

State of New Mexico  
PFAS Reporting System (NMPRS)  
Reporting Guidance

May 2026

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# Introduction

## *What is NMPRS?*

The [New Mexico PFAS Reporting System \(NMPRS\)](#) is an online platform that supports reporting of information on the presence of intentionally added PFAS in products required by the [PFAS Protection Act \(HB212\)](#) administered by the [New Mexico Environment Department](#).

NMPRS is a web application that provides the following functions and features:

- Registration: Create a new user account and company; validate your email address and log in; and reset a forgotten password.
- Manage:
  - **My Profile:** View and update username, job title, contact information, security questions.
  - **My Company:** View and update company name and address. View and approve or deactivate user accounts associated with your company. Request authority to submit on behalf of another company and accept, reject, and assign authority to submit on behalf of your company.
  - **Change password:** Change your NMPRS password.
- Help:
  - **About NMPRS:** Learn more about NMPRS.
  - **FAQ:** Get answers to common questions about NMPRS.
  - **User Guide:** Find the most recent version of this user guide.

This reporting guide provides instructions for using the functions and features listed above.

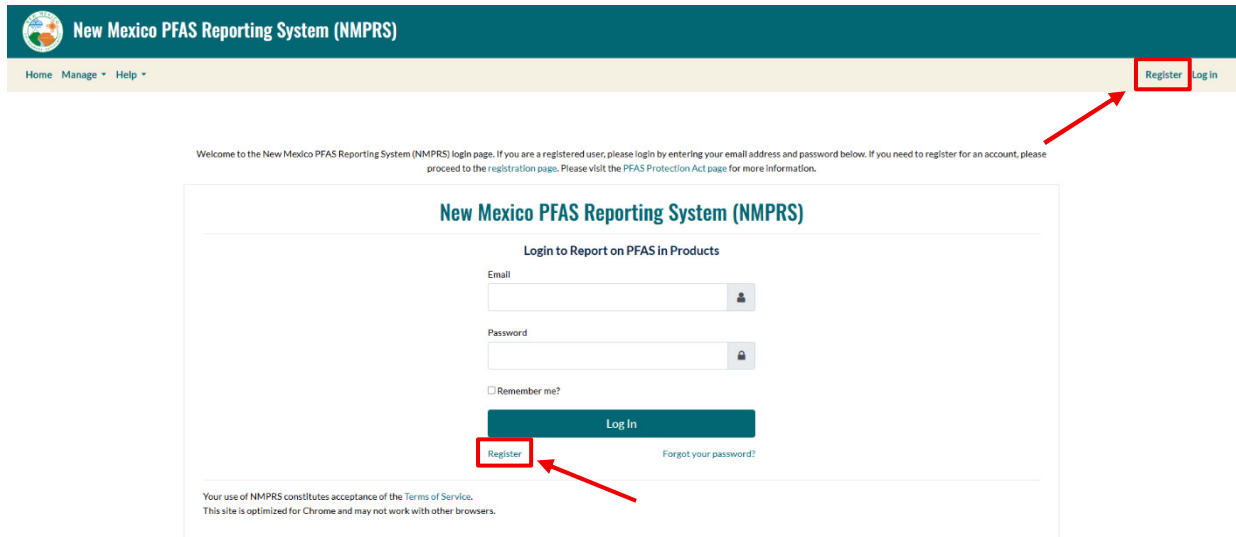
## *Who to contact about NMPRS?*

For NMPRS technical questions or support, please email [kyle.staggs@env.nm.gov](mailto:kyle.staggs@env.nm.gov).

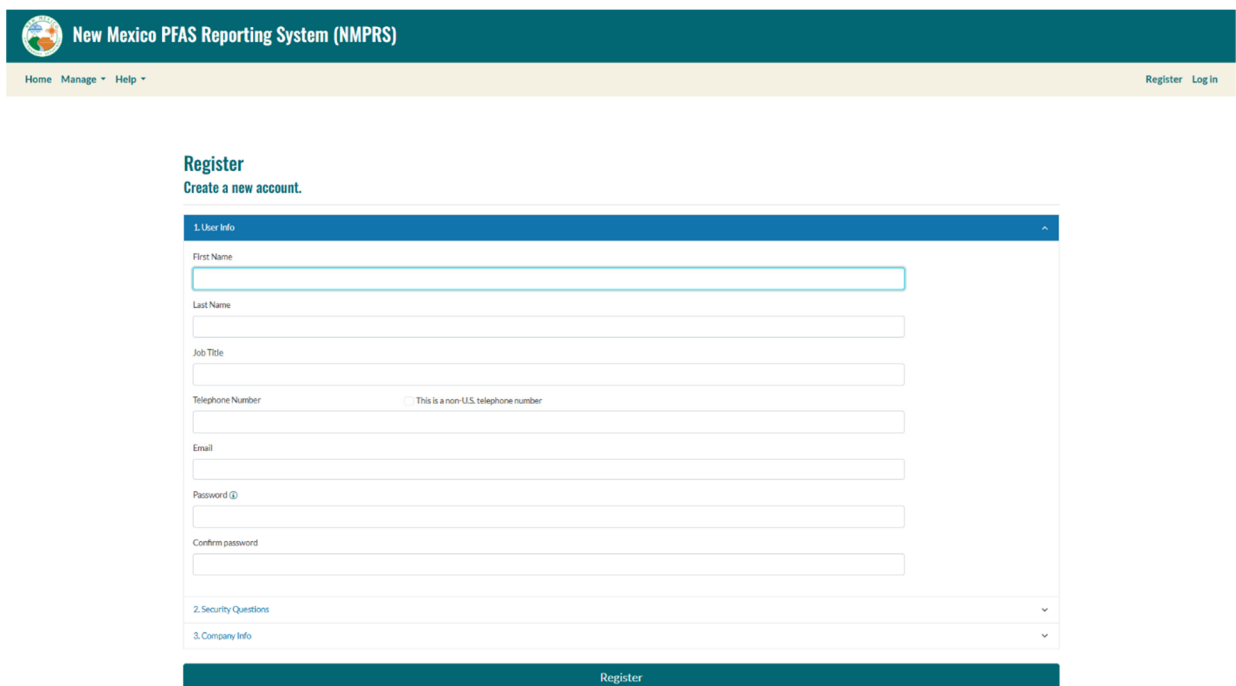
# Registration

## Create a New Account

1. Navigate to <https://pfas.env.nm.gov/nmpfas>. Click on the [Register](#) link. It is located below the Log in button and in the upper-right corner of the page.



2. Complete part 1 by entering user information. Be sure to enter and re-enter your password. Your password must be a minimum of 8 characters and include at least one of each of the following: upper case letter, number, and special character.



3. Complete part 2 by selecting and providing answers for three security questions.

The screenshot shows the 'New Mexico PFAS Reporting System (NMPRS)' registration interface. The header includes a globe icon, the system name, and navigation links for 'Home', 'Manage', and 'Help'. On the right, there are links for 'Register' and 'Log in'. The main content area is titled 'Register' and 'Create a new account.' It features a progress indicator with three steps: '1. User Info', '2. Security Questions', and '3. Company Info'. Step 2 is currently active. Below the progress indicator, a prompt asks the user to 'Please provide answers for three questions.' Three questions are listed, each with a dropdown menu and a text input field: 'What was your childhood nickname?', 'What is the name of the place your wedding reception was held?', and 'What is your father's middle name?'. A 'Register' button is located at the bottom of the form.

4. Complete part 3 by selecting a company that is already registered within NMPRS (first radio button) or entering company information to register a new company (second radio button).

The screenshot shows the 'Register' page at the '3. Company Info' step. The progress indicator shows '1. User Info', '2. Security Questions', and '3. Company Info' as active. The section is titled 'Is your Company already registered?' and has two radio buttons: 'Yes, Search and select from registered Companies' (which is selected) and 'No, Enter company information to register a new company'. Below the radio buttons is a search input field with the placeholder text 'Search by name or pin...'. A dropdown menu is open, displaying a list of registered companies with their PINs: '24/7 INTERNATIONAL LLC (fama17h4)', '3M Company (av4swqpn)', and '5th Season, Inc. (h2rmeih)'. A 'Register' button is visible at the bottom right of the form.

