



IOWA DEPARTMENT OF  
NATURAL RESOURCES



# Account Registration Instructions For Responsible Officials

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

**Contact the Iowa EASY Air Helpdesk**  
email: [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov)  
Or call (515) 725-9569 or (515) 204-3749

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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 Responsible Official (RO) 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. IE 11.0 or higher, Edge, 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. Obtaining a user ID and password requires self-registering for the system.

**Add Website to Bookmarks**

### Facility/Public Login

User name

Password

**Login**

[Create a new account](#)

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

Release Date: December 11, 2019  
 Version: 4.0019.1211.32624

GovOnline uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader Plug-in software.

**Get ADOBE READER**

EASY Air Website is secured by

**SecureTrust**  
 Trusted Commerce  
 CLICK TO VALIDATE

**System User Guide**

**Public Inquiry Portal: Search for Applications and Permits Submitted in EASY Air**

Welcome to Iowa EASY Air, the Iowa DNR Environmental Application System for Air.

In Iowa EASY Air you can:

- Search for Active Applications, Issued Construction and Title V Operating Permits, and Permits seeking public comment through the Public Inquire Portal (link above);
- Establish a user account to manage and monitor your current and historical submittals;
- Apply for air construction permits, permit modifications, registrations, determinations, pre-applications, and template permits online;
- Apply for Title V operating permits, modifications, and pre-applications online;
- Pay permit application fees and invoices (except for the annual Title V emissions fee);
- Submit Start of Construction and Start of Operation forms.
- Iowa EASY Air does not replace SLEIS for emissions inventory submittals.

**Getting Started** Before you begin your online application answer these four "EASY" questions:

- ✓ Does your facility exist in Iowa EASY Air?  
 If this is a new facility or you don't see your existing facility, fill out the [Iowa EASY Air Facility Number & Name Change Form](#) and email the form to [easyair\\_fn@dnr.iowa.gov](mailto:easyair_fn@dnr.iowa.gov) to get started.
- ✓ Do you have a Responsible Official (RO) User Account in Iowa EASY Air?  
 Only a facility RO can submit applications in the system. ROs may use the preferred [e-Verify option](#) through EASY Air to create their account or can submit a paper [Electronic Signature Agreement \(ESA\)](#) and email the form to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).
- ✓ Will someone other than the RO be completing the application in Iowa EASY Air?  
 ROs can designate others to complete the application by [granting access to their facility](#). The Preparer designated by the RO must first [create their account](#) in Iowa EASY Air.
- ✓ Have you previously used SLEIS, Iowa DNR's emissions inventory reporting system?  
 If you have used SLEIS you already have an account in Iowa EASY Air. To activate your account click on the "[Forgot your login user name or password?](#)" link under the login button and follow the directions to have a temporary password e-mailed to you.

**Need Assistance** If you need assistance please visit our [eAirServices website](#) for useful guides and FAQs or contact the Iowa EASY Air Help Desk at:

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

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.

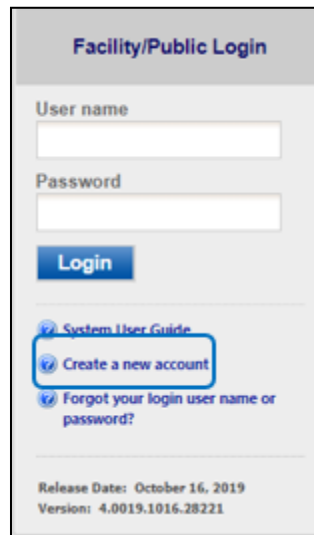


Figure 2 - Access Self – Registration

### 2.1 Fill in General Information

The registrant needs to complete all required fields in Figure 3 (denoted with a red asterisk). 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:  Middle Initial:  \* 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). 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)	<ul style="list-style-type: none"> <li>▪ Will be issued a PIN once their account privileges are approved by IOWA DNR</li> <li>▪ Certify and submit an electronic data entry form in Iowa EASY Air</li> <li>▪ Manage Preparers and Consultants</li> <li>▪ View and prepare an electronic data entry form in Iowa EASY Air</li> <li>▪ View submitted data in Iowa EASY Air</li> <li>▪ Keep track of the status of submitted records</li> </ul>
Preparer	<ul style="list-style-type: none"> <li>▪ View and prepare an electronic data entry form in Iowa EASY Air</li> <li>▪ View submitted data in Iowa EASY Air</li> <li>▪ Keep track of the status of submitted records</li> </ul>

If you are uncertain as to which role applies to you, contact the EASY Air Helpdesk at (515) 725-9569 or (515) 204-3749; or send your inquiry to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).

