



Maricopa County Air Quality Department

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# Create an Account for the Dust and Miscellaneous Portal

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How to Create an Account for Submission of an  
Application through the Dust and Miscellaneous Portal

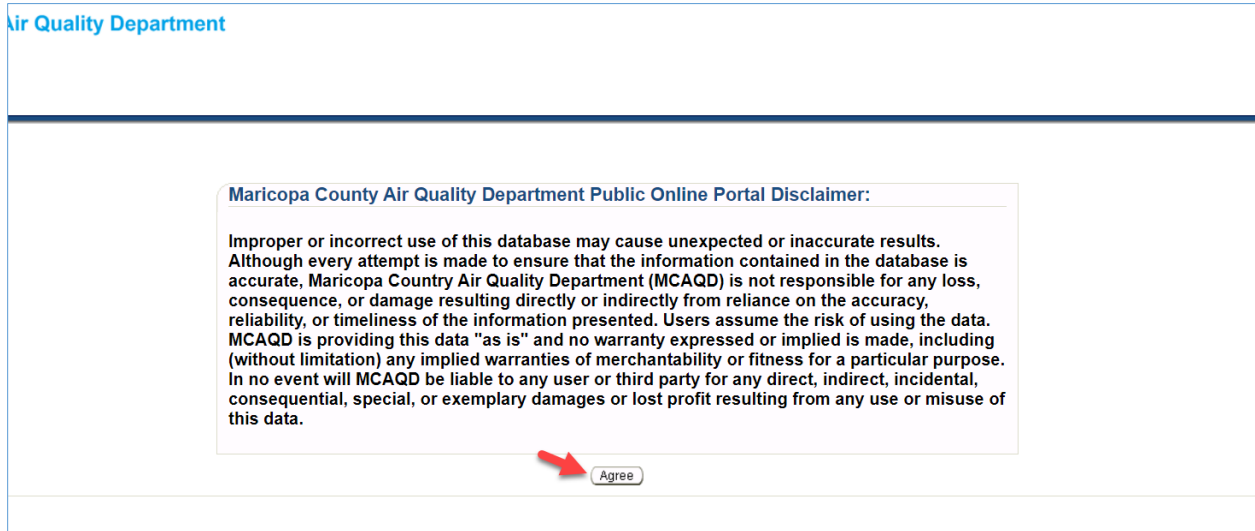
Maricopa County Air Quality Department

April 2021

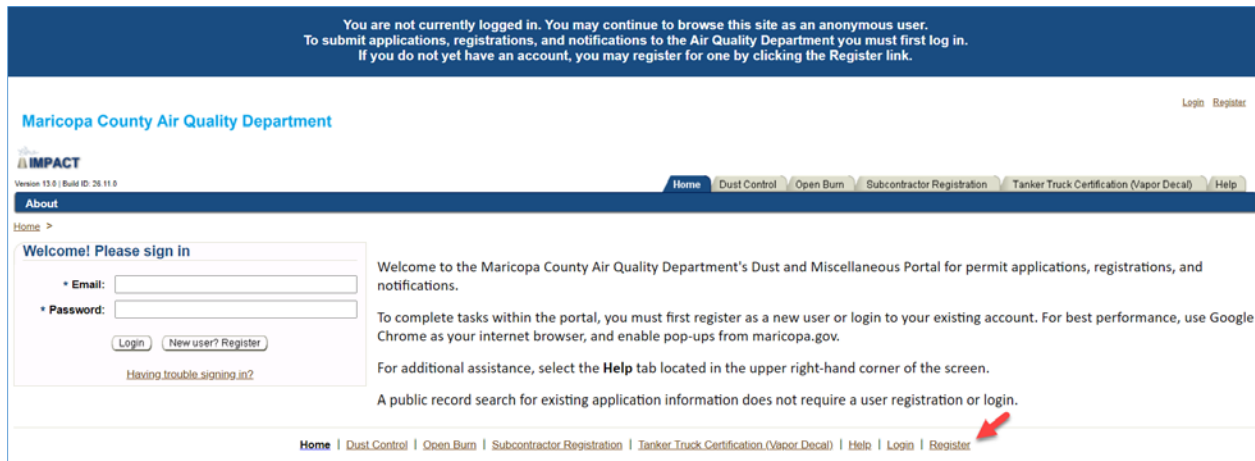
## How to Create an Account

### Step 1

Begin by accessing the [Dust and Miscellaneous Portal](#). After reviewing the disclaimer, select **Agree**.



