Adding Certifier Role to Your Existing AQD Online Portal Account

How to change from a preparer to a certifier

Maricopa County Air Quality Department
February 2021
Step 1

Using Google Chrome as your internet browser, go to the EPA’s Shared CROMERR Services (SCS) electronic reporting site, Encromerr.epa.gov. Please note other internet browsers will not support the SCS/AQD Online Portal 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.
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, enter your log in information and select Log In.
Step 2

On the Program Services Dashboard page, select Services.

Expand your company information by clicking the down arrow. You may have one or more companies listed. Select Add New Role to Existing Organization.
Under Choose a Role, select **Certifier**.

Select **Continue**.

If you did not go through the LexisNexis identity verification when you first created your account, you will be required to complete this step now. Follow the prompts on the page, enter the required information, and select **Verify**. Once the LexisNexis identity verification has been completed, proceed to Step 3.
Step 3

Review the information and select **Sign Electronically**.

Read the Certification Acknowledgement and select **Accept**.
Enter your SCS password and answer your challenge question. When finished, select **Sign**.

Your dashboard will now show “Awaiting Approval” under the Action column. Once MCAQD staff approves access, the link will show “Visit”.

When MCAQD staff approves your Certifier role, your existing Preparer role will be deactivated. You will receive an automatic email stating that your Preparer role has been deactivated or rescinded. This is typically followed (almost immediately) with an email notifying you that the Certifier role has been approved. Certifiers have the same permissions as Preparers, with the added ability to submit items (applications, notifications, etc.). This change will not result in the loss of any functionality.

If you have questions, contact the department at 602-506-7833 or email AQDImpact@maricopa.gov.