

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

Released 08-23-2018

- 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
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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: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select one"/>

Organization/Company: *	Department:	Employment: *
<input type="text"/>	<input type="text"/>	<input type="text" value="Select one"/>

Street Address: *	Street Address 2:
<input type="text"/>	<input type="text"/>

City: *	State	ZIP Code: *
<input type="text"/>	<input type="text" value="New Mexico"/>	<input type="text"/>

Primary telephone Number: *	Fax Number:
<input type="text"/> - <input type="text"/> - <input type="text"/> ext.: <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>

Email Address: *	Confirm Email Address: *
<input type="text" value="testaer@gmail.com"/>	<input type="text" value="testaer@gmail.com"/>

Choose a User ID: *

Create User Profile



Click Here

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

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Secure Extranet Portal Applications

ApplicationsProfileLog out

Welcome Roslyn! Please select your application to begin.

Application	Description	Access
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.



Home About AEIR Logout

Welcome to the New Mexico Environment Department Air Quality Bureau Annual Air Emissions Reporting Home Page

News and Information

Important NMED News for Air Emissions Inventory Reporters

Welcome Minor and Major Sources! 2020 Emissions Inventory Submittals are due to the Bureau on **April 1st, 2021**.

Notes:

- AEIR will be available for reporting of 2020 emissions starting on **January 1, 2021**.
- GCP 2, 3, 5, 6, and NOIs can now add equipment
- We recommend using the latest version of Firefox or Chrome for best compatibility with AEIR
- Reminder: Calculations Must be Attached
- For combustion equipment, be sure to fill out the Supplemental Parameters section on Fuel Type
- For questions, please contact Roslyn Higgin (505-476-4319 or roslyn.higgin@state.nm.us) or Sean Leister (505-222-9528 or sean.leister@state.nm.us)

[Click here to register for additional facilities and/or register for additional roles at your existing facilities.](#)

Facility Emissions Reporting

[Click here to register for additional facilities and/or register for additional roles at your existing facilities](#)

[Edit Submittal](#) [Certify Submittal](#) [View Certified Submittal](#) [Delete In Process Submittal](#)

[Get Current XML File](#)

Create New Emissions Inventory

Facility Source Classification:

Facility:

Reporting Year:

[Create New Annual Reporting Year Submittal](#)

OR

XML Data File: No file selected.

[Import an XML Data File For a New Submittal](#)

[Click here to download the latest XML Schema file](#)

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.

The screenshot shows a web browser window titled "New Mexico Environment Department - Annual Emissions Inventory Reporting (AEIR) Registration - Windows Internet Explorer provid". The address bar shows the URL "http://doe4.nm.gov/state.nm.us/aeir/reg/select-organization". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and various toolbars. The main content area displays the "New Mexico Environment Department" logo and the "AEIR Registration" title. Below this, the "Organization and Facility Selection" section is visible. It features a dropdown menu for "Organization" with "Western Refining Southwest Inc - Gallup Refinery" selected. A message states: "Please select one or more facilities for Western Refining Southwest Inc - Gallup Refinery." There are three checkboxes for "Select All Facility Admins", "Select All Certifiers", and "Select All Submitters". Under the "888-Gallup Refinery" section, there are checkboxes for "Facility Admin", "Certifier", and "Submitter". At the bottom of the form, there are two buttons: "Register for Selected Facilities" and "Quit Registration". The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%".

New Mexico Environment Department
AEIR Registration

New Mexico Environment Department
Air Quality Bureau Air Emissions Reporting Registration

Organization and Facility Selection
Organization: Western Refining Southwest Inc - Gallup Refinery

Please select one or more facilities for Western Refining Southwest Inc - Gallup Refinery.

☐ Select All Facility Admins ☐ Select All Certifiers ☐ Select All Submitters

888-Gallup Refinery
☐ Facility Admin ☐ Certifier ☐ Submitter

Register for Selected Facilities Quit Registration

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

The screenshot shows a web browser window titled "New Mexico Environment Department - Annual Emissions Inventory Reporting (AEIR) Registration". The address bar shows the URL "https://aieir.nmenv.state.nm.us/aieir/req/select-organization". The page features the New Mexico Environment Department logo and the text "AEIR Registration". Below this, the heading reads "New Mexico Environment Department Air Quality Bureau Air Emissions Reporting Registration". The form section is titled "Organization and Facility Selection". It includes a dropdown menu for "Organization:" with "Western Refining Southwest Inc - Gallup Refinery" selected. Below this, it says "Please select one or more facilities for Western Refining Southwest Inc - Gallup Refinery." There are three checkboxes: "Select All Facility Admins", "Select All Certifiers", and "Select All Submitters". Under "888-Gallup Refinery", there are three checkboxes: "Facility Admin" (checked), "Certifier", and "Submitter" (checked). Below these, it says "Rhonda Payne is unapproved". At the bottom of the form, there are two buttons: "Register for Additional Organizations" and "Complete Registration". The browser window also shows a "Certificate Error" message in the top right corner.

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.