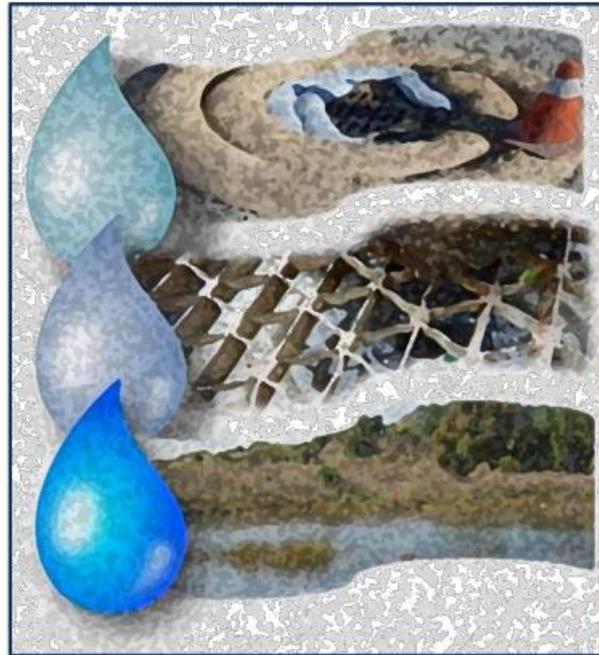




STATEWIDE INDUSTRIAL GENERAL PERMIT

DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE APPLICATION AND REPORT TRACKING SYSTEM (SMARTS) DATABASE

MANAGING AND LINKING USERS



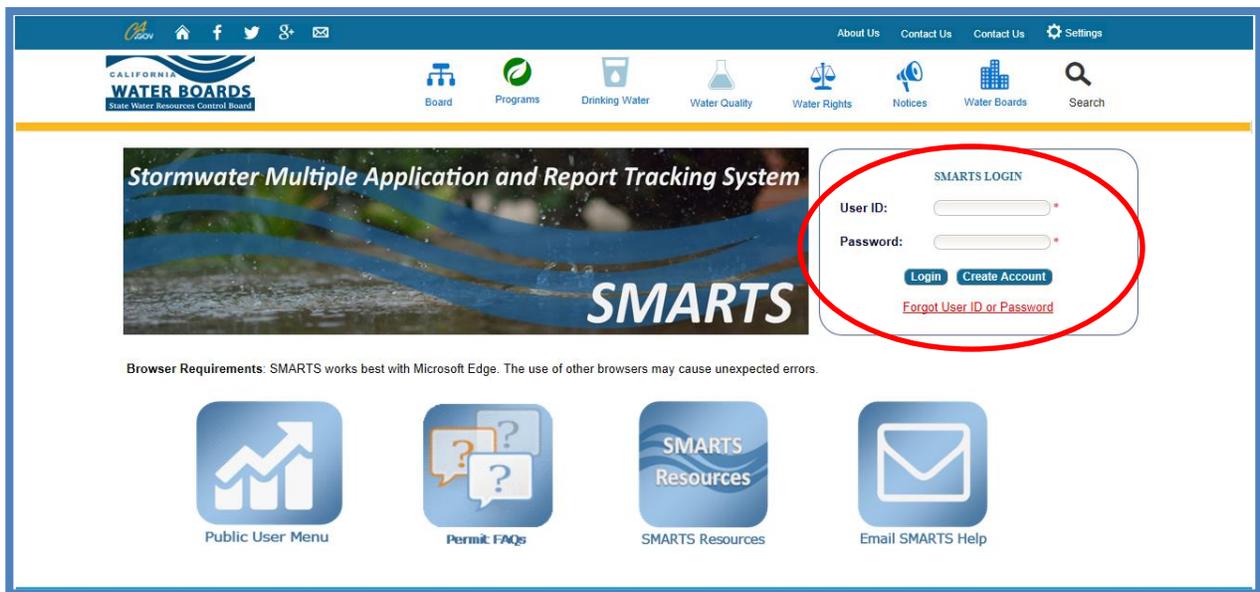
Last Revised: May 24, 2018

Storm Water Industrial General Permit Managing and Linking Users:

The State Water Board’s Storm Water Multiple Application and Report Tracking System (SMARTS) was built to allow the Legally Responsible Person (LRP) to link additional users to assist the LRP in managing new and existing Permit Registration Documents (PRDs). LRP’s can link any number of Duly Authorized Representatives (DAR) and/or Data Entry Persons (DEP) to their organizations. The initial LRP can also link up to two back up LRP’s per organization.