From the Home screen, select **Register**.



Step 2

Complete the required information within the New User Registration. Write down your email address and password used to reference later. Select **Register**.

The screenshot shows a 'New User Registration' form with the following fields: \* First Name, \* Last Name, \* Email, \* Password (with a note: 'Must be at least 10-characters long, contain lower and upper case letters, and a symbol.'), \* Confirm Password, and \* Phone. Below the fields is a message: 'Your account is specific to your email address. You will receive a validation email to which you must respond to activate your account. Please check your junk or quarantined files if you do not see the validation email in your inbox. For technical assistance contact AQDImpact@maricopa.gov or 602-506-7833.' At the bottom are three buttons: Register, Reset, and Cancel. A red arrow points to the Register button.

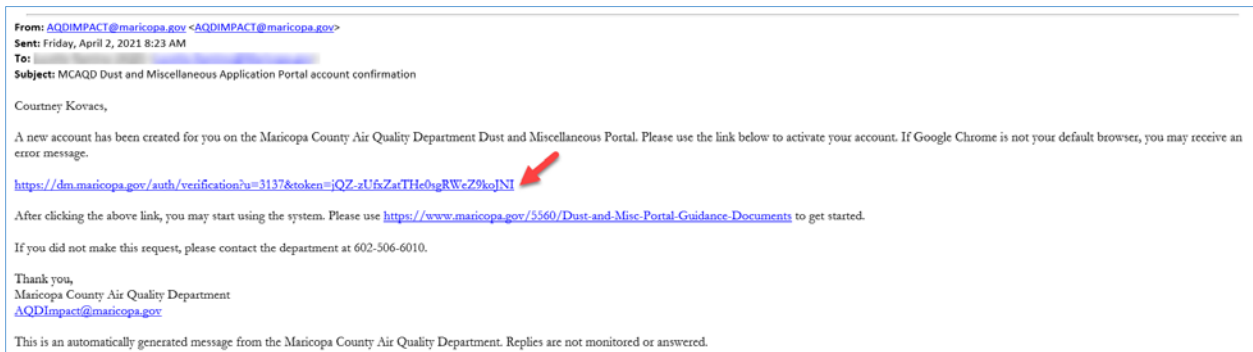
Step 3

The portal will redirect you to the Home page where you will see a notification at the top. The notification states that user registration was successful, and a confirmation email with a link to activate your account has been sent to the email address entered in the previous step.

The screenshot shows the Maricopa County Air Quality Department Home page. At the top, a blue banner reads: 'You are not currently logged in. You may continue to browse this site as an anonymous user. To submit applications, registrations, and notifications to the Air Quality Department you must first log in. If you do not yet have an account, you may register for one by clicking the Register link.' Below this is the site header with 'Maricopa County Air Quality Department' and 'Login Register' links. A navigation menu includes 'Home', 'Dust Control', 'Open Burn', 'Subcontractor Registration', 'Tanker Truck Certification (Vapor Decal)', and 'Help'. An 'About' section is visible. A red box highlights an 'Information' notification: '1. User registration successful. Email account verification email has been sent to [redacted]. Follow the instructions in the email to activate your account. 2. Please be sure to check your spam or junk email folder if you did not receive the confirmation email.' Below the notification is a 'Welcome! Please sign in' section with 'Email' and 'Password' fields, 'Login' and 'New user? Register' buttons, and a link 'Having trouble signing in?'. A welcome message follows: 'Welcome to the Maricopa County Air Quality Department's Dust and Miscellaneous Portal for permit applications, registrations, and notifications. To complete tasks within the portal, you must first register as a new user or login to your existing account. For best performance, use Google Chrome as your internet browser, and enable pop-ups from maricopa.gov. For additional assistance, select the Help tab located in the upper right-hand corner of the screen. A public record search for existing application information does not require a user registration or login.' The footer contains the same navigation menu as the header.

