

# How to access on-line Air Permit Actions

**Start Here - if you need a WAMS ID. Already have an ID, proceed to step 2**

Go to the DNR Switchboard webpage: <http://dnr.wi.gov/topic/Switchboard/>

1. Click on **Create WAMS ID** and follow the instructions. After submitting your information, you will be prompted to activate your WAMS ID by checking your email.

*Note: you will need to have your own email address. The system will not allow users to share an email address.*

2. Requesting access to Air Permit Actions

Go to the DNR Switchboard webpage: <http://dnr.wi.gov/topic/Switchboard/>

Click on **Request Access** and follow the instructions.

*Note: In the Electronic Role Information section, check **Air Permit Actions**. Click on **Submit**.*

A page will appear with the information you have submitted. You will need to print this page, sign it, and mail it in order to complete the registration process. We cannot complete the registration process without this signed paper copy. Please mail immediately to the following address:

SWITCHBOARD REGISTRATION - SS/7  
WI DNR - SCIENCE SERVICES  
PO BOX 7921  
MADISON WI 53707-7921

Please allow 2-3 business days for DNR staff to process your registration. You will receive an email from the DNR notifying you that you have access.

To **log in**, go to <http://dnr.wi.gov/topic/Switchboard/>

If you encounter problems with the Wisconsin User (WAMS) Id or the DNR's Switchboard Registration process, visit <https://www.surveymonkey.com/r/SwitchboardHelp>