



A Guide to Creating an Account in STEERS E-Permitting

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About STEERS E-Permitting

This guide is for anyone who needs to create a new account in the State of Texas Environmental Electronic Reporting System (STEERS). Here, we describe the steps to create your new STEERS account.

You can use STEERS for notifications, registrations, permits, and certifications. STEERS simplifies the application process, shortens review time, and can give you immediate confirmation when your application is accepted.

Tips for Using STEERS

When using STEERS:

- Click the question mark icon  to open the help dialog box. The dialog box will have instructions, examples, and helpful tips.
- Do not use your browser's forward or back arrow buttons.
- Do not refresh the page to restart the page timer.

About STEERS Accounts

Creating a STEERS account is your first step to submitting an online notification, registration, permit, or certification. You create an account for yourself as an individual user rather than a general account for your facility or business. You need a unique, personal email address that is not associated with another STEERS account. Do not use a shared generic company email such as "*info@ABCCompany.com*."

Your new account is in probationary status and has limited access until you complete a signed, electronic copy of your STEERS Participation Agreement (SPA). The SPA is one of the last steps to making your STEERS account. If the STEERS team does not have your signed SPA within:

- 15 days of your SPA creation date, your STEERS account will be locked.
- 30 days of your SPA creation date, your STEERS account will be archived. You cannot log into an archived STEERS account. To reactivate your account, contact the STEERS Help Line at 512-239-6925. Read our [Need more help?](#) section for more information on how to get more assistance.

Before you can use STEERS

To make your STEERS account, complete the steps within each of the following headings:

- [Create a new STEERS account](#)
- [How do I add programs to my STEERS account?](#)

- [How do I set access in my STEERS account?](#)
- [How do I complete my STEERS Participation Agreement \(SPA\)?](#)
- [How do I set my STEERS password?](#)

Create a new STEERS account

Step 1. Go to the STEERS login screen

Navigate to the “Welcome to STEERS” [login screen](#),¹ shown in Figure 1.

Figure 1: The "Welcome to STEERS" Login Screen.

Welcome to STEERS the State of Texas Environmental Electronic Reporting System.

Here is what you can do online in STEERS:

e-Permits\Registrations:

- » Aggregate Production Operations Registration
- » Air New Source Review and Title V Operating Permits
- » Municipal Solid Waste Notifications
- » Petroleum Storage Tank (PST) Registrations
- » Tax Relief for Pollution Control Property
- » Water Quality General & Individual Permits (SW, WW, & [more](#))
- » Water Quality Emergency Preparedness System

e-Reporting:

- » Annual Emissions Inventory Report (AEIR)
- » Air Emissions & Maintenance Events (AEME) Reporting
- » Emissions Banking and Trading (EBT)
- » Industrial & Hazardous Waste (IHW) NOR and Summaries
- » Municipal Solid Waste (MSW) Reporting
- » Pollution Prevention Planning (P2PLAN) Reporting
- » Public Drinking Water (PDW)
- » Stack Test Online Reporting System (STORS)
- » Tier II (TIERII)
- » Training Roster Online Submittal (TROLS)

See [details of what you can do](#).

This is STEERS version 6.7.

Enter STEERS:

1 STEERS Account:

Password:

2 I need:

- [my password](#)
- [to create a new account](#)
- [to authorize another user's account](#)

Find Out When STEERS Will Be Offline

We do our best to ensure that STEERS is online when you need it. But for upgrades, security measures, and other maintenance, we must bring STEERS or one of its modules offline. We cannot predict emergency outages, but for scheduled downtimes, see our [STEERS maintenance schedule](#).

1. On the right side of the login screen are the fields, “STEERS Account” and “Password.” After you create your account, you’ll receive an email that includes an account number that you use in the “STEERS Account” field and a verification key URL. The URL will allow you to set your password.
2. Under the login fields, the “I need” heading includes links to:
 - **my password:** Use this link when you forget your password.