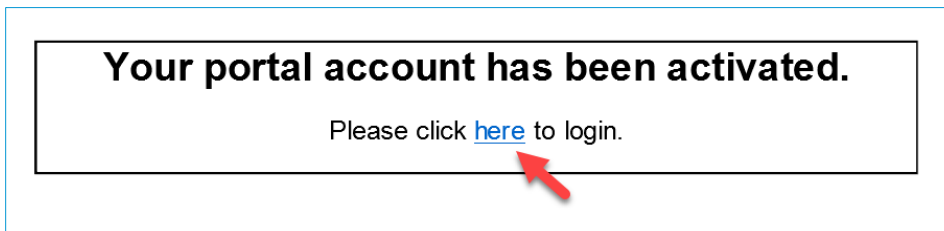
Click on the link provided in the email to activate your account. **Your account will not be functional until it has been activated.**

### Sample Email with Activation Link



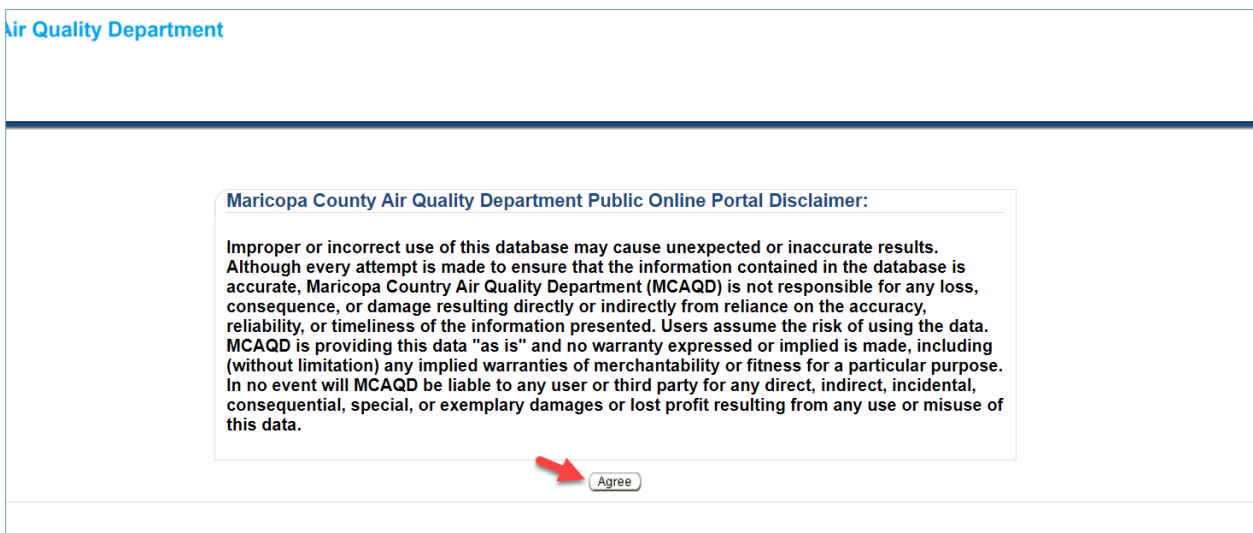
### Step 4

Once the link has been accessed, the account is activated. Select **Here** to login.

