



SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

Mobile Fueler Reporting Portal User Manual

Rule 461.1 – Gasoline Transfer and Dispensing for Mobile Fueling Operations

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Mobile Fueler Reporting Portal User Manual

Table of Contents

I. Introduction	1
II. Getting Started	2
A. Registration - New User	2
B. Streamlined Registration - New Facility User Account	13
C. Registration - Returning Users	20
D. After Account Approval	29
III. Facility Administrator Action.....	32
A. Viewing Users with Pending Administrative Approval - Email	32
B. Viewing Users with Pending Administrative Approval - Portal.....	34
C. Administrative Approval.....	37
IV. Rule 461.1 Form Submissions.....	44
A. Mobile Fueler Reporting Portal	44
B. Rule 461.1 Form - Provide Dispensing Location Information.....	46
C. Rule 461.1 Form - Complete and Submit Rule 461.1 Form	50
D. Rule 461.1 Form - Your Submission Status of Rule 461.1 Form	56



SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

Mobile Fueler Reporting Portal User Manual

Rule 461.1 – Gasoline Transfer and Dispensing for Mobile Fueling Operations

I. Introduction

The Mobile Fueler Reporting Portal website application was created for a retail mobile fueler to submit information pursuant to Rule 461.1 - Gasoline Transfer and Dispensing for Mobile Fueling Operations (g)(1), (k)(2), and (m)(1) prior to initially operating or resuming operation at a dispensing location. One submission shall be completed per dispensing location. For the purposes of Rule 461.1, a dispensing location means one or more contiguous properties, in actual physical contact or separated solely by a public roadway or other public right-of-way, owned or operated by the same person (or by persons under common control), in which gasoline is dispensed from a mobile fueler.

II. Getting Started

A. Registration - New User

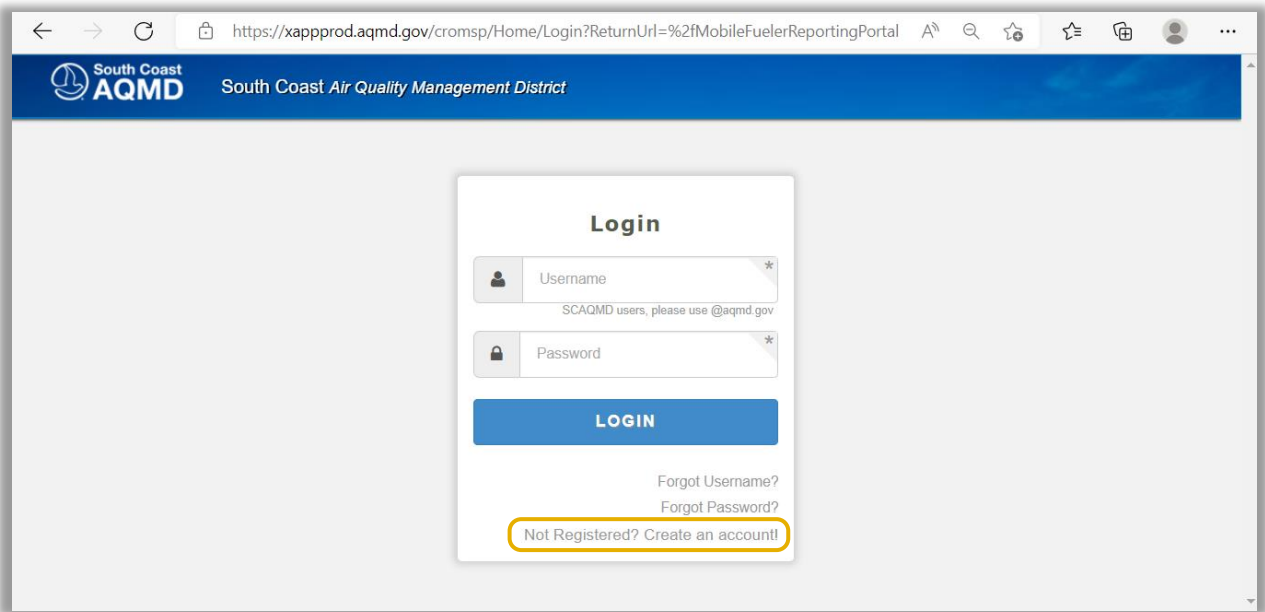
If you have not previously registered for any South Coast AQMD website application, you will need to register. If you previously registered for any South Coast AQMD website application, you should have an existing username and password and will need to update your profile to add use of the Mobile Fueler Reporting Portal. If you have previously registered for any South Coast AQMD website application, please skip to the Mobile Fueler Reporting Portal User Manual section “II. Getting Started” part “C. Registration - Returning Users.”

1. Login Page

Step A1.1:

If you have never used any South Coast AQMD website application, you should use any website browser and enter <https://xappprod.aqmd.gov/MobileFuelerReportingPortal> in the address bar. The Login page shown in Image 1 will load.

Image 1: Login Page



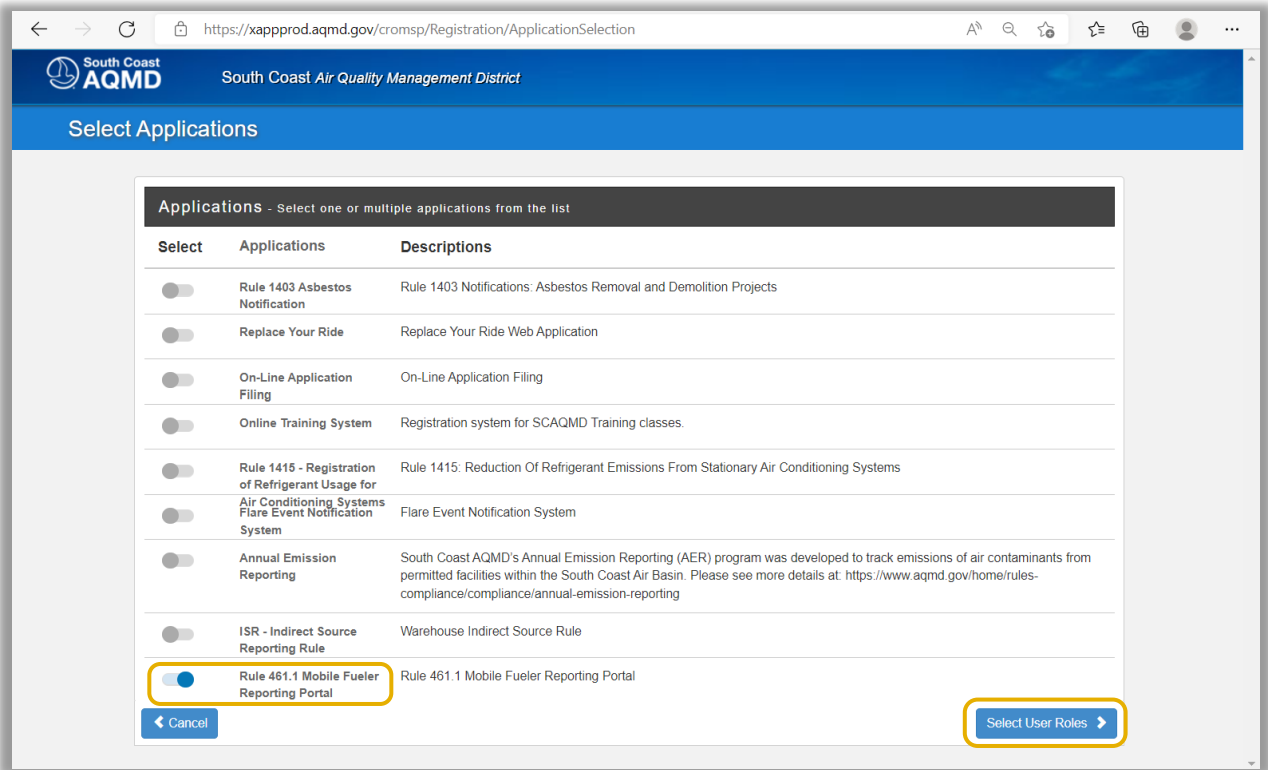
Step 2:

Click on **Not Registered? Create an account!**

2. Select Applications Page

The Select Applications page shown in Image 2 will load.

Image 2: Select Applications Page



Step A2.1:

Click on the toggle button to select the **Rule 461.1 Mobile Fueler Reporting Portal**.

Step A2.2:

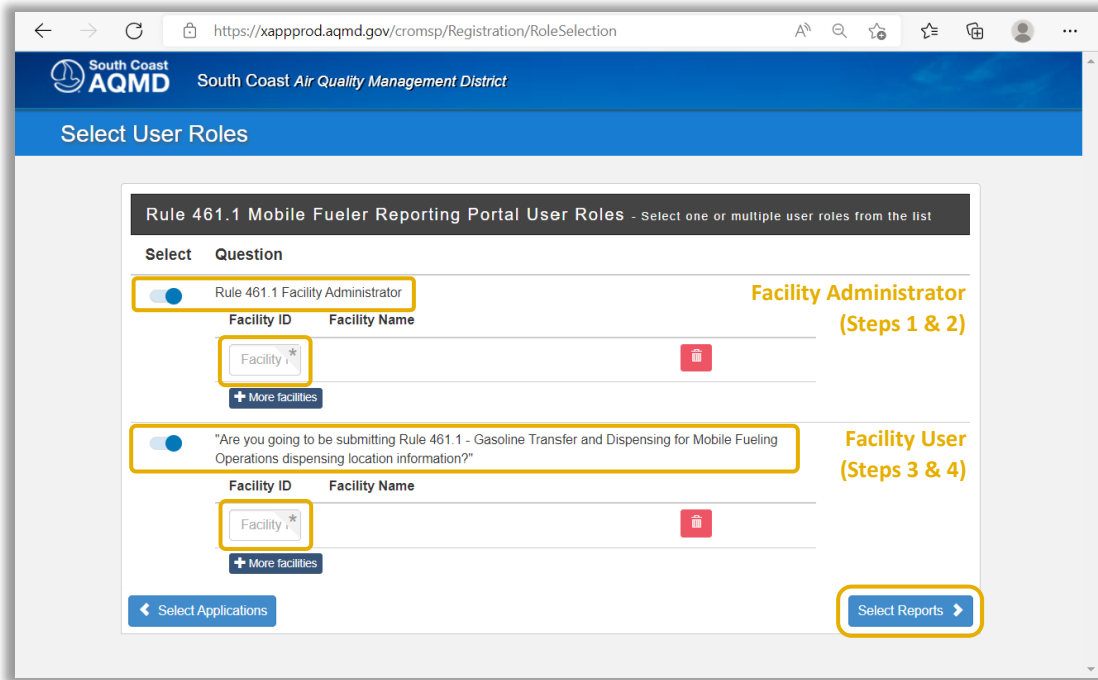
Click the **Select User Roles** button.

3. Select User Roles Page

The Select User Roles page shown in Image 3 will load. There are two user roles in the Mobile Fueler Reporting Portal:

- Facility User is only authorized to submit Rule 461.1 Forms.
- Facility Administrator approves Facility User accounts. A Facility Administrator must also register as a Facility User to be authorized to submit Rule 461.1 Forms.

Image 3: Select User Roles Page



Step A3.1:

If you do not want the ability to approve of other facility user accounts, skip to step 3. If you want the ability to approve of other facility user accounts, click on the toggle button to select **Rule 461.1 Facility Administrator** to become a Facility Administrator.

Step A3.2:

Clicking on the toggle will provide an area to enter the South Coast AQMD **Facility ID**. Enter the appropriate Facility IDs for all facilities you are authorized to represent as a Facility Administrator.

Step A3.3:

Click on the toggle button to select **Are you going to be submitting Rule 461.1 - Gasoline Transfer and Dispensing for Mobile Fueling Operations dispensing location information?** to become a Facility User.

Step A3.4:

Clicking on the toggle will provide an area to enter the South Coast AQMD **Facility ID**. Enter the appropriate Facility IDs for all facilities you are authorized to represent as a Facility User.

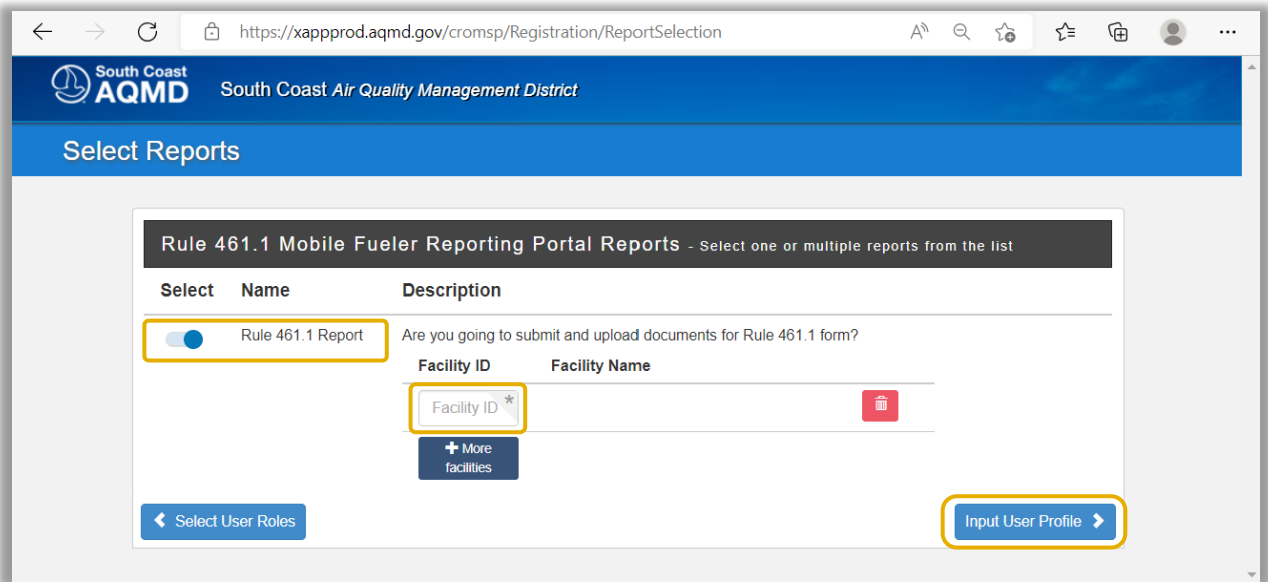
Step A3.5:

Click the **Select Reports** button.

4. Select Reports Page

The Select Reports page shown in Image 4 will load.

Image 4: Select Reports Page



Step A4.1:

Click on the toggle button to select **Rule 461.1 Report**.

Step A4.2:

Clicking on the toggle will provide an area to enter the South Coast AQMD **Facility ID**. Enter the appropriate Facility IDs for all facilities for which you are authorized to submit Rule 461.1 forms.

Step A4.3:

Click the **Input User Profile** button.

5. User Profile Page

The User Profile page shown in Image 5 will load.

Image 5: User Profile Page

Step A5.1:

Enter the appropriate information for the **Username and Password** section. The password must be at least 5 characters in length, must not begin with a special character, and must include 1 number, 1 letter, and 1 special character.

Step A5.2:

Enter the appropriate information in the **Personal Information** section.

Step A5.3:

Click to select **I'm not a robot**.

Step A5.4:

Read the terms and conditions and click on the toggle button to select **I agree that I have read the terms and conditions**.

Step A5.5:

Click the **Select Security Questions** button.

6. Security Questions and Answers Page

The Security Questions and Answers page shown in Image 6 will load.

Image 6: Security Questions and Answers Page

The screenshot shows a web browser interface for the South Coast AQMD mobile reporting portal. The page title is "Security Questions & Answers". The main content area is divided into two sections. The first section is titled "Security Questions - Select 8 unique questions and provide their answers" and contains 5 rows of questions. Each row has a "Select Question" dropdown menu and a "Provide answer..." text input field. The second section is titled "The following 3 questions will be used to reactivate your account in case you forget your username/password and need to call our SCAQMD Staff for support. SCAQMD Staff WILL HAVE the answers to these questions." and contains 3 rows of questions, each with a "Select Question" dropdown menu and a "Provide answer..." text input field. At the bottom of the page, there are two buttons: "Input User Profile" and "Register".

Step A6.1:

Select 5 private questions and enter 5 answers which will be used when one has forgotten their username or password. South Coast AQMD staff will never have the answers to these questions. You may not have duplicate answers to any of the selected security questions.

Step A6.2:

Select 3 questions and enter 3 answers which will be used if South Coast AQMD staff is needed to recover the username or password. You may not have duplicate answers to any of the selected security questions.

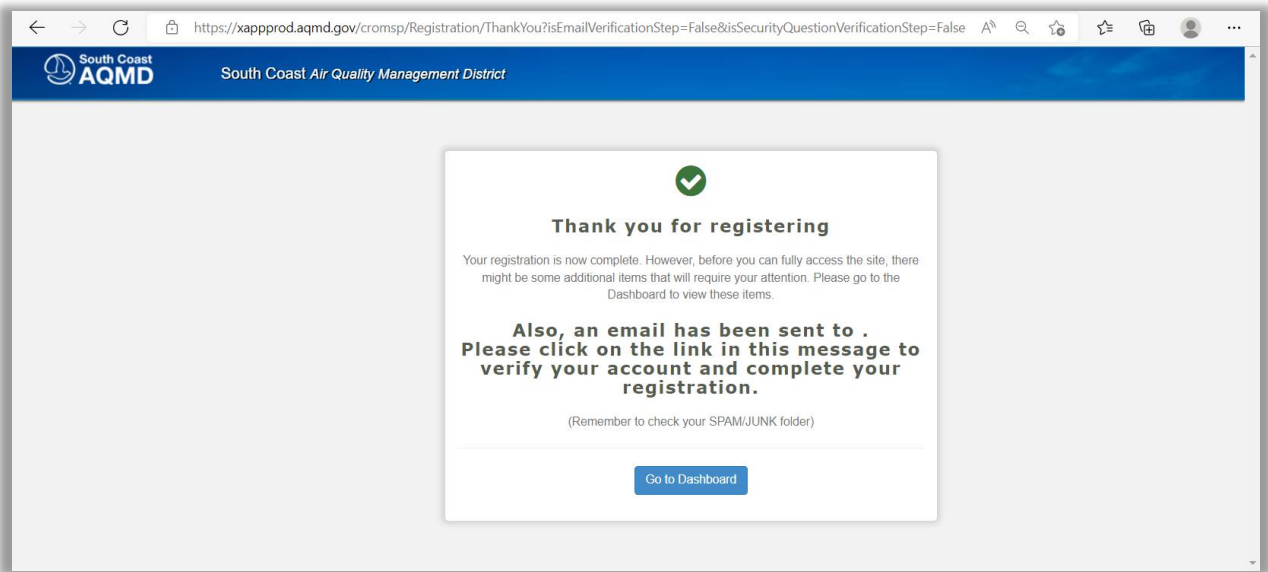
Step A6.3:

Click the **Register** button.

7. Thank You for Registering Page

The Thank You for Registering page shown in Image 7 will load.

Image 7: Thank You for Registering Page



After registering successfully, two emails will be sent to the registered email address. One email will have the subject line “Welcome to SCAQMD” which will confirm a new registration and contain your username and email. The other email will have the subject line “SCAQMD Subscriber's Email Address Verification” which will have instructions for the email address verification process.