Choose the **“Responsible Official”** user role (Figure 4). Select the Submittal Group(s) for the user (circled checkbox). This determines the types of applications the RO may submit to the Air Quality Bureau. Select either RO for Construction or RO for Title V or RO for both. When you make a choice in either Submittal Group, the Associated Facility List will open.

**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:  
 Responsible Official for Construction  Responsible Official for Title V

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Figure 4 - Select Account and Submittal Type

### 2.3 Associate Facility or Facilities

As a RO (Responsible Official), the user may now associate a facility or facilities to his/her account (Figure 5). If your facility is not found after searching, complete and submit the [Facility Number & Name Change Form](#) (DNR Form 542-1056) using the highlighted link in Figure 5.

Click on the “Associate Facility” button to launch a search window (Figure 6).

**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:  
 Responsible Official for Construction  Responsible Official for Title V

**Associated Facility List**

Based off your Account Type, as you associate your facility, it will determine what submittals are available to you. Please click the “Associate Facility” button and search based on the information for your facility. If you do not see your submittal types, please contact your regulatory representative. To associate a **New Facility** or if you wish to process a **Facility Name Change**, follow the link and complete the form. Submit the form to the IDNR - Air Quality Bureau. [EASY Air Facility Number & Name Change Form](#)

Name	Mailing Address	Physical Location	Submittal Type	Source	Status
<b>Associate Facility</b>					

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

Figure 5 - Associate Facility

Figure 6 (below) displays **on top** of Figure 5. When associating a facility, the user can search the facility based on Facility Name, Address or Facility Number. Enter the search criteria and click the “Search” button.

**Search Facility**

Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. You can enter part of the facility name or/and address or the full facility name or/and address to search for the desired facilities.

Facility Name:  Address:  Facility Number:

**Search** To go to the next step you need to find your facility using one of the search parameters above and then click the Search button.

**Close**

Responsible Official for Construction  Responsible Official for Title V

**Associated Facility List**

Based off your Account Type, as you associate your facility, it will determine what submittals are available to you. Please click the “Associate Facility” button and search based on the information for your facility. If you do not see your submittal types, please contact your regulatory representative. To associate a **New Facility** or if you wish to process a **Facility Name Change**, follow the link and complete the form. Submit the form to the IDNR - Air Quality Bureau. [EASY Air Facility Number & Name Change Form](#)

Name	Mailing Address	Physical Location	Submittal Type	Source	Status
<b>Associate Facility</b>					

Figure 6 - Associate Facility Search



If your search returns no facilities, Figure 7 indicates the result and informs the user to contact the Iowa DNR Air Quality Bureau.

Search Facility

Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. You can enter part of the facility name or/and address or the full facility name or/and address to search for the desired facilities.

Facility Name:  Address:  Facility Number:

**Search** To go to the next step you need to find your facility using one of the search parameters above and then click the Search button.

**!** No facility found. If you need further assistance please contact your permit administrator.  
Air: 877-247-4692

**Close**

Figure 7 - Associate Facility Search - No Facilities Found

Iowa EASY AIR will retrieve facility list from IOWA DNR’s State Facility Database (Figure 8).

Search Facility

Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. You can enter part of the facility name or/and address or the full facility name or/and address to search for the desired facilities.

