



Department of  
Natural Resources



# Account Registration Instructions For Responsible Officials

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Iowa Department of Natural Resources  
Air Quality Bureau  
6200 Park Ave Ste 200  
Des Moines, IA 50321

**Contact the Iowa EASY Air Help Desk**  
email: [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov)  
Or call (515) 725-9569 or (515) 725-9547

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To access Iowa DNR’s Environmental Application System for Air (Iowa EASY Air), users must first register and then log into the system to complete their account. This document explains how to register as a Responsible Official (RO) in Iowa EASY Air, sign into the system, and access your account information.

## 1. Iowa EASY Air Website Login

Use a reliable Internet connection and a current web browser (e.g. Edge, Chrome, Firefox, Safari, Opera IE 11, etc.) to access the login page of the [Iowa EASY Air](#) website. When the screen shown in Figure 1 appears, you will need to determine if you need a new account or if you already have an account.

Obtaining a User Name and password requires self-registering for the system. Make note of the bottom check marked section (circled in red) before creating a new account, as you may already have a migrated account.

This document covers the steps to take for a new user to set up a new account.

**Facility/Public Login**

User name

Password

**Login**

[Create a new account](#)

[Forgot your login user name or password?](#)

Release Date: March 13, 2023  
 Version: 4.0023.0313.24925

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EASY Air Website is secured by

VIKINGCLOUD TRUSTED COMMERCE  
 CLICK TO VALIDATE

**System User Guide**

[Public Inquiry Portal: Search for Applications and Permits Submitted in EASY Air](#)

**Welcome to Iowa EASY Air, the Iowa DNR Environmental Application System for Air.**

In Iowa EASY Air you can:

- Search for Active Applications, Issued Construction and Title V Operating Permits, and Permits seeking public comment through the Public Inquire Portal (link above);
- Establish a user account to manage and monitor your current and historical submittals;
- Apply for air construction permits, permit modifications, registrations, determinations, pre-applications, and template permits online;
- Apply for Title V operating permits, modifications, and pre-applications online;
- Pay permit application fees and invoices (except for the annual Title V emissions fee);
- Submit Start of Construction and Start of Operation forms.
- Iowa EASY Air does not replace SLEIS for emissions inventory submittals.

**Getting Started** Before you begin your online application answer these four “EASY” questions:

- ✓ Does your facility exist in Iowa EASY Air?  
 If this is a new facility or you don’t see your existing facility, fill out the [Iowa EASY Air Facility Number & Name Change Form](#) and email the form to [easyair\\_fn@dnr.iowa.gov](mailto:easyair_fn@dnr.iowa.gov) to get started.
- ✓ Do you have a Responsible Official (RO) User Account in Iowa EASY Air?  
 Only a facility RO can submit applications in the system. ROs may use the preferred [e-Verify option](#) through EASY Air to create their account or can submit a paper [Electronic Signature Agreement \(ESA\)](#) and email the form to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).
- ✓ Will someone other than the RO be completing the application in Iowa EASY Air?  
 ROs can designate others to complete the application by [granting access to their facility](#). The Preparer designated by the RO must first create their account in Iowa EASY Air.
- ✓ Have you previously used SLEIS, Iowa DNR’s emissions inventory reporting system?  
 If you have used SLEIS you already have an account in Iowa EASY Air. To activate your account click on the [“Forgot your login user name or password?”](#) link under the login button and follow the directions to have a temporary password e-mailed to you.

**Need Assistance** If you need assistance please visit our [eAirServices website](#) for useful guides and FAQs or contact the Iowa EASY Air Help Desk at:

[easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov)  
 Kevin Connolly – 515-725-9569  
 Jessica Reese-McIntyre – 515-725-9547

If you had a SLEIS account prior to November 2019, your information was migrated into an Iowa EASY Air account. If you did not have a SLEIS account, you will need to create a new Iowa EASY Air account.

Figure 1 - Iowa EASY Air Website Login Page

## 2. Self-Registration

Click on **“Create a new account”** (Figure 2). Follow instructions 2.1 – 2.7 to register.

Figure 2 - Access Self – Registration

### 2.1 Fill in General Information

The registrant needs to complete all required fields in Figure 3 (denoted with a red asterisk). If you wish to receive text messages from the system, enter a mobile phone number and select your cellular provider (If your provider is not listed, please notify the Help Desk). When finished, click the blue **“Next>>”** button

Figure 3 - Fill in General Information

## 2.2 Indicate Account Type

There are two user account types having different roles. An explanation of each of these roles is provided below (Table 1). The RO user role has additional privileges above the level of the Preparer.

**Table 1 - Account Types in Iowa EASY Air**

User Type	Account Privileges
Responsible Official (RO)	<ul style="list-style-type: none"> <li>▪ Will be issued a PIN once their account privileges are approved by IOWA DNR</li> <li>▪ Certify and submit an electronic data entry form in Iowa EASY Air</li> <li>▪ Manage Preparers and Consultants</li> <li>▪ View and prepare an electronic data entry form in Iowa EASY Air</li> <li>▪ View submitted data in Iowa EASY Air</li> <li>▪ Keep track of the status of submitted records</li> </ul>
Preparer	<ul style="list-style-type: none"> <li>▪ View and prepare an electronic data entry form in Iowa EASY Air</li> <li>▪ View submitted data in Iowa EASY Air</li> <li>▪ Keep track of the status of submitted records</li> </ul>

If you are uncertain as to which role applies to you, contact the EASY Air Helpdesk at (515) 725-9569 or (515) 725-9547; or send your inquiry to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).

Choose the “Responsible Official” user role (Figure 4). Select one or both of the Submittal Group(s) for the user (circled checkbox). This determines the types of applications the RO may submit to the Air Quality Bureau. Select either RO for Construction or RO for Title V or RO for both. When you make a choice in either Submittal Group, the Associated Facility List will open.

**CREATE ACCOUNT**

For a public user to create a new user account. (\*) Denotes a required field.  
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.  
 The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.  
 Responsible Official Definition - [40 CFR 122.22](#)

\* Account group:  Preparer  Responsible Official

\* Submittal Group:   Responsible Official for Construction  Responsible Official for Title V

**Figure 4 - Select Account and Submittal Groups**

### 2.3 Associate Facility or Facilities

As a RO (Responsible Official), the user may now associate a facility or facilities to his/her account (Figure 5). If your facility is not found after searching, complete and submit the [Facility Number & Name Change Form](#) (DNR Form 542-1056) using the highlighted link in Figure 5.

**CREATE ACCOUNT**

For a public user to create a new user account. (\*) Denotes a required field.  
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.  
 The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.  
 Responsible Official Definition - [40 CFR 122.22](#)

\* Account group:  Preparer  Responsible Official

\* Submittal Group:  Responsible Official for Construction  Responsible Official for Title V

**Associated Facility List**

Based off your Account Type, as you associate your facility, it will determine what submittals are available to you. Please click the "Associate Facility" button and search based on the information for your facility.  
 If you do not see your submittal types, please contact your Iowa EASY Air Help Desk at [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).  
 To associate a **New Facility** or if you wish to process a **Facility Name Change**, follow the link and complete the form.  
 Submit the form to the IDNR - Air Quality Bureau. [EASY Air Facility Number & Name Change Form](#)

Name	Mailing Address	Physical Location	Submittal Type	Source	Status
<b>Associate Facility</b>					

Back To Login << Previous Next >>

Figure 5 - Associate Facility

Click on the yellow "Associate Facility" button to launch a search window (Figure 6).

Figure 6 (below) displays on top of Figure 5. When associating a facility, the user can search the facility based on Facility Name, Address or Facility Number. Choose **one field** to search and click the blue "Search" button.