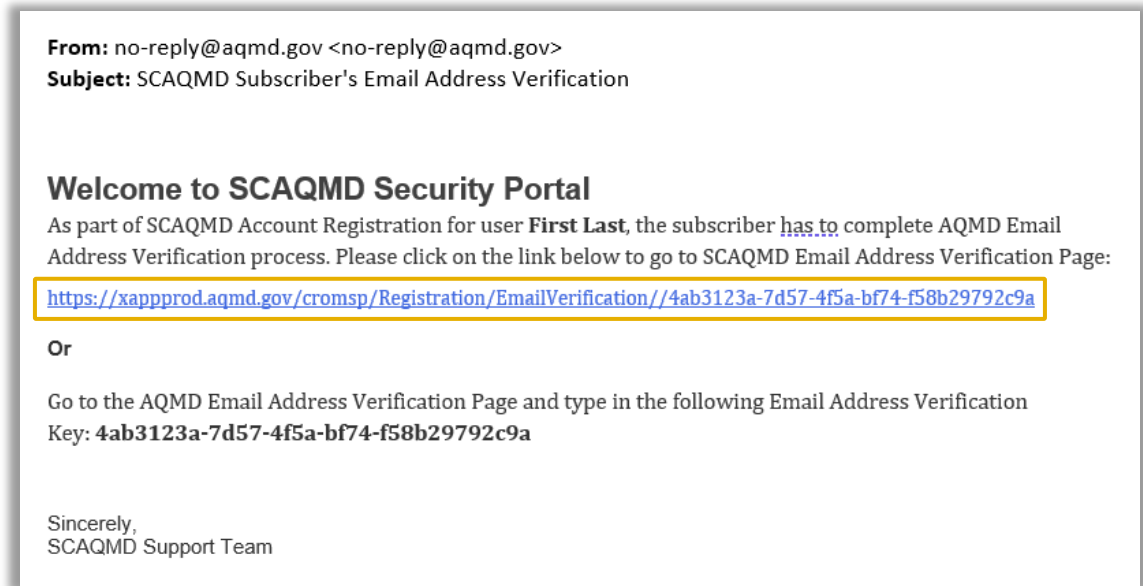
Step A7.1:

Open the email with the subject line “SCAQMD Subscriber's Email Address Verification” and instructions for the email address verification process.

8. Email Address Verification Email

The email address verification email in Image 8 will load.

Image 8: SCAQMD Subscriber's Email Address Verification



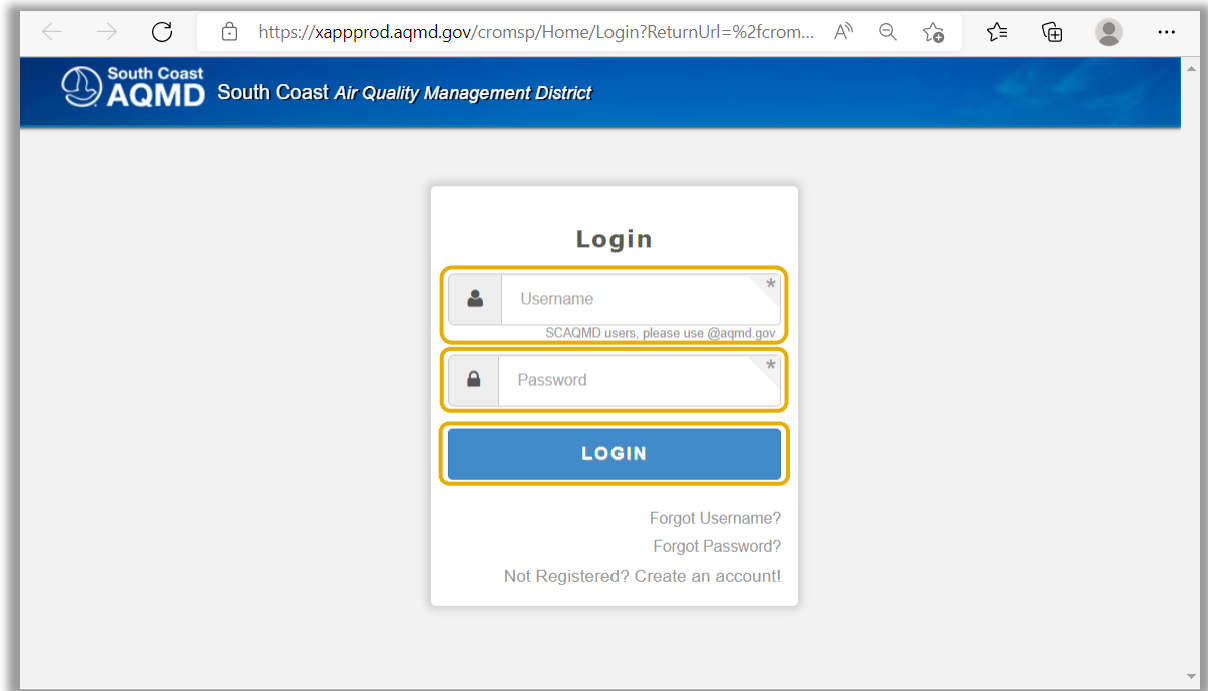
Step A8.1:

Click on the **link** within this email to be directed to the South Coast AQMD email address verification page.

9. Email Verification Login Page

The Email Verification Login page shown in Image 9 will load.

Image 9: Email Verification Login Page



Step A9.1:

Enter your **Username**.

Step A9.2:

Enter your **Password**.

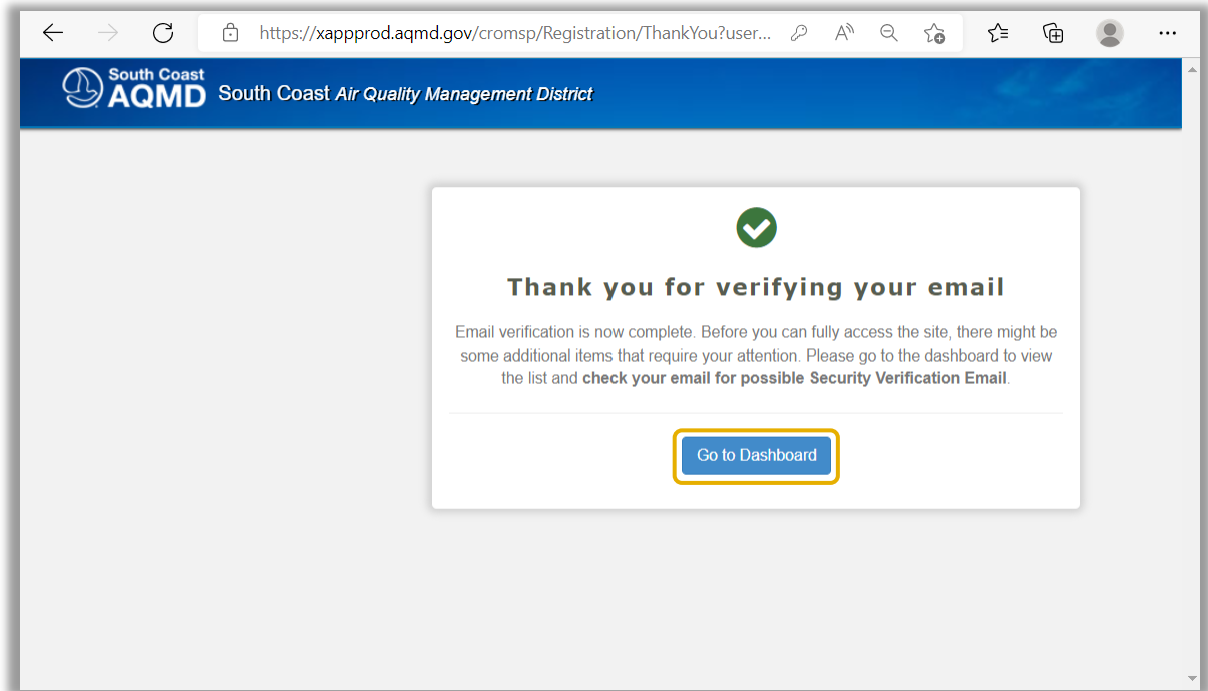
Step A9.3:

Click the **LOGIN** button.

10. Email Verification Confirmation Page

The Email Verification Confirmation page shown in Image 10 will load.

Image 10: Email Verification Confirmation Page



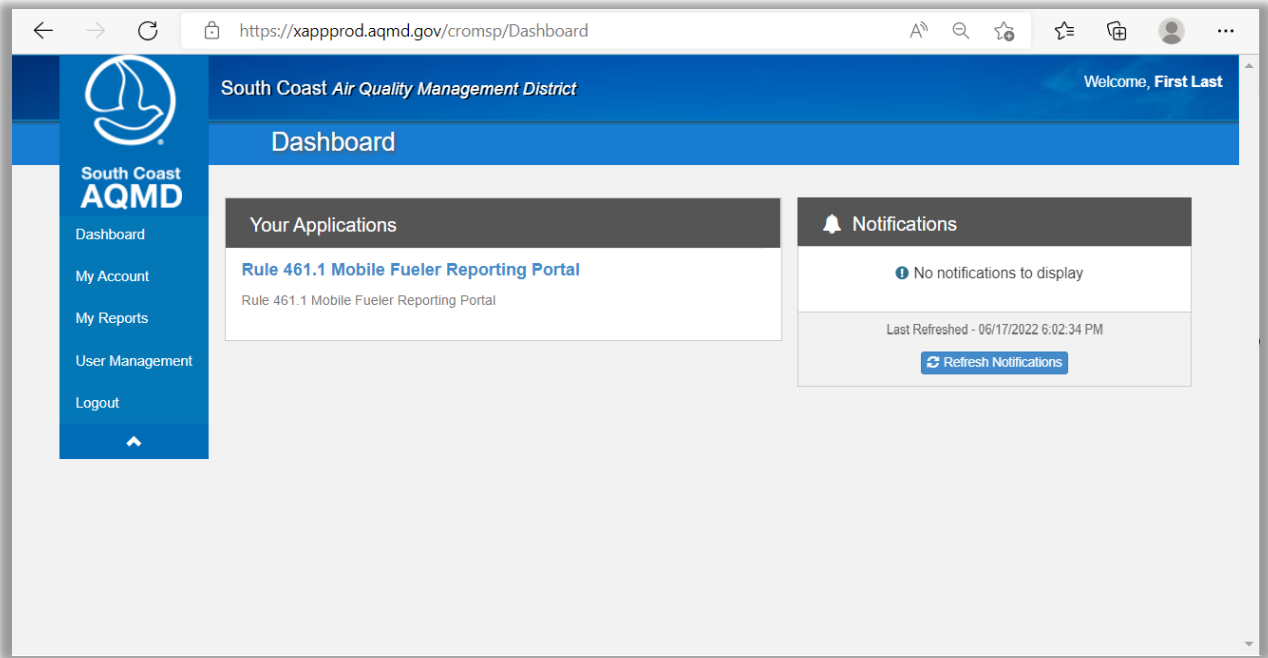
Step A10.1:

Click the **Go to Dashboard** button.

11. Dashboard Page

The Dashboard page shown in Image 11 will load.

Image 11: Dashboard Page



Step A11.1:

Wait for your account to be approved by the Facility Administrator. You will not be able to successfully click Rule 461.1 Mobile Fueler Reporting Portal until your account is approved. If there are no prior Facility Administrators for this site, please contact Mobile Fueler Assistance via email at MobileFuelerAssistance@aqmd.gov to request for South Coast AQMD staff to determine if no prior Facility Administrator exists for the facility and to verify and approve of the first Facility Administrator for the facility.

Step A11.2:

Proceed to the Mobile Fueler Reporting Portal User Manual section “II. Getting Started” part “D. After Account Approval.”

B. Streamlined Registration - New Facility User Account

If you have not previously registered for any South Coast AQMD website application, you will need to register. There are two user roles in the Mobile Fueler Reporting Portal:

- Facility User is only authorized to submit Rule 461.1 Forms.
- Facility Administrator approves Facility User accounts. A Facility Administrator must also register as a Facility User to be authorized to submit Rule 461.1 Forms.

This streamlined registration can be used to create a Facility User account but cannot be used to create a Facility Administrator account. If you want to create a new Facility Administrator account, please follow the instructions in the Mobile Fueler Reporting Portal User Manual section “II. Getting Started” part “A. Registration - New User.”

If you previously registered for any South Coast AQMD website application, you should have an existing username and password and will need to update your profile to add use of the Mobile Fueler Reporting Portal. If you have previously registered for any South Coast AQMD website application, please skip to the Mobile Fueler Reporting Portal User Manual section “B. Registration - Returning Users.”

1. Login Page

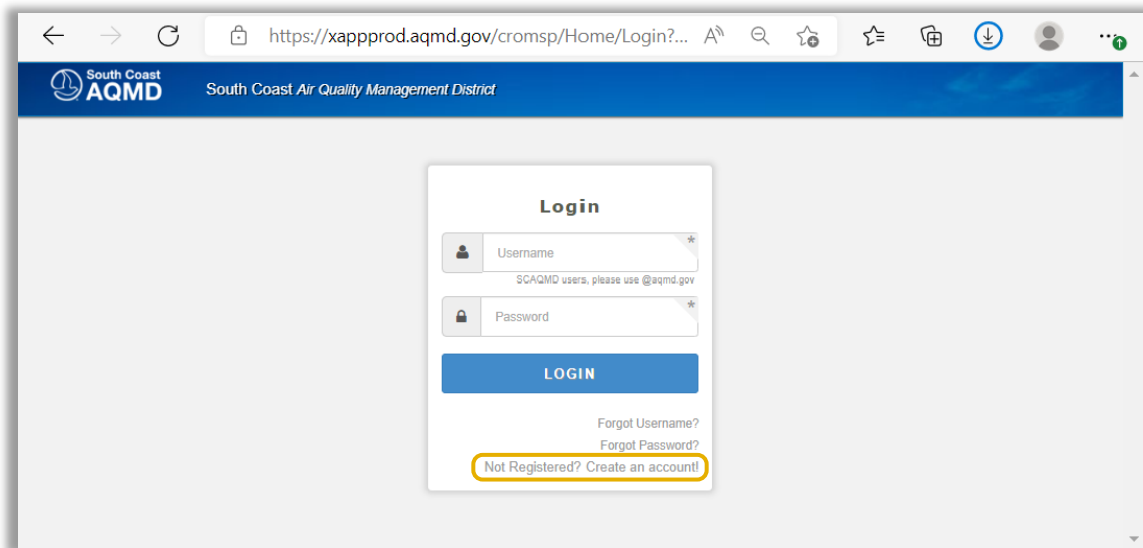
Step B1.1:

If you have never used any South Coast AQMD website application, you should use any website browser and enter

<https://xappprod.aqmd.gov/MobileFuelerReportingPortal?roles=100040&reports=100010>

in the address bar. The Login page shown in Image 12 will load.

Image 12: Login Page



Step B1.2:

Click on **Not Registered? Create an account!**

2. User Registration Page

The User Registration page shown in Image 13 will load.

Image 13: User Registration Page

Step B2.1:

Enter the appropriate **Facility IDs** for all facilities for which you are authorized to submit Rule 461.1 forms.

Step B2.2:

Enter the appropriate information for the **Username and Password** section. The password must be at least 5 characters in length, must not begin with a special character, and must include 1 number, 1 letter, and 1 special character.

Step B2.3:

Enter the appropriate information for the **Personal Information** section.

Step B2.4:

Click to select **I'm not a robot**.

Step B2.5:

Read the terms and conditions and click on the toggle button to select **I agree that I have read the terms and conditions**.

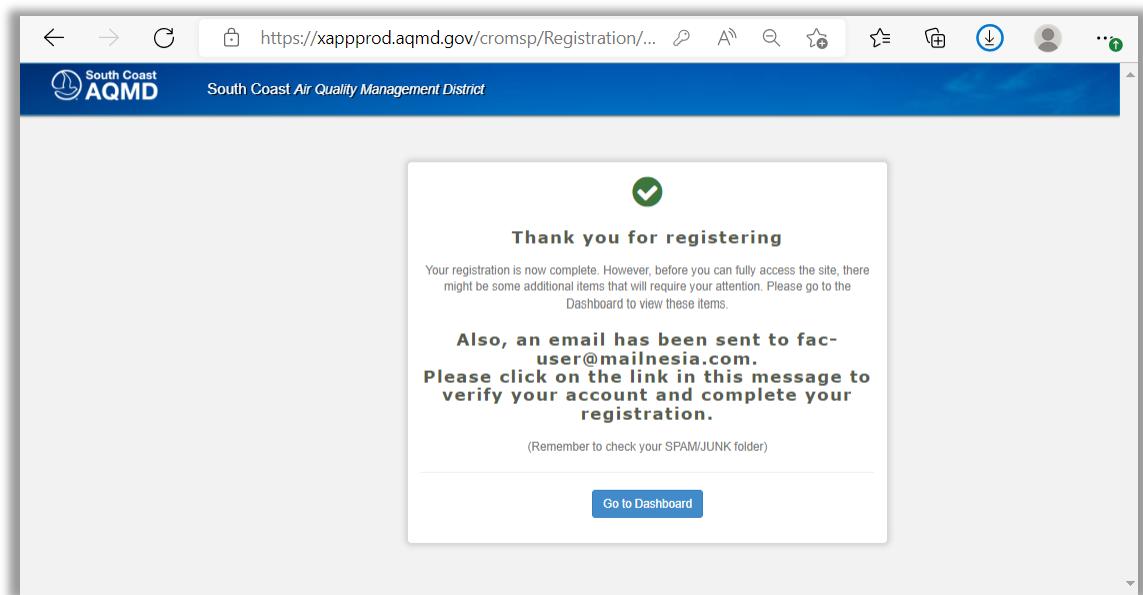
Step B2.6:

Click the **Register** button.

3. Thank You for Registering Page

The Thank You for Registering page shown in Image 14 will load.

Image 14: Thank You for Registering Page



After registering successfully, two emails will be sent to the registered email address. One email will have the subject line “Welcome to SCAQMD” which will confirm a new registration and contain your username and email. The other email will have the subject line “SCAQMD Subscriber's Email Address Verification” which will have instructions for the email address verification process.

