

Accessing Air Emissions Inventory Reporting (AEIR)

This document contains instructions on how to gain access to the Secure Extranet Portal (SEP) and AEIR, as well as how to register for facilities and user roles in AEIR.

How to Gain Access to AEIR

- 1) Go to <https://sep.net.env.nm.gov/sep/login-form> and click on **Register**.

New Mexico ENVIRONMENT Department Secure Extranet Portal (SEP)

Register

Please Log In: State Employees should log in with their state email address and password

User ID:

Password:

[Reset Password](#)

Secure Site

NOTICE: Access to the New Mexico Environment Department (NMED) Secure Extranet Portal (SEP) is restricted to authorized personnel only. Any unauthorized access is in violation of federal and/or state laws. *DO NOT PROCEED IF YOU ARE NOT AUTHORIZED.*

WARNING: Any use or activity may be monitored. Files and other information created, stored, transferred or otherwise manipulated may also be monitored.

Registration is required. [Click here to register for an NMED application.](#)

Released 08-23-2018

2) Fill out the NMED Application and submit.

 **New Mexico**
ENVIRONMENT
Department

NMED Registration Request

Login

Register for an NMED Application

Please provide your email address below so that we may send you a link to begin the registration process.
State employees should click Login to log in with their state email address and password.

Your Email Address:

Confirm Email Address:

Enter code on the right: 

Submit

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- 3) You will receive an email notification with a unique link to the registration page (example email is also below). Click on the hyperlink in the email.



SEP Application Registration Request Submitted

Thank you for your request. You should receive an email notification soon with a link to the registration page. Please contact NMED if you experience a problem.

NMED SEP Registration Link Inbox x



nmenv-adminsep@stat... 2:36 PM (0 minutes ago)
to me ▾

Thank you for your NMED application registration request.

Please use this link to begin the registration process:



<https://sep.net.env.nm.gov/reg/registration-link?id=20200819143630091> **Click Here**

- 4) Fill out your profile information, then click “Create User Profile” button and you will be emailed a temporary password.

 **New Mexico ENVIRONMENT Department** *Application Registration - New User Profile*

Please enter your profile information.

Please complete the following user profile to begin registration for an NMED application.

First Name: * M.I.: Last Name: * Title: *

Organization/Company: * Department: Employment: *

Street Address: * Street Address 2:

City: * State ZIP Code: *

Primary telephone Number: * - - ext.: Fax Number: - -

Email Address: * Confirm Email Address: *

Choose a User ID: *

Create User Profile



5) Register for “Air Emissions Inventory Reporting” by clicking “register”.

Select an NMED Application for Registration

Application	Description	Access
API Security	API Security Portal for NMED applications.	register
AQB Compliance Reporting	The Air Quality Bureau Compliance Reporting System	register
AQB Regulatory Archives	AQB Regulatory Archives	register
Air Cloud ResourceSpace	Air Cloud ResourceSpace for SEP	register
Air Emissions Inventory Reporting	Air Quality Bureau Air Emissions Inventory Reporting (AEIR) application to allow facilities to electronically submit an annual emissions inventory report to NMED.	register
Corrective Action Fund	PSTB’s financial application for managing and tracking of release site cleanup funds. (PSTB STAFF ONLY)	register
Drinking Water Bureau Board Training Database	Drinking Water Bureau Board Training Database	register
Drinking Water Sample Collection	DWSC supports the capture of drinking Water sample data and the submission of lab results.	register
GetBytes	RESTful Services Aggregator Application	register
LabTo State (Error Reporting App)	A tool to assist laboratories and other entities with formatting, validating, and submitting water sample data to their primary agency.	register
OIT Cloud ResourceSpace	OIT Cloud ResourceSpace For SEP	register
OIT Wiki	Office of Information Technology Wiki.	register
OSHA Consult	OHSB Request A Free Safety And Health Consultation Report with update/delete option	register
OSHA Mail	List of email addresses that will receive an email from consult form	register

- 6) You will receive the below confirmation that your NMED Application Registration is Complete.



NMED Application Registration Complete

Thank you for your application registration.

The application approver for **Air Emissions Inventory Reporting**, has been notified of your registration request and you should be contacted soon. Please contact NMED if you need further assistance.

[You may return to SEP now.](#)

- 7) You will receive an email with a temporary password for AEIR. Use this password to log into AEIR: <https://sep.net.env.nm.gov/sep/login-form>.