1. User Info

2. Security Questions

**3. Company Info**

Is your Company already registered?

Yes, Search and select from registered Companies

No, Register new Company

Company Name

DUNS Number

NAICS Code

Search by NAICS code...

or

SIC Code

Search by SIC code...

Mailing Address

Country

United States of America

Address, Line 1

Address, Line 2

City

State/ Province

Postal Code

Search by name or enter...

Physical Address  same as mailing address

Register

5. Error messages will display directly below any required fields that you have not completed. You must resolve all errors before you can register.

3. Company Info

Is your Company already registered?

Yes, Search and select from registered Companies

No, Register new Company

Company Name

Required

DUNS Number

NAICS Code

Search by NAICS code...

Must enter either NAICS or SIC

or

SIC Code

Search by SIC code...

Must enter either NAICS or SIC

Mailing Address

Country

United States of America

Address, Line 1

Required

Address, Line 2

City

State/ Province

Postal Code

Search by name or enter...

Required

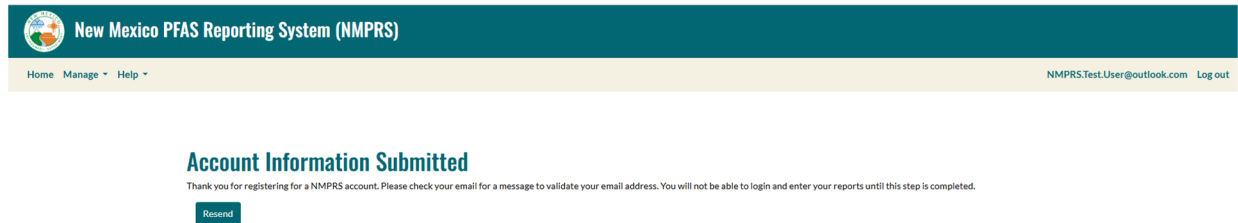
Physical Address  same as mailing address

Register

6. After you provide all required information, click the Register button.

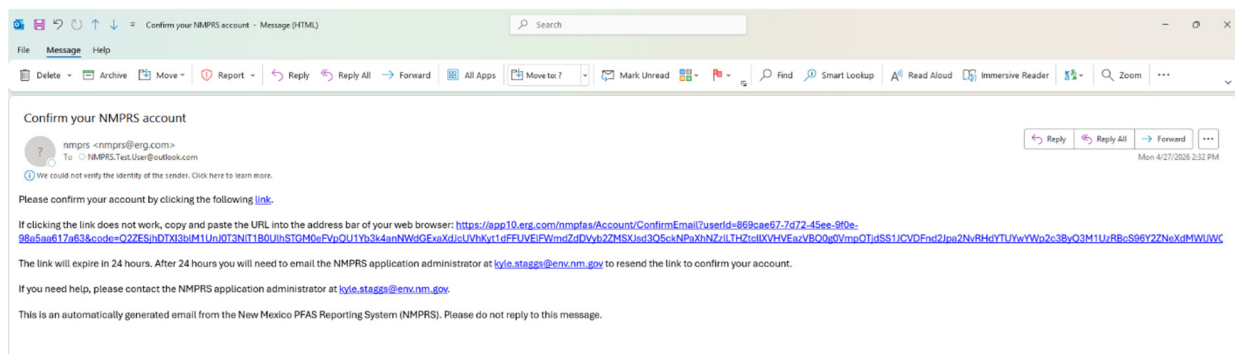
## Validate Your Email Address and Log In

1. Upon clicking the Register button, NMPRS will send an email to validate the email address provided during registration. You will not be able to log in until you have completed this step. If you do not receive an email to validate your email address, you may click the Resend button to have the email sent again. If you still do not see the email after clicking the Resend button, be sure to check your spam/junk folders. Note, to ensure account security, the link to validate your email address will expire 24 hours after it is sent.



**IMPORTANT:** Some companies have a difficult time receiving automated NMPRS emails. If the emails are in your spam/junk folder, please mark **nmprs@erg.com** as a trusted sender and request a new confirmation link.

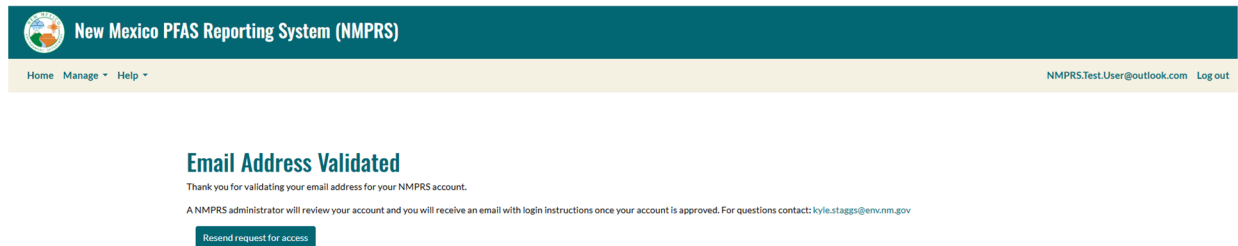
2. Check your email for a message to validate your email address. Click on the link provided in the email. You will not be able to log in until you complete this step.



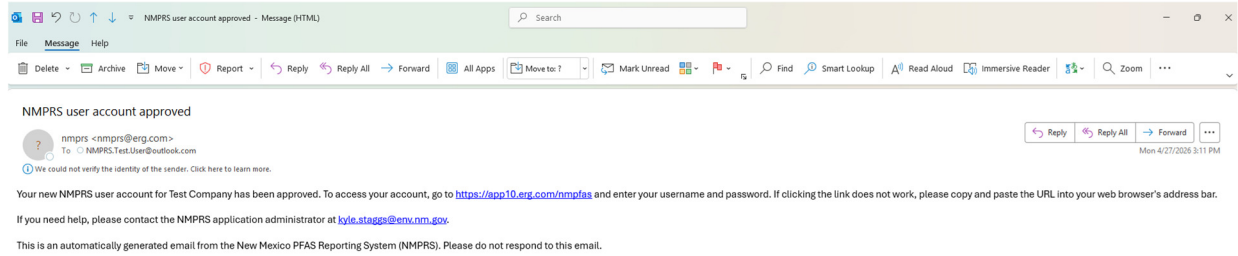
3. Upon clicking the link provided in the email, you will be directed to NMPRS and will see a message that your email address has been confirmed.



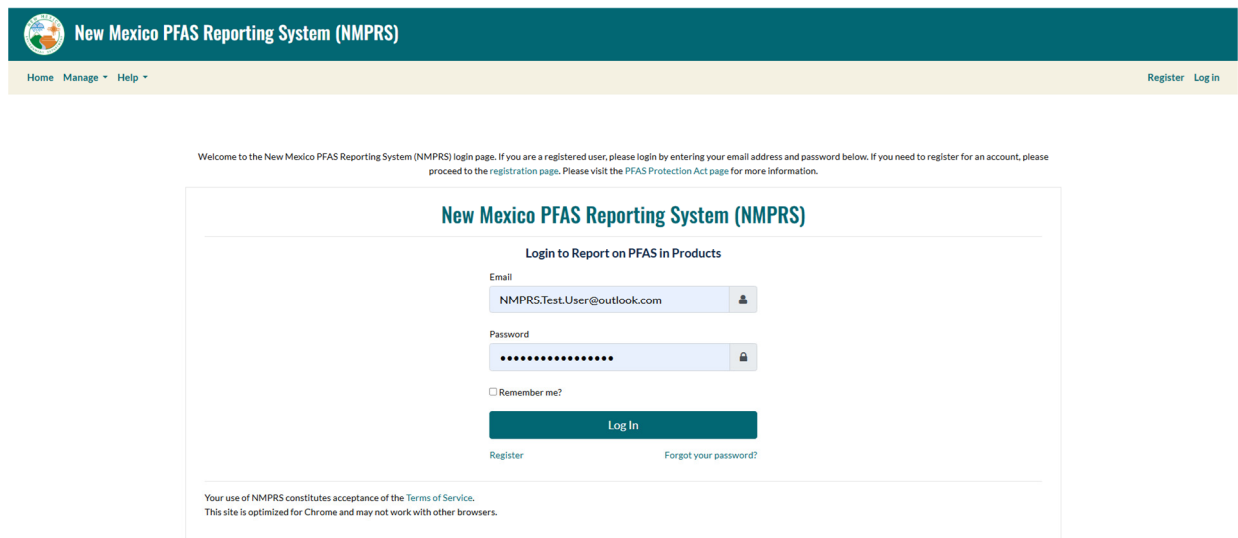
4. Click Continue and the page will display a message that an NMPRS administrator will review your account. You will receive an email with login instructions after an NMPRS administrator approves your account. Please allow at least two business days for account approval. If you are creating a new user account for an existing company account, an existing user for your company must approve your account. If you do not receive an email message alerting you that your account has been approved, you may click the Resend Request for Access button to have the request for access email sent again.



5. Check your email for a message indicating that your NMPRS user account is active, with login instructions.

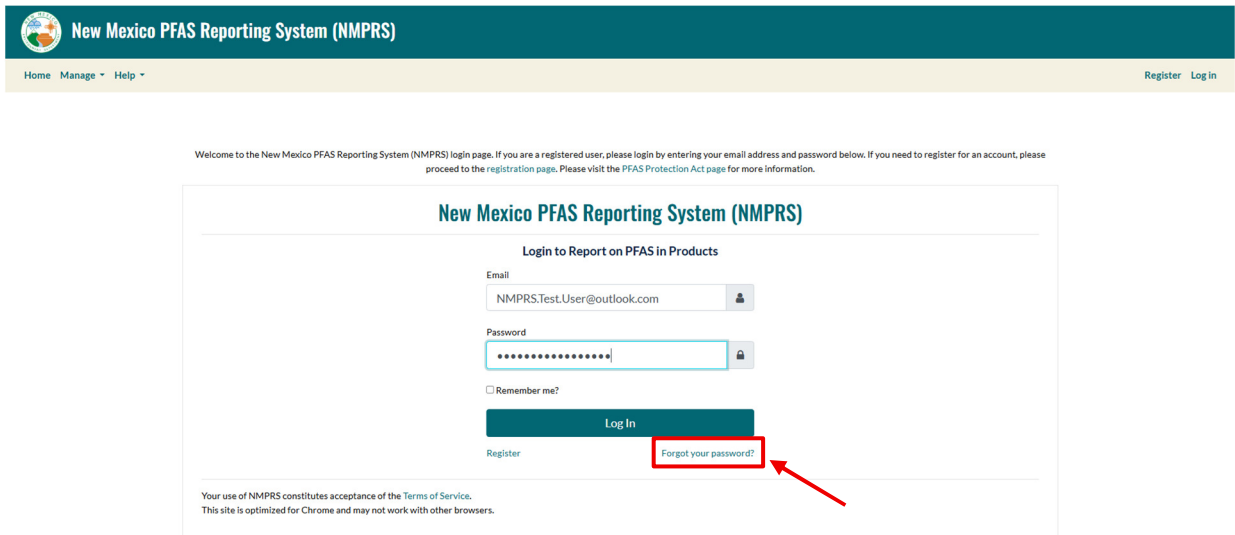


6. To log in to your new user account, click on the link provided in the email or go directly to <https://pfas.env.nm.gov/nmpfas>, enter your email and password, and click Log in.



## Forgot Your Password

1. Navigate to <https://pfas.env.nm.gov/nmpfas>. Click on the [Forgot your password?](#) link. It is located below the Log in button.



Welcome to the New Mexico PFAS Reporting System (NMPRS) login page. If you are a registered user, please login by entering your email address and password below. If you need to register for an account, please proceed to the registration page. Please visit the [PFAS Protection Act](#) page for more information.

### New Mexico PFAS Reporting System (NMPRS)

Login to Report on PFAS in Products

Email  
NMPRS.Test.User@outlook.com

Password  
.....

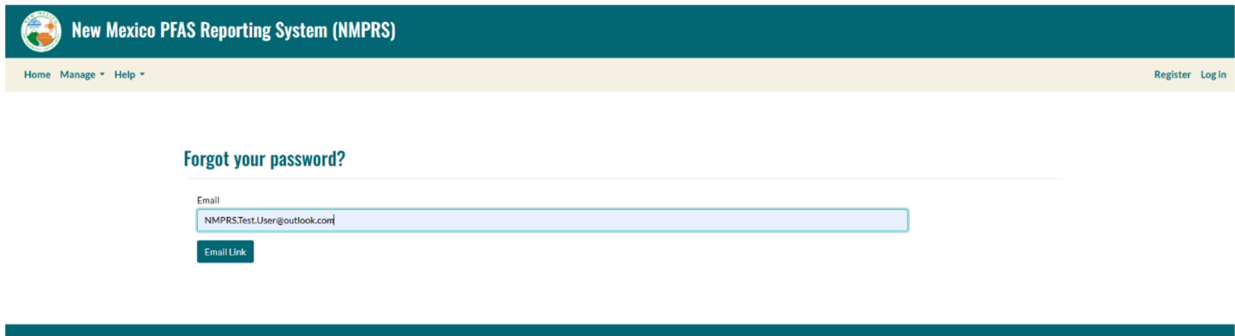
Remember me?

Log In

Register [Forgot your password?](#)

Your use of NMPRS constitutes acceptance of the [Terms of Service](#).  
This site is optimized for Chrome and may not work with other browsers.

2. Enter the email address associated with your user account and click the Email Link button.



### New Mexico PFAS Reporting System (NMPRS)

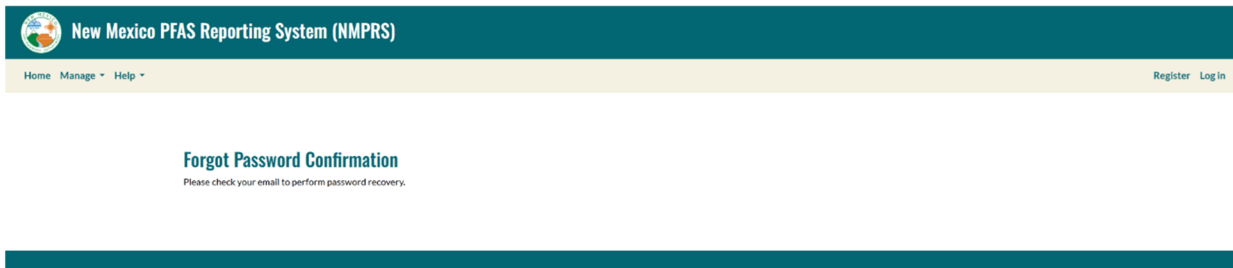
Home Manage Help Register Log In

## Forgot your password?

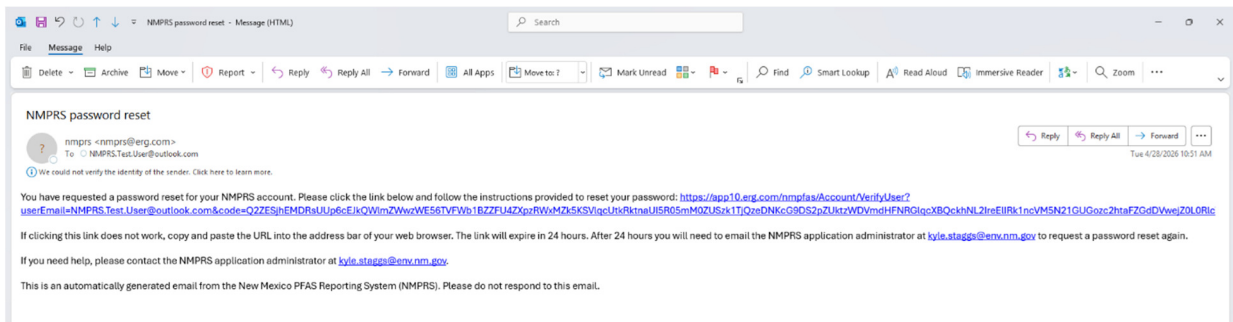
Email  
NMPRS.Test.User@outlook.com

Email Link

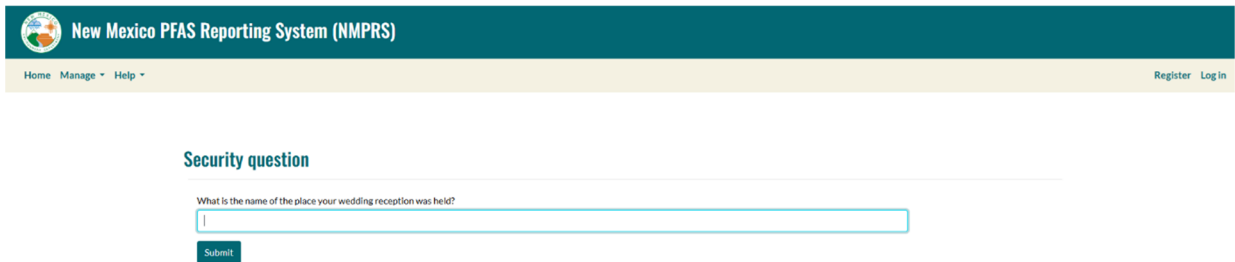
3. You will see a forgot password confirmation message.



