

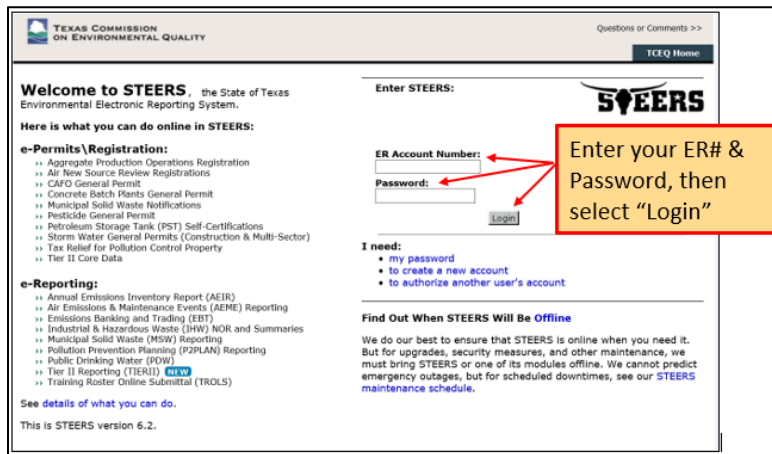
# Adding the STEERS Tier II Reporting Application & Completing the STEERS Participation Agreement (SPA)

This is how you add the Tier II Reporting application to your STEERS account to create, submit, export/print, and pay for your Tier II Report

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## Step 1 - Log into the STEERS Portal

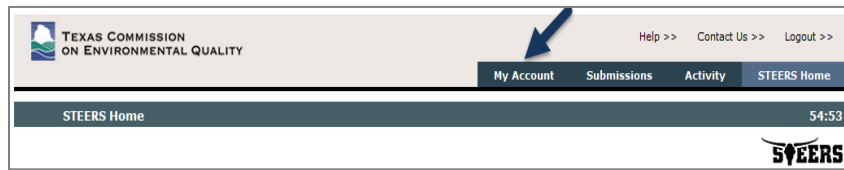
- Go to the STEERS Portal: <https://www3.tceq.texas.gov/steers/>
- Enter your ER Account Number & Password, then select “login”
- If you are locked out of your account or if your account needs reactivation, contact STEERS via phone (512-239-6925) or email ([steers@tceq.texas.gov](mailto:steers@tceq.texas.gov)).



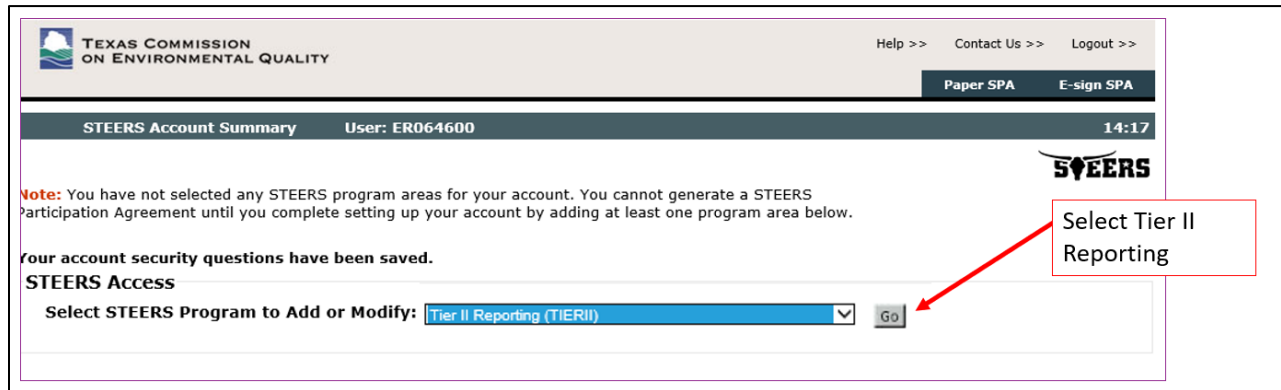
- The *STEERS Verify Account* page opens. Answer your security question and select “Go”
- *STEERS Login Confirmation* page opens. Review if the listed logins were made by you, if the logins are yours, then select “Yes”. Only select “No” if you did not make these logins and there is a breach in your account. You will be directed on how to lock your account and call for assistance.

