



# 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  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 do ***not***:

- 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.

- 30 days of the creation date, your account will be archived.

## Before you can use STEERS

To use your STEERS account, you must complete the steps under these headings in this guidance:

- I. [How do I create a new STEERS account?](#)
- II. [How do I add programs to my STEERS account?](#)
- III. [How do I set access in my STEERS account?](#)
- IV. [How do I complete my STEERS Participation Agreement \(SPA\)?](#)
- V. [How do I set my STEERS password?](#)

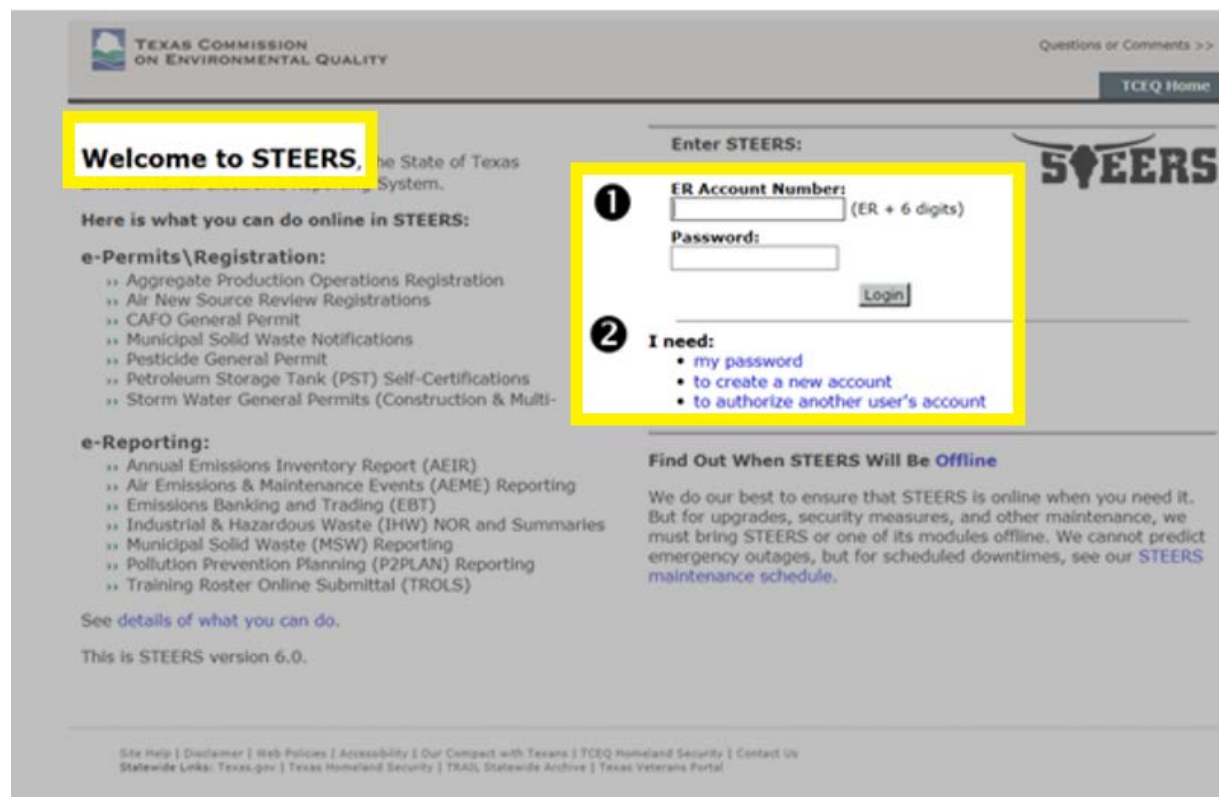
### I. How do I create a new STEERS account?

Complete steps 1 through 6 under this heading to create your STEERS account.

#### ***Step 1. Go to the STEERS Login screen***

Go to the “Welcome to STEERS” login screen at [www3.tceq.texas.gov/steers/](http://www3.tceq.texas.gov/steers/). Figure 1 is a screenshot of the login screen, followed by a full description of the screen.

