

Grease Trap Maintenance Reporting Help Guide

Grease trap reporting is due by 11:59pm on March 31st of each year.

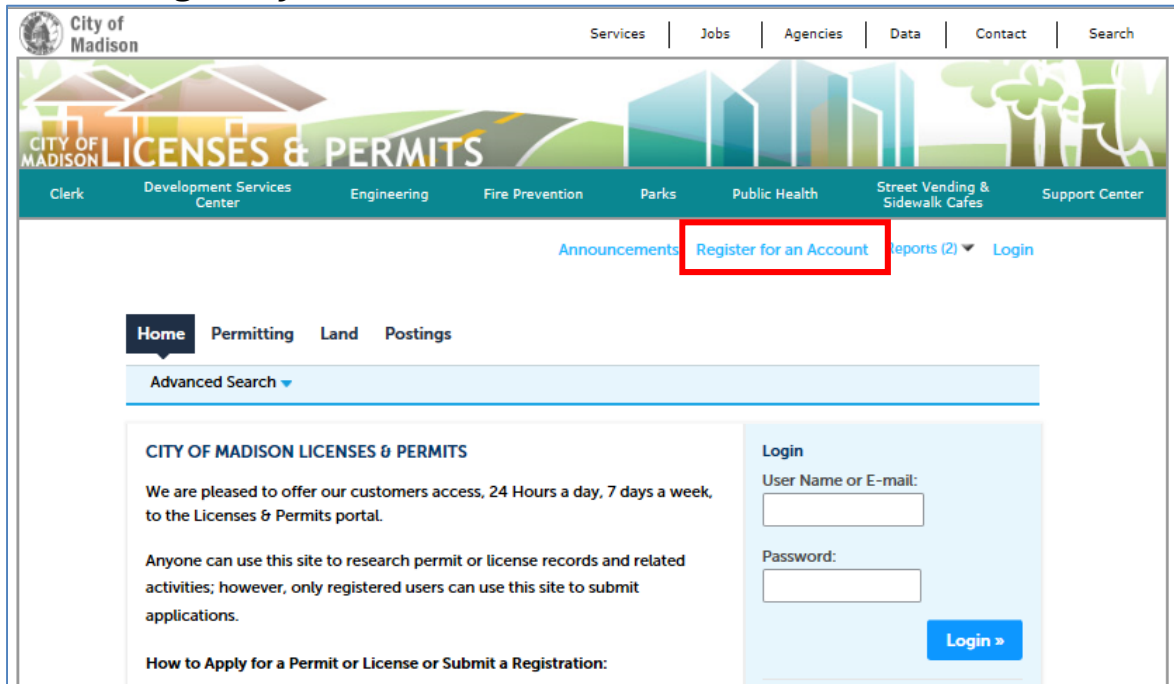
<https://elam.cityofmadison.com/citizenaccess/>

Registration/Logging In

NOTE: If you have already registered you can skip ahead to step 5.

1) Registration

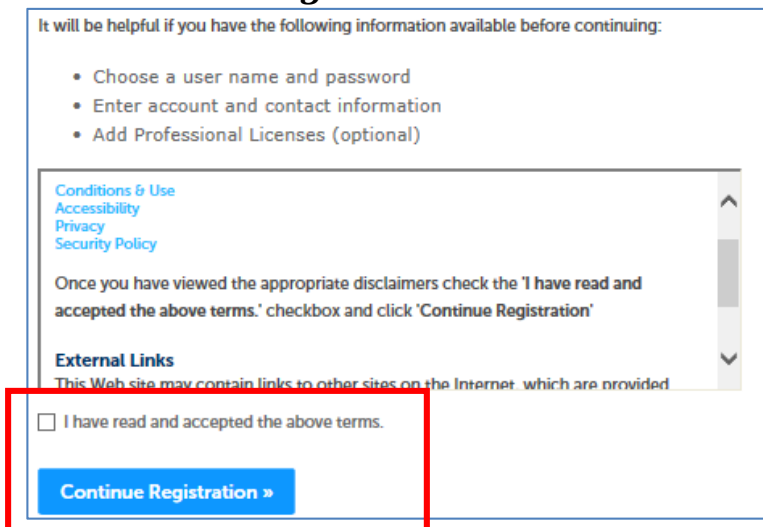
To register for an account with the City of Madison Licenses and Permits, click on **Register for an Account**.



The screenshot shows the City of Madison Licenses & Permits website. The header includes the City of Madison logo and navigation links for Services, Jobs, Agencies, Data, Contact, and Search. Below the header is a banner for 'CITY OF MADISON LICENSES & PERMITS' with a navigation menu containing Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. A red box highlights the 'Register for an Account' link in the top navigation bar. Below the navigation bar, there are tabs for Home, Permitting, Land, and Postings. A search bar is visible. The main content area features a 'CITY OF MADISON LICENSES & PERMITS' section with a welcome message and a 'Login' section with input fields for 'User Name or E-mail:' and 'Password:', and a 'Login »' button.

