

Creating a new STEERS account

General STEERS Information:

- Each STEERS account must have a unique e-mail address.
- Only one account may be created in a 5-minute interval, and only 20 accounts may be created in a 24-hour period.
- The STEERS account and a verification email will be sent to the address you provided when the account is created. You must use this email to set your account password.
- New accounts are probationary and have limited access until STEERS receives a signed hard-copy STEERS Participation Agreement (SPA) or the SPA is signed electronically using the account holder's Texas driver's license (TDL). A notification or registration application cannot be submitted without submitting the SPA. The signed SPA must be received to meet the EPA and legal requirements for electronic signatures. If a signed SPA is not received by the STEERS team within:
 - 15 days of the creation date, the account will be locked.
 - 30 days of the creation date, the account will be archived.

How to set-up a STEERS account:

- 1) Access STEERS at the following: <https://www3.tceq.texas.gov/steers/>
- 2) Click on the link "I need: to create a new account."

The screenshot shows the STEERS website interface. At the top, there is a header with the logo of The State of Texas Environmental Electronic Reporting System and the Texas Commission on Environmental Quality. Below the header, there are two main columns. The left column contains a welcome message and a list of online services under 'e-Permits\Registration' and 'e-Reporting'. The right column contains a login form with fields for 'ER Account Number' and 'Password', and a 'Login' button. Below the login form, there is a section titled 'I need:' with a dropdown menu showing 'my password' selected, and two options: 'to create a new account' and 'to authorize another user's account'. At the bottom, there is a section titled 'Find Out When STEERS Will Be Offline' with a paragraph of text.

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

Here is what you can do online in STEERS:

e-Permits\Registration:

- » Aggregate Production Operations Registration **NEW**
- » Air New Source Review Registrations
- » CAFO General Permit
- » Municipal Solid Waste Notifications
- » Pesticide General Permit
- » Petroleum Storage Tank (PST) Self-Certifications
- » Storm Water General Permits (Construction & Multi-Sector)

e-Reporting:

- » Annual Emissions Inventory Report (AEIR)
- » Air Emissions & Maintenance Events (AEME) Reporting
- » Discharge Monitoring Reports (eDMR)
- » Industrial & Hazardous Waste (IHW) NOR and Summaries
- » Municipal Solid Waste (MSW) Quarterly Report
- » Pollution Prevention Planning (P2PLAN) Reporting
- » Training Roster Online Submittal (TROLS)

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

This is STEERS version 5.8.

Enter STEERS:

ER Account Number: (ER + 6 digits)

Password:

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](#).

3) This is the next screen that appears. Click on “Create New Account” at the bottom of the page.



This is the STEERS TEST environment. If you want to create an OFFICIAL account, you must go to <https://www3.tceq.texas.gov/steers/>.

To create a new STEERS account:

1. You need the list of program areas and/or Ids to add to the account. For instructions, please click on the Help button at the top of the page.
2. Press the Create New Account button below.
3. A STEERS account verification email will be sent to the address you provide when the account is created. You must use the verification link contained in this email to set your account password.

New STEERS Account Information:

- New accounts are probationary and have limited access until STEERS receives a signed hard-copy SPA or the SPA is signed electronically using the account holder's Texas Drivers License. The signed SPA must be received to meet the EPA and legal requirements for electronic signatures.
 - If a signed SPA is not received by the STEERS team within:
 - **15 days** of the creation date, the account will be locked.
 - **30 days** of the creation date, the account will be archived.
- Only one account may be created in a 5-minute interval and only 20 accounts may be created in a 24-hour period
- Each STEERS account must have a unique e-mail address.
- A STEERS account is owned by an individual and not a company.

Note: To update an existing STEERS account, you must press Exit Application and log into STEERS.

Create New Account

Exit Application

4) Enter the applicant's information: Name, Company Information, Contact Information, and Mailing Address and click "Next."



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:* (Applicant's company.)

Title:* (Applicant's title.)

