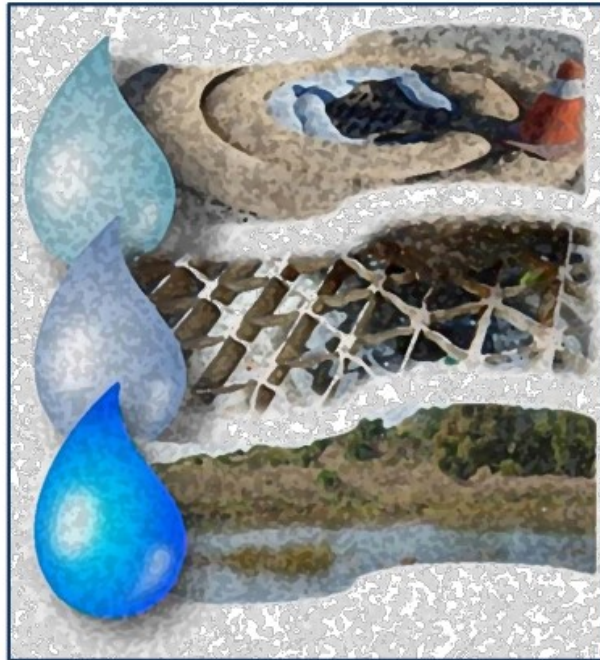


**DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE
APPLICATION AND REPORT TRACKING SYSTEM (SMARTS)
DATABASE**

MANAGING AND LINKING USERS



Last Revised: March 2025

SMARTS Managing and Linking Users Steps

The State Water Board's Stormwater Multiple Application and Report Tracking System (SMARTS) was designed to allow the Legally Responsible Person (LRP) to link additional users to assist in managing new and existing organization and application records. The LRP may link additional persons as Duly Authorized Representatives (DARs) and/or Data Entry Persons (DEPs). The system also allows the LRP to link up to two additional LRPs per organization.

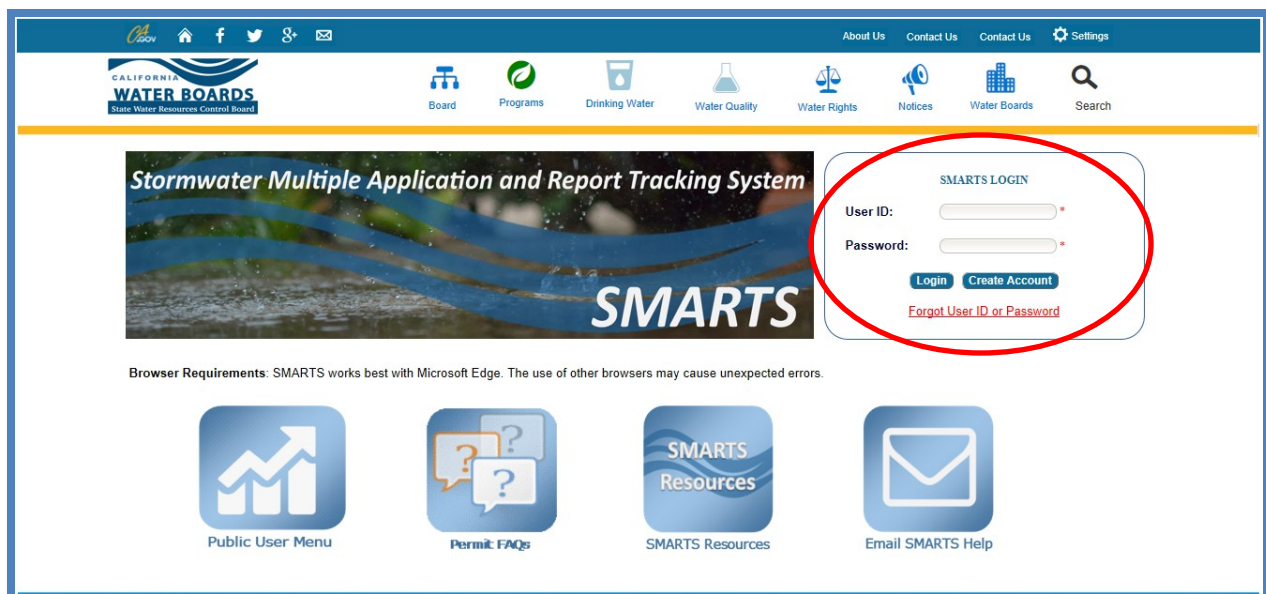
The LRP may manage multiple organizations under one user account allowing additional flexibility when linking DARs or DEPs to different organizations and applications. An LRP with multiple organizations may link DARs or DEPs to one, some, or all organizations. Once a DAR and/or DEP is linked, they may start new applications or access existing records previously created. DARs are authorized to certify and submit reports on behalf of the LRP. DEPs may only enter and save data but do not have certification rights. DARs are authorized to link DEPs but cannot link other DARs.