2) Disclaimer

Read the disclaimer, and if you agree check the box below the disclaimer and click **Continue Registration**.



The screenshot shows a disclaimer page. It begins with the text 'It will be helpful if you have the following information available before continuing:' followed by a bulleted list: 'Choose a user name and password', 'Enter account and contact information', and 'Add Professional Licenses (optional)'. Below this is a scrollable area containing links for 'Conditions & Use', 'Accessibility', 'Privacy', and 'Security Policy'. A paragraph states: 'Once you have viewed the appropriate disclaimers check the 'I have read and accepted the above terms.' checkbox and click 'Continue Registration''. Below this is an 'External Links' section with the text 'This Web site may contain links to other sites on the Internet, which are provided'. A red box highlights the checkbox 'I have read and accepted the above terms.' and the 'Continue Registration »' button.

3) Enter Account Information

On the next screen enter the pertinent information to setup an account, and click **Continue Registration**.

NOTE: Please be as complete as possible in filling out fields.

NOTE: It is important to supply a valid email address. Successful completion of this process will end with a validation email sent to this address. This email allows the activation of the account.

The screenshot shows a web application interface for account registration. At the top, there is a navigation bar with links for Home, Permitting, Land, and Postings. Below this is an 'Advanced Search' dropdown menu. The main heading is 'Account Registration Step 2: Enter/Confirm Your Account Information'. A legend indicates that an asterisk (*) denotes a required field. The form is divided into two sections: 'Login Information' and 'Contact Information'. The 'Login Information' section contains six input fields: 'User Name', 'Email Address', 'Password', 'Type Password Again', 'Enter Security Question', and 'Answer'. Each field is marked as required and has a help icon. The 'Contact Information' section includes a sub-heading and a note: 'Choose how to fill in your contact information.' Below this, there is an 'Add New' button and a 'Continue Registration >' button.

Success

The success screen will be displayed. An email will be sent to the email address entered during the registration process.

4) Activate

You will receive an email within 5 minutes after entering your account information, with a link at the bottom for account activation. Click the link to activate your account.

NOTE: Check your emails SPAM/JUNK folder if you don't find the email in your Inbox.

Once the confirmation link is clicked, a browser window will open to City of Madison Licenses & Permits Login screen, and a welcome email is sent with the link to City of Madison Licenses and Permits website for future use.

5) Logging In

Enter the User Name and Password that you selected when registering.

NOTE: The User Name or E-Mail box will accept either the username you created when registering OR the email address you used when registering.

NOTE: If you do not remember your password, click the **I've forgotten my password** under the login box. An email will be sent to you about creating a new password. If you forgot the answer to your security question, click the **Support Center** button in the upper right hand corner and select the second bullet point to send a message to the IT Helpdesk.

The screenshot shows the City of Madison Licenses & Permits website. The header includes the City of Madison logo and navigation links for Services, Jobs, Agencies, Data, Contact, and Search. Below the header is a navigation bar with links for Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. The main content area features a navigation menu with Home, Permitting, Land, and Postings. A search bar is present, and the main heading is "ACCOUNT VERIFICATION". The text welcomes existing users and provides instructions for logging in. A "Login" box is highlighted with a red border, containing fields for "User Name or E-mail:" and "Password:", a "Login »" button, and a "Remember me on this computer" checkbox. Below the login box are links for "I've forgotten my password" and "New Users: Register for an Account". A "Register Now »" button is also visible.

6) Reporting Grease Trap Maintenance

a) Click **Permitting**, then click **Apply for a Permit**.

The screenshot shows the City of Madison Licenses & Permits website after logging in. The header includes the City of Madison logo and navigation links for Services, Jobs, Agencies, Data, Contact, and Search. Below the header is a navigation bar with links for Clerk, Development Services Center, Engineering, Fire Prevention, Parks, Public Health, Street Vending & Sidewalk Cafes, and Support Center. The main content area features a navigation menu with Home, Permitting, Licenses/Registrations, Land, and Postings. The "Permitting" link is highlighted with a red border. Below the navigation menu is a search bar with the text "Search Permit Applications" and a button labeled "Apply for a Permit" which is also highlighted with a red border. The top right of the page shows the user is logged in as Megan Eberhardt and provides links for Collections, Cart, Reports, Account Management, and Logout.

