Complete a New or Renewal Subcontractor Registration through the Dust and Miscellaneous Portal

How to Submit a New or Renewal Subcontractor Registration

Maricopa County Air Quality Department
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Navigating to the New Subcontractor Registration Screen

Begin by accessing the Dust and Miscellaneous Portal. After reviewing the disclaimer, select Agree.

After logging in to your account, select My Subcontractor Registrations.

Then select New/Renew Subcontractor Registration under the Draft Subcontractor Registrations section.

Proceed to Page 3 for a New Subcontractor Registration.

Proceed to Page 5 to Renew a Subcontractor Registration.
New Subcontractor Registration

A pop-up screen will appear. Select **Initial registration** and **Create** to proceed.

Complete all required fields in the **Applicant Information** section. Ensure either the Legal Name of Company or Name of Owner(s) is provided. Please note the Applicant is the company or individual that is responsible for the registration.
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Next complete all required fields in the Contact Information section. Your completed registration and CMP number to be displayed will be sent to the email provided in the Contact Information section.

Select Save at the bottom to finalize the registration.

You will receive a confirmation message at the top of the screen stating the registration was updated successfully.

Review your application, scroll back to the bottom, and select Validate.
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You will receive confirmation that validation was successful at the top of the screen.

Proceed to Page 8 Submission and Payment to continue.

Renew Subcontractor Registration

A pop-up screen will appear. Select Renewing an existing registration.

First time Dust and Miscellaneous Portal user:

First time Dust and Miscellaneous Portal users will not typically have a company associated with their account, so select Don't see your company/registration? Search for an existing company/registration instead. You will search for your company within the MCAQD database. Enter one of the following three criteria: Company ID, Company Name, or Legacy SC number.

For example, you may enter your SC number (i.e., SC2100001) in the Legacy SC search box and click Submit. Find your company from the list, select it, and click Create to proceed.
Returning Dust and Miscellaneous Portal user:

You will not have a company associated with your Dust and Miscellaneous Portal account until after you have renewed for the first time through the portal. If you are renewing a subcontractor registration that has already been associated with your online portal account, it will be listed below. Select your company to renew its registration and click **Create**.

Review the **Applicant Information** and **Contact Information** sections for accuracy. Please note the Applicant is the company or individual that is responsible for the registration. You may add a new contact at this time by selecting the appropriate box.

Next, complete all required fields in the **Contact Information** section. Your completed registration and CMP number (or existing SC number) to be displayed will be sent to the email provided in the **Contact Information** section.
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Select **Save** at the bottom to finalize the registration.

You will receive a confirmation message at the top of the screen stating the registration was updated successfully.

Review your application, scroll back to the bottom, and select **Validate**.

You will receive confirmation that validation was successful at the top of the screen.
Submission and Payment

Select **Submit** which has now appeared at the bottom of the screen to submit your registration and to proceed to the payment portal.

A pop-up screen will appear describing the payment process. Applications submitted but not paid for within 30 days are deleted. Select **Yes** to proceed to the payment portal.

Enter payment information. Select **Continue** to proceed.
Review the information on the screen and select **Process Payment**.

Once the payment is processed, you will be redirected to the disclaimer screen for the online portal. A confirmation email will be sent to the email address provided on the payment screen.

To view your submitted subcontractor registration(s) from the Home screen, select **My Subcontractor Registrations**.
Under Submitted Subcontractor Registrations, you can view each registration submitted, the total charged, and any remaining balance. Select the **Application ID** for more information.

Please contact the department at 602-506-6010 or email AQPermits@maricopa.gov for further assistance.