Contact Information

Email Address:* (Email must be unique.)

Phone Number:* (555 123 4567 Format.)

Extension: (Applicant's extension number.)

Country Code: (Only non-US phone numbers.)

Mailing Address

Address:* (Street address or PO Box.)

Extra Line: (Mail code or other information.)

City:*

State: Texas(TX) (Required for US Address)

ZIP Code: - (Required for US Address)

Country:* USA

Territory: (Required for non-US Address)

Foreign Postal: (Required for non-US Address)

- 5) The next screen is where you set up security questions. Fill in the security question information. It is recommended that you save this information in a safe place for future use.

Help Contact Us Logout

Review Applicant Data
November 9, 2012

Please review the applicant's information below. The data you entered has been validated and formatted to remove special characters. You may choose to change the data, continue account creation, or exit the application.

Click Next button to create your account. This process may take a couple of minutes, so please do not click the button more than once on this page.

Name: Margaret L. Schell
Company Name: TCEQ
Title: EPS II
Email Address: mlschell@gmail.com
Phone Number: 512-239-6878
Mailing Address: 12100 PARK 35 CIRCLE BLDG C
AUTIN TX 78753

Previous Next Exit Application

STEERS Home Help Contact Us Logout

My Account Activity Submissions

STEERS Home

This is the STEERS TEST environment. If you want to submit OFFICIAL data to TCEQ, you must go to <https://www3.tceq.texas.gov/steers/>.

Welcome to STEERS Internet Version 5.8!

Notice: STEERS automatically logs out after 20 minutes of inactivity. Activity is defined by moving from one page to another, not by entering information on a page.

For more information on how to navigate this site, please visit our [Help](#) section.

Select e-Permits Program Area: **Air New Source Review (EPR_NSR)**

STEERS News:

There are no current news items.

After logging into STEERS, if the e-Permits program area is not listed as an option then you will need to add it by following the directions below.

- 6) On the [STEERS account summary](#) page you will need to select the program area you wish to have access to.
 - a) Select the “[Air New Source Review \(EPR_NSR\)](#)” program area and click “Go.”

STEERS Home | Help | Contact Us | Logout

Edit Account | Change Password | Security Questions | Paper SPA | E-sign SPA

STEERS Account Summary
User: ER001070

Account Summary

Account: ER001070 Account Status: ACTIVE - unlocked
Name: Margaret L Schell Created: 02/07/2012
Company: TCEQ Activated: 02/07/2012
Title: ENGINEERING SPECIALIST Last Renewed: 02/07/2012
Email: margaret.schell@tceq.texas.gov
Phone: 512-239-6878
Address: 12100 PARK 35 CIRCLE BLDG C
AUSTIN, TX 78753

STEERS Access

Select STEERS Program to Add or Modify: Go

Current Program Area	Program	# IDs
Air New Source Review	EPR_NSR	N/A

- 7) On the [Air New Source Review access](#) page (below) you will need to choose your access type and authorization statement.
- 8) Select the access type, or role, you would like for the program you are adding.
- 9) Select the relationship that best describes the account holder's relationship to the facility.
- 10) Select the appropriate authorization.
- 11) If you are applying for a read, edit, or preparer role, select the first statement. Only your authorization is needed.
- 12) If you are applying for a sign and submit role, either you must directly have the authority to report for the site according to the program signature standards, or someone with that authority must be authorizing the access. If someone else is authorizing the access, you must provide that person's name, title, and company.



Air New Source Review Access

User: ER001070

Program Status

Current Status: active

Last Modified: 02/07/2012

Access Type: Air NSR Sign and Submit - view, create, delete, modify, pay, sign, and submit

Authorization

Select the appropriate relationship and authorization statement below.

What is the best description of your employer's relationship to the facility or facilities?

- The Facility
- Parent Company
- Other

Who is authorizing the access?(Select one of the following)

I, Margaret L Schell, am applying for a read, edit, or preparer role and no specific company authorization is required.

