



The first web page for the Annual Reporting System (ARS) has three areas: left side navigation, right-top navigation, and the text area.

The text area contains the nine-digit facility identification number, the name of the company, the DNR contact name and telephone number, and information pertinent to the ARS program. This information includes a brief list of tips to run the program, dates for air emission inventory reporting, training information, DNR people that can be contacted if there is a problem, and what to do if you encounter an error.

The left side navigation area will be present for every ARS screen.

- The Annual Reporting Home link returns you to this screen no matter where you are located in the program.
- The Update Facility Info link is checked once you visit Facility Form page, correct information (if necessary), complete a two question survey, and then save the facility information.
- The Update Contacts link is connected to the Contact Form. You will need to check and save the air reporting, air billing, and air responsible contacts before ARS will place a check mark next to this link.
- The Update Device/Process link is where you will complete most of your work. This area is where you supply the operational data for all pieces of air pollutant emitting equipment for the prior year.
- The Final Check/Submit Data link is the ARS completeness check. You can check the status of your work at anytime by clicking on this link. Unless the message area has an all green status, you are not allowed to submit data for your facility.
- The summary report button allows you to view a draft version of your data. You can also review prior year's initial data submittals for this web page.

The right-top navigation lists three hyperlinks: "Back to Switchboard", "Sign Out", and "Help".

- Back to Switchboard – Clicking on this hyperlink brings you back to the DNR Switchboard. You can then leave the DNR system or choose a new facility.
- Sign Out – Logs you out of the entire system. In order to return you will have to log on using your WAMS ID.
- Help – Supplies information regarding web browsers and where you can view free videos regarding ARS.