SMARTS allows a LRP to have multiple organizations under one User ID therefore allowing additional flexibility when linking DAR’s or DEP’s to different organizations and applications. A LRP with multiple organizations can link DAR’s or DEP’s to one, some, or all organizations. Once a DAR and/or DEP is linked, they can begin initiating new PRD’s for the LRP. DAR’s have the authorization to certify and submit reports on behalf of the LRP (DEP’s do not). DAR’s can also link DEP’s but cannot link other DAR’s to an organization or Waste Discharge Identification (WDID) number.

1. Please log into SMARTS: <https://smarts.waterboards.ca.gov>
Please use SMARTS in Microsoft Edge



2. From the Main menu select “Manage Linked Users”:



- The page displays SMARTS users currently associated with your organization(s). If you need to modify SMARTS users that are currently linked, please go to Step 11 in this guide.
To link a new SMARTS user, select “Link New User”:



Managed Linked Users

This page allows you to manage users associated with your organization(s).

Below are the user(s) currently associated with your organization(s). Click on the person's name to add or remove organization(s) or application(s). To add a person not listed below, click on the Link New User button.

Link New User **Back to Main Menu**

Account ID	Name	Business Name
628560	Test, RWQCB	
655340	Test SB, Test SB	Test Owner

- Enter the User ID¹ of the SMARTS user you would like to link to your organization(s) and select “Go to Step 2”:



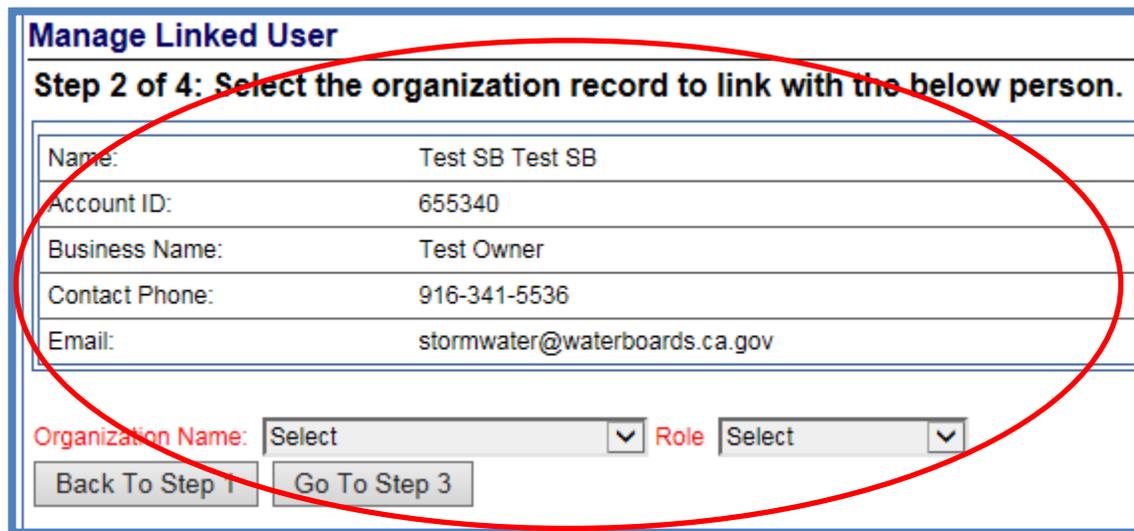
Manage Linked User

Step 1 of 4: Enter the UserID of the person you would like to link to your organization.

User ID:

Go To Step 2 **Back To Manage Linked User**

- Review that the information is correct to the User ID entered. Select the organization² and assign the role³ that the SMARTS user will hold:⁴



Manage Linked User

Step 2 of 4: Select the organization record to link with the below person.

Name:	Test SB Test SB
Account ID:	655340
Business Name:	Test Owner
Contact Phone:	916-341-5536
Email:	stormwater@waterboards.ca.gov

Organization Name: Role:

Back To Step 1 **Go To Step 3**

¹ **NOTE:** UserID's are case sensitive. Please be sure to enter the ID exactly according to the case sensitive rule. User accounts can be linked to multiple organizations at one time. You should not create multiple accounts to link to different organizations if this has occurred please contact the storm water help desk to reconcile the accounts.

² **NOTE:** There may be duplicate organizations listed in the drop down. Each organization record may have different WDID number(s) associated.

