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.

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.

7. If adding a DRO, you can select the companies to which this user will have delegated responsibility.
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.
10. The user will receive an email with the Signature Agreement attached if required.