Numbers 1 to 11 describe the process to link a person for the first time.

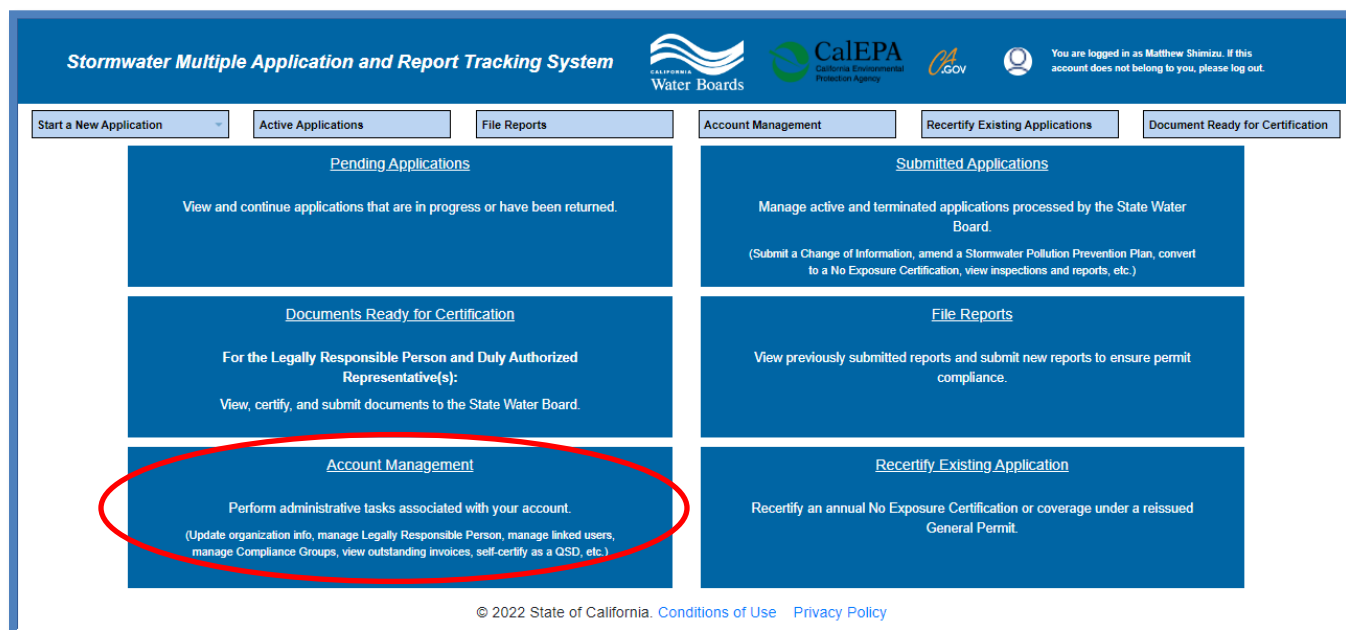
Numbers 12 to 18 describe how to manage an existing linked user.

