SETTING UP YOUR INDIVIDUAL STEERS ACCOUNT

This is how you establish an online account within the STEERS system.

This guide will take you through the following steps:

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NOTES
• If you already have an existing STEERS Account, you should use that account.
• If you do not have an existing STEERS Account, you will need to establish your own individual STEERS Account.
• STEERS accounts are assigned to an Individual, not a Company or Organization. Everyone accessing the TCEQ STEERS System must establish their own individual account.
• See Tier II Account Numbers - Information sheet to document your account information (page 6)

Step 1 - Go to the STEERS Portal
• If you do not yet have a STEERS Account, under “I need” select the weblink “to create a new account”
• Select “Create New Account”

Step 2 - Complete the Applicant Information:
• Below, complete all entries marked with “*”, then select “Next”:
Please enter the applicant’s information below and press Next button to continue. All fields marked with * are required.

### Applicant Name
- **First Name:**
- **Middle Initial:**
- **Last Name:**
- **Suffix:** (Name suffix if applicable)

### Company Information
- **Company Name:** (Applicant’s company)
- **Title:** (Applicant’s title)

### 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)

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

- Review Applicant Data: Review the information, then select “Next”
• STEERS checks for possible duplicate accounts:
  o Review that your entry is not a duplicate, if not, then select “Next”
  o If there is a possible duplication, you must contact STEERS Help Line by phone at 512-239-6925 or by e-mail at steers@tceq.state.tx.us for further assistance

• Select STEERS account security questions and “save”
Note: you can use the same word for all questions. We recommend that you document this information for future use.

**Step 3 - Get your ER Number (STEERS Account Number):**

*As shown below, your User ER Account Number has been assigned to you. You will also receive an email with your account information.*

**Step 4 - Set your STEERS account password**

Click on this link to set your password in STEERS.
• Set your STEERS password

Enter your password and confirm it

• Password has been set, you can login

Login button
Tier II Account Numbers - Information Sheet

STEERS Account Record:

STEERS website: https://www3.tceq.texas.gov/steers/

E-Mail Account used for STEERS account: ________________________

ER account #:________________

ER Password:________________

ER Security Question Answers:

- Question 1 and answer_______________________________________________________
- Question 2 and answer_______________________________________________________
- Question 3 and answer_______________________________________________________
- Question 4 and answer_______________________________________________________
- Question 5 and answer_______________________________________________________

Account Summary

Tier II Core Data access role (if needed): ___________________________

Tier II Reporting access role: ______________________________________

FTP Site Link Record:

FTP website: ftps.tceq.texas.gov/

User ID (email address):____________________________________________________

Password:_________________________________________________________________

Tier II Numbers Archive

TXT2#: ___________

CN Number: ___________   Customer Name: _________________________________

Facility RN Number: __________ Facility Name: ______________________________

Facility RN Number: __________ Facility Name: ______________________________

Facility RN Number: __________ Facility Name: ______________________________

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