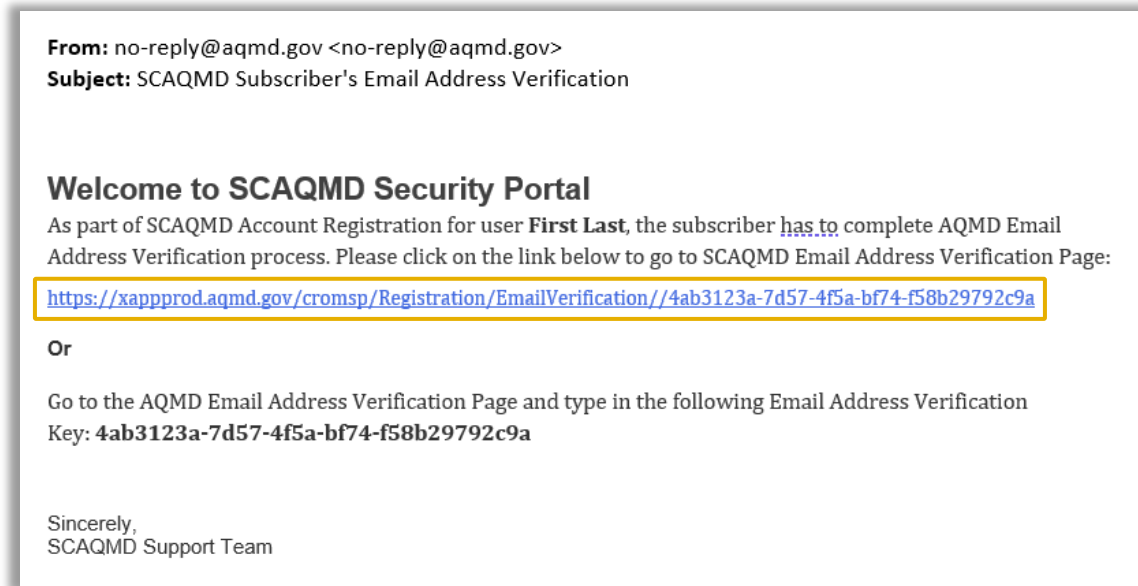
Step B3.1:

Open the email with the subject line “SCAQMD Subscriber's Email Address Verification” and instructions for the email address verification process.

4. Email Address Verification Email

The email address verification email in Image 15 will load.

Image 15: SCAQMD Subscriber's Email Address Verification



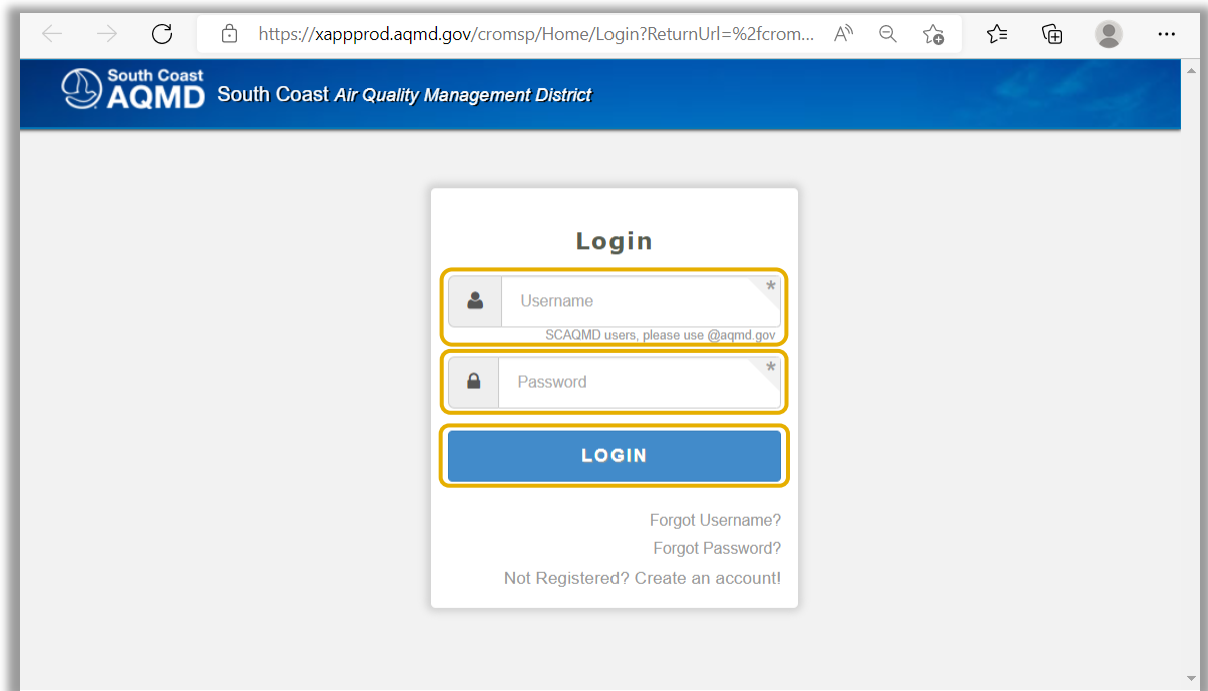
Step B4.1:

Click on the **link** within this email to be directed to the South Coast AQMD email address verification page.

5. Email Verification Login Page

The Email Verification Login page shown in Image 16 will load.

Image 16: Email Verification Login Page



Step B5.1:

Enter your **Username**.

Step B5.2:

Enter your **Password**.

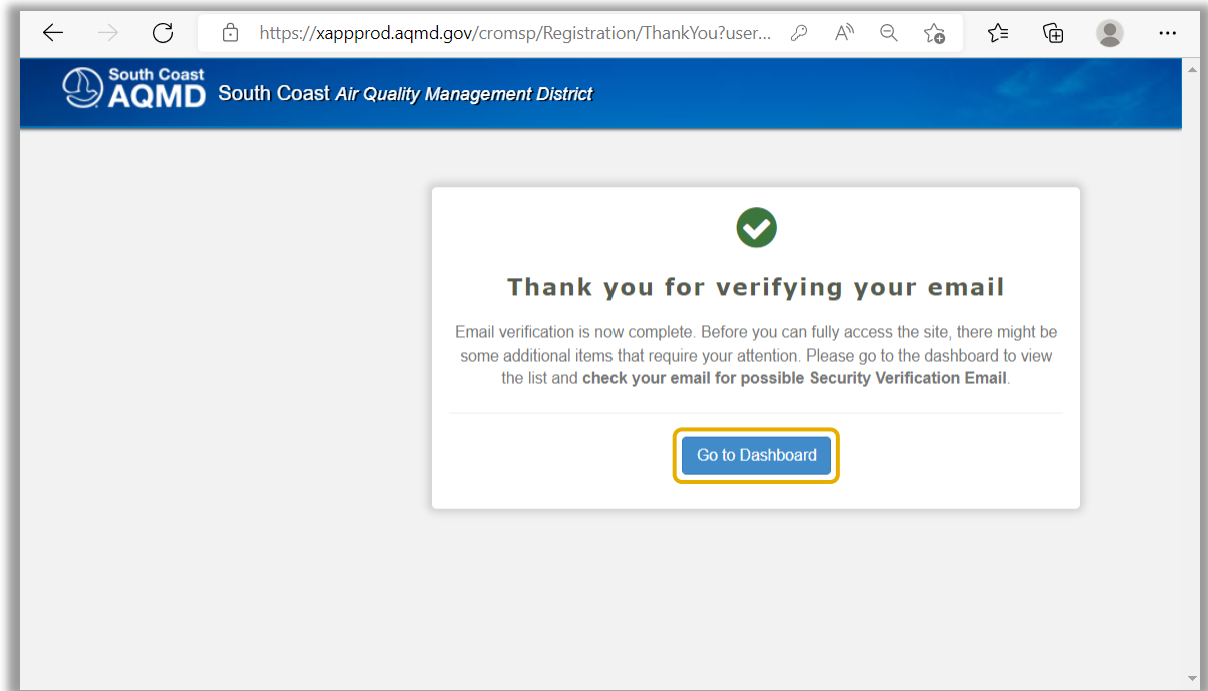
Step B5.3:

Click the **LOGIN** button.

6. Email Verification Confirmation Page

The Email Verification Confirmation page shown in Image 17 will load.

Image 17: Email Verification Confirmation Page



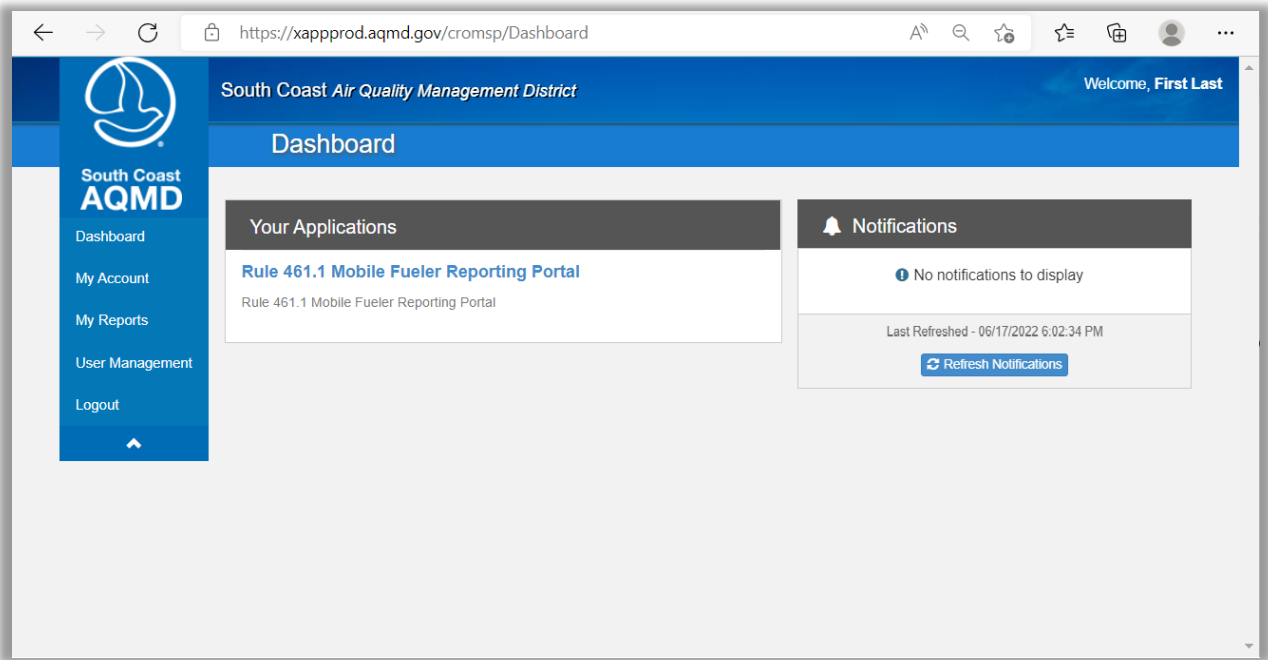
Step B6.1:

Click the **Go to Dashboard** button.

7. Dashboard Page

The Dashboard page shown in Image 18 will load.

Image 18: Dashboard Page



Step B7.1:

Wait for your account to be approved by the Facility Administrator. You will not be able to successfully click Rule 461.1 Mobile Fueler Reporting Portal until your account is approved. If there are no prior Facility Administrators for this site, please contact Mobile Fueler Assistance via email at MobileFuelerAssistance@aqmd.gov to request South Coast AQMD staff to determine if no prior Facility Administrator exists for the facility and to verify and approve of the first Facility Administrator for the facility.

Step B7.2:

Proceed to the Mobile Fueler Reporting Portal User Manual section “II. Getting Started” part “D. After Account Approval.”

C. Registration - Returning Users

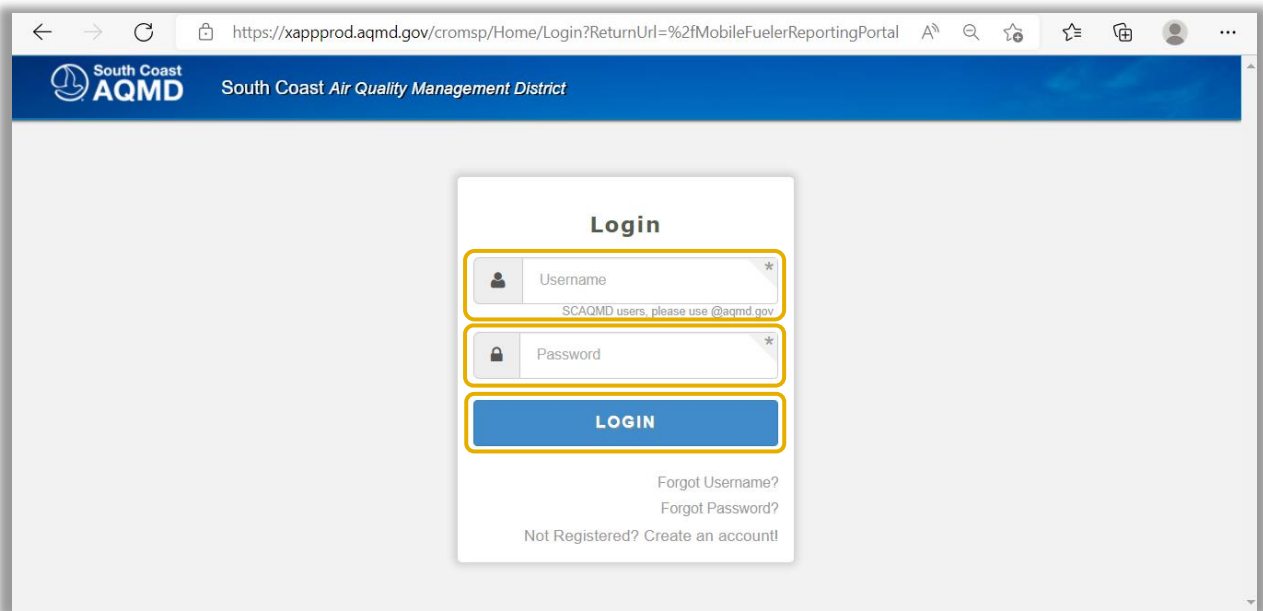
If you previously registered on a South Coast AQMD website application, you will not need to register again. You will need to update your account to add the Ruel 461.1 Mobile Fueler Reporting Portal application in their list.

1. Login Page

Step C1.1:

If you have ever used any South Coast AQMD website application, you should use any website browser and enter <https://xappprod.aqmd.gov/cromsp> in the address bar. The Login page shown in Image 19 will load.

Image 19: Login Page



Step C1.2:

Enter your **Username**.

Step C1.3:

Enter your **Password**.

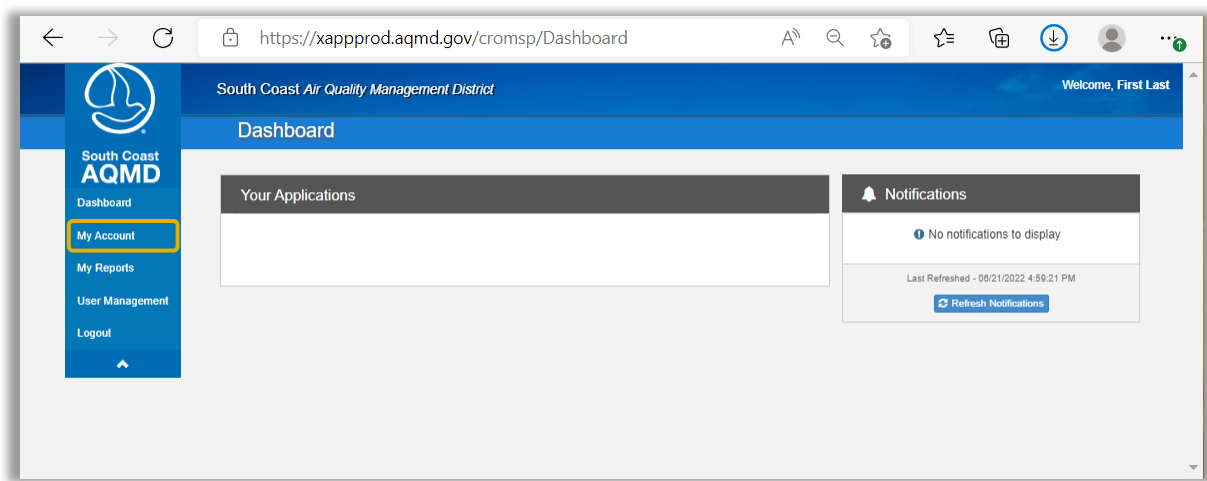
Step C1.4:

Click the **LOGIN** button.

2. Dashboard Page

The Dashboard page shown in Image 20 will load.

Image 20: Dashboard Page



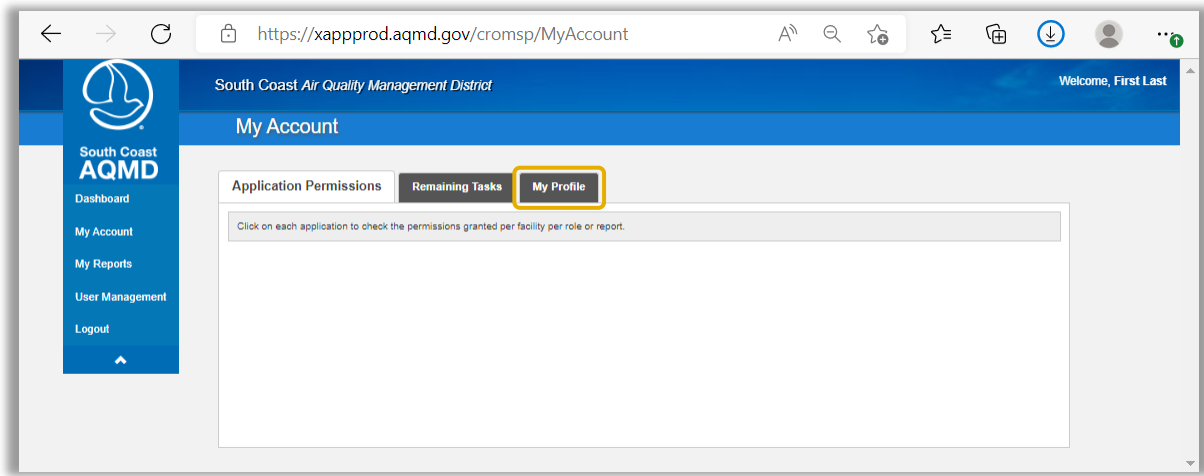
Step C2.1:

In the left menu, click on **My Account**.

3. My Account Page

The My Account page shown in Image 20 will load.

