2.1   Getting Started

ERIC is available through the LDEQ business portal at the ERIC home page http://www.deq.louisiana.gov/eric:
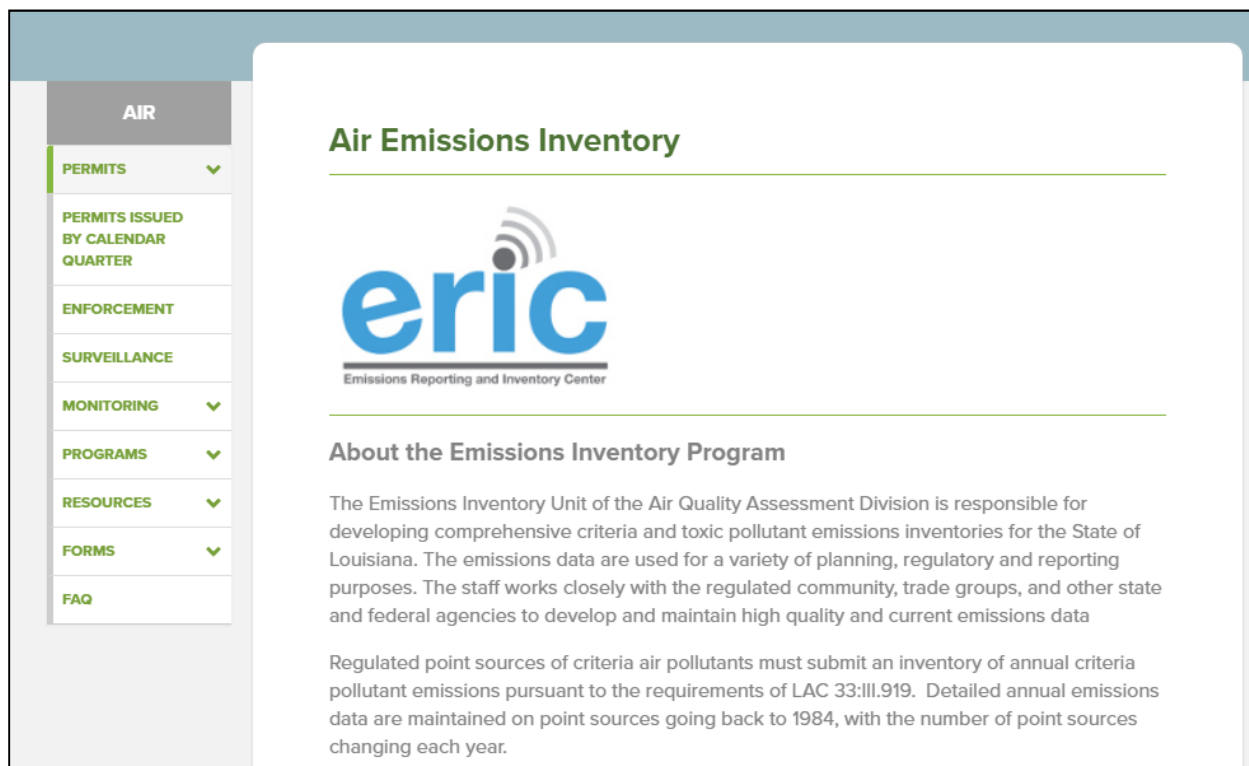
ERIC can be accessed using any modern web browser such as Microsoft Internet Explorer (version 8 or higher), Google Chrome (version 16 or higher) or Mozilla Firefox (version 4 or higher). ERIC does not make use of any browser plug-ins, so no additional software installations are required to access the application. However, ERIC may make limited use of cookies for session tracking and pop-up windows. If your browser is set for a high level of security, or if you have third-party pop-up blockers installed and ERIC is not responding properly, you will need to disable your third-party blockers, add the LDEQ business portal to your list of trusted sites, or set your browser security to medium. Due to the number and variety of browser versions and third-party blocker tools in the marketplace, instructions for all of them cannot be listed here. Please contact your IT support resources or consult your browser documentation for instructions on setting security levels and excluding specific web sites from any third-party blockers you may have installed.

To access your ERIC facility account data, you must first register for a portal account. Your portal account is not specific to ERIC – it gives you access to various online services on the LDEQ business portal site. Once you have an active business portal account, you can gain access to applicable ERIC facility accounts either by using a pre-registration code issued to you by LDEQ, or by requesting access through an existing ERIC facility Account Administrator. Instructions for these methods are provided in sections 2.4 and 2.5.

2.2   LDEQ Business Portal User Accounts

LDEQ Business Portal user accounts are different from ERIC facility accounts. A business portal user account belongs to a specific individual and is granted access to specific information and activities within the LDEQ business portal site. A portal user account is required to gain access to ERIC content. Sharing of portal accounts among several users (for example, several consultants within one firm using the same portal account) is against LDEQ policy. Each person wishing to gain access to an ERIC facility account must have their own portal account.

Portal Accounts are not necessary to access the ERIC Public Reports.

