



# STEERS Electronic Core Data Form (e-CDF) User Guide

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Prepared by  
TCEQ Division

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

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How is our customer service? [tceq.texas.gov/customersurvey](https://tceq.texas.gov/customersurvey)

**You now have the option to submit select changes to your core data through STEERS using the e-CDF, providing a more convenient and efficient way to manage information.**

## **What is e-CDF?**

The Electronic Core Data Form (e-CDF) is an online tool that streamlines the process of submitting certain changes related to permits, forms, and other regulatory needs can be found in [STEERS](#).<sup>1</sup> As e-CDF expands, it will provide even more options for managing submissions.

## **What changes can I make?**

If you currently have a Customer Number and Regulated Entity Number, you may submit the following changes through STEERS using e-CDF:

### **Customer Changes:**

- ADD OR UPDATE LOCAL TAX ID
- ADD OR UPDATE TX STATE TAX IDS
- ADD TX SOS FILING NUMBER
- UPDATE CUSTOMER MAILING ADDRESS
- UPDATE LEGAL NAME
- UPDATE OTHER CUSTOMER INFORMATION (NUMBER OF EMPLOYEES AND/OR INDEPENDENTLY OWNED/OPERATED)

**Note:** Customer Numbers are defined by the Texas Secretary of State filing number, which means that if a new Texas Secretary of State filing number is issued (*including changing the federal tax ID, state franchise tax ID, etc.*), then a new Customer Number will need to be created, and a Change of Ownership may be required. The e-CDF *cannot* be used for this.

### **Regulated Entity Changes:**

- UPDATE PRIMARY BUSINESS (REGULATED ENTITY)
- UPDATE REGULATED ENTITY ADDRESS
- UPDATE REGULATED ENTITY MAILING ADDRESS
- UPDATE REGULATED ENTITY NAME
- UPDATE NAICS CODE (REGULATED ENTITY)

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<sup>1</sup> [www3.tceq.texas.gov/steers/](http://www3.tceq.texas.gov/steers/)

## What changes can I not make?

- CREATE A REGULATED ENTITY
- CREATE A CUSTOMER NUMBER
- CREATE A PERMIT OR REGISTRATION
- UPDATE A PERMIT OR REGISTRATIONS
- MAKE A CHANGE OF OWNERSHIP

If any of these apply, then you need to reach out to a TCEQ program for further assistance.

Use the [Agency Directory](#)<sup>2</sup> to find the correct program to contact.

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<sup>2</sup> [www.tceq.texas.gov/agency/directory](http://www.tceq.texas.gov/agency/directory)

# How to Make Changes

1. Log into STEERS, and on the homepage click “My Account.”



## Welcome to STEERS

**Notice:** STEERS automatically logs out after 20 minutes of inactivity. Activity is defined by moving from one page to another, not by entering information on a page.

For more information on how to navigate this site, please visit our [Help](#) section.

Select e-Permits Program Area: [Electronic Core Data Form \(EPR\\_ECDF\)](#)

### STEERS News:

There are no current news items.

- From the drop-down menu, select Electronic Core Data Form (EPR\_ECDF). Then click “Go.”

The screenshot shows the 'STEERS Account Summary' page for user ER002182. A dropdown menu is open, listing various programs. The 'Electronic Core Data Form (EPR\_ECDF)' option is highlighted with a red box. Below the dropdown, there is a 'Go' button and a table showing the current program area and program details.

Current Program Area	Program	# IDs
<a href="#">Electronic Core Data Form</a>	EPR_ECDF	N/A

- On the Electronic Core Data Form Access screen, there will be a drop-down menu for the Access Type with 4 options:
  - Electronic Core Data Form Read Only – view only
  - Electronic Core Data Form Edit – view, create, delete, modify, and pay
  - Electronic Core Data Form Preparer – view, create, delete, modify, and submit
  - Electronic Core Data Form Sign – view, create, delete, modify, sign, and submit

**Note:** To have access to send in Electronic Core Data Forms and fulfill the entire process in the rest of this guideline, the fourth option must be chosen:

- Electronic Core Data Form Sign – view, create, delete, modify, sign, and submit

Fill out the Access Type field using the drop-down menu. Under “Authorization,” select the appropriate relationships and authorizations to the facility. Then click “Add Access,” as seen on the following page.

