

Part 6 Accessing Application Submittals, Use Determinations, and Related Documents in STEERS

Applications submitted through STEERS, application submittals, use determinations, and associated letters must be accessed through STEERS. These documents will not be emailed or mailed to applicants. To access these documents, follow the steps in this presentation.

From the TCEQ's homepage, www.tceq.texas.gov, scroll down to the Online Services section and click epermitting (STEERS).

The STEERS Login screen will appear. You will enter your Electronic Reporting or ER Account Number and password. Click Login to continue.

To access submittals and related documents, click Submissions near the upper right corner of the STEERS screen.

Under Program Area, select Tax Relief for Pollution Control Property and click Search. You can also search using other parameters such as ID which is the same as Application Number, Reference Number, or by date.

A list of applications will be displayed along with applicable Reference Number, Program Area ID or application number, and other information.

For each application, the Action drop down menu of available documents will appear on the right side of the screen. From here you can choose which documents to access:

View COR - View the Copy of Record or COR of the submitted application. A COR is generated for each application you submit.

View NOA - View the Notice of Authorization or NOA including the letter from the TCEQ and Use Determination Certificate, if they have been issued.

View Attachments - View attachments you have submitted

Once you have selected the Action for the application, click Go.

The documents you selected will be available to view or print. Click View NOA or Save NOA to view or download the selected document.

For this example, we have selected to review the letter and certificate, or NOA.

You can also access NOA documents if you have received a Notification of Final Action e-mail for an application. By clicking View NOA you will be able to either View or Save the TCEQ letter or Use Determination Certificate for that application.

This screenshot show what you can expect to see when you view the letter when a use determination has been made. You will be able to save and print this document.

This screenshot shows what you can expect to see when you view a use determination certificate. As with the letter, you will be able to save and print this document.

Program Documents (including the Application, Instructions, and Guidance) for the Tax Relief Program can be found at this website.

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.