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

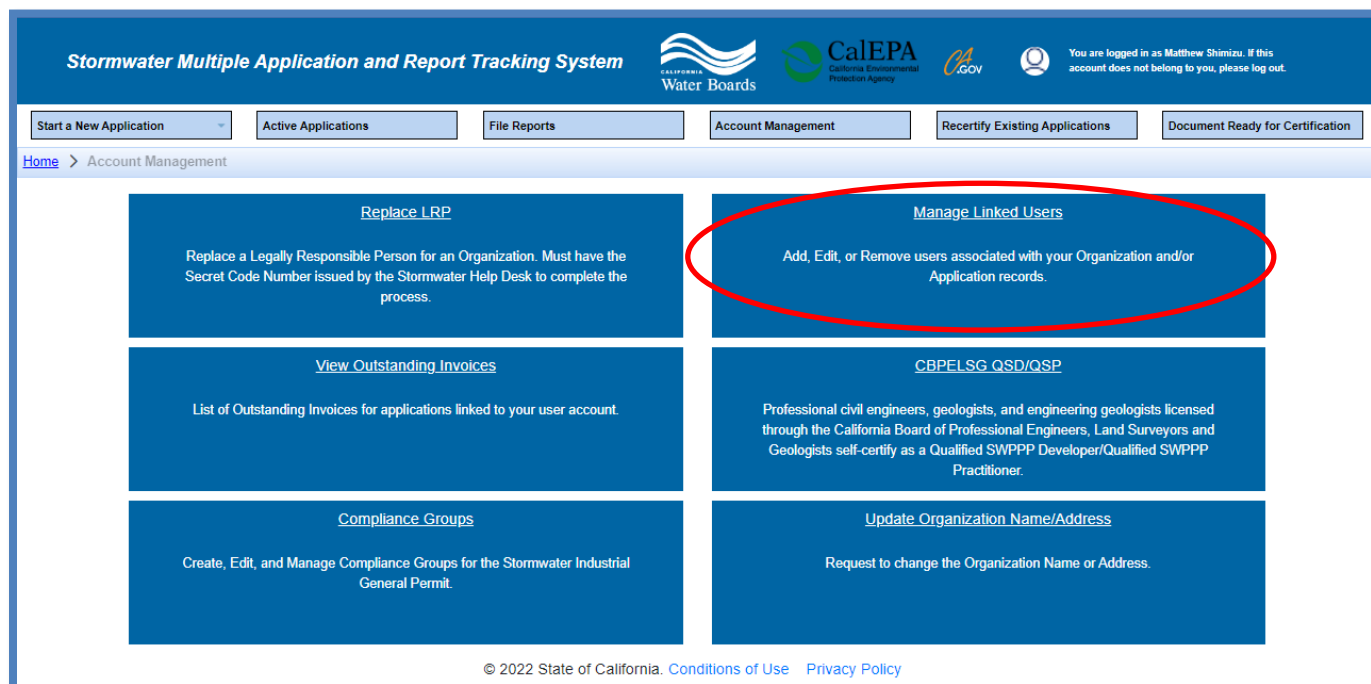
Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors.



2. From the main menu, select “Account Management”.



3. Select “Manage Linked Users”.



4. The Managed Linked User screen displays SMARTS users currently associated with an organization(s) or function to “Add New Linked Users”.

To modify previously linked SMARTS users, go to number 12 in this guide.

To link a new SMARTS user, select “Add New Linked User”.

The screenshot shows the 'Managed Linked Users' page in the Stormwater Multiple Application and Report Tracking System. The page header includes the system name and logos for California Water Boards, CalEPA, and CA.gov. A navigation bar contains buttons for 'Start a New Application', 'Active Applications', 'File Reports', 'Account Management', 'Recertify Existing Applications', and 'Documents Ready for Certification'. The breadcrumb trail is 'Home > Account Management > Manage Linked Users'. The main heading is 'Managed Linked Users', followed by a description: 'This page allows you to manage users associated with your organization(s) and applications. Click on the Account ID to modify the person's access to your records. To add new user, click on the Link New User button.' Below this, the 'Add New Linked User' button is circled in red. A table lists existing users with columns for 'Account ID' and 'Name'.

Account ID	Name
710015	Afrooz, Nabiul
370409	Brenner, Alicia
601289	Brink, Micheal
625990	Carrillo, Gilbert
675718	Carrington, Elizabeth
636911	Consultant 2, Frog

5. Enter the last name and email address of the SMARTS to link to the organization(s) and select “Search”.

The screenshot shows the 'Manage Linked User' page, specifically 'Step 1 of 4: Enter the search data of the person you would like to link to your organization.' The page header and navigation bar are identical to the previous screenshot. The breadcrumb trail is 'Home > Account Management > Manage Linked Users > Search'. The main heading is 'Manage Linked User'. Below it, there are four input fields: 'Last Name', 'First Name', 'Account ID', and 'E-mail'. The 'Search' button is circled in red. At the bottom, there is a footer with contact information and copyright notice.