Image 20: My Account Page



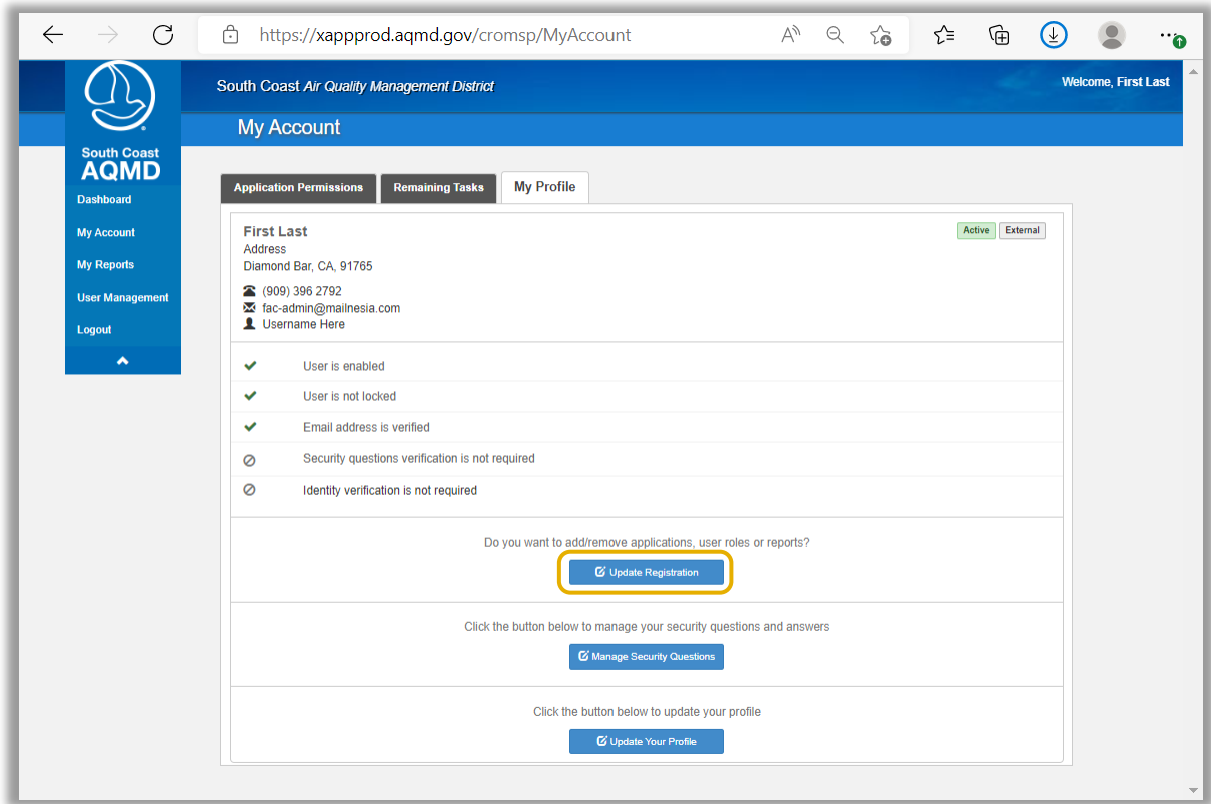
Step C3.1:

The page includes three tabs: Application Permissions, Remaining Tasks, and My Profile. Click on **My Profile** tab to access your profile information.

4. My Account Page

The My Account page shown in Image 21 will load.

Image 21: My Account Page



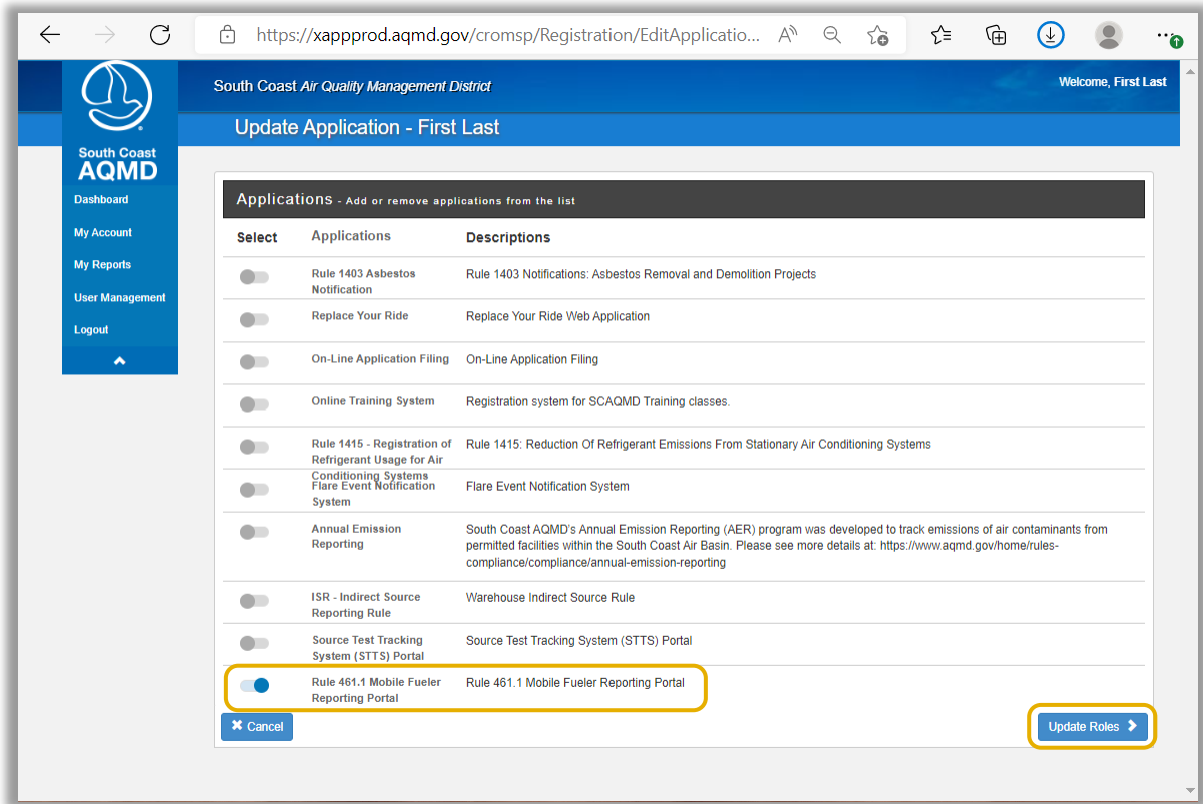
Step C4.1:

Click the **Update Registration** button to load a list of available South Coast AQMD applications.

5. Applications Page

The Applications page shown in Image 22 will load.

Image 22: Applications Page



Step C5.1:

Click on the toggle button to select the **Rule 461.1 Mobile Fueler Reporting Portal**.

Step C5.2:

Click the **Update Roles** button.

6. Select User Roles Page

The Select User Roles page shown in Image 23 will load. There are two user roles in the Mobile Fueler Reporting Portal:

- Facility User is only authorized to submit Rule 461.1 Forms.
- Facility Administrator approves Facility User accounts. A Facility Administrator must also register as a Facility User to be authorized to submit Rule 461.1 Forms.

Image 23: Select User Roles Page

Step C6.1:

If you do not want the ability to approve of other facility user accounts, skip to Step C5.3. If you want the ability to approve of other facility user accounts, click on the toggle button to select **Rule 461.1 Facility Administrator** to become a Facility Administrator.

Step C6.2:

Clicking on the toggle will provide an area to enter the South Coast AQMD **Facility ID**. Enter the appropriate Facility IDs for all facilities you are authorized to represent as a Facility Administrator.

Step C6.3:

Click on the toggle button to select **Are you going to be submitting Rule 461.1 - Gasoline Transfer and Dispensing for Mobile Fueling Operations dispensing location information?** to become a Facility User.

Step C6.4:

Clicking on the toggle will provide an area to enter the South Coast AQMD **Facility ID**. Enter the appropriate Facility IDs for all facilities you are authorized to represent as a Facility User.

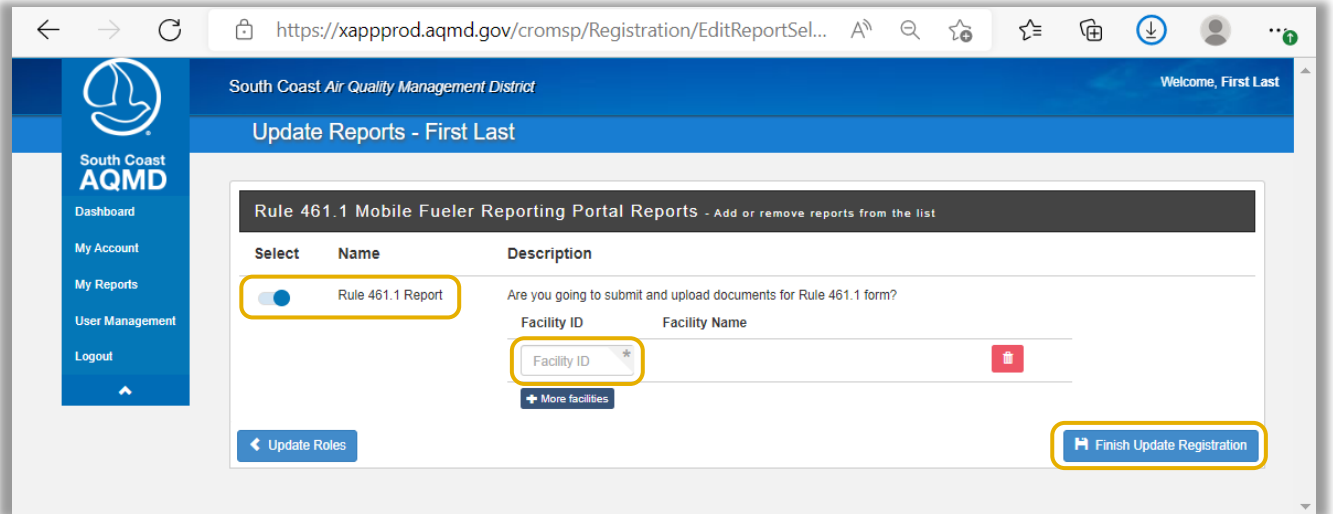
Step C6.5:

Click the **Update Reports** button.

7. Select Reports Page

The Select Reports Page shown in Image 24 will load.

Image 24: Select Reports Page



Rule 461.1 Forms in the Mobile Fueler Reporting Portal are referred to as reports by the South Coast AQMD application portal.

Step C7.1:

Click on the toggle button to select **Rule 461.1 Report**.

Step C7.2:

Clicking on the toggle will provide an area to enter the South Coast AQMD **Facility ID**. Enter the appropriate Facility IDs for all facilities for which you are authorized to submit Rule 461.1 forms.

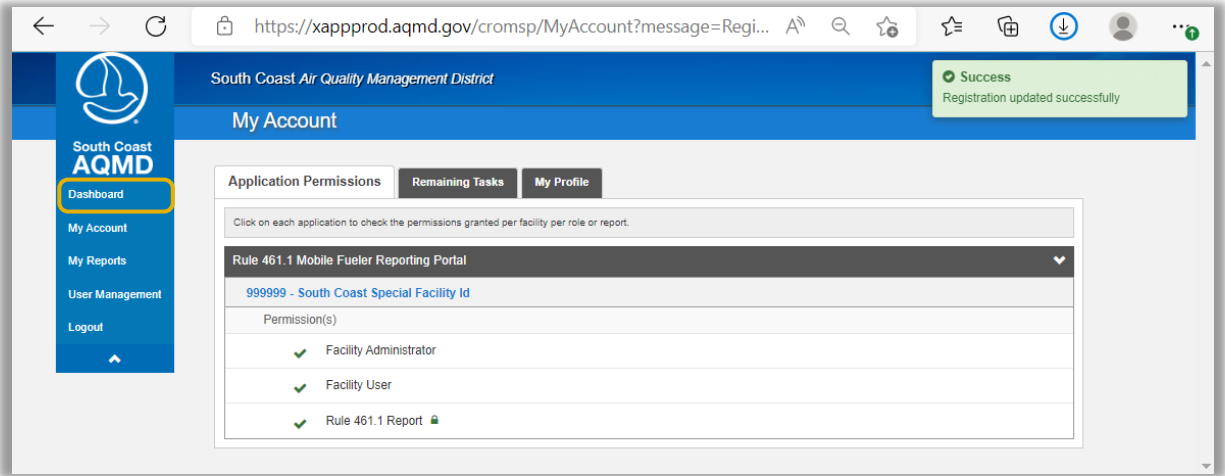
Step C7.3:

Click the **Finish Update Registration** button.

8. My Account Page

The My Account page shown in Image 25 will load.

Image 25: My Account Page



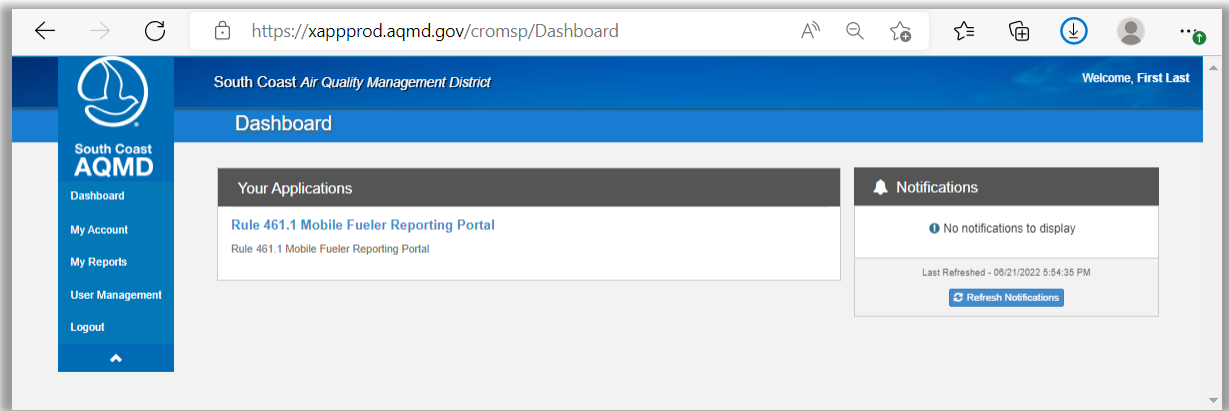
Step C8.1:

In the left menu, click on **Dashboard**.

9. Dashboard Page

The Dashboard page shown in Image 26 will load.

Image 26: Dashboard Page



Step C9.1:

Wait for your account to be approved by the Facility Administrator. You will not be able to successfully click Rule 461.1 Mobile Fueler Reporting Portal until your account is approved. If there are no prior Facility Administrators for this site, please contact Mobile Fueler Assistance via email at MobileFuelerAssistance@aqmd.gov to request for South Coast AQMD staff to determine if no prior Facility Administrator exists for the facility and to verify and approve of the first Facility Administrator for the facility.

Step C9.2:

Proceed to the Mobile Fueler Reporting Portal User Manual section “II. Getting Started” part “D. After Account Approval.”

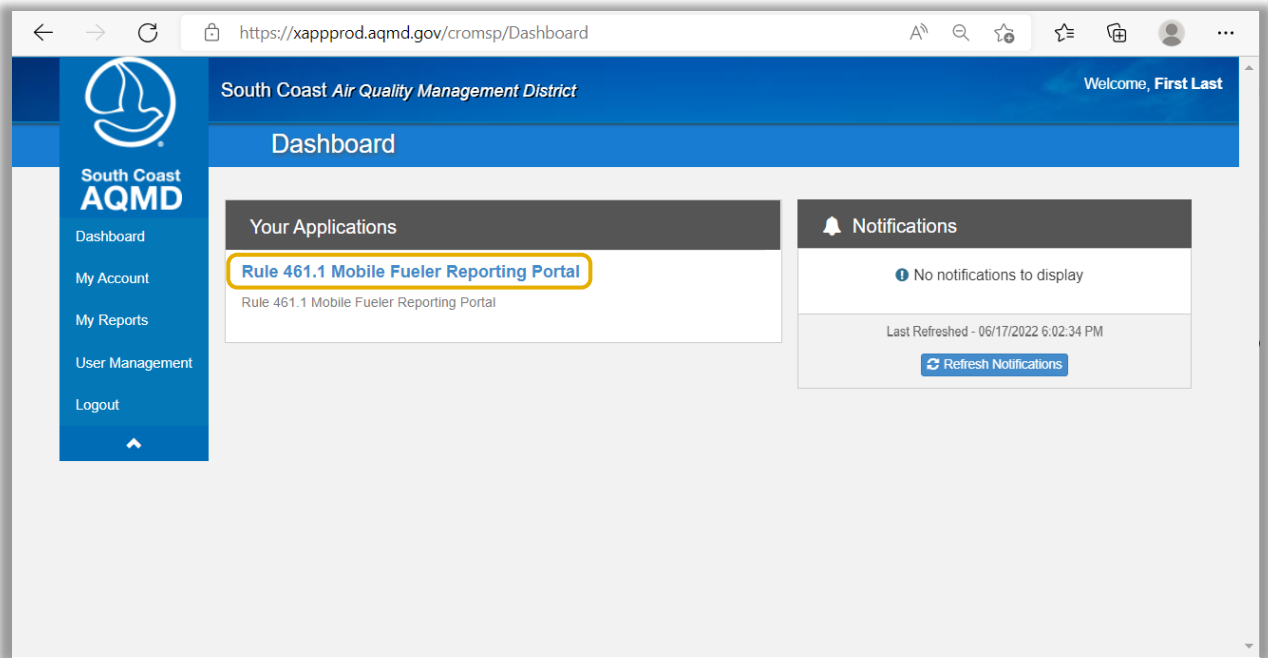
D. After Account Approval

This section is to be completed after completing section “II. Getting Started” part “A. Registration - New User,” part “B. Streamlined Registration - New Facility User Account,” or part “C. Registration – Returning Users.”

1. Dashboard Page

The Dashboard page shown in Image 27 will be loaded.

Image 27: Dashboard Page



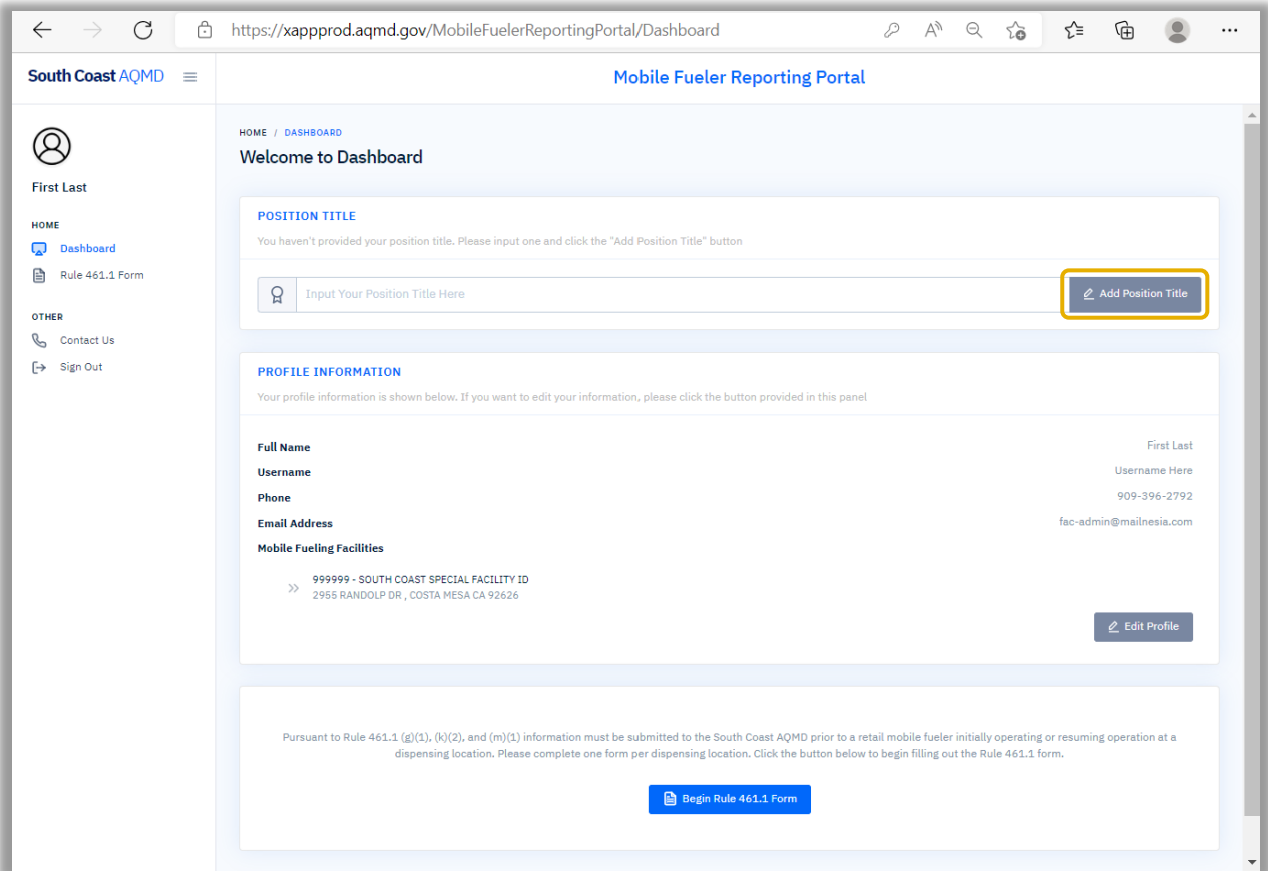
Step D1.1:

Click on **Rule 461.1 Mobile Fueler Reporting Portal**.

