STATEWIDE INDUSTRIAL AND CONSTRUCTION GENERAL PERMIT

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

MANAGING AND LINKING USERS

Last Revised: March 11, 2021
SMARTS Managing and Linking Users Steps:

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 Legally Responsible Person (LRP) in managing new and existing Permit Registration Documents (PRDs). The Legally Responsible Person (LRP) can link any number of Duly Authorized Representatives (DARs) and/or Data Entry Persons (DEPs) to their organizations. The initial Legally Responsible Person (LRP) can also link up to two back up Legally Responsible Persons (LRPs) per organization.

SMARTS allows a Legally Responsible Person (LRP) to have multiple organizations under one User ID therefore allowing additional flexibility when linking Duly Authorized Representatives (DARs) or Data Entry Persons (DEPs) to different organizations and applications. A Legally Responsible Person (LRP) with multiple organizations can link Duly Authorized Representatives (DARs) or Data Entry Persons (DEPs) to one, some, or all organizations. Once a Duly Authorized Representative (DAR) and/or Data Entry Person (DEP) is linked, they can begin initiating new Permit Registration Documents (PRDs) for the Legally Responsible Person (LRP). Duly Authorized Representatives (DARs) have the authorization to certify and submit reports on behalf of the Legally Responsible Person (LRP) (Data Entry Persons (DEPs) do not). Duly Authorized Representatives (DARs) can also link Data Entry Persons (DEPs) but cannot link other Duly Authorized Representatives (DARs) to an organization or Waste Discharge Identification (WDID) number.

1. Please log into SMARTS (https://smarts.waterboards.ca.gov):

   **NOTE:** Please use SMARTS in Microsoft Edge
2. From the Main menu select “Manage Linked Users”:

![Image of Smart Water Multiple Application and Report Tracking System (SMARTS)]

3. 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”:

![Image of Managed Linked Users screen]

4. Enter the User ID\(^1\) of the SMARTS user you would like to link to your organization(s) and select “Go to Step 2”:

![Image of Manage Linked User screen]

\(^1\) **NOTE**: User ID’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 Stormwater Help Desk to reconcile the accounts.
5. Review that the information is correct to the User ID entered. Select the organization\(^2\) and assign the role\(^3\) that the SMARTS user will hold\(^4\):

\[\text{NOTE: There may be duplicate organizations listed in the drop down. Each organization record may have different WDID number(s) associated.}\]

\[\text{NOTE: The role assigned in this step must match the role of the account that the SMARTS user created. If the User ID entered was a Data Entry Person (DEP) account role, the user assigning the role should assign a Data Entry Person (DEP) role to the organization.}\]

\[\text{NOTE: Only a Legally Responsible Person (LRP) can assign the Legally Responsible Person (LRP) Role to a SMARTS user(s). A Duly Authorized Representative (DAR) can only assign Data Entry Person (DEP) roles.}\]
6. Review organization selected and assigned role then select “Go To Step 3”:

![Manage Linked User](image)

7. There are two options to select. “Link Application” or “Link All Applications” described below:

![Manage Linked User](image)

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5 **NOTE:** The Legally Responsible Person (LRP) can only assign a Duly Authorized Representative (DAR) rights to a user with the same email domain. If the Duly Authorized Representative (DAR) is an employee of the company but with a different email domain, contact the Stormwater Help Desk to request the linkage action.
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 ability to link a user to all applications at one time is completed by selecting the “Link All Applications” button:

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

![Manage Linked User](image1)

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

![Manage Linked User](image2)

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](image3)

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

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

11. 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):
12. To add an additional organization(s), select the “Organization Name” and “Role” from the respective drop-down boxes and select the “Link Organization button”:

![Link Organization Button](image1)

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

![Organizations List](image2)

From this screen you can manage applications, link all future applications, update role 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.

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

![Applications List](image3)

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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 Stormwater Help Desk to request their account role be updated from one role to another. Once the user account role has been adjusted, the Legally Responsible Person (LRP) can then update a Data Entry Person (DEP) to a Duly Authorized Representative (DAR) (or whichever role switch was requested).
15. Once an organization has been selected it will highlight the organization in the view and display linked applications below:

| Organization Id | Organization Name | Role | Manage A/
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>639108</td>
<td>California 123</td>
<td></td>
<td>View/Link</td>
</tr>
<tr>
<td>640091</td>
<td>Test Site</td>
<td></td>
<td>View/Link</td>
</tr>
</tbody>
</table>

![Image of organization linked to person]

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

![Image of application linked to California 123]

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 ability to link a user to all applications at one time is completed by selecting “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 erroneously; select “Delink” on the right to remove the record:

17. 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: