# Creating an Account in STEERS

Texas Commission on Environmental Quality
Small Business & Local Government Assistance

Rebecca Costigan





# Small Business & Local Government Assistance

- Free and confidential technical assistance
- Multi-media compliance tools





# State of Texas Electronic Reporting System (STEERS)

Why use STEERS ePermits?

- >Streamlines the application process
- >Shortens the process time
- ➤ Immediate confirmation application has been received
- ➤ May be Required





### STEERS Programs

- Aggregate Production Operations Registration (EPR\_APO)
- Air New Source Review Registrations (EPR\_NSR)
- Industrial and Hazardous Waste (IHW) NOR and Summaries
- Municipal Solid Waste (MSW) Reporting
- Municipal Solid Waste Notifications (EPR\_MSW)
- Pesticide General Permit (EPR\_PESTGP)
- Petroleum Storage Tank (PST)
- Public Drinking Water (PDW)
- Storm Water General Permits and other Water Quality General Permits





### **General Steps**

- Create a personal STEERS Account
- Add a Program
- Sign the STEERS Participatory Agreement (electronic or paper SPA)
- Create Application
- Sign
- Pay
- \*\*Submit\*\*





# A Guide to Creating an **Account in STEERS ePermits** (RG-531a)



#### TCEQ REGULATORY GUIDANCE

Environmental Assistance Division RG-531a • Revised January 2018

#### A Guide to Creating an Account in STEERS E-Permitting

This guide is for anyone who needs to create a new account in the State of Texas Environmental Electronic Reporting System (STEERS). This document outlines the steps you take to create your STEERS account.

#### Why should I use STEERS E-Permitting?

Using STEERS for eligible notifications, registrations, and certifications simplifies the application process, shortens review time, and gives you immediate confirmation when your submittal is accepted.

#### Tips for Using STEERS

When using STEERS be sure to:

- · Turn off any pop-up blocking features in your web browser.
- . Click the question mark icon w to open the help dialog box. The dialog box will contain specific instructions for each field, examples, and helpful tips.
- Click the magnifying glass icon in the Activities screen to preview the permit application questions and a summary of the answers provided.

Using browser navigation while in STEERS will terminate your session. To prevent accidental termination of your session, which will require you to log back in to STEERS

- · Use your browser's forward or back buttons.
- · Refresh the page to restart the page timer.

#### About STEERS Accounts

Creating a STEERS account is your first step in submitting an online notification, registration, or certification. The account that you create will be for you as an individual user, not for your facility or entity. To create your account you must have a personal unique email address that is not associated with any other STEERS account. Do not use a generic shared company email address.

New accounts are probationary and have limited access until STEERS receives a signed electronic or paper copy of your STEERS Participation Agreement (SPA). If your signed SPA is not received by the STEERS team within:

· 15 days of the creation date, your account will be locked.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY • PO BOX 13087 • AUSTIN, TX 78711-3087





# TCEO Home Webpage

	iic webbage
Licenses and Permits	Search Central Registry
Occupational Licensing	Search by Facility/Site (regulated entity)
Permits and Registrations	Search by Name/Company (customer)
Occupational Licensing Benefits for Military Service Members, Veterans, or Military Spouses	Search by Permit/Registration (program ID number)
Online Services	Get Involved / Customer Services
ePermitting (STEERS, SUNSS) ePermitting (STEERS) eReporting (STEERS, NetDMR) eLicense	Get email or text updates of your choice of topics  Take our customer satisfaction survey  Take our poll: pick your favorite cost-saving ideas  Report suspected fraud, waste, or abuse in TCEQ operations
eFiling	Learn about nondiscrimination in TCEQ
ePay	processes  Make an environmental complaint.
	Traite an environmental complaint

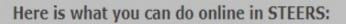
eComments



#### Welcome to STEERS the State of Texas

0

Environmental Electronic Reporting System.



#### e-Permits\Registration:

- >> Aggregate Production Operations Registration
- >> Air New Source Review Registrations
- >> CAFO General Permit
- >> Concrete Batch Plants General Permit
- >> Municipal Solid Waste Notifications
- >> Pesticide General Permit
- >> Petroleum Storage Tank (PST) Self-Certifications
- >> Storm Water General Permits (Construction & Multi-Sector
- >> Tax Relief for Pollution Control Property
- >> Tier II Core Data

#### e-Reporting:

- >> Annual Emissions Inventory Report (AEIR)
- >> Air Emissions & Maintenance Events (AEME) Reporting
- >> Emissions Banking and Trading (EBT)
- >> Industrial & Hazardous Waste (IHW) NOR and Summaries
- >> Municipal Solid Waste (MSW) Reporting
- >> Pollution Prevention Planning (P2PLAN) Reporting
- >> Public Drinking Water (PDW)
- >> Training Roster Online Submittal (TROLS)

See details of what you can do.

This is STEERS version 6.2.