4. Check your email for a message about how to reset your account password.

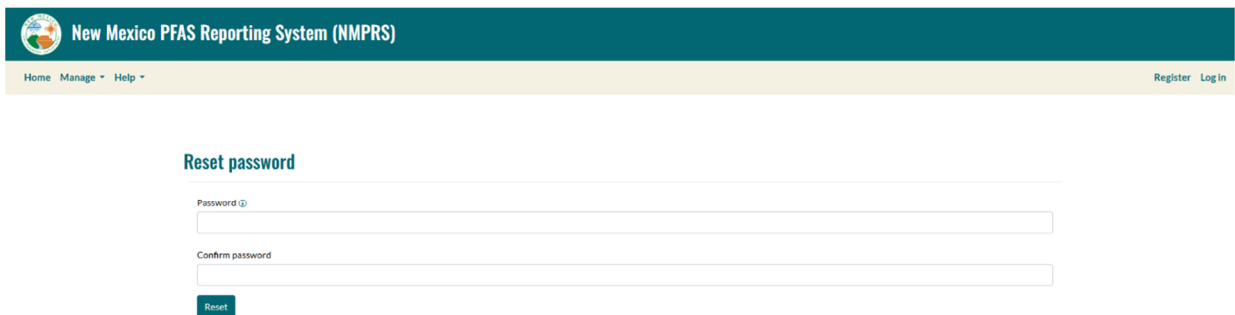


5. Upon clicking the link provided in the email, you will be directed to NMPRS, where you must answer one of the security questions that you specified during account registration. Enter the answer to the security question and click the Submit button.



The screenshot shows the top navigation bar of the NMPRS website with the logo and title "New Mexico PFAS Reporting System (NMPRS)". Below the navigation bar, the page title "Security question" is displayed. A text input field contains the question "What is the name of the place your wedding reception was held?". A "Submit" button is located below the input field.

6. Enter and then reenter a new password and click the Reset button. You cannot use the same password more than once.



The screenshot shows the top navigation bar of the NMPRS website with the logo and title "New Mexico PFAS Reporting System (NMPRS)". Below the navigation bar, the page title "Reset password" is displayed. There are two text input fields: the first is labeled "Password" and the second is labeled "Confirm password". A "Reset" button is located below the second input field.

7. You will see a message confirming that your password has been reset. Click the link to log in.

The screenshot shows the top navigation bar of the NMPRS website with the logo and title 'New Mexico PFAS Reporting System (NMPRS)'. Below the navigation bar, the main heading is 'Reset password confirmation' with a sub-message: 'Your password has been reset. Please click here to log in'.

8. Log in to NMPRS by entering your email address and new password and then clicking the Log in button.

The screenshot shows the login page of the NMPRS website. The top navigation bar is identical to the previous screenshot. Below the navigation bar, there is a welcome message: 'Welcome to the New Mexico PFAS Reporting System (NMPRS) login page. If you are a registered user, please login by entering your email address and password below. If you need to register for an account, please proceed to the registration page. Please visit the PFAS Protection Act page for more information.' The main content area is titled 'New Mexico PFAS Reporting System (NMPRS)' and 'Login to Report on PFAS In Products'. It contains an email input field with the text 'NMPRS.Test.User@outlook.com', a password input field with masked characters, a 'Remember me?' checkbox, a 'Log In' button, and links for 'Register' and 'Forgot your password?'. At the bottom, there is a disclaimer: 'Your use of NMPRS constitutes acceptance of the Terms of Service. This site is optimized for Chrome and may not work with other browsers.'

# Manage

## My Profile

1. To view and edit your profile information, click Manage from the top navigation and then My Profile from the menu or use this direct link: <https://pfas.env.nm.gov/nmpfas/Manage>. You can also click the linked user and company name in the upper-right corner of the page.

New Mexico PFAS Reporting System (NMPRS)

Home Manage Help

My Profile  
My Company  
Change password

NMPRS.Test.User@outlook.com Log out

### Manage

#### My Profile

Change your profile

Email NMPRS.Test.User@outlook.com

Company Name Test Company

Name Test User

Job Title

#### Password

Change your password

#### Security Questions

1. What was your childhood nickname?  
Answer: one

2. What is the name of the place your wedding reception was held?  
Answer: two

3. What is your father's middle name?  
Answer: three

2. Click the “Change your profile” link to edit your name, job title, and telephone number. Note that you cannot update your email address on this page. To update your email address, please email the NMPRS administrator at [kyle.staggs@env.nm.gov](mailto:kyle.staggs@env.nm.gov).

New Mexico PFAS Reporting System (NMPRS)

Home Manage Help

NMPRS.Test.User@outlook.com Log out

### My Profile

Change your profile

Email NMPRS.Test.User@outlook.com  
To update your email address, please contact the NMPRS administrator at: [kyle.staggs@env.nm.gov](mailto:kyle.staggs@env.nm.gov)

Company Name Test Company

First Name Test

Last Name User

Job Title

Telephone Number  This is a non-U.S. telephone number

#### Security Questions

What was your childhood nickname?

3. Scroll down on this page to make changes to your security questions. Here you can edit answers to your existing security questions or select new security questions and provide new answers.

**Security Questions**

What was your childhood nickname?

What is the name of the place your wedding reception was held?

What is your father's middle name?

4. Once you are finished making changes to the My Profile page, click the Update button to save your changes. Error messages will display directly below any required fields that you have not completed, or that have other errors. You must resolve all errors before you can update your profile.

**Security Questions**

What was your childhood nickname?

What is the name of the place your wedding reception was held?

What was your favorite sport in high school?

The Answer field is required.

## My Company

1. To view and edit your company information, click Manage from the top navigation and then My Company from the menu or use this direct link: <https://pfas.env.nm.gov/nmpfas/Manage/MyOrganization>.

New Mexico PFAS Reporting System (NMPRS)

Home Manage Help

NMPRS.Test.User@outlook.com Log out

My Profile  
My Company  
Change password

Welcome to the New Mexico PFAS Reporting System (NMPRS). Phase 1 of NMPRS includes user registration and company associations where you can give other companies the right to report and perform other activities such as submit a Currently Unavoidable Use (CUU) proposal on your behalf. The User Guide includes step-by-step instructions for associating with other companies. Future phases of NMPRS will enable companies subject to HB212 to submit CUU proposals, label waiver requests, extension requests, and required reporting. Please visit the PFAS Protection Act page for more information.

### Manage - Test Company

My Company User Accounts for My Company Associations

Company Name  
Test Company

Company ID (PIN)  
BEQPXA9V

DUNS Number

NAICS Code  
813920

or

SIC Code  
Search by SIC code...

Public Contact  
Test User

2. On the My Company tab, you can view and edit your company name, [DUNS number](#), and mailing and physical address details. You can also change the public and billing contact for your company by selecting a user from the drop-down list. Please note that the first user created for a company is, by default, the company's public and billing contact.

