

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).



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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

 Missouri

Phone Fax

E-Mail County

 Please Select


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

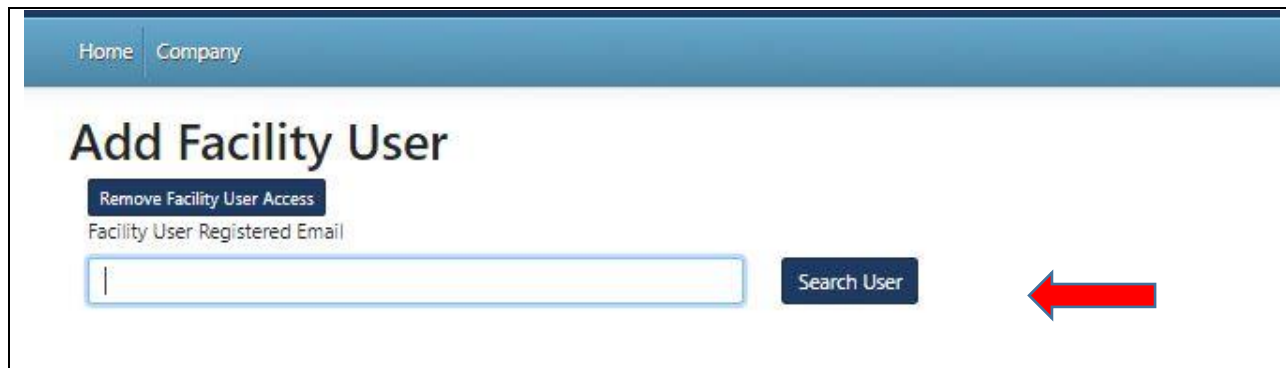
Add Company Add/Remove Facility User Access 

Company Name

XYZ company Edit Company Facility List Fee Sheet Users

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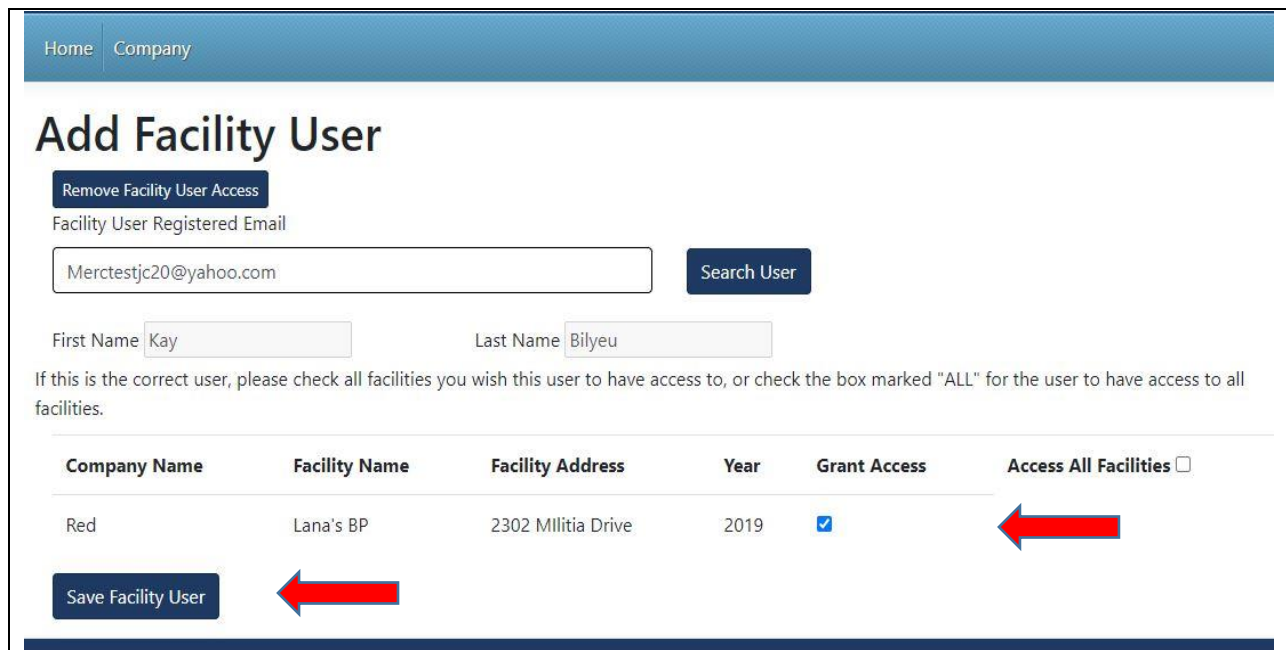
Companies: to add your “facility user”, the company must search an **email** for the facility user (contractor) to add to their company, then click “Search User”.



