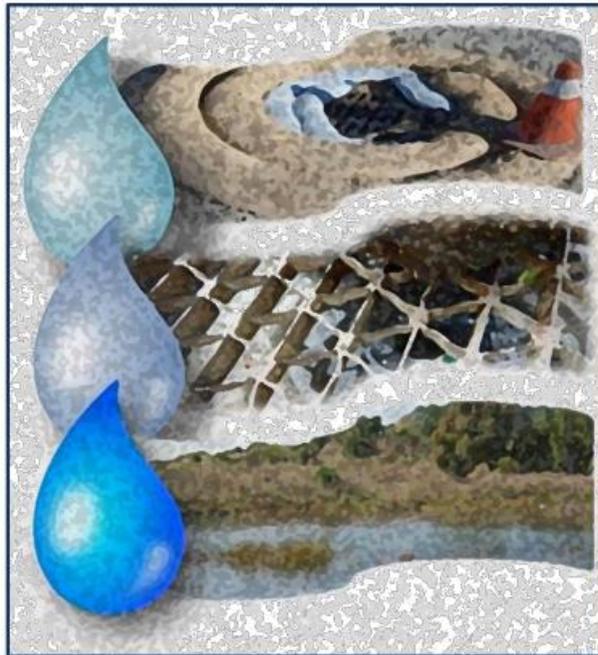


**GUÍA PARA LA ENTIDAD RESPONSABLE DE DESCARGAS SOBRE  
LA BASE DE DATOS DEL SISTEMA DE SEGUIMIENTO DE  
SOLICITUDES E INFORMES MÚLTIPLES SOBRE AGUAS PLUVIALES  
(SMARTS)**

# **PERSONA LEGALMENTE RESPONSABLE REGISTRO DE USUARIO**

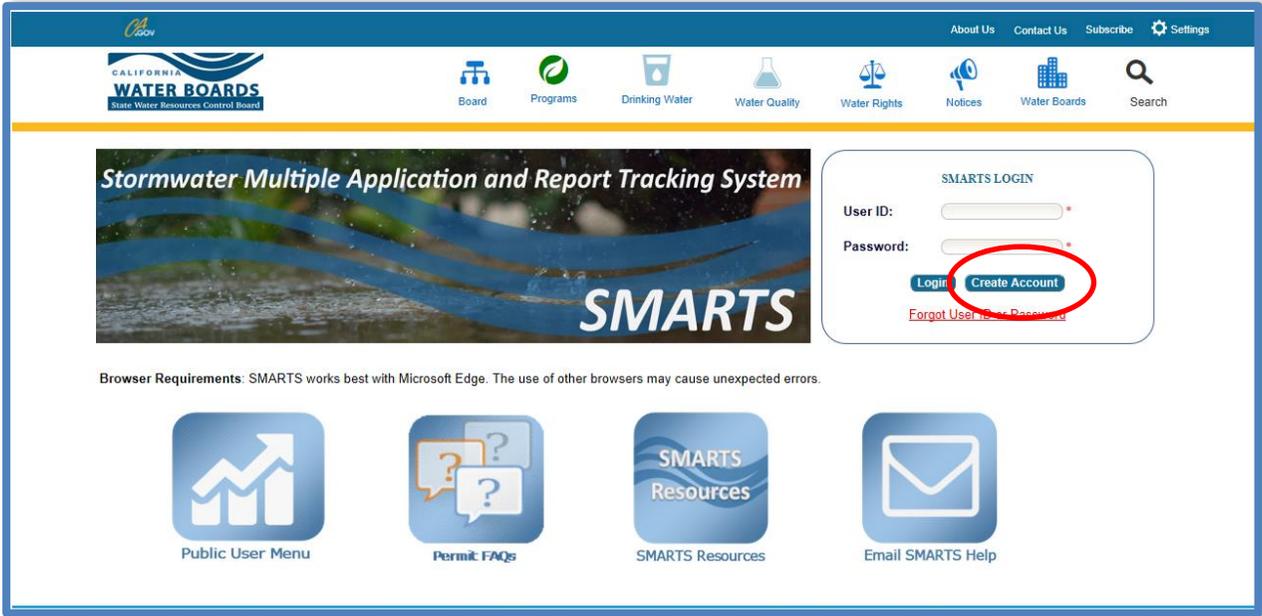


**Última revisión: agosto de 2024**

## Pasos para el registro de usuario en SMARTS como persona legalmente responsable

1. Inicie sesión en [SMARTS](https://smarts.waterboards.ca.gov) (<https://smarts.waterboards.ca.gov>) y seleccione "Create Account" (Crear cuenta).