New Mexico PFAS Reporting System (NMPRS)

Home Manage Help

NMPRS.Test.User@outlook.com Log out

Welcome to the New Mexico PFAS Reporting System (NMPRS). Phase 1 of NMPRS includes user registration and company associations where you can give other companies the right to report and perform other activities such as submit a Currently Unavoidable Use (CUU) proposal on your behalf. The User Guide includes step-by-step instructions for associating with other companies. Future phases of NMPRS will enable companies subject to HB212 to submit CUU proposals, label waiver requests, extension requests, and required reporting. Please visit the PFAS Protection Act page for more information.

### Manage - Test Company

My Company User Accounts for My Company Associations

Company Name  
Test Company

Company ID (PIN)  
BEQPXA9V

DUNS Number

NAICS Code  
813920

or

SIC Code  
Search by SIC code...

Public Contact  
Test User

Billing Contact  
Test User

3. Once you are finished making changes on the My Company tab, click the Save button to save your changes. Error messages will display directly below any required fields that you have not completed, or that have other errors. You must resolve all errors before you can save your changes.

BEQPXAVV

DUNS Number

NAICS Code

Search by NAICS code...  
Must enter either NAICS or SIC

or

SIC Code

Search by SIC code...

Public Contact

Text User

Billing Contact

Text User

**Mailing Address**

Country

United States of America

Address, Line 1

123 Road Street

Address, Line 2

City

Washington

State/ Province

Search by name or enter...

Postal Code

20016

**Physical Address**

same as mailing address

Save

- Once saved, you will see a confirmation message that your company information has been updated.

**New Mexico PFAS Reporting System (NMPRS)**

Home Manage Help NMPRS.Test.User@outlook.com Log out

**Manage**

Your company information has been updated.

**My Profile**

Change your profile

## User Accounts for My Company

### New User, Pending Approval

The New Users, Pending Approval table displays all new users that have requested to have user privileges for your company but have not been approved by an existing user.

User details are displayed in the table. Click the Accept button to allow a requestor to have user privileges for your company. Reject any requestor you do not recognize, or that should not be users for your company.

Welcome to the New Mexico PFAS Reporting System (NMPRS). Phase 1 of NMPRS includes user registration and company associations where you can give other companies the right to report and perform other activities such as submit a Currently Unavoidable Use (CUU) proposal on your behalf. The User Guide includes step-by-step instructions for associating with other companies. Future phases of NMPRS will enable companies subject to HB212 to submit CUU proposals, label waiver requests, extension requests, and required reporting. Please visit the PFAS Protection Act page for more information.

**Manage - Test Company**

My Company **User Accounts for My Company** Associations

**New Users, Pending Approval**

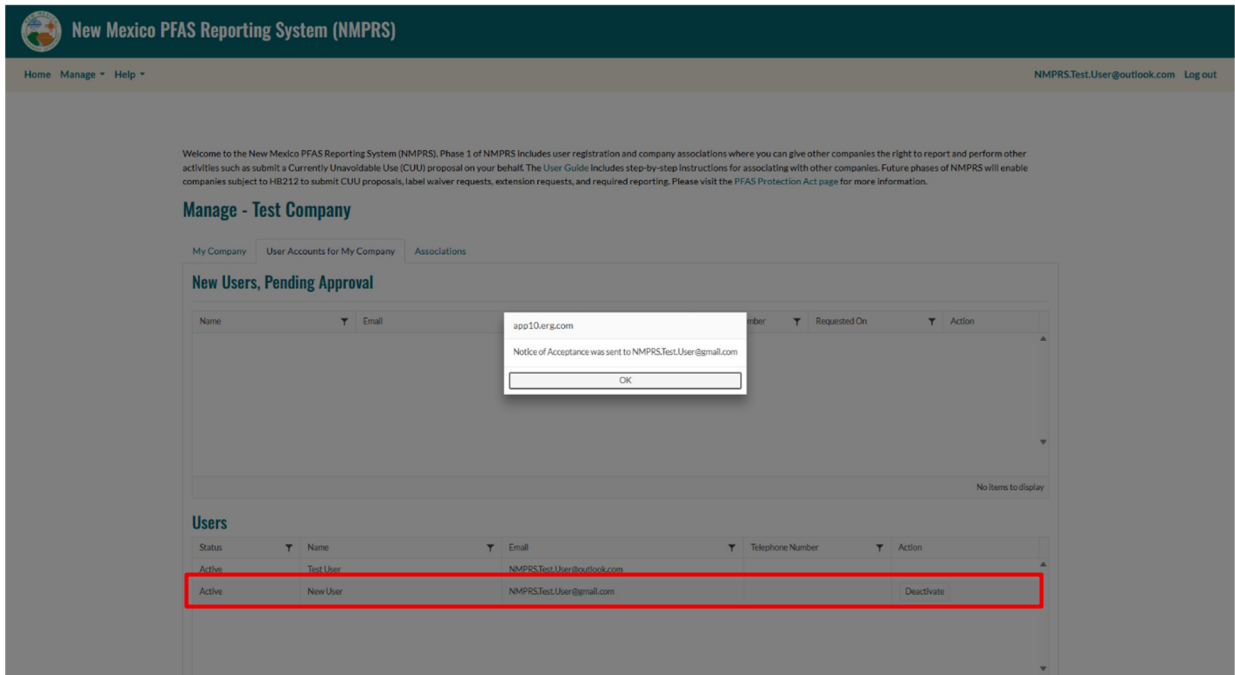
Name	Email	Confirmed Email	Telephone Number	Requested On	Action
New User	NMPRS.Test.User@gmail.com	Y		4/28/2026 11:46 AM	Accept Reject

1 - 1 of 1 items

**Users**

Status	Name	Email	Telephone Number	Action
Active	Test User	NMPRS.Test.User@outlook.com		

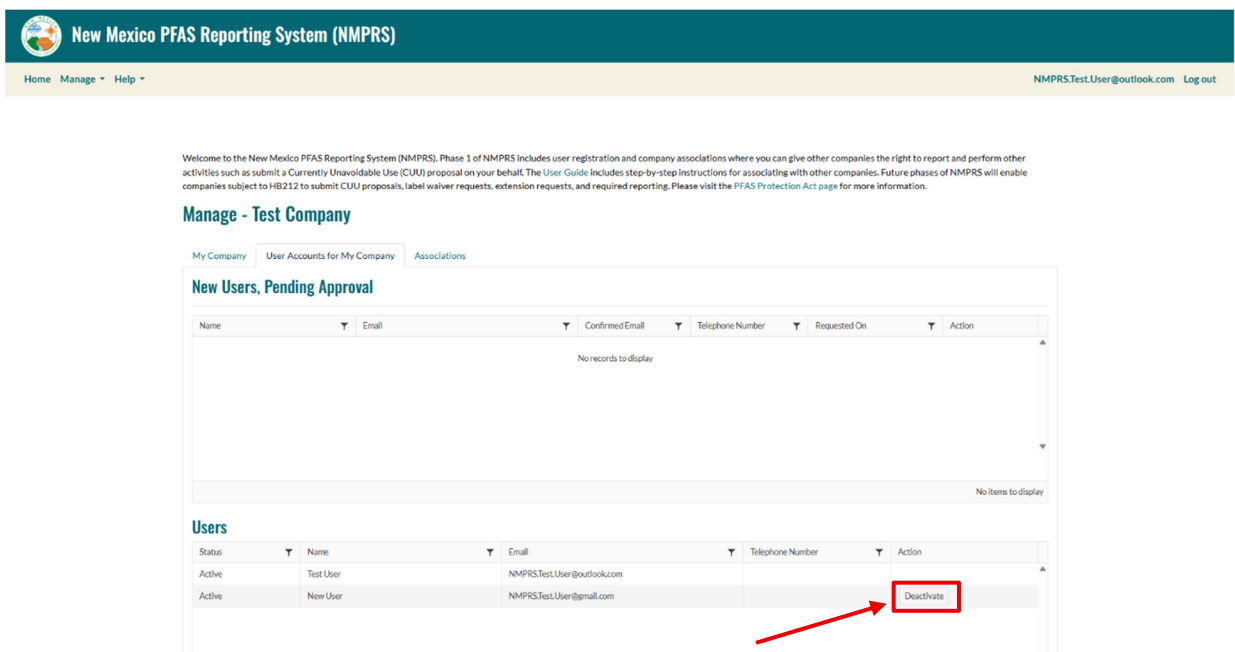
Once you click the Accept button, you will see a confirmation message that a notice of acceptance was sent to the new user. The new user will now appear in the second table on the User Accounts for My Company tab.



