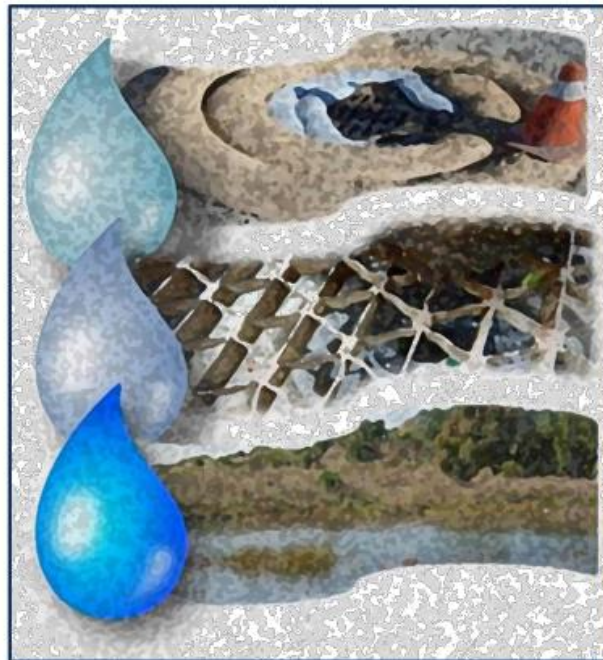**DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE APPLICATION AND REPORT TRACKING SYSTEM (SMARTS) DATABASE**

LEGALLY RESPONSIBLE PERSON USER REGISTRATION
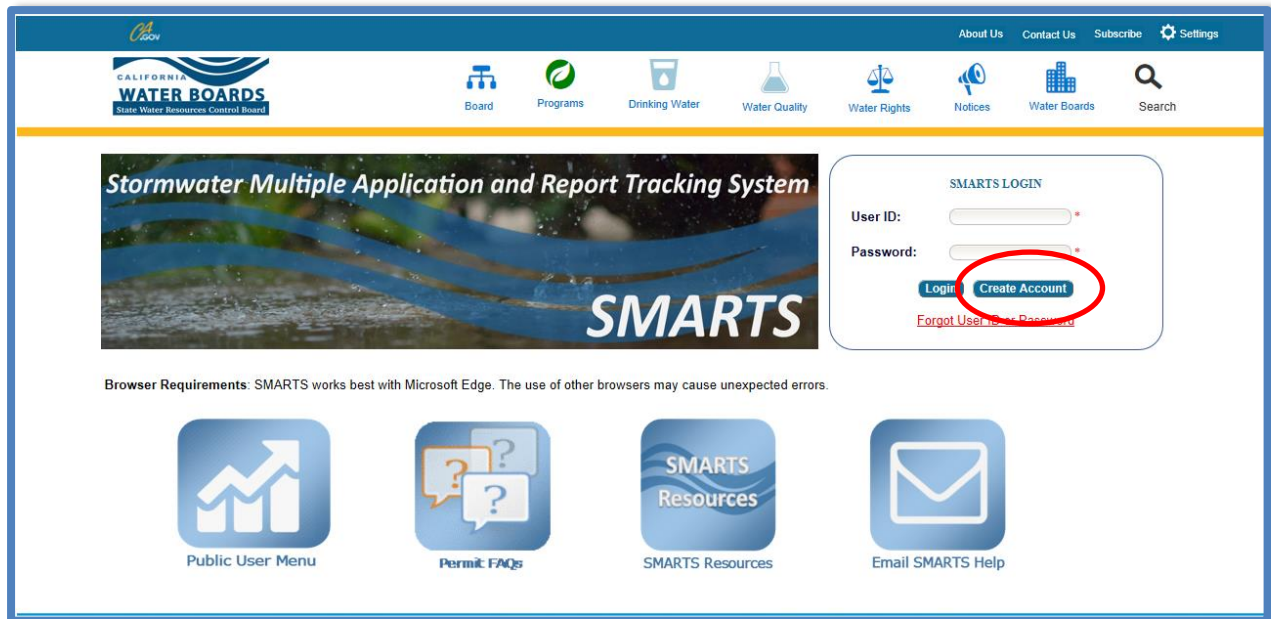

Last Revised: August 2024

SMARTS Legally Responsible Person User Registration Steps

1. Log into SMARTS (https://smarts.waterboards.ca.gov) 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 Account[1] type and "Continue to the Next Step".

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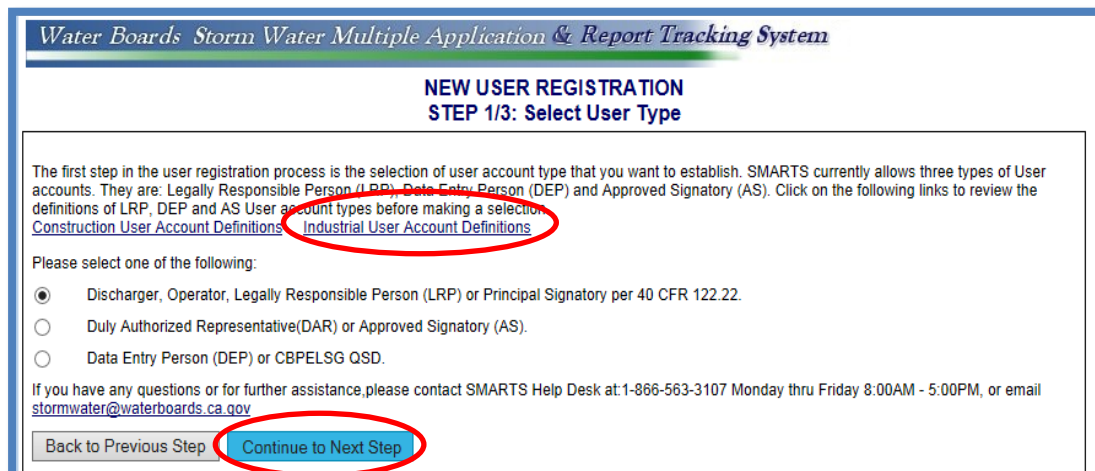
[1] NOTE: Only a Legally Responsible Person (LRP) may claim or create an organization record.

3. Select the option "I am not assoicated 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).

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

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.

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.