Requisitos del navegador: SMARTS funciona mejor con Google Chrome o Microsoft Edge. El uso de otros navegadores puede provocar errores inesperados.



The screenshot displays the SMARTS website interface. At the top, there is a navigation bar with the California Water Boards logo and various menu items: Board, Programs, Drinking Water, Water Quality, Water Rights, Notices, Water Boards, and Search. Below the navigation bar, a large banner features the text "Stormwater Multiple Application and Report Tracking System" and the SMARTS logo. To the right of the banner is a "SMARTS LOGIN" section with input fields for "User ID:" and "Password:", a "Login" button, and a "Create Account" button circled in red. Below the login section, there is a "Browser Requirements" notice stating that SMARTS works best with Microsoft Edge. At the bottom, there are four icons representing different services: Public User Menu, Permit FAQs, SMARTS Resources, and Email SMARTS Help.

2. Lea las "User Account Definitions" (Definiciones de cuenta de usuario) en esta página antes de seleccionar un tipo de cuenta de usuario. Seleccione el tipo de cuenta de usuario<sup>1</sup> y, luego, "Continue to the Next Step" (Continuar con el siguiente paso).

*Water Boards Storm Water Multiple Application & Report Tracking System*

**NEW USER REGISTRATION  
STEP 1/3: Select User Type**

The first step in the user registration process is the selection of user account type that you want to establish. SMARTS currently allows three types of User accounts. They are: Legally Responsible Person (LRP), Data Entry Person (DEP) and Approved Signatory (AS). Click on the following links to review the definitions of LRP, DEP and AS User account types before making a selection.  
[Construction User Account Definitions](#) [Industrial User Account Definitions](#)

Please select one of the following:

- Discharger, Operator, Legally Responsible Person (LRP) or Principal Signatory per 40 CFR 122.22.
- Duly Authorized Representative(DAR) or Approved Signatory (AS).
- Data Entry Person (DEP) or CBPELSG QSD.

If you have any questions or for further assistance, please contact SMARTS Help Desk at: 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov)

3. Seleccione la opción "I am not associated with any organizations or businesses currently registered in the SMARTS system and would like to create new record" (No estoy asociado a ninguna organización o empresa actualmente registrada en SMARTS y me gustaría crear un nuevo registro).

Si el usuario está sustituyendo a una LRP de una organización existente, consulte la guía: Sustitución de una persona legalmente responsable (LRP) de una organización existente.

([https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/smarts/general/docs/replace\\_lrp\\_help\\_guide.pdf](https://www.waterboards.ca.gov/water_issues/programs/stormwater/smarts/general/docs/replace_lrp_help_guide.pdf)).

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**NEW USER REGISTRATION  
Select LRP Type**

Please select one of the following:

- I am not associated with any organizations or businesses currently registered in the SMART System and would like to create a new record.
- I am replacing an LRP for an existing organization or business registered in SMARTS with active WDID numbers. I have a Secret Code Number(SCN) issued by the State Water Resource Control Board.

If you have any questions or for further assistance, please contact SMARTS Help Desk at: [\(866\)-563-3107](tel:866-563-3107) Monday thru Friday 8:00AM - 5:00PM, or email [smarts@waterboards.ca.gov](mailto:smarts@waterboards.ca.gov).

<sup>1</sup> **NOTA:** Solo una persona legalmente responsable (LRP) puede solicitar o crear un registro de organización.

- Introduzca la información solicitada y haga clic en "Continue to Next Step" (Continuar con el siguiente paso).

**Nota:** Las identificaciones de usuario distinguen entre mayúsculas y minúsculas y espacios en blanco.

*Water Boards Storm Water Multiple Application & Report Tracking System*

**NEW USER REGISTRATION**  
Step 2/3: User Account Details

**: Enter User Account Details**

The next step in the registration process is to provide your user account details. The User ID along with a Password will be sent to the e-mail address entered below. You will need this User ID and Password to log into SMARTS. Please verify that the e-mail address is valid and accurate.

