



Maricopa County Air Quality Department

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# Adding a New Role to an Existing Organization in SCS

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How to change from a preparer to a certifier

Maricopa County Air Quality Department

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## Step 1

Using Google Chrome as your internet browser, go to the EPA's Shared CROMERR Services (SCS) electronic reporting site, [Encromerr.epa.gov](http://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**.
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.

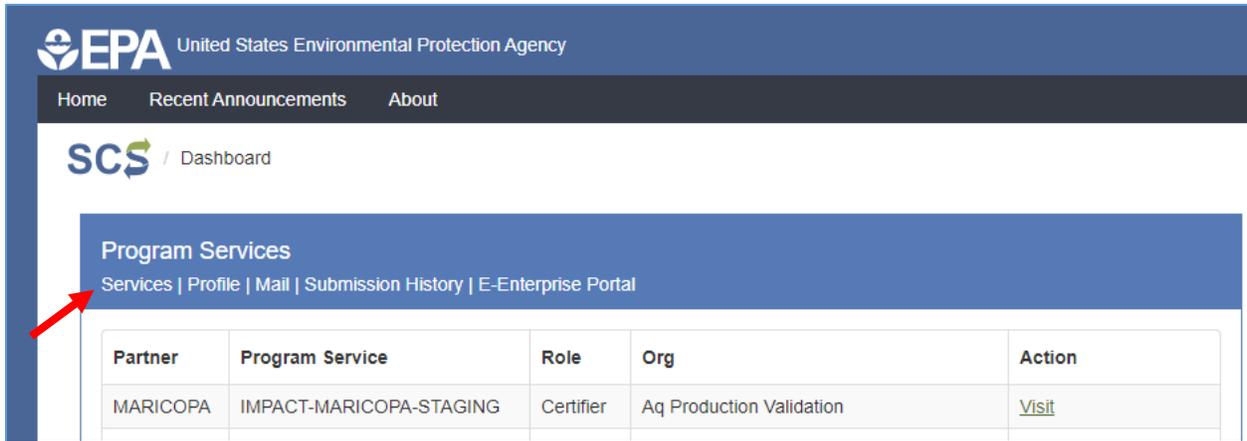
Once you have accessed the EPA's SCS electronic reporting site, enter your log in information and select **Log In**.



The screenshot shows the EPA Shared CROMERR Services (SCS) login page. The page 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 features a large image of a tree and a body of water. On the right side, there is a "Log In" section with two input fields: "User ID" and "Password". Below the input fields are two buttons: "Log In" and "Register with SCS". A red arrow points to the "Log In" button. At the bottom of the login section, there are links for "Forgot your Password or User ID?" and "Warning Notice and Privacy Policy".

## Step 2

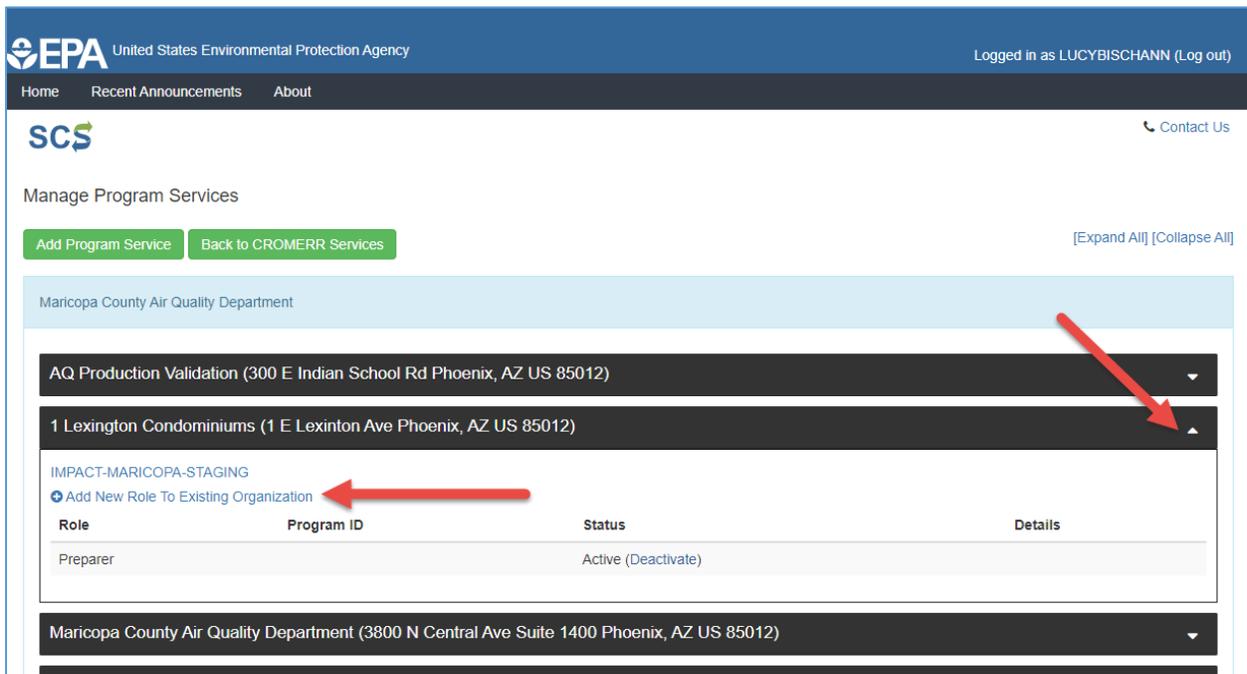
On the Program Services Dashboard page, select **Services**.



