# **Account Registration Instructions**

Metropolitan Council Industrial Online Reporting System

# **Account Registration Instructions**

To enroll in and use the Metropolitan Council Industrial Online Reporting System, you must first create a user account. This document explains how to create a user account in the Industrial Online Reporting System. It also **explains how to log into the system and access your account information.** 

## 1. Log into the Industrial Online Reporting System

You access the Met Council Industrial Online Reporting System by using an Internet connection and web browser (Internet Explorer version 6.0 or higher, Firefox, or Chrome). The site URL is <a href="https://www.govonlinesaas.com/MN/SPL/Public2/GovEnt/Shared/Pages/Main/Login.aspx">https://www.govonlinesaas.com/MN/SPL/Public2/GovEnt/Shared/Pages/Main/Login.aspx</a>. You will see the login screen shown below (Figure 1). To log into the system, you must enter a valid username and password. You must complete the account registration process to obtain a valid username and password.

Figure 1. Login Page of the Met Council Industrial Online Reporting System



#### 2. Create a New User Account

To complete the account registration process, you must click on the "Create a new account" link (Figure 2). The following instructions will guide you through the account registration process. Please note that some steps only need to be completed by users who intend to submit data for a facility as a Responsible Official.

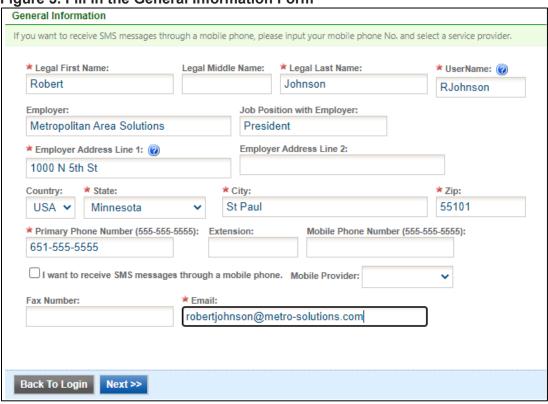


Figure 2. Create a New User Account



**Step 1:** Complete the General Information form. You must enter information for all required fields, which are denoted by a red asterisk (Figure 3).

Figure 3. Fill in the General Information Form

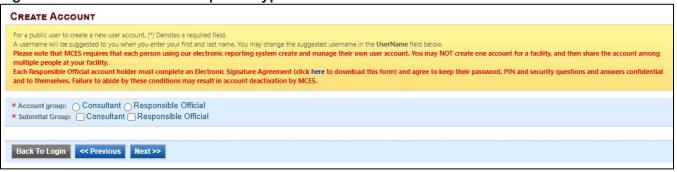


**Step 2:** Indicate the desired Account Group and Type: Consultant or Responsible Official (Figure 4). An explanation of the permissions for each account group and type is provided below (Table 1). If you are unsure which account group and type applies to you, please contact your Met Council permit staff or the Industrial Online Reporting Helpline at 651.602.4789 or via email at <a href="mailto:MCESIndustrialOnlineReporting@metc.state.mn.us">MCESIndustrialOnlineReporting@metc.state.mn.us</a>.

Table 1. Account Groups and Types in the Industrial Online Reporting System

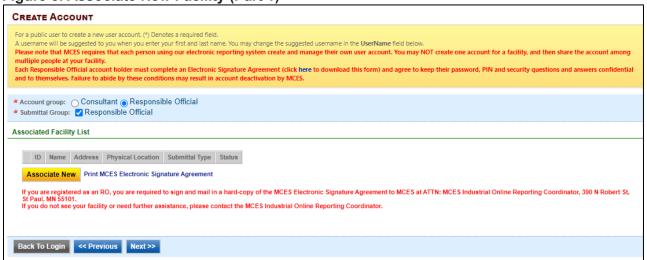
Account Group/Type	Account Permissions			
	Will be issued a personal identification number (PIN) once their account privileges are approved by Met Council			
Responsible Official	View and prepare electronic submittals			
(RO)	Certify and submit electronic submittals			
	Track the status of electronic submittals			
	View all past electronic submittals			
	View and prepare electronic submittals			
Consultant	Track the status of electronic submittals			
	View all past electronic submittals			