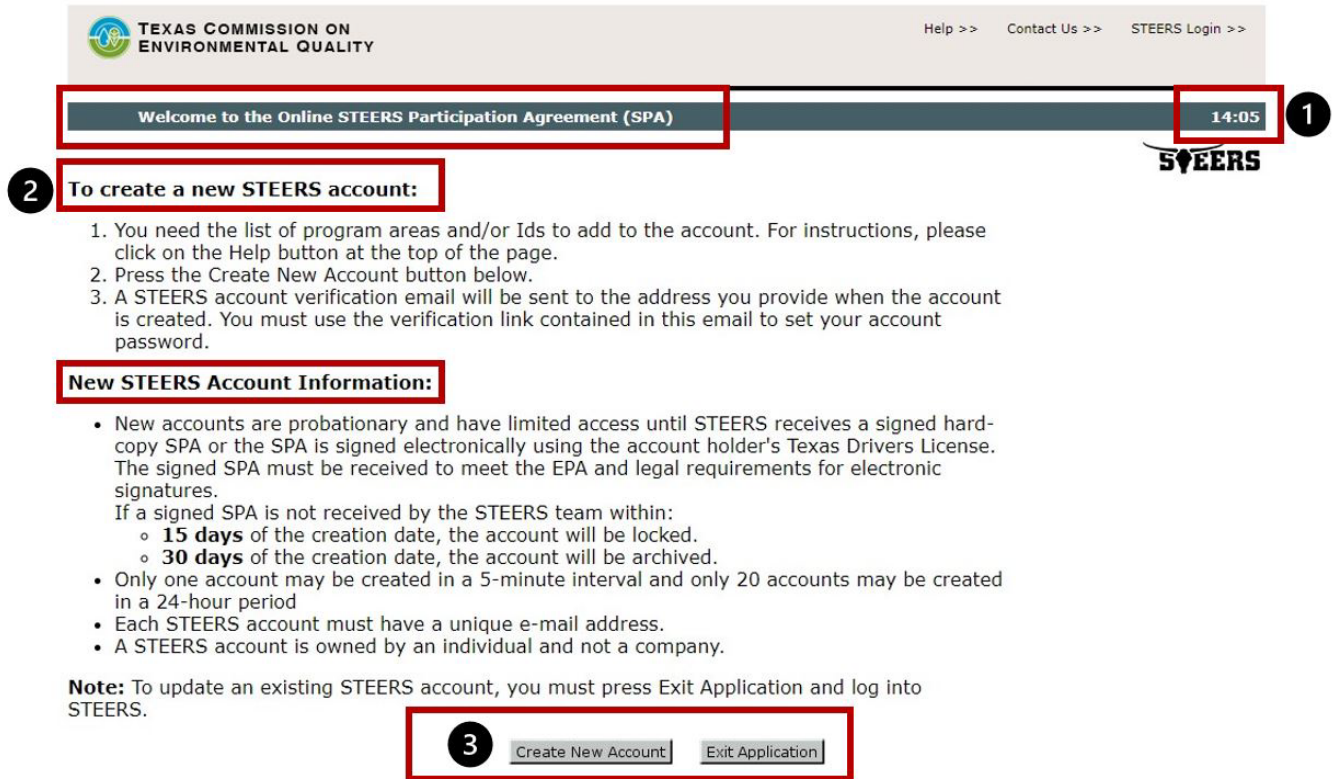
1. www3.tceq.texas.gov/steers/

- **to create a new account:** Use this link to create a new STEERS account.
- **to authorize another user’s account:** Use this link when you need to authorize another user’s account, as is necessary for some types of applications.

Step 2. Click the “to create a new account” link

Click the “to create a new account” link on the STEERS welcome screen. This takes you to our “Welcome to the Online STEERS Participation Agreement (SPA)” screen, shown in Figure 2. This screen describes the information you need to create your account, how to create your account, and the probationary period for your new account.

Figure 2: The “Welcome to the Online STEERS Participation Agreement (SPA)” Screen



1. There is a timer in the top right corner of the screen in minutes and seconds that shows the time you have left to finish the tasks on the screen.
 - You have 15 minutes to enter the necessary information on each screen of your account set-up steps. Necessary information is indicated with an asterisk.
 - Clicking the “Next” or “Save” buttons saves your information and resets the timer. An error message displays if there is missing information, but the timer starts over.

- If you do not enter the necessary information on a screen within the given time, STEERS ends your session, and your unsaved information is lost.
 - Entering information does not restart the timer.
2. Two headings break-up the content of this screen:
- **“To create a new STEERS account”** describes the information you need to create your account and how to set your account password. Examples of information you may need include a list of program areas and identification numbers to add to your account.
 - **“New STEERS Account Information”** explains the account probationary period and the deadlines to turn in a signed copy of your SPA.
3. There are two buttons at the bottom of the page, “Create New Account” and “Exit Application.”

Step 3. Click the “Create New Account” button

Click the “Create New Account” button at the bottom of the screen. This takes you to our “Applicant Information” screen, shown in Figure 3, where you will enter your personal account information.

Figure 3: The “Applicant Information” Screen

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Help >> Contact Us >> Logout >>

Applicant Information 13:48

STEERS

Please enter the applicant's information below and press Next button to continue.
All fields marked with * are required.

- Applicant Name**
 - First Name:*
 - Middle Initial:
 - Last Name:*
 - Suffix: (Name suffix if applicable.)
- Company Information**
 - Company Name:*
 - Title:*
- Contact Information**
 - Email Address:*
 - Phone Number:*
 - Extension:
 - Country Code:
- Mailing Address**
 - Address:*
 - Extra Line:
 - City:*
 - State:
 - ZIP Code:
 - Country:*
 - Territory:
 - Foreign Postal:

5 Next Clear Form Exit Application

The “Applicant Information” screen is broken into four main headings. Each heading has multiple information fields.