### **Enter STEERS:**

**ER Account Number:** 

Password:

Login

#### 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.

#### Welcome to the Online STEERS Participation Agreement (SPA)





- 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 hardcopy 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.

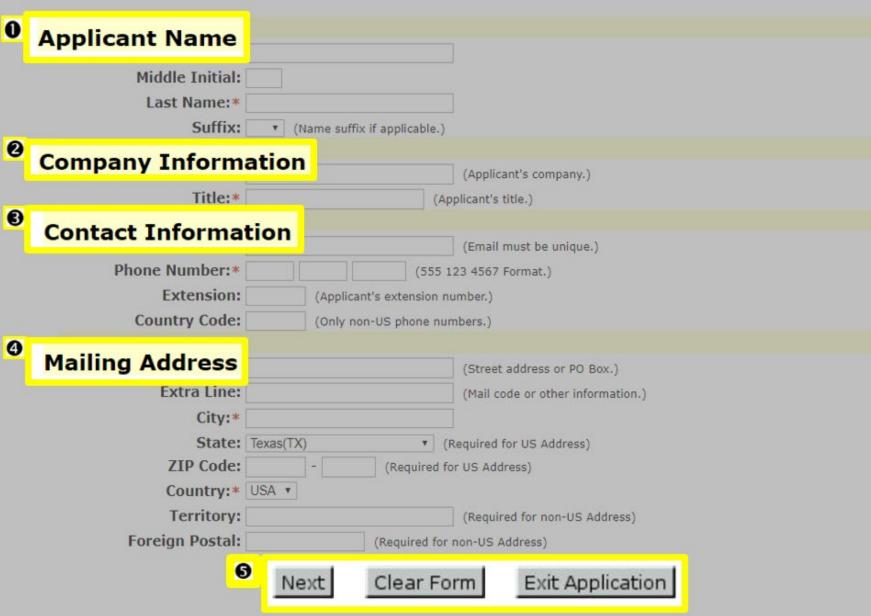


Create New Account

Exit Application



Please enter the applicant's information below and press Next button to continue. All fields marked with \* are required.



**Review Applicant Data** 

14:39



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:

**Company Name:** 

Title:

**Email Address:** 

**Phone Number:** 

Mailing Address:



STEERS Account Security Question Update

User: ERC



14:55

An email with the new account number and a verification key was sent to you. You do not need the email until you have finished setting up your account. It will be used to set your account password and log into STEERS for the first time. To finish setting up your account, please select your security questions below and then add the program access that you need on the next page.

#### Set STEERS ERO Account Security Questions

In order to increase STEERS security, we are implementing a multi-factor verification system which requires 5 security questions. Please select and answer the following security questions. Answers must be between 3 and 20 characters. A \* indicates an answered question on your account. If you wish to keep the current answer, leave the answer box blank.

Question 1:	- Select a Question -	•	Answer 1:
Question 2:	- Select a Question -	•	Answer 2:
Question 3:	- Select a Question -		Answer 3:
Question 4:	- Select a Question -	•	Answer 4:
Question 5:	- Select a Question -	•	Answer 5:



# Add a Program





Paper SPA

E-sign SPA

**STEERS Account Summary** 

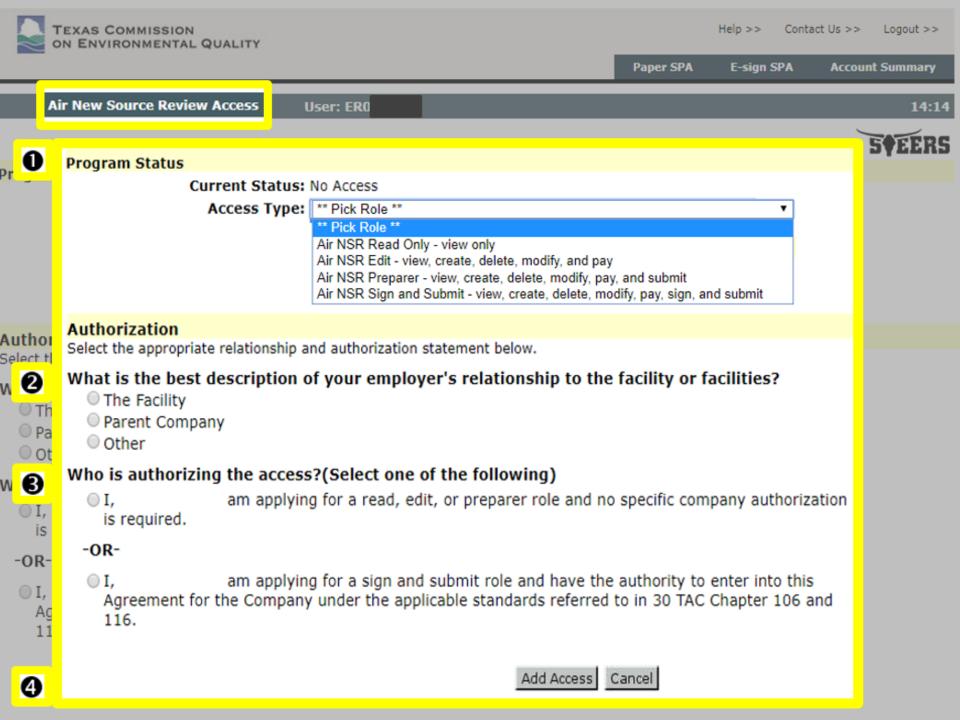
User: ER

13:55



**Note:** You have not selected any STEERS program areas for your account. You cannot generate a STEERS Participation Agreement until you complete setting up your account by adding at least one program area below.

#### Your account cocurity questions have been caved -STEERS Access Select STEERS Program to Add or Modify: -- Select program to add or modify --Go -- Select program to add or modify --Aggregate Production Operations Registration (EPR\_APO) Air Emissions and Maintenance Events (AEME) Air New Source Review (EPR NSR) Annual Emissions Inventory Report (AEIR) CAFO General Permit (EPR CAFO) Concrete Batch Plants General Permit (EPR TXG11) Discharge Monitoring Report (DMR) Emissions Banking and Trading (EBT) Industrial and Hazardous Waste (IHW) Municipal Solid Waste (MSW) Municipal Solid Waste Notifications (EPR MSW) Occupational Licensing Computer Based Testing (CBT) Pesticide General Permit (EPR PESTGP) Petroleum Storage Tank (PST) Pollution Prevention Planning (P2PLAN) Public Drinking Water - Laboratories (PDWLAB) Public Drinking Water - Systems (PDWSYS) Storm Water General Permits (EPR SW) Tax Relief for Pollution Control Property (EPR PROP2)





Your EPR\_NSR access has been updated. You can make additional changes or press Cancel to return to Account Information.

#### Program Status

Current Status: probation

Last Modified: 04/02/2019

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

#### -OR-

I, 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 and 116.

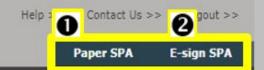
Save Changes | Remove Access | Cancel

# STEERS Participatory Agreement (SPA)









Go

**STEERS Account Summary** 

User: ER

13:51



Reminder: This account is probationary and has limited access. To get full access, a signed copy of the STEERS Participation Agreement (SPA) must be received by the TCEQ either by mail or electronically if you have a Texas Drivers License. If you have not sent in the SPA already, please do so.

Δ	cc	n		m	п			п	11	т	1	а	r	M	м
	CC		u	ш		-	ч		ш	ш	ш	ч	и,	·y	
														8	

Account: Account Status: PROBATION - unlocked

Name: Created: 04/02/2019

Company: Activated: N/A

Title: Last Renewed: N/A

Email:

Phone:

Address:

#### STEERS Access

Select STEERS Program to Add or Modify: -- Select program to add or modify --

<u>Current Program Area</u> <u>Program # IDs</u> <u># Probationary</u>

Air New Source Review EPR\_NSR N/A

Sign Electronically with	Your Texas Drivers License (TDL)			
All fields are required. TCEQ will number.	not save confidential data such as TDL, audit number, birthday, and partial social security			
<b>2</b> 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			
•	nave the authority to enter into this Agreement for TEXAS ENVIRONMENTAL QUALITY under the applicable standards			
◆ I, Driver's License in the line of	certify that I am signing this document with my personal Texas information.			
6 E-Sign SPA Cancel Exit Application Signature verification can take several minutes. Please do not press the E-sign button more than once.				

Air New Source Review (EPR\_NSR) see 30 TAC Chapter 106 and 116

### **Set Account Password**





It must contain at least one number.

It is not case sensitive.

It must contain letters and numbers only.

STEERS Login

**TCEQ Home** 

#### Set STEERS ER( Account Password To set your account password, please enter the information below. All fields are required. **Enter New Password:** Confirm New Password: Please answer the following security question: (3 incorrect answers will cause the account to be locked) Who was your favorite teacher? Set Password Password Requirements: It must be between 8 and 20 characters long. It must start with a letter.

If this is not the first time you set your account password, it cannot match your previous password.



STEERS Login Confirmation

: ER(



#### Welcome

The 1 most recent logins for account ER0 are listed below. If you suspect any of these logins were not made by you, please notify the STEERS Help Line immediately at 512-239-6925 or email steers@tceq.texas.gov.

Account ID User Name Date/Time IP Address

This is your first login.

Were these logins made by you?

Yes

No

# **Questions?**

Rebecca Costigan 713-767-3693

Rebecca.Costigan@tceq.Texas.gov

Small Business & Local Government Assistance (SBLGA) Hotline 800-447-2827

www.TexasEnviroHelp.org

STEERS Help Desk (512) 239-6925