³ **NOTE:** The role assigned in this step must match the role of the account that the SMARTS user created. If the User ID entered was a DEP account role the user assigning the role should be assign DEP role to the organization.

⁴ **NOTE:** Only a LRP can assign the LRP Role to a SMARTS user(s). DAR can only assign DEP roles.

- Review organization selected and assigned role then select "Go To Step 3"⁵:

Manage Linked User
Step 2 of 4: Select the organization record to link with the below person.

Name:	Test SB Test SB
Account ID:	655340
Business Name:	Test Owner
Contact Phone:	916-341-5536
Email:	stormwater@waterboards.ca.gov

Organization Name: Role:

- There are two options to select. "Link Application" or "Link All Applications" described below:

Manage Linked User
Step 3 of 4: Select Application(s) to Link to Test SB Test SB for the organization: California 123

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

The ability to link a user to one application at a time is completed by utilizing the drop-down menu to select the application/WDID and selecting "Link Application". This action can be completed as multiple times to link separate applications:

Manage Linked User
Step 3 of 4: Select Application(s) to Link to Test SB Test SB for the organization: California 123

Application ID	WDID	Operator And Address	Facility And
Application / WDID: 467280 - 5S34C374728 - California Construction - 12345 Republic Street - Rancho Cordova			

⁵ **NOTE:** The LRP can only assign DAR rights to a user with the same email domain. If the DAR is an employee of the company but with a different email domain to contact the Water Boards Storm Water Help Desk to request the linkage action.

The ability to link a user to all applications at one time is completed by selecting the “Link All Applications” button:

Manage Linked User
Step 3 of 4: Select Application(s) to Link to Test SB Test SB for the organization: California 123

Application ID	WDID	Operator And Address	Facility And
Application / WDID: <input type="text" value="Select"/>			
<input type="button" value="Link Application"/>		<input type="button" value="Link All Applications"/>	

SMARTS will add the Application ID/WDID(s) to the table. The ability to delink is available if you linked the application or WDID number in error, select “Delink” on the right to remove the record.

Manage Linked User
Step 3 of 4: Select Application(s) to Link to Test SB Test SB for the organization: California 123

Application ID	WDID	Operator And Address	Facility And Address	Role	Update	Delink
467280	5S34C374728	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670	<input type="text" value="Data Entry Person"/>	<input type="button" value="Update"/>	<input type="button" value="Delink"/>

Application / WDID:

9. Once all applicable application(s) are added and displayed on the table, select “Go to Step 4”:

Manage Linked User
Step 3 of 4: Select Application(s) to Link to Test SB Test SB for the organization: California 123

Application ID	WDID	Operator And Address	Facility And Address
467552		California 123 123 Book it Sacramento CA 95814	
467280	5S34C374728	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670

Application / WDID:

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

10. The option to link the SMARTS user to any future application(s) started for the displayed organization is also available⁶:

Manage Linked User
Step 4 of 4: Select to automatically link to Test SB Test SB to any future applications.

Link All Future applications?	Organization Id	Organization Name
Select ▼	639108	California 123

Add Another Organization Complete Linking User

If you have multiple organization records to link the same SMARTS user to select “Add Another Organization” and repeat the above steps until they are linked to all appropriate Application ID/WDID(s).

Manage Linked User
Step 4 of 4: Select to automatically link to Test SB Test SB to any future applications.

Link All Future applications?	Organization Id	Organization Name
Select ▼	639108	California 123

Add Another Organization Complete Linking User

If you have completed linking the SMARTS user to existing records, select “Complete Linking User”:

Manage Linked User
Step 4 of 4: Select to automatically link to Test SB Test SB to any future applications.

Link All Future applications?	Organization Id	Organization Name
Select ▼	639108	California 123

Add Another Organization Complete Linking User

⁶ **NOTE:** If “Yes” is selected the system will automatically link the SMARTS user to any new applications started in the future. If “No” is selected user is only linked to the applications specified in Step 3. The user will not have access to any future applications started if access is needed they will need to be linked manually to the new application.

11. Once completed, the SMARTS user will now display in the list of “Managed Linked Users”:

Managed Linked Users

This page allows you to manage users associated with your organization(s).

Below are the user(s) currently associated with your organization(s). Click on the person's name to add or

[Link New User](#) [Back to Main Menu](#)

Account ID	Name	Business Name
628560	Test, RWQCB	
655340	Test SB, Test SB	Test Owner

12. To manage a SMARTS user already linked to your organization, select the person's “Account ID” to add or remove organization(s) or application(s).

