

Getting started with MPCA e-Services

The Minnesota Pollution Control Agency (MPCA) e-Services allow you to submit information to the MPCA, such as notifications, reports, and applications. This document will help you get started with creating an MPCA e-Services account and accessing a service.

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Overview

The following information explains the general rules of using MPCA e-Services.

- Online services currently operate on multiple, separate systems (eventually they will be combined). Depending on which services you would like to use, you may need to maintain multiple accounts with the agency. This document discusses the e-Services system available on the MPCA's website at <https://rsp.pca.state.mn.us>.
 - A separate e-Services is available on the MPCA's website at <https://netweb.pca.state.mn.us/private/Login.aspx>. It is used for Air Emission Inventory and submitting citizen complaints.
 - The MPCA Online Services system, which is used for Feedlots, is available at <https://webapp.pca.state.mn.us/services/>
- Each person using MPCA e-Services must create their own account.
- Each person should create only one account; do not create multiple accounts for the same person.
- You will be logged out automatically after 30 minutes of inactivity. If you don't click either Save or Continue on a page within 30 minutes, you can lose the information you entered on that page.
- Within a service, use page buttons and links to navigate between pages (e.g., click Continue); do not use browser buttons.
- At any time, click **Help** in the upper-right corner of the page for additional information.
- Some services require approved access to a facility. You add a facility by searching for the facility and requesting access. If you are granted access to a facility for a service category (e.g., Air, Water Quality), you can complete services in that service category. Data for the facility (e.g., lists of equipment) is prepopulated from the MPCA database.
- Some services require you to be identified with a specific access type. Different access types are associated with different privileges to complete a service.
 - **Air Signatory, DMR Signatory** – These access types can create a service; enter data; grant and remove general user access to a facility; and electronically sign a service.
 - **All other signatory access types (i.e., Aboveground Storage Tank Signatory, CSW Certifier, etc.)** – These access types can create, enter data, and electronically sign a service.
 - **General User** options – These access types can create and enter data for a service, but cannot electronically sign a service.

Grid of tasks before starting a service

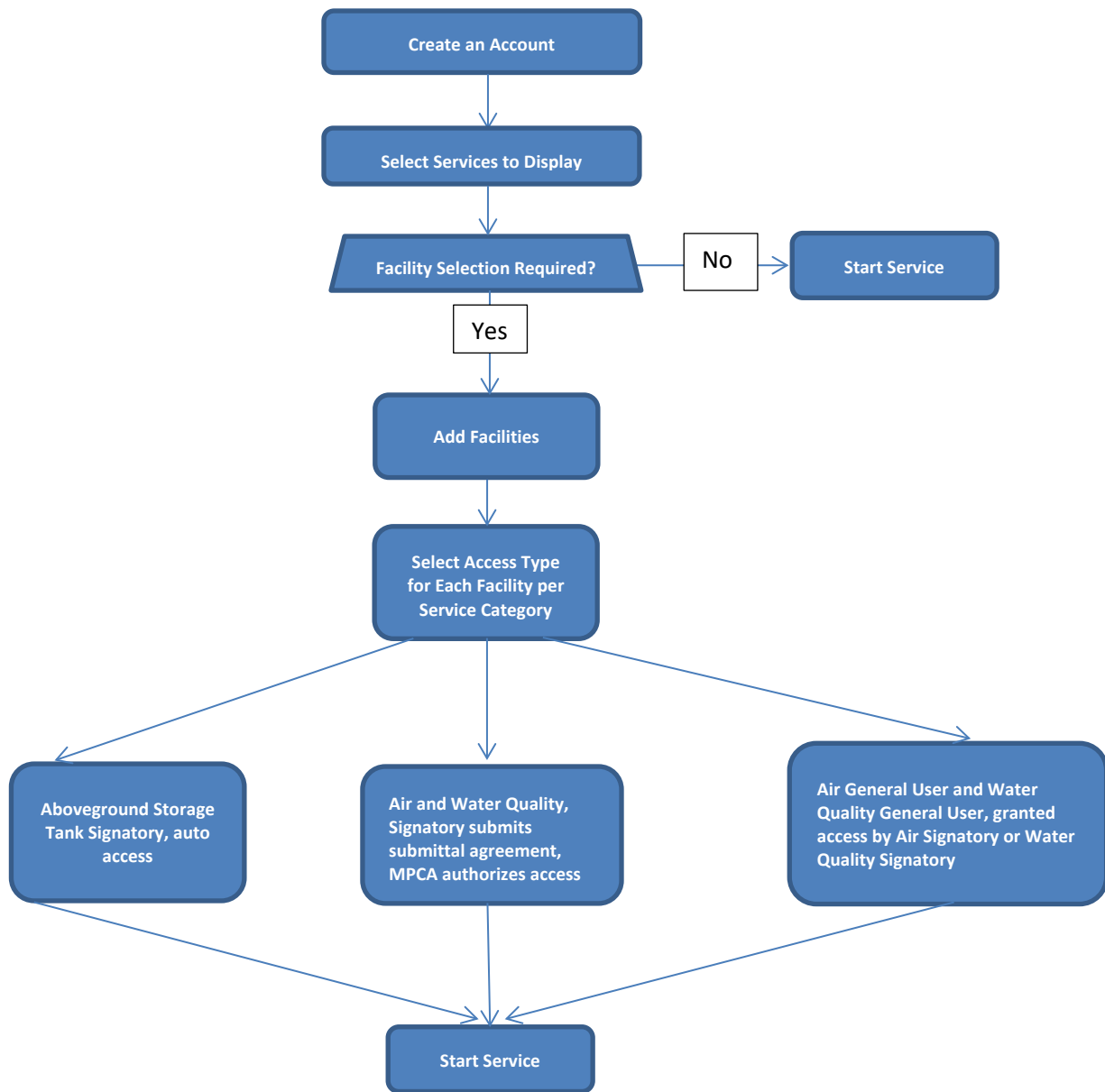
To use MPCA e-Services, you must create an account. In addition, before using some services, you must add a facility to your account, and if you are an electronic signer, possibly send in a submittal agreement.

An *electronic signer* is a person who electronically signs and certifies the submittal. For some services, a submittal agreement is required to get Signatory access for a particular facility.

A *data entry helper* is a person who can do data entry for the submittal, but can't sign it. To be a data entry helper, you need General User access to the facility.

Service	Create Account	Add Facilities	Select Access Type		
			<i>Electronic Signer: no specific access required</i>	<i>Electronic Signer: send in submittal agreement</i>	<i>Data Entry Helper: select access type General User</i>
Aboveground Storage Tank Issuance or Reissuance Permit	X	X	X		
Air Administrative Amendment	X	X		X	X
Air Individual Permit Reissuance	X	X		X	X
Air Dispersion Modeling	X	X		X	X
Construction Stormwater General Permit Application	X		X		
Discharge Monitoring Report (eDMR)	X	X		X	X
Field Work Notification	X		X		
Hazardous Waste Generator License Application	X		X		
Industrial Stormwater Annual Report	X	X		X	
Industrial Stormwater General Permit and No Exposure Certification Application	X		X		
Industrial Stormwater Monitoring Reports	X	X		X	
Notification of Permit Termination	X	X	X	X (Air only)	
Notification of Regulated Waste Activity	X		X		
Sewer Extension Permit Application	X		X		
Vessel Discharge Permit	X		X		
Voluntary Remediation Program Enrollment Application	X		X		
Volunteer Water Monitoring	X	X			
Yard Waste Permit by Rule	X		X		

Flow of tasks before starting a service

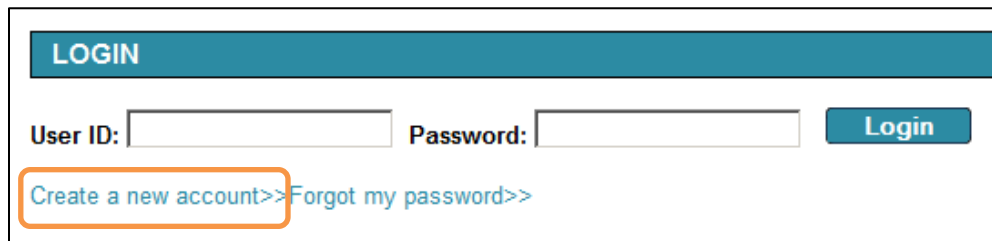


Creating an account

To create an MPCA e-Services account, go to <https://rsp.pca.state.mn.us> and complete these steps.

On the Login page:

1. Click **Create a new account**.



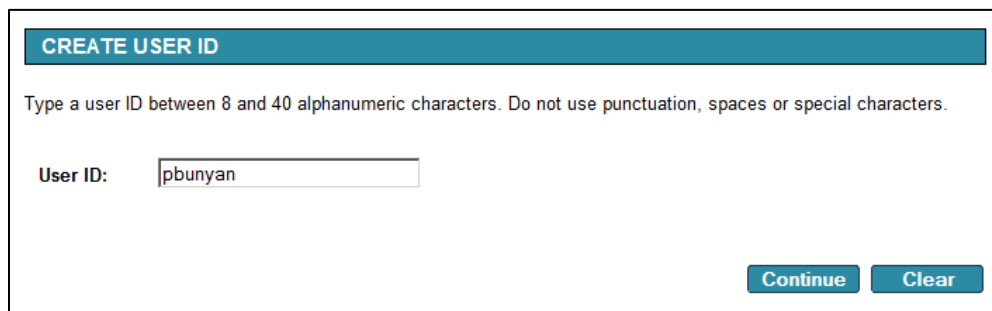
The screenshot shows the 'LOGIN' page with a teal header. Below the header are two input fields: 'User ID:' and 'Password:', each followed by a text box. To the right of these fields is a blue 'Login' button. Below the input fields, there are two links: 'Create a new account>>' and 'Forgot my password>>'. The 'Create a new account>>' link is highlighted with an orange rectangular box.

On the Create User ID page:

1. In the **User ID** box, type a user ID. Your user ID must be between 8 and 40 alphanumeric characters. Do not use punctuation, spaces, or special characters. Choose a User ID you will remember each time you need to log in.

TIP: Make note of your User ID in a secure location.

2. Click **Continue**.



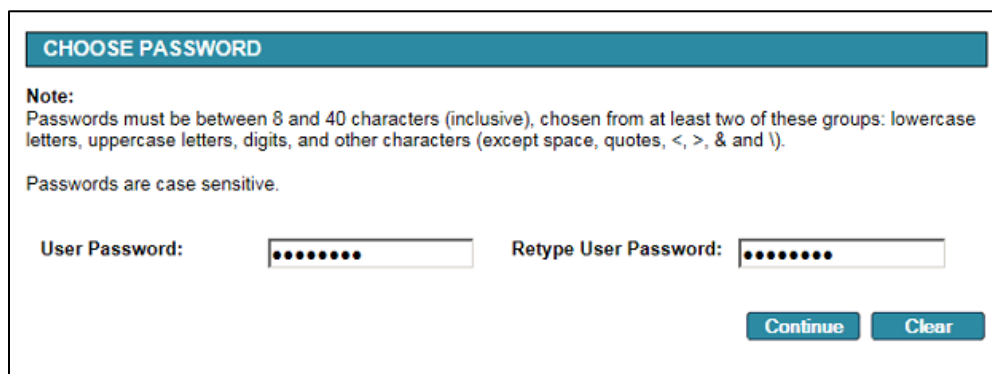
The screenshot shows the 'CREATE USER ID' page with a teal header. Below the header is a text instruction: 'Type a user ID between 8 and 40 alphanumeric characters. Do not use punctuation, spaces or special characters.' Below this is a 'User ID:' label followed by a text box containing the text 'pbunyan'. At the bottom right, there are two buttons: 'Continue' and 'Clear'.

On the Choose Password page:

1. In the **User Password** box, type a password. Your password must be between 8 and 40 characters and contain characters from at least two of these groups: lowercase letters, uppercase letters, digits, and special characters (except spaces, quotation marks, <, >, and \). Passwords are case sensitive.

TIP: Make note of your password in a secure location.

2. In the **Retype User Password** box, type the same password.
3. Click **Continue**.



The screenshot shows the 'CHOOSE PASSWORD' page with a teal header. Below the header is a 'Note:' section with the text: 'Passwords must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \). Passwords are case sensitive.' Below this are two input fields: 'User Password:' and 'Retype User Password:', each followed by a text box filled with dots. At the bottom right, there are two buttons: 'Continue' and 'Clear'.

On the Contact pages:

1. Under **Contact Information**, enter your contact information. If an asterisk (*) is present, you must enter that information.

CONTACT INFORMATION	
* First Name:	Paul
Middle Initial:	
* Last Name:	Bunyan
Title:	
* E-Mail Address:	paul.bunyan@mydomain.com
* Confirm E-Mail:	paul.bunyan@mydomain.com
Organization Name:	
Organization Type:	Private (Non-Government)
* Address Line 1:	Minnesota 18
Address Line 2:	
Address Line 3:	
* City:	Brainerd
* State/Country:	Minnesota
Foreign State:	
* ZIP/Postal Code:	56401

2. Under Contact Numbers, click **Add Contact Number**.
3. From the **Contact # Type** list, select the type of number you are adding.
4. In the **Contact Number** box, type your 10-digit number. Do not enter dashes or spaces between numbers.
5. If desired, enter your extension and add any comments.
6. Click **Save**.
7. Repeat steps 2–6 for additional contact numbers you want to add.
8. Click **Continue**.

CONTACT NUMBERS			
Note: At least one contact number is required.			
Phone Number	Type	Remove	Edit
5555555555	Office Phone Number		
Clicking a column title will sort the table by that column.			
		Add Contact Number	Continue Clear

On the Challenge/Response Questions page:

1. In the **Question 1** list, select a question
2. For Question 1, type your answer in the text box.
3. Repeat step 1–2 for the remaining questions. You can select each question only one time, and your answers cannot be duplicates. Answers are not case sensitive.

TIP: Make note of your answers in a secure location.

4. Click **Continue**.

CHALLENGE/RESPONSE QUESTIONS

Select a question and type an answer for five different security questions. Answers cannot be duplicated. Answers are NOT case sensitive

* **Question 1:**
What is your father's middle name? John

* **Question 2:**
In what city was your mother born? Bismark

* **Question 3:**
What was the manufacturer of your first car? Wagon

* **Question 4:**
What high school did you graduate from? Red River

* **Question 5:**
What was your first job? Farmer

* Required

Continue

On the Electronic Signature PIN page:

A personal identification number (PIN) is used to electronically certify a notification, report, or application. You will need this PIN each time you want to submit a notification, report, or application.

1. In the **Electronic Signature PIN** box, type a PIN. The PIN must be between 8 and 40 characters and contain characters from at least two of these groups: lowercase letters, uppercase letters, digits, and special characters (except spaces, quotation marks, <, >, and \). PINs are case sensitive.

TIP: Make note of your PIN in a secure location.

2. In the **Retype Electronic Signature PIN** box, type the same PIN.
3. Click **Continue**.

CREATE A NEW CERTIFICATION PIN

Your PIN will be used to electronically certify a notification, report, or application.

Note: The Certification PIN must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Certification PIN is case sensitive.

Certification PIN: [masked]

Retype Certification PIN: [masked]

Continue Clear

On the Facility Search page:

Here you can add facilities to your user profile. For some services, you must add a facility to your profile before you can use the service. For other services, a facility is not required. See the section [Adding a Facility to Your Profile](#) to verify if the service(s) you want to complete require a facility.

To complete your account setup without adding a facility, click **Complete Setup** without searching for a facility.

For details on adding facilities to your profile, see the section [Adding a Facility to Your Profile](#).