**Search Facility**

Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. You can enter part of the facility name or/and address or the full facility name or/and address to search for the desired facilities.

Facility Name:  Address:   Facility Number:

**Search** To go to the next step you need to find your facility using one of the search parameters above and then click the Search button.

Close

Responsible Official for Construction  Responsible Official for Title V

**Associated Facility List**

Based off your Account Type, as you associate your facility, it will determine what submittals are available to you. Please click the "Associate Facility" button and search based on the information for your facility.  
 If you do not see your submittal types, please contact your Iowa EASY Air Help Desk at [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).  
 To associate a **New Facility** or if you wish to process a **Facility Name Change**, follow the link and complete the form.  
 Submit the form to the IDNR - Air Quality Bureau. [EASY Air Facility Number & Name Change Form](#)

Name	Mailing Address	Physical Location	Submittal Type	Source	Status
<b>Associate Facility</b>					

Figure 6 - Associate Facility Search

If your search returns no facilities, Figure 7 indicates the result and informs the user to contact the Iowa DNR Air Quality Bureau.

Search Facility

Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. You can enter part of the facility name or/and address or the full facility name or/and address to search for the desired facilities.

Facility Name:  Address:  Facility Number:

To go to the next step you need to find your facility using one of the search parameters above and then click the Search button.

**No facility found. If you need further assistance please contact your permit administrator.**  
Air: 877-247-4692

Figure 7 - Associate Facility Search - No Facilities Found

A search for EASY AIR will retrieve facility list from Iowa DNR's State Facility Database (Figure 8).

Search Facility

Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. You can enter part of the facility name or/and address or the full facility name or/and address to search for the desired facilities.

Facility Name:  Address:  Facility Number:

Select Page All

1 - 1 of 1 displayed, total item(s)

Select	Facility Number	Name	Physical Location	Mailing Address	Submission Type
<input checked="" type="checkbox"/>	99-99-998	Iowa EASY Air Test Site	6200 Park Ave , Des Moines , IA 50321	6200 Park Ave , Des Moines , IA 50321	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> Construction - Aggregate Processing Plant <input type="checkbox"/> Construction - Bulk Gasoline Plant <input checked="" type="checkbox"/> Construction - Concrete Batch Plant <input type="checkbox"/> Construction - Group 1 Grain Elevator <input type="checkbox"/> Construction - Group 2 Grain Elevator <input type="checkbox"/> Construction - Hot Mix Asphalt Plant <input checked="" type="checkbox"/> Construction - Paint Booth Permit-by-Rule <input checked="" type="checkbox"/> Construction Determination <input type="checkbox"/> Construction Plantwide Applicability Limitations (PAL) <input checked="" type="checkbox"/> Construction Pre-Application <input checked="" type="checkbox"/> Construction Rescission <input checked="" type="checkbox"/> Construction Standard Application <input checked="" type="checkbox"/> Start of Construction <input checked="" type="checkbox"/> Start of Operation <input checked="" type="checkbox"/> Title V Application <input type="checkbox"/> Title V Pre-Application

Figure 8 - Select Facility from Facility List

Use the checkboxes to identify the facilities and types of applications (submissions) the RO will submit. When all facilities and submission types have been selected, click the blue "OK" button.



A confirmation window will appear at the top of the screen (Figure 9), click the blue “OK” button.

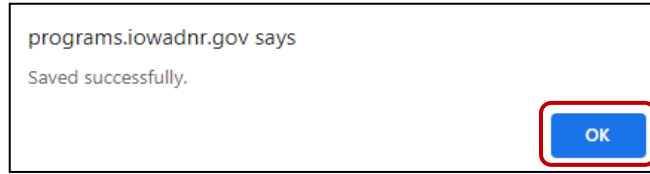


Figure 9 – Facility Selection Confirmation Screen

Figure 8 will appear again, scroll to the bottom of the screen and click the gray “Close” button.

