

Figure 6: STEERS Account Security Question Update page

9. The *STEERS Account Summary* page opens. Your account has now been created in a probationary status.
10. After your probationary STEERS Account, has been created, you may need to establish access to the Tier II Core Data program area. The Tier II Core Data program area is used to create the numbers you need for the Tier II Reporting Application. See [What Numbers Do You Need?](#) in [Chapter 3](#).

NOTE: If you already have your numbers and only need to get access to the Tier II Reporting Application, skip to the [Requesting Tier II Reporting Access](#) section in [Chapter 3](#) to register yourself and your facilities

NOTE: Every two years your STEERS account must be renewed or it will expire. If it is not renewed within 30 days of the expiration date, your STEERS account will be deleted. See [Renewing Your STEERS Account](#) in [Chapter 3](#).

Requesting Tier II Core Data Program Access

The *Tier II Core Data program* is where the owner/operator is registered with TCEQ, is assigned a CN (Customer Number), their Tier II Account is created, and a unique TXT2 Number is assigned. This program is also where you register your facilities and receive a unique Regulated Entity Number (RN) for each. Before you can create a report for a facility, the Regulated Entity record for that facility must be created through the *Tier II Core Data program* if the facility does not already have this number assigned.

Important! This step is NOT needed if you have your numbers and the facilities are associated with your Customer Account. In that case, move on to the [Requesting Tier II Reporting Access](#) section in [Chapter 3](#).

NOTE: If you have reported to TCEQ previously you would have registered with TCEQ and received a CN and possibly RNs for your facilities. If you have reported to the Tier II Chemical Reporting Program previously, you were assigned a TXT2 Number. Your numbers will not have changed.



Tier II Reporting Application User Guide for Tier II Account Reporters

See [Getting Your Numbers Online](#) in in [Chapter 3](#) for further information on registering the owner/operator and facilities.

TIP: It is possible that the owner/operator and facilities have already been registered with TCEQ. The CN and RN numbers can be searched for through the [TCEQ website](#)⁴ as long as they are associated with another TCEQ program (i.e. Air Operating Permits or Used Oil) and not only to Tier II. You will find a section on the TCEQ home page for links to searches.

Contact the Tier II Program for more information.

To request access to the Tier II Core Data program area, open the *STEERS Account Summary* page:

1. If you are not already on the *STEERS Account Summary* page, select the **My Account** option from the header bar on the *STEERS Home* page once you are logged in to open the *STEERS Account Summary* page.

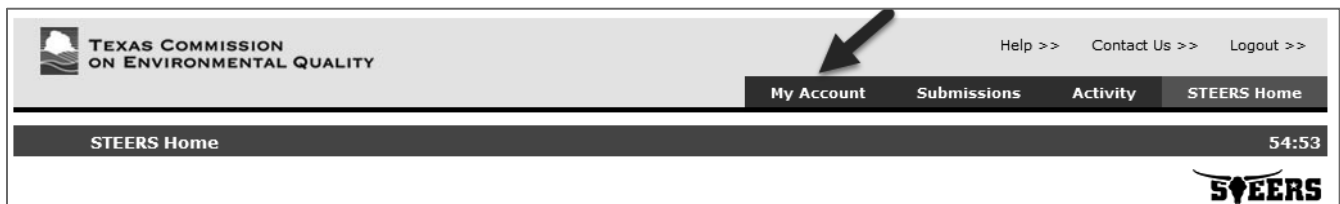


Figure 7: STEERS Banner with My Account Highlighted

2. In the *STEERS Account Summary* page, select **Tier II Core Data** option from the **Select STEERS Program to Add or Modify** drop-down field, and select the **Go** button.

