



## Tier II Reporting Application User Guide for Tier II Account Reporters

- a. In the **STEERS Access** section of the *STEERS Account Summary* page, there is a column for **# IDs** and one for **# Probationary**. The **# IDs** column shows the number of Tier II Accounts associated with the STEERS Account. The **# Probationary** column only displays if there are probationary accounts.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Edit Account Change Password Security Questions Paper SPA E-sign SPA STEERS Home

STEERS Account Summary User: ER \_\_\_\_\_ 50:39

STEERS

Reminder: This account has probationary program areas and/or program area IDs. These probationary IDs or areas have limited access. To get full access, a signed copy of the STEERS Participation Agreement (SPA) must be received by the TCEQ either by mail or electronically if you have a Texas Drivers License. If you have not sent in the SPA already, please do so.

**Account Summary**

Account: ER \_\_\_\_\_ Account Status: ACTIVE - unlocked  
 Name: Created: 06/29/2017  
 Company: Activated: 07/27/2017  
 Title: Last Renewed: 07/27/2017  
 Email:  
 Phone:  
 Address:

*Your Account Information*

**STEERS Access**

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

Current Program Area	Program	# IDs	# Probationary
<a href="#">Tier II Core Data</a>	EPR_TIERII	N/A	0
<a href="#">Tier II Reporting</a>	TIERII	4	1

Figure 54: STEERS Account Summary page

Now that you have added the new Account, you need to sign a SPA. See the next section.

**NOTE:** Every time you either request access to a new program area, such as the Tier II Reporting Application, or add to a new CN to the Tier II Reporting program, you must sign another SPA. See [Signing the STEERS Participation Agreement \(SPA\) in Chapter 3](#).

## Signing the STEERS Participation Agreement (SPA)

The STEERS Participation Agreement (SPA) is the agreement that you must sign to gain access to STEERS and any STEERS programs such as Tier II Reporting program as well as access to a Tier II Account (by using the CN). You can either electronically sign the SPA or print it out and mail it in.

**NOTE:** To electronically sign your SPA, you must have a Class C Texas Driver's License that has not been changed in the last six weeks. If you do not have a Texas Driver's license or you have recently changed or renewed your license, you must submit a paper SPA. See [Preparing and Printing a Paper SPA in Chapter 3](#).



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Every time you add new Tier II IDs (CNs) to your STEERS account or you request access to a STEERS program you must submit a new SPA. For example, if you come back after creating your STEERS account and requested access to the Tier II Reporting program and add a new Tier II Account's CN to your account, you must sign another SPA for that new request to be processed. The same is true if you request a change in your level of access to a program.

### Electronically Signing the SPA

Once you have created or updated your STEERS application, you need to open the *STEERS Account Summary* page. From the *STEERS Home* page, select the **My Account** option in the header.

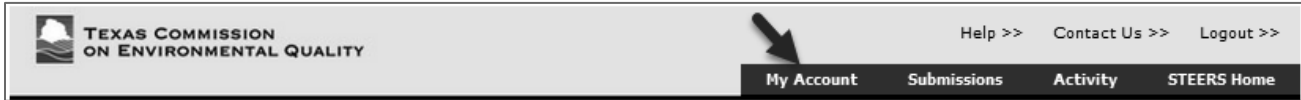


Figure 55: STEERS Welcome Page Header

1. In the *STEERS Account Summary* page, select **E-sign SPA** in the header.

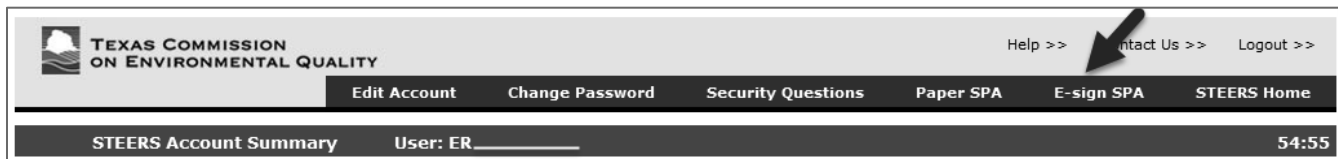


Figure 56: STEERS Account Summary page header for an existing STEERS Account



Figure 57: Example of a STEERS Account Summary page header after creating a new STEERS Account

2. The *STEERS Participation Agreement – E-sign Account* page displays with the SPA detailed.
3. Review the **Account Information**. If it is not correct, select the **Cancel** button at the bottom of the page and make your changes on the *STEERS Account Summary* page.
4. Read through the agreement and fill out the fields at the bottom of the page and select the **E-Sign SPA** button.
  - The **Cancel** button returns you to the *STEERS Account Summary* page and the **Exit Application** button returns you to the *STEERS Welcome* page and you must sign back in to continue.

### Sign Electronically with Your Texas Drivers License (TDL)

All fields are required. TCEQ will not save confidential data such as TDL, audit number, birthday, and partial social security number.

**First Name:**  Your first name as it appears on your TDL.

**Last Name:**  Your last name as it appears on your TDL.

**Company Name:**

**Title:**

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

**TDL Audit Number:**  The 11-, 16- or 20- digit number on your license.

**SSN:**  Last 4 digits only

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

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

I, , certify that I am signing this document with my personal Texas Driver's License information.

E-Sign SPA
Cancel
Exit Application

Signature verification can take several minutes.  
Please do not press the E-sign button more than once.

*Figure 58: The Sign Electronically with Your Texas Driver's License (TDL) Section of the STEERS Participation Agreement - E-sign Account page*

5. A *Confirmation of Submittal* page displays which you can print for your records. Additionally, you will receive an email confirmation of the completion of your SPA.
6. Read over the page, and select the **Cancel** button to return to the *STEERS Account Summary* page or the **Exit Application** button to return to the *STEERS Login* page.



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**TEXAS COMMISSION  
ON ENVIRONMENTAL QUALITY**

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Edit Account
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STEERS Participation Agreement - E-sign Account
User: ER [REDACTED]
54:51

**This page confirms the submittal of your electronically signed STEERS Participation Agreement (SPA) to the TCEQ. Please print this page if you would like a permanent record of this submittal. You will also receive a confirmation e-mail.**  
**Confirmation number: 2633**  
**Hash Code: 0C95D36B21D6CA6C08B9A506ECC71D5791454AE91D650D42FCD7D217C0B7DCF2**

Account Information	
Account:	ER [REDACTED]
Name:	[REDACTED]
Company:	[REDACTED]
Title:	[REDACTED]
Email:	[REDACTED]
Phone:	[REDACTED]
Address:	[REDACTED]

I am applying to read information electronically for the sites below for which I have the authority to enter into this agreement:

Tier II Government Official				
Access	Site Relationship	Authorized By	Status	Last Modified
Tier II Government Official Read Only	Government Official	Self	Active	10/24/2017

As an account holder, I agree

- 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;
- 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;
- 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.

I, [REDACTED], have the authority to enter into this Agreement for TCEQ under the applicable standards listed below. I, Laura Carlson, certify that I am signing this document with my personal Texas Drivers License information.

582 TEST ER [REDACTED]	[REDACTED]	10/24/2017
Signature of Account Holder	Printed Name	Date
[REDACTED]	TCEQ	
Title	Company Name	TCEQ CN (if known)

**Signature Authority Standards:**

Tier II Government Official (TIERII\_GOV)  
see 40 CFR 370.42(a)

To return to the STEERS Home page

➔

Cancel

➔

Exit Application

➔

To return to the STEERS Log In page

Figure 59: STEERS Participation Agreement - E-sign Account Confirmation page