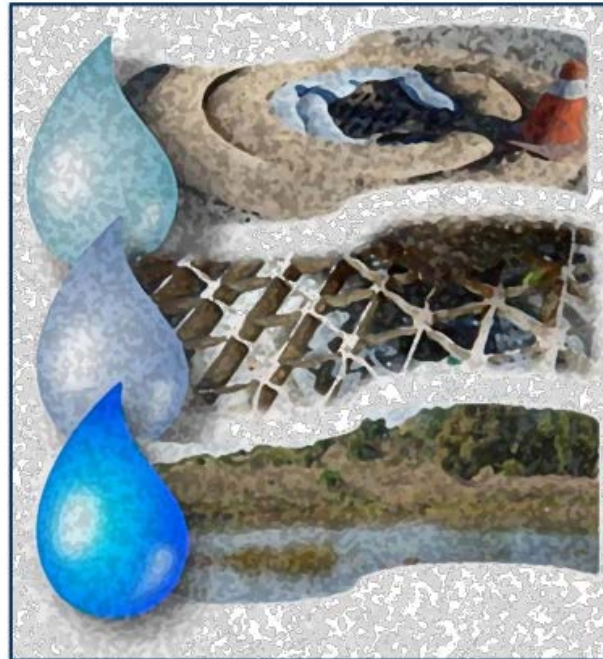




## STATEWIDE INDUSTRIAL GENERAL PERMIT

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

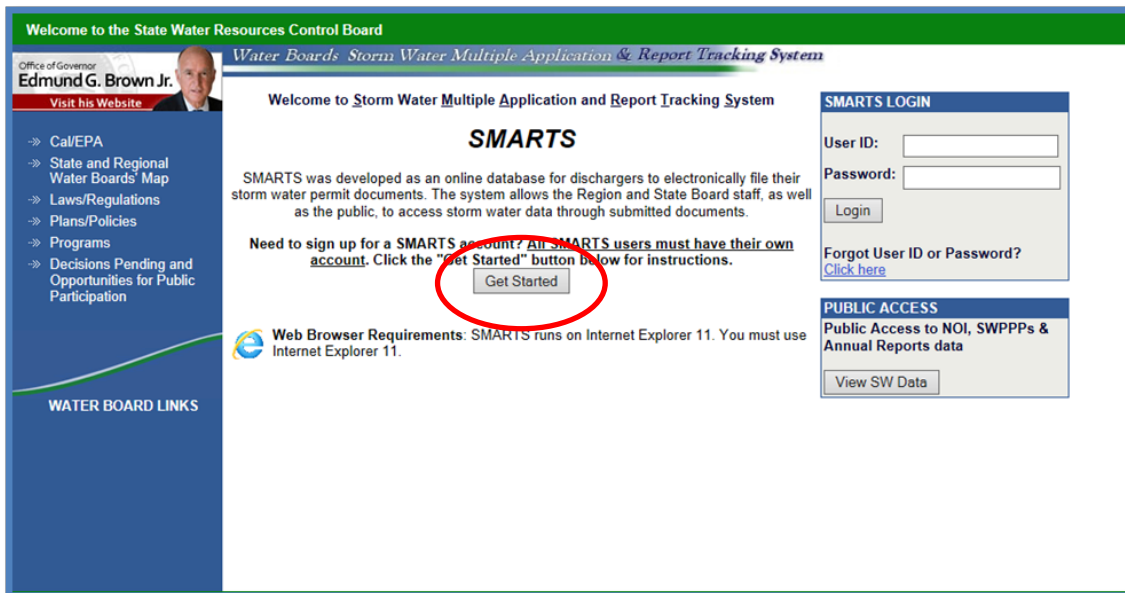
# USER REGISTRATION



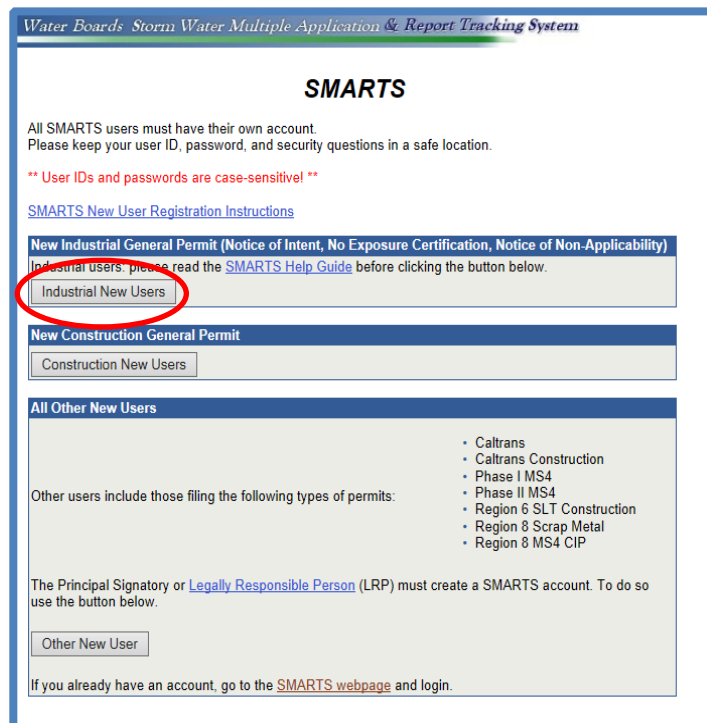
**Last Revised: August 19, 2016**

**SMARTS User Registration Steps:**

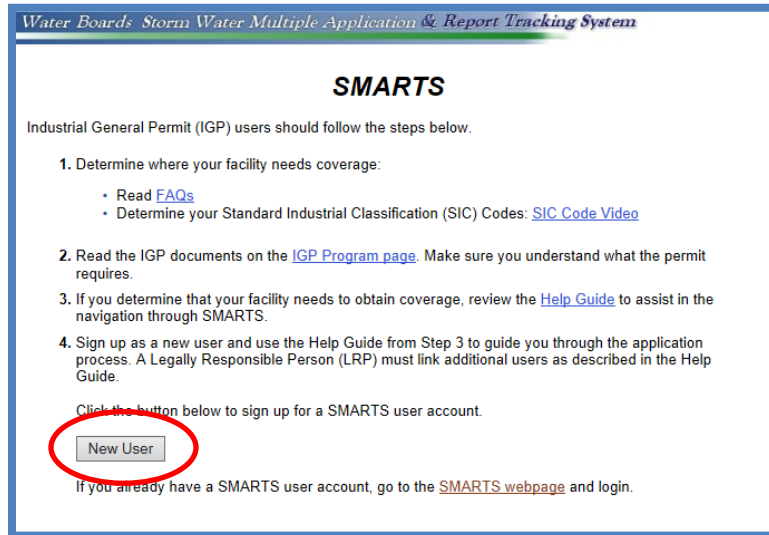
