

HOW TO:

Establish a Password

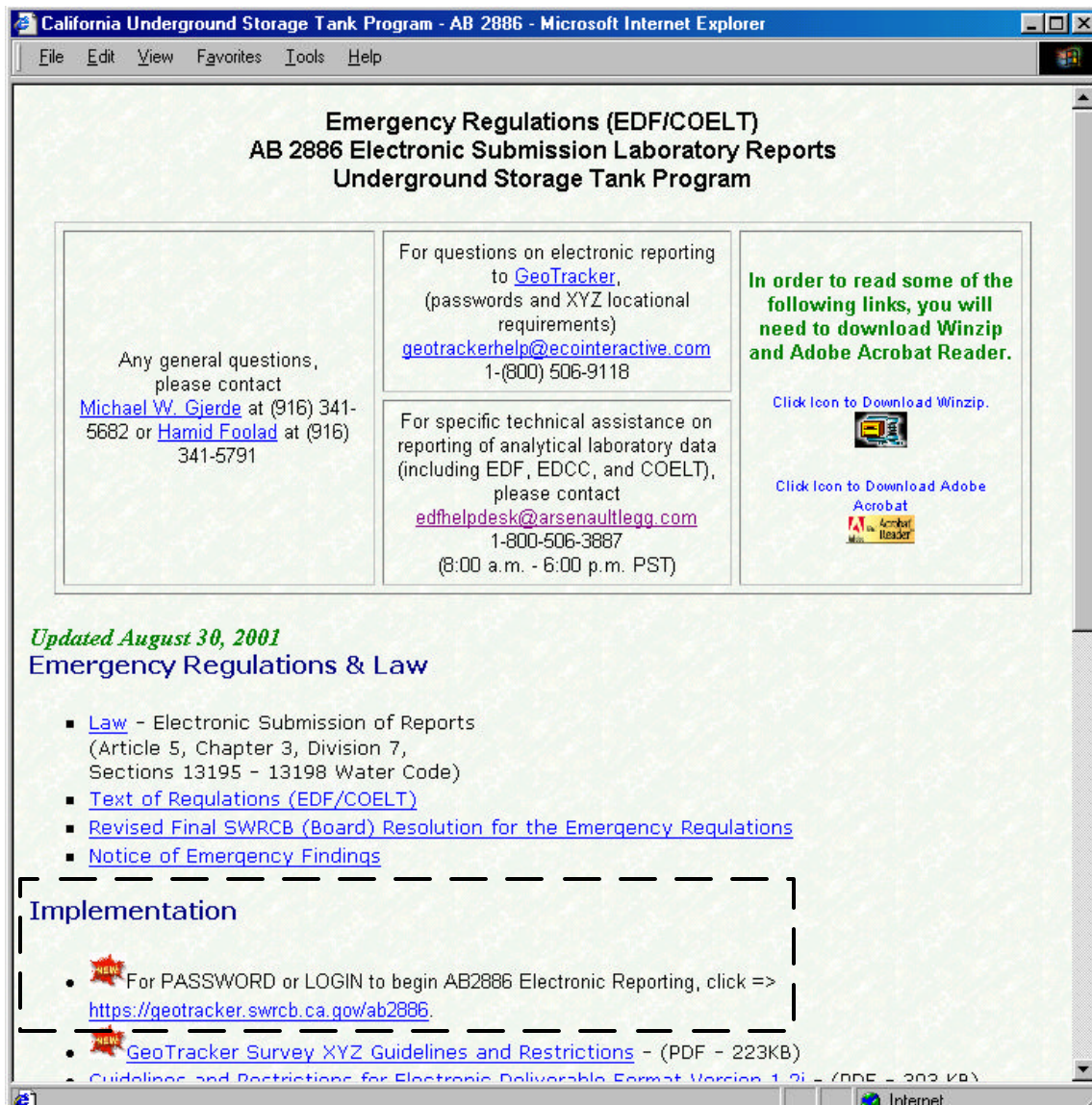
APPLIES TO:

