

VALIDATING, SIGNING, SUBMITTING, AND PAYING FEES FOR YOUR TIER II REPORT

How to validate and submit your Tier II Report and pay reporting fees

This guide will take you through the following steps:

Validating the Tier II Report Information	1
Submitting Tier II Account Reports	3
Pay for your Tier II Report	6

Validating the Tier II Report Information

- After you have reviewed and updated your Tier II report you can validate the report two ways: you can select by selecting the “Validate Report Data” button

The screenshot displays a web application interface for managing Tier II reports. At the top, the user is identified as 'ER001817' and the timestamp is '01/20/2020 09:51:57 AM'. An information banner states: 'Info: This is a draft Tier II Account Report.'

Account Information:

Account ID:	TXT2 101878	Active:	YES	CN:	CN601180326	Name:	City Of Happy	Type:	CITY GOVERNMENT
-------------	-------------	---------	-----	-----	-------------	-------	---------------	-------	-----------------

Report Information:

Type:	INITIAL	Year:	2019	Title:	<input type="text"/>	Last Update:	01/14/2020
-------	---------	-------	------	--------	----------------------	--------------	------------

[Add Note](#)

Facilities:

RN	Facility Name	Physical Address
RN110744471	CITY OF HAPPY WWTP	AT INTERSECTION OF 183 AND PARMER OFF DIRT ROAD - 78746

Navigation: (1 of 1) [Previous] [Next] [Page 1] [Page 25]

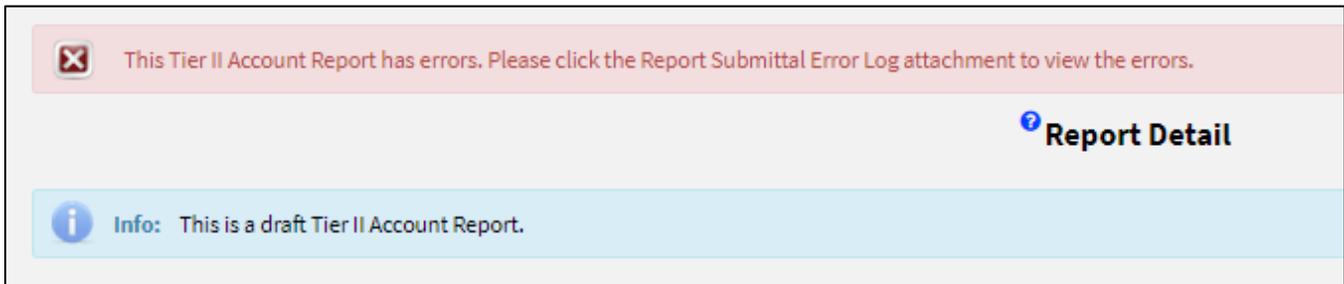
Buttons: Add Existing Facility ... Transfer Facility ...

Bottom Navigation: Save Reset Back Start Submission... Validate Report Data Delete Draft Report...

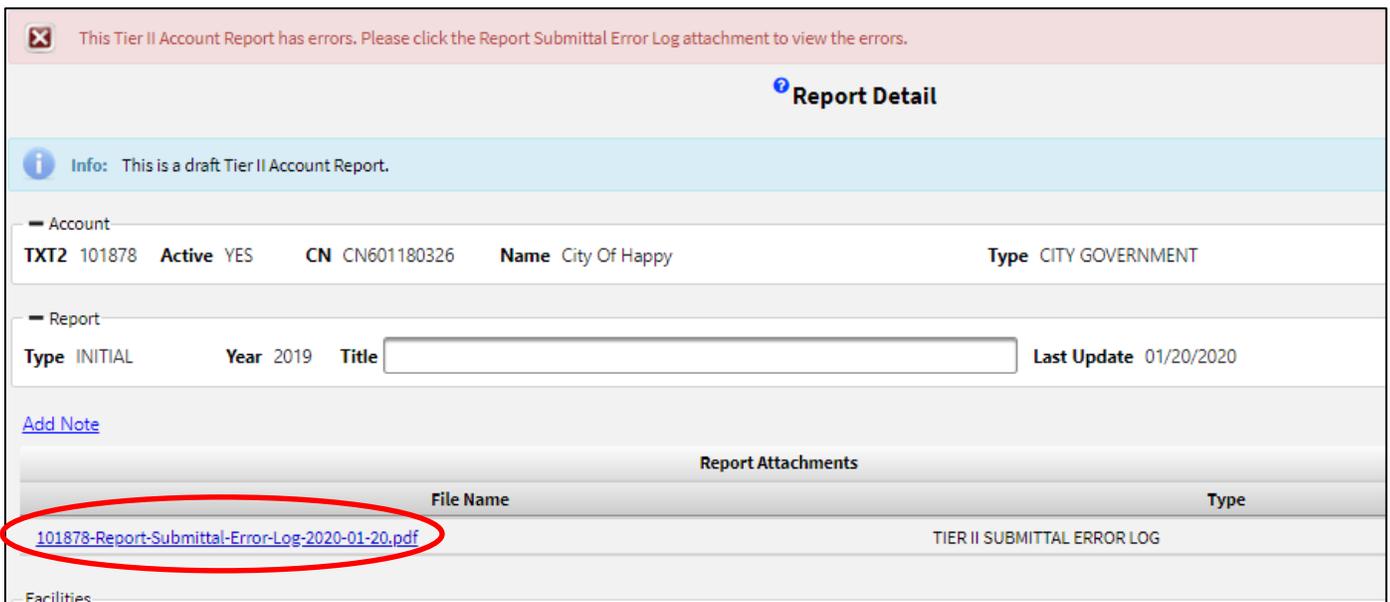
- If your report has no errors, you will get “Validation passed with no errors” at the top of the page in a blue banner



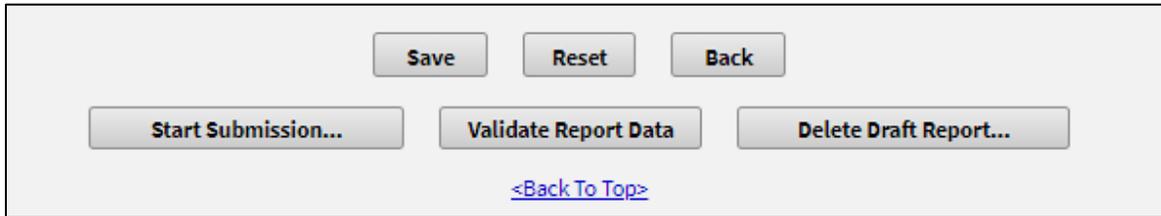
- If your report has errors, then you will get a message at the top in red “This Tier II Account Report has errors. Please click the Report Submittal Error Log attachment to view the errors.”



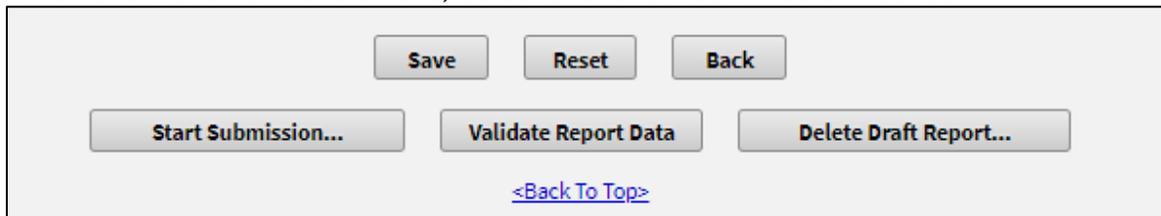
- The Report Submittal Error log is found under Report Attachments, click the link



- Correct all errors, save and then validate by selecting Validate Report Data



- Repeat the above process until all Facility Record Reports have been revised and validated
- When there are no more errors, select the “Start Submission” button



Submitting Tier II Account Reports

- Once the Draft Account Report has passed validation you can start the submission process.
- At the bottom of the page, select the “Start Submission...” button
- This takes you to the “Submit Draft Tier II Account Report’ Page:
 - You must check the certification box

Submit Draft Tier II Account Report

Do you want to submit the following draft Tier II Report with its current list of Tier II Facilities?

Account			
TX12	101878	Active YES	CN CN601180326
Name City Of Happy		Type CITY GOVERNMENT	

Report			
Type INITIAL	Year 2019	Title	Last Update 01/20/2020

You are signing on behalf of the Owner/Operator listed above.

Please confirm you have read and agree with the statement below by selecting the checkbox.

I certify that I am authorized under 40 CFR 370.42(a) to sign this document and can provide documentation in proof of such authorization upon request.

