Account Registration Instructions
For Consultants & Preparers

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

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.

![Facility/Public Login](image)

**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](image)

**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>
<thead>
<tr>
<th>User Type</th>
<th>Account Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Official (RO)</td>
<td>- Will be issued a PIN once their account privileges are approved by DNR</td>
</tr>
<tr>
<td></td>
<td>- Certify and submit an electronic data entry form in Iowa EASY Air</td>
</tr>
<tr>
<td></td>
<td>- Manage Preparers and Consultants</td>
</tr>
<tr>
<td></td>
<td>- View and prepare an electronic data entry form in Iowa EASY Air</td>
</tr>
<tr>
<td></td>
<td>- View submitted data in Iowa EASY Air</td>
</tr>
<tr>
<td></td>
<td>- Keep track of the status of submitted records</td>
</tr>
<tr>
<td>Preparer</td>
<td>- View and prepare an electronic data entry form in Iowa EASY Air</td>
</tr>
<tr>
<td></td>
<td>- View submitted data in Iowa EASY Air</td>
</tr>
<tr>
<td></td>
<td>- Keep track of the status of submitted records</td>
</tr>
</tbody>
</table>

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

![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.

![Figure 5 - Security Questions](image)

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).

![Figure 6 - Picture Verification](image)
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](image)

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.

![Email Confirmation](image)

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.

![Figure 9 - Access “My Account”](image-url)