Figure 4. Select Account Group and Type



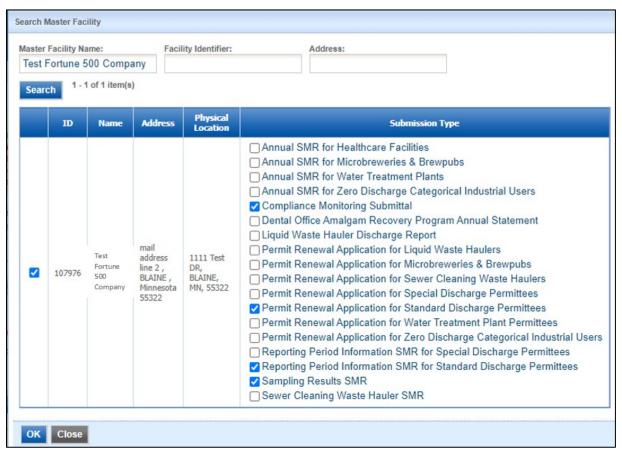
**Step 3: (Responsible Officials only):** Associate Facility(s) to your account. These fields will only appear on the screen if you are registering as an RO (Figure 5).

Figure 5. Associate New Facility (Part 1)



After clicking on the "Associate New" button, search by Facility Name to find your facility. The Industrial Online Reporting System retrieves the facility list from its database (Figure 6). Be careful when using special characters, as spacing matters.

Figure 6. Select Facility from Facility List (Part 2)



Select which facility and types of submittals you want to submit. Table 2 below displays a list of submittal types available for each permit type.

Table 2. Submittal Types by Permit Type

Permit Type	Available Submittal Types (Application Types)			
Standard Industrial Discharge Permit	<ul> <li>Permit Renewal Application for Standard Discharge Permittees</li> <li>Reporting Period Information SMR for Standard Discharge Permittees</li> <li>Sampling Results SMR</li> <li>Compliance Monitoring Submittal</li> </ul>			
Special Discharge Permit	<ul> <li>Permit Renewal Application for Special Discharge Permittees</li> <li>Reporting Period Information SMR for Special Discharge Permittees</li> <li>Sampling Results SMR</li> <li>Compliance Monitoring Submittal</li> </ul>			
Liquid Waste Hauler Permit	<ul><li>Liquid Waste Hauler Discharge Report</li><li>Permit Renewal Application for Liquid Waste Haulers</li></ul>			
Zero Discharge Categorical Industrial User General Permit	<ul> <li>Annual SMR for Zero Discharge Categorical Industrial Users</li> <li>Permit Renewal Application for Zero Discharge Categorical Industrial Users</li> </ul>			
Water Treatment Plant General Permit	<ul><li>Annual SMR for Water Treatment Plants</li><li>Permit Renewal Application for Water Treatment Plants</li></ul>			
Microbrewery, Brewpub & Distilleries General Permit	<ul> <li>Annual SMR for Microbreweries, Brewpubs &amp; Distilleries</li> <li>Permit Renewal Application for Microbreweries, Brewpubs &amp; Distilleries</li> </ul>			
Sewer Cleaning Waste Hauler General Permit	<ul><li>Annual SMR for Sewer Cleaning Waste Hauler</li><li>Permit Renewal Application for Sewer Cleaning Waste Haulers</li></ul>			
Healthcare Facilities General Permit	Annual SMR for Healthcare Facilities			
Dental Clinic Permit	Dental Office Amalgam Recovery Program Annual Statement			

Click "OK" to view the facilities that have been associated to your account, as well as the status of each submittal type requested (Figure 7).

## Figure 7. List of Associated Facilities and Submittal Types

#### CREATE ACCOUNT

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.

Please note that MCES requires that each person using our electronic reporting system create and manage their own user account. You may NOT create one account for a facility, and then share the account among

multiple people at your facility.

Each Responsible Official account holder must complete an Electronic Signature Agreement (click here to download this form) and agree to keep their password, PIN and security questions and answers confidentia and to themselves. Failure to abide by these conditions may result in account deactivation by MCES.

\*Account group: ○ Consultant ⑥ Responsible Official
\* Submittal Group: ☑ Responsible Official

#### Associated Facility List

	ID	Name	Address	Physical Location	Submittal Type	Status
×	107976 (SPL)	Test Fortune 500 Co	mail address line 2 , BLAINE , Minnesota 5322	1111 Test DR, BLAINE, MN, 55322	Compliance Monitoring Submittal	Pending
×	107976 (SPL)	Test Fortune 500 Co	mail address line 2 , BLAINE , Minnesota 55322	1111 Test DR, BLAINE, MN, 55322	Permit Renewal Application for Standard Discharge Permittees	Pending
×	107976 (SPL)	Test Fortune 500 Co	mail address line 2 , BLAINE , Minnesota 55322	1111 Test DR, BLAINE, MN, 55322	Reporting Period Information SMR for Standard Discharge Permittees	Pending
×	107976 (SPL)	Test Fortune 500 Co	mail address line 2 , BLAINE , Minnesota 55322	1111 Test DR, BLAINE, MN, 55322	Sampling Results SMR	Pending