To sign up for a portal account, follow these steps:

1. Point your web browser to the Business Portal home page:
   http://business.deq.louisiana.gov

2. Click on the "creating a new account" link:
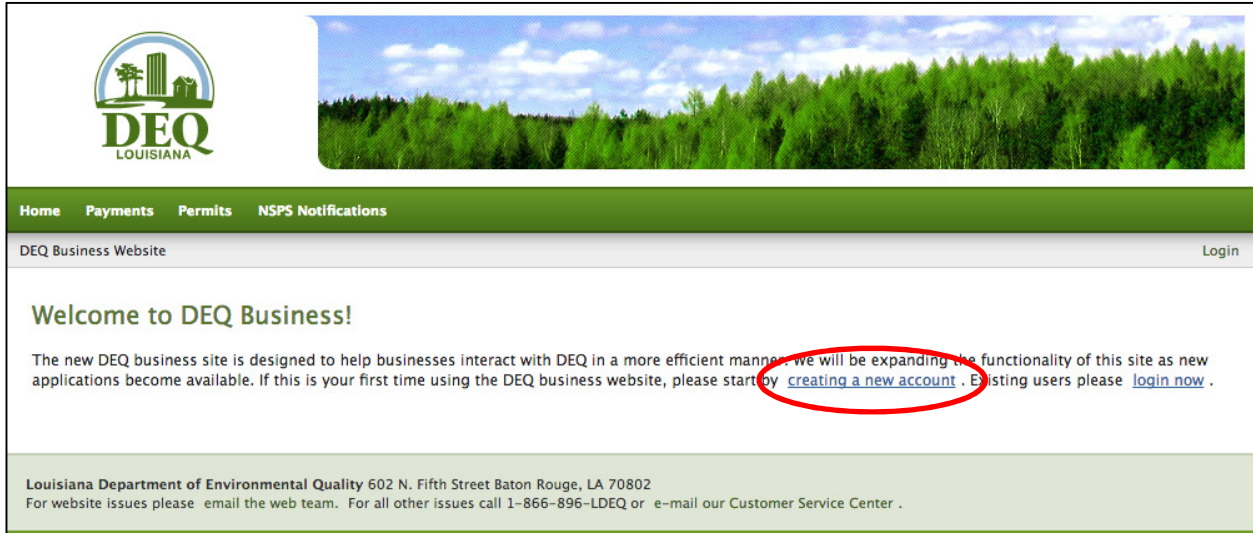
3. Complete the registration form shown below to create your LDEQ portal user account. You must provide all of the data shown on the form, including a valid email address.

   a. Username is what you will login to your portal user account with (you may use your email address).

   b. You must provide a valid, INDIVIDUAL email address. Portal accounts may not be shared among multiple individuals within a company.

   c. Be sure to enter your real first and last names. You should not use the company name as your first and/or last name.

   d. Passwords must be at least 7 characters long.

   e. If you are having trouble creating your new account, click the "let us know" link for help.

Register for an Account

* indicates a required field.

Please note that for security reasons you will need to create a new account here. This account will be different from the one you used to login to the main DEQ website. Your old account will soon be phased out in favor of this new account.

* Username

Use only letters, numbers and/or underscores

* Password

* Confirm password

* E-Mail

* Confirm e-mail

*First Name   * Last Name

* Company

* Title

* Address

* City   * State   * Zip
              -- Select State --

* Phone number: Phone number (alt):

Create Account

Why Register?

Registering for an account at DEQ allows you access to many online services we provide. You can create one account to log into many of our programs online.

If you are having trouble regsitering a new account, please let us know .

Are You a DEQ Employee?

If so, you already have a login! Just use your DEQ system account to login now .

This is a Secure Site

COMODO SECURE

DEQ uses an industry standard 128 bit SSL certificate to ensure your information is kept secure and private.

4. The Business Portal will give you a confirmation message and you can then log in using your new account username and password:

5. Click the "I am NOT a DEQ Employee" button then enter your username and password:

6. After successfully logging in to the Business Portal, click the ERIC link in the main menu to access ERIC:
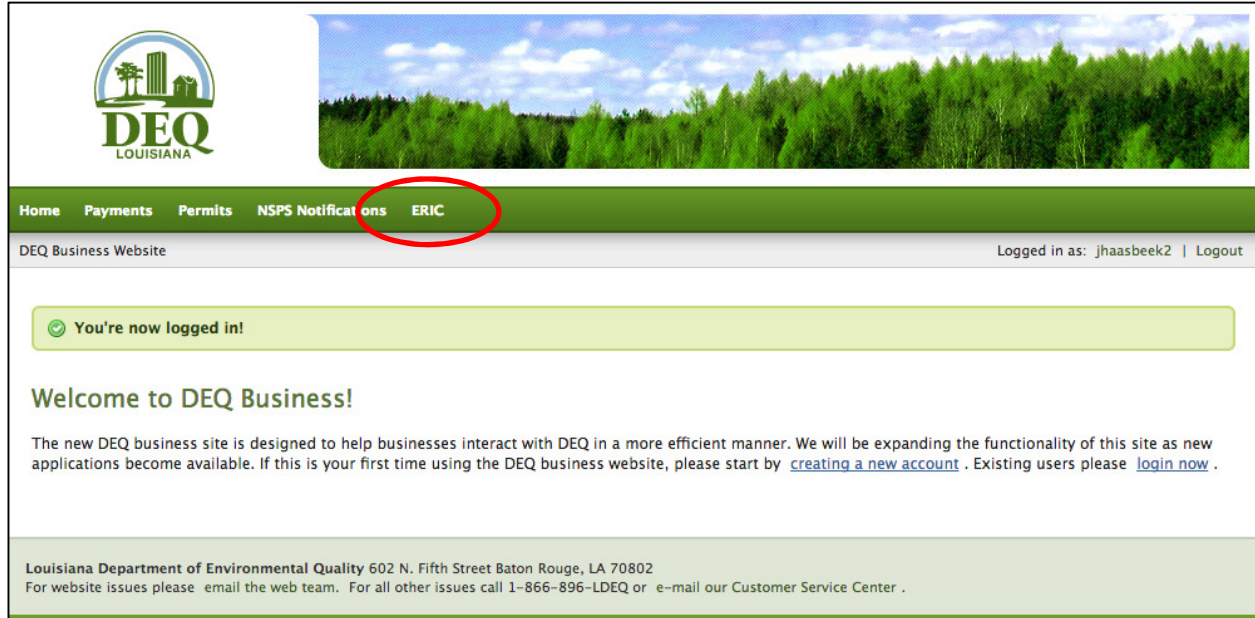
2.3 ERIC Facility Accounts

