

Part 2 Signing an Application

For Part 2, Signing an Application, we will review how to sign an application and will continue as though you just filled out an application.

Once each section of the application has been completed, the application is ready to be signed.

To sign an application, your STEERS account must be authorized to sign the application.

On the Activities page, check the box next to the application that you wish to sign and click Sign at the bottom of the screen. Only applications with the Status Ready to Sign can be signed.

Review the certification statement and check the box to confirm you have read and agree with each of the statements.

Enter your STEERS Account password and click Apply Electronic Signature. This will apply your electronic signature to the application.

An e-mail will be sent to confirm the application has been signed.

Once the application has been signed, you can either proceed to Pay the application fee or return to the Activities page. Make your selection and click Next.

The STEERS system will support the signing, payment, and submittal of more than one application at a time. For this application, we will proceed with paying the filing fee.

It is important to note that the application has not yet been submitted to the TCEQ.

This concludes Part 2, Signing an Application. Part 3, Paying the Application Fee will pick up where this presentation has left off.

If you have questions specifically for the Tax Relief program, please contact us. For questions regarding STEERS or your STEERS account, please contact the STEERS Help Line.