

VALIDATING, SIGNING, SUBMITTING, AND PAYING FEES FOR YOUR TIER II REPORT

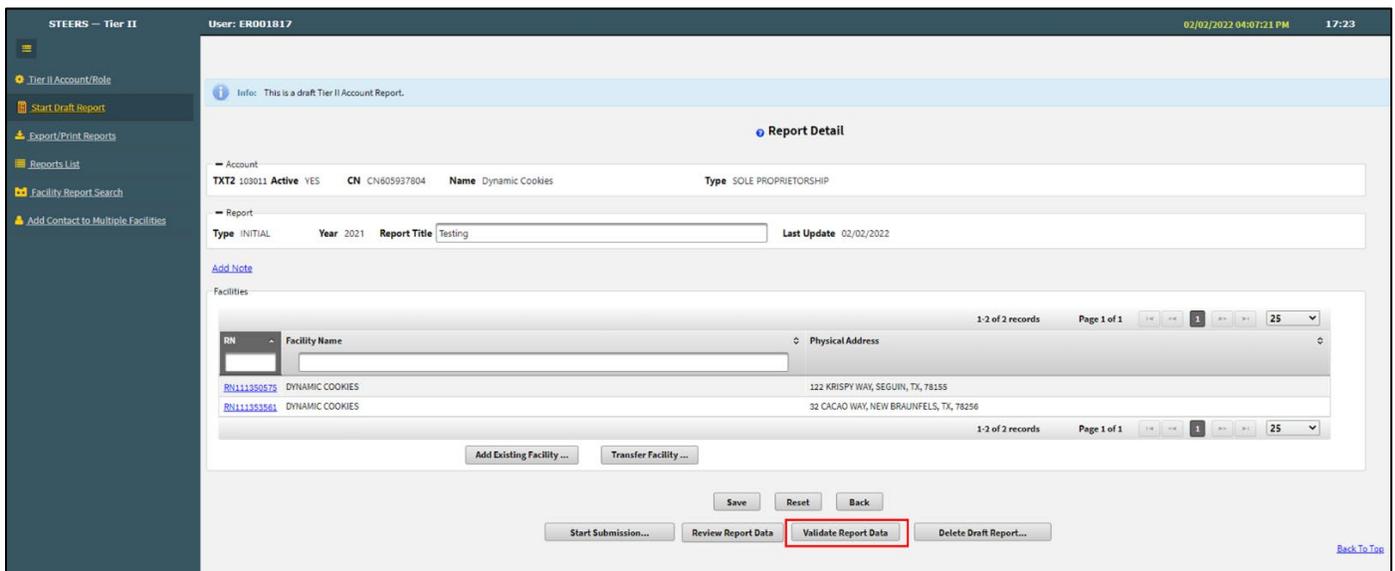
How to validate and submit your Tier II Report and pay reporting fees

This guide will take you through the following steps:

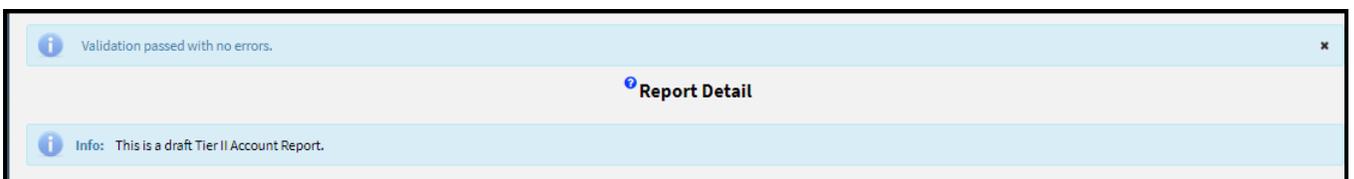
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Validating the Tier II Report Information