An ERIC facility account represents a specific AI and owner company combination. Each AI and owner combination required to report annual emissions per LAC 33:III.919 or LAC 33:III.5107 is assigned an ERIC facility account. Prior owners (or new owners when an AI changes ownership) will be assigned their own ERIC facility account. The ERIC facility account is the home for both criteria pollutant and/or toxics emissions inventories.

The AI name on ERIC facility accounts is pulled dynamically from the LDEQ state database, TEMPO, and in real time. When a change is made to TEMPO, the AI name on the ERIC facility account will immediately reflect that change.

Portal user accounts are granted access to ERIC facility accounts by either using an LDEQ issued pre-registration code, or granted by an existing ERIC facility Account Administrator.   As new facility accounts are added to the ERIC database, a pre-registration code is provided to the permit contact to access the ERIC facility account and establish an Account Administrator. The process for using a pre-registration code is described in Section 2.4. Once an ERIC facility Account Administrator is established using the pre-registration code, access to the ERIC facility account may be granted to additional portal user accounts by the ERIC facility Account Administrator. This process is described in more detail in Section 2.5 and Section 2.7.

If your AI number is not available in ERIC for your owner company combination, send an email to the LDEQ staff member assigned to your parish and ask that an ERIC facility account be created for your AI number and owner company combination. Make sure that you include your contact information, AI number and Owner Name in your request. Pre-registration codes are provided to facility contacts only and should not be shared with consultants or other contacts. Once a pre-registration code has been used, it is no longer a valid code.