2. Welcome to Dashboard Page – Add Position Title

The Welcome to Dashboard page shown in Image 28 will load.

Image 28: Welcome to Dashboard Page



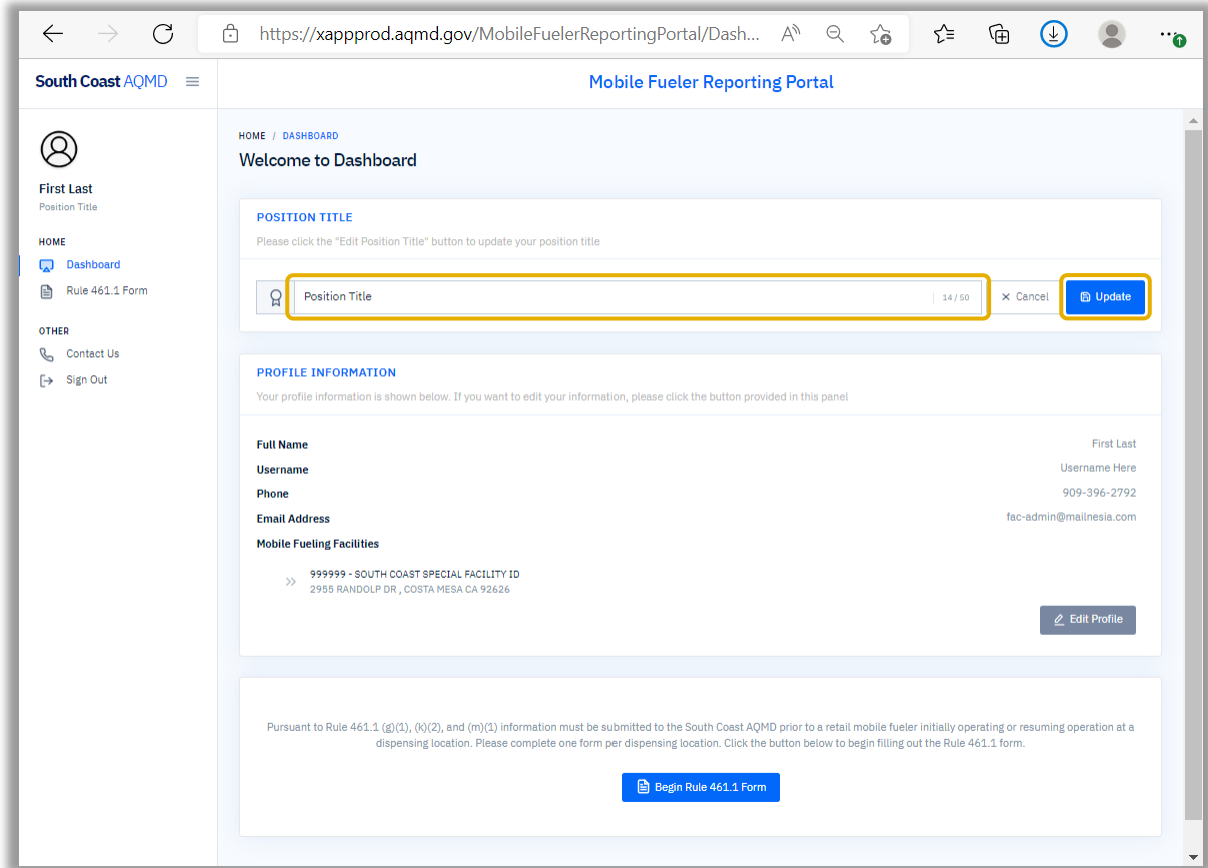
Step D2.1:

Click the **Add Position Title** button.

3. Welcome to Dashboard Page – Enter Position Title

In the Welcome to Dashboard page shown in Image 29, the position title filed will have a text box.

Image 29: Welcome to Dashboard Page



Step D3.1:

Type your position title in the text field where it shows **Position Title**.

Step D3.2:

Click the **Update** button.

III. Facility Administrator Action

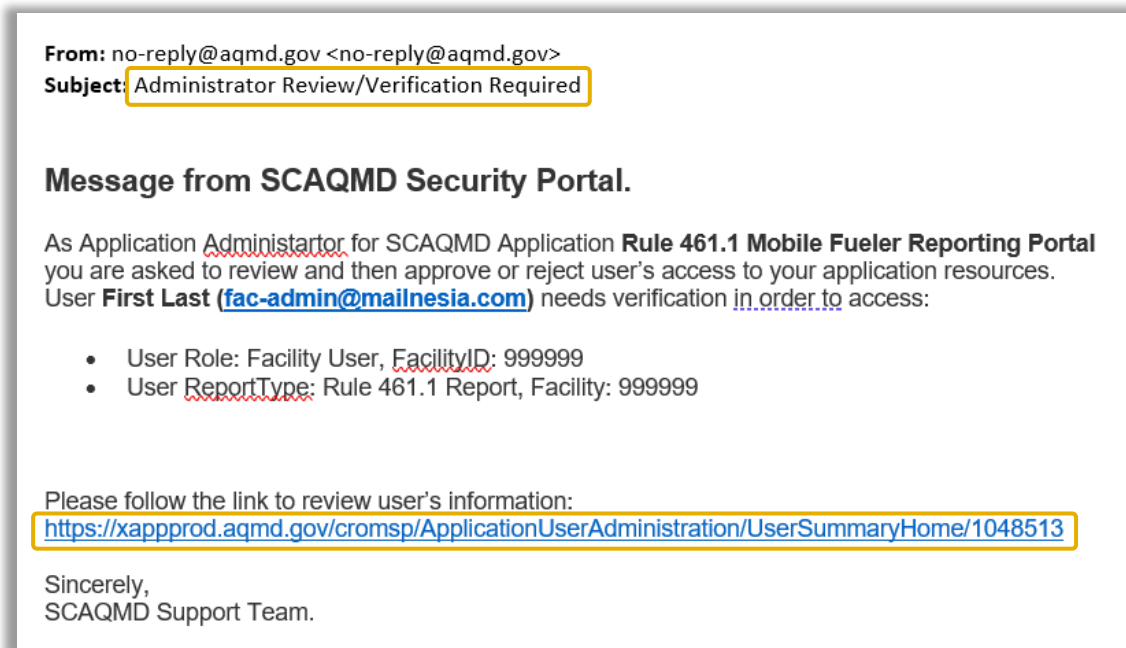
The Mobile Fueler Reporting Portal user role of Facility Administrator is authorized to submit Rule 461.1 Forms and has the ability to approve of Facility User accounts.

A. Viewing Users with Pending Administrative Approval - Email

1. Verification Email

When a new user registers as a Facility User or Facility Administrator with the Mobile Fueler Reporting Portal, an email with the subject line “Administrator Review/Verification Required” as shown in Image 30 will be sent to all Facility Administrators for the facility to authorize the user.

Image 30: Verification Email



Step A1.1:

Open the email titled **Administrator Review/Verification Required**.

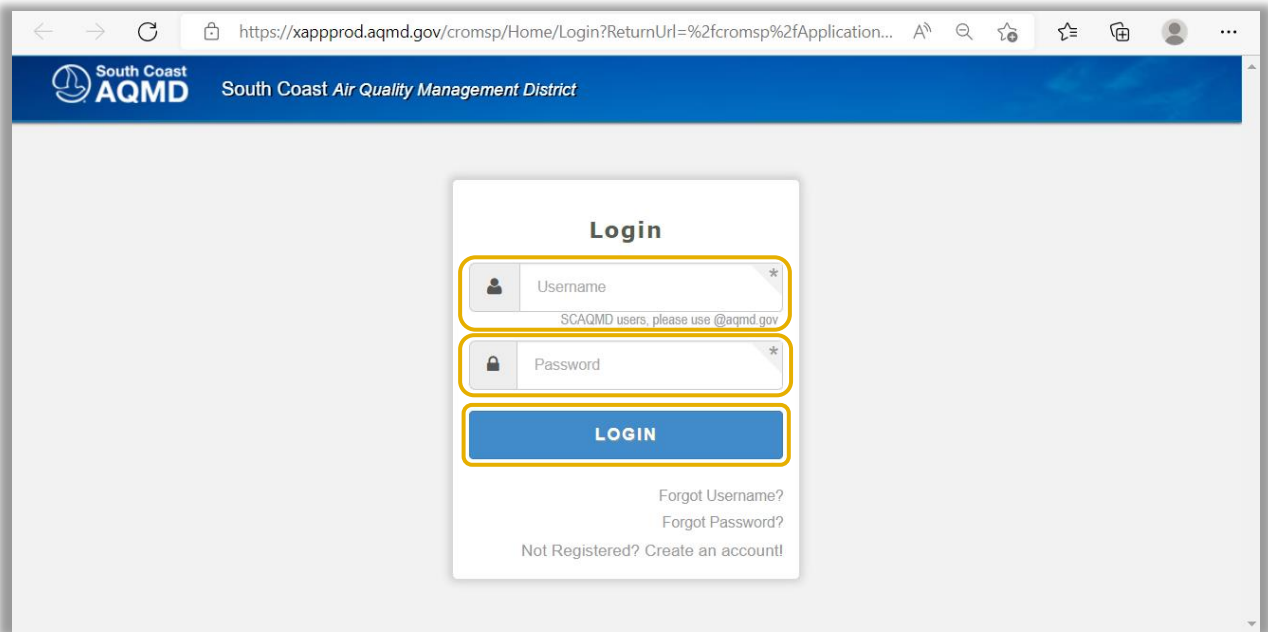
Step A1.2:

Click on the **hyperlink**. Alternatively, a Facility Administrator may use any website browser and enter the hyperlink in the address bar.

2. Administrator Login Page

The Administrator Login page shown in Image 31 will load.

Image 31: Administrator Login Page



The screenshot shows a web browser window displaying the login page for the South Coast Air Quality Management District (AQMD). The browser's address bar shows the URL: <https://xappprod.aqmd.gov/cromsp/Home/Login?ReturnUrl=%2fcromsp%2fApplication...>. The page header is blue and contains the South Coast AQMD logo and the text "South Coast Air Quality Management District". The main content area is white and features a "Login" form. The form has two input fields: "Username" and "Password", both with asterisks indicating required fields. Below the fields is a blue "LOGIN" button. At the bottom of the form, there are three links: "Forgot Username?", "Forgot Password?", and "Not Registered? Create an account!".

Step A2.1:

Enter your **Username**.

Step A2.2:

Enter your **Password**.

Step A2.3:

Click the **LOGIN** button. Proceed to the Mobile Fueler Reporting Portal User Manual section "III. Facility Administrator Action" part "C. Administrative Approval."

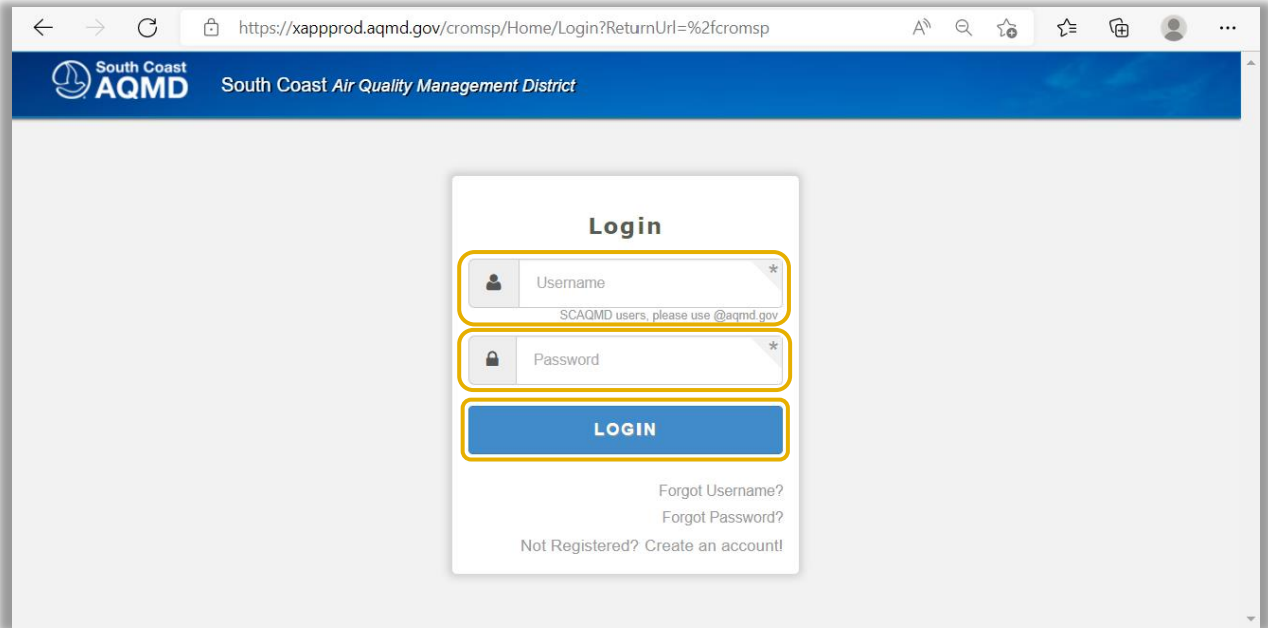
B. Viewing Users with Pending Administrative Approval - Portal

1. Login Page

Step B1.1:

Use any website browser and enter <https://xappprod.aqmd.gov/cromsp> in the address bar. The Login page shown in Image 32 will load.

Image 32: Administrator Login Page



Step B1.2:

Enter your **Username**.

Step B1.3:

Enter your **Password**.

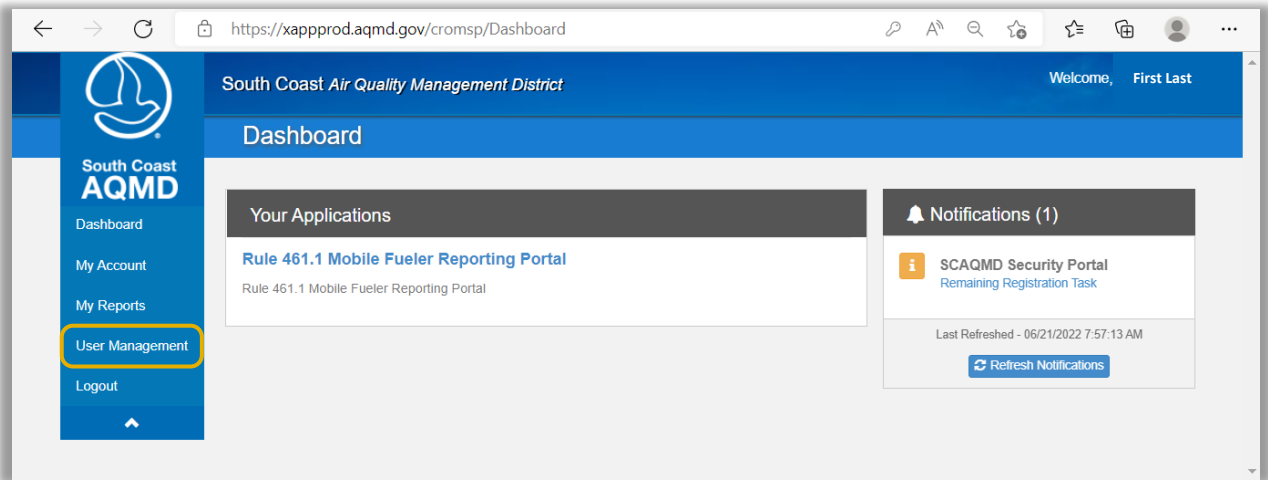
Step B1.4:

Click the **LOGIN** button.

2. Dashboard Page

The Dashboard page shown in Image 33 will load.

Image 33: Dashboard Page



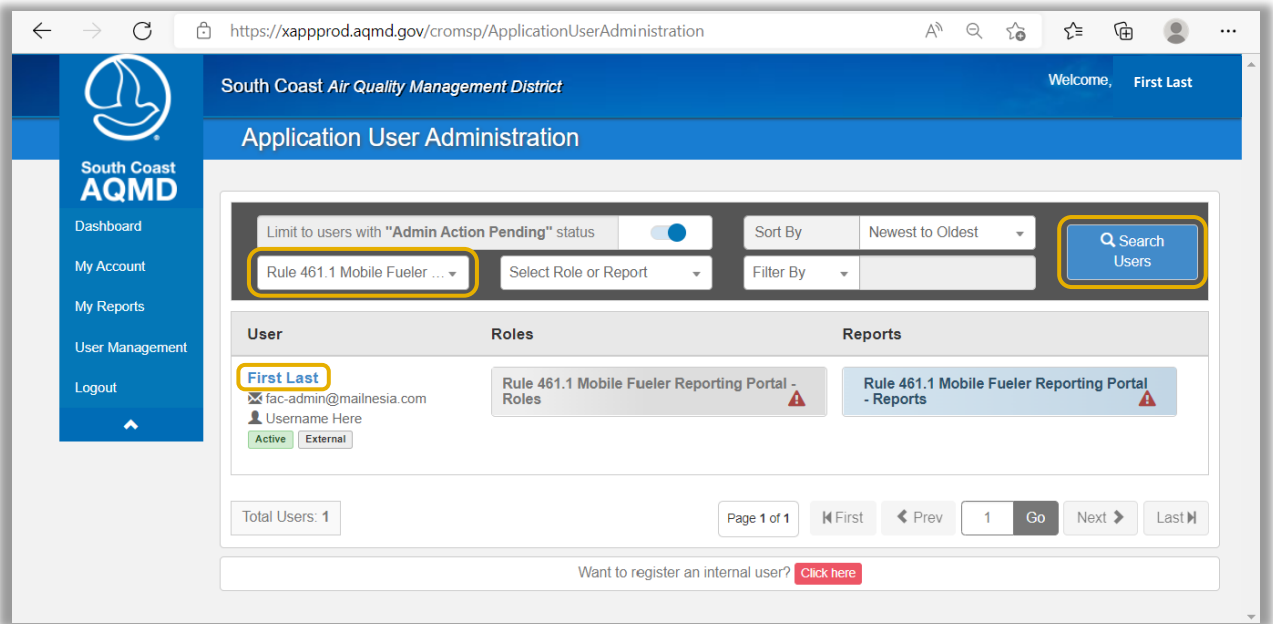
Step B2.1:

In the left menu, click on **User Management**.