The screenshot shows the 'Add Facility User' page. At the top, there are navigation links for 'Home' and 'Company'. Below the title 'Add Facility User', there is a button labeled 'Remove Facility User Access'. Underneath, the text 'Facility User Registered Email' is followed by an empty text input field. To the right of the input field is a dark blue button labeled 'Search User'. A red arrow points from the right side of the page towards 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.



The screenshot shows the 'Add Facility User' page with the search results. At the top, there are navigation links for 'Home' and 'Company'. Below the title 'Add Facility User', there is a button labeled 'Remove Facility User Access'. Underneath, the text 'Facility User Registered Email' is followed by a text input field containing 'Merctestjc20@yahoo.com'. To the right of the input field is a dark blue button labeled 'Search User'. Below this, there are two text input fields: 'First Name' with 'Kay' and 'Last Name' with 'Bilyeu'. Below these fields, there is a paragraph of text: '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.' Below this text is a table with the following columns: 'Company Name', 'Facility Name', 'Facility Address', 'Year', 'Grant Access', and 'Access All Facilities'. The table has one row with the following data: 'Red', 'Lana's BP', '2302 Mllitia Drive', '2019', a checked checkbox, and an unchecked checkbox. A red arrow points from the right side of the page towards the 'Access All Facilities' checkbox. Below the table, there is a dark blue button labeled 'Save Facility User'. A red arrow points from the right side of the page towards the 'Save Facility User' button.

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"/>	<input type="checkbox"/>

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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.



Home Company

Company List

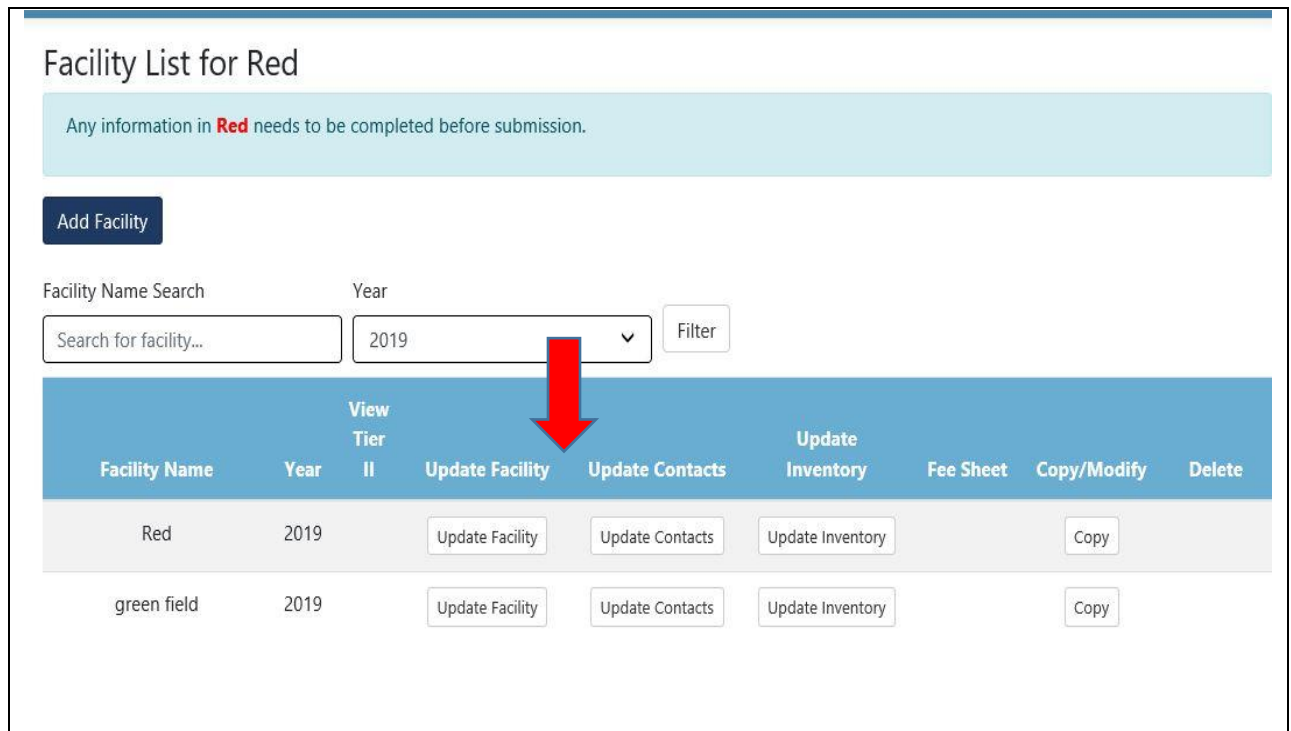
Company Name

Red

Facility List

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.



Facility List for Red

Any information in Red needs to be completed before submission.

Add Facility

Facility Name Search

Search for facility...

Year

2019

Filter

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	