After clicking the gray "Close" button, the user will be returned to the screen from Figure 5, but will now show the facilities and permit submission types that were selected (Figure 10).

**CREATE ACCOUNT**

For a public user to create a new user account. (\*) Denotes a required field.  
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.  
 The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.  
 Responsible Official Definition - [40 CFR 122.22](#)

\* Account group:  Preparer  Responsible Official

\* Submittal Group:  
 Responsible Official for Construction  Responsible Official for Title V

**Associated Facility List**

Based off your Account Type, as you associate your facility, it will determine what submittals are available to you.  
 Please click the "Associate Facility" button and search based on the information for your facility.  
 If you do not see your submittal types, please contact your regulatory representative.  
 To associate a **New Facility** or if you wish to process a **Facility Name Change**, follow the link and complete the form.  
 Submit the form to the IDNR - Air Quality Bureau. [EASY Air Facility Number & Name Change Form](#)

	Name	Mailing Address	Physical Location	Submittal Type	Source	Status
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Construction - Aggregate Processing Plant	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Construction - Concrete Batch Plant	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Construction Determination	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Construction Plantwide Applicability Limitations (PAL)	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Construction Standard Application	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Rescission	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Start of Construction	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Start of Operation	Non-Registered Entity	Pending
✘	IOWA EASY AIR TEST SITE	502 E 9th St , Des Moines , IA 50319	502 E 9th St, Des Moines, IA, 50319	Title V Application	Non-Registered Entity	Pending

**Associate Facility**

Back To Login << Previous **Next >>**

Figure 10 - Select Facility from Facility List

Click the blue “Next>>” button to continue the registration process in Section 2.4.

### 2.4 Select and answer Security Questions

The RO must assign answers to five security questions (Figure 11). These are required as part of the Certification process to submit a permit application through Iowa EASY Air. The questions and answers may be changed in the user's profile page within EASY Air back in Figure 3.

#### CREATE ACCOUNT

For a public user to create a new user account. (\*) Denotes a required field.  
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.  
 The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.  
 Responsible Official Definition - [40 CFR 122.22](#)

**\* Security Questions**

One of the following security questions will be referenced during the application submission process. Please answer all five questions below with unique responses.

Answers to the security questions are case sensitive.

**Question 1:**  
 ▼  
 Answer:

**Question 2:**  
 ▼  
 Answer:

**Question 3:**  
 ▼  
 Answer:

**Question 4:**  
 ▼  
 Answer:

**Question 5:**  
 ▼  
 Answer:

**Question 3:**  
 ▼  
  
  
  
  
  
 Answer:

Back To Login
<< Previous
Next >>

Figure 11 - Security Questions

There are 5 questions in the 5 question groups (see insert, Figure 11). Choose questions and answers that are easy for you to remember but difficult for others to guess. Click on the blue **"Next>>"** button when complete.

### 2.5 Pass Picture Verification


Enter the characters you see in Figure 12 (case sensitive). The characters are drawn so that it is possible for a person to recognize them, but very difficult for a program to. This helps us prevent automated programs from creating large numbers of accounts and sending spam. Use the recycle button to have a new verification picture generated if the original picture is unclear. Then move down to the Identity Proofing section at the bottom of the page.

**CREATE ACCOUNT**

For a public user to create a new user account. (\*) Denotes a required field.  
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** textbox in General Information page.  
 The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.  
 Responsible Official Definition - [40 CFR 122.22](#)

**Picture Verification**

Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to recognize them, but very difficult for a program to. This helps us prevent automated programs from creating large numbers of accounts and sending spam.



\* Enter the characters you see (case sensitive; no spaces):

Figure 12 - Picture Verification

### 2.6 Select Identify Proofing Option

There are two types of user Identity Proofing in Iowa EASY Air shown in Figure 13. The e-Verify option uses a 3<sup>rd</sup> party identity verification company that is also used with submitting electronic records directly to the U.S. Environmental Protection Agency (EPA). The other method is by a paper Signature Agreement (ESA) Form, validated by the Iowa DNR Air Quality Bureau. Both options are explained below.

