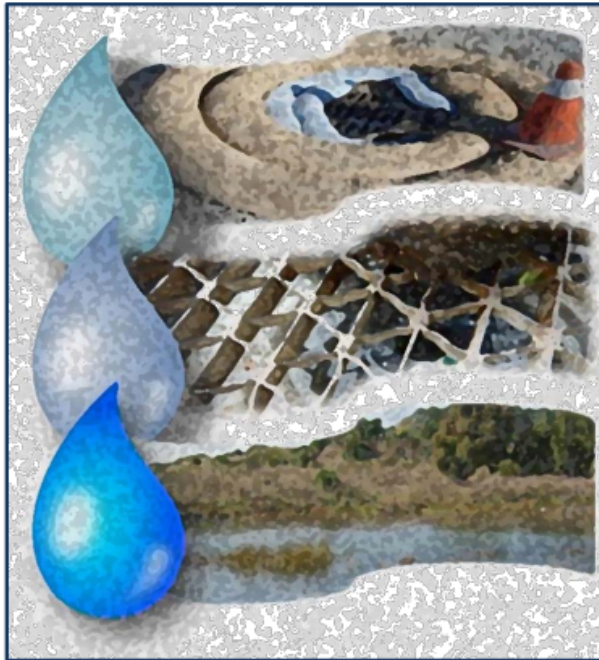


**DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE  
APPLICATION AND REPORT TRACKING SYSTEM (SMARTS)  
DATABASE**

**MANAGING AND LINKING USERS**



**Last Revised: February 2024**

## 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.

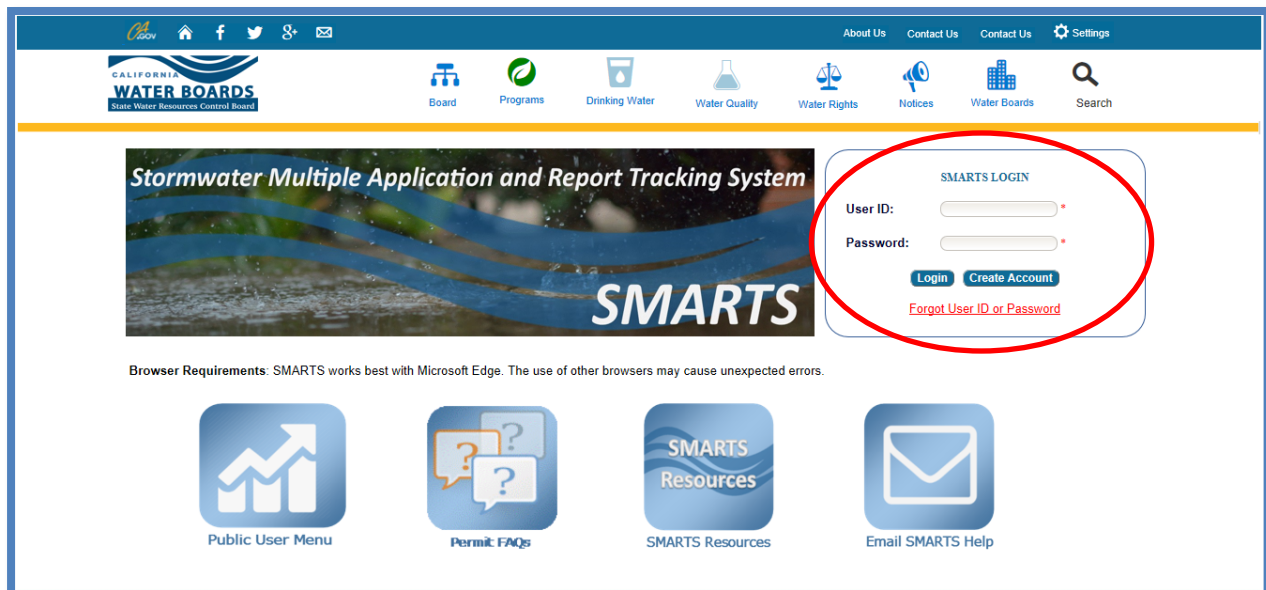
The LRP may manage multiple organizations under one user account allowing additional flexibility when linking DARs or DEPs to different organizations and applications. An LRP with multiple organizations may link DARs or DEPs to one, some, or all organizations. Once a DAR and/or DEP is linked, they may 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.