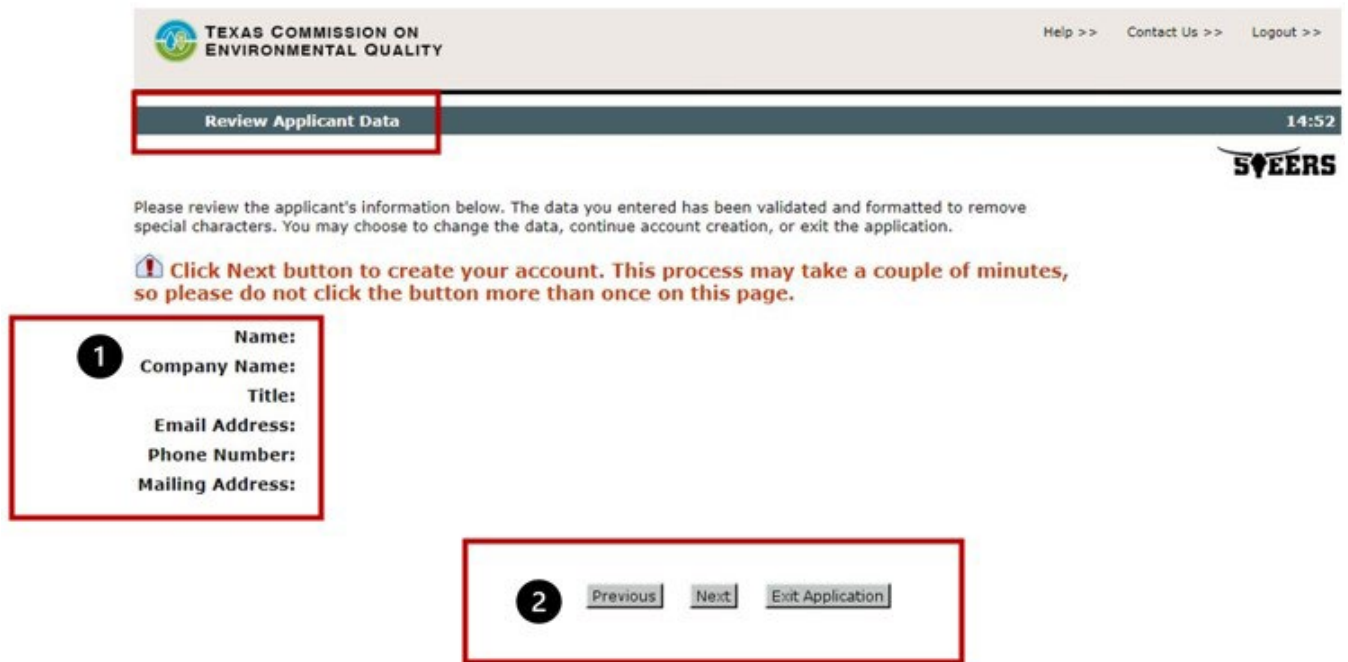
- Applicant Name.** You, the applicant, are the account holder. All STEERS accounts are for an individual rather than a company. Everyone in your employer’s company who needs access to STEERS needs to create *their own* STEERS account.
- Company Information.** This is information about your employer or company.
- Contact Information.** Make sure the email address you provide is correct. STEERS uses the email address you give and sends you a verification URL to set the password for your account. If you enter the wrong email address, you will need to correct your email address before you can set your STEERS account password. Call the STEERS help line at 512-239-6925 to correct your email address.
- Mailing Address.** This is the mailing address for your employer or company.
- At the bottom of the screen, there are three buttons:
 - “Next” saves your data and progresses to the “Review Applicant Data” screen.

- “Clear Form” clears the information you entered on this screen. It does this without saving your information and stays on this screen.
- “Exit Application” clears the information on this screen without saving and goes back to the “Welcome to STEERS Login” screen.

Step 4. Enter and review your applicant information

Enter your applicant information and then click the “Next” button at the bottom of the screen. This takes you to our “Review Applicant Data” screen, shown in Figure 4, where you can review the information you entered on the previous screen.

Figure 4: “Review Applicant Data” Screen

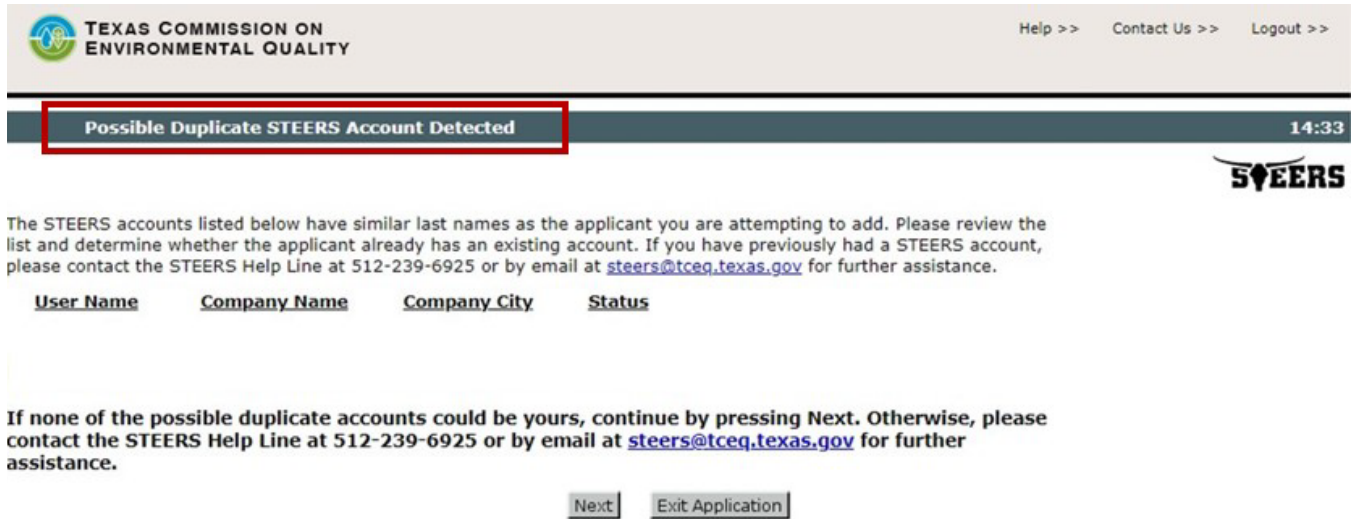


1. This screen shows the information you entered on the “Applicant Information” screen. Review the “Name,” “Company Name,” “Title,” “Email Address,” “Phone Number,” and “Mailing Address” fields.
2. At the bottom of the screen, there are three buttons:
 - “Previous” goes back to the “Applicant Information” screen, where you can make corrections if you need.
 - “Next” saves your information and takes you to the next screen in the application.
 - “Exit Application” clears the information without saving and returns to the “Welcome to STEERS Login” screen.

Possible Duplicate STEERS Account Detected

If you have created a STEERS account in the past or your name is like an existing account, STEERS lets you know on a pop-up screen. The “Possible Duplicate STEERS Account Detected” screen shows that a possible duplicate account exists.

Figure 4a: The "Duplicate STEERS Account Detected" Screen



Remember that accounts in STEERS belong to one person and not to a company or business. *Your account remains yours, even if you change jobs or leave one company for another.*

- If your name is listed, this shows that you already have a STEERS account. Leave the application and sign in using your existing STEERS account information. If you do not remember the login information to your original STEERS account, contact the STEERS Help Line at 512-239-6925 for assistance.
- If none of the accounts listed belong to you, click “Next.” This will take you to the “STEERS Account Security Question Update” screen, shown in Figure 5.

STEERS sends you an email after you finish Step 4 that includes your account number and a verification key URL. Click the verification key URL and set your password on the new webpage.

Step 5. Review your applicant information

Review your information. After checking your information, click the “Next” button at the bottom of the “Review Applicant Data” screen. This takes you to the “STEERS Account Security Question Update” screen.

Figure 5: The "STEERS Account Security Question Update" Screen

1. The left side of the screen has options for five security questions. The right side of the screen has boxes for answers to the security questions.
2. The bottom of the screen has only one button, "Save." This will save the answers to your security questions.

Step 6. Set STEERS Account Security Questions

Set your account security questions on the "STEERS Account Security Question Update" screen, seen in Figure 5. These questions are used to verify your identity when you log into STEERS.

To set your security questions:

1. Select five *different* questions from the drop-down menus. Make sure to choose questions that you can remember and answer consistently.
2. Enter your answer for each security question you selected. Remember or record the spelling and punctuation for your answers because they need to exactly match your original answers when logging into STEERS in the future.
3. Click the "Save" button when you are finished. Clicking the "Save" button takes you to the "STEERS Account Summary" screen where you can add a program to your account.

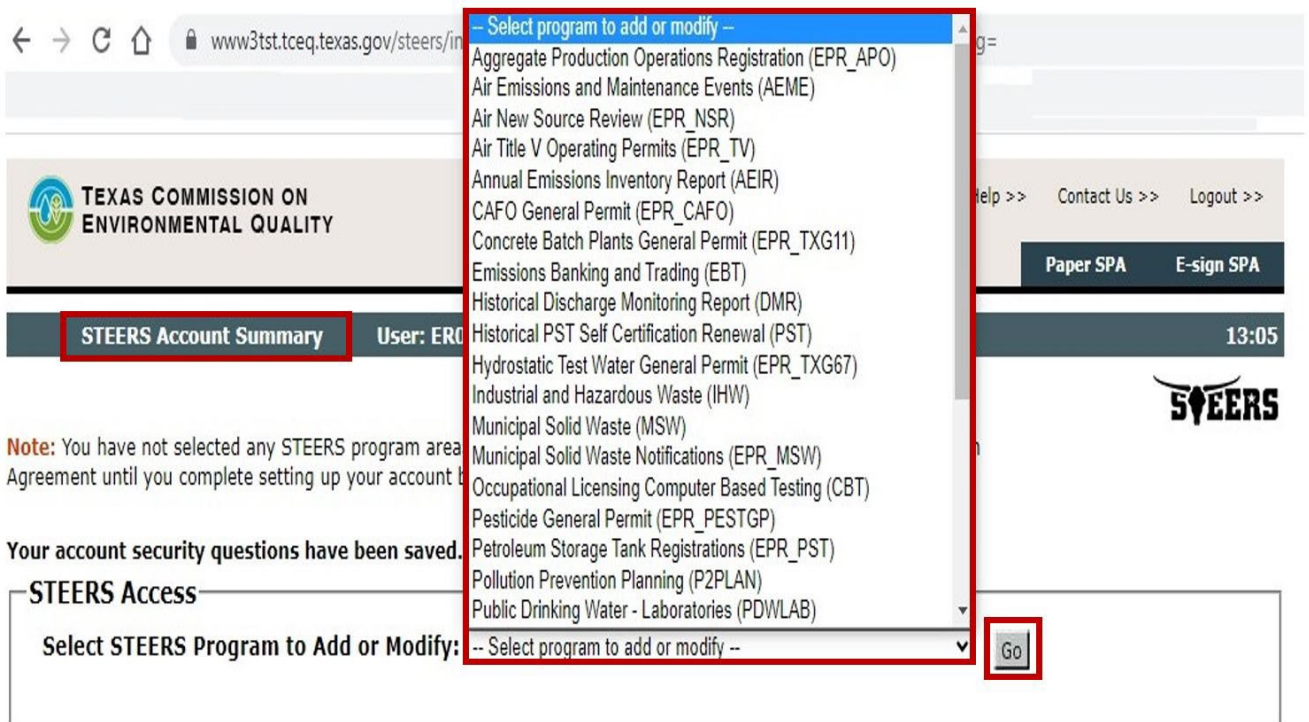
How do I add programs to my STEERS account?

On the “STEERS Account Summary” screen, you can continue with adding a program to your account.

Please note that the steps may vary depending on the program you add to your account. Guidance for adding specific TCEQ programs may be covered in more detail in other TCEQ guidance documents, which can be found on our [Search for Publications](#)² webpage. Additional guidance can also be found on the [STEERS Help](#)³ webpage.

If you use a specific guide, remember that you still need to set your account password. Instructions for setting your password can be found in the [How do I set my STEERS Password?](#) section of this guide.

Figure 6: The "STEERS Account Summary" Screen



Step 1. Select STEERS Program to Add or Modify

On the “STEERS Account Summary” screen shown in Figure 6, select the program you wish to add or modify.

