

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 <https://www.govonlinesaas.com/MN/SPL/Public2/GovEnt/Shared/Pages/Main/Login.aspx>. 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



Welcome to the MCES Industrial Online Reporting System!

The MCES Industrial Online Report System offers the convenience of submitting required paper reports and permit renewal applications electronically to Industrial Waste & Pollution Prevention staff, which is faster, more efficient and less burdensome for both eligible facilities and MCES. This system follows EPA guidelines established in its electronic reporting rule, CROMERR (Cross-Media Electronic Reporting Rule). It supports the following features:

- Establish a user account to manage your required submittals online;
- Submit permit renewal applications;
- Submit Industrial Waste Discharge Reports and Special Discharge Reports;
- Submit compliance monitoring data required by enforcement actions issued by MCES;
- Submit Annual Statements for the Amalgam Separator Program;
- Monitor the processing status of your online submittals;
- Receive e-mail notifications regarding the processing of your online submittals;
- Receive e-mail alerts for upcoming reporting obligations; and
- Track historical versions of all online submittals.

If you need assistance, please contact the MCES Industrial Online Reporting Coordinator at 651-602-4728 or via email at MCESIndustrialOnlineReporting@metc.state.mn.us

For more information on the Industrial Waste & Pollution Prevention Section or to access training documents and videos, please click here: <http://www.metrocouncil.org/Wastewater-Water/Services/Industrial-Waste.aspx>

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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

The image shows a 'Public Login' form. It has two input fields for 'User name' and 'Password', and a 'Login' button. Below these are three links: 'Need more help?', 'Create a new account', and 'Forgot your login user name or password?'. The 'Create a new account' link is highlighted with a red rectangle.

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

The image shows a 'General Information' form. At the top, there is a green banner with the text: 'If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.' The form contains several fields, some marked with a red asterisk to indicate they are required. The fields and their values are: 'Legal First Name' (Robert), 'Legal Middle Name' (empty), 'Legal Last Name' (Johnson), 'UserName' (RJohnson), 'Employer' (Metropolitan Area Solutions), 'Job Position with Employer' (President), 'Employer Address Line 1' (1000 N 5th St), 'Employer Address Line 2' (empty), 'Country' (USA), 'State' (Minnesota), 'City' (St Paul), 'Zip' (55101), 'Primary Phone Number (555-555-5555)' (651-555-5555), 'Extension' (empty), 'Mobile Phone Number (555-555-5555)' (empty), 'I want to receive SMS messages through a mobile phone.' (checkbox), 'Mobile Provider' (dropdown), 'Fax Number' (empty), and 'Email' (robertjohnson@metro-solutions.com). At the bottom, there are two buttons: 'Back To Login' and 'Next >>'.

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 MCESIndustrialOnlineReporting@metc.state.mn.us.

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

Account Group/Type	Account Permissions
Responsible Official (RO)	<ul style="list-style-type: none"> • Will be issued a personal identification number (PIN) once their account privileges are approved by Met Council • View and prepare electronic submittals • Certify and submit electronic submittals • Track the status of electronic submittals • View all past electronic submittals
Consultant	<ul style="list-style-type: none"> • View and prepare electronic submittals • Track the status of electronic submittals • View all past electronic submittals

Figure 4. Select Account Group and Type

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
 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 confidential and to themselves. Failure to abide by these conditions may result in account deactivation by MCES.

* Account group: Consultant Responsible Official
 * Submittal Group: Consultant Responsible Official

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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)

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
 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 confidential and to themselves. Failure to abide by these conditions may result in account deactivation by MCES.

* Account group: Consultant Responsible Official
 * Submittal Group: Responsible Official

Associated Facility List

ID	Name	Address	Physical Location	Submittal Type	Status
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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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)

Search Master Facility

Master Facility Name: Facility Identifier: Address:

1 - 1 of 1 item(s)

ID	Name	Address	Physical Location	Submission Type	
<input checked="" type="checkbox"/>	107976	Test Fortune 500 Company	mail address line 2 , BLAINE , Minnesota 55322	1111 Test DR, BLAINE, MN, 55322	<input type="checkbox"/> Annual SMR for Healthcare Facilities <input type="checkbox"/> Annual SMR for Microbreweries & Brewpubs <input type="checkbox"/> Annual SMR for Water Treatment Plants <input type="checkbox"/> Annual SMR for Zero Discharge Categorical Industrial Users <input checked="" type="checkbox"/> Compliance Monitoring Submittal <input type="checkbox"/> Dental Office Amalgam Recovery Program Annual Statement <input type="checkbox"/> Liquid Waste Hauler Discharge Report <input type="checkbox"/> Permit Renewal Application for Liquid Waste Haulers <input type="checkbox"/> Permit Renewal Application for Microbreweries & Brewpubs <input type="checkbox"/> Permit Renewal Application for Sewer Cleaning Waste Haulers <input type="checkbox"/> Permit Renewal Application for Special Discharge Permittees <input checked="" type="checkbox"/> Permit Renewal Application for Standard Discharge Permittees <input type="checkbox"/> Permit Renewal Application for Water Treatment Plant Permittees <input type="checkbox"/> Permit Renewal Application for Zero Discharge Categorical Industrial Users <input type="checkbox"/> Reporting Period Information SMR for Special Discharge Permittees <input checked="" type="checkbox"/> Reporting Period Information SMR for Standard Discharge Permittees <input checked="" type="checkbox"/> Sampling Results SMR <input type="checkbox"/> Sewer Cleaning Waste Hauler SMR

