



Intro to POM Portal

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What is POM Portal

- POM is a web-based application accessible from any internet connected computer or mobile device.
- POM will replace the current paper disposal coupons and improve overall efficiency.
- Each licensed Liquid Waste Hauler (LWH) will input their disposal information electronically through POM.



Technical Requirements

- POM is a web-based application accessible via all major web browsers (Chrome, Safari, Firefox, and IE).
- POM will work on both Apple and Android smart devices with internet connection (iPad, iPhone, Galaxy, etc.).
- POM will work on any Apple or PC desktop/laptop with internet connection.

Register New User



Welcome to POM Portal

Please sign in

Email

Password

[Forgot your password?](#)

Don't have an account?

Get the benefits of online submissions:

- Reminder emails
- Real time submission
- Submission receipts

- Access following URL from any desktop or mobile web browser
- URL: <https://siouxfalls.linkopom.com/User/SignIn>
- Click Register

Register New User



https://siouxfalls.linkopom.com/User/Register



Sign In

My Profile

Create a profile

* First Name	<input type="text" value="Troy"/>	* Last Name	<input type="text" value="Lambert"/>
Job Title	<input type="text" value="Hauler"/>		
* Business Name	<input type="text" value="POM Hauler"/>		
* Business Phone	<input type="text" value="6053678281"/>	Ext	<input type="text"/>
Waste Hauler	<input type="text" value="POM Hauler, ,"/>		
<input checked="" type="checkbox"/> I am a Waste Hauler?			

- Fill in all appropriate fields (starred fields required)
- Select your company from drop down list of haulers (required)
- Check box next to “I am a Waste Hauler?”
- Scroll down to continue to next section of registration

Register New User



Business Physical Address

* Address Line 1

Address Line 2

* City * State

* Zip Code

- Fill in the Physical address (truck parking location) for your company
- Scroll down to continue to next section of registration

Register New User



Business Mailing Address

Same as physical address

* Address Line 1

PO BOX 123

Address Line 2

* City

Sioux Falls

* State

South Dakota

* Zip Code

57104

- Fill in the mailing address for your company if different from physical
- If the same, check box next to “same as physical address”
- Scroll down to continue to next section of registration

Register New User



Email and Password

Passwords must be at least 6 characters, have at least one digit ('0'-'9'), and have at least one lowercase ('a'-'z') and one uppercase ('A'-'Z') letter.

* Email Address

pominfo@siouxfalls.org

* Password

.....

* Confirm Password

.....

Cancel

Create

- Fill in the email address (we recommend setting up new email specifically for POM)
- Enter a password that meets criteria and confirm
- Click Create

Register New User



Linko-Training Notification <training-noreply@linkotechnology.com>

Linko POM Portal Confirm New Account

To Lambert, Troy

External email - use caution when clicking on links or attachments.

Hello Troy,

Your POM Portal registration is nearly complete!

Please confirm your email account by clicking [here](#).



If you are unable to click the link above, please copy and paste this into your web browser:

<https://linkoinsider.linkopom.com/User/ConfirmEmail?userId=82&code=JA22RPTTr0qrlMJiBdsriCuHKzxBjbN%2FMIHavC%2FNDGqy9lc%2Fx5x4BhJ8V%2BnML04Ey4I%2BPLP%2FRMhKRIUJytLTD5Rw%2B%2F0YIBO9FoToH9vxl3rbdeOWVKs9Q3W7XFsrDdL1lphiM9Gmb6UfOExk0HMqCw%3D%3D>

- You will receive an email confirmation to the registered email address
- Confirm email as directed

Register New User



Linko-Training Notification <training-noreply@linkotechnology.com>

Welcome to Linko POM Portal!

To Lambert, Troy

External email - use caution when clicking on links or attachments.