**Figure 1: Screenshot of the "Welcome to STEERS" Login Screen.**

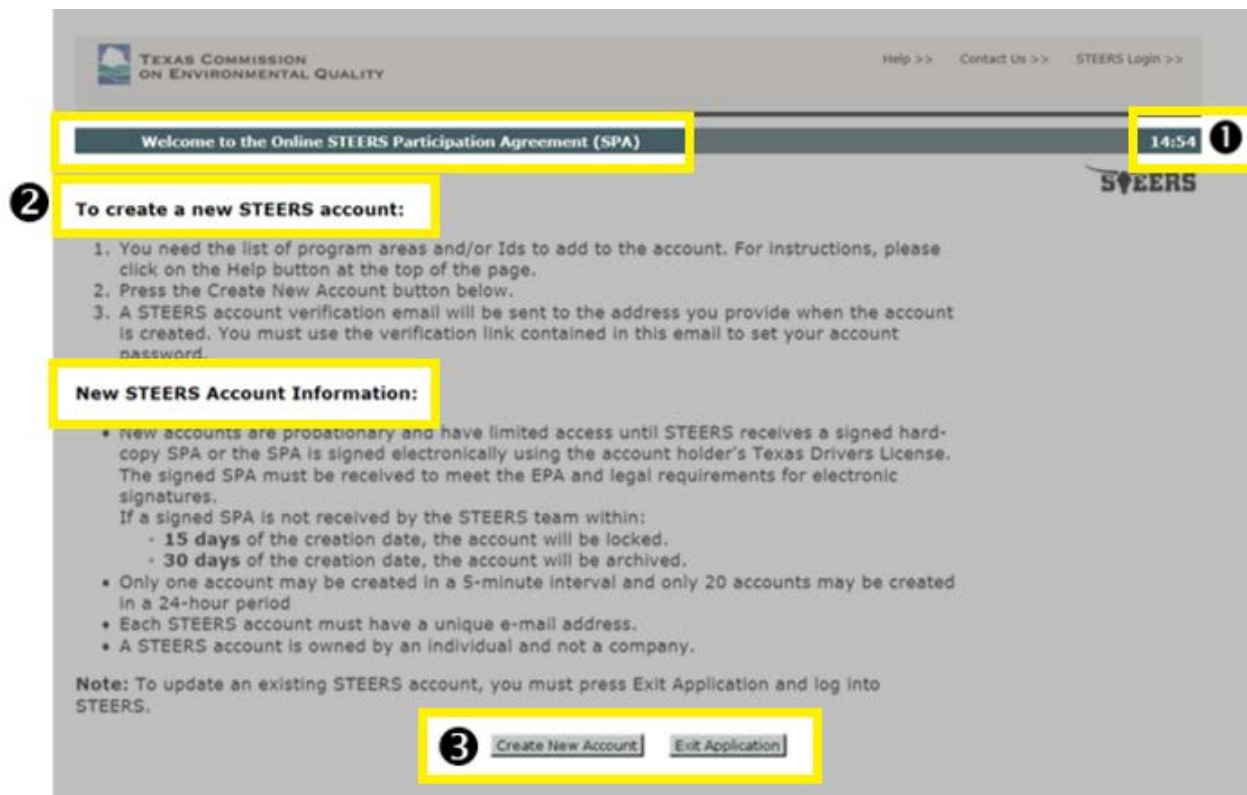


1. The right side of the login screen displays the STEERS login fields (**Electronic Reporting (ER) Account Number and Password**). Your ER Account Number will be assigned upon the creation of your account. After you create your account, an email will be sent to your designated email address that will include the account number and a verification key URL to set your account password.
2. Under the login fields, the **"I need"** heading includes links to:
  - my password,
  - to create a new account, and
  - to authorize another user's account.

## ***Step 2. Click the link "to create a new account" under the "I need" heading***

Click the **"to create a new account"** link on the STEERS welcome screen. Clicking the link will navigate you to our "Welcome to the Online STEERS Participation Agreement (SPA)" screen, which describes the information you need to create your account, how to create your account, and the probationary period for your new account. Figure 2 is a screenshot of the SPA screen, followed by a full description of the screen.

**Figure 2: Screenshot of the "Welcome to the Online STEERS Participation Agreement (SPA)" Screen**



1. There is a timer on the top right corner of the page that displays, in minutes, the time you have remaining to complete the tasks on that page.

- You have 15 minutes to complete each page of your account set-up.
  - If you do not complete a page within the time shown on the timer, the system will discontinue your application, terminate your session, and your unsaved data will be lost.
  - You can click the “Next” or “Save” buttons on later screens to reset the timer to continue entering data. There may be error messages that pop-up on the screen, but the timer will reset so you can continue without losing all of your data.
  - Entering information is *not* considered an action that restarts the timer.
  - Submitting the page by selecting the “Next” or “Save” buttons will save your information and reset the timer.
2. The content of the page is broken into two headings:
    - **To create a new STEERS account**, describes the information you need to create your account and how to set your account password. Examples of information you may need includes a list of program areas and identification numbers to add to your account.
    - **New STEERS Account Information**, outlines the account probationary period and deadlines for providing a signed copy of your SPA.
  3. There are two buttons on the bottom of the page, “Create New Account” and “Exit Application.”

### ***Step 3. Click on “Create New Account” button on the SPA screen***

Click the “Create New Account” button at the bottom of the SPA screen. Clicking the button will navigate you to our “Applicant Information” screen, where you will start entering your account information. Figure 3 is a screenshot of this screen, followed by a full description of the screen.

**Figure 3: Screenshot of the "Applicant Information" Screen**

**Applicant Information** 14:39

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

**1 Applicant Name**

First Name: \*   
Middle Initial:   
Last Name: \*   
Suffix:  (Name suffix if applicable.)

**2 Company Information**

Company Name: \*  (Applicant's company.)  
Title: \*  (Applicant's title.)

**3 Contact Information**

Email Address: \*  (Email must be unique.)  
Phone Number: \*    (555 123 4567 Format.)  
Extension:  (Applicant's extension number.)  
Country Code:  (Only non-US phone numbers.)

**4 Mailing Address**

Address: \*  (Street address or PO Box.)  
Extra Line:  (Mail code or other information.)  
City: \*   
State: Texas(TX)  (Required for US Address)  
ZIP Code:  -  (Required for US Address)  
Country: \* USA   
Territory:  (Required for non-US Address)  
Foreign Postal:  (Required for non-US Address)

**5**

The "Applicant Information" screen is broken into four main headings. Each heading contains multiple data entry fields:

1. **Applicant Name.**

- Note: You, the applicant, are the account holder. All STEERS accounts are for an individual, not a company. Each individual in your company who needs access to STEERS must create their own STEERS account.

