SMARTS
New User Registration

The Storm Water Multiple Application & Report Tracking System (SMARTS) was developed to provide a platform where dischargers, regulators, and the public can enter, regulate and view storm water data including NOIs, NOTs, compliance, and monitoring data associated with the Storm Water General Permits

To submit Permit Registration Documents, Annual Reports and Notice of Terminations in SMARTS, users must register for an account. This guide assists new users on how to create a User ID & password to access SMARTS.

Public Reports are available to the General Public to search and review Storm Water data and does not require a User account to access the information.

If you have any questions please contact the Storm Water help desk at stormwater@wateboards.ca.gov or 1-866-563-3107.

Instructions

Objectives

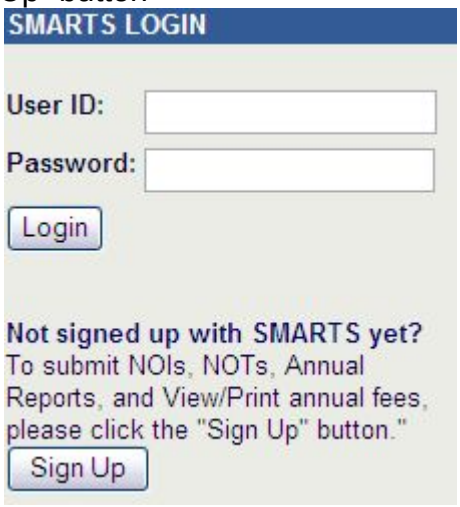
- Create a new SMARTS user account.

Prerequisites

- Must have access to the internet.
- Best used in Internet Explorer.