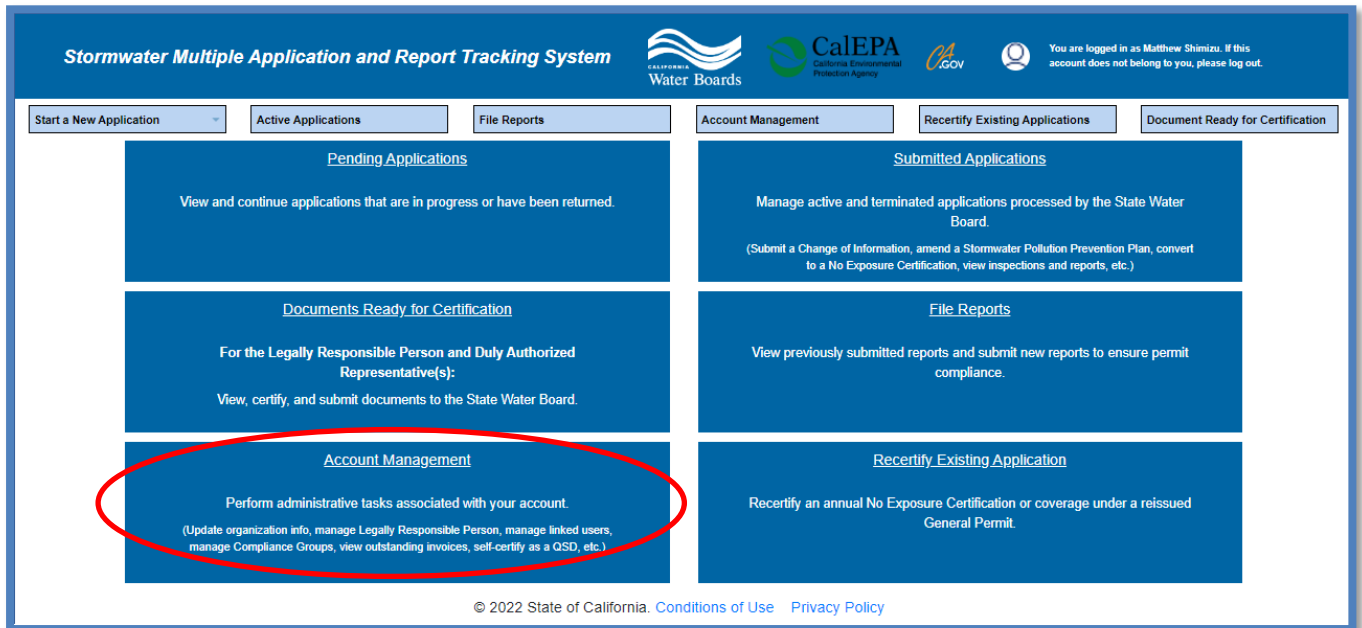
Numbers 12 to 18 describe how to manage an existing linked user.

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

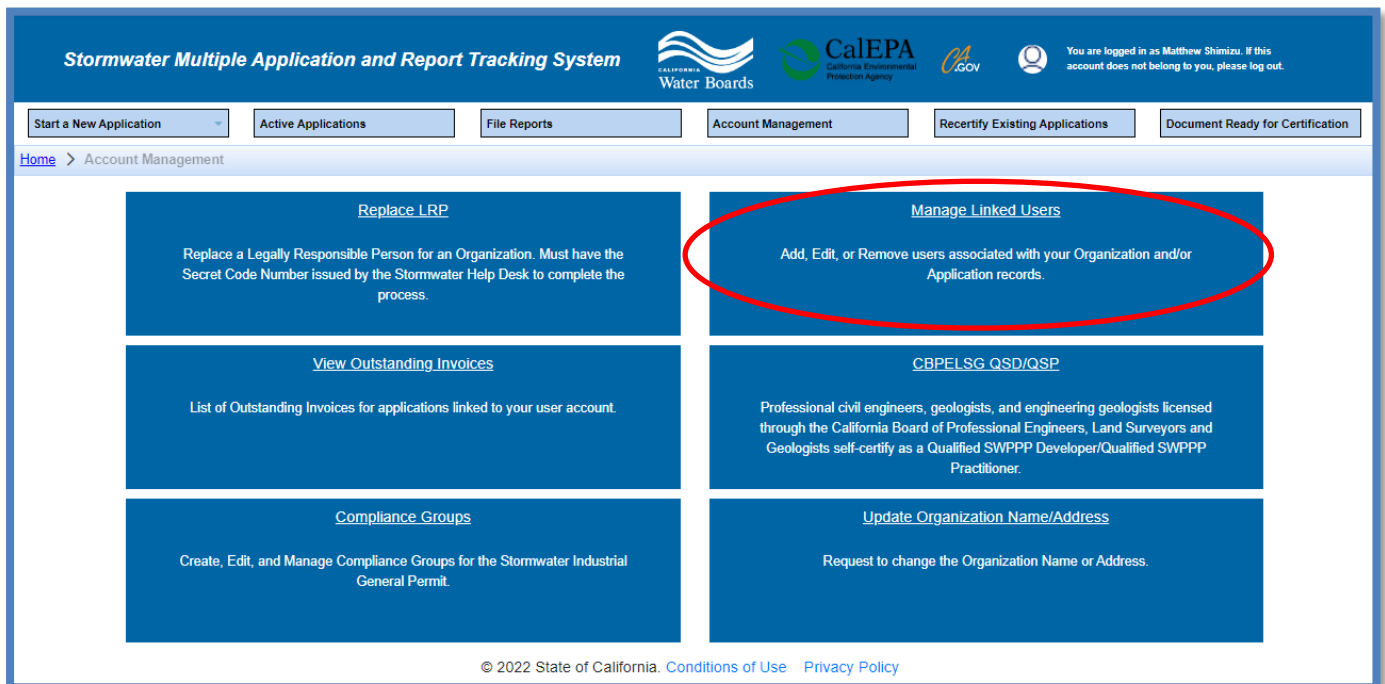
**Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors.**