To select the program, click the drop-down box next to the “Select STEERS Program to Add or Modify” field. Select your program by clicking on the program area name to

2. www.tceq.texas.gov/publications/search-pubs
 3. www3.tceq.texas.gov/steers/help/mail.html

highlight it. The programs that are available to choose from are subject to change. Programs you can select from include:

- Aggregate Production Operations Registration (EPR_APO)
- Air Emissions & Maintenance Events (AEME)
- Air New Source Review (EPR_NSR)
- Air Title V Operating Permits (EPR_TV)
- Annual Emissions Inventory Report (AEIR)
- CAFO General Permit (EPR_CAFO)
- Concrete Batch Plants General Permit (EPR_TXG11)
- Emissions Banking and Trading (EBT)
- Historical Discharge Monitoring Report (DMR)
- Historical PST Self Certification Renewal (PST)
- Hydrostatic Test Water General Permit (EPR_TXG67)
- Industrial and Hazardous Waste (IHW)
- Municipal Solid Waste (MSW)
- Municipal Solid Waste Notifications (EPR_MSW)
- Occupational Licensing Computer Based Testing (CBT)
- Pesticide General Permit (EPR_PESTGP)
- Petroleum Storage Tank Registrations (EPR_PST)
- Pollution Prevention Planning (P2PLAN)
- Public Drinking Water - Laboratories (PDWLAB)
- Public Drinking Water - Systems (PDWSYS)
- Stack Test Online Reporting Systems (EPR_STORS)
- Stormwater General Permits (EPR_SW)
- Tax Relief for Pollution Control Property (EPR_PROP2)
- Texas Emissions Reduction Plan (TERP)
- Tier II Core Data (EPR_TIERII)
- Tier II Government Official (TIERII_GOV)
- Tier II Reporting (TIERII)
- Training Rosters Online Submittal (TROLS)
- Water Quality Emergency Preparedness System (EPR_WQEPS)
- Water Quality Individual Permits (EPR_WQIP)
- Water Treatment Plant General Permit (EPR_TXG64)

Step 2. Click the "Go" button

After you select your program, click the “Go” button (to the right of the “Select STEERS Program to Add or Modify” field). STEERS will then go to the “Access” screen for that program.

How do I set access in my STEERS account?

Your “Access Type” allows you to carry out certain actions in STEERS. For example, you may be a consultant filling out an application for a client for which you may have “Preparer” access, which gives you the ability to do all actions except sign a permit. The consultant’s client in this case may have the Access Type “Sign” so that they can perform all STEERS actions, including sign a permit.

You will set your access from the “Access” screen in STEERS.

Figure 7a: The STEERS “Access”, “Access Type” Screen

The screenshot shows the STEERS web interface. At the top, there is a header for the Texas Commission on Environmental Quality with navigation links: Help >>, Contact Us >>, Logout >>. Below this is a secondary navigation bar with links: Edit Account, Change Password, Security Questions, Paper SPA, E-sign SPA, Account Summary, and STEERS Home. The main content area has a title bar for "Stormwater General Permits Access" and "User: ER" with a timestamp of 13:04. The "Program Status" section shows "Current Status: No Access" and "1 Access Type:" with a dropdown menu open. The dropdown menu lists four roles: "Stormwater Read Only - view only", "Stormwater Edit - view, create, delete, modify, and pay", "Stormwater Preparer - view, create, delete, modify, pay, and submit", and "Stormwater Sign - view, create, delete, modify, pay, sign, and submit". Below the dropdown, there are radio button options for authorization and a section for "Who is authorizing the access?". At the bottom of the form are "Add Access" and "Cancel" buttons.

The “Program Status” heading displays fields to show the “Current Status” and “Access Type” with a drop-down menu for you to “**Pick Role**.”

Step 1. Select your access type

Select your access type from the drop-down menu under the “Program Status” heading on the “Access” screen, shown in Figure 7a. Access options may vary depending on which program you add, but in general, the access options are:

Read Only – view only. You can view submitted applications if you have been given access to a specific application prior to its submission.

Edit – view, create, delete, modify, and pay. You can fill out a new application or renewal, and you can edit or delete a pending permit application. You can pay for the application *after an authorized company representative has signed it in STEERS*. You cannot sign for or submit program applications.

Preparer – view, create, delete, modify, pay, and submit. You can fill out a new application or renewal. You can edit or delete a pending application. You can pay for an application *after an authorized company representative has signed it in STEERS*. You cannot sign applications, but you can submit an application once it is signed and paid for.

Sign – view, create, delete, modify, pay, sign, and submit. You can fill out a new application or renewal. You can edit or delete a pending application. You can pay for an application. You can sign applications. You can submit applications.

Step 2. Select relationship statement

Under the “Authorization” question, “What is the best description of your employer’s relationship to the facility or facilities?” shown in Figure 7b, select the most relationship statements below:

1. My employer is the facility or applicant for the permit application(s)
2. My employer is not the facility or applicant for the permit application(s)

Step 3. Select authorization statement

Under the “Authorization” question, “Who is authorizing the access?” shown in Figure 7b, select only one and the most appropriate authorization statements below:

1. “I, your name, am applying for a read, edit, or preparer role and am not requesting signature authority.” Select this option if you have been granted view, create, delete, modify, pay, and submit capabilities, but not sign or submit this application. -OR-
2. “I, your name, am applying for a signatory role and have the authority to enter into this Agreement for the Company under the applicable signatory requirements referred to in 30 TAC 305.44.” Select this option if you are the person authorized to enter into this agreement for the company under the applicable standards, and you can view, create, delete, modify, pay, sign, and submit this application.

Figure 7b: The STEERS “Access”, “Authorization” Screen

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Help >> Contact Us >> Logout >>

Paper SPA E-sign SPA Account Summary

Stormwater General Permits Access User: ER 14:50

1 Program Status
 Current Status: No Access
 Access Type: **** Pick Role ****

Authorization
 Select the appropriate relationship and authorization statement below.

2 What is the best description of your employer's relationship to the facility or facilities?
 My employer is the facility or applicant for the permit application(s)
 My employer is not the facility or applicant for the permit application(s)

3 Who is authorizing the access?(Select one of the following)
 I, _____, am applying for a read, edit, or preparer role and am not requesting signature authority.
 -OR-
 I, _____, am applying for a signatory role and have the authority to enter into this Agreement for the Company under the applicable signatory requirements referred to in 30 TAC 305.44.

