

# Companies linking a Facility user

**Company:** if you have someone filling your Tier II, you must assign them to a facility

If you have not created the facility, you must start at #1(*see below*) do that first.

If the facility is in the system you may skip to #8

1. click on facility list, then click “Add/Copy facility.”
2. click create new facility.
3. choose the year you are filing for (remember you are filing for the previous year)
4. Follow the prompts to the facility information.
5. Type in the facility name
6. Save
7. On the light bar click Company
- 8. Click “Add/remove Facility user.” (go to page)**
9. Put in the email of the person you are linking then follow the prompts.
10. When the facility user has completed the Tier II then Company user must then be responsible for payment

**Company:** click “facility list” to begin your Tier II. If you have a facility filing you must click facility list, then add the facility name in your facility list (see Tier II instructions).



# Companies linking a Facility user

**Company:** if you are assigning “facility user(s)” type in **the facility name only** then click “Save and then click on company Go to Company”.

[1]Facility For XYZ company

Save And Add Contacts    Save And Go To Company

[1a]Facility Location

Company Name: XYZ company    Submission: Initial

Facility Name    Reporting Year

Street Address

City    State    Zip

Phone    Fax

E-Mail    County

Max No. of Occupants    Status

Manned



**Company:** to add a “facility user” (contractors or facilities filing for parent company),

Select “Add/Remove Facility User”.

Home    Company

Company List

Add Company    Add/Remove Facility User Access

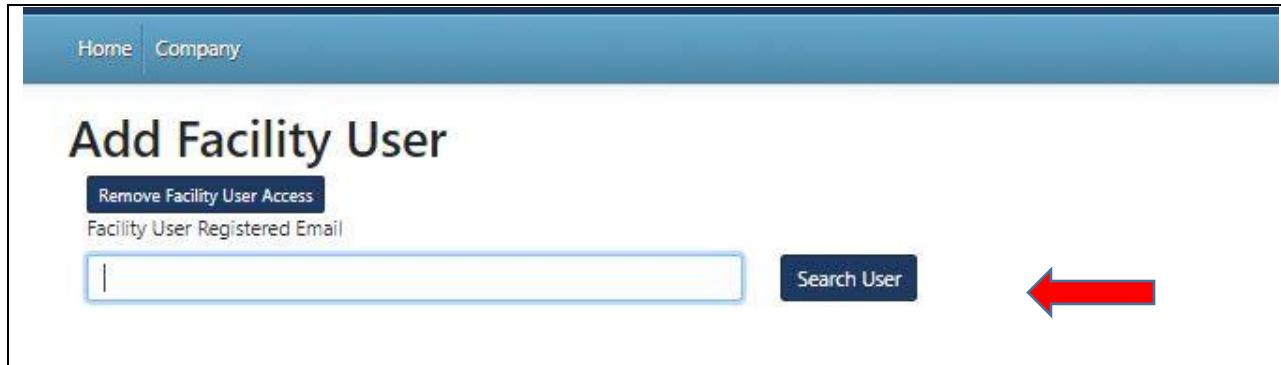
Company Name

XYZ company    Edit Company    Facility List    Fee Sheet    Users



# Companies linking a Facility user

Companies: to add your “facility user”, the company must search an **email** for the facility user (contractor) to add to their company, then click “Search User”.



Home Company

## Add Facility User

Remove Facility User Access

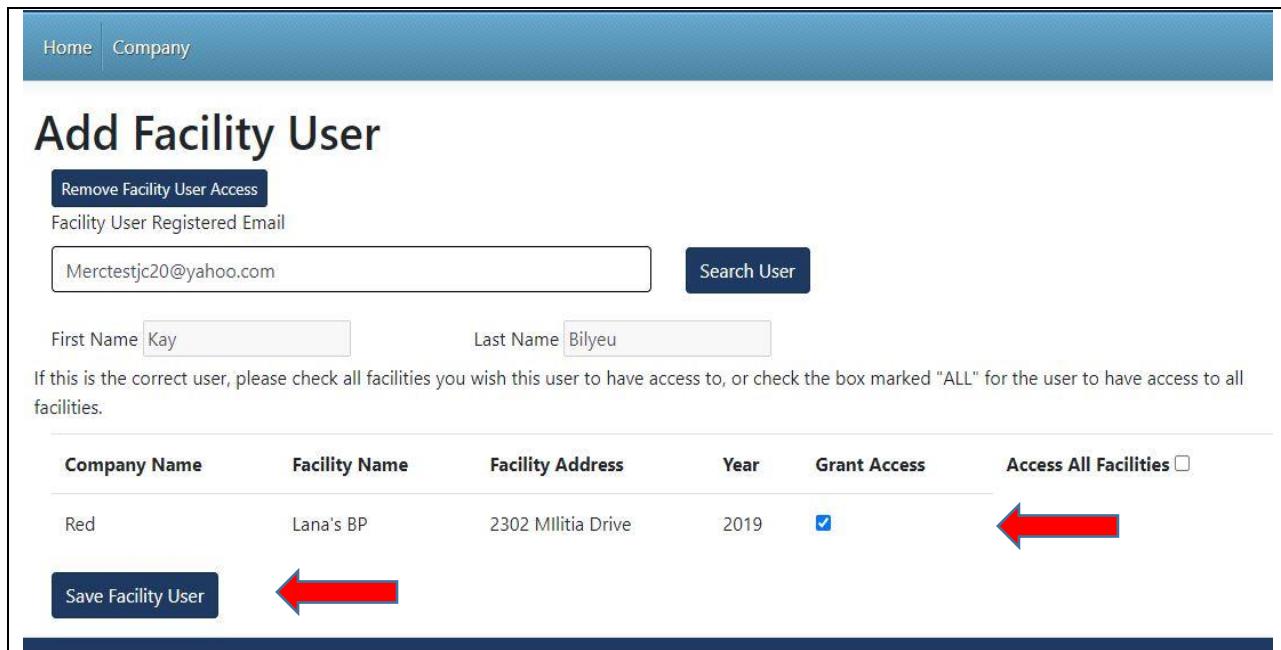
Facility User Registered Email

Search User

A red arrow points to the "Search User" button.

