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.
   - 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:
   - You must check the certification box.
   - Then you must enter in your title, signature, and STEERS password
   - Click the “Submit” button
   - At the bottom of the page there is an added message regarding fees
Do you want to submit the following draft Tier II Report with its current list of Tier II Facilities?

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Year</th>
<th>Report Title</th>
<th>Last Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITIAL</td>
<td>2021</td>
<td>Testing</td>
<td>02/02/2022</td>
</tr>
</tbody>
</table>

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.

[ ] I certify that I am authorized under 40 CFR 372.43(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:

1. I am Tier II facilities owner, the owner of STERS account ER56199.
2. I have the authority to sign this document on behalf of the applicant named above.
3. I have personally examined the information and am familiar with its content and the content of any attachments, and based on my personal knowledge and by inquiry of any individual responsible for the information contained herein, that this information is true and complete.
4. I further certify that I have not violated any term in my TCEQ STERS 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 of and have reason to believe if false or misleading.
8. I am knowingly and intentionally signing Tier II ACCOUNT REPORT.
9. I agree to the terms and conditions of the TCEQ.

I understand that by entering my STERS account password below and selecting the "Submit" button, I am electronically signing the Tier II Account Report referenced above.

**Certification Details**

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/02/2022</td>
<td>DHS Manager</td>
</tr>
</tbody>
</table>

**Password:**

Pass 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.

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**Texas Commission on Environmental Quality**

Protecting Texas by Reducing and Preventing Pollution

Dynamic Cookies

IAM AHABER

122 KRIPS WAY
SEEGIN, TX 78153

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

This letter confirms the submission of Tier II Chemical Inventory Report submitted to the Texas Emergency Response Commission associated with the customer entered above. The first page of the enclosed report provides an overall summary of the substance and includes filing for 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 found at the Texas Commission on Environmental Quality's website.
5. From here you can either choose to pay online now or wait to receive an invoice. Payment is covered in the next section.

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.

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

<table>
<thead>
<tr>
<th>Tier II Reporting Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
</tr>
<tr>
<td>TxHSC Chapter 506</td>
</tr>
<tr>
<td>Total Report Fee:</td>
</tr>
</tbody>
</table>

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.
   - e-Pay is the only option for credit card payments.
   - 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”.

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.

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.

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