2.4   Using a Pre-registration Code to Access Your ERIC Facility Account

1. Navigate to the ERIC home page:
   http://www.deq.louisiana.gov/eric

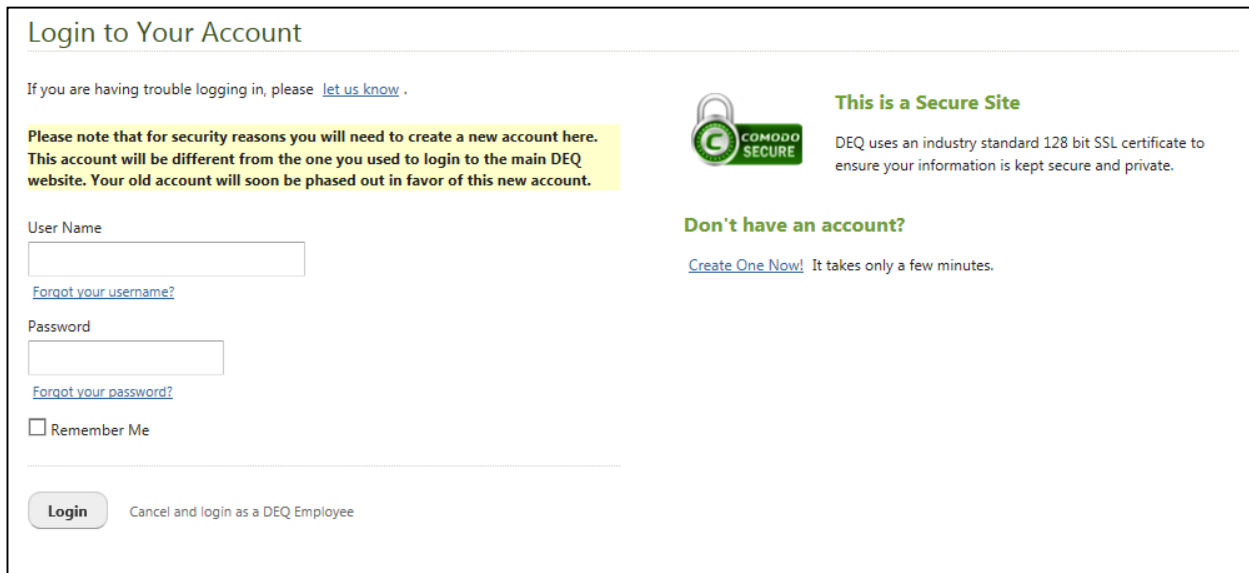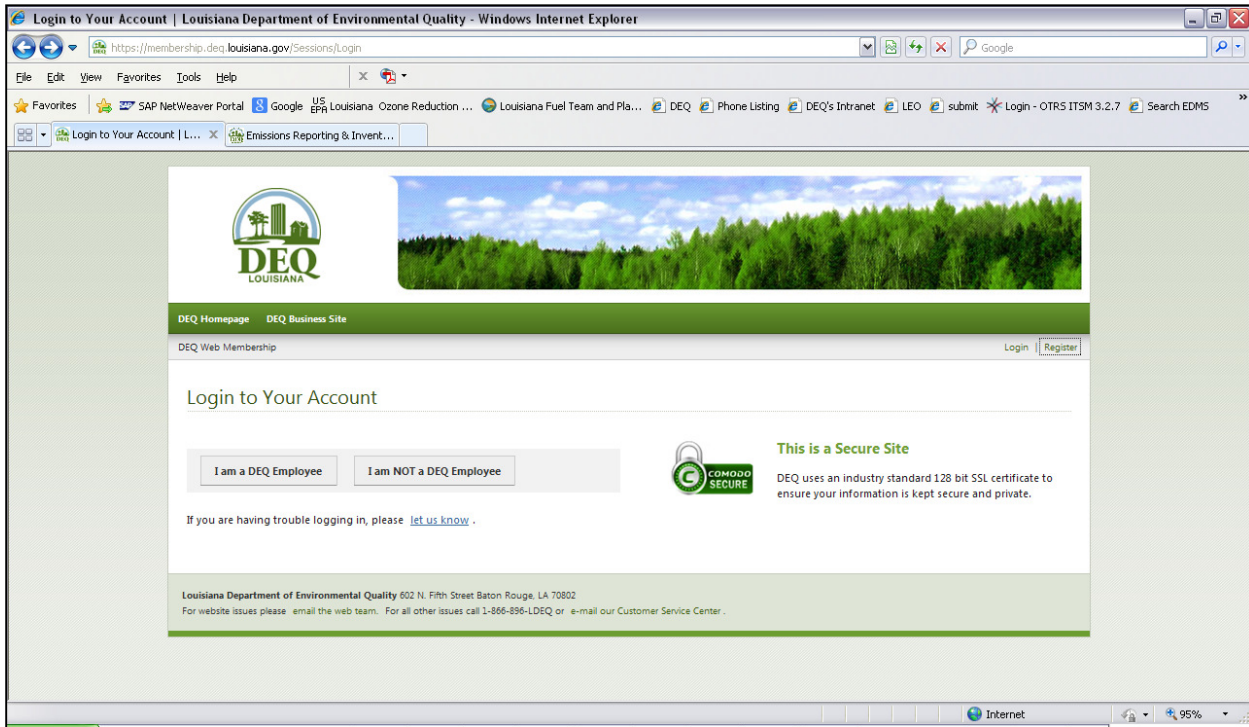2. Click on the ERIC icon to open ERIC in the Business Portal:
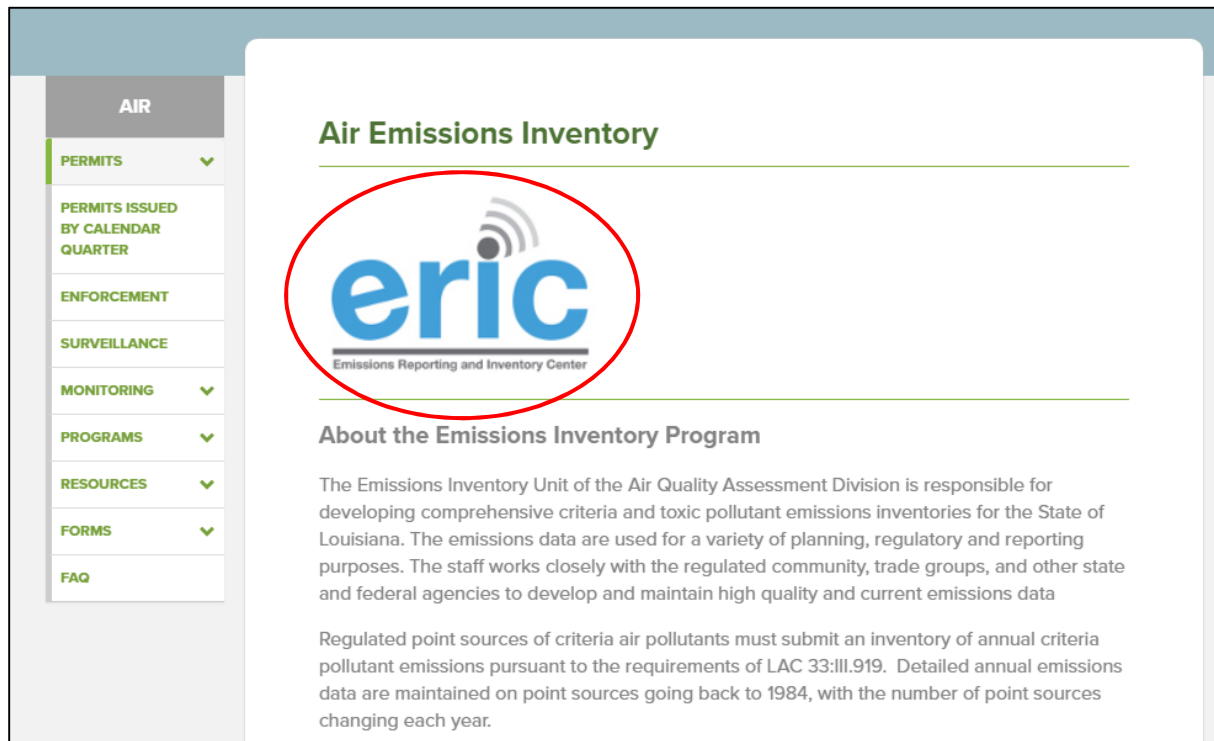
3. If you are not already logged in to your portal account, click the Login button