(To remove an email from the users, click on remove facility user access then put in the email)

The company then must “Grant Access” to the facility name(s) they want this person to have access to. Click “Save Facility User” button.



Home Company

## Add Facility User

Remove Facility User Access

Facility User Registered Email

Search User

First Name  Kay

Last Name  Bilyeu

If this is the correct user, please check all facilities you wish this user to have access to, or check the box marked "ALL" for the user to have access to all facilities.

Company Name	Facility Name	Facility Address	Year	Grant Access	Access All Facilities <input type="checkbox"/>
Red	Lana's BP	2302 Mllitia Drive	2019	<input checked="" type="checkbox"/>	

Save Facility User

A red arrow points to the "Save Facility User" button.

# Companies linking a Facility user

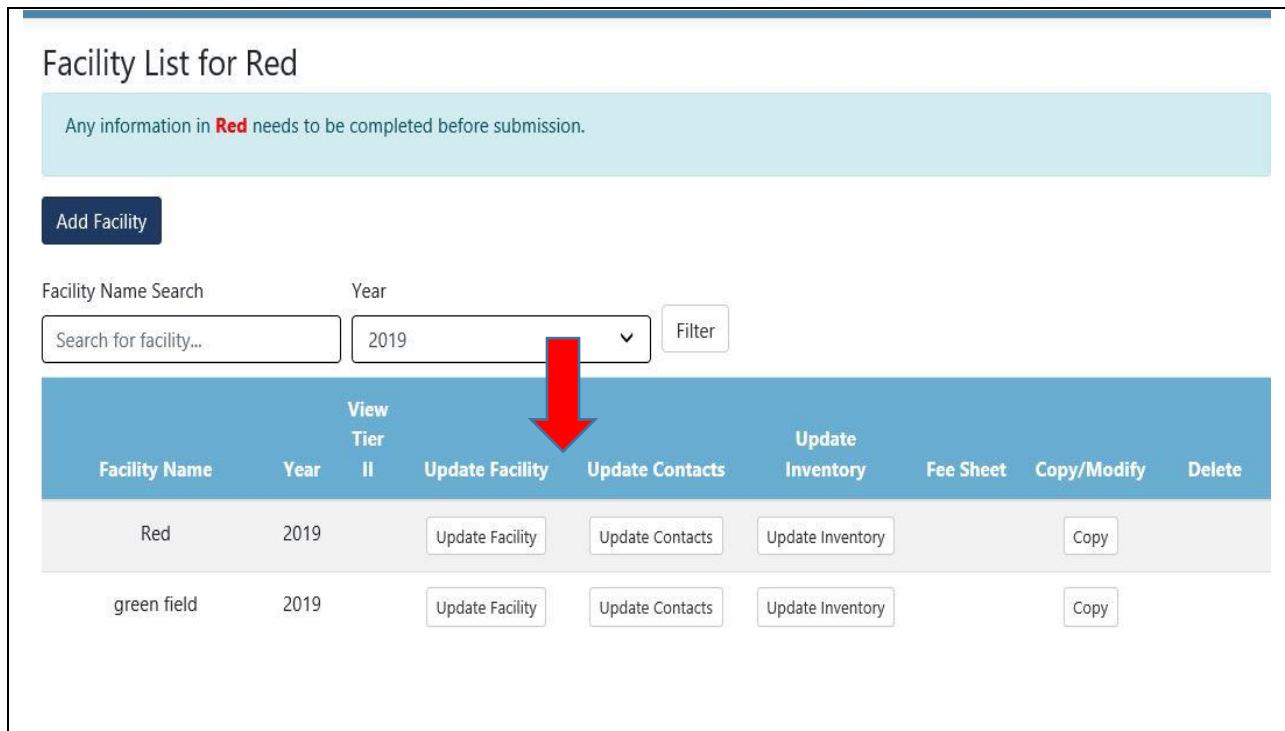
**Facility User:** this is what the Facility user will see when they log in. They do not have access to company information or the Fee.



The screenshot shows a 'Company List' page with a single entry for 'Red'. The entry includes a 'Company Name' field with 'Red' and a 'Facility List' button. A red arrow points to the 'Facility List' button.

Your assigned facilities will come up automatically. Click “Update Facility” to start Tier II. Click Add/Copy facility to file your you need to file for. (Remember you are always filing for the previous year.)

Then update all the information.



The screenshot shows the 'Facility List for Red' page. It includes a search bar, a year dropdown set to '2019', and a 'Filter' button. Below is a table with two rows of facility data. A red arrow points to the 'Update Facility' button for the first row, which contains 'Red' and '2019'.

Facility Name	Year	View Tier II	Update Facility	Update Contacts	Update Inventory	Fee Sheet	Copy/Modify	Delete
Red	2019		Update Facility	Update Contacts	Update Inventory		Copy	
green field	2019		Update Facility	Update Contacts	Update Inventory		Copy	