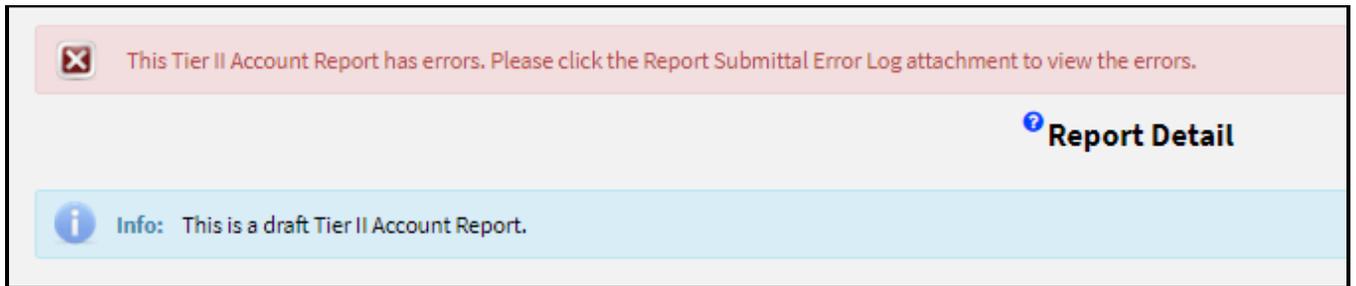
1. After you have reviewed and updated your Tier II report you can validate the report by selecting the “Validate Report Data” button.



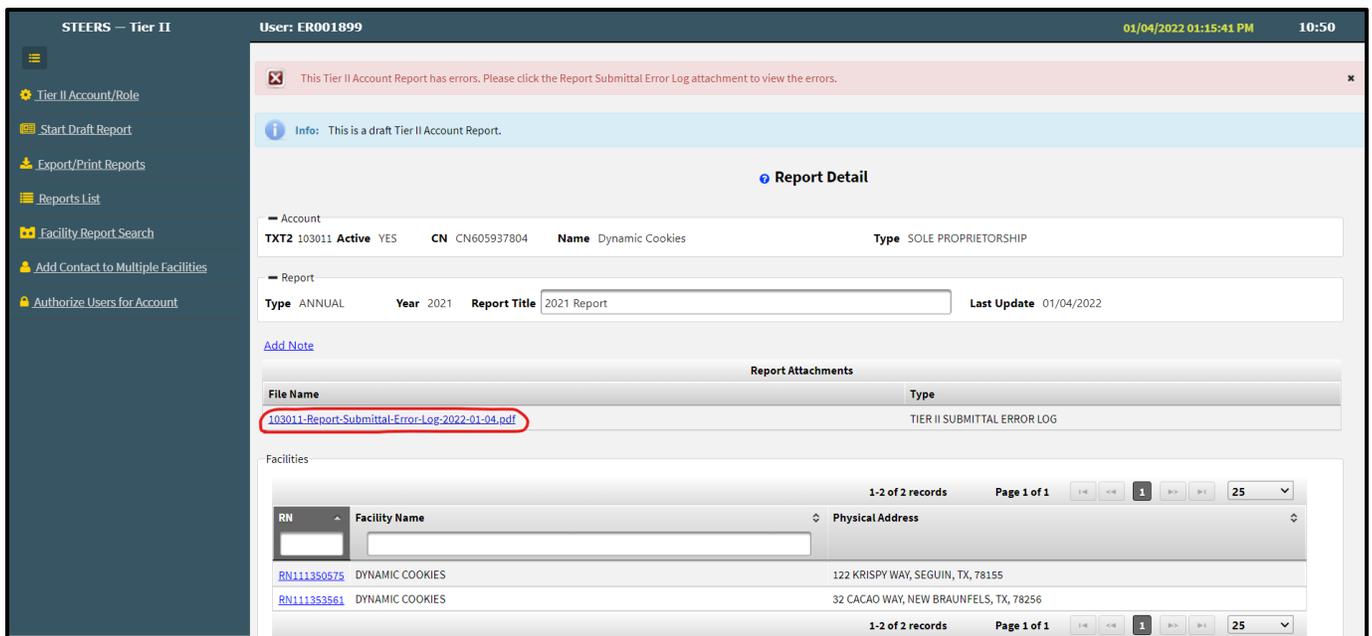
2. If your report has no errors, you will get “Validation passed with no errors” at the top of the page in a blue banner. Proceed to step #7.