Facility Name:  Address:  Facility Number:

**Search**

Select Page All

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

Select	Facility Number	Name	Physical Location	Mailling Address	Submission Type
<input checked="" type="checkbox"/>	99-99-998	IOWA EASY AIR TEST SITE	502 E 9th St, Des Moines, IA 50319	502 E 9th St, Des Moines, IA 50319	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> Construction - Aggregate Processing Plant <input type="checkbox"/> Construction - Bulk Gasoline Plant <input checked="" type="checkbox"/> Construction - Concrete Batch Plant <input type="checkbox"/> Construction - Group 1 Grain Elevator <input type="checkbox"/> Construction - Group 2 Grain Elevator <input type="checkbox"/> Construction - Hot Mix Asphalt Plant <input type="checkbox"/> Construction - Paint Booth Permit-by-Rule <input checked="" type="checkbox"/> Construction Determination <input checked="" type="checkbox"/> Construction Plantwide Applicability Limitations (PAL) <input type="checkbox"/> Construction Pre-Application <input checked="" type="checkbox"/> Construction Standard Application <input checked="" type="checkbox"/> Rescission <input checked="" type="checkbox"/> Start of Construction <input checked="" type="checkbox"/> Start of Operation <input checked="" type="checkbox"/> Title V Application <input type="checkbox"/> Title V Pre-Application

**OK** **Close**

Figure 8 - Select Facility from Facility List

Use the checkboxes to identify the facilities and types of applications (submissions) the RO will submit. When all facilities and submission types have been selected, click the “OK” button. A confirmation window will appear at the top of the screen, click “OK.” Figure 8 will appear again, scroll to the bottom of the screen and click the “Close” button.

After clicking the "Close" button, the user will be returned to Figure 5, but will also show the facilities and permit submission types that were selected.

**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:  
 Responsible Official for Construction  Responsible Official for Title V

**Associated Facility List**

Based off your Account Type, as you associate your facility, it will determine what submittals are available to you.  
 Please click the "Associate Facility" button and search based on the information for your facility.  
 If you do not see your submittal types, please contact your regulatory representative.  
 To associate a **New Facility** or if you wish to process a **Facility Name Change**, follow the link and complete the form.  
 Submit the form to the IDNR - Air Quality Bureau. [EASY Air Facility Number & Name Change Form](#)

	Name	Mailing Address	Physical Location	Submittal Type	Source	Status
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Construction - Aggregate Processing Plant	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Construction - Concrete Batch Plant	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Construction Determination	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Construction Plantwide Applicability Limitations (PAL)	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Construction Standard Application	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Rescission	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Start of Construction	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Start of Operation	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Title V Application	Non-Registered Entity	Pending

**Associate Facility**

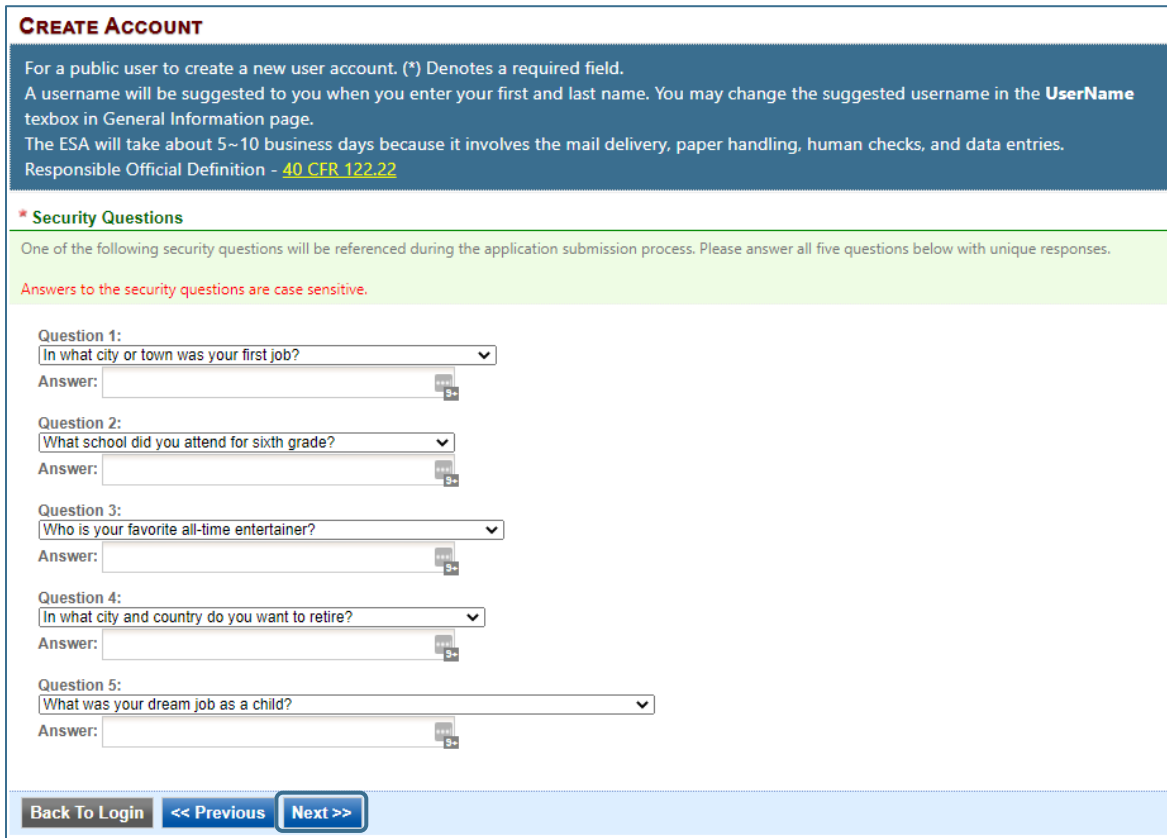
**Figure 9 - Select Facility from Facility List**