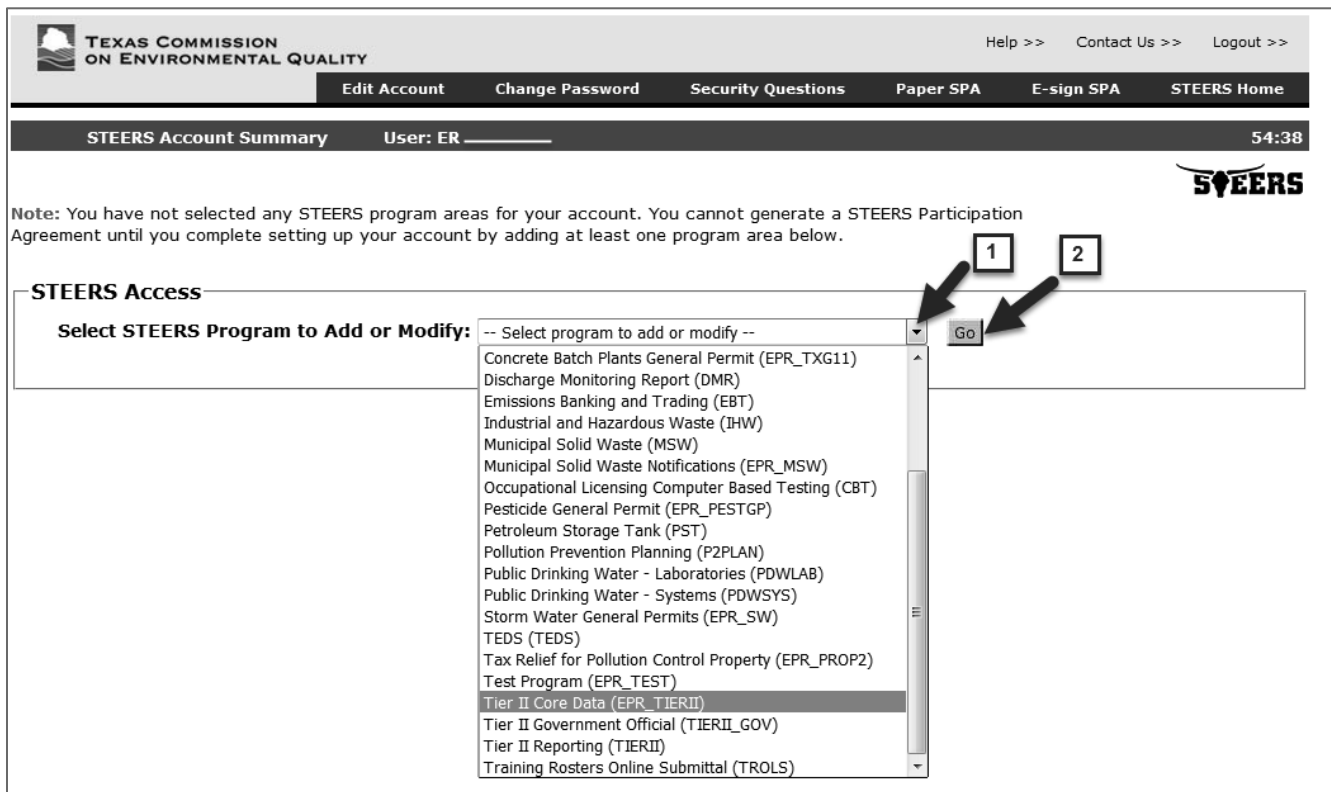


Figure 8: STEERS Account Summary page with the Tier II Core Data option highlighted

⁴ TCEQ Web Site - <https://www.tceq.texas.gov/>

3. The *Tier II Core Data Access* page displays. Select the appropriate **Access Type** in the **Program Status** section.
 - a. If you are to sign the application, be sure to select the **Tier II ePermits Sign** option.
 - b. If you are reading, editing, or preparing the application for someone else to who will sign, select one of the other options that best fits.

