



### Step-by-Step eAIR Instructions

1. To make an account: Click “Register” on the login page. Enter your email (this will become your username), first name, last name, and create a password.
2. To log in: Enter your email and your password and select “Log In” (do NOT press enter).
3. Add your CAFO/MAFO AI#. If you have more than one, you can add each of them. Click “click here to add an AI#”. Enter the AI# and AFO address and save.
4. To begin working on the AIR, click “view/edit” for the AI# you wish to start. Next, click “start a new AIR” at the bottom of the screen.
5. The questions are the same as the ones on the paper form, but are broken into three sections. You do not have to answer all of the questions now- you may answer some now and re-visit another time/day. Make sure that you click “save” at the bottom of the page before you log out!
6. Before you can submit your AIR, you must first provide an “electronic signature”, in which you are confirming that your answers are true to the best of your knowledge. Enter your First Name, Last Name, and the date.
7. When you are ready to submit your AIR to MDE, click “Save and Submit for Review” at the bottom of the last section.
8. In the table, again click “Submit for Review”. *If there are any questions you were required to answer, but left blank, they will be displayed in red. You MUST answer those questions in order to submit your AIR.*
9. When you have successfully submitted your AIR, you will see the date you submitted it and the status will say “submitted” in the table listing your AFO(s).
10. Once MDE has reviewed your AIR, the status will change to either “accepted” or “returned for modification”. *If it says “accepted” then you do not need to do anything else.*
11. If it says “returned for modification”, click “view/edit” next to the corresponding AFO.
12. Under “reviewer comments”, you will find what information needs to be revised. Make the appropriate changes and save.
13. To submit the AIR again, select “view my AIR submissions” in the top left corner. Then click “submit for review”. The status will change back to “submitted”.