-OR-

I, Margaret L Schell, am applying for a sign and submit role and have the authority to enter into this Agreement for the Company under the applicable standards referred to in 30 TAC Chapter 106.

Save Changes Remove Access Cancel

Warning: Modifying the access type to one that gives more access (ie, edit to submit), changing the authorizing person, or removing access and adding it back will place the program into probationary status. This means you will have no access to the program area until the STEERS team receives the signed, hard copy SPA.

- 13) Click the "Save Changes" button.
 - 14) Once the program has been added, you will be returned to the program area access page. You can either make changes or click "Cancel" to quit.
 - 15) You must submit a signed SPA to the TCEQ before you will have full access to the new program either by mail or signed electronically using a TDL.
- Note: the account will have probationary Status until TCEQ receives either the STEERS Participation Authorization by either electronic signature or a paper signature. If you have an out-of-state driver's license you must submit a paper SPA.

How to Submit a Signed STEERS Participation Agreement (SPA):

Electronically:

- 1) In the [My Account](#) section click “E-sign SPA” at the top of the page.

STEERS Home | Help | Contact Us | Logout

Edit Account | Change Password | Security Questions | Paper SPA | **E-sign SPA**

STEERS Account Summary
User: ER001070

Account Summary

Account: ER001070	Account Status: ACTIVE - unlocked
Name: Margaret L Schell	Created: 02/07/2012
Company: TCEQ	Activated: 02/07/2012
Title: ENGINEERING SPECIALIST	Last Renewed: 02/07/2012
Email: margaret.schell@tceq.texas.gov	
Phone: 512-239-6878	
Address: 12100 PARK 35 CIRCLE BLDG C AUSTIN, TX 78753	

STEERS Access

Select STEERS Program to Add or Modify:

Current Program Area	Program	# IDs
Air New Source Review	EPR_NSR	N/A

- 2) Enter the required fields into the form at the bottom of the E-SPA:
 - a) **Note:** The TCEQ does not store confidential information like the TDL number, Social Security Number (SSN), or birthdates.
 - b) **First Name** - Signer's first name. Pre-populated with the information from the account.
 - c) **Last Name** - Signer's first name. Pre-populated with the information from the account.
 - d) **Company Name** - Signer's company. Pre-populated with the information from the account.
 - e) **Title** - Signer's title. Pre-populated with the information from the account.
 - f) **TDL Number** - Signer's TDL number. This is the 8-digit number labeled “DL” on the TDL.
 - g) **TDL Audit Number** - Signer's TDL Audit number. The audit number is the 11 or 16 digit number printed to the left of the TDL picture or the 20 digit number labeled DD at the bottom of the TDL.
 - h) **SSN** - The last 4 digits of the signer's SSN.
 - i) **Date of Birth** - Signer's date of birth in mm/dd/yyyy format.

3) Place a check in the box next to both of the signature statements and press “E-Sign SPA.” Press this button only once.



STEERS Participation Agreement - E-sign Account



User: ER001070

Please review the STEERS Participation Agreement (SPA) below. If there are any updates needed, please return to the [Account Summary](#) page and make the changes. If the information is correct, please enter the information from your Texas Drivers License (TDL) in the form at the bottom of the page to sign.

Note: Signing electronically will activate your account and all program area and/or IDs for which you have direct authority to enter into the agreement. An electronic signature or hard-copy signature must still be provided for all program area and/or IDs for which you have been delegated authority to enter into the agreement.