## Step 2 - Add the Tier II Reporting application to your STEERS account

- Select **“My Account”** located in the menu bar at the top of the page.

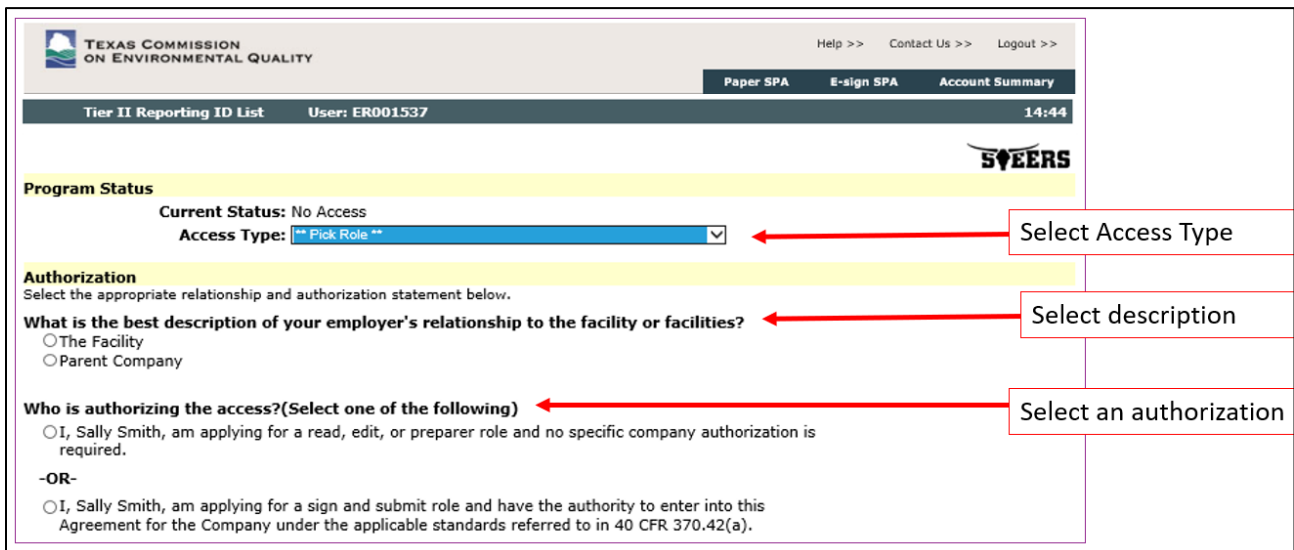


- For **“STEERS Program to Add or Modify:”**, select **“Tier II Reporting”** from the drop-down menu and select **“Go”**.



## Step 3 - Selecting your Tier II Reporting application Access/Authorization levels

- Select your appropriate **“access type”**, **“description”**, **“authorization”**, and Tier II IDs



- Access Type:
  - Tier II Reporting Primary – view, edit, sign, and submit and authorize representatives
    - Primary role- Has full Sign and Submit authority. All CN Accounts **must** have someone with the Primary access role.

- This role can only be claimed for a CN by a **single STEERS account holder** at any one time.
- This role is the only person who can grant secondary approval to Secondary and Preparer role holders.
- **Important:** The above role of Primary is intended to denote the position/degree of access for Tier II Reporting activities/purposes only for the CN Account. It does not imply any level/degree of ownership nor liability as an owner. There can only be one Primary per CN Account. It does not apply to any TCEQ program outside of Tier II.
- Tier II Secondary – view, edit, sign, and submit (must be authorized by the Primary)
  - Secondary role- As many users as necessary can hold this role. It has the same sign/submit authority as the Primary role, but must be granted access by the sole Primary role holder.
- Tier II Reporting Preparer – view and edit only
  - Preparer role- As many users as necessary can hold this role. This role only has the ability to view and edit Tier II reports, it cannot sign/submit reports. Must be granted access by the sole Primary role holder.
- Tier II Reporting Read Only – view only (not a valid choice)
- Description and Authorization:
  - “What is the best description...?” – select “the facility” or “parent company”
  - “Who is authorizing the access?”
    - First option is only if the “Preparer” role was selected
    - Second option is recommended

**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

**Who is authorizing the access?(Select one of the following)**

I, Sally Smith, am applying for a read, edit, or preparer role and no specific company authorization is required.