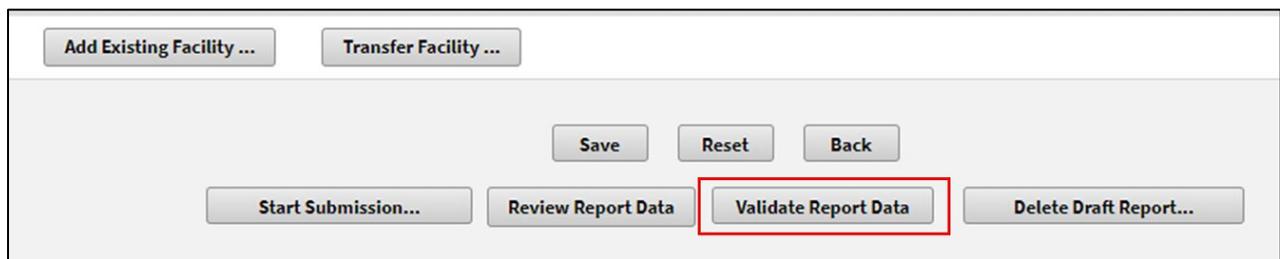
3. If your report has errors, then you will get a message at the top in red “This Tier II Account Report has errors. Please click the Report Submittal Error Log attachment to view the errors.”



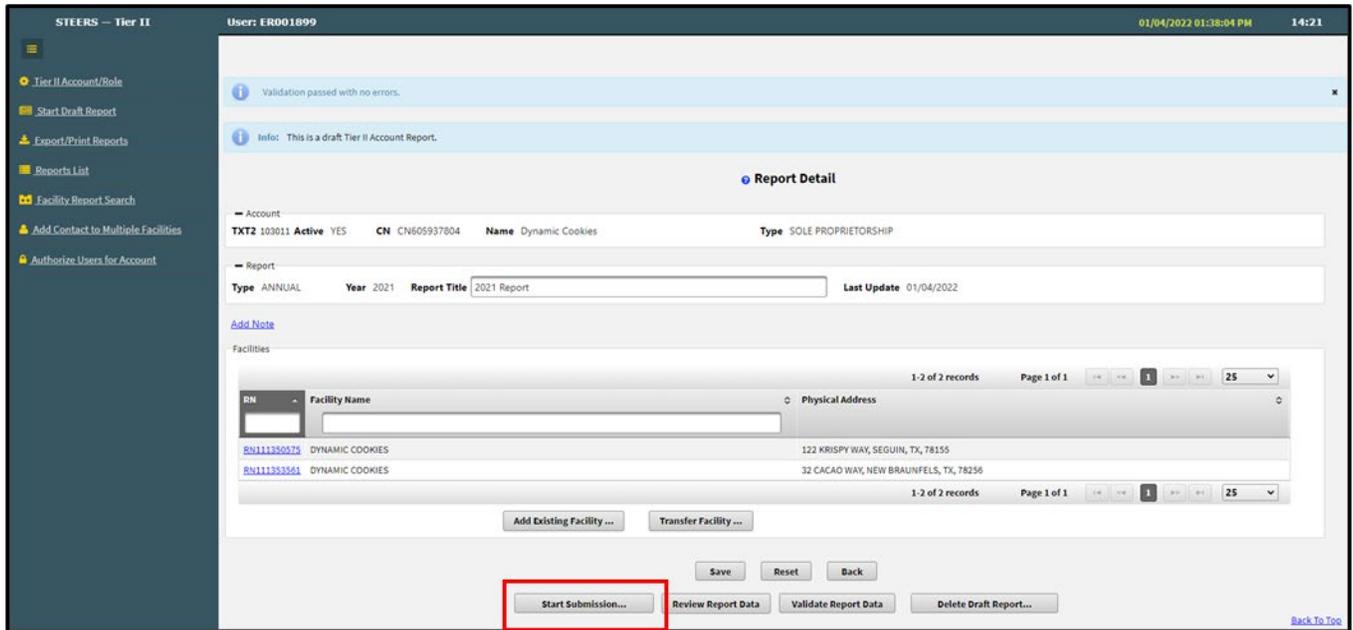
4. The Report Submittal Error log is found under Report Attachments, click the link and open the document.