**User Account Details: (An \* indicates a required field)**

First Name:  \*

Middle Name:

Last Name:  \*

Title:  \*

Email:  \* (abc@xyz.com/abc@xyz.net)

Re-enter Email:  \* (abc@xyz.com/abc@xyz.net)

Work Phone:  \* Ext:  (999-999-9999)

Mobile Phone:  (999-999-9999) - Use this number to receive the text password reset.

User ID:  \*    
(Enter user ID between 7 - 16 characters. Use the button to verify if the User ID is already taken.)

Password:    
System will generate the password and send you via email.

**Business/Agency Details:**

Business Type:  \*

Business Name:  \* (Do Not use Abbreviations, use Legal Business Name)

Business Address:  USA Address  International Address

Street Address:  \* (Enter PO Box in Street Address field.)

Address Line 2:

City, State, & Zip:  \* CA  \* Zip:  \*

Country:

Federal Tax Id:  \* (99-9999999)

5. Seleccione las preguntas de seguridad e introduzca las respuestas. La pregunta y la respuesta de seguridad se utilizan al certificar solicitudes, informes u otros documentos en SMARTS.

Introduzca un código de identificación personal (PIC). El PIC es una secuencia única de números o palabras seleccionadas por el usuario.

*Water Boards Storm Water Multiple Application & Report Tracking System*

**NEW USER REGISTRATION**  
Step 2/3: User Account Details

**: Enter User Account Details**

The next step in the registration process is to provide your user account security details. Please choose the security questions, the respective answer & complete the form.

**Identification Verification Security Questions:**

Please select and answer the Identification Verification Security questions below. These questions will be asked in the event you misplace your password.

Security question:  \*

Answer:

Personal Identification Code:

The Personal Identification Code is a set of numbers or letters used to authenticate the user when contacting the Water Boards regarding your SMARTS account. Once set, the PIC cannot be changed or retrieved. If a user forgets their PIC, a new user account must be created.

**Server Security Letters:**

**ASZ0WH**  \* Security Image characters are not case-sensitive

I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I am also aware that my user ID, password and answer to a security question constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that my electronic signature is the legal equivalent of my handwritten signature. I certify that I have not violated any term in my Electronic Signature Agreement and that I am otherwise without any reason to believe that the confidentiality of my password and challenge question answers have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

\* : Fields preceded by red asterisk (" \* ") are mandatory/required fields.

If you have any questions or for further assistance, please contact SMARTS Help Desk at [1-866-563-3107](tel:1-866-563-3107) Monday thru Friday 8:00AM - 5:00PM, or email [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov).

**Continue to Complete Registration**

- Una vez completado el registro de usuario, se envía un correo electrónico con una contraseña temporal. Inicie sesión con la contraseña temporal y establezca una nueva contraseña. La contraseña temporal solo es válida por 72 horas.

**Nota:** Las contraseñas distinguen entre mayúsculas y minúsculas.

*Water Boards Storm Water Multiple Application & Report Tracking System*

**NEW USER REGISTRATION**  
**Step 3/3: Acknowledgement**

**Acknowledgement**

This completes your user registration process: Your user account has been successfully created in SMARTS.

Your User ID, Password, and instructions for logging into SMARTS have been sent to you via e-mail. Please check your e-mail account and log into SMARTS using the User ID and Password provided. If the e-mail is not received within a reasonable amount of time, please contact the Storm Water Help Desk at the phone number provided below.

To log into SMARTS, enter the following address into your browser or click on the link: <https://smarts.waterboards.ca.gov/>

If you have a WDID, and Water Board sent Secret Code Number, please link those WDIDs to your user account after logging into SMARTS. If you have a WDID but have not received a SCN, please contact the SMARTS Help Desk at 1-866-563-3107. You must have a SCN to link a WDID to your account.

The e-mail includes instructions on how to link existing WDIDs and Data Entry Person (DEP) user accounts to your account. Until a DS account is linked to a LRP account, the DS cannot enter data into SMARTS on behalf of that LRP.

If you have any questions or for further assistance, please contact SMARTS Help Desk at: 1-866-563-3107 Monday thru Friday 8:00AM - 5:00PM, or email [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov).

[Back to Registration/Login Screen](#)

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