The screenshot shows the EPA SCS Program Services Dashboard. At the top, there is a navigation bar with 'Home', 'Recent Announcements', and 'About'. Below this is the SCS logo and 'Dashboard'. The main heading is 'Program Services', with sub-links for 'Services | Profile | Mail | Submission History | E-Enterprise Portal'. A red arrow points to the 'Services' link. Below the navigation is a table with the following data:

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Aq Production Validation	<a href="#">Visit</a>

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



The screenshot shows the 'Manage Program Services' page. At the top, there is a navigation bar with 'Home', 'Recent Announcements', and 'About'. Below this is the SCS logo and 'Manage Program Services'. There are two buttons: 'Add Program Service' and 'Back to CROMERR Services'. On the right, there are links for '[Expand All]' and '[Collapse All]'. The main content area shows a list of organizations. The first organization is 'Maricopa County Air Quality Department'. Underneath it, there are two entries: 'AQ Production Validation (300 E Indian School Rd Phoenix, AZ US 85012)' and '1 Lexington Condominiums (1 E Lexinton Ave Phoenix, AZ US 85012)'. A red arrow points to the down arrow of the first entry. Below these entries is a table with the following data:

Role	Program ID	Status	Details
Preparer		Active (Deactivate)	

Below the table, there is another organization entry: 'Maricopa County Air Quality Department (3800 N Central Ave Suite 1400 Phoenix, AZ US 85012)'. A red arrow points to the 'Add New Role To Existing Organization' link.

Under Choose a Role, select **Certifier**.

The screenshot shows the EPA SCS registration interface. At the top, it says 'EPA United States Environmental Protection Agency' and 'Logged in as LUCYBISCHANN (Log out)'. Below the navigation bar, there are buttons for 'Register By Partner' and 'Register By Program'. The 'Choose a Role' section is active, displaying a dropdown menu with 'Certifier' and 'Preparer' options. A red arrow points to the 'Certifier' option. The left sidebar contains sections for 'SERVICES REQUESTED' and 'ACCOUNT PROFILE'.

Select **Continue**.

This screenshot shows the same registration page as the previous one, but now the 'Continue' button is highlighted with a red arrow. The 'Choose a Role' dropdown now shows 'Certifier' as the selected option. The 'Continue' button is green and located at the bottom right of the main content area.

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**.

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

Home Recent Announcements About Contact Us

**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 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:	1 Lexington Condominiums
Address:	1 E Lexington Ave Phoenix, AZ US 85012
Phone Number:	(602) 372-7333
E-mail Address:	lswann@mail.maricopa.gov
Registrant's Name:	Lucy Bischann
SCS User Name:	LUCYBISCHANN

I, **Lucy Bischann**,

- 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.
- 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.
- 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 KBOs and answers to any other individual; I will not store my password as well as KBOs and answers in an unprotected location; and I will not allow my password to be

**Sign Electronically**

Read the Certification Acknowledgement and select **Accept**.

Welcome to the Shared Cromerr Services Test environment. This is a non-production environment and is not to be used for any regulatory activity.

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

Home Recent Announcements About Contact Us

**SCS**

### Signature Device Authentication

**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**

Log In

User ID  
LUCYBISCHANN

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”.

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	1 Lexington Condominiums	<a href="#">Awaiting Approval</a>
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	AQ Production Validation	<a href="#">Visit</a>
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Arizona Public Service Company	<a href="#">Visit</a>
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Kilauea Crushers Inc	<a href="#">Visit</a>
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Maricopa County Air Quality Department	<a href="#">Inactive Organization</a>
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Trendwood Inc	<a href="#">Visit</a>

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](mailto:AQDImpact@maricopa.gov).