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.
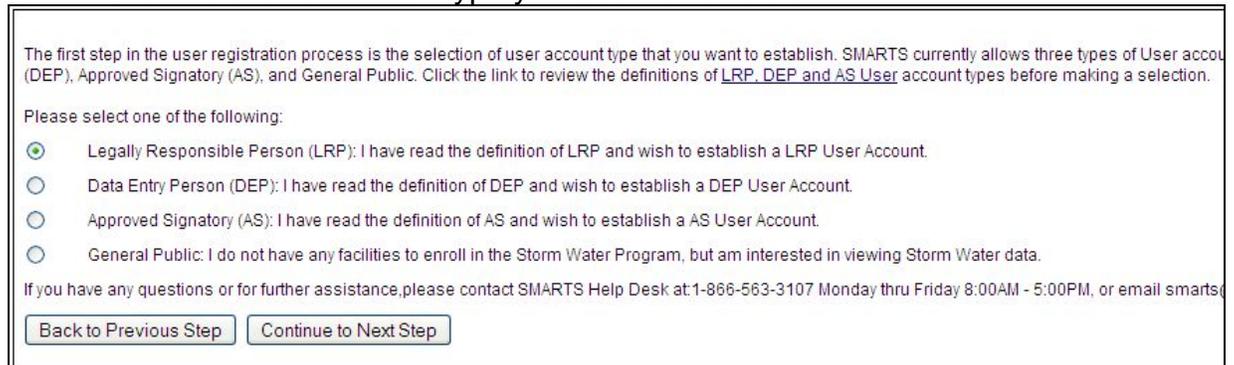- Best used in Internet Explorer.

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

Identification Verification Security Questions:

Please select and answer the Indentification Verification Security questions below. These questions will be asked in the eve

Security question:	[Select a Question] ⌄ *	
Answer:		* Security Answers are case sensitive
Security question:	[Select a Question] ⌄ *	
Answer:		*

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

Server Security Letters:

WZTFLV   [   ] * Security Im

* ☐ I certify under penalty of law that this document and all attachments were prepared
evaluate the information submitted. Based on my inquiry of the person or persons who r
knowledge and belief, true, accurate, and complete. I am aware that there are significan

I am also aware that my user ID and password constitute my electronic signature and a
equivalent of my handwritten signature. My signature on this form certifies that my electr
wish to delegate such authority, I will do so formally in writing and electronically notify the
signature from unauthorized use, and that I will contact the State Water Board, within two

* : Fields preceeded by red asterisk (" * ") are mandatory/required fields.

If you have any questions or for further assistance, please contact SMARTS Help Desk a

[Back to Previous Step]   [Continue to 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

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).