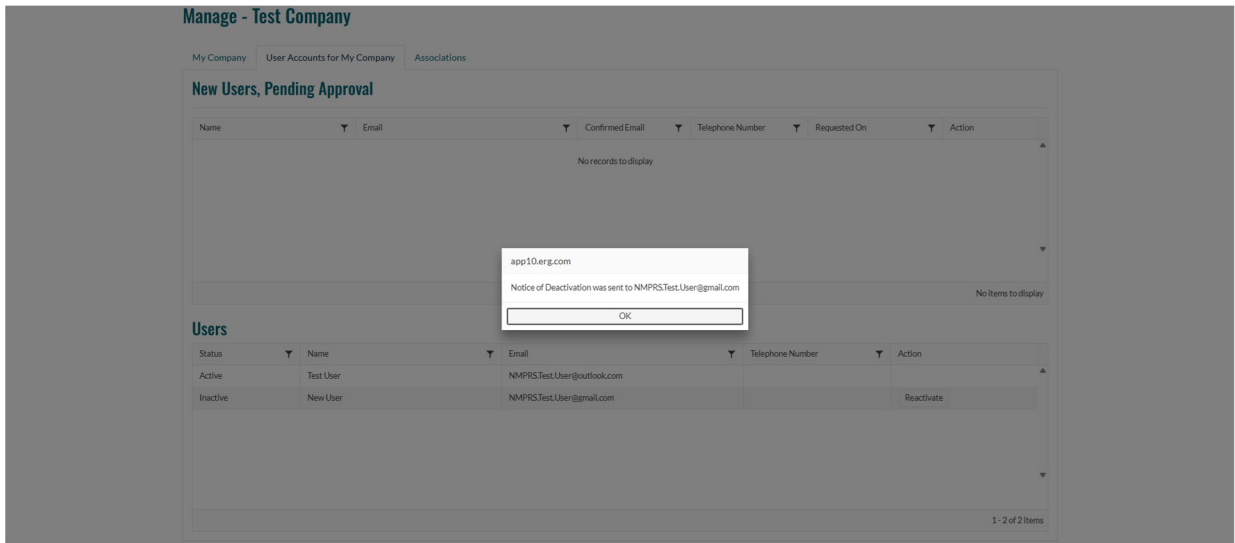
### Users

The User table displays all active and inactive users for your company. Staff turnover is common; we recommend that companies have at least two active users. *Note, NMPRS does not allow the public contact to be deactivated. If you are unable to deactivate a user for your company, make sure that the user is not the public contact. If the user you want to deactivate is the public contact, you must first assign a new public contact for your company.*

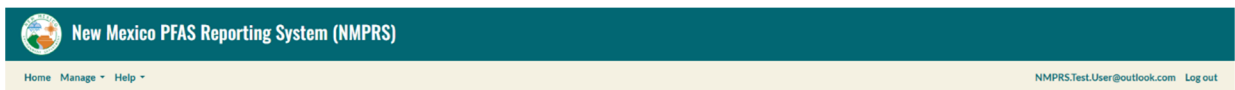
Click the Deactivate button for any users that should no longer have user privileges for your company.



Once you click the Deactivate button, you will see a confirmation message that a notice of deactivation was sent to the user.



Click the Reactivate button for any users that should be reinstated with your company.

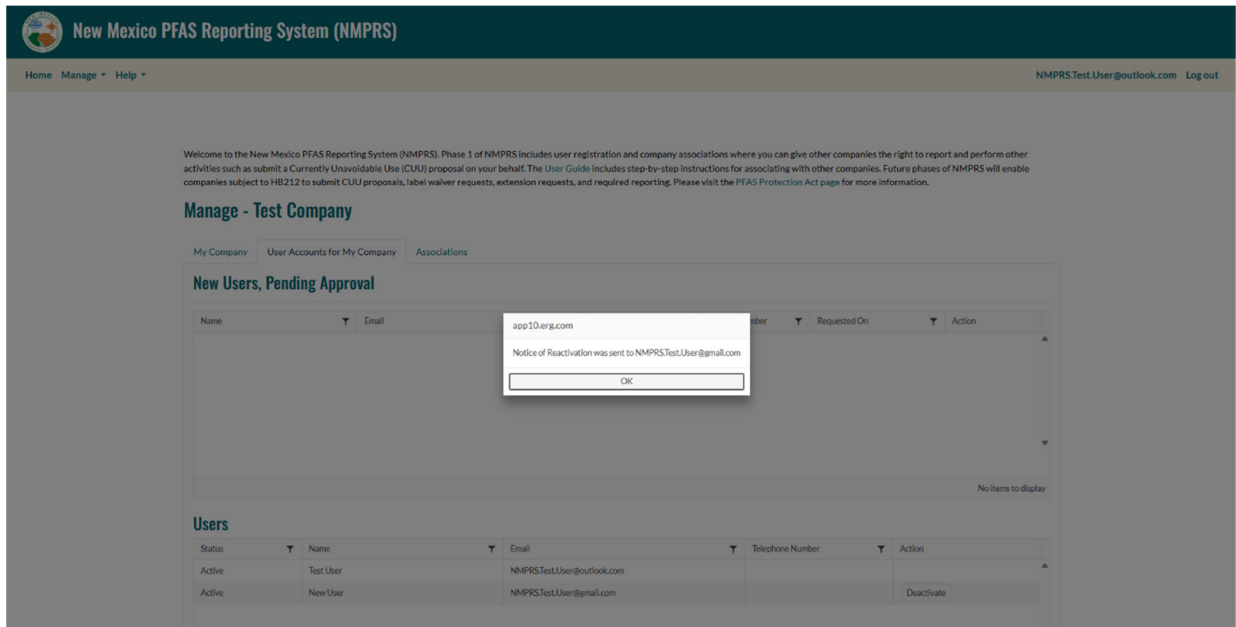


Welcome to the New Mexico PFAS Reporting System (NMPRS). Phase 1 of NMPRS includes user registration and company associations where you can give other companies the right to report and perform other activities such as submit a Currently Unavoidable Use (CUU) proposal on your behalf. The User Guide includes step-by-step instructions for associating with other companies. Future phases of NMPRS will enable companies subject to HB212 to submit CUU proposals, label waiver requests, extension requests, and required reporting. Please visit the PFAS Protection Act page for more information.

### Manage - Test Company



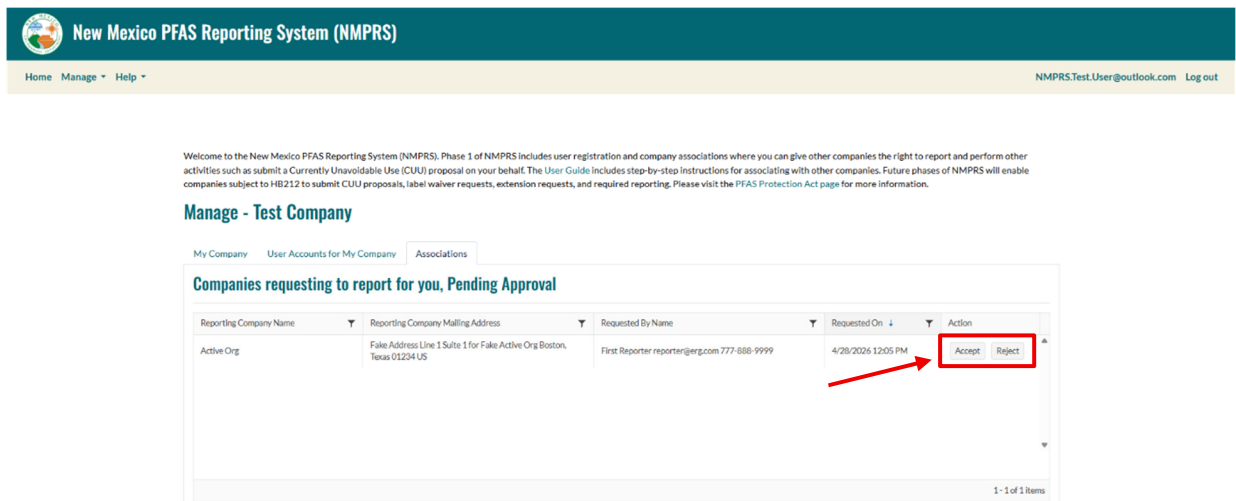
Once you click the Reactivate button, you will see a confirmation message that a notice of reactivation was sent to the user.