3. Application User Administration Page

The Application User Administration page shown in Image 34 will load.

Image 34: Application User Administration Page



Step B3.1:

In the “Select Application” drop down, select **Rule 461.1 Mobile Fueler Reporting Portal**.

Step B3.2:

Click the **Search Users** button. This will generate a list of users for which admin action is pending.

Step B3.3:

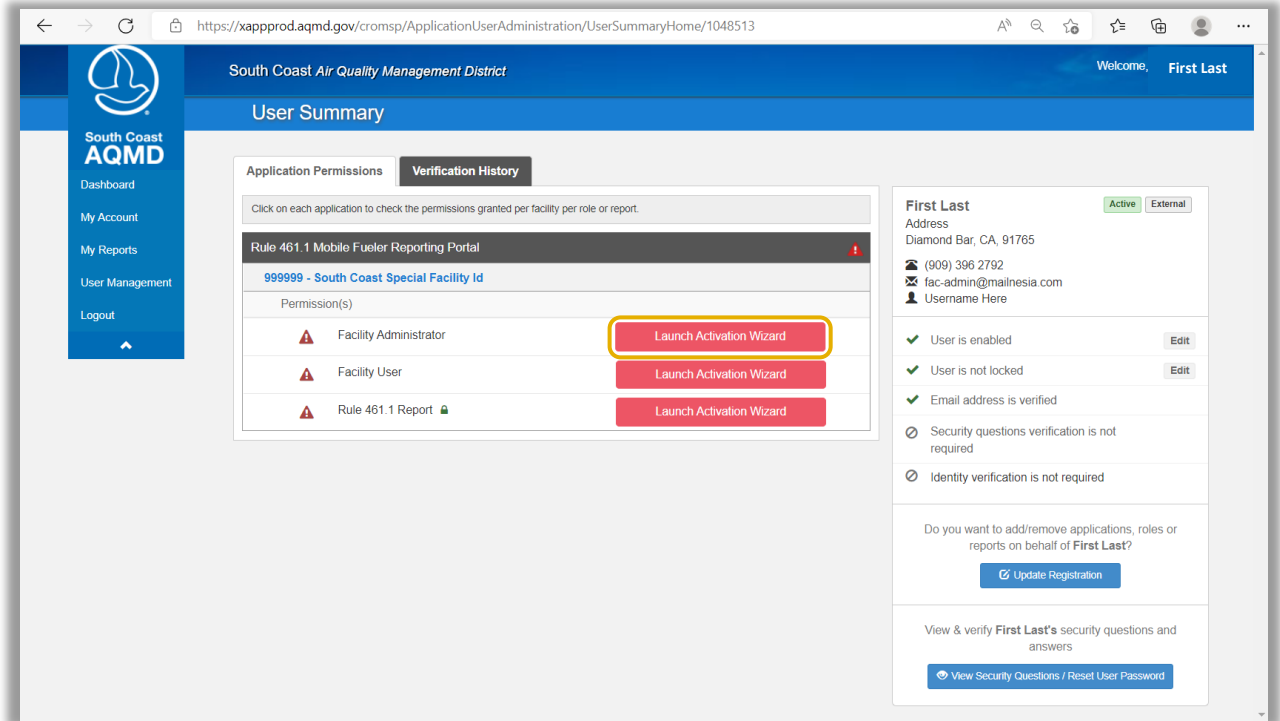
Click on the name of the user for which you would like to review the role or report status. Proceed to the Mobile Fueler Reporting Portal User Manual section “III. Facility Administrator Action” part “C. Administrative Approval.”

C. Administrative Approval

1. User Summary Page - Facility Administrator

The User Summary page shown in Image 35 will load.

Image 35: User Summary Page



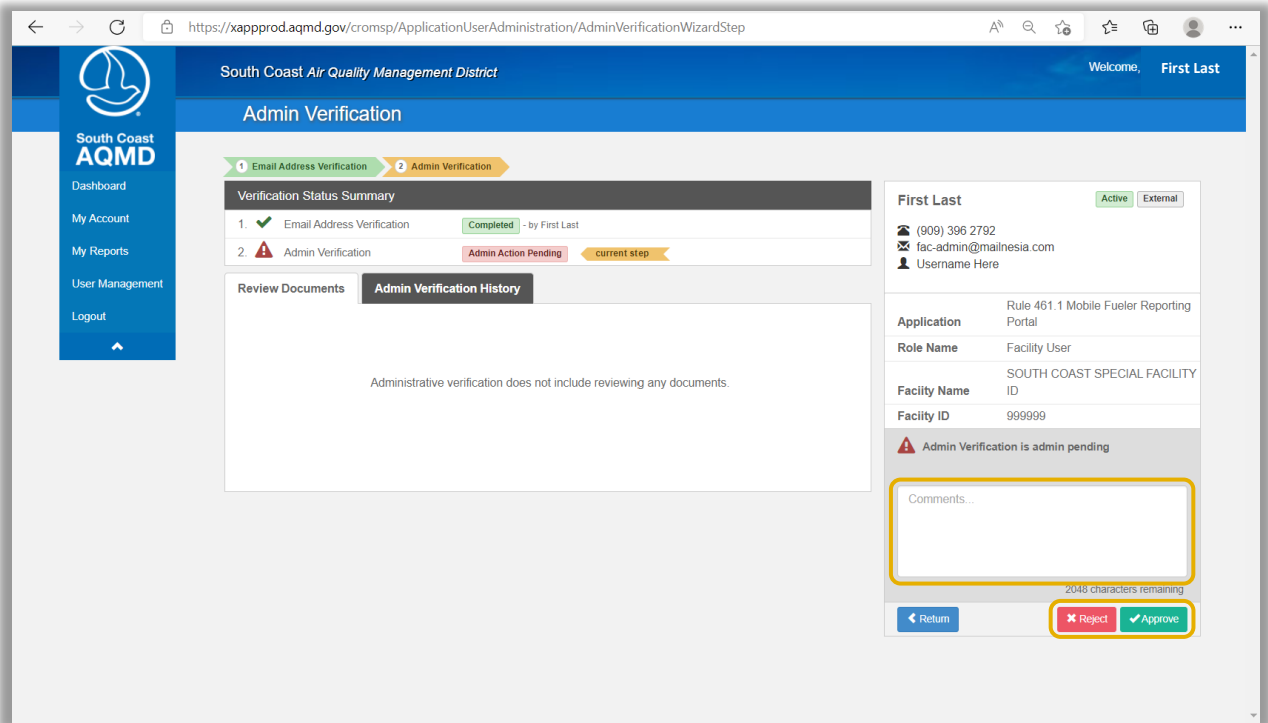
Step C1.1:

Click on the **Launch Activation Wizard** button located to the right of "Facility Administrator."

2. Admin Verification Page - Facility Administrator

The Admin Verification page shown in Image 36 will load.

Image 36: Admin Verification Page



Step C2.1:

Enter a comment in the lower right **comment box**.

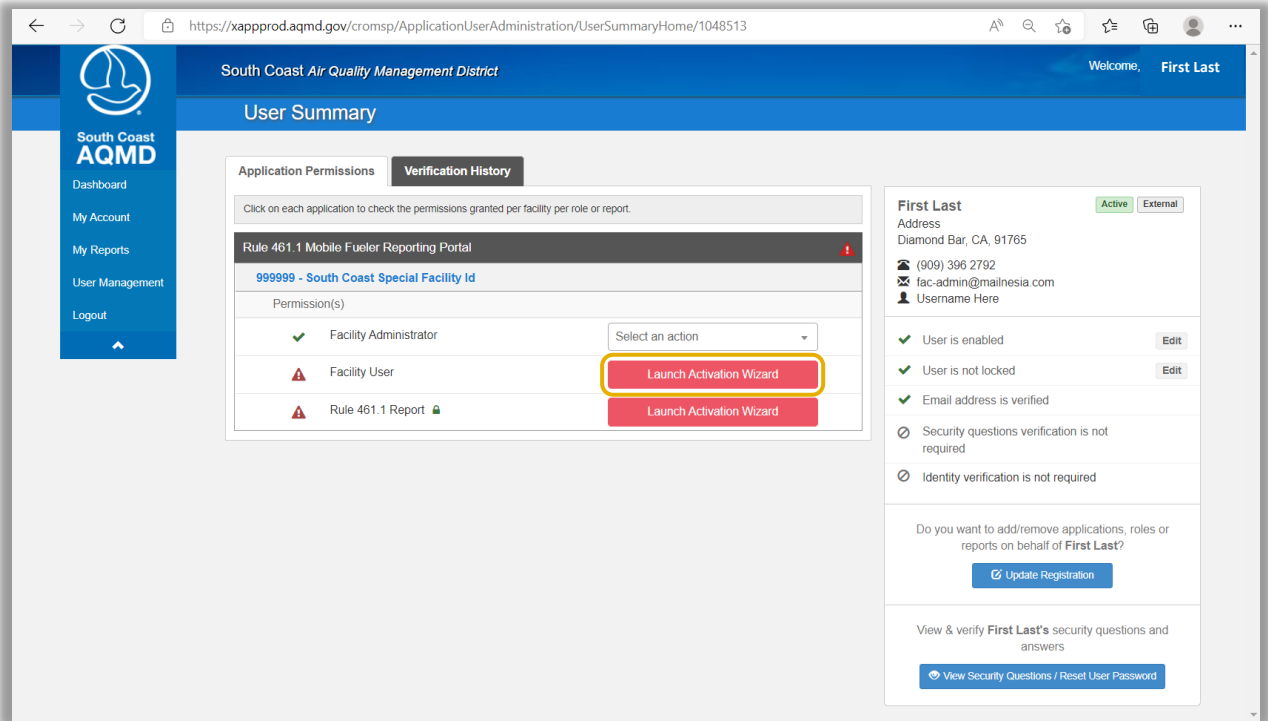
Step C2.2:

After evaluation, click either the **Accept** or **Reject** button.

3. User Summary Page - Facility User

The User Summary page shown in Image 37 will load.

Image 37: User Summary Page



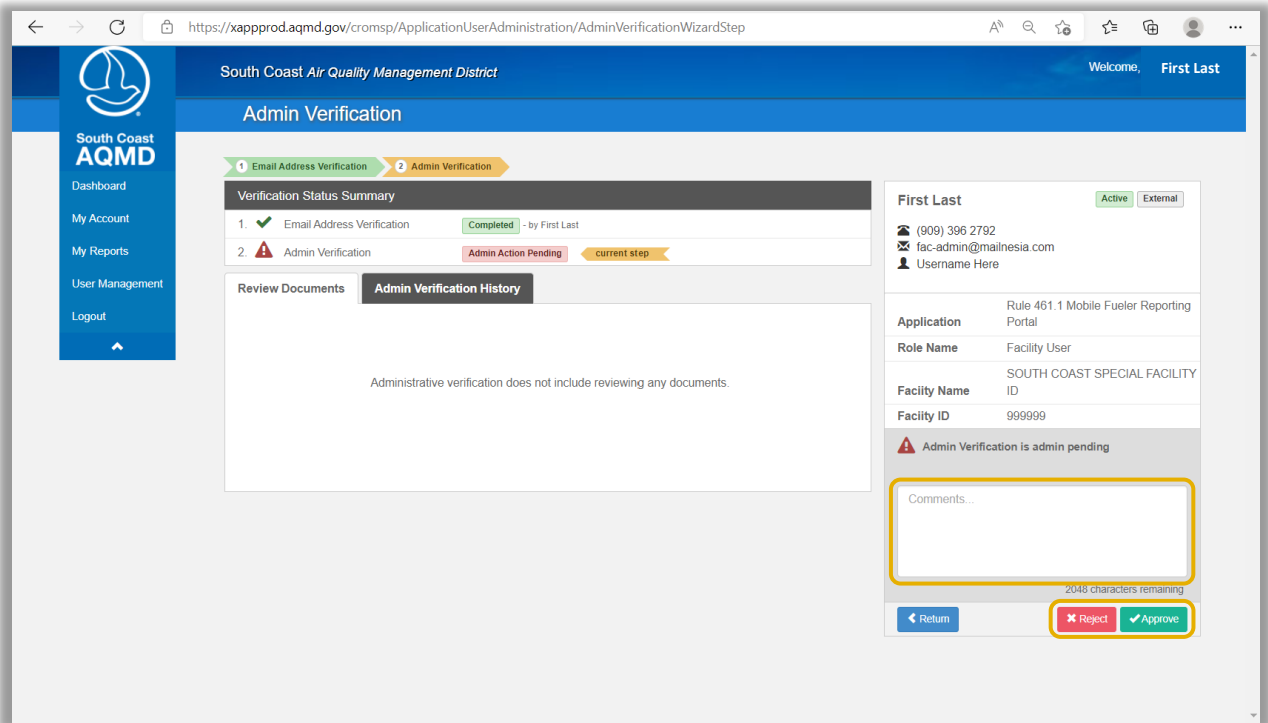
Step C3.1:

Click on the **Launch Activation Wizard** button located to the right of “Facility User.”

4. Admin Verification Page - Facility User

The Admin Verification page shown in Image 38 will load.

Image 38: Admin Verification Page



Step C4.1:

Enter a comment in the lower right **comment box**.

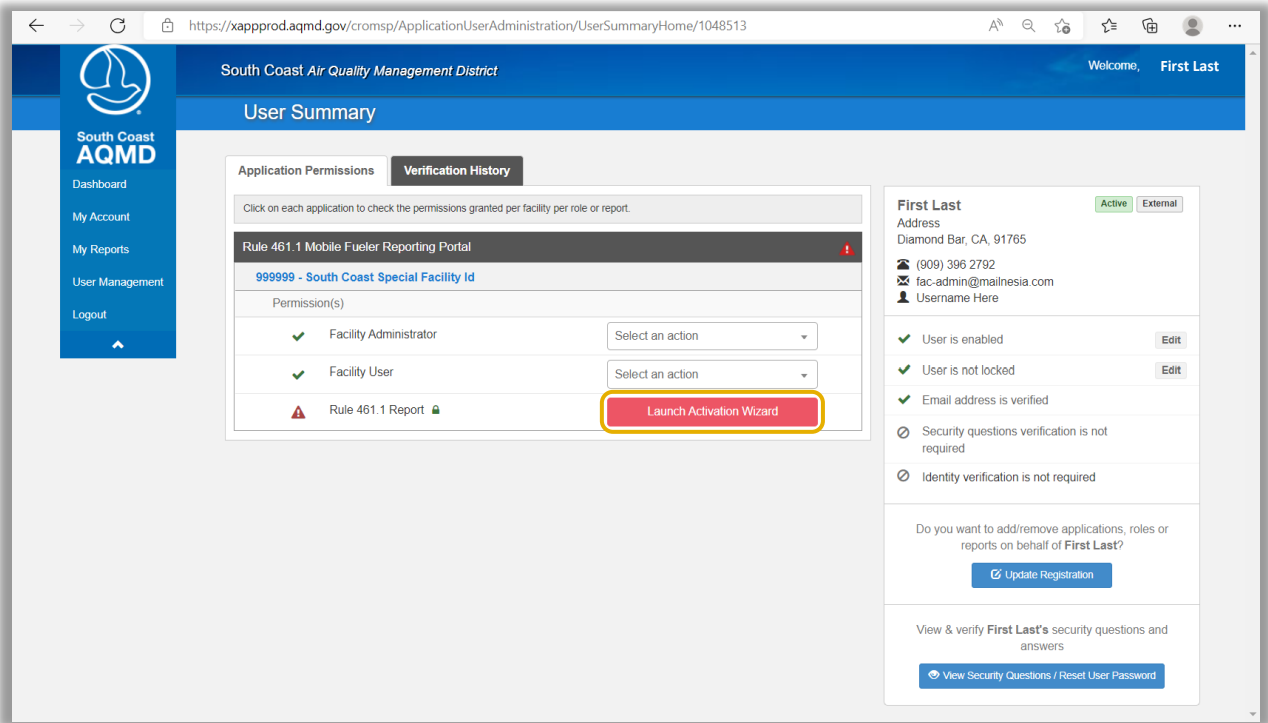
Step C4.2:

After evaluation, click either the **Accept** or **Reject** button.

5. User Summary Page - Rule 461.1 Report

The User Summary page shown in Image 39 will load.

Image 39: User Summary Page



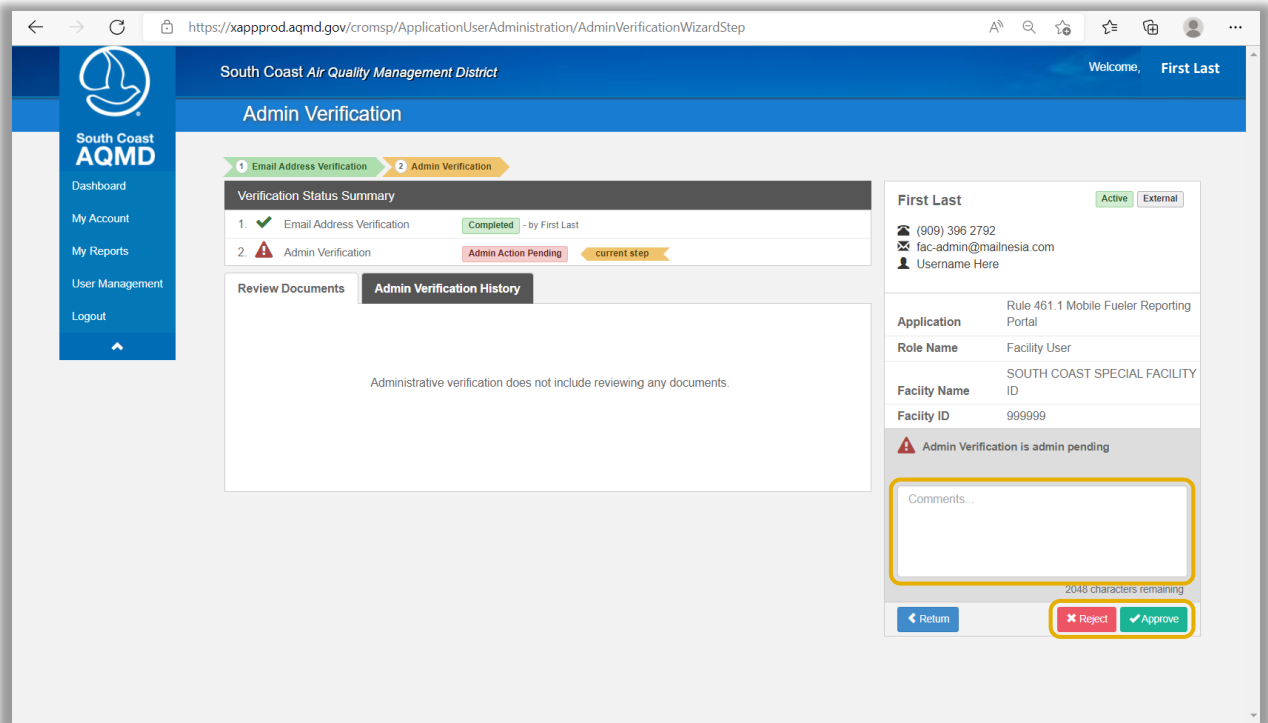
Step C5.1:

Click on the **Launch Activation Wizard** button located to the right of “Rule 461.1 Report.”