2. **Company Information.**

3. **Contact Information.** *Please ensure that the email address you provide is correct. The email address that you provide will be used to email you a verification key URL to set a password for your account. If your email is not correct, you will need to call the STEERS help line at 512-239-6925 to have your email address corrected before you can set your password.*

4. **Mailing Address.**

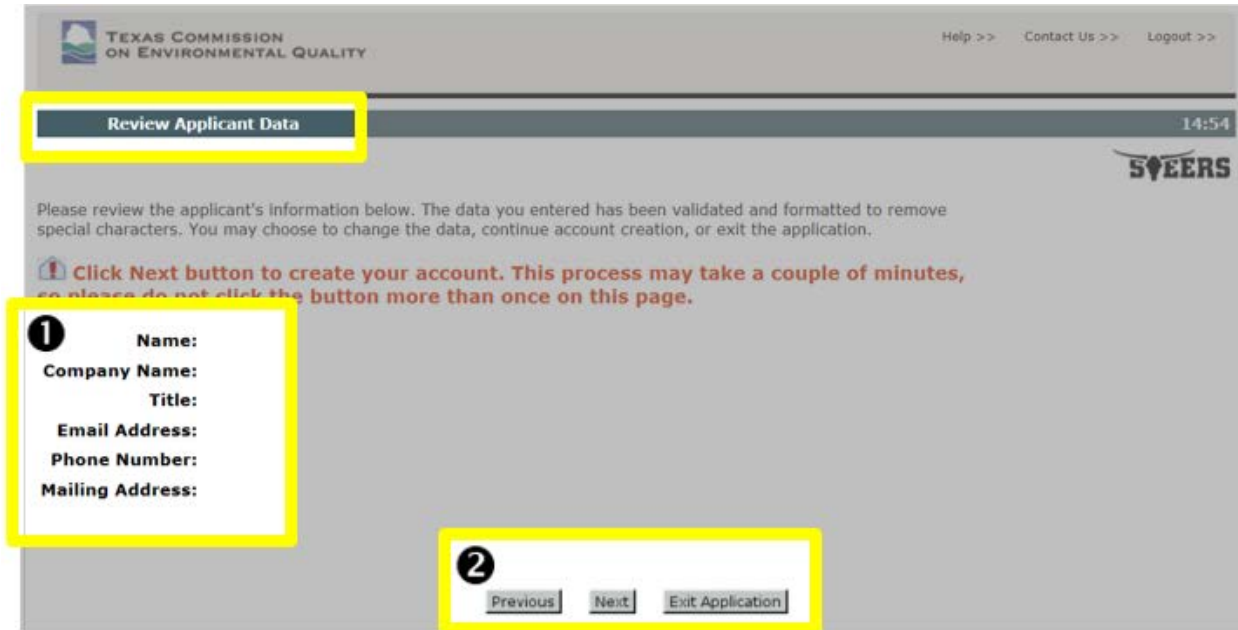
5. On the bottom of the screen, there are three buttons:

- **Next**, saves your data and navigates to the next screen in the application.
- **Clear Form**, clears data without saving and remains on the applicant information screen.
- **Exit Application**, clears data without saving and returns to the STEERS welcome screen.

## Step 4. Enter your applicant information and click the “Next” button to proceed

Enter your applicant information and then click the “Next” button at the bottom of the “Applicant Information” screen. Clicking the button will navigate you to our “Review Applicant Data” screen, where you can review the information you entered. Figure 4 is a screenshot of this screen, followed by a full description of the screen.

**Figure 4: Screenshot of the “Review Applicant Data” Screen**



1. The screen displays data you entered on the “Applicant Information” screen. Review fields include: Name, Company Name, Title, Email Address, Phone Number, and Mailing Address.
2. On the bottom of the screen, there are three buttons:
  - **Previous**, navigates back to the “Applicant Information” screen, where you can make corrections if needed.
  - **Next**, saves your data and navigates to the next screen in the application.
  - **Exit Application**, clears data without saving and returns to the STEERS welcome screen.

### Possible Duplicate STEERS Account Detected

If you have previously created a STEERS account, or your name is similar to an existing account, STEERS will notify you on the Review Applicant Data screen that a possible duplicate account exists.

Remember that accounts in STEERS belong to you as an individual, and not to a company or entity. *Your account remains yours, even if you change jobs or leave a company.*

- If your account name is listed, exit the application and sign in using your existing STEERS account information. If you do not remember your login information, contact the STEERS Help Line at 512-239-6925 for assistance.
- If none of the accounts listed belong to you, select “Next” to proceed to the STEERS Account Security Question Update screen.

Once you complete Step 4, an email will be sent to your designated email address that will include your account number and a verification key URL to set your password.

### ***Step 5. Review your applicant information and click the “Next” button to proceed***

Review the information you have entered. Click the “Next” button at the bottom of the Review Applicant Data screen. Clicking the button will navigate you to our “STEERS Account Security Questions Update” screen. Figure 5 is a screenshot of this screen, followed by a full description of the screen.

**Figure 5: Screenshot of the "STEERS Account Security Question Update" Screen**

The screenshot shows the 'STEERS Account Security Question Update' screen. At the top, there is a header with the Texas Commission on Environmental Quality logo and navigation links for Help, Contact Us, and Logout. Below the header, the page title 'STEERS Account Security Question Update' is highlighted in yellow, along with the user ID 'ER00' and the time '14:57'. The main content area contains a message about the email verification process and instructions for setting security questions. The form is titled 'Set STEERS ER00 Account Security Questions' and includes five questions, each with a dropdown menu for selection and a text input field for the answer. The 'Save' button at the bottom of the form is also highlighted in yellow.

1. The left side of the screen displays fields for five security questions. The right side of the screen displays fields for the answers to each security question you select.
2. Bottom of the screen has one button, “Save.”

