Public Login

User name

Password

Login

[System User Guide](#)

[Create a new account](#)

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

Release Date: October 16, 2019
Version: 4.0019.1016.28221

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EASY Air Website is secured by

SecureTrust
Trusted Commerce
CLICK TO VALIDATE

Figure 1 - Iowa EASY Air Website Login Page

2. Self-Registration

Click on **“Create a new account”** (Figure 2). Follow instructions 2.1 – 2.6 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. When finished, click the **“Next>>”** 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

General Information

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* Legal First Name: Legal Middle Name: * Legal Last Name: * Username:

* Employer: * Job Position with Employer:

* Contact Address line 1: Contact Address line 2:

Country: * State: * City: * Zip:

* Primary Phone Number (555-555-5555): Extension: Mobile Phone Number (555-555-5555):

I want to receive SMS messages through a mobile phone. Mobile Provider:

Fax Number: * Email:

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).

Table 1 - Account Types in Iowa EASY AIR

User Type	Account Privileges
Responsible Official (RO)	<ul style="list-style-type: none"> ▪ Will be issued a PIN once their account privileges are approved by 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	<ul style="list-style-type: none"> ▪ 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 Iowa EASY Air Helpdesk at (515) 725-9569 or (515) 725-9523; or send your inquiry to easyair@dnr.iowa.gov.

Unless you will be submitting Permit Applications, choose the “Preparer” user account type (Figure 4). Select the “Preparer” Submittal Group.

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](#)

* Account group: Preparer Responsible Official

* Submittal Group:
 Preparer

[Back To Login](#) [<< Previous](#) [Next >>](#)

Figure 4 - Select Preparer Account Type

2.3 Select and answer Security Questions

The Preparer must assign answers to 5 security questions (Figure 5). These are required as part of the account security in order to change your profile at a later date. Click on “Next>>” when complete.

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** field below.
 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 4:
 ▾
 Answer:

Question 5:
 ▾
 Answer:

Figure 5 - Security Questions

2.4 Pass Picture Verification

Enter the characters you see in Figure 6 (case sensitive). 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. Click on “Create Account”. You will receive an email with a temporary password to log in to EASY Air (Section 2.6, Figure 8).

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** field below.
 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):

Figure 6 - Picture Verification

2.5 Successful Account Creation Screen

The user account is now created. As a Preparer or Consultant, read item 2 and notify the Responsible Official(s) for the facility(s) and application type(s) you will be preparing.

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 DoNotReply@IOWA.us.com.

If you have any questions for account registration, please contact easyair@dnr.iowa.gov

[Back To Login](#)

Figure 7 - Account Success Notification

2.6 Receive email confirmation from Iowa EASY Air

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

Subject: [Demo] Iowa EASY Air - New Account Notification

 **easyair@dnr.iowa.gov** 3:42 PM (12 minutes ago)
 to john_smith ▾

Dear John Smith: Your new account has been created. Your login name is: JSmith Your password is: NPxA7RTA Upon login, you can go to "My Account" -> "Password / PIN" to customize your password into something that will be easier for you to remember. Thank you for using the System! If you have any questions, please do not hesitate to contact the System help center. Regards, Iowa EASY Air DNR Air Quality Bureau

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) and 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 to change your password or security questions.

The screenshot displays the 'My Account' interface. At the top, there are navigation tabs: 'My Dashboard', 'Submittal', and 'My Account'. The user is logged in as 'John' and has options for 'Help' and 'Logout'. The left sidebar, under 'Profile Management', includes 'Basic Information' (Manage account information), 'Password' (Manage your password), and 'Security Questions' (Change security questions/answers). The main content area shows the breadcrumb 'My Account > Profile Management > Basic Information' and sub-tabs for 'General Information', 'Address Information', and 'Attachment'. A blue banner states: 'To verify and update your basic user information below as needed. * Denotes a required field'. The 'General Information' section contains the following fields:

- * First Name: John
- M.I.: [empty]
- * Last Name: Smith
- Business Name: Employer
- Job Title: Title
- Primary Phone Number (555-555-5555): 555-555-5555
- Extension: [empty]
- Mobile Phone Number (555-555-5555): 555-505-5050
- Mobile Provider: Verizon
- Do you want to receive SMS messages through a mobile phone?
- Fax Number (555-555-5555): [empty]
- * Email: john_smith@example.com

 Below this is an 'e-Verify Results' section with a yellow box containing a warning icon and the text 'No results found.' At the bottom, there is a blue 'Save Profile Info' button.

Figure 9 - Access “My Account”