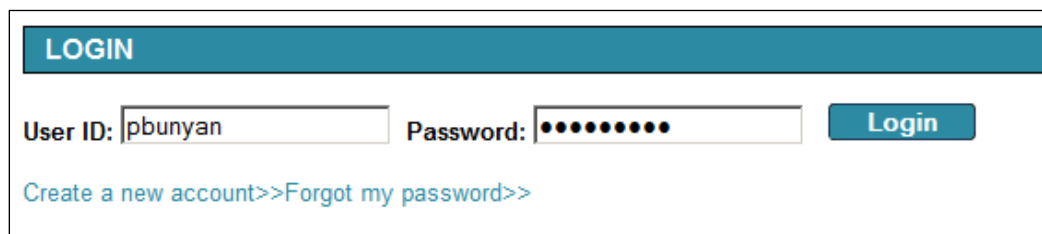
For a list of services that require a facility in your profile, click **Configure Services** on the My Workspace page. Then you can view all services listed under “Services Requiring Facilities.”

Logging into MPCA e-Services

After you complete setting up your account, you are directed to the **Login** page.

To log in,

1. If you are not already at the Login page, go to <https://rsp.pca.state.mn.us> in your web browser.
2. In the **User ID** box, type your user ID.
3. In the **Password** box, type your password.
4. Click **Login**.



LOGIN

User ID: pbunyan Password: ●●●●●●●● Login

[Create a new account>>](#) [Forgot my password>>](#)

After login, the **My Workspace** page is displayed. From this page you can select and start the services you want to use.

Selecting services to display

You can select the services that you want to display in the Service Selection section of the My Workspace page. The first time you log in after creating your account, this screen will display automatically.

To select services to display,

1. On the My Workspace page, click **Configure Services**.
2. Select the check box for each service that you want to display in your workspace.
3. Click **OK**.
4. You are returned to the **My Workspace** screen and the services you selected display under Service Selection. These services will always display each time you log in. If you ever want to change your selected services, repeat steps 1-3.

The screenshot shows the MPCA e-Services interface. At the top, there's a navigation bar with tabs: My Workspace, Messages, User Profile, Electronic Signature, and Documents and Forms. Below this, a status bar indicates the version (1.4.5) and the user (Allison Sponsel). The main section is titled 'MY SERVICES' and contains a message: 'Please select the Services that you would like to appear on your Workspace and click the OK button.'

Services Requiring Facilities

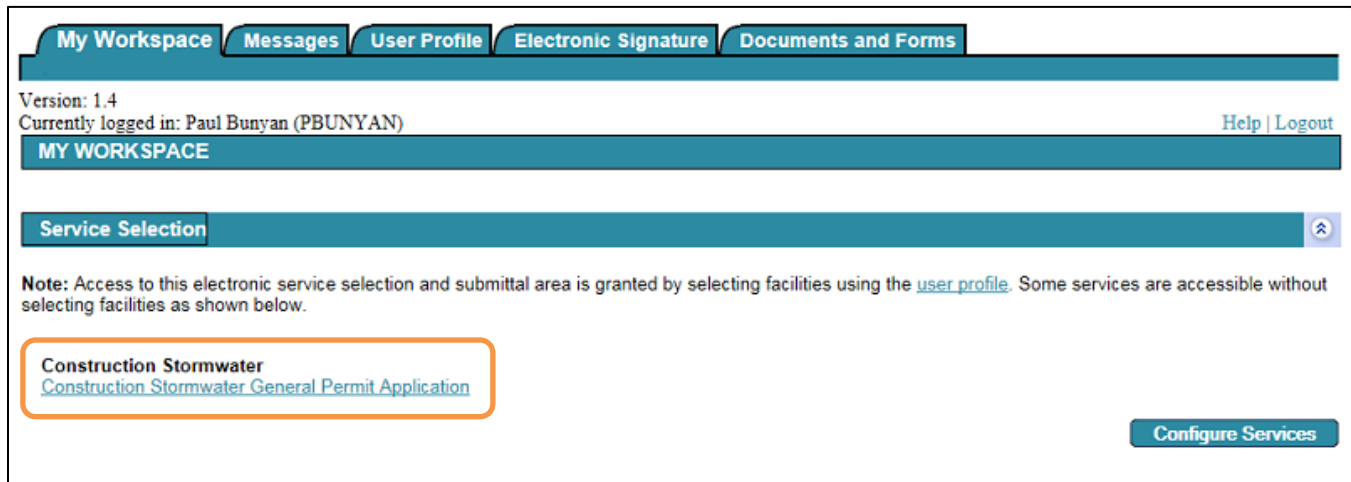
- Aboveground Storage Tanks**
 - ☐ Aboveground Storage Tank Permit Application
- All Programs**
 - ☐ Notification of Permit Termination
- Industrial Stormwater**
 - ☐ Industrial Stormwater Annual Report
 - ☐ Industrial Stormwater Monitoring Reports
- Wastewater**
 - ☐ Industrial Stormwater Annual Report
- Air**
 - ☐ Administrative Amendment Service
 - ☐ Air Dispersion Modeling
 - ☐ Individual Permit Reissuance
- Feedlot**
 - ☐ Feedlot Annual Report
- Volunteer Water Monitoring**
 - ☐ Volunteer Water Monitoring
 - ☐ AI Matching Area
- Water Quality**
 - ☐ Discharge Monitoring Report

Services NOT Requiring Facilities

- Construction Stormwater**
 - ☐ Construction Stormwater General Permit Application
- Feedlot**
 - ☐ General Permit Coverage Issuance
 - ☐ General Permit Coverage Modification
 - ☐ Individual Permit Issuance
 - ☐ Individual Permit Modification
 - ☐ Individual Permit Reissuance
 - ☐ AI Matching Area

Starting a service

To start a service, on the My Workspace page, click the service name.



