



Maricopa County Air Quality Department

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How to Create a Shared CROMERR Services Electronic Signature

A guide to completing the EPA's registration procedure

Maricopa County Air Quality Department

October 2020

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What is a Shared CROMERR Services (SCS) Electronic Signature and why do I need one?

A SCS Electronic Signature will enable a user to submit and track electronic documents through the Maricopa County Air Quality Department's (MCAQD) Online Portal (IMPACT). In order to access the AQD Online Portal, you will first need to create your Electronic Signature.

According to the current regulations for electronic reporting, a list of requirements must be met before a system can begin collecting environmental data electronically. These requirements are commonly referred to as CROMERR (**CRO**ss **Media Electronic Reporting Rule**). The requirements provide the legal framework for electronic reporting under Title 40 of the Code of Federal Regulations to the Environmental Protection Agency (EPA).

As part of your SCS Electronic Signature creation, you will be required to verify your identity through a third-party service called LexisNexis. Since MCAQD offers the ability to electronically sign and submit information, these additional registration steps must be completed in order to comply with CROMERR's legal requirements.

Before you begin, please review the following information:

- If your organization/company has never had a permit with MCAQD, or if your organization/company has recently changed ownership, please fill out and submit the [Shared CROMERR Services \(SCS\) Electronic Signature Registration Form](#) before attempting to create your SCS Electronic Signature. **Do not fill out this form if your organization/company already has a current permit with the AQD.**
- Individual consultants and performance testing companies must register themselves as an Organization/Company before beginning the process of creating a SCS Electronic Signature. If you are a consultant or performance testing company, please fill out and submit the [Shared CROMERR Services \(SCS\) Consultant Electronic Signature Registration Form](#).
- The access and use of a SCS Electronic Signature requires the creation of a user ID and password that must be kept confidential. A SCS Electronic Signature is for individual use only, and cannot be shared or accessed by anyone other than the original owner. For more information, see the [SCS Terms and Conditions](#).

The following steps will guide you through the process of setting up your SCS Electronic Signature. If you have any questions throughout the process, please call 602-506-7833 or email AQDImpact@maricopa.gov. You may also submit an online help request at bit.ly/AQDOnlinePortal.

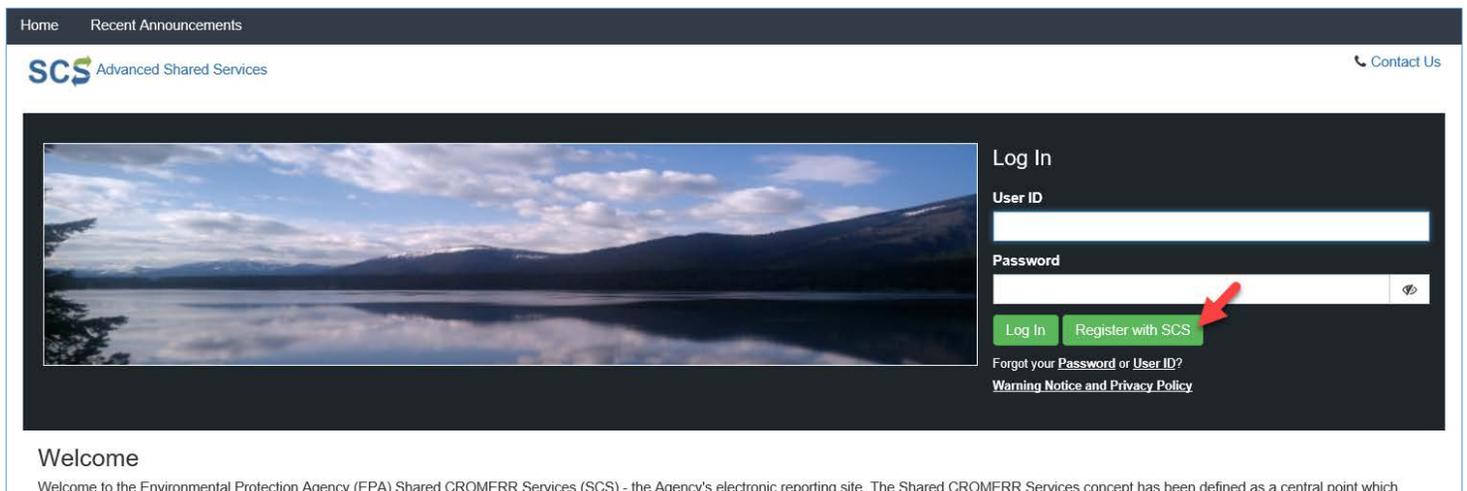
Step 1

Using Google Chrome as your internet browser, go to the EPA's SCS electronic reporting site, Encromerr.epa.gov. Please note other internet browsers will not support the SCS/AQD Online Portal (IMPACT) system. You must also enable pop-ups on your internet browser.

To enable pop-ups on Google Chrome:

1. On your computer, open Chrome.
2. At the top right, select the three dots  then select **Settings**.
3. At the bottom, select **Advanced**.
4. Under "Privacy and Security," select **Site Settings**.
5. Select **Pop-ups and Redirects**.
6. At the top, turn the setting to **Allowed** to disable the pop-up blocker altogether.

Once you have accessed the EPA's SCS electronic reporting site, select **Register with SCS**.



Home Recent Announcements

SCS Advanced Shared Services [Contact Us](#)

Log In

User ID

Password

Log In Register with SCS

Forgot your Password or User ID?
[Warning Notice and Privacy Policy](#)

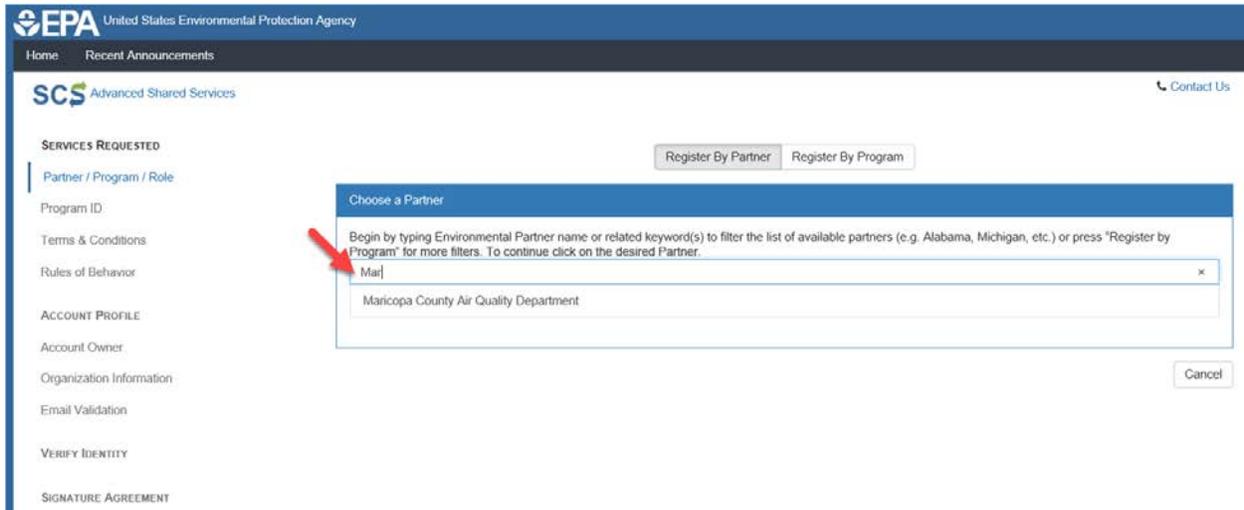
Welcome

Welcome to the Environmental Protection Agency (EPA) Shared CROMERR Services (SCS) - the Agency's electronic reporting site. The Shared CROMERR Services concept has been defined as a central point which