Click the "Next>>" button to continue the registration process in Section 2.4.



## 2.4 Select and answer Security Questions

The RO must assign answers to five security questions (Figure 10). These are required as part of the Certification process to submit a permit application through Iowa EASY Air. Click on **“Next>>”** when complete. The questions and answers may be changed in the user's profile page within EASY Air back in Figure 3.



**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](#)

**\* 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:  
 In what city or town was your first job?  
 Answer:

Question 2:  
 What school did you attend for sixth grade?  
 Answer:

Question 3:  
 Who is your favorite all-time entertainer?  
 Answer:

Question 4:  
 In what city and country do you want to retire?  
 Answer:

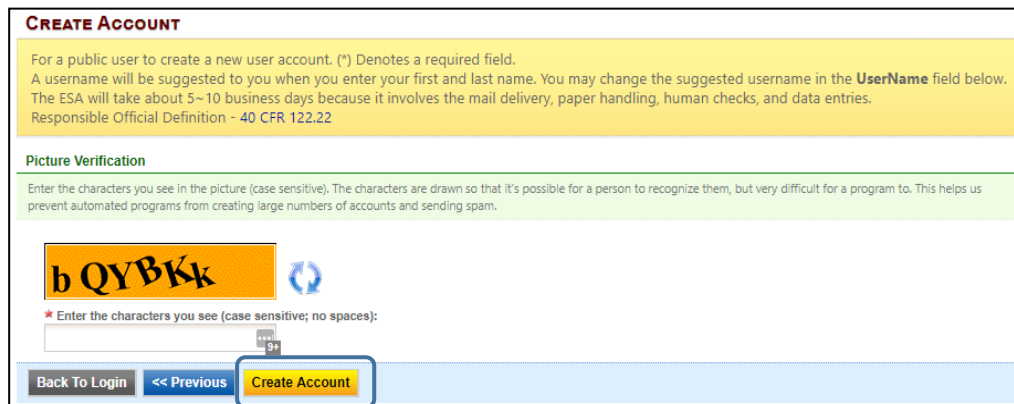
Question 5:  
 What was your dream job as a child?  
 Answer:

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Figure 10 - Security Questions

## 2.5 Pass Picture Verification

Enter the characters you see in Figure 11 (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 2.7, Figure 18).




**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):

[Back To Login](#) [<< Previous](#) [Create Account](#)

Figure 11 - Picture Verification

## 2.6 Select Identify Proofing Option

There are two types of user Identity Proofing in Iowa EASY Air shown in Figure 12. The e-Verify option uses a 3<sup>rd</sup> party identity verification company that is also used with submitting electronic records directly to the U.S. Environmental Protection Agency (EPA). The other method is by a paper Signature Agreement Form, validated by the Iowa DNR Air Quality Bureau. Both options are explained below.