at the top right of the page. You will be prompted for your portal user name and password:
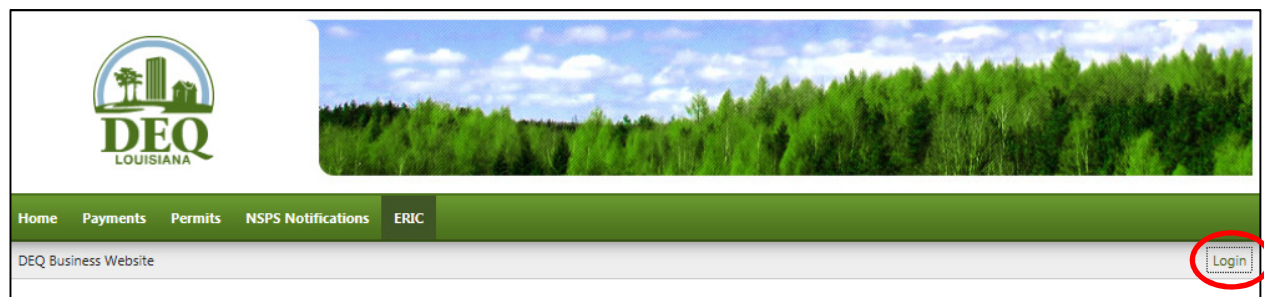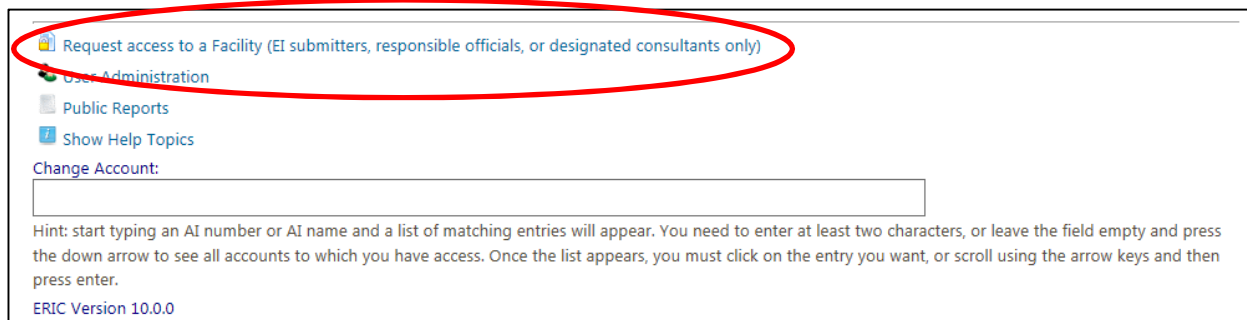
4. Click the "I am NOT a DEQ Employee" button then enter your username and password:
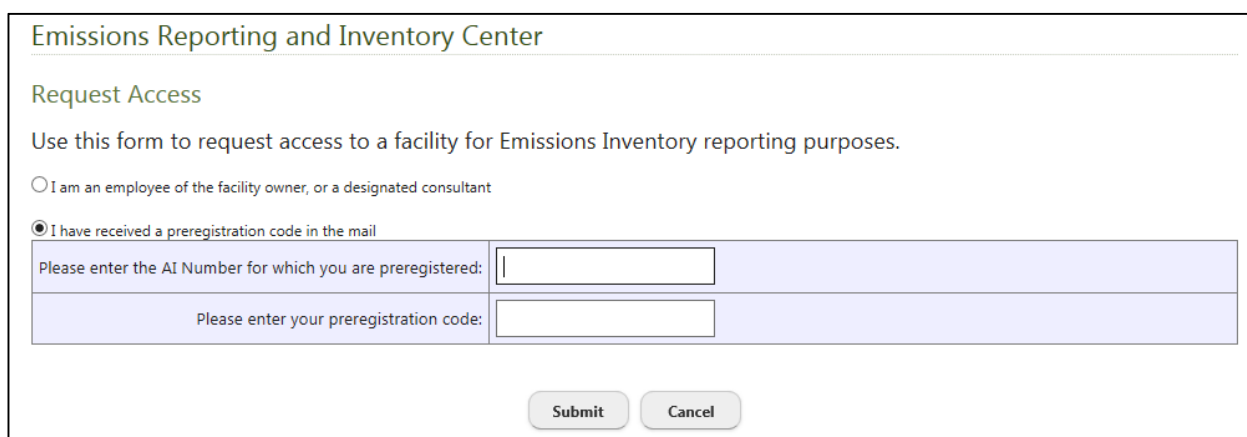
5. At the bottom of the ERIC home page, you will find a link to request access to a facility. Click on the link:

6. You will see the Request Access page with two options for requesting access. Select the option labeled *I have received a pre-registration code in the mail*:

7. Enter your AI number and your pre-registration code and then press submit. If you entered the correct AI number and pre-registration code, your account will be activated and you will be granted Administrator rights to your account.

8. You may need to logout and then log back in for your access permissions to be applied.

Once you have completed this process, your portal account is registered as the ERIC facility Account Administrator. You now have full rights for the selected ERIC facility account, including creating, editing, and submitting inventories, as well as granting or rejecting access requests from other portal users.

2.5   Requesting Access to an ERIC Facility Account

If you need access to an ERIC facility account, you can request access from the ERIC facility Account Administrator, who decides whether or not to grant or reject the request and, if granted, what level of access you will have. For example, you may be another staff member at the facility working on preparing the emissions inventory, or you may be a consultant hired to assist in the inventory preparation.

Use the following process to request access to an ERIC facility account:

1.   Navigate to the ERIC business portal and log in (see steps 1 through 4, above in Section 2.4).

2.   At the bottom of the page, use the link to *Request Access to a Facility* (see step 5 above in Section 2.4).

3.   You will be presented with two options for requesting access. Select the option labeled *I am an employee of the facility owner, or a designated consultant*:

4.   You are prompted to enter the AI numbers you want to access (use a comma separated list if you are requesting access to more than one account). You are also notified that your portal account information (name and email address) will be made available to the Administrator of the account(s) to which you are requesting access.

5.   Click the *Submit* button to continue.

6.   The ERIC system will display the AI numbers to which you have requested access and the owners of the ERIC facility accounts for those AIs. Confirm that the owner for the ERIC facility account is the correct owner to which you want your request to go to. Make sure you select the correct owner organization for AIs that have more than one account, then click *Confirm* to submit the request:

7.   Your request will be added to the ERIC facility Account Administrators' "User Administration" screen for the account(s) you have requested and any existing Account Administrators will receive an email notifying them of the pending request.

Once you have requested access, you may contact the ERIC facility Account Administrator to let them know you have requested access to their account. The system will automatically send an email to all account administrators for the accounts you have requested; however, those individuals may opt out of these automated emails so you will not know if they have been notified of your request. You will not be automatically notified if your request is approved or rejected – it is up to you and the account administrator(s) to communicate on these requests. **If you do not know who the ERIC facility Account Administrator is, contact LDEQ (see Section 1.3) with the AI number and owner name and request the name and/or email of the ERIC facility Account Administrator. If the ERIC facility Account Administrator is no longer associated with the AI, contact LDEQ (see Section 1.3) with the AI number and owner name and let staff know that the ERIC facility Account Administrator is no longer associated with the AI and request a new pre-registration code.**

If an ERIC facility account does not exist for an AI, the note below is displayed. You should contact LDEQ (see Section 1.3) to have the ERIC facility account established.

Your user account may have access to multiple ERIC facility accounts. When you log in to ERIC, you will be presented with a drop down menu of accounts to which you have access. At any time, you can change the account you are working on using a drop down menu at the bottom of the ERIC home page:

If your user id has access to 50 or fewer ERIC facility accounts, the account selection box will behave as a simple dropdown menu. However, if you have access to more than 50 ERIC facility accounts the account selection box will switch to a search box that allows you to find a specific account by AI number, AI name, or owner company name, as described below.
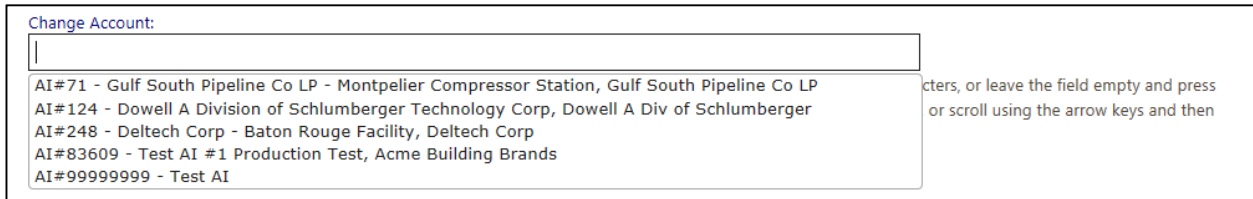
To select an account to work on, click in the Change Account box then start typing the AI number or AI name you are looking for. After typing at least two characters (and after a brief pause during which a "loading" symbol is displayed at the right end of the Change Account box), a list of matching entries will appear. You can use the up and down arrows on the keyboard to highlight the entry you want then press the Enter key to select it, or you can use the mouse to click on a row in the matching entries list. Either method will take you to the Account Home Page for that account. If you are not sure which AI you want, just press the down arrow while the Change Account box is selected and empty, and the list of all available accounts will appear (based on your user access privileges).
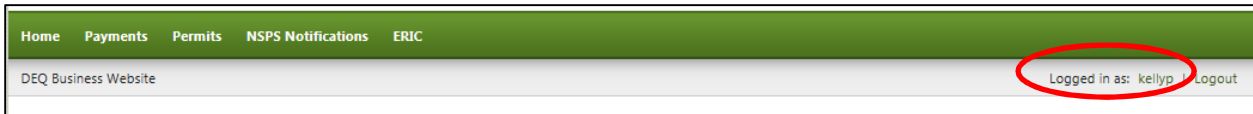