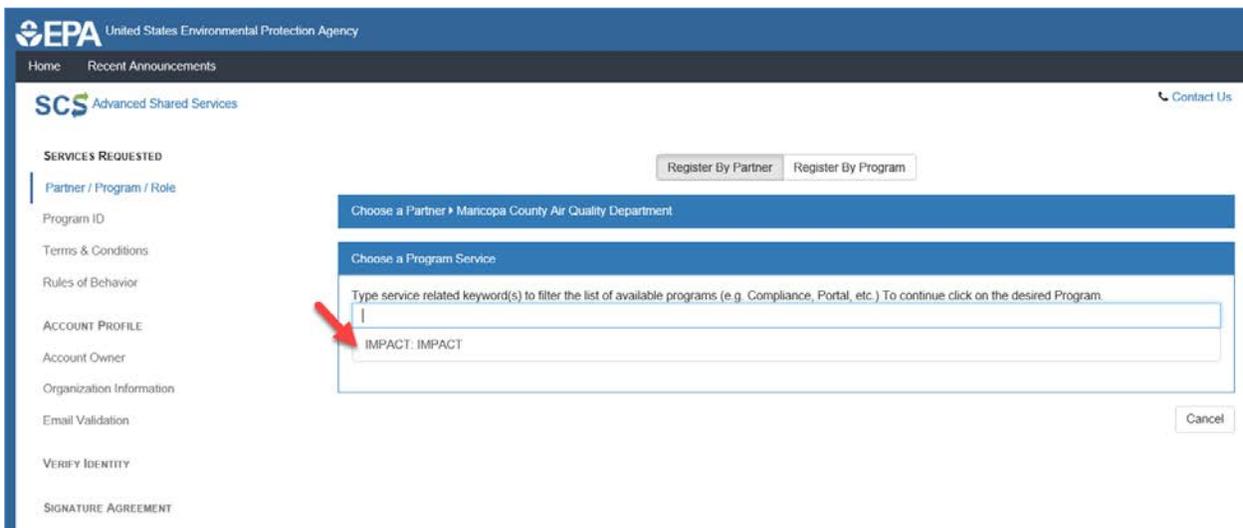
Step 2

Begin by choosing your Partner/Program/Role.

Under Choose a Partner, search and select **Maricopa County Air Quality Department**.



Under Choose a Program Service, select **IMPACT: IMPACT**.



Under Choose a Role, choose from either **Certifier** or **Preparer**.

- Choose based on your responsibilities within the organization/company
- The organization/company must first register a certifier
- Individuals should not register as both a certifier and preparer
- Organizations/companies can have multiple certifiers and preparers

Certifier: A certifier is the duly authorized representative of the source or more commonly referred to as the “owner” or “operator” of the facility. A certifier is authorized to modify the package a preparer has assembled, and sign and submit the package to the EPA. A certifier may perform all the tasks a preparer may perform, but also has submission signing authority.

Preparer: A preparer is the person responsible for the preparation of reports for signature and submission by an authorized representative of the facility. Preparers may assemble submission packages for the certifier's approval and signature. A preparer may not sign and submit a submission package, and the preparer may only access packages in which they have prepared. Please note: a preparer will be able to complete the SCS Electronic Signature process at step six of this training guide. A preparer is not required to verify their identity with the third-party service LexisNexis.

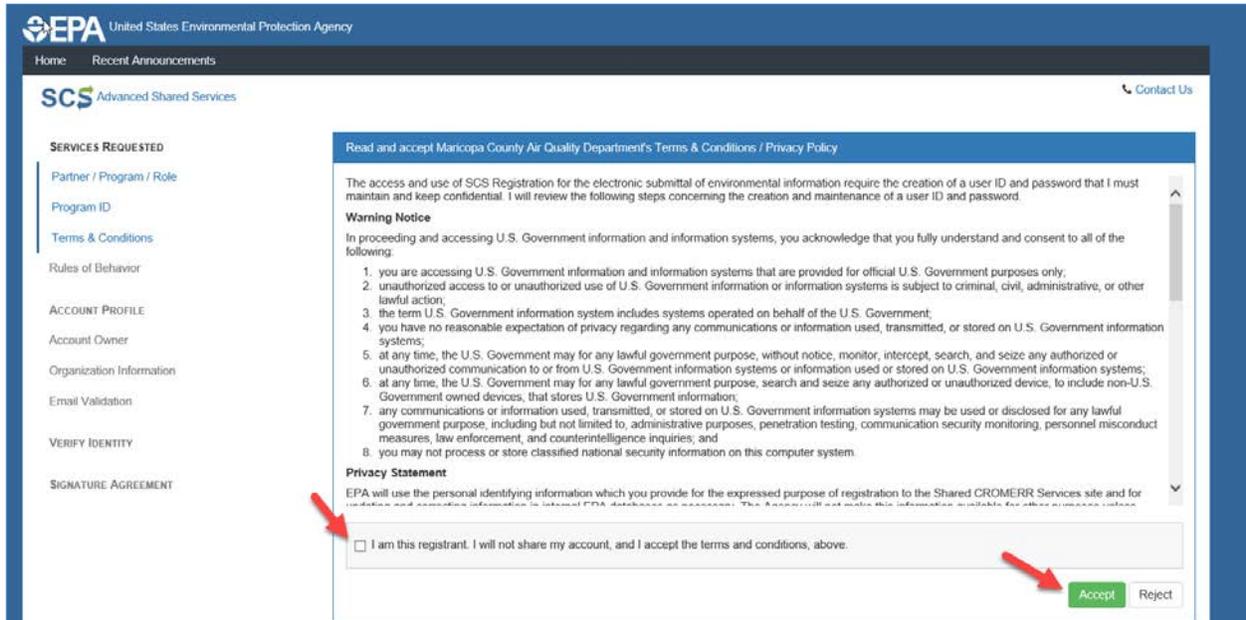
The screenshot shows the EPA SCS registration interface. The left sidebar contains navigation links: SERVICES REQUESTED, ACCOUNT PROFILE, VERIFY IDENTITY, and SIGNATURE AGREEMENT. The main content area shows a registration flow with three blue bars: 'Choose a Partner' (Maricopa County Air Quality Department), 'Choose a Program Service' (IMPACT: IMPACT), and 'Choose a Role'. Below the 'Choose a Role' bar, a text box contains the instruction: 'To continue please select a Role and then press the continue button that will appear once a role is selected.' Below this text box are two radio button options: 'Certifier' and 'Preparer'. Two red arrows point to these options. A 'Cancel' button is located at the bottom right of the form.

When you are finished with this section, select **Continue** to proceed.

This screenshot shows the same registration interface as the previous one, but the 'Continue' button is now highlighted in green. A red arrow points to the 'Continue' button. The 'Preparer' role is still selected in the 'Choose a Role' bar. The 'Cancel' button remains visible to the right of the 'Continue' button.

Step 3

Next, read and accept MCAQD’s Terms and Conditions/Privacy Policy. Check the box at the bottom of the screen that states, “I am this registrant...”, and then select **Accept** to proceed.



You have now completed the Services Requested section of the registration process. Please continue to the Account Profile section.

Step 4

Complete the Account Profile section. All information entered in this section applies to you, the individual person registering. Enter your information under **Account Owner**. The email you provide will be used to verify your identity. Do not use a shared email address that any other person has access to. Under **Account**, create your SCS user ID and password. Then, provide answers to three security questions, which can be used in the future if you forget your SCS login information. Your SCS login password must be changed every 90 days. Select **Continue** to proceed.