Responsible Party (RP), RP Authorized Agent, Consultant, Laboratory

Via the Internet, connect to the AB-2886 webpage at:

<http://www.swrcb.ca.gov/cwphome/ust/docs/ab2886/list.html>

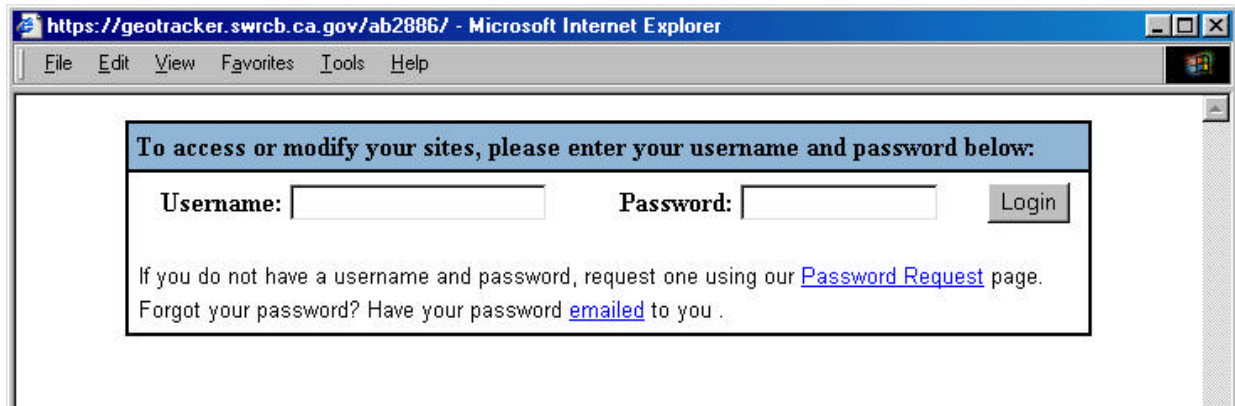
Under the [Implementation](#) heading click on the link provided for PASSWORD or LOGIN.



A “Security Alert” screen will appear, letting you know that you are about to access a secured page. Click on “Yes” to proceed.



The following screen will appear:



Click on the [Password Request](#) link.

The following screen will appear:

The screenshot shows a web browser window with the address bar displaying <https://geotracker.swrcb.ca.gov/ab2886/password1.asp>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The main content area is titled "AB2886 Electronic Delivery" and contains several links: [Main Menu](#), [View/Add Facilities](#), [Upload EDD](#), and [Check EDD](#). Below this is a section titled "Requesting a Password" with the subtitle "Step 1: Submit Contact Information". The form is divided into three main sections: "User Information:", "Contact Information:", and "Additional Contact Information:". The "User Information:" section includes fields for Username, Password, User Type (a dropdown menu), and Confirm Password. The "Contact Information:" section includes fields for Name, Address, City, State, Zip, Phone Number (with a format hint XXX-XXX-XXXX), Email Address, and Company Name. The "Additional Contact Information:" section is a large text area. At the bottom of the form is a "Submit Request" button. The footer of the page shows "Logged in as" and "CONTACTSITE ADMINISTRATOR".

Complete the form by filling in the following information:

Username

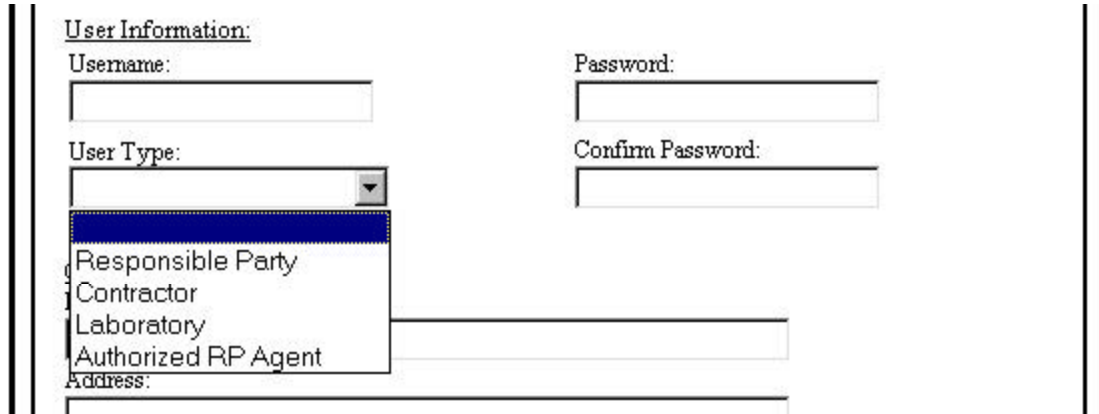
- Create and enter a Username. The Username can be up to 16 characters long with no spaces.

Password

- Create and enter a Password. The Password is case sensitive and can be up to 16 characters long with no spaces. Make a mental note of your username and password.

User Type

- Click on down arrow for the drop down list of User Type to select which type of access is being established for this username and password.



The screenshot shows a web form titled "User Information:". It contains several input fields: "Username:" with a text box, "Password:" with a text box, "Confirm Password:" with a text box, and "Address:" with a text box. The "User Type:" field is a dropdown menu that is currently open, showing four options: "Responsible Party", "Contractor", "Laboratory", and "Authorized RP Agent". The "Responsible Party" option is highlighted in blue. The form is flanked by two vertical double lines on either side.

- The four options available are Responsible Party, Contractor, Laboratory and Authorized RP Agent. Select a User Type.

Responsible Party – The owner of the site(s).

Contractor – An individual or organization that does work for the owner.

Laboratory – An individual or organization that provides analytical results.

Authorized RP Agent – An individual or organization that has been granted the responsibilities of the Responsible Party for a site(s).

Confirm Password

- Re-enter the password you created.

Contact Information

- Enter Contact Name, Mailing Address, City, State, Zip Code, Telephone Number (including area code), Email Address and Company Name.
- An area is provided for additional contact information, such as pager number, fax number, or alternate office.

Click on the “Submit Request” button.

- If a portion of the required information is not provided the user will receive a message similar to the following, specifically identifying the information which must be completed:

The screenshot shows a web browser window with the address bar displaying <https://geotracker.swrcb.ca.gov/ab2886/password1.asp>. The browser is Microsoft Internet Explorer. The page title is "AB2886 Electronic Delivery". Below the title are links: [Main Menu](#), [View/Add Facilities](#), [Upload EDD](#), and [Check EDD](#). A list of error messages is displayed in red text:

- Username required.
- Password required.
- Name required.
- Street address required.
- City required.
- State required.
- Zip code required.
- User type required.
- Phone number not in required format (###-###-####).
- Proper email address required.
- Company name required.

Below the error messages is a section titled "Requesting a Password" with the subtitle "Step 1: Submit Contact Information". This section contains two main parts: "User Information" and "Contact Information".

User Information:

- Username:** [Text input field]
- Password:** [Text input field]
- User Type:** [Dropdown menu]
- Confirm Password:** [Text input field]

Contact Information:

- Name:** [Text input field]
- Address:** [Text input field]
- City:** [Text input field]
- State:** [Text input field]
- Zip:** [Text input field]
- Phone Number: (XXX-XXX-XXXX)** [Text input field]
- Email Address:** [Text input field]
- Company Name:** [Text input field]

Complete the identified information and click on the “Submit Request” button.

If all required information is entered, and the username and password meet the system requirements, clicking the “Submit Request” button will move the user to the secured section of the GeoTracker site. The user may then request access to facilities, load or check data, and download site information.