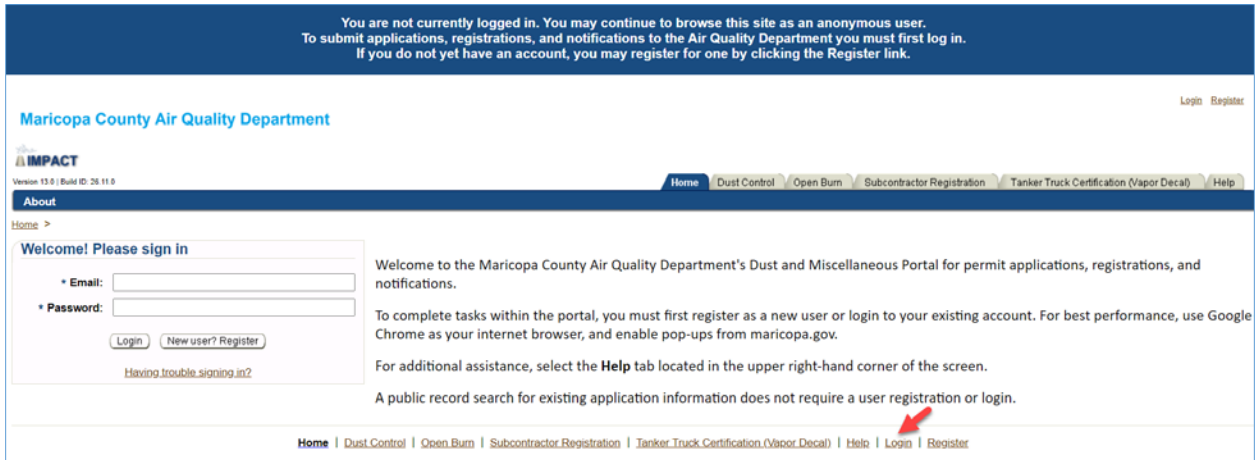


### Step 5

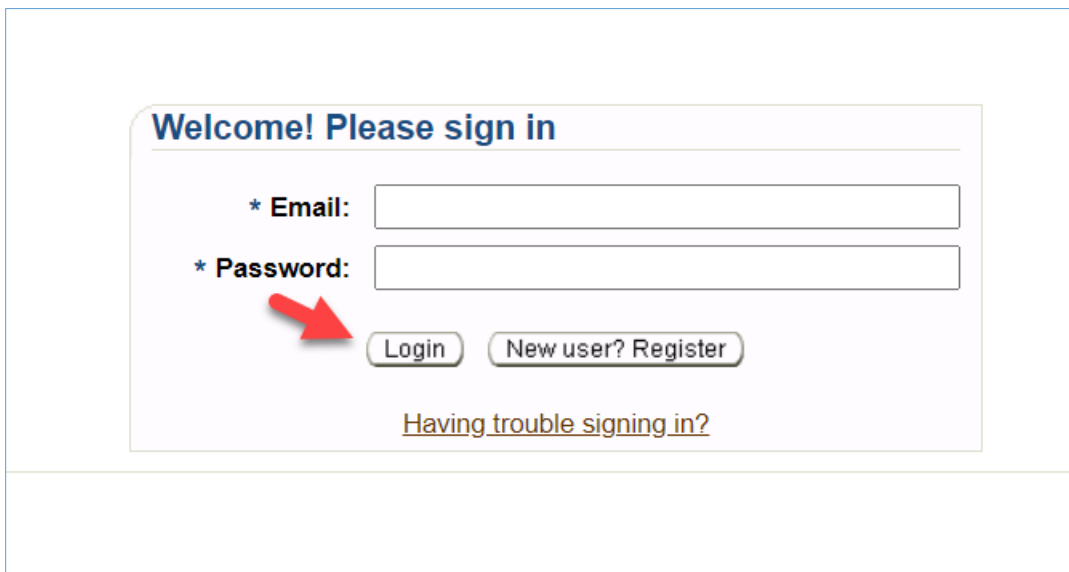
The portal will take you to the disclaimer, select **Agree**.



Select **Login** at the bottom of the page.

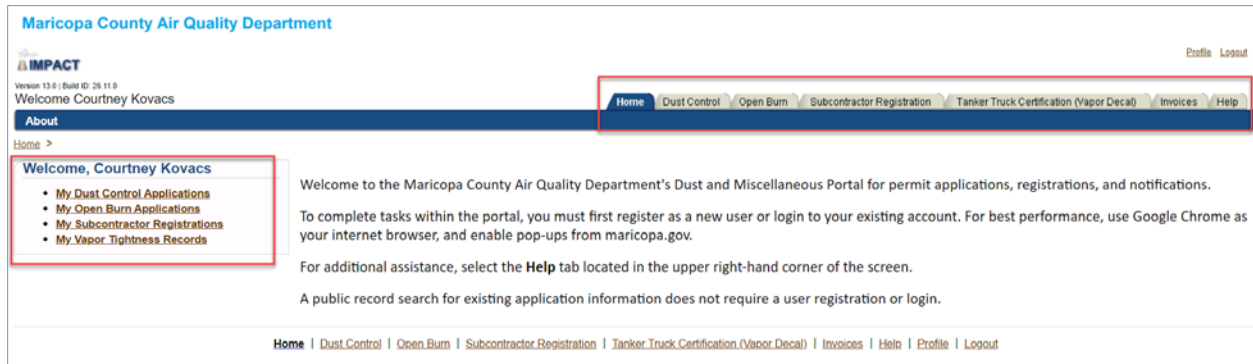


Enter your email and password and select **Login**.



## Step 6

After logging in, the portal will direct you back to the Home page. You can now begin a new application, registration, and/or notification by selecting the appropriate tabs or links.



For instructions on how to complete an application, access help documents at the Maricopa County Air Quality Department [website](#). Please contact the department at 602-506-6010 or email [AQPermits@maricopa.gov](mailto:AQPermits@maricopa.gov) for further assistance.