## **Step 6. Set STEERS Account Security Questions**

Set your account security questions on the STEERS Account Security Question Update screen. These questions are used to verify your identity when you log in to STEERS, to set your account password, and to edit your account holder information.

To set your security questions:

1. Select five *different* questions from the drop down menus. (Make sure to choose questions that you will be able answer consistently).
2. Enter your answer for each security question that you selected. (The spelling and punctuation must match exactly as entered).
3. Click the “Save” button when you have finished. Clicking the “Save” button navigates you to the “STEERS Account Summary” screen where you can then proceed with adding a program to your account.

## **II. How do I add programs to my STEERS account?**

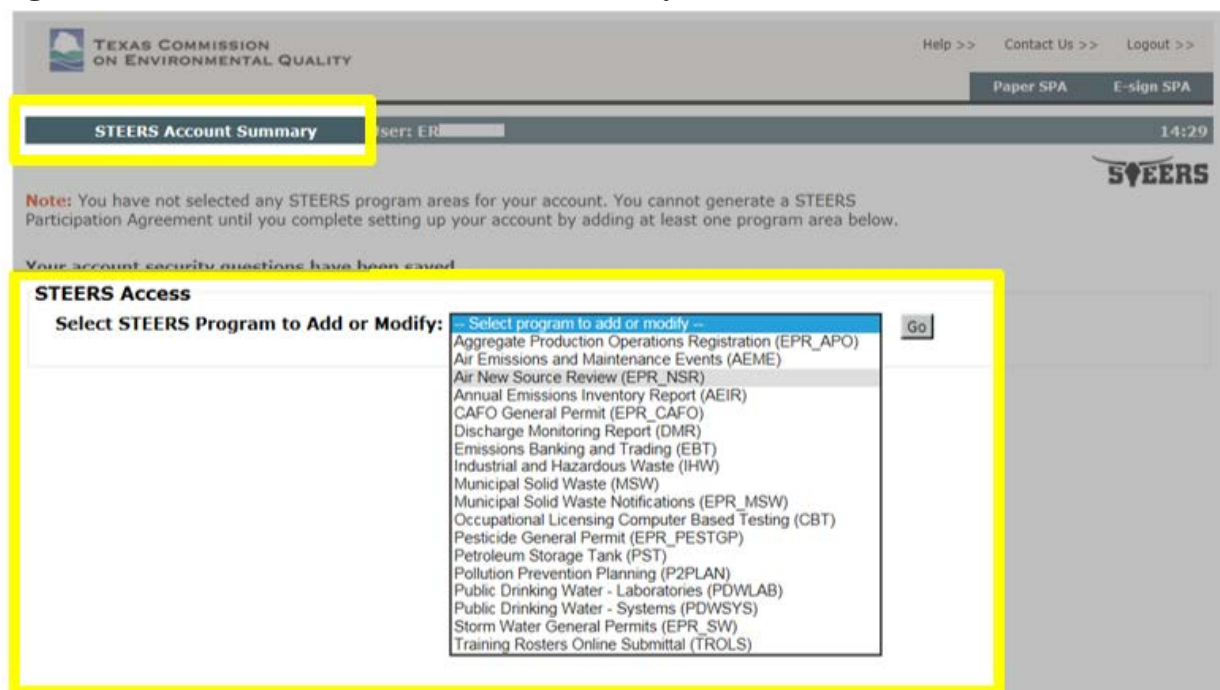
On the STEERS Account Summary screen, you can proceed with adding a program to your account. The basic steps for adding a new program to your STEERS account are outlined under this heading in steps 1 and 2. You may also modify programs already associated with an account from this screen, however modifying a program is not covered in this guidance document.

*Please note that the steps may vary depending on the program you wish to add to your account.* Guidance for adding specific TCEQ programs may be covered in more detail in other TCEQ guidance, such as A Guide to Obtaining Permits by Rule Authorizations in STEERS E-Permitting (RG-531b) available at <https://www.tceq.texas.gov/publications/>. Additional guidance can also be found on the STEERS Help Web page available at: <https://www3.tceq.texas.gov/steers/help/main.html>.

If you use a specific guide, please remember that you still need to set your account password. Instructions for setting up your password can be found in section [V. How do I set my STEERS Password?](#) of this guide.

Figure 6 is a screenshot of the “STEERS Account Summary” screen, with the drop down list expanded, followed by a full description of the screen in steps 1 and 2.



**Figure 6: Screenshot "STEERS Account Summary" Screen**

### ***Step 1. Select STEERS Program to Add or Modify***

On the “STEERS Account Summary” screen, select the program you wish to add or modify.

To select the program, click on the drop down box next to the “Select STEERS Program to Add or Modify” field. Select the program you wish to add by clicking on the program area name to highlight it. The programs that are available to choose from are subject to change, but some of the programs you can select from the drop down list include:

- Aggregate Production Operations Registration (EPR\_APO)
- Air Emissions & Maintenance Events (AEME)
- Air New Source Review (EPR\_NSR)
- Annual Emissions Inventory Report (AEIR)
- CAFO General Permit (EPR\_CAFO)
- 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)
- Training Rosters Online Submittal (TROLS)

## Step 2. Click the “Go” button

After you have selected the program you wish to add, click the “Go” button (to the right of the “Select STEERS Program to Add or Modify” field). STEERS will then navigate to the “Access” screen for that program.

### III. How do I set access in my STEERS account?

Complete steps 1 through 4 under this heading to set your role and define the type of access you need. You will set your access from the “Access” screen in STEERS. Figure 7 is a screenshot of the “Access” screen (for the Air New Source Review program), followed by a full description of the screen.