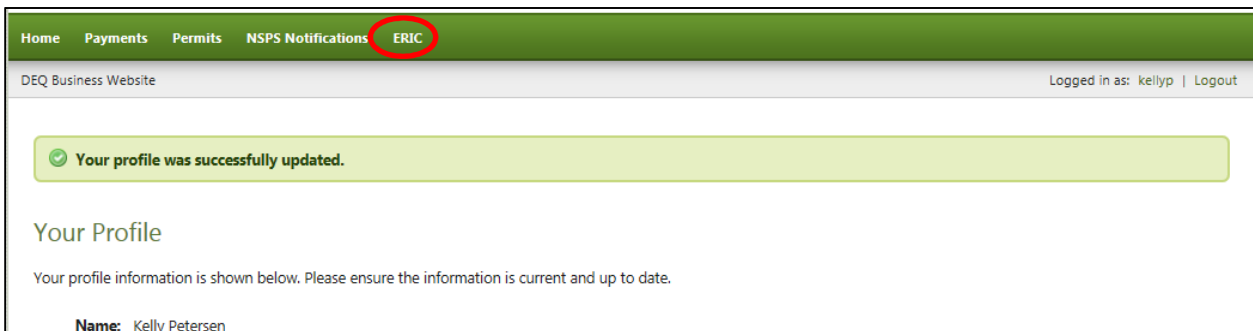## 2.6 Business Portal User Account Management

Once you have logged in to the LDEQ business portal, you can manage your user account (password and contact information) by clicking on your user name.

From the Your Profile page, click on the "Update your profile information" button, then click on any info block to edit that piece of information. When you are done, press at "Update profile and continue" at the bottom of the page.

After the confirmation of the successful profile update, click on the ERIC link to get back to ERIC.
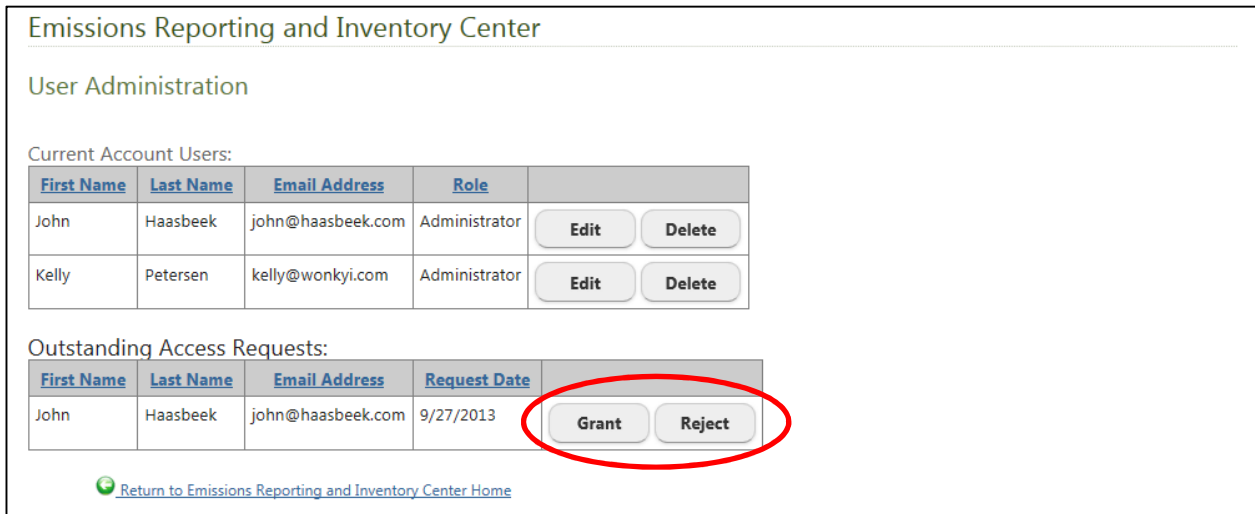

2.7 ERIC User Management

The user management functions available to the ERIC facility Account Administrator are reached using the User Administration link at the bottom of the ERIC home page:
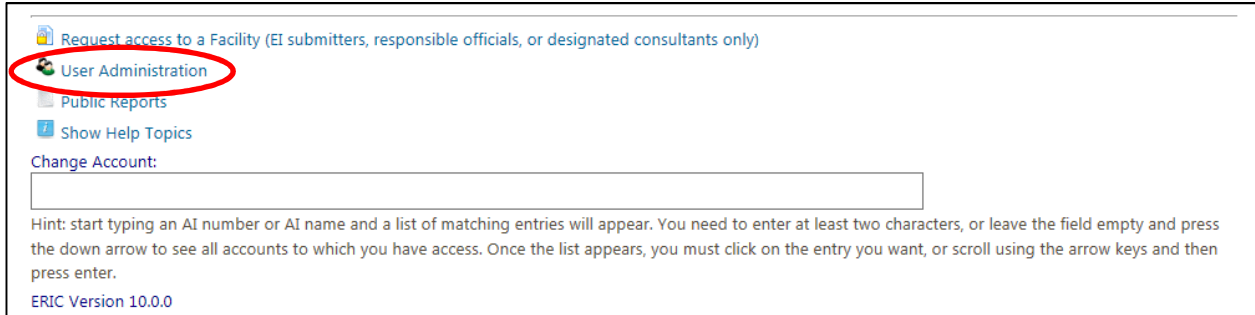
The User Administration page shows a list of current portal users that have access to the ERIC facility account, and a list of pending access requests:

You can grant or reject access requests using the *Grant* and *Reject* buttons in the Outstanding Access Requests list (see above). Selecting *Reject* deletes the access request from the list. Selecting *Grant* moves the portal user's account from the Outstanding Access Requests to the Current Account Users list with a role of Reader (see below). If you wish the user to have a user role other than Reader, you must modify the role.

