The following instructions provide a quick overview of the electronic submittal process for the use of Electronic Signature. The Department of Natural Resources (DNR) Air Program will continue to accept ink signatures, though sources are encouraged to submit electronically. Detailed instructions on the electronic signature process, as well as quick instructions on how to obtain a DNR Switchboard Login ID and how to gain access to new reporting functions within the electronic reporting system, are available on the website: http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html.

STEP 1: ACCESSING E-SIGNATURE

1. Access the Switchboard Registration page by going to either:

    - http://dnr.wi.gov/topic/Switchboard/

    - Starting at the DNR Homepage http://dnr.wi.gov, select **Business** from the Menu bar, and then select **Switchboard**.

2. Once on the Switchboard web page Select:

    Log in   to the Switchboard.

3. Enter your WAMs ID and password, and Select "Login."

4. Locate the correct facility on the list and select: **AIR Compliance Actions** link under **What You Can Do** for that facility.

    Or Select: **View Facility Air Data (and Upload)** or **Air Permit Actions** and Select: ◎ **Compliance**

STEP 2: SUBMIT RESPONSIBLE OFFICIAL'S (RO) SIGNATURE ELECTRONICALLY

Only the RO can complete the e-Signature process using their WAMS ID.

1. Log into the switchboard, select Air Compliance Actions and then Compliance Certifications or Monitoring Reports

    - If the RO is signed in, the **E-Sign Document** option will show. Clicking the button will generate an email that is sent to the RO's email address on file. This email will contain a link to the Digital Signature Service, as well as a temporary PIN code for the service.
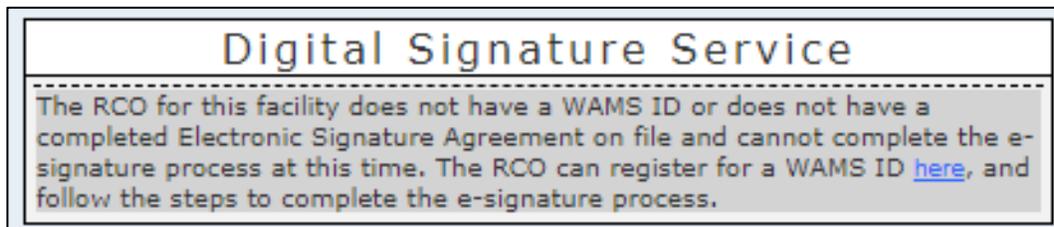
If the E-Sign Document option does not show:

- If this box is displayed, the RO is not logged in to the switchboard. Notify the RO that the document is ready for e-sign.

Digital Signature Service
Only the facility Responsible Corporate Official (RCO) may electronically sign this document. Please notify the RCO that the document is ready to be signed.

- If this box is displayed, the RO is not signed in and an RO is not currently assigned to the facility. The RO will need to obtain a WAMS ID and complete the login setup process before they are able to sign the document.

Digital Signature Service
The RCO for this facility does not have a WAMS ID or does not have a completed Electronic Signature Agreement on file and cannot complete the e-signature process at this time. The RCO can register for a WAMS ID here, and follow the steps to complete the e-signature process.

2. Open the auto-generated email in the RO's email inbox and login to switchboard with the RO's username, password, and temporary PIN provided in the email message.

3. Click the [e-Sign] button to sign the document and complete the electronic signature process.

4. After clicking the button, the signature status changes to "signed" and an email receipt will be sent to the RO's email on file. This email is the signature confirmation for this document; retain this confirmation for the facility's records.

Contact the facility's assigned compliance inspector (identified on the 'General Facility Information' tab on the Facility Home page in Switchboard) for questions.

Selected Facility: 555555
◎ Facility Home
General Facility Information