Associate New Print MCES Electronic Signature Agreement

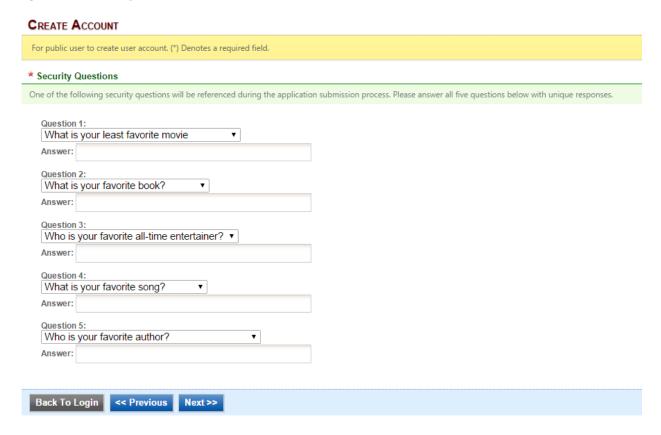
If you are registered as an RO, you are required to sign and mail in a hard-copy of the MCES Electronic Signature Agreement to MCES at ATTN: MCES Industrial Online Reporting Coordinator, 390 N Robert St, St Paul, MN 55101.

If you do not see your facility or need further assistance, please contact the MCES Industrial Online Reporting Coordinator.

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**Step 4:** Select and answer five (5) security questions. Both RO and Consultant account types must do this (Figure 8).

Figure 8. Security Questions



**Step 5: (Responsible Officials only):** Print, sign and mail the Electronic Signature Agreement to the Met Council's address listed on the form (Figures 9 and 10). You must also print, sign and mail the Industrial Online Reporting System Facility Account Registration Form.

Figure 9. Print the Electronic Signature Agreement

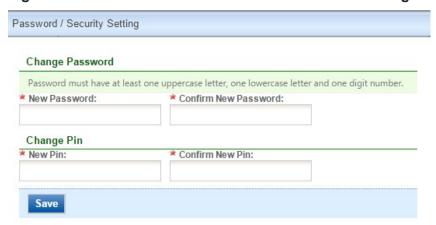


Figure 10. Electronic Signature Agreement Form



**Step 6:** Receive account confirmation and establish a permanent password and PIN. You will receive email confirmation from the Industrial Online Reporting System that your account has been created, which includes your username and system-generated temporary password. Your username and temporary password must be used to log into the Industrial Online Reporting System. During your first login, you are required to establish a permanent password and signing PIN (Figure 11).

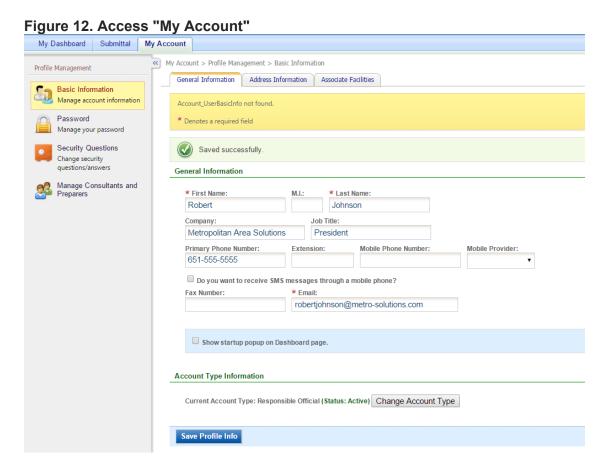
Figure 11. Establish Permanent Password and PIN During Initial Login to System



### 3. Access Your Account Information

To view your account information, log into the Industrial Online Reporting System and click on the "My Account" tab (Figure 12). All account information changes are made in this tab. We recommend that users review their account information during every login and update it accordingly.

The "My Account" tab is the location where you can change your password and signing PIN and update your security questions. ROs may also manage Consultants that prepare and/or submit on their behalf on this tab. In this case, the Consultant must submit an Electronic Signature Agreement form, and the RO must designate the Consultant as a Designated Authorized Representative on the form.



## Questions

If you have questions, please call the Industrial Online Reporting Helpline at 651.602.4789 or send an email to <a href="mailto:MCESIndustrialOnlineReporting@metc.state.mn.us">MCESIndustrialOnlineReporting@metc.state.mn.us</a>