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Help >> Contact Us >> Logout >>

Edit Account Change Password Security Questions Paper SPA E-sign SPA Account Summary STEERS Home

Electronic Core Data Form Access User: ER002182 12:38

**STEERS**

**Electronic Core Data Form Access**

**Program Status**

Current Status: No Access  
Access Type: \*\* Pick Role \*\*

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

**-OR-**

- I, Jerry Dudum, 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.

Add Access Cancel

4. From the STEERS Home Page, select “Electronic Core Data Form.”

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My Account Submissions Activity STEERS Home

STEERS Home 13:38

**STEERS**

**Welcome to STEERS**

**Notice:** STEERS automatically logs out after 20 minutes of inactivity. Activity is defined by moving from one page to another, not by entering information on a page.

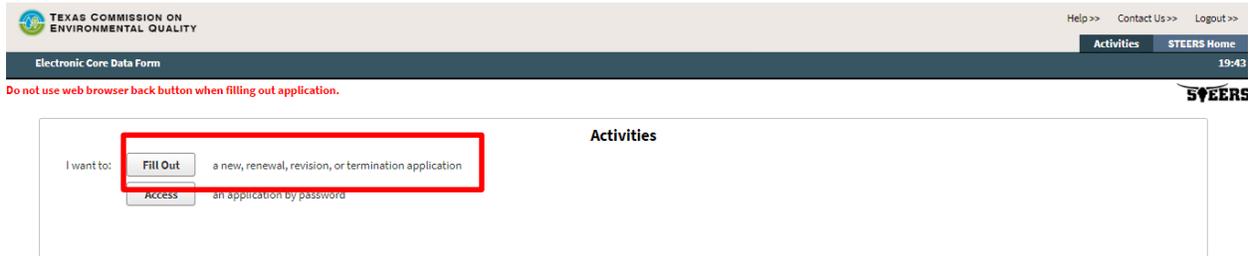
For more information on how to navigate this site, please visit our [Help](#) section.

Select e-Permits Program Area [Electronic Core Data Form \(EPR\\_ECDF\)](#)

**STEERS News:**

There are no current news items.

## 5. Click “Fill Out.”



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Help >> Contact Us >> Logout >>

Activities STEERS Home

Electronic Core Data Form 19:43

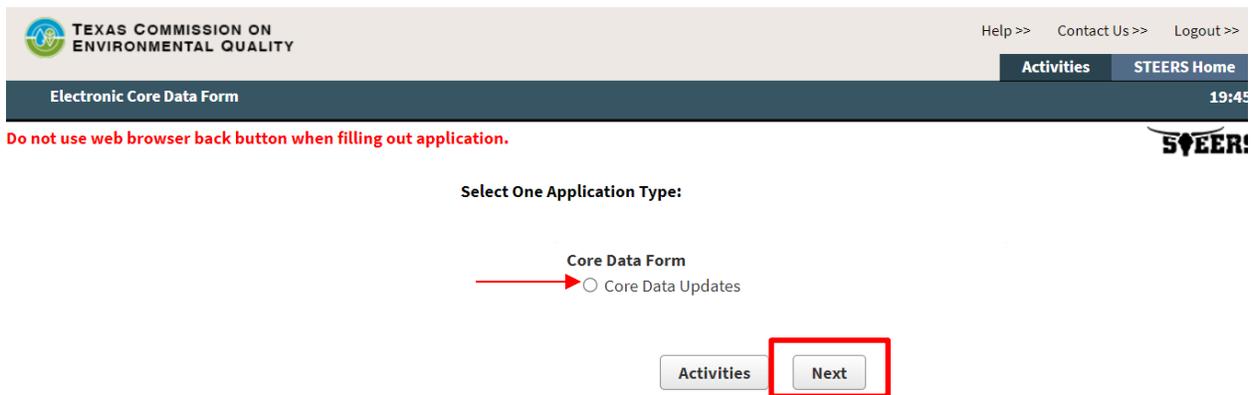
Do not use web browser back button when filling out application.

**Activities**

I want to:

- Fill Out** a new, renewal, revision, or termination application
- Access an application by password

## 6. Select “Core Data Updates” and click “Next.”



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Help >> Contact Us >> Logout >>

Activities STEERS Home

Electronic Core Data Form 19:45

Do not use web browser back button when filling out application.

**Select One Application Type:**

Core Data Form

→  Core Data Updates

Activities **Next**

7. From the drop-down menu options, select the appropriate change occurring:
- Regulated Entity Update
  - Customer Update
  - Both Regulated Entity and Customer Update

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Activities STEERS Home

Electronic Core Data Form 19:12

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STEERS

Create — Fillout — Sign — Submit

Core Data Updates

Select One

- Regulated Entity Update
- Customer Update
- Both Regulated Entity and Customer Update

This submittal will include updates for the Customer permit/registration level are handled by the program. Additional Id (i.e. registrations).