**Identity Proofing**

The System needs to verify your identity in order to grant you the Responsible Official privilege for the submittal types you have requested. You have these options to complete the verification as listed follows:

(1) **E-Verify Option:** You will be asked to provide your home address, birth date, and last 4 digits of Social Security Number for the System to verify your identity. If you have moved in past 6 months, please use your previous home address before your last move. The E-Verify will complete the verification online. If successful, you will be informed promptly and can start using your account to certify/submit documents to the Agency. Due to security reasons, the System will only allow you for three tries. If the E-Verify is not successful, it means the System is unable to authenticate your identity with the data you provided. In this case, please follow the ESA option to complete your identity proofing. The E-Verify option is recommended for time sensitive submittals, such as applying for general permits or to expedite requests.

(2) **ESA Option:** You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency at the address shown on the ESA. The Agency will verify your identity and make a decision on your RO request. You will receive an email notification after an Agency's decision is made. The ESA will take some time because it involves the mail delivery, paper handling, human checks, and data entries. If you have not received any feedback for 6 weeks after submitting your ESA, please contact the Agency to follow up.

Back To Login << Previous Proceed with e-Verify Option Proceed with ESA Option

Figure 12 - User Verification Options

### 2.6.1 e-Verify Option

Click on the green “Proceed with e-Verify Option” button in Figure 12 to launch the connection to LexisNexis. Follow the instructions on screen to enter the validation information shown in Figure 13. Select the “Continue Registration Process” button when all information is completed.

**Validation Information**

---


**Authorized Representative**

\* Last Name:  \* First Name:  Middle Name:  \* SSN (Last 4):

\* Home Address 1:  Home Address 2:

\* Home City:  \* Home State:  \* Home Zip:

\* Home Phone (555-555-5555):  \* Date of Birth (MM/DD/YYYY):


 **e-Verify Help Message (Your account has 3 opportunities to use e-Verify option):**

1. You have 3 opportunities to use e-Verify to authenticate your identity. If successful, your account will be automatically approved for submitting reports. If you fail after 3 attempts, you must use the ESA option and submit your paper request which will take a bit longer to get approval.
2. Make sure your data is complete and accurate. You need to use your residence address and your legal name (identical to one used for your tax returns or driver license). If you just moved to a new location within past 6 months, use your previous residence address. The address on your account shall be your current residence address and could be different from the one you use for e-Verify.
3. Your last 4-digit of SSN and D.O.B. will only be used for this e-Verify session. The data will not be saved in the System.

You have 3 opportunity(ies) left

---

**e-Verify Results**

 No results found.

Continue Registration Process Cancel

Figure 13 - e-Verify Option - Enter User Information

If the user passes all of the validation checks in the e-Verification process, click the “**Save Profile Info**” button to complete the verification. See Figure 14 for successful e-Verification in the User Account information.

e-Verify Results			
1 - 1 of 1 displayed, total 1 item(s)			
Attempt	Date of Request	Basic user info used for e-Verify	e-Verify Result
1	11/26/2019 4:51:57 PM	FirstName: John LastName: Smith MiddleName: AddressLine1: 1234 Main St AddressLine2: City: Anytown State: IA Zip: 12345 Phone: 732-839-1688	Success: You meet the CROMERR Legal Certainty Minimum Standard using LexisNexis.

[Save Profile Info](#)

**Figure 14 - e-Verify Successful**

The e-Verify process makes all of your facilities and application (submittal) types active.

Result				
Congratulations! The System has successfully authenticated your identity and granted you the Responsible Official privilege for the submittal types you have requested.				
Associated Facility List				
ID	Name	Address	Submittal Type	Status
308 (90-01-001)	SLEIS SAMPLE FACILITY - TITLE V	3500 N COURT ST , OTTUMWA , IA 52501	Construction Determination	Active
308 (90-01-001)	SLEIS SAMPLE FACILITY - TITLE V	3500 N COURT ST , OTTUMWA , IA 52501	Construction Plantwide Applicability Limitations (PAL)	Active
308 (90-01-001)	SLEIS SAMPLE FACILITY - TITLE V	3500 N COURT ST , OTTUMWA , IA 52501	Construction Pre-Application	Active

**Figure 15 - e-Verify Completed**

In the event that the eVerify option is unsuccessful (Figure 16) the user will be prompted to complete their account creation by using the Electronic Subscriber Agreement option shown in Figure 12.