**Figure 7: Screenshot of the “Access” Screen**

The screenshot shows the 'Air New Source Review Access' screen. At the top, there is a navigation bar with 'Texas Commission on Environmental Quality' logo, 'Help >>', 'Contact Us >>', and 'Logout >>'. Below that, there are links for 'Paper SPA', 'E-sign SPA', and 'Account Summary'. The user is identified as 'User: ER00' and the time is '13:00'. The main content area is titled 'Air New Source Review Access' and contains the following sections:

- 1 Program Status**: Current Status: No Access. Access Type: "Pick Role" (dropdown menu).
- Authorization**: Select the appropriate relationship and authorization statement below.
- 2 What is the best description of your employer's relationship to the facility or facilities?**: Radio buttons for 'The Facility', 'Parent Company', and 'Other'.
- 3 Who is authorizing the access?(Select one of the following)**: Radio buttons for 'I, \_\_\_\_\_, am applying for a read, edit, or preparer role and no specific company authorization is required.' and '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.'
- 4**: Buttons for 'Add Access' and 'Cancel'.

1. The “Program Status” heading displays fields to show the Current Status and Access Type with a drop down menu for you to “\*\*Pick Role\*\*”.

Below program status, the “Authorization” heading asks you to select the appropriate relationship and authorization statement and follows with two questions, listed below.

2. Question: What is the best description of your employer’s relationship to the facility? Options shown using radio buttons for:

- The Facility
- Parent Company
- Other

3. Question: Who is authorizing the access? Two radio buttons display options:

- I, (your name), am applying for a read, edit, or preparer role and no specific company authorization is required. Select this option if you have been granted view, create, delete, modify, pay and submit capabilities, but will not sign or submit this application). -OR-

- I, (your name), 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. Select this option if you are the person authorized to enter into this agreement for the company under the applicable standards, and you may view, create, delete, modify, pay, sign and submit this application.
4. On the bottom of the screen, there are two buttons: “Add Access” and “Cancel”

### ***Step 1. Select your access type***

Select your Access Type from the drop down menu under the “Program Status” heading on the Access screen. Access options may vary depending on which program you add, but in general, the access options are:

- **Read Only – view only.** You can view submitted applications if you have been given access to a specific application prior to its submission.
- **Edit – view, create, delete, modify, and pay.** You can fill-out a new application or renewal, and you can edit or delete a pending permit application. You can pay for the application, *after an authorized company representative has signed it in STEERS*. You cannot sign for or submit program applications.
- **Preparer – view, create, delete, modify, pay, and submit.** You can fill out a new application or renewal. You can edit or delete a pending application. You can pay for an application, *after an authorized company representative has signed it in STEERS*. You cannot sign applications, but you can submit an application once it is signed and paid for.
- **Sign and Submit – view, create, delete, modify, pay, sign, and submit.** You can fill out a new application or renewal. You can edit or delete a pending application. You can pay for an application. You can sign applications. You can submit applications.

### ***Step 2. Select relationship and authorization statement***

Under the “Authorization” heading on the Access screen, select:

1. Your employer’s relationship (The Facility, Parent Company, or Other). (If you have sign access, your employer’s relationship must be “The Facility”).
2. Your authorization statement (preparer role or sign and submit role). (The authorization statement you choose needs to correspond with your selected access role.)

### ***Step 3. Click the “Add Access” button***

Click the “Add Access” button to save your access for the selected program. STEERS will display this message at the top of your screen: *“Your EPR\_NSR access has been updated. You can make additional changes or press Cancel to return to Account Information.”*

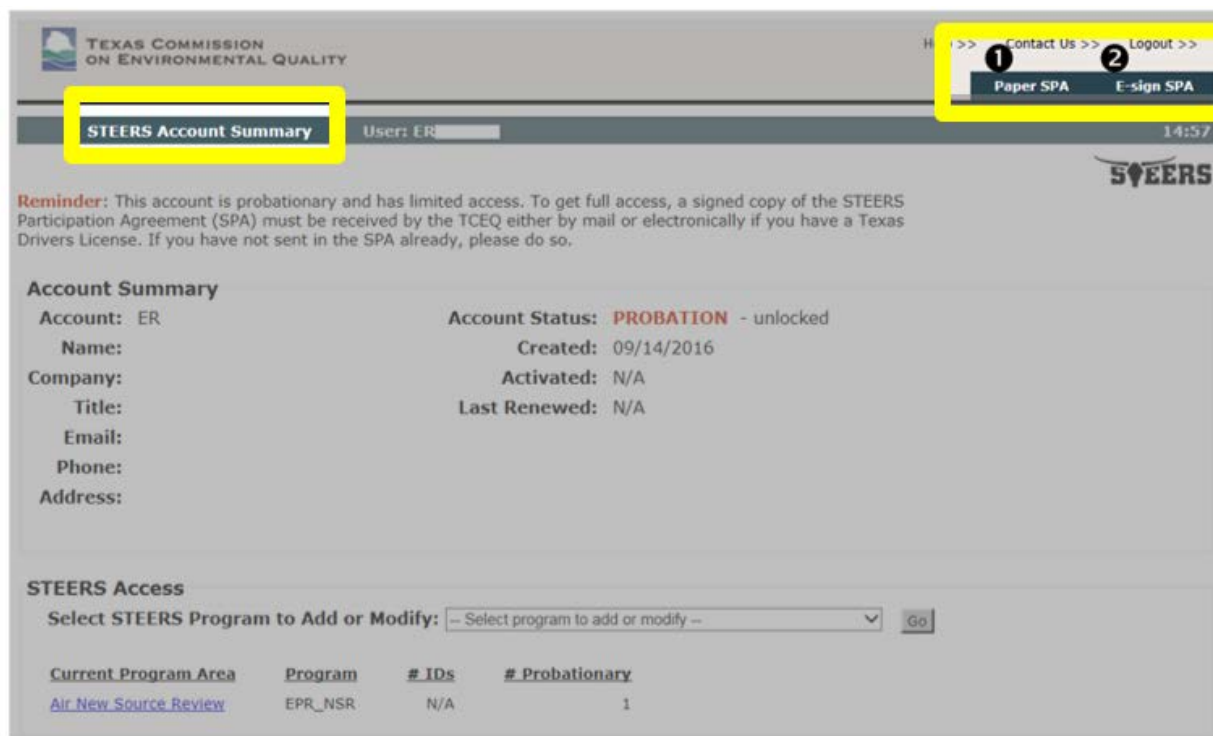
### **Step 4. Click the “Cancel” button**

