

How to Register with STEERS ePermitting System

Attention:

- **A STEERS account is required in order to access the ePermitting system. When renewing your authorization for permit coverage, if you submit your application/ Notice of Intent (NOI) online, the discounted fee is \$225.**
- If you go to the e-Pay website and pay for the authorization, it will not automatically renew your permit authorization – you need to complete the process by submitting the completed and signed NOI.
- If you are not using the ePermitting system and are submitting your NOI via paper, then you will have to fill out, sign, and mail in the paper forms along with the fee. **The fee for the paper NOI is \$325.**

When creating a new STEERS account you will need to sign up for *Stormwater General Permits* under the STEERS Program access. The account will be on probation until you sign the STEERS Participation Agreement (SPA). A copy of the SPA must be received by the TCEQ either by mail, or electronically if you have a valid Texas Driver's License (TDL). If done using your driver's license, the activation usually occurs that same day. If the SPA is submitted by mail, it will be 3-10 days before full access is granted, depending on the mailing format used. **Signing the STEERS agreement only activates the user account; it does not renew your permit.**

If you have an existing STEERS account or you are a new user, you will need to **log on to STEERS with your account number and password to start the permit authorization renewal process.** For questions related to your STEERS account, please contact STEERS by e-mail at STEERS@tceq.texas.gov or by telephone at (512) 239-6925.

To apply online through ePermits, you must first create an account with STEERS by following these steps:

1. Go to this website: <https://www3.tceq.texas.gov/steers/> (You must use "https")
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 will produce a list of existing STEERS accounts that sound like your name. If none are yours, click **Next**.
9. Fill in the security question information. It is recommended that you save this information in a safe place for future use. Each time you log in, you will be asked to answer one question. Your ER account number will be immediately emailed to you.
10. Click **Save**.
11. Select program area "**Storm Water General Permits (EPR_ SW)**"
12. Click **Go**.

13. 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. Signature for applications cannot be delegated authority.

Owner/Operator: Select **Storm Water Sign**

Consultant: Select **Storm Water Preparer**

14. Select your relationship to the facility:

Owner/Operator: Select "**My employer is the facility...**"

Consultant: Select "**My employer is not the facility...**"

15. Select who is authorizing the account:

Consultant: Select "**I, [Your Name], am applying for read, edit, or preparer role...**"

Owner/Operator: Select "**I, [Your Name], am applying for a signatory role...**"

16. Click **Add Access**

17. Click **Cancel**

18. Verify that your account information is accurate.

19. At the top of the page, select **eSign SPA** or **Paper SPA**

Paper SPA – This allows you to print out the SPA, sign it and mail it to the address shown on the SPA. After the paperwork is processed, your ER account number will be emailed to you.

eSign SPA – If you have a valid Texas Driver's License, you can eSign the application. Simply enter your person information and TDL numbers where asked and click **eSign SPA**. Your ER account number will be immediately emailed to you.

20. Follow the instructions in the email to set up your account password.

21. Logon to STEERS by entering your newly created Account Number and Password to start the renewal process.