The screenshot shows the 'My Workspace' page with a navigation bar containing 'My Workspace', 'Messages', 'User Profile', 'Electronic Signature', and 'Documents and Forms'. Below the navigation bar, it displays 'Version: 1.4' and 'Currently logged in: Paul Bunyan (PBUNYAN)' with a 'Help | Logout' link. The 'MY WORKSPACE' section features a 'Service Selection' dropdown menu. A note states: 'Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.' The 'Construction Stormwater' service is highlighted with an orange box, with a link to 'Construction Stormwater General Permit Application'. A 'Configure Services' button is located at the bottom right.

If you do not see any services listed, follow the instructions in section [Selecting services to display](#).

Adding a facility

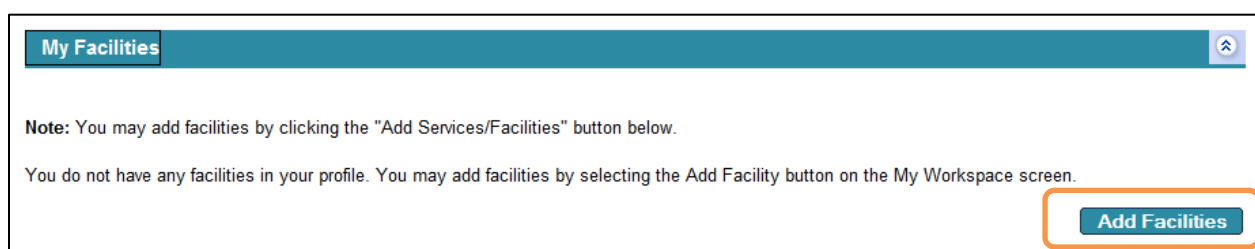
The following services require you to add a facility to your profile before using the service. If you are an electronic signer, you may also need to send in a submittal agreement, one for each facility for which you are requesting access.

Service	Add a facility	Send in submittal agreement
Aboveground Storage Tank Reissuance Permit	X	
Air Administrative Amendment	X	X
Air Individual Permit Reissuance	X	X
Air Dispersion Model	X	X
Discharge Monitoring Report (eDMR)	X	X
Industrial Stormwater Annual Report	X	X
Industrial Stormwater Monitoring Reports	X	X
Notification of Permit Termination	X	X (Air only)
Volunteer Water Monitoring	X	

After adding a facility to your profile, you can request the access level that you want.

To add a facility to your user profile:

1. In your Web browser, go to <https://rsp.pca.state.mn.us>.
2. Log in to your account. For details, see [Logging Into MPCA e-Services](#).
3. On the My Workspace page, in the My Facilities section, click **Add Facilities**.



The screenshot shows the 'My Facilities' section with a note: 'Note: You may add facilities by clicking the "Add Services/Facilities" button below.' Below the note, it states: 'You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.' The 'Add Facilities' button is highlighted with an orange box.

4. To search for a facility, enter any information about the facility you are looking for.
5. In the text boxes, you can enter partial values followed by an asterisk (*) to search for all records that begin with that value. For example, type **how*** in the **Facility Name** box to find facilities named *Howe Farm*, *Howard Janes*, and *Howell Enterprises*.

To search by the preferred facility ID (such as an alpha-numeric permit number or site ID), select an option from the **Facility User Group** list in combination with entering an ID in the **Alternate/Historic Name/ID** box.

- Select **Air Permit Number** for an 8-digit air permit number
- Select **Wastewater Permit Number** for a water permit number

FACILITY SEARCH

Use this search tool to find the facilities you want to link with your user account. Some online services require you to have a facility associated with your account. Enter or select information about the facility you are looking for and click **Search**. If you are creating an account and don't know if you need an associated facility, click **Complete Setup**. You can add a facility later if you need it.

Recommended ways to search include:

- **Alternate/Historic Name/ID:** Enter your permit number or site ID in this field. This field accepts alpha and numeric values. To refine your search, select an option from the Facility User Group list in combination with entering the permit number or site ID. For example - enter your 8-digit air permit number and select "Air Permit Number" as the Facility User Group.
- **Facility Name:** Enter your facility name in this field. You can enter partial values followed by an asterisk(*) to search for all records that begin with that value. For example, entering "Car*" in the Facility Name field would return all facilities whose names begin with "Car," such as "Carpet Cleaning"
- **Facility ID:** Enter your Agency Interest (AI) ID here. This field accepts numeric values only. MPCA staff can help you retrieve this ID number if you do not know it.

You must enter search terms in at least one field before clicking the Search button

Facility ID:

Facility Name:

Alternate/Historic Name/ID:

Address:

County:

Municipality:

ZIP:

Facility Type:

Facility User Group:

6. In the list of facilities returned by your search, select the check box next to each facility you want to add to your profile.

To view details about a facility, click the **View** () icon.