Click the “Cancel” button on the Access screen to navigate to the “STEERS Account Summary” screen (Figure 8).

## **IV. How do I complete my STEERS Participation Agreement (SPA)?**

Your account is probationary and has limited access until we receive a signed copy of your SPA. Complete your agreement from the “STEERS Account Summary” screen. Figure 8 is a screenshot of the “STEERS Account Summary” screen followed by a full description of the screen in Step 1.

**Figure 8: Screenshot of the “STEERS Account Summary” Screen**



### **Step 1. Select the type of SPA you wish to submit**

Select from the two options displayed in the top right corner of the “STEERS Account Summary” screen:

1. Click “Paper SPA” to submit a paper copy by mail.
  - To submit a paper SPA, complete Step 2 through Step 7 under the subheading [STEERS Participation Agreement – Paper SPA](#).
2. Click “E-Sign SPA” to submit an electronic copy.
  - To submit an electronic SPA, complete Step 2 through Step 7 under the subheading [STEERS Participation Agreement – E-sign Account](#).

## STEERS Participation Agreement – Paper SPA

Clicking the “Paper SPA” option on the “Account Summary” screen will navigate you to the “STEERS Select SPA Type” screen, where you can generate a printable SPA. Figure 9 is a screenshot of the “STEERS Select SPA Type” screen, followed by a full description of the screen in Step 2.

**Figure 9: Screenshot of our “STEERS Select SPA Type” Screen**

The screenshot shows the 'STEERS Select SPA Type' screen. At the top, there is a navigation bar with links for 'Help >>', 'Contact Us >>', and 'Logout >>'. Below this is a secondary navigation bar with links for 'Edit Account', 'Change Password', 'Security Questions', 'E-sign SPA', 'Account Summary', and 'STEERS Home'. The main content area is titled 'STEERS Select SPA Type' and shows a user profile for 'User: ER'. The page is divided into two main sections, both highlighted with a yellow border. Section 1, 'Generate Your SPA', instructs the user to generate the entire SPA and provides a 'Generate Your SPA' button and a 'Cancel' button. Section 2, 'Generate SPA for a Single Authorization', instructs the user to enter information for a specific authorization and provides four text input fields for 'First Name', 'Last Name', 'Company Name', and 'Title', each with a label and a description. Section 2 also includes 'OK' and 'Cancel' buttons.

### Step 2 (for Paper SPA). Specify if you want to generate the entire SPA or a partial SPA

The two options you can select are:

**1. Generate your SPA (Entire SPA)** - includes all programs associated to your account. E-permit users should select this option because they are the only authorizer for their SPA. This option includes two buttons, “Generate Your SPA” and “Cancel.” **Click the “Generate Your SPA” button to create a SPA for all programs on your account. STEERS displays your entire SPA on the next screen.**

--Or--

**2. Generate SPA for a Single Authorization (Partial SPA)** - *only* includes the program(s) you specify. Consultants needing to generate a SPA for a single customer should select this option. This option includes data entry fields for:

- First Name (Authorization first name),
- Last Name (Authorization last name),
- Company Name (Enter one keyword),
- Title (Enter one keyword)

This option also includes “OK” and “Cancel” buttons below the data entry fields.

**Complete all fields below the “Generate SPA for a Single Authorization” heading, and then click the “OK” button to generate a SPA for a single authorization. For each data-field, provide the information listed in Table 1.**

**Table 1**

Field Name	What You Should Enter (Examples)
First Name	Enter your first name, the one you associated to this authorization Ex. John
Last Name	Enter your last name, the one you associated to this authorization Ex. Doe
Company Name	Enter the company name for the account holder. Ex. ABC Manufacturing
Title	Enter the title of the account holder. Ex. Compliance Officer

After you click the “OK” button, STEERS displays your partial SPA (only the IDs listed that you have the authority to sign for will display) on the next screen.

You will receive this error message if STEERS cannot verify the information you entered: *“No authorizations found. Sorry, we were unable to find any delegated authorizations for the authorization information you entered below. Try limiting the company name and title to a single word or verify the spelling used for the authorization name, title, or company.”*

### **Step 3 (for Paper SPA). Print your SPA**

Print your SPA using your browser's print option.

### **Step 4 (for Paper SPA). Close your STEERS session**

Click “logout” at the top of your screen to close your session and exit STEERS.

### **Step 5 (for Paper SPA). Sign your SPA**

Read and sign your SPA. All signatures must be in ink and original (no stamps).