5. Correct all errors, save, and then validate by selecting Validate Report Data.

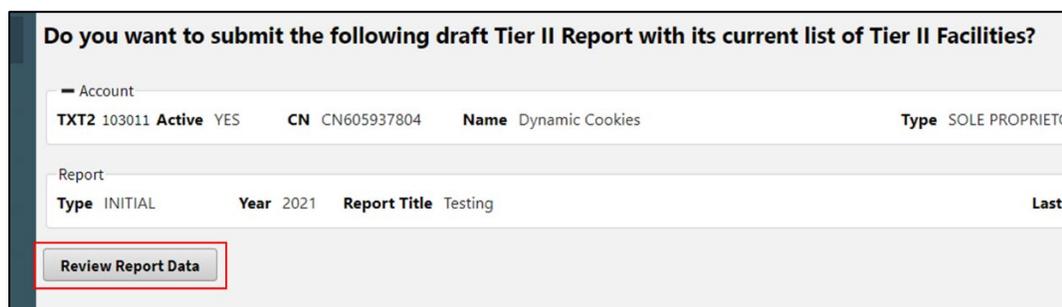


6. Repeat the above process until all Facility Record Reports have been revised and validated.
7. When there are no more errors, select the “Start Submission” button. A “Validation passed with no errors” message highlighted in blue appears at the top of the page.



Submitting Tier II Account Reports

1. Once the Draft Account Report has passed validation you can start the submission process.
 - o If you want to review the Report data before it is submitted, click on the Review Report Data button.



2. At the bottom of the page, select the “Start Submission...” button.
3. This takes you to the “Submit Draft Tier II Account Report’ Page:
 - o You must check the certification box.
 - o Then you must enter in your title, signature, and STEERS password
 - o Click the “Submit” button
 - o At the bottom of the page there is an added message regarding fees

Submit Draft Tier II Account Report

Do you want to submit the following draft Tier II Report with its current list of Tier II Facilities?

Account: **TXT2 103011 Active YES** | CN: **CN605937804** | Name: **Dynamic Cookies** | Type: **SOLE PROPRIETORSHIP**

Report: **Type: INITIAL** | **Year: 2021** | **Report Title: Testing** | **Last Update: 02/02/2022**

[Review Report Data](#)

You are signing on behalf of the Owner/Operator listed above.

Please confirm you have read and agree with the statement below by selecting the checkbox.

certify that I am authorized under 40 CFR 370.42(a) to sign this document and can provide documentation in proof of such authorization upon request.

By entering my password and pressing the "Submit" button, I agree that:

- I am Tier2 Tester, the owner of STEERS account ER001817.
- I have the authority to sign this data on behalf of the applicant named above.
- 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 and correct.
- 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.
- I understand that use of my password constitutes an electronic signature legally equivalent to my written signature.
- 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.
- 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.
- I am knowingly and intentionally signing TIER II ACCOUNT REPORT.
- 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 "Submit" button, I am electronically signing the Tier II Account Report referenced above.

Certification Details

Date: 02/02/2022 | Title: EHS Manager

Signature: ldsouza | Password: *****

- Fees for draft Initial or Annual reports will be assessed upon submission of the report.
- By clicking on submit, you will begin the data validation process required for submission. If your submission is deemed large, the validation process will run in the background and if the data validation fails you will receive an email with additional information.

[Submit](#) [Reset](#) [Back](#)

STEERS - Tier II | User: ER001817 | 02/02/2022 04:15

Confirmation Of Submittal

Your Tier II report has been successfully received by TCEQ

Confirmation Number: 27704
 Hash Code: F4A8ECF07C4F7A8127F9B4035804E3488D557ABA27780613009C96C2239D36
 Date and Time Received: 02/02/2022 04:35 PM

Jon Niemann, Chairman
 Emily Lindley, Commissioner
 Bobby Janecka, Commissioner
 Toby Baker, Executive Director



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
Protecting Texas by Reducing and Preventing Pollution

02/02/2022

Dynamic Cookies
 IAM ABAKER
 122 KRISPY WAY
 SEGUIN, TX 78155

Re: Confirmation of Tier II Chemical Inventory Report Submittal for Dynamic Cookies

Dear IAM ABAKER:

This letter and enclosure provide confirmation of Tier II Chemical Inventory Report submittal to the State Emergency Response Commission associated with the customer referenced above. The first page of the enclosure will provide an overall summary of the submission and includes filing fee payment information. All subsequent pages will provide details for each Tier II Chemical Inventory Report submitted for each Regulated Entity.

More information regarding the Tier II Chemical Inventory Reporting Program can be

Fee Details

Fee	Sub Total	(Previous Invoice Amount)	Invoice Amount	Outstanding Accounts Receivable (AR) Balance	ePay Total Due
TIER II MANUFACTURING	\$100.00	N/A	\$100.00	\$300.00	\$400.00

[Pay Now...](#) [Back](#)

5. From here you can either choose to pay online now or wait to receive an invoice. Payment is covered in the next section.