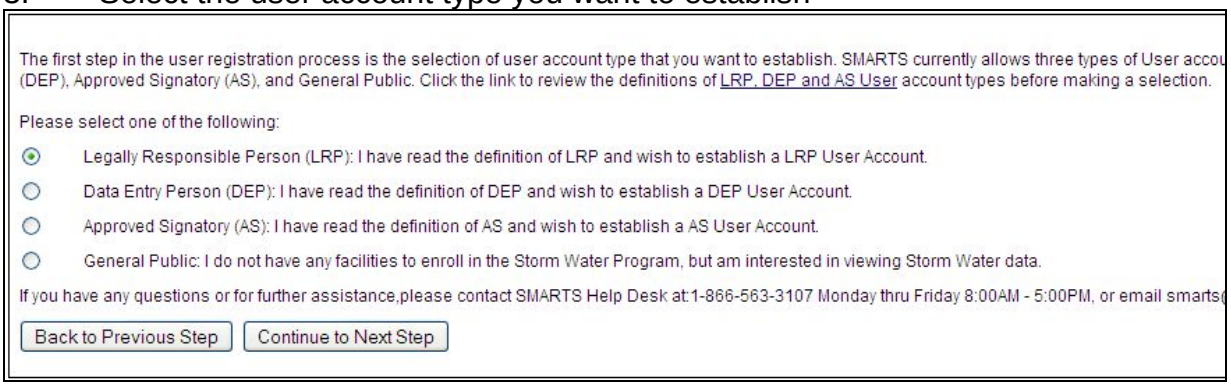
New User Registration

1. Open Internet Explorer and visit https://smarts.waterboards.ca.gov/
2. Click on the "Sign Up" button



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

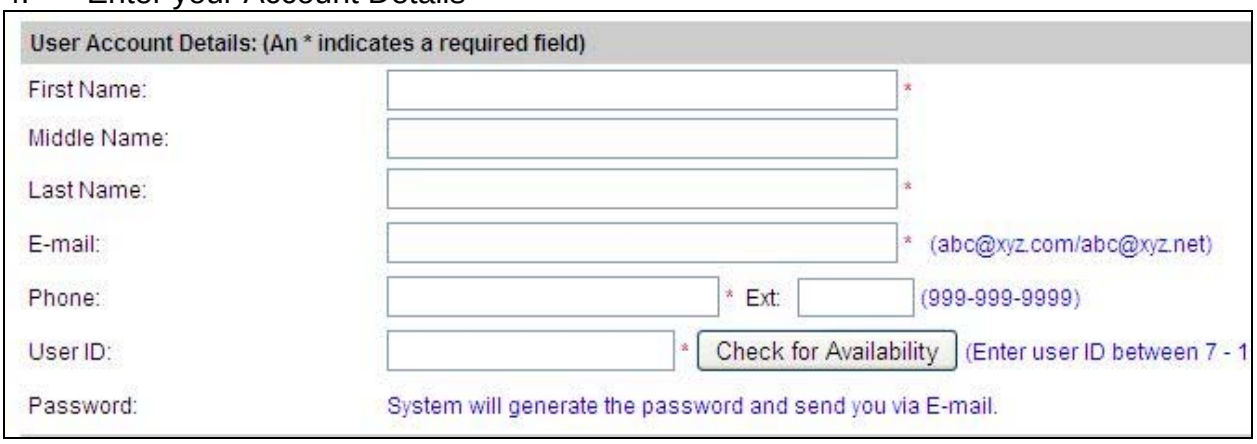
3. Select the user account type you want to establish



a. Legally Responsible Person
b. Approved Signatory
c. Data Entry Person

NOTE: Click the "LRP, DEP and AS" User link to view the definitions of User Types.

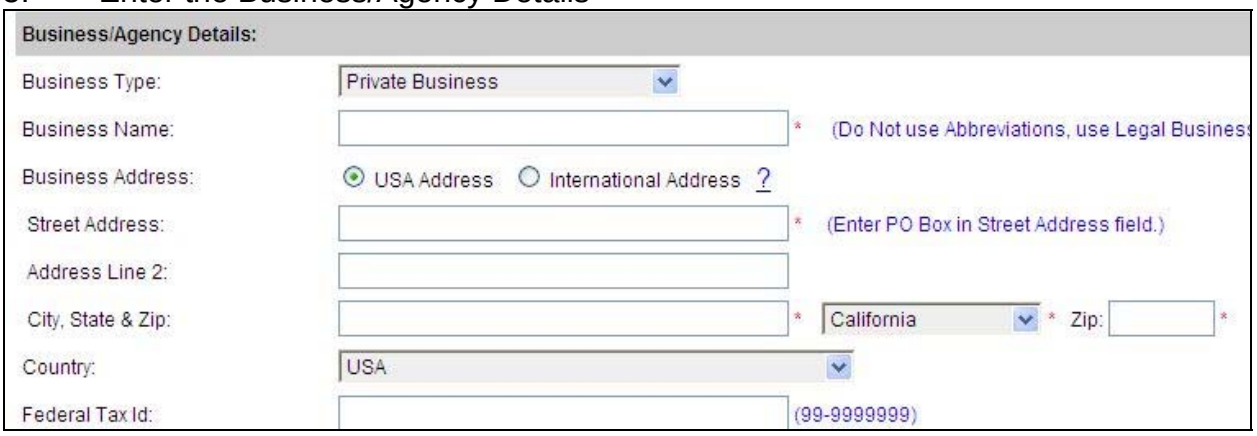
4. Enter your Account Details



The account must identify a specific person, NOT an agency and each person should create a separate account. Fields with the red asterisks are mandatory.

a. Enter First, Middle & Last Name
b. Enter Email address
    i. SMARTS will email temporary password to this address
c. Enter User ID
    i. Must be between 7 - 16 characters
    ii. Click the "Check for Availability" button to verify User is available.