Managed Linked Users

This page allows you to manage users associated with your organization(s).

Below are the user(s) currently associated with your organization(s). Click on the person's name to add or

[Link New User](#) [Back to Main Menu](#)

Account ID	Name	Business Name
628560	Test, RWQCB	
655340	Test SB, Test SB	Test Owner

13. To add an additional organization(s), select the “Organization Name” and “Role” from the respective drop down boxes and select the “Link Organization button”⁷:

To add an additional organization(s), select the record from the drop down box and click the Link Organization button.

Organization Name: Role:

14. When viewing a linked user, you can verify the organization(s) that they are linked to:

The following organization(s) is/are linked to the above person.

Organization Id	Organization Name	Role	Manage Applications	Link All Future applications?	Update	Delink
639108	California 123	<input type="text" value="Data Entry Person"/>	<input type="button" value="View/Link Applications"/>	No	Update	Delink
640091	Test Site	<input type="text" value="Data Entry Person"/>	<input type="button" value="View/Link Applications"/>	No	Update	Delink

From this screen you can manage applications, link all future applications, update role⁸, or delink the user from the associated organization. Linking all future applications will automatically link the selected user to any applications that are started in the future.

15. To view or link applications from a specific associated organization select the appropriate “View/Link Applications” button:

The following organization(s) is/are linked to the above person.

Organization Id	Organization Name	Role	Manage Applications
639108	California 123	<input type="text" value="Data Entry Person"/>	<input type="button" value="View/Link Applications"/>
640091	Test Site	<input type="text" value="Data Entry Person"/>	<input type="button" value="View/Link Applications"/>

⁷ NOTE: The option to link all associated organizations is also available. This option will link every organization but individual applications/WDID(s) will need to be linked to complete the process.

⁸ NOTE: A user must contact the Water Boards Storm Water Help Desk to request their account role be updated from one role to another. Once the user account role has been adjusted, the LRP can then update a DEP to a DAR (or whichever role switch was requested).

16. Once an organization has been selected it will highlight the organization in the view and display linked applications below:

The following organization(s) is/are linked to the above person.

Organization Id	Organization Name	Role	Manage Ap
639108	California 123	Data Entry Person	View/Link
640091	Test Site	Data Entry Person	View/Link

To add an additional organization(s), select the record from the drop down box and click the Link Organization button.
Organization Name: Role:

The following application(s) is/are linked to California 123

Application ID	WDID	Operator And Address	Facility And Address
467280	5S34C374728	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670

To add an additional application(s) or WDID numbers, select the record from the drop down box and click the Link Application button.
Application/WDID:

17. There are two options to select. "Link Application" or "Link All Applications" described below:

To add an additional application(s) or WDID numbers, select the record from the drop down box and click the Link Application button.
Application/WDID:

The ability to link a user to one application at a time is completed by utilizing the drop down menu to select the application/WDID and selecting "Link Application". This action can be completed as multiple times to link separate applications.

The following application(s) is/are linked to California 123

Application ID	WDID	Operator And Address	Facility And Address
467280	5S34C374728	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670

To add an additional application(s) or WDID numbers, select the record from the drop down box and click the Link Application button.
Application/WDID:

The ability to link a user to all applications at one time is completed by selecting “Link All Applications”:

The following application(s) is/are linked to California 123

Application ID	WDID	Operator And Address	Facility And Address
467280	5S34C374728	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670

To add an additional application(s) or WDID numbers, select the record from the drop down box and click the Link Application button.

Application/WDID: 

SMARTS will add the Application ID/WDID(s) to the table. The ability to delink is available if you linked the application or WDID number erroneously; select “Delink” on the right to remove the record.

The following application(s) is/are linked to California 123

Application ID	WDID	Operator And Address	Facility And Address	Role	Update	Delink
467280	5S34C374728	California 123 123 Book it Sacramento CA 95814	California Construction 12345 Republic Street Rancho Cordova CA 95670	<input type="text" value="Data Entry Person"/>	Update	Delink
467552		California 123 123 Book it Sacramento CA 95814		<input type="text" value="Data Entry Person"/>	Update	Delink

- When viewing a user you may delink them completely from all organizations and applications at one time by selecting “delink user account” located under the user’s information.

Manage Linked User

This page allows you to add or remove organization(s) and/or application(s) associated with the following person.

Name:	Test SB Test SB
Account ID:	655340
Business Name:	Test Owner
Contact Phone:	916-341-5536
Email:	stormwater@waterboards.ca.gov