4 Add Access Cancel

NOTE: In Step 2 (relationship statement), if you select that “**employer is the facility,**” then in Step 3 (authorization statement), you can select either of the two options. But if the selected is “**not the facility or applicant**” (from step 2), the **ONLY** selection option available for Step 3 is, “I, *your name*, am applying for a read, edit, or preparer role and am not requesting signature authority.”

Step 4. “Add Access” or “Cancel”

Click the “Add Access” button to save your access for the selected program. STEERS will display this message at the top of your screen: “*Your [Program Area] access has been updated.*” You can make more changes or click the “Cancel” button on the Access screen to go to the “STEERS Account Summary” screen.

How do I complete my STEERS Participation Agreement (SPA)?

Your account is probationary and has limited access until we receive a signed copy of your SPA. Complete your agreement from the “STEERS Account Summary” screen.

Figure 8: The “STEERS Account Summary” Screen

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

1 Paper SPA E-sign SPA 2

STEERS Account Summary User: ER 14:16

Reminder: This account is probationary and has limited access. To get full access, a signed copy of the STEERS Participation Agreement (SPA) must be received by the TCEQ either by mail or electronically if you have a Texas Drivers License. If you have not sent in the SPA already, please do so.

Account Summary

Account: Account Status: **PROBATION** - unlocked
 Name: Created: 06/12/2023
 Company: Activated: N/A
 Title: Last Renewed: N/A
 Email:
 Phone:
 Address:

STEERS Access

Select STEERS Program to Add or Modify: -- Select program to add or modify -- Go

Current Program Area	Program	# IDs	# Probationary
Stormwater General Permits	EPR_SW	N/A	1

Step 1. Select the type of SPA you wish to submit

Select from the two options displayed in the top right corner of the “STEERS Account Summary” screen:

1. Click “Paper SPA” to send a paper copy by mail. This option is needed for users without a valid Class “C” Texas Driver’s License (TDL).
 - To submit a paper SPA, complete Step 2 through Step 7 under the subheading [STEERS Participation Agreement – Paper SPA](#).
2. Click “E-Sign SPA” to submit an electronic copy.
 - To submit an electronic SPA, complete Step 2 through Step 7 under the subheading [STEERS Participation Agreement – E-sign Account](#).

STEERS Participation Agreement – Paper SPA

Clicking the “Paper SPA” option on the “Account Summary” screen will take you to the “STEERS Select SPA Type” screen, where you can generate a printable SPA.

Figure 9: The “STEERS Select SPA Type” Screen

Please select whether you want to generate the entire SPA or a partial SPA for a specific authorization. Or select E-sign above to sign your account electronically using Texas Drivers License.

1 **Generate Your SPA**
To generate the entire SPA, press the "Generate Your SPA" button below.

-- OR --

2 **Generate SPA for a Single Authorization**
All fields are required. You must enter the information the same as you did in the authorization form.

First Name: Authorization first name.
Last Name: Authorization last name.
Company Name: Enter one keyword.
Title: Enter one keyword.

Step 2. for Paper SPA

Specify if you want to generate the entire SPA or a partial SPA. The two options you can select are:

1. **Generate your SPA (Entire SPA)** - includes all programs associated with your account. E-permit users should select this option because they are the only authorized user for their SPA. This option includes two buttons, "Generate Your SPA" and "Cancel." **Click the "Generate Your SPA" button to create a SPA for all programs on your account. STEERS displays your entire SPA on the next screen.**
2. **Generate SPA for a Single Authorization (Partial SPA)** - only includes the program(s) you specify. Consultants needing to generate a SPA for a single customer should select this option. This option includes data entry fields for:
 - First Name (Authorization first name),
 - Last Name (Authorization last name),
 - Company Name (Enter one keyword),
 - Title (Enter one keyword)

Complete all fields below the **"Generate SPA for a Single Authorization"** heading, and then click the **"OK" button** to generate a SPA for a single authorization. For each data-field, provide the information listed in Table 1.

Table 1. Necessary Information for Single Authorization SPA

Field Name	What You Should Enter	Example
First Name	Enter the first name you used for this authorization.	John
Last Name	Enter the last name you used for this authorization.	Doe
Company Name	Enter the company name for the account holder.	ABC Manufacturing
Title	Enter the title of the account holder.	Compliance Officer

After you click the “OK” button, STEERS displays your partial SPA on the next screen. Only the IDs listed that you have the authority to sign for will be shown.

You will receive this error message if STEERS cannot verify the information you entered: *“No authorizations found. Sorry, we were unable to find any delegated authorizations for the authorization information you entered below. Try limiting the company name and title to a single word or verify the spelling used for the authorization name, title, or company.”*

Step 3 (for Paper SPA). Print your SPA

Print your SPA using your browser's print option.

Step 4 (for Paper SPA). Close your STEERS session

Click “logout” at the top of your screen to close your session and exit STEERS.

Step 5 (for Paper SPA). Sign your SPA

Read and sign your SPA. All signatures must be in ink and original (no stamps).

Step 6 (for Paper SPA). Mail your signed SPA

Mail the signed agreement to the addresses provided on your SPA and below. We recommend that you do ***not*** send the form through certified mail, as it can delay activating your account. Also, we cannot accept a faxed or emailed SPA.

Mailing Address for Regular or Priority Mail

TCEQ, STEERS MC 226

P.O. Box 13087

Austin, Texas 78711-3087

Physical Address for Overnight Mail

TCEQ, STEERS MC 226
12100 Park 35 Circle
Austin, Texas 78753

Step 7 (for Paper SPA). Save and print your confirmation email

Once TCEQ receives your signed SPA, we will confirm receipt of your signed SPA and verification of your new STEERS account via email. Save and print this email.

