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

ELECTRONIC AUTHORIZATION FORM





Last Revised: February 2024

Electronic Authorization (eAuthorization) Form:

The eAuthorization form is a signed certification statement stating each Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) understands the SMARTS user account represents their electronic signature and the user account details are confidential and not shared with other persons.

One eAuthorization form is required for each LRP or DAR for each Organization record. The signed eAuthorization form with an original wet ink signature must be received by the State Water Resources Control Board to certify applications, reports, Changes of Information, Notice of Terminations, or documents in SMARTS.

1. Log into <u>SMARTS</u> (https://smarts.waterboards.ca.gov).

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



2. From the main menu, select "Account Management".



3. Select "Update Organization Name/Address".

Stormwater Multiple Application and Report Tracking System $Water Boards$ $CalEPA$ M Q You are logged in as Matthew Shimizu. If this account does not belong to you, please log out.									
Start a New Application V Active Applications File Reports	Account Management Recertify Existing Applications Document Ready for Certification								
Home > Account Management									
<u>Replace LRP</u> Replace a Legally Responsible Person for an Organization. Must have the Secret Code Number issued by the Stormwater Help Desk to complete the process.	<u>Manage Linked Users</u> Add, Edit, or Remove users associated with your Organization and/or Application records.								
View Outstanding Invoices List of Outstanding Invoices for applications linked to your user account.	CBPELSG QSD/QSP Professional civil engineers, geologists, and engineering geologists licensed through the California Board of Professional Engineers, Land Surveyors and Geologists self-certify as a Qualified SWPPP Developer/Qualified SWPPP Practitioner.								
<u>Compliance Groups</u> Create, Edit, and Manage Compliance Groups for the Stormwater Industrial General Permit.	Update Organization Name/Address Request to change the Organization Name or Address.								
© 2022 State of California. Conditions of Use Privacy Policy									

4. Click the hyperlink to download the eAuthorization form as a Portable Document Format (PDF) and print it¹. If the hyperlink is not displayed, the eAuthorization form was already received.

Stormwater Multiple Application and Report Tracking System Water Boards Of CalEPA account does not belong to you, please log out.								
Start a New Application		File Reports	Account Management	Recertify Existing Applications		Documents Ready for Certification		
Home > Account Management > View Organization Records								
Associated Organizations: The following organizations are associated with your user account. To update the organization name or address click the "Edit Organization" link								
Org. Id 🗘	Name O		Address \$	Role \$	601			
					COI	Delink Organization	eAuthorization Form	
27985	EDCO Waste Rec	ycling	224 S Las Posas Rd San Marcos CA 92078	Legal Responsible Person of the Organization	Edit Organization	Delink		
610632	Test Owner Co		3737 Main St Riverside CA 92501	Legal Responsible Person of the Organization	Edit Organization	<u>Delink</u>		
622813	Anderson Homes		2440 Bert Dr Hollister CA 95023	Duly Authorized Representative (Approved Signatory)	Edit Organization	Delink	Print eAuthorization Form	
627683	Test		1001 I St Sacramento CA 95814	Data Entry Person	Edit Organization	<u>Delink</u>		
627684	Test		1001 I Street Sacramento CA 95814	Data Entry Person	Edit Organization	Delink		
653951	ROD Transport Inc	:	3960 Industrial Blvd West Sacramento CA 95691	Legal Responsible Person of the Organization	Edit Organization	<u>Delink</u>		
661161	Help Desk		1001 I Street Sacramento CA 95814	Legal Responsible Person of the Organization	Edit Organization	<u>Delink</u>	Print eAuthorization Form	
664047	Digitaltest Incorporated		187 Contractors Street Livermore CA 94551	Legal Responsible Person of the Organization	Edit Organization	Delink		
679862	Test		555 I Street Sacramento CA 95820	Legal Responsible Person of the Organization	Edit Organization	Delink	Print eAuthorization Form	
681563	Test Org		1001 I Street Sacramento CA 95814	Legal Responsible Person of the Organization	Edit Organization	Delink		
682388	Antioch Unified Sc	hool District	510 G Street Antioch CA 94509-1	Duly Authorized Representative (Approved Signatory)	Edit Organization	Delink	Print eAuthorization Form	
683370	HTP Sabre LLC		1536 Eureka Road Roseville CA 95661	Duly Authorized Representative (Approved Signatory)	Edit Organization	<u>Delink</u>	Print eAuthorization Form	

5. Sign the form with a wet ink signature and mail the original to one of the addresses provided.

Regular Mailing Address: SWRCB Attn: Stormwater Help Desk PO Box 1977 Sacramento, CA 95812-1977 **Overnight Mailing Address:** SWRCB Attn: Stormwater Help Desk 1001 I Street – 15th Floor Sacramento, CA 95814

6. Once the form is received and processed, the LRP or DAR receives an e-mail confirmation the user account was updated to allow online certifications.

¹ NOTE: If using another browser besides Google Chrome or Microsoft Edge the file may not open correctly. The download file may be named with a .jsp file extension. Rename the file extension to .pdf to open the form.