FACILITY SEARCH RESULTS

Selected	Facility	Facility ID	Physical Address	View
☒	Howards Point Marina	1554814	5400 Howards Point Rd Shorewood, MN 55331	
☐	Howe Co	1546408	4821 Xerxes Ave N Minneapolis, MN 55430-3709	
☐	Howe Elementary School	1437328	3733 43rd Ave S Minneapolis, MN 55406	

Clear/Check All

Add More Facilities

Continue

7. To save your selected facilities and add more facilities, click **Add More Facilities**. To save your selected facilities and proceed, click **Continue**.
8. For the facilities you have added, select the access level you want under **Change Access Type To**.
 - If you will be entering data for the service but not certifying the service, select the appropriate General User option. Either an existing Signatory account holder or the MPCA will review and grant access.
 - If you will be certifying the service, select the appropriate signatory option listed in the table below. Note that access levels Air Signatory, DMR Signatory, and Industrial Stormwater Reporting must send in a signed submittal agreement.

Role	Certify Service (electronically sign)	Manage Roles	Able to Create and Enter Data for Service
Aboveground Storage Tank Signatory	X		X
Air Signatory	X	X	X
Air General User			X
CSW Certifier	X		X
DMR Signatory	X	X	X
Feedlot Termination	X		X
Hazardous Waste Signatory	X		X
Industrial Stormwater Reporting	X		X
Industrial Stormwater Termination	X		X
MS4 Termination	X		X
SSTS Signatory	X		X
Solid Waste Signatory	X		X
Volunteer Water Monitoring	(n/a)		X
Wastewater Termination	X		X
Wastewater General User			X

Version: 1.4
Currently logged in: Allison Sponsel (ASPNSE)

SELECT ACCESS TYPE

Please select an Access Type for each facility added.

Facility Name	Facility ID	Current Access Type	Select Access Type	Cancel Access Request
DELETE TEST FACILITY	131637	Air Signatory (Pending)	No Change Aboveground Storage Tanks Signatory Air General User CSW Certifier DMR Signatory Feedlot General User Feedlot Termination Hazardous Waste Signatory Industrial Stormwater Reporting Industrial Stormwater Termination MS4 Termination SSTS Signatory Solid Waste Signatory Volunteer Water Monitoring Wastewater General User Wastewater Termination	X

Continue

Minnesota Pollution Control Agency | 651-757-2728, 844-828-0942 | e-Services support |
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9. Click **Continue**.
10. Select the appropriate Access Type, then click **Continue**.
11. Depending on the access type you selected, do one of the following:
 - If you selected **Air Signatory, DMR Signatory, or Industrial Stormwater Reporting** as the access type, continue to **step 12**.
 - If you selected **any other** access type, skip to **step 14**.
12. Your access request is *Pending*. Click the document icon to download a copy of the required submittal agreement form.

Access Change - Requires Paper Form Approval

Your request for the facilities listed below require paper form approval. Your request status is *Pending*.

Facility Name: Dummy Facility 210
Facility ID: 935015
Access Type Requested: Air Signatory

Please fill out the form provided and send it to the following address:

Document Name	PDF
MPCA e-Services Portal Electronic Signature Submittal Agreement Air	

Continue

13. Complete the form and send it in following the instructions on the form. After your submittal agreement is processed and approved, you will be notified via email. In addition, on the My Workspace page, the access status will change to *Granted*.
14. If you selected **Air General User** or **Wastewater General User**, your access status is *Pending*. You will be notified via email once your access request is approved. In addition, on the My Workspace page, the access status will change to *Granted*.
 - All other access types are automatically *Granted*.
15. Click **Continue**.
16. To start a service, follow the instructions in the [Starting a service](#) section.

Managing access to facilities

You can manage security access for facilities to which you have Air Signatory or DMR Signatory rights. When another user requests general user rights to your facility, as a signatory you will receive an email notifying you of the request.

On the My Workspace page, in the My Facilities section, the general user who requested access will see the Access Status as *Pending*.

My Facilities

Note: You may add facilities by clicking the "Add Services/Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
Dummy Facility 215	934991	N/A	Air General User	Pending				

Clicking a column title will sort the table by that column.

Add Facilities

As an Air Signatory or DMR Signatory, you can grant, deny, or revoke access for the related General User.

To do this, on the My Workspace page, in the My Facilities section, click the **Manage Security** () icon to display the administration page.

My Facilities

Note: You may add facilities by clicking the "Add Services/Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
Test Happy	785179	N/A	Air Signatory	Granted				

Clicking a column title will sort the table by that column.

Add Facilities

From the administration page, you can manage the users with access to the facility.

Granting access to a general user

On the administration page, *Available Users* have requested access to the facility.

- To grant access for the role requested, select the user and click **Grant Access**.
- To deny access and remove the user from the page, select the user and click **Deny Access**.

Available Users

Select	Name	ID	Phone	Email Address	Access Type
☒	Blue Ox	BLUEOX		box@domain.com	Air General User

Clicking a column title will sort the table by that column.

Check/Clear AllGrant AccessDeny Access

There are no revoked users for your facility.

After access is granted, the general user who requested access will receive an email notifying him or her that access is granted. On the My Workspace page, in the My Facilities section, the general user will see the Access Status as *Granted*.

My Facilities

Note: You may add facilities by clicking the "Add Services/Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Manage Access Security	View	Remove
Test Happy	765179	N/A	Air General User	Granted			

Clicking a column title will sort the table by that column.