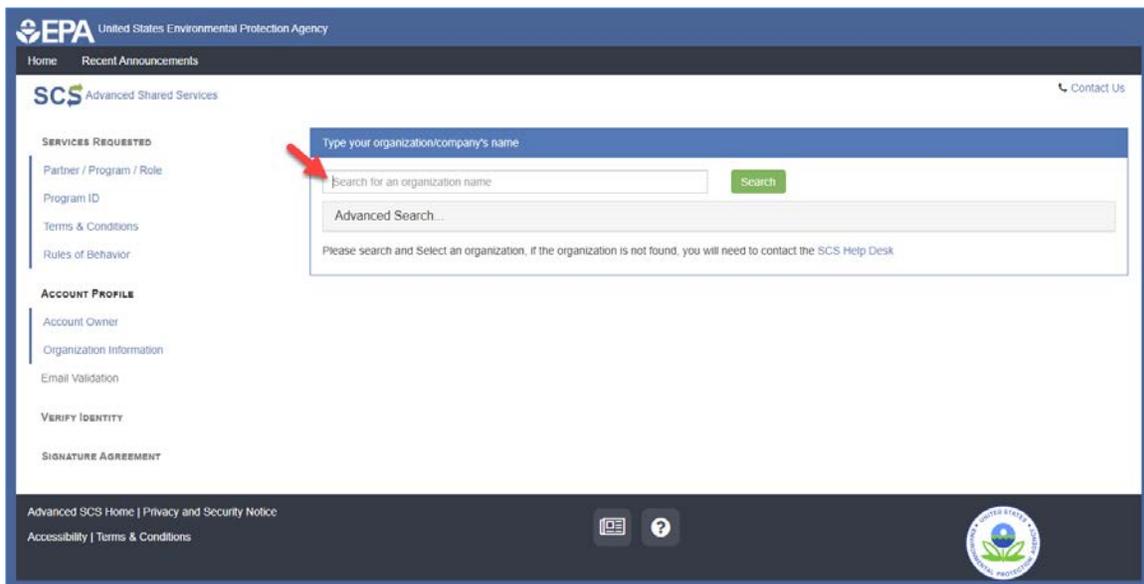
The screenshot shows the EPA SCS Advanced Shared Services registration interface. The page title is 'EPA United States Environmental Protection Agency' and the sub-header is 'SCS Advanced Shared Services'. The navigation menu includes 'Home', 'Recent Announcements', and 'Contact Us'. The left sidebar lists various sections: 'SERVICES REQUESTED' (Partner / Program / Role, Program ID, Terms & Conditions, Rules of Behavior), 'ACCOUNT PROFILE' (Account Owner, Organization Information, Email Validation), 'VERIFY IDENTITY', and 'SIGNATURE AGREEMENT'. The main content area is titled 'Enter your account information' and contains two sections: 'Account Owner' and 'Account'. The 'Account Owner' section has fields for Title, First Name, Middle Initial, Last Name, Suffix, Email Address, and Confirm Email. The 'Account' section has fields for User ID, Password, Confirm Password, and three Security Questions with corresponding answers. A 'Show Passwords and Answers' checkbox is at the bottom of the 'Account' section. A green 'Continue' button and a grey 'Cancel' button are at the bottom right. Red arrows point to the 'Account Owner' section, the 'Account' section, and the 'Continue' button.

Step 5

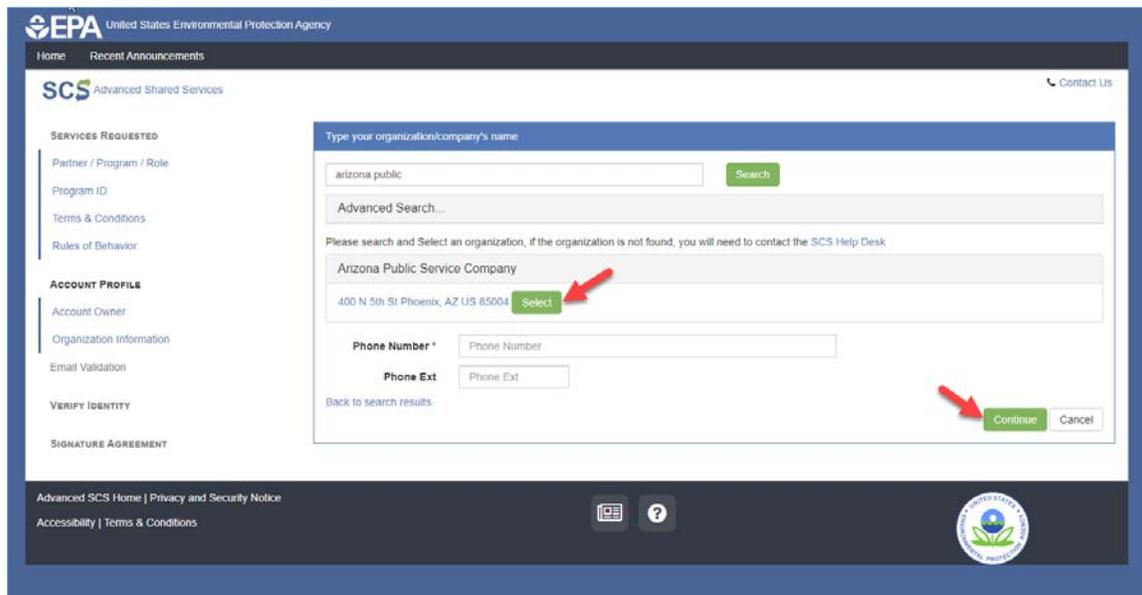
Complete the Organization Information. Begin by typing in your organization/company name in the search bar. It is helpful to only type in the first couple of letters of the organization/company name and then select Search.

If your organization/company is not found, you must submit the [Shared CROMERR Services \(SCS\) Electronic Signature Registration Form](#) before you can proceed.

If you are a consultant or a performance testing company, you will enter your consulting company name or performance testing company name into the search box. If it is not found, you need to submit the [Shared CROMERR Services \(SCS\) Consultant Electronic Signature Registration Form](#) before you can proceed.



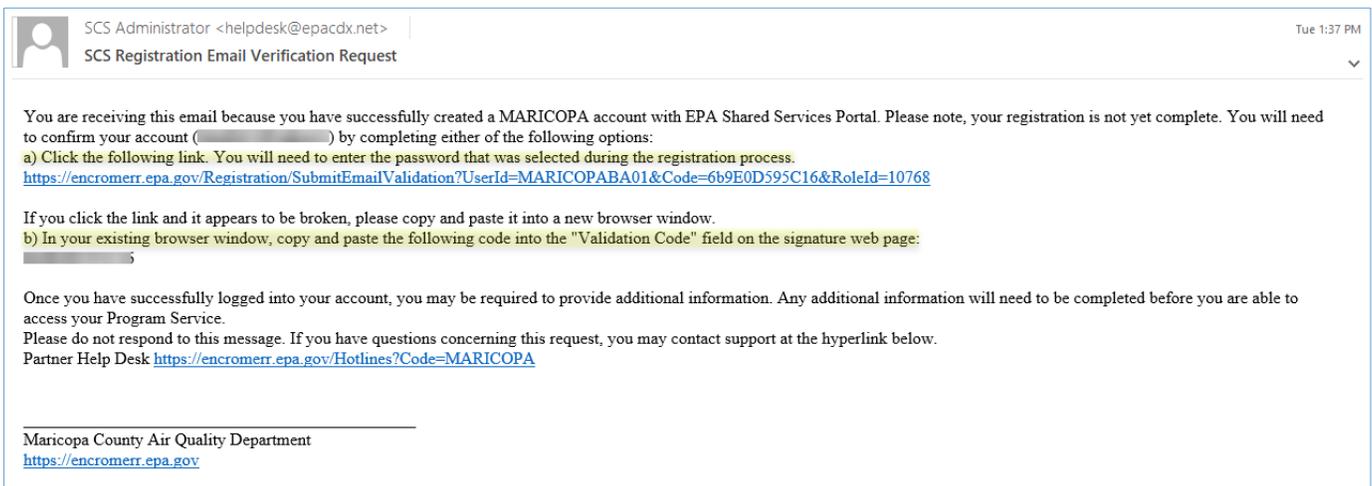
Once you have found the correct organization/company, click **Select**; enter the organization/company phone number, then select **Continue** to proceed.



Step 6

Once the Organization Information has been selected, SCS will send a verification email to the email address entered in step four. This email will contain a link and validation code.