New Mexico
ENVIRONMENT
Department

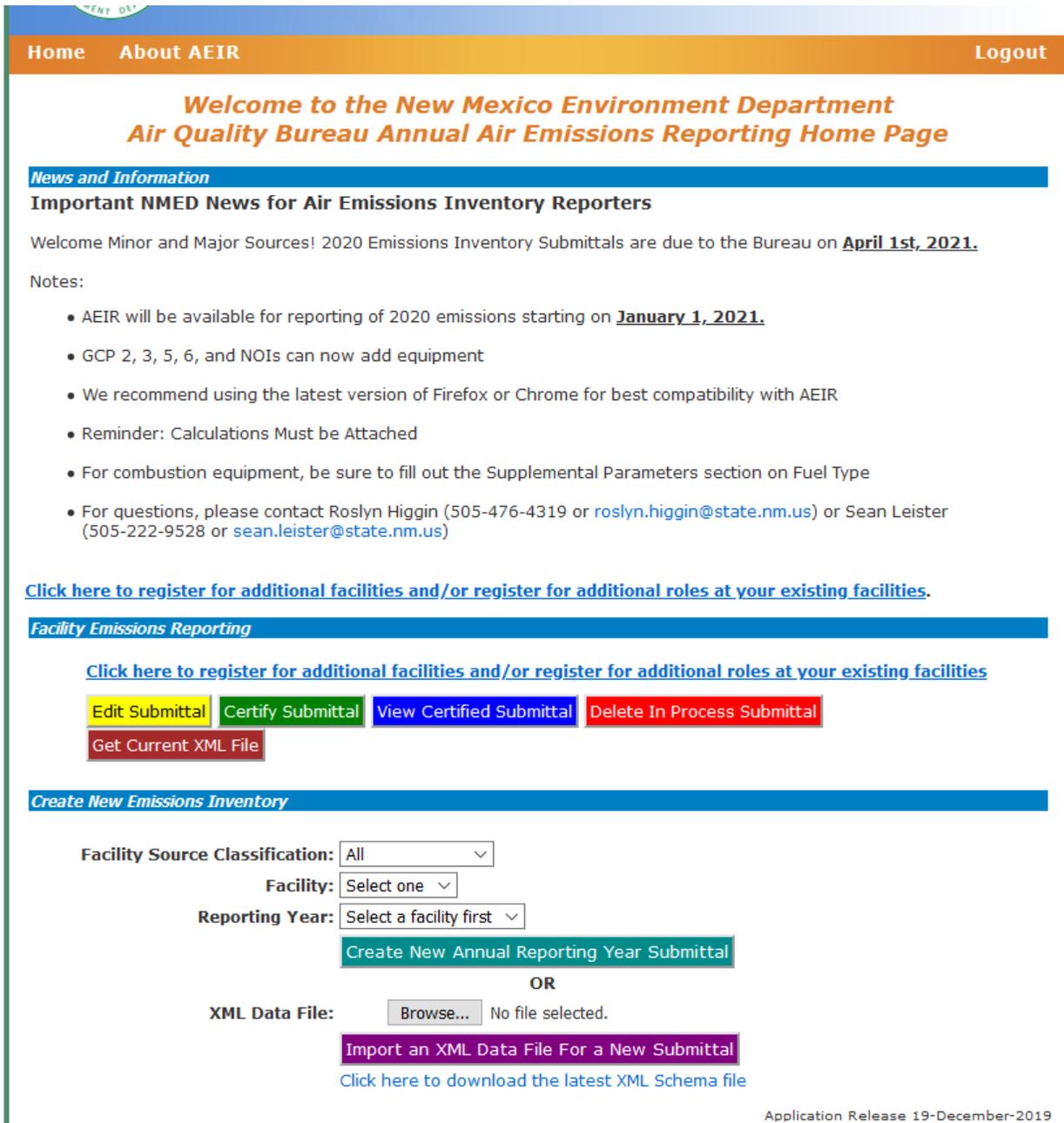
Secure Extranet Portal Applications

Applications **Profile** **Log out**

Welcome Roslyn! Please select your application to begin.