Questions: Contact the Stormwater Help Desk at stormwater@waterboards.ca.gov.

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NOTE: If no results are displayed, verify the last name and email address are entered correctly (must match what is entered in SMARTS), or verify the person previously created a SMARTS user account.

6. Verify the user's information and select the "Account ID" to continue.

Stormwater Multiple Application and Report Tracking System

California Water Boards CalEPA California Environmental Protection Agency CA.GOV

You are logged in as Matthew Shimizu. If this account does not belong to you, please log out.

Start a New Application Active Applications File Reports Account Management Recertify Existing Applications Documents Ready for Certification

Home > Account Management > Manage Linked Users > Search

Manage Linked User

Step 1 of 4: Enter the search data of the person you would like to link to your organization.

Last Name : tester *
First Name : test
Account ID :
E-mail : stormwater@waterboards.c *

Search

Account ID	Name	Phone	Email
652986	Test Tester	916-341-5555	stormwater@waterboards.ca.gov

Questions: Contact the Stormwater Help Desk at stormwater@waterboards.ca.gov.

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7. Select the organization.

Stormwater Multiple Application and Report Tracking System

California Water Boards CalEPA California Environmental Protection Agency CA.GOV

You are logged in as Matthew Shimizu. If this account does not belong to you, please log out.

Start a New Application Active Applications File Reports Account Management Recertify Existing Applications Documents Ready for Certification

Home > Account Management > Manage Linked Users > Search > Link Organization

Step 2 of 4: Select the organization record to link with the below person.

Name: Test Tester
Account ID: 652986
Business Name:
Contact Phone: 916-341-5555
Email: stormwater@waterboards.ca.gov

Organization Name: Select Role: [v]

Go To Step 3

Questions: Contact the Stormwater Help Desk at stormwater@waterboards.ca.gov.

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NOTE: There may be duplicate organizations listed in the drop down. Each organization record may have different applications or WDID numbers associated. Select all applicable organization records to link.

8. Once the organization is chosen, select the applicable user role and select the “Go to Step 3” button.

Stormwater Multiple Application and Report Tracking System

Start a New Application | Active Applications | File Reports | Account Management | Recently Existing Applications | Documents Ready for Certification

Home > Account Management > Manage Linked Users > Search > Link Organization

Step 2 of 4: Select the organization record to link with the below person.

Name: Test Tester
Account ID: 652986
Business Name:
Contact Phone: 916-341-5555
Email: stormwater@waterboards.ca.gov

Organization Name: 681563 - Test Org | Role: Select

Go To Step 3

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NOTE: The user role assigned in this step must match the role of the account that the SMARTS user created. If the User ID entered created a DEP account role, SMARTS only gives the option to link the user account as a DEP or Laboratory User; the account cannot be linked as a DAR or LRP.

A DAR role may not be delegated to a third party. If the person has a different email domain, the system gives an error message stopping the process. If the DAR is an employee of the company but with a different email domain, contact the Stormwater Help Desk to request linkage.

9. Link Application
There are two options to select – “Link Application” or “Link All Applications” described below.

- **Link a Specific Application**

Link a user to a specific application, activate the drop-down list “Application/WDID” to select the application/WDID. Click “Link Application”. Repeat this action to link additional records from the drop-down list.

The screenshot shows the 'Stormwater Multiple Application and Report Tracking System' interface. The top navigation bar includes links for 'Start a New Application', 'Active Applications', 'File Reports', 'Account Management', 'Recertify Existing Applications', and 'Documents Ready for Certification'. The user is logged in as Matthew Shimizu. The breadcrumb trail is: Home > Account Management > Manage Linked Users > Search > Link Organization > Link Application. The main heading is 'Step 3 of 4: Select Application(s) to Link to Test Tester for the organization: Test'. Below this is a table with columns: Application ID, WDID, Operator & Address, Facility & Address, Role, Update, and Delink. The table is empty with the message 'No records found.' Below the table is a dropdown menu labeled 'Application / WDID' with the value '564083' selected. Below the dropdown are two buttons: 'Link Application' (circled in red) and 'Link All Applications'. At the bottom, there is a 'Go To Step 4' button and contact information for the Stormwater Help Desk.

- **Link All Applications**

If multiple applications/WDIDs are listed in the drop-down list, click “Link All Applications” to add all records at once.