Account Information	
Account:	ER001070
Name:	Margaret L Schell
Company:	TCEQ
Title:	ENGINEERING SPECIALIST
Email:	margaret.schell@tceq.texas.gov
Phone:	512-239-6878
Address:	12100 PARK 35 CIRCLE BLDG C AUSTIN, TX 78753

I am applying to read, prepare, and/or sign and submit information electronically for the sites below for which I have the authority to enter into this agreement:

Air New Source Review				
Access	Site Relationship	Authorized By	Status	Last Modified
Air NSR Sign and Submit	The Facility	Self	Active	02/07/2012

As an account holder, I agree

- to protect my password from use by anyone except me, to maintain the secrecy of my password by not revealing it to anyone else, and to change it if I believe it becomes known to any other person;
- to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of the loss, theft, or other compromise of my user account or password;
- to notify the TCEQ STEERS help line if I cease to represent any of the sites named above as soon as this change in relationship occurs;
- and understand that I will be held as legally bound, obligated, or responsible for any electronic signature using my account and password as I would be using my hand-written signature, and that legal action can be taken against me based on the use of my account and password in signing and submitting an electronic document to the TCEQ;
- to review the acknowledgments and copies of documents signed and submitted electronically using my account and PIN to STEERS;
- to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of discrepancy between an electronic document I have signed and what STEERS has received from me;
- that in no event will the TCEQ be liable to me or my employer for any special, consequential, indirect or similar damages, including any lost profits or lost data arising out of the use or inability to use the software or of any data supplied therewith even if the TCEQ or anyone else has been advised of the possibility of such damages, or for any claim by any other party. The TCEQ disclaims all warranties, express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the software and the accompanying written materials;
- that data electronically signed using this Account shall also be considered to contain the following certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and

complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

9. that data in the work area that has not gone through the action of submittal (caused by pressing the submit button) is not considered to be submitted data. Even though the data resides on a TCEQ controlled computer, it is considered to be in draft form and will not be considered to meet any reporting requirements until I have taken action to submit the data. I certify that

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.

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

I, Margaret L Schell, have the authority to enter into this Agreement for TCEQ under the applicable standards listed below.

I, Margaret L Schell, certify that I am signing this document with my personal Texas Driver's License information.

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

- 4) The information you entered in response to the secret questions is used to verify the signer's identity. It is recommended that you save this information in a safe place for future use.
 - a) If no match is found, you have up to three chances to sign electronically.
 - b) If a match is found, a receipt is displayed and a copy of record (COR) is created of the account information at the time the SPA was signed. The COR will be available by searching the submissions log.
- 5) You will receive an email with your STEERS account number (ERXXXXXX) and a link to log in to STEERS. Follow the instructions in the email to verify your account and setup a password.

By Mail:

- In the My Account section click "Paper SPA" at the top of the page.
 - You can choose to generate a paper SPA for your full account or for a single delegating authority.

STEERS Home | Help | Contact Us | Logout

Edit Account | Change Password | Security Questions | **Paper SPA** | E-sign SPA

STEERS Account Summary
User: ER001070

Account Summary

Account: ER001070 Account Status: ACTIVE - unlocked
Name: Margaret L Schell Created: 02/07/2012
Company: TCEQ Activated: 02/07/2012
Title: ENGINEERING SPECIALIST Last Renewed: 02/07/2012
Email: margaret.schell@tceq.texas.gov
Phone: 512-239-6878
Address: 12100 PARK 35 CIRCLE BLDG C
AUSTIN, TX 78753

STEERS Access

Select STEERS Program to Add or Modify:

Current Program Area	Program	# IDs
Air New Source Review	EPR_NSR	N/A

- SPA for your full account:
 - Click on “Generate Your SPA” and print the SPA.
 - All signature blocks must be signed in ink. A signature block will print for the account holder and all persons giving the account holder authority to report for a program.

STEERS Select SPA Type
User: ER001070

STEERS Participation Agreement (SPA)

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.

Generate Your SPA

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

-- OR --

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.

- Mail the SPA to the address listed on the form. Due to legal requirements, STEERS cannot accept faxed or emailed forms. STEERS staff recommends that you do not send the form by certified mail, as this mail is delivered to another state agency before being sent to the TCEQ, causing delays in activating accounts.

- SPA for a single delegating authority:
 - Enter the required fields into the form: First Name, Last Name, Company Name, and Title.

STEERS Select SPA Type
User: ER001070

STEERS Participation Agreement (SPA)

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.

