

# SLEIS Registration and Login

The Arkansas Department of Energy and Environment, Division of Environmental Quality (DEQ) requires users to register and identify what role(s) they will have when using the SLEIS system  
The roles include: Submitter, Editor, and Viewer

A registration form (SLEIS Application) is available for both [facilities](#) and [consultants](#) by clicking the "[Download Registration Forms](#)" link on the SLEIS homepage

Submit the completed application form to DEQ (E-Mail to [EE.emissioninventory@arkansas.gov](mailto:EE.emissioninventory@arkansas.gov) is acceptable)

User accounts with requested roles will be created by DEQ

## Registration

DEQ will set up user profiles for your facility.

A user profile can have multiple roles. A user may need multiple roles at a facility and can be a user for more than one facility. User roles may also differ between facilities.

The Submitter is the facility's "Responsible Official". The submitter's role is subject to Electronic Signature requirements. The Responsible Official will need to complete and submit a signed hard copy of the [Electronic Signature Agreement](#) if one has not been submitted previously (This form only needs to be completed and submitted once per Responsible Official and is available in the "**Download Registration Forms**" section of the SLEIS homepage). Please mail or deliver the completed Electronic Signature Agreement Form to DEQ.

A consultant/contractor can have an Editor or Viewer role, but cannot have a Submitter role.

## User Role Functions

- Submitter uses SLEIS to submit the Copy of Record to DEQ (This is the Primary User/Compliance Contact who is also the Responsible Official and e-Signatory)
- Editor is able to edit/update the emissions data and other information in the SLEIS report
- Viewer is only able to view the data and other information in the SLEIS report

## Information required in the SLEIS application \*

AFIN: 99-99999

Facility Name: John Doe's Company (User will be associated with this facility)

Facility Location: 655 Bay Road

E-Mail: john.doe@state.ar.us (this will be used to login into the system)

Name: John Doe

Job Title: Environmental Scientist

Organization: Division of Air Quality (DuPont USA, ABC Consultants)

Street 1: 655 Bay Road Suite 5N

Street 2:

City, State, Zip: North Little Rock State: AR Zip: 72118

Phone: (501) 999-8888

Role: Viewer or Editor (You must choose only one)

\*Example information included for clarity

### Initial Login

When you initially login to SLEIS or any time you have forgotten your password you will need to create a new password

Enter the e-mail address you provided on the SLEIS registration form

Click on **Forgot Password**

A **Request Password Reset** screen will be displayed

### Reset Password

If not already displayed, type in the e-mail address you provided on the SLEIS registration form

Click **Submit**

Check your e-mail and you will receive a message with further directions

Open and click on the provided link (or copy and paste the enclosed link into your browser address box) to complete your password reset request

The link will display a **Reset Password** page

Enter a new password

Confirm the new password

Click on Submit

The user will be redirected to the login page\*\*

\*\* If multiple SLEIS tabs were created during the process the user may want to delete all but the login page.

### SLEIS Login

A successful login will display the **My Facilities Page**

If a facility is not listed on the **My Facilities Page**, your user profile has not been associated with a facility or your facility is not ready to be updated.

If you have any problems with the registration or login process, please notify DEQ  
([EE.emissioninventory@arkansas.gov](mailto:EE.emissioninventory@arkansas.gov))