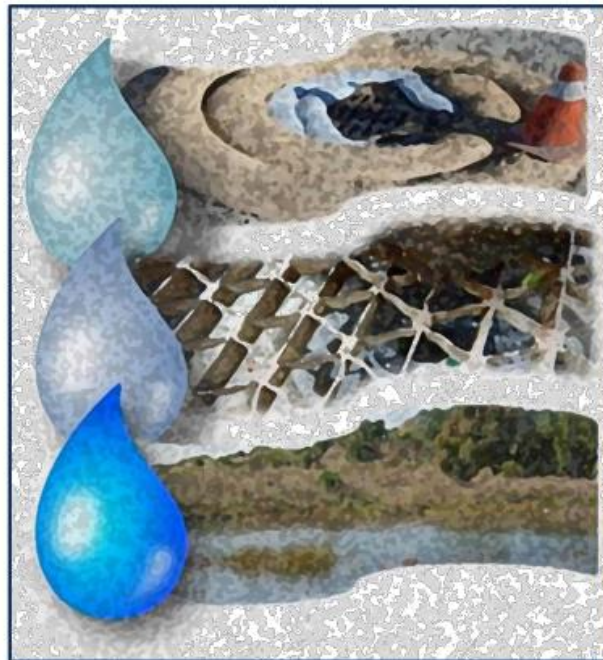


**DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE
APPLICATION AND REPORT TRACKING SYSTEM (SMARTS)
DATABASE**

**LEGALLY RESPONSIBLE PERSON
USER REGISTRATION**

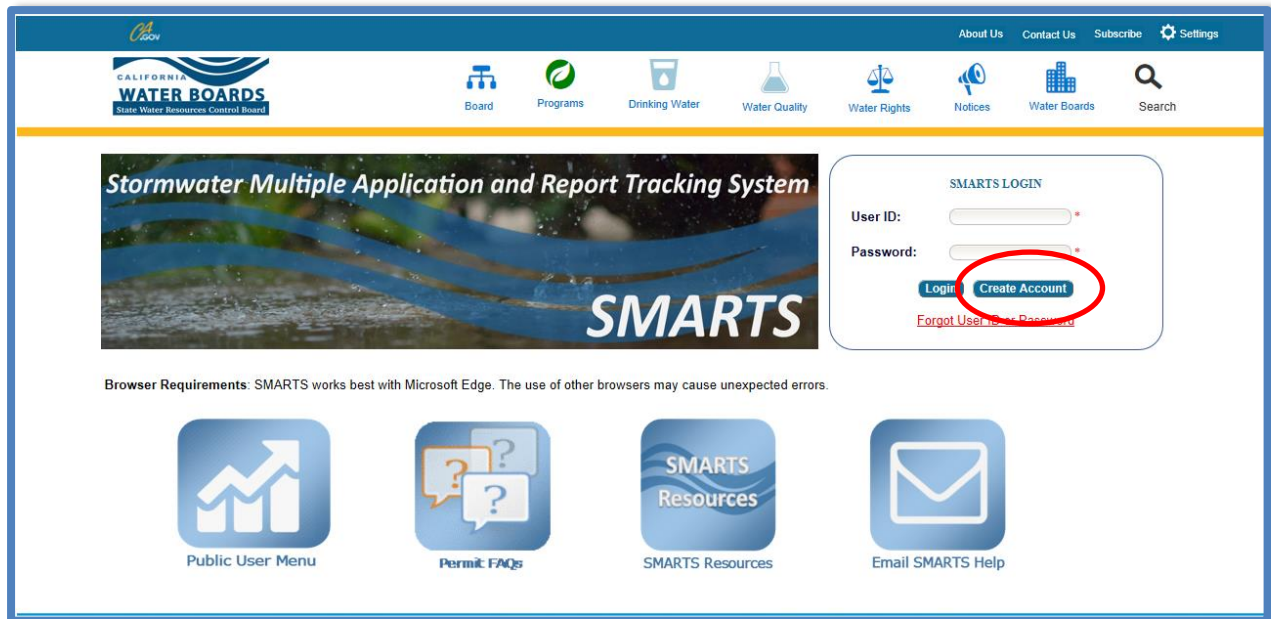


Last Revised: August 2024

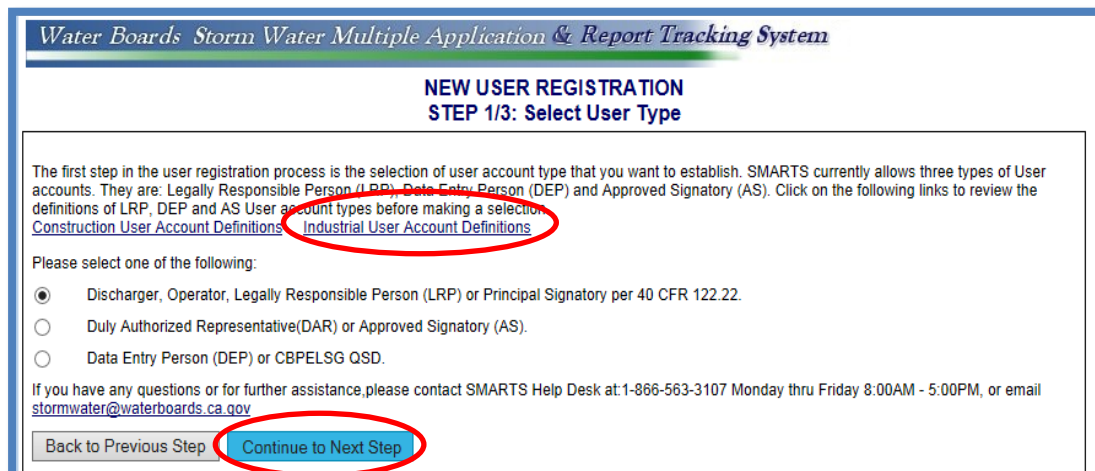
SMARTS Legally Responsible Person User Registration Steps

1. Log into [SMARTS](https://smarts.waterboards.ca.gov) (<https://smarts.waterboards.ca.gov>) and select “Create Account”.

Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors.



2. Read the User Account Definitions on this page prior to selecting a User Account type. Select the User Account¹ type and “Continue to the Next Step”.



¹ **NOTE:** Only a Legally Responsible Person (LRP) may claim or create an organization record.

3. Select the option "I am not associated with any organizations or businesses currently registered in the SMARTS system and would like to create new record".

If the user is replacing an LRP for an existing organization, please see the guide: Replacing an Legally Responsible Person (LRP) for an existing organization. (https://www.waterboards.ca.gov/water_issues/programs/stormwater/smarts/general/docs/replace_lrp_help_guide.pdf).

Water Boards Storm Water Multiple Application & Report Tracking System

NEW USER REGISTRATION
Select LRP Type

Please select one of the following:

I am not associated with any organizations or businesses currently registered in the SMART System and would like to create a new record.

I am replacing an LRP for an existing organization or business registered in SMARTS with active WDID numbers. I have a Secret Code Number(SCN) issued by the State Water Resource Control Board.

If you have any questions or for further assistance, please contact SMARTS Help Desk at: [\(866\)-563-3107](tel:866-563-3107) Monday thru Friday 8:00AM - 5:00PM, or email smarts@waterboards.ca.gov.

4. Enter the information required and click "Continue to Next Step".
Note: User ID's are case and space sensitive.

Water Boards Storm Water Multiple Application & Report Tracking System

NEW USER REGISTRATION
Step 2/3: User Account Details

: Enter User Account Details

The next step in the registration process is to provide your user account details. The User ID along with a Password will be sent to the e-mail address entered below. You will need this User ID and Password to log into SMARTS. Please verify that the e-mail address is valid and accurate.

User Account Details: (An * indicates a required field)

First Name: *

Middle Name:

Last Name: *

Title: *

Email: * (abc@xyz.com/abc@xyz.net)

Re-enter Email: * (abc@xyz.com/abc@xyz.net)

Work Phone: * Ext: (999-999-9999)

Mobile Phone: (999-999-9999) - Use this number to receive the text password reset.

User ID: *
(Enter user ID between 7 - 16 characters. Use the button to verify if the User ID is already taken.)

Password: System will generate the password and send you via email.

Business/Agency Details:

Business Type: *

Business Name: * (Do Not use Abbreviations, use Legal Business Name)

Business Address: USA Address International Address

Street Address: * (Enter PO Box in Street Address field.)

Address Line 2:

City, State, & Zip: * CA * Zip: *

Country:

Federal Tax Id: * (99-9999999)

5. Select the security questions and enter the answers. The security question and answer are used when certifying applications, reports, or other documents in SMARTS.

Enter a Personal Identification Code (PIC). The PIC is a unique sequence of numbers and/or words selected by the user.

Water Boards Storm Water Multiple Application & Report Tracking System

NEW USER REGISTRATION
Step 2/3: User Account Details

: Enter User Account Details

The next step in the registration process is to provide your user account security details. Please choose the security questions, the respective answer & complete the form.

Identification Verification Security Questions:

Please select and answer the Identification Verification Security questions below. These questions will be asked in the event you misplace your password.

Security question: *

Answer:

Security question: *

Answer:

Security question: *

Answer:

Security question: *

Answer:

Security question: *

Answer:

Personal Identification Code:

The Personal Identification Code is a set of numbers or letters used to authenticate the user when contacting the Water Boards regarding your SMARTS account. Once set, the PIC cannot be changed or retrieved. If a user forgets their PIC, a new user account must be created.

Server Security Letters:

ASZ0WH * Security Image characters are not case-sensitive

I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I am also aware that my user ID, password and answer to a security question constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. I certify that I have not violated any term in my Electronic Signature Agreement and that I am otherwise without any reason to believe that the confidentiality of my password and challenge question answers have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

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

If you have any questions or for further assistance, please contact SMARTS Help Desk at [1-866-563-3107](tel:1-866-563-3107) Monday thru Friday 8:00AM - 5:00PM, or email stormwater@waterboards.ca.gov.

Continue to Complete Registration

6. Once the user registration is completed, an email with a temporary password is sent. Log in using the temporary password and set a new password. The temporary password is only valid for 72 hours.

Note: Password are case sensitive.

Water Boards Storm Water Multiple Application & Report Tracking System

NEW USER REGISTRATION
Step 3/3: Acknowledgement

Acknowledgement

This completes your user registration process: Your user account has been successfully created in SMARTS.

Your User ID, Password, and instructions for logging into SMARTS have been sent to you via e-mail.
Please check your e-mail account and log into SMARTS using the User ID and Password provided.
If the e-mail is not received within a reasonable amount of time, please contact the Storm Water Help Desk at the phone number provided below.

To log into SMARTS, enter the following address into your browser or click on the link: <https://smarts.waterboards.ca.gov/>

If you have a WDID, and Water Board sent Secret Code Number, please link those WDIDs to your user account after logging into SMARTS. If you have a WDID but have not received a SCN, please contact the SMARTS Help Desk at 1-866-563-3107. You must have a SCN to link a WDID to your account.

The e-mail includes instructions on how to link existing WDIDs and Data Entry Person (DEP) user accounts to your account. Until a DS account is linked to a LRP account, the DS cannot enter data into SMARTS on behalf of that LRP.

If you have any questions or for further assistance, please contact SMARTS Help Desk at: 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email stormwater@waterboards.ca.gov.

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