5. Enter the Business/Agency Details

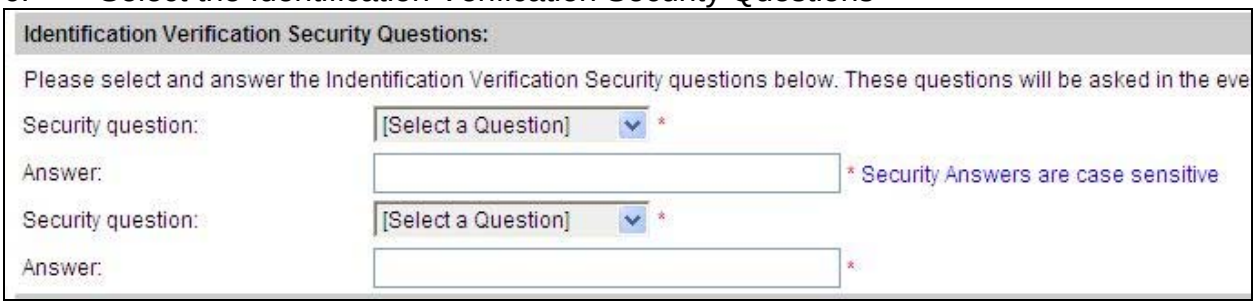


a. Select Business Type
    a. Private Business
    b. Private Individual
    c. Federal Agency
    d. State Agency
    e. County Agency
    f. City Agency

g. Special District
h. Government Agency Combination
i. Other

b. Enter Business Name
c. Enter Business Address
d. Select Country
e. Enter Federal Tax ID
    a. This is only required for “Private Business”
    b. Other Business Types leave this field blank. Do not Enter a Social Security Number.

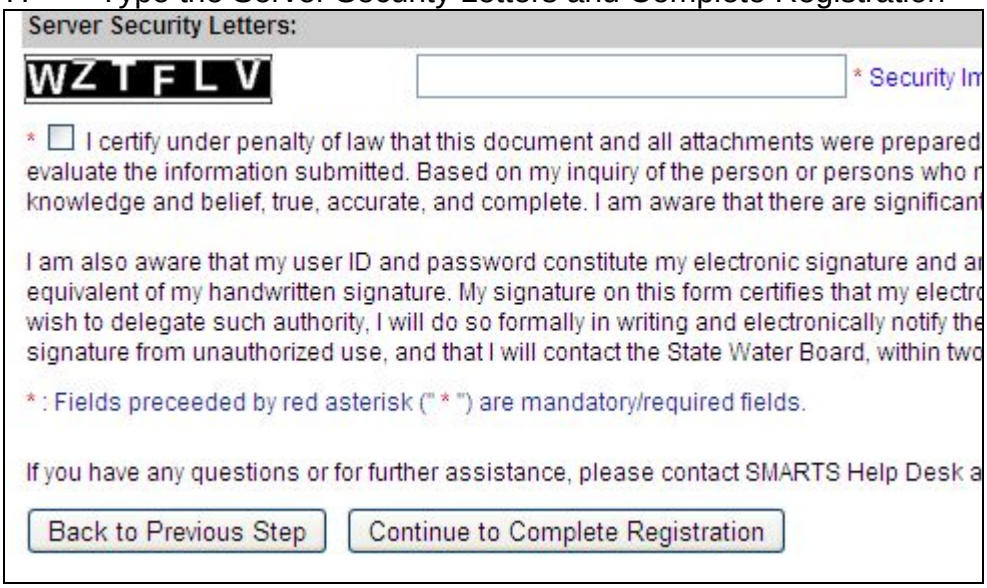
6. Select the Identification Verification Security Questions



These questions are asked to reset your password if you misplace it.

a. Select the first Security Question & enter answer
b. Select a different Security Question for the second question.