**Identity Proofing**

The System needs to verify your identity in order to grant you the Responsible Official privilege for the submittal types you have requested. You have these options to complete the verification as listed follows:

(1) **E-Verify Option:** You will be asked to provide your home address, birth date, and last 4 digits of Social Security Number for the System to verify your identity. If you have moved in past 6 months, please use your previous home address before your last move. The E-Verify will complete the verification online. If successful, you will be informed promptly and can start using your account to certify/submit documents to the Agency. Due to security reasons, the System will only allow you for three tries. If the E-Verify is not successful, it means the System is unable to authenticate your identity with the data you provided. In this case, please follow the ESA option to complete your identity proofing. The E-Verify option is recommended for time sensitive submittals, such as applying for general permits or to expedite requests.

(2) **ESA Option:** You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency at the address shown on the ESA. The Agency will verify your identity and make a decision on your RO request. You will receive an email notification after an Agency's decision is made. The ESA will take some time because it involves the mail delivery, paper handling, human checks, and data entries. If you have not received any feedback for 6 weeks after submitting your ESA, please contact the Agency to follow up.

Back To Login
<< Previous
Proceed with e-Verify Option
Proceed with ESA Option

Figure 13 - User Verification Options

### 2.6.1 e-Verify Option

Click on the green **“Proceed with e-Verify Option”** button in Figure 13 to launch the connection to LexisNexis. Follow the instructions on screen to enter the validation information shown in Figure 14. Select the **“Continue Registration Process”** button when all information is completed.

Validation Information

Sample Data

**Authorized Representative**

\* Last Name:  \* First Name:  Middle Name:  \* SSN (Last 4):

\* Home Address 1:  Home Address 2:

\* Home City:  \* Home State:  \* Home Zip:

\* Home Phone (555-555-5555):  \* Date of Birth (MM/DD/YYYY):

**e-Verify Help Message (Your account has 3 opportunities to use e-Verify option):**

1. You have 3 opportunities to use e-Verify to authenticate your identity. If successful, your account will be automatically approved for submitting reports. If you fail after 3 attempts, you must use the ESA option and submit your paper request which will take a bit longer to get approval.
2. Make sure your data is complete and accurate. You need to use your residence address and your legal name (identical to one used for your tax returns or driver license). If you just moved to a new location within past 6 months, use your previous residence address. The address on your account shall be your current residence address and could be different from the one you use for e-Verify.
3. Your last 4-digit of SSN and D.O.B. will only be used for this e-Verify session. The data will not be saved in the System.

You have 3 opportunity(ies) left

**e-Verify Results**

**Continue Registration Process**

Cancel

**Figure 14 - e-Verify Option - Enter User Information**

If the user passes all of the validation checks in the e-Verification process, click the blue **“Save Profile Info”** button to complete the verification. See Figure 15 for successful e-Verification in the User Account information.

**e-Verify Results**

1 - 1 of 1 displayed, total 1 item(s)

Attempt	Date of Request	Basic user info used for e-Verify	e-Verify Result
1	10/21/2023 11:48:12 AM	FirstName:John LastName:Smith MiddleName:J AddressLine1:456 Home Address AddressLine2: City:Home City State:IA Zip:12345 Phone:555-123-4567	Success: You meet the CROMERR Legal Certainty Minimum Standard using LexisNexis.

**Save Profile Info**

**Figure 15 - e-Verify Successful**

The e-Verify process makes all of your facilities and application (submittal) types active (Figure 16).