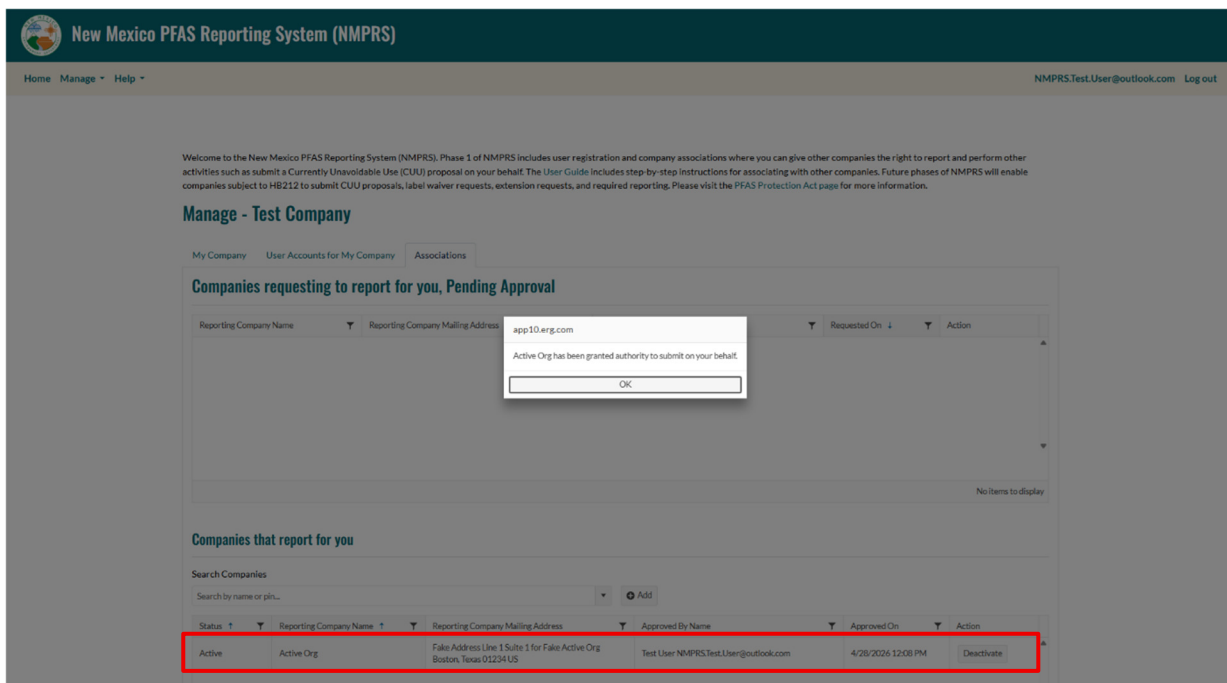
## Associations

### Companies Requesting to Report for You, Pending Approval

The first table on the Associations tab is the Companies requesting to report for you, Pending Approval table. This table includes all companies that have requested to report on behalf of your company but have not yet been approved. Company details are displayed in the table. Click the Accept button to allow a company to report for you. Reject any companies you do not recognize, or that should not report for your company.

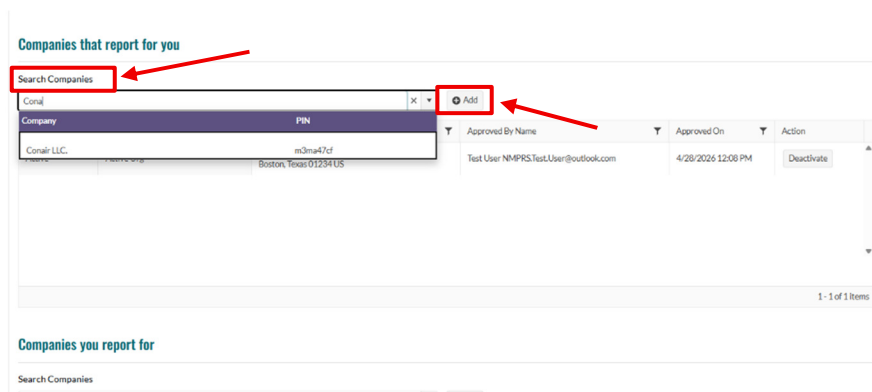


Once you click the Accept button, you will see a confirmation message that the company has been granted authority to report on your behalf and the company will appear in the second table on this page, Companies that report for you. NMPRS will send an email to the users of this company notifying them that they can report on your behalf.

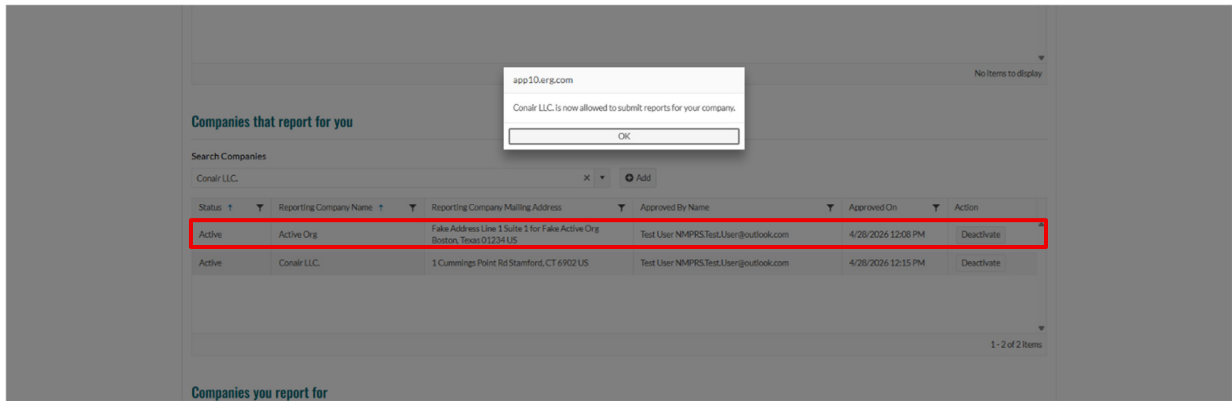


### Companies That Report for You

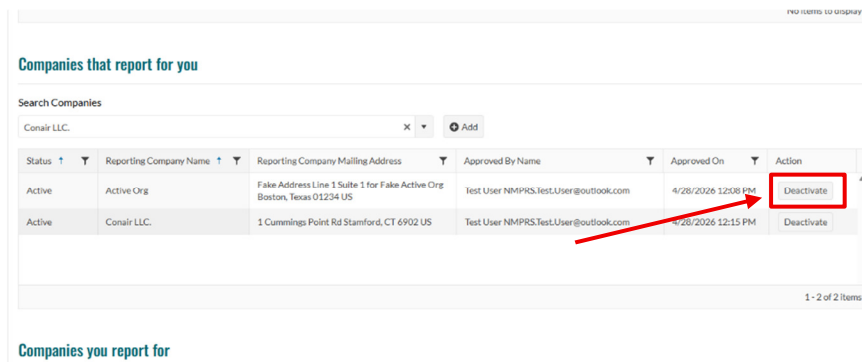
The second table on the Associations tab is the Companies that report for you table. Using this table, you can assign companies to report for you, and deactivate companies so that they cannot report for you. To assign a company to report for you, find the company using the Search Companies feature and then click the Add button.