1. Please go to the SMARTS web page and select "Get Started": <https://smarts.waterboards.ca.gov>  
Please use SMARTS in Internet Explorer 11



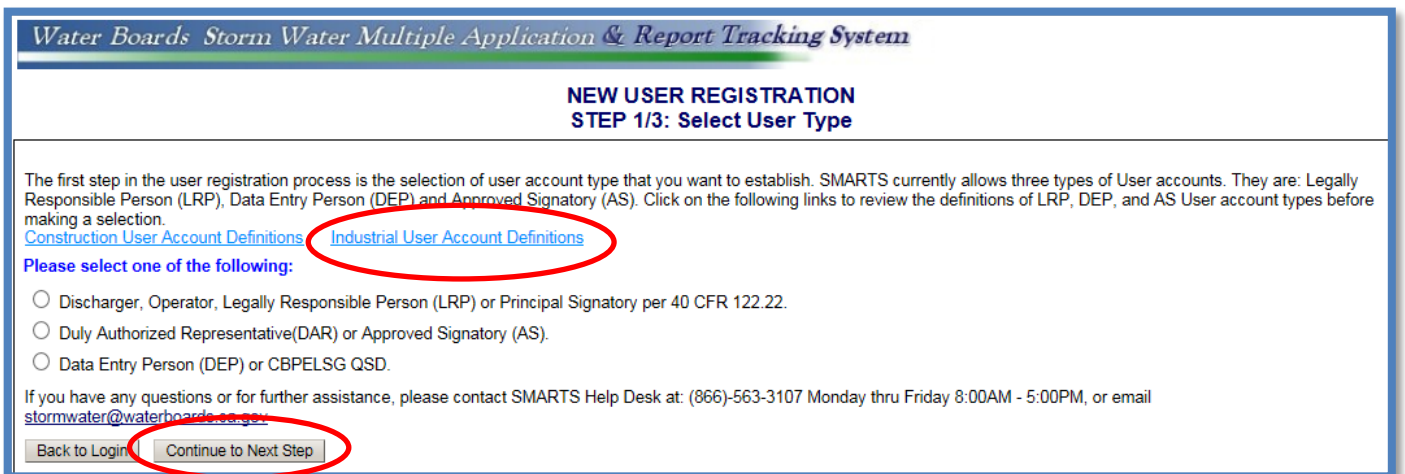
2. Select "Industrial New Users":



- Review information about the program and then select “New User” to create an account:



- Please read the User Account Definitions on this page. Select the User Account<sup>1</sup> types and select “Continue to Next Step.”