Fee	Sub Total	(Previous Invoice Amount)	Invoice Amount	Outstanding Accounts Receivable (AR) Balance	ePay Total Due
TIER II MANUFACTURING	\$100.00	N/A	\$100.00	\$300.00	\$400.00

6. Clicking back will take you to the Report Detail page for the report that was just submitted. This displays report information including the date the report was submitted (certification details), the fee details including a link to the Confirmation of Submittal letter and the cost associated with the report.
- The Confirmation of Submittal letter is your official record that your report has been submitted and has a link to the paying online.

Certification Details
Signature information collected during the submission process

Fee Details
Total Fee \$100.00

Confirmation of Submittal
[Confirmation of Submittal 2021-Tier II Region Confirmation of Submittal 2021 Dynamic Cookies.pdf](#)

Hyperlink to open or download the Confirmation of Submittal PDF file

The fee for the entire Account Report

Pay Now... button opens the Confirmation of Submittal page to pay for Account Report

7. Additionally, after you submit your report an email is sent confirming that the submittal has completed.

donotreply@tceq.texas.gov
to me -

TO: abakeriam55@gmail.com
CC:
BCC:

Dear Iam Abaker,

This confirms the submittal of your Tier II Chemical Inventory Report to the State Emergency Response Commission.

Customer Number (CN): 605937804
Organization Name: Dynamic Cookies
TXT2 Number: 103011
Confirmation Number: 27773
Hash Code: 7A7F34994E38C32DED5426A014E137A207ABF01B6F3215F073AD3D25E802E7CB
Date and Time Received: 01/04/2022 03:50 PM

You may view the record of this submission from the home page of [STEERS](#).

1. Login to STEERS.
2. Press the Submissions button in the navigation menu.
3. Select Program Area "Tier II Reporting" from the drop down and enter your Confirmation Number.
4. Press the Search button.

If you have any questions please contact

Tier II
Tier II Chemical Inventory Reporting submission questions can be directed to the Tier II Chemical Reporting Team at 512-239-5060 or by email at tier2help@tceq.texas.gov.

STEERS
the STEERS Help Line at 512-239-6925 or by email at steers@tceq.texas.gov.

Pay for your Tier II Report

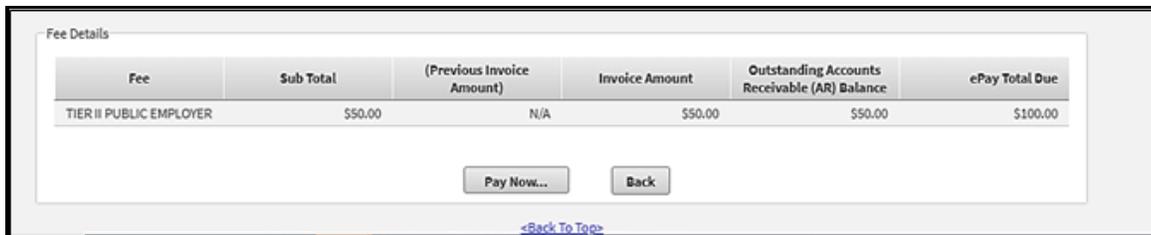
Fees associated with your Tier II report submission can be paid online if paying with credit card. If paying by check, money transfer, or purchase order you will need to pay the invoice. Invoices will be mailed to the billing contact provided in the report and can take up to three to four weeks. Emailed invoices can be requested from our accounting department by emailing AcctRec@tceq.texas.gov. Include your TXT2 number or AR Number found in the Confirmation of Submittal letter. See below for more information.

Category	AR Number	Invoice #	Total
TxHSC Chapter 506	0645933E	T2E0002022	\$50.00
Total Report Fee:			\$50.00

Paying the report online

1. After you submit your report, at the bottom of the page will be an option to pay now - select the "Pay Now..." button to go to the TCEQ ePay site.
 - o **e-Pay** is the only option for credit card payments.
 - o Customers may get an error if they try to use e-Pay before a previous payment of theirs has cleared (~4 days).

Note: if you need to get back to the "Pay Now..." button see step 6 in the previous section "Submitting Tier II Account Reports".



Fee	Sub Total	(Previous Invoice Amount)	Invoice Amount	Outstanding Accounts Receivable (AR) Balance	ePay Total Due
TIER II PUBLIC EMPLOYER	\$50.00	N/A	\$50.00	\$50.00	\$100.00

Buttons:

[<Back To Top>](#)

2. After selecting the "Pay Now..." button, you will receive a notice about transferring to the ePay website - select "Go to ePay".

