

How to Set up an Account in STEERS

State of Texas Environmental Electronic Reporting System

Introduction

Today I will be demonstrating how to set up an account through the TCEQ STEERS system. STEERS stands for the State of Texas Environmental Electronic Reporting System, and it is an electronic document receiving system for collecting reports and permit applications for environmental programs.

STEERS Home Page

STEERS can be accessed through the TCEQ home page, under Online Services. The left hand side of the STEERS home page displays the different permits and reports that can be submitted through STEERS. To set up the STEERS account, the applicant will need to know what program areas to add. Click on the 'create a new account' link on the right hand side of the page to continue.

Create New Account

The applicant will be given some information in regards to the account set-up. When the account is created, a verification link will be sent to the email address provided. This link will be used to create the account password. After the new account has been set-up, the account status will be in probationary status until the user signs the STEERS participation agreement, or SPA. The SPA will need to be signed within a certain time frame; otherwise the account will be locked or archived. Also, another item to note is that a STEERS account is owned by an individual and not by a company. Click on create New Account to continue.

Applicant Information

On the Applicant Information page, the applicant will fill out all necessary information. The fields with the red asterisks are required. After filling out this out, the applicant will hit the 'Next Button'.

Review Applicant Data

Please verify that all information is correct. The applicant can go back to change the data, continue, or exit the application. After review, the applicant will hit the 'Next Button' to continue.

Security Questions

An email with the new account number and the verification link is sent to the provided email. The new account number, or 'ER' number, is also displayed at the top of the page. The applicant will choose five questions and answers for security purposes. Please record the answers if necessary, because the system will generate one random question from this list every time the applicant logs in. After inputting answers to the security questions, click on 'Save'.

Program Access

The applicant will need to add at least one program area to the account. The applicant can always add or modify additional program areas after the account is set up. In this example, the Air New Source Review program area will be added.

Access Type

Select the access type that best fits the applicant's need. For example, Air NSR has four access roles to select from: Read Only, Edit, Preparer, and Sign and Submit. Under Authorization, the applicant will select which statements are the most appropriate for access. The applicant will click 'Add Access' to continue.

Probationary Status and STEERS Participation Agreement (SPA)

The program status has been updated; however, the account is still in probationary status. The applicant will now need to sign the STEERS Participation Agreement. At the top of the page, there are two links for SPA. The E-sign SPA can be used if the applicant has a valid Texas Driver's License. If the applicant does not have a valid Texas Driver's license, or is out of state, then the Paper SPA can be mailed in. For this account set-up, we will use E-sign SPA.

Verify Account Information for E-Sign

On the E-sign page, the applicant will verify the account information is correct. The applicant will then read the conditions of using the STEERS account on the rest of the page.

Sign Electronically

At the bottom of the E-sign page, the applicant will sign electronically using personal information. The applicant will check both boxes and click on "E-Sign SPA."

Verification Email

After signing the SPA, the applicant can check their email to find the account number and the verification link that was sent when the account was created. This link will be used to set up the applicant's password. After clicking on this link, follow the instructions on the page to set up the account password.

See Details of What STEERS Can Do

After creating the password, the applicant can return to the homepage and log into STEERS to verify the password is working. Additional help pages are located on the STEERS main page under 'See details of what you can do'.

Program Area Help

The help page has links for each program area providing additional information on how to submit a permit or report. For example, viewing the Air NSR ePermits help will give step-by-step instructions on how to submit an e-Permit. There will be another presentation available that demonstrates step-by-step instructions on how to submit an ePermit for Air New Source Review. If the applicant would like to contact the TCEQ for assistance, there is a link at the top right corner that has contact information.

Program Area Contacts

If additional help is needed with regard to account set-up, the user can either send an email or contact the STEERS staff at the listed phone number. If additional help is needed for the program area, find the program area on this page and the corresponding phone number. For example, Air NSR ePermit questions can be directed to the Air Permits Division mainline.

Thank you for Watching

We hope this has been helpful. Thank you for watching this presentation.