Add Facilities

How to accept or deny a shared service

1. Log in to MPCA e-Services: <https://rsp.pca.state.mn.us/>
2. On the My Workspace page, in the My Services - In Progress section, click the Pending button under the Shared column for the service.

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

<< < 1 2 3 4 5 6 7 8 9 ... >

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History
27677	Allison A Sponzel	Volunteer Water Monitoring	In Progress	Pending Share	03/23/2023	03/23/2023	Allison Sponzel		

3. On the Accept Shared Service page, select either Yes or No, depending on whether you want to accept or deny the request to share the service.
4. Click Submit.

My Workspace Messages User Profile Electronic Signature Documents and Forms

Version: 1.4.5
Currently logged in: Brandon Finke (BFINKE)

ACCEPT SHARED SERVICE

Do you want to be included on this shared service?

☒ Yes

☐ No

If you accept sharing the service, on the My Workspace page, the Share column will display all the names of the users who are sharing the service. If you deny sharing the service, you will no longer see the service on your My Workspace page.

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

<< < 1 2 3 4 5 6 7 8 9 ... >

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By
27593	Wenger Corp	Industrial Stormwater Annual Report	Awaiting Certification	Pending Share	03/02/2023	03/02/2023	Shauna Arone
27350	Benson Municipal Utilities	Individual Permit Reissuance	In Progress	Share	01/23/2023	01/23/2023	Shauna Arone
27350	Benson Municipal Utilities	Individual Permit Reissuance	In Progress	Share	01/23/2023	01/23/2023	Shauna Arone

Only one user can edit a service at a time. Be sure to check in the shared service on the My Workspace page if another user will need to complete it.

How to check in or check out a service transaction

To "check out" a shared service, a user simply opens the transaction from the My Services - In Progress section and it will automatically check out to them. Other shared users can't open the same transaction when it is checked out.

In your My Services - In Progress table, if a transaction is currently checked out it will show the user ID of the person that checked out the transaction. The other user(s) won't be able to open the transaction until the user checks it back in.

To "check in" a shared service, the user who has it checked out must go to the My Services - In Progress section and click the "Check In" button.

How to share a service with another user

1. From the My Workspace screen, find the My Services – In Progress section

My Services - In Progress

Note:

To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

<<

<

123456789...

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date
27588	CARLSON TIMBER PRODUCTS, INC	Industrial Stormwater Annual Report	In Progress	Share	03/01/2023	03/01/2023
27577	Allison A Sponsel	Volunteer Water Monitoring	In Progress	Share	02/23/2023	02/23/2023
27576	McKimm Milk Transit, Inc.	Notification of Permit Termination	Awaiting Certification	Share	02/23/2023	02/23/2023

2. Click the Share button next to the transaction you want to share.
3. Enter the User ID of the person you want to share your transaction with. Then click Search.

a. Note – the other user must have facility access if the service requires it.

e-Services

for businesses, government and partners

My Workspace

Messages

User Profile

Electronic Signature

Documents and Forms

Version: 1.4.5

Currently logged in: Allison Sponsel (TESTAS)

SHARE SERVICE

Search for User

* User ID:erincarter32

4. If the User ID is found, it will display in the Results table. Click Grant Access.

e-Services

for businesses, government and partners

My Workspace

Messages

User Profile

Electronic Signature

Documents and Forms

Version: 1.4.5

Currently logged in: Allison Sponsel (TESTAS)

SHARE SERVICE

Search for User

* User ID:erincarter32

Result

Name	Email
Erin Carter	erin.carter@state.mn.us

5. The other user will receive an email notification that you shared the transaction.

Shared Service Access Granted



MPCA.OnlineServices@state.mn.us
To: Sponsel, Allison (MPCA)

Reply

Hello,

This email is to notify you that another MPCA e-Service user has shared a service with you. This share request is pending until you either accept or deny it.

The request is for

Description of Service: Sewer Extension Permit.

Facility Name: Help page testing 12/22.

To accept or deny the request,

1. Log in to MPCA e-Services: <https://rsp.pca.state.mn.us/>
2. On the My Workspace page, in the My Services - In Progress section, click the Pending button under the Shared column for the service.
3. On the Accept Shared Service page, select either Yes or No, depending on whether you want to accept or deny the request to share the service.
4. Click Submit.

If you accept sharing the service, on the My Workspace page, the Share column will display all the names of the users who are sharing the service. If you deny sharing the service on your My Workspace page.

Only one user can edit a service at a time. Be sure to check in the shared service on the My Workspace page if another user will need to complete it.

Please do not reply to this message, it was sent from a notification-only address. If you have questions, you can email us at onlineservices.pca@state.mn.us or call the MPCA at 2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday.

6. NOTE – if the service you shared requires facility access (like Discharge Monitoring Reports), the user you share with must have facility access approved before they can open the shared transaction.

7. The other user must accept the shared transaction by following the instructions in the notification email:

1. Log in to MPCA e-Services: <https://rsp.pca.state.mn.us/>
2. On the My Workspace page, in the My Services - In Progress section, click the Pending button under the Shared column for the service.

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

<<

<

1 2 3 4 5 6 7 8 9 ...