Transfer to the ePay Web Site - Confirmation

You are about to be transferred to the ePay web site.

Each Fee associated with the submitted Tier II Account Report will be listed in ePay. The amount for each Fee will include any outstanding unpaid balance for that Fee for your Tier II Account.

ePay will allow you to remove from your total any Fees you do not wish to pay right now.

Please note that any changes made to the Billing Contact as part of this Tier II Account Report will not show up in ePay for one to two days.

When ready, press "Go to ePay" once and only once.

You will be transferred to the ePay web site. (This might take a few minutes. Do not press "Go to ePay" again.)

When your payment is complete in ePay, press "Return to STEERS" and you will be taken to the Account Report Detail web page in the Tier II Application.

3. This will take you to your shopping cart to submit payment.

 **Shopping Cart**

There are 1 items in your shopping cart. If you wish to remove an item, check the remove box then click update shopping cart.
Note: The shopping cart is limited to 20 items.
 CC = Credit Card
 ACH = Electronic Funds Transfer

Fee Description	AR Number	Amount	Payment	Remove
TIER II - PUBLIC EMPLOYER	0645929E	\$100.00	ACH/CC	<input type="checkbox"/>
Total fees for transaction:		\$100.00		

4. If you need to pay at a later date and no longer have the “Pay Now” button as an option, you can find the go to the ePay website: <https://www3.tceq.texas.gov/epay/> and enter in your name, email and then confirm email.



**TEXAS COMMISSION
ON ENVIRONMENTAL QUALITY**
EPAY • ONLINE PAYMENT APPLICATION

Questions or Comments >>

TCEQ Home

Welcome to ePay, the TCEQ's online payment application. This application uses the Texas.gov Online Portal by NICUSA to provide a secure environment for your financial transaction. TCEQ does not store your banking account or credit card information after the payment transaction has been completed.

- >> For single items that cost \$1000.00 or less, you may pay by credit card. You may combine all of these items into one transaction.
- >> You may pay by electronic funds transfer regardless of the cost of each item. If some of your items are \$1000.00 or less and others cost more, you may combine your payments in either of these ways:
 - Do two transactions (pay by electronic funds transfer for all items costing more than \$1000.00, then pay by credit card for all items costing \$1000.00 or less) **or**
 - Do one transaction (pay for everything by electronic funds transfer)
- >> Credit card checks are NOT valid for electronic funds transfers!
- >> You **cannot** use this ePay application to renew an occupational license. You **can** use it to pay the application fee for a new license. For assistance with occupational licenses, see [how to renew your license online](#) or [how to apply for a new license](#).
- >> **Important!** If you make a payment and you do not receive a transaction confirmation page or email, please do not try to pay again. Please contact the STEERS/ePay Help Line at 512-239-6925 or email steers@tceq.texas.gov to see if your payment was successful.

Enter ePay:

Logout successful.

Your Name:

E-mail:

Confirm E-mail:

5. Enter in the Account number, this is the AR number found on the Confirmation of Submittal Letter

- Note the Confirmation of Submittal letter can be found by clicking on the link to the submitted report.

Type	Year	Title	Certification Date	Facilities
INITIAL	2019			1
UPDATE	2019		01/14/2020	1
ANNUAL	2019		01/13/2020	1
ANNUAL	2019		01/13/2020	1

6. The Confirmation of Submittal letter is under the fee details.

Report Detail

Info: This Tier II Account Report has been submitted, no changes can be made to it.

Account

TXT2 101902 **Active** YES **CN** CN605639806 **Name** Dogz R US **Type** LOCAL GOVERNMENT

Report

Type ANNUAL **Year** 2019 **Title** **Fee** \$50.00 **Last Update** 01/13/2020

Certification Details

Date 01/13/2020 **Title** Dogz Owner **Signature** Puppy Sitter

Fee Details

Total Fee \$50.00 [Confirmation of Submittal 101902-Tier-II-Report-Confirmation-of-Submittal-2019-DOGZ-AUSTIN.pdf](#)

Tier II Reporting Fee			
Category	AR Number	Invoice #	Total
TxHSC Chapter 506	0645933E	T2E0002022	\$50.00
Total Report Fee:			\$50.00