Validation Information	
You have failed to use e-Verify to authenticate your identity three times. You must use the ESA option and submit your paper request to Iowa DNR	
Authorized Representative	
* Last Name:	Generic
* First Name:	Doug
Middle Name:	Y
* SSN (Last 4):	1234
* Home Address 1:	1234 Generic Dr
Home Address 2:	
* Home City:	Lone Tree
* Home State:	IA
* Home Zip:	52755
* Home Phone (555-555-5555):	111-222-3333
* Date of Birth (MM/DD/YYYY):	1/25/1980
e-Verify Help Message (Your account has 3 opportunities to use e-Verify option): 1. You have 3 opportunities to use e-Verify to authenticate your identity. If successful, your account will be automatically approved for submitting reports. If you fail after 3 attempts, you must use the ESA option and submit your paper request which will take a bit longer to get approval. 2. Make sure your data is complete and accurate. You need to use your residence address and your legal name (identical to one used for your tax returns or driver license). If you just moved to a new location within past 6 months, use your previous residence address. The address on your account shall be your current residence address and could be different from the one you use for e-Verify. 3. Your last 4-digit of SSN and D.O.B. will only be used for this e-Verify session. The data will not be saved in the System.	
You have 0 opportunity(ies) left	

**Figure 16 - e-Verify Unsuccessful**

## 2.6.2 Electronic Signature Agreement (ESA) Option

Click on the blue “Proceed with ESA Option” button in Figure 12. This completes the Create Account process and presents Figure 17 to the user. The RO user can click the “Print the Subscriber Agreement” button to print to a printer or save as a PDF for Signature and mailing the ESA to the Air Quality Bureau. Then click the “Back to Login” button to sign into Iowa EASY Air.

**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

📢 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

- 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
- 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](mailto:easyair@dnr.iowa.gov)

[🖨️ Print Subscriber Agreement](#)  
 Please print out Subscriber Agreement, sign and mail to Agency for manual identity proofing.

[Back To Login](#)

Figure 17 - Electronic Signature Agreement (ESA) Option

## 2.7 Receive email confirmation from Iowa EASY Air

Soon after you have successfully registered, you will receive an e-mail (Figure 18) 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.

