

# AQB ePermitting Portal - Sign Up

## SEP

- Sign up for a [Secure Extranet Portal](#) (SEP) account using your work email or log-in to your existing account.
- Immediate, automatic approval.
- If you use AQBCR or AEIR, use the same SEP account to access the AQB ePermitting Portal (Portal).

## Register for Portal

- Click view all applications and find the listing for the AQB ePermitting Portal. Click the 'register' button in column to the right.
- Approval is granted by a person, *so it is not immediate*. Please be patient.
- You'll receive an email when access is granted. (Don't forget to check your junk email folder!)

## Select Org & Roles

- In the Portal click "register" in the top left and select the Organization that owns the facility.
- Check the boxes for the role(s) you are requesting at that organization. (Repeat for access to additional companies).
- Approval is granted by a person, *so it is not immediate*. Please be patient.
- You'll receive an email when requested roles are approved.

## New Companies

- Companies that are new to Permitting in New Mexico must be set up by NMED staff before they will show up in the Portal.
- Use the "Request NMED Support" button and provide the following information requesting a new company be created.
- Company name, Mailing Address, Physical address, phone number, primary email contact.
- Once you receive confirmation, you can register for roles under that organization.

# AQB ePermitting Portal - Roles

## Administrator

- Administrators control access by approving requests for people to be Preparers, Certifiers, or other Administrators for their organization.
- The Portal sends an email to the Administrator when someone requests a role for that organization.
- The Administrator uses the User Access tab in the Portal to approve roles. Administrators can give themselves Preparer or Certifier roles.

## Preparer

- Preparers fill out the online application. Preparers cannot certify (“sign”) & send submittals to AQB.
- e.g., consultants or environmental staff that would not sign a paper application.

## Certifier

- Certifiers can certify (“sign”) & send submittals to AQB, and are automatically granted preparer access for filling out the online application.
- e.g., environmental managers or senior environmental staff.

## Initial Roles

- The initial Administrator will be approved by AQB staff. Each organization must have an Administrator.
- Once approved, that Administrator is expected to approve/remove roles for other Portal users for that organization.
- Consultants register for the client’s organization as Preparers and that organization’s Administrator approves/removes the role. The Administrator can approve other roles for consultants at their discretion.

# AQB ePermitting Portal - Manage E-Sign

Certifiers  
Only

- You can Manage E-Sign via the Portal, AEIR, or AQBCR. Your E-signature for all of AQB's programs is the same.
- Your E-sign password may be different from your SEP password. (e-sign = no special character)

Certifiers  
Only

- You only need to Manage E-Sign if you will be signing/certifying submittals to AQB. Portal Preparers do not need a verified E-signature.

Timing  
Choice

- If you attempt to sign/certify a submittal - you will be redirected to CSI:NM if you have not previously Managed E-Sign.

Timing  
Choice

- If you cannot be not verified online, the paper form is required to be mailed in and processed manually before you can certify electronically.
- If you have a deadline, click Manage E-Sign early.

# Manage E-Sign Process

Current Users

- If you established an E-signature for AQBCR or AEIR, you use the same one for the Portal.

New Users

- If you have never signed electronically for AQB, follow the Manage E-Sign – New Users.

Archived Users

- If you used to submit electronically but have not since 2019, follow the Manage E-Sign – Archived Users.

# Manage E-Sign Process (New Users)

## Manage E-Sign Button

- **If you will be certifying submittals**, click the “Manage E-Sign” button to manage your electronic signature.
- You’ll go to CSI:NM, which is only used to set up initial signatures or update passwords and challenge questions.

## Select Option

- Your SEP username will be populated automatically.
- Select New User Registration from the drop-down menu. Click Submit.

## Find the email

- Find the email: “[NMED E-Signature] Registration Request and Electronic Subscriber Agreement.”
- From no-reply@state.nm.us in the email you used for SEP – check your spam folder.

## Read the Agreement

- Read the Agreement. You are required to keep this email.
- The electronic signature ceremonies in the Portal, AQBCR, and AEIR is equivalent to a wet-ink signature.

## Click link in email

- If you agree with the requirements, click the link in the email to return to CSI:NM to finish the process.

# Manage E-Sign Process (New Users) continued

## Verify Identity

- You get **one** chance to have your identify verified online & avoid the paper form. (Replaces need for a notary.)
- Enter *personal* information – NOT business information. Take your time. Read the instructions.
- Use Chrome, Firefox, Microsoft Edge, or Safari. Do NOT use Internet Explorer.

## Password

- Select a password. You will enter this password when you certify a document in the Portal, AQBCR, or AEIR.
- This password will be different than your SEP password.
- You are required to protect this password.

## Challenge Questions

- Select challenge questions and enter your answers (5 digit minimum, not case sensitive).
- You will answer a challenge question when you certify a document in the Portal, AQBCR, or AEIR.

## Find the email

- Find the email with “[NMED E-Signature]” in the subject line from no-reply@state.nm.us.
- Passed ID verification = ready to certify; Verification failed = you must submit a notarized paper form linked in the email.

# Manage E-Sign Process (Archive Users)

## Manage E-Sign Button

- If you have certified in AEIR or AQBCR in previous years, you are an existing user.
- Clicking the “Manage E-Sign” button takes you to CSI:NM to manage your electronic signature settings.

## Select Options

- Your SEP username will be populated automatically.
- Select the options to set up a new password and new challenge questions & answers.
- You have to do this because of our new system, sorry!

## Find the email

- Go to the email you use for SEP and find the email with subject “[NMED E-Signature]” from no-reply@state.nm.us if directed to do so.
- Check your spam folder!