b) **Select Grease Trap Maintenance Record then click Continue Application.**

Dashboard My Records My Account Advanced Search ▾

Select a Permit Type

- Access Control, Delayed Egress, Locked Stair Door
- Alternative Fire Suppression
- Banner Permit
- Bicycle Registration
- Disc Golf Permit
- Dog Park Permit
- Downtown Performance Space Use
- Edible Landscape Permit
- Excavate in the Right of Way Permit
- Farmers Market Electric
- Fire Alarm Permit
- Fire Outdoor Assembly Permit
- Fire Outdoor Fire Feature Permit
- Fire Sprinkler Permit
- Grease Trap Maintenance Record
- Kitchen Suppression System
- Lake Access Permit
- Lobbyist Expense Report
- Lobbyist Registration
- Neighborhood Block Party Permit
- New Residential Construction Permit
- POWTS Holding Tank Report
- POWTS Septic Maintenance Report
- Repair or Replace Building Permit
- Repair or Replace Electrical Permit
- Repair or Replace HVAC Permit
- Repair or Replace Plumbing Permit
- Residential Parking Permit
- Ski Trail Permit
- Street Terrace Permit
- Street Use (Special Event)
- Tables(TEM) Permit

[Continue Application »](#)

7) Step 1 Applicant

a) **Click Select from Account to auto fill your contact information used at registration.**

Home **Permitting** Licenses/Registrations Land Postings

Search Permit Applications Apply for a Permit

Grease Trap Maintenance Record

1 Applicant	2 Inspection	3 Attachments	4 Review	5 Application Submittal
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Step 1: Applicant > Applicant Information * indicates a required field.

Applicant

[Select from Account](#) [Add New](#)

- b) Enter **Street Number** and **Street Name ONLY**, then click **Search**. If there is only one known address for your entry, it will auto fill the Street Type. If there are multiple units for your address, select the most appropriate entry. Click **Continue Application**.
NOTE: If you make an error during the address entry, click the **Clear** button before trying to search again.

Address

**** IMPORTANT **:** Please enter only the **Street No.** and **Street Name** and then click the Search button.

* Street No.: Direction: --Select-- * Street Name: ? Street Type: --Select--

Unit No.:

8) Step 2 Inspection

- a) Enter your **Account Number** include all preceding zeros. This is the number listed on your City of Madison water and sewer utility bill. Click somewhere else on the screen and the Customer Number and Permit Number values will auto-fill.

Step 2: Inspection > Grease Trap Information

Details

ACCOUNT INFORMATION

Please enter an account number

* Account Number:

* Customer Number:

* Permit Number:

- b) Answer **Yes** or **No** honestly to each of the following 3 questions.

GREASE TRAP

- * Grease Trap is completely clean and the entire contents removed: Yes No
- * Grease trap has cracks or defects to the walls or floors: Yes No
- * Records, including photos of cleaning, are on location and update to date: Yes No

c) Check the one (1) box that best matches the facilities organic recycling participation. Facilities that check box #2 or #4 will be required to answer additional questions regarding their practices.

ORGANICS

This facility is not interested in participating in the organics (food scraps) recycling program:

This facility is already an approved participant of the organics (food scraps) recycling program. The facility contracts with a third party food scraps recycling provider. I attest that a copy of company policy, written description of practices used by employees, and photos of collection stations have previously been submitted and approved by the City of Madison:

This facility is not currently a participant in the organic (food scraps) recycling program, but I would like to be contacted with more information about the program and how I can participate:

This facility is not currently a participant in the organics recycling program but would like to sign up to be a participant:

d) Click **Add** to enter the date, cleaner name, and disposal method for your last grease trap was serviced. Click **Submit**. If your grease trap was serviced multiple times in the past year, click Add again. When all cleanings have been entered, click **Continue Application**.

Maintenance Log

MAINTENANCE LOG

Showing 0-0 of 0

Date of Service	Name of Cleaner	Disposal Method	Additional Comments
No records found.			

Add

MAINTENANCE LOG

* Date of Service: * Name of Cleaner: * Disposal Method:

Additional Comments:

spell check

9) Step 3 Attachments

Click the **Add** button to upload copies of grease trap photos, cleaning invoices, and if applicable, organics recycling documents. Once you are done, click **Save** then **Continue Application**.

If you do not have to documents to attach, simply click the **Continue Application** button.

Step 3: Attachments > List

For instructions on filling out the grease trap maintenance record and additional information about this program, visit our website.

* indicates a required field.

Attachment

Please attach copies of photos, receipts, company policies or maintenance logs here.

The maximum file size allowed is 80 MB.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

10) Step 4 Review

Review the summary information to make sure all information is accurate prior to submitting. At the very bottom of the page, **check the certification box**. Then click **Continue Application**.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 03/26/2019

Continue Application »

Save and resume later

The next screen will show that your application has been successfully submitted. You can print a summary for your records if you wish.



Your application has been successfully submitted.