**-OR-**

I, Sally Smith, 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 40 CFR 370.42(a).

**Callouts:**

- Red box: "Select a description" with an arrow pointing to the radio buttons for "The Facility" and "Parent Company".
- Yellow box: "Only use this if PREPARER role was selected" with an arrow pointing to the first radio button option.
- Red box: "This is the only authorization that will grant you the required access for the Primary and Secondary roles." with an arrow pointing to the second radio button option.

- Under the *TierII IDs to Add:* section, enter in your customer number (CN). The facilities (RNs) associated with the CN will be added automatically.



- The electronic STEERS Participation Agreement (E-sign SPA) is the preferred option. The paper SPA should be used only when the digital form is unable to be completed.

**Account Summary**

**Account:** ER001537      **Account Status:** ACTIVE - unlocked  
**Name:** Lana D Souza      **Created:** 10/18/2016  
**Company:** TCEQ      **Activated:** 10/18/2016  
**Title:** ENVIRONMENTAL PROTECTION      **Last Renewed:** 12/10/2019  
**Email:** lana.dsouza@tceq.texas.gov  
**Phone:** 512-239-5071  
**Address:** PO BOX 13087  
AUSTIN, TX 78711 3087

**STEERS Access**

Select STEERS Program to Add or Modify: -- Select program to add or modify --

Current Program Area	Program	# IDs	# Probationary
<a href="#">Tier II Core Data</a>	EPR_TIERII	N/A	0
<a href="#">Tier II Government Official</a>	TIERII_GOV	N/A	0
<a href="#">Tier II Reporting</a>	TIERII	26	1

- The E-sign SPA uses an identity proofing software to collect your signature. There is one option for Texas residents with a Class C TX driver’s license, and the other is for residents of all other states and Texas residents who hold a different type of TX driver’s license.
- Texas residents with a Class C TX driver’s license will select the “Texas Online Authentication Service” Identity Proofing and complete the form with their driver’s license. If you have recently renewed your Class C TX driver’s license and are waiting for the new license you will need to use the “LexisNexis Instant ID” option.

**Important:** In development and user test, identity proofing is not turned on unless testing of the service interface is occurring. Due to this, please provide data that matches the field name or field instructions.

**Identity Proofing:** Texas Online Authentication Service - TX Driver's License (Class C only) ▾

**First Name:** Brittany

**Middle Initial:**  (Optional)

**Last Name:** Mcmillen

**Company Name:** TCEQ

**Title:** SUBMITTER

**TDL Number:**  (8 to 10-digit number)

**TDL Audit Number:**  (11-, 16- or 20- digit number on license)

**Last 4 of SSN:**

**Date of Birth:**  (mm/dd/yyyy)

I, Brittany Mcmillen, have the authority to enter into this Agreement for TCEQ under the applicable standards listed below.

- All other users will select the “LexisNexis InstantID” option under Identity Proofing.

**Identity Proofing:** LexisNexis InstantID (nationwide) ▼

**First Name:** Brittany

**Middle Initial:** (Optional)

**Last Name:** Mcmillen

**Company Name:** TCEQ

**Title:** SUBMITTER

**Home Address:**

**Home Address 2:** (Optional)

**City:**

**State:** Texas ▼

**ZIP Code:**

**Home Phone:** (555-555-5555)

**Last 4 of SSN:**

**Date of Birth:** (mm/dd/yyyy)

I, Brittany Mcmillen, have the authority to enter into this Agreement for TCEQ under the applicable standards listed below.

- You will receive a confirmation email once your E-sign SPA is submitted.

**From:** [steerstst@tceq.texas.gov](mailto:steerstst@tceq.texas.gov) <[steerstst@tceq.texas.gov](mailto:steerstst@tceq.texas.gov)>  
**Sent:** Wednesday, May 9, 2018 3:08:44 PM  
**To:** [JAMESMULARADELIS@MSN.COM](mailto:JAMESMULARADELIS@MSN.COM)  
**Subject:** STEERS Participation Agreement (SPA) Signed Electronically

This confirms the submittal of your signed STEERS Participation Agreement (SPA) to the TCEQ. Your submittal was received at 05/09/2018 03:08 PM.