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

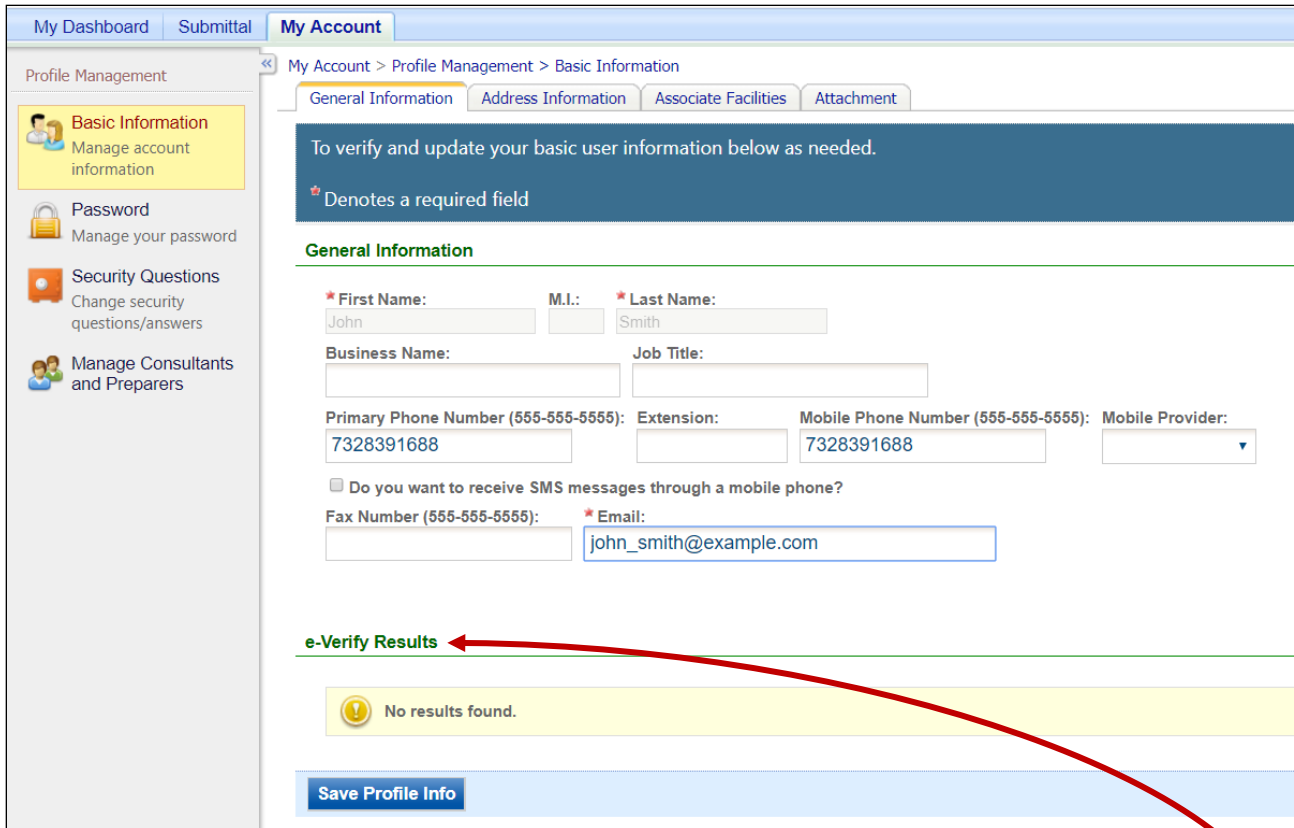
**easyair@dnr.iowa.gov** 3:42 PM (12 minutes ago)  
 to john\_smith ▾

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 18 - 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 19). 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. Users registered as a RO can use this section to request resetting their PIN. Figure 20 displays the information when the RO has successfully completed the e-Verify process.



My Dashboard | Submittal | **My Account**

Profile Management

- Basic Information**  
Manage account information
- Password  
Manage your password
- Security Questions  
Change security questions/answers
- Manage Consultants and Preparers

My Account > Profile Management > Basic Information

General Information | Address Information | Associate Facilities | Attachment

To verify and update your basic user information below as needed.

\* Denotes a required field

**General Information**

\* First Name:  M.I.:  \* Last Name:


Business Name:  Job Title:

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

Do you want to receive SMS messages through a mobile phone?

Fax Number (555-555-5555):  \* Email:

**e-Verify Results** ←

 No results found.

[Save Profile Info](#)

**Figure 19 - Access “My Account”**

If you successfully e-Verified your account, the bottom section of the Basic Information screen will show the success information (Figure 20). If you used the ESA method, the section will indicate “**No results found.**”

**e-Verify Results**

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

Attempt	Date of Request	Basic user info used for e-Verify	e-Verify Result
1	11/26/2019 4:51:57 PM	FirstName: John LastName: Smith MiddleName: AddressLine1: 1234 Main St AddressLine2: City: Anytown State: IA Zip: 12345 Phone: 732-839-1688	Success: You meet the CROMERR Legal Certainty Minimum Standard using LexisNexis.

[Save Profile Info](#)

**Figure 20 - Successful e-Verify Results**

#### 4. Request a New Facility Number or Process a Facility Change

When adding facilities to an applicant's user account (see Figure 5), either during new account creation (Section 2) or managing an existing account (Section 3), there are times when the search function does not return any records. One of the possibilities for this is that the facility does not exist in the database.

This may be due to a couple of reasons:

1. The application is for a facility that is new or construction is planned in the future. It may be that the facility exists but has never had any permitting done and therefore also does not exist in the database.
2. The facility has undergone an ownership change and the new name has not been entered in the database.

In both of these cases, the applicant will either need to request a facility number for the “new” facility, or request a facility name change.

When this occurs, the applicant should download the [Iowa EASY Air Facility Number & Name Change Form](#) (DNR Form 542-1056, shown in Section 5, for display only) from the Air Quality Bureau's [EAirServices](#) webpage or from within the [Iowa EASY Air](#) application.

