

# How to Manage Legal Responsible Person (LRP), Approved Signatory (App Sig), Data Submitters (DS) Linked to your Account

The State Water Board's Storm Water Multi Application and Report Tracking System (SMARTS) was built to allow the Legally Responsible Person (LRP) to link additional users to assist the LRP with managing new and existing Permit Registration Documents (PRDs). LRPs can link any number of Approved Signatory(ies) and/or Data Submitter(s) to their account. The initial LRP can also link up to three back up LRPs per Organization . Since the Storm Water program includes individual land owners, municipalities, State/federal agencies and large corporations, SMARTS was designed to be flexible when linking different users to the LRP.

SMARTS allows a LRP to have multiple organizations under one User ID therefore allowing enough flexibility when linking Approved Signatories or Data Submitters. A LRP with multiple organizations can link an Approved Signatory and/or Data Submitter to one, some, or all organizations. Once an Approved Signatory and/or Data Submitter is linked, they can begin filing new PRDs for the LRP.

Since each organization can have one or more WDID numbers associated, SMARTS allows the LRP to link the Approved Signatories and/or Data Submitters to one, some, or all WDID numbers. Once linked, the Approved Signatory and/or Data submitter can view and edit PRDs.

Approved Signatories have the authorization to certify and submit PRDs on behalf of the LRP (Data Submitters do not). Approved Signatories can also link Data Submitters but cannot link other Approved Signatories to an organization.

The process to link additional users may be somewhat confusing at first so we developed a set of instructions to assist you through the process.

If you have any questions please contact the Storm Water help desk at [smarts@wateboards.ca.gov](mailto:smarts@wateboards.ca.gov) or 1-866-563-3107.

# Instructions

## Objectives

- Learn how to link additional Users to your SMARTS account.

## Prerequisites

- Must use Internet Explorer.
- Must have a Legally Responsible Person (LRP) account or an Approved Signatory (App Sig) linked to a LRP account. Data Submitters (DS) cannot link other users.
- Each user(s) must already have a unique User ID and password in order to be linked to an account.

## Logging into SMARTS

1. Open Internet Explorer and visit <https://smarts.waterboards.ca.gov/>



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

2. Enter your User ID & password.



NOTE: The User ID and password are case sensitive.

## Link Approved Signatories, Data Submitters or Laboratory Users

1. After logging in, select the menu item:

**"Manage Legal Responsible Person/Approved Signatory/Data Submitters"**



NOTE: App Sig's must be linked to a LRP to link DS. App Sigs cannot link other App Sigs. DS do not have this option.

- To add a **new user** to your account select "Link New Legally Responsible Person/Approved Signatory/Data Submitter to Your Organization"

*Water Boards Storm Water Multiple Application & Report Tracking System 2* [Help](#) [Logout](#)

You are logged-in as: **John Doe - Storm Water Test Account**.  
If this account does not belong to you, please log out.

Navigate To:

### User Account Management

This page allows you to manage the Legal Responsible Person/Approved Signatory/Data Submitter associated with your account.  
[Link New Legal Responsible Person/Approved Signatory/Data Submitter to Your Organization](#).

The following are the Legal Responsible Person/Approved Signatory/Data Submitter currently associated with your account. To view/edit/delink the existing user account, click on User ID hyperlink.

Name	User ID	Business Name
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- Enter the User ID of the individual you want to link



NOTE: The User ID is case sensitive.

- Click "Search"



NOTE: If you are an Approved Signatory trying to link other users, you must first be linked to a LRP account.

### Link a Legal Responsibility Person/Approved Signatory/Data Submitter

This page allows you to link a new Legal Responsible Person/Approved Signatory/Data Submitter to your account.

User ID:

If you have questions regarding linking, please contact us at [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov) or 1-866-563-3107.

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- Review User Account Details to verify the correct User ID was entered.

User Account details	
Name:	Smith
User ID:	dsubmitter
Business Name:	Smith Consulting Services
Contact Phone:	866-563-3107
Email:	stormwater@waterboards.ca.gov

6. Select the Organization(s) to link

Organization Id	Organization Name	Role	Update	Delink
	Organization Name: Select	Role: Laboratory user		

Link Organization Link All Organizations

- Select the Organization(s) from the drop down box to link to this User.

 NOTE: There may be duplicate organizations listed in the drop down (unfortunately this is due to our previous database structure). Each organization will have a different WDID number(s) associated.

- Select the Role you want to assign the User
  - ❖ Laboratory User
  - ❖ Data Submitter
  - ❖ Approved Signatory
  - ❖ Legally Responsible Person

 NOTE: Only a LRP can assign the LRP Role to a User(s). Approved Signatories cannot assign the Approved Signatory Role to other User(s).

- Click the "Link Organization." Or, you can choose "Link All Organizations" to add all the organizations listed in the drop down box.
- SMARTS will add the Organization(s) to the table

Organization Id	Organization Name	Role	Update	Delink
602730	asdf	Regular Data submitter	Update	Delink

Organization Name: Select Role: Regular Data submitter

Link Organization Link All Organizations

 NOTE: Now that this User is linked to your organization, they can begin filing new PRDs.

- Should you need to update the Role or Delink the Organization from this User, use the Update or Delink links on the right.

## 7. Select the Facility/Site(s) to link to the User

**Your Organization(s) linked to dreh**

Organization Id	Organization Name	Role	Update	Delink
602730	asdf	Regular Data submitter	<a href="#">Update</a>	<a href="#">Delink</a>

Organization Name:  Role:

**Facility/Site(s) linked to selected Organization**

Application ID	WDID	Operator And Address	Facility And Address	Role	Update	Delink
<input type="text" value="Select"/>						

If you have questions regarding linking, please contact us at stormwater@waterboards.ca.gov or 1-866-563-3107.

 **NOTE:** To populate the drop down with WDID number(s) you must first click on the Organization ID above.

- Select the Application ID/WDID number from the drop down box to link to this User.

 **NOTE:** The drop down will also populate any pending NOIs you may have. In these instances there will be no WDID number.

 **NOTE:** Based on the Role you selected for this user, the options may be limited. If you selected a Data Submitter Role for the Organization, you cannot assign LRP or Approved Signatory Roles to the WDID number.

- Click the "Link WDID." Or, you can choose "Link All WDIDs of Selected Organization" to add all Application ID/WDIDs listed in the drop down box.

**Facility/Site(s) linked to selected Organization**

Application ID	WDID	Operator And Address	Facility And Address	Role	Update	Delink
404818	5S34W000001	asdf asdf asdf CA 99999	asdf asdf Sacramento CA 99999	Regular Data submitter	<a href="#">Update</a>	<a href="#">Delink</a>

If you have questions regarding linking, please contact us at stormwater@waterboards.ca.gov or 1-866-563-3107.

- SMARTS will add the Application ID/WDID(s) to the table

 **NOTE:** Now that the WDID number is linked, the User can view it in their menu items to update PRD screens or start Annual Reports.

- Should you need to update the Role or Delink the WDID number from this User, use the Update or Delink links on the right.

## 8. If you have multiple organizations, repeat steps 6 and 7.