SCS Registration Verification Request Email Sample:

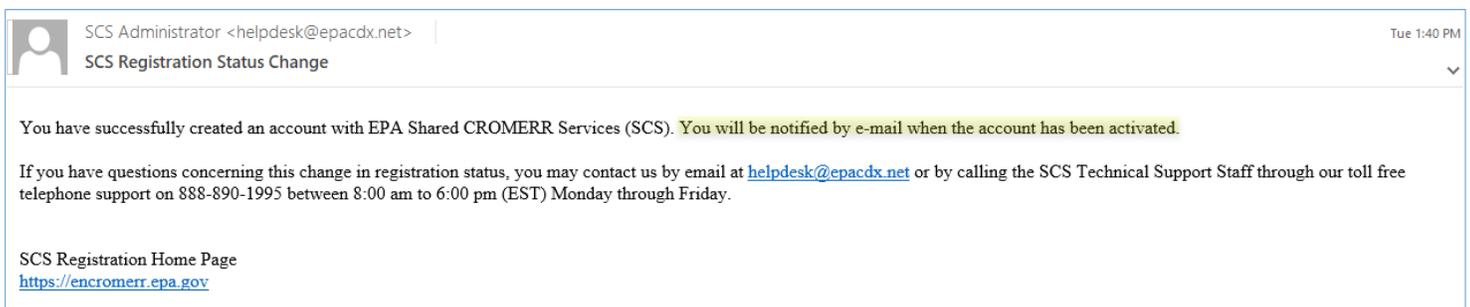


Click the link provided within the email, or copy and paste the provided code into the **Validation Code** field on the signature web page. Select **Create Account** to proceed.

The screenshot shows the EPA SCS Advanced Shared Services website. The main content area is titled 'Email Validation' and contains the following text: 'You will soon receive an email confirmation message (at [redacted]) with a validation code. Enter the code to activate your user account.' Below this text are two input fields: 'User ID' and 'Code'. A red arrow points to a blue 'Create Account' button located below the 'Code' field. The left sidebar contains a navigation menu with sections: 'SERVICES REQUESTED' (Partner / Program / Role, Program ID, Terms & Conditions, Rules of Behavior), 'ACCOUNT PROFILE' (Account Owner, Organization Information, Email Validation), 'VERIFY IDENTITY', and 'SIGNATURE AGREEMENT'. The top navigation bar includes 'Home', 'Recent Announcements', and 'Contact Us'.

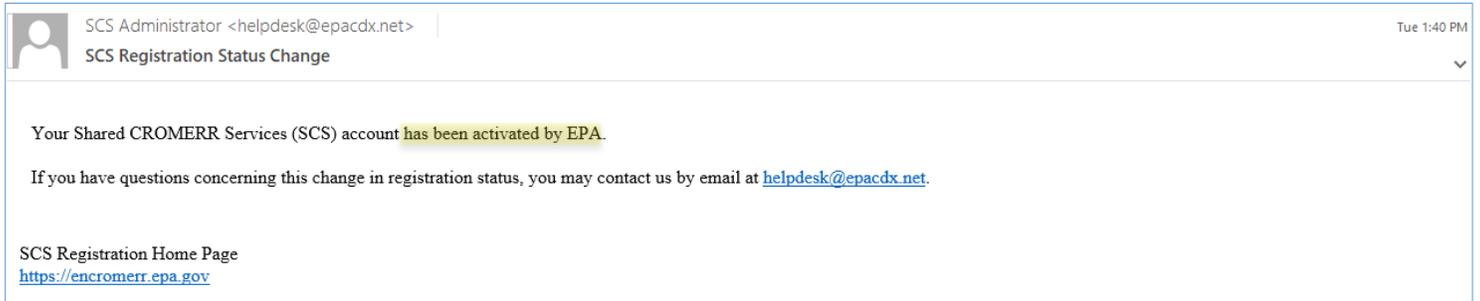
After you have completed the Email Validation section, you will receive an email indicating that you have successfully created an Account. Please note that the Account is **not yet activated**. The **Account activation process can take up to five business days**.

SCS Registration Status Change Email Sample:



Once the Account is activated, you will receive a separate confirmation email. **The Account activation process can take up to five business days.**

SCS Registration Status Change Email Sample:



You have now completed the Services Requested and the Account Profile sections of the registration process. Please continue to the LexisNexis Identity Verification, Electronic Signature Agreement, and Signature Device Authentication sections to complete the registration process.

If you have registered as a preparer, you have now completed the SCS Electronic Signature registration at this time. A preparer is not required to verify their identity with the third-party service LexisNexis.

Step 7

Once your SCS account has been activated, you will be asked to verify your identity with the third-party service LexisNexis. Since MCAQD offers the ability to electronically sign and submit information, these additional registration steps must be completed in order to comply with CROMERR's legal requirements.

Once all the requested information has been entered, check the box that you have reviewed the information presented, and then select **Verify** to proceed.

The screenshot shows the EPA SCS interface for identity verification. The header includes the EPA logo and 'United States Environmental Protection Agency'. The page title is 'Verify your identity with LexisNexis'. A note explains the identity proofing process. The form contains the following fields: First Name, Middle Initial, Last Name, Home Address, Home Address 2, City, State (dropdown), Zip Code, Home Phone, Last 4 of SSN, and Date of Birth (MM/DD/YYYY). There is a 'Show SSN' checkbox and a checkbox for 'I have reviewed the name presented above and I would like to proceed with LexisNexis.'. A blue 'Verify' button is highlighted with a red arrow. Below the button is a link for 'Use Paper Agreement'.

*If you choose to verify your identity via a paper-based process, select Use Paper Agreement on the bottom of the screen. **Please note that using a paper-based process will delay the applicant's access to the AQD Online Portal (IMPACT).**

If your identity verification results have passed, skip to step eight. If your LexisNexis identity verification results fail to meet the requirements, you will get a pop-up notification. From this pop-up screen, you can select **Continue** and try entering your information again, or you can select **Sign Paper Form** and bypass the electronic submission.

The screenshot shows the EPA SCS identity verification interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible, along with 'Logged in as [user]' and 'Log out)'. Below the header, there are links for 'Home' and 'Recent Announcements', and a 'Contact Us' link. A message states: 'The information submitted to LexisNexis failed to meet the requirements. Please try again.' The main section is titled 'Verify your identity with LexisNexis' and contains explanatory text and a note about the voluntary nature of the service. A form with various input fields is present, including: First Name, Middle Initial, Last Name, Home Address, Home Address 2, City, State, Zip Code, Home Phone, Last 4 of SSN, a checkbox for 'Show SSN', and Date of Birth. A checkbox at the bottom is checked with the text 'I have reviewed the name presented above and I would like to proceed with LexisNexis.' A 'Verify' button is at the bottom left. A 'Use Paper Agreement' link is at the bottom. A white pop-up box titled 'Attention' is overlaid on the form, containing the text: 'You have registered with an international organization. If you have a valid social security number and wish to sign the ESA electronically, click Continue to proceed with the automatic verification process.' Two green buttons, 'Continue' and 'Sign Paper Form', are in the pop-up, with red arrows pointing to each.

After selecting Sign Paper Form, you will be directed to the Electronic Signature Agreement page. Read over the information, and then select **Sign Paper Form** to bring up the print option on your computer.

EPA United States Environmental Protection Agency Logged in as / (Log out)

Home Recent Announcements Contact Us

SCS

Paper SCS Electronic Signature Agreement

The SCS electronic signature agreement (ESA) is an agreement between yourself and SCS that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the SCS ESA please contact the [SCS Help Desk](#).

**Maricopa County Air Quality Department
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by Maricopa County Air Quality Department to sign electronic documents submitted to Maricopa County Air Quality Department's Shared CROMERR Services (SCS), and as a representative for:

Electronic Signature Holder Company Information

Organization Name: _____
 Address: _____
 Phone Number: _____
 E-mail Address: _____
 Registrant's Name: _____
 SCS User Name: _____