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



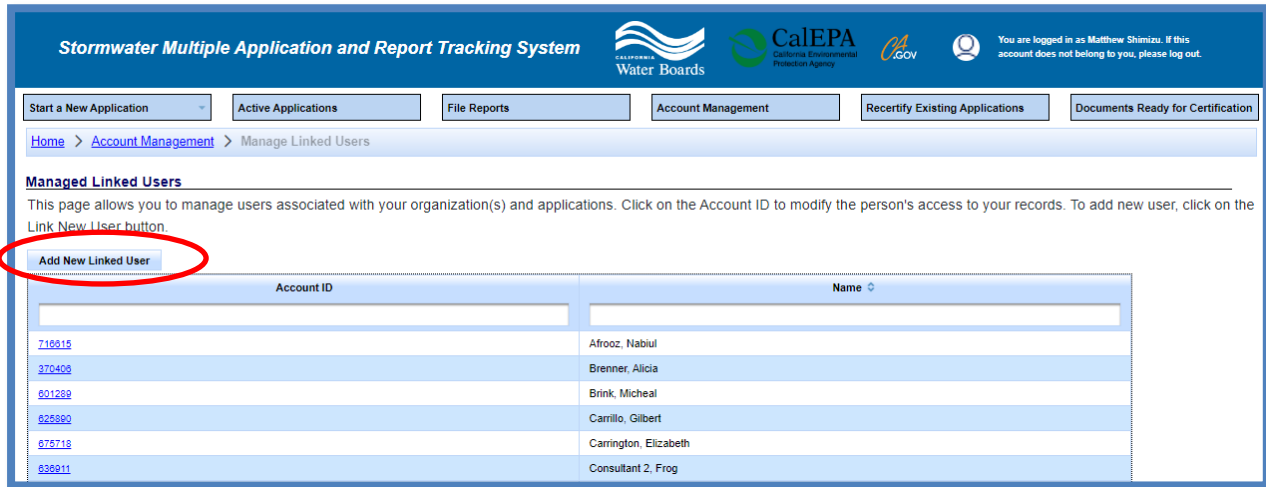
3. Select “Manage Linked Users”.



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

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

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



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



**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

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

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: Select

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 application or WDID number(s) associated. Select all applicable organization records to link.

8. Assign the user role and select “Go to Step 3”.

The screenshot shows the 'Stormwater Multiple Application and Report Tracking System' interface. At the top, there are navigation tabs: '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. The main heading is 'Step 2 of 4: Select the organization record to link with the below person.' Below this is a table with the following information:

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

Below the table, there are two dropdown menus: 'Organization Name: Select' and 'Role: Select'. Both dropdown menus are circled in red. Below the dropdowns is a button labeled 'Go To Step 3', which is also circled in red. At the bottom, there is a footer with the text: '© 2022 State of California. Conditions of Use Privacy Policy'.

**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, the system only gives the option to link the user account as a DEP; the account cannot be linked as a DAR.

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.



- **Link All Applications**

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



- 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, click “Go To Step 4” when complete.

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: [Select] 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
[Select]	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.
- 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.