Welcome Troy,

Now you are ready to start submitting Pumpouts! Submit Pumpouts using your computer, tablet or mobile phone at <https://linkoinsider.linkopom.com>

To learn some of the basics, watch these short videos at <http://linkopom.com/videos>

- You will receive the above confirmation email
- Registration is complete

Pumpout Submission



https://siouxfalls.linkopom.com/User/SignIn



Home My Profile My Facilities Sign out

Welcome to POM Portal

Please sign in

Email

pominfo@siouxfalls.org

Password

.....

[Forgot your password?](#)

Don't have an account?

Get the benefits of online submissions:

- Reminder emails
- Real time submission
- Submission receipts

Sign in

Register

- URL: <https://siouxfalls.linkopom.com/User/SignIn>
- Fill in email and password
- Click Sign in

Add Facilities



Home

My Profile

My Facilities

Sign out

Pumpout Submission

Step 1 of 3 - Select a facility



Facility No.

Name

Address

Last Pumpout or Cleaning
(MM/dd/yyyy)

<< < 0 > >>

No items to display

My facility is not listed

Next

- After Sign in, you will be taken to your home page as seen above
- Facilities will need to be added to your account
- Click My facility is not listed

Add Facilities



[Home](#) [My Profile](#) [My Facilities](#) [Sign out](#)

My Facilities

Add a facility

<u>Facility No.</u>	<u>Name</u>	<u>Address</u>
1625	_Inside City Domestic Only	Sioux Falls, SD
1624	_Outside City Domestic Only	Sioux Falls, SD

- From “My Facilities Page” you can search for your facilities to add
- Type in any part of the name or address of the facility in search box
- Click the green search icon

Add Facilities



Home My Profile My Facilities Sign out

My Facilities

Add a facility

<u>Facility No.</u>	<u>Name</u>	<u>Address</u>
_POMTest	_POMTest	0000 FAKE ST DENVER, CO 80202

1 - 1 of 1 items

[Add Facility](#)

- A list of facilities meeting your search criteria will be displayed
- Click on the facility that you would like to add (selection will turn green)
- Click Add Facility (The added facility will now be on your home screen)

Pumpout Submission



[Home](#) [My Profile](#) [My Facilities](#) [Sign out](#)

Pumpout Submission

Step 1 of 3 - Select a facility

<u>Facility No.</u>	<u>Name</u>	<u>Address</u>	<u>Last Pumpout or Cleaning (MM/dd/yyyy)</u>
_POMTest	_POMTest	0000 FAKE ST DENVER, CO 80202	11/27/2020

◀ ◁ 1 ▷ ▶ 1 - 1 of 1 items

My facility is not listed

Next

- From the home screen, search and select the facility to service
- Click Next

Pumpout Submission



Home My Profile My Facilities Sign out

Pumpout Submission

Step 2 of 3 – Select the Facility, Trap/Interceptor and/or Pumpout Due Date

Pumpouts Due

Facility No.	Name	Trap/Interceptor	Size	Due Date	Date Cleaned
_POMTest	_POMTest				

Navigation: [K] [←] [1] [→] [X] 1 - 1 of 1 items

Pumpouts Completed

Facility No.	Name	Trap/Interceptor	Size	Due Date	Date Cleaned
_POMTest	_POMTest			11/27/2020	11/27/2020
_POMTest	_POMTest			11/27/2020	11/27/2020
_POMTest	_POMTest			11/27/2020	11/27/2020
_POMTest	_POMTest			11/24/2020	11/24/2020
_POMTest	_POMTest			11/17/2020	11/17/2020

Navigation: [K] [←] [1] [2] [3] [4] [→] [X] 1 - 5 of 20 items

Previous Next

- The next screen will show additional details about the facility's interceptor and pumpout history
- To continue, select the facility from the "Pumpouts Due" table
- Click Next

Pumpout Submission



[Home](#) [My Profile](#) [My Facilities](#) [Sign out](#)

Pumpout Submission

Step 3 of 3 - Enter Pumpout/Cleaning details

Generator

Facility Name	<input type="text" value="_POMTest"/>		
Extractor	<input type="text"/>		
Due Date	<input type="text"/>	* Cleaning Date	<input type="text" value="01/04/2021"/>
Cleaning Start Time	<input type="text" value="09:30 AM"/>	Cleaning End Time	<input type="text"/>