The screenshot shows the same interface as the previous one, but the dropdown menu 'Application / WDID' now has the value 'Select' and a downward arrow. The 'Link All Applications' button is circled in red. The rest of the interface, including the navigation bar, breadcrumb trail, and table, remains the same.

- Application/WDID(s) displayed in the table are now accessible by the linked user. If an incorrect Application/WDID number was added, select “Delink” on the right to remove the record.

After all applications/WDIDs are added, select “Go To Step 4” button.

Stormwater Multiple Application and Report Tracking System

Start a New Application | Active Applications | File Reports | Account Management | Recertify Existing Applications | Documents Ready for Certification

Home > Account Management > Manage Linked Users > Search > Link Organization > Link Application

Step 3 of 4: Select Application(s) to Link to Test Tester for the organization: Test

Application ID	WDID	Operator & Address	Facility & Address	Role	Update	Delink
564083		Test 555 I Street Sacramento CA 95820		Data Entry Person	Update	Delink

Application / WDID: There are no applications to select. Please go to step 4.

[Link Application](#) [Link All Applications](#)

[Go To Step 4](#)

Questions: Contact the Stormwater Help Desk at stormwater@waterboards.ca.gov.

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10. Select to link the SMARTS user to any future application(s) started for the organization.

Stormwater Multiple Application and Report Tracking System

Start a New Application | Active Applications | File Reports | Account Management | Recertify Existing Applications | Documents Ready for Certification

Home > Account Management > Manage Linked Users > Search > Link Organization > Link Application > Link to Future

Step 4 of 4: Select to automatically link to Test Tester to any future applications.

Link All Future applications?	Organization Id	Organization Name
<input type="text"/>	679862	Test

[Add Another Organization](#) [Complete Linking User](#)

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- Select “Yes” to automatically link the SMARTS user to any new applications started in the future. For LRPs or DARs, this will automatically be locked as “YES”.
- Select “No” to only link the applications/WDIDs selected in Step 3. The user will not have access to any applications started in the future. The “No” option only applies to DEPs or Laboratory Users.

- If completed linking the SMARTS user to existing records, select “Complete Linking User”.

The screenshot shows the 'Stormwater Multiple Application and Report Tracking System' interface. The user is logged in as Matthew Shimizu. The breadcrumb trail is: Home > Account Management > Manage Linked Users > Search > Link Organization > Link Application > Link to Future. The current step is 'Step 4 of 4: Select to automatically link to Test Tester to any future applications.' Below this, there is a table with columns: 'Link All Future applications?' (with a 'Select' dropdown), 'Organization Id' (679862), and 'Organization Name' (Test). At the bottom, there are two buttons: 'Add Another Organization' and 'Complete Linking User', with the latter circled in red. The footer includes '© 2022 State of California. Conditions of Use Privacy Policy'.

- To link additional organization records, select “Add Another Organization” and repeat the steps above.

This screenshot is identical to the previous one, showing the same interface with the 'Add Another Organization' button circled in red instead of the 'Complete Linking User' button.

11. Once completed, the linked user displays in the list of “Managed Linked Users”.

The screenshot shows the 'Managed Linked Users' page. The breadcrumb trail is: Home > Account Management > Manage Linked Users. Below the title, there is a description: 'This page allows you to manage users associated with your organization(s) and applications. Click on the Account ID to modify the person's access to your records. To add new user, click on the Link New User button.' There is an 'Add New Linked User' button. Below it is a table with columns: 'Account ID' and 'Name'. The table contains one entry: Account ID '718815' and Name 'Afrooz, Nabiul'.

12. To manage a user previously linked to an organization, select the person's "Account ID" to link or delink an organization, application, or update the account role.

Home > Account Management > Manage Linked Users

Managed Linked Users

This page allows you to manage users associated with your organization(s) and applications. Click on the Account ID to modify the person's access to your records. To add new user, click on the Link New User button.

[Add New Linked User](#)

Account ID	Name
718815	Afroz, Nabiul

13. Update User Role

To update a users role for an organization, select the new role from the drop-down list and click "Update".

The following organization(s) is/are linked to the above person.