6. Admin Verification Page - Rule 461.1 Report

The Admin Verification page shown in Image 40 will load.

Image 40: Admin Verification Page



Step C6.1:

Enter a comment in the lower right **comment box**.

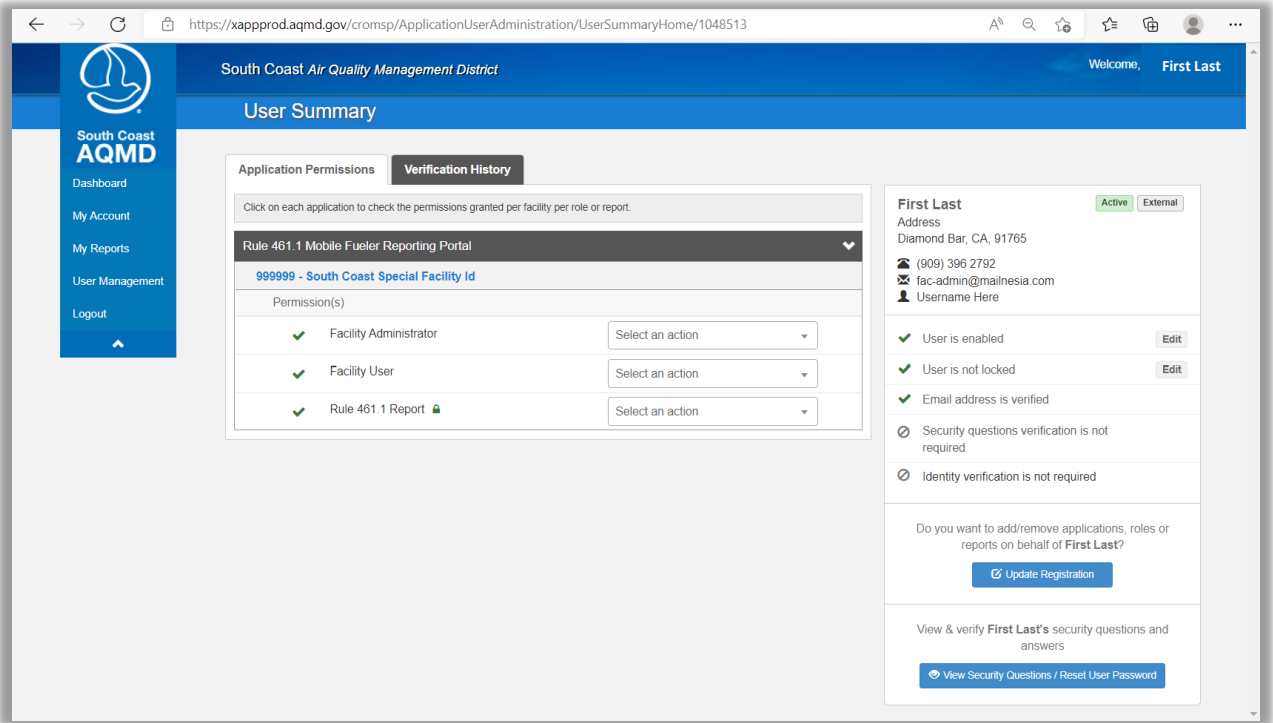
Step C6.2:

After evaluation, click either the **Accept** or **Reject** button.

7. User Summary Page

The User Summary page shown in Image 41 will load.

Image 41: Admin Verification Page



Step C7.1:

Verify that the actions for the user are complete.

IV. Rule 461.1 Form Submissions

Pursuant to Rule 461.1 (g)(1), (k)(2), and (m)(1) this information shall be submitted to the South Coast AQMD prior to a retail mobile fueler initially operating or resuming operation at a dispensing location.

For the purposes of Rule 461.1, dispensing location means one or more contiguous properties, in actual physical contact or separated solely by a public roadway or other public right-of-way, owned or operated by the same person (or by persons under common control), in which gasoline is dispensed from a mobile fueler.

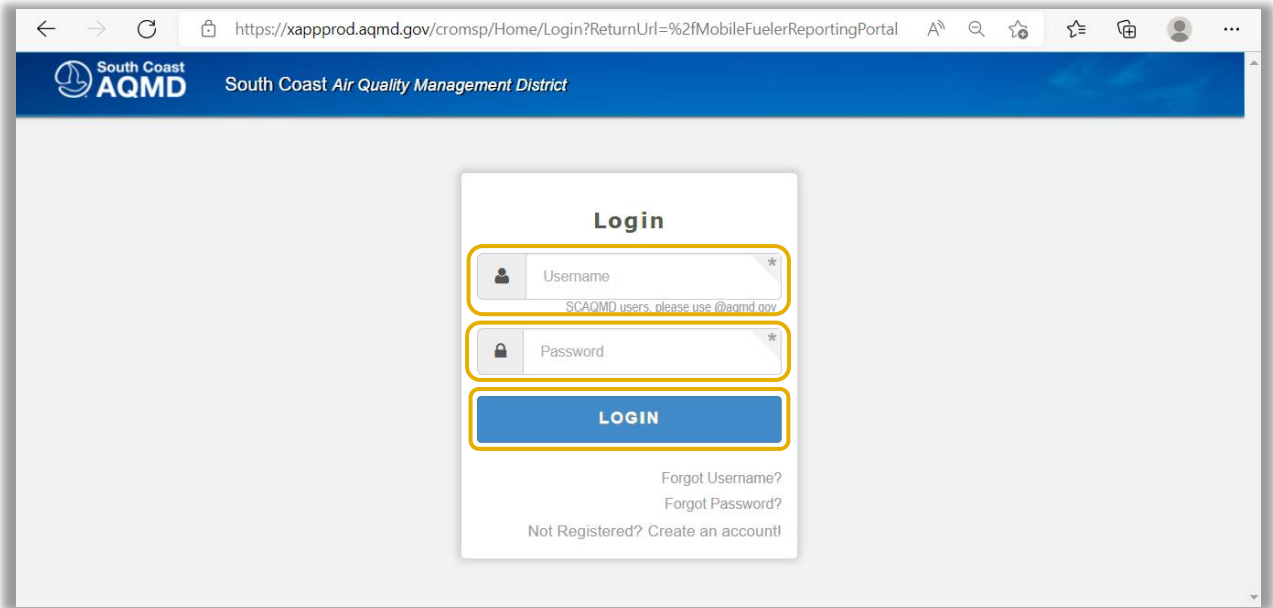
A. Mobile Fueler Reporting Portal

1. Login Page

Step A1.1:

Use any website browser and enter <https://xappprod.aqmd.gov/MobileFuelerReportingPortal> in the address bar. The Login page shown in Image 42 will load.

Image 42: Login Page



Step A1.2:

Enter your **Username**.

Step A1.3:

Enter your **Password**.

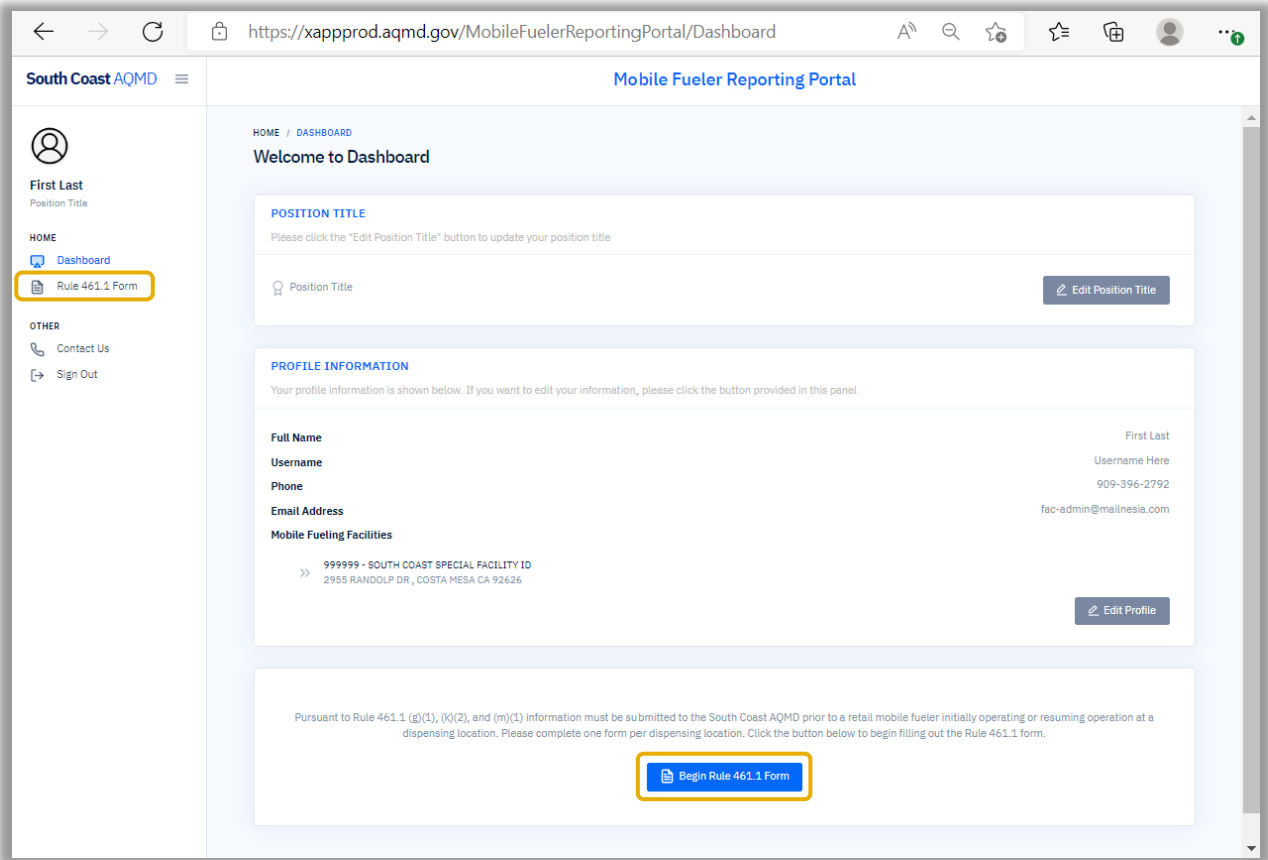
Step A1.4:

Click the **LOGIN** button.

2. Welcome to Dashboard Page

The Welcome to Dashboard page shown in Image 43 will load.

Image 43: Welcome to Dashboard Page



Step A2.1:

Either click on **Rule 461.1 Form** in the left menu or click on the **Begin Rule 461.1 Form** button at the bottom of the page.

B. Rule 461.1 Form - Provide Dispensing Location Information

1. Dispensing Location

The Dispensing Location page shown in Image 44 will load.

Image 44: Step 1: Dispensing Location Page

The screenshot shows a web browser window with the URL <https://xappprod.aqmd.gov/MobileFuelerReportingPortal/Rule461Form>. The page title is "Mobile Fueler Reporting Portal". The user is logged in as "First Last" with position title "Position Title". The navigation menu includes "HOME" (Dashboard, Rule 461.1 Form) and "OTHER" (Contact Us, Sign Out). The main content area shows the "Rule 461.1 Form" progress: Step 1: Dispensing Location (active), Step 2: Rule 461.1 Form, and Step 3: Submission Status. The "Dispensing Location Information" section includes a definition of a dispensing location and a form with the following fields: Street #, Street Name (loc. E Main Street), Suite/Unit/Building #, City, ZIP Code, and County (dropdown menu). A map of the Los Angeles area is displayed on the right. The form fields are highlighted with a yellow border. At the bottom right of the form area are "Cancel" and "Next" buttons.

Step B1.1:

Enter the appropriate information for the **Dispensing Location Information** section.

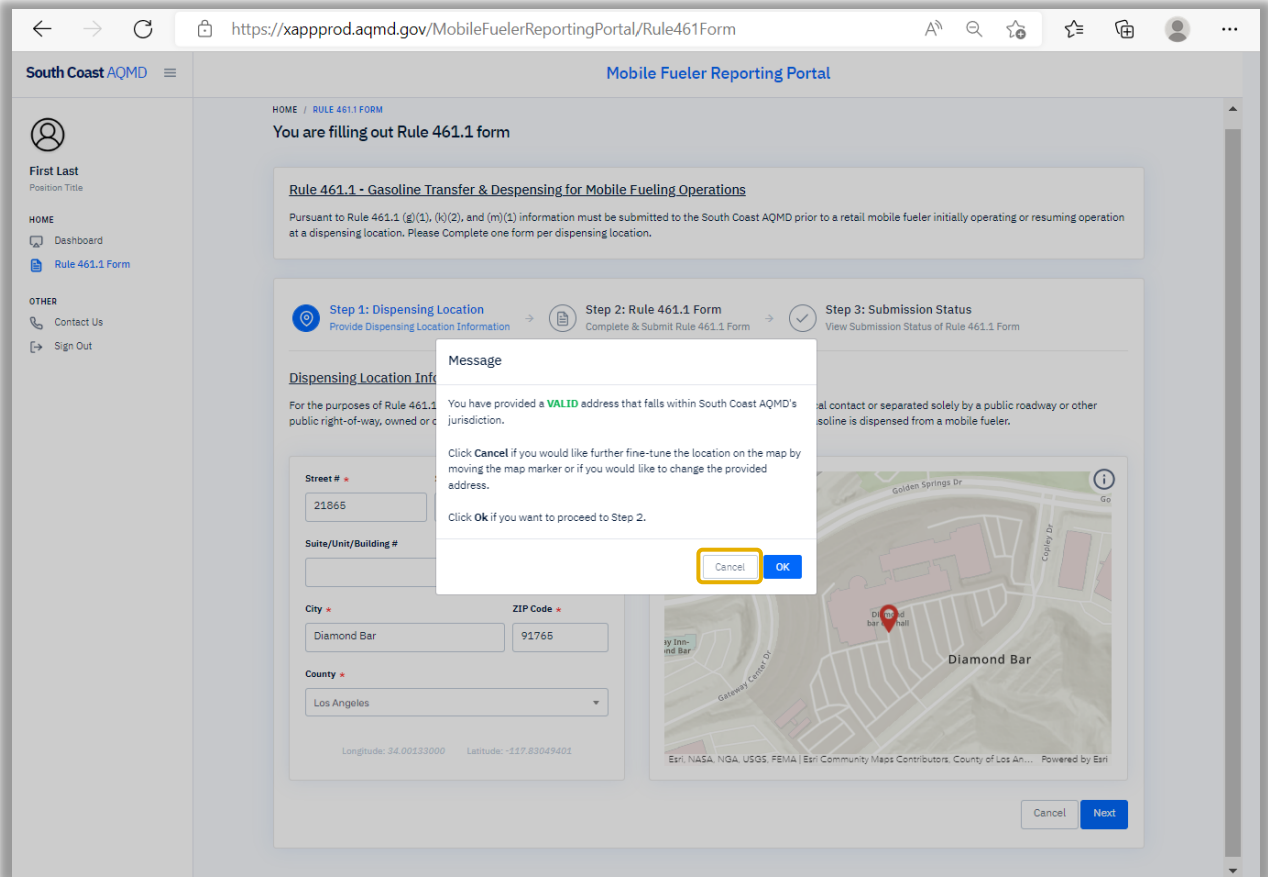
Step B1.2:

Click the **Next** button.

2. Dispensing Location - Message

The Dispensing Location - Message page shown in Image 45 will load.

Image 45: Step 1: Dispensing Location Message Page



Pursuant to Rule 461.1 (g)(2), the owner or operator of a Retail Mobile Fueler shall not Transfer or Dispense Gasoline at a Dispensing Location where a different owner or operator of a Retail Mobile Fueler has Transferred or Dispensed gasoline during the same calendar month. If another mobile fueling company has already submitted a Rule 461.1 Form for a dispensing location near or at the address provided, the following message will appear, " Please note there are other mobile fueler dispensing locations within proximity of the address you provided."

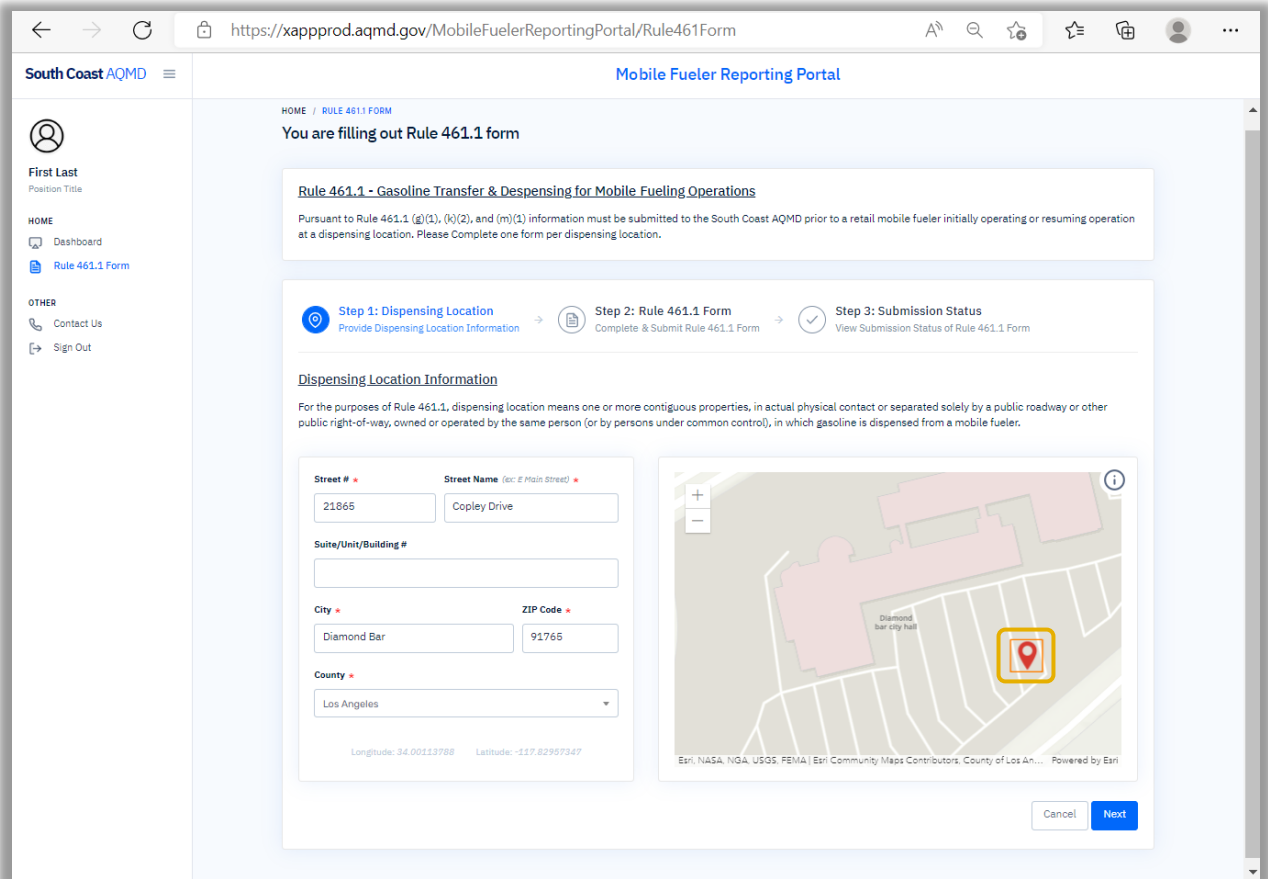
Step B2.1:

Click on **Cancel** to fine-tune the location on the map by moving the map marker.