**If you have questions, please call the Iowa EASY Air Helpdesk  
at (515) 725-9569 or (515) 204-3749.  
Or, send an email to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov)**



## 5. Facility Number & Name Change Form (for display only)

### EASY Air Facility Number & Name Change Form

A Facility Number (also called a Plant Number) is used to identify facilities across different Air Quality programs by county location. This number will be in the format of **XX-YY-ZZZ**, where XX the 2-digit County Number, YY is the 2-digit City Number within the County and ZZZ is the 3-digit count of facilities within the City. Portable Plants are given a **PP-ZZZ-000** number. This number is generated and assigned by the DNR.

**DNR Records Center ONLY**

R. Series/Initials: CON 10-1 /

Facility Number: \_\_\_\_\_

WK ACT/ Doc Code: MS / CL

\*Required Field

\*1. Request Date: \_\_\_\_\_

\*2. Contact Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City Name: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

\*3. Facility Number Request: Is Facility Portable?  Yes  No Choose one (a, b, c) from below  
 a. New Facility Number  b. Temporary Facility Number  c. Facility Name Change

\*4. Comments: (Limited to 150 characters)

\*5. New Facility Name: \_\_\_\_\_

\*6. New or Existing (for Facility Name Change) Equipment Address:

\*7. Facility City: \_\_\_\_\_ \*8. Zip Code: \_\_\_\_\_

\*9. County: \_\_\_\_\_

10. Identify any facilities, within five miles of the permitted facility, that this company owns and/or operates (include Facility number and name):

Facility No & Name \_\_\_\_\_ Facility No & Name \_\_\_\_\_ Facility No & Name \_\_\_\_\_

Please enter information for existing facility if requesting a Facility Name Change

11. Existing Facility Number (user format shown): \_\_\_\_\_

12. Existing Facility Name: \_\_\_\_\_

- Complete this form electronically (*no hard copies*). Save the original file.
- Please do not print and scan this form. Instead, E-Mail the completed original form to: **EASY Air Number & Facility Change** ([easyair\\_fn@dnr.iowa.gov](mailto:easyair_fn@dnr.iowa.gov)).

DNR RECORDS CENTER ONLY	
New Facility Number:	Field Office Number: Choose an item
Request Completion Date:	
Records Updated by:	
EASY Air Updated by:	



## Form Instructions

This form is used to request the following:

- a. New Facility Number
- b. Temporary Facility Number
- c. Process a Name Change for an Existing Facility

### How to complete this form:

**Navigation:** Use the Down Arrow key or Tab key to move through the fields.

1. Enter the date of your request.
2. Complete the contact information section.
3. Check one the following changes: a. New Facility Number, b. Temporary Facility Number, or c. Facility Name Change. **Note:** b. Temporary Facility Number should only be selected for determination requests associated with a planned facility. Identify if the plant is Portable: Yes or No. If Yes, skip fields 6-9 below.
4. Use this field to provide details about the request, such as the source of information. For example, "This is a new facility that is planned to begin construction on [Insert Date]", or "Our company is looking at expanding sometime in the future" or "The facility name has changed due to an ownership change that became effective on [Insert Date]."
5. Provide the new facility name. For a name change, enter the new name.
- 6.-8. Provide the physical address for the proposed construction site or existing facility.
9. Provide the name of the county where the facility will be or is currently located.
10. Provide the facility number and facility name for any facilities this company owns and/or operates within 5 miles of the facility identified in items 5 through 9, or items 11 & 12.

**Your requested Facility Number will be emailed to you.**

### If requesting a facility name or ownership change:

11. Enter the existing facility number.
12. Enter the existing facility name.

### How to handle this form:

1. Complete this form electronically (*no hard copies*). Save the original file, use any file name for your records.
2. Please do not print and scan this form. Instead, E-mail the completed form to: **EASY Air Number & Facility Change** ([easyair\\_fn@dnr.iowa.gov](mailto:easyair_fn@dnr.iowa.gov)).
3. On the e-mail subject line, indicate the type of facility change requested.
4. E-mail questions regarding the status of your request to the email address above.