

## 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)

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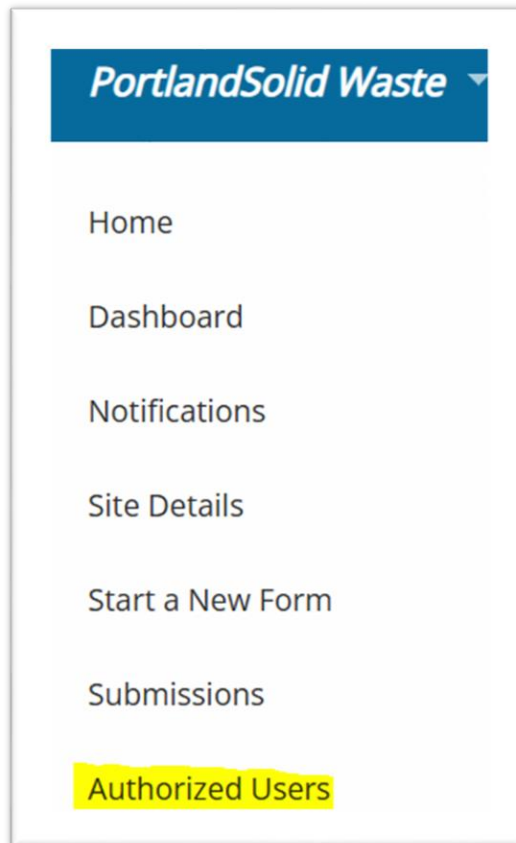
As the site's responsible party, you can invite coworkers, associates, and consultants to view and submit data on behalf of your facility. To invite others:

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 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.

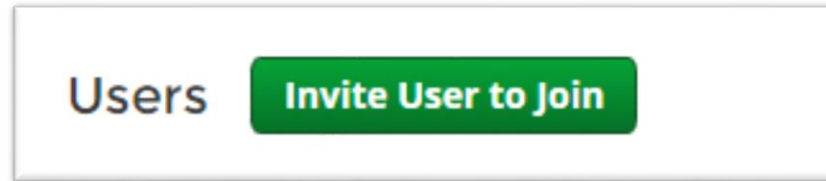
Note: If you have multiple sites associated with your account, you must be viewing the single site that you want to add an authorized user to. Once you are viewing the site, you will be able to click on ‘Authorized Users’ from the left side of the screen. If you see ‘ALL’ listed, you must select the drop down and choose the site you are adding an authorized user to.

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

The screenshot shows a web form titled "Invite User" with a back button labeled "< Users". A legend indicates that a red dot next to a field name means it is required. The form contains three required fields: "Name", "Email", and "Role". The "Role" field is a dropdown menu currently showing "Select...". At the bottom of the form, there are two buttons: "Send Invitation" (highlighted in yellow) and "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.