Organization ID	Organization Name	Role	Manage Applications	Link All Future applications?	Update	Delink
810832	Test Owner Co	Data Entry Person	View/Link Applications	No	Update	Delink
854982	Agilent Technologies	Data Entry Person	View/Link Applications	Yes	Update	Delink
876882	Test	Data Entry Person	View/Link Applications	No	Update	Delink
881583	Test Org	Data Entry Person	View/Link Applications	No	Update	Delink

14. Update Access to Future Applications

The following organization(s) is/are linked to the above person.

Organization ID	Organization Name	Role	Manage Applications	Link All Future applications?	Update	Delink
810832	Test Owner Co	Data Entry Person	View/Link Applications	No	Update	Delink
854982	Agilent Technologies	Data Entry Person	View/Link Applications	Yes	Update	Delink
876882	Test	Data Entry Person	View/Link Applications	No	Update	Delink
881583	Test Org	Data Entry Person	View/Link Applications	No	Update	Delink

Under the column "Link All Future Applications", click the "Yes" or "No" link¹.

¹ **NOTE:** You may only update this field if the user is linked to the organization as a DEP or Laboratory User.

15. Delink an Organization

- To delink **all** organizations and applications the user, select the “Delink User Account” button.

NOTE: This button is only available when the individual performing the delinking has a higher user role. For example, an LRP can delink all user roles; a DAR can only delink DEPs and Lab Users; and DEPs cannot delink anyone.

This page allows you to add or remove organization(s) and/or application(s) associated with the following person.

Name:	Test Tester
Account ID:	652986
Business Name:	
Contact Phone:	916-341-5555
Email:	stormwater@waterboards.ca.gov

[Delink User Account](#)

- To delink a **specific** organization and all associated applications or WDIDs, click the “Delink” link.

The following organization(s) is/are linked to the above person.

Organization ID	Organization Name	Role	Manage Applications	Link All Future applications?	Update	Delink
610832	Test Owner Co	Data Entry Person	View/Link Applications	No	Update	Delink
654902	Agilent Technologies	Data Entry Person	View/Link Applications	Yes	Update	Delink
676802	Test	Data Entry Person	View/Link Applications	No	Update	Delink
681563	Test Org	Data Entry Person	View/Link Applications	No	Update	Delink

16. Link an Organization

▼ Add User to an Organization

To add an additional organization, select both the organization and the desired role from the drop down box and click the Link Organization button.

Organization Name: Role:

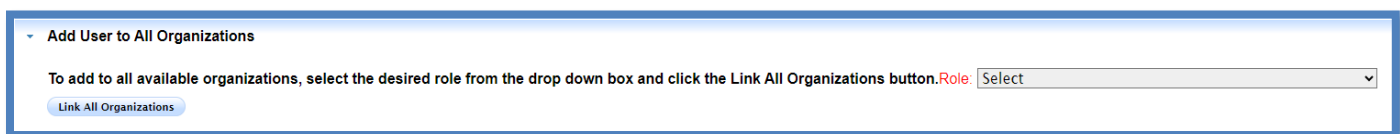
[Link Organization](#)

To link a new organization record, select the “Organization Name” and “Role” from the respective drop-downs and select the “Link Organization” button. The new organization is added to the table of linked organizations. Then, select the “View/Link Applications” button to select the individual application(s) to link.

17. Link All Organizations

To link all organizations, select the “Role” from the respective drop-down and select the “Link All Organizations” button. The new organizations are added to the table of linked organizations. Then, select “View/Link Applications” button for each organization to select the individual application(s) to link.

NOTE: This function is only available if the individual performing the linking has the applicable user role permissions. For example, if the user is linked as an LRP to all organizations, this function will be available; however, if the user is linked to some organizations as an LRP, DAR, and DEP, this section will be unavailable, as DEPs do not have the rights to link anyone.

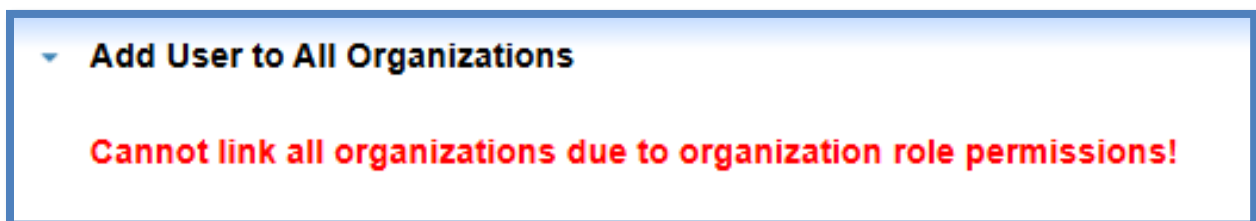


▼ Add User to All Organizations

To add to all available organizations, select the desired role from the drop down box and click the Link All Organizations button. Role:

[Link All Organizations](#)

However, if the individual performing the linking does not have the applicable user role permissions, they will receive a red error message preventing them from linking the user to all organizations.