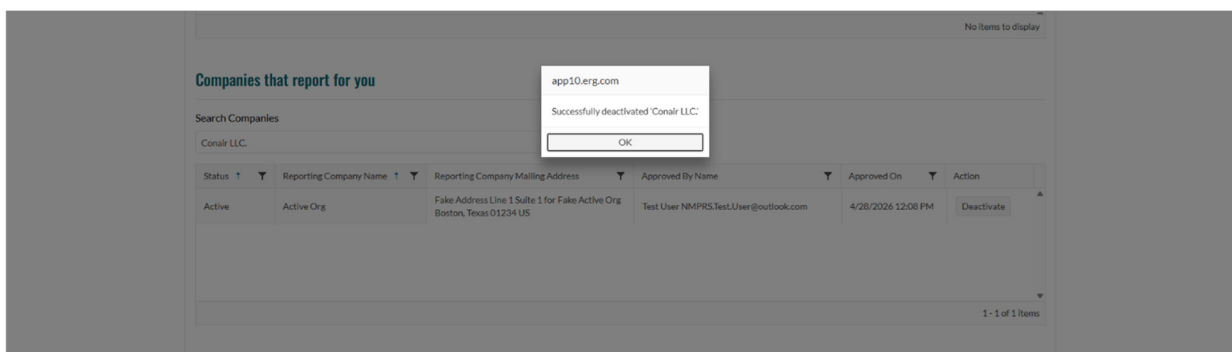
Once you click the Accept button, you will see a confirmation message that the company has been granted authority to report on your behalf and the company will appear in the second table on this page, Companies that report for you. NMPRS will send an email to the users of this company notifying them that they can report on your behalf.



To deactivate companies using the Companies that report for you table, click the Deactivate button.

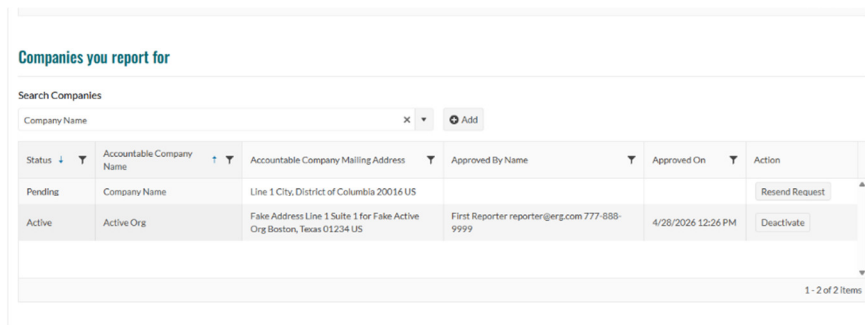


Once you click the Deactivate button, you will see a confirmation message that the company was deactivated.



## Companies You Report for

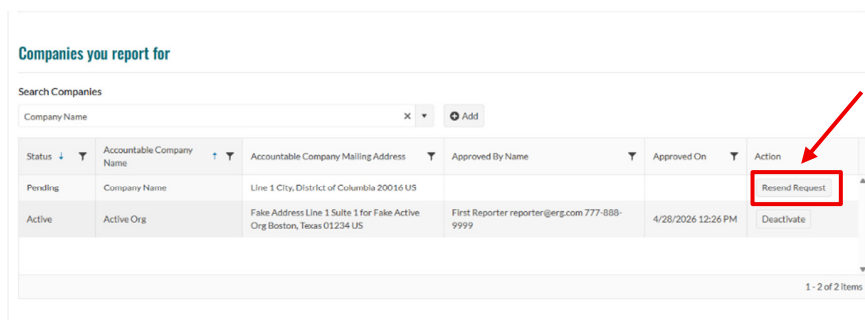
The third table on the Associations tab is the Companies you report for table. This table shows you what companies your company can report for and any pending requests to report on behalf of another company.



The screenshot shows the 'Companies you report for' interface. At the top, there is a search bar labeled 'Search Companies' with a search input field and an 'Add' button. Below the search bar is a table with the following columns: Status, Accountable Company Name, Accountable Company Mailing Address, Approved By Name, Approved On, and Action. The table contains two rows: one with Status 'Pending' and one with Status 'Active'. The 'Pending' row has a 'Resend Request' button in the Action column. The 'Active' row has a 'Deactivate' button in the Action column. At the bottom right of the table, it says '1 - 2 of 2 Items'.

Status	Accountable Company Name	Accountable Company Mailing Address	Approved By Name	Approved On	Action
Pending	Company Name	Line 1 City, District of Columbia 20016 US			Resend Request
Active	Active Org	Fake Address Line 1 Suite 1 for Fake Active Org Boston, Texas 01234 US	First Reporter reporter@erg.com 777-888-9999	4/28/2026 12:26 PM	Deactivate

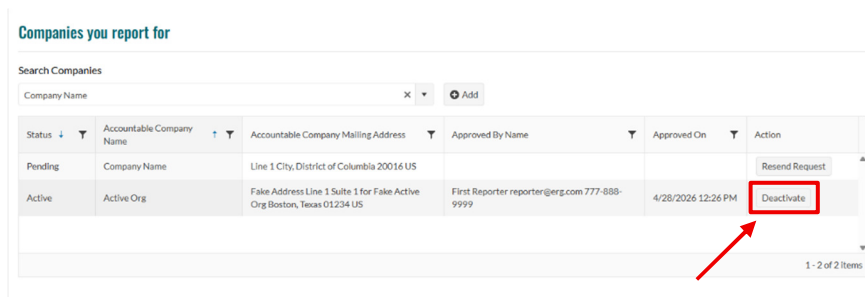
If you have pending requests, you may resend a request to report on behalf of another company by clicking the Resend Request button.



This screenshot is identical to the one above, but a red arrow points to the 'Resend Request' button in the Action column of the 'Pending' row.

Status	Accountable Company Name	Accountable Company Mailing Address	Approved By Name	Approved On	Action
Pending	Company Name	Line 1 City, District of Columbia 20016 US			Resend Request
Active	Active Org	Fake Address Line 1 Suite 1 for Fake Active Org Boston, Texas 01234 US	First Reporter reporter@erg.com 777-888-9999	4/28/2026 12:26 PM	Deactivate

To no longer report on behalf of another company, click the Deactivate button.

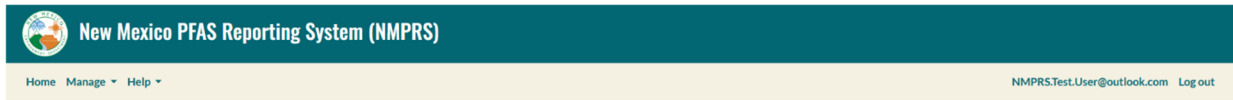


This screenshot is identical to the one above, but a red arrow points to the 'Deactivate' button in the Action column of the 'Active' row.

Status	Accountable Company Name	Accountable Company Mailing Address	Approved By Name	Approved On	Action
Pending	Company Name	Line 1 City, District of Columbia 20016 US			Resend Request
Active	Active Org	Fake Address Line 1 Suite 1 for Fake Active Org Boston, Texas 01234 US	First Reporter reporter@erg.com 777-888-9999	4/28/2026 12:26 PM	Deactivate

## Change Password

To change your password, click Manage from the top navigation and then Change Password from the menu or use this direct link: <https://pfas.env.nm.gov/nmpfas/Manage/ChangePassword>.



### Change Password

Current password

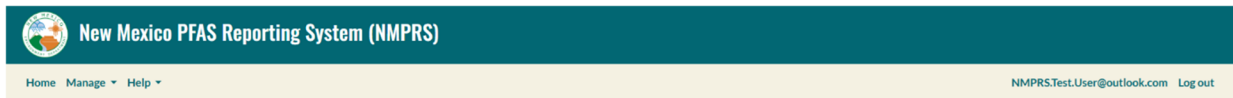
The current password field is required.

New password ⓘ

Confirm new password

[Change password](#)

Enter your current password, new password, and confirm your new password. Your password must be a minimum of 8 characters and include at least one of each of the following: upper case letter, lower case letter, number, and special character. You cannot use the same password more than once. Once you are finished making changes, click the Change password button. Error messages will display directly below any fields that you have not completed, or that have errors. You must resolve all errors before you can change your password. Once you click the Change password button, you will see a confirmation message that your password has been changed.



### Manage

Your password has been changed. ×

#### My Profile

Change your profile

Email	NMPRS.Test.User@outlook.com
Company Name	Test Company <a href="#">✎</a>
Name	Test User
Job Title	

#### Password

Change your password

#### Security Questions