<sup>1</sup> **NOTE:** Only an LRP can claim an organization or start an application if you are not sure you should be the LRP please read the User Account Definitions on this page.

5. Enter the information required. Please be sure to copy the user ID created.  
Note that User ID's are case sensitive.

*Water Boards Storm Water Multiple Application & Report Tracking System*

**NEW USER REGISTRATION**  
**Step 2/3: User Account Details**

**Legally Responsible Person: Enter User Account Details**

The next step in the registration process is to provide your user account details. The User ID along with a Password will be sent to the e-mail address entered below. You will need this User ID and Password to log into SMARTS. Please verify that the e-mail address is valid and accurate.

**User Account Details: (An \* indicates a required field)**

First Name:  \*

Middle Name:

Last Name:  \*

Title:  \*

E - mail:  \* (abc@xyz.com/abc@xyz.net)

Re - Enter E - mail:  \* (abc@xyz.com/abc@xyz.net)

Phone:  \* Ext:  (999-999-9999)

User ID:  \*  (Enter user ID between 7 - 16 characters. Use the button to verify if the user ID is already taken.)

Password:  System will generate the password and send you via E-mail.

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6. Enter the information required. Keep a copy of this record as the answers provided are needed to complete future actions through SMARTS.

**NEW USER REGISTRATION**  
**Step 2/3: User Account Details**

**Legally Responsible Person: Enter User Account Details**

The next step in the registration process is to provide your user account security details. Please choose the security questions, the respective answer & complete the form.

**Identification Verification Security Questions:**

Please select and answer the Identification Verification Security questions below. These questions will be asked in the event you misplace your password.

Security question:  \*

Answer:  \*

Security question:  \*

Answer:  \*

Security question:  \*

Answer:  \*

Security question:  \*

Answer:  \*

Security question:  \*

Answer:  \*

Personal Identification Code:  \*

The Personal Identification Code is a set of numbers or letters used to authenticate the user when contacting the Water Boards regarding your SMARTS account. Once set, the PIC cannot be changed or retrieved. If a user forgets their PIC, a new user account must be created.

**Server Security Letters:**

**P X G F J X**  \* Security Image Letters are not case sensitive

I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I am also aware that my user ID, password and answer to a security question constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. I certify that I have not violated any term in my Electronic Signature Agreement and that I am otherwise without any reason to believe that the confidentiality of my password and challenge question answers have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

I understand that since I have WDIDs in the System or I am replacing an LRP of my organization, my first login will be directed to Re - certify organization screen where I have to recertify the organization and the respective WDIDs I am associated with. In order to do so I need to obtain the Organization Id & Organization Secret Code number from State Water Resource Control Board.

\*: Fields preceded by red asterisk (\*\*) are mandatory/required fields.

If you have any questions or for further assistance, please contact SMARTS Help Desk at: 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov).

7. Acknowledgement screen. Once you have completed registration you will receive an email with a temporary password. Please use the email with the temporary password to log on and set a new password. The temporary password is only valid for 72 hours.

*Water Boards Storm Water Multiple Application & Report Tracking System*

**NEW USER REGISTRATION**  
**Step 3/3: Acknowledgement**

**Acknowledgement**

This completes your user registration process: Your user account has been successfully created in SMARTS.

Your User ID, Password, and instructions for logging into SMARTS have been sent to you via e-mail. Please check your e-mail account and log into SMARTS using the User ID and Password provided. If the e-mail is not received within a reasonable amount of time, please contact the Storm Water Help Desk at the phone number provided below.

To log into SMARTS, enter the following address into your browser or click on the link: <https://smarts.waterboards.ca.gov/>

If you have a WDID, and Water Board sent Secret Code Number, please link those WDIDs to your user account after logging into SMARTS. If you have a WDID but have not received a SCN, please contact the SMARTS Help Desk at 1-866-563-3107. You must have a SCN to link a WDID to your account.

The e-mail includes instructions on how to link existing WDIDs and Data Entry Person (DEP) user accounts to your account. Until a DS account is linked to a LRP account, the DS cannot enter data into SMARTS on behalf of that LRP.

If you have any questions or for further assistance, please contact SMARTS Help Desk at 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov).

[Back to Registration/Login Screen](#)

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