\* Select the reason for submission

Select One

Activities Cancel

8. A search field for Regulated Entity Number or Customer Number will now display. Type out the RN/CN, and click “Search.”

\* Select the reason for submission

Both Regulated Entity and Customer Update

\* Regulated Entity Number (RN)

Search here for RN

Search

**Note:** If choosing “Regulated Entity Update” or “Both Regulated Entity and Customer Update,” once you search for the RN, a drop-down menu to pick the CN will be displayed. An example of this menu is on the following page.

\* Customer Number (CN)

--Select Customer Number-- ▼

[Search here for CN](#)

Select

Once the RN and/or CNs are chosen, click “Select.”  
 The Regulated Entity and Customer information will be displayed.  
 Verify you have the correct RN and/or CN chosen and click the “Confirm Information” button.

Regulated Entity	Current Data
What is the Regulated Entity's Number (RN)?	RN111933065
What is the name of the Regulated Entity (RE)?	ECDF USER GUIDE
Physical Address	
Does the RE site have a physical address?	YES
Number and Street	10 CONGRESS AVE
City	AUSTIN
State	TX
ZIP	78701
County	AUSTIN
Latitude (N) (##.#####)	
Longitude (W) (-###.#####)	
What is the primary business of this entity?	
Facility NAICS Code	423420

Customer information	Current Data
Type of Customer	OTHER
What is the applicant's Customer Number (CN)?	CN606237857
Legal Name	ECDF User Customer
Texas SOS Filing Number	
Federal Tax ID	
State Franchise Tax ID	
State Sales Tax ID	
Local Tax ID	
DUNS Number	
Number of Employees	21-100
Independently Owned and Operated?	NO

Activities

Cancel

Confirm CN/RN Information

9. A screen displaying “Application Created” will now display along with your Application Reference Number and Application Password. Make sure to save this information. Then click “Next.”

Create — **Fillout** — Sign — Submit

### Application Created

This application will appear on your "Activities" page as long as it is awaiting an action that you can perform. To track this application, you will need the following information:

**Application Reference Number: 77244      Application Password: bn5r1y**

**About This Password**

You may change this password at any time. To change it, use [Set Access Rights](#) now or at anytime from your "Activities" page.

**Allowing Others Access**

If you want other STEERS ER account holders to be able to view or work on this application, you have two options.

Option 1: Give Them The Reference Number and Password.

- This is the more secure choice. Users who access the application this way will not be able to change access rights to it.
- Be sure that their STEERS Participation Agreement is consistent with the work they should do on this application. If their SPA allows them to sign, pay for, and submit applications, they will be able to sign, pay, and submit this application.
- This application will not appear in the list on their "Activities" page. To get it, they will have to click the "Access" button and then enter its reference number and password.

Option 2: Use [Set Access Rights](#) to Add Their STEERS ER Account Number to The Application.

- As with Option 1, they will be able to do whatever their SPA allows. But they will also be able to use [Set Access Rights](#) to decide whether other account holders -- including you -- can view or work on this application. Be sure you trust them with this role as well as all roles available to them instead of their SPA.
- This application will appear in the list of applications shown on their "Activities" page.

Click **Next** to fill out the **Core Data Updates** type Application Reference No: 77244.

10. This screen allows you to choose what updates are to be made to the RN and/or CN you have selected, and the program areas impacted by this change. Once all updates are selected and an effective date is chosen, click “Next/Save.”

The screenshot displays the 'General Information' section of the STEERS e-CDF application. On the left, a sidebar lists navigation options: 'Regulated Entity Information' (Done), 'Customer Information' (Done), 'General Information' (To Do), and 'Preparer Information' (To Do). The main content area is titled 'General Information' and contains two primary sections: 'REGULATED ENTITY' and 'CUSTOMER'.

**REGULATED ENTITY Section:**

- Step 1: Select the type of regulated entity change(s). Below this, there is a 'Select all that apply.' link and two columns: 'Available' and 'Selected'. The 'Available' column lists: 'Update Regulated Entity Mailing Address', 'Update Regulated Entity Name', and 'Update SIC/NAICS Code'. The 'Selected' column is currently empty.
- Step 2: Select the programs impacted by this change. Below this, there are two columns: 'Available' and 'Selected'. The 'Available' column lists: 'AIRNSR'. The 'Selected' column is currently empty.