If you have not yet set the password for your account, go to section “[How do I set my STEERS password?](#)” of this publication to set your password.

Note: If you do not receive an email within 2 weeks of mailing your signed SPA, contact the STEERS help desk at 512-239-6925 to confirm whether your SPA was received.

STEERS Participation Agreement – E-sign Account

Clicking the “E-Sign SPA” option on the Account Summary screen will take you to the “STEERS Participation Agreement – E-sign Account” screen, where you can review and sign your SPA electronically using information from your Texas Driver’s License (TDL).

Step 2 (for E-Sign SPA). Review your SPA

Review the SPA displayed on the “STEERS Participation Agreement – E-sign Account” screen. To e-sign the SPA, you *must* have a valid Class C TDL. If you do not have a valid license, you will need to complete the steps for filling out a paper SPA.

Selecting the “E-sign SPA” option prompts STEERS to generate and display your SPA for the program areas and IDs for which you have requested access. It will apply your signature to those programs. The programs to which you don’t have direct authority will require an additional signature from the person you designated as authorizing your access to STEERS.

An electronic signature or hard-copy signature is still needed for all program areas or IDs where you have been delegated the authority to sign. To add the appropriate access to your programs, follow the directions under the section “[How do I set access in my STEERS account?](#)” in this publication.

Step 3 (for E-Sign SPA). Enter Your Texas Driver License Data

Enter your data into the entry fields at the bottom of the “STEERS Participation Agreement – E-sign Account” screen, under the “Sign Electronically with Your Texas Driver’s License (TDL)” heading.

Notes on Your Texas Driver License Information

To e-sign the SPA, you must have a valid Class C Texas Driver License (TDL). The information that you enter—including the last 4 digits of your social security number, your date of birth, TDL number, and TDL audit number—must match the information on file with the Texas Department of Public Safety (DPS). If the information you enter does not match, you will get the following error message: *“Sorry, we were unable to verify your signature using the information provided. Please try again or print, sign, and mail a hard copy STEERS Participatory Agreement (SPA).”*

Please ensure that you are using your most current driver’s license and that you have entered all information correctly. For example, your TDL audit number is an 11-, 16-, or 20-digit number that changes each time you renew or update your TDL.

Go to the DPS webpage, [How to Order a Driver Record](#),⁴ for help locating your TDL number and TDL audit number.

Figure 10: The STEERS TDL Signature Fields and Action Buttons

1 Sign Electronically with Your Texas Drivers License (TDL)
All fields are required. TCEQ will not save confidential data such as TDL, audit number, birthday, and partial social security number.

2 First Name: Your first name as it appears on your TDL.
Last Name: Your last name as it appears on your TDL.
Company Name:
Title:
TDL Number: 8 to 10-digit number
TDL Audit Number: The 11-, 16- or 20- digit number on your license.
SSN: Last 4 digits only
Date of Birth: mm/dd/yyyy

3 I, _____, have the authority to enter into this Agreement for _____ under the applicable standards listed below.

4 I, _____, certify that I am signing this document with my personal Texas Driver's License information.

5

6 Signature verification can take several minutes. Please do not press the E-sign button more than once.

7 Signature Authority Standards:
Stormwater General Permits (EPR_SW)
see 30 TAC 305.44

1. At the top of the page is the “Sign Electronically with Your Texas Driver’s License (TDL)” heading with a statement that all fields are needed, and that confidential information is not saved.

2. Data entry fields for:

4. www.dps.texas.gov/section/driver-license/how-order-driver-record

- First Name
 - Last Name
 - Company Name (This field may already be filled in from previous entries).
 - Title (This field may already be filled in from previous entries).
 - TDL Number (8-to 10-digit number).
 - TDL Audit Number (The 11-, 16- or 20-digit number on your license).
 - SSN (Last 4 digits only)
 - Date of Birth (mm/dd/yyyy)
3. Check box next to statement to verify your authority.
 4. Check box next to statement to certify that you are signing the SPA with your Texas Driver's License.
 5. Three buttons: "E-Sign SPA," "Cancel," and "Exit Application."
 6. User alert statement that the "E-sign" button should only be clicked once.
 7. Signature Authority Standards listed at bottom left of screen.

Step 4 (for E-Sign SPA). Agree to E-Sign Terms

Check the boxes to indicate that you have read and agree to both statements:

- I, (your name), have the authority to enter into this Agreement for (company name) under the applicable standards listed below.
- I, (your name), certify that I am signing this document with my personal Texas Driver's License information.

Step 5 (for E-Sign SPA). Click the "E-Sign SPA" button

Click the "E-Sign SPA" button to sign and submit your SPA. Your information will be verified through the Texas DPS e-verification system, which can take several minutes - *do not click the "E-Sign SPA" button more than once.*

After your information is verified, the screen will display this message: *"This page confirms the submittal of your electronically signed STEERS Participation Agreement (SPA) to the TCEQ. Please print this page if you would like a permanent record of this submittal. You will also receive a confirmation e-mail."*

Step 6 (for E-Sign SPA). Save and print your confirmation email

We will confirm receipt of your signed SPA and verification of your new STEERS account via email. Save and print this email.

Note: If you do not receive an email, first check your junk mail, or SPAM folder. If you still do not see an email, you may have entered your email address incorrectly when you set-up your account. Contact the STEERS help desk at 512-239-6925 to correct the email address associated with your account.

Step 7 (for E-Sign SPA). Close your STEERS session

Click the “Exit Application” button to close your session and exit STEERS.

How do I set my STEERS password?

Complete steps 1 through 5 under this heading to set your STEERS password.