▼ **Add User to All Organizations**

Cannot link all organizations due to organization role permissions!

18. Add or Remove Specific Applications

Locate the organization record the application or WDID is associated with. Select “View/Link Applications” to activate the applications/WDIDs table.

The following organization(s) is/are linked to the above person.

Organization ID	Organization Name	Role	Manage Applications	Link All Future applications?	Update	Delink
610032	Test Owner Co	Data Entry Person ▼	View/Link Applications	No	Update	Delink
654962	Agilent Technologies	Data Entry Person ▼	View/Link Applications	Yes	Update	Delink
676982	Test	Data Entry Person ▼	View/Link Applications	No	Update	Delink
681563	Test Org	Data Entry Person ▼	View/Link Applications	No	Update	Delink

- The selected organization is highlighted, and the table of linked applications displays.

The following organization(s) is/are linked to the above person.

Organization ID	Organization Name	Role	Manage Applications	Link All Future applications?	Update	Delink
610032	Test Owner Co	Data Entry Person ▼	View/Link Applications	No	Update	Delink
654962	Agilent Technologies	Data Entry Person ▼	View/Link Applications	Yes	Update	Delink
676982	Test	Data Entry Person ▼	View/Link Applications	No	Update	Delink
681563	Test Org	Data Entry Person ▼	View/Link Applications	No	Update	Delink

To add an additional organization(s), select the record from the drop down box and click the Link Organization button.

Organization Name: Role:

[Link Organization](#) [Link All Organizations](#)

The following application(s) is/are linked to Test Owner Co

Application ID	WDID	Operator & Address	Facility & Address	Role	Update	Delink
447782	8 30M2000252	Test Owner Co 3737 Main St Riverside CA 92501	Phase II Small MS4 - - CA -	Data Entry Person ▼	Update	Delink
565966		Test Owner Co 3737 Main St Riverside CA 92501		Data Entry Person ▼	Update	Delink
568585	9 37C402691	Test Owner Co 3737 Main St Riverside CA 92501	Test Linear NOI 1 123 Fake Street San Diego CA 90001	Data Entry Person ▼	Update	Delink
568636		Test Owner Co 3737 Main St Riverside CA 92501		Data Entry Person ▼	Update	Delink
568599	5S34W005870	Test Owner Co 3737 Main St Riverside CA 92501	Test Linear Waiver 1 1 Fake Street Sacramento CA 95814	Data Entry Person ▼	Update	Delink
568638		Test Owner Co 3737 Main St Riverside CA 92501	Test NONA 1 777 I Street Sacramento CA 90001	Data Entry Person ▼	Update	Delink
568572	5S34C402688	Test Owner Co 3737 Main St Riverside CA 92501	Test 123 F Street Sacramento CA 95814	Data Entry Person ▼	Update	Delink
566906		Test Owner Co 3737 Main St Riverside CA 92501	test test Acton CA 95487	Data Entry Person ▼	Update	Delink
568582	4 19W005869	Test Owner Co 3737 Main St Riverside CA 92501	Test 1 Test Street Los Angeles CA 90002	Data Entry Person ▼	Update	Delink
568216		Test Owner Co 3737 Main St Riverside CA 92501	sfdgagfd agfd Aberdeen CA 23432	Data Entry Person ▼	Update	Delink

To add an additional application(s) or WDID numbers, select the record from the drop down box and click the Link Application button.

Application/WDID:

[Link Application](#) [Link All Applications](#)

- **Link Additional Applications**

Using the drop-down list at the bottom of the page, select the applicable record and then click “Link Application”. Repeat this process as applicable.

To add an additional application(s) or WDID numbers, select the record from the drop down box and click the Link Application button.