I, _____

- (1) **1) I certify I have the authority to enter into this Agreement on behalf of the Organization** identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.
- (2) **2) I certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions** of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.
- (3) **3) Agree to protect the electronic signature credential**, consisting of my Shared CROMERR Service (SCS), user identification and password, as well as knowledge based questions (KBQs) and answers from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name, password, and KBQs and answers to any other individual; I will not store my password as well as KBQs and answers in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.
- (4) **4) Agree to immediately contact the Maricopa County Air Quality Department at 602-506-6010**, after suspecting misuse of my account. I will contact the Maricopa County Air Quality Department at 602-506-6010, as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen, compromised or used inconsistent with SCS Terms and Conditions at <https://cdx.epa.gov/EpaSharedServices/Portal/Scs/TermsAndConditions>.
- (5) **5) I agree to notify SCS within ten working days if my duties change** and I no longer need to interact with the SCS on behalf of my organization. I agree to make this notification by notifying the Maricopa County Air Quality Department Technical Support staff at 602-506-6010, or ACmail@maricopa.gov.
- (6) **6) Understand that I will be informed of profile changes through my registered electronic mail (e-mail) address** whenever my user identification or password have been modified.
- (7) **7) Understand that SCS reports the last login date** that my user identification and password were used immediately after successfully logging into SCS.
- (8) **8) Understand and agree that I will be held as legally bound, obligated, and responsible** for the use of my electronic signature as I would be using my hand-written signature.
- (9) **9) Understand I will receive email upon use of my electronic signature** so whenever I electronically sign and submit an electronic document to the SCS, I will receive an e-mail at my registered e-mail address. This e-mail will inform me that a submission has been made to SCS from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR).
- (10) **10) Agree to report any suspicious activity** so if I receive an e-mail notification for any activity that I do not believe that I performed, I will notify Maricopa County Air Quality Department as soon as possible, but no later than 24 hours, after receipt.
- (11) **11) Agree to contact the Maricopa County Air Quality Department if I do not receive an e-mail notification** within 5 business days for any electronically signed submission using my credentials.
- (12) **12) Agree to report, within 24 hours of discovery, any evidence of discrepancy** between any electronic document I have signed and submitted and what the SCS has received from me by contacting the Maricopa County Air Quality Department.
- (13) **13) Agree to notify the Maricopa County Air Quality Department if I cease to represent the regulated entity** specified above as signatory of that organization's electronic submissions by contacting the Maricopa County Air Quality Department as soon as this change in relationship occurs and to sign a surrender certification at that time.
- (14) **14) Agree to retain a copy of this signed agreement** as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

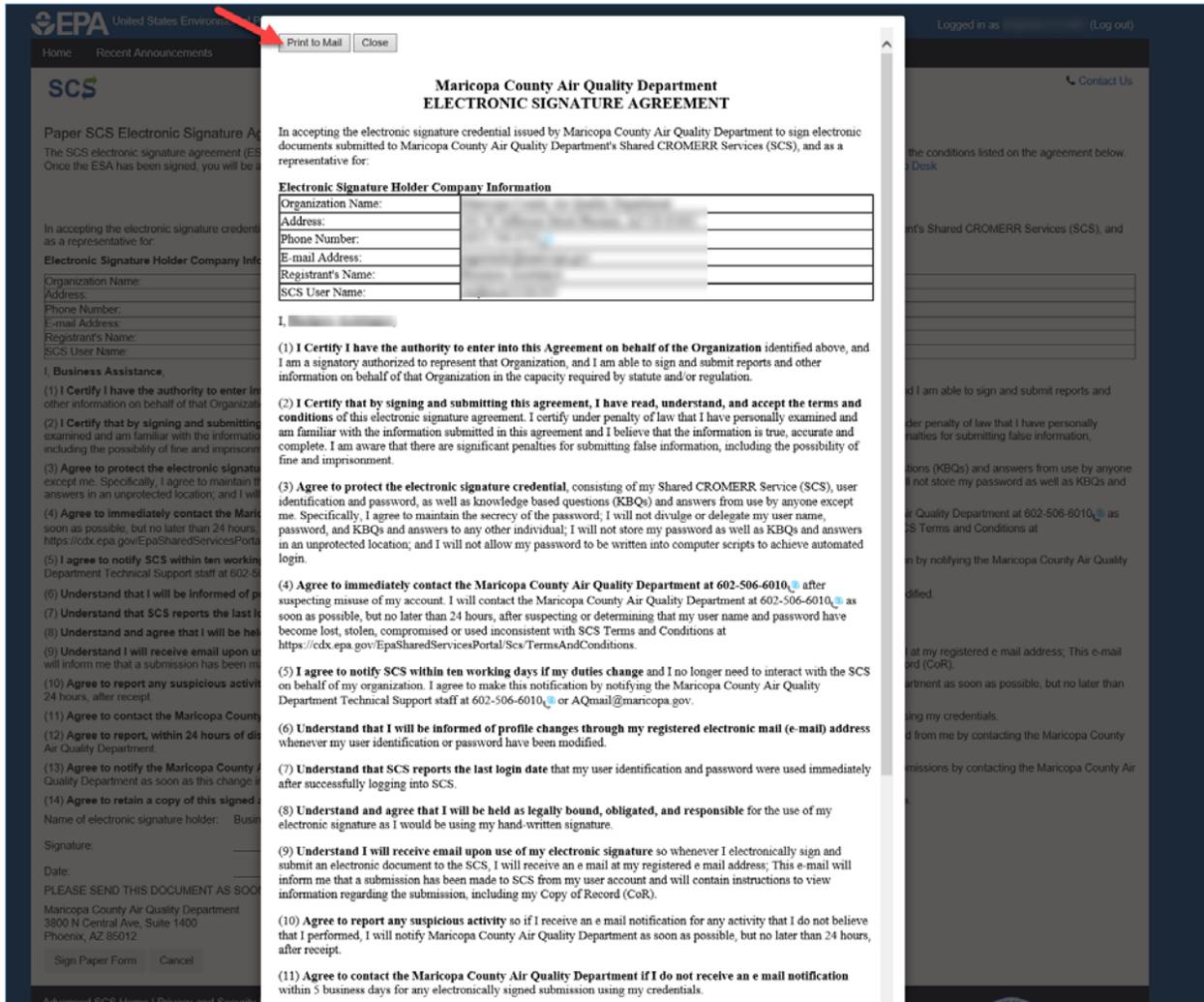
Name of electronic signature holder: _____

Signature: _____
 Date: _____

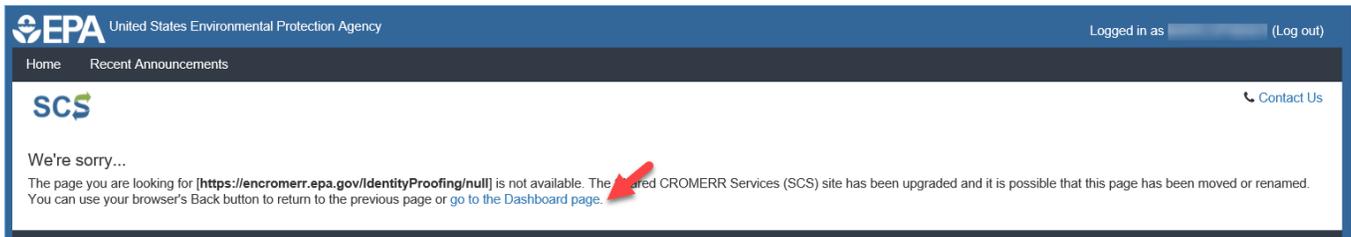
PLEASE SEND THIS DOCUMENT AS SOON AS POSSIBLE TO:
 Maricopa County Air Quality Department
 3800 N Central Ave, Suite 1400
 Phoenix, AZ 85012

An additional screen will pop-up, select the button on the left hand corner of the screen indicating **Print to Mail**. After you print the Electronic Signature Agreement, **you must have your signature notarized by a Notary Public**. MCAQD can only accept forms that are hand-signed (wet signature), therefore the form must be mailed or hand-delivered to the address listed on the agreement.