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By
27677	Allison A Sponsel	Volunteer Water Monitoring	In Progress	Pending Share	03/23/2023	03/23/2023	Allison Sponsel

3. On the Accept Shared Service page, select either Yes or No, depending on whether you want to accept or deny the request to share the service.

and partners

My Workspace Messages User Profile Electronic Signature Documents and Forms

Version: 1.4.5
Currently logged in: Brandon Finke (BFINKE)

ACCEPT SHARED SERVICE

Do you want to be included on this shared service?

☒ Yes

☐ No

4. Click Submit.

Revoking access from a general user

On the administration page, *Assigned Users* have been granted access to the facility.

- To revoke access for the role granted and move the user to the **Revoked Users** list, select the user and click **Revoke Access**.

Assigned Users

Select	Name	ID	Phone	Email Address	Access Type
☐	Michael Smith	123456		michael.smith@state.mn.us	Air General User
☐	Mike Smith	1441888		michael.smith@state.mn.us	Air Facility Security Administrator

Clicking a column title will sort the table by that column.

Check/Clear All

Revoke Access

Return

The user is removed from the Assigned Users section and moved to the Revoked Users section.

Revoked Users

Select	Name	ID	Phone	Email Address	Access Type	Date
☐	Blue Ox	BLUEOX		box@domain.com	Air General User	09/15/2015

Clicking a column title will sort the table by that column.

Check/Clear All

Restore Access

In Progress services

For most services, you can start the service, save your work, and complete it later if needed. These incomplete services are considered "In Progress." In Progress services are displayed on the My Workspace screen under the My Services – In Progress section.

To open and complete an In Progress service:

1. You must be logged in - <https://rsp.pca.state.mn.us>.
2. On the My Workspace screen, find the My Services – In Progress table
3. Find the service you wish to complete, and click the ID number.

My Services - In Progress											
Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.											
<< ≤ 1 2 3 ≥ >>											
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Cancel	
19015		General Permit and No Exposure Certification Application	In Progress	Share	12/23/2019	12/23/2019	Kaitlin Jamieson				
18796	Kaitlin Jamieson	Citizen Water Monitoring	In Progress	Share	12/12/2019	12/12/2019	Kaitlin Jamieson				
18780	Woodland Hill Preserve	Notification of Permit Termination	Awaiting Certification	Share	12/11/2019	12/11/2019	Kaitlin Jamieson				
18720	test cert screen	Construction Stormwater General Permit Application	Awaiting Certification	Share	12/10/2019	12/11/2019	Kaitlin Jamieson				
18677	Kaitlin Jamieson	Citizen Water Monitoring	In Progress	Share	12/06/2019	12/11/2019	Kaitlin Jamieson				
18641		No Exposure Exclusion	In Progress	Share	12/02/2019	12/02/2019	Kaitlin Jamieson				
Clicking a column title will sort the table by that column.											

To delete an In Progress service:

1. On the My Workspace screen, find the My Services – In Progress table
2. Find the service you wish you delete – You can identify it by the Facility Name, Description, etc.
3. Click the Cancel button on the far right.

My Services - In Progress											
Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.											
<< ≤ 1 2 3 ≥ >>											
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Cancel	
19015		General Permit and No Exposure Certification Application	In Progress	Share	12/23/2019	12/23/2019	Kaitlin Jamieson				
18796	Kaitlin Jamieson	Citizen Water Monitoring	In Progress	Share	12/12/2019	12/12/2019	Kaitlin Jamieson				
18780	Woodland Hill Preserve	Notification of Permit Termination	Awaiting Certification	Share	12/11/2019	12/11/2019	Kaitlin Jamieson				
18720	test cert screen	Construction Stormwater General Permit Application	Awaiting Certification	Share	12/10/2019	12/11/2019	Kaitlin Jamieson				
18677	Kaitlin Jamieson	Citizen Water Monitoring	In Progress	Share	12/06/2019	12/11/2019	Kaitlin Jamieson				
18641		No Exposure Exclusion	In Progress	Share	12/02/2019	12/02/2019	Kaitlin Jamieson				
Clicking a column title will sort the table by that column.											

Submitted services

Your account maintains a history of the services you have submitted. You can view your submitted services on the My Workspace screen, under the My Services – Submitted section at the bottom of the screen.

Click the Copy of Record icon to view your submittal record.

Click the View icon to see a summary of your submittal.

Click the History icon to see the history of your submittal.

Service status and Access status

Your service submittal history and facility Access Type may display different Statuses over time. These are the different status you may see and what they mean:

My Facilities - Access Status:

- Pending – your access request is under review by MPCA or the Signatory. Be sure you mailed in your submittal agreement to the MPCA if required. See section NAME for more info
- Granted – your access type is granted or approved.

My Services - Service Status:

- In Progress – your service is partially complete. Click the Service ID hyperlink to open the service and finish it.
- Awaiting Certification – your service is almost complete, but still needs to be e-signed and certified.
- Received – Your service submittal was successful
- Pending Decision – Your service is pending processing and routing
- Submission Failed Please Contact MPCA – there was a technical problem with your submission. Contact the MPCA at 651-757-2728 or onlineservices.pca@state.mn.us, and be sure to provide your Service ID number.

Getting help

If you have questions or problems with MPCA e-Services, email onlineservices.pca@state.mn.us or call 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday. When reporting issues to us, please include information such as: the service ID number, facility name, facility ID, name of the online service you were using, description of the issue.