Step 1. Open your “Welcome to STEERS” email from STEERS

Open your “Welcome to STEERS” email, which contains your ER account number (ER + 6 digits) and a verification key URL (provided as a hyperlink).

Step 2. Go to the link provided in the email

Click on the verification key URL in the email or copy and paste it into your browser. The internet address opens the “Set STEERS ER [Your ER Number] Account Password” screen.

Figure 11: “STEERS ER [Your ER Number] Account Password” Screen

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY Questions or Comments >>

[STEERS Login](#) [TCEQ Home](#)

Set STEERS Account Password

To set your account password, please enter the information below. All fields are required.

Enter New Password:

Confirm New Password:

Please answer the following security question: (3 incorrect answers will cause the account to be locked)

What was your favorite class in school?

Password Requirements:
 It must be between 8 and 20 characters long.
 It must start with a letter.
 It must contain at least one number.
 It must contain letters and numbers only.
 It is not case sensitive.
 If this is not the first time you set your account password, it cannot match your previous password.

Step 3. Enter your password

Enter a password in the “Enter New Password” field. Reenter the same password in the “Confirm New Password” field.

Your password is **not** case sensitive, and it must contain:

- between eight and 20 characters
- at least one number
- letters and numbers only, and
- start with a letter

Step 4. Answer your security question

Enter the answer to your security question displayed on the password screen.

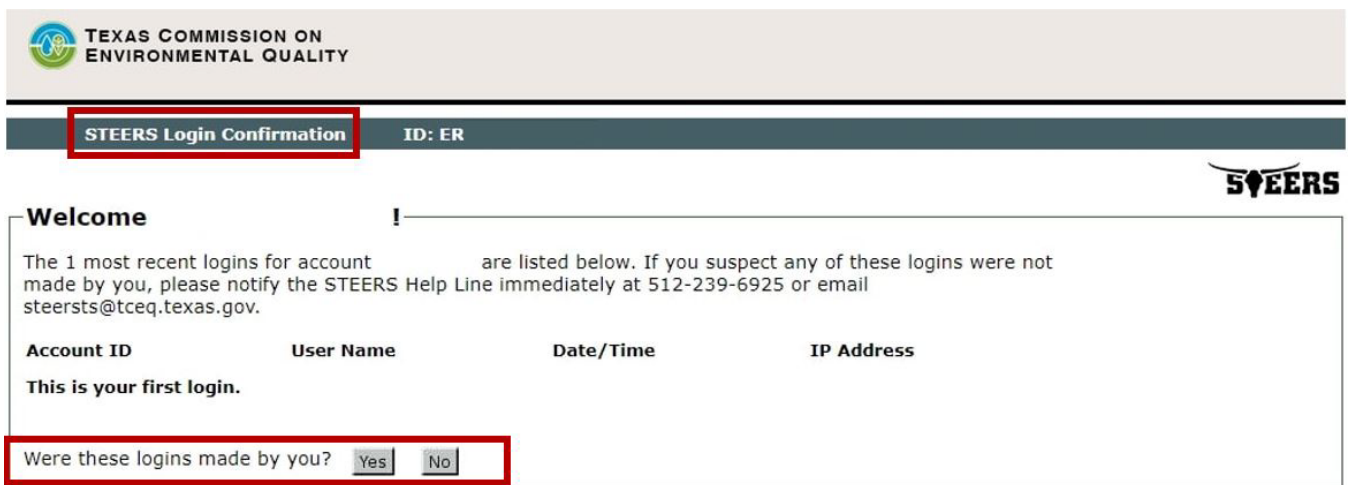
Example Security Question displayed on screen: “What year did you graduate High School?”

Note: Three incorrect answers will lock your STEERS account. Contact the STEERS help desk at 512-239-6925 if you accidentally lock your account.

Step 5. Click the “Set Password” button

Click the “Set Password” button at the bottom of the account password screen. Once you set your password, you will then need to go to the [STEERS Login Screen](#)⁵ (Figure 1). Enter your account number and password and click “Login.” Clicking the login button takes you to the “STEERS Login Confirmation” screen (Figure 12).

Figure 12: “STEERS Login Confirmation” screen



5. www3.tceq.texas.gov/steers/

Step 6. Review Logins

Each time you login to your account, STEERS displays previous logins to the account. This is a security measure so you can verify that no one else has accessed your account. If you made the logins, click the “**Yes**” button. Clicking the “**No**” button will give you the option to lock your account. If STEERS locks your account, you will not be able to access STEERS until you contact the STEERS help line for assistance. **If you find a login that you did not make, contact the STEERS help line immediately at 512-239-6925 for assistance.**

Congratulations, your STEERS account is ready to use!

Account Inactivation or Deletions

You must renew your STEERS account and program area access **every two years**. You will receive an email when your account is about to expire. A warning message will also display on the STEERS Home page.

- You will also receive an email when you have Program area access that is about to expire.
- You must submit a signed renewal SPA to keep your STEERS and Program Area access.
- You must also change your account password at least once a year.

Where to find more help

Contact the STEERS help line at 512-239-6925 with questions about creating your STEERS account and the status of your STEERS account.

Contact the Small Business and Local Government Assistance (SBLGA) program about other application and permit compliance questions. Reach the SBLGA hotline by telephone at 800-447-2827 or online at the [TexasEnviroHelp](#)⁶ webpage.

See our publication, [A Guide to Obtaining Permits by Rule Authorizations in STEERS E-Permitting \(RG-531b\)](#)⁷ for guidance on submitting air permits by rule. Find documents like RG-531b on our [Search for Publications](#)⁸ webpage.

6. www.tceq.texas.gov/assistance

7. www.tceq.texas.gov/downloads/assistance/publications/rg-531b.pdf

8. www.tceq.texas.gov/publications/search-pubs