Result				
Congratulations! The System has successfully authenticated your identity and granted you the Responsible Official privilege for the submittal types you have requested.				
Associated Facility List				
ID	Name	Physical Location	Submittal Type	Status
99-99-998	Iowa EASY Air Test Site	6200 Park Ave , Des Moines , IA 50321	Construction - Aggregate Processing Plant	Active
99-99-998	Iowa EASY Air Test Site	6200 Park Ave , Des Moines , IA 50321	Construction - Concrete Batch Plant	Active
99-99-998	Iowa EASY Air Test Site	6200 Park Ave , Des Moines , IA 50321	Construction - Paint Booth Permit-by-Rule	Active
99-99-998	Iowa EASY Air Test Site	6200 Park Ave , Des Moines , IA 50321	Construction Determination	Active
99-99-998	Iowa EASY Air Test Site	6200 Park Ave , Des Moines , IA 50321	Construction Pre-Application	Active
99-99-998	Iowa EASY Air Test Site	6200 Park Ave , Des Moines , IA 50321	Construction Rescission	Active
99-99-998	Iowa EASY Air Test Site	6200 Park Ave , Des Moines , IA 50321	Construction Standard Application	Active
99-99-998	Iowa EASY Air Test Site	6200 Park Ave , Des Moines , IA 50321	Start of Construction	Active
99-99-998	Iowa EASY Air Test Site	6200 Park Ave , Des Moines , IA 50321	Start of Operation	Active
99-99-998	Iowa EASY Air Test Site	6200 Park Ave , Des Moines , IA 50321	Title V Application	Active

Figure 16 - e-Verify Completed

In the event that the e-Verify option is unsuccessful (Figure 17 & 18) the user will be prompted to complete their account creation by using the Electronic Subscriber Agreement option shown in Figure 13.

e-Verify Results			
Attempt	Date of Request	Basic user info used for e-Verify	e-Verify Result
1	5/2/2024 5:08:40 PM	FirstName:John LastName:Smith MiddleName:J AddressLine1:456 Home Address AddressLine2: City:Home City State:IA Zip:12345 Phone:555-123-4567	Fail: You do not meet the CROMERR Legal Certainty Minimum Standard using LexisNexis.

Figure 17 - e-Verify Registration Failure

Validation Information

You have failed to use e-Verify to authenticate your identity three times. You must use the ESA option and submit your paper request to Iowa DNR

**Authorized Representative**

\* Last Name:  \* First Name:  Middle Name:  \* SSN (Last 4):

\* Home Address 1:  Home Address 2:

\* Home City:  \* Home State:  \* Home Zip:

\* Home Phone (555-555-5555):  \* Date of Birth (MM/DD/YYYY):

e-Verify Help Message (Your account has 3 opportunities to use e-Verify option):

1. You have 3 opportunities to use e-Verify to authenticate your identity. If successful, your account will be automatically approved for submitting reports. If you fail after 3 attempts, you must use the ESA option and submit your paper request which will take a bit longer to get approval.
2. Make sure your data is complete and accurate. You need to use your residence address and your legal name (identical to one used for your tax returns or driver license). If you just moved to a new location within past 6 months, use your previous residence address. The address on your account shall be your current residence address and could be different from the one you use for e-Verify.
3. Your last 4-digit of SSN and D.O.B. will only be used for this e-Verify session. The data will not be saved in the System.

You have 0 opportunity(ies) left

[Continue Registration Process](#)
[Cancel](#)

Figure 18 - e-Verify Unsuccessful

### 2.6.2 Electronic Signature Agreement (ESA) Option

Click on the blue **“Proceed with ESA Option”** button in Figure 13. This completes the Create Account process and presents Figure 18 to the user. The RO user can click the **“Print the Subscriber Agreement”** button to print to a printer or save as a PDF for Signature and mailing the ESA to the Air Quality Bureau. Then click the **“Back to Login”** button to sign into Iowa EASY Air.

