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# How to Create a STEERS Account

A STEERS account is required in order to use the *e*Permits system.

Create an account with STEERS by following these steps:

## Create a New Account

1. Go to the STEERS webpage: <https://www3.tceq.texas.gov/steers/>
2. Select **I Need:** **to create a new account**
3. Read the information and click **Create New Account**
4. Enter all required information including your name, company name, and title. (If there is no company name or title, enter Owner or Individual).
5. Enter your e-mail address. It must be unique.
6. Enter your phone number and mailing address.
7. Click **Next**.
8. The next page displays your information for review, you can click **Previous** to make changes or click **Next** if the information is correct.
9. If there are existing STEERS accounts that match your name, the system will display those existing STEERS accounts. If none pertain to you, click **Next**. Your ER account number will be immediately emailed to you once you click the **Next** button.
10. You will be required to provide 5 security questions/answers. It is recommended that you save this information in a safe place for future use. Each time you log in to STEERS, you will be asked to answer one security question.

**Note:** During login, if the answer provided to the question is incorrect, STEERS will have you answer the next security question. You will have 3 chances before STEERS locks you out of your account. If this happens, contact STEERS by e-mail at **STEERS@tceq.texas.gov** or by telephone at (512) 239-6925.

1. Click **Save**.

## Add the Program

1. Select program area “**Hydrostatic Test Water General Permit (EPR\_TXG67)**” from the drop-down menu.
2. Click **Go**.
3. Select the **access type** that you need for using ePermits. 30 TAC §305.44 requires the Executive Officer of a company or the person if owned by an individual to sign the application.

**Note:** Signature for applications cannot be delegated authority.

Owner/Operator/Executive Officer: Select **Hydrostatic Test Water Sign-view, create, delete, modify, pay, sign, and submit**

Consultant/ Delegated Preparer: Select **Hydrostatic Test Water Preparer- view, create, delete, modify, pay, and submit**

1. Select your relationship to the facility:

Owner/Operator/Executive Officer: Select “**My employer is the facility**…”

Delegated Preparer: Select “**My employer is the facility**…”

Consultant: Select “**My employer is not the facility**…”

1. Select who is authorizing the account:

Consultant/ Delegated Preparer: Select “**I, [Your Name], am applying for read, edit, or preparer role**…”

Owner/Operator/Executive Officer: Select “**I, [Your Name], am applying for a signatory role**…”

1. Click **Add Access**
2. Once the information has been updated, you will receive the following pop-up “*Your EPR\_TXG67 access has been updated. You can make additional changes or press cancel to return to Account Information.*” If you agree to the information provided, click **Cancel**

## STEERS Participation Agreement (SPA)

1. Verify that your account information is accurate. The Account Status will show **PROBATION** until you sign the STEERS Participation Agreement (SPA).
2. At the top of the STEERS Home page, select **eSign SPA** or **Paper SPA**

 **eSign SPA –** If you have a valid Class C Texas Driver’s License, you can eSign the SPA. Simply enter your personal information and your Texas Driver’s License number, click both check boxes, then click **eSign SPA**.

 **Paper SPA –** This allows you to print out the SPA, sign it and mail it to the address shown on the SPA. Once your paperwork is processed, you will receive an email notification that your probationary status was removed and you will have full access to STEERS.

 **NOTE: Signing the SPA only activates the user account; it does not renew or provide a permit**.

1. Check your email for the Welcome to STEERS Account Creation email.
2. Follow the instructions in the email to set up your account password.

 Use your STEERS account number and password for login.

# How to Fillout and Submit an Application Online

A STEERS account is required in order to use the *e*Permits system. Follow these steps to submit a Notice of Intent application, make changes to your permit, or terminate your permit.

##  Create an Application

1. Go to the STEERS webpage: <https://www3.tceq.texas.gov/steers/>
2. Enter your STEERS account number and password, click **Login**.
3. Answer your security question. NOTE: During login, if the answer provided to the question is incorrect, STEERS will have you answer the next security question. You will have 3 chances before STEERS locks you out of your account. If this happens, contact STEERS by e-mail at **STEERS@tceq.texas.gov** or by telephone at (512) 239-6925.
4. The system will display a list of recent logins for your account. If these were made by you, click **Yes**.
5. Select ePermits Program Area: **Hydrostatic Test Water General Permit (EPR\_TXG67)**
6. Select I want to: **Fill Out** an application
7. Select the appropriate action.
8. Click **Next**
9. If you are submitting a new-Notice of Intent application, skip to step 10. Otherwise, enter your authorization number. You can search for your authorization number using your RN number or click *Forgot or don’t know the RN* to search by the customer’s name.

Note: This number will start with TXG67 followed by 4 numbers. Do not enter TXG670000.

* 1. Click **Next**
	2. Review the information displayed. Click **Confirm Permit Information** if this is the permit to be change or terminate. If this is not the correct permit, click **Activities** to enter a different permit number.
1. The application has been created. Write down the application reference number and the application password. You can allow others to access the application by following the instructions on the screen. This allows others to review the application, pay the application fee, sign or submit the application.
2. Click **Next**
3. You are now ready to fill out your application. On the left side of the screen, there is a Task List that identifies each section of the application. As you complete each section, the Task List is updated to show that the section is done.
4. Complete the questions on each page. Click **Next/Save** to save your entries and proceed to the next section.
5. After you complete all sections in the Task List, the system will take you to the Activities Screen. You must **Sign** the application, **Pay** the application fee (for the Notice of Intent application), and S**ubmit** the application to TCEQ. These are 3 separate steps.

##  Sign the Application

1. To sign your application, select the application on the Activities screen then click **Sign**.

**Note:** If Sign button is not enabled, please verify your **Access Type** under **My Accoun**t. eSign SPA or paper SPA is needed when the access type is updated. Follow Step B and C in section 1 of this document on how to update the access type and/or update SPA.

1. Complete the certification statements and enter your STEERS ER Account Password. Click **Apply Electronic Signature**.

##  Pay the Application

1. You have now signed the application. To pay the application fee, select the application then click **Pay**.
2. Click **Next**
3. Verify that you are paying fees for the correct application.
4. Click **Next**, then click **Go to ePay**
5. The system will navigate you to ePay to complete your payment. Your application will NOT be submitted simply by paying the application fee.
6. When you finish paying, click **Return to STEERS** to submit the application**.**

##  Submit the Application to TCEQ

1. On the Activities screen, select the application then click **Submit**.
2. Click on the icons to print the certificate, letter, and Copy of Record (COR). You will also receive an email with instructions on how to print your approval documents.