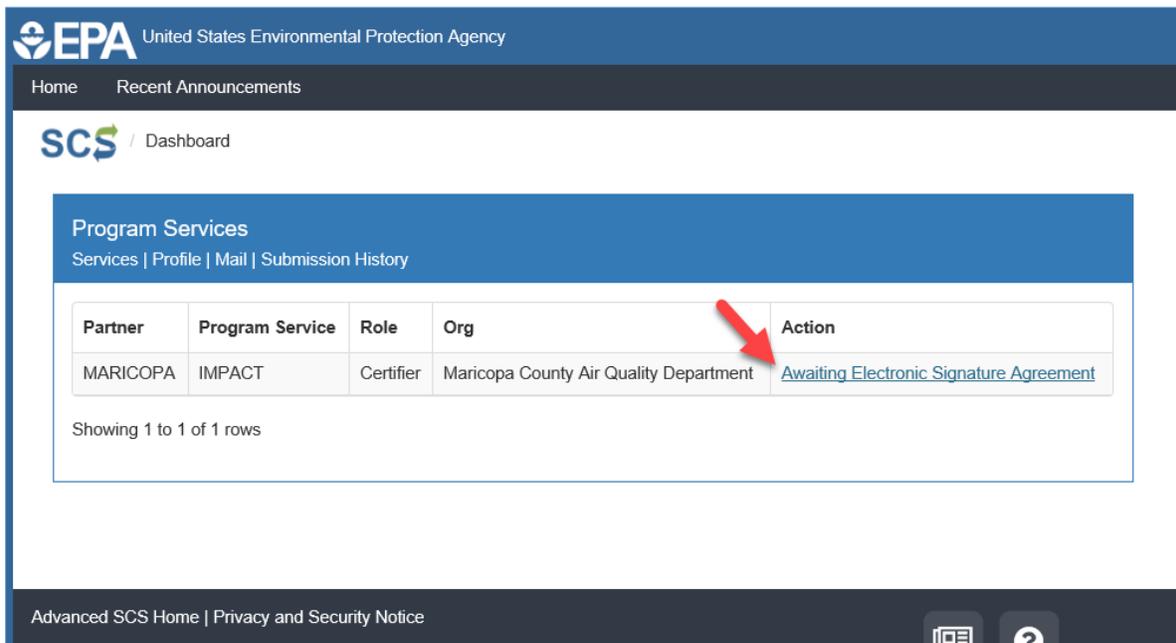
Please note that using a paper-based process will delay the applicant’s access to the AQD Online Portal (IMPACT).



Once you have completed printing the form, SCS will direct you to an error page. From here, select **go to the Dashboard page**.



Once you are at your dashboard, you will see under Action the status “awaiting electronic signature agreement.” After MCAQD receives and processes the Electronic Signature Agreement, you will be notified via email from SCS to log back into your account to continue the SCS Electronic Signature registration process.



For questions regarding this step, please contact the department at 602-506-7833 or AQDImpact@maricopa.gov. You may also submit an online help request at bit.ly/AQDOnlinePortal.

Step 8

Next, you will be prompted to enter challenge questions and answers. Begin by selecting five challenge questions and completing each answer. Be sure to save these challenge questions and answers separately as they will be used frequently within SCS. After you complete the challenge questions and answers, select **Save Answers** to proceed.

United States Environmental Protection Agency

Home Recent Announcements

SCS

LexisNexis Identity Proofing Successful

SCS Registration: Additional Verification

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Challenge Questions and Answers

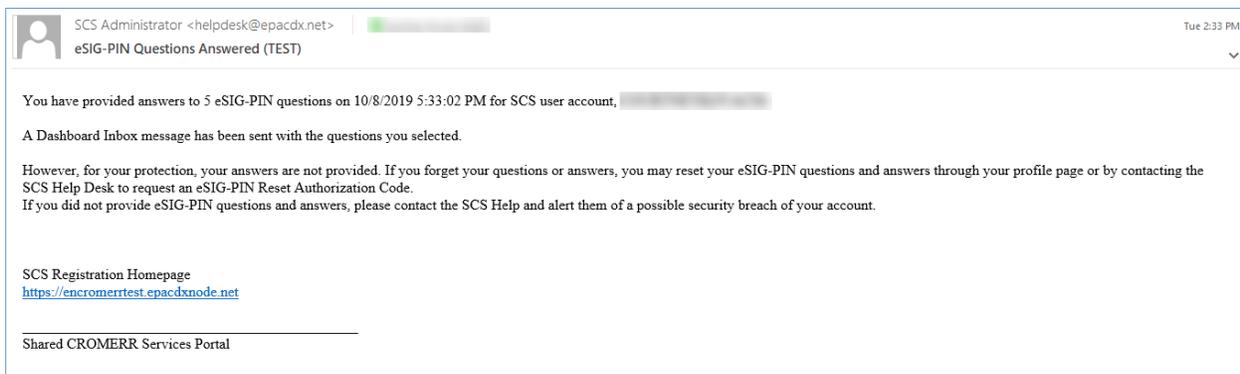
Five dropdown menus for selecting challenge questions and five corresponding text input fields for answers.

Show Answers

Save Answers (indicated by a red arrow)

You will receive an automated email to confirm the submission of the challenge questions.

E-Sig PIN Questions Answered Email Sample:



Step 9

Next, you will be directed to the Electronic Signature Agreement screen. Once this section is thoroughly reviewed, select **Sign Electronically** at the bottom of the page.

The questions/answers have been saved.

Electronic Signature Agreement

The SCS electronic signature agreement (ESA) is an agreement between yourself and SCS that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the SCS ESA please contact the SCS Help Desk.

**Maricopa County Air Quality Department
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the Maricopa County Air Quality Department to sign electronic documents submitted to Maricopa County Air Quality Department's Shared CROMERR Services (SCS), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	Maricopa County Air Quality Department
Address:	3800 N Central Ave Suite 1400 Phoenix, AZ US 85012
Phone Number:	(602) 506-5102
E-mail Address:	
Registrant's Name:	
SCS User Name:	

I, _____

- (1) I Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.
- (2) I Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.
- (3) Agree to protect the electronic signature credential, consisting of my Shared CROMERR Service (SCS), user identification and password, as well as knowledge based questions (KBQs) and answers from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name, password, and KBQs and answers to any other individual; I will not store my password as well as KBQs and answers in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

Sign Electronically

A pop-up window will appear requesting a Certification Acknowledgment. After thoroughly reviewing the pop-up window, select **Accept** to proceed.

Certification Acknowledgement

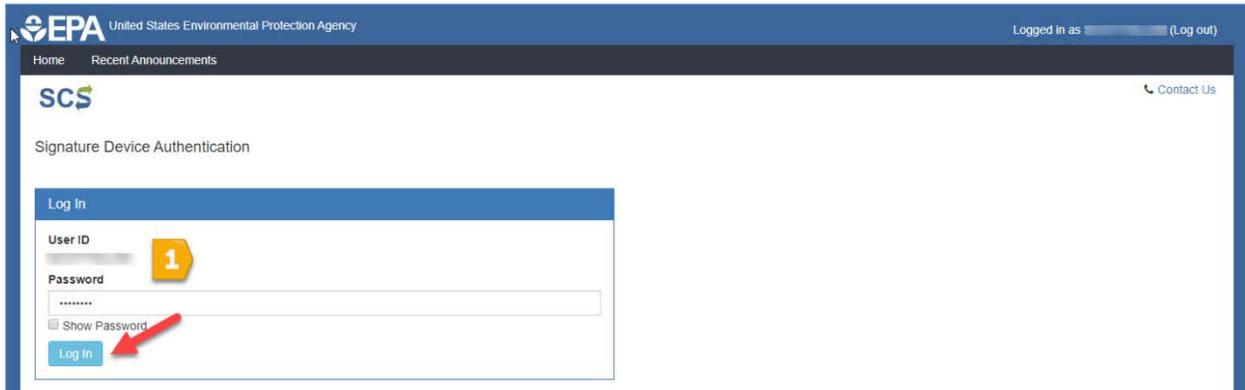
I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept **Decline**

Step 10

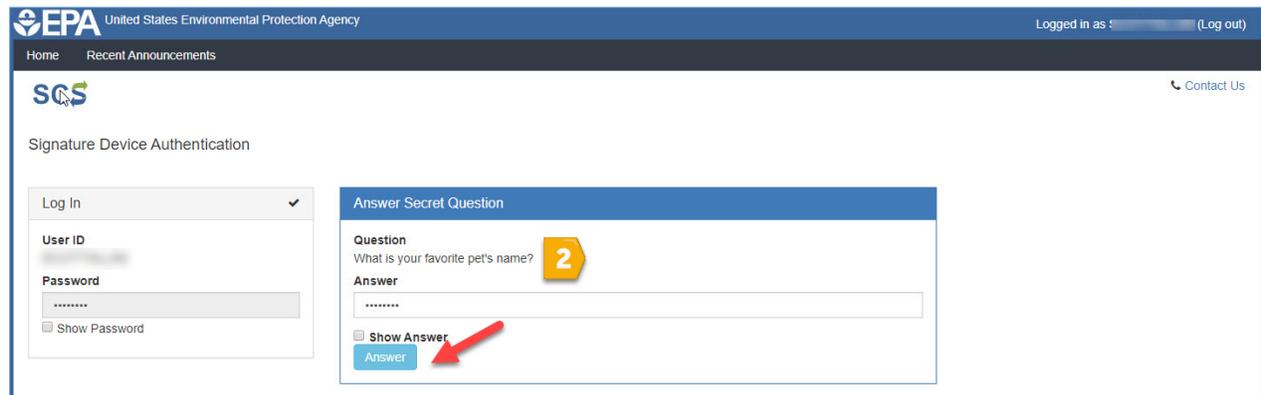
Now you will be directed to the Signature Device Authentication section. To complete this section, follow the steps below.