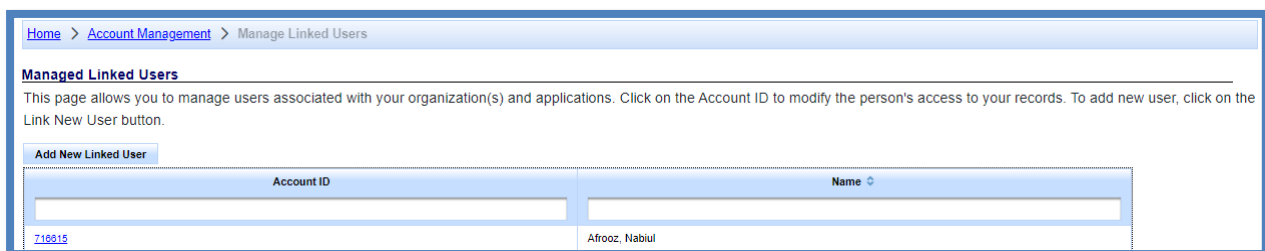
- If completed linking the SMARTS user to existing records, select “Complete Linking User”.



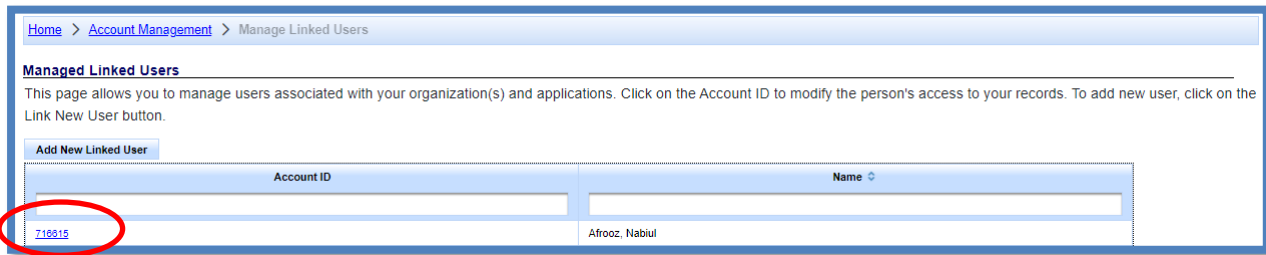
- To link additional organization records, select “Add Another Organization” and repeat the steps above.



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

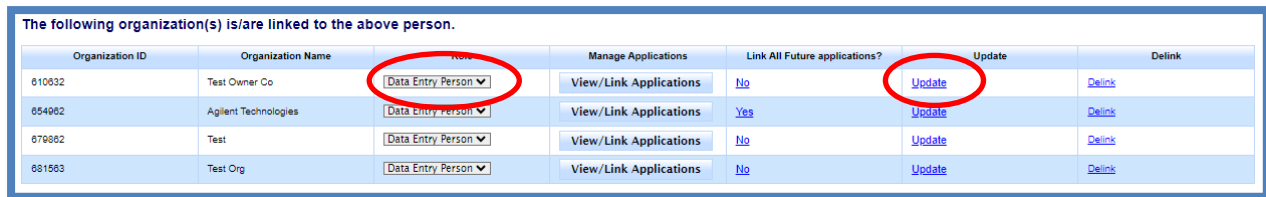


12. To manage a user previously linked to an organization, select the person's "Account ID" to link or delink an organization, application, or update the account role.

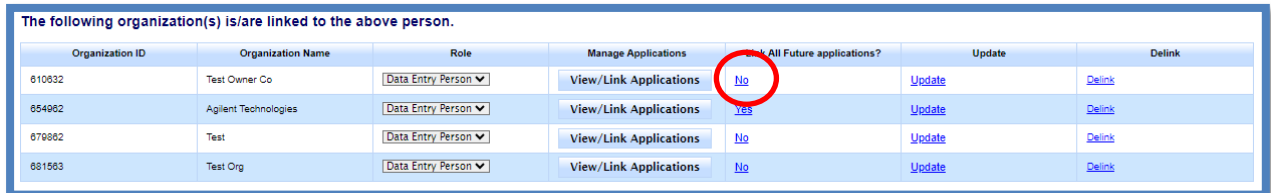


### 13. Update User Role

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



### 14. Update access to future applications



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

### 15. Delink an Organization

- To delink **all** organizations and applications the user, select the “Delink All Organizations”.

