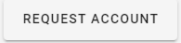


## Certified Burner – Request Account

This **Quick Reference Guide (QRG)** will provide steps for **Certified Burners** to request an account to use the **Burn Permit System**.

**Note:** The functionality available to the user in the **Burn Permit System** will be based on the user’s role and permissions.

**1** In a web browser navigate to the **Burn Permit System** using the specific URL provided by the Agency. On the **Burn Permit System** landing page, click

 near the bottom of the page or in the top right corner of the page.

**Note:** Do not use **Internet Explorer**.

**2** Complete the required fields and user authentication.

**Note:** Enter **Certified Burner Number** into the **Reason for Access** comments field.


**Note:** If organization does not apply select None and select Other for Organization Type

**3** After completing all required fields, user authentication, and entering the **Certified Burner**

**Number** into the **Reason for Access** field, click

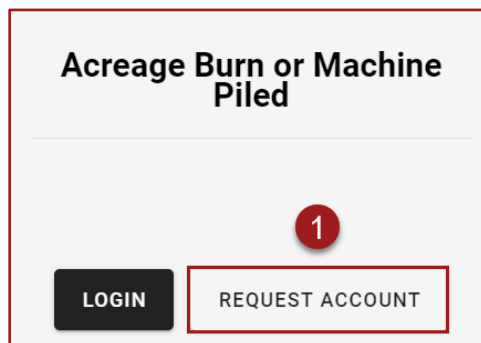


**4** After the account is approved use the link in the approval email to finish setting up the new account. Complete all of the required fields in both containers




and click  to finalize the account.

**Note:** Some fields on the finalize account form will be pre-filled based on the information entered on the initial account request form.

**Note:** The Security Question is used for password recovery.



**Request account**

<p>First name: *</p> <input type="text" value="First name"/> <p>✖ Required</p>	<p>Last name: *</p> <input type="text" value="Last name"/> <p>✖ Required</p>
<p>Organization: *</p> <input type="text" value="Organization"/> <p>✖ Required</p>	<p>Organization type: *</p> <input type="text" value="-- Select an organization type --"/> <p>✖ Required</p>
<p>Business email: *</p> <input type="text" value="Email address"/> <p>✖ Required</p>	<div style="border: 1px solid red; padding: 5px;"> <p>Reason for access:</p> <input type="text" value="Reason for access"/> <p><b>Enter Certified Burner Number</b></p> </div>
<p>Captcha: *</p> <div style="border: 1px solid red; padding: 5px;"> <input type="checkbox"/> I'm not a robot              </div>	<p> </p> <p style="text-align: center;"><b>3</b></p>

**Account information**

4

First name *	<input type="text" value="John"/>	Last name *	<input type="text" value="Smith"/>
Organization: *	<input type="text" value="Organization"/>	Organization type: *	<input type="text" value="Other"/>
Business address *	<input type="text" value="Address"/>	City *	<input type="text" value="City"/>
State *	<input type="text" value="-- Select a state --"/>	Zip code *	<input type="text" value="Zip code (99999)"/>
Phone number *	<input type="text" value="Phone number"/>		

*Note: Red 'x Required' markers are present below the Business address, City, Zip code, and Phone number fields.*

**Access details**

Email *	<input type="text"/>	
Password: *	<input type="password" value="Password"/>	<b>Password requirements:</b> <ul style="list-style-type: none"><li>At least 6 characters</li><li>At least one capital letter</li><li>At least one lower case</li><li>At least one number or special character</li><li>Passwords must match</li></ul>
Repeat password: *	<input type="password" value="Repeat password"/>	
Security question *	<input type="text" value="-- Select a security question --"/>	Security question answer *
		<input type="text" value="Security question answer"/>

*Note: Red 'x Required' markers are present below the Password, Repeat password, and Security question answer fields.*

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