Although the system automatically emails the account administrators when someone requests access to their account, it does not automatically notify the requestor once the request is granted or rejected.

To modify a user's role, click the *Edit* button on the user's row in the Current Account Users list. Use the drop down menu in the Role column to select the role you want the user to have, and click *Save* (or *Cancel* to discard the changes). To delete a user's role completely, click the *Delete* link in the user's row.

You can grant the same role to multiple users. However, you may not list the same user twice with the same role but you can have the same user listed with two different roles; for example, you may have the same user listed as Administrator and Manager. Also, you cannot change or eliminate your own Administrator role unless there is another user account with Administrator privilege (each ERIC facility account must have at least one Administrator).

2.8　　ERIC User Roles

The ERIC system allows for four user roles – each user role defines what that user can do in the ERIC system:

Reader – This is the default user role assigned upon granting access to a requestor. This role provides read-only access to your ERIC data. Users with this role can view your inventories and can download the data to a spreadsheet, but they **cannot** edit any data, upload new inventory data, or submit the inventory.

Manager – This role provides editing privileges on your ERIC data. Users with the Manager role can edit data, upload inventory data in Excel format, create new inventories, edit existing inventories, revise old inventories, and submit inventories. Managers do not have access to User Administration functions and therefore, **cannot** grant user access or modify user roles, nor can they certify inventories online (when available).

Administrator – This role is the same as the Manager role with the addition of access to the User Administration functions. Administrators can access the User Administration functions and therefore, can grant user access or modify user roles. However they **cannot** they certify inventories online (when available).

To assist you with any questions you may have in preparing your inventory, internal LDEQ emissions inventory staff automatically have Reader role on all ERIC facility accounts which allows them to view your data and help with any issues you may have. In order to better assist you, there may be circumstances in which LDEQ staff need more than Reader role on your ERIC facility account. LDEQ staff may then request and must be granted access to the ERIC facility account as the Manager role by an existing Administrator.

2.9　　ERIC System Email Notification Preferences

There are six types of email notifications associated with ERIC:

1. **Validation Complete Notification** – An automated email may be sent to the user running the validation process from the Validation Summary screen. This email is sent when the user checks the box to "Send me an email when the job has finished."
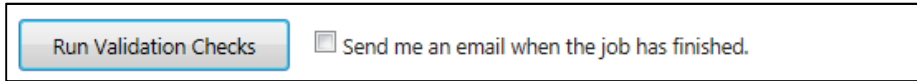
2. **Online Submittal Acknowledgement** – When you electronically submit an inventory an automated email may be sent from ERIC that acknowledges your submittal and reminds you to have a printed copy of the certification statement signed by a responsible official and mailed to LDEQ. This email is sent when the user check the box to "Send submittal acknowledgement email".
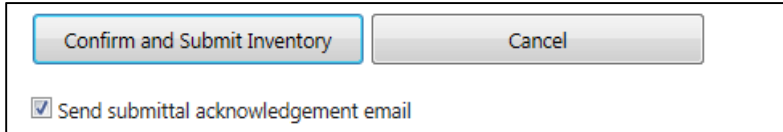
3. **Certification Statement Received Notification** –When your paper Certification Statement has been received and entered into the ERIC database by LDEQ an automated email is sent to inform the user that submitted the inventory.

4. **Access Request Notification** – An automated email is sent to all account Administrators when someone requests access to an account.

5. **Email Preference Update Notification** – An automated email is sent to let you know that your email preferences were updated. You cannot opt out of these emails unless you join the "Global Unsubscribe" list (see below).

6. **General Notifications** – Email notifications are periodically sent from LDEQ emissions inventory staff regarding the ERIC system and other emissions inventory related information.

When you log in to ERIC, you will see an option at the bottom of the page where you can manage your email preferences:

On the Email Notification Preferences page you can choose which optional ERIC emails you receive. You can also choose to unsubscribe from all ERIC related emails using the Global Unsubscribe list. The Global Unsubscribe list overrides all other options and lets ERIC and the Emissions Inventory staff know that you do not want to receive any ERIC related emails or notifications.

Note that the Global Unsubscribe list is based on email address and is not specifically linked to your business portal user account. If you change the email address on your portal account, you will need to re-join the global unsubscribe list with your new email address.

Emissions Reporting and Inventory Center

User Email Notification Preferences

Email Notification Preferences for Haasbeek, John (user id 1757)

Email Address	john@haasbeek.com	You can not change your email here (click on your user name at the top right of this page to change your online profile information).
General Notifications:	☑	Indicates whether you want to receive general email notifications from the ERIC system and staff.
Certification Received Notifications:	☑	Indicates whether you want to receive email notifications from the ERIC system when certification statements are received.
Access Request Notifications:	☑	Indicates whether you want to receive email notifications from the ERIC system when users request access to an account for which you are an administrator.
On Global Unsubscribe List:	☐	Indicates whether you have opted out of all emails. If this is checked, the options above will be ignored. If you change your email address, you will need to come back to this page and reset this flag to join the global unsubscribe list again.
	Save	

🌐 Return to Emissions Reporting and Inventory Center Home