



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

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

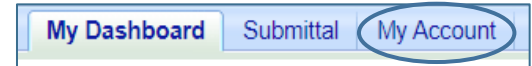


Figure 1

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 an RO will associate and disassociate a preparer for his/her facility.

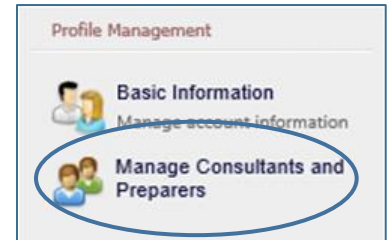


Figure 2

- Add Preparers:** By clicking the [Manage Consultants and Preparers](#) link (Figure 2), the RO can see the preparers associated with their account.

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

Click the **Add User** button.

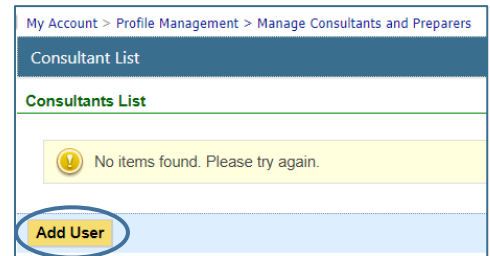


Figure 3

- 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 (current or future), and click the **Validate & Associate** button.

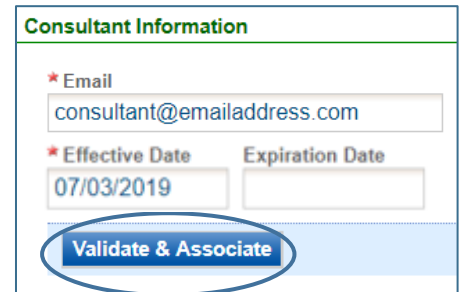


Figure 4

- 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 prepare (choose from two Title V & 11 Construction types and permission access).

Click the **Add Authorizations** button.

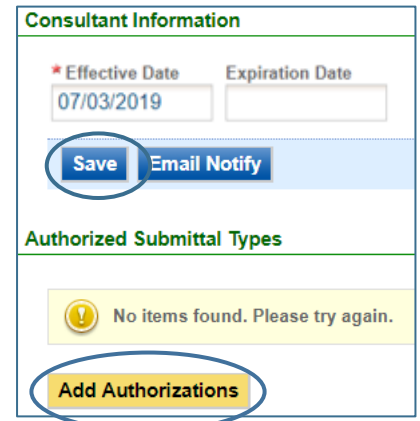


Figure 5

5. **Check All Types that Apply:** This screen (Figure 6) will show all of the facilities and application types the RO wishes to assign to the Preparer. Check the boxes for App Name & Type, the Facility and Prepare Only. Click the **OK** button.

App Name	Type	Facility	Permission
<input checked="" type="checkbox"/> Title V Application	TV Program	Facility is not required! <input checked="" type="checkbox"/> Title V Demo Facility	<input checked="" type="radio"/> Prepare Only

OK Cancel

Figure 6

6. **Successful Save Notification for Applications and Types:** This popup will appear to show that all of the facilities and application types have been successfully associated with the Consultant / Preparer.

demo8.enfotech.net says
Saved successfully.

OK

Figure 7

Click the **OK** button on the popup box at the top of the screen **Close** (Figure 7), then click on the button at the bottom left of the next screen (Figure 8).

OK Close

Figure 8

7. **Save and Notify Preparer:** Once the association(s) are done, **Save** the consultant information and then click the **Email Notify** button to alert the new Consultant / Preparer of their access (Figure 9).

Consultant Information

* Effective Date: 07/03/2019 Expiration Date: []

Save Email Notify

Authorized Submittal Types

1 - 2 of 2 displayed, total item(s)

	Submittal Type	Facility Id	Facility	Permission	Status
✘	Construction Standard Application	1	Title V Demo Facility	Prepare Only	Active
✘	Title V Application	1	Title V Demo Facility	Prepare Only	Active

Add Authorizations

Figure 9

8. **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.


Consultants List

1 - 2 of 2 displayed, total 2 item(s)

	First Name	Last Name	Facility ID	Facility	Permission	Submittal Type	Effective Date	Expiration Date	Status
✘	zack	li	1	Title V Demo Facility	Prepare Only	Construction Standard Application	07/03/2019		Active
✘	zack	li	1	Title V Demo Facility	Prepare Only	Title V Application	07/03/2019		Active

Add User

Figure 10

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 9).

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 call the Iowa EASY Air Helpdesk at 515-725-9569 or 515-725-9523. Or send an email to easyair@dnr.iowa.gov.

November 2019