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

MANAGING AND LINKING USERS

Last Revised: June 08, 2016
Storm Water Industrial General Permit Managing and Linking Users:
The State Water Board’s Storm Water Multiple Application and Report Tracking System (SMARTS) allows the Legally Responsible Person (LRP) to link additional users to manage new and existing Permit Registration Documents (PRDs). LRPs 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 LRPs per organization.
SMARTS allows a LRP to have multiple organizations under one User ID therefore allowing additional flexibility when linking DARs or DEPs to different organizations and applications. A LRP with multiple organizations can link DARs or DEPs to one, some, or all organizations. Once a DAR and/or DEP is linked, they can begin initiating new PRDs for the LRP. DARs have the authorization to certify and submit reports on behalf of the LRP (DEPs do not). DARs can also link DEPs but cannot link other DARs to an organization or Waste Discharge Identification (WDID) number.

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

   Please use SMARTS in Internet Explorer 11
2. From the Main menu select “Manage Linked Users”:

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”:

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

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.
5. Review the information to assure the User ID entered is correct. Select the organization and assign the role that the SMARTS user will hold:

![Manage Linked User](image)

6. Review the organization selected and the assigned role then select “Go To Step 3”:

![Manage Linked User](image)

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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.

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 has a different email domain, contact the Water Boards Storm Water Help Desk to request the linkage action.
7. There are two options to select. “Link Application” or “Link All Applications” described below:

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 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”:

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

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

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 the 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; the user will need to be linked manually to future new applications.
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](image)

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

![Linked Organizations](image)

From this screen you can manage applications, link all future applications, update role, or delink a 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:

![View Applications](image)

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

**NOTE:** A user must contact the State Water Board’s 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).
15. Once an organization has been selected, the organization will be highlighted and linked applications will be displayed, as shown below:

<table>
<thead>
<tr>
<th>Organization Id</th>
<th>Organization Name</th>
<th>Role</th>
<th>Manage Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>60091</td>
<td>California 123</td>
<td></td>
<td></td>
</tr>
<tr>
<td>640091</td>
<td>Test Site</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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 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 in error, select “Delink” on the right to remove the record.

17. A user may delink completely from all organizations and applications at one time by selecting “delink user account” located under the user’s information.