The Storm Water Multiple Application & Report Tracking System (SMARTS) was developed to provide a platform where dischargers, regulators, and the public can enter, regulate and view storm water data including NOIs, NOTs, compliance, and monitoring data associated with the Storm Water General Permits.

To submit Permit Registration Documents, Annual Reports and Notice of Terminations in SMARTS, users must register for an account. This guide assists new users on how to create a User ID & password to access SMARTS.

Public Reports are available to the General Public to search and review Storm Water data and does not require a User account to access the information.

If you have any questions please contact the Storm Water help desk at stormwater@wateboards.ca.gov or 1-866-563-3107.
Instructions

Objectives
- Create a new SMARTS user account.

Prerequisites
- Must have access to the internet.
- Best used in Internet Explorer.

New User Registration

1. Open Internet Explorer and visit https://smarts.waterboards.ca.gov/
2. Click on the “Sign Up” button

![SMARTS LOGIN]

User ID: 
Password: 
Login

Not signed up with SMARTS yet?
To submit NOIs, NOTs, Annual
Reports, and View/Print annual fees,
please click the “Sign Up” button.
Sign Up

NOTE: This screen provides notifications regarding system maintenance
times and/or other important information about SMARTS.

3. Select the user account type you want to establish

The first step in the user registration process is the selection of user account type that you want to establish. SMARTS currently allows three types of User accounts (LRP, DEP, Approved Signatory (AS)), and General Public. Click the link to review the definitions of LRP, DEP and AS User account types before making a selection.

Please select one of the following:
- Legally Responsible Person (LRP): I have read the definition of LRP and wish to establish a LRP User Account.
- Data Entry Person (DEP): I have read the definition of DEP and wish to establish a DEP User Account.
- Approved Signatory (AS): I have read the definition of AS and wish to establish an AS User Account.
- General Public: I do not have any facilities to enroll in the Storm Water Program, but am interested in viewing Storm Water data.

If you have any questions or need further assistance, please contact SMARTS Help Desk at 1-866-555-3107 Monday thru Friday 8:00AM - 5:00PM, or email smarts

Back to Previous Step Continue to Next Step

a. Legally Responsible Person
b. Approved Signatory
c. Data Entry Person

NOTE: Click the “LRP, DEP and AS” User link to view the definitions of User Types.
### 4. Enter your Account Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Mandatory. Name is needed to be unique.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Mandatory. Middle name is not required.</td>
</tr>
<tr>
<td>Last Name</td>
<td>Mandatory. Last name is needed to be unique.</td>
</tr>
<tr>
<td>E-mail</td>
<td>Mandatory. Email must be unique and valid.</td>
</tr>
<tr>
<td>Phone</td>
<td>Mandatory. Phone number must be valid.</td>
</tr>
<tr>
<td>User ID</td>
<td>Mandatory. User ID must be between 7 to 16 characters.</td>
</tr>
</tbody>
</table>

The account must identify a specific person, NOT an agency and each person should create a separate account. Fields with the red asterisks are mandatory.

- **Enter First, Middle & Last Name**
- **Enter Email address**
  - SMARTS will email temporary password to this address
- **Enter User ID**
  - Must be between 7 - 16 characters
  - Click the “Check for Availability” button to verify User is available.

### 5. Enter the Business/Agency Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name</td>
<td>Mandatory. Name is needed to be unique.</td>
</tr>
<tr>
<td>Business Address</td>
<td>Mandatory. Address must be valid.</td>
</tr>
</tbody>
</table>

- **Select Business Type**
  - Private Business
  - Private Individual
  - Federal Agency
  - State Agency
  - County Agency
  - City Agency
g. Special District
h. Government Agency Combination
i. Other
b. Enter Business Name
c. Enter Business Address
d. Select Country
e. Enter Federal Tax ID
   a. This is only required for “Private Business”
   b. Other Business Types leave this field blank. Do not Enter
      a Social Security Number.

6. Select the Identification Verification Security Questions

   These questions are asked to reset your password if you misplace it.
   a. Select the first Security Question & enter answer
   b. Select a different Security Question for the second question.

7. Type the Server Security Letters and Complete Registration

   a. Enter the letters from the security Image
      i. The letters are case sensitive
   b. Check the Certification Box
   c. Click on “Continue to Complete Registration”
8. You will get an on-screen acknowledgement that your registration was successful.

9. Verification Email

SMARTS will mail an acknowledgement of complete User Account Registration. This email contains the User ID, Temporary Password & URL (website) to log into.

10. Go to https://smarts.waterboards.ca.gov

a. Log into the system with the User ID and the temporary password.
   i. Temporary password is case specific

11. Change Temporary Password

The first time accessing SMARTS you will be requested to change the temporary password.

   a. Enter the Old Password (Temporary Password Sent)
   b. Enter a new Password
      i. The new password must be 7 – 12 characters and contain a capital letter as well as a numeric digit.
   c. Confirm the new Password
   d. Click Update to submit the change
   e. An email from SMARTS to verify the change of password will be sent.
f. Once the password is changed you are directed to the main menu.

NOTE: If you registered as an Approved Signatory or Data Entry Person you must be linked to the LRP account before you can access records. (See How to Link Users Guide for instructions).