

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).

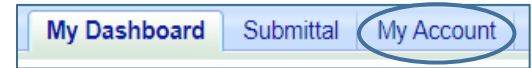


Figure 1

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.

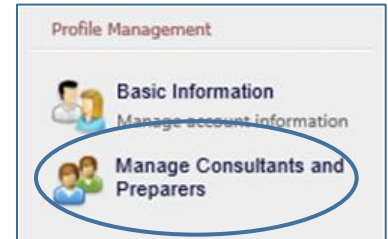


Figure 2

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

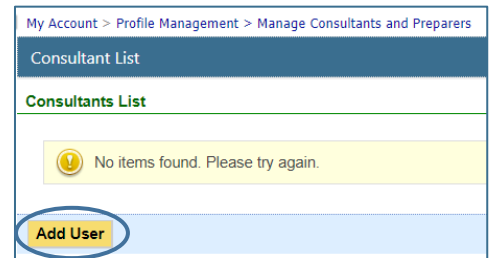


Figure 3

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

Click the **Add User** button.

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).

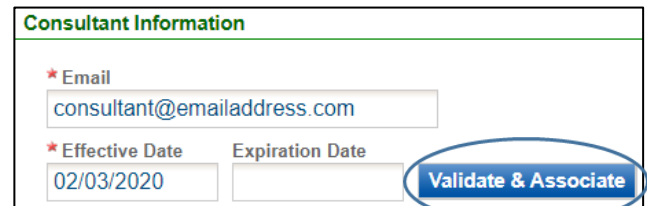


Figure 4

Enter a start date (Effective Date) and click the **Validate & Associate** button.

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.

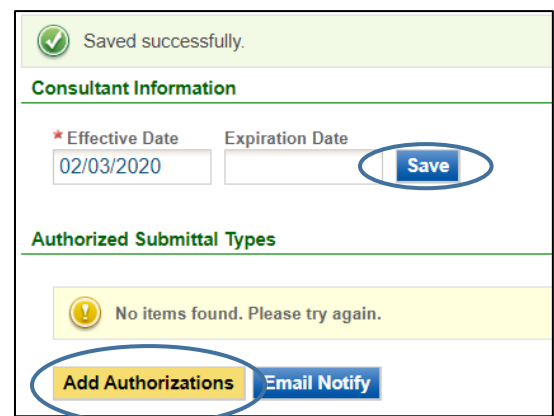


Figure 5

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.

App Name	Type	Facility	Permission
<input checked="" type="checkbox"/> Construction Paint Booth Permit-by-Rule	Construction Program	<input checked="" type="checkbox"/> Schweitzer Supply	<input checked="" type="radio"/> Prepare Only
<input type="checkbox"/> Construction Pre-Application	Construction Program		<input type="radio"/> Prepare Only
<input checked="" type="checkbox"/> Construction Standard Application	Construction Program	<input checked="" type="checkbox"/> Iowa EASY Air Test Site <input checked="" type="checkbox"/> Schweitzer Supply	<input checked="" type="radio"/> Prepare Only
<input checked="" type="checkbox"/> Rescission	Construction Program	<input checked="" type="checkbox"/> Iowa EASY Air Test Site <input checked="" type="checkbox"/> Schweitzer Supply	<input checked="" type="radio"/> Prepare Only
<input checked="" type="checkbox"/> Start of Construction	Construction Program	<input checked="" type="checkbox"/> Iowa EASY Air Test Site <input checked="" type="checkbox"/> Schweitzer Supply	<input checked="" type="radio"/> Prepare Only
<input type="checkbox"/> Start of Operation	Construction Program		<input type="radio"/> Prepare Only
<input checked="" type="checkbox"/> Title V Application	TV Program	<input checked="" type="checkbox"/> Iowa EASY Air Test Site	<input checked="" type="radio"/> Prepare Only

OK **Cancel**

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.

[Back to Consultant List](#) Consultant: **Doug Generic** **Load**

Doug Y Generic [dygeneric123@gmail.com](#)

Consultant Information

* Effective Date: Expiration Date: **Save**

Authorized Submittal Types

1 - 8 of 8 displayed, total item(s)

	Submittal Type	Facility Id	Facility	Permission	Status
<input checked="" type="checkbox"/>	Construction - Paint Booth Permit-by-Rule	5291	Schweitzer Supply	Prepare Only	Active
<input checked="" type="checkbox"/>	Construction Standard Application	5011	Iowa EASY Air Test Site	Prepare Only	Active
<input checked="" type="checkbox"/>	Construction Standard Application	5291	Schweitzer Supply	Prepare Only	Active
<input checked="" type="checkbox"/>	Rescission	5011	Iowa EASY Air Test Site	Prepare Only	Active
<input checked="" type="checkbox"/>	Rescission	5291	Schweitzer Supply	Prepare Only	Active
<input checked="" type="checkbox"/>	Start of Construction	5011	Iowa EASY Air Test Site	Prepare Only	Active
<input checked="" type="checkbox"/>	Start of Construction	5291	Schweitzer Supply	Prepare Only	Active
<input checked="" type="checkbox"/>	Title V Application	5011	Iowa EASY Air Test Site	Prepare Only	Active

Add Authorizations **Email Notify**

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.

Consultants List

1 - 8 of 8 displayed, total 8 item(s)

		First Name	Last Name	Facility ID	Facility	Permission	Submittal Type	Effective Date	Expiration Date	Status
		Doug	Generic	5011	Iowa EASY Air Test Site	Prepare Only	Title V Application	02/03/2020		Active
		Doug	Generic	5011	Iowa EASY Air Test Site	Prepare Only	Construction Standard Application	02/03/2020		Active
		Doug	Generic	5291	Schweitzer Supply	Prepare Only	Construction Standard Application	02/03/2020		Active
		Doug	Generic	5291	Schweitzer Supply	Prepare Only	Construction - Paint Booth Permit-by-Rule	02/03/2020		Active
		Doug	Generic	5011	Iowa EASY Air Test Site	Prepare Only	Start of Construction	02/03/2020		Active
		Doug	Generic	5291	Schweitzer Supply	Prepare Only	Start of Construction	02/03/2020		Active
		Doug	Generic	5011	Iowa EASY Air Test Site	Prepare Only	Rescission	02/03/2020		Active
		Doug	Generic	5291	Schweitzer Supply	Prepare Only	Rescission	02/03/2020		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: **Doug Generic** **Load**

Doug Y Generic **dygeneric123@gmail.com**

- Doug Generic**
- John Smith
- Norville Rogers

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).

		Doug	Generic	5011	Iowa EASY Air Test Site	Prepare Only	Rescission	02/03/2020		Active
		Doug	Generic	5291	Schweitzer Supply	Prepare Only	Rescission	02/03/2020		Active
		John	Smith	5011	Iowa EASY Air Test Site	Prepare Only	Start of Operation	03/08/2021		Active
		John	Smith	5291	Schweitzer Supply	Prepare Only	Start of Operation	03/08/2021		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 call the Iowa EASY Air Helpdesk at 515-725-9569 or 515-204-3749. Or send an email to easyair@dnr.iowa.gov.