By entering my password and pressing the "Submit" button, I agree that:

1. I am Tier2 Tester, the owner of STEERS account ER001817.
2. I have the authority to sign this data on behalf of the applicant named above.
3. I have personally examined the foregoing and am familiar with its content and the content of any attachments, and based upon my personal knowledge and/or inquiry of any individual responsible for information contained herein, that this information is true, accurate, and complete.
4. I further certify that I have not violated any term in my TCEQ STEERS participation agreement and that I have no reason to believe

- Then you must enter in your title, signature, and STEERS password
- Click the “Submit” button

3. I have personally examined the foregoing and am familiar with its content and the content of any attachments, and based upon my personal knowledge and/or inquiry of any individual responsible for information contained herein, that this information is true, accurate, and complete.

4. I further certify that I have not violated any term in my TCEQ STEERS participation agreement and that I have no reason to believe that the confidentiality or use of my password has been compromised at any time.

5. I understand that use of my password constitutes an electronic signature legally equivalent to my written signature.

6. I also understand that the attestations of fact contained herein pertain to the implementation, oversight and enforcement of a state and/or federal environmental program and must be true and complete to the best of my knowledge.

7. I am aware that criminal penalties may be imposed for statements or omissions that I know or have reason to believe are untrue or misleading.

8. I am knowingly and intentionally signing TIER II ACCOUNT REPORT.

9. My signature indicates that I am in agreement with the information on this form, and authorize its submittal to the TCEQ.

I understand that by entering my ER account password below and selecting the "Submit" button, I am electronically signing the Tier II Account Report re

Certification Details

Date 01/20/2020 * Title

* Signature * Password

By clicking on submit, you will begin the data validation process required for submission. If your submission is deemed large, the validation process will and if the data validation fails you will receive an email with additional instructions on how to view those errors. If the data validation succeeds the subm begin automatically.

Submit
Reset
Back

- You will get a message that TCEQ has been received by TCEQ and a Confirmation of Submittal letter



- When the processing is complete, an email is sent confirming that the submittal has completed.

Dear **[Redacted]**

This confirms the submittal of your Tier II Chemical Inventory Report to the State Emergency Response Commission.

Customer Number (CN): **[Redacted]**
 Organization Name: **[Redacted]**
 TXT2 Number: **[Redacted]**
 Confirmation Number: 1421
 Hash Code: 06ADB535814EA5A73C2B11C768423166EE5974385F45280A0FBF77528EF24318
 Date and Time Received: 11/01/2018 01:02 PM

You may view the record of this submission from the home page of [STEERS](#).

1. Login to STEERS.
2. Press the Submissions button in the navigation menu.
3. Select Program Area "Tier II Reporting" from the drop down and enter your Confirmation Number.
4. Press the Search button.

- Information after submittal

The screenshot shows the 'Account Report Detail' page in the STEERS system. The page includes a navigation menu on the left, a header with the Texas Commission on Environmental Quality logo, and a main content area. The content area is divided into several sections: Account, Report, Certification Details, Attachments, Fee Details, and Facilities. Callouts provide additional information about these sections:

- Certification Details:** A callout box points to the 'Certification Details' section, stating 'signature information collected during the submission process'.
- Hyperlink to open or download the Confirmation of Submittal PDF file:** A callout box points to a blue hyperlink in the 'Attachments' section: 'Tier-II-Report-Confirmation-of-Submittal-2017-...-Oil-Company.pdf'.
- Fee Details section:** A callout box points to the 'Fee Details' section, which shows a 'Total Fee' of \$5,350.00.
- The fee for the entire Account Report:** A callout box points to the 'Total Fee' value.
- Pay Now... button:** A callout box points to the 'Pay Now...' button at the bottom of the page, stating 'Pay Now... button opens the Confirmation of Submittal page to pay for Account Report'.

Pay for your Tier II Report

- At the bottom of the page will be an option to pay now, select the “Pay Now...” button to go to the TCEQ ePay site
 - **e-Pay** is the only option for credit card payments.
 - Customers may get an error if they try to use e-Pay before a previous payment of theirs has cleared (~4 days)
- If you do not pay now, an invoice will be mailed in 2-3 weeks to the billing contact listed in the report

Fee	Sub Total	(Previous Invoice Amount)	Invoice Amount	Outstanding Accounts Receivable (AR) Balance	ePay Total Due
TIER II PUBLIC EMPLOYER	\$50.00	N/A	\$50.00	\$50.00	\$100.00

[<Back To Top>](#)

- After selecting the “Pay Now...” button, you will receive a a notice about transferring to the ePay website - select “Go to ePay”

Transfer to the ePay Web Site - Confirmation

You are about to be transferred to the ePay web site.

