MEMORANDUM

TO: New State and Local Emissions Inventory System (SLEIS) Users

FROM: Jacquelyn Cuneo, SLEIS Administrator

DATE: January 1, 2020

SUBJECT: SLEIS User Registration Form

To create a facility user account in SLEIS for point source emissions inventory reporting, please complete the attached **SLEIS User Registration Form**. Required information include the facility name and ID number for the facility you wish to access in SLEIS, as well as facility user contact information and assigned user roles. The user roles that can be assigned to a facility user are Administrator, Submitter, and Viewer or Editor. A facility user can be assigned up to three user roles. User role functions are defined as follows:

- **Administrator**: While the Division of Air Quality (DAQ) manages initial user registration, the Administrator can edit their facility's user information, edit their facility's user roles, and delete former facility users. There must be at least one Administrator assigned to each facility. An Administrator should be an employee of the facility or corporation and supply a company email address; consultants and contractors should not be facility Administrators.
- **Submitter**: The Submitter is the only user that is able to submit an emissions report in SLEIS. There must be at least one Submitter assigned to each facility. Submitters will be required to complete challenge questions and answers during registration to be used when making a submission.
- **Editor**: The Editor can view and edit facility and emission data.
- **Viewer**: The Viewer can only view facility and emission data.

Email completed **SLEIS User Registration Form** to Jacquelyn Cuneo (jacquelyn.cuneo@delaware.gov) at DAQ. Once the facility user account is created, the user will receive an automated email from the "State of Delaware DNREC" with a link prompting to create an initial account password.

SLEIS
State & Local
Emissions Inventory System

Delaware SLEIS User Registration Form	
Facility User Information	
Facility Name	
Facility ID	
User's Name	
Email Address	
Title & Organization	
Phone Number	
User Roles	☐ Administrator ☐ Submitter ☐ Editor **OR** ☐ Viewer
Facility User Information	
Facility Name	
Facility ID	
User's Name	
Email Address	
Title & Organization	
Phone Number	
User Roles	☐ Administrator ☐ Submitter ☐ Editor **OR** ☐ Viewer
Facility User Information	
Facility Name	
Facility ID	
User's Name	
Email Address	
Title & Organization	
Phone Number	
User Roles	☐ Administrator ☐ Submitter ☐ Editor **OR** ☐ Viewer