Account: ER001665  
Confirmation Number: 12506  
Hash Code: 9BD2FFDC8BDF2E0CB0CA057D8CAFDC8F07F7D12281DDF352414A4C813BA0B92E

Signing electronically automatically activates your account and any program area access or IDs for which you have direct authorization.

If you have any questions please contact the STEERS Help Line at 512-239-6925 or by e-mail at [steerstst@tceq.texas.gov](mailto:steerstst@tceq.texas.gov).

- To get a printable SPA to ink sign and mail, click “**Paper SPA**” then “**Generate your SPA**”.

[Edit Account](#)   [Change Password](#)   [Security Questions](#)   [E-sign SPA](#)   [Account Summary](#)   [STEERS Home](#)

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STEERS Select SPA Type    User: ER001817    14:25

**STEERS**

Please select whether you want to generate the entire SPA or a partial SPA for a specific authorization. Or select E-sign above to sign your account electronically using Texas Drivers License.

**Generate Your SPA**

To generate the entire SPA, press the "Generate Your SPA" button below.

-- OR --

**Generate SPA for a Single Authorization**

All fields are required. You must enter the information the same as you did in the authorization form.

**First Name:**  Authorization first name.  
**Last Name:**  Authorization last name.  
**Company Name:**  Enter one keyword.  
**Title:**  Enter one keyword.

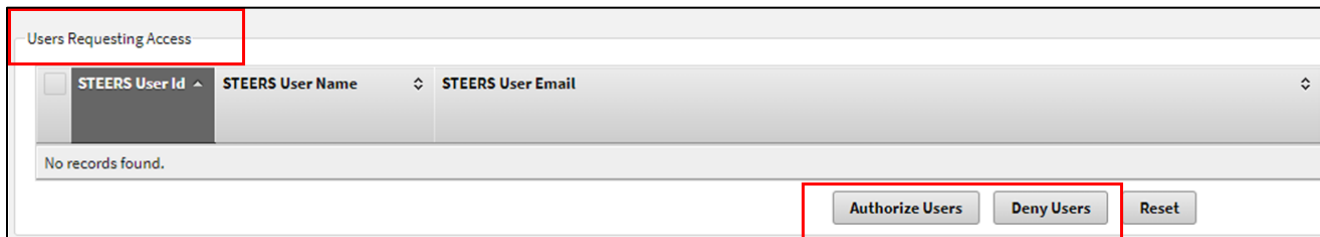
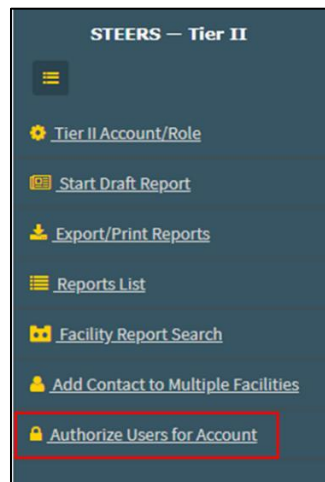
 

- Review, complete information, and follow mailing instructions listed on form.

- The Paper-SPA must be a signed and mailed original (keep a copy for records purposes). To meet legal requirements, STEERS cannot accept a faxed/emailed Paper-SPA, and ALL signature blocks of the mailed Paper-SPA must contain original, ink signatures.

## Step 5 - Secondary and Preparer access approval

- After adding a CN in the Tier II Reporting application, you will need to wait until you have been granted secondary or preparer access approval before you can access the application.
- Primary role holders are approved by the Tier II Team at TCEQ. Approval should be granted within a couple hours to 1 day or longer if there is already a “primary” on the account.
- Secondary and Preparer role holders must be approved by the current STEERS Primary account holder.
- The Primary account access holder will receive email reminders to review secondary and preparer access requests.
- The Primary account holder authorizes other accounts by selecting “**Authorize Users for Account**” on the main menu in Tier II Reporting. Then select look under “**Users Requesting Access**” to authorize or deny user access.



- If there is not someone in the Primary role, then the Secondary or Preparer authorizations for access cannot be granted for that CN Account. An email will be sent to the Secondary or Preparer to notify them that there is no Primary for the CN Account.