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 style="list-style-type: none"> • Permit Renewal Application for Standard Discharge Permittees • Reporting Period Information SMR for Standard Discharge Permittees • Sampling Results SMR • Compliance Monitoring Submittal
Special Discharge Permit	<ul style="list-style-type: none"> • Permit Renewal Application for Special Discharge Permittees • Reporting Period Information SMR for Special Discharge Permittees • Sampling Results SMR • Compliance Monitoring Submittal
Liquid Waste Hauler Permit	<ul style="list-style-type: none"> • Liquid Waste Hauler Discharge Report • Permit Renewal Application for Liquid Waste Haulers
Zero Discharge Categorical Industrial User General Permit	<ul style="list-style-type: none"> • Annual SMR for Zero Discharge Categorical Industrial Users • Permit Renewal Application for Zero Discharge Categorical Industrial Users • Sampling Results SMR • Compliance Monitoring Submittal
Water Treatment Plant General Permit	<ul style="list-style-type: none"> • Annual SMR for Water Treatment Plants • Permit Renewal Application for Water Treatment Plants • Sampling Results SMR • Compliance Monitoring Submittal
Microbrewery, Brewpub & Distilleries General Permit	<ul style="list-style-type: none"> • Annual SMR for Microbreweries, Brewpubs & Distilleries • Permit Renewal Application for Microbreweries, Brewpubs & Distilleries • Sampling Results SMR • Compliance Monitoring Submittal
Sewer Cleaning Waste Hauler General Permit	<ul style="list-style-type: none"> • Annual SMR for Sewer Cleaning Waste Hauler • Permit Renewal Application for Sewer Cleaning Waste Haulers
Healthcare Facilities General Permit	<ul style="list-style-type: none"> • Annual SMR for Healthcare Facilities • Permit Renewal Application for Healthcare Facilities • Sampling Results SMR • Compliance Monitoring Submittal
Dental Clinic Permit	<ul style="list-style-type: none"> • 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

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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 confidential and to themselves. Failure to abide by these conditions may result in account deactivation by MCES.

* Account group: Consultant 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

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.

*** Security Questions**

One of the following security questions will be referenced during the application submission process. Please answer all five questions below with unique responses.

Question 1:
What is your least favorite movie ▾
Answer:

Question 2:
What is your favorite book? ▾
Answer:

Question 3:
Who is your favorite all-time entertainer? ▾
Answer:

Question 4:
What is your favorite song? ▾
Answer:

Question 5:
Who is your favorite author? ▾
Answer:

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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).

Figure 9. Print the Electronic Signature Agreement

CREATE ACCOUNT


For a public user to create a new user account. (*) Denotes a required field.
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 confidential and to themselves. Failure to abide by these conditions may result in account deactivation by MCES.

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Figure 10. Electronic Signature Agreement Form



Metropolitan Council Environmental Services
 Industrial Waste & Pollution Prevention Section
 390 Robert Street North
 St. Paul, Minnesota 55101-1805

For MCES Use Only
 Date Received: _____

6.3 Appendix C. MCES Electronic Signature Agreement
FOR USE OF MCES INDUSTRIAL ONLINE REPORTING SYSTEM

Use this Electronic Signature Agreement (ESA) to request Responsible Official (RO) privileges, which allow the user to electronically submit permitting and monitoring data to MCES.

6.3.1 Responsible Official (RO) Information

User Name: _____
 Legal Full Name: _____
 Job Title: _____
 Mailing Address: _____
 City, State, Zip: _____
 Email Address: _____
 Phone Number: _____

6.3.2 Facility Information

Responsible Official (RO) privileges are requested for the following facilities:

Permit No.	Facility Name	Facility Location Address

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

Password / Security Setting

Change Password

Password must have at least one uppercase letter, one lowercase letter and one digit number.

* New Password: * Confirm New Password:

Change Pin

* New Pin: * Confirm New Pin:

Save

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.

Figure 12. Access "My Account"

The screenshot shows the 'My Account' page with the 'Basic Information' tab selected. The page has a navigation bar at the top with 'My Dashboard', 'Submittal', and 'My Account'. Below the navigation bar is a breadcrumb trail: 'My Account > Profile Management > Basic Information'. There are three sub-tabs: 'General Information', 'Address Information', and 'Associate Facilities'. A yellow message box at the top says 'Account_UserBasicInfo not found.' with a note that an asterisk denotes a required field. Below that is a green success message: 'Saved successfully.' The 'General Information' section contains several form fields: 'First Name' (Robert), 'M.I.' (empty), 'Last Name' (Johnson), 'Company' (Metropolitan Area Solutions), 'Job Title' (President), 'Primary Phone Number' (651-555-5555), 'Extension' (empty), 'Mobile Phone Number' (empty), and 'Mobile Provider' (dropdown menu). There is a checkbox for 'Do you want to receive SMS messages through a mobile phone?' which is unchecked. Below that are 'Fax Number' (empty) and 'Email' (robertjohnson@metro-solutions.com) fields. At the bottom of the form is a checkbox for 'Show startup popup on Dashboard page.' which is unchecked. Below the form is the 'Account Type Information' section, showing 'Current Account Type: Responsible Official (Status: Active)' and a 'Change Account Type' button. At the very bottom is a blue 'Save Profile Info' button.

Questions

If you have questions, please call the Industrial Online Reporting Helpline at 651.602.4789 or send an email to MCESIndustrialOnlineReporting@metc.state.mn.us