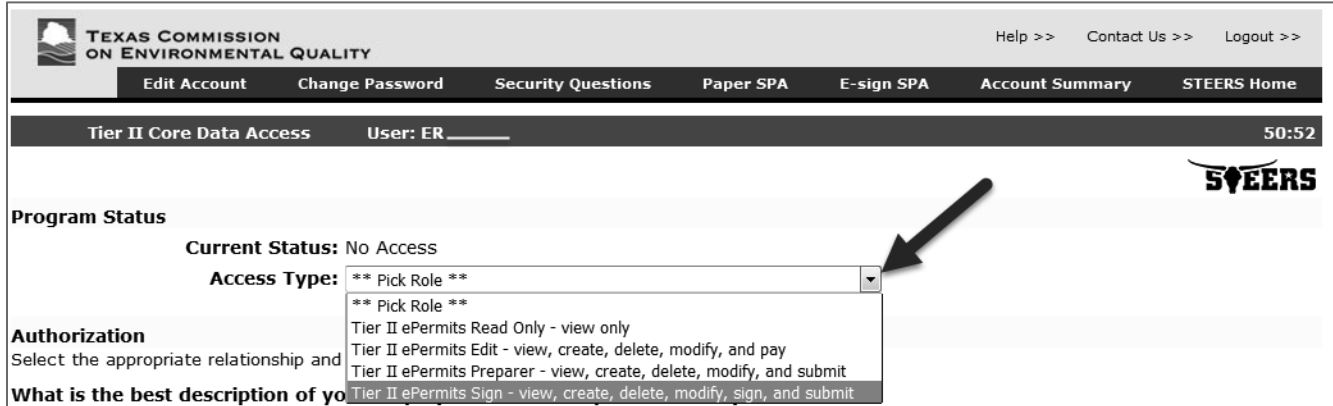


Figure 9: Tier II Core Data Access page with the Tier II ePermits Sign Access Type highlighted

- c. In the **Authorization** section on the *Tier II Core Data Access* page, select the description of your employer's relationship to the facility or facilities. If you are contractor hired to do the data entry for the owner/operator, select the relationship of who hired you to the facility.
 - i. Select **The Facility** if your employer is the facility itself.
 - ii. Select **Parent Company** if your employer is the owner of the facilities that are being reported on.

Do not Other as an option.

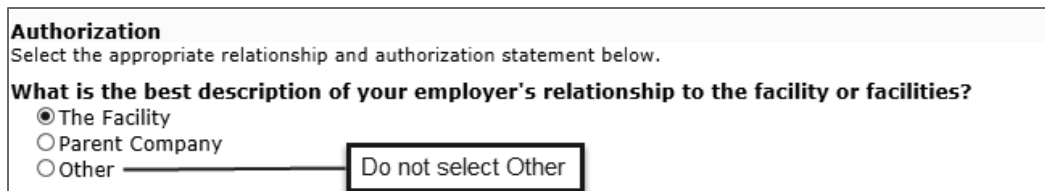


Figure 10: Tier II Core Data Access page's Authorization - employer's relationship section

- d. In the "Who is authorizing the access?" section select the appropriate choice for who is authorizing the access and select the **Add Access** button.
 - i. Choose the first option if you want "Read-only," "Edit," or "Preparer" Access Type. You **will not** be able to sign and submit the application.
 - ii. Choose the second option if you have a "Sign" Access Type and have authority to sign and submit the application.
 - iii. Choose the third option if you have the "Sign" Access Type and someone else is authorizing the access. If you choose this option, you must complete the **Authority, Title, Company,** and **Phone** fields.
 - e. Select the **Add Access** button.
 - The **Cancel** button returns you to the *STEERS Account Summary* page.

Figure 11: Tier II Core Data Access page

- f. If the addition of access was successful, the page refreshes with the confirmation message at the top. If you are satisfied, select the **Cancel** button and the *STEERS Account Summary* page displays.
4. The *STEERS Account Summary* page shows your account information and lists the program areas you have requested access to in the **STEERS Access** section. Note that there is a "1" in the **Probationary** column in this example.

STEERS Access

Select STEERS Program to Add or Modify:

Current Program Area	Program	# IDs	# Probationary
Tier II Core Data	EPR_TIERII	N/A	1

Figure 12: STEERS Account Summary page's STEERS Access section

5. At this point, your access to the Tier II Core Data program area is still *Probationary*. To be granted access, you need to complete the STEERS Participation Agreement (SPA). See [Signing the STEERS Participation Agreement \(SPA\)](#) in [Chapter 3](#).