7. Type the Server Security Letters and Complete Registration

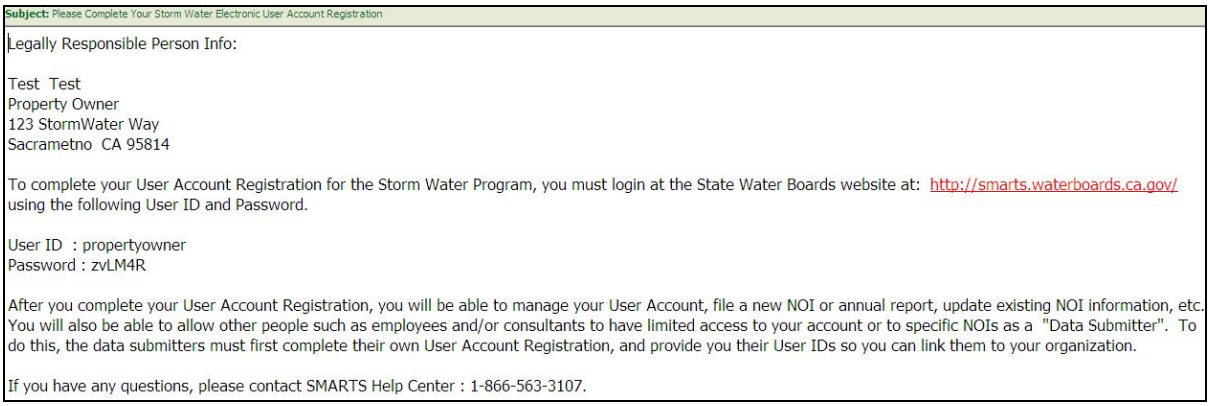


☞NOTE: The security image is case sensitive

a. Enter the letters from the security Image
    i. The letters are case sensitive
b. Check the Certification Box
c. Click on “Continue to Complete Registration”

8. You will get an on-screen acknowledgement that your registration was successful

9. Verification Email



Subject: Please Complete Your Storm Water Electronic User Account Registration

Legally Responsible Person Info:

Test Test
Property Owner
123 StormWater Way
Sacrametno CA 95814

To complete your User Account Registration for the Storm Water Program, you must login at the State Water Boards website at: http://smarts.waterboards.ca.gov/ using the following User ID and Password.

User ID : propertyowner
Password : zvLM4R

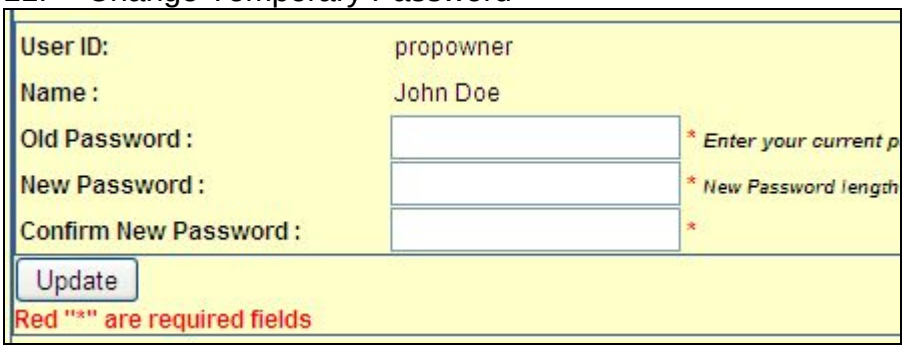
After you complete your User Account Registration, you will be able to manage your User Account, file a new NOI or annual report, update existing NOI information, etc. You will also be able to allow other people such as employees and/or consultants to have limited access to your account or to specific NOIs as a "Data Submitter". To do this, the data submitters must first complete their own User Account Registration, and provide you their User IDs so you can link them to your organization.

If you have any questions, please contact SMARTS Help Center : 1-866-563-3107.

SMARTS will mail an acknowledgement of complete User Account Registration. This email contains the User ID, Temporary Password & URL (website) to log into.

10. Go to https://smarts.waterboards.ca.gov
    a. Log into the system with the User ID and the temporary password.
        i. Temporary password is case specific

11. Change Temporary Password



The first time accessing SMARTS you will be requested to change the temporary password.

a. Enter the Old Password (Temporary Password Sent)
b. Enter a new Password
    i. The new password must be 7 – 12 characters and contain a capital letter as well as a numeric digit.
c. Confirm the new Password
d. Click Update to submit the change
e. An email from SMARTS to verify the change of password will be sent.

f. Once the password is changed you are directed to the main menu

☞NOTE: If you registered as an Approved Signatory or Data Entry Person you must be linked to the LRP account before you can access records. (See How to Link Users Guide for instructions).