**CREATE ACCOUNT**

For a public user to create a new user account. (\*) Denotes a required field.  
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.  
 The ESA will take about 5–10 business days because it involves the mail delivery, paper handling, human checks, and data entries.  
 Responsible Official Definition - 40 CFR 122.22

📢 Congratulations! Your account has been created successfully. Please check your e-mail for your **temporary password**. To have your account fully functional, please follow the procedure below

- If you have registered as a Responsible Official, please print and mail your signed 'Subscriber Agreement' to the following address:  
 Air Quality Bureau - Application Login Desk  
 Wallace State Office Building  
 502 E 9th ST  
 Des Moines IA 50319
- If you have registered as a Preparer, please inform the Responsible Official for the facility. You will be able to prepare applications, once the Responsible Official approves your account.

If you do not receive the confirmation email within the next hour, please check your Bulk or Junk Mail folder and update your rules to allow emails from DoNotReply@IOWA.us.com.  
 If you have any questions for account registration, please contact [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov)

[Print Subscriber Agreement](#)  
Please print out Subscriber Agreement, sign and mail to Agency for manual identity proofing.

[Back To Login](#)

Figure 19 - Electronic Signature Agreement (ESA) Option

### 2.7 Receive email confirmation from Iowa EASY Air

Soon after you have successfully registered, you will receive an e-mail (Figure 19) from Iowa DNR that includes your Iowa EASY Air temporary password. This user ID and password are used one time to log into the Iowa EASY Air system for the first time.

**Subject: Iowa EASY Air - New Account Notification**

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**From:** [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov) 3:42 PM (12 minutes ago)  
**To:** [J\\_J\\_Smith@example.com](mailto:J_J_Smith@example.com)

Dear John Smith:  
 Your new account has been created. Your login name is: JJSmith. Your temporary password is: rFtQtBXJ  
 Upon login, you can go to "My Account" -> "Password / PIN" to customize your password into something that will be easier for you to remember.  
 If you have any questions, please contact the Iowa EASY Air Help Desk at [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).  
 Regards, Iowa EASY Air

Figure 20 - Account Confirmation Email

### 3. Access Your Account Information

To view or make changes to your account information, log into [Iowa EASY AIR](#) (see Figure 1). Then click on the “My Account” tab (Figure 20). This page should be used to keep your Iowa EASY AIR account information up-to-date and change your password and manage your security questions. Users registered as a RO can use this section to request resetting their PIN. Figure 21 displays the information when the RO has successfully completed the e-Verify process.

Figure 21 - Access “My Account”

If you successfully e-Verified your account, the bottom section of the Basic Information screen will show the success information (Figure 22). If you used the ESA method, the section will indicate "No results found."

**e-Verify Results**

1 - 1 of 1 displayed, total 1 item(s)

Attempt	Date of Request	Basic user info used for e-Verify	e-Verify Result
1	10/21/2023 11:48:12 AM	FirstName:John LastName:Smith MiddleName:J AddressLine1:456 Home Address AddressLine2: City:Home City State:IA Zip:12345 Phone:555-123-4567	Success: You meet the CROMERR Legal Certainty Minimum Standard using LexisNexis.

**Save Profile Info**

Figure 22 - Successful e-Verify Results



#### 4. Request a New Facility Number or Process a Facility Change

When adding facilities to an applicant's user account (see section 2.3), either during new account creation (Section 2) or managing an existing account (Section 3), there are times when the search function does not return any facility records. One of the possibilities for this is that the facility does not exist in the database.

This may be due to a couple of reasons:

1. The application is for a facility that is new or construction is planned in the future. It may be that the facility exists but has never had any permitting done and therefore also does not exist in the database.
2. The facility has undergone an ownership change and the new name has not been entered in the database.

In both of these cases, the applicant will either need to request a facility number for the “new” facility, or request a facility name change.

When this occurs, the applicant should download the [Iowa EASY Air Facility Number & Name Change Form](#) (DNR Form 542-1056, from the Air Quality Bureau's [eAirServices](#) webpage or from within the [Iowa EASY Air](#) application.

**If you have questions, please contact the Iowa EASY Air Help Desk**  
by sending an email to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).  
Or, call (515) 725-9569 or (515) 725-9547