3. Dispensing Location - Map Marker

The Dispensing Location - Map Marker page shown in Image 46 will load.

Image 46: Step 1: Dispensing Location Map Marker Page



Step B3.1:

To fine-tune the final location of the marker on the map, click on the **marker** to select it.

Step B3.2:

Click a3d move the **marker** to the desired location.

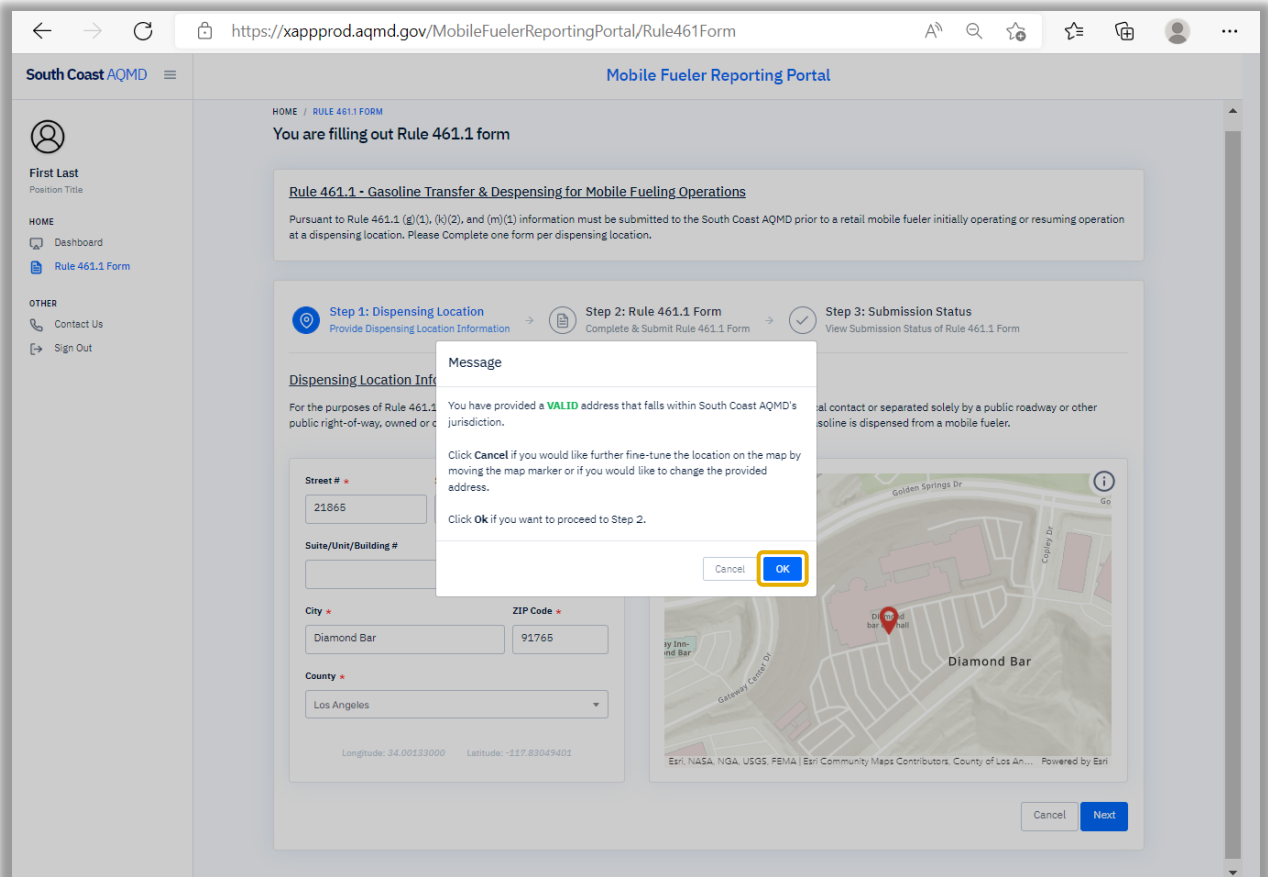
Step B3.3:

Click the **Next** button.

4. Dispensing Location - Message After Map Marker

The Dispensing Location - Message After Map Marker page shown in Image 47 will load.

Image 47: Step 1: Dispensing Location Message After Map Marker Page



Pursuant to Rule 461.1 (g)(2), the owner or operator of a Retail Mobile Fueler shall not Transfer or Dispense Gasoline at a Dispensing Location where a different owner or operator of a Retail Mobile Fueler has Transferred or Dispensed gasoline during the same calendar month. If another mobile fueling company has already submitted a Rule 461.1 Form for a dispensing location near or at the address provided, the following message will appear, " Please note there are other mobile fueler dispensing locations within proximity of the address you provided."

Step B4.1:

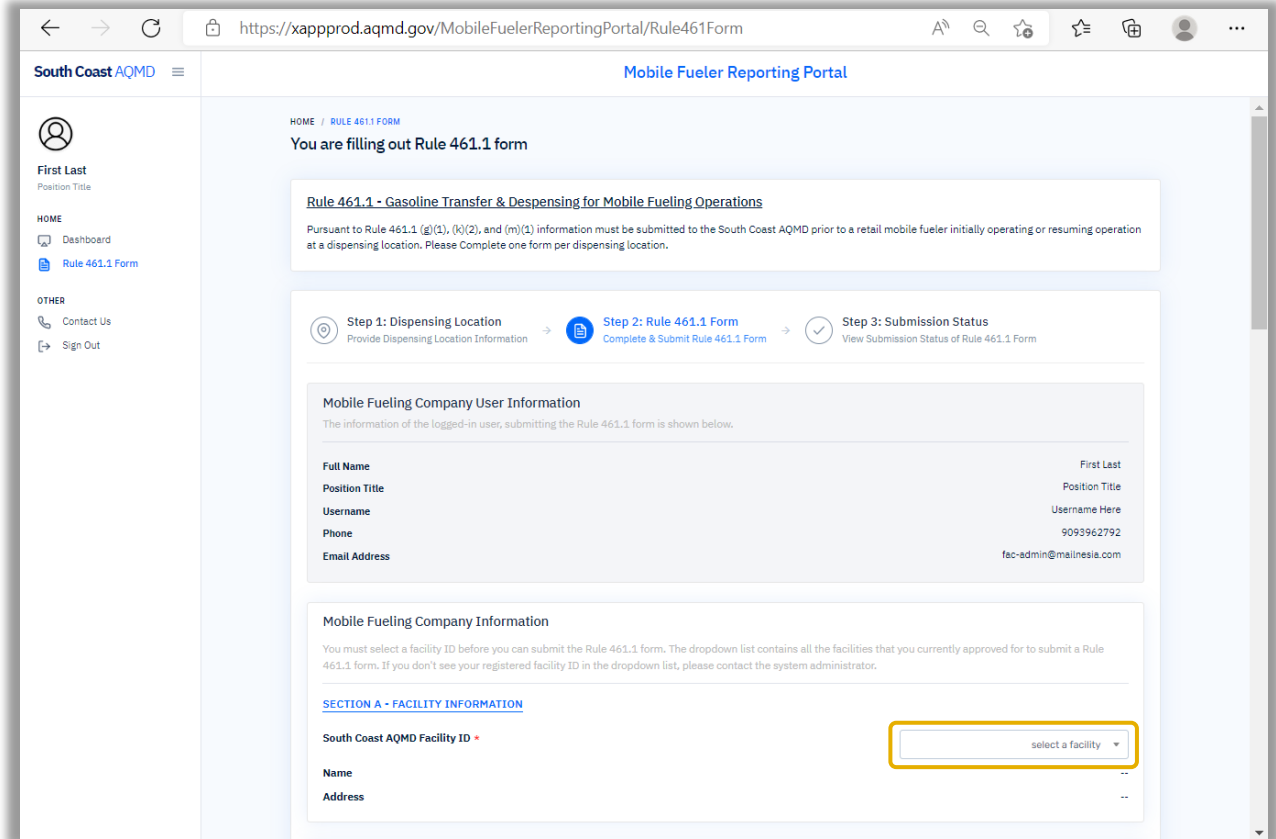
If any information still needs to be modified, return to the Mobile Fueler Reporting Portal Manual section "IV. Rule 461.1 Form Submissions" part "B. Rule 461.1 Form - Step 1" item "2. Step 1: Dispensing Location – Message." If everything is complete and accurate, click the **OK** button.

C. Rule 461.1 Form - Complete and Submit Rule 461.1 Form

1. Facility Information

The Complete and Submit Rule 461.1 Form page shown in Image 48 will load.

Image 48: Complete and Submit Rule 461.1 Form Page



Step C1.1:

Click the drop down to select the appropriate **Facility ID**.

Step C1.2:

Verify the facility information is correct.

Step C1.3:

Scroll down the page.

2. Dispensing Location

The Complete and Submit Rule 461.1 Form page shown in Image 49 will load.

Image 49: Complete and Submit Rule 461.1 Form Page

The screenshot displays the 'Mobile Fueler Reporting Portal' interface. The main content area is titled 'Dispensing Location Information' and includes a definition of a dispensing location. Below this is 'SECTION B - DISPENSING LOCATION' with several input fields: 'If Available, South Coast AQMD Facility ID', 'Name of Dispensing Location', 'Location Owner's Business Name (if, different)', 'Start Date & Time', and 'Operation Schedule'. To the right, there is a map section titled 'Dispensing Location Address form Step 1' showing the address '21865 Copley Drive, Diamond Bar CA 91765' and a map of the area with a red location pin. The map is powered by Esri.

Step C2.1:

Enter the appropriate information for the **Section B - Dispensing Location** section.

Step C2.2:

Scroll down the page.

3. Dispensing Location Contact Information

The Complete and Submit Rule 461.1 Form page shown in Image 50 will load.

Image 50: Complete and Submit Rule 461.1 Form Page

The screenshot shows a web browser window with the URL <https://xappprod.aqmd.gov/MobileFuelerReportingPortal/Rule461Form>. The page title is "Mobile Fueler Reporting Portal". On the left, there is a navigation menu for "South Coast AQMD" with options like "First Last", "HOME", "Dashboard", "Rule 461.1 Form", and "Contact Us". The main content area is titled "SECTION C - DISPENSING LOCATION CONTACT INFORMATION" and contains a form with the following fields:

- Name ***: A text input field with a person icon.
- Telephone Number ***: A text input field with a telephone icon.
- Title ***: A text input field with a person icon.
- Email Address ***: A text input field with an @ symbol icon.

Step C3.1:

Enter the appropriate information for the **Section C - Dispensing Location Contact Information** section.

Step C3.2:

Scroll down the page.

4. Acknowledgements and Attachments

The Complete and Submit Rule 461.1 Form page shown in Image 51 will load.

Image 51: Complete and Submit Rule 461.1 Form Page

The screenshot shows a web browser window with the URL <https://xappprod.aqmd.gov/MobileFuelerReportingPortal/Rule461Form>. The page title is "Mobile Fueler Reporting Portal". On the left is a navigation sidebar for "South Coast AQMD" with a user profile and menu items like "Dashboard" and "Rule 461.1 Form". The main content area is titled "SECTION D - ACKNOWLEDGEMENTS & ATTACHMENTS".

The first section is "Single Mobile Fueler in a Month", with a text block explaining the requirement for documentation. Below it is a file upload area with a "Choose file" input and a "Browse" button, highlighted with a yellow box. The allowed file types are .pdf, .png, .jpg, .doc, .docx.

The second section is "Fire Authority", with a text block explaining the requirement for documentation. Below it is another file upload area with a "Choose file" input and a "Browse" button, also highlighted with a yellow box. The allowed file types are .pdf, .png, .jpg, .doc, .docx.

The third section is "Annual Emission Reporting", with a text block explaining the requirement. Below it is a checkbox labeled "I Acknowledge", highlighted with a yellow box.

The fourth section is "Title V Program Permit", with a text block explaining the requirement. Below it is a checkbox labeled "I Acknowledge", highlighted with a yellow box.

The final section is "Confidential Data", with a text block explaining the requirement. Below it is a checkbox labeled "I Acknowledge", highlighted with a yellow box.

Step C4.1:

Click the **Browse** button in the “Single Mobile Fueler in a Month” section and attach documentation, compliant with Rule 461 (k)(2)(F), from the owner or operator of the dispensing location, indicating that the mobile fueling company identified on this form would be the only mobile fueling company operating a Retail Mobile Fueler at the dispensing location. You may use the [Rule 461.1 Dispensing Location Declaration Form](#) template provided on the South Coast AQMD [Mobile Fueler Gasoline Dispensing](#) website.

Step C4.2:

Click the **Browse** button in the “Fire Authority” section to attach documentation by the responsible fire department or fire authority to the owner of operator of the Retail Mobile Fueler compliant with Rule 461.1 (k)(2)(G).

Step C4.3:

The user must acknowledge that emissions from mobile fueling operations contribute towards the dispensing location’s thresholds for filing an annual emissions report and shall be included in the annual emissions report, by clicking on the **I Acknowledge** box in the “Annual Emission Reporting” section.

Step C4.4:

The user must acknowledge that emissions from mobile fueling operations contribute towards the dispensing location's thresholds for filing a Title V Program permit and that a dispensing location with a Title V Program permit shall incorporate into the permit any mobile fueler that operates at the facility for more than one year from initial operation at the dispensing location, by clicking on the **I Acknowledge** box in the "Title V Program Permit" section.

Step C4.5:

If you are claiming that this form or its attachments contain confidential trade secret information, click on the **I Acknowledge** box in the "Confidential Data" section.

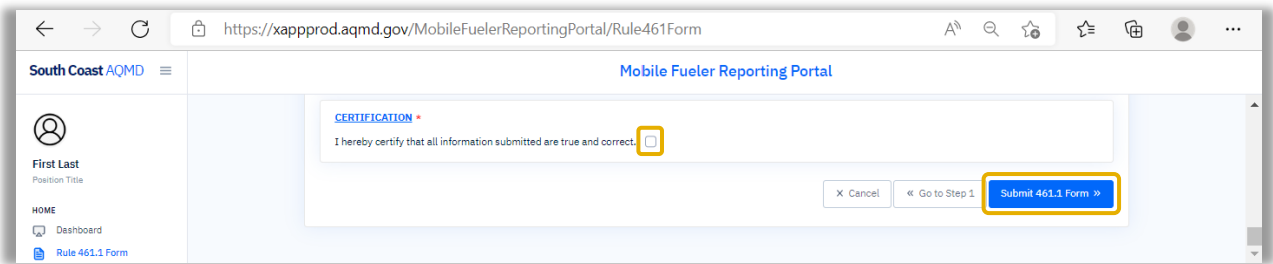
Step C4.6:

Scroll down the page.

5. Certification

The Complete and Submit Rule 461.1 Form page shown in Image 52 will load.

Image 52: Complete and Submit Rule 461.1 Form Page



Step C5.1:

If all information submitted is true and correct, click on the **certification box**.

Step C5.2:

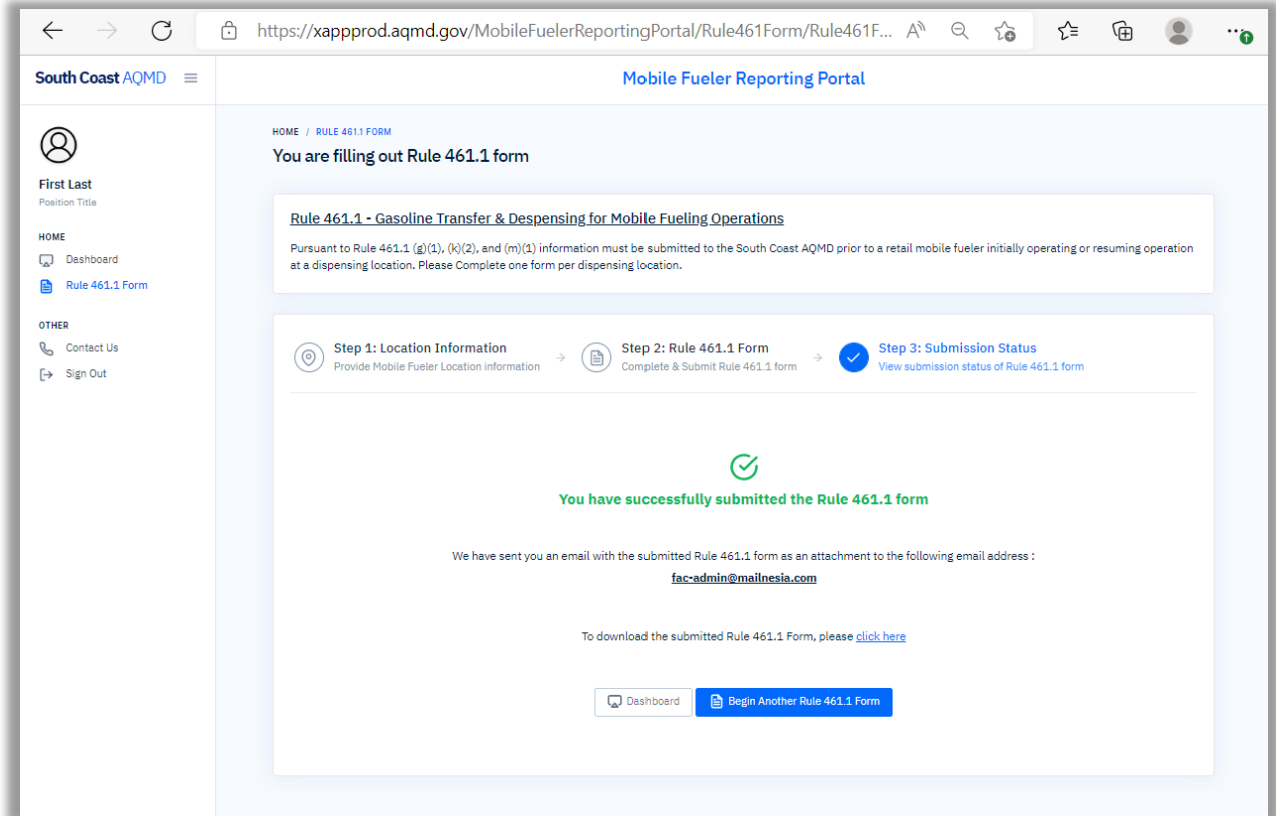
Click the **Submit 461.1 Form** button.

D. Rule 461.1 Form - Your Submission Status of Rule 461.1 Form

1. Submission Status

The Your Submission Status of Rule 461.1 Form page shown in Image 53 will load.

Image 53: Step 2: Rule 461.1 Form Page



Step D1.1:

Verify the submission is complete.