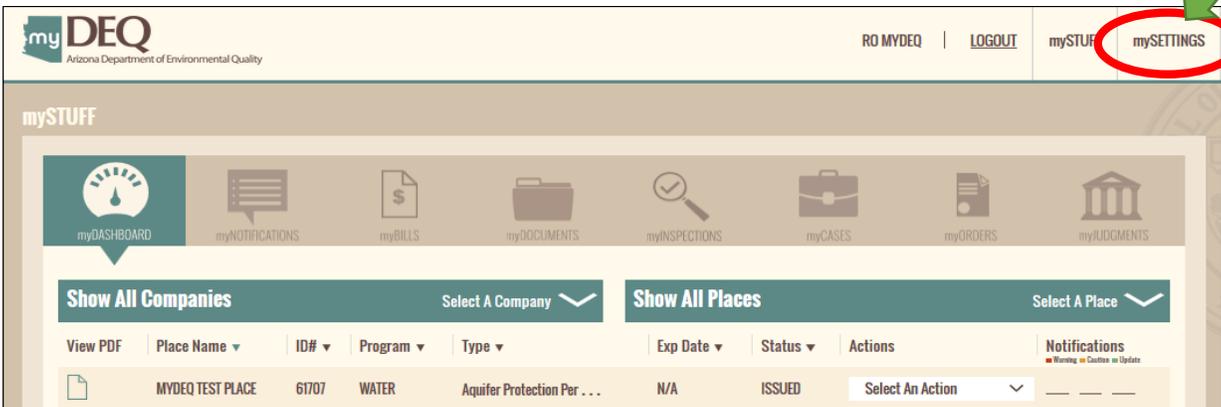


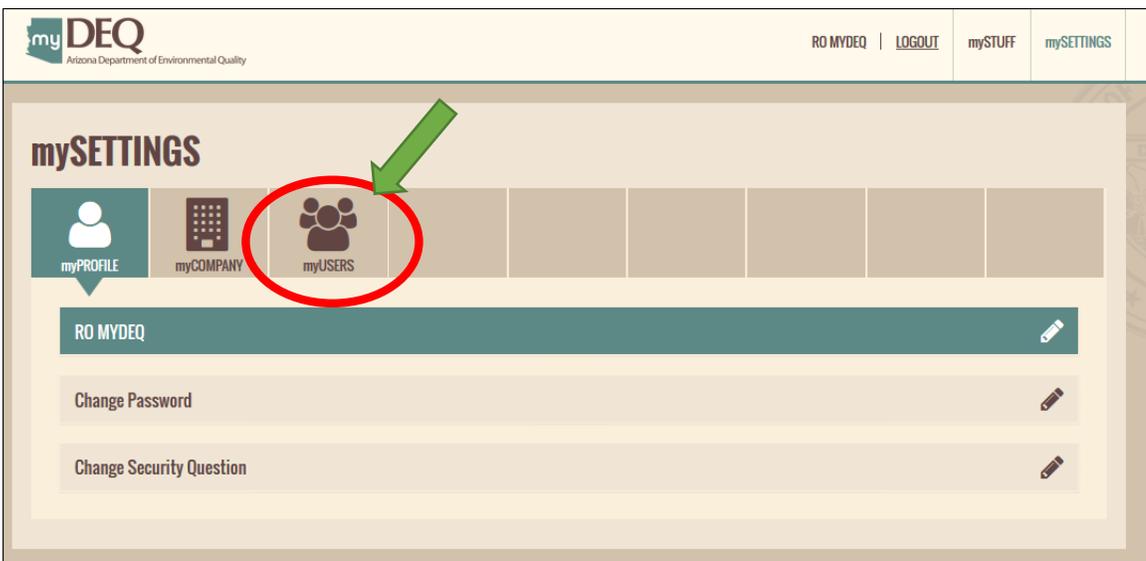
ADDING USERS

As an RCO, you can add users to manage your account. You can add all the roles or just the DRO who can then assign Submitters and Data Entry roles.

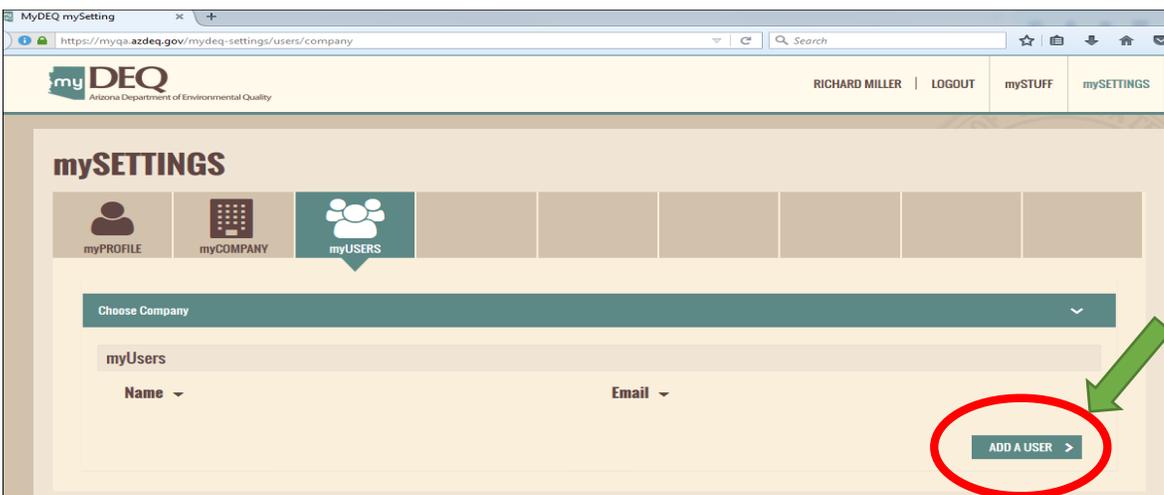
1. Log in to your account.
2. Click on the mySETTINGS icon as shown below.