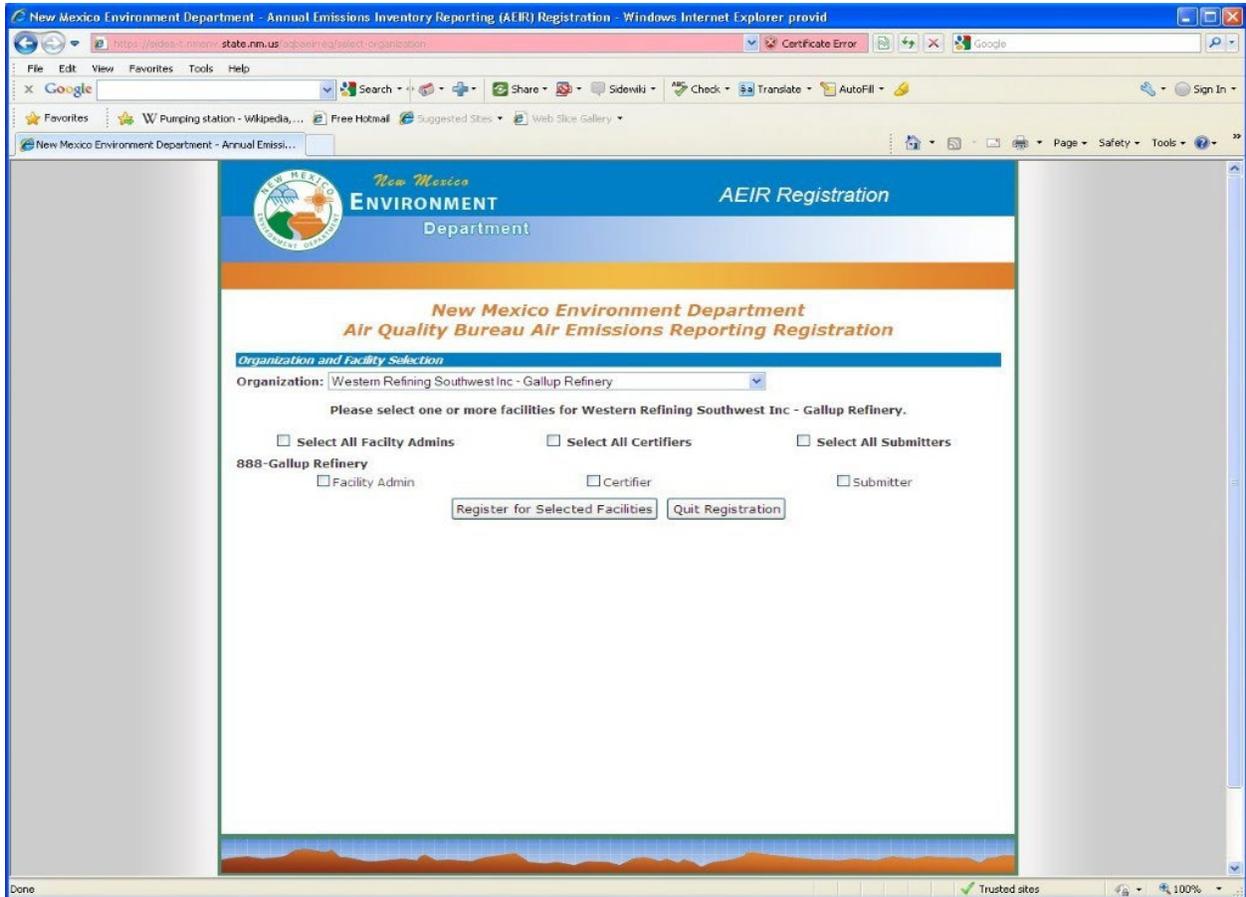
<i>Application</i>	<i>Description</i>	<i>Access</i>
AQB Compliance Reporting	The Air Quality Bureau Compliance Reporting System	approved
AQB Regulatory Archives	AQB Regulatory Archives	approved
Air Emissions Inventory Reporting	Air Quality Bureau Air Emissions Inventory Reporting (AEIR) application to allow facilities to electronically submit an annual emissions inventory report to NMED.	approved

8) On the AEIR home page, select the link to register for additional facilities/roles (red arrow below). The page shown below will appear.