1. Enter your password and select **Log In**.



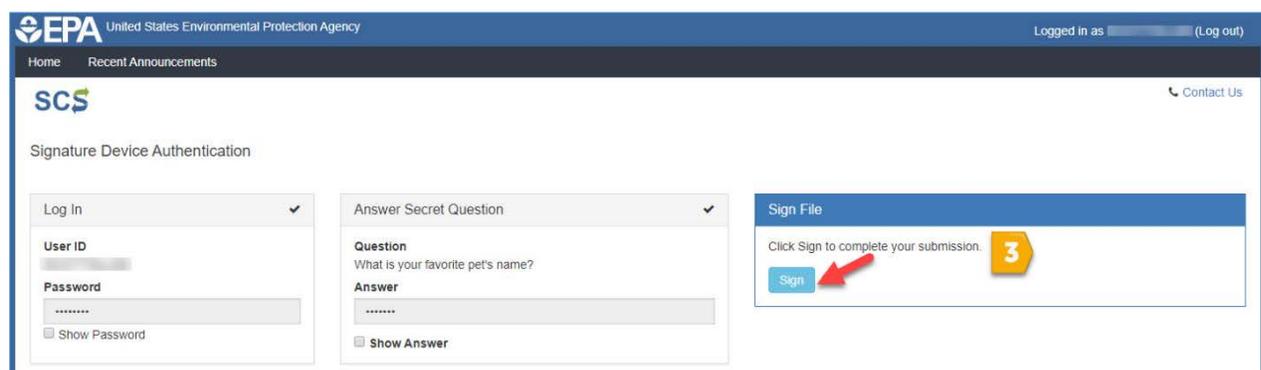
The screenshot shows the EPA SCS Signature Device Authentication page. The 'Log In' section is highlighted with a blue header. It contains fields for 'User ID' and 'Password'. A yellow arrow with the number '1' points to the 'Password' field. A red arrow points to the 'Log In' button.

2. Provide the answer to one of your pre-selected challenge questions and select **Answer**.



The screenshot shows the EPA SCS Signature Device Authentication page. The 'Answer Secret Question' section is highlighted with a blue header. It contains a 'Question' field with the text 'What is your favorite pet's name?' and an 'Answer' field. A yellow arrow with the number '2' points to the 'Answer' field. A red arrow points to the 'Answer' button.

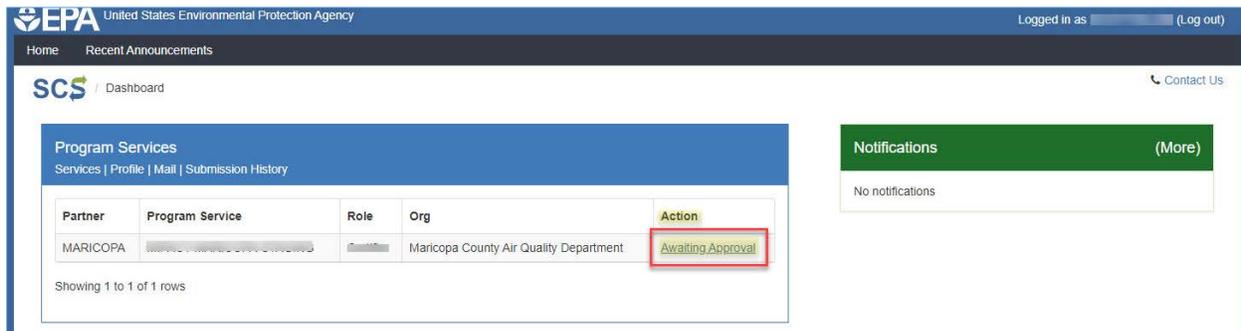
3. Select **Sign** to complete the submission.



The screenshot shows the EPA SCS Signature Device Authentication page. The 'Sign File' section is highlighted with a blue header. It contains the text 'Click Sign to complete your submission.' and a 'Sign' button. A yellow arrow with the number '3' points to the 'Sign' button. A red arrow points to the 'Sign' button.

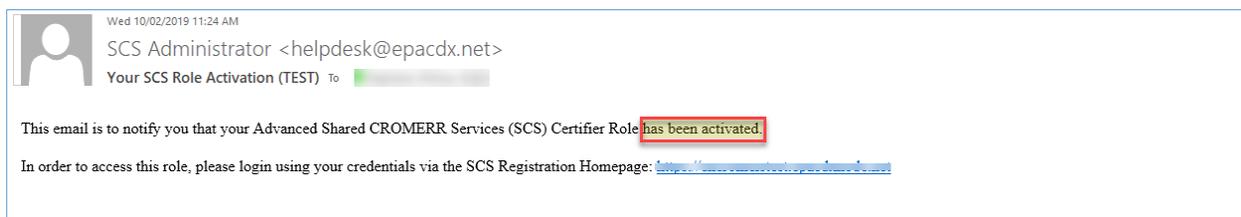
How to Access the AQD Online Portal (IMPACT)

You will now be able to log in to your SCS Dashboard. Inside the Program Services box on the home page, you will see that the Action indicates Awaiting Approval.

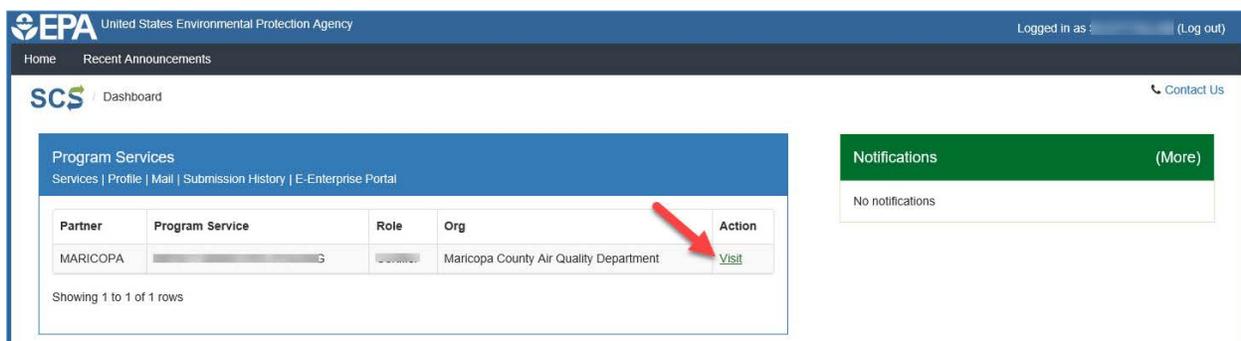


Once MCAQD verifies your submission, you will receive an automated email to confirm that your account is now active. **The verification and activation process can take up to five business days.**

SCS Role Activation Email Sample:



After the confirmation email is received, the registration process is complete. On your SCS Dashboard, click **Visit** to access the AQD Online Portal (IMPACT).



Setting up Access to Multiple Organizations/Companies

If you are a consultant, performance testing company, or if you require access to more than one organization/company, you must provide sufficient evidence to MCAQD that you are allowed to access that organization/company information. This evidence can be a letter or email from a current organization/company employee. This documentation can be emailed to AQDImpact@maricopa.gov, or mailed to 3800 N. Central Ave., Suite 1400, Phoenix, AZ 85012.