3. Click on the myUSERS icon.



4. Click on the ADD A USER icon on the bottom of your screen.



5. You will need the email address and name of the user you wish to add. Add the user and click CONTINUE.

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RO MYDEQ | LOGOUT mySTUFF mySETTINGS

ADD A NEW USER

What is the user's legal name?
Should be the same as listed on a Driver's License/Passport/ID Card
** Indicates a required field*

First Name*

Middle Initial

Last Name*

Email*

Confirm Email*

Note: Your email address will be your username when logging in.

6. Select the appropriate role that will be assigned to this user. Note that ADEQ requires the DRO or the Submitter to sign and notarize a SIGNATURE AGREEMENT document. A copy of this document will be emailed to the user.

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RO MYDEQ | LOGOUT mySTUFF mySETTINGS

ADD A NEW USER

What level of access will this user have?*
Choose user access level and click CONTINUE.

Delegated Responsible Officer (DRO) - Add a DRO or replace the existing DRO **

Other - Add a Submitter or Data Entry user

* Only one RCO per myDEQ account is allowed
** Only one DRO is allowed per company managed by the RCO

7. If adding a DRO, you can select the companies to which this user will have delegated responsibility.

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ADD A NEW USER

To which company(ies) do you want to add this user?
Select all that apply.

Select All

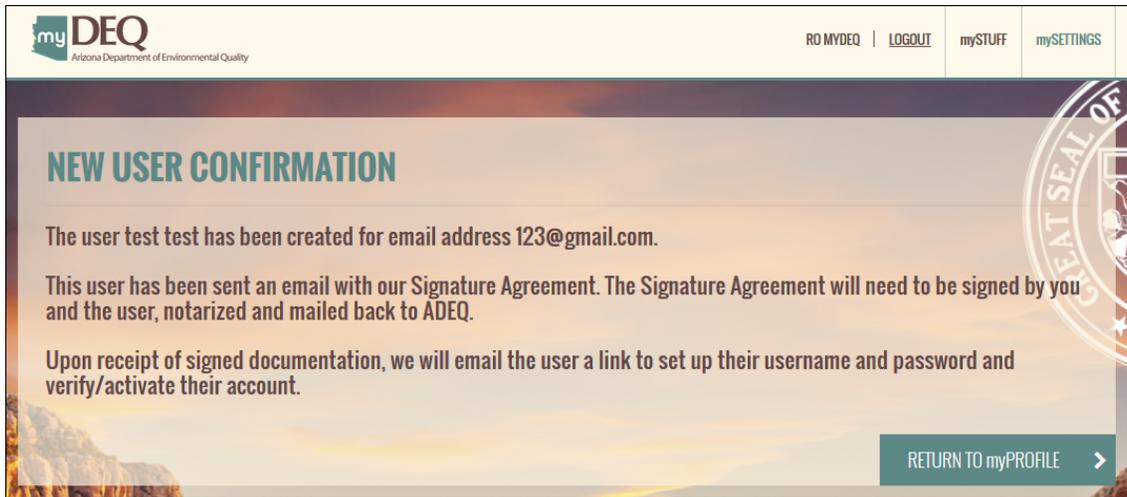
Mydeq Test Customer

8. If adding a Submitter or other role you can select the permit type that the user is assigned to.

9. A summary of the user added is listed.

myPermits/Registrations per role			EDIT
Mydeq Test Customer	Data Entry	Aquifer Protection Permit (APP)	
Mydeq Test Customer	Submitter	Aquifer Protection Permit (APP)	

10. The user will receive an email with the Signature Agreement attached if required.



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Arizona Department of Environmental Quality

RO MYDEQ | [LOGOUT](#) | [mySTUFF](#) | [mySETTINGS](#)

NEW USER CONFIRMATION

The user test test has been created for email address 123@gmail.com.

This user has been sent an email with our Signature Agreement. The Signature Agreement will need to be signed by you and the user, notarized and mailed back to ADEQ.

Upon receipt of signed documentation, we will email the user a link to set up their username and password and verify/activate their account.

[RETURN TO myPROFILE](#) >