Waste Hauler

Hauler Invoice No.	<input type="text" value="12345"/>	* Waste Type	<input type="text" value="COM - Commercial Load"/>
* Waste Hauler	<input type="text" value="POM Hauler, ,"/>		
* Hauler Truck	<input type="text" value="25465"/>		
* Amount Removed	<input type="text" value="2000"/>	<input type="text" value="gal"/>	
* Pumping Method	<input type="text" value="HT - Holding Tank"/>		

- Step three fills out the disposal manifest.
- This will be covered in detail in tutorial video
- The grayed out boxes to the top will autofill
- All starred fields are required
- Hauler Invoice field can be used to link pumpout with your billing invoice #
- Complete other fields as required
- Scroll down to continue

Pumpout Submission



- Complete disposal information
- If load is from an outside domestic source or other domestic source (Lift station/Manhole) an address/intersection must be included in Cleaning Comments
- Check the box next to the certification statement
- Click Submit

Disposal

* Disposal Site: EQ Equalization Basin

* Disposal Date: 01/04/2021

* Disposal Time: 10:00 AM

Cleaning Comments

I hereby certify that this information is accurate to the best of my knowledge. I certify that this disposal is not from a Zero Discharger(Z), and that if from an Outside City Domestic source an address is included in the comment section above.

Submitted by: POM Info

Submission Date: 1/4/2021 9:48:36 AM

Attachment(s): [Select files...](#)

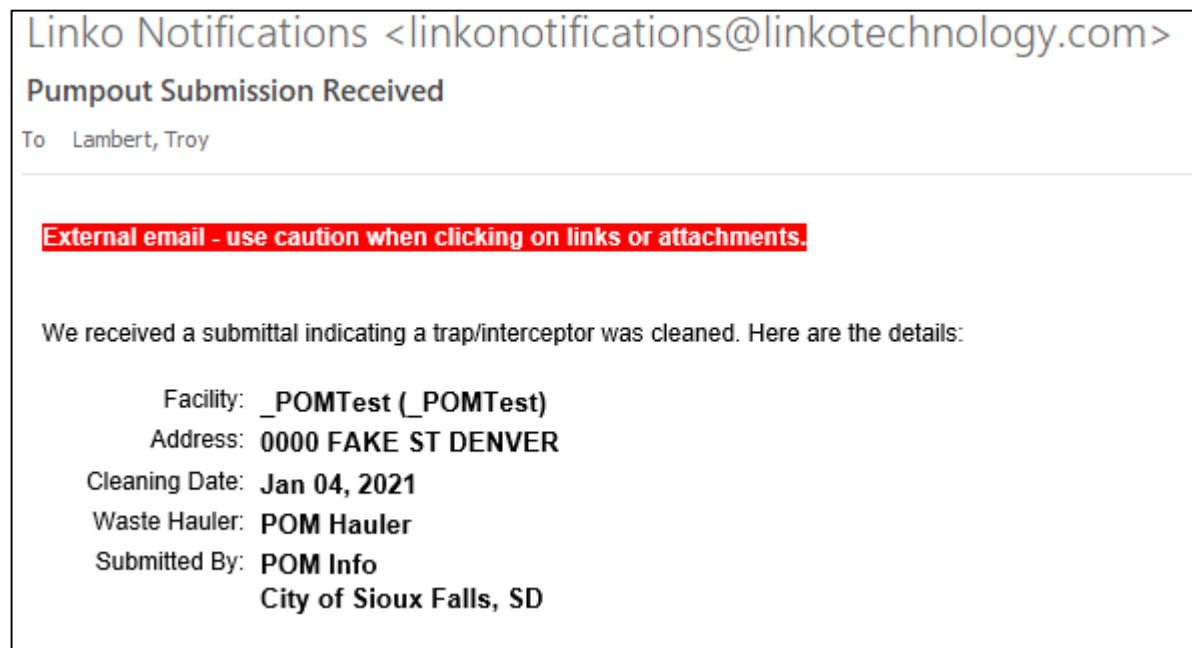
[Previous](#) [Submit](#)

Pumpout Submission



Pumpout Submission Confirmation

You have successfully submitted the pumpout. Please [click here to do another pumpout submission](#).



