



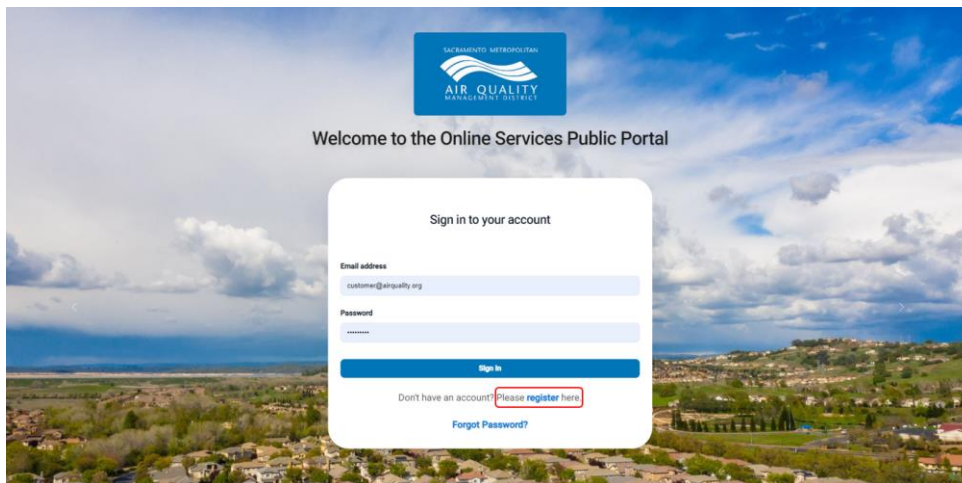
Online Services Quick Start Guide: Registration

If you are a **current customer**, you will need an account number and organization ID prior to registering in the Online Services Portal. An organization ID and an account number were sent to permit holders and asbestos contractors via mail or email on or around September 4, 2024. If you did not receive these, please contact the District at (279) 207-1122 for help with your registration. Once you have your organization ID and account number, please complete the registration steps.

If you are a **new customer**, please complete the registration steps provided below. If you need help with your registration, please contact the District at (279) 207-1122.

Registration Steps:

- 1) Go to the [Online Services](#) page, and then click on the green button for the Online Services Portal.
- 2) This will take you to the main login page. Next, click on the word “register”.



Online Services Quick Start Guide: Registration *continued*

3) You'll then be taken to the registration page.

The screenshot shows the 'Registration' page with two main sections: 'User Information' and 'Organization Information'. The 'User Information' section includes fields for First Name*, Last Name*, Phone Number*, Extension, Email*, Password*, and Confirm Password*. The 'Organization Information' section includes a search field for existing organizations, an Account Number field, and an 'Add New' button. A 'Submit' button is located at the bottom left.

4) Fill out the required fields in the “User Information” section.
*Required fields are denoted with an asterisk next to the field name.
 For your reference, they are also highlighted in yellow in the image below.*

This close-up view of the 'User Information' section highlights the required fields: First Name*, Last Name*, Phone Number*, Email*, Password*, and Confirm Password*. The 'Extension' field is not highlighted. A password strength indicator is visible below the password fields.

5) Submit your registration.

If you are a **current customer**, complete these steps to submit your registration:

a) In the “Organization Information” section, start typing the organization name into the “Search Existing” field, and then select the organization name from the drop-down list.

This screenshot shows the 'Organization Information' section with the 'Search Existing' dropdown menu open. The dropdown list contains several organization names, including 'ID: 38 - COUNTY OF SACRAMENTO', 'ID: 80 - COUNTY OF SACRAMENTO, DEPT OF GENERAL SVCS', 'ID: 81 - COUNTY OF SACRAMENTO, DEPT OF GS', 'ID: 82 - COUNTY OF SACRAMENTO', and 'ID: 83 - COUNTY OF SACRAMENTO (A. HOFFMAN PARK)'. The 'Search Existing' field contains the text 'county'.

Have questions? Please call the District at (279) 207-1122.

Online Services Quick Start Guide: Registration *continued*

- b) Enter your Account Number, and then click on the (+) button.

The screenshot shows the "Organization Information" section of a web form. At the top, it says "Existing customers with an organization on file must have their Account Number to access their information. If you have not received this Account Number, please call the Air District at our main line (279) 207-1122." Below this, there are two input fields: "Search Existing" containing "COUNTY OF SACRAMENTO" and "Account Number" containing "123456". The "Account Number" field is highlighted with a red box. To the right of the "Account Number" field is a blue button with a white plus sign (+), which is also highlighted with a red box. Below these fields is an "Add New" field with a smaller grey plus sign button. At the bottom are three buttons: "Submit", "Submit without Organization", and "Cancel".

- c) Next, click on the "Submit" button.
*Please **do not** click on the "Submit without Organization" button. Doing so will create issues with your account and will prevent you from being able to access key features of Online Services without additional assistance. Thank you for your attention to this.*
- d) You'll see the "Registration successful" message and can now log into Online Services.

If you are a **new customer**, complete these steps to submit your registration.

- a) In the "Organization Information" section, type the organization name into the "Add New" box, and then click on the (+) button. You'll see the organization name added to the screen.

The screenshot shows the "Organization Information" section of a web form. At the top, it says "Existing customers with an organization on file must have their Account Number to access their information. If you have not received this Account Number, please call the Air District at our main line (279) 207-1122." Below this, there are two input fields: "Search Existing" and "Account Number". Below these is an "Add New" field with the placeholder text "New Organization Name". The "Add New" field is highlighted with a red box. To the right of the "Add New" field is a blue button with a white plus sign (+), which is also highlighted with a red box. At the bottom are three buttons: "Submit", "Submit without Organization", and "Cancel".

- b) Next, click on the "Submit" button.
*Please **do not** click on the "Submit without Organization" button. Doing so will create issues with your account and will prevent you from being able to access key features of Online Services without additional assistance. Thank you for your attention to this.*
- c) You'll see the "Registration successful" message and can now log into Online Services.

Have questions? Please call the District at (279) 207-1122.