ADDING THE STEERS TIER II REPORTING PROGRAM & COMPLETING THE STEERS Participation Agreement

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

This guide will take you through the following steps:

Step 1 - Log into the STEERS Log Portal

- Go to the STEERS Portal: https://www3.tceq.texas.gov/steers/
- Enter your ER Account Number & Password, then select “login”

Step 2 - Add the Tier II Reporting Program to your STEERS Account

Step 3 - Selecting your appropriate Tier II Reporting Program Access/Authorization levels

Step 4 - Sign the STEERS Participation Agreement (SPA)

Step 5 - Secondary access approval

Step 1 - Log into the STEERS Log Portal

Welcome to STEERS, the State of Texas Environmental Electronic Reporting System.

Here is what you can do online in STEERS:

- **e-Permits/Registration**:
  - Aggregate Production Operations Registration
  - Air New Source Review Registrations
  - CMO General Permit
  - Concrete Batch Plants General Permit
  - Municipal Solid Waste Notifications
  - Pesticide General Permit
  - Petroleum Storage Tank (PST) Self-Certifications
  - Storm Water General Permits (Construction & Multi-Sector)
  - Tax Rated for Pollution Control Property
  - Tier II Core Date

- **e-Reporting**:
  - Annual Emissions Inventory Report (AEIR)
  - Air Emissions & Maintenance Events (AEME) Reporting
  - Emissions Banking and Trading (EBT)
  - Industrial & Hazardous Waste (IHW) NOR and Summaries
  - Municipal Solid Waste (MSW) Reporting
  - Pollution Prevention Planning (PP2AN) Reporting
  - Public Drinking Water (PDW)
  - Tier II Reporting (TIERL)
  - Training Roster Online Submission (TROLS)

See details of what you can do.

This is STEERS version 6.2.
• The STEERS Verify Account page opens, answer question select “Go”

![STEERS Verify Account](image1)

Verify STEERS ER001665
Please answer the following security question: (3 incorrect answers will cause the account to be locked)

What is your favorite game? [ ] Go

• STEERS Login Confirmation page opens, if logins are yours, select “Yes”

![STEERS Login Confirmation](image2)

Were these logins made by you? [ ] Yes [ ] No

![Welcome James Mularadelis](image3)

Welcome James Mularadelis!
The 10 most recent logins for account ER001665 are listed below. If you suspect any of these logins were not made by you, please notify the STEERS Help Line immediately at 512-239-6925 or email steers@tceq.texas.gov.

<table>
<thead>
<tr>
<th>Account ID</th>
<th>User Name</th>
<th>Date/Time</th>
<th>IP Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ER001665</td>
<td>James Mularadelis</td>
<td>04/23/2019 11:04:34 AM</td>
<td>163.234.53.231</td>
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<td>173.174.54.114</td>
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<td>ER001665</td>
<td>James Mularadelis</td>
<td>08/28/2018 08:13:25 AM</td>
<td>163.234.53.231</td>
</tr>
</tbody>
</table>

Reminder: This account has probationary program areas and/or program area IDs. These probationary IDs or areas have limited access.

Were these logins made by you? [ ] Yes [ ] No
Step 2 - Add the Tier II Reporting Program to your STEERS Account:

- Select “My Account”:

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

Step 3 - Selecting your appropriate Tier II Reporting Program Access/Authorization levels

- Select your “access type”, “description”, “authorization”, and Tier II IDs.
• Access Type:
  o 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.
  o 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.
  o 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.
  o Tier II Reporting Read Only – view only (not a valid choice)

• Description and Authorization
  o Description – select “the facility” or “parent company”
  o Authorization
  o First option is only if the “Preparer” role was selected
  o Second option is recommended
• Tier II IDs to Add:
  o Enter in your customer number (CN), the facilities (RNs) associated with the CN will be added automatically.

• If you get an error that the IDs are not found, then you will need to use the Tier II Core Data Application to affiliate your CN, RN, and TXT2 numbers.

  If you get this error, then your Customer Number (CN) does not have any Tier II facilities (RNs) associated to it. You will need to use the Tier II Core Data application to affiliate your CN, RN and TXT2 numbers.

• Confirm the addition of new Tier II Reporting IDs, select “Confirm Add”

• Your account will be on probation until you sign your SPA
Step 4 - Sign the STEERS Participation Agreement (SPA)

- The top menu has two options to select from: “Paper SPA” or E-sign SPA
- The electronic STEERS Participation Agreement (E-sign SPA) – can only be completed if you have a valid, current State of Texas Driver’s License. Without the use of the valid, current State of Texas Driver’s License, the Paper SPA must be used.
- 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.

- E-sign SPA: review, complete information, and select “E-Sign SPA”
Paper SPA - Generate your SPA

- Review, complete information, and mail in to address at top of page. STEERS cannot accept a faxed/emailed paper SPA, all signature blocks must contain original, ink signatures.
As an account holder, I agree

1. to protect my password from use by anyone except me, to maintain the secrecy of my password by not revealing it to anyone else, and to change it if I believe it becomes known to any other person;
2. to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of the loss, theft, or other compromise of my user account or password;
3. to notify the TCEQ STEERS help line if I cease to represent any of the sites named above as soon as this change in relationship occurs;
4. and understand that I will be held as legally bound, obligated, or responsible for any electronic signature using my account and password as I would be using my hand-written signature, and that legal action can be taken against me based on the use of my account and password in signing and submitting an electronic document to the TCEQ;
5. to review the acknowledgments and copies of documents signed and submitted electronically using my account and PIN to STEERS;
6. to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of discrepancy between an electronic document I have signed and what STEERS has received from me;
7. that in no event will the TCEQ be liable to me or my employer for any special, consequential, indirect or similar damages, including any lost profits or lost data arising out of the use or inability to use the software or of any data supplied therewith even if the TCEQ or anyone else has been advised of the possibility of such damages, or for any claim by any other party. The TCEQ disclaims all warranties, express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the software and the accompanying written materials;
8. that data electronically signed using this Account shall also be considered to contain the following certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

9. that data in the work area that has not gone through the action of submittal (caused by pressing the submit button) is not considered to be submitted data. Even though the data resides on a TCEQ controlled computer, it is considered to be in draft form and will not be considered to meet any reporting requirements until I have taken action to submit the data. I certify that

Tier2 Tester, have the authority to enter into this Agreement for TESTING INC under the applicable standards listed below.

<table>
<thead>
<tr>
<th>Signature of Account Holder</th>
<th>Tier2 Tester</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TESTER</td>
<td>TESTING INC</td>
<td>Company Name</td>
<td></td>
</tr>
</tbody>
</table>

- Mail SPA to STEERS (address at top of page):
  - Mailing Address:
    TCEQ
    STEERS MC226
    PO BOX 13087
    Austin, TX 78711-3087
  - Physical Address:
    TCEQ
    STEERS MC226
    12100 Park 35 Cir
    Austin, TX 78711-3087
Step 5 - Secondary access approval
After adding a CN in the Tier II Reporting application, you will need to wait until you have been granted secondary access approval before you can access the application.

- Primary role holders are approved by the Tier II Team at the 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 approve secondary and preparer access roles.
- 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.