- Confirmation message will be displayed and also sent to provided email address
- Click link to submit another pumpout or select home to go to main screen

My Facilities



My Facilities

Manage your facilities

Search

<u>Facility No.</u>	<u>Name</u>	<u>Address</u>	<u>Last Pumpout or Cleaning (MM/dd/yyyy)</u>	<u>Receive Notifications?</u>
_POMTest	_POMTest	0000 FAKE ST DENVER, CO 80202	01/04/2021	<input checked="" type="checkbox"/>

1 - 1 of 1 items

[Add Facility](#) [Remove Facility](#) [Export to Excel](#) [Export to PDF](#)

- Add new facilities by clicking Add Facility
- Remove facilities by selecting and clicking Remove Facility
- Export facility list to Excel or PDF

My Profile and Sign out



My Profile

Update your profile

* First Name	<input type="text" value="POM"/>	* Last Name	<input type="text" value="Info"/>
Job Title	<input type="text"/>		
* Business Name	<input type="text" value="City of Sioux Falls, SD"/>		
* Business Phone	<input type="text" value="6053678281"/>	Ext	<input type="text"/>
Waste Hauler	<input type="text" value="POM Hauler, ,"/>		
<input checked="" type="checkbox"/> I am a Waste Hauler?			

- Update any information entered during registration process via the My Profile tab
- When finished click Sign out to log off

Email Notifications



Linko Notifications <linkonotifications@linkotechnology.com>

Pumpout Submission Received

To POM Info

External email - use caution when clicking on links or attachments.

We received a submittal indicating a trap/interceptor was cleaned. Here are the details:

Facility: **_POMTest (_POMTest)**

Address: **0000 FAKE ST DENVER**

Cleaning Date: **Jan 04, 2021**

Waste Hauler: **POM Hauler**

Submitted By: **POM Info**

City of Sioux Falls, SD

If you have any questions or concerns, please contact us.

Sincerely,

City of Sioux Falls

pominfo@siouxfalls.org

(605) 367-8281

- Sent to provided email
- Maintain these records as you would paper coupons
- Paper coupons will be phased out and only used if technology issues arise

Zero Dischargers



My Facilities

Add a facility

- Wastewater not accepted, do not haul
- Noted with (Z) or (WD) behind company name
- If not sure, contact our office for confirmation

Generic Codes



<u>Facility No.</u>	<u>Name</u>	<u>Address</u>	<u>Last Pumpout or Cleaning (MM/dd/yyyy)</u>
_POMTest	_POMTest	0000 FAKE ST DENVER, CO 80202	01/04/2021
1624	_Outside City Domestic Only	Sioux Falls, SD	12/18/2020
2079	_Storm Sewer/Lift Station/MH	Sioux Falls, SD 57104	03/08/2014

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- _POMTest
 - Test account that is not tied to any actual facility
 - Use this facility for training purposes
- _Outside City Domestic Only
 - Use this code for all domestic loads from outside Sioux Falls city limits.
 - Septic and holding tanks for human waste
 - Physical address of ST or HT must be include in cleaning comments
- _Storm Sewer/Lift Station/MH
 - Generic code for one-time unique service situations
 - Physical address or other site description must be include in cleaning comments

Additional Notes



- Adding Facilities
 - Add facilities to your profile in advance of scheduled cleaning date.
 - Haulers will not be able to add new facilities through POM.
 - Contact our office at least one business day before scheduled cleaning to have a new facility added.
- Pumpout Submissions
 - Submit a POM pumpout as you would a paper coupon
 - Once submitted, the record is no longer editable
 - Records should be submitted at time of service or disposal and must be submitted by the end of each day