Generate Your SPA

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

– OR –

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.

- If no authorizations were found, please check what you entered and try again. Otherwise, a SPA will be displayed with only the IDs listed for the authority information you entered.
- Use your browser print button to print the SPA.
- All signature blocks must be signed in ink. A signature block will print for the account holder and all persons giving the account holder authority to report for a program.



STEERS Participation Agreement - Renewal



User: ER001070

November 12, 2012

To sign your STEERS Participation Agreement (SPA) electronically with a valid Class C Texas Drivers License (TDL), press E-Sign SPA above. Otherwise, please print the SPA using your browser's print button and mail it to the STEERS team. In order to meet legal requirements, STEERS cannot accept a faxed SPA and **ALL** signature blocks of the mailed SPA must contain original, ink signatures.

Mail SPA to STEERS:	Mailing Address	Physical Address
	TCEQ	TCEQ
	STEERS MC226	STEERS MC226
	PO BOX 13087	12100 Park 35 Cir
	Austin, TX 78711-3087	Austin, TX 78753

Note: We recommend you do not send the SPA via Certified Mail as it is routed through another agency and takes more time to reach STEERS staff.

Account Information	
Account:	ER001070
Name:	Margaret L Schell
Company:	TCEQ
Title:	ENGINEERING SPECIALIST
Email:	margaret.schell@tceq.texas.gov
Phone:	512-239-6878
Address:	12100 PARK 35 CIRCLE BLDG C AUSTIN, TX 78753

I am applying to read, edit, prepare, and/or sign and submit information electronically for the sites below:

Air New Source Review				
Access	Site Relationship	Authorized By	Status	Last Modified
Air NSR Sign and Submit	The Facility	Self	Active	02/07/2012

As an account holder, I agree

- to protect my password from use by anyone except me, to maintain the secrecy of my password by not revealing it to anyone else, and to change it if I believe it becomes known to any other person;
- to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of the loss, theft, or other compromise of my user account or password;
- to notify the TCEQ STEERS help line if I cease to represent any of the sites named above as soon as this change in relationship occurs;
- and understand that I will be held as legally bound, obligated, or responsible for any electronic signature using my account and password as I would be using my hand-written signature, and that legal action can be taken against me based on the use of my account and password in signing and submitting an electronic document to the TCEQ;
- to review the acknowledgments and copies of documents signed and submitted electronically using my account and PIN to STEERS;
- to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of discrepancy between an electronic document I have signed and what STEERS has received from me;
- that in no event will the TCEQ be liable to me or my employer for any special, consequential, indirect or similar damages, including any lost profits or lost data arising out of the use or inability to use the software or of any data supplied therewith even if the TCEQ or anyone else has been advised of the possibility of such damages, or for any claim by any other party. The TCEQ disclaims all warranties, express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the software and the accompanying written materials;
- that data electronically signed using this Account shall also be considered to contain the following certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information

STEERS Helpline 512-239-6925

submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

9. that data in the work area that has not gone through the action of submittal (caused by pressing the submit button) is not considered to be submitted data. Even though the data resides on a TCEQ controlled computer, it is considered to be in draft form and will not be considered to meet any reporting requirements until I have taken action to submit the data. I certify that

I, Margaret L Schell, have the authority to enter into this Agreement for TCEQ under the applicable standards listed below.

_____ Signature of Account Holder	<u>Margaret L Schell</u> Printed Name	_____ Date
<u>ENGINEERING SPECIALIST</u> Title	<u>TCEQ</u> Company Name	_____ TCEQ CN (if known)

Signature Authority Standards:

Air New Source Review (EPR_NSR)
see 30 TAC Chapter 106

- Mail the SPA to the address listed on the form. Due to legal requirements, STEERS cannot accept faxed or emailed forms. STEERS staff recommends that you do not send the form by certified mail, as this mail is delivered to another state agency before being sent to the TCEQ, causing delays in activating account.