### **Step 6 (for Paper SPA). Mail your signed SPA**

Mail the signed agreement to the addresses provided on your SPA and below. STEERS recommends that you do **not** send the form through certified mail, as it can delay activating your account. Also, STEERS cannot accept a faxed or emailed SPA.

**Mailing Address for Regular or Priority Mail**

TCEQ, STEERS MC 226, P.O. Box 13087 Austin, Texas 78711-3087

**Physical Address for Overnight Mail**

TCEQ, STEERS MC 226, 12100 Park 35 Circle, Austin, Texas 78753

**Step 7 (for Paper SPA). Save and print your confirmation email**

Once TCEQ receives your signed SPA, we will confirm receipt of your signed SPA and verification of your new STEERS account via email. Save and print the email STEERS sends.

**If you do not receive an email within 2 weeks of mailing your signed SPA, contact the STEERS help desk at 512-239-6925 to confirm whether your SPA was received.**

If you have not yet set the password for your account, go to section [“V. How do I set my STEERS password?”](#) of this publication to set your password.

**STEERS Participation Agreement – E-sign Account**

Clicking the “E-Sign SPA” option on the Account Summary screen will navigate you to the “STEERS Participation Agreement – E-sign Account” screen, where you can review and sign your SPA electronically using information from your Texas Driver’s License (TDL).

**Step 2 (for E-Sign SPA). Review your SPA**

Review the SPA displayed on the “STEERS Participation Agreement – E-sign Account” screen. Note:

To e-sign the SPA, you must have a valid Class C TDL. If you do not have a valid license, you will need to complete the steps for filling out a paper SPA.

Selecting the E-sign option prompts STEERS to generate and display your SPA for the program areas and IDs for which you have requested access. It will apply your signature to those programs. The programs to which you don’t have direct authority will require an additional signature from the person you designated as authorizing your access to STEERS.

An electronic signature or hard-copy signature must still be provided for all program areas or IDs where you have been delegated the authority to sign. To add the appropriate access to your programs, follow the directions under the section [“III. How do I set access in my STEERS account?”](#) in this publication.

**Step 3 (for E-Sign SPA). Enter Your Texas Driver’s License Data**

Enter your data into the entry fields at the bottom of the “STEERS Participation Agreement – E-sign Account” screen, under the “Sign Electronically with Your Texas Drivers License (TDL)” heading. Figure 10 is a screenshot of the items below this heading, followed by a full description of the screen.

## Notes on Your Texas Driver's License Information

To e-sign the SPA, you must have a valid Class C Texas Drivers License (TDL). The information that you enter including the last 4 digits of your social security number, your date of birth, TDL number, and TDL audit number must match the information on-file with the Texas Department of Public Safety (DPS). If the information you enter does not match, you will get the following error message: *"Sorry, we were unable to verify your signature using the information provided. Please try again or print, sign, and mail a hard copy STEERS Participatory Agreement (SPA)."*

Please ensure that you are using your most current driver's license and that you have entered all information correctly. For example, your TDL audit number is an 11-, 16-, or 20-digit number that changes each time you renew or make changes to your TDL.

Go to the DPS webpage, How to Find Driver License Number at <<https://tx-dps.com/products/texas-driver-license/how-to-find-driver-license-number/>> for help locating your TDL number and TDL audit number.

**Figure 10: Screenshot of the TDL Signature Fields and Action Buttons**

**1 Sign Electronically with Your Texas Drivers License (TDL)**  
All fields are required. TCEQ will not save confidential data such as TDL, audit number, birthday, and partial social security number.

**2** 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

**3**  I, \_\_\_\_\_, have the authority to enter into this Agreement for under the applicable standards listed below.

**4**  I, \_\_\_\_\_, certify that I am signing this document with my personal Texas Driver's License Information.

**5**

**6** Signature verification can take several minutes.  
Please do not press the E-sign button more than once.

**7 Signature Authority Standards:**  
Air New Source Review (EPR\_NSR)  
see 30 TAC Chapter 106 and 116

1. "Sign Electronically with Your Texas Drivers License (TDL)" heading with a statement that all fields are required and that confidential information is not saved.
2. Data entry fields for:
  - First Name
  - Last Name
  - Company Name (This field may already be filled-in from previous entries).



- Title (This field may already be filled-in from previous entries).
  - 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)
3. Checkbox next to statement to verify your authority.
  4. Checkbox next to statement to certify that you are signing the SPA with your Texas Driver's License.
  5. Three buttons: "E-Sign SPA", "Cancel", and "Exit Application"
  6. User alert statement that the "E-sign" button should only be clicked once.
  7. Signature Authority Standards listed at bottom left of screen.

#### **Step 4 (for E-Sign SPA). Agree to E-Sign Terms**

Check the checkboxes to indicate that you have read and agree to both statements:

- I, (your name), have the authority to enter into this Agreement for (company name) under the applicable standards listed below.
- I, (your name), certify that I am signing this document with my personal Texas Driver's License information.

#### **Step 5 (for E-Sign SPA). Click the "E-Sign SPA" button**

Click the "**E-Sign SPA**" button to sign and submit your SPA. Your information will be verified through the Texas DPS e-verification system, which can take several minutes – *do not click the "E-Sign SPA" button more than once.*

After your information is verified, the screen will display this message: *"This page confirms the submittal of your electronically signed STEERS Participation Agreement (SPA) to the TCEQ. Please print this page if you would like a permanent record of this submittal. You will also receive a confirmation e-mail."*

#### **Step 6 (for E-Sign SPA). Save and print your confirmation email**

We will confirm receipt of your signed SPA and verification of your new STEERS account via email. Save and print the email STEERS sends.