**CUSTOMER Section:**

- Step 3: Select the type of customer change(s). Below this, there is a 'Select all that apply.' link and two columns: 'Available' and 'Selected'. The 'Available' column lists: 'Add TX SOS', 'Add or Update Local Tax ID', 'Add or Update TX State Tax IDs', 'Update Customer Mailing Address', and 'Update Customer Type'. The 'Selected' column is currently empty.
- Step 4: Effective Date of Customer Information Update. This is followed by an empty text input field.
- Step 5: Customer Role(s). This is followed by an empty text input field.

At the bottom of the form, there are two buttons: 'Activities' and 'Next/Save'. The 'Next/Save' button is highlighted with a red rectangular box.

www.19stst.tceq.texas.gov/ePermitsExternal/faces/views/fillout/filloutCommon.xhtml...

**Note:** When choosing Customer Update, a message might be displayed based on your selection. This is because certain Customer Updates are cross-referenced with Secretary of State, the Texas Comptroller, and USPS. If the information you provide does not match, the changes cannot be submitted.

*Since you are changing the Customer Type, additional options (Update Legal Name, Add TX SOS, Add or Update TX State Tax IDs, Add or Update Local Tax ID, and Update Other Customer Information) must also be selected since there is a dependency.*

11. The following screens will appear for the update being requested. Input all updated information into the displayed fields. Click “Next/Save” for each.

**STEERS**

Create — Fillout — Sign — Submit

General Information section has been saved successfully. Please continue until all sections are complete.

Reference Number: 77244

Regulated Entity Information	Done
Customer Information	Done
General Information	Done
Regulated Entity Changes	To Do
Customer Changes	To Do
Preparer Information	To Do

**Regulated Entity Changes**

- 1. Regulated Entity's Number (RN) RN111933065
- 2. Regulated Entity Name ECDF USER GUIDE

**STEERS**

Create — Fillout — Sign — Submit

Regulated Entity Changes section has been saved successfully. Please continue until all sections are complete.

Reference Number: 77244

Regulated Entity Information	Done
Customer Information	Done
General Information	Done
Regulated Entity Changes	Done
Customer Changes	To Do
Preparer Information	To Do

**Customer Changes**

- 1. Customer Number (CN) CN606237857
- 2. Type of Customer OTHER
- 3. Federal Tax ID
- 4. DUNS Number
- 5. Number of Employees 21-100
- 6. Independently Owned and Operated? No

12. Once all updates have been input, a screen for Preparer Information will be displayed. The Name, Phone, and Email Address fields are all required information. Once these fields and any additional information are complete, click “Next/Save.”

Customer Changes section has been saved successfully. Please continue until all sections are complete.

Reference Number: 77244

Regulated Entity Information Done  
Customer Information Done  
General Information Done  
Regulated Entity Changes Done  
Customer Changes Done  
Preparer Information To Do

Preparer Information

1. Name   
*Name is required.*

2. Title

3. Phone (###-###-####)   
*Phone is required. Must contain all 10 digits.*

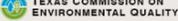
4. Extension

5. Fax (###-###-####)

6. Email Address   
*Email Address is required.*

Activities Next/Save

13. The Activities screen will now display that the application is ready to be signed. Click the “Select” checkbox then click the “Sign” button at the bottom of the screen.



[Help >>](#)
[Contact Us >>](#)
[Logout >>](#)

Electronic Core Data Form

[Activities](#)
[STEERS Home](#)
18:10

Do not use web browser back button when filling out application.



**Activities**

I want to:  a new, renewal, revision, or termination application  
 an application by password

Or choose one or more pending applications below:

**i** All sections for Reference Number 77244 have been saved. The application is now ready to be signed.

Select	Edit	Ref Number	App Type	Regulated Entity	Site Location	Customer	Status	Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	77244	CDU	ECDF USER GUIDE	10 CONGRESS AVE, AUSTIN, 78701	ECDF User Customer	Ready to Sign	<input type="button" value="Report"/>

10 (1 of 1)

14. The next screen will be the Signature Page. Check the box stating:

“By my signature below, I certify to the best of my knowledge that the information provided in this form is true and complete, and that I have signature authority to submit this form on behalf of the customer included in this application.”

Once checked, input your STEERS Account Password in the designated field, and click “Apply Electronic Signature.”

