

**STATE AND LOCAL EMISSIONS INVENTORY SYSTEM (SLEIS)  
ELECTRONIC REPORTING REGISTRATION APPLICATION INSTRUCTIONS (CN-1525)**

The purpose of this form is to register Users and a Submitter for SLEIS so that access accounts may be established for them. Users do not sign the form. The Submitter only has to sign the form. The form is a fillable PDF except for signatures. Print the completed form, and sign it in the presence of a Notary Public. After the form is notarized, mail it to the address on the form. When APC receives the registration form, the User's and Submitter's information will be entered into SLEIS database to create the accounts. Each registered person will receive an email with a link to create your account password. After creating the password, you can login to SLEIS.

1. The organization's legal name is the name under which the company is registered with the Tennessee Secretary of State (SOS). The organization's legal name and SOS control number can be found on the SOS website at <https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx>. If the organization is not registered with the SOS, then the owner's name must be listed.
2. The facility specific name if different from the organization's legal name.
3. Site address should indicate as clearly as possible the actual source location including the county in which it is located. This need not be a mailing address. If it is a rural location, indicate the direction and approximate distance from a well-established reference point such as a town or major road intersection.
4. **SLEIS User Information**
  - a. **Name & Title** for the primary facility user of SLEIS.
  - b. **Mailing address** is the address to which permits or other correspondence concerning the application will normally be mailed. An in-state address is preferred and should be used whenever possible.
  - c. **Phone number & email** is to be the User contact information at the facility.
  - d. **User Role** designates what functions this User will serve for the facility when connecting to SLEIS. NOTE: Accounts may be associated with more than one facility.
    - i. **Administrator** has rights to assign user roles for other facility Users.
    - ii. **Editor** has rights to enter data into the emission inventory report.
    - iii. **Viewer** has rights to only view the emission inventory report.
  - e. **Status** is a designation that the User is either a facility employee or is a contracted consultant.
5. **SLEIS User Information** (a second User's information, same as item 4)
6. **SLEIS User Information** ( a third User's information, same as item 4)

The form provides registration for three Users in addition to the SUBMITTER. If additional Users are needed, use additional forms and complete items 1 through 3 on the form, then complete as needed items 4 through 6.

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**7. SUBMITTER Information** (Responsible Official / Responsible Person)

- a. **Responsible Person/Responsible Official & Title** may be the owner, president, vice-president, general partner, plant manager, environmental/health/safety coordinator, or other person that is able to represent and bind the facility in environmental permitting affairs.
- b. **Mailing address** is the address to which permits or other correspondence concerning the application will normally be mailed. An in-state address is preferred and should be used whenever possible.
- c. **Phone number & email** is to be the Submitter contact information at the facility.
- d. **Submitter Role** designates what additional functions this user will serve for the facility when connecting to SLEIS.
  - i. **Administrator** has rights to assign user roles for other facility users as editors, viewers, and administrators.
  - ii. **Editor** has rights to enter data into the emission inventory report.
  - iii. **Viewer** has rights to only view the emission inventory report.

**8. SUBSCRIBER AGREEMENT** (This is for the SUBMITTER to complete)

- a. **Signature** is to be hand written in ink on a paper copy of the form in the presence of a Notary Public for identity verification of the SUBMITTER.
- b. **Date** is the date the form was signed by the SUBMITTER
- c. **Signer's name & Title** are to be the typed or printed name and title of the SUBMITTER.
- d. **Phone number** is a contact phone number of the SUBMITTER.

**Notary Public Credentials**

This is standard Notary Public Credentialing information to be entered by the Notary Public certifying the verification of the identity of the SUBMITTER's signature on the form.