**If you do not receive an email, first check your junk mail or SPAM folder. If you still do not see an email, you may have entered your email address incorrectly when you set-up your account. Contact the STEERS help desk at 512-239-6925 to correct the email address associated with your account.**

#### **Step 7. Close your STEERS session**

Click the "**Exit Application**" button to close your session and exit STEERS.

## **V. How do I set my STEERS password?**

Complete steps 1 through 5 under this heading to set your STEERS password.

## ***Step 1. Open your “Welcome to STEERS” email from STEERS***

Open your “Welcome to STEERS” email, which contains your ER account number (ER + 6 digits) and an verification key URL (provided as a hyperlink).

## ***Step 2. Go to the link provided in the email***

Click on the verification key URL in the email, or copy and paste it into your browser. The internet address opens the “Set STEERS ER [Your ER Number] Account Password” screen. Figure 11 is a screenshot of this screen, followed by a description of the screen in step 3 through 5.

**Figure 11: Screenshot of the “STEERS ER [Your ER Number] Account Password” Screen**

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**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)

What year did you graduate High School?

Set Password

It must be between 8 and 20 characters long.  
 It must start with a letter.  
 It must contain at least one number.  
 It must contain letters and numbers only.  
 It is not case sensitive.  
 If this is not the first time you set your account password, it cannot match your previous password.

## ***Step 3. Enter your password***

Enter a password in the “Enter New Password” field. Reenter the same password in the “Confirm New Password” field.

Your password is **not** case sensitive, and it must:

- Contain between eight and 20 characters
- Start with a letter
- Contain at least one number
- Contain letters and numbers only

## ***Step 4. Answer your security question***

Enter the answer you provided for the security question displayed on the password screen.

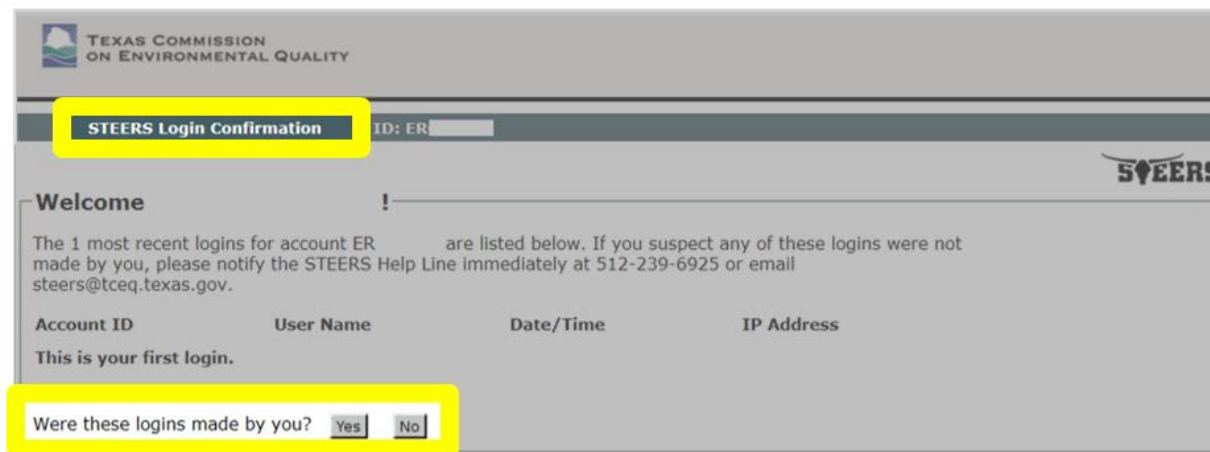
Example Security Question displayed on screen: “What year did you graduate High School?”

*Note: three incorrect answers will lock your STEERS account. Contact the STEERS help desk at 512-239-6925 if you accidentally lock your account.*

### **Step 5. Click the “Set Password” button**

Click the “Set Password” button at the bottom of the account password screen. Once you set your password, you will then need to go to the STEERS Login Screen (Figure 1) at [www3.tceq.texas.gov/steers/](http://www3.tceq.texas.gov/steers/). Enter your account number and password, and click “Login.” Clicking the login button navigates you to the “STEERS Login Confirmation” screen (Figure 12).

**Figure 12 Screenshot of the “STEERS Login Confirmation” screen**



### **Step 6. Review Logins**

Each time you login to your account, STEERS displays previous logins to the account. This is a security measure, so you can verify that no one else has accessed your account. If the logins were made by you, click the “Yes” button. Clicking the “No” button will give you the option to lock your account. Once your account has been locked, you will not be able to access STEERS until you contact the STEERS Help Line for assistance. **If you identify a login that you did *not* make, contact the STEERS Help Line immediately at 512-239-6925 for assistance.**

## **Start Using STEERS**

Congratulations, your STEERS account is ready to use!

## **Need more help?**

Contact the STEERS Help Line at 512-239-6925 with questions about creating your STEERS account and the status of your STEERS account.

Contact the Small Business and Local Government Assistance (SBLGA) program about other application and permit compliance questions. Reach the SBLGA hotline by telephone at 800-447-2827 or online at <[www.TexasEnviroHelp.org](http://www.TexasEnviroHelp.org)>.

See our publication, *A Guide to Obtaining Permits by Rule Authorizations in STEERS E-Permitting* (RG-531b), at <<https://www.tceq.texas.gov/publications/>>, for guidance on submitting air permits by rule.