

## Inviting Users to Your Site

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MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

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[www.maine.gov/dep](http://www.maine.gov/dep)

## Inviting Users to Your Site

As the site's administrator, you can invite additional users (e.g., coworkers, associates, or consultants) to view and submit data on behalf of your facility.

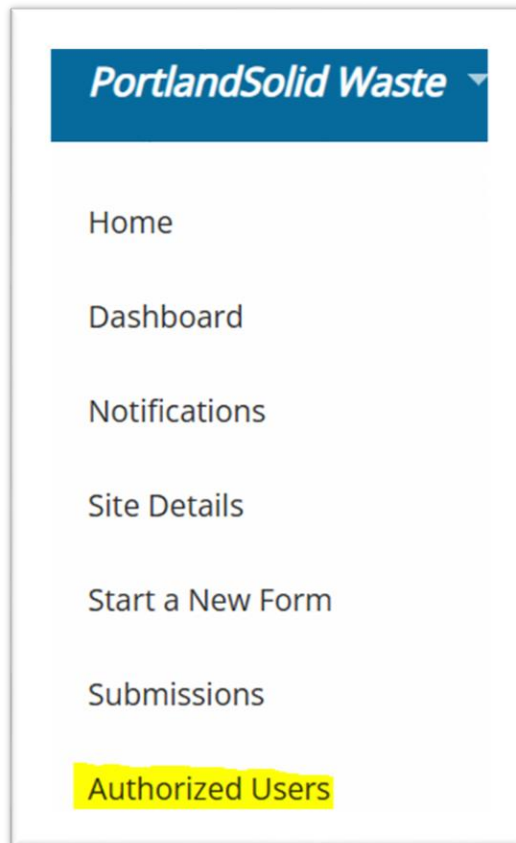
To invite users:

Log in to the Maine Enterprise Licensing System (MELS) here: [Log in to MELS](#). For more information on logging in to MELS, see the "Creating an Account in MELS and Retrieving a Forgotten Password" user guide available on the [MELS Hub](#).

Select the “**Authorized Users**” menu item on the left side of the screen, as highlighted in Figure 1 below.

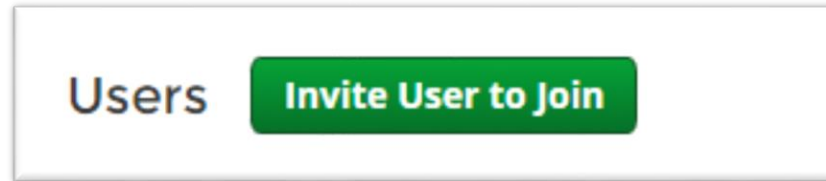
Note: If you have multiple sites associated with your account, you must be viewing only the site that you want to add an authorized user to. If you see ‘ALL’ written in the top left corner, you must select the drop down then the site to which you are adding the authorized user. When you are viewing the site, click on ‘Authorized Users’ on the left side of the screen.

Figure 1: Authorized Users



Select the “**Invite User**” button at the top of the screen as demonstrated in Figure 2 below.

Figure 2: Invite User to Join



Enter the name, email, and select the role you wish to grant to the user.

- Viewer: Can view site information but cannot make any changes.
- Editor: Can fill out forms and reports. Depending on the form, may require certifier permissions to submit.
- Limited Editor: Can fill out forms and reports but cannot edit drafts initiated by others. Depending on the form, may require certifier permissions to submit.
- Administrator: Can edit site information, invite other users to join the site, deactivate users, and request certifier permissions for users.

*Note: Certifier permissions are only applicable to the National Pollutant Discharge Elimination System (NPDES) program.*

Click the “**Send Invitation**” button at the bottom of screen, as highlighted in Figure 3 below.

Figure 3: Inviting a User

Invite User < Users

• = Required

• Name

• Email

• Role

Select...

Send Invitation Cancel

An email will be sent to the address you supply. The email will contain a link for the invitee to activate the invitation. The invitee will be asked to make an account if they do not have one already. You may wish to contact the invitee to help ensure they look out for the invitation email.