Once the above step is completed, log into your SCS account dashboard. Inside the Program Services box on the home page, select **Services**.

The screenshot shows the EPA SCS Dashboard. At the top, it says 'EPA United States Environmental Protection Agency' and 'Logged in as [user] (Log out)'. Below the navigation bar, there are links for 'Home' and 'Recent Announcements'. The main content area is titled 'SCS / Dashboard' and includes a 'Contact Us' link. A blue box labeled 'Program Services' contains links for 'Services | Profile | Mail | Submission History'. A red arrow points to the 'Services' link. Below this is a table with the following data:

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT	Certifier	Maricopa County	Awaiting Approval

Below the table, it says 'Showing 1 to 1 of 1 rows'. To the right of the table is a green box labeled 'Notifications (More)' which contains the text 'No notifications'.

The next screen will show a list of all the organizations/companies you currently have access too. To add another, select the green box that says **Add Program Service**.

The screenshot shows the 'Manage Program Services' page. At the top, it says 'EPA United States Environmental Protection Agency' and 'Logged in as [user] (Log out)'. Below the navigation bar, there are links for 'Home' and 'Recent Announcements'. The main content area is titled 'SCS' and includes a 'Contact Us' link. Below this is a section titled 'Manage Program Services' with a red arrow pointing to a green 'Add Program Service' button and a 'Back to CROMERR Services' button. To the right of these buttons are links for '[Expand All]' and '[Collapse All]'. Below the buttons is a list of services, including 'Maricopa County Air Quality Department'. A dropdown menu is open below this service, showing 'Maricopa County (401 E Jefferson St Phoenix, AZ US 85004)'.

Next, you will choose the Program/Partner/Role. See step 2 in the above instructions for detailed steps. After you have made your selections, select **Continue**.

The screenshot shows the EPA SCS registration interface. The header includes the EPA logo and 'United States Environmental Protection Agency'. Below the header, there are navigation links for 'Home' and 'Recent Announcements', and a 'Contact Us' link. The main content area is titled 'SCS Advanced Shared Services'. On the left, there is a sidebar with 'SERVICES REQUESTED' and 'ACCOUNT PROFILE' sections. The 'SERVICES REQUESTED' section includes 'Partner / Program / Role', 'Program ID', 'Terms & Conditions', and 'Rules of Behavior'. The 'ACCOUNT PROFILE' section includes 'Account Owner', 'Organization Information', and 'Email Validation'. The main content area has two buttons at the top: 'Register By Partner' and 'Register By Program'. Below these, there are three blue bars with white text: 'Choose a Partner ▶ Maricopa County Air Quality Department', 'Choose a Program Service ▶ IMPACT. IMPACT', and 'Choose a Role ▶ Preparer'. At the bottom right, there are two buttons: 'Continue' (highlighted with a red arrow) and 'Cancel'.

Next, SCS will have you enter the requested Organization/Company. See step 5 in the above instructions for detailed steps. After you have entered the information, select **Continue**.

The screenshot shows the EPA SCS registration interface for entering organization information. The header includes the EPA logo and 'United States Environmental Protection Agency'. Below the header, there are navigation links for 'Home' and 'Recent Announcements', and a 'Contact Us' link. The main content area is titled 'SCS'. On the left, there is a sidebar with 'SERVICES REQUESTED' and 'ACCOUNT PROFILE' sections. The 'SERVICES REQUESTED' section includes 'Partner / Program / Role', 'Program ID', 'Terms & Conditions', and 'Rules of Behavior'. The 'ACCOUNT PROFILE' section includes 'Account Owner', 'Organization Information', and 'Email Validation'. The main content area has a blue bar with the text 'Type your organization/company's name'. Below this, there is a search box with 'arizona' entered and a 'Search' button. Below the search box, there is an 'Advanced Search...' link. Below that, there is a message: 'Please search and Select an organization, if the organization is not found, you will need to contact the SCS Help Desk'. Below the message, there is a search result: 'State of Arizona' with the address '1740 W Adams St Phoenix, AZ US 85007' and a 'Select' button. Below the search result, there are fields for 'Email *', 'Phone Number *', and 'Phone Ext'. The 'Email *' field has a dropdown menu and a checkbox for 'Enter different email address'. The 'Phone Number *' field has a dropdown menu with a checkmark. The 'Phone Ext' field has a text input box. At the bottom right, there are two buttons: 'Continue' (highlighted with a red arrow) and 'Cancel'.

Next, you will read over the Electronic Signature Agreement then select **Sign Electronically**.

**Maricopa County Air Quality Department
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by Maricopa County Air Quality Department to sign electronic documents submitted to Maricopa County Air Quality Department's Shared CROMERR Services (SCS), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	
Address:	
Phone Number:	
E-mail Address:	
Registrant's Name:	
SCS User Name:	

I, _____,

- (1) I Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.
- (2) I Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.
- (3) Agree to protect the electronic signature credential, consisting of my Shared CROMERR Service (SCS), user identification and password, as well as knowledge based questions (KBQs) and answers from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name, password, and KBQs and answers to any other individual; I will not store my password as well as KBQs and answers in an unprotected location, and I will not allow my password to be written into computer scripts to achieve automated login.

[Sign Electronically](#)

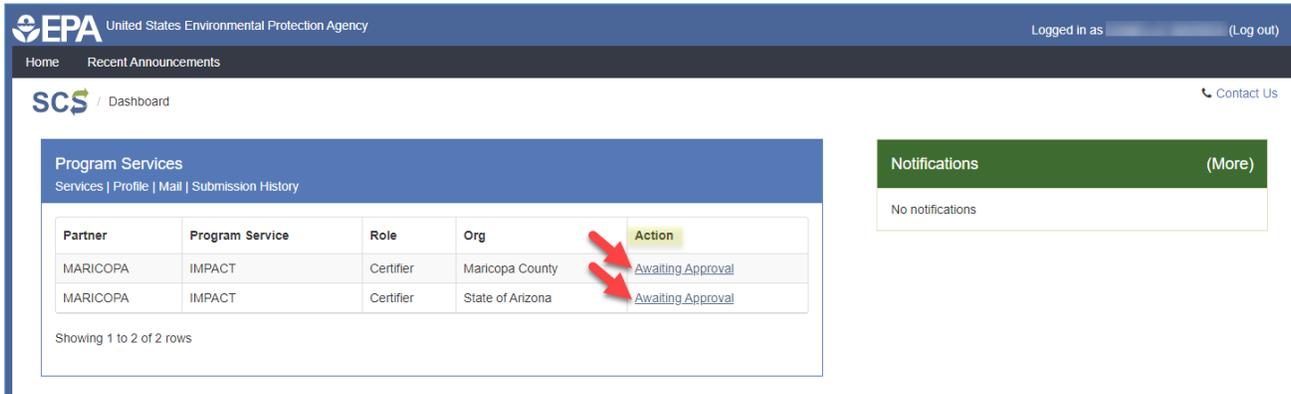
After signing electronically, a pop-up will appear. Select **Accept**.

Certification Acknowledgement

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

[Accept](#) [Decline](#)

Now log into your SCS account dashboard. See step 10 in the above instructions for detailed steps. After you have logged into your SCS Account, you will see inside the Program Services box on the home page that the Action indicates Awaiting Approval for the new Organization/Company.



The screenshot shows the EPA SCS Dashboard. At the top, it says "EPA United States Environmental Protection Agency" and "Logged in as [redacted] (Log out)". Below that, there are navigation links for "Home" and "Recent Announcements". The main content area is titled "SCS / Dashboard" and includes a "Contact Us" link. A "Program Services" section is highlighted, with sub-links for "Services", "Profile", "Mail", and "Submission History". Below this is a table with the following data:

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT	Certifier	Maricopa County	Awaiting Approval
MARICOPA	IMPACT	Certifier	State of Arizona	Awaiting Approval

Below the table, it says "Showing 1 to 2 of 2 rows". To the right of the table, there is a "Notifications" box with a "(More)" link and the text "No notifications". Two red arrows point to the "Awaiting Approval" links in the table.

Once MCAQD verifies that you have permission to access the organization/company information, you will receive an automated email to confirm that your request have been processed. **The verification and activation process can take up to five business days.**