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
810832	Test Owner Co	Data Entry Person	<a href="#">View/Link Applications</a>	No	<a href="#">Update</a>	<a href="#">Delink</a>
854982	Agilent Technologies	Data Entry Person	<a href="#">View/Link Applications</a>	Yes	<a href="#">Update</a>	<a href="#">Delink</a>
879882	Test	Data Entry Person	<a href="#">View/Link Applications</a>	No	<a href="#">Update</a>	<a href="#">Delink</a>
881583	Test Org	Data Entry Person	<a href="#">View/Link Applications</a>	No	<a href="#">Update</a>	<a href="#">Delink</a>

### 16. Link an Organization

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](#)

To link a new organization record and associated applications, select the “Organization Name” and “Role” from the respective drop-down boxes and select the “Link Organization button”. The new organization is added to the table of linked organizations. Select “View/Link Applications” to select the individual applications to link.

### 17. 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
810832	Test Owner Co	Data Entry Person	<b>View/Link Applications</b>	No	Update	Delink
854982	Agilent Technologies	Data Entry Person	View/Link Applications	Yes	Update	Delink
879882	Test	Data Entry Person	View/Link Applications	No	Update	Delink
881583	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
<b>810832</b>	<b>Test Owner Co</b>	Data Entry Person	<b>View/Link Applications</b>	No	Update	Delink
854982	Agilent Technologies	Data Entry Person	View/Link Applications	Yes	Update	Delink
879882	Test	Data Entry Person	View/Link Applications	No	Update	Delink
881583	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:

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 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"/>	<a href="#">Update</a>	<a href="#">Delink</a>
565966		Test Owner Co 3737 Main St Riverside CA 92501		<input type="text" value="Data Entry Person"/>	<a href="#">Update</a>	<a href="#">Delink</a>
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"/>	<a href="#">Update</a>	<a href="#">Delink</a>
568636		Test Owner Co 3737 Main St Riverside CA 92501		<input type="text" value="Data Entry Person"/>	<a href="#">Update</a>	<a href="#">Delink</a>
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"/>	<a href="#">Update</a>	<a href="#">Delink</a>
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"/>	<a href="#">Update</a>	<a href="#">Delink</a>
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"/>	<a href="#">Update</a>	<a href="#">Delink</a>
566906		Test Owner Co 3737 Main St Riverside CA 92501	test test Acton CA 95487	<input type="text" value="Data Entry Person"/>	<a href="#">Update</a>	<a href="#">Delink</a>
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"/>	<a href="#">Update</a>	<a href="#">Delink</a>
568216		Test Owner Co 3737 Main St Riverside CA 92501	stdgagfd agfd Aberdeen CA 23432	<input type="text" value="Data Entry Person"/>	<a href="#">Update</a>	<a href="#">Delink</a>

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 ▼	<a href="#">Update</a>	<a href="#">Delink</a>
565966		Test Owner Co 3737 Main St Riverside CA 92501		Data Entry Person ▼	<a href="#">Update</a>	<a href="#">Delink</a>
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 ▼	<a href="#">Update</a>	<a href="#">Delink</a>
568636		Test Owner Co 3737 Main St Riverside CA 92501		Data Entry Person ▼	<a href="#">Update</a>	<a href="#">Delink</a>
413987		Test Owner Co 3737 Main St Riverside CA 92501	Test 1001 I St San Diego CA 99999	Data Entry Person ▼	<a href="#">Update</a>	<a href="#">Delink</a>
568599	5S34W005870	Test Owner Co 3737 Main St Riverside CA 92501	Test Linear Waiver 1 1 Fake Street Sacramento CA 95814	Data Entry Person ▼	<a href="#">Update</a>	<a href="#">Delink</a>
568638		Test Owner Co 3737 Main St Riverside CA 92501	Test NONA 1 777 I Street Sacramento CA 90001	Data Entry Person ▼	<a href="#">Update</a>	<a href="#">Delink</a>
568572	5S34C402688	Test Owner Co 3737 Main St Riverside CA 92501	Test 123 F Street Sacramento CA 95814	Data Entry Person ▼	<a href="#">Update</a>	<a href="#">Delink</a>
566906		Test Owner Co 3737 Main St Riverside CA 92501	test test Acton CA 95487	Data Entry Person ▼	<a href="#">Update</a>	<a href="#">Delink</a>
568582	4 19W005869	Test Owner Co 3737 Main St Riverside CA 92501	Test 1 Test Street Los Angeles CA 90002	Data Entry Person ▼	<a href="#">Update</a>	<a href="#">Delink</a>
568216		Test Owner Co 3737 Main St Riverside CA 92501	sfdgagfd agfd Aberdeen CA 23432	Data Entry Person ▼	<a href="#">Update</a>	<a href="#">Delink</a>