**Signature Page**

Review this list to be sure that the statements at the bottom of this page are true for each application shown.

Reference Number	Application Type	Regulated Entity	Site Location	Customer	Report
77244	CDU	ECDF USER GUIDE	10 CONGRESS AVE, AUSTIN, 78701	ECDF User Customer	

**You are signing on behalf of the:** MULTIPLE- ECDF User Customer, CN606237857

Please confirm you have read and agree with each of the statements below by selecting each checkbox.

\*By my signature below, I certify to the best of my knowledge that the information provided in this form is true and complete, and that I have signature authority to submit this form on behalf of the customer included in this application.

By entering my password and pressing "Apply Electronic Signature" button, I agree that:

1. I am **Jerry Dudum**, the owner of the STEERS account **ER002182**.
2. I have the authority to sign this data on behalf of the applicant named above.
3. I have personally examined the foregoing and am familiar with its content and the content of any attachments, and based upon my personal knowledge and/or inquiry of any individual responsible for information contained herein, that this information is true, accurate, and complete.
4. I further certify that I have not violated any term in my TCEQ STEERS participation agreement and that I have no reason to believe that the confidentiality or use of my password has been compromised at any time.
5. I understand that use of my password constitutes an electronic signature legally equivalent to my written signature.
6. I also understand that the attestations of fact contained herein pertain to the implementation, oversight and enforcement of a state and/or federal environmental program and must be true and complete to the best of my knowledge.
7. I am aware that criminal penalties may be imposed for statements or omissions that I know or have reason to believe are untrue or misleading.
8. I am knowingly and intentionally signing **Core Data Updates**.
9. My signature indicates that I am in agreement with the information on this form, and authorize its submittal to the TCEQ.

I understand that by entering my ER account password below and selecting the "Apply Electronic Signature" button, I am electronically signing the application(s) identified by the reference number(s) displayed above.

**STEERS ER Account Password:**

15. The next screen will display that you have finished signing with two options to choose from. Select “Submit reference number” and click next.

**You have finished signing Reference Number 77244**

**Your Options are**

- Submit reference number 77244
- Return to Activities Page

Next

16.To submit the application, click the “Submit” button.



**Submit Completed Applications**

The application listed below is complete, valid, signed and paid for. It is now ready to submit.

- If you do not wish to submit the application listed here, this is your last chance to stop. To stop now, click "Activities" at the bottom of this screen.
- If you are ready to submit the application listed below, click "Submit" now.

Reference Number	Application Type	Regulated Entity	Site Location	Customer	Status	Report
77244	CDU	ECDF USER GUIDE	10 CONGRESS AVE, AUSTIN, 78701	ECDF User Customer	Ready To Submit	

After you click "Submit":

- **Do not leave this screen. Wait until processing is complete.**
- When processing is complete, use the links provided to save your application and approval documents to your computer or drive.

If for any reason you leave this screen before processing is complete, this is how to get a copy of your application and approval documents:

1. Go to the STEERS home page.
2. Click "Submissions".
3. Select correct program area.
4. Enter your STEERS account number.
5. Click "Search".
6. From the list provided, find each authorization you need to document.
7. To save the application, choose "Save COR" and click "Go" at the end of that authorization row.
8. Then save your approval documents by choosing "Save NOA" and clicking "Go".

17. The final screen will display the authorization and the successful submission of your Core Data Updates.

You will also receive an email confirmation of your signature and submission of Core Data Updates. Please save this email for your records.

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Help >> Contact Us >> Logout >>

Electronic Core Data Form

Activities STEERS Home 19:21

Do not use web browser back button when filling out application.

STEERS

Create Fillout Sign Submit

**Authorization**

**Congratulations!**

Your Core Data Updates application has been successfully submitted.

The submitted applications will now be reviewed by the program area. You will be notified soon of the final action (approved or denied) taken by TCEQ.

Reference Number	Application Type	Link to Copy of Record
77244	CDU	

Activities

## Have Questions or Need Additional Assistance?

If you need assistance with the STEERS application including access, call the STEERS helpline at 512-239-6925.

If you need assistance with preparing the Electronic Core Data Form or any steps after gaining access to the application, call or email Registry at 512-239-5175 or [registry@tceq.texas.gov](mailto:registry@tceq.texas.gov).

If you need assistance from a program area, visit the [Agency Directory](#).<sup>3</sup>

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<sup>3</sup> [www.tceq.texas.gov/agency/directory/](http://www.tceq.texas.gov/agency/directory/)