Application/WDID:

The function to “Link All Applications” adds all applications/WDIDs in the drop down to the table of linked records. Click this button to link all applications associated with the selected organization.

The following application(s) is/are linked to Test Owner Co

Application ID	WDID	Operator & Address	Facility & Address	Role	Update	Delink
447782	8 30M2000252	Test Owner Co 3737 Main St Riverside CA 92501	Phase II Small MS4 - - CA -	<input type="text" value="Data Entry Person"/>	Update	Delink
565966		Test Owner Co 3737 Main St Riverside CA 92501		<input type="text" value="Data Entry Person"/>	Update	Delink
568585	9 37C402691	Test Owner Co 3737 Main St Riverside CA 92501	Test Linear NOI 1 123 Fake Street San Diego CA 90001	<input type="text" value="Data Entry Person"/>	Update	Delink
568636		Test Owner Co 3737 Main St Riverside CA 92501		<input type="text" value="Data Entry Person"/>	Update	Delink
568599	5S34W005870	Test Owner Co 3737 Main St Riverside CA 92501	Test Linear Waiver 1 1 Fake Street Sacramento CA 95814	<input type="text" value="Data Entry Person"/>	Update	Delink
568638		Test Owner Co 3737 Main St Riverside CA 92501	Test NONA 1 777 I Street Sacramento CA 90001	<input type="text" value="Data Entry Person"/>	Update	Delink
568572	5S34C402688	Test Owner Co 3737 Main St Riverside CA 92501	Test 123 F Street Sacramento CA 95814	<input type="text" value="Data Entry Person"/>	Update	Delink
566906		Test Owner Co 3737 Main St Riverside CA 92501	test test Acton CA 95487	<input type="text" value="Data Entry Person"/>	Update	Delink
568582	4 19W005869	Test Owner Co 3737 Main St Riverside CA 92501	Test 1 Test Street Los Angeles CA 90002	<input type="text" value="Data Entry Person"/>	Update	Delink
568216		Test Owner Co 3737 Main St Riverside CA 92501	sfdgagfd agfd Aberdeen CA 23432	<input type="text" value="Data Entry Person"/>	Update	Delink

To add an additional application(s) or WDID numbers, select the record from the drop down box and click the Link Application button.

Application/WDID:

- **Remove Applications**

To delink a specific application, select “Delink” on the right to remove the record.
To delink all records, see #15 above to delink the organization record.

The following application(s) is/are linked to Test Owner Co

Application ID	WDID	Operator & Address	Facility & Address	Role	Update	Delink
447782	8 30M2000252	Test Owner Co 3737 Main St Riverside CA 92501	Phase II Small MS4 - - CA -	Data Entry Person ▼	Update	Delink
565966		Test Owner Co 3737 Main St Riverside CA 92501		Data Entry Person ▼	Update	Delink
568585	9 37C402691	Test Owner Co 3737 Main St Riverside CA 92501	Test Linear NOI 1 123 Fake Street San Diego CA 90001	Data Entry Person ▼	Update	Delink
568636		Test Owner Co 3737 Main St Riverside CA 92501		Data Entry Person ▼	Update	Delink
413987		Test Owner Co 3737 Main St Riverside CA 92501	Test 1001 I St San Diego CA 99999	Data Entry Person ▼	Update	Delink
568599	5S34W005870	Test Owner Co 3737 Main St Riverside CA 92501	Test Linear Waiver 1 1 Fake Street Sacramento CA 95814	Data Entry Person ▼	Update	Delink
568638		Test Owner Co 3737 Main St Riverside CA 92501	Test NONA 1 777 I Street Sacramento CA 90001	Data Entry Person ▼	Update	Delink
568572	5S34C402688	Test Owner Co 3737 Main St Riverside CA 92501	Test 123 F Street Sacramento CA 95814	Data Entry Person ▼	Update	Delink
566906		Test Owner Co 3737 Main St Riverside CA 92501	test test Acton CA 95487	Data Entry Person ▼	Update	Delink
568582	4 19W005869	Test Owner Co 3737 Main St Riverside CA 92501	Test 1 Test Street Los Angeles CA 90002	Data Entry Person ▼	Update	Delink
568216		Test Owner Co 3737 Main St Riverside CA 92501	sfdgagfd agfd Aberdeen CA 23432	Data Entry Person ▼	Update	Delink