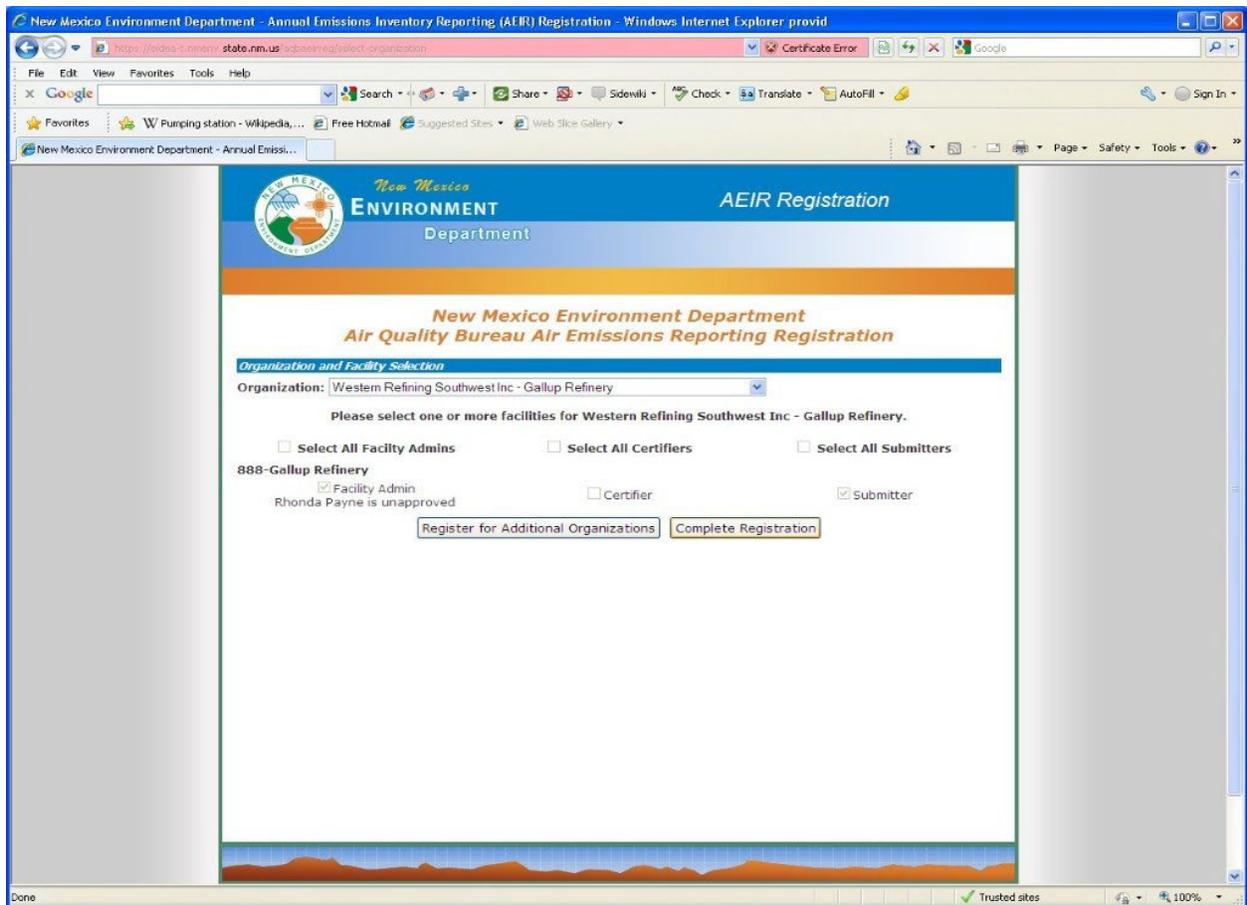


The screenshot shows the homepage of the New Mexico Environment Department's Air Quality Bureau. At the top, there is a navigation bar with 'Home', 'About AEIR', and 'Logout'. Below this is a welcome message: 'Welcome to the New Mexico Environment Department Air Quality Bureau Annual Air Emissions Reporting Home Page'. A blue banner contains the heading 'News and Information' and 'Important NMED News for Air Emissions Inventory Reporters'. The main content area includes a welcome message for 2020 emissions inventory submittals due on April 1st, 2021, and a list of notes. A red arrow points to a blue link: 'Click here to register for additional facilities and/or register for additional roles at your existing facilities.' Below this is a 'Facility Emissions Reporting' section with several buttons: 'Edit Submittal', 'Certify Submittal', 'View Certified Submittal', 'Delete In Process Submittal', and 'Get Current XML File'. The 'Create New Emissions Inventory' section contains dropdown menus for 'Facility Source Classification', 'Facility', and 'Reporting Year', followed by a 'Create New Annual Reporting Year Submittal' button. Below this is an 'OR' section with an 'XML Data File' field, a 'Browse...' button, and a link to 'Import an XML Data File For a New Submittal'. At the bottom right, it says 'Application Release 19-December-2019'.

- 9) Select your organization from the drop-down menu and associated facilities will appear. Roles can be checked through the “Select All” button or chosen individually. Select the “Register for Selected Facilities” button when finished.



10) When complete, click the Complete Registration button to confirm registration. You will be approved within 24 hours.



NOTE: The Emissions Inventory Section will approve the Facility Administrator for facilities, and Submitter/Preparer and Certifier roles requests will be approved by the Facility Administrator for that facility.