Each Fee associated with the submitted Tier II Account Report will be listed in ePay. The amount for each Fee will include any outstanding unpaid balance for that Fee for your Tier II Account.

ePay will allow you to remove from your total any Fees you do not wish to pay right now.

Please note that any changes made to the Billing Contact as part of this Tier II Account Report will not show up in ePay for one to two days.

When ready, press "Go to ePay" once and only once.

You will be transferred to the ePay web site. (This might take a few minutes.Do not press "Go to ePay" again.)

When your payment is complete in ePay, press "Return to STEERS" and you will be taken to the Account Report Detail web page in the Tier II Application.

- This will take you to your shopping cart to submit payment

 **Shopping Cart**

There are 1 items in your shopping cart. If you wish to remove an item, check the remove box then click update shopping cart.

Note: The shopping cart is limited to 20 items.
 CC = Credit Card
 ACH = Electronic Funds Transfer

Fee Description	AR Number	Amount	Payment	Remove
TIER II - PUBLIC EMPLOYER	0645929E	\$100.00	ACH/CC	<input type="checkbox"/>
Total fees for transaction:		\$100.00		

- If you need to pay at a later date and no longer have the “Pay Now” button as an option, you can go to the ePay website: <https://www3.tceq.texas.gov/epay/> and enter in your name, email and then confirm email



**TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**
ePAY • ONLINE PAYMENT APPLICATION

Questions or Comments >>

TCEQ Home

Welcome to ePay, the TCEQ's online payment application. This application uses the Texas.gov Online Portal by NICUSA to provide a secure environment for your financial transaction. TCEQ does not store your banking account or credit card information after the payment transaction has been completed.

- >> For single items that cost \$1000.00 or less, you may pay by credit card. You may combine all of these items into one transaction.
- >> You may pay by electronic funds transfer regardless of the cost of each item. If some of your items are \$1000.00 or less and others cost more, you may combine your payments in either of these ways:
 - Do two transactions (pay by electronic funds transfer for all items costing more than \$1000.00, then pay by credit card for all items costing \$1000.00 or less) **or**
 - Do one transaction (pay for everything by electronic funds transfer)
- >> Credit card checks are NOT valid for electronic funds transfers!
- >> You **cannot** use this ePay application to renew an occupational license. You **can** use it to pay the application fee for a new license. For assistance with occupational licenses, see [how to renew your license online](#) or [how to apply for a new license](#).
- >> **Important!** If you make a payment and you do not receive a transaction confirmation page or email, please do not try to pay again. Please contact the STEERS/ePay Help Line at 512-239-6925 or email steers@tceq.texas.gov to see if your payment was successful.

Enter ePay:

Logout successful.

Your Name:

E-mail:

Confirm E-mail:

- Enter in the Account number, this is the AR number found on the Confirmation of Submittal Letter
 - Note the Confirmation of Submittal letter can be found by clicking on the link to the submitted report

Type	Year	Title	Certification Date	Facilities
INITIAL	2019			1
UPDATE	2019		01/14/2020	1
ANNUAL	2019		01/13/2020	1
ANNUAL	2019		01/13/2020	1

- The Confirmation of Submittal letter is under the fee details

Report Detail

Info: This Tier II Account Report has been submitted, no changes can be made to it.

Account

TXT2 101902 **Active** YES **CN** CN605639806 **Name** Dogz R US **Type** LOCAL GOVERNMENT

Report

Type	Year	Title	Fee	Last Update
ANNUAL	2019		\$50.00	01/13/2020

Certification Details

Date	Title	Signature
01/13/2020	Dogz Owner	Puppy Sitter

Fee Details

Total Fee	\$50.00	Confirmation of Submittal 101902-Tier-II-Report-Confirmation-of-Submittal-2019-DOGZ-AUSTIN.pdf
------------------	---------	--

- The AR number is listed on the second page under Tier II Reporting Fee

Tier II Reporting Fee			
Category	AR Number	Invoice #	Total
TxHSC Chapter 506	0645933E	T2E0002022	\$50.00
Total Report Fee:			\$50.00